

# Chapter 34: Graphics Tool

## Graphics Tool

### What it does

Use the Graphics Tool on the Main Tool Palette to place or export graphics. You can export pages of music or just a selected region of a page of music.

When you’re working in the Shape Designer, use the Graphics Tool in the Shape Designer window to place a graphic. Use the graphic as you would any shape created in the Shape Designer.

### Special mouse clicks

This list summarizes special mouse click actions for the Graphics Tool.

Mouse click	What it does
Click in the Shape Designer display area	Place a graphic in the Shape Designer. The Place Graphic dialog box appears.
Click a graphic or drag-enclose graphics	Select a graphic or graphics. Eight bounding handles appear on each selected graphic.
Shift-click a graphic	Add a graphic to the selection. If a graphic is already selected, remove the graphic from the selection.
Double-click a graphic	Edit the graphic’s attributes. The Graphic Attributes dialog box appears.
Double-click in the score	Place a graphic in the score. The Place Graphic dialog box appears.
Double-click and drag to enclose a region in Page View	Select a region containing the musical example to export.
Press delete for one or more selected graphics	Delete the selected graphics.
Drag a selected graphic	Adjust the graphic’s position in the score.
Drag a graphic’s bounding handle	Resize the graphic horizontally or vertically.

## Graphics Menu

### How to get there

From the Window Menu, choose Advanced Tools. Click the Graphics Tool .

### What it does

Use the Graphics Menu to export a selected region of a page, or to export one or more pages, and save them as either EPS or TIFF files. Export full pages or portions of pages as EPS or TIFF files. Place EPS, TIFF or WMF (Windows Metafiles) graphics into your score (in Scroll or Page View), and assign them to a measure, a page, or a range of pages. Use the Check Graphics command to verify that Finale is able to locate the graphics files placed into the document. Once you’ve placed

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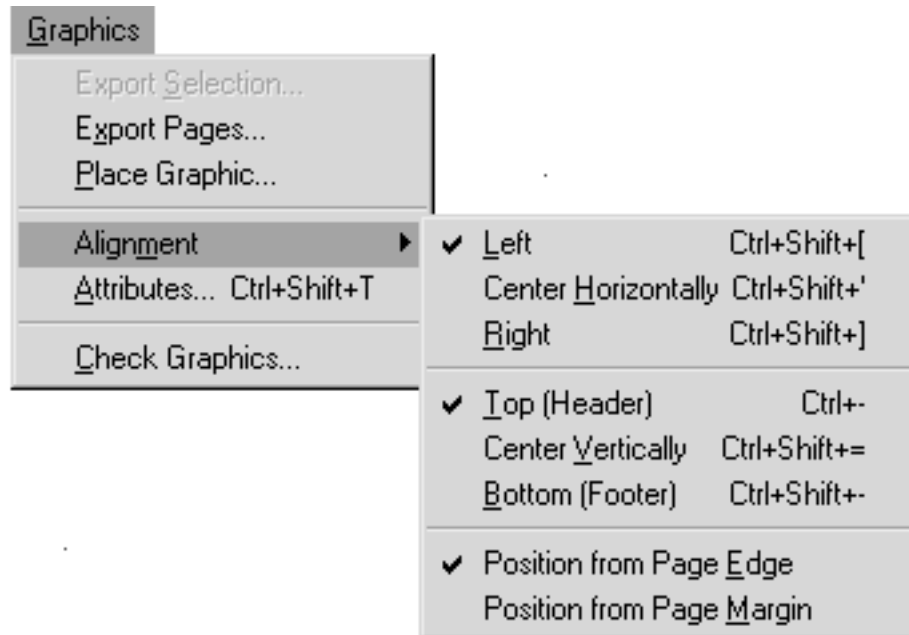
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a graphic into the score, you can adjust its placement using the Alignment submenu (for page-assigned graphics) or the Attributes command.



- **Export Selection.** This command is only available in Page View when a region of music is selected. Choose this command to display the Export Selection dialog box, where you can export the selection on the current page or on a range of pages. When you choose this command, the Export Selection dialog box settings will default to exporting the selection on the current page only; save the graphic as an EPS or TIFF file. For more information, see [EXPORT SELECTION AND EXPORT PAGES DIALOG BOXES](#).
- **Export Pages.** This command is only available in Page View. Choose this command to display the Export Pages dialog box, where you can export a single page, a range of pages, or all pages, as separate graphics files. When you choose this command, the Export Pages dialog box settings will default to exporting the current page. Save the graphic as an EPS or TIFF file. For more information, see [EXPORT SELECTION AND EXPORT PAGES DIALOG BOXES](#).

- **Place Graphic.** Choose this command to place an EPS, TIFF or WMF (Windows Metafiles) graphic into your score in Scroll View or Page View. The Place Graphic dialog box appears, listing all EPS, TIFF or WMF (Windows Metafiles) graphics files in the current folder.

Note: Finale doesn't actually embed the graphics placed into your Finale document. Instead, it places a link to the graphic's location. For this reason, we recommend that you create a special graphics folder (perhaps in the Finale folder itself) for the graphics files used in your Finale documents. This will help you locate graphics files placed into your Finale document if you later move the document to another computer for editing or printing. When copying Finale documents, make sure that you copy all the graphics used in the files as well.

- **Alignment: Left • Center Horizontally • Right • Top (Header) • Center Vertically • Bottom (Footer) • Position from Page Edge • Position from Page Margin.** You must be in Page View and have a page-assigned graphic selected to use the commands in the Alignment submenu. Otherwise, the commands in the Alignment submenu are not accessible (they will be grayed out). Choose a command to specify how you want the graphic positioned on the page.

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Checkmarks appear by the alignment settings currently in use for the graphic. When you change the horizontal or vertical alignment of the graphic, Finale clears any manual positioning done in the score, and resets the H: or the V: positioning settings in the Graphic Attributes dialog box to zero. Choose Position from Page Edge or Position from Page Margin to align the selected graphic with the edge of the page or with the page margin, respectively.


Note: This is a useful shortcut for positioning a page-assigned graphic when you're in Page View. If you prefer, however, you can choose the Attributes command from the Graphics Menu and change the Page Alignment settings in the Graphic Attributes dialog box.

