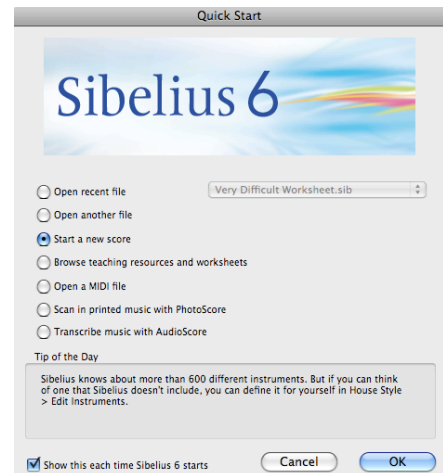


## Sibelius Basics, Tips and Tricks

### Score set-up

The **Quick start** menu will appear when you open Sibelius.

- Choose **Start a new score** and click **OK**.
- We could use one of the predefined manuscript papers but for now we'll choose **Blank** and then click on **Change instruments** to define our own ensemble.
- Choose your instruments and when you're done, click **OK** to return to the Manuscript paper window. Click **Next** to move on and follow through the remaining steps of the New Score wizard to set up the rest of your score.
- Adding bars: you can add extra bars to the end of your score by pressing **Ctrl+B (⌘B)**.



### Navigation

There are many ways to move around your score in Sibelius:

- Click and drag the white square on the Navigator (the square at the bottom left of your screen), which is like a map of your score
- Drag the page around by clicking on any blank part of it, holding, and moving the mouse.
- If you have a three-buttoned mouse with a scroll wheel in the middle you can roll the wheel up and down to move up and down the page, and hold down **Shift (Command)** while you roll to move left and right.

Other ways of moving:

Page Up/Page Down	move up or down your score
Home/End	move towards the start or the end of your score
Ctrl+Home (⌘Home)	jump to the very first page
Ctrl+End (⌘End)	jump to the very last page

Zooming in and out:

Click the **zoom dropdown menu** on the toolbar to jump to one of many preset zoom settings or click on the Zoom button (magnifying glass) and click on the area you would like to zoom to. When in the Zoom mode you can also left-click to zoom in, and right-click to zoom out. Don't forget you can type Escape at any time to cancel Zoom mode. You can also use:

Ctrl+= (⌘=)	zoom in
Ctrl+- (⌘-)	zoom out

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## Panorama View:

So far, we've been working with Sibelius's score (page) view. If however, you prefer to view your music in one long continuous line while you work, you can switch on Panorama view by either pressing **Shift+P**, or by clicking on the Panorama button on the Toolbar (to the right of the Zoom dropdown menu).

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## The most important thing you'll learn: **Escape** is your best friend!

The **Escape** key (located at the top left of your computer's keyboard) cancels any action that you've started in Sibelius, whether you've opened a dialog box you don't need, or are recording music from your MIDI keyboard, or need to stop inputting notes and edit them.

---

## Note entry part 1 (mouse input)

Let's start with the Bass Xylophone part. Of course you'll have noticed that this part consists of one bar which is repeated to form an ostinato, so this means we only need to enter it once and then copy and paste it throughout the remainder of the score excerpt.

There are numerous methods of note entry in Sibelius. Today, we'll learn 4 of the main methods:

- Mouse input
- Alphabetic input (using the QWERTY keyboard)
- Step-time input (using the QWERTY keyboard and MIDI keyboard)
- Flexi-time input (live recording using a MIDI keyboard)

The first one we'll look at is mouse input.

Use the mouse to select the note value (duration) on the Keypad, which is located on the bottom right of your screen. The pointer will turn blue to indicate that it is "holding" a note or object. As you move your mouse around the score a grey "ghost" note will follow your movements. This shows you where the note will be input should you choose to click. Click on the score with your mouse on the appropriate line (or space) to create the first note in the finger snaps part. Enter just the first bar of this ostinato and when you're done, press **Escape** twice.



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## Undo is your other friend!

Should you place the note on the wrong beat or pitch, you can simply type **Ctrl+Z** or **⌘Z** to undo it. This applies to all operations in Sibelius. If you place the note on the right beat but the wrong pitch, instead of typing undo you can use the up and down arrows to repitch the note. Remember, if you have any problems at any time, try the following:

- Type undo (**Ctrl+Z** or **⌘Z**)
- Press **Escape** twice to make sure you have nothing selected
- Pressing **Delete** deletes the note you have highlighted. Pressing **Backspace** deletes the note and moves back to the one before, just like a word processor

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## Save time: copy and paste

Select the first bar of the Bass Xylophone part by clicking somewhere in the first bar that isn't a note or rest. You should end up with a blue box around the bar.

To repeat this ostinato throughout the score, press **R** (for Repeat of course.....). The ostinato will be copied to the right of the selected bars. Keep pressing **R** until the ostinato fills the required number of bars. You can copy and paste multiple bars in the same way.



---

## Note entry part 2 (alphabetic input)

We'll enter the notes for the first 5 bars of the Soprano 1 part using the second note input method: Alphabetic entry. Sibelius's Keypad corresponds directly to the numerical keypad on your computer's QWERTY keyboard. Alphabetic note entry involves selecting a note value (duration) on your numeric keypad and selecting a note pitch using the letters on your QWERTY keyboard.

- Select the second bar of the Soprano 1 part and press **N** to start Note entry.
- Press **crotchet** on the keypad (number 4 on your numeric keypad) and then add a dot by pressing the **full stop**. Lastly create a rest by pressing **zero**.
- Press **quaver** on the keypad (number 3) and then the **rest** button (zero).
- Quaver will be still selected, so type **D** to enter the first sung note. Sibelius chooses an octave for the note (usually within the staff if it's the first note of the score) and in this case it's an octave higher than we want. To move our D down the octave, press **Ctrl (⌘)+down arrow**.
- Finish off this bar by pressing **E**

You can continue on this way until the soprano part is complete up until the end of bar 6.

---

## Save time: copy and paste #2

Because the Soprano 2 and Alto parts are in unison with the Soprano 1 for the first few bars, we can copy and paste the Soprano 1 part to save us from re-entering the notes from scratch.

- Select bar 2 of the Soprano 1 part, hold down the Shift key and select bar 6. You should end up with a blue box around bars 2-6 of the Sop 1 part:



- To paste this material into the Sop 2 part, hold the Alt (Option) key down and click at the beginning of the bar 2 in the Sop 2 part.
- While the Sop 2 part is still selected, you can Alt (Option)-click into the Alto part to copy the material there as well.

This method is particularly useful for pasting material from one part of a score to a different part of the score altogether, or to paste material from one instrument into another as we've done here.

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## Note entry part 3 (Step Time)

If you have a MIDI keyboard, you can also use the Step Time and Flexi-time note input methods.

**Step Time** input is very similar to Alphabetic input and involves selecting note values on the numeric keypad with your right hand, whilst selecting note pitches on your MIDI keyboard with your left hand (instead of typing letter names with the QWERTY keyboard).

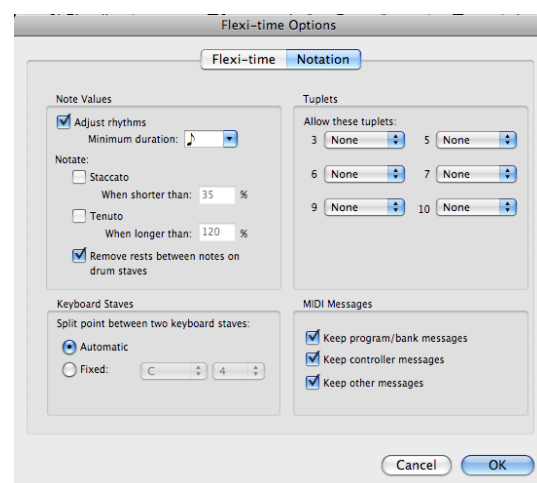
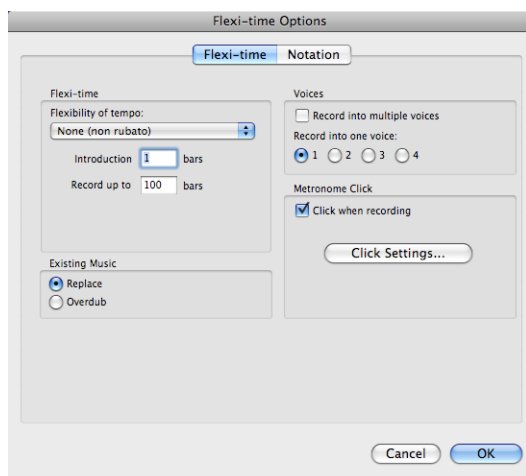
- Select bar 7 of the Soprano 1 part and press **N** for Note entry
- Press **crotchet** on the keypad (number 4 on your numeric keypad) and then add a dot by pressing the **full stop**. Lastly create a rest by pressing **zero**
- Press **quaver** on the keypad (number 3) and then the **rest** button (zero)
- Quaver will be still selected, so play F then G on your MIDI keyboard
- Continue on entering rhythms with the numeric keypad and pitches on the MIDI keyboard until the end of bar 11

