

## Update Reference for “The Finale Projects” Finale 2012 though V26

Thanks for Purchasing “The Finale Projects”. It’s been several years since I wrote a new edition of the book. In using the latest Finale, there are not a lot of functional differences. 90% of the current 2<sup>nd</sup> edition is completely up to date with the latest Finale. There are a few places you may want to make notes. I have created notes in column form so you can cut them up and paste into the ‘notes section’ on the page margins of the book. Throughout most of the book you would use the Finale 2011 instructions.

### Chapter 1 - 3

Page 6 step 3. Don’t be concerned about changing to ‘Smart Music Sounds’. The newer default sounds from Garritan work wonderful. I wouldn’t change the sound set at all.

Page 16 step 4 Click on *More Options* for windows.

### Chapter 4

Page 37 Step 3 – 5 The correct staff styles are 22 Sop Alto and then 23 Tenor Bass.

Page 38 **First paragraph of ‘Teacher I Have A problem’** Using Garritan default sounds you will not have a metronome issue at all. If you can’t hear the metronome, your audio system may not be working. Check to see if it is.

Page 49 step 1. The instructions for assigning repeat brackets to staves in the Document Options is not working. After putting in the repeats, right click on the bracket and select ‘Edit Ending’. Here you can access the Staff List described in step 2. Follow the steps starting at step 2. Continue to step 6. You will need to right click on the 2<sup>nd</sup> ending bracket and select the same staff list for the bracket as well.

Page 56. Creating and Using a New Category. This is good information but not necessary in later version of Finale. The choral templates already have a category of expressions for both above and below the staff. However, they do use different shortcuts. The default shortcuts are for above the staff. You can select dynamics for below the staff from the category ‘below the staff’. You can also create shortcut keys for

those dynamics as described later in the book by holding shift and clicking in the box for that dynamic.

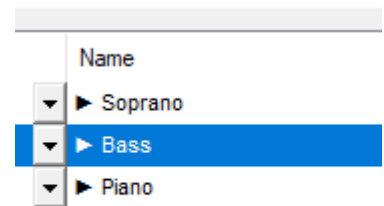
Page 58 step 4 directs you to transpose the notes by an octave. Finale now guesses what octave to put the notes in so this may not be needed for this project, but good to know, you will need it in the future.

Page 67 step 4. Simply click on the handle of the staff you want to change. All other staves below will move when you move the TB staff. No need to drag a box to select handles.

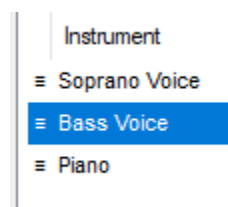
Page 85 step 4, simply use selection tool and right click as in step 1.

Page 87 & 88 Adding New Staves. This is a big change from Finale 2011. This is done with the Score Manager. Select Window/Score Manager.

Select the staff **Name** where you want to insert a new staff such as the bass staff.



Then click on Add Instrument. If needed you can drag the staff using the 3 lines to the left of the instrument name in the 1<sup>st</sup> column to reorder the staves. This automatically sets the instrument, staff transpositions, Midi Channel and more for you.



If you want to change the sound as described on page 88, you would also use the Score manager. Under the 'sound' column, select the sound you want to use.

Page 89 step 4 is not necessary.

## **Chapter 6**

Page 93

Step 2, click on the + sign next to *general* and select *Handwritten Style (Jazz Font)*

Step 3, don't select *SmartMusic Soft Synth*. Select *Guitar* from the *Plucked Strings* group and *Guitar Tab* from the *Tablature* group.

Page 97 step 8. After moving this system, you may need to type **Ctrl/Command U** to update the systems.

Page 98 - Chords. In this exercise I explain how to type chord suffixes. Using the template we selected at the beginning of this project, the suffixes most closely follow the 2009 instructions. However, keep in mind that different chord libraries are not consistent and you may need to experiment with different ways to type in the desired chord suffix. Selecting different *Document Styles* will load different libraries. Also remember the steps on page 99 for finding the appropriate chord suffix.

Page 104 – The Chord Analysis plug-in may not give you the suffix you want for Solfeggio. Follow instructions for Changing Chords for a Region and Deselect Suffix for Solfeggio.

