

File menu

New (default new action)	⌘ N
Open	⌘ O
Close document	⌘ W
Save	⌘ S
Save as	⌘ shift S
Print	⌘ P
Quit	⌘ Q

Edit menu

Undo	⌘ Z
Redo	⌘ shift Z
Select all	⌘ A
Use Filter	⌘ optn F
Edit Filter	⌘ optn shift F
Cut	⌘ X
Copy	⌘ C
Insert	⌘ I
Insert and Filter	⌘ shift I
Paste	⌘ V
Paste and Filter	⌘ shift V
Paste Multiple	⌘ ctrl V
Clear all items	clear or fn 6
Delete measure stack	del with stack selected

Utilities menu

Update layout	⌘ U
Transpose down one step diatonically	⌘ 6
Transpose up one step diatonically	⌘ 7
Transpose down octave diatonically	⌘ 8
Transpose up octave diatonically	⌘ 9
Lock systems	⌘ L
Unlock systems	⌘ shift L
Fit measures dialog box	⌘ shift M
Apply Note Spacing	⌘ 4
Apply Beat Spacing	⌘ 5
Move to previous system	⌘ ↑
Move to next system	⌘ ↓

View menu

Switch between Page and Scroll Views	⌘ E
Studio View	⌘ shift E
Zoom in	⌘ =
Zoom out	⌘ -
Custom zoom 1	⌘ 1
Custom zoom 2	⌘ 2
Custom zoom 3	⌘ 3
View at x %	⌘ 0
Fit in window	⌘ optn [
Fit width	⌘ optn]
Define staff set	ctrl optn 1 - 8
Show staff set	ctrl 1 - 8
Show all staves	ctrl 0
Show/hide rulers	⌘ R
Change layer	⌘ optn 1 - 4

Window menu

Show/hide Score Manager	⌘ K
Show/hide Mixer	⌘ optn M
Switch between windows	⌘ `

Playback/General

Play/pause	space
Play from measure	space click in staff
Play individual staff	shift space click in staff
Scrub playback	optn space drag
Scrub individual staff	shift optn space hover
Select Yes/No in dialog box	return / esc
OK all open dialog boxes	⌘ return
Cancel all open dialog boxes	⌘ esc
Define shortcut for tool	optn ctrl F - ' .
Choose defined tool	ctrl F - ' .
Document Options	⌘ optn A
Apply metatool	Press number/letter + click
Program metatool	shift number/letter
Add again (most recent marking)	- click
Switch to Selection tool	esc or ⌘ shift A



Keyboard Shortcuts

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 ,
Next part	⌘ optn .
Last viewed part	⌘ optn /
Zoom in to position	⌘ shift click (+ drag)
Zoom out from position	⌘ shift optn click
Drag visible region	⌘ optn click + drag

Selection tool

Expand selection: previous beat	shift ←
Expand selection: next beat	shift →
Expand selection: beginning of measure	shift optn ←
Expand selection: end of measure	shift optn →
Expand selection: beginning of score/part	shift home
Expand selection: end of score/part	shift end
Expand selection: next staff above	shift ▲
Expand selection: next staff below	shift ▼
Expand selection: all staves to top of system	shift pg up
Expand selection: all staves to bottom of system	shift pg dn
Implode music	1
Explode music	2

Smart Shape tool

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

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	⌘ 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 Syllables: align syllable to right	⌘ shift]

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	⌘ shift ;
Align text block to left	⌘ shift [
Center text block horizontally	⌘ shift ' .
Align text block to right	⌘ 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	⌘ shift .
Line spacing	⌘ shift L
Standard frame	⌘ M
Custom frame	⌘ shift M
Frame attributes	⌘ shift T
Character settings	⌘ T
Insert symbol: flat	⌘ shift F
Insert symbol: natural	⌘ shift N
Insert symbol: sharp	⌘ shift S
Insert page number	⌘ shift P



Speedy Entry Step time entry with MIDI

Normal entry (changing durations)

enter note: hold pitch and press 1-8/⌘0

enter rest: press 1-8/⌘0

Additional Commands

- Change existing note/rest duration Press **1-8** or **optn 0**
- Toggle insert mode **shift I**
- Insert note (with MIDI) Hold pitch and press **1-8** or **optn 0**
- Insert rest (with MIDI) Press **1-8** or **optn 0**
- Insert note (without MIDI) set crossbar for pitch and press **1-8** or **optn 0**
- Insert rest (without MIDI) **ctrl optn shift 1-7** (number row only)
- Constrain dragging a note/rest **shift** drag
- Return rest to default position *****
- Combine/split rest from rests on same beat in other layers **S**
- Display the Edit Frame dialog box **optn** click measure containing music

