

# Hints & Tips

## Creating Worksheets, Handouts & Tests



Here are twenty steps you can follow to create worksheets and handouts in Sibelius.  
You may also refer to other Hints & Tips at [www.sibelius.com/helpcenter/hintsandtips](http://www.sibelius.com/helpcenter/hintsandtips)

### 1 **Sibelius Notes**

Sibelius has created many predefined worksheet examples in a separate program called Sibelius Notes (\$69.95 MSRP). For more information, visit [www.sibelius.com/products/notes](http://www.sibelius.com/products/notes)

### 2 **Worksheet templates**

When you start a new score in Sibelius, there are blank worksheet templates already laid out and available: hit **Ctrl + N** (**⌘ + N**) and look under the letter "w".

### 3 **Create a worksheet**

To create a worksheet from scratch, choose **Blank** as your template, then select **Add Instruments**, and choose a treble staff (under the **Other** family of instruments in the first column of the Instruments dialog box).

### 4 **Add extra measures**

Hit **Ctrl + B** or (**⌘ + B**). You can turn off measure numbers entirely in your score by going to **House Style > Engraving Rules**, shortcut: **Ctrl + Shift + E** (**⌘ + Shift + E**), choosing the tab that says **Bar numbers**, and then choose **No bar numbers**.

### 5 **Turn off barlines**

Follow steps in 4, choosing the **Barlines** tab, and selecting **Invisible** as your barline type. 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 **Turn off bar numbers, rests, and instrument names**

You can also turn off bar numbers, bar rests and instrument names, all by going to the same screen as detailed in step 4: **House Style > Engraving Rules**.

7 For examples like whole note scales and arpeggios, though, you may simply wish to create an **unusual time signature in your score**, and then hide 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 also see step 15, though, since Sibelius has a plug-in to automatically generate Scales and Arpeggios for you!

### 8 **Force a system break**

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.

### 9 **Hide a cautionary key signature**

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.

10 **Delete the original time signature**

To do this (see step 6), select it (it will turn blue once selected) and hit **Delete**. Sibelius will ask whether you want the bars rewritten. Click **NO**. 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**. 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 **Indent systems**

You can **indent any system** of music at the beginning of the line by following the same step as in 10 above. There's an invisible barline just before each clef which you can drag to the right to indent. 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 right or use the arrow keys to adjust the indentation.

13 **Hide or unhide music**

To make music disappear/reappear at any point, go to **Create > Other > Staff Type Change > Pitched**, and choose "no lines (hidden)", or indeed, any of the other choices. The cursor will go blue: click where you want the change to occur. Use the same feature when you want to make music reappear too. It is also possible to select the whole score, then choose "Hide empty staves" from the Layout menu. Also, you can choose just to see certain staves in your score by selecting a measure from one of them, and clicking on the icon with a staff on it (third from the right at the top of the screen); this "turns off" other staves, but you can still hear them playing if you have music on them.

14 **Change noteheads**

Enter some quarter notes all on the note b (3<sup>rd</sup> 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 **Esc**. Let's change the noteheads of these notes. Select the measure(s) with the notes in them. Then go to **Window > Properties**, open this, and choose the **Notes** tab. 24 noteheads are displayed inside that box if you click the triangle just to the right. 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). Notice also that we have things like slash notes, stemless notes, headless notes and shape notes. Ideal for various types of music.

15 **Plug-ins**

Sibelius' plug-ins will also help you in creating worksheets. For example, you can add the note names above notes in your score. Select the notes, 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 (such as **Add chord symbols**, **Add tonic sol fa**, **Add string fingering**). Two other excellent plug-ins to discover are: **Add Boomwhacker Note Colors** and **Scales and Arpeggios** which will generate scales for you without any effort! These are useful extra tools for you to use!

16 **Edit the size of the music**

This can be done at any stage by hitting **Ctrl + D (⌘ + D)**. A dialog box appears where you can alter lots of things, including staff size. Ideal for when you're creating flash cards, since you can make the music/text really big.

- 17     **Add text**  
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 **Ctrl + T** (**⌘ + T**), and then typing words. Hit **Esc** 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. You can also change the size and font of your text, by selecting it, going to **Window > Properties**, and choosing the **Text** tab.
- 18     **Export as a graphic file**  
Find the music you wish to export first. If it's just a small example to be exported (i.e. less than a system of music), you can indent the score from the right hand side (see step 12), so that you only have the music you wish to export on the system (say, two measures only). Then select the music, and go to **File > Save as Graphics**. Make sure you choose the right file format (EPS or TIFF is a good choice), and make sure you have checked the boxes that say **Selected systems** and **Use smallest bounding box**. Then save the work somewhere on your hard drive, and go to the application where you want to import the music, and import it: if you use EPS or TIFF, you'll find that the music can be resized by dragging the handle in the bottom left corner of the graphic – or you can change the size of the music before exporting it (see step 16).
- 19     **Add color and pictures**  
You can add color or pictures into your worksheets, using various methods. There's a color icon on the tool bar at the top, which allows you to select any object, then color it in anyway you like, and 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 is in TIFF file format. Sibelius also provides many pictures; go to **Create > Graphic**, and find the folder called **Graphic Files** (these are not supplied with the Sibelius demo). 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.
- 20     **Lock the format**  
Finally, you might want to lock the format of your score, and have a fixed number of measures on each line, and a fixed number of staves on each page. To do this, go to **Plug-ins > Other > Make Layout Uniform**, and choose wisely!