TEFpad FAQ

Why can't I edit a new score or an existing score that I have opened?

When **TEFpad** is opened, it defaults to **Play** mode. In this mode you can play the score, create a new score, save the score, print preview the score, print the score as a PDF and several other options. There will be a toolbar at the top (Android) or at the bottom (iOS) with buttons for performing the various options.

To edit a score, you must be in **Edit** mode. Tap the toolbar *Edit* 🖊 button to go into **Edit** mode. In this mode, the toolbar will disappear, and a keyboard with many of the editing features will appear at the bottom of the display. You will now be able to edit the tab. To return to **Play** mode, tap the keyboard *Keyboard* ⌨ button.

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How do I change the display to show tablature only, notation only, or both?

Open the **Settings** dialog.
1. (Android) – tap the keyboard **Settings** ⚙ button if in **Edit** mode or the toolbar **Settings** ⚙ button if in **Play** mode.
2. (iOS) – Tap the keyboard **Keyboard** ⌨ button to exit **Edit** mode, then tap the toolbar **Options** ⚙ button.

The image in the second row of buttons shows notation and tablature side by side. The first button sets the display to tablature only. The second button sets the display to notation only. The third button sets the display to both the notation and tablature.

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I am having difficulty entering notes/rests. If I have a 1/4 note entered, followed by a 1/8th note, a beam connects the notes. Please help!!

Almost all notation problems are a result of incorrect duration spacing between successive notes as they are entered. There are two tools, the ruler and the keyboard **Tab** ⇥ button, that you should use faithfully to ensure proper duration spacing between notes.

TEFpad uses a fixed width measure to display the notation and/or tablature. When you enter **Edit** mode a ruler is displayed (Android) at the top of the display and (iOS) above the edit keyboard. The ruler scale defaults to 16 tick marks per measure where each tick mark represents where a 1/16th note can be placed. As you position the note cursor in a measure, a light blue line extends to the ruler to indicate where in the measure a note will be entered (**see this topic for other ruler scales**).

With experience, you will become comfortable setting note positions accurately by tapping into the notation or tablature. Always use the ruler to verify the note position is correct. As a guide, assuming 4/4 time signature and a ruler scale of 1/16th notes (16 tick marks), the spacing should be:
1. After a 1/2 note – eight tick marks.
2. After a 1/4 note – four tick marks.
3. After a 1/8th note – two tick marks.
4. After a 1/16th note – one tick mark.

Of course the numbers above will double if the ruler scale is 1/32nd notes (32 tick marks). **Before entering any note, ensure the spacing is correct as shown in the above list.**

Early on, it is recommended that you use the keyboard **Tab** ⇥ button for accurate note placement. In all entry modes except auto-advance (**see topic 7.**), after entering a note, tap the keyboard **Tab** ⇥ button to advance the note cursor to the next valid note position in the measure. Only then should you change the duration for the next note if it differs from the previous note. This is the most accurate method for proper positioning of notes in a measure.

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When the note cursor is placed on a note or rest, four of the keyboard buttons are outlined in red. What does this mean?

When the note cursor is positioned on a note or rest, the four buttons to the right of the keyboard **TAB** ⇥ button are outlined in red to indicate the current properties of the note. The image of the buttons change to show the current property assigned to the note. The buttons are :
1. **Note Properties** C[4] – displays the name and MIDI octave of the current note.
2. **Duration** ♩ - displays the duration and modifiers (dot or triplet) of the current note.
3. **Special Effect** ∅ – displays the special effect applied to the current note if any.
4. **Velocity** ƒ - displays the velocity (dynamic level) of the current note.

How do I enter notes into the notation?

There are several options for entering notes depending on whether you want to use auto-advance or auto-duration (see the specific topics on how to use these features). Alternatively, you can enter each note manually. This method of note entry is most useful when entering single note melody lines.

