

# Chapter 4: Window Menu

## Window Menu

### How to get there

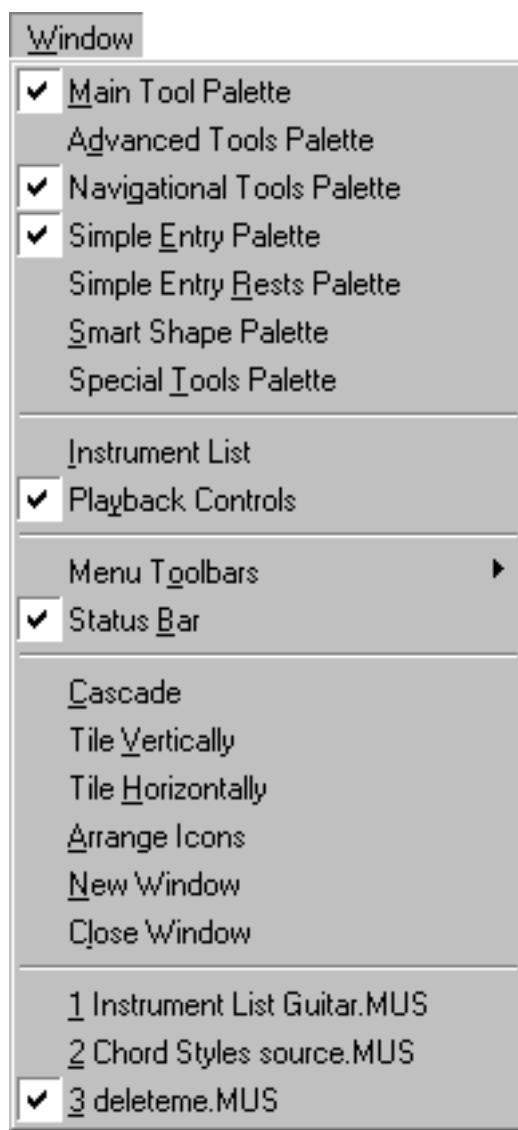
The Window Menu is one of Finale's unchanging menus.

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### What it does

The Window Menu controls (and indicates) which windows are open, and which are in front (active). It also has Tile and Cascade commands, which automatically and neatly arrange multiple open windows into a more convenient layout.

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- **Main Tool Palette.** When this item is checked, Finale’s Main Tool Palette is open on the screen. You can close it by choosing this item so that the check mark disappears. The default position of the Main Tool Palette is docked at the top of the screen. You can also dock the palette in a vertical strip or create a floating palette. Click on the edge of a docked palette and drag it into the middle of the screen to create a floating palette. As you drag the palette, an outline will appear showing the shape and position of the palette in that location. If a floating palette is minimized, (displayed as a small icon in the lower part of the screen), double-click the icon to restore it to its previous size.
- **Advanced Tools Palette.** This palette contains the MIDI Tool, Special Tools Tool, Graphics Tool, Ossia Tool and Tempo Tool.
- **Navigational Tools Palette.** This palette contains the Hand Grabber Tool and Zoom Tool.
- **Simple Entry Palette • Simple Entry Rests Palette • Smart Shape Palette • Special Tools Palette.** When you click the Simple Entry Tool, Smart Shape Tool, or the Special Tools Tool, the corresponding palette appears—but only if the corresponding Window Menu item is checked. If you click the Simple Entry Tool, Smart Shape Tool, or Special Tools Tool and a palette doesn’t appear, choose the corresponding Window Menu item so that the checkmark—and the palette—appear. You can also control whether the rests palette will be displayed or whether palettes will disappear when changing tools in the Program Options dialog box. See [PROGRAM OPTIONS DIALOG BOX](#).
- **Instrument List.** Choose this item to display the Instrument List, Finale’s window that controls the playback, MIDI channels, and patch assignments of the staves in your document. Choose this item a second time—so that the check mark disappears—to hide the Instrument List. See [INSTRUMENT LIST WINDOW](#).
- **Playback Controls.** Choose this item to display the Playback Controls, the dockable floating window that controls playback in your document. Choose this item a second time—so that the check mark disappears—to hide the Playback Controls. See [PLAYBACK CONTROLS](#).
- **Menu Toolbars: File Menu Toolbar • Edit Menu Toolbar • View Menu Toolbar • Options Menu Toolbar • MIDI Menu Toolbar • Help Menu Toolbar • Layout Toolbar • View Percent Toolbar.** Choose an item from this menu to display a Toolbar with buttons matching commands in the relevant menu.
- **Status Bar.** The status bar is the thin strip at the bottom of Finale’s application window, where Finale shows help messages and identifies each tool as you click it. It also displays the progress Finale makes as it performs edits in many of the tools. Choose this item to make the status bar disappear, so that you have more space for the display of your music. Note that the check mark disappears from the Window Menu. Select this item again to make the status bar reappear. The item should now be checked.
- **Cascade.** If more than one document window is open on the screen, this command neatly stacks them so that they overlap by a half-inch or so, as though they’re a deck of cards being fanned from upper-left to lower-right. Because this arrangement leaves each window’s title bar visible, it’s easy to jump from one window to another (by clicking any visible part of it). The active window is the one in the lower-right.

