1. Create new score with `ctrl-n` (`⌥-n`): • “Create new score from template” • Piano.mscx; • Time signature 2/4 • Pickup measure 1/4 • 5 measures.

2. Right-click in last measure, select “Measure Properties...” from menu which appears. • Set “Measure Duration, Actual” to 1/4.

3. Display palettes if not already visible by pressing `F9`. • Click on “Keys” palette entry to open list of key signatures. • Drag a 4-flat key signature into the top staff’s first measure (release when measure highlights). • Drag a 4-flat key signature into the bottom staff’s first measure.

4. Enter music for bottom staff: • type “n” • then rhythm “5” • then click to create the first note and type:

   ![note entry mode]

   • Control-up-arrow (`ctrl-↑`) and control-down-arrow transpose selection by octave.

5. Enter the music for the top staff: • press `esc` • click on first rest • press `n`, then type:

   ![note entry mode]

   • The first note of a chord is entered as a lower-case letter. • Subsequent chord notes entered with upper-case letters. • Rests are entered by pressing the space bar.

6. To remove the barline at the end of the example, right click on the final barline. In the menu which appears, select “set invisible”.

7. To hide invisible elements on-screen, go to menu “Display” and uncheck “Show Invisible”.