The basic steps are:
1. Position the note cursor accurately at the proper line/space in the notation staff (**see topic 3.**).
2. Tap the keyboard ***Duration*** ♩ button, and tap the desired duration and modifier (dotted or triplet) button(s). (Optional :: only when the next note duration is different than the previously entered note).
3. Tap the keyboard ***Enter*** ↵ button to place the note in the staff.
4. The note on each space/line is entered based on the key signature with no accidentals. If the note should be flatted (pitch lowered one-half step), tap the keyboard ▬ button. If the note should be sharped (pitch raised one-half step), tap the keyboard ✚ button.
5. Tap the keyboard ***Tab*** ➥I button to advance the note cursor at the next valid position in the measure. *The keyboard **Tab** button is your best friend for proper note placement!!*
6. Tap the keyboard ***Up*** ▲ *or **Down*** ▼ button(s) to position the note cursor on a staff space/line for the next note.
7. Repeat steps 2-6 for each note.

How do I enter notes into the tablature?

There are several options for entering notes depending if you want to use auto-advance or auto-duration (see the specific topics on how to use these features). Alternatively, you can enter each note manually. If you are entering multiple voice music (i.e. treble line and separate bass line), this is the recommended method of note entry.

The basic steps are:
1. Position the note cursor accurately on the desired string in the tablature (**see topic 3.**).
2. Tap the keyboard ***Duration*** ♩ button, and tap the desired duration and modifier (dotted or triplet) button(s). (Optional :: only when the next note duration is different than the previously entered note).
3. Tap the keyboard ***1 - 0*** buttons to place the note in the tablature at the desired fret. For frets above nine, tap a second number and the fret in the tablature will be a combination of the two entered numbers (i.e. tapping ***1*** then ***2*** will enter 12 as the fret). Tapping a third time changes the fret to the number that was tapped.
4. Tap the keyboard ***Tab*** ➥I button to advance the note cursor at the next valid position in the measure. *The keyboard **Tab** button is your best friend for proper note placement!!*
5. Tap the keyboard ***Up*** ▲ or ***Down*** ▼ button(s) to position the note cursor on the string for the next note.
6. Repeat steps 2-5 for each note.

What is auto-advance and how do I use it?

Auto advance is a feature where the note cursor advances to the next valid note position after a note is entered. To turn auto-advance on, position the note cursor in the tablature, then tap the keyboard ***Enter*** ↵ button. The ***Enter*** button arrow turns green ↵ to indicate you are in auto advance mode. While the

note cursor is still in the tablature, tap the keyboard **Enter** ↵ button a second time to turn off auto-advance mode.

Auto-advance is most useful when entering single note melody lines.

To enter notes:
1. Position the note cursor accurately on a line/space in the notation staff or on a string in the tablature (**see topic 3.**).
2. Tap the keyboard **Duration** ♩ button to display the **Duration** palette, then tap the desired duration and modifier (dotted or triplet) button(s). (Optional :: only when the next note duration is different than the previously entered note).
3. Enter a note:
   - Notation entry :: Tap the keyboard **Enter** ↵ button.
   - Tablature entry :: Tap a keyboard **1 – 0** button. To enter a fret above 9 see the NOTE below.
4. The note cursor will advance to the next valid note position.
5. Tap the keyboard **Up** ▲, **Down** ▼ button(s) as needed to position the note cursor on a staff space/line for the next note (notation entry) or on a tablature line (tablature entry) for the next string.
6. Repeat steps 2 – 5 for each note to be entered.

NOTE: In tablature entry, to enter a fret above 9, reposition the note cursor on the previously entered note and tap the keyboard ✚ button as necessary, then tap the keyboard **Tab** ➡ button to advance the note cursor for the next note.

To enter a rest, set the duration (Step 2.), then tap the keyboard **Rest** 𝄽 button, then tap the keyboard **Tab** ➡ button to advance to the next valid note position. Continue steps 2 – 5 until all notes and/or rests are entered.

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What is auto-duration and how do I use it?

Auto duration is a feature where the duration of an entered note is automatically determined by its current position in the measure and any notes that follow it. The duration of a previous note in a measure is modified based on where in the measure the new note is entered. Assuming 4/4 time signature, when the first note is entered at the beginning of a measure, a whole note is displayed. Tapping the keyboard **Tab** ➡ button advances the note cursor one beat (the default in auto-duration mode). When the second note is entered, the whole note is changed to a quarter note, and the new note is displayed as a dotted half note.

