

notion<sup>™</sup>6  
■ ■ ■ ■ by PreSonus<sup>®</sup>

Quick Reference Guide

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## Connect with users around the world and learn more about Notion

**Notion is part of PreSonus** – connect with us via [www.presonus.com](http://www.presonus.com) and check out the whole range of products we are part of at [www.presonus.com](http://www.presonus.com)

**Expand your sound library** – visit <http://shop.presonus.com/products/software> for exciting expansion sounds

**Notion Music Forum** – Join discussions across a wide variety of topics, from tips on using Notion Music products to news about music technology hardware/software.

**Notion Social Outlets** – Join us online at Facebook or Twitter!

<http://blog.presonus.com>

<http://forums.presonus.com>

<http://www.facebook.com/Notionmusic>

<http://www.twitter.com/Notionmusic>

## Support

Check out the User Manual pdf, see our YouTube channel, ask your peers for help in the forum or file a support ticket from the link found on the Knowledge Base or direct from your My.PreSonus account.

Additional 3rd party resources are available too, such as the Notion tutorial series on Groove3.com and the “Create Music with Notion” book, both by George Hess.

**Knowledge Base** – <http://support.presonus.com>

**Forums** - <http://forums.presonus.com>

**Create a technical support ticket** - from either inside your account at

<http://my.presonus.com>, or via <http://support.presonus.com>

## Download

To receive your software, register online at [my.presonus.com](http://my.presonus.com) with the product key provided. The links to download the software and the sounds will be automatically added into your account once you’ve hit ‘Register New Software’ and entered the product key. You will also find the complete Notion manual and Quick Reference Guides have been added to your account for reference.

## Install

Double click your downloaded Notion software and follow the onscreen instructions. You can choose your language and whether you wish to install in 32- or 64-bit during installation.

## Activate

After the installation has completed you can choose to activate your copy of Notion or use in Demo mode – you will not be able to print, save or export until you have activated your software. To activate, enter the product key and your email address. Once this process is complete you will be able to start working in Notion.



## Notion for iOS is a great companion for your new Notion software.

When you use Notion on your desktop computer and iPad or iPhone you can share your files seamlessly with iCloud and Dropbox. It's a great way to continue working on your projects when you're on the go. You can edit and playback your score on one platform and then send it to the other and continue working on the same file.

Find more information at:

<http://www.presonus.com> or search for Notion in the App Store



## Get the best of both worlds with PreSonus Studio One

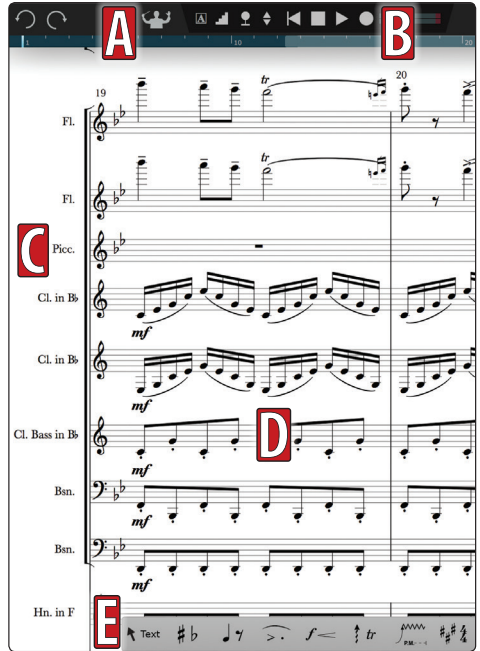
Notion6 introduces seamless data transfer with PreSonus' award winning DAW, Studio One. Now you can share audio, note and document data in both directions, between Studio One and Notion whether they are on the same machine, or running anywhere on the network

Try out the free demo of Studio One - available from your [my.presonus.com](http://my.presonus.com) account.

## The Main Notion Window

You spend most of your time in the main Notion window where you'll find many convenient controls, palettes, and indicators, here are a few.

- A NTempo.** Control your score's playback with NTempo by selecting this icon.
- B Transport.** Access playback and record controls.
- C Instrument Name.** Displays the name of the instrument per staff.
- D Score area.** Large area with your composition. Have as few or as many instruments as you want.
- E Entry Palette.** Most score markings are never more than a click away.



## The Toolbar

The icons located in the toolbar allow the user easy access to tools frequently used.

