



notion[™]5
■ ■ ■ ■ by PreSonus[®]

Quick Reference Guide

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Connect with users around the world and learn more about Notion

Notion is now part of PreSonus – connect with us via www.presonus.com and check out the whole range of products we are now part of at www.presonus.com

Expand your sound library – visit <http://www.presonus.com/buy/stores/software> for exciting new expansion sounds

Notion Music Forum – Join discussions across a wide variety of topics, from tips on using Notion Music products to news about music technology hardware/software.

Notion Music Blogs – Read various news and views from the Notion Music team

Notion Social Outlets – Join us online at Facebook or Twitter!

<http://www.presonus.com/community/blog/>

<http://forums.presonus.com/>

<http://www.facebook.com/Notionmusic>

<http://www.twitter.com/Notionmusic>

Knowledge Base

Go to – <http://support.presonus.com/forums>

Support

Notion Music works to have the best customer support in the industry. If you have questions please see the contact information below:

Technical Support - <http://support.presonus.com/home>

Local: (225)-216-7887 International : +001 225 216-7887

Toll-Free (in the USA): (866) 398-2994

Download

To receive your software, register online at my.presonus.com with the product key provided. The links to download the software and the sounds will be automatically added into your account once you've hit 'Register New Software' and entered the product key. You will also find the complete Notion manual and Quick Reference Guides have been added to your account for reference.

Install

Double click your downloaded Notion software and follow the onscreen instructions. If you purchased the optional DVD, insert the disc into a dual-layer DVD disc reader on your computer. If the installer does not work automatically, double-click "Install Notion," and follow the directions on the screen. You can choose your language and whether you wish to install in 32- or 64-bit during installation.

Activate

After the installation has completed you can choose to activate your copy of Notion or use in Demo mode – you will not be able to print, save or export until you have activated your software. To activate, enter the product key and your email address. Once this process is complete you will be able to start working in Notion.

Notion for your iPad is a great companion for your new Notion software.



Take advantage of the compatibility between Notion for your desktop and Notion for iPad.

When you use Notion on both your desktop computer and iPad you can share your files between these two great programs or with others. It's a great way to continue working on your projects when you're on the go. You can edit and playback your score on one platform and then send it to the other and continue working on the same file.

Find more information at:

<http://www.presonus.com>

The Main Notion Window

You spend most of your time in the main Notion window where you'll find many convenient controls, palettes, and indicators, here are a few.

- A NTempo.** Control your score's playback with NTempo by selecting this icon.
- B Transport.** Access playback and record controls.
- C Instrument Name.** Displays the name of the instrument per staff.
- D Score area.** Large area with your composition. Have as few or as many instruments as you want.
- E Entry Palette.** Most score markings are never more than a click away.



The Toolbar

The icons located in the toolbar allow the user easy access to tools frequently used.



- A Virtual Keyboard.** Enter notes and chords or audition a melody on this interactive keyboard.
- B Virtual Drumpad.** Enter the desired drum or pitch while in step-time entry mode.
- C Chord Library.** Select, create and insert chords or chord diagrams into you score
- D Virtual Fretboard.** Enter notes and chords or audition a melody with the interactive fretboard.
- E Score Setup.** Click this button so you can quickly add, change, edit or remove a staff in your score.
- F Mixer.** Click this button to open the audio mixer console so you can adjust individual instrument audio, edit effects, route output to external equipment, and more.

Guitar, Bass, and Other Fretted Instruments

Prefer to work in tablature? Notion has you covered. Work with tab staves, a virtual fretboard, and an interactive chord library to capture your latest ideas.

A Enter commonly used techniques including bends, slides, hammer-ons, pull-offs, taps, slaps, vibratos, and harmonics.

B The edits you make in a tab staff appears in a notation stave – and vice versa.

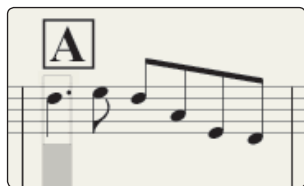
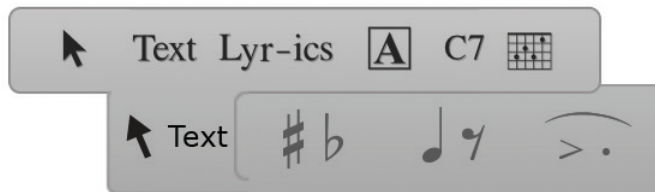


Entry Palette

With the pop-up options in the **Entry Palette** you quickly access markings you can place on your score. By default, this palette automatically appears at the bottom of the score area whenever you switch from NTempo mode to Edit mode.

