

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</i> / <i>f</i> / <i>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