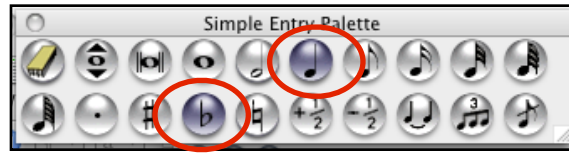


Finale Quick Tips

Ch 4 - Create Your Composition

1. Add a Sharp or a Flat

- Use the Simple Entry Palette
- Select the note and the sharp or flat



2. Adding Lyrics:

- Use the Main Tool Palette
- Select the **Lyric Tool**
- Click on the first note
- Type in the word or syllable
- Press the space bar to move to the next note and word or,
- Press the hyphen to move to the next note and syllable

3. Add Expression Markings

- Use the Main Tool Palette
- Select the **Expression Tool**
- Double Click a Note or Measure
- Select the expression marking from the menu
- Press the space bar to move to the next note and word or,
- Press the hyphen to move to the next note and syllable

Staff Tool

Expression Tool

Lyric Tool

Tempo Tool



Ch 4 - Expand It

1. Add a New Staff:

- Use the Main Tool Palette
- Select the **Staff Tool**
- Use the staff menu Window Staff Help to select or edit staves

2. Add a Tempo Change

- Use the Main Tool Palette
- Select the **Tempo Tool**
- Click a measure to create or edit beat-by-beat tempo changes