

Quick Reference Card

Finale for Windows

File menu

New (default new action)	ctrl N
Open	ctrl O
Close document	ctrl W
Save	ctrl S
Print	ctrl P
Quit	alt F4

Edit menu

Undo	ctrl Z
Redo	ctrl Y
Select all	ctrl A
Use Filter	ctrl alt F
Edit Filter	ctrl alt shift F
Cut	ctrl X
Copy	ctrl C
Insert	ctrl I
Insert and Filter	ctrl shift I
Paste	ctrl V
Paste and Filter	ctrl shift V
Paste Multiple	ctrl alt V
Clear all items	bksp
Delete measure stack	del with stack selected

Utilities menu

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

Window menu

Show/hide Score Manager	ctrl K
Show/hide Mixer	ctrl shift M
Switch between windows	ctrl tab

View menu

Switch between Page and Scroll Views	ctrl E
Studio View	ctrl shift E
Zoom in	ctrl -
Zoom out	ctrl =
Custom zoom 1	ctrl 1
Custom zoom 2	ctrl 2
Custom zoom 3	ctrl 3
View at x %	ctrl 0
Fit in window	ctrl I
Fit width	ctrl J
Change layer	alt shift 1 - 4

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



Playback/General

Play	alt D P
Stop playback	alt D O
Play from measure	space click in staff
Play individual staff	shift space click in staff
Scrub playback	ctrl space hover
Scrub individual staff	ctrl shift space hover
Select Yes in dialog box	Y
Select No in dialog box	N
OK all open dialog boxes	ctrl click OK button
Cancel all open dialog boxes	ctrl click Cancel button
Define shortcut for tool	shift Function key (F2-F12)
Choose defined tool	Function key (F2-F12)
Document Options	ctrl alt A
Apply metatool	Press number/letter + click
Program metatool	shift number/letter
Add again (most recent marking)	- click
Switch to Selection tool	esc or ctrl shift A

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	ctrl 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

Articulation tool

Flip	F
Above Note	A
Below Note	B
Automatic	U

Keyboard Shortcuts

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	>
Adjust Syllables: left justify syllable	ctrl l
Adjust Syllables: center justify syllable	ctrl ^
Adjust Syllables: right justify syllable	ctrl j
Adjust Syllables: align syllable to left	ctrl shift l
Adjust Syllables: center syllable horizontally	ctrl shift ^
Adjust Syllables: align syllable to right	ctrl shift j

Text tool

Left justify in text block	ctrl l
Center justify in text block	ctrl ^
Right justify in text block	ctrl j
Full justify in text block	ctrl :
Forced full justify in text block	ctrl shift :
Align text block to left	ctrl shift l
Center text block horizontally	ctrl shift ^
Align text block to right	ctrl shift j
Align text block to top	ctrl shift \
Center text block vertically	ctrl shift -
Align text block to bottom	ctrl shift v
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 shift F
Insert symbol: flat	ctrl shift N
Insert symbol: natural	ctrl shift S
Insert symbol: sharp	ctrl shift P
Insert page number	ctrl shift P



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	I or shift ^
Jump to next measure	J or shift v
Move down a staff	shift ^
Move up a staff	shift v
Move crossbar down/up a step	- / +
Switch to next layer	shift -
Switch to Voice 1/2	1

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

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 Customer Success Team through email or web-based cases.

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 1/2-step cluster

num lock	/ break/join beam from prev note	* show/hide accidental	- lower 1/2 step
7	8	9	+
4	5	6	raise 1/2 step
1	2	3	add note to chord
0	.		change rest to note
enter			

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



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)

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

Numeric keypad commands

num lock	/ tie to next	*	- 1/2 step down
7	8	9	+
4	5	6	1/2 step up
1	2	3	enter pitch at caret
0	.		enter pitch at caret
enter			

Quick Reference Card

Finale for Mac®

File menu

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

Edit menu

Undo	⌘ Z
Redo	⇧ ⌘ Z
Select all	⌘ A
Use Filter	⌘ optn F
Edit Filter	⌘ optn ⌘ shift F
Cut	⌘ X
Copy	⌘ C
Insert	⌘ I
Insert and Filter	⇧ ⌘ I
Paste	⌘ V
Paste and Filter	⇧ ⌘ 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	⇧ ⌘ L
Fit measures dialog box	⇧ ⌘ M
Apply Note Spacing	⌘ 4
Apply Beat Spacing	⌘ 5
Move to previous system	⌘ ⌵
Move to next system	⌘ ⌶

