
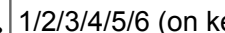

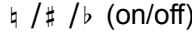
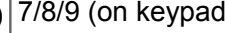


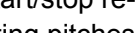
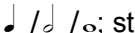

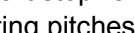
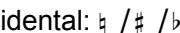
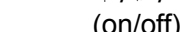

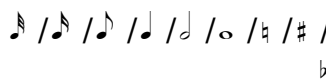


Feature	Windows shortcut
Files	
New	Ctrl+N
Open	Ctrl+O
Close	Ctrl+F4 / Ctrl+W
Close All	Ctrl+Alt+W
Save	Ctrl+S
Save As	Ctrl+Shift+S
Creating Notes	
Input Notes	N
 /  / 	1/2/3/4/5/6 (on keypad)
 /  (on/off)	7/8/9 (on keypad)
> . – (on/off)	/ * -
Rhythm dot	. (period)
Create note	A/B/C/D/E/F/G or play note/chord on MIDI keyboard
Create rest	0 (on keypad)
Add Interval above	1/2/3/4/5/6/7/8/9 (on main keyboard)
Add Interval below	Shift+1/2/3/4/5/6/7/8/9 (on main keyboard)
Add Pitch above	Shift+A-G
Tie (on/off)	Enter (on keypad)
Start a new voice	N Alt+2/3/4
Flexi-time™	
Flexi-time	Ctrl+Shift+F
Stop Flexi-time	Space
Flexi-time Options	Ctrl+Shift+O
Editing Notes	
Re-input Pitches	Ctrl+Shift+I

Edit pitch	A/B/C/D/E/F/G or play note/chord on MIDI keyboard
Edit note value:  /  / 	1/2/3/4/5/6 (on keypad)
 /  /  ; start/stop re-inputting pitches	
Edit accidental:  /  (on/off)	7/8/9 (on keypad)
Edit articulation(s): > . – (on/off)	/ * -
Turn into rest(s)	Delete / Backspace
Turn into individual rest(s)	0 on first Keypad layout
Respell Accidental	Return (on main keyboard)
Cross note/chord/rest to staff above/below	Ctrl+Shift+(up)/(down)
Standard notehead	Shift+Alt+0 (on main keyboard)
Change notehead	Shift+Alt+0/1/2/3... (or two digits)
Next notehead/bar rest type	Shift+=
Previous notehead/bar rest type	Shift+–
Swap voices 1 and 2	Shift+V
Transpose	Shift+T
Arrange	Ctrl+Shift+V
Creating Objects	
Create menu	Shift+F10 / right-click (with nothing selected)
Bar at end	Ctrl+B
Single bar (in mid-score)	Ctrl+Shift+B
Other bar (multiple/irregular)	Alt+B

Clef	Q
Chord diagram	Shift-K
Instruments	I
Key signature	K
Line	L
Slur/flipped slur	S/Shift+S (then space to extend)
Crescendo/diminuendo hairpin	H/Shift+H (then space to extend)
Rehearsal mark	Ctrl+R
Symbol	Z
Time signature	T
Triplet	Ctrl+3 (on main keyboard)
Tuplet	Ctrl+2–9 (on main keyboard)
Editing Text	
Start editing	Return (on main keyboard) / F2 / double-click
Stop editing	Esc
Move left/right a character	left/right
Move left/right a word	Ctrl+left/right
Move to start/end of line	Home/End
Move to start/end of text	Ctrl+Home/End
Select word	double-click
Select next/previous character	Shift+left/right
Select to end/beginning of word	Ctrl+Shift+left/right
Select to end/beginning of text	Ctrl+Shift+Home/End

