| Maaamadifiam           | Ala  | 0-i#  | Command  | Chiff Commond  | 0-1   | Chiff Ort                                  | Ont Command                               | Chiff Ont Command                     |
|------------------------|--|---|--|--|---|--|---|---------------------------------------|
| Mac modifier:          | Alone  | sniπ-   | Command-   | Snift-Command-                                       | Opt-  | Snift-Opt-                                 | Opt-Command-                              | Snift-Opt-Command-                    |
| Win modifier:          | Alone  | Shift+  | Ctrl+  | Ctrl+Shift+  | Alt+  | Shift+Alt+                                 | Ctrl+Alt+                                 | Ctrl+Alt+Shift+                       |
| Click                  | Select                                       | Click bar or object (if nothing already       | NB on Mac, this is Command-click (not Ctrl-  |  | Copy+Paste selection                        |  |   |                                       |
|                        |  | selected): select bar in 1 stave only         | click)   |  |   |  |   | 1                                     |
|                        |  | Click bar or object (if something already     | Bar (nothing already selected): select system  |  |   |  |   |                                       |
|                        |  | Icological or object (in contexting directal) | bar  | 1  |   |  |   |                                       |
|                        |  | selected). extend passage                     | Dai  |  |   |  |   |                                       |
|                        |  |   | Bar (passage already selected):  |  |   |  |   | 1                                     |
|                        |  |   | add/remove stave to/from selection   |  |   |  |   | 1                                     |
|                        |  |   | Other: add/remove object to/from   |  |   |  |   |                                       |
|                        |  |   | selection  |  |   |  |   |                                       |
|                        |  |   |  |  |   |  |   |                                       |
|                        |  |   |  |  |   | 1  |   |                                       |
| Double-click           | Text: Edit text                              |   |  |  |   |  |   |                                       |
|                        | Notehead: select chord                       |   |  |  |   |  |   |                                       |
|                        | Bar: select stave                            |   |  |  |   |  |   |                                       |
|                        |  |   |  |  |   |  |   |                                       |
| Triple click           | Bar: coloct stove throughout acore           |   |  | +  | +   |  |   |                                       |
| Click + drog           | Bal. select stave throughout score           |   |  |  |   |  |   |                                       |
| Click + drag           |  |   |  |  |   |  |   |                                       |
| Win: Right-click       | Click on object (Win)/click with object      |   |  |  |   |  |   |                                       |
| Mac: Ctrl-click        | already selected (Mac): selects it (Win) and |   |  |  |   |  |   |                                       |
|                        | pops up basic Edit menu                      |   |  |  |   |  |   |                                       |
| Chord-click            | same as Alt+click                            |   |  |  |   |  |   |                                       |
| Up                     | Move (Object) Up                             | Extend selection up                           | Move object up a lot   | Move note up a staff                                 | Move staff up (relative) / Select part of   | Move staff up (absolute)                   | Move staff up a lot (relative) / Select   | Move staff up a lot (absolute)        |
|                        | Note: up 1 remove accidental                 | Passage: extend passage to include            | As for Lin, except everything moves a large  | Note/Grace note/Rest/Passage (not har                | object above                                |  | object in staff above                     |                                       |
|                        | Tab note: up 1 string (same pitch)           | atous about anofarable the visible stars      | distance: e.g. potec/passages move up an   | (interest): areas stave to stave above (if it is nor | Cas Arrew laws shows for datails            |  |   |                                       |
|                        | Tab hote, up 1 stilling (same pitch)         | stave above, preferably the visible stave     | distance, e.g. notes/passages move up an   | rest). cross-stave to stave above (if it is par      | See Arrow keys above for details.           |  |   |                                       |
|                        | Rest: up 1 space (1.5 on tab stave)          | above the start of the passage and any        | octave   | of the same instrument as this stave)                | Note/Grace note: move through               |  |   | 1                                     |
|                        | Bar rest:up 1 space always                   | hidden staves in between.                     |  |  | noteheads (+accs and ties?) of chord,       |  |   |                                       |
|                        | Passage: only notes up                       | Note/Rest/Grace note/Bar Rest: convert        |  |  | then onto adjacent stave                    |  |   |                                       |
|                        | Articulation: up 1/32 space                  | to passage (starting and ending at same       |  |  | Other object: select note/rest/bar rest in  |  |   |                                       |
|                        | Tie end: whole tie up                        | to pacoage (claring and chang at came         |  |  | adiacent stave                              |  |   |                                       |
|                        | Tio middlo: middlo un                        | si posicion) chen exterio passage to stavi    | 6  |  |   |  |   | 1                                     |
|                        | The fillidule. fillidule up                  | above   |  |  | Passage: move stave relatively by 1/32      |  |   |                                       |
