

## Batch PDF Export steps for Windows



First, you will want to download and place the FinaleScript files:

1. Exit Finale.
2. Download this .zip file which contains two .xml files and a PDF file with these instructions.
3. Open the Downloads folder in File Explorer and locate the .zip file, then click **Extract All**.
4. Press the WINDOWS key + R. The **Run** dialog box opens.
5. In the Run dialog box type the following filepath and press ENTER:
  - %appdata%\MakeMusic\Finale 27\FinaleScript\Batch Process
6. Move the two .xml files to this Batch Process folder.

Next, you will need to tell Finale where to save the PDF files. Because the FinaleScript will save them in the most recently saved to location, you can perform the following:

1. Launch Finale.
2. Select **File > New > Default Document**. A new default document appears.
3. Select **File > Save As** and choose the location where you want to also save your PDF files. When you run the FinaleScript, the files will automatically save to this location.

Lastly, to run the FinaleScript:

1. Choose **Plug-ins > FinaleScript > FinaleScript Palette**. The **FinaleScript Palette** appears.
2. Expand the **Batch Process** folder to locate the new scripts.
3. Select the script that you want to run.\*
4. Choose a method for running the script:
  - If you want to run a script without viewing or editing it first, click the **Play**  button, or right-click the script and choose **Run**.
  - If you want to view or edit the script before running it, click the **View Current Script**  button (or double-click the script). The **FinaleScript Editor dialog box** appears. Make any necessary edits and click **Run Script**.
5. When the **Browse For Folder** dialog box appears, navigate to the folder containing the Finale files you wish to convert to PDF and click **OK**.
6. When you run the FinaleScript, the PDF files will automatically save to the location you last saved to.

*\*Batch PDF Export (Main Folder) will only convert the files in the selected folder, however will not convert files within any subfolders. If the file contains subfolders (with additional Finale files in it), you will want to run **Batch PDF Export (Selected Folder and Subfolders)***