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- **Tile Vertically • Tile Horizontally.** If more than one document window is open on the screen, this command neatly places them side-by-side (tile vertically) or one atop the other (tile horizontally), subdividing your screen area so that all windows are the same size. The active window is the one in the upper left corner.
- **Arrange Icons.** Choose Arrange Icons to line up any file icons that appear within the application window. When you choose this command, Finale neatly arranges the icons for the minimized files at the bottom of the application window.
- **New Window.** Choose New Window to create a duplicate of the active window (and of the same document), in which you can scroll, enlarge, reduce, or change views independently of the original window. The various windows of a single document are identified in the bottom portion of the Window Menu, such as Overture:1, Overture:2, and so on.
- **Close Window.** Choose Close Window to close the active window. If you close the last window of a document and you made any changes to the document, Finale asks if you want to save changes to the file before closing.
- **[Document windows].** The names of all document windows (and windows on a document) are listed alphabetically at the bottom of the Window Menu. A check mark appears by the active window. Choose a window's name to make it active.

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# Main Tool Palette

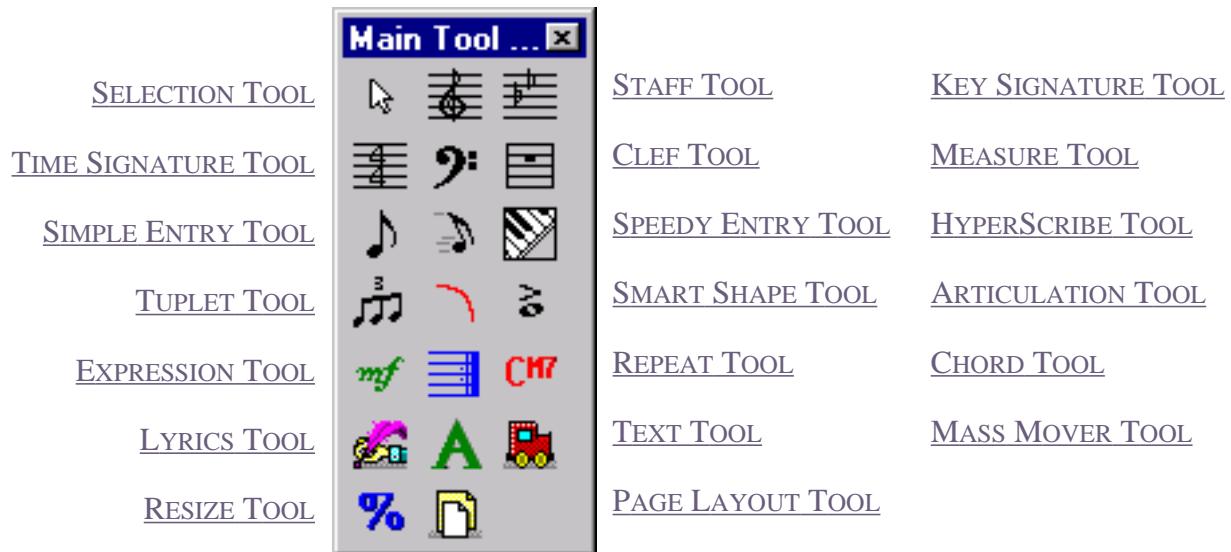
## How to get there

The Main Tool Palette is almost always open on the screen. If it's not, choose Main Tool Palette from the Window Menu.

## What it does

This palette contains all of Finale's primary tools, which you can rearrange or hide. You can move, resize, reshape, or hide the palette itself. You hold the mouse over any of the tools to find out what the name of the tool is. Click on the name of the Tool in the picture below to view that section of the manual.

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- **[Title bar].** Drag the strip across the top edge of the palette to move the entire palette to a new screen location.
- **[Sizable frame].** Click on the very edge of the palette and drag the sizable frame to reshape the entire palette. As you drag, the palette snaps into new configurations: tall and thin, short and stout, square, and so on. If your monitor is wider than it is tall, for example, you might consider rotating the palette so that it's a short horizontal strip.
- **[Tool icons].** See the individual tool for a complete discussion of each tool and what it does. In the meantime, note that you can rearrange the icons within the palette. To do so, see the [CUSTOMIZE TOOLBAR DIALOG BOX](#).

## Macros

Macros, or keyboard equivalents for mouse, menu, and dialog box actions, can dramatically increase your efficiency in working with Finale.

One kind of macro is already built into Finale—Metatools. These macros are always programmed to the number keys and the letter keys on your computer keyboard. By using a macro to place an expression marking into the score, for example, you can bypass three dialog boxes and several mouse clicks. See the individual tool for instructions for programming Metatools.

You can also get external macro programs to do some of your work for you. Any one of them can perform almost any of the multistep instructions in this document with a single keystroke. Not only do you save time, but you don't have to wander through all those dialog boxes—the macro takes care of the navigation.

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