

HOW TO DO CHORUS MUSIC STUFF ON THE COMPUTER

INDEX

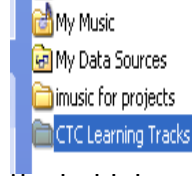
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A special thank you goes to Karla Fenton from Houston Horizon chorus for the use of her “HOW TO” guide to help me create our own version of a “HOW TO” guide.

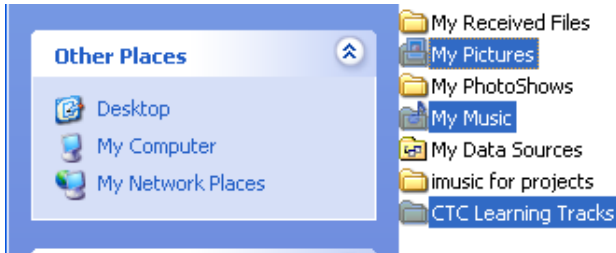
Terminology:

Highlight – to select an item, usually by clicking on it, sometimes by dragging over it. The item will then look different than unselected items. Usually boxed in a color. Example:



Drag – to click the left mouse button, hold it down and move the mouse

Select many/multiple tracks – highlight the first thing you want to choose then hold down the CTRL key and highlight the other things you want to choose. When you have all your selections highlighted, let go of the CTRL key and then drag them to where you want them.



Mid-sized window – when you have a window open on the computer screen it has boxes in the top right corner. Usually a dash, then a box, then X. If the middle box is 2 boxes layered then it the window is full sized. If it is one box the window is middle sized.

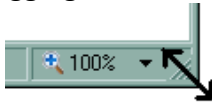


Mid-sized

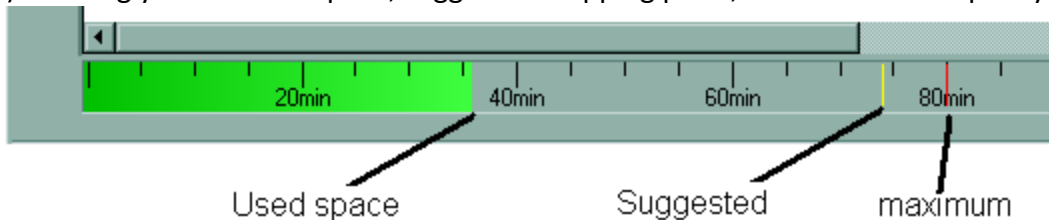


Full-sized

A mid-sized windows size can be adjusted/changed by putting your mouse in the bottom right corner and dragging it smaller or larger.



Capacity of a CD – MOST CD's can hold 80 minutes of music, but you need to allow room for the index to be written on the CD as well. In all CD burning programs you will see an indicator at the bottom of the screen (usually) showing you the used space, suggested stopping point, and maximum capacity.



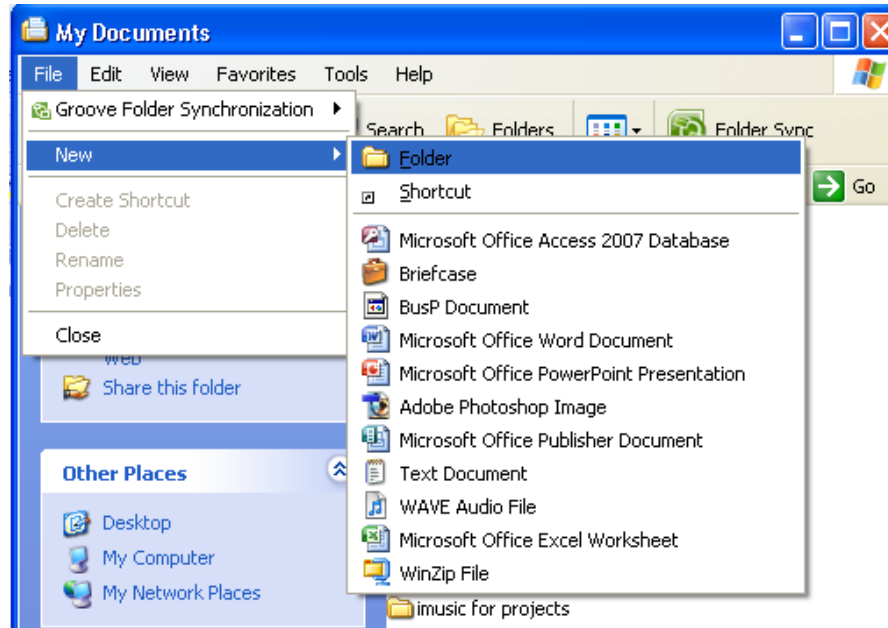
Over full disk – if you get past the Maximum, you will need 2 CD's or you can remove some of the files from the disk to be below the Maximum, to remove the files, right click on them and choose remove or delete. It is removing or deleting them from the burn list – not your computer.

Right Click – pressing the right mouse button, will get you into background menus

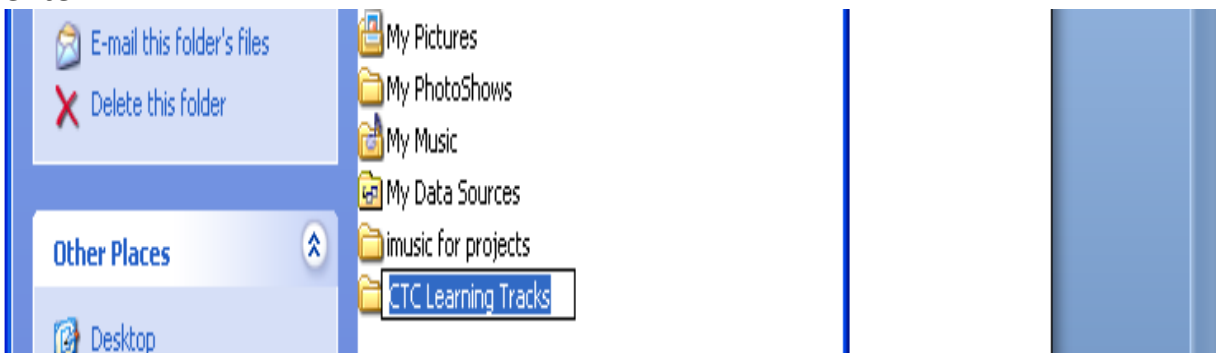
Left Click (or click) - pressing the left mouse button, used to choose or select an item/option

