

SALT LAKE CITY AMERICAN GUILD OF ORGANISTS
SUPER SATURDAY JANUARY 10, 2026

Preparing a forScore Set List for a Worship Service

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1. IMPORT MUSIC

- a. Import a Prelude
 - i. Search the internet for: **Anderson Organ Works** (one of our sponsors)
 1. Tap on Free Music
 - a. Scroll down and tap on **Erie**
 - b. **(Converse) "Israel, Israel God is Calling or What a Friend We Have in Jesus"**
 - ii. Print the music into forScore
 1. iPad: tap on "**share**" button (upper right, square with upward arrow)
 - a. Option A: tap on ForScore icon
 - b. If ForScore does not appear – tap on "**More**" (three dots)
 - i. Scroll down in Apps – look for ForScore:
 - c. If none of this works, click on the **share** button again and again.
- b. Import a Hymn
 - i. Search the internet for **Were You There**
 - ii. Hymnary: a nice single page version available in PDF
 - iii. Church of Jesus Christ of Latter Day Saints: a version with interlude between 2nd-3rd verses
 1. Tap on three dots in upper right - tap PRINT, then SHARE icon
- c. Where is the file within ForScore?
 - i. Try the search button
 1. Tap center of screen, tap magnifying glass in upper right - This shows recently used scores
 2. Or search for file name - (Exact spelling, spaces and characters is required)
 - ii. Try Genres – No Genres
 1. Tap center of screen, tap note in upper left
 - i. Tap icons in upper center of screens looking for **Genres** (two theater faces)
 2. Within Genres scroll down to the bottom
 - a. Find "**No Genres**" - also works with "No Composer" and "No Tags"

2. CROP THE SCORE

- a. Tap center of screen - tap toolbox in upper right.
- b. Under "Edit This Score" 1/3 of the way down tap on **Crop**
- c. Use two fingers to adjust the size of the score; minimize white space
- d. Tap horizontal 'caret' arrows in upper right to go to the next page - tap **Crop** in upper right to complete

3. METADATA

- a. Tap center of screen
- b. Tap on file name in upper center of the screen (open Metadata)
- c. Tap on **Properties**
- d. Change Title - Add Composer
- e. Add Genre: **A_Prelude** or **A_Hymns**
 1. "A_" puts preludes, hymns, and postludes right at the top of the list.
- f. Other options: tags, tune names?, country?

4. CREATE SET LIST

- a. Tap center of screen
- b. Tap three horizontal lines in upper left
- c. Click on plus button in lower center (+)
- d. Name a new set list for May 5, 2026. Suggested format is **26-05-05**
 - i. This format allow you to search back, e.g., "What hymns do we sing for Easter last year?"

5. ADD MUSIC PIECES (FILES) TO THE SET LIST

- a. Option A – All at Once
 - i. Tap on plus button in left lower (+)
 - ii. On the right side scroll down to open the search bar - **tap in search bar**
 - iii. Search for Erie by Neil Harmon – tap on Erie. Tap on the **X**
 - iv. Search for Were You There by Frederick J. Work – tap on Were You There. Tap on the **X**
- b. Option B – One at a Time
 - i. Tap name bar at the top center
 - ii. Click on **setlists** in the upper left - Tap the setlist of interest
- c. Re-organize the order of the set list.
 - i. Tap and hold, then move each piece to the correct order.
 - ii. Note: this is finicky; you may accidentally open additional panes. No problem; click a drop down button and "Close Window."

6. EDIT HYMN WITH TWO PAGES

- a. Goals: page turning forward only and to keep track of the verse
- b. Open "Were You There"
- c. Tap on the center - Tap on toolbox in upper right - tap on re-arrange
- d. Click on (+) for every page to create two pages for each verse and the introduction
- e. Tap and hold on a page; move it to the preferred location, I.E., page 1, page 2, page 1, page 1, Etc.
- f. Highlight Introduction
 - i. Tap center of page - Tap Annotation button (squiggly line in upper right)
 1. Alternative: tap and hold until annotations opens
 - ii. Select a pen, change color to yellow, revise transparency to 1/3 from left
 - iii. Highlight above the introduction (on two pages?)
- g. Mark each verse
 - i. Select a red color, revise the pen size to thick (15)
 - ii. Mark the beginning of each verse and end of the last verse