



# forScore mini

the music reader for iPhone and iPod Touch

## User Guide

version 1.2

## 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 mini.

This guide was last updated for version 1.2, 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.

The screenshots used in this guide are meant to demonstrate the layout of forScore mini's many different panels and views in general terms, and will differ depending on your device's specifications and orientation.

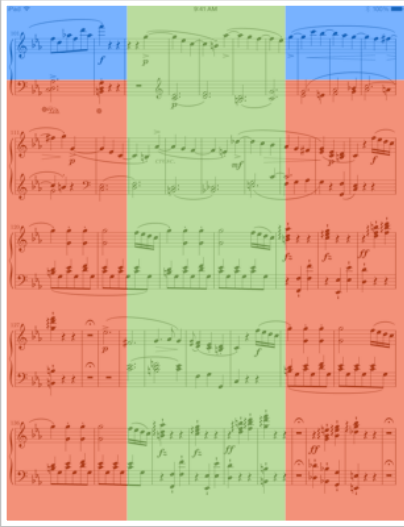
Please remember that many musicians rely on the legitimate sale of their sheet music as an essential part of their income. Although forScore mini provides the mechanism for downloading PDF files directly from the web, it is solely your responsibility to ensure that doing so does not infringe upon any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

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

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# Basics



forScore mini's tap zones:

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

Welcome to forScore mini, the music reader for iPhone and iPod Touch! Here are a few quick things you should know before you get started:

## Turning Pages

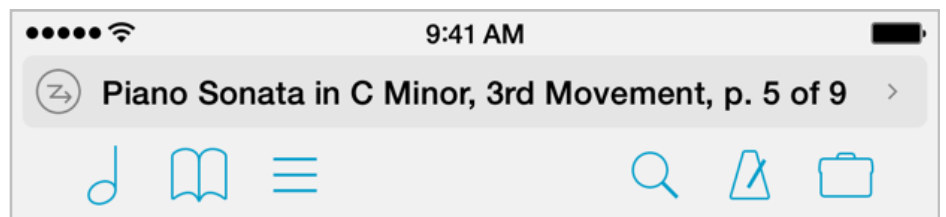
Turn the page with two basic kinds of gestures: swipes and taps. Swipe left or right across the screen like flipping through pages in a book, or simply tap either side of the screen once.

## 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 up and down and between pages, or drag the page up and down with your finger.

## Controls

To save real estate, all of forScore mini's controls are hidden by default. A quick, single tap in the middle of the page will reveal 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, the metronome, and the tools menu on the right. These six items are discussed in greater detail throughout this guide.

The darker portion of the toolbar displays the current item's title and composer and gives you quick access to important settings and tools. By default, the button on the left toggles Reflow, while the button on the right reveals a second page of tools (you can also swipe left and right to move between pages at any time). Use the edit button on the second page to place the two you use the most on the first page for easy access.

## 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 mini, but not every file works perfectly. Very large files may not perform well with forScore mini (or any PDF reader) 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 device 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 mini 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 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 device afterward.

## From Mail and Other iOS Apps

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

## From the Web

Use Safari to download and save PDF files from websites directly to your library: navigate to your PDF file, then use the “Open in...” button to copy it to forScore mini for later viewing, even if you don't have an internet connection.

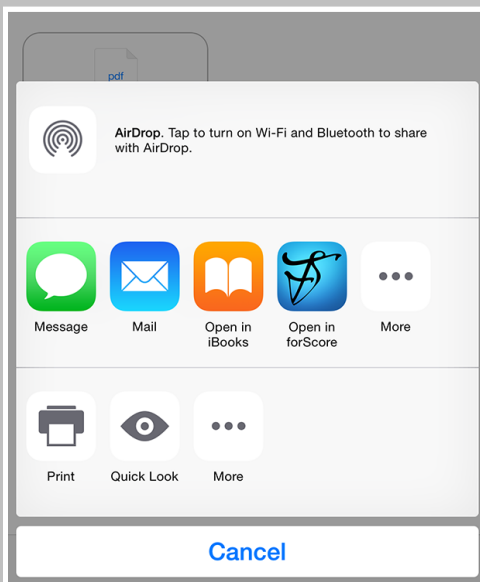
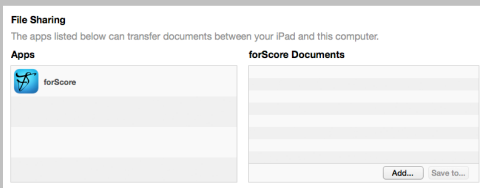
## Deleting Files

To remove a score from forScore mini, 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.

## Text Files

You can also add text files (TXT, RTF, DOC, or DOCX) to your forScore mini library and they will be automatically converted to PDF files for you.

*\*Different versions of iTunes may work differently. For additional instructions, please visit [apple.com/support/itunes](http://apple.com/support/itunes)*



# Reflow

Although forScore mini can't interpret the notes in a PDF file, it can detect where important information is generally on each page. With Reflow, forScore mini 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, begin by selecting it from the tools menu or by selecting the reflow icon the main view's title display. Once you do, 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.

