

# Scoring Express User Guide - Sibelius

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Congratulations on purchasing Scoring Express, the easiest way to create professional-looking Sibelius scores! Before we get going, here's some Q & A about what you are and aren't allowed to do.



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## License Q & A

### **Can I use Scoring Express on more than one computer?**

Yes! A purchase entitles one person (you) to use it on one computer at a time, on as many computers that you personally use. Unless you have extra limbs, that should suffice nicely.

### **Can my buddy who shares my computer use Scoring Express?**

No! Well, there's no way to technically prevent it. But please ask your buddy to purchase his own copy.

### **My buddy wants to use my copy of Scoring Express. Can I send it to him?**

No! He should purchase his own copy. Let's all be buddies!

### **OK. Can I change the default Scoring Express files — customize, modify styles, add instruments, etc.?**

Yes! That's the beauty of it — it's totally customizable for your own use. You can change it straight away or keep the original handy and duplicate it for your own use. If you need to, you can always re-install the default Scoring Express files again.

### **So, once I do that, can I send those files to my buddy?**

You can share Sibelius files with anyone you like, and these files may inherently contain many settings derived from Scoring Express. But please encourage your buddies to purchase their own copies of Scoring Express so that they get the full benefit of the package and easy compatibility with your files — including all the fonts, house styles, and manuscript papers that come with Scoring Express.

## Installation

Quit Sibelius if it is running.

**⚠ Scoring Express is recommended for Sibelius Ultimate 2022.5 and higher.**

This installer will overwrite any existing Scoring Express templates, manuscript papers, and house styles, and will install all of the necessary fonts. It will not affect any other files or settings.

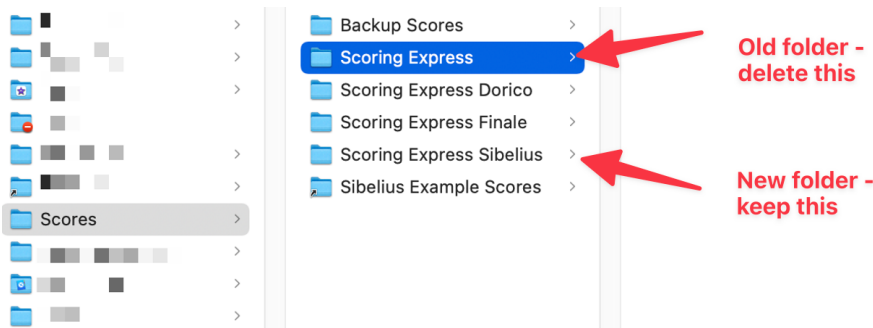
Templates are installed into the **Documents/Scores** folder in your user folder. The remainder of the supporting files and fonts are installed in the appropriate support folders on your computer.

If you are installing Scoring Express for the first time, or if you are updating from a previous version of Scoring Express and have not customized your templates further, you can proceed with the installation.

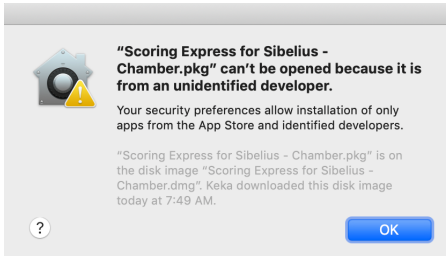
**⚠** However, if you are updating from a previous version of Scoring Express and you have customized your Scoring Express templates in Sibelius, and you wish to make a backup of them, please do so before proceeding with the installation.

Double-click the **Scoring Express for Sibelius** installer (.pkg on Mac or .exe on Windows) and follow the prompts.

**⚠** If you have a version of Scoring Express for Sibelius that is 1.2 or earlier, and you're updating to Scoring Express for Sibelius 1.5 or later, the Sibelius templates are now installed in a folder **Documents/Scores/Scoring Express Sibelius**, whereas previously they were installed in **Documents/Scores/Scoring Express**. Unless you wish to keep the older version of the templates, you can safely delete the folder **Documents/Scores/Scoring Express** and all of its contents, either before or after installation of Scoring Express for Sibelius 1.5 or later.

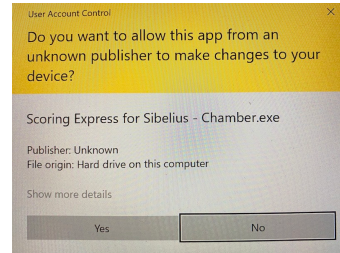


⚠ If the following message appears  
on Mac:



Please right-click (or **Control**-click) the **.pkg** to open it. Please see this Apple support article for more information: <https://apple.co/3n1uG36>

on Windows:



Please click **Yes** to proceed with installation. Please see this Microsoft support article for more information: <https://bit.ly/2Kdzl3q>

Scoring Express installs Sibelius files, Sibelius support files such as libraries and plug-ins, and fonts. It does not install any executable files or other files that control your computer, so you can be confident in proceeding with installation.

You're now ready to start using Scoring Express!

