1. Click on the Staff Tool (Staff), then double-click underneath existing staff to add another. To add brace at beginning of system: click on first staff then shift-click on second staff, then go to Staff menu ⇒ Add Group and Bracket... ⇒ click on brace in “Bracket Options” and press OK button.

2. To change clef, double-click on small box at start of new staff. In “Clef” section in Staff Attributes window which appears, click “Select...” button and choose bass clef.

3. For key signature: click on the Key Signature Tool (Key), then double-click in middle of first measure. Create four-flat key sig. in window which appears. Optionally set minor mode.

4. For time signature: click on Time Signature Tool (Time), then double-click in middle of first measure (not on time sig. itself). Adjust the “Number of Beats” to two.

5. To create a pickup measure, go to Document menu ⇒ Pickup Measure... and choose quarter-note duration, then click OK button.

6. Adding notes to bottom staff: Click on Simple Note Entry Tool (Note), and press 5 on the numeric keypad (numpad) to select quarter-note duration. Click in first measure and type an “f”, then type the rest of the data illustrated below. You will have to type a right arrow to move to the next measure after typing “f”. When a note is more than a 4th away from the previous note, press shift up or down (arrow keys) to move the cursor to the correct octave range before typing the next note. (You can press esc key when done entering notes if you like.)
7. Choose eighth-note durations (numpad-4) and then click in the pickup measure on the top staff. Type “r” to convert note into a rest, then press right-arrow key to move off of the rest. For the first two notes, type “f” to add the F pitch, and “3” (not on numpad) to add a third above. Alternatively, type “a” to add an A pitch and then “shift-3” (not on numpad) to add a third below. Follow keystrokes given on the next page to generate the top line of music for the example.

8. Click on Selection Tool (¶) (or Mass Edit Tool in older versions of Finale), then click on first empty measure in top staff after music, then shift-click on last measure in bottom staff. Next, press delete key to remove unwanted measure.

9. To display only one beat in the last measure: click on the Time Signature Tool, then double click in last measure. Change the time signature to 1/4. Click “Options>>” button and select “Use a different time signature for display”.

10. To remove final barline, click on “Measure Tool”, then double click on top little box which appears above the barline, and choose “Invisible” for Barline style in window that appears.

11. To force all measures onto one line, click on Selection Tool (or Mass Edit Tool in older versions of Finale). Then click on first measure of second line, then shift-click on last measure of example, and then press up-arrow key to force those measures to move up one line.