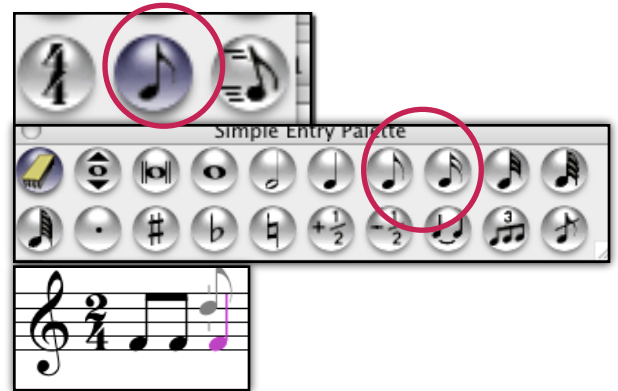


Finale Quick Tips

Ch 3 - Create Your Composition

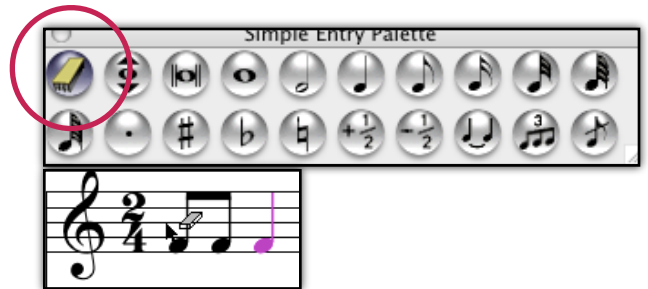
1. Change 1/4 Notes to 8th or 16th Notes:

- Click the Simple Entry Palette.
- Select an **8th or 16th note** and click on a quarter note to replace it with an equal number of 8th/16th notes.



2. Change Short Notes to Longer Notes:

- Click the Simple Entry Palette.
- Select the **Eraser** and click on a short note to remove it until there are enough beats in the measure to add a longer note.



Ch 3 - Expand It

1. Delete a Measure:

- Click the measure to select it. Press delete.

2. Adding or Changing Clef:

- Click the Selection Tool (Press Escape Key), right-click over the clef sign & select Edit Clef Definition. Select a new clef sign & click OK

3. Add a New Staff:

- Click the Staff Tool
- Go to the Staff menu at the top of the window and select new staff

