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Finale Guide

Clefs:

Select Clef tool [bass clef] → double-click relevant staff and measure → select.

Export as Graphic:

Export entire pages/whole file: Select Graphics tool [square/triangle/sphere] → select Graphics (pull-down menu) → export pages → change type to 'TIFF', Tiff resolution to 600 → select page range (or 'all') → Finale will prompt you to name each page and choose where to save it.

Export a highlighted section: Select Graphics tool [square/triangle/sphere] → double-click, then drag to select a portion of music → select Graphics (pull-down menu) → export selection → follow steps as above.

NB: You may need to reformat the document so that the beginning of your musical example appears at the start of a new staff. See Change Measures per System under *Formatting*, below.

Fermatas / Signa congruentiae:

Fermatas: Select Articulation tool [accented whole note] → click above relevant note → select fermata → drag up or down as needed.

S.C.: Select Expression tool [*mf*] → Double-click on relevant measure → Select appropriate shape → Select all staves/this staff only/staff list → Ctrl-2 to zoom in → drag.

Formatting:

My templates should reduce the need for large-scale formatting. A few things you may need to do:

Change Measures per system: Click on the first measure in the system you want to change → under the Utilities dropdown menu, select "Fit Measures" → edit no. of measures per system, and the measures the change should apply to. (NB: Selecting measures 5-[blank] will select 5 to the end of the piece.)

Indent a new section of a piece (e.g., "Christe"): First, format entire piece as described above, making sure the new section begins a new staff. Then: Select Page Layout tool [piece of paper] → click anywhere on the staff in question → select page layout from menu → systems → edit margins → change left margin to .75.

Remove staves for a section in reduced texture (e.g., "Benedictus"): First, format the entire piece as described above. Then: Select Page Layout tool [piece of paper] → determine the staves on which you want to hide a staff (e.g., 3 through 8) → select page layout → optimize staff systems → check the box for 'ask before removing staves' → select staves you want to 'optimize', press ok → Finale will prompt you before removing each staff (useful if you want to remove the tenor but the section begins with bassus rests…)

Edit page margins: Select Page Layout tool [piece of paper] → select page layout from menu → page margins → edit page margins.

Delete measures at the end of a document: Select Measure tool [measure with whole rest] → change to scroll view (Ctrl-E) → highlight all staves of the first measure you want to delete → select Edit (pull-down menu) → Select Region → Select measures you want to delete, or just leave second number blank [mm. 5-[blank] means 5 to the end] → Select Measure (pull-down menu) → delete.

Key Signatures:

Select Key Signature tool [looks like B-flat maj.] → Double click on m. where key sig. change occurs → use up/down arrows to change sig., select relevant measures if needed. (If you've already entered music, click 'hold notes to same pitches/staff lines'

Partial signatures: Select Staff tool [treble clef] → double click anywhere on relevant staff → select "Key signature" under "Independent elements" (bottom left) → now change key signature as above, but begin by clicking on this staff.

Ligatures / Minor color
> -Smart Shape tool [slur] → select the one that looks like a lig. → double click above the first note in the lig, then drag it to the right.
> -For ligatures spanning a staff break: select the Bracket tool (from smart shape tools) that looks like half a lig. → repeat as above…
> -*Minor color*: Use the Bracket tool; after double clicking, drag to left for start of minor color; drag right for end.

Longs:
> Change the relevant note to a half note ('6' in speedy edit) → select Special tools [hammer] → select Note Shape tool [quarter note with 'x' in place of notehead] → click on measure in question → double-click box next to note → in pop-up window, scroll to find no. 221 [looks like double-whole note], press select. When you're finished, you'll need to hide the rests in the measure. (Speedy edit→"o" hides a symbol.)
>> If the note has a downward stem, a bug in Finale will cause the stem to disappear. To fix: in Special tools [hammer], click Reverse Stem tool → click on relevant measure → click bottom left box. Then, in Special tools [hammer], click Stem Length tool [quarter note with carrot at top] → click on relevant measure → click lower box next to note, drag up/down. (You may want to press Ctrl-2 to zoom in first.)

Musica ficta (Accidental should be attached to the relevant note before you begin):
> Special tools [hammer] → Accidental mover tool [moving flat] → click near note → double click the box next to the relevant accidental → in pop-up dialogue box: (1) Resize to 80% (2) Allow vertical positioning (3) Press ok → Press Ctrl-2 to resize screen → drag accidental above the staff.
> **NB:** For a measure with two consecutive F-sharps, for instance, you'll first need to tell Finale to show the second sharp. In Speedy edit [moving eighth note], move cursor to note in question, then press shift-8 to show/hide sharp.

