# Section Text

In Finale it was possible to add Text Expressions such as Intro, Verse, Chorus, and Tag to the Expressions Menu. Dorico doesn't have anything similar.

To add section text like this – Intro, Verse, Chorus, Tag, etc. -- select the spot where you want the text, then enter Shift-X. You'll see a dialog box with a lot of formatting options. Ignore that for now, we'll come back to it. At the cursor, type in your text. Hit the Esc key when done.
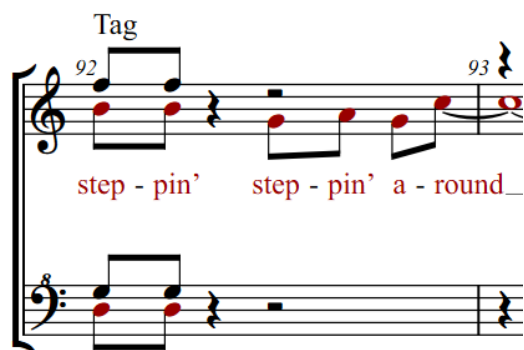

To add formatting such as bold, italic, font size, etc, double click on the text you entered, then drag to highlight it. In the dialog box, you can select text fonts, text size, and alignment, using the controls on the bottom row. The box on the left is for the font, next to it is the style (regular, bold, italic, bold italic). This box selects the font size. This box selects alignment. Select what you want.
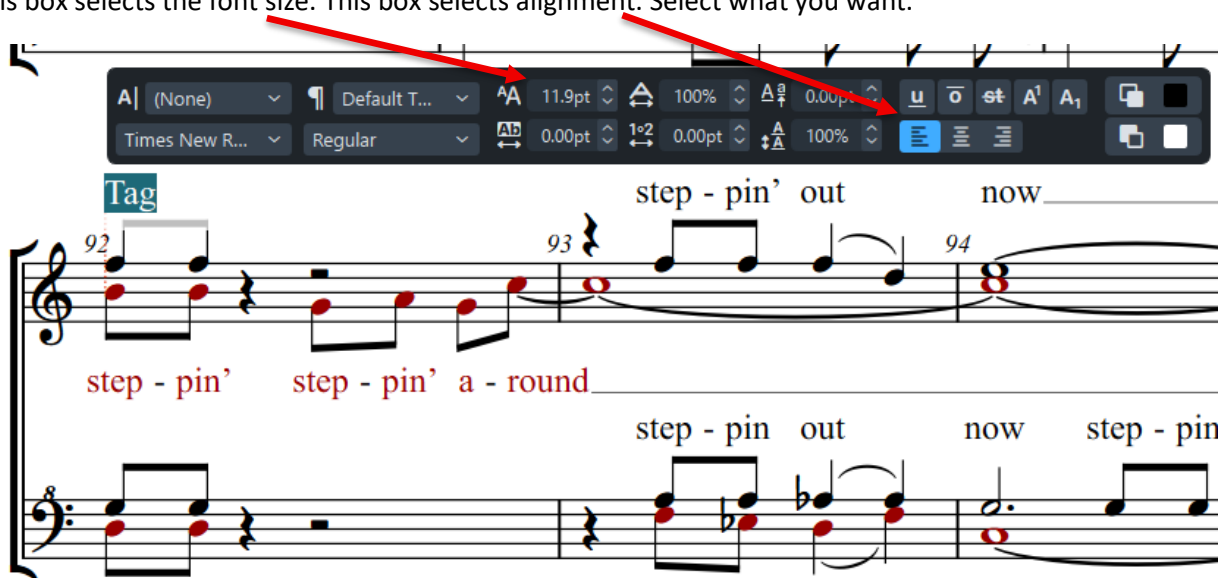

