

Music Tech Sibelius 7 Notation guide for Mac

For HSC Stage 6 and Tertiary students

Tutorial 10 **Keyboard shortcuts**

Objective - to explain how to utilise keyboard shortcuts to increase efficiency

Outcomes - by following this tutorial, students will gain an understanding of how to;

- refer to and use common keyboard shortcuts to speed up work

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1. Set up session
2. Common shortcuts for Lead Sheet preparation
3. Common shortcuts for Transport

1. Setting up session

1a. Launch Sibelius

1b. From the Quick Start menu select Lead Sheet.

1c. Click Create without selecting any options other than Title, "Short Cuts" and practise these shortcuts on the blank score page

2. Common shortcuts for Notation

- Select Key Signature; *k*
- Select Time Signature; *t*
- Select Instruments to Add/Subtract; *i*
- Select Lines; (crescendo, slur, 1st time bar etc.) *l*
- Select symbol; (sign, coda, trill etc.) *z*
- Crescendo; *h*
- Decrescendo; *shift>h*
- Select or change clef; *q*
- Copy bar; *r*
- Enter/exit parts; *w*
- Chord symbols; *command + k*
- Lyrics; *command + l*
- Rehearsal mark; *command + r*
- Expression marks; *command + e* for cursor, then hold shift
- Technique; *command + t* for cursor
- Add bar at end; *command + b*
- Add single bar in score; *shift + command + b*
- Create multiple bars; *option (alt) + b*

3. Common shortcuts for Transport

- Play; *spacebar*
- Stop; *spacebar*
- Go to start; *command>[*
- Go to end; *command>]*
- Record; *command+shift>f*
- Rewind; *[*
- Fast forward; *]*
- Mixer open/close; *m*