

# Chapter 23: Repeat Tool

## Repeat Tool

### What it does

Using this tool, you can create and edit repeat signs and text repeats (such as D.S. al Coda) in your score. These repeats can be defined for playback, if you wish, so that Finale, playing back your score, responds to them just as a musician would.

Use this tool to create first and second endings, functional Coda and D.S. symbols, and even endless repeats. You can also use the Easy Repeats or First Ending Repeats plug-ins to create repeats over a selected region. See [EASY REPEATS PLUG-IN](#) and [FIRST ENDING REPEATS PLUG-IN](#) under the Plug-ins section.

### Special mouse clicks

- **Click a measure that doesn't contain a repeat sign** to display the Repeat Selection dialog box, where you can create either a repeat barline or a text repeat to insert into the score (and define it for playback, if you wish).
- **Click a measure that already contains a repeat sign** to display a handle on every text repeat in the measure and a handle at the top and bottom of the repeat barline, if any. Double-click to display the Repeat Selection dialog box, where you can select an additional text repeat or repeat barline.
- **Click a text repeat handle** to select it; shift-click to select an additional one. Press delete, or right-click the handle and select Delete from the contextual menu to remove any selected text repeats.
- **Drag a text repeat handle** to move the text repeat in any direction (in all staves simultaneously).
- **Click a repeat barline handle** to select it; press delete, or right-click the handle and select Delete from the contextual menu to remove it.
- **Drag a repeat barline bracket handle up or down** to make the bracket taller or shorter (or, in the case of the open end of the bracket, drag left or right to lengthen or shorten the bracket). (If you want to drag the bracket so that it's longer than a measure or so, double-click its handle, select Individual Positioning, and click OK.)
- **Double-click a text repeat handle, or right-click the handle and select Edit Repeat Definition from the contextual menu** to display the Repeat Designer dialog box, where you can change the spelling, font, or justification of the text repeat.
- **Double-click a repeat barline handle (or its bracket handle), or right-click the handle and select Edit Repeat Assignment from the contextual menu** to display its Repeat Bar Assignment dialog box, where you can change the playback effects of the repeat barline.

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- **Shift–double-click a text repeat handle, or right-click the handle and select Edit Repeat Assignment from the contextual menu** to display the Repeat Assignment dialog box, where you can change the playback effects of the text repeat.

Metatools

You can create Repeat Metatools—one-key equivalents for repeat signs—that can save you time if you need to insert many repeat signs into your score.

To program a Repeat Metatool

Click the Repeat Tool. Press shift and a letter or number key. Finale displays the Repeat Selection dialog box; double-click the repeat barline or the text repeat you want to correspond to the letter or number you pressed (or, if the text repeat you want doesn’t appear in the list, click Create and design it at this point). Click OK.

To use a Repeat Metatool

Click the Repeat Tool. While pressing the letter or number key corresponding to the Metatool you programmed, click a measure. If the Metatool was programmed to insert a repeat barline, Finale displays the Backward Repeat Bar Assignment dialog box, where you can specify the playback effects of the barline (unless it was the purely graphic Forward Repeat barline). If the Metatool was programmed to insert a text repeat, Finale displays the Repeat Assignment dialog box, where you can specify the playback effects of the text repeat.

Contextual menus

Contextual menus are reached by right mouse-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

Repeat barline handles


Menu item	What it does
Edit Repeat Assignment	Display the Backward Repeat Assignment dialog box or the Ending Repeat Bar Assignment dialog box
Delete	Removes selected repeat

Text Repeat handles

Menu item	What it does
Edit Repeat Assignment	Display the Repeat Assignment dialog box
Edit Repeat Definition	Display the Repeat Designer dialog box
Delete	Removes selected repeat

Repeat Selection dialog box

How to get there

Click the Repeat Tool , and click a measure in the score. (If the measure already has a repeat, double-click.)

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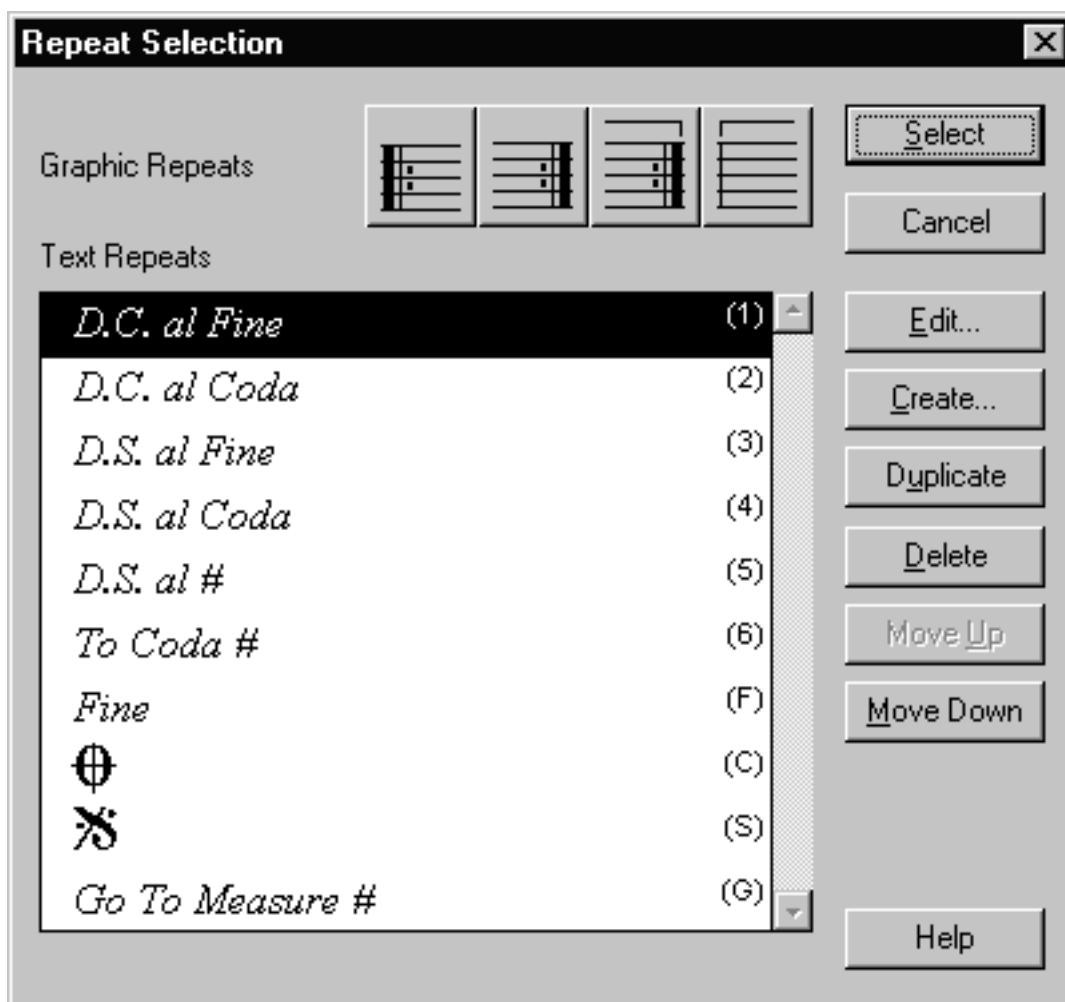
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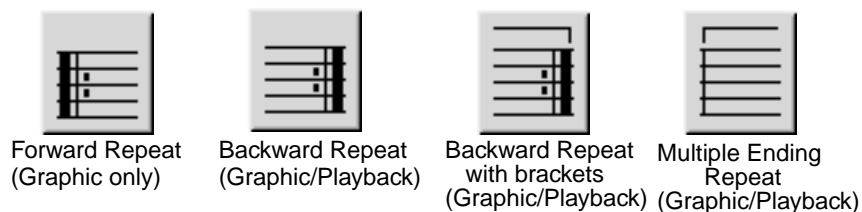
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## What it does

In this dialog box, you can choose either a repeat barline or a text repeat you want to insert in the score. You can select one of the four repeat barlines pictured in the window.



- **[The four graphic repeat icons].** The first icon, the Forward Repeat, is a purely graphic repeat barline. Normally, a musician relies upon such a barline to indicate the beginning of the repetition (the target measure). In Finale, however, this barline type has no playback functions of its own; that's because you specify both the beginning and ending measures of the repeated section when you create the ending barline.


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The second icon, the Backward Repeat, can have a playback effect assigned to it: in other words, it can operate in the way you'd expect—by directing the playback flow back to an earlier measure. Note, however, that like any of Finale's repeats, it doesn't have to direct playback to an earlier measure; you could define it to direct the playback to a later measure, if necessary.

The third icon, the Backward Repeat with Bracket, is identical to the Backward Repeat, except it has an adjustable bracket. You might use this barline to create a first ending, for example.

The fourth (rightmost) icon, the Multiple Ending Repeat bracket, offers a bracket alone. You can use this repeat bracket as the first measure of a two-measure first ending, or drag the rightmost handle toward the staff to create a final ending.

This repeat bracket has one significant difference from the other two functional graphic repeats. The two graphic Backward Repeats which contain barlines, jump to the specified target when the end of the measure is reached. In a measure containing a Multiple Ending Repeat Bracket, however, the playback jumps to the target when it reaches the beginning of the measure—once again, making this repeat bracket appropriate for the first measure of a first ending that's several measures long.

