



# Sibelius *Notes*

*Student Skills Guide*



# Contents

---

Introduction .....	5
1. Open .....	6
2. Save As .....	7
3. Save .....	8
4. Playback start/stop .....	9
5. Starting a new score .....	10
6. Creating instruments .....	11
7. Creating a key signature .....	12
8. Creating a time signature .....	13
9. Creating a metronome mark .....	14
10. Creating bars .....	15
11. Mouse input for adding notes/rests .....	16
12. Alphabetic input for adding notes/rests .....	17
13. Step-time input for adding notes/rests .....	18
14. Flexi-time input for adding notes/rests .....	19
15. Using the keypad .....	20
16. Creating accidentals .....	21
17. Selecting .....	22
18. Copying .....	23
19. Deleting .....	24
20. Moving objects .....	25
21. Creating lyrics .....	26
22. Creating expression text .....	27
23. Creating technique text .....	28
24. Editing text .....	29
25. Creating/editing chord symbols .....	30
26. Creating slurs .....	31
27. Creating hairpins .....	32
28. Transposing .....	33
29. Printing .....	34
30. Using voices .....	35
31. Creating barlines .....	36
32. Extracting parts .....	37
33. Changing an instrument's sound .....	38
34. Using the Metronome .....	39



# Introduction


---

## What you will find in this guide

This guide contains step-by-step instructions on how to use Sibelius with Sibelius Notes exercises. It also contains instructions on other basic operations that you may need to produce scores. You will find a useful guide to the most common keyboard shortcuts on the back cover

A PDF of this guide can be found on the Sibelius Notes CD ROM. You are welcome to print out further copies provided they are used within your school or college. For more information on using Sibelius, see the Sibelius User Guide.

## Using this guide with Sibelius 2

This guide is designed to be used with Sibelius 3 or later. Where Sibelius 2 is significantly different, you will see in the shortcut section the icon  indicating that you should see the Version 2 Skills Guide.

A PDF of the Version 2 Skills Guide can be found on the Sibelius Notes CD ROM.

## Basic terminology

### Computer terms

- 'Type **⌘A** or **Ctrl+A**' means hold down the **⌘** (Mac) or **Ctrl** (Windows) key and type **A**. (Even though **A** is written as a capital letter, don't type **Shift** unless explicitly told to do so.)
- On Windows, to 'click' something means to point at it with the mouse and click the left mouse button. To 'right-click' something means to point at it with the mouse and click (not surprisingly) the right mouse button.
- A 'dialog box' is a window with buttons on.
- The 'numeric keypad' is the rectangle of numbers and other characters at the very right-hand side of your computer keyboard.
- **Return** is the large key to the right of the letter keys. On some keyboards it is called '**Enter**' or is labeled with a special arrow symbol.
- **Enter** is the large key at the bottom of the numeric keypad. On some keyboards it is unlabeled, but it still means **Enter**.

### Apple Mac keys

Here are the symbols used for Apple Mac keys:



Command  
Shift

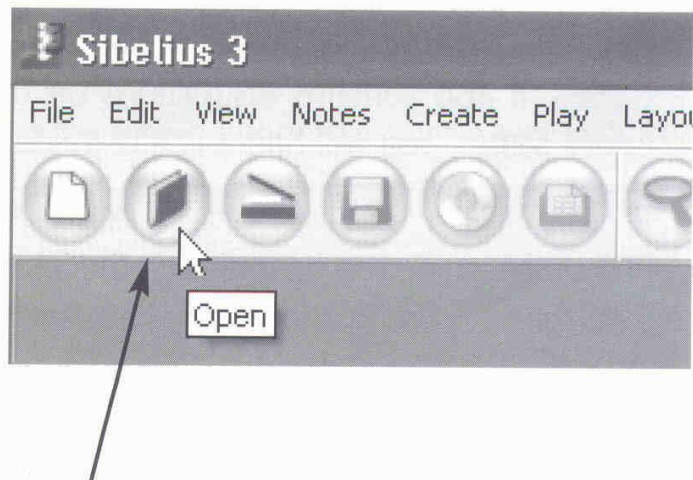


Option  
Return

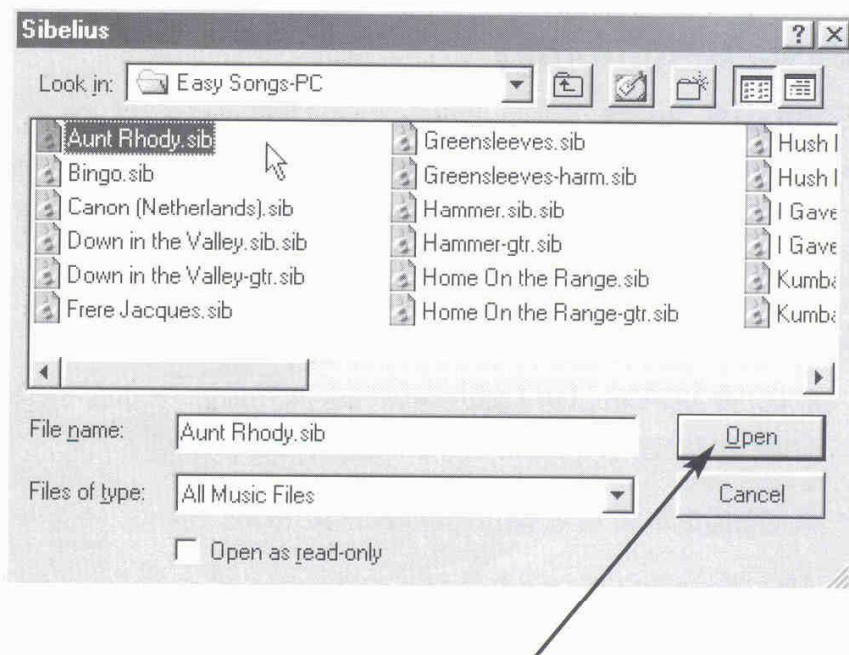
# 1. Open

## How to open an existing score

1. Click the **Open** button on the toolbar at the top of the screen
2. Find the correct folder in which your file is stored
3. Select the file to open
4. Click **Open**.



*Click the **Open** button on the toolbar*



*Select the file and click **Open***

## Keyboard shortcuts etc.

⌘O or Ctrl+O    Open file

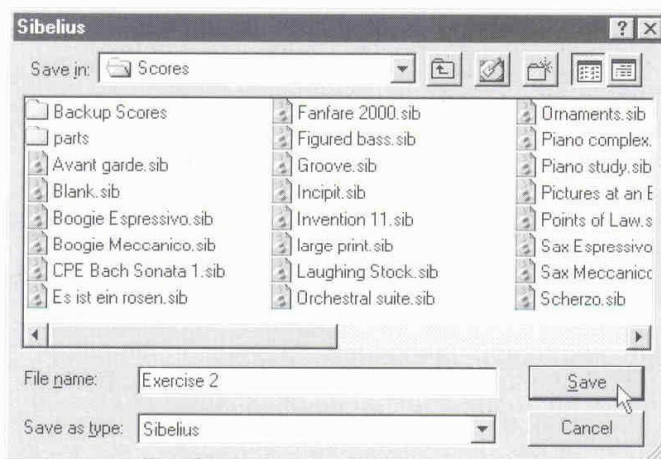
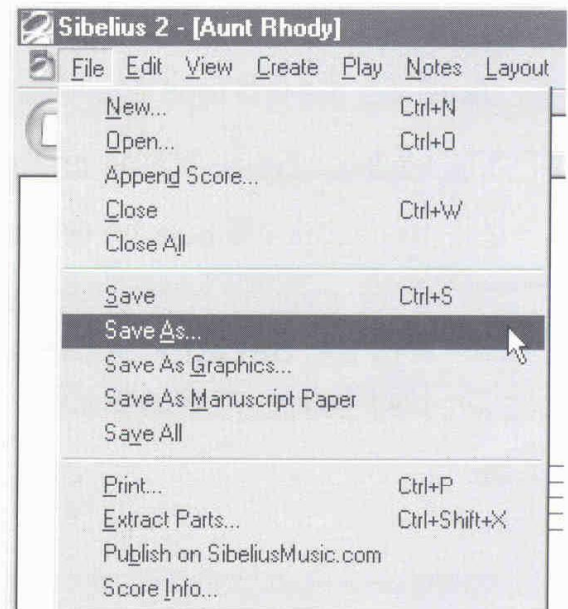


# 2. Save As

## How to save your work for the first time

Use **Save As** the first time you save your work, use **Save** to re-save after you have made changes.

1. Choose **File > Save As**. You will now see the **Save As** dialog.
2. Find the correct folder in which to save your work. Check with your teacher the best place to put your files.
3. Type in the name you want to call your work. Check with your teacher in case there is a special filename you should use.
4. Click **Save**.



*Windows dialog*



*Mac dialog*

## Keyboard shortcuts etc.

# 3. Save

---

## How to re-save your work, replacing the original

Use **Save** to keep the changes you have made to an existing score. You should use **Save As** the first time you save your work.

