

# Chapter 15: Step-Time Entry: Simple Entry

## Simple Entry Tool

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### What it does

When you click this tool, Finale displays the Simple Entry Palette, containing an individual icon for each rhythmic value (quarter note, eighth note, and so on) and other tools for adding grace notes, sharps, tuplets and so on. (If the Simple Entry Palette doesn't appear, choose its name from the Window Menu.) Using the tools on this floating palette, you can enter music into your score by clicking one note at a time. For complete instructions, see [SIMPLE ENTRY](#). See also [KEYBOARD SHORTCUTS - SIMPLE ENTRY](#).

### Special mouse clicks

#### Entering Notes or Rests

- **Press any number 0-8 then click on the staff** to enter a 128th note through Double whole note. Press a . (period) to make it a dotted note.
- **Press Shift and any number 0-7 then click on the staff** to enter a 128th rest through Double whole rest. Press a . (period) to make it a dotted rest.
- **Press T and any number 0-8 then click on the staff** to enter a tuplet based on the duration.

#### Selection

- **Control-click the note or rest** to select a note or rest.
- **Control-shift-click the note or rest** to select a note or rest within a chord without clearing previous selection.
- **Press ← when a note is selected** to move the selection one note or rest to the left. If no note is selected, Finale will select the last edited note.
- **Press → when a note is selected** to move the selection one note or rest to the right.
- **Press Control-↑ when a note is selected in a chord** to move the selection up a note.
- **Press Control-↓ when a note is selected in a chord** to move the selection down a note.
- **Control-A-click the note in a chord** to select all notes in the chord.
- **Press Escape or Backspace** to clear the selection.

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#### Accidentals

- **Press S or + when a note is selected** to place a sharp on the selected note. With no selection, press S or + to select the Sharp Tool.

- **Press F or - when a note is selected** to place a flat on the selected note. With no selection, press F or - to select the Flat Tool.
- **Press N or \* or Shift-8 when a note is selected** to place a natural on the selected note. With no selection, press N or \* or Shift-8 to select the Natural Tool.
- **Press V when a note is selected** to place a double-flat on the selected note.
- **Press X when a note is selected** to place a double-sharp on the selected note.
- **Press Shift-F or Enter--(minus) when a note is selected** to lower the selected note by a half step. With no selection, press Shift-F or Enter-- to select the Half Step Down Tool.
- **Press Shift-S or Enter-+(plus) when a note is selected** to raise the selected note by a half step. With no selection, press Shift-S or Enter-+ to select the Half Step Up Tool.
- **Press A when a note is selected** to show or hide a cautionary accidental on the selected note.

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## Modify Notes and Rests

- **Press Delete then click on an accidental, tie, dot or tuplet** to erase it.
- **Select a note then press R** to change a note into a rest.
- **Select a note then press G or /** to toggle the note between grace note and full note.
- **Select a note or rest then press H** to hide the selected note or rest.

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## Beams, Stems and Ties

- **Select a note then press T or =** to tie the selected note to the next note. Press Shift-T to tie the selected note to the previous note.
- **Select a note then press B** to break or join the beam on the selected note. Press Shift-B to restore default beaming.
- **Select a beamed note then press M** to create a flat beam.
- **Select a note then press L** to flip the stem of the selected note. Press Shift-L to restore the default stem direction.

## Metatools

While the Simple Entry Tool's preprogrammed keyboard equivalents aren't technically Metatools, they're similar in that they're one-keystroke commands. They let you edit the notes very rapidly.

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The Simple Entry keyboard commands are summarized in the diagram that appears on your *Quick Reference Card*. For a more complete description, see [SIMPLE ENTRY](#).

