




It is time to put your “Lead Sheet” together!

A quick and practical step-by-step guide
for preparing Lead Sheets in Finale 2007



Welcome to a step-by-step guide for creating a lead sheet in Finale 2007 without having to spend weeks or months reading the manual.

Follow the guide step-by-step and pay particular attention to the tips () given for specific topics.

Before starting, here are some important tips that you should never forget:

- ◆ Save your work often!
- ◆ Remember where you saved your files and templates.
- ◆ Always have at least one backup of your work.

Let's start!

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- Launch Finale from the Dock or from your Application folder.

- Depending on your “Program Options”, your startup window might change. If you have never opened Finale after installation, you will most likely be presented with the “Finale Launch Window” (Fig. 1).

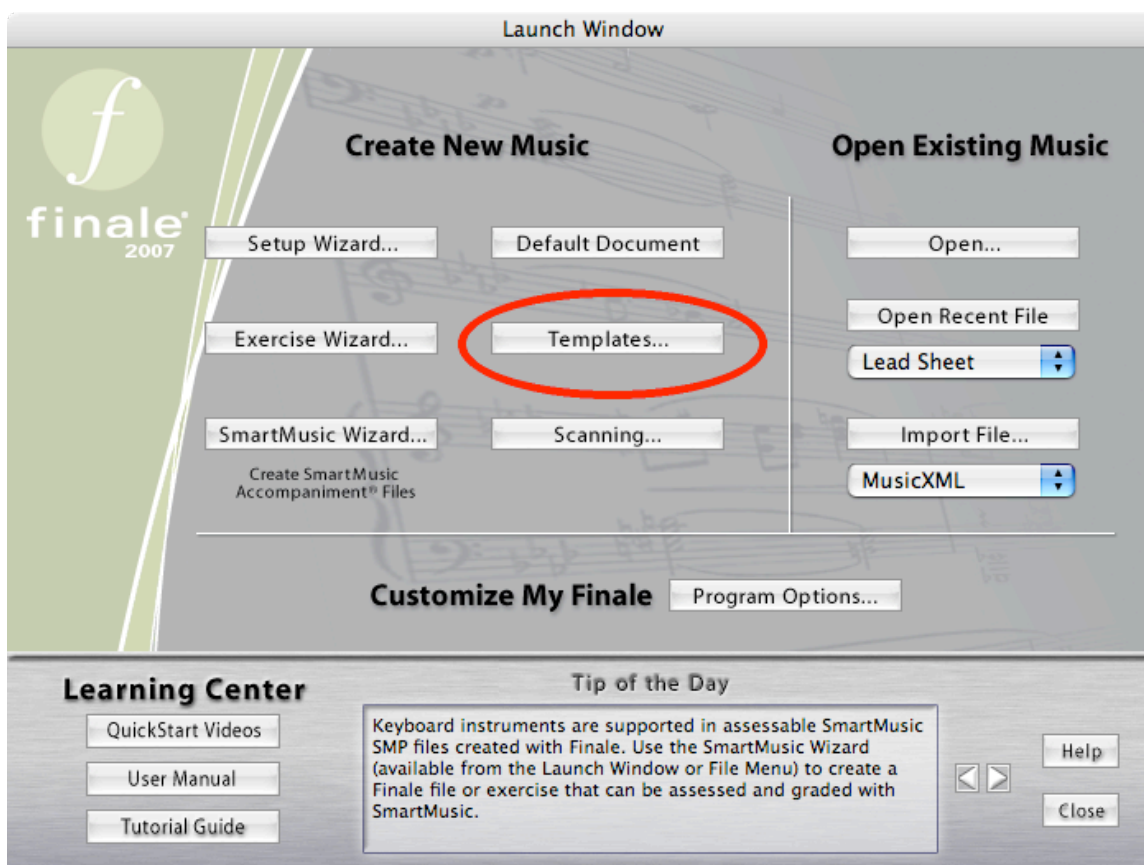


Figure 1 – The “Finale Launch Window”



If in the future you want to change the screen with which you will be presented after launching Finale you can do so by changing the opening window settings. In the main title bar menu choose *Finale 2007>Preferences>Program Options* or press [⌘,].


