

finale PRINTMUSIC®

Quick Reference Guide

PrintMusic 2014 for Windows®

QUICK REFERENCE GUIDE FOR WINDOWS

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AUTHORIZATION INFORMATION

The PrintMusic End User License Agreement allows the registered user to install PrintMusic on a maximum of one operating system *for that user only*.

To use PrintMusic after installing it on a computer, you'll need to authorize that installation.

To authorize, you'll need to use your license's unique serial number. **If you upgraded from an earlier version of PrintMusic, your serial number stays the same each time you upgrade.**

You can find your serial number...

- at your **online account at www.finalemusic.com** if you've registered your serial number previously or if you purchased directly from MakeMusic.
- in the **email confirmation** sent with your original purchase from MakeMusic or your dealer.
- inside the **PrintMusic case or sleeve** of the earliest version purchased.
- on the **About PrintMusic** screen in the **Help** menu on a computer where you've already authorized PrintMusic.

Once you've installed PrintMusic and have your serial number ready, simply follow the on-screen instructions to authorize when you start the program. You must authorize within 30 days after installation, or printing and saving will temporarily be disabled until you do so.

GETTING STARTED

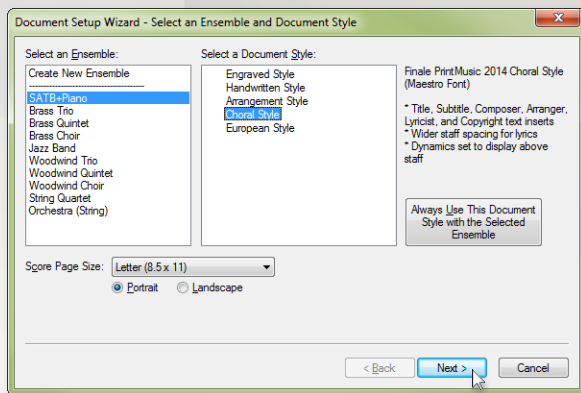
A. To create a new document

PrintMusic's *Document Setup Wizard* is usually the fastest way to begin a new score. The pages in this wizard allow you to quickly specify all the basic score elements.

- 1 Choose **File > New > Document with Setup Wizard**.
- 2 Choose the Ensemble and Document Style and click **Next**.
- 3 Select your instruments and click **Next**.
- 4 Choose the desired score elements and click **Finish**.

Pages 3 and 4 allow you to specify the:

- Title
- Credits and copyright
- Key signature
- Time signature
- Tempo indication
- Pickup measure
- Number of measures

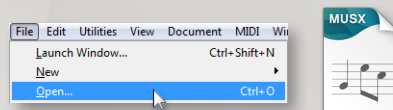


Document Styles include fonts and markings designed for particular types of documents—in this case, a choral arrangement using the Maestro font.

See “Setup Wizard” in the User Manual for details.

B. To open files

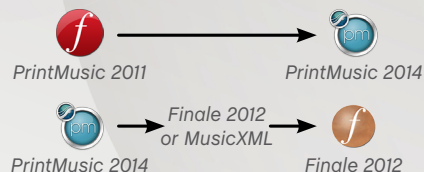
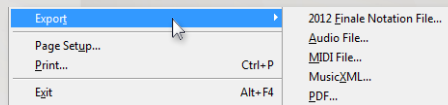
To open a PrintMusic file, choose **Open** from the **File** menu. PrintMusic 2014 can open all Notation Files saved in PrintMusic 2014 or earlier, as well as those saved in other Finale-family notation products.



C. To share files

PrintMusic's native file format is the *Finale Notation File* (*.MUSX). These files are cross-platform, meaning the file can be opened on both Macintosh® and Windows®. Although PrintMusic 2014 documents cannot be opened in previous versions of PrintMusic, you can export the file in Finale 2012 format or MusicXML format. All recent PrintMusic versions can import MusicXML files.

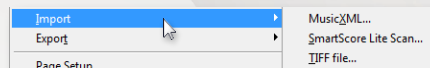
When you open a file created in PrintMusic 2011 or earlier, your document is converted to the PrintMusic 2014 MUSX format. When you save the document, you can choose to overwrite the original file or save it as a separate file.



D. To scan a document

Use PrintMusic's built-in SmartScore Lite technology to scan and import a piece of sheet music or to import an existing scanned TIFF graphic. Go to **File > Import** to find these options.

After scanning and importing a page of sheet music, use the Selection tool to copy the music into a new blank document with the desired instruments and Document Style.



See "Scanning" in the User Manual for details.

PRINTMUSIC SCREEN VIEW

When you open a new score, the following menus, palettes, and controls appear. These elements form a framework for all of PrintMusic's features and functions.

The screenshot shows the PrintMusic software interface with a score for "Sure On This Shining Night" for SATB chorus. The score is displayed in a document window with five staves: Soprano, Alto, Tenor, Bass, and Piano. The interface includes a menu bar at the top, a toolbar with playback controls, and a status bar at the bottom. Callouts point to various UI elements:

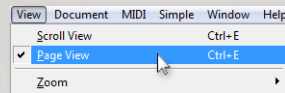
- Menu bar**: These menus offer all PrintMusic commands and operations.
- Main tool palette**: This contains all of PrintMusic's tools.
- Simple Entry palette**: Use this palette for durations, accidentals, etc. in Simple Entry.
- Layer selection**: Use these buttons to select a layer.
- Playback controls**: Use these to start and stop playback and set a tempo.
- Document window**: Your document appears here.
- Page controls**: Use these buttons and counter to navigate the document's pages.
- Status bar**: This bar identifies the selected tool.

NAVIGATING YOUR MUSIC

Getting the best view of your score is crucial to working with PrintMusic efficiently.

