Chapter 35: Page Layout Tool

Page Layout Tool 🗐

What it does

This tool lets you define the page layout for your document, including the page size, size of the page margins, and the positioning of the systems on each page.

The Page Layout Menu appears (and you switch to Page View, if you're not already there) when you click the Page Layout Tool. This menu contains a command for optimizing systems (hiding empty staves within each system to produce a more compact and readable full score), and another for grouping measures on a line, so that you can specify the number of measures you want on each line of music.

For full instructions, see PAGE LAYOUT, PAGE SIZE, SYSTEMS, MARGINS, and so on.

Special mouse clicks

- **Drag a handle** to resize the page margins or system margins.

- **Drag the center of a staff system** to move the staff system on the page.

- **Hold down Ctrl and drag the center of a staff system** to move the staff system without moving other systems.

- **Click and drag to enclose** and select handles; shift-click to add or subtract handle selection.

- **Control-A to select all system handles.**

Contextual menus

Contextual menus are reached by right mouse-clicking on the handle of an object or within a system. A contextual menu will be displayed where you can select various items.

System Margin handles or within a Staff System

Menu item	What it does
Select Staff System Range	Displays Select Staff Systems dialog box
Insert System	Displays Insert Staff Systems dialog box
Delete Systems	Deletes the selected systems.
Allow Individual Staff Spacing	Allows the system to be spaced independently of other systems with the Staff Tool. Applies Optimization without removing empty staves.
Optimize Staff Systems	Displays the Staff System Optimization dialog box
Edit Margins	Displays the Edit System Margins dialog box

Page Margin handles

Menu item	What it does
Adjust Current Page Only	Adjustments only affect the current page margins
Adjust All Pages	Adjustments affect page margins on all pages
Adjust Left or Right Pages	Adjustments affect page margins for left or right pages, whichever is selected.
Adjust Page Range	Displays the Adjust Page Range dialog box
Edit Margins	Displays the Edit Page Margins dialog box

Page Layout Menu

How to get there

Click the Page Layout Tool [ ] .

What it does

This menu includes reformatting options for the left and right page formats which affect the Page Format for Score dialog box. In Finale, left pages are Finale's even-numbered pages, and right pages are actually Finale's odd-numbered pages.

Inserting or Deleting Blank Pages, Redefine Pages, Optimize Staff Systems, Space Systems Evenly and Fit Music in this menu are reformatting options that can apply to the entire document at once, or to a smaller selection of pages.

You can use the commands in this menu to insert or clear Page Breaks and Insert or Delete Staff Systems in the music.

```
Page Layout
        Insert Blank Pages...
        Delete Blank Pages...
        Insert Page Break
        Delete Page Break
        Insert Staff Systems...
        Delete Staff Systems

        Redefine Pages                                    ▶
        Optimize Staff Systems...
        Fit Music...                          Ctrl+M
        Space Systems Evenly...

    ✔   Avoid Margin Collision
        Update Page Format for Score

        Systems                                           ▶
        Page Margins                                      ▶

        Page Size...
        Resize Pages (Page Reduction)...
        Resize Staff Systems (System Reduction)...
```
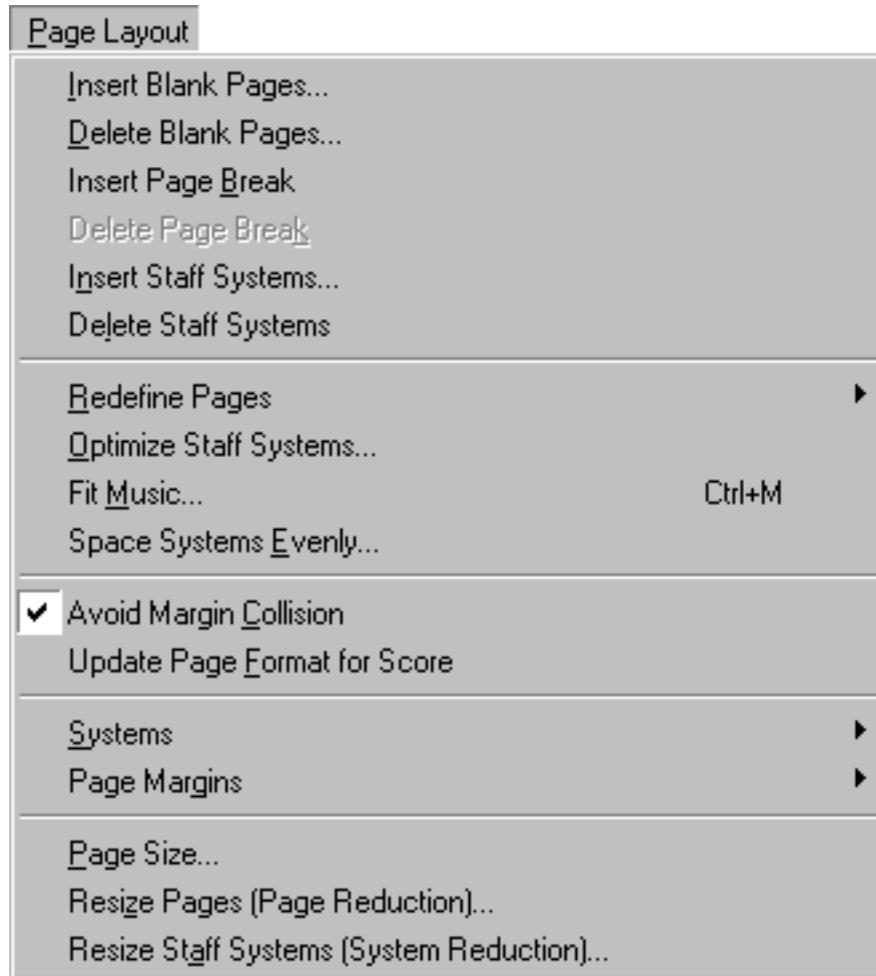
- **Insert Blank Pages • Delete Blank Pages.** Choose these commands to display a dialog box in which you can insert or delete blank pages anywhere in your score. (See INSERT BLANK PAGES DIALOG BOX and DELETE BLANK PAGES DIALOG BOX for more information.)

- **Insert Page Break • Delete Page Break.** Select a system and choose Insert Page Break to insert a page break, forcing the selected system to appear at the top of the next page. Select the system and choose Delete Page Break to clear a page break.

- **Insert Staff Systems.** Choose this command to insert a system or systems of measures while keeping the rest of the systems intact or reflowing measures across systems and pages. See INSERT STAFF SYSTEMS DIALOG BOX.

- **Delete Staff Systems.** Select a system and choose Delete Staff Systems to remove a system or systems of measures while keeping the rest of the systems, including formatting and optimization, intact.

- **Redefine Pages: Current Page • All Pages • Left Pages • Right Pages • Selected Pages.** Choose which pages Finale should update to the settings in the Page Format for Score dialog box. To update the current page, choose Current Page. To update every page in your document, choose All Pages. To update just the left-hand (even) or right-hand (odd) pages, choose

Left Pages or Right Pages respectively. You can choose Left Pages and Right Pages even if Facing Pages is not selected in the Page Format for Score dialog box. To update a particular page range in your document, choose Selected Pages.

- **Optimize Staff Systems.** In Finale, the process of hiding empty staves within each system is called optimizing systems.

  Using this command, you can specify the systems you want optimized—all of them, for example. Finale instantly redraws your score (in Page View), omitting blank staves from the specified systems; you'll find that your score now fits on fewer pages. If you optimize a completely empty staff system, Finale will still display the top staff, even though it's blank.

  Optimizing systems in Finale has another important benefit: it permits staves to be independently movable in Page View. Under normal circumstances, when you move, respace, or rearrange staves using the Staff Tool all staff systems are affected. If you have optimized a system, however, you'll find that the Staff Tool now allows you vary the positioning and spacing of staves for a single staff system. You can even selectively delete staves from certain systems. Furthermore, again using the Staff Tool, you can create a new grouping of staves which will affect only that staff system, letting you change the way in which your staves are bracketed. See BRACKETS: STAVES, GROUPS.

