



Sibelius 2

Demo User Guide

Edition 2.1
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Demo User Guide written by Ben Finn and Daniel Spreadbury

See the **About Sibelius** dialog for a full list of the software development team

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Getting started

About this User Guide

Warning!

However much you may dislike manuals, you'll find it much easier to get started with your demo of Sibelius 2 if you read this User Guide thoroughly.

This isn't intended to be a comprehensive reference to using Sibelius, but it should help you become familiar with the main features of the program. The Sibelius demo CD also includes video walkthroughs for many basic operations.

This initial section, called **Getting started**, tells you basic information such as how to install this demo. After that we'll take you through some of Sibelius's most frequently-used operations in the **Quick tour** section, and finally we'll hint at some of Sibelius's more advanced features in **More to try**.

This User Guide assumes a basic understanding of how to use your computer (such as the mouse, keyboard, menus and files).

Terminology

This terminology will be understood by almost all readers, but as this User Guide will be incomprehensible without it, here goes anyway:

- Some keys are labeled differently on different keyboards, particularly on Mac. For the purposes of this User Guide, these are the conventions:

<i>Mac symbol</i>	<i>Mac name</i>	<i>Windows equivalent</i>
⌘	Command	Ctrl ("Control")
⇧	Shift	Shift
⌥	Option	Alt
↵	Return	Return (on main keyboard)
↵	Enter	Enter (on numeric keypad)

- Names of computer keys and text that appears on your computer's screen (such as menus and dialogs) are written **like this**.
- 'Type **⌘A** or **Ctrl+A**' means hold down the **⌘** (Mac) or **Ctrl** (Windows) key and type **A**. (Even though A is written as a capital letter, don't type **Shift** unless explicitly told to do so.) These so-called 'keyboard shortcuts' are shown in the menus along the top of the screen.
- Similarly, '**⌥-click** or **Alt+click**' means hold down the **⌥** (Mac) or **Alt** (Windows) key and click.
- To 'click' something means to point at it with the mouse and click the mouse button (on Mac) or the *left* mouse button (on Windows). To 'right-click' something (on Windows)

means to point at it with the mouse and click (not surprisingly) the right mouse button. The Mac equivalent of right-clicking is to hold down the **Control** key and click the mouse button, which we call '**Control-clicking**'.

- A 'dialog' is a window with buttons on. Some dialogs are divided into several pages and have a pop-up 'combo box' (Mac) or labeled 'tabs' at the top which you can click to switch between pages.
- The 'numeric keypad' is the rectangle of numbers and other characters at the very right-hand side of your computer keyboard. (Laptop computers usually don't have a separate numeric keypad, instead using a combination of a key marked **Fn** and other keys on the main keyboard to provide the same functions – consult your laptop's handbook for more information. Sibelius also includes alternative key combinations to access these keys.)
- '**Return**' is the large key to the right of the letter keys. On some keyboards it is called '**Enter**' or is labeled with an arrow symbol.
- '**Enter**' is the large key at the bottom of the numeric keypad. On some keyboards it is unlabeled, but it still means **Enter**.
- Items in sub-menus are denoted with ▶, so **File ▶ Open** means 'choose **Open** from the **File** menu'.

Suggestions

We are always happy to receive suggestions for improvements we could make to this Demo User Guide – please email userguide@sibelius.com.

Further information

Buying Sibelius



For more information about Sibelius, click the toolbar button (shown on the left), contact your local Sibelius dealer, see www.sibelius.com, or contact:

- **North, Central & South America:** 888-474-2354 toll-free, email: infoUSA@sibelius.com. For technical problems, see overleaf.
- **UK:** freephone 0800 458 3111, email: infoUK@sibelius.com. For technical problems, see overleaf.
- **Australia:** 08 82 771 722, email: support@intelliware.com.au
- **Austria:** 01 667 4539, email: info@weiss-kadlec.at
- **Belgium, Netherlands, Luxembourg:** 09 348 5508, email: info@muselec.be
- **Czech Republic & Slovakia:** 0501 454 769, email: tomas@disk.cz
- **Denmark:** 0 86 190 899, email: ss@newmusik.dk
- **Finland:** 09 25 86 34 40, email: info@carbonmusic.fi
- **Germany:** 030 789 07990 email: vertrieb@m3c-berlin.de
- **Greece:** 01 228 2160, email: athanasiadis@nakas.gr or kostas-chr@nakas.gr
- **Hungary:** 1 467 3310 / 1 469 0699, email: midisoft@mail.datanet.hu
- **Iceland:** 0354 552 1185, email: tonastodin@tonastodin.is
- **Ireland:** 01 453 1233, email: source@indigo.ie
- **Italy:** 06 3036 3456, email: info@midiware.com
- **New Zealand:** 09 810-8960, email: dave@computermusic.co.nz
- **Norway:** tel: 02 335 3180, fax: 02 335 3189
- **Poland:** 048 22 646 9708, email: piotr@mbspro.com.pl
- **Singapore & Malaysia:** tel: 65 674 93656, email: gmmrkc@pacific.net.sg
- **South Africa:** 011 792 8402, email: hohner@hot.co.za
- **South Korea:** 02 763 5680, email: midiland@uriel.net
- **Sweden:** tel: 08 587 915 00, fax: 08 587 915 99
- **Switzerland:** 032 322 5274, email: bonjour@giant.ch
- **Other countries:** see www.sibelius.com or contact Sibelius in the UK for details of dealers

Technical problems

If you have technical problems running the Sibelius demos, please contact:

- **North, Central & South America:** 1-888-280-9995 toll-free (outside of the USA phone 1-925-280-0600) Monday to Friday 7:00am to 4:00pm PST (except holidays), email: prehelpUSA@sibelius.com
- **United Kingdom:** 01223 707103 Monday-Friday 11am-5pm, Email: helpUK@sibelius.com
- **Other countries:** contact the appropriate distributor for your country in the first instance (see previous page)

What Sibelius does for you

Sibelius is the state-of-the-art music notation program – a fast, intelligent, easy-to-learn and (not least) fun-to-use professional program which helps you write, play back and print music.

