

7 - CREATING A BAND SCORE WITH LINKED PARTS

(EXAMPLE: Jingle Bells)

1. In SET-UP WIZARD, set up your band score for Flute, Oboe, Clarinet, Alto Sax, Trumpet, French Horn and Trombone. Fill in title info, Common Time, Key of Concert Bb. Set number of measures to 54; Tempo marking - Allegro (M.M. 120), no pickup note. Arrow to **VIEW Menu/SCROLL VIEW**.

2. ENTER YOUR NOTES IN FLUTE STAFF:
 - Use **SIMPLE ENTRY** or **HYPERSCRIBE** (or a combination).
 - With **HYPERSCRIBE**, remember to set up the first three items under the **HYPERSCRIBE Menu** (including Unit of Beat, Tempo, One Hand and Quantization). Click on first measure to start recording. If you make an error, just click on measure and try again – (OR you could just use one note to play in the rhythm and then REPITCH).

3. ENTER YOUR NOTES IN OTHER STAVES:
 - TO COPY ENTRIES FROM FLUTE STAFF AND REPITCH TO OTHER STAVES:
In **SELECTION TOOL**, click to LEFT of Flute Staff (to highlight), or SHIFT-Click to highlight only a region. Drag highlighted area down to Oboe staff (to copy), then Clarinet, Sax, Trumpet & Horn staves.
 - BEFORE REPITCHING THE NOTES IN THE OBOE STAFF, adjust rhythms (if needed) with **SIMPLE ENTRY TOOL** or **SELECTION TOOL**.
 - TO REPITCH CORRECT PITCHES INTO OBOE STAFF:
In **SIMPLE ENTRY TOOL**, highlight **REPITCH TOOL**. Place cursor (CTRL/OPTION-Click) on first note. Play in PITCHES on MIDI keyboard (rhythms will remain the same but new pitches will be entered).
 - Follow same procedure to repitch notes in the Clarinet, Sax, Trumpet and Horn staves. Adjust rhythms first (if needed) with **SIMPLE** or **SELECTION TOOL** and then repitch.
 - When finished entering pitches, click out of **SIMPLE ENTRY TOOL** (so it is not active).
 - Use **SIMPLE ENTRY** or **HYPERSCRIBE** to enter the notes in the Trombone Staff.

4. ENTER DOUBLE BARLINES, ARTICULATIONS & REHEARSAL LETTERS:
 - TO CHANGE BARLINES: Use **SELECTION TOOL**, CTRL/RIGHT-Click in meas. Choose **BARLINE**.
 - TO ENTER ARTICULATIONS: Use **ARTICULATION TOOL**. Hold down appropriate Metatool and click on a single note or drag over several notes to add articulation.
 - TO ENTER REHEARSAL LETTERS: Use **EXPRESSION TOOL**. Choose MEASURE EXPRESSION. Assign STAFF LIST (to make sure rehearsal letters appear in the parts also).

5. TO 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.
- With **RESIZE Tool**, reduce your score size to 75-80% for printing.
- Go to **VIEW Menu/PAGE VIEW** (to format).
- Go to **UTILITIES Menu/FIT MEASURES** to LOCK IN ___ MEASURES PER SYSTEM. Click OK.

-OR-

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.

PAGE LAYOUT BY NUMBERS:

- CTRL/RIGHT-click anywhere on page and choose EDIT MARGINS (window opens).
 - Under CHANGE, click ALL Button.
 - Type in .3 in the top 5 boxes (Top, Left, Right, Bottom, Distance Between). Press TAB 2x to jump to next box. Click APPLY Button to activate changes.
 - TO ONLY CHANGE DISTANCE BETWEEN SYSTEMS:
 - Deselect (uncheck) the top 4 boxes (Top, Left, Right, Bottom)
 - In DISTANCE BETWEEN SYSTEMS Box, increase or decrease number (to create more or less space between systems. Click APPLY Button to activate change.
 - OPTIONAL: When margins and spacing look good, click on APPLY TO PARTS / SCORE Button (to only change SCORE layout and not affect PARTS layout).
 - TO MAKE ROOM FOR YOUR TITLE, TEXT: Click in the middle of 1st system and drag down.
- With **SELECTION Tool**, adjust title, composer and text blocks into place.
 - TO ADD NEW TEXT OR DIRECTIONS: Go to **TEXT Tool** and double-click on page (blinking cursor appears). Type in new text. To change font/size, highlight text, go to **TEXT Menu**.
 - Save your work.

6. TO VIEW AND EDIT PARTS:

- TO VIEW PARTS:

- Go to **DOCUMENT Menu/EDIT PART** and choose part. (SHORTCUT for scrolling through parts is CTRL + ALT + '.' period on WIN; CMD + OPT + '.' period on MAC). If no part names are visible, your document was created with an earlier version of Finale (2006 or before). Follow next step below to generate parts.

- TO GENERATE PARTS FROM AN EARLIER VERSION OF FINALE:

- Go to **DOCUMENT Menu/MANAGE PARTS** (window opens; no part names are visible). Click on GENERATE PARTS Button (part names appear). Click OK. Now you can go to **DOCUMENT Menu/EDIT PART** and scroll through your parts to view them.

NOTE: Part Names are missing from older versions of Finale. Follow next step below to create them.

- TO CREATE MISSING PART NAMES:

- Highlight **TEXT TOOL**.
- On first page of your score, double-click in upper LH corner to create a text box.
- Arrow to **TEXT Menu/INSERTS/PART-SCORE NAME**.

- TO EDIT ITEMS THAT YOU WANT **LINKED** IN SCORE AND ALL PARTS: (Notes, Measures, Dynamics, Shapes, Expressions, Articulations, etc.)

