

Sibelius 4 Quick-Starts

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Setting up Sibelius (Mac shortcuts in italics if needed)

In this section, you'll ensure that the program is set up the way you like to use it, every time you want to turn it on.

1 **MIDI settings** if you have a purchased version of Sibelius, ensure that you've actually loaded Kontakt Player, and that you have the required MIDI drivers for your MIDI interface (if you are using one). This is all testable by going to: *Play>Playback and Input devices*. If in doubt, call tech support on 925 280 2101. Generally speaking, please only choose ONE device to use for playback. If all you see is your soundcard (*DLS on Mac*), then use that! Do NOT use Kontakt for playback whilst you are creating a score – wait until you have entered all of the notes.

2 **General Display Options** The icons in the top right of the screen allow you to choose which floating windows you wish to see whilst using Sibelius: you choose! Obviously only use the windows that you NEED, and turn off windows when you don't need them. This includes the keypad, navigator, playback window, parts window, properties box, Kontakt player and mixer. There are shortcuts to do this also.

3 **Preferences** Go to File>Preferences (*Sibelius>Preferences* on Mac). There are many choices here for layout, most of which are fine to leave as they are. This is also the place where you can customize your own shortcuts to use with the program (Menus and Shortcuts).

4 **Note Input Options** This is important too: find this in the *Preferences* section (see 3 above), as well as **Score Position**. Sibelius will remember these settings in the future.

5 **Flexitime Input (live recording)** these options for when you want to record live are all in Notes>Flexitime Options: please check inside BOTH pages/tabs that appear, as choosing carefully will vastly improve the accuracy of live transcription.

6 **Live playback velocities** This feature (explained more in our user guide) vastly improves the quality of playback of your live performances, and of MIDI files, if it is activated. To turn it on, go to the floating *PLAYBACK* window, and click on the "lightening bolt" you see there. If you want to SEE the velocities (volumes) of all the notes you play, go to View>Live Playback Velocities. You can also transform their values: see our user guide for details.

7 **Saving scores** Please be careful to remember WHERE you save scores in your computer's hard drive (NB the free demo of Sibelius does not save files). On windows they are typically saved in My Documents>Scores on your computer, but you can choose instead to create your own folder, perhaps on the DESKTOP, where you typically save your scores. You can also SEARCH for a score you might have lost in your hard drive by going to START>Search (windows users), and typing "*.sib" in the search box – that finds ALL the Sibelius files on your hard drive. Mac users, type *Command + F* once you have hidden Sibelius: this launches the "Find" feature to allow you to search for files on your Mac.

8 **Tutorial Videos** Purchased versions of Sibelius v4 have excellent "quick start" videos that you can watch before trying anything: you'll find these in the Quick Start Dialog box that should open whenever you launch Sibelius.

9 **Chat Page** Go to www.sibelius.com and click on HELP CENTER if you want to find answers to just about anything! Also join our live chat site (free, and open 24/7).

On-screen icons



Familiarize yourself with what the icons at the top of the Sibelius screen will do:

Reading from left to right:

New score, open score, scan music, save music

Export Audio (CD icon), print score, undo, redo, zoom (and zoom percentage box)

Focus on staves, transposing score, view (score or parts), help (question mark icon)

Final icons to the right of help are all the floating windows in version 4.

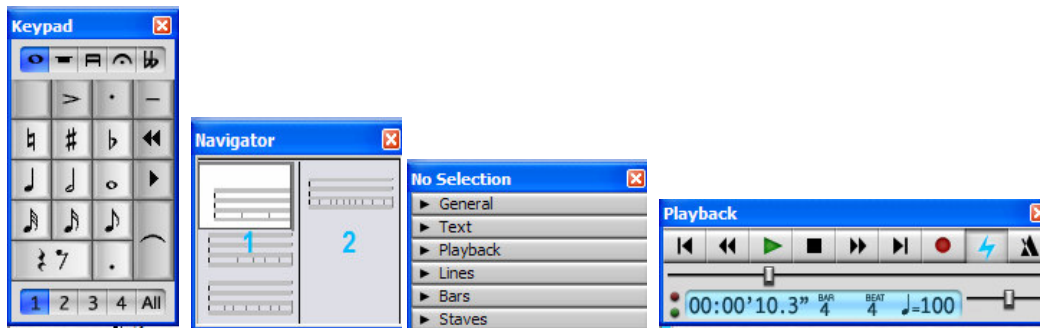
Pressing these buttons will turn off or on the floating windows.

Some of the floating windows in Sibelius

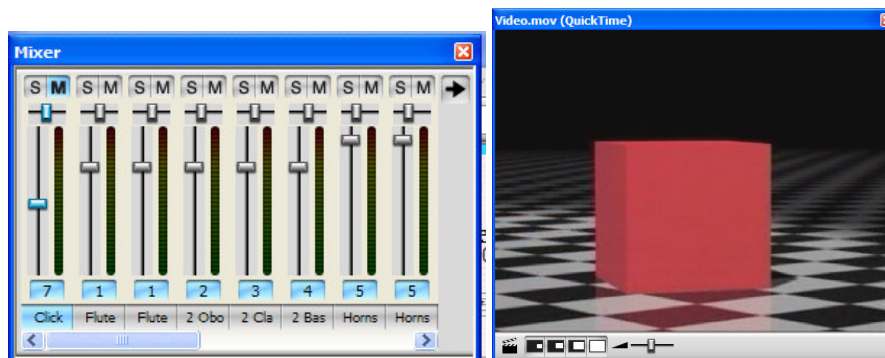
See below: from left to right:

Keypad, Navigator, Properties Box and **Playback** window – open or close these using the following useful shortcuts:

Control + Alt + K, N, P or Y (*Command + Option + K, N, P or Y*)



Below are the **Mixer** and **Video Screen** - open and close these windows using the shortcuts Control + Alt + M or V (*Command + Option + M or V on Mac*):



Starting a Score in Sibelius v4 (Mac shortcuts in italics)

- 1 Launch Sibelius, and click **NEW** to start a new score - follow the various steps in the set up wizard to create a score
- 2 Choose a template score from the list. You can add, remove or re-order **INSTRUMENTS** in your score by pressing the button that says “Add Instruments”. Then select the family, then the instrument, and then click ADD. Keep choosing instruments until you have what you need, then click OK. Follow the remaining pages to complete the score setup wizard.
- 3 Once your score appears, you can add more blank **MEASURES** if you need, by typing Control + b (*Command + b*). Use Control+Shift B (*Command+Shift B*) to insert measures in the middle of a score.
- 4 If you need to change or add a **TIME** signature, press ESC, then type **t** to choose a time signature (4/4 is the default already chosen). Click on the first measure of your score to add the time signature.
- 5 If you need to change or add a **KEY** signature, press ESC, then type **k** to add a key signature. You can see your score as a **transposing score** by clicking the **ICON** at the top of the screen with two flats on it. Click the same icon again to revert to a “C” score.
- 6 To add a Title or other **TEXT**, you can find these in the CREATE menu. Add a tempo marking by selecting the first measure of the score, typing Control +Alt T (*Command +Option T*), then right clicking (*Control +click*) to get a sub-menu of all you need.
- 7 **MOVE** around the score around by pressing and holding the mouse inside the NAVIGATOR (the gray floating window). Also press and hold the mouse on any white space on the score itself to drag the paper around. Also use the PAGE UP/PAGE DOWN/HOME/END keys on your computer.
- 8 **ZOOM** in or out of your score at any time by typing Control and the “+” key a few times (+ key is found near the P key) or Control and the “-“ key (*Command and “+” key or “-“ key*). With a scroll wheel on your mouse, Control + scroll wheel zooms.
- 9 **Add/delete or re-order the instruments** in your existing score by typing the letter **i** on your computer’s keyboard, and following the steps in the dialog box that appears
- 10 Adjust the volume levels of each staff by typing **m** (the **Mixer**). Each staff has its own slider for volume. Type m to close the mixer again.
- 11 To **PLAY** back your score, press ESC twice, then type **p** to play your score from the beginning and ESC to stop. A green cursor will follow the score – you can also use the SPACEBAR to start and stop. The playback floating window shows where you are in the score. There is a timeline there, which you can click and drag with your mouse to advance through the score. The shorter horizontal line controls TEMPO. To playback your score from a specific point, press ESC, select a note and type **p**. To solo an instrument and play it, select a measure (so it goes blue entirely), then type **p**.

