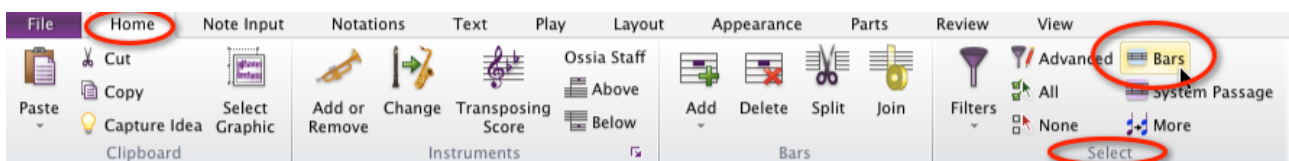


# Sibelius Basics, Tips and Tricks

## General Notes

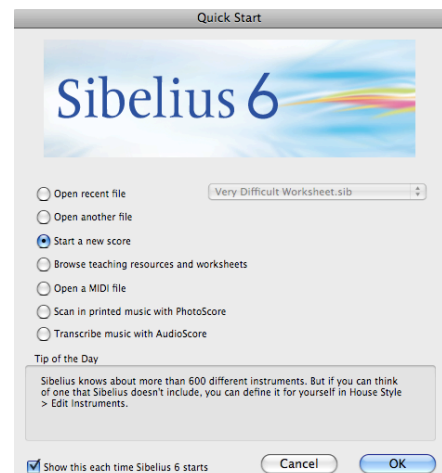
- Where there is a reference to Version 5 & 6 of Sibelius, most things can be done in earlier versions too
- Version 5 & 6 instructions generally require you to click on one of the **menus**, then an item within that menu
- Version 7 instructions generally require you to click on one of the **tabs** in the Ribbon, then a category (group), then a button. For instance **Home > Select > Bars** asks you to click on the *Home* tab, then look for the category *Select*, then the *Bars* button (see below):



## Score set-up Version 5 & 6

The **Quick start** menu will appear when you open Sibelius.

- Choose **Start a new score** and click **OK**
- You can choose one of the predefined manuscript papers in the list, or choose **Blank** and then click on **Change instruments** to define your own ensemble.
- Choose your instruments and when you're done, click **OK** to return to the Manuscript paper window
- Click **Next** to move on and follow through the remaining steps of the New Score wizard to set up the rest of your score



## Score set-up Version 7

The **Quick start** menu will appear when you open Sibelius.

- Click on the **New Score** tab
- You can choose one of the predefined manuscript papers in the list, or choose the **Blank** option at the top to set up a custom-made score
- If you need to add/alter instruments, click on **Change instruments** button
- Choose your instruments and when you're done, click **OK** to return to the Manuscript paper window
- Scroll down to choose the rest of your score parameters (key signature, time signature and so on)
- When finished, click on the **Create** button

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## Adding Bars

### Add bars one at a time:

- Press **Ctrl+B** (⌘B)

### Add multiple bars

- Sibelius 5 and 6: go to **Create > Bar > Other**
- Sibelius 7: click on **Home > Bars > Add > Add Multiple or Irregular Bars**

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## Navigation

There are many ways to move around your score in Sibelius:

- Click and drag the white square on the Navigator (the square at the bottom left of your screen), which is like a map of your score
- Drag the page around by clicking on any blank part of it, holding, and moving the mouse

### Other ways of moving:

Page Up/Page Down	move up or down your score
Home/End	move towards the start or the end of your score
Ctrl+Home (⌘Home)	jump to the very first page
Ctrl+End (⌘End)	jump to the very last page

### Zooming in and out:

Click the **zoom dropdown menu** on the toolbar to jump to one of many preset zoom settings or click on the Zoom button (magnifying glass) and click on the area you would like to zoom to. When in the Zoom mode you can also left-click to zoom in, and right-click to zoom out. Don't forget you can type Escape at any time to cancel Zoom mode. You can also use:

Ctrl+= (⌘=)	zoom in
Ctrl+- (⌘-)	zoom out

### Panorama View:

I strongly recommend working with your score in **Panorama** view (which allows you to view your score in one long continuous strip) until you have entered all the notes, lyrics, dynamics and other musical elements. Working in this view means that you are less likely to worry about layout and formatting too early.

