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### Writing Music with Finale

#### Lesson 1: The Finale Interface

This lesson is excerpted from an online course. While the navigation links on each page are not active, all of the multimedia interactions are. Have fun!

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## The Finale Interface



The Finale interface has three main parts: the document window, several tool palettes, and the menu bar. They are similar to what you will find in many other programs.

The **document window** shown in figure 1.1 is the general work area. It is like electronic manuscript paper, displaying your notation. It has the usual scroll bars, page advance buttons, and Message Bar.

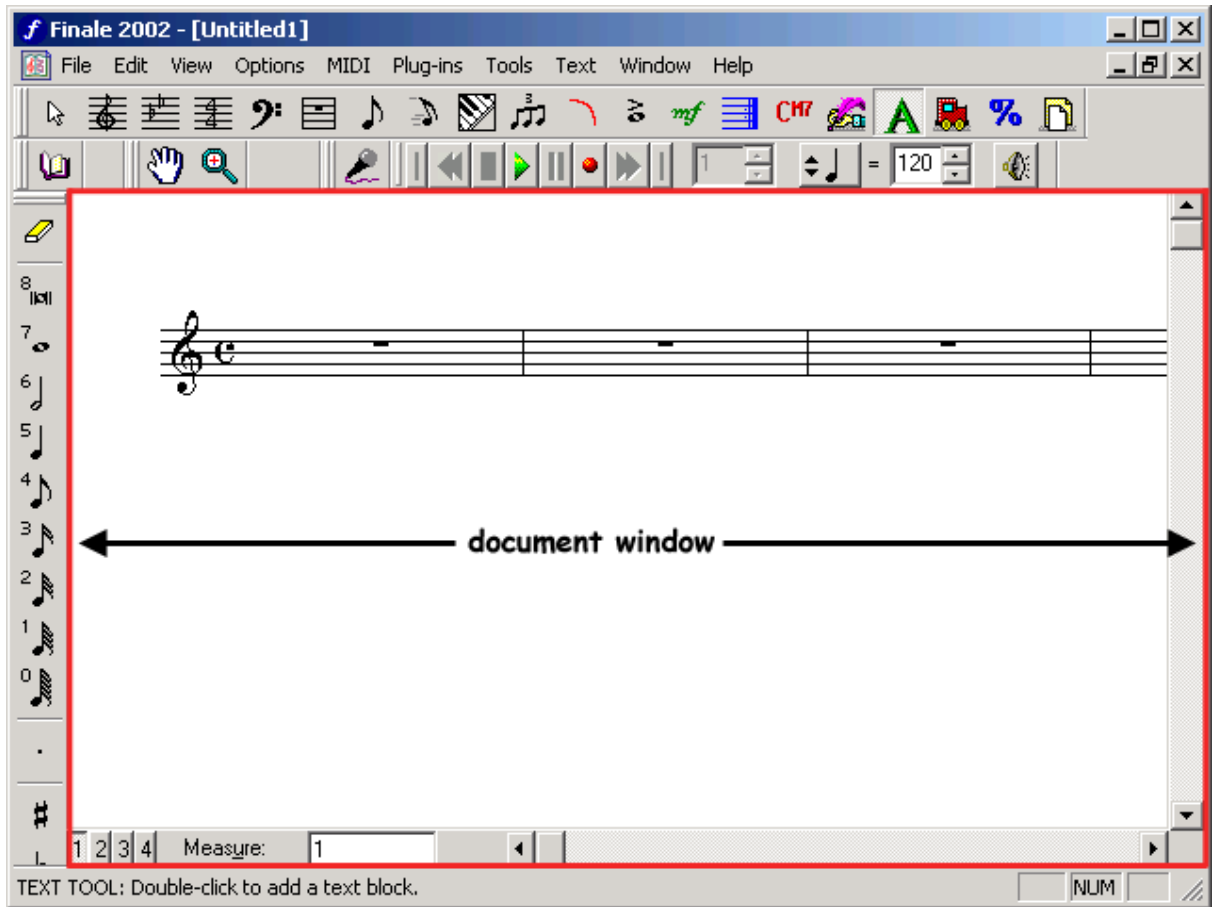


Figure 1.1: Finale's document window.

