

# **TGTools**

**Plug-In Collection for Finale**

# **INDEX**

**with table of keyboard shortcuts**

*v2.09*

[www.tgtools.com](http://www.tgtools.com)

Copyright 2002 by Tobias Giesen – [tobias@tgtools.de](mailto:tobias@tgtools.de)

## **A**ccidentals

**beautify positioning before fourths, fifths, and sixths** → Modify>Shift  
**check, unfreeze, add extra** → Music>Accidentals  
**fine-tune position before notes with ledger lines** → Modify>Shift  
**shift right ends of glissandi before** → Modify>Shift

## **A**lterations

**search and modify** (*change noteheads, erase, hide, show, resize*)  
*can be used to prepare playback of quarter-note music*  
→ Modify>Special Modifications

**Analyze Music** (*for parallelisms*) → Miscellaneous>Analyze

## **A**rticulations

**align dynamics by converting to text expressions**  
→ Modify>Align/Move  
**resolve collisions with slurs** → Modify>Slurs  
**transfer metatools between files** → Modify>Transfer

**Auricle** → Miscellaneous>Auricle Import

**B**aselines → Lyrics>Reset Adjustments, Baselines

**Bars** → see [Measures](#)

## **B**eams

**break** → Music>Beam Breaker  
**create brackets above** → Modify>Special Modifications (*Durations tab*)  
**remove angle adjustments** → Modify>Remove  
**remove stems & beams** → Modify>Remove

**Beat Charts** → see [Spacing](#)

**Bends** → see [Glissandi](#)

## **B**rackets

**create above beam groups** → Modify>Special Modifications (*Durations tab*)  
→ see [Groups](#), [Parentheses](#)

**Browser** for Text Expressions → TGTools>Browser (*Windows only*)

**C**haracter Sets (Mac<>Windows) → Miscellaneous>Character Set Conversion

## **C**hords

**custom chord styles** (DO RE MI / Bb-H-H#) → Miscellaneous>Custom Chord Styles  
**search and modify** (*change noteheads, erase, hide, show, resize*)  
→ Modify>Special Modifications

**Classical Eighth Note Beams** → Music>Beam Breaker

## Clefs

**find possible errors** (*enharmonic oddities*) → Miscellaneous>Find

## Complementary Rhythms

**improve spacing of** → TGTools>New Spacing

**Crescendos** → see [Hairpins](#)

**Cues** → Parts>Add Cue Notes

**D**ecrescendos → see [Hairpins](#)

**Diamonds** → see [Harmonics](#)

## Diddles

**playback** → Modify>Playback

## Durations

**calculate duration of music** → Miscellaneous>Calculate Duration

**divide note values in halves, inserting rests** → Modify>Rests

**insert rests by shortening notes** → Modify>Rests

**minimize number of rests** (*by extending preceding notes*) → Modify>Rests

**pretend different duration** → Modify>Special Alterations

## Dynamics

**align / move** → Modify>Align/Move

**mass create hairpins** → Music>Create Hairpins

**playback** → Modify>Playback

→ *also see* [Keyboard Shortcuts](#)

## E

### nclosures (*of text expressions*)

**copy to other expressions,**

**remove** → Modify>Enclosures

**Encore** (*the following command is useful for imported Encore files*)

**convert measure-attached blocks to text expressions**

→ Modify>Expressions

## Enharmonics

→ Music>Respell Notes

→ *also see* [Harp Pedaling](#)

## Entries

**find measures with** → Miscellaneous>Find  
→ *also see* [Notes](#), [Rests](#)

## Exercises

**use measure numbers to count sections** → Layout>Special Measure Number Regions

**Export music numerically** → Miscellaneous>Export To Spreadsheet

## Expressions

**align, move** → Modify>Align/Move

**browse** → TGTools>Browser (*Windows*), TGTools>Select Text Expression (*Mac*)

**convert measure-attached to note-attached** → TGTools>Expressions

**convert staff-listed expressions into per-staff ones** → TGTools>Expressions

**find in score** → Miscellaneous>Find

**modify definitions** → TGTools>Browser (*Windows only*)

**multiply horizontal positions with a number** → TGTools>Expressions

**remove multi-staff expressions from staves where the measure is empty**  
→ TGTools>Expressions

**remove unused definitions** → Miscellaneous>Text Expression Sorter

**repair measure expressions** (*for mass mover copying etc.*) → Modify>Reset

**select from sorted list**

→ TGTools>Browser (*Windows*), TGTools>Select Text Expression (*Mac*)