Creating a new folder to save stuff in:

1. I suggest putting all the folders and files in your “My Documents” folder and make a sub-folder in there. In this example I’m making a folder named “CTC Learning Tracks” and then a subfolder for each song.
 - a. Open the My Documents folder
 - b. Click on the File menu
 - c. Click on New
 - d. Click on Folder

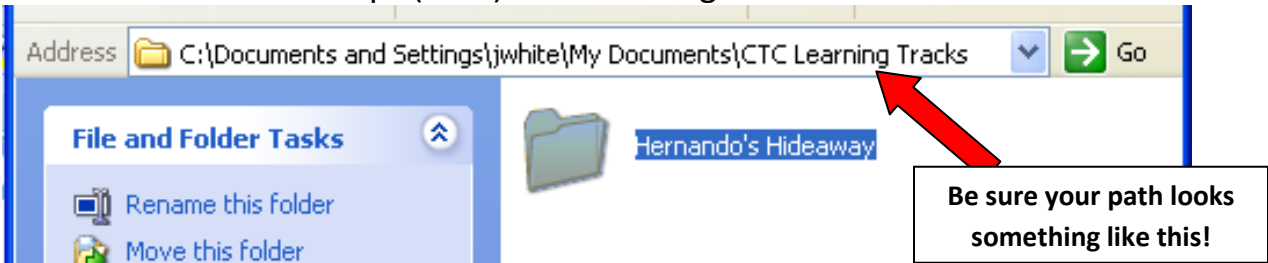


- e. While the name “new folder” is blue, type CTC Learning Tracks and then press enter.



- i. If you have trouble renaming the folder, right click on it and choose “rename” from the menu that shows up.
 - f. Now to create the subfolders for each song:
 - i. Double click your “CTC Learning Tracks” folder to open it. It should be empty unless you have been in it before
 - ii. Click on the File menu, then New, then Folder (just like you did in steps a-d)

- iii. Name this folder for the song you are going to download/save (example: "Hernando's Hideaway" (like you did in step e)
- iv. Do these steps (i – iii) for each song.



Save the music tracks/files from the website

(*You need to download/save the files to your computer**

BEFORE you try to burn them to CD*)**

1. First, choose a place/folder on your computer where you are going to save your learning tracks to. I suggest putting them in your “My Documents” folder where you made your “CTC Learning Tracks” folder and you have created a subfolder for that song. If you do not have your subfolder made go back to the section on “Creating a new folder to save stuff in”.
2. Go to the Chisholm Trail Chorus website
3. Sign-In to the Members Only Section
4. Scroll down to the music section:

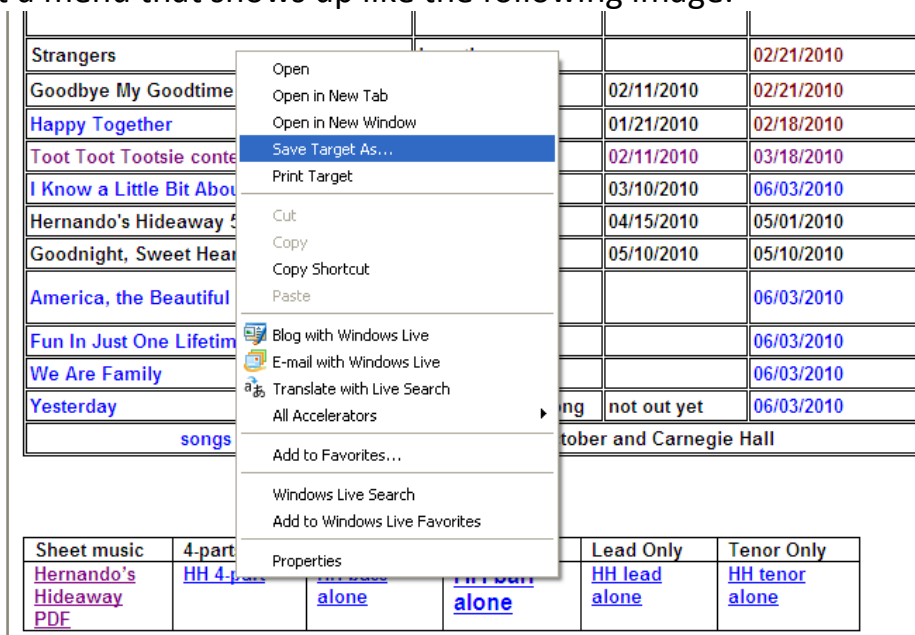
Sheet music	4-parts	Bass Only	Bari Only	Lead Only	Tenor Only
Hernando's Hideaway PDF	HH 4-part	HH bass alone	HH bari alone	HH lead alone	HH tenor alone

