

**#8 - SATB CHORAL SCORE WITH LYRICS**

(EXAMPLE: BEETHOVEN Ode to Joy)

1. In SET-UP WIZARD, set up your score for 4-part vocal (SATB), 4/4 Time, Key of G. Arrow to **VIEW Menu/SCROLL VIEW**.
2. Enter notes in SOPRANO staff only (use any note entry method).
3. TO COPY RHYTHMS TO OTHER STAVES:
  - In **SELECTION TOOL**, click to LEFT of Soprano Staff to highlight entire staff.
  - Click in highlighted area and drag down to Alto, Tenor and Bass Staves to copy (release when you see the black boxes appear). At this point, rhythms are correct, pitches are not.
4. TO ENTER THE CORRECT PITCHES IN PLACE OF THE EXISTING PITCHES:
  - In the Alto Staff, if the rhythm is slightly different from the copied part, use **SIMPLE NOTE ENTRY** to edit rhythm in Meas. 2 (with 8<sup>th</sup> note duration selected, click on 2<sup>nd</sup> note to change to 8<sup>th</sup> note. Click in another 8<sup>th</sup> note right after).
  - Highlight the **SIMPLE ENTRY/REPITCH TOOL**.
  - TO PLACE CURSOR ON THE FIRST NOTE IN THE ALTO STAFF YOU WISH TO REPLACE: CTRL/OPTION-click on notehead.
  - From a MIDI keyboard, play in the correct pitches. (The rhythms will stay the same; you are only replacing the pitches).
  - REPITCH the Tenor and Bass staves using **REPITCH TOOL** directions above.
  - TO CHECK YOUR WORK: Click PLAYBACK Arrow to hear all parts play back.
5. TO TYPE LYRICS INTO THE SOPRANO STAFF (notes must be entered first):
  - **TYPE INTO SCORE** (note by note):
    - Make sure you are in the correct LAYER for your lyrics (see Layer numbers in lower Left-Hand corner of screen).
    - In **LYRIC TOOL**, arrow to **LYRICS Menu/TYPE INTO SCORE** should be checked (arrows will appear to left of staff).
    - Click in Soprano Staff on notehead where lyrics will begin (blinking cursor appears below note).
    - Type lyrics into score, using space bar or hyphen to advance cursor to next note/syllable. (Dashes will not appear until you exit the typing mode).
    - **TO EDIT or ERASE A SYLLABLE**: As you are typing, hit BACKSPACE once to highlight a lyric, hit twice to type over or delete **-OR-** with **SELECTION Tool**, click on lyric once to highlight or delete, double-click to typeover existing lyric.
    - Click anywhere on the page to exit "typing" mode (spacing will adjust, dashes between syllables and word extensions will appear).

- TO ATTACH TWO WORDS TO ONE NOTE (for verse number and first word):
  - MAC: Type '1' and period. Hold down OPTION and press the space bar once to prevent cursor from jumping to next note. Continue typing first word. Press space bar (or hyphen) to jump to next note.
  - WIN: Type '1' and period. Hold ALT + 0160 (numpad only) to prevent cursor from jumping to next note. Without pressing Space Bar, continue typing first word. Press space bar (or hyphen) to jump to next note. (or type '1.' and no space between verse # and word).
- TO CHANGE FONT/SIZE: Arrow to **LYRICS Menu/EDIT LYRICS**. Choose VERSE number. Highlight the text you wish to change. In same window, arrow to **TEXT Menu/SIZE** and change number. Click OK.

6. SEVERAL WAYS TO COPY LYRICS TO THE ALTO, TENOR & BASS STAVES (notes must be entered first):

- USING THE COPY FILTER:
  - Using **SELECTION TOOL**, click to LEFT of Soprano Staff to highlight staff.
- TO SET COPY FILTER:
  - CTRL / RIGHT-click in highlighted area to get contextual menu.
  - Choose **EDIT FILTER**.
    - Click NONE Button (to deselect everything).
    - Click LYRICS box (to only copy the lyrics). Click OK.
  - Click in highlighted area and drag down to each of the Alto, Tenor & Bass Staves (release when you see the black boxes appear).
  - Now each staff has their own set of lyrics that are INDEPENDENT OF EACH OTHER. (If you change one set, it will not affect the others).
  - If you need to shift lyrics to left or right, see SHIFT LYRICS on next page.
  - Remember to go back to **EDIT FILTER** and click ALL Button (to turn on everything) for copying future items.
- CLICK ASSIGNMENT OPTION (to click lyrics into a staff note by note; works well if rhythms vary or if you have more than one note per syllable):
  - Make sure you have already typed in lyrics on one staff in your score (as you did with Soprano Staff above).
  - In **LYRICS Menu/EDIT LYRICS**, make sure you are in correct VERSE. Under the soprano lyrics, copy lyrics 3 more times (for Alto, Tenor & Bass staves). Click OK.
  - Highlight **LYRICS Menu/CLICK ASSIGNMENT** (window appears). Drag Click Assignment Window out of the way to see your score.
    - Click on RIGHT scroll arrow until 2<sup>nd</sup> set of lyrics appears in Click Assignment Window (for the Alto Staff).