Sibelius includes sophisticated features for **playing in music** from a MIDI keyboard (Flexi-time™), **playing it back** with extraordinary realism (Espressivo™, Rubato™ and rhythmic feel), **customizing** the complete appearance of your scores (House Styles™), **checking** your music for mistakes, and handling the complexities of **special notations** such as guitar tab, microtones, tuplets and percussion. With Sibelius you can produce truly professional scores, rivaling the highest quality of the world's leading publishers.

Sibelius even lets you **publish your scores on the Internet**, **scan** in printed music, automatically **arrange** and orchestrate for any instruments, **convert files** from other music programs (such as Finale, Allegro, PrintMusic, SCORE, and sequencers), and write your own new 'plug-in' features to do virtually anything you want.

When you're proficient with Sibelius, you will realize that a great deal of the time spent writing music was doing literally that – physically writing it out. Mechanical tasks like repeating music, transposing it and extracting parts are done far faster and more accurately if left to Sibelius. Sibelius is like having an intelligent assistant at your side, doing all the tedious work for you while you provide the creative input – which is, after all, the most enjoyable bit.

We like to say that using Sibelius is 99% inspiration, 1% perspiration.

Who uses Sibelius

Sibelius is used by tens of thousands of people in 100 countries worldwide – in every situation from elementary school to the most demanding of publishing environments. It's a tribute to the ease of use and sophistication of Sibelius that one and the same program is used both by schoolchildren and top professionals.

Composers, arrangers and performers of every kind find Sibelius the fastest, smartest and easiest way to write music. Famous users include conductor Michael Tilson Thomas, choral composer John Rutter, rock guitarist Andy Summers and film/jazz composer Lalo Schiffrin (*Mission Impossible*). Sibelius is used for major film and television productions, from *James Bond* movies to the epic Spielberg/Tom Hanks TV series *Band of Brothers*.

Sibelius is also used by many **teachers, students, schools, colleges and universities**, including such major names as the Royal Academy of Music, London. **Site licenses** are available, including a network version which lets you use Sibelius on every computer in your school. A pack of ready-made exercises, worksheets and other resources, called **Sibelius Teaching Tools**, is available to help use Sibelius in music classes.

The world's leading **publishers** such as Hal Leonard, Music Sales and Boosey & Hawkes use Sibelius both for traditional publishing and to deliver music via the Internet straight to a customer's printer. This is done using a special version of Sibelius called Sibelius Internet Edition, coupled with the amazing free Sibelius **Scorch** plug-in. Visit www.sheetmusicdirect.com or www.boosey.com to see this in action.

You can even sell your own Sibelius scores in the same way on **SibeliusMusic.com**, which is by far the largest sheet music self-publishing site on the Internet.

Restrictions of the demo version

This demo version is identical to the full Sibelius program, except that:

- saving, exporting and Internet publishing are disabled
- you cannot submit your music for publication on SibeliusMusic.com
- you can only print a single page (which is watermarked)
- most of the 50+ high-quality textures for changing the appearance of the paper and desk in the main editing window are not included
- some example scores, manuscript papers (templates), the SCORE and Acorn Sibelius file converters and the full on-screen Help file are omitted.

A demo version of the scanning program PhotoScore Lite is available for download separately.

To find out more about what Sibelius can do, see the detailed feature list file in the Sibelius brochure, watch the videos on the demo CD-ROM, or see www.sibelius.com.

What's new in Sibelius 2

If you've previously used an earlier version of Sibelius, you may be interested in the new features that have been added in Sibelius 2, in which case, read on! If not, skip on to the next section.

The list below is by no means comprehensive – for a full list of the new features in Sibelius 2, consult the Sibelius web site at www.sibelius.com.

General

- More elegant and beautiful interface
- Performance improvements on all versions of Mac OS
- 'Carbonized' for full Mac OS X support
- More keyboard shortcuts for faster working
- Completely revised User Guide & on-screen help
- Backwards compatibility with all previous versions of Sibelius

Arrange

- Intelligent copy and paste to help you arrange music faster than ever
- Automatically orchestrates your music in a wide variety of styles
- Quickly 'explode' onto a larger number of staves or reduce for keyboard etc. in moments

Playback

- New Rubato™ for ultra-realistic playback
- New Mixer dialog lets you adjust playback in real time
- Timecode & beats per minute display during playback
- Accel./rit. and gliss. now play back automatically
- Swing can now be switched on and off in mid-score
- Numerous other 'Rhythmic feel' styles, from reggae to Viennese waltz!

