

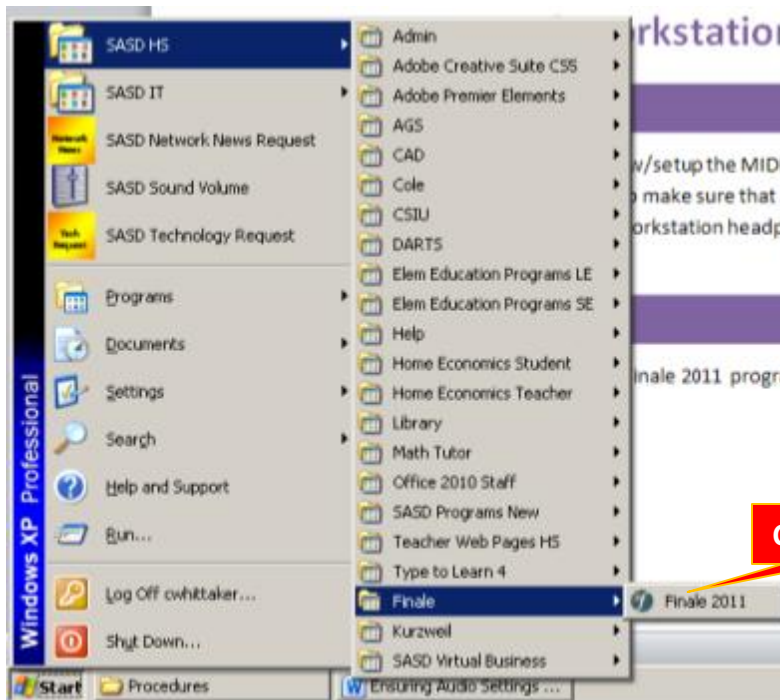
# Running Finale 2011

## Purpose

1. This document is to review how to launch the Finale 2011 (Music Editing software, used in music lab) and perform basic tasks.

