

## Dr. Frank's Finale Keyboard Shortcuts Cheat Sheet

- For each tool, hold down these keys as you click/are on a note to create the following symbols.
- For simple note entry, number keys change to that note value.
- For speedy note entry w/o a MIDI keyboard, move cursor to desired line/space and pressing this key will add a note.

									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	-	+	=
	<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

tip: Create a new instrument Under "Window->Instrument List" for each staff in 4-line/part writing to allow individual dynamics and instrument timbres.