I selected Bold. This was the result.
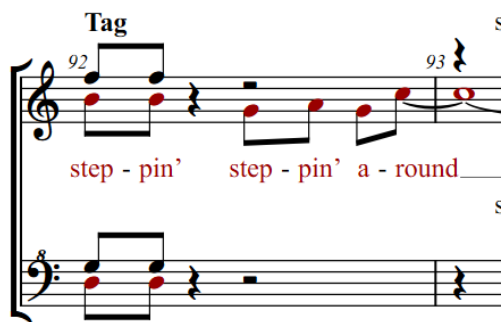
Additional options are available in the Properties Panel. Select your text then hit Ctrl-8 (Win) / Cmd-8 (Mac) to open the Properties Panel. Under "Text" you'll see these choices.
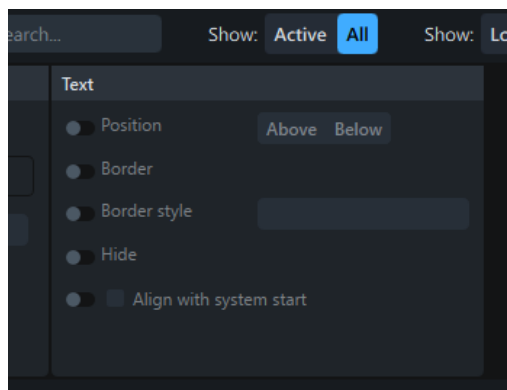

To put a border around the text, click on the buttons next to Border and Border Style. In the dropdown menu next to Border Style, choose the shape of the border you want.
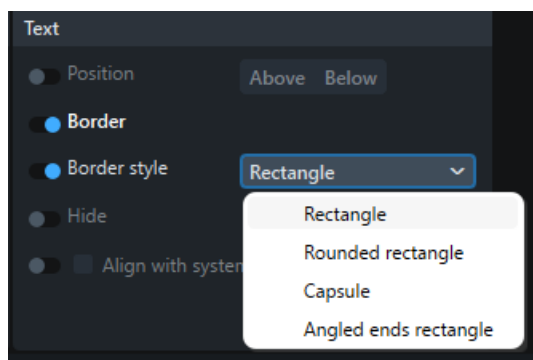
The bottom choice, "Align with system start", affects where the text is placed relative to the start of a system. With that choice unchecked the positioning is this:
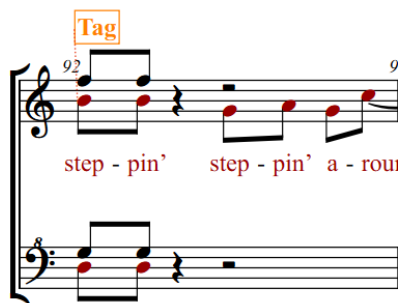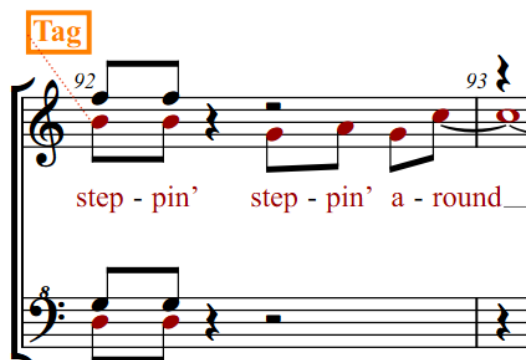