5. Explanation of each column:

Sheet Music – the printable music

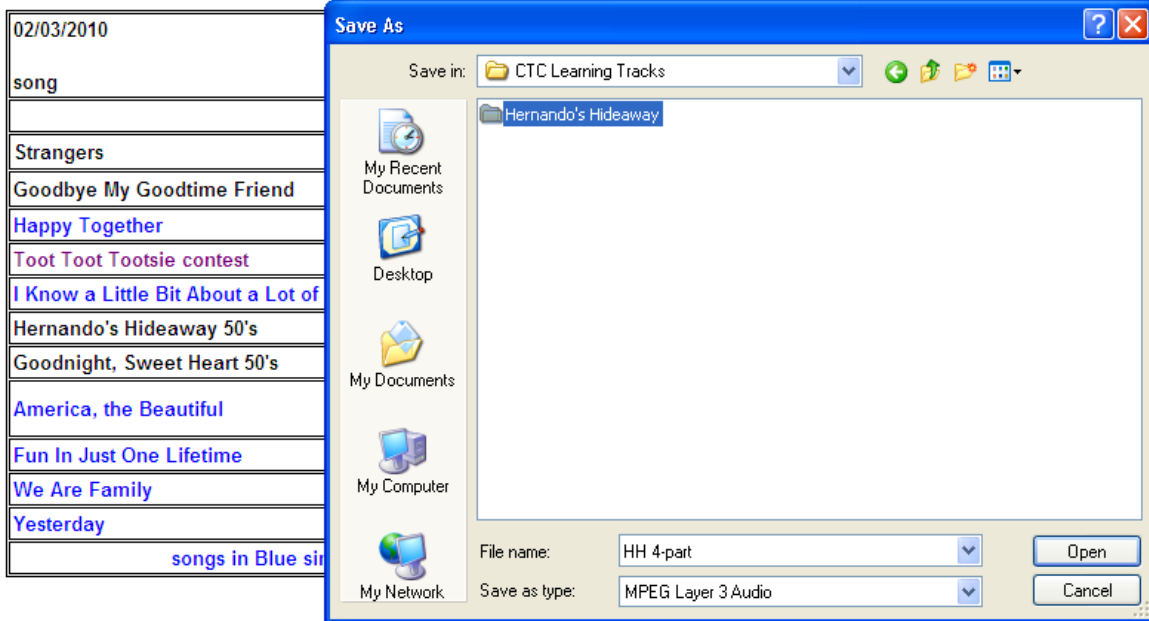
Learning Tracks – 5 sub-columns, pretty self-explanatory

6. Right click on the song and learning track that you want to save to your computer, you should get a menu that shows up like the following image:

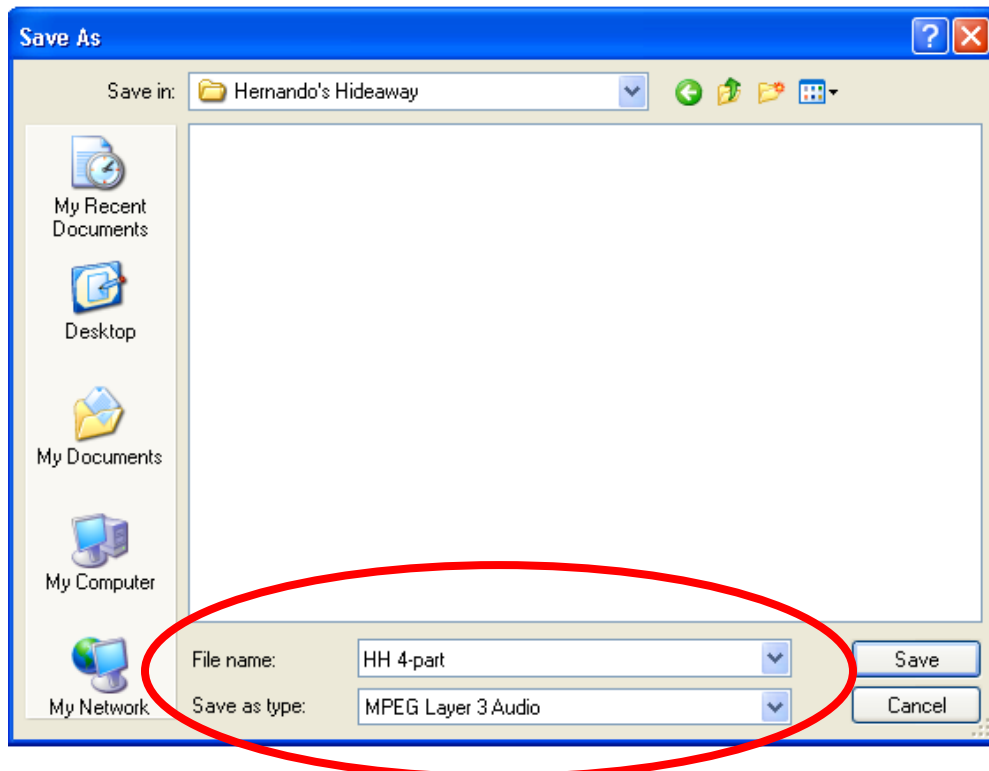


7. Click on “Save Target As...” (shown highlighted in the above image)

8. A “Save As” window will open, click on the drop down menu for “Save in:” and select the folder to put the music files in:



9. In the “File Name” box it should have the name of the track you are saving: in my example it is “HH 4-part.mp3”, click on the Save button. (circled below)



10. Do this (steps 6 – 9 this section) for each track you want to save to your computer.
11. Once you have all the tracks you want to burn to a CD on your computer you can then move on to the section “Burning songs to a CD” on page 7.

