

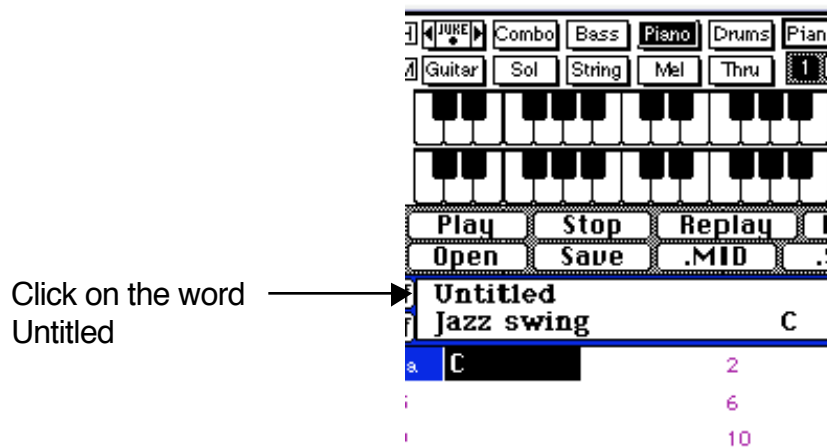
# Band-in-a-Box Quick-Start Tutorial

Macintosh versions 7.0 or later  
by Tom Rudolph

*The Mac and Windows versions of Band-in-a-Box are somewhat different. There is a separate tutorial for Windows. Email me at [terudolph@aol.com](mailto:terudolph@aol.com) for a copy of the Windows version of this tutorial.*

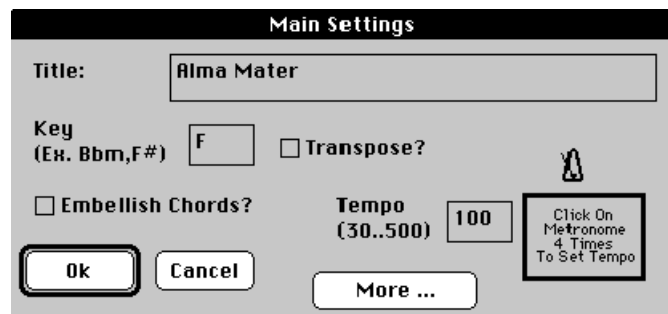
**1. To enter a song in Band-in-a-Box (BIAB) start the program by clicking on the BIAB icon**

