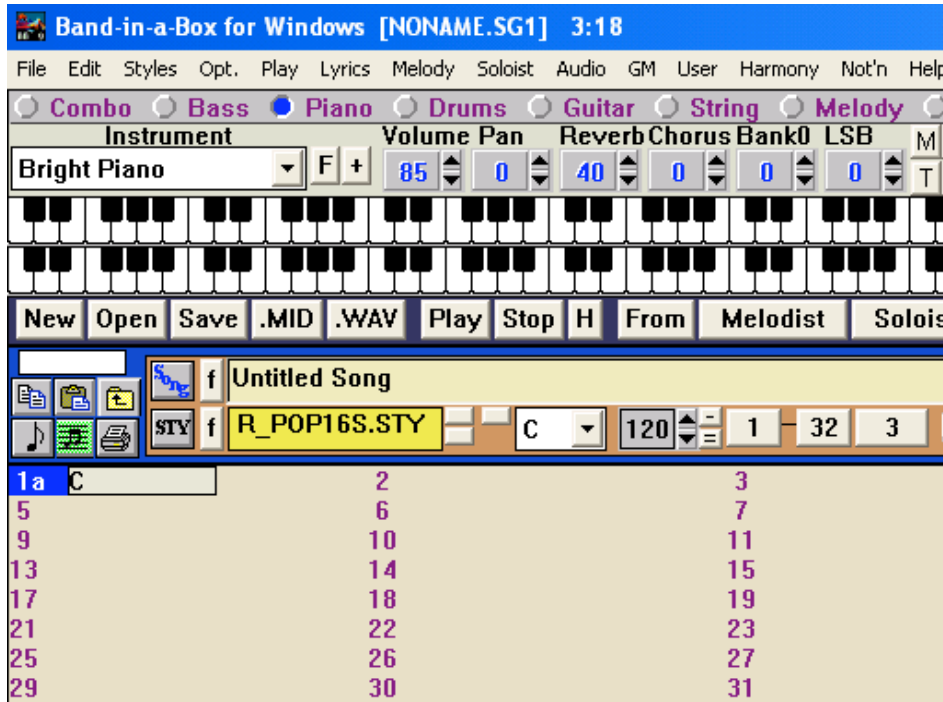**Band-in-a-Box**
Quick-Start Tutorial for Windows
For versions 11.0 and later
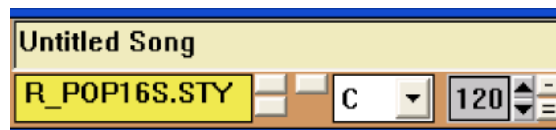
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1. To enter a song in BIAB, first start the program.

- Go to the Start Menu and choose Band-in-a-Box
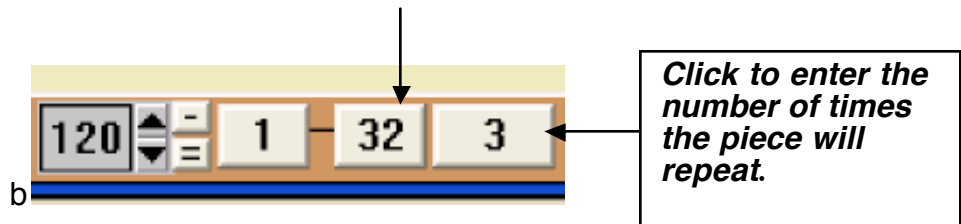
2. BIAB opens a blank song.

TIP: Before entering the chords for the song, number each measure in pencil starting with measure 1.

