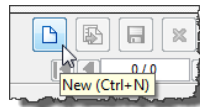


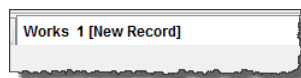
Adding a new Work to OPAS

Open the Works area

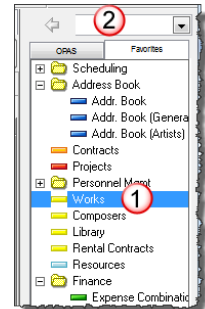
Compositions are created in the **Works** area of OPAS. Open it via the **Favorites** menu at right, or the alphabetical list of OPAS program areas.



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



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



Enter main composition data

First select the **Composer** from the drop-down list at the top of the screen. If the composer is not there, see the related "Creating Composer" how-to guide.

Then type the **Master Title** (Title 1) – this is the primary title and its syntax should lend itself to searches and sorts. The particular style and syntax used can conform to that used by your organization, but some standards used by the older OLIS database are:

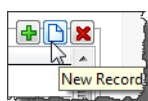
- Opera/Musical/Ballet excerpts or medleys: NAME OF SHOW: NAME OF EXCERPT
- Symphonies: SYMPHONY NUMBER, KEY, OPUS
- Concertos: CONCERTO, INSTRUMENT, NUMBER, KEY, OPUS

The **Composer** and **Master Title** are the only *required* fields for a composition. Of course the more information you enter for the work, the more complete and useful the entry. Other important information contained on the main Details pane are:

Print Title – This title is the one used when printing programs, schedules, web exports and other reports. The sideways carats "<" and ">" indicate text that should appear in italics when printed

Alt Title- This alternate title can store short-hand titles – used when printing calendars or other reports where space is limited – foreign language translations or other titles.

Other critical work information stored beneath the title(s) includes the **Composition Date**; **Key**, **Duration** and **Opus/Cat** for the Opus or Catalog number of the work.



Work **Movements** can be added in the same-titled grid. Click the small **new** icon at the top right of the grid and type in the **Name** and **Duration** of each movement. The **Name 2** column can contain foreign language translation or alternate name to be used when printing reports.

Composed from	1808	to		Key	F Major	Opus/Cat.	OP. 68
Duration	00:39:00	Duration 2	:				
Movements [5]							
Order	Mvt. Name / Tempo	Duration	Name 2	Composer			
1	1. Erwachen heiterer Empfindungen bei der Ankunft auf dem Lande	00:09:00	Awakening of Cheerful Feelings on Arrival i				
2	2. Szene am Bach	00:12:00	Scene by the Brook				
3	3. Lustiges Zusammensein der Landleute	00:05:00	Merry Gathering of the Countryfolk				

Enter instrumentation

Open the **Instrumentation** screen via the menu at left. The **Instrumentation** screen shows the musical forces required to perform the composition. This document covers the basic instrumentation, and further details can be found in related how-to guides.

It does not matter if master numbers are entered along the top or down the side; OPAS provides both simply for convenience and automatically fills in the number you don't enter.

OPAS adopts the instrumentation conventions used by David Daniels' "Orchestral Music" books. Doublings are shown by a "/" and extra musicians by a comma

1,2/P means the second flutist doubles on piccolo
1,P means the second flutist plays only piccolo 2.

Similarly, a question mark ("?) in the text field can be used to indicate if the instrumentation is unknown.

The screenshot shows the Instrumentation screen with several red callouts:

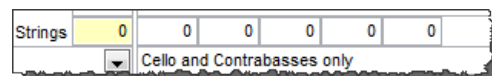
- Number of musicians:** Points to the 'Total' column in the instrument list, which shows a value of 33.
- Enter numbers in either place:** Points to the 'Flute' row, where '4' is entered in the 'Fl' column and '1,2/P2,P1,AF' is entered in the 'Text' column.
- Number of instruments:** Points to the 'Percussion' section, where '7' is entered in the 'Perc' column.
- Instrumentation notes:** Points to the text area below the instrument list, which contains the note: "Can be done without chorus. Brief off-stage solos for Piccolo and E-Flat Clarinet usually played onstage".
- Assign instruments:** Points to the 'Keyboards' section, where a green '+' icon is used to add a new instrument.

OPAS differentiates between the number of players required for Percussion, Keyboard and Extra parts and the number of instruments played. Make sure the number in the top or side row is the number of *musicians*. Then fill in the instruments played by clicking the green "+" at the top right of the appropriate grid – OPAS will automatically calculate the number of instruments.

Use the Note field at the bottom of the screen for any pertinent instrumentation notes.

Strings: Contents of the strings fields is entirely up to you and the conventions of your organization. Most clients tend to use the David Daniels' convention:

- “Str.” or “str.” Indicates that the work uses the standard complement of symphonic strings. The exact number of musicians is of course a factor of the performance.
- Should the composer specifically indicates the number of strings on each part, then that string complement is filled into the appropriate fields.
- If the work calls for no strings, the “NO STRINGS” – or similar instructions - is typed into the Text field




The Major Orchestra Librarians' Association (www.mola-inc.org) and its members are the best source of information regarding title conventions, the stringing of instrumentation data and other best practices.