Try Adding A Score Marking

Simply hover your mouse over one of the bottom panes to open a flyout window with options.



Hover over any of the options to view more information in a tooltip (you see the name of the symbol and, as a reminder, a keyboard shortcut you could use as an alternate way to access that symbol). To use a particular marking, click it. A representation of this symbol now appears on your cursor (a Music Cursor). Position the marking where you want it (see left). To add it to the score, either click your mouse or press ENTER. It's that easy.

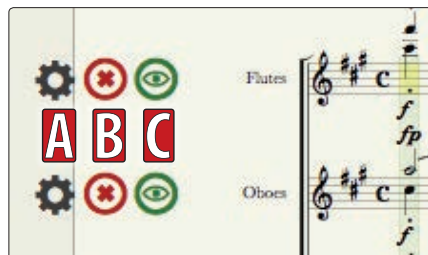
Score Setup

Click the  button, to display this function. In **Score Setup** you can quickly add, change, or remove staves. You can also hide/show, customize the order, change the appearance, and change the instruments assigned to multiple staves.

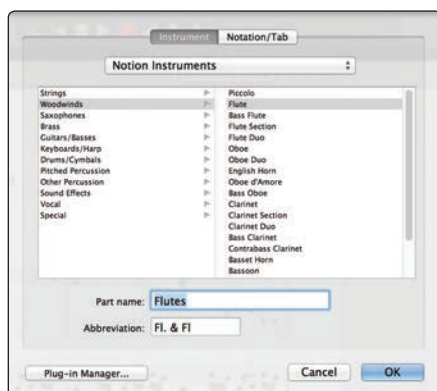
A **Score settings** - access the score setup options.

B **Remove instrument** - removes instrument from score.

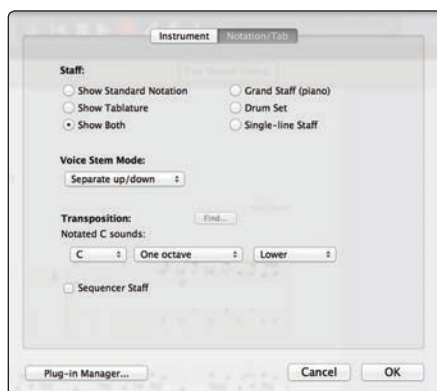
C **Hide/Show instrument** - hides/shows the instrument in your score.



Change instrument, part name, or abbreviation



Change instrument settings, and notation settings



Try adding a Staff or Instrument

Part of the process of adding a new staff is assigning an instrument, working from the bottom upward (letters refer to the callouts in the illustration):

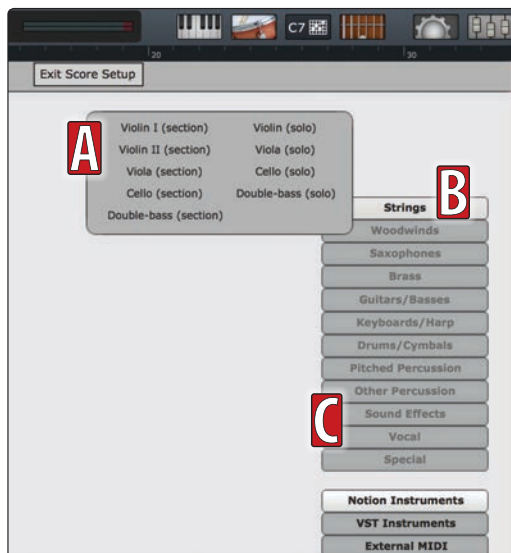
- 1 Click a sound source, such as Notion built-in instruments.
- 2 Hover over an instrument family.
 - » A submenu of instruments displays..
- 3 Click an instrument.
 - » You have just created a new staff and assigned an instrument to it.

You can continue to rapidly create more staves this way. To exit Score Setup, you can press the Exit Score Setup button at the top or press ESC.

A Instruments – Click the instrument you want to assign.

B Instrument Families – The options change with the sound source you select below.

C Library options – View the options currently installed on your computer. You can download additional instruments, sound effects, and performance techniques. Check out the Expansion Sounds at:
<http://www.presonus.com/buy/stores/software>



Score Area

Unlimited instruments, unlimited pages, and highly customizable. Work in a full score, or just with your choice of instruments – or quickly edit or print a single instrument (go to the Menu bar and select **Score > Dynamic Parts**).

