

USING FINALE Version 26 WITH THIS BOOK

This addendum lists the minor differences between Finale Version 26 and the *Finale 'Chops' 2014* book directions. The updates are listed by chapter number along with the specific page(s). The goal of Finale v26 is to reduce the amount of time it takes you to create your music by automating many details, while still retaining flexibility. In comparing Finale v26 with Finale 2014, there are few changes in the Finale menus, commands and shortcuts. New improvements include automatic stacking and positioning of articulations, avoiding collisions with slurs, expanded expression, articulation and chord suffix libraries, new and updated templates, and improved Mac performance enhancements for high resolution monitors and Retina screens.

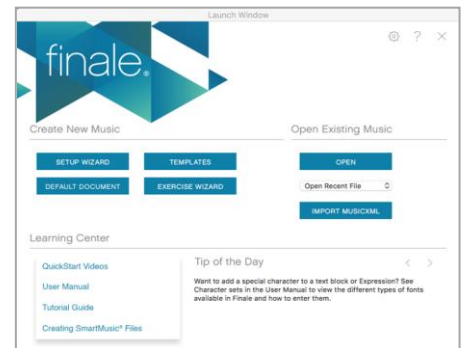
Go to the companion website at www.finaletesting.com. Click on the UPDATE Tab and download the following documents for Finale v26:

- HANDOUT - *What's New in Finale Version 26*
- FINALE v25 SUPPORT FILES - Folder containing files to use with the 2014 Finale 'Chops' book. The files will work on either Mac or Windows platforms and with Finale v25 or v26.

Chap. 1 – NAVIGATING THE SOFTWARE

Pg. 1 - LAUNCH WINDOW:

- **TEMPLATES:** 31 new templates were added in Finale v26 (Band, Chamber, Choir, Church, Education, General, Guitar/Ukulele, Jazz and Orchestral). The Jazz templates use the Finale Copyist Font, which has a cleaner, handwritten look than the Broadway or Traditional jazz fonts.
- **SCANNING:** The ability to scan music and import .TIF files was removed in Finale v25.



Pg. 2 - LEARNING CENTER and DOCUMENT STYLES:

- 33 QuickStart Videos (each 2-4 minutes) demonstrate Finale's primary tools and features.
- The User Manual, QuickStart Videos, Quick Reference Guide and Tutorials are now entirely online. You can access these online support items from the Launch Window, the **HELP Menu**, or the www.finalemusic.com website.
- In Finale v26, Document Styles, templates and default documents have been updated with more Chord, Expression and SmartShape libraries.

Pg. 3 - PLAYBACK PORTABILITY AND SOUND SETS:

- **GARRITAN INSTRUMENTS FOR FINALE:** Finale v26 includes 500+ high caliber, sampled playback sounds from the Garritan Sound Library. Any new score you open in Finale 2014 or later will default to using the Garritan sounds for playback. Sound maps are ranked in order of priority in the **MIDI/AUDIO Menu > SOUND MAP PRIORITY** window. All sound staff assignments can be viewed and individually edited in the **SCORE MANAGER**. (NOTE: The Finale 30-day free trial version does not include the Garritan sound font).
- **SMARTMUSIC SOFTSYNTH SOUND FONT:** Finale v26 includes 200 General MIDI playback sounds, including Row-Loff Marching Percussion sounds.

Pg. 7 - PAGE NAVIGATION: A new feature in Finale v26, you can quickly navigate to a specific measure by choosing the **VIEW Menu > GO TO MEASURE**.

Pg. 8 - SAVING YOUR WORK:

- Share Fv26 files with Finale 2014, 2014.5 or v25 without any conversion at all - just open them normally! To share Fv26 files with F2012, choose **FILE Menu > EXPORT > FINALE 2012**. To share with F2011 and earlier versions, choose **FILE Menu > EXPORT > MusicXML**.

Pg. 10 - ADVANCED TOOLS PALETTE:

- The **MIRROR and TEMPO TOOLS** were removed in Finale v25.

Chap. 3 – NOTE ENTRY METHODS

Pg. 25-26 - MICNOTATOR: The MicNotator was removed in Finale 2014.5.

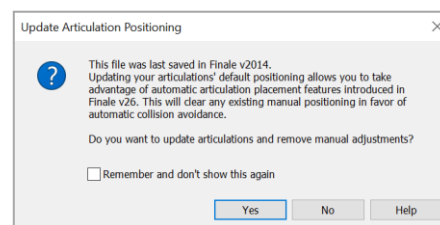
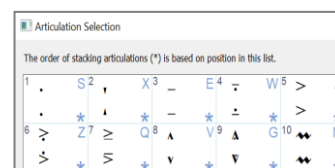
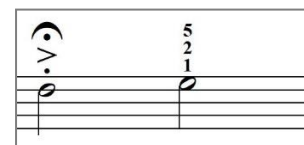
Pg. 26-30 - SCANNING: The ability to scan documents and import .TIF files was removed in Finale v25.

Pg. 31-32 - IMPORTING *MusicXML* FILES: All of the free DOLET PLUG-INS can be downloaded at www.musicxml.com. There is a video on this website on how to convert Sibelius files to Finale files. To specify Finale *MusicXML* import/export parameters, go to the **FILE Menu > IMPORT and EXPORT**. The **TRANSLATE FOLDER TO MusicXML** allows you to save a batch of Finale documents in *MusicXML* format (based on settings in **MusicXML Preferences** window).

