

# *Finale Document Preparation*

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This document provides a step-by-step instruction in the preparation of a Finale Document for a finger-style guitar score. These instructions are specific to Finale 25 for MacOS and Windows 10.

## *Introduction*

The purpose of this document is essentially to prevent bugs in the Finale software. This is done by completely preparing the document before any notes are placed. By completely preparing the document in this manner, one will be able to proceed with the completion of a Finale document with confidence that the program will *most likely* and *hopefully* not introduce any catastrophic bugs. Some aspects of this document will shift and adapt with time and experience.

## *Steps to Produce a New Document*

Before beginning a new Finale document one must ensure that all elements of the composition are known. These elements include but are not limited to its form, key signature, time signatures, desired staff for standard notation, etc. Knowing these elements will ensure that the preparation of the new document will keep bugs away later on. Changing these elements after having started the document can introduce bugs which will either greatly hinder the development of the document or make it impossible to continue.

## *Initial Steps*

1. New Document
2. Default Document
3. Change Margins
  - Settings for MacOS Finale
    - (a) Page Layout Tool
    - (b) Page Layout → Page Margins → Edit Page Margins...
    - (c) Top, Bottom: 36pt
    - (d) Left, Right: 54pt
    - (e) Change: All Pages
    - (f) Apply to Parts/Score
      - Select Score and Parts

- Settings for Windows 10 Finale
  - (a) Document → Page Format → Score
  - (b) Page Margins
  - (c) Top, Bottom: 36pt
  - (d) Left, Right: 54pt
- 4. Delete existing measures
  - This is necessary in Windows 10 Finale and not necessary in MacOS Finale
- 5. Edit Score Manager Settings

### *Score Manager*

#### **Window → Score Manager**

- Instrument List
  1. Standard Notation
    - (a) Change clef for blank staff to desired clef
    - (b) Add additional standard notation clefs as needed and change clef
  2. Tablature
    - (a) Add Instrument → Tablature → Guitar [TAB with Stems]
    - (b) Change clef to serif 'TAB'
    - (c) Notation Style → Tablature → Settings
      - i. Change the tuning
        - A. Edit Instruments
        - B. Change pitches of each string to document tuning
          - These will be MIDI note pitches
          - $C_4 = 60$
      - ii. Default Lowest Fret = 0
      - iii. Capo Position = 0
      - iv. Options
        - A. Show Triplets **checked**
        - B. Show Clef Only On First Measure **unchecked**
      - v. Fret Numbers
        - A. Vertical Offset = -4
        - B. Appearance
          - Use Letters **unchecked**
          - Break Tablature Lines at Numbers **checked**
- File Info
  1. Add all pertinent information in each of the respective sections

### *Measures*

1. Edit → Add Measures
2. Add the total number of measures for the document
  - If the document has multiple movements add the total number for all movements

### *Time and Key Signatures*

1. Change the time signature for the document
  - If the document has multiple changes in time signature, add all of these changes in the appropriate measures