

Building Successful Finale 'Chops' 2012 Textbook:  
**USING FINALE 2014 WITH THIS BOOK**

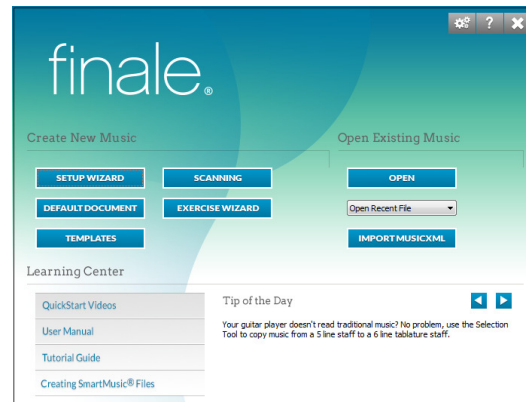
This addendum lists the main differences between Finale 2014 and the Finale 'Chops' 2012 book directions. The updates are listed by chapter number along with the specific page(s).

**NOTE:** Under the TUTORIALS BOOK tab at [www.finaletesting.com](http://www.finaletesting.com), the downloadable Support Files for the Second Edition Finale 2012 book can be used with either Finale 2012 or 2014.

**Chapter 1 - NAVIGATING THE SOFTWARE:**

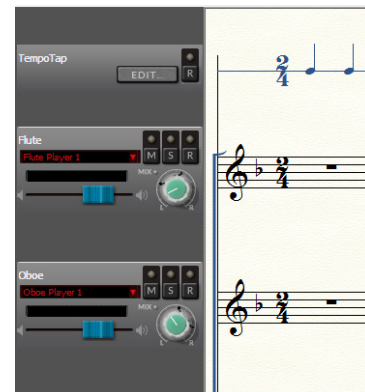
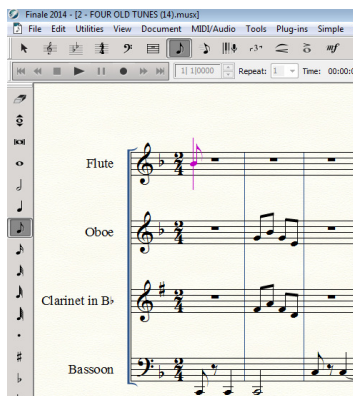
Page 1 - LAUNCH WINDOW:

- The Launch Window has a new updated look in Finale 2014.



Page 6 - VIEWING YOUR SCORE:

- **SCROLL VIEW:**  
Full staff names are now visible.
- **STUDIO VIEW AND MIXER:**  
New updated easier-to-read mixer controls.



Page 8 - SAVING YOUR WORK:

- Finale 2014 now saves your files in the new **.musx** file format which will be cross-compatible with future versions of Finale. All older Finale formats (**.mus**) are now referred to as "legacy file formats." When you open an older Finale document in 2014, you will automatically be prompted to save it in the new **.musx** format. (Your older **.mus** file will remain intact and not be lost).
- In Finale 2014, you can also directly export documents to the Finale 2012 file format (for backward compatibility). Click on the **FILE Menu > EXPORT > FINALE 2012**. To open a document in Finale 2011 or earlier versions, export the file in MusicXML format (**FILE Menu > EXPORT > MUSICXML**).



