

# Keyboard Shortcuts and Special Mouse Clicks

Commands that are new or changed in Finale 2002 are marked by a bullet (•).

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## FILE MENU

Command	Keyboard Shortcut or Mouse Click
New	Ctrl-N
Open	Ctrl-O
Close	Ctrl-W
Save	Ctrl-S
Import	Ctrl-I
Print Score	Ctrl-P
Quit	Alt-F4

## EDIT MENU

Command	Keyboard Shortcut or Mouse Click
Undo	Ctrl-Z
Redo	Ctrl-Y
Undo List	Ctrl-shift-Z
Cut	Ctrl-X
Cut (create Clip file)	Press ctrl when choosing Cut
Cut (display Items to Clip dialog box)	Press shift when choosing Cut
Cut (create Clip file <i>and specify</i> items)	Press ctrl-shift when choosing Cut
Copy	Ctrl-C
Copy (create Clip file)	Press ctrl when choosing Copy
Copy (display Items to Clip dialog box)	Press shift when choosing Copy
Copy (create Clip file <i>and specify</i> items)	Press ctrl-shift when choosing Copy

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EDIT MENU

Command	Keyboard Shortcut or Mouse Click
Insert (insert from a Clip file)	Press ctrl when choosing Insert
Replace Entries	Ctrl-V
Replace Entries (paste from a Clip file)	Press ctrl when choosing Replace Entries
Select All	Ctrl-A
Update Layout	Ctrl-U
Update Layout and remove measure groupings	Press shift when choosing Update Layout

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VIEW MENU

Command	Keyboard Shortcut or Mouse Click
Page View	Ctrl-E
Scroll View	Ctrl-E
Home Position	Home key
End Position	End key
Redraw Screen	Ctrl-D
View at 400%	Ctrl-4
View At 200%	Ctrl-2
View At 100%	Ctrl-1
View At 75%	Ctrl-7
View At 50%	Ctrl-5
View At X %	Ctrl-0
View At Last Size	Double-right-click on the score
Define a Staff Set	Press Ctrl when choosing Staff Set (in Scroll View only)
Change layers	Alt-Shift-layer number (1-4)

**General Keyboard Shortcuts**

Command	Keyboard Shortcut or Mouse Click
OK all open dialog boxes	Ctrl-click the OK button
Cancel all open dialog boxes	Ctrl-click the Cancel button
Redraw Interrupt	Esc
Apply a Metatool	Press a number or letter and click the score
Program a Metatool	Press shift-number or shift-letter
Program a keyboard equivalent for a tool	Press shift-Function key (F2-F12)
Switch to a tool you've programmed	Press Function key (F2-F12)
Select Yes or No in dialog boxes	Type N for "no" and Y for "Yes"
Move to top of page/score	Page Up
Move to bottom of page/score	Page Down

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## General Keyboard Shortcuts

Command	Keyboard Shortcut or Mouse Click
Next or Previous Page	Ctrl-PageUp or Ctrl-PageDown
Change layers	Alt-Shift-layer number

### ARTICULATION TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Articulation Selection dialog box	Click on, above, or below a note or rest that doesn't have an articulation attached, or click on a note whose articulation handles are visible, OR drag-enclose a group of notes.
Display articulation handle	Click a note to which an articulation has been attached
Select an articulation	Click, or shift-click the handle.
Move an articulation	Drag the handle (ctrl-drag the handle to move without using dynamic drawing)
Delete an articulation	Select the handle and press delete, or right mouse click the handle and select Delete from the contextual menu. Drag-enclose a group of notes while holding delete to delete articulations on all the notes.
Display the Articulation Designer dialog box	Double-click an articulation handle, or right mouse click the handle and select Edit Articulation Definition from the contextual menu.

### CHORD TOOL

Command	Keyboard Shortcut or Mouse Click
Display positioning arrows	Click the staff (but not on a note or rest)
Display the Chord Definition dialog box	Click a note with no chord symbol attached (With Manual Input selected in the Chord Menu), or double-click a chord symbol handle, or right mouse click the handle and select Edit Chord Definition from the contextual menu.
Display a handle on chord symbols	Click a note with a chord symbol attached or select Show All Chord Handles from the Chord Menu (When Manual Input is selected in the Chord Menu)
Delete a chord symbol	Select the handle and press delete, or right mouse click the handle and select Delete from the contextual menu
Move a chord symbol	With Manual Input selected in the Chord Menu, drag the symbol handle or ctrl-drag the handle to move without using dynamic drawing
Input chord symbols using MIDI keyboard	With MIDI Input selected click a note and play chord on the MIDI keyboard
Analyze chord in one or two staves	With One- or Two-Staff Analysis selected in the Chord Menu, click on a note in the chord.

### CLEF TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Change Clef dialog box	Click a measure without a mid-measure clef
Display handles in mid-measure clefs	Click a measure with a mid-measure clef

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**CLEF TOOL**

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Adjust the mid-measure clef position	Drag the handle of the mid-measure clef
Delete a mid-measure clef	Select the handle and press delete, or right mouse click the handle and select Delete from the contextual menu.
Change a mid-measure clef to another clef	Double-click the mid-measure clef's handle and drag left or right, or right mouse click the handle and select Edit Clef Definition.
To insert another mid-measure clef	Double-click in the measure.
Display the mid-measure clef dialog box	Ctrl-click a mid-measure clef's handle, or right mouse click the handle and select Edit Clef Definition from the contextual menu.

