

# FINALE 2014

## Keyboard Shortcuts and Special Mouse Clicks

### File menu

Command	Keyboard Shortcut or Mouse Click
New	CTRL +N
Open	CTRL+O
Close	CTRL+W
Save	CTRL+S
Print	+P
Quit	ALT+F4

### Edit menu

Command	Keyboard Shortcut or Mouse Click
Undo	CTRL+Z
Redo	CTRL+Y
Cut	CTRL+X
Copy	CTRL+C
Paste Multiple	ALT+CTRL+V
Paste	CTRL+V
Select All	CTRL+A

### View menu

Command	Keyboard Shortcut or Mouse Click
Redraw Screen	CTRL+D
View at 400%	CTRL+4
View At 200%	CTRL+2
View At 100%	CTRL+1
View At 75%	CTRL+7
View At 50%	CTRL+5

### General Keyboard Shortcuts

Command	Keyboard Shortcut or Mouse Click
Select Yes or No dialog boxes	Type N for "No" and Y for "Yes"
Scroll up or down the Page	Page Up or Page Down
Next or Previous Page	CTRL+PAGE UP or CTRL+PAGE DOWN

### Articulation tool

Command	Keyboard Shortcut or Mouse Click
Display the Articulation Selection dialog box	Click on, above, or below a note or rest that doesn't have an articulation attached, or click on a note whose articulation handles are visible.
Select an articulation	Click, or SHIFT+click the handle.
Move an articulation	Drag the handle (CTRL+drag the handle to move).
Delete an articulation	Select the handle and press DELETE, or right-click the handle and select Delete from the contextual menu.

### Expression tool

Command	Keyboard Shortcut or Mouse Click
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Display the Expression Selection dialog box	Double-click on, above, or below a measure or note
Display expression handles	Click the Expression tool
Select an expression handle	Click, or SHIFT+click to select multiple handles or press CTRL+A to select all available handles
Move selected expressions	Drag the selected handles
Delete selected expressions	Press DELETE, or right mouse the handle and select Delete from the contextual menu

## Selection tool

Command	Keyboard Shortcut or Mouse Click
Select a measure or measures	Click a measure; drag-enclose a region
Extend a selection of measures vertically	Double-click a selected measure to include the entire vertical measure "stack" (that measure in all staves)
Extend a selection of measures horizontally to the end or beginning	While holding down SHIFT, press the LEFTARROW to extend the selection to the beginning. While holding down SHIFT, press the RIGHT ARROW to extend the selection to the end.
Select a staff or staves	Click to the left of a staff; SHIFT+click to the left of a staff to extend the selection
Move or Copy a selected section of music	Drag the region so it is superimposed on the beginning of an unselected region; CTRL+SHIFT+click the place where the selected music should be copied
Delete selected music	Press DELETE
Erase selected music	Press BACKSPACE
Cancel a Selection tool operation	Press ESCAPE

## Repeat tool

Command	Keyboard Shortcut or Mouse Click
Display the Repeat Selection dialog box	Double-click a measure without a repeat or double-click a measure with a repeat
Delete a repeat barline	Click on the handle and press DELETE, or right-click the handle and select Delete from the contextual menu.

## Simple Entry tool

Command	Keyboard Shortcut or Mouse Click
Whole Note	Press numpad 7 (or CTRL+ALT+SHIFT+7)
Half Note	Press numpad 6 (or CTRL+ALT+SHIFT+6)
Quarter Note	Press numpad 5 (or CTRL+ALT+SHIFT+5)
Eighth Note	Press numpad 4 (or CTRL+ALT+SHIFT+4)
Sixteenth Note	Press numpad 3 (or CTRL+ALT+SHIFT+3)
Whole Rest	CTRL+Numpad+7
Half Rest	CTRL+Numpad+6
Quarter Rest	CTRL+Numpad+5
Eighth Rest	CTRL+Numpad+4
Sixteenth Rest	CTRL+Numpad+3
Sharp	Hold down ALT and press =
Natural	Hold down ALT and press N

Flat	Hold down ALT and press - (minus)
Augmentation Dot	Hold down SHIFT and press . (period)
Erase an item (note, rest, accidental, etc.)	Press DELETE and click the item (DELETE also removes a selected note). Hold down ALT and press DELETE to select the Eraser tool without deleting the selected note.

