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Best time-saving
Sibelius
Shortcuts

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Sibelius: Favourite Shortcuts

How To Use This Shortcuts List

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	CtrlEnd or ⌘End
Switch to Panorama view	Shift+P or ⇧P
Switch (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, 7)	Ctrl+Backspace or ⌘Backspace
Delete bars #2	Ctrl+click then press Delete or ⌘click then press Delete
Note Entry	
Begin note entry	N
Cycle through Keypad layouts	Sib 6/7: F7-F12 (earlier: F8-F12)
Create triplet (enter first note of triplet group first)	Ctrl+3 or ⌘3
Reinput pitches (change pitch and retain rhythm)	Ctrl+Shift+I or ⇧⌘I
Move note up or down by step	Arrow up or arrow down
Move note up or down by an octave	Ctrl/⌘+arrow up or down
Add interval above	1/2/3/4/5/6/7/8/9
Add interval below	Shift+*number* or ⇧*number*

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Action	Shortcut
Note Entry continued	
Change to cross notehead	Shift+Alt+1 or ⌥⇧1
Move selection into voice 2 (voice 3,4)	Alt+2 (3,4) or ⌥2 (3,4)
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
Copy and pasting music	
Copy selection to clipboard	Ctrl+C or ⌘C
Paste clipboard contents	Ctrl+V or ⌘V
Repeat selection	R
Copy and paste in one go (best way!)	Alt+click or ⌥-click
Creating objects	
Slur	S
Flip selection	X
Move to next object in score	Tab
Dynamics (Expression text)	Ctrl+E or ⌘E (then hold Ctrl/⌘ while typing dynamic)
Technique text (performance instructions like pizz, mute)	Ctrl+T or ⌘T
Time signature: add or change	T
Key signature: add or change	K
Clef: add or change	Q
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+Shift+H or ⇧⌘H
Playback	
Start/Pause playback	Spacebar
Rewind or fast forward	[or]
Play from selection	Select a single note and press P
Solo an instrument	Select a bar and press P
Solo multiple instruments	Ctrl (⌘)-click on multiple staves and press P
Move playback line to start	Ctrl+[or ⌘[
Mixer: open or close	M
Layout/Appearance	
Reset position (move selected object to default position)	Ctrl+Shift+P or ⇧⌘P
Reset note spacing	Ctrl+Shift+N or ⇧⌘N
System break (select barline first)	Enter or Return
Page break (select barline first)	Ctrl+Enter or ⌘＋Return