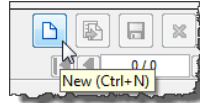


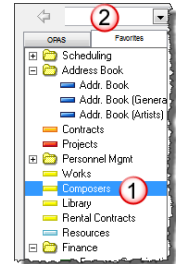
Adding a new Composer to OPAS

Open the Composers area

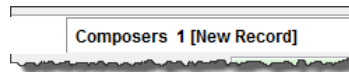
Compositions are created in the **Composers** area of OPAS. Open it via the **Favorites** menu at right, or the alphabetical list of OPAS program areas.



Click the **New** icon at the lower right-hand corner of the screen.





All fields on the screen will turn white and the **Composers** tab will read **[New Record]**



Enter Composer information

The majority of information for composers is found in the Information (top) Pane on the **Main** screen. Fill in as much or as little information about each Composer, including (reading from top to bottom):

Last Name: Bach		First Name: Johann Sebastian													
Alt. Print Name: J. S. Bach		Name 3:													
Initials: JSB	<input type="radio"/> Female	<input checked="" type="radio"/> Male	Code:												
Birth Day: 21	Birth Month: 03	Birth Year: 1685													
Death Day: 28	Death Month: 07	Death Year: 1750													
Birth City: Eisenach	Birth State:	Birth Country: Germany													
Death City: Leipzig	Death State:	Death Country: Germany													
<table border="1"> <thead> <tr> <th>Order</th> <th>Residences -></th> <th>Code -></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Germany</td> <td>GER</td> </tr> </tbody> </table>		Order	Residences ->	Code ->	1	Germany	GER	<table border="1"> <thead> <tr> <th>Nationality -></th> <th>Country -></th> <th>Code -></th> </tr> </thead> <tbody> <tr> <td>German</td> <td>Germany</td> <td>GER</td> </tr> </tbody> </table>		Nationality ->	Country ->	Code ->	German	Germany	GER
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Last Name	First Name	Alt. Print Name	Text												
Name ->	Code ->														
Notes:		Pronunciation:													

Click the Add New icon ( or ) at the top right of grids to add new information to each grid.

Last Name (required) and **First Name**

Alt. Print Name – this is a name used for printed reports; it can be aliases or other optional names used in reports

Initials – used for report printing / data exports

Birth / Death information - including dates / cities and country. Dates are entered as separate components so just years can be entered if necessary.

Residences – countries in which the composer resides (or did reside)

Nationalities – countries or nationalities adopted by the composer. When running reports or analysis, composer nationality can be taken from his/her Birth Country and/or Nationality assignments

Additional Names – this grid is used to store foreign language translations, aliases or other alternate names for the Composer

Groups – this grid is used to store optional Address Groups in addition to Composer. If the person in question is a composer alone, there is no need to put anything in the grid. However, if he/she is primarily an arranger, lyricist, librettist, orchestrator, etc. then the appropriate Group can be assigned to this grid.

Notes / Pronunciation – The Notes field can be used for any general notes for the composer and the Pronunciation note field for phonetic pronunciations of names (which can then be output on reports)