

Quick Reference Card

Finale for Mac®

File menu		View menu	
New (default new action)	₩ N	Switch between Page and Scroll Vie	ews #E
Open	# 0	Studio View	₩ shift E
Close document	#W	Zoom in	#=
Save	#S	Zoom out	# -
Save as	# shift s	Custom zoom 1	# 1
Print	(#P	Custom zoom 2	 # 2
Quit	(#Q)	Custom zoom 3	(*) (3)
_		View at x %	(m)(0)
Edit menu		Fit in window	(#)[optn][]
Undo	(#)[Z]	Fit width	策 optn]
Redo	器 shift Z	Define staff set	ctrl optn 1 - 8
Select all	(X)	Show staff set	ctrl 1 - 8
Use Filter	(#) optn F	Show all staves	ctrl 0
Edit Filter	(# optn shift F	Show/hide rulers	₩ R
Cut	₩ X	Change layer	(#) optn 1 - 4
Сору	(#)(c)		
Insert	(#)[1)	Window menu	
Insert and Filter	(光)[shift][I]	Show/hide Score Manager	₩ K
Paste	₩ V	Show/hide Mixer	₩ optn M
Paste and Filter	₩ shift V	Switch between windows	₩.
Paste Multiple	₩ ctrl V	Playback/General	
Clear all items	clear or fn 6	Play/pause	space
Delete measure stack del	with stack selected	Play from measure	space click in staff
Utilities menu		Play individual staff shif	
Update layout	(#)(U)	Scrub playback	
Transpose down one step diatonically		Scrub individual staff shif	
Transpose up one step diatonically	* (#)7	Select Yes/No in dialog box	return / esc
Transpose down octave diatonically	# 8	OK all open dialog boxes	第 return
Transpose up octave diatonically	# 9	Cancel all open dialog boxes	# esc
Lock systems	#L	Define shortcut for tool	optn ctrl F - '
Unlock systems	第 shift L	Choose defined tool	ctrl F - '
Fit measures dialog box	₩ shift M	Document Options	
Apply Note Spacing		•	第 optn A ress number/letter + click
Apply Note Spacing Apply Beat Spacing	\mathbb{\mathbb{H}\big 4}	Program metatool	shift number/letter
Move to previous system		Add again (most recent marking)	- click
	# _	Switch to Selection tool	
Move to next system	₩ 🕶	SWITCH TO SELECTION TOOL	esc or # shift A



Navigation

Page View: up full screen pg up Page View: down full screen pg dn Page View: previous page ₩ pg up Page View: next page ₩ pg dn Page View: left one screen home Page View: right one screen end Page View: first page # home Page View: last page ₩ end Page View: top left of leftmost viewable page shift home Page View: bottom right of rightmost viewable page shift end Page View: one increment right horizontally optn home Page View: one increment left horizontally optn end Scroll View: forward screenful of measures ₩ pg dn Scroll View: backward screenful of measures ₩ pg up Scroll View: beginning of score/part home Scroll View: end of score/part end One increment up vertically optn pg up One increment down vertically optn pg dn Previous part ₩ optn , ₩ optn · Next part Last viewed part ₩ optn / 第 shift click (+ drag) Zoom in to position # shift optn click Zoom out from position Drag visible region 策 optn click + drag

Selection tool

Expand selection: previous beat shift 4 Expand selection: next beat shift | Expand selection: beginning of measure shift optn 4 Expand selection: end of measure shift optn Expand selection: beginning of score/part shift home Expand selection: end of score/part shift end shift 🔺 Expand selection: next staff above Expand selection: next staff below shift -Expand selection: all staves to top of system shift pg up shift pg dn Expand selection: all staves to bottom of system Implode music Explode music

Smart Shape tool

Hide secondary handles

Flip selected slur or bend direction F Set selected slur or bend direction to automatic optn shift F Move between primary/secondary handles tab Keyboard Shortcuts

Expression tool

Move expression without changing attachment point	optn drag
Add selected expression to staff above	optn 🔺
Add selected expression to staff below	optn 🔻
Add selected expression to all staves to top of system	optn home
Add selected expression to all staves to bottom of system	optn end
Add selected expression to all staves in system	策return
Add selected expression to specific staves	₩ optn return

Lyrics tool	
Type Into Score: previous verse/chorus/section	_
Type Into Score: next verse/chorus/section	_
Adjust Syllables: left justify syllable] (#
Adjust Syllables: center justify syllable	* ·
Adjust Syllables: right justify syllable	#]
Adjust Syllables: align syllable to left	₩ shift [
Adjust Syllables: center syllable horizontally	₩ shift '
Adjust Syllabels: align syllable to right	器 shift]

(#) T

₩ shift T

₩ shift F

₩ shift N

₩ shift S

₩ shift P

Te

Frame attributes

Character settings

Insert symbol: flat

Insert symbol: natural

Insert symbol: sharp

Insert page number

esc

Text tool	
Left justify in text block]*
Center justify in text block	*
Right justify in text block	#]
Full justify in text block	# ;
Forced full justify in text block	黑 shift ;
Align text block to left	₩ shift [
Center text block horizontally	策 shift '
Align text block to right	策 shift]
Align text block to top	# -
Center text block vertically	₩ shift =
Align text block to bottom	₩ shift -
Format text: bold	₩ shift B
Format text: italic	₩ shift I
Format text: underline	₩ shift U
Decrease text size	₩ shift ,
Increase text size	策 shift .
Line spacing	₩ shift L
Standard frame	₩ M
Custom frame	₩ shift M