Note input

- Enhanced note input makes it easy to build chords and add text, lines and other objects in a single pass
- Almost everything can be input without using the mouse
- Flexi-time™ can now record into any voice
- Multicopy allows you to quickly copy passages of music or text (such as dynamics) onto multiple staves in a single operation
- Improved importing of MIDI and SCORE files
- Scanning is improved – more accurate than ever before

Notation

- Articulations are now moveable
- Bar numbers are now individually moveable
- Many new barline styles, including early music barlines
- Automatic winged repeat barlines for jazz
- Cue passages can be marked in the full score for automatic extraction into parts
- Even larger guitar frames library
- Many new guitar tab notations, including bends, slides, pre-bends, hammer-on, pull-off, etc.
- Many new instruments – now more than 300 in total
- Allows different key signatures on different staves
- Many new line designs
- Lyrics (and other text) can be imported/exported to and from Sibelius
- Many improvements to the editing of lyrics
- Many new manuscript papers (templates) included
- New Inkpen2 font for even more attractive handwritten-style scores
- Noteheads now fully customizable, e.g. whether they transpose, play back, use leger lines, and so on
- New filters to separate individual players (e.g. Flutes 1 & 2) from a single staff
- Tuplets are now 'magnetic' and automatically positioned
- Tuplet brackets automatically appear/disappear depending on context

Color and graphics

- Import color/grayscale TIFF graphics
- Highlight music in color
- New Pitch Spectrum option to color notes in your score according to their pitch
- New Save as Graphics dialog with improved exporting of graphics files
- EPS files can now include embedded fonts

Internet

- Scorch can now print and save scores from all web sites
- Free subscription to GroveMusic.com
- New online Help Center with searchable database of problems and solutions, online discussion forum, and useful downloads

Power user features

- Multiple rulers allow precise control over the positioning of text, lines, staves and other objects
- New floating Properties window for total control of every object in your score
- Auto-save and auto-recover
- Improved staff spacing capabilities: reset staff spacing to default; align staves on multiple pages at once
- Powerful new Default Positions dialog allows control over the positioning of every object in your score
- Extended filters which allow filtering for text, lines, and other objects in any combination

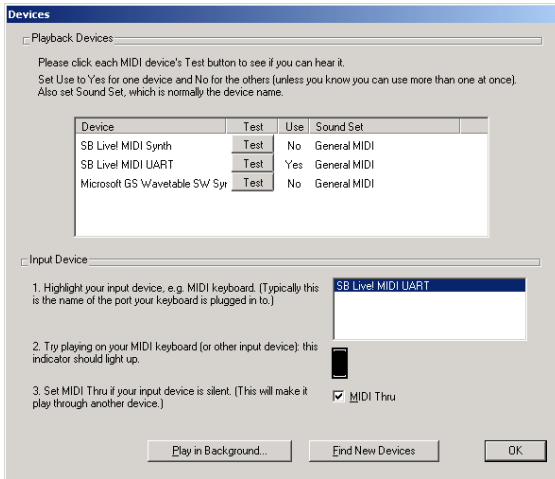
- New Find feature to locate any object in your score
- Hide any object in your score – hide cue passages in a full score for part extraction; hide improvised solos which don't print out but play back; hide text and lines for extra playback effects
- Independent margins on left and right pages; user-definable staff margins; more default paper sizes added
- New, more powerful layout commands to reset the position and design of objects in your score
- Many new plug-ins, e.g. add brass/string fingerings automatically, find occurrences of motifs. Now includes 37 plug-ins
- The Manuscript language for writing new plug-ins has been significantly extended
- New Timecode feature calculates the duration of your score and adds timecode above every barline
- MIDI files saved from Sibelius now include playback of repeats

Setting up MIDI

Now that you've installed and run Sibelius for the first time, you should set up your computer for MIDI playback and note input (if you have a MIDI keyboard).

The Devices dialog

MIDI devices are controlled via the **Play ▶ Devices** dialog:



The top half of the dialog lists any playback devices you have.

- There may well be two or more things listed – such as an internal soundcard and an external MIDI device. External MIDI devices are normally referred to by the port, and so include the words 'MIDI Out'.
- Click **Test** on each device listed to see how it sounds. You may get no sound if the device is not properly connected, e.g. if your speakers are not connected to your soundcard or are not switched on.
- If more than one device is listed, you probably just want to play back through the best-sounding one. To do this, click in the **Use** column on the other devices, to turn them into **No**.

The bottom half of the dialog lists any MIDI input devices you have – i.e. MIDI keyboards.

- In the unlikely event that you have two or more input devices, you can select the one you want to use in the small window on the right of the dialog.

- Switch on **MIDI Thru** if and only if your keyboard has no built-in sounds – this will make Sibelius play back notes played on your keyboard using your soundcard or other playback device.
- There is a useful indicator which lights up when you play on a MIDI keyboard or other input device. Use this to check that your keyboard is plugged in correctly.

Now click **OK**. If you need to change any of these settings again in future, you can see this dialog again by choosing **Play ▶ Devices** from Sibelius's menus.

Hint for Windows only: some cheap soundcards can make Windows crash when switching between different music programs. If you find this happens, choose **Play ▶ Devices**, click **Play in Background** dialog, set **Sibelius owns MIDI devices** to **Always**, and click **OK**.

Connecting external MIDI devices (advanced users only)

To connect external MIDI devices (such as sound modules, keyboards and so on) you will need either a MIDI adaptor (Mac and Windows) or a suitable cable to connect your equipment to your sound card's 'gameport' (Windows only).

