



Activity 1

Automatically harmonise a melody, add chords, add lyrics, generate and edit a jazz rhythm section.

Getting started:

Create a blank document using the Finale Setup Wizard.

Use the SmartMusic SoftSynth instrument set.

Select Chorus and add Soprano soloist.

Set the time signature to common time.

Set the key signature to D major.

Set the font to Jazz.

Click Finish.

Notate a melody.



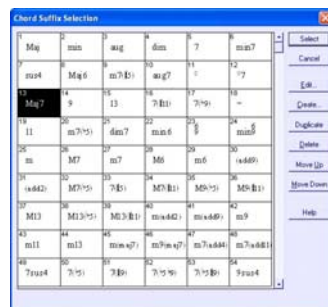
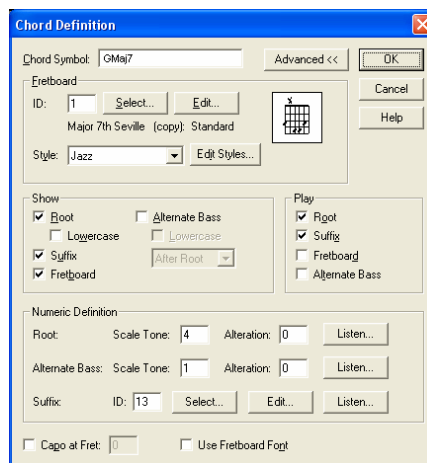
- Select the *Simply Entry* tool
- Enter the following melody or write your own 8 bar melody.



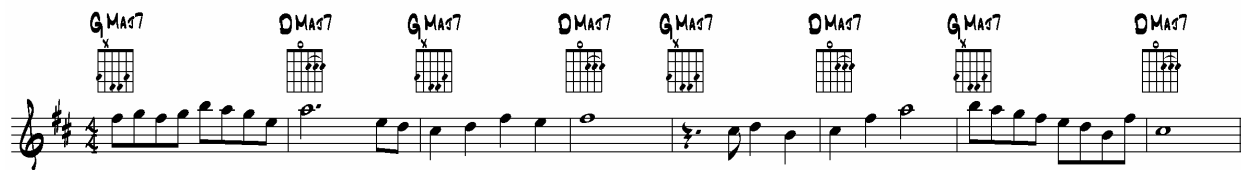
Insert the chords



- Select the *Chord Tool*
- In the *Chord* menu select *Manual Input*
- Click on the first note that requires a chord symbol to launch the *Chord Definition* window.
- Enter the chord name in the *Chord Symbol* window.
- Go to the *Numeric Definition* label at the bottom.
- Enter a *Root Scale Tone* of 4
- Click the *Select* tab beside *Suffix* to launch the *Chord Suffix Selection* window
- Click on *Maj 7* and then click *Select*.
- If you want to show the guitar fretboards select *Show Fretboards* from the drop down *Chord Menu*
- Use *Ctrl+A* to select all the chord symbols and fretboards and *Up and Down Arrows* to move them above the staff.



the



Insert the lyrics



- Select the *Lyrics* tool
- The *Lyrics* menu will appear. Select *Type Into Score* from the drop down menu
- Click above the staff over the first note of the melody. A flashing cursor will appear
- Type the lyrics. Each time you type a space or a hyphen, *Finale* automatically moves the insertion point to the next syllable.
- If you make a mistake, just backspace over it by pressing backspace.
- To change a word you've already typed, click in the staff so that the syllable is highlighted, and then type its replacement.
- To hear the notes you're attaching lyrics to, hold down ctrl and the space bar and drag the cursor across the staff. *Finale* will play any note the cursor touches
- Type in the following lyrics or write your own lyrics.

*Swirling seas send whispers on the waves
Weaving song lines as we sleep
The waves roll and waves toll,
Endless fugues emerging from the deep.*

SWIR-LING SEAS SEND WHIS-PERS ON THE WAVES, WEAV-ING SON LINES AS WE SLEEP.

THE WAVES ROLL AND WAVES TOLL, END - LESS FUGUES E - MERG - ING FROM THE DEEP.

Rebeam to Lyrics

A vocal melody should have separate stems for each syllable. *Finale* can automatically 'rebeam to lyrics' as follows:

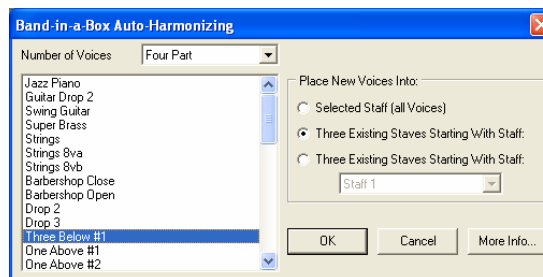
- Select the *Mass Edit* tool
- Press *Ctrl+A* to highlight the staff
- Under the *Mass Edit* menu select *Rebeam*, then select *Rebeam to Lyrics*

SWIR-LING SEAS SEND WHIS-PERS ON THE WAVES, WEAV-ING SON LINES AS WE SLEEP.

