

# Introduction

## Getting the most out of this guide

This document was designed to introduce you to forScore's many features, and to give you a framework of knowledge to use as you continue exploring and learning on your own. It's not a technical manual and isn't intended to provide exhaustive step-by-step instructions for every situation.

Every person learns differently, and while we do our best to make things clear for users of all levels, you may have some questions that aren't answered here. If that's the case, just head to [forscore.co/support](https://forscore.co/support) and send us a message so we can help.

## A note about Drag and Drop iOS 11

With iOS 11, Apple introduced Drag and Drop—a new way of working with all sorts of content, not just within forScore but between it and many other apps on an iPad. forScore supports these gestures and offers advanced capabilities through dozens of unique interactions. In most cases Drag and Drop doesn't allow you to do new things, but it does make doing a lot of common things a lot faster.

To keep things simple, this guide doesn't call out every situation where Drag and Drop is available. Instead, we provide a section at the end of this document that helps you understand when Drag and Drop can speed up the tasks you've learned about in earlier sections.

## Devices

forScore runs on iPads, iPhones, and iPod Touches running iOS 10.3 or later. Except where noted, functions available on one device are also available (and work similarly) on the others. Exact placement and appearance of features may vary based on your iOS version, device, settings, and multitasking mode.

## Additional information about this user guide

This user guide is provided as a courtesy, as-is and without guarantee or warranty. Although we thoroughly proofread the content herein for accuracy and clarity, you are solely responsible for the integrity and protection of your information while using forScore.

This guide was last updated for version 11.0, and all features are subject to change without notice. If you are unsure how any of the processes described in this guide may affect your information, consider backing up your data before proceeding.

Please remember that many musicians rely on the legitimate sale of their sheet music as an essential part of their income. Although forScore provides the mechanism for importing PDF files from the numerous sources, it is solely your responsibility to ensure that doing so does not infringe upon any current laws or restrictions under which you are subject.

For any questions, corrections, suggestions, or concerns, please visit [forscore.co/support](https://forscore.co/support) and send us a message—your feedback is how we make better products.

# Basics

Welcome to forScore, the music reader for iOS! Here are a few quick things you should know before you get started.

## Turning Pages

Turn the page with two basic kinds of gestures: swipes and taps. Swipe left or right across the screen like flipping through pages in a book, or simply tap either side of the screen once.

## Landscape

To get a better view of your score, turn your device sideways: the page will fill up the screen's width and extend downward if necessary. Swipe or tap to scroll from top to bottom and between pages, or drag the page up and down with your finger.

## Controls

To help you get the best view of your music, forScore's controls are hidden by default. A quick, single tap in the middle of the page reveals these controls:



This control bar along the top of the screen gives you access to six important items (in blue): scores, bookmarks, and setlists on the left, and search, audio utilities, and the tools menu on the right. These items are discussed in greater detail throughout this guide.

The darker area in the middle of the toolbar displays the current item's title, composer, and gives you quick access to commonly used tools and functions. Tap the arrow button on the right to reveal a second page of tools, or swipe left and right to move between pages. The "... " button on the second page lets you rearrange these items, placing up to two of them on the first page for easy access (the second item replaces the arrow button, but you can still swipe left and right to move between pages).

On iPhone or iPod Touch, the default first item activates Reflow. On iPad, it defaults to a button that toggles half page turns when your device is held in portrait orientation and two-page mode while in landscape.

## Seek Bar

Across the bottom of the page, a slider control allows you to quickly preview and jump to any page in the current score. If you've added bookmarks to your score, the name of the bookmark hovers above your finger as you slide the control across the screen.

## Zoom

Place two fingers on the screen and move them farther apart to zoom in, or closer together (pinch) to zoom out. Double-tap the screen while zoomed in to return to the normal size.



Tap the red areas to turn the page, tap the green area to show and hide the controls, and tap the blue corners to reopen the last-viewed menu



When space permits, users with larger iPads may see two additional items in the main control bar; tap and hold either of these icons to change their function or to disable them if you prefer

# Adding Files

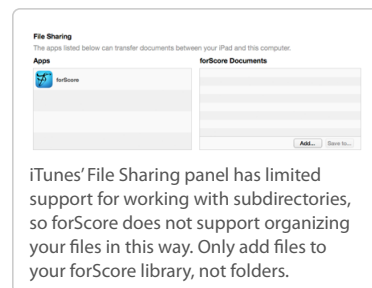
## Things to Know

forScore is designed around the PDF file format and generally works best when each file in your library contains all pages of a single piece of sheet music. If you have separate PDF or image files for each page of a score, you'll need to combine those into one multi-page PDF file first.

If you've got a longer PDF file that you prefer to keep together, bookmarks let you to easily identify and navigate to specific pieces within the larger compilation. Learn more in the [Bookmarks](#) section of this user guide.

## From Your Computer (with iTunes)

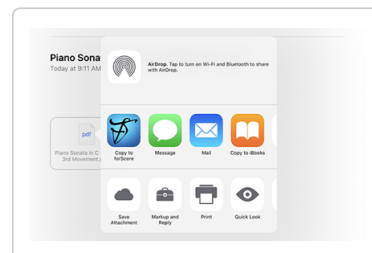
If you already have a PDF sheet music collection on your computer, iTunes' file sharing panel is a great way to get started. Each version of iTunes works a little differently, so for the most up-to-date instructions please visit this page: [support.apple.com/HT201301](https://support.apple.com/HT201301)



iTunes' File Sharing panel has limited support for working with subdirectories, so forScore does not support organizing your files in this way. Only add files to your forScore library, not folders.

## Using the Files app

If you're using iOS 11 or newer, the Files app and interface gives you easy access to files stored in a variety of locations or cloud services. Tap "import" in the main menu or add the "Files" item to the Services panel. Learn more about these features in [The Files App](#) section of this guide.



Look for this icon when working with PDF files in other apps; it usually indicates that the app supports copying the file to other PDF-compatible apps on your device, including forScore

## From Other Apps

Use any app that supports iOS' sharing features to send a copy of a PDF file to forScore. From the Mail app, for instance, tap and hold your finger down over an attachment until a popup appears, then choose "Copy to forScore." In Safari and many other apps, tap the action icon (see the example to the right of this page) while viewing a PDF file. Each app works a little differently, so consult their documentation for explicit instructions.

## Services

If you've purchased content from digital retailers like [Musicnotes](#) or if you use a cloud storage service like Dropbox, use the Services panel to access your files. Visit the [Services](#) section of this guide to learn more.

## Text Files

You can also add text files (TXT, RTF, DOC, or DOCX) to your forScore library and they will be automatically converted to PDF files for you. Some formatting may be lost, however, so for the best results consider exporting those documents as PDFs first.

## Deleting Files

To remove a score from forScore, swipe your finger across it from right to left in the menu—it'll ask you to confirm so you don't delete anything by accident. You can also tap on the "Edit" button to select multiple items from the list and delete them all at once.

If you've deleted something by accident, you may be able to retrieve it by choosing "backup" from the tools menu and tapping "recently deleted."

# Menus

Aside from scores themselves, the most common type of view you'll be working in with forScore is a menu, or a list of items. You'll learn about specific menus later in this guide, but there are a few important concepts that apply equally to most of the menus found throughout the app:

## Layout

Menus usually feature a navigation bar along the top. This bar includes a title as well as edit, add, and back buttons (when appropriate). On iPhones or iPod touches, or when you're using the iPad's narrow multitasking modes, some of these buttons may appear in a toolbar along the bottom of the menu instead.

Below the navigation bar, you'll see a series of buttons that alter the content or sort order of the list below it. While you're editing a list, this bar may also show available actions, and it may scroll left and right if needed to display all of the options.

Most menus also include a search bar hidden between the navigation bar and the sort bar—drag the list downward to access it. When you're done searching, or when you scroll down, the search bar slides back under the control bar and hides out of sight until you need it again.

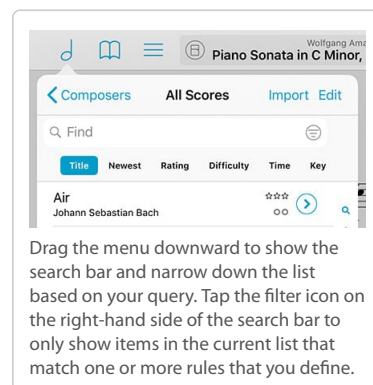
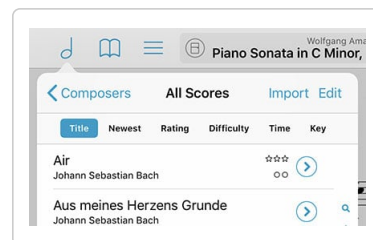
Menus may also include an index down the right-hand side which allows you to move quickly through longer lists. Tap or drag your finger up and down over it to jump to a particular spot or first letter (if the list is sorted alphabetically).

## Working with Lists

To open an item, just tap on it. If you're viewing a list of scores, you can swipe from left to right over an item and tap "peek" to preview it. Tap the thumbnail image of the page to open it, tap the + button in the lower right-hand corner to open it in a new tab, or tap outside of it to close the preview. To delete or share an item, swipe your finger across it from right to left and tap one of the actions that appear.

You may also see a button or symbol off to the right-hand side of each item. A light gray arrow or chevron symbol indicates that selecting the row will display an additional list of items, such as selecting a composer to see all of their scores. A circled, colored arrow is a button: tap on it to view and edit metadata for that item, or tap anywhere else in the row to open it.

One of the most important items in a menu is the edit button in the navigation bar or toolbar. While in edit mode, you can tap to check or uncheck multiple items in the list and then use the options along the top of the list to work with those files in a number of different ways. These options can vary, but usually include the ability to select all items, reset (de-select all items), and delete or share items.



# Scores

The score menu organizes your files by Composers, Genres, Tags, and Labels. These lists are generated dynamically based on each score's metadata, so they only show values currently in use by one or more items in a library.

Tap any of these entries to see all of the scores that fall within that category. A single score may be visible in several different lists, so long as it matches the corresponding category or setlist. (For example, a score with the composer "Bach" and the genre "Baroque" will be listed under both categories.) Most submenus can be sorted by date added, rating, difficulty, key, time, or alphabetically by title.

*Tip: The "All Scores" item lists everything—if you haven't set up any categories or prefer not to use them, just tap on it. The menu reopens to the last submenu you were viewing, so unless you tap the back button you'll automatically return to this list each time.*

## Libraries

Tap the "Library" button in the top left-hand corner of the root menu to create and work with entirely separate collections of music (i.e. for different bands).

## Find & Filter

Drag the list downward to reveal a search bar that lets you quickly find a particular category or item in the list below it. In submenus, the filter icon on the left-hand side of the search bar lets you narrow down your results even further by cross-referencing categories using advanced rules (i.e. only show items that include or exclude specific categories or setlists).

