

# Composing using Finale 3.7 for Macintosh

You will create a short sixteen-measure composition on a Macintosh computer using an application program called Finale 3.7. Finale is made by Coda Music Technology and has been the worldwide standard for professional music notation software for approximately ten years.

This activity is intended to be an introduction to Finale and music notation software. Hopefully completing the activity will spark your interest in composing.

Follow the step-by-step instructions. The provided graphics and icons will help you along with the directions:



## 1. Open the program.

Double click the document named "Finale 3.7 -- Double Click Me!" from the desktop. After the program has finished loading it will bring up a blank document.

**2. Save** the document (from the "file" menu) and change the document name to something unique, such as "your name's song". Every so often you will want to save your work in case of a computer crash or power outage.

File	Edit	View	Options	Win
New				⌘N
Open...				⌘O
Close				⌘W
Save				⌘S
Save As...				
Revert...				

**Important!**

**TIP: Here is the main tool palette. This has many different buttons, all are different "tools."**





**3. Add Measures.** Double click on the “add measure” tool to add more measures. Since there is already one measure showing, you will need to type “15” in the box to add 15 more measures.

Note: If you would like more or less space between measures, you can click once on the “measure tool” and it will allow you to drag the barlines back and forth.



**4. Change the Clef.** Click on the clef tool once to highlight it. Next click on the first measure in your song. Now change the clef to the clef that your instrument reads. (Treble, Alto, or Bass clef)

**Important!** Before closing the window, be sure to choose the “from measure 1 to end of piece” option. If you don’t, it will change the clef for only one measure!

#### Measure Region

Measure  Through   
 Measure  Through End of Piece



**5. Change the Time Signature:**

Click on the time signature tool to highlight it. Next click on the first measure of your song. Now change the time signature (using the side-to-side arrows) to either 4/4 or 3/4.

**Caution:** Before closing the window, again be sure to choose the “from measure 1 to end of piece” option. If you don’t it will change the time signature for only one measure!



**6. Change the key signature:**

Click on the key signature tool. Then click on the time signature in your song. Change the time signature (using the up and down arrows) to either GM, DM, FM, or d minor.

**Caution:** Before closing the window, again be sure to choose the “from measure 1 to end of piece” option. If you don’t it will change the key signature for only one measure!



**7. Writing notes:**

Click on the simple entry tool. This tool will bring up the “simple entry palette”. The simple entry palette give you “clickable” notes. To select a note, click once on the type of note you want. Then to add it into your song, simply click on the line or space where you would like to put it.

Here is the "simple entry palette".

Click on a button to highlight it, then click in your staff to use it.

### Special Tools:

- \* The up and down arrows will raise or lower a note (when clicked on) by a half step. This is how you add sharps or flats.
- \* The X button removes any accidentals.
- \* The curved line is not a slur, but a tie.
- \* The dot will add a dot to a note.



## 8. Writing Rests:

Use the simple entry tool and palette. If you would like to make a rest, first make a note, then click on it again and will turn into a rest. Make sure you have the correct number of beats in each measure.



## 9. Erasing Notes or rests:

If you want to erase a note or a rest, use the eraser tool then double click on any note or single click on any rest. Again, make sure you have the correct number of beats in each measure.

## 10. Listening to what you have written:

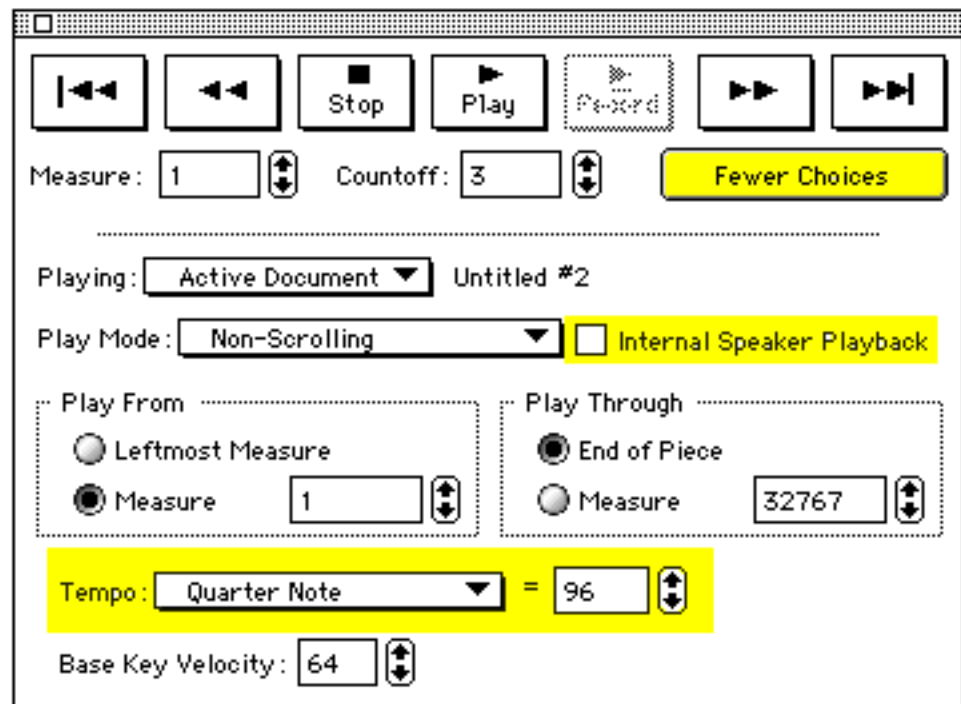
To playback your melody, pull down the "window" menu and choose "playback controls". This window looks similar to a CD or cassette player controls.

# Important!

In order to hear the music through your computer speakers, click on **more choices**, then check "**internal speaker playback**".

Click "**fewer choices**" to make the window smaller.

Now click the **play** button to hear what you have written. If you don't like something you heard, you



something you heard, you may use your eraser to change it.

Save File...

Click and Countoff...

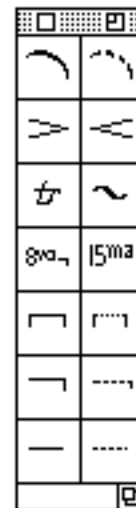
Playback Options...

## Extra!

Here you can also change your tempo. You can type a "beats per minute" number in the box.

**12. Finish composing your melody.** For this assignment, you will need to complete 16 measures of melody.

**13. Add Slurs.** From the "window" menu, select the "smart shape palette" tool. This will allow you to add slurs. Click once on the type of slur you would like to add, then double click the notes you would like to slur together. If you don't like something you just did, you can use the "undo" feature in the "edit" menu.



The "Smart Shape" palette:

**mf** **14. Add Tempo and Dynamic Markings.** Click once on the "score expression" tool then click above or below the first note of your song. Next, choose your tempo from the list and click "okay."

**ov** **15. Special Articulations.** These include trills, bow markings, lifts, etc. Click once on the "articulations tool," then click above or below the note you would like to add the articulation to. Choose the desired marking and click "okay."

**16. Add a Title at the top of your page.** From the "views" menu, select "page view."

View	Options	Window
Scroll View		⌘`
✓ Page View		⌘`



**A** Click once on the “text tool.” Scroll to the top of the page and double click where it says “title.” Double click on the little square, then type in the title of your piece.



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**17. Add your name as the composer.** While still in the “page view mode,” and with the “text tool” selected, scroll to the right hand side and double click on where it says “composer.” Type your name as you would like it to appear on the printed sheet of music.

**18.** Save your work, and then select “print” from the file menu. You have now completed your first computer-aided composition!

**Congratulations!**