Select All text	Ctrl+A		Map	Quarter-tone sharp (shown as 0.5)	= (on main keyboard)
Delete previous/next character	Backspace / Delete	Other special characters	Alt+number from Character Map	Playback & Video	
Delete previous/next word	Ctrl+Backspace/Delete	“ / ” (smart quotes)	Alt+2 / Shift+Alt+2	Play or Stop	Space
Replace selected text	type new text	‘ / ’ (smart single quotes)	Alt+' / Shift+Alt+'	Replay	Ctrl+Space
New line	Return / Enter	... (ellipsis)	Alt+0133 (on keypad)	Play From Selection	P
Bold/italic/underline on/off	Ctrl+B/I/U	©	Ctrl+Shift+C	Rewind/fast-forward (in 0.2 second steps)	[ / ]
Default font	Ctrl+Alt+Space		Ctrl+Shift+P	Move backward/forward by a single frame	Shift-[ / ]
Advance to next note/beat (lyrics/chord symbols/figured bass/fingering)	space	(Lyricist/Title/Copyright)		Stop	Esc
Hyphens to next note (lyrics)	– (hyphen)	‰ (Tempo)	Ctrl+Shift+4 (\$)	All Notes Off	Shift+O
Elision (lyrics)	_ (underscore)	♢ (Tempo)	Ctrl+0 (zero)	Move Playback Line to Start	Ctrl+[
Non-breaking space/non-breaking hyphen (lyrics/chord symbols)	Ctrl+space/hyphen	← / → (in metric modulations)	Ctrl+[ / ]	Move Playback Line to End	Ctrl+]
Word menu	Shift+F10 / right-click	Harp pedal diagrams (Technique text)	Ctrl+Alt+7/8/9/+ (on keypad)	Move Playback Line to Selection	Y
<i>f</i> / <i>m</i> / <i>n</i> <i>p</i> / <i>r</i> / <i>s</i> / <i>z</i> (Expression text)	Ctrl+F/M/N/P/R/S, Ctrl+Shift+Z	‰ (chord symbols)	Shift+5 (%)	Go to Playback Line	Shift+Y
<i>cresc.</i> / <i>dim.</i> (Expression text)	Ctrl+Shift+C/D	◦ / ∅ / ^ (chord symbols)	Ctrl+O / Ctrl+Shift+O / Shift+6	Live Playback	Shift+L
 Ctrl+1/2/3... (on keypad)		add / omit (chord symbols)	Ctrl+Shift+A / Ctrl+Alt+O	Transform Live Playback	Ctrl+Shift+Alt+L
		() (for stackable alterations in chord symbols)	[ ]	Mixer (show/hide)	M, Ctrl+Alt+M
				Hit Points	Shift+Alt+P
à / è / ì / ò / ù	Ctrl+Shift+Alt+A/E/I/O/U	Guitar Tab		Editing Objects	
á / é / í / ó / ú	Ctrl+Shift+A/E/I/O/U	Change fret	0/1/2/3... (or two digits, on main keyboard)	Undo	Ctrl+Z
ä / ë / ï / ö / ü	Alt+number from Character Map	Move left/right through bar	left/right	Redo	Ctrl+Y
â / ê / î / ô / û	Alt+number from Character Map	Move up/down a string	up/down	Undo History	Ctrl+Shift+Z
ç / Ç	Alt+number from Character	Move to top/bottom string	Ctrl+up/down	Redo History	Ctrl+Shift+Y
		Bend	J (then space to extend)	Cut	Ctrl+X
		Pre-bend / slide / notehead in parentheses	– / . (period) / 1 on second Keypad layout	Copy	Ctrl+C
				Copy to where you click	Alt+click
				Copy to where you click,	Shift+Alt+click

putting copy at default vertical position		Go left/right a screenful or page	Home/End	Move line (either end) or lyric to next/previous note	space/Shift+space
Capture Idea	Shift-I	Go up/down a little	Alt+Page Up/Down	Multiple Selections & Passages	
Paste	Ctrl+V	Go left/right a little	Alt+Home/End	Select bar	click staff (avoiding notes etc.)
Paste as Cue	Ctrl+Shift+Alt+V	Go to top/bottom of page	Ctrl+Page Up/Down	Select bar in all staves	Ctrl+click staff
Repeat (note/chord/passage/text/line/etc.)	R	Go to first/last page	Ctrl+Home/End	Select all bars in staff (on one system)	double-click staff
Delete	Backspace / Delete	Go to selection start	Shift+Home	Select all bars in all staves (on one system)	Ctrl+double-click staff
Delete Bars	Ctrl+Backspace	Go to selection end	Shift+End	Select all bars in staff throughout score	triple-click staff
Flip (stem, slur, tuplet, tie, etc.)	X	Go To Bar	Ctrl+Alt+G	Edit > Select > Select Bars	Ctrl+Alt+A
Voice 1/2/3/4/All Voices	Alt+1/2/3/4/5 (on main keyboard)	Go To Page	Ctrl+Shift+G	Select System Passage	Shift+Alt+A
Hide/Show	Ctrl+Shift+H	Zoom in/out	Ctrl+=/- or +/- on keypad (or click/right-click with zoom tool)	Extend passage to object	Shift+click
Color	Ctrl+J	100% zoom	Ctrl+1	Extend passage by a note/rest	Shift+left/right
Re-apply Color	Ctrl+Shift+J	Fit to page zoom	Ctrl+0	Extend passage by a bar	Ctrl+Shift+left/right
Navigation		Moving Objects		Extend passage by a staff	Shift+up/down
Select first object on page (if nothing selected)	Tab	Move object(s) (in larger steps; 1 space by default)	up/down/left/right (Ctrl+up/down/left/right)	Select All of score	Ctrl+A
Select next/previous object	Tab/Shift+Tab	Move objects, snapping to good positions while moving	Shift-drag	Select all noteheads in chord (Select More)	Ctrl+Shift+A or double-click
Select previous/next note/chord/rest	left/right	Move staff/staves up/down (in larger steps; 1 space by default)	Alt+up/down (Ctrl+Alt+up/down) or drag	Select all text on staff in same style (Select More)	Ctrl+Shift+A
Select start of previous/next bar	Ctrl+left/right	Move staff/staves up/down independently (in larger steps; 1 space by default)	Shift+Alt+up/down (Ctrl+Shift+Alt+up/down) or Shift+drag	Select objects with marquee	Shift+drag on paper
Select end/mid-point/whole of line	Alt+left/right	Move note/rest/accidental/rhythm dot/end of tie (in larger steps; 1 space by default)	Shift+Alt+left/right (Ctrl+Shift+Alt+left/right)	Add/remove object to/from selection	Ctrl+click
Select note/rest above/below (in chord or adjacent staff)	Alt+up/down			Select Graphic	Alt+G
Move score	drag Navigator/paper			Select None	Esc
Go up/down a screenful	Page Up/Down			Filters and Find	

