

Welcome to the Sibelius Tutorial

In this Tutorial, you will learn:

- How to begin a new work in Sibelius
- The three ways of entering notes on Sibelius
- A few of the short-cuts
- How to transpose your work for various instruments
- How to extract a part from your composition to give to each player.

First a word from the author of this tutorial:

I believe that Sibelius is a wonderful tool for anyone interested in notation software. I believe that with a short introduction to the program, anyone can use it! Don't be scared just to play around with the program. Chances are you won't break it, and sometimes when you correct your mistakes, you learn a lot about the program.

Andy Van Roekel

Let's Begin!!

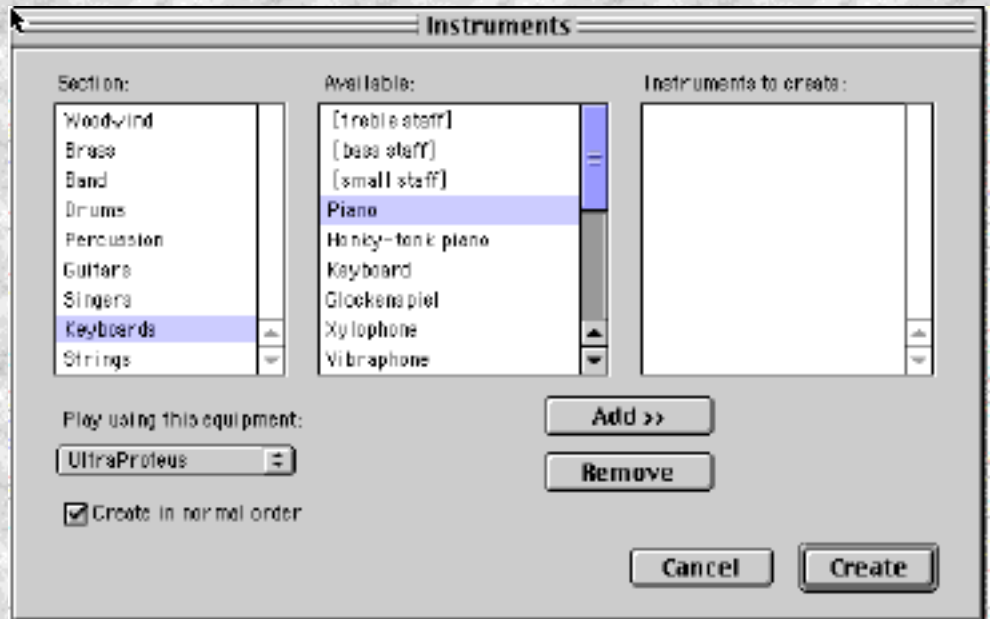
- Beginning a new work in Sibelius!!
- After clicking on the Sibelius icon, a screen should pop up looking something like this:



Here is the main menu bar for the program. To begin a new work, click on the icon marked "New". After pressing this button a screen will pop up asking you what kind of manuscript paper you would like to use. There are dozens of manuscripts already made for you if you would like to use them. Let's use the manuscript called "letter". This is the standard manuscript for the program.

Next, this screen will appear,

From this screen you can choose what instruments you would like on your manuscript sheet. Each section has its own available instruments, but just say that you might want a different instrument. Sibelius has the option that you can make your own instruments!! For this tutorial, go to the "Brass" section and add the instruments: French Horn in F, Trumpet, Trombone, and Tuba. Then click "Create". Sibelius will create the manuscript with what you want on it!! You are now ready to enter in some notes!



Entering notes on Sibelius

Entering notes on the manuscript sheet
(before entering notes it might be good to add a key signature and time signature, these are explained in the [Shortcuts section](#))

There are 3 different ways to enter notes on Sibelius. One way is by just clicking with mouse where you want the notes to be. In order to do this, you must first select the length of the note that you want. This can be done by using the object on the right.

