

TuneSmith®

Quick Start Tutorial

Welcome



TuneSmith is an intuitive cross-platform software for Mac and Windows PC that offers songwriters a comprehensive set of tools for the creation and administration of their songs. As a free companion product for licensed users of Rhyme Genie, TuneSmith can be registered on as many computers as desired with the same serial number that was issued for Rhyme Genie.

While TuneSmith has the same features on both platforms, the Mac version differs in being able to run Rhyme Genie as a plug-in. The plug-in version offers all the benefits of the stand-alone version and will run in the demo mode prior to activation.

A purchased activation code can be used to fully unlock both versions of Rhyme Genie provided they are installed on the same computer.

Together with Rhyme Genie, TuneSmith is an invaluable songwriting companion that will help artists to stay organized and be more creative with greater ease. This quick start tutorial will give an overview of TuneSmith's main features.

Mac Installation

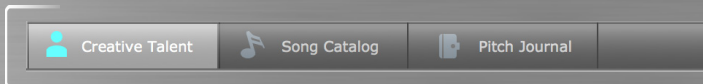
1. Insert the DVD into your DVD-drive. If the DVD directory does not open automatically, select the DVD icon in your finder window. If you have downloaded TuneSmith from our website instead of ordering an installation DVD, navigate to your download folder and double-click on the downloaded file.
2. Drag TuneSmith's folder to your 'Applications' folder.
3. Start the program by going to your 'Applications' folder, opening TuneSmith's newly created folder and double-clicking on the file TuneSmith.

PC Installation

1. Insert the DVD into your DVD-drive. If the DVD directory does not open automatically, double-click on the DVD icon in your computer's removable storage directory. If you have downloaded TuneSmith from our website instead of ordering an installation DVD, navigate to your download folder.
2. Double-click on the file "Install_TuneSmith" and follow the installation instructions.
3. Start the program by double-clicking on its newly created short cut icon in your desktop area or by selecting TuneSmith from the Windows Start Menu.

Main Menu

TuneSmith can be compared to a bank vault that keeps all your valuable documents in one secure place. Just like a vault TuneSmith has several storage compartments to enable you to better organize your entire song catalog and track important information related to your individual songs. You can access these compartments in the main menu in the top section of the TuneSmith screen.



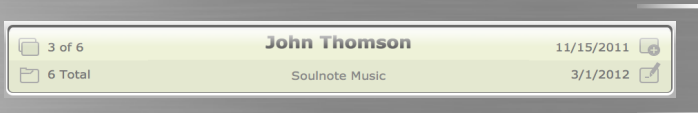
Select 'Creative Talent' to enter the personal information about collaborators, co-writers, publishers, managers, lawyers and artists that you are in contact with regarding your songs.

Select 'Song Catalog' to administer all the essential information regarding your copyrights and hone your songwriting craft with an advanced text editor that can track different revisions of your lyrics as well as look up words in Rhyme Genie. Use the built-in audio recorder to quickly capture your melodies and manage all the cover versions of your songs.

Select 'Pitch Journal' to stay on top of all the songs you have submitted to your contacts. In the music industry a submission of your songs to artists, record label representatives, film producers and music publishers is often referred to as a 'song pitch'. TuneSmith allows you to easily track your song pitches by finding out who has put your songs on hold, who has recorded your work and who has entered the charts with one of your hits.

Information Display

For a quick introduction on how to access and store your data in TuneSmith please click on 'Creative Talent' in the main menu. A set of sample records of fictitious creative talents will help you to familiarize yourself with the program before you start entering information.



The information display shows the name of the creative talent that is currently selected. To the right of the creative talent's name you will find two dates. The top date shows when you added the selected talent while the bottom date next to the icon with the pen represents the last time you modified the contact information on the creative talent. All information about a particular creative talent is stored as a record. The records are sorted by their creation date. The number in the upper left corner of the information display indicates which record number was assigned to the creative talent and shows how many records were found whenever a search was executed. The number next to the folder icon just below represents the total number of records that you have entered into TuneSmith's 'Creative Talent' compartment.

