

Chapter 29: Fonts

Fonts

Most items you see in Finale are created with font characters. In addition to items created with text, musical symbols (such as noteheads, clefs, and expressions) are font characters as well. Finale is unique among music notation programs in that it allows the user to specify the font used for music characters. This means you can choose from different note heads, different treble clefs, or whatever you'd like, to make your music look exactly the way you want it to. Furthermore, within lyrics, text blocks, chord symbols, and the Shape Designer you are able to mix fonts freely: you could, for example, combine text characters with musical symbols, or have selected lyrics italicized.

PostScript, TrueType and ATM (Adobe Type Manager)

All fonts included with Finale come with a Type 1 PostScript font and a True Type font. A PostScript font does not appear on screen and will only print to PostScript printers, where it provides superior printed output. TrueType fonts allow you to print to non-postscript printers as well as resize smoothly in both printout and on screen. TrueType fonts do not work, however, in the creation of EPS (Encapsulated PostScript) files. A full installation of Finale installs both the PostScript and TrueType fonts in your system.

Prior to the introduction of TrueType fonts, Finale came with bit map fonts which provided an on-screen representation of how the PostScript fonts would print, as well as provide a way to print to non-postscript printers. Bit map fonts don't resize smoothly on screen or in printout, meaning that a 24 point font will look okay at 100 percent, but jagged at other point sizes, page reductions or view percentages. Adobe Type Manager (ATM) provided a solution: it helped to smoothly resize fonts on screen and in non-postscript printer output. With the inclusion of TrueType fonts, ATM is not necessary for the use of any of the fonts included with Finale, but may be useful if you choose to print other PostScript fonts to non-PostScript printers.

Where are the fonts installed?

The Finale Installer automatically installs the Maestro, Maestro Wide, Maestro Percussion, Petrucci, Tamburo and Engraver Fonts TrueTypes directly into your Fonts folder located in your Windows folder. The PostScript fonts are installed in a folder called PS fonts, located on your root directory (usually c:\). If, when you open Finale, large text symbols like & and Ì appear instead of clefs and notes, Windows is unable to locate the Maestro font. The solution is to go to the Fonts Control Panel and manually add the Maestro font to your system. (Note that PostScript font installation is printer specific and that the PostScript fonts are only visible to the printer that was selected as the default printer when the fonts were installed.)

How to identify font types

PostScript fonts are recognized by .PFM or .PFB extensions. TrueType fonts have a TT icon, and .TTF extensions, and Windows will create corresponding files with .fot extensions.

Additional discussions of fonts and font selections appear in individual entries, such as [LYRICS](#); [NOTEHEADS](#); [EXPRESSIONS](#); [TEXT](#); and so on.

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To globally change a musical element's font

With this technique you can change the font for a single element of the music, such as the clefs or the notes themselves. If you want to change all elements of the music to a different font, see [“To change music fonts,”](#) below.

- **Choose Select Default Fonts from the Options Menu.** The Select Default Fonts dialog box appears, with buttons and drop-down lists for various elements of the file. The Select Font button refers to the font used for the notes, rests, accidentals, and other musical symbols; if you use this button to substitute a music font of your own design, you'll need to make some adjustments using the Music Characters dialog box in the Document Settings Submenu of the Options Menu as well. (Finale makes the necessary adjustments automatically if you specify Maestro, Petrucci, Engraver or Sonata as your default music font.) See [SELECT DEFAULT FONTS DIALOG BOX](#).
- **From the drop-down lists, choose the musical element whose font you want to change.** Then click the Set Font button and the Font dialog box appears. Choose the font name, type, and point size, you'll see the sample text change in the display below. You can choose any combination of style elements: bold, italic, and so on.
- **Click OK (or press enter) twice.**

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To change music fonts

If you choose not to use Finale's own font, Maestro, you can substitute any other music font.

- **Choose Select Default Fonts from the Options Menu.** The Select Default Font dialog box appears.
- **Click the Set Default Music Font button.** The Font dialog box appears.
- **Choose the new font and style; click OK twice.** Depending on the music font you've selected, you may have to fine-tune the positions of individual elements, such as the eighth-note flags. For details, see [MUSIC CHARACTERS DIALOG BOX](#). If you want to change other elements to another font, such as JazzText or JazzCord, continue with the instructions below.
- **From the Options Menu, choose Data Check, then Swap One Font For Another.** The Swap Font dialog box appears.
- **Select the text font you want to change by clicking the top Set Font button. Select the text font you want by clicking the bottom Set Font button.** For example, select Times New Roman mixed sizes and styles for the Search For font and Jazz Text mixed sizes and styles for the Replace font.
- **To change chords, choose Select Default Fonts from the Options Menu.** The Select Default Font dialog box appears.
- **From the drop-down lists next to Chord, choose Symbol. Click Set Font and choose Jazz-Cord or the desired chord font.**
- **Click OK (or press enter) twice.**
- **Click the Chord Tool .** The Chord Menu appears.
- **From the Chord Menu, choose Change Chord Suffix Fonts.**

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- **To change the entire library of chord suffixes at once, click the Set Font button in the lower half of the screen.** The Font dialog box appears, letting you specify new font, size, and style characteristics for the suffixes. For best results, be sure that the Fix Chord Suffix Spacing checkbox is selected, so that Finale automatically adjusts the individual characters in each chord suffix to compensate for the new font and size.
- **Select a type style, and then click OK.** You return to the score, where Finale has changed the font for your chord suffixes. Finale is smart enough, however, not to change any musical symbols within the suffix, such as the \flat in F7 \flat 9.

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To change every occurrence of one font to another

You can use Finale's Data Check submenu to change every occurrence of one font and size to another, no matter where they occur—in symbol libraries, in text, in chord symbols, and so on. See also [CHANGE FONTS PLUG-IN](#).

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- **Click Swap One Font for Another... from the Data Check submenu of the Options Menu.** In the dialog box that appears, you can instruct Finale to search for a specific font and replace it with another.
- **Specify the font to be replaced and the font to replace it with, and click OK.**

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To change every occurrence of a font to a different size

With this technique, you can scale every occurrence of a certain font that's used in your document to a larger or smaller font size, no matter what size was used in each occurrence. For example, you could tell Finale to scale every occurrence of New York 24-point down to 12-point. In so doing, Finale would also scale New York 36-point down to 18-point, and New York 10-point down to 5-point.


