

Dr. Frank's Finale Keyboard Shortcuts Cheat Sheet

For each tool, hold down these keys as you click on a notehead to create the following symbols.

For simple note entry, option(alt)+number keys change to that note value. Press "Return" to add a note at the cursor point.

For speedy note entry w/o a MIDI keyboard, move cursor to desired line/space and pressing this key will add a note. (When "Use MIDI Keyboard" is turned off) Press "Enter" ("fn+return" on laptops) to add additional pitches to form a chord.

Laptop users: To use this set, from the Simple menu, choose Simple Entry Options and then click Edit Keyboard Shortcuts. In the "Edit Keyboard Shortcuts" dialog box, from the "Keyboard Shortcut Set", "Select:" choose "Laptop Shortcut Table".

									enh. re-spell	Exit Note Entry	lower one half step	raise one half step	tie
Key	1	2	3	4	5	6	7	8	9	0	-	+ =	= T
	<i>ffff</i>	<i>fff</i>	<i>ff</i>	<i>f</i>	<i>mf</i>	<i>mp</i>	<i>p</i>	<i>pp</i>	<i>ppp</i>	<i>pppp</i>			

• For each tool, hold down these keys as you click/are on a note to create the following symbols.

	Change note to rest	Change to grace note	Break or join beam	Hide note or rest	show or hide accidental	Show or hide Courtesy Accidental	Flip stem to other side	Add dot	Add sharp (2x add double)	Add flat (2x add double)	Add natural
Key	R	;	/	H	*	P	L	.	S	F	N

More Score/measure expressions as above. Click on note to attach to note/elsewhere to add to measure

	<i>fp</i>	<i>fz</i>	<i>sf</i>	<i>sfz</i>	<i>sffz</i>	<i>accel.</i>	<i>rit.</i>				
Key	F	G	H	S	Z	E	R				

Click on notehead to add to that note, or hold down while selecting multiple notes to apply over all notes selected (hold mouse down while dragging to select)

	.	>	-	·	≥	^	▲	◡	<i>tr</i>	∨	■	<i>Red.</i>	*
Key	S	A	E	W	Z	V	G	F	T	U	D	P	*

	up 8va	down 8va	next note	previous note	up 8va	down 8va		
Key	↑	↓	←	→	shift+ ↑	shift+ ↓	[]
	up a step	down a step	back a note	forward a note	Up a Layer	Down a layer	next measure	back a measure

Utilities: (handy for 4-part writing)

Explode Music - separates multiple note chords into separate staves

Implode Music - combines two or more individual lines/staves into one. May change some durations to make it fit.

Tip: The following workflow is usually fastest and most efficient: Enter Notes; Enter Articulations/bowings; Enter Dynamics & Smartshapes; Clean up; Format Page