*Tip: forScore scans for new files periodically. If you've just added something that's not showing up, drag the score menu downward even farther until you see the refresh symbol, then let go to update the listing.*

## Metadata

A small circled arrow button off to the right-hand side of individual scores opens the metadata editor, which you can read more about in the [Metadata](#) section of this guide.

## Managing Files

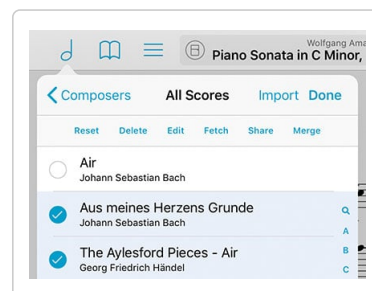
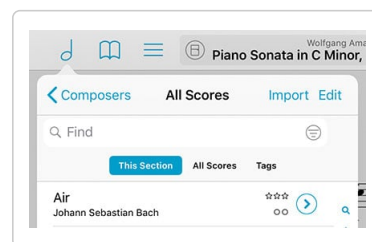
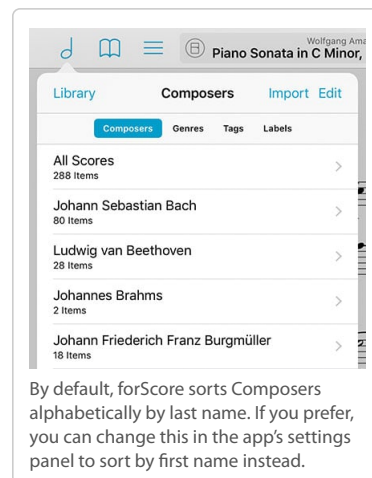
Swipe your finger across a score or bookmark in the menu from right to left to delete or share it, or from left to right to preview it. You can also tap the "Edit" button to select one or more items in the list and work with them in different ways, depending on the context. Use the "Import" button to add files from other apps or using your favorite cloud storage service.

## Merging Files

If you have pages of a score in individual PDFs or several different sections that you'd like to combine and play through continuously, tap the "Edit" button and select two or more files in the order that they should be combined. Then, use the "Merge" option to provide a title to create a new PDF file in your library.

## Cloning

Cloning allows you to duplicate a score without using up any more of your device's free storage. As long as the two copies are identical, they'll only take up the space of one. Clones work just like any other file on your device, so you can share them or annotate each one uniquely and add it to its own setlist. If you ever want to permanently edit one of the copies (using forScore's [Rearrange](#) tool, for instance) iOS separates the underlying data automatically so there's nothing else you need to do.



# Bookmarks

Bookmarks can either be simple references to a specific page, like a table of contents, or they can reference a span of pages that act like a virtual item in your library. We call these “page” or “item” bookmarks. Item bookmarks appear in the score menu like any other PDF file, start and stop on the pages you specify, and can even have their own metadata and audio tracks.

*If you prefer, configure forScore to not show bookmarks outside of the Bookmarks menu by disabling the “score menu includes bookmarks” option in forScore’s settings panel.*

No matter which kind of bookmarks you create, the Bookmarks menu always displays all of the bookmarks for the PDF file you’re currently viewing.

## Creating Bookmarks

In the bookmarks menu (the open book icon), tap the + button to open the bookmark creator and choose which type of bookmark you’d like to create. Supply a title and page number(s) and, once any errors have been corrected, tap the Save button to finalize your bookmark. You can also tap the + button again to save the current bookmark and create another without returning to the menu first.

### Table of Contents:

If your PDF file contains a table of contents, you can view it by selecting the menu’s third sort type, “TOC.” Tap on an item to go to that page, or tap “Import” to create bookmarks using this information as a starting point.

### CSV Files:

If you have CSV (comma-separated value) files, you can use the Indexes feature to create your bookmarks. Add the file to forScore using any of the same methods you use to add PDFs, then tap the “Indexes” browser in the top left-hand corner of the Bookmarks menu and choose your file to begin.

This panel lists the values found in each row of your CSV file, and you can tap on a value to specify how it should be used in forScore. Use the arrow buttons along the bottom to verify that the information in each row looks correct, skipping any header or footer rows and adjusting page numbers if needed. When you’re done, tap Save to create your bookmarks.

### PDF Text Search: iOS 11

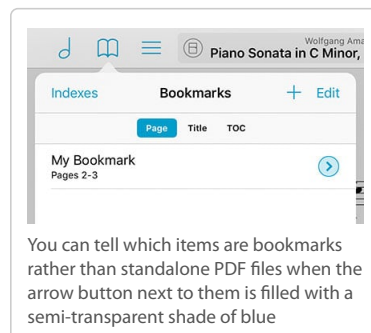
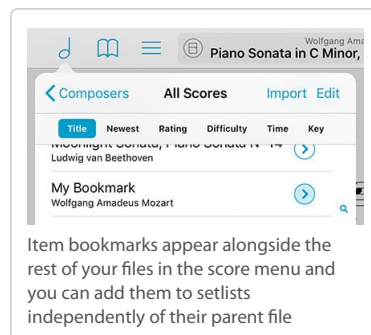
As you type in the title field, forScore can search for occurrences of your text within the current PDF document. If a blue badge appears to the right of the text field, tap it to see every instance of your text and select one to quickly set a starting page number.

*Searching PDF content can take some time, especially when you’re working with longer files, so this option is disabled by default. Visit the Search section of forScore’s settings panel to enable it.*

## Editing & Deleting Bookmarks

To edit a bookmark, tap the arrow button next to it. If it’s a simple bookmark, you’ll see the same interface you used to create the bookmark and you can edit its title, start page, or add an end page to turn it into an Item bookmark. Tap the button next to an item bookmark and you’ll open the metadata panel which you’ll learn about in the [Metadata](#) section of this guide.

Delete a bookmark by swiping over it from right to left and choosing Delete (or use the Edit button to select multiple bookmarks and delete them at once). Deleting a bookmark doesn’t affect the score it came from, but deleting a score deletes all of its bookmarks.



# Setlists

## The Setlist Menu

Unlike the score menu, with automatically generated contents, the setlist menu is completely manual. Create a setlist by tapping the + button and typing in a title, and rename or move it up or down by tapping the “edit” button. Tap on any setlist to view or edit its contents.

The main list of setlists and the contents of each individual setlist can be sorted manually, alphabetically, or by least-recently played (fresh). In addition, a setlist’s contents can be sorted randomly and shuffled at any time: drag the list downward until you see the refresh control, then let go to re-shuffle the queue.

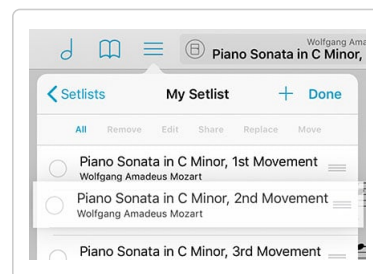
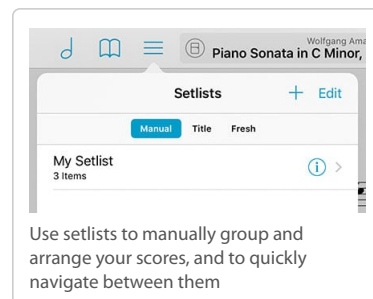
## Setlist Editor

While viewing a setlist, use the + button to add new items to it. A full-screen editor will appear, showing you the current setlist on the left and your library on the right. The library view lets you see a complete list of your scores sorted alphabetically, or it lets you browse just like you can in the Score menu—by composer, genre, tag, or label—and sort within a category by title, newest, rating, difficulty, time, and key.

Tap on any item in the library view (on the right) to add it to your setlist (on the left). A dot appears next to any item that already exists in the setlist. You can also remove items from the setlist or rearrange them at any time.

You can also replace an item in your setlist by tapping to select it. Once it starts pulsating, select another item from your library to take its place. Or, if you change your mind, tap the setlist item a second time to de-select it.

Three buttons along the bottom of the editor give you additional options: add the current score to your setlist, create a placeholder with a custom name, or add all of the items listed on the right to your setlist at once.



## Rearranging Setlists

With the “Manual” sort order selected, you can arrange your setlists or their contents by tapping the Edit button and using the control on the right-hand side of each item (three horizontal lines). Tap and hold the control until the row pops out of the table view, and then drag the score upward or downward and let go when you reach the correct spot.

## Deleting Setlists & Removing Items

To delete an entire setlist, swipe your finger across it from right to left and confirm by pressing the “delete” button. You can also tap the “edit” button and select one or more setlists, then choose “delete” from the options near the top of the menu.

Use the same process within a setlist to remove one or more of its entries (note that the buttons will read ‘remove’ instead of ‘delete’ since removing an item from a setlist doesn’t affect the original item).

## Setlist Metadata

The setlist metadata panel lets you change a setlist’s name, manage its folder location, or choose which libraries it belongs to (if you’ve created any). Tap the circled “i” button next to any setlist to see these options. You can also use edit mode to select several setlists and choose the “edit” option near the top of the menu to batch edit them.

## Setlist Folders

Use folders to better organize your setlists. Unlike in the score menu, where an item can appear in multiple category lists based on its attributes, folders are concrete locations; a setlist can only ever be in one folder at a time, just like on a computer.

This allows you to do things like create an “archived” folder for setlists you want to keep but aren’t currently using.



To create a new empty folder, tap the “edit” button and then tap the new folder icon with a “+” symbol inside it. Supply a name and your folder will appear at the bottom of the list. Folders can be rearranged and mixed in with your other setlists, so feel free to put them anywhere in your list.

Use the setlist metadata panel to move a setlist into or out of a folder. Tap the circled “i” button next to any setlist or use edit mode to select multiple setlists and batch edit them to change their folder location. Select any existing folder, create a new one, or select “no folder” to move your setlist or setlists.

*Note: If you use libraries, creating a setlist folder permanently assigns it to the current library. Setlist folders can only contain setlists that are also assigned to that library.*

## Edit Mode Actions

In the main list of setlists, entering edit mode and selecting a setlist will allow you to perform several different actions: delete, duplicate, share, or edit its metadata. If you select multiple setlists, you’ll be able to either delete them or batch edit some of their metadata. Below you’ll learn more about the actions we haven’t already covered in this section.

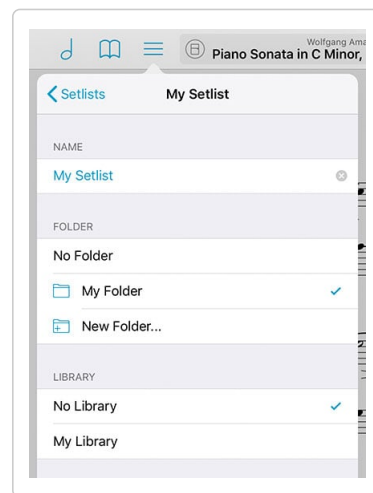
### Sharing Setlists:

Setlists can be shared in a variety of different ways. You can share a simple text list, a forScore-specific ‘4SS’ file format, or as a single PDF (with or without permanent annotations).