Speedy Entry Step time entry with MIDI

Hands-free entry (constant duration)

enter note: with caps lock, press 1–8 and play pitch enter rest: press 1–8 and play any 3-note ½-step cluster

Normal entry (changing durations)

enter note: hold pitch and press 1-8/\sci20

enter rest: press 1-8/~0

Additional Commands

Change existing note/rest duration	Press 1 - 8 or optn 0	remove note from chord	*
Toggle insert mode	shift	change single tie/untie to next note	show/hide accidental
Insert note (with MIDI) Hold pite	ch and press 1 - 8 or optn 0	note to rest	break/join beam
Insert rest (with MIDI)	Press 1 - 8 or optn 0	clear	from prev note accidental
Insert note (without MIDI) set crossbar for pite	ch and press 1 - 8 or optn 0		
Insert rest (without MIDI) ctrl optr	shift 1 - 7 (number row only)	$\begin{bmatrix} 7 & \mathbf{o} \end{bmatrix} \begin{bmatrix} 8 & \ \mathbf{o}\ \end{bmatrix}$	enharmonic =
Constrain dragging a note/rest	shift drag		equivalent lower 1/2 step
Return rest to default position	W	$\begin{bmatrix} \neg \text{begin} \vdash 7 \neg \end{bmatrix} \begin{bmatrix} \neg \text{begin} \vdash 8 \neg \end{bmatrix}$	¬ enharmonic full measure
Combine/split rest from rests on same beat in	other layers		
Display the Edit Frame dialog box	ptn click measure containing music	4 5	6 + resign 1/ etc.
Move to previous/next entry	4/>		raise ½ step
Move to beginning/end of measure	optn 4/	~ begin ¬4¬	to begin □ 6 ¬ full measure
Jump to previous measure	or shift		add note
Jump to next measure] or shift	$\begin{bmatrix} 1 & \vdots \end{bmatrix} \begin{bmatrix} 2 & \vdots \end{bmatrix}$	to chord
Move down a staff	return		change rest to note
Move up a staff	shift return	~ define tuplet \	\~ begin □ 3 ¬ }
Move crossbar down/up a step	A / V		
Switch to previous/next layer	shift / 🔻	(0	(•
Switch to Voice 1/2	,	(~)	
Remove note, rest, or chord	del	exit measure and redraw	add dot enter
Remove note from chord	shift del		
Change single note to rest	shift del	Show/hide accidental parentheses	Р
Change entry to rest	R	Toggle grace note	G or ;
Hide/show entry	O or H	Toggle slashed flagged grace note	`
		Flip stem	L
Double-flat	V	Default stem direction	optn L
Flat	F	Break/join beam from previous note	/ or B
Natural	N	Restore default beaming	shift
Sharp	S	Flatten beam	\ or shift M
Double-sharp	X	Tie/untie to next note	= or T
Lower by a half-step	- or shift F	Tie/untie to previous note	optn = or shift T
Raise by a half-step	+ or shift S	Flip tie	₩ F
Show/hide accidental	* or [A]	Default tie direction	第 shift F

Tutorial Support

Comprehensive help is always available by choosing Help > User Manual.

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



Speedy Entry Step time entry without MIDI

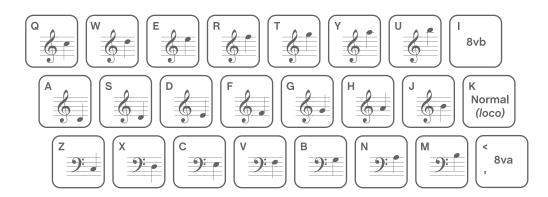
Uncheck Speedy > Use MIDI Device for Input

Using the onscreen crossbar

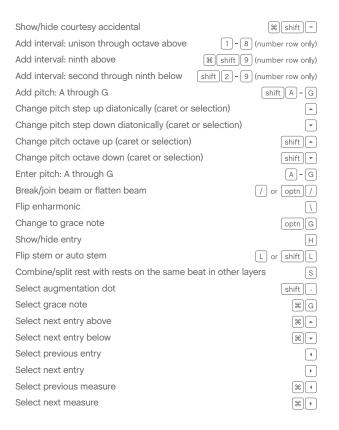
enter note: position crossbar for pitch and press 1–8/√0 enter rest: press ^~û1–7 (number row only)

Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/\time 0 enter rest: press ^\time 1-7 (number row only)



Simple Entry



f delete entrv tie to next clear 8 9 $-3 \neg$ O change select select custom 1/2 step down 6 select select select 1/2 step up √ chanαe enter pitch at caret ₩ add pitch select select select at caret ∵ change 0

 (\sim)

augmentation

enter

enter rest

change

Numeric keypad commands