

#15 - IMPORTING/EXPORTING GRAPHICS

EXAMPLE FILES IN THIS FOLDER:

- EXAMPLE #1: *Twinkle, Twinkle* (Finale .MUS File)
 EXAMPLE #2: *Newsletter* Text Document File
 EXAMPLE #3: *Happy Birthday* (Finale .MUS File)
 Hip Notes Graphic (.TIFF)
 Soldier Musician Graphic (.TIFF)



The Finale **GRAPHICS TOOL** in the Advanced Tool Palette is used to import and export graphics. NOTE: If Advanced Tool Palette is not showing on your desktop, go to **WINDOW Menu** and select Advanced Tools Palette.

1. EXPORTING A REGION OF MUSIC FROM FINALE INTO A 'WORD' DOCUMENT: (PROJECT 1 Example: Adding Music to a Newsletter)

FILES NEEDED: Example #1 - *Twinkle, Twinkle* (or any Finale .MUS file)
 Example #2 - *Newsletter* document (or any MS Word file)

- Open Example #1 *Twinkle, Twinkle* (or any Finale file). Arrow to **VIEW Menu/PAGE VIEW**.
- TO EXPORT A REGION OF MUSIC:
 - A. Highlight **GRAPHICS TOOL**.
 - B. In your Finale document, double-click and drag around the region you wish to export (first 2 measures of *Twinkle*). Dotted-line box encloses area. If box doesn't stick, double-click and drag around region again.
 - C. Arrow to **GRAPHICS Menu/EXPORT SELECTION** (window opens).
 - Choose graphic format TYPE (choose TIFF for this example):
 - TIFF:** (most commonly used format). Works on Mac & Windows platforms; portable, can be printed on any printer.
 - PICT:** (Mac only). More compressed in size.
 - EPS:** Requires a PostScript driver and printer.
 - Choose PAGE RANGE (to export).
 - Choose TIFF RESOLUTION: 300-600 works well for most printers.
 - Click OK.
 - Name and place in a Graphics folder (or designated folder). Click SAVE. This graphic is compatible with any program that supports the format you selected.

- TO IMPORT MUSIC INTO A 'WORD' DOCUMENT:
 - A. Open Example #2 *Newsletter* Document (or any MS Word file).
 - B. Place cursor where you want graphic to be.
 - C. Go to **INSERT Menu/PICTURE/FROM FILE.**
 - Find folder that contains *Twinkle, Twinkle* graphic (or selected graphic). Highlight file. Click OPEN (graphic appears on page).
 - Double-click on graphic.
 - Click on LAYOUT Tab. Choose layout option for text to flow around:
 - In Line with Text (in line with margin)
 - Square (white space box around graphic)
 - Tight (text wraps tightly around graphic; used most often)
 - Behind Text
 - In Front of Text
 - Click OK.
 - TO RESIZE IMAGE: Double-click on graphic. Click on SIZE Tab. Under SCALE, select reduction percentage. Click OK.
 - TO MOVE INTO POSITION: Click on graphic & drag (place anywhere on page).

2. ADDING A GRAPHIC TO A FINALE DOCUMENT:

(PROJECT 2 Example: Adding Clip Art to a Finale document)

FILES NEEDED: Example #3 - *Happy Birthday* (or any Finale .MUS file)

Hip Notes Graphic (.TIFF)

Soldier Musician Graphic (.TIFF)

- Finale supports these graphic file formats: TIFF, PICT (Mac only), EPS, Illustrator (Mac only, not supported after 2005).
- The Clip Art images should already loaded on your computer (or you can scan a graphic and save it as a TIFF file). If your graphic is in a different format (such as JPG) that needs to be converted to a TIFF file to bring into Finale, jump ahead to Instruction #4 on Page 4. Once your graphic has been converted to a Finale compatible format, proceed on to the next steps listed below.
- Open Example #3 *Happy Birthday* (or any Finale file). Arrow to **VIEW Menu/PAGE VIEW.**
- TO IMPORT A GRAPHIC:
 - A. Highlight **GRAPHICS TOOL.**
 - B. Arrow to **GRAPHICS Menu/PLACE GRAPHIC** (window opens).
 - C. Find *Hip Notes Graphic* TIFF (or choose any graphic you wish to import). Click OPEN (a special cursor appears, indicating that a graphic is ready to be placed).
 - D. TO PLACE GRAPHIC: Click on *Happy Birthday* Example page (or any Finale file page). NOTE: Most graphics are done in Page View so the graphic remains in a fixed position on a specified page, not attached to a particular measure.
 - E. TO RESIZE IMAGE: Double-click on graphic. Under SCALE, type in new percentages. Click OK.
TO MOVE INTO POSITION: Click on graphic & drag (place anywhere on page).
 - F. Repeat Steps A through D to import *Soldier Musician Graphic* TIFF.

