Music Tech Sibelius 7 Notation guide for Mac

For HSC Stage 6 and Tertiary students

Tutorial 9 **Working with Parts**

Objective - to explain how to work with parts from a score

Outcomes - by following this tutorial, students will gain an understanding of how to;
- open parts in a score
- edit the parts and text within parts
- print parts and score
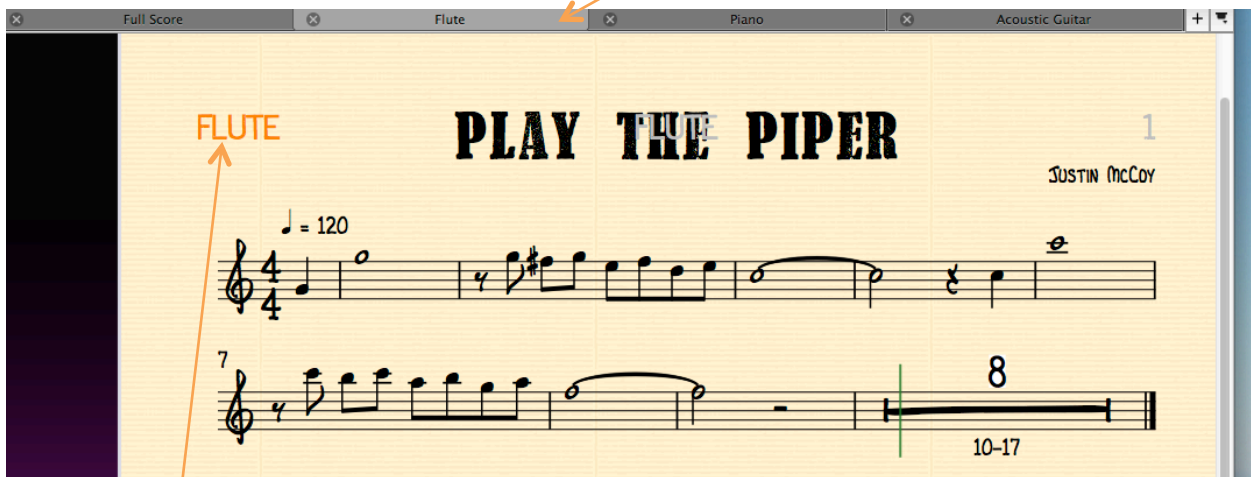
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1. Set up session

1a. Launch Sibelius

1b. Download, unzip and open accompanying Sibelius Session "Working with Parts from Score".
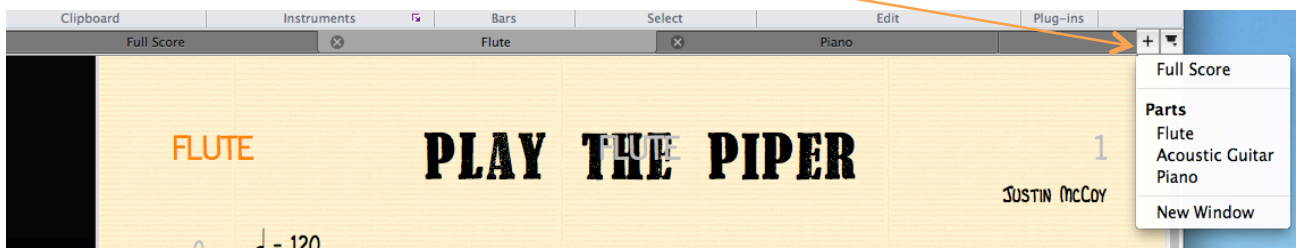
2. Open parts

2a. Type *w* on the keyboard to open up individual parts, which appear as yellow pages.