**.mus**

Older  
Versions

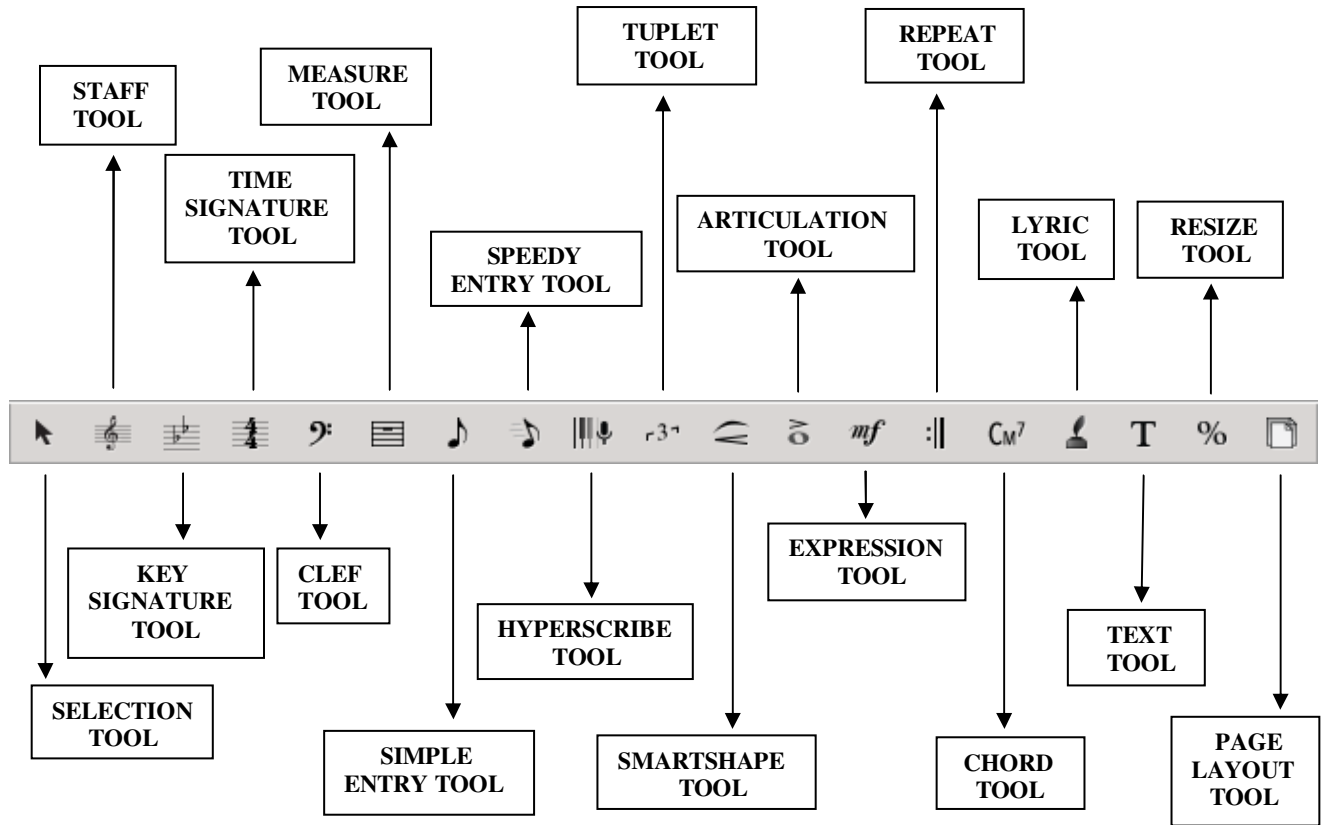


**.musx**

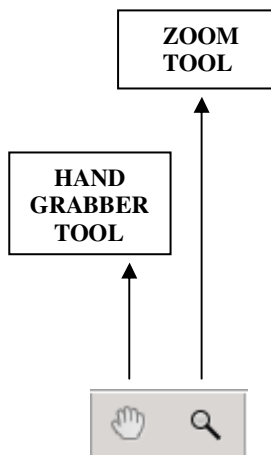
2014

Page 9-10 - THE TOOL PALETTES IN FINALE 2014 HAVE A NEW UPDATED LOOK:

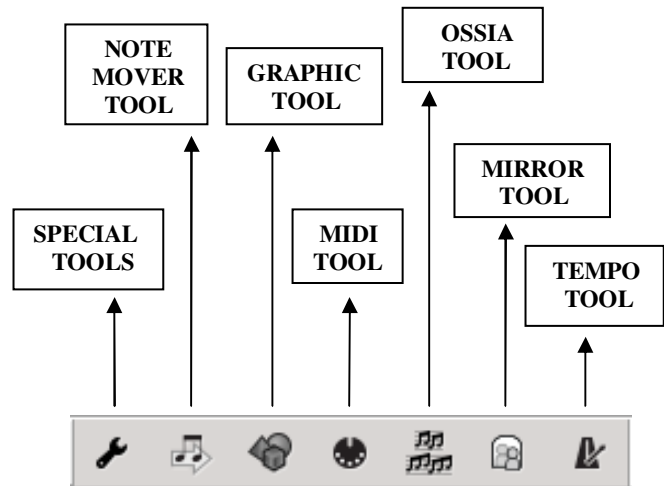
### MAIN TOOL PALETTE



### NAVIGATIONAL TOOLS PALETTE



### ADVANCED TOOLS PALETTE



Page 10 - TOOL PALETTES:

- The tool icons are now identical on Windows and Mac. There is only one single palette look, style and size.
- The Mac platform now has 'snappable' tool palettes when moved close together (similar to Windows).

