

Chapter 37: Extracting Parts

Extract Parts dialog box

How to get there

Open the document from which you'll be extracting parts. Choose Extract Parts from the File Menu.

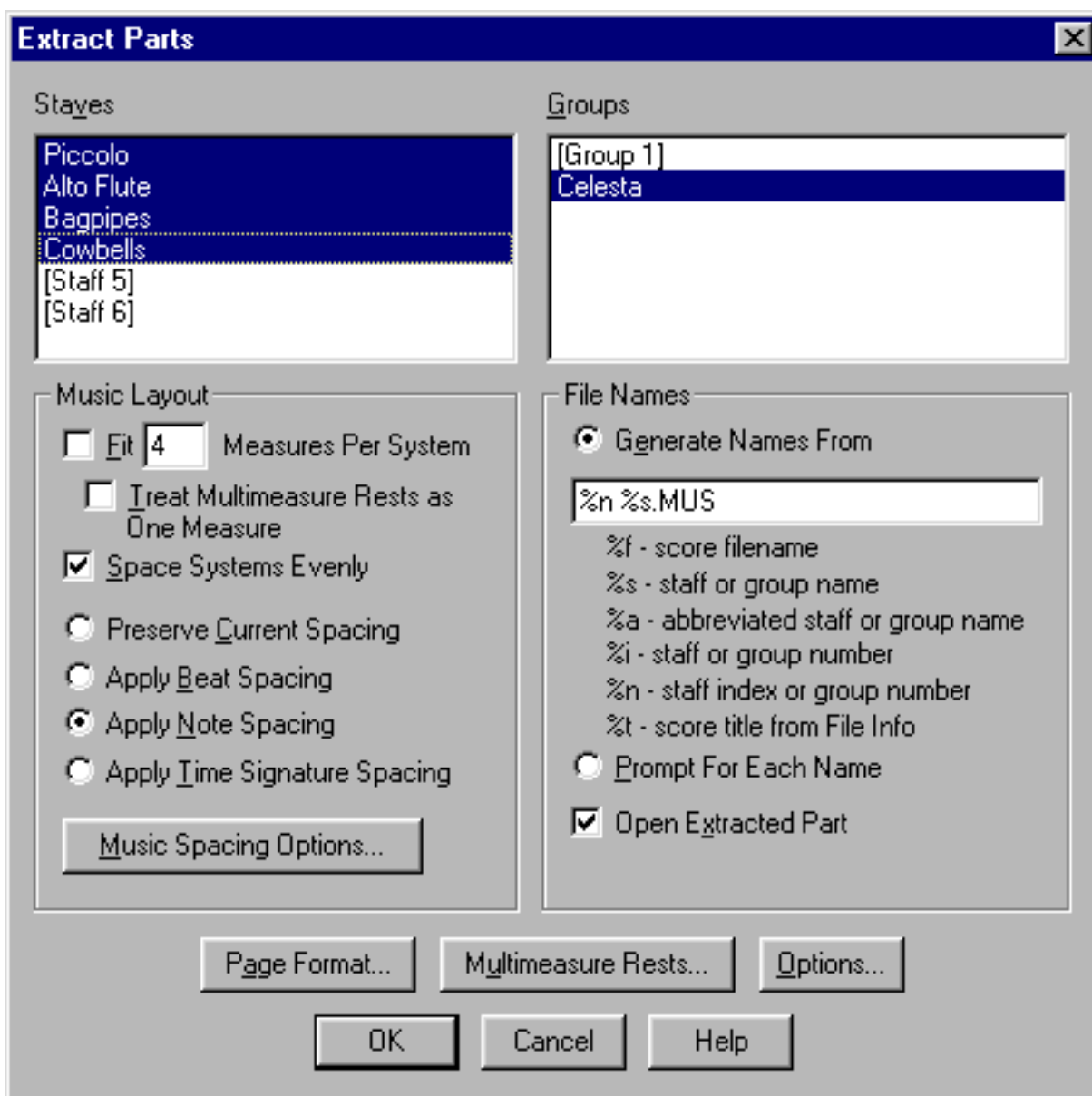
What it does

There are three ways to extract parts in Finale (see [EXTRACTING PARTS](#)). Of the three, the Extract Parts command provides the most flexibility, because it places each extracted part in its own separate Finale document that you can view and edit before printing.