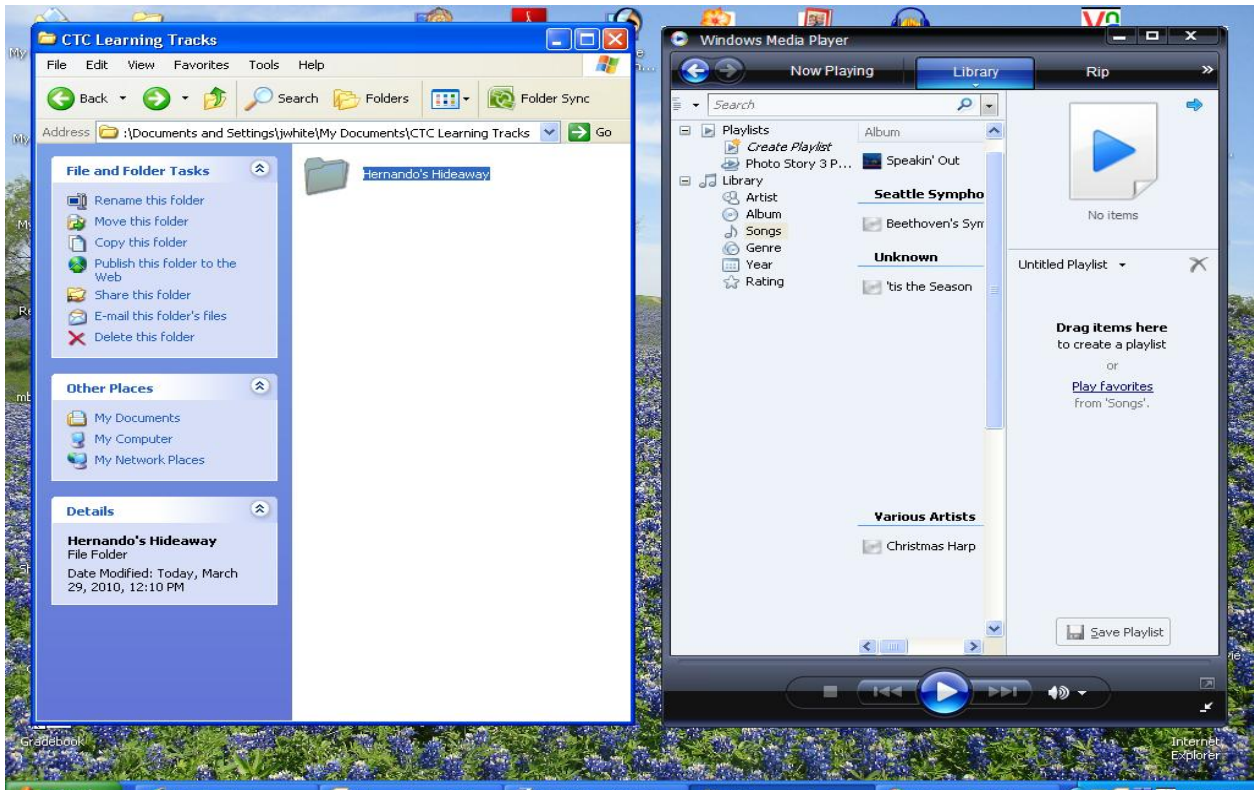
Burn a Music CD

I strongly suggest using regular CD-R media CDs rather than an Audio/Music CDR – they are coded differently and sometimes some CD players in cars don't like the Audio CDs. Brand doesn't matter that much. Buy whatever is on sale! 😊

Windows Media Player

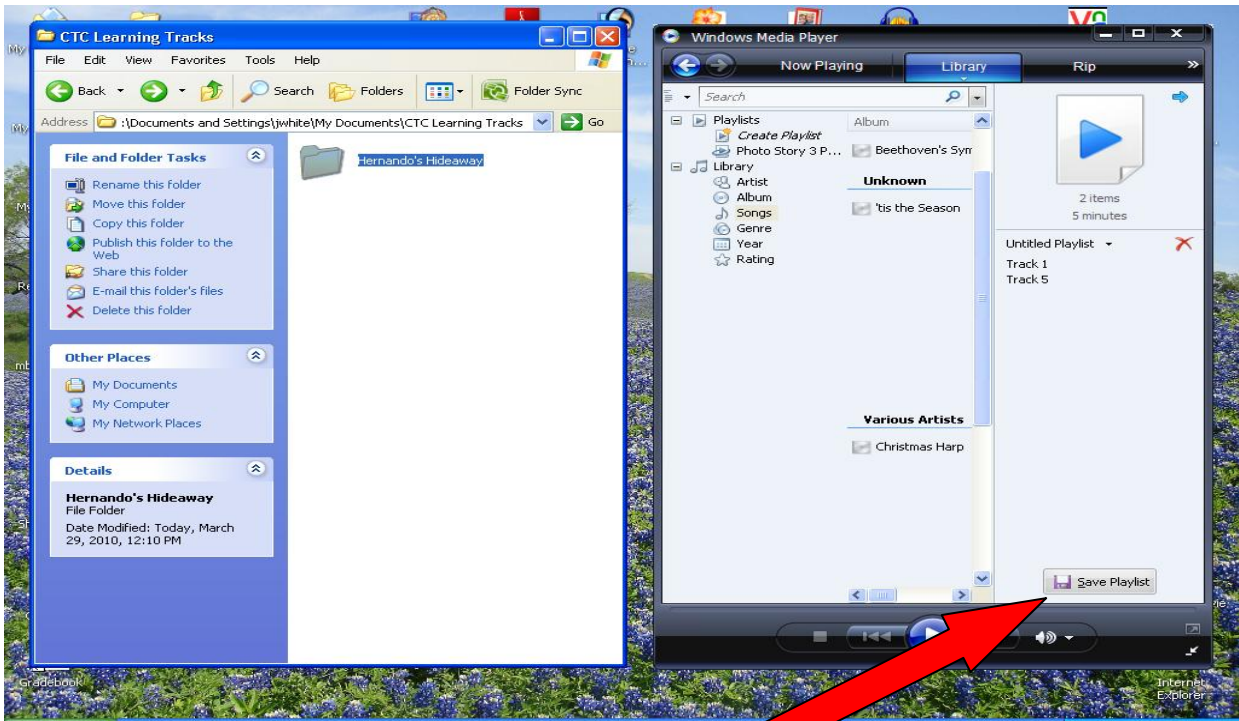
(You need to download/save the files to your computer BEFORE you try to burn them to CD**)**

1. The easiest way is to have all the files you want to put on the CD in one folder on your computer. So make a new subfolder (see page 3) for the name of the music, such as “Hernando’s Hideaway”.
2. Open your Windows Media Player in a Mid-sized window (not taking up the whole screen).