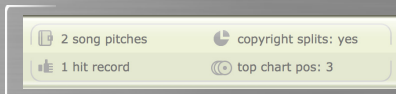
Navigation Button

To the left of the main display you will see the navigation button. You can browse through all of your creative talents by clicking on the arrows of the navigation button:

Click on the right arrow to go to the next record.
Click on the left arrow to go to the previous record.
Click on the up arrow to go to the first record.
Click on the down arrow to go to the last record.

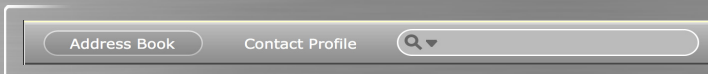


One of TuneSmith's advanced features is to show related information that you have entered into a different storage compartment. For instance you can look up the number of times you have entered a specific creative talent into the 'Pitch Journal' to find out how many of your songs you have pitched. You can also see if one of the songs that was pitched became a hit. To access this information click on the 'i' button in the center of the record navigation button. The related information will replace the creative talent's name in the middle of the main display. Click on the 'i' to hide the related information and show the name once again.



Submenu

To allow you to store and track more than just the basic address book information TuneSmith offers you a submenu just below the main menu.



Choose 'Contact Profile' to get an overview of a creative talent's skills, musical style and other personal information that can be entered.

To the right of the submenu you will see a search box. To find specific talents that meet certain criteria simply click inside the search field, type in what you are looking for and press 'return'. You can search all the entry fields of your creative talents at once or search only specific entry fields by clicking on the arrow just to the right of the magnifying glass to make a selection from the pop-up menu. After each search you can see how many records were found in the top left of the information display. Click on the circle with an 'x' on the right side of the search field to cancel the search and regain access to all of the creative talents entered into TuneSmith.

View Button

To get an overview of all your creative talents you may display them in alphabetical order by clicking on the right side of the view button in the upper right corner of your screen.



Click on a specific column header such as 'Contact Type' to sort the 'Creative Talent' list accordingly. Note that the record numbers in the top left corner of the information display will change to reflect the new position of the creative talents in the sorted list. You can reverse the order of the selected column by clicking on the header more than once.

Click on the left side of the 'View' button to go back to the entry fields of the currently selected creative talent. Alternatively you may access the entry fields of any other creative talent by clicking on the row that displays the information of the desired record.

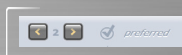
Entering Contact Data

To add a new creative talent click on the plus sign to the right of the record navigation button. Press the tab key to move from one entry field to the next. Clicking on the small arrow next to the pseudonym field allows you to specify how a creative talent will be identified in the 'Song Catalog' of TuneSmith. An artist will typically be represented with his or her pseudonym while producers will usually be represented by their birth names in the copyright registration of a song.

Contact Type	<input type="text" value="Publisher"/>	Prefix	<input type="text"/>
First, Middle	<input type="text" value="John"/>		
& Last Name	<input type="text" value="Thomson"/>	Suffix	<input type="text"/>
Organization	<input type="text" value="Soulnote Music"/>		
Pseudonym	<input type="text"/>		<input checked="" type="checkbox"/>

If you have international creative talents, make sure to select the appropriate country from the pop-up menu above the street address field before entering the address. TuneSmith will label

the address input fields accordingly to ensure that the address is properly formatted when printed. You can input the name of any country that is not listed in the pop-up menu by selecting 'Other..', in which case the address will have the US standard address format. If the creative talent resides in the United States, enter the ZIP code of his or her US address to have the corresponding city and state filled in automatically.



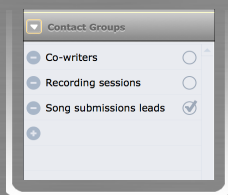
Use the selection buttons to the left of the address entry fields to add up to six addresses. A check box labeled 'preferred' next to the selection buttons lets you specify the default address of the creative talent. This is the address that will be used for related records in other compartments, be it the copyright information about a co-writer in your 'Song Catalog' or the address information about a pitch contact in your 'Pitch Journal'.

Go below the address entry fields to fill in the contact options such as email address(es) and phone number(s). Use the set of 'preferred' check boxes to specify the main contact option whenever a creative talent has multiple website addresses ('URL'), email addresses, instant messenger addresses ('IM') or phone numbers.