1. Click the **Save** button on the toolbar at the top of the screen
2. Your work will now be re-saved with the same name as before.

If you save by accident and want to go back to the previous version, you will find it in the **Backup Scores** folder inside your **Scores** folder. See the Sibelius User Guide for details.

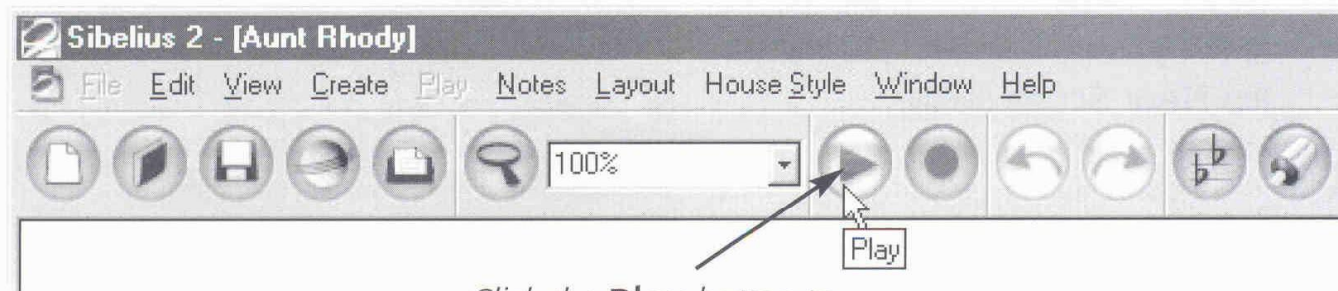
### Keyboard shortcuts etc.

⌘S or Ctrl+S    Save



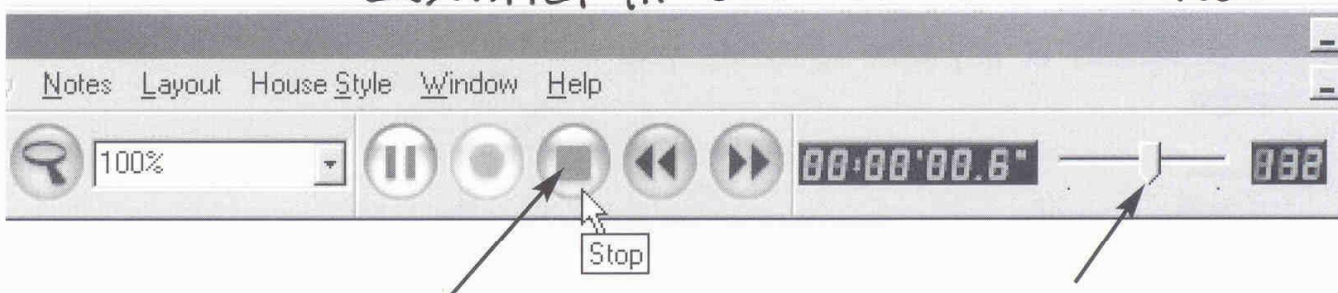
# 4. Playback start/stop

## How to play your score, pause, fast forward, rewind and stop



Click the **Play** button to start playback, or type **P**

ERSTATET AF DET NY FLOAT-VINDU



Click the **Stop** button to stop playback, or type **Esc**

This slider adjusts the playback speed

1. To play all staves from the beginning of the score, click the **Play** button on the toolbar or type **P**.
2. To play only a single staff (stave), select it (see Skill 17) before clicking the **Play** button.
3. To start playback from the middle of a score, click the note where you want playback to start from before clicking the **Play** button.

### Keyboard shortcuts etc.

**P** Play fra markeret node

**Esc** Stop

**Mellemrumstangent** Start / stop



Rewind

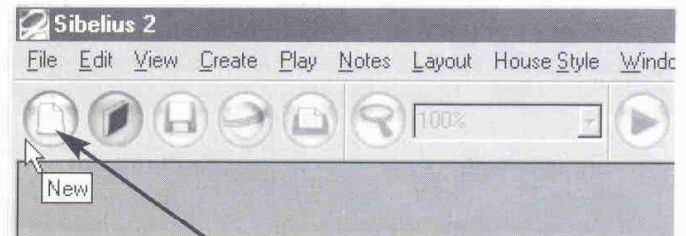


Fast-forward

# 5. Starting a new score

## How to start a new score

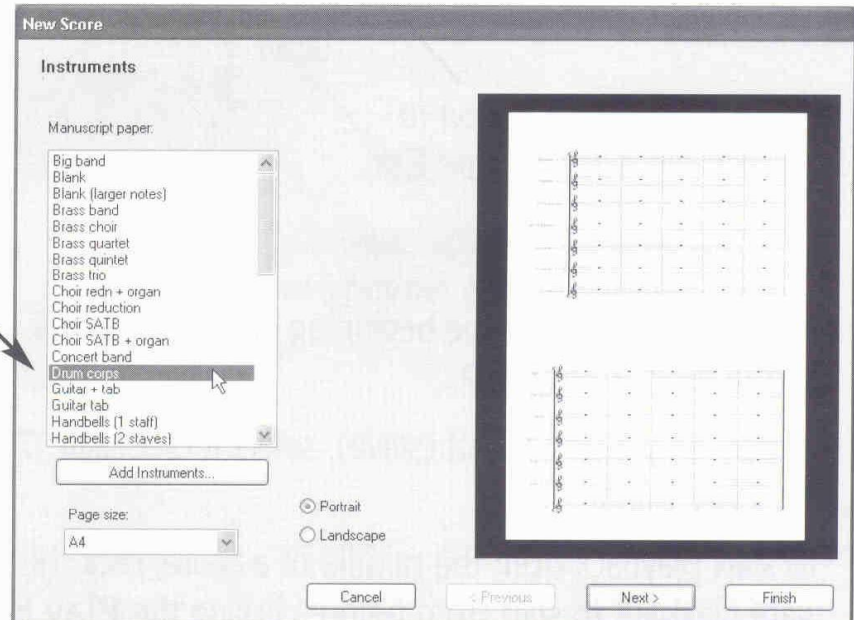
1. Click the **New** button on the toolbar at the top of the screen. You will see the **New Score** dialog.



*Click the **New** button to start a new score*

2. Select the type of manuscript paper to use. You may want to use a **Blank** sheet and add the instruments individually, or choose a manuscript paper for a pre-defined ensemble.
3. Click **Finish** at any time to create your score.

*Select a type of manuscript paper*



## Keyboard shortcuts etc.

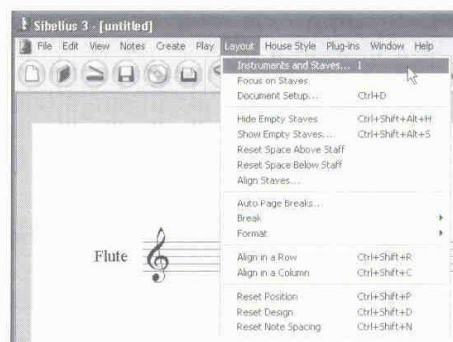
⌘N or Ctrl+N    New score



# 6. Creating instruments

How to create new instruments for your score – you can do this at any time

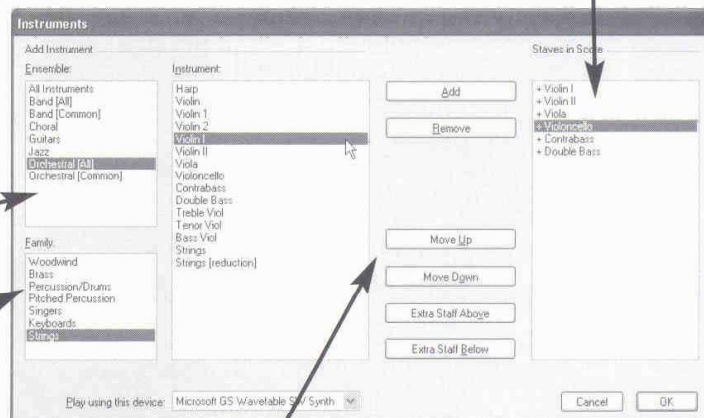
1. Choose **Layout > Instruments and Staves**
2. Select the correct instrumental section from the list on the left
3. In the middle list, scroll through the instruments in that section until you find the one you want. Select it and click **Add**.
4. Add any other instruments in the same way
5. Click **OK** and Sibelius will create the instrument(s) in the order shown.