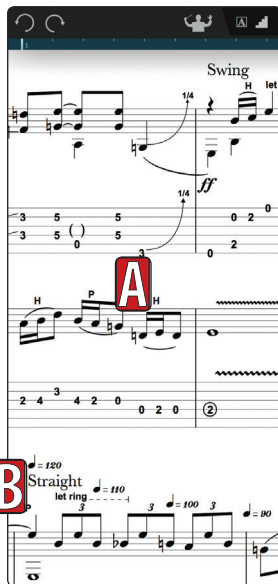


- A - Handwriting Entry.** Enter notes either directly into the Score Area, or turn on the optional handwriting zoom area
- B - Virtual Keyboard.** Enter notes and chords or audition a melody on this interactive keyboard.
- C - Virtual Drumpad.** Enter the desired drum or pitch while in step-time entry mode.
- D - Virtual Fretboard.** Enter notes and chords or audition a melody with the interactive fretboard.
- E - Chord Library.** Select, create and insert chords or chord diagrams into your score
- F - Score Setup.** Click this button so you can quickly add, change, edit or remove a staff in your score.
- G - Mixer.** Click this button to open the audio mixer console so you can adjust individual instrument audio, edit effects, route output to external equipment, and more.

## Guitar, Bass, and Other Fretted Instruments

Prefer to work in tablature? Notion has you covered. Work with tab staves, a virtual fretboard, and an interactive chord library to capture your latest ideas.

- A** Enter commonly used techniques including bends, slides, hammer-ons, pull-offs, taps, slaps, vibratos, and harmonics.
- B** The edits you make in a tab staff appears in a notation staff – and vice versa.

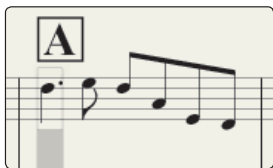
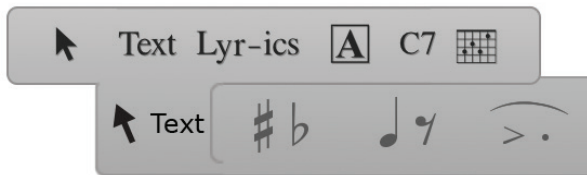


## Entry Palette

With the pop-up options in the **Entry Palette** you quickly access markings you can place on your score. By default, this palette automatically appears at the bottom of the score area but you can set this to appear with a right click wherever your cursor is in the score (Go to Window>Show Palette).

### Try Adding A Score Marking

Simply hover your mouse over one of the bottom panes to open a flyout window with options.




Hover over any of the options to view more information in a tooltip. To use a particular marking, click it.

A representation of this symbol now appears on your cursor (a Music Cursor).

Position the marking where you want it (see left). To add it to the score, either click your mouse or press ENTER. It's that easy.

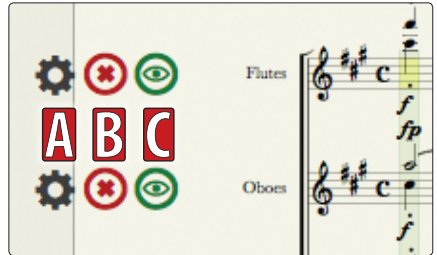
## Score Setup

Click the  button, to display this function. In **Score Setup** you can quickly add, change, or remove staves. You can also hide/show, customize the order, change the appearance, and change the instruments assigned to multiple staves.

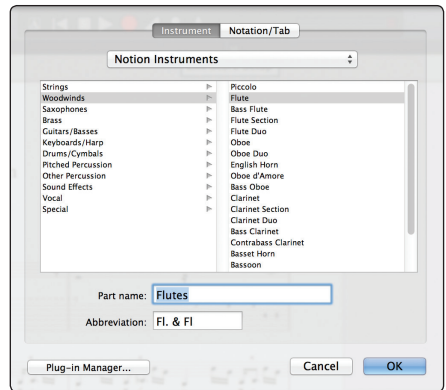
**A** **Score settings** - access the score setup options.

