

Keyboard shortcuts

<i>Feature</i>	<i>Windows shortcut</i>	<i>Mac shortcut</i>
Files tab		
New	Ctrl+N	⌘N
Open	Ctrl+O	⌘O
Close	Ctrl+F4 / Ctrl+W	⌘W
Close All	Ctrl+Alt+W	⌘+⌘W
Save	Ctrl+S	⌘S
Save As	Ctrl+Shift+S	⌘+⌘S
Creating notes		
Notes ▶ Input Notes ▶ Input Notes	N	N
y / x / e / q / h / w	1/2/3/4/5/6 (on keypad)	1/2/3/4/5/6 (on keypad)⌘
§ / # / b (on/off)	7/8/9 (on keypad)	7/8/9 (on keypad)
> . —(on/off)	/ * -	= / *
Rhythm dot	. (period)	. (period)
Create note	A/B/C/D/E/F/G or play note/chord on MIDI keyboard	A/B/C/D/E/F/G or play note/chord on MIDI keyboard
Create rest	0 (on keypad)	0 (on keypad)
Add interval above	1/2/3/4/5/6/7/8/9 (on main keyboard)	1/2/3/4/5/6/7/8/9 (on main keyboard)
Add interval below	Shift+1/2/3/4/5/6/7/8/9 (on main keyboard)	⌘1/2/3/4/5/6/7/8/9 (on main keyboard)
Add pitch above	Shift+A-G	⌘A-G
Tie (on/off)	Enter (on keypad)	Enter (on keypad)
Start a new voice	N Alt+2/3/4	N ⌘2/3/4
Flexi-time		
Flexi-time	Ctrl+Shift+F	⌘+⌘F
Stop Flexi-time	Space	Space
Flexi-time Options	Ctrl+Shift+O	⌘+⌘O
Editing notes		
Edit pitch	A/B/C/D/E/F/G or play note/chord on MIDI keyboard	A/B/C/D/E/F/G or play note/chord on MIDI keyboard
Edit note value: y / x / e / q / h / w; start/stop re-inputting pitches	1/2/3/4/5/6 (on keypad)	1/2/3/4/5/6 (on keypad)
Edit accidental: § / # / b (on/off)	7/8/9 (on keypad)	7/8/9 (on keypad)
Edit articulation(s): > . —(on/off)	/ * -	= / *
Turn into rest(s)	Delete / Backspace	Delete / Backspace
Turn into individual rest(s)	0 on first Keypad layout	0 on first Keypad layout
Notes ▶ Input Notes ▶ Respell	Return (on main keyboard)	Return (on main keyboard)
Cross note/chord/rest to staff above/below	Ctrl+Shift+↑/↓	⌘+⌘↑/↓

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Standard notehead	Shift+Alt+0 (on main keyboard)	⇧⌘0 (on main keyboard)
Change notehead	Shift+Alt+0/1/2/3... (or two digits)	⇧⌘ 0/1/2/3... (or two digits)
Next notehead type	Shift+=	⇧=
Previous notehead type	Shift+--	⇧-
Swap voices 1 and 2	Shift+V	⇧V
Note Input ▶ Note Input ▶ Transpose	Shift+T	⇧T
Note Input ▶ Arrange ▶ Arrange	Ctrl+Shift+V	⇧⌘V
Keyboard window		
Toggle QWERTY input	Shift+Alt+Q	⇧⌘Q
Up octave (in QWERTY input)	X	X
Down octave (in QWERTY input)	Z	Z
C (in QWERTY input)	A	A
C# (in QWERTY input)	W	W
D (in QWERTY input)	S	S
Eb (in QWERTY input)	E	E
E (in QWERTY input)	D	D
F (in QWERTY input)	F	F
F# (in QWERTY input)	T	T
G (in QWERTY input)	G	G
Ab (in QWERTY input)	Y	Y
A (in QWERTY input)	H	H
Bb (in QWERTY input)	U	U
B (in QWERTY input)	J	J
C above (in QWERTY input)	K	K
Creating objects		
Create menu	Shift+F10 / right-click (with nothing selected)	Control-click (with nothing selected)
Home ▶ Bars ▶ Add ▶ Add Bar at end	Ctrl+B	⌘B
Home ▶ Bars ▶ Add ▶ Add Single Bar	Ctrl+Shift+B	⇧⌘B
Home ▶ Bars ▶ Add ▶ Add Irregular Bar	Alt+B	⌘B
Notations ▶ Common ▶ Clef	Q	Q
Text ▶ Chord Symbols ▶ Chord Symbol	Ctrl+K	⌘K
Review ▶ Comments ▶ Add Comment	Shift+Alt+C	⇧⌘C
Home ▶ Instruments ▶ Add or Remove	I	I
Home ▶ Instruments ▶ Change	Ctrl+Shift+Alt+I	⇧⌘⌘I
Notations ▶ Common ▶ Key signature	K	K
Notations ▶ Lines ▶ Line	L	L
Slur slur	S (then space to extend)	S (then space to extend)
Crescendo/diminuendo hairpin	H/Shift+H (then space to extend)	H/⇧H (then space to extend)

