finale.

Quick Reference Card

Finale for Windows

File menu		View menu
New (default new action)		Switch between Page and Scroll Views
Open		Studio View
Close document	ctrl N	Zoom in ctrl E
Save	ctrl O	Zoom out Ctrl Shift E
Print	ctrl W	Custom zoom 1 ctrl =
Quit	ctrl S	Custom zoom 2
- 1.	ctrl P	Custom zoom 3
Edit menu	alt F4	View at x %
Undo	alt F4	Fit in window ctrl 3
Redo		Fit width
Select all	ctrl Z	Change laver
Use Filter	ctrl Y	ctrl [
Edit Filter	ctrl A	Window menu ctrl]
Cut	ctrl alt F	Show/hide Score Manager alt shift 1 - 4
Copy	alt shift F	Show/hide Mixer
Insert	ctrl X	Switch between windows ctrl K
Insert and Filter	ctrl C	Playback/General ctrl shift M
Paste	ctrl I	Play ctrl tab
Paste and Filter	ctrl shift I	Stop playback
Paste Multiple	ctrl V	Play from measure
Clear all items	ctrl shift V	Play individual staff
Delete measure stack	ctrl alt V	Scrub playback
Utilities menu	bksp	Scrub individual staff
	with stack selected	Select Yes in dialog box
Transpose down one step diatonically	V	Select No in dialog box
Transpose up one step diatonically		OK all open dialog boxes
Transpose down octave diatonically	ctrl U	Cancel all open dialog boxes
Transpose up octave diatonically		Define shortcut for tool Ctrl click OK button
Lock systems	ctrl 7	Choose defined tool ctrl click Ox button
Unlock systems	ctrl 9	Document Options Shift Function key (F2-F12)
Fit measures dialog box	ctrl L	Apply metatool Function key (F2-F12)
Apply Note Spacing	ctrl shift L	Program metatool
Apply Beat Spacing	ctrl M	Add again (most recent marking) Press number/letter + click
Move to previous/next system	ctrl 4	Switch to Selection tool shift number/letter + click
	ctrl 5	snirt number/letter
	ctrl 🔺 / 🔻	esc or ctrl shift A
	Cur - /	esc of car still A



Navigation

Page View: up full screen pg up Page View: down full screen pg dn ctrl pg up Page View: previous page Page View: next page ctrl pg dn Page View: left one screen home Page View: right one screen end ctrl home Page View: first page Page View: last page ctrl 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 alt home Page View: one increment left horizontally alt end Scroll View: forward screenful of measures ctrl pg dn Scroll View: backward screenful of measures ctrl pg up Scroll View: beginning of score/part home Scroll View: end of score/part end One increment up vertically alt pg up One increment down vertically alt pg dn Previous part ctrl alt , Next part ctrl alt . Last viewed part ctrl alt /

Drag visible region Selection tool

Zoom in to position

Zoom out from position

Expand selection: previous beat shift 4 Expand selection: next beat shift > Expand selection: beginning of measure ctrl shift ◀ Expand selection: end of measure ctrl shift → 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 Explode music 2

Smart Shape tool

Hide secondary handles

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

Keyboard Shortcuts

Expression tool

Move expression without changing attachment point	a l t drag
Add selected expression to staff above	ctrl 🔺
Add selected expression to staff below	ctrI ▼
Add selected expression to all staves to top of system	ctrl home
Add selected expression to all staves to bottom of system	ctrl end
Add selected expression to all staves in system	alt enter
Add selected expression to specific staves ctrl	alt enter

Lyrics tool

=y11c0 t001	
Type Into Score: previous verse/chorus/section	_
Type Into Score: next verse/chorus/section	▼
Adjust Syllables: left justify syllable	ctrl [
Adjust Syllables: center justify syllable	ctrl ,
Adjust Syllables: right justify syllable	ctrl]
Adjust Syllables: align syllable to left	ctrl shift [
Adjust Syllables: center syllable horizontally	ctrl shift ,
Adjust Syllabels: align syllable to right	ctrl shift]