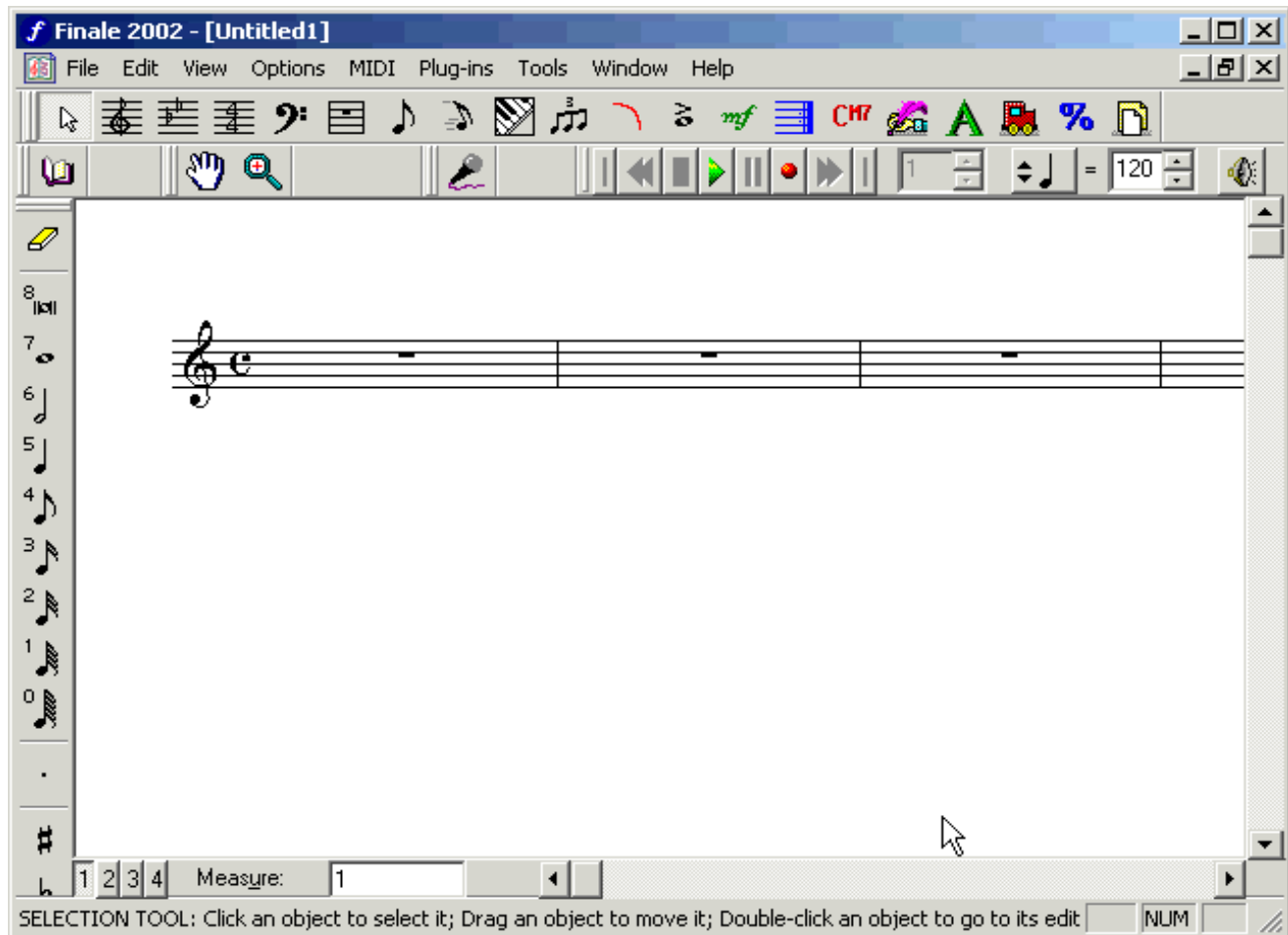
[Course Home](#) -> [Lesson 1](#) -> **Topic 3 Page 2****Lesson 1**[Topic 1](#)[Topic 2](#)**Topic 3**[Page 1](#)**➔ Page 2**[Page 3](#)[Page 4](#)[Page 5](#)[Topic 4](#)[Topic 5](#)[Topic 6](#)[Topic 7](#)[Topic 8](#)[Topic 9](#)[Topic 10](#)[Topic 11](#)[Topic 12](#)[Topic 13](#)[Activity 1](#)**Course Contents**[Syllabus](#)[Bookmark](#)**Communication**[Announcements](#)[Class list](#)[Discussion](#)[Chat](#)**The Finale Interface****Scroll View vs. Page View**

There are two ways to view your notation in the document window. **Scroll View** orients your music horizontally, as if it was on a very large scroll. **Page View** shows your music as it is laid out on the hard copy. For this class, we will generally use page view. Currently, it is set to Scroll View, so let's change it.

