

**PDF Instructions for Power Music A.F. - Accessible Format –**

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## **Management 1 - First time Use.**

If you have just registered the software it will open immediately in the Management screen so that you can set your defaults.

Alternatively, open the software using the Power Music AF Icon.

**Click on Management.** This part of the system will enable you to set up the software to meet your particular requirements.

**Click on, Settings.**

**Default Display – Choose Music Scores or Chord Sheets.**

**Click on, Colours - Choose your Font Size** by using the - or + buttons

We recommend the following maximum sizes for these screens:

Diagonal Size (16:9 or 16.10 Ratio)	Font Size
10 inches	24
16 inches	26
18 inches	28
22 inches	36
24 inches	46

For other sizes please contact your vendor.

Please experiment with your display until you are happy with the results. Exceeding the recommended screen sizes may result in missing text in the buttons.

If you wish the software to display White on Black –Click on, the White on Black Button, but, for all other choices, continue as follows.

The Default Fore Colour for text is Black, but you can now choose an alternative if you wish. Click on your required colour and it will immediately change the colour of the text.

**Click on Back Colour.** Click on, a colour to change the background and this will happen immediately. If you are not happy choose another colour.

**Click on Other.** This will provide another background colour for contrast in certain parts of the screen

**Click on, Chord Sheets,** if you plan to use them for music reading.

Click on, Chord Colour, to choose the required colour.

**Click on, Annotations.**

Take this opportunity to choose the colours for the Highlight, Pencil, Text & Notation Gallery.

**Click on, Metronome.** By Clicking in the various circles, you can choose your options for the metronome.

**Click on, Page Turning.** Choose between Scroll within Song Only or, Scroll within Song plus Move to Previous/Next.

**Click on, Worship Music.** Choose if you wish BibleReferences to be displayed.

**Click on, Return when this is complete.**

Although there are further settings in the Management Section of the software, you may not wish to continue in this section, until you have added some of your music, so, click on, Home.

The other parts of the Management section will be covered later in **Management 2.**

## **Click on Songs. (To See Sample Songs)**

This screen now displays many options as it is the main working part of the system.

On the left side of the screen you will see a list of sample music which has been provided with the software as an example of enlarged music.

Click on one of the Songs and Click on Display Music.

You will now see enlarged music on a full screen in your chosen colours. Now to creating your own enlarged music!

The following options are available for adding your music to Power Music AF:

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## **Adding Music by Using a PDF Import.**

Click on, Songs.

Click on, Add Song.

Click on, Music.

### **Click on, PDF.**

Select a Music PDF, from your PC. Click on, Open. You will now see Page 1 of your Music PDF.

Use the left button on the mouse to draw around a section of the music. For example, 1 or 2 systems, or, quarter of a page, or, half a page etc.

**Click on Preview**, and you will see that particular portion of the music displayed and enlarged on the full screen.

Press escape, to return to the editing screen.

If you are happy with the size and display of the music, click on, add selection.

Pressing the left button while in the centre of the cropped selection, slide it down to the next section of the music, and adjust the height and width, if necessary to select the next section of the music and again, click on, Add Selection.

Repeat this action for the rest of the page.

If there are more pages to the music, un-tick Page One and tick Page two, repeating the above process until all the music is added to the selection.

### **Click, Return.**

You will now see the page numbers on the left and the music on the right.

If there are repeats you can duplicate pages and move them into the appropriate page order.

Once you are happy, click on, Return.

### **Click on, Titles.**

**Click on, Add Title**, and, enter the Title of your music.

If you wish to use the opening lines of a title as a way to find the music, then you can enter the opening line in the box provided, if not, you click on "Same as Title".

Click on, **Return.**

Click on, **Save.**

Your music is now displayed in the left hand side of the list of songs.

Click on, the Song, and, click on, Display Music, to see it in full screen.

You can now view the various pages by clicking on the Right Hand Side of the Screen, or, by tapping on the right hand side of a touch screen, or, by using a foot pedal.

Your music is ready to read and play in your desired format.

**If you wish to add further information to your song please, skip to,**

**Adding extra information to your songs. Skip to Page 11**

This information can help with rehearsals and performance. It can help you to organise your music and help you to search and find your music quickly.

## **Adding Music by direct Scan.**

Click on, Songs.

Click on, Add Song.

Click on, Music.

**Click on, Scanner**, and, choose the scanner connected to your music reading device or PC.

**Choose the TWAIN device.**

**Click on, Scan.**

Your Page of Music will appear on the right-hand side of the screen.

You have several options for improving the music.

**Rotate.** This allows you rotate the image.

**Crop,** This allows you crop around the music to remove the white borders for increased filling of the screen.

**Auto Deskew.** This allows you to straighten a crooked scan.

**Adjust.** This allows you to amend the brightness and contrast of an image.

If this image is already at your desired size, click on, Add as page.