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**EXPRESSION TOOL**

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display the Expression Selection dialog box	Double-click on, above, or below a measure or note that doesn't have an expression attached
Display an expression handles	Click on a measure or note with an expression attached (when show all handles is not selected)
Select an expression handle	Click, or shift-click to select multiple handles or press ctrl-A to select all available handles.
Move selected expressions	Drag the selected handles
Move selected expressions without using dynamic drawing	Ctrl-drag the selected handles
Delete selected expressions	Press delete, or right mouse click the handle and select Delete from the contextual menu.
Resize a shape expression	Double-click an expression handle, or right mouse click the handle and select Edit Score Shape Expression Graphically from the contextual menu.
Display the Text Expression Designer dialog box	Double-click an expression handle (text expression), or right mouse click the handle and select Edit Text Expression Definition from the contextual menu.
Display the Shape Expression Designer dialog box	Ctrl-double-click an expression handle (shape expression), or right mouse click the handle and select Edit Shape Expression Definition from the contextual menu.
Display the Measure or Note Expression Assignment dialog box	Shift-double-click an expression handle, or right mouse click the handle and select Edit Expression Assignment from the contextual menu.

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**GRAPHICS TOOL**

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Align Left	Ctrl-Shift- [
Center Horizontally	Ctrl-Shift- '
Align Right	Ctrl-Shift- ]
Align Top	Ctrl- - (minus)
Center Vertically	Ctrl-Shift- =

## GRAPHICS TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Align Bottom	Ctrl-Shift- - (minus)
Place a graphic in the Shape Designer	Click in the Shape Designer display area, the Place Graphics dialog box appears
Select a graphic or graphics	Click a graphic or drag-enclose graphics, shift-click a graphic
Display the Graphic Attributes dialog box	Ctrl-Shift- T or double-click a graphic
Place a graphic in the score	Double-click in the score, the Place Graphics dialog box appears
Select a region containing the musical example to export	Double-click and drag to enclose a region in Page View
Delete the selected graphics	Press delete for one or more selected graphics
Adjust the graphic's position in the score	Drag a selected graphic
Resize the graphic horizontally or vertically	Drag a graphic's bounding handle

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## HAND GRABBER TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Temporarily switch to Hand Grabber Tool	Press the right mouse button

## HYPERSCRIBE TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Indicate where to begin transcription	Click a measure
End HyperScribe in the middle of a measure	Ctrl-click anywhere on the score

## TRANSCRIPTION MODE

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display the Transcription window	Click a measure or ctrl-click a measure if you had Transcribe in Measures selected while transcribing
Transcribe a measure at a time	Click a measure with Transcribe in Measures selected

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## LYRICS TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Click Assign lyrics one syllable at a time	Click within the staff lines at the position of the note
Click Assign lyrics all at once	Ctrl-click within the staff lines at the position of the first note
Display a Word Extension handle	Click within the staff lines at the position of the sustained syllable with Edit Word Extension selected from the Lyric Menu
Move Syllables	Click within the staff lines at the position of the syllable with Adjust Syllables selected from the Lyric Menu
Move to the previous or next verse, chorus or section.	↑ or ↓ using Type into Score
Left Justify syllable	Ctrl- [
Right Justify syllable	Ctrl- ]

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LYRICS TOOL

Command	Keyboard Shortcut or Mouse Click
Center Justify syllable	Ctrl- '
Align syllable block to the Left	Ctrl-Shift- [
Center syllable block Horizontally	Ctrl-Shift- '
Align syllable block to the Right	Ctrl-Shift- ]

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MASS MOVER TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Fit Measures dialog box	Ctrl- M (with measures selected in Page View)
Lock currently selected systems	L
Unlock currently selected systems	U
Select a measure or measures	If “Select Partial Measures” is selected in the Edit Menu, double-click a measure; If “Select Partial Measures” is off, a single click selects a measure; drag-enclose a region
Extend a selection of measures vertically	Double-click a selected measure to include the entire vertical measure “stack” (that measure in all staves); If “Select Partial Measures” is turned on, the first double-click selects a single full measure, and the second double-click selects the measure stack; Shift-click a measure or a beat within a measure
Extend a selection of measure horizontally to end or beginning	While holding down Shift, press → or ←. If “Select Partial Measures” is turned on, Shift-→ or Shift-← selects the end or beginning of the measure, then to the end or beginning of the score
Select a staff or staves	Click to the left of a staff; Shift-click to the left of a staff to extend the selection
Move or Copy a selected section of music	Drag the region so it is superimposed on the beginning of an unselected region, which elements and whether you are moving or copying are selected in the Mass Mover Menu before you drag; Ctrl-shift-click the place where the selected elements should be copied or moved to
Display the Items to Clip dialog box	Press ctrl or shift while choosing Cut or Copy from the Edit Menu
Display the Paste dialog box	Press ctrl while choosing Insert or Replace Entries in the Edit Menu
Delete selected music	Press delete
Move selected measures to the previous or next staff system	↑ or ↓
Erase selected music	Press backspace
Cancel a Mass Mover operation	Press esc
Implode Music (displays the Implode Music dialog box)	Select the measures you want to affect, then press 1 on your computer keyboard.
Drag-Implode Music for multiple staves (displays the Implode Music dialog box)	Press I while dragging selected measures to their destination.
Drag-Explode Music for multiple staves (displays the Explode Music dialog box)	Select the measures you want to affect, then press 2 on your computer keyboard.