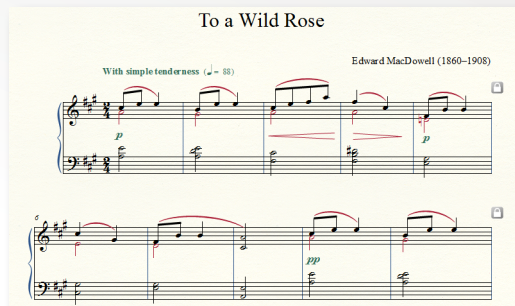
A. To choose a view

The two main views in PrintMusic are *Page View* and *Scroll View*. From the **View** menu, choose **Scroll View** or **Page View**.



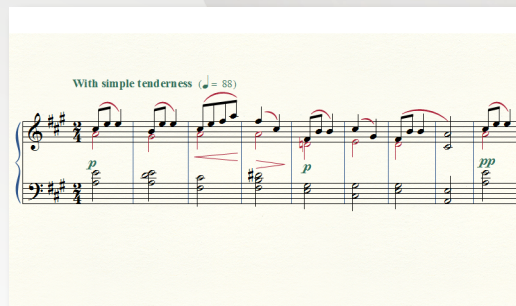
Page View

displays your music exactly as it will appear on the printed page. Use this view for system and page layout.



Scroll View

displays your music in a single continuous horizontal system, free from the constraints of the layout of the page.

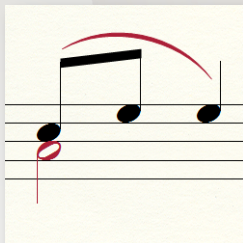


Press
ctrl + **E** to
switch between
Page View and
Scroll View

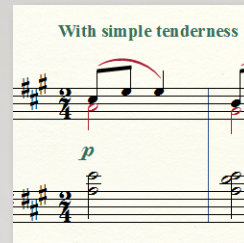
B. To zoom in and zoom out

You can find zoom commands under the **View** menu, but to save time, use keyboard shortcuts.


Press **ctrl** + **=**
to zoom in



Press **ctrl** + **-**
to zoom out

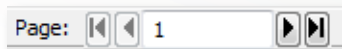


C. To drag the visible score region

Use PrintMusic's **Hand Grabber** tool  to move your view of the score, or with any tool selected, **right-click and drag** to move the score.

D. To switch pages

In **Page View**, use the arrow buttons in the lower left corner of your screen to navigate between pages.



Or, press **ctrl** + **Page Up** or **ctrl** + **Page Down** to view the previous or next page.


See "Views" in the User Manual for more details..

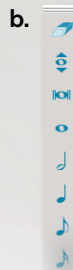
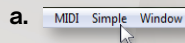
ENTERING MUSIC: SIMPLE ENTRY

Use the *Simple menu* (a) at the top your screen to change settings and refer to keyboard shortcuts. Use the *Simple Entry palette* (b) to specify note durations and other note properties.

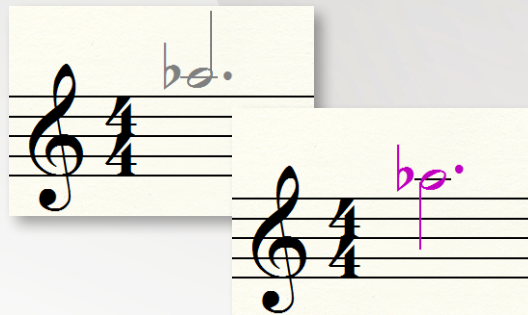
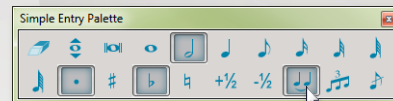
Double-click one of these tools to cancel all other tools in the Simple Entry palette.

A. To enter notes with your mouse

- 1 Choose the **Simple Entry tool** .
- 2 Click the note duration in the Simple Entry palette, as well as the accidental, tie, tuplet, or grace note.
- 3 Position your mouse cursor where you would like to enter the note.
- 4 Click to enter the note. PrintMusic flips the stem direction when appropriate.



Search for "Palettes" in the User Manual to learn how to resize and relocate palettes.



B. To enter notes with your mouse and computer keyboard

Use your *numeric keypad* (c) to choose note durations before you click them in. Use the image to the right as a guide. To remove extra items, double-press rapidly as shown below.

To change the selected duration:



To remove the dot and flat:



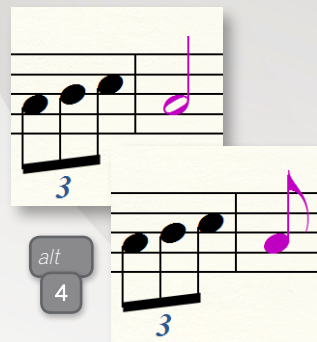
Notebook users, use the “Laptop Shortcut Table” to improve the efficiency of your smaller keyboard. Choose **Simple > Keyboard Shortcut Set** and click **Laptop Shortcut Set**.



Press **9** after entering a note to create a triplet.



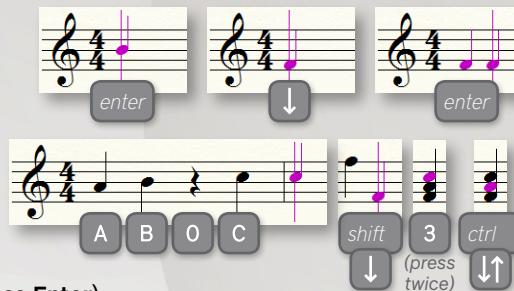
Change the duration of the note you just entered by pressing **Alt+[1-8]**.



