

Sibelius Instructions and Tips

Formatting for 4-bar staves

Go to the Layout tab. Select Auto Layout. Select Use Auto System Breaks and set it to Every 4 bars.

Dynamics

To add a dynamic marking (p, f, cresc., etc.) click the note underneath which the marking should appear. Go to the Text tab and choose Styles, Expression. Or type command-E, then control click to get a menu from which to choose a dynamic marking.

Slurs and Hairpins

To create a slur, click on the note where you want the slur to start. Type S. It will automatically end the slur at the next note. Press the space bar to advance the slur one note at a time.

To create a hairpin (cresc or decresc), click on the note where you want it to start. Go to the Notations tab. Choose the appropriate hairpin from the Lines box (scroll if you don't see it). Press the space bar to extend the hairpin one note at a time.

Adding Titles, other text

To add a Title choose the Text tab, Styles button, choose Title, then click at top of document and then type your title. Similarly, you can add Composer, Copyright, etc.

Adding tempo and metronome markings

To add a Tempo Marking, select the note where the tempo should start. Then press Command-option-T, then type the word(s) to describe the tempo.

To add a Metronome Mark, select a note where the mark should go, click the Text tab, Styles button, choose Metronome Mark. Control click to get the word menu, and choose

the note value, then type = and the metronome marking.

Adding Chord Symbols

Select note above which you want a chord symbol. Go to text tab, chord symbol menu. Choose Chord Symbol. Then type chord symbol using regular characters. Sibelius will adjust the chord symbol after you click away from the note (turn a b into a proper flat, etc.)

1st and 2nd endings

Select a bar(s) in your score first. Press "L" on your keyboard (shortcut for "Create>Line"). Look for Repeat Endings. You can then click on the line and extend it over more measures if needed. Change the barline of your first ending to a repeat sign by going to the Notations tab and clicking Barline to choose a new barline.

Transposing

Select the section to be transposed. Then go to the Note Input Tab and click the transpose button. It will open a dialog box with transposition options.

You can transpose by key or interval. Make sure to choose the right options for changing the key signature.

Adding & Working with Lyrics

To add Lyrics, go to the Text tab and choose Lyrics (the pull-down menu has some more specific options for placement). Then click on a note and start typing. Hitting space will advance to the next note. Sibelius will adjust the spacing as you go. To add lines for additional verses, choose Lyrics line 2 (3, etc.) from the pull down.

To change fonts, etc. for existing lyrics, select the relevant measures, then use the Filters function on the Home tab to select the lyrics. Then go to the Text tab to change the formatting.

Slashes and other rhythmic notation

Enter the rhythm(s) you want (e.g., four quarter notes) on the third line of the bass clef. To change these pitched notes to slashes, select them all and then press option-shift-3.

Adding Additional Voices to a Stave

Make sure that no notes are highlighted or selected (press Esc). Go to the Note Input keypad. Choose the voice using the numbers at the bottom, then choose the note you want. Click on the proper pitch in the staff to get that voice started. After that you can type notes as usual.

Useful Plug-in Tools

Explode and Reduce separate or combine lines onto staves. You must be on Note Input tab to access these plug-ins.