With that choice checked, the positioning is this:
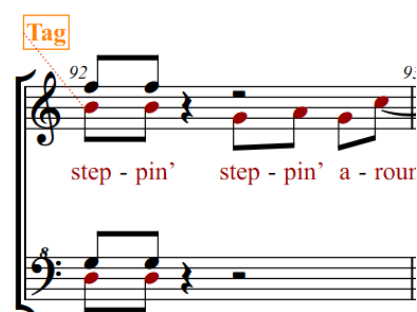
Engrave Mode gives even more options for positioning the text and designing the enclosure. Select the text, select Engrave Mode, then Ctrl-8 / Cmd-8 to open the Properties Panel. You'll see these choices.
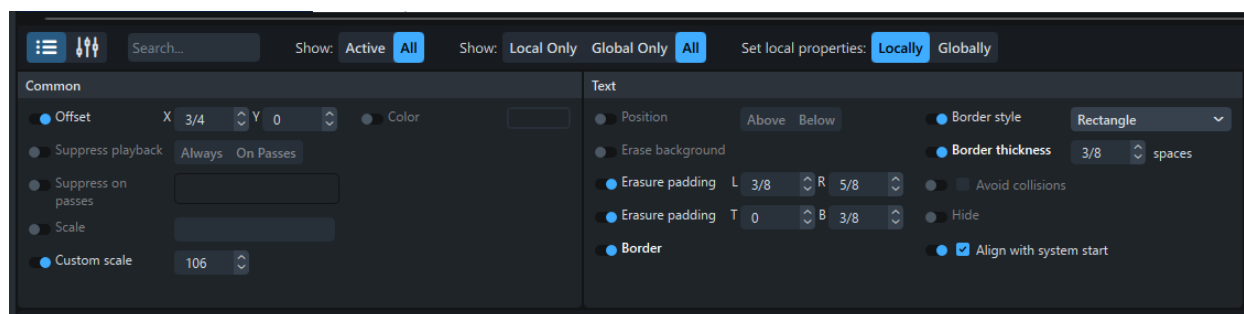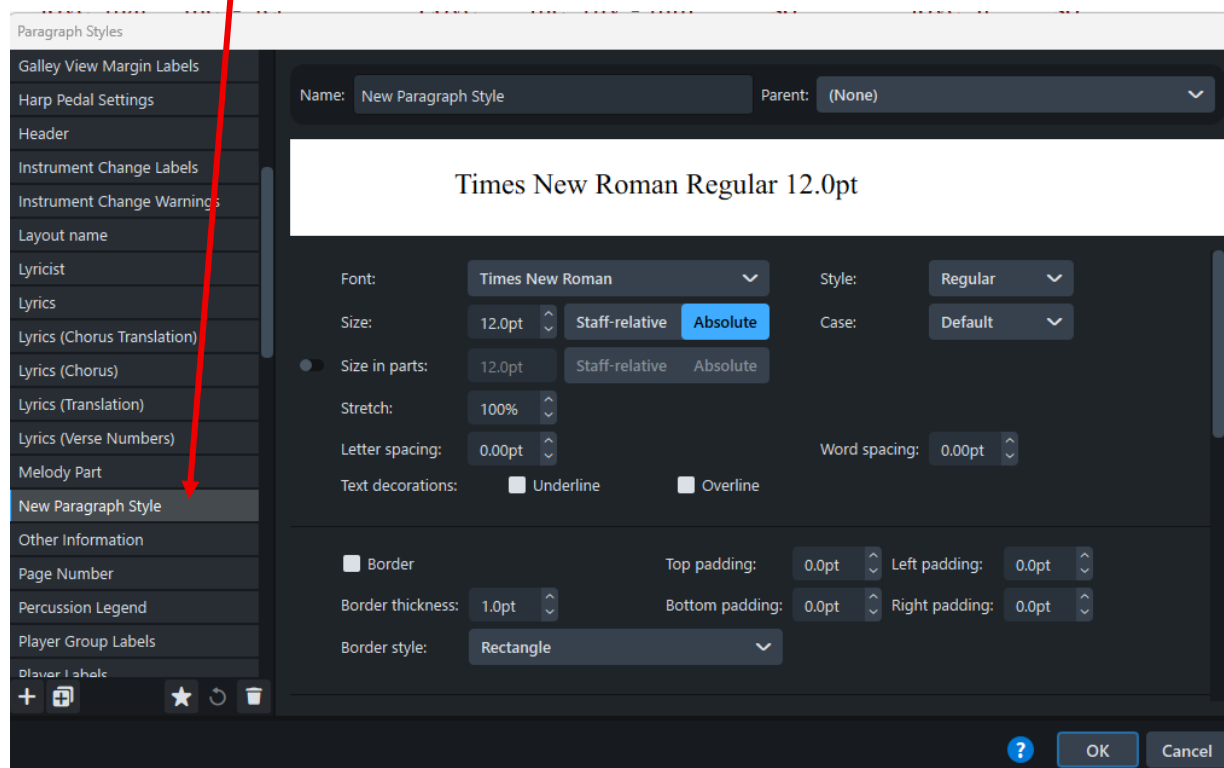