To turn auto-duration on, tap the keyboard **Duration** ♩ button to display the **Duration** palette. Tap the **Auto** Auto button. If the note cursor is not positioned on an existing note, the keyboard **Duration** button displays the next duration that will be entered.

A small **A** is displayed to the right of the note stem to indicate you are in auto-duration mode. To verify auto-duration is on, tap the **Duration** ♩ button. The **Auto** Auto button will be selected in the palette when it is on.

To enter notes:
1. Ensure auto-duration is turned on as explained above.
2. Position the note cursor accurately (**see topic 3.**) on a line/space in the notation staff or on a string in the tablature.
3. Enter the first note by tapping the keyboard **Enter** ↵ button (notation entry) or tapping the keyboard **1 – 0** buttons (tablature entry). If entering a rest, tap the keyboard **Rest** 𝄽 button.
4. Position the note cursor for the next note using any combination of the keyboard **Tab** ➡, **Up** ▲, **Down** ▼, **Left** ◀ and **Right** ▶ buttons.

5. Repeat steps 3 – 4 until all notes/rests have been entered.

How do you control the orientation of note stems in the notation?

TEFpad uses **B** below **middle-C** for determining whether stems are displayed upward or downward. All notes above **B** will have stems upward and all notes below **B** (including **B**) will have stems downward. This is fine for single voice scores, but it can create some strange looking notation when you have more than one voice in a staff.

Fingerstyle guitar normally has two voices, an upper or melody voice and a lower or bass voice. All printed music displays note stems upward for the upper voice and downward for the lower voice. Unlike most notation programs that require notes to be placed in a specific voice, **TEFpad** utilizes free form note entry and the tools to easily force stem directions.

A very good approach for entering multiple voice music is to select one of the voices and enter all notes for several measures. Then create a selection area that includes all notes for that voice and force the stems in the appropriate direction. Then enter all notes for the other voice and force the stems. If there are any notes that overlap between the voices, force those note stem(s) one at a time to the proper orientation. This approach will result in very nice looking musical notation.

To force stem direction:
1. Position the note cursor on a note or create a selection area that includes multiple notes in either the notation or tablature.
2. Tap the keyboard **Note Properties** C [4] button to open the **Attributes** palette.
3. Tap one of the note stem buttons to alter the stem direction:
    ● ♫ :: force stem(s) upward and change the notation note head(s) to red.
    ● ♫ :: restore default stem direction and change the notation note head(s) to black.
    ● ♫ :: force the stem(s) downward and change the notation note head(s) to blue.

How do I enter triplets?

When entering triplets, it is imperative that the first note be entered at a valid position or the results will be unpredictable. **TEFpad** can create quarter note, eighth note, sixteenth note and thirty-second note triplets. The valid starting points for triplets (assuming 4/4):
1. For 1/4 triplets :: start on beat 1 or beat 3
2. For 1/8 triplets :: start on beat 1, 2, 3 or 4
3. For 1/16 triplets :: start on any 1/8 note position
4. For 1/32 triplets :: start on any 1/16 note position

To enter triplets:
1. Position the note cursor at a valid starting position defined in the above list.
2. Tap the keyboard **Duration** ♩ button to display the **Duration** palette, then tap the desired duration button and the **Triplet** ₃ button. Both buttons will be highlighted, and the keyboard **Duration** button will display the duration with a small three to the right of the note stem.
3. Enter the first triplet note using either the notation or tablature.
4. Tap the keyboard **Tab** ⇥ button to position the note cursor at the next valid note position. Tap the keyboard **Up** ▲ or **Down** ▼ buttons as needed to adjust the note cursor position.
5. Repeat steps 3 - 4 until all three triplet notes are entered.

How do I tie notes?

