finale®

quick reference guide

for Macintosh®

makemusic.

QUICK REFERENCE GUIDE FOR MACINTOSH

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AUTHORIZATION INFORMATION

The Finale End User License Agreement allows the registered user to install Finale® on a maximum of two operating systems *for that user only* (Site Licenses excluded).

To use Finale after installing it on a computer, you'll need to authorize each installation.

To authorize, you'll need to use your license's unique serial number. **If you upgraded from an earlier version of Finale, your serial number stays the same each time you upgrade**.

You can find your serial number...

- On a sticker inside the **Finale DVD, CD, or USB case** of the earliest version purchased.
- If you've authorized any version of Finale on a different computer, you can find your serial number in the **About Finale** screen in the **Finale** menu on that computer.
- If you've registered your serial number previously, you can find your serial number in your online account at **www.finalemusic.com**.

Once you've installed Finale and have your serial number ready, simply follow the on-screen instructions to authorize when you start the program. You must authorize within 30 days after installation, or printing and saving will temporarily be disabled until you do so.

GETTING STARTED

A. To create a new document

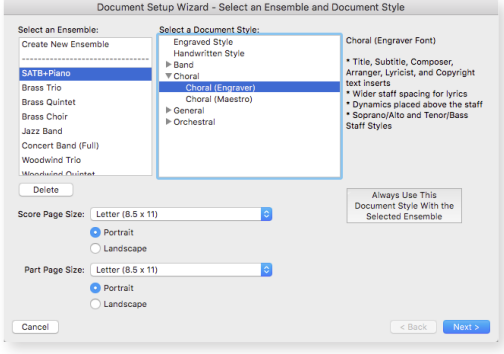
Finale's *Document Setup Wizard* is the fastest way to begin a new score. The pages in this wizard allow you to quickly specify all the basic score elements.

1. Choose **File** > **New** > **Document with Setup Wizard**.
2. Choose the Ensemble and Document Style and click **Next**.
3. Select your instruments and click **Next**.
4. Choose and add the desired score elements. Click **Finish**.

Pages 3 and 4 allow you to specify the:

- Title
- Credits and copyright
- Time signature
- Key signature
- Tempo indication
- Pickup measure
- Number of measures

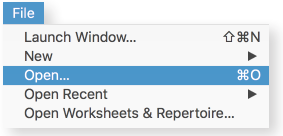
See "Setup Wizard" in the User Manual for details.

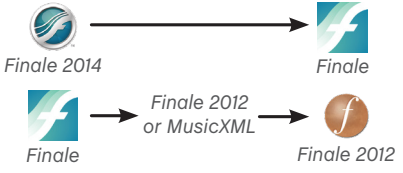


Document Styles include fonts and markings designed for particular types of documents—in this case, a choral arrangement using the Engraver font.

B. To open files

To open a Finale file, choose **Open** from the **File** menu. Finale can open all Finale Notation Files saved in Finale 2014 or earlier, as well as those saved in other Finale-family notation products.

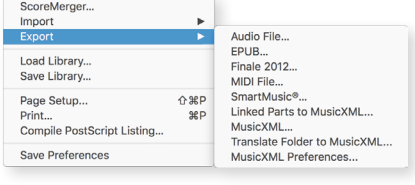


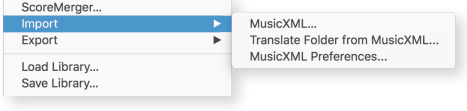


C. To share files

Finale's native file format is the *Finale Notation File* (*.MUSX). These files are cross-platform, which means the same file can be opened on both Macintosh® and Windows® computers. Although Finale files created in the current version cannot be opened in any versions of Finale prior to 2014, you can export the file in Finale 2012 format or MusicXML format. All recent Finale versions can import MusicXML files.

When you open a file created in Finale 2012 or earlier, your document is converted to the Finale MUSX format. When you save the document,
you can choose to overwrite the original file or save it as a separate file.





FINALE SCREEN VIEW

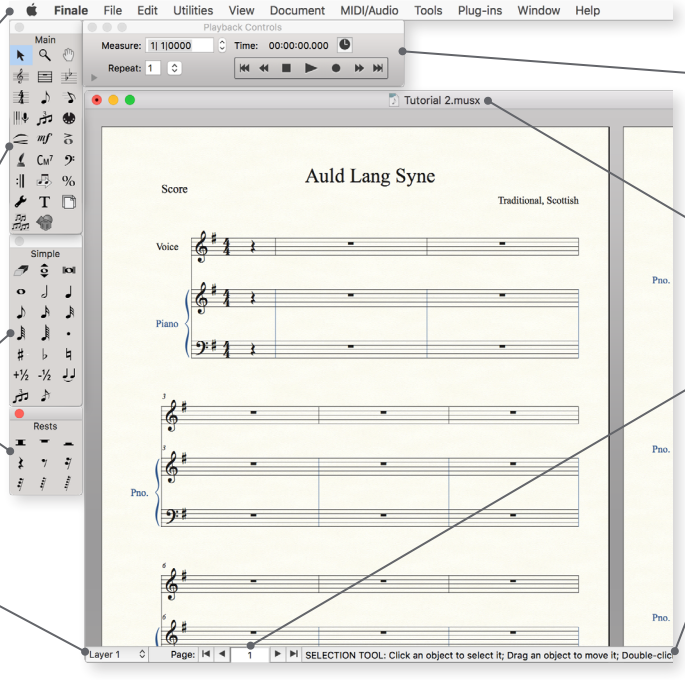
When you open a new score, the following menus, palettes, and controls appear. These elements form a framework for all of Finale's features and functions.

Menu bar
These menus contain every Finale command and operation.

Main Tool palette
This contains all of Finale's main tools.

Simple Entry and Simple Entry Rests palettes
Use the Simple Entry palette for durations and accidentals and use the Simple Entry Rests palette to enter rest durations in Simple Entry.

Layer selection
Select a layer via this popup menu.



Playback controls
Use these to start and stop playback and set a tempo.

Document window
Your document appears here.

Page controls
Use these buttons and counter to navigate the document's pages.

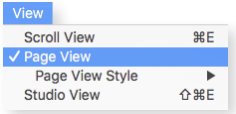
Message bar
This bar identifies the selected tool.

NAVIGATING YOUR MUSIC

Getting the best view of your score is crucial to working with Finale efficiently.

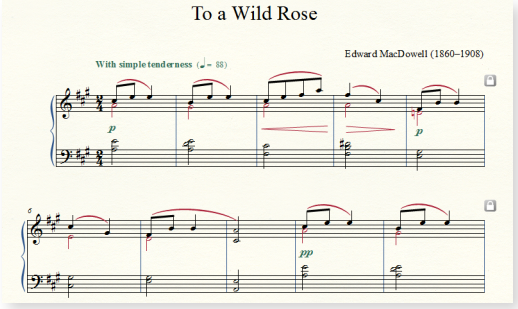
A. To choose a view

The two main views in Finale are *Page View* and *Scroll View*. From the **View** menu, choose **Scroll View** or **Page View**.



Page View

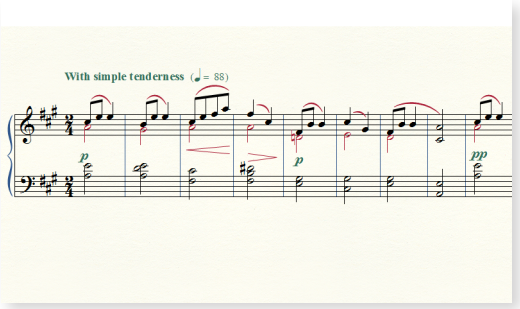
displays your music exactly as it will appear on the printed page. Use this view for system and page layout.



