

## SOME BASIC SHORTCUTS IN SIBELIUS 2 (*Mac shortcuts in italics*)

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Contact me about free in-service training. (Edition: June 2003)

Escape key: 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 (in middle of computer keyboard): 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 + a to add a b to an existing selected note)  
C the note c (shift + a to add a c to an existing selected note)  
D the note d (shift + a to add a d to an existing selected note)  
E the note e (shift + a to add an e to an existing selected note)  
F the note f (shift + a to add an f to an existing selected note)  
G the note g (shift + a 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  
P Play your score (escape or the O key to stop)  
Q clefs – change clefs of existing staves, or insert clef changes  
R repeat something selected (single notes or passages/pages of notes)  
S slurs – use space bar to extend them (shift + spacebar if you go too far)  
T time signature – add a time signature to your score  
U guitar frame – add a chord frame/shape to your score  
V go into create mode (or vice versa)  
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 main computer keyboard add third above selected note  
4 on main computer keyboard add fourth above selected note  
5 on main computer keyboard add fifth above selected note  
6 on main computer keyboard add sixth above selected note  
7 on main computer keyboard add seventh above selected note  
8 on main computer keyboard add octave above selected note  
Shift +3 on main computer keyboard add third below selected note  
Shift +4 on main computer keyboard add fourth below selected note  
Shift +5 on main computer keyboard add fifth below selected note  
Shift +6 on main computer keyboard add sixth below selected note  
Shift +7 on main computer keyboard add seventh below selected note  
Shift +8 on main 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 (above W key, not on keypad) changes voice of note to 2,3 or 4  
Control + Shift + Alt (*Command* + *Shift* + *Option*) 1, 2, 3 or 4 select voice 1,2, 3 or 4

**Control (command) + A** select everything  
**Control (command) + B** add blank measure to the end of score  
**Control (command) + C** copy to clipboard (for arrange feature primarily)  
**Control (command) + D** document setup screen  
**Control (command) + E** add a dynamic to a selected note (right click or *Ctrl Click* for sub-menu)  
**Control (command) + F** find something in your score  
**Control (command) + I** turn on/off the properties box  
**Control (command) + K** add chord symbol above a selected note (there's a plug-in to do this also)  
**Control (command) + L** add lyrics to a selected note (right click or *Ctrl Click* for sub-menu)  
**Control (command) + N** start a new score  
**Control (command) + O** open an existing score  
**Control (command) + P** print  
**Control (command) + Q** close down Sibelius entirely  
**Control (command) + R** add rehearsal mark above selected note/measure  
**Control (command) + S** save  
**Control (command) + T** add text to a selected note (right click or *Ctrl Click* for sub-menu)  
**Control (command) + U** turn off menus at top of screen (full screen mode)  
**Control (command) + W** close your score  
**Control (command) + Y** redo last action (if you've undone it)  
**Control (command) + Z** undo last action (hit multiple times to undo lots!)

**Control + Alt (command + option) G** go to a specific bar in your score  
**Control + Alt (command + option) M** add a metronome mark (right click or *Ctrl Click* for sub-menu)  
**Control (command) + Shift A** select whole line of lyrics (if one word is already selected)  
**Control (command) + Shift B** add a measure after what is currently selected  
**Control (command) + Shift F** record (escape to stop)  
**Control (command) + Shift G** go to a specific page of your score  
**Control (command) + Shift H** Hide whatever is selected  
**Control (command) + Shift N** Reset note spacing for selected notes or score  
**Control (command) + Shift O** recording options  
**Control (command) + Shift T** turn score into transposing score (or vice versa)  
**Control (command) + Shift X** extract parts  
**Control (command) and "+" key** make score get bigger  
**Control (command) and "-" key** make score get smaller

**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)  
**Control (command) + up arrow** moves selected note(s) up an octave  
**Control (command) + down arrow** 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 key** takes you back a page  
**END key** takes you forward a page  
**PAGE UP key** takes you up the page  
**PAGE DOWN key** takes you down the page

**To transpose music** **Control (command) + A** (select score), then **Shift + T** (transpose)  
**To arrange music** **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)

**Shift + Alt (option) + right arrow** make a selected note or measure get wider  
**Shift + Alt (option) + left arrow** make a selected note or measure get narrower  
**Shift + Alt (option) + up arrow** move an individual staff up  
**Shift + Alt (option) + down arrow** move an individual staff down  
**Control + Alt (command + option) + down arrow** moves staff and rest of score down