

Music Technology

How To Use The CAML Lab

April 2004

Loading and setup...

1. Turn the computer on.
Do this by pushing the button on the lower right-hand side of the monitor.
2. Next wait for the computer to load. You will know it has finished loading when the main screen comes on.
3. Once the screen is on you are given many options: some of which include the following which you could click on:
 - A. The icon labeled **CAML lab #** which will bring up a second menu which lists all of the material stored on the hard drive.
 - B. There are also items on the task bar (**The Dock**), which is located on the bottom edge or one of the side edges of the screen. On the Dock are shortcuts to each of the programs.
 - C. Each program has its' own unique way of doing things and each have their own set of direction. For further information on a specific program please consult the **pdf** file on the desktop or a manual if available, and/or the internet.

Switching between OS 9 and OS X...

Some programs will only run in OS 9 or OS X. If the program will not open and you get an error message saying "not allowed," you are probably in the opposite operating system than you need to be in. Use the following steps in alternating between the two:

If in OS X and want to switch to OS 9:



1. Click on the **apple** in the upper-left hand corner of the screen. (make sure that nothing is open on the desktop so that you have the right task bar menu on the top of the screen.)
2. Scroll down and select **system preferences**, then a box will appear.
3. Under system preferences click on the **Startup Disk** in the top row of icons on the task bar menu. When the new box opens click on **OS 9**, then click **restart** and wait for the computer to reboot in OS 9.

If in OS 9 and want to switch to OS X:

1. Click on the **apple** in the upper left-hand corner of the screen.
3. Then Click on **control panels**. This should bring up another menu.
4. Now Click on **Startup Disk** and **select OS X** to switch in to this operating system and again select **restart** and wait.

Using the Force Quit Option in OSX...

If a program is taking too long to load and in doing so will not allow you to do anything in any other open programs, in other words if your computer freezes, the force quit option comes in very handy.

1. Press and hold down the **Command key** (key with an  on it), then press the **Option** and **Esc** Keys all at once.
2. A menu will appear containing a list of all the programs that are currently open.
3. Highlight the program the caused the computer to freeze-up and then click **force quit**. When prompted on whether you are sure, click **force quit** once again and the program causing the problems will close out  leaving only programs that were already open and running.

Shutting Down the Computer...

When in OS X:

To shut down the computer click on the **apple** in the upper left-hand corner and scroll down to **shut down** and when prompted, click **yes** to “are you sure you wish to shutdown?” Then the computer will shutdown.

When in OS 9:

To shut down the computer click on **special** in the top menu bar and the go to **shut down**. When prompted, click **yes** to “are you sure you wish to shutdown?” Then the computer will shutdown.

How To Use The Dock in OSX

What is the Dock?

Located on the bottom edge or side edges of your Mac OSX screen, the Dock is a type of shortcut. You would use the Dock instead of using the Apple Menu, keep items you use regularly in the Dock. It makes it easy to open applications and other documents. Click items in the Dock to make them active, rather than going to the Apple menu.

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What's in the Dock?

- **Finder:** □ Click to see a Finder window and menu.
- **Mail:** □ One of the applications included in the Dock to read email.
- **Documents:** A document added to the Dock. Click to open it.
- **Folder:** Press the icon to see the contents of the folder and choose □ items to open them.
- **Web Site:** A web site added to the Dock. Click to open the web □ site in your browser.
- **Trash:** Drag files here to throw away.

Opening a Document:

Drag the document's icon to the application's icon in the the Dock. Left side of the Dock shows application icons. You will have a visual on the Dock pad of the light line to separate applications with the other documents saved on the Dock. Drag the light line of the Dock bar to enlarge or reduce visual size. When you move the mouse over an icon, the name of the application or document is listed. To eject a disk, drag to the trash.

Adding Icons to the Dock:

To add an item to the Dock, drag it's icon to the Dock. To remove an item, drag it's icon from the Dock.

Add disk icons to the Dock, and then press the icon to see the contents. Choose items from the pop-up menu to open them.

Changing How the Dock Works:

To change the way the Dock looks and works, choose Dock from Apple menu, and then choose Dock Preferences.

Switching Between Applications:

Press the Apple key, then press the Tab key until you select the application you want to use. Release both keys to make the application active.

Written By Ron Madison.

How to Change from OS10 to OS 9

This computer lab uses two forms of the Macintosh Operating System (OS) allowing its users access programs that use both types of operating system software OSX and OS9.

Note: The computers in this lab will automatically boot up in OS 10.

To Change to OS9 for using Software such as Pro Tools:

Click on the Apple in the upper left hand corner of the screen.

Move the cursor onto System Preferences and click on it.
This will bring up the System Preferences screen.

Go to the subheading System. (In the icon mode it is the bottom row).

Then go to **Start up Disk**. (The gray colored disk icon in that mode).

Once you have clicked that the system screen will pop up.

