

Finale-like Note Input Lesson for Dorico

Key Commands

Key commands or shortcuts are used in this document. Where modifiers are used they are shown e.g. for Undo as **Ctrl/Cmd-Z**, which means **Ctrl-Z** on Windows and **Cmd-Z** on Mac.

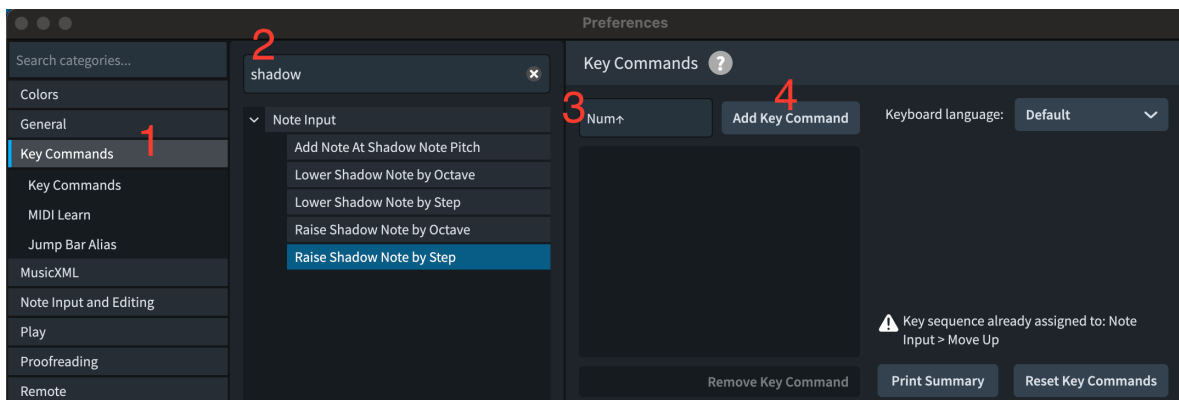
On Mac the **Option** key used to be labelled as **Alt** and is generally now shortened to **Opt**. You will also therefore see combinations such as **Ctrl-Alt-1** (Windows) **Cmd-Opt-1** (Mac).

Changing the Shortcuts for Shadow Notes

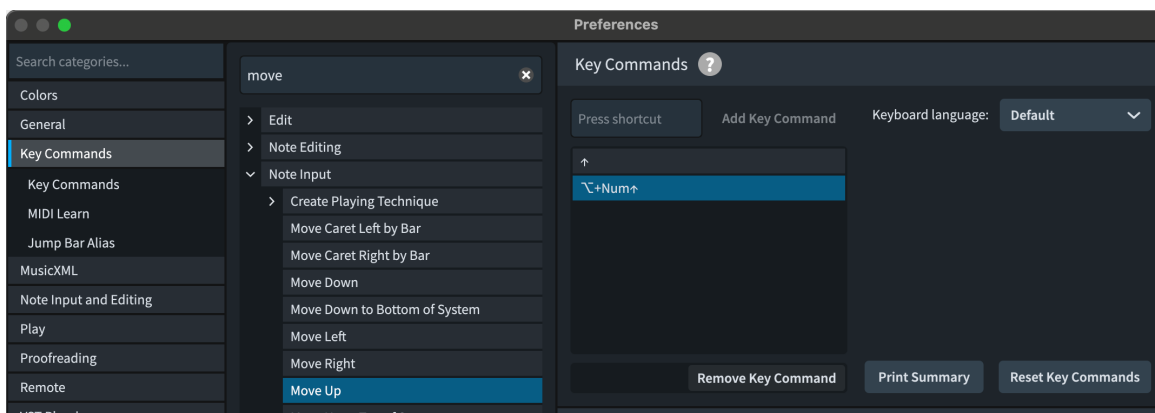
While you can use your mouse to enter notes on to the staff, it's not generally the quickest or most accurate method. This guide will help you learn some shortcuts. First, we'll change a couple of Dorico's default shortcuts to make them more similar to Finale.

By default, Dorico has a different shortcut to Finale for moving the shadow note up and down when entering notes. This is because with the default Dorico note input method moving up and down in this manner is not common and using the Alt/Opt-arrow keys are consistent across many aspects of Dorico. However, if you are used the arrow keys with Finale's note entry method you can remap Dorico's shortcuts in a similar way.

