forScore

the music reader for iPad

Important 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 5.1, 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 making backups of both your library data as well as your files themselves 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 downloading PDF files directly from the web, 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 forscoreapp.com/support and send us a message—your feedback is how we make better products.

Contents

Basics

Welcome to forScore, the music reader for iPad! 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 iPad 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 save real estate, all of forScore's controls are hidden by default. A quick, single tap in the middle of the page will toggle these controls:

forScore's tap response zones: a single tap in the red areas will turn the page, and a tap in the blue area will toggle the controls

This control bar along the top of the screen gives you access to six important items: scores, bookmarks, and setlists on the left, and search, the metronome, and the toolbox menu on the right. You can also tap the current score's title in the middle to reveal the metadata panel where you can view and edit the current score's attributes. All of these items are discussed in greater detail throughout this guide.

There are also two round buttons on either side of the bar's center panel: the button on the left toggles either half-page turns or a two-page view, depending on the orientation of your iPad. The button to the right activates performance mode which temporarily disables most of forScore's gestures and auxiliary features, letting you focus and turn pages even more reliably.

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.

Adding Files

Things to know

You can use virtually any PDF file with forScore, but not every file works perfectly. Very large files will not perform well with forScore (or any PDF reader on the iPad) due to the limits of the hardware itself, so if you're scanning your own files you may need to try a few different settings before you find a good balance of quality and size.

From your computer (with iTunes)

Connect your iPad to your computer and select it from the sidebar or drop-down menu* in iTunes. Once you do, you'll see tabs or buttons across the top of the main iTunes view—select the one for "Apps."

Scroll down to see the box on the left. Make sure forScore is selected in the Apps column, and then click "Add..." at the bottom of the Documents column to select files on your hard drive. You can also drag one or more PDF files from Finder (Mac) or Explorer (PC) directly into the documents list to add them. To delete files, select them and press the delete or backspace key. Files are updated immediately, so there's no need to sync your iPad afterward.
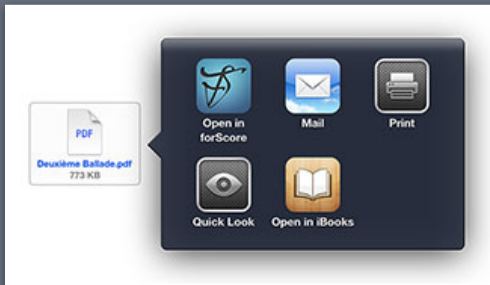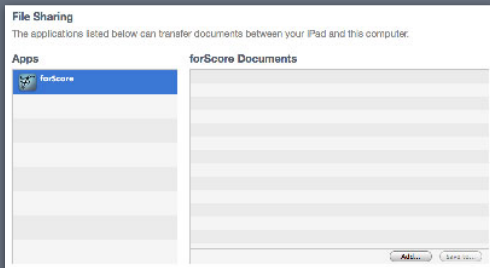
From Mail and other iPad apps

Use any app that supports the "open in" feature to send a copy of a PDF file to forScore. From the Mail app, for instance, you can tap and hold your finger down over an attachment until a popup appears, then choose "Open in forScore." Each app works a little differently, so consult their documentation for explicit instructions.

Note: In the Mail, tapping and holding a file may not work if the attachment hasn't been downloaded completely (if the icon shows a downward arrow). In this case, tap on the icon to download it first.

From the web

Our built-in storefront is the best place to find free and paid scores that have been optimized specifically for the iPad, and you can use forScore's built-in web browser to download and save PDF files to your library. Just tap on a direct link to a PDF file and choose whether you'd like to preview or save it.

Deleting files

To remove a score from your library, swipe your finger across it horizontally 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.

*Different versions of iTunes may work differently. For additional instructions, please visit apple.com/support/itunes

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. This guide explains the purpose of each individual menu in subsequent sections, but there are a few important concepts that are consistent throughout the app:

Layout

Menus are usually presented in popups, and the first thing you'll see when you open one up is the navigation bar. It's the topmost portion of the popup, and includes a title as well as edit, add, and back buttons (when appropriate).

Below the navigation bar, you'll see the control bar. This series of buttons alters the content or sort order of the list below it. While you're editing a list, this bar may also show available actions.

Next, you'll see the list itself, which also includes a search bar hidden up at the top—just drag the list downward until it starts to appear, then let go and it'll slide out. When you're done searching, or when you drag the list back up, the search bar will slide back under the control bar and hide 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 the current list. Tap or drag your finger up and down over it to navigate 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 tap and hold your finger down on an item to preview it. Then, 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 an item, swipe your finger across it horizontally and tap on the "Delete" button that appears.

You may also see a button or symbol off to the right-hand side of each item. An arrow or chevron indicator signals that tapping on the item will present additional items, while another type of indicator, a round arrow button, can actually be pressed and will allow you to view and edit that item's metadata.

One of the most important items in a menu is the edit button in the top right-hand corner. When highlighted, you can choose multiple items in the list and use the control bar 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 items.

Tip: Drag most lists downward to see how many items they contain.
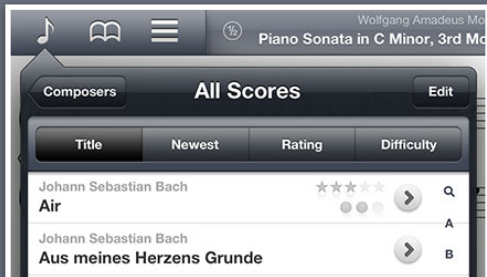
The Score Menu

Organization

The score menu can present and filter your files by Composer, Keyword, or Genre. These lists are generated dynamically, so they'll only show the values currently being used by one or more items in your library.

