

Sibelius V3 - Keyboard Shortcuts

A full list of shortcuts is on pages 317 – 323 of the *Sibelius 3 Manual*
For Mac users: Ctrl = Command, Alt = Option, Right-click = Ctrl-click

NOTES – type 'N' for note input pointer ON/OFF

| | |
|------------------------------|---------------------|
| Input/edit pitch | A – G |
| Input rest (of value chosen) | Space |
| Note values, accidentals etc | Keypad keys |
| Add interval above/below | 2 – 9/Shift 2 – 9 |
| Add pitch above | Shift/A – G |
| Repeat note | R |
| Flip object | X |
| Up/down a second | ↑ / ↓ (cursor keys) |
| Up / down octave | Ctrl+↑ / ↓ |
| Convert to rest(s) | Delete |
| Next keypad layout | + (or use F8 - F12) |

CREATE

| | |
|--|-----------------------|
| Add bar at end | Ctrl + B |
| Chord names (move with space) | Ctrl + K; Rt click |
| Clef | Q |
| Delete extra bars: Ctrl+click 1 st ; Shift+click last; Delete | |
| Hairpin (cresc/dim)** | H/Shift+H |
| Insert bar | Shift+Ctrl+B |
| Instruments | I |
| Key Signature | K |
| Line | L |
| Slur (phrase mark)** | Highlight note then S |
| Symbols | Z |
| Time signature | T |
| Triplet | Ctrl+3 |

** (use Space to extend; Shift+Space to reduce)

NAVIGATION and SELECTION

| | |
|---|--------------|
| Move view up/down | Page Up/Dn |
| Move view left/right | Home/End |
| Move to beginning | Ctrl+Home |
| Find | Ctrl+F |
| Find next | Ctrl+G |
| Go to bar | Ctrl+Alt+G |
| Go to page | Ctrl+Shift+G |
| Select next/previous note/rest | ←/→ |
| Select start next/previous bar | Ctrl+←/→ |
| Select row of text, chord symbols | Ctrl+Shift+A |
| Tab to move along stave; Shift Tab to return | |
| Alt Tab to move downwards (chord notes or staves) | |
| Shift Tab to move upwards (chord notes or staves) | |
| Zoom In/Out | Ctrl+ +/- |

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TEXT – set caret then right-click for menus

| | |
|---|--------------------|
| Expression text | Ctrl+E |
| Technique text | Ctrl+T |
| Lyrics (vs 1) | Ctrl+L |
| Lyrics (vs 2) | Ctrl+Alt+L |
| Metronome mark | Ctrl+Alt+M |
| Tempo | Ctrl+Alt+T |
| Chord diagram (grid) | Shift+K |
| Chord symbol (name) | Ctrl+K |
| <i>m / f / p</i> (using Exprssn text caret) | Ctrl+M / F / P |
| Rehearsal Mark | Ctrl+R |
| Start editing | Return (main kybd) |
| Stop editing | ESC (Escape) |
| Word menu (after placing caret) | Mouse right-click |

EDIT

| | |
|------------------------------|--------------------|
| Copy | Ctrl+C |
| Paste | Alt+Right-click |
| Delete highlighted object | Delete or Ctrl+X |
| Move highlighted object | ↑ / ↓ / ← / → |
| Move object in larger steps | Ctrl+↑ / ↓ / ← / → |
| Undo / Redo | Ctrl+Z / Ctrl+Y |
| Replicate highlighted object | Alt+Left-click |

PLAYBACK

| | |
|----------------------|-------------------|
| Play (Pause) | P (P) |
| Stop | O |
| Fast Fwd |] or → |
| Fast Rewind | [or ← |
| Mixer | M |
| Performance | Shift+P |
| Live Playback On/Off | Shift+L (toggles) |

RECORD

| | |
|------------------------|--------------|
| Record using Flexitime | Ctrl+Shift+F |
| Stop Recording | Esc |
| Flexitime Options | Ctrl+Shift+O |

WINDOWS Shortcut Keys -

as used in *Sibelius* and most other applications

| | |
|---|---------------------|
| Close current window | Ctrl+W |
| Copy | Ctrl+C |
| Cut | Ctrl+X |
| HELP (on screen) | F1 (Function Key 1) |
| Minimise all windows | Windows-Flag+M |
| Move to next dialogue | TAB |
| Move to previous dialogue | Shift+TAB |
| Open minimised window/s | Alt+Tab/TAB |
| Open new file | Ctrl+N |
| Open old file | Ctrl+O |
| Paste | Ctrl+V |
| Print | Ctrl+P |
| Quit application | Alt+F4 |
| Save As | Alt+F+A |
| Save | Ctrl+S |
| Select All | Ctrl+A |
| Shut-down | Flag+U+U (Return) |
| Tab to move between dialogues; Shift+Tab reverses | |
| Undo / Redo | Ctrl+Z / Ctrl+Y |

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| Paste | Ctrl+V |
| Print | Ctrl+P |
| Quit application | Alt+F4 |
| Save As | Alt+F+A |
| Save | Ctrl+S |
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