

## Groovy Music: Shortcuts

### Mac & Windows Conventions

Mac symbol	Mac name	Windows equivalent
⌘	Command	Ctrl (Control)
⇧	Shift	Shift
⌥	Option	Alt
↵	Return	Return (on main keyboard)
	Enter	Enter (on numeric keypad)

Action	Shortcut
<b>General</b>	
Open Teacher Preferences window	Ctrl (⌘)+Shift+T
Skip steps in Explore section	Ctrl+Shift + click on letter at bottom of screen (within the lesson)
<b>Copy/Select</b>	
Copy shape	Hold Alt down while you click & drag shape
Select multiple shapes	Click+drag mouse to lasso objects with a blue box
Move multiple shapes	Select as above and drag to new location
Copy multiple shapes	Select multiple shapes (see above), then hold down Alt and click & drag the shapes
<b>Opening Shapes in the Editor</b>	
Open a single shape in the Editor	Double-click on the shape
Open multiple shapes in the Editor	Select multiple shapes and double-click on any one of them
<b>Bonus Shapes</b>	
Reveal all bonus shapes (Jungle & City)	Ctrl+Shift + click on bonus shapes icon

Action	Shortcut
<b>Songs</b>	
Switch between songs	Drag song title into Play Space
Name song	Type name on signpost
Save song	Click on Songs button, then click on Save songs icon
Delete song	Ctrl+Shift + drag song to trash
Save as MIDI file	Alt+Ctrl+ click on Save
<b>Song Settings</b>	
Open New Song Settings menu	Ctrl+Shift+New (star icon)
<b>Groovy Shapes:</b>	
Default settings	C pentatonic major, 4/4 metre, shape menu size is small
Available keys	C, F and G
Available scales	Pentatonic major, pentatonic minor, major, minor and "off" (all chrom. pitches available)
Available meters	4/4, 3/4 and 2/4
<b>Groovy Jungle:</b>	
Default settings	G Harmonic minor, 4/4 metre, shape menu size is medium
Available keys	C, F and G
Available pitch systems	Modal & Chromatic
Available scales	Pentatonic major, pentatonic minor, major and minor
Available meters	4/4, 3/4 and 2/4
<b>Groovy City:</b>	
Default settings	G Harmonic minor, 4/4 metre, shape menu size is medium
Available keys	C, F and G
Available pitch systems	Modal & Chromatic
Available scales	Pentatonic major, pentatonic minor, major, natural minor, harmonic minor
Available meters	4/4, 3/4 and 2/4

Action	Shortcut
<b>Customising the Menus</b>	
Remove shape from a menu	Ctrl+Shift+click - drag shape to trash
Add a shape on Play Space to menu	Alt+Shift - drag shape to menu button
Clearing a menu completely	Ctrl+click on menu you wish to clear
<b>Delete or Rename Users</b>	
Display Delete and Rename buttons	Hold down Ctrl+Shift when the login window is open
<b>Groovy and MIDI</b>	
Export as MIDI (ie. to transfer to Sibelius)	Alt+Shift click on Save button, then open Sibelius and import as a MIDI file
Import MIDI files from Sibelius (or other)	Alt+ click on Open songs button
<b>Using the Groovy Mark-up Plugin (Jungle or City only)</b>	
1. Create an arrangement in Sibelius	
2. Save Sibelius file as copy (optional, but advisable)	
3. Mark up the copy in Sibelius, using the plug-in	Go to Plug-ins > Other > Groovy Mark-up (choose Jungle or City)
4. Export as MIDI file	File > Export > MIDI file
5. Save MIDI file with appropriate name	
6. Open Groovy (Jungle or City)	
7. Import the MIDI file	Alt+Shift and click on open button
8. Locate your MIDI file and click open	
9. Your arrangement will open up in the Groovy	
10. Add melodies, bass lines etc to the appr. library	Alt+Shift and click on Melody. Drag to menu bar and let go
<b>Share a Groovy file with other computers</b>	
1. Click on Save icon in Groovy	
2. Save the file onto a USB key (or similar)	
3. Open the file in Groovy	
4. Open the New song settings dialog box	Alt+Shift and click on New button
5. Tick "use Groovy song as Template" box	
6. Locate your file and click OK	