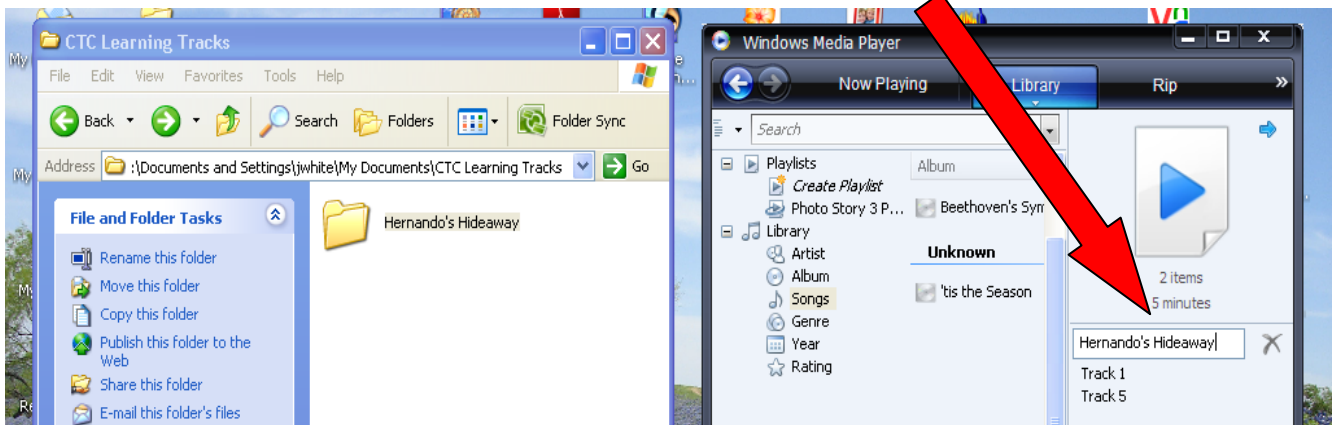


3. Be sure your Media Player is showing the “Library” panel.

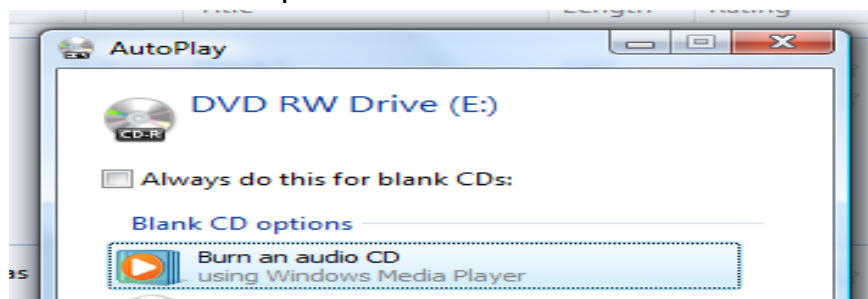
- Click and Hold on the highlighted folder and drag the folder labeled with the song you are wanting to burn as a CD, such as “Hernando’s Hideaway” to the side panel of the Windows Media Player then release.



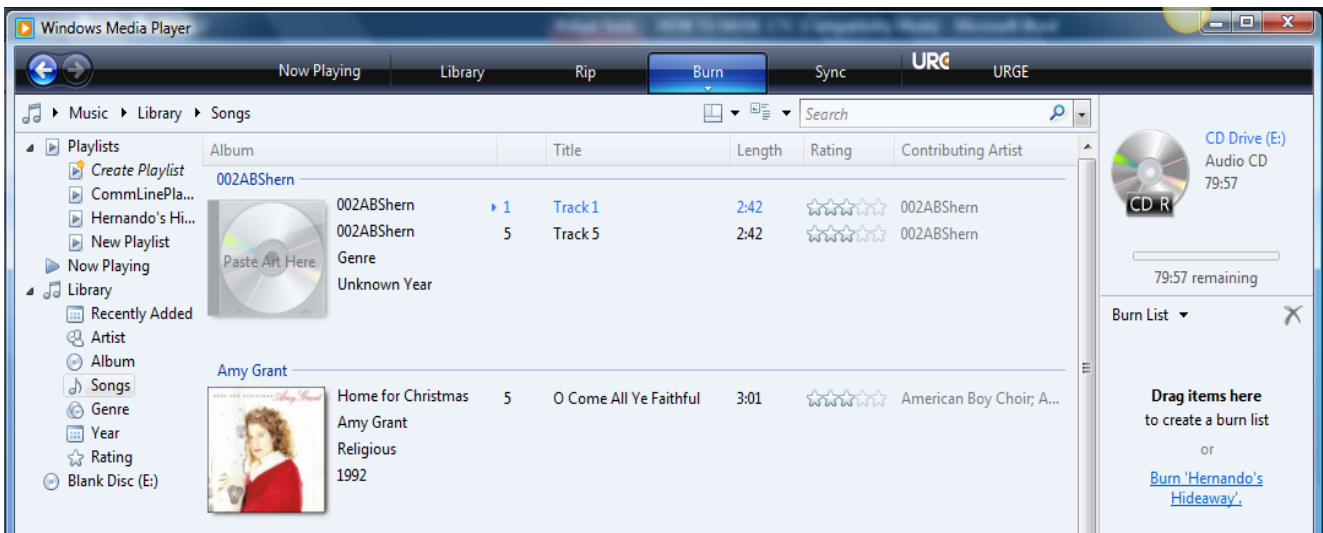
- Click on the button marked “Save Playlist”. Label the playlist.



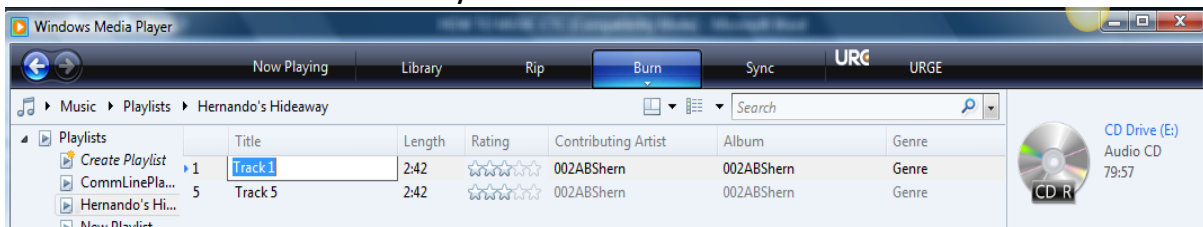
- Close the window labeled “CTC Learning Tracks” then resize the window for the Media Player.
- Place your blank CD in the computer and select Burn an Audio CD.



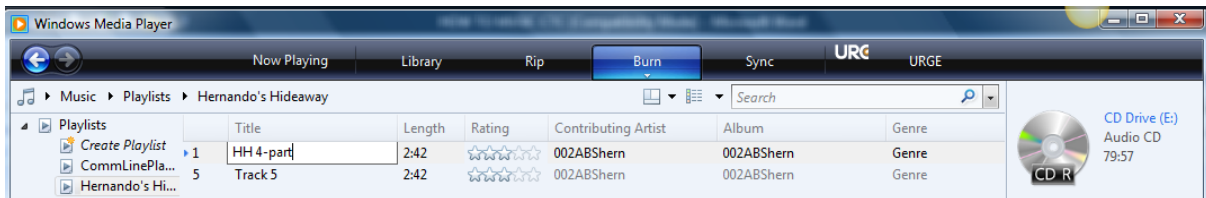
8. Select to Burn Hernando's Hideaway or Click and Drag the playlist you want to burn.