Playback:
> To hear only certain staves, select Window (from pull-down menu) → Instrument list → click the black box next to each staff to select/unselect it.

Speedy Edit ['moving' eighth note]:
> <u>Navigation</u>: Use left/right arrows to move by note, shift-arrow to move by measure, shift-up/down to change staff.
> <u>Durations</u>:   **4**=eighth **5**=quarter **6**=half **7**=whole **8**=double-whole
>> To change a duration, simple move to note in question, then type new number. To insert a note, press insert button on your keyboard as you would in Microsoft Word.
>
> Some useful commands:

T	– Add/remove tie
. [period]	– Add dot
+ or **-**	– Raise/lower note by half step
O	– Hide/show note or rest
Shift-8	– Show/hide accidental

Time Signatures / Mensuration signs
> <u>Cut-C</u>: Select Time Signature tool [4/4] → Double-click on relevant measure → Use arrows to select 2/1 → select options → select 'use different time sig. for display → use arrows to select cut-C.

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<u>All others</u>: Select 3/1, 6/1, etc., press ok → select Measure tool [measure with whole rest] → double click on relevant measure → under the drop-down box for "Time signature," select "Always hide"

<u>Mensuration signs</u>: Select Expression tool [*mf*] → Double-click on relevant measure → Select appropriate sign → If sign should not appear on only one staff, select 'this staff only'; for some but not all staves, select 'staff list', then 'new staff list,' then select relevant voice parts → Ctrl-4 to zoom in → drag.
Repeat process for 'composite' signs (cut-O, O-dot, etc.)

<u>Independent time signatures</u>: Select Staff tool [treble clef] → double click anywhere on relevant staff → select "Time signature" under "Independent elements" (bottom left) → now change time signature as above, but begin by clicking on this staff.

Tempo:

Select Tempo tool [metronome] → Click on relevant measure → edit tempo, select measure range.

Text:

To enter floating text, select Text tool [Capital 'A'] → double click anywhere → Go to Text (pull-down menu) and edit font, then begin typing. **NB:** If you reformat the page, text will *not* move.

Text underlay:

<u>Edit lyrics</u>: Select Lyrics tool [quill] → Select lyrics (pull-down menu) → edit lyrics → press Ctrl-A to select all, then begin typing (doing this will delete current lyrics but retain font) → type in lyrics, placing a "-" in between each syllable. Press ok when finished.

<u>Enter lyrics</u>: Select Lyrics tool [quill] → select lyrics → click assignment. A pop-up window appears → press Ctrl-E to move to scroll view → position the mouse underneath the first note to which you want to attach a syllable, then click the mouse. Finale will add the syllable that appears all the way to the left of the pop-up window, then automatically advance to the next syllable.

NB: To repeat a word, simply use the left arrow in the pop-up window to scroll backwards in your text.

NB: For italicized text, it is probably best to copy *all* of the text in the "edit lyrics" dialogue box, paste it so that it appears twice, then select the second group of text and change the font.

NB: Avoid entering the first half of a word "**A**-gnus" without the second; this may leave stray dashes all over your score.

NB: If you make a mistake, <u>do not</u> delete the error while in the Lyrics tool. Instead, select the Selection tool [arrow, all the way to the left] → select the appropriate syllable, then press delete. **Make sure to delete entire words only; you'll otherwise be left with stray dashes all over the place. When finished, select lyrics tool and continue.

Triplets:

(Ideally, enter notes as even half notes, leaving out third note in triplet. Then:) Select Tuplet tool [3 eighth note triplets] → click on first note of group (best for this to be a half note!) → Make sure it says "3 half notes in the space of 2 half notes" at the top, then hit ok. (Use speedy edit to add third note of triplet.)

View

-Ctrl-E toggles between 'scroll view' and page view.
-Ctrl-1, -2, -4, -5, -7 selects 100%, 200%, 400%, 50%, and 75% of actual size.

Voice designations:

Select Staff tool [treble clef] → double-click on box to the right of current staff name → at the top of the pop-up window, select 'Edit' (the first one), then retype as needed → make sure to click ok (twice).