  When you choose this command, the Staff System Optimization dialog box appears, letting you specify the range of systems you want optimized. For a more complete discussion, see STAFF SYSTEM OPTIMIZATION DIALOG BOX.

- **Fit Music.** This command displays the Fit Music dialog box, which lets you specify how many measures you want on a line (in each system). See FIT MUSIC DIALOG BOX for details.

- **Space Systems Evenly**. This command displays the Space Systems Evenly dialog box. You can tell Finale to place the systems evenly spaced vertically on the page, to make maximum use of the page. You can even tell it to skip pages that are only partially-full. See SPACE SYSTEMS EVENLY DIALOG BOX.

- **Avoid Margin Collision.** If this menu item is selected (that is, if it displays a check mark) Finale won't let you drag a system so that it's superimposed on another system or beyond the page margins; nor will it let you drag the page margins beyond the boundaries of the page. It's a good idea to leave this option selected. Without it, you could accidentally drag a system so that it overlaps the preceding system—or is even off the page completely.

- **Update Page Format for Score.** Select this option to update the Page Format for Score settings with the current settings.

- **Systems: Edit Margins • Allow Individual Staff Spacing • Select Staff System Range.** To edit systems by number, select Edit Margins. See EDIT SYSTEM MARGINS DIALOG BOX. To adjust the spacing between staves in the selected system, choose Allow Individual Staff Spacing. You can then drag the lower handle with the Staff Tool without affecting the spacing in every system. If Select Staff System Range is selected, Finale updates the staff systems in the range you specify to match the changes made to the staff system you're editing. You must drag the system by the handle to adjust the Staff System Range; if you drag the system by clicking in the middle of the system, it will affect only that system. See SELECT STAFF SYSTEM RANGE DIALOG BOX.

- **Pages: Edit Page Margins • Adjust Current Page Only • Adjust All Pages • Adjust Left or Right Pages • Adjust Page Range.** To edit page margins by number, select Edit Page Margins. See EDIT PAGE MARGINS DIALOG BOX. When Adjust Current Page Only is selected, Finale adjusts the currently displayed page in your piece. When Adjust All Pages is selected, every change you make to the page size or margins on one page will be applied to all pages in the score. When Adjust Left or Right Pages is selected, Finale adjusts only the left (even) or right (odd) pages or systems on the pages, depending on whether the currently displayed page is a left or right page. When Adjust Page Range is selected, Finale adjusts the pages you specify to match the page you're editing. See ADJUST STAFF SYSTEM RANGE DIALOG BOX.

- **Page Size.** Choose this option to change the page size for the current page. See PAGE SIZE DIALOG BOX.

- **Resize Pages (Page Reduction) • Resize Staff Systems (System Reduction).** Use these commands to change the size of an entire page or pages or just a particular system or systems. See RESIZE PAGE DIALOG BOX or RESIZE STAFF SYSTEM DIALOG BOX.

Insert Blank Pages dialog box

How to get there

Click the Page Layout Tool ⬚. Choose Insert Blank Pages from the Page Layout Menu.

What it does

This dialog box provides a quick, easy way for you to add blank pages at any point in your score. Blank pages contain no music. When you insert blank pages, any items such as titles or text blocks that were assigned to that particular page will be shifted to the next page.
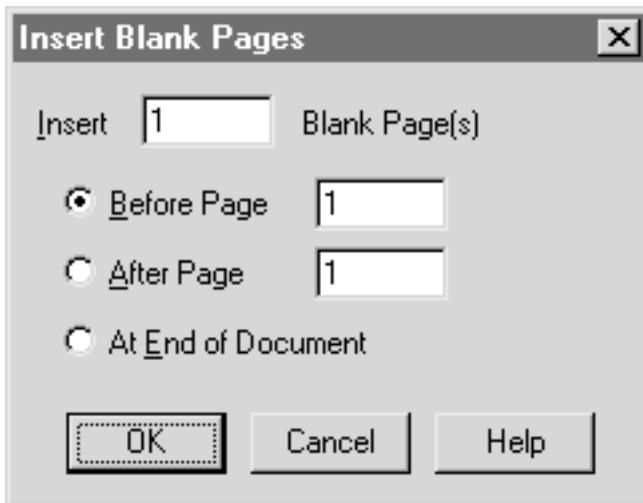
- **Insert __ Blank Page(s).** Enter the number of blank pages you want to add to the piece.
- **Before Page • After Page • At End of Document.** Select Before Page and enter a page number to insert blank pages before the specified page, select After Page and enter a page number to insert pages after the specified page, or select At End of Document to add pages at the end of the piece.

Tip: When you're working with Facing Pages with different left and right page margins, inserting two pages at a time will maintain the correct margins.

*   **OK • Cancel.** Click OK (or press enter) to insert blank pages into the score, or click Cancel to return to the score without inserting blank pages.

Delete Blank Pages dialog box

How to get there

Click the Page Layout Tool . Choose Delete Blank Pages from the Page Layout Menu.

What it does

This dialog box provides a quick, easy way for you to remove blank pages, not only from the end of your score, but from any point in your document. Blank pages contain no music. When you delete blank pages, items such as titles or text blocks that were assigned to that particular page will also be deleted.
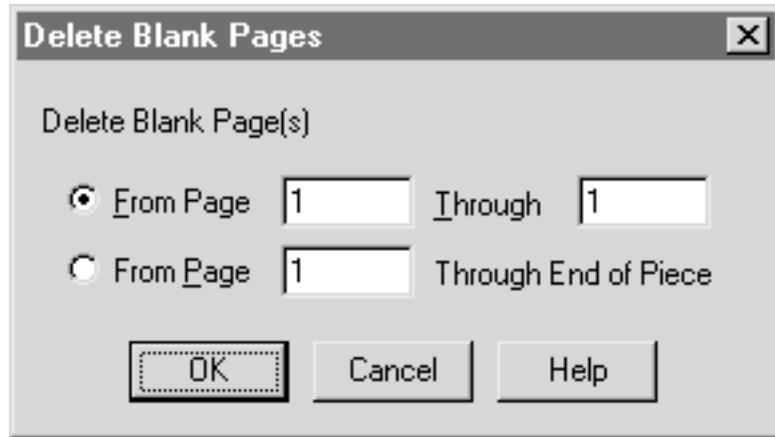
*   **From Page ___ Through ___ • From Page ___Through End of Piece.** Specify the range of page numbers for the blank pages you want removed from your score. The first page number defaults to the current page. To remove every blank page in your score, select From Page ___ Through End of Piece and enter the number "1" in the text box.

Tip: When you're working with Facing Pages with different left and right page margins, deleting two pages at a time will maintain the correct margins.

*   **OK • Cancel.** Click OK (or press enter) to delete blank pages from the score, or click Cancel to return to the score without deleting blank pages.

Insert Staff Systems dialog box

How to get there

Click the Page Layout Tool [icon]. From the Page Layout Menu, choose Insert Staff Systems.

What it does

Use this dialog box to insert a system or systems into your music while keeping the rest of your systems intact or reflowing measures across systems and pages.
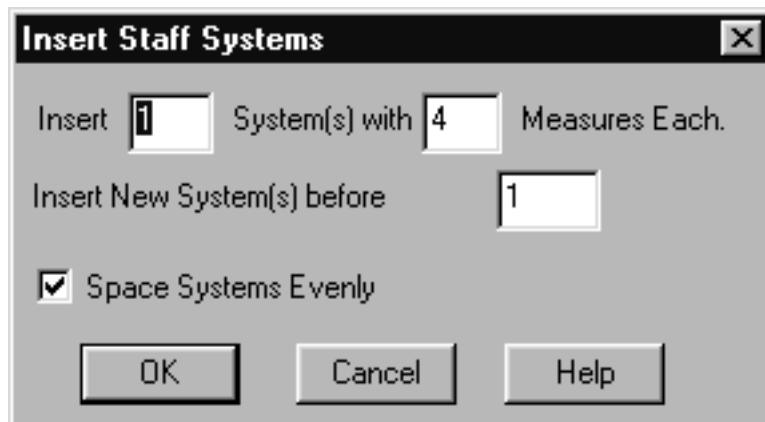
- **Insert __ system(s) with __ measures each.** Specify how many systems you want to insert, made up of how many measures.