- **Attributes.** This command is available when a single graphic is selected. Choose this command to display the Graphic Attributes dialog box for the currently selected page-assigned or measure-assigned graphic. Use this dialog box to change the placement of the graphic in your score, its alignment on the page (left, right or centered), its scaling, and what pages, if applicable, the graphic appears on. For more information, see [GRAPHIC ATTRIBUTES DIALOG BOX](#).
- **Check Graphics.** Choose this command to display a listing of all the graphics you've placed directly into your score or into the Shape Designer. If any graphics files are missing, they are listed before the remaining "found" graphics. Use this command to make sure you have all the necessary graphics for your document if you'll be printing the file on another system. For more information, see [CHECK GRAPHICS DIALOG BOX](#).

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## Export Selection and Export Pages dialog boxes

### How to get there

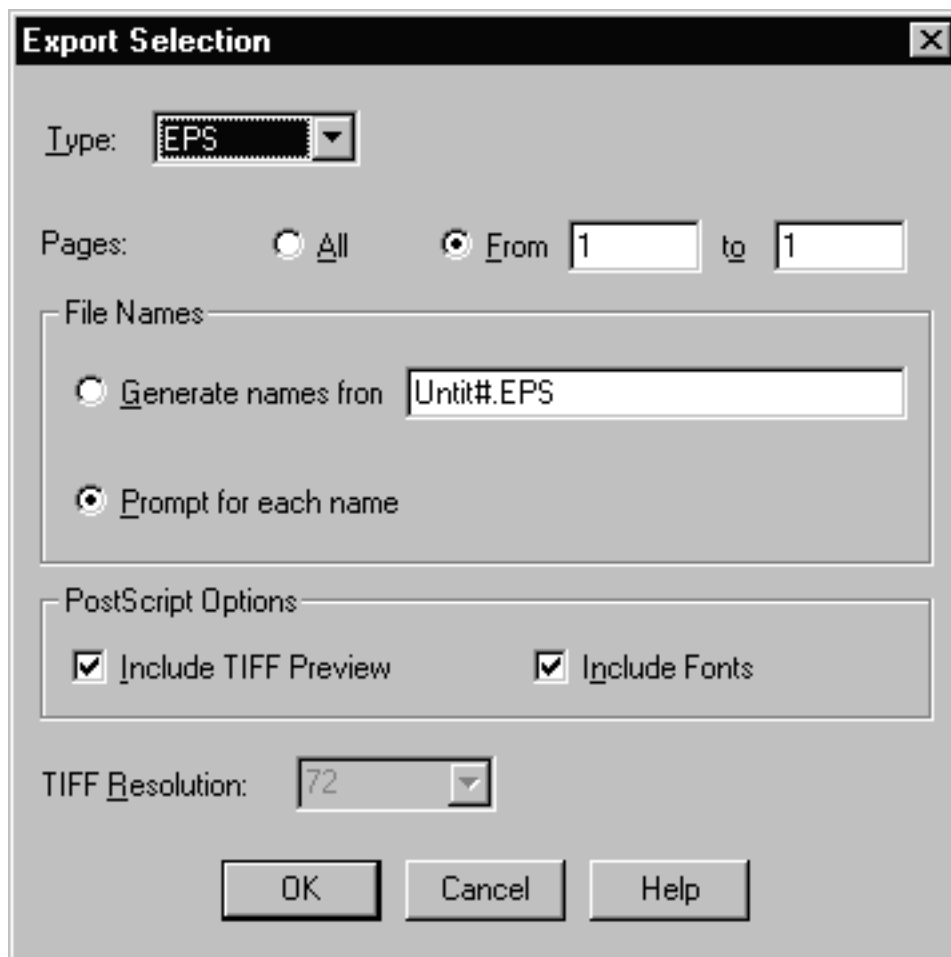
Choose Page View from the View Menu. From the Window Menu, choose Advanced Tools. Click the Graphics Tool . Choose Export Pages from the Graphics Menu to display the Export Pages dialog box. Or, double-click and drag to enclose the musical excerpt you want to export. Choose Export Selection from the Graphics Menu to display the Export Selection dialog box.

### What it does

Whether you choose Export Selection or Export Pages, the dialog box settings are the same, except for the title. The only difference is that you're either exporting a selected region on the current page (or range of pages), or exporting an entire page (or range of pages). Use this dialog box to export pages of your score into a graphics file format usable in other programs such as word processing or desktop publishing programs. These files can be saved as Encapsulated PostScript (EPS) or TIFF graphics file types. All graphics formats will export as black and white (1-bit line art), even when colors are showing on the screen prior to export.

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Although you do not require a PostScript printer (only the driver) to create EPS files, you will need a PostScript printer to print the resulting EPS file. TIFF files use PackBits compression.



- **Type: EPS • TIFF.** Select the type of graphics file you want Finale to create. If you choose EPS the PostScript Options will be available. If you choose TIFF, the TIFF Resolution settings will be available. Make changes to these settings as needed.
- **Pages: All • From \_\_\_ to \_\_\_.** Click All to export every page of your score to a graphics file. Click From to export a range of pages, then enter the page numbers in the two text boxes. Note that each page is saved to a separate graphics file.

- **File Names: Generate names from • Prompt for each name.** If you want Finale to name each file automatically, select Generate names from and enter the file's title in the text box, followed by a number sign (#). Finale uses the title you enter and replaces the number sign by a sequential number to create a unique title for each file (if, for example, you're exporting a range of pages to separate files). Select Prompt for each name if you want Finale to ask you for a title each time a file is created.

Note: Finale automatically displays a file extension as part of the file name: EPS for Encapsulated PostScript files and TIF for TIFF files. If you type a new name replacing the file name and extension, Finale will use the name you enter.

- **PostScript Options: Include TIFF Preview • Include Fonts.** These options are only available when EPS is the selected file type. Use this group box to change the PostScript settings for EPS files that you export. Select Include TIFF Preview to have a preview of your EPS file

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appear when you place the EPS file into other programs. Select Include Fonts to have Finale save the music fonts used in the document as part of the EPS graphics file being exported. (These options work the same way as the options in the Compile PostScript Listing dialog box. See [COMPILE POSTSCRIPT LISTING DIALOG BOX](#) for details.)

