

F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	F11	F12
			Exit capella	Alt/Ctrl Alt	Transpose				Alt/Ctrl Alt	Real time entry	Context Box	Bar numbering	Refresh screen
			Close Window	Ctrl/Shift Ctrl		Previous score Next score			Ctrl/Shift Ctrl	Play system	Auto Beams Split Beams		Zoom
	2x 8vBasso 1x 8vBasso	Normal Entry	2x 8va 1x 8va	Shift	Clef, Key, Time Chords on/off	Triplets Irreg. Divisions	System Treble Stave Treble	System Bass Stave Bass	Shift	Play stave Switch normal/draw	Join Beams Menu	Preview on/off Colour on/off	Overview
Help													Normal view

Control+

Select all	A	Justify	R
Slur	B	System Format	S
Copy	C	Staccato	S+Shift
Enharmonic	E	Text	T
Fixed Bar	F	Tenuto	T+Shift
Adjust Note	J	Invisible note	U+Shift
Header/Footer	K	Paste	V
Cue note	K+Shift	Force Accidental	V+Shift
Lyrics	L	Note of no value	W+Shift
Note Format	N	Cut	X
Score Template	P	Delete Stave	Y
Sound off	Q	Stave Format	Z
Sound on	Q+Shift		

A copy of this template in Microsoft Word 6 format is included on the installation disk and called KEYTMP.DOC