- **Insert new system(s) before system __.** Finale will insert the new systems before the system number you enter into this text box.

- **Space systems evenly.** Check this box to have Finale re-calculate evenly spaced systems after inserting the new systems. See SPACE SYSTEMS EVENLY DIALOG BOX.

- **OK • Cancel.** Click OK (or press enter) to insert the system of measures according to your selections. Click Cancel to ignore any changes made in this dialog box.

Redefine Selected Pages dialog box

How to get there

Click the Page Layout Tool [icon]. Choose Selected Pages from the Redefine Pages submenu in the Page Layout Menu.

What it does

Use this dialog box to redefine the pages you specify according to the settings in the Page Format for Score dialog box.
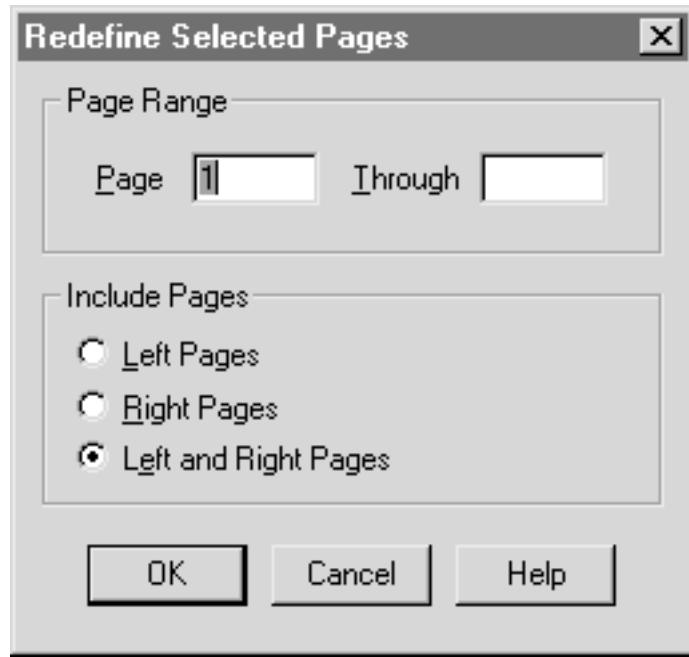
- **Page Range: Page___Through__.** Specify whether you want to redefine the settings for all pages, or only the pages you specify. Enter the page numbers that define the page range you want.

- **Include Pages: Left Pages • Right Pages • Left and Right Pages.** Specify whether you want to change only the left (even-numbered) or the right (odd-numbered) pages or both left and right pages in the specified page range. Note that Facing Pages does not need to be selected in the Page Format for Score dialog box to change only the left or right pages in the score.

- **OK • Cancel.** Click OK (or press enter) to redefine pages according to your selections. Click Cancel to ignore any changes made in this dialog box.

Staff System Optimization dialog box

How to get there

Click the Page Layout Tool [ ]. Choose Optimize Staff Systems from the Page Layout Menu.

What it does

In published full scores, it's customary to omit from a system any staves that consist of entirely of rests. The result is a more compact and readable score. In Finale, this process of suppressing the printing of empty staves within each system is called optimizing systems. See OPTIMIZING SYS-TEMS.

Use this dialog box to place or remove optimization on the specified staff systems. Optimizing can perform two functions: it always makes the staves in the staff systems independently adjustable in Page View for a single staff system; and—depending on your settings—it removes empty staves from the staff systems.

Using this dialog box, you can specify the systems you want optimized—all of them, for example. Finale redraws your score (in Page View), omitting blank staves from the specified systems; you'll find that your score now fits on fewer pages.

Optimizing systems in Finale has another important benefit: it permits staves within staff systems to be independently movable in Page View. Under normal circumstances, when you move, respace, or rearrange staves using the Staff Tool all staff systems are affected. If you have optimized a system, however, you'll find that the Staff Tool now allows you to vary the positioning and spacing of staves for a single staff system. Furthermore, again using the Staff Tool, you can create a new grouping of staves which will affect only that staff system, letting you change the way in which your staves are bracketed. See BRACKETS: STAVES, GROUPS.

Finale locks in this staff configuration. If, for example, you return to Scroll View after optimizing systems, and add some music to a staff which no longer appears in Page View (because the system has been optimized), the staff won't reappear. If you want to edit, reformat, enlarge, or reduce your music, remove optimization before you do it (by choosing the Optimize Staff Systems command again and selecting Remove System Optimization), and later reapply optimization. For this reason, it's best to make optimization the last thing you do before printing, after the piece has been formatted, proofread, and ready to be given its final layout. See also STAFF ATTRIBUTES DIALOG BOX - ALLOW OPTIMIZATION.

A measure with a "real" whole rest—one you've entered with the Simple Entry or Speedy Entry Tool—is not considered empty. If you notice that an apparently empty staff won't disappear from its system, it probably contains a "real" whole rest, which you must remove before reapplying the Optimize All Staff Systems command. (See CHANGE TO DEFAULT WHOLE RESTS plug-in.)

You can, however, use this fact to your advantage to prevent the disappearance of a staff you don't want removed—the treble-clef staff of a piano part, for example; simply enter a "real" whole rest in one of the empty measures, and it won't be removed from the system (and hence it won't be separated from the bass-clef staff). (See CHANGE TO REAL WHOLE RESTS plug-in.)

Note that you can tell Finale to ask you before removing each empty staff from the system, which means you can leave certain blank staves in place, if you want (the same result you get by inserting "real" whole rests).

After optimizing a staff system, Finale will display a non-printing Optimization icon in Page View to the right of the system.
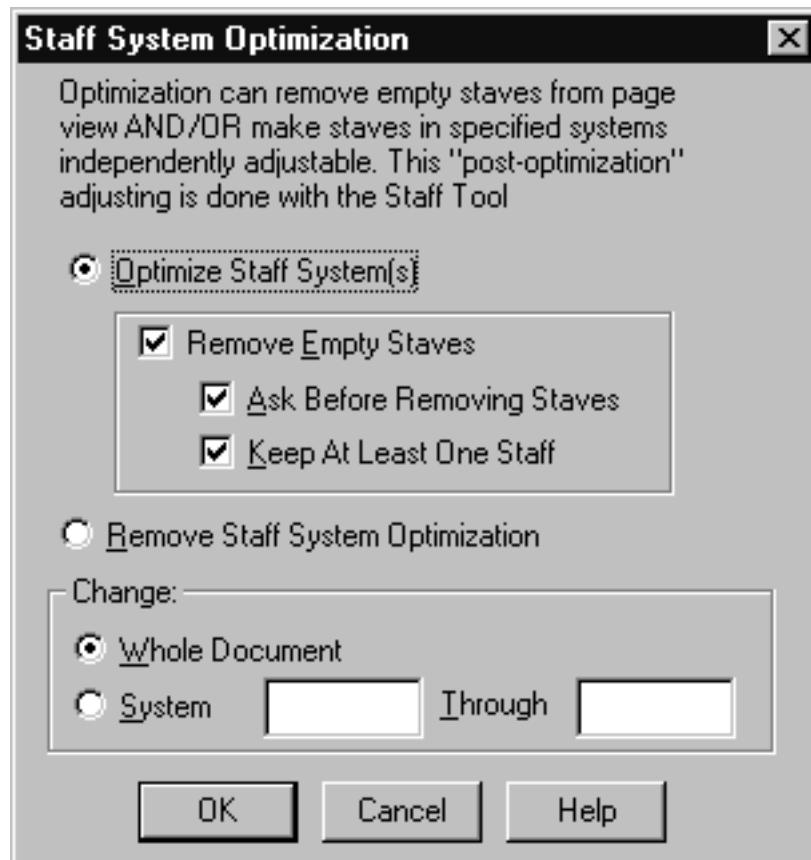
- **Optimize Staff System(s).** Select this button if you want Finale to hide empty staves from the systems specified in the Staff System(s) __ through __ boxes. In Page View and in printouts, the empty staves won't appear in the affected systems. If you optimize a completely empty staff system, Finale will still display the top staff, even though it's blank.

