

SOME BASIC SHORTCUTS IN SIBELIUS 5 (*Mac shortcuts in italics*)

Escape key (ESC):	stops Sibelius doing anything, and puts it to sleep!
Single click:	select something (note, measure, text etc)
Double click on a staff:	selects a line of music for one instrument
Triple click on a staff:	selects a staff/instrument 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 + b to add a b to an existing selected note)
C	the note c (shift + c to add a c to an existing selected note)
D	the note d (shift + d to add a d to an existing selected note)
E	the note e (shift + e to add an e to an existing selected note)
F	the note f (shift + f to add an f to an existing selected note)
G	the note g (shift + g 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 (type m again to close Mixer) – adjust volume levels and sounds
N	Begin note entry (if a measure is selected)
P	Play your score – also use the SPACEBAR (ESC or the spacebar to stop playing a score)
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 the slur extends too far)
T	time signature – add a time signature to your score
W	flip between full score and part (if a measure is selected)
X	flip a selected note or slur
Z	symbols menu (includes pictures of lots of things – but symbols do NOT play back)
0 on keypad	enters a rest of whatever note value is selected
1 on keypad	thirty-second note
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, 5, 6, 7, 8 or 9 on main computer keyboard	add fourth, fifth, sixth etc above selected note
Shift +3 on main computer keyboard	add third below selected note
Shift +4, 5, 6, 7, 8 or 9 on main computer keyboard	add fourth, fifth, sixth etc 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 voice 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 in your score
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 – for resizing music/changing margins etc
Control (command) E	add a dynamic to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
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 <i>Ctrl Click</i> 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