

## Finale 2011 – A Trailblazer Guide

### Table of Contents

1. **Getting Started** - Get acquainted with Finale's framework and learn the important skills crucial to every project.
2. **Beginning a New Score** - Quickly setup a new score and then learn how to customize any element generated with the Setup Wizard.
3. **Note Entry, Articulations, and Expressions** - Learn how to use a mouse, computer keyboard, or MIDI keyboard to enter notes efficiently. Then, master the techniques necessary to add articulations, dynamics, tempo markings, rehearsal letters, and other expressions.
4. **Advanced Note Entry, Chords, and Lyrics** - Record your music to the staff in real-time with HyperScribe, then learn the essentials for entering chord symbols and lyrics.
5. **Clefs, Key Signatures, and Time Signatures** - Learn how to add or edit these elements with ease.
6. **Slurs, Hairpins, Other Shapes, and Repeats** - Slurs, crescendos, brackets, lines, glissandos, trill extensions, ottavas, D.S. repeats, codas, and more.
7. **Multiple Staff Scores** - Learn how to properly manage scores of any size and work with linked parts.
8. **Alternate Notation, Staff Styles, and TAB** - Slash notation, rhythmic notation, percussion, tablature, and guitar markings.
9. **Editing Your Music** - Learn how to copy, clear, change, transpose, and space your music.
10. **Fine Tuning: the Details** - Master general alignment and positioning, and then learn to customize beams, stems, noteheads, accidentals, ties, and other elements.
11. **Measure Numbers, Graphics, Layout, and Printing** - Wrap up your score by finalizing your layout and tailoring the printout.
12. **Specific Projects and Composing with Finale** - Piano scores, figured bass, chant, handbells, cadenzas, piano reductions, range checking, jazz charts, automatic harmonizing and more.
13. **Customizing Finale, Scanning, and Education Tips** - Templates, document styles, program options, scanning sheet music, exercises, and other tricks for music educators.
14. **Playback, Audio, and the MIDI Tool** - Using Garritan instruments, human playback, playback techniques, customizing MIDI, and adding audio.
15. **Finale, the Web, and Other Programs** - Sharing files online, MIDI files, audio files, and taking advantage of third-party plug-ins.