|                        | System text/system line/renearsal            |   |  |  | space                                       |  |   |                                       |
|                        | mark/Bar no./Bar no. change: do nothing      | 1   |  |  |   |  |   |                                       |
|                        | Other (line/text etc.): move up 1 unit (or   |   |  |  |   |  |   |                                       |
|                        | more units if 1 unit is less than 1 pixel)   |   |  |  |   |  |   | 1                                     |
|                        | ······ • •···· • •···· • •··· • • • • •      |   |  |  |   |  |   |                                       |
| Down                   | Move (Object) Down                           | Extend selection down                         | Move object down a lot   | Move note down a staff                               | Move staff down (relative) / Select part of | Move staff down (absolute)                 | Move staff down a lot (relative) / Select | Move staff down a lot (absolute)      |
| 20111                  | see I In                                     | see I In                                      | see Un   | see I In   | object below                                |  | object in staff below                     |                                       |
| 1 - 4                  | see op                                       |   | See op   | See op   | Colort periods part of object               | Deserves encoder                           | object in stan below                      | Deserves energing a lat               |
| Len                    | wove object left/Select previous note        | Extend selection left                         | wove object left a lou select start of bar   | Extend selection to start or bar                     | Select previous part of object              | Decrease spacing                           |   | Decrease spacing a lot                |
|                        | Nothing selected: select first               | Note/Rest/Bar rest/Grace note/Passage:        | Note/Rest/Bar rest/Grace note/Passage:   | Note/Rest/Bar rest/Grace note/Passage:               | See Arrow keys above for details.           | Passage/Note/Rest (not bar rest/grace      |   | Passage/Note/Rest (not bar rest/grace |
|                        | note/rest/bar rest on screen                 | extend passage left                           | select note/rest at start of bar   | extend passage left to start of bar                  | Passage: do nothing                         | note): reduce spacing (= Alt+left in v1.4) |   | note): reduce spacing a lot (=        |
|                        | Play: rewind                                 | Other: do nothing                             | Other: move object left a lot  | Other: do nothing                                    | Other: select fragment or object to left    |  |   | Ctrl+Alt+left in v1.4)                |
|                        | Note (incl. Grace note)/Rect/Rec             |   |  |  |   |  |   |                                       |
|                        | Note (Incl. Grace note) Resubal              |   |  |  |   |  |   |                                       |
|                        | rest/Passage: select previous one            |   |  |  |   |  |   |                                       |
|                        | Other: move object left                      |   |  |  |   |  |   | 1                                     |
| Right                  | Move object right/Select next note           | Extend selection right                        | Move object right a lot/Select start of  | Extend selection to end of bar                       | Select next part of object                  | Increase Spacing                           |   | Increase spacing a lot                |
| -                      | Nothing selected: select first               | Note/Rest/Bar rest/Grace note/Passage:        | next bar.  | Note/Rest/Bar rest/Grace note/Passage:               | See Arrow keys above for details.           | Passage/Note/Rest (not bar rest/grace      |   | Passage/Note/Rest (not bar rest/grace |
|                        | noto/root/bor root on coroon                 | extend passage right                          | Note/Best/Bar rest/Crass pote/Bassage:   | extend passage right to end of har                   | Passage: do nothing                         | note); increase encoing (= Alt+right in    |   | noto); increase encoing a lot /=      |
|                        | noterrest/bar rest on screen                 | Others de aethine                             | Note/Resubal resublace note/Fassage.   | Others de aethine                                    | Other select frement or chiest to right     | note). Increase spacing (- Ait+right in    |   | note). Increase spacing a lot (-      |
|                        | Play: fast forward                           | Other: do nothing                             | select note/rest at end of bar   | Other: do nothing                                    | Other: select tragment or object to right   | v1.4)                                      |   | Ctrl+Alt+right in v1.4)               |
|                        | Note (incl. Grace note)Rest/Bar              |   | Other: move object right a lot   |  |   |  |   |                                       |
|                        | rest/Passage: select next one                |   |  |  |   |  |   |                                       |
|                        | Other: move object right                     |   |  |  |   |  |   |                                       |
| Tah                    | Select next object                           | Select previous object                        |  | · · · · · · · · · · · · · · · · · · ·                |   |  |   | 1                                     |
| 100                    | Nathing cale stady cale at first             | Nething selected as Teb but require           |  |  |   |  |   |                                       |
|                        | Nothing selected: select first               | Nothing selected: as Tab but previous         |  |  |   |  |   |                                       |
|                        | note/rest/bar rest on screen                 | Editing text: stop editing then select        |  |  |   |  |   |                                       |