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3. On the main screen, enter the song basics.

a. Select the text Untitled Song and enter the song title
b. Choose the proper key for the song (BIAB does not know the key – you have to tell it!).
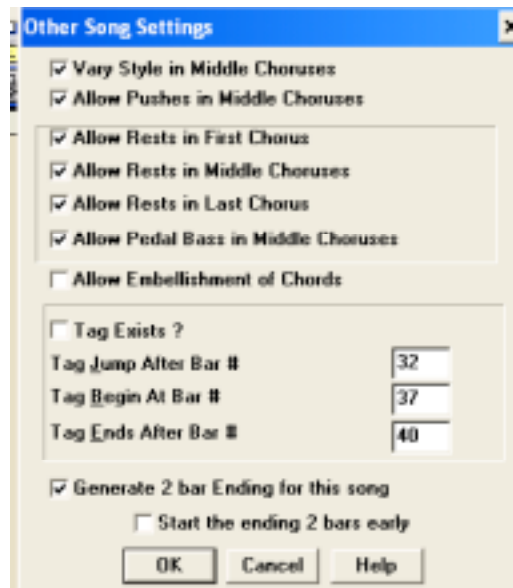**c.** Enter the tempo for the song.

e. the number of measures in the piece
   i. Click on the 32 – then click on the measure to enter the last measure of the pice.
   ii. Click on the 3 to enter the number of times you want the piece to repeat. It can be from 1 – 40 times.

Click to enter the Total number of measures

Click to enter the number of times the piece will repeat.

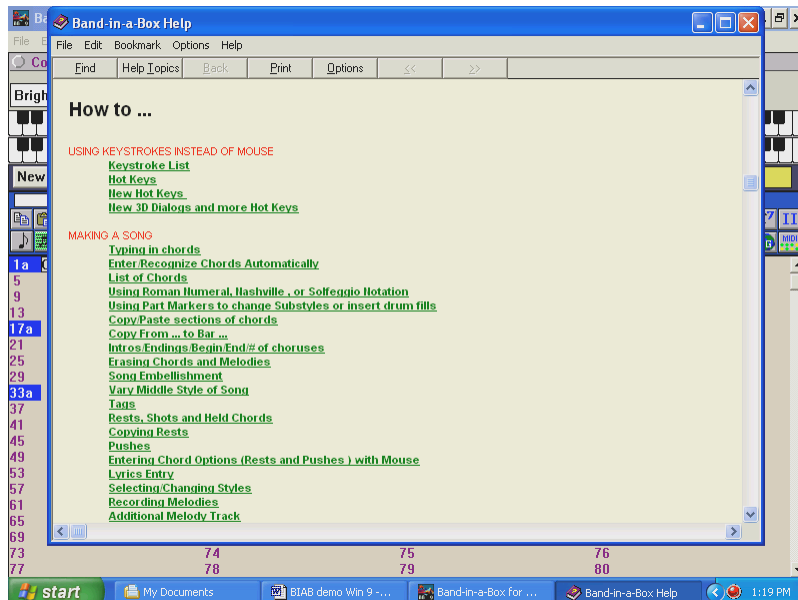**4. From the Edit menu select Other Song Settings:**

- I usually uncheck the *Allow Embellishments of Chords* box. BIAB will add chord embellishments to selected chords if this box is checked.
- I also usually turn off the 2-bar ending.

5. Entering chords.
BIAB has a specific syntax for each chord. To view the list of chords:

- Go to the Help menu
- Scroll down under Making a Song
- Click on the List of Chords link

These are the chords that BIAB understands. They must be typed in the exact format.

Chord List

(Commonly used chords are displayed here in bold type)
(tip: see the list of shortcut chords at the bottom!)
(major chords)
  C,CMAJ,C6, CMAJ7, CMAJ9,CMAJ13,C69,CMAJ7#5,
  C5b, Caug,C+,
  CMAJ9#11, CMAJ13#11,
(minor chords)
  Cm,Cm6,Cm7,Cm9,Cm11,Cm13,
  Cmaug,Cm#5,
  CmMAJ7,
(half diminished)
  Cm7b5,
(diminished)
  Cdim,
(dominant 7th chords)

