

STARTING A SCORE IN SIBELIUS v3 (Mac shortcuts in italics)

- 1** Launch Sibelius, and click **NEW** to start a new score - follow the various steps in the set up wizard to create a score
- 2** If you choose “Blank” as your choice of paper and click **NEXT**, Sibelius will ask you to add instruments, and a list appears. Choose what instruments you want. You can choose any number of instruments by selecting the **FAMILY**, then the **INSTRUMENT**, and then clicking **ADD**. Keep choosing instruments until you have what you need, then click **OK**. Follow the remaining pages to complete the score setup wizard.
- 3** Once your score appears on the screen, you can add more blank measures if you need, by hitting **Control + b** (*Command + b*)
- 4** If you have forgotten to add a Time signature, Hit **T** to choose a time signature (4/4 is the default already chosen). Click on the first measure of your score to add the time signature.
- 5** If you have forgotten to add a Key signature, Hit **K** to add a key signature in the score (C major is the default). Once you have a key signature, you can see your score as a transposing score by clicking the **ICON** at the top of the screen with two flats on it. Click the same icon again to revert to a non-transposing score.
- 6** If you have forgotten to add a Title or other kinds of text, you can find these in the **CREATE** menu. Add a tempo marking by selecting the first measure of the score, typing **Control +Alt T** (*Command +Option T*), then right clicking (*Control +click*) to get a sub-menu of all you need.
- 7** You can drag the score around by pressing and holding the mouse inside the gray box in the **BOTTOM LEFT** of the computer screen (the **NAVIGATOR**). You can also press and hold the mouse on any white space on the score itself to drag the paper around. Also use the **PAGE UP/PAGE DOWN/HOME/END** keys
- 8** Also note: you can make the score get bigger or smaller at any time by hitting **Control** and “+” key a few times (+ key is found near the P key) or **Control** and the “-“ key (*Command and “+” key or Command and the “-“ key*)
- 9** You can also add/delete or re-order the instruments in your existing score by hitting **i** on your computer’s keyboard, and following the steps in the instruments box that appears
- 10** You can adjust the volume levels of each staff by hitting **m** (the Mixer). Each staff has its own slider for volume. Hit **m** to close the mixer again.
- 11** To play back your score, hit the **ESCAPE** key twice, then hit **p** to play your score and **Escape** to stop it playing. A tempo slider appears at the top of the screen **ONLY** when the score is playing. Use your mouse to adjust the tempo of the score as it plays.

Basic Note entry A (Click notes into your score with a mouse)

- 1 Hit escape key
- 2 Choose note value on keypad (box in bottom right of screen)
- 3 Click on any measure with mouse – keep clicking to add lots of notes
- 4 Use arrow keys to change pitches of any blue notes just added
- 5 Hit Control + z (*Command* + z) if you make a mistake
- 6 Hit escape key when done

Basic Note entry B (Type notes into your score using computer keys)

- 1 Hit escape key
- 2 Select empty measure with mouse
- 3 Choose note value on keypad (box in bottom right of screen)
- 4 Type a, b, c, d, e, f or g on computer keyboard (or hit spacebar for rests)
- 5 Use Control (*Command*) + arrow up or down to change octave of note
- 6 Hit escape key when done

Basic Note entry C (Step time entry with a MIDI keyboard)

- 1 Hit escape key
- 2 Select empty measure
- 3 Choose note value (on keypad on screen) with mouse – or use numeric keypad on right of computer keyboard to select note value on screen
- 4 Play pitches on MIDI keyboard – hit spacebar for rests also
- 5 Hit escape key when done

Basic Note entry D (Live recording with a MIDI keyboard)

- 1 Check your recording options: go to Notes>Flexitime options
- 2 Hit escape key
- 3 Select empty measure
- 4 Hit round red Record button or Control+Shift + F (*Command* + *Shift* + *F*)
- 5 Play live, but listen carefully to the metronome
- 6 Hit escape to stop recording
- 7 Hit Control + Z (*Command* + *Z*) to undo recording

Extra hints

- 1 Use the r key to repeat selected notes/measures/passages
- 2 Use the numbers along the top of the computer's keyboard to add pitches to selected notes/measures/passages
- 3 To paste anything, select object, note, measure or passage, move mouse to destination place, then hit Alt (*option*) + click with mouse to paste (or click both sides of mouse (windows users only))
- 4 To change length of selected note(s), choose different value on keypad
- 5 Don't forget that the keypad on the screen can also be accessed from the NUMERIC KEYPAD on your computer's keyboard
- 6 For Voice 2 notes, choose a note value on keypad, then hit 2, 3 or 4 at the bottom of the keypad on screen, then enter notes: they will be GREEN. You can also select an existing note or notes and change its voice the same way. Use Alt (*Opt*) + 2,3,4 on main computer keyboard to choose voices too. All voices are color coded. Rarely use voices 3 and 4!!