Chap. 4 – COMMON KEYSTROKES, METATOOLS AND SHORTCUTS

Pg. 36 - ARTICULATION METATOOLS - New Articulation enhancements in Finale v26:

- EXPANDED ARTICULATION LIBRARY.
- AUTOMATIC VERTICAL STACKING: Multiple articulations on the same note are now automatically stacked vertically on entry. In the Articulation Palette, an asterisk indicates that an articulation can be stacked. The stacking order is defined by the order of articulations in the palette. When an articulation is removed from a stack, the remaining articulations automatically adjust. Articulations automatically adjust to slur placement and contour in order to avoid collisions. More stacking behavior options can be found in the **ARTICULATION Menu**.
- POSITIONING AND STEM LENGTHENING: Flip articulations using the 'F' keystroke or contextual menu. When flipped from notehead to stem side, articulations are automatically centered correctly. Stem lengthening is automatic to accommodate tremolos and drum roll markings.
- PRE-FINALE v26 DOCUMENTS: Users are prompted to update articulation positioning when opening older documents. This will clear any existing manual positioning in favor of automatic collision avoidance. To change articulation assignments in a document, go to the **UTILITIES Menu > CHANGE > ARTICULATIONS**.



Pg. 36 - EXPRESSION METATOOLS: Expanded EXPRESSION LIBRARY in Finale v26.

SMARTSHAPE METATOOLS: Dashed slurs were added to the SmartShape Palette in Finale v25 (Metatool 'V'). More new SmartShapes were added in Finale v26.



Chap. 6 – INSTRUMENTAL SCORE WITH LINKED PARTS

Pg. 49 - ADDITIONAL INFORMATION ON INSTRUMENTAL NOTE ENTRY FOR ANY SCORES YOU CREATE:

FINALE v26: ENTERING CONCERT PITCH NOTES vs. TRANSPOSED INSTRUMENT NOTES:

- **IF THE STAVES IN YOUR SOURCE MUSIC ARE IN CONCERT PITCH:**
After creating a new empty score or opening a score template, before entering notes, display your score in Concert Pitch. Click on the **DOCUMENT Menu > DISPLAY IN CONCERT PITCH** (displays all staves in concert pitch). Then use Simple, Speedy or Hyperscribe to enter the notes. When all of the notes have been entered, click on the **DOCUMENT Menu** again and deselect **DISPLAY IN CONCERT PITCH** (all transposing instrument parts will now display and print with correct transpositions).
- **IF THE STAVES IN YOUR SOURCE MUSIC ARE ALREADY TRANSPOSED:**
With your new score open showing the correct transposition for each instrument, use Simple, Speedy or Hyperscribe to enter the notes in each staff. No other settings are required.

Chap. 8 – CHORAL SCORE

Pg. 70 - **CRESCENDO/DECRESCENDO OR OTHER STRETCHABLE SHAPES:**

NOTE: *In the last measure, you could also use the COPY/PASTE MULTIPLE function to copy the decrescendo marking to the other staves (directions below).*



TO COPY/PASTE MULTIPLE:

- Using the **SMARTSHAPE TOOL**, enter the decrescendo in Measure 8 of the Soprano Staff. Use the **SELECTION TOOL** to highlight the measure containing the decrescendo.
- CONTEXT-click in the highlighted area and choose **EDIT FILTER**. Click the NONE button (to deselect all). Under MARKINGS, click the box for SMARTSHAPES (ASSIGNED TO BEATS). Click OK.
- Press CTRL / CMD + '**C**' (to copy) the measure.
- CONTEXT-click in the target area (Alto Staff, Meas. 8) and choose **PASTE MULTIPLE**. Choose PASTE VERTICALLY 4 times. Click OK.
- Use the **SMARTSHAPE** or **SELECTION TOOL** to move markings into position in the score.
- **TO RESTORE THE FILTER BACK TO THE DEFAULT SETTING:** Using the **SELECTION TOOL**, CONTEXT-click on any staff and choose **EDIT FILTER**. Click on the ALL button and click OK.

Chap. 11 – CLASSROOM MUSIC TOOLS

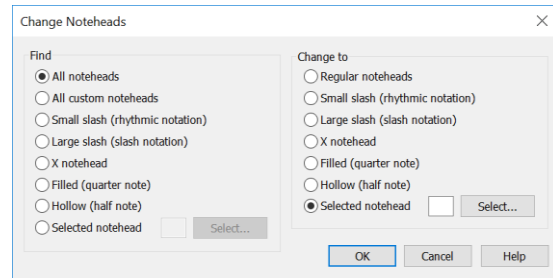
Pg. 95 - **TO CREATE STICK NOTATION:** (CHANGE NOTEHEADS window was updated in Finale v25)



Using the **SELECTION TOOL**, click on the **UTILITIES Menu > CHANGE > NOTEHEADS:**

- **TO HIDE ALL NOTEHEADS:**

- Under FIND, click ALL NOTEHEADS button.



- Under CHANGE TO, click SELECTED NOTEHEAD button. Click the SELECT button and choose #2 empty box (to change to no notehead). Click SELECT, click OK (all noteheads in the highlighted area are hidden).

- **TO HIDE ONLY SELECTED NOTEHEADS:**

- Under FIND, click SELECTED NOTEHEAD button. Click the SELECT button and choose the notehead look you want to hide (EXAMPLE: #207, a closed notehead). Click SELECT.

- Under CHANGE TO, click SELECTED NOTEHEAD button. Click the SELECT button and choose #2 empty box (to change to no notehead). Click SELECT, click OK. (Now only the closed noteheads in the highlighted area are hidden. The open notehead remains).

Chap. 12 – SCAN, EDIT, ORCHESTRATE

Pg. 99-102 - **NOTE:** Since the scanning function was removed in Finale v25, you can no longer import scanned .TIF files. Omit directions #1 through 5 in the book. Follow the directions below to import an .XML file instead.

1. **TO IMPORT AN EXISTING .XML FILE INTO FINALE (Win or Mac):**

- For this tutorial example, go to www.finalettraining.com (companion website) and download 12 - At the River (.XML 3.0) onto your computer.

- With Finale v25 open, click on the **FILE Menu > IMPORT > MusicXML**. Find the 12 - At the River (.XML 3.0) file on your computer. Click on it (to highlight) and then SELECT or OPEN. Click PLAY to hear the piano score playback. We will be copying and pasting the notes from this score into a new brass quintet score, making edits and formatting the parts.