9. Before selecting to burn, click to highlight "Track 1", then click on "Track 1" and change the name of the track to identify the sound on the track. Should look like this:



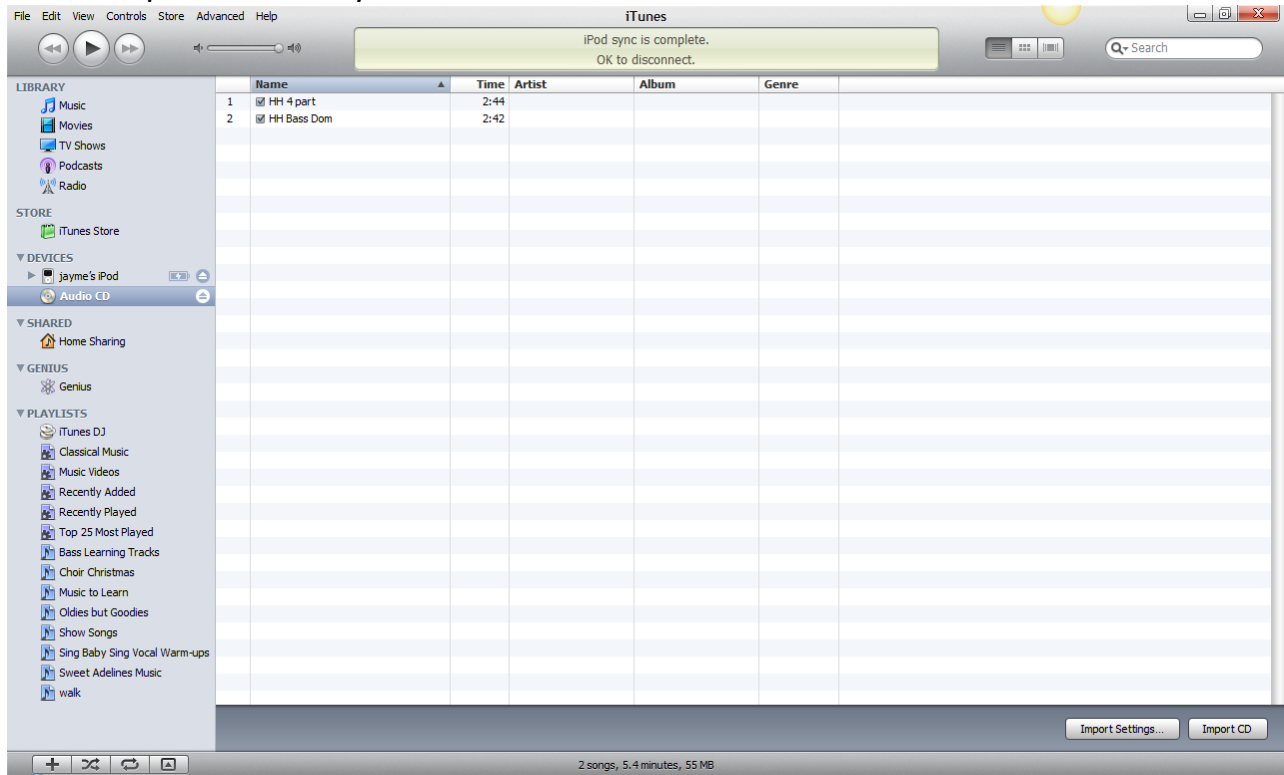
Then this:



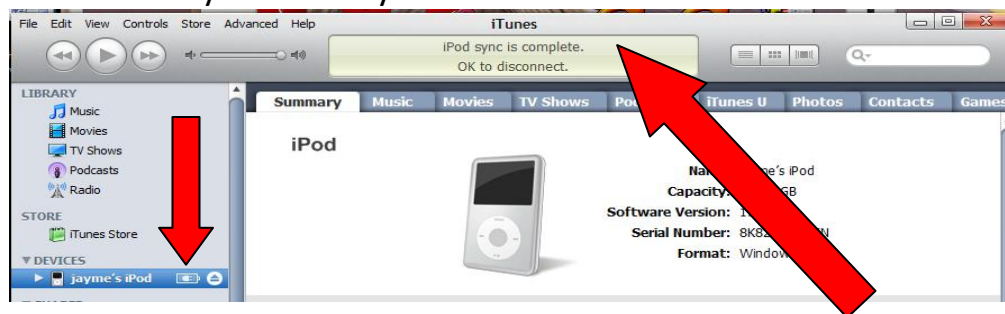
10. Repeat this step for each track you need to identify for your CD.
11. Select "Start Burn" after ALL of the tracks labeled.
12. When the CD is finished your CD drawer should pop open, if it doesn't that's Ok, just close the Media Player and open the CD drawer.
13. Remove your CD from the computer and label it with a sharpie marker.

iTunes - Put a CD onto an iPod

1. Have your iTunes window open and insert your CD into the computer.
2. Select Import CD from your iTunes window.

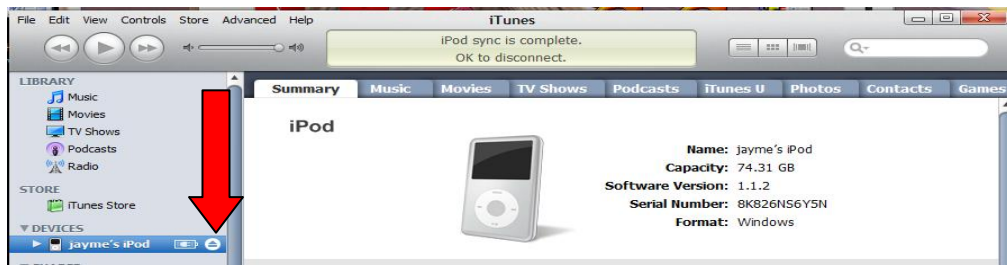


3. Once your CD has imported your tracks, add the tracks to a playlist, such as CDs to Learn, Music to Learn, etc.
4. To create a play list: (if you never done one before)
 - a. Click on File, then "New Playlist"
 - b. Type the name of the playlist and press enter
 - c. It should show in your Playlists area
5. You can put as many sound files in here as you want. Watch the number of minutes at the bottom of the iTunes screen, a regular CD can hold up to 80 minutes of music, iPods – it depends on the iPod.
6. Select the button to synchronize your iPod.



