

Finale Tutorial

General Finale information: Standard keystrokes apply, such as:

Control "X" for cut.	Hold SHIFT, then click and drag around multiple items to select them.
Control "V" for paste.	(For selecting multiple "Handles" of chord symbols, text, etc.)
Control "C" for copy.	
Control "A" to select all.	Hold SHIFT, then click on 1 st item in a list – then click on last item in list to
Control "Z" to undo your last several tasks.	select everything in between. (Also applies to things such as measures.)
Control "Y" to redo your last task.	
Control "S" to save.	

Using the document Wizard to create a document from scratch: The Document Wizard walks you through the set up of your document, including the key, meter, title, composer, instrumentation and default music font (jazz or maestro) for your document.

Document Options: This is a very handy way to change any of the fonts in your document, the spacing of items in your document, and generally the way things are displayed in your document. Under the pull down menu OPTIONS, select "Document Options" to open the window. Select "Fonts" from the list to the left, and adjust the fonts for every possible thing in your document, including the chords symbols, lyrics, notation and text.

Simple entry: This is the mode of use where you grab icons of the various note and rest durations and draw them on the staff by clicking on the lines and spaces. You do the same for rests, ties and accidentals – grab the icon for what you want to draw, then click on the staff to place the item. When a note or item on the staff is highlighted purple, you can delete it by hitting your "delete" key. You can also move the note up or down on the staff by using the up and down arrow keys. You can also erase any notes or items by grabbing the eraser tool and clicking on the item you wish to erase.

Staff Tool: Use this tool to adjust any parameters of the staff, including size and spacing. Grab tool, highlight any measure(s) and use pull down menu STAFF, then select "Edit Staff Attributes" to change how things are displayed on the staff. Or grab tool, then highlight any measure(s) and RIGHT CLICK to select from a list of *staff styles*. These include a blank staff, slash marks, or rhythmic notation.

Key Tool: Use this tool to edit the key signature of *any* or *all* of the measures. Grab tool, then highlight any measure(s) and RIGHT CLICK to select from a list of *keys*. These include a major and minor keys. When you change the key signature, you change the pitches that are displayed – so if you want to change the key signature *without* changing the pitches displayed, select the option to *hold notes to original pitches*. Changing the key signature also transposes any chord symbols in your document.

Meter Tool: Use this tool to edit the time signature of *any* or *all* of the measures. Grab tool, then highlight any measure(s) and RIGHT CLICK to select from a list of *time signatures*.

Clef Tool: Use this tool to edit the clef of *any* or *all* of the measures. Grab tool, then highlight any measure(s) and RIGHT CLICK to select from a list of *clefs*.

Measure Tool: Use this tool to adjust the parameters of *any* or *all* of the measures, such as the type of barline. Grab tool, then highlight any measure and RIGHT CLICK to select from a list of *bar lines*. Grab tool, highlight any measure(s) and use pull down menu MEASURE to add measures to the end of the document, or to insert a measure(s) (which appear to the *left* of the highlighted measure) or to delete a highlighted measure(s).

Repeat Tool: Use this tool to create repeat signs, codas, as well as D.S. and D.C. signs. Grab tool, then CLICK on any measure to select from a list of *repeat signs*, including D.S. and D.C. and coda signs.

Mass Edit Tool: Use this tool to cut (CONTROL X) and paste (CONTROL V) any measures. Use of this tool copies *everything* in the highlighted measure(s), including pitches, bar lines, repeats, chord symbols, etc. Grab tool, then highlight any measure(s). Drag and drop the highlighted measures to the measures where you want them copied.

You can use this tool to adjust and lock how many measures appear on each line of the document by highlighting any measure(s) and using the pull down menu MASS EDIT and selecting "Fit music" to select how many measures appear on each line.

You can also use this tool to transpose any highlighted measure(s) by using the pull down menu MASS EDIT and selecting "transpose" to get to a window which allows you to select how far up or down, in interval terms, you want to transpose the pitches. This *only* transposes the pitches, but not the chord symbols. To transpose the pitches and the chord symbols, you must use the key signature tool.

Chord Tool: Use this tool to enter chord symbols into your document. To enter chord symbols on a document, you must first enter a note into that measure. (You can hide the notes later using the STAFF STYLES tool.) Be sure to check the pull down menu CHORD and select "Manual input" for entering chord symbols. Grab tool, then double click above the note on the staff to enter a chord symbol. A window opens which allows you to type the letter of the chord - and then click on the "Advanced" button to reveal the option at the bottom of the window "Select" which when you click on it, presents you with a table of chord symbols to choose from.

Text Tool: Use this tool to enter text such as the title, composer, etc. into your document. Grab tool, then double click anywhere in your document to enter text. Use the pull down menu TEXT to change the size, font and style of any highlighted text.

Lyrics Tool: Use this tool to enter lyrics below the staff. Grab tool, then double click below the staff where you want to place your lyrics. Use the pull down menu LYRICS to edit the spacing, font etc. of your lyric text.

Expression Tool: Use this tool to add dynamic markings, section markers (A Section, B section, etc.) and style indicators. Grab tool and double click on the staff where you want to place the item.

Articulation Tool: Use this tool to place articulation markings such as accents, staccato, fermatas, and trills on individual notes. Grab tool and double click on the note you wish to place the articulation on.

Page Layout Tool: Use this tool to manually adjust the spacing of the staves in relation to one another. Grab tool, then click and drag on each staff system to move it up or down. Use the pull down menu PAGE LAYOUT and select "space systems evenly" to lock your document with "x" number of staves per page.

Selection Tool: Use this tool for general selection, moving or deletion of items on the page. Grab tool and click on any item to highlight it. Once highlighted, you can (sometimes) drag the item to move it, or delete the item using your DELETE key. Double clicking on any item will bring up the proper tool for editing that item.

Graphics Tool: Use this tool to "take a picture" any part of your document (a measure, a line, or a single item such as a clef) which can then be inserted into any other kind of application such as Microsoft Word or Adobe Pagemaker. Grab tool, then double click and drag to select any part of your document. Saves the selected item as a .TIFF file, which is a type of picture. I recommend saving any .TIFFS you generate using Finale in a separate folder for later use.