Basic Note entry A (Click notes into your score with a mouse)

- 1 Press escape key (ESC)
- 2 Choose note value on keypad (box in bottom right of screen) with mouse
- 3 Click anywhere on any measure with mouse – keep clicking to add lots of notes
- 4 Use arrow keys to change pitches of any blue notes just added
- 5 Type Control + z (*Command* + z) if you make a mistake
- 6 Press ESC when done

Basic Note entry B (Type notes into your score using computer keys)

- 1 Press escape key (ESC)
- 2 Select empty measure with mouse
- 3 Type **n**, then choose note value on keypad (box in bottom right of screen)
- 4 Type **a, b, c, d, e, f** or **g** on computer keyboard (or **0** on the number pad for rests)
- 5 Use Control (*Command*) + arrow up or down to change octave of note
- 6 Press ESC when done

Basic Note entry C (Step time entry with a MIDI keyboard)

- 1 Press escape key (ESC)
- 2 Select empty measure with mouse
- 3 Type **n**, then choose note value (on keypad on screen) with mouse – or use numeric keypad on right of computer keyboard to select note value on screen
- 4 Play pitches on MIDI keyboard – type zero on number pad for rests also
- 5 Press ESC when done

Basic Note entry D (Live recording with a MIDI keyboard)

- 1 Check/change your recording options first: go to Notes>Flexitime options
- 2 Press escape key (ESC)
- 3 Select empty measure with mouse
- 4 Touch the round red Record button or Control+Shift + F (*Command* + *Shift* + *F*)
- 5 Play live, but listen carefully to the metronome
- 6 Press ESC to stop recording
- 7 Type Control + Z (*Command* + *Z*) to undo recording

Extra hints

- 1 Use the r key to **repeat** selected notes/measures/passages
- 2 Use the numbers along the top of the computer's keyboard to **add pitches** to selected notes/measures/passages. Shift + a number adds pitches BELOW existing notes
- 3 To **paste** anything, select object, note, measure or passage, move mouse to destination place, then Press Alt (*option*) + click with mouse to paste (or users with a two button mouse can click both sides of mouse button SIMULTANEOUSLY to paste anything)
- 4 To change **length** of selected note(s), choose different value on keypad
- 5 Don't forget that the **keypad** on the screen can also be accessed from the NUMERIC KEYPAD on your computer's keyboard
- 6 For **Voice 2** notes, type **n** and choose a note value on keypad, then press the 2 at the bottom of the keypad on screen (or use shortcut Alt + 2 on main computer keyboard, then enter notes: they will be GREEN. You can also select an existing note or notes and change its voice the same way. All voices are color coded. Rarely use voices 3 and 4, since they're hard to read clearly in a score!!

Brief Guidance on Adding Text & Markings using Sibelius

Mac shortcuts are given in *italics* on this sheet. For ALL steps in Sibelius, we recommend pressing the ESCAPE key (ESC) on the computer's keyboard before and after every action.

- 1 **Slurs:** Select a note where you want to add a slur, then type s. Use the spacebar to extend the slur. Use shift+spacebar to reduce the length of the slur. Type x to flip a selected slur (also works for notes). You can also drag the slur manually with your mouse to reposition the arc.
- 2 **Crescendos & Decrescendos (Hairpins):** Select a note where you want the crescendo (hairpin) to start, and type h. Use the spacebar to extend the hairpin, and shift+spacebar if you go too far. For decrescendos, use Shift + h as the shortcut instead. Use your mouse or arrow keys to reposition the hairpin. They have “handles” on either end which can also be adjusted. You can also adjust the “aperture” of hairpins by typing Control+Shift+E (*Command + Shift +E*), choosing the “Lines” tab and changing the options on the screen.
- 3 **Accents, Staccatos and Tenutos:** If you need to mark these into your score, select the note (or notes) where you want them, and add them using the first keypad layout screen (the keypad usually lives in the bottom right of your computer screen). They play back. **Marcatos** and other markings are on page 4 of the keypad's five screens.
- 4 **Ties:** Don't confuse them with slurs! To add them, select a note or notes, and use the tie on the first keypad layout screen. **Triplets:** add these by first adding an eighth note in the score, then typing Control +3 (near the “w” key) or *Command +3*. Then click or type/play in the remaining notes. For other tuplets like quintuplets, type Control + 5 etc (*Command + 5*). For complex tuplets, (like 15 in the time of 16), go to Create>Tuplet, and specify what you want there.
- 5 **Re-beaming notes:** Use the third keypad layout screen to change the beaming of notes. Don't forget to select the notes you wish to rebeam first.
- 6 **String markings/Pauses/Fermatas:** These can be found on the fourth keypad layout screen. Follow the same steps as in 3, 4 or 5 above.
- 7 **Trills:** Select a note where you want a trill to appear, then type L (Lines menu in Sibelius). Choose a trill from the list on the left hand side that appears, then type OK. Use the spacebar to extend the length of the trill if you need. Use the properties box in Sibelius to alter the playback of trills.
- 8 **Ottavas, Glissandi and Pedal Markings, etc:** These can all be found and added using exactly the same method as in step 7 above.
- 9 **Rits, Ralls, Accelerandos, etc:** type ESC, then type L (lines menu) and choose what you need from the right hand column. Draw them into your score by pressing and holding your mouse from left to right. Note that these markings appear at the top of systems, not on individual staves in your score (but they will appear in the parts).

- 10 **Repeat Bars, First & Second Time Bars and Rehearsal Marks:** For repeat bars, select barline, then go to Create>Barline and choose what you want. For first and second time bars (as with step 9 above), use the Lines menu and draw the first/second time bars into your score. For rehearsal marks, select a barline, then use Control + R (*Command* + R). These can be copied in the normal way by Alt + Clicking them (*Option* + *click*). You can adjust the style of rehearsal marks (letters or numbers etc), by going to Control + Shift + E (*Command* + *Shift* + E) and choosing the Rehearsal Marks tab.
- 11 **Coloring part of your score:** Sibelius allows you to do this. Type ESC, then select an object, note or anything in the score; type Control + J (*Command* + J), and choose what color you'd like for your objects. To delete the coloring, select the colored object, and choose Layout>Reset Design (Control + Shift D or *Command* + *Shift* D).
- 12 **Symbols & Pictures:** you can also insert pictures of anything in your score. Type **z** for the symbols menu, and choose/add them, or go to Create>Graphic, and insert a TIFF file of any other image in your score. TIFFs are resizable once on the screen, and we provide users with a folder called "Graphic Files" with many images already created. Import your own TIFF files into Sibelius if you wish.
- 13 **Dynamic markings and copying them:** Select a note where you want the dynamic, and type Control + E (*Command* + E). Type Control (*Command*) + m, f, pp etc. Right click (*Control* + *Click*) to get a sub-menu if you prefer. Once on the screen, dynamics can be moved and copied into their perfect position by using Shift + Alt + click (*shift* + *option* + *click*). You can also copy a dynamic marking to multiple locations by selecting the dynamic to copy (it turns purple), typing Control + C (*Command* + C), then selecting all the notes where you want the dynamic copied. Finally type Control + V (*Command* + V) to multi-copy.
- 14 **Regular Text:** Select note and type Control + T (*Command* + T). Start typing when you see the flashing cursor (using Enter or *Return* for a second line of text like a hymn verse). There is a sub menu also available (see step 13 above).
- 15 **Lyrics:** Select note and type Control + L (*Command* + L). Start typing when you see the flashing cursor. Use the hyphen key (minus key) to hyphenate words, and type the spacebar at the end of every word. If you want lots of notes on one syllable in the middle of a word, type the hyphen key multiple times. If you want lots of notes at the end of a word, type the spacebar multiple times. To edit lyrics, double click on them.
- 16 **Second verses of Lyrics, copying and editing lyrics:** for second verses, select note, type Control + Alt + L (*Command* + *Opt* + L) and follow steps as in 15 above. To copy lyrics from one staff to another, triple-click on the staff with lyrics in it, then click on Edit>Filter>Lyrics. Lyrics will all be highlighted. Copy lyrics by Alt + Clicking (*Option* + *click*), as you would with notes. To edit the position of lyrics on a staff, select the passage with lyrics in it (Hint: triple click selects the whole staff), then use Edit>Filter>Lyrics to find the lyrics (they should turn blue), and use the up or down arrows to adjust their position. To alter the font or size of lyrics (either individually or globally) follow step 20 below.