1. Choose the **View** menu and note that the first menu item, Scroll View, is highlighted. The measures are set as a long horizontal line that continues off the screen.
2. Choose **View-Page View**. Notice that the measures' orientation changes.

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## More Info

Scroll View is especially useful when you are working on extended compositions, particularly when there are many instruments. Not all graphic elements are visible in Scroll View. Page View is especially useful for shorter compositions, such as lead sheets or short musical excerpts. All graphics are visible in Page View, but you generally can't see as many measures.

The shortcut to switch between Page View and Scroll View is CONTROL-E (the Mac shortcut is COMMAND-`). This is a good shortcut to memorize, especially if you are working on multi-instrument scores. You may find that you want to switch back and forth between the two views frequently.

For most work in this course (particularly, the beginning lessons), you will find Page View most convenient.



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## The Finale Interface



### Tool Palettes

There are several tool palettes that let you create different notation elements and otherwise access Finale's features, as shown in figure 1.2. You can also access the tools from the Tools menu, but it's really best to get in the habit of choosing the icon as soon as you can.

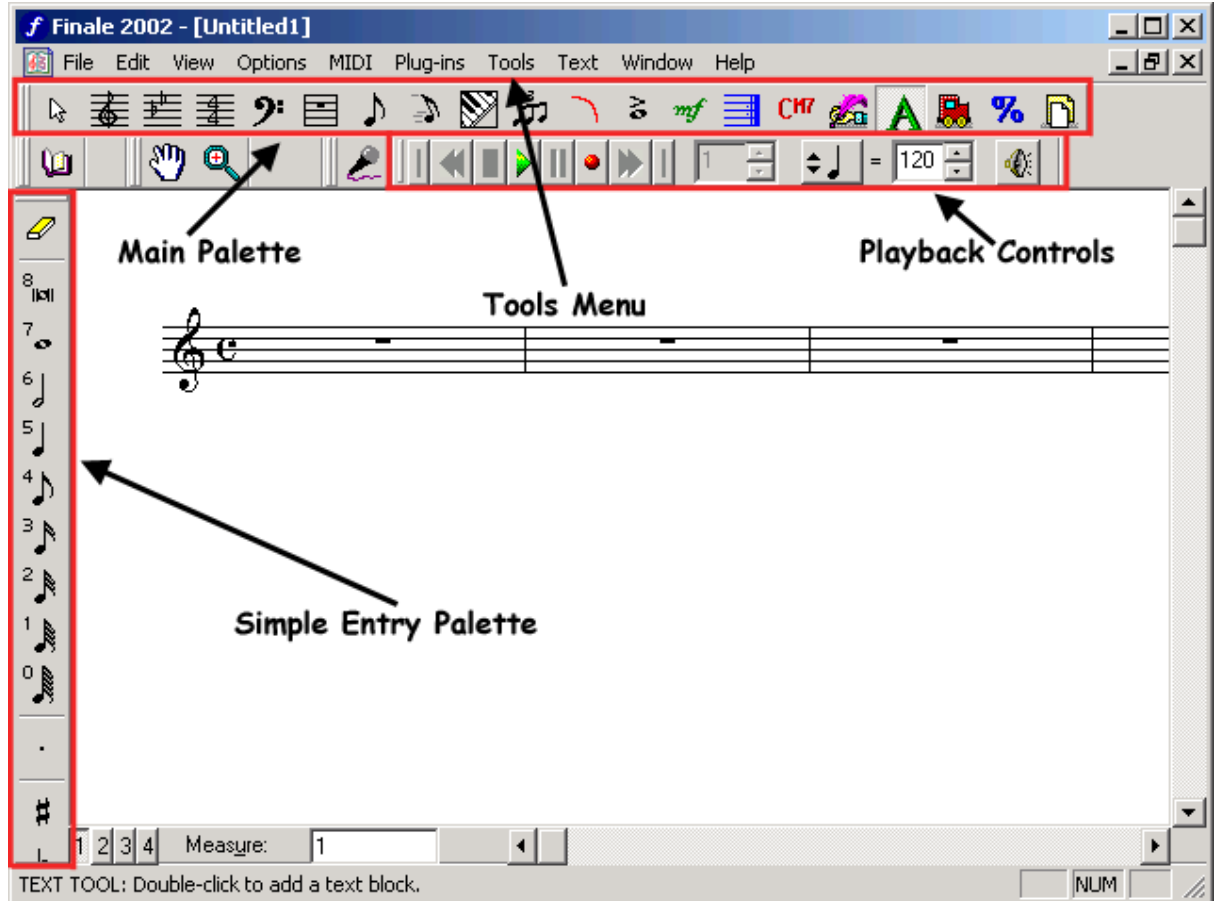


Figure 1.2: Finale's tool palettes.

You can move the tool palettes to the top of the document window or even "tear them off" so that they are free-floating elements. Just drag from the handle. The Window menu lets you control which palettes are visible.

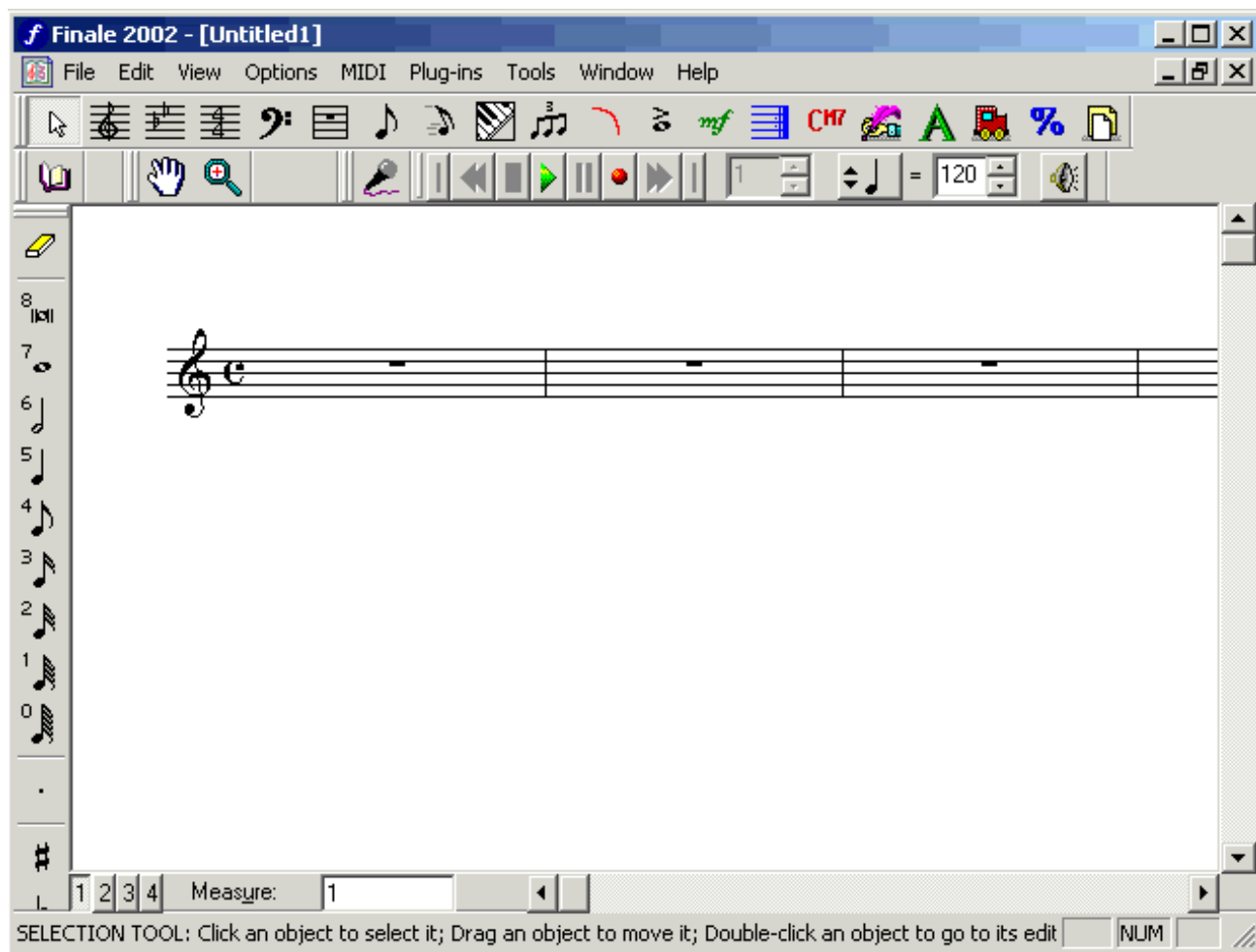
In this course, if you are directed to a tool palette that is not visible, make sure it is checked in this menu. If it is, make sure that it is not in a different place than you are used to finding it.