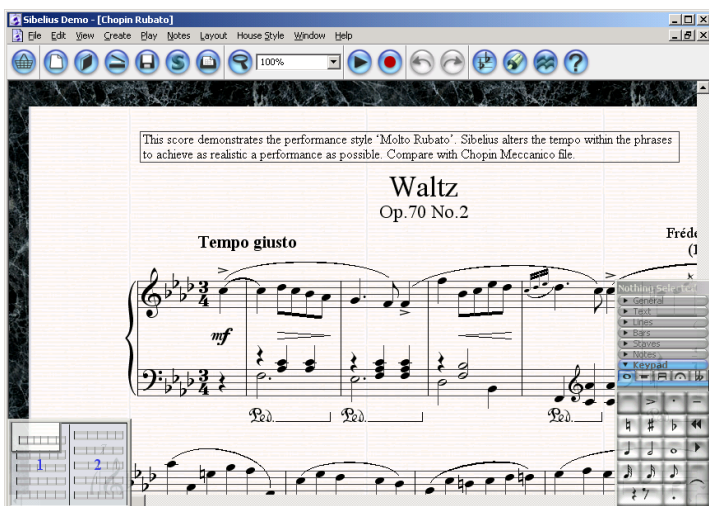
On Classic Mac OS (Mac OS 8.6 – Mac OS 9.x), you will also need to install either OMS or FreeMIDI. These are third-party software products that allow Mac OS to communicate with MIDI devices. Consult your MIDI adaptor's documentation to determine which software you should install. If you installed the Sibelius demo from our CD-ROM, both OMS and FreeMIDI are included on the CD-ROM. If you downloaded the Sibelius demo from the Internet, you will need to download either OMS or FreeMIDI:

- To download OMS go to http://www.opcode.com/dl/oms/oms_mac.html
- To download FreeMIDI go to <http://www.motu.com/english/download>

For information on setting up OMS and FreeMIDI, see the following article in the online Sibelius Help Center: <http://www.sibelius.com/helpcenter/en/a204>

Quick tour

Looking at a score



Choose **File** ► **Open** and open the **Chopin Rubato** example score from the **Performance Style** folder inside your **Scores** folder. If you don't see this folder listed, find the **Scores** folder within your **Sibelius Demo** folder (Mac) or within **My Documents** (Windows).



Look around the score by dragging the 'navigator' at the bottom left of the window, or use the **Page Up/Page Down/Home/End** keys. Move the main view of the score directly by dragging any blank part of the paper.



Use the zoom tool or zoom percentages on the toolbar (or type **⌘=**/**⌘-** or **Ctrl+=**/**Ctrl+-**) to zoom in and out as far as you like.

You can change the color and texture of the 'virtual manuscript paper' and the 'virtual desktop' on the screen from the **View** ► **Textures** dialog. Try **Paper, white crumpled** for the paper – the full version of Sibelius comes with a huge range of high-quality textures for you to use.

Quick reference

To open a score: **⌘O** or **Ctrl+O**

To start a new score: **⌘N** or **Ctrl+N**

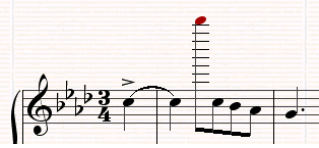
To print a score: **⌘P** or **Ctrl+P**

To zoom in: **⌘=** or **Ctrl+=**

To zoom out: **⌘-** or **Ctrl+-**

Selecting and moving

Click on a note in the right-hand staff – the note turns blue (to show it's selected), and plays with a piano sound.



Drag the note up and down; it turns red if the note is too high or low for a piano to play. You can also move notes up and down with the arrows (or $\text{⌘} \uparrow/\downarrow$ or $\text{Ctrl}+\uparrow/\downarrow$ to move by an octave).

Drag a note left and right. If you drag rightwards far enough, Sibelius will probably push a bar off the end of the staff and instantly reformat the whole score, right to the end of the music.

Click on notes, rests, bar rests, staves, slurs, and most other objects in a score to select them. Move them by dragging, or use the arrow keys. Drag a staff up and down, and watch the score reformat!

Playback

Click the play button on the toolbar, or just hit **P**. You can click the toolbar buttons to fast forward, rewind, etc. Playback multitasks, so you can zoom in, zoom out or drag the score around while it's playing. If you selected a note before playing, Sibelius plays from that point onwards.



Sibelius interprets metronome marks, dynamics (e.g. *mf*) and other text (e.g. *pizz.*) as it plays – you can even add new words to its built-in dictionary (found at **Play ▶ Dictionary**).

Performance

The **Play ▶ Performance** dialog (shortcut **Shift-P**) uses artificial intelligence to add further amazing expression and phrasing as Sibelius plays. These advanced playback features are called *Espressivo™* and *Rubato™*, which add phrasing and rhythmic nuances in much the same way as a human performer would. This dialog also contains options for rhythmic feel, which allow you to add swing to your scores, or even give them a reggae or Viennese waltz feel!

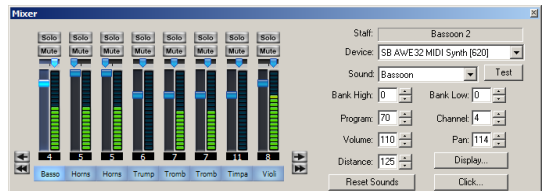
In fact, Sibelius's playback is so realistic that we like to say that it doesn't so much play back your music as perform it!

Hit **P** to play the score from the beginning – Sibelius makes a very convincing performance, even though no dynamics are marked in the score. You can also make playback start from any point in the score – just select a single note and hit **P**.

