

Sibelius

Essential Keyboard Shortcuts

Windows



Keypad

Delete				Undo, Redo
Keypad Layouts				
Escape				Articulations
Note Values				Pitch Correction Tool (First Keypad Layout)
				Chord Tool (Next Keypad Layout)
Rest				Tie
Voices	1	2	3	4 All

Editing

Undo	Ctrl	Z		
Redo	Ctrl	Y		
Paste as Cue	Ctrl	Alt	Shift	V
Repeat	R			
Flip (note/chord/passageway/text/line/etc.)	X			
Hide or Show	Ctrl	Shift	H	
Color	Ctrl	J		
Reset Note Spacing	Ctrl	Shift	N	
Reset Position	Ctrl	Shift	P	
Reset Design	Ctrl	Shift	D	
Engraving Rules	Ctrl	Shift	E	

Note Input

Input Notes	N		
Re-input Pitches	Alt	Shift	N
Create note	A	G	
Add Pitch Above	Shift	A	G
Add unison	1		
Add Interval Above	2	9	
Add Interval Below	Shift	2	9
Triplet	Ctrl	3	

Flexi-Time Input

Flexi-time Input	Ctrl	Shift	F
Stop Flexi-time	Space	Esc	

Notations

Add Bar at End	Ctrl	B		
Add Single Bar	Ctrl	Shift	B	
Add or Remove Instruments	I			
Instrument Change	Ctrl	Alt	Shift	I
Clef	Q			
Key Signature	K			
Time Signature	T			
Symbol	Z			
Rehearsal Mark (consecutive)	Ctrl	R		

Lines

Line	L	
Slur	S	
Crescendo hairpin	H	
Diminuendo hairpin	Shift	H
Guitar Bend	J	

Text

Start Editing Text	Enter / F2 / double click		
Stop Editing Text	Esc		
Expression	Ctrl	E	
Technique	Ctrl	T	
Tempo	Ctrl	Alt	T
Chord Symbol	Ctrl	K	

Lyrics

Lyrics Verse 1	Ctrl	L	
Lyrics Verse 2	Ctrl	Alt	L
Advance to next note/beat	Space		
Non-breaking space	Ctrl	Space	
Hyphens to next note	-		
Non-breaking hyphen	Ctrl	-	
Elision	_		

Editing Notes

Move Note Up/Down Diatonically	▲ & ▼			
Move Note Up/Down Chromatically	Shift	PgUp	&	PgDn
Respell	Enter			
Transpose	Shift	T		
Slide notes or rests left/right	Ctrl	Alt	◀ & ▶	
Change Notehead (one or two digits)	Alt	Shift	0 - 9	

Editing Objects

Move object	◀ & ▶ & ▲ & ▼	
Move object a lot	Ctrl	◀ & ▶ & ▲ & ▼
Move line end or lyric to next note	Space	
Move line end or lyric to previous note	Shift	Space

Guitar Tab

Change fret (one or two digits)	0 - 9	
Move caret up/down a string	▲ & ▼	
Move note up/down a string	Ctrl	▲ & ▼

Voices

Swap Voices 1 & 2	Shift	V
Voice 1-4	Alt	1 - 4
All Voices	Alt	5





Playback

Play/Stop
 Replay
 Play from Selection
 Stop Playback
 Move Playback Line to Selection
 Scrub
 (in 0.2 second steps)

Space
 Ctrl Space
 P
 Esc
 Y
 [&]

Selection

Select All
 Select None / Deselect All
 Select Bars
 Select System Passage
 Select More
 Select objects with marquee
 Add/remove object to/from selection
 Extend passage to object
 Select bar
 Select bar in all staves
 (System Selection)
 Select all bars in staff
 (on one system)
 Select all bars in all staves
 (on one system)
 Select all bars in staff throughout score

Ctrl A
 Esc / Ctrl .
 Ctrl Alt A
 Alt Shift A
 Ctrl Shift A
 Shift drag on paper
 Ctrl click
 Shift click
 click staff
 (avoiding notes etc.)
 Ctrl click staff
 double-click staff
 Ctrl double-click staff
 triple-click staff

Navigation

Move score
 Go to Bar
 Go to Page
 Find
 Select first object on page
 (if nothing selected)
 Select next object
 Select previous object
 Select previous/next note
 Select start of bar/next bar
 Select part of object

drag paper
 Ctrl Alt G
 Ctrl Shift G
 Ctrl F
 Tab
 Tab
 Shift Tab
 < & >
 Ctrl < & >
 Alt < & > & < & >

Layout

Document Setup
 System Break
 Page Break
 Special Page Break
 Lock Format
 Unlock Format
 Make Into System
 Make Into Page
 Use Multirests
 Hide Empty Staves
 Show Empty Staves
 Focus on Staves
 Move staff up/down (relative)
 Move staff up/down (absolute)

Ctrl D
 Enter
 Ctrl Enter
 Ctrl Shift Enter
 Ctrl Shift L
 Ctrl Shift U
 Alt Shift M
 Ctrl Alt Shift M
 Ctrl Shift M
 Ctrl Alt Shift H
 Ctrl Alt Shift S
 Ctrl Alt F
 drag staff
 Shift drag staff

Panels

Keypad
 Inspector
 Mixer

Ctrl Alt K
 Ctrl Shift I
 M / Ctrl Alt M

Zoom

Zoom In
 Zoom Out

Ctrl = / Ctrl Num +
 Ctrl - / Ctrl Num -

View Options

Panorama
 Transposing Score
 Switch between Full Score and Part
 Next Part
 Previous Part

Shift P
 Ctrl Shift T
 W / Ctrl Alt /
 Ctrl Alt . / Ctrl '
 Ctrl Alt , / Ctrl Shift '

Miscellaneous

Preferences
 Sibelius Reference Guide
 Command Search
 Cancel

Ctrl ,
 F1
 , / Alt 0
 Esc / Ctrl .