## Note entry part 4 (Flexi-Time)

Flexi-time allows you to record your music directly into Sibelius if you have a MIDI keyboard attached to your computer.

We'll use Flexi-time for bars 12-15 of the Soprano 1 today, but before you record into Sibelius, you should set up Flexi-time Options (go to **Notes > Flexi-time Options**) to give it the best chance to record you accurately.

These are the settings I use when I am concerned with simply getting the notes into Sibelius accurately. You'll need to adjust the settings if you want Sibelius to record your music with the nuances of a live performance.



When you're ready to record:

- Click on the red Flexi-time record button in the Playback window or press the shortcut Ctrl+Shift+F (⇧ ⌘ F)
- You'll get a one bar count-in (or more if you changed it in the Flexi-time Options dialogue box) and then you can record your part
- Press **Escape** to stop recording

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---

## Copy and Paste Again and Re-input Pitches

We don't need to do much more note entry to fill in the remaining Soprano 2 and Alto parts: we can use the copying/pasting methods learnt earlier to do most of the work.

### Soprano 2:

- Select bars 2-6
- Copy and paste those bars by **Alt (Option) – clicking** into bar 7 and then again in bar 12

### Alto:

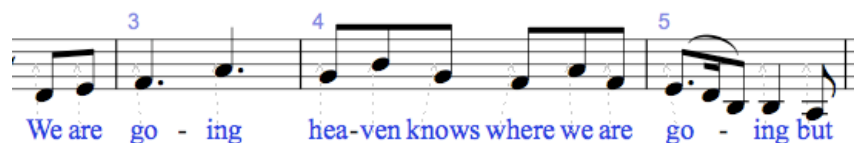
- Select bars 2-6
- Copy and paste those bars by **Alt (Option) – clicking** into bar 7
- Now we'll "overwrite" the notes in bars 7-11 whilst retaining the rhythm by using a feature called **Re-input pitches**. Select the first note in bar 7 and then go to **Notes > Re-input pitches**. A dotted cursor will appear just before the notes and you can type just the note letter names (or play them) to adjust the pitches
- Copy and paste bars 7-11 into bar 12-15

---

## Lyrics

- Select the first note of the Sop 1 part and press **Ctrl+L (⌘L)**. A flashing carat will appear under the note
- Start typing the lyrics. At the end of each word, press the space bar (just as you would when typing normally) and the cursor will jump to the following note. If you have a word with multiple syllables, separate each syllable with a hyphen. Each syllable will appear on separate notes with a hyphen between them
- When you've finished, press **Escape** twice

In order to copy and paste the lyrics, we need to filter them first of all (so that the only the lyrics are selected and not the notes). Select bars 2-15 of the Soprano 1 part and go to **Edit > Filter > Lyrics**. Only the lyrics should remain blue:

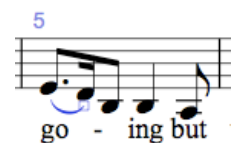


**Alt (Option)–click** under the first note of the Soprano 2 part and then under the first note of the Alto part.

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## Slurs

- To add a slur, select the first note and press **S**. A slur will automatically be between the selected note and the next one
- You can extend the slur to the next note by pressing the space bar
- If you'd like to flip your slur (so that it appears above the staff rather than below), press **X**
- Press **Escape** when you're done



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## Woyoya

Lilting ♩ = 45

arranged K. Wardrobe  
after an arrangement by Ysaye Barnwell

Soprano 1  
Soprano 2  
Alto  
Bass Xylophone

We are go - ing hea-ven knows where we are go - ing but

6  
S.  
S.  
A.  
Bass Xyl.

we know with in\_ And we'll get there hea-ven knows how we will get\_ therebut

11  
S.  
S.  
A.  
Bass Xyl.

we know we will\_ Yes we'll get there hea-ven knows how we will get\_ there but

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