<i>Feature</i>	<i>Windows shortcut</i>	<i>Mac shortcut</i>
Text ▶ Rehearsal Marks ▶ Rehearsal Mark	Ctrl+R	⌘R
Notations ▶ Symbols ▶ Symbol	Z	Z
Notations ▶ Common ▶ Time signature	T	T
Note Input ▶ Triplet ▶ Triplet	Ctrl+3 (on main keyboard)	⌘3 (on main keyboard)
Other tuplet	Ctrl+2–9 (on main keyboard)	⌘2–9 (on main keyboard)
Creating text		
Expression	Ctrl+E	⌘E
Lyrics line 1	Ctrl+L	⌘L
Lyrics line 2	Ctrl+Alt+L	⌘+⌘L
Technique	Ctrl+T	⌘T
Tempo	Ctrl+Alt+T	⌘+⌘T
Editing text		
Start editing	Return (on main keyboard) / F2 / double-click	Return (on main keyboard) / double-click
Stop editing	Esc	Esc
Move left/right a character	←/→	←/→
Move left/right a word	Ctrl+←/→	⌘←/→
Move to start/end of line	Home/End	<i>none</i>
Move to start/end of text	Ctrl+Home/End	⌘←/→
Select word	double-click	double-click
Select next/previous character	Shift+←/→	⇧←/→
Select to end/beginning of word	Ctrl+Shift+←/→	⇧⌘←/→
Select to end/beginning of text	Ctrl+Shift+Home/End	⇧⌘←/→
Select All text	Ctrl+A	⌘A
Delete previous/next character	Backspace / Delete	Backspace
Delete previous/next word	Ctrl+Backspace/Delete	⌘-Backspace/Delete
Replace selected text	type new text	type new text
New paragraph	Return / Enter	Return / Enter
New line	Shift-Return	⇧Return
Bold/italic/underline on/off	Ctrl+B/I/U	⌘B/I/U
Default font	Ctrl+Alt+Space	⌘+⌘-Space
Advance to next note/beat (lyrics/chord symbols/ figured bass/fingering)	space	space
Hyphens to next note (lyrics)	– (hyphen)	– (hyphen)
Elision (lyrics)	_ (underscore)	_ (underscore)
Non-breaking space/non-breaking hyphen (lyrics/ chord symbols)	Ctrl+space/hyphen	⌘-space/hyphen
Word menu	Shift+F10 / right-click	Control-click
f / m / n / p / r / s / z (Expression text)	Ctrl+F/M/N/P/R/S, Ctrl+Shift+Z	⌘F/M/N/P/R/S, ⇧⌘Z
<i>cresc. / dim.</i> (Expression text)	Ctrl+Shift+C/D	⇧⌘C/D

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y / x / e / q / h / w / § / # / b	Ctrl+1/2/3... (on keypad)	⌘ 1/2/3... (on keypad)
à / è / ì / ò / ù	Ctrl+Shift+Alt+A/E/I/O/U	⌘ followed by letter (e.g. ⌘`A)
á / é / í / ó / ú	Ctrl+Shift+A/E/I/O/U	⌘E followed by letter
â / ë / î / ô / û	Alt+number from Character Map	⌘U followed by letter
ã / ê / ï / õ / ü	Alt+number from Character Map	⌘I followed by letter
ç / Ç	Alt+number from Character Map	⌘C / ⌘⌘C
Other special characters	Alt+number from Character Map	use Keyboard Viewer utility
“ / ” (smart quotes)	Alt+2 / Shift+Alt+2	⌘] / ⌘⌘]
‘ / ’ (smart single quotes)	Alt+’ / Shift+Alt+’	⌘[/ ⌘⌘[
... (ellipsis)	Alt+0133 (on keypad)	⌘;
©	Ctrl+Shift+C	⌘⌘C
(Lyricist/Title/Copyright)	Ctrl+Shift+P	⌘⌘P
\$ (Tempo)	Ctrl+Shift+4 (\$)	⌘⌘4 (\$)
∅ (Tempo)	Ctrl+0 (zero)	⌘0 (zero)
< / > (in metric modulations)	Ctrl+[/]	⌘[/]
Harp pedal diagrams (Technique text)	Ctrl+Alt+7/8/9/+ (on keypad)	⌘⌘7/8/9/+ (on keypad)
Guitar tab		
Change fret	0/1/2/3... (or two digits, on main keyboard)	0/1/2/3... (or two digits, on main keyboard)
Move left/right through bar	←/→	←/→
Move up/down a string	↑/↓	↑/↓
Move to top/bottom string	Ctrl+↑/↓	⌘↑/↓
Bend	J (then space to extend)	J (then space to extend)
Pre-bend / slide / notehead in parentheses	- / . (period) / 1 on second Keypad layout	* / . (period) / 1 on second Keypad layout
Quarter-tone sharp (shown as 0.5)	= (on main keyboard)	= (on main keyboard)
Playback & video		
Play ▶ Transport ▶ Play or Stop	Space	Space
Play ▶ Transport ▶ Play ▶ Replay	Ctrl+Space	⌘-Space
Play ▶ Transport ▶ Play ▶ Play From Selection	P	P
Rewind/fast-forward (in 0.2 second steps)	[/]	[/]
Move backward/forward by a single frame	Shift-[/]	⌘[/]
Stop playback	Esc	Esc / ⌘.
Play ▶ Transport ▶ Play ▶ All Notes Off	Shift+O	⌘O
Move Playback Line to Start	Ctrl+[⌘[
Move Playback Line to End	Ctrl+]	⌘]
Move Playback Line to Selection	Y	Y
Go to Playback Line	Shift+Y	⌘Y
Live Playback	Ctrl+Shift+Alt+L	⌘⌘⌘L