**sort** → Miscellaneous>Text Expression Sorter

**transfer measure-attached expressions** (*with correct staff assignments*)  
→ Modify>Transfer

**transfer metatools between files** → Modify>Transfer

→ *also see* [Enclosures](#), [Keyboard Shortcuts](#)

## Fonts

**in Text Expressions** → TGTools>Browser (*Windows only*)

**List of fonts in document** → Miscellaneous->Font Info

## Glissandi

**leave space for** → Modify>New Spacing

**playback** (*pitch bends or fingered*) → Modify>Playback

**shift right ends before accidentals** → Modify>Shift

## Grace Notes

**ignore for spacing** → Modify>New Spacing

**position** → Modify>Shift

## Graphics

**transfer page graphics between files** → Modify>Transfer

## Groups

**update optimized groups** → Layout>Update Groups

## Harp Pedaling

**create pedal diagrams, add pedal changes, respell enharmonics** → Parts>Harp Pedaling

## Hairpins

**align / move / straighten** → Modify>Align/Move  
**make horizontal over system breaks** → Modify>Reset  
**mass create** → Music>Create Hairpins  
**playback** → Modify>Playback  
**repair** (*for mass mover copying etc.*) → Modify>Reset  
**set opening widths** → Modify>Reset  
→ *also see* [Keyboard Shortcuts](#)

**Harmonics** → Music>Harmonics

**Hyperscribe** → Music>Smart Split Point

**Import Auricle Cue Files** → Miscellaneous>Auricle Import

**Incipits** (*a piece's first few measures in a table of contents*)  
→ Layout>Incipits

**Instruments** → see [Groups](#), [Layout](#), [System Optimization](#)

## Intervals

→ *also see* [Harmonics](#)

## Keyboard

**user-defined shortcuts** → TGTools>Options (*Windows only*)  
→ see [Keyboard Shortcuts](#)  
→ *also see* [Metatools](#)

**Laisser Vibrer (l.v.)** → Music>Laisser Vibrer

## Layers

**join rests in multiple layers** → Modify>Rests  
*also see* [Parts](#)

## Layout

**fit measures in specified number of systems** → Layout>Fit Measures  
**join systems** → Layout>Join Two Staff Systems  
**split system** → Layout>Split Staff System

## Layout *(continued)*

**transfer measures attributes, locked measure groups, spacing, widths;  
system margins, attributes** → Modify>Transfer  
→ *also see* [System Optimization](#), [Incipits](#)

## Ledger Lines

**fine-tune position of accidentals before** → Modify>Shift

## Lyrics

**improve spacing** (*esp. melismas*) → TGTools>New Spacing  
**reset adjustments, baselines** → Lyrics>Reset Adjustments, Baselines  
**shift centered lyrics** (*depending on punctuation*) → Lyrics>Shift Lyrics  
**word extensions** → Lyrics>Word Extensions

**New Spacing also incorporates these separately available features:**

**correct centering of syllables under long notes** → Lyrics>Shift Lyrics  
**left-align melismas** → Lyrics>Left-Align Melisma Syllables  
**shift syllables on first beat** → Lyrics>Move Syllables On Beat One

**Macintosh<>Windows** → Miscellaneous>Character Set Conversion

## Margins

**transfer system margins** → Modify>Transfer

## Measures

**calculate duration** → Miscellaneous>Calculate Duration  
**compare** → Miscellaneous>Compare Entries  
**fill with rests** → Music>Fill With Rests (*fills beat-wise*)  
**fit in specified number of systems** → Layout>Fit Measures  
**measure expressions** → see [Expressions](#)  
**set widths** → Spacing>Measure Widths  
**transfer attributes, locks, spacing, widths** → Modify>Transfer  
**use measure numbers to count sections** → Layout>Special Measure Number Regions  
→ *also see* [Layout](#), [Spacing](#), [Incipits](#)

## Melismas

**improve spacing** → TGTools>New Spacing  
**left-align** → TGTools>Lyrics>Left-Align Melisma Syllables

## Metatools

**browse** → TGTools>Browser (*Windows only*)  
**modify** → TGTools>Browser (*Windows only*)  
**transfer between files** → Modify>Transfer

**Midi Note Numbers** → see [Playback](#)

**Music Spacing** → see [Spacing](#)

**N**ew Spacing → see [Spacing](#)

Note Spacing → see [Spacing](#)

