

## FINALE TOOLS AND WHAT THEY DO

Tool Name	Function
Staff Tool	Create, edit and customize staves. Staff Styles feature lets you define staff appearance and apply that Staff Style to any section of the score.
Clef Tool	Enter and edit clefs.
Time Signature Tool	Edit and enter time signatures. Contextual menu (obtained by right-clicking in Windows or control-clicking on a Mac) offers one-click selection of common time signatures. Time signatures insure that correct beaming is used.
Key Signature Tool	Write and edit key signatures. Contextual menu allows one-click selection of common key signatures.
Measure Tool	Add or insert measures, customize appearance of a measure or group of measures, add and customize measure numbering.
Simple Entry Tool	Drag notes and rests from a palette to the score. This is probably the easiest and most intuitive way to get started.
Speedy Entry Tool	Enter notes by playing them on a MIDI keyboard while selecting the rhythmic value on the numeric keypad ("5" for a quarter note, "4" for an eighth note, and so on). Very quick way to enter music once you've learned the numeric keypad commands.
HyperScribe Tool	Enter music by playing in real time.
Navigation Tools	Move the score around and zoom in and out.
Selection Tool	Use this tool when you want to be able to select any object by clicking on it. (This means you don't have to have a particular tool selected to move an object created by that tool.) This tool is an important time-saver when you are editing lots of objects created by many different tools.
Tuplet Tool	Create and edit tuplets. Tuplets can also easily be created in the Speedy Entry Tool.
Smart Shape Tool	A powerful tool that lets you create slurs, solid and dashed lines, guitar bends, trills, octave symbols, brackets, crescendo/decrescendo hairpins, glissandos, and tablature slides. They are "smart" because they automatically adapt to changes in the music (i.e. a slur will stretch and reshape itself if you insert notes within the slur and will automatically continue to the next staff system if necessary) and also because they are automatically reflected in playback.
Articulation Tool	Enter and edit articulation symbols. You can also create your own symbols and add them to the library.
Repeat Tool	Create repeats, first and second endings, and D.C. and D.S. al Coda passages.
Expression Tool	Create expressions including dynamic markings, tempo indications and descriptive words (like "allegro") used in music. Very powerful customization features allow you to create any symbol you need with included Text Expression Designer and Shape Designer.
Special Tools	A group of 18 tools that let you micro-edit note position, note shape, stem length and direction, beam angle, and ties. You can also create custom stems, create feathered beams, and so on.
Mass Edit Tool	Select a passage and use the Mass Edit Tool to move or copy that passage. You can also filter which items are affected by the tool (for example, move or copy only expressions but nothing else). There is a long list of other functions that can be performed by the Mass Edit Tool including transposition, music spacing, freezing stems up or down, creating piano reductions from individual parts, and many many more.
Note Mover Tool	Allows moving one note at a time, creating cross-staff beaming, and making use of a search and replace function to search for and change every occurrence of a note or group of notes.
Resize Tool	Change the size of a staff and all elements on it.
Chord Tool	Enter and edit chord symbols and/or fretboard charts. This tool is also useful for creating figured bass passages.
Text Tool	Enter text. Text tool includes many features such as automatic page numbering and creation of boxes around text.
Lyrics Tool	Edit and enter lyrics.
Graphics Tool	Enter graphics in your score or save parts of the score in graphic format.
Page Layout Tool	Arrange margins and placement of staff systems on the page.
MIDI Tool	Set up MIDI and audio playback. Edit MIDI data that determines how the score plays back.
Ossia Tool	Create ossia passages (small staves above a given staff with an alternate notation).
Mirror Tool	A way to copy notes, but the copy remains linked to the original so when you make changes in the original, those changes are also reflected in the mirrors.
Tempo Tool	Set tempos for a section of the score.