

## **Brief Guidance on Formatting and Layout of your score using Sibelius v2.1**

Here are twenty steps you can follow; please also refer to my other handouts on starting a score, entering notes, scanning music and creating worksheets.

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Mac shortcuts are given in italics on this sheet.

For ALL steps in Sibelius, we recommend hitting the ESCAPE key on the computer's keyboard before and after every action detailed below.

- 1     **Automatic Layout:** Sibelius will always try to lay your score out nicely without you having to intervene too much. This is great almost all of the time, but occasionally, you'll want to know how to make manual changes to scores, and also extracted parts.
  
- 2     **Document set-up screen:** hit Control + D (*Command + D*) to open this important screen where you can make global changes to the paper size, orientation, margins and size of your music. This is always a good place to start, and you can jump from page to page on this screen to see the affect of any changes you make.
  
- 3     If you ever need to **force a system or page break** in your score (particularly for extracted parts, but also occasionally for visual reasons), select the barline where you want the system to change, and hit Enter (*Return*) for a system break and Control + Enter (*Command + Return*) for a page break.
  
- 4     **Locking the format entirely.** Occasionally you might want to lock all the measures in place. Do this by hitting Control + A (*Command + A*) to select the whole score, then go to File>Plug-ins>Notation, and choose "Make Layout Uniform". You can then choose exactly how many measures and systems will be on each page, but be careful to choose wisely!
  
- 5     **Fitting all the music on a certain number of pages.** Occasionally, you'll be left with a small amount of music "left over". Follow step 2 to fix this. If you need to force more measures into one system than Sibelius would like to do, select the measures in question (so you get a blue box around all of them), then go to Layout>Format>Make into System. You'll also see other options for locking or unlocking the format of your score.
  
- 6     **Adding or deleting measures.** To add measures to the end of your score, hit Control + B (*Command + B*). To add individual measures elsewhere, go to Create>Bar, choose "single" or "other", and follow the steps. To delete unwanted bars, Control (*Command*) + click on the first measure you wish to delete (a double blue box will appear around it), then shift + click on the final bar you need to delete (the double blue box should be around everything). Then hit delete.

- 7 To **hide measures** on instruments when they are not playing, the manual way of doing this is to double click on a staff where an instrument isn't playing and hit delete. This HIDES the staff for that particular line (and will reformat your score). To do this far more globally, select the passage around which you'd like to hide staves, or hit Control + A (*Command + A*) to select the whole score, then go to Layout>Hide Empty Staves. There's also a shortcut listed on the menu. Do the same to show empty staves, and Sibelius will ask you which ones you'd like to show.
- 8 To **change the bar numbers** of your score (i.e. start at a strange or "offset" number), go to Create>Bar number change, choose the new number, and click on the score where you'd like this to apply.
- 9 To **add a rehearsal mark**, hit Control + R (*Command + R*), and insert one in your score (you can drag it around). To make more rehearsal marks, copy the first one to where you'd like new ones (Hint: the easiest way to copy things in Sibelius is to select what you want to copy so it goes blue, move your mouse to where you'd like the new object, then Alt + Click (*Option + click*)).
- 10 To **change the Page numbering of your score**, hit Control + Shift + E (*Command + Shift + E*) which takes you to "Engraving Rules". Select the "Page numbers" tab and make your changes. Notice, this is also the screen where you make LOADS of other global changes to your score. Take a close look at what all the other tabs might do inside "Engraving Rules".
- 11 To **nudge a measure wider** (i.e. one with notes and/or lyrics in it), select the measure, then hit Shift + Alt (*Shift + Option*) and the right or left arrow on your computer's keyboard. It gets wider or narrower. You can use the same shortcut if you've selected just a single note, or perhaps multiple notes and measures.
- 12 To **Extract Parts** in your score (i.e. make individual scores for each instrument), go to File>Extract Parts, choose which instruments you want, and whether you wish to save the file or not, then click OK. There are various options inside this dialog, governing how you'd like the part laid out. Sibelius will extract each part instantly. To look at each part, go to the Window menu at the top of the screen; Sibelius will list all of the scores you currently have open on your desktop. Then you can adjust and print out each part easily.
- 13 To **adjust the global positioning of objects** in your score, there are various options. The most obvious place to look is inside House Style>Default Positions. Choose the type of text or object you'd like to modify, and make global changes here. Also inside that same House Style menu, there's the option to edit Lines, Noteheads, Staff types, Symbols and Text styles, so you can globally alter the way lyrics or dynamics look, and where they appear on your score, for example

- 14 To **fix any spacing irregularities** in your score, select the score or passage, then go to the Layout menu, and you'll see options to RESET various things like note spacing. This will also affect how the score looks.
- 15 To **adjust the position of all or some of the lyrics** in your score, select the passage where you'd like to make changes (or select the whole score), then go to Edit>Format and choose "Lyrics". All the lyrics should go blue. Use the up or down arrow keys to nudge them all in terms of their vertical position below the staff.
- 16 To **adjust the space between all the staves** in your score, hit Control + Shift + E (*Command + Shift + E*), and choose the "Staves" tab. You'll see options here for adjusting the distance between all staves and systems, and also an option concerning staff justification (see 17).
- 17 To adjust **Staff justification**, see step 16 above. This is critical if you're finding Sibelius is creating lots of white space in the middle or bottom of your score. The Engraving Rules screen has a setting that says "Justify Staves when page is at least 50% full". Changing the percentage figure to 90%, for example, may change the layout of your score, and force white space to the bottom of the screen.
- 18 To **adjust the distance between two individual staves**, there are two shortcuts worth knowing. First of all, select the staff you'd like to move closer or further away (Hint: triple clicking on a staff selects it for the whole score, whilst single clicking on a staff will just select that stave on that particular system). Now use the following shortcuts (once the measure or measures have gone blue): Shift + Alt (*Option*) + down/up arrow will move that staff independently of every other staff. Control + Alt (*Command + Option*) + down/up arrow will move that staff and all the others below it. Try not to drag staves with your mouse.
- 19 If you need to make minor adjustments to objects and staves in your score, you might want to turn on **Rulers** in your score (don't worry, they don't print), by going to the "View" menu, and you'll see you can choose selection, object or staff rulers to turn on. Watch out – they can slow your computer down slightly, so turn them off if you don't need them, by going to the same menu, and unchecking them. You can also use the "View" menu to turn on various other things like "Attachment, Breaks & Locks, and Hidden Objects.
- 20 Finally, how do you **Hide** something in your score (like a note or piece of text)? Select the note or text (so it goes blue), and open the "General" tab of the Properties box. You'll see you can Show or Hide anything in your score.