Press command ⌘ + E to switch between **Page View** and **Scroll View**

Scroll View

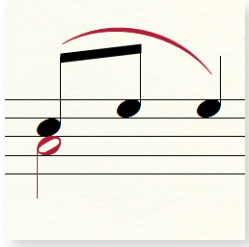
displays your music in a single continuous horizontal system, free from the constraints of the layout of the page.



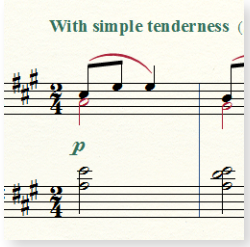
B. To zoom in and zoom out

You can find zoom commands under the **View** menu, but to save time, use keyboard shortcuts.

Press command + + to zoom in



Press command + – to zoom out



Press command + shift + **click** to zoom in or command + option + shift + **click** to zoom out the position clicked.

C. To drag the visible score region

Use Finale's **Hand Grabber** tool to move your view of the score, or with any tool selected, press command + option + **click and drag** to move the score.

D. To switch pages

In **Page View**, use the arrow buttons in the lower left corner of your screen to navigate between pages.

Or, press command + Page Up or command + Page Down to view the previous or next page.

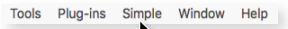
See "Views" in the User Manual for more details..

ENTERING MUSIC: SIMPLE ENTRY

Use the *Simple menu* (a) at the top your screen to change settings and refer to keyboard shortcuts. Use the *Simple Entry palette* (b) to specify note durations and other note properties.

Double-click one of these tools to cancel all other tools in the Simple Entry palette.

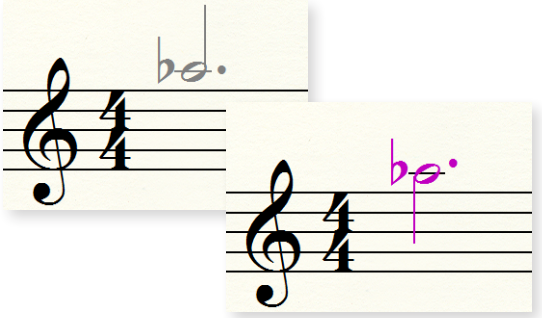
a.



b.

A. To enter notes with your mouse

1. Choose the **Simple Entry** tool .
2. Click the note duration in the Simple Entry palette, as well as the accidental, tie, tuplet, or grace note.
3. Position your mouse cursor where you would like to enter the note.
4. Click to enter the note. Finale flips the stem direction when appropriate.



B. To enter notes with your mouse and computer keyboard

Use your *numeric keypad* (c) to choose note durations before you click them in. Use the image to the right as a guide. To remove extra items, double-press rapidly as shown below.

To change the selected duration:

(press once)

To remove the dot and flat:

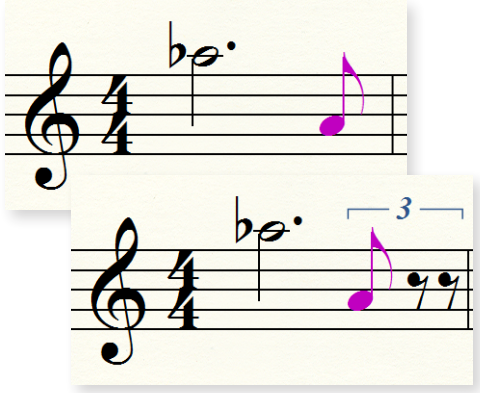
(press twice)

Notebook users, use the “Laptop Shortcut Table” to improve the efficiency of your smaller keyboard. Choose **Simple** > **Simple Entry Options** and click **Edit Keyboard Shortcuts**. Under Keyboard Shortcut Set, click the Name menu and choose **Laptop Shortcut Table**.

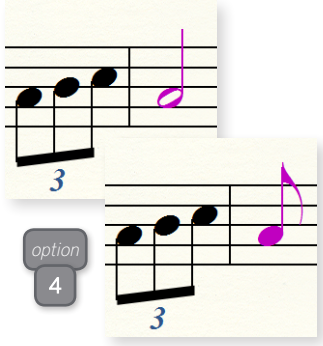
c.

Press **9**

after entering a note to create a triplet.



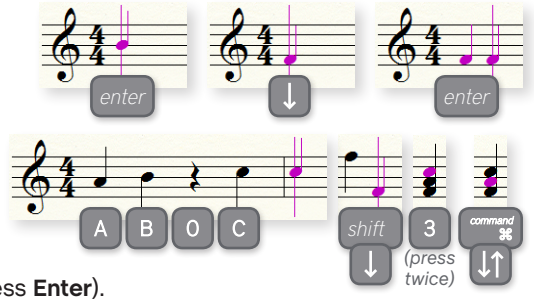
Change the duration of the note you just entered by pressing **Option**+[1-8].



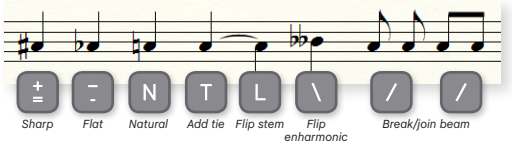
C. To type notes into the score with your computer keyboard

Using your computer keyboard to enter notes is faster than clicking. After typing the duration:

1. Press **Enter** to activate the *Simple Entry Caret*, which is Finale's entry cursor.
2. Use the **up** and **down arrows** to choose the pitch.
3. Press **Enter** to enter the note.
4. Or, type the letter of the desired pitch or **0** (zero) for a rest. Use **left** and **right arrows** to move the selection.
5. Press **Shift + down arrow** to move down an octave (and press **Enter**).
6. Type a number on the *number row* to add an interval.
7. Press ⌘ **+ down arrow** to select a lower note in a chord.



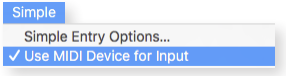
Common ways to modify a selected note:



See "Simple Entry" in the User Manual for more information.

D. To play notes into the score with a MIDI keyboard

You can use your MIDI keyboard (or other MIDI device) to quickly enter notes. With the caret active, play a note or chord to add it to the score.

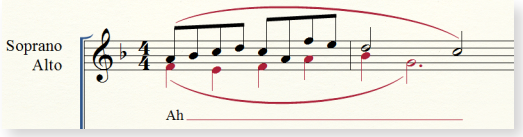


Check **Simple > Use MIDI Device for Input** to use a MIDI keyboard for note entry.

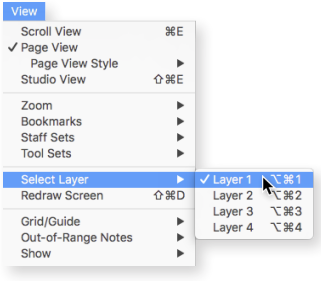
See "Speedy Entry" and "HyperScribe" in the User Manual for other ways to enter music using a MIDI keyboard.

MULTIPLE VOICES: LAYERS

When a second voice with a different rhythm is required within a measure, like the quarter notes shown at right, enter the notes in a new *layer*. Each layer is a rhythmically independent voice. Simply choose the new layer and begin entering notes.



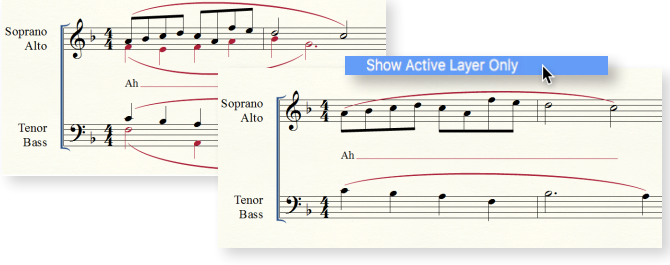
Layers are chosen from the View menu or via the layer buttons at the bottom of the screen (Layer 1 ⌃).



Layers are identified by note color:

Layer 1 Layer 2 Layer 3 Layer 4

Always use layers 1 and 2 first when notating multiple voices. Use layer 1 for the higher voice. If there are three or four voices *in a single staff*, then use layers 3 and 4 as needed.