- **TO COPY THE NOTES IN THE .XML FILE:** Using the **SELECTION TOOL**, press CTRL / CMD + 'A' to SELECT ALL. Press CTRL / CMD + 'C' to copy the entire document. (You have now copied your document to the clipboard).

NOTE: You can also access these copy/paste commands from the **EDIT Menu**.

2. COPY AND PASTE THE NOTES INTO A NEW FINALE SCORE AND EDIT:

- TO CREATE A NEW EMPTY SCORE WITH THE SETUP WIZARD:

- Press CTRL / CMD + 'N' for 'new' document (the Setup Wizard window opens).
- In the first column under SELECT AN ENSEMBLE, choose the BRASS QUINTET template for this example. Click NEXT. In the Instrument Window, the Brass Quintet instruments for this template automatically appear in correct score order in Column 3. Click NEXT.
- Type in the title and composer. Click NEXT.
- Set the time and key signatures, number of measures. For this example, there is no tempo marking or pickup measure. Click FINISH (the new empty score opens showing the correct transpositions for all of the instruments).



- HIGHLIGHT THE STAVES IN YOUR EMPTY SCORE:

- With the **SELECTION TOOL**, SELECT ALL (CTRL / CMD + 'A').

- PASTE THE COPIED SCORE INTO THE NEW BRASS QUINTET SCORE:

- Click on the **EDIT Menu > PASTE** (CTRL / CMD + 'V'). For this example, all of the notes appear in the top two staves of the empty score, since the original .XML file was a piano score.

NOTE: *Any out-of-range notes in an instrument staff will appear as orange notes; however, once you finish the arrangement, any visible orange notes will disappear.*



- IF NOTES DON'T APPEAR WHEN YOU PASTE THEM INTO THE SCORE:

- If the Edit Filter is set to copy only specific items, you will need to turn it off to copy all items within a measure:
 - Using the **SELECTION TOOL**, CONTEXT-click within the 5 lines of any staff. Deselect **USE FILTER** (should not be checked).
- Go back and copy the original piano score again.
 - Click on the **WINDOW Menu > UNTITLED** (piano score) and copy.
 - Click on the **WINDOW Menu > UNTITLED** (brass quintet score) and paste the score into the new score again.
- OPTIONAL - IF YOU PREFER TO DISPLAY YOUR SCORE IN CONCERT PITCH TO DO YOUR EDITING: Click on the **DOCUMENT Menu > DISPLAY IN CONCERT PITCH**. All instruments now have the same key signature. (We will turn this feature off before printing).
- Name your document and SAVE AS a Finale file (.MUSX).

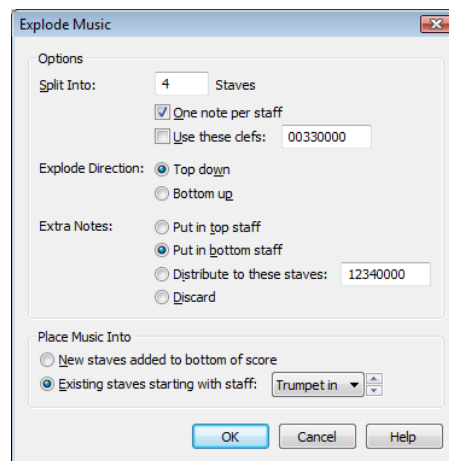
3. TO INSTANTLY ORCHESTRATE (EXPLODE) THIS PIECE:

- HIGHLIGHT THE 2 STAVES YOU WISH TO EXPLODE TO OTHER INSTRUMENTS:



- Using the **SELECTION TOOL**, click in the left margin next to the Trumpet in Bb 1 staff (to highlight).
- Hold the SHIFT key and click in the left margin next to the Trumpet in Bb 2 staff (to highlight. Both staves should now be highlighted).
- Click on the **UTILITIES Menu > EXPLODE MUSIC** - OR - SHORTCUT: Metatool #2. (Window opens).

- SPLIT INTO 4 STAVES. (Since there are 4 notes per chord in this example, it will be a clean split if it is split into 4 staves).




- Check ONE NOTE PER STAFF box.
- Next to EXPLODE DIRECTION, choose TOP DOWN.
- Specify the staff where any extra notes should be placed (for this example, leave PUT IN BOTTOM STAFF default setting).
- Specify where you want the music placed:
NEW STAVES ADDED TO BOTTOM OF SCORE
- OR -
EXISTING STAVES STARTING WITH STAFF Trumpet in Bb 1 (use this option).
- Click OK (the notes explode into 4 staves).

- TO COPY THE TROMBONE PART TO THE TUBA STAFF:



- Using the **SELECTION TOOL**, click in the left margin next to the Trombone Staff (to highlight the entire staff throughout the score).
- Click in the highlighted area and drag the Trombone notes DOWN onto the Tuba Staff. Line up the beats and release the mouse when the black boxes appear.

4. PLAY BACK THE QUINTET SCORE TO SEE HOW IT SOUNDS:

- On the PLAYBACK CONTROLS, click the  PLAY arrow to listen to the score. If your score does not play back, follow these steps to check the playback sounds:
 - Press CTRL / CMD + 'K' to open the Score Manager window. Under the DEVICE column of each staff, if a staff's playback device is 'missing,' that staff will not play back. Close the window.

- TO REASSIGN THE PLAYBACK SOUNDS: Choose the **MIDI/AUDIO Menu > REASSIGN PLAYBACK SOUNDS**. When you are asked if you wish to proceed, click the YES button. (The default playback device is reassigned to each staff). Now if you open the Score Manager again and look under the DEVICE and INSTRUMENT columns, the correct playback sounds for each instrument stave have automatically been reassigned. Click the PLAY button to play back score.
- In the Score Manager, you can edit playback sounds for individual staves by first choosing the sound font from the DEVICE column (Garritan, SmartMusic SoftSynth) and then selecting the playback sound from the SOUND column.

