



# Sibelius®

## Shortcut Ruler

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|--|--|---|--|--|
| <p>Bar at end .....Ctrl+B</p> <p>Bold (<i>text selected</i>) .....Ctrl+B</p> <p>Chord symbols.....Ctrl+K</p> <p>Clef .....Q</p> <p>Copy .....Ctrl+C</p> <p>Crescendo (=Hairpin) .....H</p> <p>Cut .....Ctrl+X</p> <p>Decrescendo (=hairpin) .....Shift+H</p> <p>Document Setup .....Ctrl+D</p> <p>Expression .....Ctrl+E</p> <p>Extend passage by a bar .....Ctrl+Shift+← / →</p> <p>Extend passage by a note/rest...Shift+← / →</p> <p>Extend passage by a staff .....Shift+↑ / ↓</p> <p>Fingering .....Alt+Shift+F</p> <p>Flip.....X</p> | <p>Go to beginning of doc ..... Ctrl+Home</p> <p>Go to end of doc ..... Ctrl+End</p> <p>Help ..... F1</p> <p>Hide / Show..... Ctrl+Shift+H</p> <p>Inspector Window ..... Ctrl+Shift+I</p> <p>Instrument ..... I</p> <p>Italics (<i>text selected</i>) ..... Ctrl+I</p> <p>Key signature ..... K</p> <p>Keypad Window ..... Ctrl+Alt+K</p> <p>Line..... L</p> <p>Lyrics Line 1 ..... Ctrl+L</p> <p>Make into Graphic..... Alt+G</p> <p>Make into page..... Ctrl+Alt+Shift+M</p> <p>Make into system ..... Shift+Alt+M</p> <p>Mixer..... M</p> | <p>Navigator Window.....Ctrl+Alt+N</p> <p>New File.....Ctrl+N</p> <p>Note (for inputting notes)...N</p> <p>Note up / down .....↑ / ↓</p> <p>Octave up / down .....Ctrl+↑ / ↓</p> <p>Open .....Ctrl+O</p> <p>Page break.....Ctrl+Return</p> <p>Paste.....Ctrl+V</p> <p>Play from beginning .....Ctrl+[</p> <p>Play from selection .....P</p> <p>Print .....Ctrl+P</p> <p>Redo .....Ctrl+Y</p> <p>Save.....Ctrl+S</p> <p>Save as.....Ctrl+Shift+S</p> <p>Select All .....Ctrl+A</p> | <p>Select bar ..... Ctrl+click</p> <p>Select contents of bar ..... Click</p> <p>Select more (text) ..... Ctrl+Shift+A</p> <p>Select object ..... Click object</p> <p>Slur ..... S</p> <p>Symbol ..... Z</p> <p>System break ..... Return</p> <p>Technique text..... Ctrl+T</p> <p>Time Signature ..... T</p> <p>Transport Panel..... Ctrl+Alt+Y</p> <p>Transpose ..... Shift+T</p> <p>Triplet ..... Ctrl+3</p> <p>Underline (<i>text selected</i>) ... Ctrl+U</p> <p>Undo ..... Ctrl+Z</p> |  <p><b>NoteSoEasy</b><br/>Music Notation<br/>training and sales</p> <p><a href="http://www.notesoeasy.co.za">www.notesoeasy.co.za</a><br/><a href="https://www.facebook.com/Notesoeasy">www.facebook.com/Notesoeasy</a></p> <p><i>Engela Fullard</i></p> <p>27 (0)82 930 6762 / (0)21 981 1961<br/><a href="mailto:engela@notesoeasy.co.za">engela@notesoeasy.co.za</a></p> |
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