To work with a single layer independently, choose **Document > Show Active Layer Only**. This allows you to edit or clear individual layers without affecting the hidden layers.

*Be sure to deselect **Show Active Layer Only** before printing your document.*

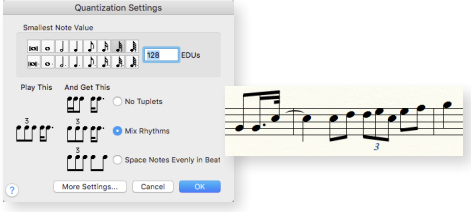
See "Multiple Voices" in the User Manual for more details..

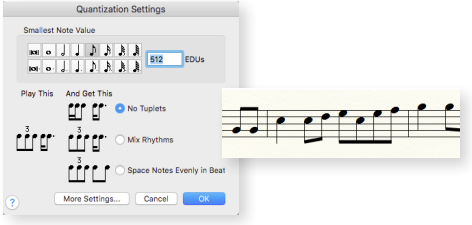
PLAYING IN MUSIC: HYPERSCRIBE

With HyperScribe®, you can record directly from your MIDI keyboard or device into the score. To configure your MIDI keyboard (or other external MIDI device) for use with Finale, see "Setting up your MIDI system" in the Getting Started section of the User Manual.

A. To set the smallest note value

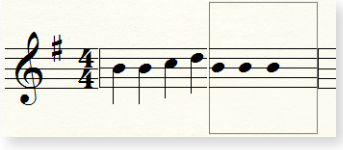
Since a live performance is never perfect, Finale approximates note durations based on settings you choose. For example, if your piece does not include any notes shorter than an eighth note, you can specify the eighth note as the shortest duration for the transcription by choosing **MIDI/Audio > Quantization Settings**.





B. To record a performance

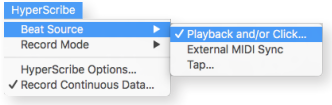
1. Choose the **HyperScribe** tool .
2. Click a measure to start a countoff.
3. After two measures, begin to play.
4. Click the score to stop recording.

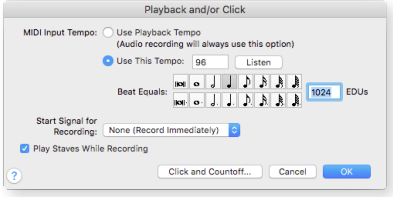


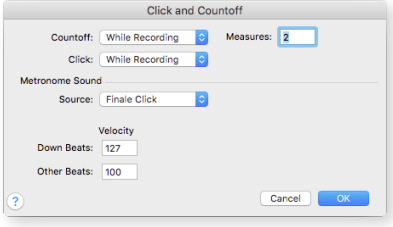
C. To change the recording tempo and countoff

If you are transcribing a complex passage, you may want to record at a slower tempo for greater accuracy. You can also change the metronome sound and specify a start signal.

1. Choose the **HyperScribe** tool .
2. From the **HyperScribe** menu, choose **Beat Source > Playback and/or Click**.
3. Select **Use This Tempo**, and enter the desired recording tempo in the adjacent text box. Be sure the correct beat duration is selected below.
4. Click **Click and Countoff**.
5. After **Measures**, enter the desired number of countoff measures.
6. Click **OK** twice to return to the score.







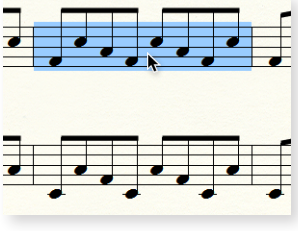
See "HyperScribe" in the User Manual for more on configuring transcription sessions.

SELECTING MUSIC

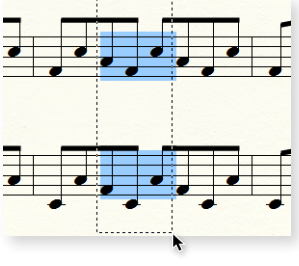
The *Selection tool* is Finale's universal editing tool. It can be used to select, move, delete, copy, paste, or otherwise edit any region of measures and any individual item in the score.

A. To select a portion of music

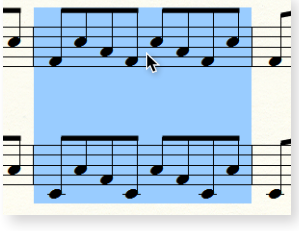
To select *one full measure*, click once on the staff lines (without clicking on a note).



To select a *measure region* (either partial or whole measures), click outside and above the staff and drag diagonally across the region.



To select a *measure stack* (a region of full measures in all staves), double-click a measure. Copying measure-specific items or deleting full measures requires a stack selection.

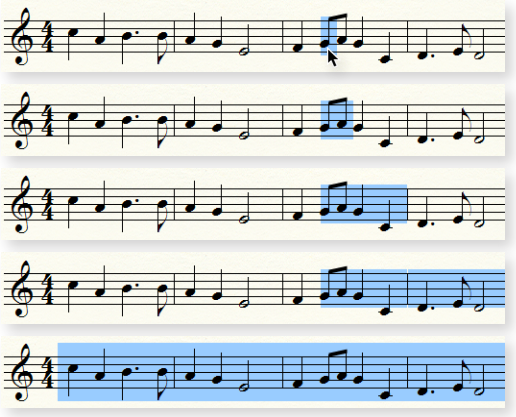


Measure stacks are indicated by highlighting that extends from the top to the bottom staff, including the area between staves.

See "Selecting Music" in the User Manual for more details.

B. To expand the selection

Use keyboard shortcuts to expand or contract the selected region on a single staff...



To next beat shift + →

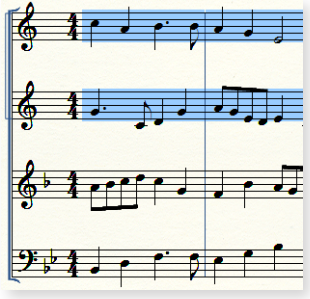
To end of measure option + shift + →

To end of score shift + end

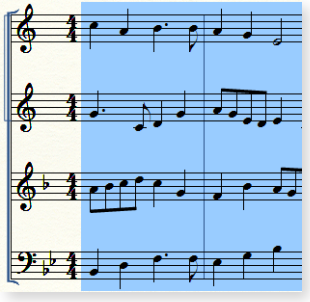
To beginning of score shift + home

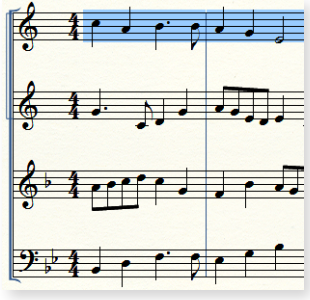
...or on multiple staves.

shift + ↓



shift + ↓ (press twice)



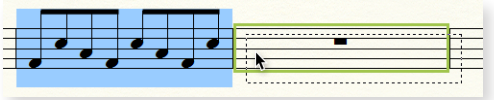


COPYING, PASTING, AND INSERTING

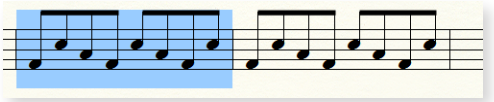
Finale offers a great deal of control over copying, inserting, and pasting (replacing).

A. To drag-copy

If the source and target regions are both visible on your screen, quickly copy music by dragging the selected region.

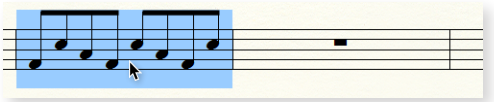


1. Select the measure region you want to copy.
2. Click and drag the selection to the target measure(s).

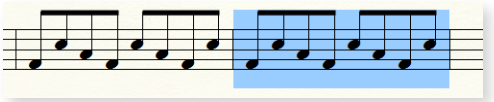


B. To copy using the clipboard

If the source and target regions are not both visible on your screen, you can copy music to the clipboard and then paste to the target region. Existing music is replaced.