A Continuous Page View – Notion offers three page views. The one pictured here is Continuous. This “no manual scrolling” option features a continuous run through the score with no page breaks.

To change page views, go to the Menu bar and select View. The three options at the top of the menu are **Continuous**, **Pages Across**, and **Pages Down**.

B Margin – Seen in Continuous page view, this overlay updates you on the current Key and Time Signatures and identifies instruments in a red text.

C Playback marker – Seen in all page views, this green marker across a system identifies where playback is at the moment. As the marker moves further to the right, your view of the score automatically jumps ahead.

The screenshot displays a musical score in the Continuous Page View of Notion. A green vertical line, the playback marker, is positioned across the staves. Red lettered boxes highlight key features: **A** points to the instrument names (Bsn., Hn., Camp., Vins., Vics., Cb.) listed on the left; **B** points to the Margin area, which shows the current key signature (one flat) and time signature (common time); and **C** points to the playback marker itself. The score includes various musical notations such as notes, rests, and dynamic markings (mf). The interface also shows a bottom bar with a 'Text' button and musical symbols like a sharp sign, a flat sign, a note, a rest, and a fermata.

Mixer

Works just like a hardware console, but without the hassle of wires! There's a channel strip for each instrument, four buses, and a master channel strip. Click the **Mixer** button in the Toolbar to open this separate window.

A These instrument-family buttons help you find the channel strips you want quickly.

B **Sends** – Send a percentage of a channel strip's sound to one or more buses.

C **Power Panning** – Not simply left/right placement, but also how wide a spread.

D **Output** – Click to determine where sound from this strip goes: to the Master or to external digital channels.

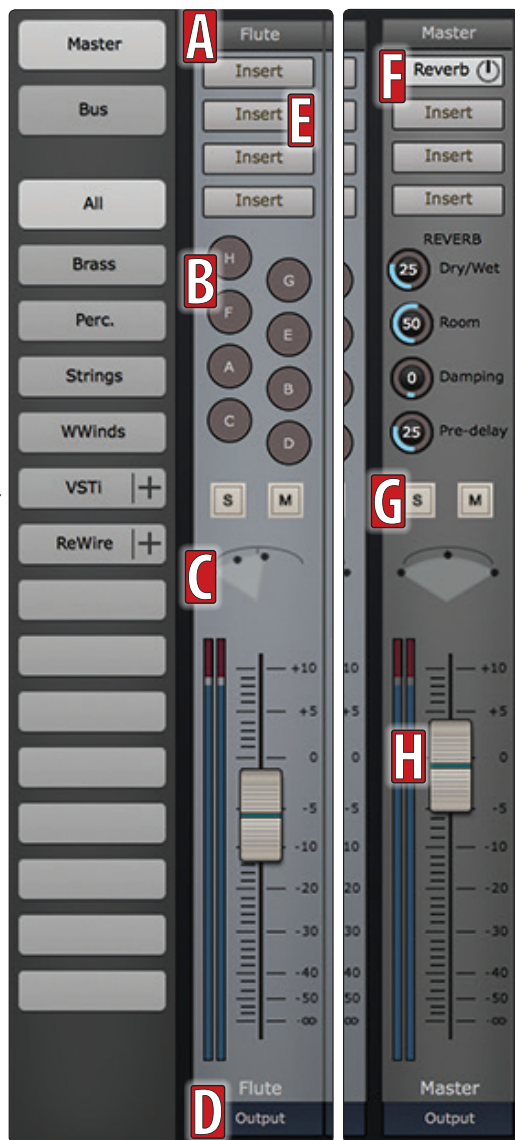
E **Inserts** – Place effects (such as reverb or distortion) on individual instruments or (better yet) on one or more buses to be shared among your choice of instruments.

F The default location of the built-in Notion reverb. Click here to view and edit reverb settings.

G **Solo/Mute** – Great for isolating trouble spots while composing or during rehearsals. Set up multiple solo or muted instruments with a few clicks.

H **Master** – Global volume, panning, and effects.

• **Buses** (blue fader)



Heads-Up Display – The optional HUD (available when you are in NTempo mode) keeps you updated on current playback conditions.