1. Go to the **Edit > Preferences > Key Commands** (Windows) **Dorico > Preferences > Key Commands** (Mac) menu.
2. In the search box type **shadow**, select Raise Shadow Note by Step
3. Click in the box labelled Press shortcut and press the **Up Arrow** key on your keyboard and see that Num↑ is then shown. (Ignore the warning that the key is already assigned)
4. Press the **Add Key Command** button.
5. Do the same process for Lower Shadow Note by Step and assign it to the **Down Arrow** key.



As you have now over-written the default shortcuts for moving the caret line up and down to other staves we suggest you also search for 'move' and for Move Up add the shortcut **Alt-Up Arrow** (Windows) **Opt-Up Arrow** (Mac), and for Move Down add the shortcut **Alt-Down Arrow** (Windows) **Opt-Down Arrow** (Mac) e.g.:



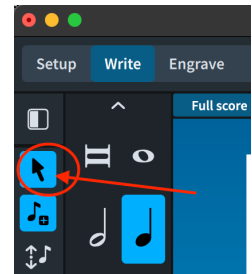
(Please see this video for more details: <https://youtu.be/YAGdCiigLyM?t=69>)

Start the project

- To start a new project press **Ctrl-N** (Windows) **Cmd-N** (Mac) or choose the **File > New** menu

Project setup & Vocal line

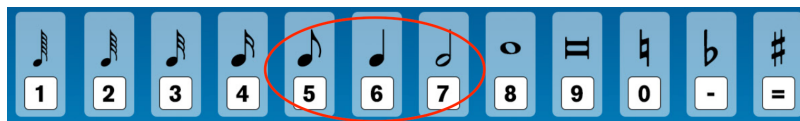
- To add a new solo player press **Shift-P** then type **voice** (for a generic vocal staff) and press **Enter** (or click the **Add** button).
- Double-click** on the staff between the clef and the rest (this is a quick way of getting into Write mode and turning the note input caret on)
- Turn on the select arrow by selecting the arrow button at the top left panel as shown here. This also disables note input using the mouse. You can set this as your default option in **Edit > Preferences > Note Input and Editing** (Windows) **Dorico > Preferences > Note Input and Editing** (Mac).
- To enter the time signature / meter press **Shift-M** and then the letter **C** followed by the **Enter** key. This will open the meter popover and input a C common time.
- To enter the key signature press **Shift-K** for the key signatures popover and then press **e** and press **Enter** (lowercase i.e. e = minor, uppercase i.e. Shift-E = major)



for



NB: The note durations shortcuts are the numbers across the top of your computer keyboard. Larger numbers are longer durations, and smaller numbers are shorter.



In this lesson we'll be using: **7** = half note; **6** = quarter note; and **5** = eighth note.

. (period) makes any of those durations dotted in length and the letters **A-G** on your QWERTY keyboard or a MIDI keyboard can be used to select the pitches of the notes.

- To enter the tempo press **Shift-T** for the tempo popover, type **6 = 140** or **q = 140** (where 6 or q = quarter note) or simply type e.g. **Allegro** and press **Enter**.
To edit a selected tempo, press **Ctrl/Cmd-8** to open the properties panel.

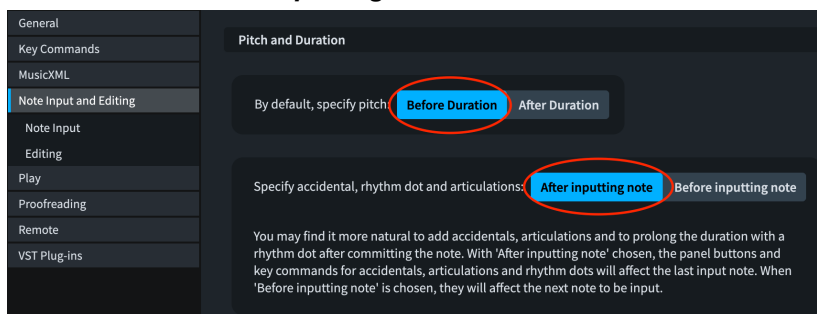
Setup Pitch Before Duration Input (Finale-like)

Dorico's default note input method expects you to choose the duration of the note before the pitch. To change this to the more Finale-like method of pitch before duration do the following:

- Press letter **K** to turn on Pitch Before Duration or in the left panel of Write mode press the button shown here with the up/down arrows and an eighth note.



To set this as your default input method go to the **Edit > Preferences > Note Input and Editing** (Windows) **Dorico > Preferences > Note Input and Editing** (Mac) and in the Pitch and Duration section choose **Before Duration** and press **Apply**. You may also want to change the Specify accidental, rhythm dot and articulations to **After inputting note**.