**2. BIAB opens a blank song. Click on the word Untitled.**



**TIP: Before entering chord changes, number the measures in the printed music.**

**3. Enter the name of the song, the key and the desired tempo.**  
Tip: Press the Tab key to move from Box to Box.



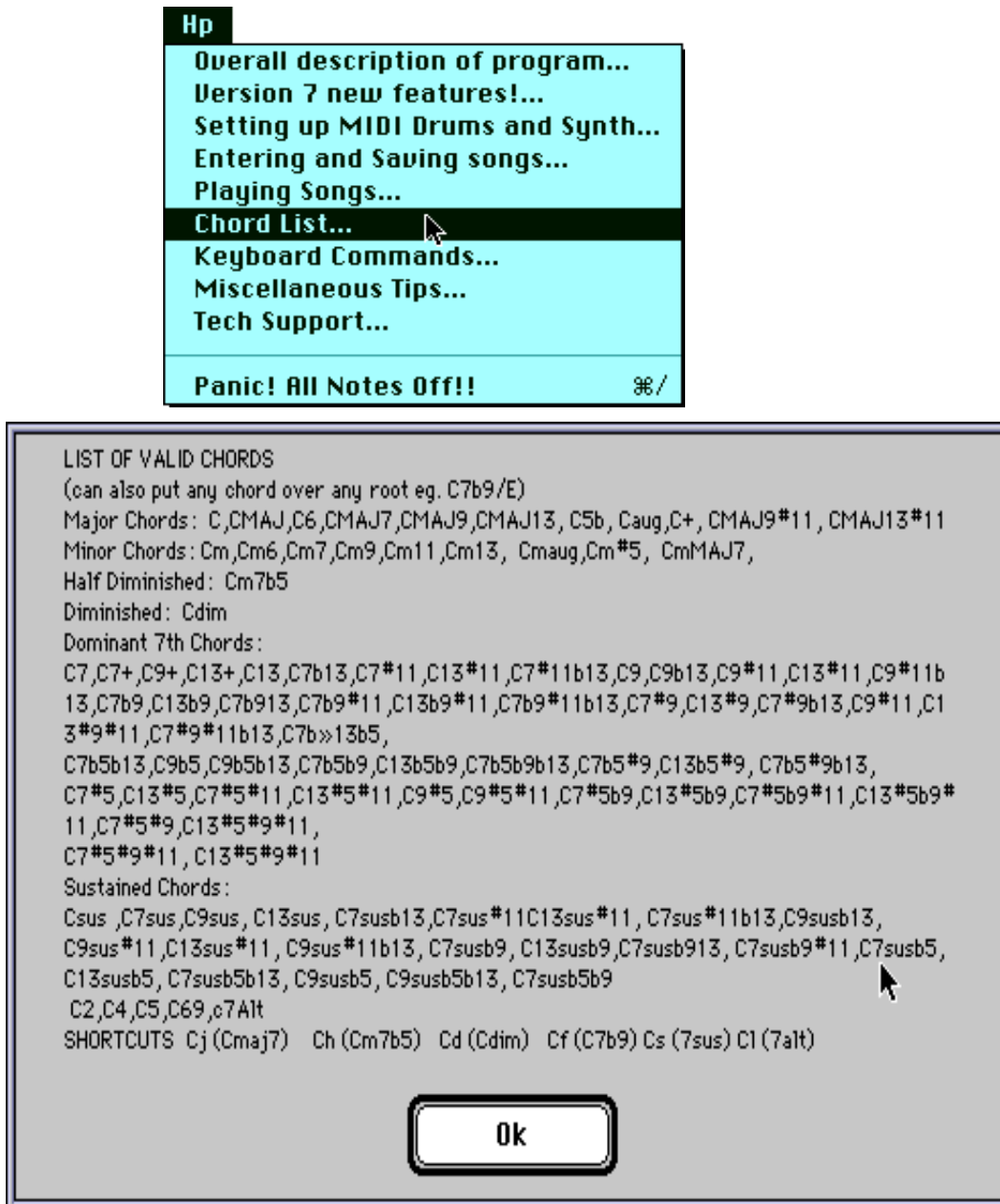
• I usually uncheck the Embellish Chords box. BIAB will add chord embellishments to selected chords if this box is checked.

• It is also possible to click the tempo in using the mouse by clicking 4 times on the

icon of the metronome.

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

From the Help menu, select Valid Chord list:



Chords must be typed in **exactly** as shown. Use shift + the number 3 for a sharp and the letter b for a flat.

BIAB is not case sensitive. It is ok to enter an Eb chord as eb.

## 5. Entering Chords:

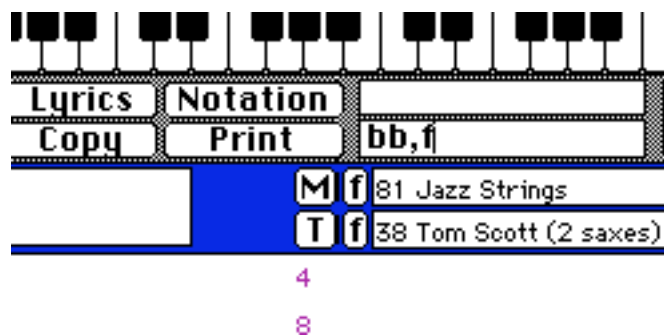
Chords can be entered on beats 1, 2, 3 and 4. The cursor represents two beats of each measure. To enter the F chord in ms 1:

**TIP: Always write in the measure numbers on the music you are entering.**

- 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: I recommend entering chords using the typewriter keyboard only.

To enter the chords in measure 2:

- 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. Then press the right arrow key.



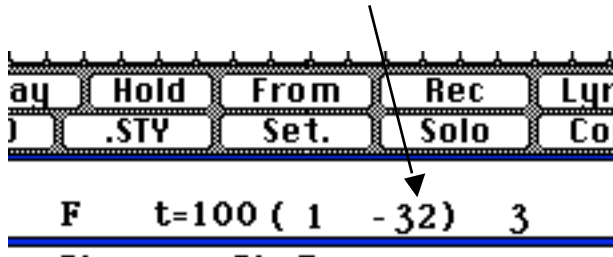
**TIP: To erase a chord: move the cursor over the chord. Enter a space and press the right arrow key or return key.**

Enter the rest of the chords for Alma Mater.