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## The Finale Interface



### The Message Bar

When you move the pointer over a tool (or select it, with the Mac), the Message Bar in the work area tells you the name of the tool and what it does, as shown in figure 1.3. At the moment, the Text tool is selected, so the Message Bar reads "TEXT TOOL: Double-click to add a text block."

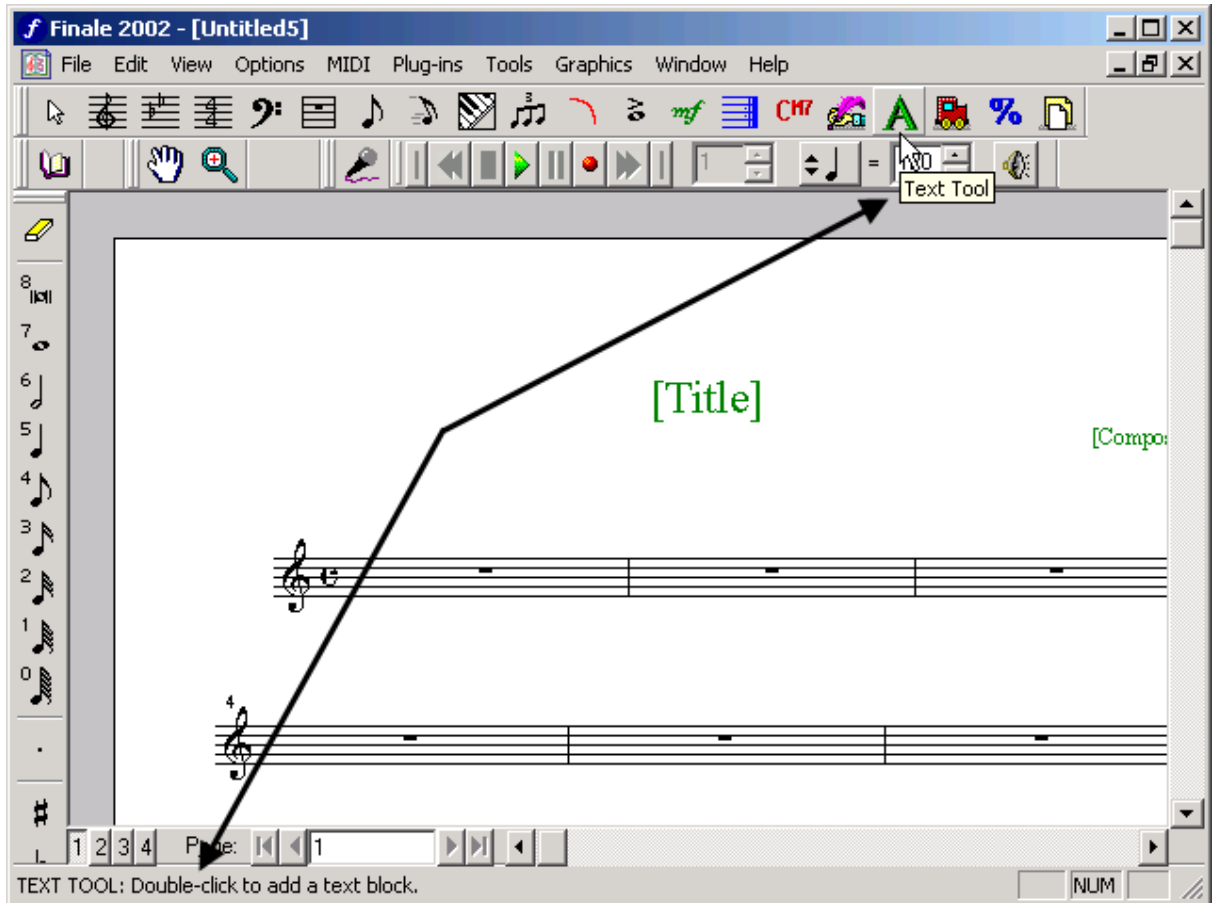


Figure 1.3: Finale's message bar.

