

## File menu

|                          |                      |
|--------------------------|----------------------|
| New (default new action) | <b>ctrl</b> <b>N</b> |
| Open                     | <b>ctrl</b> <b>O</b> |
| Close document           | <b>ctrl</b> <b>W</b> |
| Save                     | <b>ctrl</b> <b>S</b> |
| Print                    | <b>ctrl</b> <b>P</b> |
| Quit                     | <b>alt</b> <b>F4</b> |

## Edit menu

|                      |  |
|----------------------|--|
| Undo                 | <b>ctrl</b> <b>Z</b>                         |
| Redo                 | <b>ctrl</b> <b>Y</b>                         |
| Select all           | <b>ctrl</b> <b>A</b>                         |
| Use Filter           | <b>ctrl</b> <b>alt</b> <b>F</b>              |
| Edit Filter          | <b>ctrl</b> <b>alt</b> <b>shift</b> <b>F</b> |
| Cut                  | <b>ctrl</b> <b>X</b>                         |
| Copy                 | <b>ctrl</b> <b>C</b>                         |
| Insert               | <b>ctrl</b> <b>I</b>                         |
| Insert and Filter    | <b>ctrl</b> <b>shift</b> <b>I</b>            |
| Paste                | <b>ctrl</b> <b>V</b>                         |
| Paste and Filter     | <b>ctrl</b> <b>shift</b> <b>V</b>            |
| Paste Multiple       | <b>ctrl</b> <b>alt</b> <b>V</b>              |
| Clear all items      | <b>bksp</b>                                  |
| Delete measure stack | <b>del</b> with stack selected               |

## Utilities menu

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Update layout                        | <b>ctrl</b> <b>U</b>              |
| Transpose down one step diatonically | <b>ctrl</b> <b>6</b>              |
| Transpose up one step diatonically   | <b>ctrl</b> <b>7</b>              |
| Transpose down octave diatonically   | <b>ctrl</b> <b>8</b>              |
| Transpose up octave diatonically     | <b>ctrl</b> <b>9</b>              |
| Lock systems                         | <b>ctrl</b> <b>L</b>              |
| Unlock systems                       | <b>ctrl</b> <b>shift</b> <b>L</b> |
| Fit measures dialog box              | <b>ctrl</b> <b>M</b>              |
| Apply Note Spacing                   | <b>ctrl</b> <b>4</b>              |
| Apply Beat Spacing                   | <b>ctrl</b> <b>5</b>              |
| Move to previous/next system         | <b>ctrl</b> <b>←</b> / <b>→</b>   |

## View menu

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Switch between Page and Scroll Views | <b>ctrl</b> <b>E</b>                 |
| Studio View                          | <b>ctrl</b> <b>shift</b> <b>E</b>    |
| Zoom in                              | <b>ctrl</b> <b>=</b>                 |
| Zoom out                             | <b>ctrl</b> <b>-</b>                 |
| Custom zoom 1                        | <b>ctrl</b> <b>1</b>                 |
| Custom zoom 2                        | <b>ctrl</b> <b>2</b>                 |
| Custom zoom 3                        | <b>ctrl</b> <b>3</b>                 |
| View at x %                          | <b>ctrl</b> <b>0</b>                 |
| Fit in window                        | <b>ctrl</b> <b>[</b>                 |
| Fit width                            | <b>ctrl</b> <b>]</b>                 |
| Change layer                         | <b>alt</b> <b>shift</b> <b>1 - 4</b> |

## Window menu

|                         |                                   |
|-------------------------|-----------------------------------|
| Show/hide Score Manager | <b>ctrl</b> <b>K</b>              |
| Show/hide Mixer         | <b>ctrl</b> <b>shift</b> <b>M</b> |
| Switch between windows  | <b>ctrl</b> <b>tab</b>            |