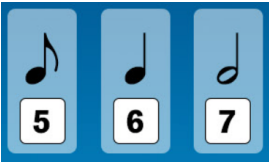
These defaults will apply next time you start Dorico.

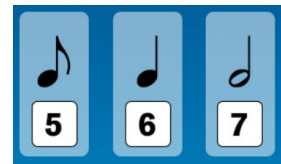
Entering notes

In this project we're going to create a short piece for voice and strings.

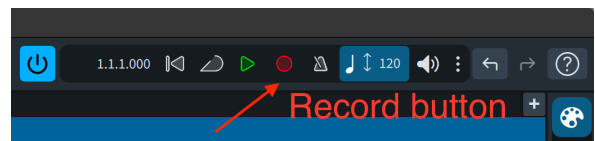
We'll start with
this line of
music:



- If you don't still have the caret active, either **double-click** on the staff just after the time signature or press **Shift-N** to start note entry.
 - Press the **Up-arrow** key to move the shadow note up to the **E** in the top space.
 - Press **7** to place a half-note **E** in the top space.
 - Press **Alt-Shift-right-arrow** to extend the note by adding a tied eighth note. (Alternatively press **T 5** to add a tie and an eighth note at the same pitch.)
 - Select the rest of the pitches using either a MIDI keyboard, QWERTY keyboard letters **A-G** or using the up/down arrow keys e.g. if using the arrow keys:
 - Press **down arrow** (D) then **5**, **down arrow** (C) then **5** to enter the next two eighth notes
 - The two tied eighth notes can be entered as a single quarter note, so use the arrow keys to move the shadow note to each pitch and press **6** to enter four quarter note pitches **E D C B**
 - Now for the three eighth note pitches **G A B** do the same to move the shadow note but press **5** for each eighth note.
 - Enter the last quarter note pitch **G** using the quarter note shortcut **6**.
 - Press **Enter** or **Escape** to turn the caret line off.
- 



*NB: Record notes into Dorico with a MIDI keyboard by selecting a staff/rest and press **Ctrl-R** (Windows) **Cmd-R** (Mac) or click on the red Record button in the top right corner of your screen. Press **Spacebar** to stop recording.*



Playback

To listen to the project at any point, you can use any of the following options:

- Select and note and press **P** to start playback from that location
- **Spacebar** will start and stop playback from the current play position
- **Shift-Spacebar** will start playback from the last start position (to re-play a section)

Lyrics

- To enter the lyrics, select the first note and then press **Shift-L** and the lyrics popover will appear.
- Type in the lyrics, using **Spacebar** or **hyphen** - to move on to the next note. If you make a mistake you can use backspace or navigate between words using the left and right arrow keys.

If you'd like a lyric suggestion that fits the notes, try writing this (splitting the syllables with hyphens):

I can write ly-rics for all my chor-al friends.

(NB: You can also copy and paste the above line of lyrics as it already contains the hyphens.)


It should now look something like this:



Note that the melisma line for the word 'I' is added automatically, as is the spacing for the hyphens.

Adding a string quartet

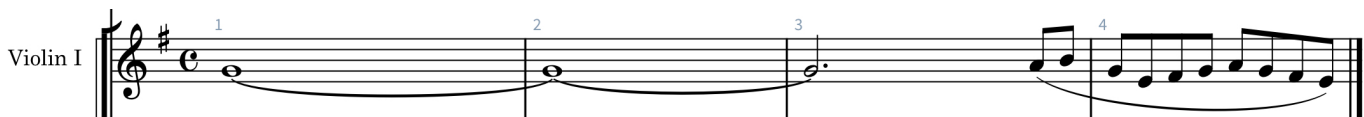
Now let's add some string players.

- Press **Ctrl/Cmd-1** to change to Setup Mode
- In the bottom left corner, tap **Add Ensemble** 
- Click on the **Choose** button
- Click on the **Strings** family, then **String Quartet**, then the **Add** button.