Page 11 - MENU BAR: The menu display order is now identical on Windows and Mac (including the Plug-Ins Menu).

Page 11-12 - PLAYBACK CONTROLS: On the playback controls, the Windows Playback Settings icon has a new look:



### Chapter 3 - NOTE ENTRY METHODS:

Page 21 - FOR ALL SIMPLE ENTRY METHODS:

- **NOTE:** ... More Simple Entry shortcuts are listed under the **SIMPLE Menu > SIMPLE EDIT COMMANDS** or the **HELP Menu > USER MANUAL > INDEX Tab > KEYBOARD SHORTCUTS > SIMPLE ENTRY TOOL**.

Page 24-25 - FOR BOTH SPEEDY ENTRY METHODS:

- **NOTE:** ... More Speedy Entry shortcuts are listed under the **SPEEDY Menu > SPEEDY EDIT COMMANDS** or the **HELP Menu > USER MANUAL > INDEX Tab > KEYBOARD SHORTCUTS > SPEEDY ENTRY TOOL**.

Page 26 - SCANNING:

- Finale 2014 includes SmartScore Lite X2 scanning software, which offers improved notation recognition. For best scanning accuracy, use one of SmartScore's recommended scanners that have been tested and are compatible with Finale. Recommended scanners are listed on SmartScore's website at:  
<http://www.musitek.com/scanners-bundles.html>.

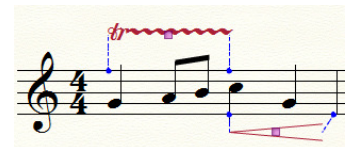
Page 32 - IMPORTING PDF FILES (.PDF):

- You can download the **PDFtoMusicPro** demo or purchase the software at:  
<http://www.myriad-online.com/en/products/pdftomusicpro.htm>.

### Chapter 4 - COMMON KEYSTROKES, METATOOLS AND SHORTCUTS:

Page 36 - SMARTSHAPE METATOOLS:

- Finale 2014 now has beat-attached SmartShapes (for crescendos, trills and other lines) that can be attached to a note, beat or right barline (similar to Expression Tool markings).



### Chapter 5 - BEGINNING NOTATION:

Page 45 - CRESCENDO, DECRESCENDO: In Finale 2014, crescendos or decrescendos are now attached to a note, beat or right barline.

## Chapter 6 - INSTRUMENTAL SCORE WITH LINKED PARTS:

Page 57-58 - TO EDIT LINKED PARTS ITEMS IN THE SCORE vs. THE PARTS:

- Finale 2014 has expanded the Linked Parts feature, offering greater flexibility with items that look different in the score vs. the parts. New "unlinkable" items that can be positioned independently in the score and parts are:
  - SPECIAL TOOLS: (selected items including note position, ties, dots, stem length and direction, beam angle, beam extension, beam width and beam stem).
  - BEAT-ATTACHED SMARTSHAPES (slurs, crescendo/decrescendo, trills).

## Chapter 7 - EXERCISE SHEET:

Page 62 - 10. TO GO BACK AND EDIT AN EXISTING LESSON:

- The LESSON (.LSM) icon in Finale 2014 now has a new look:



Tuesday Band Warmups.LSM

## Chapter 8 - CHORAL SCORE:

Page 70 - CRESCENDO, DECRESCENDO OR OTHER STRETCHABLE SHAPES: In Finale 2014, crescendos or decrescendos are now attached to a note, beat or right barline.

## Chapter 9 - FLASH CARDS:

Page 72 - Category **6000** has been renamed **GAMES, FLASH CARDS, FINGERINGS**. In Finale 2014, ready-made flash cards for Alto Clef have been added to the NOTE NAMES and KEY SIGNATURE sub-categories. Alto Clef flash cards are labeled with an 'AC.'

