

Greetings. The following information includes recommendations for music technology needs and computer software literacy.

### **Music supplies**

Every musician should own and use each of these three items for practicing audiation skills and performance skills on his/her applied voice or instrument.

1. earbuds – portable ear phones such as those that come with iPods, etc. These will be needed when you work in the technology lab.
2. metronome - A small, portable electronic unit is good. Pocket size devices make it convenient to carry with you to any rehearsal or practice room.
3. chromatic tuner - A small unit that tracks the pitch of tones that are sung or played into it in *real* time, A few tuners do combine metronome and tuner in one unit. Warning: DO NOT get a guitar-only tuner. You need access to all pitches across several octaves in range. Tuners that meet these needs include Korg CA-30, Yamaha TD-1, Yamaha YT-250. Find a tuner that suits your taste and budget, but accomplishes the task like these do.
4. audio recording device - A small unit is needed for recording practice sessions for performance feedback and occasionally for homework assignments. A variety of devices will suit the purpose, but be certain to get something you can conveniently use while practicing. Examples of these include a regular cassette tape or a micro cassette recorder, a mini-disc recorder, an iPod, or a digital recorder such as the m-Audio MicroTrack 24/96 or Korg MR-1. [The later is high-end and rather expensive but may be useful for composers and Music Technology majors.]

You also need a convenient and simple means to save and transfer computer files from one computer to another. While there are several devices from floppy disks to CDs, most are caught in the turmoil of technological evolution and are not always useable from one computer to another. A simple, inexpensive solution that will meet all your needs and should work under all circumstances on campus is the purchase of a portable *flash* or *jump* drive. If you are not familiar with these, they are USB devices (plug into a USB port on your computer) you can hold in the palm of your hand. They are available in a variety of memory sizes from 512 MB to 16GB. You probably will not need a large one as you should only be transferring files from computer to computer—personal computer to class or lab and back—but my suggestion is 128 or 256 MB because of the size of music notation and graphics files. You will definitely need one of these for your Introduction to Music Software class.

Composers and Music Technology majors—I recommend that you consider a larger flash drive such as 2 GB or larger. [ Personally, I carry a 4GB with me at all times.]

One book that serves as an important desk resource for all musicians and is highly recommended to be on your desk next to your dictionary and thesaurus is:

Randel, D.M. *The New Harvard Dictionary of Music and Musicians*. Harvard University Press, 1986.

### **Computer Software Literacy**

One last suggestion: many college courses expect basic computer literacy and skills. Some classes (mine for example) make regular use of computers, Internet and other technology. Review your computer and Internet skills this summer while there is no pressure to get assignments completed. Here are some basic software programs you should have (many are freeware or shareware) and know how to use.

Adobe Acrobat Reader (free at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html) )

File compression program (i.e., StuffIt [Mac,PC,Unix], ZipIt [Mac], WinZip [PC])

[www.stuffit.com/mac/expander/index.html](http://www.stuffit.com/mac/expander/index.html)

[www.maczipit.com/](http://www.maczipit.com/)

[www.winzip.com/ddchomea.htm](http://www.winzip.com/ddchomea.htm)

Computer Utility Maintenance (i.e., Norton Utilities, Norton System Works)

Anti-virus (i.e., Norton Antivirus, McAfee)

Anti-spam

QuickTime (free at [www.apple.com/QuickTime](http://www.apple.com/QuickTime) )

Windows Media Player (free at [www.microsoft.com/windows/windowsmedia/download/](http://www.microsoft.com/windows/windowsmedia/download/) )

Word Processor (i.e., MS Word) – Be certain that you really know how to use a word processor.

Don't treat the computer like it is a glorified typewriter. Word processing does so much more. Note: MS Word is the standard word processing software on campus and the most universal. This is recommended.

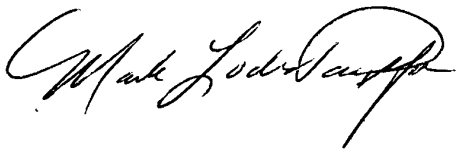
Email program

Internet browser ( Internet Explorer, Safari, Camino, Foxfire\*, Netscape): Learn how to correctly set up all internet plugins and “helper” programs such as Acrobat Reader, Shockwave, QuickTime, WMPlayer, etc. Access to setup is found in the Control Panel are of a Wintel (PC using Windows software), and in the browser's Preferences on a Mac.

\* WARNING: If you use Foxfire, I suggest NOT upgrading to the newest version yet. The university's IT department reports incompatibility issues between some educational software on the server and Foxfire 3. Hopefully this will be rectified by Fall 2008.

If you have questions, send email to either Dr. Thomas Ryan, [tryan@capital.edu](mailto:tryan@capital.edu), or me, [mlochsta@capital.edu](mailto:mlochsta@capital.edu). See you in the Fall.

Sincerely,



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