

Some useful Sibelius Keyboard Shortcuts

Unload cursor (always do this before clicking anything)	Escape
Undo	CTRL & Z
Redo	CTRL & Y
Copy	CTRL & C
Paste	CTRL & V
Repeat selection	R
Add a bar	CTRL & B
Creating chords: add a note a specified interval above selected note	Relevant number on alphanumeric side of keyboard (i.e. 2 for a second)
Key signature dialogue	K
Time signature dialogue	T
Dynamics text (mf etc.)	Select note where you want the dynamics to be then CTRL & E then windows menu key brings up a list. Some common dynamics can be entered directly, for example <i>forte</i> is CTRL& F and <i>piano</i> is CTRL & P
Techniques text (pizz etc.)	Select note where you want the dynamics to be then CTRL & T then windows menu key brings up a list
Lyrics	CTRL & L
Hairpins	CTRL & H for crescendo SHIFT, CTRL & H for diminuendo * space moves the end of the hairpin to the next note
Slurs	S (NOT Enter – this is a tie) * space moves the end of the slur to the next note
Rest	0 on numeric keypad
Triplets	Select first note then CTRL & 3 on alphanumeric (other numbers create relevant tuplet)
Clef	Q
Instruments dialogue box	I
Symbol	Z
Play from selection	P

Selecting

Select bar click staff (avoiding notes etc.)	Click staff (avoiding notes etc.)
Select bar in all staves	Ctrl+click staff
Select all bars in staff (on one system)	Double-click staff
Select all bars in all staves (on one system)	Ctrl+double-click staff