## Chapter 10 - MUSIC EDUCATION WORKSHEETS:

Page 81 - In Finale 2014, ready-made worksheets for Alto Clef instruments have been added in these categories: **0000 ELEMENTS OF MUSIC, 1000 SCALES, 4000 CHORDS and 6000 FLASH CARDS**. Alto Clef Worksheets are labeled with an 'AC.'

- Category **6000** has been renamed **GAMES, FLASH CARDS, FINGERINGS**. In Finale 2014, ready-made Fingering Worksheets have been added to this category. Fingering diagrams are included for Flute, Oboe, Bassoon, Recorder, Clarinet and Bass Clarinet, Alto, Tenor and Bari Sax, Trumpet, Horn, Trombone, Baritone, Tuba and Keyboard Percussion.

## Chapter 11 - CLASSROOM MUSIC TOOLS:

Page 88 - TO APPLY AN EMOTICON TO A NOTEHEAD IN AN ALPHANOTES TEMPLATE:

- In Finale 2014, the **NOTE SHAPE TOOL** has a new look:



- TO MANUALLY APPLY AN EMOTICON TO A NOTEHEAD IN ALL OTHER TYPES OF SCORES:

- In Finale 2014, the **NOTEHEAD POSITION TOOL** has a new look:



Page 89 - CLASSROOM REPERTOIRE SONGS: Finale 2014 now contains 500 titles of classroom repertoire and public domain songs, including five compositions for LARGE ENSEMBLES.

### Chapter 14 - CREATING SMARTMUSIC FILES (.SMP):

Page 107 - **NOTE:** The current versions of SmartMusic (2012c and 2013) cannot read Finale 2014 created SmartMusic files. Finale 2014 will be compatible with an upcoming SmartMusic release. Until then, use Finale 2010 through 2012c to create instrumental SmartMusic files. Use Finale 2012a through 2012c to create vocal assessment files.

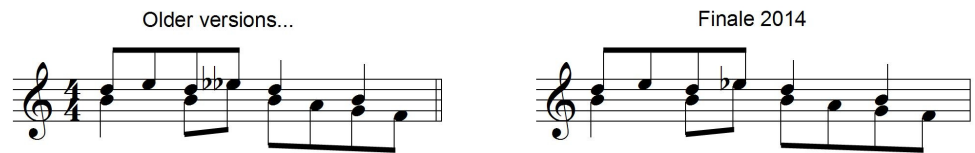
### Chapter 15 - HYPERSCRIBE (REAL TIME) NOTE ENTRY:

Page 126 - TO ENTER CRESCENDO MARKS: Crescendos and decrescendos are now attached to a note, beat or right barline.

### Chapter 16 - LAYERS AND CROSS-STAFF BEAMING:

Page 130 - NEW LAYER ENHANCEMENTS IN FINALE 2014:

- SMART ACCIDENTALS ACROSS LAYERS: Duplicate accidentals in multiple layers now display only once.



**NOTE:** In Finale 2014, when importing a document from an older Finale version, you can globally consolidate accidentals across layers by clicking on the **DOCUMENT Menu > DOCUMENT OPTIONS > ACCIDENTALS**. Deselect the box for **USE CROSS-LAYER ACCIDENTAL POSITIONING**.

- SMART RESTS ACROSS LAYERS: Duplicate rests (of the same duration) in multiple layers now display only once. Therefore, it is no longer necessary to manually 'hide' duplicate rests.