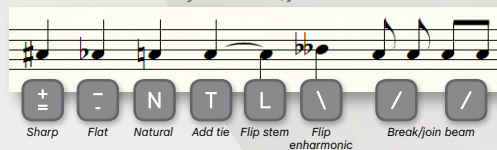
C. To type notes into the score with your computer keyboard

Using your computer keyboard to enter notes is faster than clicking. After typing the duration:

- 1 Press **Enter** to activate the *Simple Entry Caret*, which is PrintMusic's entry cursor.
- 2 Use the **up** and **down arrows** to choose the pitch.
- 3 Press **Enter** to enter the note.
- 4 Or, type the letter of the desired pitch or **0** (zero) for a rest. Use **left** and **right arrows** to move the selection.
- 5 Press **Shift + down arrow** to move down an octave (and press **Enter**).
- 6 Type a number on the *number row* to add an interval.
- 7 Press **Ctrl + down arrow** to select a lower note in a chord.



Common ways to modify a selected note:



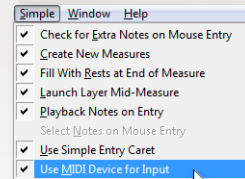
See “Simple Entry” in the User Manual for more information.

D. To play notes into the score with a MIDI keyboard

You can use your MIDI keyboard (or other MIDI device) to quickly enter notes. With the caret active, simply play a note or chord to add it to the score.

Check **Simple > Use MIDI Device for Input** to use a MIDI keyboard for note entry.

See “Speedy Entry” and “HyperScribe” in the User Manual for other ways to enter music using a MIDI keyboard.



MULTIPLE VOICES: LAYERS

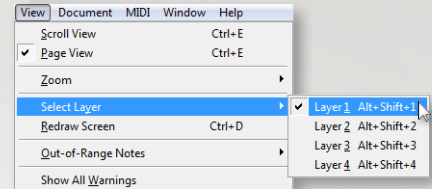
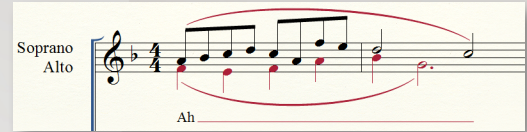
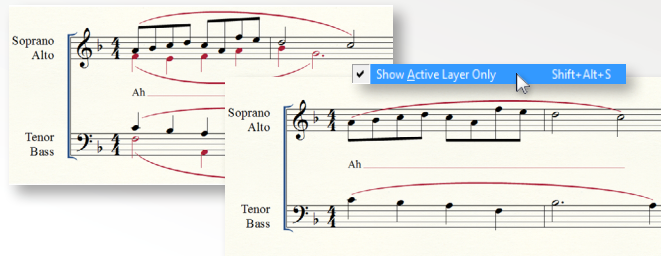
When a second voice with a different rhythm is required within a measure, like the quarter notes shown at right, enter the notes in a new *layer*. Each layer is a rhythmically independent voice. Simply choose the new layer and begin entering notes.

Layers are chosen from the View menu or via the layer buttons at the bottom of the screen (🔍🔍🔍🔍).

Layers are identified by note color:

Layer 1 🟩 Layer 2 🟥 Layer 3 🟢 Layer 4 🟦

Always use layers 1 and 2 first when notating multiple voices. Use layer 1 for the higher voice. If there are three or four voices *in a single staff*, then use layers 3 and 4 as needed.



To work with a single layer independently, choose **Document > Show Active Layer Only**. This allows you to edit or clear individual layers without affecting the hidden layers.

*Be sure to deselect **Show Active Layer Only** before printing your document.*

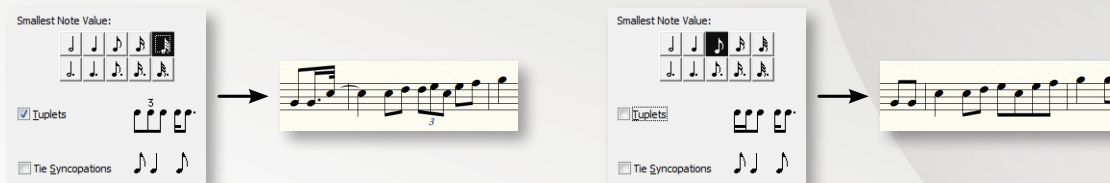
See "Multiple Voices" in the User Manual for more details.

PLAYING IN MUSIC: HYPERSCRIBE


With HyperScribe®, you can record directly from your MIDI keyboard or device into the score. To configure your MIDI keyboard (or other external MIDI device) for use with PrintMusic, see “Setting up your MIDI system” in the Getting Started section of the User Manual.

A. To set the smallest note value

Since a live performance is never perfect, PrintMusic approximates note durations based on settings you choose. For example, if your piece does not include any notes shorter than an eighth note, you can specify the eighth note as the shortest duration for the transcription by choosing **MIDI > Quantization Settings**.




B. To record a performance

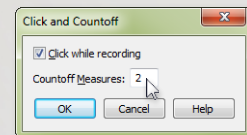
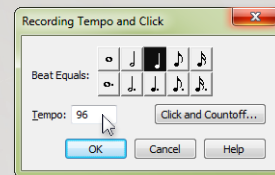
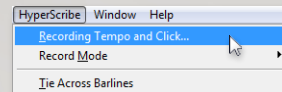
- 1 Choose the **HyperScribe** tool  .
- 2 Click a measure to start a countoff.
- 3 After two measures, begin to play.
- 4 Click the score to stop recording.



C. To change the recording tempo and countoff


If you are transcribing a complex passage, you may want to record at a slower tempo for greater accuracy. You can also change the metronome sound and specify a start signal.