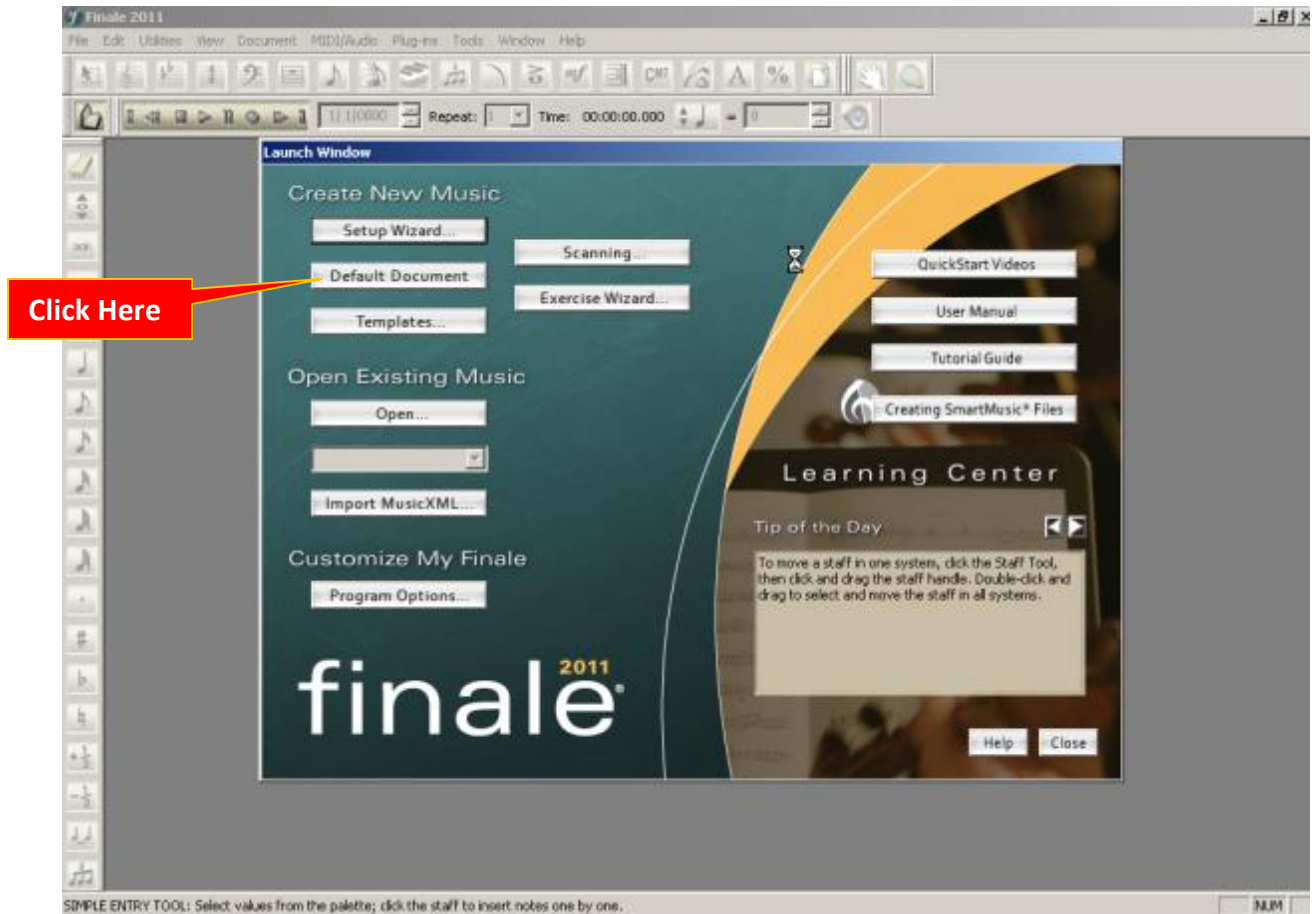
## Procedure

1. After you have logged into the PC and can see your start menu Navigate to the shortcut folder with Finale in it and click on the **Finale 2011** shortcut

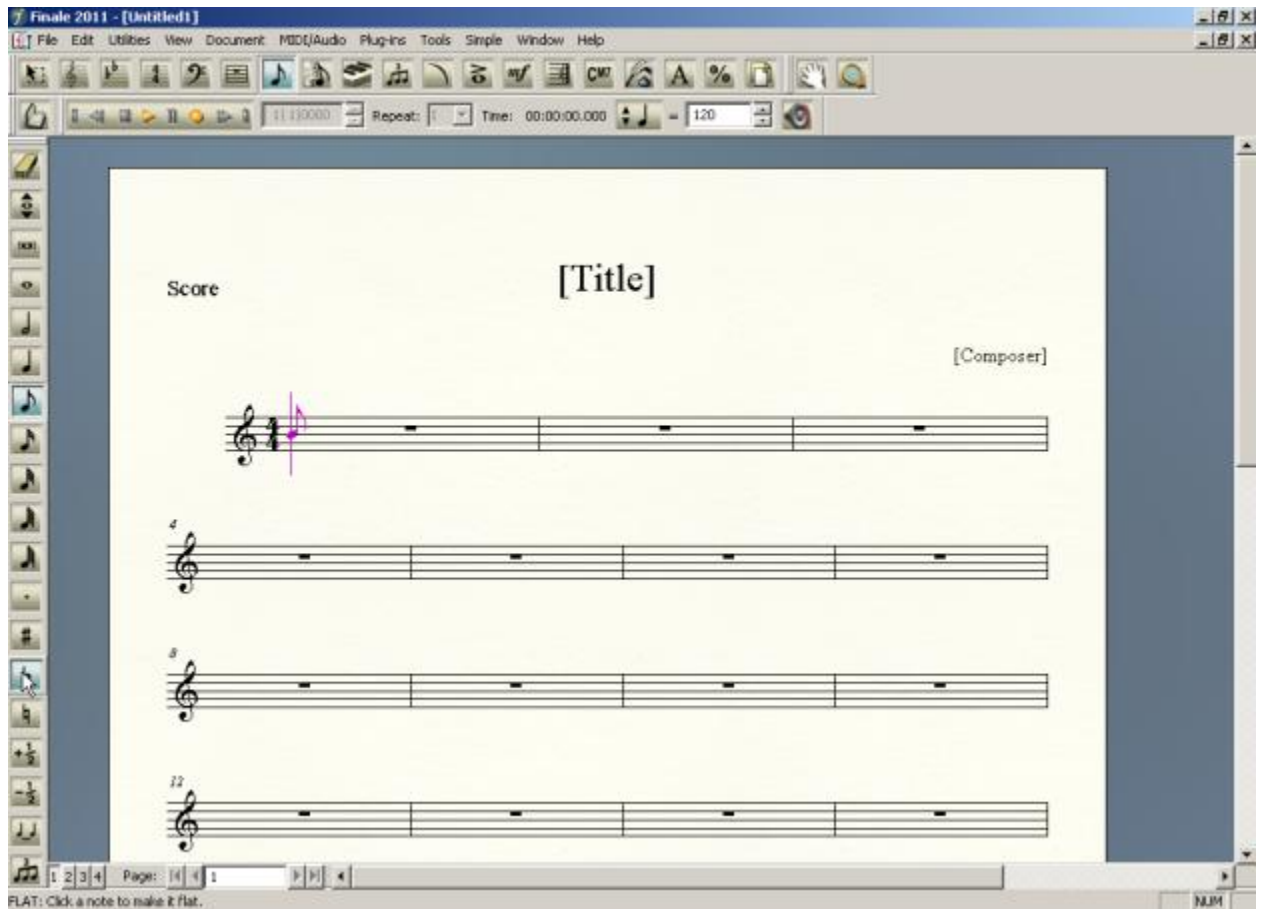


2. Once you click the shortcut the Finale program will open and you will see the screen below. From this screen you can do multiple different things such as start a new blank document, start a blank document with the wizard helping you to setup it up to the specific instruments, tempo, etc. You can open existing files, view quickstart videos, open the manual and a few other things.

