1. Type control-n (or ⌘-n on Apple computers), or go to menu item “File⇒New...”
2. In the new-score dialog window which appears, select Treble staff in Manuscript Paper list, then click “Next>” button.
3. Choose your favorite House Style in the next window (such as Standard Opus (Times)), then click “Next>” button.
4. Choose a Time Signature of 4/4, Key Signature of C major, and fill in the Score Information as you like, then clicking on “finish” button.
5. Select menu item “View⇒Staff Names and Bar Numbers”, then click on measure 9 and shift-click on last measure. Press control-delete to remove.
6. Click in first measure and type “n” to start Note Entry mode. Check that rhythm is set to quarter note (keypad-4) and type first note (E). If the note is too high, press control-↓ to transpose an octave lower, then type these keystrokes:

   - Press control-z (⌘-z) or backspace to undo any mistakes you make.
7. Click on the first note of the piece and then type control-L (⌘-L) to start entering lyrics for first verse.
8. Type lyrics as seen. Typing a dash (or space) will move the cursor to the next note. Press backspace or double-click on a syllable to make corrections.
9. When done entering the first verse, click on the first note and press ctrl-alt-L (⌥-option-L). Now type the second verse. You can press esc to finish inputting lyrics.