Once you have entered a website or email address the corresponding field labels will be underlined and turn blue. Click on an underlined 'URL' to automatically go to the creative talent's website with your standard web browser. Click on an underlined 'Email' to automatically start your default email application and create an email addressed to the selected creative talent.

Contact Groups

You can organize your creative talents by adding contact groups at the left side of the TuneSmith screen. Click on the plus sign inside the list to create a new group. To add the currently selected creative talent to an existing contact group simply click on the circle to the right of the group's name. A check mark will indicate that the creative talent has been added. Clicking on a circle with a check mark will remove the creative talent from the group.



To add a set of creative talents to a specific group, access a hidden pop-up menu by clicking on the small arrow at the top left just above the contact groups. Select 'apply changes to found set' from the pop-up menu and tick the appropriate circle. A found set represents all the records or the records that were found after a search was executed.

To quickly find all the creative talents that belong to a certain group click on the contact group's name. The number at the top left of the information display will indicate how many creative talents have been found in the selected group. Click on the circle with an 'x' on the right side of the search field to cancel your group search and show all of the creative talents entered into TuneSmith once again. You may rename an existing group at any time by pressing the alt/option key while clicking on the appropriate contact group name.

vCards

A vCard is an electronic business card with a person's basic contact information. TuneSmith cannot only import and create standard vCards that are attached to business emails but can also exchange contact information in Apple's extended vCard format. This allows you to quickly transfer all the contact information residing in your OS X Address Book into TuneSmith's 'Creative Talent' compartment.

1. Select one or more contact groups in your OS X Address Book and drag the selection to the desktop. OS X will create one single file with the personal information of all selected contacts.
2. Click on the 'Import vCards' button below the 'Creative Talent' entry fields. A file browser will appear to let you choose the file that was created by your OS X Address Book.

Of course you may also select and drag single contacts from your OS X Address Book to the desktop. However, the vCard that will be created will not include any contact group information.

Please note that a picture that was added to any of your contacts in the OS X Address Book will not be imported into TuneSmith automatically. To add a photo or a company logo to a creative talent simply drag and drop it into the picture field. TuneSmith will recognize images in a wide variety of formats including TIFF (.tif), JPEG (.jpg), PNG (.png) Photoshop (.psd) and Encapsulated Postscript (.eps).



Set Up Your Identity



Setup

Use one of the records of your creative talents as your own identity. Click on the setup button at the bottom left of the TuneSmith screen. Open the pop-up menu (top right) and choose the desired creative contact from the list. This approach lets you establish multiple identities of yourself or your company and quickly change the letterhead. If you have placed a company logo in the picture field, you have the option to include the company logo in your printouts.

Printing



Labels



Print

You may print the contact and profile information of your creative talents by clicking on the 'Print' button below the 'Creative Talent' entry fields. Expand the standard print dialog of your operating system to specify whether to print a single record or an entire set of records. If necessary you can adjust the paper size and print orientation by going to TuneSmith's setup screen and clicking on the 'Print & Page Setup' button. If you wish to preview your pages before printing them, click on the button with the checkmark just to the left of the 'Print' button. Click the 'esc' button to exit the preview and return to the entry fields of your creative talents.

In addition to printing profiles of your contacts you can also print a variety of shipping labels. Click on the 'Label' button to print the preferred addresses of one or more selected creative talents on standard Avery® shipping labels. Select a specific label format from the Avery® product line by clicking on the adjacent white arrow to access a hidden pop-up menu.

Data Backup



Backup

All of your data is automatically saved and stored inside TuneSmith's application folder. Nevertheless a backup should be made on a regular basis to avoid any data loss because of user errors or computer crashes. TuneSmith maintains a single backup of your data in a specific folder named 'Idolumic TuneSmith' in the 'Documents' folder of your operating system. It is advisable to periodically copy this folder to external media to avoid irreversible data loss due to hard drive crashes.

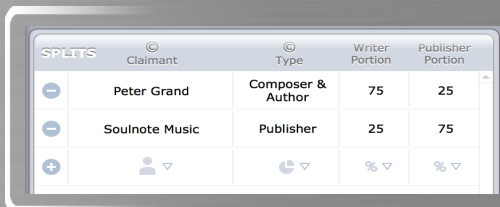
To initiate a backup click on the 'Backup' button at the bottom left of TuneSmith's screen. A dialog box will offer you a choice between creating a new backup or reverting to a previously created backup. Whenever a new backup is created the existing backup will be completely replaced. To save time when backing up audio files TuneSmith will check which audio files are already present in the backup folder and only export newly added audio files.