- 1 Choose the **HyperScribe** tool .
- 2 From the **HyperScribe** menu, choose **Recording Tempo and Click**.
- 3 Next to **Tempo**, enter the desired recording tempo in the box. Be sure the correct beat duration is selected above.
- 4 Click **Click and Countoff**.
- 5 Next to **Countoff Measures**, enter the desired number of countoff measures.
- 6 Click **OK** twice to return to the score.



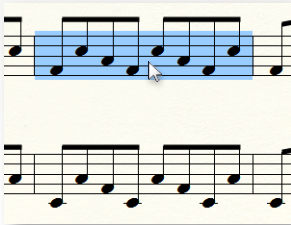
See "HyperScribe" in the User Manual for more on configuring transcription sessions.

SELECTING MUSIC

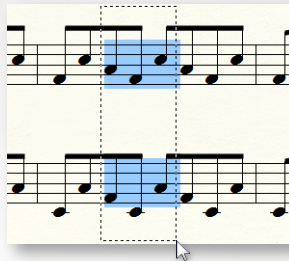
The *Selection tool*  is PrintMusic's universal editing tool. It can be used to select, move, delete, copy, or otherwise edit any region of measures and any individual item in the score.

A. To select a portion of music

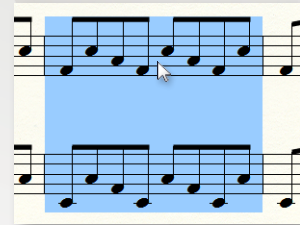
To select *one full measure*, click once on the staff lines (without clicking on a note).



To select a *measure region* (either partial or whole measures), click outside and above the staff and drag diagonally across the region.



To select a *measure stack* (a region of full measures in all staves), double-click a measure. Copying measure-specific items or deleting full measures requires a stack selection.



Measure stacks are indicated by highlighting that extends from the top to the bottom staff, including the area between staves.

See "Selecting Music" in the User Manual for more details.

COPYING, PASTING, AND INSERTING

PrintMusic offers a great deal of control over copying, inserting, and pasting (replacing).

A. To drag-copy

If the source and target regions are both visible on your screen, quickly copy music by dragging the selected region.

- 1 Select the measure region you want to copy.
- 2 Click and drag the selection to the target measure(s).



B. To copy using the clipboard

If the source and target regions are not both visible on your screen, you can copy music to the clipboard and then paste to the target region. Existing music is replaced.

- 1 Select what you want to copy and press **ctrl** + **C**.
- 2 Select the target measure(s) and press **ctrl** + **V**.



See “Copying Music” in the User Manual for more details.

C. To insert music

When you copy and paste, PrintMusic overwrites the content in the target region. However, when you *insert*, all subsequent music is pushed toward the end of the score, usually increasing the total number of measures.

- 1 Select the measure region you want to copy.
- 2 While pressing **alt**, click and drag the selection to the target measure(s).

A red insertion bar indicates that the inserted music will nudge existing music toward the end of the score. Music in other staves is not affected.




A green insertion bar appears when inserting measure stacks. It indicates that inserted music will nudge subsequent measures toward the end of the score in all staves.




KEY/TIME SIGNATURES AND CLEFS

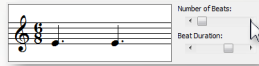
A. To set a key signature

- 1 Choose the **Key Signature** tool  .
- 2 Double-click a measure.
- 3 Use the slider and dropdown menu next to the key signature preview to specify the key.
- 4 Click **OK**.




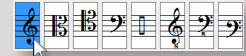
B. To set a time signature

- 1 Choose the **Time Signature** tool  .
- 2 Double-click a measure.
- 3 Use the sliders to set the beats per measure and beat duration.
- 4 Click **OK**.




C. To set a clef change

- 1 Choose the **Clef** tool  .
- 2 Double-click a measure.
- 3 Double-click the desired clef.




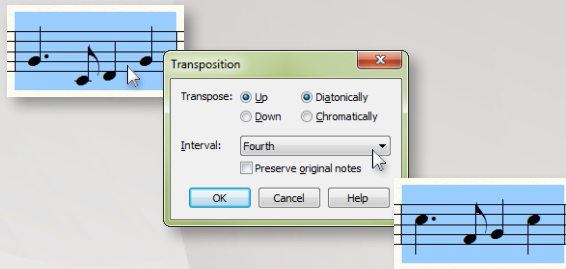
D. To set a mid-measure clef change

- 1 Choose the **Clef** tool  .
- 2 Select a partial measure by clicking outside and above the staff and dragging diagonally across the measure.
- 3 Double-click the selected partial measure.
- 4 Double-click the desired clef.


TRANSPOSING

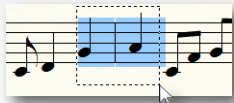
A. To transpose

- 1 With the **Selection** tool , select a region of music.
- 2 From the **Utilities** menu, choose **Transpose**.
- 3 Select the interval from the **Interval** dropdown menu.
- 4 Click **OK**.



B. To transpose using your keyboard

- 1 Choose the **Selection** tool  .
- 2 Select a region of music.
- 3 Press...



This method transposes the music diatonically within the key signature. To change the key, use the Selection tool context menu or the Key Signature tool. To configure a transposing staff, use the ScoreManager.

6 to transpose *down a step*.

7 to transpose *up a step*.



8 to transpose *down an octave*.

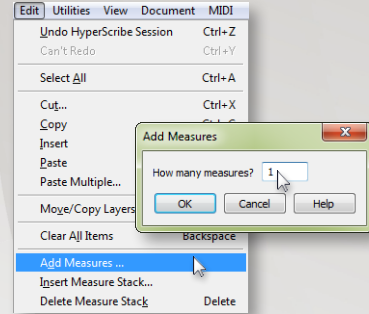
9 to transpose *up an octave*.




