Finale
Composing and Arranging
Tips and Tricks

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This handout is available at:
www.tomrudolph.com/handouts

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A. Copy and Paste and Moving Octaves. Use the shortcut to copy and paste – select a passage then hold down the CTRL Key (Windows) or the Option key (Mac) and click in the desired location. To transpose Octaves, use the shortcut press the numbers 8 & 9.

1. **Open the file: 1. Hey Hoe Start.sib**
2. Zoom in and out of the score using the shortcut: CTRL (minus or plus); Command (minus or plus) on Mac.
3. Open the Filter to select just the items you want to copy: Edit > Edit Filter. Select just Notes and articulations.
4. Choose the Selection Tool by press the Esc key up to three times.
5. Selection options:
   a. Click in the margin to select a part for the entire piece.
   b. Drag-select or use Click and Shift-Click to select a portion of a piece.
6. Select the top staff, first system (drag-select).
7. To copy it to the trombone part, hold down the CTRL Key (Win) or the Option Key (Mac) and click in the Trbn. Part in bar 11.
8. To transpose an octave, select the music, and press the number 9 or choose Transpose from the Utilities menu.

TIP: Using the Built-in Metatools for Transposition when the Selection Tool is selected.. These are pre-set – the numbers 5, 6, 7 & 8. Press Esc until the Selection Tool is selected Select one or more bars of music.
1. Press the numbers:
   a. 6 = Down a diatonic step
   b. 7 = Up a diatonic step
   c. 8 = Down an octave
   d. 9 = Up an Octave
   e. For other intervals Right-click and choose Transpose (or select Transpose form the Utilities menu).

9. To copy it to the tuba part, hold down the CTRL Key (Win) or the Option Key (Mac) and click in the tuba part in bar 13.
10. To add an octave to any pitch (or pitches), select it and then open the Transpose window from the Utilities menu. Check the button "Preserve Original Pitches."

B. Use the Re-Pitch option to score harmony parts. Often a second part has the same rhythm as the first part but with different pitches. A fast way to copy the rhythm and enter new notes is via re-pitch.

1. In the **Hey Hoe** file…
2. Select the first note of the second staff
3. Select the Repitch Icon from the Simple Note Entry Palette.
4. Hold down Alt (Option on Mac) and click on the desired note head.
5. Enter the new harmony notes by playing them on the MIDI keyboard or typing the letter names. Only the pitches will be changed.

TIP: It can save a lot of time if you add all the articulations to the lead part and then copy and paste it and re-pitch the second part. All the markings attached to notes will remain.

TIP: You can re-program the 6-9 Meta tools – with the Selection tool selected, hold down Shift and CTRL (Shift and Option on Mac) and press the desired number. Now, this will be re-set for this file.

D. Explode Parts: Enter chords in one part or in a piano/sketch part. Select it and explode the voices into each part.

1. **Open the file: 2. Explode.mus**
2. Choose the Selection Tool (Press Esc up to 3 times)
3. Select all or part of the source material. Click in the margin to select the entire part.
4. Press the number 2 (shortcut for Utilities > Explode)
5. Enter the number of staves for this example to 5.
6. Change the "Place into Existing Staves" to Alto 1.
7. Change the octaves by choosing the Selection Tool, Selecting the part or parts and pressing the number 8 to lower an octave, 9 to raise an octave.

TIP: To display in concert or transposed score, select it from the Document window.

E. Implode Parts – for piano reductions, score reductions and the like.

1. **Open the file: 3. BachPianoReduce.mus**
2. Choose the Selection Tool (Press Esc up to 3 times until it is selected)
3. Select two or more staves. In this example, select the Soprano and Alto parts.
4. With the staves selected, press he shortcut, the number 1 or choose Implode from the Utilities menu.
5. Choose "Add a New Staff to the bottom of the score."

F. Arranging techniques - Band-in-a-Box Plug-ins: Type in Chord symbols. Use the Band-in-a-Box plug-ins for orchestration. This technique works best when chord symbols are entered manually above a melody.

