

Finale Tutorial

Exporting a measure or pattern into a word document

1. Open Finale and choose Setup Wizard.
 - a. If you are going to export a rhythm pattern, click on percussion and triangle
 - b. If you are going to export a tonal pattern, click on any melodic instrument from the menu
2. Enter your notation on the staff as you would normally.
3. To delete unused measures



- a. Click on the Mass Mover Tool
 - b. Highlight the measures you want to delete by selecting the first measure, click & hold shift and highlight the rest of the measures. Press delete.
4. To reposition the staff

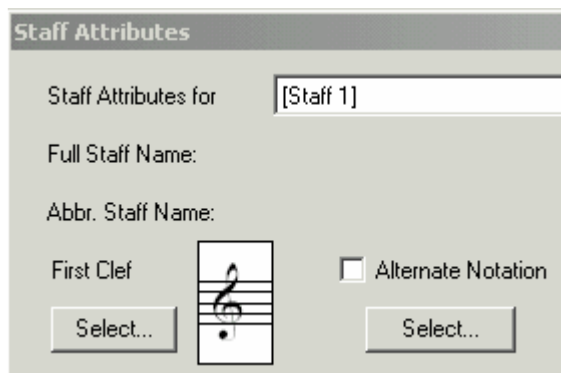


- a. Click on the Page Layout Tool
 - b. Click on the small box in the right hand corner and reposition it to the desired size.

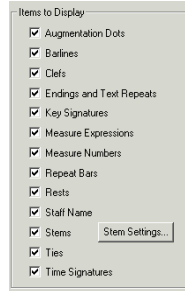
5. To change clefs



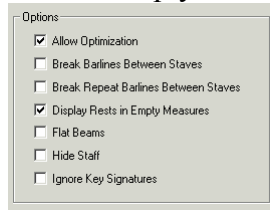
- a. Click on the Staff Attributes Tool
 - b. Under Staff Attributes, click on the Select button and choose your desired clef



6. To display (or not to display) items on the staff.
 - a. Click on the Staff Attributes Tool (see above)
 - b. Under Staff Attributes, look under “Items to Display.”
 - c. Click on **staff name** to remove the name of the staff at the beginning of piece
 - d. Click on **time signatures** to remove the time signature at the beginning of the piece
 - e. Click on **stems** to remove stems (especially helpful for tonal patterns)



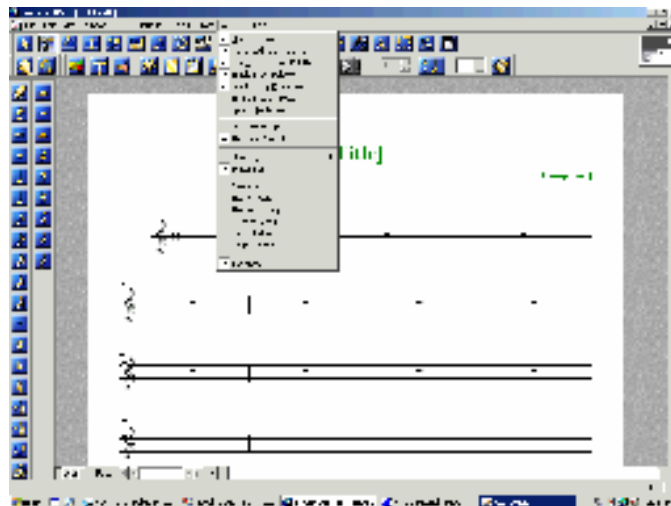
7. To get rid of unwanted rests in measures
 - a. Click on the Staff Attributes Tool
 - b. Look under Options
 - c. Click on “Display Rests in Empty Measures”



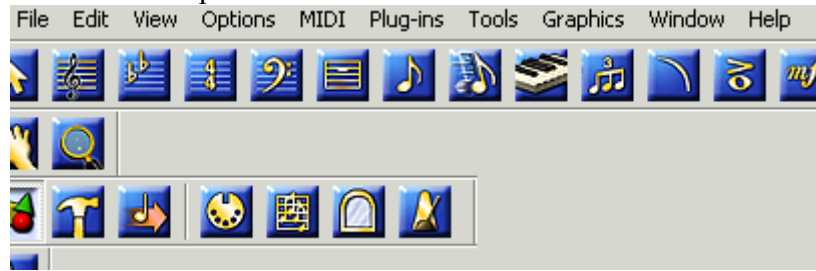
8. To export your excerpt/pattern into a Word document as a Graphic



- a. Click on the Graphic Tool.
- b. If your Graphic Tool is not displayed, click on Window and Advanced Tool Palette



- c. Once you have clicked on the graphic tool, double click on the area you want to export. A box should appear around the area.
- d. Click on Graphic under the Menu



- e. Click on Export Selection. A menu will appear, click ok and then name your selection and choose the location you would like to save it.
 - f. The selection is now a TIFF file and can be used in other documents.
9. To import the graphic into a Word Document
- a. Click on insert as though you were adding clip art to your document.
 - b. Choose Picture, from file.
 - c. Go to the location you saved your graphic (desktop, H drive)
 - d. Click on the graphic and it should automatically appear in your document.