

1 - NOTE ENTRY METHODS

SIMPLE NOTE ENTRY (w/Simple Note Tool and Simple Note/Rest Palettes)

- * **FOR LAPTOPS:** Most laptops do not have a numeric keypad. To setup your top row numbers to change note values (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.

POINT AND CLICK METHOD (w/out MIDI Keyboard):

1. Click on the **SIMPLE ENTRY TOOL** (Simple Entry Palette appears with note durations).
2. IF YOUR REST PALETTE IS NOT VISIBLE: Go to **WINDOW Menu/SIMPLE ENTRY RESTS PALETTE** (should be checked).
3. 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

TYPEWRITER KEYPAD METHOD (w/out MIDI Keyboard):

1. In palette, click on note/rest icon to select note duration (or use SEPARATE numeric keypad OR Laptop* setup. NUM LOCK within typewriter keys will NOT work).
2. Click in measure (purple cursor note w/slash appears showing duration).
3. TO ENTER NOTES: Use Alpha Keys **A through G** on typewriter keypad, changing duration as needed.
4. TO ENTER RESTS: Use '0' (zero) on numeric keypad or Laptop* setup.
5. TO MOVE NOTE UP or DOWN AN OCTAVE: Press SHIFT + UP or DOWN Arrow

MIDI KEYBOARD METHOD:

1. In palette, click on note/rest icon to select note duration (or use numeric keypad or Laptop* setup; cursor shows your selection).
2. OPT-Click MAC (CTRL-click WIN) in measure. (Purple cursor note w/slash appears).
3. Play in note or chord from MIDI Keyboard, changing note duration as needed.
4. TO ENTER RESTS: Use '0' (zero) on numeric keypad or Laptop* setup.

FOR ALL SIMPLE NOTE ENTRY METHODS:

- TO PLACE PURPLE CURSOR ON EXISTING NOTE/REST TO EDIT:
OPTION-Click (Mac) or CONTROL-Click (Win) on notehead.
- Use RIGHT or LEFT arrow keys to move purple cursor from note to note.
- Use UP or DOWN arrow keys to move entered pitch up or down.
- TO DELETE A NOTE/REST: Highlight with purple cursor, press DELETE.
- TO ENTER RESTS: Press '0' (zero) on numeric keypad or Laptop* setup.

(BASIC COMMANDS FOR **SIMPLE ENTRY** LISTED ON NEXT PAGE)

BASIC NOTE ENTRY COMMANDS for SIMPLE ENTRY

NOTES/RESTS:

To Place CURSOR
 Enter NOTE
 Enter REST
 Delete NOTE/REST
 Add DOT
 Change NOTE to REST (T)
 Replace Existing PITCH

Create TUPLET
 Lock in TUPLET (T)

Tie to NEXT Note (T)
 Tie to PREVIOUS Note (T)

Go to NEXT Note
 Go to PREVIOUS Note
 Go to NEXT Measure
 Go to PREVIOUS Measure

SHOW/HIDE Note/Rest (T)

INTERVALS:

Move Note Up STEP
 Move Note Down STEP
 Move Note Up OCTAVE
 Move Note Down OCTAVE

Add Interval ABOVE
 Add Interval BELOW

ACCIDENTALS:

HALF STEP(s) Increase
 HALF STEP(s) Decrease
 Add NATURAL

Flip ENHARMONIC
 Add/Remove PARENTHESES (T)
 SHOW/HIDE Accidental

MODIFY NOTES:

Flip STEM (T)
 BREAK/JOIN Beam (T)
 Change to GRACE NOTE (T)
 Add ARTICULATION

MISC. HELPFUL COMMANDS:

CLOSE File
 Flip Between SCROLL/PAGE View
 ZOOM In/Out (Zoom Tool)
 Select ALL
 UNDO Last Command
 Beginning of Score or Top of Page
 To Display CONTEXTUAL MENU
 To Display Score in CONCERT PITCH

T = Toggle

SIMPLE ENTRY:

OPT-Click MAC (CTRL-Click WIN) in measure (purple note w/caret means ready to enter next note)

Choose duration, play PITCH
 Choose duration, press '0' (zero)