## What is Scoring Express?

Scoring Express is a collection of professional templates for Sibelius — based on the same templates we use at NYC Music Services, an industry-leading music preparer.

But each Scoring Express package is much more than just the templates. It contains manuscript papers, house styles, and high-quality music and text fonts — all installed in one go, so you can get started right away.

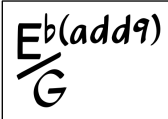
The settings in Scoring Express files are the result of decades of experience preparing music notation at the highest level. Embedded throughout each file are carefully considered parameters that refine positioning, placement, and design. They reflect the expert advice and tips you'll find on our Scoring Notes blog.

Drawing on our knowledge of the ins and outs of Sibelius, we have made use of some of the more obscure features and settings and baked them right into the Scoring Express defaults so that you don't have to spend time fiddling with them. Each file also includes loads of additional symbols, lines, and text styles that extend Sibelius's default capabilities in many ways.



*Just a few of the extra goodies in Scoring Express*

Plus, Scoring Express takes full advantage of the Norfolk and Pori fonts that not only bring a unique beauty to your music, but deliver unique features as well, like the angled slash chord (ASC) symbols.



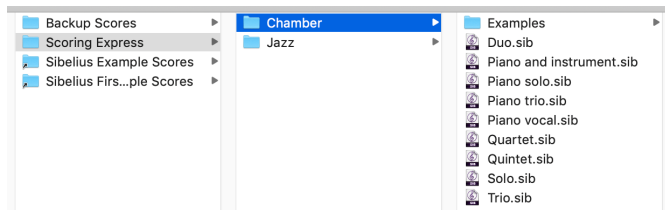
Excited to use this? So are we!

## Starting with a Scoring Express template

There are two ways you can start with a Scoring Express template: Opening the Sibelius file directly, or building a new score from a Manuscript Paper.

### Open a Scoring Express template file directly

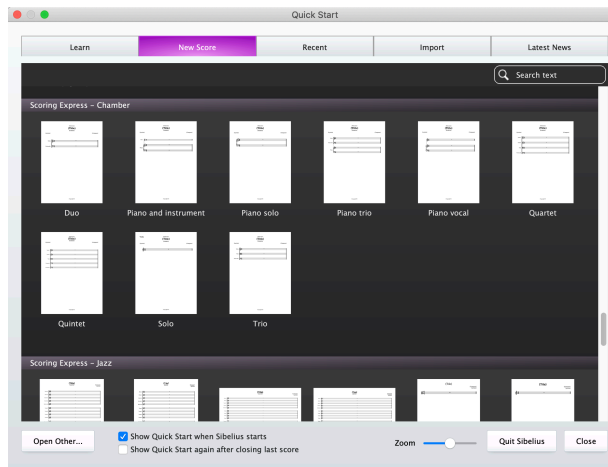
The Scoring Express installer drops a suite of stand-alone template files into your **Documents/Scores** folder, in a new **Scoring Express** folder.



You can simply open one of these files to begin working. We advise that, before you begin, you make a copy of any file you work with, to prevent accidentally changing the default file. But if you do ever accidentally change a default file, just run the Scoring Express installer again.

### Open a Scoring Express Manuscript Paper

The Scoring Express installer also installs Manuscript Papers with the same settings as those in the stand-alone template files. You'll find them anytime you start a new score in Sibelius, in **Quick Start > New Score**:



You can build a new score from one of these files in the same way you would with any other Manuscript Paper.

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### Should I begin a score directly from a template file or from a Manuscript Paper?

Both methods will yield similar results, but there are a few differences, which you can consider in deciding which approach to take:

With a template file, you have the same exact file we've created with the page size, document setup, instrumentation, and text objects such as Title and Composer text already perfectly placed for you, using wildcards. However, you'll need to make any necessary adjustments such as page size, staff size and margins, document setup adding instruments, the starting key and time signatures, tempo, and pickup bar after opening the file.

When you create a new score with a Manuscript Paper using **Quick Start**, you'll have the opportunity to customize elements of your score right away. However, if you change the page size and/or add instrumentation, you may find certain elements of the template need to be adjusted later.

If you plan on importing an existing MIDI, MusicXML, or Sibelius file into a Scoring Express file (see below), it's probably best to start from the template file.

If you plan on composing straight into a Scoring Express file, creating a score using the Manuscript Paper might be better.

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### Changing instruments in a Scoring Express file

Scoring Express files already have dynamic parts fully set up and ready to go, with all the settings we like. For that reason, if you need to change the instrumentation of your score, we recommend making an instrument change instead of adding a new instrument, so that the part is retained.

For instance, if you open up the **Trio** template file in the Scoring Express – Chamber package, you'll see it's scored for violin, viola, and cello.

