

#12 - CREATING A WORKSHEET

(EXAMPLE: 7th Grade Band Test)

1. In LAUNCH WINDOW, click on TEMPLATES Button. Open EDUCATION TEMPLATES / 4 MEASURE EXAMPLES. When Score Info window opens, click NEXT. If desired, select KEY & TIME Signatures, # of MEASURES, TEMPO, PICKUP, Click FINISH. By choosing an existing template, certain elements to create a worksheet are already in place, so you don't have to set them up.

NOTE: You can also create worksheets from scratch by going to the SETUP WIZARD and choosing any staff or staves.

2. **KEEP THESE BASIC RULES IN MIND WHEN CREATING WORKSHEETS:**

- A. ALL MUSICAL EXAMPLES WILL BE ENTERED IN ONE CONTINUOUS FINALE DOCUMENT.
- B. In **PAGE LAYOUT TOOL / PAGE LAYOUT Menu**, turn off "AVOID MARGIN COLLISION" (which allows you to move systems anywhere on the page).
- C. MARGINS (**PAGE LAYOUT TOOL**):
 - TO CHANGE LEFT MARGIN: Grab Upper LEFT handle of a system & drag.
 - TO CHANGE RIGHT MARGIN: Grab Lower RIGHT handle of a system & drag.
 - TO MOVE A SYSTEM ON THE PAGE: Click in the middle of system & drag.
- D. TURN OFF CAUTIONARY KEY/TIME SIGNATURES and CLEFS (so they don't appear at the end of each system--These items are already turned off in the templates). If you are not using a template, go to **DOCUMENT Menu / DOCUMENT OPTIONS / KEY SIGNATURES, TIME SIGNATURES or CLEFS**. Deselect 'DISPLAY COURTESY KEY SIGNATURE / TIME SIGNATURE / or CLEF AT END OF STAFF SYSTEM.' Click OK.

3. **INITIAL FORMATTING (in Page View):**

- TO DELETE THE BASS STAFF:
 - In **STAFF TOOL**, highlight Bass Staff handle (near clef sign). Press DELETE.
- TO ADD EXTRA MEASURES TO END OF YOUR SCORE:
 - With **SELECTION TOOL**, CTRL/RIGHT-Click on first measure. Choose **ADD MEASURES**. Type in "5" (for this example). Click OK.
- TO PUT EACH EXAMPLE ON A SEPARATE SYSTEM WITH CORRECT NUMBER OF MEASURES:
 - With **SELECTION TOOL**, highlight measure that you want to move up or down to the next system. Press UP or DOWN Arrow. Do this until you have each example on its own system.
- TO BE ABLE TO VIEW YOUR ENTIRE PAGE (Zoom Out):
 - Press CTRL/CMD (-) minus key several times until you can see entire page.

- USING **PAGE LAYOUT TOOL**, MOVE SYSTEMS INTO PLACE ON THE PAGE:
 - Exercise #1: Leave where it is.
 - Exercise #2: Grab lower RIGHT handle and drag LEFT to first third of the page.
 - Exercise #3: Grab lower RIGHT handle and drag LEFT to first third of page. Click in middle of system and move to the RIGHT of Exercise #2.
 - Exercise #4: Grab lower RIGHT handle and drag LEFT to first third of page.
 - Exercise #5: Grab lower RIGHT handle and drag LEFT to first third of page. Click in middle of system and move to the RIGHT of Exercise #4.
 - Exercise #6: Leave where it is.
 - Exercise #7: Grab lower RIGHT handle and drag LEFT to first third of page.
 - Exercise #8: Grab lower RIGHT handle and drag LEFT to first third of page. Click in middle of system and move to the RIGHT of Exercise #7.
- TO ADJUST MUSIC SPACING ON PAGE:

Still in **PAGE LAYOUT TOOL**, starting from the top of page, click in middle of each system and drag to adjust spacing on the page and to make room for your questions. If you move systems too close to bottom of page, last system will bump onto Page 2. To move a system independently without affecting others, hold CTRL/OPTION & drag.
- Using **SELECTION TOOL**, click on each existing question and move into place above correct staff. (If you're missing several questions, we will type in as we go).