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## MASS MOVER TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Explode Music (displays the Explode Music dialog box)	Press E while dragging selected measures to their destination.
Respace notes, lyrics, and accidentals (Apply Beat Spacing command) using the settings in the Music Spacing Options dialog box	Select the measures you want to affect, then press 3 on your computer keyboard.
Respace notes, lyrics, and accidentals (Apply Note Spacing command) using the settings in the Music Spacing Options dialog box	Select the measures you want to affect, then press 4 on your computer keyboard.
Show elapsed time based on current tempo (displays the Elapsed Time dialog box)	Select the measures you want to affect, then press 5 on your computer keyboard.
Transpose (programmable)	Select the measures you want to affect, then press any number between 6 and 9 on your computer keyboard.
Select or deselect the SmartFind Source Region	Control-F
Display the Apply SmartFind and Paint dialog box	Control-Shift-F

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## MEASURE TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display the Add Measures dialog box	Ctrl-click the Measure Tool, or right mouse click the Measure Tool and select Add Measures from the context menu
Add single blank measure to the score	Double-click the Measure Tool, or right mouse click the Measure Tool and select Add One Measure from the context menu
Display the Measure Attributes dialog box	Double-click the top barline handle or measure, or right mouse click the handle (or upper handle) and select Edit Measure Attributes from the contextual menu.
Make the Measure wider or narrower	Drag the top barline handle right or left
Display a beat chart	Click the second barline (or middle if there are three) handle, or right mouse click the handle and select Edit Beat Chart from the contextual menu.
Display a split-point bar	Click the third (bottom) barline handle, or right mouse click the handle and select Edit Split Points from the contextual menu.
Move a beat horizontally in all staves	Drag one of the lower handles in the beat chart
Move a beat and all subsequent beats horizontally in all staves	Shift-drag one of the lower handles in the beat chart
Add another pair of beat positioning handles	Double-click between two upper handles of a beat chart
Display the Beat Chart Element dialog box	Double-click an upper handle in the beat chart
Delete a beat chart pair from the beat chart	Click on an upper handle to select it and press delete
Change a barline	Right mouse click the handle and select the desired barline type (Normal, Double, Final, Solid, Dashed, Invisible, Tick) from the contextual menu.
Display a handle on every measure number	Click the Measure Tool
Reset measure number positioning	Press backspace, or right mouse click the handle and select Restore Default Position from the contextual menu.

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## MEASURE TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Delete a measure number	Press delete, or right mouse click the handle and select Delete from the contextual menu.
Move a measure number	Drag the measure number's handle
Display the Enclosure Designer dialog box	Double-click a measure number's handle, or right mouse click the handle and select Edit Enclosure from the contextual menu.
Force a measure number to appear	Ctrl-click a measure without a measure number
Force measure numbers on a measure in all staves of a staff system	Ctrl-shift-click on a measure
• Break a multimeasure rest	Right mouse click the handle and select Break a multimeasure rest from the contextual menu.

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## MIRROR TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display Mirror and Placeholder icons	Click the Mirror Tool
Display the Placeholder dialog box	Click a measure with notes or with a Placeholder icon
Display the Tilting Mirror dialog box	Click an empty measure or a measure with a Mirror icon
Display the Mirror Attributes dialog box	Shift-click a measure with a Mirror icon

## NOTE MOVER TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display a handle on every notehead in the measure	Click a measure
Select a handle or handles	Click, shift-click, drag-enclose or shift-drag-enclose the handles
Delete selected notes (still in their original measure)	Press delete, or right mouse click the handle and select Delete from the contextual menu.
Move or Copy notes to another measure	Drag a note or a group of notes to the end of the measure and the selected action in the Note Mover Menu will take place
Copy notes to the beginning of a measure	Drag a note or a group of notes to the beginning of the measure (if the measure isn't rhythmically full)

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## OSSIA TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display handles on every ossia measure	Click the Ossia Tool in Page View
Display a handle on a measure-assigned ossia measure	Click the Ossia Tool in Scroll View and click the measure to which the Ossia measure is attached
Display the Ossia Measure Designer dialog box	In Page View, double-click anywhere on the document; In Scroll View click a measure with no ossia measure attached, or double-click a measure with an ossia measure attached; Double-click a floating measure's handle, or right mouse click the handle and select Edit Ossia Definition from the contextual menu.
Select an ossia measure	Click the ossia measure's handle

## OSSIA TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Move a selected ossia measure	Drag the handle
Delete a selected ossia measure	Press delete, or right mouse click the handle and select Delete from the contextual menu.
Display the Page Assignment for Ossia Measure dialog box	Shift-double-click a page-assigned floating measure's handle, or right mouse click the handle and select Edit Ossia Assignment from the contextual menu (in Page View).
Display the Measure Assignment for Ossia Measure dialog box	Shift-double-click a measure-assigned floating measure's handle, or right mouse click the handle and select Edit Ossia Assignment from the contextual menu.