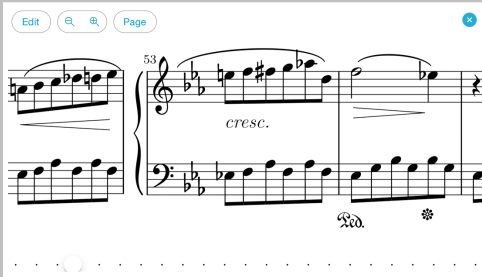
You'll see a control bar along the bottom of the screen: use the + button at the bottom of the screen to create a new zone, use the arrows to move between pages, and drag the set of three lines on either end of the control bar to drag it up or down and out of your way.

## Zoom:

Zoom in or out to find the best magnification for you—up to twice 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 to slow it down or the right side to speed it up. Tap in the center of the screen to start or stop scrolling.



# Menus

Aside from scores themselves, the most common type of view you'll be working in with forScore mini 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 concepts that are consistent throughout the app:

## Layout

The first thing you'll see when you open a menu is the navigation bar along the top of the screen. It shows the menu's title and typically features two buttons: a 'close' button on the right so you can dismiss the menu when you're done, and a 'back' button on the left that returns you to the previous menu, if applicable.

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.

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.

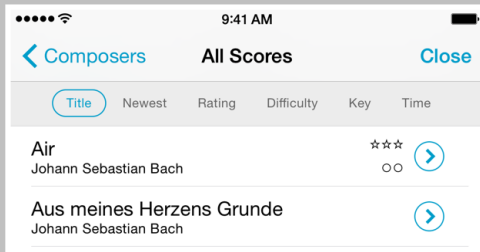
Menus may also include an index down the right-hand side which allows you to move quickly through the current list. Tap or drag your finger up and down over it to navigate to a particular spot or first letter (if the list is sorted alphabetically).

## Working with Lists

To open an item, just tap on it. To delete an item, swipe your finger across it from right to left 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. A plain arrow or chevron symbol indicates that selecting that row will display an additional list of items, such as selecting a composer to see all of their scores. A circled 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 top right-hand corner. When highlighted, you can choose multiple items in the list and 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 items.



# Scores

## Organization

The score menu can organize your files by Composers, Genres, and Tags. These lists are generated dynamically, so they'll only show values currently being used by one or more items in a 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, key, time, or alphabetically.

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

## Libraries

Tap the "Library" button in the top left-hand corner of the menu to create and view separate collections of music.

## Search

Drag most menus downward to reveal a search bar that'll let you quickly find a particular category or item in the list below it.

## 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.

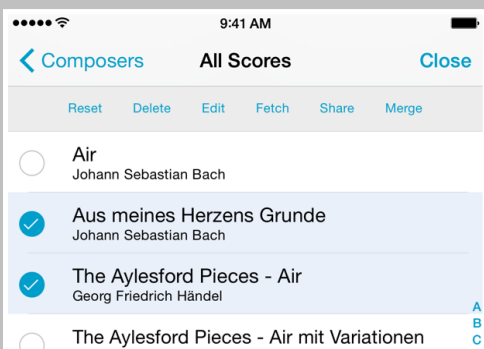
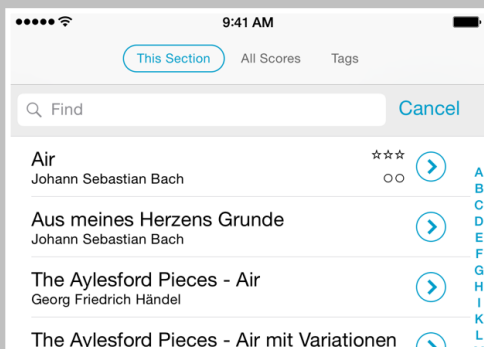
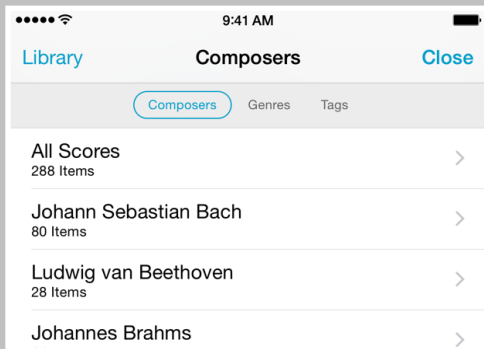
## Managing Files

To delete a score, simply swipe your finger across the corresponding entry in the menu from right to left 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 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, multi-page PDF file in your library.

*Note: forScore mini only scans for new files periodically. If you've just added something that's not showing up, 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, 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 at any time 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.

## Add/Remove

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 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—a dot will appear next to items that already belong to the setlist. You can also delete items from the setlist or rearrange them at any time.

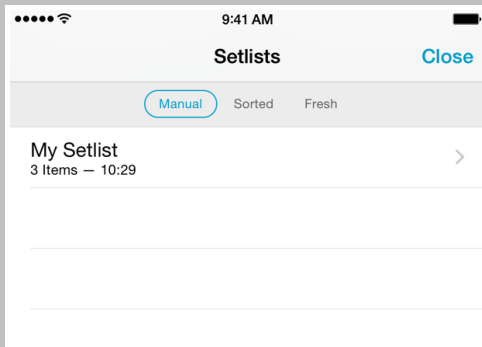
Three buttons along the bottom of the editor give you additional options: add the current score to your setlist, create a placeholder with a custom name, or add all of the items listed on the right to your setlist at once.

