Sibelius Hints & Tips
Adding Text and Markings

(Mac shortcuts in italics)

1. Slurs
Select a note where you want to add a slur, hit **S**. Use the spacebar to extend the slur. Use **Shift + spacebar** to reduce the length of the slur. Use **X** to flip a selected slur (this also works for notes). You can also drag the slur manually with your mouse to reposition the arc.

2. Crescendos & decrescendos (hairpins)
Select a note where you want the crescendo (hairpin) to start, and hit **H**. Use the spacebar to extend the hairpin, and Shift + spacebar if you go too far. For decrescendos, use Shift + H as the shortcut instead. Use your mouse or arrow keys to reposition the hairpin. They have "handles" on either end which can also be adjusted, and you can adjust the "aperture" of hairpins by hitting **Ctrl + Shift + E** *(⌘ + Shift +E)*, choose the **Lines** tab and changing the options on the screen.

3. Accents, staccatos and tenutos
These can be recorded live using Flexi-time, but if you want to mark them into your score, select the note (or notes) where you want them, and add them using the 1st keypad layout screen (the keypad usually lives in the bottom right of your computer screen).

4. Ties
You can also add ties using the keypad screen, as described above in step 5.

5. Re-beaming notes
Select the note(s) you would like to re-beam. Use the 3rd keypad screen to change the beaming.

6. String markings/pauses/fermatas
Select a note where you want a string marking, pause, or fermata, then use 4th keypad screen for the markings you want.

7. Trills
Select a note where you want a trill to appear, then hit L (Lines menu in Sibelius). Choose a trill from the list that appears, then hit OK. Use the spacebar to extend the length of the trill if you need. Use the properties box in Sibelius to alter the playback of trills. This is also where you can find and add Ottavas, Glissandi and Pedal Markings, etc

8. Tuplets
To add a triplet or any kind of tuplet, insert a single eighth note, then hit **Ctrl + 3** *(⌘ + 3)* (Note: use the 3 key above the letter W on the computer keyboard). Once the tuplet appears, then simply insert the rest of the notes you need. You can also lengthen the eighth note to a quarter note if necessary. Hit **Ctrl + 5** *(⌘+ 5)* for quintuplets, etc.

9. Rits, ralls, accelerandos, etc
Hit **Esc**, then hit **L** (**Lines** menu) and choose what you need from the right hand column. Draw them into your score by pressing and holding your mouse from left to right. Note: these markings appear at the top of systems, not on individual staffs in your score.

10. Repeat bars
To add a repeat bar looks correct and plays back, select any barline, then go to Create > Barline and choose the barline type you'd like to change it to. Note: don't forget to add an "end repeat" if you added a "start repeat"!

11. First & second time bars and rehearsal marks

Hit **L** (Lines menu) and draw the first/second time bars into your score. For rehearsal marks, use **Ctrl + R** (*⌘ + R*). These can be copied by **Alt + clicking** them (*Option + click*). You can adjust the style of rehearsal marks (letters or numbers etc), by hitting **Ctrl + Shift + E** *(⌘ + Shift + E)* and choosing the **Rehearsal Marks** tab.

12. Coloring sections of your score

Hit **Esc**, then select anything object in the score. Choose the   icon at on the toolbar, then choose a color. To delete the coloring: select the colored object, then choose **Layout > Reset Design** (shortcut **Ctrl + Shift + D** or *⌘ + Shift + D*).

13. Symbols & pictures

To insert symbols, hit **Z** for the **Symbols** menu, click the symbol you want to add, then click **OK**. You can also go to **Create > Graphic**, and insert any image file into your score. These are resizable once on the screen, and a collection of images are provided for you with Sibelius 3, titled "Graphic Files."

14. Dynamic markings and copying them

Select a note where you want the dynamic, and hit **Ctrl + E** (*⌘ + E*). Right click *(Ctrl + click)* to get a sub-menu of what you need. Once on the screen, dynamics can be moved and copied into position by hitting **Shift + Alt + click** (*Shift + Option + click*). You can also copy a dynamic marking to multiple locations. Select the dynamic you want to copy, hit **Ctrl + C** (*⌘ + C)*, and then draw a blue box around the notes where you want the dynamic copied. Hit **Ctrl + V** *(⌘ + V)* to multi-copy.

15. Regular text

Select note and hit **Ctrl + T** (*⌘ + T)*. Start typing when you see the flashing cursor (hit **Enter** or *Return* for a second line of text). You can **Right-click** or *Ctrl + click* and a sub menu will pop up with a list of text options.

16. Lyrics

Select note and hit **Ctrl + L** (*⌘ + L)*. Start typing when you see the flashing cursor. Use the **-** key to hyphenate words, and hit **spacebar** at the end of every word. If you want lots of notes on one syllable in the middle of a word, hit the **-** key multiple times. If you want lots of notes at the end of a word, hit **spacebar** several times.

17. Second verses of lyrics, copying and editing lyrics

To add 2nd verses, select note, hit **Ctrl + Alt + L** (*⌘ + Option + L)* and follow steps as explained in Lyrics above. To copy lyrics from one staff to another, **triple-click** on the staff with lyrics in it, then click on **Edit > Filter > Lyrics**. Lyrics will all be highlighted. Copy lyrics by **Alt + clicking** (*Option + click)*, as you would with notes. To edit the position of lyrics on a staff, select the passage with lyrics in it (Hint: triple-click selects the whole staff), then use **Edit > Filter > Lyrics** to find the lyrics (they should turn blue), and use the up or down arrows to adjust their position. To alter the font or size of lyrics please see **Editing text, lines and symbols**, below.

18. Chord symbols

Select a note and hit **Ctrl + K** (*⌘ + K)*. You can **Right-click** or *Ctrl + click* and a sub menu will pop up with a list of more options. Type the chord you need, hit **spacebar** to advance to the next note, and repeat the steps. There is also a plug-in in Sibelius (**Plug-ins > Text**) that will automatically calculate chord symbols in your score, as long as there are chords or multiple notes on the score itself. Hit **Shift + K** to add chord diagrams (guitar frames).

19. Title, composer, and lyricist text

Add Title, Composer, Lyricist etc. by going to **Create > Text** and choosing a text style.

20. Fingering markings, figured bass, and more

Go to **Create > Text > Other Staff Text** to add what you need.

21. Editing text, lines and symbols

To edit an individual piece of regular text, select it, then go to **Window > Properties** and click on the **Text** tab to edit it. To alter the global positioning of text and lines in your score, (for example, lyrics), go to **House Style > Default Positions**, and make changes you need. To edit all text globally in your score, go to **House Style > Edit Text Styles**. To alter the global look of any line in your score (trills, slurs, crescendos etc), go to **House Style > Edit Lines**. Use **House Style > Edit Symbols** to edit symbols. Finally, you can also alter your whole score and change it to a hand-written look, go to **House Style > Edit All Fonts**, and change the **Music Font** and the **Music Text Font** to Inkpen2 and Inkpen2 Text, respectively.