- 17 **Chord symbols:** Select a note and type Control + k (*Command + k*). Right-click (*Control + click*) for a sub-menu if you need it. Type the chord you need, then use the spacebar to advance to the next note, and repeat the steps. There is also a plug-in in Sibelius (Plug-ins>Text) that will automatically calculate chord symbols in your score, as long as there are chords or multiple notes on the score itself. Use shift + k to add **Chord diagrams** (Guitar frames) too.
- 18 **Title, Composer Name, Lyricist Name etc:** these can all be obtained by going to Create>Text and choosing the appropriate text style.
- 19 **Fingering Markings, Figured Bass etc:** Go to Create>Text>Other Staff Text to find what you need. There is a sub-menu for each of these too. See step 13 above.
- 20 **Editing text, lines and symbols etc:** There are various places where this is done. To edit an individual piece of regular text, select it, then go to the Properties box (Window>Properties) and choose the tab that says TEXT to edit it. To alter the positioning of ALL text and lines in your score, (like lyrics), go to House Style>Default Positions, and make changes you need. To alter the look of ALL text in your score, go to House Style>Edit Text Styles. To alter the look of any LINE in your score (Trills, slurs, crescendos etc), go to House Style>Edit Lines. Use House Style>Edit Symbols to edit symbols etc. Finally, you can also alter your whole score and **change it to a hand-written look**, by going to House Style>Edit All Fonts, and following the steps you see there.

Using Dynamic Parts

- 1 This is a new feature, and should remove virtually all the time you spend on creating individual parts, since much of the process is now automated. When you create a new score, the parts (empty of course) should be present immediately. Go to the window at the top of the screen that says “Full Score”, and click to see the parts listed. You can also click on a measure of ANY instrument, and type the **W** key to switch between a part and the full score. Or (once you’re looking at a part), use Control + Alt + Tab (*Command + Option + tab*) to scroll through all the parts in the score.
- 2 Once you start adding notes (either in the part or the full score), notes are updated in both places (parts and score), and formatting should be instantaneous. If you go back later and edit the notes in the part, the full score will change too, but you can change layout and positioning in the PART without affecting the layout of the full score.
- 3 If you prefer to create notes in the individual parts, rather than full score, remember to turn off the multirests first (and various other settings), by going to **Layout>Auto Layout**, and changing the settings there: you can always switch them back later.
- 4 The Parts floating window (Control + Alt + R or *Command + Option + R*) also gives you more choices about printing your parts, and joining staves together into one part, like organ staves when they have a third staff for pedals. Please refer to the handbook.

Altering the Layout of your Score

Mac shortcuts are given in italics on this sheet. For ALL steps in Sibelius, we recommend pressing the ESCAPE key (ESC) on the computer's keyboard before and after every action.

- 1 **Automatic Layout:** Sibelius will always try to lay your score out nicely without you having to intervene too much. Occasionally, though, you'll want to know how to make manual changes to scores, and also parts.
- 2 **Document set-up screen:** type Control + D (*Command + D*) to open this important screen where you can make global changes to the paper size, orientation, margins and size of your music. This is always a good place to start, and you can jump from page to page on this screen to see the affect of any changes you make.
- 3 If you need to **force a system or page break** in your score (particularly for parts, but also occasionally for visual reasons), select the barline where you want the system to change, and type Enter (*Return*) for a system break and Control + Enter (*Command + Return*) for a page break. You can control the look of parts in your score by going to Layout>Auto Layout.
- 4 **Locking the format entirely.** Occasionally you might want to lock all the measures in place. Do this by typing Control + A (*Command + A*) to select the whole score, then go to Plug-ins>Other, and choose "Make Layout Uniform". Choose exactly how many measures and systems will be on each page, but be careful to choose wisely! To **unlock the format**, type Control + A (*Command + A*), then Control+Shift+U (*Command + Shift+ U*). This is commonly needed when you first open a MIDI file, scanned image or Finale file in Sibelius.
- 5 **Fitting all the music on a certain number of pages.** Occasionally, you'll be left with a small amount of music "left over". Follow step 2 to fix this. If you need to force more measures into one system than Sibelius would like to do, select the measures in question (so you get a blue box around all of them), then go to Layout>Format>Make into System, or Shift + Alt + M (*Shift + Option + M*).
- 6 **Adding or deleting measures.** To add measures to the end of your score, type Control + B (*Command + B*). To add individual measures elsewhere, go to Create>Bar, choose "single" or "other", and follow the steps. To delete unwanted bars, Control (*Command*) + click on the first measure you wish to delete (a double purple box will appear around it), then shift + click on the final bar you need to delete (the double purple box should be around everything you selected). Then type delete.
- 7 To **hide measures** on instruments when they are not playing, double click on a staff where an instrument isn't playing and type delete. This HIDES the staff for that particular line (and will reformat your score). To do this far more globally, select the passage around which you'd like to hide staves, or type Control + A (*Command + A*) to select the whole score, go to Layout>Hide Empty Staves. Do the same to show empty staves, and Sibelius will ask you which ones you'd like to show.
- 8 To **change the bar numbers** of your score (i.e. start at a strange or "offset" number), go to Create>Bar number change, choose the new number, and click on the score

where you'd like this to apply. To alter where and how bar numbers appear in your score, go to Layout>Default Positions or House Style>Engraving Rules.