## 6. Setting the number of measures and style.

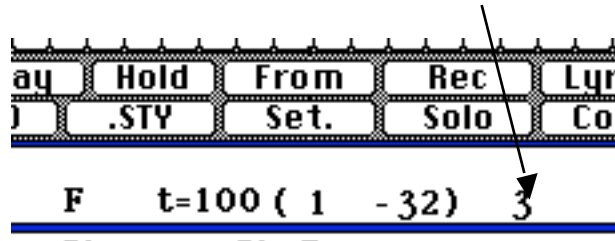
After the chords are entered, BIAB needs to know how long the piece is. Since Alma Mater is 16 measures long:

- Click on the 32 which represents the length of the piece.

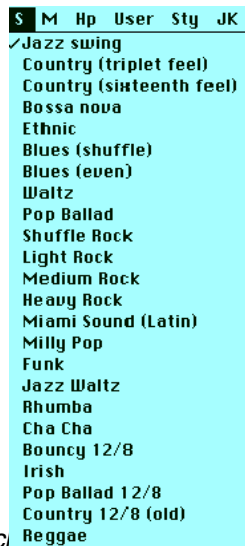


- Click on the number 16 in measure 16.

- 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. Select 1.



- Select the style for the piece. There are 24 basic styles. Select one from the S or style menu:



To select the other styles that are installed on the computer:

- Click the STY button. s



All of the installed styles on the computer can be accessed. Additional styles can be purchased or created from scratch. Refer to the manual and the PGMusic web site for more information ([www.pgmusic.com](http://www.pgmusic.com))

## 7. Save and play

BIAB can only load one song at a time. Be sure and save frequently. Choose Save from the File menu to save to disk.



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.

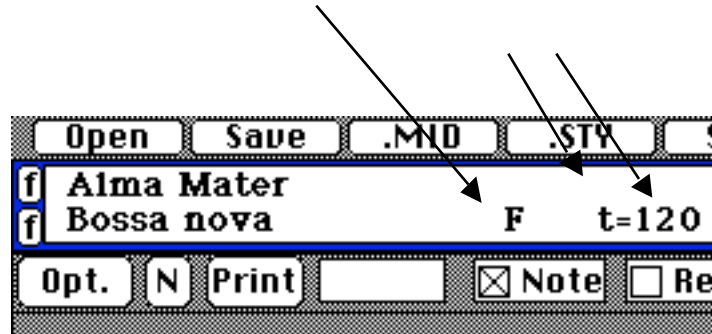
If you are not hearing sound, refer to the MIDI section of the BIAB manual. BIAB can be played through a MIDI Keyboard (General MIDI recommended) or the computer's speaker as long as you are using a Power Macintosh or Multimedia PC with a SoundCard. To get things working properly, check the following:

- If you are using a MIDI Keyboard consult the manual to 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.

Transposing the piece and changing the tempo:

Click on the Letter  
to transpose

Click on the upper portion of the t to  
increase tempo by 1's; the tempo  
marking to increase/decrease by 5's.



## 8. 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.

## 9. Muting individual instruments

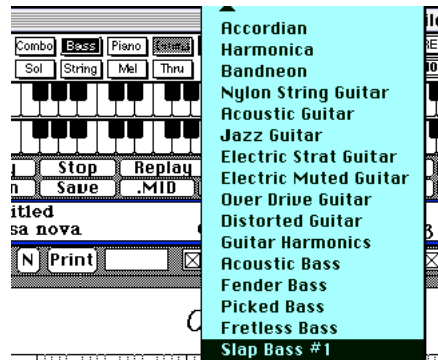
- Click on the M button at the top of the screen.
  - Click on the instrument name to mute
  - To un-mute: click on the M (mute) button and click the instrument name.
- Shortcut (Mac): hold the CTRL key and click to mute or unmute an instrument  
Shortcut (Win): Right click on the instrument name to mute or unmute it.

Drums are muted:



## 10. Changing the timbres of instruments

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



## 11. 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 all parts:

- Select the desired instrument
- Click the Vol button
- Click on the upper keyboard to set the volume - left = lower; right = higher.



12. Entering in 3/4 = select a 3/4 style - waltz or jazz waltz. Enter chords on the first 3 beats of the measure only.

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

**14. 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)
- Using the Melodist feature to compose an original song and melody
- Entering a Harmony
- Enter a DS al Coda
- Import a MIDI file.

**15. Burning an Audio CD**

- Windows Users see the steps listed in the Windows version of this tutorial - save as WAV.
- Mac and Windows users – use iTunes to convert MIDI files to burn on a CD (free download from [www.apple.com/itunes](http://www.apple.com/itunes)).