

Chapter 38: Printing

Print dialog box

How to get there

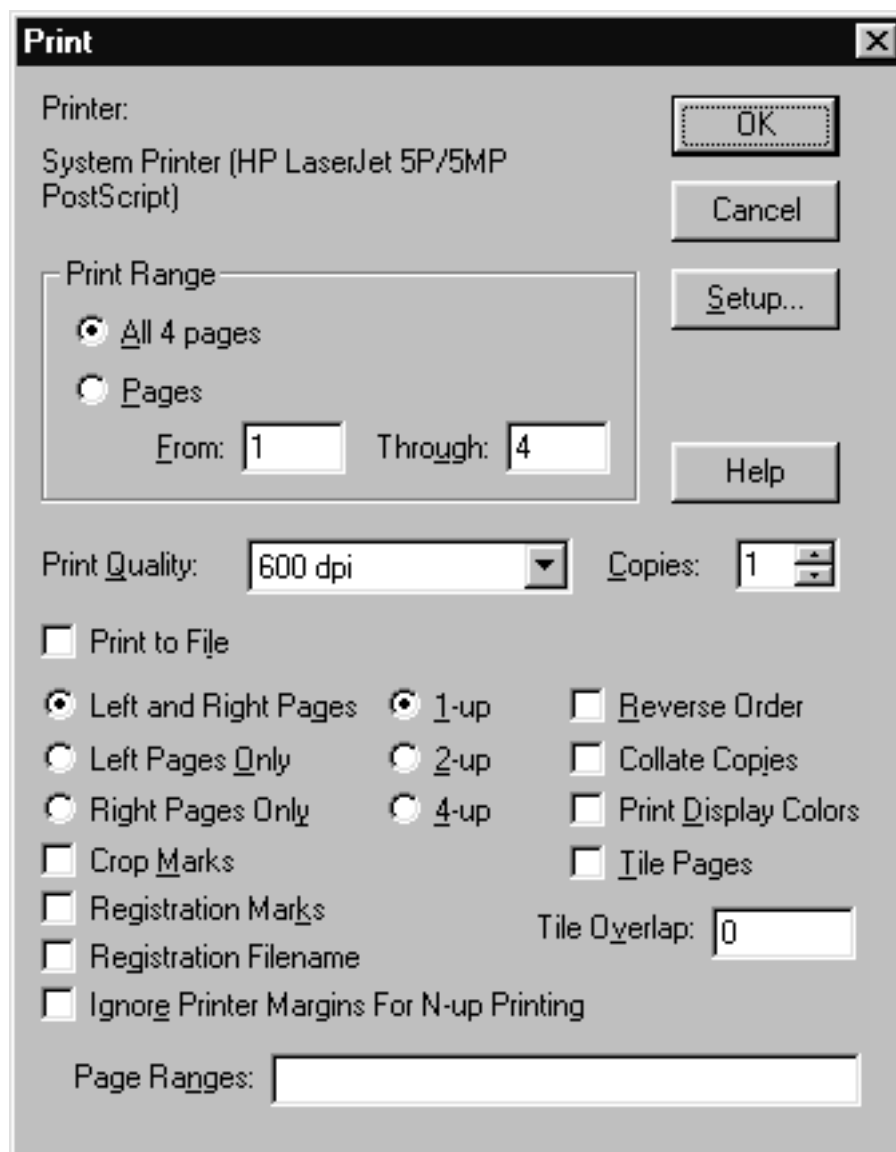
Choose Print from the File Menu.

What it does

This dialog box lists several printing options, which vary depending on your printer. You can specify, for example, which pages of the score you want to print, and how many copies.

You can control whether just odd or even pages print, and you can control how the pages print—in reverse order, or collated, or tiled. These options appear when you print your score by choosing Print or Print Parts from the File Menu. You can also print ranges of pages, include registration and crop marks on each page, and print one, two, or four pages of music on one printed page.

