Playback/General
Play/pause
Play from measure
Play individual staff
Scrub playback
Scrub individual staff
Select Yes/No in dialog box
OK all open dialog boxes
Cancel all open dialog boxes
Define shortcut for tool
Choose defined tool
Document Options
Apply metatool
Program metatool
Add again (most recent marking)
Switch to Selection tool

Selection tool
Expand selection: previous beat
Expand selection: next beat
Expand selection: beginning of measure
Expand selection: end of measure
Expand selection: beginning of score/part
Expand selection: end of score/part
Expand selection: next staff above
Expand selection: next staff below
Expand selection: all staves to top of system
Expand selection: all staves to bottom of system
Impplode music
Explose music

Smart Shape tool
Flip selected slur or bend direction
Set selected slur or bend direction to automatic
Move between primary/secondary handles
Hide secondary handles

Articulation tool
Flip
Above Note
Below Note
Automatic

Expression tool
Move expression without changing attachment point
Add selected expression to staff above
Add selected expression to staff below
Add selected expression to all staves to top of system
Add selected expression to all staves to bottom of system
Add selected expression to all staves in system
Add selected expression to specific staves

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
Adjust Syllables: align syllable to right

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
Align text block to left
Center text block horizontally
Align text block to right
Align text block to top
Center text block vertically
Align text block to bottom
Format text: bold
Format text: italic
Format text: underline
Decrease text size
Increase text size
Line spacing
Standard frame
Custom frame
Frame attributes
Character settings
Insert symbol: flat
Insert symbol: natural
Insert symbol: sharp
Insert page number
Normal entry (changing durations)

**enter note:** hold pitch and press 1–8/⌥0
**enter rest:** press 1–8/⌥0

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

Additional Commands

- **Change existing note/rest duration:** press 1–8 or ⌥0
- **Toggle insert mode:**
- **Insert note (with MIDI):** hold pitch and press 1–8 or ⌥0
- **Insert rest (with MIDI):** press 1–8 or ⌥0
- **Insert note (without MIDI):** set crossbar for pitch and press 1–8 or ⌥0
- **Insert rest (without MIDI):** control ⌥0 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:**
- **Display the Edit Frame dialog box:** control ⌥ click measure containing music

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 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)

Show/hide courtesy accidental

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) ▼

Change pitch octave up (caret or selection) shift ▲

Change pitch octave down (caret or selection) shift ▼

Enter pitch: A through G shift A–G

Break/join beam or flatten beam / or optn /

Flip enharmonic \n
Change to grace note optn 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 G

Select next entry above ▲

Select next entry below ▼

Select previous entry ◄

Select next entry ►

Select previous measure ◄

Select next measure ►

Simple Entry

Numeric keypad commands

- delete entry 
- tie to next 
- tie to prev 
- select 
- \ change 
- custom 
- select 
- ½ step down

- select 
- \ change 

- ½ step up

- enter pitch at caret 
- add pitch at caret

- enter rest 
- augmentation dot

- enter