1. Select what you want to copy and press command ⌘ + C.
2. Select the first target measure and press command ⌘ + V.



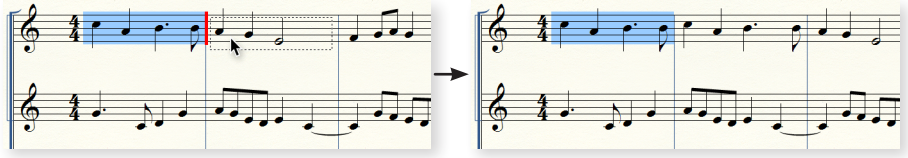
See "Copying Music" in the User Manual for more details.

C. To insert music

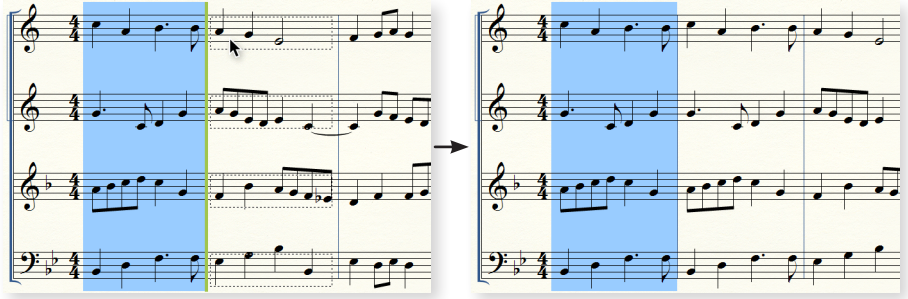
When you copy and paste, Finale overwrites the content in the target region. However, when you *insert*, all subsequent music is pushed toward the end of the score, usually increasing the total number of measures.

1. Select the measure region you want to copy.
2. While pressing command ⌘, click and drag the selection to the target measure(s).

A red insertion bar indicates that the inserted music will nudge existing music toward the end of the score. Music in other staves is not affected.

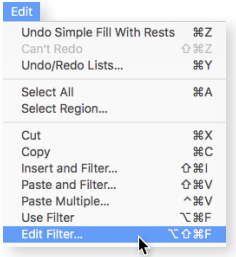


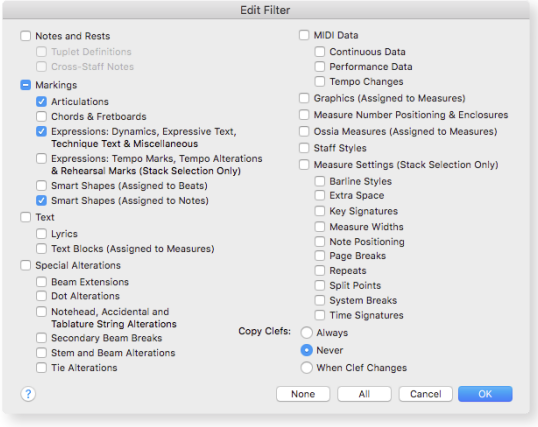
A green insertion bar appears when inserting measure stacks. It indicates that inserted music will nudge subsequent measures toward the end of the score in all staves.



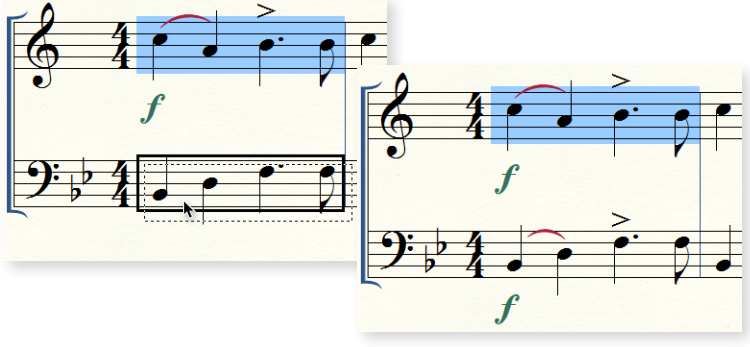
D. To copy specific items

You can copy particular score elements using the Edit Filter dialog box.

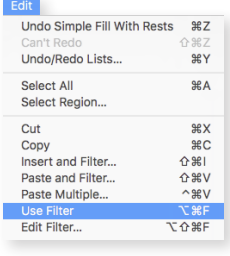




1. From the **Edit** menu, choose **Edit Filter**.
2. In the Edit Filter dialog box, check the items you want to copy. (Click **None** to clear all).
3. Click **OK**.
4. Copy the music as you would normally.



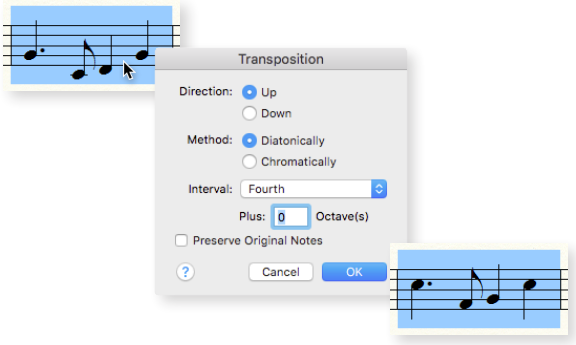
*Finale uses the filter while copying whenever **Use Filter** is checked under the Edit menu.*



TRANSPOSING

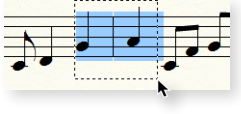
A. To transpose

1. With the **Selection** tool , select a region of music.
2. From the **Utilities** menu, choose **Transpose**.
3. Select the interval from the **Interval** popup menu.
4. Click **OK**.



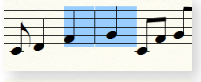
B. To transpose using your keyboard

1. Choose the **Selection** tool .
2. Select a region of music.
3. Press...

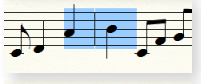


This method transposes the music diatonically within the key signature. To change the key, use the Selection tool context menu or the Key Signature tool. To configure a transposing staff, use the ScoreManager.

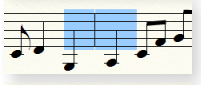
6. to transpose *down a step.*



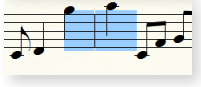
7. to transpose *up a step.*



8. to transpose *down an octave.*



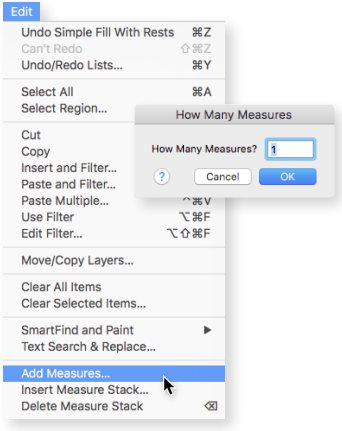
9. to transpose *up an octave.*



WORKING WITH MEASURES

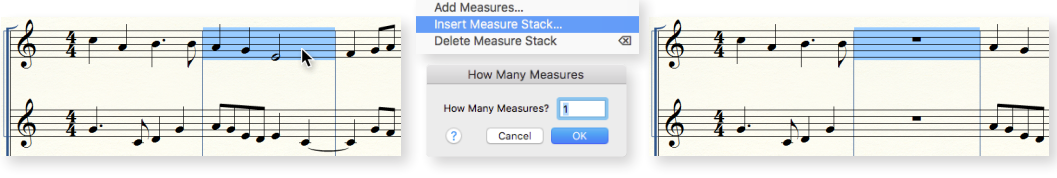
A. To add and delete measures

1. From the **Edit** menu, choose **Add Measures**.
2. Type the number of measures you would like to add.
3. Click **OK**. The measures appear at the end of the score.
4. With the **Selection** tool , select a measure stack and press delete .