To select one of these graphic repeats, double-click its icon. If you selected the first icon, you return to the score. If you selected either of the middle icons, you proceed to the Backward Repeat Bar Assignment dialog box. If you selected the rightmost icon, you go to the Ending Repeat Bar Assignment dialog box. See [BACKWARD REPEAT BAR ASSIGNMENT DIALOG BOX](#) and [ENDING REPEAT BAR ASSIGNMENT DIALOG BOX](#) for more information. For examples of how you might use these barlines in combination, see *Installation & Tutorials*, or [REPEATS \(BARLINES AND TEXT INDICATIONS\)](#).

- **[Text Repeats].** In the scrolling display area of this dialog box, Finale lists any text repeats you've created in (or loaded into) your document. (To load a predefined Text Repeats Library into your document, see [OPEN LIBRARY](#) under the File Menu.)

A text repeat is a piece of text, such as "To Coda," that functions as a fully operational repeat marking, just like a repeat barline. To create a new one, click Create; the Repeat Designer dialog box appears, where you can enter the text and define the appearance of the new text repeat. (You don't define its playback effects until you actually place it in the score by double-clicking it in the Text Repeats list, whereupon the Repeat Assignment dialog box appears.)

For a more complete discussion of the options available when you're creating a text repeat, see [REPEAT DESIGNER DIALOG BOX](#). For details on defining the playback of a text repeat you've already created, see [REPEAT ASSIGNMENT DIALOG BOX](#).

- **Edit.** To edit an existing text repeat, click it once and then click Edit. The Repeat Designer dialog box appears, where you can change any aspect of the appearance of the text repeat. (Note that when you edit any text repeat, the changes apply to every occurrence of it in the score.)
- **Create.** Click Create to design a new text repeat; the Repeat Designer dialog box appears. See [REPEAT DESIGNER DIALOG BOX](#)
- **Duplicate.** Click this button to create a duplicate of the selected Repeat Text Expression with the selected settings and attributes.
- **Delete.** After clicking a text repeat, click this button to remove it from the list of available text repeats.

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- **Move Up • Move Down.** Click these buttons to move the selected item or items up or down in the list.
- **Cancel.** Click Cancel to exit this dialog box without adding a repeat to your score.
- **Select.** Instead of double-clicking a repeat icon (or a text repeat), you can click it once and then click this button. You proceed to the score or to the next dialog box.

## Repeat Assignment dialog box

### How to get there

Click the Repeat Tool , and click a measure. (If there's already a repeat sign or text repeat in the measure, double-click.) When the Repeat Selection dialog box appears, double-click one of the displayed text repeats (if any). (If none appear, click Create to create your own; click OK, then double-click the new text repeat.)

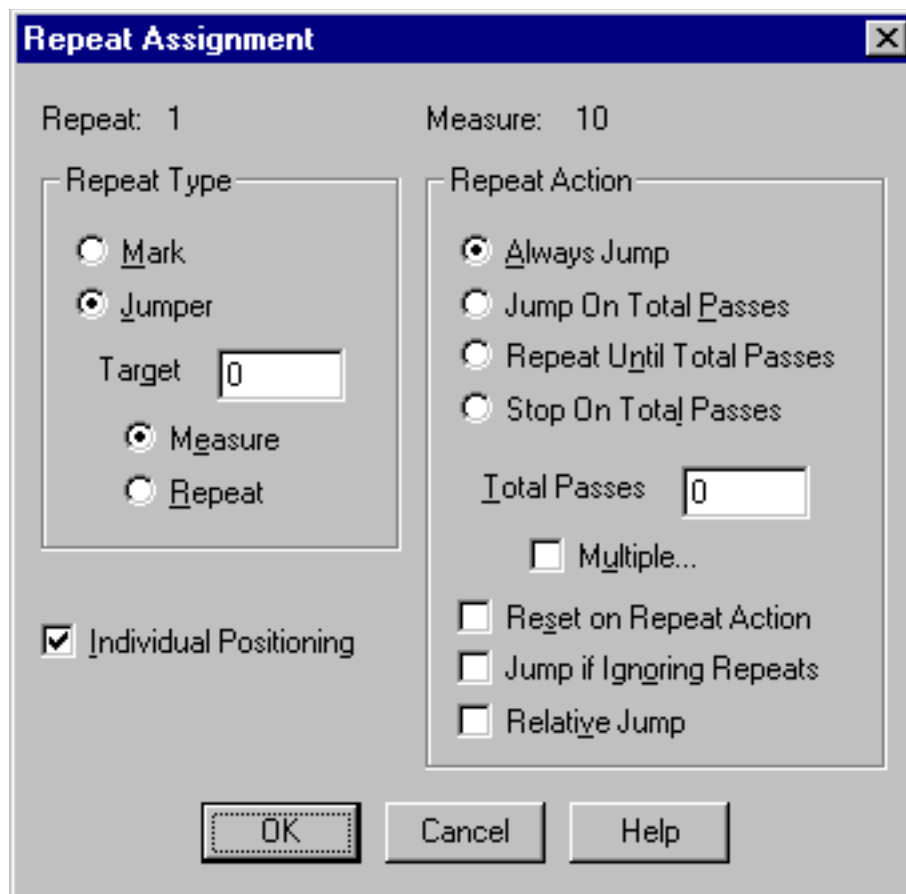
If you've placed a text repeat in the score, you can also enter this dialog box by shift-double-clicking its handle.

### What it does

A text repeat is a piece of text that functions as a fully operational repeat marking, such as “To Coda,” “D.S. al Coda,” and “D.C.” You can either design your own or use the ones in the Text Repeats Library provided with Finale, which you can load into your piece by choosing Open Library from the File Menu.

Once you've selected a text repeat by double-clicking it, this dialog box appears, in which you can define its playback effect. If you simply want it to appear as a graphic marking (with no playback function), just click OK without changing anything in the dialog box.

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The dialog box is titled "Repeat Assignment" and has a close button (X) in the top right corner. It is divided into two main sections: "Repeat Type" and "Repeat Action".

**Repeat Type:**

- ☐ Mark
- ☒ Jumper
- Target:
- ☒ Measure
- ☐ Repeat

**Repeat Action:**

- ☒ Always Jump
- ☐ Jump On Total Passes
- ☐ Repeat Until Total Passes
- ☐ Stop On Total Passes
- Total Passes:
- ☐ Multiple...
- ☐ Reset on Repeat Action
- ☐ Jump if Ignoring Repeats
- ☐ Relative Jump

At the bottom left, there is a checkbox labeled "Individual Positioning" which is checked.

At the bottom, there are three buttons: "OK", "Cancel", and "Help".

- **Repeat: (#).** This indicator identifies the text repeat by number.
- **Measure: (#).** This indicator identifies the measure you clicked by number and the measure where the repeat will have its effect.
- **Mark • Jumper.** Select the radio button that describes the function of your text repeat, as follows: A Jumper directs playback to another measure or to another repeat defined as a Mark—for example, to the coda. A repeat defined as a Mark doesn't direct playback anywhere—in fact, it's the target for a Jumper which has been set to jump to a Mark defined repeat. In other words, if you're defining a text repeat to be a Jumper—one that says "To Coda," for example—playback can be directed to a specific measure in the score, or to another text repeat defined as a Mark (the word "Coda," for example). If you plan to use this method, where a text Jumper directs playback to a Mark, be sure to note the number ID of the Mark defined text repeat (as indicated by the "Repeat:" indicator at the top of this dialog box), because you'll need to enter this number in the Target text box (see below) of the Jumper repeat.
- **Target.** The number in this text box is used when you're designing a Jumper repeat. The number placed in this text box directs the flow of playback to either another measure or to a Mark-defined text repeat.

When the Measure radio button (see below) is selected, this text box indicates the measure number to which the text repeat should direct playback.

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When the Repeat radio button (see below) is selected, this text box indicates the Repeat ID number of a text repeat you have defined to be a Mark. Note: To make this method work you must have defined the selected text repeat as a Mark. If the Target number is zero, the text repeat will have no playback effect.

- **Measure • Repeat.** These radio buttons let you identify the number in the Target text box. If you click Measure, the number in the Target text box indicates the measure number to which the playback will jump when it encounters this text repeat. If you click Repeat, the number in the Target text box indicates the ID number of a Mark-defined text repeat to which the playback will jump when it encounters the text repeat you're defining. Remember, a text repeat can direct the playback to any measure in the score, regardless of whether it occurs before or after the text repeat measure.

Note: these buttons, as well as the Target text box, have no effect when the Mark radio button in this dialog box is select (indicating this repeat is to be used as a Mark-defined text repeat and will have no playback-directing capability of its own).

- **Always Jump.** If you select this radio button, Finale will execute the repeat every time the playback reaches the text repeat—creating, in effect, an endless loop.
- **Jump on Total Passes.** If you select this radio button, Finale will only execute the repeat upon one particular repetition of the music (as specified by the number in the Total Passes text box). You might select this Repeat Action if the text repeat is “Last time to Coda,” for example.
- **Repeat Until Total Passes.** If you select this radio button, Finale will execute the repeat every time the playback reaches the text repeat until it's been reached a specified number of times (the number in the Total Passes text box), after which it won't repeat any more.
- **Stop on Total Passes.** If you select this radio button, Finale will execute the repeat every time the playback reaches the text repeat until it's been reached a specified number of times (the number in the Total Passes text box), after which it will stop playback.
- **Total Passes.** The Total Passes text box lets you specify how many times the playback should reach the end of the text repeat measure (how high Finale should “count”) before Finale performs the Repeat Action you've specified. (The number in the Total Passes text box has no effect, however, if you've selected Always Jump.)