C7,7+, C9+, C13+, C13, C7b13, C7#11, C13#11, C7#11b13, C9,
C9b13, C9#11, C13#11, C9#11b13, C7b9, C13b9, C7b9b13, C7b9#11,
C13b9#11, C7b9#11b13, C7#9, C13#9, C7#9b13, C9#11, C13#9#11, C7#9#11b13,
C7b5, C13b5, C7b5b13, C9b5, C9b5b13, C7b5b9, C13b5b9, C7b5b9b13,
C7b5#9, C13b5#9, C7b5#9b13, C7#5, C13#5, C7#5#11, C13#5#11, C9#5,
C9#5#11, C7#5b9, C13#5b9, C7#5b9#11, C13#5b9#11, C7#5#9, C13#5#9#11,
C7#5#9#11, C13#5#9#11
(sustained 4 chords)
Csus ,C7sus,C9sus,
C13sus, C7susb13, C7sus#11, C13sus#11, C7sus#11b13,

C9susb13, C9sus#11, C13sus#11, C9sus#11b13, C7susb9, C13susb9,
C7susb9b13, C7susb9#11,
C13susb9#11, C7susb9#11b13, C7sus#9, C13sus#9, C7sus#9b13, C9sus#11,
C13sus#9#11, C7sus#9#11b13,
C7susb5, C13susb5, C7susb5b13, C9susb5, C9susb5b13, C7susb5b9,
C13susb5b9, C7susb5b9b13,   C7susb5#9, C13susb5#9, C7susb5#9b13,
C7sus#5, C13sus#5,
C7sus#5#11, C13sus#5#11, C9sus#5,
C9sus#5#11, C7sus#5b9, C13sus#5b9,
C7sus#5b9#11, C13sus#5b9#11, C7sus#5#9, C13sus#5#9#11, C7sus#5#9#11,
C13sus#5#9#11,
Note 1: it is not necessary to type upper or lower case.
      the program will sort this out for you.
Note 2: Any chord may be entered with an alternate root ("Slash Chord")
      e.g.: C7/E   = C7 with E bass
Note 3: Separate chords with commas to enter 2 chords in a 2 beat cell
      e.g.: Dm7,G7
new chords added
           C5b   : This is C flat 5. It is spelled this way to avoid confusion
           C2 C5 C4 C69 C7alt Cm7#5
You can now type C-7 for Cm7 (i.e. use the minus sign)
           or C7-9 for C7b9
Shortcut Chords
If you enter a lot of songs, you'll appreciate these shortcut keys
J = Maj7
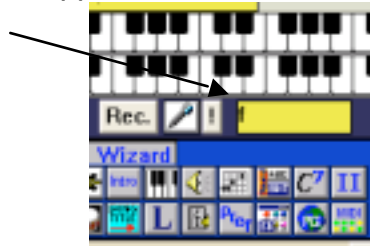H=m7b5   (H stands for Half diminished)
D=dim
S=Sus
Example: To type CMaj7 , just type CJ (it will be entered as CMaj7)

Chords must be typed exactly as shown. Use shift and the number 3 (#) for a sharp and
the letter b for a flat.

Note: BIAB is not case sensitive. It is ok to enter an Eb chord as eb.
We will be entering Alma Mater. Chords can be entered on beats 1, 2, 3 and 4. The cursor represents two beats of each measure.

To enter the first F chord in measure 1:

　　　　• Type the letter F (it will appear in the box on the right of the screen)

　　　　• Press the Return key or the right arrow key

Tip: There are other ways to enter chords. Check these options out:
1. Play chord on MIDI keyboard. While holding down the notes, press CTRL+Enter.
2. Use the Chord Builder by clicking on the icon.
3. Import chords from a Standard MIDI file – File menu.

To enter the chords is measure 2:
　　　　• Press the Return key or the right arrow key again
　　　　• Enter the Bb chord (type bb).
　　　　• Press the Return or right arrow key
　　　　• Enter the Bb chord followed by a comma and then the F chord: (bb,f)
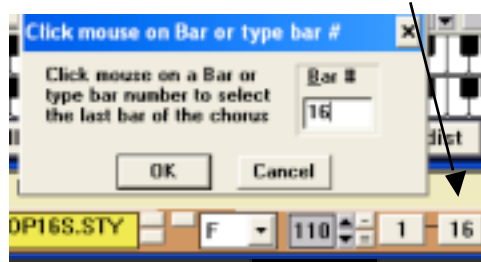　　　　• Press the right arrow key.