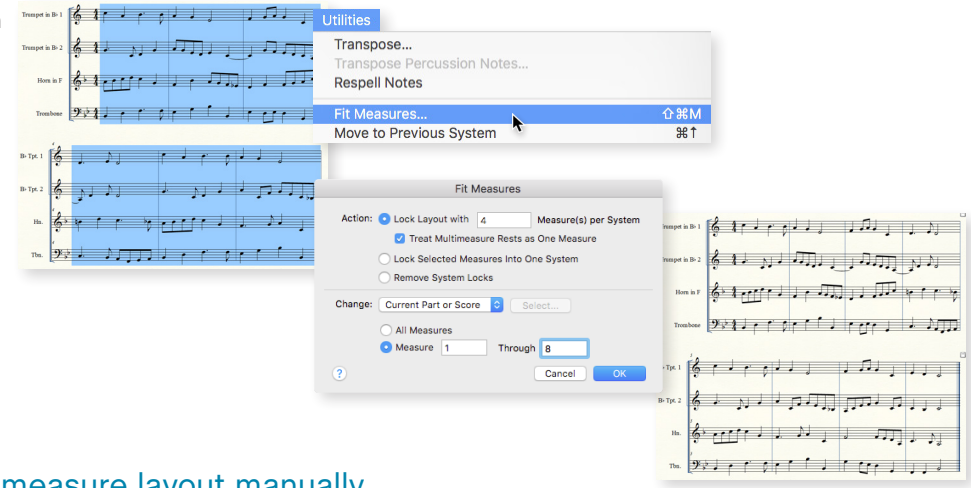
B. To insert empty measures in the score

1. With the **Selection** tool , select a measure (empty measures will be inserted *before* the selected measure.)
2. From the **Edit** menu, choose **Insert Measure Stack**.
3. Type the number of measures you would like to insert.
4. Click **OK**.



C. To fit a certain number of measures per system

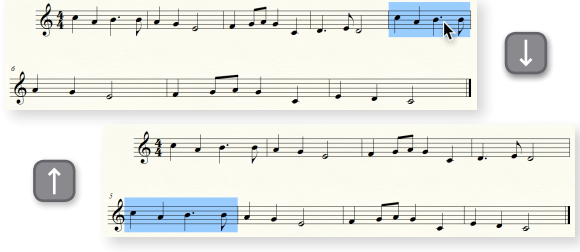
1. With the **Selection** tool, select the measures that you want to fit.
2. From the **Utilities** menu, choose **Fit Measures**.
3. Type the number of measures you want per system.
4. Click **OK**.



D. To adjust the measure layout manually

You can move individual measures from one system to the next, or to the previous.

1. With the **Selection** tool , select the measure(s) you want to move between systems.
2. Use the **down** or **up arrow** to move to the next or previous system, respectively.



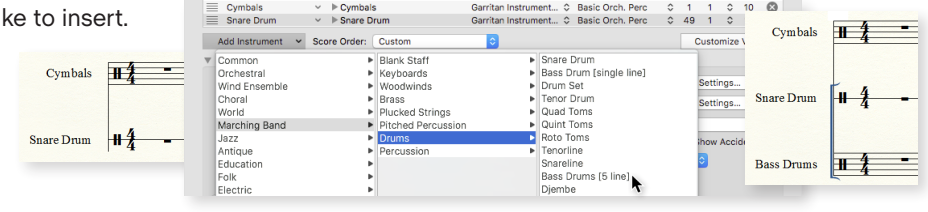
WORKING WITH STAVES AND INSTRUMENTS

Use the ScoreManager to insert, delete, or change instrument staves.

A. To add instruments to the score

1. Choose **Window > ScoreManager**.
2. Click Add Instrument and select the instrument you would like to insert.

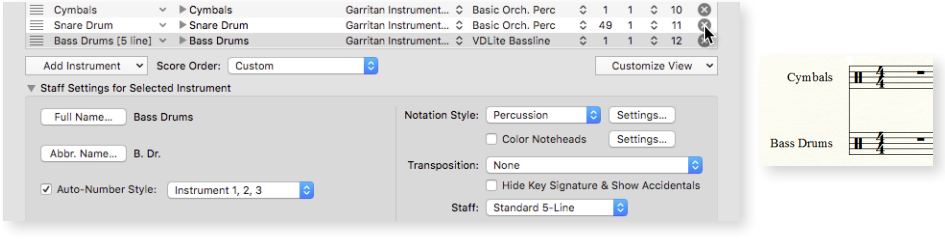
Finale adds the staff in the selected Score Order, grouped by instrument type.



B. To delete instruments from the score

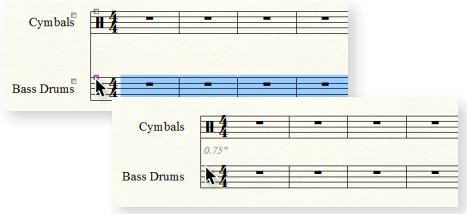
In ScoreManager, click the **X** on an instrument line.

Finale removes the staff and repositions adjacent staves.



C. To move staves

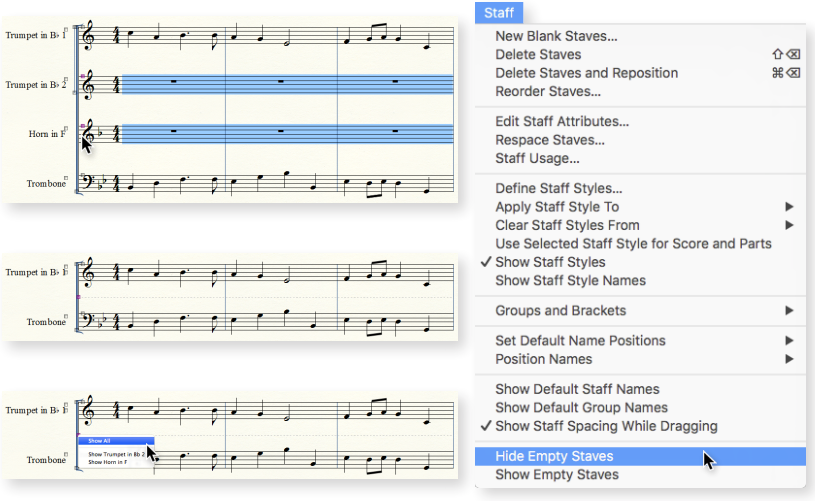
To move a staff in one system only, choose the **Staff** Tool , click a staff handle and drag it vertically. To move a staff in all systems, double-click and drag the handle.



See "To move staves" in the User Manual for more details.

D. To hide an empty staff in a system

1. Select a region that includes the empty staff or staves.
2. From the **Staff** menu, choose **Hide Empty Staves.** A dashed line appears where the staves have been hidden.
3. To show hidden staves, **control + click** the handle of the hidden staff or staves and choose **Show All** or **Show [staff name]**.



ADDING MARKINGS

Most markings are added with the *Expression tool, Articulation tool*, or *Smart Shape tool.*

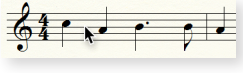
A. To add expressions

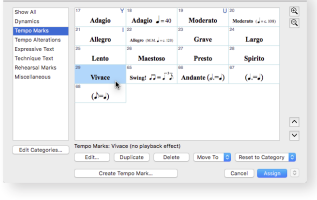
Six types of markings are added as expressions, organized into the following categories:

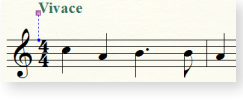
- Dynamics (***ff***, *subito* ***p***)
- Tempo Marks (**Allegro**, ♩ = 108)
- Tempo Alterations (*rit.*, *a tempo*)
- Expressive Text (*dim.*, *legato*)
- Technique Text (pizz., Mute)
- Rehearsal Marks (A , ①)

To add a single expression

1. Choose the **Expression** tool .
2. Double-click a note or measure.
3. Choose an expression category.
4. Double-click an expression.