Page 105 Fretboards

Step 1-3 This is found in the same *Utility* for change chord as described above. This is no longer in the chord menu.

## **Chapter 7 Creating the Jazz Score**

Page 112 Step 5, select Band (Jazz Band) in V25 and V26.

Step 6, again ignore steps for *SmartMusic SoftSynth Sounds*.

Page 113 step 12 not necessary, Finale auto transposes based on instrument range.

Page 117. Auto Harmonizing. This feature has been removed from Finale. Best thing to do is to copy, paste and use repitch to input the sax parts.

Page 119 step 4 not needed.

Page 120 step 13, nice info, but not needed. This is all automatic now.

Page 129 step 1.c after the copy, you may need to transpose the trombone up. Remember, select with selection tool and hit **9** on the numrow to transpose up and octave, **8** to transpose down.

Page 136 – 137. Input the articulations for the fall off. If you use Smart Shape Gliss in Finale 2014 it will play back correctly. I haven't been able to find any expression, articulation or Smart Shape in Finale V26 that triggers a fall off. I hope they fix this, I use it a lot!

Page 138. Ignore all of these instructions for Instrument Doubling. This is very easy in newer Finale.

1. Simply select the measures you want to change, then under *Utilities* select *Change Instrument*.
2. Here you simply select the new instrument you would like. Finale will do the rest. However, you would still want to add an expression to note when to change to flute and when to return to Alto Sax.

Page 143. Play 2<sup>nd</sup> time only. This is not working currently in V26 but it does in Finale 2014. However on page 144 step 6 I use controller 7 for volume, not velocity as the instructions direct.

Page 146 When copying the hairpins, be careful that you select the entire range of the hairpin. If it extends even a bit into the next measure, it won't copy correctly. You need to select all the measures to copy.

Page 147 step 4. This function is in *Utilities/ties*. It's not in the selection tool contextual.

Page 148. Custom *smartshapes*. This is a great exercise to do, but this smartshape is already created. You just need to select it.

Also on Page 148 at the bottom it talks about Metatools for Custom SmartShapes. The order for programming a Metatool is to click on the custom SmartShape icon, hold shift and hit the key you number you want to assign. Then select and double-click the desired shape.

Page 163 step E *Beam width tool*, same icon as shown



Page 164 step c. d. Select a vertical line such as symbol 90. Then click on *edit*. Move the line so it is above the positioning circle as illustrated. Once assigned nudge the handle to align with the stem above.



Page 170 Step 3. The documentation doesn't have the full path listed for where to save custom document styles. On windows it's in a hidden folder right on the root directory –  
C:\Users\[user name] \AppData\Roaming\MakeMusic\Finale [version]\Music Files\Document Styles. According to The Mac path is ~/Library/Application Support/MakeMusic/Finale/Music Files/Document Styles.

Page 171 Large Time Signatures. Follow the instructions for Finale 2012 – 2014. In V25 they improved this quite a bit. The instructions in the manual are well documented. However, I'll cover the steps for this specific project.

- a. Select the Plug-in *Scoring and Arranging/ Global Staff Attributes*. From the staff list de-select Alto 1, Trumpet 2, Trombone 4. (Hold Alt / option to deselect non-consecutive staves). All other staves should still be highlighted.
- b. In the *Items to Display* area, uncheck *Time Signatures in Score*.
- c. Now start on page 172 step J. through step M. That's it!

Page 173, If you are trying to make a score in Concert pitch with no key, showing all accidentals, use 'Hide Key Signature and Show all accidentals' from the Document Setup Wizard or from the Key Signature dialog box.

However, if you want the score to be 'no key' or "C", but still want the parts to show in transposed keys, just put in the notes in C. Trying to take a score created in another key and move to C with correct transposed keys in the parts doesn't work. Plan ahead if you're going to do this.