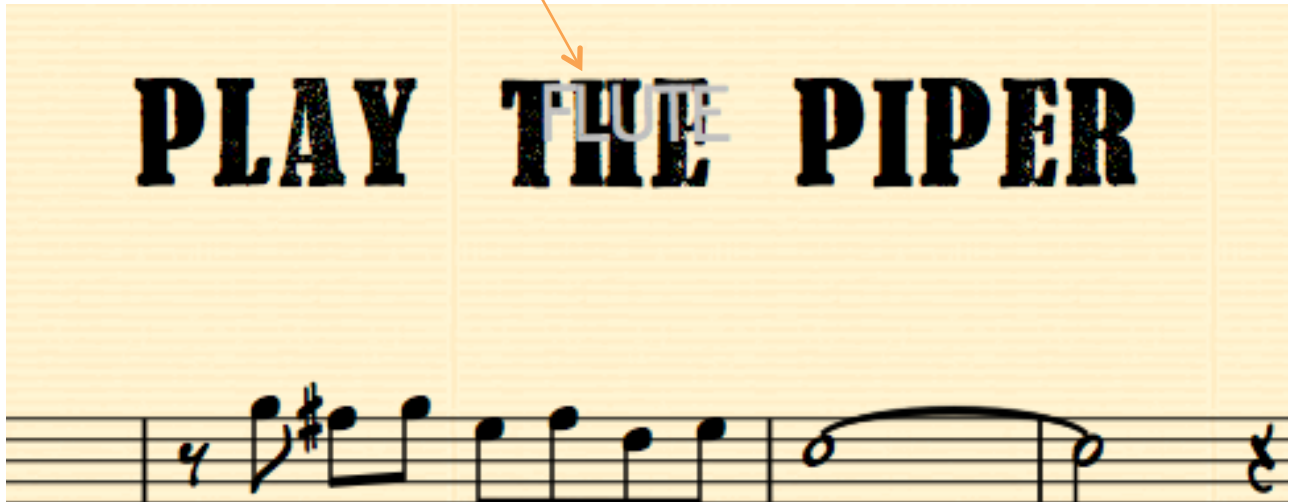2b. To open a particular instrument part click on the instrument name at the top of the part window.

2c. The part name will appear at the top left of the page. This will be printed with the part.

2d. If the part you want does not appear at the top of the window click on the "+" sign at the top right of the part window and choose which part to view from the drop-down menu.

2e. The part name also appears at the top centre of the page as a "ghost" or transparent text. This will not be printed on the first page of the part, but will appear at this position on subsequent pages.

2f. The complete score is 17 bars long, but the part window automatically places a tacit symbol where appropriate, in this case 8 bars from bars 10 – 17.

3. Edit parts

3a. Open the Acoustic Guitar part. Note that the chord symbols are crowding the system relative to the Score page below.

Chord symbol bunched up to system

Chord symbol correctly spaced on Score page

3b. The solution is to select the first bar of the second system and drag it down a bit. The chord symbols will automatically drop down with the system and find the correct spacing. These adjustments are completely independent of the main Score page.

Chord symbols correctly spaced on Part page
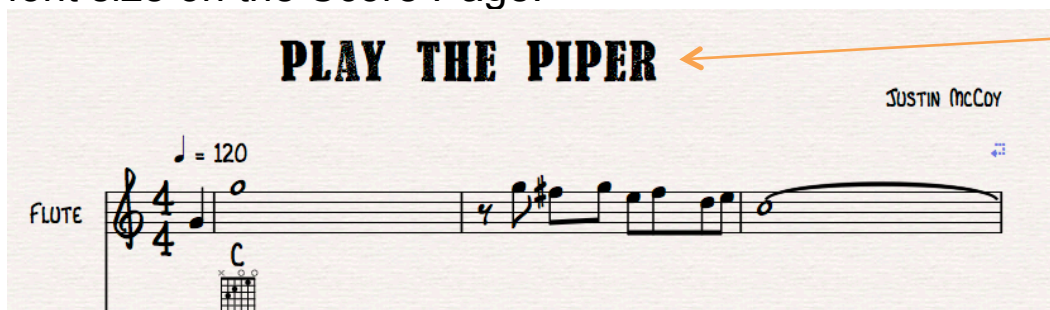
Select and drag system down

4. Edit text

4a. Text within the Part, such as titles, may be moved and edited. In this case the Title has been selected and dragged down closer to the stave. This movement of text is independent of the Score Page.
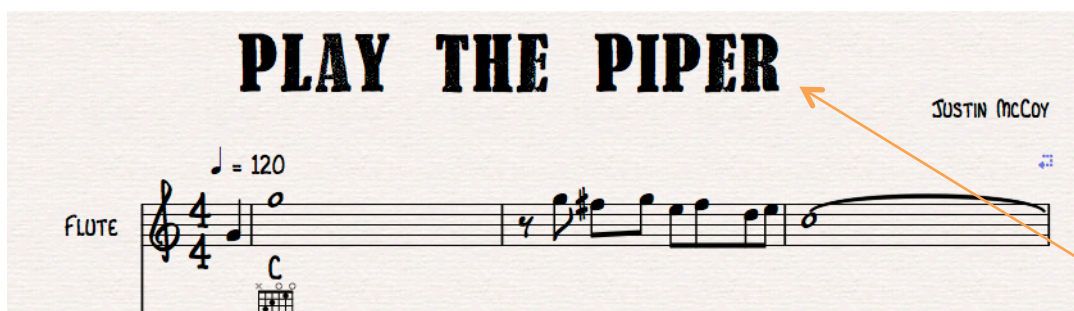

4b. Changing the font size in a Part is not independent of the Score Page however. The default font of the Score Page is smaller than that of the Part Page; in this case the default font sizes for the Title are 28 pt. on the Score Page and 36 pt. on the Part Page.
Changing the font size on the Part Page will result in a changed font size on the Score Page.

