

Sibelius: Favourite Shortcuts

Using the Shortcuts

Following is a list of common actions and their shortcuts. Nearly all of these shortcuts require you to select *something* (a note, a passage of music, some text) before using the shortcut to carry out the action. That is, you need to tell Sibelius “where” or “what” first.

Example: entering lyrics

Select the note at the start of the passage and then type **Ctrl+L** or **⌘L**. A cursor/caret will appear under the note and you can start typing the lyrics.

Mac & Windows Conventions

Mac symbol	Mac name	Windows equivalent
⌘	Command	Ctrl (Control)
⇧	Shift	Shift
⌥	Option	Alt
↵	Return	Return (on main keyboard)
	Enter	Enter (on numeric keypad)

Action	Shortcut
The Most Important Things	
Your best friend! (deselect object/stop playback/clear mode)	Escape (Esc.)
Undo last action	Ctrl+Z or ⌘Z
Navigation	
Move the score view upward	Page Up
Move the score view downward	Page Down
Move toward the start of the score	Home
Move toward the end of the score	End
Move to the start of the score	Ctrl+Home or ⌘Home
Move to the end of the score	Ctrl+End or ⌘End
Switch to Panorama view	Shift+P or ⇧P
Toggle between score and part	W
Zoom in	Ctrl++ or ⌘+
Zoom out	Ctrl+- or ⌘-
Zoom level: fit page	Ctrl+0 or ⌘0
Zoom level: 100%	Ctrl+1 or ⌘1
Go to bar	Ctrl+Alt+G or ⌘⌥G
Go to page	Ctrl+Shift+G or ⌘⇧G
Add and Delete Bars	
Add a single bar to the end	Ctrl+B or ⌘B
Delete bars #1 (Sibelius 5 & 6 only)	Ctrl+Backspace or ⌘Backspace
Delete bars #2	Ctrl+click then press Delete or ⌘click then press Delete

Contact

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Action	Shortcut
Note Entry	
Begin note entry	N
Cycle through Keypad layouts	Sib 6: F7-F12 (earlier: F8-F12)
Create triplet	Ctrl+3 or ⌘3
Reinput pitches (change pitch and retain rhythm)	Ctrl+Shift+I or ⌘⇧I
Add interval above	1/2/3/4/5/6/7/8/9
Add interval below	Shift+number or ⌘number
Change to cross notehead	Shift+Alt+1 or ⌘⇧1
Move selection into voice 2	Alt+2 or ⌘2
Respell accidental	Enter (main keyboard)
Start recording in Flexitime	Ctrl+Shift+F or ⌘⇧F
Selecting	
Select all	Ctrl+A or ⌘A
Extend selection (select consecutive objects)	Shift+click or ⌘click
Select non-consecutive objects	Ctrl+click or ⌘click
Select more	Ctrl+Shift+A or ⌘⇧A
Select entire stave throughout score (page view)	Triple-click staff
Clipboard operations	
Copy selection to clipboard	Ctrl+C or ⌘C
Paste clipboard contents	Ctrl+V or ⌘V
Repeat selection	R
Copy and paste	Alt+click or ⌘-click
Creating objects	
Slur	S
Flip selection	X
Move to next object in score	Tab
Expression text (dynamics)	Ctrl+E or ⌘E
Technique text (performance instructions like pizz, arco, mute)	Ctrl+T or ⌘T
Add a new time signature	T
Add a new key signature	K
Hairpin (crescendo line)	H
Hairpin (diminuendo line)	Shift+H or ⌘⇧H
Tempo text	Ctrl+Alt+T or ⌘⇧T
Lyrics	Ctrl+L or ⌘L
Chord symbols	Ctrl+K or ⌘K
Hide or Show	Ctrl+H or ⌘H
Playback	
Start/Stop playback	Spacebar
Rewind & fast forward	[and]
Play from selection	P
Move playback line to start	Ctrl+[or ⌘[
Mixer – open or close	M

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