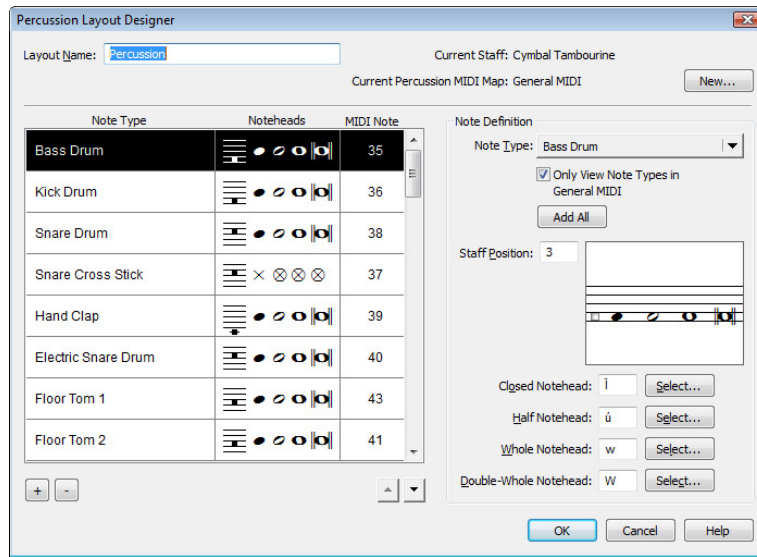
**NOTE:** In Finale 2014, when importing a document from an older Finale version, you can globally merge rests across layers by clicking on the **DOCUMENT Menu > DOCUMENT OPTIONS > LAYERS**. Check the box for **CONSOLIDATE RESTS ACROSS LAYERS**.

Page 135 - CRESCENDO AND DECRESCENDO: Crescendos and decrescendos are now attached to a note, beat or right barline.

**Chapter 17 - PERCUSSION NOTATION:**

Page 139 - 3. For Reference: TO SEE THE LIST OF MAPPED PERCUSSION INSTRUMENTS FOR A NON-PITCHED PERCUSSION STAFF:

- In Finale 2014, the Percussion Layout Designer Window (accessed through the Score Manager) has been improved to provide easier access and editing of percussion staves when needed:



- Next to CURRENT STAFF, the name for the staff you are editing is displayed.
- Next to CURRENT PERCUSSION MIDI MAP, the map name for this staff is displayed.

**NOTE:** A MIDI Map can be selected, edited or a new map can be created by clicking on the NEW button.

- In the MIDI NOTE column, the MIDI Note number is shown (for entering percussion notes from a MIDI keyboard). “Guessed” MIDI note numbers are indicated in parentheses. “Unknown” MIDI notes that aren’t available or can’t be guessed are indicated with a “--” (meaning Finale will play nothing for this note type).
- Under NOTE DEFINITION / NOTE TYPE:
  - To only list the note types available in the current MIDI map (for this staff), check the box for ONLY VIEW NOTE TYPES IN (MIDI map name).
  - In the current MIDI Map, to add all note types that aren’t already listed, click the ADD ALL button. (Default settings for all added note types will be standard noteheads that are set to staff position 0).

Page 144 - TO ALIGN THE FIVE CRESCENDO MARKS: Crescendos and decrescendos are now attached to a note, beat or right barline, making it easier to line them up vertically upon entering them in your score. (The ALIGN VERTICALLY option still works, but may no longer be necessary).

### **Chapter 19 - LEAD SHEET:**

Page 156 - TO SET THE ENHARMONIC SPELLING:

- MAC Directions: Click on the **FINALE 2014 Menu > ENHARMONIC SPELLING. USE DEFAULT SPELLING** should be checked.

Page 157 - TO CHANGE THE SLASH NOTATION TO 4 SLASHES PER BAR: The directions to change cut time slash notation to 4 slashes per bar are the same on Windows or Mac:

- Using the **SELECTION TOOL**, CONTEXT-click in the highlighted area. Choose **TIME SIGNATURE > CUT TIME BEAMED AS 4/4**.

### **Chapter 20 - GUITAR MUSIC:**

Page 165-166 - The chord in Measure 12 should be '**Bm**' (and not 'Em'). The chord in Measure 31 should be '**Emaj**' (and not 'Em').

Page 175 - TO VIEW A LIST OF GUITAR-SPECIFIC MARKINGS AND METATOOLS THAT ARE FOUND IN FINALE'S SMARTSHAPE TOOL:

- In Finale 2014, click on the **HELP Menu > USER MANUAL > INDEX Tab > GUITAR MARKINGS**.

