



Finale Version 25.1

# **FINALE 101: LEARN THE ESSENTIALS TO GET YOU GOING**

[www.finalemusic.com](http://www.finalemusic.com)

[www.makemusic.com](http://www.makemusic.com)

[www.smartmusic.com](http://www.smartmusic.com)

## **LAUNCH WINDOW:**

- **SETUP WIZARD:** Use to set up a new score from scratch. Instrument transpositions are automatically configured.
- **DEFAULT DOCUMENT:** To open a new untitled document with a single blank staff.
- **TEMPLATES:** Empty score configurations ready to use (band, choir, orchestral, general, education, church and guitar).
- **EXERCISE WIZARD:** Create an exercise sheet from 50,000 pre-created exercises for your ensemble.
- **OPEN and OPEN RECENT:** To locate existing Finale files on your computer or the last 10 Finale files you have used.
- **LEARNING CENTER:** 33 new QuickStart Videos (online) that demonstrate how to get up and running with Finale's tools and features. Search for more detailed information on a specific item or topic in the online User Manual.

## **AVAILABLE PLAYBACK SOUNDS:**

- 500+ Garritan Instruments for Finale (sampled sounds)
- SmartMusic SoftSynth (General MIDI sounds)
- 100+ TapSpace Virtual Drumline sounds
- Row-Loff Marching Percussion sounds
- Additional add-on sound libraries purchased separately (Garritan and others)
- **FINALE'S HUMAN PLAYBACK** makes your music come to life by playing back articulations, dynamics and nuances.

## **NOTE ENTRY OPTIONS:**

-  **SIMPLE ENTRY TOOL:**
  - **POINT & CLICK** the notes into a staff (use the **SIMPLE ENTRY Note and Rests Palettes**).
  - **TYPEWRITER LETTERS:** Place cursor in measure. Use letters '**A**' through '**G**' to enter notes in a staff.
  - **MIDI KEYBOARD (STEP) ENTRY:** Place cursor in measure. Press a number to select the note duration (5 is a Quarter Note, 4 is an Eighth, etc.) and play in the note from the MIDI keyboard. Use intuitive shortcut keys to add a sharp (**+**), flat (**-**), natural (**N**), tie (**T**) or dot (**.**).
  - **LAPTOP SHORTCUT TABLE:** If you are using a laptop without a numpad, turn on this feature to use the typewriter number row to change note durations. Click on the **SIMPLE Menu > SIMPLE ENTRY OPTIONS > EDIT KEYBOARD SHORTCUTS** button. Under **NAME**, click on pop-up menu, select **LAPTOP SHORTCUT TABLE** and click OK.
-  **HYPERSCRIBE ENTRY TOOL:** Use a MIDI keyboard to play in notes in real time to a metronome beat. (Set up recording tempo/click, record mode and quantization under the **HYPERSCRIBE Menu**).
- **IMPORT OTHER FILE TYPES:** Finale family files (PrintMusic or NotePad) from the same or earlier versions. You can also import MIDI, MusicXML, Sibelius files (via MusicXML) or .PDF files converted to .XML format (through the use of an additional converter software like *PDFtoMusicPro*).

## **TIME SAVING FEATURES:**

- **LINKED PARTS:** Score and instrumental parts are all in 1 document. Edit a score/part and the other is automatically updated. To view the parts, click on the **DOCUMENT Menu > EDIT PART** and select a part to open.
- **SCORE MANAGER:** Add, delete or reorder staves; change a staff name or playback sound; transpose a part for another instrument with one click! To open, click on the **WINDOW Menu > SCORE MANAGER**.

## **BASIC TOOLS TO GET STARTED:** (most tools have corresponding menus)



KEY SIGNATURE TOOL: Change key



TIME SIGNATURE TOOL: Change meter



CLEF TOOL: Change clef



ARTICULATION TOOL: Staccato, accent, fermata, etc.