DELETE or ERASER
 DOT or PERIOD after note has been entered

'R'
 Place purple cursor on note (OPT/CTRL-click), play in new pitch

Choose duration, click in meas, play first note, press '9', play notes 2 & 3
 Choose duration, click in meas, CTRL-SHIFT '9' Mac (CTRL '9' Win), enter all notes (tuplet appears), turn off (to unlock tuplet) when done

'T'
 SHIFT + 'T'

RIGHT Arrow
 LEFT Arrow
 CMD + RIGHT ARROW Mac (CTRL + RIGHT ARROW Win)
 CMD + LEFT ARROW Mac (CTRL + LEFT ARROW Win)

'H'

UP Arrow
 DOWN Arrow
 SHIFT + UP Arrow
 SHIFT + DOWN Arrow

Top Row Numbers 1-9
 SHIFT + Top Row Numbers 1-9

'+' (plus on Numpad)
 '-' (minus on Numpad)
 N

OPT + 'E' Mac (ALT + 'E' Win) or '\ ' (backwards slash)
 'P'
 CMD-SHIFT-MINUS Mac (CTRL-SHIFT-MINUS Win), (typewriter keypad ONLY; affects courtesy accidental ONLY)

'L'
 '/' (slash), (breaks to prev note)
 OPT 'G' Mac (ALT 'G' Win)
 * ("asterisk" on Numpad) or ~ ("Tilda" on laptops); press Metatool ('A' for accent, 'S' for Staccato, etc.) To view all Articulations, press * or ~ twice.

CMD 'W' on Mac (CTRL 'W' on Win)
 OPT-CMD '~' on Mac (CTRL 'E' on Win)
 CMD '+' or '-' on Mac (CTRL '+' or '-' on Win)
 CMD 'A' on Mac (CTRL 'A' on Win)
 CMD 'Z' on Mac (CTRL 'Z' on Win)
 FUNCTION-HOME on Mac (HOME on Win)
 CTRL-CLICK on Mac (RIGHT-CLICK on Win)
 DOCUMENT Menu/DISPLAY IN CONCERT PITCH (make sure it's checked).
 To turn ON Transpositions once your score is done, go back and deselect this option.

(more Simple Entry shortcuts listed under **SIMPLE Menu, SIMPLE EDIT COMMANDS** or on Finale Reference Card)

HYPERSCRIBE (REAL TIME) ENTRY (w/Hyperscribe Tool, MIDI keyboard & metronome beat)

Under HYPERSCRIBE TOOL/HYPERSCRIBE Menu, set up these three areas:

1. **BEAT SOURCE/PLAYBACK AND/OR CLICK.**

- Set unit of beat and tempo (for metronome beat).
- Next to START SIGNAL FOR RECORDING, select **NONE (Record Immediately)**.
- Click on CLICK AND COUNTOFF Button. Number next to MEASURES indicates you have one bar for free before it begins recording. (All other items are default settings and don't need changing).

2. Arrow to **RECORD MODE.**

- Choose: **RECORD INTO ONE STAFF**
-OR-
SPLIT INTO TWO STAVES (to play in both hands at the same time). Click LISTEN. Play split point MIDI note (tells computer how to split into Treble and Bass staves).

3. Arrow to **HYPERSCRIBE OPTIONS.**

- OPTIONAL: To TIE ACROSS BARLINES, check box.
- Click QUANT SETTINGS Button (Quantization).
- Under SMALLEST NOTE VALUE, click smallest (most common) note value that you will play. (For 8th note triplet, select 16th note as smallest note value).
- Click Tuplet Setting Button that best describes rhythmic values: (SPACE NOTES EVENLY IN BEAT is most common setting for triplets).
- Click MORE SETTINGS Button:
 - Check INCLUDE VOICE TWO if playing 2 layers at same time.