- **Remove Empty Staves.** This option determines whether Finale will remove empty staves from the staff system. When this option is selected, Finale optimizes and removes empty staves from the staff system. When this option is not selected, Finale optimizes the staff systems, but keeps all staves—even if they're empty.

- **Ask Before Removing Staves.** Finale uses this option only when Remove Empty Staves is selected. When Ask Before Removing Staves is selected and Finale finds an empty staff in the staff system, Finale asks you to confirm that you want the staff removed for that system. You can click on Yes All or No All to skip the remaining confirmations for all staves in all systems. When this option is not selected, Finale removes any empty staves from the staff system automatically.

- **Keep At Least One Staff.** This option is used only when Remove Empty Staves is selected. It determines whether at least one staff will remain in an optimized staff system—even if all staves are empty.

- **Remove Staff System Optimization.** Select this button if you want to restore all empty staves to the systems specified in the Staff System(s) __ through __ boxes. You might wish to remove optimization, for example, if the page layout has shifted, or you've added music in a previously empty measure, such that some of your music now doesn't appear (because it falls on an optimized staff). Once you've made such staves reappear with this command, reoptimize the score to ensure that only truly empty staves are omitted.

- **Whole Document • System(s) __ through __.** Click on Whole Document to optimize the entire document. In the System text boxes, specify the range of systems you want optimized. These numbers are inclusive; Finale optimizes the systems whose numbers appear in the text boxes and all systems in between. Leave the second box empty if you want to optimize to the end of the score.

- **OK • Cancel.** Click OK (or press enter) to return to the score, where Finale has hidden (or restored) the empty staves in the systems you specified. Click Cancel to return to the score without affecting optimization.

Space Systems Evenly dialog box

How to get there

Click the Page Layout Tool ⬜. From the Page Layout Menu, choose Space Systems Evenly.

What it does

The Space Systems Evenly command, which displays this dialog box, lets you specify which pages to space evenly, whether to allow systems to move from one page to another, and when to skip spacing a partially-empty page. Finale will move the systems so that they are evenly spaced between the top and bottom margins of the page.
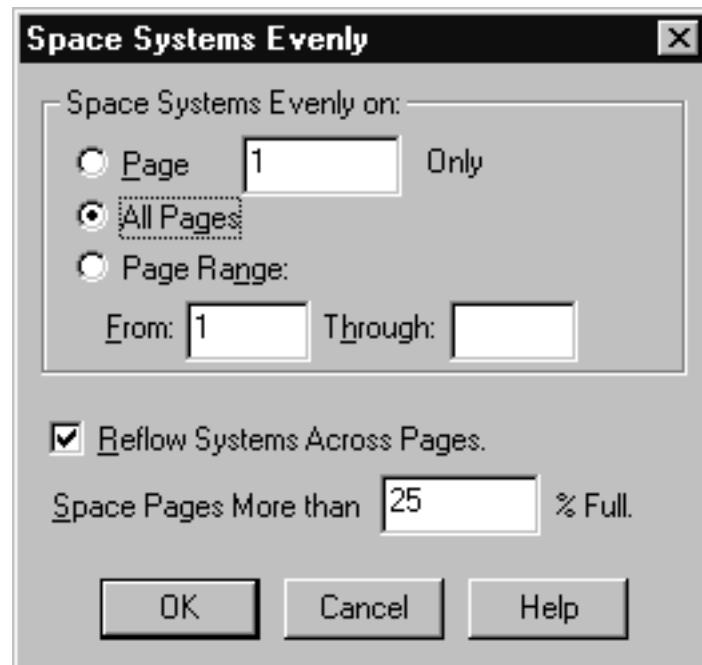
- **Space Systems Evenly on: Page _ only • All Pages • Page Range: From __ Through __.** Select Page only to space that page only. Click All Pages to space every page in the document. In the Page Range boxes, specify the range of pages you want spaced.

- **Reflow Systems Across Pages.** This option determines whether Finale reflows staff systems into different pages. When this option is selected, Finale calculates how many staff systems will fit on each page, and moves systems to new pages as needed. If you prefer to maintain the current layout of systems in pages, make sure that this option is not selected.

- **Space Pages More than __% Full.** Enter a percentage in the text box to control when Finale will space systems. When the systems take up less space, Finale will leave the systems alone, so you don't end up with two systems and a vast white space between them.

- **OK • Cancel.** Click OK (or press enter) to return to the score where any adjustments will affect the selected range of staff systems. Click Cancel to return to the score without making any changes.

Edit System Margins dialog box

How to get there

Click the Page Layout Tool ⬚ . From the Page Layout Menu, choose Systems, then Edit Margins.

What it does

Use this dialog box to set the System Margins numerically.
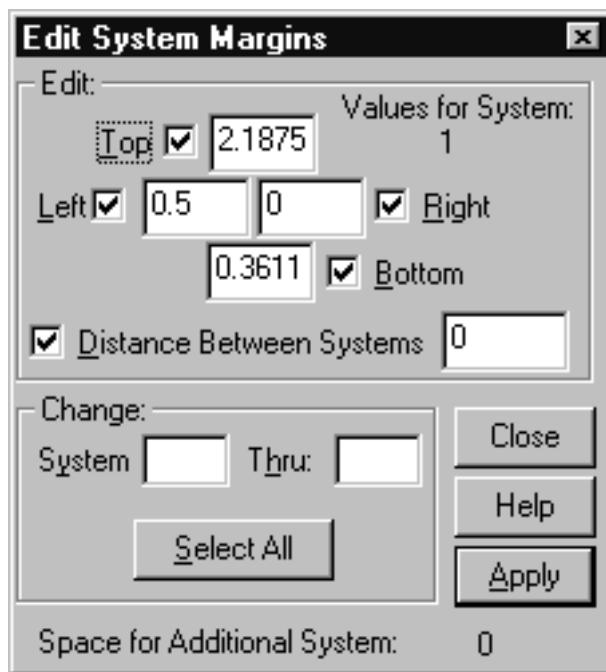
- **Top • Left • Right • Bottom • Distance Between Systems**. Use these text boxes to enter the staff system margins for the specified systems. Changes do not occur until you click the Apply button. Changes are applied to any value with a checked box. See SYSTEMS for more information.

- **Space for Additional System.** This text displays the amount of space required to place an additional system on the current page.

- **Change: System ___ Thru: ___ • Select All.** Select which systems should be affected by the specified margins. Select a system range or all systems. See SYSTEMS for more information.

- **OK • Apply • Cancel.** Click OK (or press enter) to return to the score where any adjustments will affect the selected range of staff systems. Click Apply to make the adjustments and leave the dialog box available for more changes. Click Cancel to return to the score without making any changes.

Select Staff Systems dialog box

How to get there

Click the Page Layout Tool [icon]. From the Page Layout Menu, choose Systems, then Select Staff System Range.

What it does

Use this dialog box to specify which staff systems you want updated when you adjust a single staff system in the score (such as indenting it, dragging it up or down, and so on).
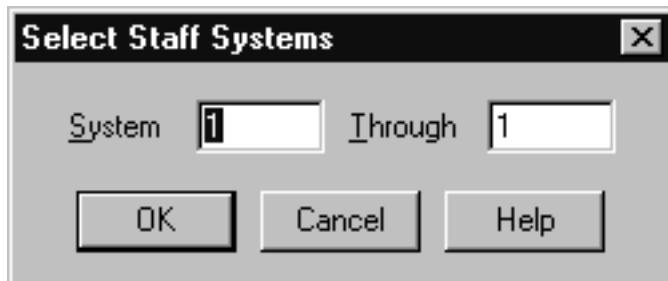
- **System __ Through __.** Enter the numbers that define the staff system range you want.

