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NOTE

The text to the right of the Select a Document Style list frame updates each time you select a new option, such as font choice, document style, and Setup Wizard's elements (Title, Subtitle, Composer, Arranger, Score/Part, and Copyright text/inserts). Select other Document Styles and take note of how their descriptions change for the various Document Styles offered. See Appendix B, "Using Special Notation Fonts" page 281 for more information.

The triangles to the left of the specific styles expand to allow you to refine a style choice. When a style choice is selected, the information to the right is updated to illustrate the page and musical elements present in that particular document style.

Maestro and Broadway Copyist are music fonts provided free with Finale; either one can be selected as the default font used in your score with the Document Setup Wizard. These two special music fonts are not the only ones Finale can use for musical symbols and graphic elements in your score. Finale lets you choose from a wide array of third-party fonts to use in a score, such as Golden Age, Petrucci, or Sonata. You can also purchase additional music fonts and download them, if there is a special music font you want your scores to use.

Figure 1-6 shows a preview of how your score will look with the selected font Maestro.



Figure 1-6: An example of the Maestro font.

Figure 1-7 shows a preview of how your score would look using the default handwritten music font Broadway Copyist.



Figure 1-7: An example of the Broadway Copyist font.

NOTE

You can click the button Always Use This Document Style with the Selected Ensemble to set a selected ensemble to the specified Document Style. When you select an ensemble, the default document style is selected automatically.

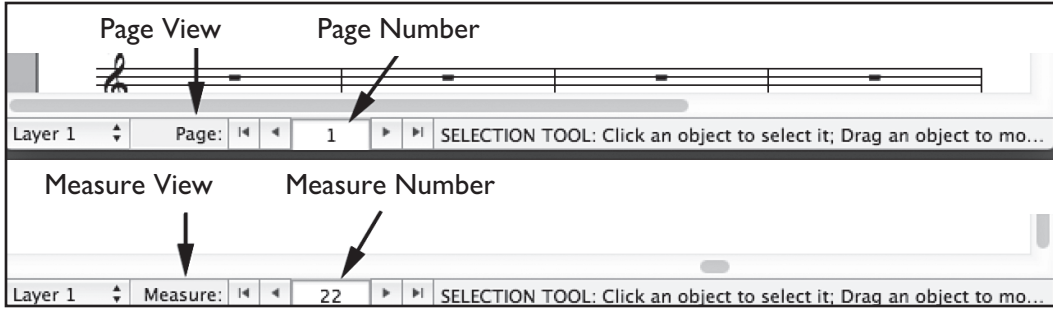


Figure 1-24

Opening an Existing Document

Perform the following steps to open an existing document in Finale.


- Locate the folder called Finale 2014 and double-click its icon. Double-click or select the application icon Finale 2014 to launch or start the program.
- Click on the word File in the top menu bar and hold down the mouse button. Drag the pointer down until you get to the word Open, and then release the mouse button (i.e., File > Open). A dialog box will appear allows you to search for the document on the hard drive or a CD, DVD, or memory stick.

Finale Power Tools and Shortcuts

There are several ways to execute notation commands in Finale. Power keys provide the quickest way to perform certain tasks, and they are worth learning.

Power keys are keyboard shortcuts that provide the most efficient way to maneuver and complete a Finale task quickly. They can save you considerable time by reducing the amount of mouse clicks necessary to perform a notation procedure. When a power key choice is available in Finale, *Finale Primer: 2014 Edition* will encourage you to use it right from the start.

THE POWER KEY ICON

When you see the icon , the information that follows will present a new keyboard shortcut. For multiple power keystroke sequences, press the first key in the text first, hold it down, then press the subsequent key or keys. For example, Command+N/Ctrl+N instructs you to press the Command key and then the letter N (the “+” key is not pressed, instead it indicates that the keys are pressed together). As previously mentioned, the Mac keystrokes are listed first, and the Windows shortcuts follow the forward slash.

Make sure that power keys become an important part of your Finale technique!

Once Document Options is selected, the dialog box shown in Figure 3-3 will appear.