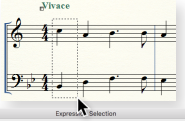




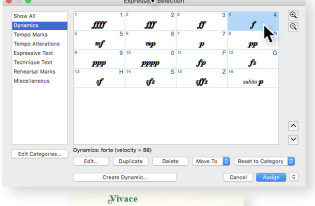


To add an expression to multiple staves

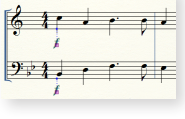
1. Choose **Expression** tool . the



2. Drag-select a region in more than one staff.



3. Choose an expression category.
4. Double-click an expression.



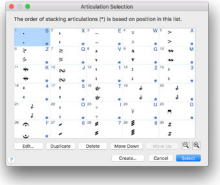
B. To add articulations

Articulations are markings attached to a single note with the **Articulation** tool , including:

- Accent (>)
- Staccato (•)
- Tenuto (–)
- Ornament (,)

To add an articulation to a note

1. Choose the **Articulation** tool .
2. Click the note.
3. Double-click an articulation.



To add an articulation to multiple notes

1. Choose the **Articulation** tool .
2. Drag-select a region of notes.
3. Click **Select**.
4. Double-click an articulation.
5. Click **OK**.

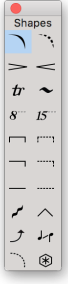
C. To add slurs and hairpins

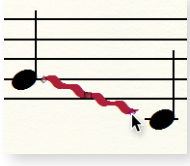
Markings such as lines and curves are created using the **Smart Shape** tool , including:

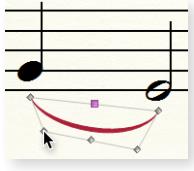
- Slurs ( )
- Hairpins ( )
- Trills ( )
- Ottava ( )

To add a Smart Shape

1. Choose the **Smart Shape** tool .
2. Choose the desired tool from the **Smart Shape** palette.
3. Double-click and drag to add the Smart Shape.
4. Click and drag the diamond-shaped handles to adjust shape contours.







See "Expressions", "Articulations", and "Smart Shapes" in the User Manual for information on creating custom expressions, articulations, and Smart Shapes.

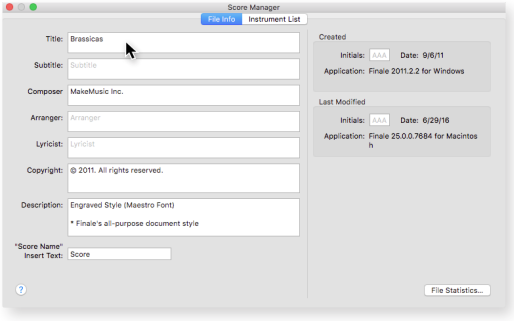
ADDING TEXT

Use the *Text tool* to add titles, subtitles, composer, arranger, lyricist, and other text that does not need to reposition with the music.

A. To set or edit a document's title page text

1. From the **Window** menu, choose **ScoreManager** and click the **File Info** tab.
2. Enter the page text information.
3. Click **OK**.

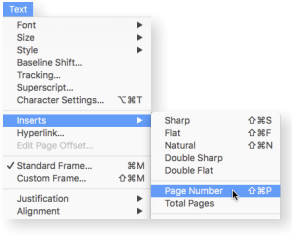
*You can also edit much of this information directly in the score. Choose the **Text** tool and click on an existing text box in your document. You can directly edit any text with a gray background.*



B. To add other text on a page

1. With the **Text** tool , double-click to create a text box.
2. Type the desired text, or, choose an insert from the **Text** menu.

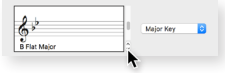
Inserts are placeholders for standard text such as accidentals, titles, composer, page number, filename, current date, and symbols.



KEY/TIME SIGNATURES AND CLEFS

A. To set a key signature

1. Choose the **Key Signature** tool .
2. Double-click a measure.
3. Use the slider and pop-up menu next to the key signature preview to specify the key.



4. Click **OK**.

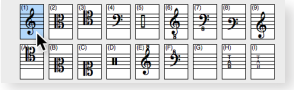
B. To set a time signature

1. Choose the **Time Signature** tool .
2. Double-click a measure.
3. Use the arrows and pop-up menu to set the beats per measure and beat duration.

4. Click **OK**.

C. To set a clef change

1. Choose the **Clef** tool .
2. Double-click a measure.
3. Double-click the desired clef.



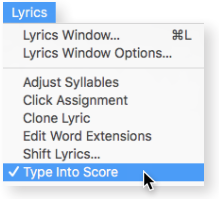
D. To set a mid-measure clef change

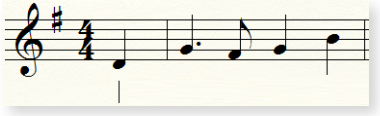
1. Choose the **Clef** tool .
2. Select a partial measure by clicking outside and above the staff and dragging diagonally across the measure.
3. Double-click the selected partial measure.
4. Double-click the desired clef.

LYRICS, CHORDS, AND REPEATS

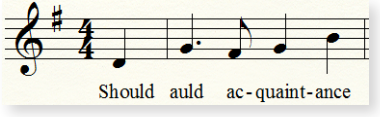
A. To type in lyrics

1. After the notes are entered, choose the **Lyrics** tool .
2. From the **Lyrics** menu, check **Type Into Score.**
3. Click a note to display a blinking cursor beneath the staff.
4. Type a syllable and then press the **spacebar** to advance. Use - (dash) to add hyphens between syllables.

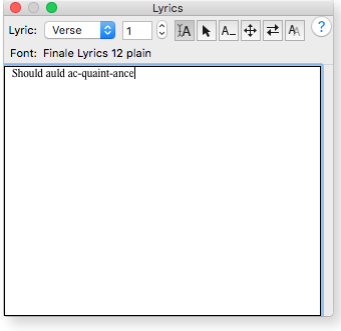




*Type "**Should [spacebar] auld [spacebar] ac [-] quaint [-] ance**"*



*The **Lyrics window** allows you to easily edit syllables, paste text from external programs, and to click-assign lyrics.*



See "Lyrics window" in the User Manual for more details.

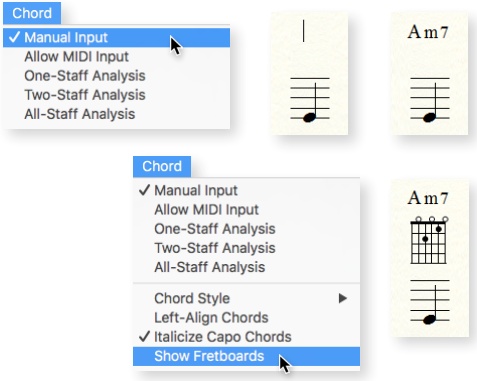
B. To type in chord symbols

1. Choose the **Chord** tool .
2. From the **Chord** menu, choose **Manual Input**.
3. Click above a staff to display the cursor.
4. Type the chord root and suffix. For example, “Am7”.

   *When typing chord symbols, use “**b**” for flat and “**#**” for sharp.*

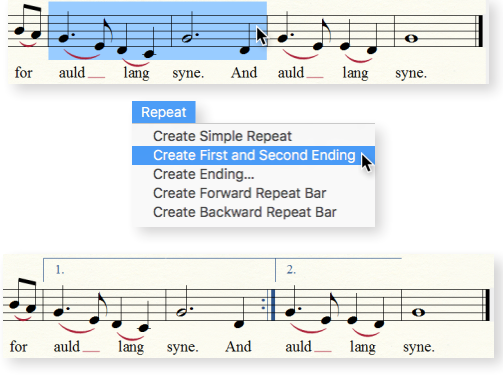
5. Press the **spacebar**. Finale converts your text to a chord symbol.