WORKING WITH MEASURES

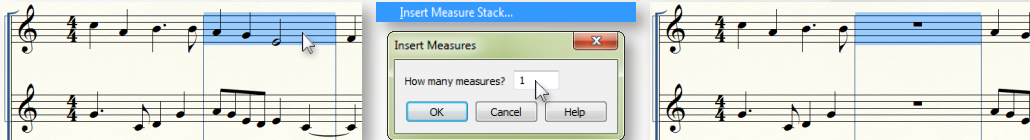
A. To add and delete measures

- 1 From the **Edit** menu, choose **Add Measures**.
- 2 Type the number of measures you would like to add.
- 3 Click **OK**. The measures appear at the end of the score.
- 4 With the **Selection** tool , select a measure stack and press .




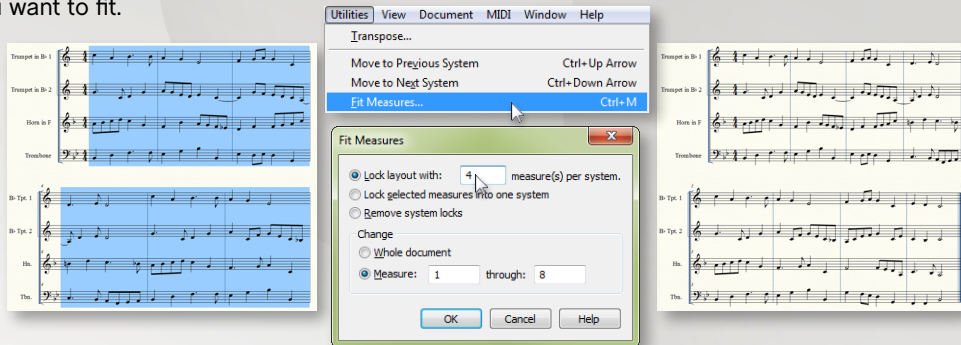
B. To insert empty measures in the score

- 1 With the **Selection** tool , select a measure (empty measures will be inserted *before* the selected measure.)
- 2 From the **Edit** menu, choose **Insert Measure Stack**.
- 3 Type the number of measures you would like to insert.
- 4 Click **OK**.




C. To fit a certain number of measures per system

- 1 With the **Selection** tool , select the measures that you want to fit.
- 2 From the **Utilities** menu, choose **Fit Measures**.
- 3 Type the number of measures per system.
- 4 Click **OK**.



D. To adjust the measure layout manually

You can move individual measures from one system to the next, or to the previous.

- 1 With the **Selection** tool , select the measure(s) you want to move between systems.
- 2 Use the **down** or **up arrow** to move to the next or previous system, respectively.



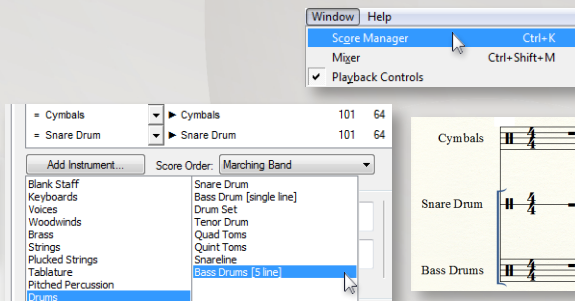
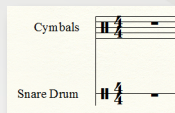
WORKING WITH STAVES AND INSTRUMENTS

Use the Score Manager to insert, delete, or change instrument staves.

A. To add instruments to the score

- 1 Choose **Window > Score Manager**.
- 2 Click **Add Instrument...** and select the instrument you would like to insert.

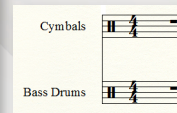
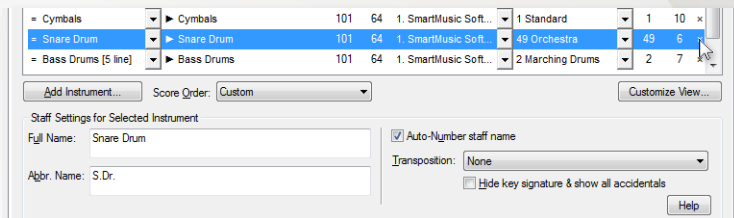
PrintMusic adds the staff in the selected Score Order, grouped by instrument type.




B. To delete instruments from the score

In Score Manager, click the **X** on an instrument line.

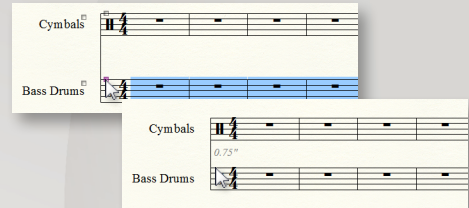
PrintMusic removes the staff and moves adjacent staves.



C. To move staves

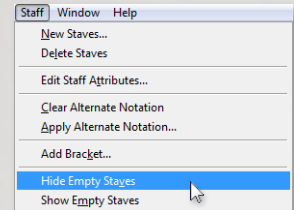
To move a staff in one system only, choose the **Staff Tool**  , click a staff handle and drag it vertically. To move a staff in all systems, double-click and drag the handle.

See “To move staves” in the User Manual for more details.



D. To hide or show empty staves

- 1 Select a region that includes the empty staff or staves.
- 2 From the **Staff** menu, choose **Hide Empty Staves**. A dashed line appears where the staves have been hidden.
- 3 To show hidden staves, control-click the handle of the hidden staff or staves and choose **Show All** or **Show [staff name]**.