The 4SS file format is the best way to share your setlists with other forScore users. You can choose to send just the setlist information, in which case it’s up to the recipient to provide their own PDF files (forScore uses placeholders for missing files). Or, you can send the setlist and all of its associated files (you can choose whether or not to include score-specific metadata).

### Duplicating Setlists:

Use the “duplicate” action to create a second copy of a setlist. This can be helpful if you have a setlist that you use often but need to tweak for a specific situation—make your changes and the original will remain intact.





# Metadata

You can view and edit score metadata several ways: tap the title of the current score in the center of the main toolbar (see the image on the right), tap the arrow button to the right of any item in the score menu, or use edit mode in the menu to select multiple items and batch edit their properties.

## Metadata Types

Each score and bookmark in your library can be tagged with a title, rating, difficulty, time, duration, key, and multiple composers, genres, tags, and labels. While typing in a new composer, genre, tag, or label, you may see a suggestion appear in the toolbar above the keyboard. These suggestions, already in use elsewhere in your library, are updated automatically as you type and let you quickly reuse values and save time.

A box on the left-hand side of each text field shows you what will happen when you close the metadata panel. A check mark indicates that the changes will be saved, while an empty box indicates that any changes will be discarded. If you're batch editing multiple files, a check mark indicates that the current value will replace any existing values for each file while a plus symbol indicates that new values will be added to each file's existing information. These boxes update automatically as you edit information, but you can tap them at any time to change them.

To add multiple composers, genres, tags, or labels to your score, use a comma to separate each phrase (i.e. "Favorites, Warm-up pieces"). Your score will then be listed under each of those items in the menu.

## Customization

Some of forScore's default metadata types might not fit your needs, and you can rename most of them to better suit your situation. (See the image on the right-hand side of this page.)

## PDF Info Fetching

PDF files sometimes contain their own information for title, author, subject, and keywords, which can be used by forScore as values for title, composer, genre, and tags respectively. While editing any of these fields, tap "Fetch..." above the keyboard to see if any of this information exists and then decide if you'd like to use it or not.

## Layout

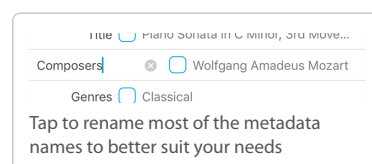
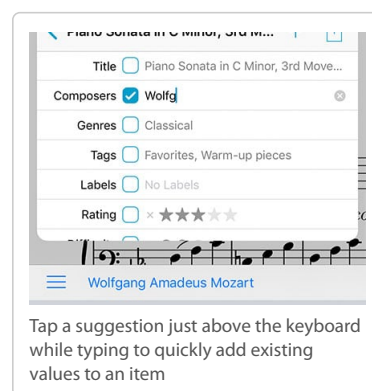
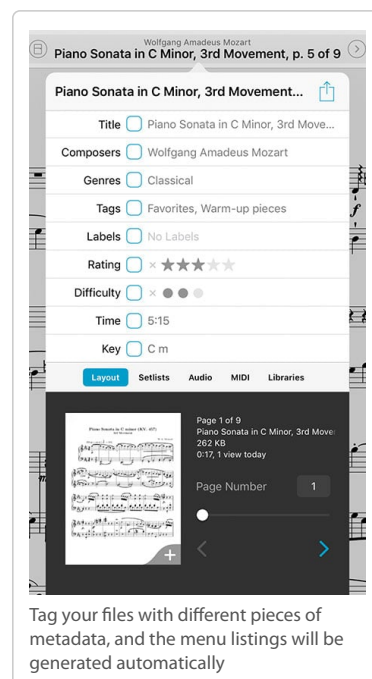
The lower portion of the metadata panel is divided up into several sections. The layout section shows a small thumbnail of the current item (swipe or use the arrow buttons to turn pages). Tap this image to open the score or tap the + icon in the bottom corner to open it in a new tab.

If you're editing a score, you'll see a field on the right that allows you to adjust your page numbers to match printed copies, if needed. You'll also see a margin adjustment slider that lets you increase the size of every page in a score by the same amount at once.

This is useful for removing uniform margins, but consider using the "Crop" function in the tools menu to adjust or re-center individual pages more precisely. Cropping takes precedence, so the margin adjuster won't affect cropped pages.

If you're editing a bookmark, this portion of the screen will instead allow you to view and change the bookmark's start and end page numbers.

## Setlist and Library Membership



The “setlists” tab lets you quickly manage which setlists the current item is a part of. Tap a setlist to add the current item to it (a blue checkbox will appear) and tap it again to remove it. If you have any libraries set up on your device, an additional “libraries” section allows you to make similar changes.

## Music Binding

If you have an audio track of a particular piece, you can bind that track to the corresponding sheet music in forScore and control playback directly from within the app. Select the “Audio” tab and tap the round + button to select tracks from your iTunes music library, or tap the rectangular + button to view files stored in the app’s documents directory. (Audio files can be created using the record feature, imported from other apps, or transferred via iTunes file sharing.)

The media box updates every time you turn the page, disappearing if there is no track associated with the current score or bookmark, so you don’t have to spend time looking through your audio library every time you want to listen to it—just press play.

If multiple tracks are associated with the current score, swipe left and right over the album artwork to move between them.

Learn more about working with audio tracks in the [next section](#).

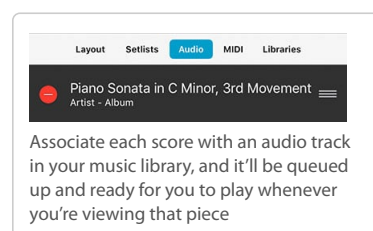
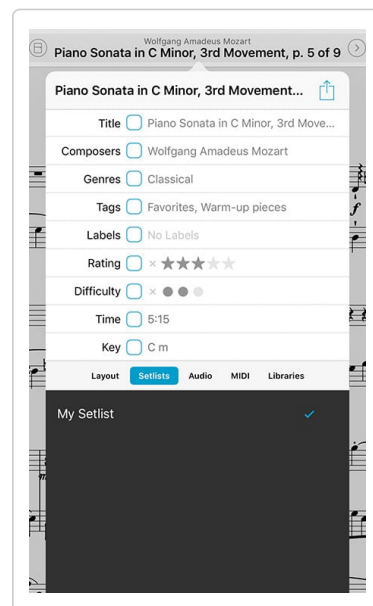
## MIDI

In the “MIDI” section of the metadata panel, you can assign a unique command to each score and open it with some MIDI devices. You can also save a list of commands to be sent out each time that score is opened. If you plan to use the same set of commands more than once, presets make it easy to save them and assign them to other scores later.

*Note: USB-enabled MIDI devices can often connect to an iOS device via Apple’s Camera Connection Kit, while others may require an adapter like the iRig Midi.*

## Libraries

If you’ve created one or more libraries, use the “Libraries” tap to choose which ones the current item or items should be assigned to.



# Audio

When appropriate, forScore's audio panel can be found at the bottom of the main view. It appears and disappears along with the rest of forScore's controls when you tap the center of the screen.

This panel is available if you're viewing a score that has an audio track or recording associated with it (see the [Metadata](#) section for more details on managing audio tracks), or if another app is playing audio and the "use external audio" option is enabled in forScore's settings panel.

*Tip: Tap or drag the pill-shaped control at the top of the media box upward or downward to show or hide it as needed. The "always show playback controls" option in forScore's settings panel allows semi-transparent rewind, play, and pause buttons to remain on-screen even when the media box is hidden.*

## Playback

### Adjustment:

In most cases you can adjust a track's playback speed and pitch independently. (See the sidebar for specific examples and restrictions.) These options are saved automatically per score.

### Locking:

If your settings allow you to flip between scores, the lock icon in the media box can prevent you from accidentally flipping to the next or previous score as long as the track is still playing.

### Replay:

Automate your page turns by recording them in conjunction with a linked audio track. Tap the Replay button in the media box (the page with an arrow in it) and turn pages while the track plays. On subsequent plays, pages will turn themselves at just the right moment.

While replay mode is on, small lines in the seek bar will show you where saved page turns are located. A "... " button will also appear on the right-hand side of the seek bar, allowing you to edit or remove saved page turns.

### Looping:

If you'd like to loop a portion of the song, just tap on the repeat symbol and drag the two handles left and right to set the loop time. For more precise control, tap the "... " button.

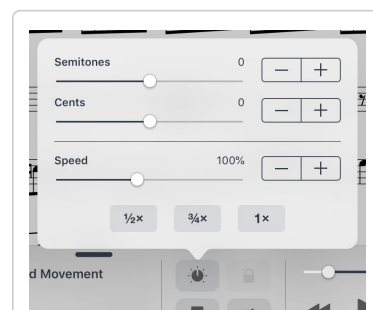
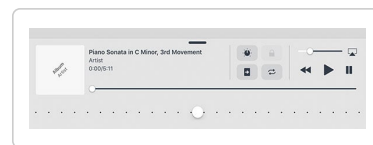
## Recording

Whether you'd like to review your practice sessions later or share your progress with friends and colleagues, forScore's recording feature can help. Choose "record" from the tools menu, then tap the microphone icon when you're ready. You'll see a red volume meter so you can make sure you're close enough for the microphone to pick up clear audio. Tap again to stop recording, and then either save or discard it. Saved recordings are automatically linked to the current score so you can review them later.

The list icon next to the microphone lets you view, share, or delete any recordings you've made for the current score.

*Note: The media box is not visible while recording. Tap the X button when you're finished recording to continue using the media playback controls.*

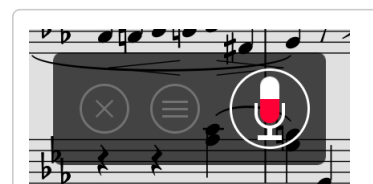
*The recording feature requires access to your device's microphone and iOS will prompt you to allow this the first time you try to record. Use the iOS Settings app to grant or revoke this access at any time.*



Audio track adjustment availability depends on each track's properties:

DRMed files or files that haven't been downloaded to your device can be played at 50%, 75%, or 100% of their normal speed.

Other tracks can be played from 25% to 200% of their original speed, and their pitch can be independently adjusted by up to an octave in either direction.



Only recordings made while viewing the current score or bookmark are visible in the recording panel's list view. If you'd rather make the audio file available to all scores, swipe over the recording from right to left and choose "unlink."

# Search

When you're looking for something specific, the Search panel is the fastest way to find it. Unlike the search bar in many of forScore's menus, which only allows you to narrow down the list of items displayed within that menu, the Search panel draws from many different sources.