Tap any of these entries and you'll see a new list containing all of the scores that pertain to 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 "Johann Sebastian Bach" as its composer and "Romantic" as its genre will be listed under both of these categories.) Most submenus can be sorted by date added, rating, difficulty, or alphabetically.

Note: By default, forScore sorts Composers alphabetically by last name. You can change this in the app's settings panel to sort by first name.

Search

From the main menu, drag the list downward to expose the search bar, which lets you quickly find a specific composer, keyword, or genre. Within each submenu, you can also search for individual scores. Use the scope selector to search within either the current listing or through all files for a particular title or composer, and use keyword search to see only scores that contain all of your keywords.

Metadata

A small 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

To remove a score from your library, simply swipe your finger across the corresponding entry in the menu and press the "delete" button. 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.

Merging Files

If you've got individual pages of a score 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, multi-page PDF file in your library.

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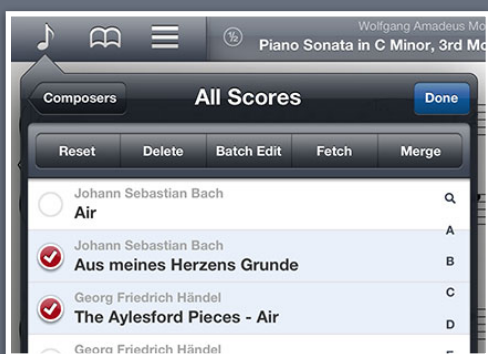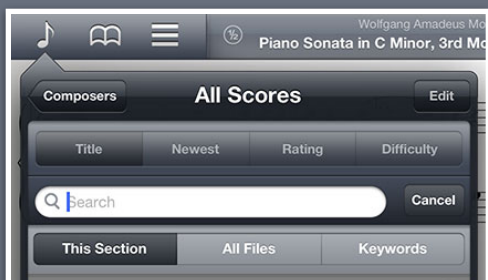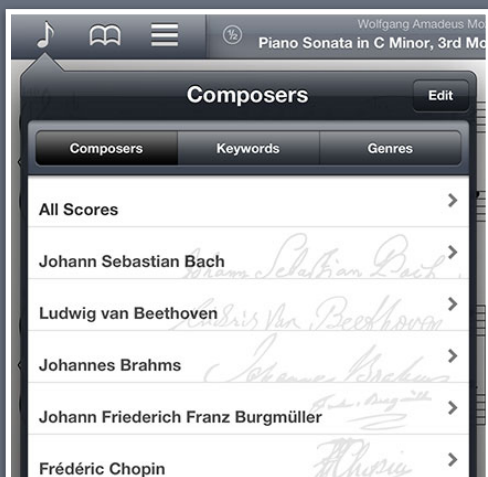
Setlists

The Setlist Menu

Unlike the score menu's listings which are generated and sorted automatically, the setlist menu's contents are completely up to you. Create a setlist by tapping on the + button and typing in a name (you can change it at any time). Tap on a setlist to view its contents.

Setlist Views

Each setlist can be viewed and played in its original order or sorted alphabetically, by least-recently played (fresh), or shuffled. In the shuffle view, you can pull the list downward until you see the refresh icon, then let go to randomize the list of scores—the changes will take effect the next time you select a score from the list.

Add/Remove

To delete an entire setlist, swipe your finger across it horizontally 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 along the top.

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

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. Tap on any item in your library to add it to your setlist. You can also delete items from the setlist or rearrange them at any time.

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.

Arranging 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.

Other Actions

While viewing the main list of setlists, tapping the edit mode and selecting a setlist will allow you to delete, rename, duplicate, or email it.
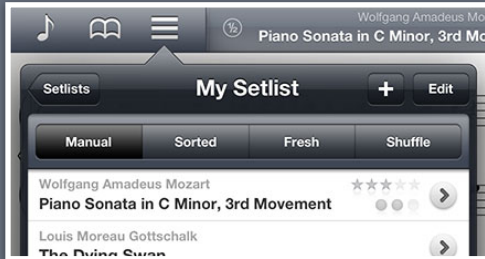
Use setlists to manually group and arrange your scores, and to quickly navigate between them
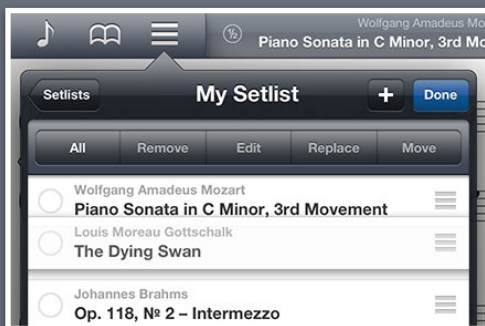
Bookmarks

Bookmarks are a great way to work with a particular section within one of your existing files. They show up just like any other item in the score menu, start and stop on the pages you specify, and can even have their own metadata (including audio track).

They also show up in the bookmarks menu, which only shows bookmarks for the score you're currently viewing. You can view them sorted by page number, alphabetically by title, or you can search for one specifically.

Creating Bookmarks

In the bookmarks menu (the open book icon), press the + button at the top to open the bookmark creator, and type in a title as well as start and end pages. If something is wrong with the values you've entered, the bookmark validator will alert you. Once any errors have been corrected, tap the Save button to finalize your bookmark.

Tip: to create a traditional bookmark that simply opens your file to a particular page, leave the "to" page field empty. Note that these bookmarks are not listed in the score menu.

Importing Bookmarks

If your PDF file already contains a table of contents, you may be able to use this information to create bookmarks. Tap the edit button, then choose "Import" to scan for any usable information.