   *For guitar fretboards, from the **Chord** menu, choose **Show Fretboards**.*



C. To create repeats with 1st and 2nd endings

1. Choose the **Repeat** tool .
2. Select the measures for the first ending.
3. From the **Repeat** menu, choose **Create First and Second Endings**.
4. Select the first measure of the repeated section.
5. From the **Repeat** menu, choose **Create Forward Repeat Bar**.

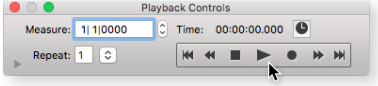


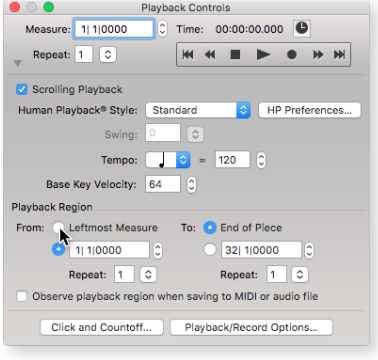
PLAYBACK

A. Playback Controls

The Playback Controls give you standard buttons for controlling the playback of your score.

- Click ▶ or press spacebar to start playback.
- Click ▶ to expand the **Playback Settings**. Choose **Leftmost Measure** to begin playback at the leftmost visible measure.
- Press option + spacebar + click and drag to spot-check.
- Press option + shift + spacebar + click to spot-check a single staff.





B. To change the playback tempo

1. Click ▶ to expand the **Playback Settings**; click the **Tempo** drop-down menu ♩ and choose the desired note duration.
2. Enter the number of beats per minute in the text box 120 .

Tempo markings in the score (created with the Expression tool) always override the tempo indicated in the Playback Controls.

See "ScoreManager" in the User Manual to control instrument sounds.

C. Human Playback®

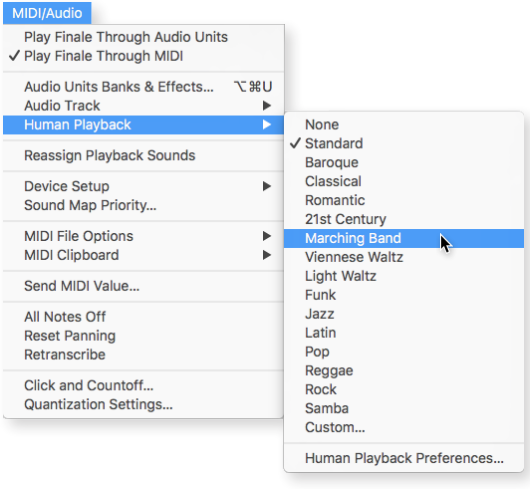
The proper performance of any piece of music depends on the genre and style. For example, you wouldn't expect a jazz piece to be performed the same way as a classical sonata. You can tell Finale how you want your piece performed using *Human Playback*. Human Playback performs the music in the style specified, and also interprets the markings you've added. To choose a Human Playback style, from the MIDI/Audio menu, choose Human Playback, and then select the desired style.

To enable or disable Human Playback

1. From the **MIDI/Audio** menu, choose **Human Playback** and select the desired style.

2. To turn off Human Playback, from the **MIDI/Audio** menu, choose **Human Playback > None**.

*To enable the **Swing** option in the **Playback Settings** dialog box, choose either **Jazz** or **None** in the **Human Playback** submenu.*



See "Human Playback" in the User Manual for custom style configurations.

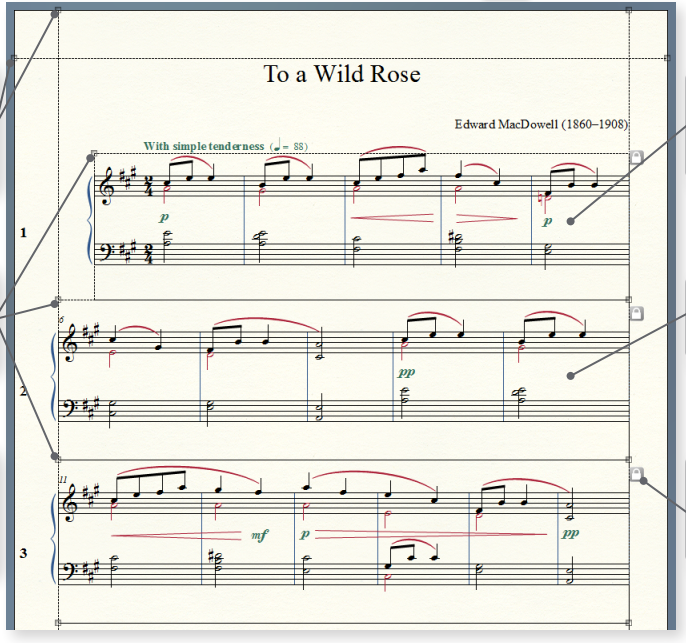
PAGE LAYOUT

Adjusting the position of systems and page margins should be the final step before printing your score. Use these techniques with the *Page Layout tool* to finalize the page layout:

Click and drag these handles to adjust the position of the top and left page margins for this page only.

Click and drag these handles to adjust the top margin of each system.

To adjust the vertical position of staves within systems, choose the **Staff** tool and drag staff handles.



Click and drag a system to adjust the position of the system, which also adjusts all subsequent systems.

option **+ click and drag** to move a system independently.

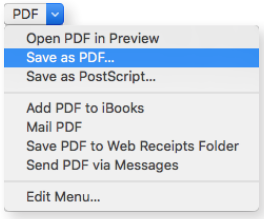
These icons appear when measure layout is locked in a system (see Tutorial 7 in the User Manual for details).

SHARING YOUR MUSIC

A. To print your score

To print, press command ⌘ + P and click **OK**.

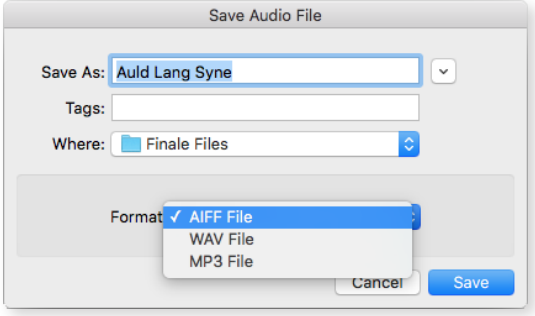
*To create a PDF, instead of clicking OK, click **PDF** and choose **Save as PDF**.*



B. To export an audio file

1. From the **File** menu, choose **Export > Audio File**.
2. Choose a location and file name.
3. Click the **Format** popup menu and select the desired file format (AIFF, WAV, or MP3).

   MP3 format is only available when Finale is set to play through MIDI.
4. Click **Save**.



KEYBOARD SHORTCUTS

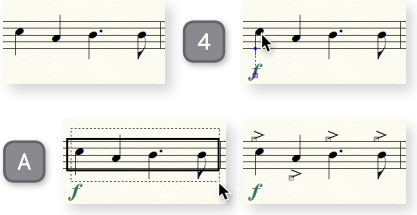
Finale provides keyboard shortcuts called *Metatools* that you can use to quickly add markings to your score. You can also customize metatools by assigning one to a particular marking.

A. Articulations and expressions

1. Choose the **Articulation** or **Expression** tool .
2. Hold down the metatool key.
3. Click a single note or measure.

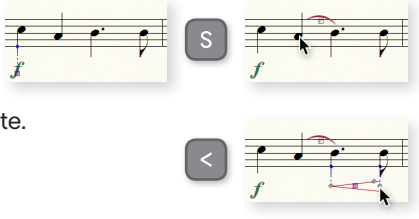
   Use the same method to quickly enter key signatures, time signatures, and clefs (with their respective tool chosen).