Advanced Filter	Ctrl+Shift+Alt+F
Filter Dynamics	Shift+Alt+D
Filter Voice 1/2/3/4	Ctrl+Shift+Alt+1/2/3/4
Filter Top/2nd/3rd/Bottom Note or Single Notes	Ctrl+Alt+1/2/3/B
Find	Ctrl+F
Find Next	Ctrl+G
Layout	
Instruments	I
Focus on Staves	Ctrl+Alt+F
Document Setup	Ctrl+D
Hide Empty Staves	Ctrl+Shift+Alt+H
Show Empty Staves	Ctrl+Shift+Alt+S
System Break on/off	Shift+Return (on main keyboard)
Page Break on/off	Ctrl+Return (on main keyboard)
Special Page Break	Ctrl+Shift+Return (on main keyboard)
Lock Format	Ctrl+Shift+L
Unlock Format	Ctrl+Shift+U
Make Into System	Shift+Alt+M
Make Into Page	Ctrl+Shift+Alt+M
Align in a Row/Column	Ctrl+Shift+R/C
Reset Note Spacing	Ctrl+Shift+N
Reset Position	Ctrl+Shift+P
Reset Design	Ctrl+Shift+D
Reset to Score Position	Ctrl+Shift+Alt+P
Reset to Score Design	Ctrl+Shift+Alt+D
Condense/expand note spacing	Shift+Alt+left/right

(in larger steps)	
Use Multirests (in Auto Layout) on/off	Ctrl+Shift+M
House Style™	
Engraving Rules	Ctrl+Shift+E
Edit Text Styles	Ctrl+Shift+Alt+T
View & Windows Menus	
Panorama	Shift-P
Hidden Objects (show/hide)	Ctrl+Alt+H
Object Rulers (show/hide)	Shift+Alt+R
Staff Rulers (show/hide)	Ctrl+Shift+Alt+R
Transposing Score	Ctrl+Shift+T
Navigator (show/hide)	Ctrl+Alt+N
Keypad (show/hide)	Ctrl+Alt+K
Playback (show/hide)	Ctrl+Alt+Y
Mixer (show/hide)	M, Ctrl+Alt+M
Ideas (show/hide)	Ctrl+Alt+I
Parts (show/hide)	Ctrl+Alt+R
Video (show/hide)	Ctrl+Alt+V
Properties (show/hide)	Ctrl+Alt+P
Hide/Show Tool Windows	Ctrl+Alt+X
Switch between full score and part	W
Next Part	Ctrl+Alt+Tab
Previous Part	Ctrl+Shift+Alt+Tab
Full Screen (Windows only)	Ctrl+U
Menus and Dialogs	
Go into menu	Alt+underlined letter
Choose from menu	underlined letter

Choose from dialog	Alt+underlined letter
Move to next/previous box in dialog	Tab/Shift-Tab
Select consecutive items from list	Shift+click or drag
Select separate items from list	Ctrl+click
OK (or default button)	Return/Enter
Cancel	Esc
Keypad layouts	F8–F12
Next Keypad layout	+ (on keypad)
Back to first Keypad layout	F8 / Shift-+
Contextual edit menu	Shift+F10 / right-click on selected object(s)
Change window	Ctrl+Tab
Hide application	<i>none</i>
Minimize window	<i>none</i>
Miscellaneous	
Sibelius Reference	F1
Print	Ctrl+P
Preferences	Ctrl+,
Quit/Exit	Alt+F4 / Ctrl+Q