The following keystrokes can be used to enter a note using the Simple Entry Caret. To activate the caret, click an empty measure with the Simple Entry tool selected, or CTRL+click a note and press the RIGHT ARROW key (the caret will appear to the right of the selected note).

Enter note at caret pitch	Press ENTER
Enter note A through G	Press the letter keys A-G
Enter rest	Press 0

After entering a note (with the caret, or by clicking), these are some of the keystrokes you can use to edit it. Note that if there is not a note selected (or the keystroke doesn't apply), the corresponding tool will be selected in the Simple palette.

Change Duration (whole note-32nd note)	Hold down ALT and then press a number key on the numpad (2-7)
Create Tuplet	Press 9 (or numpad 9)
Create user-defined Tuplet	Hold down CTRL and press 9 or numpad 9
Toggle between Note and Rest	Press R
Move up a step diatonically	ALT+UP ARROW
Move down a step diatonically	ALT+DOWN ARROW
Move up an octave diatonically	ALT+SHIFT+UP ARROW
Move down an octave diatonically	ALT+SHIFT+DOWN ARROW
Add a Natural	Press N
Add a Sharp	Press =
Add a Flat	Press -
Add a Double Flat	SHIFT+- (minus)
Add a Double Sharp	SHIFT+=
Add a Dot	Press . (period or numpad decimal point)
Tie to next note	Press T
Add note an interval of a _ above	Press 1-8
Add note an interval of a 9th above	Hold down CTRL and SHIFT and press 9
Add note an interval of a _ below	Hold down SHIFT and press 1-9
Add note	Hold down SHIFT and press A-G
Beam or join a Beam	Select the note then press /
Use default beam	Hold down SHIFT and press /
Flip the Stem	Select the note then press L
Use default stem	Hold down SHIFT and press L
Delete	Press DELETE or hold down SHIFT and press BACKSPACE

After you enter a note, it is selected automatically. You can select any note, or move selection between notes using the following keystrokes.

Select a note or rest	CTRL+click
Move left	Press the LEFTARROW key
Move right	Press the RIGHT ARROW key
Move selection up	Hold down CTRL and press the UP ARROW key
Move selection down	Hold down CTRL and press the DOWN

	ARROW key
Move selection one measure to the right	Hold down CTRL and press the RIGHT ARROW key
Move selection one measure to the left	Hold down CTRL and press the LEFTARROW key
Activate <a href="#">Simple Entry Caret</a>	Press ENTER (when a note is selected)
Move caret up	Press the UP ARROW
Move caret down	Press the DOWN ARROW
Move caret up an octave	Hold down SHIFT and press the UP ARROW
Move caret down an octave	Hold down SHIFT and press the DOWN ARROW
Select all	Hold down CTRL and press A
Clear selection	BACKSPACE or ESCAPE

Use the following commands to create and edit tablature. Tablature notation (fret numbers) can be added to tablature staves added with the Setup Wizard.