To recover lost records choose the 'Revert' option in the backup dialog box. A backup can also be used to synchronize versions of TuneSmith's data on different computers by copying the entire backup folder from one 'Documents' folder to the other. Please note, however, that any customized pop-up menus will not be automatically updated. These menus must be updated manually after the import is complete by clicking on the appropriate field label while holding the control (Ctrl) key.

Song Catalog

After you have familiarized yourself with TuneSmith's interface by entering the data of your creative talents you can begin with the administration of your songs. Select 'Song Catalog' from the main menu and choose 'Song Info' in the submenu to access the copyright information of your songs. Below the main and alternative song titles you will find two fields for the general copyright info of the songs. Depending on your setup options this information will be printed below the song title on your lyrics sheets.

Below the general copyright info you can add an unlimited number of copyright splits per song. A copyright split represents the writer portion and the publisher portion of a song that is shared with collaborators and third parties. If you are the sole creator of the song and share part of the publisher portion you will need to create one split entry for yourself and one split entry for your publisher.



SPLITS				
	© Claimant	© Type	Writer Portion	Publisher Portion
-	Peter Grand	Composer & Author	75	25
-	Soulnote Music	Publisher	25	75
+	 ▾	 ▾	% ▾	% ▾

Click on the plus sign in the first empty row and select a name from the copyright claimant pop-up menu, which lists all the 'Creative Talent' records that you have entered into TuneSmith. In the pop-up menu you

can quickly select a specific creative talent by typing his or her full name or part of it.

To exclude certain creative talents from the copyright claimant list or specify the format of their names go to the address book of your creative talents. Click on the small arrow next to the pseudonym entry field to make the appropriate selection from the pop-up menu. Any changes made in the address book will automatically affect all the songs in the catalog accordingly.

Complete your copyright split entry in your song catalog by choosing 'Composer & Author' in the copyright type pop-up menu. Enter the appropriate portion in the 'Writer Portion' column and in the 'Publisher Portion' column. Should you sign a contract with a subpublisher in the future you can easily add additional copyright splits to any song.

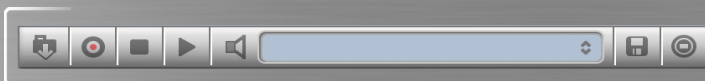
Once you have entered all collaborators you can print a legally binding songwriter split sheet. Click on the print button at the bottom of the song info screen and make the appropriate selection in the pop-up dialog. Please note that the legal paragraph at the beginning of the songwriter split sheet merely serves as an example and should not be used without consulting your attorney first. Make the necessary changes in the legal paragraph by going to TuneSmith's setup screen before signing your first songwriter split sheet.

Song Groups

Organise your song catalog by creating song groups at the left side of the TuneSmith screen. Song groups are administered in the same fashion as the previously discussed contact groups of your creative talents. Please revisit the appropriate tutorial section if necessary.

Audio Files

Below the copyright splits you will find TuneSmith's audio recorder. This audio recorder can be hidden if not needed by clicking on the button with the speaker icon at the bottom of the TuneSmith screen. Once visible it can serve as an audio notebook of song ideas and can be helpful in keeping track of different cover versions of finished songs. Each song can store an unlimited number of audio recordings in a wide variety of formats including MP3 (.mp3), ACC (.m4a), AIFF (.aiff) and WAVE (.wav).



To import one of your existing audio files click on the folder button to the left of the audio recorder and make a selection in the file browser. Once audio files have been added to a song you can play them directly or select them via the audio recorder's pop-up menu. TuneSmith will automatically remember the most recently selected audio file for each song. To rename any of your added audio files and maintain the metadata simply click on the pen icon that will appear to the left of the pop-up menu. Common ID3 tags of mp3 files such as song title, copyright, composer and publisher can be automatically updated by TuneSmith to match the information entered into the 'Song Info' fields of the selected song.

