



## Activity 2

Bach BWV 64: *Jesu, Meine Freude Chorale*  
<http://www.classicalarchives.com/midi/b.html#BACH>

(arranged for string quartet)


### Getting started

Open the MIDI file *Bach BWV 64: Jesu, Meine Freude Chorale* in *Finale 2005*.

Add the title, composer and copyright information.

Add slurs, expressions and dynamics.

### Delete the empty bars at the beginning and end

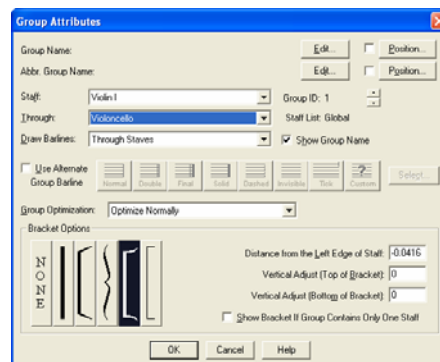
- Select the *Measure* tool  in the top menu in *Finale*.
- Drag the cursor over the empty bar to highlight it and it will go black.
- Press *Delete* to remove the unwanted bar.
- Repeat the process to delete the last bar.



### Change the clef and group the staves



- Select the *Staff* tool.
- The *Staff Menu* will appear between the *Tool* and *Window* menus. Click on it and select *Add Group and Brackets* from the drop down menu.
- Select *Violin 1* from the drop down menu next to *Staff*.
- Select *Violoncello* from the drop down menu next to *Through*.
- Select *Through Staves* from the drop down menu next to *Draw Barlines*.
- Click to select the appropriate bracket under *Bracket Options*.
- Click OK.

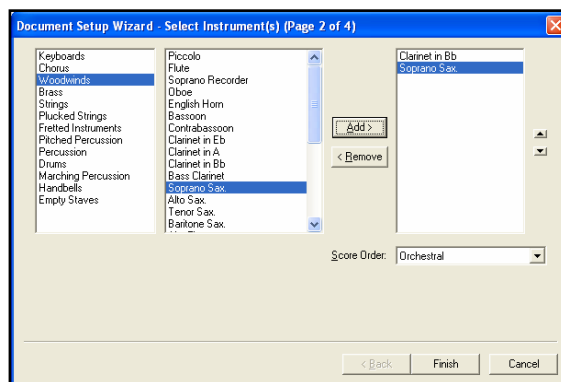


### Insert new staves for transposing instruments

(In this example parts are added for clarinet and alto sax)




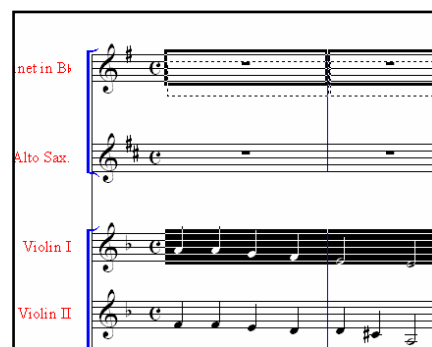
- Select the *Staff* tool.
- Select *Violin 1* staff by clicking in the little box on the top line to the left of the treble clef (this will ensure the new staves are inserted above the string group).
- Click on the *Staff Menu* and select *New Staves (with Setup Wizard)*.
- Select *Woodwinds* from the instrument groups.
- Select *Clarinet in Bb* and *Alto Sax* from the instrument list.
- Click the *Add* button to place instruments in the RH window.
- Click *Finish*.




- The new staves now appear above the string group, with appropriate key signatures.