### **Chapter 21 - RECORDING, IMPORTING AND EXPORTING AUDIO:**

Page 180 - TO PLAY BACK YOUR RECORDING:

- Use the STUDIO VIEW MIXER controls to the left of each staff to make adjustments:
  - TO SOLO A STAFF: Click the '**S**' button (turns red when in 'ON' position).
  - TO MUTE A STAFF: Click the '**M**' button (turns red when in 'ON' position).
  - VOLUME: Drag the slider LEFT or RIGHT.
  - PANNING: On the circle dial, drag the green indicator dial LEFT or RIGHT.

Page 181 - TO IMPORT AN AUDIO FILE INTO YOUR DOCUMENT: The *Trumpet Fanfare .MP3* support file to download from the website is number 21 (and not number 20).

### **Chapter 22 - CREATING A WORKSHEET:**

Page 189 - EXERCISE #1:

- The Time Signature is already set to 2/4.
  - TO FORCE THE TIME SIGNATURE TO SHOW:
    - With the **SELECTION TOOL**, CONTEXT-click in the first measure. Choose **EDIT MEASURE ATTRIBUTES**. Next to the TIME SIGNATURE, click on the pop-up menu and choose **ALWAYS SHOW** (applies to that measure only). Click OK.

Page 189 - EXERCISE #2:

- The Time Signature is already hidden, so you don't need to hide it.

Page 190 - EXERCISE #4:

- Using the **SELECTION TOOL**, set the **TIME SIGNATURE** (3/4) and **ENDING BARLINE** (Final).
  - TO FORCE THE TIME SIGNATURE TO SHOW:
    - With the **SELECTION TOOL**, CONTEXT-click in the first measure of this exercise. Choose **EDIT MEASURE ATTRIBUTES**. Next to the **TIME SIGNATURE**, click on the pop-up menu and choose **ALWAYS SHOW** (applies to that measure only). Click OK.

Page 191 - EXERCISE #5:

- Using the **SELECTION TOOL**, set the **KEY** (G) and **TIME SIGNATURE** (Common).
  - TO FORCE THE TIME SIGNATURE TO SHOW:
    - With the **SELECTION TOOL**, CONTEXT-click in the first measure of this exercise. Choose **EDIT MEASURE ATTRIBUTES**. Next to the **TIME SIGNATURE**, click on the pop-up menu and choose **ALWAYS SHOW** (applies to that measure only). Click OK.

### **Chapter 23 - IMPORTING/EXPORTING MIDI FILES (.MID):**

Page 195 - TO IMPORT A MIDI FILE INTO FINALE 2014:

- Finale 2014 now automatically displays all readable file types (including MIDI files) when you go to the **FILE Menu > OPEN** dialog box. Find the file on your computer, click OPEN and continue on with the directions listed in the book.

**NOTE:** *If you wish to only view the MIDI file options to make your choice, click on the FILES OF TYPE pop-up menu, choose MIDI FILE (.mid), open the desired MIDI file and continue on with the directions listed in the book.*

Page 200 - TO EXPORT A MIDI FILE FROM FINALE 2014:

- The path to exporting a document as a MIDI file has changed slightly in Finale 2014. With your Finale score open, click on the **FILE Menu > EXPORT > MIDI FILE**. Continue on with the same directions that are listed in the book to export as a MIDI file.

### **Chapter 25 - MORE LYRICS, LAYERS AND LAYOUT:**

Page 209 - For this tutorial example, the *HOLST In the Bleak Midwinter (.mus)* support file from the companion website is number 25 (and not number 20).



Page 217 - 9. FINAL TOUCHES:

- TO SLIGHTLY "NUDGE" LYRIC SYLLABLES TO THE LEFT OR RIGHT SO THEY ARE NOT COLLIDING WITH OTHER LYRICS:
  - Using the **SELECTION TOOL**, click on a lyric syllable and press the LEFT or RIGHT ARROW to nudge horizontally.

Page 218 - FINAL FORMATTING OF THE OBOE PART:

- TO CREATE MULTIMEASURE RESTS IN THE OBOE PART:
  - To scroll to the Oboe part, click on the **DOCUMENT Menu > EDIT PART > OBOE**.
  - With the **SELECTION TOOL**, SELECT ALL (CTRL / CMD + 'A').
  - Click on the **EDIT Menu > MULTIMEASURE RESTS > CREATE**.
- TO INSERT THE PART/SCORE NAME (FOR THE OBOE PART):
  - On the first page of your score, use the **TEXT TOOL** to double-click in the upper left corner (text box appears with blinking cursor). Click on the **TEXT Menu > INSERTS > PART/SCORE NAME** (part and score names are added). Scroll to the Oboe part. Use the **SELECTION TOOL** to adjust the placement of the part name if needed.