If you prefer to use a PDF's table of contents directly, simply choose the third sort type, "TOC," and you'll be able to quickly navigate to any section by selecting it from the list.
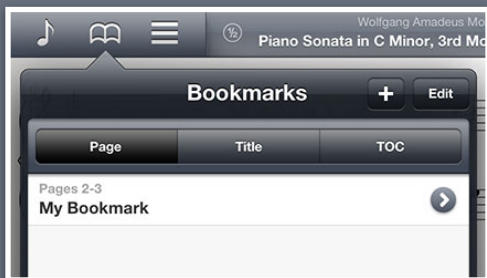
Bookmarks vs. Files

The only major difference between a file and a bookmark is that all bookmarks depend on their source file (so if you delete the original file, all of its bookmarks will disappear as well).

Editing Bookmarks

To edit a bookmark, tap the round arrow button next to it just like you normally would for any other score. The metadata panel will open up, and two additional fields will be available next to the title field for start and end page. These values can be changed at any time, along with the other standard metadata values.

Deleting Bookmarks

If you need to remove a bookmark, you can delete it either from the main score menu or from within the bookmark menu itself without removing or changing the bookmark's source file.

You can tell when something is a bookmark instead of a standalone PDF file because the arrow button off to the right-hand side is a dark blue color, not the usual gray

Bookmarks show up alongside the rest of your files in the score menu, and you can add them to setlists independently of their parent file

Metadata

You can view and edit score metadata several ways:

• by tapping the title of the score in the main view control bar
• by tapping the round arrow button next to a score in the menu
• by selecting one or more scores and choosing "edit"

The first two options allow you to edit the current score's metadata, while the menus allow you to edit any score's information without having to open it first, and also include the ability to batch edit files.

Metadata Types

Each score and bookmark in your library can be tagged with a title, rating, difficulty, and multiple composers, genres, and keywords. While typing in a value for composer, genre, or keyword, you'll notice a small bubble icon above the keyboard that toggles a list of any values currently used in your library. Start typing, and the list filters down automatically, showing you only items that contain the text you've typed. If you see the value you want, simply tap on it to use it for the current file.

A box on the left-hand side of each text field controls whether or not any changes will be saved 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.

You can use multiple composers, keywords or genres by separating them by commas, and the score will show up in the menu under each of those categories. If you're batch editing, use the box to the left of each field to replace existing values or append the field's text.

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 keywords respectively. Press the "fetch" button above the keyboard to see if this information exists, and then decide if you'd like to use it with forScore or not.

Music Binding

If you have an audio track of a particular piece in your iPad's music library (the songs that you can see through the system's Music app), you can bind that track to the corresponding sheet music in forScore and control playback directly from within the app.

Below the rating entry, you'll see an area with the words "no song assigned" and a button off to the right-hand side—tap on that button to view a list of tracks in your Music library, and select one to bind it. Once you do, you'll see the media box hover above your score (it appears and disappears just like the control bar).
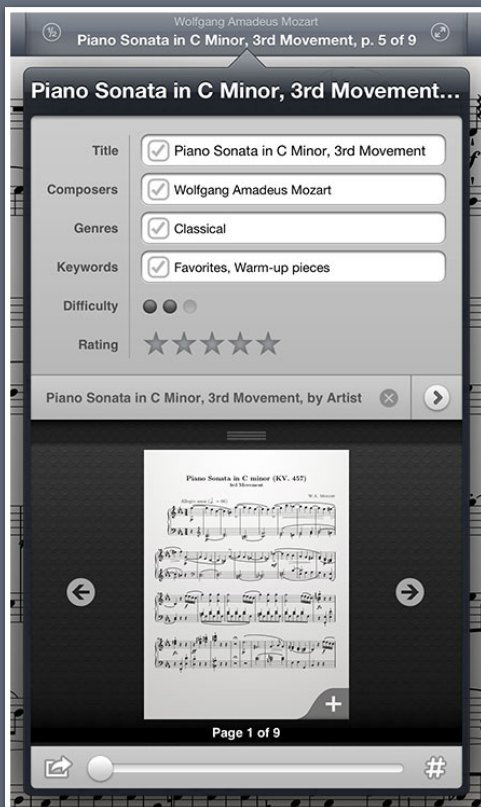
Tag your files with different pieces of metadata, and the menu listings will be generated automatically
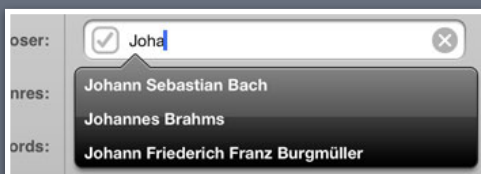
Tap the auto-suggest button above the keyboard to see values you've used before, and it'll narrow down the list as you type
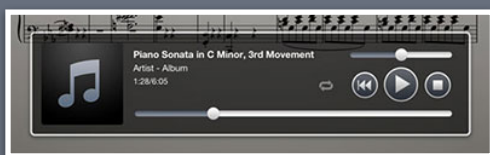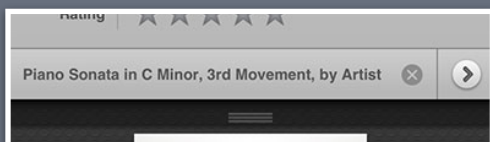
Associate each score with an audio track in your music library, and it'll be queued up and ready for you to play whenever you're viewing that piece

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 you need to, you can tap on the album artwork to shrink the box down so it's out of the way. Tap it again to restore it to full size.

Tip: If you'd like to loop a portion of the song, just tap on the repeat symbol and drag the handles left and right to set the loop time.

Preview

The metadata panel also includes a thumbnail view of your score, allowing you to navigate through the pages (you can swipe back and forth just like you do in the main view or you can use the arrow buttons on either side instead). Tap the thumbnail at any time to open that page in the main view, and use the + button in the lower right-hand corner to open the file in a new tab. This thumbnail view is also important for margin adjustment.

