

Basics of Finale NotePad

Main Tool Palette



Each round tile contains a symbol representing its function. When your pointer touches or selects each tool, the Message Bar identifies it by name and gives you the first instruction for how to use it.

Measure Tool



Adds new blank measures at the end of the score

Key Signature Tool



The Key Signature dialog box appears, from which you can select the new key.

Simple Entry Tool



When you click this tool, NotePad displays the Simple Entry Palette, containing an individual icon for each rhythmic value.

Tuplet Tool



This tool lets you create, edit and adjust the positions of tuplets. (The word tuplet describes a class of irregular note divisions such as triplets.)

Smart Shape Tool



When you click on this tool, NotePad displays the Smart Shape Palette, containing an individual icon for each of several Smart Shapes—stretchable markings such as slurs, crescendo hairpins, lines, and so on.

Articulation Tool



Use this tool to enter one-character markings (such as accents, dynamics, staccato marks, fermatas, and so on) into your score.

Lyrics Tool



This tool lets you create lyrics in your score. You can move the baseline (the imaginary line upon which the bottoms of the words align) up or down.

Repeat Tool



Using this tool, you can create repeat signs in your score. These repeats are purely graphic in NotePad.

Mass Edit Tool



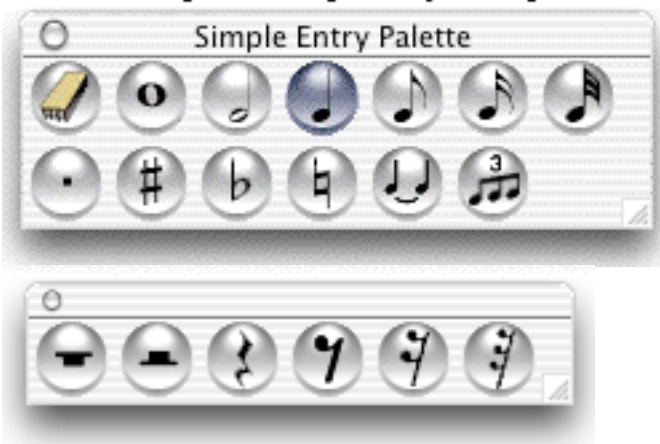
With this tool you can select a region of your score and edit all selected music at once. The Mass Edit Menu appears, containing the command to clear the selected music. It can also be used to copy music from one place to another—even from one NotePad document to another.

Text Tool



The text tool is used to enter blocks of text—not only the title of your piece, but also any headers, footers, page numbers—directly into the score, position text blocks, and set fonts and styles for the text directly on-screen.

Simple Entry Palette



Smart Shape Palette



Playback Controls

