Lesson 4

Step 1- Change label of instruments

Select arrow

Click on Trumpet in Bb

Right click and select edit full staff name

Select “in Bb” and delete

Add “1” and click OK

Do the same on the other Trumpet and add “2”

Step 2- Move staffs to right to better show instrument names

Select “Page Layout Tool” (second column, bottom)

Move small box on second staff to the right (intersect Treble clef sign)

Repeat on all staffs

Step 3- Even out number of measures in each staff

Select arrow and click on “Edit” on top line

Click on “select all”

Select “utilities” to the right of “Edit” and Choose “Fit Measures”

“Seven” measures works well in this case.

Step 4- Level staffs

Select arrow and click on “Page layout tool”

Click and hold on the top staff page “2” and slide down so it is level with top staff on page “1”

Depress and hold on staff on page 3 and align with page “2”

Step 5- Adjust letter size on page “1”

Select arrow and click on “Amazing Grace”

Right click to highlight “Edit Text” and highlight

Click on “Text” on top line and select “Size” then number (36)

Choose arrow, select “Lesson 4” and repeat as above and change size to (18)

Step 6- Reposition title

Select arrow, click and drag “Lesson 4” to acceptable location

Repeat with “Amazing Grace”

Select arrow and click on “Me”, highlight, select “Text” and Change name to “John Newton arranged by Me” and position