Violin 1

- Press **Ctrl/Cmd-2** to change back to Write Mode
- Switch to Galley view using **View > Galley View** or shortcut **Ctrl-Alt-2/Cmd-Opt-2** so that all the music will be entered in one continuous system of music.
- **Double-click** at the start of the Violin 1 part, or **select the first bar or rest** and press **Enter** to start the caret
- To enter the long first note, press **G 9** for two tied whole notes and then press the **period key** (for a rhythm dot), which extends the double whole note by half to give three tied whole notes. Then press **Shift-Alt-Right Arrow/Shift-Opt-Left Arrow** twice to shorten the note so that the last note in the tie chain is a dotted half as shown below.
- Use the **arrow keys** to position the shadow note and **5** to add note durations of eighth notes for pitches the pitches shown below: **B G E F G A G F E**
- Press **Enter** or **Esc** to turn the caret line off.
- With your mouse select all the eighth notes by **selecting** the first and **shift-selecting** the last and press **S** to add a slur.

The Violin part should now look like this:




Violin 2

- **Select** the first rest in the Violin 2 staff
- Press **Enter** to start the caret line
- Press **E 6 6 6 6** to enter four E quarter notes
- Press **Enter** to stop the caret line
- Hold down **Shift** and press the **left arrow** three times to select all the notes, or if you prefer selecting with a mouse, select all the notes in the first bar by clicking on the staff between any of the notes (but not on any of the notes)
- Press **R** three times to create four bars of the same

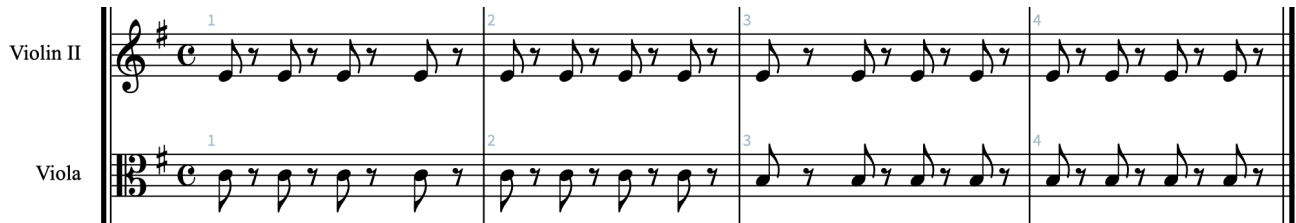


Viola

Select the first bar in the Violin 2 staff and then hold down **Shift** and select the last Violin 2 bar. (Shift will extend the selection so that all four bars are selected.)

- **Alt** and **click** on the Viola staff bar 1 beat 1 to copy the notes or use **Edit > Paste Special > Duplicate to staff Below**
- Press **L** to enable lock durations  and then press **C** (8 times) to enter the new pitch for two bars, and then press **B** (8 times) to enter the new pitch for two bars.
- Press **Enter** to turn off the note input caret.

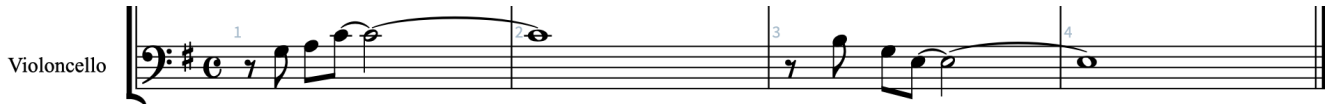
- **Select** bar 1 of the **Violin 2** part and **Shift-select** bar 4 of the **Viola** part. Now press **5** to change all the quarter notes to eighth notes (separated with quarter note rests).



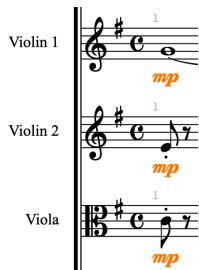
Cello

Select the first bar of the cello part.

- Press **Enter** to start the caret
- Press **5** for eighth notes and then press the **Spacebar** to move the caret along by an eighth note
- Press **G 5 A 5 C 8 .** (dotted half note) **C** and then **Alt/Opt-Shift-Right Arrow** to extend the note further to the end of the second bar.
- Similarly for the next two bars, press the right arrow to move forward by an eighth note, then **B 5 G 5 E 8 .** then **Alt/Opt-Shift-Right Arrow**
- Press **Enter** to turn off the caret



Next, why not try adding some of the following.



Dynamics

To enter the cello **mf** dynamic select the first note, press **Shift-D** for the dynamics popover, type **mf** in the popover and press **Enter**.

To enter the mp in Violins and Viola **select** the first note of the violin and **Shift-select** the first note of the Viola, press **Shift-D**, type **mp** and press **Enter**.

