

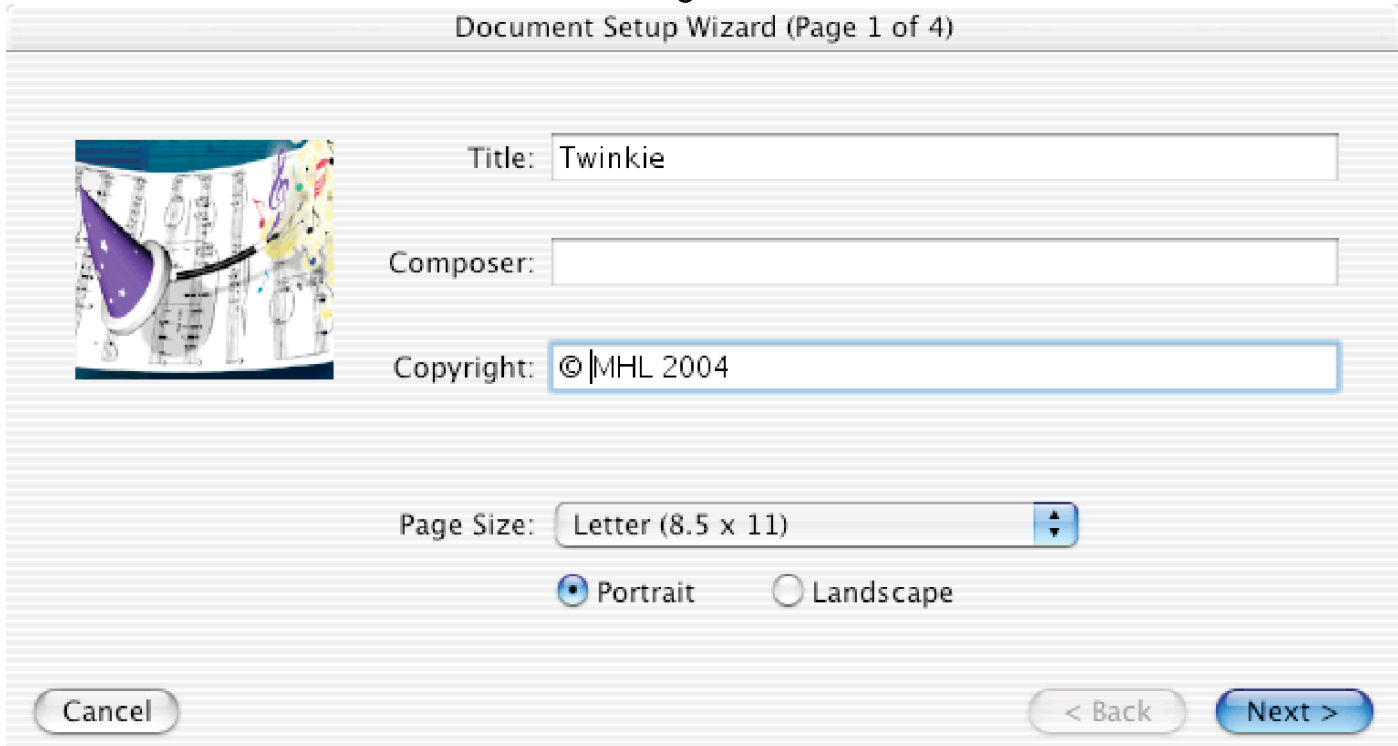
An Introduction to Notating in Finale

I. The Document Setup Wizard

Upon launching Finale you will be presented with a wizard which will step you through the initial score setup. Note that “option” + “g” keys produces the copyright sign.

1. Type the information in the fields and click the “Next” button (Fig. I.1).

Fig. I.1



Document Setup Wizard (Page 1 of 4)

Title: Twinkie

Composer:

Copyright: © MHL 2004

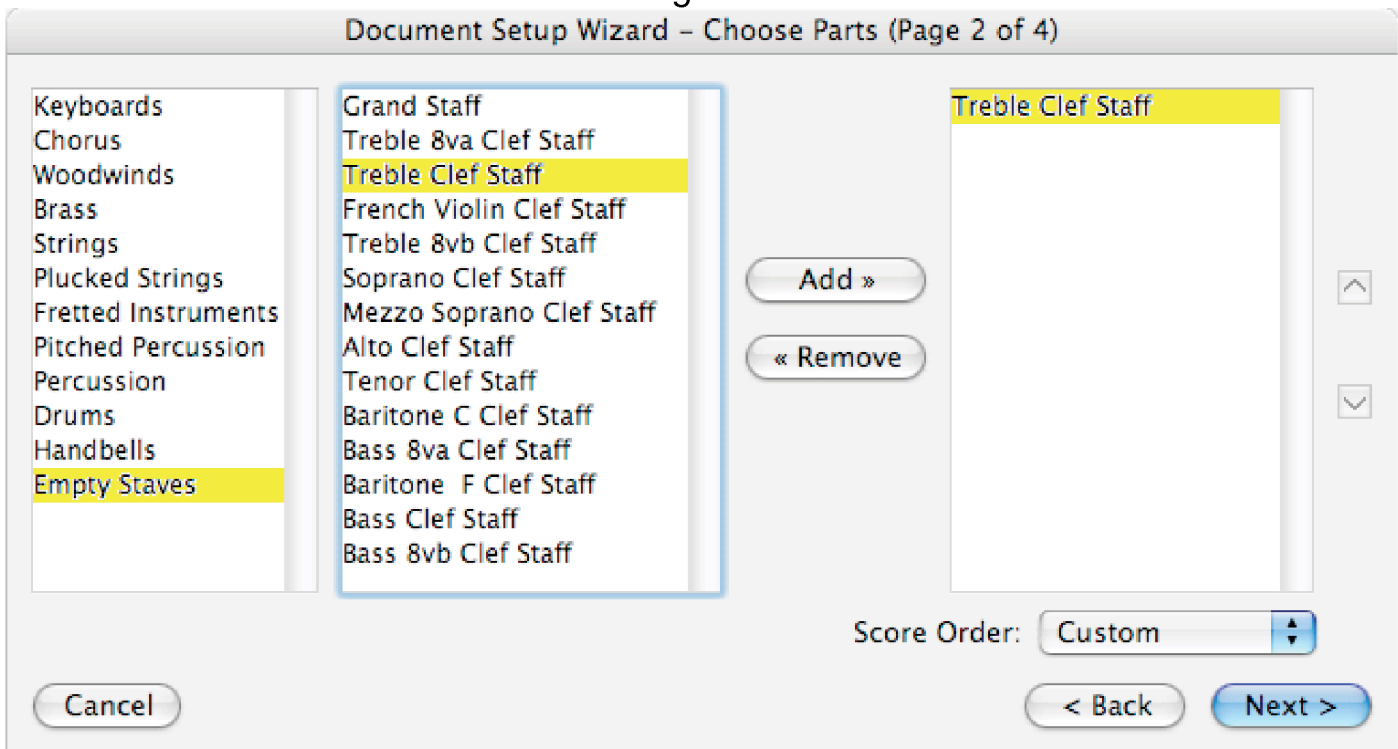
Page Size: Letter (8.5 x 11)

Portrait Landscape

Cancel < Back Next >

2. Select “Empty Staves”, “Treble Clef Staff”, then click the “Add” button (Fig1.2).
3. Now select “Custom” from the “Score Order” popup menu (Fig1.2), then “Next”.

Fig. I.2



Document Setup Wizard - Choose Parts (Page 2 of 4)

Keyboards
Chorus
Woodwinds
Brass
Strings
Plucked Strings
Fretted Instruments
Pitched Percussion
Percussion
Drums
Handbells
Empty Staves

Grand Staff
Treble 8va Clef Staff
Treble Clef Staff
French Violin Clef Staff
Treble 8vb Clef Staff
Soprano Clef Staff
Mezzo Soprano Clef Staff
Alto Clef Staff
Tenor Clef Staff
Baritone C Clef Staff
Bass 8va Clef Staff
Baritone F Clef Staff
Bass Clef Staff
Bass 8vb Clef Staff

Add »

