

## Quick Guide to using Finale NotePad

Finale NotePad is a program that you can use to play the files that produced the music we're singing from. You can isolate your part, vary the volume on any or all of the parts, adjust the speed, adjust the key. In short, you can do anything that you can do with a midi file and more. You can also use NotePad to create and print your own scores.

Because it is so much more powerful than a midi player it is a bit more complicated to use as a rehearsal tool. This is a brief guide to get you started. It covers all you need to know to adjust and playback your part. You can explore the other functions on your own.

1. Download and install the NotePad program.
2. Save the music files (name.mus) to your hard disk.
3. Start the program.
4. Cancel the Setup Wizard that pops up.
5. There will be 6 tool palettes at the top of the screen. You can close all of them except the playback control. Turn them off or on from the "Window" menu.
6. From the "File" menu open one of the .mus files. Alternatively you can click on the files directly from the web.
7. The playback palette has standard play, pause, stop controls. It has a spinner to set the starting measure number and controls to set the playback speed.
8. Setting the volume for each part is trickier. From the "Window" menu select "Score Manager". A window will appear listing all the parts in the piece.
9. For each part you can click under "M" for mute, "S" for solo, or set the volume from 0 to 127. To hear your part emphasized set it to 127 and all the others to 60 or so. You can also change the instrument that plays your part (if you really want to).
10. Set Reverb Type to None.
11. If you save the mus file the settings you've made will remain in place.