Choose **Mac 9.2.2 on Caml** __ (the blank will have a number in it depending on what computer you are on).

Then it will give you the option to **Restart**.

Click the **Restart** button and then when asked choose **Save and Restart**.

The computer will then reboot in OS 9 so that the programs that can not be used on OS 10 can be accessed.

To Boot UP In OSX

Follow steps #1 - #5 above. At step #6, choose OS10.2.8 instead.

Follow steps #7 - #8.

He computer will reboot in OSX.

How To Find a Program on a Macintosh Computer

1. Turn the computer on. (The button is located toward the bottom on the computer, near the center on the tower or on the bottom right side of the monitor in an all-in-one).
2. Double-click on the hard drive icon. The icon looks like a little gray rectangle and is usually located in the upper right-hand corner.
3. The drive menu screen will pop up.
4. Using the vertical scrollbar on the right, scroll down until you see the program that you would like to open.
5. Double-click on that program.
6. A sub-category may appear. From that sub-category, double-click on the program of your choice.

How To Close Out Of The Program and Turn The Computer Off

1. Click the box (in OS 9) or the red circle (in OS 10) that is closest to the outside upper left corner to close the individual screens.
2. Once those screens are closed, move your cursor up to: **Special** on the task bar at the top of the screen in OS 9 or the blue Apple in OSX.
3. Hold down the cursor to see the other menu items under that heading. Move your cursor down to the list to select **Shut Down**.
4. Click on **Shut Down**.

How to share files on Macs

OS 9

1. Click on the apple. In this menu, click on control panels.
2. A window will appear. Click the file sharing icon.
3. Another window will appear. In this window there should be text that says "file sharing off". Click on the start button to turn it on.
4. Be sure to turn it off when finished.

OS X

1. Click on the apple. In this menu, click on system preferences.
2. In the window that appears. Under "internet and networking", click on "sharing".
3. Click on start to begin file sharing. Also in this screen, obtain the network address.
4. Now place the files you want to share on the hard drive in `Caml#/users/public/drop box`.
5. Enter the network address on the other computer, and you will find the items that you placed in the drop box.
6. Be sure to turn file sharing off when finished.

What's a network address?

For communication, your computer is assigned four numbers separated by periods - i.e. 141.21.1.52

To Find Your Network Number in

OS9

Go to the Apple in the top left corner of the screen. Click on it and hold. Go to **System Profiler**. You will find the network address in the middle of the first page under Network information.

OSX

Go to the Apple in top left corner and hold the mouse down. Select **About the is Mac**. Click on **More Info**. The address will be in the Network Information.

Practica Musica How-To

1. Turn computer ON.
2. Click on the **PRACTICA MUSICA** alias icon located on the desktop screen. It should look like a keyboard/piano.
3. The screen that comes up will have a box with different programs listed.
4. In the box on the left, click on **PRACTICA MUSICA STUDENTS**.
5. Now look over to the box on the right and click on any **NEW STUDENT** file.
6. This will take you to a screen with a password for you to create. Type in your name and a password you can remember. Click OK.
7. The password will need to be re-entered for assurance. Type in the same password as before. Click OK.
8. This will take you to the program **PRACTICA MUSICA**.
9. To begin the program, click on the top tool bar where it says **ACTIVITIES**.
10. Choose any of these activities.
11. When the activity loads, go to the top of the tool bar again and click on the far right. It should say the name of the activity. Click on it and choose a level. If you plan on completing all of the levels, start at level one and work your way up.
12. When you want to see how your scores look, go to the tool bar and click on your name. Then go to **VIEW PROGRESS REPORT**.
13. You can also print this progress report.
14. If you want to save your current level, go to the top of the tool bar and find where it says **PRACTICA MUSICA** and click on **QUIT PRACTICA MUSICA**.



Written By Amy Travis

How To Transfer Your Mini-Disc Using The Griffin iMic

1. Plug the iMic into the USB port of the computer.
2. Plug the 1/8 " male plug into the iMic "mic in" jack (where the picture of the microphone is).
3. Push the iMic's toggle switch toward the picture of the Microphone for balanced input.
4. Plug the other 1/8" male plug into the Mini-Disc Recorder/Player "**headphone**" jack.
5. In **OS9**, go to the Apple in the top left of the menu. Select "**Control Panels**" and then select "**Sound.**"
6. Under the "Input" tab, select "**External Mic.**"
7. Open Pro Tools.
8. Under "File" select "**New Session**".
9. Set the bit depth to **16**.
10. Under "File" select "**New Track**".
11. Create 1 or 2 tracks.
12. In the track window created, select **Audio 1**. Underneath the **Audio 1** button, select the **REC** button.
13. Push **PLAY** on the Mini-Disk.
14. The green volume bar should be moving up and down on the track.
15. Push the RED button on the TRANSPORT Window. (If it isn't open go to "Windows" in the top menu bar and select "**Show Transport**".