- **Multiple.** There may be times when you'll want the text repeat you're designing to affect playback only on specific passes. For example, if the text repeat says “To Bridge 2nd and 4th times only,” indicating you want the playback to jump to the Target Measure (or the Mark-defined text repeat) the second and fourth times through. Click the Multiple checkbox to enter the Multiple Total Passes for Repeat (#) dialog box, where you can, in effect, specify more than one Total Passes value. (In this example, you would enter 2 in the first text box and 4 in the next.) When you click OK and return to the Repeat Assignment dialog box, the Multiple is selected and the Total Passes text box is ignored. See [MULTIPLE TOTAL PASSES FOR REPEAT \(#\) DIALOG BOX](#).

- **Reset on Repeat Action.** Once Finale has played the music the number of times specified in the Total Passes text box—and thus performed the Repeat Action—it will, if you wish, reset its internal “counter” back to zero and begin counting toward the Total Passes number again. This option could be useful if you're creating nested repeats, and want an inner repeat to be fully executed with each pass of the larger repeated region.

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- **Jump if Ignoring Repeats.** Select this option on any repeat that you want taken unconditionally if Finale is ignoring repeats. For example, you could set this at the beginning of a first ending repeat.
- **Relative Jump.** Select this option to indicate that Finale should add the number in the Target Measure text box to the current measure number to find the jump location, rather than treat the Target Measure number as an absolute measure number. Enter a negative number in the Target Measure text box for the number of measures you want Finale to jump back, and a positive number for the number of measures to jump forward. For example, if this option is selected and there's a value of -8 in the Target Measure text box, Finale will jump back 8 measures from the current location.
- **Individual Positioning.** Finale usually places a text repeat in the same place in every staff. Click Individual Positioning to allow each staff's text repeat to be independently movable.
- **OK • Cancel.** Click OK (or press enter) to confirm the settings you've made in this dialog box and place the new (or modified) text repeat in the score. Click Cancel to tell Finale to ignore any changes you made in this dialog box. You return to the score.

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## Backward Repeat Bar Assignment dialog box

### How to get there

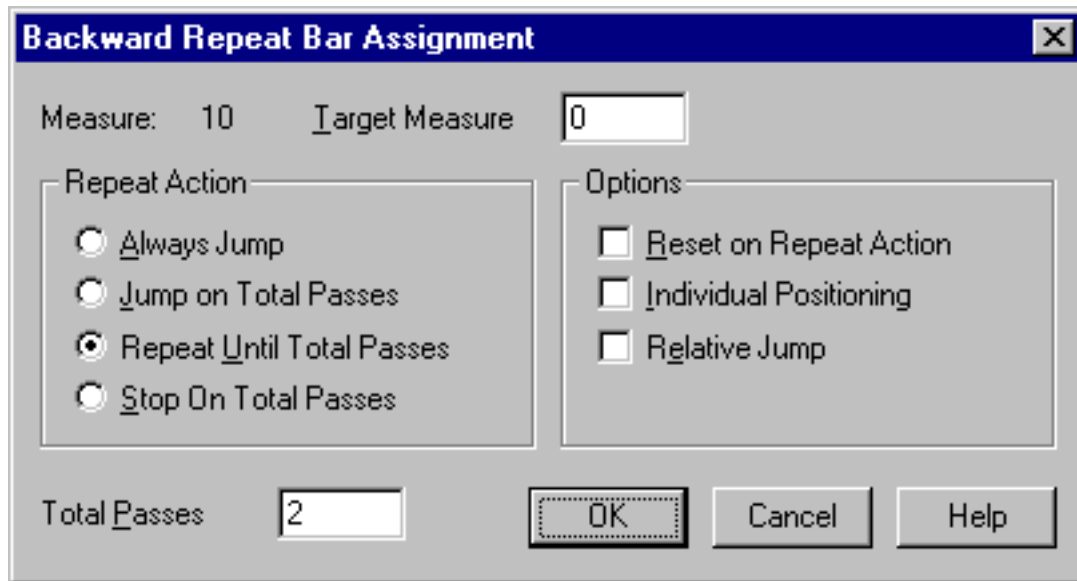
Click the Repeat Tool , click a measure, then double-click one of the two middle graphic repeat icons (both of which are backward repeat barlines). Or, if a backward repeat barline is already in the score, double-click its handle.

### What it does

The two middle graphic repeat barline icons (the Backward Repeat and the Backward Repeat with Bracket) aren't just for display; they can also be defined to affect the playback of your piece. The way in which Finale performs this repeat and the measure to which it repeats are determined in this dialog box.

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- **Measure: (#).** This indicator specifies the measure in which the repeat barline will appear.
- **Target Measure.** The number in this text box specifies the measure Finale will jump to when playback reaches the repeat barline. Note that a repeat barline doesn't necessarily direct the playback backward—the playback might jump to a later measure.
- **Always Jump.** If you select this radio button, Finale will execute the repeat every time the playback reaches the repeat barline—creating, in effect, an infinite loop.
- **Jump on Total Passes.** If you select this radio button, Finale will only execute the repeat upon one particular repetition of the music (as specified by the number in the Total Passes text box).
- **Repeat Until Total Passes.** If you select this radio button, Finale will execute the repeat every time the playback reaches the repeat barline until it's been reached a specified number of times (the number in the Total Passes text box). Thereafter, it won't execute the repeat (the barline will behave like a normal barline).
- **Stop on Total Passes.** If you select this radio button, Finale will execute the repeat every time the playback reaches the repeat barline until it's been reached a specified number of times (the number in the Total Passes text box), after which it will stop playback.
- **Total Passes.** The Total Passes text box lets you specify how many times during playback Finale should reach the repeat barline (how high it should "count") before performing the Repeat Action you've specified. (The number in the Total Passes text box has no effect, however, if you've selected Always Jump.)
- **Reset on Repeat Action.** Once Finale has played the music the number of times in the Total Passes text box—and thus performed the Repeat Action—it can be made to reset its internal "counter" back to zero and begin counting toward the Total Passes number again. This option could be useful if you're creating nested repeats and want an inner repeat to be fully executed with each pass of the larger repeated region.


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- **Individual Positioning.** If you've selected the repeat barline with a bracket attached, Finale places an identical bracket in every staff. Click Individual Positioning to allow each staff's bracket to be moved or resized independently. Note, too, that a bracket may be stretched horizontally as long as needed—a useful fact to remember if you're creating, for example, a first ending that's four measures long.
- **Relative Jump.** Select this option to indicate that Finale should add the number in the Target Measure text box to the current measure number to find the jump location, rather than treat the Target Measure number as an absolute measure number. Enter a negative number in the Target measure text box for the number of measures you want Finale to jump back, and a positive number for the number of measures to jump forward. For example, if this option is selected and there's a value of -8 in the Target Measure text box, Finale will jump back 8 measures from the current location.
- **OK • Cancel.** Click OK (or press enter) to confirm the settings you've made in this dialog box and place the repeat sign in the score (if it wasn't there already). Click Cancel to tell Finale to ignore any changes you made in this dialog box and return you to the score, and no repeat sign is placed (or, if you were editing an existing repeat, no changes take place).

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## Ending Repeat Bar Assignment dialog box

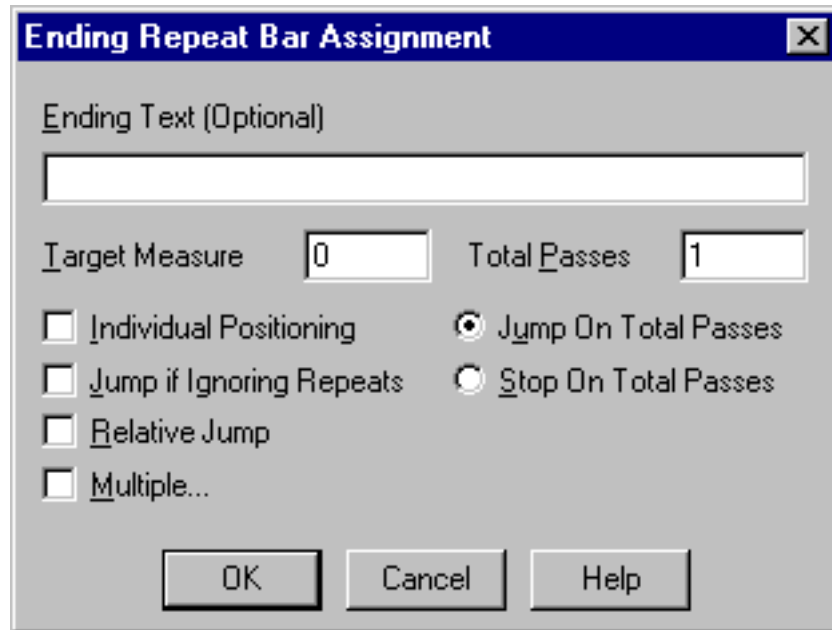
### How to get there

Click the Repeat Tool , and click a measure. The Repeat Selection dialog box appears. Double-click the rightmost repeat barline icon (the Multiple Ending repeat bracket). If the measure already has a repeat bracket, click in the measure once, then double-click the handle of the repeat bracket.

### What it does

The Multiple Ending Repeat bracket is the only one of Finale's functional graphic repeats which makes playback jump to a specified measure when the playback reaches the beginning of the measure. This characteristic makes it ideal for the beginning of a first ending, for example. Don't let the appearance of this barline's bracket (it's open at the right end) confuse you; though it appears to be a "first ending" bracket, it's also very useful as a second ending (you can always change the bracket's shape once it's in the score). In this dialog box, you can specify various elements of behavior and appearance in the score.