In this example:

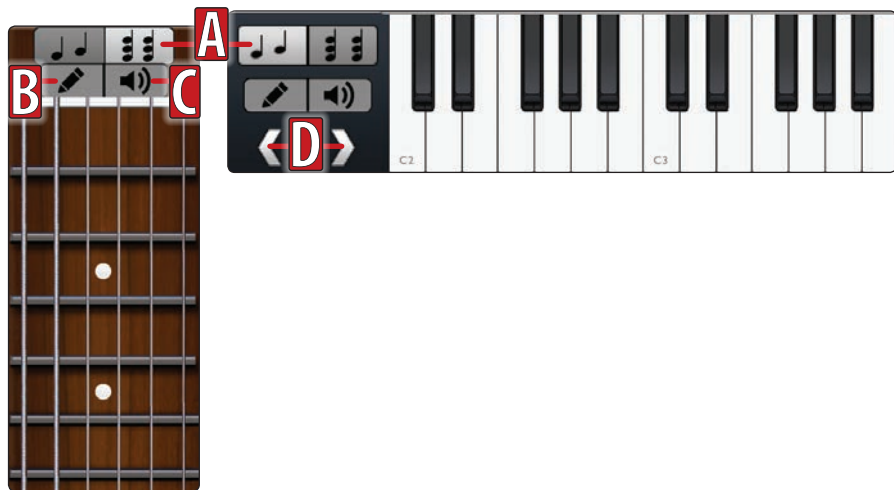
- **A** – The current Rehearsal mark.
- **1/4** – The playback marker is on beat one of a four-beat measure.
- **15** – The playback marker is in the 15th measure.
- **130 130** – The smaller first number identifies the written tempo. The larger second number identifies your current tempo.
- The timecode at the bottom displays in hours:minutes:seconds:frames (30 frames/second).

The image shows a music score with multiple staves. A green vertical line marks the current playback position at measure 15. A black box with white text (the HUD) is overlaid on the bottom right of the score. The HUD displays the following information:

- Rehearsal mark: **A**
- Tempo: **1/4**
- Current measure: **15**
- Written tempo: **130**
- Current tempo: **130**
- Timecode: **00:00:26:06**

Virtual instruments

The virtual instruments allow you to enter or audition notes/chords by selecting a duration and clicking the note on the instrument to either audition or enter the note.



- A** Choose whether you'd like to enter music as single note (melody) or multiple notes (chord).
- B** Choose the pencil icon to enter notes as you select them on the virtual instrument.
- C** Choose the speaker icon to audition notes on the virtual instrument.
- D** Select the octave you'd like to enter/audition notes (virtual keyboard only).



The virtual drumpad works just like the other virtual instruments with the addition of the drum library. To use the drum library select a style (funk, jazz, rock, or world), choose a pattern and click in the score to place it.

NTempo or Edit Mode – Notion operates in either Edit Mode, where you can make changes, or NTempo mode, where editing features are turned off and certain playback features become available. To change modes, click the **NTempo** button.



Transport

Optional buttons for common tasks.



Rewind – Click once to return to the spot where you last started. Click twice to return to the beginning.



Stop – Halt playback but stay at that location.



Play – Have Notion play your score using metronome marks in your score to determine tempo.



Real-Time Record – Click to have Notion record notation as you play a MIDI device.



Step-Time Record – Click to enter notation from a MIDI device a step at a time. Also can be used with the fretboard.



Tempo Overdub – Using the NTempo feature specify and edit tempo, down to individual beats. Can be used to reduce the number of metronome marks in a score.



Velocity Overdub – Specify and edit velocity (loudness), down to individual notes. Can be used to reduce the number of dynamic marks in a score.



Toolbar – thin strip across the top of the window with various controls



Editing marker – Shows at a glance where you are currently in the score.



Tooltip – Unsure what a particular symbol is? These small windows open to tell you – and remind you of their keyboard shortcuts.

Customize your view – Change page views, change the font size or switch to a jazz lead-sheet font, zoom, specify where measure numbers appear, jump instantly forward or backward, and more.



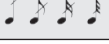
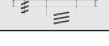
Keyboard Shortcuts

Pressing keys to start, control, or end features are optional: there are always alternate methods available. However, the more keyboard shortcuts you use, the less time it takes to enter and edit scores.