Click on the record button to the right of the folder button to record your song ideas via the computer's built-in microphone. Set the default audio file format of your recordings to either AIFF or WAVE by going to TuneSmith's setup screen.

If you want to share any of your previously recorded or imported audio files with collaborators click on the button with the storage media icon to export them to your desktop. Use the button next to it whenever you wish to delete the currently selected audio file.

Song Details

Category	Original Work
Genre	Pop
Theme	Love
Nation of Publication	United States
Date of 1st Publication	1/1/2012
ISWC Number	
1st Custom Field	

To track large song catalogs more efficiently add details for each song in the right section of the 'Song Info' screen. These additional entry fields can be hidden by clicking on the 'Details' button at the bottom of the TuneSmith screen.

When visible the fields allow you to specify a song's general category, genre and theme. Once a song has been released you can track important copyright details such as the country (nation) of publication, the date of the 1st publication, the song's International Standard Musical Work Code (ISWC Number) and the dates and registration numbers of any song that has been registered with the U.S. Copyright Office. Use the two remaining custom fields for any additional information you might need after renaming the field labels in TuneSmith's setup screen.

Song Lyrics

To enter the lyrics of your songs select 'Lyrics Editor' in the submenu. Notice that the 'Details' and the 'Audio' button keep their individual settings when you switch from 'Song Info' to 'Lyrics Editor' and vice versa. While the audio recorder remains unchanged the details will reflect the current submenu selection. In the 'Lyrics Editor' you will see the lyrics revision history and a field for notes. The actual lyrics are entered into the large text editor to the left of the notes section.



If you are using the OS X version of TuneSmith you can quickly find rhymes by looking up words in the automatically installed plug-in version of Rhyme Genie. Select words or place the cursor on one word and click on the bottle icon in the rhyme clipboard to the left of the 'Lyrics Editor' to show rhymes. Alternatively press 'r' while holding the command key. Copy suitable rhyme mates from Rhyme Genie's clipboard to TuneSmith's rhyme clipboard by holding the alt/option key while clicking on the 'Copy' button at the bottom left of Rhyme Genie's screen.



If you are using TuneSmith on Microsoft Windows you will have to look up rhymes manually by launching the stand-alone version of Rhyme Genie 4.0 or higher. Copy suitable rhyme mates from Rhyme Genie's clipboard to your computer's clipboard by holding the alt/option key while clicking on the 'Copy' button at the bottom left of Rhyme Genie's main screen. Transfer the rhymes from the computer clipboard to TuneSmith by clicking on the button with the arrow icon at the top right of TuneSmith's rhyme clipboard.

Please note that regardless of the operating system the list of rhyme mates remains unsorted once the rhymes have been copied to TuneSmith's rhyme clipboard. This will make it easier to find newly added rhyme mates at the bottom of the list if you look up the same word more than once. You can access a clipboard history via a hidden pop-up menu by clicking on the white arrow at the top left of TuneSmith's rhyme clipboard. The clipboard history will let you select any word that was entered into Rhyme Genie's search field to show the corresponding rhyme mates.

Editing Lyrics

To format your lyrics in the text editor you can use a variety of text styles and choose a font via a floating format menu. Mark the text you wish to format and have the menu appear by clicking on the right button of your mouse. If you use a one-button mouse press the control key when you click on your mouse. You can also access the floating menu from within the song titles and copyright info fields when the 'Song Info' submenu is opened to format the heads of your lyrics sheets.

Whenever TuneSmith marks a word with a dotted red underline to indicate questionable spelling the floating menu will also allow you to look up spelling alternatives for the underlined word. Only the word that was actually clicked on with the right mouse button or with the help of the control key will be considered for spelling alternatives if multiple words are marked at the same time. If you want to check the entire lyrics of a particular song, you can do so by clicking on the 'Spelling' button below the 'Lyrics Editor'.

Text Ruler

Next to the 'Spelling' button you will find the 'Ruler' button. Press on the button and a ruler will be displayed in the top section of the TuneSmith screen. The ruler enables you to set first-line indents and margins for the selected text.



The first-line indent marker is displayed just above while the left and right margin markers are found just below the ruler. Moving a left margin marker will also affect the first-line indent unless the alt/option key is being pressed while dragging the markers.