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## PAGE LAYOUT TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display Page and System margins	Click the Page Layout Tool
Resize page, margins or system	Drag a handle in Page View
Move a system	Drag the system in Page View
Move a system without moving other systems	Hold down Ctrl and drag the center of a staff system
Select handles	Drag-enclose to select handles
Select all handles	Ctrl-A

## REPEAT TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display the Repeat Selection dialog box	Click a measure without a repeat or double-click a measure with a repeat
Display handles on a repeat	Click a measure with a repeat
Delete a text repeat, repeat barline	Click on the handle and press delete, or right mouse click the handle and select Delete from the contextual menu.
Move a text repeat	Select the handle and drag.
Change the size of a repeat barline's bracket	Drag the repeat bracket handle up or down, left or right
Display the Repeat Designer dialog box	Double-click a text repeat handle, or right mouse click the handle and select Edit Repeat Definition from the contextual menu.
Display the Backward Repeat Bar Assignment dialog box	Double-click a repeat barline handle, or right mouse click the handle and select Edit Repeat Assignment from the contextual menu.
Display the Ending Repeat Bar Assignment dialog box	Double-click a repeat ending number handle, or right mouse click the handle and select Edit Repeat Assignment from the contextual menu.
Display the Repeat Assignment dialog box	Shift-double-click a text repeat handle, or right mouse click the handle and select Edit Repeat Assignment from the contextual menu.

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RESIZE TOOL

Command	Keyboard Shortcut or Mouse Click
Reduce or enlarge a notehead	Click on the notehead or right mouse click and select Resize Notehead from the contextual menu.
Reduce or enlarge an entire note or beam group	Click on the note stem or right mouse click and select Resize Note or Rest from the contextual menu.
Reduce or enlarge a staff	In Page View, click to the left of the staff or right mouse click and select Resize Staff from the contextual menu.
Reduce or enlarge a system	In Page View, click between any two staves in the system or right mouse click and select Resize System from the contextual menu.
Reduce or enlarge a page, or a range of pages	In Page View, click the upper-left corner of the page or right mouse click and select Resize Page from the contextual menu.

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SELECTION TOOL

Command	Keyboard Shortcut or Mouse Click
Switch to Selection Tool	Ctrl-Shift-A
Select an item	Click on the item
Select the appropriate tool to edit item	With item selected, double-click or press enter
Select between overlapping items	Click on the item then press plus or minus to cycle through overlapping items

SIMPLE ENTRY TOOL

Command	Keyboard Shortcut or Mouse Click
128th Note through Double Whole Note	0-8
128th Rest through Double Whole Rest	Shift and a number key (0-7)
• Switch Tools	Enter-0 through Enter-8
• Switch Tools and clear other selections	Double-click tool or quickly repeat tool selection keyboard shortcut
• Erase selected Note or Rest or select the Eraser Tool to delete accidentals, ties, dots or tuplets	Delete
• Sharp on selected note or select the Sharp Tool	S or +
• Flat on selected note or select the Flat Tool	F or -
• Natural on selected note or select the Natural Tool	Shift-8 or N or *
• Add double-flat to selected note	V
• Add double-sharp to selected note	X
• Lower selected note by half step or select the Half Step Down Tool	Shift-F or Enter- -(minus) With selection, ↓
• Raise selected note by half step or select the Half Step Up Tool	Shift-S or Enter- + With selection, ↑

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**SIMPLE ENTRY TOOL**

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
• Change selected note to a rest or toggle between Note and Rest Tools	R
• Add an augmentation dot to the selected note or select the Dot Tool	. (period)
• Tie selected note to the next note or select the Tie Tool	T or = (equals) or Enter- /
• Tie selected note to the previous note or select the Tie Tool	Shift-T
• Toggle grace note state of selected note or select the Grace Note Tool	G or /
• Toggle tuplet state (create new one or erase existing tuplet) of selected note or select the Tuplet Tool	9
• Access Simple Entry Tuplet Definition dialog box for duplet, septuplets or other tuplets	With the Tuplet Tool, shift-click the staff
• Show/Hide Accidental on selected note	A
• Break/Join Beam on selected note	B
• Restore default beaming	Shift-B
• Show/Hide selected note or rest	H
• Flip stem on selected note	L
• Restore stem direction to “floating” status on selected note	Shift-L
• Flatten beams for selected note	M
• Add or remove parentheses around accidentals for selected note	P
• Select a note or rest	Control-click the note or rest
• Select a note or rest within a chord without clearing previous selection	Control-shift-click the note or rest
• Move selection one note/rest to the left If no selection, select the last edited note/rest	←
• Move selection one note/rest to the right	→
• Move selection one note up, if chord selected	Control-↑
• Move selection one note down, if chord selected	Control-↓
• Select all notes in selected chord	Ctrl-A-click the chord
• Clear selection	Escape or Backspace