- **TIFF Resolution: 72 • 150 • 300 • 600 • 1200.** Choose an option from the TIFF Resolution drop-down list to change the resolution of the TIFF file, or enter a value between 1–3500 dpi into the text box; the higher the value, the better quality of printout you'll obtain. Generally, you should set this value to match the resolution of your printer. For example, if you're printing on a 300 dpi printer, enter 300. If you're printing on a 600 or 800 dpi printer, enter 600 or 800, respectively.

Note: Be aware that the higher the resolution you select, the larger the resulting files will be, and your printer may run out of memory. If your printer has trouble printing TIFF files, choose a lower resolution when exporting files—perhaps 300 dpi to match the resolution of your printer, or 72 dpi to match the resolution of your monitor.

- **OK • Cancel.** Click OK (or press enter) to save the graphics file; the standard Save As dialog box appears. Click Cancel to return to the score without saving the file.


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## Place Graphic dialog box

### How to get there

From the Window Menu, choose Advanced Tools. Click the Graphics Tool . Choose Place Graphic from the Graphics Menu, or double-click on the document window where you want the graphic to appear.

To place a graphic into the Shape Designer to use as an expression: Click the Expression Tool  and click a note or a measure. Click Shape. In the dialog boxes that appear, click Create, Select, then Create. Click the Graphics Tool in the Shape Designer window, then click in the Shape Designer display area.

To place a graphic into the Shape Designer to use as an articulation: Click the Articulation Tool  and click a note. Click Create; then click Shape and Main (or Flipped). Click Create. Click the Graphics Tool in the Shape Designer window, then click in the Shape Designer display area.

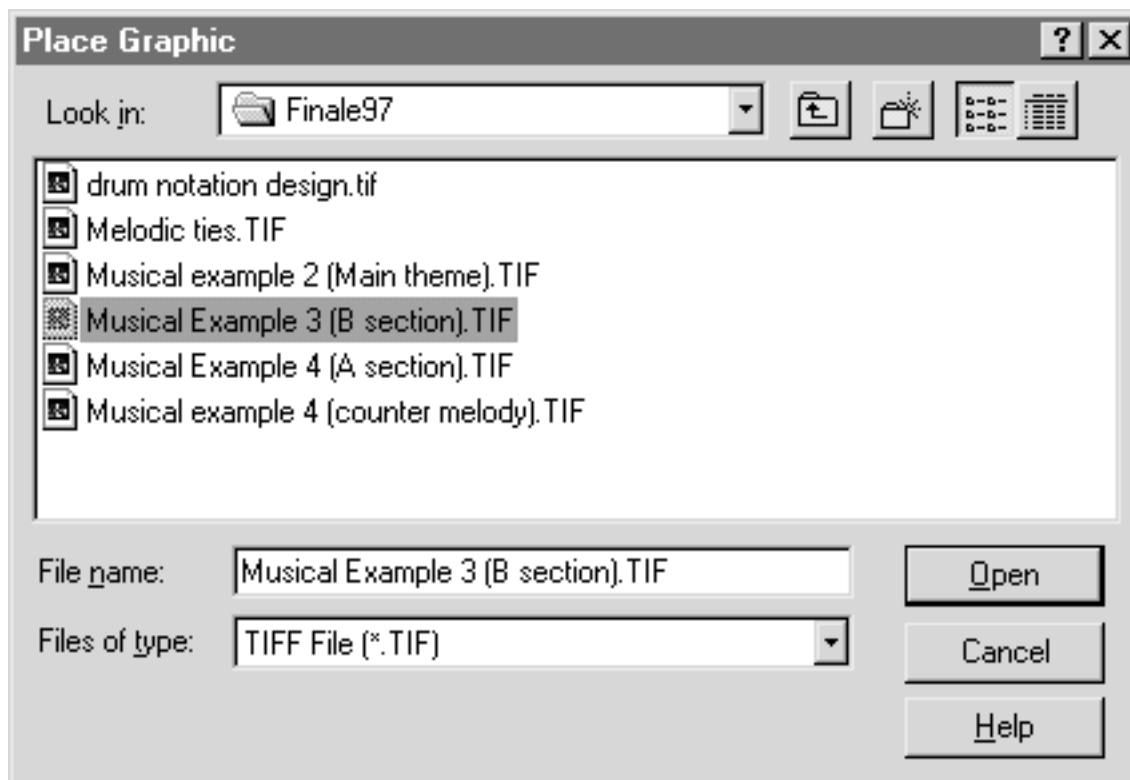
### What it does

Use the Place Graphic dialog box to select an EPSTIFF or WMF (Windows Metafiles) graphics file for placement in the score.

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- **Look in.** From this drop-down list select the folder in which you want to look for your graphic file.
- **File name.** In this text box, enter a name for a graphics file you want to open.
- **Files of Type: TIFF File (\*.TIF) • Windows Metafiles (\*.WMF) • Encapsulated Post-Script Listing (\*.EPS) • All Files (\*.\*)**. Select the type of graphics files you want to place into your score. Only the files of the selected type will appear in the scrolling list. Choose All Files to display files of all types in the scrolling list.
- **Open • Cancel.** After you select the type of graphics file to place, select the graphic in the scrolling list, then click Open (or press enter). The graphic appears in your score or in the Shape Designer. Click Cancel to return to the score or the Shape Designer without placing a graphic.

Note: Finale doesn't actually embed a placed graphic in your Finale document. Instead, it places a link to the graphic's location. It's a good idea to create a special folder (perhaps in the Finale folder itself) for the graphics files used in a Finale document, to avoid "losing" any graphics files if later you move your document to another computer—to print it, for example. Use the Check Graphics command for a complete list of the graphics placed in the score. See [CHECK GRAPHICS DIALOG BOX](#).