## Notes

**avoid extra space for notes that exceed a measure's duration** → New Spacing  
**center notes equal to the measure's duration** → Modify>Shift  
**center whole notes in relation to other notes** → Modify>Shift  
**compare** → Miscellaneous>Compare Entries  
**convert to rests** → Modify>Remove  
**divide note values in halves, inserting rests** → Modify>Rests  
**note expressions** → see [Expressions](#)  
**position grace notes** → Modify>Shift  
**pretend different duration** → Modify>Special Alterations  
**remove horizontal displacements; adjustments of stem position & length, beam angle** → Modify>Remove  
**remove stems** → Modify>Remove  
**search and modify** (*change notehead, erase, hide, show, resize*) → Modify>Special Modifications  
**search and replace pitch classes** → Modify>Replace Pitches  
→ *also see* [Enharmonics](#), [Harmonics](#), [Laisser Vibrer](#), [Playback](#), [Spacing](#), [Split Point](#), [Tremolos](#), [Trill Notes](#)

**O**ptimization → see [System Optimization](#)

**P**ages → see [Layout](#), [System Optimization](#)

## Page Graphics

**transfer between files** → Modify>Transfer

## Page Text Blocks

**transfer between files** → Modify>Transfer

**Parallelisms** → Miscellaneous>Analyze

## Parentheses

→ Music>Make Parenthesized Trill Notes  
→ *also see* [Harmonics](#)

## Parts

**add cue notes** → Parts>Add Cue Notes  
**compare** (*with score*) → Miscellaneous>Compare Entries  
**extract one voice from multi-part system** → Parts>Process Extracted Parts  
**find measures with entries** → Miscellaneous>Find  
**harp pedaling** → Parts>Harp Pedaling  
**join rests in multiple layers** → Modify>Rests

## Parts *(continued)*

**smart distribution of notes in groups with multi-part systems**

→ Parts>Smart Distribution

**smart explosion of multi-part systems** → Parts>Smart Explosion

## Percussion

**use l.v. noteheads** → Music>Laisser Vibrer

## Piano

→ Music>Smart Split Point

→ *also see* [Tremolos](#)

## Pitches

**combine with rhythms** → Music>Combine Rhythms And Pitches

**bends** → see [Glissandi](#)

**search and modify** (*change notehead, erase, hide, show, resize*)

→ Modify>Special Modifications

**search and replace pitch classes** → Modify>Replace Pitches

→ *also see* [Harmonics](#)

## Playback

**diddles, glissandi, hairpins, tremolos, trills** → Modify>Playback

**custom** (*change Midi note numbers for trills/tremolos & staccato notes, alter note durations except when legato*)

→ Modify>Custom Playback

→ *also see* [Harmonics](#)

**Primary Beams** → see [Beams](#)

**Printing** → TGTools>Print Multiple Files (*Windows only*)

**Proportionality** → see [Spacing](#)

## Rests

**break beams over** → Music>Beam Breaker

**center whole-measure rests** → Modify>Rests (*Shift tab*)

**convert notes to rests** → Modify>Remove

**fill measures with** → Music>Fill With Rests (*fills beat-wise*)

**insert rests by shortening notes** → Modify>Rests

**join rests in multiple layers** → Modify>Rests

**minimize number of rests** (*by extending preceding notes*) → Modify>Rests

**pretend different duration** → Modify>Special Alterations

**remove displacements** → Modify>Remove

**remove hidden rests** → Modify>Remove

**search and modify** (*erase, hide, show, resize*)

→ Modify>Special Modifications

**split rests in two** (*for odd time signatures*) → Modify>Rests



## Rhythms

**combine with pitches** → Music>Combine Rhythms And Pitches  
**improve spacing of complementary rhythms** → TGTools>New Spacing  
→ see also [Durations](#)

## Score

**check for optimization errors** → Layout>Staff List Manager  
**compare** (*with parts*) → Miscellaneous>Compare Entries

**Search And Modify** (*change notehead, erase, hide, show, resize*)  
→ Modify>Special Modifications

**Secondary Beams** → see [Beams](#)

## Sections

**use measure numbers to count sections** → Layout>Special Measure Number Regions

**Shape Expressions** → see [Expressions](#)

## Slurs

**convert measure-attached to note-attached** → Modify>Slurs  
**convert to ties** → Modify>Slurs  
**increase slur height by a fixed amount** → Modify>Slurs  
**mass-create** → Music>Create Slurs  
**recalculate contour** → Modify>Slurs  
**replace** (*change type of slur, such as dashed/normal*) → Modify>Special Modifications  
**reset positioning** → Modify>Slurs  
**resolve collisions with articulations** → Modify>Slurs  
**use l.v. noteheads** → Music>Laisser Vibrer