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- **Print Range: All • From: ____ Through: ____.** Specify the page range that you want to print. Click All to print your entire score, or click From:____ Through: ____ to specify a particular range. If you want to print a discontinuous range of pages, See the Page Ranges text box (below).
- **Print Quality.** Choose the resolution setting you want from this drop-down list.
- **Copies.** Enter the number of copies you want to print.
- **Left and Right Pages • Left Pages Only • Right Pages Only.** Select Left & Right Pages to print both the left and right pages in the specified page range. Select Left Pages Only or Right Pages Only to print only the left or right pages, respectively, in the specified page range. For example, to print a score on both sides of the paper, print the right pages first, then print the left pages. Be sure to load the pages in the correct order!

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Hint: Keep in mind that Finale numbers its pages consecutively in Page View regardless of which page number you choose to display in the footer; it is the number Finale displays in Page View that you should enter.

- **1-up • 2-up • 4-up.** We've provided these options in case your printer driver does not offer them. When 1-up is selected, a single page of music will appear on the printed page. Select 2-up to print two pages of music side-by-side; Finale automatically scales the music to fit on the printed page. If you select 2-up, make sure to select Landscape when you print, or the two pages of music will be placed in the upper half of the printed page. Select 4-up to print four pages of music on one page; Finale automatically scales the music to fit on the printed page.
- **Reverse Order • Tile Pages • Tile Overlap.** Select these options to print the pages in the reverse order—from the last page to the first page, or to print two or more copies of a piece in sets so that you don't have to sort them. Select Tile Pages if you want Finale to print a page of music on more than one page of paper. This option is useful for oversized scores, and works the same as the Tile Pages option in the Compile PostScript Listing dialog box. For more information, see [COMPILE POSTSCRIPT LISTING DIALOG BOX](#) and [TILING PAGES FOR PRINTING](#).

To specify the amount of overlap, type the amount in the Tile Overlap text box (using the units specified by the Measurement Units submenu of the Options Menu).

- **Print Display Colors.** Select this option to allow Finale to print the colors on your display to your color printer. Note that if you do not have a color printer, this will only print in shades of gray.
- **Crop Marks • Registration Marks • Registration Filename.** Select these options if you want registration and crop marks to appear on the printed page. Crop marks identify the finished page size of the document, and registration marks help align overlapping pages or plates for printing purposes. Registration and crop marks appear on a printed page when the page is larger than the document size. When this option is selected, Finale automatically centers the music on the page. If you select Registration Filename, Finale will print the filename outside the page margins with the crop and registration marks.
- **Ignore Printer Margins For N-up Printing.** Select this option if you have already accounted for the non-printable area of your printer, and you prefer these margins to Finale resizing the page for you. Note that your score may be cut off by the printer if you have not taken the printer margins into account correctly.
- **Page Ranges.** Enter the pages you want printed, separated by commas. You can also specify a range of pages by typing a hyphen. For example, enter "2, 5, 7-10, 16" to print pages 2, 5, 7, 8, 9, 10, and 16 of your score.
- **Setup.** Choose your printer or change your print settings from within the Page Setup dialog box. Click the Setup button to display the Page Setup dialog box.
- **OK • Cancel.** Click OK (or press enter) to print. Click Cancel to return to the score without printing.

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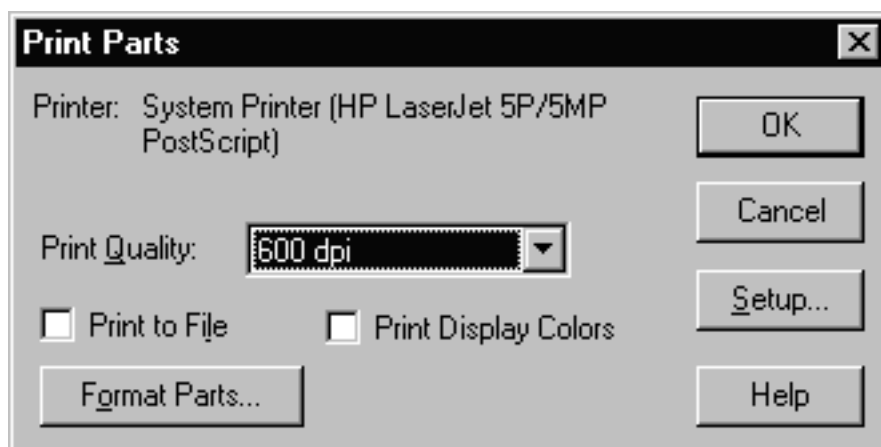
Print Parts dialog box

How to get there

Choose Print Parts (or Compile PostScript Listing to compile parts) from the File Menu.

