

The New Look of
Finale 2014

SoundTree Webinar
November 18, 2013
8:00 – 9:00 p.m.

Handout can be downloaded from:
www.tomrudolph.com click on handouts

Direct link:

[http://tomrudolph.com/presentations/Finale
2014 Webinar.pdf](http://tomrudolph.com/presentations/Finale2014Webinar.pdf)

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Part 1: What's new in Finale 2014

A. Finale Worksheets. Finale 2014 includes a host of well-written worksheets that can be printed and distributed for class activities. These files are also excellent examples of Finale page layout possibilities.

To Access Finale Worksheets:

1. From the File menu choose Open Finale Worksheet
2. Open the folder and peruse the worksheets.
3. Make changes to worksheets as needed.

Name	Date Modified
▶ (6000) Puzzles Games and Flash Cards	Jul 11, 2010 2:12 PM
▶ (5000) Terminology	Jul 11, 2010 2:12 PM
▶ (0000) Elements of Music	Jul 11, 2010 2:12 PM
▶ (8000) Form and Analysis	May 24, 2010 6:31 P
▶ (9000) Jazz Improvisation	May 24, 2010 6:31 P
▶ (7000) Ear Training	Mar 29, 2010 1:56 P
▶ (4000) Chords	Mar 29, 2010 1:56 P
▶ (3000) Intervals	Mar 29, 2010 1:56 P
▶ (2000) Rhythms	Mar 29, 2010 1:56 P
▶ (1000) Scales	Mar 29, 2010 1:56 P

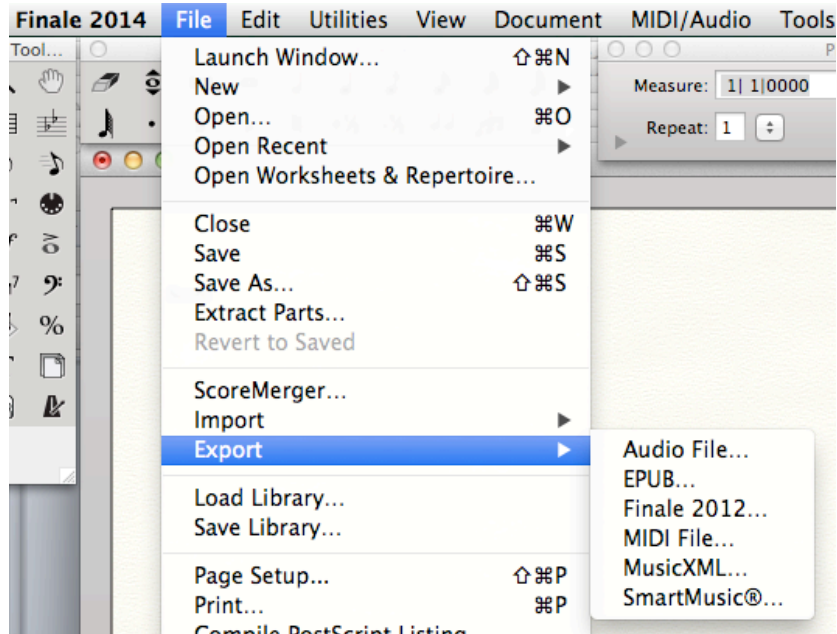
You can also view the worksheets online:

<https://www.finalemusic.com/UserManuals/Finale2014Mac/Content/Finale/Worksheets.htm>

TIP: There is a Finale Worksheets Answer key PDF that downloads with Finale 2014 that includes all of the worksheet answer sheets. These can be printed for reference as needed.

B. Finale 2014: New Export options:

1. Saving in Finale 2012 format
2. Exporting in EPUB format for incorporating with iBooks



C. Finale 2014: Improved note entry when entering with Voices and entering accidentals

Demo video: <http://bcove.me/lj6m16yp>

D. New Look of the Finale 2014

1. An updated Mixer
2. Additional options in Special Tools
3. Enhanced set-up percussion staves

Demo video: <http://bcove.me/1blxbgfi>

E. Additional Garritan Sounds in Finale 2014

1. List of new sounds included with Finale 2014:

<http://www.finalemusic.com/wp-content/uploads/2013/07/2014-Finale-Garritan-Sounds.pdf>

2. Sample playback:

<https://soundcloud.com/makemusicinc/tchaikovsky-the-nutcracker-le>

Part 2: Getting Starting using Finale

LEARNING RESOURCES:

1. Watch the Finale Quickstart Videos available in Finale via the Help menu.
2. Search the User Manual available from the Help menu.
3. Go through the tutorials from the Launch Window under Learning Center

A. SETTING UP A SCORE

1. Use the Setup Wizard: File > New
2. Understand the three views in Finale (from the View Menu)
 - a. Scroll View – best for scores
 - b. Page View – best for single stave parts and page formatting
 - c. Studio View – best for playback and sound selection
 - d. To zoom in/out: hold down CTRL (⌘) and press the + or – keys.

