

## **#18 – RECORDING, IMPORTING & EXPORTING AUDIO**

(EXAMPLE: Happy Birthday & Trumpet Fanfare)

### **RECORD or IMPORT AUDIO:**

- A. Add a live vocal or instrumental performance to your Finale document:
  - Record a vocal track to an aria or art song.
  - Add a trumpet solo to a jazz chart.
  - Create choir diction/pronunciation learning files with accompaniment and sung text.
  
- B. Import an external audio file (mp3, WAV or AIFF) to your Finale document.
  - Import a recording of a rock band and add a horn arrangement.
  - Import audio for transcription or dictation (no need to switch between applications to hear your audio file and see your notation).
  - Import an audio recording and use the Tempo Tap feature to line up notation barlines and nuances.
  
- C. Export any Finale document as an Audio File to email (compressed *mp3*) or burn to a CD (WAV or AIFF).

### 1. **RECORDING AN AUDIO TRACK IN FINALE (with Hyperscribe Tool):**

- In Finale 2008, open up the *Happy Birthday (Audio)* Example (or create an accompaniment of your own).
- Find a key that is comfortable for you (sing or play). Using **SELECTION TOOL**, CTRL/RIGHT-Click on first measure. Choose **KEY SIGNATURE** and select appropriate new key.
- Plug SmartMusic microphone (or any microphone) into your computer mic jack. For singing, headset mic should be to the side of your mouth (not right in front) and about 1 inch away. If mic is too far away, your recording will be thin and nasal sounding.
- Arrow to **VIEW Menu / STUDIO VIEW** (audio tracks are only visible in Studio View).
- Arrow to **MIDI-AUDIO Menu / AUDIO SETUP**. Use the Mic Level slider to test the mic input. Make sure the Input Meter peaks in the mid-upper range of this bar at the volume you will be recording. Click OK.
- Arrow to **MIDI-AUDIO Menu / AUDIO TRACK / ADD AUDIO TRACK**. An empty audio track appears beneath the Tempo Tap staff.

- Go to **HYPERSCRIBE TOOL / HYPERSCRIBE Menu / BEAT SOURCE / PLAYBACK AND/OR CLICK:**
  - Select USE PLAYBACK TEMPO.
  - Set unit of beat.
  - Next to START SIGNAL FOR RECORDING, select NONE (Record Immediately).
  - Recording will begin after a 2 measure count-off.
  - Click OK.
- Go to **HYPERSCRIBE TOOL / HYPERSCRIBE Menu / RECORD MODE / RECORD INTO ONE STAFF** (make sure it is checked).
- Click the first measure. Listen to 2 bars of metronome clicks, then begin singing (or playing) "Happy Birthday" into the microphone. When you are done, click anywhere on the page to stop recording. (The audio you just recorded is visible in the audio track).
- Click PLAY in the Playback Controls to listen.
- Use STUDIO VIEW Mixer controls to adjust volume, panning and other playback parameters.
 

**NOTE:** Finale does not include any audio editing capabilities (use audio editing products such as Pro Tools, Sonar, Cubase).
- TO RECORD ANOTHER TAKE: Click in first bar of audio track. Click OK to delete existing audio clip. Listen to 2 bars of clicks and make new recording.
- Save your work.

## 2. IMPORTING AN AUDIO FILE INTO FINALE:

- CREATE A NEW FINALE FILE WITH THE INSTRUMENTATION YOU WISH TO USE:  
For *Trumpet Fanfare* Example, in the Set-Up Wizard, set up a score for Bb Trumpet and Piano Accompaniment, TITLE: Trumpet Fanfare, 4/4 time, Key of Concert Bb. Click FINISH.
- TO DISPLAY YOUR SCORE IN CONCERT PITCH:  
Arrow to **DOCUMENT Menu / DISPLAY IN CONCERT PITCH.**
- TO IMPORT AN AUDIO FILE INTO YOUR DOCUMENT:
  - Arrow to **VIEW Menu / STUDIO VIEW** (An audio track is only visible in Studio View).
  - Arrow to **MIDI-AUDIO Menu / AUDIO TRACK / ADD AUDIO TRACK** (An empty audio track appears beneath the Tempo Tap staff).
  - Arrow to **MIDI-AUDIO Menu / AUDIO TRACK / LOAD AUDIO** (dialogue box appears).
    - Find '*Trumpet Fanfare mp3*' (audio file to import). Highlight and click OPEN.
    - Audio Clip Attributes Window appears (click OK to close this window for now).
- Click PLAY arrow to listen to your imported audio file. The audio file begins with approximately a half count of silence, and then an 8<sup>th</sup> note pickup, so we need to move the beginning of the audio clip to start on Beat 4 of the first measure (so pickup note is in the correct place).
  - Arrow to **MIDI-AUDIO Menu / AUDIO TRACK / AUDIO CLIP ATTRIBUTES** (window appears).
    - Next to START IN SCORE: Choose the measure and beat you want as the start point for the audio file (Measure 1 / Beat 4 / 0000 for this example).

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- Click OK. (Audio clip now begins on Measure 1, Beat 4).
- OTHER OPTIONS AVAILABLE FOR FUTURE USE:
  - Next to **START IN CLIP:** Enter value where you want audio to begin.
  - Next to **END IN CLIP:** Enter a value where you want audio to end.
- USE TEMPO TAP FEATURE TO SYNC UP THE AUDIO CLIP TO THE BEATS IN THE TEMPO TAP LINE (blue notes). (You may need to start and stop this process a few times to make sure you get any time changes included in your file).
  - Click on **HYPERSCRIBE Tool.**
  - In Tempo Tap line, click on first blue note in Meas. 2, Beat 1 (green cursor line appears).
  - Using any note on a MIDI keyboard -OR- your typewriter space bar, tap in the tempo, increasing or decreasing the tempo as needed so the beats are lined up properly with the audio track. When finished tapping, click the score. When a message appears, click OK (Finale assigns the most recent recorded tempo to all remaining measures or the next tempo change).
  - Click play button to check if beats are lined up with audio track.
- TO TRANSCRIBE THE AUDIO TRACK INTO NOTATION:  
Play back the file in short segments and write the notation to match the audio file. When finished, play back again to check the accuracy of the notation.
- If you wish, you can delete the audio file once you are done. Arrow to **MIDI-AUDIO Menu / AUDIO TRACK / DELETE AUDIO TRACK.**
- Create a piano accompaniment to the *Trumpet Fanfare* (or add other instrument staves to create an accompaniment). Play back to double-check your work.
- Arrow to **DOCUMENT Menu** and deselect **DISPLAY IN CONCERT PITCH.**
- Using **SELECTION TOOL**, Delete any extra measures at the end of your score. Format your page. Save and print.

### 3. EXPORTING AN AUDIO FILE:

- Review Playback. (Your audio file will sound the same as playback in Finale).
- Arrow to **FILE Menu / SAVE SPECIAL / SAVE AS AUDIO FILE** (WAV file on Windows or AIFF file on Mac (for best sound quality) -OR- a compressed MP3 File (for emailing). Give the audio file a name, choose the destination folder and click SAVE.
- **TO BURN AUDIO FILES TO A CD:** Using your computer's CD burning software, organize your files into tracks and burn them to a recordable CD.

*Finale 2008*  
**RECORDING AN AUDIO TRACK**

# Happy Birthday! (Audio)

Solo

Hap-py Birth-day to you, Hap-py Birth-day to you! Hap-py

6 Birth - day dear Ma - ry, Hap - py Birth - day to you!