finale®

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`	`[`
Fit width	`ctrl`	`]`
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	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	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

Expression tool

Move expression without changing attachment point	alt / drag
Add selected expression to staff above	ctrl / ▲
Add selected expression to staff below	ctrl / ▼
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 / [
Adjust Syllables: center justify syllable	ctrl / '
Adjust Syllables: right justify syllable	ctrl /]
Adjust Syllables: align syllable to left	ctrl / shift / [
Adjust Syllables: center syllable horizontally	ctrl / shift / '
Adjust Syllabels: align syllable to right	ctrl / shift /]

Text tool

Left justify in text block	ctrl / [
Center justify in text block	ctrl / '
Right justify in text block	ctrl /]
Full justify in text block	ctrl / ;
Forced full justify in text block	ctrl / shift / ;
Align text block to left	ctrl / shift / [
Center text block horizontally	ctrl / shift / '
Align text block to right	ctrl / shift /]
Align text block to top	ctrl / shift / \
Center text block vertically	ctrl / shift / =
Align text block to bottom	ctrl / shift / -
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 / T
Insert symbol: flat	ctrl / shift / F
Insert symbol: natural	ctrl / shift / N
Insert symbol: sharp	ctrl / shift / S
Insert page number	ctrl / shift / P

Speedy Entry — Step time entry with MIDI

Normal entry (changing durations)
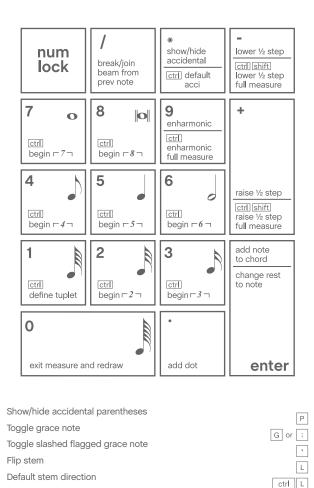
enter note: hold pitch and press 1–8/CTRL+0
enter rest: press 1–8/CTRL+0

Additional Commands

Command	Keys
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

Command	Keys
Move to previous/next entry	`◄` / `►`
Move to beginning/end of measure	`ctrl` `◄` / `►`
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	`'`

Command	Keys
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`

Command	Keys
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`

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

num lock	**/** break/join beam from prev note	***** show/hide accidental — `ctrl` default acci	**–** lower ½ step — `ctrl` `shift` lower ½ step full measure
7 𝅝 — `ctrl` begin ⌐7¬	**8** ||o|| — `ctrl` begin ⌐8¬	**9** enharmonic — `ctrl` enharmonic full measure	**+**
4 ♩ — `ctrl` begin ⌐4¬	**5** ♪ — `ctrl` begin ⌐5¬	**6** ♪ — `ctrl` begin ⌐6¬	raise ½ step — `ctrl` `shift` raise ½ step full measure
1 ♬ — `ctrl` define tuplet	**2** ♬ — `ctrl` begin ⌐2¬	**3** ♬ — `ctrl` begin ⌐3¬	add note to chord — change rest to note
0 ♬ exit measure and redraw		**.** add dot	**enter**

Command	Keys
Show/hide accidental parentheses	`P`
Toggle grace note	`G` or `;`
Toggle slashed flagged grace note	`` ` ``
Flip stem	`L`
Default stem direction	`ctrl` `L`
Break/join beam from previous note	`/` or `B`
Restore default beaming	`shift` `B`
Flatten beam	`\` or `shift` `M`
Tie/untie to next note	`=` or `T`
Tie/untie to previous note	`ctrl` `=` or `shift` `T`
Flip tie	`ctrl` `F`
Default tie direction	`ctrl` `shift` `F`

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.

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)

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)

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

Show/hide courtesy accidental	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)	▼
Change pitch octave up (caret or selection)	shift ▲
Change pitch octave down (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 ▼
Select previous entry	◄
Select next entry	►
Select previous measure	ctrl ◄
Select next measure	ctrl ►

num lock	/ tie to next / ctrl tie to prev / alt select tie	*	– ½ step down
7 o select / alt change	8 select / alt change	9 change / alt custom / ctrl select	+
4 select / alt change	5 select / alt change	6 select / alt change	½ step up
1 select / alt change	2 select / alt change	3 select / alt change	enter pitch at caret / ctrl add pitch at caret
0 enter rest / alt change	. augmentation dot		enter