

Optimal Arranging: Tools for Successful Musical Adaptations

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Finale Software: The Basics

- To Start a New Composition
 - * Open Finale -> Click Setup Wizard (this allows you to determine the basic setup)
 - * “Document Style” refers to the page format and font type
 - » Includes information such as Title, Subtitle, Composer, Arrange, Score/Part, and Copyright Inserts
 - » Try General -> Handwritten Style (Jazz Font) [creates slanted, sideways fonts common to jazz music]
 - * Keep in mind- you can change the score and part page sizes from 8.5x11 to larger (recommended for large band or orchestra compositions) or from portrait to landscape orientation.
- Templates & Exercises
 - * Ensemble Template
 - » File->New->Document from Template
 - » Many standard ensemble/education formats available; try one that looks similar and use the Score Manager tool to modify to your needs.
 - * Create a Custom Worksheet
 - » File->New->Exercise Wizard
 - » Add scales, intervals, and/or arpeggios. The Texas scales are pre-populated, just click desired range!
 - * Use a Pre-Existing Worksheet
 - » File->Open Worksheets & Repertoire
 - » Repertoire: Pre-written songs that you can modify to fit your ensemble needs
 - » Worksheets: Warm-ups, music theory, and my personal favorite–blank fingering charts
- Add Instruments
 - * Select desired family of instruments->click desired instrument->click Add
 - * You can change Score Order to be Orchestral, Choral, Concert, Marching, Jazz Band, Orff, or Customized, and you can save these settings.
 - * Click Next and input any desired score information (can later modify if necessary)
- Score Settings
 - * Select meter, key (important to specify major or minor), number of measures (can modify later if necessary), initial tempo marking (can modify later if necessary), and pickup measure if desired
- Icons
 - * Make sure you can see various palettes:
 - * Click WINDOW at the top of the screen
 - * Select Main, Advanced, Navigational and Special Tools
 - * Simple Entry and Simple Entry Rests

- File
 - * Open Worksheets and Repertoire: free music theory worksheets and repertoire
 - * Extract Parts: “Extract” parts to edit them and print without altering the score.
 - * Export:
 - » Audio File: make a sound file of your composition
 - » PDF: copy of the score
 - * Printer Page Setup: switch page sizes or orientation if not using 8.5x11
- Edit
 - * Add Measures: adds to end of piece (different method for adding internal measures)
 - * Multimeasure Rests->Create: a great way of simplifying parts; you can specify how you want the multimeasure rests to appear (e.g. one 16-measure rest or two 8-measure rests)
- Utilities
 - * Transpose: highlight a section and specify the transposition
 - * Stem Direction: extremely useful for divisi sections
 - * Change Instrument: alter your instrument selection
- View
 - * Scroll View to Page View and vice versa (Ctrl+E)
 - * Zoom Out (Ctrl+Shift++) and Zoom In (Ctrl+Shift+=)
- Document
 - * Edit Score: View and change the entire score (changes will appear in parts too)
 - * Edit Part: Make changes to individual parts (changes will appear in score too)
 - » Note: to make changes to a part and NOT the score, you must Extract first
 - * Manage Parts: Add other instruments to the same part (e.g. Clarinet 1 and Clarinet 2)
 - * Page Format: Change page size and orientation
 - * Display in Concert Pitch: allows you to write everything in concert key and display in original key when done. Note: Check for accidentals and range
 - * Edit Measure Number Regions: Restart measure numbers between movements
 - * Pickup Measure: used to add pickup measure after already creating score
 - * MIDI/Audio: Play sound through VST (better sound quality) or play through MIDI
 - * Tools: Many items, but available through Palettes already enabled
- Plug-Ins
 - * Scoring and Arranging->Add Cue Notes: Highlight area that needs to be cue size, then select place to add them
 - * Scoring and Arranging->Piano Reduction: Select parts to include. You need to “clean” music
 - * TG Tools->Cross Staff: highlight the section you want to cross staff->Go
 - * TG Tools->Easy Tremolos: Make each note of the tremolo half its value (e.g. If you want four beats of a tremolo in 4/4, type two half notes). Select the number of beams (default 3)->Go.
- Window
 - * Score Manager: Add, remove, or change instruments by double clicking.
 - * Mixer: Adjust Master volume, track volumes, and panning settings (left/right ear). Type Ctrl+Shift+E for a Mixer View of your tracks and mute/solo specific instruments as necessary.