Now let's choose a different tool.

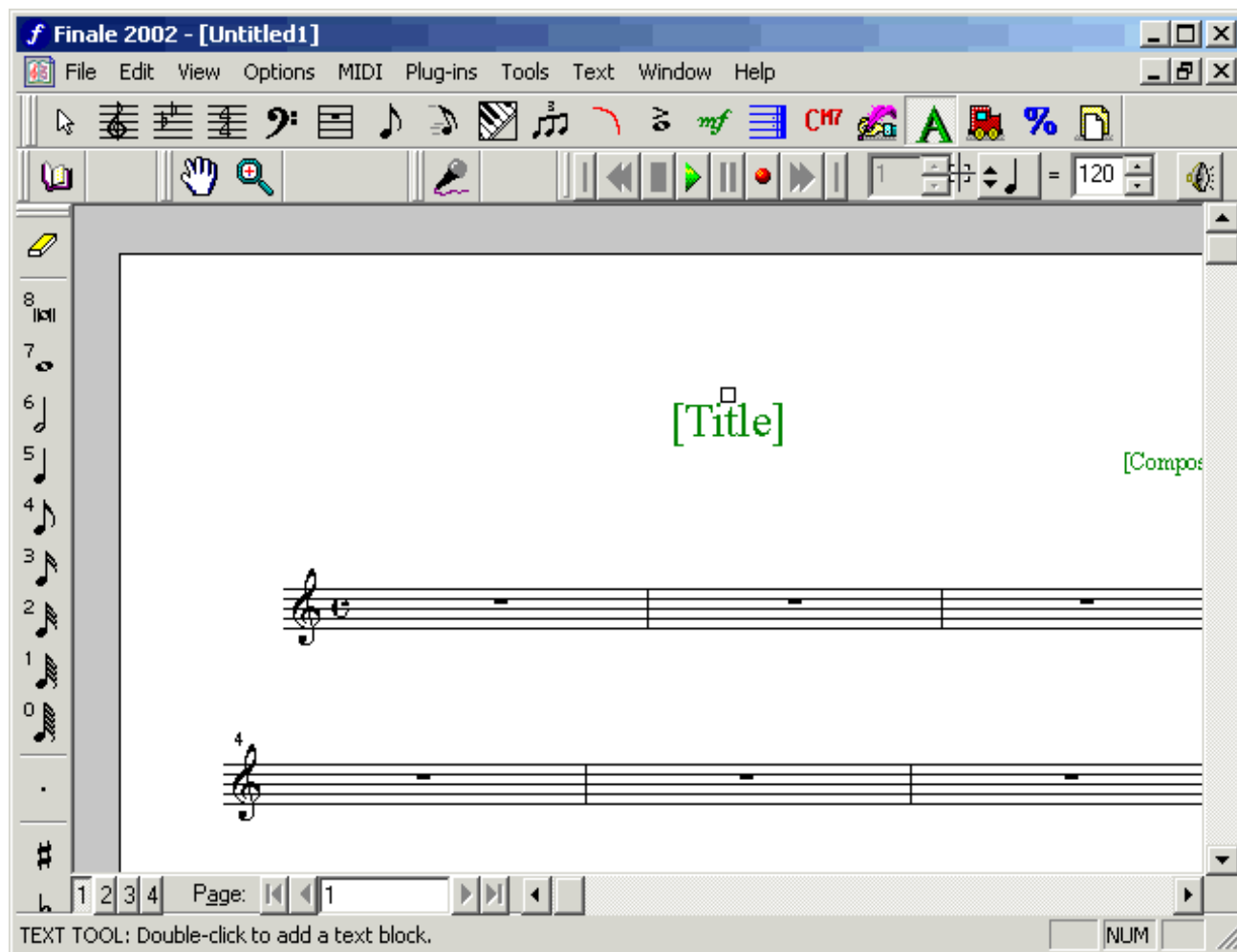
Select the Quarter-Note tool , and watch the Message Bar change.

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As you can see, this tool is for adding quarter notes. Selecting notes on the Simple Entry palette is one way to add notes.