3. HOW TO SAVE AN ENTIRE PAGE DOCUMENT IN DIFFERENT FILE FORMATS:

- Open Example #1 *Twinkle, Twinkle* (or any Finale file). Arrow to **VIEW Menu/PAGE VIEW**.
- TO EXPORT PAGE AS A TIFF, EPS or PICT FILE:
 - Highlight **GRAPHICS TOOL**.
 - Arrow to **GRAPHICS Menu/EXPORT PAGES** (window opens).
 - Choose graphic format TYPE:
 - **TIFF (Tag Image File Format):** (Most commonly used format). Works on Mac & Windows platforms; portable, can be printed on any printer. Graphic may not look great on screen, but has good resolution for printing.
 - **EPS (Encapsulated Postscript File):** Format used by publishers. Requires a post-script printer to print. Prints with highest quality and resolution, small file size. Usually doesn't look good on screen, but once printed, it should look smooth without any jagged edges. Versions of Finale 2006b and earlier were unable to save EPS graphics successfully in Windows XP, 2000 and NT. Use TIFF files instead, or create a PDF and then convert to EPS.
 - **PICT (Pixel Image File Format):** (Mac only); Not the highest quality resolution; More compressed in size; Will be replaced by PDF file format in future versions of the Mac operating system.
 - Choose PAGE RANGE (to export).
 - Choose RESOLUTION: 300-600 works well for most printers.
 - Click OK.
 - Name and place in a Graphics folder (or designated folder). Click SAVE. This graphic is compatible with any program that supports the format you selected.
 - Open selected program (like MS Word) and import page.
- TO EXPORT PAGE AS A PDF FILE:
 - PDF (Portable Document Format):**

In this format, files can be shared, viewed and printed by anyone having Adobe Acrobat Reader on their computer (without having the host application). Adobe Acrobat Reader is included in the Finale software, as it is used for the User Manual. Adobe Acrobat Reader does not create PDF files. To create PDF's, see below:
 - **MACINTOSH Platform:** Create PDF files by going to **FILE Menu/PRINT**. Choose SAVE AS PDF Button.
 - **WINDOWS Platform:**
 - To create PDF files, you will need to buy Adobe Acrobat (or a software package that includes Adobe Distiller).
 - OR -
 - Download a free driver to create PDF files: Go to www.pdf995.com. Download the basic free 'pdf995' driver. Create PDF files by selecting the "print" command from any application, creating documents which can be viewed on any computer with a PDF viewer.

4. **TO CONVERT A GRAPHIC FILE TO A DIFFERENT FORMAT:**

(EXAMPLE: Converting a .JPG File to a .TIFF File)

- **GRAPHIC FILE TYPES SUPPORTED BY FINALE:**

- TIFF
- PICT (Mac only; more compressed in size; less quality than EPS)
- Illustrator (Mac only; not supported after 2005)
- EPS (requires PostScript printer)

- **TO CONVERT A GRAPHIC TO A DIFFERENT FORMAT:**

- **MACINTOSH Platform:** (use iPhoto, PhotoShop, or download driver)

- To Use MAC iPhoto to Convert:

- Open file you wish to convert.
- Go to **SHARE Menu/EXPORT** (window opens).
- At top, make sure FILE EXPORT FORMAT is highlighted.
- Next to FORMAT Pop-Up Menu, choose from these new formats:
 - TIFF
 - JPG (more compressed in size, same quality as TIFF)
 - Original
 - PNG
- Under SCALE IMAGE SIZE, choose options.
- Click EXPORT.

- OR -

- Download Graphic Converter to convert files (Mac/Win compatible). Go to www.graphicconverter.net.

- **WINDOWS Platform:**

- Use PhotoShop to convert graphic files.

- OR -

- Download a free driver to convert more than 75 document formats: Go to www.omniformat.com. OmniFormat requires that 'Pdf995' (also free) be installed (see PDF directions under #3 above). Download the free 'OmniFormat' driver. OmniFormat "watches" a folder for image files. Place images into the Watch folder, choose new file format and they are automatically converted. (NOTE: Always put a COPY of the file in the Watch folder, as original files placed in the Watch folder will be deleted).

Project 1

Newsletter

(Follow Instruction #1 on Page 1 to complete this project)

This is some pretend text so you can see how music graphics would fit into the text. It can wrap around the examples and go just about anywhere you want. It is easy to make your tests this way in Finale as

worksheets
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(To see completed Project #2, print out Project #2 PDF file in folder)