What it does

Select Print Parts to print the individual parts from your score. If you choose Print Parts while in Page View, all parts in the score will be printed. If you choose Print Parts while in Scroll View, only the staves displayed in Scroll View (in the current staff set) will be printed.



- **Print Quality.** Choose the resolution setting you want from this drop-down list.
- **Print to File.** Select this checkbox to print to a file instead of the printer.
- **Print Display Colors.** Select this option to allow Finale to print the colors on your display to your color printer. Note that if you do not have a color printer, this will only print in shades of gray.
- **Format Parts.** Click this button to display the Format Parts dialog box where you can select more options about how your parts will print. See [FORMAT PARTS DIALOG BOX](#).
- **Setup.** Click this button to display the Page Setup dialog box. See [PAGE SETUP DIALOG BOX](#).
- **OK • Cancel.** Click OK (or press enter) to print your parts. Click Cancel to return to the document without printing.

Page Setup dialog box

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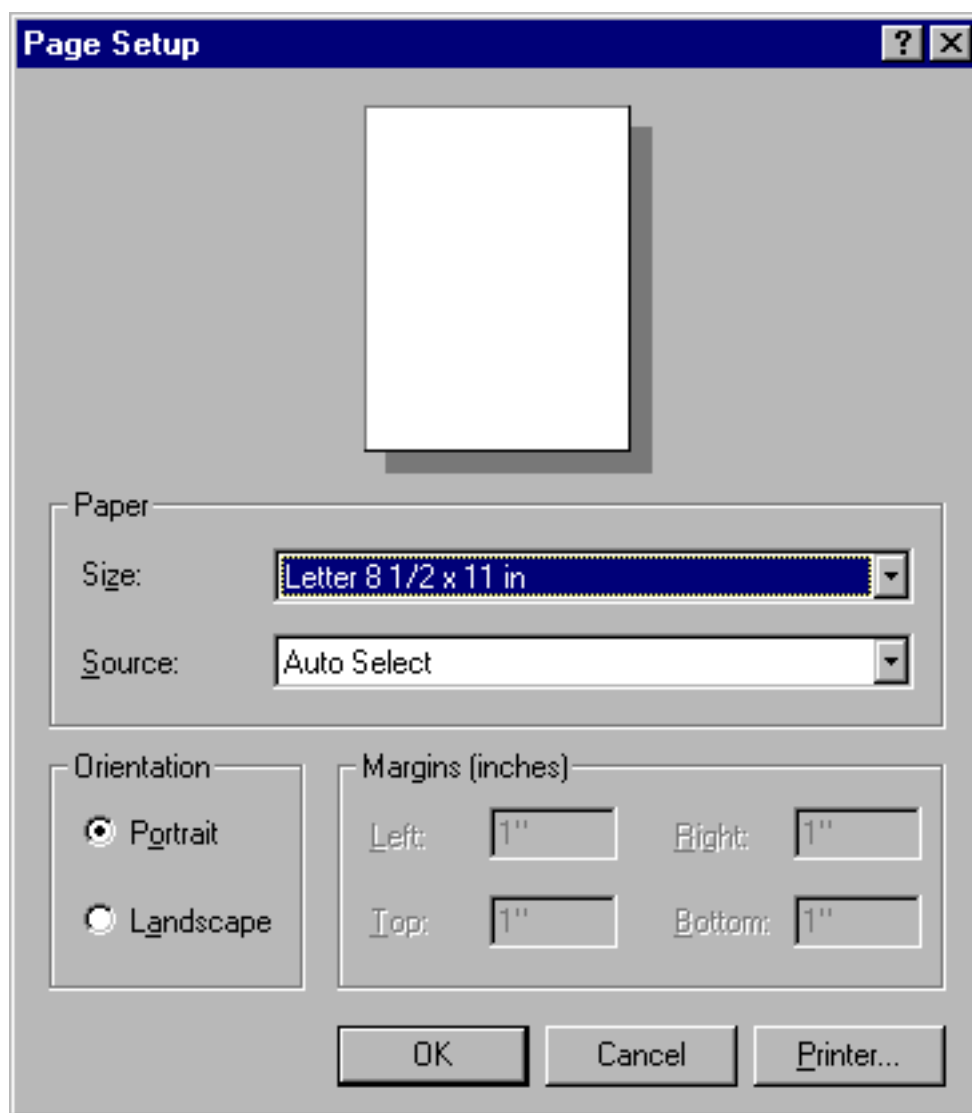
Choose Page Setup from the File Menu.

