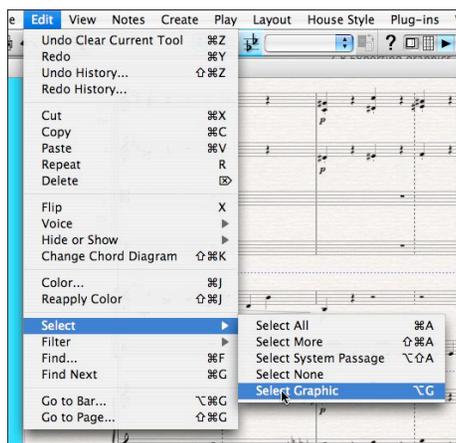


Capture Notation Snippet Tips

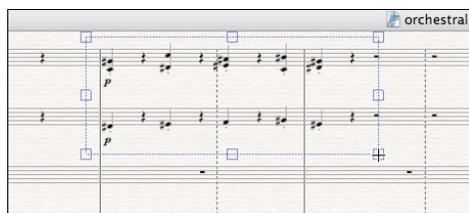
Materials: *Sibelius 4 or Finale 2000 or later and MS Word or other word processor*

Setting: There are many times when a music instructor needs to capture a small snippet of notation from Sibelius or Finale and paste that into a handout in a word processor, or even to a web page or PowerPoint. Both Sibelius 4 and Finale 2006/2007 have tools to make this easy. The procedure should be similar on Mac or PC.

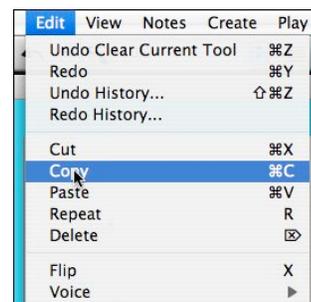
Sibelius Step 1: Choose Edit > Select > Select Graphic



Sibelius Step 2: Use the handles/ cursor that appears to draw a selection around the snippet you want to capture



Sibelius Step 3: Edit > Copy



Sibelius Step 4: Graphic now in the Clipboard. So open your document in MS Word or PowerPoint or whatever

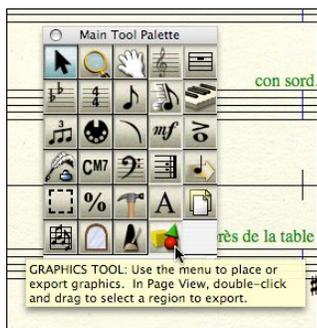
Sibelius Step 5: Paste into document. Some recommended adjustment in the formatting will help with positioning and appearance. Right or control click on the image and choose Format Picture.



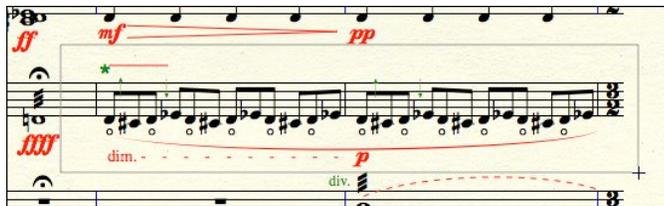
Choose the Layout Tab and set the wrap and alignment as shown

Choose the Colors and Lines Tab and put a black border around the image as shown

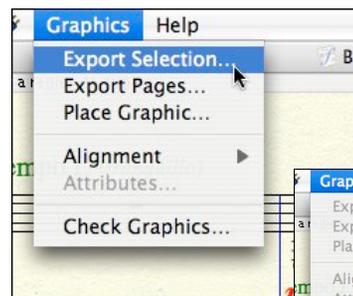
Finale Step 1: Select the Graphic Tool



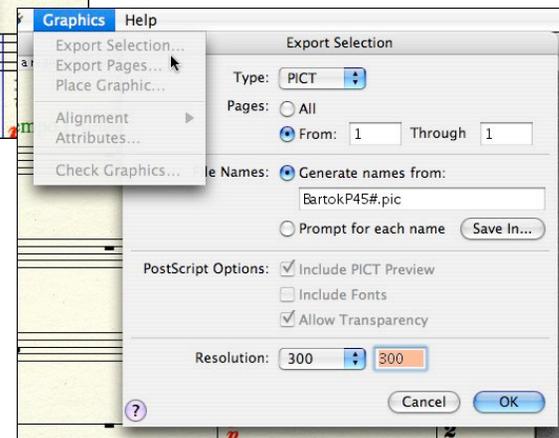
Finale Step 2: Use the handles/cursor that appears to draw a selection around the snippet you want to capture. Use the unique Finale double-click & drag technique to select the area.



Finale Step 3: Graphics > Export Selection

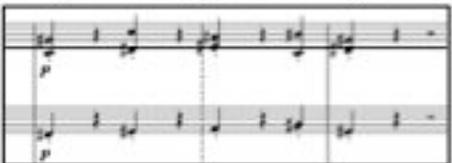


Finale Step 4: Choose PICT or TIFF and other settings as shown. This saves the images as a file; you can't copy to clipboard as in Sibelius!



Bernstein Chichester Psalms

Trumpet motive (from Sibelius)



Bartok excerpt (from Finale)



Finale Step 5: In Word, Insert > Picture > From File. Then, as with the Sibelius example, use Format Picture to adjust position and features. See document on the left.

