# finale.

## Quick Reference Card Finale for Windows

ctrl E

ctrl =

ctrl -

ctrl 1

ctrl 2

ctrl 3

ctrl 0

ctrl [

ctrl ]

alt shift 1 - 4

ctrl shift E

#### 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	ctrlZ
Redo	ctrl Y
Select all	ctrl A
Use Filter	ctrl alt F
Edit Filter	ctrl alt shift F
Cut	ctrl X
Сору	ctrl C
Insert	ctrl
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 selecte

#### 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 🔺 / 🔻

ctrl K

ctrl shift M

ctrl tab

#### Window menu

Show/hide Score Manager	
Show/hide Mixer	
Switch between windows	

A. /!	
view	menu

Switch between Page and Scroll Views
Studio View
Zoom in
Zoom out
Custom zoom 1
Custom zoom 2
Custom zoom 3
View at x %
Fit in window
Fit width
Change layer

#### Navigation

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	altend
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 Stop playback Play from measure Play individual staff Scrub playback Scrub individual staff Select Yes in dialog box Select 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 Implode music Explode 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

### alt D P alt D O space click in staff shift space click in staff ctrl space hover ctrl shift space hover ctrl click OK button ctrl click Cancel button shift Function key (F2-F12) Function key (F2-F12) ctrl alt A Press number/letter + click shift number/letter - click esc or ctrl shift A





esc

#### Expression tool

Move expression w Add selected expre Add selected expre

#### Lyrics tool

Type Into Score: pre Type Into Score: ne: Adjust Syllables: lef Adjust Syllables: ce Adjust Syllables: rig Adjust Syllables: alig Adjust Syllables: ce Adjust Syllabels: alio

#### Text tool

Center justify in tex Right justify in text Full justify in text bl Forced full justify in Align text block to Center text block h Align text block to Align text block to Center text block ve Align text block to Format text: bold Format text: italic Format text: under 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

## Keyboard Shortcuts

without changing attachment point	alt drag
ression to staff above	ctrl 🔺
ression to staff below	ctrl 👻
ression to all staves to top of system	ctrl home
ression to all staves to bottom of system	ctrl end
ression to all staves in system	alt enter
ression to specific staves ctrl	alt enter

revious verse/chorus/section	•
ext verse/chorus/section	-
eft justify syllable	ctrl [
enter justify syllable	ctrl '
ght justify syllable	ctrl ]
lign syllable to left	ctrl shift [
enter syllable horizontally	ctrl shift '
lign syllable to right	ctrl shift ]

ctrl [

ctrl '

ctrl ]

ctrl ;

ctrl shift ;

ctrl shift [

ctrl shift '

ctrl shift ]

ctrl shift \

ctrl shift =

ctrl shift -

ctrl shift ,

ctrl shift .

ctrl shift L

ctrl shift M

ctrl shift T

ctrl shift F

ctrl shift N

ctrl shift S

ctrl shift P

ctrl M

ctrl T

Support

ctrl B

ctrl I

ctrl U

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
E

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Э				



# 

#### Normal entry (changing durations)

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

#### Additional Commande

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 crossba	ar 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	
Return rest to default position	*
Combine/split rest from rests on sar	me beat in other layers
Display the Edit Frame dialog box	ctrl click measure containing music
Move to previous/next entry	<pre> / &gt;</pre>
Move to beginning/end of measure	ctrl 4 / >
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	3
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

## Speedy Entry Step time entry with MIDI

enter note: with caps lock, press 1-8 and play pitch

reak/ioir

prev note

begin -8 -

begin 🗆 5 ¬

begin  $\neg 2 \neg$ 

8

NII 5

0

beam from

enter rest: press 1-8 and play any 3-note <sup>1</sup>/<sub>2</sub>-step cluster

show/hide

accidental

ctrl default

enharmoni

full measure

begin ⊏6 ¬

begin *⊏ 3* 

add dot

116

acci

lower 1/2 ste

ctrl shift

lower 1/2 step

full measure

raise 1/2 step

ctrl shift

full measure

add note

change rest

enter

G or ;

ctrl L

/ or B

shift B

= or T

ctrl F

\ or shift M

ctrl shift F

ctrl = or shift T

o note

to chord

raise ½ step

Hands-free entry (constant duration)

