

## Scoring with Sibelius

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**A. Creating Scores:** Always use the Score Setup (Instruments) window to create scores. Sibelius knows the transpositions, playback sound and instrument name.

1. In Sibelius, choose File > New. Select a Manuscript Paper option.
2. Customize your score using the *Change Instruments* button.
3. After a score has been created, to add/delete staves press the shortcut the Letter I or select “Instruments” from the Create menu.

**TIP #1:** If you often use a custom score setting, save it as manuscript paper for later use. Name the file (File > Save) and then export the file as manuscript paper (File > Export > Manuscript paper).

## B. Copy and Pasting and Moving Octaves.

1. Open the file: Hey Hoe Start.sib
2. Selection options:
  - a. Single click in the lines and spaces = 1 bar selected
  - b. Double-click in the lines and spaces = 1 system selected
  - c. Triple-click in the lines and spaces = entire staff selected.
3. Select the top staff, first system (double-click).
4. To repeat it, press the letter R.

**TIP #2:** Use the shortcut to copy and paste – select a passage then hold down the Alt Key (Windows) or the Option key (Mac) and click in the desired location. Hold down CTRL (Win) or ⌘ (Mac) and press the up or down arrows to transpose an octave.

5. To copy it to the trombone part, hold down the Alt Key (Win) or the Option Key (Mac) and click in the Trbn. Part in bar 11.
6. To transpose an octave, select the music, hold down CTRL (Win) or ⌘ (Mac) and press the up or down arrow keys.
7. To copy it to the tuba part, hold down the Alt Key (Win) or the Option Key (Mac) and click in the tuba part in bar 13.

**TIP #3:** To add an octave to any pitch, select it and then press the number 8 at the top of the keyboard. Press Shift+8 to put an octave below selected notes. You can also choose this options from Notes > Add Interval.

### **Basic Note entry: Step time entry with a MIDI keyboard**

1. Press escape key (ESC).
2. Select empty measure with mouse.
3. Type **the letter N**.
4. Choose note value (on Keypad on screen) with mouse – or use numeric keypad on right of computer keyboard to select note value
5. Play pitches on MIDI keyboard – type zero on number pad for rests
6. Press ESC when done.

**TIP #4:** Refer to my blog post on entering notation in Step Time using a MIDI Keyboard. Don't use the mouse! Put one hand on the Keypad, the other on the keyboard. <http://tomrudolph.berkleemusicblogs.com/2008/02/28/step-time-note-entry-tips/>

**C. Use the Re-Pitch option** to score harmony parts. Often a second part has the same rhythm as the first part but with different pitches. A fast way to copy the rhythm and enter new notes is via re-pitch.

1. Select the first note of the second staff so the note head turns blue.
2. Choose Notes > Re-Input Pitches (shortcut Shift+Ctrl+I, Shift+⌘+I on Mac)
3. Enter the new harmony notes by playing them on the MIDI keyboard or typing the letter names. Only the pitches will be changed.

**TIP #5:** It can save a lot of time if you add all the articulations to the lead part and then copy and paste it and re-pitch the second part. All the markings attached to notes will remain.

### **D. Adding Articulations**

1. Option 1: Select the articulation before entering the note in step time.
2. Option 2: Select the note (or notes) and choose the articulation from the KeyPad.
3. Option 3: You can select non-contiguous notes: Select one note head. Hold down the CTRL key and click on selected other notes.
4. Then choose the articulation on the First Keypad layout (the 4<sup>th</sup> Keypad has more articulations).

### **E. Ties and Slurs: They are not the same!**

1. Enter ties from the First Keypad. After entering the left note of the tie, press the Enter key on the first Keypad.
2. To enter a slur, select the first note and press the letter S. Press the space bar to extend the slur.
3. You can enter 2-note slurs as you are entering notation. Enter the first note of the 2-note slur and press the letter S. Continue entering notation.
4. Multiple note slurs have to be entered after the notation has been entered.

### **F. Use Copy and Paste to copy to many parts at the same time.**

1. Open the file: File#1JoshuaArrange.sib

2. Select bars 2 through 9 in the Alto 1 part (use click and shift-click).
3. Select **Edit** > Copy or use the shortcut ⌘-C (Mac), Ctrl-C (Win).
4. Zoom out (hold down CTRL (⌘ on Mac) and press the minus – key) so you can see the entire score on the page.
5. Select in the first measure of the Alto 2 part.
6. Hold down Shift and click in the first bar of the Bass Trombone part.
7. Select **Edit** > Paste or use the shortcut CTRL (⌘)+V
8. Adjust octaves as needed.