What it does

In this dialog box, you can specify which paper size you want to print on, but note that the page size of your score itself is completely independent of the page size you specify here. (Use the Page Layout Tool to set the actual printed image size; see [PAGE SIZE](#)) To ensure that no music will

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be chopped off when you print, the size of the page as set by the Page Layout Tool should be equal to or smaller than that specified in the Page Setup dialog box. Finally, you can specify your choice of orientation (Portrait or Landscape) in this dialog box.

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Page Format for Score and Page Format for Parts dialog boxes

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How to get there

Choose Page Format for Score or Page Format for Parts from the Document Settings submenu of the Options Menu.

Or, choose Extract Parts from the File Menu. Click Page Format to access the Page Format for Parts dialog box.

What it does

The text boxes in the Page Format for Score dialog box let you globally define various page layout aspects for your document: parameters for margins, page size, and music size. Settings in the Page Format for Score dialog box let you define page formats separately for new left and right pages in your score. You can also position the first page's top margin and the first staff system.

Once you've changed any of the page layout variables, Finale will only apply the changed format to any new pages it creates—not the pages already created. You can use this trait to your advantage, since it allows you to use several different page layout schemes within a single document, if you wish (see [PAGE LAYOUT—To apply a different page layout to selected pages](#)).

To update staff margins and page margins of pages that are already in the score, you'll use the Page Layout Menu's Redefine Pages submenu, which allows you to update all existing pages in your piece, just the left pages, or just the right pages. You can also easily insert and delete blank pages in your score (see [PAGE LAYOUT](#)).

The Page Format for Parts dialog box works the same way as the Page Format for Score dialog box, except that the page layout settings here are for the parts you create, instead of the full score.

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- **Page Size: Height • Width • Portrait • Landscape.** The numbers in the height and width text boxes specify the default size for new pages yet to be created. The default page size is 8.5 by 11 inches. The Portrait and Landscape radio buttons lets you determine your score's orientation. You can also choose from the page sizes in the drop down menu, which displays your choices from your pagesizes.txt file. For more information, see [Configuring Pagesizes.txt](#).
- **System Scaling: Staff Height • And Scale System • Resulting System Scaling.** Set the staff height, then apply a percentage to the value. The static text is the cumulative effect for all staves in the score. **Tip:** the absolute staff height is 96 EVPUS or .3333 inches or .8467 cm.