*These instruments will be added to the score*

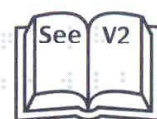
*Select a type of ensemble*

*Select the family*



*Use these buttons to change the order of staves*

**Keyboard shortcuts etc.**

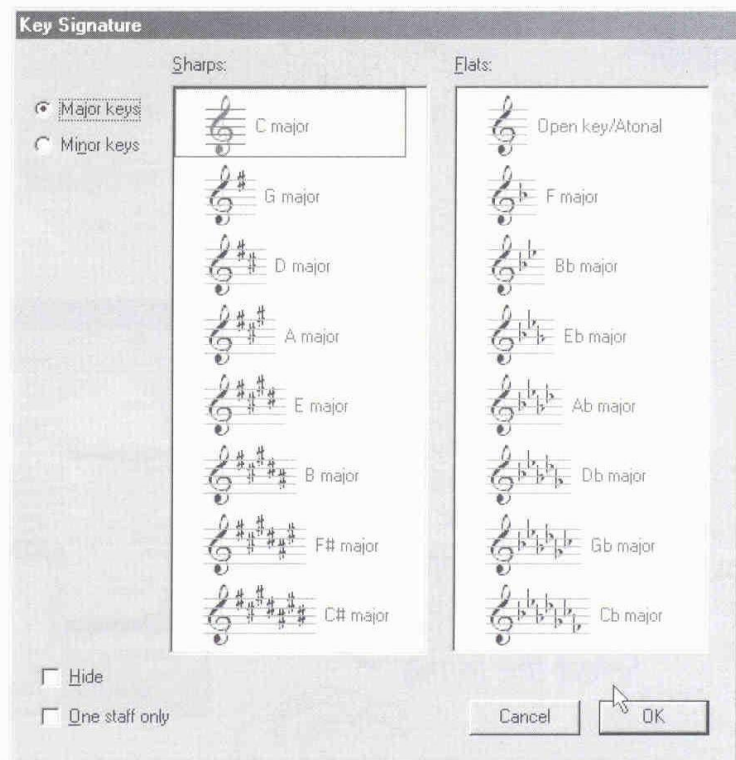


Layout > Instruments and Staves dialog

# 7. Creating a key signature

## How to create a new key signature and add it to your score

1. Hit **Esc** to make sure nothing is selected
2. Type **K**. The **Key Signature** dialog will be displayed.
3. Select the key signature you require
4. Click **OK**. The mouse pointer will turn blue.
5. Click on the score where you want the new key to start



### Keyboard shortcuts etc.

**K** Create key signature

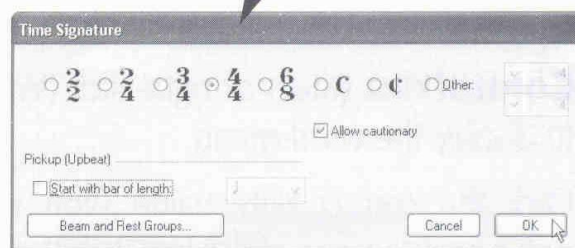


# 8. Creating a time signature

## How to create a new time signature and add it to your score

1. Hit **Esc** to make sure nothing is selected
2. Type **T**. The **Time Signature** dialog will be displayed.
3. Select the time signature you need.

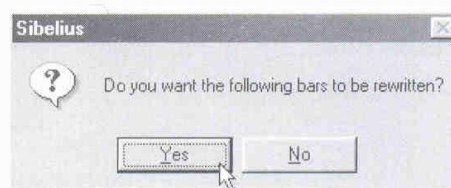
*Select the time signature you need*



- If it is not listed, click **Other** and select the correct one from the drop-down menus.
4. If you need a pick-up (upbeat) bar, switch on **Start with bar of length** and choose the bar length from the drop-down menu.

If you are not sure whether you need a pick-up bar, you can always add one later.

5. Click **OK**. The mouse pointer will turn blue.
6. Click in the score where you want the new time signature to start
6. A dialog may be displayed asking you if you want the following bars to be rewritten. Click **Yes**.



For information about the other options, see **Time signatures** in the **Reference** section of the Sibelius User Guide.

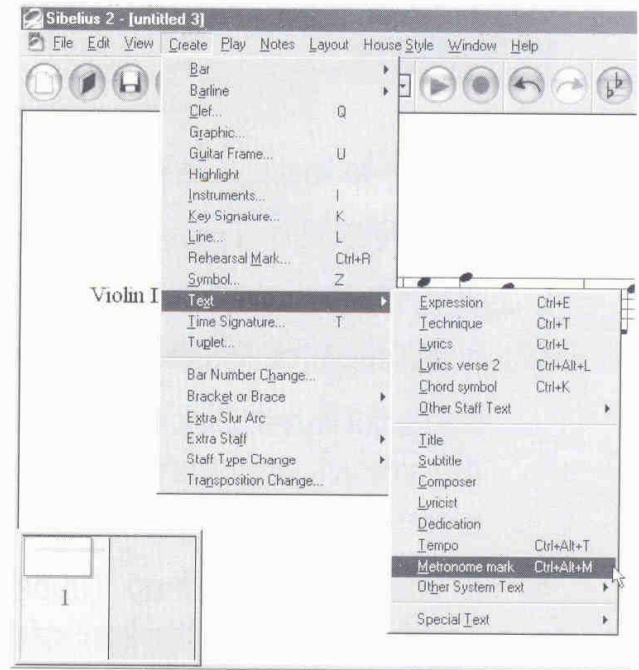
### Keyboard shortcuts etc.

**T** Create time signature

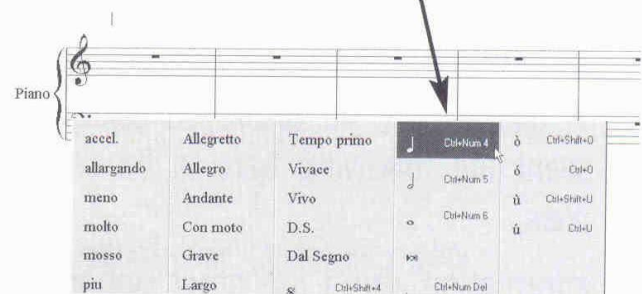
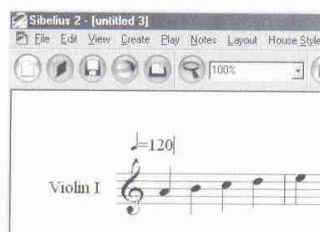
# 9. Creating a metronome mark

How to create a metronome mark for your score. Your score will play back at this speed

1. Select a note or rest where you want to put the metronome mark
2. Choose **Create > Text > Metronome mark**. You will then see a flashing caret.
3. **Control-click** (Mac) *or* **right-click** (Windows) to display the word menu
4. Click the correct note value (you will find notes near the end of the list). It will appear in your score.
5. Type **space = space** and then an appropriate tempo, e.g. **60**
6. Type **Esc** or click somewhere else to finish inputting the text.



Select the note value from the word menu



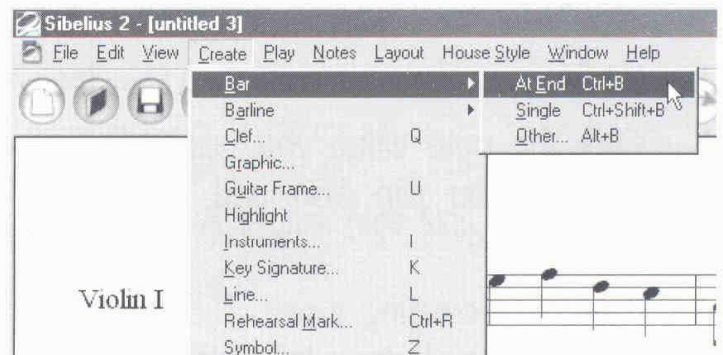
Keyboard shortcuts etc.

# 10. Creating bars

**How to add new bars to your score. You can do this at any time and put them anywhere in the score**

1. Choose **Create > Bar**
2. To create a single bar at the end of your score, choose **At End**
3. To create a single bar in the middle of your score, choose **Single**. The mouse pointer will turn blue.

Click where you want the empty bar to go. All the following bars will move forward.



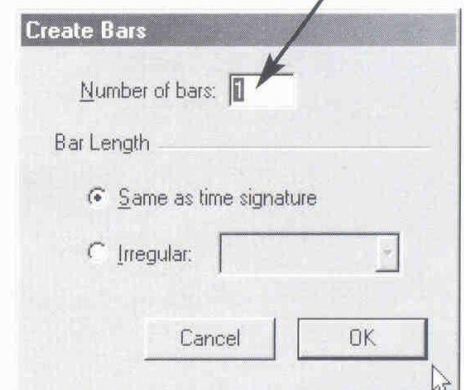
4. To create lots of new bars, choose **Other**. You will see the **Create Bars** dialog.

Type in the number of bars you want to create and click **OK**. The mouse pointer will turn blue.

Click where you want the new bars to appear.

*Type in the number of bars*

N.B. If a note or rest is selected (blue) before creating bars the new bars will appear immediately after the selected object.



## Keyboard shortcuts etc.

⌘B or Ctrl+B Add bar at end of score

⇧⌘B or Ctrl+Shift+B Create a single bar anywhere in a score



# 11. Mouse input for adding notes/rests

## How to add notes and rests to the score using the mouse

1. Hit **Esc** to make sure nothing is selected
2. Click the note value you want on the Keypad. You can also add a dot or accidental.

If you are creating a rest, click the rest button on the bottom left of the Keypad.

The mouse pointer will change color.

If you can't see the note value you need, you may need to switch to the second Keypad layout (see Skill 15).