1. **Open the file: 4. Aura Lee Lead sheet.mus**
2. Choose the Staff Tool.
3. From the Staff menu choose New Staves (with Setup Wizard).
4. Add 4 new staves using the Set-up Wizard.

TIP: If no staff handle is selected, the new staves are placed at the bottom of the score. If a staff handle is selected before adding staves, they are inserted above the selected stave.

2. Choose the Selection Tool then highlight the melody and chords for bars 1-8.
3. From the Plug-ins Menu, choose Scoring and Arranging > Band-in-a-Box Plug-ins.
4. Since there are a total of 5 staves, select 5 part.
5. Choose an option in the left side of the window, such as "Drop-two SuperSax."
6. Under Voices, choose "Four Existing Staves" and choose the top staff.
7. Click OK to Orchestra the part.
8. Edit > Undo and try other Band-in-a-Box plug-ins.

G. Using the Band-in-a-Box Plug-ins in a full score

1. **Open the file: 5. In the Mood.MUS**
2. Choose the Selection Tool.
3. Select the 1ˢᵗ Alto part (chords have been entered in this part)
4. Select Plug-ins > Scoring and Arranging > Band-in-a-Box Plug-ins.
5. Since the saxes are in 5 parts, choose 5-part.
6. Select "Drop-2 SuperSax."
7. Select the first trumpet part.
8. Select Plug-ins > Scoring and Arranging > Band-in-a-Box Plug-ins.
9. Since are 6 brass parts, choose 6 part.
10. Select Big Band Brass

TIP: You can add a drum part (Groove) to the score by choosing Plug-ins > Scoring and Arranging > Drum Groove…

H. Metatools for Entering Articulations

1. Choose the Articulation Tool.
2. Double-click on any note to bring up the Articulation window. Study the Metatool assignments:
    a. A = Accent
    b. S = Staccato
    c. E = Legato
3. Close the Articulation widow.
4. With the Articulation tool still selected hold down the key, such as A for accent.
5. With the A key selected click on individual notes to add accents as needed.
6. Drag-select to apply the articulation to more than one continuous note in a passage.

TIP: Using Simple Note Entry, you can add articulations by pressing the * key on the numeric keypad after a note has been entered (on a laptop, hold the fn key and press the P key).

I. Staff Styles: Use Staff Styles to apply a host of options such as slash notation, rhythmic notation, instrument doublings and much more.

1. **Open the file: 6. Hiccup_LS.mus**
2. View the what needs to be changed in the printout on the last page of this handout.
3. Notice that quarter rests have been entered where there is slash notation. This is for adding chord symbols to individual beats.
4. To apply the slash notation, choose the Staff Tool.
5. Select the bar.
6. Right-click and select Slash notation from the Staff Styles contextual menu.
7. Repeat the above steps and apply:
   a. Rhythmic notation
   b. Blank notation
   c. Hide a staff
   d. One-bar repeats
   e. Instrument Doublings

TIP: You can define your own custom Staff Styles to do virtually anything in Finale. Select Staff > Define Staff Styles.

J. Last Steps before printing the Score

1. Check Instrument ranges: From: the Plug-ins menu, choose Scoring and Arranging > Check Range.
2. Apply the Cautionary Accidentals: choose Plug-ins > Note, Beam, and Rest Editing > Cautionary Accidentals.
   a. Select Courtesy Naturals – Parenthesize
3. Review the score and print the parts

K. Learning Resources:

1. Watch the Finale Quickstart Videos available in Finale via the Help menu.
   a. Click on the Visual Index to go directly to the appropriate video
2. Go through the tutorials from the Launch Window under Learning Center
3. Use the Reference via Help > Table of Contents
4. Go to www.finalemusic.com, click on support and then search the Knowledge Base.
5. Book: *Finale: An Easy Guide* by Rudolph and Leonard
6. Book: Alfred MusicTech series*: Composing with Notation Software* (for use with young students).
7. Lessons on www.soundtree.com - Teaching Resources, click on lesson plans, search for notation lesson plans.

Lead Sheet

Blues for a Hiccup

By Vince Leonard