SMARTSHAPE TOOL: Slur, crescendo (use palette)



EXPRESSION TOOL: Dynamics, tempo marks, rehearsal marks, measure-attached text



SELECTION TOOL: Universal editing tool (can edit key, time, clef, add measures, repeats, transpose, copy and more). To bring up contextual menu: Right-click on an item or a measure with 2-button mouse; Control-click with 1-button mouse.



RESIZE TOOL: Reduce/enlarge score for printing



PAGE LAYOUT TOOL: Score spacing, layout



REPEAT TOOL: Repeats & endings



LYRIC TOOL: Type lyrics into your score



TEXT TOOL: Add text blocks to a page

## **WORKSHEETS, REPERTOIRE AND EDUCATOR TOOLS:**

- READY-TO-USE MUSIC EDUCATION WORKSHEETS & FLASH CARDS (**FILE Menu > OPEN WORKSHEETS & REPERTOIRE**).
  - 500+ THEORY, EAR TRAINING & JAZZ IMPROVISATION WORKSHEETS (including puzzles and games).
  - 400 FLASH CARDS (2 sizes).
  - FINGERING WORKSHEETS with diagrams for wind instruments, recorder and keyboard percussion.
  - Use the worksheets as is or customize to your area of teaching.
- REPERTOIRE: Notation for hundreds of public domain titles (piano pieces, instrumental scores, Bach Inventions, chant, early jazz, rounds, folk, patriotic and holiday songs, manuscript paper). Transpose to any key or create an arrangement by adding other instruments.
- OTHER CLASSROOM TOOLS: The ALPHANOTES FONT allows you to place note names, solfege or 'EmotiNotes' smiley faces inside noteheads. Create scores for BOOMWHACKERS (colored noteheads), ORFF INSTRUMENTS, KODALY STICK NOTATION or GUITAR music with tablature and fretboards.
- CREATE SMARTMUSIC FILES for SmartMusic Classic or the *New!* Web SmartMusic to use for solo/ensemble practice and to document student progress. Click on the **FILE Menu > EXPORT** and make selection.

## **SHARING YOUR MUSIC:**

- FINALE FAMILY PRODUCTS: Finale, PrintMusic and NotePad can all open, play, allow editing and print Finale family files from the same or earlier versions of the softwares.
- SHARE FINALE v25 FILES with Finale 2014 or 2014.5 with no conversion required - just open them normally.
- FINALE NOTEPAD: Free software that allows students to open, view, edit (limited), play and print any Finale family file (same or earlier version). Students can also create their own musical compositions. Free download at [www.finalemusic.com/products/finale-notepad](http://www.finalemusic.com/products/finale-notepad).
- EXPORT FILES: (**FILE Menu > EXPORT**). Export as an AUDIO file (.MP3, .WAV or .AIFF), .EPUB file, FINALE 2012 file, MIDI file (.MID), MusicXML file (for backward compatibility with Finale 2011 and earlier) or a .PDF file.
- CONVERT older SIBELIUS FILES to Finale files using free MusicXML plug-ins at [www.musicxml.com](http://www.musicxml.com).

## **RESOURCES:**

- 30-DAY FREE TRIAL VERSION: Download at [www.finalemusic.com](http://www.finalemusic.com).
- 2 INSTALLS allowed with each individual copy purchase.
- HELP MENU: Quick Reference Guide and online access to User Manual, Tutorials, QuickStart Videos and Visual Index.
- WEBSITE: Go to [www.finalemusic.com](http://www.finalemusic.com) and click on the SUPPORT TAB to access the Learning Center, videos, Support Solutions, Finale Forum, ask a question and other resources.
- MAKEMUSIC UNIVERSITY: Check out our Finale/SmartMusic e-Learning courses at [www.makemusic.com/university](http://www.makemusic.com/university).
- SOCIAL MEDIA SITES: Finale Blog, Facebook, Twitter, Pinterest and YouTube.