Then make Sibelius play the same score literally as written, by opening Chopin Meccanico example score, which has *Espressivo*, *Rubato* and reverb switched off. Hear the difference?

Mixer

For a further glimpse of Sibelius's hidden power, hit **M** to display the Mixer window (also accessible from **Play ▶ Mixer**).



The Mixer allows you to change the volume of the instruments in their score, as well as their *SoundStage™* settings (*SoundStage* automatically positions instruments in 3-D space on a concert stage). You can also change the sounds used by any instrument in your score.

To hide the Mixer when you've finished with it, just hit **M** again.

Starting a new score



To start a new score, click the icon on the toolbar shown on the left, or choose **File ▶ New** (shortcut $\text{⌘}N$ or **Ctrl+N**). A dialog headed **Manuscript Paper** appears.

Manuscript paper

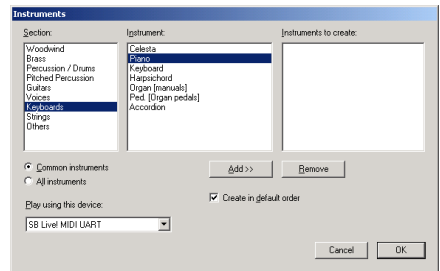
This dialog lists many types of manuscript paper in alphabetical order. Just like selecting real manuscript paper in a store, you can choose between different shapes and sizes, or pick paper which is pre-printed with standard groups of instruments.

Just click **Letter** or **A4** followed by **OK**. A page of white blank paper appears, with a dialog headed **Instruments**.

Creating instruments

You can create new instruments whenever you like – you don't need to decide them all at the start – but you should pick at least one instrument initially otherwise you'll have nothing to write music for!

Click the different types of instruments in the **Section** list at the left. About 300 instruments are provided, including some fairly obscure ones such as Birdsong and Ondes Martenot, but don't worry if you can't find a particularly unusual instrument – Sibelius also lets you design your own.

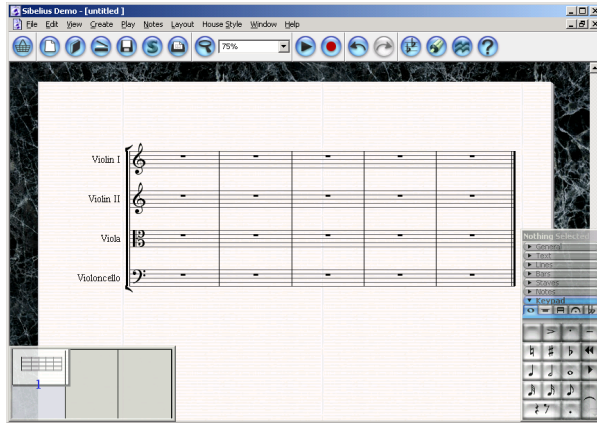


The instruments are listed in the standard order in which they would appear in most scores, but again you can customize the order if you want to.

Let's take a classical music example, and pick a string quartet (Violin I, Violin II, Viola and Cello):

- Click **Strings** near the bottom of the **Section** list, to see all the stringed instruments
- Double-click on each of the instruments in turn to select them and add them to the **Instruments to create** list on the right-hand side of the dialog
- Click **OK**.

Staves for the four instruments will appear instantly, with the correct names, clefs, and a few empty bars ready for you to start writing music in:



To enable you to see the next steps more clearly, zoom out to 25% so you can see the whole page very small.

Creating key and time signatures

To create a key signature, choose **Create ▶ Key Signature** (shortcut **K**). Select the key signature you want and click **OK**. The mouse pointer turns blue to show that it's 'loaded' with an object, ready to be put into the score; click at the start of the score to place the key signature.

Creating a time signature is very similar: type **T** to display the **Create ▶ Time Signature** dialog, select 4/4 (say), and click **OK**, then click at the start of the score to place the time signature.

Adding bars

Type **⌘B** or **Ctrl+B** to add a bar at the end of the score. While zoomed out to 25%, hold down **⌘B** or **Ctrl+B** and watch Sibelius create lots of bars and format them onto new pages.

Reformatting

As you add bars and notes the whole score is instantly reformatted: the spacing of the existing music is adjusted using complex rules, and new pages are added for you when necessary. You don't need to tell Sibelius to 'add a page' – just add more bars! You can mostly leave the layout up to Sibelius, though you can adjust it yourself by dragging staves, notes and barlines, or using the **Layout** menu.

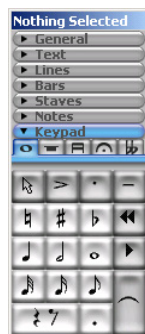
Creating notes

There are five ways of inputting and editing notes, chords and rests:

- Alphabetic or step-time input
- Mouse input
- Flexi-time input
- Scanning printed music
- Importing files from other music programs (e.g. MIDI files, Finale and SCORE files, etc.)

Mouse input

Click a note value on the 'keypad' at the bottom right of the window, then click on a staff to input the note at the pitch where you click. The keypad button stays pressed down so you can click more notes onto the staff. Input several notes, one above the other, to make a chord. To change note value, click a different note on the keypad. To add an accidental, staccato, accent, etc., choose those on the keypad (before clicking on the staff).



Alphabetic input

You can also type the letters **A** to **G** to input pitches in succession; use $\text{⌘}/\uparrow/\downarrow$ (Mac) or **Ctrl**+ \uparrow/\downarrow (Windows) to change octave.

