Finale 26 cheat sheet

Simple Entry mode

Simple Entry Tablature mode

Shift + -	Accidental: Double flat
Shift + +	Accidental: Double sharp
-	Accidental: Flat
Num -	Accidental: Half step down
Num +	Accidental: Half step up
N	Accidental: Natural
P	Accidental: Paranthesize
Ctrl + Shift + -	Accidental: Show / Hide courtesy
2	Add interval: 2nd above
Shift + 2	Add interval: 2nd below
3	Add interval: 3rd above
Shift + 3	Add interval: 3rd below
4	Add interval: 4th above
Shift + 4	Add interval: 4th below
5	Add interval: 5th above
Shift + 5	Add interval: 5th below
6	Add interval: 6th above
Shift + 6	Add interval: 6th below
7	Add interval: 7th above
Shift + 7	Add interval: 7th below
8	Add interval: 8th (octave) above
Shift + 8	Add interval: 8th (octave) below
Ctrl + Shift + 9	Add interval: 9th above
Shift + 9	Add interval: 9th below
1	Add interval: Unison
Shift + A	Add pitch: A
Ctrl + Enter	Add pitch: At caret pitch
Shift + B	Add pitch: B
Shift + C	Add pitch: C
Shift + D	Add pitch: D
Shift + E	Add pitch: E
Shift + F	Add pitch: F
Shift + G	Add pitch: G
Alt + A or Alt + Shift + A or Num *	Add / Change items: Articulation
Ctrl + Alt + Shift + A or Ctrl + Num *	Add / Change items: Articulation - sticky
Alt + C or Alt + Shift + C	Add / Change items: Clef
Alt + X or X	Add / Change items: Expression
Alt + K or Alt + Shift + K	Add / Change items: Key signature
Alt + Shift + T or Alt + T	Add / Change items: Time signature
Alt + Shift + Down arrow	Change pitch: Octave down diatonically
Alt + Shift + Up arrow	Change pitch: Octave up diatonically
Alt + Down arrow	Change pitch: Step down diatonically
Alt + Up arrow	Change pitch: Step up diatonically
Alt + 3 or Alt + Num 3	Duration: 16th
Alt + 2 or Alt + Num 2	Duration: 32nd
Alt + 1 or Alt + Num 1	Duration: 64th
Alt + " or Alt + 0 or Alt + Num 0	Duration: 128th
. or Num ,	Duration: Augmentation dot
Alt + 8 or Alt + Num 8	Duration: Double whole
Alt + 4 or Alt + Num 4	Duration: Eighth
Alt + 6 or Alt + Num 6	Duration: Half
Alt + 5 or Alt + Num 5	Duration: Quarter
9 or Num 9	Duration: Tuplet: Create default
Alt + 9 or Alt + Num 9	Duration: Tuplet: Create user-defined
Alt + 7 or Alt + Num 7	Duration: Whole
A	Enter note: A
Enter	Enter note: At caret pitch
B	Enter note: B
C	Enter note: C
D	Enter note: D