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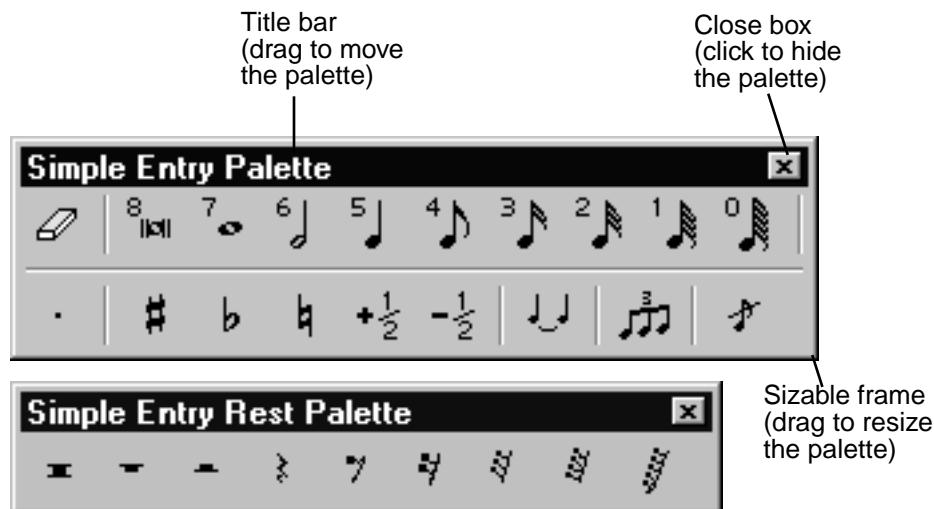
# Simple Entry Palette and Rests Palette

## How to get there

Click the Simple Entry Tool . (Make sure a check mark appears beside Simple Entry Palette in the Window Menu. If desired, check the Simple Entry Rests Palette in the Window Menu as well.)

## What it does

This floating, resizable, movable palette contains icons representing note values, accidentals, and other tools for clicking music into your score. The palette comes docked initially into the document window. (The palette shown here has been reshaped into a horizontal arrangement.) You can select one tool in each category, such as one note duration, one accidental, and one tuplet. To clear all other tool selections, double-click on a tool. See also [KEYBOARD SHORTCUTS - SIMPLE ENTRY](#).



- **[Title bar].** Drag this strip—at the top of the palette—to move the palette.
- **[Close box].** Click this x to hide the palette. (Choosing Simple Entry Palette from the Window Menu—so that the check mark disappears—serves the same purpose.) Once the palette is hidden, you can still place notes into the score: press the appropriate note-value number key then click onto a staff. See [SIMPLE ENTRY](#).
- **[Sizable frame].** This border functions like any sizable frame in a Windows program. Drag the frame to resize the palette so that fewer icons appear, or to reshape the palette.
- **[Icons].** Click an icon, then click on a staff to place that note value (or other marking) into the score. Use the Eraser to remove notes or other markings. To move a tool on the palette, shift-drag it on top of another icon. Again, see [SIMPLE ENTRY](#).

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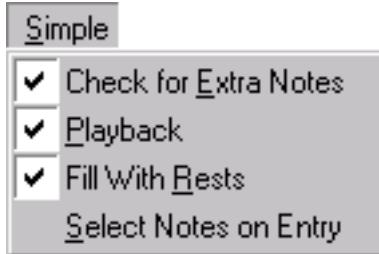
# Simple Menu

## How to get there

Click the Simple Entry Tool .

## What it does

This menu controls the handling of extra notes and playback while using Simple Entry.

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- **Check for Extra Notes.** This command is selected by default. When selected, Finale checks each note you enter, and will not allow you to enter extra notes in the measure. If you try to add too many notes for the measure, or extend the duration of an existing note too far, Finale will beep to warn you, and won't allow you to enter the note in the measure. To override Finale, choose Check for Extra Notes from the Simple Menu to remove the checkmark, then enter the note. When Check for Extra Notes is not selected, you can enter as many notes in a measure as you'd like. Remember that any extra notes will extend past the barline of the measure, unless you choose Position Notes Evenly Across Measure in the Measure Attributes dialog box.

If you enter too many notes and want to delete them, it's easiest to delete them using the Speedy Entry Tool. To delete the extra notes with Simple Entry's Eraser Tool, position the cursor slightly before the end barline in the measure that contains too many notes, click to remove the extra notes. Redraw the screen occasionally, to make sure that you've deleted all the extra notes.