To build chords quickly, type the numbers **1** to **9** on the main keyboard (not the numeric keypad) to add a note of that interval above the selected note; type **Shift-1-9** to add notes below the selected note. You can also type **Shift-A-G** to add notes of that pitch above the selected note.

To see more exotic sets of symbols, click the five small buttons near the top of the keypad, *below* the strip that says **Keypad**. To stop creating notes, hit **Esc**.

The keypad on the screen corresponds to the numeric keypad at the right of your computer keyboard. Type these keys in preference to using the mouse, as it's much quicker. You can choose several keys together (but you type the note-name last), e.g. type **4 . * = A** (Mac) or **4 . - / A** (Windows) to get a dotted quarter-note (crotchet) of pitch A with a tenuto and accent. After inputting the note you can add a tie or change octave.

Step-time input

Step-time is probably the quickest way to input accurately. If you have a MIDI keyboard, select a rest or note to start at, choose a note value on the keypad (with the mouse or numeric keys), then play notes and chords on the keyboard.

If the next note has a different note value, articulation, etc., change this on the keypad *before* you play the note. Hit **space** to input a rest. Hit **Enter** (on the main keyboard, not the keypad) to ‘respell’ a note’s accidental from, say, F# to Gb. Make sure the cursor is always colored blue before starting to enter notes – if it isn’t, choose **Edit ▶ Voice ▶ 1** (shortcut \simeq 1 or **Alt+1**), which will turn it blue again..

Flexi-time™ input



This lets you record in real time. Click in an empty bar so the bar ends up with a blue box round it. Then click the red button on the toolbar (shown on the left), wait while the metronome ticks a bar (e.g. 4 beats) count-in, then play to the metronome. Click the button again, or hit **Esc**, to stop.

There are various options to notate staccatos, tenuto, triplets and other ‘tuplets’ (choose **Notes ▶ Flexi-Time Options**), and to make Sibelius follow your tempo if you speed up or slow down. Sibelius can also input onto two staves at once.

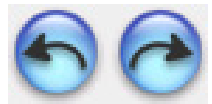
Copy and paste

It’s almost always faster to copy existing music than to input it afresh, and the quickest way of copying is using \simeq -click or **Alt**+click. Select a note, point at a rest somewhere else on the screen and do \simeq -click or **Alt**+click. The note is copied to where you clicked, and ends up identical other than the pitch, which is taken from how high up on the staff you clicked.

You can copy any other object with \simeq -click or **Alt**+click too, plus whole bars or passages of music (useful for arranging and orchestrating).

Undo and redo

Choose **Edit ▶ Undo** (shortcut \mathfrak{Z} or **Ctrl+Z**) or click the toolbar button, to undo a mistake; undo is multi-level. If you want to undo something you’ve undone, choose **Edit ▶ Redo** (shortcut \mathfrak{Y} or **Ctrl+Y**), or click the toolbar button.



Scanning

Sibelius comes with a free scanning program called PhotoScore Lite, which scans and reads printed music into Sibelius. Once the music is read, you can edit or transpose the score in Sibelius, play it back, extract parts and print – just as if you'd inputted it yourself.

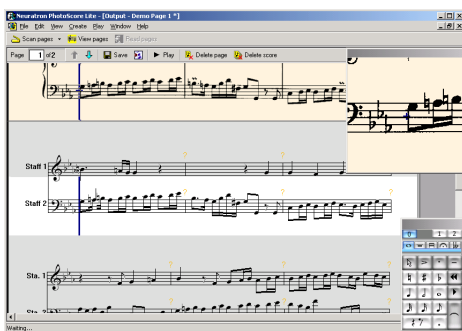
If you got this demo from www.sibelius.com, the PhotoScore Lite demo is available as a separate download. If you got this demo on CD-ROM, the PhotoScore Lite demo is also included on the CD-ROM.

Mac users should download the most recent version of the PhotoScore Lite demo from www.sibelius.com/download/psldemo. Mac OS X users in particular must ensure that they are using PhotoScore Lite version 2 or higher, as earlier versions do not run under OS X.

Even if you don't have a scanner yourself, you can try out the scanning functions – the PhotoScore Lite demo includes a number of pre-scanned images for you to work with.

Run the PhotoScore demo (on Mac, by finding its icon and double-clicking it; on Windows, from the Start menu). Open one of the example bitmap images supplied. When prompted for the resolution the image was scanned at, choose **300dpi** and click **OK**.

PhotoScore will show you the scanned image, with blue lines marking the staves it has found, and red lines denoting that staves are bracketed together. Just click **Read this page** to turn the scanned image into a music file (if another dialog appears with options in it, just click **Read**). Reading the page will take a little while (depending on the speed of your computer) and a progress bar will show you how long you will have to wait.



When PhotoScore has finished reading the image, the main editing window will appear (see above). From this window you can edit any errors in the music – use the keypad to change the pitch of any wrong notes, just as you would in Sibelius (see **Creating notes** above).



Click the Sibelius icon on the PhotoScore toolbar (pictured left) to send the music to Sibelius, where you can play it back, transpose it, add more markings, etc.

An advanced version of PhotoScore Lite called PhotoScore Professional is available for separate purchase which can read more complex music, as well as more markings in the score (slurs, hairpins, etc.) and text (such as titles and lyrics).

