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New (default new action)	Switch between Page and Scroll Views
Open	Studio View
Close document	Zoom in
Save	Zoom out
Print	Custom zoom 1
Quit	Custom zoom 2
	Custom zoom 3
Edit menu	View at x %
Undo	Fit in window
Redo	Fit width
Select all	Change layer
Use Filter	
Edit Filter	
Cut	Window menu
Copy	Show/Hide Score Manager
Insert	Show/Hide Mixer
Insert and Filter	Switch between windows
Paste	
Paste and Filter	Playback/General
Paste Multiple	Play
Clear all items	Stop playback
Delete measure stack	Play from measure
	Play individual staff
	Scrub playback
	Scrub individual staff
	Select Yes in dialog box
	Select No in dialog box
	OK all open dialog boxes
	Cancel all open dialog boxes
	Define shortcut for tool
	Choose defined tool
	Document Options
	Apply metatool
	Program metatool
	Add again (most recent marking)
	Switch to Selection tool



Navigation

Page View: up full screen	Page View: down full screen
Page View: previous page	Page View: next page
Page View: left one screen	Page View: right one screen
Page View: first page	Page View: last page
Page View: top left of leftmost viewable page	Page View: bottom right of rightmost viewable page
Page View: one increment right horizontally	Page View: one increment left horizontally
Page View: forward screenfull of measures	Page View: backward screenfull of measures
Page View: beginning of score/part	Page View: end of score/part
One increment up vertically	One increment down vertically
Previous part	Next part
Last viewed part	Zoom in to position
Zoom out from position	Drag visible region

Selection tool

Expand selection: previous beat	Expand selection: next beat
Expand selection: beginning of measure	Expand selection: end of measure
Expand selection: beginning of score/part	Expand selection: end of score/part
Expand selection: next staff above	Expand selection: next staff below
Expand selection: all staves to top of system	Expand selection: all staves to bottom of system
Implode music	Explode music

Smart Shape tool

Flip selected slur or bend direction
Set selected slur or bend direction to automatic
Move between primary/secondary handles
Hide secondary handles

Keyboard Shortcuts

Expression tool

Move expression without changing attachment point	Add selected expression to staff above
Add selected expression to staff below	Add selected expression to all staves to top of system
Add selected expression to all staves to bottom of system	Add selected expression to all staves in system
Add selected expression to specific staves	

Lyrics tool

Type into Score: previous verse/chorus/section
Type into Score: next verse/chorus/section
Adjust Syllables: left justify syllable
Adjust Syllables: center justify syllable
Adjust Syllables: right justify syllable
Adjust Syllables: align syllable to left
Adjust Syllables: center syllable horizontally
Adjust Syllables: align syllable to right

Text tool

Left justify in text block	Center justify in text block
Right justify in text block	Full justify in text block
Forced full justify in text block	Align text block to left
Center text block horizontally	Align text block to right
Align text block to top	Center text block vertically
Align text block to bottom	Format text: bold
Format text: italic	Format text: underline
Decrease text size	Increase text size
Line spacing	Standard frame
Custom frame	Frame attributes
Character settings	Insert symbol: flat
Insert symbol: natural	Insert symbol: sharp
Insert page number	



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 **[** or **shift ↑** / **]** or **shift ↓**
 Jump to previous measure **]** or **shift ↓**
 Jump to next measure **shift ↓**
 Move down a staff **shift ↓**
 Move up a staff **↑**
 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 **□** 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**

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. There, you can also contact our Customer Success Team through email or web-based cases.

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

num lock	/	*	-
break/join beam from prev note	show/hide accidental default accid	lower 1/2 step lower 1/2 step full measure	ctrl shift raise 1/2 step full measure
begin \uparrow -4 \uparrow	begin \uparrow -5 \uparrow	begin \uparrow -6 \uparrow	begin \uparrow -7 \uparrow
begin \uparrow -4 \uparrow	begin \uparrow -5 \uparrow	begin \uparrow -6 \uparrow	begin \uparrow -7 \uparrow
begin \uparrow -2 \uparrow	begin \uparrow -3 \uparrow	begin \uparrow -3 \uparrow	begin \uparrow -3 \uparrow
define triplet	add dot	add note to chord change rest to note	raise 1/2 step raise 1/2 step full measure
exit measure and redraw	add dot	change rest to note	raise 1/2 step raise 1/2 step full measure
enter			

Show/hide accidental parentheses **P** or **:**
 Toggle grace note **G** or **:**
 Toggle slashed flagged grace note **.**
 Flip stem **↕**
 Default stem direction **ctrl L**
 Break/join beam from previous note **/** or **B**
 Restore default beaming **shift B**
 Flatten beam **shift M**
 Tie/unite to next note **=** or **T**
 Tie/unite to previous note **ctrl =** or **shift T**
 Flip tie **ctrl =** or **shift F**
 Default tie direction **ctrl shift F**



Speedy Entry

Step time entry without MIDI

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)

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

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)

Simple Entry

Numeric keypad commands

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 **alt G**
 Change to grace note **alt H**
 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 →**

num lock	/	*	-
select	tie to next tie to prev select tie	change \uparrow -3 \uparrow alt custom ctrl select	1/2 step down
select	select	select	1/2 step up
select	select	select	enter pitch at caret ctrl add pitch at caret
select	select	select	enter rest alt change
select	select	select	augmentation dot alt change
select	select	select	enter