## Rearranging Setlists

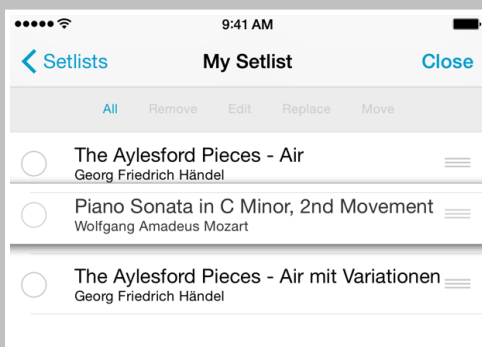
With the “Manual” sort order selected, you can arrange your setlists or their contents by tapping the Edit button and using the control on the right-hand side of each item (three horizontal lines). Tap and hold the control until the row pops out of the table view, and then drag the score upward or downward.

## Other Actions

While viewing the main list of setlists, tapping the edit mode and selecting a setlist will allow you to delete, duplicate, share, or edit its title and library. Setlists can be shared as text lists, forScore-specific ‘4SS’ files, or as a single PDF with or without permanent annotations.



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 tracks).

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

## 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

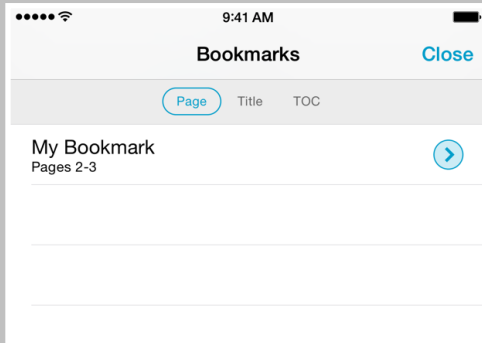
The only major difference between a file and a bookmark is that all bookmarks depend on their source file (so if you delete the original file, all of its bookmarks will disappear as well).

## Editing Bookmarks

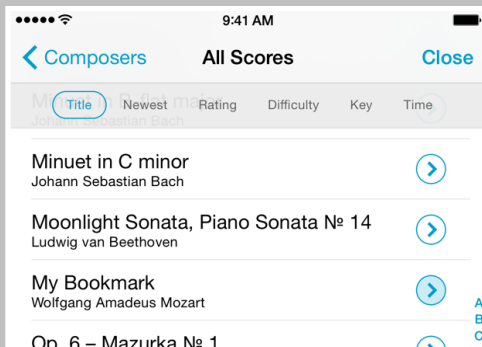
To edit a bookmark, tap the round arrow button next to it just like you normally would for any other score. The metadata panel will open up, and two additional fields will be available next to the title field for start and end page. These values can be changed at any time, along with the other standard 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 which items are bookmarks rather than standalone PDF files when the arrow button next to them is filled with a semi-transparent shade of blue



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

Tap the title of the current score in the center of the main toolbar to view and edit a score's metadata. In most menus, you can also tap the arrow button to the right of any item or use edit mode to select multiple items and choose “edit” to 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, and tags. While typing in a new composer, genre, or tag, 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 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. When you're batch editing, this box allows you to replace existing values or append the field's text.

You can use multiple composers, tags, or genres by separating them by commas, and the score will show up in the menu under each of them.

## PDF Info Fetching

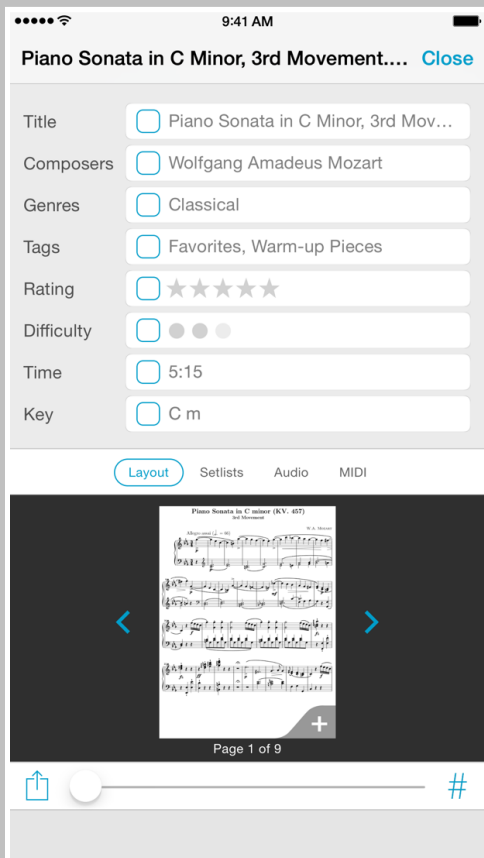
PDF files sometimes contain their own information for title, author, subject, and keywords, which can be used by forScore mini as values for title, composer, genre, and tags respectively. While editing any field, tap “Fetch...” above the keyboard to see if any of this information exists and then decide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

