


Beginning Finale Quick Reference Guide

A few basic **keyboard shortcuts** you're likely to use often: (For MAC, use Command Key)
Undo: CTRL Z Redo: CTRL Y Zoom in: CTRL + Zoom out: CTRL - Save: CTRL S (**SAVE OFTEN!**)

To Customize Template:  File Edit Utilities View Document MIDI/Audio Tools Plug-ins Window Help

The Template for Publication has been optimized for use for Sweet Adelines International arrangements. You may wish to customize it as you find what works best for you. To customize the template with your personal preferences, click Document, then Document Options in the menu bar to see options.

Palettes:  File Edit Utilities View Document MIDI/Audio Tools Plug-ins Window Help

Click on Window in the menu bar to see options for the palettes that will be displayed on your computer screen. Recommended: Playback Controls, Main Tool, Simple Entry, Simple Entry Rests, and Smart Shapes.

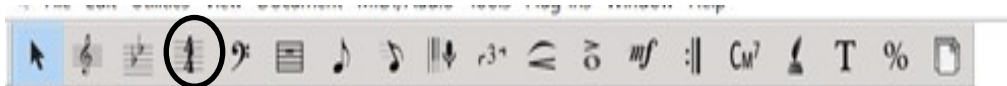
Set Keyboard Shortcuts

for PC or laptop:



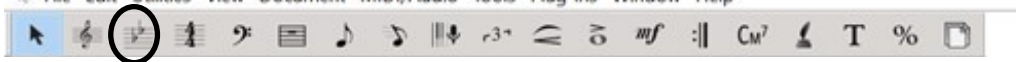
Click the Simple Entry Tool on the Main Tool palette. Click Simple on the Menu Bar; then Simple Entry Options; then Edit Keyboard Shortcuts. At the bottom of that popup box, click on the arrow in the box at the bottom under Keyboard Shortcut Set. If you're using a computer with a separate numerical keyboard, choose "Default." If using a laptop with numbers only above your QWERTY keys, choose "Laptop." Click OK twice.

Time Signature:



Click the Time Signature tool in the Main Tool palette, then double-click the first measure. A Time Signature box appears. Click on the arrows next to "Number of Beats" and "Beat Duration" to see the numbers in both boxes change and to choose the desired time signature. Click on More Options and uncheck Abbreviate to change time signature from Common Time to 4/4 time. Make sure to check the box that says Use a Different Time Signature for Display. Click OK.

Key Signature:



Click the Key Signature tool in the Main Tool palette, then double-click the first measure. A Key Signature box appears. Click on the arrows next to the staff to change the key. You will see that in this box there is also the ability to transpose your arrangement up or down. Click OK.

Choose Layer (bottom of screen):

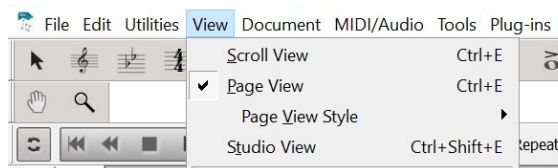
1 for tenor&bari; 2 for lead &bass



To change layers, click on layer numbers at bottom of screen, or press SHIFT + ALT + layer number on the QWERTY keyboard.

View Options while entering notes: Scroll or Page

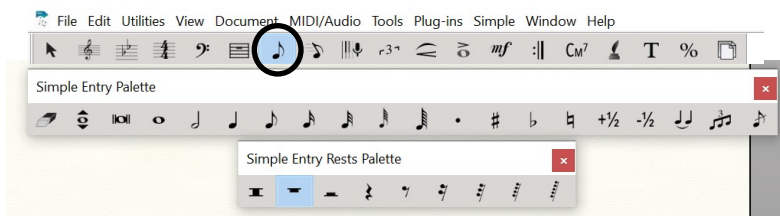
Click View in Menu Bar; choose your option. Choose the one that is easiest for your eyes and brain to process!
Jean uses Scroll, Jan uses Page.



Keyboard shortcuts for Simple and Speedy Entry (a small sampling of the MANY available):

3 = 16th note	. (period)= add a dot	Keyboard alphabet keys = note names
4 = 8th note	- (minus) = lower 1/2 step	Shift + down arrow = move note down an octave
5 = quarter note	+ (plus) = raise 1/2 step	Shift + up arrow = move note up an octave
6 = half note	n = natural	r = change a note to a rest or change a rest to a note
7= whole note	t = add a tie	

Simple Entry



Simple Entry with cursor:

Click on the Simple Entry tool in the Main Tools palette.

Click on the picture of the note/rest/accidental/etc. you want to place on the staff. You can click on multiple pictures; for example, a quarter note and dot and accidental.