- **OK • Cancel.** Click OK (or press enter) to return to the score where any adjustments will affect the selected range of staff systems. Click Cancel to return to the score without making any changes.

Edit Page Margins dialog box

How to get there

Click the Page Layout Tool [icon]. From the Page Layout Menu, choose Systems, then Edit Margins.

What it does
Use this dialog box to set the Page Margins numerically.
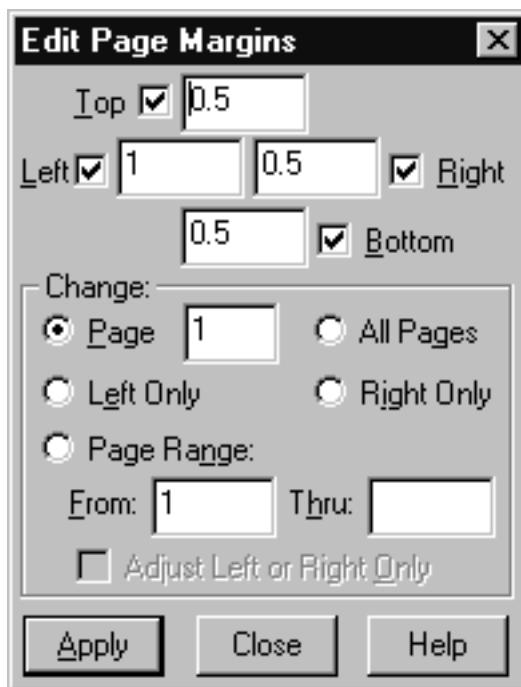
- **Top • Left • Right • Bottom**. Use these text boxes to enter the page margins for the specified pages. If the adjacent checkbox is checked, changes will affect that margin.

- **Change: Page ___ • All Pages • Left Only • Right Only • Page Range: From: ___ Thru: ___ • Adjust Right or Left Only.** Select which systems should be affected by the specified margins. Select a specific page, all pages, all left pages or all right pages, or a page range. When Adjust Right or Left Only is selected, and you adjust a left page, Finale also adjusts all left pages in the specified range. If you adjust a right page, Finale adjusts all right pages in the range. For example, if you set the page range to page 5 through 10, then adjust page 3, Finale adjusts pages 5, 7, 9 and page 3.

- **OK • Apply • Cancel.** Click OK (or press enter) to return to the score where any adjustments will affect the selected range of staff systems. Click Apply to make the adjustments and leave the dialog box available for more changes. Click Cancel to return to the score without making any changes.

Adjust Page Range dialog box

How to get there

Click the Page Layout Tool [icon]. From the Page Layout Menu, choose Page Margins, then Page Range.

What it does

Use this dialog box to specify which pages you want updated when you adjust the page size or page margins on one page.
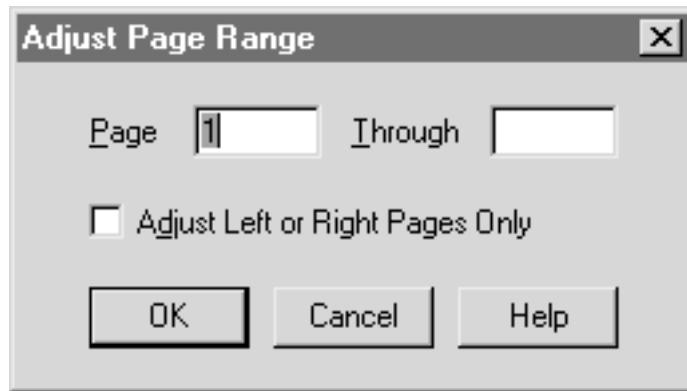
- **Page Range: Page___Through___.** Enter the page numbers that define the page range you want.

- **Adjust Left or Right Pages Only.** Select whether Finale should update the left (even-numbered) pages or right (odd-numbered) page in the specified page range. When selected, and you adjust a left page, Finale also adjusts all left pages in the specified range. If you adjust a right page, Finale adjusts all right pages in the range. For example, if you set the page range to page 5 through 10, then adjust page 3, Finale adjusts pages 5, 7, 9 and page 3.

- **OK • Cancel.** Click OK (or press enter) to make the specified changes. Click Cancel to disregard any changes you've made in this dialog box.

Page Size dialog box

How to get there

Click the Page Layout Tool ⬚. From the Page Layout Menu, choose Page Size.

What it does

Use this dialog box to change the size or orientation of the specified pages.
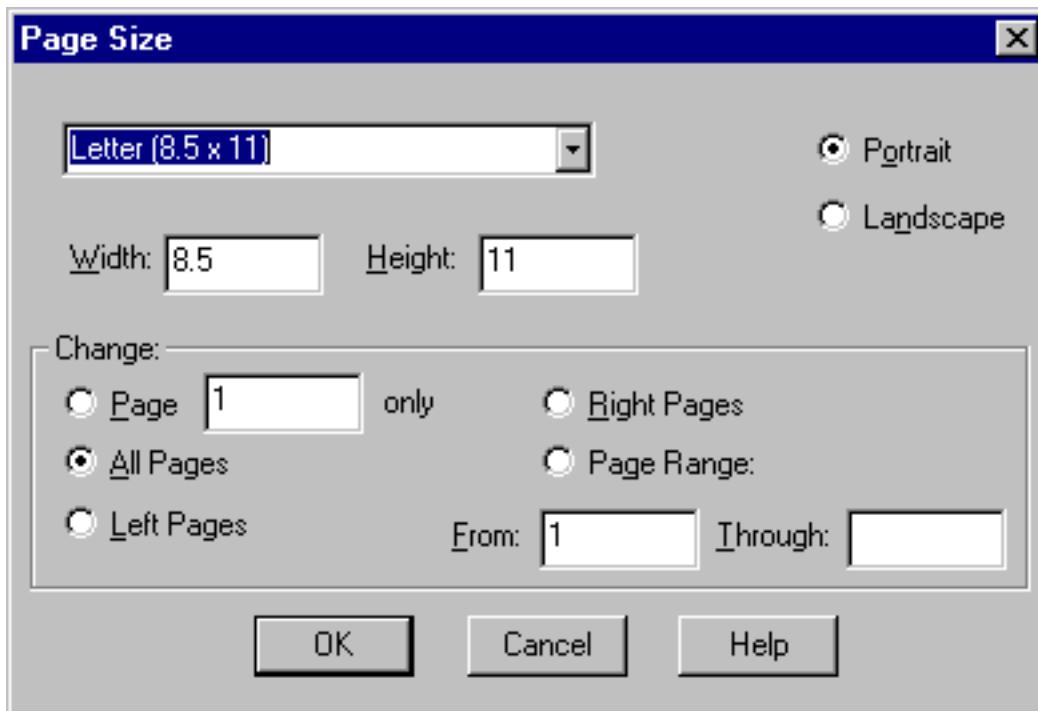
- **[Page sizes] • Width: • Height: • Portrait • Landscape**. Select the desired page size from the drop-down list or type in the desired Width and Height (custom will be displayed in the drop-down list). Select Portrait or Landscape as well.

- **Change: Page __ only • All Pages • Left Pages • Right Pages • Page Range: From • To**. Use these options to select the pages you would like affected by the page size settings you have made.

- **OK • Cancel.** Click OK (or press enter) to execute the selected changes. Click Cancel to return to the Page Layout window without any changes.

