

## CONTENTS

### 1.) Mac Information

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Locate & Open the MACACRO folder.

Double Click on the "VISE"Acrobat™ 4.05a Reader Installer\*

Follow Install Instructions.

After successfully installing Acrobat™ 4.05a Reader, locate & Open the MUSIC folder.

Double click on file TOC.PD to View/Print Music files.

Refer to Section3 "Usage" if need be in order to Navigate through "CD Sheet Music" and Adobe™ Acrobat reader(s)

\*For Mac users with Operating systems earlier than MacOS 7.5, A courtesy copy of Acrobat™ Reader 3.02 is available and located in the MACACRO folder. Reader 3.02's compatibility/performance is not guaranteed or even necessarily Recommended, but may work with older Mac Operating systems. What is Recommended is upgrade to OS7.5 or later if possible and install Acrobat™ 4.05a Reader.

CD Sheet Music, LLC welcomes your suggestions about this series. Please e-mail all comments to: mail@cdsheetmusic.com.

Please Continue reading items 2-5 (many items may apply to Windows/PC usage only).

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### 2.) About CDSM™

### 3.) Usage

Searching for Music

Navigating though "CD Sheet Music"

Printing

Command Bar

Missing Table of Contents/Bookmarks

Menu Bar

### 4.) Hints

Autorun

Adobe Acrobat Reader

Screen Resolution

Forcing Reinstall

Aborted/Errors in Install

- 5.) Suggestions
- 6.) AOL / Acrobat Setup Instructions

## 2.) INTRODUCTION

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"CD Sheet Music" is a collection of sheet music by various composers. The music comes with a Table of Contents so you can quickly find the piece of music you are looking for by title and/or opus number; you may view the music on screen or print it out. For more information about printing see the HINTS section.

Every effort has been made to make the contents of each CD as complete as possible. CD Sheet Music consists mainly of reproductions of public domain editions published before 1923. Newly-discovered works, juvenilia, fragments, sketches, modern arrangements, etc. are not always available because of copyright or other restrictions and are therefore not included.

For CDs having the word "complete" in the title, we have used the list of works from The New Grove Dictionary of Music and Musicians as the source for the Table of Contents. Other CDs with the word "ultimate" in the title are compilations that contain a comprehensive survey of the repertoire. The editors welcome your suggestions or comments: [mail@cdsheetmusic.com](mailto:mail@cdsheetmusic.com)

All of the disks share a similar format and it is only necessary to install the program one time. Once it is installed, putting any CD Sheet Music CD in the CD player will start CD Sheet Music.

An Acrobat Reader(TM), version 3.0 or greater, must be installed on your machine for CD Sheet Music to work. We recommend that Acrobat Reader(TM) 4.0 be installed, and provide this software for Windows 95/98(TM) and Macintosh on the CD. See the HINTS section and MAC Information section for more information regarding CD Sheet Music and Acrobat(TM).

Although the musical works in CD Sheet Music are in the public domain, the files contained on the CD are copyrighted material. When CD Sheet Music is first installed, a license agreement is shown on-screen. In order for the program to install, the license must be accepted. Please read the license carefully. The CD Sheet Music files may not be altered in any way, including removal or defeating the CD Sheet Music logo, document information, or encryption. The license is a single-user license, and the files may not be copied to another CD or other storage device or sold to anyone.

You may print as many copies of the files for your own use as you wish. However, you may not sell copies of CD Sheet Music files to your students or to other teachers. In fact, many teachers will find it easier to encourage their students to buy the CD and print their own copies of assignments.

A printable PDF file (festival.pdf) is included on each disk for use by teachers and students who need to certify that the copies of CD Sheet Music that they are using are legitimate copies.

### 3.) USAGE

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#### Searching for Music

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After the initial installation, inserting any of the titles in the CD Sheet Music series will open the Table of Contents for that title. On the left side of the screen will be "bookmarks" for the various titles (files) on the CD. On the right side of the screen will be the full Table of Contents, along with Opus or other catalog number (where applicable) and the page count. The Table of Contents may be printed for future reference.

CD Sheet Music uses the "list of works" from the New Grove Dictionary of Music and Musicians as the basis for its Table of Contents. Every attempt has been made to include all significant, complete works in the category that have appeared in standard editions.

CD Sheet Music will be easier to use for searching music if the check box for "Open Cross-Doc Links in Same Window" box under "Files/Preferences/General" is NOT checked/selected. Doing so will cause each piece of music to open in a NEW window and will keep your current position in the table of contents.

If you do not need to search for music, leave the "Open Cross-Doc Links in Same Window" box checked in "Files/Preferences/General." You can check and uncheck this box as needed.

Acrobat Reader(TM) allows a maximum of twenty files to be open at the same time. If your machine slows down after a while because of the open files, either close all the windows open currently with (Ctrl-Alt-W) or "Window/Close All" from

the Menu Bar and then reopen the table of contents. You may also close windows other than the table of contents by selecting and closing them individually.

