

**How do I double the duration of every note? (All sixteenths become eighths, all eighths become quarters, etc.)**

**Or**

**How do I halve the duration of each note? (All eighths become sixteenths, all quarters become eighths, etc.)**

CAVEAT: This works for Finale 2003, but someplace between 2003 and 2009, the "Mass Edit" command was renamed. The concepts should still apply, but the exact location of the functions may have changed. Your mileage may vary.

Original Music:



If you are going to double the duration of each note, you also have to decide whether you want to:

A. keep the time signature the same and double the number of measures,



or

B. double the time signature and keep the number measures unchanged.

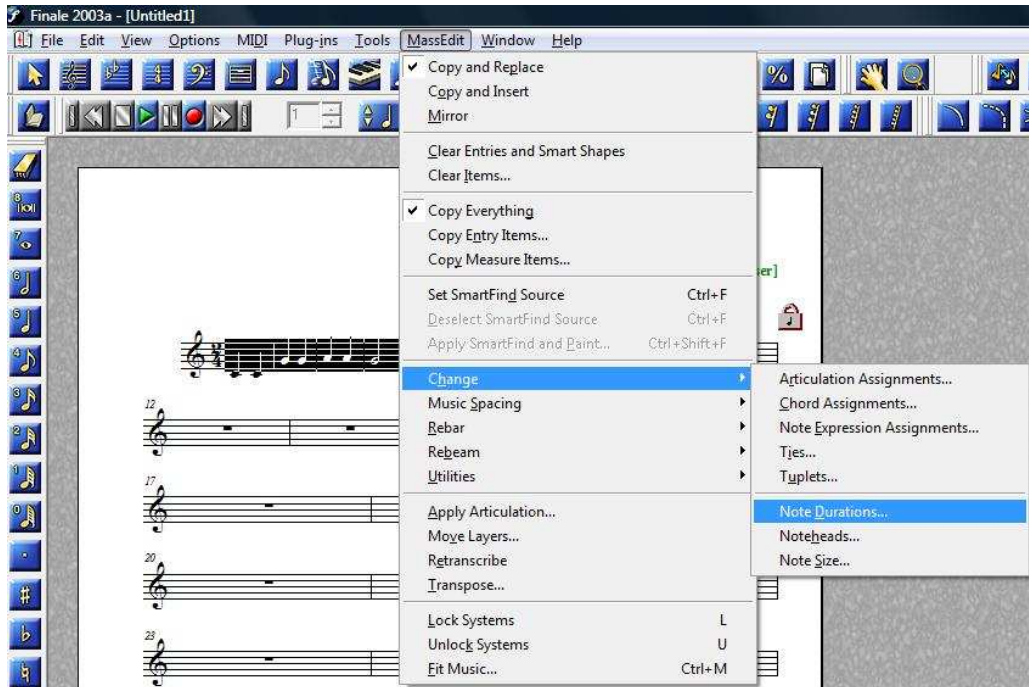


If you're going to halve the duration of each note, you have to make the same kind of choice. Going from Option A to the original will give you half as many measures. Going from Option B to the original will give you the same number of measures, but the time signature will be half as big.

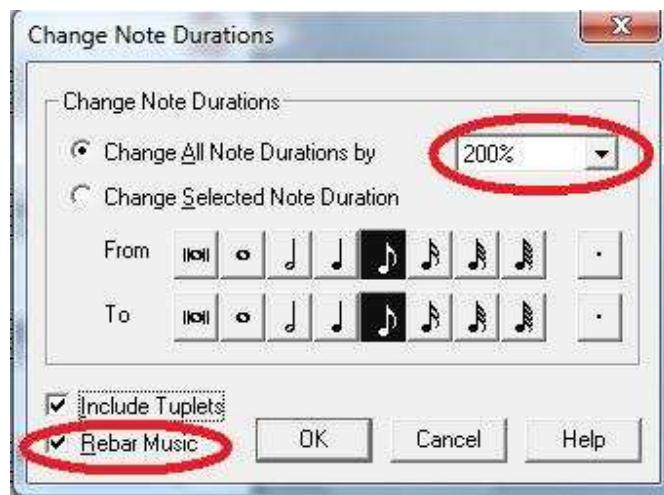
Option A

1. Make sure all measures have the correct number beats. If any measures have too few or too many beats, rebarring the music can cause problems.
2. Change all default whole rests to real rests.
3. In the Mass Edit tool, select the music you want to change (or the whole piece).

#### 4. Mass Edit > Change > Note Durations

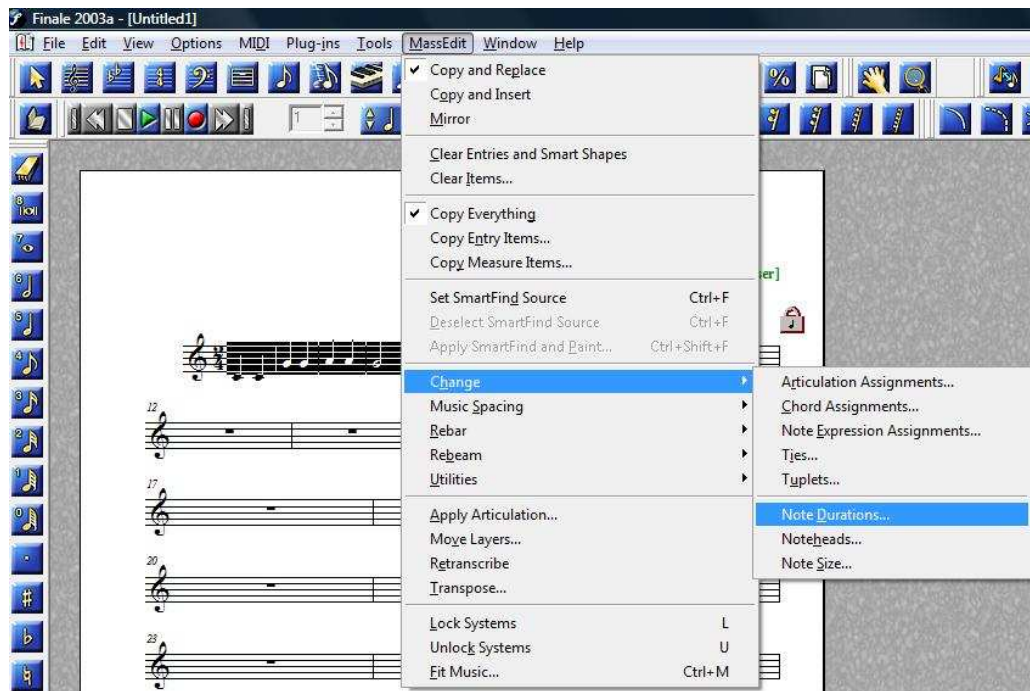


5. Choose 200% if you are doubling the duration, and choose to rebar. (If you are halving the duration, choose 50% instead of 200%.)



Option B:

1. In the Mass Edit tool, select the music you want to change (or the whole piece).
2. Mass Edit > Change > Note Durations



3. Choose 200%, and choose to NOT rebar. (If you are halving the duration, choose 50% instead of 200%.)



4. Change the time signature, and do NOT rebar the music. If you're doubling the duration, you can double the number of beats (2/4 to 4/4), or you can increase the beat duration (2/4 to 2/2). If you're halving the duration, go the opposite way.

