

## MATH 109 / MUSIC 109M

### TO ENTER NOTES INTO A FINALE FILE FROM THE MUSICAL KEYBOARD

Begin by opening a Finale file on the Mac. Create the desired staves, clefs, time signature and key signature.

1. Select the Speedy Note Entry Tool (the one with the slanted note icon) and in Speedy menu select Use MIDI Device for Input. That means Finale will accept note entry from the musical keyboard, not the computer keyboard.
2. Select the HyperScribe Tool, the one with the keyboard and microphone icon. This tool will play the metronome while it records the notes you play on the Kurzweil keyboard. You may get a Human Playback Warning. If so, click Okay.
- 3 Under the HyperScribe menu item, select Record Mode. If you want your notes to go onto one staff, select Record into One Staff. If you want notes to go onto two staves, say treble and bass, select Split into Two Staves, and you will be prompted to choose the note that will be the “splitting point”. MIDI note 60 – middle C - is the default.
4. Again under the HyperScribe menu item, select Beat Source and then Playback and/or Click. This allows you to select the tempo and which durational note the metronome will play. Select Use This Tempo, and either enter a number of beats per minute, or select listen and play a few notes on the keyboard at the tempo you desire. Select the durational note you wish to represent one beat.
5. Also, set Start Signal for Recording to Any MIDI Data.
6. In the same dialogue box, select Click and Countoff. This brings up a new dialogue box. In the upper right corner of this box, select the number of count-off measures you desire. The Source designation should be set to Finale Click, which is the default setting. The other parameters can be left as they are.
7. After clicking OK twice to dispense with these dialogue boxes, again go to the HyperScribe menu item and select HyperScribe Options. In this the dialogue box Receive On you can select All Channels.
8. Now select Quant Settings. In the Quantization Settings dialogue box, the most important thing to set is the Smallest Note Value, which tells Finale to “round off”, accommodating for inaccurate keyboard playing. It’s best to select the smallest note value that will be used among the notes you intend to enter. There are other choices you can make here which are self-explanatory. When you are finished, click OK to close the dialogue boxes.
9. With the HyperScribe Tool selected, mouse click the first measure where you want note entry to occur. You will see a box enclosing the measure. You are now ready to record.

10. The first note you play on the Kurzweil keyboard is not recorded. It triggers the metronome, which should commence. After hearing the number of count-off measures you have selected, begin playing the keyboard. Your notes will be entered into the Finale file. When you are finished, a click of the mouse will stop the metronome sound.

11. To play back the notes, bring up in the Playback Controls from the Window menu and hit play. This will play at the tempo indicated in the Playback Controls window (you may need to hit the green button to expand it), not the tempo at which you recorded. The playback tempo can be adjusted in this window. You can change the instrument sound of the playback in the Score Manager window.

12. You may now edit the notes you have entered using one of the note entry tools. Not only have the notes you played have been recorded; the precise durations and the key velocities you played in were recorded as well. These can be edited with the MIDI tool, the one whose icon resembles a MIDI plug-in socket.