num

lock

begin *⊢*7 ¬

begin -4 -

define tuplet

exit measure and redraw

Show/hide accidental parentheses

Toggle slashed flagged grace note

Break/join beam from previous note

Toggle grace note

Default stem direction

Restore default beaming

Tie/untie to previous note

Tie/untie to next note

Default tie direction

Flip stem

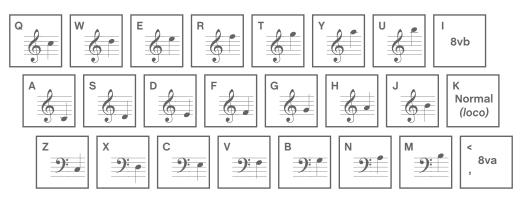
Flatten beam

Flip tie

## 

#### 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)



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

Show/hide courtesy accidental

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/suppor There, you can also contact our Customer Success Team through email or web-based cases.	rt.

## Speedy Entry Step time entry without MIDI

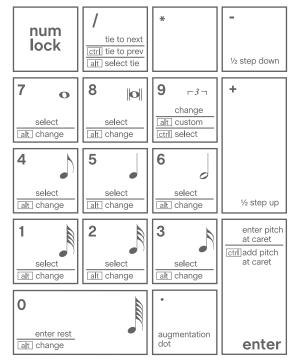
Uncheck Speedy > Use MIDI Device for Input

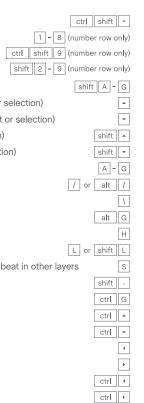
#### Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/CTRL+0 enter rest: press CTRL+SHIFT+1-7 (number row only)

# Simple Entry

## Numeric keypad commands





# finale.

New (default new action)	) H N
Open	жo
Close document	æw
Save	) WS
Save as	) # shift S
Print	ЖР
Quit	) HQ

#### Edit menu

Undo	ЖZ
Redo	₩ shift Z
Select all	(H) A
Use Filter	) # optn F
Edit Filter	) Shift F
Cut	(H) X
Сору	) ) ) ) ) ) ) )
Insert	(H)
Insert and Filter	₩ shift I
Paste	) W
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

Update layout	жU
Transpose down one step diatonically	₩6
Transpose up one step diatonically	₩7
Transpose down octave diatonically	<b>#8</b>
Transpose up octave diatonically	<b>H</b> 9
Lock systems	жL
Unlock systems	(₩)shift L
Fit measures dialog box	₩ shift M
Apply Note Spacing	<b>#</b> 4
Apply Beat Spacing	₩5
Move to previous system	H.
Move to next system	*
Window menu	
Show/hide Score Manager	(#)K)

Show/hide Score Manager	
Show/hide Mixer	
Switch between windows	

## Quick Reference Card Finale for Mac .

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(#)[optn]]

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Ctrl 0

ЖR

ctrl optn 1 - 8

) (#) optn 1 - 4

(ℜ) shift [E]

View menu

Switch between Page and Scroll Views
Studio View
Zoom in
Zoom out
Custom zoom 1
Custom zoom 2
Custom zoom 3
View at x %
Fit in window
Fit width
Define staff set
Show staff set
Show all staves
Show/hide rulers
Change layer

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Navigation	
Page View: up full screen	[pg up]
Page View: down full screen	[pg dn]
Page View: previous page	Ж рд up
Page View: next page	Ж рд 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	shift home
Page View: bottom right of rightmost viewable	page shift 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	Ж рд 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	۲, ۲ (۲۰۰۳) ארבי
Next part	₩ optn •
ast 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 Plav 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 Implode music Explode 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

#### space space click in staff shift space click in staff optn space drag shift optn space hover return / esc (#)(return ) K esc optn ctrl F ctrl F - ( (#) optn (A) Press number/letter + click shift number/letter - click esc or % shift A

shift shift ) shift optn • shift optn > shift home shift end shift shift shift pg up shift pg dn



Left justify in text Center justify in te Right justify in tex Full justify in text b Forced full justify Align text block to Center text block h Align text block to Align text block to Center text block Align text block to Format text: bold Format text: italic Format text: unde Decrease text size Increase text size Line spacing Standard frame Custom frame Frame attributes Character settings Insert symbol: flat Insert symbol: natu Insert symbol: sha Insert page number