In this dialog box, you can specify which parts you want extracted, tell Finale which staves or groups to be extracted (so that both staves of a keyboard part will be extracted together, for example), and create a basic title for the resultant files, so that you can let Finale perform the part extraction unattended.

This dialog box also provides convenient access to four other dialog boxes, which you can use to set up page formatting, page and music spacing options, and define multimeasure rest settings for the extracted parts.

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- Staves • Groups.** The Staves list contains the name of each staff in the score, and the Group list contains the name and number of each group. Use the scroll bar to display all staves in the score. Click to select a single staff in the Staves list. Shift-click to select all staves between the currently selected staves and the staff you shift-click. Ctrl-click to select an additional single staff from anywhere in the list, or ctrl-click a selected staff to remove a single staff from the selection. After selecting staves to extract, select any groups you want to extract at the same time. Finale will extract each selected staff and group, and create a separate document for the extracted part.

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- **Music Layout: Fit ____ Measures Per System • Treat Multi-Measure Rests as One Measure.** If you want the same number of measures across each system for the entire piece, select this option and enter a number in the text box. Enter the number of measures to spread across each staff system in the extracted parts. You may optionally treat multi-measure rests as one measure (when checked) or count each measure inside the multi-measure rest individually (when unchecked.)
- **Music Layout: Space Systems Evenly.** Select this option to have Finale space the systems evenly across the page in the extracted parts. See [SPACE SYSTEMS EVENLY](#).
- **Music Layout: Preserve Current Spacing • Apply Beat Spacing • Apply Note Spacing • Apply Time Signature Spacing.** Click one of the music spacing options to space and lay out each part according to your selection. Choose Preserve Current Spacing to keep the same spacing in the extracted parts as currently appears in the score. Choose Apply Beat Spacing to position each beat in the measure according to the total duration of its notes. Choose Apply Note Spacing to position each note based on its duration. Choose Time Signature Spacing if you want Finale to match the measure widths in the extracted part to those in the score, but space the beats evenly according to the time signature. For details, see [DOCUMENT OPTIONS-MUSIC SPACING](#).
- **Music Layout: Music Spacing Options.** Click this button to display the Music Spacing options, where you define Finale's music spacing in detail.

Note: The music spacing options that you specify are the same as those shared by the full score; changing them here also changes the options in the full score.

See [DOCUMENT OPTIONS-MUSIC SPACING](#) for a more detailed discussion of these topics.

- **File Names: Generate Names From • Prompt for Each Name • Open Extracted Part.** Finale needs to know what to call each document it creates for an extracted part. If you want Finale to automatically extract parts and create a file name for each document without intervention on your part, select Generate Names From and enter the folder in the text box, followed by any variables you would like to use in naming you parts. The variables are detailed in the table below.

Variable	Represents	Example
%f	Score file name	"Pastorale"
%s	Staff name or group name	"Flute I" or "Piano" or "Strings"
%i	Staff or group number	"001"
%n	Staff index (score order)	"001"
%t	Score title from File Info dialog	"Symphony No 6"
%a	Abbreviated staff or group name	"Flt I" or "Pno"

The default is %n - %s, which using the examples in the table would give you extracted parts with file names like "Pastorale001-Flute I.mus," "Pastorale002-Piano.mus," and "Pastorale003-Strings.mus" depending on what parts you selected for extraction.

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Using %n in your file name can help searching and opening files in List boxes. Using %n %s would give you “001 Flute.mus,” “002 Oboe.mus,” “003 Clarinet.mus” and so on in the order of the score. Thus your files are listed in score order instead of alphabetically according to staff or group name.

If you are using %i Finale will add a G to the files with group numbers to distinguish them from staff number files.