IF YOU NEED TO ADJUST THE PLAYBACK REVERB, choose Garritan or Smartmusic SoftSynth directions below:

- TO ADJUST THE REVERB FOR GARRITAN INSTRUMENT PLAYBACK IN FINALE v26, use the Aria Player's built-in reverb. With your Finale file open:
 - Click on the **MIDI/AUDIO Menu > VST BANKS & EFFECTS** on Windows (Mac: **AUDIO UNITS BANKS & EFFECTS**). In the INSTRUMENT column, find the bank showing the ARIA PLAYER and click on the 'PENCIL' icon next to it (Aria Player opens).
 - Click the EFFECTS button on the right (the reverb controls appear).
 - Choose **Option A - AMBIENCE** (default setting) or **Option B - CONVOLUTION** from the directions below. Do not activate both options at the same time. (The yellow light next to the name indicates which option is currently active).
- OPTION A:** The AMBIENCE option (default setting) uses older reverb technology and is more electronic sounding. To use this option, the AMBIENCE yellow button needs to be turned on. (The CONVOLUTION yellow light should be off). Click on the Ambience PRESET pop-up menu and select a preset reverb level. In lower right corner of the window, set the LEVEL dial to 12 o'clock as a starting level. Click PLAY to listen to the new reverb setting. If needed, use the control knobs to further adjust Level, Decay, Diffusion, Size, etc.
- OR -
- OPTION B:** The CONVOLUTION option uses sampled reverb from various room spaces. First, click on AMBIENCE to turn off the yellow light. Click on the word CONVOLUTION to make it active (yellow button lights up when it is on). Click on the Convolution PRESETS pop-up menu to select a reverb sample from the room space options. Set the LEVEL knob to 12 o'clock as a starting level. Click PLAY to listen to the new reverb setting. If needed, use the control knobs to further adjust Level, Decay Rate, Size, etc.
- Close the Aria Window when finished. Save your work to retain the desired reverb setting for your score.

- TO ADJUST THE REVERB FOR SMARTMUSIC SOFTSYNTH PLAYBACK IN FINALE v26, use the Mixer:
 - Click on the **MIDI-AUDIO Menu > PLAY FINALE THROUGH MIDI** (should be checked).
 - Click on the **WINDOW Menu > MIXER**. On the right side of the Mixer, click on the ROOM SIZE pop-up menu to select preset room size reverb settings. Set the REVERB LEVEL dial to 12 o'clock as a starting level. Click PLAY to listen to the new reverb setting. If needed, further adjust the REVERB LEVEL dial.
 - Close the Mixer when finished. Save your work.

5. TO TRANSPOSE THIS SCORE TO THE KEY OF CONCERT Eb:



- Click on the **SELECTION TOOL**. In the Trumpet 1 staff, CONTEXT-click in Measure 1. Choose **KEY SIGNATURE > EDIT KEY SIGNATURE**. Set to CONCERT Eb MAJOR, MEASURE 1 THROUGH END OF PIECE. Click TRANSPOSE NOTES button and choose UP. Click OK (the score is transposed to the new concert key).
- TO TURN OFF THE 'DISPLAY IN CONCERT PITCH' FEATURE (if it is still on):
 - Click on the **DOCUMENT Menu** and deselect **DISPLAY IN CONCERT PITCH** to view the correct part transpositions.
 - Play back your score to hear it in the new key. If needed, use **SELECTION TOOL** Meta-tools '8' or '9' to adjust octaves for the instruments, or use the **SIMPLE ENTRY TOOL** to edit any wrong notes. Save your work.

Pg. 103-104 - Starting with **6. TO FORMAT THE SCORE AND PARTS**, continue on with the book directions to finish this tutorial.

Chap. 13 – TEMPOTAP

Pg. 105 - For this tutorial, go to www.finaletesting.com and download the Finale v25 support file for 13 - *Danny Boy* (.MUSX) or you can open any Finale file of your choice.

Chap. 14 – CREATING SMARTMUSIC FILES

Pg. 107-116 - The directions listed in the book's tutorial chapter are for creating content to use with CLASSIC SMARTMUSIC. Classic SmartMusic users create their own content by exporting .SMP and .SMPX files directly from Finale. Beginning with Finale 2014.5, Classic SmartMusic files can now use Garritan and other sound libraries. You also have the option of including audio playback (.AIF, .WAV or .MP3 files) as the accompaniment for Assessment files.

NEW SMARTMUSIC: USING FINALE v26, v25 or 2014.5 TO CREATE NEW SMARTMUSIC CONTENT

In New SmartMusic (NSM), you can import your own content from *MIDI*, *.MXL*, *.XML* and *MusicXML* files to create assignments for your students. You can use Finale, Sibelius, Musescore, or any other notation program that exports these types of files. New SmartMusic content uses the Garritan sound libraries. There is no audio import option for creating files in New SmartMusic. From Finale v26, v25 or 2014.5, follow these directions to export a score or part as MusicXML to use in New SmartMusic:

- **EXPORTING A SCORE OR A SINGLE PART**

- In Finale v26, v25 or 2014.5, open the score or single part that you wish to export.
- *NOTE: Exporting a Finale score as MusicXML to use in New SmartMusic requires that the score has Linked Parts (created with Finale 2007 or later, where the score and parts are all in one document). If you are using an old score created with Finale 2006 or earlier, use the **Selection Tool** to **SELECT ALL** and **COPY** the old score. Create an entirely new score in v26 with the exact same staff setup. In the new score, **SELECT ALL** and **PASTE** the old score into the new score. Click on the **FILE Menu > SAVE AS** and give the new score a new name. (By doing this step, your score and Linked Parts are now in one document and saved in the new Finale .musx file format to use going forward into the future). Format the new score. Then click on the **DOCUMENT Menu > EDIT PART** and format the parts. Save your work again, then proceed to the next direction below.*

- Click on the **FILE Menu > EXPORT > MusicXML**. Choose your destination folder, name the MusicXML file and click SAVE.