Arrange

One of Sibelius 2's unique features is Arrange, an intelligent kind of 'copy and paste' operation. Its three chief uses are:

- *Arranging & orchestration*: arrange music for groups of any size, right up to full orchestra and concert band, using one of the more than 130 pre-defined Arrange Styles supplied
- *Explode*: for example, splitting the four notes of a single chord onto four separate staves
- *Reduction*: for example, to create a piano reduction from a string quartet.

These Arrange Styles range from the generic – such as 'Baroque', 'Classical', 'Film' and so on – to the specific – such as sectional doublings like 'brass and woodwind', 'strings and brass', choir and band, etc. – right up to full orchestrations for large-scale ensembles.

Trying it out

Open the **Arrange** example score from the **Other** folder inside your **Scores** folder. Follow the instructions in the boxed text at the top of the page to produce your first automatic arrangement.

Try out the 'Arrange' feature on this file. Arrange works the same like copy and paste. Follow these steps:

1. Triple-click the right-hand piano staff, then Shift-click on the left-hand piano staff
2. Copy this to the clipboard - choose Edit > Copy (short-cut Command-C or Ctrl+C)
3. Click the Piccolo view, then Shift-click the Contrabass staff to select all the orchestral staves
4. Choose Music > Arrange (short-cut: Command-V or Ctrl+Shift+V)
5. In the dialog select Orchestra - Standard (by default), then click OK.
6. A pop-over list will appear, and after a few moments the arrangement is complete. Hit P to hear the score!

Pictures at an Exhibition
VII. A Market Place in Limoges (excerpt)
Modest Mussorgsky

Allegretto vivace, sempre scherzando

Piano

Piccolo

Flute

Oboe

Nothing Selected

- General
- Text
- Lines
- Bats
- Staves
- Notes
- Keyboard

File conversion

It's easy for you to transfer your existing music files to Sibelius thanks to its built-in file converters. You can import Finale, Allegro, PrintMusic, SCORE and Acorn Sibelius files, plus MIDI files from just about every music program available.

To demonstrate the file conversion capabilities of Sibelius, we've included two sample files for you.

Finale file conversion

Open the file called **Finale file** from the **File converters** folder within the **Scores** folder. When prompted for further options, just click **OK**, and seconds later Sibelius opens the file, automatically converting notes, text markings, articulations and so on to look as good as possible in Sibelius. You can of course edit the file in Sibelius after importing it.

If you have any Finale 98/2000 (**.mus** and **.etf** files) or 2001 (**.etf** files only), Allegro 98/2000 or PrintMusic 1.0 files on your computer, you can try converting them yourself (although you won't be able to save them afterwards). Note that to open Finale files, you must go to the last page of each score, use the **Update Layout** command (**⌘U** or **Ctrl+U**), and then save your score again so that Sibelius can open it.

MIDI file importing

Open the **MIDI file** from the **File converters** folder. Sibelius turns this into a clean score in seconds – it intelligently works out the correct instrument names and order, recognizes triplets and staccatos, and formats the whole score, ready for you to print. Try switching on the **Swing** rhythmic feel from the **Play ▶ Performance** dialog, then play back for an authentic jazzy sound!

More to try

Further features

Editing notes

You can select a note and edit its articulations, accidental, length, etc. just by choosing the relevant keypad button. Click an empty part of a bar to select and edit all the notes in the bar; there are various other ways to select multiple objects. Hit the left/right arrows to move between notes, plus \mathbb{H} or **Ctrl** to move bar by bar.

Creating other objects

You can create any object other than notes (e.g. text, clefs, slurs) from the **Create** menu (which you can also get using **Control**-click on Mac or by clicking the right mouse button on Windows). Choose an object from the menu, then click on the score to create it.

There are many useful shortcuts – e.g. to create a slur or phrase-mark, just select a note and type **S**. Hit **space** to extend the slur a note at a time and **Shift-space** to retract it again; drag the middle of the slur to adjust its shape, or type **X** to flip it vertically.

Similarly, **H** creates a crescendo hairpin, **Shift+H** creates a diminuendo, and you can also extend or retract them with **space** and **Shift-space**.

Text and lyrics

Text is obtained from the **Create ▶ Text** submenu. There are various different styles of text, e.g. **Title**, **Expression** (for dynamics etc.), **Lyrics**, **Chord symbols**. Click the text style you want, then click in the score and start typing.

To input dynamics, select the note where you want the marking to go, then choose **Create ▶ Text ▶ Expression**. A flashing cursor will appear; use **Control**-click (Mac) or right-click (Windows) to get a menu of useful words and special characters, and click on the desired dynamic to enter it in your score. You can input dynamics more quickly like this: select a note, type $\mathbb{H}E$ or **Ctrl+E** to create Expression text, then (say) $\mathbb{H}M$ $\mathbb{H}F$ or **Ctrl+M Ctrl+F** to enter *mf*.

To input lyrics, input the notes first, then select the first note, and choose **Create ▶ Text ▶ Lyrics** (shortcut $\mathbb{H}L$ or **Ctrl+L**). A flashing cursor will appear; type – (hyphen) at the end of a syllable, **space** at the end of a word, or multiple hyphens/spaces if the syllable lasts for more than one note.

Clefs

Sibelius adjusts the music intelligently whenever you change it. For example, create a clef change: choose **Create ▶ Clef** (or use the keyboard shortcut, **Q**). Choose a clef from the dialog that

appears, and click **OK**. Then click in the middle of some music in the score. All the subsequent music will shift so that it still *sounds* the same. Then try dragging the clef left and right, and watch the music adjust!