- If you see the “Finale Launch Window”, choose “Templates”, and then choose the template named “Lead Sheet” found in *Applications>Finale 2007>Templates>General Templates*.

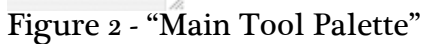
If you see a regular “Open Window”, simply navigate to *Applications>Finale 2007>Templates>General Templates*, and open the file “Lead Sheet”.

- The new template for the lead sheet is now ready to be “filled” with your music.



There are 3 main views in Finale to look at your virtual score: **Scroll** [⌘E], **Page** [⌘E], and **Studio** [shift ⌘E]. The default view is Studio, which is used mainly to have more control over the playback of your score. I suggest using the Scroll view for inserting notes and the Page to insert title, credits, generic text and to adjust the layout of your page. The three views can also be switched from the **View** menu located in the main menu bar.

- Switch to the **Scroll** view.
- To change the time signature of your piece, click on the “Time Signature Tool”  located on the “Main Tool Palette” located on the left of your screen (Fig. 2).



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Did I mention to save often your work? Well now is the time to SAVE!!

- Now let's start entering the notes. In Finale you can do so in several ways through the:

- Simple Entry Tool



- Speedy Entry Tool



- Hyperscribe Tool



Let's take a look at each one individually.

- **Simple Entry Tool**



This tool allows you to insert notes using the mouse by simply clicking on the staff. It is the easiest and most intuitive way to insert notes. Choose the rhythmic value you want to insert from the “Simple Entry Palette” (Fig. 4).

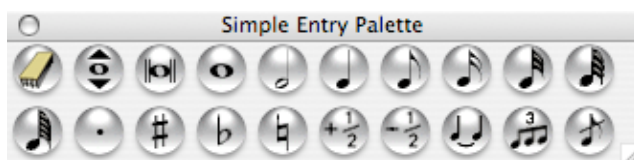


Fig. 4 – The “Simple Entry Palette”

Click on the staff, the bar, and the pitch you want to insert. Repeat for all the notes you need to add.

To insert a rest instead of a note, make sure that the “Simple Entry Rest

Palette” is visible (Fig. 5). You can open it from the *Window* menu located in the main menu bar. Select the rhythmic value you want to insert, and then click on the staff where you want to insert the rest.

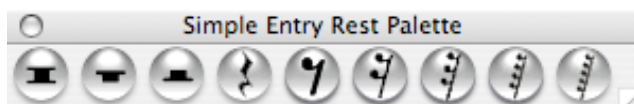







Fig. 5 – The “Simple Entry Rest Palette”

 To be more accurate I recommend zooming in one level. Press [⌘2] to zoom to a 200% level and press [⌘1] to go back to 100% zoom level. More zoom levels are available from *View>Scale View To* located in the main menu bar.

- Once you are done with the first bar, move to the second and so on. Use the scroll bar at the bottom of the window to move to the following bars.
- To delete a note or a rest, use the **Eraser Tool**  located in the “Simple Entry Palette” and click on the event you want to delete.

 To insert a Triplet use the Triplet symbol  found in the “Simple Entry Palette” in conjunction with the basic rhythmic value of the triplet you want to insert. For example if you want to insert a quarter note triplet click in the quarter note symbols and then on the triplet symbol and then click on the staff where you want to insert the first note of the triplet.



To insert a dotted note, select the “dotted” symbol , click on the note value you want to be dotted, and then click on the pitch and measure on the staff where you want to insert the dotted note. Pressing the dot multiple time will insert multiple dotted notes. The same principle applies to sharp and flat notes.



Make sure to have only the correct elements selected in the “Simple Entry Palette” according to the event you want to insert.



- **The Speedy Entry Tool**

This tool allows you to rapidly enter one note, chord, or rest at a time. You specify the rhythmic value of each entry by pressing a number key on your computer keyboard. You can specify the pitches by pressing the desired keys on your MIDI keyboard.

To enter a note or chord, click on the bar on which you want to insert the notes, hold down the desired key (or keys) on the MIDI keyboard, and press a number key on the computer keypad corresponding to the desired rhythmic value. If you press a number key without holding down any MIDI keyboard notes, a rest of the specified value will be inserted.