Te

Frame attributes

Insert page number

shift right click

right click + drag

esc

ctrl shift right click

Text tool		
Left justify in text block		ctrl [
Center justify in text block		ctrl ,
Right justify in text block		ctrl]
Full justify in text block		ctrl ;
Forced full justify in text block	ctrl	shift ;
Align text block to left	ctrl	shift [
Center text block horizontally	ctrl	shift '
Align text block to right	ctrl	shift]
Align text block to top		ctrl -
Center text block vertically	ctrl	shift =
Align text block to bottom	ctrl	shift -
Format text: bold		ctrl B
Format text: italic		ctrl
Format text: underline		ctrl U
Decrease text size	ctrl	shift ,

ctrl shift . Increase text size ctrl shift L Line spacing Standard frame ctrl M Custom frame ctrl shift M

ctrl shift T

ctrl shift P

Character settings ctrl T Insert symbol: flat ctrl shift F Insert symbol: natural ctrl shift N Insert symbol: sharp ctrl shift S



Speedy Entry Step time entry with MIDI

Normal entry (changing durations)

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

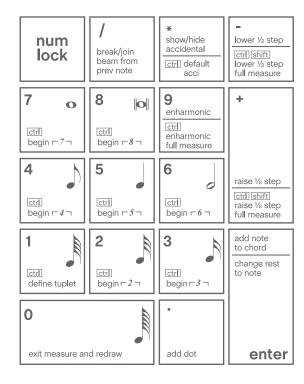
enter rest: press 1-8/CTRL+0

Additional Commands

Change existing note/rest duration	Press 1 - 8 or ctrl 0
Toggle insert mode	insert or shift 0 (numeric keypad only)
Insert note (with MIDI)	Hold pitch and press 1 - 8 or ctrl 0
Insert rest (with MIDI)	1 - 8 or ctrl 0
Insert note (without MIDI) set crossb	ar for pitch and press 1 - 8 or ctrl 0
Insert rest (without MIDI)	ctrl shift 1 - 7 (number row only)
Constrain dragging a note/rest	shift drag
Return rest to default position	*
Combine/split rest from rests on sa	me beat in other layers
Display the Edit Frame dialog box	ctrl click measure containing music
Move to previous/next entry	< / h
Move to beginning/end of measure	ctrl ✓ / ▶
Jump to previous measure	or shift
Jump to next measure] or shift
Move down a staff	shift
Move up a staff	shift
Move crossbar down/up a step	* / ^
Switch to next layer	shift
Switch to Voice 1/2	,
Remove note, rest, or chord	del
Remove note from chord	bksp
Change single note to rest	bksp
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 shift 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 ½-step cluster



Show/hide accidental parentheses	Р
Toggle grace note	G or ;
Toggle slashed flagged grace note	
Flip stem	
Default stem direction	L
Break/join beam from previous note	ctrl L
Restore default beaming	/ or B
Flatten beam	shift B
Tie/untie to next note	\ or shift M
Tie/untie to previous note	= or T
Flip tie	ctrl = or shift T
Default tie direction	ctrl F
	ctrl 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

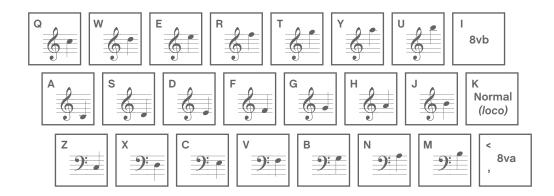
Uncheck Speedy > Use MIDI Device for Input

Using the onscreen crossbar

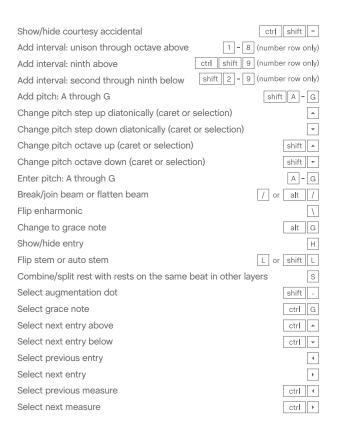
enter note: position crossbar for pitch and press 1-8/CTRL+0
enter rest: press CTRL+SHIFT+1-7 (number row only)

Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/CTRL+0
enter rest: press CTRL+SHIFT+1-7 (number row only)



Simple Entry



Numeric keypad commands