ADDING MARKINGS


Most markings are added with the *Expression tool*, *Articulation tool*, or *Smart Shape tool*.

A. To add expressions

Six types of markings are added as expressions, organized into the following categories:

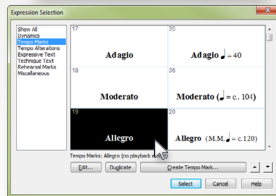
- Dynamics (***ff***, *subito p*)
- Expressive Text (*dim.*, *legato*)
- Tempo Marks (**Allegro**, ♩ = 108)
- Technique Text (*pizz.*, *Mute*)
- Tempo Alterations (*rit.*, *a tempo*)
- Rehearsal Marks (**A**, **1**)

To add a single expression:

- 1 Choose the **Expression tool** .



- 2 Double-click a note or measure.




- 3 Choose an expression category.

- 4 Double-click an expression.

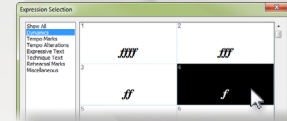


To add an expression to multiple staves:

- 1 Choose the **Expression tool** .



- 2 Drag-select a region in more than one staff.




- 3 Choose an expression category.

- 4 Double-click an expression.




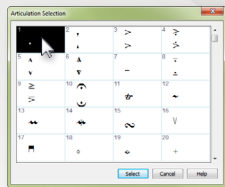
B. To add articulations

Articulations are markings attached to a single note with the **Articulation** tool , including:

- Accent (>)
- Tenuto (—)
- Staccato (•)
- Ornament (🎵, 🎵)

To add an articulation to a note:


- 1 Choose the **Articulation** tool .
- 2 Click the note.
- 3 Double-click an articulation.



To add an articulation to multiple notes:


- 1 Choose the **Articulation** tool.
- 2 Drag-select a region of notes.
- 3 Click **Select**.
- 4 Double-click an articulation.
- 5 Click **OK**.

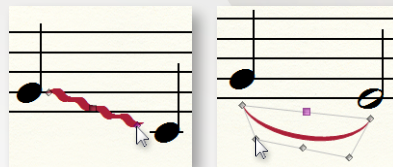
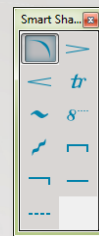
C. To add slurs and hairpins

Markings such as lines and curves are created using the **Smart Shape** tool , including:

- Slurs (—)
- Trills (tr)
- Hairpins ($\langle \rangle$)
- Ottava (8va - -)

To add a Smart Shape:


- 1 Choose the **Smart Shape** tool .
- 2 Choose the desired tool from the **Smart Shape** palette.
- 3 Double-click and drag to add the Smart Shape.
- 4 Click and drag the diamond-shaped handles to adjust shape contours.

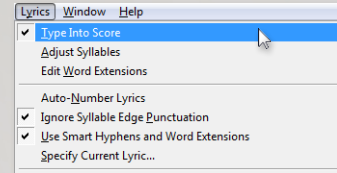


See “Expressions”, “Articulations”, and “Smart Shapes” in the User Manual for information on creating custom expressions, articulations, and Smart Shapes.

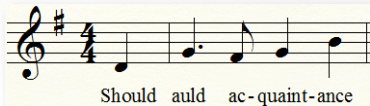
LYRICS, CHORDS, AND REPEATS

A. To type in lyrics

- 1 After the notes are entered, choose the **Lyrics** tool  .
- 2 From the **Lyrics** menu, check **Type Into Score**.
- 3 Click a note to display a blinking cursor beneath the staff.
- 4 Type a syllable and then press the **spacebar** to advance. Use - (dash) to add hyphens between syllables.




Type "Should [spacebar] auld
[spacebar] ac [-] quaint [-] ance"



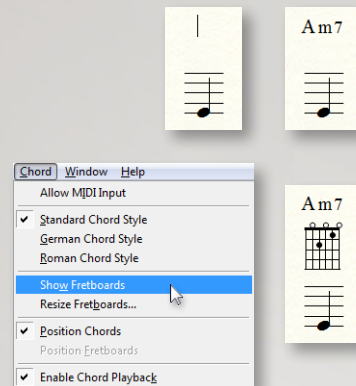
See "Lyrics" in the User Manual for more details.

B. To type in chord symbols


- 1 Choose the **Chord** tool .
- 2 Click above a staff to display the cursor.
- 3 Type the chord root and suffix. For example, "Am7".
- 4 Press the **spacebar**. PrintMusic converts it to a chord symbol.

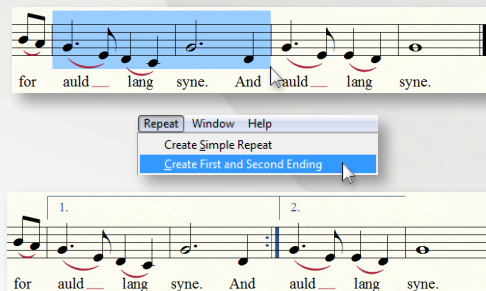
When typing chord symbols, use "b" for flat and "#" for sharp.

*For guitar fretboards, from the **Chord** menu, choose **Show Fretboards**.*



C. To create repeats with 1st and 2nd endings

- 1 Choose the **Repeat** tool .
- 2 Select the measures for the first ending.
- 3 From the **Repeat** menu, choose **Create First and Second Ending**.
- 4 Select the first measure of the repeated section.
- 5 From the **Repeat** menu, choose **Create Forward Repeat Bar**.