- 9 To **add a rehearsal mark**, see ADDING TEXT, step 10.
- 10 To **change the Page numbering of your score**, type Control + Shift + E (*Command + Shift + E*) which takes you to "Engraving Rules". Select the "Page numbers" tab and make your changes. Take a close look at what all the other tabs do inside "Engraving Rules".
- 11 To **nudge a measure wider** (i.e. one with notes and/or lyrics in it), select the measure, then type Shift + Alt (*Shift + Option*) and the right or left arrow on your computer's keyboard. It gets wider or narrower. You can use the same shortcut if you've selected just a single note, or perhaps multiple notes and measures.
- 12 To **Extract Parts** in your score (i.e. make individual scores for each instrument), this is now effectively done for you (see section on **Dynamic Parts**).
- 13 To **adjust the global positioning of objects** in your score, there are various options. The most obvious place to look is inside House Style>Default Positions. Choose the type of text or object you'd like to modify, and make global changes here. Also inside that same House Style menu, there's the option to edit Lines, Noteheads, Staff types, Symbols and Text styles, so you can globally alter the way lyrics or dynamics look, and where they appear on your score, for example
- 14 To **fix spacing irregularities** in your score, select the score or passage, then go to the Layout menu, and you'll see options to RESET various things like note spacing.
- 15 To **adjust the position of all or some of the lyrics** in your score, select the passage where you'd like to make changes (or select the whole score), then go to Edit>Filter and choose "Lyrics". All the lyrics should go blue. Use the up or down arrow keys to nudge them all in terms of their vertical position below the stave. To select a line of lyrics, you can also do this by clicking on ONE lyric then typing Control + Shift + A (*Command + Shift + A*). Then use the arrow keys to adjust their position.
- 16 To **adjust the space between the staves** in your score, type Control + Shift + E (*Command + Shift + E*), and choose the "Staves" tab. There are options for adjusting the distance between all staves and systems, and a setting for staff justification (see 17).
- 17 **Staff justification** is critical if you're finding Sibelius is creating lots of white space in the middle or bottom of your score. Inside House Style>Engraving Rules>Staves, the default says "Justify Staves when page is at least 65% full". Changing the percentage figure to 90%, for example, may change the layout of your score, and force white space to the bottom of the screen. Justification simply means whether Sibelius "spreads out" the staves or not.
- 18 To **adjust the distance between two individual staves**, there are two shortcuts worth knowing. First of all, select the staff you'd like to move closer or further away (Hint: triple clicking on a staff selects it for the whole score, whilst single clicking on a staff

- will just select that stave on that particular system). Then use the following shortcuts: Shift + Alt (*Option*) + down/up arrow will move that staff independently of every other staff. Control + Alt (*Command* + *Option*) + down/up arrow will move that staff and all the others below it. Try not to drag staves with your mouse.
- 19 If you need to make minor adjustments to objects and staves in your score, you might want to turn on **Rulers** in your score (don't worry, they don't print), by going to the "View" menu, and you'll see you can choose selection, object or staff rulers to turn on/off. You can also use the "View" menu to turn on various other things like Attachment, Breaks & Locks, and Hidden Objects.
 - 20 To **Hide** something in your score (like notes or text), select the note or text and type Control + Shift + H (*Command* + *Shift* + *H*). Then type ESC. The notes are hidden but still play back. To show them again later, select the measure where they are hidden and use the same shortcut. You can also **hide whole staves full of music** (excellent for creating backing tracks that you don't want to see in your score, or for musical tests you're creating for kids, with hidden intervals etc). Do this by selecting the staves you DO want to see: use Control + click (*Command* + *click*) on the first measure of these instruments. Then press the **Focus on staves** icon at the top of the screen (to the right of the zoom window). The other staves are now effectively hidden, but they still play back! Use the same shortcut to "undo" this action.

Introduction to the Arrange Feature

- 1 You should be able to take any music and re-arrange it for more or fewer staves using this feature. It works like an intelligent copy and paste function, and is a big timesaver. First of all, **choose some music** to arrange (perhaps a simple hymn tune or chorale). Or download a MIDI file from the Internet and open it in Sibelius.
- 2 Now **select the music** you'd like to arrange: Control (*Command*) + A chooses everything, if that's what you want to do.
- 3 **COPY** the notes to the computer's memory (Control or *Command* + C).
- 4 **START a new score** with the staves you want already chosen, or add new staves into the score you currently have open: these instruments will be the ones who will play the music. Make sure the key and time signature in your new score is the same as your source material in your old score.
- 5 Now **select** the FIRST measure of all of **your DESTINATION staves** (the empty staves that you'd like to play the music). Hint: Control (*Command*) + clicking on the first measure will select all the staves in your empty new score.
- 6 Finally, **launch the arrange feature**: go to Notes>Arrange or type Control + Shift+V (*Command* + *Shift* + *V*). A long list of styles will appear, and you should experiment with different styles. The most basic choices are near the top (like "Explode" or "Standard Arrangement". Each will give you different results. Note there is also an option to create a **Piano reduction**.
- 7 Don't be afraid to experiment with this, and consult the user guide for more detailed uses of this important feature.

Formatting for Worksheets, Handouts and Tests

Mac shortcuts are given in italics on this sheet. For ALL steps in Sibelius, we recommend pressing the ESCAPE key (ESC) on the computer's keyboard before and after every action.

- 1 **Worksheet Creator:** Sibelius has created 1700 predefined worksheets, as well as many blank examples you can use: go to File>Worksheet Creator, or choose this on initial splash screen. Please also watch the tutorial video on this important subject. The hints below are chiefly for how to change the layout of an existing score so that it looks like a worksheet, or however you want it to look.
- 2 **Worksheet templates:** when you use the Worksheet Creator in Sibelius, there are blank worksheet templates already laid out and available: follow the steps in the wizard, and you have a huge range of choices.
- 3 **To create a worksheet from scratch,** use the Worksheet creator, which has many templates and layouts to choose from, or start a new score and choose "Treble Staff" from the manuscript paper list that appears.
- 4 **Add extra measures** (Control + B or *Command + B*). You can turn off measure numbers entirely in your score by typing Control + Shift + E (*Command + Shift + E*), finding the bar numbers tab, and choosing "no bar numbers".
- 5 You can also **turn off all the barlines** by typing Control + Shift + E (*Command + Shift + E*), choosing the barlines tab, and selecting a different kind of barline. You can hide individual barlines in your score by clicking on a barline (so it goes blue), going to the Create menu in Sibelius, and choosing Barline>Invisible.
- 6 **Scales & arpeggios** can all be created by choosing Plug-ins>Other>Scales and Arpeggios. At times, though, you may wish to create **unusual time signatures in your score**, and then delete them. For example, type **t**, choose 32/4 as your time signature, and place this in measure 1 of the score with your mouse. Then enter a whole note scale by choosing whole notes on the keypad, and typing, clicking or playing them in. There should be one wide measure with a scale of C major.
- 7 To **force a system break** at the end of measure one, select the barline at the end of that measure with your mouse, then type Enter (*Return*) to force a break.
- 8 If you want measure two to be in a different key (and you don't want a **cautionary key signature** at the end of measure 1), type **k**, choose G major, but also check the box at the bottom of the key signature dialog box that says HIDE. This will hide the warning key signature that might normally appear. Click OK and click on the second measure of the score. You can then go on and add different scales and key signatures in each measure (system) on the page.
- 9 To **delete the original time signature** (see step 6), select it (it turns purple) and type delete. Sibelius will ask whether you want the bars rewritten. Click NO.
- 10 Further down the sheet, on some empty staves, type **t**, choose 4/4 time, and add it into the score; we'll use this for the rest of this worksheet.