Window menu

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

View menu

Switch between Page and Scroll Views	⌘ E
Studio View	⇧ ⌘ 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 I
Fit width	⌘ optn J
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

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	⇧ home
Page View: bottom right of rightmost viewable page	⇧ 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



Playback/General

Play/pause	space
Play from measure	⇧ space click in staff
Play individual staff	⇧ space click in staff
Scrub playback	optn space drag
Scrub individual staff	⇧ 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	⇧ number/letter
Add again (most recent marking)	- click
Switch to Selection tool	esc or ⇧ shift A

Selection tool

Expand selection: previous beat	⇧ ⌵
Expand selection: next beat	⇧ ⌶
Expand selection: beginning of measure	⇧ optn ⌵
Expand selection: end of measure	⇧ optn ⌶
Expand selection: beginning of score/part	⇧ home
Expand selection: end of score/part	⇧ end
Expand selection: next staff above	⇧ ⌵
Expand selection: next staff below	⇧ ⌶
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

Articulation tool

Flip	F
Above Note	A
Below Note	B
Automatic	U

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 v
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	⇧ shift ^
Align text block to bottom	⇧ shift v
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



Normal entry (changing durations)

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

Additional Commands

Change existing note/rest duration	Press 1-8 or optn 0
Toggle insert mode	⇧ 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 ⇧ ⌵
Jump to next measure	J or ⇧ ⌶
Move down a staff	⇧ return
Move up a staff	⇧ /
Move crossbar down/up a step	⇧ ⌵ / ⌶
Switch to previous/next layer	⇧ ⌵ / ⌶
Switch to Voice 1/2	⌵

Remove note, rest, or chord	del
Remove note from chord	⇧ del
Change single note to rest	⇧ R
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 ⇧ F
Raise by a half-step	+ or ⇧ S
Show/hide accidental	⌵ or A

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 Customer Success Team through email or web-based cases.

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

remove note from chord	=	/	*
change single note to rest	tie/untie to next note	break/join beam from prev note	show/hide accidental
clear	~ tie/untie to prev note	~ default accidental	
7	8	9	-
~ begin 7	~ begin 8	enharmonic equivalent	lower ½ step
		~ enharmonic full measure	~ lower ½ step full measure
4	5	6	+
~ begin 4	~ begin 5	~ begin 6	raise ½ step
			~ raise ½ step full measure
1	2	3	add note to chord
~ define tuplet	~ begin 2	~ begin 3	change rest to note
0			enter
exit measure and redraw	add dot		

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	⇧ B
Flatten beam	\ or ⇧ M
Tie/untie to next note	= or T
Tie/untie to previous note	optn = or ⇧ T
Flip tie	⇧ F
Default tie direction	⇧ shift F



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/⌵
enter rest: press ^⌵⌶1-7 (number row only)

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

Show/hide courtesy accidental	⇧ shift -
Add interval: unison through octave above	1-8 (number row only)
Add interval: ninth above	⇧ shift 9 (number row only)
Add interval: second through ninth below	⇧ shift 2-9 (number row only)
Add pitch: A through G	⇧ shift A - G
Change pitch step up diatonically (caret or selection)	^
Change pitch step down diatonically (caret or selection)	v
Change pitch octave up (caret or selection)	⇧ ^
Change pitch octave down (caret or selection)	⇧ v
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	⇧ v
Select previous entry	⌵
Select next entry	⌶
Select previous measure	⇧ ⌵
Select next measure	⇧ ⌶

Using the keyboard (with caps lock)

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

⌵ delete entry	=	/	*
clear	tie to next	~ tie to prev	select tie
7	8	9	-
select	select	change	custom
~ change	~ change	select	select tie
4	5	6	+
select	select	select	select tie
~ change	~ change	~ change	select tie
1	2	3	enter pitch at caret
select	select	select	add pitch at caret
~ change	~ change	~ change	add pitch at caret
0			augmentation dot
enter rest	~ change	~ change	enter

Simple Entry

Numeric keypad commands