As an example, if you wish to change the violin to flute, we recommend you do this:

- Select the entire flute staff (a new Scoring Express template will only have one bar)

Full Score

(Dedications)

(Title)

(Subtitle)

(Lyricist)

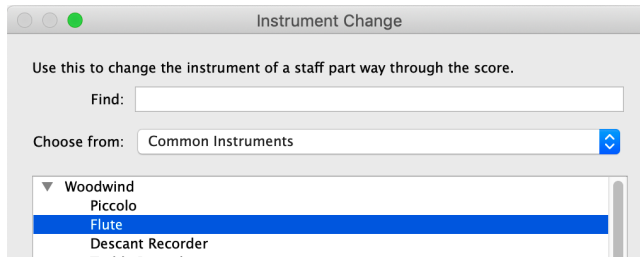
(Composer)

Violin

Viola

Violoncello

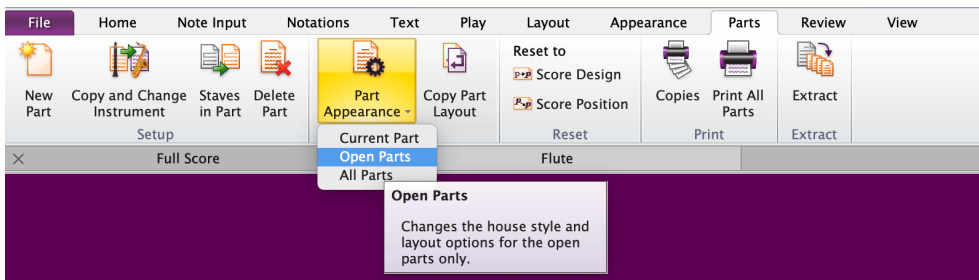
- Go to **Home > Instruments > Change** and select the **Flute**, and click **OK**



## Adding instruments to a Scoring Express file

Not to worry, though — if you want to add new instruments using **Home > Change > Add or Remove**, you can do that too, and get the benefit of the Scoring Express setup using **Multiple Part Appearance**. To do that:

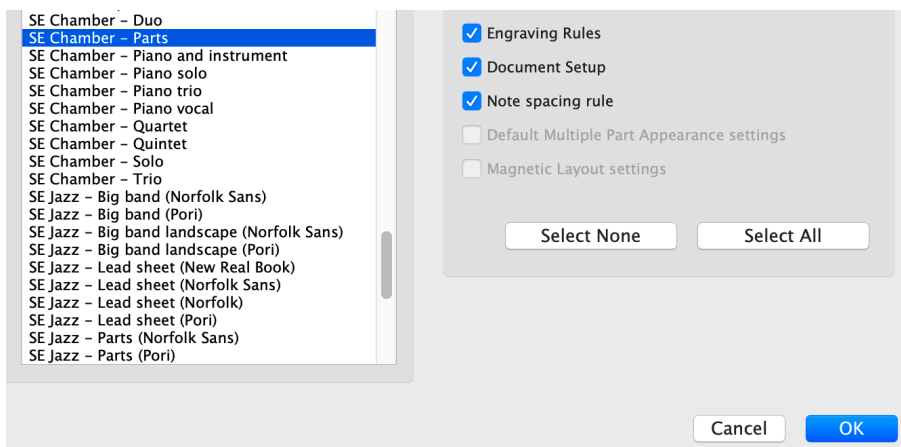
- After you add your new instrument(s), open those parts and go to **Parts > Part Appearance > Open Parts**.



- Open the **House Style** tab and click **Import House Style...**



- Choose the appropriate **Parts** style from the **SE** list, and click **OK**.



- Click **OK** again to exit the **Multiple Part Appearance** dialog.

⚠ Do not import a score house style into a part, or vice versa, or it could cause problems in your file.

