

STARTING A SCORE IN SIBELIUS v2.1 (Mac shortcuts in italics)

- 1** Launch Sibelius, and Hit **Control + n** (*Command + n*) to start a brand new score
- 2** A list of template scores (Manuscript Paper) appears. Choose one and click OK
- 3** If you choose “Letter” or “Band” or “Inkpen Letter” or various others, an instrument list appears, and you will have to manually choose what instruments you want in your score. You can choose any number of instruments by selecting the **FAMILY**, then the **INSTRUMENT**, and then clicking **ADD**. Keep choosing instruments until you have what you need, then click OK
- 4** Once your score appears on the screen, you can add more blank measures if you need, by hitting **Control + b** (*Command + b*)
- 5** Hit **ESCAPE** key, then Hit **T** on computer’s keyboard to choose a time signature (4/4 is the default already chosen). Click on the first measure of your score to add the time signature.
- 6** Hit **K** to add a key signature in the score (C major is the default already chosen). Once you have a key signature, you can see your score as a transposing score by clicking the **ICON** at the top of the screen with two flats on it. Click the same icon again to revert to a non-transposing score.
- 7** Before adding notes, you can drag the score around by pressing and holding the mouse inside the gray box in the **BOTTOM LEFT** corner of the computer screen (called the **NAVIGATOR**). You can also press and hold the mouse on any white space on the score itself to drag the paper around. Also use the **PAGE UP/PAGE DOWN/HOME/END** keys
- 8** Also note: you can make the score get bigger or smaller at any time by hitting **Control** and “+” key a few times (+ key is found near the P key) or **Control** and the “-“ key (*Command and “+” key or Command and the “-“ key*)
- 9** You can also add more instruments into your existing score by hitting **i** on your computer’s keyboard, and following the steps in section 3 above
- 10** Once you start adding notes (see overleaf), you can adjust the volume levels of each staff by hitting **m** (which opens the Mixer). Each staff has its own slider for volume. Hit **m** to close the mixer again.
- 11** Once you enter notes (see overleaf) and wish to hear your score play back, hit the **ESCAPE** key twice, then hit **p** to play your score and **Escape** to stop it playing. A tempo slider appears at the top of the screen **ONLY** when the score is playing. Use your mouse to adjust the tempo of the score as it plays.

BASIC NOTE ENTRY IN SIBELIUS v2.1 (Mac shortcuts in italics)

Basic Note entry A (Clicking notes into your score with a mouse)

- 1 Hit escape key
- 2 Choose note value on keypad (box in bottom right of screen)
- 3 Click on any measure with mouse – keep clicking to add lots of notes
- 4 Use arrow keys to change pitches of any blue notes just added
- 5 Hit Control + z (*Command* + z) if you make a mistake
- 6 Hit escape key when done

Basic Note entry B (Typing notes into your score using computer keys)

- 1 Hit escape key
- 2 Select empty measure with mouse
- 3 Choose note value on keypad (box in bottom right of screen)
- 4 Type a, b, c, d, e, f or g on computer keyboard (or hit spacebar for rests)
- 5 Use Control (*Command*) + arrow up or down to change octave of note
- 6 Hit escape key when done

Basic Note entry C (Step time entry with a MIDI keyboard)

- 1 Hit escape key
- 2 Select empty measure
- 3 Choose note value (on keypad on screen) with mouse – or use numeric keypad on right of computer keyboard to select note value on screen
- 4 Play pitches on MIDI keyboard – hit spacebar for rests also
- 5 Hit escape key when done

Basic Note entry D (Live recording with a MIDI keyboard)

- 1 Check your recording options: go to Notes>Flexitime options
- 2 Hit escape key
- 3 Select empty measure
- 4 Hit round red Record button
- 5 Play live, but listen carefully to the metronome
- 6 Hit escape to stop recording
- 7 Hit Control + Z (*Command* + Z) to undo recording

Extra hints

- 1 Use the r key to repeat selected notes/measures/passages
- 2 Use the numbers along the top of the computer's keyboard to add pitches to selected notes/measures/passages
- 3 To paste anything, select object, note, measure or passage, move mouse to destination place, then hit Alt (*option*) + click with mouse to paste (or click both sides of mouse (windows users only))
- 4 To change length of selected note(s), choose different value on keypad
- 5 Don't forget that the keypad on the screen can also be accessed from the NUMERIC KEYPAD on your computer's keyboard
- 6 For Voice 2 notes, choose a note value on keypad, then hit Alt + 2 (*Opt+2*), then enter notes: they will be GREEN. Use the 2 near the W key.