- 11 To **break a system** half way along a line of music, select a barline (it turns purple), and go to Layout>Break>Split System. You can “drag” the space between the two bits of music by pressing and hold your mouse just to the left of the new clef (where there’s an invisible barline). Drag to the right with your mouse to widen the gap. You can remove the gap you made by going to the Properties box>Bars
- 12 You can **indent any system** of music at the beginning of the line (on the left hand side) by clicking just where the staff begins. An invisible barline appears just before the clef, which you can drag to the right to indent your music.
- 13 To **indent music from the right hand side** of the paper, click to the right of the last barline on a system (in the margin), and a small purple “handle” should appear. You can drag this handle to the left or use the arrow keys to adjust the indentation.
- 14 To **make music disappear or reappear** at any point, choose Create>Staff Type Change>Pitched, and choose “no lines (hidden)”. Your cursor goes blue: click on the score, and the staff lines actually go invisible at that point. You can make the score reappear later by going to the same menu again and choosing “5 lines”, or indeed, any of the other choices.
- 15 Enter some quarter notes all on the note b (3rd line up), in a measure somewhere in your score. (Hint: enter just one note, then use the **r** key to repeat that note lots of times). Then press ESC. To **change the noteheads** of these notes, select the measure(s) with the notes in them. Then hold down Shift + Alt (*Shift + Option*) and use the numbers running along the top of your computer’s keyboard. **1** is cross noteheads, **2** is diamond noteheads, and so on. There are actually 25 noteheads available: please refer to our complete user guide.
- 16 Some of Sibelius’ plug-ins will also help you in creating worksheets. You can, for example **add the note names** above notes in your score. Select some notes or measures, and go to Plug-ins>Text and choose “add note names”. Click OK when you see the dialog box that appears. It will name the notes. Go back to Plug-ins and have a look at all the many other plug-ins we have (such as “add chord symbols”, “add tonic sol fa”, “add string fingering” and so on. These are an incredible set of extra tools for you to use! More can be downloaded free from the Sibelius website.
- 17 Some worksheets require you to **change the size of the music**. This is done at any stage by typing Control + D (*Command + D*). A dialog box appears where you can alter lots of things, including staff size. Ideal for music for younger children.
- 18 You can **add text into your score** at any point (for exam questions etc) by selecting a note near where you’d like text, typing Control + T (*Command + T*), and then typing words. Press ESC when you’re done, and you can drag the text anywhere you like (or copy it some place else in the score). Hint: to copy anything in Sibelius, select the text or notes, move your mouse to where you want it copied, and typing Alt + click (*Option + click*) to paste – or click both sides of the mouse button simultaneously.
- 19 If you just need to **create some blank manuscript paper** for kids to write their answers in, remember that these are provided as sample scores in the worksheet

- creator. You can always **remove the bar rests** in your score manually, though, by selecting the measures you'd like to make empty, going to the "Bars" tab in the **Properties** box, and choosing a different type of bar rest – an invisible one.
- 20 You can **add color or pictures** into your scores, using various methods. Select some music in your score, then type Control + J (*Command* + J), and color it in anyway you like! There's also the facility to view the tonality of any score by going to View>Note Colors>Pitch Spectrum. There's also a plug-in for converting your score to **BOOMWHACKERS** colors. You can **insert a picture** of anything into your score, as long as it has the "TIFF" file format. Sibelius supplies you with lots of pictures already. These are inside the folder called "Graphic Files" (not supplied with the demo version of Sibelius). Once pictures are on the score, they can be resized (click the handle in the bottom right), moved, or copied in the same way as any other object. You can also **export music as a graphic** really easily by selecting the music first, then typing Alt + G (*Option* + G). A dotted box will appear around the notes. Copy this to your clipboard (Control + C or *Command* + C). Then launch your word processing program, and simply type Control + V (*Command* + V) to paste!

Making the most of Sibelius' plug-ins

- 1 Please explore the many plug-ins inside the program: these are FREE but are sometimes updated on our website. Many of them, when you choose them, say "**this action can't be undone**": don't worry! It simply means that Control + Z (*Command* + Z) won't undo them: often, you can run them (plug-ins that add text, for example), then simply select the text and delete it. Or save your score first.
- 2 Check out the **families** into which the plug-ins are placed: "Composing Tools" has several useful ones like **Add drum pattern** and **Add simple harmony**, with many choices. "Text" has indispensable ones like **Add Chord Symbols** and **Add Note Names**. "Notes and Rests" has **Halve** and **Double Note Values**, "Other" has **Make Layout Uniform** and **Scales and Arpeggios**, and there are many others.
- 3 Usually, you just select the passage or note where you want the plug-in to apply, and run the plug-in. Remember that Control + A (*Command* + A) selects the whole score.
- 4 You can **edit plug-ins** and even **write your own plug-ins**, but please check with our complete documentation if you want to do that!
- 5 If you feel we're missing a plug-in, or there's something you'd really like to automate, please ask us: maybe we can create a new plug-in that does just that: most of our new plug-ins over the years have come from user requests!

Music Scanning Hints & Tips

Here are some hints on the scanning process, using Photoscore version 4.

Important note: Photoscore regularly updates its software. You can usually download the latest mini update for FREE, but there is a charge to move from v1, v2 or v3 of Photoscore

Professional to the latest version. Just visit the user area of the Sibelius or Neuratron websites: www.sibelius.com or www.neuratron.com.

Note that there are actually THREE versions of Photoscore:

Photoscore LITE comes free with Sibelius, and reads notes, clefs keys, time signatures and all the basics.

Photoscore PROFESSIONAL reads text too, as well as articulations and more complex music

Photoscore MIDI is a stand alone scanning/recognition program designed for people who just want to output MIDI files of their scanned music.

Here's some advice about the **SCANNING** process:

- 1 **Use any scanner:** I recommend something like the Canon LIDE slimline scanner series
- 2 **Scan the actual music using the software that came with your scanner** (no need to use Sibelius or Photoscore). You can even scan on a different computer.
- 3 **Scan at 300dpi** (or maybe 200 or 400dpi if need be)
- 4 **Scan in GRAYSCALE** (sometimes called "shades of gray")
- 5 **Create a folder** on your computer called "My scanned music", where you put all the scans you make, as well as archive them or delete them)
- 6 Save the scans as **BITMAPS** (Windows users) or **TIFF files** (Mac users)

If your source material is a **PDF** file, please bear in mind that **Photoscore Professional now reads pdf files directly**: no need to print them out and scan them first.

Here's some advice about the **RECOGNITION** process, once you've done the scanning (sometimes called OCR, or Optical character recognition):

1 Start Photoscore, and open the image you previously scanned, using Control + O (*Command + O*). Photoscore will spend a few seconds adjusting the image, making sure the music is correctly aligned, and that it can see the clefs, systems and notes etc. You should then see the music displayed in Photoscore. Don't worry if it looks a bit grainy!

2 Adjust the horizontal position of any staff if necessary, by clicking on the staves. The staff will go RED and handles will appear, which you can manipulate with the mouse. There is NO need to do this if the staves are already purple. Also note that the systems will be marked in RED down the left hand side.

3 Press the "Read page" button at the top of the screen, and you'll get a menu asking what things on the score you'd like to be recognized. You might want to try this process with various different settings checked, to see what works best: for example, you may want to turn off text recognition and add the text later, when in Sibelius. With **Photoscore Lite**, you don't have the option to check boxes.

At this point, the optical character recognition process will start. This may take a few seconds, depending on the complexity of the score.

4 **The Edit screen** then appears, and this is when you check the accuracy of the recognition. The original picture you scanned will be at the top of the screen, and further down the page will be Photoscore's rendition of it. It's important at this stage to move around the score, correcting any **red markings** that might be there: these are **timing** related, where Photoscore thinks the bar does not add up. Incidentally, do make sure there's a **time signature** in the score (although you may find that Photoscore tries to calculate one anyway). This is essential, so that Photoscore knows how many notes **SHOULD** be in each measure. There is a Create menu at the top of the screen, where you should be able to find what you need to add.

5 To change **note values**, select the note that's been wrongly recognized and use the keypad on the screen, just like Sibelius. Don't forget that you can also **copy** selected notes using Alt+click or *Option + click*, and select notes and move them with the up/down arrow keys to **change their pitch**. You can **enter any missing notes** using the keypad too. Don't worry about correcting the **beaming**: Sibelius can do this later. You should also check that Photoscore has read the **KEY** and **CLEF** of every single staff on the page. Change clefs using **q** as a shortcut. You don't have to clean everything up at this point (since you can wait until it's in Sibelius), but it's a good idea to get the timings right, to prevent Sibelius "cleaning up" your score, and possibly removing notes. You should also be able to **play** your score at this stage to check the accuracy, if you wish. **VOICES** will be marked with the numbers 1 and 2, and can also be changed using the keypad.