THE WAVES ROLL AND WAVES TOLL, END-LESS FUGUES E-MERG-ING FROM THE DEEP.

Automatically harmonise the melody

- Select the *Mass Edit* tool
- Press *Ctrl+A* to highlight the stave
- In the Plug-ins menu select *Scoring and Arranging*, then *Band-In-A-Box Auto-Harmonising* to launch the following window
- In the *Number of Voices* window select *Four Part* from the drop down menu



- Select *Three Below #1*
- Under *Place New Voices Into:* Select *Three Existing Staves Starting With Staff:* and then click OK

SWIR-LING SEAS SEND WHIS-PERS ON THE WAVES, WEAV-ING SON LINES AS WE SLEEP.

SWIR-LING SEAS SEND WHIS-PERS ON THE WAVES, WEAV-ING SON LINES AS WE SLEEP.

SWIR-LING SEAS SEND WHIS-PERS ON THE WAVES, WEAV-ING SON LINES AS WE SLEEP.

SWIR-LING SEAS SEND WHIS-PERS ON THE WAVES, WEAV-ING SON LINES AS WE SLEEP.

Rebeam the new vocal staves to Lyrics

- Select the *Mass Edit* tool
- Hold down the *Shift* key and click to the left of the clef to highlight Stave 2, keep holding down the *Shift* key to highlight staves 3 and 4 as well.
- Under the *Mass Edit* menu select *Rebeam*, then select *Rebeam to Lyrics*

General a jazz rhythm section

- Select the *Mass Edit* tool
- Click next to the *Treble Clef* to highlight the melody line
- In the Plug-ins menu select *Scoring and Arranging*, then *MBAC Jazz Rhythm Section Generator* to launch the following window
- Select *Swing* from the drop down menu
- Check *New Staves Added to Bottom of Score* and click OK



Add a blank staff under the piano treble clef staff

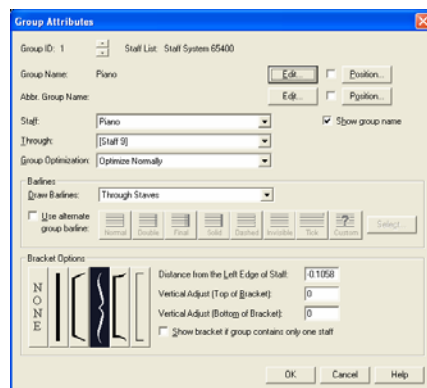
- Select the *Staff* tool
- Click inside the handle of the *Bass Guitar* staff select
- Go to the *Staff* menu and select *New Staves*
- Type 1 for *Number of Staves* and click OK.



- A new blank staff will appear below the *Piano Treble Clef* staff
- Right-click inside the handle to the left of the clef on the new staff
- Click *Select Clef* and select the *Bass Clef* from the menu that appears

Add piano brackets

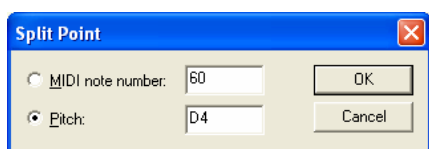
- Select the *Staff* tool
- Right-click inside the handle to the left of the *Bass* on the new staff
- Select *Add Group and Bracket* from the pop-up
- Select *Piano Brackets* and click *Edit* to change the *Name* to *Piano*
- Select *Piano* through *Staff 9* then click OK



Clef
menu
Group

Split the piano part

- Select the *Mass Edit* tool
- Shift-Click on the *Treble Clef* staff of the piano part to highlight it
- *Shift-click* to also highlight the *Bass Clef* staff of the piano part.
- In the *Plug-ins* menu select *Scoring and Arranging*, then *Split Point*
- Enter D4 beside *Pitch* in the *Split Point* window and click OK.

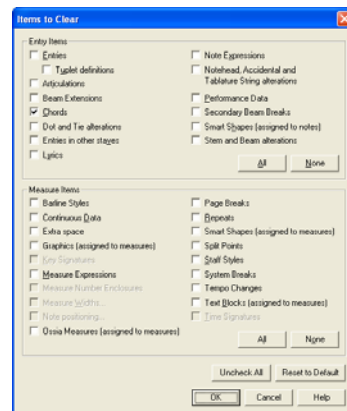


- The piano part will now be divided between two hands. You can change individual chords or bars in the same way. Highlight the chord or bar and enter the split point note required.