## Playback/General

|                                 |   |
|---------------------------------|---|
| Play                            | <b>alt</b> <b>D</b> <b>P</b>                    |
| Stop playback                   | <b>alt</b> <b>D</b> <b>O</b>                    |
| Play from measure               | <b>space</b> click in staff                     |
| Play individual staff           | <b>shift</b> <b>space</b> click in staff        |
| Scrub playback                  | <b>ctrl</b> <b>space</b> hover                  |
| Scrub individual staff          | <b>ctrl</b> <b>shift</b> <b>space</b> hover     |
| Select Yes in dialog box        | <b>Y</b>  |
| Select No in dialog box         | <b>N</b>  |
| OK all open dialog boxes        | <b>ctrl</b> click OK button                     |
| Cancel all open dialog boxes    | <b>ctrl</b> click Cancel button                 |
| Define shortcut for tool        | <b>shift</b> Function key (F2-F12)              |
| Choose defined tool             | Function key (F2-F12)                           |
| Document Options                | <b>ctrl</b> <b>alt</b> <b>A</b>                 |
| Apply metatool                  | Press number/letter + click                     |
| Program metatool                | <b>shift</b> number/letter                      |
| Add again (most recent marking) | <b>-</b> click                                  |
| Switch to Selection tool        | <b>esc</b> or <b>ctrl</b> <b>shift</b> <b>A</b> |



# Keyboard Shortcuts

## Navigation

|  |                        |
|--|------------------------|
| Page View: up full screen                          | pg up                  |
| Page View: down full screen                        | pg dn                  |
| Page View: previous page                           | ctrl pg up             |
| Page View: next page                               | ctrl pg dn             |
| Page View: left one screen                         | home                   |
| Page View: right one screen                        | end                    |
| Page View: first page                              | ctrl home              |
| Page View: last page                               | ctrl end               |
| Page View: top left of leftmost viewable page      | shift home             |
| Page View: bottom right of rightmost viewable page | shift end              |
| Page View: one increment right horizontally        | alt home               |
| Page View: one increment left horizontally         | alt end                |
| Scroll View: forward screenful of measures         | ctrl pg dn             |
| Scroll View: backward screenful of measures        | ctrl pg up             |
| Scroll View: beginning of score/part               | home                   |
| Scroll View: end of score/part                     | end                    |
| One increment up vertically                        | alt pg up              |
| One increment down vertically                      | alt pg dn              |
| Previous part                                      | ctrl alt ,             |
| Next part  | ctrl alt .             |
| Last viewed part                                   | ctrl alt /             |
| Zoom in to position                                | shift right click      |
| Zoom out from position                             | ctrl shift right click |
| Drag visible region                                | right click + drag     |

## Selection tool

|  |              |
|--|--------------|
| Expand selection: previous beat                  | shift <      |
| Expand selection: next beat                      | shift >      |
| Expand selection: beginning of measure           | ctrl shift < |
| Expand selection: end of measure                 | ctrl shift > |
| Expand selection: beginning of score/part        | shift home   |
| Expand selection: end of score/part              | shift end    |
| Expand selection: next staff above               | shift ^      |
| Expand selection: next staff below               | shift v      |
| Expand selection: all staves to top of system    | shift pg up  |
| Expand selection: all staves to bottom of system | shift pg dn  |
| Implode music                                    | 1            |
| Explode music                                    | 2            |

## Smart Shape tool

|  |             |
|--|-------------|
| Flip selected slur or bend direction             | F           |
| Set selected slur or bend direction to automatic | alt shift F |
| Move between primary/secondary handles           | tab         |
| Hide secondary handles                           | esc         |

## Expression tool

|   |                |
|---|----------------|
| Move expression without changing attachment point         | alt drag       |
| Add selected expression to staff above                    | ctrl ^         |
| Add selected expression to staff below                    | ctrl v         |
| Add selected expression to all staves to top of system    | ctrl home      |
| Add selected expression to all staves to bottom of system | ctrl end       |
| Add selected expression to all staves in system           | alt enter      |
| Add selected expression to specific staves                | ctrl alt enter |

