

File menu

New (default new action)	⌘ N
Open	⌘ O
Close document	⌘ W
Save	⌘ S
Save as	⌘ shift S
Print	⌘ P
Quit	⌘ Q

Edit menu

Undo	⌘ Z
Redo	⌘ shift Z
Select all	⌘ A
Use Filter	⌘ optn F
Edit Filter	⌘ optn shift F
Cut	⌘ X
Copy	⌘ C
Insert	⌘ I
Insert and Filter	⌘ shift I
Paste	⌘ V
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	⌘ 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	⌘ ↑
Move to next system	⌘ ↓

Window menu

Show/hide Score Manager	⌘ K
Show/hide Mixer	⌘ optn M
Switch between windows	⌘ `

View menu

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

Navigation

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	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	⌘ 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	⌘ optn .
Next part	⌘ optn .
Last viewed part	⌘ optn /
Zoom in to position	⌘ shift click (+ drag)
Zoom out from position	⌘ shift optn click
Drag visible region	⌘ optn click + drag



Keyboard Shortcuts

Playback/General

- Play/pause space
- Play from measure space click in staff
- Play individual staff shift space click in staff
- Scrub playback optn space drag
- Scrub individual staff shift optn space hover
- Select Yes/No in dialog box return / esc
- OK all open dialog boxes ⌘ return
- Cancel all open dialog boxes ⌘ esc
- Define shortcut for tool optn ctrl F - '
- Choose defined tool ctrl F - '
- Document Options ⌘ optn A
- Apply metatool Press number/letter + click
- Program metatool shift number/letter
- Add again (most recent marking) - click
- Switch to Selection tool esc or ⌘ shift A

Selection tool

- Expand selection: previous beat shift ←
- Expand selection: next beat shift →
- Expand selection: beginning of measure shift optn ←
- 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 F
- Set selected slur or bend direction to automatic optn 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 optn drag
- Add selected expression to staff above optn ↑
- Add selected expression to staff below optn ↓
- Add selected expression to all staves to top of system optn home
- Add selected expression to all staves to bottom of system optn end
- Add selected expression to all staves in system ⌘ return
- Add selected expression to specific staves ⌘ 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 ⌘ shift [
- Adjust Syllables: center syllable horizontally ⌘ shift '
- Adjust Syllables: align syllable to right ⌘ 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 ⌘ shift :
- Align text block to left ⌘ shift [
- Center text block horizontally ⌘ shift '
- Align text block to right ⌘ shift]
- Align text block to top ⌘ shift ∖
- Center text block vertically ⌘ shift =
- Align text block to bottom ⌘ shift -
- Format text: bold ⌘ shift B
- Format text: italic ⌘ shift I
- Format text: underline ⌘ shift U
- Decrease text size ⌘ shift ,
- Increase text size ⌘ shift .
- Line spacing ⌘ shift L
- Standard frame ⌘ M
- Custom frame ⌘ shift M
- Frame attributes ⌘ shift T
- Character settings ⌘ T
- Insert symbol: flat ⌘ shift F
- Insert symbol: natural ⌘ shift N
- Insert symbol: sharp ⌘ shift S
- Insert page number ⌘ shift P



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 duration Press 1 - 8 or optn 0

Toggle insert mode shift I

Insert note (with MIDI) Hold pitch and press 1 - 8 or optn 0

Insert rest (with MIDI) Press 1 - 8 or optn 0

Insert note (without MIDI) set crossbar for pitch and press 1 - 8 or optn 0

Insert rest (without MIDI) ctrl optn 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 optn click measure containing music

Move to previous/next entry ← / →

Move to beginning/end of measure optn ← / →

Jump to previous measure [I] or shift ←

Jump to next measure [J] or shift →

Move down a staff return

Move up a staff shift return

Move crossbar down/up a step ↑ / ↓

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 1/2-step cluster

remove note from chord change single note to rest clear	= tie/untie to next note ∞ tie/untie to prev note	/ break/join beam from prev note	* show/hide accidental ∞ default accidental
7 ∞ begin 7	8 ∞ begin 8	9 enharmonic equivalent ∞ enharmonic full measure	- lower 1/2 step ∞ raise 1/2 step full measure
4 ∞ begin 4	5 ∞ begin 5	6 ∞ begin 6	+ raise 1/2 step ∞ raise 1/2 step full measure
1 ∞ define tuplet	2 ∞ begin 2	3 ∞ begin 3	add note to chord change rest to note
0 exit measure and redraw	∞ add dot	enter	

Show/hide accidental parentheses P

Toggle grace note G or ;

Toggle slashed flagged grace note ∞

Flip stem L

Default stem direction optn 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 optn = or shift T

Flip tie ⌘ F

Default tie direction ⌘ 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.



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/∅

enter rest: press ^∅↑1-7 (number row only)

Using the keyboard (with caps lock)

enter note: specify pitch (see below) and press 1-8/∅

enter rest: press ^∅↑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

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)	shift ∨
Enter pitch: A through G	A - G
Break/join beam or flatten beam	/ or optn /
Flip enharmonic	\
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	⌘ →

Numeric keypad commands

↑ delete entry clear	=	/ tie to next ⌘ tie to prev ∨ select tie	*
7 select ∨ change	8 select ∨ change	9 change ∨ custom ⌘ select	- ½ step down
4 select ∨ change	5 select ∨ change	6 select ∨ change	+ ½ step up
1 select ∨ change	2 select ∨ change	3 select ∨ change	enter pitch at caret ⌘ add pitch at caret
0 enter rest ∨ change	(∨)	. augmentation dot	enter