

THE 2008 NATIONAL CONVENTION OF THE AMERICAN GUILD OF ORGANISTS  
**FINALE™ MADE PRACTICAL FOR THE CHURCH MUSICIAN**

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## TOPICS TO BE COVERED

- System Requirements
- Beginning a Finale File
- Entering Notes
- Entering Lyrics
- Formatting in Finale
- Working With Word Processing Software

## SYSTEM REQUIREMENTS

### FINALE 2008 FOR WINDOWS

- Windows XP/Vista.
- CD-ROM or DVD-ROM drive.
- 17" or larger monitor recommended; widescreen format helpful.
- Minimum 512 MB RAM (1GB or more recommended for optional use of Garritan sounds / Kontakt Player: more RAM = more available sounds)
- 400 MB hard drive space required for software and user manual. An additional 1.6 GB is required for all Garritan sounds.

### FINALE 2008 FOR MACINTOSH

- G4 or higher recommended. OS 10.4 and higher (Mac-Intel or Power PC).
- CD-ROM or DVD-ROM drive.
- 17" or larger monitor recommended; widescreen format helpful.
- Minimum 512 MB RAM (1GB or more recommended for optional use of Garritan sounds / Kontakt Player: more RAM = more available sounds)
- 400 MB hard drive space required for software and user manual. An additional 1.6 GB is required for all Garritan sounds.

### OPTIONAL

- MIDI interface (USB recommended)
- MIDI input and/or playback device
- Laser Printer
- Scanner
- A soundcard (including Standard DirectSound, MME or ASIO drivers) is required for playing the Garritan sounds in Windows.

## BEGINNING A FINALE FILE

### OPEN FINALE 2006

- Click <File>, <New>, <Default Document>
- A single 31 bar staff will appear

### FINALE TOOL BAR

- The tool bars are intuitive (picture equals function)

- The menu bar will change depending upon which tool is selected (Different options become available)

#### REMOVE UNNECESSARY MEASURES



- Click the measure tool button
- Click the beginning of the first measure to be removed
- Hold down <Shift> and click the last measure to be removed
- Press <Delete> Key on keyboard

#### SELECTION TOOL



- New and improved in Finale 2008
- Very useful in selecting measures for various functions
- Primary tool for copy/cut and replace

#### ADD SECOND STAFF



- Click Staff button in toolbar
- Click <New Staff> <OK>

#### CREATE BASS CLEF



- Click Clef button in toolbar
- Double click in second staff
- Double click desired clef

#### SELECT KEY SIGNATURE



- Click Key Signature button in toolbar
- Click anywhere in first measure
- Choose key signature by scrolling
- Make sure measures are set "From 1 through end of piece"
- Click <OK>

#### SELECT TIME SIGNATURE



- Click Time Signature button in toolbar
- Click anywhere in first measure
- Choose time signature by scrolling
- Make sure measures are set "From 1 through end of piece"
- Click <OK>

## ENTER NOTES

#### TWO EXAMPLES OF HOW TO ENTER NOTES

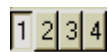
- Simply Entry
- Speedy Entry

#### SPEEDY ENTRY



- Click the Speedy Entry button in toolbar
- Click in the first measure
- Play note on MIDI keyboard
- Select rhythmic value on computer numeric keypad

#### WORKING WITH PARTS (SATB)



- Select desired layer on bottom left hand of program <Shift + Apostrophe>
- The layers are necessary to notate four part harmony
- Once you have selected the layer, enter notes as above

#### CHECK YOUR WORK

- Press and hold <spacebar>, Click the first measure

## ENTERING LYRICS

### WORKING WITH LYRICS



- Click the Lyric Button in toolbar
- Click <Lyric>, <Edit Lyric>

### TYPE IN LYRICS

- Make sure hyphens and spaces are used. (Hyphen = next note, Space = next note.)
- Click <Edit>, <Select All>
- Click <Text>, choose font, size and style
- Click <OK>
- Move to next stanza by clicking up arrow
- Enter lyrics for each successive stanza as above
- Click <OK>

### ASSIGN LYRICS TO NOTES

- Click <Click Assignment>
- Find the first note in layer 1 needing lyrics
- Click the note
- To assign a whole line automatically, hold <CNTRL>, then click the note. (Finale will automatically assign the notes successively by syllable.)
- Click <Shift Lyrics> to adjust syllable assignments for melismas
- To move to next stanza, click <Click Assignment>, and scroll down



- To Adjust base lines, find the 4 arrows on side of screen
  - ARROW ONE - Adjust whole stanza, whole document
  - ARROW TWO – Adjust whole stanza, whole staff
  - ARROW THREE – Adjust whole stanza, that system only
  - ARROW FOUR – Adjust next syllable entered
- Pull down bottom staff if necessary

## FORMATTING IN FINALE

### CHANGE THE VIEW

- Click <View>
- Change to <Page View>

### REMOVE TIME SIGNATURE (IF NECESSARY)



- Click Staff button in main toolbar
- Double click in staff
- Un-check “Time Signatures”

### REMOVE MEASURE NUMBERS



- Click Measure button in main toolbar
- Click measure numbers
- Click “Edit Regions”
- Delete the region

### REMOVE EXTRA MEASURES

- See above

### ADJUST NOTE SPACING (IF NECESSARY)



- Click Selector Tool
- Click <Edit>, <Select All>
- Click <Utilities> in menu bar, <Music Spacing>, <Apply Note Spacing>
- Update Layout if necessary <CNTRL – U>

## ADD TEXT LABELS OR INSTRUCTIONS



- Click <Text Tool>
- Enter text normally
- Click <Edit>, <Select All>
- Click <Text>, <Font>
- Use handle to grab and move around

## WORKING WITH WORD PROCESSING SOFTWARE

### TRANSFER TO MICROSOFT WORD



- Click Graphic button in main toolbar
- Double click, hold down mouse button, and drag box around what you want to use
- Click <Graphics>, <Export Selection>
- Choose TIFF format (Tag Image File Format)
- Choose the resolution you wish to use in "TIFF resolution"
- Click <OK>
- Save graphic in desired directory
- Save your Finale file

### FORMATTING WITH MICROSOFT WORD

- Open Word file
- Click <Insert>, <Picture>, <From File>
- Choose directory where you saved the Finale TIFF file
- Double Click graphic file
- Use handles (boxes) on graphic to adjust size

## USEFUL RESOURCES

### WEB SITES

- [www.finalemusic.com](http://www.finalemusic.com)
- [www.finalemusic.com/forum](http://www.finalemusic.com/forum)
- [www.tgtools.de](http://www.tgtools.de)

### FINALE TECHNICAL SUPPORT

- 952-937-9703 (M-F, 8:30-5 CST)

Al - - le - lu - ia! Al - le - lu - ia!

The image shows a musical score for a piece titled "Alleluia". It consists of two staves: a treble clef staff on top and a bass clef staff on the bottom. The key signature is one sharp (F#) and the time signature is common time (C). The melody is written in a simple, homophonic style with a clear vocal line and a supporting bass line. The lyrics "Al - - le - lu - ia! Al - le - lu - ia!" are written below the treble staff, with hyphens indicating syllable placement under the notes. The score ends with a double bar line.