## Preview

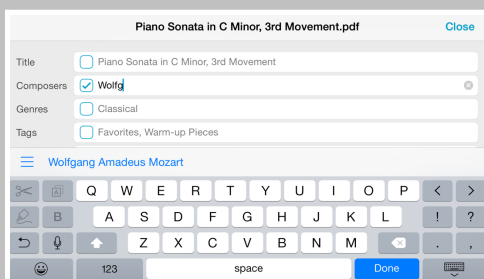
The metadata panel also includes a thumbnail view of your score, allowing you to navigate through the pages (you can swipe back and forth just like you do in the main view or you can use the arrow buttons on either side). Tap the thumbnail at any time to open that page in the main view, and use the + 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. This slider (visible in the “layout” tab) 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. Note that cropped pages won't zoom in when you move the margin adjuster.



Tag your files with different pieces of metadata, and the menu listings will be generated automatically



Tap a suggestion just above the keyboard while typing to quickly add existing values to an item

## Page Numbers

In the layout tab, the number symbol in the lower right-hand corner allows you to set a page offset, so your page numbers will match any page numbers displayed in the file or on printed copies.

## Setlist, Library, and Group Membership

The “setlists” tab lets you quickly manage which setlists the current score is a part of. Tap a setlist to add the current score to it (a blue checkbox will appear) and tap it again to remove it. If you have any libraries set up on your device or if you are managing a group, additional “libraries” and “groups” sections will allow you to make similar changes.

## Sharing

Use the action button in the lower left-hand corner of the panel to print the current score or share it via email, AirDrop, or with other PDF-compatible apps on your device. When sharing a file, you can either send the original PDF, an annotated PDF, or you can send a 4SC format that includes annotations, metadata, links, and more. Note that 4SC files can only be used by other forScore or forScore mini users.

## Music Binding

If you have an audio track of a particular piece, you can bind that track to the corresponding sheet music in forScore mini 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.

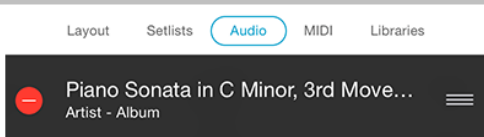
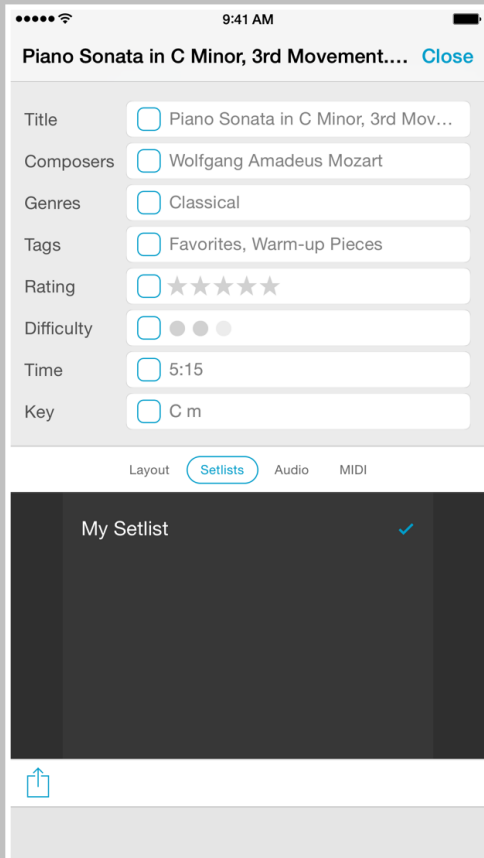
If multiple tracks are associated with the current score, swipe left and right to move between them. You can also tap on the album artwork to shrink the media box down so it’s out of the way. Tap it again to restore it to full size.

Learn more about working with audio tracks on the next page.

## 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.*



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

# Audio

## Recording

Whether you'd like to review your practice sessions later or share your progress with friends and colleagues, forScore mini's recording feature can help. Choose "record" from the tools menu to begin, and 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 the microphone 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.*

## Speed Adjustment

Audio tracks can be played back at full, three-quarter, or half speed for easier review and study. Tap the "1x" button to cycle through the three available speeds.

## Locking

If your settings allow you to flip between scores, you'll see a lock icon in the media box that prevents 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.

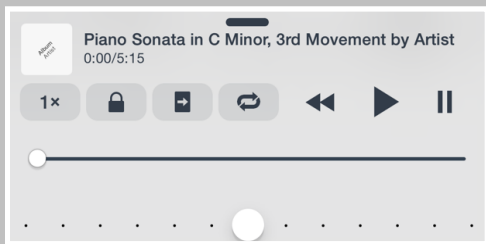
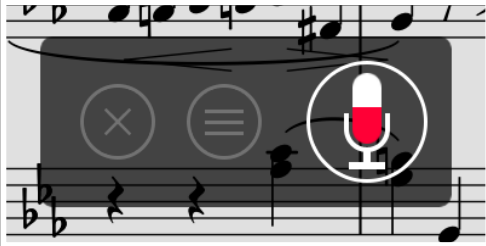
While replay mode is on, small lines in the seek bar will show you where saved page turns are located. An X button will also appear on the right-hand side of the seek bar, allowing you to delete saved page turns and start from scratch.

