



Finale Input Guide for OCP Composers

SLG 3/17/07



1. Lyrics Tool

Using the Lyrics Tool, enter lyrics using the following procedure:

- Go to the “Lyrics” drop-down menu and hit “Edit Lyrics.”
- Enter the lyrics for v. 1 in the Verse 1 window, the lyrics for v. 2 in the Verse 2 window, etc. Enter the Refrain lyrics in the “Chorus” window.
- To attach lyrics to your notes, go the “Lyrics” drop-down menu and hit “Click Assignment.” Then click on each note to attach lyrics.

Note: This method is much more useful than merely typing the lyrics into the score, as it allows you to see if you have added unnecessary words, letters, hyphens, spaces, etc. Also, typing the lyrics into the score enters all the lyrics into only one lyric field (all in Verse 1, for example), rendering them unusable for OCP engravers.



2. Staff Tool

Before you begin any input, figure out how many total staves you will need for the entire piece. For example, if you start the tune with keyboard and vocal melody (3 staves), but add an SA/TB part later in the piece (2 more staves), you will need 5 staves total. Add those staves before you begin any input. Doing this will ensure you are using the same staff for the same voice throughout the piece. You can optimize staff systems (using the Page Layout Tool) after all your input is complete.



3. Special Tools , Mass Edit Tool , and Measure Tool .

Do not use the Special Tools for note/lyric re-spacing. The OCP engraver will need to undo (note by note) any spacing adjustments done with the Special Tools. If you need to re-space your notes/lyrics because of over-crowding, use the following procedures:

- Using the Mass Edit tool, highlight the entire piece (Command or Control/All). Go to the “Mass Edit” drop-down window, hit “Music Spacing,” then “Apply Note Spacing.”
- If there are still notes/lyrics needing re-spacing due to over-crowding, decrease the number of measures per system.
- If there are still notes/lyrics needing re-spacing, go to the Measure Tool. At the top of each barline are handles (little white squares). For the measure in which you need to re-space notes/lyrics, click on the bottom of the two handles, and a little window will appear. Click and drag on the handles at the bottom of the little window to re-space your notes/lyrics.

Engraver’s Note: Following these tips will produce a *Finale* file which is stable, reusable, and easily re-edited and re-purposed. If you need assistance with these tips, go the Help drop-down menu, and then to the Index. If you need further assistance, OCP engravers are happy to help. Just call OCP and ask to speak with a music engraver.