Margin Adjustment

Most PDF files contain white space around the edges, but these margins are more important for printing something out rather than displaying it on a screen. Since the iPad's display is smaller than a typical sheet of paper, it's important to be able to maximize your real estate with tools like the margin adjuster.

This slider (along the bottom of the metadata panel) allows you to zoom in equally towards the center of every page of that score at once. It doesn't affect the original file, so you can still print it out later if you need to. To crop individual pages differently or off-center, consider using the "Crop" function in the tools menu instead.

Sharing

Use the action button in the lower left-hand corner to send your file to another PDF-compatible app on your iPad, to print it, or to share it via email or Bluetooth. When emailing a file, you can either send the original PDF, or you can send a 4SC format that includes annotations, metadata, links, and more. Note that 4SC files and Bluetooth sharing can only be used by other forScore users.

The number symbol in the lower right-hand corner allows you to set a page offset, so your page numbers will match any printed copies.

Setlist Management

Just below the audio track area, you'll see a panel that slides out, allowing you to easily view and manage which setlists the current item is a member of. Tap on a setlist to add the current file to it (a checkmark will appear on the right-hand side of it), or tap it again to remove it.
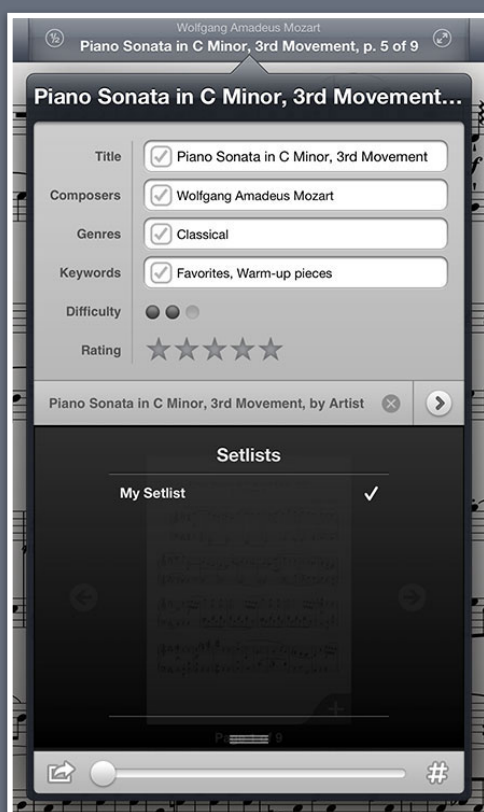
The Metronome

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, or by tapping twice in the center of the screen.

Autoturn

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

1. 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.

2. Tap the autoturn button to turn it on (if it isn't already)

3. 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.
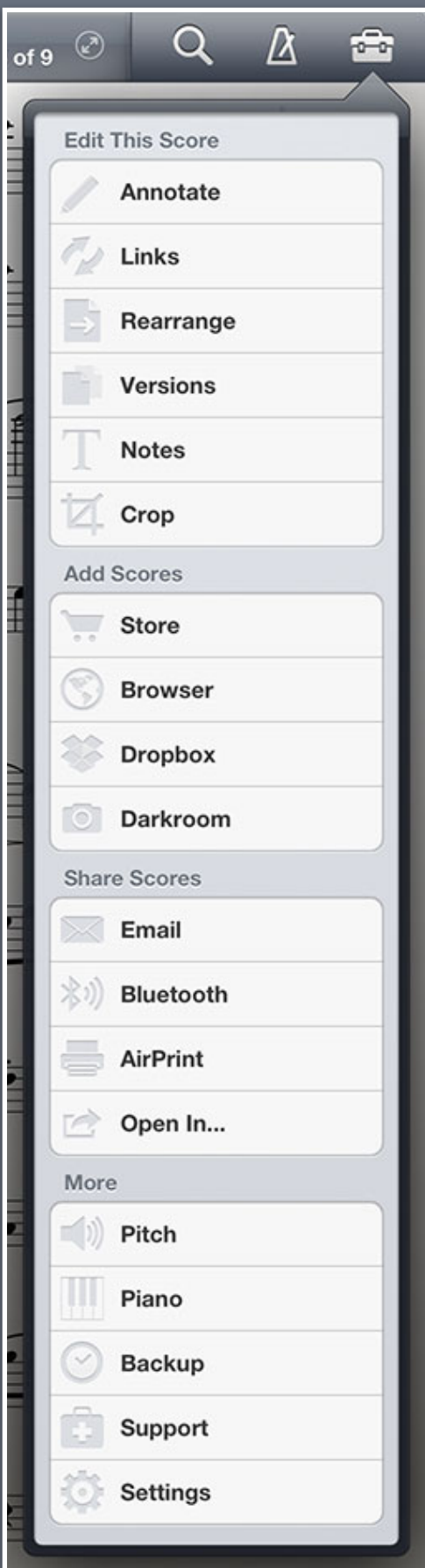
The Tools Menu

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.

Editing Scores

Annotate: Use your finger to draw directly on the page, add text annotations, or use the stamp tool to add common musical symbols.

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

Rearrange: Move, duplicate, rotate, or delete pages of your score.

Versions: Save and restore complete sets of metadata, annotations, links, and notes for any PDF file in your library.

Notes: Keep track of important page-specific information.

Crop: Move and resize the page to maximize your screen real estate.

Adding Scores

Store: Discover and buy commercial sheet music optimized for iPad.

Browser: Find and save PDFs directly from the web.

Dropbox: Download files right to your library or save them to the cloud for safe keeping and easy access (Dropbox account required).

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

Sharing Scores

Email: Share PDFs, annotated PDFs, or forScore-specific 4SC files.

Bluetooth: Share your scores wirelessly with nearby forScore users.

Print: Use any AirPrint-capable printer to print directly from the iPad.

