

SIBELIUS CHEAT SHEET^{1,2}

Note Creation

There are two major modes for keyboard-controlled notation. One is *note entry*, in which a blue cursor appears and entering a note name (i.e., A through G) creates a note after the cursor. The other is *note edit*, where all notation commands modify or replace the selected note.

With nothing selected

N	Enter <i>mouse entry</i> mode (clicking anywhere on any staff creates or replaces a note).
↵	Enter edit mode for the clicked note.

In entry/edit mode

N	Swap modes.
A..G	Create a note (A–G) and enter entry mode.
⇧A..G	Add a note (A–G) to the selected note.
⇧ <i>n</i>	Add a note an interval <i>n</i> above the selected note.
1	Change the note value to 32 nd . ³
2	Change the note value to 16 th .
3	Change the note value to eighth.
4	Change the note value to quarter.
5	Change the note value to half.
6	Change the note value to whole.
7	Natural a note (♮).
8	Sharp a note (♯).
9	Flat a note (♭).
.	Dot a note.
/	Add a tie to the next note.
↑	Move note up diatonically.
↓	Move note down diatonically.
⇧↑	Move note up chromatically.
⇧↓	Move note down chromatically.
⌘↑	Move note up an octave.
⌘↓	Move note down an octave.
X	Flip stem.
⌘ <i>n</i>	Create a tuplet of order <i>n</i> , with total value twice that of the selected note.

Entering a note name with A..G always switches Sibelius into entry mode afterwards. Other actions (e.g., changing the note value) affect the *current* note in edit mode, or the *to-be-entered* note in entry mode.

Navigation

←	Move left one note.
→	Move right one note.
⌘←	Move left one bar.
⌘→	Move right one bar.
⌘⇧↑	Move up one line.
⌘⇧↓	Move down one line.

Selection

Selecting groups of notes and lines permits mass edits using the note entry shortcuts, e.g., if you want to move eight bars up an octave.

⇧←	Select one note to the left.
⇧→	Select one note to the right.
⇧↑	Select one line above.
⇧↓	Select one line below.
⌘⇧←	Select one bar left.
⌘⇧→	Select one bar right.
↵	Select something. If the mouse is over whitespace in a bar, select the bar.
↵↵	Select an entire line if the mouse is over whitespace in a bar.
⌘A	Select everything, including all text.

Style and Line Notation

>	Add an accent. ⁴
<	Add a staccato. ⁴
S	Slur a selection.
H	Add a crescendo for a selection.
⇧H	Add a decrescendo for a selection.
L	Add a line (e.g., 8 ^{va} , gliss, <i>n</i> th ending, rit., accel., etc.).
⇧⇧ <i>n</i>	Change note head to style <i>n</i> for some number <i>n</i> . 0 is the default, 1 is cross-head.
⌘T	Add technique text.

⌘E	Add expression text (e.g., dynamics).
⌘F	Add <i>f</i> to an expression text box.
⌘P	Add <i>p</i> to an expression text box.
⌘M	Add <i>m</i> to an expression text box.

Score Operations

⌘B	Add a bar at the end of the score.
⌘⇧B	Add a bar after the current selection, or if none, at the location of a mouse click.
⇧T	Transpose the current selection, or the whole score if none.
⌘R	Add a custom rehearsal marking. ⁵
⌘⇧T	Toggle concert and transposed keys.
⇧P	Toggle panorama view mode.

Playback

Space	Play or pause from current position.
P	Play starting at the current selection, or the beginning if none, or the second bar if the opening barline is selected.
[Seek left.
]	Seek right.
⌘[Set playback cursor to beginning.
⌘]	Set playback cursor to end.

Selecting a subset of lines will restrict playback to those lines.

Tabs and Parts

⇧→	Go to next tab.
⇧⇧→	Go to previous tab.
⇧~	Open and tab to next part (i.e., score or instrument), in score order. ⁶
⇧⇧~	Open and tab to previous part. ⁶
W	Switch between score and last open part.

System Menus

I	Open add/remove instruments menu.
M	Open mixer.
⇧⌘K	Show/hide keypad.
⇧⌘Y	Show/hide playback transport.

¹For Mac OS X and Sibelius 7. Windows shortcuts are roughly the same, substituting `ctrl` for `⌘`. All shortcuts are given for the “laptop” keyboard shortcut scheme, assuming no numpad.

²All keys are denoted by capital letter. Any modifiers, including shift (⇧) are explicitly denoted.

³The shortcuts 1..9 will change meaning if a different menu on the keypad is selected. For instance, if the second menu, labeled with a whole rest, is selected, hitting 1 will parenthesize a note.

⁴Custom shortcuts for actions in the [Keypad (articulations)] category. To add custom shortcuts, go to Preferences > Keyboard shortcuts.

⁵Custom shortcut for “Rehearsal marks” in the [Text Styles] category. Otherwise, the shortcut `⌘R` defaults to adding sequential rehearsal marks.

⁶Custom shortcuts for actions in the [Parts tab] category. The default shortcuts are `⇧⌘~` and `⇧⌘⇧~`.