

### **Brief Guidance on Adding Text & Markings using Sibelius v3**

Here are twenty steps you can follow; please also refer to my other handouts on starting a score, entering notes, scanning music, creating worksheets and formatting your score.

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Mac shortcuts are given in italics on this sheet.

For ALL steps in Sibelius, we recommend hitting the ESCAPE key on the computer's keyboard before and after every action detailed below.

- 1     **Slurs:** Select a note where you want to add a slur, then hit S. Use the spacebar to extend the slur. Use shift+spacebar to reduce the length of the slur. Use X to flip a selected slur (also works for notes). You can also drag the slur manually with your mouse to reposition the arc.
  
- 2     **Crescendos & Decrescendos (Hairpins):** Select a note where you want the crescendo (hairpin) to start, and hit H. Use the spacebar to extend the hairpin, and shift+spacebar if you go too far. For decrescendos, use Shift + H as the shortcut instead. Use your mouse or arrow keys to reposition the hairpin. They have “handles” on either end which can also be adjusted, and you can adjust the “aperture” of hairpins by hitting Control+Shift+E (*Command + Shift +E*), choose the “Lines” tab and changing the options on the screen.
  
- 3     **Accents, Staccatos and Tenutos:** These can be recorded live using Flexitime, but if you need to mark them into your score, select the note (or notes) where you want them, and add them using the first keypad layout screen (the keypad usually lives in the bottom right of your computer screen). They play back.
  
- 4     **Ties:** Don't confuse them with slurs! As with step 3 above, select a note or notes, and use the tie that's on the first keypad layout screen.
  
- 5     **Re-beaming notes:** Use the third keypad layout screen to change the beaming of notes. Don't forget to select the notes you wish to rebeam first.
  
- 6     **String markings/Pauses/Fermatas:** These can be found on the fourth keypad layout screen. Follow the same steps as in 3, 4 or 5 above.
  
- 7     **Trills:** Select a note where you want a trill to appear, then hit L (Lines menu in Sibelius). Choose a trill from the list that appears, then hit OK. Use the spacebar to extend the length of the trill if you need. Use the properties box in Sibelius to alter the playback of trills.
  
- 8     **Ottavas, Glissandi and Pedal Markings, etc:** These can all be found and added using exactly the same method as in step 7 above.
  
- 9     **Rits, Ralls, Accelerandos, etc:** hit Escape key, then hit L (lines menu) and choose what you need from the right hand column. Draw them into your

score by pressing and holding your mouse from left to right. Note that these markings appear at the top of systems, not on individual staves in your score.

- 10 **First & Second Time Bars and Rehearsal Marks:** As with step 9 above. Use the Lines menu and draw the first/second time bars into your score. For rehearsal marks, use Control + R (*Command + R*). These can be copied in the normal way by Alt + Clicking them (*Option + click*). You can adjust the style of rehearsal marks (letters or numbers etc), by going to Control + Shift + E (*Command + Shift + E*) and choosing the Rehearsal Marks tab.
- 11 **Coloring sections of your score:** Sibelius allows you to do this. Hit Escape key, then select an object, note, passage (or anything in the score); choose the icon at the top of the screen to the right of the “?” icon, and choose what color you’d like for your objects. To delete the coloring, select the colored object, and choose Layout>Reset Design (Control + Shift D or *Command + Shift D*).
- 12 **Symbols & Pictures:** you can also insert pictures of anything in your score. Hit Z for the symbols menu, and choose/add them, or go to Create>Graphic, and insert a TIFF file of any other image in your score. These are resizable once on the screen, and we provide users with a folder called “Graphic Files” with many images already created. Import your own TIFF files into Sibelius if you wish.
- 13 **Dynamic markings and copying them:** Select a note where you want the dynamic, and hit Control + E (*Command + E*). Right click (*Control + Click*) to get a sub-menu of what you need. Once on the screen, dynamics can be moved and copied into their perfect position by using Shift + Alt + click (*shift + option + click*). You can also copy a dynamic marking to multiple locations by selecting the dynamic to copy (so it goes blue), hitting Control + C (*Command + C*), then putting a blue box around all the notes where you want the dynamic copied. Finally hit Control + V (*Command + V*) to multi-copy.
- 14 **Regular Text:** Select note and hit Control + T (*Command + T*). Start typing when you see the flashing cursor (using Enter or *Return* for a second line of text like a hymn verse). There is a sub menu also available (see step 13 above).
- 15 **Lyrics:** Select note and hit Control + L (*Command + L*). Start typing when you see the flashing cursor. Use the hyphen key (minus key) to hyphenate words, and hit the spacebar at the end of every word. If you want lots of notes on one syllable in the middle of a word, hit the hyphen key multiple times. If you want lots of notes at the end of a word, hit the spacebar multiple times.
- 16 **Second verses of Lyrics, copying and editing lyrics:** for second verses, select note, hit Control + Alt + L (*Command + Opt + L*) and follow steps as in 15 above. To copy lyrics from one staff to another, triple-click on the staff

with lyrics in it, then click on Edit>Filter>Lyrics. Lyrics will all be highlighted. Copy lyrics by Alt + Clicking (*Option + click*), as you would with notes. To edit the position of lyrics on a staff, select the passage with lyrics in it (Hint: triple click selects the whole staff), then use Edit>Filter>Lyrics to find the lyrics (they should go blue), and use the up or down arrows to adjust their position. To alter the font or size of lyrics (either individually or globally) follow step 20 below.

- 17 **Chord symbols:** Select a note and hit Control + K (*Command + K*). See step 13 for a sub-menu if you need it. Type the chord you need, then use the spacebar to advance to the next note, and repeat the steps. There is also a plug-in in Sibelius (Plug-ins>Text) that will automatically calculate chord symbols in your score, as long as there are chords or multiple notes on the score itself. Use shift + K to add **Chord diagrams** (Guitar frames) too.
- 18 **Title, Composer Name, Lyricist Name etc:** these can all be obtained by going to Create>Text and choosing the appropriate text style.
- 19 **Fingering Markings, Figured Bass etc:** Go to Create>Text>Other Staff Text to find what you need. There is a sub-menu for these too. See step 13 above.
- 20 **Editing text, lines and symbols etc:** There are various places where this is done. To edit an individual piece of regular text, select it, then go to the Properties box (Go to Window>Properties to open this box) and choose the tab that says TEXT to edit it. To alter the GLOBAL positioning of text and lines in your score, (like lyrics), go to House Style>Default Positions, and make changes you need. To alter the GLOBAL look of all text in your score, go to House Style>Edit Text Styles. To alter the GLOBAL look of any line in your score (Trills, slurs, crescendos etc), go to House Style>Edit Lines. Use House Style>Edit Symbols to edit symbols etc. Finally, you can also alter your whole score and **change it to a hand-written look**, by going to House Style>Edit All Fonts, and changing the MUSIC FONT and the MUSIC TEXT FONT to Inkpen2 and Inkpen 2 Text respectively.