To create a tied note, the notes must be the same pitch in the notation, or if you are entering notes in the tablature, they must be on the same string/fret. Place the cursor on the second note, then tap the keyboard **Tie** ♩♪ button. This will tie the note to the previous note. Additional notes may be tied in the same manner as long as they are the same pitch and/or the same string/fret.

A second tap of the **Tie** ♩♪ button, flips the tie curve, the third tap removes the tie.

When 1/8th notes are entered and the first note is a rest, a beam extends from the rest to the next note. How do I remove the beam?

By default, **TEFpad** extends beams to all 1/8th, 1/16th, 1/32nd and 1/64th notes. When the first note is a rest, the beam extends from the rest to the following notes. For visual purposes, many people like to display the rest with no beam.

To remove a beam:
1. Place the note cursor on the rest.
2. Tap the keyboard **ABC** button to open the device soft keyboard.
3. Tap the **x** key on the soft keyboard to remove the beam.
4. Tap the soft keyboard **Done** button to restore the app edit keyboard.

How do I change an accidental to it's enharmonic equivalent (C-sharp to D-flat, etc.)?

Changing an accidental to it's enharmonic equivalent **does not** change the pitch of a note. It only alters the displayed note to it's enharmonic equivalent. In the notation, middle C# is displayed on the third space from the bottom of the staff. Changing it to it's enharmonic equivalent modifies the displayed note to a Db on the fourth line from the bottom of the staff, or it raises the note in the staff. Conversely, changing a Db to C# lowers the displayed note in the staff.

To change an accidental to it's enharmonic equivalent:
1. Position the note cursor on the note.
2. Tap the keyboard **Note Properties** C [4] button to open the **Attributes** palette.
3. Tap the appropriate accidental button:
   - **Sharp** ♯ to change flatted note to a sharp (raise the note in the notation)
   - **Flat** ♭ to change a sharped note to a flat (lower the note in the notation)
   - **Natural** ♮ to restore a note's original accidental or to force a natural sign on a note.

When an accidental is changed to it's enharmonic equivalent, the displayed accidental will have a yellow background.

If a note is sharped or flatted but no accidental is displayed due to the key signature, a courtesy accidental (accidental enclosed in brackets) can be displayed by tapping the appropriate button in the **Attributes** palette.

The tablature displays stems downward. Can it be changed to display the stems the same as the notation?

Tap the **Settings** ⚙ button to open the **Settings** dialog.

The third row of buttons control the display of tablature stems:

1. - no stems

2. - all stems downward

3. - all stems upward

4. - as in notation

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How do I go forward or backward one line?

To go forward or backward one line of measure(s), tap along the right edge of the display. To go back one line, tap above the mid-point of the screen height. To go forward one line, tap below the mid-point of the screen height.

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How do I go forward or go backward one measure?

(Android Only) Tap the keyboard *Settings* ⚙ button (**Edit** mode) or the toolbar *Settings* ⚙ Button (**Play** mode) to open the **Settings** dialog. Set the *Scroll bar* ⬤ switch to *OFF* to hide the scroll bar at the top of the main display. The scroll bar can be permanently turned off.

To go forward or backward one measure, tap along the top edge of the display. To go back one measure, tap to the left of the mid-point of the screen width. To go forward one measure, tap to the right of the mid-point of the screen width.

(Android Only) NOTE: this feature does not work if the scroll bar at the top of the screen is displayed.

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11. How do I return to the first measure?

Double tap anywhere in the display to return to the first measure. (Android only) If it is turned on, you can also use the scroll bar at the top of the screen to go to any measure of the score.

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How do I complete a copy/paste operation?

Tap and hold on the first note to be copied/cut, then move your finger to highlight any additional notes. This creates a block selection. Tap the keyboard *Copy* ▤ or *Cut* ✂ button to to add the selection area to the clipboard. NOTE: if the keyboard *Cut* ✂ button is tapped, the notes will be removed from the display.

Now position the note cursor to the location where the notes are to pasted and tap the keyboard *Paste* ▤ button.

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How do I create a custom instrument tuning?