- **Click Scale Fonts... from the Data Check submenu of the Options Menu.** In the dialog box that appears, you can instruct Finale to search for a specific font, style and size and then replace it with the same font of a different size. All occurrences of this font will change in size proportionally.
- **Specify the font, style and size you want changed and Click OK (or press enter).**
- **Specify the point size you want the specified font to be scaled to, and click OK (or press enter).** If you want this process to work properly, specify the same font in this dialog box as you did in the last one, but enter a different size.
- **Choose the new font and style and click OK; click Done.**

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To change the music font of noteheads on a staff by staff basis

To use Tamburo for your percussion notation, assign it as the notehead font in each staff or as the document's default notehead font. Then, take advantage of Finale's built-in percussion libraries or create one of your own, so that notes you enter on a percussion staff automatically assign themselves to appropriate lines or spaces with the correct noteheads. For details, see [PERCUSSION](#).

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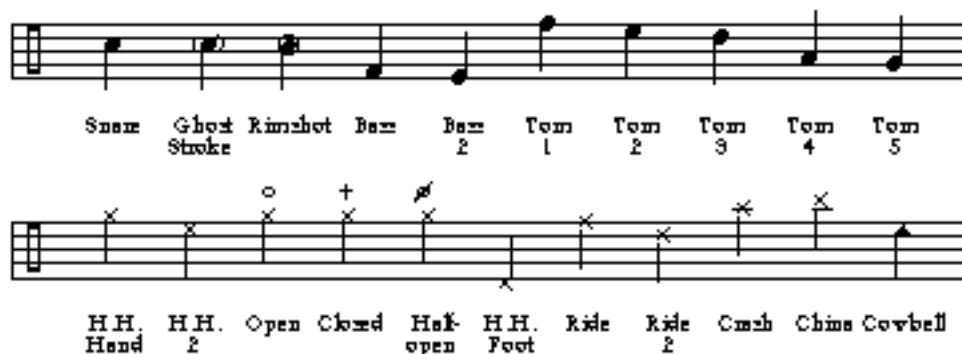
- **Click the Staff Tool** .

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- **Double-click the staff.** The Staff Attributes dialog box appears.
- **Click the Notehead Font checkbox if it is not already selected.**
- **Click Select and choose the new font.**

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- **Click OK twice to return to the score.** Your new font is now being used for noteheads while other elements such as flags and clefs are taken from the default music font(s).



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To eliminate dimmed font names from a document's font lists

Finale stores a font list with each document you create. The list contains the fonts that were available to Finale when the document was created. If you notice that some font names are dimmed in the font selection boxes of a certain document, it's because those fonts were present when the document was created (or previously edited) but are no longer installed.

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This procedure removes dimmed font names from a document's font selection boxes.

- **Choose Check Document Fonts Against System Fonts from the Data Check submenu of the Options Menu.**

Change Fonts Plug-in

How to get there

Select Change Fonts from the Plug-ins Menu. See [PLUG-INS MENU](#) for more information on plug-ins.

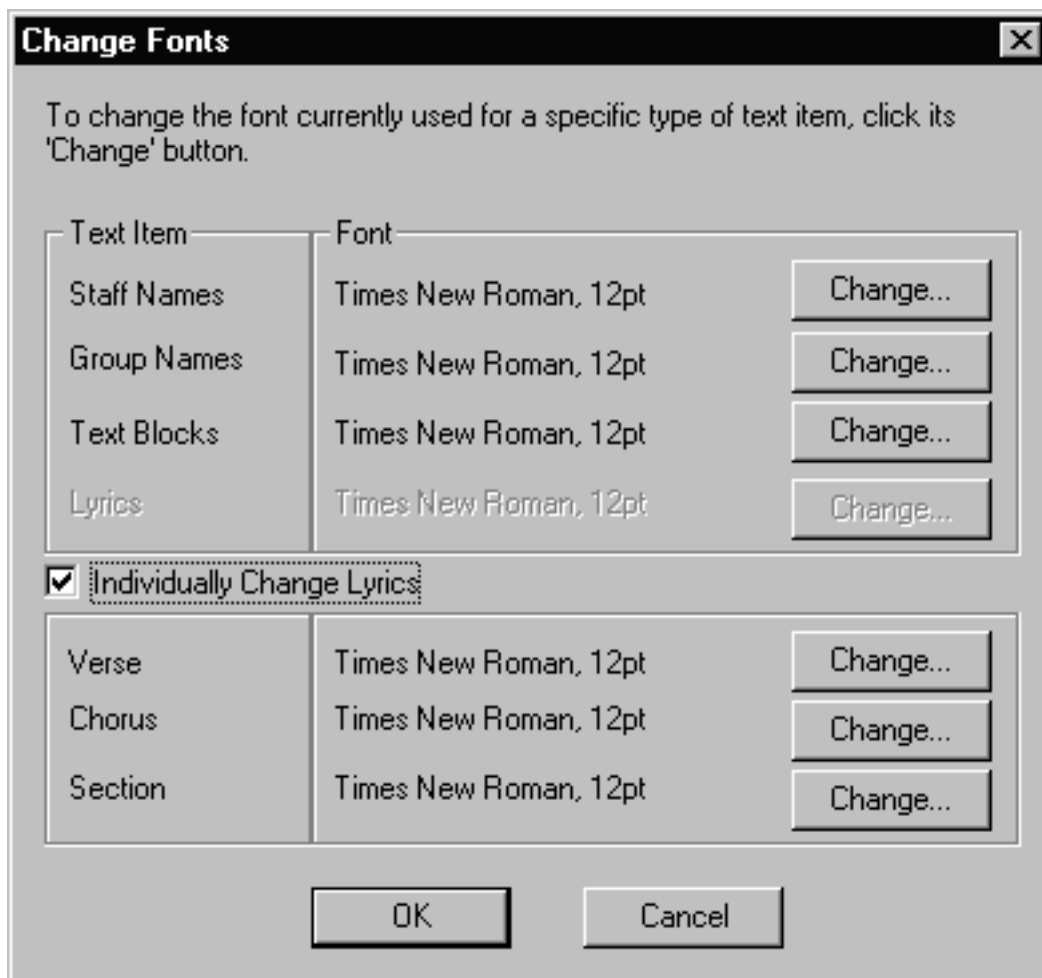
What it does

The Change Fonts plug-in allows you to change the font globally for specific items in your score such as Lyrics (verses, choruses, and sections), Text Blocks, and Staff or Groups Names.

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- **Change.** Click on the button next to the item for which you would like to change the font. The Font dialog box appears where you can set the Font, Size, and Style. See [FONT DIALOG BOX](#) for more information. The current font selection is displayed in the dialog box next to the item.
- **Individually Change Lyrics.** Select this checkbox if you would like to change the font individually on sections, verses or choruses.
- **OK • Cancel.** Click OK to change the font on the selected items. Click Cancel to return to the score without making any changes.