- **Playback.** When this item is selected, every time you enter or change the pitch of a note, you will hear the new pitch, and any other pitch in the chord, played through your MIDI device. Deselect this item to turn off playback of pitches. This command is linked to the Playback during Drag option in the Speedy Menu. If you change the selection here, it will also change in the Speedy Entry Tool and vice versa.
- **Fill With Rests.** When this item is selected, Finale will add rests to complete the measure whenever you finish working in a measure.
- **Select Notes on Entry.** When this item is selected, you can immediately use keyboard shortcuts to modify the note that was just entered. Please note that you will need to clear the selection before switching tools.

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# Simple Entry Tuplet Definition dialog box

## How to get there

To display the Simple Entry Tuplet Definition dialog box, click the Simple Entry Tool . On the Simple Entry Tool Palette, click the Simple Tuplet Tool , then shift-click the first note to include in the tuplet group.

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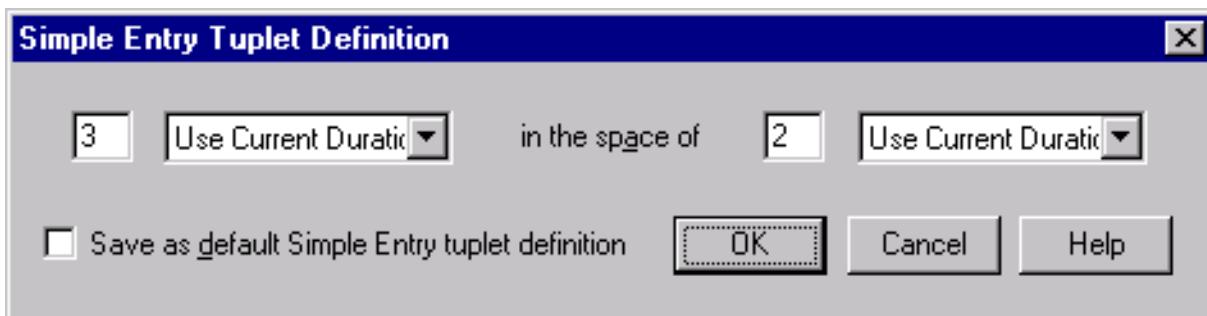
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## What it does

In this dialog box you can define the rhythmic aspects of a tuplet grouping—the number of eighth notes that are to be played in the time of a quarter note, for example. Use this dialog box to define any tuplet more complicated than a triplet in the current duration. For more complex adjustments to tuplets, see [TUPLET TOOL](#).

Note that you can predefine the default visual aspects of the tuplets in your score, so that every tuplet you create automatically appears with a neatly positioned bracket (for example). To do so, ctrl-click the Tuplet Tool (in the Main Tool Palette, not the Simple Entry Palette). Finale displays the Default Tuplet Visual Definition dialog box, where you can specify these parameters. (See [DEFAULT TUPLET VISUAL DEFINITION DIALOG BOX](#) for a more complete discussion.)

See also [TUPLETS \(SIMPLE ENTRY\)](#).



- **in the space of**  **• Half (s) • Dotted Quarter(s) • Quarter(s) (etc.)**. Define the rhythmic qualities (temporal definition) of the tuplet by entering numbers in these two text boxes (to specify how many) and selecting the rhythmic-value from the drop-down list (to specify “of what value”).
- **Save as default Simple Entry tuplet definition.** Check this box to always use the tuplet definition defined above. For example, you could set the Simple Entry Tuplet Definition to 3 Eighths in the space of 2 Eighths and check Save if you wanted to enter a long series of eighth note triplets. This is especially useful if the eighth note triplet sometimes start with a quarter note.
- **OK • Cancel.** Click OK (or press enter) to confirm, or Cancel to discard, the tuplet appearance you’ve created. You return to the score.

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# Simple Entry

Finale provides several methods for entering music quickly and accurately, one note or chord at a time. You can use either the Simple Entry Tool, which doesn't require a MIDI keyboard, or the Speedy Entry Tool, which can be used with or without a MIDI keyboard; see [SPEEDY ENTRY](#). See also [KEYBOARD SHORTCUTS - SIMPLE ENTRY](#).