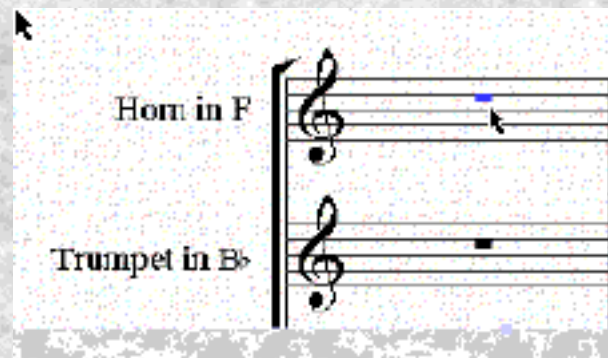


This little keypad corresponds to the numbers on your key pad on the side of the keyboard. By using this you can choose the length of the note that you would like to enter, then click inside the staff where you want the notes.

The next way to enter notes on the staff, is to enter them in using the piano keyboard and the keypad on the computer. First click on the first rest of the measure that you would like to start entering.

Next, enter the note length of the first note of the piece. Then press the corresponding key on the piano keyboard. The note that you played will appear on the screen with the appropriate note value.

This is a very quick and easy way to enter notes into a score, however there is a even faster way!



The third way of entering notes into Sibelius is using Flextime. Flextime allows you to play in the piece that you want notated and Sibelius will write it out for you.

First, prepare your manuscript, then get ready to play. When you are ready, click the mouse on the "Flexi" icon. The program will give one full bar of notes and then will begin recording what you play. The amazing thing is that if you don't follow the beat exactly, Sibelius will compensate by speeding up or slowing down according to your tempo!



Now, let's try and enter some notes. Using any of the methods above, enter in the following notes so that your composition looks like the example to the right.

A musical score for four instruments: Horn in F, Trumpet in Bb, Trombone, and Tuba. The score is written in 4/4 time. The Horn in F part is in the treble clef and starts with a blue note on the first line (F4). The Trumpet in Bb, Trombone, and Tuba parts are in the bass clef and start with a note on the first space (B2). The notes for all instruments are: Horn in F (F4), Trumpet in Bb (B2), Trombone (B2), and Tuba (B2). The notes are quarter notes in the first measure and half notes in the second measure.

What are some of the Shortcuts?

This section contains some of the shortcuts that are available. The Sibelius manual suggests that a person that is learning the program for the first time place the mouse in a place that it cannot be used so that you learn the shortcuts. Places to put the mouse might include on the floor, in the refrigerator, the passenger seat of your car, or even out the window!

- "K" -by hitting the letter "K" you can designate the key that you would like the piece to be in
- "T" -by hitting the letter "T" you can tell the program what time signature you would like to use
- "spacebar" -this is how you enter a rest in you composition
- Command "C" - this function allows you to copy what you have highlighted
- Command "V" - this function allows you to paste what you have copied
- Command "S" - this saves the document that you are working on

Most of the shortcuts mentioned are only the basics. There are nearly a hundred different shortcuts that can be used. I would just like to highlight a few of the most important ones.

- Command "Z" (otherwise known as Dr. Duitmans best friend) - this function allows you to undo what you had just done
- "S" - this allows you to slur two notes, by pressing the spacebar, you can also extend the slur to other notes
- "Y" - this give you a menu to choose what clef you want.

Please realize that this is a very limited list of shortcuts. Other shortcuts can be found on the "Tower of Power" included with the Sibelius program.

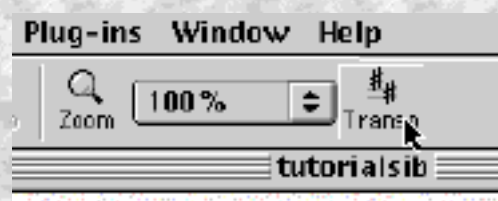
How to transpose with Sibelius

Transposing in Sibelius is maybe the most beneficial feature of the entire program. It is quick, fast, and easy!

Before transposition

A musical score for three instruments: Horn in F, Trumpet in Bb, and Trombone. The Horn part is in the treble clef with a key signature of one flat (F). The Trumpet part is in the treble clef with a key signature of two flats (Bb). The Trombone part is in the bass clef. The notes are: Horn (F4, G4, A4, Bb4, C5), Trumpet (Bb3, C4, D4, Eb4, F4), and Trombone (F2, G2, A2, Bb2, C3).

