finale
PrintMusic®
QUICK REFERENCE GUIDE FOR WINDOWS®

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Quick Reference Guide for Windows

Getting Started

A. Using the Document Setup Wizard

PrintMusic's *Document Setup Wizard* is usually the fastest way to begin a new score. The pages in this wizard allow you to quickly specify all the basic score elements.

1 From the **File** menu, choose **New > Document with Setup Wizard**.

2 Choose the ensemble and Document Style and click **Next**.

Document Styles include fonts and markings designed for particular types of documents, in this case, a choral jazz arrangement.
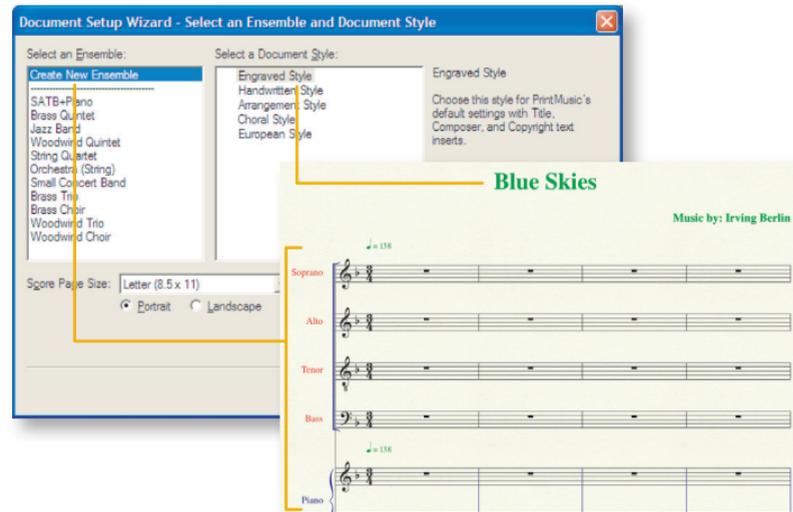
See "Setup Wizard" in the User Manual for details.

3 Add or remove instruments and click **Next**.
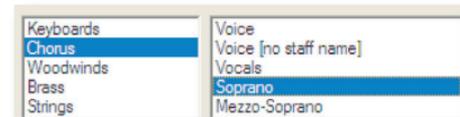
4 On pages 3 and 4, indicate the desired score elements, and click **Finish**.
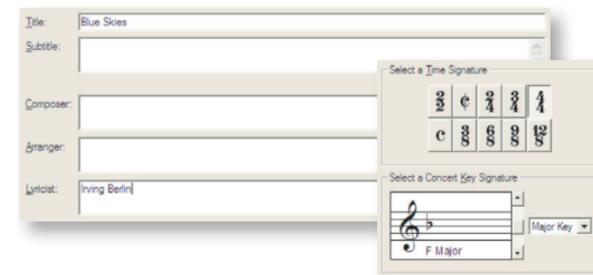
Pages 3 and 4 allow you to specify the:

- Title
- Credits and copyright
- Key signature
- Time signature
- Tempo indication
- Pickup measure
- Number of measures

B. Opening files

Open a PrintMusic file by choosing **Open** from the File menu. PrintMusic 2010 can open all Finale® notation files (*.MUS) saved in PrintMusic 2010 or earlier, as well as those saved in other Finale-family notation products.
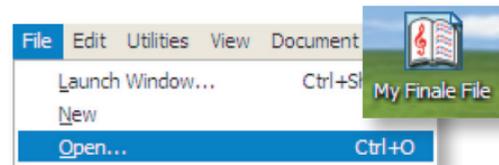
C. Sharing files

PrintMusic's native file format is the *Finale Notation file* (*.MUS). These files are cross-platform, which means the same file can be opened on either a Macintosh® or a Windows® computer. PrintMusic files are not backwards compatible, which means a PrintMusic 2010 document cannot be opened in PrintMusic 2009 or any previous version of PrintMusic. To open a PrintMusic 2010 file in PrintMusic 2009, export the file in MusicXML format. PrintMusic versions 2006 and later can import Music XML files.
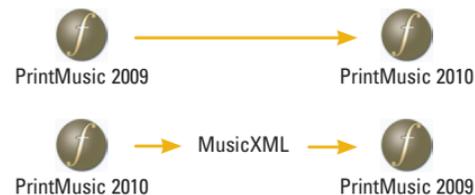
D. Scanning files

Use PrintMusic's built-in SmartScore technology to scan and import a piece of sheet music, or to import an existing scanned TIFF graphic. Go to **File > Scanning: SmartScore Lite** to find these options.

See "Scanning" in the User Manual for details and specifications.

Tip: After scanning and importing a page of sheet music, use the Selection Tool to copy the music into a new empty document with the desired orchestration and Document Style.