|                        | Editing text: stop editing then select nex   | tprevious item                                |  |  |   |  |   |                                       |
|                        | item?  | Other: select previous item                   |  |  |   |  |   |                                       |
|                        | Other: select next item                      |   |  |  |   |  |   |                                       |
| - [tildo]              | Other. Select next item                      |   | Change window (Mae only)   | L  |   |  |   | 1                                     |
| - [uide]               |  | Dight of some (For Man lowboards)             | Change which we which we change which we want of the second secon | Last sees (fee iMase)                                |   |  |   | +                                     |
| nome                   | Left of page                                 | Right of page (For Iwac Reyboards)            | First page   | Last page (for imacs)                                |   |  |   |                                       |
|                        | Len a screenful                              | Right a screentu                              |  |  |   |  |   | 1                                     |
| End                    | Right of page                                |   | Last page  |  |   |  |   |                                       |
| 1                      | Right a screenfu                             | 1   |  |  | 1   |  |   | 1                                     |
| Page Up                | Window up                                    | 1   | Top of page  |  |   |  |   | 1                                     |
| · • • • •              | I In a screenful                             |   |  |  |   |  |   | 1                                     |
| Page Down              | Window down                                  | 1   | Bottom of page   |  | 1   | l  |   | 1                                     |
| age Down               |  |   | Dottom of hage   |  |   |  |   |                                       |
|                        | Down a screentu                              | 1   |  |  |   | <u></u>                                    |   | 1                                     |
|                        |  |   |  |  |   | <u> </u>                                   |   |                                       |
| Delete                 | Delete                                       | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | Passage: turn into consolidated rests        | 1   |  |  |   |  |   |                                       |
| 1                      | Note/Whole chord: turn into rest             | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | Rest: hide                                   | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | Hidden rest: delete                          | 1   |  |  |   |  |   | 1                                     |
| 1                      | Other: delete                                | 1   |  |  |   |  |   | 1                                     |
| 1                      |  | 1   |  |  |   |  |   |                                       |
|                        | Atterwards in all cases the previous item is | \$  |  |  |   |  |   |                                       |
| Backspace              | Delete                                       | 1   |  |  | 1   |  |   | 1                                     |
| L                      | same as Delete                               | 1   | 1  | 1  | 1   |  | l   | 1                                     |
| Enter (on keypad)      | Enter on keypad                              |   |  |  |   |  |   |                                       |
| INUM ENTERI            | Dialog box: confirm dialog (OK or similar    |   |  |  |   |  |   |                                       |
| Beturn (not on kour)   | Beenell Assidental/System Pro-1              | 1   | Page Presk   | t · · · · · · · · · · · · · · · · · · ·              | +   |  | · · · · · · · · · · · · · · · · · · ·     | 1                                     |
| Return (not on keypad) | Respen Accidental/System Break               | 1   | Faye Dreak   |  | 1   |  |   | 1                                     |
| [ENTER]                | Note/Passage: Respell                        | 1   | Barline: Page break  |  | 1   |  |   | 1                                     |
| 1                      | Barline: System break                        | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | Text: Edit text                              |   |  |  |   |  |   |                                       |
| Esc                    | Cancel                                       | 1   | 1  | 1  | 1   | 1  |   | 1                                     |
|                        | Editing text stop edition                    | 1   |  |  |   |  |   |                                       |
| 1                      | Diamates                                     | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | riay. Stop                                   | 1   |  | 1  | 1   | 1  |   | 1                                     |
| 1                      | Flexitime: stop                              | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | Create mode: stop                            | 1   |  |  |   |  |   | -                                     |
| 1                      | Dialog box: Cancel                           | 1   |  |  | 1   |  |   | 1                                     |
| 1                      | Other: deselect                              |   |  |  |   |  |   | -                                     |
|                        | Appoggiatura                                 | 1   | Cancel   |  |   |  |   | 1                                     |
| l.                     | Chhoddiarnia                                 | 1   | Canodi   |  | 1   |  |   | 1                                     |
| h                      | 1  |   |  |  |   | l  |   | 1                                     |
|                        | Acciaccatura                                 | 1   |  | 1  | 1   | 1  |   | 1                                     |

| Mac modifier:           | Alone  | Shift-   | Command-                                 | Shift-Command.                            | Ont-                                       | Shift-Ont-                             | Ont-Command.                            | Shift-Ont-Command-      |