TIP: To erase a chord: move the cursor over the chord. Enter a space and press the right arrow key or return key.

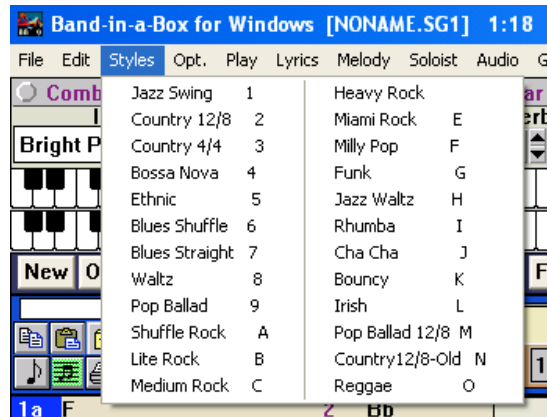Enter the rest of the chords for Alma Mater.

6. Setting the number of measures and style.

After the chords are entered, BIAB needs to know how many measures are in the piece. We set this earlier in the demo. However, the starting and ending measure can be changed at any time.
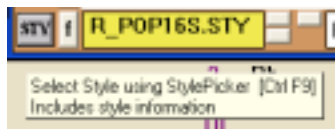
- Click on the right of the two numbers which represents the length of the piece and enter the ending measure.

• Set the number of times you want the piece to repeat. Click on the 3 and set the number of choruses or times the piece will repeat from the pop-up menu., Select 1.

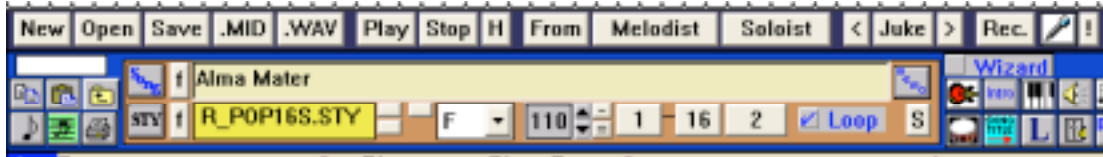- o Select the style for the piece. There are 24 basic styles. Select one from the Styles menu.

TIP: For more styles, click the STY button:

7. Save and play

BIAB can only load one song at a time. Be sure and save frequently.

o   Choose **Save**, from the **File** menu to save to disk
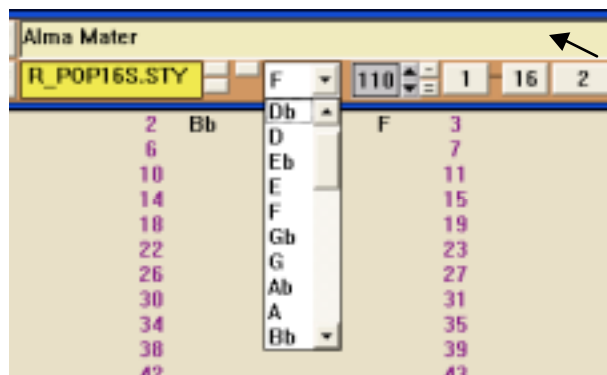o   Or click on the Save icon.

Now the song is ready to play. Press the **Play** button. You should hear a piano, bass, and drum part realized in the style you selected.

If you are not hearing sound, refer to the MIDI section of the BIAB manual. BIAB can be played through a MIDI Keyboard (General MIDI recommended) or the computer's speaker as long as you are using a Power Macintosh or Multimedia PC with a SoundCard. To get things working properly, check the following:

• If you are using a MIDI Keyboard consult the manual t be find out how to put it in multi-timbral mode.

• If you are using the built-in sounds in the PC, select the proper drivers from the MIDI menu.

