

SOME BASIC SHORTCUTS IN SIBELIUS 4 (*Mac shortcuts in italics*)

- Escape key:** stops Sibelius doing anything, and puts it to sleep!
- Single click:** select something (note, measure, text etc)
- Double click on a staff:** selects the whole line of music
- Triple click on a staff:** selects a staff for the whole score
- Enter (return) key (in middle of computer keyboard):** respells enharmonically (if a note is selected), edits text (if text is selected), or forces a system break (if a barline is selected)
- A** the note a (shift + a to add an a to an existing selected note)
- B** the note b (shift + a to add a b to an existing selected note)
- C** the note c (shift + a to add a c to an existing selected note)
- D** the note d (shift + a to add a d to an existing selected note)
- E** the note e (shift + a to add an e to an existing selected note)
- F** the note f (shift + a to add an f to an existing selected note)
- G** the note g (shift + a to add a g to an existing selected note)
- H** crescendo (shift + H for a decrescendo) - use spacebar to extend them
- I** instruments menu – add instruments to your score
- K** key signatures – add a key signature to your score
- L** lines menu (includes trills, first/second time bars, rits, accels)
- M** mixer (hit M again to close Mixer) – adjust volume levels and sounds
- N** Begin note entry (if a measure is selected)
- P** Play your score – also use the **SPACEBAR** (escape or the spacebar to stop)
- Q** clefs – change clefs of existing staves, or insert clef changes
- R** repeat something selected (single notes or passages/pages of notes)
- S** slurs – use space bar to extend them (shift + spacebar if you go too far)
- T** time signature – add a time signature to your score
- W** flip between full score and part (if a measure is selected)
- X** flip a selected note or slur
- Z** symbols menu (includes pictures of lots of things)
- | | | | |
|--------------------|--|--------------------|-----------------------------------|
| 0 on keypad | enters a rest of whatever note value is selected | 1 on keypad | thirty-second note |
| 2 on keypad | sixteenth note | 3 on keypad | eighth note |
| 4 on keypad | quarter note | 5 on keypad | half note |
| 6 on keypad | whole note | 7 on keypad | adds a natural to a selected note |
| 8 on keypad | adds a sharp to a selected note | 9 on keypad | adds a flat to a selected note |
- 3 on main computer keyboard** add third above selected note
- 4, 5, 6, 7, 8 or 9 on main computer keyboard** add fourth, fifth, sixth etc above selected note
- Shift +3 on main computer keyboard** add third below selected note
- Shift +4, 5, 6, 7, 8 or 9 on main computer keyboard** add fourth, fifth, sixth etc **below** selected note
- Alt (option) + click** pastes whatever is selected (or click both sides of mouse)
- Alt (option)+ 2,3,4 (above W key, not on keypad)** changes voice of note to 2,3 or 4
- Control + Shift + Alt (Command + Shift + Option) 1, 2, 3 or 4** select voice 1,2, 3 or 4
- Control (command) + A** select everything in your score
- Control (command) + B** add blank measure to the end of score
- Control (command) + C** copy to clipboard (for arrange feature primarily)
- Control (command) + D** document setup screen – for resizing music/changing margins etc
- Control (command) + E** add a dynamic to a selected note (right click or *Ctrl Click* for sub-menu)
- Control (command) + K** add chord symbol above a selected note (there's a plug-in to do this also)
- Control (command) + L** add lyrics to a selected note (right click or *Ctrl Click* for sub-menu)
- Control (command) + N** start a new score
- Control (command) + O** open an existing score

Control (command) + P	print
Control (command) + Q	close down Sibelius entirely
Control (command) + R	add rehearsal mark above selected note/measure
Control (command) + S	save
Control (command) + T	add text to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
Control (command) + W	close your score
Control (command) + Y	redo last action (if you've undone it)
Control (command) + Z	undo last action (hit multiple times to undo lots!)
Control + Alt (command + option) F	focus on a stave that's selected (i.e. turn off everything else)
Control + Alt (command + option) G	go to a specific bar in your score
Control + Alt (command + option) K	open or close Keypad
Control + Alt (command + option) M	open or close Mixer (also just use M)
Control + Alt (command + option) N	open or close Navigator
Control + Alt (command + option) O	open or close Kontakt Player
Control + Alt (command + option) P	open or close the Properties box
Control + Alt (command + option) R	open or close the Parts dialog box
Control + Alt (command + option) T	add a tempo mark (right click or <i>Ctrl Click</i> for sub-menu)
Control + Alt (command + option) V	open or close the Video window
Control + Alt (command + option) X	open or close ALL tool windows in use
Control (command) + Shift A	select whole line of lyrics (if one word is already selected)
Control (command) + Shift B	add a measure after what is currently selected
Control (command) + Shift F	record (escape to stop)
Control (command) + Shift G	go to a specific page of your score
Control (command) + Shift H	Hide whatever is selected (Control + Shift S to show what's hidden)
Control (command) + Shift N	Reset note spacing for selected notes or score
Control (command) + Shift O	recording options
Control (command) + Shift T	turn score into transposing score (or vice versa)
Control (command) and "+" key	make score get bigger
Control (command) and "-" key	make score get smaller
Shift + K	chord diagram (guitar frame)
Up arrow key	moves a selected note up in pitch (or moves text)
Down arrow key	moves a selected note down in pitch (or moves text)
Control (command) + up arrow	moves selected note(s) up an octave
Control (command) + down arrow	moves selected note(s) down an octave
Left arrow key	moves to previous note if note is selected (or moves text)
Right arrow key	moves to next note if note is selected (or moves text)
TAB key	select the first measure rest in a score
HOME/END keys	takes you back/forward a page
PAGE UP/PAGE DOWN keys	takes you up/down the page
To transpose music	Control (command) + A (select score), then Shift + T (transpose)
To arrange music	Control (command) + A (select score), then Control (command) + C (copy score), then Control (command) + N (start new score), then Control (command) + click on first measure of new score, then Control (command) + Shift V (activate the arrange feature)
Shift + Alt (option) + right arrow	make a selected note or measure get wider
Shift + Alt (option) + left arrow	make a selected note or measure get narrower
Shift + Alt (option) + up arrow	move an individual staff up
Shift + Alt (option) + down arrow	move an individual staff down
Control + Alt (command + option)	