|-------------------------|--|--|--|---|--|--|---|-------------------------|
| Win modifier:           | Alone  | Shift+   | Ctrl+                                    | Ctrl+Shift+                               | Alt+                                       | Shift+Alt+                             | Ctrl+Alt+                               | Ctrl+Alt+Shift+         |
| Space                   | Add rest or span line to part note           | Shan line to provious note                     | ear:                                     | our onne                                  | A.C.                                       | Shirt Art                              | our Alt                                 |                         |
| Space                   | Add fest of shap line to flext hote          | Shap line to previous note                     |  |   |  |  |   |                         |
|                         | Create mode: inputs a rest                   | Line: (start or end point) moves it to previou | 15                                       |   |  |  |   |                         |
|                         | Line: (start or end point) moves it to next  | note/rest                                      |  |   |  |  |   |                         |
|                         | note/rest                                    |  |  |   |  |  |   |                         |
|                         | Editing text: may move to next note (not re- | 51   |  |   |  |  |   |                         |
| '+' (not on keypad)     | Quarter sharp GERMAN VERSION ONLY            |  |  |   |  |  |   |                         |
| .=.                     | Quarter sharp (not used in German            |  | Zoom In                                  |   |  |  |   |                         |
| -                       | Editing text: may move to next note          |  | Zoom Out                                 |   |  |  |   |                         |
|                         | according to Default Position setting        |  | Editing text: non-breaking hyphen        |   |  |  |   |                         |
|                         |  |  | Other: Zoom Out                          |   |  |  |   |                         |
| "," on keypad           | . On key pad GERMAN VERSION ONLY             |  |  |   |  |  |   |                         |
| "+" on keypad           | NUM PLUS                                     | Common notes (F8)                              | Zoom In                                  |   |  |  |   |                         |
|                         | Next keypad layout                           | Win: first keypad layout (same as F8 or        |  |   |  |  |   |                         |
|                         |  | Mac "-" on keypad)                             |  |   |  |  |   |                         |
| "-" on keypad           |  |  | Zoom Out Win only                        |   |  |  |   |                         |
| Mac "split -" on keypad |  |  | Zoom Out Mac only                        |   |  |  |   |                         |
| [                       | Rew (not used in German)                     |  |  |   |  |  |   |                         |
|                         | Play: Rewind (in v2 but deprecated           |  |  |   |  |  |   |                         |
| 1                       | Fwd (not used in German)                     |  |  |   |  |  |   |                         |
|                         | Play: Forward (in v2 but deprecated          |  |  |   |  |  |   |                         |
| single quote            |  |  |  |   | Edit text: grave (Mac)                     |  |   |                         |
| ?                       |  |  | Sibelius Help (Mac only                  |   |  |  |   |                         |
| A                       | Create A                                     | Add pitch A                                    | Select All                               | Select More                               | 4 on Keypad                                | Select System Passage                  | 4 on Keypad                             |                         |
|                         | Note/Rest/Bar rest: note A                   | Currently: add A at top of chord               | Edit text: select all text               | Notehead(s): select chord                 | Mac: same as keypad 4 (for laptops)        | Select System Passage (starting from a | Win: same as keypad 4 (for laptops)     |                         |
|                         |  |  | Other (e.g. nothing): select all bars    | Rest/Note/Whole chord: select bar         |  | passage or single selection)           |   |                         |
|                         |  |  |  | Text item: all text in same style on same |  |  |   |                         |
|                         |  |  |  | stave (in 1 system)                       |  |  |   |                         |
|                         |  |  |  |   |  |  |   |                         |
|                         |  |  |  |   |  |  |   |                         |
|                         |  | 1  |  |   |  |  |   | 1                       |
|                         |  |  |  |   |  |  |   |                         |
| 1                       |  | 1  |  |   |  |  |   | 1                       |
|                         |  | 1  |  |   |  | -                                      |   | 1                       |
| 1                       |  | 1  |  |   |  |  |   | 1                       |
| 1                       |  |  |  |   |  | 1                                      |   |                         |
| B                       | Create B                                     | Add pitch P                                    | Par at End                               | Single har                                | Create hare dialog                         |  | Filter Bettem Note or Single Notes      |                         |
| в                       | Note/Post/Par root: note P                   |  | Edit taxt: Bold                          | Single bai                                | Create bars dialog                         |  | Filter Bottom Note of Single Notes      |                         |
|                         | Note/Res/Bai Test. Hote B                    | see above                                      | Other add her at and                     |   |  |  | Filler Bollom Note                      |                         |