Navigating Your Music

Getting the best view of your score-in-progress is crucial to working with PrintMusic efficiently.

A. Choosing a view

You can view your music in *Page View* or *Scroll View*.
From the **View** menu, choose **Scroll View** or **Page View**.

View	Document	MIDI	Simple	Window
Scroll View				Ctrl+E
✓ Page View				Ctrl+E
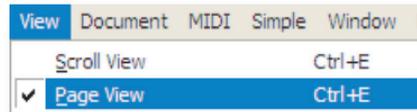
Page View

displays your music exactly as it will appear on the printed page. Use this view for system and page layout.

Scroll View

displays your music in one continuous horizontal system, free from page constraints.

Press **ctrl** + **E** to switch between **Page View** and **Scroll View**

Search "Views" in the User Manual for more details.

B. Zooming In and Out

You can find zoom commands under the **View** menu, but to save time, use keyboard shortcuts.

Press `ctrl` + `±` to zoom in

Press `ctrl` + `−` to zoom out

Zooming in and out using your mouse cursor:

Click with the middle mouse button to zoom in to the position clicked.

`ctrl` **+ click with the middle mouse button** to zoom out.

For more, search "Zoom" in the User Manual.

C. Dragging the Visible Score Region

Use PrintMusic's **Hand Grabber Tool** to reposition your view of the score.

Right-click and drag to move the score.

Search for "Hand Grabber" in the User Manual for more information.

D. Switching pages

In Page View, use the arrow buttons in the lower left corner of your screen to navigate between pages. Or, use the keystrokes listed here:
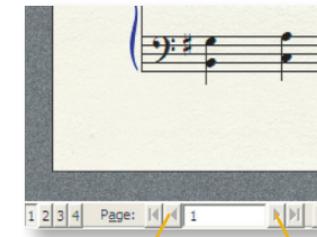
Press `ctrl` + `Page Down` to move to the previous page.

Press `ctrl` + `Page Up` to move to the next page.

Search for "Page View" in the User Manual for more information.

Entering Your Music: Simple Entry

① Click the **Simple Entry Tool**.

② Note the *Simple* menu (a) appears at the top of your screen. You will use this menu to change settings and refer to keyboard shortcuts.

③ Note the *Simple Entry Palette* (b), which you will use to specify note durations and other note properties.

a.

MIDI   Simple   Window

b.

Simple Entry Palette

A. Entering notes with your mouse

① Click the note duration in the **Simple Entry Palette**, as well as the accidental, tie, tuplet, or grace note.

② Position your mouse cursor where you would like to enter the note.

③ Click to enter the note. PrintMusic flips the stem direction when appropriate.

*Tip: Double-click one of these tools to de-select all other tools in the **Simple Entry Palette**.*

B. Entering notes with your computer keyboard

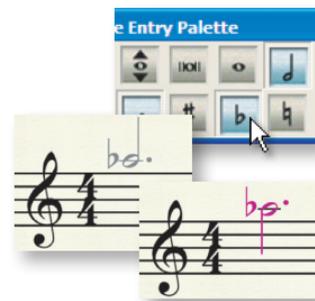Use your *numeric keypad* (c) to choose note durations before you click them in. Use the image to the right as a guide. To remove extra tools, double-press as shown below.

c.

To change the selected duration. (press once)

To select only the duration and remove the dot and flat. (press twice)

Press **numpad 9** and click to add a triplet.

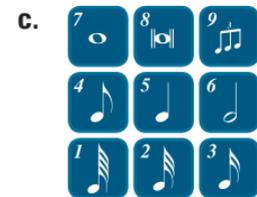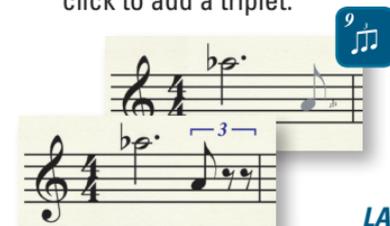Notes are purple when you enter them, indicating they can be edited with a keystroke.

Change the duration of the note you just entered by pressing **Alt + #** (1-8).

alt + 6

*LAPTOP USERS: Use the "Laptop Shortcut Table" to improve the efficiency of your smaller keyboard. Choose **Simple > Keyboard Shortcut Set > Laptop Shortcut Set**.*

All Simple Entry keyboard shortcuts are listed under the **Simple** menu.

C. Typing notes into the score with your computer keyboard

Using your computer keyboard to type notes into the score is faster than clicking. To do so, type the duration, then:

`enter`

1 Press **Enter** to activate the *Simple Entry Caret,* which is PrintMusic's entry cursor.

↓
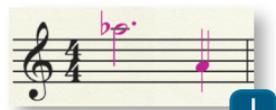
2 Use the **up** and **down arrows** to choose the pitch.