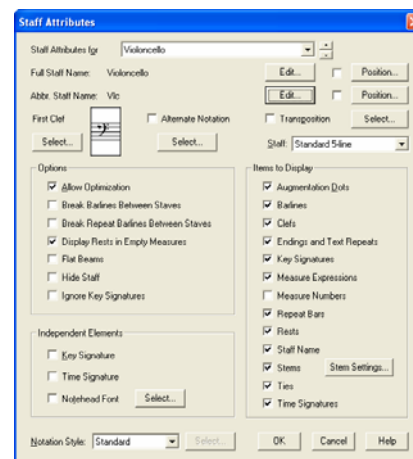
### Copy existing parts to the new staves

- Select the Mass Edit tool. 
- Click in the margin to the left of the Violin 1 staff. The staff will go black.
- Left-click and hold down the mouse in the first bar of the highlighted Violin 1 part.
- Hold and drag the mouse up to the Clarinet part aligning the black outlines of the bars, then release the mouse.
- The complete Violin 1 part will now be transposed to a Clarinet in Bb part.
- Repeat the process to create an Alto Sax part.



### Edit the instrument names and abbreviations

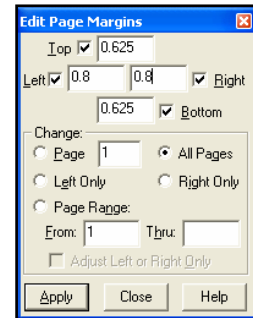
- Select the *Staff* tool. 
- Double click in the little box that appears to the left of the treble clef on the top staff to launch the *Staff Attributes* window.
- Click on *Edit* beside *Full Staff Name* and edit the text in the *Edit Text* window that appears.
- Click on *Edit* beside *Abbr. Staff Name* and edit the text in the *Edit Text* window that appears.
- When editing the text for Viola, change the clef to *Alto*. Click on *Select* under *First Clef* to launch the *Clef Selection Window*.
- Select the alto clef then click OK.
- When complete click OK to exit the *Staff Attributes* window.
- Select the Articulation tool and add articulations to individual parts.



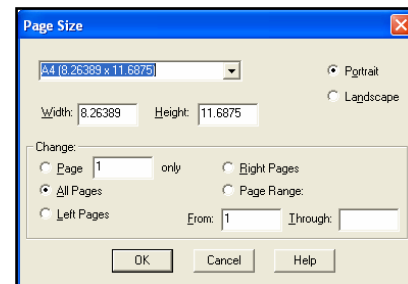
### Format the score



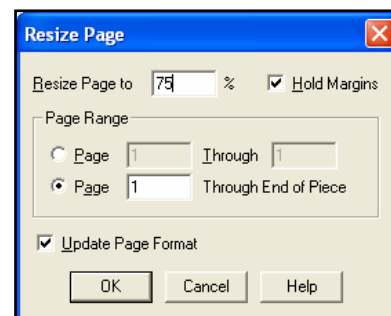
- First, edit the page margins. Select the *Page Layout* tool.
- Click on *Page Layout* in the menu and select *Page Margins > Edit Page Margins* from the drop down menu and the *Edit Page Margins* window will appear.
- Change the left and right margins to 0.8.
- Under *Change* check *All Pages* and click *Apply* then *Close*.



- Select *Page Size* from the *Page Layout* drop down menu.
- Change the page size to A4 and check *All Pages* under *Change*. Click OK.



- Select *Resize Pages (Page Reduction)* from the *Page Layout* drop down menu.
- Change the page size to 75% and check *Page 1 Through End of Piece*.
- Check *Update Page Format*, then click OK. The score will now consist of two pages with two systems on each page.



- To adjust the number of bars per system select the *Mass Edit* tool.
- Drag to highlight the bar/s you want to move.
- Press the down arrow to move the bars down to the next system, or the up arrow to move bars up to the system above.
- Print the score.



### Extract individual parts

- Select *Extract Parts* from the drop down *File* menu to launch the *Extract Parts* window.
- Click to select one staff, or shift-click to select all of the staves.
- If you want 4 bars per system, check the box.
- Check *Space Systems Evenly*.
- Check *Apply Note Spacing*.
- Under *File Names* check *Generate Names From*.
- Check *Open Extracted Part*.
- Click OK.
- Individual parts will now be generated and saved in the same folder as the full score. Check each part for final edits and then print.