| ~                       | Crasta C                                     | Add altable C                                  | Other, add bar at end                    | Alizza in a Caluma                        | 2 an Kaunad                                | Editorit C andilla (Marc)              | 2 an Kaunad                             | +                       |
| C                       | Create C                                     | Add pitch C                                    | сору                                     | Align in a Column                         | 3 on Keypad                                | Edit text: C cedilla (Mac)             | 3 on Keypad                             |                         |
|                         | Note/Rest/Bar rest: note C                   | see above                                      |  |   | Edit text (Mac): c cedilla                 |  | Win: same as keypad 3 (for laptops)     |                         |
| _                       |  |  |  |   | Else (Mac): same as keypad 3 (for laptops  |  |   |                         |
| D                       | Create D                                     | Add pitch D                                    | Document Setup                           | Reset Design                              | 6 on Keypad                                | Filter Dynamics                        | 6 on Keypad                             |                         |
|                         | Note/Rest/Bar rest: note D                   | see above                                      |  |   | Mac: same as keypad 6 (for laptops         |  | Win: same as keypad 6 (for laptops)     |                         |
| E                       | Create E                                     | Add pitch E                                    | Expression Text                          | Engraving Rules                           | 9 on Keypad                                |  | 9 on Keypad                             |                         |
|                         | Note/Rest/Bar rest: note E                   | see above                                      |  |   | Edit text (Mac): Acute                     |  | Win: same as keypad 9 (for laptops)     |                         |
|                         |  |  |  |   | Else (Mac): same as keypad 9 (for laptops  |  |   |                         |
| F                       | Create F                                     | Add pitch F                                    | Find                                     | Flexi                                     | +' on Keyboard                             |  | Advanced Filter                         |                         |
|                         | Note/Rest/Bar rest: note F                   | see above                                      |  |   | Mac: same as keypad "+" (for laptops       |  |   |                         |
| G                       | Create G                                     | Add pitch G                                    | Find Next                                | Go to Page                                | Edit text: Copyright (Mac)                 |  | Go to Bar                               |                         |
|                         | Note/Rest/Bar rest: note G                   | see above                                      |  |   |  |  |   |                         |
| н                       | Crescendo                                    | Diminuendo                                     | Hide Window (Mac OS X only)              | Hide                                      |  |  | View Hidden Objects                     | Hide Empty Staves       |
|                         | Create cresc.                                | Create dim.                                    |  |   |  |  |   |                         |
| I                       | Instruments                                  |  | Edit text: Italic                        | Re-input Pitches                          | Edit text: Circumflex (Mac)                |  |   |                         |
| J                       | Guitar Bend                                  | ]  | Color                                    | Reapply Color                             |  |  |   | ]                       |
|                         |  |  | Edit Color                               |   |  |  |   |                         |
| к                       | Key Signature                                | Chord Diagram                                  | Chord Symbol Text                        |   |  |  | Show/hide Keypad                        | 1                       |
|                         | Key Signature dialoc                         | Chord Diagram dialoc                           | -  |   |  |  |   |                         |
| L                       | Line   | Live Playback                                  | Lyrics Text                              | Lock Format                               |  |  | Lyrics Verse 2 Text                     | Transform Live Playback |
| 1                       |  | Live Playback on/of                            |  |   |  |  |   |                         |
| м                       | Mixer  | 1  | Minimize Window (Mac only)               | Use Multirests                            |  | Make into System                       | Show/hide Mixer                         | Make into Page          |
| 1                       |  |  |  | Use Multirests on/off                     |  |  |   |                         |
|                         |  | 1  |  |   | 1  | 1                                      |   | 1                       |
| N                       | Input Notes                                  | 1  | New                                      | Reset Note Spacing                        |  | 1                                      | Show/hide Navigator                     | 1                       |
| 1                       | Show/hide the caret                          |  | New score                                |   |  |  |   |                         |
| 0                       | Stop   | All Notes Off                                  | Open                                     | Flexi-time options                        |  | 1                                      | +                                       | 1                       |
|                         | Stop (in v2 but deprecated                   |  |  |   |  | -                                      |   | 1                       |