Page layout

Many instructions for setting the page layout for your documents appear under their own entries. See, for example, MUSIC SPACING; DISTANCES; MARGINS; PAGE SIZE; MEASURE LAYOUT; and MEASURES—To change the widths of many measures. For instructions on arranging measures within the score (setting the number of measures per line, for example, or moving a measure to another system), see MEASURE LAYOUT. For details on printing large scores that require taping several laser printed pages together into composite pages, see TILING PAGES FOR PRINTING.

The initial layout of any document's pages is determined by the settings in the Page Format for Score dialog box (Document Settings submenu in the Options Menu). In this dialog box, you can specify dozens of page layout measurements (see DISTANCES). Changes you make to the page layout in the Page Format for Score dialog box, however, don't immediately affect existing pages—only pages yet to be created. If you want the changes applied to existing pages as well, choose Redefine All Pages from the Page Layout Menu (which appears only when the Page Layout Tool is selected).

An easier way to make formatting changes, however, is to use the Page Layout Tool. See "To change the page layout," below.

A common use of Finale's page layout tools is to specify how much music should fit on a page—how many measures per line, for example, or how many systems on a page. It's important to realize that there are four elements affecting the amount of music on a page. First, look at the distance between staves in each system; if you decrease the total height of the system (by clicking the Staff Tool and dragging the staves closer to each other), more systems fit on the page.

Second, you can adjust the distance between systems. If you're trying to fit another system onto a page, the simplest solution is to slightly decrease the space between all systems, so that the cumulative effect is to create just enough room for another system on each page (see "To change the distance between systems," below). The third factor affecting the amount of music that fits on the page is the amount of reduction you've applied to the music on a page—you may find that a reduction of even a percentage point or two is just enough to fit another measure per line, or another system per page (see REDUCING/ENLARGING). Finally, don't forget that you control the "tightness" of the spacing of the music itself, with the Music Spacing command in conjunction with a Spacing Width Library (see MUSIC SPACING). The tighter the music, the more measures will fit on a line, and hence the more music will fit on the page.

To change the distance between systems

- **Click the Page Layout Tool** ⬚ **.** Dotted-line margins appear around each system.
- **From the Page Layout Menu, choose Systems, then Edit Margins.** The Edit System Margins dialog box appears.
- **In the Change section, click Select All.** In other words, you want the change you're about to make to affect every system in the piece.
- **Make sure Distance Between Systems is checked and uncheck all other boxes.** We don't want to make all of the margins the same, just the distance between systems.
- **In the Distance Between Systems text box, enter a new value.** This value is measured in whatever your Measurement Units are set to. See the OPTIONS MENU for details. If you prefer, you can click within any system and drag instead of typing numbers.
- **Click Apply. If you like what you see, click Close.** You've just changed the amount of space between every system in the piece. In so doing, you may also have changed the number of systems able to fit on a page. (The bottom text box governs the amount of extra space below each system.)

  Finale initially won't let you enter negative values, so that a system overlaps the system above it. If you really want to create this cluttered effect, turn off Avoid Margin Collisions by choosing it from the Page Layout Menu, so that a check mark no longer appears.

To change the page margins

See "To change the page layout," below, or see MARGINS for a more detailed discussion.

Note: If you're printing on a PostScript printer and you find that brackets and staff names are being "chopped off" in your printouts, you may not need to change the page margins at all. Instead, choose Printer Setup from the File Menu, click Options, and then select the Paper tab and click Unprintable Area. If you make this setting, most laser printers can print ⅛ inch closer to every page edge.

To set the page size

See "To change the page layout," below, or see MARGINS for a more detailed discussion.

To change the page layout

- **Click the Page Layout Tool** .

- **Move to the page you want to change.** If you want to change the page layout of all pages at once, it doesn't matter which page you're on. If you're unsure about your changes, and you don't want your changes to affect your settings in the Page Format for Score dialog box, make sure to first deselect Update Page Format in the Page Layout Menu. Remember, you can always choose Undo from the Edit Menu to restore your piece to its previous state.

- **If you want to change the Page Size, choose Page Size from the Page Layout Menu.**

- **In the Page Size dialog box, choose the page size from the drop-down list** or enter values using the currently selected measurement units.

- **Choose Landscape or Portrait**. Hint. This setting affects how Finale lays out the page. Printing settings are set in the Page Setup dialog box under the File Menu.

- **Select the range of pages you want to affect.** Page 1 is a Right page.

- **Click OK.**

- **If you want to change the page margins, first set the range of the pages to affect in the Page Margins submenu of the Page Layout Menu.**

- **Drag the handles at the edge of the page margins.** You can also enter values directly into the number boxes of the Edit Page Margins dialog box. See EDIT PAGE MARGINS DIALOG BOX for more information.

- **If you want to reposition or respace a staff system on the page, drag from the middle of the system.** Note that while Avoid Margin Collisions is checked the Page Layout Menu, Finale won't let you drag one system on top of another one. Ctrl-drag to prevent other systems from moving.

- **If you want to respace the staff systems evenly across the page, choose Space Systems Evenly from the Page Layout Menu.** See SPACE SYSTEMS EVENLY DIALOG BOX.

- **If you want to insert a page break, select a system handle, then choose Insert Page Break from the Page Layout Menu.**

- **If you want to indent or resize a system, drag a handle.** Each system appears bounded by a dotted line. To indent a system, drag its upper-left handle. Instead of dragging, you can enter values directly into the number boxes. See EDIT SYSTEM MARGINS DIALOG BOX for more information.

  When you're viewing Staff Systems, you'll notice a boldface number to the right of each system. The numbers on the systems (the first system is number 1) help you identify each system, so you'll be aware if the system layout has shifted.

- **To edit another page use the arrows at the bottom of the document window to move the next or previous page.**

- **From the Edit Menu, choose Update Layout.**

To change the default page layout (Page Format for Score dialog box)

See DISTANCES; MARGINS.

(Note: The changes you'll be making in these instructions establish the page layout for pages yet to be created. To apply them to existing pages, see the final two steps below.)

- **From the Options Menu, choose Document Settings, then Page Format for Score.** The Page Format for Score dialog box appears.

- **Enter new values in the text boxes.** The units are whatever you've selected in the Measurement Units in the popup list.

  The Page Size numbers specify the default page dimensions.

  The Page Margin numbers are the distances from the edge of the page; thus, if the page size changes, the margins remain constant in relation to the edge of the page. In these text boxes, all numbers are positive and measure an absolute change from the page edge.

  The System Margin numbers define the placement and shape of the individual systems. The Right and Left margins are the distances from the edge of the system to the right and left page margins, respectively (both are usually zero); the Top margin is the distance between the top staff of each system and any extra space for ledger lines or other symbols which normally appear above the staff; and the Bottom margin measures the distance between the bottom staff of one system and any extra space for ledger lines or other symbols which normally appear below the staff. The last measurement is Distance Between Systems. See PAGE FORMAT FOR PARTS DIALOG BOX.

- **Click OK (or press enter).** The changes you've made will affect only new pages added to the piece by Finale, unless you perform one of the following additional steps.

- **To apply the new page layout to one existing page, click the Page Layout Tool** **; go to the page you want to edit; Select Current Page from the Redefine Pages submenu of the Page Layout Menu.**

- **To apply the new page layout to all existing pages, choose Redefine All Pages from the Redefine Pages submenu of the Page Layout Menu, and click OK.**

To apply a different page layout to selected pages

The fact that there are two places to make page layout changes—the Page Layout Tool and the Page Format for Score dialog box—gives you some extra flexibility. Suppose you need to format a score with right and left facing pages that are formatted differently, and have different margin requirements. Using this system, you can apply a secondary page layout to specified pages (just the odd-numbered pages, for example).

- **Create the primary page layout in the usual way.** Either enter numbers into the Page Format for Score dialog box (Document Settings in the Options Menu) and then choose Redefine All Pages from the Page Layout Menu, or see "To change the page layout," above.

- **From the Options Menu, choose Document Settings, then Page Format for Score.** The Page Format for Score dialog box appears.

- **Enter the numbers that define the secondary page layout.** For help in interpreting the various measurement boxes in this dialog box, see "To change the default page layout (Page Format for Score dialog box)," above.