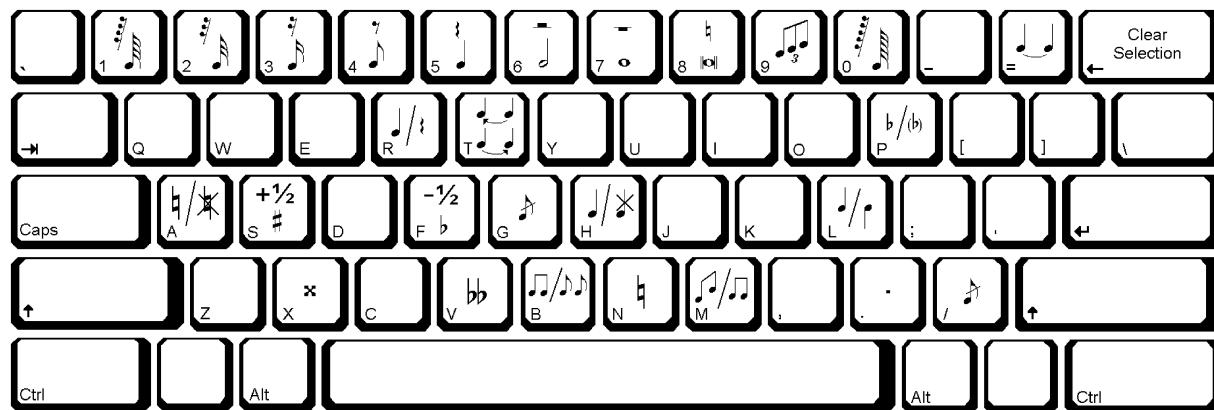
## To enter music with the Simple Entry Tool

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear. (If they don't, you've probably hidden the palette by double-clicking its control-menu box. Choose Simple Entry Palette and Simple Entry Rests Palette from the Window Menu.)

See [SIMPLE ENTRY PALETTE](#) for more information on moving and resizing the palette.

- **Click the desired note (rhythmic value) icon in the palette. Click additional tools as needed, such as Sharp, Flat, Grace, Tuplet, Dot or Tie. Click the staff. A note appears at the pitch you clicked. To build a chord, click another pitch above or below the first note.**

If you want to enter a tuplet (a triplet, quintuplet, etc.), click the Tuplet Tool on the Simple Entry Palette and the duration of the tuplet (an eighth note tuplet or a half note tuplet, regardless of the duration of the first note). In any of these instructions, you can press one of the shortcut keys on your keyboard to switch tools instead of clicking an icon. The diagram below also appears on your *Quick Reference Card*.



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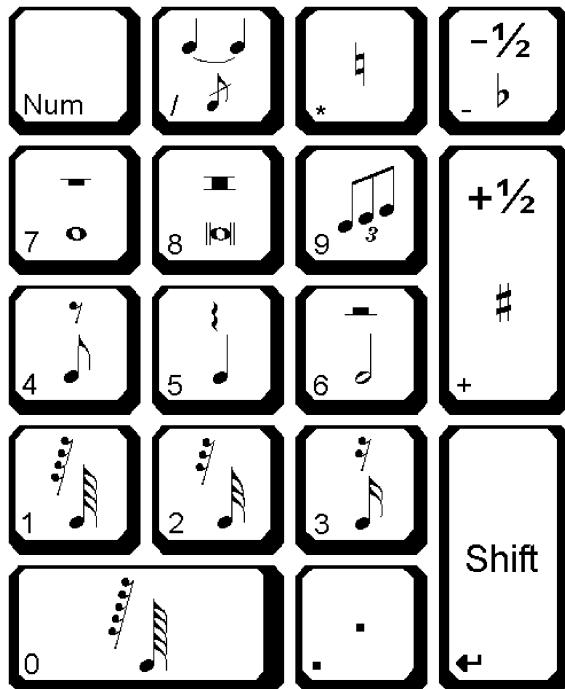
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- **To change the rhythmic value of a note, click the icon representing the new value; then click the note.** To change the rhythmic value of a rest, select the desired rhythmic-value icon on the Rests palette, and then click the rest.
- **To change a rest to a note, control-click the note to select it. Type R.** The note turns into a rest.
- **To delete a note, click the Eraser ; then click the note. The note disappears.** If you click on a notehead that's part of a chord, only that note disappears. If you click a rest, it disappears.
- **To move a note vertically, click and drag the note up or down. To move a rest, control-click the rest to select it, then drag it up or down.** If you want to move a whole chord up or down, control-A-click the chord.
- **To hide a note or rest, control-click the note to select it then press the letter H key.** Press the H key again to display the note or rest again. See also [NOTES AND RESTS \(HIDE\)](#) and [NOTES AND RESTS \(SHOW\)](#) plug-ins.
- **To flip a stem, control-click the note to select it then press the L key.** This process freezes the stem up or down, so that it's no longer free to flip if, for example, it gets transposed. To restore the note to its "flippable" status, press shift-L.
- **To add a sharp, flat or natural, click the Sharp Tool , Flat Tool , or Natural Tool ; then click the note.** A sharp, flat or natural appears next to the note.