« Remove

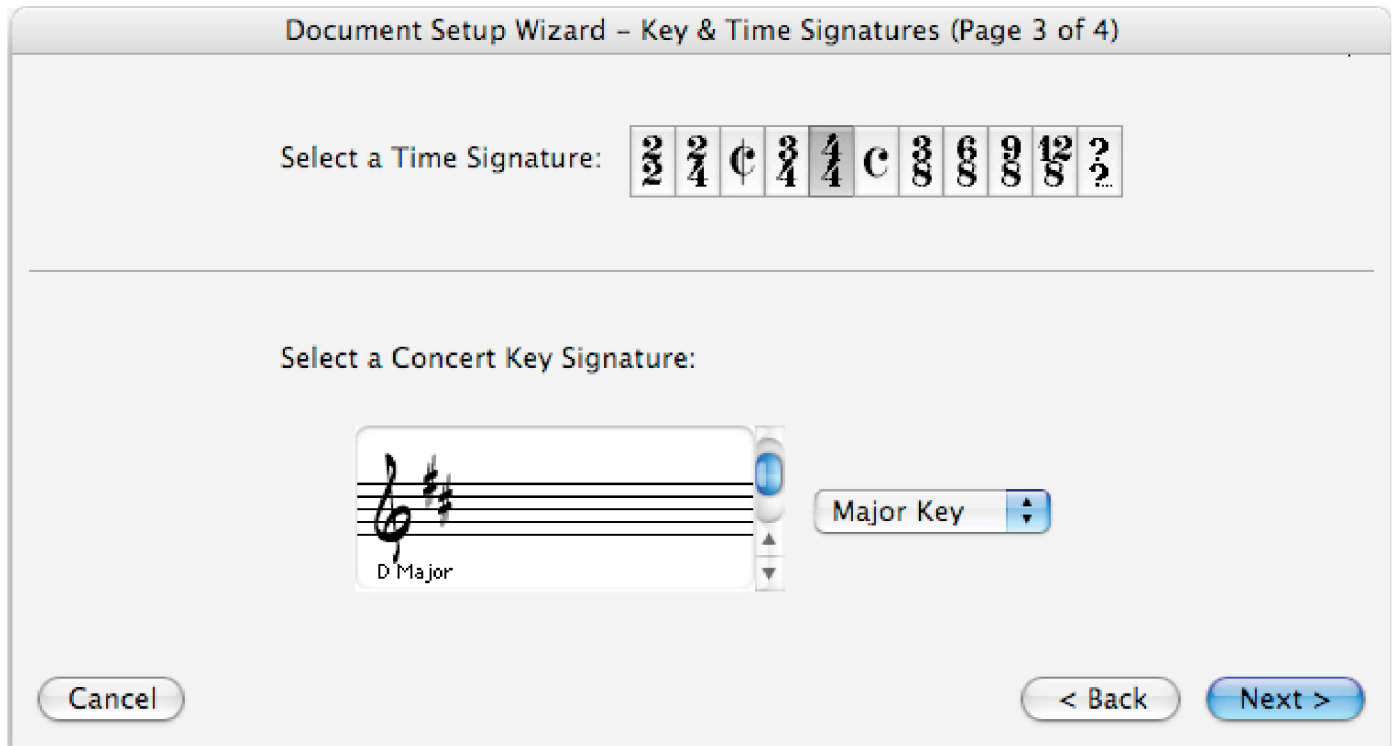
Treble Clef Staff

Score Order: Custom

Cancel < Back Next >

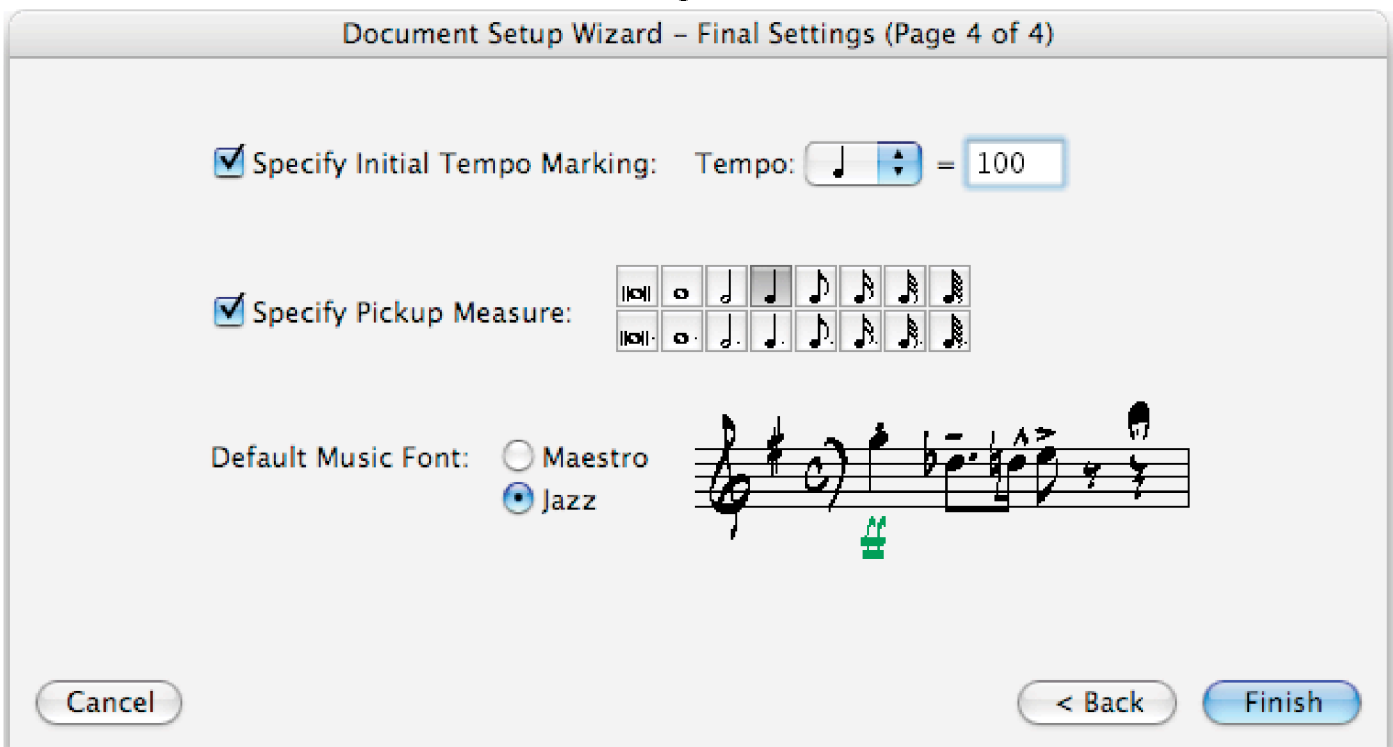
4. Click on $\frac{4}{4}$ for the time signature (Fig. I.3).
5. Select “Major Key” from the “Select a Concert Key Signature” popup menu (Fig. I.3).
6. Click the up triangle to select D Major then “Next” (Fig. I.3).