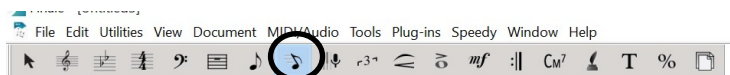
Click on the staff line or space where you want to place it.

After you place a note, you can change it using the keyboard shortcuts shown above.

Simple Entry using alphanumeric keyboard:

Use the keyboard shortcuts shown above to enter notes. Click Enter to place the note and move on.

Speedy Entry



Speedy Entry without MIDI:

Click on the Speedy Entry tool in Main Tools palette; click Speedy in the Menu Bar; un-click "Use MIDI Device for Input."

Choose the appropriate layer and click in the measure where you want to enter notes.

Move up or down arrow on the computer keyboard until the cursor is on the desired space or line.

Tap the Keyboard Shortcuts number on the computer keyboard for the desired time duration.

Additional keyboard shortcuts in Speedy Entry ONLY: f=flat; s=sharp, (=) may be used to create a tie; Shift 8 (*)=add a courtesy accidental; p=put the accidental in parentheses.

Speedy Entry with MIDI

Click on Speedy Entry tool in Main Tools palette; click Speedy in the Menu Bar; click "Use MIDI Device for Input."

Choose the appropriate layer and click in the measure where you want to enter notes.

Press and hold the note you want to enter on the MIDI keyboard and tap on the alphanumeric number on the computer keyboard for the time duration.

Changes to notes can be made as described in Speedy Entry without MIDI

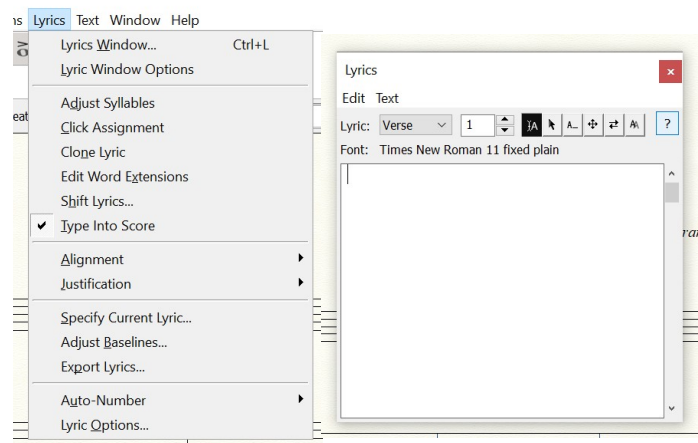
Entering lyrics:

Click Lyrics in Menu Bar.

Click Lyrics Window.

The Lyrics box will pop up with options to help you with lyrics entry. Hover over the small boxes to see their function: Type into Score, Click Assignment; Edit Word Extensions; Adjust Syllables; Shift Lyrics; Clone Lyrics.

You may change the font by clicking Text; Times New Roman is the standard font for music publication.



Two ways to enter lyrics:

Type into score:

Make sure you are entering lyrics into the layer you intend—generally layer 2 for the lead line.

Click on the note and begin entering lyrics, one syllable at a time, with a hyphen (-) between syllables.

Enter lyrics using click assignment:

Using the lyrics box shown at top right, enter all lyrics into this box, using hyphens between syllables and adding punctuation where it is needed. Click on the box with the arrow to choose “Click Assignment.” Go back to your score and click on the note where you want to begin the lyrics. You can click on each note to assign the lyrics one syllable at a time, or you can enter all lyrics at once by holding down the Control key (Options key on a MAC) and then click.

Making adjustments to lyrics:

Click and drag the triangle at the far left to adjust the baseline (horizontal placement) of the lyrics line for the whole song. Click and drag the third triangle from the left to adjust the baseline of one staff only.

Other options shown in the boxes in the Lyrics popup box will help you:

- Edit Word Extensions (the lines extending to the right of a lyric that is held over multiple notes). To eliminate an extension completely, click in the box at the end of the extension and tap “Delete” on your computer keyboard.
- Adjust Syllables—Manually move the placement of lyrics.
- Shift Lyrics—options to shift right or left, all lyrics to the end, all lyrics to the next open note.
- Clone Lyrics—rarely used in barbershop arrangements.

Playback:

Option 1: Click the arrow in Playback Controls palette to play all parts from the beginning. Click the square to stop.



Option 2: Hold down Space bar; your cursor will turn into an ear icon. Click on the measure where you want to begin. Click anywhere on the screen to stop.

Option 3: Hold down CTRL and Space bar, scroll across the music to hear one chord at a time.

Option 4: To hear only selected layers, Click Window in the Menu Bar, then Score Manager. Click arrows next to Staff Names and then click under the S next to the layer(s) you want to hear alone, **OR** under the M next to the layer(s) you want to mute. (You do not need to use both—use just either the S or the M option.)