Articulations

To add accents or staccatos use the four keys to the left of the Enter key (International layout) or to the left and above the Enter key (US layout) i.e. [for accents,] for staccato, ' for marcato and \ for tenuto. You will also see them in the left-hand panel in Write mode. Select a note or notes and click on the button or use the shortcut.

)	-	+	← Backspace
0	P	{	} \
L	:	"	Enter
>	?	Shift	↑
.	/		
Alt	Win Key	Menu	Ctrl



Articulations mapped to the US keyboard layout



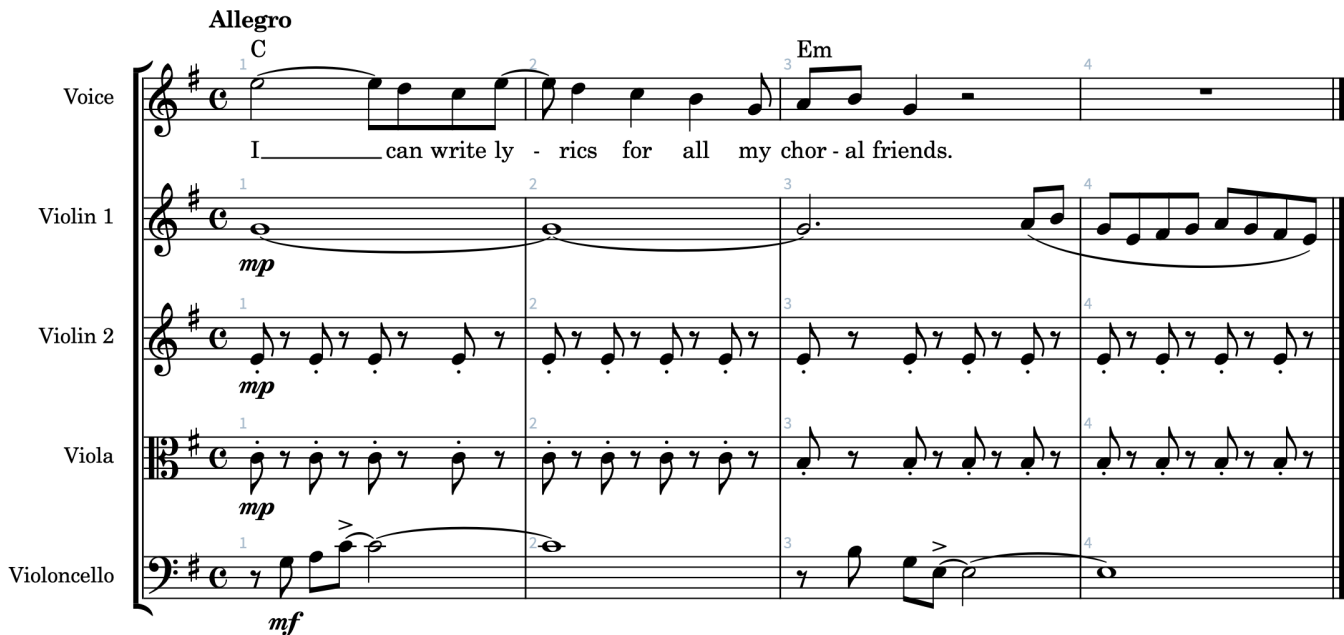
Chord Symbols

To add chord symbols, select a note e.g. in the first Lead part and press **Shift-Q**. Then either type e.g. **C** and **Em** on your QWERTY keyboard to enter chords above the relevant beats or simply play the chords on a MIDI keyboard if you have one. You can move along to different beats using the **Spacebar** or move along the

rhythm grid using the **Left/Right Arrow Keys**. For MIDI input options, see the Note Input options by pressing **Ctrl/Cmd-Shift-i** (the letter 'i' for Input).

Your piece may now look something like this:

Allegro



1 C 2 3 Em 4

Voice: I can write lyrics for all my choral friends.

Violin 1: *mp*

Violin 2: *mp*

Viola: *mp*

Violoncello: *mf*

Adjusting volume/balance and panning

To change the overall balance of sound between instruments press **Ctrl-8** (Windows) **Cmd-8** (Mac) to open the lower zone (in Write, Engrave or Play modes) and click on the mixer icon. Alternatively click on the mixer icon in the top toolbar or press **F3**.



Each instrument has its own fader that adjusts the overall volume.

At the top of the mixer section/window click on the Live Stage button.



Here you can drag an instrument on the stage, which will adjust the pan (as you move it left and right) and reverb as you move it to the top/back and bottom/front of the stage.

