

#2 - BEGINNING NOTATION DIRECTIONS

(EXAMPLE: Go Tell Aunt Rhodie)

1. **SET UP YOUR SONG WITH THE SET-UP WIZARD:**

- In LAUNCH WINDOW, click SET-UP WIZARD Button.
- **SELECT AN ENSEMBLE and DOCUMENT STYLE:**
 - Under Select an Ensemble:

For this example, choose CREATE NEW ENSEMBLE.

OTHER OPTION: Choose one of the existing ensembles already set up.
 - Under Select a Document Style:

For this example, choose ENGRAVED STYLE (Maestro) for traditional notation font.

OTHER OPTIONS:

 - HANDWRITTEN STYLE (Jazz Font) for jazz charts
 - Other Document Styles (Band, Choral, General, Orchestral)
 - Select PAGE SIZE and ORIENTATION for Score and Parts (default is for a normal 8-1/2 x 11 page, Portrait Orientation).
 - Click NEXT.
- **SELECT INSTRUMENTS:**
 - **CHOOSE SOUND FONT:** Next to Instrument Set,

For this example, choose SMARTMUSIC SOFTSYNTH (General MIDI sounds)

OTHER OPTION: GARRITAN INSTRUMENTS FOR FINALE (sampled sounds).
 - **CHOOSE INSTRUMENTS for this example:**
 - In Column 1, highlight instrument family name (EMPTY STAVES).
 - Highlight specific instrument/staff in Column 2 (GRAND STAFF).
 - Click ADD Button to add that instrument staff to Column 3.
 - Repeat for each instrument in your score. Make sure instruments in Column 3 are in correct order for your score. (Click on Score Order Pop-Up Menu to change order of instruments - OR - click on UP or DOWN arrow to change order).
 - Click NEXT.
- **ENTER SCORE INFORMATION:**
 - Type in TITLE (GO TELL AUNT RHODIE). Press TAB Key to move cursor to next box.
 - Type in COMPOSER (FOLK SONG).
 - OPTIONAL: Subtitle, Arranger, Lyricist, Copyright.
 - Click NEXT.

- ENTER SCORE SETTINGS:
 - Select TIME SIGNATURE (4/4).
 - Select CONCERT KEY SIGNATURE (C Major). Click UP arrow to add sharps, DOWN arrow to add flats.
 - Select NUMBER OF MEASURES (9) in your score (default is 31).
 - Select TEMPO MARKING (LIVELY) and METRONOME MARKING (Quarter Note = 144).
 - OPTIONAL (if you have one): SET PICKUP MEASURE. Choose note that equals sum of your pickup notes.
 - Click FINISH.
- CHOOSE VIEW SETTING:
 - Your score appears in STUDIO VIEW (mixer controls appear to the left of each staff).
 - If you prefer SCROLL VIEW: Arrow to **VIEW Menu / SCROLL VIEW** (measure number on LEFT side of your screen always appears at bottom).
 - If you prefer PAGE VIEW: Arrow to **VIEW Menu / PAGE VIEW** (page number appears at bottom of your screen).
- SAVE YOUR WORK: Arrow to **FILE Menu / SAVE AS**. Next to FILE NAME, type in name for your score. At top of window, choose folder in which you want your work to be saved. Click SAVE.

2. ENTER YOUR NOTES w/ Simple Entry Tool (Point & Click, Alpha Letters or w/MIDI Keyboard):

- * **FOR LAPTOPS:** Most laptops do not have a numeric keypad. To setup your top row numbers to change note durations (like a numeric keypad):
 - Go to **SIMPLE Menu / SIMPLE ENTRY OPTIONS**.
 - Click EDIT KEYBOARD SHORTCUTS Button.
 - At bottom, click on Pop-Up Menu next to NAME. Set to LAPTOP SHORTCUT TABLE.
 - Click OK. Click OK.
- POINT AND CLICK METHOD (w/out MIDI Keyboard):
 - Click on the **SIMPLE ENTRY TOOL** (Simple Entry Palette appears with note durations).
 - IF YOUR REST PALETTE IS NOT VISIBLE: Go to **WINDOW Menu/SIMPLE ENTRY RESTS PALETTE** (should be checked).
 - TO ENTER NOTE OR REST: In Simple Entry Palette, first click on note or rest icon to select duration (or use Numpad or Laptop* setup to choose note duration; cursor shows your selection). Then click on correct line or space in staff to enter a note or click in the staff to enter a rest. Numpad/Laptop* durations are:

3 = 16 th Note	6 = Half Note	0 = Enters rest for selected duration
4 = 8 th Note	7 = Whole Note	. = Dotted Note (or use period)
5 = Quarter Note		R = Changes note to a rest
 - TO ENTER A TIE: Click in first note, hit 'T' (for 'tie'), click in tied note.
 - TO ENTER CHORD: Select duration and click in bottom note of chord.
 - ON DESKTOP COMPUTER: Use top row numbers to add intervals above highlighted note. Press SHIFT + top row number to add interval below note.
 - ON LAPTOP COMPUTER: Use FUNC + 'F' key to add intervals above highlighted note. Press SHIFT FUNC + 'F' key to add interval below note.