## Looping

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

## Hiding

Tap or drag the pill-shaped control at the top of the media box downward to hide it if it's in your way. If you enable the "always show playback controls" option in the settings panel, the rewind, play, and pause buttons will remain on-screen even when the media box is hidden.



# Metronome

## Modes

With forScore mini'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 mini 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.

## 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

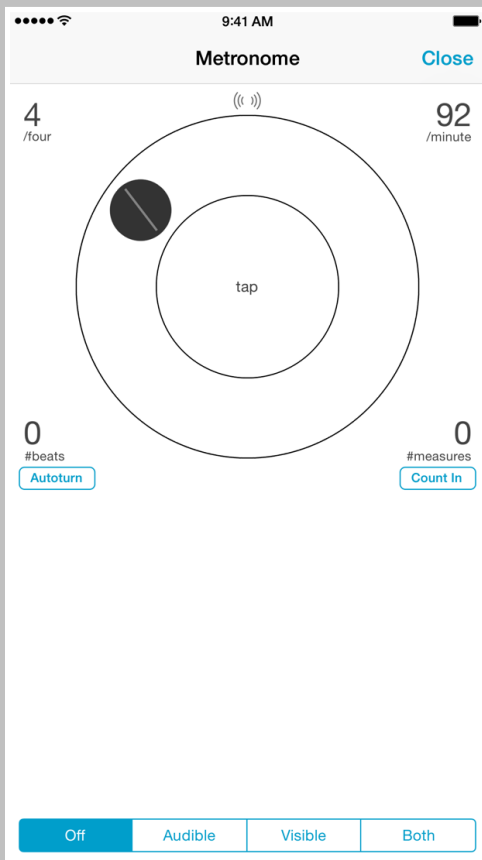
For scores with sequential pages, forScore mini's metronome can also turn the pages for you automatically. To use autoturn, follow these steps:

- 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 mini 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 access to many of forScore mini'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 tool to add common markup 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.

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

**Services:** Download files right to 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.

**Bluetooth:** Share your scores wirelessly with nearby forScore users.

**Groups:** Share music and setlists with colleagues automatically.

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

**Tuner:** Stay in tune with this simple chromatic tuner.

**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 mini's gestures and auxiliary features, letting you focus and turn pages even more reliably.

**Cue:** Broadcast page turns and/or program changes to nearby devices.

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

**Devices:** Connect select Bluetooth Smart accessories to forScore mini, such as IK Multimedia's *iRig BlueBoard* or FiftyThree's *Pencil*.

**Backup:** Create and restore from forScore mini library backups.

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

**Settings:** Customize your forScore mini experience to meet your needs.

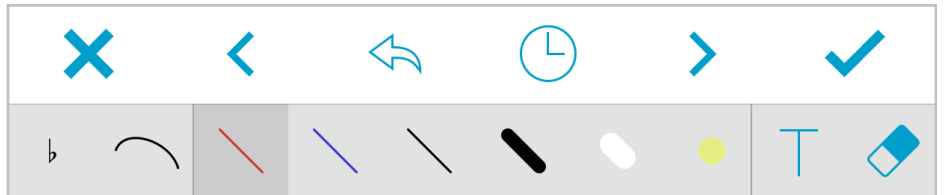
**TV Output:** This item appears only when your device is connected to an external display and can override iOS' standard screen mirroring feature, giving you greater control over resolution, rotation, and zoom.

Tip: Many of these actions can be assigned to three customizable gestures via the settings panel



# 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 bottom of the screen:



Tap the cancel (x) or done (check mark) buttons to discard or save your work, respectively, or use the ◀ and ▶ buttons to save your work and continue annotating on a nearby page. Tap the undo button or tap and hold for redo if you make a mistake. The clock icon gives you access to the Snapshots feature, which you can learn more about below.

On the second row of controls, you’ll see stamps, shapes, and a scrolling view of your drawing presets. Select a preset to use it, and tap again to edit it, move it, or delete it. Tap the + button on the right-hand side of this area to create a new preset. On the right-hand side of the screen, you’ll find the text tool, which you can learn more about below, and the eraser tool. Tap the eraser tool once to select it and remove annotations by dragging your finger over them, or tap a second time to clear all of the annotations on a page. You can also tap and hold the eraser icon at any time to clear the page.

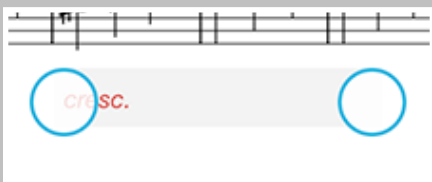
## Snapshots

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 for an item.

## 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 allows you to change the font, size, and color of the current 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 virtual keyboard.





## Drawing Styles

Drawing styles allow you to create an unlimited number of different presets 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. 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 along the bottom to delete or duplicate your preset.