3. Move your mouse over the staff (stave) - you will see a shadow note appear.
4. When the correct note is shown, click on the staff (stave)
5. Once the note appears, you can change its pitch with the arrow keys if you don't click in quite the right place.



*Select the note length on the keypad*



*Click on the staff (stave) where you want the note to appear*

## Keyboard shortcuts etc.

F8-F12

Change Keypad layout

 **⌘K** or **Ctrl+Alt+K**

Show/hide Keypad

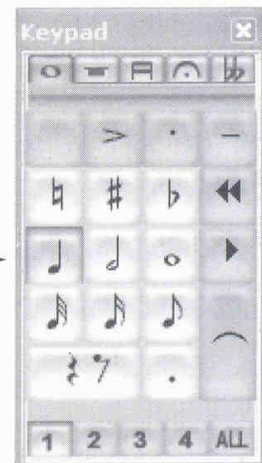
# 12. Alphabetic input for adding notes/rests

## How to add notes to your score using the computer keyboard

1. Select the bar or rest where you want the first note to go
2. Type a note value on the numeric keypad, e.g. type **4** for a quarter-note (crotchet). You can also add a dot.
3. Type the names of the notes you want to add, e.g. **A B C D**
4. The notes will appear in the score
5. To input a note with an accidental, type the accidental (**7/8/9**) *before* the note name
6. To add a rest, type **space**
7. To change note value, go back to step 2.



Select the note value  
on the Keypad



### Keyboard shortcuts etc.

The numeric keypad keys press the Keypad buttons on the screen

1-6 Note value  
· Dotted note  
7/8/9 ♯/♭/♮

A-G Note name  
space Rest

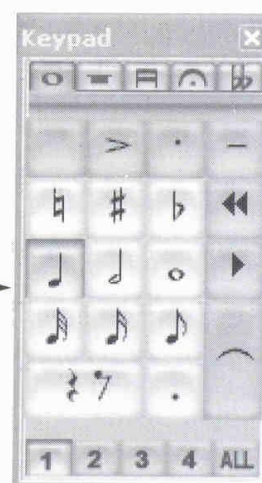
# 13. Step-time input for adding notes/rests

## How to add notes to your score using a MIDI keyboard in step-time

1. Select the bar or rest where you want the first note to go
2. Select a note value on the numeric Keypad, e.g. type **4** for a quarter note (crotchet). You can also add a dot.
3. Play the notes on your MIDI keyboard and they will appear in your score
4. Change the note value using the Keypad as necessary
5. To input a rest, type **space**.



Select the note value  
on the Keypad



### Keyboard shortcuts etc.

The numeric Keypad keys press the Keypad buttons on the screen

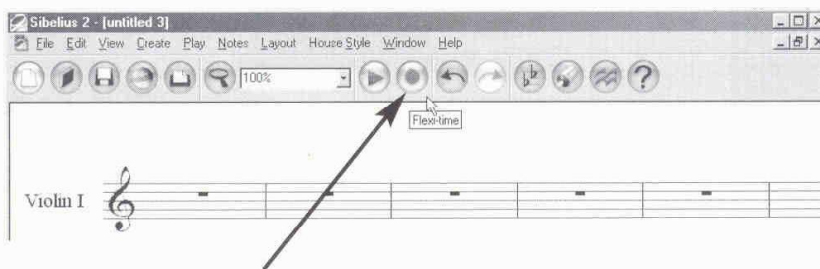
1-6	note value	space	Rest
.	Dotted note		



# 14. Flexi-time input for adding notes/rests

## How to input notes into your score in real time

1. Select the bar where you want to start recording (see Skill 17)
2. Click the **Flexi-time** button on the toolbar at the top of the screen.  
You will hear four clicks count-in.
3. At the end of the count-in play on your MIDI keyboard, keeping in time with the metronome clicks
4. When you have finished, type **Esc** to stop recording.  
You will see the notes you played in the score.



*Click the **Flexi-time** button on the toolbar at the top of the screen*

For more details, see **Flexi-time** in the **Reference** section of the Sibelius User Guide.

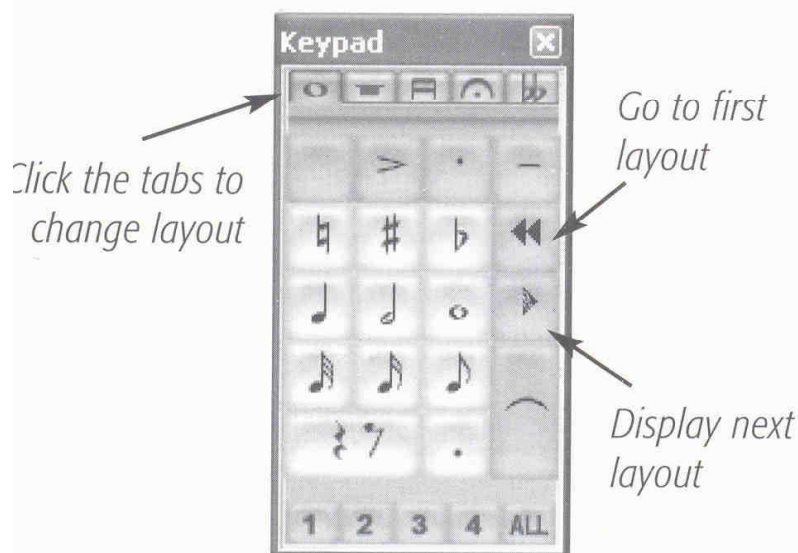
### Keyboard shortcuts etc.

- |                     |                    |
|---------------------|--------------------|
| ⇧⌘F or Ctrl+Shift+F | Start Flexi-time   |
| Esc                 | Stop Flexi-time    |
| ⇧⌘O or Ctrl+Shift+O | Flexi-time options |

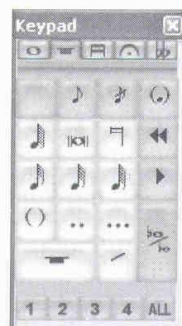
# 15. Using the keypad

## Using the keypad

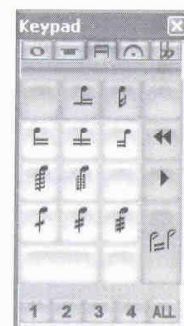
1. The Keypad at the bottom right of the screen is where you choose note values, accidentals, articulations, ties and other note markings. It matches the numeric Keypad on your computer.
2. To select something from the Keypad, either click the button with your mouse or type the corresponding key on the numeric Keypad.



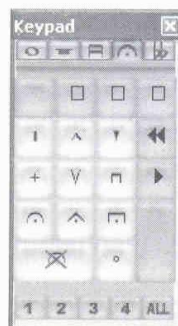
Type **F8** for the first layout



Type **F9** for the second layout



Type **F10** for the third layout



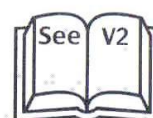
Type **F11** for the fourth layout



Type **F12** for the fifth layout

## Keyboard shortcuts etc.

**F8–F12** Change Keypad layout



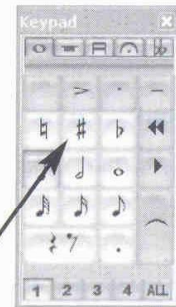
# 16. Creating accidentals

## How to add an accidental to a note which is already in the score

1. Select the note you want to change
2. Click the accidental you need on the Keypad. The accidental will be added to the note.

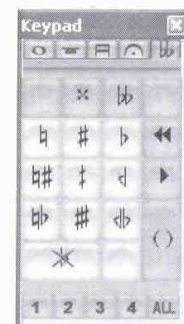
If you can't see any accidentals on the Keypad, make sure you have selected the first Keypad layout (type **F8**).

You will find more unusual accidentals on the fifth layout (type **F12**).



*Click to add an accidental*

To create accidentals while you input notes, see Skills 11 to 13.



*The fifth layout contains more unusual accidentals*

### Keyboard shortcuts etc.

- 7 Natural
- 8 Sharp
- 9 Flat

Use the numeric keypad for these shortcuts



# 17. Selecting

## How to select individual things, lots of things or a section of your score

### To select individual things

1. Click the note or object you want to select. It will change color (usually to blue).

### To add further things to your selection

2. **⌘**-click or **Ctrl**+click the extra note or object. It will also change color.

### To select a single bar

3. Click in the bar, avoiding any notes or other objects. A light blue box will be drawn around the bar and everything in it will change color.

### To select a passage (section) in your score

4. Select the first note or bar of the passage. **Shift**-click the last note or bar you want to select.

### To select a staff (stave) throughout the score

5. Triple-click in any bar on that staff, avoiding any notes or other objects. A light blue box will be drawn around the staff throughout the score.