**Zoom mode.** Allows you to Zoom into the Music if you wish to crop sections for enlargement.

**You can now further enlarge the music by cropping sections of the page as follows:**

Use the left button on the mouse to draw around a section of the music. For example, 1 or 2 systems, or, quarter of a page, or, half a page etc.

Click on, Preview, and you, will see that particular portion of the music displayed and enlarged on the full screen.

Press escape, to return to the editing screen.

If you are happy with the size and display of the music, click on, Add as Page.

Pressing the left button while in the centre of the cropped selection, slide it down to the next section of the music, and, adjust the height and width if necessary, click on, Add as Page.

Repeat this until you have added the full page of music.

Click on, **Return**.

You will now see the page numbers on the left and the music on the right.

If there are repeats you can duplicate pages and move them to the appropriate page order.

If there is another full page of music to be scanned for this song, Click on, **Add**, Choose scanner again and repeat the process.

Once you are happy click on **Return**.

**Click on, Titles.**

**Click on, Add Title**, and, enter the Title of your music.

If you wish to use the open lines of a title as a way to find them music, then, you can enter the open line in the box provided, if not, you click on, "Same as Title".

Click on, **Return**.

Click on, **Save**.

Your music is now displayed in the left hand side of the list of songs.

Click on, the Song and click on **Display Music** to see it in full screen.

You can now view the various pages by clicking on the Right Hand Side of the Screen, or, by tapping on the right hand side of a touch screen, or, by using a foot pedal.

Your music is ready to read and play in your desired format.

### **Adding extra information to your songs. Skip to Page 11**

This information can help with rehearsals and performance. It can help you to organise your music and help you to search and find your music quickly.



## **Adding Music by Using a File Image.**

Click on, Songs.

Click on, Add Song.

Click on, Music.

### **Click on, Image.**

Select a Music Image File from your PC. Open. You will now see Page 1 of your Music Image.

**Click on, Edit.** You have several options for improving the music.

**Rotate.** This allows you rotate the image.

**Crop.** This allows you crop away the white borders around the music for increased filling of the screen.

**Auto Deskew.** This allows you to straighten a crooked scan.

**Adjust.** This allows you to amend the brightness and contrast of an image.

**Zoom mode.** Allows you to Zoom into the Music, if you wish to crop sections for enlargement.

**Click on, Apply Changes,** if you have made any to page 1, and, repeat on other pages if applicable.

You can now further enlarge the music by cropping sections of the page as follows:

### **Click on, Page 1.**

**Click on, Edit.** Crop a section of the music. **Click on, Add as a new page.** This page is added at the end of the music. Repeat for the other sections of music. Once the page is completed, delete the original, full page, one.

Repeat the process for any subsequent full pages of the music.

The result is several enlarged pages of the music.

### **Click on, Titles.**

**Click on, Add Title,** and, enter the Title of your music.

If you wish to use the opening lines of a title as a way to find them music, then, you can enter the opening line in the box provided, if not, you click on, "Same as Title".

Click on, **Save**.

Your music is now displayed in the left hand side of the list of songs.

Click on, the Song, and, click on Display Music to see it in full screen.

You can now view the various pages by clicking on the Right Hand Side of the Screen, or, by tapping on the right hand side of a touch screen, or, by using a foot pedal.

Your music is ready to read and play in your desired format.

**Adding extra information to your song. Skip to Page 11.**

This information can help with rehearsals and performance. It can help you to organise your music and help you to search and find your music quickly.

### **Adding extra information to your songs.**

This information can help with rehearsals and performance. It can help you to organise your music and help you to search and find your music quickly.

Enter Copyright Information.

Enter CCLI Number for Church Music, if required.

Enter Archive Number, if required.

Click on, Return.

**Click on, Authors.** Add Author.

Here you can choose from an existing Author, or, add a new author.

Click on, Return.

**Click on, Category.** Add Category.

Here you can choose an existing category, or, add a new category.

Click on, Return.

**Click on, Add to Library.**

Here you choose an existing library or add a new library.

Click on, OK. Click on Return.

**Click on, Other Details.**

Here you can add a Tempo.

Here you Link an Audio file, if you require, backing music, or, an example of how the music is played.

Here you can add song notes to help you with rehearsal or performance.

Click on, Return.

In the top right hand corner of the screen you will see the option to Save.

**Click on, Save.**

## **Creating a Playlist.**

### **Click on, Songs.**

You will now see the list of songs in the current library.

Click on, Change Library if you wish to view All Songs or a different library.

If your chosen library now contains a large list of music you can search for the music by clicking into the Search Box and typing the title or any other information relating to a particular piece of music, for example, the category.

Once identified, click on the music and click on, Add to Playlist. Repeat the process until all the required music is listed in the New Playlist Box.