Select Prompt for Each Name if you want Finale to ask you for a file name each time a document is created. If you check Open Extracted Part, Finale will open the file for each part, layered on top of each other, when Finale finishes extracting all of the parts. To switch between open documents, click on the Window Menu and select the desired file. For more information, see the [WINDOW MENU](#).

- **Page Format • Multimeasure Rests • Options.** Click these buttons to access dialog boxes where you define page layout and multimeasure rest settings for the extracted parts. The dialog boxes are: Page Format for Parts, Multimeasure Rest, and Page Options.

For more information, see [PAGE FORMAT FOR SCORE DIALOG BOX](#), [PAGE FORMAT FOR PARTS DIALOG BOX](#), and [PAGE OPTIONS DIALOG BOX](#).

- **OK • Cancel.** Click OK (or press enter) to confirm your parts extraction settings, or click Cancel to return to the score without changing any settings.

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Page Options dialog box

How to get there

Click the Options button in the Extract Parts dialog box to display the Page Options dialog box.

What it does

In the Page Options dialog box you can specify a page layout for the extracted parts and specify certain elements in the full score that you do not want to appear in the extracted part (such as staff names or graphics).

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Page Options

Staff Placement

☒ **New Staff Positions**

Top Staff:

Between Staves:

Items to Remove

☐ Single-Page Text Blocks and Graphics (Page 1)

☒ Single-Page Text Blocks and Graphics (Page 2+)

☐ Staff or Group Names

☐ Multiple-Page Text Blocks and Graphics

Part Names

☒ Create Staff or Group Name Header

Resize Name to: %

Page: Through:

H: V:

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- **Staff Placement: New Staff Position • Top Staff • Between Staves.** If you want the distance between staves and systems to be different in the extracted parts than in the full score, select the New Staff Position checkbox, and change the numbers in the Top Staff and Between Staves text boxes.

The number in the Top Staff text box sets the distance between each system and the one above it. It's a negative number, because it's measured down from the bottom line of the system above it.

The number in the Between Staves text box sets the distance between staves (if the extracted part consists of more than a single staff). It's also a negative number, because it's measured down from the top line of the staff above it.

- **Items to Remove: Single-Page Text Blocks and Graphics (Page 1).** This option affects the appearance of text blocks and graphics placed as headers and footers. Only page-assigned text blocks and graphics displayed on only the first page of the full-score document are affected. When selected, the items will not appear in the extracted parts.
- **Items to Remove: Single-Page Text Blocks and Graphics (Page 2+).** This option affects the appearance of text blocks and graphics placed as headers and footers. Only page-assigned text blocks and graphics displayed on any single page (except page 1) of the full-score document are affected. When selected, the items will not appear in the extracted parts.
- **Items to Remove: Staff or Group Names.** When selected, Finale hides the staff or group names depending on whether you're currently extracting staff or a group of staves, respectively. When selected, the staff or group name will not appear by the staves in the extracted parts.

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- **Items to Remove: Multiple-Page Text Blocks and Graphics.** This option affects the appearance of text blocks and graphics placed as headers and footers. Only page-assigned text blocks and graphics displayed on more than one page of the full-score document are affected. When selected, the items will not appear in the extracted parts.

For more information, see [TEXT](#).

- **Part Names: Create Staff or Group Name Header.** When selected, Finale creates a part header using the staff or group names depending on whether you're currently extracting a staff or a group of staves, respectively.
- **Part Names: Set Font.** Click this button to go to the Font dialog box where you can select the font type, size and style for your staff or group name header.
- **Part Names: Resize Name to.** Enter a value to resize the text used when displaying the staff name, as a percentage of the original text size; for example, you'd enter 50 to halve the text's size.
- **Part Names: Page ___ Through ___.** Enter the pages on which you want the staff name header to appear. Enter zero or leave the Through text box blank to indicate that you want the header to appear on the first page specified, through the end of the piece.
- **Part Names: H: • V:.** These values specify where you want Finale to position the staff name header on the first page of each extracted part, relative to the left and top page margins, respectively. The staff name moves to the right as the H: value increases (and to the left as it decreases); it moves up as the V: value decreases (that is, it becomes a larger negative value) and down as V: increases.
- **OK • Cancel.** Click OK (or press enter) to confirm the new page layout for the extracted parts. Finale will proceed to generate an individual Finale document for each part, according to your specifications. Allow plenty of time for Finale to complete the task, especially with large files, and make sure there's room on the hard disk to hold them. Click Cancel to discard any changes you've made in this dialog box and cancel the part extraction process.