7. Watch the top of your window to see when the iPod is finished synchronizing. DO NOT unplug your iPod while it is synchronizing.

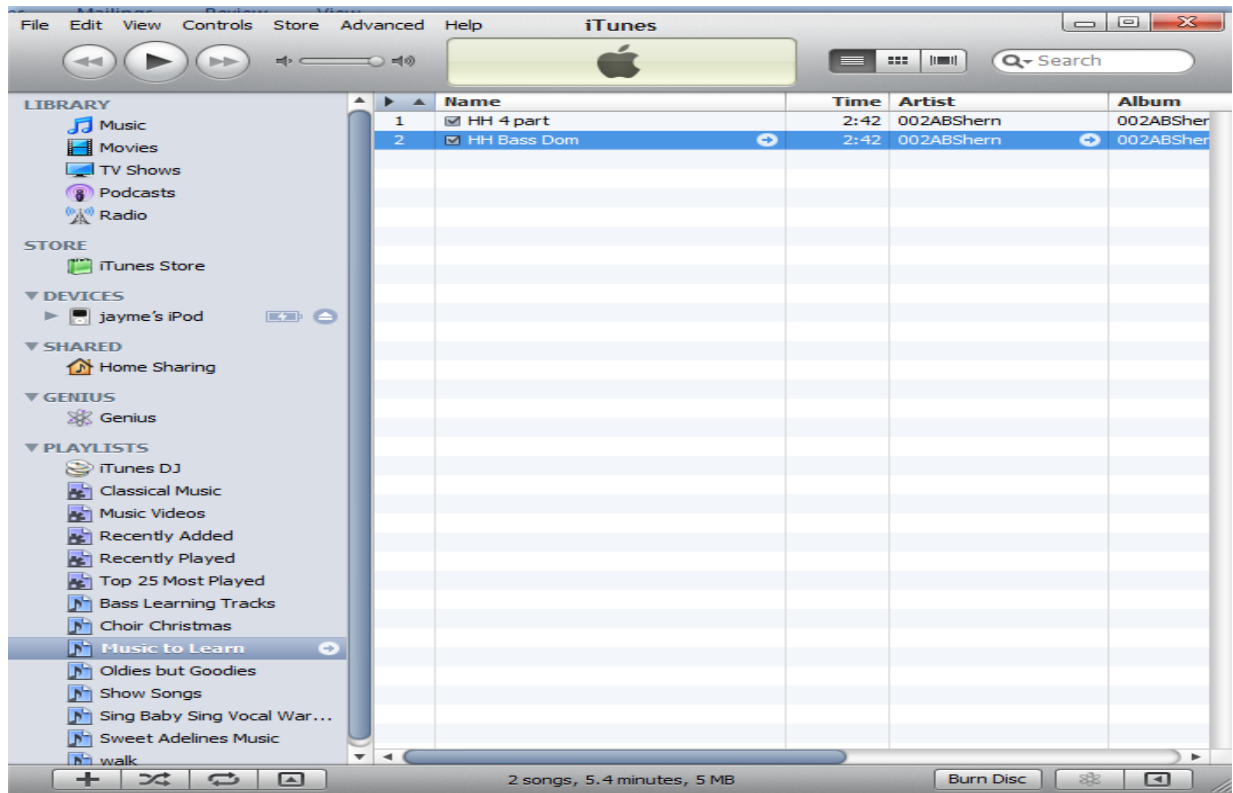
8. When it is finished, you can close iTunes and undock/connect your iPod.



iTunes - Put Files from the computer onto an iPod

(*)You need to download/save the files to your computer
BEFORE you try to place them on an iPod***)**

1. Have your iTunes window open Mid-size so it doesn't take up the entire screen.
2. From your regular window with the learning tracks in it, select and drag the sound files you want to put on your iPod into a playlist. This puts a copy in the iTunes Playlist.

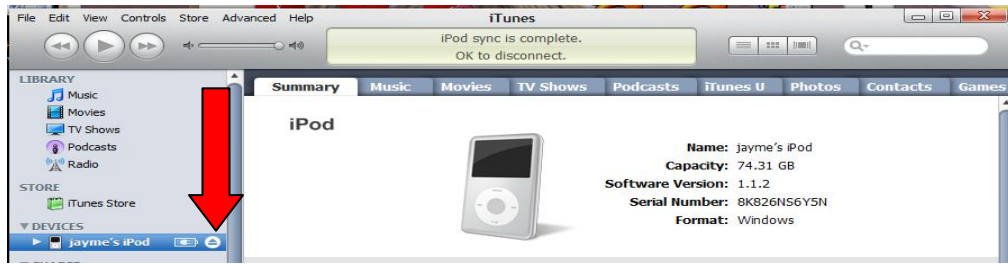


3. To create a play list: (if you never done one before)
 - a. Click on File, then "New Playlist"
 - b. Type the name of the playlist, such as CDs to Learn, Music to Learn, etc and press enter
 - c. It should show in your Playlists area
4. Select the button to synchronize your iPod.



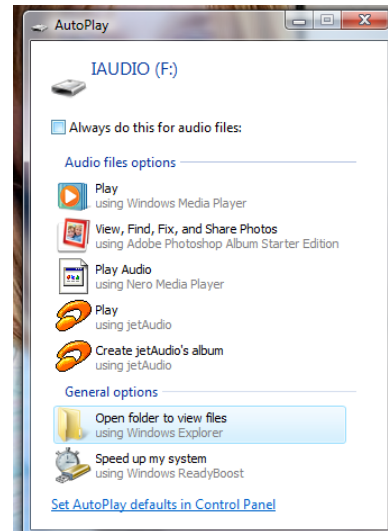
5. Watch the top of your window to see when the iPod is finished synchronizing. DO NOT unplug your iPod while it is synchronizing.