E	Enter note: E
F	Enter note: F
G	Enter note: G
0 or Alt + Enter or Num 0 or Shift + Enter or Tab	Enter rest
Ctrl + Shift + F	Modify: Auto tie
,	Modify: Beam: Break
Alt + ,	Modify: Beam: Flat
Shift + ,	Modify: Beam: Use default
Alt + E or .	Modify: Change spelling enharmonically
S	Modify: Combine or split rest
Del or Shift + Backspace	Modify: Delete
Ctrl + F	Modify: Flip tie
Alt + G	Modify: Grace note
H	Modify: Show / Hide
L	Modify: Stem: Flip
Shift + L	Modify: Stem: Use default
Num / or T	Modify: Tie to next note
Ctrl + Num / or Shift + T	Modify: Tie to previous note
R	Modify: Toggle note / rest
Backspace	Navigation: Caret / Selection: Clear
Shift + Down arrow	Navigation: Caret: Octave down
Shift + Up arrow	Navigation: Caret: Octave up
Down arrow	Navigation: Caret: Step down
Up arrow	Navigation: Caret: Step up
Ctrl + Down arrow	Navigation: Selection: Down
Left arrow	Navigation: Selection: One entry left
Right arrow	Navigation: Selection: One entry right
Ctrl + Left arrow	Navigation: Selection: One measure left
Ctrl + Right arrow	Navigation: Selection: One measure right
Ctrl + A	Navigation: Selection: Select all
Ctrl + Up arrow	Navigation: Selection: Up
Alt + -	Tool: Accidental: Flat
Alt + N	Tool: Accidental: Natural
Alt + +	Tool: Accidental: Sharp
Ctrl + Num , or Shift + .	Tool: Augmentation dot
Alt + Backspace or Alt + Del	Tool: Eraser
Ctrl + G	Tool: Grace note
Ctrl + Alt + Shift + 3 or Num 3	Tool: Note: 16th
Ctrl + Alt + Shift + 2 or Num 2	Tool: Note: 32nd
Ctrl + Alt + Shift + 1 or Num 1	Tool: Note: 64th
Ctrl + Alt + Shift + 0	Tool: Note: 128th
Ctrl + Alt + Shift + 8 or Num 8	Tool: Note: Double whole
Ctrl + Alt + Shift + 4 or Num 4	Tool: Note: Eighth
Ctrl + Alt + Shift + 6 or Num 6	Tool: Note: Half
Ctrl + Alt + Shift + 5 or Num 5	Tool: Note: Quarter
Ctrl + Alt + Shift + 7 or Num 7	Tool: Note: Whole
Ctrl + R or Shift + "	Tool: Repitch
Ctrl + Num 3	Tool: Rest: 16th
Ctrl + Num 2	Tool: Rest: 32th
Ctrl + Num 1	Tool: Rest: 64th
Ctrl + Num 0	Tool: Rest: 128th
Ctrl + Num 8	Tool: Rest: Double whole
Ctrl + Num 4	Tool: Rest: Double eighth
Ctrl + Num 6	Tool: Rest: Half
Ctrl + Num 5	Tool: Rest: Quarter
Ctrl + Num 7	Tool: Rest: Whole
Alt + Num / or Ctrl + Shift + T	Tool: Tie
Alt + R	Tool: Toggle note / rest
Ctrl + 9 or Ctrl + Num 9	Tool: Tuplet

Speedy Entry tool

Alt + 1	Add note on string: 1
Alt + 2	Add note on string: 2
Alt + 3	Add note on string: 3
Alt + 4	Add note on string: 4
Alt + 5	Add note on string: 5
Alt + 6	Add note on string: 6
Alt + 7	Add note on string: 7
Alt + 8	Add note on string: 8
Alt + 9	Add note on string: 9
Ctrl + Enter	Add note on string: At caret string
Alt + A or Alt + Shift + A or Num *	Add / Change items: Articulation
Ctrl + Alt + Shift + A or Ctrl + Num *	Add / Change items: Articulation - sticky
Alt + C or Alt + Shift + C	Add / Change items: Clef
Alt + X or X	Add / Change items: Expression
Alt + K or Alt + Shift + K	Add / Change items: Key signature
Alt + Shift + T or Alt + T	Add / Change items: Time signature
- or Num -	Change pitch: Decrement fret number
+ or Num +	Change pitch: Increment fret number
Alt + Down arrow	Change string: Down one
Alt + Up arrow	Change string: Up one
Alt + 0 or Ctrl + Shift + 0	Change to fret number: 0
Alt + Num 1 or Ctrl + Shift + 1	Change to fret number: 1
Alt + Num 2 or Ctrl + Shift + 2	Change to fret number: 2
Alt + Num 3 or Ctrl + Shift + 3	Change to fret number: 3
Alt + Num 4 or Ctrl + Shift + 4	Change to fret number: 4
Alt + Num 5 or Ctrl + Shift + 5	Change to fret number: 5
Alt + Num 6 or Ctrl + Shift + 6	Change to fret number: 6
Alt + Num 7 or Ctrl + Shift + 7	Change to fret number: 7
Alt + Num 8 or Ctrl + Shift + 8	Change to fret number: 8
Alt + Num 9 or Ctrl + Shift + 9	Change to fret number: 9
Ctrl + Alt + 3	Duration: 16th
Ctrl + Alt + 2	Duration: 32nd
Ctrl + Alt + 1	Duration: 64th
Ctrl + Alt + "	Duration: 128th
. or Num ,	Duration: Augmentation dot
Ctrl + Alt + 8	Duration: Double whole
Ctrl + Alt + 4	Duration: Eigtht
Ctrl + Alt + 6	Duration: Half
Ctrl + Alt + 5	Duration: Quarter
Alt + 0 or Ctrl + Alt + 9 or Ctrl + Alt + Num 9	Duration: Tuplet: Create default
Shift + 0	Duration: Tuplet: Create user defined
Ctrl + Alt + 7	Duration: Whole
A or Num 0	Enter note on fret: 0
B or Num 1	Enter note on fret: 1
C or Num 2	Enter note on fret: 2
D or Num 3	Enter note on fret: 3
E or Num 4	Enter note on fret: 4
F or Num 5	Enter note on fret: 5
G or Num 6	Enter note on fret: 6
H or Num 7	Enter note on fret: 7
I or Num 8	Enter note on fret: 8
K or Num 9	Enter note on fret: 9
Ctrl + Num 0 or L	Enter note on fret: 10
Ctrl + Num 1 or M	Enter note on fret: 11
Ctrl + Num 2 or N	Enter note on fret: 12
Ctrl + Num 3 or O	Enter note on fret: 13
Ctrl + Num 4 or P	Enter note on fret: 14
Ctrl + Num 5 or Q	Enter note on fret: 15
Ctrl + Num 6	Enter note on fret: 16
Ctrl + Num 7	Enter note on fret: 17
Ctrl + Num 8	Enter note on fret: 18