4. **SETTING UP EACH EXAMPLE:**

- TO ENLARGE YOUR PAGE FOR VIEWING (Zoom In):
 - Press CTRL/CMD (+) plus key several times to enlarge.
- IF YOU NEED TO INSERT AN EXTRA MEASURE INTO AN EXISTING SYSTEM AS YOU ARE WRITING YOUR MUSIC:
 - In **SELECTION TOOL**, CTRL/RIGHT-Click on a measure and choose **INSERT MEASURE STACK**. Choose number of measures. Click OK (new measure is inserted in front of the one you highlighted).
- Exercise #1:
 - Using **SELECTION TOOL**, set TIME SIGNATURE (common).
 - TO HIDE TIME SIGNATURE IN MEASURE 5:

Using **SELECTION TOOL**, CTRL/RIGHT-Click. Choose **EDIT MEASURE ATTRIBUTES**. Next to TIME SIGNATURE, choose ALWAYS HIDE (for that individual measure only). Click OK.
 - Set ENDING BARLINE (Final): Use **SELECTION TOOL**, CTRL/RIGHT-Click in measure. Choose **BARLINE**.
 - TO ENTER NOTES: Use SIMPLE ENTRY or HYPERSCRIBE (or a combination). If you use 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.

- TO EDIT TEST QUESTION #1:

TO EDIT EXISTING QUESTION: With **SELECTION TOOL**, CTRL/Right-Click existing text. Choose **EDIT TEXT** (active box appears). Highlight text you wish to change. Typeover existing text.

TO CHANGE FONT or SIZE: Highlight word(s) first, then go to **TEXT Menu / FONT** or **SIZE**.

- Exercise #2:
 - Set ENDING BARLINE (Solid) with **SELECTION TOOL / BARLINE**.
 - To force TIME SIGNATURE to show, use **SELECTION TOOL / EDIT MEASURE ATTRIBUTES**.
 - Enter notes (In **SIMPLE ENTRY** (after entering first note, press 'T' for TIE).
 - Edit test question #2 (**SELECTION TOOL / EDIT TEXT**). If you want 2 lines, just do a return at end of first line. Grab handle (or use **SELECTION TOOL**) to move into place on page. Drag into place.
- Exercise #3:
 - Set KEY SIGNATURE (Bb) with **SELECTION TOOL**.
 - Enter notes in Bb scale.
 - TO HIDE SPECIFIC NOTES: Use RIGHT or LEFT arrows to highlight note. Press 'H' for hide. (Hidden rests will not print).
 - Edit test question #3 (**SELECTION TOOL**). Drag into place.
- Exercise #4:
 - Set KEY SIGNATURE (C) with **SELECTION TOOL / KEY SIGNATURE**.
 - Hide TIME SIGNATURE with **SELECTION TOOL / EDIT MEASURE ATTRIBUTES**.
 - Enter all notes.
 - TO CHANGE NOTES TO RHYTHMIC NOTATION:
 - In **STAFF TOOL**, highlight the two measures. CTRL/RIGHT-Click in highlight (STAFF STYLES Menu appears). Choose **RHYTHMIC NOTATION**.
 - TO ADD NUMBERS 1 and 2:
 - TO CREATE #1:
 - In **EXPRESSION TOOL**, double-click in first measure (window opens). Since there is no preset number option there, you will need to create one. Click CREATE Button. Under TEXT Tab, type '1'. Under ENCLOSURE pop-up menu, choose CIRCLE. Click OK. (Your new expression is added to the list). Click SELECT. Choose SHOW ON THIS STAFF ONLY. Click OK (#1 appears and is attached to the first measure). Drag into place.
 - TO CREATE #2:
 - In **EXPRESSION TOOL**, double-click in second measure (window opens). Scroll to bottom of list. Highlight '1'. Click DUPLICATE Button. Click EDIT Button. Under TEXT Tab, change '1' to '2'. Circle enclosure is already set-up. Click OK. (Your new expression is added to the list). Click SELECT. Choose SHOW ON THIS STAFF ONLY. Click OK (#2 appears and is attached to the second measure). Drag into place.
 - Edit test question #4 (**SELECTION TOOL**). Drag into place.