In addition you can create one or more tab markers on the ruler to offset certain parts of your lyrics such as the chorus. Click anywhere on the ruler with your mouse to create a new tab marker and drag it sideways to the desired location. Position your cursor in front of a text line and press the tab key to have the text line jump to the chosen tab position. Unlike the first-line indent and the margin markers a tab marker can be deleted by selecting it in the ruler and dragging it downward with your mouse.

Lyrics Revisions



To track any changes to the lyrics while writing a song you can create revision entries in the 'Revision History' list to the right of the text editor. Click on the plus sign in the first empty row to create a new revision entry automatically labeled with the current date and time. A click on the revision entry will allow you to rename it. Since revision entries also track the format and style of a your lyrics you can easily create and access several copies of the same lyrics that only differ in the way they are formatted.

Emailing Song Data

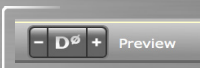
TuneSmith makes it easy to email information stored in the 'Song Catalog' to collaborators and clients. Select 'Song Info' in the submenu and click on the email button at the bottom of the TuneSmith screen to send licensing and copyright information to selected third parties. Specify the recipient(s) of your emails in a hidden pop-up menu by clicking on the small white arrow to the right of the email button. Follow the same procedure to exchange lyrics revisions with your collaborators when the 'Lyrics Editor' is selected in the submenu. Whenever you click on the email button only the information that is actually visible on the screen will be included in the emails. You can exclude the notes entered next to the song lyrics as well as the song details entered in the right section of the 'Song Info' screen by hiding them with the help of the 'Details' button.

Whenever the audio recorder is visible you may automatically attach the currently selected audio file to the newly created email. The name of the email attachment will be identical to the name of the selected audio file, provided that TuneSmith did not have to filter out characters that are invalid for naming files on certain operating systems such as colons, asterisks, slashes, question marks etc.

Chord Sheets

A chord sheet can be described as a lyrics sheet with added chord symbols to illustrate the chord progression of a song. More advanced chord sheets can also feature chord charts to suggest specific voicings for each chord. A chord chart typically shows 5 bars of a guitar fretboard with 6 strings in standard tuning. Individual notes of a particular chord are indicated by dots on the appropriate strings. The character 'x' above a string represents a muted string while a circle in the same position represents an open string. If a particular chord is not playable in the first 5 bars of the fretboard a number to the left of the chord chart indicates the chord's fret position.

In TuneSmith the chords and lyrics of a chord sheet are entered into the main text editor in the middle of the screen. You can format the chord sheet in the same fashion as you can format the lyrics sheets in the 'Lyrics Editor'. If, for instance, you have already created a lyrics sheet with indents and tabs in the 'Lyrics Editor' you can paste a fully formatted copy of your lyrics into the text editor of the 'Chord Sheet' to quickly add the chords at desired positions.



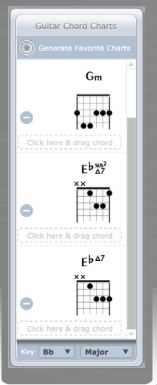
The text editor of the 'Chord Sheet' offers two different modes to control the way the chords are being displayed. In the edit mode the chords are enclosed in square brackets and are displayed in plain text format within the lyrics. In the preview mode the chords are properly formatted and appear without the brackets above the lyrics. You can switch between the two modes by clicking on the 'Preview' button below the text editor.

It's[Eb/Bb] been a while since I was do[Bb]wn these miles in wh[Eb/Bb]en we were seventeen and liv[Bb]ing on dreams it the[Eb/Bb] neighborhood where we had [Bb]friends for good and[Eb] like true men would m[Ebadd9]ake a stand i[Ebus2z]	→	E ^b /B ^b B ^b B ^b ⁹ B ^b It's been a while since I was down these miles in the run-down part of town E ^b /B ^b B ^b B ^b ⁹ B ^b when we were seventeen and living on dreams it was the place to fool around
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Further to the left of the 'Preview' button is the 'Details' button, which can be used to show or hide the song's chord charts. Whenever the 'Details' button is illuminated any chord chart that has been added to a particular song will be shown in a list to the right of the text editor. These chord charts will be automatically placed in the head section whenever a chord sheet is being printed. If a simpler chord sheet is preferred the chord charts can be hidden and excluded from printouts by switching off the 'Details' button.

