



Getting the most
out of
your Finale.

Eight Great Tips



finale

1. QuickStart Videos

Found under HELP or the LAUNCH WINDOW

- Each video lasts 30-40 seconds.
- Play and pause to learn at your own pace.
- The Visual Index



2. The Selection Tool

Finale's "Do Anything" Tool

- Click/Hold/Drag to move an item.
- Double-click to edit
- Have a two-button mouse? Right-click!
- Have a one-button mouse? CTRL-click!



3. Selection Tool Keystrokes

Once you've selected something, you can change it.

- Easy interval transposition: 6,7,8,9
- Easily move measures
 - Use up/down arrows to move measures to adjacent staff systems.
- Plug-ins: Check Range
 - Over 75 more.



4. Simple Note Entry

These shortcuts can greatly speed things up.

- Rhythmic Values: 1,2,3,4,5,6,7,8 and 9
- Rests: either “0” or “R”
- To enter expressions type “x”
- “x” + 4 = forte
- To enter articulations type “*” or “`”
 - The tilde key is directly under the esc. Key.
- “*” + “s” = staccato



5. More Simple Entry Tips

Getting the most out of your laptop

- Laptop Shortcut Set
 - Simple Entry Options
 - Edit Keyboard Shortcuts
 - Change from “Default” to “Laptop”



6. One More Simple Entry Tip

The fastest note-entry method for most of us

- The Re-pitch Tool
- Play in rhythms (*only!*) in HyperScribe.
- Enter the pitches (*only!*) in Simple Note Entry.
- Add expressions and/or articulations
 - As you enter pitches or
 - After using the right and left arrows keys



7. Adding multiple articulations

Another great way to speed things up

- Use the Simple Entry shortcuts – Hold down...
 - “S” for Staccato, “A” for Accent, “F” for Fermata
- Click and Drag over a selected area



7. Adding multiple expressions

Another great way to speed things up

- Use the Simple Entry shortcuts – Hold down...
 - “4” for Forte, “R” for Ritandano
- Click and Drag over a selected area



8. SmartShape Tool shortcuts

Another great way to speed things up

- To enter a slur “S”
- To enter a crescendo “<”
- To enter a glissando “G”



Resources

Benefit: Unequaled flexibility for learning and expanding use.

- Free QuickStart Videos
- Free Quick Reference Guide
- Free Technical Support
- Free Knowledge Base
- Blogs/Facebook/Twitter
- Finale Forums



Thank you.

Let's give away
a free Finale!



finale

Tom's Eight Great Finale® Tips

1. **QuickStart Videos.** Find them in Finale's Help menu or Launch Window
2. **The Selection Tool** lets you do nearly anything. To select it:
 - a. Have a two-button mouse? Right click!
 - b. Have a one-button mouse? Ctrl-click!
3. **Selection Tool keystrokes:** Once you've selected something, you can change it:
 - Easy interval transposition? Type 6,7,8,9
 - Move measures? Use up/down arrows to move measures to adjacent staff systems
 - Check range? Go to Plug-ins> Scoring and Arranging>Check Range
4. **Simple Note Entry:** these keyboard shortcuts can really speed things up:

16 th note:	3	Enter a rest for a selected duration:	0
8 th note:	4	Add an augmentation dot to a rest/note:	. (period)
Quarter note:	5	Change a note to a rest:	r
Half note:	6	Enter expressions:	x
Whole note:	7	Enter articulations:	*
Tuplets:	9		
5. **More Simple Entry tips!**
 - To select an item simply double-click on it. Have a laptop? Go to:
Simple menu>Simple Entry Option>Edit Keyboard Shortcuts>Keyboard Shortcut Set
 - Remember the Repitch tool on the Simple Entry Palette: it's the whole note w/arrows
6. **Other shortcuts:** the x and * keystrokes above allow you to select the Expression and Articulation tools from within Simple Entry. From there you can use the same keystrokes you'd use within the Expression and Articulation tools, like:
 - Expressions – to enter a forte: 4
 - Articulations – to enter a staccato: s
7. **Drag Select:** within the Expression and Articulation tools, you can hold down a keyboard short cut (like the 4=forte expression above) and drag select several notes to add multiple staccatos.
8. **SmartShape Tool** shortcuts:
 - Select the slur tool: s
 - Select the crescendo tool: <

(oh ya, and don't forget the Laptop Shortcuts!)