**TIP #6:** Use right-click to access the copy/paste options. Macs should use a 2-button mouse or press ctrl and click.

### **G. Using the Arrange Feature**

*Using polyphonic/homophonic parts, such as a piano part, the Arrange feature can be used to orchestrate specific sections of a piece in a variety of pre-programmed styles.*

1. Open the file: ArrangeStyles.sib
2. Select the top part.
3. Use the shortcut: ⌘-C (Mac); CTRL-C (Win) to copy the selected bars.
4. Click on the Alto 1 staff in bar 1, then shift-click on the Baritone part.
5. Select **Notes** > Arrange or use the shortcut: Shift-⌘-V (Mac); Shift-CTRL-V (Win) to access the Arrange Styles list.
6. At the top of the Arrange window, choose Explode.

### **Explore some other Arrange options:**

1. Press the Undo arrow at the top of the screen several times to remove the notes just entered.
2. Select the top part.
3. Use the shortcut: ⌘-C (Mac); CTRL-C (Win) to copy the selected bars.
4. Click on the Alto 1 staff in bar 1, then shift-click on the Baritone part.
5. Select **Notes** > Arrange or use the shortcut: Shift-⌘-V (Mac); Shift-CTRL-V (Win) to access the Arrange Styles list.
6. Choose: Jazz: Saxes Tenor Lead 1.
7. Undo this and experiment with other Arrange options: for example, there are Arrange options to create a piano reduction and many others.

### **H. Page Layout**

<http://tomrudolph.berkleemusicblogs.com/2008/08/21/page-layout-tips-for-finale-2008-and-sibelius-5/>

1. Open House Style > Engraving Rules and click on the Staves tab. Set the distance between staves and systems for the entire piece. Change the justify amount to 95% for most scores. Do this before dragging staves manually. If a staff is manually adjusted, the Engraving Rules settings are ignored.
2. Set the number of bars per line using Plug-ins > Other > Make Layout Uniform.
3. Move bars down to the next system by selecting the barline and pressing the Return/Enter key.
4. Make custom systems by selecting a group of bars on different systems and choosing Layout > Format > Make into a System.

5. Open the Document Setup window (Layout > Document Setup) and adjust the staff size. Scores will often need the staff size reduced to fit the staves and bars per line.
6. After making these changes, drag systems to make more room or to indent system: triple-click inside any bar of a system to select it for the entire piece. Drag the staff with the mouse.

### **I. Printing Parts**

1. View the individual parts from the pull down menu. Press W to switch between the score and parts.
2. Format one part.
3. Copy the format to other parts by opening the Parts Window, selected the desired parts and clicking the copy to part option.

### **J. Change the Staff Transposition for Instrument Doublings**

*Sibelius can add instrument doublings that include instruments with different transpositions*

1. Open file: File#3JoshuaDoubling.sib
2. Be sure the transposition button is highlighted at the top of the screen.
3. In the Alto 1 staff, select bar 11 through 21 by clicking in bar 11 and holding down Shift and clicking in bar 21.
4. Select Create > Other > Instrument Change.
5. Select Flute (or the desired instrument).

**TIP #7:** Try to give the player a bar or two warning when there is an instrument change.

### **K. For more practice, information, and further study:**

1. View the Sibelius Tutorial Videos (Help > Tutorial Videos).
2. Review the Sibelius 5 Reference
3. Go through Chapter 11 in the book: *Sibelius, A Comprehensive Guide To Sibelius Music Notation Software*.
4. Purchase Tom Rudolph's Sibelius Beginner and Marc Sconbrun's Sibelius Intermediate DVD from [www.soundtree.com](http://www.soundtree.com).  
<http://yhst-31241655524746.stores.yahoo.net/sibelius-5-instructional-dvd--beginner-leve5.html>
5. Download Robin Hodson's quickstart:  
<http://www.sibelius.com/helpcenter/hintsandtips/index.html>
6. Take a summer courses on Sibelius at TI:ME locations  
[www.ti-me.org/summer](http://www.ti-me.org/summer)
7. Take a 12-week Sibelius online course authored by Tom Rudolph:  
[www.berkleemusic.com](http://www.berkleemusic.com)

**Workshop Location: TMEA Conference Date: February, 2009**

*Presenter: Tom Rudolph*

*Session Title: Scoring with Sibelius*

- 1. What is your general reaction to this workshop?**
  
- 2. What is your evaluation of the presenter?**
  
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- 4. What related topics would you like to see presented?**
  
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