



Understanding the text tool...

	← menu bar
	← 1.) font characteristics
	← 2.) inserts, page offset
	← 3.) frame
	← 4.) alignment
	← 5.) frame attributes, etc.
	← 6.) edit text
	← 7.) assignment

The text tool is extremely flexible, and in many ways works like a standard word processor (i.e. Microsoft Word, Corel Wordperfect, etc.)

Each “layer” of the text menu is separated by a horizontal line. For clarity, the sections have been numbered for this exercise.

1.) font characteristics

From this area, only the first three selections are used on a frequent basis by most users: **Font, Size, and Style.**

The others are used, but will be addressed later, in “advanced text options.”

* Note that selecting “Font” opens a new window, where you can select font, style, size, as well as other options. The other two, “size” and “style” have menus that you may choose from a list. What does that mean?

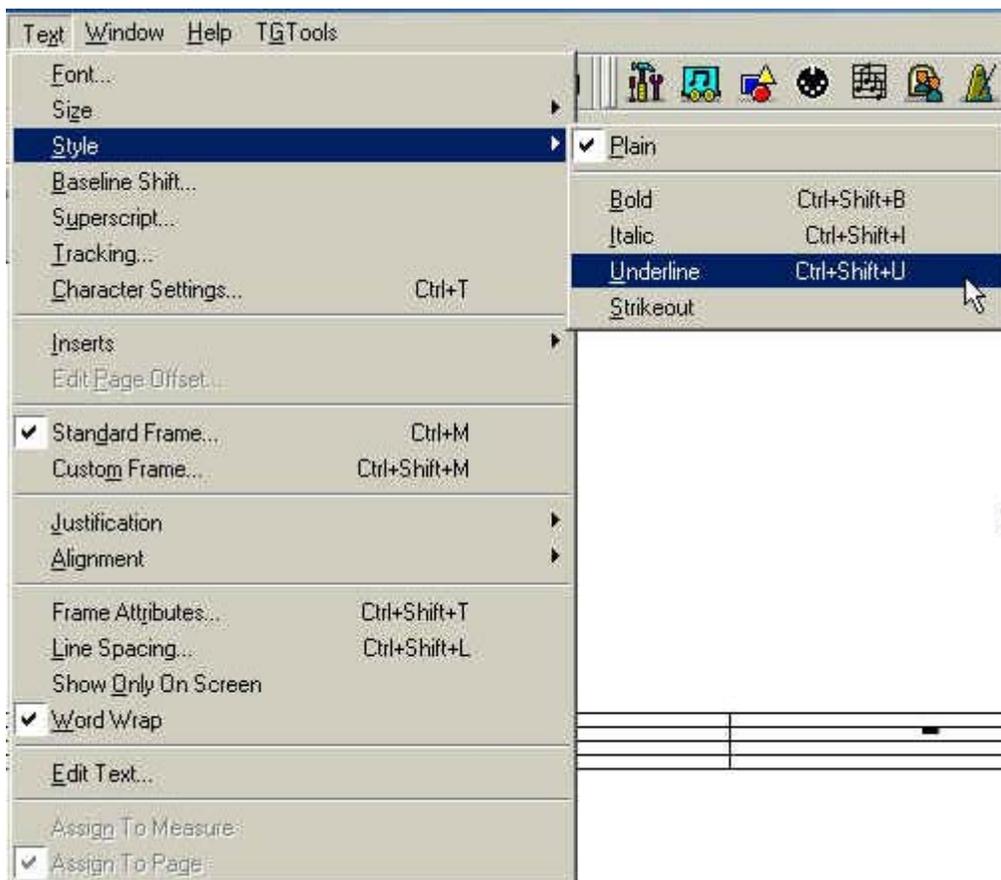
Timesaver: if you need to change the size or style of a font, best to do it through the drop-down menu under “text”. If you need to do both, it is often quicker to do them both at the same time by selecting “font”. Also, it’s good to get familiar with the keyboard shortcuts for the styles, they come in handy (and they actually make sense, too).

Italic: Ctrl+Shift+I

Bold: Ctrl+Shift+B

Underline: Ctrl+Shift+U

Any time, you are unsure of a shortcut, just go to the menu to select as you always would, but just look next to the feature. (See example below) The more you see those shortcuts, the more you are likely to remember, and then the more you use them, well, need I say more?