**B** **Remove instrument** - removes instrument from score.

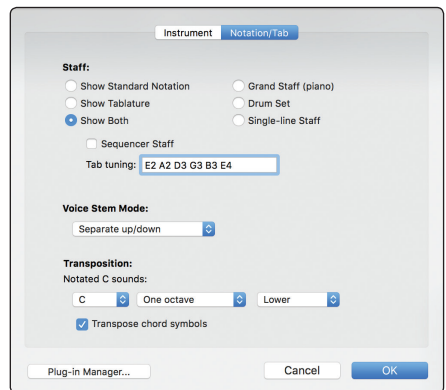
**C** **Hide/Show instrument** - hides/shows the instrument in your score.



Change instrument, part name, or abbreviation



Change instrument settings, and notation settings



## Try adding a Staff or Instrument

Part of the process of adding a new staff is assigning an instrument, working from the bottom upward (letters refer to the call-outs in the illustration):

- 1 Click a sound source, such as Notion built-in instruments.
- 2 Hover over an instrument family.
  - » A sub-menu of instruments displays..
- 3 Click an instrument.
  - » You have just created a new staff and assigned an instrument to it.

You can continue to rapidly create more staves this way. To exit Score Setup, you can press the Exit Score Setup button at the top or press ESC.

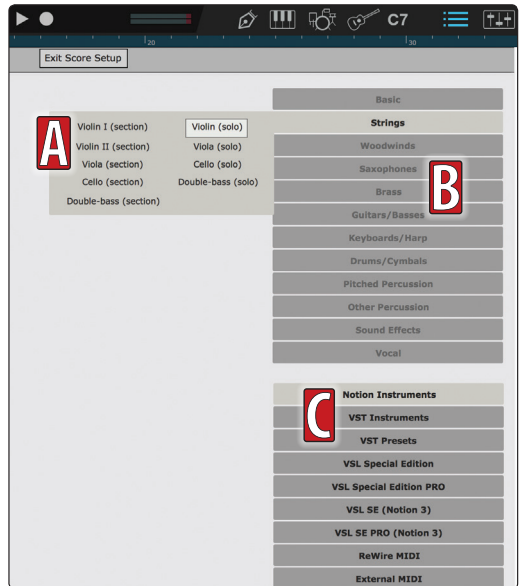
**A Instruments** – Click the instrument you want to assign.

**B Instrument Families** – The options change with the sound source you select below.

**C Library options** – View the options currently installed on your computer.

You can download additional instruments, sound effects, and performance techniques. Check out the Expansion Sounds at:

<http://shop.presonus.com/products/software>



## Score Area

Unlimited instruments, unlimited pages, and highly customizable. Work in a full score, or just with your choice of instruments – or quickly edit or print a single instrument (go to the Menu bar and select **Score > Dynamic Parts**).

**A** **Continuous Page View** – Notion offers three page views. The one pictured here is Continuous. This “no manual scrolling” option features a continuous run through the score with no page breaks.

To change page views, go to the Menu bar and select View. The three options at the top of the menu are **Continuous**, **Pages Across**, and **Pages Down**.

**B** **Margin** – Seen in Continuous page view, this overlay updates you on the current Key and Time Signatures and identifies instruments in a red text.

**C** **Playback marker** – Seen in all page views, this green marker across a system identifies where playback is at the moment. As the marker moves further to the right, your view of the score automatically jumps ahead.

The image shows a screenshot of a music score in Notion software. The score is displayed in a continuous page view. The instruments listed on the left are: Bsn. (Bassoon), Hn. (Horn), Camp. (Cymbal), Vlns. (Violins), Vlas. (Violas), Vcls. (Violas), and Cb. (Cello). The score is in the key of B-flat major and 4/4 time. A green vertical line, labeled 'C', indicates the current playback position. A red box labeled 'A' is positioned over the first measure of the Bsn. part, and another red box labeled 'B' is positioned over the first measure of the Vlns. part. The Vlns. and Vcls. parts are marked with *mf*. The bottom of the screenshot shows a control bar with a 'Text' button, a key signature of B-flat, a time signature of 4/4, and other musical symbols.

## Mixer

Works just like a hardware console, but without the hassle of wires! There's a channel strip for each instrument, eight buses, and a master channel strip. Click the **Mixer** button in the Toolbar to open this separate window.