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- **Ending Text (Optional).** Any text you enter here will appear under the bracket when the bracket appears in the score. If you don't type anything, Finale will automatically use the number in the Total Passes (or Multiple Total Passes) text box. If you want to combine the Total Passes number with other text (for example, "4th time only"), use the number sign (#, which you create by typing shift-3) as a stand-in for the Total Passes number (for example, "#th time only").

You set the font for this text by choosing Fonts in the Document Options dialog box (under the Options menu) and clicking the Ending Repeat from the text drop-down list.

- **Target Measure.** In this text box, enter the number of the measure to which you want the playback to jump (when it reaches this repeat bracket). You'll usually want the music to jump to a later measure in the score, but you can enter any measure's number here. If you leave zero in this text box, the repeat won't have any playback function at all.
- **Total Passes.** The number in this text box tells Finale how many times to play the bracketed measure instead of jumping. If you're creating a first ending, for example, the Total Passes would be 1; on subsequent passes, Finale will direct playback to the Target Measure (which could be, for example, a second ending).
- **Individual Positioning.** If your piece contains more than one staff, Finale will place an identical ending-repeat bracket in each staff; all brackets will be affected when you resize or alter any one. If you want each bracket to be independently resizable and movable, select Individual Positioning.
- **Jump if Ignoring Repeats.** Select this option on any repeat that you want taken unconditionally if Finale is ignoring repeats. For example, you could set this at the beginning of a first ending repeat.
- **Relative Jump.** Select this option to indicate that Finale should add the number in the Target Measure text box to the current measure number to find the jump location, rather than treat the

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Target Measure number as an absolute measure number. Enter a negative number in the Target measure text box for the number of measure you want Finale to jump back, and a positive number for the number of measures to jump forward. For example, if this option is selected and there's a value of -8 in the Target Measure text box, Finale will jump back 8 measures from the current location.

- **Multiple.** Click the Multiple checkbox to enter the Multiple Total Passes for Ending dialog box, where you can, in effect, specify more than one Total Passes value; in the text boxes, enter the numbers corresponding to the passes when you want the bracketed measure played. See [MULTIPLE TOTAL PASSES FOR ENDING DIALOG BOX](#).

There may be situations where you want Finale to play an ending several times. For example, if this is a “1, 3, 5.” ending, you'd want Finale to play the bracketed measure the first, third, and fifth times through, and you'd want the playback to jump to the Target Measure the second and fourth times through. In this example, you would enter 1 in the first text box, 3 in the second, and 5 in the third.

When you click OK and return to the Ending Repeat Bar Assignment dialog box, the Multiple checkbox is selected and the Total Passes text box is ignored.

Provided you didn't type anything into the Ending Text text box, Finale will automatically put the appropriate numbers—separated by commas—under the bracket when it appears in the score. In the example above, “1, 3, 5” would appear under the bracket.

- **OK • Cancel.** Click OK (or press enter) to return to the score, where the new (or edited) repeat barline appears. Click Cancel to tell Finale to ignore any changes you made in this dialog box and return you to the score.


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## Multiple Total Passes for Ending dialog box

### How to get there

Click the Repeat Tool , and click a measure. When the Repeat Selection dialog box appears, double-click the Multiple Ending repeat bracket icon (the rightmost icon). Click Multiple. If there's already a Multiple Ending repeat bracket in the measure, click in the measure. Then, double-click the Multiple Ending repeat bracket's handle.

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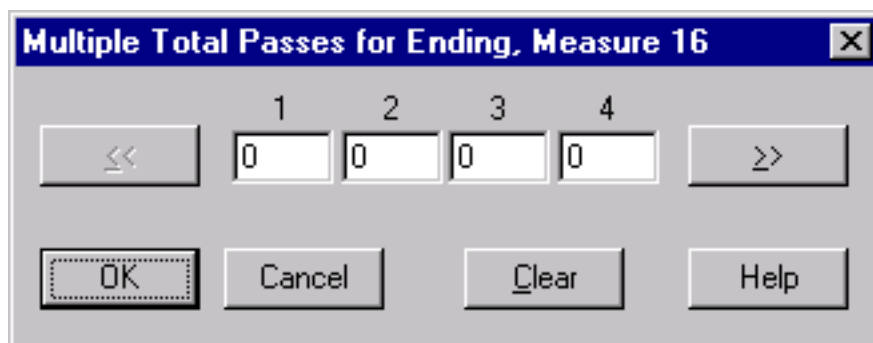
### What it does

In general, you use the Multiple Ending repeat bracket as the first measure of, for example, a first ending. When Finale plays back the repeated section a second time through, this barline is responsible for directing playback to the second ending (or any other place in the score).

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However, there may be times when you'll want the playback to jump to another ending only on specific passes. For example, if this is a “1, 3, 5.” ending, you'd want the playback to jump to the target measure (or target Mark-defined text repeat) only the second and fourth times through. In this dialog box, you can specify which times the Multiple Ending measure is to be played.

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- **< >**. Click these right and left arrow buttons to scroll through the text boxes to specify more than four passes.
- **[Text boxes]**. In each text box, enter a number corresponding to the repetition of the music on which you want Finale not to jump to another measure—in other words, specify which times the music should play this measure. For example, if you want Finale to jump to the second ending only the fourth time it encounters this measure, creating a “1, 2, 3.” ending—enter 1, 2, and 3 in the first three text boxes.
- **Clear**. Click Clear to enter zeros in all the text boxes. If you now click OK, you’ll return to the Ending Repeat Bar Assignment dialog box, where there’s no longer a mark in the Multiple checkbox.
- **OK • Cancel**. Click OK (or press enter) to confirm your Multiple Total Passes settings. You return to the Ending Repeat Bar Assignment dialog box, where the Multiple checkbox is now selected and any number in the Total Passes text box is ignored. Click Cancel to return to the Ending Repeat Bar Assignment dialog box without changing the status of the Multiple Total Passes settings.

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## Multiple Total Passes for Repeat (#) dialog box

### How to get there

Click the Repeat Tool , and click a measure. (If there’s already a graphic barline repeat sign or text repeat in the measure, double-click the measure.) When the Repeat Selection dialog box appears, double-click one of the displayed text repeats (if any). (If none appears, click Create to create your own; click OK, then double-click the new text repeat.) Click Multiple. See [REPEAT SELECTION DIALOG BOX](#)

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If you’ve placed a text repeat in the score, you can also enter this dialog box by shift–double-clicking its handle, then clicking Multiple.

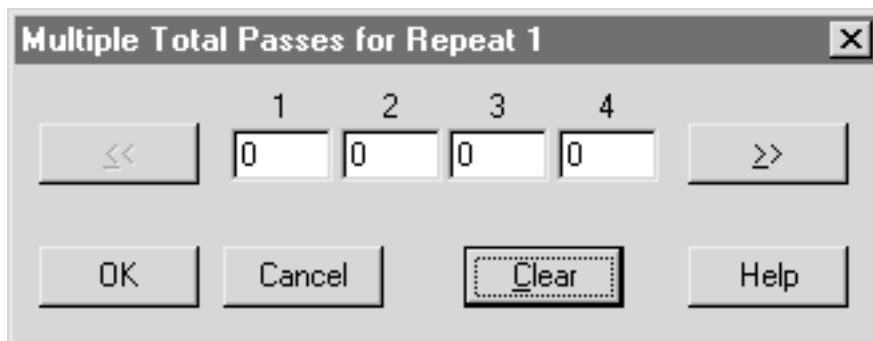
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### What it does

There may be times when you’ll want the text repeat you’re designing to affect playback only on specific passes. For example, if the text repeat says “To Bridge (1st and 3rd times only),” you’d want the text repeat to have no playback effect the second and fourth times through. In this dialog

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box, you can, in effect, specify more than one Total Passes value (see [REPEAT ASSIGNMENT DIALOG BOX](#) for a detailed description of total passes).



- **« ».** Click these right and left arrow buttons to scroll through the text boxes if you want to specify more than four passes.
- **[Text boxes].** In each text box, enter a number corresponding to the repetition of the music on which you want the Repeat Action to be performed. For example, if you want Finale to jump “To Bridge” only on the first and third repetitions of the music, enter 1 in the first text box and 3 in the second.
- **Clear.** Click Clear to enter zeros in all the text boxes. If you now click OK, you’ll return to the Repeat Assignment dialog box, where there’s no longer a mark in the Multiple checkbox.
- **OK • Cancel.** Click OK (or press enter) to confirm your Multiple Total Passes settings. You return to the Repeat Assignment dialog box, where the Multiple checkbox is now selected and any number in the Total Passes text box is ignored. Click Cancel to return to the Repeat Assignment dialog box without changing the status of the Multiple Total Passes settings.

## Repeat Designer dialog box

### How to get there

Click the Repeat Tool , and click a measure. (If there’s already a graphic repeat sign or text repeat in the measure, double-click.) When the Repeat Selection dialog box appears, click Create. If you’ve placed a text repeat in the score, you can also enter this dialog box by double-clicking its handle.

### What it does

In this dialog you create a text repeat which can function as a fully operational repeat marking, such as “To Coda,” “D.S. al Coda,” and “D.C.” Here you write your own text and specify the font and justification for the repeat.

If you prefer, you can use predefined text repeats in the Text Repeats Library (Text Repeats.LIB) provided with Finale. See [OPEN LIBRARY.](#))

Note that this dialog box defines only the text itself and appearance of the text repeat (font and positioning specifications); to define its playback effects, you have to access the Repeat Assignment dialog box (see [REPEAT ASSIGNMENT DIALOG BOX](#)).