- You can switch Panorama view on (or off) by pressing **Shift+P**
- Sibelius 5 & 6: you can click the Panorama button on the Toolbar (to the right of the Zoom dropdown menu)
- Sibelius 7: you can click the Panorama button at the bottom of the screen (next to the Zoom slider)

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## The most important thing you'll learn: **Escape** is your best friend!

The **Escape** key (located at the top left of your computer's keyboard) cancels any action that you've started in Sibelius, whether you've opened a dialog box you don't need, or are recording music from your MIDI keyboard, or need to stop inputting notes and edit them.

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## Note entry

There are numerous methods of note entry in Sibelius. The four main methods are:

- Mouse input
- Alphabetic input (using the computer keyboard)
- Step-time input (using the computer keyboard and MIDI keyboard)
- Flexi-time input (live recording using a MIDI keyboard)

Sibelius's Keypad (right) is where you'll select rhythmic values of notes, articulations and other musical elements.



For detailed instructions about each note entry method, see the separate document: **Midnight Music Note Input Overview**.

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## and **Undo** is your other friend!

If make a mistake, you can simply type **Ctrl+Z** or **⌘Z** to undo it.

This applies to *all operations in Sibelius* and is in fact, a universal shortcut that you can use in any software program.

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## Fixing note-entry mistakes

Select a wrong note by clicking on it and then:

- Use the up and down arrows to change the pitch of the note
- Press **Ctrl** (or **⌘**) and the **up and down arrows** to move by an octave
- Change the rhythmic value by pressing the correct value on Sibelius's **Keypad**
- Make the note a rest by pressing the **Rest** key (0) on Sibelius's Keypad
- Press the **Delete** key to delete the note



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## Selecting music

### Select a note

- Click on the note with the mouse (it will turn blue)

### Select a bar

- Click somewhere in the bar, but not on a note or rest (ie. click on a staff line). You should end up with a blue box around the bar



### Select multiple bars

- Click in the first bar, then shift-click on the last bar. Your blue box should extend around all the bars




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## Great ways to copy and paste music

### “R” for Repeat (great for ostinatos)

- Select a note, bar or group of notes and press **R**



### Alt (Option)-click method

- Select a bar, group of notes or multiple bars
- Hold down **Alt (Option)** on Mac and click at the beginning of where you’d like the material to appear

### Multicopy (Fill up lots of bars at once)

- Select a bar of music (or group of bars)
- Press **Ctrl+C (⌘C)**
- Select all of the destination bars (select the first one and shift-click on the last one)
- Press **Ctrl+V (⌘V)**
- You can also use Multicopy for other things like dynamics or lyrics (Filter the dynamics or lyrics first)

### Copy and Paste Material Between Scores

- Select a note, bar or group of notes in the first score
- Press **Ctrl+C (⌘C)**
- Select the destination bar/s in the second score (select the first one and shift-click on the last one)
- Press **Ctrl+V (⌘V)**

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## Re-input Pitches

If you find that you need to write a passage of music for several instruments that have the same rhythm, but different pitches, you can make use of the Re-input Pitches feature.

- Write the music passage in the first part (say, the Violin 1 part)
- Copy and paste this passage into the next instrument stave (say, the Violin 2 part)
- Select the first note of the passage you want to overwrite (Vln 2 in our example)
- Sibelius 5 & 6: go to **Notes > Re-input pitches**. A dotted cursor will appear just before the note
- Sibelius 7: go to **Note Input > Re-input pitches**. A dotted cursor will appear just before the note
- Now you can re-input the pitches by typing the new notes names using the letters on your computer keyboard, or by playing the pitches on your MIDI keyboard
- Press **Escape** when you’ve finished



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## Creating Chords

### Option 1

Select a note or passage and then:

