

Teaching Tips

Separating Parts from 2 Layer Score (Two Pitches Scored on the Same Staff)



Subject Area: All music areas

Grade Range: Any

Materials Needed: Finale 06, scanner of any type, printer

How to: Divide two musical parts that are on one staff, in two layers. (The pitches are considered to be in two layers if one set of the notes have the stems going up, the other part on the same original staff has all the stems pointing down.)

IMPORTANT NOTE: If all the stems point in the same direction, the score is in one layer. To separate those two sets of pitches to different staves use Extract Parts from the File menu in finale 2006.

1. Scan or enter the pitches into a Finale document. (Tip: Watch the Quick Start Video on Scanning). (Tip: See Lesson Plan: "Using SmartMusic and Finale for Concert and Contest Literature" for concise scanning instructions at: www.nottelmannmusic.com/technology)
2. To add an additional staff to your document, click on the Staff Tool. Click on the word "STAFF" that appears at the top of the tool bar between the words "Tools" and "Window".
3. Click on "New Staves With Set Up Wizard". (If you choose add new staves only, transposing instruments will not be in the correct key for concert pitch.)
4. From the Set Up Wizard, choose the exact instrument or voice type that is in the two part score. (For example, if your score is for two trumpets in B flat, click on Brass, then Trumpets in B flat, then click Add. The instrument/voice chosen will appear in the far right hand box of the Set Up Wizard.) Click Next.
5. Click on Mass Edit. (The symbol for Mass Edit is a square with hash mark lines outlining it, located at top right of Finale Tool Bar. Tip: Move the mouse on top of Finale's symbols and the name of the symbol and what it does will appear at the bottom of your screen.)
6. Click to the left; outside the staff of the score that you want to separate. This will Highlight your whole staff to be separated.
7. Control C (Windows) or Command C (Mac) to copy the pitches to the empty staff that was added.
8. Control V (Win) or Command V (Mac) and both pitches have been inserted into the extra score. (There will be two identical staves of the two pitches.)
9. Highlight one of the scores. (#6)
10. Click on Plug Ins, then click on TG Tools, and from that menu click Process Extracted Parts.
11. A Wizard will appear. "Exact voice line number _____" will appear. Enter 1 from top pitches. Click on Go.
12. Repeat #11, except enter 2. Click on Go.
13. The score is now separated. From File menu, click Save As, and name the file.

14. To print separate parts, again click on File, and click Extract Parts.

15. From File, then click Print Parts.

Practical Uses:

- This technique can be used to separate instrumental parts that are scored onto the same staff; generating single line staves that are much easier for young musicians to read. (For example, some beginning viola or other instrumental method books have the music scored into two layers on one staff or instrumental parts for some choral music accompaniments are scored in this manner.
- Vocal scores may be scored for two parts on the same staff and the instructor would like to separate the parts for ease in music reading by young musicians, OR to separate the parts to create a SmartMusic accompaniment file.

View the Finale files, beginning with “Trumpets One Staff Two Layers” created to show the step by step process at each phase in dividing the parts using Finale 2006.