## Lyrics tool

|  |               |
|--|---------------|
| Type Into Score: previous verse/chorus/section | ^             |
| Type Into Score: next verse/chorus/section     | v             |
| Adjust Syllables: left justify syllable        | ctrl [        |
| Adjust Syllables: center justify syllable      | ctrl '.       |
| Adjust Syllables: right justify syllable       | ctrl ]        |
| Adjust Syllables: align syllable to left       | ctrl shift [  |
| Adjust Syllables: center syllable horizontally | ctrl shift '. |
| Adjust Syllables: align syllable to right      | ctrl shift ]  |

## Text tool

|                                   |               |
|-----------------------------------|---------------|
| Left justify in text block        | ctrl [        |
| Center justify in text block      | ctrl '.       |
| Right justify in text block       | ctrl ]        |
| Full justify in text block        | ctrl ;        |
| Forced full justify in text block | ctrl shift ;  |
| Align text block to left          | ctrl shift [  |
| Center text block horizontally    | ctrl shift '. |
| Align text block to right         | ctrl shift ]  |
| Align text block to top           | ctrl -        |
| Center text block vertically      | ctrl shift =  |
| Align text block to bottom        | ctrl shift -  |
| Format text: bold                 | ctrl B        |
| Format text: italic               | ctrl I        |
| Format text: underline            | ctrl U        |
| Decrease text size                | ctrl shift ,  |
| Increase text size                | ctrl shift .  |
| Line spacing                      | ctrl shift L  |
| Standard frame                    | ctrl M        |
| Custom frame                      | ctrl shift M  |
| Frame attributes                  | ctrl shift T  |
| Character settings                | ctrl T        |
| Insert symbol: flat               | ctrl shift F  |
| Insert symbol: natural            | ctrl shift N  |
| Insert symbol: sharp              | ctrl shift S  |
| Insert page number                | ctrl shift P  |



# Speedy Entry Step time entry with MIDI

## Normal entry (changing durations)

**enter note:** hold pitch and press 1-8/CTRL+0

**enter rest:** press 1-8/CTRL+0

## Additional Commands

Change existing note/rest duration Press **1-8** or **ctrl 0**

Toggle insert mode **insert** or **shift 0** (numeric keypad only)

Insert note (with MIDI) Hold pitch and press **1-8** or **ctrl 0**

Insert rest (with MIDI) **1-8** or **ctrl 0**

Insert note (without MIDI) set crossbar for pitch and press **1-8** or **ctrl 0**

Insert rest (without MIDI) **ctrl shift 1-7** (number row only)