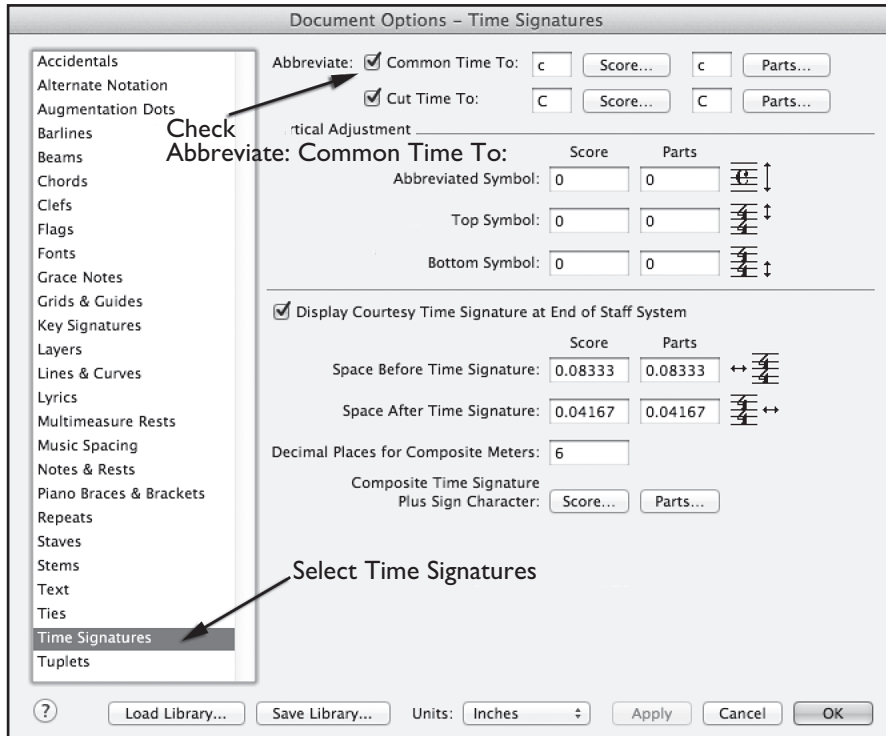


Figure 3-3

P Using the Power Keys macro, Command+Option+A/Ctrl+Alt+A, allows you to skip a step and bring up the Document Options dialog box immediately.

3. Select Time Signatures, then check the box next to Abbreviate. Leave the remaining information alone. Your score will now have the $\frac{4}{4}$ time signature replaced with a common time symbol as in Figure 3-4.

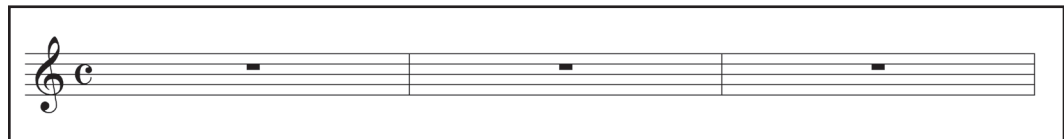


Figure 3-4

4. Next, use the Key Signature tool to select D major, as in Figure 3-5.

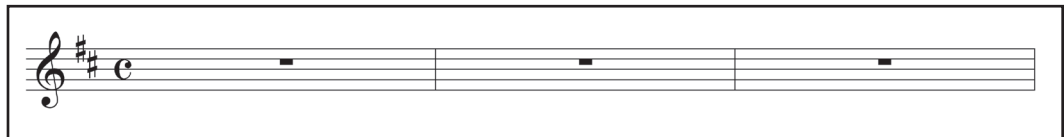


Figure 3-5

5. Select the Measure Attributes tool and double-click the last measure to create a final double barline at the end of the score.
6. Save as “Bill Bailey Excerpt.” We will come back to this file later in the text.

- You can create multiple copies of a measure(s) using the convenient Edit main menu option Paste Multiple, for many copies of the selected measure you wish to repeat horizontally or vertically. To use this command, select the measure or measures to repeat with the Selection tool. Then go to the Edit menu > Copy (Command+C/Ctrl+C); Edit menu > Paste Multiple and a dialog box will appear that lets you define how Finale will paste and/or repeat measures in your score (see Figure 4-25).

