

Optimal Arranging: Tools for Successful Musical Adaptations

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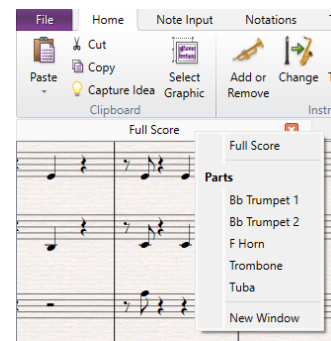
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Sibelius Software: The Basics

- Setting up a New Composition
 - * Open Sibelius->Click New Score tab at the top
 - * Choose one of the templates based on the instrumentation you want or choose “Blank.”
 - * Document Setup
 - » Appears after a template is chosen
 - » Elements to Setup:
 - ◇ Page size, score information (composer, title, etc.), and font styles
 - ◇ Instruments
 - ◇ Key signature, time signature, pick-up measure length, and tempo
- Tabs (listed on ribbon at top of Sibelius window) and their tools
 - * File: New, Open, Save, Import/Export, Print
 - » Info: where you can change the title, etc.
 - » Teaching: contains over 1700 worksheets, projects, exercises, and games
 - » Preferences: where you can change settings such as display, input devices, and playback
 - * Home: Add/remove/change instruments, add/delete measures, show score or parts in concert key or transposed
 - * Note Input: triplets, transpose, change or swap voices
 - * Notations: clefs, key signatures, time signatures, barline types, lines (e.g. slurs or crescendo), symbols (e.g. coda), notehead types
 - * Text: dynamics, techniques, chord symbols, rehearsal marks, measure numbers, lyrics
 - * Play: playback configuration, mixer, play, click track
 - * Layout: margins, portrait/landscape, page size, staff/part sizes, title page settings, spacing, breaks, multirests
 - * Appearance: engraving and note spacing rules (used to apply to whole score and/or parts)
 - * Parts: create new part, change part appearances (affects all parts)
 - * Review: annotate, add comments, create/save new versions
 - * View: show/hide elements, show/hide Panels, full screen mode, switch windows
- Panels (found on the View tab, click to show; most important are underlined)
 - * Keypad: used for manual pitch/rhythm input, rests, grace notes, beams, and articulations
 - * Navigator: move to different parts of a score
 - * Mixer: solo/mute tracks, change volume levels, enable click track
 - * Keyboard: on-screen piano for note entry
 - * Fretboard: on-screen guitar fretboard for note entry
 - * Ideas: save and retrieve short musical ideas
 - * Video: show accompanying video file
 - * Transport: Play, pause, see score time (seconds, minutes), temporarily change tempo, enable click track
 - * Timeline: highlights title, rehearsal marks, measures, etc. on score as you click them
 - * Inspector: adjust advanced properties of selected score objects

- Viewing specific parts or the full score:
 - * Right-click window tab below ribbon and select part to edit----->
- Alternate between transposing score and score in concert pitch:
 - * Toggle “Transposing Score” button on Home Tab
- Selecting measures
 - * Left-click to select single measure
 - * Shift+left-click to select multiple measures
- Add measures
 - * Single bars added to end of piece (B)
 - * Bar(s) within music:
 - » Select one measure behind where you need additional measures
 - » Home->Bars->click down arrow below Add->choose to add single/multiple/irregular bars
- Adding, removing, and reordering instruments on the score:
 - * Home->Instruments->Add or Remove
 - * Adding: choose desired instrument from left column and hit Add to Score
 - * Removing: click instrument from right column and hit Delete from Score
 - * Reordering: click instrument from right column and hit Up or Down
- Add slurs, crescendos, accelerandos (L)
- Add symbols (Z)
- Add techniques (e.g. mute)
 - * Ctrl+T
 - * Left-click where you want the technique
 - * With the blinking cursor, right-click to choose from technique options
- Create tuplets:
 - * Input note with rhythm you want (e.g. an eighth note for eighth note triples) and hit Ctrl+tuplet number (3 for triplet)
 - * Alternatively, input desired rhythm and go to Home->Triplets and choose from dropdown menu
- Change stem direction (X)
- Change notehead types:
 - * Notations->Noteheads->Type and choose from dropdown menu
- Add rehearsal marks (Ctrl+R)
- Add chord symbols (Ctrl+K)
- Change voices for a note
 - * Necessary if you’re writing multiple parts on one staff
 - * Click the note->on the Sibelius Keypad, click 1, 2, 3, or 4 (different colors indicate different voices)
- Add lyrics to the music (Ctrl+L)
 - * Space key moves the cursor to the next note
 - * For multi-syllable words, enter the first syllable and then hit “-” to go to the next note (e.g. tu-ba)
- Aligning dynamics on a staff
 - * Hold Ctrl to select crescendi, fortes, etc. you want to align
 - * Ctrl+Shift+R
- Zoom-In (Ctrl++) and Zoom-Out (Ctrl+-)
- Adjusting the space between staves or sets of staves
 - * Select stave(s) you want to move up/down
 - * Shift+Alt+up/down arrow



- Shortcuts, shortcuts, shortcuts
 - * Note entry is much quicker when using shortcuts:
 - » Entering pitch: type the letter you want (A-G)
 - » Entering rhythm: type number into your computer's numeric keypad that corresponds to the rhythm you want from the Sibelius Keypad Panel (see right)
 - » For example, if you want an eighth note, hit 3 on your keypad
 - » Change tabs on the Keypad using F7-F12
- Turning off the startup music
 - * File->Preferences->Other
 - * Uncheck the "Play music" box under "When Sibelius Starts"
- Change visual paper texture
 - * File->Preferences->Texture