## 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 panel, pick a color, then use the stamp tool like you normally would. Similarly, you can also change the color of a shape by tapping the arrow next to it. Note that tinting does not affect any existing annotations on the page.*

## Rearranging and Deleting Stamps

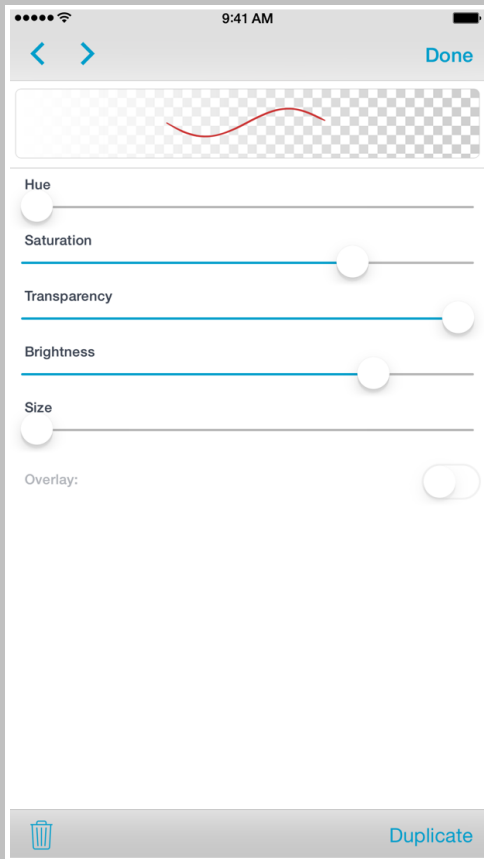
If you use particular stamps more often than others, you can rearrange them as needed. Tap and hold a stamp for a moment, then drag it around on the screen, and the others will move out of the way. You can also delete a stamp by selecting it and then tapping the trash can button at the bottom of the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

## Creating Stamps

You can also create new stamps by pressing the + button or edit any existing stamps by first selecting them, and then tapping the action button. This 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 96x96 pixels), and add it to forScore mini via iTunes File Sharing. 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 simply save it as is.

*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 mini 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. If you'd like to reposition the orange destination circle, delete the blue circle and recreate the link set.

# Rearrange

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.

*Note: Rearrange is not available for password-protected files.*

## 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 foot pedal to turn pages.

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.

Simply drag pages around on the screen to rearrange them, and use the buttons on each page to remove it, rotate it, duplicate it, or to create a new section beginning with it.

You can also use the arrow buttons at the bottom of the screen to rotate all of the pages at once.

## Saving a Score

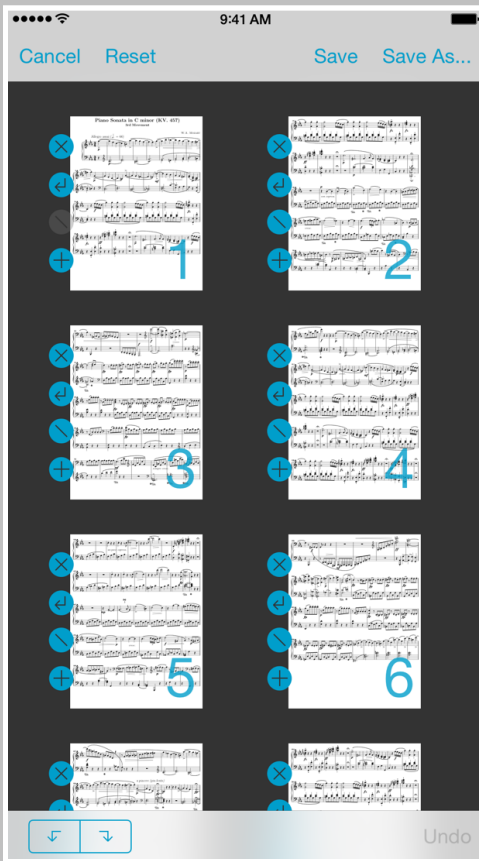
When you've got your score's layout just right, tap either the “Save As...” or the “Save” button. When you save a rearranged copy of your file, the original score's information is copied over and updated if necessary, but links, bookmarks, and versions won't be included. Also, if you'd like to use the 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 iOS 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.

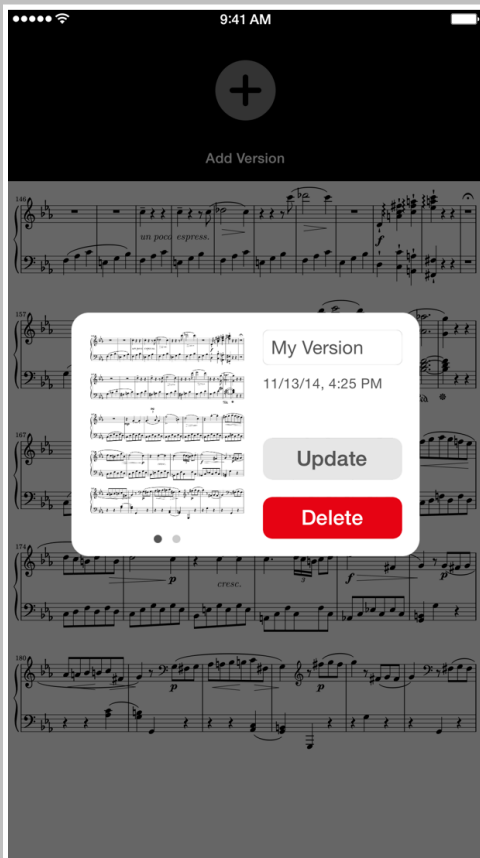
If you've split the file into multiple sections, the “Save” button won't be available, but you can use the “Save As...” button to create a set of new, sequentially numbered files.