4. **TO RECORD:**

PLAYING IN PITCHES AND RHYTHM TOGETHER:

- Click on start measure (Note entry box appears, M.M. click starts).
- Play in notes & rhythm with metronome beat. Hold notes for full value. Click anywhere on page to stop recording **-OR-**

PLAYING IN PITCHES AND RHYTHM SEPARATELY (using **REPITCH TOOL**):

- Click on start measure (Note entry box appears, M.M. click starts).
- Using one note on keyboard, play in RHYTHM only. Click anywhere to stop.
- Highlight **REPITCH TOOL** (in SIMPLE ENTRY Palette). Arrow to first note you wish to repitch or TO PLACE CURSOR, OPT-Click on MAC, (CTRL-Click on WIN). Play in PITCHES on MIDI keyboard (rhythms will remain the same but new pitches will be entered). When finished entering pitches, click out of **SIMPLE ENTRY TOOL**.

NOTE: If you have a MIDI LATENCY PROBLEM (MIDI keyboard does not play exactly with the metronome beat) you will need to set the MIDI latency.

To check this out:

- In **HYPERSCRIBE Menu**, set quantization to 32nd notes.
- Record simple 8th notes.

(MIDI LATENCY continued on next page)

- Go to **MIDI-AUDIO Menu / MIDI SETUP**. Click SHOW ADVANCED Button.
 - If notation is AHEAD of the beat, set latency to -20 for each 32nd note.
 - If notation is BEHIND the beat, set latency to a positive value. If you are playing in Swing 8th notes that you want to view as straight 8ths, set the latency to +75.
 - Click OK to close window.
- Try playing keyboard with metronome to see if this corrects the problem.

5. TO 'CLEAN UP' YOUR RECORDING:

Use **SIMPLE ENTRY TOOL** to edit to manually make corrections (OPT-Click Mac or CTRL-Click Win to place cursor)

-OR-

Record your example again (click on measure to start recording; will record right over existing notes)

-OR-

RETRANSCRIBE EXISTING RECORDING:

- Set Quantization to new setting.
- With **SELECTION Tool**, highlight region.
- Arrow to **MIDI-AUDIO Menu / RETRANScribe**.

MICNOTATOR (entering notes from a wind instrument)

1. Plug microphone into MIC IN port on your computer (not Line In port).
2. Arrow to **MIDI-AUDIO Menu / MIDI THRU**. Turn OFF MIDI Thru.
3. Arrow to **MIDI-AUDIO Menu / AUDIO SETUP** (dialogue box appears).
 - Make sure ENABLE MICNOTATOR is checked.
 - PLACE YOUR INSTRUMENTAL MIC:
 - WOODWINDS: Clip on shirt collar or above waist, on neck strap or music stand
 - BRASS: Clip on outside of bell
 - STRINGS: Clamp instrumental mic on a string below bridge (non-fingering side)
 - SET MIC VOLUME INPUT LEVEL:
 - Under INPUT LEVELS, move the slider to control the input level (very important). Play instrument and check volume input level lights (lights should be green most of time, red is too high, blue is too low). Click OK.
4. TO USE MICNOTATOR WITH HYPERSCRIBE Entry (w/Metronome Beat):
 - Follow set-up steps in HYPERSCRIBE Section on Page 3-4 of this handout. Set up numbers 1, 2 and 3 first before recording.
5. When you are finished using MICNOTATOR, go to **MIDI-AUDIO Menu / MIDI THRU** and set to SMART to use your MIDI keyboard again.

FINALE 2008 SCANNING

SCANNER INFORMATION:

In Finale 2008, if you wish to scan your music using the Launch Window SCANNING Button, please check Smartscore's web site for a list of compatible scanners: <http://www.musitek.com/scanningnotes.html> . By using this SCANNING Button, all scanning settings are now automatic.

If you don't have a compatible scanner to use the Launch Window SCANNING Button, use your scanning software/toolbar to adjust your settings, scan and save your TIF files.

SmartScore Lite recognizes up to 16 staves per page.