- **TYPEWRITER ENTRY Method** (Letters A - G on typewriter):
 - **CHOOSE NOTE VALUE:** In Simple Entry Palette, first click on note/rest icon to select note duration (or use Numpad or Laptop setup to choose note value. NUM LOCK within typewriter keys will NOT work).
 - Click in first measure (purple cursor note w/slash appears showing duration).
 - **TO ENTER NOTES:** Select duration on Numpad or Laptop shortcut keys. Press Alpha Keys **A through G** on typewriter keypad to enter correct pitches. Choose new note value as needed. Use RIGHT Arrow to move cursor to the next measure (if needed).
 - **TO MOVE NOTE UP or DOWN AN OCTAVE:** Press SHIFT + UP or DOWN Arrow key to choose correct octave before you enter notes. **To change a note that has already been entered**, move Right or Left arrow to highlight the note, and press SHIFT + UP or DOWN arrow. Then press RIGHT Arrow key to move cursor into place to enter another new note.
 - **TO ENTER A TIE:** Enter first note, hit 'T' (for 'tie'), enter tied note.
 - **TO ENTER RESTS:** Select duration. Press '0' (zero) on numeric keypad (or Laptop setup). To fill measure with rests, press RIGHT Arrow to move cursor to next bar.
 - **TO ENTER CHORD:** (same as for Point & Click Method on Pg. 1)

- **SIMPLE ENTRY USING MIDI KEYBOARD:**
 - Click in first measure to get purple cursor note with slash.
 - On Numpad, press number 6 (to select Half Note Duration). Using MIDI keyboard, play in first note (E). Change note duration to quarter (number 5) and play in next 2 notes. Continue entering notes (changing duration first and then playing in note).
 - **TO ENTER A TIE:** Enter first note, hit 'T' (for 'tie'), enter tied note.
 - **TO ENTER RESTS:** Select duration. Press '0' (zero) on numeric keypad (or Laptop setup). To fill measure with rests, press RIGHT Arrow to move cursor to next bar.
 - **TO ENTER CHORDS:** Place cursor in Measure 1 of Bass Clef. Select duration and play all notes of the chord simultaneously. Change duration (with numbers) as needed.

- **Enter all notes in entire piece** using one of the three note entry methods listed above. Do the Treble Staff first and then the Bass Staff.

3. **TO ADD ARTICULATIONS (Articulation Tool):**

- Click on a note. Highlight articulation. Click SELECT.
- **ANOTHER OPTION:** Press Metatool key ('S' for Staccato, 'A' for Accent, 'F' for Fermata) and click on notehead (or drag over a group of noteheads).
- **TO DELETE:** With **SELECTION TOOL**, click on marking. Press DELETE.

4. **TO ADD DYNAMICS AND OTHER EXPRESSIONS (Expression Tool):**

- Double-click on notehead (Expression Window appears). At bottom, choose NOTE EXPRESSION. Highlight expression. Click SELECT. Grab handle (or use **SELECTION TOOL**) to move into place.
- **TO DELETE:** With **SELECTION TOOL**, click on marking. Press DELETE.

5. TO ADD CRESCENDOS, SLURS (Smart Shape Tool):

Smart Shape Palette should appear when you click on the **SMART SHAPE TOOL**. (If not, click on **WINDOW Menu / SMART SHAPE PALETTE** (should be checked)).

- SLURS: Highlight slur icon.
2-NOTE SLUR: Double-click on first note; slur will automatically go to next note.
MORE THAN 2-NOTE SLUR: Double-click on first note, hold and drag down onto last note of slur. Release.
- CRESCENDO, DECRESCENDO or OTHER SHAPES:
Highlight shape. Double-click where you want shape to start, hold mouse and drag.
TO DELETE: With **SELECTION TOOL**, click on marking. Press DELETE.
TO ADJUST SHAPE: Double-click, grab one of smallest handles and drag.

6. TO ADD REPEATS AND ENDINGS (Selection Tool):

- TO CREATE A SIMPLE REPEAT SIGN: In Measure 1, CONTROL-click on Mac (RIGHT-click on Win). Choose **REPEATS / CREATE FORWARD REPEAT BAR**.
- TO CREATE 1st and 2nd ENDINGS ALL AT ONCE: Highlight measure(s) in the 1st ending (Measure 8). CONTROL-click on Mac (RIGHT-click on Win) in the highlighted area. Choose **REPEATS / CREATE FIRST & SECOND ENDING**.

