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...)
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]:
Navigation: Use left/right arrows to move by note, shift-arrow to move by measure, shift-up/down to change staff.

Duration: 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
Cut-C: 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.
All others: 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”

Mensuration signs: 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.)

Independent time signatures: 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:**

*Edit lyrics:* 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.

*Enter lyrics:* 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, do not 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).