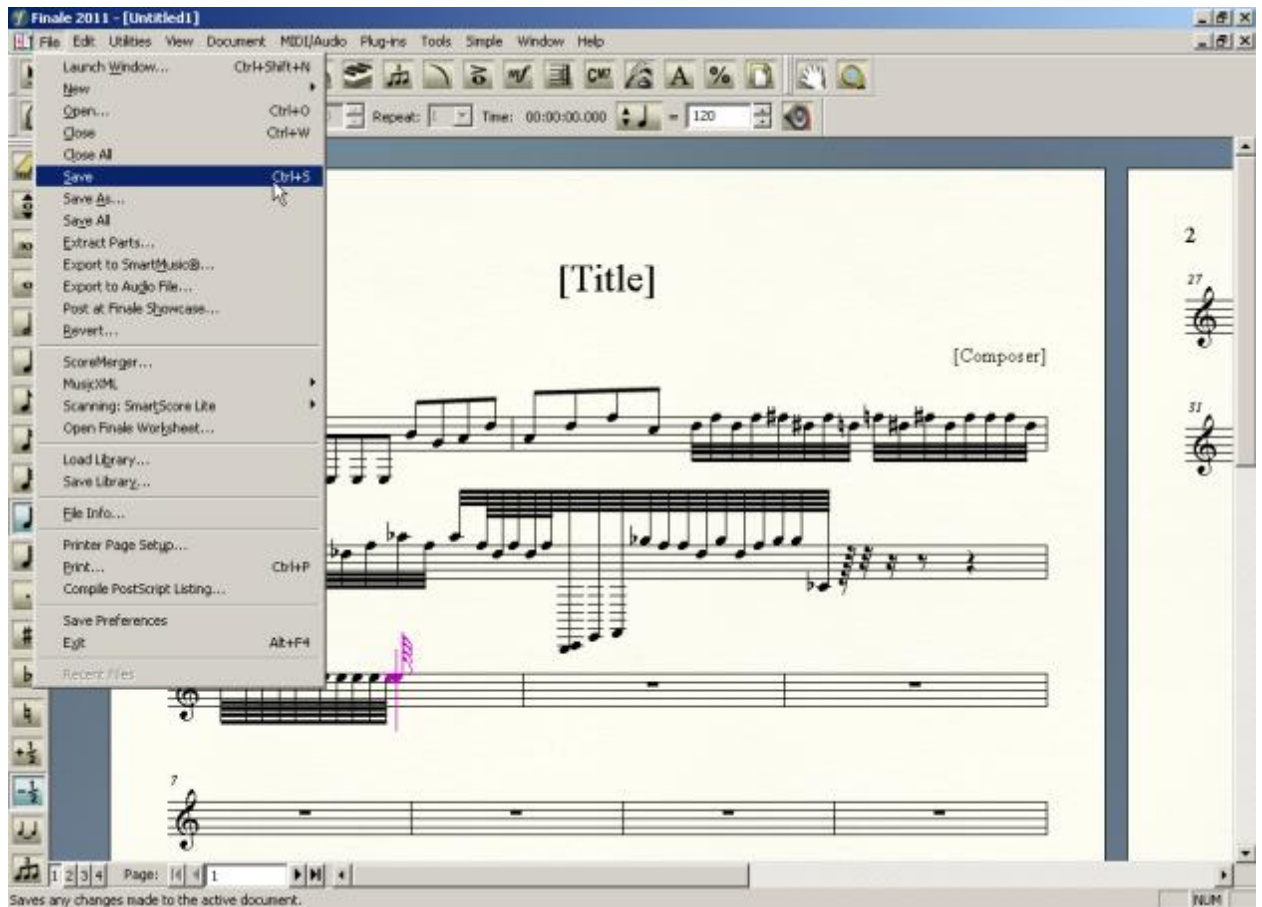
For our purposes we will click **Default Document**