Ctrl + Num 9	Enter note on fret: 19
Enter	Enter note: At caret string
Alt + Enter or Shift + Enter or Tab	Enter rest
Ctrl + Shift + F	Modify: Auto tie
S	Modify: Combine or split rest
Del or Shift + Backspace	Modify: Delete
Ctrl + F	Modify: Flip tie
Alt + G	Modify: Grace note
Ctrl + H	Modify: Show / Hide
Num / or T	Modify: Tie to next note
Ctrl + Num / or Shift + T	Modify: Tie to previous note
R	Modify: Toggle note / rest
Backspace	Navigation: Caret / Selection: Clear
1	Navigation: Caret: String 1
2	Navigation: Caret: String 2
3	Navigation: Caret: String 3
4	Navigation: Caret: String 4
5	Navigation: Caret: String 5
6	Navigation: Caret: String 6
7	Navigation: Caret: String 7
8	Navigation: Caret: String 8
9	Navigation: Caret: String 9
Down arrow	Navigation: Caret: String down
Up arrow	Navigation: Caret: String up
Ctrl + Down arrow	Navigation: Selection: Down
Left arrow	Navigation: Selection: One entry left
Right arrow	Navigation: Selection: One entry right
Ctrl + Left arrow	Navigation: Selection: One measure left
Ctrl + Right arrow	Navigation: Selection: One measure right
Ctrl + A	Navigation: Selection: Select all
Ctrl + Up arrow	Navigation: Selection: Up
Ctrl + Num , or Shift + .	Tool: Augmentation dot
Alt + Backspace or Alt + Del	Tool: Eraser
Ctrl + G	Tool: Grace note
Ctrl + Alt + Num 3 or Ctrl + Alt + Shift + 3	Tool: Note: 16th
Ctrl + Alt + Num 2 or Ctrl + Alt + Shift + 2	Tool: Note: 32nd
Ctrl + Alt + Num 1 or Ctrl + Alt + Shift + 1	Tool: Note: 64th
Ctrl + Alt + Num 8 or Ctrl + Alt + Shift + 8	Tool: Note: Double whole
Ctrl + Alt + Num 4 or Ctrl + Alt + Shift + 4	Tool: Note: Eighth
Ctrl + Alt + Num 6 or Ctrl + Alt + Shift + 6	Tool: Note: Half
Ctrl + Alt + Num 5 or Ctrl + Alt + Shift + 5	Tool: Note: Quarter
Ctrl + Alt + Num 7 or Ctrl + Alt + Shift + 7	Tool: Note: Whole
Ctrl + R or Shift + "	Tool: Repitch
Alt + Num / or Ctrl + Shift + T	Tool: Tie
Alt + R	Tool: Toggle note / rest
0 or Ctrl + Alt + Num 0	Tool: Tuplet