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- **Scale Page to:.** You can change the number in this text box to specify the percentage of enlargement or reduction you want applied to the music on all pages, expressed as a percentage of normal size.
- **Staff System Margins: Top • Left • Bottom • Right • Distance Between Systems.** The System Margins represent the distance from the edge of each system to the Page margins (Right and Left), or the distance between one system and the one above it (Top), or the extra space between the bottom of one system and the top of the next (Bottom). The distance between the bottom of one system and top of the following system is the distance between systems.
- **First Staff System Margins: Top • Left • Distance from Top.** Use these controls to make room for the title on the first page of your score. Enter a value in the Top text box to tell Finale how far down the page to place the first system, measured down from the top page margin. The Left value specifies how far you want Finale to indent the first system on the first page. Enter a value for the distance from the page margin.
- **Left Page Margins: Top • Bottom • Left • Right.** The settings in this group box apply to newly created left pages when you've selected Facing Pages. All even-numbered pages are considered left pages (as Finale numbers them in Page View). When Facing Pages is not selected, these settings apply to all newly created pages.
- **Facing Pages.** When this checkbox is selected, Finale automatically uses the settings in both the Left and Right Page Margins group boxes for new left and right pages in your score. Select this option if you want different formats or margins for your left and right pages. To Finale, all even pages are left-facing pages, and all odd pages are right-facing pages (as Finale numbers them at the bottom of the window in Page View). If Facing Pages is not selected, Finale uses the Left Page Margins settings for every page.
- **Right Page Margins: Top • Bottom • Left • Right.** These settings apply to newly created right pages when Facing Pages is selected. All odd-numbered pages are considered right pages (as Finale numbers them in Page View). When Facing Pages is not selected, Finale does not use these settings.
- **First Page Top Margin.** Check this box to use a different value for the first page than the default for other pages. This value sets the position of the top page margin on the first page of your music. Enter a value to specify where, measured from the top of the page, Finale should place the music.
- **Units: EVPUs • Inches • Centimeters • Points • Picas • Spaces.** Select the measurement unit for the values in this dialog box only.
- **OK • Cancel.** Click OK (or press enter) to confirm the settings you've made in this dialog box and return to the score. Click Cancel to tell Finale to ignore any changes you made in this dialog box. You return to the score.

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Format Parts dialog box

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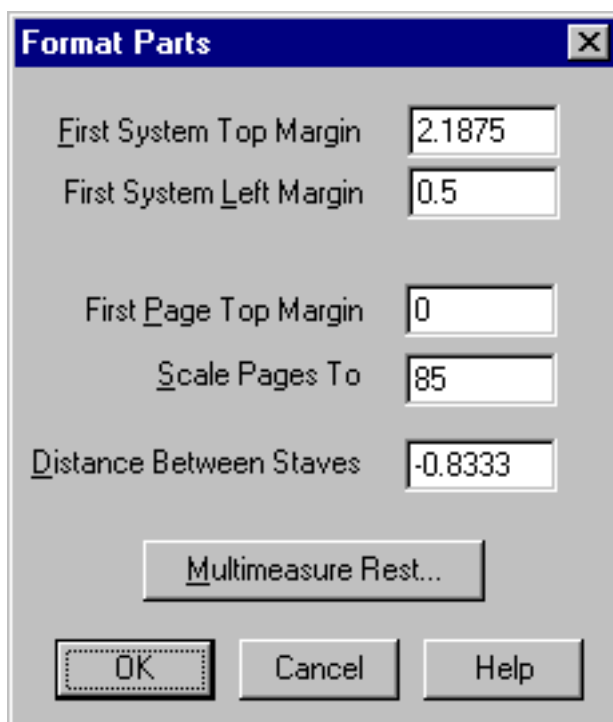
From the File Menu, choose Print Parts, click Format Parts in the Print dialog box. Or, choose Compile PostScript Listing, select Parts, then click Compile.

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What it does

The Format Parts dialog box gives you more control over the quick printing or compiling of parts. This method provides a more functional layout of parts when you need to generate parts quickly. Note that if you choose Print Parts from Page View, all parts in the score will be printed. However, if you choose Print Parts from Scroll View only the staves displayed in the current staff set will be printed.

When Finale displays the Format Parts dialog box, it automatically gathers the settings from the Page Format for Score dialog box.