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Engraver Font

The Alternate Notehead Sets “Let Ring” Noteheads.

These are noteheads with the let ring symbol. By having the let ring symbol directly attached to the notehead, consistency of the symbol placement is achieved. These noteheads can be accessed through the Special Tools Tool (change notehead). First enter the notes with any of the Finale note entry methods, then with Special Tools Tool change the notehead.

Engraver Font Set and Engraver Font Extras					Engraver Font Extras Only				
0131		0142		0151		0193		0218	
0132		0143		0152		0170		0219	
0133		0144		0153		0163		0220	
0134		0145		0154		0162		0221	
0135		0146		0155		0176		0222	
0136		0147		0156		0164		0223	
0137		0148		0157		0166		0224	
0138		0149		0158		0165		0161	
0139		0150		0159		0187		0225	

Example:

Also included are the two “let ring” symbols for input with the articulation tool.

I

sh-I

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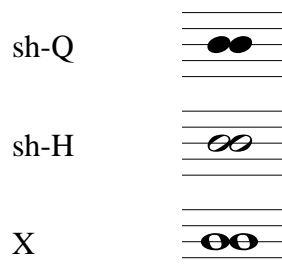
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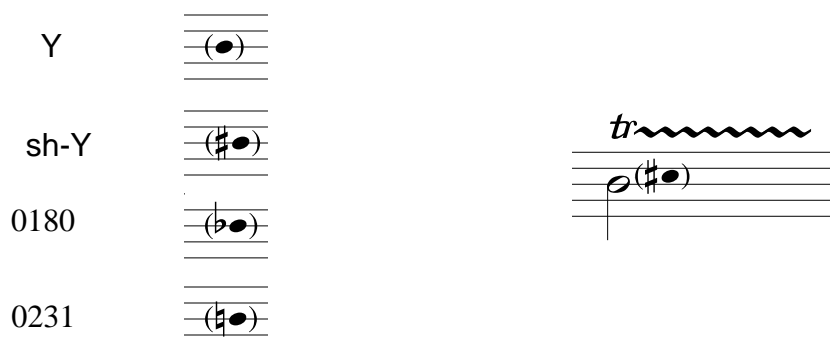
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“Double-stopped unison” Noteheads.[TOC](#)**“Trill to” Noteheads**[Index](#)**Set One: Full Size**

These noteheads are to make consistent the process of setting up “trill to” notes when they are to be outside of the staff. First enter the notes with any of the Finale note entry methods, then with Special Tools Tool change the notehead, shorten the stem and move it to the desired horizontal position.

[Next Chapter](#)[Previous Chapter](#)**Set Two: 75% Reduction**

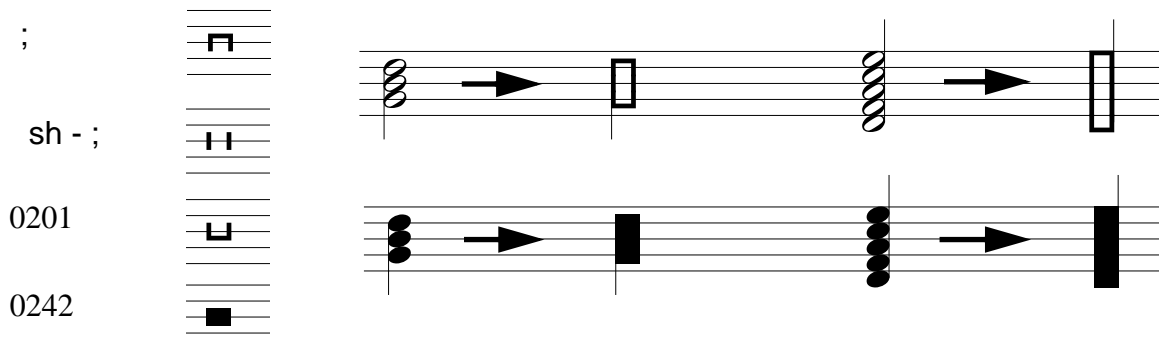
These noteheads are already reduced to 75% and can be used as “trill to” notes for use within the staff. Enter with the Articulation Tool.

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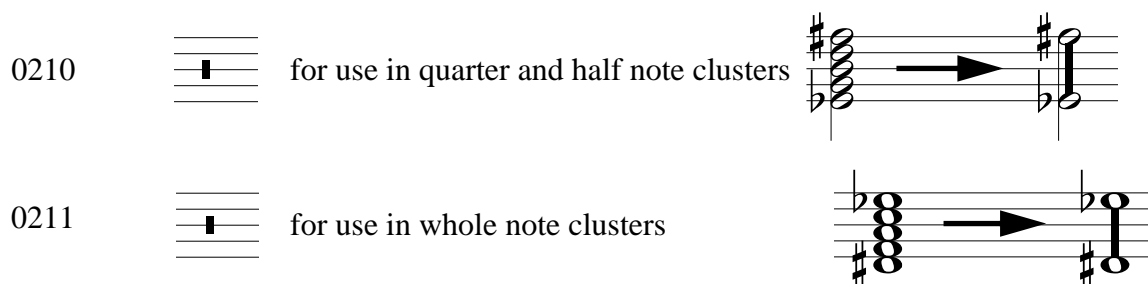
Indeterminate and Determinate “Tone-cluster” Noteheads

These noteheads allow for a quick and consistent way to input tone-clusters. After inputting notes, use the Special Tools Tool to change the noteheads.

Indeterminate


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Determinate


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Dynamics

Type away! Make whatever dynamic possible.

ex. *ffffffffffffffff*

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There are two sets of parenthesis for use. The *f* and *p* markings need more space than the other symbols, so use the shift-[and shift-] both before and after any dynamic with an *f* and before any marking with a *p*.














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Articulations

Engraver Font Set

	0190	0188		D	sh-D	E	sh-E		
tremolos									
	0193	0170	0163	0162		0176	0164	0166	0165
brackets									
		0169	0253						
Bartok pizz.									
		0187							
system divider									

Engraver Font Extras

	[]		sh-[sh-]	
conducting symbols			= 1 beat			= 2 beats
	0210	0212			0211	
			= 3 beats			= 4 beats
	0185					
harp mute						
	,	sh - ,	.			
trills	<i>tr</i> ♯	<i>tr</i> ♭	<i>tr</i> ♮			
	\	sh-\		;	sh-;	`
(within staff) articulations						
ex.						

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Engraver Text Fonts


Tempos


Q = 


H = 


E = 

X = 

W = 

U = 

V = 

B = 

C = c.

M = M.M.

(0130) = ca.