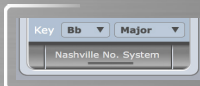
There are two ways to add chord symbols and chord charts to your lyrics. The first method simply requires you to select a particular chord in TuneSmith's chord dictionary and drag and drop it to any desired position in the text editor. This will insert the chord into the lyrics as well as add the currently selected voicing to the list of guitar chord charts of the selected song.

The second method enables you to enter chords manually to the lyrics by typing them in plain text format into the text editor. Enclose any manually entered chords in square brackets to allow TuneSmith to distinguish them from your lyrics. TuneSmith will intelligently analyze the manually entered chords to produce professionally-looking chord symbols once you switch to the preview mode.



The second method can also be used to quickly add formatted chord symbols and chord charts to basic plain text chord sheets (e.g. ChordPro formatted chord sheets) that are being pasted into the text editor. TuneSmith will be able to recognize the vast majority of chords even if a particular chord type is written in several different ways (e.g. Cmin7(b5), Cm7b5, Cmin7b5, Cm7-5, Cmin7-5, Cm7°5, Cmin7°5, C-7°5, C-7-5, C-7b5, C half-dim7, Cm7(-5), etc.). Any chord that is not recognized will show a question mark instead of a properly formatted chord symbol in the preview mode.

Once all the chords have been entered you can click on the 'Generate Favorite Charts' button to automatically add matching chord charts from TuneSmith's chord dictionary to the song. Whenever a specific chord type has more than one voicing the preferred (favorite) chord chart that has been marked with a star will be selected.



To allow session players to transpose your songs more easily you can print them in the Nashville Number System format. To transform the chord symbols of an existing song, select the song's key in the drop-down menu at the bottom of the 'Guitar Chord Charts' section and click on the 'Nashville No. System' button. The calculated chord numbers are based on the chord's original position in the selected major key. If the song is written in a minor key, TuneSmith will follow the norm and calculate the chord numbers as if the song were written in the relative major of the selected minor key.

Chord Dictionary



TuneSmith's offers two chord dictionaries to explore a variety of chord voicings and add the desired chords to your chord sheets.

The 'Basic' chord dictionary groups commonly used chords in a large selection field. You can click on any root note and chord type to see the appropriate voicing appear in the chord chart below. Since most chords offer more than one voicing, the buttons to the left of the chord chart allow you to select the next voicing ('>'), select the previous voicing ('<'), delete the selected voicing ('-') or create a new voicing ('+') for the chosen chord. You can also click on the star to mark the selected voicing as your favorite. The favorite voicing of a particular chord will be automatically selected whenever you use the 'Generate Favorite Charts' button to add matching chord charts to a song.

C	D	E	F	G	A	B	b
3 (maj3)	7	9					
maj	maj7	maj9					
min	min7	min9					
b5	min maj7	min maj9					
aug	dim	7(b9)					
7(b9)	dim7	7(b9)					
maj7(b9)	maj7(b9)	7(b9)					
min7(b9)	min7(b9)	7(b9)					
6	sus2	9(b5)					
6/9	sus4	9(b5)					
min6	7sus2	6(b9)					
min6/9	7sus4	min 6(b9)					
9/b	11	13					
9#11	maj11	maj13					
maj9#11	maj11	maj13					
add11	11(b9)	13(b9)					
min add11		13(b9)					

The 'Basic' chord dictionary offers additional information about a particular chord, which you can access by clicking on the small flap at the bottom of the selection field. A graphic will slide up to illustrate the position on a guitar fretboard, the intervals, the notes and the unabbreviated name of the chosen chord. Click on the small flap again to hide the additional information and regain full access to the selection field.

The 'Pro' chord dictionary includes all the chords of the 'Basic' dictionary but adds advanced Jazz chords as well as chords with altered bass notes. Choose a desired chord with the help of the pop-up menus or type its name into the 'Quick Find' field to add the professionally formatted chord symbol to your lyrics.

TuneSmith offers more than 4800 chord charts; the majority of them are basic chords. To add advanced chord charts to your chord sheets you will likely have to create your own voicing by clicking on the '+' button after selecting the chord type. An info menu in the top part of the selection field shows the total number of chord charts entered into TuneSmith's chord dictionary and indicates how many of those charts are custom charts, which you have added yourself.

