

Formatting for Worksheets, Handouts and Tests

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 **Worksheet Creator:** Sibelius has created 1700 predefined worksheets, as well as many blank examples you can use: go to File>Worksheet Creator, or choose this on initial splash screen. Please also watch the tutorial video on this important subject. The hints below are chiefly for how to change the layout of an existing score so that it looks like a worksheet, or however you want it to look.
- 2 **Worksheet templates:** when you use the Worksheet Creator in Sibelius, there are blank worksheet templates already laid out and available: follow the steps in the wizard, and you have a huge range of choices.
- 3 **To create a worksheet from scratch,** use the Worksheet creator which has many templates and layouts to choose from, or 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 hitting Control + Shift + E (*Command + Shift + E*) and hitting the bar numbers tab to choose "no bar numbers".
- 5 You can also **turn off all the barlines** by hitting Control + Shift + E (*Command + Shift + E*), 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 delete 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. Please note: many materials like scales and arpeggios are already provided through the plug-ins & worksheet creator: you may not need to create them yourself!!
- 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.
 - 10 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.
 - 11 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.
 - 12 You can **indent any system** of music at the beginning of the line by following the same step as in 11 above. There's an invisible barline just before each clef which you can drag to the right to indent.
 - 13 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 left or use the arrow keys to adjust the indentation.
 - 14 To **make music disappear or reappear** at any point, choose Create>Staff Type Change>Pitched, and choose “no lines (hidden)”. Your cursor goes blue: click on the score, and the staff lines actually go invisible at that point. You can make the score reappear later by going to the same menu again and choosing “5 lines”, or indeed, any of the other choices.
 - 15 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. To **change the noteheads** of these notes, select the measure (s) with the notes in them. Then open the Notes tab that's on the PROPERTIES box. Some noteheads are displayed inside that box. Click the triangle just to the right on those notes to see a list of 25 noteheads. 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). There are things like slash notes, stemless notes, headless notes and shape notes. Ideal for various types of music.
 - 16 Some of Sibelius' plug-ins will also help you in creating worksheets. Enter some regular notes of different pitches into your score, then let's **add the note names** above those notes. Select the notes or measures you've just entered, 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 we have (such as “add chord symbols”, “add tonic sol fa”, “add string fingering” and so on. These are an incredible set of extra tools for you to use!

- 17 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.
- 18 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.
- 19 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 in the worksheet creator. You can always remove the bar rests in your score manually, though, by selecting the measures you’d like to make empty, going to the “Bars” tab on the properties box, and choosing a different type of bar rest – an invisible one.
- 20 Finally, you can **add some color or pictures** into your worksheets, using various methods. Select some music in your score, then hit Control + J (*Command + J*), then color it in anyway you like! 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. You can also **export music as a graphic** really easily by hitting Alt + G (*Option + G*), drawing a marquee around what you want to export, and then copying it to your clipboard (Control + C or *Command + C*). Then launch your word processing program, and simply hit Control + V (*Command + V*) to paste!