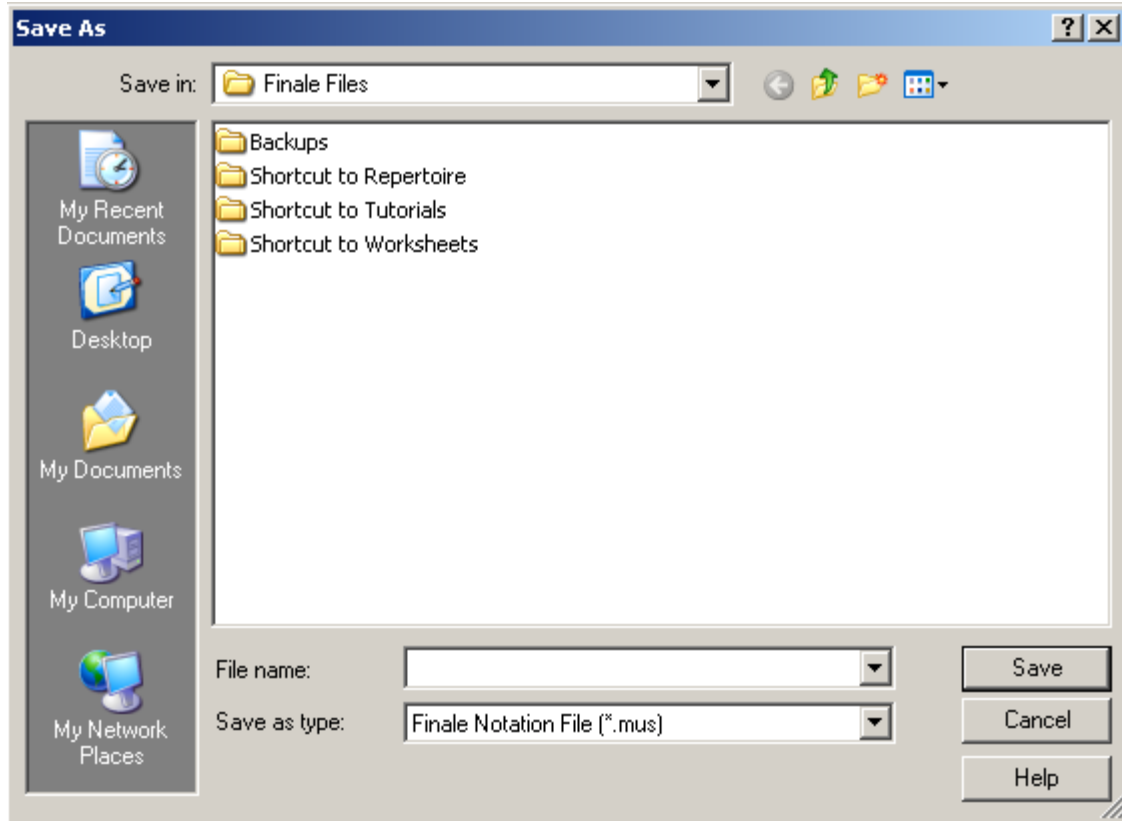
3. The next screen will be the new blank music document. You can now change other settings, type in your music from the keyboard, can the tempo, all of the styles and all of the other options that go along with Finale 2011.



4. For our purposes we are going to type in a few notes just so we don't have a blank document and then save it. As shown below, we have our notes keyed in and then we will go to **File** → **Save**.



5. The next screen that appears will ask up where we want to save the file to, you may select the location and type in a name and then click **Save**.



6. You will then be brought back to the page similar to shown below where you may continued to edit your work, change the text on the pages, and many other options.

The image shows a screenshot of the Finale 2011 software interface. The window title is "Finale 2011 - [1]". The menu bar includes "File", "Edit", "Utilities", "View", "Document", "MIDI/Audio", "Plug-ins", "Tools", "Text", "Window", and "Help". The toolbar contains various icons for editing and playback. The main workspace displays a musical score with four staves. The score is titled "[Title]" and is attributed to "[Composer]". The score is in 2/4 time and features a key signature of one flat. The first staff contains a melodic line with eighth and sixteenth notes. The second staff contains a bass line with eighth and sixteenth notes. The third staff contains a bass line with eighth and sixteenth notes. The fourth staff contains a bass line with eighth and sixteenth notes. The score is displayed on page 1 of 1. The status bar at the bottom indicates "TEXT TOOL: Double-click to add a text block." and "NUM".

### Options on the Default Screen

The screenshot shows the main workspace of the Finale 2011 software. The interface includes a menu bar at the top with options like File, Edit, Utilities, View, Document, MIDI/Audio, Plug-ins, Tools, Text, Window, and Help. Below the menu bar is a toolbar with various icons for editing and playback. A status bar at the bottom shows the current page (1 of 4), time (00:00:00.000), and tempo (120). The main workspace contains a musical score with four staves. The first staff is labeled [Title] and the second staff is labeled [Composer]. The score is in 4/4 time and features various musical notations including notes, rests, and dynamic markings. A red callout box labeled 'Page Selector' points to the page navigation controls at the bottom of the score area.

**Selection Tool**

**Lyrics Tool**

**Text Tool**

**Zoom Tool**

**Playback Functions**

**User Manual**

**Erase Tool**

**Page Selector**

TEXT TOOL: Double-click to add a text block.