Here is a simple example of my struggle at editing my score:





Aim: to simply add a beat to the 3rd note in the first measure.

Must first change the time signature- which adds a rest at the end.



Changing the 3rd quarter note to a half note deletes the following quarter note and it's lyric, so, instead, we try to move the rest in front of the 4th quarter note.

A simple drag & drop of the rest is not allowed, so another method is needed.

A simple drag-and drop of the note doesn't work either. On to plan C.

It was suggested on the forum that I use cut-and-paste. OK. But the rest cannot be cut and pasted anywhere else in the measure. Try again.

I end up converting the 4th quarter note to a rest (which deletes its lyric).



This is followed by changing the 3rd quarter note to a half note and re-entering the 4th quarter note), if I can remember the correct pitch.



And finally re-entering the lyric for the last beat.



There has to be a more efficient way to make a change so small.