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- **Repeat Text.** Enter the text for the repeat marking itself in this text box. The characters in this text box are displayed in the System font, regardless of the actual font you’ve chosen.
- **Replace ‘#’ with Total Passes.** When you type #, (or shift-3) in the Repeat Text text box and select this option, the ‘#’ sign is a stand-in for the number in the Total Passes text box. When the text repeat appears in the score, Finale will display the Total Passes number instead of #. (You specify the Total Passes in the Repeat Assignment dialog box, which appears when you place the text repeat in the score.) See [REPEAT ASSIGNMENT DIALOG BOX](#).

For example, you might want your text repeat to say “Jump to Coda #th Time Only”; when the mark appears in the score, it will read “Jump to Coda 4th Time Only” (substituting the number you’ve indicated in the Total Passes text box).

- **Replace ‘#’ with Repeat Mark in Target.** When you type #, (or shift-3) in the Repeat Text text box and this radio button is selected, the ‘#’ sign is a stand-in for the actual text of a Mark-defined text repeat.

To make the Mark-defined repeat appear in the score, select a Jumper-defined text repeat from the Repeat Selection dialog box. Once in the Repeat Assignment dialog box, make sure the Jumper and Repeat radio buttons are selected. In the Target text box, select a Mark-defined text repeat ID number, and click OK. Finale will then display the text of the target Mark instead of #. See [REPEAT ASSIGNMENT DIALOG BOX](#) for a more complete discussion on defining a repeat as a Mark or a Jumper.

For example, you could create the text repeat: “Last time to #.” When you place this Jumper-defined text repeat in the score, from the Repeat Assignment dialog box, you specify that this Jumper should direct playback to a Mark-defined text repeat (“Coda,” for example) whose ID

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number you enter in the Target text box. When this text repeat appears in the score, it will say “Last time to Coda,” because Finale substitutes the word “Coda” for the # sign. (See [CODA](#) for step-by-step instructions.)

- **Use This Font.** If you select this option, the entire text repeat you’re designing will appear in the font you’ve selected (by clicking the Set Font button). If you don’t select this option, however, the Mark-defined text repeat you’re incorporating into this text repeat will appear in its own font, regardless of the font you’ve set for the text repeat you’re designing.

- **Replace ‘#’ with Measure Number in Target.** When you type #, (or shift-3) in the Repeat Text text box and select this option, the ‘#’ sign is a stand-in for the measure number of the measure to which this Jumper-defined text repeat will direct playback. When the text repeat appears in the score, Finale will substitute the measure number in place of the # sign.

For example, you might type “Last time to m. #.” When this text repeat appears in the score, it will read “Last time to m. 44” (substituting whatever measure number you’ve designated as the Target in the Repeat Assignment dialog box).

- **Enclose Repeat.** When you click this checkbox, the Enclosure Designer dialog box appears, in which you can choose a geometric shape to enclose your text repeat. See [ENCLOSURE DESIGNER DIALOG BOX](#).

- **Set Font.** Click this button to display the Font dialog box, in which you can set the font for your text repeat.

- **Justification: Left • Right • Centered.** Click the radio button corresponding to your choice of the text repeat’s alignment in the measure: flush with the left barline, flush with the right barline, or centered between the barlines. *Note that the Horizontal and Vertical Offset will affect the final position of your text repeat.*

- **Horizontal Offset • Vertical Offset.** The numbers in these text boxes adjust the position of the text repeat horizontally relative to its default position (as specified by your Justification selection) and vertically relative to the top staff line. A positive number in the Horizontal Offset text box moves the text repeat to the right; a positive number in the Vertical Offset text box moves it upward. Remember, however, that you can always adjust the position of a text repeat manually by dragging its handle when you return to the score.

- **OK • Cancel.** Click OK (or press enter) to confirm the creation of your new text repeat. You return to the score, or to the Repeat Selection dialog box, where the new text repeat appears in the list. Click Cancel to return to the Repeat Selection dialog box (or to the score) without creating or editing a text repeat.

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# Easy Repeats Plug-in

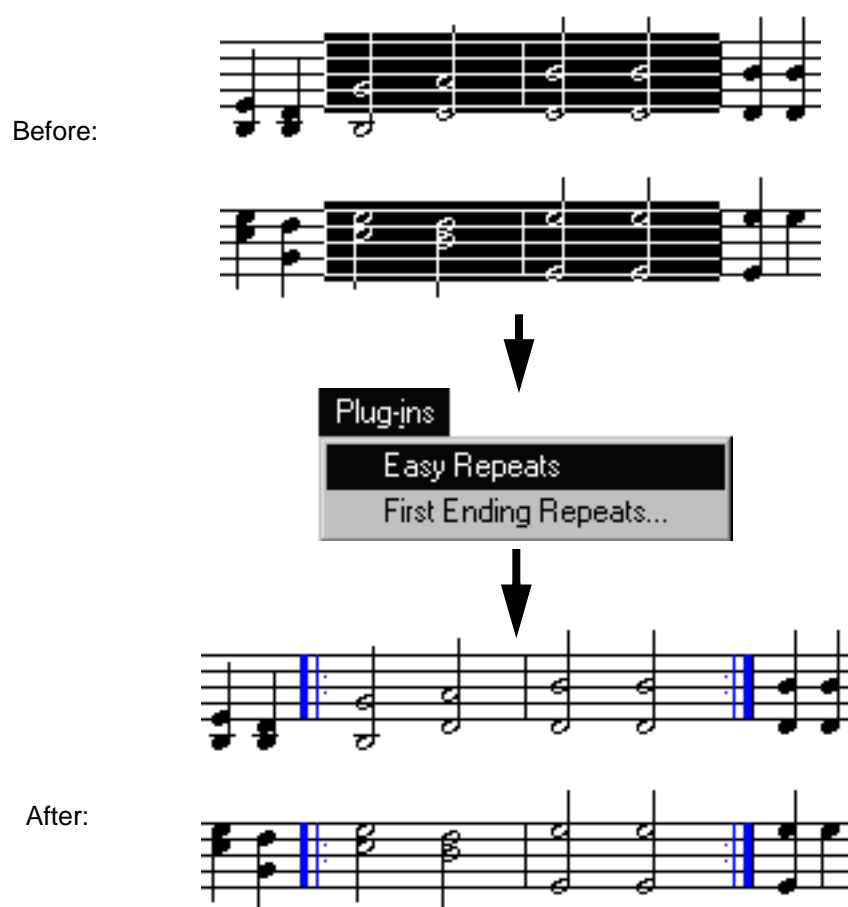
## How to get there

Select the section to be repeated with the Mass Edit Tool. Click on the Plug-ins Menu, then choose Repeats, then Easy Repeats. See [PLUG-INS MENU](#) for more information on plug-ins.

## What it does

The Easy Repeats plug-in allows you to easily place a repeat in the selected region. Use the Mass Edit Tool (or any other tool that allows you to select a region such as Key or Time Signature

Tools) to select a region and then select Easy Repeats from the Plug-ins Menu. Easy Repeats simply surrounds the current selection with functional begin and end repeat marks:

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## Notes

- The Easy Repeats and First Ending Repeats plug-ins are part of the same plug-in.
- Both Easy Repeats and First Ending Repeats respect all of your document settings for repeat marks and ending brackets. This means that ending brackets will be drawn over all staves (except for those staves which have the Endings and Text Repeats check box deselected in the Items to Display group in the Staff Attributes Dialog). The shapes of the repeat bar lines and ending brackets are specified in Document Options-Repeats and Repeat Endings Options (both accessible from the Repeats category of the Document Options dialog box under the Options menu).
- If the first measure of a document is included in a selection for which either the Easy Repeats or the First Ending Repeats commands is invoked, a forward repeat bar will be drawn at the beginning of the score. This is not the practice recommended in standard texts on notation, but would be common for repeated exercises, etc. If you do not wish to have a forward repeat at the first measure, you can delete it manually with the Repeat Tool.

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# First Ending Repeats Plug-in

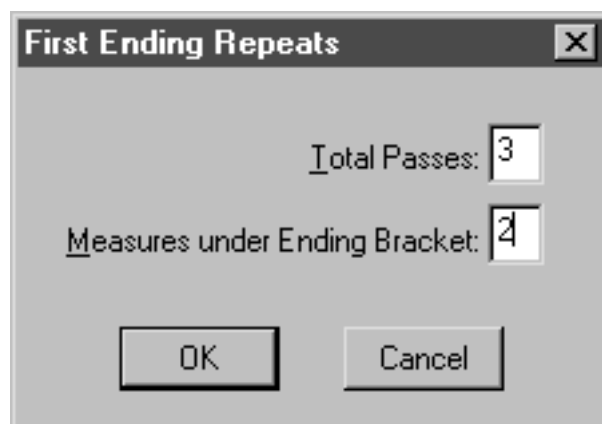
## How to get there

Select the entire section to be repeated with the Mass Edit Tool. Click on the Plug-ins Menu, then choose Repeats, then First Ending Repeats. See [PLUG-INS MENU](#) for more information on plug-ins.