- TO SPLIT SCREEN TO SEE BOTH SCORE & PART:

Arrow to **WINDOW Menu/NEW WINDOW** and **WINDOW Menu/TILE HORIZONTALLY**.

- Notes between SCORE and PARTS are always linked (can edit in either SCORE or PART).
- OTHER ITEMS: Make your changes in the SCORE and all parts will be updated also. Make a change in a part and it affects that part only.

- TO EDIT AN ITEM IN ONE PART ONLY AND NOT SCORE (**UNLINKED**):

- Scroll to part you want to edit.
- With the **SELECTION TOOL**, click on non-note item in part and edit. When item turns yellow, the link between score and part is broken. (This change will only affect this one part and not other parts).
- If you wish to relink to score, CTRL/RIGHT-Click on item and choose RELINK TO SCORE (moves item back to original position established in the score).

- TO EDIT AN ITEM IN ALL PARTS AND NOT SCORE (**LINKED & UNLINKED**):

- Scroll to score.
- With the **SELECTION TOOL**, click on non-note item in score and edit. (This is a GLOBAL change that will affect score and all parts).
- In score, CTRL/RIGHT-Click on same item and choose UNLINK IN ALL PARTS (item turns yellow which shows score and parts are unlinked). Move item into correct position in the score (will not affect parts).

- TO EDIT **PARTS** FOR PRINTING:
 - TO FORMAT PAGE LAYOUT OF PARTS (different from score):
 - In PAGE VIEW, scroll to a part.
 - TO RESIZE PARTS FOR PRINTING (do on a part):
 - Using **RESIZE TOOL**, RIGHT/CTRL-Click in upper left corner on first page of part.
 - Choose RESIZE PAGE. Enter reduction.
 - Under PAGE RANGE pop-up menu, select ALL PARTS.
 - Click OK.
 - TO CHANGE PAGE LAYOUT OF PARTS (do on a part):
 - TO ZOOM OUT: Press CTRL/CMD + '-' (minus).
 - Using **PAGE LAYOUT TOOL**, RIGHT/CTRL-Click on 2nd system of part.
 - Choose **EDIT MARGINS**.
 - Deselect checkmarks for LEFT, TOP and RIGHT Margins.
 - Click ALL Button & APPLY Button (distance between systems is 0).
 - On first music system, click on LOWER RIGHT system handle to highlight. Go to **EDIT Menu / SELECT ALL** to highlight all system handles on that side (GLOBAL).
 - Press DOWN Arrow to increase distance between systems to desired space.
 - Click on APPLY TO PARTS/SCORE Button.
 - Click on CHECK ALL and deselect score. Click OK.
 - Close Margins Window.
 - Scroll through parts to see layout change.
 - TO CHANGE PAGE SIZE:
 - Using **PAGE LAYOUT TOOL**, arrow to **PAGE LAYOUT Menu/PAGE SIZE**.
 - Choose new page size from pop-up menu. Choose Portrait or Landscape.
 - Under CHANGE popup menu, make selection.
 - Choose ALL PAGES (or page range).
 - Click OK.
 - **NOTE:** When you print, if Score is Landscape and Parts are Portrait, use separate print commands.
- TO PRINT SEPARATE DIVISI PARTS FROM ONE STAFF:
 - Go to **DOCUMENT Menu/MANAGE PARTS**.
 - Click NEW PART Button (new part name appears in LEFT column).
 - TO GIVE PART A NEW NAME:
 - Click on EDIT PART NAME Button. Type in new name. Click OK.
 - From RIGHT column, highlight part name containing divisi and click ADD TO PART Button (puts in middle column).
 - Click EDIT VOICING Button.
 - Choose: ALL NOTES IN LAYER __ (from specific layer 1,2, etc.)
 - OR -
 - SELECTED NOTES FROM ONE OR MORE LAYERS
(Choose TOP, BOTTOM or SELECTED note)

- Repeat steps above for each divisi part you wish to create. Click OK. Click OK.
- TO PREVIEW YOUR EDITED PARTS BEFORE PRINTING:
Go to **DOCUMENT Menu/EDIT PART** and scroll through parts.
- TO PRINT 2 OR MORE PARTS (AS A GROUP) ON A PAGE:
 - Go to **DOCUMENT Menu/MANAGE PARTS.**
 - Click NEW PART Button (new part name appears in LEFT column).
 - TO GIVE PART A NEW NAME:
Click on EDIT PART NAME Button. Type in new name. Click OK.
 - From RIGHT column, highlight part name and click ADD TO PART Button (puts in middle column). Highlight other part from Right column and ADD to middle column. When finished, click OK.

7. TO PRINT SCORE OR PARTS:

- **NOTE:** When you print, if Score is Landscape and Parts are Portrait, use separate print commands.
- Go to **FILE Menu/PRINT.**
- Check the boxes of the parts that you want to print.
- Double-click on copy number to change number of copies that will print for each part.
- Click OK.

CREATING A BAND SCORE WITH LINKED PARTS

Score

Jingle Bells

Allegro Traditional

1 *f* *f* *mf* *mp* *f* *f* *f*

8 8 8 8 8 8 8 8

8

- 2 -
Jingle Bells

Fl. 16

Ob. 16

Clar. 16

A. Sax 16

Trpt. 16

F. Hn. 16

Trb. 16

B

Fl. 24

Ob. 24

Clar. 24

A. Sax 24

Trpt. 24

F. Hn. 24

Trb. 24

- 3 -
Jingle Bells

Fl. 32

Ob. 32

Clar. 32

A. Sax 32

Trpt. 32

F. Hn. 32

Trb. 32

C

Fl. 40

Ob. 40

Clar. 40

A. Sax 40

Trpt. 40

F. Hn. 40

Trb. 40