Constrain dragging a note/rest **shift** drag

Return rest to default position **.**

Combine/split rest from rests on same beat in other layers **S**

Display the Edit Frame dialog box **ctrl** click measure containing music

Move to previous/next entry **<** / **>**

Move to beginning/end of measure **ctrl <** / **>**

Jump to previous measure **[** or **shift <**

Jump to next measure **]** or **shift >**

Move down a staff **shift ↓**

Move up a staff **shift ↑**

Move crossbar down/up a step **↓** / **↑**

Switch to next layer **shift .**

Switch to Voice 1/2 **.**

Remove note, rest, or chord **del**

Remove note from chord **bksp**

Change single note to rest **bksp**

Change entry to rest **R**

Hide/show entry **O** or **H**

Double-flat **V**

Flat **F**

Natural **N**

Sharp **S**

Double-sharp **X**

Lower by a half-step **-** or **shift F**

Raise by a half-step **+** or **shift S**

Show/hide accidental **\*** or **shift A**

## Hands-free entry (constant duration)

**enter note:** with caps lock, press 1-8 and play pitch

**enter rest:** press 1-8 and play any 3-note 1/2-step cluster

|                                       |  |   |   |
|---------------------------------------|--|---|---|
| <b>num lock</b>                       | <b>/</b><br>break/join beam from prev note | <b>*</b><br>show/hide accidental<br><b>ctrl</b> default acci  | <b>-</b><br>lower 1/2 step<br><b>ctrl shift</b> lower 1/2 step full measure |
| <b>7</b><br><b>ctrl</b> begin 7 ↵     | <b>8</b><br><b>ctrl</b> begin 8 ↵          | <b>9</b><br>enharmonic<br><b>ctrl</b> enharmonic full measure | <b>+</b><br>raise 1/2 step<br><b>ctrl shift</b> raise 1/2 step full measure |
| <b>4</b><br><b>ctrl</b> begin 4 ↵     | <b>5</b><br><b>ctrl</b> begin 5 ↵          | <b>6</b><br><b>ctrl</b> begin 6 ↵                             | raise 1/2 step<br><b>ctrl shift</b> raise 1/2 step full measure             |
| <b>1</b><br><b>ctrl</b> define tuplet | <b>2</b><br><b>ctrl</b> begin 2 ↵          | <b>3</b><br><b>ctrl</b> begin 3 ↵                             | add note to chord<br>change rest to note                                    |
| <b>0</b><br>exit measure and redraw   | <br>add dot                                | <b>enter</b>  |   |

Show/hide accidental parentheses **P**

Toggle grace note **G** or **:**

Toggle slashed flagged grace note **`**

Flip stem **L**

Default stem direction **ctrl L**

Break/join beam from previous note **/** or **B**

Restore default beaming **shift B**

Flatten beam **\** or **shift M**

Tie/untie to next note **=** or **T**

Tie/untie to previous note **ctrl =** or **shift T**

Flip tie **ctrl F**

Default tie direction **ctrl shift F**

## Tutorial Support

Comprehensive help is always available by choosing **Help > User Manual**.

For additional learning resources and solutions to common Finale questions, visit our Support Portal at [finalemusic.com/support](http://finalemusic.com/support). There, you can also contact our support team through email or web-based cases.



# Speedy Entry Step time entry without MIDI

Uncheck **Speedy** > **Use MIDI Device for Input**

## Using the onscreen crossbar

**enter note:** position crossbar for pitch and press 1-8/CTRL+0

**enter rest:** press CTRL+SHIFT+1-7 (number row only)

## Using the keyboard (with caps lock)

**enter note:** specify pitch (see below) and press 1-8/CTRL+0

**enter rest:** press CTRL+SHIFT+1-7 (number row only)

|   |   |   |   |   |   |   |                       |
|---|---|---|---|---|---|---|-----------------------|
| Q | W | E | R | T | Y | U | I<br>8vb              |
| A | S | D | F | G | H | J | K<br>Normal<br>(loco) |
| Z | X | C | V | B | N | M | <<br>8va<br>,         |

# Simple Entry

- Show/hide courtesy accidental ctrl shift -
- Add interval: unison through octave above 1 - 8 (number row only)
- Add interval: ninth above ctrl shift 9 (number row only)
- Add interval: second through ninth below shift 2 - 9 (number row only)
- Add pitch: A through G shift A - G
- Change pitch step up diatonically (caret or selection) ↑
- Change pitch step down diatonically (caret or selection) ↓
- Change pitch octave up (caret or selection) shift ↑
- Change pitch octave down (caret or selection) shift ↓
- Enter pitch: A through G A - G
- Break/join beam or flatten beam / or alt /
- Flip enharmonic \
- Change to grace note alt G
- Show/hide entry H
- Flip stem or auto stem L or shift L
- Combine/split rest with rests on the same beat in other layers S
- Select augmentation dot shift .
- Select grace note ctrl G
- Select next entry above ctrl ↑
- Select next entry below ctrl ↓
- Select previous entry ←
- Select next entry →
- Select previous measure ctrl ←
- Select next measure ctrl →

## Numeric keypad commands

|                               |  |  |   |
|-------------------------------|--|--|---|
| <b>num lock</b>               | /<br>tie to next<br>ctrl tie to prev<br>alt select tie | *  | -<br>½ step down                                |
| 7<br>select<br>alt change     | 8<br>select<br>alt change                              | 9<br>change<br>alt custom<br>ctrl select | +<br>½ step up                                  |
| 4<br>select<br>alt change     | 5<br>select<br>alt change                              | 6<br>select<br>alt change                |   |
| 1<br>select<br>alt change     | 2<br>select<br>alt change                              | 3<br>select<br>alt change                | enter pitch at caret<br>ctrl add pitch at caret |
| 0<br>enter rest<br>alt change | .  | augmentation dot                         | <b>enter</b>                                    |