



The Basics SIBELIUS 6

KNOW WHO YOUR FRIENDS ARE...

- **Escape Key** - use this key to deselect things, or to cancel or stop an action
- **Undo** - press CTRL-Z (⌘ - Z on a Mac) to undo your last action

NAVIGATING YOUR SCORE

Page Up/Page Down	move up or down your score
Home/End	move towards the start or the end of your score
Ctrl+Home (⌘ Home)	jump to the very first page
Ctrl+End (⌘ End)	jump to the very last page
Ctrl+= (⌘ =)	zoom in
Ctrl+- (⌘ -)	zoom out

NOTE ENTRY

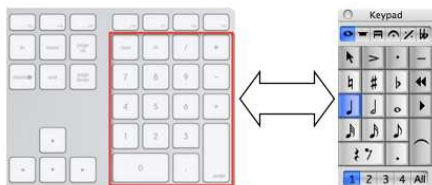
Mouse Entry

This method of entry is less than ideal, but will still get notes onto your score.

With your mouse, left-click on a note value on the 'keypad', move your cursor to the staff & left-click to insert a note onto the staff.

Alphabetic & Step-time Entry

These methods are fantastic for getting *FAST* with note entry.

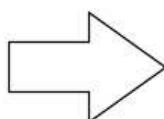


Note that the Sibelius keypad window maps to your computer keyboard's numeric keypad! Be sure to use this feature to quickly move between note values when entering notes into your score.

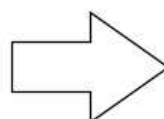


Alphabetic Entry is as simple as 'typing' a pitch - for a C press 'C', for a G press 'G' etc.

Step 1:
Select bar or rest



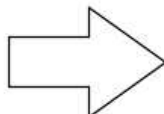
Step 2:
Press "N"



Step-time Entry utilises a MIDI Keyboard instead of your computer keyboard. Just play on the keyboard the notes you want to notate. Simple!



Step 3:
Select rhythmic value on Keypad



OR



Step 4:
Select note on computer or MIDI keyboard

Flexi-time Entry is another method that allows us to record a live performance to a metronome for even quicker notating.

This is covered in our '**Beyond Basics**' workshop!

COPYING & PASTING

'R' for Repeat (great for ostinatos) - Select a note, bar or group of notes and press R



Alt (Option)-click method

- Select a bar, group of notes or multiple bars.
- Hold down ALT (Option on Mac) and click at the **beginning** of where you'd like the material to appear

Multicopy (Fill up lots of bars at once)

- Select a bar of music (or group of bars)
- Press **CTRL+C (⌘C)**
- Select all of the destination bars (select the first one and shift-click on the last one)

EDITING YOUR SCORE

ADDING TEXT & EXPRESSION

LYRICS - Select a starting note, then go to **Create > Text > Lyrics**, or the shortcut **CTRL+L**. Use Space Bar to move to the next syllable/note.

CHORDS - Select a starting note, then go to **Create > Text > Chord Symbol** or the shortcut key **CTRL+K**. Use Space Bar to move to the next note.

DYNAMICS - Go to **Create > Text > Expression Text** or the shortcut **CTRL+E**. Right-click on the flashing cursor to bring up a handy quick-select menu!

TECHNIQUE - Go to **Create > Text > Technique Text** or the shortcut **CTRL+T**. Right-click on the flashing cursor to bring up a handy quick-select menu!

ADDING SYMBOLS

CRESCENDO - Select a starting note, and then press '**H**' (or **SHIFT-H** for a decrescendo). Press Space Bar to increase the length.

PHRASING - Select a starting note, and then press '**S**'. A slur will begin press Space Bar to increase the length.

TIME SIGNATURE - Press '**T**' to bring up a menu to select or make a custom time signature. Click OK, and then left-click on your score where the time signature will take affect.

KEY SIGNATURE - Press '**K**' to bring up a menu to select a key signature. Click OK, and then left-click on your score where the key signature will take affect.

OTHER SYMBOLS - Press '**Z**' to bring up an extensive list of symbols – some common, some not so common!

FORMATTING YOUR SCORE

ADDING & DELETING INSTRUMENTS - Press '**I**' to bring up the Instrument window. You can add and remove instruments, as well as adjust your score order in this window.

MAGNETIC LAYOUT (SIBELIUS 6 ONLY) - Having issues with objects overlapping? Magnetic layout ensures everything in your score is clearly displayed and not hidden beneath other objects. Turn on Magnetic Layout by going to **Layout > Magnetic Layout**.

OPTIMISE STAFF SPACING - Another good tool to make things prettier, especially with a busy score. **Go to Layout > Optimise Staff Spacing** and follow the prompts. Remember, if you don't like what you see, use CTRL-Z to undo!

DOCUMENT SETUP - This window allows for the setup of basic things like page size (A4, Letter etc.) and page orientation (Portrait, Landscape) ready for printing.