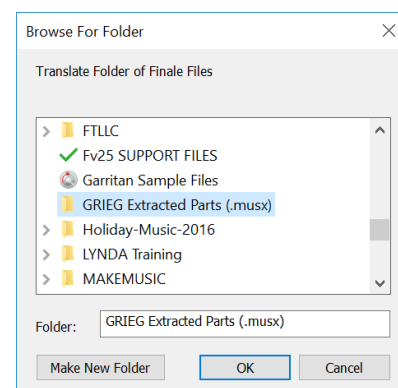


- **CONVERTING MULTIPLE INSTRUMENT PARTS TO MusicXML**

- If you have a single instrument part, or extracted instrument parts from older scores, you can easily convert them to the MusicXML file format all at the same time.
- On your desktop, create and name a new folder. Copy the single and extracted instrument parts you wish to convert to MusicXML into this folder.



- Click on the **FILE Menu > EXPORT > TRANSLATE FOLDER TO MusicXML**. Find and click on the newly created folder (to highlight) and click OK. When asked if you want to continue, click YES. Minimize Finale. Open the folder to see your original Finale files as well as the translated MusicXML files. Click on the TYPE heading to sort the MusicXML files by group.




USING FINALE 2014.5 OR EARLIER VERSIONS TO CREATE NEW SMARTMUSIC CONTENT

Finale v25 and v26 provide the most accurate MusicXML translations between notation programs currently available. If you are using Finale 2009-2014.5 (older 32-bit versions), installing the Dolet 7 Plug-in for Finale provides the same MusicXML capabilities as Finale v25.5. To install the Dolet 7 Plug-in in Finale versions 2009-2014.5:

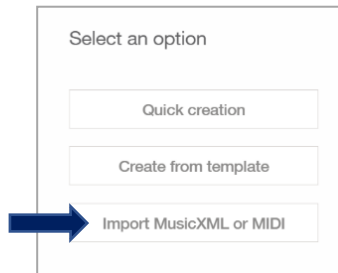
- Make sure your Finale program is not open. Go to www.musicxml.com.
- Click the DOWNLOAD button. Choose WINDOWS or MAC DOWNLOAD.
- Download the DOLET 7 PLUG-IN. Then double-click on it and install it.
- Drag the MusicXML FOLDER into the PLUG-INS FOLDER for your version of Finale.
- Open up your older version of Finale.
 - Click on the **FILE Menu > EXPORT**. Notice that the 'Export MusicXML' option is the only option located here.
 - Click on the **PLUG-INS Menu > MusicXML**. The 'Export Linked Parts' and the 'Translate Folder to MusicXML' options are now located here.

IMPORTING YOUR *MusicXML* FILE INTO NEW SMARTMUSIC:

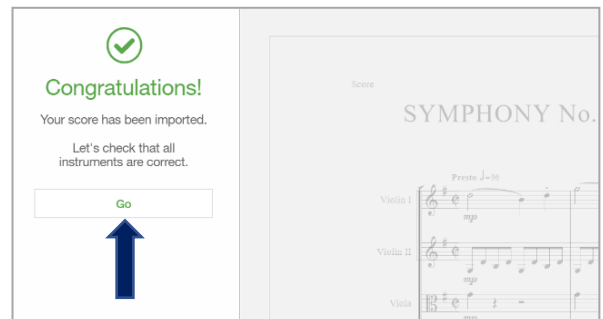
- Open and login to your New SmartMusic account at www.home.smartmusic.com.
- On the HOME Screen in the upper right-hand corner, click on the DASHBOARD  and choose COMPOSE.



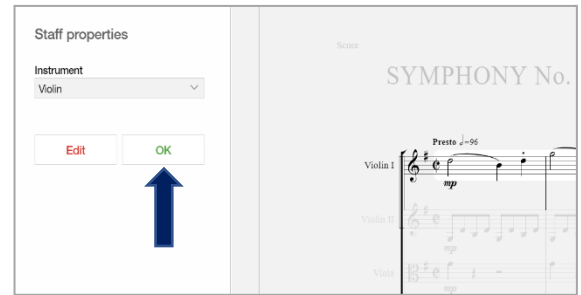
- On the **SELECT AN OPTION** Page:
 - Click on the IMPORT MusicXML OR MIDI button.
 - Find the MusicXML file on your computer and click OPEN. (Score is uploaded and appears on-screen).



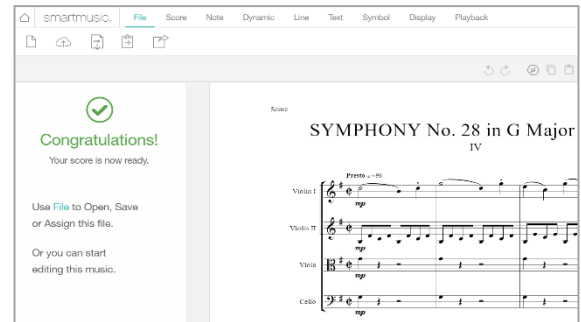
- On the **'CONGRATS! SCORE IS IMPORTED'** Screen:
 - To verify the instrumentation, click GO.



- As each instrument name appears in the INSTRUMENT box with the appropriate staff showing on-screen, click OK to verify the instrument or EDIT to change an instrument. Then click OK. Repeat for each staff in the score.



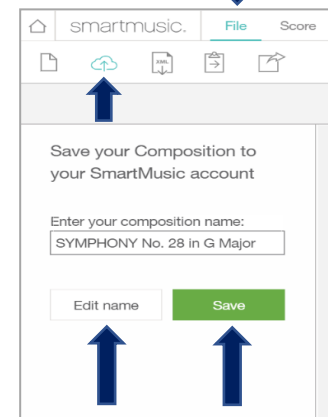
- Once all instruments have been verified, a 'CONGRATS! YOUR SCORE IS NOW READY' message is displayed.



