

LIRIA MUSIC PREP

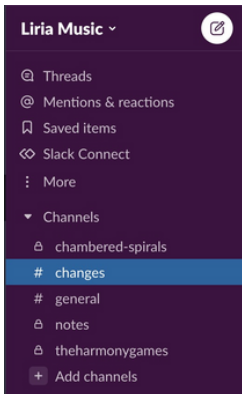
MUSIC PREPARATION FOR PERFORMANCE, RECORDING AND PUBLISHING

SOP

Welcome to Liria Music Prep. Below are a quick list of guidelines to follow when working on a project.

USING SLACK

We use Slack to communicate. There are both desktop and mobile apps available. I will send you an email to join the slack group.



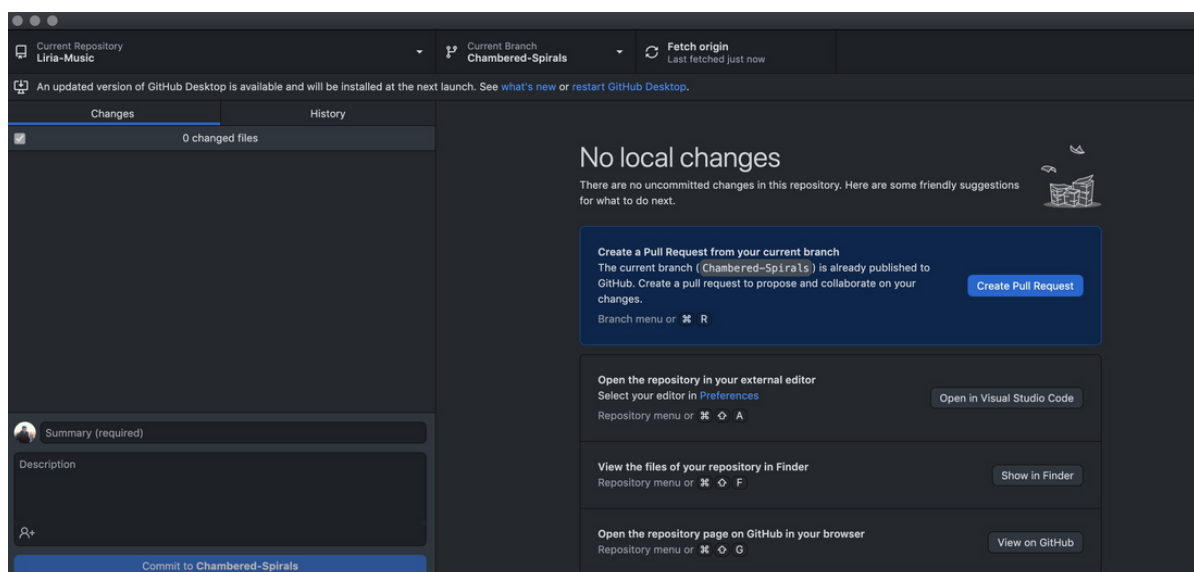
In Slack, there will be separate, private chats created for each project, as well as a general chat. You can also DM each other and create your own chat groups.

USING GITHUB

We use Github as our file sharing system - it allows for good version management, but can be a little tricky the first couple of times, given that it's intended for programmers.

Do the following:

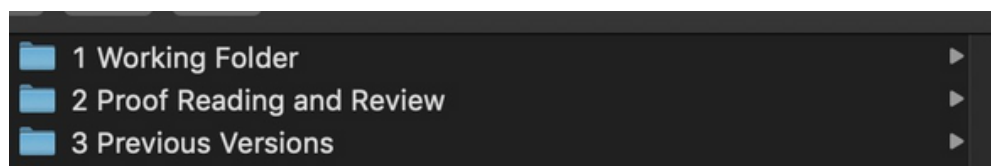
- [Download Github Desktop](#).
- [Make a Github Account](#).
- I will add you to our Github repository. A repository is essentially just a large folder that holds all our projects as sub folders.



How to use:

- When you make any changes in a sibelius file, github tracks that you have made changes. Once done. You just need to fill out the Summary, add a description if there's additional info needed, and PUSH your changes. These changes get pushed online, for other users to PULL.
- Before starting any work, you must FETCH and PULL the changes from Github, for the relevant project branch. DO NOT CREATE A PULL REQUEST.

- If you are working on a project, you only work within a relevant branch of the repository. For example, in the image above, you will see that the branch I'm currently on is Chambered Spirals. The advantage of this is that you will only see the project's relevant files (shown below).



- The Working Folder is the main folder, with all the main project files. This will be where you edit.
- Proof Reading and Review is where you place PDFs to be sent to the client or another Liria Music Prep Engraver for review.
- Previous Versions is where you store all previous versions of the main project files. This is IMPORTANT.

Every time you intend to take a break from work, or calling it a day, you must do the following:

Do a final save of your work.

Copy and paste the file into Previous Versions, and rename it to the relevant version.

Commit your changes in Github. In the summary section, add the file version and information about what edits you made. Push these changes.

For example: I just finished a round of edits for the day on CHARI Piece Name - Score.sib.

I will copy and paste into the Previous Versions folder, and rename it as CHARI Piece Name - Score_v2.

I will then Commit my changes on Github, and add the summary as "V2: Engraved strings mm. 1-20".

THE WORKING FOLDER ALWAYS HOUSES THE MOST UP-TO-DATE FILE

UPDATING SLACK

We update the relevant slack channel to let other collaborators know that we are currently working on a file within a branch, so that they don't work on the same file at the same time.

Update the channel by typing in the abbreviation of the branch, the file being edited (if multiple files exist), and In or Out whether you have checked out the branch for editing (Out) or pushed your changes back to the repository (In).