To add a note with the Simple Entry tools, click a note value, and then click on the line or space that you want that value to appear. Let's add some quarter notes.

1. Click in the first measure on E on the bottom of the staff. A quarter note appears.
2. Move the mouse a bit to the right and click on the G line. Another quarter note appears.
3. Let's make this second quarter note sound two pitches simultaneously. Click on a space above or below the G notehead.

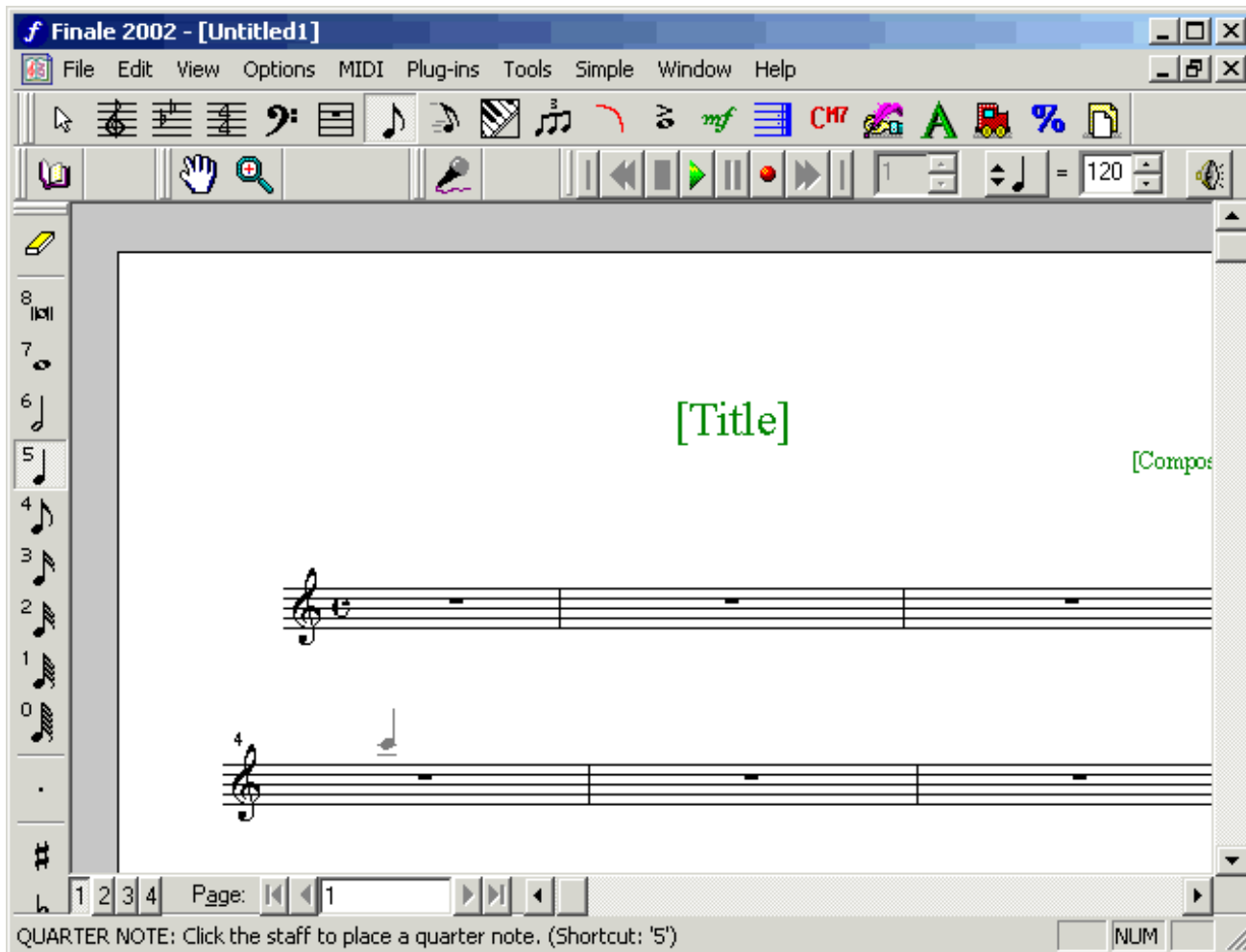
[SHOW ME](#)[MORE INFO](#)**The Eraser Tool**

The Eraser tool lets you delete notes and rests.