1. SCAN YOUR MUSIC:

- Put first page of music in scanner. Use original, not photocopy (will not work with handwritten music).
- **USING THE LAUNCH WINDOW 'SCANNING' BUTTON (Mac or Win):**
 - Open **Finale 2008** LAUNCH WINDOW. Click on SCANNING Button (window opens).
Finale will automatically preview your page.
 - All scanning settings are automatically set (scale, resolution, contrast).
 - Check positioning of previewed page (Black line outline should include music to be scanned.
Drag black line to make adjustments if necessary. Maximum of 16 staves per scan).
 - Press FINALE SCAN button.
 - If you have more pages to scan, put next page on scanner and press NEXT PAGE Button.
After last page, press FINISH.
- **USING YOUR SCANNING SOFTWARE/TOOLBAR (Mac or Win):**
 - From your scanning software toolbar, click SCAN.
 - If available, check DISPLAY SCANNER DRIVER and USE ADVANCED SETTINGS.
 - Name your document and designate a folder to save it in.
 - Press SCAN Button.
 - Choose black & white TIF file **OR** gray scale TIF file (experiment to find the setting that works best with your scanning software).
 - Set RESOLUTION to 300-600 dpi (dots per inch) depending on note size. For smaller notes, use a higher resolution (EX: Single sheet 300, Full score 600).
 - Darken CONTRAST slightly to increase scanning accuracy.
 - Press PREVIEW Button to check positioning (dotted outline should include music to be scanned, maximum of 16 staves per scan). Make adjustments if necessary.
 - Press SCAN button.
 - Preview and scan each page as needed.

2. ASSEMBLE YOUR SCANNED PAGES:

- **IF YOU USED LAUNCH WINDOW 'SCANNING' BUTTON (Mac or Win):**
 - SMARTSCORE LITE 5.5 window opens.
 - TIF file name(s) appear by page number in center window.
- **IF YOU USED YOUR SCANNING SOFTWARE/TOOLBAR (Mac or Win):**
 - Open **Finale 2008**.
 - Go to **FILE Menu / SCANNING SMARTSCORE LITE / IMPORT AN EXISTING TIF FILE**.
 - Click ADD FILES TO LIST Button. Find folder containing your scans. Highlight your scanned TIF file pages (or SHIFT-Click to highlight multiple TIF files). Click OPEN Button. TIF file name(s) appear by page number in center window.

- **BOTH METHODS:**

- OPTIONAL: To preview each scanned page, click on each TIF file name.
- If pages are not in correct order, highlight TIF name, click MOVE UP or DOWN Button.
- Click BEGIN RECOGNITION Button. Raw document appears (includes all scanned pages; Finale doesn't know what instrument or voice has been scanned).

- TO COPY YOUR SCAN: To highlight entire document, SELECT ALL (CMD/CTRL + 'A').
With **SELECTION TOOL**, copy entire scan (CMD/CTRL + 'C').

3. **BRING YOUR SCAN INTO FINALE and EDIT:**

- TO CREATE YOUR NEW EMPTY SCORE WITH THE SETUP WIZARD: Press CMD/CTRL + 'N' (for new document). Choose document style, choose instruments, type in title, composer, set time signature and key signature (CONCERT PITCH), etc. Make sure your Finale score has enough measures to accommodate your scan (default score is only 31 measures).
- TO HIGHLIGHT STAVES OF YOUR EMPTY SCORE: Highlight **SELECTION TOOL** and SELECT ALL (CMD/CTRL + 'A').
- TO PASTE SCAN INTO EMPTY SCORE: Arrow to **EDIT Menu / PASTE** (CMD/CTRL + 'V'). Check any key changes within score, as pasting in the scan will not bring them in. Finale will automatically transpose your scan to any instrument and will now playback with correct sounds.
- Check score for accuracy and edit errors (scanning technology may not be 100% accurate).
- TO ADJUST PLAYBACK REVERB:
 - Arrow to **MIDI-AUDIO Menu / VST SETUP**.
 - Next to AMBIENCE REVERB, click EDIT Button.
 - TO ADJUST: Drag DRY Slider almost all the way to the RIGHT
Drag WET Slider almost all the way to the LEFT
 - Close window. Click CLOSE Button.
 - Playback to hear adjustment.
- OPTIONAL: To display score in concert pitch, go to **DOCUMENT OPTIONS / DISPLAY IN CONCERT PITCH**.
- Make sure you name document and SAVE AS a Finale (.MUS) file before closing.