

Customizing the Barbershop Female Template

You can edit your template to suit your needs or preferences. Follow these simple steps:

1. Go to the File Menu and click on “New.”
2. Drag and click on “Document From Template...” A dialog box will appear.
3. Click on “Choir Templates,” then click “Open.” (Or you can just double-click on “Choir Templates”)
4. Click on “Barbershop Female,” then click “Open.” (Or you can just double-click on “Barbershop Female”). A “Document Setup Wizard” box appears. Click “Cancel.”
5. To edit the layers, click on the Document Menu and scroll down to “Document Options.” A “Document Options” box appears. Click on “Layers.”
6. Put a checkmark in the first two boxes. Leave the next box unchecked. Put a checkmark for “Adjust floating rests by:” “Playback,” “Affects music spacing,” and “Consolidate rests across layers.” We will use 2 Layers in the Treble Clef and 2 Layers in the Bass Clef. Settings for Layer 1 should read “Freeze Stems Up.” Settings for Layer 2 should read “Freeze Stems Down.” Click “Apply.”
7. Click on “Key Signatures.” Remove the checkmark that says, “Cancel outgoing key signature.” Click “Apply,” then Click “OK.”
8. Click on the Staff Tool. Click in the margin beside the bass clef sign. All bass clef staves will be highlighted. Click the handle by the bass clef and drag it down until it reads, 1.36”.
9. Click on the Measure Tool. Go to the Measure Menu and click on “Edit Measure Number Regions.” A “Measure Number” box appears. Near the bottom of the box, click on “Position...” A “Position Measure Number” box appears. Click and drag the number to reposition over the barline. Click “OK,” then click “OK” again.
10. To change the playback sound to piano, go to the Window Menu and click on “ScoreManager.” A “ScoreManager” box appears. Make sure the tab is on “Instrument List.” In the first row, click on the arrow that’s farthest to the right, then click on “MakeMusic GM,” then click on “1 Grand Piano.” Follow the same procedure for Staff 2. Close the “ScoreManager” box.
11. Click on the “Playback Settings” button. A “Playback Settings” box appears. Change the “Human Playback Style:” to “None.” Under “Always Start At:” click on “Leftmost measure.” Click “OK.”
12. You can also go to the Page Layout Tool and set up the number of staves per page, the number of measures in each staff system, the spacing between staves, etc.
13. When you are finished making all of your changes to customize your barbershop template, go to the File Menu and “Save as...Barbershop Female,” and “FinaleTemplate File (*.FTM)” When it asks, “Do you want to replace it?” Click “Yes.” You must save this to your desktop or your documents, and then move it to the FinaleTemplates.
14. To move your new “Barbershop Female” template to the template folder, go to the File Menu and click on “New.” Follow steps 1 – 3 above. Then drag your new template into the “Choir Template” folder. When it says, “Do you want to replace it?”click, “Yes.”