6 **To send the score into Sibelius**, press the Sibelius icon at the top of the screen in the middle. Do this when you've finished editing any timing mistakes. Read the dialog box that appears carefully, and choose what you need before clicking OK. For example, if you've been able to name the staves in Photoscore, you should click "Let Sibelius choose the instruments". If you haven't named the instruments yet, you can "Choose Instruments". You shouldn't have to choose the manuscript paper, even though it says so in the dialog box. Once in Sibelius, you can obviously edit the score as you would in Sibelius.

7 Now Sibelius should launch or start up. You can now **transpose your score**, or **rearrange the instrumentation** by adding new instruments, copying and pasting notes, and deleting the original staves etc. You can also play your score back and make a recording. Sibelius allows you to burn CDs if you use the Kontakt sounds. You can also adjust the MIX of the score by using Sibelius' mixer. By the way, your original image will remain in the Photoscore list of previously scanned images, just in case you'd like to try the process again.

Important hints on **advanced scanning** in Photoscore Professional:

- 1** If you're working with a **TRANSPPOSED score** (i.e. instruments in different keys), you can give each staff a different key **INSIDE** Photoscore Pro, by choosing **k** (key signature), then Alt + clicking (*Command + clicking*) the key signature onto the relevant staff.
- 2** Also note, it's a very good idea to make sure Photoscore knows the **NAME of each staff** in your score: you can **RIGHT-CLICK** (*Control + click*) to the left of the clef of each staff, and a **RENAMING** dialog box appears.
- 3** If your original score has **hidden staves** in it, you can solve this by making sure every single staff is **NAMED** before you send it into Sibelius: this should avoid any confusion whereby music goes on the wrong staff.
- 4** If you are scanning a **multi page document**, obviously do all the scanning first and save each page as a separate file (eg 001, 002, 003 etc). Then go to Photoscore, and open all the pages you need **IN THE RIGHT ORDER** so Photoscore understands the

- order you want the score eventually to be in. Then use the arrows at the top of the Photoscore screen to go to page one and READ/EDIT it. Don't send the score into Sibelius yet! Then go back to the original pre-recognized image (using the WINDOW menu), and choose page two and read it. Go on until you have read and edited ALL pages. Then you can send these collectively into Sibelius for final editing.
- 5 Don't forget that you can use most of the **standard shortcut keys** that Sibelius uses in Photoscore as well. For example, if you notice that a quarter note is missing, select a different quarter note somewhere else in the edited score and COPY it where you need it by Alt+clicking (*Opt + click*). You can do the same for rests and so on. To change the VOICE of a note from voice 1 (tails up) to voice 2 (tails down), select the note and type Alt (*Opt*) + 2 (that's the 2 above the W key). You can also use Alt (*Opt*) + 1 for voice 1. You can use the left and right arrow keys to move through the edited score in Photoscore, once a note has been selected: this can be a fast way to navigate.

What do I change in Photoscore and what do I change in Sibelius?

You might not be quite sure which program to use, since both programs allow you to edit notes! The basic rule is: make sure the MAIN things at least have been correctly read by Photoscore, before sending into Sibelius: the TIMINGS (do all the measures add up?), the KEY signature, the TIME signature, the CLEFS and the ACCIDENTALS.

Check thoroughly throughout the score, to save editing time later in Sibelius.

It's less important to correct slurs, ties, text (lyrics, dynamics), or any of the formatting issues in Photoscore (although you can). Wait until the score is in Sibelius before you do this if you like.

Don't forget that when you first send the score to Sibelius, you should always UNLOCK the format of the scanned music first: Control + A, followed by Control + Shift U (*Command + A* followed by *Command + Shift U*). That way, Sibelius will nicely space the music for you, and override the settings of the original scanned music, which might not be suitable for Sibelius.

Downloading MIDI files from the web, and opening them in Sibelius

- 1 There are lots of online resources for MIDI files: you can try a search using www.google.com, and typing the words "MIDI file", or try the following sites: www.prs.net (19,000 or so classical music MIDI files, all public domain), www.musicrobot.com (search engine for locating pop music MIDI files on the web), www.cpd.org (excellent choral music public domain site with 9,000 files), www.cyberhymnal.org (thousands of hymn tunes and lyrics, all free to download). Please note that not all the files on these sites are in MIDI format – some are in Finale, Encore, Sibelius or pdf format. Some files on the www.prs.net site are in AUDIO format (or mp3 format), which is no good for downloading to Sibelius. So look carefully to see what the actual FORMAT of the file is, before you try and download it. Look for the file extension **.MID**.
- 2 If the files are in Finale or MIDI format, Sibelius will read them directly. If they're in pdf format, the latest version of Photoscore Professional scanning software will read pdfs directly, or you can simply print them out as pdfs (using the free Acrobat reader from www.adobe.com), then use Photoscore Lite or an earlier version of Photoscore Professional to scan them in (please see guidance notes on scanning). Encore files can be printed out and scanned into Sibelius via Photoscore, but you'll need a copy of Encore Software to do this (or to save the Encore file as a MIDI file).

- 3 To download a MIDI file, follow these steps:
Minimize/ Hide Sibelius and go to www.prs.net using your web browser. Join the site (FREE). Find a link to the file you wish to download. It should usually be underlined. Make sure it is a MIDI file. Do NOT click on the link directly, as that will simply make the MIDI file play: we want to download it instead!!
- 4 **Mac users:** *Control + Click* on the link, and choose "save this link as" or "download link to disc". Then choose a location inside your computer of where to save the file.
Windows users: right click on the link, and choose "Save target as" or whatever the similar wording to this message is in your operating system. Then choose a location inside your computer where to save the file.
That's how to download ANYTHING from the web (follow those steps if you ever need to download pictures or anything else you find online, such as applications, updates and files).
- 5 Remember the name of the file and where you saved it! It should have a file extension ending in **.MID**.
- 6 Minimize/Hide your web browser, go back to Sibelius, and open the file using *Control + O* (*Command + O*). Find the file and click OPEN. A dialog box appears with various options inside it. Please explore these BEFORE you open the MIDI file, as you can actually "quantize" the MIDI file (i.e. clean up the timing) before it comes into Sibelius. You can also choose whether to show metronome marks in the downloaded file etc.
- 7 The MIDI file should now open in Sibelius (and you can choose to save it as a Sibelius file). You can now **PLAY** it back, or **TRANPOSE** it, or **RE-ARRANGE** the file (or perhaps run one of the superb plug-ins on the file to mark it up for kids to use). Please see all other guidance notes on these issues!
- 8 If you get a message like "**an instrument could not be identified in the score**", that is because Sibelius isn't sure what sound to use for that staff. Generally speaking, the best thing to do at that point is to **ADD** another instrument into the score, then copy the notes from the ???staff into the new staff, then **DELETE** the ??? staff.
- 9 Formatting the MIDI file is also crucial. Always do the following when you've first opened a MIDI file: **UNLOCK** the format of the MIDI file, by typing *Control + A*, then *Control + Shift + U* (*Command + A*, then *Command + Shift + U*). Sibelius also has a habit of **HIDING** empty or unused staves in the MIDI file. To **SHOW** all the staves, do the following: Type *Control + A* (*Command + A*), then go to **Layout>Show Empty Staves**, and show them all in the score. You can always hide them again later.