D = . (use with quarter and half notes)

(0235) = . (use with whole notes)

sh-[= (





sh-] =)

\ = ← (use with quarter and half notes)

sh-\ = → (use with quarter and half notes)


; = ← (use with whole notes)


sh-; = → (use with whole notes)


examples: =100 (=60) →.

Harp Pedaling


Single Line

F = 

S = 

N = 


sh-A = A, etc.


L = 


example: D#C#B|EF#G#A#

Double Line

(above plus)

G = ,



sh-S = ,



sh-N = 


(0186) = ,
B

(0141) = ,
C





(0182) = ,
D





K = [

R = [


sh-R = 


/ = (space for letter), sh-/ = (space for accidental)


examples: EF#G#A#
D#C#B

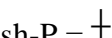
E
B

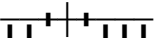
Graphic

O = 

sh-O = 

P = 

sh-P = 

example: 

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



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Maestro Font

Notes and Augmentation Dot

Notes and Augmentation Dot

Keystroke	Character	Description	Keystroke	Character	Description
Shift-W		Double Whole Note (Breve)	Shift-E		Eighth Note - Downstem
Alt+0135		Alternate Double Whole Note (Breve)	X		Sixteenth Note - Upstem
Alt+0221	II	Breve	Shift-X		Sixteenth Note - Downstem
W		Whole Note	Alt+0169		Small Quarter Note - Upstem
H		Half Note - Upstem	Alt+0237		Small Quarter Note - Downstem
Shift-H		Half Note - Downstem	;		Small Eighth Note (Grace Note)- Upstem
Q		Quarter Note - Upstem	Shift-;		Small Eighth Note (Grace Note)- Downstem
Shift-Q		Quarter Note - Downstem	Alt+0201		Slashed Grace Note
E		Eighth Note - Upstem	Alt+0242		Small Quarter Note Equals

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Noteheads

Noteheads

Keystroke	Character	Description	Keystroke	Character	Description
.	•	Augmentation Dot	Alt+0231	▷	Right-facing Triangle
Alt+0250	◌	Half Notehead	Alt+0224	▼	Filled Upside Down Triangle
Alt+0207	●	Quarter/Eighth Note-head	Alt+0225	◊	Diamond
Alt+0192	×	Non-pitched notehead	Alt+0226	◆	Filled Diamond
Y	△	Triangle	Alt+0208	■	Filled Square
Alt+0198	▽	Upside Down Trian- gle	Alt+0209	▲	Filled Triangle
L	◁	Left-facing Triangle	Alt+0173	◻	Square
Shift-L	○	Circle	Alt+0231	▷	Right-facing Triangle
Alt+0194	◻	Rectangle	Alt+0224	▼	Filled Upside Down Triangle
Alt+0180	◊	Angled rectangle			

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Flags

Flags

Keystroke	Character	Description	Keystroke	Character	Description
J		First Upstem Flag	R		Sixteenth Note Upstem Flag
Shift-J		First Downstem Flag	Shift-R		Sixteenth Note Downstem Flag
Shift-K		Second Upstem Flag	Alt+0251		Second Upstem Flag - Old
Alt+0239		Second Downstem Flag	Alt+0240		Second Downstem Flag - Old
Alt+0144		Sixteenth Note Upstem Flag (Use Petrucci secondary flag setting)	Alt+0146		Sixteenth Note Downstem Flag (Use Petrucci secondary flag setting)
Alt+0145		Second Upstem Flag (Use Petrucci secondary flag setting)	Alt+0147		Second Downstem Flag (Use Petrucci secondary flag setting)

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Accidentals

Accidentals

Keystroke	Character	Description	Keystroke	Character	Description
Shift-3	#	Sharp	Alt+0233	♮	Small Natural
A	(#)	Courtesy Sharp	Alt+0210	(♮)	Small Courtesy Natural
Shift-I	#	Small Sharp	Alt+0186	♭♭	Double-Flat
[(#)	Small Courtesy Sharp	Alt+0140	(♭♭)	Courtesy Double-Flat
B	♭	Flat	Alt+0211	(♭♭)	Small Courtesy Double-Flat
Shift-A	(♭)	Courtesy Flat	Alt+0220	𝄌	Double-Sharp
I	♭	Small Flat	Alt+0129	(𝄌)	Courtesy Double-Sharp
Shift-[(♭)	Small Courtesy Flat	[(𝄌)	Small Courtesy Double-Sharp
N	♮	Natural	Alt+0245	♭ ₄	Quarter Tone Flat
Shift-N	(♮)	Courtesy Natural	Shift-4	♯ ₄	Quarter Tone Sharp

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Rests

Rests

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0227	■	Double-Whole Note Rest	Alt+0197	♪	Sixteenth Note Rest
Alt+0183	▬	Whole Note Rest	Alt+0168	♩	Thirty-Second Note Rest
Alt+0238	▬	Half Note Rest	Alt+0244	♪	Sixty-Fourth Note Rest
Alt+0206	♪	Quarter Note Rest	Alt+0229	♫	One Hundred Twenty-Eighth Note Rest
Alt+0228	♩	Eighth Note Rest			

Dynamics

Dynamics

Keystroke	Character	Description	Keystroke	Character	Description
F	<i>f</i>	Forte	Alt+0141	<i>sfz</i>	Sforzando
Shift-F	<i>mf</i>	Mezzo forte	Alt+0130	<i>sfp</i>	Sforzando-piano
Alt+0196	<i>ff</i>	Fortissimo	Alt+0182	<i>sfpp</i>	Sforzando-pianissimo
Alt+0236	<i>fff</i>	Fortississimo	S	<i>s</i>	s for dynamic combinations

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Dynamics

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0235	<i>ffff</i>	Louder than Fortississimo	Shift-S	<i>sf</i>	Sforzando or Sforzato
P	<i>p</i>	Piano	Alt+0167	<i>sfz</i>	Sforzando or Sforzato
Shift-P	<i>mp</i>	Mezzo piano	Alt+0234	<i>fp</i>	Forte-piano
Alt+0185	<i>pp</i>	Pianissimo	Z	<i>z</i>	z for dynamic combinations
Alt+0184	<i>ppp</i>	Pianississimo	Shift-Z	<i>fz</i>	Forzando
Alt+0175	<i>pppp</i>	Softer than Pianississimo	Alt+0189	<i>m</i>	m for dynamic combinations
Alt+0142	<i>r</i>	r for dynamic combinations	Alt+0150	<i>n</i>	n for dynamic combinations