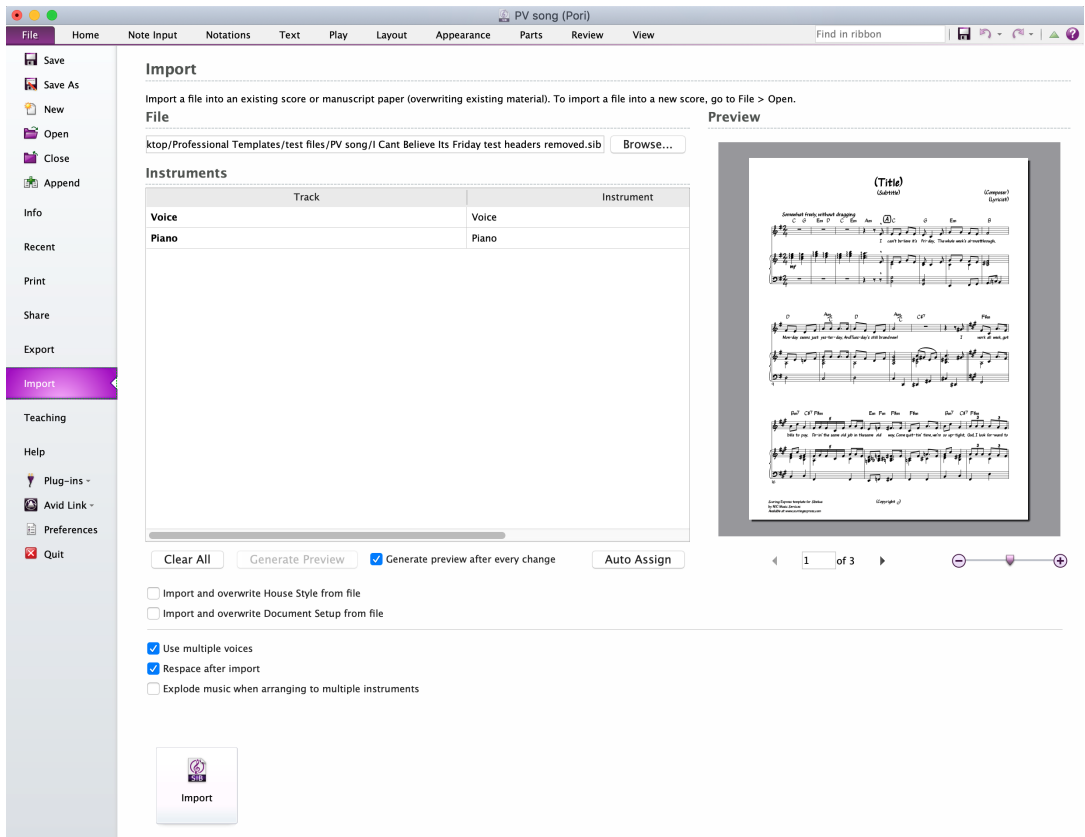


## Importing a MIDI, MusicXML, or Sibelius file into a Scoring Express file

Scoring Express templates are designed to take maximum advantage of the recent improvements in Sibelius which allow for more sophisticated importing of MIDI, MusicXML and — as of Sibelius 2020.12, Sibelius files — into a template. This is where the real power of Scoring Express becomes evident!

To import one of these file types into your Scoring Express template, go to the **File** tab and click **Import**.

Browse for your source file, or simply drag and drop it into the window.



If you're importing a Sibelius file, we recommend that you *uncheck* **Import and overwrite House Style from file** and **Import and overwrite Document Setup from file**, so that you get the most benefit out the settings in a Scoring Express template.

- ☐ Import and overwrite House Style from file
- ☐ Import and overwrite Document Setup from file

Similarly, if you're importing a MusicXML file, we recommend that you *uncheck* **Use page and staff size from MusicXML file** and **Use Layout and Formatting from MusicXML file**.

- ☐ Use page and staff size from MusicXML file
- ☐ Use Layout and Formatting from MusicXML file

We recommend that you *check* **Respace after import**.

- ☒ Respace after import

For the remainder of the settings, you may wish to check or uncheck them, depending on how you wish to make use of Sibelius's automatic parsing of the musical data.

The instrumentation of your source file need not match that of your template — in fact, you can take advantage of Sibelius's importing features to reduce, explode, or omit staves entirely, saving you lots of time in creating, say, a lead sheet from a piano-vocal score.

Time signatures, key signatures, and many other elements are all imported directly into your Sibelius file. Naturally, MusicXML and especially Sibelius source files will result in more specific notational items being imported. Consult the Sibelius documentation for more information about how to use these features in detail!

**!** If you're importing a Sibelius file into a Scoring Express template file (not a Manuscript Paper) and duplicate headers appear (such as Title, Composer, and page header text), it's because Sibelius is bringing those text objects along for the ride. We recommend that you delete the following items in your source file and save the file before importing it into a Scoring Express template, until/unless Sibelius improves this in the future:

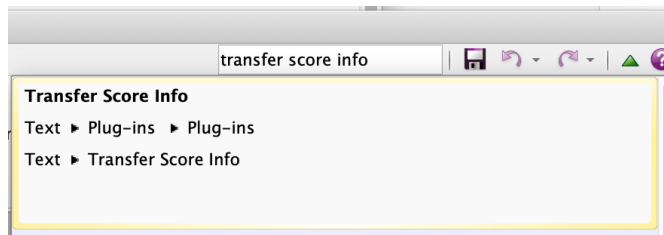
- Composer
- Copyright
- Dedication
- Footer (inside edge)
- Footer (outside edge)
- Header
- Header (after first page)
- Header (after first page, inside edge)
- Instrument name at top left
- Lyricist
- Subtitle
- Title

## Transfer Score Info

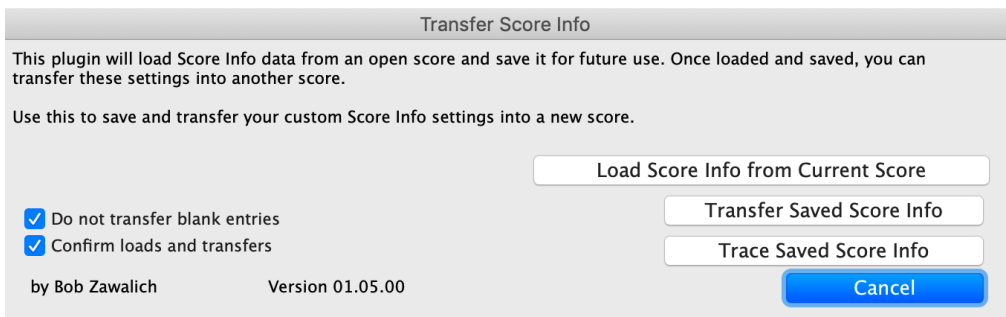
If you're importing from a Sibelius file and you've painstakingly taken the time to set up your metadata in the form of wildcards in the **File tab > Info** section of your source document, such as Title, Composer, etc., you can transfer them to your Scoring Express template file, so that any text objects using these wildcards populate correctly.