*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.*





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

# Versions

## About Versions

Scores in your library can have a lot of information associated with them, including 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.*

# Cloud Services

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

## Getting Started

The Services panel can be used to access files in your Dropbox, Google Drive, Microsoft OneDrive, or Box accounts, and can also be used to access any number of FTP or WebDAV servers.

Tap the + button in the top left-hand corner to pick which services you'd like to use or to set up a new server connection. Services will ask you to log in as you start using them, while FTP and WebDAV connections must be set up with a name, domain, username, and password up front.

Once you've successfully logged in, you'll be able to navigate through your folders and see your files. You can upload, download, move, and delete PDF files or forScore-specific scores, setlists, and backups (4SC, 4SS, and 4SB files). You can also download some kinds of text files (TXT, RTF, DOC, and DOCX) and they'll be automatically converted to PDFs once they've been downloaded. Other file types are greyed out.

## Working With Files

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

You can also move your 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.

To upload files, 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 a file to select it, then tap the "Upload" button in the upper right corner of the menu to begin the upload process.

## iCloud Drive

The Services panel can also be used to access iCloud Drive, but instead of defaulting to a list of files, you must choose to "upload" or "download" a single file at a time. Visit Apple's website for more detailed instructions.

*\*While we provide access to some third-party services through our app, we have no control over their service or terms and conditions, both of which are subject to change at any time. Please be sure to visit their respective websites if you have any questions prior to signing up or using these service.*

# Bluetooth

## Sharing Files

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

### Connecting:

- On both devices, tap the “Bluetooth” item from the tools menu.
- On one device, tap the “Connect” button in the top left corner and select the device you’d like to exchange files with when it appears in the list of nearby devices.
- When prompted on the other device, choose to accept the incoming connection.

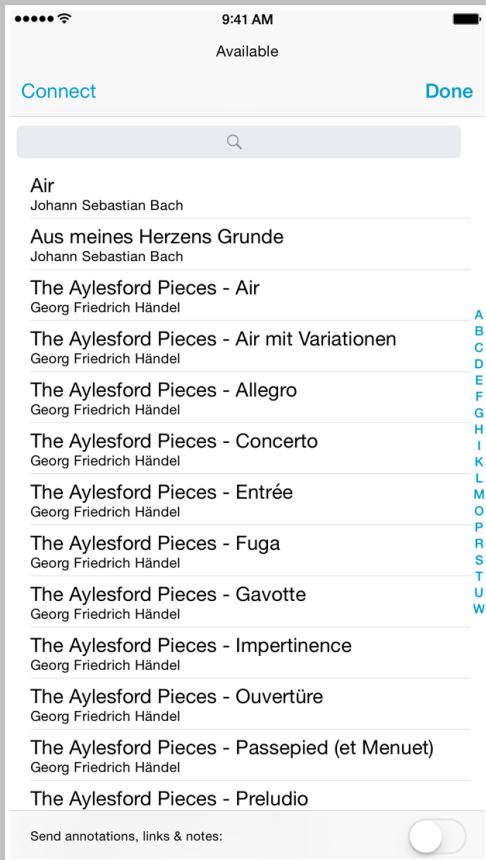
### Sharing:

Tap on any item from the list to share it (use the search bar to quickly find something by name). Setlists, backups, and audio files appear at the end of the list.

## Options

At the bottom of the share panel, you can choose to send scores as 4SC files (which include editable annotations, links, notes, and more), or you can send the original PDF file as is.

*Note: Files can also be transferred between forScore mini and forScore for iPad as long as the iPad is running forScore 7.0 or later.*



# Groups

Keep your colleagues up to date automatically with Groups and iCloud. To use this service, your device must be running iOS 8 and set up to use your free iCloud account. Visit [apple.com/icloud](http://apple.com/icloud) to learn more.

## Managing a Group

As a group manager, you are responsible for creating a group, approving members, and choosing which scores and setlists to share. When you make changes to them, they'll be uploaded efficiently in the background and then pushed to your group members automatically. Your group's information is stored securely in the cloud, so everyone will get the latest updates no matter where they are.

Your group's members will be able to download and view the content you've shared, but their access is strictly read-only. They won't be able to change metadata, edit your annotations, or reorder your setlists. You'll be solely responsible for updating your group's content.

*Note: When you share a score with your group, its bookmarks, annotations, and most of its metadata will be included by default. If appropriate, you can also choose to share audio files and MIDI commands.*

## Joining a Group

To become a group member, you can submit a request to join it by providing its unique, case-insensitive name. As soon as your group's manager has approved you, you'll be able to access the group's contents and you'll be kept up to date automatically as changes are made.