- Move to previous/next entry **⏪ / ⏩**
- Move to beginning/end of measure **optn ⏪ / ⏩**
- Jump to previous measure **I** or **shift ⏪**
- Jump to next measure **J** or **shift ⏩**
- Move down a staff **return**
- Move up a staff **shift return**
- Move crossbar down/up a step **⏴ / ⏵**
- Switch to previous/next layer **shift ⏴ / ⏵**
- Switch to Voice 1/2 **'**

- Remove note, rest, or chord **del**
- Remove note from chord **shift del**
- Change single note to rest **shift del**
- Change entry to rest **R**
- Hide/show entry **O** or **H**

- Double-flat **V**
- Flat **F**
- Natural **N**
- Sharp **S**
- Double-sharp **X**
- Lower by a half-step **-** or **shift F**
- Raise by a half-step **+** or **shift S**
- Show/hide accidental ***** or **A**

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 1/2-step cluster

remove note from chord change single note to rest clear	= tie/untie to next note ⌘ tie/untie to prev note	/ break/join beam from prev note	* show/hide accidental ⌘ default accidental
7 ⌘ begin 7	8 ⌘ begin 8	9 enharmonic equivalent ⌘ enharmonic full measure	- lower 1/2 step ⌘ ↑ lower 1/2 step full measure
4 ⌘ begin 4	5 ⌘ begin 5	6 ⌘ begin 6	+ raise 1/2 step ⌘ ↑ raise 1/2 step full measure
1 ⌘ define tuplet	2 ⌘ begin 2	3 ⌘ begin 3	add note to chord change rest to note
0 exit measure and redraw	• add dot	enter	

- Show/hide accidental parentheses **P**
- Toggle grace note **G** or **:**
- Toggle slashed flagged grace note **^**
- Flip stem **L**
- Default stem direction **optn L**
- Break/join beam from previous note **/** or **B**
- Restore default beaming **shift B**
- Flatten beam **** or **shift M**
- Tie/untie to next note **=** or **T**
- Tie/untie to previous note **optn =** or **shift T**
- Flip tie **⌘ F**
- Default tie direction **⌘ 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 ^∞⇧1-7 (number row only)

Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/∞0

enter rest: press ^∞⇧1-7 (number row only)

Q	W	E	R	T	Y	U	I 8vb
A	S	D	F	G	H	J	K Normal (loco)
Z	X	C	V	B	N	M	< 8va ,

Simple Entry

- Show/hide courtesy accidental ⌘⇧ -
- Add interval: unison through octave above 1 - 8 (number row only)
- Add interval: ninth above ⌘⇧ 9 (number row only)
- Add interval: second through ninth below ⇧ 2 - 9 (number row only)
- Add pitch: A through G ⇧ A - G
- Change pitch step up diatonically (caret or selection) ↑
- Change pitch step down diatonically (caret or selection) ↓
- Change pitch octave up (caret or selection) ⇧ ↑
- Change pitch octave down (caret or selection) ⇧ ↓
- Enter pitch: A through G A - G
- Break/join beam or flatten beam / or optn /
- Flip enharmonic \
- Change to grace note optn G
- Show/hide entry H
- Flip stem or auto stem L or ⇧ L
- Combine/split rest with rests on the same beat in other layers S
- Select augmentation dot ⇧ .
- Select grace note ⌘ G
- Select next entry above ⌘ ↑
- Select next entry below ⌘ ↓
- Select previous entry ←
- Select next entry →
- Select previous measure ⌘ ←
- Select next measure ⌘ →

Numeric keypad commands

↑ delete entry clear	=	/ tie to next ⌘ tie to prev ∞ select tie	*
7 select ∞ change	8 select ∞ change	9 change ∞ custom ⌘ select	- ½ step down
4 select ∞ change	5 select ∞ change	6 select ∞ change	+ ½ step up
1 select ∞ change	2 select ∞ change	3 select ∞ change	enter pitch at caret ⌘ add pitch at caret
0 enter rest ∞ change	(∞)	• augmentation dot	enter