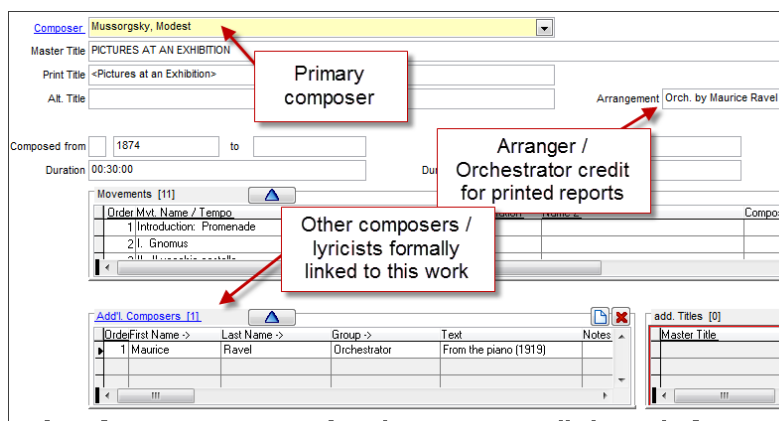
Notes and Other Information

The data stored on the **Main** and **Instrumentation** screens is sufficient for almost all basic OPAS functionality and reports. If you are keeping a minimal OPAS database, then you need go no further. However, to build a more complete and versatile database, do enter data on the other screens, as it becomes known.

Arrangers, Lyricists,
Orchestrators, etc.

Secondary composers, lyricists, librettists, orchestrators and the like can be formally linked to a composition via the **Additional Composers** grid in the main information pane.

Click the Add...  icon at the top right of the grid, select the composer and indicate his/her role or association with this composition.

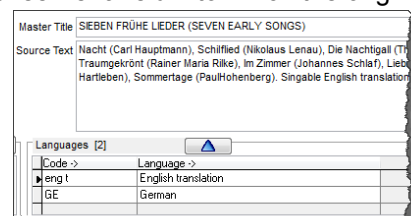


Additional Composers are formally linked in the database to the work. When searching for works composed by Ravel, OPAS will return Pictures at an Exhibition as Ravel is linked to that composition:

Text / Lyric
information

For sung works, there are three places to put text information:

- The **Additional Data** screen contains a **Source Text** field into which the origin of the Text can be placed:
- The **Additional Data** screen also has a **Language** grid into which the language(s) of the text can be entered

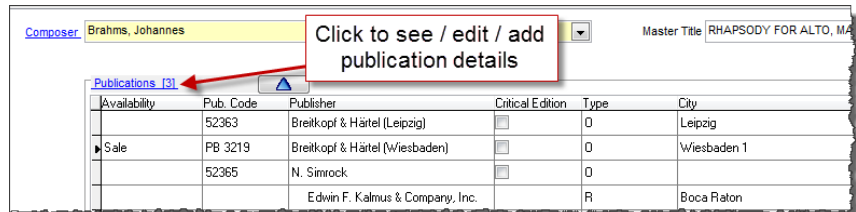


- The **Documents** screen is used to link the actual text and translations in Word files. Click the green “+” button to link a Word (or PDF or any other format) file and the Edit button to open the file in Word (or Acrobat or any other program).

Publisher information

On the **Publications/Library** screen, the top grid will contain an overview of the publications available for the composition.

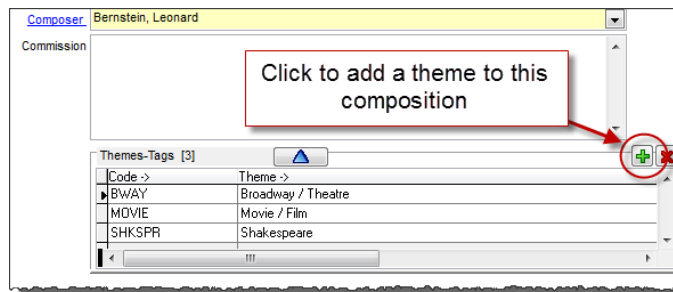
To edit these publications or create a new one, simply click the “Publications” link at the top left of the grid.



“Tags” or Keywords

The Themes grid on the Additional Data screen is used to tag compositions with as many keywords as you like.


Themes can be anything you like and can be general terms associated with the composer or composition: “Broadway”, “Nature”, “Shakespeare”, etc. or specific to your organization: “Audience Favorites”, “Gala”, etc.

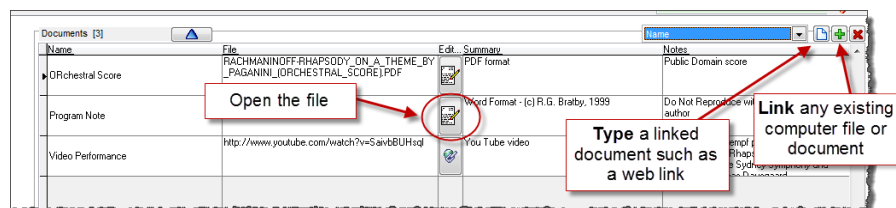


Theme assignments can be used in a wide variety of reports and data analysis including catalogs and work lists grouped by theme, performances with theme tags, and so on.

Linked Documents

The **Documents** screen is used to link and reference any kind of file created in a different computer program. These can be program notes, Finale® or Sibelius files, Errata sheets, texts/translations, etc.

Click the Add New  icon to link a Word (or PDF or any other format) file and the **Edit** button to open the file in the program that created the file originally.



See the dedicated how-to guide on Documents for more information.