There are many predefined tunings that cover the majority of standard instruments. Any of these tunings can be modified to create a new custom tuning, or you can create a new tuning for a specialty instrument. To begin, tap the tuning at the left edge of the tablature to open the **Instrument** dialog.

The predefined Ukulele tuning is for a standard soprano/tenor Ukulele. To create a baritone Ukulele tuning:
1. Select Ukelele in the *Tuning:* list.
2. The tuning will read **A[4]-E[4]-C[4]-G[4]**.
3. Using the ➖ and ➕ buttons for each string, change the tuning to read **D[3]-G[3]-B[3]-E[4]**. NOTE: as soon as one string is changed, the *Tunings:* drop down will change to another predefined tuning if one exists or to **Custom**.
4. (Optional) To give the instrument a unique name, enter **Baritone Ukulele** in the text area beneath *Instrument*
5. Tap *OK* to close the dialog, and the tuning is displayed to the left of the tablature.

There is no predefined tuning for a 7-string guitar. To create a custom tuning:
1. Select **Guitar Standard** in the *Tuning:* list.
2. The text area to the right of *Guitar Standard* displays **6**. Tap in the text area to display the soft keyboard.
3. Change the number from **6** to **7**.
4. Close the soft keyboard and notice an additional tuning line appears that reads **7 − E[2]**.
5. Using the ➖ and ➕ buttons for the new string, change the tuning to read **7 − B [1]** or alternatively **7 − A[1]**. NOTE: as soon as the string is changed, the *Tunings:* list will change to another predefined tuning if one exists or to **Custom**.
6. (Optional) To give the instrument a unique name, enter **7-String Guitar** in the text area beneath *Instrument*
7. Tap *OK* to close the dialog, and the tuning is displayed to the left of the tablature.

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How do I create a multi-instrument score?

Tap the tuning at the left edge of the tablature to open the **Tunings** dialog.

By default a new score has one instrument named **Acoustic Guitar** with the predefined **Guitar Standard** tuning. To add additional instruments:
1. Tap the ➕ button to create an additional instrument.
2. Select an instrument in the *Tuning:* drop down list. Note: the dialog title changes to the name of the instrument followed by **[n1/n2]** where **n1** = the current instrument number and **n2** = the total number of instruments.
3. Adjust individual string tuning(s) if necessary.
4. Optional) To give the instrument a unique name, enter the name in the text area beneath *Instrument:*

5. Repeat steps 1 – 4 for each additional instrument.

To change which instrument is displayed, tap the ◀ and ▶ buttons at the right bottom of the dialog.

To delete the currently displayed instrument, tap the ▬ button.

I don't understand the difference of what is displayed when my device is rotated.

When there is only one instrument, the display of the notation/tablature is identical when the device is rotated from portrait to landscape or from landscape to portrait.

When there are multiple instruments, the display changes depending on the orientation:
1. **Landscape** orientation (**Rows mode**) :: the instruments are displayed one above the other and each instrument occupies one row. To view additional instruments that are not displayed, swipe up and down. Each instrument is identified with it's name in a yellow box above the notation/tablature.
2. **Portrait** orientation (**Page Mode**) :: Only the instrument currently selected in the *Instruments* dialog is displayed. To change to another instrument:
    ● If in **Edit** mode, tap the keyboard *Keyboard* ⌨ button to return to **Play** mode.
    ● (iOS) Tap the toolbar *Instruments* ⁞☰ button or (Android) select *Instruments* from the app menu.
    ● Tap on the desired instrument to highlight it.
    ● Tap the display outside the dialog to close the *Instruments* dialog.
    ● The newly selected instrument is now displayed.

My chord diagrams overlay the notation. How can I move them?

If the spacing between the notation and tablature is not large enough, the default position of chord diagrams will overlay the notation. There are two options to eliminate the overlay.

Option 1 – Move diagrams vertically:
1. Place the note cursor on the marker added to the tablature when the chord diagram was inserted.
2. Tap the keyboard ▬ button repeatedly to lower the diagram. Tapping the keyboard ✚ button raises the diagram.
3. **Tip:** Create a selection area that **starts** on a chord diagram marker and extend it to cover several markers before lowering the diagrams in step 2. That will lower all diagrams that are enclosed within the selection area. A great time saver.