<i>Feature</i>	<i>Windows shortcut</i>	<i>Mac shortcut</i>
Mixer (show/hide)	M	M
Hit Points	Shift+Alt+P	⌘ ~P
Editing objects		
Undo	Ctrl+Z	⌘Z
Redo	Ctrl+Y	⌘Y
Undo History	Ctrl+Shift+Z	⌘ ⌘Z
Redo History	Ctrl+Shift+Y	⌘ ⌘Y
Cut	Ctrl+X	⌘X
Copy	Ctrl+C	⌘C
Copy to where you click	Alt+click	~click
Copy to where you click, putting copy at default vertical position	Shift+Alt+click	⌘ ~click
Home ▶ Clipboard ▶ Capture Idea	Shift-I	⌘I
Home ▶ Clipboard ▶ Paste	Ctrl+V	⌘V
Home ▶ Clipboard ▶ Paste as Cue	Ctrl+Shift+Alt+V	⌘ ~⌘V
Repeat (note/chord/passage/text/line/etc.)	R	R
Delete	Backspace / Delete	Backspace (←) / Delete
Home ▶ Bars ▶ Delete	Ctrl+Backspace	⌘← (Backspace)
Home ▶ Edit ▶ Flip (stem, slur, tuplet, tie, etc.)	X	X
Voice 1/2/3/4/All Voices	Alt+1/2/3/4/5 (on main keyboard)	~1/2/3/4/5 (on main keyboard)
Home ▶ Edit ▶ Hide or Show	Ctrl+Shift+H	⌘ ⌘H
Color	Ctrl+J	⌘J
Re-apply Color	Ctrl+Shift+J	⌘ ⌘J
Equivalent Chord Text	Ctrl+Shift+K	⌘ ⌘K
Revoice Chord Diagram	Ctrl+Shift+Alt+K	⌘ ~⌘K
Navigation		
Select first object on page (if nothing selected)	Tab	Tab
Select next/previous object	Tab/Shift+Tab	Tab/⌘-Tab
Select previous/next note/chord/rest	←/→	←/→
Select start of previous/next bar	Ctrl+←/→	⌘←/→
Select part of note/chord/rest, or end/mid-point/whole of line	Alt+←/→	~←/→
Select note/tremolo/stem/articulation above/below in chord	Alt+↑/↓	~↑/↓
Select nearest note in next voice on same staff	Shift+Alt+↑/↓	⌘ ~↑/↓
Select highest/lowest note on next staff	Ctrl+Alt+↑/↓	~⌘↑/↓
Move score	drag Navigator/paper	drag Navigator/paper
Go up/down a screenful	Page Up/Down	⌘/⇧ or Page Up/Down
Go left/right a screenful or page	Home/End	⌘/⇧ (⌘ ⌘) or Home/End
Go up/down a little	Alt+Page Up/Down	~⌘/⇧ or ~Page Up/Down

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Go left/right a little	Alt+Home/End	⌘↶/↷ or ⌘Home/End
Go to top/bottom of page	Ctrl+Page Up/Down	⌘⇧⏪/⏩ or ⌘-Page Up/Down
Go to first/last page	Ctrl+Home/End	⌘↶/↷ (⇧⌘↶/↷) or ⌘-Home/End
Go to selection start	Shift+Home	⇧↶ or ⇧Home
Go to selection end	Shift+End	⇧↷ or ