

# Sibelius /Sibelius Student Brief Guide

## Setting up Sibelius

1. **Sound/playback settings** when you first run Sibelius, these will most likely appear. If you want to check what device is playing your sounds, go to *Play>Playback Devices*, and you can choose a playback configuration. This includes whether you will use Sibelius' onboard sounds (not available in the demo version). There is a *Default configuration* chosen when you start using Sibelius, and this may be the easiest choice at first. Sibelius Student uses your sound card to play back scores.
2. **MIDI settings (if you have a MIDI keyboard)** these settings are controlled from the Preferences window (Windows users go to: *File>Preferences>Input Devices*, or Mac users, go to: *Sibelius>Preferences>Input Devices*). Check that Sibelius can “see” your MIDI keyboard before you create a song. If you don't have a MIDI keyboard, don't worry: you can still enter notes and playback your songs. MIDI keyboard controllers are optional for all lessons in the book.
3. **Screen layout** once you start creating a song, there will be choices of how you want the screen to look. You can turn on or off any of the “floating” windows on the screen, and you can zoom in and out of the score, or turn on PANORAMIC view. See the next page of this guide.
4. **Saving scores** Please be careful to remember WHERE you save scores in your computer's hard drive. You can also SEARCH for a score you might have lost in your hard drive by going to START>Search (windows users), and typing “\*.sib” in the search box – that finds ALL the Sibelius files on your hard drive. Mac users, use the Spotlight feature in the top right of your Mac screen to locate files.
5. **Windows, Menus and shortcuts** Sibelius is just like any other software program: you can open several files at once, just like you can in MS Word or Excel: go to the *window* menu to see which score you're looking at or working on. Sibelius' menus are along the top of the screen. The most important menu is the *CREATE* menu. Sibelius also uses shortcuts if you prefer not to use your mouse to do things: please refer to later on in this guide, where all the main shortcuts are listed. Common shortcuts (used by every other program) are usually supported by Sibelius, like Control P to print (on Mac this is *Apple P* or *Command P*), as well as Control S to save, and so on. Throughout this guide, important shortcuts worth using will be detailed.
6. **Tutorial Videos** Purchased versions of Sibelius v5 have excellent “quick start” videos that you can watch before trying anything: you'll find these in the Quick Start Dialog box that should open whenever you launch Sibelius, or from the Help Menu in Sibelius.
7. **Chat Page/Tech support** Go to [www.sibelius.com/community](http://www.sibelius.com/community) to join our chat page and post questions (free, and open 24/7). Technical support is available by calling 925 280 2101.
8. **Extra help resources** This quick start guide and other helpful guides can be downloaded for free by visiting [www.sibelius.com/helpcenter/hintsandtips](http://www.sibelius.com/helpcenter/hintsandtips).
9. **Training** Sibelius USA offers a lot of different training courses to users and prospective users: contact us for more details: 925 280 0600.

## Starting a Score in Sibelius v5 (Mac shortcuts in italics)

1. Launch Sibelius, and click **NEW** to start a new score - follow the various steps in the set up wizard to create a score
2. Choose a template score from the list. You can add, remove or re-order **INSTRUMENTS** in your score by pressing the button that says “Change Instruments”. Then select the family, then the instrument, and then click **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, you can add more blank **MEASURES** at the end of a score if you need, by typing **Control+B** (*Command B*). Use **Control+Shift B** (*Command-Shift B*) to insert measures in the middle of a score. To **DELETE** measures, **Control** (*Command*) click on the first one you wish to delete, shift click on the final one, and then type **DELETE**.
4. If you need to change or add a **TIME** signature, press **ESC**, then type **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. If you need to change or add a **KEY** signature, press **ESC**, then type **k** to add a key signature. You can see your score as a **transposing score** by clicking the **ICON** at the top of the screen with two flats on it. Click the same icon again to revert to a “C” score.
6. To add a Title or other **TEXT**, you can find these in the **CREATE** menu. Add a tempo marking by selecting the first measure of the score, typing **Control+Alt T** (*Command-Option T*), then right clicking (*Control-click on Mac*) to get a sub-menu of all you need.
7. **MOVE** around the score around by pressing and holding the mouse inside the **NAVIGATOR** (the gray floating window). 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 on your computer.
8. **Zoom** in or out of your score at any time by typing **Control** and the “+” key a few times (+ key is found near the P key) or **Control** and the “-“ key (*Command and “+” key or “-“ key*). With a scroll wheel on your mouse, **Control**-scroll wheel zooms.
9. **Add/delete or re-order the instruments** in your existing score by typing the letter **i** on your computer’s keyboard, and following the steps in the dialog box that appears
10. Adjust the volume levels of each staff by typing **m** (the **Mixer**). Each staff has its own slider for volume. Type **m** to close the mixer again.
11. To **PLAY** back your score, press **ESC** twice, then type **p** to play your score from the beginning and **ESC** to stop. A green cursor will follow the score – you can also use the **SPACEBAR** to start and stop. The playback floating window shows where you are in the score. There is a timeline there, which you can click and drag with your mouse to advance through the score. The shorter horizontal line controls **TEMPO**. To playback your score from a specific point, press **ESC**, select a note and type **p**. To solo an instrument and play it, select a measure (so it goes blue entirely), then type **p**.

### **Basic Note entry A (Click notes into your score with a mouse)**

1. Press escape key (ESC). Make sure the keypad is on your screen: turn it on by clicking on the small keypad icon in the top right of the screen.
2. Choose note value on keypad (box in bottom right of screen) with mouse
3. Click anywhere on any measure with mouse – keep clicking to add lots of notes
4. Use arrow keys to change pitches of any blue notes just added
5. Type Control + z (*Command + z*) if you make a mistake
6. Press ESC when done

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

1. Press escape key (ESC).
2. Select empty measure with mouse
3. Type **n**, then choose note value on keypad (box in bottom right of screen)
4. Type **a, b, c, d, e, f** or **g** on computer keyboard (or **0** on the number pad for rests)
5. Use Control (*Command*) + arrow up or down to change octave of note
6. Press ESC when done

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

1. Press escape key (ESC)
2. Select empty measure with mouse
3. Type **n**, then choose note value (on keypad on screen) with mouse – or use numeric keypad on right of computer keyboard to select note value on screen
4. Play pitches on MIDI keyboard – type zero on number pad for rests also
5. Press ESC when done

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

1. Check/change your recording options first: go to Notes>Flexitime options
2. Press escape key (ESC)
3. Select empty measure with mouse
4. Touch the round red Record button or Control+Shift F (*Command-Shift F*)
5. Play live, but listen carefully to the metronome
6. Press ESC to stop recording
7. Type Control+Z (*Command 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. Shift + a number adds pitches BELOW existing notes
3. To **paste** anything, select an object, note, measure or passage, move your mouse to a destination place, then Press Alt (*option*) + click with mouse to paste (windows users can click both sides of mouse button SIMULTANEOUSLY to paste anything)
4. To change **length** of selected note(s), choose a different note value on the keypad
5. Don't forget that the **keypad** on the screen can also be accessed from the NUMERIC KEYPAD on your computer's keyboard: *laptop users, type Function J K L U I or O*
6. For **Voice 2** notes, type **n** and choose a note value on keypad, then press the 2 at the bottom of the keypad on screen (or use shortcut Alt-2 on main computer keyboard), then enter notes: they will be GREEN. You can also select an existing note or notes and change its voice the same way. All voices are color coded. Rarely use voices 3 and 4, since they're hard to read clearly in a score!!

## SOME BASIC SHORTCUTS IN SIBELIUS 5 (*Mac shortcuts in italics*)

<b>Escape key (ESC):</b>	stops Sibelius doing anything, and cancels the cursor from being active
<b>Single click:</b>	select something (note, measure, text etc)
<b>Double click on a staff:</b>	selects a line of music for one instrument
<b>Triple click on a staff:</b>	selects a staff/instrument for the whole score
<b>Enter (return) key (in middle of computer keyboard):</b>	respells enharmonically (if a note is selected), edits text (if text is selected), or forces a system break (if a barline is selected)
<b>A</b>	the note a (shift + a to add an a to an existing selected note)
<b>B</b>	the note b (shift + b to add a b to an existing selected note)
<b>C</b>	the note c (shift + c to add a c to an existing selected note)
<b>D</b>	the note d (shift + d to add a d to an existing selected note)
<b>E</b>	the note e (shift + e to add an e to an existing selected note)
<b>F</b>	the note f (shift + f to add an f to an existing selected note)
<b>G</b>	the note g (shift + g to add a g to an existing selected note)
<b>H</b>	crescendo (shift + h for a decrescendo) - use spacebar to extend them
<b>I</b>	instruments menu – add instruments to your score
<b>K</b>	key signatures – add a key signature to your score
<b>L</b>	lines menu (includes trills, first/second time bars, rits, accels)
<b>M</b>	mixer (type m again to close Mixer) – adjust volume levels and sounds
<b>N</b>	Begin note entry (if a measure, note or rest is selected)
<b>P</b>	Play your score – also use the <b>SPACEBAR</b> (ESC or the spacebar to stop playing a score)
<b>Q</b>	clefs – change clefs of existing staves, or insert clef changes
<b>R</b>	repeat something selected (single notes or passages/pages of notes)
<b>S</b>	slurs – use space bar to extend them (shift + spacebar if the slur extends too far)
<b>T</b>	time signature – add a time signature to your score
<b>W</b>	flip between full score and part (if a measure is selected)
<b>X</b>	flip a selected note or slur
<b>Z</b>	symbols menu (includes pictures of lots of things – but symbols do NOT play back)
<b>0 on keypad</b>	enters a rest of whatever note value is selected
<b>1 on keypad</b>	thirty-second note
<b>2 on keypad</b>	sixteenth note
<b>3 on keypad</b>	eighth note
<b>4 on keypad</b>	quarter note
<b>5 on keypad</b>	half note
<b>6 on keypad</b>	whole note
<b>7 on keypad</b>	adds a natural to a selected note
<b>8 on keypad</b>	adds a sharp to a selected note
<b>9 on keypad</b>	adds a flat to a selected note
<b>3 on main computer keyboard</b>	add third above selected note
<b>4, 5, 6, 7, 8 or 9 on main computer keyboard</b>	add fourth, fifth, sixth etc above selected note
<b>Shift +3 on main computer keyboard</b>	add third below selected note
<b>Shift +4, 5, 6, 7, 8 or 9 on main computer keyboard</b>	add fourth, fifth, sixth etc <b>below</b> selected note
<b>Alt (option) + click</b>	pastes whatever is selected (or click both sides of mouse)
<b>Alt (option)+ 2,3,4 (above W key, not on keypad)</b>	changes voice of note to voice 2, 3 or 4
<b>Control + Shift + Alt (Command + Shift + Option) 1, 2, 3 or 4</b>	select voice 1,2, 3 or 4

<b>Control (command) A</b>	select everything in your score
<b>Control (command) B</b>	add blank measure to the end of score
<b>Control (command) C</b>	copy to clipboard (for arrange feature primarily)
<b>Control (command) D</b>	document setup screen – for resizing music/changing margins etc
<b>Control (command) E</b>	add a dynamic to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
<b>Control (command) K</b>	add chord symbol above a selected note (there's a plug-in to do this also)
<b>Control (command) L</b>	add lyrics to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
<b>Control (command) N</b>	start a new score
<b>Control (command) O</b>	open an existing score
<b>Control (command) P</b>	print
<b>Control (command) Q</b>	close down Sibelius entirely
<b>Control (command) R</b>	add rehearsal mark above selected note/measure
<b>Control (command) S</b>	save
<b>Control (command) T</b>	add text to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
<b>Control (command) W</b>	close your score
<b>Control (command) Y</b>	redo last action (if you've undone it)
<b>Control (command) Z</b>	undo last action (type multiple times to undo lots!)
<b>Shift-I</b>	add selected measure(s) to IDEAS library
<b>Shift-P</b>	switch to PANORAMA view
<b>Shift-K</b>	chord diagram (guitar frame)
<b>Up arrow key</b>	moves a selected note up in pitch (or moves text)
<b>Down arrow key</b>	moves a selected note down in pitch (or moves text)
<b>Control (command) + up arrow</b>	moves selected note(s) up an octave
<b>Control (command) + down arrow</b>	moves selected note(s) down an octave
<b>Left arrow key</b>	moves to previous note if note is selected (or moves text)
<b>Right arrow key</b>	moves to next note if note is selected (or moves text)
<b>TAB key</b>	select the first note or rest in a score
<b>HOME/END keys</b>	go back/forward a page or display screen
<b>PAGE UP/PAGE DOWN keys</b>	go up/down the page of music
<b>To transpose music</b>	Control (command)-A (select score), then Shift-T (transpose)
<b>To arrange music</b>	Control (command)-A (select score), then Control (command)-C (copy score), then Control (command)-N (start new score), then Control (command)-click on first measure of new score, then Control (command)-Shift V (activate the arrange feature)
<b>Shift+Alt (option) + right arrow</b>	make a selected note or measure get wider
<b>Shift+Alt (option) + left arrow</b>	make a selected note or measure get narrower
<b>Shift+Alt (option) + up arrow</b>	move an individual staff up
<b>Shift+Alt (option) + down arrow</b>	move an individual staff down
<b>Control+Alt (command-option) + down arrow</b>	moves selected staff and rest of score down