## What it does

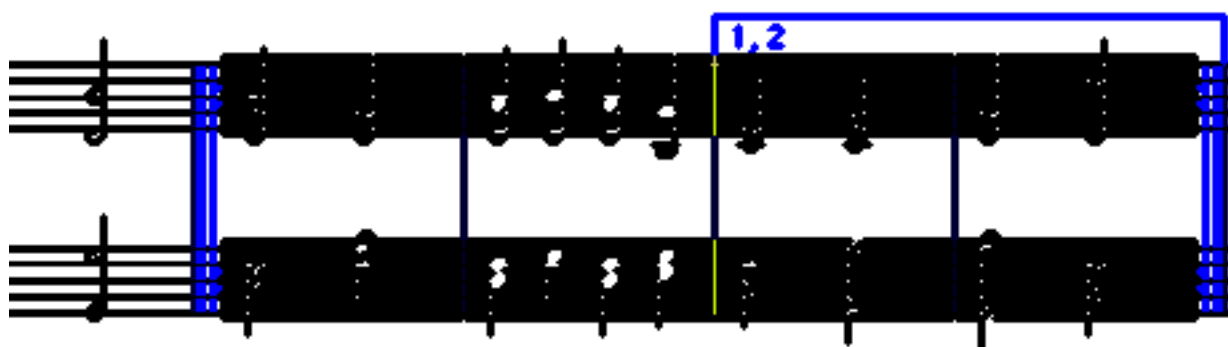
The First Ending Repeats plug-in allows you to easily place a repeat with multiple endings in the selected region. The First Ending Repeats dialog allows you to specify the number of measures under the ending bracket. You can also optionally specify more than two passes through the selected region. Be sure to read the Notes section under Easy Repeats. It applies to both Easy Repeats and First Ending Repeats. See [Notes](#).

In playback the selected region will be performed three times.

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- **Total Passes.** Specify the number of times the selected region will be performed. You can either type in the desired numbers or use the arrows next to the fields to increment or decrement the current values. For example, if you place a 3 in this text box, “1, 2” will be placed under the repeat bracket.
- **Measures under Ending Bracket.** Specify the number of measures to be included in the ending (counting back from the last measure). The measures under the ending bracket will not be performed in the final pass through the selected region; instead the music jumps to the first measure after the selection. You can either type in the desired numbers or use the arrows next to the fields to increment or decrement the current values.

The number of measures under the ending bracket must be less than the total number of measures in the current selection. You may specify a value of 0 for the length of the ending bracket; in this case no ending bracket will be added and the entire selection will be performed in each pass through the music (including the final one). The result of the above settings would look like the example below.




- **OK • Cancel.** Click OK to create a repeat with the specified settings. Click Cancel to return to the score without making any changes.

## Repeats (barlines and text indications)

Repeat barlines in Finale may be either purely graphic, or fully functional for playback. For a full tutorial in the use of the Repeat Tool, see *Installation & Tutorials*. See also [FIRST ENDINGS](#) and [SECOND ENDINGS](#); and [EASY REPEATS](#) and [FIRST ENDING REPEATS](#) plug-ins.

Repeats can be nested (endings within endings) or infinite. They can also be text repeats—instead of a repeat barline, you can create an expression such as D.S. al Coda, which will actually affect playback. See [CODA](#); [D.S.](#), [D.S. AL CODA](#); and [D.C.](#)

### To place a repeat in your score

- Click the Repeat Tool ; then click the measure you want to contain the repeat. The Repeat Selection dialog box appears. (Note: If you wish to create a text repeat—“To Coda,” for example—see: [REPEAT SELECTION DIALOG BOX—\[TEXT REPEATS\]](#).) See [REPEAT SELECTION DIALOG BOX](#) for more a more detailed description.
- **Double-click the desired graphic repeat icon or text repeat.** If you’re placing the Forward Repeat barline (leftmost graphic icon—purely graphic), it now appears in the score, and your

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task is complete. If you selected one of the other three icons or a text repeat, one of three dialog boxes appear, asking for details about the playback definition of this repeat barline. See the [BACKWARD REPEAT BAR ASSIGNMENT](#), [ENDING REPEAT BAR ASSIGNMENT](#), and [REPEAT ASSIGNMENT DIALOG BOXES](#) for more information. If you don't intend to use this barline's playback function, click OK and your task is completed.

- **For playback, enter the target measure number in the Target Measure text box.** If you are entering a graphic repeat which allows for playback, type the measure number in the text box. The Target Measure is the measure Finale should jump back to. (Note, however, that the Target Measure technically doesn't have to be an earlier measure.)

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If you are entering a text repeat, you have more options for how you want your repeat to function. Select the Measure radio button if you want your repeat to go to a select measure, select the Repeat radio button if you want your repeat to jump to a Mark-defined repeat. See the [REPEAT ASSIGNMENT DIALOG BOX](#) for more details.

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- **Specify the desired Repeat Action.** This option, available only for text repeats and the Backward Repeat barline icons, tells Finale what to do when it has played the measure the number of times specified in the Total Passes text box (below). Always Jump ignores the Total Passes completely, and jumps to the Target Measure every time. Jump on Total Passes executes the repeat only on the "pass" you specify. (Jump on Total Passes is ideal for a *Last time to Coda* marking.) Repeat Until Total Passes is just the opposite—it executes the repeat every time the repeat barline is encountered, until the measure has been played the number of times specified in the Total Passes text box. (Repeat until Total Passes is appropriate for standard repeats, such as first endings.)
- **In the Total Passes text box, specify the number of times the playback should reach the repeat barline (how high Finale should "count") before performing the Repeat Action you've specified (see above).** If you have selected jump on total passes for a graphic backward repeat barline or a text repeat, the number you indicate will ignore the repeat until the measure has been played the number specified in the total passes text box. If you have selected Repeat until Total Passes, the repeat action will be executed every time it reaches the end of the measure.

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If you have selected the Multiple Ending Bracket—the rightmost icon—it's easy to calculate the Total Passes: it's the same number displayed under the bracket, which you typed into the Ending Text text box. If, for example, if it's a first ending, the Total Passes is 1. If it's a first, third, and fifth ending, click Multiple, and type 1, 3, and 5 into the text boxes.)

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- **Click Individual Positioning, if desired.** If you've selected a text repeat or a repeat barline with a bracket attached, Finale usually places the repeat in the same position in every staff. This option allows the text repeat or the bracket to be moved or resized independently.
- **Press enter.** The repeat barline now appears in your score.

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## To move, hide, or delete a text repeat


- **Click the Repeat Tool** ; then click the measure in which the mark appears. Its handle appears.

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- **Drag the handle to move the sign; select it and press delete to remove it.** Note that in terms of its playback functions, the marking is still associated with the measure in which you originally placed it, even if you drag it to a different measure.

Repeat markings initially appear in all staves. To hide the marking in a certain staff, click the Staff Tool; then double-click the desired staff. In the dialog box that appears, click Endings and Text Repeats. Click OK.


### To adjust the brackets on, or delete, a repeat barline

- **Click the Repeat Tool ; then click the measure in question.** Three handles appear on the bracket. If you're adjusting a text repeat, a single handle appears.
- **To stretch a bracket, drag its upper handles vertically or horizontally. To delete a repeat (barline or text), click the bottom handle and press delete.** You can't stretch a bracket further than the length of one system. You can, however, make brackets appear to be longer by combining two repeat barlines on each system. See [FIRST ENDINGS](#).

### To change the default bracket height for repeats (and set the number font)


- **From the Options Menu, choose Document Options and select Fonts.** The Fonts options appear.
- **To change the font for the numbers that appear in a repeat bracket (for example, the “2.” in a second ending bracket), choose the Repeats category, then click the Repeat Endings button.**
- **To change the height of any brackets in your score, choose the Repeats category, then click the Repeat Endings button. Change the Height of Bracket number.** The units are whatever you've selected using the Measurement Units command (Options Menu).

### To change a repeat barline's playback definition

- **Click the Repeat Tool ; then click the measure in question.** Handles appear at the ends of the bracket and the barline.
- **Shift-double-click any handle.** The Bar Assignment (playback definition) dialog box reappears. Make the desired changes, and then click OK (or press enter). (See [“To place a repeat in your score,”](#) for the playback options you can specify.)

### To break a repeat barline that connects staves

When you create a repeat barline, it's ordinarily drawn as a solid line across the space between any grouped staves (those connected by a bracket, for example). If you prefer, you can instruct Finale not to draw the barline continuously through the space between staves.

- **Click the Staff Tool , and double-click the staff that's just below the space where you want to omit the barline.** The Staff Attributes dialog box appears.
- **Select Break Repeat Barlines Between Staves. Click OK.**

### To hide the ending brackets and text repeats for a specified staff

If your score includes a piano part (for example), you normally won't want ending brackets (such as a first ending bracket) to appear above both the treble and bass staves. Similarly, you would

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probably want a Text Repeat (such as “To Coda”) only to appear above the treble staff, not above both.

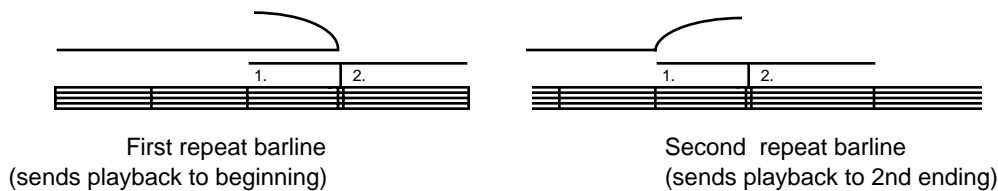
- Click the Staff Tool , and double-click the staff for which you want to hide the brackets or Text Repeats. The Staff Attributes dialog box appears.
- In the Items to Display section, deselect Endings and Text Repeats. Click OK.

## First endings


See also [SECOND ENDINGS](#).