SOME BASIC SHORTCUTS IN SIBELIUS 4 (*Mac shortcuts in italics*)

Escape key (ESC):	stops Sibelius doing anything, and puts it to sleep!
Single click:	select something (note, measure, text etc)
Double click on a staff:	selects a line of music for one instrument
Triple click on a staff:	selects a staff/instrument for the whole score
Enter (return) key (in middle of computer keyboard):	respells enharmonically (if a note is selected), edits text (if text is selected), or forces a system break (if a barline is selected)
A	the note a (shift + a to add an a to an existing selected note)
B	the note b (shift + a to add a b to an existing selected note)
C	the note c (shift + a to add a c to an existing selected note)
D	the note d (shift + a to add a d to an existing selected note)
E	the note e (shift + a to add an e to an existing selected note)
F	the note f (shift + a to add an f to an existing selected note)
G	the note g (shift + a to add a g to an existing selected note)
H	crescendo (shift + h for a decrescendo) - use spacebar to extend them
I	instruments menu – add instruments to your score
K	key signatures – add a key signature to your score
L	lines menu (includes trills, first/second time bars, rits, accels)
M	mixer (type m again to close Mixer) – adjust volume levels and sounds
N	Begin note entry (if a measure is selected)
P	Play your score – also use the SPACEBAR (ESC or the spacebar to stop playing a score)
Q	clefs – change clefs of existing staves, or insert clef changes
R	repeat something selected (single notes or passages/pages of notes)
S	slurs – use space bar to extend them (shift + spacebar if the slur extends too far)
T	time signature – add a time signature to your score
W	flip between full score and part (if a measure is selected)
X	flip a selected note or slur
Z	symbols menu (includes pictures of lots of things – but symbols do NOT play back)
0 on keypad	enters a rest of whatever note value is selected
1 on keypad	thirty-second note
2 on keypad	sixteenth note
3 on keypad	eighth note
4 on keypad	quarter note
5 on keypad	half note
6 on keypad	whole note
7 on keypad	adds a natural to a selected note
8 on keypad	adds a sharp to a selected note
9 on keypad	adds a flat to a selected note
3 on main computer keyboard	add third above selected note
4, 5, 6, 7, 8 or 9 on main computer keyboard	add fourth, fifth, sixth etc above selected note
Shift +3 on main computer keyboard	add third below selected note
Shift +4, 5, 6, 7, 8 or 9 on main computer keyboard	add fourth, fifth, sixth etc below selected note
Alt (option) + click	pastes whatever is selected (or click both sides of mouse)
Alt (option)+ 2,3,4 (above W key, not on keypad)	changes voice of note to voice 2, 3 or 4
Control + Shift + Alt (Command + Shift + Option) 1, 2, 3 or 4	select voice 1,2, 3 or 4
Control (command) + A	select everything in your score
Control (command) + B	add blank measure to the end of score
Control (command) + C	copy to clipboard (for arrange feature primarily)
Control (command) + D	document setup screen – for resizing music/changing margins etc
Control (command) + E	add a dynamic to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
Control (command) + K	add chord symbol above a selected note (there's a plug-in to do this also)
Control (command) + L	add lyrics to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
Control (command) + N	start a new score
Control (command) + O	open an existing score
Control (command) + P	print
Control (command) + Q	close down Sibelius entirely
Control (command) + R	add rehearsal mark above selected note/measure
Control (command) + S	save

Control (command) + T	add text to a selected note (right click or <i>Ctrl Click</i> for sub-menu)
Control (command) + W	close your score
Control (command) + Y	redo last action (if you've undone it)
Control (command) + Z	undo last action (type multiple times to undo lots!)
Control + Alt (command + option) F	focus on a stave that's selected (i.e. turn off everything else)
Control + Alt (command + option) G	go to a specific bar in your score
Control + Alt (command + option) K	open or close Keypad
Control + Alt (command + option) M	open or close Mixer (also just use m)
Control + Alt (command + option) N	open or close Navigator
Control + Alt (command + option) O	open or close Kontakt Player
Control + Alt (command + option) P	open or close the Properties box
Control + Alt (command + option) R	open or close the Parts dialog box
Control + Alt (command + option) T	add a tempo mark (right click or <i>Ctrl Click</i> for sub-menu)
Control + Alt (command + option) V	open or close the Video window
Control + Alt (command + option) X	open or close ALL tool windows in use
Control (command) + Shift A	select whole line of lyrics (if one word is already selected)
Control (command) + Shift B	add a measure after what is currently selected
Control (command) + Shift F	record (escape to stop)
Control (command) + Shift G	go to a specific page of your score
Control (command) + Shift H	Hide whatever is selected (the same shortcut will also show what's hidden)
Control (command) + Shift N	Reset note spacing for selected notes or score
Control (command) + Shift O	recording options
Control (command) + Shift T	turn score into transposing score (or vice versa)
Control (command) and "+" key	make score get bigger
Control (command) and "-" key	make score get smaller
Shift + K	chord diagram (guitar frame)
Up arrow key	moves a selected note up in pitch (or moves text)
Down arrow key	moves a selected note down in pitch (or moves text)
Control (command) + up arrow	moves selected note(s) up an octave
Control (command) + down arrow	moves selected note(s) down an octave
Left arrow key	moves to previous note if note is selected (or moves text)
Right arrow key	moves to next note if note is selected (or moves text)
TAB key	select the first note or rest in a score
HOME/END keys	go back/forward a page or display screen
PAGE UP/PAGE DOWN keys	go up/down the page of music
To transpose music	Control (command) + A (select score), then Shift + T (transpose)
To arrange music	Control (command) + A (select score), then Control (command) + C (copy score), then Control (command) + N (start new score), then Control (command) + click on first measure of new score, then Control (command) + Shift V (activate the arrange feature)
Shift + Alt (option) + right arrow	make a selected note or measure get wider
Shift + Alt (option) + left arrow	make a selected note or measure get narrower
Shift + Alt (option) + up arrow	move an individual staff up
Shift + Alt (option) + down arrow	move an individual staff down
Control + Alt (command + option) + down arrow	moves staff and rest of score down

Creating Scores for the Internet Using Scorch Technology

Would you like your music to be seen and heard by as many folk as possible?

The Internet is the best platform ever developed for doing this, and Sibelius can allow you in seconds to save any piece you've written, and make it ready for posting on the Internet. Then anyone will be able to see it even if they don't own Sibelius. All they need is a computer with Internet access.

Some people are used to saving music as a graphic file and then placing these images on the internet for download, but none of these methods is really great for music, because graphic files don't play back and you can't transpose them. Scorch is a much better way of doing it, and the files are tiny in size too.

So what is Scorch? It's a "web browser plug-in". You can say it's a free downloadable version of Sibelius that works only on the Internet. Anyone wanting to view Scorch files needs to download Scorch onto their computer: this is free and should take a matter of seconds.

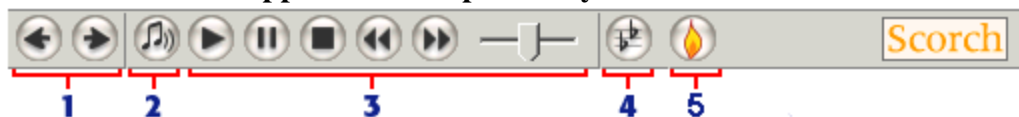
Every single Sibelius user can turn their scores into web pages that play back, and every single Sibelius user can create their own free web page for placing their compositions online, using www.sibeliusmusic.com. We'll look at that later on.