**SmartScore** (*the following command is useful for imported SmartScore files*)

**remove hidden rests**  
→ Modify>Rests

## Smart Shapes

**align / move** → Modify>Align/Move  
**repair** (*for mass mover copying etc.*) → Modify>Reset  
**replace** (*change type of smart shape*) → Modify>Special Modifications

## Spacing

**expand, compress** (*esp. partial measures*) → Spacing Menu  
**leading white-space** → Spacing>Modify leading white-space  
**lyrics, melismas** → TGTools>New Spacing  
**make or remove space in measure** → Spacing Menu  
**make proportional** → Spacing>Proportionality  
**repair displaced trill notes** → Music>Repair Parenthesized Trill Notes  
**set measure widths** → Spacing>Measure Widths  
**simplify beat-chart** → Spacing>Remove Extraneous Beat-Chart Handles  
**transfer beat-charts and measure widths** → Modify>Transfer

## Spacing *(continued)*

### TGTools>New Spacing includes these features:

- avoid extra space for notes that exceed a measure's duration
- ignore grace notes for spacing
- improved lyrics spacing (especially melismas, see [Lyrics](#))
- improved spacing for complementary rhythms
- leave space for note-attached glissandi

Spelling → see [Enharmonics](#)

Split Point → Music>Smart Split Point

Staccato → see [Playback](#)

Staff Lists → see [Expressions](#), [Layout](#)

Staves → see [Groups](#), [Layout](#), [System Optimization](#), [Parts](#)

## Stems

remove stems → Modify>Remove

remove adjustments of position & length → Modify>Remove

Strings → see [Harmonics](#)

Systems → see [Layout](#), [Parts](#), [System Optimization](#)

## System Optimization

view, edit, copy, check for errors, add or remove instruments,  
change staff distances → Layout>Staff List Manager

update optimized groups → Layout>Update Groups

align instruments on left/right pages,  
scale staff positions → Layout>Scale Staff Positions

move to other systems → Layout>Shift System Optimization

copy to other systems → Layout>Copy System Optimization

## T Text Blocks

convert measure-attached blocks to text expressions  
→ Modify>Expressions

transfer page text blocks between files → Modify>Transfer

Text Expressions → see [Expressions](#)

## Ties

convert slurs to ties → Modify>Slurs

use l.v. noteheads → Music>Laisser Vibrer

Time *(calculate duration of music)* → Miscellaneous>Calculate Duration

## Tremolos

**piano tremolos** (*create, modify, play back, remove*) → Music>Tremolos  
→ see [Playback](#)

## Trills

**trill notes** → Music>Make/Repair Parenthesized Trill Notes  
→ see [Playback](#)

**V**iolin → see [Harmonics](#)

## Voices

**join rests in multiple layers** → Modify>Rests  
→ see [Parts](#)

**Volume** (Midi) → see [Hairpins](#)

**W**hite-space → Spacing>Modify a measure's leading white-space

**Windows<>Macintosh** → Miscellaneous>Character Set Conversion

**Word Extensions** → Lyrics>Word Extensions

## Keyboard Shortcuts

Purpose	Macintosh	Windows
<a href="#">Align Dynamics</a>	Cmd-Numpad *	Alt-Gray *
<a href="#">Align Dynamics</a> and move them up	Cmd-Numpad +	Alt-Gray +
<a href="#">Align Dynamics</a> and move them down	Cmd-Numpad -	Alt-Gray -
Expand/Compress <a href="#">Spacing</a>	Shift-Numpad +/-	Shift-Gray +/-
Add Space to <b>end</b> of measure	Shift- <b>Ctrl</b> -Numpad +/-	Shift- <b>Ctrl</b> -Gray +/-
Add Space after partial measure <b>selection</b>	Shift- <b>Opt</b> -Numpad +/-	Shift- <b>Alt</b> -Gray +/-
Add Space at <b>beginning</b> of measure	Shift- <b>Ctrl</b> - <b>Opt</b> -Numpad +/-	Shift- <b>Ctrl</b> - <b>Alt</b> -Gray +/-

**Windows note:**

the gray keys are on the numeric keypad

**Mac note:**

on slower systems, please don't release the Numpad keys too quickly