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Articulations

Articulations

Keystroke	Character	Description	Keystroke	Character	Description
.	•	Staccato	Alt+0248	·	Tenuto with Staccato
Shift-.	>	Accent	Shift-U	◡	Fermata - Above
Alt+0223	>̣	Accent with Staccato	U	◡̣	Fermata - Below
Alt+0249	>̣̣	Accent with Staccato	Shift-`	~	Trill
V	v	Marcato	Alt+0217	tr	Trill
Shift-6	^	Marcato	M	⚡	Mordent, Trill
Alt+0172	^	Marcato with Staccato	Shift-M	⚡	Mordent
Alt+0232	v	Marcato with Staccato	Alt+0178	∨	Upbow
-	—	Tenuto	Alt+0179	⏏	Downbow
Shift-,	·̣	Tenuto with Staccato	Shift-T	∞	Grupetto (Turn)

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Articulations

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0161		Pedal Down	Shift-1		Measured Tremolo
Shift-8		Pedal Up	Shift-2		Measured Tremolo
G		Rolled Chord - Arpeggio	Alt+0190		Unmeasured Tremolo
Shift-`		Caesura (Pause, Rail-road tracks)	Shift-9		Left Parenthesis
Alt+0201		Slashed Grace Note	Shift-0		Right Parenthesis
O		Natural Harmonic			Rounded Marcato
Shift-O		Harmonic	Alt+0174		Rounded Marcato
Alt+0132		Augmented	Alt+0171		Marcato
,		Pause (Breath Mark)	Alt+0216		Marcato
Alt+0133		Pause (Breath Mark)	Alt+0137		Accented Tenuto
Alt+0181		Mordent, Trill	Alt+0138		Accented Tenuto

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Smart Shapes

Smart Shapes

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0195	8 ^{va}	Ottava	`	15 ^{mb}	Double Ottava basso
Alt+0215	8 ^{vb}	Ottava basso	Alt+0134	15	Double Ottava
Alt+0131	8	Ottava	Alt+0217	tr	Trill
Alt+0219	15 ^{ma}	Double Ottava	Shift-`	~	Trill

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Repeats and Alternate Notation

Repeats and Alternate Notation

Keystroke	Character	Description	Keystroke	Character	Description
Shift-5	§	Segno	Alt+0213	/	Large Slash
Alt+0222	⌚	“To Coda”	Alt+0243	/	Small Slash
Alt+0212	⌚	Measure Repeat	Shift-\	◇	Whole and Half Note Diamond
Alt+199	⌚	Two-Measure Repeat	Alt+0218	◇	Double Whole Note Diamond
Alt+159	§	Segno	Alt+203	/	Slash

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Clefs

Clefs

Keystroke	Character	Description	Keystroke	Character	Description
Shift-7		G Clef	T		Bass 8vb
Shift-B		C Clef	Alt+0160		Treble 8va
Shift-/		F Clef	Alt+0230		Bass 8va
Alt+0214		Percussion Clef	/		Natural Clef
Shift-V		Treble 8vb	Alt+0139		Percussion Clef

Staves and Barlines

Staves and barlines

Keystroke	Character	Description	Keystroke	Character	Description
=		Staff Lines	Alt+0241		Dotted Barline
\		Barline	Shift - -		Ledger Line

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Time Signature and Multimeasure Rest numbers

Time Signature and Multimeasure Rest numbers

Keystroke	Character	Description	Keystroke	Character	Description
C	C	Common Time	6	6	Number 6
Shift-C	¢	Cut Time	7	7	Number 7
1	1	Number 1	8	8	Number 8
2	2	Number 2	9	9	Number 9
3	3	Number 3	0	0	Number 0
4	4	Number 4	Alt+0246	+	Plus sign
5	5	Number 5	Sh-=	+	Plus sign

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Chord Symbols and Harmonics

Chord Symbols and Harmonics

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0132	+	Augmented Chord	Alt+0191	∅	Half Diminished Chord
Alt+0247	○	Diminished Chord	Alt+0177	△	Major Chord

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Percussion Notation

Percussion Notation					
Keystroke	Character	Description	Keystroke	Character	Description
Y	△	Cymbal - Closed Notehead	Shift-Y	◡	Cymbal - Open Notehead

Other Notation Symbols

Other Notation Symbols					
Keystroke	Character	Description	Keystroke	Character	Description
K	•	Dot	Shift -]	()	Closed Parenthesis
Shift-G	´	Acute	Alt+0200	=	Equal sign
Alt+0193	<i>1</i>	Small 1	Alt+0164	<i>6</i>	Small 6
Alt+0170	<i>2</i>	Small 2	Alt+0166	<i>7</i>	Small 7
Alt+0163	<i>3</i>	Small 3	Alt+0165	<i>8</i>	Small 8
Alt+0162	<i>4</i>	Small 4	Alt+0187	<i>9</i>	Small 9
Alt+0176	<i>5</i>	Small 5	Alt+0188	<i>0</i>	Small 0
Alt+0136	:	Colon for italic numbers			

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Jazz Text Font














Below is a list of the special characters and their keystrokes. The primary special characters in the text font are brackets and musical notes. Use the “in-between” characters for longer words or extended phrases. All the standard letter, number and shift text characters are mapped to the same letter or number in the Jazz Text Font.

Brackets

Keystroke	Right bracket s	Keystroke	Middle brackets	Keystroke	Left bracket s	Examples: Type the first line to get the second
[	\	]		[H\ a r m\ o\n\ \ m\ u\ t e] (HARMON MUTE)
Shift-[	Shift-\		Shift-]		{S o o} (SOLO)
Shift-`						~1} (1)
Alt+0128		Alt+0129		Alt+0130		left bracket, character, middle, character... right bracket (2ND TIME ONLY)
Alt+0133		Alt+0134		Alt+0135		left bracket, character, middle, character... right bracket (TAKE REPEAT ON O.S.)
Alt+0150		Alt+0151		Alt+0152		left bracket, character, middle, character... right bracket (START HERE)
Alt+0154		Alt+0155		Alt+0156		left bracket, character, middle, character... right bracket (O.S. AL FINÉ)

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Brackets

Keystroke	Right bracket s	Keystroke	Middle brackets	Keystroke	Left bracket s	Examples: Type the first line to get the second
Alt+0157		Alt+0158		Alt+0159		left bracket, character, middle, character... right bracket (1ST TIME ONLY)
Alt+0160		Alt+0161		Alt+0162		left bracket, character, middle, character... right bracket (REPEAT FOR SOLOS)
Alt+0163		Alt+0164		Alt+0165		left bracket, character, middle, character... right bracket { FINE }
Alt+0166		Alt+0167		Alt+0168		left bracket, character, middle, character... right bracket { 320 CHORUS }
Alt+0175		Alt+0176		Alt+0177		left bracket, character, middle, character... right bracket (1ST X)
Alt+0178		Alt+0179		Alt+0180		left bracket, character, middle, character... right bracket (REPEAT FOR SOLOS)
Alt+0181		Alt+0182		Alt+0183		left bracket, character, middle, character... right bracket (START HERE)