## **Chapter 8 Percussion Score**

Page 178 Step 2 –

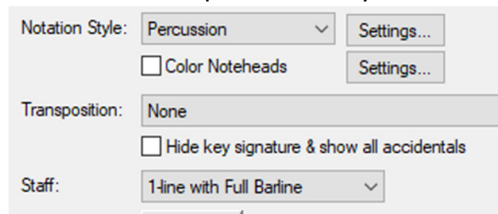
Ignore '*SmartMusic SoftSynth* instructions. But use these instruments from the following groups –

- a. Pitched Percussion – Xylophone
- b. Drums – Snare Drum
- c. Drums – Tenorline
- d. Drums – Snareline
- e. Drums – Bass Drums (5 line)

Page 186 Step 2

Starting with Finale 2012 you would access the displayed dialog box from *window/score manager*. Select the staff NAME, then next to *Notation Style*, a percussion staff should show *Percussion* in the drop down menu. Click on the

**Select** button next to percussion, then click on *edit* to edit a percussion layout.



This is also the way to access the Percussion Layout on page 191.

Page 192 step 3. A clarification. Since a single line staff is really the middle line (B) on the treble clef, you can input notes above the staff line by typing **C** or below the line typing **A**.

Page 193 and several other pages where it shows a keyboard map. These maps are not correct for the new Marching Percussion using the VDLite sounds in Finale. Either look up in the Finale help menu to find the proper MIDI mapping or type in the letter for that space or line relative to a treble clef.

If the instrument (or notehead) you want doesn't display as the default, use the arrow keys to cycle through the available instruments. Also notice in the *Percussion Layout Designer* the order that the instruments are listed. The instruments higher on the list are the default for that 'pitch' on the staff.

Note, The map for 'drum set' is a standard MIDI mapping and the instructions and maps in the book are accurate.

Page 194, Step 9.c. The new version doesn't have *Snare Guz Short*, so pick another appropriate instrument to complete that step.

Page 208 – 209 Editing and Creating Staff Styles, Good info to know, but this particular staff style is not needed for this

project due to the new change instrument function.

If you do want to hide a key or change a clef in the 'changed' measures, just right-click the measure and select 'measure attributes' as you did previously.

Whether you're using 'Cymbals' or 'Cymbal line' you may want to edit the Percussions Layout to place these different cymbals on different lines and maybe even different noteheads as discussed on page 191.

Page 205, after step 9a, insert step a1. From the *SmartShapes* menu, deselect *attach to beat*.

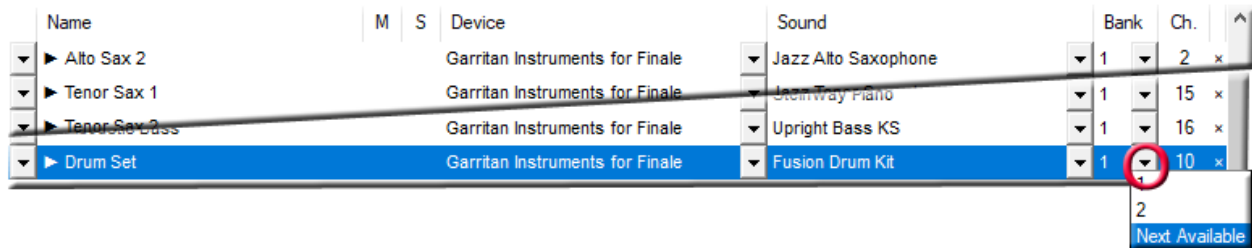
Page 207. This is good information to know, but remember, it is much easier to change instruments now from *utilities/change instruments*. As discussed in the Jazz Score, just select the measures to change, then use this function to select the desired instrument. All else is done, just add a text expression to mark what instrument you're changing to.

Page 218. If using Finale 2012 – V25, this info is important. If using V26, this function is automatic when adding an articulation to a stem.

Page 225. If you would like to see a map of all the percussion sounds in Finale, hit F1 to pull up the Finale help and search on Percussion Maps. Click on *Percussion MIDI Maps: Garritan Instruments for Finale* and or *Percussion MIDI Maps: Tapspace drumline for Finale*. This doesn't show a keyboard graphic as I would like, but as a guide, Middle C is MIDI note 60. 2 octaves below C is 36 and 1 octave above is 72.

One last thing on Percussion. Many composers find the Percussion track to be a little low in volume during playback. Even turning it up to full volume doesn't achieve the desired playback level. Here is my fix for that.

Select *window/ScoreManager*. Select the percussion staff. Click on the drop down arrow to the right of 'bank'.