`enter`

3 Press **Enter** to enter the note.

4 Or, simply type the letter of the desired pitch, **0** (zero) for a rest.

A B C 0 D

`shift` + ↓

`←` `→`

`ctrl` + ⇅
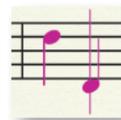
5 Press **Shift-down arrow** to move the caret down an octave.

Moves selection left/right.
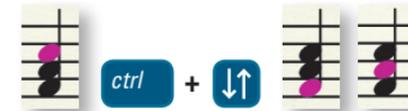
Moves selection up/down.

Here are some common ways to modify a selected note.
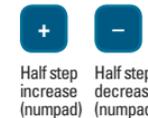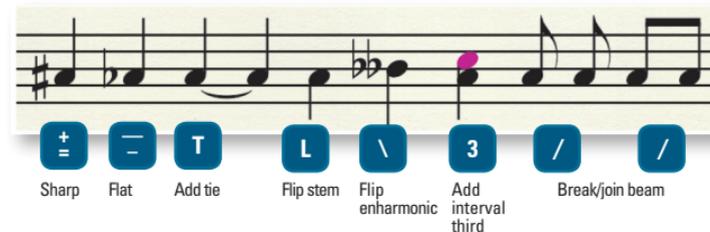
+	−
Half step increase (numpad)	Half step decrease (numpad)

+=	_−	T	L	\	3	/	/
Sharp	Flat	Add tie	Flip stem	Flip enharmonic	Add interval third		Break/join beam

See "Simple Entry" in the User Manual for more information.

D. Entering notes into the score with a MIDI keyboard

You can use your MIDI keyboard (or other MIDI device) to quickly enter notes. With the caret active, simply play the desired note or chord to add it to the score.

Check **Simple** > **Use MIDI Device for Input**, to use a MIDI keyboard for note entry.

Simple	Window	Help

✔ Check for Extra Notes on Mouse Entry
✔ Create New Measures
✔ Fill With Rests at End of Measure
✔ Launch Layer Mid-Measure
✔ Playback Notes on Entry
  Select Notes on Mouse Entry
✔ Use Simple Entry Caret
✔ Use MIDI Device for Input
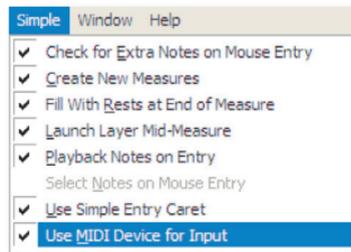
See "Speedy Entry" and "HyperScribe®" in the User Manual for other ways to enter music using a MIDI keyboard.

E. Working with Layers

When a second voice with a different rhythm is required within a measure, like the eighth notes shown here, enter the line in a new *layer*. Each layer is a rhythmically independent voice. Simply choose the new layer and enter as you would normally.

The layer selection buttons are located in the lower left corner of the PrintMusic window.

| 1 | 2 | 3 | 4 |

See "Multiple Voices" in the User Manual for more information.

Use the following shortcuts to quickly change layers.

alt	+	shift	+	1	= Layer 1
alt	+	shift	+	2	= Layer 2
alt	+	shift	+	3	= Layer 3
alt	+	shift	+	4	= Layer 4

Always use layers 1 and 2 first when notating multiple voices. If there are three or four voices in a single staff, then use layers 3 and 4 as needed.
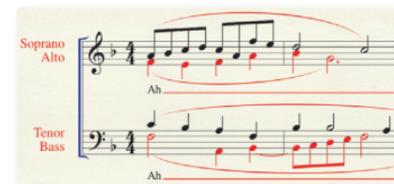
From the **Document** menu, choose **Show Active Layer Only** to work with a single layer independently.

| 1 | 2 | 3 | 4 | + | ✔ Show Active Layer Only |
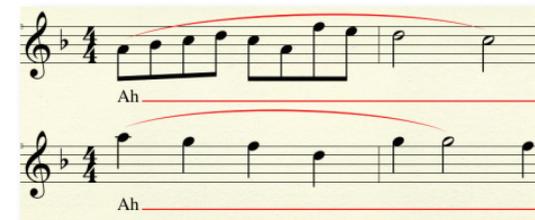
Show Active Layer Only allows you to edit or clear individual layers without affecting the hidden layers. (Compare to figure above).

Playing in Your Music—HyperScribe®

HyperScribe allows you to record directly from your MIDI keyboard into the score. To configure your MIDI keyboard (or other external MIDI device) for use with PrintMusic, see "Setting up your MIDI system" in the Tutorials section of the PrintMusic User Manual.

