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UNESCO/DigiArts  
MINT/Paris4-Sorbonne

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## Detailed user guide for Finale Note Pad

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### 1. General presentation

Name: Finale Note Pad

Categories: score editing

Plug-in: NO

Versions: 2003a

Platforms (systems): Mac (from OS8.6) and Windows (from Windows 98)

URL (last login date):

<http://www.finalemusic.com/notepad/system-requirements.asp>

(23/11/2003)

Size of file to download: 4 Mo

Language: English

Skill level: Average

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### 2. Technical description

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#### **Formats**

Import files: Finale (paid version and free version), Finale Note Pad

Export files: Finale, Finale Note Pad

#### **Functionalities**

This software enables you to edit scores.

#### ***Creating a new file***

Automatic function when you open the software, or click on “New” in the “File” menu.

A new file is created in three steps :

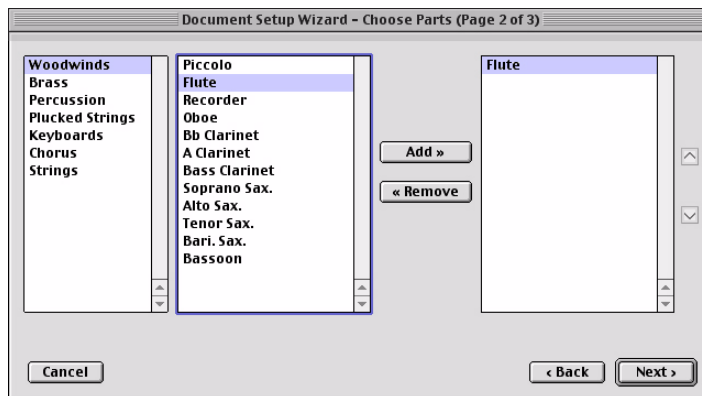


Title: title of the score (optional)

Composer: name of the score's composer (optional)

Page size: size and positioning (portrait/landscape)

Now click on "Next"



Left column: instrument families

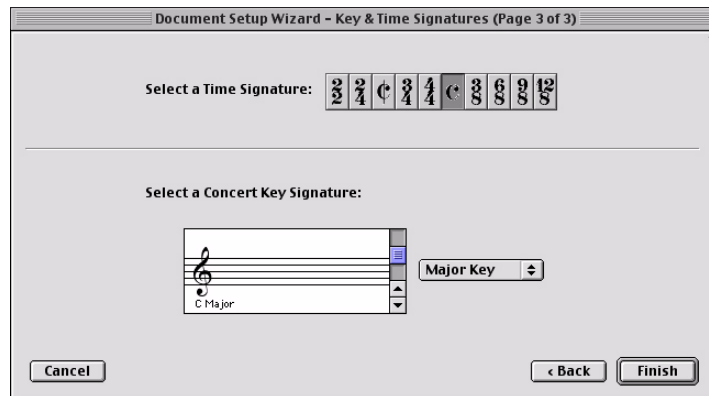
Middle column: instrument families selected

Right column: instruments that will appear on the score

Select an instrument, then click on "Add" to put it in the partition or on "Remove" to take it out of the partition.

At least one instrument must be selected.

Now click on "Next".



Select a Time Signature: choose your beat

Select a Concert Key Signature: vary the vertical shaft and the scrolling menu)

Then click on “Next”. Your blank score with your own parameters is now created.

### *Adding notes*

The “Simple Entry Palette” (opened by default, or if not, go into the “Window” menu and tick this box) lets you select note values and place them on the score.



To use this function:

1. click on a note value (for instance a crotchet)
2. click on the score at the place where you want to put the note

You can also associate a note value (top line of the “Simple Entry Palette”) with an attribute (bottom line of the “Simple Entry Palette”) in order to get modified notes, slurs or complex rhythms (dotted and compound).

### *Adding rests*

The “Simple Entry Rests Palette” (opened by default, or go into the “Window” menu and tick this box) lets you select rest values and place them on the score.



To use this function:

1. click on a rest value (for instance a crotchet)
2. click on the score at the place where you want to put the rest

### *Adding specific signs: slurs, nuances and lines*

The “Smart Shape Palette” (opened by default, or go into the “Window” menu and tick this box) lets you select specific signs and place them above or below the notes.