- **First System Top Margin.** Type the vertical position of the first staff system on the first page of your music. Enter a value to specify where, measured from the top page margin, Finale should place the music.
- **First System Left Margin.** Type the amount to indent the first staff system on the first page of your music. Enter a value to specify where, measured from the left page margin, Finale should place the music.
- **First Page Top Margin.** Type the position of the top page margin on the first page of your music. Enter a value to specify where, measured from the top of the page, Finale should place the music.
- **Scale Pages To.** Type the percentage of normal size the music on the new pages should appear.
- **Distance Between Staves.** Type the amount of space Finale should allow between the single staff systems.
- **Multimeasure Rest.** Click to display the Multimeasure Rest dialog box, where you can change the appearance of multimeasure rests created in the parts. For more information, see [MULTIMEASURE REST DIALOG BOX](#).

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Printing

To print a score

Portrait orientation is the usual setup—the page is taller than it is wide; Landscape orientation is “sideways.” Letter size is 8.5 by 11 inches; Legal size is 8.5 by 14 inches. If you’re printing on a PostScript printer, make sure that the PostScript fonts are installed in your system. This is done automatically with the Finale Easy Install. (See [FONTS](#) for tips on choosing fonts.)

- **Choose Page Setup from the File Menu.** The Page Setup dialog box appears. Click Letter or Legal to specify the paper size. Specify the orientation by clicking Portrait or Landscape.
- **Make sure your page layout matches the paper size and orientation you’ve just specified.** See [PAGE SIZE](#) for instructions.
- **Click OK (or press enter).** If you’re in Page View, go to page 1.
- **Choose Update Layout from the Edit Menu.** By choosing Update Layout, you’re reformatting the music so that no measures are unnecessarily wide or narrow.
- **Choose Print from the File Menu.** The Print dialog box appears, letting you specify the number of copies and the range of pages to print. If you only want the first page to print, type 1 in both the From and To boxes.
- **Click OK (or press enter).** The printer should begin to print in a few moments.
- **To cancel printing, press esc or click Cancel.** Because the computer sends data to the printer faster than the printer can process it, there will be a momentary pause before the computer and printer stop printing.

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To print large scores by taping smaller pages together

See [TILING PAGES FOR PRINTING](#).

Landscape and Portrait orientation

Under normal circumstances, Finale prints your pages in portrait orientation—with the page taller than it is wide. For some scores, however, you may want the page turned sideways, in landscape orientation. For instructions on printing in landscape orientation, see [PRINTING](#).

Legal-size paper

When you lay out your score for legal-size (8.5 by 14-inch) paper, there are two settings you have to make. First, choose Legal from the Page Setup dialog box (see [PRINTING](#)). Second, make sure you’ve created a Finale score with the appropriate dimensions (see [PAGE LAYOUT](#) and [PAGE SIZE](#)).

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Tiling pages for printing

If you want to print a full-size score (11 by 16 inches, for example) and don't have a printer capable of printing on 11 by 17 inch paper, you have a dilemma. You could print your score on letter or legal-size pages using your printer and then photocopy these pages—using an enlarging copying machine—onto 11-by-17-inch paper; the disadvantage is that enlarging your output in this way reduces the clarity of the original printout.

Or, you could use Finale's tiling pages feature. Finale can automatically tile the pages—in other words, print out several standard-size pages with a portion of the full score page on each, so that you can then tape them together (and, if you wish, photocopy the result onto large single pages).

To tile pages with the Print dialog box

- **Set the page size of your score to the proper size.** Use either the Page Format for Score command in the Document Settings submenu of the Options Menu or the Page Layout Tool. (See [PAGE LAYOUT](#) or [PAGE SIZE](#).)
- **Choose Update Layout from the Edit Menu.**
- **Select Print from the File Menu. In the dialog box select Tile Pages. Specify the page range on which you'll be printing.** Some printer drivers will allow you to specify the size of the component pages (Letter or Legal) here. Other printer drivers store this information in the Page Setup dialog box.
- **Type the amount of overlap you want in the Tile Overlap text box.** This amount is specified in the units you have selected in the Measurement Units submenu of the Options Menu.
- **Click Print.**

To tile pages (with Compile Postscript Listing)

Note, you must have a Postscript Printer to perform these steps.