- **Click OK (or press enter).**

- **Click the Page Layout Tool** **.**

- **Go to the first of the pages you want to change.**
- **From the Redefine Pages submenu Select Left Pages, Right Pages, Selected Pages, to give a second Layout to certain pages.**
- **As always, choose Update Layout from the Edit Menu.**

Systems

A system is one line of music across the page, including all the staves that constitute the staff system. This entry contains instructions for spacing, indenting, moving, or resizing systems. See PAGE LAYOUT for information on setting initial system position and size settings. See SYSTEM (LINE) BREAK, MEASURE LAYOUT, or PAGE TURNS for further instructions on laying out the measures that constitute systems.

For instructions on compacting staff systems by omitting empty staves (when printing orchestral scores, for example), and varying the number of staves in each system by removing blank staves, see OPTIMIZING SYSTEMS.

To indent or move a system

It's common practice to indent the first system of a piece—not only for aesthetic reasons, but often to allow room for staff names to be written out in full. The following instructions show you how to indent or move a single system; if you want to indent all systems, a better method would be to simply increase the page margin. See MARGINS for full instructions.

- **Click the Page Layout Tool** ⬚ **.** Each system is surrounded by a dotted-line rectangle.

- **Go to the page containing the system you want to change.**

- **To indent a system, drag its upper-left handle. To move a system, click within the staff lines and drag.**

  Instead of dragging, you can enter values directly into the number boxes. See EDIT SYSTEM MARGINS DIALOG BOX for more information.

  When you're viewing Staff Systems, you'll notice a boldface number to the right of each system. The numbers on the systems (the first system is number 1) help you identify each system, so you'll be aware if the system layout has shifted.

- **From the Edit Menu, choose Update Layout.**

To force a system onto the next page

Use the following technique if you're laying out the pages of your piece and find that you need to force the last system on one page to the top of the next page. If you want the system to always appear at the top of a new page, see PAGE TURNS.

- **Click the Page Layout Tool** ⬚ **.** Each system appears, surrounded by a dotted-line.

- **Go to the page containing the system you want to move.**

- **Click to select the system.**

- **From the Page Layout Menu, choose Systems, then Edit Margins.**

- **Enter a larger number in the Distance Between Systems text box. Make sure the Distance checked is the only box checked.**

- **Click Apply.** If the system doesn't move to the next page, continue increasing the Distance Between Systems and clicking Apply until it moves.
- **Click Close.**
- **From the Edit Menu, choose Update Layout.**

To reduce or enlarge a system

You must be in Page View to reduce or enlarge a system.

- **Click the Page Layout Tool** ⬚. Each system appears, surrounded by a dotted-line.

- **From the Page Layout Menu, choose Resize Staff Systems.** A dialog box appears, asking how to resize the system. Click Hold Margins if you want to reduce (or enlarge) the music itself but not the system margins, thus increasing (or decreasing) the number of measures that fit on a line. Click Resize Vertical Space if you want to tighten up (or expand) the space between this system and the next, proportional to the reduction (or enlargement).

- **Enter the desired reduction or enlargement percentage. Specify the region of systems you want to affect and click OK.** The measure widths will probably appear uneven at first.

- **From the Edit Menu, choose Update Layout.** To restore a system to its original size, click on the Page Layout Menu and select Resize Staff Systems again. When the dialog box appears, enter 100 (%).

To omit empty staves from a system (Optimizing)

See OPTIMIZING SYSTEMS

To create variable-distance systems

See TO CREATE VARIABLE-DISTANCE SYSTEMS.

Blank pages

You can create blank pages anywhere in your document. These pages can then be used for dialogue (in an operetta or musical), discussion (in a textbook), or title pages, for example.

To add a blank page anywhere in your document

- **Click the Page Layout Tool** ⬚.

- **From the Page Layout Menu, select Insert Blank Pages.** The Insert Blank Pages dialog box appears.
- **Select the number of blank pages, and where you want the new pages to appear in your document.** See INSERT BLANK PAGES DIALOG BOX.

- **Click OK to return to your score.**

To delete a blank page anywhere in your document

- **Click the Page Layout Tool** ⬚.

- **From the Page Layout Menu select Delete Blank Pages.** The Delete Blank Pages dialog box appears.

- **Select the blank pages to be deleted.** See DELETE BLANK PAGES DIALOG BOX.

- **Click OK to return to your score.**

Margins

There are two kinds of margins in Finale: page margins and system margins. Both can be set either from a menu or with the Page Layout Tool. For information on system margins, see SYS-TEMS.

To change page margins

- **Click the Page Layout Tool [icon].**
- **First set the range of the pages to affect in the Page Margins submenu of the Page Layout Menu.**
- **Drag the handles at the edge of the page margins.** You can also enter values directly into the number boxes of the Edit Page Margins dialog box. See EDIT PAGE MARGINS DIALOG BOX for more information.
- **From the Edit Menu, choose Update Layout.** This command re-calculates the layout of measures, based on the new margins.

To change default page margins numerically

Note: The changes you'll be making with these instructions establish the page margins for pages yet to be created. To apply them to existing pages, see the final two steps.

- **From the Options Menu, choose Document Settings, then Page Format for Score.** The Page Format for Score dialog box appears.
- **Enter new values in the Page Margins boxes.** These numbers are the distances from the edge of the page; thus if the page size changes, the margins remain constant in relation to the edge of the page. These measurements are always positive and measure the absolute distance from the edge of the page.
- **Click OK (or press enter).** The changes you've made will affect only new pages added to the piece by Finale, unless you perform one of the following additional steps.
- **To apply the new margin settings to one existing page, click the Page Layout Tool [icon];** **and go to the page you want to change; Click on the Page Layout Menu and choose Redefine Pages, then Current Page.**
- **To apply the new margins to all existing pages, click on the Page Layout Menu, choose Redefine Pages, then Redefine All Pages.**

Page size

There are two places in Finale where you can set the page size: the Page Format for Score dialog box (Document Settings in the Options Menu) or the Page Layout Tool. A page in Finale can be as huge or as tiny as you can imagine—but some printers are limited in the sizes of paper they can handle. Note: If you plan to print on any size paper larger than 8.5 by 14 inches, see PRINTING for special instructions. For other instructions on mixing and matching page size layouts, and a more complete discussion of page layout, see PAGE LAYOUT.

To set the page size for all pages

- **Click the Page Layout Tool** ⬜.

- **From the Page Layout Menu, choose Page Size.**

- **In the Page Size dialog box, choose the page size from the drop-down list** or enter values using the currently selected measurement units.

- **Choose Landscape or Portrait**. Hint. This setting affects how Finale lays out the page. Printing settings are set in the Page Setup dialog box under the File Menu.

- **In the Change area, click All Pages.**

- **Click OK.**

To change the page size (Options Menu)

See PAGE LAYOUT—To change the default page layout (Page Format for Score dialog box).

Page turns

A number of tools are at your disposal for adjusting the layout of your music to avoid awkward page turns. In Finale, this is often a two-step process—first, you arrange the measures (usually with a goal of placing rest measures at the end of a system). Second, you may have to move some systems from one page to another, so that the nearest rest measures fall at the bottom of a page.

To move individual measures from line to line, see MEASURE LAYOUT. To move systems from page to page, see below.

To push a system onto the next page

- **Click the Page Layout Tool** ⬜.

- **Go to the page you want to change.**
- **Select the handle for the system you want to appear on the next page.**
- **From the Page Layout Menu, choose Insert Page Break.** Finale places the system at the top

  of the next page and displays a non-printing Page Break icon ⬜.

To fit an additional system onto every page

Finale always maximizes the number of systems on a page based on the distance you've set between systems, the page reduction, and the page margins. Therefore, there are a number of ways to fit an additional system on a page. If the problem is general (there are too few systems on every page), see the two subentries under PAGE LAYOUT —To change the distance between systems. Similarly, consider reducing all pages slightly to achieve the same effect (see REDUCING/ENLARGING). You probably shouldn't try to fit another system by widening the page margins, because the default margin (1/2 inch) is already very close to the edges of the pages.