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# Graphic Attributes dialog box

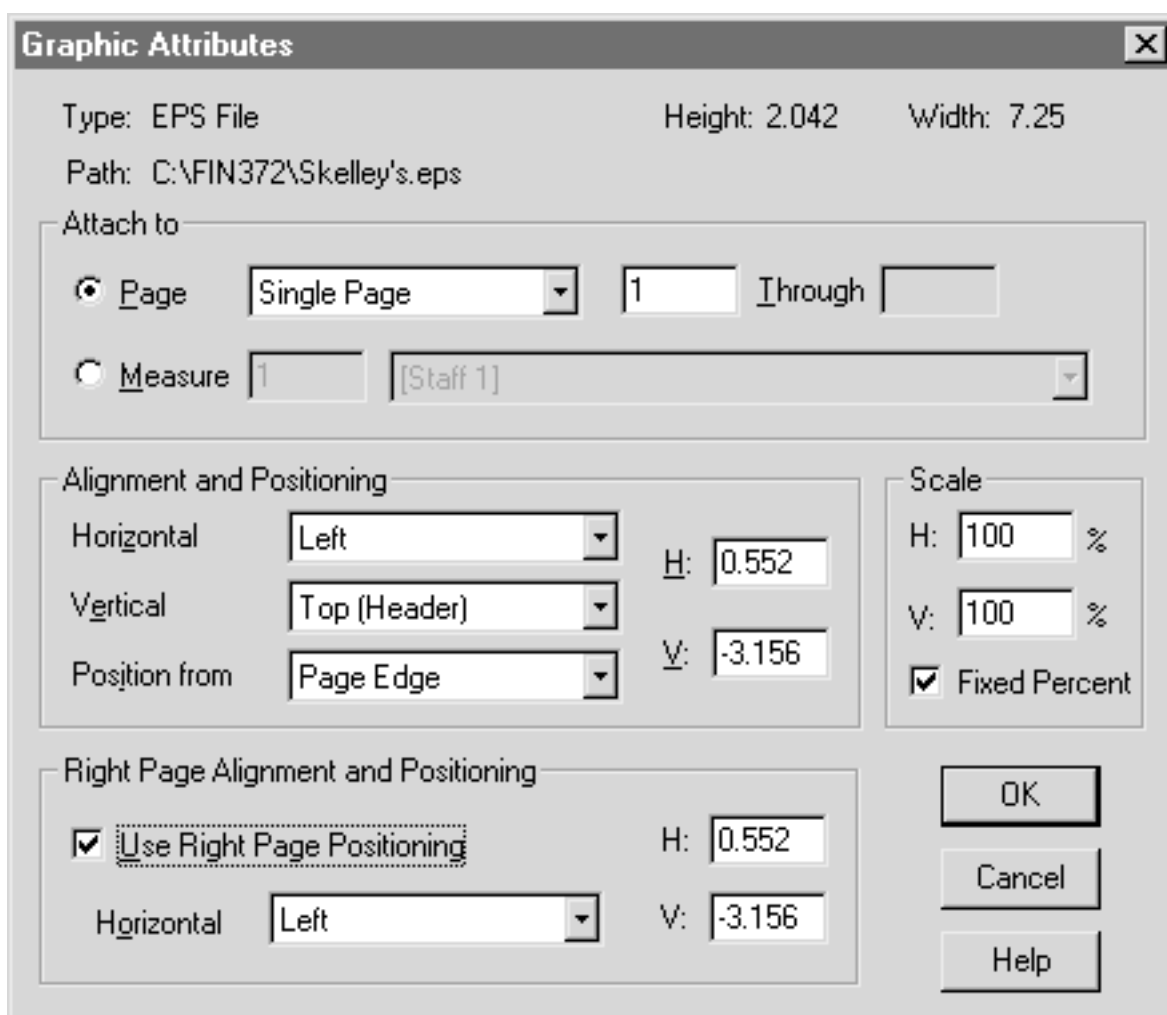
## How to get there

From the Window Menu, choose Advanced Tools. Click the Graphics Tool . Click to select a graphic, then choose Attributes from the Graphics Menu. Or, double-click a graphic.

## What it does

Use the Graphic Attributes dialog box to control the positioning of a graphic in the score, the range of pages a graphic appears on, and whether it is assigned to a measure (in which case the graphic will only appear on the page containing the selected measure), or a page (in which case you can set the graphic to display on one or more pages). If a graphic is displayed on more than one page, changing the attributes for the graphic changes the display of the graphic on all pages.

If you're using running headers or footers in your score, you might want to position a graphic in the header or footer near the "outside" edges or margins (the left or right edges, respectively) of each left or right page, as opposed to positioning the graphic in the same place on every page. This is easily done using special positioning settings for right-facing pages.



**Graphic Attributes**

Type: EPS File      Height: 2.042      Width: 7.25  
 Path: C:\FIN372\Skelley's.eps

Attach to

☒ **Page**    Single Page    1    Through      
☐ **Measure**    1    [Staff 1]

**Alignment and Positioning**

Horizontal: Left    H: 0.552  
 Vertical: Top (Header)    V: -3.156  
 Position from: Page Edge

**Scale**

H: 100 %  
 V: 100 %  
☒ Fixed Percent

**Right Page Alignment and Positioning**

☒ Use Right Page Positioning    H: 0.552  
 Horizontal: Left    V: -3.156

OK    Cancel    Help

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- **Type • Height • Width • Path.** This display at the top of the dialog box shows the type of graphic placed (EPS, TIFF or WMF), the current dimensions of the graphics file, and the original path of the graphic (where it was located when you placed it into the score).
- **Attach to: Page: Single Page • All Pages • Page Range • Left Pages • Right Pages; Page • \_\_Through\_\_.** Click Attach to: Page to assign the graphic to a page and display it on one or more pages. Select an item from the Page drop-down list to have Finale show the graphic on a single page, all pages, a range of pages, left-facing (even-numbered) pages only or right-facing (odd-numbered) pages only, then specify the range of pages. Enter the numbers of the pages where the graphic will appear (for example, choose Left Pages, and enter 6 Through 10 to display the graphic on every left page between pp. 6–10). To show the graphic on a single page, choose Single Page, then enter the page number in the first text box. To display the graphic on the first page through the end of the piece, choose All Pages. To show the graphic on every page, starting at page 6, you'd select Page Range and enter 6 Through 0, or enter 6 and leave Through blank.

Note: The Page options are only available when Attach to: Page is selected, because a graphic assigned to a measure can only appear on the page containing that measure.