Open In: Send scores to any PDF-compatible apps on your iPad.

More

Pitch: Start off on the right note by hearing it in advance.

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

Backup: Create and restore from forScore library backups.

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.

TV Output: This section appears when the app is launched while the iPad is connected to an external display, and provides controls for screen resolution, rotation, zoom, and stretch. On newer iPads, this video output mode can be enabled if you need these advanced controls, overriding the standard screen mirroring feature.

Annotation

Add notes to your score at any time 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:

Done: Press the done button at any time to save your changes and return to normal mode.

Page Turns: Navigate to the previous or next pages, automatically saving your changes.

Snapshots: Create up to 24 snapshots of the current page's annotations and restore them at any time.

Undo/Redo: Tap these buttons on either side of the toolbar to undo or redo up to ten drawn changes.

Draw, Type, Erase, Clear: These four major functions of annotation allow you to draw with your finger, add text notes via on-screen or Bluetooth keyboard, erase a particular part of your drawings, or clear the entire page.

Drawing Styles: Create, edit, and use an unlimited number of drawing styles, and adjust the size at any time with the slider along the bottom of the panel.

**Cancel**: Exit annotation mode without saving any changes.

Snapshots

If you're about to make significant changes to the current page and you'd like to have a backup, or if you'd simply like to save two different types of annotations—one for practice and one for performance, for instance—snapshots let you save and restore complete sets of annotations and links.

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: the left handle allows you to move the text box around the screen, while the right handle allows you 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 the text box to edit it, and you'll notice a toolbar appear with several buttons on it. The "Format" button will allow you to change the font, size, and color of the current annotation, and the "Make Default Style" button will save that format as the default for any new text boxes that you create, without changing any other existing annotations. The "Delete" button removes the current text box, and the "Done" button completes the edit.
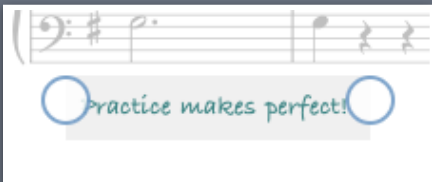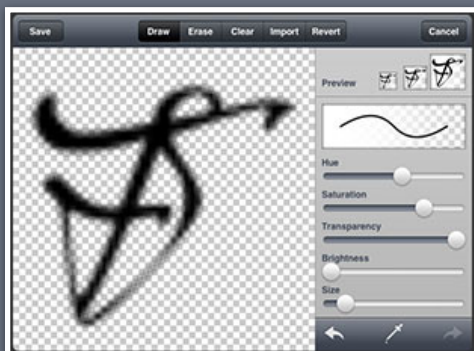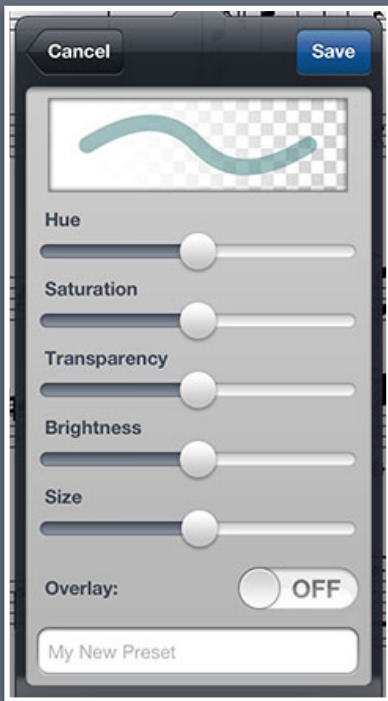
Drawing Styles

Use forScore's styles panel to create, edit, and use an unlimited number of different presets perfectly tailored to your needs. Edit any preset by tapping the gray arrow button on the right-hand side of each entry, or create a new preset by tapping the + button.

In the preset creator, you can adjust hue, saturation, transparency, brightness, and size. When you're done, give your preset a name and tap the "Save" button to finish.

Stamps

Some musical symbols cannot be typed into a text box, but with the "Stamps" preset you can place these kinds of annotations directly on the page. Tap the arrow next to the stamps preset in the drawing panel to see all of the available stamps, and select one to use it. At the bottom of the panel, you'll see a preview of the stamp, and you can drag the size slider back and forth to adjust it accordingly.

Once you've selected a stamp, tap and hold the screen for a moment, and you'll see a magnifying glass appear showing you exactly how your stamp is going to look. Drag your finger around to reposition it as needed, and then lift your finger to place the stamp.

Rearranging and deleting stamps:

If you use particular stamps more often than others, you can rearrange them as needed. Tap the "Edit" button, and all of the stamps in the panel will begin to wobble. Drag any stamp around on the screen, and the others will move out of the way. Drag a stamp to the edge of the panel to move between pages, and let go when the stamp is in the desired spot.

While in edit mode, you can also delete stamps by selecting them and then tapping the trash can button at the bottom of the panel.

Creating stamps:

You can also add stamps by pressing the + button or edit any existing stamps by first selecting them, and then tapping the action button. Either action will launch the stamp editor, where you can use your finger to draw or edit your design.

You can even create stamps by importing your own images. First, create an image on your computer (it must be a PNG image, and for best results should be 48x48 or 96x96 pixels), and add it to forScore via iTunes File Sharing. Then, create a new stamp and press the "Import" button to see any PNG files currently on your iPad. Tap any one of them to add it to the canvas, and you can either save it or continue to edit the image as needed.

Tip: The import panel also allows you to manage your files; swipe your finger across any entry to see the "delete" button appear, then tap it to remove an image once you no longer need it.

Links

Create a link between two points in your score to handle repeats with a single tap.

Links

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 at all times and act like buttons, taking you to the correct location when tapped. When you do, 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. You can 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.

Editing Links

To delete or reposition a link, enter annotation mode by choosing "Annotate" from the tools menu or by tapping and holding the page for a few moments. If the "erase" tool is selected, links will transform into delete buttons—tap on one to remove that link. If any other tool is selected, links appear as white circles that can be dragged around on the page. Note that a link's target position (the orange dot) cannot be repositioned at this time.

Rearranging

Take charge of your music by reordering, duplicating, rotating, or removing pages. When you're done, save the results to 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 on 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 the autoturn feature or a page turner like AirTurn's BT-105.

While viewing the score you'd like to edit, choose "Rearrange" from the tools menu. The system will take a few moments to generate thumbnails for each page, and then you'll be ready to customize your score's layout.

Tap and hold a page thumbnail for a moment and it will lift off the background, allowing you to drag it around and let go when it's in the right spot. You'll also see a "Duplicate Page" area appear in the spot immediately following the page you picked up. Dropping the page here will create a second copy, and tapping the black "x" button on the top left-hand corner of each page will remove it.

Place two fingers on a page and twist them clockwise or counter-clockwise to rotate it, or use the arrow buttons at the top of the screen to rotate all of the pages at once.

Saving A Score

When you've got your score's layout just right, tap either the "Save As…" or the "Save" button. When you save a rearranged copy of your file, the original score's information is copied over and updated if necessary, but **links, bookmarks, and versions won't be included.** Also, if you'd like to use the rearranged file in your setlists instead of the original, you must make those changes manually.

Saving over the original file is permanent, and cannot be undone. Doing so preserves all score information and updates it if necessary, including versions, but **links and bookmarks will be removed.**

Keep in mind that some files use special fonts that the iPad cannot reproduce, and in some cases this can result in missing text or blank pages. Before overwriting any file, we strongly recommend that you save a copy first to ensure that the results are usable.

Tip: Use the "white marker" annotation preset to cover up the portions of repeat pages that you don't need to play again. Since each page includes its own annotations, you'll still be able to see that information on other copies of the page.
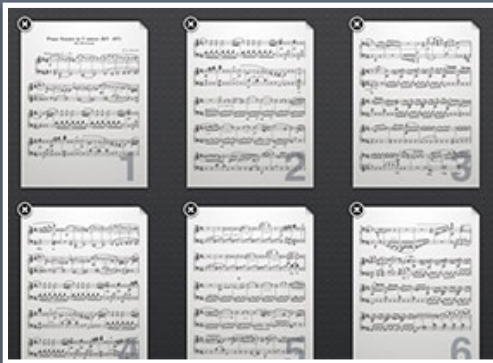
Tap and hold a page for a moment, then drag it around on the screen and drop it when you're done

Drop a page over the "Duplicate Page" zone to create a copy

Versions

About Versions

Scores in your library can have a lot of information associated with them—metadata, annotations, links, notes, and more. In some cases, you may prefer to work with the same file but with different sets of information depending on the context.

A music teacher, for instance, might want to keep multiple sets of information for the same piece depending on the student they're currently working with. Some people prefer to keep separate notes for practice or performance. For others, it's a way of backing up and restoring individual scores independently of the rest of their library.

In the tools menu, choose "Versions" to show the version tray. From here you can view all of your versions for the current score, create new ones (up to 24), and update or restore an existing version.

Creating Versions

As long as you have fewer than 24 versions, the last item in the tray (all the way to the right) will be the "Add Version" button. Tap it, enter in a name, and tap the "OK" button to create your new version. You'll see it appear at the end of the list with an arrow next to the title, indicating that it's the most current version.

Viewing Versions

Swipe left or right to see up to 4 pages of versions (3 in landscape orientation), and tap any version to see more information about it. You'll see the version's screenshot, date created, and metadata.

Working With Versions

Any time you create or restore a version you'll see an arrow appear next to its name, indicating that it's the most current version. Changes that you make to your score during this time aren't saved automatically, but you can update it at any time by pressing the "Update Version" button in the version's info panel, and if you decide to restore another version you'll be prompted to update the current version first.

Note: Versions can be created for both files and bookmarks, but it's generally a good idea to stick with one or the other for each PDF in your library. Using versions with a file and its bookmarks concurrently is not recommended.
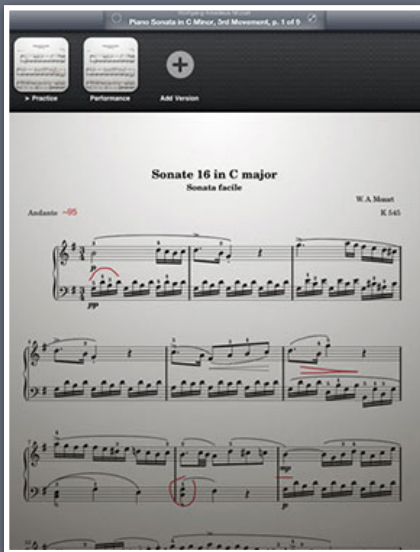
The Versions tray is where you manage and use multiple sets of information for a single file
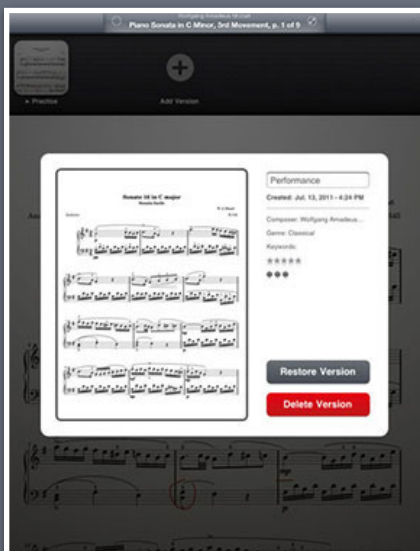
Tap any version to find out more about it, restore it, update it if it's the current version, or delete it

The Store

We know how hard it can be to find high-quality scores online that don't force you into using proprietary systems or obscure formats, which is why forScore includes a full in-app purchase storefront. It's the best place to discover, preview, and download free and paid PDF scores that are perfectly optimized for the iPad.