A. Recording a performance

1 Click the **HyperScribe Tool**.

2 Click a measure.

3 Wait for two countoff measures and begin playing.

4 When you're done, click the score.

B. Setting the smallest note value

Since a live performance is never perfect, PrintMusic rounds off your performance to the nearest note value you choose. For example, if your piece does not include any notes shorter than an eighth note, tell PrintMusic this by specifying eighth as the smallest note value to ensure there will not be sixteenth notes in the transcription. This setting is configured in the Quantization Settings dialog box.
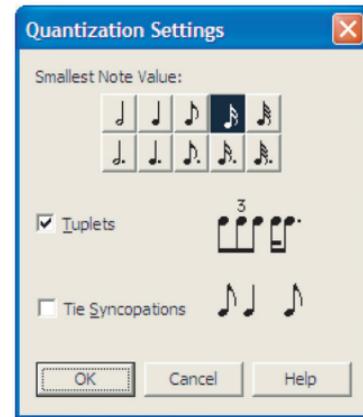
*Choose **MIDI > Quantization Settings** to open this dialog box.*

Results of your HyperScribe recording depend on the Smallest Note Value selected and other quantization settings.
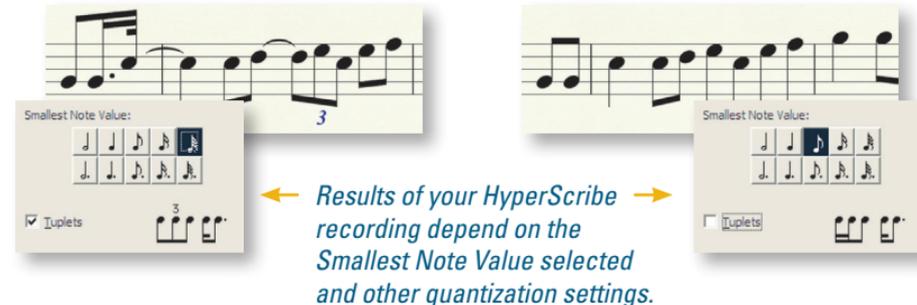
C. Recording into two staves

1 Click the **HyperScribe Tool**.

2 From the **HyperScribe** menu, choose **Record Mode** > **Split Into Two Staves**.

3 Enter the split point (middle C = 60) and click **OK**.

4 Record your performance.
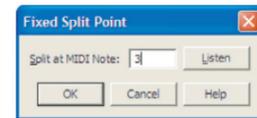
Selecting Music

The *Selection Tool* is PrintMusic's universal editing tool. It can be used to select, move, delete, copy, paste, or otherwise edit any region of measures and virtually any individual item in the score.
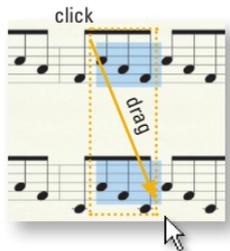
A. Selecting regions and measures

Click and drag diagonally across any measure region (partial or whole measures) to select a measure region.

Click on the staff lines (between beats) to select a full measure.
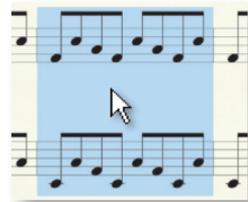
Double-click a full measure, or Command-click between beats. Copying measure-specific items or deleting full measures requires a stack selection.

Tip: See "Selecting Music" in the User Manual for more details.

B. Expanding selection

Use keyboard shortcuts to expand or contract the selected region on a single staff...

To next beat   *shift* + →

To end of measure   *ctrl* + *shift* + →

To end of score   *shift* + end

...or on multiple staves.   *shift* + ↓   *shift* + ↓ (again)
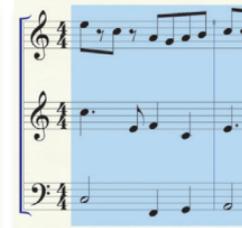
A selected region including full measures in every staff is called a measure stack and is indicated by highlighting that extends from the top to the bottom staff, including the area between staves.

Using Contextual Menus

Right-click to open contextual menus.

You can perform many common tasks using contextual menus.

Or, choose from one of the many other options. By context-clicking a region you can perform a multitude of additional tasks:

- Edit measure attributes
- Change the barline style
- Create or break multimeasure rests
- Cut, copy, or paste
- Transpose
- Add, insert, or delete measures
- Change the key, meter, or clef
- Apply alternate notation
- Add repeats