| Р                       | Play/Pause                                   | Performance                                    | Print                                    | Reset Position                            |  | 1                                      | Show/hide Properties                    | 1                       |
| l'                      | Play/Pause                                   |  |  |   |  |  |   |                         |
| 0                       | Clef   | 1  | Quit (Mac only)                          | 1   | 7 on Keypad                                | 1                                      | 7 on Keynad                             | 1                       |
| -                       |  | 1  | san (mac only)                           |   | Mac same as keyned 7 (for lentons          | 1                                      | Win same as keynad 7 (for lantone)      | 1                       |
| R                       | Reneat                                       | 1  | Rehearsal Mark (consecutive)             | Align in a Row                            | Split on Keypad (mac only)                 | View Object Rulers                     | +' on Keyboard                          | View Staff Rulers       |
|                         | Reneat (reneats notes other objects and      |  | consecutive)                             | - anger an a from                         | Mac: same as keynad "split ." (for lantone |  | Win: same as keynad Shift+Enter or Mac  |                         |
| s                       | Slur   | Slur Flipped                                   | Save                                     | Show                                      | 5 on Keynad                                | 1                                      | 5 on Keynad                             | Show Empty Stayes       |
| l <sup>-</sup>          | Note/rest: input magnetic elur               | Note/rest: input flipped magnetic elur         |  |   | Mac: same as keynad 5 (for lantons)        |  | Win: same as keynad 5 (for lantone)     | chon Linply olaves      |
| 1                       | Else: create unward non-magnetic chu         | Fise: create downward non-magnetic clu         |  |   | mus. same as keypdu 5 (iui iaptups)        |  | Jame as keypad 5 (101 laptops)          | 1                       |
| т                       | Time Signature                               | Transpose                                      | Technique Text                           | Transp                                    |  | 1                                      | Tempo Text                              | Edit Text Styles        |
| I                       | Time Signature                               | ranapuse                                       | recinique rest                           | Inanah                                    |  |  | Tempo Text                              | Lun TEAL OLYIES         |
|                         |  | +  | Full (WIN only)                          | Unlock Format                             | Edit text: Limiaut (Maa)                   |  |   | 4                       |
| ~                       |  |  | i un (will only)                         | Uniock FUIIIat                            | Lun (CAL Official (WidC)                   |  |   |                         |
| N                       |  | Owen Maines 4 and 5                            | Dente                                    | 1 American                                | Enter on Knuned                            |  | Enter on Kounnel                        | +                       |
| v                       |  | Swap voices 1 and 2                            | Paste                                    | Arrange                                   | Enter on Keypad                            |  | Enter on Keypad                         |                         |
| 1                       |  | 1  | East Lyrics: paste syllable from system  |   | Mac: same as keypad Enter (for laptops)    |  | win: same as keypad Enter (for laptops) | 1                       |
| 1                       |  | 1  | clippoard                                |   |  |  |   | 1                       |
|                         |  |  | Edit other text: paste text from system  |   |  |  |   |                         |
|                         |  |  | clipboard                                |   |  |  |   | 4                       |
| vv                      |  | 1  | CIOSE                                    |   | 8 on Keypad                                |  | s on Keypad                             | 1                       |
|                         |  |  | Close Window (not close file)(on Windows |   | Mac: same as keypad 8 (for laptops         |  | vvin: same as keypad 8 (for laptops)    |                         |
| *                       | нр   | 1  | uπ                                       | Extract Parts                             | 2 on Keypad                                |  | z on Keypad                             | 1                       |
|                         | Note/Tie/Slur/Tuplet:Flip                    | 1  |  |   | Mac: same as keypad 2 (for laptops         |  | win: same as keypad 2 (for laptops)     |                         |
| 7                       | Complete I                                   |  | Kego                                     | Unde Weter:                               | A an Keymod                                |  | d an Kaunad                             | +                       |
| z                       | Symbol                                       |  | Undo                                     | Undo History                              | 1 on Keypad                                |  | 1 on Keypad                             | 1                       |
|                         | Symbol dialog                                | 1  | Edit Lyrics: undo paste syllable         |   | Mac: same as keypad 1 (for laptops)        | -                                      | Win: same as keypad 1 (for laptops)     | 1                       |
|                         |  | 1  | Edit non-Lyrics: text editor's own undo  |   |  | -                                      |   | 1                       |
| 1                       |  | 1  | (NOT the Music Text z character)         |   |  | -                                      |   | 1                       |