- Playback Settings
 - * Change the Playback Region to the Leftmost measure. It will start at the left side of your screen. Otherwise, your composition will always start at the beginning when you click play.
- Listen to all parts at once for a particular beat:
 - * Ctrl+Space and hover over a note.
 - * This is very helpful if you need to isolate a wrong note but can't find it.
- Start music on a particular measure: Spacebar+Right click on mouse
- Change a note to a rest and vice versa: R
- Hide a note or rest: H
- Check elapsed time: Click on a measure and type 3.
- Move a measure up/down: Click the measure and use the Up/Down arrow keys
- Transpose a measure:
 - * Up an octave: 9
 - * Down an octave: 8
 - * Up a note: 7
 - * Down a note: 6



- Clef Tool: used to change the clef (note: the treble clef icon is the Staff Tool)



- Measure Tool:
 - * Click top left box of a measure to make it longer or shorter
 - * Click box underneath top left box of measure to move notes within a measure.
 - * Right-click to Add Measures, Insert Measures, and Transpose.
 - * Double-click on a measure to change the bar line, hide cautionary clefs, key, or time signatures, begin a new staff system, or break a multimeasure rest (as mentioned previously)



- Triplet Tool:
 - * Type notes you want to make into a tuplet. Select Triplet Tool, click on the first note, and select your settings.
 - * Harp and piano parts often combine use of this tool with cross staffing.

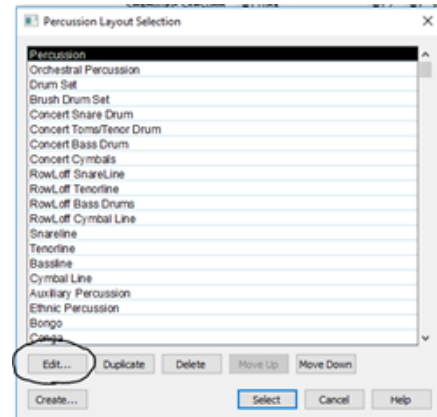
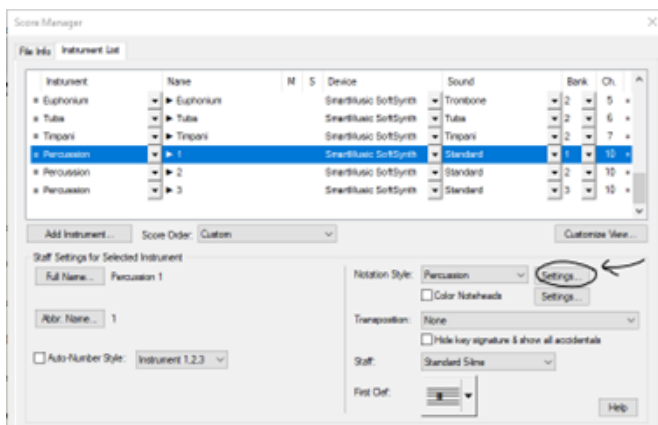


- Lyrics Tool:
 - * Click under the note where you want to start the lyrics.
 - * If a word is split between two or more notes, put a dash between the syllables where they change (e.g. tu-ba)



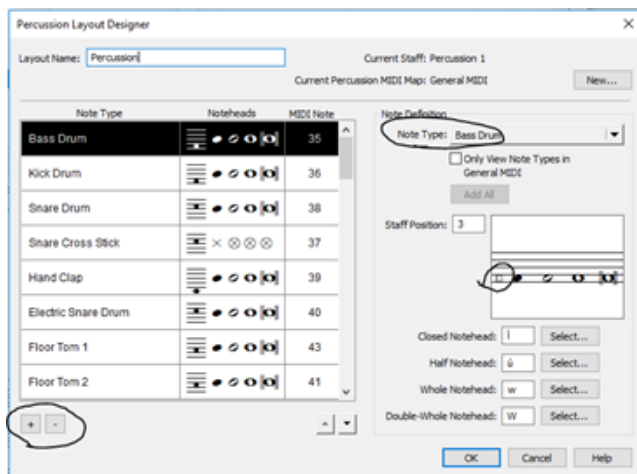
- Page Layout Tool:
 - * Insert a blank page (great for a score cover), change the page size, and move staff systems
 - * Click and drag a system up/down to change the appearance of your score.

- Percussion Mapping: Window->Score Manager



Add new instrument or delete the one highlighted in black

Add (+) a new instrument or delete (-) the one that is currently black



Change percussion instruments or specific sounds (i.e. types of snare drum)

Move the noteheads to be on a specific line or space