16. The RED button will flash. When you are ready to record – push the PLAY (looks like a sideways triangle or the tip of an arrow) button on the Transport Window.
17. You will now be recording and you'll see the audio appearing in **Audio 1**.

How To Use the Intonation Trainer

1. Start computer in OS-9.
2. Go to applications.
3. Choose Smart Music from M3 Lab.
4. Select Intonation Trainer 1.0.2.
5. Choose the instrument you will use.
6. Make other choices from the following possibilities.
7. From the Introduction menu at the top of the screen you can pick:

□□□□□□□□ A) Intervals

1. Choose which interval you want the Intonation Trainer to play and whether you want it to be played above or below the note.
2. The interval is in tune when the light turns green and the beats disappear.
3. To hear an example, click on the play example button.

B) Chords

1. Choose which type of chord you want the Intonation Trainer to play.
2. Choose what you will play (root, 3rd or 5th).
3. The chord is in tune when the beats disappear and the light turns green.
4. To hear an example, click on the play example button.

C) Tonic Intervals

1. To select the tonic note play the note on your instrument and press the foot pedal.
2. Hold down the foot pedal to sustain the note.

D) Listen Closely

1. To hear different pitches, click on the buttons.
2. You can adjust increments by however many you would like.

□□□□□□□□ E) Intonation Chart Maker

1. Select instrument.
2. Choose whether you want pitch shown in cents or values.
3. Analyze a note by playing it while pressing the foot pedal.
4. Repeatedly play the note in scales and arpeggios.
5. When analyzing is complete, click on the add to list button.

1. Select an instrument.
2. Choose whether you want the pitch to be shown in cents or values.
3. Select a note by playing it and pressing the foot pedal.
4. Play the note many times for it to register as in tune on the tuner.
Use different fingerings, lip pressure, etc.
5. Once the note is in tune, press the add to list button.
6. Adjusting the Computer Volume: Click Volume to adjust computer volumes control is under the Intonation Trainer menu.
7. To close windows click the box in the upper left corner of the screen. For more instructions click on Information and click on **Online Reference**.

Written By Chelsea Grab.

Making/Burning a CD in the CAML Lab

In order to make a CD the first thing you need to do is make sure you have all of your materials. You will need to go to the office and request to use the CD Burner, the firewire and the power cable.

It is a good idea to sit at the instructor computer or a computer in the back row because there are more open outlets.

Plug the firewire into the back of the burner and the other end in the back of the modem box. There are two choices for input and you can use either hole that has the firewire symbol on it.

The power cable is black and is also plugged into the machine and the modem. Then, **after everything is plugged in, turn the power switch on** the burner to the on position.

Make sure the computer is in OS9 mode. There should be a rainbow colored apple in the upper left corner of the screen. If there isn't then you are in OS10 and it should be changed

In order to do this you need to:

- Go to system preferences
- Click on start-up disk
- Click on OS9 and click Restart. (It will restart the computer in OS9)

The computer needs to have Toast on it. We have an old copy of Toast in our lab. Toast is a program used in OS9 to burn CDs. Find and Open Toast. After the program loads, double click new untitled CD. Choose audio, data or CD copy.

Drag the files you want into the window. You can change the names of your folders or file names by clicking once and once the text box appears, you can type in your new name or title. You can even get new folders. You can choose to put your files under the folders or in them by dragging them where you want them to go.

When you are finished, put the blank CD in the drive. Use the button to open/close the door. Click record.

Then Choose start writing now. Decide on a speed 1x,2x,4x,6x,8x,10x, and 12x. Choose to buffer underrun prevention.

If you decide that is not what you want to do you can abort the writing by choosing the abort option. This will stop your recording process.

When it is done, a window will come up that says disk is ready. Verify or eject. Choose to verify it. Once Verification is complete, you hit eject.

Put everything away. Take all the plugs out that you put into the machine and take it all back to the office.

Written By Jackie Hiteshaw.

Quick Notes to Help Make Sequencing Successful

Tracks and Midi Channels

Use the same midi channel as track number. This will help you to know what midi channel the track will be recording on and playing on.

Instrument Sounds

Be consistent with the instrument you choose to record on which midi channel. Example: You can choose to always record the piano part on track one, midi one; strings on track two, midi two, etc. The industry standard for drums is midi ten, so record drums on track ten. By doing this you will always know where to find the specific part that you want to work on.

Quantize Function

The Quantize function moves all notes within the edit region to the nearest selected quantize value. The quantize value is a rhythmic beat division, commonly between a quarter note up to a 64th note triplet. If you choose an 8th note as the quantize value, then all notes within the edit region are moved to the nearest 8th note beat division. This produces a perfectly precise rhythmic performance. Make sure you do not choose a quantize value that is greater than the shortest note value within the edit region. If you do, the notes of a shorter value will be moved to fit within the value that you have chosen. Example: If you quantize a region to an 8th note when there are 16th notes within the region the 16th notes will be moved to an 8th note.

By Cyndi Williamson