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SMART SHAPE TOOL

Command	Keyboard Shortcut or Mouse Click
Flip a selected Slur	Ctrl- F
Change a selected Slur back to Automatic	Ctrl-Shift- F
Display handles on all smart shapes	Click the Smart Shape Tool
Edit or Delete a Smart Shape	Click the handle of the Smart Shape
• Control-A	Select all Smart Shapes on the page
• Drag an endpoint handle	Change the slur's ending or starting note
• Drag a center curve handle	Change the slur's arc height
• Shift-drag a center curve handle	Change the slur's arc height and angle
• Drag an inner curve handle	Change the slur's arc and inset asymmetrically
• Control-drag an inner curve handle	Change the slur's arc and inset symmetrically
Control-double-click and drag	Create an 8va or 15ma below the staff or 8vb or 15mb above the staff
Display the Smart Line Style Selection dialog box	Ctrl-click the Custom Line Tool
Add a slur	S
Add a crescendo	<
Add a decrescendo	>

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SPEEDY ENTRY TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Edit Frame dialog box	Ctrl-click any measure that contains music
Remove note, rest or chord	delete
Hide/show note or rest	letter O or H
Add or remove accidental parentheses	P
Jump to previous measure	[ or shift-←
Jump to next measure	] or shift-→
Flip stem in opposite direction	L
Restore stem direction to “floating” status	Ctrl-L
• Change to/from a grace note	; or G
• Change to/from a slashed flagged grace note	^ (accent) or ; or G
Voice 1/2	' (apostrophe)
Switch to next layer	shift-' (apostrophe)
Move editing frame down a staff	shift-↓
Move editing frame up a staff	shift-↑
Add or change note (64th–double whole note)	1–8
Add or change 128th note	ctrl-0 (zero)

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**SPEEDY ENTRY TOOL**

Command	Keyboard Shortcut or Mouse Click
Insert 64th note—whole note	shift-1 through shift-7 (on keyboard only) (with MIDI, while playing note)
Insert 128th note (without MIDI)	ctrl-0 (zero) (in insert mode only)
Add 64th rest—whole rest (with MIDI)	shift-1 through shift-7 without pressing note
Add rest (with or without MIDI)	ctrl-shift-1-7 (on keyboard only)
Add 128th rest (with MIDI)	ctrl-0 (zero)
Add a rest (with Hands-Free MIDI)	play any three note cluster
Toggle Insert mode	insert or shift-0 (zero)
Constrain dragging a note (horizontal/vertical)	shift-drag
Begin a tuplet (duplet–octuplet)	ctrl-2 through ctrl-8
Define a tuplet	ctrl-1
• Raise by a half step	+ (plus) or shift-S
• Lower by a half step	– (minus) or shift-F
Raise by a half step (for entire measure)	ctrl- + (plus)
Lower by a half step (for entire measure)	ctrl- – (minus)
• Flat note	F
• Sharp note	S
• Natural note	N
• Double-sharp	X
• Double-flat	V
Previous note	←
Next note	→
Move to first note or rest in measure	ctrl-←
Move just beyond last note or rest in measure	ctrl-→
Down a step	↓
Up a step	↑
Remove note from chord	backspace
• Change single note to rest	backspace or R
• Tie/untie to next note	= or T
• Tie/untie to previous note	ctrl = or shift-T
Flip a tie	ctrl-F
Restore tie direction to automatic	ctrl-shift-F
• Break/join beam from previous note	/ or B
• Restore default beaming	Shift-B

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### SPEEDY ENTRY TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
• Flatten a beam	\ or M
• Show/hide a courtesy accidental	* (asterisk) or A
Restore courtesy accidental to optional status	ctrl-* (asterisk)
Return a rest to its default position	* (asterisk)
Exit measure and redraw/re-enter measure	0 (zero)
Flip a note to its enharmonic equivalent	9
Flip enharmonic throughout measure	ctrl-9 (cursor on first note in measure)
Add a dot	. (period)
Add a note to a chord	enter
Change a rest to a note	enter
• Specify a pitch, high C–B (without MIDI)	Q-W-E-R-T-Y-U (with Caps Lock)
• Specify a pitch, middle C–B (without MIDI)	A-S-D-F-G-H-J (with Caps Lock)
• Specify a pitch, low C–B (without MIDI)	Z-X-C-V-B-N-M (with Caps Lock)
• Raise all pitch keys an octave	, (comma) (with Caps Lock)
• Lower all pitch keys an octave	I (letter I) (with Caps Lock)
• Restore all pitch keys to normal register	K (with Caps Lock)

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### SPECIAL TOOLS TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display handles in the measure	Click the Special Tool you want to use and click on the measure
Select a handle or handles	Click, shift-click or drag-enclose, or ctrl-A
Reset the note to its original state	Press delete or backspace
Move selected items very slightly	Use the arrow keys
Flip a selected tie	Ctrl-F
Restore tie direction to automatic	Ctrl-shift-F

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### STAFF TOOL

<b>Command</b>	<b>Keyboard Shortcut or Mouse Click</b>
Display the Staff Menu and handles	Click the Staff Tool
Select a staff (or staves).	Click a staff or a staff handle, or drag-enclose staff handles
Add the staff to the selection. If a staff is already selected, remove the staff from the selection.	Shift-click a staff or a staff handle
Display the Staff Attributes dialog box.	Double-click a staff or a staff handle, or double-click a full or abbreviated staff name handle, or right mouse click the handle and select Edit Staff Attributes from the contextual menu.

