

**Making Sibelius 7 Work for Your Practical and Creative Needs**

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- I. Disclaimer
  - a. There is no substitute for sitting down with a (large) cup of coffee, and doing some trial and error on your own!
  - b. Fortunately Sibelius is very intuitive, for the most part
- II. Starting a new document
  - a. Quick Start is your friend!
    - i. The more thorough you are on this screen, the less work you'll have later on
    - ii. It pays to add time signature, key, tempo, pick up note (if applicable), composer information, and any other information

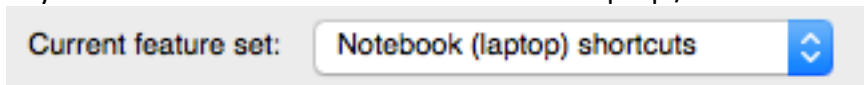
III. View

- a. Panorama is used for input

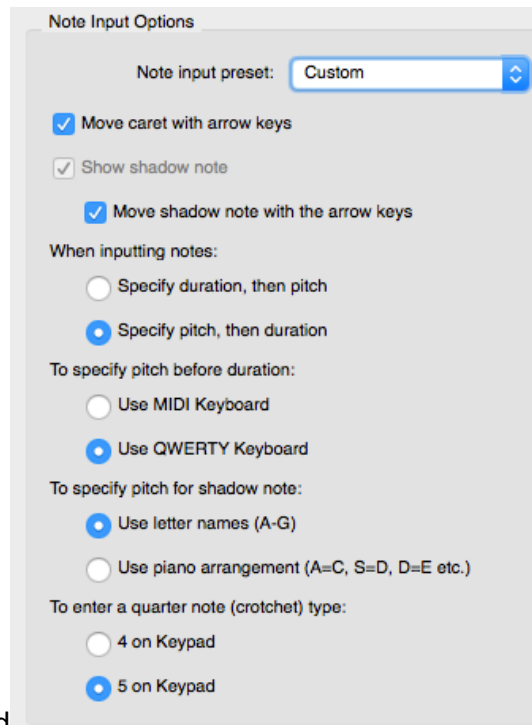


- i. In Panorama, you won't see pages, only a continuous horizontal line of measures, which minimizes confusion when you are trying to find your way around your score
    - ii. You will use the bottom horizontal scrollbar frequently in this view
- IV. Note entry – using a QWERTY keyboard, and using the mouse as minimally as possible
  - a. Set your preferences
    - i. We will be using these options:

- 1. Keyboard Shortcuts > Current Feature Set > Laptop / Notebook Shortcuts

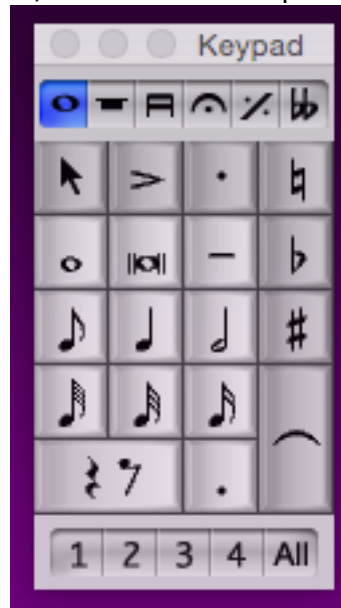


- 2. Note Input > Specify Pitch, then Duration

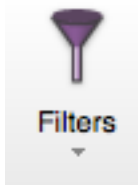


- 3. Note Input > Use QWERTY Keyboard

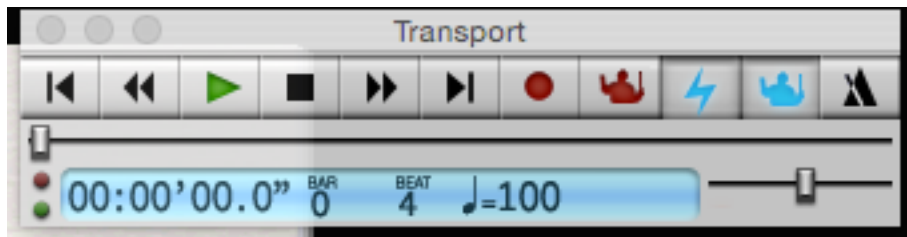
- b. Select a measure, press “n”, and enter some notes
  - i. Use the arrow keys to move the cursor up and down, and numbers for duration of the note
- c. Press “n” again to stop entering notes
- d. External USB keypad: a time-saving tool, especially for laptop users
  - i. \$11, makes note entry more intuitive, feels like a desktop computer



- V. Expressions
  - a. Dynamics
    - i. Piano, mezzo-forte, forte, etc.
    - ii. Crescendo, decrescendo
  - b. Other
- VI. Lyrics and Chords
  - a. Select a note / measure and press Ctrl-L for lyrics, flashing cursor appears
    - i. Use the spacebar to go between notes
    - ii. For multi-syllabic words, use the hyphen to go between notes
  - b. Select a note / measure and press Ctrl-K for chords (think “kords”), flashing cursor appears
    - i. Be as specific as you can
    - ii. You can change what chord symbols you would like Sibelius to use (i.e. M, Maj, or  $\Delta$ )
- VII. Copying, Cutting, and Pasting
  - a. Ctrl-C (copy), Ctrl-X (cut), Ctrl-V (paste)...still in style since the mid-70s!
  - b. The power of the Filter tool