- Starting on first note in Alto Staff, click on each notehead to attach lyric.  
(If a syllable is held for several notes, skip over those notes and click on the next note where there is a lyric attached).
  - Click in 3<sup>rd</sup> set of lyrics into Tenor Staff, 4<sup>th</sup> set of lyrics into Bass Staff.
- TO SHIFT LYRICS (to another note):
- In **LYRICS TOOL**, go to **LYRICS Menu/SHIFT LYRICS**. Choose options.
  - Click on notehead of lyric with no word attached (lyric shifts).

## 7. TO EDIT LYRICS FURTHER:

- TO TYPE IN ADDITIONAL VERSES: (Make sure **LYRICS Menu/ TYPE INTO SCORE** is turned on). In **LYRIC TOOL**, go back and click on first note of staff, press the DOWN ARROW key (moves blinking cursor down to next verse). Type in next verse. (Repeat for each additional verse).
- WORD EXTENSIONS will enter automatically. To further edit length of Word Extensions, arrow to **LYRICS Menu/EDIT WORD EXTENSIONS** (grab handle to shorten or lengthen).
- TO MOVE LYRIC VERSES UP OR DOWN:
  - Go to **LYRICS Menu/TYPE INTO SCORE** (should be checked).
  - Using **SELECTION Tool**, DOUBLE-Click on verse you wish to move.
  - Use baseline triangles on left side of screen to move lyric verse up or down:  
 Drag 1<sup>st</sup> TRIANGLE (far left) to move all lyrics in ENTIRE PIECE (all staves).  
 Drag 2<sup>nd</sup> TRIANGLE (from left) to move lyrics **this staff only** for ENTIRE PIECE.  
 Drag 3<sup>rd</sup> TRIANGLE (from left) in **Page View** to move lyrics in this system only.

## 8. TO CREATE AN INSTANT PIANO REDUCTION BELOW YOUR VOCAL PARTS:

- Go to **PLUG-INS Menu/SCORING & ARRANGING/PIANO REDUCTION**.
- Highlight all staves to be reduced (SHIFT-click to keep highlight active).
- SET SPLIT POINT (divides notes between Treble & Bass Staves):
  - Click LISTEN Button.
  - Play Split Point pitch on MIDI keyboard (For this Example: D above Middle C). MIDI note number is entered automatically. Click OK.
- Use SIMPLE NOTE ENTRY to edit (if necessary).

## 9. TO SET UP PIANO SOUND FOR PLAYBACK (on Piano Reduction staves):

- Go to **WINDOW Menu/INSTRUMENT LIST**.
- On top Piano Staff (under INSTRUMENT column), click on Pop-Up Menu and go to **NEW INSTRUMENT**.
  - Under GENERAL MIDI, choose #1 ACOUSTIC GRAND PIANO.
  - Next to INSTRUMENT NAME, type 'Acoustic Grand Piano'.
  - Change CHANNEL to a new number that has not been used (not #10).
  - Click OK.
- On bottom Piano Staff (under INSTRUMENT column), click on Pop-Up Menu and go to **ACOUSTIC GRAND PIANO**. Close Window.

## 10. FORMAT YOUR SCORE AND PRINT.

- TO REMOVE EXTRA MEASURES AT END OF PIECE: With **SELECTION Tool**, double-click in first empty measure (to highlight measure stack). Press SHIFT + RIGHT ARROW to highlight to end of piece and press DELETE.
- With **RESIZE Tool**, reduce your score size to 85-90% for printing.
- Go to **VIEW Menu/PAGE VIEW** (to format).
- Go to **UTILITIES Menu/FIT MEASURES** to lock in 4 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 onto 1 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 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 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.

- 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 OR SIZE: Go to **TEXT Menu**.
- With **SELECTION Tool**, adjust title, composer and text blocks into place.
- Save your work and print.

Finale 2008

SATB CHORAL SCORE WITH LYRICS

Ode to Joy

Beethoven

Soprano

Joy - ful, joy - ful, we a - dore thee, God of glo - ry, Lord of love;

Alto

Joy - ful, joy - ful, we a - dore thee, God of glo - ry, Lord of love;

Tenor

Joy - ful, joy - ful, we a - dore thee, God of glo - ry, Lord of love;

Bass

Joy - ful, joy - ful, we a - dore thee, God of glo - ry, Lord of love;



S

Hearts un - fold like flowers be - fore thee, Open - ing to the sun a - bove.

A

Hearts un - fold like flowers be - fore thee, Open - ing to the sun a - bove.

T

Hearts un - fold like flowers be - fore thee, Open - ing to the sun a - bove.

B

Hearts un - fold like flowers be - fore thee, Open - ing to the sun a - bove.