For this purpose, you'll need the **Transfer Score Info** plug-in, which is included in your Scoring Express installation.

In your *source score*, run it by searching for it in the Ribbon:



In the dialog that appears, click **Load Score Info from Current Score**.



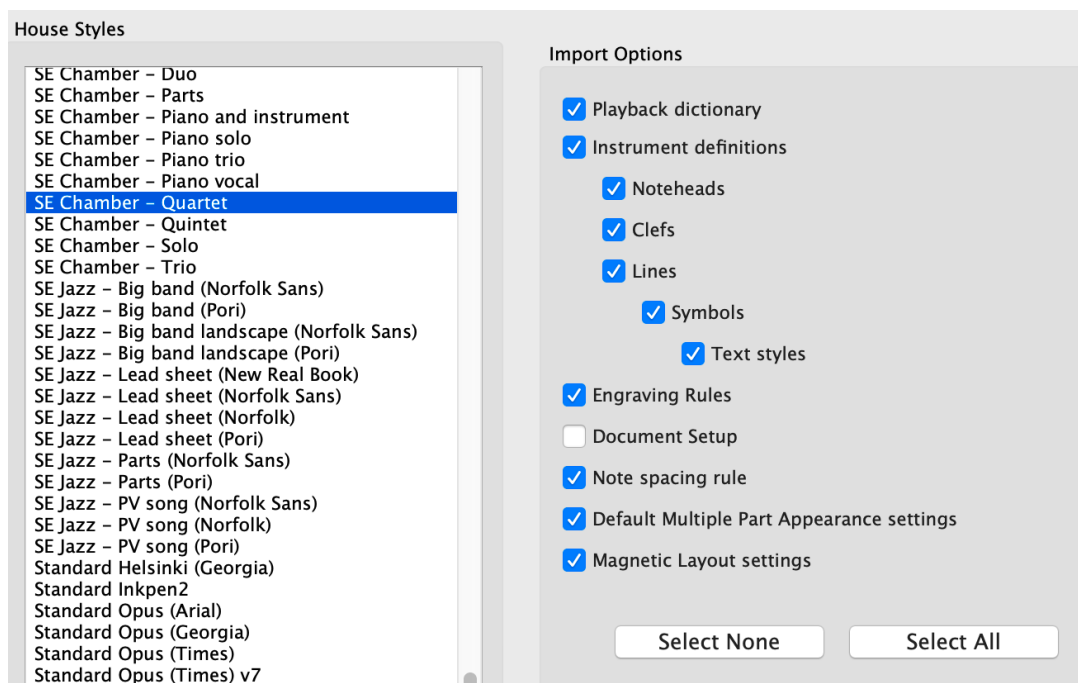
Next, go to the *destination score* (the Scoring Express template) and run **Transfer Score Info** again. This time, click **Transfer Saved Score Info**. You should find that your information has been successfully transferred. Check **File tab > Info** to confirm. If text objects are present in your score which contain wildcards, they will automatically populate with the correct information.

For more information about using wildcards, consult the Sibelius Reference.

## Importing a Scoring Express house style into an existing Sibelius file

If you already have a Sibelius file and wish to import a Scoring Express house style into it, this is a great way to beautify your score without needing to create a new file or import into a template.

In your existing score, simply go to **Appearance > House Style > Import**, and choose the SE house style most suited to your score. You'll get the most benefit from checking all of the boxes, but if you have a particular page and staff size in your existing score that you wish to retain after importing a house style, you can uncheck **Document Setup**:



Click **OK**. to proceed.

⚠ Do not import a part house style into a score, or vice versa, or it could cause problems in your file.

Later, if you wish to import the Scoring Express **Parts** house style into your parts, you can do that using **Multiple Part Appearance**. See instructions above in the section entitled **Adding instruments to a Scoring Express file**.

Consult the Sibelius documentation for more information about working with house styles.

## Tidying up

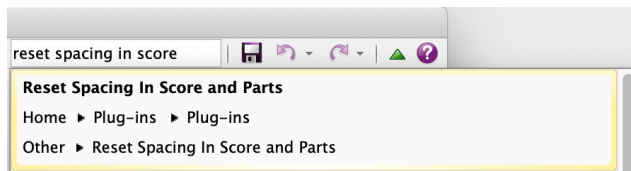
We're certain Scoring Express will save you loads of time in making your scores look great. Still, you'll likely need to do some tidying up after importing a score into a Scoring Express template, or after importing a Scoring Express house style into an existing Sibelius score.