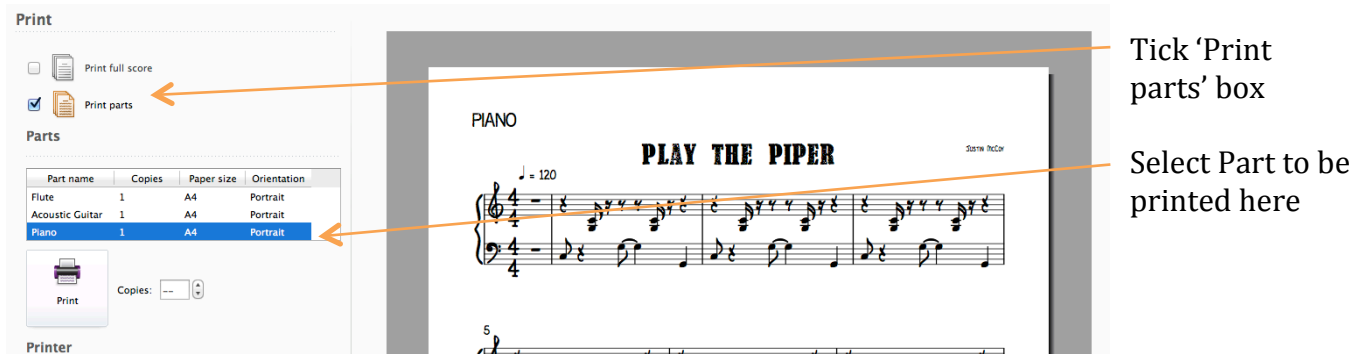Default title font is 28 pt for the Score Page

Changing the font on the Part Page from the default of 36 pt to 40 pt results in the Title on the Score Page increasing to 40 pt.
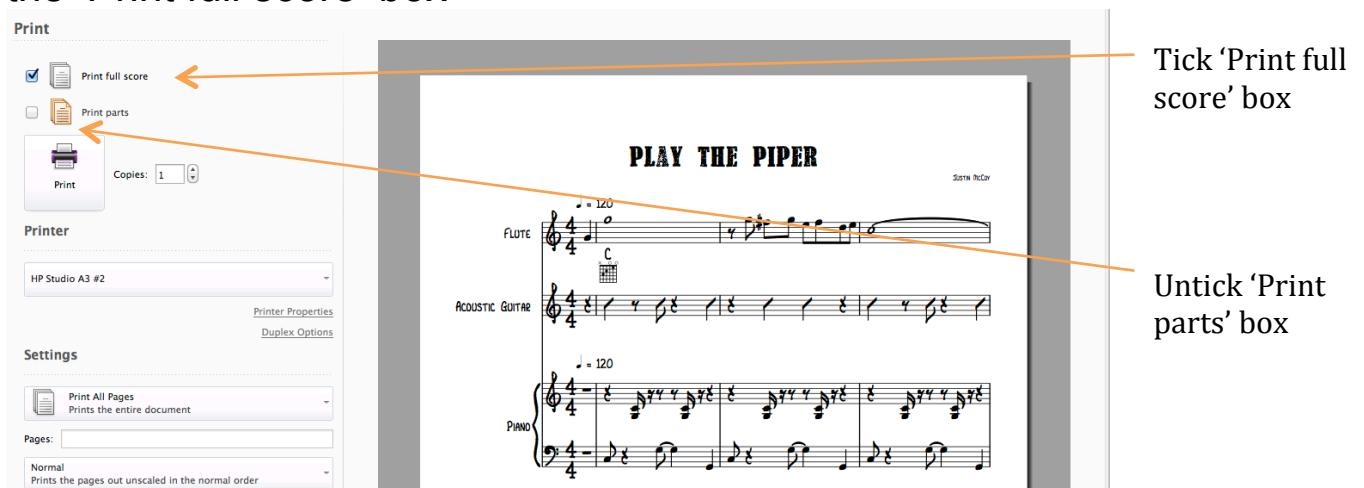
4c. A similar result will occur if other text such as composer name or copyright information is altered on the Part Page.

5. Print Parts and Score

5a. To print parts type *command>p* from the part window.
The Print window will open and the 'Print parts' box will be ticked.
You have the option to select which part you wish to print.
In this case the Piano part is selected.

Tick 'Print parts' box

Select Part to be printed here

5b. To print the entire score untick the 'Print parts' box and tick the 'Print full score' box

Tick 'Print full score' box

Untick 'Print parts' box

5c. You can select which page you wish to view prior to printing by changing the page number at the bottom of the Print page, and you can zoom Page View in/out with the slider at the bottom right

Select page to view

Zoom in/out