*Selected notes*



*Selected bar*



## Keyboard shortcuts etc.

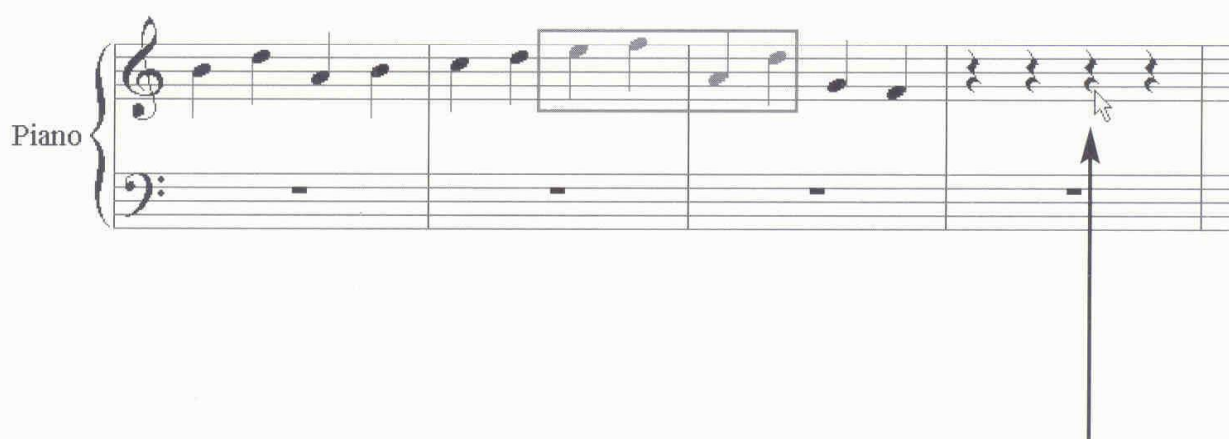
**⌘A** or **Ctrl+A** Select all

# 18. Copying

**How to copy a selected note, bar or object from one part of your score to another**

1. Select the object or objects you want to copy (see Skill 17)
2. **⌘**-click or **Alt**+click exactly where you want to place the copied object(s).

If you want to copy some notes to the middle of an empty bar, you will need to add some rests to the start of the empty bar first. That way you can place the notes you are copying exactly in the right place.



**⌘**-click or **Alt**+click exactly where you want to copy the passage to

BEMÆRK DISSE 2 KOPIFUNKTIONER

## Keyboard shortcuts etc.

<b>⌘</b> -click or <b>Alt</b> +click	Copy to mouse position
<b>⌘C</b> or <b>Ctrl+C</b>	Copy to clipboard
<b>⌘V</b> or <b>Ctrl+V</b>	Paste

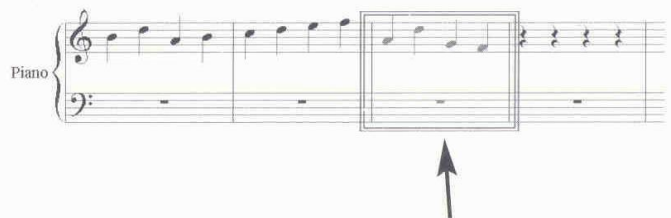
# 19. Deleting

## How to delete things from your score

1. Select the objects you want to delete (see Skill 17)
2. Type **Delete** on the computer keyboard
3. The selected objects will disappear from the score.

## To remove a bar from your score completely

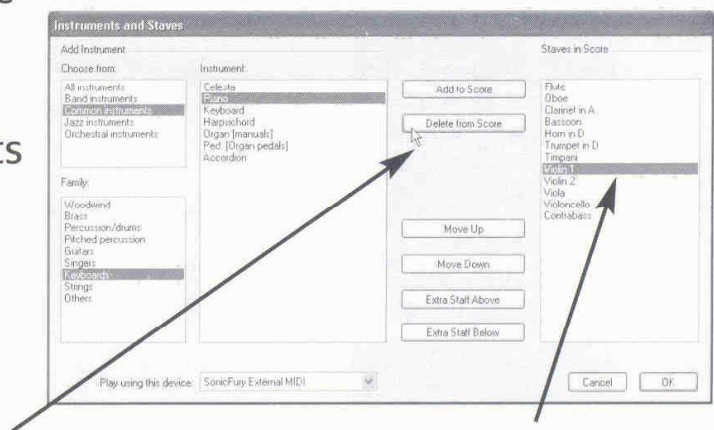
4. **⌘**-click or **Ctrl**+click in the bar to be removed. A double purple box will be drawn around the bar and all notes in it will change color.
5. Type **Delete** on your computer keyboard. The bar will be removed from your score.



**⌘**-click or **Ctrl**+click to select a bar to delete

## To remove a staff (stave) completely (e.g. the whole of the Violin 1 staff throughout the score)

6. Choose **Layout > Instruments and Staves**
7. Click on the staff you wish to delete
8. Click **Delete from Score**.



Click to delete from score

Click the staff to be deleted

## Keyboard shortcuts etc.

Delete

Delete

**⌘Z** or **Ctrl+Z**

Undo




# 20. Moving objects


## How to move things from one part of your score to another

### Moving notes

The safest way to move notes from one place to another is to copy them and then delete the originals.

1. Select the notes you want to move (see Skill 17)
2. Copy them to the new position using -click or **Alt**+click (see Skill 18)
3. Delete the original notes (see Skill 19)
4. Alternatively, you can select the notes you want to move, cut them to the clipboard with **⌘X** or **Ctrl+X**, select the note or rest where you want to move them to, then type **⌘V** or **Ctrl+V** to paste them.

### Repositioning a line of lyrics

1. Click on any word in the line
2. Type  **⌘A** or **Ctrl+Shift+A**. All the lyrics on that staff will change color.
3. Use the arrow keys to move the lyrics up or down.



Select all the lyrics  
in a staff (stave)

### Moving other objects

1. Simply drag the object to its new position.

### Keyboard shortcuts etc.

**⌘X** or **Ctrl+X**

Cut

**⌘V** or **Ctrl+V**

Paste

**↑/↓/←/→**

Move in small steps

**⌘** or **Ctrl+↑/↓/←/→**

Move in  
big steps

**⌘Z** or **Ctrl+Z**

Undo

# 21. Creating lyrics

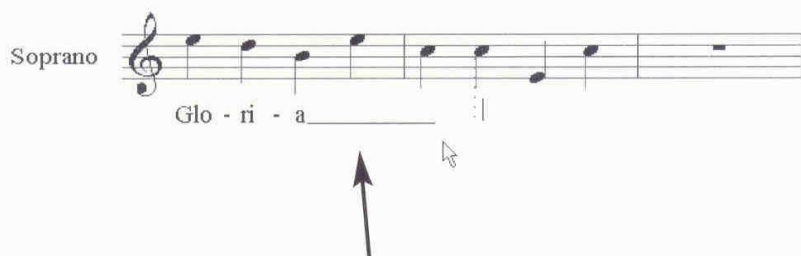
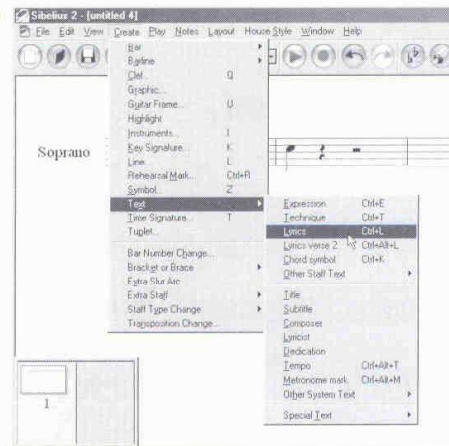
## How to add lyrics to your score

1. Click on the note where you want the first word to go
2. Choose **Create > Text > Lyrics**
3. Type in the first word
4. To move on to the next word type **space**.

To split a word between notes, type **hyphen** one or more times between syllables (once for each note).

To make a word last for more than one note, type **space** two or more times after the word (once for each note).

5. Type **Esc** or click somewhere else to finish inputting lyrics.



*Type **space** to extend a word over several notes*

### Keyboard shortcuts etc.

**⌘L** or **Ctrl+L**

Create lyrics

**hyphen**

End of syllable

**space**

End of word

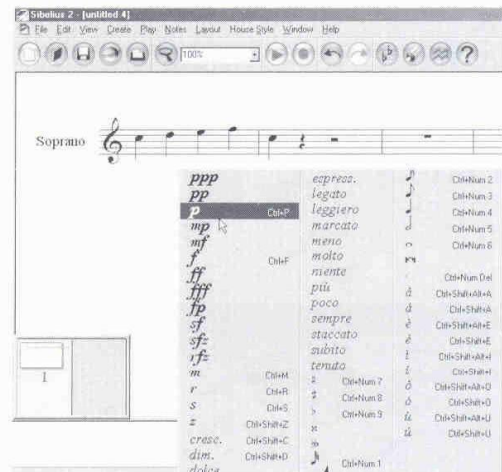
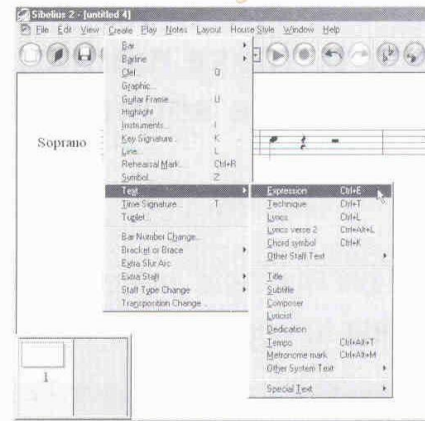
**Esc**

Finish inputting

# 22. Creating expression text

How to add expression markings to your score. These markings will affect how your score sounds when played back

1. Click on the note or rest where you want the marking to appear
2. Choose **Create > Text > Expression**
3. **Control-click** (Mac) *or* **right-click** (Windows) to display a menu of expression words. Click on the word you want to add.
4. Type **Esc** or click somewhere else to finish
5. Drag the text to its correct position if it is not already there.