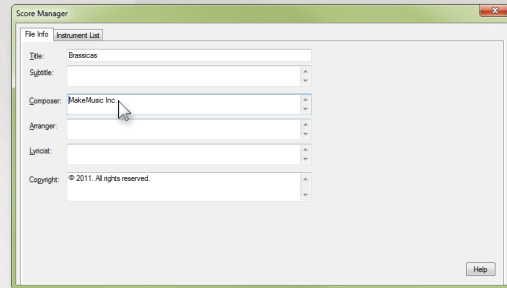
ADDING TEXT

Use the *Text tool* to add titles, subtitles, composer, arranger, lyricist, and other text that does not need to reposition with the music.


A. To set or edit a document's title page text:

- 1 From the **Window** menu, choose **Score Manager** and click the **File Info** tab.
- 2 Enter the page text information.
- 3 Click **OK**.

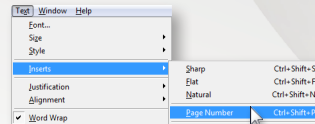
*You can also edit much of this information directly in the score. Choose the **Text** tool and click on an existing text box in your document. You can directly edit any text with a gray background.*




B. To add other text on a page:

- 1 With the **Text** tool , double-click to create a text box.
- 2 Type the desired text, or choose an insert from the **Text** menu.

Inserts are placeholders for standard text such as accidentals, titles, composer, page number, filename, current date, and symbols.



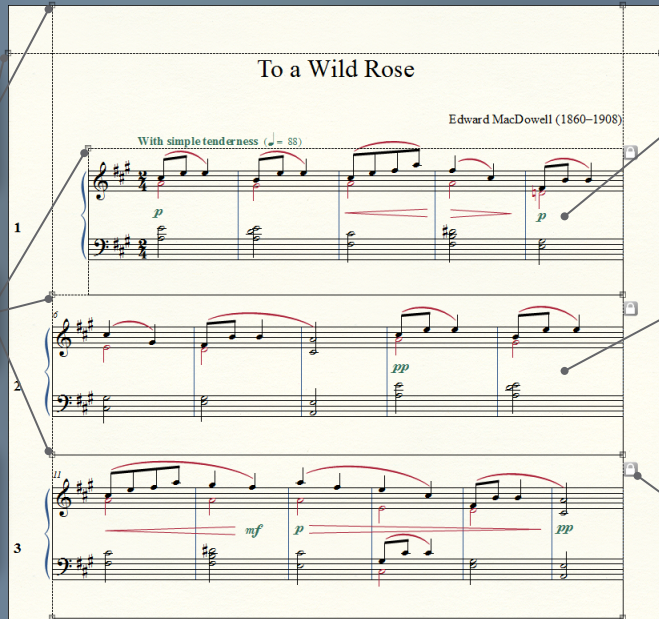
PAGE LAYOUT

Adjusting the position of systems and page margins should be the final step before printing your score. Use these techniques with the *Page Layout tool*  to finalize the page layout:

Click and drag these handles to adjust the position of the top and left page margins for this page only.

Click and drag these handles to adjust the top margin of each system.

To adjust the vertical position of staves within systems, choose the **Staff** tool and drag staff handles.



The image shows a musical score for "To a Wild Rose" by Edward MacDowell (1860-1908). The score is in 3/4 time and consists of three systems. The first system is marked with a piano (*p*) dynamic and includes the instruction "With simple tenderness (♩ - 55)". The second system is marked with a pianissimo (*pp*) dynamic. The third system is marked with a mezzo-forte (*mf*) dynamic and includes a piano (*p*) dynamic marking. The score is annotated with various handles for page layout adjustment: a large handle at the top left for page margins, smaller handles at the top of each system, and staff handles within each system. A small icon in the top right corner of the score area indicates that measure layout is locked in a system.

Click and drag a system to adjust the position of the system, which also adjusts all subsequent systems.






ctrl + click and drag to move a system independently.

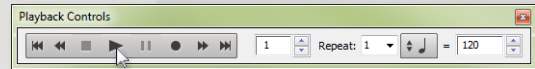
These icons appear when measure layout is locked in a system (see Tutorial 4 in the User Manual for details).

PLAYBACK



A. Playback Controls

The Playback Controls give you standard buttons for controlling the playback of your score.

- Click  to start playback.
- Click  to rewind playback to the beginning.
- Press  + spacebar + click and drag to spot-check.
- Press  +  + spacebar + click to spot-check a single staff.



B. To change the playback tempo

- 1 In the Playback Controls, click the **Tempo** drop-down menu  and choose the desired note duration.
- 2 Enter the number of beats per minute in the text box  .

Tempo markings in the score (created with the Expression tool) always override the tempo indicated in the Playback Controls.

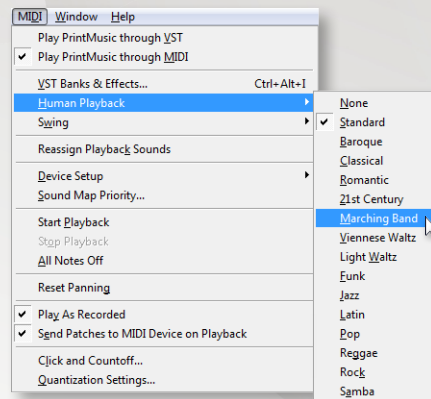
See "Score Manager" in the User Manual to control instrument sounds.

C. Human Playback®

The proper performance of any piece of music depends on the genre and style. For example, you wouldn't expect a jazz piece to be performed the same way as a classical sonata. You can tell PrintMusic how you want your piece performed using *Human Playback*. Human Playback performs the music in the style specified, and also interprets the markings you've added. To choose a Human Playback style, from the MIDI menu, choose Human Playback, and then select the desired style.

To enable or disable Human Playback:

- 1 From the **MIDI** menu, choose **Human Playback** and then select the desired style.
- 2 To turn off Human Playback, from the **MIDI** menu, choose **Human Playback > None**.




