

# Sibelius V4 - Keyboard Shortcuts

A full list of shortcuts is on pages 335 – 342 of the *Sibelius 4 Reference 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 or 0
Note values, accidentals etc	Keypad keys
Add interval above/below	2 – 9/Shift 2 – 9
Add pitch above	Shift / A – G
Repeat note or chord	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

Bar - add at end	Ctrl+B
Bar – insert within score	Ctrl+Shift+B
Bar - Delete extras: Ctrl+click 1 <sup>st</sup> ; Shift+click last; Delete	
Chord names (move with sp-bar)	Ctrl+K; Rt click
Chord diagram (Guitar)	Shift+K; Rt click
Clef	Q
Hairpins (cresc / dim)**	H / Shift+H
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

Alternate between Score & Part	W
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
Hide / Show highlighted object	Ctrl+Shift+H
Select next / previous note/rest	← / →
Select start next / previous bar	Ctrl+← / →
Select all bars in 1 stave (system)	Dble-Click stave
Select all bars in 1 stave (score)	Triple-Click stave
Select row of text, chord symbols	Ctrl+Shift+A
Select with marquee	Shift+Drag
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+ + / -
Zoom - Fit to Page	Ctrl+0 (zero)

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Suggestions for this page welcome.

## 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 – Middle mouse button or	Alt+Left-click
Copy as graphic to another app.	Alt+G then as above
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 or Stop	Space
Return play-line to beginning	Ctrl+[
Fast Fwd / Rewind	] or → / [ or ←
Play from selected note	P
Replay from selected note	Ctrl+Space
Mixer	M
Performance	Shift+P
Live Playback On / Off	Shift+L (toggles)

## RECORD

Record using Flexitime	Ctrl+Shift+F
Stop Recording	Space
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 / old file	Ctrl+N / Ctrl+O
Paste	Ctrl+V
Print / Print Preview	Ctrl+P / Alt+F+V
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