Finding scores

The storefront can be accessed by selecting the "Store" entry in the tools menu, and can be viewed one of two ways: as a grid, like books on a bookshelf, or as a two-column list with thumbnails and some additional information like title, artist, and price. Use the button in the bottom right-hand corner of the screen to switch between these two views.

Tap on a score to see details about the piece, including a preview of the first page, a description of what it contains, and more. You can also tap one of the categories on the left-hand side of the view to browse by the current item's artist, genre, instrument, or publisher.

The toolbar along the bottom of the screen lets you view featured or popular items, to browse by category, or to review and re-download your past purchases.

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 into the app. The download button next to each score tells you the item's price—tap the button to purchase the score, then once more to confirm. The app will prompt you for your Apple ID authorization, then begin downloading your file. When the download is complete, the button will change to a blue Purchased button, and the score will be immediately available in your forScore library. You can check the status of downloads and review your purchase history in the Purchased section of the Store.

If you accidentally delete a purchased score from your library, don't worry! You can re-download the original content at any time at no additional charge. Just return to the Purchased section of the Store and tap on the "Purchased" button to download it to your library again. You can also use the Restore function to unlock any previous purchases that you may have made from another iPad or with a different Apple ID, then re-download them as needed.
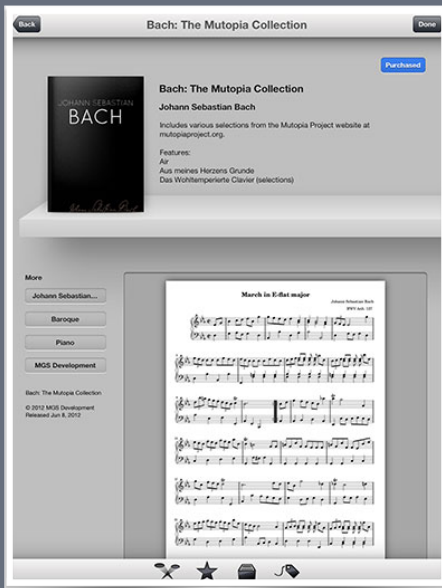
The Browser

With forScore's built-in browser, you can save any PDF file directly to your library, giving you a virtually limitless selection of scores. To begin, select "Browser" from the tools menu.

Saving PDF Files

When attempting to open a PDF file with the browser, you'll be asked whether you'd like to view it or add it to the download queue instead. Check the progress of your downloads at any time by tapping on the download button, and If you're already viewing a PDF file, you can press the "+" button at the bottom of the panel to add it to the queue.

Bookmarks

If you find yourself using a particular website frequently, you can use the bookmarks feature to save the address for quick access. Just open the bookmarks panel and tap the + button to add a bookmark for the current page. Your bookmark will be automatically named, but you can tap the blue arrow on the right-hand side of the bookmark at any time to manually edit its name or URL.

Troubleshooting

The forScore web browser requires direct access to a PDF file to be able to save it. Some web services present your files to you in a frame, or otherwise obfuscated by their servers, in which case the browser cannot detect the file and will not show you the download button. Some of these services do, however, offer a "download" link that gives the browser the direct access it needs to save the file. If you're having this problem, look around for any link on the page that will allow you to view the file directly, or contact the website to see if they provide file access via other means.

Dropbox

Use this online storage service to access any scores you don't have room for on your iPad, to share scores with friends, or to manually back up your most important files.

Getting Started

The first time you open the Dropbox panel, you'll be prompted to link your account to forScore and give it access to your files.*

Once you've successfully logged in, you'll be able to navigate through your Dropbox folders and see your files. With forScore, you can upload, download, move, and delete any PDF files or forScore-specific scores, setlists, and backups (4SC, 4SS, and 4SB files). Other types of files in your Dropbox folders are greyed out.

Downloading Files

Tap on a file to download it, and a copy will be saved into your forScore library. If a file with the same name already exists in your library, you'll be asked to duplicate or overwrite the file, or to cancel the transfer. Tap the edit button or swipe to cancel a download that's currently in progress.

Moving Files

While in edit mode, tap to select one or more files, then choose "Move" from the control bar. 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.

Uploading Files

To add files to your Dropbox account, tap the upload button in the control bar. You'll be presented with a searchable list of all the files in your library, and you'll also see an option in the lower right-hand corner to use the forScore-specific 4SC file format which includes annotations, metadata, links, and more. Tap any file to return to your account and start the upload process.

*Dropbox is a third-party service. While we provide access to their service through our app, we have no control over the Dropbox service or terms and conditions, both of which are subject to change at any time. Please be sure to visit Dropbox.com if you have any questions prior to signing up or using this service.

Bluetooth

Sharing Files

Quickly share files with nearby forScore users via Bluetooth using the following steps:

Connecting:

• On both devices, tap the "Bluetooth" item from the tools menu.

• On both devices, tap the "Connect" button in the top left corner. The iPad will take a moment to search for nearby devices (figure 1).

• When the list of nearby devices appears, use one iPad to select the other one that you'd like to share files with (figure 2).

• When prompted on the other device, choose to accept the incoming connection (figure 3).

Sharing:

• Select any item from the list to share it (use the search bar to quickly find something by name). Bookmarks, setlists, and backup files appear at the end of the list.

• Accept the request on the second device (figure 4) and the transfer begins. Upon completion the file will show up in the second user's list of files, and a confirmation will appear (figure 5).