If you are unsure of the piece of music you are looking for, here is the preferred way to search: 1. In the bookmark section (on the left of your screen), click on the "+" sign to see all of the titles in that category. 2. Click on the first title to see that piece. If it is the one you are looking for, see "Navigation" for tips on how to use the file. If it is not the one you are looking for, close the file by typing <Ctrl-W> or clicking the "x" in the upper right corner of your screen.

Note: click the top "x" if you want to exit CD Sheet Music entirely; click the "x" under the top one to close the current file. If you are not sure if it is the right piece, or if you would like to compare two pieces, you can leave the current file open and click the Table of Contents file in the Bookmark section on the left of your screen to go back to the Table of Contents. 3. By clicking on titles and closing them as described above, you may quickly access and search for a particular piece of music.

#### Index file -----

Many of the CDs have an "Index" file below the Table of Contents file. This file organizes the information in the Table of Contents in a different way. For example, it may be an alphabetical listing of all the titles, subtitles, or first lines of pieces on a CD, with a reference to the main title where the piece may be found.

#### Navigating though CD Sheet Music -----

Select music by clicking on an entry in the bookmarks section on the left side of the table of contents. The music is categorized in sections that can be opened and closed with the small boxes containing plus "+" and minus "-" signs next to each section.

Clicking on an entry brings up that piece of music. Click the "Table of Contents" bookmark on the left hand side to return to the table of contents. The "Previous Doc" button on the Command Bar can also be used to return to the table of contents.

Once the correct piece of music is displayed, you may enlarge the viewing area by pressing F5 to hide the bookmarks. Pressing F5 again will re-open the bookmarks.

You may set the default page view in your Acrobat Reader Preferences (Ctrl+K). For large screens, "fit in window" may work best. For others, "fit width" may be more suitable. There are three buttons at the top of the work area that may be accessed to change the page view. There is also a percentage in the lower left of the work area that changes the magnification of the screen.

To the right of the percentage magnification is another box that shows the current page number and the number of pages in the file. Clicking on the left or right arrows will advance or go back either a page at a time or to the beginning or end of a piece. You may also use the "Page Up, "Page Down, "Home," and "End" keys to quickly advance or go back. The up and down cursor keys also work.

The other buttons along the top of the work area can be very useful. The "binoculars" can be used to search for words in the Table of Contents (it does not operate for words within the music).

## Printing

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Each piece of music is a separate file to simplify printing. To print a piece of music select it (See Navigating though "CD Sheet Music") and click the print button on the command bar or go to "File/Print" on the menu bar. If the Tool Bar is not visible press <F8> or go to "Window/Show Tool Bar".

Only the currently selected piece of music will be printed. To print another piece of music you must select it and then print it. The Table of Contents can also be selected and printed just like the other pieces of music.

Setting your printer to print at 300dpi will result in the fastest, highest quality printing. Depending on your printer, if it is set to print at a higher dpi, may make printing slower without increasing the quality. Setting your printer to print at a lower dpi will speed up printing but the quality will be much lower.

CDSM is set to fit comfortably on either US letter size paper (8.5x11 inches) or A4 (210x297mm).

## Tool Bar

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If the Tool Bar is not visible press <F8> or use the "Window/Show Tool Bar" from the menu bar.

## Missing Table of Contents/Bookmarks

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If the bookmarks section on the left hand side of the screen is not visible, press <F5> or use the "Windows/Show Bookmarks" command from the menu bar.

## Menu Bar

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If the Menu Bar is not visible, press <F7>.

## 4.) HINTS

### Autorun

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The CD Sheet Music desktop shortcut/icon is used to start CD Sheet Music automatically after installation. If this shortcut/icon is deleted or renamed the autorun feature will not be able to automatically start CD Sheet Music. Don't delete or rename this shortcut/icon if you want the autorun feature to work. To re-enable this feature choose the reinstall program choice from the popup window with the "Can not find the shortcut/icon" message.

### Adobe Acrobat Reader

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The files in "CD Sheet Music" are in Adobe Acrobat(TM) PDF format. This means that you can view and print the music on every type of computer that Acrobat(TM) supports. The CD-Rom includes Windows 95/98(TM) and Macintosh(TM) Adobe Acrobat Reader 4.0 Installation Software. Other versions of Acrobat Reader (Sun, Unix, etc.) are available as a free download from Adobe ([www.adobe.com](http://www.adobe.com)).

CD Sheet Music will work with Acrobat Reader(TM) 3.0 but the screen displays and printouts may have a lower quality. We recommend that Acrobat Reader(TM) 4.0 be used for CD Sheet Music

The Windows(TM) Acrobat Reader(TM) installation software is in the WINACRO\INSTALL directory on the CD-Rom as well as part of the CD Sheet Music installation program.

The Macintosh(TM) Acrobat Reader(TM) install software is

in the MACACRO directory on the CD-Rom.

