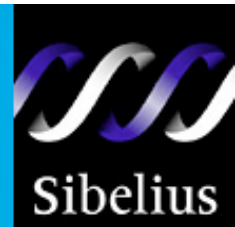




# Sibelius Hints & Tips

## Getting Started with Sibelius 3



(Mac shortcuts in italics)

1. Launch Sibelius, and click **New** to start a new score or click  icon. Follow the 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, add more blank measures by hitting **Ctrl + B** (*⌘ + 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.
6. 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. Click the same icon again to revert to a non-transposing score
- 7.
8. 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 **Ctrl + Alt T** (*⌘ + Option + T*), then right clicking (*Ctrl + click*) to get a sub-menu of all you need
9. 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** (*same on Mac*)
10. You can make the view of the score bigger or smaller at any time by hitting **Ctrl and "+"** a few times (+ key is found near the P key) or **Ctrl + "-"** (*⌘ + "+" key or ⌘ + "-" key*)
11. 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
12. Adjust the volume levels of each staff by hitting **M** for the Mixer. Each staff has its own slider for volume. Hit **M** again to close the mixer
13. To play back your score, hit the **Esc** key twice, then hit **P** to play your score and **Esc** 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 **Esc** key
2. Choose note value on keypad (box in bottom right of screen)
3. Click on any measure with mouse, and keep clicking to add more notes
4. Use arrow keys to change pitches of any blue notes just added
5. Hit **Ctrl + Z** (**⌘ + Z**) if you make a mistake
6. Hit **Esc** key when done


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

1. Hit **Esc** key
2. Select empty measure with mouse
3. Choose note value (on keypad on screen) with mouse – or use numeric keypad on your computer keyboard to select note value that corresponds to the keypad on the screen
4. Type **A, B, C, D, E, F** or **G** on computer keyboard, hit **spacebar** for rests
5. Use **Ctrl** (**⌘**) + arrow up or down to change octave of note
6. Hit **Esc** key when done

**Basic Note entry C** (Step time entry with a MIDI instrument)

1. Hit **Esc** key
2. Select empty measure
3. Choose note value (on keypad on screen) with mouse – or use numeric keypad on your computer keyboard to select note value that corresponds to the keypad on the screen
4. Play pitches on MIDI instrument, hit **spacebar** on computer keyboard for rests
5. Hit **Esc** key when done

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

1. Check your recording options, on the menu bar click **Notes > Flexi-time options**
2. Hit **Esc** key
3. Select empty measure
4. Hit  icon or **Ctrl + Shift + F** (**⌘ + Shift + F**)
5. Play live, but listen carefully to the metronome
6. Hit **Esc** again to stop recording
7. Hit **Ctrl + Z** (**⌘ + 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 something, select object, note, measure or passage, move mouse to destination place, then hit **Alt + click** (*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. The keypad on the screen can also be accessed from the numeric keypad on your computer 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** (*option*) + **2,3, or 4** on computer keyboard to choose voices too. All voices are color-coded.

**Contact us**

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