6. When it is finished, you can close iTunes and undock/connect your iPod.

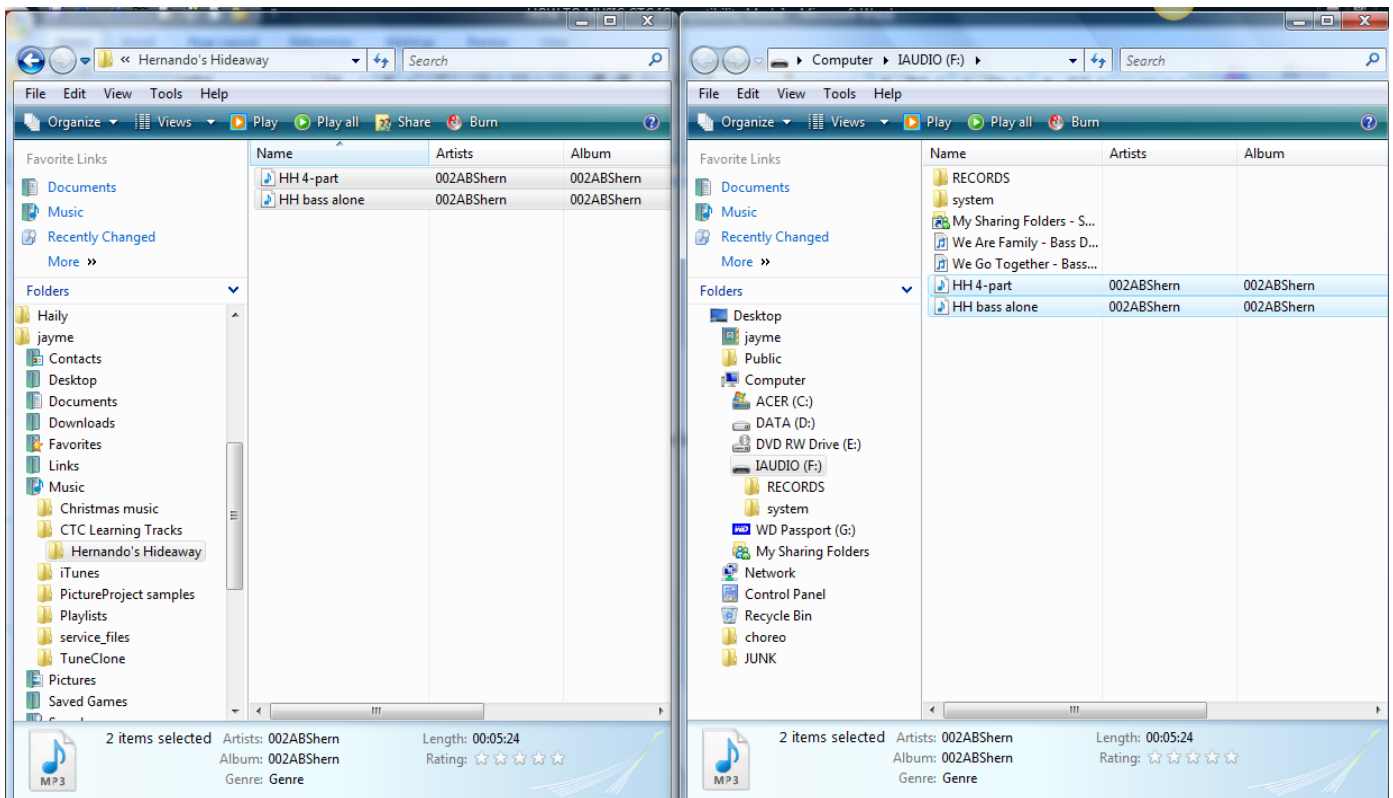


MP3 Player - Put Files from the computer onto a MP3 (***You need to download/save the files to your computer BEFORE you try to place them on a MP3 Player***)

1. Connect your MP3 Player to the computer, and then select “Open Folders to View Files. Should look something like this:

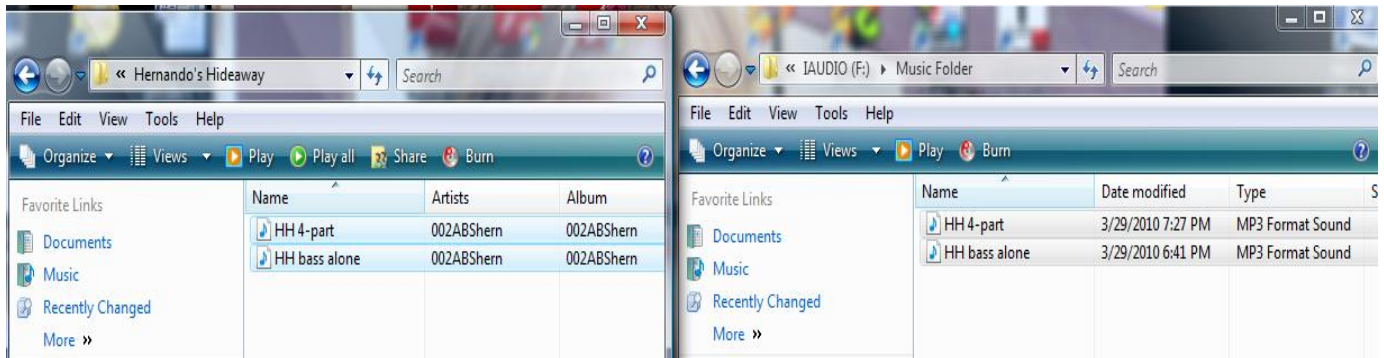


2. From your regular window with the learning tracks in it, select and drag the sound files you want to put on your MP3.



3. When the copying is finished, remove your MP3 Player from your computer.

4. If your MP3 Player has a folder called “Music Folder” or “Music Files”, then from your regular window with the learning tracks in it, select and drag the sound files you want into the folder.



5. When it is finished, you can close the MP3 window and disconnect your MP3 Player from your computer.