Type in a phrase and you'll see any scores, bookmarks, or setlists whose title contains that text, as well as any category names (composers, genres, tags, or labels), and actions (like "annotate," "share," or "settings").

Tap a score or bookmark to open it, select a setlist to view it in the Setlist menu, and tap any metadata category to open it in the Score menu. If you choose the wrong thing, just reopen the search panel—the text you enter in is preserved if you return within a short amount of time.

## Recent Items

When you open Search (before you've entered any text into the search bar) you'll see the scores and bookmarks you've viewed most recently. By default, forScore shows the last five items you opened, but this can be customized in the Search section of forScore's settings panel. Below that, you'll see all of the scores and bookmarks in the current library. Once you start typing, recent items disappear and you'll see only relevant search results instead.

## Text Annotations and Notes

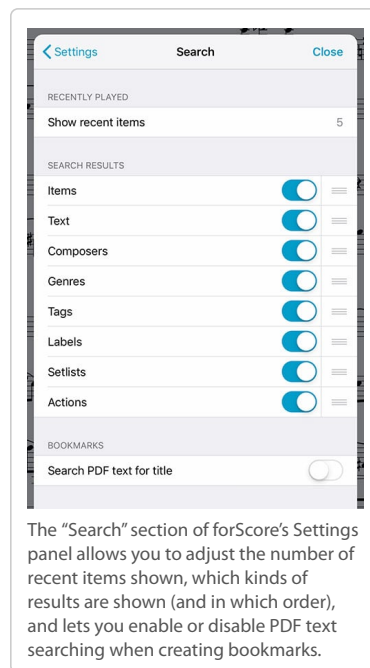
Not only can you find scores and bookmarks by their title or metadata, but you can also find individual pages whose text annotations or page notes contain the text you've entered in. Each result will show the score or bookmark's name, the page number your text was found on, and a sample of the text with your highlighted result in context (so you can be sure you've got the right spot).

## PDF Document Text iOS 11

If the PDF document that you're currently viewing is text-based instead of image-based, forScore can look for instances of your search query within the contents of the file itself. Like text annotations and page notes, results are shown with the title of the score, the page number, and your search text with surrounding text to provide some context.

## Settings

The Search submenu in forScore's settings panel allows you to customize the search experience to better suit your needs. Specify how many (if any) recent items you want to see when you first open the search panel, enable or disable certain kinds of results and reorder them so that some of them appear higher in the list than others. You can also use this panel to enable or disable automatic PDF text searching in the Bookmarks menu.



The "Search" section of forScore's Settings panel allows you to adjust the number of recent items shown, which kinds of results are shown (and in which order), and lets you enable or disable PDF text searching when creating bookmarks.

# Metronome

## Modes

With forScore's metronome, you can use several different methods to keep time. In Audible mode, you'll hear a tick at regular intervals, based on the beats per minute (BPM) that you set. With the Visible metronome, a black border pulses around the edges of your score, allowing you to keep time visually while still being able to see the entire page. If you like, you can use the Both option to both see and hear the metronome simultaneously.

## BPM and Time Signature

For each score in your library, forScore saves a unique BPM value and time signature that's automatically used every time you return. Just tap either value to change it with the number keypad. You can also adjust the current score's BPM by rotating the wheel, using the + and – buttons, or by tapping twice in the center of the screen.

## Channels

If you're using headphones or a line out, an icon at the top of the panel controls which channel(s) the audio plays through. Tap to toggle between left, right, and both channels.

## Count In

Use the "Count In" feature to automatically turn off the metronome after a certain number of measures.

## Autoturn

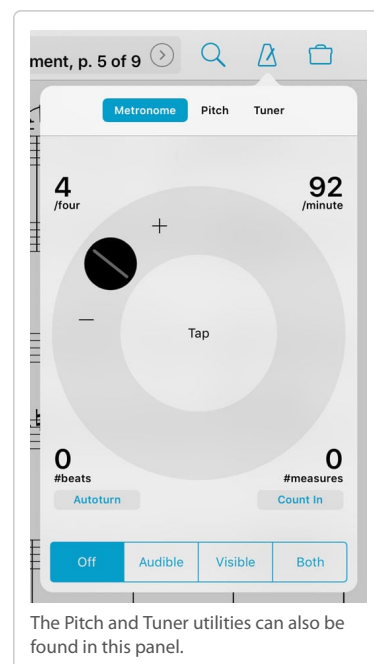
For scores with sequential pages, forScore's metronome can also turn the pages for you automatically. To use autoturn, follow these three steps:

- For each page of your score, enter in the number of beats on that page or type in the number of measures and the app will do the math for you. If you're on the first page of your score, consider adding a few extra beats as a lead-in.
- Tap the autoturn button to turn it on (if it isn't already)
- Start the metronome by selecting Audible, Visible, or Both

Once the metronome counts up to the number you've specified, the page will turn automatically.

If you're viewing your score in landscape mode, forScore will also scroll down when it reaches half of that number. (If you have 64 beats on a page, it'll scroll to the bottom of the page at 32 beats.)

Turn the metronome off at any point to reset the autoturn count.



# Tools

The tools menu gives you quick access to many of forScore's functions. Some of these items are explained in greater detail throughout this guide.

**Annotate:** Use your finger to draw directly on the page, add text annotations, or use the stamp and shape tools to add common markup symbols.

**Links:** Create links between two pages of the current score to quickly handle repeats.

**Buttons:** Place tappable circles on a page to trigger certain actions.

**Rearrange:** Move, duplicate, rotate, or delete pages and split or merge documents.

**Notes:** Keep track of important page-specific information.

**Crop:** Maximize your screen real estate by fixing crooked scans, removing excess margins, and getting the best possible view of each page.

**Share:** Print a score, send it to another PDF-compatible app on your device, or share it via email, AirDrop, and more.

**Store:** Find something new to play, browse popular accessories, or learn more about some of forScore's newest features in our in-app purchase storefront.

**Services:** Download files into your library or save them to the cloud for safe keeping and easy access.

**Darkroom:** Create PDFs from images in your device's photo library or use the built-in camera to take pictures of each page on the spot.

**Templates:** Create new PDF files by picking a style and number of pages.

**Piano:** Use this keyboard to work through tricky measures on the go.

**Record:** Review or share your practice sessions.

**Perform:** Temporarily disables most of forScore's gestures and auxiliary features, letting you focus and turn pages even more reliably.

**Reflow:** Enabled by default on smaller devices, this alternative display mode can also be accessed on iPads through the Accessibility section of forScore's settings panel.

**Cue:** Broadcast page turns and/or program changes to nearby devices or use Dual Page mode with the standalone Cue app.

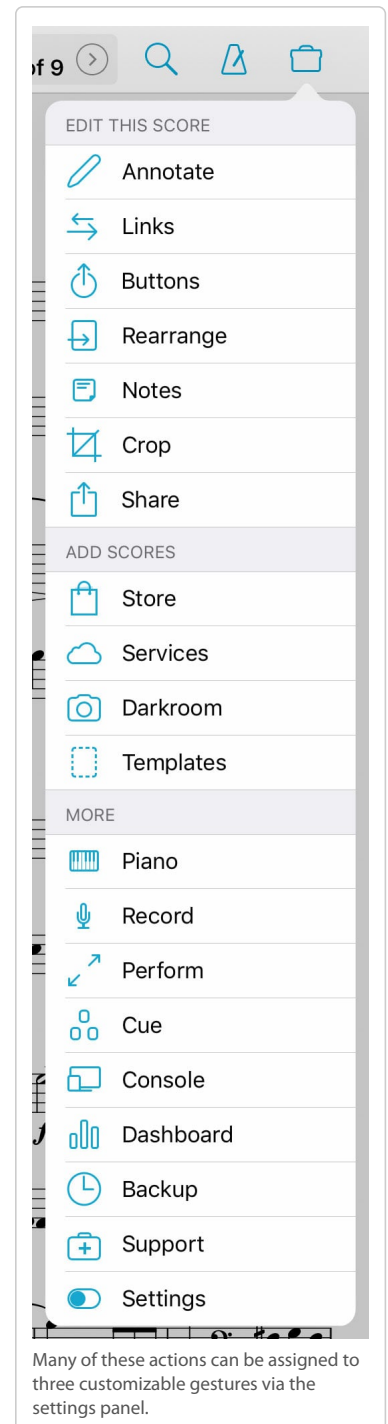
**Console:** Edit metadata and add files to your forScore library from a computer on the same wi-fi network with this web-based interface.

**Dashboard:** See what you've been playing and set goals, send reports, or share your progress.

**Backup:** Create and restore from forScore library backups and archives or restore recently deleted items.

**Support:** Learn more about forScore, see which version you're using, view library statistics, or send us questions and comments.

**Settings:** Customize your forScore experience to meet your needs. Learn more in the [Settings](#) section.





# Annotation

Add notes to your score by selecting “Annotate” from the tools menu or by tapping and holding your finger on the page for a few moments. When you do, a new set of controls will appear along the top of the screen:



The set of three lines in each corner allow you to drag the control bar up and down, so you can annotate anywhere on the page. Tap Cancel or Done to discard or save your changes, or tap ‘previous page’ or ‘next page’ to save your work and continue annotating on a nearby page.

On the second row of controls you’ll see stamps, shapes, and a scrolling view of your drawing presets. Tap a preset to use it, and tap again to edit, move, or delete it. Use the last item in this area (+) to add new presets.

In the next section over you’ll find additional tools like a ruler, a selection tool, a typing tool, an eraser so you can remove certain annotations and delete links or buttons, and a clear tool if you want to start from scratch.

Use the undo and redo buttons in the next section to quickly correct mistakes, and use the rightmost button to access and work with annotation layers (discussed later in this section).

## Stamps & Shapes

Some musical symbols cannot be typed into a text box or drawn precisely, but with the “Stamps” and “Shapes” tools you can place these kinds of annotations on the page quickly and easily. Tap to select either tool, then tap again to see all of the available options for each. Select one and drag your finger around on the page to see how they work. At the bottom of the panel, use the size slider to adjust a stamp’s size or a shape’s line width.

*Tip: Use the “tint” tool to color your stamps on the fly. Tap “tint” at the top of the stamp picker, set a color and enable tinting by flipping the switch in the top right-hand corner, then use the stamp tool like you normally would. You can change the color of each shape individually by tapping the arrow next to it. Note that tinting does not affect your existing annotations.*

You can add your own stamps by pressing the + button or edit an existing stamp by selecting it and then tapping the action button. This will launch the stamp editor, where you can draw or edit your design.

You can also create stamps from images. First, find or create a PNG image (for best results it should be 144×144 pixels) and add it to forScore using iTunes’ file sharing panel. Then, create a new stamp and press the “Import” button to see the PNG files on your device. Tap on one to place it on the canvas and continue to edit it or save it as is.