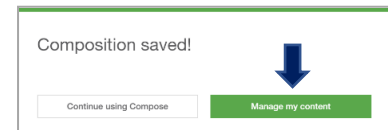
- **SAVE THE UPLOADED CONTENT TO YOUR SMARTMUSIC ACCOUNT**

NOTE: To be able to assign imported content, it must be saved to your SmartMusic account.

- In the upper left corner of the window, click on the **FILE Menu** and choose the **SAVE TO SMARTMUSIC ACCOUNT** icon.
- If you would like to edit the name, click on **EDIT NAME** button.
- Click the green **SAVE** button.

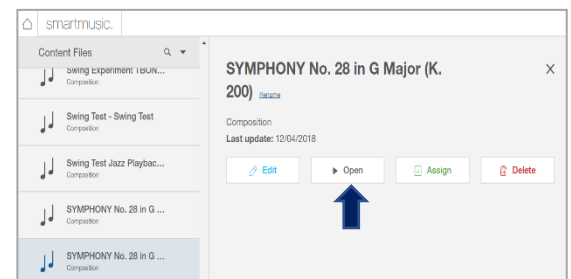


- A 'COMPOSITION SAVED' box confirms that your composition has been saved. To view your uploaded content, click on the green **MANAGE MY CONTENT** button.



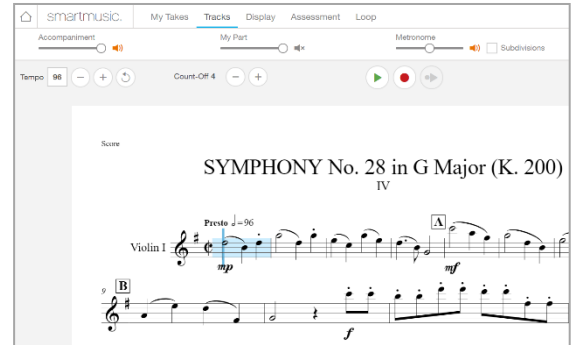
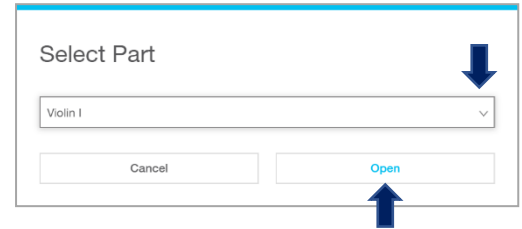
- On the left side of the screen, scroll down to the **CONTENT FILES** category. Under **CONTENT FILES**, click on your uploaded music title and select from the following options:

- Click **EDIT** button to edit with **COMPOSE** (the composition tool inside SmartMusic).
- Click **OPEN** button to view the music and practice (proceed 'To Open Uploaded Music' directions on next page).
- Click **ASSIGN** button to send out an assignment.
- Click **DELETE** button to delete the selection from SmartMusic.

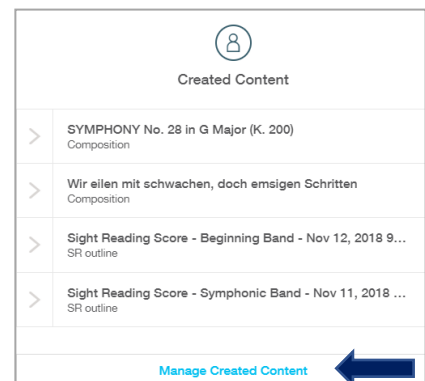



• **TO OPEN UPLOADED MUSIC:**

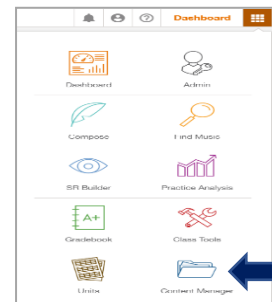
- After clicking on the OPEN button, select a part and click OPEN (part appears on-screen).
- To play back, click the GREEN ARROW.
- To hear my part, click on the MY PART speaker icon to turn on/off. Adjust slider for volume.
- To begin playback from another measure, click cursor in measure where you want to start and click GREEN ARROW.
- To adjust accompaniment volume, click and drag the ACCOMPANIMENT slider or click on ACCOMPANIMENT speaker icon to turn on/off.



- To exit the song or to choose another instrument, return to the Home Page by clicking on the Smart-Music name in the upper left corner.
- On the Home Page, your uploaded content has been added to the CREATED CONTENT box. To open another part, select the music title, click OPEN and choose another part, or click on MANAGE CREATED CONTENT.



- You can also manage your uploaded content by going to the Dashboard  and choosing CONTENT MANAGER.



Chap. 15 – HYPERSCRIBE (REAL TIME) NOTE ENTRY

Pg. 119 - IF YOU NEED TO ADJUST THE PLAYBACK REVERB IN YOUR SCORE, refer to the reverb directions on Pages 7-8 of this Addendum.

Pg. 121 - TO MOVE THE DOUBLE BASS NOTES DOWN AN OCTAVE:

NOTE: *Finale now transposes your music automatically when copying notes to instruments of different registers, so you may not need to use Metatools '8' or '9' to move notes to a different octave. (Any out of range notes are displayed with orange noteheads). You can manually set the range level from the **VIEW Menu > OUT-OF-RANGE NOTES**.*

Pg. 122 - **OPTION B: TO RECORD PITCHES AND RHYTHMS INTO THE FLUTE STAFF SEPARATELY -**

Ignore the *NOTE* about Hyperscribing into transposing instrument staves and continue on with the directions as listed for this tutorial. For more information about entering notes into transposing instrument staves, refer to the CHAPTER 6 notes on Page 3 of this handout.