Options:

At the bottom of the share panel, you can choose to share just the original PDF file itself, or to also include annotations, links, notes, and most metadata (audio track binding is unique to your device and cannot be transferred).

Note: You can skip a few steps on the sender's side by using the Bluetooth button at the bottom of the metadata editor. Instead of opening the panel, connecting, and then choosing a file, pressing this button will open the panel and start the connection procedure automatically, and will also initiate the file transfer as soon as a connection is made.
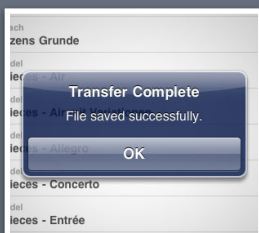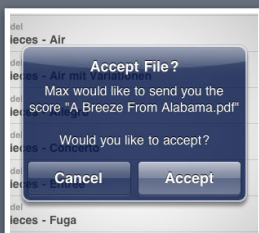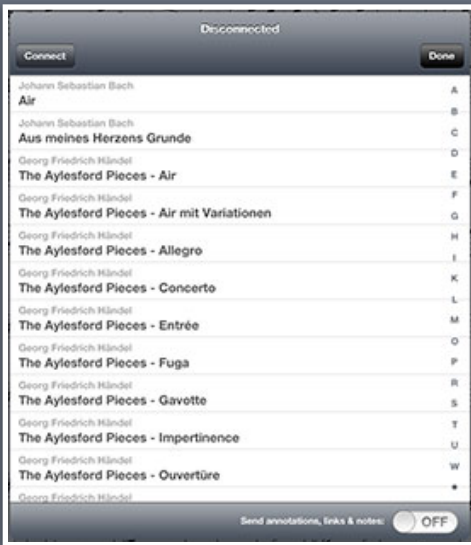
Backups

About Backups

While iTunes backs up your iPad as a whole, it doesn't save incremental copies and cannot selectively restore the information for a single application. That's why forScore includes a backup feature that saves all of your setlists as well as the metadata for each of your files into a special 4SB format that you can store on your iPad or save to your computer for added security.

Note: Due to certain iPad hardware limitations, forScore cannot back up all of your files themselves, only the metadata and annotations for them. Furthermore, backups are title-based, so if you've changed the title of any of your scores since the last backup, the information for that file won't be restored properly.

Using Backups

To create a backup, simply choose "Backup" from the tools menu, and then tap the "+" button. To restore from an existing backup, choose "Backup" from the tools menu, and then tap the backup you'd like to use from the list. You can choose to either restore just your library content, or to restore both your content and settings.

Emailing/Importing Backups

Backups can also be emailed (by tapping the envelope button on the right-hand side of each individual backup) and can be imported from apps that implement the "Open With..." function, like Mail.

Saving Backups Elsewhere

Backups are stored alongside your other files, so you can easily save them back to your computer using iTunes File Sharing. They're called "Backup xxxx-xx-xx xx-xx-xx.4sb" with the current year, month, day, and time in place of the x's.

Moving Your Library

Migrating your library to another iPad is a breeze with backups. First, create a new backup, then use iTunes file sharing to save that backup file along with the rest of your PDFs to your computer temporarily. Then, connect the other iPad and reverse the process— copy the files back over and return to the backup panel to restore from the 4SB file you just created.
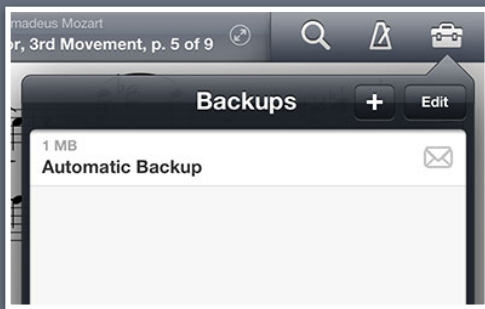
Settings

Swipe controls: You can turn pages by swiping across the screen or by tapping the edges. If you prefer to use the tap controls, you can disable the swipe controls altogether to avoid unintended inputs.

Tap controls: If you prefer to use swipe controls instead, you can disable the tap zones on either side of the page.

Double-tap to toggle controls: This setting requires a double-tap to show and hide the control bar, and can help if you find yourself accidentally toggling the control bar while trying to turn the page.

Force virtual keyboard: Normally, the iPad hides the virtual keyboard whenever a physical one (or a page turner) is connected. Enable this to show the virtual keyboard even if a page turner is connected.

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

Gestures: Use a tap and hold gesture or a 2- or 3-finger tap in the main score view to perform certain actions.

Auto-lock: Disable this setting to prevent the iPad from sleeping automatically while forScore is open.

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

Gradient effect: By default, forScore places a slight gradient over the page in order to imitate paper under normal lighting conditions and to reduce eye strain. When disabled, pages display normally.

Sepia: Tint the main score view for a warmer, more natural color.

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: The tab bar usually hides automatically when only one tab is open. Use this setting to override this behavior.

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

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: By default, composers are sorted by their last word. Use this setting to sort by their first word instead.

Automatic fetching for new files: Every time forScore detects new files, it can scan them for PDF metadata and import it automatically.

Use external audio: When forScore launches, it checks to see if the iPad's audio system is currently in use. If so, this option will allow you to control playback of that track, temporarily overriding any linked tracks. Tapping on the close button in the top right-hand corner of the media panel will return audio control to forScore.

Rename category: If you have a particular way of organizing your files, you can rename the "Genre" category without changing any of the metadata you've already entered in. If you prefer, you can also enter a single space into this field to remove it from the main menu. (It will still show up in the metadata panel.)

Restrictions: Set a passcode and hide certain features.

Reset: This button allows you to selectively reset some of forScore's settings. You can reset app settings, stamps, or drawing presets. You can also scan your library for any unused information and remove it.