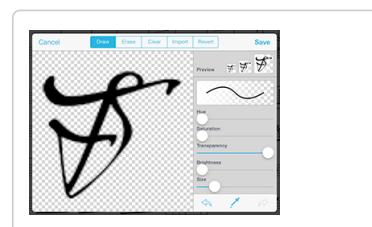
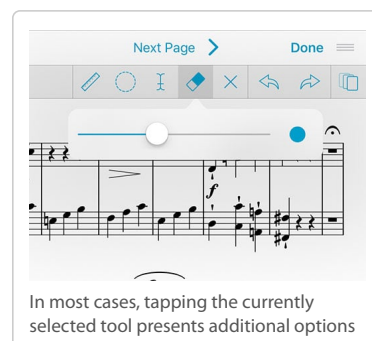
*Tip: The import list allows you to delete images you no longer need: just swipe from left to right over the item in the list and tap “delete” to confirm.*

On iPad, iOS 11’s Drag and Drop gestures make this process far simpler. Use Safari or any other app that supports Drag and Drop to find or create an image, open forScore’s Stamp creator, then drag the image onto the stamp creator’s canvas.

If you use particular stamps more often than others, you can rearrange them as needed. Tap and hold a stamp for a moment, then drag it around on the screen, and the others will move out of the way. You can also delete a stamp by selecting it and then tapping the trash can button at the bottom of the panel.

## Drawing Presets

Drawing presets allow you to create an unlimited number of different styles perfectly tailored to your needs. Tap the + button to create a new preset, or edit any existing preset by tapping it once to select it and then tapping again to show the editor. You can adjust the hue, saturation, transparency, brightness, size, and overlay mode for each preset. Use the arrow buttons to rearrange





your presets, or use the buttons in the toolbar along the bottom of the editor to delete or duplicate your preset.

## Ruler

When you need to draw straight lines or precisely align your stamps and shapes, the ruler tool is ready to help. Just tap the ruler icon to show or hide it. Reposition it by dragging it around on the page, or rotate it by placing two fingers within the ruler and spinning them clockwise or counter-clockwise: as you do, a dot will appear showing you the current angle. When you get close to a right or diagonal angle, the dot will turn blue and the ruler will snap to that value.

Place your finger near either edge of the ruler to draw a straight line or to position your stamp or shape along it. If you start drawing further away from the ruler and draw into it, your markings will stop at the edge.

## Selection Tool

The selection tool allows you to edit a specific area of drawn annotations after they've been made (including stamps and shapes). Draw around the annotations you want to edit and you'll see several new actions appear in a dark popup near your selection. The move tool, active by default, lets you reposition your annotations: drag your selection around on the page, then tap outside of it to commit your changes or tap within the selected area to continue editing it.

You can also choose from one of the other four actions: Duplicate, Copy, Adjust, and Clear. The duplicate action creates a copy of your drawings that you can then drag to reposition, and Clear erases the selected area.

Copy saves the currently selected drawings and lets you paste them on another page, even in another file. With the selection tool active, tap to place the copied drawings onto the page (drag to reposition if needed or tap the arrow button to use the copy's original position).

The Adjust action lets you re-color your annotations by changing their hue, saturation, brightness, and opacity.

*Tip: When you choose the Adjust action, forScore scans the selection to find the dominant color and uses it to set up the adjustment sliders. All affected annotations will immediately adopt that color, and you can change the slider values to suit your needs from there.*

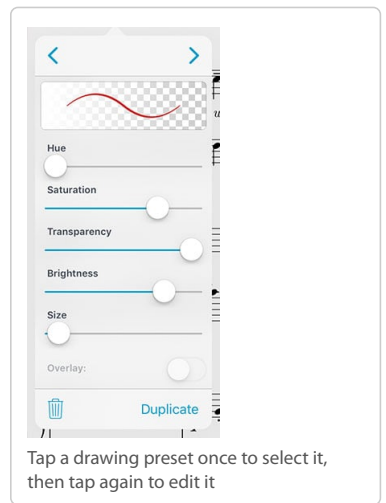
## Text Annotations

Text annotations can be used to display custom text directly on the page at all times. With the "type" mode selected, tap anywhere to create a text box. You'll see two small handles on either side of the box: drag the left handle to reposition the text box, and drag the right handle to change the width of the box. When you do so, the text box automatically adjusts its height to ensure that all of the text is visible.

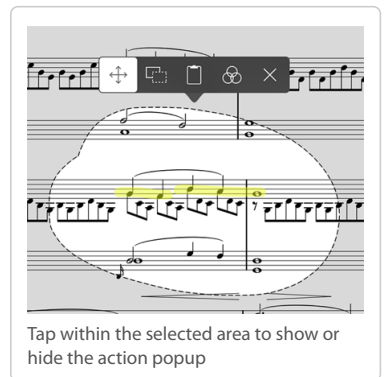
Tap inside a text box to edit it and you'll see a toolbar appear with several buttons on it. The "Format" button allows you to change the font, size, and color of an annotation (save them as the default settings for any new text boxes if you like). The "Delete" button removes the current text box, and the "Done" button completes the edit. You can also tap anywhere on the page outside of the text box to finish editing and dismiss the keyboard.

## Layers

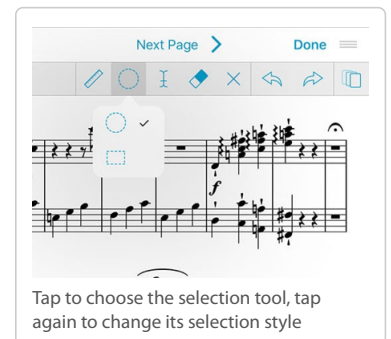
Use layers to separate your annotations, allowing you to work with one set of markings without affecting any other. The Layers panel lets you view and manage layers, pick the active layer, and reorder, hide, duplicate, clear, or combine them. Score layers are available on every page of the current score and can be hidden or shown for all pages at once.



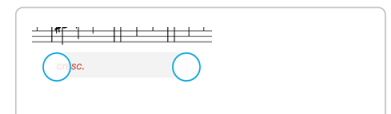
Tap a drawing preset once to select it, then tap again to edit it



Tap within the selected area to show or hide the action popup



Tap to choose the selection tool, tap again to change its selection style



## Apple Pencil (iPad only)

When you're using Apple Pencil, forScore gives you additional options that allow you to work more naturally. "Automatically enter annotation mode" activates the drawing tools the moment Apple Pencil touches the screen, and "automatically exit annotation mode" saves your changes after a brief pause. We refer to these settings collectively as "live annotation."

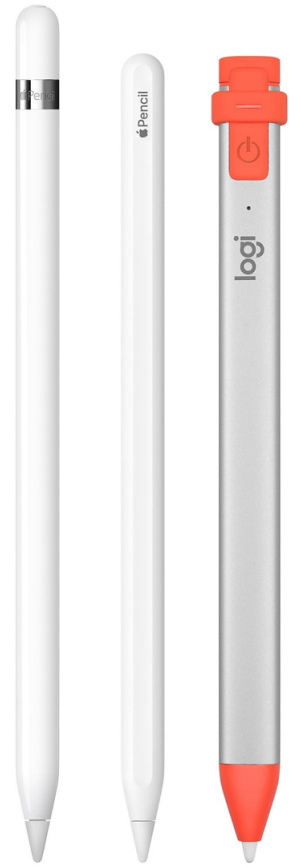
Although iOS and Apple Pencil work together to avoid unintentional input, no system is perfect. If you don't plan to annotate by drawing with your fingers, enabling "prevent finger drawing" may help. You'll still be able to use your fingers to do things like change tools or zoom in, but only Apple Pencil will draw. If Apple Pencil hasn't been used for a while, or if you tap the hand icon in the annotation toolbar, finger drawing will be re-enabled.

With Apple Pencil 2, double tap the side of the pencil to switch between the current tool and either the eraser or the last used tool, or to show the current tool's detail view. Use the iOS Settings app to change this behavior.

## Settings

forScore also includes several settings that give you more control over how annotation mode saves your last-used tool or preset. By default, the last tool you used remains selected the next time you enter annotation mode. In forScore's settings panel, the "Annotation Tools" section allows you to change this: either choose which tools can be saved between annotation sessions and which should not, or pick a default drawing preset that will be active each time you start annotating.

As you draw, lines can become bolder to capture your natural emphasis (this is based on pressure and tilt with Apple Pencil, tilt with Logitech Crayon, or drawing speed when you're using your finger). Use additional options in the settings panel to control how pronounced this variable width effect is.



Logitech's Crayon stylus is based on Apple Pencil technology and works similarly; the instructions in this guide apply equally to each accessory except where noted

# Links & Buttons

## Links

Create a link between two points in your score to handle repeats with a single tap. Every link that you create consists of two components: a blue circle and an orange circle (an activation point and a target point). Blue circles are visible on the page at all times and take you to their destination when tapped. When you arrive, the corresponding orange circle flashes twice, showing you where to begin playing, but remains invisible the rest of the time.

*Note: Links don't have to be on different pages, they can also be used as visual cues on the same page. If you're using forScore in landscape mode, it even scrolls up or down if necessary.*

To create a link, select "Link" from the tools menu, and you'll see a new screen appear with two copies of the current score displayed side-by-side. Use the seek bar or swipe to flip through the pages of either stack.

Tap anywhere on the left-hand page to create a blue circle, and tap anywhere on the right-hand page to create a corresponding orange circle. Both points are required to create a link. If you need to adjust the placement of a link point, simply tap the screen again in the correct position and the circle will move.

*Tip: Tap and hold the page for a moment and a magnifying glass will pop up just above your finger, letting you position your links more precisely.*

## Buttons

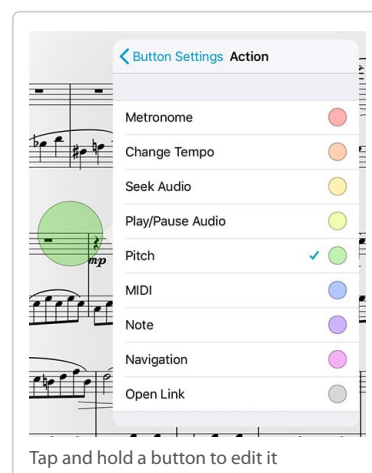
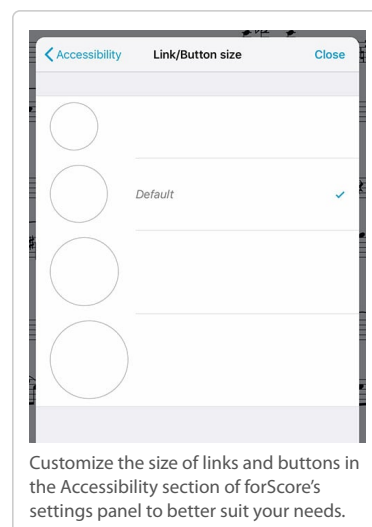
Like links, buttons are tappable dots that can be placed anywhere on the page. Unlike links, however, buttons work alone and can be customized to perform a wide range of actions. They can open a score or bookmark, send MIDI commands, start or stop the metronome or change its tempo, control audio track playback, play a pitch, display a text note, and more. Each type of action is color-coded and can be customized for easy recognition.