### Reset design, position, and note spacing

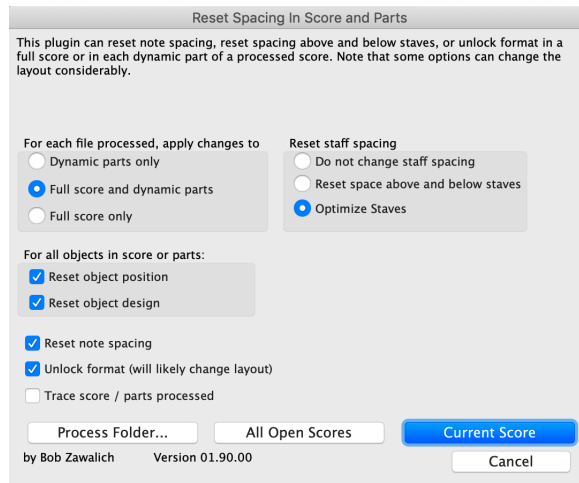
In **Appearance > Design and Position**, we recommend that you **Reset Design** and **Reset Position**. You'll get best results by doing this for your entire score, but you can certainly take a more selective approach and perform these operations on a piecemeal basis.

After you do that, in **Appearance > Reset Notes**, you should **Reset Note Spacing** in both the score and all parts.

This is all made even easier with the **Reset Spacing in Score and Parts** plug-in, which is included with Scoring Express. You can search for it and run it from the Ribbon and assign a shortcut to it if you like:



Its settings are self-explanatory and can help you quickly get results in one step:

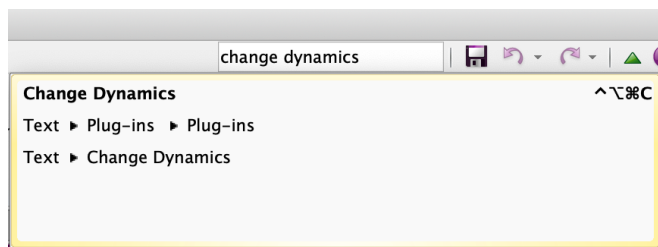


You might also **Reset Beam Groups** and **Stems and Beam Positions** unless you've customized these to your liking already.

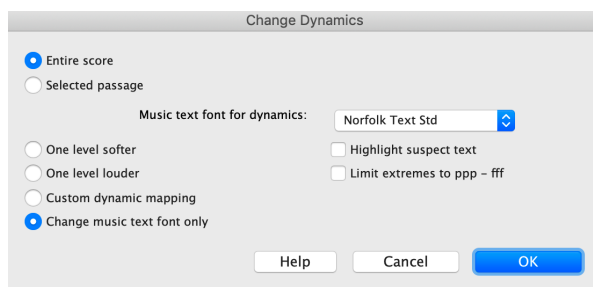
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## Change dynamics

If certain dynamics don't look right, you may need to change them to the default music font. This is easily done with the **Change Dynamics** plug-in, which you can search for and run from the Ribbon:



In the dialog that appears, choose **Change music text font only** and leave everything else unchecked:



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## Align text, symbols, and lines to the correct beat or barline

The following plug-ins included with Scoring Express can help position text, symbols, and lines to the correct beat or position in a bar:

- **Align to Beat:** Moves selected text (staff text and non-page aligned system text, but not lyrics) or lines horizontally to a specified beat in the bar.
- **Align Objects to Barline:** Moves selected text or symbols close to a barline. Aligning right moves an object to the end of its current bar; aligning left moves it to the end of the previous bar, which is the closest it can get to a barline.
- **Retract Line Ends:** Pulls back the right end of lines that end at the start of the next bar. The line will then terminate at the end of the previous bar. The plugin can process all selected lines, or just lines of specified types.

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## Swap and replace text styles, symbols, and lines

When you import a score into a Scoring Express template, or import a Scoring Express house style into an existing Sibelius score, you might find that certain text styles, symbols, and lines from your source haven't updated, because they have no equivalent in Scoring Express, or that a duplicate text style or line has been created with the suffix "(2)" because Sibelius does not want to decide which one to use for your settings.

Included with Scoring Express are several plug-ins that will help resolve duplicates and ensure that you can convert any text styles, symbols, and lines to the ones that are included with Scoring Express template. These plug-ins are:

- **Replace Line Style**
- **Replace Symbol**
- **Swap or Replace Text Styles**

Run these plug-ins and follow their instructions to harness the power of automation in getting your score looking great as quickly as possible.

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## Position rehearsal marks

The plug-in **Position Rehearsal Marks** is a good way to make lead sheets and other charts with rehearsal marks at the beginning of systems look their very best. It's included with Scoring Express.



For more information, please read the additional PDF documentation included with Scoring Express entitled **Using the Position Rehearsal Marks plugin**. This version of the plug-in has been completely revised and updated as of Scoring Express 1.2.

## Special font features

Scoring Express installs all of the following font suites automatically:

- Academico
- Bar Numbers Narrow
- Archivo
- Arimo
- Figurato
- Gothic A1
- Norfolk
- P052
- Petaluma Script
- Pori
- Tinos

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### Text fonts

Scoring Express uses Academico, Petaluma Script, Arimo, and Tinos as its main text fonts.