**STAFF TOOL**

Command	Keyboard Shortcut or Mouse Click
Add a staff without repositioning the lower staves to make room for the new staff.	Double-click in the score (in Scroll View)
Insert a staff between staves, repositioning the lower staves to make room for the new staff.	Shift-double-click below a staff in the score (in Scroll View)
Display the Group Attributes dialog box.	Double-click a group handle, or double-click a bracket handle, or right mouse click the group or bracket handle and select Edit Group Attributes from the contextual menu. Right mouse click the staff handle and select Add Group and Bracket from the contextual menu.
Delete the selected staves without repositioning the remaining staves.	Press delete for selected staves, or right mouse click the handle and select Delete Staves from the contextual menu.
Delete the selected staves and reposition the remaining staves.	Press shift-delete for selected staves, or right mouse click the handle and select Delete Staves and Reposition from the contextual menu.
Adjust the staff's position in Scroll View only. The placement of staves remains unchanged in Page View. (When you choose Special Part Extraction from the Edit Menu, Finale removes the checkmark by the command, and displays the full score using the new positioning in Scroll View.)	Drag a staff or a staff handle in Scroll View (when Special Part Extraction is selected in the Edit Menu)
Adjust the staff's position in every staff system in Page View and the position of the staff in Scroll View. When the top staff is adjusted, Finale adjusts the distance between staves, as well as staff systems.	Drag a staff or a staff handle in Page View (when Special Part Extraction is not selected in the Edit Menu). Note: If two handles appear on a staff, drag the top handle
Adjust the staff's position in every staff system in Page View; leave the position of the staff unchanged in Scroll View. Finale adjusts the distance between staves, as well as staff systems.	Drag a staff or a staff handle in Page View (when Special Part Extraction is selected in the Edit Menu). Note: If two handles appear on a staff, drag the top handle
Adjust the staff's position only in the current staff system (drag the top handle to adjust the position of the staff in all staff systems in Page View).	Drag the staff's lower handle in Page View. Note: If a staff system has been optimized using the Page Layout Tool, two handles will appear on each staff in the optimized staff system.
Select a group (or groups).	Click a group handle, or drag-enclose group handles
Add the group to the selection. If a group is already selected, remove the group from the selection.	Shift-click a group handle
Edit a full or abbreviated group name using the Edit Text window.	Ctrl-click a group handle, or right mouse click the handle and select Edit Full Group Name or Edit Abbreviated Group Name from the contextual menu.
Position a group name using the Position Full Group Name or Position Abbreviated Group Name dialog box.	Ctrl-shift-click a group handle, or right mouse click the handle and select Position Full Group Name or Position Abbreviated Group Name from the contextual menu.
Revert the position of the group names to their default position.	Press backspace for selected groups
Remove the selected group definitions.	Press delete for selected groups, or right mouse click the handle and select Delete Group from the contextual menu.
Adjust the position of a group name.	Drag a group handle
Select a staff name (or names).	Click a staff name handle, or drag-enclose staff name handles

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**STAFF TOOL**

Command	Keyboard Shortcut or Mouse Click
Add the staff name to the selection. If a staff name is already selected, remove the staff name from the selection.	Shift-click a full or abbreviated staff name handle
Edit a full or abbreviated staff name using the Edit Text window.	Ctrl-click a full or abbreviated staff name handle, or right mouse click the handle and select Edit Full Staff Name or Edit Abbreviated Staff Name from the contextual menu
Position the selected staff name using the Position Full Staff Name or Position Abbreviated Staff Name dialog box.	Ctrl-shift-click a full or abbreviated staff name handle, or right mouse click the handle and select Position Full Staff Name or Position Abbreviated Staff Name from the contextual menu.
Revert the position of the full or abbreviated staff name to its default position.	Press backspace for a selected staff name handle
Adjust the position of the selected staff name.	Drag a full or abbreviated staff name handle
Select a bracket (or brackets).	Click a bracket handle, or drag-enclose several bracket handles
Add the bracket to the selection. If a bracket is already selected, remove the bracket from the selection.	Shift-click a bracket handle
Remove the selected brackets.	Press delete for selected brackets, or right mouse click the handle and select Delete from the contextual menu.
Revert the selected brackets to their default length.	Press backspace for selected brackets
Make a bracket taller or shorter.	Drag a bracket handle vertically
Move a bracket closer to or away from bracketed staves.	Drag a bracket handle horizontally
Select a clef for the staff.	Right mouse click the staff handle and select Select Clef from the contextual menu.
Remove Staff Styles from selected region.	Backspace

**TEXT TOOL**

Command	Keyboard Shortcut or Mouse Click
Left Justify text in a text block	Ctrl- [
Right Justify text in a text block	Ctrl- ]
Center Justify text in a text block	Ctrl- '
Full Justify text in a text block	Ctrl- ;
Forced Full Justify text in a text block	Ctrl-Shift- ;
Bold	Ctrl-Shift- B
Italic	Ctrl-Shift- I
Underline	Ctrl-Shift- U
Increase Point Size by one	Ctrl-Shift- . (period)
Decrease Point Size by one	Ctrl-Shift- ,
Page Number Text Insert	Ctrl-Shift- P
Sharp sign Text Insert	Ctrl-Shift- S

