

## Sibelius, project 2: outline of topics and actions (Feurzeig MU 1770)

1. **Multiple voices in a single staff: Voices 1-4 (1-2 in Sibelius First)**
  - a. Note Input → Voices, or buttons at bottom of keypad
  - b. Use Voice 1 for upper part; it will stem up  
Use Voice 2 for lower part; it will stem down
  - c. To hide rests you don't want, select, then delete or ⌘-shift-H
  - d. Workflow tips
    - i. Create one bar as template; copy; "Re-input Pitches" **option-shift-N** or
    - ii. Enter everything in Voice 1, then select, change to Voice 2, edit as needed
2. **Lines** [video @17:45](#)
  - a. Almost anything that starts at point A and continues to point B
    - i. Use spacebar to advance the line endpoint
    - ii. can also drag
    - iii. or select a span of notes before entering the line
  - b. **Slurs** are a kind of line. Type L for line dialog, or S to directly input slur
    - i. Ties are rhythm information and can only be entered via the keypad
  - c. **Hairpins** are lines (not expression text like other dynamics)
    - i. ⌘-H for crescendo
    - ii. ⌘-shift-H for decrescendo
  - d. Also: ottava sign, pedaling, 1<sup>st</sup> & 2<sup>nd</sup> endings, etc.
    - i. still "lines" even if the line is invisible, for ex. traditional  $\mathcal{P}$  sign
  - e. Workflow tip: enter multiple slurs (or other lines) at once
3. **Flipping objects (articulations, slurs, etc.) select + X**
4. **Text styles** [video @25:10](#)
  - a. Expression: ⌘-E
    - i. for dynamics and other expressive indications
    - ii. defaults to below the staff (or middle for grand-staff instruments)
    - iii. use contextual menu (control-click) or shortcuts: usually ⌘ + letter  
don't just type dynamic letter without ⌘
  - b. Others: Text → Styles
    - i. Technique: ⌘-T for pizz, arco, tremolo, etc.; defaults to above the staff
    - ii. Fingering
    - iii. Rehearsal marks: select barline, ⌘-R
    - iv. Always use the appropriate text style for the text you are entering
5. **Layout: horizontal spacing** (most actions will not work with Sibelius First) [video @29:10](#)
  - a. System break: select barline, return
  - b. Keep bars on same system: select + **option-shift-M**
  - c. Can also drag notes/rests horizontally, or use **option-shift** + arrow keys
  - d. More actions on Layout tab of ribbon
6. **Layout: vertical spacing** (not all actions will work with Sibelius First)
  - a. Move staff up or down: select + **option** + arrow key, or click blank area and drag
  - b. Engraving Rules (⌘-shift-E) → Staves  
→ Justify staves when page is at least ... % full
7. **Exporting graphics (for musical examples, etc.)**
  - a. Home → Select Graphic; copy
  - b. Paste (into MS Word, etc.)
  - c. Workaround if "Select Graphic" not available in Sibelius First
    - i. Print → Use OS Dialog → Save as PDF (or Print to PDF)
    - ii. open in PDF viewer such as Preview, use Rectangular Selection; copy
    - iii. paste into target program