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- **To raise or lower a note by a half step, double-click the Half Step Up or Half Step Down icon ( $+\frac{1}{2}$  or  $-\frac{1}{2}$ ); then click the note.** The note is raised or lowered a half step. If appropriate for the Key Signature, an accidental will appear or change.

- **To remove any accidentals from a note, click the Eraser Tool ; then click the accidental.**
- **To hide an accidental, control-click the note to select it then press the A key.** If no accidental is displayed, the A key forces a courtesy accidental to appear; for parentheses, press the P key. If you've hidden an accidental, press the A key again to display it again.

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- **To tie a note to the next one, double-click the Tie icon ; then click the notehead.** To tie every note of a chord, click its stem. Click the notehead (for a single note) or the stem (for a chord) to remove the tie.

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- **To dot a note, double-click the Dot icon ; then click the note.** Click again to add another dot (you can add up to ten dots). To remove the dots, click the Eraser Tool ; then click the dot. All of the dots are removed.

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- **To change a note to a grace note, double-click the Grace Note icon , then click the note.** Click the note again to restore it to full size. Use the slash or G key when the grace note is selected to toggle between grace note and full size. If “Always Slash Flagged Grace Notes” is unchecked in the [DOCUMENT OPTIONS DIALOG BOX](#), the slash or G key will also cycle between full size, grace note unslashed, and grace note slashed.

- **To create or break a beam, control-click the note to select it then press the B key.** If the notes were flagged separately, they're now beamed. If they were beamed, the beam is broken (and the notes are individually flagged, if they're not beamed to any other notes). Use Shift-B to restore the beaming to the defaults found in the [BEAMING OPTIONS DIALOG BOX](#).

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- **To flatten a beam, control-click the note to select it then press the M key.** If the beam was angled, it will now be flattened. If the beam was already flattened, the beam will now return to the default angle. See [FLAT BEAMS](#) and [FLAT BEAMS \(REMOVE\)](#) plug-ins.

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## Rests (Simple Entry)

You can edit, create, and move rests by using either the Simple Entry or Speedy Entry tools. If you do most of your editing with the Speedy Entry Tool, see [RESTS \(SPEEDY ENTRY\)](#). You can change any existing note into a rest, or change the duration of any rest. See also [MULTIMEASURE RESTS](#), [SIMPLE ENTRY](#), and [WHOLE RESTS](#).

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## To move a rest vertically

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear.
- **Control-click and drag the rest.** You can also use the up and down arrow keys.

## To add a rest

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear.
- **Click the icon representing the desired rest's duration on either the Simple Entry or Simple Entry Rest Palette.** For Simple Entry Palette, type shift and the number of desired rest's duration then click the place where you want the rest to appear. For Simple Entry Rest Palette, click the place where you want the rest. The rest appears at the horizontal position of your click; its vertical position is always the center staff line, unless you're working in layers and have specified a rest position offset. (See [MULTIPLE VOICES](#) for a more complete discussion of setting rest position offsets.) See also "To move a rest vertically," above.