*Control-click (Mac) or right-click (Windows) to display a menu of expression words*

## Keyboard shortcuts etc.

**⌘E** or **Ctrl+E**

Create Expression text

**⌘MF** or **Ctrl+MF** (etc.)

*mf* (etc.) in Expression text

**Esc**

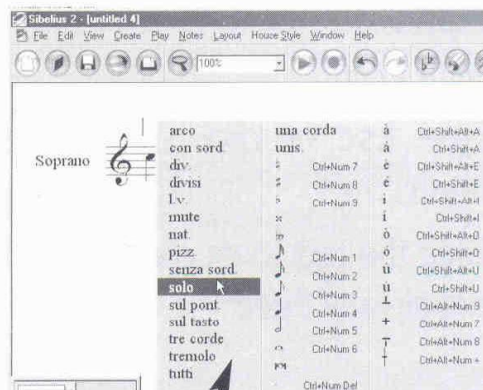
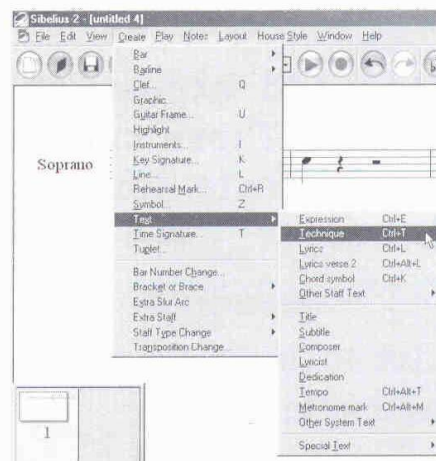
Finish



# 23. Creating technique text

How to add technique markings to your score. These markings may affect how your score sounds when played back.

1. Click on the note or rest where you want the marking to appear
2. Choose **Create > Text > Technique**
3. **Control**-click (Mac) *or* right-click (Windows) to display a menu of technique words. Click on the word you want to add.
4. Type **Esc** or click somewhere else to finish
5. Drag the marking to its correct position if it is not already there.



*Control*-click (Mac) *or* right-click (Windows) to display a list of technique words

## Keyboard shortcuts etc.

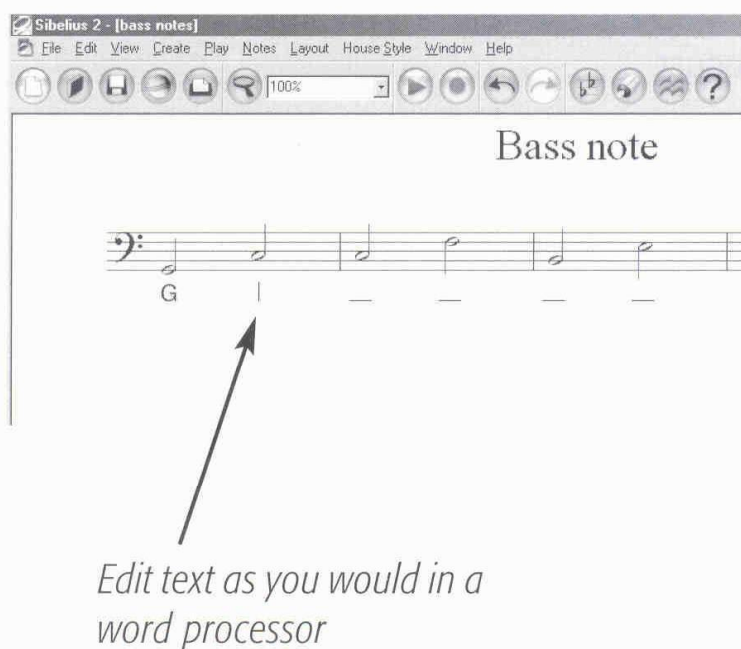
⌘T *or* Ctrl+T Create technique text

Esc Finish

# 24. Editing text

## How to change text which is already in your score

1. Double-click on the text. A flashing caret will appear at the end of the text.
2. Make changes by typing, deleting and using the arrow keys as you would in a word processor. To replace a line ( \_\_\_ ) in a worksheet with some text, type **Delete** a few times to remove the line, then type the new text.
3. Type **Esc** or click somewhere else to finish editing.



### Keyboard shortcuts etc.

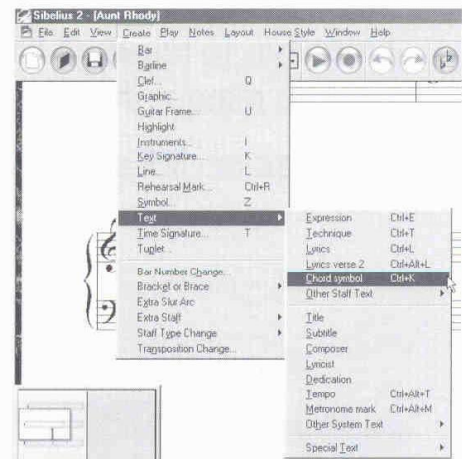
**Return** (on the main keyboard)      Edit selected text

**Esc**      Finish editing

# 25. Creating/editing chord symbols

## How to add chord symbols to your score

1. Click the note or rest where you want the chord symbol to appear
2. Choose **Create > Text > Chord symbol**
3. Type the chord symbol. Type **#** for sharp, **b** (small letter B) for flat.
4. Type **space** to move on to the next note or beat, whichever is the sooner
5. Type **Esc** or click somewhere else to finish creating chord symbols
6. You can edit chord symbols just like other text (see Skill 24).



## Keyboard shortcuts etc.

**⌘K** or **Ctrl+K** Create chord symbol

**#** Sharp

**b** Flat

**Esc** Finish

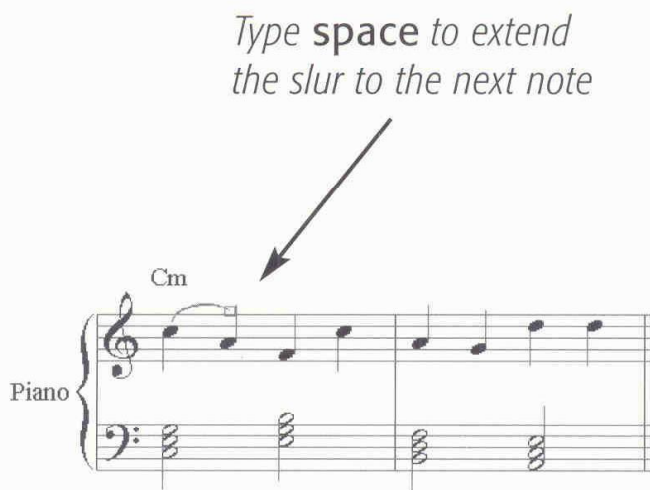


# 26. Creating slurs

---

## How to add slurs to your score

1. Select the note where you want the slur to start
2. Type **S** to create a slur
3. Type **space** to extend the slur by a note
4. Type **Esc** or click somewhere else to finish.



### Keyboard shortcuts etc.

**S** Create slur

**space** Move end of slur forwards a note

**X** Flip slur

**Shift-space** Move end of slur back a note

# 27. Creating hairpins

---

## How to add crescendo and diminuendo hairpins to your score

1. Select the note where you want the hairpin to start
2. Type **H** to create a crescendo or **Shift-H** for a diminuendo
3. Type **space** to extend the hairpin to the next note
4. Type **Esc** or click somewhere else to finish.