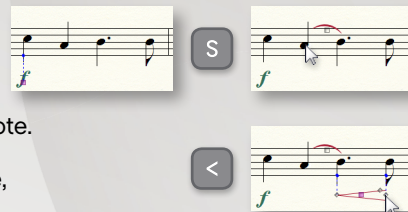
See "Human Playback" in the User Manual for more information.

KEYBOARD SHORTCUTS

PrintMusic provides keyboard shortcuts called *Metatools* that you use to quickly add markings to your score.

A. Smart Shapes

- 1 Choose the **Smart Shape** tool  .
- 2 Hold down the metatool key (common markings below).
- 3 For note-attached markings like slurs and tab slides, double-click a note.
- 4 For beat-attached markings like hairpins and trills, double-click a note, hold the second click, and drag to the destination note.



B. More keyboard shortcuts

The PrintMusic User Manual includes a complete listing of every preset keyboard shortcut in the “What does this do” section.

SHARING YOUR MUSIC

A. To print your score

To print, press **ctrl** + **P** and click **OK**.

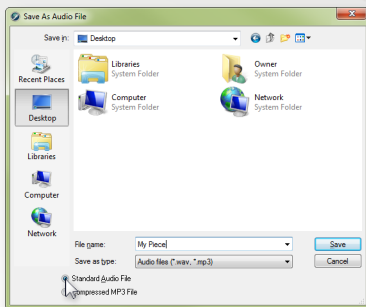
To create a PDF, choose **File > Export > PDF**.

B. To export an audio file

1 From the **File** menu, choose **Export > Audio File**.

2 Choose a location and file name.

3 Click the **Save as Type** dropdown menu and select WAV or MP3.



4 Click **Save**.

MP3 format is only available when PrintMusic is set to play through MIDI.

C. To share your music online

You can share your music with anyone over the Internet, even if they don't own a Finale-family product. With Finale NotePad®, anyone can open, play, and print your masterpiece.

1 Instruct your recipient to download and install the free Finale NotePad available here:

finalemusic.com/products/finale-notepad/

2 Email your file to the recipient as an attachment.

3 Instruct your recipient to save the file from your email and open it with Finale NotePad.

It's also easy in PrintMusic to open documents that were created in Sibelius or other notation programs. See "MusicXML" in the User Manual for more details.

DIDN'T FIND WHAT YOU WERE LOOKING FOR?

The screenshot shows the 'finale PRINTMUSIC USER MANUAL' website. A search bar at the top right contains the text 'Search for help on...'. A 'Help' button is located in the top right corner. A callout box points to this button with the text: 'From the Help menu, choose **User Manual**, or click any help button **Help**'.

On the left side, there is a 'Contents' menu with the following items:

- Welcome to Finale PrintMusic 2014
- What's New
- PrintMusic 2014 Interface Changes
- ▶ Getting Started
- ▶ PrintMusic Tutorials
- ▶ Best Practices: Making the most of PrintMusic
- ▶ QuickStart Videos
- ▶ How do I...
- ▶ What does this do...
- Troubleshooting and Support
- Copyright and Trademarks

Five callout boxes provide further guidance:

- 'Quickly find "how to" steps in the "How do I..." section, organized by musical items and PrintMusic features.' (points to the 'How do I...' box)
- 'Watch demonstrations to learn essential tips and techniques with this suite of instructional QuickStart Videos.' (points to the 'Show me how to...' box)
- 'Use the interactive PrintMusic Tutorials to be guided through a sample project from start to finish with accompanying videos.' (points to the 'I'm new to PrintMusic...' box)
- 'Visit the online Support Portal to find answers to common troubleshooting questions or to submit a support case.' (points to the 'I'm having trouble...' box)
- 'Contact us...' (points to the 'Contact us...' box)

The main content area features five boxes:

- How do I...**: Read detailed "how to" instructions in the Encyclopedia
- Show me how to...**: Watch demonstrations in the Quick-Start Videos
- I'm new to PrintMusic...**: Get started quickly with interactive PrintMusic Tutorials
- What does this do...**: View a description of every function in the Reference
- I'm having trouble...**: Search for answers in the Knowledge Base
- Contact us...**: See your options for contacting MakeMusic technical support

At the bottom of the page, it says: 'PrintMusic uses technology from Plague Art et Technologie, Inc.' and 'PrintMusic User Manual Home' with a date 'Last built: 2/5/2014'. A small footer at the bottom right reads 'Eden Prairie, MN 55344-3818'.

GETTING SUPPORT

How-To Support

For more learning resources and additional solutions to common PrintMusic questions, visit our Support Portal at finalemusic.com/support. There, you can also contact our support team directly through email/web-based support cases.

Technical Support

Troubleshooting for technical problems is available online at finalemusic.com/support or by phone at **(952) 937-9703** between 8:30 AM and 5:00 PM CST, Monday through Friday.

Phone support is free of charge (although MakeMusic does not reimburse long-distance charges). Please have your serial number ready. In order for MakeMusic to continue offering free, efficient phone support, we limit phone contacts to technical problems only. To learn how to use PrintMusic, please consult one of PrintMusic's many 'how-to' resources, including this Quick Reference Guide, the PrintMusic Tutorials, the QuickStart Videos, and the comprehensive, searchable User Manual.

Other Inquiries

For authorization or sales questions, contact us at (800) 843-2066, or (952) 937-9611 outside the US. MakeMusic can also be reached by fax at (952) 937-9760, or by mail at 7615 Golden Triangle Drive, Suite M, Eden Prairie, MN 55344-3848. Visit us online at finalemusic.com.