### **Click on, Save Playlist.**

### **Enter a Name for the Playlist.**

### **Click on, OK.**

**Click on, Saved Playlists.** Your Playlist will appear in a list with the date and time of when it was created.

Click on, the chosen Playlist. Click on, Preview to see the contents of the Playlist or click on, Open to view the music. Click on, Yes.

Click on, Display Music and your Song will appear in Full Screen with the list of Songs on the right hand side of the screen, plus any Song Notes and the option to play a linked audio file.

In order view the music only on the screen, Click, next to the Playlist box at the top right hand side of the screen, and it will disappear. To bring it back, Click in, the top right corner of the screen.

You can also change the order of the Playlist at this point by clicking on a song and clicking on the Move Up or Move Down Buttons. Any changes can be saved by Clicking on, Save Playlist.

If you wish, you can also Clear the Playlist using the Clear Playlist Button and choose another Saved Playlist.

## **Management 2 - Organising your music.**

**Click on, Import.** This facility allows you to import songs from other versions of Power Music, or, your own Power Music AF, when it is on separate equipment. These songs will be in a PM Zip file.

Click on, Browse. Find your PMzip file to Import.

Click on, Open.

Click on, Next.

You will see on the left-hand side of the screen the list of Songs available to Import.

Choose Individual Songs by Clicking on the Song and then Click on, Add, or, Add All.

Click on, Import.

Click on, Return.

Click on, Home.

Click on, Songs and your new Song or Songs will be in the list of Songs.

## **Edit an existing song**

To Edit an existing song.

Click on, **Songs**.

Click on, the song you wish to edit.

Click on, **Edit**

Click on, **Music**

Click on, **Add**, if you wish to add a new page and then click on PDF, Scanner or Image depending on which method you wish to use and then follow the procedure as above for whichever method you choose.

If you wish to delete a page, **click on, the page number which you wish to delete** and click on, **Delete**.

If you wish to duplicate a page, **click on, the page number which you wish to duplicate** and click on, **Duplicate**.

If you wish to edit a page, **click on, the page number which you wish to edit** and click on, **Edit**.

**Click on, Edit**. This provides the same options as previously described when creating your song.

**Rotate**. This allows you rotate the image.

**Crop**. This allows you crop away the white borders around the music for increased filling of the screen. This is also the main part of the software for enlarging your music. See previous instructions.

**Auto Deskew**. This allows you to straighten a crooked scan.

**Adjust**. This allows you to amend the brightness and contrast of an image.

**Zoom mode**. Allows you to Zoom into the Music if you wish to crop sections for enlargement.

Once you have made the changes, **Click on, Apply Changes**.

Click on, **Save**.

## **Power Music Box. (Online).**

Power Music Box is a feature which allows you to move your sheet music from your PC to your music reading device, and, vice versa, using the cloud set up by Cambron Software Ltd.

It not only moves the sheet music but also all the information associated with the music such as the titles, the author, the library, the category, the tempo the song notes, plus, other information attached to your songs.

It will also enable you to move complete playlists, as long as, the receiving device contains the music which is included in the Playlist.

Click on, Power Music Box. (Online).

If you have not purchased a Power Music Box Account, Click on, Create a FREE Account, Click on, Register, and, complete the application form.

Once you have a Power Music Box User Account. Enter your User Name and Password. Click on, Log In.

This is quite a complex screen:

On the left-hand side of the screen you will see the list of the Songs on your Computer, or, Music Reading Device.

On the right-hand side, on first time use, you will see an empty box which will eventually contain the list of songs in My Box.

If you click on, My Box Account, you will see the type of account you have, and, the number of Megabites of data available to you, and, the amount of data you have used.

If you click on, **left-hand Filter/Key**, it will show you the symbols which indicate whether the music on the PC is in your Music Box, whether it is Synchronized with your Music Box, whether it is Newer than the Box or Older than the box.

If you click on, **right-hand Filter/Key** it will show you the symbols which indicate whether the music in your box, is on your PC, whether it is Synchronized with your PC, whether it is Newer than the PC or Older than the PC.

If you Click on, the PlayList Box, then, it will provide the same information as above for Playlists.

If you click on, Options, you can control the following when transferring music:

1. Do not overwrite.
2. Overwrite if newer.
3. Always overwrite.

To add music to My Box.

Click on, the chosen song.

Click on, "To My Box".

The Song will be added to the "My Box" list on the right-hand side of the screen.

To add music to My Computer.

Click on, the chosen song.

Click on, "To My Computer".

The Song will be added to the "My Computer" list on the left-hand side of the screen.

You can also add several songs at the same time by, pressing the Control button on a computer keyboard, while clicking on the songs you wish to move.

The above instructions also work with Playlists.

You can Delete Songs and Playlists from My Box by selecting them and clicking on the delete button but you cannot delete songs from "My Computer"