Type **space** to extend the hairpin to the next note

### Keyboard shortcuts etc.

**H** Add a crescendo hairpin

**space** Extend hairpin by a note

**Shift-H** Add a diminuendo hairpin

**Shift-space** Go back a note

# 28. Transposing

## How to transpose part or all of your score

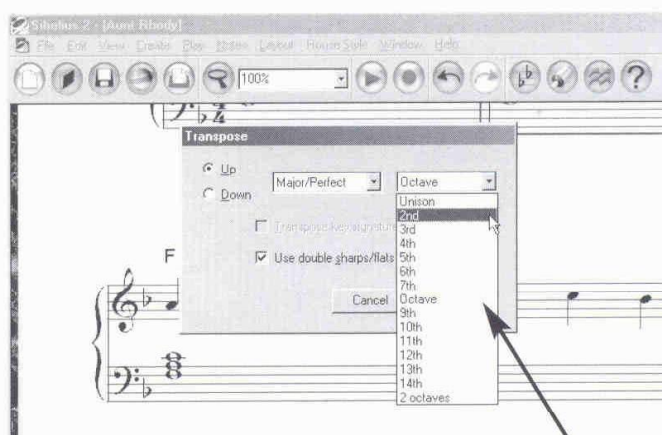
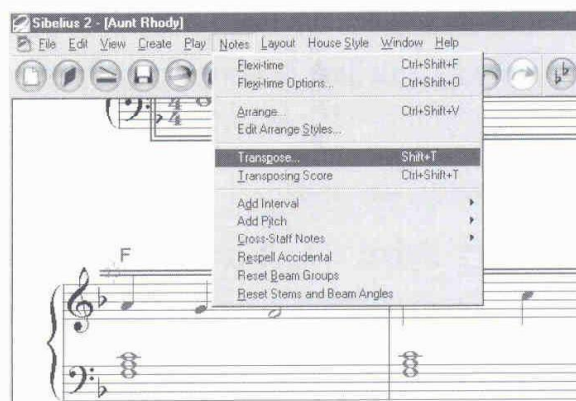
### Shifting notes up/down

1. Select the passage you want to shift (see Skill 17)
2. Type ↑ or ↓ to shift the notes.

### Changing key

1. Select the passage you want to transpose (see Skill 17). To transpose the whole piece choose **Edit > Select All** (shortcut **⌘A** or **Ctrl+A**).
2. Choose **Notes > Transpose**
3. Click **Up** or **Down**, then select the interval type and interval required from the drop-down menus
4. Click **OK**.

For more details, see **Transposing** in the **Reference** section of the Sibelius User Guide.



*Choose the interval required from the drop-down menus*

### Keyboard shortcuts etc.

⌘A or Ctrl+A

Select all

Shift-T

Transpose

↑/↓

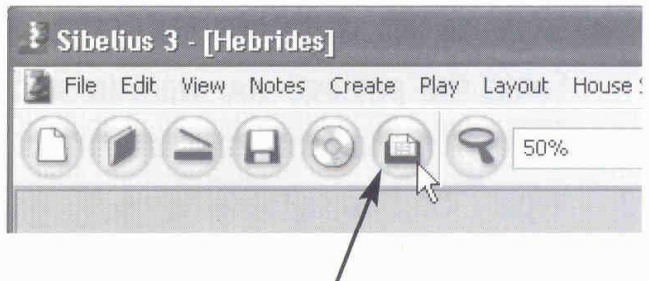
Move notes up/down



# 29. Printing

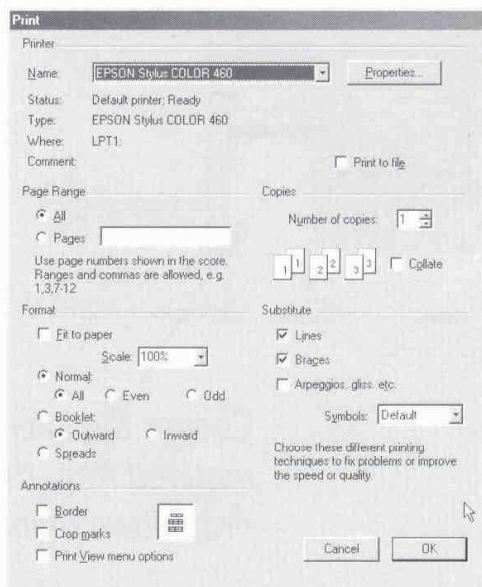
## How to print your score

1. Click the **Print** button on the toolbar at the top of the screen. The **Print** dialog box will be displayed
2. Choose the number of copies
3. Click **Print** (Mac) or **OK** (Windows).

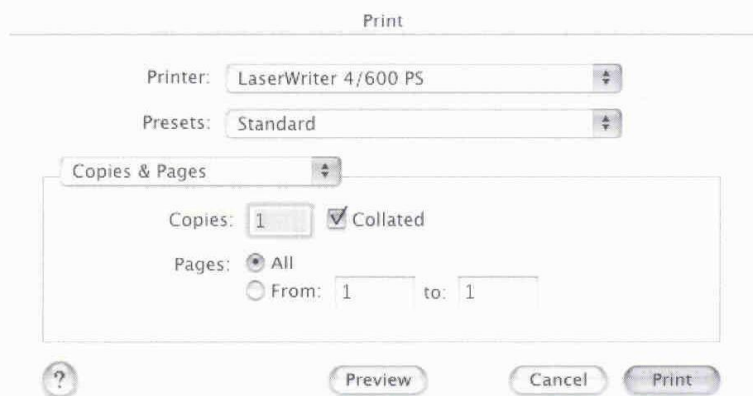


Click the **Print** button on the toolbar

For more details, see **Printing** in the **Reference** section of the Sibelius User Guide.



*Windows dialog*



*Mac dialog*

## Keyboard shortcuts etc.

⌘P or Ctrl+P

Print

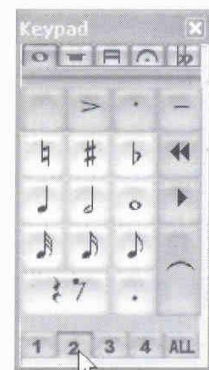
⌘D or Ctrl+D

Document setup (to set page/staff size)

# 30. Using voices

## How to use different rhythms on the same staff (stave)

1. Hit **Esc** to make sure nothing is selected
2. Select the note or rest where you wish to add a second voice
3. Type **N**
4. Click **2** on the bottom of the Keypad
5. Now add new notes or rests in the normal way
6. The stems of the new notes will point down and usually appear green when selected.



Select Voice 2 from the Keypad

*The stems of voice 2 notes point down*

A musical score for Piano. The top staff is in treble clef and contains two voices of music. The first voice (voice 1) has notes with stems pointing up. The second voice (voice 2) has notes with stems pointing down. The bottom staff is in bass clef and contains a bass line. An arrow points from the text above to the stems of the second voice in the top staff.

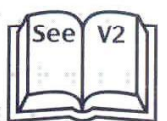
### Keyboard shortcuts etc.

1/2 or **Alt+1/2**

Change to voice 1/2

P or **Ctrl+Alt+P**

Show/hide Keypad



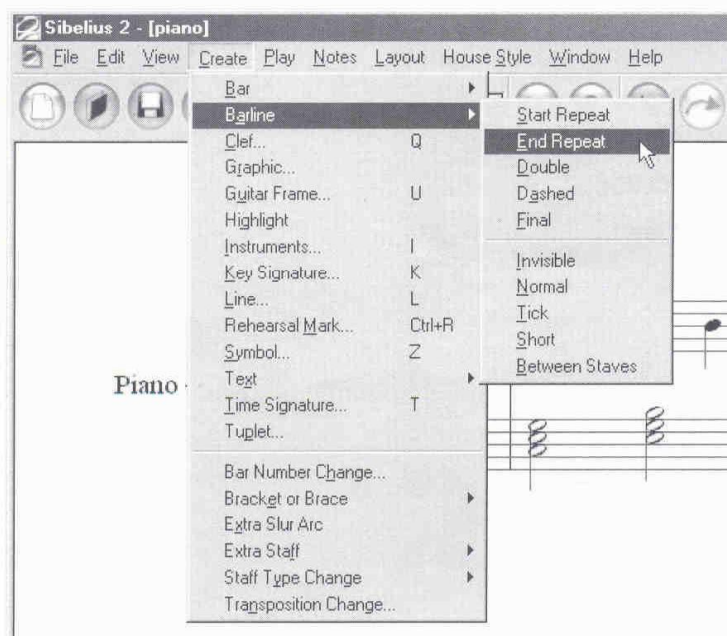
# 31. Creating barlines

## How to add different types of barline to your score

1. Click on the barline you want to change
2. Choose **Create > Barline** and click on the type of barline you want to add.



*Click on the barline you want to change*



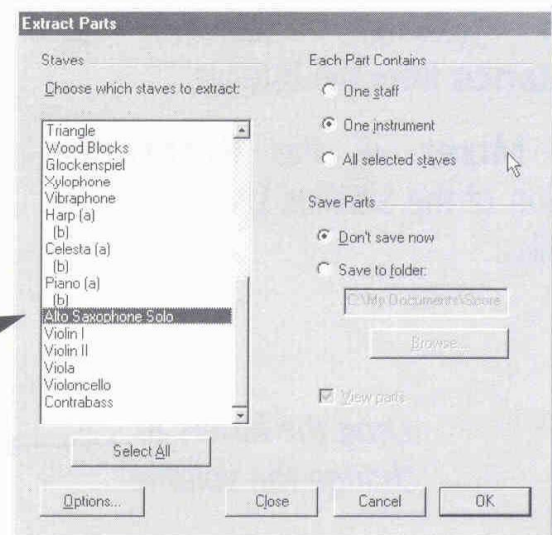
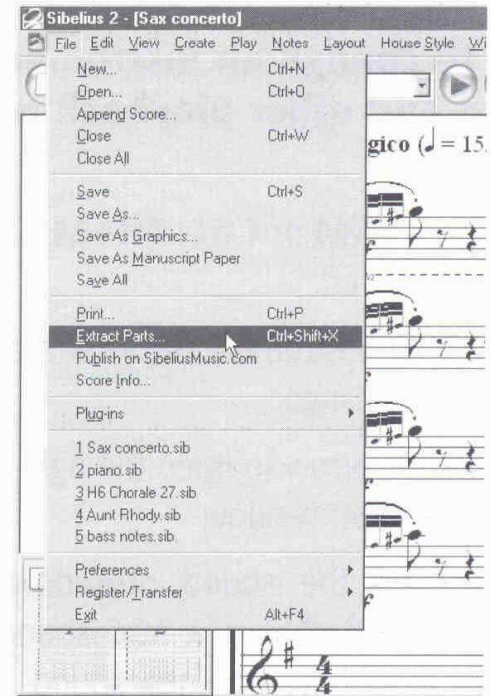
## Keyboard shortcuts etc.