Machines using software other than MAC(TM) or Windows(TM) will need to install Acrobat reader(TM) for their machine. After installing Acrobat Reader(TM), run Acrobat Reader(TM) and use it to open the file "\MUSIC\TOC.PDF" on the CD-Rom.

#### Screen Resolution

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"CD Sheet Music" will work best with screen resolutions of 1024x768 and higher. Lower screen resolutions will work but it may be harder to view the music. If you have selected a piece of music you can enlarge the display by pressing <F5> to close the bookmarks on the left hand side of the screen.

Press <F5> again to display the bookmarks on the left hand side of the screen.

Printing is not affected by the screen resolution. For more information on printing see HINTS - Printing.

#### Forcing Reinstall

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If CD Sheet Music needs to be reinstalled, first try using the Uninstall shortcut/icon. Click on the "OK" button if any errors happen during the uninstall. After doing the uninstall re-insert the CD Sheet Music CD-Rom. The Install program should start.

If the uninstall shortcut/icon is not available, delete the "CD Sheet Music" shortcut/icon from the Desktop - Note: Deleting the program group shortcut/icon will NOT work (If you are not sure which is which, delete all the "CD Sheet Music" shortcuts/icons.) After deleting the shortcut/icon re-insert the "CD Sheet Music" CD-Rom. The Install program should start.

#### Aborted/Errors in Install

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If the Install is aborted, or an error message occurs that is not fixed, the install program will uninstall all installation done up to that point. This means that aborting the install after a previously successful install will erase part or all of the previous installation. If this happens, run the install program again without aborting or not running the portion of the install that caused the error.

## 5.) SUGGESTIONS

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CD Sheet Music, LLC welcomes your suggestions about this series. Please e-mail all comments to: [mail@cdsheetmusic.com](mailto:mail@cdsheetmusic.com).

## 6.) AOL / AcroBat Setup Instructions

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NOTE: To use "CD Sheet Music" set up AOL to use Acrobat as a Helper Application.

### Configuring AOL for Mac OS to Display PDF Files

You can display PDF files within America Online (AOL) 3.0 and later using the PDFViewer plug-in, or using an Adobe Acrobat 3.0 or later viewer as a helper application. When you use the PDFViewer plug-in, AOL displays PDF files within its browser window. When AOL uses an Acrobat viewer as a helper application, PDF files are displayed within your Acrobat viewer window.

DISCLAIMER: Adobe Systems Incorporated does not provide support for AOL software, or for files sent or received using AOL. If the following instructions do not let you view PDF files as you prefer, refer to your AOL documentation or contact AOL.

### Configuring AOL to Use Acrobat as a Helper Application

When you configure AOL to use your Acrobat viewer as a helper application, AOL will start the Acrobat viewer, then display PDF files within the Acrobat viewer window.

To configure AOL to use your Acrobat viewer as a helper application:

1. If the PDFViewer plug-in is installed, quit AOL and then remove the PDFViewer plug-in from the AOL:Plug-ins folder.
2. Start AOL.
3. Choose Members > Preferences, then select Helpers.
4. Click Create.
5. Type "PDF Files" in the Description text box.
6. Type "application/pdf" in the MIME Type text box.
7. Type "pdf" in the Suffixes text box.
8. Do either of the following:
  - If you're using AOL 4.0, click Select, browse to the Acrobat viewer application on your hard disk.
  - If you're using AOL 3.x, choose PDF from the Also Open Macintosh Files



With This Type pop-up menu, then type "PDF " in the File Type text box. Make sure to include a space after the "F."

9. If you're using AOL 4.0, select the option labeled, "Open those files with this helper application program even if AO can open them."

10. Click OK.

11. Restart AOL.

### Using the PDFViewer Plug-in

PDFViewer is included with Acrobat 4.0, Acrobat Exchange 3.0x, and Acrobat Reader 3.0 and later. If you select a PDF file while the PDFViewer plug-in is installed, the file will download to AOL's Temp folder, and then AOL will use your Acrobat viewer to display the file within the browser window.

To use the PDFViewer plug-in, move it from the Acrobat:Web Browser Plug-in folder to the AOL:Plug-ins folder, then make sure Acrobat is deselected as a helper application in AOL. In AOL, choose Member > Preferences, then select Helpers. In the Helpers scroll box, select PDF Files or Portable Document Format, then click Delete.

### Downloading a PDF File to Your Hard Drive

You can download a PDF file from its link on a Web page. After you download a PDF file, you can copy text from it, distribute it, or save it to disk.

To download a PDF file from a link:

1. Position the cursor on the link to a PDF file click, hold the mouse button down, and then choose Download Link To Disk from the pop-up menu.
2. In the Save As dialog box, select a location on your hard disk, then click Save.

To download an open PDF file, click Back in the browser window and then repeat [repeat? Yes.] steps 1-2 above.