- **Set the page size of your score to the proper size.** Use either the Page Format for Parts command in the Document Settings submenu of the Options Menu or the Page Layout Tool. (See [PAGE LAYOUT](#) or [PAGE SIZE](#).) When entering the final, taped-together page dimensions, the key is to subtract one inch for each page that will be side-by-side with another. If your score is to be 11 by 16 inches, for example, it will be composed of two letter-size pages taped together. Therefore, set the page height to 10 inches (not 11). For the width, enter 15 inches (remember, you're subtracting one inch for each page that will be side-by-side).
By subtracting one inch from each dimension in this way, you provide for a half-inch margin of overlap on each page, so that the resultant pages will be easier to tape together.
- **Choose Update Layout from the Edit Menu.**
- **Choose Compile PostScript Listing from the File Menu.** The Compile PostScript Listing dialog box appears.
- **Click Tile Pages. Specify the page range and the size of the component pages (Letter or Legal) on which you'll be printing.** Click Center Music on Page if you want the printed image of the full score page to be centered on the taped-together physical page; if you don't specify this option, the music will appear beginning in the upper-left corner of each full-size page, requiring you to cut off the extra paper on the right and bottom margins, if necessary.

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- If you also select Include Fonts in Listing, Finale will embed the actual music fonts into the PostScript file. The resulting file will be larger, but you won't have to worry that your music fonts aren't installed on the computer that will ultimately be doing the printing.
- **Click Compile.** To print the resultant compiled file, you'll need a downloading program. For more information, see [POSTSCRIPT](#). For best results, have a paper cutter on hand to trim the default quarter-inch margins created by a PostScript printer on each page that you'll be taping together.

Booklets

To print in booklet form

- **Select Page Setup from the File Menu.**
- **Choose Landscape as the page orientation.**
- **Click OK.**
- **Check how many pages you have.** If the number of pages is not divisible by four (such as 3, 5, 6, 7, 9 etc.), add a blank page to the end of your document. This will allow for staggered printouts. See [BLANK PAGES- To add a blank page anywhere in your document](#). If you have 4, 8, or 12 (etc.) pages of music, you do not need to add a blank page at the beginning.
- **Select Print from the File Menu.**
- **Select 2-up printing.**
- **If you want to run the paper through your printer once and then go to a print shop and copy your 1 page originals to front and back, enter the following numbers (including commas) in the Page Range field then click print.**

Single page originals to take to a print shop

Number of pages with music	Page numbers to type ^a
3	4,1,2,3
4	4,1,2,3
5	6,5,4,1,2,3
6	6,7,7,5,4,1,2,3
7	8,1,2,7,6,3,4,5
8	8,1,2,7,6,3,4,5
9	10,9,8,1,2,7,6,3,4,5
10	10,11,11,9,8,1,2,7,6,3,4,5
11	12,1,2,11,10,3,4,9,8,5,6,7
12	12,1,2,11,10,3,4,9,8,5,6,7
13	14,13,12,1,2,11,10,3,4,9,8,5,6,7
14	14,15,15,13,12,1,2,11,10,3,4,9,8,5,6,7

a. Blank pages are in **bold**

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- **If you wish to run the paper through your printer twice to have music on both sides of the paper**, enter the first row of numbers in the Page Range in the Print Score dialog box.

Double-page originals (print twice)

Number of pages with music	Page numbers to type for first side ^a	Page numbers to type for second side
3	4 ,1	2,3
4	4, 1	2,3
5	6 ,5, 4,1	2,3 (Do not place paper with page 5 in printer second time)
6	6, 7 ,4,1	7 ,5,2,3
7	8 ,1,6,3	7,2,4,5
8	8,1,6,3	2,7,4,5
9	10 ,9,8,1,6,3	2,7,4,5 (Do not place paper with page 9 in printer second time)
10	10, 11 ,8,1,6,3	11 ,9,2,7,4,5
11	12 ,1,10,3,8,5	2,11,4,9,6,7
12	12,1,10,3,6,7	2,11,4,9,6,7
13	14 ,13,12,1,10,3,8,5	2,11,4,9,6,7(Do not place paper with page 13 in printer second time)
14	14, 15 ,12,1,10,3,8,5	15 ,13,2,11,4,9,6,7

a. Blank pages are in **bold**

- **Click Print.**
- **Turn the paper over and place back in the Printer to be printed on.**
- **Enter the second row of numbers in the Page Range in the Print Score dialog box.**
- **Choose Print.**