Fig. I.3



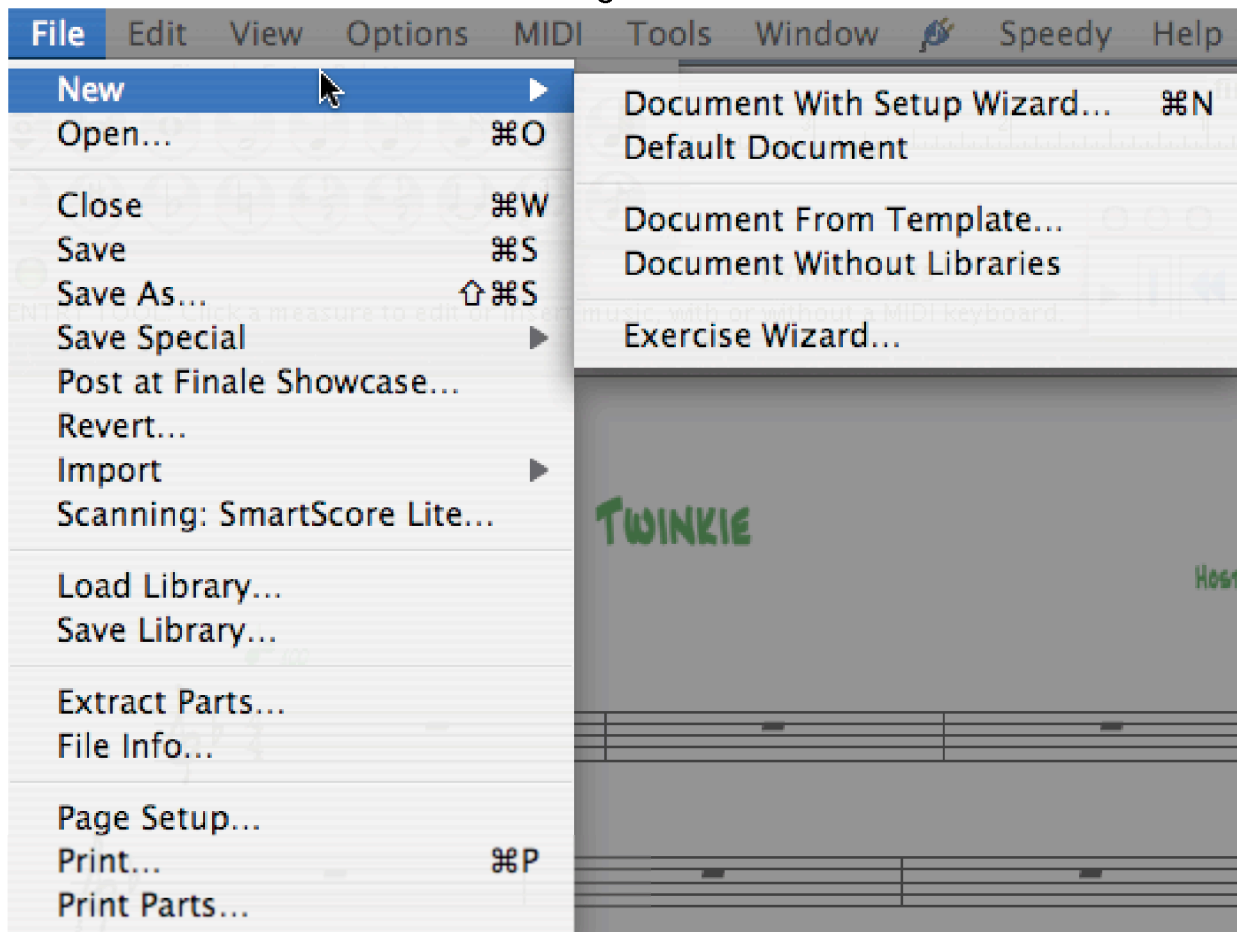
7. Select “Specify Initial Tempo Marking:” and Type “100” in the field next to the quarter note (Fig. I.4).
8. Select “Specify Pickup Measure” and click the quarter note (Fig. I.4).
9. Select “Jazz” for the default music font, then click “Finish” to create the document (Fig. I.4).

Fig. I.4



In the future, if you would rather not use the Document Setup Wizard, click “Cancel” then from within Finale, go to the “File” menu and select “New”, then any of the options (Fig. I.5).

Fig. I.5



II. Saving your work

After you have set up the score you should save it. Save often! Finale will automatically save backup copies of your work. This option can be set in the “Program Options” under the “Options” menu (we have it set to the student folder, which is also where you should save your work for this tutorial).

To save, press the command (⌘) + “s” keys, type a name, and select a destination. Leave the .mus extension on the file so Finale on Mac’s and PC’s can read the file.

III. Entering Notes

There are a number of ways to enter notes, ranging from clicking them in one at a time to importing MIDI files. Your method, for the most part, will be determined by how proficient you are on the MIDI keyboard. This tutorial will cover the two most common and easiest methods; Simple Entry and Speedy Entry. Also worth mentioning is the comprehensive online help available from the “Help” menu at the top of the screen. There is also a Quick Start Video library available from the same menu which is rather extensive as well.

A. Simple entry

The Simple Entry method is the slowest method for entering notes (although the latest release of Finale has made it a little faster). It is very useful for editing mu-

sic that has already been entered. The options for entering notes using this method include: Using the mouse to click the notes into the score, selecting a note value and playing the notes into the score. See the “Simple” menu for key commands and options for the simple entry tool.

1. Select the Simple Entry tool from the Main Tool Palette (Fig. III.1).
2. Select the desired note value from the Simple Entry Palette (Fig. III.2). Note that the palettes can be dragged into different shapes by dragging the lower right corner.