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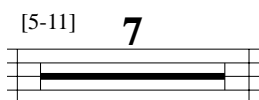
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Extracting parts

Finale offers you three ways to extract parts: Turning on Special Part Extraction, to view a particular part in Page View (while Scroll View still contains the full score); using the Extract Parts command, which creates a separate Finale document for each part; and using the Print Parts command, which causes each part to be printed immediately. Note: if you choose this option you don't have a chance to edit the parts before they print.



When Finale extracts parts, and an instrument doesn't play for more than one measure, Finale groups the silent measures together into a multimeasure rest, or block rest, as shown above. Finale automatically breaks up block rests at key or time changes, repeat barlines or text repeats, any "real" whole rest (a whole rest you entered, not the default whole rest that appears in any measures left empty), or any measure you've explicitly designated to break such a multimeasure rest.

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See the [Break a Multimeasure Rest](#) option, in the [MEASURE ATTRIBUTES DIALOG BOX](#) for more information.

For a more complete discussion of part extraction, see *Installation & Tutorials*.

To extract parts into individual documents

If you want to change Finale's default settings for the shape of multimeasure rests and the type style and position of the number that appears over them, see [DOCUMENT OPTIONS-MULTIMEASURE REST](#).

- **Save the full score document.**
- **Choose Extract Parts from the File Menu.** The Extract Parts dialog box appears. Finale will prepare to extract parts from the active document.
- **Specify the staves and groups you want to extract by highlighting the staff names and group names in the Staves and Groups boxes, shift-clicking or ctrl-shift-clicking in the list box.** Shift click lets you select additional staves. Ctrl-shift-click allows you to select additional ranges.
- **Enter a file name for the resultant documents.** If you select the Generate Names From radio button Finale proposes the folder then %f - %s. The %f will be replaced by the file name and %s will be replaced by the staff or group name of the extracted part. If you want another combination of variable to construct your file name with, see [EXTRACT PARTS DIALOG BOX](#) for details. If you select the Prompt for Each Name radio button Finale will pause between each file to ask you to title the next one.
- **Choose your location to save your documents.** Regardless of how file names are generated, it is wise not to give your extracted-part files the same name as an existing file in the same folder; you won't be alerted before the older document is replaced by the new one.
- **Select the music spacing method that you want applied to the extracted parts, and choose your Music Spacing Options.** All the types of music spacings available to you with the Mass Edit Tool are also available for extracting parts. Choose the method you want for the extracted parts. Then, click on the Music Spacing Options button to set details of your music spacing including what items to avoid collision of, as well as the width of your measures (see [DOCUMENT OPTIONS-MUSIC SPACING](#)). See the [EXTRACT PARTS DIALOG BOX](#) for details on music spacing options. For details on how these spacing commands work, see [DOCUMENT OPTIONS-MUSIC SPACING](#).
- **Click the Page Format button to specify the Page Boundaries and Margins, and the System Margins.** The Page Format for Parts dialog box appears. The Page Size numbers define the page size as measured from the bottom left corner. The units are whatever you've selected using the Measurement Units command (Options Menu). The initial values in this dialog box are those that were set in the Page Format for Parts dialog box.

The numbers in the Page Margins boxes define the margins. The System Margins represent the distance from the edge of each system to the page margins. See also [PAGE LAYOUT](#).

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- **Specify the percentage reduction (Page Percentage), and any special formatting for the first page and system.** If you want to increase the indentation of the first line of music, enter a larger value in the First System Indent box; to appear lower on the first page, enter a value that's lower (that is, a larger negative value) in the First System Drop. (You can also lower the first page top margin [First Page Drop]; your headers and footers, however, are attached to this margin, so if you want to move the music down on the page, do so by increasing the First System Drop.)