- Use the diagram in Figure 6 to select the right keystroke to enter the notes that you need.

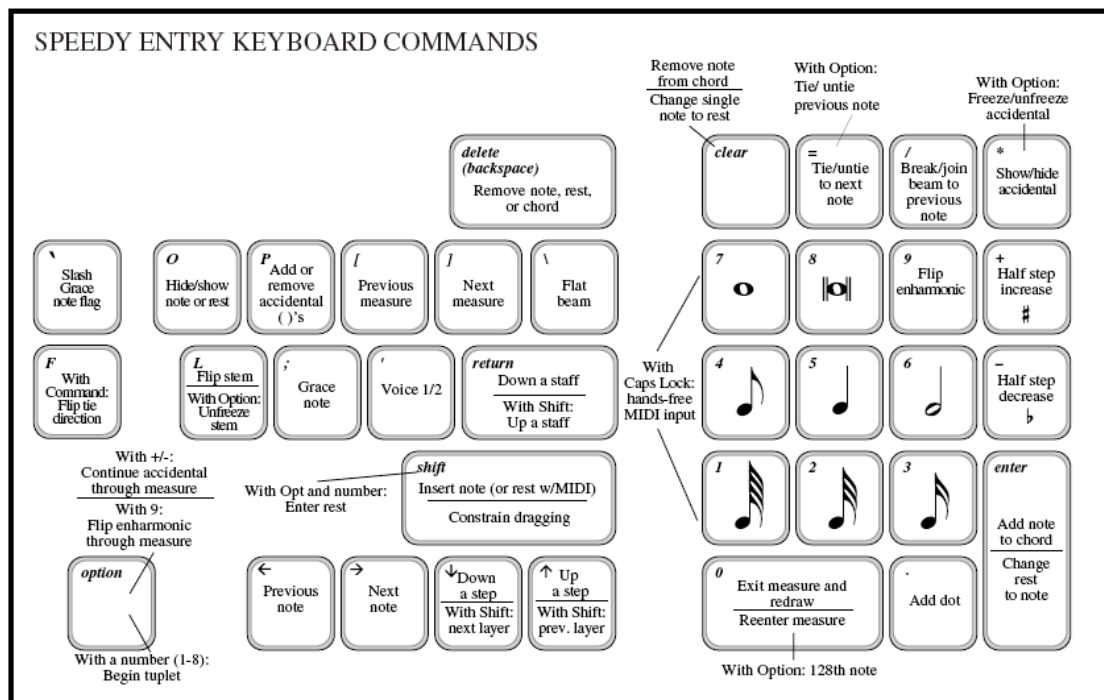


Fig. 6 – Speedy Entry Keyboard Commands





Instead of using the numbers on the keypad you can also use the numbers on the top line of your computer keyboard (right below the Function Keys).


• The Hyperscribe Tool

This tool allows you play your music in real time from your MIDI keyboard to a click. Finale will then “transcribe” what you played directly into the selected bar.

- **Document Layout and title**

Once you are done inserting the notes, switch to the **Page View** [E] to insert a title, credits, and decide the layout of your lead sheet.

- To add or edit text on the page, select the **Text Tool**  from the “Main Tool Palette”. A new square “handle” will show up next to text that is already on the page. You can change the position of the text by clicking and dragging the handle. If you want to edit a specific text line, double-click on its handle. To insert a new text, simply double-click on the spot on the page where you want to insert the new text.

- To change or move bar lines, use the **Measure Tool**  found in the “Main Tool Palette”.

To change the shape of a bar-line, double-click on the bar and choose the type of bar line that you prefer.


To move a bar line left or right, simply click and drag the top square handle of that bar.

To add a measure, go to *Measure>Add* or double-click on the Measure

Tool icon  .

- **Adding the Chord Changes**

Once you are done inserting the text, you can insert chord changes. The

fastest way to insert chord changes is to click on the **Chord Tool**  in the “Main Tool Palette” and choose *Chord>Type Into Score*. Click a note in a bar to assign a chord to that note and type the symbol of the chord. Press “Return” to insert the chord symbol or the Space Bar to move on to the next note/chord. Repeat until you are done with all the chords. For now, use the “#” key for sharps (as in F7#11) and the “b” for flat (as in B7b9).