| Mac modifier:  | Alone                                     | Shift-                                     | Command-                      | Shift-Command- | Opt-                             | Shift-Opt-                              | Opt-Command-                              | Shift-Opt-Command-     |
|----------------|---|--|-------------------------------|----------------|----------------------------------|---|---|------------------------|
| Win modifier:  | Alone                                     | Shift+                                     | Ctrl+                         | Ctrl+Shift+    | Alt+                             | Shift+Alt+                              | Ctrl+Alt+                                 | Ctrl+Alt+Shift+        |
|                |   |  |                               |                |                                  |   |   |                        |
|                |   |  |                               |                |                                  |   |   |                        |
| 0              |   |  |                               |                |                                  | Notehead 0                              |   |                        |
|                |   |  |                               |                |                                  | Note: Notehead 0 (normal)               |   |                        |
|                |   |  |                               |                |                                  | Bar rest: bar rest type 0 (normal)      |   |                        |
| 1 to 9         | Add Interval Unison/2nd/etc Above         | Add Interval 2nd/3rd/etc Below             | Duplet/Triplet/etc            |                | Voice 1/2/3/4/All                | Notehead 1-9                            | Filter Top Note or Single Notes/Filter 2n | d Filter Voice 1/2/3/4 |
|                | Notehead on normal stave: diatonic        | Notehead on normal stave: diatonic         | Note/Rest: tuplet             |                | Alt+1/2/3/4/5: voice 1/2/3/4/All | Notehead number; preferably allowed to  | Note or Single Notes/Filter 3rd Note or   |                        |
|                | interval above selected note (but 8 does  | s interval below selected note (but 8 does | 3                             |                |                                  | type 2 digits                           | Single Notes (1-3)                        |                        |
|                | an exact not a diatonic 8ve)              | an exact not a diatonic 8ve)               |                               |                |                                  | Bar rest: 1-3 chooses bar rest type 1-3 | Ctrl+Alt+1/2/3: Filter Top/2nd/3rd note   |                        |
|                | Notehead on tab stave: fret number of not |  |                               |                |                                  |   |   |                        |
| help (Mac key) | Sibelius Help Mac -Insert on Menu         |  |                               |                |                                  |   |   |                        |
| F1             | Sibelius Help                             |  |                               |                |                                  |   |   |                        |
|                | Sibelius Help(win only)                   |  |                               |                |                                  |   |   |                        |
| F2             | Edit Text                                 |  |                               |                |                                  |   |   |                        |
|                | Text:Edit Text(win only)                  |  |                               |                |                                  |   |   |                        |
| F3             |   |  |                               |                |                                  |   |   |                        |
| F4             |   |  | Close                         |                |                                  |   |   |                        |
|                |   |  | Close Window (not close file) |                |                                  |   |   |                        |
| F5             |   |  |                               | 1              |                                  | 5                                       |   | 1                      |
| F6             |   |  |                               |                |                                  |   |   |                        |
| F7             |   |  |                               |                |                                  |   |   |                        |
| F8             | Common notes (F8)                         |  |                               |                |                                  |   |   |                        |
|                | Keypad layout 1                           |  |                               | 1              |                                  |   |   |                        |
| F9             | More notes (F9)                           |  |                               |                |                                  |   |   |                        |
|                | Keypad layout 2                           |  |                               | 1              |                                  |   |   |                        |
| F10            | Beams/tremolos (F10)                      | Pop-up menu (Win only)                     |                               |                |                                  |   |   |                        |
|                | Keypad layout 3                           |  |                               |                |                                  |   |   |                        |
| F11            | Articulation (F11)                        |  |                               |                |                                  |   |   |                        |
|                | Keypad layout 4                           |  |                               |                |                                  |   |   |                        |
| F12            | Accidentals (F12)                         |  |                               |                |                                  |   |   |                        |
| 1              | Kevpad layout 5                           | 1  |                               |                |                                  |   |   |                        |