



JUST A FEW SIBELIUS TIPS AND TRICKS



SHORTCUTS:

Key	Action	Description/Example
S	Slur	Join two notes of different pitch
K	Key Signature	Insert key signature
T	Time Signature	Insert or change time signature
Q	Clef	Insert or change clef
L	Line	Line options such as first time repeats, crescendos, glissandos, trill lines.
z	Symbols	Segno, coda, caesura, trill.
P	Play	Play from existing point (where the playback line is)
Shift + T	Transpose	Transpose (change key)
Control + Shift + T	Transposing Score	Change between concert and transposed score.
I	Instrument	Insert instrument or delete/add instrument
Control + Alt + Shift + I	Change instrument	For a multi-instrumentalist, change instrument.
Control + 3	Triplets	Add a single note first (the note value) then click.
Control + B	Adding bars	To add bars at the end (or options for singular or multi bars)
Control + L	Lyrics	Add a line of lyrics (Don't forget to use space bar and hyphens)
M	Mixer	To manually adjust the dynamics (volume) of the different parts.
Control + T	Text (more options under Text > Styles)	Insert text. Right click the curser when it's flashing.
Control + E	Expression (more options under Text > Styles)	Ensure you right click when the curser is flashing. Insert expression symbols and terms such as <i>mp</i> , <i>mf</i> , <i>leggerio</i> etc
X	Flip stem	Flip a stem up or down.

- Alt + G = Screen clipping
- To get your page to be white and not an off white or textured colour, go to File > Preferences > Textures > Paper: Use Colour not texture.
- To delete a bar or many bars. There are two options
 - > Double click so it is purple (not blue) then hit delete
 - > Highlight the bars you want deleted, then go to Home > Delete
- Home > Colour. This is useful for colouring notes such as for teaching students to read, for boomwackers or other ensembles, or to make a note to yourself.
- Notations > notehead type. Great for adding in clicks or percussive sounds, as well as for drum kit.
- Home > Join or Split. This is useful for the layout of the document and getting certain bars to be next to each other and not split over the next line or page. Similarly press Control enter to add a section break. Also under Format > Keep bars together.
- Equivalent Chord (Chord respell (arrow lines going in a circle) > under Text then Chord Symbols. I find this really useful for those doing advanced chords. I find it particularly useful for changing how a chord is written. For example, Bm7(sus4) could also be spelt different ways (enharmonically) such as A5(add 69).
- Lyrics - if you want to add a second line or third line of lyrics, make sure you choose the correct option under Text > Lyrics.
- Chord symbols. Control K is to write them in. However if you have say a hymn and you want the software to figure out the chords, go to Text > Chord symbols > Add from notes.
- Engraving rules. This is where you can change the setting to how you want notes, text and other elements to appear.
- Numbering (under Text). This is where you can choose how often bar numbers appear (or do not appear).
- Layout > Hide Empty Staves. This is useful when one part has many bars rest. This way you can just hide it until that part comes in. An example would be a choir score where the bass doesn't come in until bar 20.
- Parts > Extract. This is where you can print certain parts off. For example, if you have an orchestra score but want to print only all the woodwind parts, you can do it in this option.
- Review > Highlight. This is useful for when you are scoring and need to remind yourself to revise a part. It is the same as using a highlight texter. You can remove it later. The comment option along with this is also useful.
- Lost your keypad? Go to View > Panels. There are also other options such as Transport (the play/stop option) and Ideas (where you can let Sibelius provide some ideas of riffs, rhythms or melodies).
- File > Teaching. If you are a teacher, this is you must have. Helps you create easy layouts for worksheets, aural and activities. There is also plenty of free resources there too which you can edit.

“Lifesavers”

- Top right hand corner of your score is a tiny + sign. This is to switch between parts.
- At the bottom of your score bottom right corner next to the zoom option, there is little squares. These are our view options. The Panoramic view is very helpful!
- Alt + G = Screen clipping

- Under instruments (press I), go to others, and there are options for barlines, no barlines, or no stave lines. This is great for worksheets or for working with beginners.
- Before printing, go to View and hide any additional layout marks, playback line etc that you don't need.
- At the bottom of your keypad you have four numbers. The 1 and 2 are extremely useful when writing SATB (choral) style. This is called "voicing". The top of the keypad also has options for rests, pauses, double flats and other useful symbols. Note: The curved line on the keypad is a TIE not a slur.
- Control S! Regularly save your work and remember to save it to the cloud too.

What is it?

- Ossia = the small stave above existing staves. Used for descant parts or alternative parts.
- Caesura (under the lines option). Also commonly termed "tram lines". This is a break in the music. If there is a conductor, you break as long as the conductor indicates. If solo, you decide how long to break for. It is like a pause (fermata) but it is silent.
- Rehearsal Mark (under Text). This is the big letters with a square around them A, B, C etc. This is useful for rehearsals because you can call out "let's go from section B" etc. So click where you want the rehearsal mark to insert.
- Plug Ins. Additional options for Sibelius such as adding in Solfa (*do re mi*), or capo chord symbols, or other less common Sibelius options.
- Configuration. Depending on what computer, what Sibelius type, and what speakers you have, the configuration allows you to change how the sound is connected.
- Optimise and Magnetic Layout. Makes the score spaced clearer. You can also change the layout and how closely notes, bars and lyrics are in the "Layout" option.
- Breaks. This is similar to Microsoft Word page breaks. It provides break options between the pages, parts or bars.
- Graphic (under notation) to insert a picture on your score.

Visual Examples:

Compound Rhythm 1A
with dotted rhythms

No stave lines

♩.=60

1 2 3 4 5 6

ti ti ti ti ti ti ti ti ka ti ti ti ti ti ta ti ta ti ti ti ti

KeyPad

ti tam ti ti ka ti ti ti ka ti ti ka ti ka ti ka t

Percussive line and notehead change

SATB style:

V7 I

Voicing 1 and 2



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About the author.

Dr Janelle Fletcher is the Head of Music at Tabor in Adelaide and coordinates the Bachelor of Music program. She is a passionate lecturer, researcher and music educator, who loves seeing her students thrive in music. Janelle writes scores, worksheets and arrangements using Sibelius on nearly a daily basis. For commissioned arrangements or scoring, contact Janelle: Email jfletcher@tabor.edu.au

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