Transpose, add repeats, insert measures, and make other changes to measure regions.
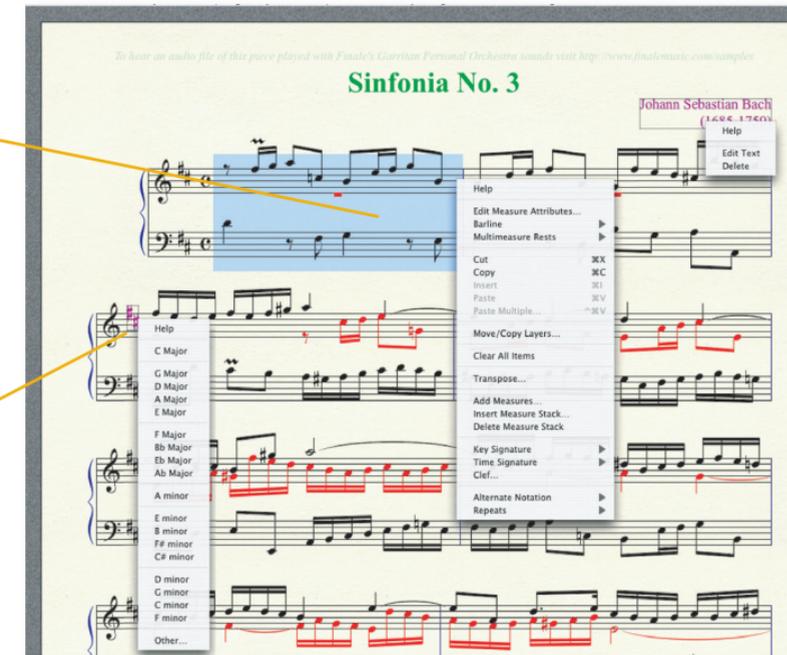
Edit or delete text.

Change the key.

Copying, Pasting, and Inserting

PrintMusic offers a great deal of control over copying, inserting and pasting (replacing).

A. Drag-copying

If the source and target regions are both visible on your screen, quickly copy music by dragging the selected region.

1 Click and hold

2 Drag

3 Release

B. Clipboard-copying

If the source and target regions are not both visible on your screen, copy music to the clipboard, then paste the contents of the clipboard to the target region.

Tip: See "Copying Music" in the User Manual for more details.

1 `ctrl` + `C`

2 Select the target

3 `ctrl` + `V`
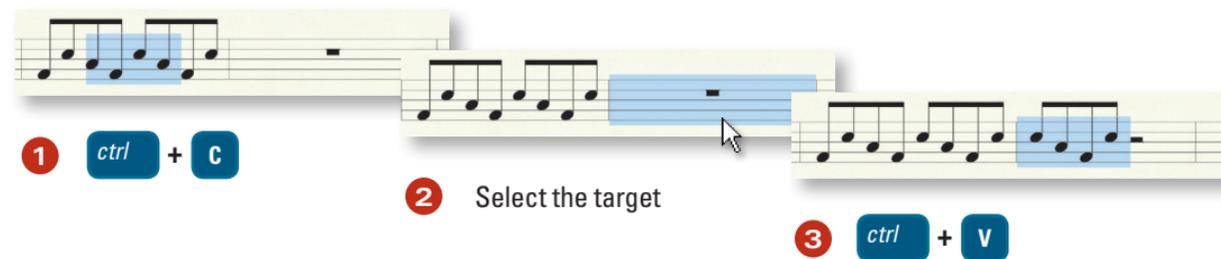
C. Inserting music

Using the above methods, PrintMusic overwrites the content in the target region. When you *insert*, all subsequent music is pushed toward the end of the score, usually increasing the total number of measures.

`alt` + click and drag to insert instead of paste.
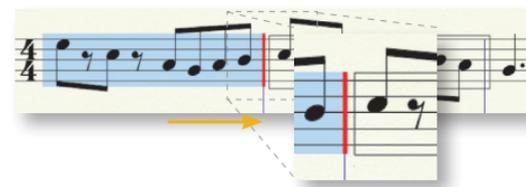
A red insertion bar indicates the inserted music will nudge music toward the end of the score. Full measures will *not* be inserted.
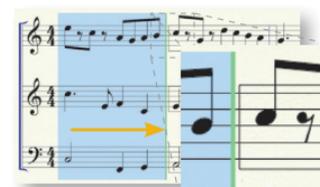
A green insertion bar appears when copying and inserting stacks. It indicates PrintMusic will insert the full *measure(s)*, pushing subsequent measures toward the end of the score.

Changing the Measure Layout

A. Fitting a certain number of measures per system

1 Select the measures you would like to fit.

2 From the **Utilities** menu, choose **Fit Measures**.

3 Type the number of measures and click **OK**.
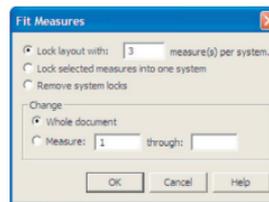
PrintMusic automatically adjusts the measure layout to fit the specified number of measures throughout the selected region.

B. Adjusting the measure layout manually

You can move individual measures from one system to the next, or to the previous.