Academico is an engraved-style serif font that is similar to Century Schoolbook. Petaluma Script is a handwritten-style font.

Arimo and Tinos are serif and sans-serif fonts, respectively, that are metrically compatible with Arial and Times New Roman, respectively, but subtly different in appearance. Archivo is a sans-serif font that is similar to Arimo, and also comes with a Narrow family.

These fonts, and all of the fonts that come with Scoring Express, are free to legally distribute to anyone.

⚠ Earlier versions of Scoring Express used Gothic A1 (a sans-serif font) and P052 (a Palatino equivalent) as default fonts in some documents. These fonts are still installed with Scoring Express to ensure compatibility with older projects, and you may use them if you like. (Gothic A1 is still used in certain specific areas like bar numbers.) However, we found that Arimo and Tinos provided better cross-platform compatibility with certain software, and their metric equivalence to the common commercial fonts make it easy to switch from one to the other, if desired.

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### Norfolk and Pori

Scoring Express uses the Norfolk suite of music fonts as its main engraved-style music font, and the Pori suite of music fonts as its main handwritten-style font. These fonts were



designed by Steinberg for use in Dorico, originally as Bravura and Petaluma, respectively, and reconfigured for use specifically in Sibelius by NYC Music Services.

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## Bar Numbers Narrow

Bar Numbers Narrow is a modified version of Gothic A1 that is more suited to instances where horizontal space is at a premium, such as when displaying bar numbers on every bar. It is not used in the current release of Scoring Express for Dorico, but it may be in the future.

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## Figurato

The Figurato and FiguratoB fonts use unique entry methods to achieve a variety of results in figured bass notation. This is a different system than that which is used by Sibelius's default Opus Figured Bass font, and the two are not compatible. Figured bass already entered using Opus Figured Bass font will not automatically display correctly when Figurato is used. Also, because Sibelius's default contextual word menu for the **Figured bass** text style will not be applicable to the Figurato font, the Scoring Express templates are set to use the Fingering word menu to avoid any potential keyboard shortcut conflicts. You can modify the word menu or create a new one if you wish (see the Sibelius Reference, **5.1 Working with text**).

Read the documentation to understand how to enter figured bass using Figurato:

<https://github.com/fkretlow/figurato>

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## Norfolk harp transfer document

Included with Scoring Express is a Sibelius document intended to help transfer Norfolk Harp Std characters into an existing Sibelius document. You'll find it, along with instructions contained in the Sibelius document, in **Documents/Scores**.

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## Pori Rehearsal fonts

Included in several Scoring Express templates are house styles that use the Pori Rehearsal fonts. **Pori Rehearsal Enclosed**, **Pori Rehearsal Overline**, and **Pori Rehearsal Underline** are text fonts derived from Petaluma Script with built-in enclosures and semi-enclosures. The Pori Rehearsal fonts use the following special characters:

[ and ] (square brackets) as the left and right enclosures

| (pipe) for a flat

i.e., typing [to Clarinet in B|] results in (to Clarinet in B $\flat$ )

## Angled slash chord and angled slash legacy (ASC/ASL) chord symbol fonts

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The angled slash chord fonts (ASC/ASL) are designed to work in Sibelius to achieve chord symbols that place an altered bass note underneath an angled separator in a diagonal arrangement, like this:



Each family of fonts that include angled slash capabilities contain two variants:

- ASC Std, with the angled slash feature as the default
- ASL Std, with the angled slash feature available only in legacy input

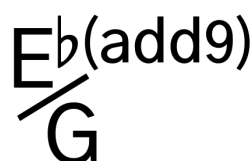
As of this writing, there are three sets of angled slash chord fonts:



**Pori Chords**  
**ASC/ASL Std**



**Norfolk Chords**  
**ASC/ASL Std**



**Norfolk Chords Sans**  
**ASC/ASL Std**

Scoring Express template files are designed to use these fonts by default. Please consult the separate PDF documentation entitled **ASC documentation** for detailed information about the powerful features these fonts provide.

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## Playback









The Scoring Express templates are optimized for notation. Certain playback settings, such as the **Mixer** positions and the settings in **Play > Interpretation > Performance** have been configured for playback with NotePerformer, sold separately by Wallander Instruments. More information at:

<https://noteperformer.com/>

## Troubleshooting

The Scoring Express house styles make use of special fonts called Norfolk Special II Std, Pori Special II Std, and Norfolk Harp Std, which are an additional fonts containing Bravura or Petaluma characters not found or easily replaced in Sibelius. If, after importing a Scoring Express house style, you've replaced the main text font of your document (by going to **Text ► Format ► Edit All Fonts** and changing **Main Text Font** to something other than the default,) it may cause Sibelius to use that font in places where Norfolk/Pori Special II Std should be used instead.