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**TEXT TOOL**

Command	Keyboard Shortcut or Mouse Click
Flat sign Text Insert	Ctrl-Shift- F
Natural sign Text Insert	Ctrl-Shift- N
Display Character Settings dialog box	Ctrl-T
Display Line Spacing dialog box	Ctrl-Shift-L
Align Text block to the Left	Ctrl-Shift- [
Center Text block Horizontally	Ctrl-Shift- '
Align Text block to the Right	Ctrl-Shift- ]
Align Text block to the Top	Ctrl- - (minus)
Center Text block Vertically	Ctrl-Shift- =
Align Text block to the Bottom	Ctrl-Shift - (minus)
Display the Standard Frame dialog box	Ctrl- M
Display the Custom Frame dialog box	Ctrl-Shift- M
Display the Frame Attributes dialog box	Ctrl-Shift- T or shift-double-click a text block handle, or right mouse click the handle and select Edit Frame Attributes from the contextual menu.
Display the Text Menu	Click the Text Tool
Display handles on text blocks	Click the Text Tool
Select a text block or text blocks	Click a text block handle or drag-enclose text block handles, shift-click a text block handle
Create an unbounded frame that expands as you enter text	Double-click in the score
Create a bounded, fixed-size frame for text	Double-click and drag in the score
Edit the text block	Double-click a text block handle, or right mouse click the handle and select Edit Text from the contextual menu.
Delete the selected text blocks	Press delete for one or more selected text blocks, or right mouse click the handle and select Delete from the contextual menu.
Adjust the text block's position in the score	Drag a selected text block handle

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**TUPLET TOOL**

Command	Keyboard Shortcut or Mouse Click
Display positioning handles	Click the first note of a tuplet
Position tuplet	Drag a positioning handle
Position tuplet without dynamic drawing	Ctrl-drag a positioning handle
Delete tuplet	Press delete for selected tuplet, or right mouse click the handle and select Delete from the contextual menu.

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TUPLET TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Tuple Definition dialog box	Double-click a positioning handle or the first note in a group that you want to define as tuplets, or right mouse click the handle and select Edit Tuple Definition from the contextual menu.
Display the Default Tuple Visual Definition dialog box	Ctrl-click the Tuple Tool, or right mouse click the Tuple Tool and select Edit Default Tuple Visual Definition from the drop-down list

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ZOOM TOOL

Command	Keyboard Shortcut or Mouse Click
Zoom in (enlarge 2x, if tool is selected)	Click the score
Zoom out (reduce by 1/2, if tool is selected)	Ctrl-click the score
Temporary switch to Zoom Tool: enlarge	Shift-click the <b>right</b> mouse button
Temporary switch to Zoom Tool: reduce	Ctrl-Shift-click the <b>right</b> mouse button
Fill the screen with the selected area	drag-enclose an area

PLAYBACK

Command	Keyboard Shortcut or Mouse Click
Begin/Pause playing (Playback Controls open)	Alt-D-P or Alt-D-O
Begin playing from the measure clicked	Spacebar-click in staff
Begin playing from the clicked measure in the clicked staff only	Shift-spacebar-click in staff
Begin playing from the clicked measure in all staves	Spacebar-click in between staves
Begin playing from measure one in all staves	Spacebar-click to the left of a staff system
Begin playing from measure 1 for the clicked staff	Spacebar-shift-click to the left of staff
“Scrub” onscreen music - all staves	Ctrl-spacebar (and drag across music)
“Scrub” onscreen music - clicked staff only	Ctrl-Shift-spacebar (and drag across music)

# Metatools

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Macros, or keyboard equivalents for mouse, menu, and dialog box actions, can dramatically increase your efficiency in working with Finale. One kind of macro is already built into Finale: Metatools. These macros are always programmed to the number keys and the letter keys on your computer keyboard. By using a metatool to place an expression marking into the score, for exam-

ple, you can bypass three dialog boxes and several mouse clicks. See the individual tool for instructions for programming Metatools.

### TOOLS WITH METATOOLS

Articulation Tool	Chord Tool
Expression Tool	Mass Mover Tool
Tuplet Tool	Key Signature Tool
Time Signature Tool	Staff Tool
Clef Tool	Repeat Tool

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### **To program an Articulation Metatool**

Click the Articulation Tool. Press shift and a letter or number key. Finale displays the Articulation Selection dialog box; double-click the marking you want to correspond to the letter or number you pressed.

### **To use an Articulation Metatool**

Click the Articulation Tool. While pressing the number or letter key to which the desired marking was programmed, click on, above, or below a note or rest. If you have notes in both Voice 1 and Voice 2, click above the staff for Voice 1 or below the staff for Voice 2 to place the articulation. The marking appears at the place you clicked.

You can also press a metatool key and drag-enclose the desired notes to apply the articulation to those notes.

### **To program an Expression Metatool**

Click the Expression Tool. Press shift and a letter or number key. Finale displays the Expression Selection dialog box; double-click the Expression you want to correspond to the letter or number you pressed.

### **To use an Expression Metatool**

Click the Expression Tool. While pressing the letter or number key corresponding to the Metatool you programmed, click on, above, or below a note or rest. If you have notes in both Voice 1 and Voice 2, click above the staff for Voice 1 or below for Voice 2 to place the articulation. The expression appears at the place you clicked.