#### Expression tool

Move expression Add selected exp Add selected expl Add selected expl Add selected expl Add selected expl Add selected expl

#### Lyrics tool

### Text tool

## Keyboard Shortcuts

without changing attachment point	optn drag
pression to staff above	optn 🔺
pression to staff below	optn 💌
pression to all staves to top of system	optn home
pression to all staves to bottom of system	optn end
pression to all staves in system	(#) (return
pression to specific staves	# optn return

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

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(#) shift B

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() shift T

() Shift (F)

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() Shift P

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t block
text block
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block
/ in text block
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o right
o top
< vertically
o bottom
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## Ć

#### Normal entry (changing durations)

enter note: hold pitch and press 1-8/~0 enter rest: press 1-8/~\_0

#### Additional Commands

Addition	hal Commands			
Toggle inse Insert note Insert rest Insert rest Constrain o Return res Combine/s	(with MIDI) (with MIDI)	Hold pitch and press 1 Press 1 ossbar for pitch and press 1 ctrl optn shift 1 - (; ame beat in other layers	shift         1           -8         or         optn         0           -8         or         optn         0	remove note from chord change single note to rest <b>clear</b> 7 o to begin $r$ 7
Move to be Jump to p Jump to ne	evious/next entry eginning/end of measure revious measure ext measure	3	<ul> <li>()</li> &lt;</ul>	
	staff sbar down/up a step previous/next layer		return shift return (* / (*) (shift)(* / (*) (*)	
Remove no			del shift)del shift)del R O or H	exit measure and rec Show/hide accidental Toggle grace note Toggle slashed flagged Flip stem
Double-flat Flat Natural Sharp Double-sha Lower by a Raise by a	arp I half-step half-step		V F N S X - or shift F + or shift S	Default stem direction Break/join beam from Restore default beami Flatten beam Tie/untie to next note Tie/untie to previous n Flip tie
Show/hide	accidental		* or A	Default tie direction

#### Support

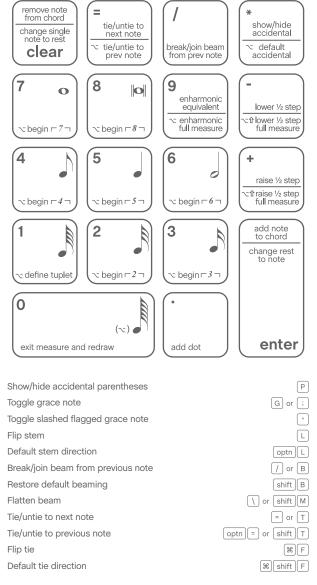
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## Speedy Entry Step time entry with MIDI

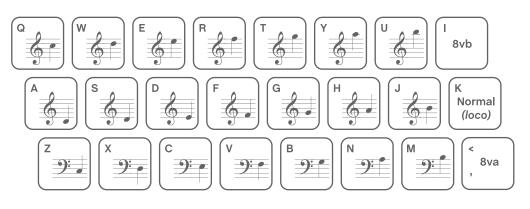
## Hands-free entry (constant duration)

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



## Using the onscreen crossbar

**enter note**: position crossbar for pitch and press 1–8/~\_0 enter rest: press ^\\_1-7 (number row only)



Show/hide courtesy accidental Add interval: unison through octave above Add interval: ninth above Add interval: second through ninth below Shift 2 - 9 (number row only) Add pitch: A through G Change pitch step up diatonically (caret or selection) Change pitch step down diatonically (caret or selection) Change pitch octave up (caret or selection) Change pitch octave down (caret or selection) Enter pitch: A through G Break/join beam or flatten beam Flip enharmonic Change to grace note Show/hide entry Flip stem or auto stem Combine/split rest with rests on the same beat in other layers Select augmentation dot Select grace note Select next entry above Select next entry below Select previous entry Select next entry Select previous measure Select next measure

## Speedy Entry Step time entry without MIDI

Uncheck Speedy > Use MIDI Device for Input

#### Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/~0 enter rest: press ^\\_î1-7 (number row only)

# Simple Entry

## Numeric keypad commands