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## To change a rest's duration

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear.
- **Click the icon on the Rest Palette representing the desired new duration.**
- **Click the rest.** It changes to the new duration.

## To change a rest to a note

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear.
- **Click the icon on the Simple Entry Palette representing the desired note's duration.**
- **Click the rest at the desired pitch.** The rest changes to a note, of the duration and pitch you clicked.

## To change a note to a rest

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear.
- **Control-click the note.** The note is selected.
- **Type R.** The note turns into a rest.

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# Accidentals (Simple Entry)

You can add accidentals with the Simple Entry Tool or the Speedy Entry Tool.

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## To add a sharped or flattened note

- **Click the Simple Entry Tool** . The Simple Entry Palettes appear.
- **Click the icon representing the desired note's duration.**

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- **Click the Sharp Tool**  or **Flat Tool** .
- **Click the staff.** A sharped or flattened note appears where you clicked.

### To raise or lower a note

- **Double-click the Half Step Up Tool**  or **Half Step Down Tool** ; then **click the note.** Use the same technique to add accidentals that raise or lower a note by two half steps (that is, to double-flat or double-sharp a note). You can also use V (double-flat) or X (double-sharp) when the note is selected.

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### To add parentheses around accidentals

- **Click the Simple Entry Tool** .
- **Control-click the note with an accidental.** The note is selected.
- **Type P.** To remove the parentheses, type P again.

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### To hide or show an accidental

- **Click the Simple Entry Tool** .
- **Control-click the note.** The note is selected.
- **Type A.** To toggle between hiding or showing the accidental, hit A again.

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## Tuplets (Simple Entry)

The word tuplet describes a class of irregular note divisions such as triplets, quintuplets, or septuplets. Simple triplets are easy in Simple Entry Tool. If you want to do duplets, septuplets or other tuplets, you'll need the Simple Entry Tuplet Definition dialog box. For more complex tuplets, such as ratios or nested tuplets, see the [TUPLET TOOL](#).

Brackets in the Simple Entry Tuplet Tool follow several rules. If the notes are beamed, such as eighth note triplets, no bracket will appear. If you wish to override this rule, use the Tuplet Tool to turn off Auto Bracket. See [TUPLET DEFINITION DIALOG BOX](#). Brackets follow the first note in the tuplet or the beam (if you override Auto Bracket). To edit the bracket, see [TO ADJUST, MOVE, OR DELETE A TUPLET](#) in the Tuplet Tool chapter.

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### To enter a triplet

- **Click the Simple Entry Tool** .
- **Click the icon representing the desired note's duration. Click any accidental tools, if desired.**
- **Click the Simple Tuplet Tool**  **on the Simple Entry Palette.**

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- **Click the staff.** A note appears where you clicked with rests filling out the rest of the triplet. By default, the triplet will use the duration of the first note to define the triplet. If there isn't enough room to create the full triplet or you click within an already existing triplet, Finale will enter a note of the duration you selected.

## To remove a tuplet

- **Double-click the Simple Tuplet Tool**  **on the Simple Entry Palette.**

- **Click on the first note in the tuplet.** The tuplet is removed and the notes are restored to full value. If there is not enough room in the measure for the full value of the tuplet notes, nothing will happen. Remove the extra notes first, then remove the tuplet definition.

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## To enter a duplet, septuplet or other tuplet

By default, the triplet will use the duration of the first note to define the triplet. If you want to create an eighth note triplet starting with a quarter note, you'll need to use the below technique.

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- **Double-click the Simple Tuplet Tool**  **on the Simple Entry Palette.**

- **Shift-click on the first note in the tuplet.** The Simple Entry Tuplet Definition dialog box appears.

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- **Specify the rhythmic composition of the tuplet.** Finale is asking, "How many notes of what rhythmic value are to fit in the space normally allotted to how many of what value?" Enter the number of each rhythmic value in the text boxes. Specify the rhythmic value itself by selecting the rhythmic-value from the drop-down list.

For example, to define a standard eighth note duplet, you could fill out the values as "2 (eighths) in the space of 3 (eighths)."

- **Click OK.** A note appears where you clicked with rests filling out the rest of the tuplet.

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