TAB-Add Note on String 1-9	ALT 1-9
TAB-Add Note on String: At Caret Pitch	CTRL+ENTER
TAB-Add Note at Caret String	ENTER
TAB-Change Pitch: Increment Fret Number	= or Numpad +
TAB-Change Pitch: Decrement Fret Number	- or Numpad -
TAB-Change String: Down One	ALT+DOWN ARROW
TAB-Change String: Up One	ALT+UP ARROW
TAB-Change to Fret Number: 0-9_	CTRL+SHIFT 0-9 or ALT+Numpad 0-9 (type two numbers quickly for two digit numbers)
TAB-Duration: 32nd through Whole note	CTRL+ALT 2-7
TAB-Duration: Augmentation Dot	. (period) or Numpad . (decimal point)
TAB-Duration:Tuplet - Create Default	ALT+0 or CTRL+ALT 9 or CTRL+ALT+Numpad 9
TAB-Duration:Tuplet - Create User Defined	SHIFT+0
TAB-Enter Note on Fret 0-9 or A-K	Numpad 0-9 or A-K
TAB-Enter Note on Fret 10-19 or L-U	CTRL+numpad 0-9 or L-Q
TAB-Enter Rest	Tab or SHIFT+ENTER or ALT+ENTER
TAB-Modify: Delete	DELETE or SHIFT+BACKSPACE
TAB-Modify: Tie to Next Note	T or Numpad /
TAB-Modify: Tie to Previous Note	SHIFT+T or CTRL+Numpad /
TAB-Modify: Toggle Note/Rest	R or SHIFT+SPACEBAR
TAB-Navigation: Caret/Selection - Clear	BACKSPACE
TAB-Navigation: Move caret to string 1-9	1-9 (QWERTY keyboard)
TAB-Navigation: String Up	UP ARROW
TAB-Navigation: String Down	DOWN ARROW
TAB-tool: Augmentation Dot	CTRL+Numpad . (decimal) or SHIFT+. (period)
TAB-tool: Eraser	ALT+BACKSPACE or ALT+DELETE
TAB-tool: Note - 32nd through Whole	CTRL+ALT+SHIFT 2-7 or CTRL+ALT+Numpad 2-7
TAB-tool: Tie	CTRL+SHIFT+T or ALT+Numpad /
TAB-tool: Toggle Note/Rest	ALT+R
TAB-tool: Tuplet	numpad 9

## Smart Shape tool

Command	Keyboard Shortcut or Mouse Click
Display handles on all smart shapes	Press ENTER
Restore default positioning to slur	Right-click a slur handle, then choose Remove Manual Slur Adjustments from the contextual menu.
Drag an endpoint handle	Change the slur's ending or starting note
Drag a center curve handle	Change the slur's arc height
SHIFT-drag a center curve handle	Change the slur's arc height and angle
Drag an outer curve handle	Change the slur's arc and inset asymmetrically
Control-drag an outer curve handle	Change the slur's arc and inset symmetrically
Add a slur	S
Add a crescendo	<
Add a decrescendo	>
Add a glissando	G
Add a line	L

## Text tool

Command	Keyboard Shortcut or Mouse Click
Left Justify text in a text block	CTRL+ [
Right Justify text in a text block	CTRL+ ]
Center Justify text in a text block	CTRL+ '
Bold	CTRL+SHIFT+ B
Italic	CTRL+SHIFT+ I
Underline	CTRL+SHIFT+ U
Display the Text menu	Click the Text tool
Display handles on text blocks	Click the Text tool
Select a text block or text blocks	Click a text block handle or drag-enclose text block handles, SHIFT+click a text block handle
Create an expanding text block	Double-click in the score
Create a fixed-size text block	Double-click and drag in the score
Edit the text block	Double-click a text block handle.
Delete the selected text blocks	Press DELETE for one or more selected text blocks, or right-click the handle and select Delete from the contextual menu.
Adjust the text block's position in the score	Drag a selected text block handle

## Tuplet tool

Command	Keyboard Shortcut or Mouse Click
Display positioning handles	Click the first note of a tuplet
Position tuplet	Drag a positioning handle
Delete tuplet	Press DELETE for selected tuplet, or right-click the handle and select Delete from the contextual menu.
Display the Tuplet Definition dialog box	Double-click a positioning handle or the first note in a group that you want to define as tuplets, or right-click the handle and select Edit Tuplet Definition from the contextual menu.