Printing

Choose **File ▶ Print** (shortcut **⌘P** or **Ctrl+P**). As this is a demo version of Sibelius, a 'watermark' is printed over the music, and printing is limited to the first page only.

Part extraction

To try out part extraction, open the **Sax concerto** example score from the **Orchestral** folder from the **Scores** folder. Choose **File ▶ Extract Parts** (shortcut **⇧⌘X** or **Ctrl+Shift+X**). In the dialog that appears, choose just the **Alto Saxophone Solo** staff in the list at the left-hand list, then click **OK**.

Notice how the extracted part is automatically formatted: Sibelius has added the title, instrument name and copyright line, and created multirests, splitting them at time signature changes, rehearsal marks, and so on.

Transposing scores

If you use transposing instruments, Sibelius can instantly switch between a sounding-pitch and transposing score. Open the **Hebrides** score from the **Orchestral** folder and click **Transp** on the toolbar – watch the wind parts change.

Inkpen2 font

In addition to the Opus font family, which conforms to the very highest standards of printed music, Sibelius also comes with a handwriting font called Inkpen2, which looks like it has been written with an ink pen. Try opening the **Big band** example score from the **Other** folder within your **Scores** folder for an example of how good this looks!

Plug-ins

Plug-ins are extra features which do useful things to your music. A range of plug-ins is provided in the **File ▶ Plug-ins** menu – give them a try. For example, let's try the **File ▶ Plug-ins ▶ Notation ▶ Add Chord Symbols** plug-in, which automatically adds chord symbols to your score. Open the **Church Music** file from the **Other** folder within your **Scores** folder.

- Select the first two systems (a simple hymn tune) – click on an empty part of the first bar of the treble staff, then hold down the **Shift** key and click in the last bar of the bass staff, so that a single blue box encloses the entire tune.
- Choose **Add Chord Symbols** from the **Plug-ins** menu. An elaborate dialog appears with a whole host of options – just click **OK**.

- A progress bar whizzes across the screen for a moment or two. When the bar disappears, chord symbols have been added to the music!

To try out some of the other plug-ins, open the example score called **Plug-ins** from the **Education** folder inside your **Scores** folder.

Page size and shape

On the **Layout** menu, click **Document**, then adjust the page size, shape or staff size. Sibelius will reformat the whole score to fit, in just 1/10th of a second!

Rulers

For precise control over positioning of objects in your score, try switching on rulers from the **View** menu. There are three kinds of rulers: **Staff Rulers**, which show the distances between staves; **Selection Rulers**, which show the distance between the selected object and the staff it belongs to; and **Object Rulers**, which show the distances between all objects and the staves they belong to. Rulers can slow the screen redraw down a bit, so we recommend you only switch them on when you need to move objects around precisely.

Internet publishing

Sibelius comes with Scorch, the amazing free web browser plug-in that allows you to put your Sibelius scores on the Internet, so anyone can view, transpose and play them – even if they don't have Sibelius. Sibelius users can even sell their music securely online using Scorch at www.sibeliusmusic.com.

- If you installed this demo from a CD-ROM, Scorch is included on the CD-ROM.
- If you downloaded this demo from the Internet, go to www.sibelius.com/scorch to download Scorch and view some example scores.

Graphics and color

Sibelius can import color or grayscale TIFF graphics – open the **Graphics & color** example score from the **Education** folder inside your **Scores** folder.

Try switching on **View ▶ Note Colors ▶ Pitch Spectrum**, too – this colors the notes in your score according to their pitch, based on their position in the circle of fifths.

You can also use colored highlights in your score – click the highlighter pen button on the toolbar and drag across a staff to draw a highlight.



Sibelius can also save your music in a variety of graphics formats for use in other programs, including EPS files as required for professional publishing. You can't actually save graphics from the demo version, but you can see the options available in the full version of Sibelius 2 by choosing **File ▶ Save as Graphics**.

Properties

The **Properties** window – of which the keypad is the most prominent part – is a very powerful way to control the objects in your score. It has several ‘panels’ which you can open or close to view and edit advanced properties of objects. Try selecting, say, some text and then open the **Text** panel of the **Properties** window and change some of the settings. Expert users will find this window invaluable in fine-tuning the appearance and playback of their scores.

Timecode

Sibelius can calculate the length of your score and print it on the final page. Choose **House Style ▶ Timecode** and switch on **Duration at end of score**. Try changing the metronome mark at the beginning of the score and notice how the printed duration changes automatically to reflect the new tempo. This dialog also lets you print time positions (timecode) over barlines – particularly useful for film/TV scoring.

Even more features!

Sibelius also lets you do many other amazing things, such as scan in printed music, create your own plug-ins to do useful things to your music, convert to and from guitar tab, change the layout of your score with powerful formatting tools, and much more.

Open the **Advanced Notation 1 & 2**, **Avant garde** and **Early music** example scores from the **Notation** folder, and the scores from the **Education** folder for further examples of the variety of music you can write with Sibelius.

A detailed feature list is in the Sibelius brochure and at www.sibelius.com. Don't forget that the demo CD-ROM also contains video walkthroughs of many of Sibelius's features.

How to buy Sibelius

Sibelius is available from good music shops and educational suppliers, or direct from Sibelius – see page 7 for details of your nearest dealer or distributor, or see www.sibelius.com for more details.