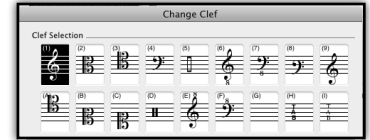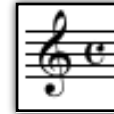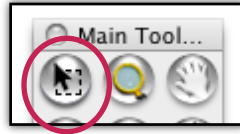# Finale Quick Tips

Ch 1 - Core Composition

1. Changing Clef:
Click the Selection Tool, double click the clef sign and select a new clef.

2. Entering Notes: Select the simple entry palette tool and begin entering notes with your mouse.
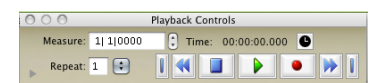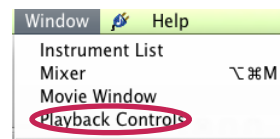
3. Editing Text: Click the Selection Tool, triple click the text then delete the old text and type in the new text.

4. Playback:
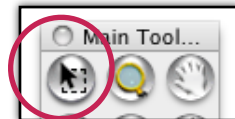Open the playback controls from the window menu.

* Remember to SAVE your work regularly.

Ch 1- Expansion

1. Adding or Changing Key:
Click the Selection Tool and right click over the first measure to open a menu. Click Key Signatures and select a key.

2. Adding Lyrics:
Click the lyrics tool then click on a note. Press the space bar to move to the next note.