Notes and Rests

	Bar rest	Z	International Shortcut Set
	Double whole note/rest	SHIFT + W	
	Whole note/rest	W	0
	Half note/rest	H	9
	Quarter note/rest	Q	8
	8th note/rest	E	7
	16th note/rest	S	6
	32nd note/rest	T	5
	64th note/rest	J	
	128th note/rest	SHIFT + J	
	Augmentation dots	D	.
	Ghost note	Select value, then zero	
	Alternate noteheads	X	

Edit Notes

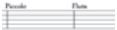
	Tie tool	SHIFT + T
	Slur tool	SHIFT + S
	Beam tool	SHIFT + B
	Cross-staff beaming	SHIFT + X
	Grace note	G
	Octave transposition marks	SHIFT + 8
	Fermata, Caesura, Tenuto, Breath	9
	Trills	SHIFT + ~
	Tremolos and Shakes	/ and SHIFT + /
	Swing controls	SHIFT + G
	Flat	2
	Sharp	3
	Natural	4

For quarter-tones, add SHIFT to above

Enharmonic spelling	SHIFT + E
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TIP: To use a shortcut to enter a tuplet, first display a note value on your Music Cursor, then hold down ALT and press a number key representing the type of tuplet, such as the number 3 for a triplet.

Score Markings

	Change instrument	SHIFT + I
	Key signature	SHIFT + K
	Time signature	SHIFT + M
	Clefs	C
 = 90	Metronome mark	SHIFT + -
<i>accel. rit.</i>	Tempo change abbreviations	R
	Bar lines	I
	Repeats and 1st/2nd endings	SHIFT + ;
	Repeat Measure signs	SHIFT + 5
	Rehearsal mark	SHIFT + R
	Navigation marks	7
<i>[cut...]</i>	Cut marks	SHIFT + 7

Fretted Instruments

	Chord names and diagrams	SHIFT + C
	Bends	B
	Palm mute, let ring, slap	M
	Hammer on, pull off, tap	N
	Slides	\
	Vibrato	V
	Whammy bar	SHIFT + V

TIP: To quickly place on your Music Cursor a fingering mark of p, i, m, a, c, T, 1, 2, 3, or 4, press the Y key, then press the number or letter you need.

Score Text

Add lyric	L
Add text	K

TIP: To change the time value of multiple notes/rests, highlight (or click-select) the notation involved, press the equal key (=), then press the keyboard shortcut (see Notes and Rests table) for the time value you want all notes/rests to have.

Keyboard Shortcuts

Dynamics

<i>p pp PPPP mp</i>	Piano dynamics	P
<i>f ff FFF mf</i>	Forte dynamics	F
<i>mp</i>	Mezzo-piano	SHIFT + P
<i>mf</i>	Mezzo-forte	SHIFT + F
 cresc.	Crescendo symbol or text	comma or <
 dim.	Diminuendo symbol or text	period or >

Change Entered Pitch

Highlight or click-select notes, then:

Move to any degree on the staff	Drag and drop
Move to the next higher degree	UP ARROW
Move to the next lower degree	DOWN ARROW
Move up by half steps	SHIFT+ UP ARROW
Move down by half steps	SHIFT+ DOWN ARROW
On the PC, move up by octaves	CTRL + ALT + UP ARROW
On the PC, move down by octaves	CTRL + ALT + DOWN ARROW

Instrument Marks

 	Pedal marks	8
 	Up/down bow	U
gliss. port.	Glissando and Portamento	SHIFT + L
   	Arpeggios	SHIFT + A
arco pizz.	Arco/Pizzicato	SHIFT + Z
+	Close/stop (horn, hi-hat)	SHIFT + =
o	Open (horn, hi-hat)	0 (letter O)
D ^b C ^b B ^b E ^b F ^b G ^b A ^b	Harp tuning	SHIFT + H

Articulations

> > >	Accent	5
• ▼ ▽	Staccato	1
▲ ▴ ▸	Strong Accent (Marcato)	6
–	Semi-Staccato	– (dash)
○ ○ ○	Harmonic, cut circle, Bartok pizz.	0 (letter O)

Multi-Voice: Notion supports up to 4 voices on a staff. To quickly switch from one voice to another, hold down (PC:) CTRL (Mac:) ⌘ and press a number from 1-4.