1 Select the measure(s).

2 Press ↓ to move to the next system, or ↑ to move to the previous.

Tip: To add a pickup measure, from the Document menu, choose Pickup Measure.

Tip: See "Measure Layout" in the User Manual for more details

Working with Staves

Use the *Staff Tool* to easily insert, delete, or edit staves. When you click the Staff Tool, the Staff Menu appears at the top of your screen. The following instructions assume the Staff Tool is selected.

A. Inserting staves

1 Select a measure region in a staff. The inserted staff will appear *above* this one.
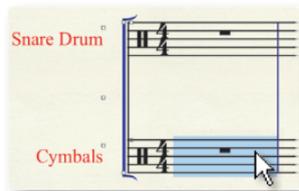
2 From the **Staff** menu, choose **New Staves**.
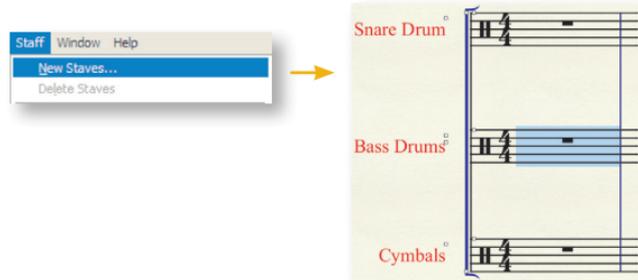
B. Deleting staves

1 Click outside or between staves to remove all selections. Then select a staff handle.

2 Press **Delete**. PrintMusic removes the staff and repositions adjacent staves accordingly.

*Alternatively, **right-click** a staff handle and choose **Delete and Reposition**.*

C. Applying Alternate Notation

1 Select the measure region.

2 **Right-click** the region and select the desired Alternate Notation Style.
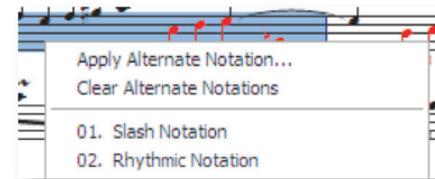
Alternate Notation can be used to apply a notation style, such as the following, to a portion of a staff.
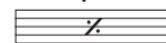
1-bar repeats **Rhythmic notation** **Slash notation**

Markings and Text

Most markings and text are added with one of three tools; the *Expression Tool*, *Articulation Tool*, or *Smart Shape Tool*. In this section, you will learn how to easily add these figures, and which tool to use.

A. Adding expressions

Six different types of figures are added with expressions, each with its own category:

Add an expression:

1 Click the **Expression Tool.**

2 Double-click the score.

3 Choose the category.

4 Double-click the expression.

Articulation Tool

Smart Shape Tool

con brio

mf

Expression Tool

B. Adding articulations

Articulations are markings attached to a single note, including:

Ornaments

Accents   **Staccato**   **Tenuto**

Add an articulation to a single note:

1 Click the **Articulation Tool.**

2 Double-click the note.

3 Double-click the articulation.

Add an articulation to multiple notes:

1 Click the **Articulation Tool.**

2 Drag-select a region of notes.

3 Double-click the articulation.

C. Adding slurs and hairpins

Lines, curves, and other shapes are added with the *Smart Shape Tool*.

Trills   Glissandi   Ottavas (8va/8vb)

Hairpins   Slurs
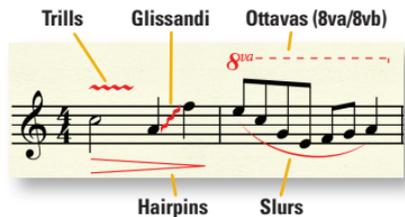
Adding a Smart Shape:

1 Click the **Smart Shape Tool.**

2 Choose the desired tool from the **Smart Shape Palette**.

3 Double-click and drag to add the Smart Shape.
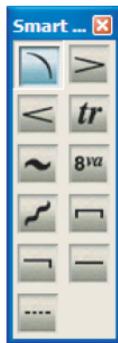
Drag the diamond handles to adjust the slur contour.

D. Adding text

Titles, subtitles, composer, arranger, lyricist, and other text that does not need to adjust with the music is added with the *Text Tool*.

dedicated to Countess Julie Guicciardi

Titles — **Sonata, Op. 27, No. 2**   Composer

Subtitles — Sonata quasi una Fantasia   Ludwig van Beethoven 1802

Adagio sostenuto
Si deve suonare tutto questo pezzo delicatissimamente e senza sordino

pp sempre

Setting a document's title page text:

1 From the **File** menu, choose **File Info**.

2 Enter the page text information in the File Info dialog box.

3 Click **OK**.
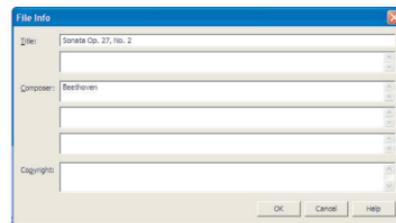
To enter Lyrics, use the Lyrics Tool.

Adding other text on a page:

1 Double-click to display the text frame.

2 Type the desired text, or, choose an insert.

3 Press **Return**.

*To add a text insert, choose **Text** > **Insert**.*

Key Signatures, Time Signatures, and Clefs
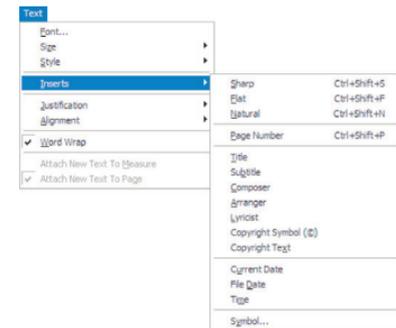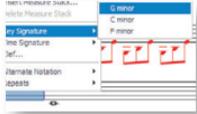
Changing the key, time, or clef:

1 Choose the **Selection Tool.**

2 **Control-click** a measure.

3 Choose the **Key Signature, Time Signature,** or **Clef** command and choose the desired option.

A. Defining a key signature

1 Click the **Key Signature Tool.**

2 Double-click a measure.

3 Use the slider next to the key signature preview to specify the key.

4 Click **OK**.

Time Signatures

Key Signatures   **Clef Changes**
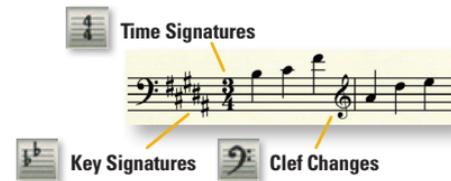
B. Defining a time signature

1 Click the **Time Signature Tool.**

2 Double-click a measure.

3 Use the **Number of Beats** slider to specify the number of beats per measure.

4 Use the **Beat Duration** slider to specify the duration (e.g. eighth, quarter, etc.).
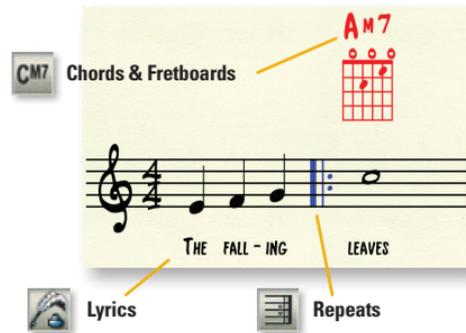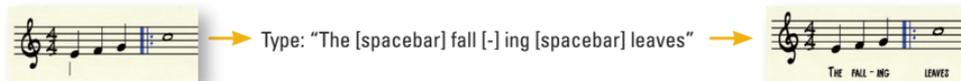
5 Click **OK**.

C. Defining a clef change

1 Click the **Clef Tool.**

2 Double-click a measure.

3 Double-click the desired clef.

Lyrics, Chords, and Repeats

A. Typing in lyrics

1 After the notes are entered, click the **Lyrics Tool.**

2 From the **Lyrics** menu, check **Type Into Score**.

3 Click a note to display a blinking cursor beneath the staff.

4 Type a syllable and then press the spacebar to advance. Use - (dash) to add hyphens between syllables.

CM7   Chords & Fretboards

AM7

THE FALL - ING   LEAVES

Lyrics   Repeats

Type: "The [spacebar] fall [-] ing [spacebar] leaves"

THE FALL - ING   LEAVES

B. Typing in chord symbols

1 Click the **Chord Tool.**

2 Click to display a cursor above the staff.

3 Type the chord root and suffix. For example, "Amin7".

When typing chord symbols, use "b" for flat and "#" for sharp.

Type: "Amin7 [spacebar]"

AM7
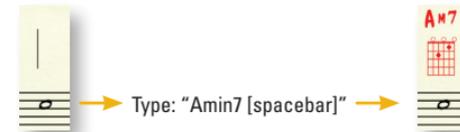
4 Press **spacebar**. PrintMusic converts your text to a chord symbol.

*To show guitar fretboards, from the **Chord** menu, choose **Show Fretboards**.*

C. Creating repeats with 1st and 2nd endings

1 Click the **Repeat Tool.**

2 Select the region of measures you would like to enclose in repeat barlines, including the first ending measures.

3 From the **Repeat** menu, chose **Create Simple Repeat**.

4 Select the first ending measures.

5 From the **Repeat** menu, choose **Create First and Second Endings**.

Repeat   Help
Create Simple Repeat
Create First and Second Ending
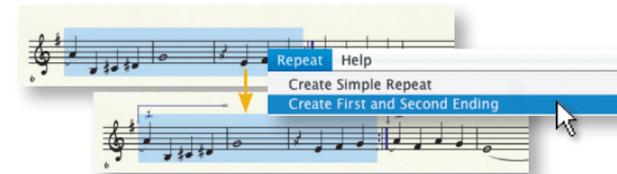
Playback

A. Playback Controls

The Playback Controls are located in a floating palette that gives you tape deck-like buttons for controlling the playback of your score.

