Chapter 18: Navigation Tools

Hand Grabber Tool

What it does

When the Hand Grabber Tool is selected, you can drag the mouse across the music in any direction to shift its position on your screen, as though you're sliding the score paper across your desk. In page view, it's a often a faster, more efficient way of moving around the score than using the scroll bars.

In scroll view, however, it works a little differently than the scroll bars. In addition to letting you scroll up and down, the Hand Grabber Tool allows you to drag the music right or left, but this dragging does not affect the measure number counter. This is perfect for fine tuning what's on the screen when you want to view the staff names which are off to the left of the screen, or when you'd like to view a different area of an extremely large measure. It's less well-suited to large movements in scroll view: since the measure number counter isn't affected by these moves, if you were to drag using the Hand Grabber Tool from measure 1 to measure 15, the measure number counter would now regard measure 15 as the first measure in the piece. The only way you could return to measure 1 would be to use the Hand Grabber Tool or to press the home key.

Special mouse clicks

*   **While using any other tool, press the right mouse button** to switch temporarily to the Hand Grabber, so that you can make a display adjustment without having to move the mouse to the tool palette.

Zoom Tool

What it does

Use this tool to magnify or reduce the music as it's displayed on the screen. You're not actually enlarging or reducing the printed size of the music—only "zooming in" or "zooming out" while you're working on it.

Special mouse clicks

*   **Click the music** to display it at twice its previous size.

*   **Ctrl-click the music** to display it at half its previous size.
*   **In Page View, drag diagonally across a region of music** to enlarge it just enough to fill your screen.

*   **While using any other tool, shift–click the right mouse button** to zoom in, even though the Zoom Tool isn't selected. Ctrl-shift–click the right mouse button to zoom out.

Zoom in or zoom out

To zoom in by 200%

- **Click the Zoom Tool** ⊕🔍 **.** Alternatively, you can press the shift and click the right mouse button, saving you a trip to the tool palette.
- **Click the music.** Finale enlarges the spot you clicked to twice its previous display size. To zoom out, press ctrl and click (or, if you haven't switched to the Zoom Tool, press ctrl-shift) and click the right mouse button.

To enlarge a selected area

This technique works only in Page View.

- **Click the Zoom Tool** ⊕🔍 **.** Alternatively, you can press shift and click the right mouse button.
- **Drag across the music, creating a dotted-line rectangle.** When you release the mouse, Finale enlarges the enclosed portion of the display, just enough to fill your monitor.

To zoom in/out by a specific percentage

- **Choose Scale View to from the View Menu.** In the resulting submenu you can choose a preset percentage, or set any percentage from 5 to 1000 by choosing Other from the submenu. See KEYBOARD SHORTCUTS.