finale.

Quick Reference Card

File menu

New (default new action)) HN
Open) HO
Close document	æw
Save	#S
Save as	₩ shift S
Print	ЖР
Quit) HQ

Edit menu

Undo	ЖZ
Redo	₩ shift Z
Select all	(H) A
Use Filter	() () () () () () () () () () () () () (
Edit Filter	Coptn shift F
Cut	(X)
Сору	жC
Insert	۲) ۳
Insert and Filter	₩ shift I
Paste) HV
Paste and Filter	₩ shift V
Paste Multiple	₩ ctrl V
Clear all items	clear or fn 6
Delete measure stack	del with stack selected

Utilities menu

Switch between windows

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	₩ shift L
Fit measures dialog box	₩ shift M
Apply Note Spacing	# 4
Apply Beat Spacing	₩5
Move to previous system) H
Move to next system	H
Window menu	
Show/hide Score Manager	ЖК
Show/hide Mixer	₩ optn M

ж,

Finale for Mac ®

View menu

Switch between Page and Scroll Views	æE
Studio View	₩ shift E
Zoom in	()#()=
Zoom out	# -
Custom zoom 1	₩1
Custom zoom 2	₩2
Custom zoom 3	₩3
View at x %	жo
Fit in window) # Optn [
Fit width	(# optn]
Define staff set	ctrl optn 1 - 8
Show staff set	1 - 8
Show all staves	Ctrl 0
Show/hide rulers	ЖR
Change layer	# optn 1 - 4

Navigation

. ia i galion	
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	e shift home
Page View: bottom right of rightmost viewab	e page shift end
Page View: one increment right horizontally	optn home
Page View: one increment left horizontally	optnend
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	策 optn ,
Next part) (#) optn
Last viewed part	策 optn /
Zoom in to position	策 shift click (+ drag)
Zoom out from position	₿ shift optn click
Drag visible region	₩ optn click + drag

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	shift
Expand selection: next beat	shift
Expand selection: beginning of measure	shift optn 4
Expand selection: end of measure	shift optn >
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	1
Explode music	2

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	F
Above Note	A
Below Note	В
Automatic	U

Keyboard Shortcuts

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 H

optn drag
optn 🔺
optn 💌
optn home
optn end
(#)return
€ 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 Adjust Syllables: center syllable horizontally Adjust Syllabels: align syllable to right

-
] (#
H ,
¥]]
% shift [
, #shift
% 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 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

] #
	(H),
	(¥)]
	¥;
Ħ	shift ;
Ħ	shift [
Ħ	shift '
Ħ	shift]
ж	shift \
Ħ	shift =
ж	shift -
Ħ	shift B
ж	shift I
Ħ	shift U
Ħ	shift ,
¥ ¥	shift , shift .
Ħ	shift .
Ħ	shift .
×	shift .
H H H H	shift . shift L #M shift M
H H H H	shift () (shift) () (shift) (M) (shift) (M) (shift) (T)
H H H H	shift shift L mathefall shift M shift T mathefall shift T mathefall
E H H H H	shift) shift) Shift) Shift) Shift) Shift) Shift) Shift) Shift) F
E H H H H H	shift) shift) shift) shift) shift) m shift) shift) shift) shift) Shift)

F
optn shift F
tab
esc

space

space click in staff

optn space drag

optn ctrl F - (

Press number/letter + click

shift number/letter

esc or 🕷 shift A

Ctrl F - (*

🕷 optn 🗛

- click

return / esc

(#)(return)

(₩) esc

shift space click in staff

shift optn space hover

Speedy Entry Step time entry with MIDI

Normal entry (changing durations)

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

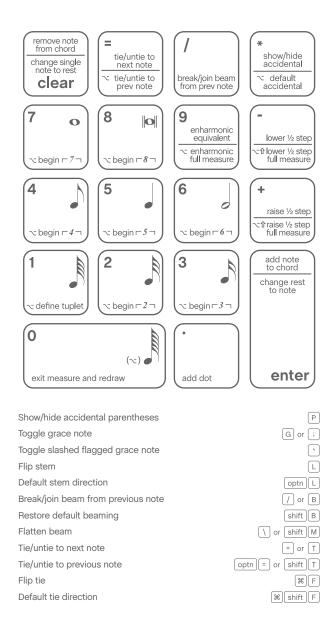
Additional Commands

Change existing note/rest dur	ation Press 1 - 8 or op	tn 0
Toggle insert mode	shi	ift I
Insert note (with MIDI)	Hold pitch and press 1 - 8 or op	tn 0
Insert rest (with MIDI)	Press 1 - 8 or op	tn 0
Insert note (without MIDI)	set crossbar for pitch and press 1 - 8 or op	tn 0
Insert rest (without MIDI)	ctrl optn shift 1 - 7 (number row	w on l y
Constrain dragging a note/res	t shift	t] 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	musi
Move to previous/next entry)/[•
Move to beginning/end of me	asure Optn ()/[•
Jump to previous measure	[] or shi	ift 🖣
Jump to next measure] or shi	ift 🕨
Move down a staff		returr
Move up a staff	shift	returr
Move crossbar down/up a ste	p 🔺)/[•
Switch to previous/next layer	shift 🔺)/[-
Switch to Voice 1/2		,

Remove note, rest, or chord	del
Remove note from chord	shift del
Change single note to rest	shift del
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 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



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.



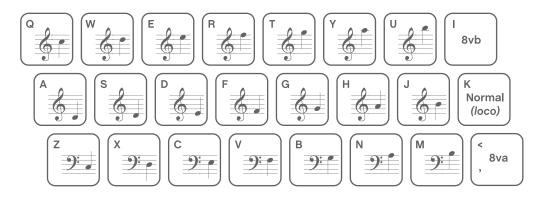
Speedy Entry Step time entry without MIDI

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 ^__û1-7 (number row only) Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/_0 enter rest: press ^_01-7 (number row only)



Simple Entry

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)	-
Change pitch octave up (caret or selection))	shift
Change pitch octave down (caret or selection	ion)	shift 💌
Enter pitch: A through G		A - G
Break/join beam or flatten beam		/ or optn /
Flip enharmonic		\mathbf{h}
Change to grace note		optn G
Show/hide entry		Н
Flip stem or auto stem		L or shift L
Combine/split rest with rests on the same b	peat in other lag	yers s
Select augmentation dot		shift
Select grace note		ЖG
Select next entry above) H
Select next entry below		***
Select previous entry		•
Select next entry		Þ
Select previous measure		ж.
Select next measure		**

r 企 delete entry = * tie to next ೫ tie to prev clear ∼ select tie 8 9 7 -O $\neg 3 \neg$ 0 change select select ∼ custom 1/2 step down ∼ change ∼ change ¥ select 4 5 6 ÷ 6 4 select select select 1/2 step up ∼ change ∼ change ∼ change 2 3 enter pitch 1 at caret 0 ¥ add pitch at caret select select select

∼ change

augmentation

dot

enter

∼ change

(~_)

∼ change

enter rest

∼ change

0

Numeric keypad commands