To use this function:

1. click on a sign (for instance the slur)
2. click on the note or the rest from which it has to start:



3. keep down the button, and move the mouse to the note or the rest on which it has to stop:



4. let go the mouse button: the sign will be placed automatically.



The various little squares and diamond shapes allow you to change the shape of the sign (click on a diamond and move the mouse). You can make these diamond shapes reappear by selecting one of the elements on the “Smart Shape Palette” and double clicking on the square associated with the symbol:



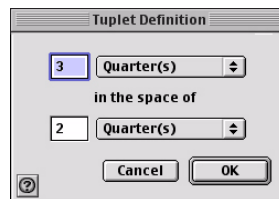
***Adding specific signs and various functionalities: pause, changing the key, compound rhythms, various symbols, words, repeat signs, selection, text***

The “Main Tool Palette” gives you a large number of functionalities:

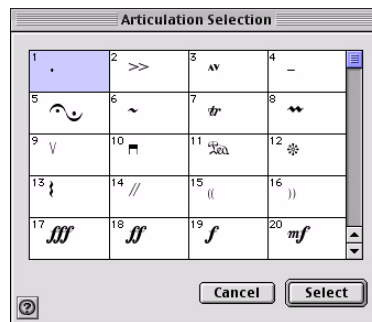


Meaning of the buttons from left to right and from top to bottom:

1. selecting a beat or a set of beats
2. changing the key: click on the button to let the next window appear
3. note editing position
4. editing of compound rhythms: click on the first note or the first rest of the rhythm and parametrize the window (by default, it will create triplets)



5. position of “Smart Shape Palette” editing
6. adding specific signs: select the button and click on the note or the rest where you want to add the sign. The following window appears:



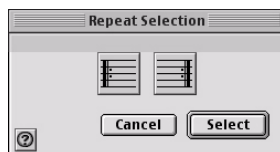
Select a symbol and click on “Select”. The symbol is placed above or below the note. You can now move it by clicking on the relevant square.

7. adding words: select the button and double click on the note under which you want to add the words. Enter the words: the spacebar and the “-” sign let you jump to the next note. The text automatically falls in place:



To change the font, click on “Select Default Font” in the “Options” menu.

8. adding a repeat bar: select the button and click on the beat in which you want to insert a repeat bar:



Select the repeat(s) and click on "Select"

9. selecting notes in the beats

10. adding a text zone: select the button and double click on the place where you want to insert the text, write your text:



To change the font, click on "Select Default Font" in the "Options" menu

### *Playing back the score in midi*

The "Playback Controls" palette (opened by default) lets you set parameters and launch the playback of the score in midi (parametrize your sound card beforehand to enable Finale Note Pad to interact with it):



Meaning of the controls from left to right:

- return to the start of the score
- fast rewind
- stop playback
- playback/pause
- fast forward
- go to the end of the score

Beat: number of beat from which the playback starts

Tempo: choice of tempo (scroll menu) and number of units per minute

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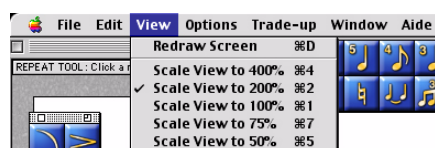
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## 3. View and Options menus

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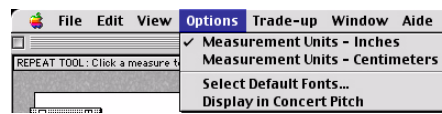
### View menu



Redraw Screen: renew the screen (in case strange symbols or tasks appear on the score)

Scale view to...: change the size of display of the score

## Options menu



Measurement Units: lets you choose the display unit of the measurements

Select Default Font...: select the font for text and words

Display in concert Pitch: displaying the notes as they are heard (for transposing notes)

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## 4. Comments, tips

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Finale Note Pad also lets you open scores that were created with the version of Finale that you have to pay for, but you cannot edit them.

If you are not able to insert notes on the score:

Check that the cross-shaped button in the “Main Tool Palette” has been selected.

It is impossible to change alterations while the score is underway.