Chap. 16 – LAYERS AND CROSS-STAFF BEAMING

Pg. 130 - **2. TO ENTER THE NOTES IN THE TREBLE STAFF:**

ADDITIONAL NOTE: *If using Hyperscribe to enter the notes in this tutorial, a metronome marking at the beginning of a score always overrides the Hyperscribe recording tempo. Delete the metronome marking from your score, set up your Hyperscribe recording tempo and play in the notes. When finished, reinstate the original metronome marking by choosing the **EXPRESSION TOOL**, double-click in Measure 1 and choose the **TEMPO MARKING** category. Find the original metronome marking and add it back to the score.*

Chap. 17 – PERCUSSION NOTATION

Pg. 138 - **BEFORE CREATING YOUR SCORE FOR THIS TUTORIAL, SET THE SOUND MAP PRIORITY FOR THIS PERCUSSION SCORE:**

- Any new score you open in Finale 2014 or later will default to using the Garritan sampled sounds for the playback device (unless you are using the 30-day free trial version of Finale, which does not include the Garritan sound font). For this Yankee Doodle tutorial, we will use the SMARTMUSIC SOFTSYNTH sound font for the percussion playback sounds.
- Before setting up the score, set the default playback device to SmartMusic SoftSynth by going to the **MIDI/AUDIO Menu > SOUND MAP PRIORITY**. Move SMARTMUSIC SOFTSYNTH to the top of the list and click OK. Then proceed with the directions on Page 138 to set up the score.

NOTE: *After finishing this score, if you wish to have the Garritan sound font as the default playback device for any new documents you create going forward, go to the **MIDI/AUDIO Menu > SOUND MAP PRIORITY**, move **GARRITAN INSTRUMENTS FOR FINALE** to the top of the list and click OK.*

Pg. 139 & 141 - **TO HAVE THE TIMPANI AND SNARE ROLLS PLAY BACK CORRECTLY:**



For tied notes, you can either use the **SIMPLE ENTRY TOOL** to enter a TIE, or use the **SMARTSHAPE TOOL** to enter a SLUR. Both will play back correctly with a 'hit' on the tied note.

Chap. 18 – IMPORTING/EXPORTING GRAPHICS

Pg. 152 - **TO IMPORT THE PAGE(S) OF MUSIC INTO A TEXT DOCUMENT:**

After inserting a page graphic into a text document, CONTEXT-click on the graphic. Choose **FORMAT PICTURE > TEXT WRAPPING Tab > TIGHT** - OR - in some of the newer operating systems you may need to choose **SIZE AND POSITION > TEXT WRAPPING Tab > TIGHT**. Either option will allow you to move the graphic around on the page to the desired position.

Chap. 19 – LEAD SHEET

Pg. 155 - **1. CREATE YOUR DOCUMENT: TO SET UP A LEAD SHEET**

Option A: TO OPEN A HANDWRITTEN LEAD SHEET TEMPLATE

- In Finale v26, the LEAD SHEET (HANDWRITTEN) template found under the **LAUNCH WINDOW > TEMPLATES button > GENERAL TEMPLATES** that you will be using for this tutorial uses the Finale Copyist Font (and not the Broadway Copyist Font). The Finale Copyist Font is new to Finale v26 and has a cleaner look than the Broadway font. Also new to Finale v26 in this General Templates folder is a LEAD SHEET (ENGRAVED) non-handwritten template that uses the Times New Roman font.

Option B: *(Remains as is listed in the book).*

Pg. 160 - **9. TO ENTER THE CHORD SYMBOLS**

- New in Finale v26: Chord suffix libraries for Broadway Copyist, Finale Copyist Text, Jazz Text, Times New Roman and Arial fonts have been updated to include more commonly used chord symbols and suffixes, so you can just select them from the palette - you don't have to create them.

Pg. 163 - **11. TO ADD THE REHEARSAL LETTERS AND 'SOLOS' MARKING:**

- New in Finale v26: The Traditional Jazz Font Document Style, Lead Sheets and Jazz Templates have been updated with more jazz articulations and expressions, so you don't have to create them. In the **EXPRESSION TOOL** under the EXPRESSIVE TEXT category, 'SOLO BREAK' or 'SOLO FILL' is already created for you - no need to create it from scratch.

Chap. 20 – GUITAR MUSIC

Pg. 175 - TO VIEW A LIST OF GUITAR-SPECIFIC MARKINGS AND METATOOLS THAT ARE FOUND IN FINALE'S SMARTSHAPE TOOL: Access the online help by clicking on the **HELP Menu > USER MANUAL**. In the SEARCH box, type in GUITAR NOTATION.

Chap. 22 – CREATING A WORKSHEET

Pg. 190 - EXERCISE #2: TO HIDE SPECIFIC NOTES OR RESTS:

NOTE: *After hiding the notes in the scale, the hidden notes may display as gray notes on-screen (they will not print however). If you don't want the hidden gray notes showing on-screen, click on the **VIEW Menu > SHOW** and deselect **HIDDEN NOTES AND RESTS**.*

Chap. 24 – AUTO-ARRANGING PLUG-INS

Pg. 201-202 - The Band-in-a-Box Auto-Harmonizing 3rd party Plug-In was removed in Finale v25.

Chap. 25 – MORE LYRICS, LAYERS AND LAYOUT

Pg. 209-211 - CORRECTION TO COPY/PASTE OFF-SCREEN:

After using the **SELECTION TOOL** to highlight the region you wish to copy, CTRL / OPT-click in the target measure (not CTRL / CMD-click) to paste the region off-screen.

Pg. 218 - TO SHIFT LYRICS TO THE CORRECT OPEN NOTE (if needed):

The 4th line should read: Make sure you are in the correct layer and verse that you wish to edit. Click on the notehead containing the lyric you wish to shift (lyric shifts to next open notehead).

Chap. 26 – FINALE 2014 MUSIC EDUCATION FEATURES

Pg. 219 - New! FINALE v26 FEATURES: Download the “What’s New in Finale Version 26” handout from www.finaletraining.com.