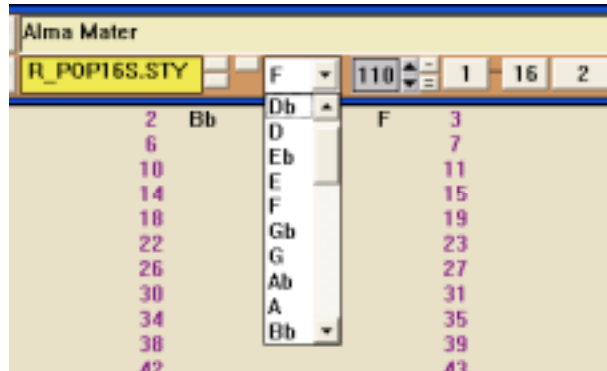## 8. Transposing the piece and changing the tempo:

o   Click on the letter **F** to transpose. (A pop-up menu will appear)
o   Select another key.

9. To Change the tempo:

o   Left click on the arrow to change the tempo up or down by 5.
o   Right click on the arrow to change the tempo up or down by 1.

- To enter the tempo by clicking the mouse:
  - Click 4 times on the – to set the tempo
  - Click 4 times on the = to set the tempo and then play the song

10. Recording a melody

The fastest way to record the melody is to play it on the MIDI keyboard. Press the Rec button and play the melody.

Melodies can also be entered in step time using the notation window.

11. Muting individual instruments

- Right-click on the name of the instrument to mute it.
- To un-mute: Right-click a second time. In the example below, the Bass is muted.
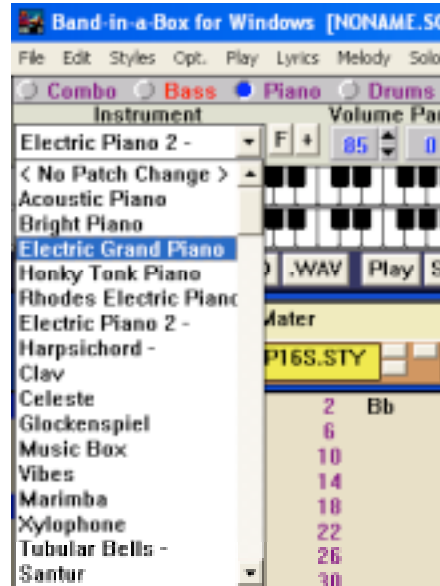

12.   Changing the timbres of the instruments

- Click on the desired instrument
- Click on the name of the sound and hold the mouse button.

  o Scroll to the desired instrument.

13. Changing the volumes of various parts

  • To increase the Melody: from the Mel (melody) menu select Increase Volume of
  Melody

To adjust the volume of any other part:

   • Select the desired instrument
   • Click the **Vol** button
   • Increase or decrease the volume: 1 - 127

14. Entering in 3/4 =
   • Under the **S** menu, select a 3/4 style – ex. waltz or jazz waltz.
   • Enter chords on the first 3 beats of the measure only.

15. Entering a pickup:
   • Record while the drum count off is in progress (using a MIDI keyboard).

16. More Band-in-a-Box skills....(refer to the manual for instructions)

   • Creating a solo using the soloist function
     - print solos in various keys

- limit the range of solos using the soloist editor (60= middle C)

• Entering a Harmony

• Enter a DS al Coda

• Import a MIDI file.

17. To Burn a CD (your computer must be connected to a CD-R or CD-RW drive)

• Create the file in Band-in-a-Box

• Press the WAV button to open the Render to Audio File Window

• Press the Burn to Audio CD Button.
This renders the file to a stereo WAV file and launches MINIBURN.
MINIBURN is a built-in CD burner application in Band-in-a-Box. The song just rendered will b e listed in the burn list. You can add other files to the list to make up a full CD, or clear the Finalize checkbox to allow other files to be burned to the CD later.

• When all of the files are in the list, click the BURN A CD & FINALIZE button.
The CD will not be playable on standard CD players until it has been finalized. MINIBURN can be used to burn any WAV file so you can combine files with those you create in Band-in-a-Box.

NOTE: If your CD-Burner is not recognized by MINIBURN, just burn the rendered WAV file to CD using the software supplied with your computer's CD-R or CD-RW drive.