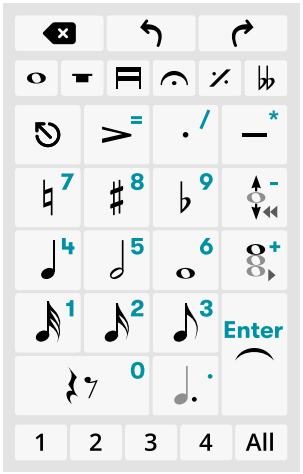
Sibelius
Essential Keyboard Shortcuts

MacOS

Keypad



Note Input

Input Notes	N
Re-input Pitches	⌥ ⇧ N
Create note	A – G
Add Pitch Above	⇧ A – G
Add unison	1
Add Interval Above	2 – 9
Add Interval Below	⇧ 2 – 9
Triplet	⌘ 3

Flexi-Time Input

Flexi-time Input	⇧ ⌘ F
Stop Flexi-time	Space / ⎋

Notations

Add Bar at End	⌘ B
Add Single Bar	⇧ ⌘ B
Add or Remove Instruments	I
Instrument Change	⌥ ⇧ ⌘ I
Clef	Q
Key Signature	K
Time Signature	T
Symbol	Z
Rehearsal Mark (consecutive)	⌘ R

Lines

Line	L
Slur	S
Crescendo hairpin	H
Diminuendo hairpin	⇧ H
Guitar Bend	J

Text

Start Editing Text	↵ / double click
Stop Editing Text	⎋
Expression	⌘ E
Technique	⌘ T
Tempo	⌥ ⌘ T
Chord Symbol	⌘ K

Lyrics

Lyrics Verse 1	⌘ L
Lyrics Verse 2	⌥ ⌘ L
Advance to next note/beat	Space
Non-breaking space	⌥ Space
Hyphens to next note	-
Non-breaking hyphen	⌥ -
Elision	_

Editing

Undo	⌘ Z
Redo	⌘ Y
Paste as Cue	⌥ ⇧ ⌘ V
Repeat	R
Flip (note/chord/passage/text/line/etc.)	X
Hide or Show	⇧ ⌘ H
Color	⌘ J
Reset Note Spacing	⇧ ⌘ N
Reset Position	⇧ ⌘ P
Reset Design	⇧ ⌘ D
Engraving Rules	⇧ ⌘ E

Editing Notes

Move Note Up/Down Diatonically	▲ & ▼
Move Note Up/Down Chromatically	⇧ ↟ & ↡ / ^ ▲ & ▼
Respell	↵
Transpose	⇧ T
Slide notes or rests left/right	⌥ ⌘ ◀ & ▶
Change Notehead (one or two digits)	⌥ ⇧ 0 – 9

Editing Objects

Move object	◀ & ▶ & ▲ & ▼
Move object a lot	⌘ ◀ & ▶ & ▲ & ▼
Move line end or lyric to next note	Space
Move line end or lyric to previous note	⇧ Space

Guitar Tab

Change fret (one or two digits)	0 – 9
Move caret up/down a string	▲ & ▼
Move note up/down a string	⌘ ▲ & ▼

Voices

Swap Voices 1 & 2	⇧ V
Voice 1–4	⌥ 1 – 4
All Voices	⌥ 5

Sibelius
Essential Keyboard Shortcuts CONT'D

MacOS

Playback

Play/Stop	Space
Replay	⌥ Space
Play from Selection	P
Stop Playback	⎋ / ⌘ .
Move Playback Line to Selection	Y
Scrub (in 0.2 second steps)	[&]

Selection

Select All	⌘ A
Select None / Deselect All	⎋ / ⌘ .
Select Bars	⌥ ⌘ A
Select System Passage	⌥ ⇧ A
Select More	⇧ ⌘ A
Select objects with marquee	⌘ drag on paper
Add/remove object to/from selection	⌘ click
Extend passage to object	⇧ click
Select bar	click staff (avoiding notes etc.)
Select bar in all staves (System Selection)	⌘ click staff
Select all bars in staff (on one system)	double-click staff
Select all bars in all staves (on one system)	⌘ double-click staff
Select all bars in staff throughout score	triple-click staff

Navigation

Move score	drag paper
Go to Bar	⌥ ⌘ G
Go to Page	⇧ ⌘ G
Find	⌘ F
Select first object on page (if nothing selected)	⇥
Select next object	⇥
Select previous object	⇧ ⇥
Select previous/next note	◀ & ▶
Select start of bar/next bar	⌘ ◀ & ▶
Select part of object	⌥ ◀ & ▶ & ▲ & ▼

Layout

Document Setup	⌘ D
System Break	↵
Page Break	⌘ ↵
Special Page Break	⇧ ⌘ ↵
Lock Format	⇧ ⌘ L
Unlock Format	⇧ ⌘ U
Make Into System	⌥ ⇧ M
Make Into Page	⌥ ⇧ ⌘ M
Use Multirests	⇧ ⌘ M
Hide Empty Staves	⌥ ⇧ ⌘ H
Show Empty Staves	⌥ ⇧ ⌘ S
Focus on Staves	⌥ ⌘ F
Move staff up/down (relative)	drag staff
Move staff up/down (absolute)	⇧ drag staff

Panels

Keypad	⌥ ⌘ K
Inspector	⇧ ⌘ I
Mixer	M / ⌥ ⌘ M

Zoom

Zoom In	⌘ = / ⌘ Num +
Zoom Out	⌘ - / ⌘ Num -

View Options

Panorama	⇧ P
Transposing Score	⇧ ⌘ T
Switch between Full Score and Part	W
Next Part	⌥ ⌘ `
Previous Part	⌥ ⇧ ⌘ `

Miscellaneous

Preferences	⌘ ,
Sibelius Reference Guide	⌘ ? / ⌘ /
Command Search	, / ^ 0
Cancel	⎋ / ⌘ .

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