Pg. 219 - NOTE ENTRY AND MARKINGS:

SmartScore Lite scanning and the ability to import .TIF files was removed in Finale v25.

Pg. 221 - USE FINALE TO CREATE SMARTMUSIC ACCOMPANIMENT/ASSESSMENT FILES:

The directions listed in *Chapter 14 - CREATING SMARTMUSIC FILES* on Pages 107-116 are for creating content for use with Classic SmartMusic (.SMPX files). Directions for creating content for the New Web-Based SmartMusic (.MusicXML, .MXL and .XML files) are listed on Pages 8-12 of this Addendum.

Pg. 221 - SHARE YOUR FILES WITH OTHERS:

- FINALE PRINTMUSIC is not compatible with Mac OS 10.12 (Sierra) and newer operating systems and will not be updated. PrintMusic is still available for Windows Vista, 7, 8 and 10. PrintMusic files (.MUS and .MUSX) can be opened in the latest version of Finale.
- FINALE NOTEPAD is not compatible with Mac OS 10.11 (El Capitan) and newer operating systems and will not be updated. NotePad is still available for Windows XP, Vista, 7, 8 and 10. NotePad files (.MUS and .MUSX) can be opened in the latest version of Finale.
- FINALE SONGBOOK has been discontinued.
- Download the free MusicXML plug-ins at www.musicxml.com.

Pg. 222 - AUTO-ARRANGING PLUG-INS: BAND-IN-A-BOX AUTO-HARMONIZER was removed in Fv25.

Chap. 27 – FINALE v.25 FILE SHARING

Pg. 223 - SHARING YOUR MUSIC WITH OTHER FINALE FAMILY PRODUCTS:

- FINALE PRINTMUSIC is not compatible with Mac OS 10.12 (Sierra) and newer operating systems and will not be updated. PrintMusic is still available for Windows Vista, 7, 8 and 10. PrintMusic files (.MUS and .MUSX) can be opened in the latest version of Finale.
- FINALE NOTEPAD is not compatible with Mac OS 10.11 (El Capitan) and newer operating systems and will not be updated. NotePad is still available for Windows XP, Vista, 7, 8 and 10. NotePad files (.MUS and .MUSX) can be opened in the latest version of Finale.
- FINALE SONGBOOK has been discontinued.
- CLASSIC SMARTMUSIC gives one person or device access to the entire catalog of music for a whole year on any computer or iPad that has SmartMusic installed (system requirements, software download and internet access are required).
- NEW SMARTMUSIC is an all new web-based product that requires a Google browser. It works on Mac, Windows, iPads and Chromebooks. There’s nothing to install, so students can use it anywhere there is an internet connection. For info: www.smartmusic.com.

Pg. 224 - OPENING A FINALE v26 FILE IN PREVIOUS VERSIONS OF FINALE:

- Share Finale v26 files with Finale 2014, 2014.5 or v25 with no conversion required - just open them normally by clicking on the **FILE Menu > OPEN**.
- Export Finale v26 files to Finale 2012 by choosing **FILE Menu > EXPORT > FINALE 2012**.

Pg. 224-225 - IMPORTING/EXPORTING MusicXML FILES (.XML):

MusicXML PREFERENCES have been added to **FILE Menu > IMPORT** and **FILE Menu > EXPORT**. The **TRANSLATE FOLDER FROM/TO MusicXML** allows you to save a batch of Finale files in MusicXML format.

Pg. 225 - EXPORTING CONTENT FOR CLASSIC SMARTMUSIC AND NEW SMARTMUSIC FILES:

The directions listed in *Chapter 14 - CREATING SMARTMUSIC FILES* on Pages 107-116 are for creating content for use with Classic SmartMusic (.SMPX files). Directions for creating content for the New Web-Based SmartMusic (*MusicXML* files) are listed on Pages 8-12 of this Addendum.

Chap. 28 – FINALE SUPPORT

Pg. 227 - FINALE QUICK REFERENCE GUIDE:

The Finale v26 software includes a Quick Reference Guide (.PDF) that gives a visual overview of basic Finale commands. Choose the **HELP Menu > QUICK REFERENCE GUIDE**.

Pg. 227 - FINALE QUICKSTART VIDEOS:

33 new QuickStart Videos were added in Finale v25 (each 2-4 minutes in length). The QuickStart Videos are now entirely online. Using your internet browser, choose the Finale **HELP Menu > QUICKSTART VIDEOS** or access the videos from the Launch Window Learning Center.

Pg. 227 - FINALE USER MANUAL:

Beginning with Finale v25, the Finale User Manual is now entirely online. Using your internet browser, choose the Finale **HELP Menu > USER MANUAL** to access full up-to-date documentation on how to use Finale. You can also access the User Manual from the Launch Window Learning Center.

Pg. 227 - PRODUCT DESCRIPTIONS:

- For technical support on Finale v25 or v26, contact the Finale Customer Success Team at www.finalemusic.com/support.
- FINALE PRINTMUSIC is not compatible with Mac OS 10.12 (Sierra) and newer operating systems and will not be updated. PrintMusic is still available for Windows Vista, 7, 8 and 10. PrintMusic files (.MUS and .MUSX) can be opened in the latest version of Finale. FINALE NOTEPAD is not compatible with Mac OS 10.11 (El Capitan) and newer operating systems and will not be updated. NotePad is still available for Windows XP, Vista, 7, 8 and 10. NotePad files (.MUS and .MUSX) can be opened in the latest version of Finale. For more information, go to:
<https://makemusic.zendesk.com/hc/en-us/articles/115011404888>.

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

- For information on Finale training, workshops, school in-services and tutorials, go to www.finalettraining.com.
- For helpful Finale tips and how-to videos, go to the Finale YouTube channel at www.youtube.com/user/FinaleOfficial.
- For MakeMusic's upcoming event listings for Finale and SmartMusic (conventions, clinics, webinars and workshops), go to www.makemusic.com (click on the EVENTS Tab).