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Multimeasure Rests

Keystroke	Right bracket s	Keystroke	Middle brackets	Keystroke	Left bracket s	Examples: Type the first line to get the second
Alt+0170	⌋	Alt+0171	⌈	Alt+0172	⌋	⌋ 8 8A25 ⌋ ⌋

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Rehearsal Letters

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Keystroke	Character	Description	Keystroke	Character	Description
Alt+0216	A	A	Alt+0217	B	B
Alt+0218	C	C	Alt+0219	D	D
Alt+0220	E	E	Alt+0221	F	F
Alt+0222	G	G	Alt+0223	H	H
Alt+0224	I	I	Alt+0225	J	J
Alt+0226	K	K	Alt+0227	L	L
Alt+0228	M	M	Alt+0229	N	N
Alt+0230	O	O	Alt+0231	P	P
Alt+0232	Q	Q	Alt+0233	R	R
Alt+0234	S	S	Alt+0235	T	T

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Rehearsal Letters

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0236		U	Alt+0237		V
Alt+0238		W	Alt+0239		X
Alt+0240		Y	Alt+0241		Z



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Music Notation Items

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0140		Quarter Note	Alt+0141		Half Note
Alt+0142		Whole Note	Alt+0139		Quarter Note =
Alt+0137		Eighth Note	Alt+0138		Sixteenth Note
Alt+0132		Flat	Alt+0136		Natural
Alt+0243		Coda with enclosure	Alt+0244		Dal Segno with enclosure
Alt+0245		Coda	Alt+0246		Dal Segno
Alt+0242		Blank enclosure			

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Other Text Items



Keystroke	Character	Description	Keystroke	Character	Description
Alt+0192		1	Alt+0193		2

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Other Text Items

Keystroke	Character	Description	Keystroke	Character	Description
Alt+0194	3	3	Alt+0195	4	4
Alt+0196	5	5	Alt+0197	6	6
Alt+0198	7	7	Alt+0199	8	8
Alt+0200	9	9	Alt+0191	0	0
Alt+0201	1st Chorus	1st Chorus	Alt+0205	2nd Chorus	2nd Chorus
Alt+0203	3rd Chorus	3rd Chorus	Alt+0204	4th Chorus	3rd Chorus
Alt+0131	FINE	Fine	Alt+0153	TM	TM
Alt+0169	©	©	Alt+0174	®	®
Alt+0145	'	Single quote	Alt+0146	'	Single quote
Alt+0147	“	Double quote	Alt+0148	”	Double quote
Alt+0188	1/4	1/4	Alt+0189	1/2	1/2
Alt+0190	3/4	3/4	Alt+0215	X	X

Double whole notes

The double whole note, or breve (|||| or ) has a duration of eight beats. Either notehead may also be use to represent recitative on a single pitch. See [NOTE VALUES \(DURATIONS\)](#) for information on creating double whole notes.

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To substitute the ≡ notehead for the ≡ notehead globally

Follow these instructions if you want Finale to use the ≡ default ≡ notehead for the double whole note.

- **Choose Music Characters from the Document Settings submenu of the Options Menu.** The Music Characters dialog box appears.
- **From the Note Heads drop-down list, choose Double Whole; click Select.** Finale displays the Symbol Selection dialog box containing every symbol in the Maestro music font.
- **Double-click the ≡ notehead.** You return to the dialog box.
- **Click OK (or press enter).**

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To substitute the ≡ notehead on a note-by-note basis

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See [NOTE SHAPES—To change the shape of a notehead](#).

Shape Note music

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In some hymnal music, each note of the scale has its own notehead, regardless of key. In Tamburo, noteheads for these “shape notes” are found on the number keys 1 through 9. To set up the staff for Note Shapes, click on the Options Menu and choose Document Settings, then Note Shapes. See [NOTE SHAPES DIALOG BOX](#) for more information. You can also use the Shape Note Hymnal template. See [TEMPLATES](#). Each number corresponds to the appropriate scale tone—the tonic shape note is found on 1, the second shape note on 2, and so on. Since some shape note conventions differ, we offer two choices for the fourth scale degree, one shape on 4 and the other on 9.

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Key	1	2	3	4	5	6	7	8	9
Alone	▲	■	◆	▼	●	■	▼	▲	▲
With Shift	△	□	◇	▽	○	□	◇	△	△

Flags

See also [BEAMING](#); [STEMS](#).

You have considerable control over the flags on single eighth notes (and smaller values) in Finale. The typical use for these parameters is to adapt a music font to Finale other than Finale’s Maestro font or Adobe’s Sonata font. Because different fonts use different spacing and positioning schemes for their music characters, you may need to adjust some of these variables in order to accommodate a different music font.

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To change the character assignment for a flag

- **Choose Music Characters from the Document Settings submenu of the Options Menu.** The Music Characters dialog box appears.
- **From the Flags drop-down list, choose the flag element whose character you want to change, then click Select.** See the figure for reference.

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When you click Select, the Symbol Selection dialog box appears containing every available character in the font. (To change the font whose characters you’re viewing, choose Select Default Fonts from the Options Menu and click the Set Default Music Font button.)

- **Double-click the replacement character.** Whichever character you select will now appear at every occurrence of a flag in this document.
- **Click OK (or press enter).**

To use Straight Flags

- **Choose Select Default Fonts from the Options Menu.**
- **Choose Flags from the Notation drop-down list.**
- **Click Set Font, and choose Tamburo.**
- **Click OK twice. You return to the score, where Finale displays all flags in your score using the Tamburo font.**
- **Choose Music Characters from the Document Settings submenu of the Options Menu.**
- **Click the Straight Flags checkbox to select it.**
- **Choose Straight Upstem Flag from the drop-down list, then click Select to display the Symbol Selection dialog box.** Type the key combination for the character, or scroll through the dialog box and click the character you want to use. Click Select to choose the Straight Upstem Flag character. Choose the characters according to the tables below, then click select.
- **Choose Straight Downstem Flag from the drop-down list, then click Select to display the Symbol Selection dialog box.** Type the key combination for the character, or scroll through the dialog box and click the character you want to use. Click Select to choose the Straight Downstem Flag character. Choose the characters according to the tables below, then click select.