1. Select 'Next Available'. Take note of the new bank number, in this case it would be 3.
2. Select *MIDI/Audio* window and click on *VST Banks* or *AU banks*. Move the Volume slider on the right hand side for Bank 3. This will raise the volume for this instance of Aria player.
3. Now, using the volume control in the Finale mixer you can lower the volume if needed.

### Chapter 9 Worksheet Project

Page 233. On this page and other 'formatting instructions' it references having to move system 7 to the previous page. This doesn't seem to be a problem in later Finale versions.

Page 235. Step 6. This is already selected in this template, but good info to know.

An additional step I would like to add is to turn off *cautionary key* and *cautionary time sig*. This is done from *Document/Document options/key sig (or time sig)*. Then turn OFF *cautionary time sig* and *cancel outgoing key sig*.

Page 236 step 8b. This is 'hide empty measures' from the staff tool or contextual menu.

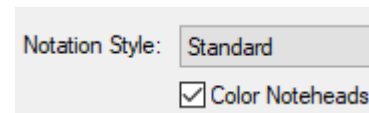
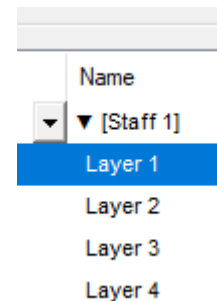
Page 237, changing to colored noteheads. Ignore all steps starting with 3a. Here are the correct steps.

3a. Click on the 1<sup>st</sup> measure. Select *Utilities/change instrument*.

Select *woodwind – flute* (not that it matters, just need a different non-transposed instrument).

3. a Double-click on Measure 1 of system 2. Hold shift and hit to 'end' key or click on the last measure of the project. Change this 'instrument' to Blank staff.

b. Open *window/score manager*. Click on the arrow next to *(Staff 1)* to expand the instrument. Click on *layer 1* then in the lower right area click on *colored noteheads*.



Page 139 step 13. Add a B step to this – drag text boxes for answers out of the way with the selection tool if needed.

Page 240 step 8 is not necessary.

Page 242 after step 20 add – from the smartshapes menu de-select 'attach to beats'.

Page 246 step 9 add, click on staff to deselect the '3' you just created. (this needs to be done before you change the font in the next step).

Page 250 step 1 ignore these steps up to step 4 on page 251. Here is how to add the staff.

1. Click on the staff tool. Click on the bottom staff of system 5. From the staff menu select *add staff*.
2. This will add it to all systems. Don't worry, just click to the left of the new staff to select it throughout the project, then right-click it's handle and select *hide empty staves*. This will hide this staff throughout the project. Now in system 5, you'll see a dotted line representing the hidden staff. Right click on that handle only and select *'show staff'*.
3. Pick up the instructions on page 251 step 3.

Page 252 step 13. DON'T USE 'H' for the hide staff – staff style. This is not correct. Select Hide Staff from the staff style menu.

Page 253 step 14c A fast way to get to the beat chart or spacing handles is to right click the measure and select 'Edit Beat Chart', this will show the beats in the measure. Click outside the measure and the beat chart will disappear, but you will see the handles for measure and margin spacing as shown in this example.

Page 255, step 6 is not needed, go to step 7.

Page 258 talks about changing the notehead. Ignore steps b – j. This is much easier from the *utilities/change/notehead* dialog box. Just select the partial measure with the selection tool, select the dialog box and you'll notice the 'x' notehead is easy to access. To access the circles, select 'change to – selected noteheads' click on *select* then find character 76, the circle.

Chapter 10 –

Page 265. After Finale 2014 they removed scanning from Finale. You can purchase or download photoscore, SmartScore or Sharpeye to scan music with. Then save the file as a Music XML file which can be loaded from *File/Import/Music XML*. Once it's imported, then you may want to start with the instructions on page 272 that talks about possible fixes to a scanned score.

Page 279

This discusses Finale Sound Sets. The default in Finale is to use the Garritan Aria player using Garritan sounds for Finale. These work great. I don't know that there is a need to switch instrument sets but you can load other VST/AU sound sets into Finale. It's just the automatic switching and controllers like pizz, arco, mutes, falloffs and more will not work correctly.