All you need to do to transpose is to select the transposing icon. This will take the notes that you wrote in and transpose them into the correct key for each individual instrument.



After transposition

See how easy that was!! Now your composition is adjusted so that every part is in the right key and the notes are adjusted for each part.

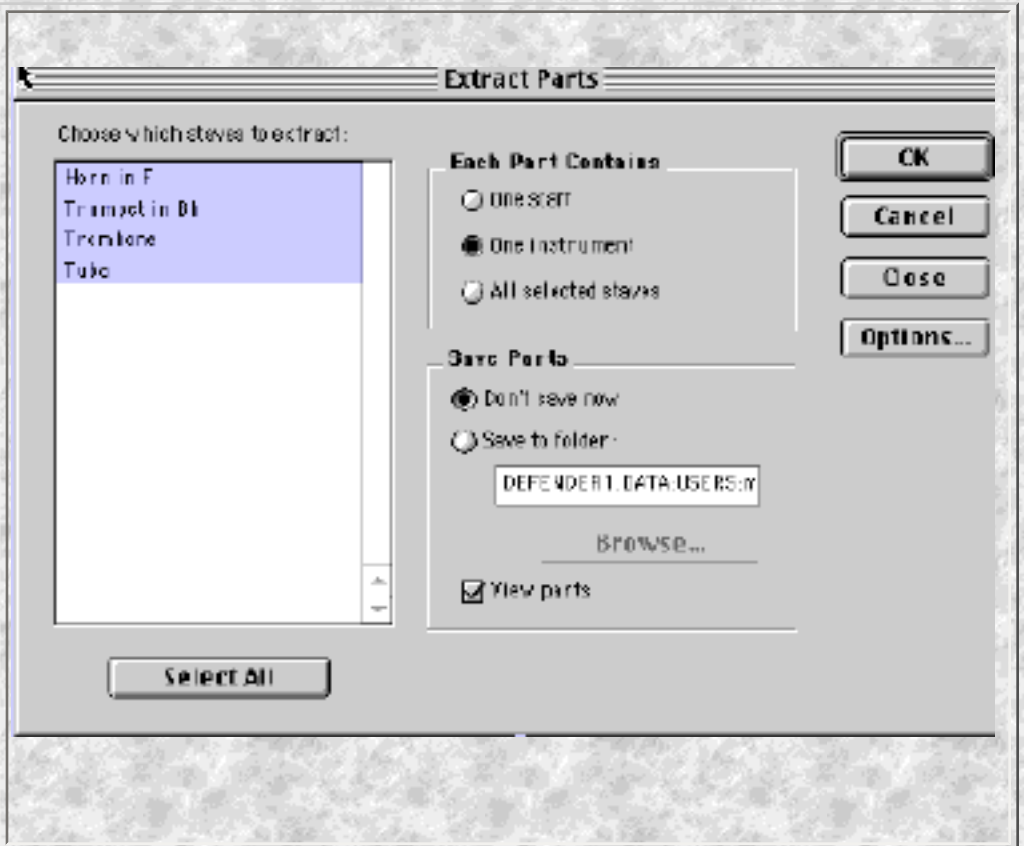
The same musical score as before, but after transposition. The Horn part is now in the treble clef with a key signature of two sharps (F#). The Trumpet part is in the treble clef with a key signature of one sharp (F#). The Trombone part remains in the bass clef. The notes are: Horn (F#4, G#4, A4, B4, C5), Trumpet (F#3, G#3, A3, B3, C4), and Trombone (F2, G2, A2, B2, C3).

How to extract a part from you score.

Now, you might want to print out individual parts for each player. Sibelius also allows you to extract various parts from your piece and print each out individually.

First, go to the the File menu and choose "Extract Scores." A screen should come up looking like this:

Then choose the parts that you would like extracted, and Sibelius will extract them from your score. All you will have to do is print each part out.



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Any suggestions or opinions that you might have for this website should be sent to *Andy Van Roekel* via

E-MAIL

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