

### File menu

New (default new action)

Open

Close document

ctrl N

Save

ctrl O

Print

ctrl W

Quit

ctrl S

### Edit menu

Undo

ctrl P

Redo

alt F4

Select all

ctrl Z

Use Filter

ctrl Y

Edit Filter

ctrl A

Cut

ctrl alt F

Copy

ctrl alt shift F

Insert

ctrl X

Insert and Filter

ctrl C

Paste

ctrl I

Paste and Filter

ctrl shift I

Paste Multiple

ctrl V

Clear all items

ctrl shift V

Delete measure stack

ctrl alt V

### Utilities menu

Update layout

del with stack selected

Transpose down one step diatonically

ctrl U

Transpose up one step diatonically

ctrl 6

Transpose down octave diatonically

ctrl 7

Transpose up octave diatonically

Lock systems

ctrl 8

Unlock systems

ctrl 9

Fit measures dialog box

ctrl L

Apply Note Spacing

ctrl shift L

Apply Beat Spacing

ctrl M

Move to previous/next system

ctrl 4

ctrl 5

ctrl - /

### View menu

Switch between Page and Scroll Views

Studio View

Zoom in

ctrl E

Zoom out

ctrl shift E

Custom zoom 1

ctrl =

Custom zoom 2

ctrl -

Custom zoom 3

ctrl 1

View at x %

ctrl 2

Fit in window

ctrl 3

Fit width

ctrl 0

Change layer

ctrl [

ctrl ]

### Window menu

Show/hide Score Manager

alt shift 1 - 4

Show/hide Mixer

Switch between windows

ctrl K

### Playback/General

Play

ctrl shift M

Stop playback

ctrl tab

Play from measure

alt D P

Play individual staff

alt D O

Scrub playback

space click in staff

Scrub individual staff

shift space click in staff

Select Yes in dialog box

ctrl space hover

Select No in dialog box

ctrl shift space hover

OK all open dialog boxes

Y

Cancel all open dialog boxes

N

Define shortcut for tool

ctrl click OK button

Choose defined tool

ctrl click Cancel button

Document Options

shift Function key (F2-F12)

Apply metatool

Function key (F2-F12)

Program metatool

ctrl alt A

Add again (most recent marking)

Press number/letter + click

Switch to Selection tool

shift number/letter

- click

esc or ctrl shift A



# Keyboard Shortcuts

## Navigation

Page View: up full screen	pg up
Page View: down full screen	pg dn
Page View: previous page	ctrl pg up
Page View: next page	ctrl pg dn
Page View: left one screen	home
Page View: right one screen	end
Page View: first page	ctrl home
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 /
Zoom in to position	shift right click
Zoom out from position	ctrl shift right click
Drag visible region	right click + drag

## Selection tool

Expand selection: previous beat	shift <
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 v
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	alt shift F
Move between primary/secondary handles	tab
Hide secondary handles	esc

## Expression tool

Move expression without changing attachment point	alt drag
Add selected expression to staff above	ctrl ^
Add selected expression to staff below	ctrl v
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

Type Into Score: previous verse/chorus/section	^
Type Into Score: next verse/chorus/section	v
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 Syllables: align syllable to right	ctrl shift ]

## 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 I
Format text: underline	ctrl U
Decrease text size	ctrl shift ,
Increase text size	ctrl shift .
Line spacing	ctrl shift L
Standard frame	ctrl M
Custom frame	ctrl shift M
Frame attributes	ctrl shift T
Character settings	ctrl T
Insert symbol: flat	ctrl shift F
Insert symbol: natural	ctrl shift N
Insert symbol: sharp	ctrl shift S
Insert page number	ctrl shift P



# 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 crossbar 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 same beat in other layers **S**

Display the Edit Frame dialog box **ctrl** click measure containing music

Move to previous/next entry **<** / **>**

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 1/2-step cluster

<b>num lock</b>	<b>/</b> break/join beam from prev note	<b>*</b> show/hide accidental <b>ctrl</b> default acci	<b>-</b> lower 1/2 step <b>ctrl shift</b> lower 1/2 step full measure
<b>7</b> <b>ctrl</b> begin 7 ↵	<b>8</b> <b>ctrl</b> begin 8 ↵	<b>9</b> enharmonic <b>ctrl</b> enharmonic full measure	<b>+</b> raise 1/2 step <b>ctrl shift</b> raise 1/2 step full measure
<b>4</b> <b>ctrl</b> begin 4 ↵	<b>5</b> <b>ctrl</b> begin 5 ↵	<b>6</b> <b>ctrl</b> begin 6 ↵	raise 1/2 step <b>ctrl shift</b> raise 1/2 step full measure
<b>1</b> <b>ctrl</b> define tuplet	<b>2</b> <b>ctrl</b> begin 2 ↵	<b>3</b> <b>ctrl</b> begin 3 ↵	add note to chord change rest to note
<b>0</b> exit measure and redraw	<b>.</b> add dot	<b>enter</b>	

Show/hide accidental parentheses **P**

Toggle grace note **G** or **i**

Toggle slashed flagged grace note **'**

Flip stem **L**

Default stem direction **ctrl 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 **ctrl =** or **shift T**

Flip tie **ctrl F**

Default tie direction **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](http://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)

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

## Numeric keypad commands

<b>num lock</b>	<code>/</code> tie to next <code>ctrl</code> tie to prev <code>alt</code> select tie	<code>*</code>	<code>-</code> ½ step down
<code>7</code>	<code>8</code>	<code>9</code>	<code>+</code>
select <code>alt</code> change	select <code>alt</code> change	change <code>alt</code> custom <code>ctrl</code> select	
<code>4</code>	<code>5</code>	<code>6</code>	½ step up
select <code>alt</code> change	select <code>alt</code> change	select <code>alt</code> change	
<code>1</code>	<code>2</code>	<code>3</code>	enter pitch at caret <code>ctrl</code> add pitch at caret
select <code>alt</code> change	select <code>alt</code> change	select <code>alt</code> change	
<code>0</code>		<code>.</code> augmentation dot	<b>enter</b>
enter rest <code>alt</code> change			