Things to know about Simple entry:

* *Typing “r” after selecting a note value changes the note to a rest (it will also change the note before the insertion point to a rest) or you may invoke the “Simple Entry Rests Palette” from the “Window” menu and select the rests by clicking on them.*

* *Try typing numbers on the computer’s numeric keypad to change the values... 4=eighth, 5=quarter, 6=half, 7=whole, and the dot adds a dot.*

* *Once you have selected a value, you may either click the note into the score or play it with the MIDI keyboard-the notes will be entered with the selected value starting at the insertion point of the cursor (you will need to press the “enter” key on the numeric keypad to set the insertion point if it is not already set)...*

* *If you make a mistake, press the “delete” key and the note will be erased. Command + “z” is also a very helpful key combination to know.*

* *If you want to change a note that has already been entered, click and drag the note (with the same note value selected) to the correct pitch.*

3. Make sure that “Use MIDI Device for Input” is selected from the “Simple” menu.
4. Now enter the first four measures of “Twinkie” (attached to this tutorial) using each of these Simple Entry Methods. Notice that when you enter the note in the first measure the measure shrinks and won’t accept any more notes-that’s because we set that measure as a pickup with the Document Setup Wizard. This can also be set or changed with the Time Signature Tool.

Simple Entry Tool

Fig. III.1

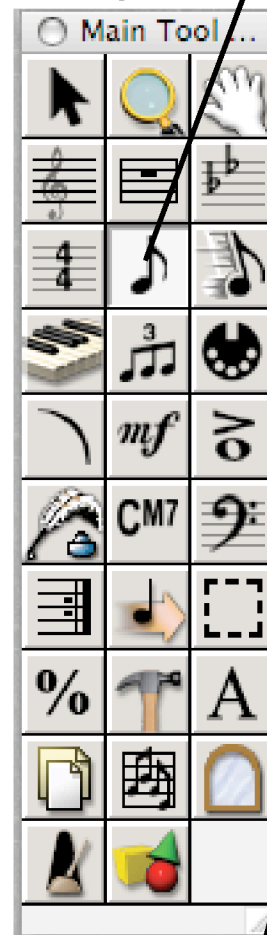
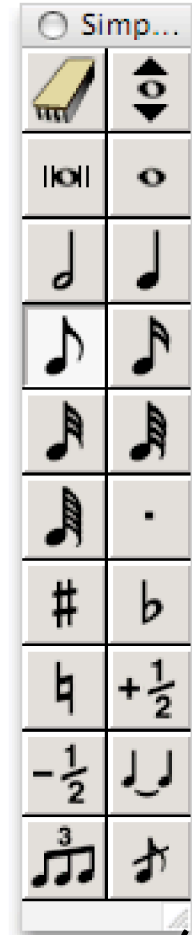


Fig. III.2



Drag here to change palette shape.

IV. Speedy Entry

The Speedy Entry method also employs the use of both the MIDI and computer keyboards, but in a slightly different manner. You will find a “Speedy” menu that allows you to set parameters as well as view commands.

1. Select the Speedy Entry Tool from the Main Tool Palette (Fig. IV.1).
2. Now go to the “Speedy” menu and make sure “Use MIDI Device for Input” is selected.
3. Click in the measure into which you want to enter the notes.
4. First play the note on the MIDI keyboard (hold it) then use the computer’s numeric keypad to enter the note value.

Things to know about Speedy Entry

- * *The note values are the same as Simple Entry.*
- * *Typing a note on the computer keypad without playing a note on the MIDI keyboard produces a rest of the selected value.*
- * *There are more commands such as ties (the “=” key) and enharmonics (the “9” key) that can be quickly accessed via the numeric keypad.*
- * *Holding the option key while pressing a number on the numeric keypad produces a tuplet of that value (the setting will remain until the duration of the tuplet is satisfied).*
- * *Once you have the keys and commands under your fingers you can really fly using this method!*

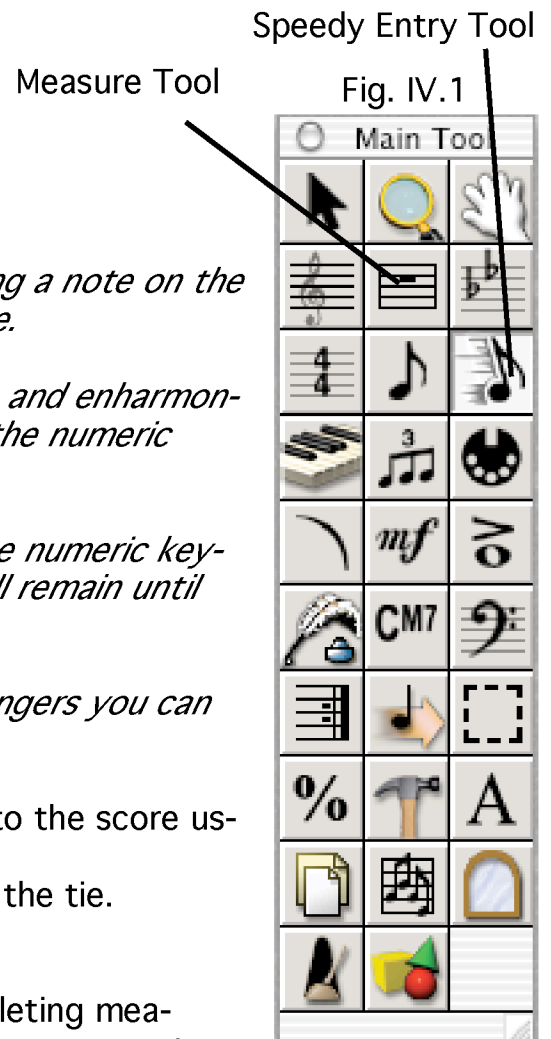
5. Now enter the remaining notes of “Twinkie” into the score using the Speedy Entry Method.
6. Click on the last half note and type “=” to add the tie.