- Exercise #5:
 - Set TIME SIGNATURE (3/4) and ENDING BARLINE (Final) with **SELECTION TOOL**.
 - Hide TIME SIGNATURE in 3rd measure with **SELECTION TOOL / EDIT MEASURE ATTRIBUTES**.
 - Enter notes.
 - TO CREATE A MULTIMEASURE REST (can only do in PAGE VIEW):
With **SELECTION TOOL**, highlight the 2 empty measures. CTRL/RIGHT-Click in highlight and choose **MULTIMEASURE REST / CREATE**.
 - TO TYPE IN NEW TEST QUESTION #5: Using **TEXT TOOL**, double-click above example (blinking cursor appears). Type in number and corresponding question. Drag into place.

- Exercise #6:
 - Set KEY (G) & TIME SIGNATURES (common) and ENDING BARLINE (Final) with **SELECTION TOOL**.
 - Enter notes.
 - TO ADD A FORWARD REPEAT SIGN:
With **SELECTION TOOL**, CTRL/RIGHT-Click in first measure. Choose **REPEATS / CREATE FORWARD REPEAT BAR**.
 - TO ADD FIRST/SECOND ENDINGS AND BACKWARD REPEAT:
With **SELECTION TOOL**, highlight the measure(s) you want included in your First Ending only. CTRL/RIGHT-Click on highlight. Choose **REPEATS / CREATE FIRST AND SECOND ENDINGS**.
 - Type in test question #6 (**TEXT TOOL**). Drag into place.

- Exercise #7:
 - Set KEY (C) with **SELECTION TOOL**.
 - To force TIME SIGNATURE to show, use **SELECTION TOOL / EDIT MEASURE ATTRIBUTES**.
 - TO CHANGE CLEF TO BASS CLEF:
Using **SELECTION TOOL**, CTRL/RIGHT-Click on clef. Choose Bass Clef sign. Set measure region MEASURE 20 THROUGH 20. Click OK.
 - Enter notes (rhythm must equal 4 counts).
 - TO CREATE STEMLESS NOTES:
In **STAFF TOOL**, highlight measure. CTRL/RIGHT-Click in measure (**STAFF STYLES Menu** appears). Choose STEMLESS NOTES.
 - Type in test question #7 (**TEXT TOOL**). Drag into place.

- Exercise #8:
 - Set ENDING BARLINE (Final) with **SELECTION TOOL**.
 - Using **SIMPLE ENTRY**, enter notes (click in bottom note, use interval keys to add intervals, plus or minus keys to add sharp or flat).
 - TO TYPE IN FIRST CHORD SYMBOL:
 - In **CHORD TOOL**, click in staff on first note (blinking cursor appears). Type in name of chord. (FYI: Press SPACE BAR to move to next note). On left side of screen, use FAR LEFT ARROW to adjust chord distance from staff.
 - Type in test question #8 (**TEXT TOOL**). Drag into place.

5. **ADJUST TITLE & INFORMATION ON TOP OF PAGE:**

- TO EDIT EXISTING TITLE, DATE or COURSE NAME:
 - Using **SELECTION TOOL**, CTRL/Right-Click existing text. Choose EDIT TEXT (active box appears). Highlight text you wish to change. Typeover existing text.
- TO ADD NAME BLANK OR NEW TEXT: In **TEXT TOOL**, double-click anywhere on page (blinking cursor appears). Type in new text. Drag into place.

6. **MISCELLANEOUS EDITS:**

- TO DELETE EXTRA MEASURES AT THE END OF YOUR SCORE:
 - Using **SELECTION TOOL**, double-click first measure you want to delete. Press SHIFT + RIGHT ARROW (to highlight to the end of score). Press DELETE.

7. **SAVE YOUR WORK AND PRINT:**

NOTE: In the Finale LAUNCH WINDOW/TEMPLATES Button, the following Educational Templates are already set-up for you to use:

- 2-Measure Examples
- 4-Measure Examples
- Auto-stick Notation
- Blank Manuscript
- BoomwhackersR Tubes Grand Staff
- BoomwhackersR Tubes Treble Staff
- Figured Bass
- Flashcard
- Full System, No Barlines
- Kodaly 1
- Kodaly 2