- i. Bottom line: you don't have to copy *everything*, only what you want to copy!
- VIII. Special note-heads
  - a. Percussion
  - b. Slash notation for chords (jazz situations)
- IX. Playback
  - a. Always use the Transport tab! (picture on next page)



- X. Layout
  - a. Time to de-select Panorama, so you can see what this will actually look like on paper
  - b. Grouping measures, and multi-measure rests
  - c. Changing the margins and staff size
    - i. "It's all in the presentation"
  - d. Using W
    - i. Anything you change in a part, will also change in the score!
  - e. Copying part layout
    - i. A time-saver, but not a cure-all
- XI. Exporting your PDFs
- XII. Exporting your audio
  - a. The problem with sending MIDI files to others
    - i. Not all of the MIDI sounds will play "true" to your original intent
  - b. A practical solution to this problem, using Audacity (freeware)
    - i. Play the MIDI through your computer's sound card, record it, export it as MP3
    - ii. You can do this with GarageBand as well
- XIII. Questions?
  - a. If I am not being kicked out of this room right after this presentation, I am happy to help you one on one!
  - b. Please feel free to contact me at [jhart@havsd.net](mailto:jhart@havsd.net) if you need help with Sibelius!

### A Handy Reference for Commonly Used Shortcut Keys:

#### Single-letter shortcut commands:

H = hairpin (**crescendo**); Shift-H is **decrescendo**. Length depends on what you have selected.

N = **enter notes**. Press "n" again to stop entering notes.

R = **repeat** what you have selected.

S = **slur** over selected notes / selected measures.

W = pull up a **single part** for review, if you're working with a score that has multiple parts

#### Control-commands (remember, control = Command key on Mac):

Ctrl-3 = create a **triplet**, out of the selected note value

Ctrl-C = **copy**

Ctrl-E = create **expression**

Ctrl-K = create **chords** on the selected note / in the selected measure

Ctrl-L = create **lyrics** on the selected note / in the selected measure

Ctrl-R = create **rehearsal mark**

Ctrl-V = **paste**

Ctrl-X = **cut**

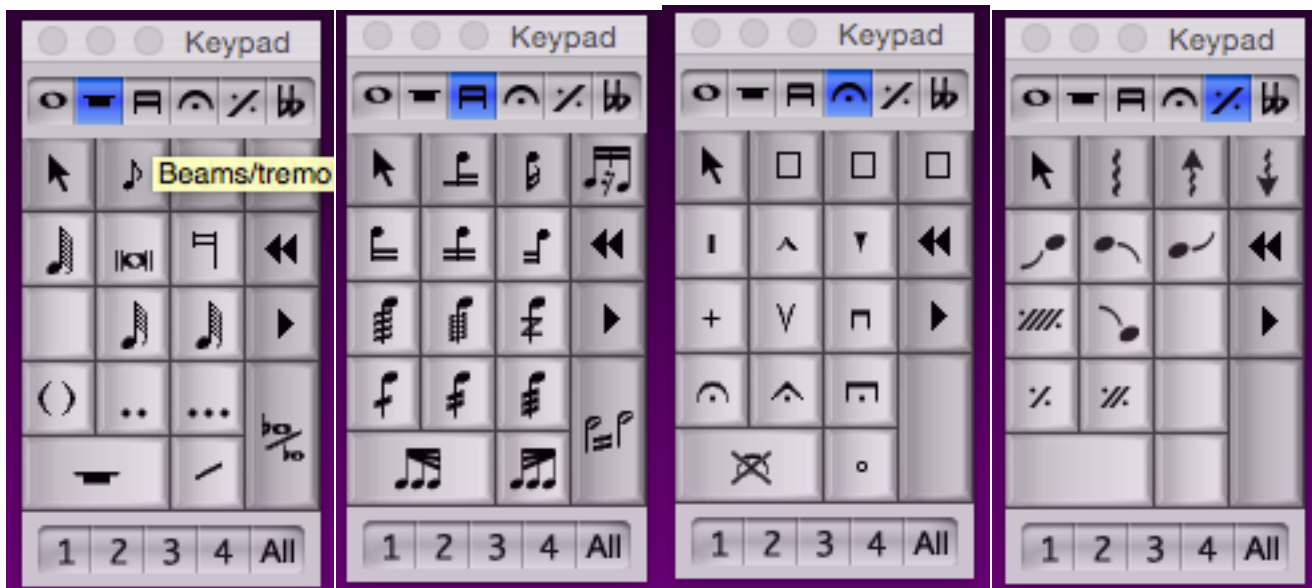
**Shortcut Keys Reference continued on next page...**

Keypad “home” (see the second page):

If you have a note selected:

/	sideways accent
*	staccato
-	flat
+	sharp
<ENTER>	tie
.Del	dot

Other keypad screens:



Click-related functions:

- Click a note. **Shift-click** on a different note, one that comes after the original note. The **two given notes, and everything in between, are now selected.**
- **Control-clicking** is used when you want to select only **certain notes** (i.e. in a measure full of quarter notes, you want beats 2 and 4, but not beats 1 and 3).