Using the settings seen here, I changed the appearance of the text to look like this.

Pro only: If you want to always have a box around text such as Intro, Verse, Chorus, Tag, etc., use a Paragraph Style to set up all the formatting. Go to the Library Menu and select the single plus sign in the lower left-hand corner.
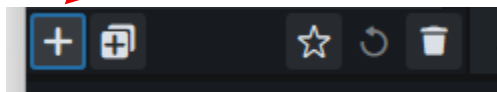
In the list of styles you'll see one called "New Paragraph Style"

Scroll down to New Paragraph Style and select that. You'll see a variety of settings for font, font size, border style, and alignment. In the box next to "Name", give your new style a name. You can call it whatever you want. For "Parent" in the upper right-hand corner, click the down arrow then select "Default Text" from the menu. That will pre-populate many of the settings with whatever the settings are for your default text. From there it's a matter of turning settings on and off to get the look you want.

Click OK when you have the settings the way you want them. The boxed text, "Tag" below was done with these settings.

To apply this style in your chart:

- Shift-X to input your text.
- Select the text, then right click (click once with the right mouse button).
- From the menu select "Text" then select "Change Paragraph Style"
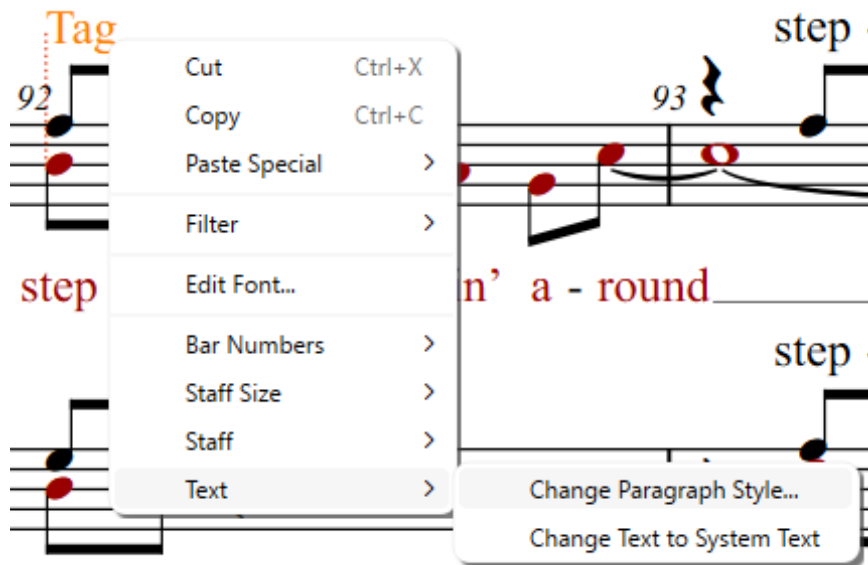
Select the style you've created. The style will be applied.

Once the style is in place, it will be available to all projects based on the same template.

A final note.
Shift-X results in **staff attached text** - meaning it shows at that spot and only on the staff where you put it.
Shift-Alt-X (Shift-Option X on Mac) results in **system attached text** - meaning it will show at that spot for both the score and the parts.

If you're doing a project with a full score and separate parts and want the text to show in both score and parts, system-attached text is what you want. If you're doing a conventional barbershop arrangement with just four parts, staff attached text will be fine.