

Working in Sibelius

After saving the top line of the Bach piece as a standard MIDI file:

Launch Sibelius

Click the OPEN button, navigate to your MIDI file and select it.

Leave the defaults in the Open MIDI File dialog box as they are.

Setting up:

The file opens.

Be sure that **View -> Live Playback Velocities** is unchecked. Otherwise, you will have strange colored stripes above your notes.

Change the tempo marking and title to match those of the handout. Click on them and re-type the correct information.

Add the composer's name:

Create -> Text -> Composer

Click on the right side of the page, opposite the tempo mark, and enter "J.S. Bach"

Save your file as a Sibelius score.

Remove the "Track 1" labels by clicking on them and deleting them.

If there are extra measures at the end of the piece, Apple-click them. A double-purple outline appears. Hit **DELETE** to remove them.

If you have extra rests or beams that change directions, you probably have more than one voice in the file (you overlapped them when you played them in Logic Express, so Sibelius assigns them to two different instruments). Here's how to fix this:

Be sure that all notes are in Voice 1 (blue).

Change any note values that are not correct.

Click notes that have beams in the wrong direction, then click 1 on the bottom of the toolbar. This moves the note to Voice 1.

When all notes are in Voice 1, any remaining extraneous rests may be deleted.

Add a bass clef staff:

Create -> Instrument

Under **Family**: select **Other**

Under **Instrument**: select **[bass clef]**

Click **Add to Score**, then **OK**

Add a brace:

Create -> Other -> Bracket or Brace -> Brace

Click to the left of any measure system. Small braces appear.

Select the braces by clicking on one (they turn purple when selected).

Drag the bottom of the brace downward so that the brace spans the bass and treble staves.

Make the barlines go through bass and treble staves:

Click a barline. It turns purple.

Drag down (if you've selected a bar in the treble staff) or up (if you've selected a bar in the bass staff) to "fill in" the line between the staves.

Remove measure numbers:

House Style -> Engraving Rules ->

In the left box, select **Bar Numbers**

Under **Bar Number Frequency:** select **No bar numbers**

Entering the bass clef notes:

Select the leftmost button at the top of the keypad (the whole note).

If the keypad is not visible, select it from the **Windows** menu.

To enter notes, click the appropriate rhythmic value in the keypad, then click in the score.

If the note buttons will not highlight when you click them, it's because you're in some other selection mode. Hit the ESCAPE key once or twice, then try again.

To enter ties (as in measures 1-3), hit ESCAPE to get out of note entry mode.

Click the tie button on the right.

Click a note in the score to tie it to the next note.

Hit ESCAPE to get out of tie mode.

To enter rests, hit the rhythmic value button, then click the rest button, then click in the score.

Hit ESCAPE to clear the buttons and leave rest entry mode.

To enter sharps or flats, either press the rhythmic button and the sharp or flat button and enter the note in the score, OR enter the notes, then select them one at a time and click the sharp or flat button.

ESCAPE is always a way to leave your current mode.

If you enter a wrong note, hit ESCAPE to clear the keypad. Then click a note (it turns blue) and drag it to the correct location.

Finishing touches:

To enter articulations, highlight notes, then click the articulation button on the keypad.

To edit beaming, click on the third keypad menu from the left (TOP row of buttons on the keypad), select the note, and hit the button that produces the desired beaming.

To enter dynamics, go to **Create -> Text -> Expression**.

A blue arrow appears. Click under a note, and a text cursor appears. Hold down the Apple key and enter the text.

For other text, follow the same steps, but do not hold down the Apple key.

To enter slurs, highlight a note, hit the S key. A small slur appears. Drag it to the beginning and end points you want. Highlight a slur (it will turn blue) to edit its shape or beginning or end points.

To force a line break, select a measure line, then go to **Layout -> Break -> System Break**.

To enter a crescendo, highlight a note and type H. A small crescendo symbol appears. Click and drag it to change its length.

It's not necessary to enter the fingering.