Exercise 11 - "Fit Music..." command in Mass Mover/Graphics Tool/Optimization/Part Extraction

Creating a Score - A Few Things You Need to Know:

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(1) Adding Staves - while in Scroll View, choose the Staff Tool and double click in the white area below the original staff. You may then, while staying in the Staff Tool, double click on each staf to set staff attributes. Be sure to group staves together by choosing "Add Group and Bracket" from the Staff menu.

(2) To manually set the number of staves per line, go to the Mass Mover Tool., highlight the measures you want on that line, and choose "Fit Music..." from the Mass Edit menu.

(3) Graphics - Inserting graphics can really add a nice personal touch to your score. Although there is an ossia tool, try using the graphic tool instead to create an ossia (alternative part).



Optimization - Optimizing yous score gets rid of blank measures that the conductor does not necessarily need to see, and puts more music on the page, thus reducing the amount of page turns. Use the following recommended steps:

- (1) Put in all music and musical directions. Optimization should be one of the final steps in creating a Final file. Once you optimize you will not be able to add music in blank measures until you unoptimize.
- (2) Choose the Page Layout Tool. The Page Layout menu should appear. Choose "Optimize Staff Systems" from the Page Layout menu. When the Staff System Optimization box appears make sure it says Optimize Staff Systems and choose OK.
- (3) Update Layout. Resting parts in each of the staff systems have been removed leaving only the staves that contain music in at least one measure of that staff system.

Part Extraction - Once the score is complete you will most likely need to make individual parts. This is one of the greatest conveniences of Finale. Rathe than having to input each line of music again separately you may choose to extract each part from the full score. To do this follow these recommended steps:

- (1) Create a score specifically for extracting parts. This will be an unoptimized score that contains tempo and tempo fluctuations (rit./accel.) on each part. Any other necessary performance information not attached to each individual part (i.e. conductor info such as style, feel, etc.) should also be redundantly placed into each part.
- (2) Choose "Extract Parts" from the File menu and configure as necessary. Choose OK.
- (3) Finale files for each part will be created and saved to the folder you specify. You may then open these invidual files and modify them as necessary. Part Extraction is not perfect and slight revisions will have to be made but it sure does save a lot of time.