You create a first ending with the Repeat Tool; it can be purely graphic or it can be functional, accurately directing the MIDI playback.

If you decide to create a functional first ending, you’ll have to create two “repeats,” as shown here.



### To create a first ending

- Click the Repeat Tool ; then click the first ending measure. If the first ending is longer than one measure, click the last measure of it. The Repeat Selection dialog box appears.
- Double-click the Backward Repeat with Bracket icon (the third icon). The Backward Repeat Bar Assignment dialog box appears, asking for details about the playback definition of this repeat barline. If you don’t intend to use this barline’s playback function, skip the next two instructions.
- Enter the target measure number in the Target Measure text box. The Target Measure is the next measure played after the first ending—in other words, it’s the measure to which Finale should jump back. (The Target Measure technically doesn’t have to be an earlier measure.)
- Click Always Jump. You selected the Always Jump option because the repeat you’re designing will, strictly speaking, only have its playback effect the first time the music reaches it (thereafter, the playback flow skips over it). The point is that you don’t really want this barline to Always Repeat the music; but, in fact, after the first time through, Finale won’t encounter this barline again.
- Click OK (or press enter). You’ve created the “right end” of the first ending—the one that directs the playback flow back to the beginning (or some other designated spot). Now you need to create the beginning repeat (shown at right in the figure above), which will direct playback to the second ending.

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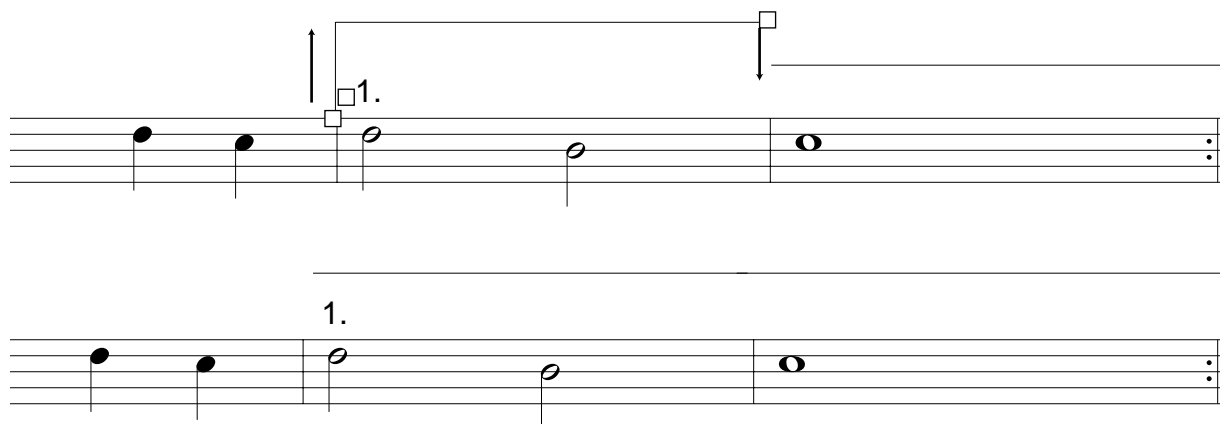
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- **Double-click the first ending measure.** If the first ending is more than one measure long, click the first measure of it. The Repeat Selection dialog box appears.
- **Double-click the Multiple Ending Repeat (the icon on the right).** The Ending Repeat Bar Assignment dialog box appears. If you don't intend to use this barline's playback function, skip the next two instructions.
- **Enter the measure number of the second (or final) ending in the Target Measure text box.** When the playback reaches the beginning of the measure you clicked, it will jump to the second ending.
- **In the Total Passes text box, type 1.** You entered a 1 because you want Finale to play the ending only once (the first time); thereafter, the playback will jump to the second ending. The number you enter in the Total Passes text box is also the number that will appear under the first ending bracket in the score (like this: "1"). If you want to specify some other text to appear under the bracket—for example, if you prefer a period after the ending number, like this: "1."—enter it in the Ending Text text box (both number and period). If this is a first, second, and third ending, click Multiple. A dialog box appears, letting you specify multiple Total Passes values—in this example, 1, 2, and 3. Once again, Finale will automatically place these numbers under the first ending bracket in the score (separated by commas, like this: "1, 2, 3"), unless you've entered text in the Ending Text text box.
- **Click OK (or press enter).** Both "repeats" are in your score. If you drag the square handles carefully, you can align the open ends of the two brackets so that they appear to be a continuous horizontal bracket, as shown below.



By dragging the handles of the repeat bracket in each measure (top), you can adjust the brackets' heights so that they appear to be a single continuous bracket (bottom). Note that you can eliminate the "hook" of the left repeat bracket by dragging the lowest handle upward. (You may have to adjust the handle on the numeral to compensate.)

## Second endings

See also [FIRST ENDINGS](#).

The second ending (in the sense of being the final ending from a set of repeats) is purely graphic. If you create a playback-functional first ending, the second ending needs no playback definition.

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## To create a second-ending bracket

- **Click the Repeat Tool** . **Click the first measure of the second ending.** The Repeat Selection dialog box appears. Four repeat icons appear at the top of the dialog box.
- **Double-click the rightmost icon (the Multiple Ending Repeat barline).** The Ending Repeat Bar Assignment dialog box appears.
- **Enter the text that is to appear under the bracket.** If this is a second ending, you'll probably want to type "2." into the text box. Since this is a nonfunctional repeat barline (graphic only), leave the other options in this dialog box alone.
- **Click OK (or press enter).** To adjust the bracket, drag either of the upper handles in any direction. To delete the repeat barline (bracket and all), click its bottom handle and press delete.

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## To create a closed ending bracket

- **Click the Repeat Tool** . **Click the first measure of the closed ending.** The Repeat Selection dialog box appears. Four repeat icons appear at the top of the dialog box.
- **Double-click the rightmost icon (the Multiple Ending Repeat barline).** The Ending Repeat Bar Assignment dialog box appears.
- **Enter the text that is to appear under the bracket.** If this is a fine ending, you'll could type "fine" into the text box. You could also select Stop on Total Passes, and enter 1 in the Total Passes text box to stop when the playback reaches this ending.
- **Click OK (or press enter).** To close the bracket, drag the upper rightmost handle down to the staff. To delete the repeat barline (bracket and all), click its bottom handle and press delete. If there are more measures to the closed ending, repeat these steps for each measure and adjust the brackets accordingly with the handles provided.

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# Coda

See also [D.S.](#), [D.S. AL CODA](#).

A **coda** is a musical tag, or extension, which usually follows the main body of the piece. The musician's cue to jump to the coda is often marked by a marking like "To coda  $\Phi$ ," and the coda itself often displays a notation like " $\Phi$  Coda."

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You can place such markings into your score very easily if you're preparing your score for print-out but not for playback.

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With some additional steps, you can even make your coda markings functional—that is, they can actually control the way Finale plays back your score. When Finale encounters the "To Coda" marking, it can automatically direct the playback of your score to the measure displaying the  $\Phi$  sign.

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## To place the coda sign, and a “to coda” sign in the score


- **Click the Repeat Tool** . **Click the measure in which you want the coda sign to appear.** The Repeat Selection dialog box appears. If you’ve loaded a Text Repeat Library—or if the Finale Maestro Font Default file is in place—you should see the  $\Phi$  sign.  
If you don’t see the marking, click Create; the Repeat Designer dialog box appears. While pressing alt, type 0222. Click Set Font, and set the font to Maestro 24 point. Press enter twice.
- **Double-click the  $\Phi$  sign.** You arrive at the Repeat Assignment dialog box. If you are not placing a “working” coda sign in your piece, click OK, and your task is complete, otherwise, continue following the instructions.
- **Note the Repeat number of the  $\Phi$  mark.** This indicator appears at the top of the dialog box, in the form “Repeat: 1” (or whatever number Finale has assigned to your coda sign). You’ll need to remember this number for a moment.
- **Click Mark.** You’ve just defined this text repeat to be a mark—in other words, a marker to which Jumper text repeats (“To Coda,” in this example) will direct playback.  
Tip: Check Individual Positioning to allow the coda sign to be moved independently between staves.
- **Click OK (or press enter).** The coda sign appears in all staves. See [“REPEATS –To move, hide, or delete a text repeat.”](#)

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Once you’ve created a coda symbol and designed it for playback, you must now place the “To Coda” sign somewhere in the main body of music. Follow these steps, to create a functional text repeat that directs the playback of your score to the measure containing the coda sign.

- **Click the Repeat Tool** . **Click the last measure to be played before jumping to the coda.** The Repeat Selection dialog box appears.  
If the “To coda” mark doesn’t appear in the window: Click Create and type “To Coda #.” (You create the number sign [#] by pressing shift and typing a 3.) Set the font and style by clicking the Set Font button. Now select Replace ‘#’ With Repeat Mark in Target. In other words, when your “To Coda #” indication appears in the score, you want the # sign to be replaced by the repeat mark itself—in this case, the  $\Phi$  sign (“To Coda  $\Phi$ ”). Click OK (or press enter). The “To Coda  $\Phi$ ” mark now appears in the list of Text Expressions See [REPEAT DESIGNER DIALOG BOX](#) for more details on creating a text repeat.
- **Double-click the “To Coda #” mark.** The Repeat Assignment dialog box appears.
- **Click Jump on Total Passes. Enter a number in the Total Passes text box.** Enter a number in the Total Passes text box to designate on which repetition of this music the playback should jump to the coda sign. If this is a standard D.S. al Coda, in which the music up to the “To Coda” mark is played a total of two times, type 2 into the Total Passes text box.
- **Click Jumper. Below the word Target, click Repeat.** You selected Jumper because the words “To Coda  $\Phi$ ” will make the playback jump elsewhere in the score. You selected Repeat because you want the playback to jump to a Mark-defined repeat (in this case the coda sign).

