



TOP 5 FINALE TIME SAVERS FOR BAND, CHOIR AND ORCHESTRA DIRECTORS

Mavis Kallestad, Presenter
www.finaletraining.com

1. FAST NOTE ENTRY:

- USE A MIDI KEYBOARD! Finale auto-detects your MIDI device when you plug it in! No setup required.
- Use SIMPLE ENTRY for note entry and fine editing. Place cursor in measure, press duration number and play in note.
Laptop Users: Turn on LAPTOP SHORTCUT TABLE to use the top row numbers to change note durations.
Rhythmic Values: '1, 2, 3, 4, 5, 6, 7, 8 and 9'
Rests: Either '0' or 'R'
- Use HYPERSCRIBE ENTRY to enter notes in real time using a MIDI keyboard and a metronome beat.
- REPITCH TOOL: Using the HYPERSCRIBE TOOL, play in the rhythm only from a MIDI keyboard. Using Simple Entry's REPITCH TOOL, place cursor on a note and play in the correct pitches.
- SCAN in your music, bring it into Finale, edit, transpose or create a SmartMusic practice file.
- PERCUSSION NOTATION with correct playback: Using SIMPLE ENTRY, place cursor in measure, use up/down arrows to scroll to desired instrument, press duration number and press ENTER.

2. SELECTION TOOL (to move, delete, highlight, edit, copy and transpose items):

- CLICK/HOLD/DROP to move a marking. DOUBLE-CLICK to edit a marking.
- CONTEXTUAL MENU: The quickest way to edit text and markings in your score. RIGHT-click with a 2-button mouse; CONTROL-click with a 1-button mouse.
- EASY INTERVAL TRANSPOSITION: Use Metatools '6, 7, 8, or 9', or CONTEXT-click and choose **TRANPOSE**.
- EASILY MOVE MEASURES: Use up/down arrows to move measures to adjacent staff systems.
- HIGHLIGHT MEASURES: Single-click to highlight a full measure. Drag over several beats to highlight a partial measure. Double-click to highlight a measure stack. To highlight a region, click 1st measure and SHIFT-click last measure.
- COPY MUSIC: Highlight-Click-Drop to copy on-screen. To copy off-screen, highlight region to copy. Hold CTRL / OPT and click in target measure to paste.
- EXPLODE PARTS into separate staves. Enter chords in 1 or 2 staves, highlight, press Metatool '2'.

3. USEFUL SHORTCUTS and METATOOLS:

- ARTICULATION TOOL: Hold down Metatool and click on note (or drag horizontally or vertically over selected area).
EXAMPLES: 'S' for Staccato, 'A' for Accent, 'F' for Fermata, etc.
- SMARTSHAPE TOOL: Hold down Metatool, double-click-hold and drag (double-click for 2-note slur).
EXAMPLES: 'S' for Slur, '<' for Crescendo, '>' Decrescendo. CONTEXT-click to flip marking.
- EXPRESSION TOOL: Hold down Metatool and click on note (or drag vertically over selected area).
 - DYNAMICS: '1, 2, 3, 4, 5, 6, 7 or 8' (remember '4' = 'Forte').
 - REHEARSAL MARKS: 'M' for 'mark.'
- COPY LYRICS WHEN APPROPRIATE: When all choral voices are singing the same lyrics, type them into one staff. Using the EDIT FILTER, select LYRICS only and then copy them to the other staves.
- SCORE MANAGER: Click on the **WINDOW Menu > SCORE MANAGER** (or SHORTCUT: CONTROL/COMMAND 'K'). Add, reorder or delete staves, change a staff name or playback sounds, mute/solo a staff or transpose an instrument part for another instrument.
- REPEATS AND ENDINGS:
 - REPEAT TOOL or SELECTION TOOL: CONTEXT-click in measure and make selection.
- CODA PLUG-IN: Highlight the the start measure for the Coda. Go to the **PLUG-INS Menu > MEASURES > CREATE CODA** and choose settings.
- LINKED PARTS: No need to extract parts anymore, as the score and parts are all in one document. To view parts: Go to **DOCUMENT Menu > EDIT PART**. Scroll through parts by pressing CTRL-ALT '.' on Windows; CMD-OPT '.' on Mac.

4. WORKSHEETS AND REPERTOIRE:

- READY-MADE MUSIC EDUCATION WORKSHEETS:
 - 350+ THEORY & EAR TRAINING WORKSHEETS (including puzzles and games). **New!** in 2014: Worksheets for Alto Clef instruments.
 - FLASH CARDS: 271 ready-made classroom flash cards (8-1/2" x 11" size) and 126 individual flash cards (3 per page). **New!** in 2014: Flash Cards for Alto Clef instruments.
 - 56 Jazz Improvisation worksheets that play back with rhythm section accompaniment.
 - **New!** FINGERING WORKSHEETS with fingering diagrams for Flute, Oboe, Recorder, Clarinets (Bb, Bass, Contra), Saxes (Alto, Tenor, Bari), Bassoon, Trumpet, Horn, Trombone, Baritone (TC, BC), Tuba and Keyboard Percussion.
 - All are Finale files that play back and are ready to use - OR - Use them as templates to customize to your area of teaching. Go to the **FILE Menu > OPEN WORKSHEETS & REPERTOIRE** and make selection.
- CLASSROOM REPERTOIRE: Notation for hundreds of public domain titles (piano pieces, instrumental scores, Bach Inventions, chant, early jazz, rounds, folk, patriotic and holiday songs, manuscript paper). Transpose to any key or create an arrangement by adding other instruments.
- OTHER CLASSROOM MUSIC TOOLS IN FINALE:
 - ALPHANOTES Font: Place note names, solfège or 'EmotiNotes' smiley faces inside noteheads.
 - Create scores for BOOMWHACKERS (colored noteheads), ORFF INSTRUMENTS or KODALY STICK NOTATION.
 - Create GUITAR tablature and fretboards.

5. CREATE YOUR OWN SMARTMUSIC FILES WITH FINALE:

- Create your own SmartMusic accompaniment and assessment files for solo/ensemble practice and to document student progress. The three different types of accompaniment files you can create are:
 - ASSESSMENT: Music on-screen shows red and green note assessment feature.
 - ENSEMBLE: Accompaniment only file that allows you to turn on/off individual parts during playback.
 - SOLO: An accompaniment file for solo instrument or voice with optional 'Follow Me' feature that has the ability to follow your nuances and musical interpretation.
- Click on the **FILE Menu > EXPORT > SMARTMUSIC**.

SHARING YOUR MUSIC:

- FINALE FAMILY PRODUCTS: Finale, PrintMusic, SongWriter and NotePad can all open, play, allow editing and print Finale family files from the same or earlier versions of the softwares.
- FINALE NOTEPAD: Free software that opens, views, plays, prints and allows limited editing of any Finale family file (same or earlier version) or MusicXML file. Free download at www.finalemusic.com/products/finale-notepad.
- **New!** EXPORT YOUR 2014 SCORE AS A FINALE 2012 FILE (for backward compatibility). Click on the **FILE Menu > EXPORT > FINALE 2012**. To open a document in Finale 2011 or earlier versions, export the 2014 file in .XML format (**FILE Menu > EXPORT > MUSICXML**). You can also export files as .PDF, MIDI or EPUB files.
- CONVERT older SIBELIUS FILES to Finale files using the MusicXML free plug-ins at www.musicxml.com/dolet-plugin
- EXPORT TO AUDIO: Export your score as a .WAV file (Windows) or .AIFF file (Mac) to burn to a CD. Save as an .MP3 file to play on your mobile device or for emailing.