**A** These instrument-family buttons help you find the channel strips you want quickly.

**B** **Sends** – Send a percentage of a channel strip's sound to one or more buses.

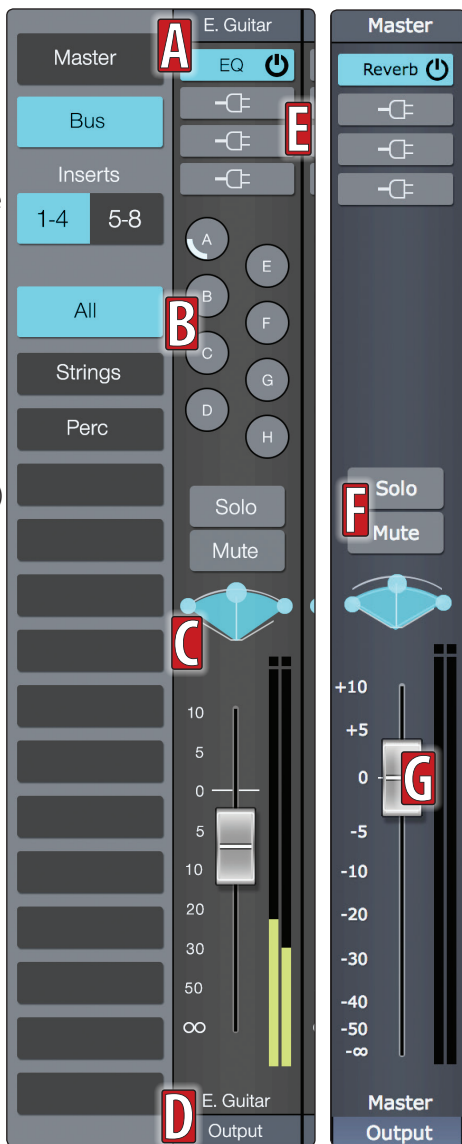
**C** **Power Panning** – Not simply left/right placement, but also how wide a spread.

**D** **Output** – Click to determine where sound from this strip goes: to the Master or to external digital channels.

**E** **Inserts** – Place effects (such as reverb or distortion) on individual instruments or (better yet) on one or more buses to be shared among your choice of instruments.

**F** **Solo/Mute** – Great for isolating trouble spots while composing or during rehearsals. Set up multiple solo or muted instruments with a few clicks.

**G** **Master** – Global volume, panning, and effects.



**Heads-Up Display** – The optional HUD (available when you are in NTempo mode) keeps you updated on current playback conditions.

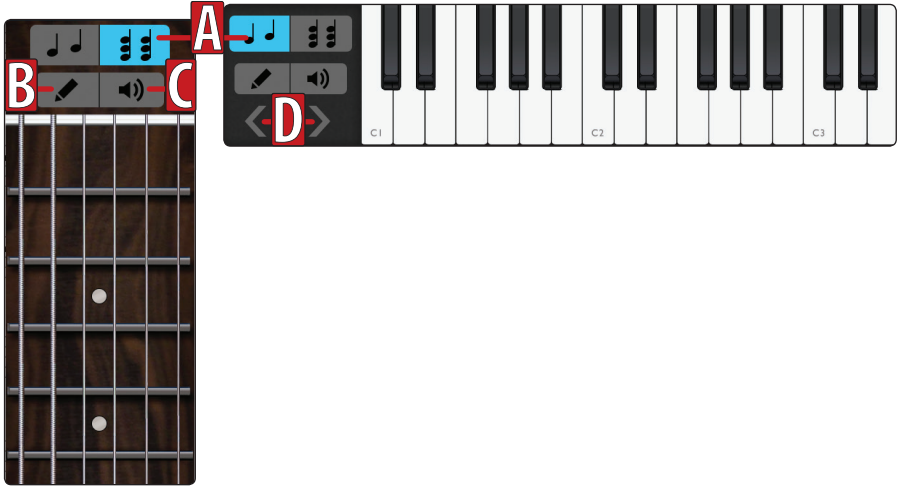
**In this example:**

- **A** – The current Rehearsal mark.
- **1/4** – The playback marker is on beat one of a four-beat measure.
- **15** – The playback marker is in the 15th measure.
- **130 130** – The smaller first number identifies the written tempo. The larger second number identifies your current tempo.
- The timecode at the bottom displays in hours:minutes:seconds:frames (30 frames/second).