Although you set up your button's action when you create it, you can still edit it after you've created it: just tap and hold your finger on the button until the editing interface appears.

## Editing Links and Buttons

To delete or reposition a link or button, enter annotation mode by choosing "Annotate" from the tools menu or by tapping and holding the page for a few moments. With the erase tool selected, tap a link or button to remove it. If any other tool selected, links and buttons will appear as white circles that can be dragged around on the page.

Note that only the blue 'source' dot of a link can be edited after creation. If you need to move the orange 'destination' dot, you'll have to delete the link and recreate it.



# Rearrange

The Rearrange tool allows you to make structural changes to your documents by merging several PDF files together or by splitting one into individual parts. Reorder, duplicate, rotate, insert, or remove pages and save the results as a new file or replace the original.

## Editing a Score

While links are a great visual way of dealing with repeats, they still require that you reach up and tap the screen. Rearranging a score in advance, however, ensures that the next page is always the correct one—it's great for musicians who use Autoturn or a foot pedal to turn pages.

While viewing the score you'd like to edit, choose "Rearrange" from the tools menu. Drag pages around on the screen to reorder them, and use the toolbar along the bottom of each thumbnail to remove, rotate, or duplicate it, or to create a new section beginning with it (use sections to split up large files). Tap a page to see a larger version of it, if needed.

To move multiple pages, drag one and then tap additional pages to collect them into a stack. Move them to your desired location and lift your finger to place them in the order they were picked up, or tap Cancel to put them back in their original positions.

## Adding Pages

While rearranging one file, tap the new + button at the bottom of the screen to add the pages of another score or bookmark to your workspace. You can also access the Templates feature here to add one or more new pages.

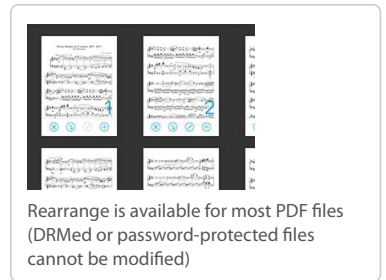
## Saving a Score

When you're done adjusting your score's layout, tap "Save As..." to create a new file (copying the source file's metadata and annotations) or "Save" to permanently overwrite the original file. In both cases, Links and Bookmarks are preserved and updated as long as their start and end pages haven't been removed and, in the case of Bookmarks, that they haven't been reversed (a bookmark's start page must come before its end page).

Keep in mind that some files may use special fonts that iOS cannot reproduce. Before overwriting any file, we strongly recommend that you save a copy first to ensure that the results are usable.

If you've split the file into multiple sections, the "Save" button won't be available, but you can use the "Save As..." button to create a set of new, sequentially numbered files.

*Tip: Use the "white marker" annotation preset or the rectangle shape to cover up the portions of repeated pages that you don't need to play again. Since each page includes its own annotations, you will still be able to see that information on other copies of the page.*



# Store

It can be to find high-quality scores online that don't force you into using proprietary systems or limited formats, which is why we created forScore's in-app purchase storefront. It's a great place to find and download PDF sheet music that has been perfectly optimized for iOS.

Choose "store" from the tools menu to view the storefront. You'll find both free and paid scores and collections, articles on a variety of topics, news, some of our other apps, and links to a few of our favorite accessories.

## Purchasing and Downloading

Your Apple ID is your gateway to purchasing digital content, so you don't need to worry about entering your credit card information directly into the app. Tap any product to learn more and purchase or re-download it.

Content begins downloading immediately once your transaction has finished processing. You can monitor its progress from the product page or by tapping "My Purchases" in the top left-hand corner of the main store view.

## Purchase History

Tap "My Purchases" in the main store view or choose "in-app purchases" from forScore's settings panel to view all of your past purchases. Tap any item to re-download it, even if it's no longer available for sale.

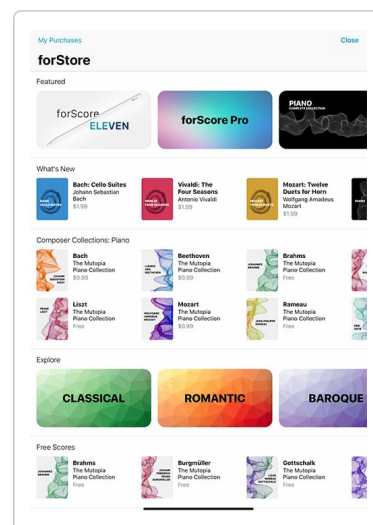
If items aren't appearing in the list, tap "Restore" (and sign in with your account if prompted) to refresh your purchase history.

Tap the list icon to sort your purchases by date or title, and tap the download button in the toolbar to download all of your purchases at once.

## Migration

Although we no longer sell third-party content through our storefront, items you previously purchased can still be downloaded if needed. Some of these items may have used copy protection to limit how you can use or share them. If you're migrating to a new device, these items may be inaccessible until you re-download them using forScore's purchase history panel.

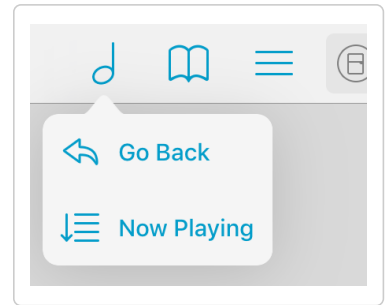
All of the content we currently sell directly to our customers is DRM-free and can be migrated from one device to another without any limitation.



# forScore Pro

## Features

forScore Pro is an optional, auto-renewing subscription that allows us to offer more detailed, priority customer support whenever possible, ensures we can be ready for the latest iOS hardware, software, and accessories on day one, and gives you access to certain features and benefits like the ones described below (the exact list is subject to change; for the most current information visit [forScore.co/pro](https://forScore.co/pro)).



### Pop-up Menus:

The six primary buttons in forScore's title bar feature pop-up menus to let you quickly perform common tasks related to each of them. Use one continuous gesture to activate and use the menu: touch the button and drag your finger downward to see the list of shortcuts, keep dragging your finger until it's hovering over the item you need, then let go to use it. If your device supports it, you can also use 3D Touch to activate these menus.

### Stamps:

Access a second page of stamps and use them as is or copy any of them to your personal collection to edit or reorder them.

### App Icons:

Customize your home screen with three additional app icon choices.

### Priority Support:

We're always happy to answer basic questions or point you to the right article on our knowledge base, but some people want a little more personalized help. By subscribing to forScore Pro, you allow us to spend more time with you so you can learn how to use the app to its fullest and get quicker answers to any questions that might come up.

## Subscribing

Choose Settings from forScore's tools menu and select "forScore Pro" to learn more, subscribe, access settings for subscriber-only features, and restore or manage an existing subscription.

If you choose to become a forScore Pro subscriber, you'll not only be getting the benefits outlined above: you'll also be supporting us and making sure we can keep releasing updates for years to come. After the first year, Apple takes a smaller cut so more of your money goes directly to supporting our app.

And if you're perfectly happy with forScore just the way it is, there's no pressure to become a subscriber. No existing features require any further payment, so you can use them forever. If your needs grow, we'll be ready to serve them.

Complete terms of service are available at [forScore.co/terms-of-service](https://forScore.co/terms-of-service) and our privacy policy can be found at [forScore.co/privacy](https://forScore.co/privacy).

# Services

The Services panel lets you work with files stored in cloud storage services (like [Dropbox](#) and [Box](#)), to access iOS' Files interface, and to download your purchases from content providers ([Musicnotes](#)).

## Cloud Storage

Tap the + button to add your preferred cloud service to the accounts list, then select it and log in when prompted. Once you've done so, you can navigate through your folders and see your files. You can upload, download, move, and delete supported file types including PDFs, forScore-specific formats (4SC, 4SS, and 4SB), audio files, comma-separated value (CSV) files, and some text formats (TXT, RTF, DOC, and DOCX) which are automatically converted to PDFs for you once downloaded.

Tap on a file to download it and a copy will be saved to your forScore library. If a file with the same name already exists, you'll be asked to duplicate or overwrite the file, or to cancel the transfer. Tap the stop button in the middle of the progress wheel to cancel a file transfer.

*Items you add to your library are downloaded to your device so you don't need an internet connection to view them. If the copy stored in the cloud is modified later, you'll need to re-download it to see those changes.*

You can also move your files: while in edit mode, tap to select one or more files, then choose "Move" from the toolbar. The selected files will turn blue, and you'll be able to select directories or use the back button to navigate to the desired destination. When you're ready, tap the "Move" button once again to send the selected files to the current directory.

To upload files, tap the upload button in the toolbar. You'll be presented with a searchable list of all the shareable content in your library, and you may also see a file format button in the lower right-hand corner if applicable (use the forScore-specific 4SC file format when uploading scores or bookmarks to includes annotations, metadata, links, and more). Tap an item to select it, then tap the "Upload" button in the upper right corner of the menu to begin the upload process.

## Files (iCloud Drive) and Other Services

The Services panel can also be used to access iCloud Drive and third-party cloud storage (including Google Drive, Microsoft OneDrive, Amazon Drive, as well as FTP, SFTP, or WebDAV servers) through a system-provided interface. Visit "The Files App" section later in this guide for more information.

*Tip: The Files interface that appears when you use the Services panel is also available from forScore's main menu (tap the "Import" button). In general, that's an easier way of adding scores or other files to your forScore library.*

## Content Providers

Purchases you've made using supported content providers are listed by title and composer (or primary performer) and can be sorted alphabetically by either value, by date purchased, or by key. Tap any item to download it as a standard PDF file, or tap "Edit" to select multiple files and download them all simultaneously.

## Account Management

To log out of an account or reset its authentication status, return to the accounts list and swipe over it from right to left, then choose Log Out (for content providers) or Delete (for cloud storage services).



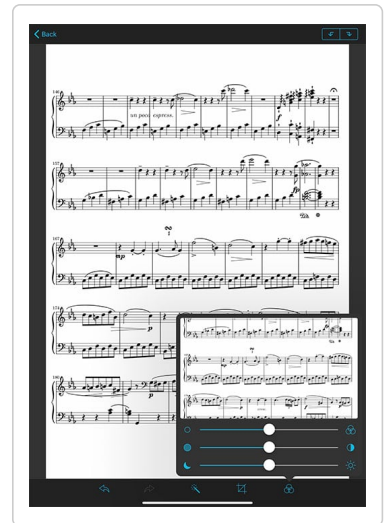
# Darkroom

Nothing matches the quality of a flatbed scanner or flexibility of a dedicated scanner app, but when you need to digitize a paper score on the go, Darkroom can help. Snap a photo of each page with your device's camera or add a few images from your Photos library. Adjust your pages as needed, then let forScore turn them into a standard PDF file.

