

# Adding a new instrument

(Before we even start, please note; NotePad cannot insert staves after the initial setup.)

Often, after starting a document, you find the need to add a new instrument to the mix. It's pretty obvious to start by going to the **Staff Tool>Staff menu>New Staves...>**and add your new instrument from the Wizard.

But that's only part of the story. Finale will, by default, add that staff to the bottom of your score. But suppose you want it at the top, or somewhere in the middle? Again, start with the Staff Tool. When you select the tool, you will see one or two boxes at the left end of each staff. (I'll get to that in a minute!) If you click in that box (or the upper one, if you have two,) the new staff will be inserted *above* that staff.

Digression: Why would there be one or two boxes? You would have two boxes at the left, if you have **Allow Individual Staff Spacing** checked in the **Page Layout** menu. This lets you make adjustments to a single staff, by clicking in the lower box, or globally, by clicking the upper one.

Getting back to the New Instrument, open the Instrument List, in the **Window** menu. Take a look at the attached illustration. You may see that your new instrument has the same channel as one of the others. "No problem," you think, "I'll just change the channel." BUT, the original one changes, too. That's no good! Take a look at the middle column of the instrument list, the one labeled Instrument. The line we're interested in is Staff 5. Click the down arrow at the right side of that box, and from the drop-down list, choose New Instrument. You may need to scroll up to see it; it's at the top of the list. When you've done that, a dialogue box will appear. In this box, you can choose the instrument name, a different channel, and the MIDI output sound.

Note: If you have the full version of Finale, you can check the box at the bottom, **Auto-create Instrument**. This will automatically assign a new channel number. Child versions lack this option. NotePad cannot insert staves after the initial setup.

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12/25/2008

Thanks to Ron Brown for the screenshot!

| R | Staff Name | M | S | Vol. | Pan. | Instrument        | Chan. | B | Prog. | GM     |
|---|------------|---|---|------|------|-------------------|-------|---|-------|--------|
|   | Violin 1   |   |   | 101  | 14   | Violin 1          | 1     |   | 41    | Violin |
|   | Violin 2   |   |   | 101  | 49   | Violin 2          | 2     |   | 41    | Violin |
|   | Viola      |   |   | 101  | 84   | Viola             | 3     |   | 42    | Viola  |
|   | Cello      |   |   | 101  | 120  | Cello             | 4     |   | 43    | Cello  |
|   | [Staff 5]  |   |   | 101  | 14   | New Instrument... | 1     |   | 41    | Violin |

**Instrument Definition**

Instrument Name:

Channel:

Patch:

Bank Select 0:  Bank Select 32:  Program Change:

General MIDI:

OK Cancel Help

**1 Choose "New Instrument"**

**2. Name the new instrument**

**3. Give the new channel number.**

**Change these if using midi playback.**

View by Staves    Mute All    Solo All    Edit Instrument  
 View by Instruments    Mute None    No Solos  
 Send Patches Before Play     Auto-create Instrument

For AMP TOOLS: use the menu to add or edit staves (name and transposition); group (name and bracket); selected staves.