Let's start by going through the steps to create web pages that play back:

- 1 Create your score in Sibelius (whatever instrumentation, length, paper size, layout etc). Make sure it plays back correctly through the "General MIDI" sounds on your computer or synthesizer (because your audience will most likely be playing the score back later using their windows soundcard or Mac's DLS system). Also make sure you're using reasonably normal fonts for your text (lyrics etc), such as Times New Roman or Ariel.
- 2 Inside Sibelius, go to File>Score Info, and make sure you've filled out the Composer name and title for your score: we'll need that when you save the file as a web page.
- 3 Create a brand new folder on your computer somewhere (perhaps the desktop) and call it "Web scores": that's where we'll put these special scores.
- 4 In Sibelius (any version), go to File>Save As, and save your score in the folder you just created in step 3, but NOT as a Sibelius file: save it as a Scorch web page (at the bottom of the "save as" screen, there's usually a drop down box that allows you to choose a variety of different file formats)
- 5 A screen will appear with various choices: it asks you what kind of layout you'd like for your web page: you can experiment with different ones, since they'll affect what people viewing your web page will see, but if you're not sure, choose "Classic". Notice there's also a box that says "allow saving and printing". This is important, depending on whether you want your scores simply to be "read only" or whether you'd like visitors to interact with the score rather more, and perhaps save it for use with their own version of Sibelius (or the free trial version they can download).
- 6 When you click OK, the score will be saved, and we can go and have a look at it in its new "web" form. Note also that when you save a file as a web page, it generally copies the same page layout as your original Sibelius score. Don't forget that you can change the size of the music (or the layout) in Sibelius before you save the score

- (perhaps to make the music much bigger), so that when people view your score on the web, it will be whatever size and layout you like. This is an important consideration.
- 7 Minimize Sibelius, and go to the folder you created. There should in fact be TWO versions of the file you just saved: one that looks like a Sibelius file (don't open that), and one that looks like a web page (if you use Explorer, it will have a big E icon): open that one. It will launch your web browser (Explorer, Safari etc), and you should be able to see the music now in its web form.
 - 8 If you don't see any music, and you get the following message: "If you can't see the score, [get the Sibelius Scorch plug-in here](#)", follow the steps and click the link to go online and download Scorch from our web site. You'll then be able to see the music, press play, transpose, change the speed, turn the page and so on. This is the same message that any visitor would get too. Once you have downloaded Scorch, the world of viewing scores on the web is totally opened to you. There are literally thousands of Scorch web pages out there, since Sibelius users all over the world have been generating them since 1998!

The controls that appear at the top of every Scorch file look like this:



1. Page navigation
2. Changes which device you use for playback.
3. Playback controls and tempo slider. Click play button to play from the start, or click on the score to play from that point or stop.
4. Change key
5. Scorch information and updates

If you allowed saving and printing of your web pages, there'd also be save and print buttons! Think of the possibilities if you're in education, with distance learning using Scorch technology. This technology is much more powerful than using graphics or even audio files (mp3) or MIDI files, since there's so much flexibility!

Finally, where can you put your Scorch files, once you've created them?

There's at least three places:

- 1 You can email the Scorch files to people (make sure you also email the Sibelius file at the same time). People receiving your email can click on the web page version, download Scorch and then get started. Use this method if you want to send out updates to a score you're composing, but you know that your performers aren't using Sibelius.
- 2 You can place Scorch web pages on any web site: just talk to the webmaster in your school or college, or whoever you use to maintain your web pages
- 3 Create your own free webpage at www.sibeliusmusic.com. It's easy: sign up and start submitting your music right away. If you want to sell your music (using an e-commerce system), www.sibeliusmusic.com can also help. There are already 60,000 scores on that site, many of them free, so please start today! If you want to have a look at a sample of what your web page would look like, visit <http://members.sibeliusmusic.com/robinhodson>

Burning CDs and Accompaniments using Kontakt

- 1 Sibelius v4 comes with sampled sounds called KONTAKT SILVER. Please ensure that you have loaded Kontakt first, and that it appears in your list of devices when you go to Play>Playback and Input Devices. Kontakt Gold and the Sibelius GPO or Rock n' Pop editions also exist, which consist of a larger library of sounds, and the ability to load more of them in your score. Kontakt Silver allows eight sounds to be loaded, and the others allow 32 sounds to be running simultaneously.
- 2 To turn your score into a wave file (windows) or an AIFF file (Mac), first complete writing the score! Then turn on Kontakt from the Play>Playback and Input Devices window (and make sure you're not using other devices for playback). If Kontakt does not appear in your list of devices, please quit and load it from your program disc!
- 3 When you turn on Kontakt and disable MIDI playback of your score, Sibelius may ask you to reset the sounds. Click YES. Then press PLAY on your score, and the relevant samples needed for playback will start loading, and the score should start playing using Kontakt sounds. Kontakt Silver allows a maximum of 8 samples to be loaded. Take a look at **Kontakt Options** inside the *Devices* window for various extra settings you can change. The score should play through the soundcard output of your computer. You can adjust which **AUDIO DRIVER** you use, to improve the quality of playback
- 4 You can at this point adjust the volume and sound settings of each staff by opening the MIXER (shortcut is M), and the KONTAKT floating window (Control + Alt + O or *Command + Option + O*). Each sample has its own volume control, as well as reverb, panning and other settings, all controllable from the Kontakt window. The MIXER in Sibelius allows you to control the overall volume levels of each staff. You can also stop playing the score, and use the virtual keyboard in the Kontakt window to test each sound. In Kontakt, click on the "slot" where the sample has been loaded, then click on the on-screen keyboard.
- 5 You can at this point create a "music minus one" or rehearsal mix of your piece, by boosting or cutting the volume level of a particular staff in the mixer. When you are happy with the overall mix and sound, stop playing the score, press the escape key twice, then press the icon at the top of the Sibelius screen with a picture of a CD on it. Click OK if you get a message asking you to set up the Kontakt player.
- 6 The final screen that appears will tell you how large a file is about to be created (creating wave or AIFF files takes up to 10 Mb a minute of disc space on your computer). Choose a location where the file will be saved (for example, the DESKTOP), then click OK and the score will start playing. Let it play from start to finish, and a wave or AIFF file should be created on your desktop when it has finished playing.
- 7 Use Roxio or Toast to assemble and ultimately burn all your wave or AIFF files onto a CD. You can of course assemble multiple Wave or AIFF files so that several can be burned onto the same CD.

- 8 You can use various free utilities (downloadable from the Internet) that will convert Wave or AIFF files to mp3 files (typically making the files 10% of the size, but not affecting the quality of playback). iTunes and Audacity are both free and widely used.
- 9 www.sibeliusmusic.com allows you to upload mp3 files (as well as Scorch files) of your music, so all the world can hear your scores, as well as see the music!



View of Kontakt Player window

Adding Video/MP3 files into your scores

- 1 You can now **insert a video or mp3 file** into your score (including a blank score), and write your score to fit the pictures you see! Add or remove videos/mp3 files from Play > Video and Time > Add/Remove video (whether it says Add or Remove depends if there is a video already loaded or not). Score and video should be located in the same place. You should be able to import most types of video: please check our documentation for details. The Video window is opened or closed by typing Control + Alt + V (*Command + Option + V*).
- 2 **Synchronization:** Playback is synchronized with the video, so you can adjust the tempo and playback position on the Playback window and both score and video will update. The square brackets on your computer (to the right of the p key) allow you to scroll through the score/video. You can also use the playback position slider to jump to specific points in the score. Different Start Positions for either the video or the score can be controlled from Play > Video and Time > Timecode and Duration, so you can, for example, have the video starting 4 seconds after the score begins. Timecode appears above each measure of the score, which you can turn off if you need. If you change the actual tempo marking at the start of your score, the score will run faster, but the video will stay at the same speed. You may need to spend time adjusting the speed of the score so it matches the events on the video/mp3. This is especially important if you want to **synchronize an mp3** file of music with a Sibelius score: you'll also want to MUTE the Sibelius playback.
- 3 **Hit points:** Hit points can be created to match events in the video to events in the score, or to allow you to aim for a hit point when composing a section of music. Adding tempo markings, rit lines etc. will move the hit points in the score. Hit points are added with timecode positions, beat positions and text labels (as preferred by the user). They are created by clicking the  button on the video window during playback (or when using the square brackets to “scrub” through a score). Go to Play > Video and Time > Hit points to edit/name them. Hit points appear in your score in a box, and they snap to the nearest beat. You can also edit the appearance of this text.
- 4 The video can be resized so it fits various amounts of the screen, and if the video/mp3 has SOUND on it, you can have this playing too, controlled by the horizontal volume slider at the bottom of the video or mp3 window.