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- **In the Target text box, enter the Repeat number of the coda sign you created.** This is the number you remembered when you placed the coda sign into the score.

Because you've specified that the playback should jump to the coda sign itself (instead of to a measure number), you can change your mind about the location of the coda sign in the score. You can delete it and put it in another measure—even a measure that precedes the “To Coda  $\Phi$ ” marking—and Finale will still direct the playback to it correctly.

Tip: Check Individual Positioning to allow the coda sign to be moved independently between staves.

- **Click OK (or press enter).** You return to the score, where the “To Coda  $\Phi$ ” mark appears in every staff.

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## D.C.

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Da Capo, or D.C., means “to the head.” It directs the player to return to the beginning of the score. “D.C. al Coda” and “D.C. al fine” instruct the player to then play to the To Coda marking or to the end of the piece, respectively.

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In Finale, the D.C. marking and its variants are a type of repeat indication called a text repeat, meaning that they function the way a repeat barline would (but require no repeat barline).

### To place a “D.C.” marking in the score

If you follow all of these steps, you'll create a functional text repeat that actually directs the playback of your score to the beginning of the piece. If the D.C. marking doesn't need to affect playback, follow only the first five steps.

- **Click the Repeat Tool** , **and click the last measure to be played before returning to the beginning of the piece.** The Repeat Selection dialog box appears. If the D.C. marking already appears in the window, skip the next two steps.
- **Click Create and type D.C. (or “D.C. al Coda,” or “D.C. al fine”).** Set the type style by clicking Set Font.
- **Click OK (or press enter).** The marking now appears in the list of Text Repeats.
- **Double-click the D.C. marking.** The Repeat Assignment dialog box appears.

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If you don't need your D.C. marking to be functional for playback, simply click OK (or press enter) to return to the score, where the D.C. marking appears.

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- **Click Jump on Total Passes. Enter a number in the Total Passes text box.** The number in the Total Passes text box designates on which repetition of this music the playback should jump to the beginning of the piece. That's the number you enter into the Total Passes text box. If the playback should return to the first measure after playing the music only once (the usual situation), enter 1.

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- **Click Jumper.** Below the word **Target**, click **Measure**. You selected Jumper because the D.C. marking will make the playback jump elsewhere in the score. You selected Measure because you want the playback to jump to a specific measure in the piece (in this case, measure 1).
- **In the Target text box, enter the measure number to which you want the playback to jump (usually measure 1).**

Tip: Check Individual Positioning to allow the coda sign to be moved independently between staves.

- **Click OK (or press enter).** You return to the score, where the D.C. marking appears in every staff. (To hide the marking in a certain staff, click the Staff Tool; then double-click on the desired staff's handle. In the dialog box that appears, click Endings and Text Repeats.)

### To move or delete the “D.C.” marking

If the marking doesn't already display a handle, click the Repeat Tool and click the measure containing it.

- **To move the marking, drag its handle. To remove it, click the handle and then press delete.**

### To create a functional “To Coda” marking and $\Theta$ sign

See [CODA](#).

## D.S., D.S. al Coda

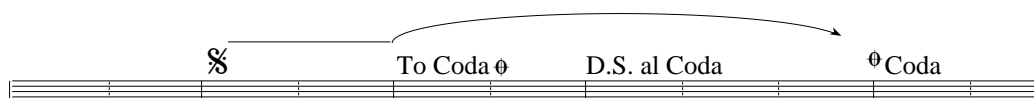
D.S., or Dal Segno, means “from the sign.” It directs the player to return to a spot earlier in the score that's marked by the % symbol. If the marking says *D.S. al Coda*, then the player is supposed to play from the % to a “To Coda” marking, then jump to a coda section at the end of the music. See [CODA](#).

You can easily place D.S. markings into your score if you're preparing your score for printout and not for playback; see “[To place a “D.S.” marking into the score](#),” below.

With some additional steps, you can even make your D.S. markings functional—that is, they can actually control the way Finale plays back your score.



When Finale reaches the D.S. marking during playback, it jumps back to the % sign...



...and repeats the music up to the To Coda marking, whereupon it jumps to the coda.

### To place a % marking into the score

This marking may be purely graphic, or it may be a functional text repeat that actually directs the playback of your score.

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- **Click the Repeat Tool** .
- **Click the measure in which you want the % sign to appear.** The Repeat Selection dialog box appears. If you've loaded a Text Repeat Library—or if the Maestro Font Default file is in place—you should see the % sign.

If you don't see the marking: click Create; the Repeat Designer dialog box appears. Type a % symbol (shift-5); click Set Font to change the type style to Maestro 24-point. Click OK (or press enter) twice.

If you don't need to make the % marking control playback, press enter one more time; you return to the score, where the marking is in place. Also see [“REPEATS—To move, hide, or delete a text repeat.”](#)

If you want to define the % marking for playback, continue:


- **Note the Repeat number of the % marking.** This indicator appears at the top of the dialog box, in the form “Repeat: 1” (or whatever number Finale has assigned). You'll need to remember this number for a moment.
- **Click Mark.** You've just defined this text repeat to be a mark—in other words, a marker to which other text repeats (“D.S.,” in this example) will direct playback.

Tip: Check Individual Positioning to allow the coda sign to be moved independently between staves.

- **Click OK (or press enter).** The % sign appears in all staves. See [“REPEATS—To move, hide, or delete a text repeat.”](#)

## To place a “D.S.” marking into the score

If you've created a % symbol, you must now place the corresponding D.S. marking. Again, this marking may be purely graphic, or it may be a functional text repeat that actually directs playback of your score to the measure containing the % sign.

- **Click the Repeat Tool** . **Click the last measure to be played before jumping to the segno.** The Repeat Selection dialog box appears.

If you don't see the D.S. marking in the window: Click Create and type “D.S.” (or D.S. al Fine, or D. S. al Coda). Click OK. The D.S. marking now appears in the list of Text Repeats.

- **Double-click the D.S. marking.** The Repeat Assignment dialog box appears.

If you don't need to make the marking control playback, press enter one more time; you return to the score, where the marking is in place. Also see [“To move, hide, or delete a text repeat.”](#)

If you want to define the D.S. marking for playback, continue:

- **Click Jump on Total Passes. Enter a number in the Total Passes text box.** This number designates on which repetition of the music the playback should jump to the % sign. If this is a standard D.S., in which the music up to the D.S. marking is played once, type 1 into the Total Passes text box.

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- **Click Jumper. Below the word Target, click Repeat.** You selected Jumper because the “D.S.” marking will make the playback jump elsewhere in the score. You selected Repeat because you want the playback to jump to another repeat mark (in this case the % sign), not necessarily a specific measure.
- **In the Target text box, enter the Repeat number of the % sign you created.** This is the number you remembered when you placed the % sign into the score (see “[TO PLACE A % MARKING INTO THE SCORE](#).”)

Because you’ve specified that the playback should jump to the % itself (instead of specifying a measure number), you can change your mind about the location of the % sign in the score. You can delete it and put it into another measure, and Finale will still direct the playback to it correctly.

Tip: Check Individual Positioning to allow the D.S. sign to be moved independently between staves.

- **Click OK (or press enter).** You return to the score, where the D.S. marking appears in every staff. See “[REPEATS—To move, hide, or delete a text repeat](#).”

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## Measure repeat signs

The measure repeat symbol (↻), often used in rhythm parts, indicates that the measure in which it appears is to be a repetition of the previous measure. See also [NUMBER REPEATED MEASURES PLUG-IN](#) to place a number over each repeated measure.

### To create a measure repeat sign

- **Click the Staff Tool  and select the measures you want to contain measure repeat signs.** See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **From the Staff Menu, choose Apply Staff Styles.** The Apply Staff Styles dialog box appears.
- **Select either One-Bar Repeat(s) or Two-Bar Repeat(s). Click OK.** Finale hides all the music in all layers, and replaces it with these measure repeat marks.

To restore the music, choose the measures again, choose Clear Staff Styles from the Staff Menu.

You can edit the properties of the staff styles; see [STAFF STYLES DIALOG BOX](#) for more detail.

If you need additional control over these symbols—if you don’t want the symbol centered in the measure, for example—you can also insert a measure repeat symbol as an expression. See [EXPRESSIONS](#).

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

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## Mid-Measure Repeats

To create the illusion of a mid-measure repeat, you’ll need to divide the current measure into two. For example, if you are in 4/4 and want the repeat to be after beat two, you will want to set this up as two 2/4 measures.

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- Click the Measure Tool . Click on the measure where you want the repeat.
- From the Measure Menu, choose Insert.
- Double-click on the new measure. The Measure Attributes dialog box appears.
- From the Time Signature drop-down list, choose Always Hide.
- Click OK (or press enter). Repeat for the old or second half of the measure.
- Click the Time Signature Tool , and double-click the new or first half of the measure. The Time Signature dialog box appears.
- Click the top scroll bar left until the window displays 2/4 time. Set the Measure Region to include the new and old measures.
- Click Options. The dialog box expands.
- Click the top scroll bar right until the window displays 4/4 time. Check the Use a Different Time Signature for Display.
- Click OK (or press enter)
- Continue with adding your repeat. See [REPEATS \(BARLINES AND TEXT INDICATIONS\)](#) for instructions.

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