# 32. Extracting parts

## How to extract parts from a score

1. Choose **File > Extract Parts**. The **Extract Parts** dialog will be displayed.
2. Select which instruments you want to extract
3. In the **Save Parts** section of the dialog choose either **Don't save now** or **Save to folder**
4. If you choose to **Save to folder**, a new folder will be created for the parts, or you can find a folder in which to save the parts. Click **Browse** to do this.  
(You can print all the parts together later using the plug-in **Print Multiple Copies**.)
5. Click **OK** and the parts will appear in separate windows.



Select the instruments to extract

### Keyboard shortcuts etc.

⇧⌘X or Ctrl+Shift+X Extract parts

PARTS ER i SIB 4.x INTEGRERET MED SCORE

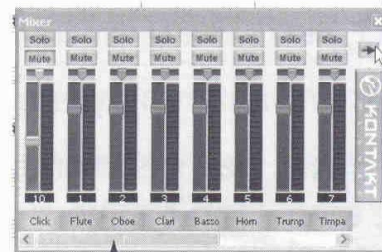
# 33. Changing an instrument's sound

## How to change an instrument's sound and other playback features

1. Type  $\text{⌘}+\text{M}$  or  $\text{Ctrl}+\text{Alt}+\text{M}$ . The Mixer will be displayed.
2. Click the instrument name of the sound you wish to change
3. Click the arrow to open the right-hand side of the Mixer window
3. Click on the sound drop-down menu and choose a new sound. You should hear the new sound.

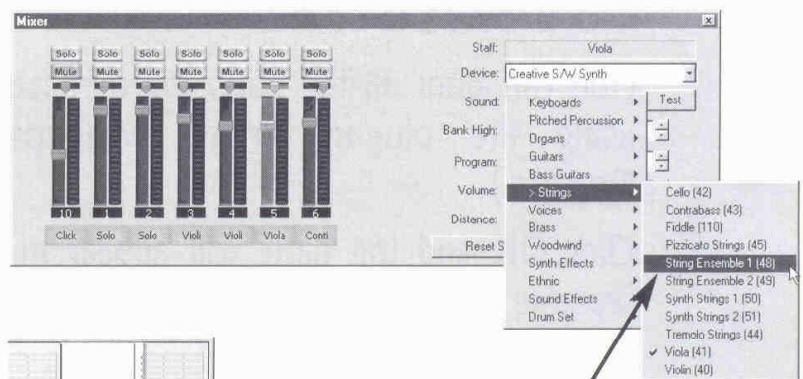
You can also mute, half-mute and solo staves as well as change their volume, **Pan** (left/right balance), and **Distance** from the listener.

See **Mixer** in the **Reference** section of the Sibelius User Guide for details.



Click the instrument name to change the sound

Click to expand the Mixer window

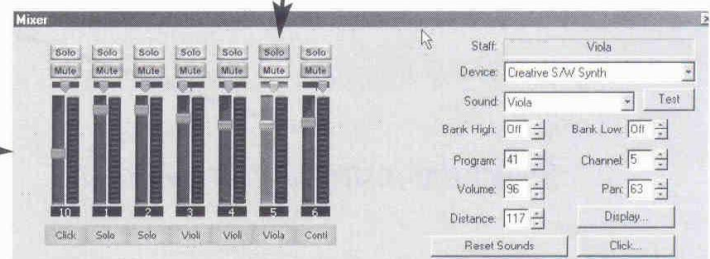


Choose a new sound



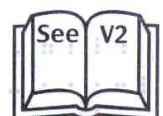
Click to solo or mute instruments

Drag the faders to change the volume



## Keyboard shortcuts etc.

$\text{⌘}+\text{M}$  or  $\text{Ctrl}+\text{Alt}+\text{M}$  Mixer

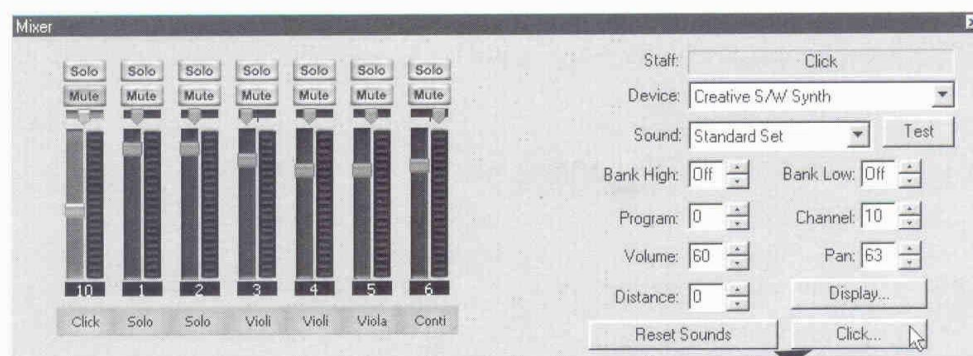




# 34. Using the metronome

## How to set the metronome to click during playback

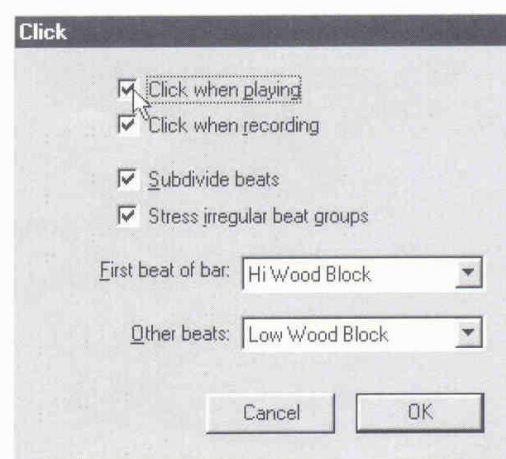
1. Type  $\text{⌘}+\text{M}$  or  $\text{Ctrl}+\text{Alt}+\text{M}$  to open the Mixer
2. Click the **Click** button to open the **Click** dialog



*Click Click to  
open the dialog*

3. Switch on **Click when playing**
4. Click **OK**.

The metronome will now click during playback.



## Keyboard shortcuts etc.

$\text{⌘}+\text{M}$  or  $\text{Ctrl}+\text{Alt}+\text{M}$  Mixer



# Keyboard Shortcuts

## Notes

Input/edit pitch	A-G	
Input rest	space	
Note values, accidentals etc.	keypad keys	
Add interval above/below	1-9 / Shift-1-9	
Add pitch above	Shift-A-G	
Up/down a second	↑/↓	⌘ ↑/↓
Up/down an octave	Ctrl+↑/↓	
Turn into rests	Delete	
Keypad layouts	F8-F12	
Next keypad layouts	+	

## Create

Bar at end	Ctrl+B	⌘B
Hairpin ( <i>cresc./dim.</i> )	H / Shift-H (then space to extend)	
Key signature	K	
Line	L	
Slur	S (then space to extend)	
Time signature	T	
Triplet	Ctrl+3	⌘3

## Navigation and selection

Move view up/down	Page Up/Down	⌘/⇧
Move view left/right	Home/End	⌘/⇧
Select next/previous note/rest	←/→	⌘ ←/→
Select start of next/previous bar	Ctrl+←/→	⇧ ⌘ ←/→
Select row of lyrics, chord symbols, etc.	Ctrl+Shift+A	

## Text

Expression text	Ctrl+E	⌘E
<i>mf</i> <i>p</i>	Ctrl+M/F/P	⌘M/F/P
Technique text	Ctrl+T	⌘T
Lyrics	Ctrl+L	⌘L
Chord symbols	Ctrl+K	⌘K
Word menu	Shift+F10 / right-click	Control-click
Start editing	Return (on main keyboard)	
Stop editing	Esc	

## Edit

Copy where you click	Alt+click	⌘-click
Repeat (note etc.)	R	
Delete object	Delete	
Move object	↑/↓←/→	
...in large steps	Ctrl+↑/↓/←/→	⌘ ↑/↓/←/→

## Playback windows

Mixer	Ctrl+Alt+M	⌘-⌘M
Performance	Shift-P	

## Dialogs

OK button	Return / Enter
Cancel button	Esc