## Getting Started

To begin, tap the camera icon and take photos of each page, then tap Done. To use existing images in your photo library instead, tap the photo icon and select each image you'd like to use, then tap Cancel when you're finished. (This system interface can't be changed, but don't worry: tapping cancel just ends the import process and doesn't remove any of the photos you've already chosen.)

*Darkroom requires access to your device's camera and/or photo library and iOS will prompt you to allow this the first time you try to add images. Use the iOS Settings app to grant or revoke this access at any time.*



Tap on any thumbnail to see a full-screen preview, or tap and hold one for a moment to drag it around on screen and reorder your images as needed. If you need to remove an image, tap the blue circled “x” in the top left-hand corner of each thumbnail. When you're done, tap the “Save” button and supply a filename to create your new PDF.

## Rotating Images

While viewing a full-screen image preview, use the arrow buttons in the top right-hand corner of the screen to rotate your image 90° clockwise or counter-clockwise. You can also rotate images from the main thumbnail view by placing two fingers on a page and rotating them.

## Adjusting Images

For the best results, you need to account for lighting and other factors that can turn your perfectly legible sheet music into a muddy mess.

Darkroom's Enhance tool analyzes your photo and applies a set of filters to give you much better results with just a single tap. It adjusts the tone, highlights, and shadows of your image automatically and intelligently. For more fine-grained control, use the Adjust tool to manually change your image's saturation, contrast, and brightness levels.

These tools are available from the main thumbnail view and in each full-screen preview, so you can use them to adjust a single image or all images at once.

## Cropping

Perfectly framing your shot can be tricky, but with the Crop tool you don't have to. While viewing a full-screen image preview, select the Crop icon to begin and forScore will attempt to automatically detect the edges of your page. Drag the handles to perfectly align each corner—they move independently of each other, allowing you to account for perspective and rotation while removing excess margins.

# Cue

Our remote control system, Cue, allows you connect multiple iOS devices together wirelessly to coordinate your page turns and program changes. It uses both Wi-Fi and Bluetooth to discover and communicate with nearby devices, and performance may vary based on environmental factors.





*Note: Although Wi-Fi must be enabled for iOS to discover nearby devices, an internet connection is not required when using Cue.*

## Roles

In order to properly coordinate your actions, Cue requires you to pick a role when initiating or joining a session. A “Leader” is responsible for turning pages and navigating between different scores or bookmarks in their library. A “Follower” lets their device follow along automatically, either by responding to page turns, program changes, or both.

*Note: A Program Change is how we refer to navigation between songs. When a leader opens a new score or bookmark from their library or flips from the end of one piece to the beginning of the next, that’s a Program Change.*

Tap the Cue icon in the tools menu or from the main view’s control bar, if available, to choose your role: “Lead,” “Follow Page Turns,” “Follow Program Changes,” “Follow Both,” or pick “Dual Page mode” (discussed later in this section). The Cue icon will change based on your current status and role, and you can tap this icon a second time to open the Cue connection panel:

-  Your device is disconnected, tap this icon to begin using Cue
-  Your device is available and looking for nearby devices
-  Your device is Leading and connected to one or more peers
-  Your device is Following a nearby device

## Device-Specific Considerations

Page turns work differently depending on your device’s orientation and settings. If a leader is using their device in landscape orientation, forScore will send page up and down messages but only other landscape-oriented devices will respond. Similarly, half-page turn messages can be sent by a leader who uses them, and only the connected devices who are using portrait mode and who have half-page turns enabled will see the effect.

## Dual Page Mode

When using forScore on one device and the standalone Cue app on another, a special Dual Page mode lets you view two full pages side-by-side. One page appears on the primary device, and Cue displays the next page wirelessly. Tap or swipe on either screen to advance, two pages at a time. Links and buttons are also supported on either screen, so you don’t have to worry about which device you need to tap.

*The standalone [Cue app](#) is currently available on the App Store worldwide.*

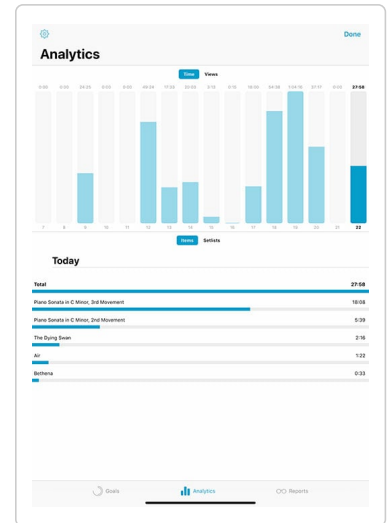
# Dashboard

If you allow it, forScore can track which scores, bookmarks, and setlists you view and for how long. With this information collected, the Dashboard feature in the tools menu can give you valuable insights into your playing habits and helps keep you on track. Three tabs along the bottom of the screen give you different ways of viewing and using this information:

## Analytics

The Analytics tab shows information collected over the past ninety days. It can show you statistics for either items (scores and bookmarks) or setlists, and displays either the total amount of time you spent playing or the number of views.

Tap on any day to see a detailed list of items or setlists in the lower portion of the screen. This list shows everything you viewed on that particular day and is sorted from most played or viewed to least. You can tap on any item or setlist in this list to see how often you've viewed or played it over the past ninety days.



## Goals

The Goals tab helps you reach a minimum number of views or amount of play time for each day, week, month, or all time. Goals can be item- or setlist-specific, or they can be more general.

The main list of goals shows your current progress as a circular view and, if your goal is time-specific, uses an additional view in the lower left-hand corner to show your results for the previous term. For instance, a weekly goal would prominently display this week's progress with a smaller view for last week's results.

Tap a goal to edit it or to view your results for the past ninety days. The timeline along the top of the screen shows your results for the past ninety days: tap on any of these graphics to share your progress with friends or colleagues via email, message, Twitter, Facebook, and more. It's a great way to hold yourself accountable or to share your success.

## Reports

The Reports tab lets you periodically share more detailed information with a colleague or instructor as a PDF document. To begin, create a new report template and tap the circled arrow button to edit it.

Here, you can customize your report to display progress for all items and/or setlists or for one in particular. Select day, week, or month, and choose how far back you'd like the report to go. Once you're done, tap the back button and tap the report to view its results and use the action button in the top right-hand corner to share it.

*Note: The information forScore collects is stored locally on your device. It doesn't get sent to any servers, and won't be shared with anyone unless you specifically choose to do so. Visit [forscore.co/privacy](https://forscore.co/privacy) to learn more.*

# Accessibility

forScore includes several Accessibility options in the settings panel that can help you get more out of the app.

## Reflow

Although forScore can't interpret the notes in a PDF file, it can detect where important information is generally on each page. With Reflow, forScore takes that information, magnifies and redraws it, then lays it out end-to-end so you can read your music in one long line—like a horizontal teleprompter. Reflow gets you most of the way there with its smart detection, and if it gets something wrong you can correct it quickly and never worry about it again.

To use Reflow, select it from the Tools menu or the main view's title bar display (it may need to be enabled in forScore's settings panel under 'Accessibility').

*Tip: The title display's shortcut buttons are rearrangeable: tap the edit button on the far right of the second page of shortcuts to move the Reflow button to the first page for easy access if it's not there already.*

Select Reflow in either location to begin using it and you'll see a few new controls appear: Edit, zoom, navigation mode, and an exit button.

## Editing Zones:

The Edit button allows you to adjust Reflow's zones if needed. You'll see them as gray rectangles—tap once to see its resize controls, and tap again to show the delete option. Drag the green control at the top of each rectangle to downward to split it horizontally into two new areas.

You'll see a control bar along the bottom of the screen: use the + button at the bottom of the screen to create a new zone, use the arrows to move between pages, and drag the set of three lines on either end of the control bar to drag it up or down and out of your way. If you'd like forScore to reset all zones and re-scan the page, tap the Reset button.

## Zoom:

Zoom in or out to find the best magnification for you—up to three times as large as the original page.

## Navigation:

Choose to page or scroll through your music. In Page mode, tapping on either side of the screen will shift the music over by half of your screen's width. In Scroll mode, your music will scroll by continuously: tap the left side of the screen repeatedly to slow it down or the right side to speed it up. Tap in the center of the screen to pause or resume scrolling.

## More

Other Accessibility settings allow you to disable Drag and Drop gestures, customize forScore's interface color, change the metronome's sounds, adjust the default size of links and buttons, or use full-screen menus.

# The Files App

With iOS 11, Apple introduced “Files,” an app and system-wide interface for working with documents stored in the cloud and in other apps on your device. On devices running earlier versions of iOS, the older app and interface is called “iCloud Drive” and works solely with Apple’s iCloud Drive service.

*Note: Only apps that have chosen to support this functionality, like forScore, will have their documents displayed within the Files interface.*

## File Providers iOS 11

The Files interface lets you access documents stored in iCloud Drive, other apps, or third-party cloud storage services like Google Drive or Dropbox. Learn more about configuring the Files interface to work with your favorite cloud storage provider at [forscore.co/files](https://forscore.co/files).

## Importing Files

Use the Import button in the main menu to copy files to your forScore library. Tap a single file or use the Select button (only available in the Browse tab) to import multiple files at once.

## Sharing Files

Any time you share files using forScore, you’ll see iOS’ native sharing interface appear which includes an option called “Save to Files.” Use this action to upload your files to iCloud Drive or any other supported cloud storage service.

## Drag and Drop iOS 11

On iPads, Drag and Drop gestures make importing and sharing content even easier, especially when using iOS’ multitasking modes. Learn more about these gestures in the Drag and Drop section at the end of this guide.

## The Services Panel

If you prefer, you can also access the Files interface using forScore’s Services panel. Add it as a cloud storage option if it’s not already configured, then tap it to view the splash screen and choose to either upload or download content.

## forScore’s Documents iOS 11

Every app has its own Documents directory where they can store a user’s information. If you’ve used iTunes’ File Sharing panel, this is the directory you were working with.

forScore’s Documents directory can also be accessed directly through the Files app included with iOS 11. Choose “On My iPad” (or iPhone) from the Locations list in the app’s sidebar to see app folders for forScore and any other apps on your device that store data in their own Documents directories.

Working within forScore’s Documents directory through the Files app carries the same implications as working within the iTunes File Sharing panel does—delete files here and they’ll be permanently removed from forScore. We do not recommend renaming PDF files through this interface as doing so will remove that file’s metadata, annotations, and more.