Clone Button

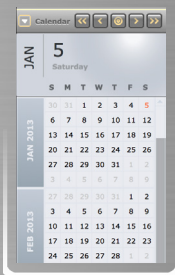
If you write a number of songs with the same collaborators, you can use the clone button to save time when adding new songs to your catalog. The button is located at the top left of the TuneSmith screen, next to the navigation button. It will let you duplicate all or part of the information entered into an existing song and transfer this copy to a new song. You can specify which song entries you wish to duplicate by going to the setup screen of TuneSmith. Typically you want to select the copyright info and the copyright splits while leaving the rest of the duplication options unchecked. Please note that whenever the clone button is used to copy 'Creative Talent' records or 'Pitch Journal' records all entries will be duplicated by default.

Pitch Journal

Once you have added your songs to your song catalog you can start tracking your song submissions by choosing the 'Pitch Journal' from the main menu. After selecting the song you wish to pitch you can choose one of your creative talents as the pitch contact via a drop-down menu. You will be able to display the preferred phone number, email and street address of the chosen pitch contact in the information display by clicking on the 'i' button in the center of the navigation button. If the pitch contact is not the targeted artist but an associate, such as a producer or a publisher, you may want to enter the artist's name in the optional pitch target field.

Pitch Tasks

Underneath the pitch target field you can create a list of tasks to stay organized during your song pitches. Create a new task entry by clicking on the plus sign on the left. The field in the 'Contact Date' column will be automatically loaded with the current date. If you wish to create a task for any other date you can enter it manually or do so with the help of the calendar to the left. Click on the buttons at the top of the calendar to navigate to a specific date:



Click on '<<' to go to the previous year
Click on '<' to go to the previous month
Click on '>' to go to the next month
Click on '>>' to go to the next year

The button with the target icon will let you return to the month of the current date. If preferred you can change the first day of the week from Sunday to Monday via a hidden pop-up menu at the top left of the calendar. Click on a specific date inside the calendar to make it the contact date of a newly created task. Note that the new task entry will not necessarily appear at the bottom of the task list since the list is automatically sorted according to the chosen contact date. Define the new task in the 'Pitch Notes' column and optionally tag it with the customizable drop-down list in the 'Contact Type' column.

Once a task has been completed it may be checked off by clicking on the circle in the 'Task Status' column. Optionally you can hide any completed task by clicking on the 'Hide Completed Task' button at the bottom left of the 'Pitch Journal' screen.

If a pitch task has been tagged as an 'Email' in the 'Contact Type' column the 'Email' tag in the 'Contact Type' column will be underlined and turn blue when the pitch notes have been added. Click twice on the 'Email' tag to automatically start your default email application and have an email created with the pitch notes as its body and the song title as its subject line.

When using TuneSmith on OS X create instant reminders of important pitch tasks in iCal by simply clicking on the pin icon in the 'iCal Reminder' column. The pin icon will turn blue when an entry has been made. You can specify the name of the iCal calendar you wish to use in TuneSmith's setup screen.

Pitch Results

The results of your pitches are entered below the tasks in the 'Pitch Result' field. Once a selection has been made from the pop-up list the cursor will jump into an adjacent dynamic field that will let you add more information. If for instance you have chosen 'song put on hold' as your pitch result, you can enter the date of expiration, which represents the date when the song will become available again for subsequent pitches to other artists.

Pitch Result	song put on hold	▶	Date Of Expiration	2/12/2003
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To get an overview of all your 'Pitch Journal' entries click on the list icon of the 'View' button at the top right of the TuneSmith screen. Sort the list by 'Pitch Result' to quickly see which of your songs have been put on hold and check the dates on which the hold periods expire. Alternatively you may access this information directly in the 'Song Catalog' by clicking on the 'i' button in the center of the navigation button. The information display uses your 'Pitch Result' entries to show if the selected song is currently on hold, how many times the song has been pitched, how many times it has been recorded and highlights the highest chart position the song has ever achieved.

Support

If you have further questions about installing or using TuneSmith and Rhyme Genie, please check the appropriate online support section at www.idolumic.com or email support@idolumic.com.

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