*Note: Groups are not browsable or publicly searchable. To join a group, you need to know what it's called and how to spell it, much like a username.*

By default, forScore immediately downloads any new scores it finds (as long as you have enough room on your device), or you can choose to download new content manually. Items that haven't been downloaded yet or that you may have deleted can be re-downloaded at any time. Once downloaded, a group's scores are viewable even when you're offline.

## Subscriptions

Groups is a service, not a standalone feature, so while anyone can join a group for free, you'll need to pay for a subscription to be able to create and manage your own groups. Subscriptions do not renew automatically, and your groups will be permanently deleted when your subscription ends (with a short grace period).

With a paid subscription, you can create as many groups as you need, and you can share—in total—up to 250MB of content with up to 10 members. This data is shared between users and does not count against your personal iCloud storage limits.

*Note: Complete details and the most up-to-date information are available on our website at [forscore.co/groups](http://forscore.co/groups)*



Shared scores and setlists are marked with a clipped corner (the color can be customized in each group's settings)

A blue download button allows you to download scores manually, if needed.



# Devices

## Bluetooth Smart

Newer Bluetooth devices use the far more efficient Bluetooth 4.0 (aka Bluetooth Smart) standard to give you much better battery life for both your iOS device and your accessory. You can connect to these devices:

### **IK Multimedia iRig BlueBoard**

This incredible pedalboard allows you to turn pages, open menus, enter annotation mode, and much more. Each button can be configured to perform up to two actions (a press or a press and hold) for quick access to your most commonly-used tools and features.

### **FiftyThree Pencil**

Pencil offers a fantastic and natural writing experience, and even features a second capacitive ‘eraser’ tip on the back end. Coupled with our own palm rejection algorithms, it’s the best way to annotate.

### **Adonit Jot Script/Touch, Wacom Bamboo fineline**

These fine-tipped styli feature one or more configurable buttons and a ballpoint pen-like design for handwriting.

## Managing Devices

When you open the Devices panel, it will begin scanning for any nearby peripherals that it knows how to communicate with. New devices show up in the ‘available’ section while any devices that you’ve previously used appear in the ‘favorites’ section. Favorite devices automatically reconnect so you don’t need to return to this panel each time you want to use them.

Tap on any device in either list to connect or disconnect it, and tap the info button on the right-hand side of any connected device to see more information about it and configure it, if applicable.

Use the switch in the bottom right-hand corner of the panel to turn forScore mini’s device scanning on or off as needed.

## Options

The first time you connect to a stylus, you’ll be asked if you’re right- or left-handed. We use this information to provide palm rejection, so you can write with a stylus with your palm or wrist on the screen. Tap the info button next to your stylus to change the ‘hand’ setting if needed.

A device’s buttons can be used to trigger common actions via the “Page turners & shortcuts” section of the settings panel. Click or click and hold to configure up to two actions per physical button.

## AirTurn PED

The Devices panel also provides access to the AirTurn SDK, which allows you to use your AirTurn PED with forScore.



# Backups

## About Backups

While iTunes backs up your device as a whole, it doesn't save incremental copies and cannot selectively restore the information for a single application. That's why forScore mini 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 device or save to your computer for added security.

*Note: Due to hardware and storage limitations, forScore mini 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 files 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.

## Sharing/Importing Backups

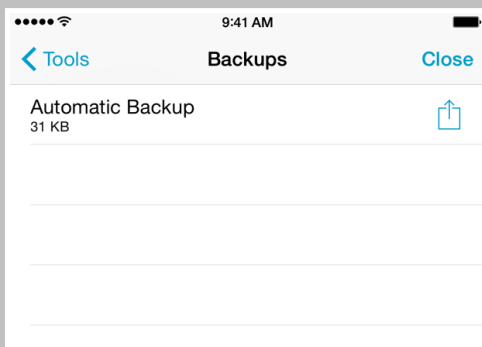
Backups can also be shared (by tapping the “share” button on the right-hand side of each individual backup) and can be imported from apps that implement the “Open With...” function, like Mail.

## 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 device 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 device and reverse the process—copy the files back over and return to the backup panel to restore from the 4SB file you just created and re-associate all of the library data with your files.



# Settings

## Navigation

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

**Page turners & shortcuts:** Use keyboard shortcuts, MIDI signals, or page turner pedal presses to trigger certain actions and functions.

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

**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

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**Gradient effect:** Applies a subtle gradient effect to pages, simulating natural lighting and reducing eye strain.

**Sepia effect:** Tint forScore mini's views 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:** Prevents the tab bar from hiding automatically when only one tab is open.

**Always show playback controls:** Shows the rewind, play, and pause buttons even when other controls are hidden.

**Scale text annotations:** Enables a more accurate method of scaling text annotations when switching between portrait and landscape mode. Because this affects existing annotations, it is disabled by default for users of previous versions.

**PDF annotations:** Choose which kinds of embedded PDF annotations forScore mini should display, and whether or not they should be tappable if their author has included additional comments.

## Metadata

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**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 mini to scan new files for PDF metadata and import it automatically.

**Use external audio:** When forScore mini launches, it checks to see if your device'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 mini.

**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.)

## System

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

**Accessibility:** Change the app's tint color for improved visibility.

**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.