If you’re using Horizontal Straight Flags, use the flag character on R (slot number 114) in the Tamburo font for both the straight upstem and downstem flag. For Angled Straight Flags, use the flag character S (slot number 115) for the straight upstem flag, and shift-S (slot number 83) for the straight downstem flag. Use the Music Character Positioning dialog box to adjust the horizontal or vertical placement of the flags as needed. Refer to the following tables to determine which characters to select for the angled or horizontal style of straight flags.

Angled Straight Flag	Slot number	Key Cap
	r	
Straight Upstem Flag	115	S
Straight Downstem Flag	83	shift-S

Horizontal Straight Flag	Slot number	Key Cap
Straight Upstem Flag	114	R
Straight Downstem Flag	114	R

To adjust the placement of Horizontal and Angled Straight Flags

- **Choose Music Characters from the Document Settings submenu of the Options Menu.**
- **Click Positioning in the Music Characters dialog box.**
- **Choose Straight Upstem Flag from the drop-down list and change V to 12 EVPUs.** (For angled straight flags, set V to 24 EVPUs.)
- **Choose Straight Downstem Flag from the drop-down list and change V to zero.** (For angled straight flags, set V to -24 EVPUs.)
- **Click OK twice to return to the score.**

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Unknown Font dialog box

How to get there

From the File Menu, choose Open Library. Double-click the name of a library that was created with a font that’s no longer installed in your System file.

What it does

You’ll encounter this dialog box when you try to open a library of symbols or expressions that were created with fonts that are no longer installed, or a library that was created on someone else’s computer (with a different set of fonts installed). Finale gives you two options for handling the missing fonts. You can either select a new font to replace the missing one, or you can tell Finale to go ahead and load the library, substituting the System font for the missing fonts until you later install the missing font into your Windows Font folder. At that point, the library elements will reappear in their original fonts.

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- **Add the Font to the Font List.** Click this button if you want Finale to display the library element in the system font until such time as the missing font is reinstalled.

Finale doesn't actually install a font in your system when you click Add. Instead, it adds the missing font's name to its font selection boxes; it will appear dimmed (like the names of any other missing fonts). When you later install the missing font in your System, its name will no longer be dimmed, and the library elements in question will reappear in their original fonts (instead of the substitute font).

- **Select Another Font.** Click this button if you want to substitute a different font for the one that's missing. Finale responds by displaying the Font dialog box, in which you can select the new font.

If there are other fonts that were used to create the library (that are now missing), Finale displays the Font dialog box again so that you can repeat the process.

- **OK • Cancel.** Click OK (or press enter) to do the selected action. Click Cancel to return to the score without making any changes.

Alternative music fonts

The following is a list of some of the fonts which are available to the Finale user:

Maestro, Maestro Percussion and Maestro Wide (included with the purchase of Finale)

Finale's default music font developed for Coda Music Technology by Blake Hodgetts (see also [TOCCATA AND FUGHETTA](#)). This is an elegant font, yet more robust than Petrucci, more accurately

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representing the look of engraved music. Maestro Wide is identical with the exception of wider noteheads.

Petrucchi (included with the purchase of Finale, Finale Allegro, or Finale PrintMusic!)

This music font is called Petrucci, named for Ottaviano Petrucci, the sixteenth-century Italian who first used movable type for printing polyphonic music. It was the default music font for Finale products for years, but is now shipped for compatibility.

Tamburo (included with the purchase of Finale)

Tamburo, an Italian term for drum, is a font primarily comprised of noteheads. It contains a variety of symbols particularly useful for percussion notation, including instrument noteheads and several articulation marks. Tamburo also contains a full set of symbols for use in hymnal shape note music, where each note of the scale is displayed with a unique notehead. Moreover, Tamburo expands your choice of accidentals for quarter-tone music.

Finale Engraver's Font (included with the purchase of Finale)

The Finale Engraver's font set was developed by Bruce Nelson to meet the Music Publisher Association's music font design specifications. It includes a larger notehead with a different notehead angle. It also includes "Let Ring" noteheads, "Double-stopped unison" noteheads, "Trill to" noteheads, "Tone-cluster" noteheads, variations on dynamics and articulations, tempo markings, and harp pedaling symbols. (See [ENGRAVER FONT](#))

The Jazz Font (included with the purchase of Finale, Finale Allegro, or Finale PrintMusic!)

The Jazz Font, the premiere hand written music font, comes with handwritten text, percussion and guitar symbol fonts as well.

November by Robert Piéchaud (\$70)

November is a rich set made up of more than 330 symbols, from basic shapes such as note heads, clefs and rests, up to rarer characters like microtonal accidents, plain-song clefs or baroque ornaments. Based on the fractal concept, in which details are as important as the whole, even for very small symbols such as music characters, November has been crafted with total attention to details and a new coherence. November is inspired by the spirit of traditional music engraving art... but with a revolutionary graphic idea!

<http://www.klemm-music.de/november>

Klemm Music Technology

Waldstieg 2

D-37133 Friedland, Germany

Neuma and Neuma Symbol (part of the Medieval plug-in package) by Robert Piéchaud (\$200)

The Medieval plug-in offers you the possibility to produce professional transcriptions of early music easily, from Gregorian square notation to Italian mixed notation, with a beautiful rendering. Medieval gives you a wide choice of tools such as automatic recognition of neumes (more than 80!) up to 7 notes, liquescences, automatic placing of the "direct", stemmed note groupings, and numerous special symbols: quilisma, rests, plicas, large ligatures, black-void notation, etc.

With Medieval you will get:

1. a Finale plug-in (installed into the Finale plug-in Folder) consisting of a new palette with 12 graphic-oriented tools;

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2. 2 new fonts, Neuma and Neuma Symbol, for PostScript and TrueType printers;
3. 2 new default files;
4. samples such as Gregorian, Franconian, Machaut's Mass, etc.;
5. a real handbook with a complete english tutorial

<http://www.klemm-music.de/medieval>
 Klemm Music Technology
 Waldstieg 2
 D-37133 Friedland, Germany

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Toccata and Fughetta fonts by Blake Hodgetts (Shareware: \$30 for both)

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Hundreds of additional musical symbols; available for Macintosh and Windows. The full package includes TrueType and PostScript fonts, custom Finale libraries, character charts, stem connection settings and full documentation. Additional information and downloadable TrueType versions available at the following locations:

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<ftp://ftp.shsu.edu/pub/finale/>
 TocFug.zip [Windows]
 TocFug.sit.hqx [Macintosh]
 TocFugRead.txt [Information text file]
<http://www.efn.org/~bch/AboutFonts.html>

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Contact the author at bhodgetts@symantec.com, or write:
 Blake Hodgetts
 4495 Thunderbird Dr.
 Eugene, OR 97404

GraceNotes & Crescendo (\$40 + \$7.50 UPS ground)

These music fonts give another look to basic notational symbols (quarter note head, Treble clef, etc.) and provide a greater selection of percussion symbols, symbols for Gregorian Chant, Harp Pedal markings and much more.