General

Left arrow	Navigation: previous note
Right arrow	Navigation: next note
Ctrl + Left arrow	Navigation: move to first note or rest in measure
Ctrl + Right arrow	Navigation: move just beyond last note or rest in measure
[or Shift + Left arrow	Navigation: jump to previous measure
] or Shift + Right arrow	Navigation: jump to next measure

Shift + Down arrow	Navigation: move editing frame down a staff
Shift + Up arrow	Navigation: move editing frame up a staff
'	Navigation: voice 1/2
Shift + '	Navigation: move to next layer
Down arrow	Navigation: crossbar down a step
Up arrow	Navigation: crossbar up a step
0	Navigation: exit measure and redraw/re-enter measure
Insert or Shift + Num 0	Toggle insert mode
Hold note and press 1-8, CTRL+0: Entry with MIDI: enter note	
1	… to 8 then Ctrl + 0: Entry with MIDI: enter rest
1	… to 8 then Ctrl + 0: Entry with MIDI: change note/rest duration
Hold note and press 1-8, CTRL+0: Entry with MIDI (insert mode): insert note	
1	… to 8: Entry with MIDI (insert mode): insert rest
Ctrl + 0	Entry with MIDI (insert mode): insert rest
Position crossbar and press 1-8, CTRL+0: Entry without MIDI: enter note	
Ctrl + Shift + 1	… to 7: Entry without MIDI: enter rest
1	… to 8: Entry without MIDI: change note/rest duration
Ctrl + 0	Entry without MIDI: change note/rest duration
Position crossbar and press 1-8, CTRL+0: Entry without MIDI (insert mode): insert note	
Ctrl + Shift + 1	… to 7: Entry without MIDI (insert mode): insert rest
1	… to 8: (and play note) Step-time entry with MIDI (caps lock): enter note
1	… to 8: (1-8 and play any cluster of three consecutive half-steps) Step-time entry with MIDI (caps lock): enter rest
Q or W or E or R or T or Y or U	Step-time entry without MIDI (caps lock): specify pitch, high C-B
A or S or D or F or G or H or J	Step-time entry without MIDI (caps lock): specify pitch, middle C-B
Step + time	entry without MIDI (caps lock): specify pitch, middle C-B
Z or X or C or V or B or N or M	Step-time entry without MIDI (caps lock): specify pitch, low C-B
,	Step-time entry without MIDI (caps lock): raise all pitch keys an octave
K	Step-time entry without MIDI (caps lock): reset all pitch keys octave
I	Step-time entry without MIDI (caps lock): lower all pitch keys an octave
1	… to 8: Step-time entry without MIDI (caps lock): enter note
Ctrl + 0	Step-time entry without MIDI (caps lock): enter note
Ctrl + Shift + 1	… to 7: Step-time entry without MIDI (caps lock): enter rest
.	Edit: add augmentation dot
Ctrl + 2	… to 8: Edit: begin a tuplet (duplet–octuplet)
Ctrl + 1	Edit: define a tuplet
; or G	Edit: change to/from a grace note
`	Edit: change to/from a slashed flagged grace note (Note: this requires that Always Slash Flagged Grace Notes is deselected in the Document Options - Grace Notes dialog box)
Enter	Edit: add a note to a chord at crossbar
Enter	Edit: change a rest to a note
Backspace	Edit: remove note from chord
Backspace	Edit: change single note to rest
R	Edit: change entry to rest

