

Brief Guidance on Creating Worksheets, Handouts and Tests 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 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 **Notes:** Sibelius has created many predefined worksheet examples in a separate program called Notes (\$69.95). For more details, visit www.sibelius.com
- 2 **Worksheet templates:** when you start a new score in Sibelius, there are blank worksheet templates already laid out and available: hit Control + N (*Command + N*) and look under the letter "w".
- 3 **To create a worksheet from scratch,** choose "Letter" sized paper, and choose a treble staff from the Instruments dialog box that appears (under the "Other" family of instruments in the first column of the Instruments dialog box).
- 4 **Add extra measures** (Control + B or *Command + B*). You can turn off measure numbers entirely in your score by going to House Style>Engraving Rules (Control + Shift + E or *Command + Shift + E*), choosing the tab that says "Bar numbers", and then choose "no bar numbers" inside that screen.
- 5 You can also **turn off all the barlines** by going to the same place as step 4, choosing the "Barlines" tab, and selecting a different kind of barline. You can hide individual barlines in your score by clicking on a barline (so it goes blue), going to the Create menu in Sibelius, and choosing Barline>Invisible.
- 6 For examples like whole note scales and arpeggios, though, you may simply wish to create an **unusual time signature in your score**, and then hide it. Hit T (time signature dialog box) and choose 32/4 as your time signature, and place this in measure 1 of the score (click with the mouse where you want the time signature). Then enter a whole note scale by choosing whole notes on the keypad, and typing, clicking or playing them in. There should be one wide measure with a scale of C major.
- 7 To **force a system break** at the end of measure one, select the barline at the end of that measure with your mouse, then hit Enter (*Return*) to force a break.
- 8 If you want measure two to be in a different key (and you don't want a **cautionary key signature** at the end of measure 1), hit K for key signature, choose G major, but also check the box at the bottom of the key signature dialog box that says HIDE. This will hide the "cautionary" when the key

signature is in the score. Click OK and click on the second measure of the score. You can then go on and add different scales and key signatures in each measure (system) on the page.

- 9 To **delete the original time signature** (see step 6), select it (so it goes blue) and hit delete. Sibelius will ask whether you want the bars rewritten. Click NO. Further down the sheet, on some empty staves, hit T, choose 4/4 time, and add it into the score; we'll use this for the rest of the worksheet.
- 10 To **break a system** half way along a line of music, select a barline (so it goes blue), and go to Layout>Break>Split System to see what happens. You can "drag" the space between the two bits of music by pressing and hold your mouse just to the left of the new clef (where there's an invisible barline). Drag to the right with your mouse to widen the gap.
- 11 You can **indent any system** of music at the beginning of the line by following the same step as in 10 above. There's an invisible barline just before each clef which you can drag to the right to indent.
- 12 To **indent music from the right hand side** of the paper, click to the right of the last barline on a system (on the white space), and a purple small "handle" should appear. You can drag this handle to the right or use the arrow keys to adjust the indentation.
- 13 To **make music disappear/reappear** at any point, go to Create>Other>Staff Type Change>Pitched, and choose "no lines (hidden)", or indeed, any of the other choices. The cursor will go blue: click where you want the change to occur. Use the same feature when you want to make music reappear too.
- 14 Enter some quarter notes all on the note b (3rd line up), in a measure somewhere in your score. (Hint: enter just one note, then use the R key to repeat that note lots of times). Then hit Escape. Let's **change the noteheads** of these notes. Select the measure(s) with the notes in them. Then go to Window>PROPERTIES, open this, and choose the NOTES tab. 24 noteheads are displayed inside that box if you click the triangle just to the right. Choose different noteheads. (Hint: you can also change noteheads of notes without the properties box by selecting the notes, and hitting Shift + Alt (*Shift + Option*) and the numbers running along the top of your computer's keyboard). Notice also that we have things like slash notes, stemless notes, headless notes and shape notes. Ideal for various types of music.
- 15 Sibelius' plug-ins will also help you in creating worksheets. For example, you can **add the note names** above notes in your score. Select the notes, and go to Plug-ins>Text and choose "add note names". Click OK when you see the dialog box that appears. It will name the notes. Go back to Plug-ins and have

a look at all the many other plug-ins (such as “add chord symbols”, “add tonic sol fa”, “add string fingering”). These are useful extra tools for you to use!

- 16 Some worksheets require you to **change the size of the music**. This is done at any stage by hitting Control + D (*Command + D*). A dialog box appears where you can alter lots of things, including staff size. Ideal for when you’re creating flash cards.
- 17 You can always **add text into your score** at any point (for exam questions etc) by selecting a note near where you’d like text, hitting Control + T (*Command + T*), and then typing words. Hit escape when you’re done, and you can drag the text anywhere you like (or copy it some place else in the score). Hint: to copy anything in Sibelius, select the text or notes, move your mouse to where you want it copied, and hitting Alt + click (*Option + click*) to paste.
- 18 If you just need to **create some blank manuscript paper** for kids to write their answers in, remember that these are provided as sample scores when you buy Sibelius. You can always remove the bar rests in your score manually, though, by going to House Style>Engraving Rules, choosing the “Bar Rests” tab, and unchecking the box that says “use bar rests”.
- 19 To **Export music as a graphic file**, find the music you wish to export first. If it’s just a SMALL example to be exported (i.e. less than a system of music), you can indent the score from the right hand side (see step 12), so that you only have the music you wish to export on the system (say, two measures only). Then select the music, and go to File>Save as Graphics. Make sure you choose the right file format (EPS or TIFF is a good choice), and make sure you have checked the boxes that say “selected systems” and “use smallest bounding box”. Then save the work somewhere on your hard drive, and go to the application where you want to import the music, and import it: if you use EPS or TIFF, you’ll find that the music can be resized by dragging the “handle” in the bottom left corner of the graphic – or you can change the size of the music before exporting it (see step 16).
- 20 You can **add some color or pictures** into your worksheets, using various methods. There’s a “color” icon on the tool bar at the top (second from the right), which allows you to select any object, then color it in anyway you like, and there’s also the facility to view the tonality of any score by going to View>Note Colors>Pitch Spectrum. You can also insert a picture of anything into your score, as long as it has the “TIFF” file format. Sibelius supplies you with lots of pictures already; these are inside the folder called “Graphic Files” (not supplied with the demo version of Sibelius). Once pictures are on the score, they can be resized (click the handle in the bottom right), moved, or copied in the same way as any other object.