- Use the **numbers** on your computer keyboard (the ones above the letters) to add an interval above the selected note/s. ie. select a note and press number 3 to add a third above, 4 for a fourth above etc
- Press **Shift** + a **number** to add an interval below the note. ie. select an E and press Shift+3 to add a C below the E

### Option 2

Using the Step-time or Flexitime input methods, play chords on your MIDI keyboard

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## Playback of your score

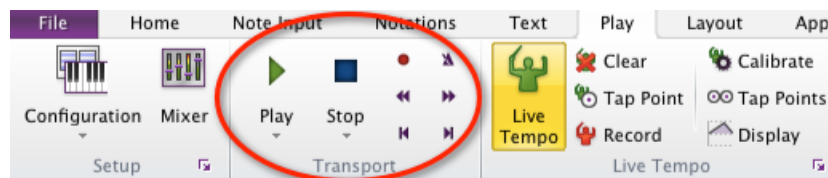
### Sibelius 5 & 6

You can use the controls in the Playback window. If the Playback window isn't showing, go to **Window > Playback**



### Sibelius 7

You can use the playback controls in the Ribbon. Go to **Play > Transport**



Sibelius 7 users can also turn on the Playback window from earlier versions by going to **View > Panels > Transport**.

A few useful playback shortcuts:

Start or pause playback	<b>Spacebar</b>
Start playback from a specific place	Select a single note in any part and press <b>P</b>
Playback one instrument/stave ("solo")	Select a bar in that stave and press <b>P</b>
Playback just a few instruments/staves	Select a bar in one stave and Ctrl-click on the other staves. Press <b>P</b>

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## Lyrics

- Select the note where you'd like lyrics to start
- Press **Ctrl+L** or **⌘L** on a Mac (you can also go to **Create > Text > Lyrics > Lyrics Line 1**). A flashing cursor will appear under the note

- Start typing the lyrics: at the end of each word, press the space bar (just as you would when typing normally) and the cursor will jump to the following note. If you have a word with multiple syllables, separate each syllable with a hyphen. Each syllable will appear on separate notes with a hyphen between them
- When you've finished, press **Escape** twice

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## Dynamics

- Select the note under which you'd like the dynamic to appear
- Press **Ctrl+E** (or **⌘E**) – a cursor will appear under the note [Note: in Sibelius, dynamics fall under the banner of Expression text – hence the E used in the shortcut]. You can also go to **Create > Expression**
- Hold down **Ctrl** (**⌘**) and type the dynamic [Note: holding down the **Ctrl** key (**⌘**) means the dynamic will come out bold – as is correct in a score]

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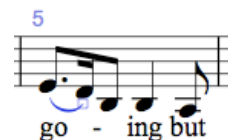
## Barlines: repeats, double, final and invisible

- Select the barline
- Sibelius 5 & 6: go to **Create > Barline** and then choose the appropriate option from the menu
- Sibelius 7: go to **Notations > Barline** and then choose the appropriate option from the menu

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## Slurs

- To add a slur, select the first note and press **S**. A slur will automatically be between the selected note and the next one
- You can extend the slur to the next note by pressing the **Space Bar**
- If you'd like to flip your slur (so that it appears above the stave rather than below), press **X**
- Press **Escape** when you're done




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## Chord symbols

Sibelius gives you the option to input chord symbols by typing them into your score (all version) or by playing the chord on your MIDI keyboard (Sibelius 6 & 7 only). Sibelius will identify the chord you played and fill in the appropriate chord symbol.