Available for Macintosh and Windows.
 Casady & Greene
 22734 Portola Drive
 Salinas, CA 93908-1119
 Phone 800-359-4920
 or
 408-484-9228
 Fax 408-484-9218

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Sonata (\$29.95 + your choice of \$6 or \$9 shipping)

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The first music font, and a favorite among computer copyists. This font has fewer symbols than most other fonts but remains popular because of its "classic" look. Available for Macintosh and Windows.

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Adobe Systems Incorporated
 PO Box 6458

Salinas, CA 93912-6458
General Phone: (800) 833-6687
Image Club (to order fonts on floppy) (800) 661-9410

Also, you can preview all of Adobe's fonts on their Type On Call CD-ROM for \$49. If you then choose to purchase the code to unlock a specific font from the CD, there is an additional charge. For Sonata, this fee is \$25.

Metronome & MetTimes (\$24.95 + \$3 shipping)

A music font that works like a text font. A collection of number sets, text characters and built-in music characters lets you mix text with markings and music symbols without changing fonts. MetTimes includes the largest collection of dynamics in any music font. Available for Macintosh and Windows. DVMarticulations is included free of charge.

DVM Publications
104 Woodside Rd.
Suite A-202
Haverford, PA 19041
Phone/Fax: (610) 896-0996
E-Mail: SPLsm@aol.com

Kidnotes (\$39.00 + \$3 shipping)

Offers noteheads with letters embedded in them. Intended for music for beginning music students, this font can be used to display note names on noteheads. Available for Macintosh and Windows. DVMarticulations is included free of charge.

DVM Publications
104 Woodside Rd.
Suite A-202
Haverford, PA 19041
Phone/Fax: (610) 896-0996
E-Mail: SPLsm@aol.com

Golden Age (\$65 includes US postage)

“GoldenAge” is a full-featured package of four typefaces inspired by the clear, highly legible look of professionally hand-copied sheet music. Available for either Windows or Macintosh, the package includes PostScript and TrueType versions, full documentation on their use, sample text/chord suffix libraries and a Default file template. GoldenAge has a highly readable, informal design appropriate for use in big band charts, jingles, record dates, or anywhere a commercially hand-copied look is desirable. Session players prefer the look of GoldenAge because of its familiarity and readability. The set of 4 fonts (2 music/2 text) is available for \$65.00 US (postpaid) from:

Donald Rice Music Preparation
P.O. Box 110838
Brooklyn, NY 11211 U.S.A.
phone: 718-486-7307
email: MelRoc@aol.com

Please specify Macintosh or Windows platform.

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Sample of GoldenAge are available for viewing on the GoldenAge web page at <http://members.aol.com/melroc/GA.html>

Susato (\$149 US only – plus shipping; others please call or Fax)

The Susato PostScript Type 1 and TrueType character sets take the aesthetics of traditional note engraving into account and thus greatly enhance the printouts made with Finale. The standard character set is complemented by an accordion register font, a guitar tablature font, and a note head font. Available for Mac and Windows.

Contact: Werner Eickhoff
MusicFontLab
Schauinslandstrasse 99
D-79100 Freiburg im Brsg.
Germany
Phone +49-761-29970
Fax +49-761-29970

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The Figured Bass font greatly simplifies the creation and entry of figured bass symbols. Its features include:

1. Direct entry (e.g. as lyrics in Finale) of numbers, special symbols and accidentals without changing font or size within the same verse.
2. Direct entry of the characters mentioned beside or below each other within only one “syllable”.
3. Enter the numbers 2,4,5,6,7,9 with accidental or as struck-through characters. The numbers “5+” and “7+” are even available in two different versions.
4. Easy-to-remember keyboard layout. A similar font exists in a version for German users, called FinalGeneralBass. The very important difference is only the keyboard-layout for German system.
5. Great flexibility because of many available characters and several different entry methods.

The full version costs \$50 (or DM 45.-) and can be ordered from

Ansgar Krause
Erftweg 29
47807 Krefeld
Germany

INTERNET: AnsgarKrause@t-online.de

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Be sure to include the following information: Version for Windows or Macintosh, US-Version or German, and via e-mail or disk (\$5 extra).

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The Really Loud Font Company offers a variety of music related fonts. Visit their web site at <http://members.aol.com/LoudFonts/Home.htm> for current pricing and product information. Basic Set: \$90, Supplementary Sets: \$40 each -- all three sets for \$90, or all of the items lists below for \$150

TempiFont Family: A set of 4 fonts which facilitates Tempo Markings, Metric Modulations, Swing Time Notations, etc.

ThesisFont: Provides Parenthetic Dynamics, Microtonal Accidentals, Harp and Organ Pedallings, Brackets, Stimmen and miscellaneous articulations.

MetricFont: Notates any type of time signature whether compound additive, irregular, irrational, etc.

Basic Allotment Library -- re-space music (especially cross rhythms) cleanly and evenly in a minimum of horizontal space.

(Supplementary Sets)

TallMetricFonts and MultiMaster MetricFonts -- Notate large size (conductors style) time signatures as in Metric Font. MultiMaster fonts enhance precision and control for Mac OS users.

FiguredBass Fonts --- Notate, figures, progressions and basic Schenkerian notations. Both within FINALE and also in text files.

Custom Allotment Libraries -- re-space music (especially cross rhythms) cleanly and evenly in 14 different proportional spacings.

Mail orders to: Konanur Inc., 155 East 23rd Street, Suite 302, New York, NY 10010-3700 or call 212.475.3351 and leave your address if you desire a catalog.

E-Mail (questions, comments and requests for information) to: LoudFonts@aol.com

BlueNotz by Thomas Williams (\$60)

BlueNotz™ fonts for the Macintosh, and soon for Windows, has been designed to replace the stiff, formal look of engraver based fonts with the look and “feel” of handwritten music copy.

There are three components of the font bundle. BlueNotz™ is the main symbol font and is used for generating many of characters and symbols used for written music. BlueText™ is used for titles, score expressions, and any other text applications and come with the added feature of being able to create pre-built text highlighters such as over and underscores. BlueChords™, the newest addition to the family, is used for chords and chord suffixes and includes many commonly used pre-built chord suffixes.

<http://www.musink.net/BlueNotz.html>

Musink

22103 Stocklmeir Court

Cupertino, Ca 95014

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