

## Starting a Score in Sibelius v4 (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 Always start by choosing a template score. At this stage, you can add, remove or re-order **INSTRUMENTS** in your score by hitting the button that says “Add Instruments”. 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, you can add more blank **MEASURES** if you need, by hitting Control + b (*Command + b*)
- 4 If you need to change or add a **TIME** signature, Hit ESCAPE, then 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 If you need to change or add a **KEY** signature, Hit ESCAPE, then hit K to add a key signature in the score. 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 non-transposing score.
- 6 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 Control +Alt T (*Command +Option T*), then right clicking (*Control +click*) to get a sub-menu of all you need.
- 7 You can **MOVE** around 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
- 8 Also note: you can **ZOOM** in or out of your score at any time by hitting Control and “+” key a few times (+ key is found near the P key) or Control and the “-“ key (*Command and “+” key or Command and the ”-“ key*).
- 9 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
- 10 You can adjust the volume levels of each staff by hitting m (the **Mixer**). Each staff has its own slider for volume. Hit m to close the mixer again.
- 11 To **PLAY** back your score, hit the ESCAPE key twice, then hit p to play your score from the beginning and Escape to stop it playing. A green cursor will follow the score – this can also be controlled by hitting SPACEBAR to start and stop. Use the playback floating

window to control tempo, metronome, location to play from etc. There is also a timeline in the playback window (below the icons) which you can click and drag with your mouse to advance through the score. The shorter horizontal line controls TEMPO.