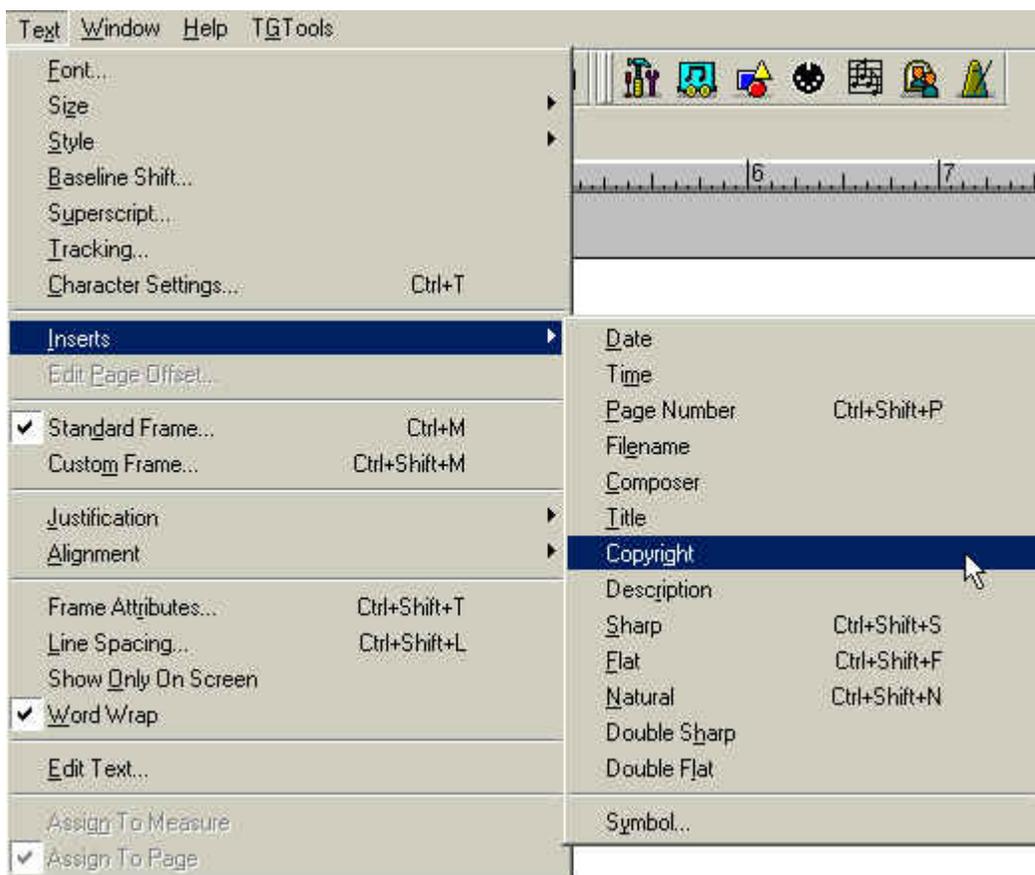
(ex. Notice the Ctrl+Shift+U next to the Underline, this is the keyboard shortcut for this action)

2.) inserts, page offset

Inserts are very handy, especially for entries that will come up repeatedly in a piece of music, or for templates. The inserts for “Composer,” “Title,” “Copyright” and “Description” may all be edited via the **File Info Dialogue Box** under the File Menu>File Info. Note that with inserts, you may not change fonts, sizes, or styles within the insert. In addition, your insert can not be more than one line. In other words, your font insert can not look like this (even if you wanted it to for any reason):

Title of **MY** Piece (*not yours*)

so deal with it!!!



Edit Page Offset applies to page numbering. Finale’s engine will automatically number when using the page number insert (discussed above), but say you have a title page (page 1) and you wanted “page 1” to appear on page 2, and so on? This is where **Edit Page Offset** comes in handy.

3.) frame

This section will be handled in “advanced text options.”

4.) alignment

Justification has to do with alignment within text boxes. The choices are left, center, right, full and forced full (*full is what appears in news columns, when text is equal on both sides of the column, also called justified*)

Alignment has to do with where the text box lines up on the actual page, both vertically and horizontally.

5.) frame attributes, etc.

Much like selecting “Font...” under the text menu grants control of most aspects of the visual appearance of a text box, “**Frame Attributes...**” is the single location for adjusting the placement (alignment) of a text box. This is an important submenu, as it controls how you’re text box is to be assigned. For example, if you wish to have page numbers appear only on pages 3 through 9, this is where you’d do it. A full discussion of frame attributes will be addressed in the next chapter.

Show only on screen is nice for messages you want to leave to yourself (or other’s who will take over your work). It means that although the text appears on screen, it will not print.

6.) edit text

In all honesty, there is no real need for the “edit text” command for most users. The same options are available by selecting a text box’s handle and double clicking.

7.) assignment

There are times when assigning text to particular measures is handy, and other times when it is better to have it assigned to the page. You may toggle back and forth between these options. But, SIMPLIFICATION...this can be done under “**Frame Attributes...**”

Just for clarification, Finale’s defaults are that when you create a text box in page view, it is “assigned to page”, and when in scroll view, it will “assign to measure”...that is, the measure to where your mouse is pointing to at the time you double click to create the text box.

So, the bottom line about the text tool?

The text menu consists of a lot of repetition, but 90% (or more) of the time, you will only need a few things...

FONT

JUSTIFICATION

FRAME ATTRIBUTES

And

EDIT PAGE OFFSET