- **Attach to: Measure • [Staff names].** Click Attach to Measure to assign the graphic to a measure. In the Measure text box, enter the number of the measure that the graphic will be assigned to. From the Staff drop-down list, choose the staff you want associated with the measure-assigned graphic. Finale aligns and positions the graphic in relation to this staff. Finale will only display the graphic on the page the measure appears on when you're in Page View. When your measure layout changes, the graphic moves with the measure.

Note: When you change whether a graphic is assigned to a page or a measure, Finale resets the H: and V: values to zero. It also sets Measure to 1 or Page to 1 (or to the current page if you're in Page View).

- **Alignment and Positioning: Horizontal: Left • Center • Right; Vertical: Top (Header) • Center • Bottom (Footer); Position from: Page Margin • Page Edge; H: • V:.** Use the **Horizontal** drop-down list to position a page-assigned graphic flush with the left or right edge or margin of the page, or centered between the left and right edges or margins. The graphic is positioned horizontally between the edges or margins of the page, depending on the Position from selection. When you change the horizontal alignment, Finale resets the H: setting to zero.

Use the **Vertical** drop-down list to position a page-assigned graphic vertically. Select Top (Header) or Bottom (Footer) from the drop-down list if you want Finale to place the graphic at a distance measured from the top or bottom of the page edge or margin. Choose Center to center the graphic between the top and bottom of the page. The graphic is positioned vertically between the page margins or the edge of the page, depending on the Position from selection. When you change the vertical alignment, Finale resets the V: setting to zero.

Use the **Position from** drop-down list to have Finale calculate a page-assigned graphic's position starting from either the page margin or page edge. Select Page Margin to have Finale measure the graphic's position starting from the page margin. Select Page Edge to measure the graphic's position from the page edge. Finale repositions the graphic from the margin or edge; it does not reset the H: and V: settings.

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Note: The Horizontal, Vertical and Position from options are only available for page-assigned graphics (Attach to: Page is selected).

Use the **H:** and **V:** values to position a measure- or a page-assigned graphic horizontally and vertically. For measure-assigned graphics (Attach to: Measure is selected), enter values in H: and V: to position the graphic from the top-left of the measure, which is the default position if H: and V: are zero. For page-assigned graphics (Attach to: Page is selected), enter values in H: and V: to position the graphic on the page, based on your settings in the Alignment and Positioning group box. In either case, enter a value for H: to change the horizontal position. A positive number moves the graphic to the right; a negative number moves it to the left. Enter a value for V: to change the vertical position. A positive number moves the graphic higher; a negative number moves it lower.

Note: The H: and V: options in the Alignment and Positioning group box are used for both measure- and page-assigned graphics.

- **Scale: H: • V: • Fixed Percent.** These values show the exact scaling in effect when you resize a graphic in the score. The H: and V: values are percentages of the graphic's original size. If you want the graphic scaled proportionally, enter the same value for H: and V:. Enter 100 in both text boxes to show the graphic at 100% (its original size); enter 50 to reduce it to half (50%) its original size. Larger percentages increase the size of the graphic; smaller percentages decrease its size.

Check **Fixed Percent** to keep the graphic a fixed size even when you change the size of your page with the Resize Tool.

- **Right Page Alignment and Positioning: Use Right Page Positioning; Horizontal: Left • Center • Right; H: • V:.** Select **Use Right Page Positioning** if you want to position a page-assigned graphic differently on right-facing pages (odd-numbered) and left-facing (even-numbered) pages. When this option is selected, you can set separate horizontal alignment and H: and V: settings for right-facing pages; Finale uses the settings in the Alignment and Positioning group box for left-facing pages, and the settings in the Right Page Alignment and Positioning group box for right-facing pages in the score.

Use the **Horizontal** drop-down list to position page-assigned graphics horizontally on right-facing pages when Use Right Page Positioning is selected. The drop-down list works the same as the Horizontal drop-down list in the Alignment and Positioning group box, but are used for right-facing pages only.

Use the **H:** and **V:** values to position page-assigned graphics on right-facing pages when Use Right Page Positioning is selected. These settings work the same as the H: and V: settings in the Alignment and Positioning group box, but are used for right-facing pages only.

- **OK • Cancel.** Click Cancel to return to the score without updating any positioning for the graphic. Click OK to confirm your settings and return to the score.

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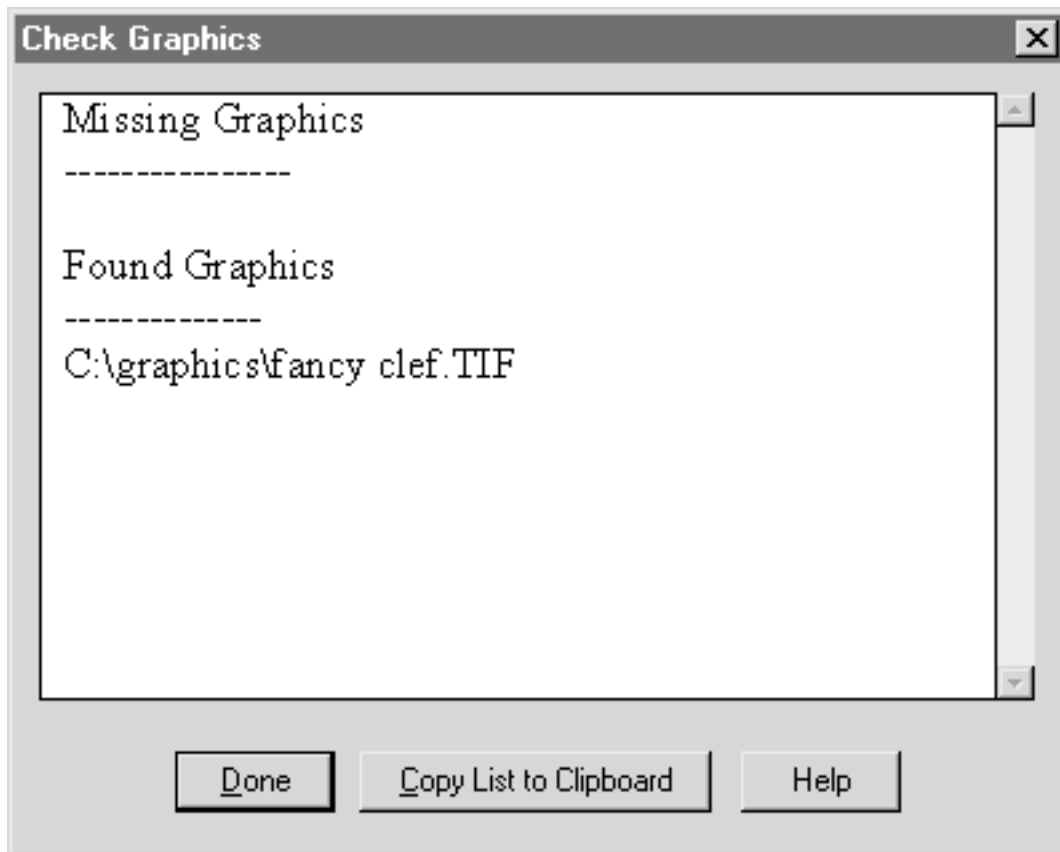
# Check Graphics dialog box

