

SOME BASIC SHORTCUTS IN SIBELIUS 3 (*Mac shortcuts in italics*)

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Contact me about free in-service training. (Edition: Oct 2003)

Escape key: stops Sibelius doing anything, and puts it to sleep!
Single click: select something (note, measure, text etc)
Double click on a staff: selects the whole line of music
Triple click on a staff: selects a staff for the whole score
Enter (*return*) key (in middle of computer keyboard): respells enharmonically (if a note is selected), edits text (if text is selected), or forces a system break (if a barline is selected)

A the note a (shift + a to add an a to an existing selected note)
B the note b (shift + a to add a b to an existing selected note)
C the note c (shift + a to add a c to an existing selected note)
D the note d (shift + a to add a d to an existing selected note)
E the note e (shift + a to add an e to an existing selected note)
F the note f (shift + a to add an f to an existing selected note)
G the note g (shift + a to add a g to an existing selected note)
H crescendo (shift + H for a decrescendo) - use spacebar to extend them
I instruments menu – add instruments to your score
K key signatures – add a key signature to your score
L lines menu (includes trills, first/second time bars, rits, accels)
M mixer (hit M again to close Mixer) – adjust volume levels and sounds
N Begin note entry (activates the cursor)
P Play your score (escape or the O key to stop)
Q clefs – change clefs of existing staves, or insert clef changes
R repeat something selected (single notes or passages/pages of notes)
S slurs – use space bar to extend them (shift + spacebar if you go too far)
T time signature – add a time signature to your score
X flip a selected note or slur
Z symbols menu (includes pictures of lots of things)

2 on keypad sixteenth note
3 on keypad eighth note
4 on keypad quarter note
5 on keypad half note
6 on keypad whole note
7 on keypad adds a natural to a selected note
8 on keypad adds a sharp to a selected note
9 on keypad adds a flat to a selected note

3 on main computer keyboard add third above selected note
4 on main computer keyboard add fourth above selected note
5 on main computer keyboard add fifth above selected note
6 on main computer keyboard add sixth above selected note
7 on main computer keyboard add seventh above selected note
8 on main computer keyboard add octave above selected note
Shift +3 on main computer keyboard add third below selected note
Shift +4 on main computer keyboard add fourth below selected note
Shift +5 on main computer keyboard add fifth below selected note
Shift +6 on main computer keyboard add sixth below selected note
Shift +7 on main computer keyboard add seventh below selected note
Shift +8 on main computer keyboard add octave below selected note

Alt (*option*) + click pastes whatever is selected (or click both sides of mouse)
Alt (*option*) + 2,3,4 (above W key, not on keypad) changes voice of note to 2,3 or 4
Control + Shift + Alt (*Command* + *Shift* + *Option*) 1, 2, 3 or 4 select voice 1,2, 3 or 4

Control (*command*) + A select everything
Control (*command*) + B add blank measure to the end of score
Control (*command*) + C copy to clipboard (for arrange feature primarily)
Control (*command*) + D document setup screen
Control (*command*) + E add a dynamic to a selected note (right click or *Ctrl Click* for sub-menu)
Control (*command*) + K add chord symbol above a selected note (there's a plug-in to do this also)
Control (*command*) + L add lyrics to a selected note (right click or *Ctrl Click* for sub-menu)
Control (*command*) + N start a new score
Control (*command*) + O open an existing score
Control (*command*) + P print
Control (*command*) + Q close down Sibelius entirely
Control (*command*) + R add rehearsal mark above selected note/measure
Control (*command*) + S save
Control (*command*) + T add text to a selected note (right click or *Ctrl Click* for sub-menu)
Control (*command*) + U turn off menus at top of screen (full screen mode)
Control (*command*) + W close your score
Control (*command*) + Y redo last action (if you've undone it)
Control (*command*) + Z undo last action (hit multiple times to undo lots!)

Control + Alt (*command* + *option*) G go to a specific bar in your score
Control + Alt (*command* + *option*) P open or close the properties box
Control + Alt (*command* + *option*) T add a tempo mark (right click or *Ctrl Click* for sub-menu)
Control (*command*) + Shift A select whole line of lyrics (if one word is already selected)
Control (*command*) + Shift B add a measure after what is currently selected
Control (*command*) + Shift F record (escape to stop)
Control (*command*) + Shift G go to a specific page of your score
Control (*command*) + Shift H Hide whatever is selected
Control (*command*) + Shift N Reset note spacing for selected notes or score
Control (*command*) + Shift O recording options
Control (*command*) + Shift T turn score into transposing score (or vice versa)
Control (*command*) + Shift X extract parts
Control (*command*) and "+" key make score get bigger
Control (*command*) and "-" key make score get smaller

Shift + K chord diagram (guitar frame)
Up arrow key moves a selected note up in pitch (or moves text)
Down arrow key moves a selected note down in pitch (or moves text)
Control (*command*) + up arrow moves selected note(s) up an octave
Control (*command*) + down arrow moves selected note(s) down an octave
Left arrow key moves to previous note if note is selected (or moves text)
Right arrow key moves to next note if note is selected (or moves text)

TAB key select the first measure rest in a score
HOME/END keys takes you back/forward a page
PAGE UP/PAGE DOWN keys takes you up/down the page

To transpose music Control (*command*) + A (select score), then Shift + T (transpose)
To arrange music Control (*command*) + A (select score), then
Control (*command*) + C (copy score), then
Control (*command*) + N (start new score), then
Control (*command*) + click on first measure of new score, then
Control (*command*) + Shift V (activate the arrange feature)

Shift + Alt (*option*) + right arrow make a selected note or measure get wider
Shift + Alt (*option*) + left arrow make a selected note or measure get narrower
Shift + Alt (*option*) + up arrow move an individual staff up
Shift + Alt (*option*) + down arrow move an individual staff down
Control + Alt (*command* + *option*) + down arrow moves staff and rest of score down