7. TO ADD SPECIAL BARLINES (Selection Tool):

Finale automatically puts a Final Bar Line at the end of your last measure. (Once you have deleted the extra measures at the end of your piece, a Final Bar Line will appear in your last measure).

- TO ADD OR CHANGE A BARLINE: Press ESCAPE Key to highlight **SELECTION TOOL**. CONTROL-click on Mac (RIGHT-click on Win) in middle of measure. Choose **BARLINE** and make selection.

8. TO LISTEN TO YOUR PIECE:

If your **PLAYBACK CONTROLS** are not already showing on your screen, arrow to **WINDOW Menu / PLAYBACK CONTROLS** (should be checked).

TO PLAY: Click PLAY Button (middle arrow). Music will automatically scroll while playing. Click on STOP Button (square) to stop.

9. TO MOVE, DELETE or EDIT A MARKING (Selection Tool):

You can also highlight the **SELECTION TOOL** by hitting the ESCAPE Key twice.

- TO MOVE A MARKING: Click once and drag.
- TO DELETE A MARKING: Click once and press DELETE.
- TO EDIT A MARKING: Double-click marking. On handle, CONTROL-click on Mac (RIGHT-click on Win). Choose option.

10. FORMAT YOUR SCORE:

- TO REMOVE EXTRA MEASURES AT END OF PIECE:
 - With **SELECTION Tool**, double-click in first empty measure (to highlight measure stack). Press SHIFT + END to highlight to end of piece. Press DELETE.
- Go to **VIEW Menu / PAGE VIEW** (to format).
- TO SET PRINTING SIZE (**Resize Tool**):
 - Go to top of first page. Click in far upper left hand corner (window appears). For normal printing, page size can be set between 90-100% reduction. Smaller percentages (65-75%) are used for big scores. Click OK.
- TO MOVE A MEASURE UP OR DOWN TO THE NEXT SYSTEM:
 - With **SELECTION Tool**, highlight a measure, press UP or DOWN arrow (to manually adjust number of measures per system).
- With **PAGE LAYOUT Tool**, format your score. Zoom Out (CTRL/CMD (-) minus to see entire page).

PAGE LAYOUT BY DRAGGING:

- TO CHANGE LEFT MARGIN ON 1 SYSTEM: Grab Upper LEFT handle of a system and drag.
- TO CHANGE LEFT MARGIN ON ALL SYSTEMS: Highlight any Upper LEFT handle of a system, SELECT ALL and drag.
- TO CHANGE RIGHT MARGIN ON 1 SYSTEM: Grab Lower RIGHT handle of a system and drag.
- TO CHANGE RIGHT MARGIN ON ALL SYSTEMS: Highlight any Lower RIGHT handle of a system, SELECT ALL and drag.
- TO MOVE A SYSTEM ON THE PAGE: Click in the middle of system and drag.
- TO MOVE A SYSTEM INDEPENDENTLY AND NOT AFFECT THE OTHERS AROUND IT: Press CTRL / OPTION and drag.
- TO MAKE ROOM FOR YOUR TITLE: Click in the middle of 1st system and drag down.
 - With **SELECTION Tool**, delete the words 'Score,' 'Subtitle,' 'Arranger' and any other text you want removed. Click on title, composer and text blocks to move into place.
- TO ADD NEW TEXT OR DIRECTIONS:
 - Go to **TEXT Tool** and double-click in upper RIGHT corner of page (blinking cursor appears). Type in your name. To change font/size, highlight text, go to **TEXT Menu / FONT**.
- TO PRINT YOUR SCORE:
 - **Save your work.** Go to **FILE Menu/PRINT**. Click OK.

BEGINNING NOTATION

100%
(resize for
printing)

Your Name

Go Tell Aunt Rhodie

Lively ♩ = 144

Folk Song

The first system of musical notation is in 4/4 time. The treble clef staff begins with a repeat sign and a dynamic marking of *f*. The melody consists of quarter notes: G4, A4, B4, C5, B4, A4, G4. The bass clef staff provides accompaniment with chords: G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3.

The second system of musical notation begins with a measure number '5'. The treble clef staff has a dynamic marking of *mp*. The melody continues with quarter notes: G4, A4, B4, C5, B4, A4, G4, F4, E4, D4. The bass clef staff provides accompaniment with chords: G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3, G2-B2-D3. The system concludes with a first ending (1.) and a second ending (2.) marked with repeat signs and first/second endings.