B. BASIC NOTE ENTRY:

Simple Note entry with the mouse

1. Click the note value from the Simple Entry Palette.
2. Click anywhere in any measure with mouse – keep clicking to add lots of notes
3. Use arrow keys to change pitches of any purple note just added
4. To enter a rest while entering, choose the value of the rest and press 0 (zero)
5. Or, select a note and press the letter R to change it to a rest. Or, show the Simple Entry Rests palette from the Window menu and click them in.
6. Type Control+Z (*Command+Z*) if you make a mistake or press the arrow icon top left of the screen (you can also select Edit > Undo).
7. Press ESC or select another tool when done.

Simple Note entry: typing notes into your score the using computer keys

1. Select the note value from the Simple Entry Palette
2. Hold down CTRL (Option on Mac) and click in the desired bar.
3. Type **a**, **b**, **c**, **d**, **e**, **f** or **g** on computer keyboard
4. Press Zero on the keypad to enter a rest.

5. Press the left and right arrows to select specific notes.
6. Use Shift + arrow up or down to change octave of the highlighted note
7. Press ESC or select another tool when done


Simple Note entry: adding notes into your score the using the Enter key and Arrows

1. Select the note value from the Simple Entry Palette
2. Hold down CTRL (Option on Mac) and click in the desired bar.
3. Use the arrow keys to select the correct pitch.
4. Press Enter to enter the pitch.
5. Press Zero on the keypad to enter a rest.
6. Press ESC or select another tool when done

Simple Note Entry: step time entry with a MIDI keyboard)

1. Select the note value from the Simple Entry Palette
2. Hold down CTRL (Option on Mac) and click in the desired bar.
3. Play the pitch or pitches on the MIDI Keyboard
4. Press Zero on the keypad to enter a rest.
5. Press ESC or select another tool when done

HyperScribe Note Entry: Live recording with a MIDI keyboard)

1. Select the HyperScribe Tool 
2. Set the Playback and Click options:
HyperScribe > Beat Source > Playback and/or Click
3. Set the record mode:
HyperScribe > Record Mode > Record into one staff
4. Set the quantization settings:
MIDI/Audio > Quantization Settings
5. Click inside a bar to start recording or click the round red Record button in the Playback controls.
6. Play live, but listen carefully to the metronome
7. Click the mouse in the score to stop recording
8. Type Control-Z (*Command-Z*) to undo recording

C. ENTERING LYRICS

1. To enter Lyrics, click the Lyrics tool.
2. Click on the note where you want to add lyrics
3. Type in the lyrics:
 - a. Press the Space bar at the end of a word
 - b. Press dash (-) to make a syllable break.

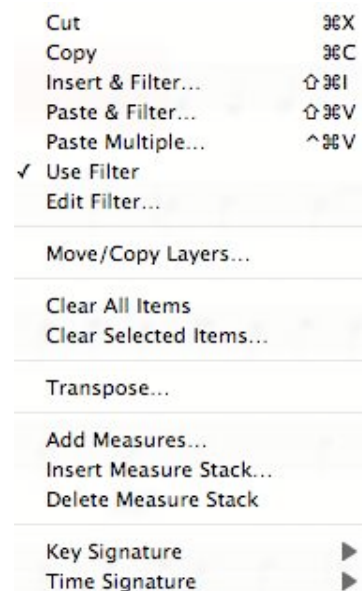
D. ENTERING CHORDS

1. To enter chord symbols, click the Chord Tool
2. Set the input to Manual Input.
3. Click above the note or where you want to enter the chords.

4. Type the chord and press the Space bar to move to the next chord.
5. Type the root followed by Colon+Zero to view the chord suffix library. For example: C:0 and press return.

E. ADDITIONAL TIPS

1. Use the Selection Tool to select notes/measures/passages.
2. Use Contextual menus:
 - a. Press Esc. To choose the Selection Tool.
 - b. Right-click and choose a selection from the contextual menu. .
 - c. Tool-specific contextual menus = Staff tool, Measure tool, Key and Time Signature tool, and any handle.



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