Option 2 – Increase spacing between notation and tablature:
1. If in **Edit** mode, tap the keyboard *Keyboard* ⌨ button to return to **Play** mode.
2. (Android) Select *Preview* in the app menu. (iOS) Tap the toolbar *Preview* 🔍 button.
3. Tap the *Print Options* ✿ button to open the **Print Options** dialog.
4. Under *Vertical spacings between:*, tap the ✚ button to the right of *– Notation and Tab* until the spacing is 10/0.39" or greater if you have notes below the staff with stems downward.
5. Tap (Android) **OK** (iOS) *Sav* to close the **Print Options** dialog.
6. Verify in the print preview that the chord diagrams no longer overlay the notation. If needed, repeat steps 3 – 6.
7. (Android) Tap the **TEFpad** logo at the top left of the display to return to the main display. (iOS) Tap the Cancel button in the navigation bar to return to the main display.

The ruler shows only 16 tick marks. How do I enter 1/32nd or 1/64th notes?

The ruler is a very important tool when used as a guide for placing notes in a measure. When the note cursor is placed in the notation or tablature, a light blue line extends from the cursor to the ruler to show where in the measure a note will be entered.

By default the ruler is scaled for entering 16 notes per measure. The scale is easily changed to 8 notes per measure, 32 notes per measure or 64 notes per measure. To change the measure scale:

1. Tap the **Options ⚙** button to open the **Options** dialog.
2. The top row of buttons displays four note durations 1/8th, 1/16th, 1/32nd and 1/64th.
3. To change the measure scale tap:
   - **1/8th note** ♪ – 8 notes per measure (8 tick marks in ruler)
   - **1/16th note** ♫ – 16 notes per measure (16 tick marks in ruler)
   - **1/32nd note** ♬ – 32 notes per measure (32 tick marks in ruler)
   - **1/64th note** ♬ – 64 notes per measure (64 tick marks in ruler)

The measure scale will change automatically when a note duration smaller than the measure scale is entered and the keyboard **Tab ➡** key is tapped. For instance if the current scale is 1/16th note (16 tick marks) and a 1/32nd note is entered, pressing the keyboard **TAB ➡** button will change the ruler measure scale to 1/32nd note (32 tick marks).

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How do I insert one or more 2/4 measure(s) in the middle of a 4/4 time signature score?

A) To convert one measure to 2/4:
   1. Place the note cursor in the measure to be converted to 2/4.
   2. Tap the time signature at the top left of the display to open the **Score** dialog.
   3. Set the **Time Signature** wheels to read 2 and 4.
   4. Set the **Apply only to selected measures** switch to **ON**.
   5. Tap the **OK** button.

B) To convert multiple measures to 2/4, you first have to select the measures to convert. If you can't select them by hand, you can use the **Measures** dialog:
   1. (Android) Display the **Quick Access** dialog with long tap on the first measure to be converted. (iOS) The **Quick Access** dialog is only available in **Play** mode. In **Edit** Mode, tap the time signature or key signature at the top left of the display to open the **Score** Dialog.
   2. Tap the **Measures** button to display the **Measures** dialog.
   3. The **From Measure** will display the beginning measure from step 1.
   4. Tap the **✚** button repeatedly to set **To Measure** to be last measure to be converted or, tap in the **To Measure** text area to display the soft keyboard. Change **To Measure** to the desired last measure to be converted.

      NOTE: The dialog title displays the total number of measures in the score. If you want to convert all remaining measures, set **To Measure** the total number of measures.

   5. Tap **Done** to close the soft keyboard.
   6. Close the **Measures** dialog by tapping anywhere outside of the dialog.
   7. The measures set above will now be highlighted as a selection area.

      Once the measures are selected, follow steps **A2 – A5** above. This will change all measures in the selection area to 2/4.

NOTE: If you do not set the **Apply only to selected measures** switch to **ON**, all measures in the score will be converted to the new time signature, so be careful. If you make a mistake, tap the keyboard Undo

button to revert the changes.