## **Chapter 26 - FINALE 2014 MUSIC EDUCATION FEATURES:**

Page 219 - PLAYBACK PORTABILITY:

- Finale 2014 contains a new ARIA audio playback engine.
- Finale 2014 includes these new Garritan instrument sounds:

Woodwinds:	Alto & Bass Flute, Oboe D'Amore, Eb & Contrabass Clarinet
Brass:	Piccolo Trumpet, Flugelhorn, orchestral brass mutes
Strings:	Col Legno full strings, snap pizzicato, string harmonics
Percussion:	African Percussion, Steel Drums, Tubular Bells
Other:	Banjo, Fife, Celtic Harp + more...

- MUSIC EDUCATION WORKSHEETS:
  - Finale 2014 contains new FINGERING WORKSHEETS with fingering diagrams for Flute, Oboe, Recorder, Clarinets (Bb, Bass, Contra), Saxes (Alto, Tenor, Bari), Bassoon, Trumpet, Horn, Trombone, Baritone (TC, BC), Tuba and Keyboard Percussion.
  - Finale 2014 also contains new worksheets for Alto Clef instruments in these categories: **0000 ELEMENTS OF MUSIC, 1000 SCALES, 4000 CHORDS** and **6000 FLASH CARDS**.

Page 220 - FLASH CARDS: In Finale 2014, ready-made flash cards for Alto Clef have been added to the NOTE NAMES and KEY SIGNATURE categories.

Page 220 - CLASSROOM MUSIC TOOLS:

- **CLASSROOM REPERTOIRE SONGS:** Finale 2014 now contains 500 titles of classroom repertoire and public domain songs, including 5 compositions for LARGE ENSEMBLE.
- **SMARTSCORE LITE SCANNING:** Finale 2014 includes SmartScore Lite X2 scanning software, which offers improved notation recognition.

Page 221 - PERCUSSION NOTATION: In Finale 2014, the Percussion Layout Designer Window has been improved to provide easier access and editing of percussion staves when needed.

- SHARE YOUR FILES WITH OTHERS:

- In Finale 2014, you can also export a document as a Finale 2012 file (for backward compatibility).

**Chapter 27 - FINALE 2014 FILE SHARING:**

Page 223 - SHARING YOUR MUSIC WITH OTHER FINALE FAMILY NOTATION PRODUCTS:

- **FINALE SONGBOOK IPAD APP** - You can also access the iTunes store from the **[www.finalemusic.com](http://www.finalemusic.com)** website by clicking on the FINALE SONGBOOK tab and THE APP STORE button.
- **SMARTMUSIC** - Smartmusic is MakeMusic's interactive practice software for band, orchestra and voice. The most recent version of SmartMusic is 2013 (as of the printing of this addendum). Finale 2014 will be compatible with an upcoming SmartMusic release. Until then, use Finale 2010 through 2012c to create instrumental SmartMusic files. Use Finale 2012a through 2012c to create vocal assessment files. (See Chapter 14 - CREATING SMARTMUSIC FILES on Pages 107-116).

**Chapter 28 - FINALE SUPPORT:**

Page 227-228 - FINALE WEBSITE AT [www.finalemusic.com](http://www.finalemusic.com):

- PRICING AND UPGRADES: For pricing information on all MakeMusic products, click on the STORE Tab.
- FREE TRIAL VERSION: Try before you buy! A Finale 30-day free trial version is available for download. After 30 days, saving and printing will be disabled until you purchase the product and register it with a valid serial number. The trial version does not include the Garritan sounds, worksheets, flash cards and classroom repertoire. (These can be downloaded after you purchase the software). Click on the DOWNLOAD FREE TRIAL button.
- UNDER THE SUPPORT TAB:
  - **LEARNING CENTER:** "How-to" instructions, user manuals, QuickStart videos, Tips and Tricks videos, tutorials, Finale Forum and more.
  - **SUPPORT SOLUTIONS:** Search for information on a particular topic. Find answers to technical problems and frequently asked questions.