1. Choose the Eraser tool  from the Simple Entry palette. Read its description in the Message Bar.
2. To delete the low G, click on its notehead.
3. To delete the C, click on its notehead.
4. Click on the E to delete it.

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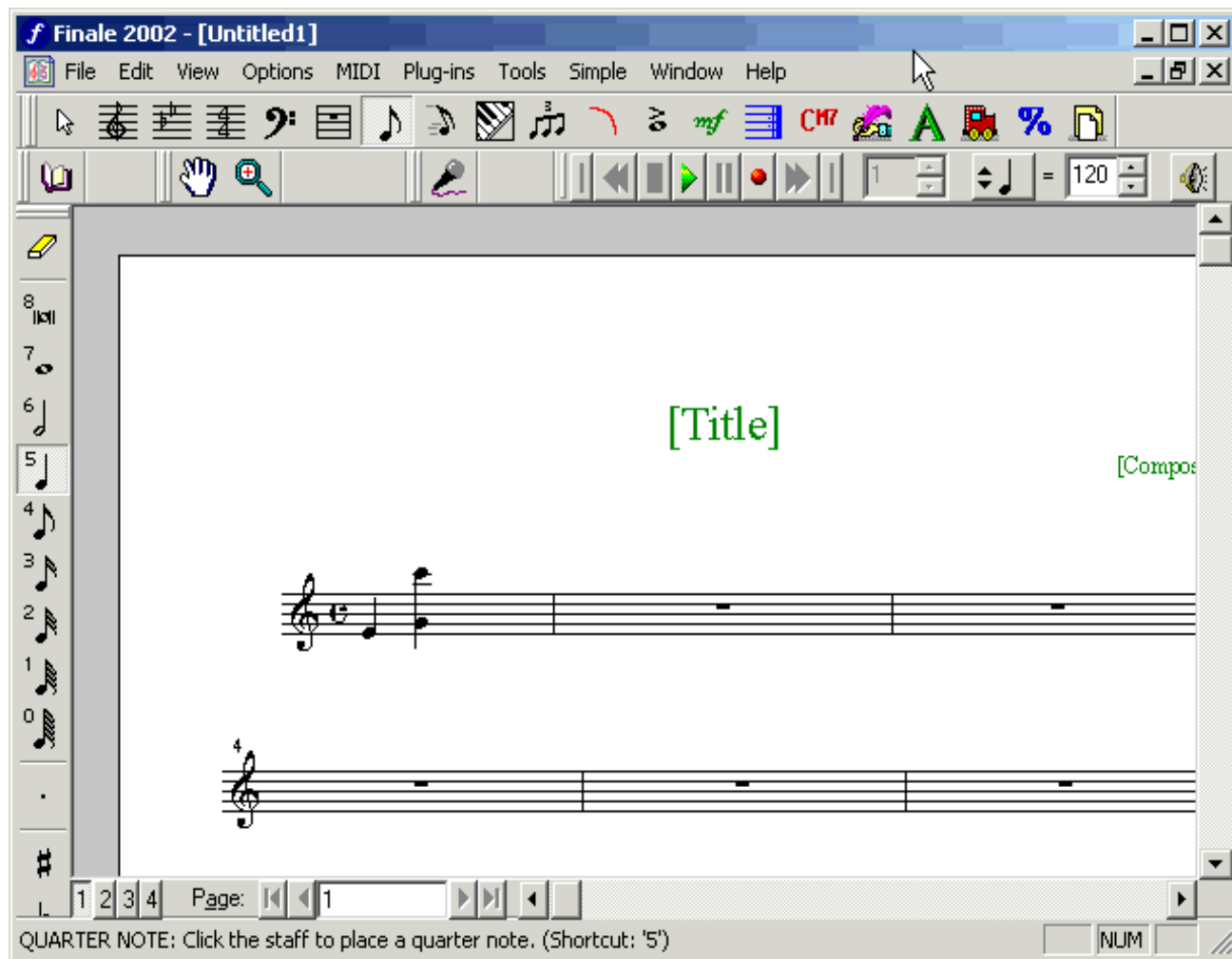
## More Info

Simple Entry tools are simple, easy-to-use, and intuitive, but not the fastest way of entering notes. Soon, you will see the Speedy Entry tool . Speedy Entry takes more practice to master, but it is much faster and more powerful than Simple Entry. Most likely, Speedy Entry will eventually be the way that you will enter most of your music.



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