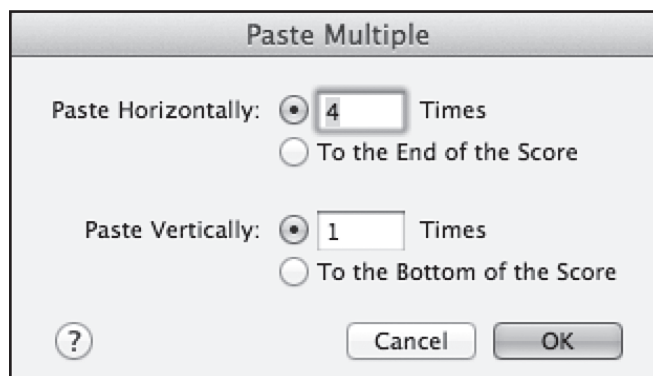


Figure 4-25

- The options for this dialog box are very straightforward and easy to use. The Times fields control the number of repeats both horizontally and vertically. To the End of the Score repeats until the end of the work, while To the Bottom of the Score copies the measures below the selected measure to the bottom of the score.
- Complete the melody using the copy feature of the Selection tool. The measures in the boxes will be the sources to drag to the following measures to copy (see Figure 4-26).

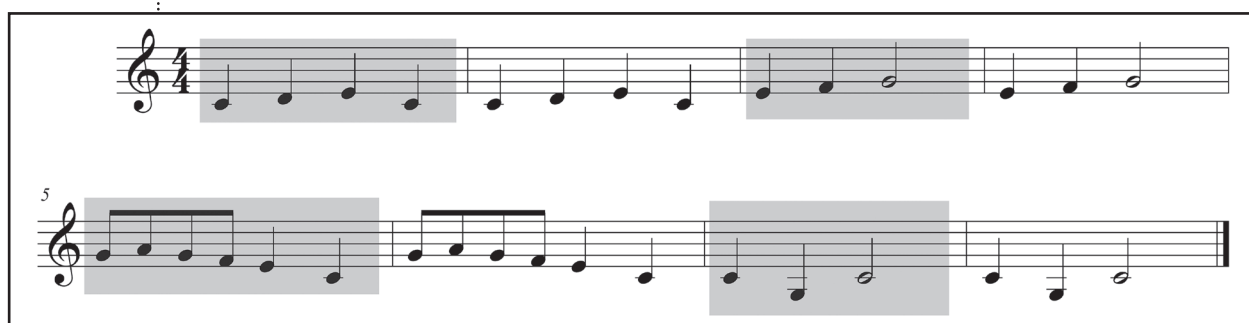


Figure 4-26

NOTE

Always analyze your music to see if there are any repeated melodies, to make your input job easier.

Multiple Measure Copy

To finish the song in Drill 4-B, you would need to copy the entire melody twice. However, the dragging trick only works when you can see both source and target measures on the screen at the same time. If this isn't the case, Finale has a copying shortcut that can be used to copy any amount of music from one place to another, even when the source and the target are hundreds of measures apart.

Your goal is to select measures 1 through 8. Since you can drag-enclose only what fits on a single screen, you cannot select all eight measures by drag-enclosing or creating a marquee unless you have a large monitor. You need another way to select measures.

Amazing Grace Organum



Transpose Up 5th Preserve Original Pitches



Transpose Up 4th Then 5th With Preserve Original Pitches



Figure C-3

You can also review some of the following compositions that use parallel chords and intervals:

- Debussy’s *La Cathédrale Engloutie (The Sunken Cathedral)*, a wonderful piece to hear and view parallel chord technique within a classic solo piano composition
- Paul Hindemith’s *Ludus Tonalis (1942)*—“Interludium”
- McCoy Tyner’s groundbreaking quartal harmony work with John Coltrane
- Introduction to Stevie Wonder’s “You Are the Sunshine of My Life”

Make this parallel transposition technique a part of your skill set when using Finale as a composer, arranger, or musician.

7-6A

HINT

The forward slash key “/” breaks and links notes with flags and/or beams in Speedy Entry.

Project 7-7

7-7A

HINT

Go to Document > Show Active Layer Only to see the names of the drum part for entry.

C COMPOSER'S CORNER

Creating Dynamic Metronome Markings in a Score

The metronome was created in 1815 by Johann Maelzel as a tool for musicians to help them keep a steady tempo. The metronome produces regular, metrical ticks for beats that are expressed, and are selectable, in beats per minute (BPM). Some metronomes or metronome applications also include synchronized visual motion (e.g., pendulum-swing) or flashing lights. In addition, a different tone or volume can be applied to the downbeat of each measure.

A metronome marking is often used by composers as a standard tempo reference, to indicate the intended tempo for the piece. It can also contain text to help clarify the appropriate feel, such as funk, swing, romantic, or a temporal word such as *allegro*, *adagio*, or *presto*. The following text will guide you through creating your own tempo markings, for the start or any point in a score.

You can place the first metronome mark (M.M.) in a score with the Document with Setup Wizard command.