- UNDER THE SUPPORT TAB (continued):
  - AUTHORIZE PRODUCT: Authorize your product online. Finale requires that you authorize the software within 30 days after installation. You are allowed to install Finale on up to two operating systems for use by one registered user (multiple licenses excluded). PrintMusic, SongWriter and NotePad can only be installed on one operating system (multiple licenses excluded).
  - PRODUCT UPDATES: Maintenance updates for Finale and other Finale family notation products are released as needed. These updates are a free download for registered users.
  - COMMUNITY: Follow other Finale users on the Finale Blog, Facebook, Pinterest, Finale Forum, Twitter and YouTube.
  - ASK A QUESTION: Set up a free online customer account and submit a case to the support team.
- FINALE SHOWCASE: (has been discontinued).
- PRODUCT COMPARISON CHART: View a side-by-side comparison of Finale notation products. Click on the PRODUCTS tab, COMPARE FINALE PRODUCTS button.
- SUPPORT FOR OTHER MAKEMUSIC PRODUCTS:
  - SMARTMUSIC: Interactive learning and practice software.  
**[www.smartmusic.com](http://www.smartmusic.com)**
  - GARRITAN: Virtual software instrument sounds.  
**[www.garritan.com](http://www.garritan.com)**
  - MusicXML: The standard format for exchanging digital sheet music.  
**[www.musicxml.com](http://www.musicxml.com)**

Page 228 - FOR INFORMATION ON FINALE CLINICS, WEBINARS, WORKSHOPS AND TRAINING:

- Finale training, tutorials and workshops website: **[www.finaletesting.com](http://www.finaletesting.com)**
- MakeMusic's upcoming event listings (conventions, clinics, webinars and workshops):  
**[www.finalemusic.com](http://www.finalemusic.com)** (click on the EVENTS tab).
- TI:ME (Technology Institute for Music Educators) website: **[www.ti-me.org](http://www.ti-me.org)**
- Check area college or university web sites for summer music workshop offerings.

## **OTHER NEW FINALE 2014 FEATURES:**

- **KEYLESS SCORES:** Finale 2014 has new options for setting up keyless scores or instrument staves.
  - **NO KEY SIGNATURE:**
    - In the Setup Wizard, instead of selecting a Concert Key, choose the **KEYLESS** option (no key signature, only accidentals displayed).
  - **KEYLESS SCORE WITH KEY SIGNATURE:**
    - In the Setup Wizard, select a Concert Key. Check the box for **HIDE KEY AND SHOW ALL ACCIDENTALS**. (No key signature is displayed, but the note entry tools will act as if there is a key signature and will use the necessary accidentals).
  - **KEYLESS INSTRUMENT STAVES:**
    - After setting up and opening your score, click on the **WINDOW Menu > SCORE MANAGER**. Under the **NAME** column, click on the desired instrument name (to highlight). Under **TRANSPPOSITION**, check the box for **HIDE KEY AND SHOW ALL ACCIDENTALS**. (This only applies to the selected staff).
  
- **MAC COCOA SUPPORT:**
  - The Mac interface for Finale 2014 has been completely rewritten to use the Cocoa framework.
  
- **UPDATED USER MANUAL:**
  - 4 different ways to browse for a topic: Using the **CONTENTS Tab**, **INDEX Tab**, **TERMS Tab** or the **SEARCH** feature.
  - New **'BEST PRACTICES: MAKING THE MOST OF FINALE'** section.
  - New **'TIP'** boxes make information easier to find.
  
- **ALL READABLE FILE TYPES ARE NOW DISPLAYED IN THE OPEN DIALOG BOX.**
  
- **AUTOMATIC DOWNLOAD AND INSTALLATION OF UPDATES:** It is no longer necessary to download and install Finale updates manually. Finale 2014 downloads and installs the updates automatically.
  
- **INTEGRATED HUMAN PLAYBACK:** Human Playback is now an integrated part of the Finale application (and not a separate module). The **HUMAN PLAYBACK PREFERENCES** are now found under the **EDIT Menu > PREFERENCES > HUMAN PLAYBACK**.