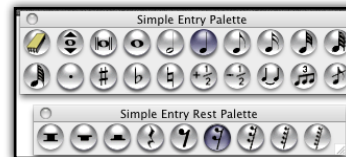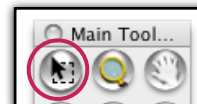# Finale Quick Tips

Ch 2 - Create Your Composition

1. Changing 1/4 notes to 1/8th notes/rests:
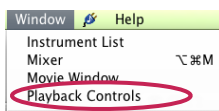Use the simple entry note palette and the rest palette and click on a note to add or change to 1/8th values.

2. Editing Text:
Click the Selection Tool, triple click the text then delete the old text and type in the new text.

3. **Playback:**
Open the playback controls from the window menu.

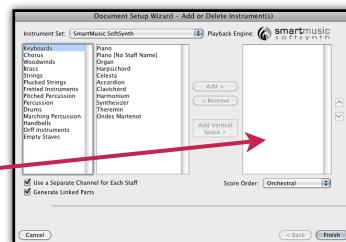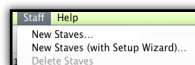*** Remember to SAVE your work regularly.**

Ch 2- Expansion

1. Adding a Repeat Sign: Select the Repeat Tool and right-click the measure. Select "Create Backward Repeat Bar".

2. Copy & paste Music Select the measures and then drag them to your destination measures. A green box will appear to let you know you are in the right place.

3. Adding Instruments: Select the Staff Tool, go to the Staff Menu and select New Staves (with Set Up Wizard) select instruments and add them to the score window.

4. Transposing Notes ☞ or ☞ an Octave: Click on the Selection Tool, click to select the music and right click to select and open the Transposition Window.