The image shows a snippet of a musical score with a Heads-Up Display (HUD) overlay. The score consists of several staves of music. A green vertical bar is positioned at the beginning of the 15th measure, indicating the current playback position. Above the first staff, there is a rehearsal mark 'A' in a box. The tempo is marked as 1/4. The HUD overlay is a dark rectangle with white text. It displays the tempo '1/4', the current measure '15', the written tempo '130', and the current tempo '130'. At the bottom of the HUD, the timecode is shown as '00:00:26:06'. The score includes various musical notations such as notes, rests, and dynamic markings like 'p' and 's'.

## Virtual instruments

The virtual instruments allow you to enter or audition notes/chords by selecting a duration and clicking the note on the instrument to either audition or enter the note.



- A** Choose whether you'd like to enter music as single note (melody) or multiple notes (chord).
- B** Choose the pencil icon to enter notes as you select them on the virtual instrument.
- C** Choose the speaker icon to audition notes on the virtual instrument.
- D** Select the octave you'd like to enter/audition notes (virtual keyboard only).










The virtual drumpad works just like the other virtual instruments with the addition of the drum library. To use the drum library select a style (funk, jazz, rock, or world), choose a pattern and click in the score to place it.

**NTempo or Edit Mode** – Notion operates in either Edit Mode, where you can make changes, or NTempo mode, where editing features are turned off and certain playback features become available. To change modes, click the **NTempo** button.



## Transport

### Optional buttons for common tasks.

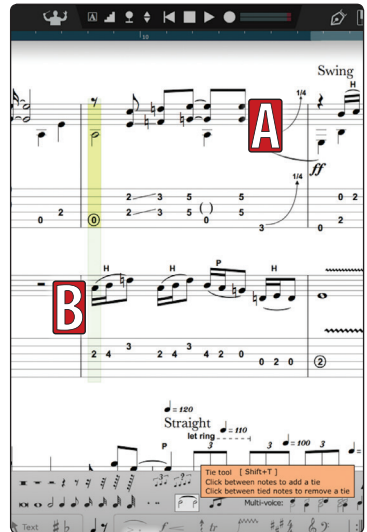
-  **Rewind** – Click once to return to the spot where you last started. Click twice to return to the beginning.
-  **Stop** – Halt playback but stay at that location.
-  **Play** – Have Notion play your score using metronome marks in your score to determine tempo.
-  **Real-Time Record** – Click to have Notion record notation as you play a MIDI device.
-  **Step-Time Record** – Click to enter notation from a MIDI device a step at a time. Also can be used with the fretboard.
-  **Tempo Overdub** – Using the NTempo feature specify and edit tempo, down to individual beats. Can be used to reduce the number of metronome marks in a score.
-  **Metronome** – Choose whether to have metronome audible in playback.

**A** **Toolbar** – thin strip across the top of the window with various controls

**B** **Editing marker** – Shows at a glance where you are currently in the score.

**C** **Tooltip** – Unsure what a particular symbol is? These small windows open to tell you – and remind you of their keyboard shortcuts.

**Customize your view** – Change page views, change the font size or switch to a jazz lead-sheet font, zoom, specify where measure numbers appear, jump instantly forward or backward, and more.



## Handwriting

You can now use your own handwriting as a note entry tool - either directly into the score, or into the pop-up handwriting area. Notion's handwriting engine is powered by MyScript™ which has analyzed thousands of different music hand writing styles - this means there are no custom gestures to learn nor does the software need to "learn" your own personal style. Recognition is available on standard notation staves, not percussion nor tablature.

### Writing directly into the score



Click the handwriting tool icon. You can now draw freehand, directly into the score area. When you stop drawing, Notion will wait for a couple of seconds, and then convert your handwriting into digital notation.

To move the score area around: either use the scroll bars or on a Microsoft Surface or Mac Trackpad, use two fingers to swipe the score around.

To zoom, either use the keyboard shortcut (Ctrl/Command and + or -) or on a Microsoft Surface or Mac Trackpad use two fingers and spread them to zoom.

### Writing into the handwriting area



Click the handwriting tool icon. The "magnifying glass" icon will now appear. Click this to show/hide the handwriting area at the bottom of the screen. This option for writing is especially useful for: writing into large scores, so you don't need to keep zooming in or out; combining handwriting with other note entry methods such as MIDI record or steptime.

Click a measure in the main score area, and the handwriting area will jump to that spot. You can now draw in - when you stop drawing, Notion will wait for a couple of seconds, and then convert your handwriting into digital notation

### Drawing

Notion can convert notes, rests, chords, articulations, measure lines, accidentals, time signatures, measure lines, ledger lines, slurs, ties, clefs.

