

Chapter 19: Selection Tool

Selection Tool

What it does

Click on a marking to select it, such as a lyric, slur or articulation. Once selected, you can move, nudge, edit or delete it. For more advanced editing, double-click to switch to the appropriate tool. The Selection Tool works on Measures (Measure Tool), Notes (Simple Entry), Smart Shapes, Expressions, Articulations, Repeats, Lyrics, Chords, Text Blocks, Graphics, Brackets, Tuples, Key and Time Signatures, Clefs, Ossias, Staff and Group Names.

Tip: The Selection Tool uses font annotation to determine where musical markings are. If you're using a music font not supplied by Coda, you may get better results after annotating the font. See [FONT ANNOTATION DIALOG BOX](#).

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Special mouse clicks

- **To switch to the Selection Tool, press Ctrl-shift-A.**
- **Click to select the item.** If two items overlap, click the Selection Tool, click an item, then press + (plus) or - (minus) to cycle through the overlapping items.
- **Drag a selected item** to move it.
- **Select an item then use the arrow keys** to nudge an item.
- **Select an item and hit backspace** to restore default positioning.
- **Click and press delete, or right mouse click the handle and select Delete** from the contextual menu to remove them.
- **Double-click an item or press enter with an item selected** to select the item with the appropriate tool.

Contextual menus

Contextual menus are reached by right mouse-clicking on an object. A contextual menu will be displayed where you can select various items.

Articulations

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Menu item	What it does	Index
Edit Articulation Definition	Display the Articulation Designer dialog box	
Delete	Removes selected articulations	

Brackets

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Menu item	What it does	Previous Chapter
Edit Group Attributes	Display Group Attributes dialog box	
Delete Bracket	Deletes selected bracket	

Chord Symbols

Menu item	What it does	
Edit Chord Definition	Display the Chord Definition dialog box	
Edit Fretboard	Display the Fretboard Editor dialog box	
Delete	Removes selected chord symbols	
Show Chord	Shows (or hides) individual chord symbols	TOC
Show Fretboard	Shows (or hides) individual fretboards	

Text Expressions

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Menu item	What it does	
Edit Expression Assignment	Display the Expression Assignment dialog box	
Edit Text Expression Definition	Display the Text Expression Designer dialog box	Next Chapter
Edit Font	Display the Font dialog box	
Delete	Removes selected expressions	Previous Chapter

Shape Expressions

Menu item	What it does
Edit Expression Assignment	Display the Expression Assignment dialog box
Edit Shape Expression Definition	Display the Shape Expression Designer dialog box
Edit Shape Expression Graphically	Displays bounding box handles for graphically editing the shape expression
Delete	Removes selected expressions

Key Signatures

Menu item	What it does	
Edit Key Signature	Display the Key Signature dialog box	TOC

Lyrics

Menu item	What it does	
Align Default	Changes the alignment of the syllables back to Finale's global setting	Index
Align Center	Changes the alignment of the syllables to centered under the note	Next Chapter
Align Left	Changes the alignment of the syllables to the left under the note	
Align Right	Changes the alignment of the syllables to the right under the note	
Justify Default	Changes the justification of the syllables back to Finale's global setting	Previous Chapter

Lyrics

Menu item

What it does

Justify Center	Changes the justification of the syllables to centered relative to each other
Justify Left	Changes the justification of the syllables to the left relative to each other
Justify Right	Changes the justification of the syllables to the right relative to each other

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Measures

Menu item

What it does

Edit Measure Attributes	Display Measure Attributes dialog box
Insert Measures	Display the Insert Measures dialog box
Delete	Delete the selected measure
Break Multimeasure Rest	Breaks the selected multimeasure rest into separate measures of rests.
Edit Time Signature	Display the Time Signature dialog box
Edit Key Signature	Display the Key Signature dialog box
Normal Barline	Change barline for selected measure to Normal barline
Double Barline	Change barline for selected measure to Double barline
Final Barline	Change barline for selected measure to Final barline
Solid Barline	Change barline for selected measure to Solid barline
Dashed Barline	Change barline for selected measure to Dashed barline
Invisible Barline	Change barline for selected measure to Invisible barline
Tick Barline	Change barline for selected measure to Tick barline
Custom Barline	Change barline for selected measure to Custom barline

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Ossias

Menu item

What it does

Edit Ossia Assignment	Display the Assignment for Ossia Measure dialog box
Edit Ossia Definition	Display the Ossia Measure Designer dialog box
Delete	Removes selected ossia

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Repeats

Menu item

What it does

Edit Repeat Assignment	Display the Repeat Assignment dialog box
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Repeats

Menu item	What it does
Edit Repeat Definition	Display the Repeat Designer dialog box
Delete	Removes selected repeat

Smart Shapes

Menu item	What it does	TOC
Edit	Displays editing handles on selected smart shape	
Delete	Removes selected smart shape	Index
Align Horizontally	Aligns selected shapes along a horizontal line	
Align Vertically	Aligns selected shapes' endpoints along vertical lines by resizing the shapes	Next Chapter
Make Horizontal Over System Break	Smart Shapes over system breaks will be horizontal	
Maintain Angle Over System Break	Smart Shapes over system breaks will maintain angle (not horizontal)	Previous Chapter
Make Horizontal	Snaps shape into straight horizontal placement	
Remove Manual Slur Adjustments	Engraver Slur will return to default values for placement and shape	
Engraver Slurs	Choose from Automatic, On or Off. Automatic sets the slur to use whatever choice is selected in the Smart Slur Options dialog box. On sets the slur to always use an Engraver Slur. Off sets the slur to never use an Engraver Slur.	
Avoid Accidentals	Choose from Automatic, On or Off. Automatic sets the slur to use whatever choice is selected in the Smart Slur Options dialog box. On sets the slur to always Avoid Accidentals when Engraver Slurs are used. Off sets the slur to never Avoid Accidentals.	
Direction	Choose from Flip, Automatic, Over and Under. Determines the direction of the slur.	

Staff or Group names

Menu item	What it does	TOC
Edit Staff/Group Attributes	Display the Staff Attributes or Group Attributes dialog box	
Edit Staff/Group Name	Display the Edit Text dialog box	Index
Position Staff/Group Name	Display the Position Name dialog box	
Delete	Removes selected group definition	Next Chapter

Text blocks

Menu item	What it does	TOC
Edit Frame Attributes	Display Frame Attributes dialog box	Previous Chapter
Edit Text	Display the Edit Text dialog box	

Text blocks

Menu item	What it does
Delete	Delete selected text block

Time Signatures

Menu item	What it does	
Edit Time Signature	Display the Time Signature dialog box	TOC
2/2	Change the time signature to 2/2 until the next time change	
2/4	Change the time signature to 2/4 until the next time change	Index
3/4	Change the time signature to 3/4 until the next time change	
4/4	Change the time signature to 4/4 until the next time change	Next Chapter
3/8	Change the time signature to 3/8 until the next time change	
6/8	Change the time signature to 6/8 until the next time change	Previous Chapter
9/8	Change the time signature to 9/8 until the next time change	
12/8	Change the time signature to 12/8 until the next time change	

Tuplets

Menu item	What it does
Edit Tuplet Definition	Display the Tuplet Definition dialog box
Delete	Removes selected tuplet

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