Del	Edit: remove note, rest or chord
O or H	Edit: hide/show note or rest
X	Edit: double-sharp
S	Edit: sharp note
N	Edit: natural note
F	Edit: flat note
V	Edit: double-flat
+ or Shift + S	Edit: raise by a half step
- or Shift + F	Edit: lower by a half step
Ctrl + Shift + Num +	Edit: raise by a half step (and subsequent notes of this pitch in measure)
Ctrl + Shift + Num -	Edit: lower by a half step (and subsequent notes of this pitch in measure)
*	Edit: show/hide any accidental
Shift + A	Edit: show/hide a courtesy accidental
Ctrl + *	Edit: restore courtesy accidental to optional status
9	Edit: change single note's pitch enharmonically
Ctrl + 9	(cursor on first note in measure) Edit: change pitch enharmonically throughout measure
P	Edit: add or remove accidental parentheses
L	Edit: flip stem in opposite direction
Ctrl + L	Edit: restore stem direction to “floating” status
/ or B	Edit: break/join beam from previous note
Shift + B	Edit: restore default beaming
\ or Shift + M	Edit: flatten a beam
= or T	Edit: tie/untie to next note
Ctrl + = or Shift + T	Edit: tie/untie to previous note
Ctrl + F	Edit: flip a tie
Ctrl + Shift + F	Edit: restore tie direction to automatic
Shift + Left click + Move the mouse	Edit: constrain dragging a note/rest (horizontal/vertical)
*	Edit: return a rest to its default position
S	Edit: combine rest with or split rest from rests on the same beat in other layers
Ctrl + Left click	(click any measure that contains music) Display the Edit Frame dialog box (when Speedy Entry cursor is not active)

Playback

Ctrl + Left click	(click OK) OK to all open dialog boxes
Ctrl + Left click	(click Cancel) Cancel all open dialog boxes
- then Left click	(press hypen then click the score) "Add Again" Metatool (adds the previously added marking)
[0 - 9] then Left click	(press a number and click the score) Apply a Metatool
[A - Z] then Left click	(press a letter and click the score) Apply a Metatool
Shift + Number or Shift + [A - Z]	Program a Metatool
Shift + F2	(… to F12) Program a keyboard equivalent for a tool
F2	(… to F12) Switch to a tool you’ve programmed
N	Select No in dialog boxes
Y	Select Yes in dialog boxes
Page Up	Move up a full screen (page view)
Page Down	Move down a full screen (page view)
Ctrl + Page Up	Move to previous page (page view)
Ctrl + Page Down	Move to next page (page view)
Alt + Page Up	Advance one increment up vertically
Alt + Page Down	Advance one increment down vertically
Home	Move left one screen (page

	view)
End	Move right one screen (page view)
Ctrl + Home	Move to beginning (page view)
Ctrl + End	Move to end (page view)
Shift + Home	Move to the top/left of the leftmost viewable page
Shift + End	Move to the bottom/right of the rightmost viewable page
Alt + Home	Advance one increment right horizontally (page view)
Alt + End	Advance one increment left horizontally (page view)
Ctrl + Page Down	Move forward screenful of measures (scroll view)
Ctrl + Page Up	Move backward screenful of measures (scroll view)
Home	Move to beginning of score (scroll view)
End	Move to end of score (scroll view)
Shift + Alt + [1 - 9]	(press layer number) Change layers
Ctrl + Alt + Shift + U	Unlink in all parts
Ctrl + Alt + Shift + L	Relink in all parts/relink to score

File menu

Alt + D then P or Alt + D then O	Begin/stop playing
Space + Left click	(click in a staff) Begin playing (Playback Controls closed) from the measure clicked
Shift + Space + Left click	(click in staff) Begin playing from the clicked measure in the clicked staff only
Space + Left click	(click to the left of a staff system) Begin playing from measure one in all staves
Space + Shift + Left click	(click to the left of staff) Begin playing from measure 1 for the clicked staff
Ctrl + Space	(and drag across music) “Scrub” onscreen music - all staves
Ctrl + Shift + Space	(and drag across music) “Scrub” onscreen music - clicked staff only

Edit menu

Ctrl + Shift + N	Launch window…
Ctrl + N	Document with setup wizard…
Ctrl + O	Open…
Ctrl + P	Print…
Alt + F4	Exit