Adobe PDF documents

The Adobe Portable Document Format (PDF) was developed by the Adobe company to provide a universal file format that preserves the fonts, formatting and graphics of a source document, regardless of what platform or application was used to create it. PDF files can be shared, viewed and printed by anyone with a free Adobe Acrobat Reader (You're using the Reader now to read this Manual.) We've provided this basic primer on PDFs because many Finale users want to create PDFs: to publish on the Web, to email to a friend, to give to publishers for further formatting, or to give to a print shop for printing. In order to **create** PDFs, you will need to buy Adobe Acrobat. For more information about these products, please visit Adobe's website at WWW.ADOBE.COM.

To create a PDF document from a Finale notation file

There's more than one way to create a PDF, but this method will give you more control over the results. See your Adobe Acrobat manual for full details.

- **Open the file in Finale.**
- **From the File Menu, choose Print.** The Print dialog box appears.

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- **Click on Setup.** The Print Setup dialog box appears.
- **From the Print Name drop-down menu, choose Distiller Assistant.** Keep in mind, you'll need to switch the printer back to your regular printer when you're done creating PDFs.
- **Click OK.** Finale prints to the Distiller Assistant. If the Distiller Assistant is running in the background (you'll see it at the bottom of your screen in the Taskbar), it will immediately launch the Acrobat Distiller. If the Distiller Assistant is not running in the background, you'll need to launch it manually. Once the Distiller has launched, it will display a Specify PDF File Name dialog box.
- **Give the file a name (you may wish to save it to the Desktop for convenience) and click Save.** The Acrobat Distiller creates a PDF of your file. Depending on your Distiller Assistant settings, it may open your newly created PDF file for viewing.

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Troubleshooting PDF documents

For complete information, see your Adobe Acrobat Exchange documentation. The below suggestions are problems that Finale users have commonly encountered.

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Problem: When I run the Distiller, I get the error message "...[font name] cannot be embedded due to licensing restrictions."

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Solution: Update to Acrobat Distiller 4.05. Adobe ships Acrobat Distiller 4.05 free of charge to registered 4.0 users. For more information, visit www.adobe.com or call 1.800.272.3623. A quick and dirty workaround is to change to Outline in the Fonts/Send Fonts As portion of the Distiller printer driver.

Problem: I'm using my PostScript printer instead of the Distiller driver. Now I'm getting a Finale-Dict error.

Solution: Some drivers seem to require an additional setting for Finale's mixed graphics and fonts. To correct the problem, exit all programs, including Finale. From the Start Menu, choose Settings, Printers. Right-click on the printer and choose Properties. Click on the PostScript tab. Set the PostScript to Optimize for Portability. Click the Apply button, then OK. Close the Printers window and try again. If you still receive errors, or your printer driver does not have a PostScript tab, try the suggestion below.

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Problem: I'm using my PostScript printer instead of the Distiller driver. I'm still getting a Finale-Dict error, even though I've tried Optimize for Portability.

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Solution: Some drivers seem to require an additional setting for Finale's mixed graphics and fonts, but the driver doesn't allow for Optimizing. Exit all programs, including Finale. Navigate to your Finale folder and double-click on a file called Finale.ini (It may just be called Finale, and the icon will look like a notepad.) The file will open in Notepad. The first section of this file is under the heading [Settings]. Add another line in this first section with this text:

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OwnPS=0

Then Save and Exit the Notepad. Try creating a PDF again. If you still receive errors, try the suggestion below.

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