## How to get there

From the Window Menu, choose Advanced Tools. Click the Graphics Tool . Choose Check Graphics from the Graphics Menu.

## What it does

Finale doesn't actually embed a graphic in your Finale document when you place a graphic. Instead, it places a link to the graphic's location on your computer. Use the Check Graphics dialog box to display the location and full name of all graphics files placed into your score.



- **Scrolling List: Missing Graphics • Found Graphics.** Finale searches for each graphics file placed in the current document. Any missing graphics appear at the top of this list. Finale provides the original location and full name of the graphics file that it was unable to locate. Found graphics appear in the list after any missing graphics in the file. One or two lines of information are provided about each graphics file. The first line shows the original location and full name of the graphics file. The second line only appears if Finale is unable to locate the file in its original location, but finds the graphic in a new location. This line is indented, and begins with “Found in—”, then lists the location of the folder where the file was found.

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Finale searches folders for missing graphics in the following order: the original location of the graphics file, the folder the current Finale document is contained in, the Music folder, and the Libraries folder. Note that Finale does not search any folders contained in the main folders.

To copy the complete list to the clipboard, click Copy List to Clipboard, explained next. To copy only part of the list, make your selection, then use the Edit Menu's keyboard shortcuts. Press ctrl-A (Select All) to select the complete list, or drag-select or click and shift-click to select a portion of the list. Press ctrl-C (Copy) to copy a selected portion of the graphics list to the clipboard, then switch to another application and press ctrl-V to paste the list. For example, you may want to copy only the list of missing graphics.

- **Copy List to Clipboard.** Click this button to copy the contents of the scrolling list into the clipboard. You can then paste the contents into a word processing program, and print the list if you want. This can be useful if you'll be printing from another system, and want to have all the graphics available when you print the file.
- **Done.** Click Done to return to the score.

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## Graphics

With the Graphics Tool, you can place Encapsulated PostScript (EPS) files, Windows Metafiles (WMF), and TIFF files for use within Finale, and export a region of music or pages of music as EPS and TIFF files that can be used in other applications.

Graphics placed in Scroll View and Page View are assigned differently. Finale always assigns a graphic to a measure if you are in Scroll View when the graphic is placed. To place a page-assigned graphic, you must be in Page View. Both page- and measure-assigned graphics can be edited and repositioned in Page View. However, page-assigned graphics do not appear in Scroll View.

When exporting graphics, Finale exports entire pages of music, or a selected region of music. To export a selected area of a page, you must be in Page View.

### To export a selected region of music as a graphic (Page View)

- **Choose Page View from the View Menu.**
- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Double-click and drag to enclose the area you want to export as a graphic.**
- **Choose Export Selection from the Graphics Menu.** The Export Selection dialog box appears.
- **Choose a graphics format from the Type drop-down list to tell Finale whether to create an EPS or TIFF file.** If you select EPS or TIFF, the PostScript Options or TIFF Resolution settings will be available, respectively. For details about these settings, see [EXPORT SELECTION AND EXPORT PAGES DIALOG BOXES](#).
- **Use the Pages setting to export the selected region of music from one or more pages to graphics files.** Select All to export the selected region from every page. Select From to export a selected region on a range of pages, then enter the page numbers in the two text boxes.

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- **Select Generate Names From and enter the file's title in the text box, followed by a number sign (#), to have Finale name each new graphics file automatically.** Finale uses the title and replaces the number sign by a sequential number to create a unique title for each file. Select Prompt For Each Name if you want Finale to ask you for a title each time a file is created.

Note: Unless you specifically enter a file extension as part of the file name, Finale will automatically save graphics files using their standard extensions: TIF for TIFF files and EPS for Encapsulated PostScript files (or the extensions specified in the [EXTENSIONS] section of the Finale.INI file).

- **Click OK (or press enter).** The standard Save As dialog box appears. Click OK to save the graphics file and return to the score.


### To export full pages of music as graphics (Page View)

- **Choose Page View from the View Menu.**
- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Choose Export Pages from the Graphics Menu.** The Export Pages dialog box appears.
- **Choose a graphics format from the Type drop-down list to tell Finale whether to create an EPS or TIFF file.** If you select EPS or TIFF, the PostScript Options or TIFF Resolution settings will be available, respectively. For details about these settings, see [EXPORT SELECTION AND EXPORT PAGES DIALOG BOXES](#).
- **Use the Pages setting to export all pages or a range of pages of your score to graphics files.** Select All to export every page of your score to a graphics file. Select From to export a range of pages, then enter the page numbers in the two text boxes.
- **To have Finale name each new graphics file automatically, select Generate Names From and enter the file's title in the text box, followed by a number sign (#).** Finale uses the title and replaces the number sign by a sequential number to create a unique title for each file. Select Prompt For Each Name if you want Finale to ask you for a title each time a file is created.

Note: Unless you specifically enter a file extension as part of the file name, Finale will automatically save graphics files using their standard extensions: TIF for TIFF files and EPS for Encapsulated PostScript files (or the extensions specified in the [EXTENSIONS] section of the Finale.INI file).

- **Click OK (or press enter).** The standard Save As dialog box appears. Click OK to save the graphics files and return to the score.