Utilities menu

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + Shift + Z	Undo / Redo lists…
Ctrl + A	Select all
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + I	Insert
Ctrl + V	Paste
Alt + Ctrl + V	Paste multiple…
Alt + Ctrl + F	Use filter
Shift + Alt + Ctrl + F	Edit filter…
Backspace	Clear all items
Ctrl + F	SmartFind and Paint > Set SmartFind source
Ctrl + F	SmartFind and Paint > Deselect SmartFind source
Ctrl + Shift + F	SmartFind and Paint > Apple SmartFind and Paint…
Del	Delete measure stack

View menu

Ctrl + M	Fit measures…
Ctrl + Up arrow	Move to previous system
Ctrl + Down arrow	Move to next system
Ctrl + L or Ctrl + Shift + L	Lock systems
Ctrl + 4	Music spacing > Apply note

	spacing to current part / score
Ctrl + 5	Music spacing > Apply beat spacing to current part / score
Ctrl + U	Update layout

Document menu

Ctrl + E	Scroll view
Ctrl + E	Page view
Ctrl + Shift + E	Studio view
Ctrl + =	Zoom > Zoom in
Ctrl + -	Zoom > Zoom out
Ctrl +]	Zoom > Fit width
Ctrl + [	Zoom > Fit in window
Ctrl + 1	Zoom > Custom zoom 1
Ctrl + 2	Zoom > Custom zoom 2
Ctrl + 3	Zoom > Custom zoom 3
Ctrl + 0	Zoom > Other…
Ctrl + Shift + G	Go to measure…
Ctrl + D	Redraw screen

MIDI / Audio

Ctrl + Alt + .	Edit part > Next part
Ctrl + Alt + ,	Edit part > Previous part
Ctrl + Alt + /	Edit part > Last viewed part
Shift + Alt + S	Show active layer only
Ctrl + Alt + A	Document options…

Plugins menu

Ctrl + Alt + I	VST banks, effects…

Window menu

Ctrl + Shift + Alt + R	FinaleScript palette…

Selection tool

Ctrl + K	Show / Hide ScoreManager
Ctrl + Shift + M	Open / Close mixer
Ctrl + Tab	Switch between open windows

Text tool

Esc or Ctrl + Shift + A	Switch to Selection tool
Double click or Enter	(with item selected) Select the appriorate tool to edit item
Ctrl + M	(in Page View only) Display the Fit Measures dialog box
Ctrl + L	Lock currently selected systems
L	(with the Selection tool selected) Lock currently selected systems
Ctrl + U	Unlock currently selected systems
U	(with the Selection tool selected) Unlock currently selected systems
Shift	When selecting, to constrain to full measures, hold down SHIFT while drag-enclosing
Double click	Double-click the selected region to extend a partial measure selection to include only full measures
Ctrl + A	Select all (measure stack in all measures)
6 or 7 or 8 or 9	Transpose (programmable)
Ctrl + 6 or Ctrl + 7 or Ctrl + 8 or Ctrl + 9	(without the selection tool selected) Transpose (programmable)
Ctrl + Shift + 6 or Ctrl + Shift + 7 or Ctrl + Shift + 8 or Ctrl + Shift + 9	Program Transpositions
Ctrl + F	Select or deselect the SmartFind Source Region
Ctrl + Shift + F	Display the Apply SmartFind and Paint dialog box
5	Respace notes, lyrics, and accidentals (Apply Beat Spacing command) using the settings in Document Options - Music Spacing
Ctrl + 5	(in all tools that allow regional selection) Respace notes, lyrics, and accidentals (Apply Beat Spacing command) using the

	settings in Document Options - Music Spacing
4	Respace notes, lyrics, and accidentals (Apply Note Spacing command) using the settings in Document Options - Music Spacing
Ctrl + 4	(in all tools that allow regional selection) Respace notes, lyrics, and accidentals (Apply Note Spacing command) using the settings in Document Options - Music Spacing
3	To show elapsed time based on current tempo, select the measures you want to affect, then press 3 on your computer keyboard. This will display the Elapsed Time dialog box

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More information: *defkey.com/finale-26-shortcuts*

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