

*Sibelius*  
*Composing and Arranging*  
*Tips and Tricks*

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This handout is available at:  
[www.tomrudolph.com/handouts](http://www.tomrudolph.com/handouts)

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**A. Copy and Paste and Moving Octaves.** 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.

1. **Open the file: 1. 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 = staff selected for the entire piece.
3. Select the top staff, first system (double-click).
4. To repeat it, press the letter R.
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:** To add an octave to any pitch (or pitches), 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.

**B. 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. In the **Hey Hoe** file...
2. Select the first note of the second staff so the note head turns blue.
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:** 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.

### **C. Arrange Feature techniques**

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: **2. Arrange\_Explode.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.

The following examples are excerpts from the book *Sibelius: A Comprehensive Guide to Sibelius Music Notation Software* by Tom Rudolph and Vince Leonard.

**D. Use the Copy/Paste and Arrange feature to copy a melody to every part.**

The arrange feature uses source material that is copied to the computer's clipboard. This material can be orchestrated into a new or the existing file. For this example, the arrange feature will be used to copy and paste a unison melody to every part in the score.

**Open the file: 3. JoshuaArrange.sib**

1. Select bars 2 through 9 in the Alto 1 part (use click and shift-click).
2. Select **Edit** > Copy or use the shortcut ⌘-C (Mac), Ctrl-C (Win).
3. Zoom out of the file so you can see the entire score on the page.
4. Select in the first measure of the Alto 2 part.
5. Hold down Shift and click in the first bar of the Bass Trombone part.
6. Select **Notes** > Arrange.
7. From the Arrange Styles window, select "Standard Arrangement."

**Transposing Phrases or Entire Parts**

8. Select the bars to be transposed.
9. Press ⌘-up arrow (Mac); Ctrl-up arrow (Win) to transpose the selection up an octave.
10. Press the up or down arrow alone to transpose by diatonic interval.

**Adding a new Part**

11. Press the letter I, or go to the menu Layout and select Instruments and Staves.
12. Add a new part, for example, Trumpet 5.
13. Select source material (use click and Shift-click).
14. Hold down Option (Mac); Alt (Win) and click in the first bar of the new part.

**E. Further Arrange Feature techniques**

*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.*

**Open File: 4. Joshuabars1&2.sib**

**Orchestrating (Arranging) Bars 1 and 2**

1. Select only bars 1 and 2 of the Piano's treble staff.
2. Use the shortcut: ⌘-C (Mac); CTRL-C (Win) to copy the selected bars.
3. Click on the Alto 1 staff in bar 1, then shift-click on the Trumpet 4 part in bar 2.

4. Select **Notes** > Arrange or use the shortcut: Shift-⌘-V (Mac); Shift-CTRL-V (Win) to access the Arrange Styles list.
5. Scroll down the Arrange Styles list and select “Jazz: Nestico-style 1a mid (Trumpets & Altos).”
6. Click OK.
7. Select bars 1 and 2 of the Piano’s bass staff.
8. Use the shortcut: ⌘-C (Mac); CTRL-C (Win) to copy the notation.
9. Click on the Tenor 1 staff in bar 1, then shift-click on the Bass Trombone part in bar 2.
10. Use the shortcut: Shift-⌘-V (Mac); Shift-CTRL-V (Win) to access the Arrange Styles list.
11. From the Arranging Styles list, select “Jazz: Nestico 1c, open voicing (Trombones, Tenors & Baritone).”
12. Click OK.
13. Select bars 1 and 2 of the Trombone 2 staff.
14. Option-click (Mac); Alt-click (Win) bar 1 of the Trombone 3 staff to paste the music.
15. Option-click (Mac); Alt-click (Win) and paste the part into the Bass Trombone and Bari. Sax. staves.
16. Select bars 1 and 2 of the Trombone 2 staff.
17. Press ⌘-Up Arrow key (Mac) or CTRL-Up Arrow key (Win) to transpose the music up one octave.

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**F. Changing the Staff Transposition for Instrument Doublings**

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

**Open file: 5. JoshuaDoubling.sib**

1. Select bar 2 of the Alto Sax staff.
2. Select **Create** > Other > Transposition Change.
3. Click OK in the Transposition Change dialog box. Since flute is a non-transposing instrument in the key of C, make sure the “written middle C sounds as” pitch is set at C, and “in octave no.” is set at 4 (middle C).
4. Select bars 2 through 11 of the treble Trumpet staff.
5. Option-click (Mac); Alt-click (Win) the Alto 1 staff to paste the selected music.
6. Use the shortcut ⌘-up arrow key (Mac); CTRL-up arrow key (Win) to transpose the passage up one octave.
7. In the Alto 1 staff, select bar 12 (This is typically done in the first bar of the Alto Sax entrance).
8. Select **Create** > Other > Transposition Change.
9. Change “written middle C sounds as” to Eb.
10. Change “in octave no.” to 3.
11. Click OK.

### **G. Reducing two or more staves to one staff.**

1. **Open the file: 6. BachPianoReduce.sib**
2. Select the staves to be reduced: Triple-click on the top staff. Then hold down Shift and click in the bottom staff. Select the top two staves of the Bach Chorale.
3. Choose Plug-ins > Composing Tools > Reduce.

For more options, use the Arrange feature:

4. Copy the selection (Edit > Copy).
5. Select the piano staves at the bottom of the score. Click the top staff and then hold down Shift and click the bottom staff.
6. Open the Arrange window: Shift-⌘-V (Mac); Shift-CTRL-V (Win)
7. Choose a piano reduction option: Keyboard Reduction: 1 Voice per staff
8. To adjust the notation, use the plug-in:
  - a. Triple-click on the treble staff
  - b. Hold down Shift and click in the bass staff
  - c. Choose: Plug-ins > Simplify Notation > Remove Overlapping Notes  
(Also experiment with the Arrange option: 2 Voices per staff)

### **H. Last steps before printing the score:**

1. Check instrument ranges: View > Note Ranges > Notes out of Range. Bright red notes = out of range; dark red = within professional range
2. Run the Cautionary Accidentals Plug-in:
  - a. Choose Plug-ins > Accidentals > Add Cautionary. Uncheck the Highlight option.
3. If printing parts, check the individual parts before printing. Copy the part format to save time.

### **I. To find out more:**

1. View the Sibelius Tutorial Video #7 – Arrange Feature
2. Review the Sibelius Reference – Arrange Feature
3. Go through Chapter 11 in the book: *Sibelius, A Comprehensive Guide To Sibelius Music Notation Software*.

### **J. Learning Resources:**

1. Robin Hodson's quickstart:  
<http://www.sibelius.com/helpcenter/hintsandtips/index.html>
2. Watch the Sibelius Tutorial Videos available in Sibelius via the Help menu.
3. Use the built-in Reference available from the Help menu.
4. Book: *Sibelius a Comprehensive Guide* by Rudolph and Leonard
5. Summer TI:ME courses [www.ti-me.org/summer](http://www.ti-me.org/summer)
6. 12-week Sibelius online course: [www.berkleemusic.com](http://www.berkleemusic.com) (Tom Rudolph, author)
7. Book: Alfred MusicTech series: *Composing with Notation Software*
8. Lessons on [www.soundtree.com](http://www.soundtree.com) - Teaching Resources, click on lesson plans, search for notation lesson plans.