### Voices



To write into different voices, select which voice you require on the palette, or use the shortcut Cmd/Ctrl + x (where x = 1-4)

### Delete



You can scribble out to delete - to delete a note, scribble out over the notehead itself to remove. You can also select the item and press delete

### Pressure

On a Microsoft Surface, the thickness of the drawn line will respond to the pressure of the stylus on the screen. This gives a much more natural feel when writing, and better accuracy in recognition - even if your beautiful handwriting ultimately will get converted into digital notation.

## ...But I don't have a touchscreen!

Check out our Knowledge Base for some ideas as to how use handwriting recognition without a touchscreen...

### Supported Handwriting Score Elements:

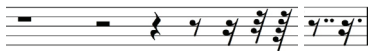
#### Clefs:



#### Note durations:



#### Rest durations:



#### Tuplets:



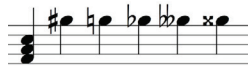
#### Time signatures:



#### Bar lines/Repeats:



#### Chords / Accidentals:



*Tip! Keep the sharp sign small when writing*

#### Ties/Slurs:



#### Articulations:



#### Ledger lines:



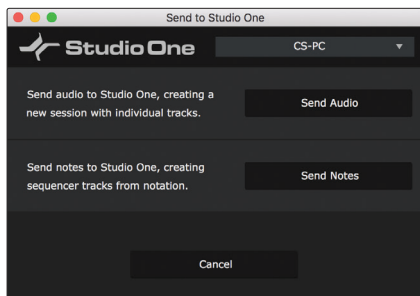
**W MyScript.**  
*The Power of Handwriting.*

## Studio One Interop

### Use the best of both worlds...

If you are using a DAW and notation software in your workflow either by yourself, or in collaboration, then we have some new ways to transfer your musical ideas between these two worlds. Not got Studio One? Try the demo now in your [my.presonus.com](http://my.presonus.com) account...

### Send audio to Studio One



Ready to send your orchestral sounds over to Studio One for mixing? Finished using ReWire and now want to finalize the project? You can now send audio straight over to Studio One (version 3.3 and later) running either on the same computer, or to an open instance of Studio One anywhere on the network.

1. Open Studio One either on the same machine, or a machine on the same network
2. In Notion, go to File>Send to Studio One (or Cmd/Ctrl + Shift + U)
3. Notion will now bounce the audio and transfer it to Studio One, automatically opening a new document
4. In Studio One, the new document is now ready, complete in score order, with file name, instrument names, tempo, time signature, rehearsal marks, instrument volume and panning

If you want to send an extract or short idea rather than the whole score, just make a selection in the score first before opening the Studio One dialog

### Send note data to Studio One

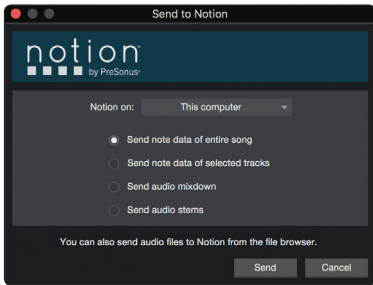
Do you “think in notation” but need to ultimately use a DAW? Now you can compose in Notion and then send note data (MIDI and other note related information) straight over to Studio One (version 3.3 and later) running either on the same computer, or to an open instance of Studio One anywhere on the network.

1. Open Studio One either on the same machine, or a machine on the same network
2. In Notion, go to File>Send to Studio One (or Cmd/Ctrl + Shift + U)
3. Notion will now transfer the note information and transfer it to Studio One, automatically opening a new document.
4. In Studio One, the new document is now ready, in score order, for you to assign sounds. As well as pitch and duration, Notion also sends document name, instrument names, tempo, time signature, rehearsal marks.

If you want to send an extract or short idea rather than the whole score, just make a selection in the score first before opening the Studio One dialog

If you are using a 3rd party VST instrument in Notion, such as Vienna Symphonic Library, the preset information is also sent over and the VST automatically loaded in Studio One. Which is pretty cool.

## Send to Notion from Studio One



This relationship goes both ways! With Studio One version 3.3 and later, you can now “Send to Notion...” Choose whether to send over audio or note data, of either selected tracks or the whole document.