To fit an additional system onto one page

- **Click the Page Layout Tool** ▢.

- **Go to the page to which you want to add a system.** Each system has a pair of handles (at diagonally opposite corners). In order to "pull" a system from the following page, you're going to reduce the space beneath each system on this page.

- **Drag the lower–right handle of the first system slightly upward.** If this step didn't solve the problem, drag the second system's lower-right handle slightly upward, too (preferably by the same amount—watch the number boxes in Edit System Margins dialog box if you wish; they show how much you're dragging each system – See EDIT SYSTEM MARGINS DIALOG BOX). Move the handles until the system is pulled up.

  If, despite all your efforts, it looks like the next system simply won't fit without overlapping the existing systems, you'll have to resort to one of the global system-fitting options (see PAGE LAYOUT—To change the distance between systems, or reduce the music (REDUCING/ENLARG-ING).

- **From the Edit Menu, choose Update Layout.**

Optimizing systems

In published full scores, it's customary to omit from a system any staves consisting entirely of rests, which results in a more compact and readable score. In Finale, this process of suppressing the printing of empty staves within each system is called optimizing systems.When you optimize a completely empty staff system, Finale will still display the top staff, even though it's blank.

Optimizing systems in Finale has another important benefit: it permits staves to be independently movable in Page View. Under normal circumstances, you can only move, respace, or rearrange staves in Scroll View, using the Staff Tool. If you have optimized a system, however, you'll find that the Staff Tool works in Page View, too, letting you vary the positioning and spacing of staves as they'll appear on the printed page. You can even regroup and rebracket them. If you just want to respace one system, use the ALLOW INDIVIDUAL STAFF SPACING command.

To optimize all (or specified) systems

- **Click the Page Layout Tool** ▢.

- **From the Page Layout Menu, choose Optimize Staff Systems.** A dialog box appears, letting you specify the range of systems to be optimized. If you only want to optimize some of the systems, enter their numbers in the boxes. You could also drag-select the systems to optimize before entering the Optimize Staff Systems dialog box, and Finale will display your selected systems. To optimize the entire score, click on Whole Document.

- **Check Optimize Staff Systems and any additional features below.** See STAFF SYSTEM OPTIMIZATION DIALOG BOX for details.

- **Click OK (or press enter).** When Finale's done, look at the staves in Page View. You'll see that every staff remaining in each system has music on it, because the empty staves have been hidden.

- **Update the layout using Update Layout in the Edit Menu.** Finale has locked in the optimized staff configuration. If you return to Scroll View and add some music to a staff in a system that no longer appears in Page View (because it's been optimized), the staff won't reappear. If you want to edit, reformat, enlarge, or reduce your music, remove optimization before you do it, and reapply optimization when you're finished. For this reason, it's best to optimize just before printing, after the piece has been formatted, proofread, and given its final layout.

To remove staff optimization from all (or specified) systems

- **Click the Page Layout Tool** .

- **From the Page Layout Menu, choose Optimize Staff Systems.** A dialog box appears, letting you specify the range of systems from which you want to remove optimization. If you only want to remove optimization from some of the systems, enter their numbers in the text boxes. You could also drag-select the systems before entering the Optimize Staff Systems dialog box, and Finale will display your selected systems. If you click on Whole Document, Finale will remove optimization from all systems.

- **Click Remove Staff System Optimization. Click OK.**

To optimize staff by staff

If you only want to remove some blank staves from a system, you can use this method, in which Finale will ask you to confirm the removal of each staff.

- **Click the Page Layout Tool** .

- **From the Page Layout Menu, choose Optimize Staff Systems.** The Staff System Optimization dialog box appears.

- **Select how you want this system Optimized;** whether you want empty staves removed, if you want to be asked before a staff is removed, and if you want to keep at least one staff. See STAFF SYSTEM OPTIMIZATION DIALOG BOX.

- **Click OK (or press enter) to continue.** If you selected Ask Before Removing Staves, the Remove Staff dialog box appears asking whether you want each empty staff removed.

- **Click Yes or No.** If you click Yes, the staff will be removed. If you click No, the staff will be optimized, but will remain in the score

To remove staves from a single system

Similar to the method above (see To optimize staff by staff), this method allows you to specify what staff to remove, instead of asking about all staves. Keep in mind that this powerful method will remove the staff from the system regardless of whether it contains music.

- **Click the Page Layout Tool** .

- **From the Page Layout Menu, choose Optimize Staff Systems.** A dialog box appears, letting you specify the range of systems to be optimized. If you only want to optimize some of the systems, enter their numbers in the boxes. If you click on Whole Document, Finale will optimize all staves. (Finale optimizes to the end if the Through box is blank or 0.)

- **Click on Optimize but uncheck Remove Empty Staves.** You'll be removing the staves individually later.

- **Click OK (or press enter).**

- **Click the Staff Tool** ⬚ . Two handles will appear on each staff.

- **Click the bottom handle on a staff.** Shift-click to select additional staves.

- **Press Delete to remove the selected staff or staves, in that system only, without repositioning the remaining staves.** Press shift-Delete to remove the selected staff or staves, in that system only, and reposition the remaining staves.

Cutaway scores

A cutaway score is one in which staves can begin and end in mid-system, appearing and disappearing in the score as necessary.
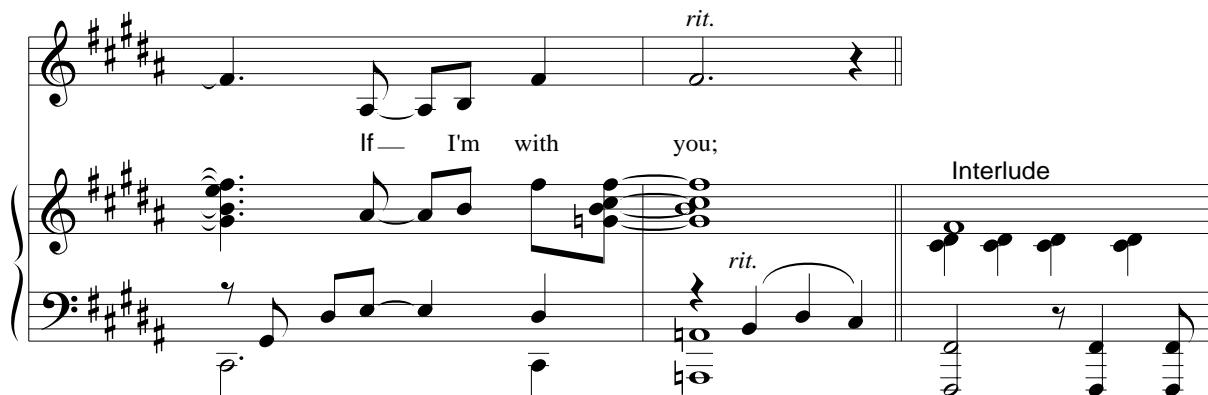
It's easy enough to create scores in Finale with full-width staves that are present in each system only when they contain notes; indeed, hiding staves that contain only rests is the sole purpose of Finale's system optimization feature (see OPTIMIZING SYSTEMS).

Such staves still occupy the full margin-to-margin width of the system, however. If you want a staff to begin or end halfway across the page (when the other staves in the system continue all the way to the page margins), you can hide the portion of each staff you don't want to appear using Staff Styles. See also MASKS.

To hide a portion of a staff

- **Click the Staff Tool** ⬚ **, and select the measures that you want to hide.** See SELECTING MUSIC for more information on selection methods.

- **Choose Apply Staff Styles.** The Apply Staff Styles dialog box appears.

- **Select Hide Staff and click OK.** All the staves in the selected region will be hidden. To clear the Staff Style, re-select the measures and choose Clear Staff Styles from the Staff Menu.