- **Important note:** If you use a Metatool to place a Shape Expression into the score, you create a duplicate of that shape. This gives you an important advantage when you're placing several of the same Shape Expression into a score, because it means that you can reshape or resize each copy individually. If you didn't use a Metatool to place Shape Expressions into the score—and placed them instead by selecting them from the selection box directly—you would reshape every occurrence of a shape when you adjusted any one of them.
- **Metatools: Measure-attached • Metatools: Note-attached • Metatools: Context-Sensitive.** Choose one of these items to determine where expressions placed with metatools will be placed. Context-Sensitive will use the position in the score where you clicked to determine whether the expression is attached to the note or the measure.

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## To program a Tuplet Metatool

Click the Tuplet Tool. Press shift and a number key or a letter key. Finale displays the Tuplet Definition dialog box; create the tuplet you want to correspond to the number or letter key you pressed. Click OK.

## To use a Tuplet Metatool

Click the Tuplet Tool. While pressing the number or letter corresponding to the Metatool you programmed, click a note (or, if the note is in Voice 2, click below the staff). Finale automatically transforms the note you clicked and subsequent notes into the tuplet grouping you predefined, complete with a bracket or slur (if you specified one) with the positioning you specified.

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## To program a Time Signature Metatool

Click the Time Signature Tool. Press shift and a number key or a letter key. Finale displays the Time Signature dialog box; create the time signature you want to correspond to the number or letter you pressed. Click OK (or press enter).

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## To use a Time Signature Metatool

Click the Time Signature Tool. Select a region of music. While pressing the number or letter corresponding to the Metatool you programmed, click a measure. Finale changes the meter over the region you have selected.

## To use a Clef Metatool

Click the Clef Tool. While pressing the number corresponding to the Clef you desire.

- **Click before the first note of a piece** to change the first clef displayed.
- **Click before the first note of a measure** to change the first clef for that measure and the remainder of the piece.
- **Click between notes in a measure** to set a mid-measure clef for the remainder of the measure and the remainder of the piece.

## To program a Chord Metatool

Click the Chord Tool. Press shift and a letter or number key. Finale displays the Chord Definition dialog box; create the chord symbol you want to correspond to the letter or number you pressed (see [CHORD DEFINITION DIALOG BOX](#)). Click OK.

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## To use a Chord Metatool

Click the Chord Tool. While pressing the letter or number key corresponding to the Metatool you programmed, click a note or rest. The chord symbol appears immediately, transposed according to the key signature if necessary.

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## To program a Mass Mover Transposition Metatool

Click the Mass Mover Tool. Press shift and a number key (6-9). Finale displays the Transposition dialog box; set the transposition you want to program. Click OK.

## To use a Mass Mover Metatool

To use a Mass Mover Metatool, select the measures you want to affect. Then, press the appropriate number key on your computer keyboard. The Mass Mover Metatools are defined as follows:

Metatool	Predefined effects
1	Implode Music (displays the Implode Music dialog box)
I	Drag-Implode Music for multiple staves (displays the Implode Music dialog box)
2	Explode Music (displays the Explode Music dialog box)
E	Drag-Explode Music for multiple staves (displays the Explode Music dialog box)
3	Respace notes, lyrics, and accidentals (Apply Beat Spacing command) using the settings in the Music Spacing Options dialog box
4	Respace notes, lyrics, and accidentals (Apply Note Spacing command) using the settings in the Music Spacing Options dialog box
5	Show elapsed time based on current tempo (displays the Elapsed Time dialog box)
6-9	Transpose (programmable)

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## To program a Key Signature Metatool

Click the Key Signature Tool. Press shift and a number key or a letter. Finale displays the Key Signature dialog box; choose the key signature you want to correspond to the number or letter you pressed. Click OK (or press enter).

## To use a Key Signature Metatool

Click the Key Signature Tool. Select a region. While pressing the number or letter corresponding to the Metatool you programmed, click a measure. Finale changes the key signature over the range or measures you selected.

## To program a Staff Style Metatool

Click the Staff Tool. Press shift and a number key or a letter. Finale displays the Apply Staff Style dialog box; choose the staff style you want to correspond to the number or letter you pressed. Click OK (or press enter).

## To use a Staff Style Metatool

Click the Staff Tool. Select a region. While pressing the number or letter corresponding to the Metatool you programmed, click a measure. Finale applies the staff style over the range or measures you selected.

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## To program a Repeat Metatool

Click the Repeat Tool. Press shift and a letter or number key. Finale displays the Repeat Selection dialog box; double-click the repeat barline or the text repeat you want to correspond to the letter or number you pressed (or, if the text repeat you want doesn't appear in the list, click Create and design it at this point). Click OK.

## To use a Repeat Metatool

Click the Repeat Tool. While pressing the letter or number key corresponding to the Metatool you programmed, click a measure. If the Metatool was programmed to insert a repeat barline, Finale displays the Backward Repeat Bar Assignment dialog box, where you can specify the playback effects of the barline (unless it was the purely graphic Forward Repeat barline). If the Metatool was programmed to insert a text repeat, Finale displays the Repeat Assignment dialog box, where you can specify the playback effects of the text repeat.