### To place graphics into the score

- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Choose Place Graphic from the Graphics Menu, or double-click on the document window where you want the graphic to appear.** The Place Graphic dialog box appears, listing the available graphic formats in a drop-down list.

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- **Choose one of the formats in the drop-down list to display only the files of the selected type in the current folder.** Choose TIFF file (\*.TIF), Windows Metafiles (\*.WMF), or Encapsulated PostScript Listing (\*.EPS), or choose All Files (\*.\*) to display all files.
- **From the scrolling list, select the graphics file you want to place, then click OK.** A special cursor appears, indicating that a graphic is ready to be placed.
- **Click on the measure (in Scroll View) that you want the graphic assigned to, or click on the screen where you want the graphic placed (in Page View).** Finale assigns the graphic to the nearest measure in Scroll View. In Page View, Finale assigns the graphic to the page you clicked. The graphic appears at the position you clicked. When a graphic is selected, eight bounding rectangle handles appear.


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## To place graphics into the Shape Designer

- **To place a graphic into the Shape Designer for use as an expression, click the Expression Tool , then click a note or a measure.** Click Shape. In the dialog boxes that follow, click Create, Select, and Create. The Shape Designer dialog box appears.
- **Or, to place a graphic into the Shape Designer for use as an articulation, click the Articulation Tool  and click a note.** Click Create, then click Shape and Main (or Flipped). Click Create. The Shape Designer dialog box appears.
- **Click the Graphics Tool  in the Shape Designer dialog box.**
- **Click in the Shape Designer display area.** The Place Graphic dialog box appears, listing the available graphic formats in a drop-down list.
- **Choose one of the formats in the drop-down list to display only the files of the selected type in the current folder.** Choose TIFF file (\*.TIF), Windows Metafiles (\*.WMF), or Encapsulated PostScript Listing (\*.EPS), or choose All Files (\*.\*) to display all files.
- **From the scrolling list, select the graphics file you want to place, then click OK.** The graphic appears at the position you clicked in the Shape Designer display area. When a graphic is selected, eight bounding rectangle handles appear. Use the graphic as you would any shape created in the Shape Designer.

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## To assign a graphic to one or more pages


- **Choose Page View from the View Menu if it isn't already selected.**
- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select a graphic, then choose Attributes from the Graphics Menu.** Or, double-click a graphic. The Graphic Attributes dialog box appears.
- **Click to select Attach to: Page, if it isn't already selected.**
- **Choose an item from the Page drop-down list to have Finale show the graphic on a single page, all pages, left-facing (even-numbered) pages or right-facing (odd-numbered) pages.** Choose Single Page to show the graphic on one page; choose All Pages to show it on every page; or choose Left Pages or Right Pages to show it on left-facing (even-numbered) or right-facing (odd-numbered) pages.

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- **Set the page range.** Enter the numbers of the pages where the graphic will appear (for example, choose Left Pages and 6 Through 10 to show the graphic on every left page between pp. 6–10). To show the graphic on one page, choose Single Page from the Page drop-down list and enter the page number in the first page text box. To display the graphic on the first indicated page through the end of the piece, enter your first page number in the first text box and enter zero in the second text box, or leave the text box blank. For example, to show the graphic on every page, starting at page 6, you'd select All Pages and enter 6 Through 0, or enter 6 and leave Through blank.
- **Use the other settings in the Graphic Attributes dialog box to adjust the graphic's position in the score, then click OK.**

### To assign a graphic to a measure

Occasionally you may want to change a page-based assigned graphic to a measure-assigned graphic so it moves with the measure instead of remaining at a fixed position on the page. To assign a graphic to a measure when first placing it into the score, place the graphic in Scroll View. (See [“To place graphics into the score”](#) for details.)

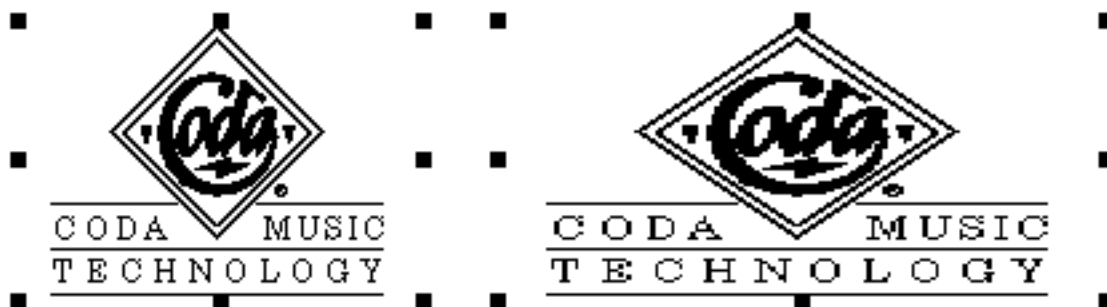
- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select the graphic, then choose Attributes from the Graphics Menu.** Or, double-click the graphic you're adjusting. The Graphic Attributes dialog box appears.
- **Click to select Attach to: Measure, if it isn't already selected. In the Measure text box, enter the number of the measure you want the graphic assigned to.**
- **From the Staff drop-down list, choose the name of a staff you want associated with the measure-assigned graphic.** Finale will align and position the graphic in relation to this staff.  
Note: Finale will only display the graphic on the page the measure appears on when you're in Page View. If your measure layout changes, the graphic will move with the measure.
- **Use the H: and V: settings in the Graphic Attributes dialog box to adjust the graphic's position in the score, then click OK.**

### To scale a placed graphic proportionally

- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click the graphic to select it.** Or, drag-enclose the entire graphic to select it. When selected, eight bounding handles appear on the graphic.
- **Drag a handle to resize the graphic horizontally or vertically.**


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- **To adjust the exact scaling of a graphic or to reset it to 100% of its original size, select the graphic, then choose Attributes from the Graphics Menu.** Or, double-click the graphic. The Graphics Attributes dialog box appears.
- **Enter a value into the Scale: H: and V: text boxes, as a percentage.** Enter 100 in each box to draw the graphic at 100% of its original size, 50 to draw it at half its original size (50%), and so on.
- **Click OK to confirm your settings and return to the score.**

### To position placed graphics on-screen

- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select a graphic.** Or, drag-enclose one or more graphics. (You must drag-enclose an entire graphic to select it.)
- **Drag a selected graphic to the new position.** All the selected graphics will move as you drag.