View	
Zoom in	PC: CTRL + = Mac: ⌘ + =
Zoom out	PC: CTRL + - Mac: ⌘ + -
Zoom to...	PC: SHIFT + CTRL + = Mac: SHIFT + ⌘ + =
Go To	PC: CTRL + G Mac: ⌘ + G
Switch from one mode to the other	SHIFT + ENTER
Scroll right (in Continuous view)	SHIFT + mouse wheel down
Scroll left (in Continuous view)	SHIFT + mouse wheel up

Editing Tools	
Undo	PC: CTRL + Z Mac: ⌘ + Z
Redo	PC: CTRL + Y Mac: SHIFT + ⌘ + Y
Cut	PC: CTRL + X Mac: ⌘ + X
Copy	PC: CTRL + C Mac: ⌘ + C
Paste	PC: CTRL + V Mac: ⌘ + V
Duplicate	PC: CTRL + D Mac: ⌘ + D
Express entry	Press single quote then start typing

File Level	
Open existing score	PC: CTRL + O Mac: ⌘ + O
Create new score	PC: CTRL + N Mac: ⌘ + N
Save edits	PC: CTRL + S Mac: ⌘ + S
Save As to another file	PC: SHIFT + CTRL + S Mac: SHIFT + ⌘ + S
Print	PC: CTRL + P Mac: ⌘ + P
Close the file	PC: CTRL + W Mac: ⌘ + W
Exit / Quit	PC: CTRL + Q Mac: ⌘ + Q
Export score to a WAV audio file	PC: SHIFT + CTRL + E Mac: SHIFT + ⌘ + E

Highlight	
A measure	Double-click anywhere in measure
Entire score	PC: CTRL + A Mac: ⌘ + A
All measures for a particular instrument	PC: SHIFT + CTRL + A Mac: SHIFT + ⌘ + A

Import/Export	
Import the contents of a file	PC: SHIFT + CTRL + I Mac: SHIFT + ⌘ + I
Start real-time input	PC: CTRL + R Mac: ⌘ + R
Start step-time input	PC: CTRL + E Mac: ⌘ + E

Keyboard Shortcuts

Play

Play	SPACEBAR
Adjust tempo faster	UP ARROW
Adjust tempo slower	DOWN ARROW
Stop	SPACEBAR or ESC

Move Playback Marker

Next measure	]
Previous measure	[
Next Rehearsal mark	SHIFT +]
Previous Rehearsal mark	SHIFT + [
Rewind where you last started	BACKSPACE
Return to beginning	HOME or BACKSPACE (2x)
With green playback marker:	
Next beat (in the NTempo staff)	RIGHT ARROW
Previous beat (in the NTempo staff)	LEFT ARROW

NTempo

Activate in Edit mode	SHIFT + SPACEBAR
Perform	any key from A through ' (single quote)
Pause or cutoff	Q
Stop/end	ESC or SPACEBAR
Auto-Cruise (play performed tempo)	U
Auto-Resume (play written tempo)	R
Fade out	Z
Fade in	X

Repeats and Vamps

Take next repeat	=
Vamp inside repeat signs	tap ENTER (inside repeat)
Sudden (emergency) vamp	tap number of measures to vamp (1-4)
Jump out of a vamp or repeat	TAB
Jump back to first beat of the vamp	BACKSPACE

Quick Open

Score Setup	PC: CTRL + T Mac: ⌘ + T
Open or close Mixer	PC: CTRL + / Mac: ⌘ + /
Open or close Video window	PC: CTRL + ' Mac: ⌘ + '
VSTi interface for staff	PC: CTRL + I Mac: ⌘ + I
Key Signature dialog box	SHIFT + K
Time Signature dialog box	SHIFT + M
Rules dialog box	SHIFT + Y
Preferences	Mac: ⌘ + comma
Help	Mac: SHIFT + ⌘ + / [?]

Quick Ways to Zoom

Zoom in:	PC: CTRL + = Mac: ⌘ + =
Zoom out:	PC: CTRL + - Mac: ⌘ + -
Zoom to:	PC: SHIFT + CTRL + = Mac: SHIFT + ⌘ + =

Sequencer Staff

Overdub just controller settings	start real-time input and press SPACEBAR
Overdub on top of previous track	PC: SHIFT + CTRL + R Mac: SHIFT + ⌘ + R
Select marks you want to change, then:	
Move mark	LEFT/RIGHT ARROW keys
Shorten duration	SHIFT + LEFT ARROW
Lengthen duration	SHIFT + RIGHT ARROW
Change pitch	Drag or press UP/DOWN ARROW

Video

Advance video by frame	PC: Alt + LEFT/RIGHT ARROW Mac: Opt + LEFT/RIGHT ARROW
Advance video by 10 frames	PC: SHIFT + ALT + LEFT/RIGHT ARROW Mac: SHIFT + OPT + LEFT/RIGHT ARROW
Add hitpoint	SHIFT + 0
Open or close Video window	PC: CTRL + ' Mac: ⌘ + '