4. Or, hold the key and click and drag to add the marking to multiple notes.

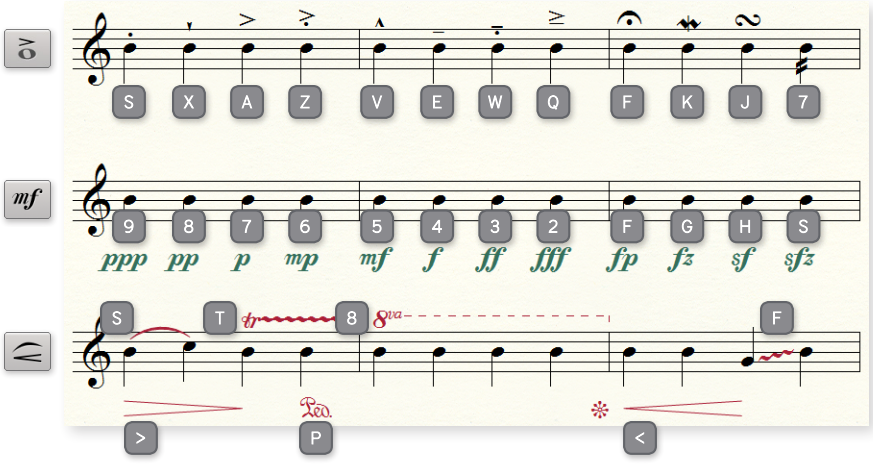


B. Smart Shapes

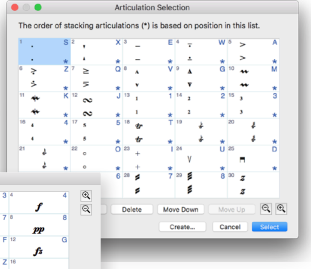
1. Choose the **Smart Shape** tool .
2. Hold down the metatool key.
3. For note-attached markings like slurs and tab slides, double-click a note.
4. For beat-attached markings like hairpins and trills, double-click a note, hold the second click, and drag to the destination note.

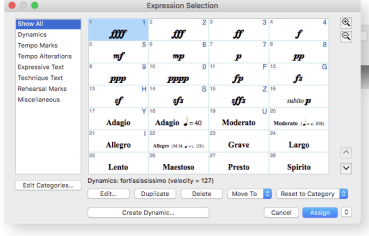


C. Common metatools



*Articulation and expression metatools are listed in blue in the **Articulation Selection** and **Expression Selection** dialog boxes. Look to the upper right of each item for the metatool currently assigned to that marking.*





D. More keyboard shortcuts

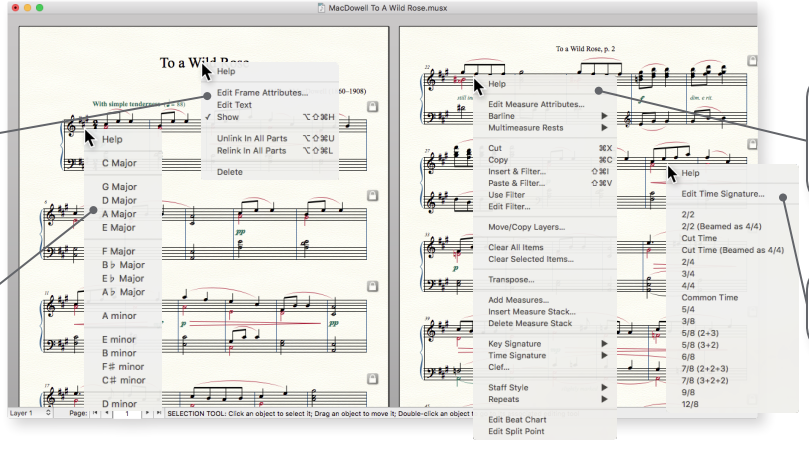
The Finale User Manual contains a complete listing of every preset keyboard shortcut in the “How do I...” section. The User Manual also lists all metatools for each main tool, and contains information on how to program custom metatools.

USING CONTEXTUAL MENUS

You can control + click on many score elements to display menus which allow you to quickly...

Edit or delete text, and adjust text frame alignment and positioning

Change the key signature



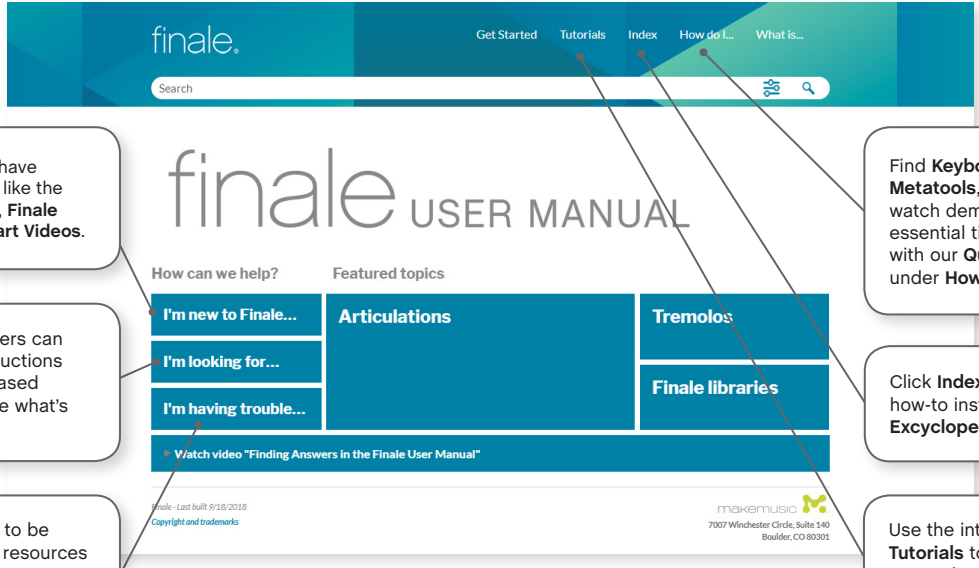
Transpose, insert measures, add repeats, and make other changes

Change the time signature

These contextual menus allow you to perform many additional tasks on a region of music:

- Edit measure attributes
- Change the barline style
- Create or break multimeasure rests
- Cut, copy, or paste
- Transpose
- Add, insert, or delete measures
- Change the key, meter, or clef
- Apply alternate notation
- Add repeats
- Apply staff attributes

DIDN'T FIND WHAT YOU WERE LOOKING FOR?



For our new users, we have several help resources like the **Getting Started Guide**, **Finale Tutorials**, and **QuickStart Videos**.

Experienced Finale users can find step-by-step instructions for common tutorial based questions and also see what's new to Finale.

If Finale doesn't seem to be working properly, visit resources like Finale's Knowledge Base and the MakeMusic Customer Success Team.

Find **Keyboard shortcuts**, **Metatools**, the **Visual Index**, and watch demonstrations to learn essential tips and techniques with our **QuickStart Videos** under **How do I**.

Click **Index** to find a list of how-to instructions and the **Excyclopedia**.

Use the interactive **Finale Tutorials** to be guided through a sample project from start to finish with accompanying videos.

From the **Help** menu, choose **User Manual**, or click any help button ?

GETTING SUPPORT

Tutorial Support

User manuals, tutorials, QuickStart Videos, the Finale community, and step-by-step solutions to common Finale questions are available online at **finalemusic.com/support/learning-center**.

Technical Support

Troubleshooting for technical problems and direct access to our Customer Success Team is available online at **www.finalemusic.com/support**. MakeMusic offers support for current versions of its Notation programs.

Other Inquiries

MakeMusic can be reached by mail at **7007 Winchester Circle, Suite 140, Boulder, CO 80301**. Visit us online at **finalemusic.com**.