*Note: If you want to rename PDF files stored in forScore’s Documents directory, use the metadata panel to change its title instead and the filename will be updated to match it as closely as possible.*

# Backups

Every app on your device has a standard set of folders that it uses to store information. This 'Documents' directory is used to store user content, like documents you add to (or create within) an app. Other data like app settings, which are designed to be changed through the app's interface and not edited directly, are stored in a number of private app directories instead.

## 4SB Backups

In forScore's Backups panel you can create a forScore Backup (4SB file) that packages all of forScore's private information into a single document that is saved alongside the rest of your files in forScore's Documents directory. Copy all of the files in this directory (including the 4SB file) to a safe location and you'll be able to restore forScore back to its current state without affecting any other apps. As a safeguard, forScore creates an automatic 4SB backup when you launch the app. It keeps the most recent copy and a copy from the last calendar day you used it.

*A backup file can not be used on its own. It only contains forScore's information about your documents, not copies of your documents themselves. Backups are a good choice when copying all of your files to a computer through iTunes' File Sharing panel.*

## 4SB Archives

You can also use the Backups panel to create a forScore Archive which is similar to a backup (it also uses the 4SB file extension) but it includes a copy of every file in forScore's Documents directory as well. This means that in order to create an archive you need to have significantly more free space available on your device, but it can be used to restore your library or migrate to a new device by copying the single archive file.

*An archive file can be used on its own to recover or migrate your forScore library to a new device. They're great for uploading your library to a cloud storage service for safe keeping.*

## forScore Backup Utility

Mac users running macOS 10.13 or later can use the forScore Backup Utility to archive their forScore library directly to their computer via a USB cable. This can be useful if you want to create a 4SB Archive but don't have enough free space on your device. Visit [forScore.co/backup-utility](https://forScore.co/backup-utility) for more information.

## Apple Backups

In most cases, whole-device backups to iCloud or iTunes (depending on your settings) are sufficient to get you back up and running if something happens to your device. The backup techniques described in the sections above are intended to provide an additional layer of security, not to replace this essential part of protecting your data.

## Recently Deleted Files

When you delete a score or setlist using forScore's delete functions, it is moved to the Recently Deleted section of the Backups panel. You can recover it for up to seven days or permanently erase it, if needed.

# Settings

## General

**Auto-lock:** Disable this setting to prevent your device from sleeping automatically while forScore is open.

**Display Zoom:** Exclusively for 11-inch iPad Pro, these settings help you get the best view of your music.

**Search:** Adjust which kinds of results are shown and in which order, how many recent items are listed, and more.

**Devices:** Connect to certain types of accessories like the AirTurn PED or IK Multimedia BlueBoard.

**MIDI:** Toggle the ability to send and receive MIDI commands or use the piano keyboard as a synthesizer.

**forScore Pro:** Get more out of forScore with this optional, auto-renewing subscription.

## Navigation

**Gestures:** Configure forScore's taps, swipes, and shortcuts to better suit your needs.

**Page turners & shortcuts:** Use keyboard shortcuts, MIDI signals, page turner pedal presses, or an Apple Pencil 2 double tap gesture to trigger certain actions.

**Page transitions:** This setting affects the transition animation that is used when turning pages.

**Flip between scores:** Choose when to advance from the end of one score to the beginning of the next, like a book.

**Two-up page advance:** Choose whether to advance one or two pages at a time when using two-up mode.

**Up next:** See the next queued item's title in the status bar when you reach the last page of the current item.

## Appearance

**Show status bar:** Controls whether the system status bar along the top of the screen is visible while using forScore.

**Sepia effect:** Tint forScore's views to provide a warmer tone.

**Always show seek bar:** The seek bar (the dotted line along the bottom of the page) usually appears and hides along with the control bar. Enabling this setting keeps it on the screen at all times.

**Always show tab bar:** Prevents the tab bar from hiding automatically when only one tab is open.

**PDF annotations:** Choose which kinds of embedded PDF annotations should be visible (and interactive, if applicable).

## Metadata

**Score menu includes bookmarks:** Bookmarks typically appear in two places—the bookmarks menu itself, and alongside other files in the score menu. Disable this to hide bookmarks from the score menu.

**Smart sorting:** When enabled, items are sorted by ignoring common prefixes like "the," "a," or "an."

**Sort composers by first name:** Alphabetizes by first word in the composer value instead of the last word.

**Automatic fetching for new files:** Allows forScore to scan new files for PDF metadata and import it automatically.

**Use external audio:** When forScore launches, it checks to see if iOS' shared audio system is currently in use. If so, this option will allow you to control playback of that track, temporarily overriding any linked tracks.

## Annotation

**Apple Pencil:** Adjust how annotation works when using Apple Pencil or the similar Logitech Crayon.

**Annotation tools:** Control how forScore saves your last-used preset between annotation sessions.

**Variable width:** Adjust how much forScore should emphasize your drawings based on speed or Pencil pressure and tilt.

## System

**App icon:** Change forScore's app icon.

**In-app purchases:** Access any downloadable content you've previously purchased through forScore's storefront.

**Accessibility:** Enable Reflow, change the app's color, use full-screen menus, or use custom metronome sounds.

**Advanced options:** Enable older features or settings that have limited support and may be removed in future updates.

**Restrictions:** Set a passcode and hide certain features.

**Reset:** Restore default app settings, stamps, or drawing presets, or scan your library and remove any unused data.



# Drag & Drop

If you're using iOS 11 or later, Drag and Drop gestures make working with forScore much faster and more intuitive. In most cases Drag and Drop provides a second way of doing things, so you're free to use the original way if you prefer.

*Note: Drag and Drop interactions work between multiple apps on iPad but Apple limits their functionality on iPhones and iPod Touches. Not all features described below are available on all devices.*

## Basics

To use Drag and Drop in iOS 11, tap and hold certain items for a moment until they appear to lift off the screen, then drag your finger away from it slightly to begin the drag process. While holding the item with one finger, you're free to use your other fingers to interact with forScore or any other app on your iPad.

In some cases, tapping additional similar items adds them to the drag session (like dragging a score in the Score menu, then tapping other scores to drag them at the same time). You can open and close menus and panels and your drag items will follow your finger as long as it's touching the screen.

When you've dragged your finger over a valid drop zone, you may see some indication that lifting your finger here will perform some kind of action. The drop zone may react by moving or changing colors, or a green "+" badge may appear, for instance, letting you know that dropping the items in this spot will copy them in some way. Each interaction works a little differently, so try some of the following examples for yourself to see how they behave.

## Rearranging Items

Many of forScore's views list items that can be rearranged: setlists and their contents, libraries, audio tracks and MIDI commands in the Metadata panel, accounts in the Services panel, and more. Typically, these items can be arranged by tapping "edit" and then dragging the three horizontal lines on the right-hand side of the cell up or down as needed. With Drag and Drop, there's no need to enter "edit" mode first—simply tap and hold any part of the item until it lifts up and out of the list, then drag up or down as needed.

## Working With Items

Scores and bookmarks can be dragged out of forScore's Score, Bookmark, and Setlist menus, the Search panel, and you can even drag the current item out of the main view's title display (and remember: you can use any combination of these sources to add multiple items to your drag session). Drag any single item onto the page to open it, or drag one or more items into the Tab bar to open them in tabs.

## Working With Setlists

No feature is better suited to Drag and Drop than Setlists. Creating, editing, and organizing your setlists is dramatically simpler and faster using these new gestures. To rearrange setlists or their contents, drag items up or down as discussed in the "rearranging items" section above. You can also drag a setlist into or out of a folder to move it.

To create a new setlist, drop one or more scores or bookmarks into the main Setlists list and supply a name. To add items to an existing setlist, drop them onto the setlist's name and they'll be added to the end of that list. Or, hover over a setlist (or tap it) to open it, then drop the items into the list at a specific point. You can even drag items out from one setlist and into another one to copy items between them.

## Importing & Sharing Files (iPad Only)

Drag and Drop isn't just restricted to the same app; you can also drag compatible files into forScore to import them. Drop one or more PDF files into the Score menu to add them to your library, onto the page to import them and open the last one, or drop them into the tab bar to import and open all of them in new tabs. Drop them into the Setlist menu to create a new setlist with them or add them to an existing setlist using the same methods described in the previous section.

Importing works with other files, too. Drop any file type supported by forScore into certain views or panels to import them. Other supported formats include our own 4SC (scores), 4SS (setlists), and 4SB (backups) file types, as well as certain kinds of text and audio files.

You can also drag some items out of forScore to export them: drag a score to share a copy of its source PDF file, or drag an audio track, recording, or backup file to copy it to any other app that accepts them.

## Audio Tracks

forScore uses Drag and Drop to help you work with audio files more quickly and flexibly, too. Drag them into and out of the audio file picker to import or export them, or drag them onto the media box to import them and link them to the current score or bookmark.

If the current track is a locally stored file, you can drag the track's title out of the media box to send a copy to another app. Otherwise, if it's a track that comes from your device's shared Music library, you won't be able to export the file but you can still use Drag and Drop to add the track to another score or bookmark in your library (drop it into the Metadata panel's audio track list).

## Annotating

While annotating, use Drag and Drop to rearrange your drawing presets by dragging them left or right. You can also work with images in several ways: drop an image onto the page (from the Photos app, Safari, or any app that allows you to drag images) and forScore will place it as an annotation. Resize it, reposition it, then tap outside of it to complete the process.

Create new stamps by dragging images from other apps directly into the Stamp Creator's canvas. Use the Selection tool to select an area of drawn annotations, then use Drag and Drop to copy them as an image to other apps. Since you're working with standard images in both cases, you can even combine these two examples to create new stamps from annotations you've previously drawn by hand, all without leaving the app or needing to go to your computer to deal with image editing software.

## Services

In the Services panel, use Drag and Drop to move files between folders or drop certain things here to upload them. Drag audio files, backups, or CSV files into the Services panel to upload them as-is, or drop a score, bookmark, or setlist here to pick a format first.

## MIDI

Drag commands between the various MIDI sections in the Metadata panel and the Button editor to copy them, or drag commands onto the page to create a new button with them.

## More

There's a lot you can do with Drag and Drop—even more than we've already discussed—so we can't cover every possible combination here. For a more exhaustive list of possible interactions, visit [forScore.co/drag-and-drop](https://forScore.co/drag-and-drop).

## Disabling Drag and Drop

Some users may find that iOS' Drag and Drop gestures interfere with their ability to work. Although iOS does not currently provide a system setting to disable them, forScore offers an option in the Accessibility section of its Settings panel called "Drag and Drop" that significantly alters how it utilizes these gestures. When this setting is disabled, forScore does not make items available for dragging and most interactions return to how they worked with older versions of iOS.

Note that this setting does not affect how forScore receives drop gestures originating from other apps, however, so you can still do things like drag a PDF file from the Files app directly into forScore to import it.