Sibelius Hints & Tips
Basic Shortcuts

(Mac shortcuts in italics)

Esc	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)*	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 + B** to add a B to an existing selected note)
C	the note C (**Shift + C** to add a C to an existing selected note)
D	the note D (**Shift + D** to add a D to an existing selected note)
E	the note E (**Shift + E** to add an E to an existing selected note)
F	the note F (**Shift + F** to add an F to an existing selected note)
G	the note G (**Shift + G** 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 (activates the cursor)
P	Play your score (**Esc** or the **0** key to stop)
Q	Clefs – change clefs of existing staffs, or insert clef changes
R	Repeat something selected (single notes or passages/pages of notes)
S	Slurs – use **spacebar** to extend them (**Shift + spacebar** if you go too far)
T	Time signature – add a time signature to your score
X	Flip a selected note or slur
Z	Symbols menu (includes pictures of lots of things)

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 computer keyboard	Add third above selected note
4 on computer keyboard	Add fourth above selected note
5 on computer keyboard	Add fifth above selected note
6 on computer keyboard	Add sixth above selected note
7 on computer keyboard	Add seventh above selected note
8 on computer keyboard	Add octave above selected note

Shift +3 on computer keyboard	Add third below selected note
Shift +4 on computer keyboard	Add fourth below selected note
Shift +5 on computer keyboard	Add fifth below selected note
Shift +6 on computer keyboard	Add sixth below selected note
Shift +7 on computer keyboard	Add seventh below selected note
Shift +8 on computer keyboard	Add octave below selected note

Alt (*Option*) + click   pastes whatever is selected (or click both sides of mouse)
Alt *(Option)* + 2,3,4 (computer keyboard)   changes voice of note to 2,3 or 4
Ctrl + Shift + Alt (⌘ + *Shift* + *Option*) 1, 2, 3 or 4 select voice 1,2, 3 or 4
Ctrl + A (⌘ + A)   Select all
Ctrl + B (⌘ + B)   Add blank measure to the end of score
Ctrl + C (⌘ + C)   Copy to clipboard
Ctrl + D (⌘ + D)   Document setup
Ctrl + E (⌘ + E)   Add a dynamic to a selected note (**right click** or *Ctrl + Click* for sub-menu)
Ctrl + K (⌘ + K)   Add chord symbol above a selected note (there's a plug-in to do this also)
Ctrl + L (⌘ + L)   Add lyrics to a selected note (**right click** or *Ctrl + Click* for sub-menu)
Ctrl + N (⌘ + N)   New score
Ctrl + O (⌘ + O)   Open an existing score
Ctrl + P (⌘ + P)   Print
Ctrl + Q (⌘ + Q)   Quit Sibelius
Ctrl + R (⌘ + R)   Add rehearsal mark above selected note/measure
Ctrl + S (⌘ + S)   Save
Ctrl + T (⌘ + T)   Add text to a selected note (right click or *Ctrl Click* for sub-menu)
Ctrl + U (⌘ + U)   Turn off menus at top of screen (full screen mode)
Ctrl + W (⌘ + W)   Close your score
Ctrl + Y (⌘ + Y)   Redo last action (if you've undone it)
Ctrl + Z (⌘ + Z)   Undo last action (hit multiple times to undo lots!)
Ctrl + Alt (⌘ + *Option*) + G go to a specific bar in your score
Ctrl + Alt (⌘ + *Option*) + P open or close the properties box
Ctrl + Alt (⌘ + *Option*) + T add a tempo mark (right click or *Ctrl Click* for sub-menu)
Ctrl (⌘) + Shift + A   select whole line of lyrics (if one word is already selected)
Ctrl (⌘) + Shift + B   add a measure after what is currently selected
Ctrl (⌘) + Shift + F   record (**Esc** to stop)
Ctrl (⌘) + Shift + G   go to a specific page of your score
Ctrl (⌘) + Shift + H   Hide whatever is selected
Ctrl (⌘) + Shift + N   Reset note spacing for selected notes or score
Ctrl (⌘) + Shift + O   recording Options
Ctrl (⌘) + Shift + T   turn score into transposing score (or vice versa)
Ctrl (⌘) + Shift + X   Extract parts
Ctrl (⌘) and "+" key   make score get bigger
Ctrl (⌘) 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)
Ctrl (⌘) + ↑   moves selected note(s) up an octave
Ctrl (X) + ↓   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   Ctrl *(⌘)* + A (select score), then **Shift + T** (transpose)
            To arrange music Ctrl *(⌘)* + A (select score), then
            Ctrl *(⌘)* + C (copy score), then
            Ctrl *(⌘)* + N (start new score), then
            Ctrl *(⌘)* + **click** on first measure of new score, then
            Ctrl *(⌘)* + **Shift V** (activate the arrange feature)
Shift + Alt *(Option)* + → make a selected note or measure get wider
Shift + Alt *(Option)* + ← make a selected note or measure get narrower
Shift + Alt *(Option)* + ↑ move an individual staff up
Shift + Alt *(Option)* + ↓ move an individual staff down
Ctrl + Alt (X + *Option*) + ↓ moves staff and rest of score down