1. Type *control*-**n** (or ⌘-**z** on Apple computers), or go to menu item "File⇒New..."
2. In the "Create New Score" window which appears, add a title & make sure "Create new score from scratch" is selected, then click on the "Next >" button.
3. *Add a staff to the score*: Click on the "+" sign to the left of "Vocals", then select "Voice" entry which appears. Click "Add" button, then click "Next >".
4. Choose key signature (C major/A minor is the default). Click "Next >".
5. Set the time signature (4/4 is the default), and set the number of measures to 8, then click on the "Finish" button.
6. Start typing the following keystrokes to enter the music:

   • Press *control*-**z**   to undo any mistakes you make. Also try the backspace key to make corrections when entering notes.
7. Click on the first note of the piece and then type *control*-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.   • Double-click on a syllable to make corrections • Press space to advance to next syllable.
9. When done entering the first verse, click on the first note and press *ctrl*-L again. Now type the second verse • You can press *esc* to finish inputting lyrics.