Basic Shortcuts in Sibelius 3

(Mac shortcuts in italics)

Esc	Stops Sibelius doing anything, and puts it to sleep!
Single click	Select something (note, measure, text etc)
Double click on a staff	Selects the whole line of music
Triple click on a staff	Selects a staff for the whole score
Enter *(return key)*	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 (hit **M** again to close Mixer) – adjust volume levels and sounds
N	Begin note entry (activates the cursor)
P	Play your score (**Esc** or the **0** key to stop)
Q	Clefs – change clefs of existing staffs, or insert clef changes
R	Repeat something selected (single notes or passages/pages of notes)
S	Slurs – use **spacebar** to extend them (**Shift + spacebar** if you go too far)
T	Time signature – add a time signature to your score
X	Flip a selected note or slur
Z	Symbols menu (includes pictures of lots of things)

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 computer keyboard	Add third above selected note
4 on computer keyboard	Add fourth above selected note
5 on computer keyboard	Add fifth above selected note
6 on computer keyboard	Add sixth above selected note
7 on computer keyboard	Add seventh above selected note
8 on computer keyboard	Add octave above selected note
Shift +3 on computer keyboard	Add third below selected note
Shift +4 on computer keyboard	Add fourth below selected note
Shift +5 on computer keyboard	Add fifth below selected note
Shift +6 on computer keyboard	Add sixth below selected note
Shift +7 on computer keyboard	Add seventh below selected note
Shift +8 on computer keyboard	Add octave below selected note

Alt (*Option*) **+ click**	pastes whatever is selected (or click both sides of mouse)
Alt (*Option*) **+ 2,3,4** (computer keyboard)	changes voice of note to 2,3 or 4
Ctrl + Shift + Alt (*⌘ + Shift + Option*) 1, 2, 3 or 4	select voice 1,2, 3 or 4

Ctrl + A (⌘ + A)	Select all
Ctrl + B (⌘ + B)	Add blank measure to the end of score
Ctrl + C (⌘ + C)	Copy to clipboard
Ctrl + D (⌘ + D)	Document setup
Ctrl + E (⌘ + E)	Add a dynamic to a selected note (**right click** or *Ctrl + Click* for sub-menu)
Ctrl + K (⌘ + K)	Add chord symbol above a selected note (there's a plug-in to do this also)
Ctrl + L (⌘ + L)	Add lyrics to a selected note (**right click** or *Ctrl + Click* for sub-menu)
Ctrl + N (⌘ + N)	New score
Ctrl + O (⌘ + O)	Open an existing score
Ctrl + P (⌘ + P)	Print
Ctrl + Q (⌘ + Q)	Quit Sibelius
Ctrl + R (⌘ + R)	Add rehearsal mark above selected note/measure
Ctrl + S (⌘ + S)	Save
Ctrl + T (⌘ + T)	Add text to a selected note (right click or *Ctrl Click* for sub-menu)
Ctrl + U (⌘ + U)	Turn off menus at top of screen (full screen mode)
Ctrl + W (⌘ + W)	Close your score
Ctrl + Y (⌘ + Y)	Redo last action (if you've undone it)
Ctrl + Z (⌘ + Z)	Undo last action (hit multiple times to undo lots!)
Ctrl + Alt (⌘ + Option) + G	go to a specific bar in your score
Ctrl + Alt (⌘ + Option) + P	open or close the properties box
Ctrl + Alt (⌘ + Option) + T	add a tempo mark (right click or *Ctrl Click* for sub-menu)
Ctrl (⌘) + Shift + A	select whole line of lyrics (if one word is already selected)
Ctrl (⌘) + Shift + B	add a measure after what is currently selected
Ctrl (⌘) + Shift + F	record (**Esc** to stop)
Ctrl (⌘) + Shift + G	go to a specific page of your score
Ctrl (⌘) + Shift + H	Hide whatever is selected
Ctrl (⌘) + Shift + N	Reset note spacing for selected notes or score
Ctrl (⌘) + Shift + O	recording Options
Ctrl (⌘) + Shift + T	turn score into transposing score (or vice versa)
Ctrl (⌘) + Shift + X	Extract parts
Ctrl (⌘) and "+" key	make score get bigger
Ctrl (⌘) and "–" key	make score get smaller
Shift + K	chord diagram (guitar frame)
↑ (Up arrow key)	moves a selected note up in pitch (or moves text)
↓ (Down arrow key)	moves a selected note down in pitch (or moves text)
Ctrl (⌘) + ↑	moves selected note(s) up an octave
Ctrl (⌘) + ↓	moves selected note(s) down an octave
← (Left arrow key)	moves to previous note if note is selected (or moves text)
→ (Right arrow key)	moves to next note if note is selected (or moves text)
Tab key	select the first measure rest in a score
Home/End keys	takes you back/forward a page
Page up/Page down keys	takes you up/down the page
To transpose music	Ctrl (⌘) + A (select score), then **Shift + T** (transpose)
To arrange music	Ctrl (⌘) + A (select score), then
	Ctrl (⌘) + C (copy score), then
	Ctrl (⌘) + N (start new score), then
	Ctrl (⌘) + **click** on first measure of new score, then
	Ctrl (⌘) + **Shift V** (activate the arrange feature)
Shift + Alt (Option) + →	make a selected note or measure get wider
Shift + Alt (Option) + ←	make a selected note or measure get narrower
Shift + Alt (Option) + ↑	move an individual staff up
Shift + Alt (Option) + ↓	move an individual staff down
Ctrl + Alt (⌘ + Option) + ↓	moves staff and rest of score down