This will cause certain symbols to appear incorrect, like octave clefs:

| Octave  |   |   |   |
|---|---|---|---|
|  |  |  |  |
| Treble down 8   | Treble (down 8)   | Treble down 8 (old)   | Treble up 8   |
|  |  |  |  |
| Treble up 15  | Bass down 8   | Bass up 8   | Bass up 15  |

To remedy this, go to **Text ► Styles ► Edit Text Styles** and edit the **Special symbols II** style by clicking **Edit....** Change **Font** to **Norfolk Special II Std** or **Pori Special II Std** and click **OK**, then **Close**.

### Be aware

Changing a text font by going to **Text ► Format ► Edit All Fonts** and changing **Main Text Font** is destructive to font style selections, and should be used with care. This method changes all text styles other than the known music fonts (those listed in **File ► Preferences ► Music Fonts**). So, for instance, it will destroy the font selection for auxiliary music fonts such as Norfolk/Pori Special II, Norfolk Harp, and the Pori equivalents, as noted above.

## Compatibility

Scoring Express is built for the latest version of Sibelius Ultimate. For best results, use Sibelius 2022.5 or later; however, it should work with all Sibelius Ultimate versions dating back to 2020.3. Use with earlier Sibelius versions is not recommended nor supported.

Scoring Express templates and manuscript papers are designed for North American page sizes, but they will look just fine switching to the nearest ISO equivalent (i.e., A4) with a quick toggle in Sibelius's **Layout ► Document Setup ► Size**. Depending on your tastes, in certain circumstances you may prefer adjusting the staff size by a fraction of a millimeter or two in either direction as well.

## Credits

Bob Zawalich is the author of the plug-ins included with Scoring Express. Used by permission.

Bernie Cossentino of Twin Page Productions (<https://www.twinpagemusic.com/>) invented the concept of the angled slash chord font, created the ASC and ASL Std fonts, adapted Bar Numbers Narrow, and greatly contributed to the overall development of the chord symbol fonts and this project.

Jeff Kellem of Slanted Hall Type Foundry (<https://slantedhall.com/>) created the Pori and Norfolk chord symbol fonts from which the angled slash chord fonts are derived, did all the heavy lifting porting Pori and was greatly influential in continuing to develop this project.

Matthew Maslanka of Maslanka Music Prep (<http://www.maslankamusicprep.com/>) did all the heavy lifting porting Bravura to Norfolk, and creating the original Norfolk house style.

Joseph Treffer created the Theatre templates, developed their house styles, and documented their features.

Bob Zawalich and Robin Walker assisted with testing and feedback of the fonts.

Robin Walker is responsible for updating Norfolk Text Std with ligated dynamics and greatly contributed to the overall development of all of the fonts.

Bob Zawalich and Robin Walker developed the Norfolk Harp Std font and created the transfer document.

Petaluma was designed by Anthony Hughes of Steinberg Media Technologies.

Petaluma Script, Bravura and Academico were designed by Daniel Spreadbury of Steinberg Media Technologies.

Arimo and Tinos were designed by Steve Matteson of Matteson Typographics.

Archivo and Archivo Narrow were designed by Gatti & Omnibus-Type Team.

Gothic A1 was designed by HanYang I&C Co.

Figurato was designed by Florian Kretlow.

P052 was designed by URW Type Foundry.

Special thanks to Sam Butler of Avid Technology, Inc., for permission to use the Opus font structure in the course of creating Norfolk and Pori.

## Font licenses

The fonts included with Scoring Express are made available under the SIL Open Font License (<https://scripts.sil.org/ofl>), which means that the fonts are free to download, use, embed, redistribute with other software (including commercial software) or to create derivative versions. The only restrictions on its use are that they cannot be sold on their own, any derivative versions cannot use the reserved font names “Norfolk”, “Bravura”, “Academico”, “Archivo”, “Figurato”, “Gothic A1”, “P052”, “Pori”, or “Petaluma” and any derivative versions must likewise also be licensed under the SIL Open Font License.

For more information about the SIL Open Font License, read the answers to these Frequently Asked Questions: [https://scripts.sil.org/OFL-FAQ\\_web](https://scripts.sil.org/OFL-FAQ_web)

Other font families that may be bundled with Scoring Express are made available under similar SIL Open Font Licenses, except as noted below:

Arimo and Tinos are released under the Apache License, Version 2.0. You can use them in your projects - print or digital, commercial or otherwise.  
(<http://www.apache.org/licenses/LICENSE-2.0>)

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## Video

See this video for a guide to installation and some helpful tips on using Scoring Express:

<https://youtu.be/wMG75yFa7dc>

It is not intended as a complete replacement for this documentation, but rather as a helpful supplement.

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## More information and updates

<http://scoringexpress.com>

## **Example files**

The example files provided with Scoring Express are distributed for the sole purpose of demonstrating the Scoring Express product. They remain the property of their respective copyright holder(s) and are included with permission. No right of performance is conveyed or implied, and they may not be copied or distributed further in any way without permission.

“Christmas in New York”

Lyrics by Bill Nelson

Music by Joseph Trefler

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<https://billnelsonbillnelson.com/>

<http://josephtrefler-composer.com/>