You can also specify the distance between systems (Top Staff) and the distance between the staves of each system (Between Staves); check New Distances if you change these numbers. When you are done, click OK to return to the Extract Parts dialog box.

- **Click the Page Options button to specify any page layout elements you want added to or removed from the parts.** The Page Options dialog box appears. From here you decide if you want the instrument name to appear at the top of each page as a header by selecting Create Staff or Group Name Headers you can also specify the position and font settings for this name. If you do decide to create a header, you may want to remove the instrument's name from the individual staves. You do so by selecting the Staff or Group Names in the Items to Remove section of this dialog box. You can also remove text blocks or graphics assigned to page 1 by selecting Single-Page Text Blocks and Graphics (Page 1). Or you can remove text blocks or graphics assigned to every other page by selecting Single-Page Text Blocks and Graphics (Page 2+). When you are done, click OK to return to the Extract Parts dialog box.
- **Click the Multimeasure Rest button to define how you want your multimeasure rests to appear in the extracted parts.** See [DOCUMENT OPTIONS-MULTIMEASURE RESTS](#) for more details.
- **Click OK (or press enter).** Finale will generate an individual Finale document for each part, according to your specifications. Allow plenty of time for Finale to complete the task, especially with large files, and make sure there's room on the hard disk to hold these files.

To break a multimeasure rest

See [MEASURE ATTRIBUTES DIALOG BOX—Break a Multimeasure Rest](#).

To print extracted parts directly from the score

This option is fast and simple, but it does not offer you the flexibility of extracting parts to separate documents. The measure widths in the score are the measure widths you'll get in each extracted part, making it useful for pieces in which the measures have a uniform width.

- **Choose Print Parts from the File Menu.** The Print Parts dialog box appears.
- **Click Format Parts.** The Format Parts dialog box appears. From here, you can define your page setup to be used for the printed parts.
- **Click Multimeasure Rest.** The Multimeasure Rest options appear. Define how you want your multimeasure rests to appear in the printed parts.
- **Click OK (or press enter) twice.** You return to the Print Parts dialog box.
- **Click OK (or press enter).** The printing dialogs box appears as usual, and Finale proceeds to print the parts, one by one.

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To temporarily view an “extracted” part (without deleting all other parts in a score) using Special Part Extraction

- **Click the Staff Tool** . **Click the part you want to view as an “extracted” part.** If you’re extracting a piano part, you can highlight both staves’ handles by shift-clicking the staves, or by drag-enclosing their handles. Note that you need to select the staff handle on the staff lines, not the staff name handle.
- **Choose Special Part Extraction from the Edit Menu.** [DOCUMENT OPTIONS-MULTIMEASURE RESTS](#) appears.
- **Set the position for the multimeasure rest number.** Set the position of this number by entering a value in the H: and V: text boxes. The units are whatever you specified using the Measurement Units command, located in the Options Menu.
- **Click OK (or press enter).**
- **Choose Page View from the View Menu.** Page View now contains only the extracted part(s), which you can edit as desired. It’s useful to note that this “extracted” part is still part of the full score; correct a note in one view, and you correct it in the other.

If you later change your mind about any of the settings you made—the rest shape or the position of the number, or you want to see your whole score—choose Special Part Extraction again from the Edit Menu to turn it off. The whole score will then reappear in Page View.

Note, items are not updated in page view if they are added to measures containing a multimeasure rest. If you add notes to an empty measure in Scroll View, Finale won’t break up an existing multimeasure rest in Page View to update the multimeasure rest. If you want your part updated, deselect Special part extraction from the Edit Menu, and go through these steps again. See also, [MEASURE ATTRIBUTES DIALOG BOX—Break a Multimeasure Rest](#) for information on breaking a multimeasure rest.

On the other hand, keep in mind changes you make to the layout for the “extracted” part will also affect the full score.

- **Choose Print from the File Menu, and print as usual.** For a more complete discussion of Special Part Extraction, see *Installation & Tutorials*.

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