V. The Measure Tool

The measure tool is used for barlines, adding and deleting measures and many other measure altering functions. You may go to the “Measure” menu to see what it can do but first let’s use it to set the final barline.

1. Select the Measure Tool (Fig. IV.1) and double click in the last measure.
2. Now in the “Measure Attributes” window, select the final barline as the right barline (the first row is for the right barline) and click OK.
3. Next, select the measure immediately after the double bar, then while holding the “shift” key, select the last empty measure. All of the empty measures should be selected...Now go to the “Measure” menu and select “Delete” to remove them.

Save now...



VI. Lyrics

Entering lyrics can be as simple as typing them in. There is also an editor where you can type your entire lyric then assign it to the notes. For our example we will be typing directly into the score.

1. Select the Lyric Tool from the Main Tool Palette (Fig. VI.1).
2. Go to the “Lyrics” menu and make sure “Type Into Score” is selected.
3. Click on the first note and begin typing the lyrics into the score. Use the “tab” key (which does not produce word extensions) or the space bar (which does produce word extensions when no lyric is assigned to the next note) to advance to the next note. Use “shift” + “tab” to go back to the previous note.
4. Type the “-” key to add hyphens (don’t worry if they don’t appear immediately, you can select “Update Hyphens” from the “Lyrics” menu to see them). Also note that typing a hyphen will automatically bring you to the next note.

VII. Text Tool

The Text Tool can be used to type the title, composer, page numbers and any other text blocks (other than dynamics, lyrics and some other more specialized text). You may explore the “Text” menu for some of the other uses and settings for this tool. For now, we are going to use it to add composer information.

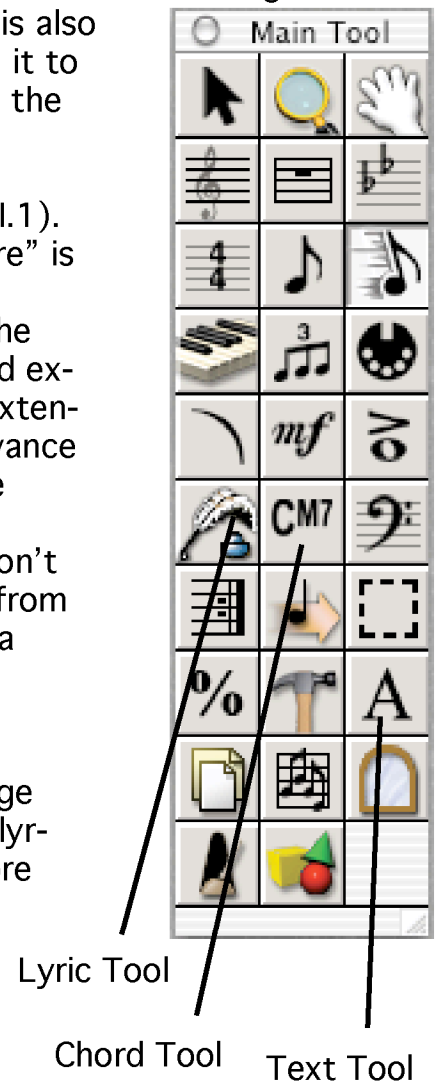
1. Click on the Text Tool in the Main Tool Palette (Fig. VI.1).
2. Double click on the handle attached to the “Composer” text.
3. Now type the information from the Twinkie score.
4. Then double click on the left side of the score and add the text “Concert Score”.

VIII. Chord Tool

The Chord Tool allows you to enter chords in a number of ways: Typing the chord symbol, choosing the chord symbol from a library or playing them in. You can even teach it chords and create your own chord symbols. Finale has the capability of learning complex chords and allowing you to create your own chord libraries. You can also choose whether or not you want Finale to play the chords. For this example we will try a few methods of chord entry in order to familiarize you with them.

1. Select the Chord Tool from the Main Tool Palette (Fig. VI.1).
2. Go to the “Chord” menu and select “MIDI input” and make sure “Show Fretboards” is not selected.
3. Click on the first note and an ear should appear over the note. Now play the chord in root position (making sure you play all of the notes at the same time). Do this until you get to the FMaj9 chord in measure 12.
4. In measures 12 and 13 we are going to assign multiple chords to the same notes.

Fig. VI.1



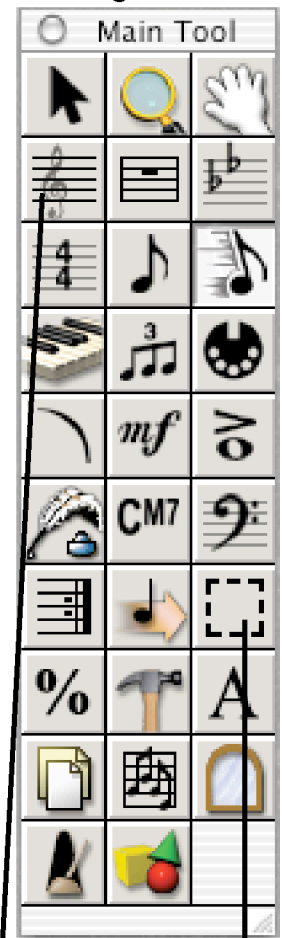
If you enter them on the same note they will all play at the same time (not pretty) so we are going to trick the program by creating rests (or notes) and chords in Layer 4:

- A. Select Layer 4 from the Layer popup menu in the lower left corner of your screen (it should say Layer 1 by default).
- B. Now enter quarter rests in measures 12 and 13.
5. Measures 12 and 13 also contain chords that Finale will not recognize. For the purpose of this tutorial we will use “Manual Entry” and “Type Into Score” rather than playing them into the score.
6. Reselect the Chord Tool and select the “Manual Input” option from the “Chord” menu.
7. Click on the rest under the half note in measure 12 and when the “Chord Definition” dialog box appears type “FMaj9” in the field at the top of the box.
8. Click “OK” , “Yes” then “OK” and your chord suffix has been added to the library. Do this for the other chord in measure 12 as well.
9. For measure 13 we will use the “Type into Score” method.
 - A. Select “Type Into Score” from the “Chord” menu.
 - B. Now click on the rest on beat 1 of measure 13 and type the chord symbol. Do the same for the remaining chords. Note that the “tab” key advances the insertion to the next note and the “enter” key enters the chord and removes the insertion point.
10. Notice the box with triangles that appears to the left of the staff when the Chord Tool is selected (Fig. VIII.1). Click and drag the left most triangle up or down to adjust the height of the chords.
11. Now click on the Staff Tool (Fig. IX.1), then select measures 12 and 13.
12. Go to the “Staff” menu and select “Apply Staff Style...”. The “Apply Staff Style” dialog box appears.
13. Select “04. Blank Notation: layer 4 (k)” and click “OK”.
14. To fix the spacing of the chords in measures 12 and 13, select the Chord Tool from the Main Tool Palette and “Manual Input” from the “Chord” menu. Then click on the chord handle of each chord to drag it into alignment.
15. Now select “Layer 1” from the Layer popup menu.

Fig. VIII.1



Fig. IX.1



Staff Tool

Mass Edit Tool

Don't forget to save frequently!!

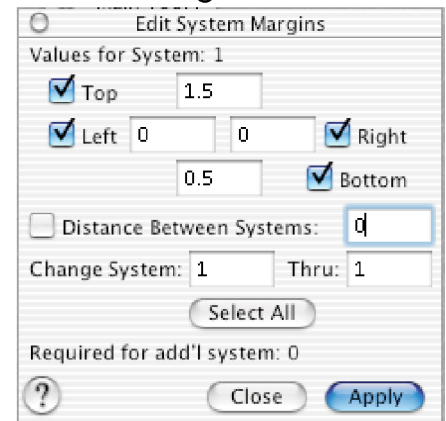
IX. The Mass Edit Tool

The Mass Edit Tool is the most powerful tool on the palette. It is used for everything from copying, pasting, arranging measures much more. We are going to use it to apply some measure and spacing changes.

1. Select the Mass Edit Tool from Main Tool Palette (Fig. IX.1).
2. Select all of the music by clicking just to the left of the staff.

3. Go to the “Mass Edit” menu and select “Fit Music...” and type the number 4 in the “Action” field then press “OK”.
4. Now select the last 6 measures and do the same thing but this time type 3 for the number of measures.
5. Select all of the measures again.
6. Now go to the “Mass Edit” menu and select “Music Spacing” and then “Apply Note Spacing”. You may want to experiment with the other options to see how they change the score.

Fig. X.1

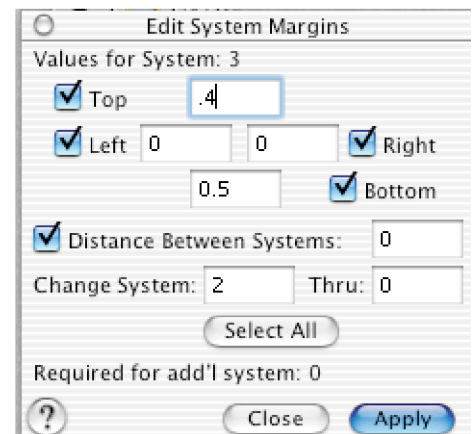


X. Page Layout

The Page Layout Tool is used to change all aspects of the page layout from the page size and margins to the distance between staves.

1. Select the Page Layout Tool from the Main Tool Palette (Fig. XI.1).
2. Go to the “Page Layout” menu, “Systems” and select “Edit Margins”.
3. See Fig. X.1. for the settings for the first staff. Click “Apply” to apply the settings.
4. See Fig. X.2 for the settings for the remaining staves. Note that when you press “Apply” some of the numbers may change, don’t worry, it’s OK. Also note that the system range is from 2 - 0. This tells Finale to change all the systems from the first number on.

Fig. X.2



XI. Expression Tool

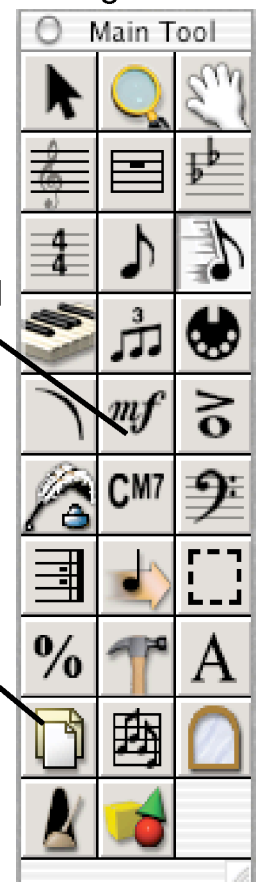
The Expression Tool is used to add dynamic, tempo and other markings to your score. The Tempo marking we created with the “Document Setup Wizard” may be edited and moved with this tool. You may also create your own markings, edit existing or assign them to notes or measures by clicking in a measure or on a note (this selection is made from the “Expression” menu). We are going to move the tempo marking with it.