- Select the note where you want to start inputting chord symbols
- Press **Ctrl+K** (**⌘K**)
- Now you can opt to type in the chord, or play the notes on your MIDI keyboard (Sibelius 6 only)
- Press space to move on to the next note
- The tab key allows you to jump to the beginning of the next bar (Sibelius 6 & 7 only)



## Add instruments, or change their order

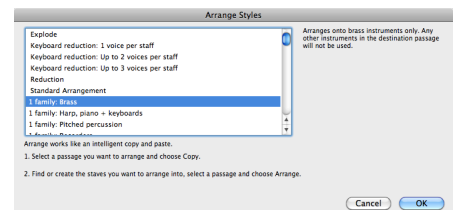
Press **I** to open the Instruments window

- To add an instrument, navigate to the one you need, select it and click **Add to Score**
- To change the order of instruments in your score, select the instrument name in the list on the right and use the **Move Up** or **Move Down** buttons

## Arrange

The Arrange feature is an excellent time-saving copy and paste method. It allows you to select a passage of music which appears in, say, the right hand of the piano part and instantly arrange it for multiple string parts.

- Select the passage you'd like to arrange
- Press **Ctrl+C (⌘C)**
- Select the destination bar/s
- Sibelius 5 & 6: go to **Notes > Arrange**
- Sibelius 7: go to **Note Input > Arrange > Choose Arrange Style**
- In the window that opens, choose the family of instruments you are arranging for
- Click **OK**



## Filtering

Filtering is the act of selecting just one type of object throughout a passage of music. For example:

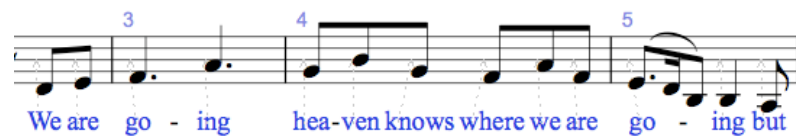
- Selecting just the **lyrics** (and not the notes) for the entire soprano line
- Selecting just the **dynamics** in the Violin I part
- Selecting just the **chord symbols** in a Piano/Vocal score

Once you have filtered objects such as lyrics, dynamics or chord symbols, you can do the following:

- Copy and paste them into another part of your score (ie. copy the lyrics from the soprano into the alto part)
- Move them all simultaneously
- Delete them

### Example: filtering lyrics

- Select a passage of music (everything in the passage should be blue, including all notes)
- Sibelius 5 & 6: go to **Edit > Filter > Lyrics**
- Sibelius 7: go to **Home > Filters > Lyrics**
- The lyrics will remain selected – blue – and everything else will be deselected



- Hold down **Alt** (**Option** on Mac) and click at the beginning of where you'd like the lyrics to appear (ie. under the first note in the Alto part, for instance)

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## Plug-ins

There are a huge number of plug-ins for Sibelius which will automate some of the more mundane tasks. Here are just a few of the useful education-related ones:

Sibelius 5 & 6:

- Plug-ins > Text > **Add note names**
- Plug-ins > Text > **Add tonic solfa**
- Plug-ins > Other > **Add note names to noteheads**
- Plug-ins > **Composing tools** > **Add simple harmony** (creates a simple accompaniment to a melody)

Sibelius 7:

- Text > Plug-ins > **Add note names**
- Text > Plug-ins > **Add tonic solfa**
- Notations > Noteheads > **Add note names to noteheads**
- Note input > Plug-ins > **Add simple harmony** (creates a simple accompaniment to a melody)

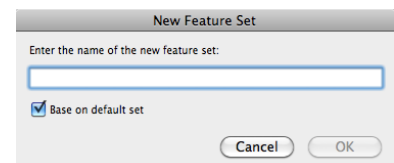
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## Custom Shortcuts

Taking the time to set up a shortcut for the actions you use frequently can save a huge amount of time.

### Setting Up Your Own Collection of Shortcuts

- Go to **File > Preferences** (or **Sibelius > Preferences** on Mac)
- Choose **Menus and Shortcuts** (Sibelius 5 & 6) or **Keyboard Shortcuts** (Sibelius 7) from the list on the left
- At the top, click on the **Add Feature Set** button (Sibelius 6) or choose it from the **drop-down menu** (Sibelius 5 and earlier). This "feature set" (set of shortcuts) will become your own personal set of shortcuts
- Give the feature set a name (use your own name)
- Leave **Base on default set** checked (this means you will retain all of Sibelius's current shortcuts)