How do I set the first measure as a pick-up measure?

To set a measure as a pick-up measure:
1. (Android) Display the **Quick Access** dialog with long tap on the first measure to be converted. (iOS) The **Quick Access** dialog is only available in *Play* mode. In *Edit* Mode, position the note cursor in the first measure to be converted, then tap the time signature or key signature at the top left of the display to open the **Score** Dialog.
2. Tap the *Measures* button to open the **Measures** dialog.
3. (Android) check mark *Pick-up Measure*. (iOS) Set the *Pick-up Measure* switch to *ON*.
4. Close the **Measures** dialog.

In edit mode, the time signature at the top left of the display will be colored purple to indicate it is a pick-up measure. The measure number in the edit window will still show as **1**, but when the score is printed with measure numbers turned on, the measure numbering will begin at the first full measure after the pick-up measure.

NOTE: If you accidentally insert a pick-up measure in the middle of the score, all following measure numbers will be incorrect.

TEFpad Soft Keyboard Shortcuts

Editing - Basics

[0..49]	**(in tablature) enter note on current position**
[.]	**enter rest of current note duration**
[+/-]	**(positioned on a note) increase/decrease note pitch by a half tone**
[,]	**jump to the previous note**
[;]	**jump to the next note**
[Q]	**search the module for next occurrence of the of the same element type (chord diagram, cres/dim marker, text, etc.) as that beneath the cursor (in tablature).**
[Shift]+[Q]	**repeat last occurrence search [Q] to the right**
[Shift]+[R]	**repeat last occurrence search [Q] to the left**
[:]	**double dotted current note**
[*]	**apply current duration to selected note(s)**
[L]	**first press: tied note. second press: invert the tie curve. third press: remove tied attribute**
[<] [>]	**decrease/increase duration of selected note(s)**

Editing - Correction

[I]	**quantize notes in the selection**
[J]	**automatically correct duration and note placement errors**

Formatting

[+] [-]	**increase/decrease vertical position (of rest, text, ...)**
[A] [Z] [E]	**force stems up, stems down, default stem direction in tablature.**
[X]	**break note beam from current position, second press restore beam**
[O]	**offset note head to the right, second press restore note position**
[Shift]+[O]	**offset note head to the left , second press restore note position**
[K]	**add a line break**
[W]	**horizontal note spacing**
[D]	**make note invisible in notation, second press restore note display**
**[	]**	**control beam position and stem length in notation**
[!]	**remove note stem, second press restore stem**
[<] [>]	**horizontal positioning of markers (fingering, musical symbol, text, etc.)**

Display - Layout

[Shift]+[U]	**first press: hides notes with a dynamic value of pp in the tablature. second press: hides them in the Notation. Third press: Re-activates the standard display.**
[Shift]+[X]	**first press: displays "Dead notes" as X's in the tablature. second press: blocks the display of "Dead notes". third press: re-activates the display of "Dead notes" within a greyed-out border.**
[Y]	**displays a circle around the whole and half notes in tablature.**
[Shift]+[Y]	**toggle complete stems for all notes in the tablature (including whole and half notes).**
[_]	**toggle display of "Ringing Notes".**
[$]	**display in tablature the note name instead of the fret number or - if only the notation is visible - the note name within a coloured square.**
[&]	**for stringed instruments: display the treble strings in light gray - for accordion: use Corgeron notation.**
[%]	**activate the Visualinear mode.**

[Shift]+[W]   **Define the module as a wind instrument**

Special Effects

[B]	**brush**
[C]	**choke**
[G]	**"ghost" note**
[H]	**hammer-on**
[M]	**muted note**
[P]	**pull-off**
[S]	**slide**
[R]	**roll**
[N]	**remove special effects**

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TEFpad for Android Main Screen

Online interactive image. Clicking on the various areas of the interactive mage displays descriptions of the different functions.

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TEFpad for iOS Main Screen

Online interactive image. Clicking on the various areas of the interactive mage displays descriptions of the different functions.

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