

## ADDING ACCIDENTALS TO THE STAFF BY USING TEXT BOXES

**To add accidentals beside the whole notes on the staff, follow these steps.**

1. Write your staff with the desired whole notes, inserting an extra length of staff in between the notes where you want the accidentals. (either “ | ”, “ ; ” or “ ’ ” on the StaffWriter layout, depending on how wide you want the length of staff to be)

2. Insert a text box into your document and type your desired accidental into the text box. (using “s” “f” or “c”). Assign the “wrapping” to be “front of the text” so that you can drag the box to the staff and position it on a line or in a space.

Then, “copy & paste” that text box to make other accidentals, changing the accidental to a different one if needed. In the example below I inserted ONE text box and copied & pasted it to make 4 others. Then, after assigning them to be “in front of text” I moved each of the sharps to the left of the 5 notes on the staff.

EXAMPLE OF THE FINISHED PRODUCT



NOTE: The size difference between your staff and the accidentals will be about half.

i.e.: If your staff is 36 pt. your accidentals will be about 18 pt.