The image shows a musical score for 'Swirling Seas' in G major, 4/4 time. It features four vocal staves and two piano staves. The piano part is split into two hands. Chord symbols GMA7 and DMA7 are placed above the vocal staves and the piano staves to indicate the harmony. The lyrics are: 'SWIRLING SEAS SEND WHISPERS ON THE WAVES, WEAVING SON LINES AS WE SLEEP.'

Remove chords symbols from Bass Clef

- Select the *Mass Edit* tool
- Shift-click* to highlight the Bass Clef stave of the piano part
- In the *Mass Edit* menu select *Clear Items* to launch the *Items to Clear* box
- Select *Chords* and click OK



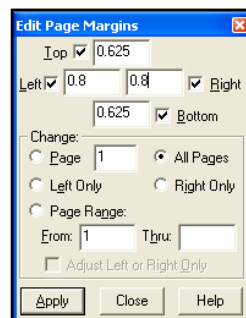
Changing the space between staves

- Select the *Staff* tool
- Drag the handle on the left side of the staff to move the staff up or down
- Select the *Page Layout* tool 
- Select *Systems > Allow Individual Staff Spacing*
- Now select the *Staff* tool again. Two handles appear on each staff. The top one is for global repositioning, the bottom for individual repositioning
- To respace several staves at once, shift-click to select the staves, then drag the top staff of the group to move the group up or down



The image displays a musical score with eight staves. The top four staves are vocal lines with lyrics: "SWIRLING SEAS SEND WHISPERS ON THE WAVES, WEAVING SON LINES AS WE SLEEP." The bottom four staves are instrumental accompaniment. Handwritten annotations "GMA37" and "DMA37" are placed above the first and second staves of the vocal lines. The score illustrates the process of adjusting the vertical spacing between these staves.

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 and in the *Page Size* window 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 and in the *Resize Page* window change the page size to 75% and check *Page 1 Through End of Piece*
- Check *Update Page Format*, then click OK.
- To adjust the number of bars per system select the *Mass Edit* tool and then *drag enclose* 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 stave, 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.

Activity 2

Notating a polyphonic score

Aria

Anne Wisdom

The image displays a musical score for a piece titled 'Aria' by Anne Wisdom. The score is written for piano and is in 3/4 time. It consists of three systems of music, each with a treble and bass staff. The first system (measures 1-5) features a melody in the treble staff with ornaments and a steady accompaniment in the bass staff. The second system (measures 6-10) shows more complex rhythmic patterns in the treble staff, including sixteenth notes and eighth notes, with a more active bass line. The third system (measures 11-14) concludes the piece with a trill in the treble staff and a final chord in the bass staff.

Getting started:

Create a new document using the *Setup Wizard*

Select the *Garritan Personal Orchestra Finale Edition* instrument set.

Select GPO Keyboards, Steinway Piano, then next

Set the time signature, click OK then *Finish*.

Enter the Treble Clef part

- Select the *Simple Entry* tool
- Insert the notation for the first four bars

Add ornamentation

- Bar 2: select the *Articulation* tool
- Click on the score above the dotted crotchet A to launch the *Articulation Selection* window
- If the symbol you require is not visible, click the *Edit* tab to launch the *Articulation Designer* window
- Click the *Main* tab under *Symbols* to launch the *Symbol Selection Palette*
- Scroll through the symbols to locate the desired one, then click *Select* and exit the windows. The symbol will now be positioned above the selected note.



Add grace notes

- Enter the first note in the bar – a quaver on G, then enter a semiquaver on F
- Press Alt+G to convert the F to a grace note



Enter layer 3 of the Bass Clef part

- Click on the Bass Clef to select it
- Click on layer 3 in the menu at the bottom LH corner of the screen to activate layer 3



- Insert all the notes with stems down into layer 3.
- To flip the stems up or down, select a note and then press L
- To add or remove a tie, select the Tie tool in Simple Entry and press T



Enter layer 2

- Click on layer 2 in the menu at the bottom LH corner of the screen to activate layer 2
- Insert layer 2.
- To input a rest, select the correct note value from the *Simple Entry* palette, or from the numeric keypad, then press TAB.
- Drag the rests to display them in the correct position for layer 2.

Enter layer 1

- Click on layer 1 in the menu at the bottom LH corner of the screen to activate layer 1
- Use the *Smart Shape* tool to add slurs.