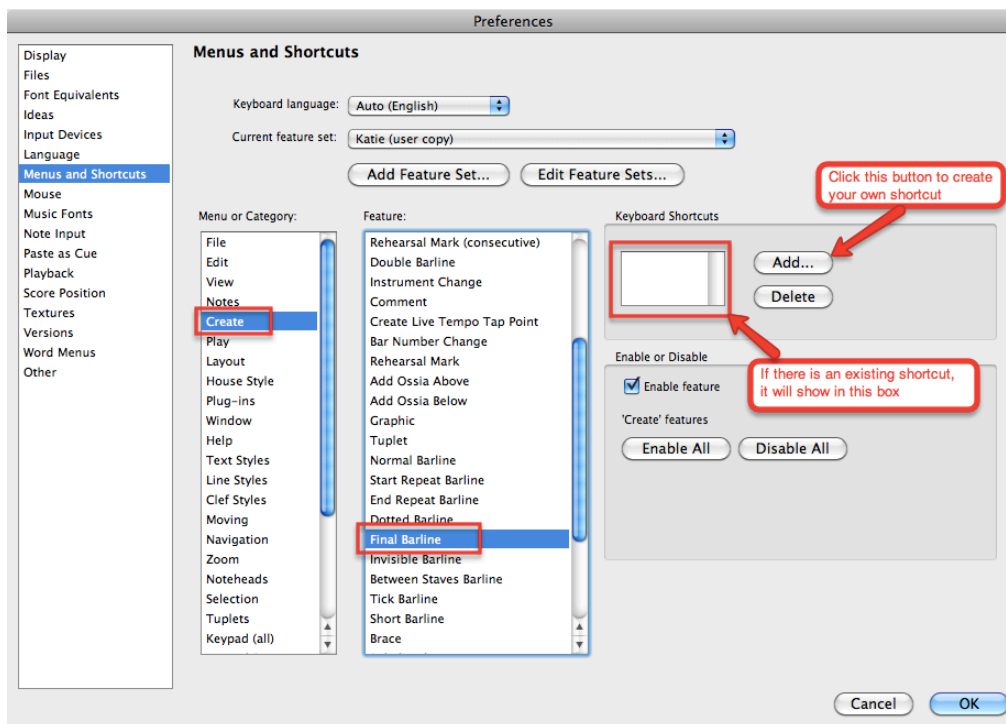
### Creating a New Shortcut

You'll need to have an idea of where the feature (action) is located in Sibelius in the first place, in order to create a new shortcut for it. I'll set up a shortcut for adding a **Final Barline** as an example:

- From the **Menu or category list**, choose the menu in which your item is located. In this case: **Create**
- From the **Feature** list, find the exact item – in this case, **Final Barline** – and select it



- If a shortcut exists for that item, it will be shown in the **Keyboard Shortcuts** box. If the box is empty, there is no existing shortcut
- Click on the **Add....** button
- A small window opens and whichever keys you press next will become the shortcut for that action. If you happen to choose something that's already being used as a shortcut, Sibelius will tell you
- Type your chosen key/s and then press **OK**
- Your shortcut will now appear in the Keyboard shortcuts box



## Other tutorials and further reading

The Sibelius Reference manual is a PDF document that is included within the program. The PDF is searchable – type your search term in the box at the top and press **Enter**.

- Sibelius 7: go to **File > Help > Sibelius 7 Reference Guide**
- Sibelius 6: go to **Help > Documentation > Sibelius 6 Reference**
- Sibelius 5: go to **Help > Sibelius 5 Reference**

There are some Sibelius how-to tutorials (including videos) on my blog: [www.midnightmusic.com.au/musictechtips](http://www.midnightmusic.com.au/musictechtips)

Learn Sibelius in 1 Hour (James Humberstone):

[http://web.me.com/aftertrace/Sibelius\\_in\\_1\\_hour/Sibelius\\_index.html](http://web.me.com/aftertrace/Sibelius_in_1_hour/Sibelius_index.html)