If you get a message like the one in Figure 7, simply click “Yes” and then “OK”. The new chord symbol will be added to the current chord library automatically.

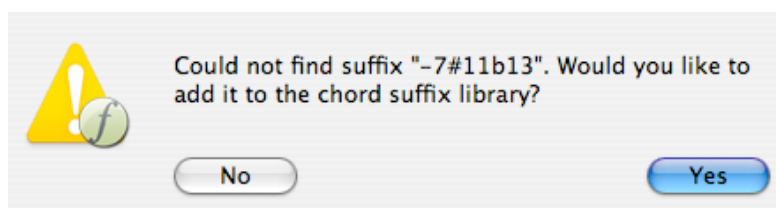


Figure 7 – “Chord change not in the library” error message

- **Alternate notation (rhythmic, slashes, etc.)**

If you need to use alternate notation styles, such as slashes (Fig. 8) and rhythm-only (Fig. 9), in Finale you can easily apply a specific style, or styles, to several bars at the same time.

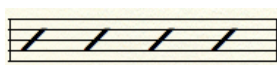



Figure 8 – Example of Alternate slashes notation



Figure 9 – Example of Alternate rhythm-only notation

To do so, first select the Staff Tool  from the Main Tool Palette. Now select the bar (or bars) to which you want to apply the alternate notation style by clicking and dragging over the bars. From the *Staff* menu select *Apply Staff Style (Staff> Apply Staff Style)*. From the window that will appear (Fig. 10) select the desired style and then click the “OK” button.

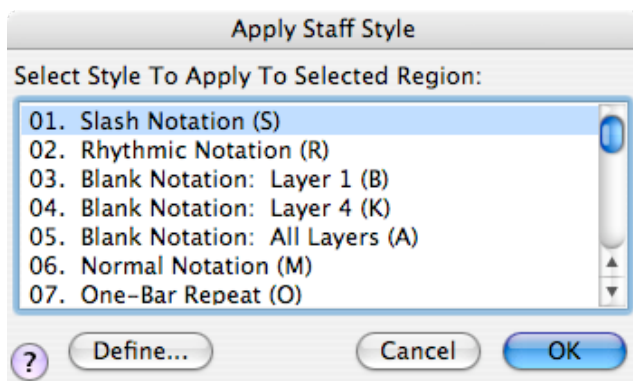


Figure 10 – The selection window for the alternate styles in Finale


Now the selected bars will reflect the chosen alternate style. Keep in mind that if you change your mind you can restore the normal notation by choosing “Normal Notation” from the window shown in Fig. 10.

- **Inserting a pickup measure**

If you need to insert a pickup measure at the beginning of your score select *Document>Pickup Measure*. The Pickup window will show up on your screen Here select the value of the note (or notes) that will be part of the first pickup measure of the score. From now on Finale will automatically hide any rests at the beginning of the first bar creating a nice and neat pickup measure.

- **Formatting your score**

As you probably know it is common, practice when creating a score, to have a consistent number of bars across the staff for an easier reading experience. To decide how many bars each staff will have in Finale select

the Mass Edit Tool  from the Main Tool Palette. Now select *Mass Edit>Fit Music* (or press *Shift ⌘ M*). Under the Action section insert the number of bars that you want for each staff (usually 4 is good start). Click OK, from now on each staff will be locked with 4 measures.

- **Play it back!**

You can play back your music by choosing *Window>Play Back Controls* from the main menu bar. The Play Back Window looks like the transport control of a tape player (Fig. 11). Use the Play button to play the score and the Fast-forward and Rewind buttons to move around your piece.

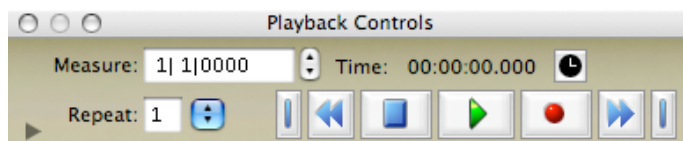


Figure 11 - The Play Back Window



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- Congratulations!!! You are done. You've finished your first lead sheet in Finale. Did I mention to save often? Well, save your work right now!