1. Select the Expression Tool from the Main Tool Palette (Fig. XI.1).
2. Notice that the handle on the tempo marking has appeared.
3. Click the handle and drag the marking to the desired location.
4. Now let’s add a dynamic marking to a note by going to the “Expression” menu and selecting “Meta-tools: Attach to Note” and “Adjust Below Staff Baseline”.

Expression Tool

Page Layout Tool

Fig. XI.1



5. Double click on the first note, make sure “Note Expression” is selected and select “F” from the “Expression Selection” dialog box and click “OK”.
6. Now click and drag it to the desired location.

XII. Smart Shape

Use the Smart Shape Tool to add crescendos, trills and other shapes to your music. Let’s add a crescendo to our score.

1. Select the Smart Shape Tool from the Main Tool Palette (Fig. XIII.1).
2. Select the crescendo and while holding the shift key, double click and drag to create a straight crescendo (holding the shift locks the shape on the horizontal plane. If you don’t use it, you will be able to drag in any direction).

XIII. Articulation Tool

The Articulation Tool is used to add articulations to individual notes. To add the same articulation to multiple notes simultaneously, select the Mass Edit Tool, the notes, then go to the “Mass Edit” menu and select “Apply Articulation”. Then select the articulation and note options. We are just going to add an articulation so you can see how it’s done.

1. Select the Articulation Tool from the Main Tool Palette (Fig. XIII.1).
2. Click on the first note and the “Articulation Selection” dialog box appears.
3. Now double click the (2) accent.

XIV. Graphics Tool

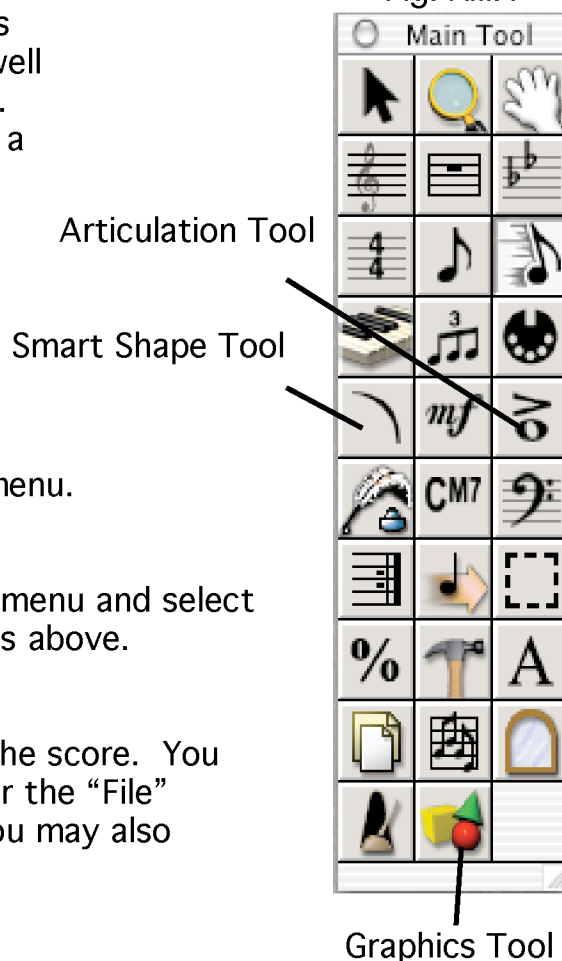
The Graphics Tool enables you to export music as graphics for use in handouts and publications as well as sending music to people that don’t have Finale. The file formats include TIFF and PICT (and ESP in a later version). You may also import graphics into Finale.

1. Select the Graphic Tool from the Main Tool Palette (Fig. XIII.1).
2. To export a portion of a document, double click and while not releasing the second click, drag across the area to be exported.
3. Select “Export Selection” from the Graphics” menu.
4. Choose a resolution, file type and click “OK”.
5. Name the file and choose a destination.
6. To export an entire page go to the “Graphics” menu and select “Export Pages”, and follow the same process as above.

XV. Printing

Go to the “File” menu and select “Print” to print the score. You may also print and extract parts from a score under the “File” menu. Using the print driver in Macintosh OS X you may also save your document as a pdf file.

Fig. XIII.1



TWINKIE

CONCERT SCORE

ARRANGED BY JIM BRODERICK
LYRICS BY BRENDA CERVANTES

$\text{♩} = 100$

A7 D G D G D

OH! TWIN - KIE TWIN - KIE MY HOST - ESS FRIEND HOW I LOVE YOU

A7 D D G D G A D G

'TIL THE END SWEET CREA - MY CEN - TER FILL - ING WHEN I EAT YOU

D A7 D G D

IT'S SO THRILL - ING TWIN - KIE TWIN - KIE MY HOST - ESS FRIEND

G D A7 F#m9 Abm9 C#m9 F#m9 F#m9(#11)

YOU ARE SO GOOD 'TIL THE END.