### To position page-assigned graphics (Graphics Menu)


- **Choose Page View from the View Menu, if it isn't already selected.**
- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select a page-assigned graphic.**
- **Position the graphic from the page edge or page margin using the Alignment submenu.** Choose Position from Page Edge or Position from Page Margin from the Alignment submenu of the Graphics Menu to align the graphic from the edge of the page or from the page margin, respectively.
- **Position the graphic horizontally using the Alignment submenu.** Choose Left to place the graphic on the left edge or margin of the page; choose Center Horizontally to center it between the left and right edges or margins; or choose Right to align it with the right edge or margin.
- **Position the graphic vertically using the Alignment submenu.** Choose Top to place the graphic on the top edge or margin of the page; choose Center Vertically to center it between the top and bottom edges or margins; and choose Bottom to align it on the bottom edge or margin.

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Note: When you change a graphic's horizontal or vertical alignment using the Alignment sub-menu, Finale repositions the graphic on the page, and resets its H: or V: positioning settings to zero, respectively, in the Graphic Attributes dialog box.


### To position page-assigned graphics (Graphic Attributes dialog box)

- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select a page-assigned graphic, then choose Attributes from the Graphics Menu.** Or, double-click a page-assigned graphic.
- **Use the Alignment and Positioning group box to position the graphic horizontally.** Choose Left from the Horizontal drop-down list to place the graphic on the left edge or margin of the page; choose Center to center it between the left and right edges or margins; or choose Right to align it on the right edge or margin.
- **Use the Alignment and Positioning group box to position the graphic vertically.** Choose Top (Header) from the Vertical drop-down list to place the graphic on the top edge or margin of the page; choose Center to center it between the top and bottom edges or margins; or choose Bottom (Footer) to align it with the bottom edge or margin.

Note: When you change a graphic's horizontal or vertical alignment using the drop-down lists, Finale repositions the graphic on the page, and resets the H: or V: settings, respectively, to zero.

- **Use the Position from drop-down list to position the graphic from the page margin or the page edge.** Choose Page Margin from the Position from drop-down list to have Finale calculate the graphic's position starting from the page margin. Choose Page Edge to have Finale measure the graphic's position starting from the edge of the page.
- **Set the positioning distance.** Enter values into the H: and V: text boxes in the Alignment and Positioning group box for the distance to position the graphic horizontally and vertically on the page, based on the other settings in the Alignment and Positioning group box.
- **Click OK to confirm your settings and return to the score.**

### To position measure-assigned graphics (Graphic Attributes dialog box)


- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select a measure-assigned graphic, then choose Attributes from the Graphics Menu.** Or, double-click a measure-assigned graphic.
- **Set the positioning distance.** Enter a value in the H: text box in the Alignment and Positioning group box for the distance to position the graphic horizontally from the upper-left of the staff associated with the measure. Enter a value in the V: text box for the distance to position the graphic vertically from the upper-left of the staff.
- **Click OK to confirm your settings and return to the score.**

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Note: The Horizontal, Vertical, and Position from options in the Alignment and Positioning group box are not available when Attach to: Measure is selected, because a graphic assigned to a measure will only appear on the page containing that measure.

## To position page-assigned graphics on left- and right-facing pages (Graphic Attributes dialog box)

If you're using running headers or footers in your score, you might want to position a graphic in the header or footer near the "outside" edges or margins (the left or right edges, respectively) of each left (even-numbered) or right (odd-numbered) page, as opposed to positioning the graphic in the same place on every page. This is easily done using special positioning settings for right-facing (odd-numbered) pages in the Graphic Attributes dialog box.

- **Choose Page View from the View Menu.**
- **From the Window Menu, choose Advanced Tools. Click the Graphics Tool .** The Graphics Menu appears.
- **Click to select a page-assigned graphic, then choose Attributes from the Graphics Menu.** Or, double-click a page-assigned graphic.
- **Use the Alignment and Positioning settings to position the graphic on every left-facing (even-numbered) page in the selected page range.** See ["To position page-assigned graphics \(Graphic Attributes dialog box\)."](#)
- **Select Use Right Page Positioning to place the graphic differently on right-facing (odd-numbered) pages.**
- **Position the graphic horizontally on right-facing pages.** Choose Left from the Right Page Alignment and Positioning: Horizontal drop-down list to place the graphic on the left edge or margin of the right-facing page; choose Center to center it between the left and right edges or margins; or choose Right to align it on the right edge or margin. (Finale resets the Right Page Alignment and Positioning: H: setting to zero so the left, right, or center of the graphic is aligned horizontally with the page edge or margin.)
- **Set the positioning distance.** Enter values into the H: and V: text boxes in the Right Page Alignment and Positioning group box for the distance to position the graphic horizontally and vertically on right-facing pages, based on the Right Page Alignment and Positioning: Horizontal setting, and the Vertical and Position from selections in the Alignment and Positioning group box.
- **Click OK to confirm your settings and return to the score.**

## Encapsulated PostScript (EPS)

Encapsulated PostScript (EPS) is a computer graphics format. Because an EPS file contains the full PostScript description of its contents, it will print with the greatest resolution possible on a laser printer or other PostScript device, even if it's pasted into another program. If you're using Finale in conjunction with a graphics, page-layout, or word-processing program, use this technique to transfer music from Finale.

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## To create an EPS file

Use the Export Pages or the Export Selection commands in the Graphics Menu. See [GRAPHICS](#).

## Special instructions for printing from Finale with imported EPS files

- **You must have a PostScript capable printer.** Check your printer manual for details.
- **The printer driver must be set to Optimize for Portability.** Exit Finale. Click Start, Settings, Printers. Right-click on your printer driver and select Properties. Select the PostScript tab and set the “PostScript output format” to “Optimize for Portability” ADSC. Click Apply, then OK.
- **The line “OwnPS=0” must be added to the Finale.ini file.** Exit Finale. Open the Finale.ini file in the Finale 2000 folder with the Notepad. In the [Settings] section, add the following line, without quotes, “OwnPS=0”. Save and exit Notepad.

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