Playback Controls

Hold down [spacebar] and click a measure to start playback.

Press [*ctrl*] + [*spacebar*] + click and drag to spot-check.

Press [*ctrl*] + [*shift*] + [*spacebar*] + to spot-check a single staff.

B. Changing the playback tempo

If you have not defined a tempo marking:

1 In the Playback Controls, click the **Tempo** popup menu and choose the desired note duration.

♩ = 120

2 Enter the number of beats per minute in the adjacent text box.

Tempo marking expressions override the tempo indicated in the Playback Controls. See "Tempo Marks" in the PrintMusic User Manual.

C. Using Human Playback®

The proper performance of any piece of music depends on the genre and style. For example, you wouldn't expect a jazz piece to be performed the same way as a classical sonata. Tell PrintMusic how you want your piece performed using *Human Playback*. Human Playback performs the music in the style specified, and even interprets the markings you've added. To choose a Human Playback style, from the MIDI menu choose Human Playback, and then select the desired style.

1 From the **MIDI** menu, choose Human Playback and then select the desired style.

2 To turn off Human Playback, from the **MIDI** menu, choose **Human Playback** > **None**.

*Choose **MIDI > Human Playback > Jazz** to activate the Swing submenu (under the MIDI menu) where you can select the type of swing feel to add (light, standard, or heavy).*
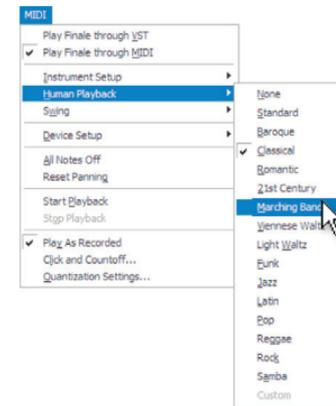
Page Layout

Adjusting the position of systems and page margins should be the final step before printing your score. Use the following techniques to finalize the page layout:

Click and drag these handles to adjust the position of the page margins for this page.

Click and drag these handles to adjust the system's top margin.

Click and drag a system to adjust the position of the system, which also adjusts all subsequent systems vertically.

These icons ( ) represent systems whose staves can be adjusted individually. To show staff positioning handles from the **Page Layout** menu, choose **Allow Individual Staff Spacing**. Then choose the **Staff Tool** to display an additional staff handle. Drag these lower handles to adjust the staff's vertical positioning individually.
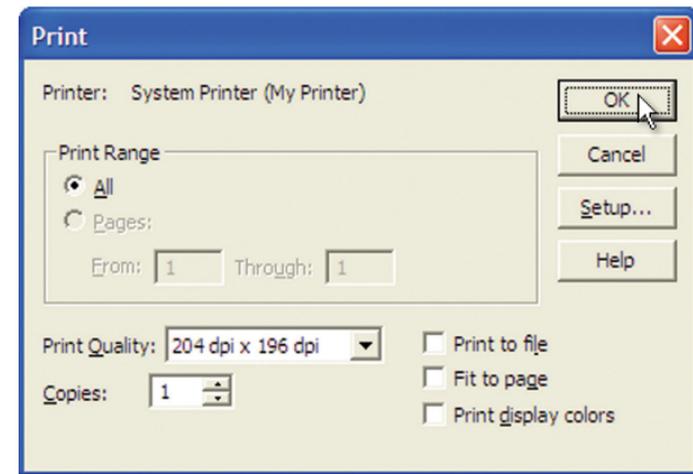
`ctrl` **+ click and drag** to move a system independently.

See "Page Layout" in the User Manual for more details on laying out your pages.

Sharing Your Music

A. Printing your score

To print, press `ctrl` **+** `P` and click **OK**.

See "Printing"in the User Manual for details.

B. Exporting an audio file

1 From the **File** menu, choose **Export to Audio File**.

2 Choose a location and filename.

3 Choose whether to save a compressed or standard audio file.

4 Click **Save**.

File name:	My Piece	Save
Save as type:	Audio files (*.wav, *.mp3)	Cancel

○ Standard Audio File
○ Compressed MP3 File

C. Sharing your music online with Finale Reader™

Share your music with anyone over the Internet, even if they don't own a Finale-family product. Simply instruct your recipient to download and install the free Finale Reader available here:

www.finalemusic.com/reader

Then, e-mail the file as an attachment, or post it to a website such as www.finaleshowcase.com. With Finale Reader, anyone can open, play, and print your masterpiece.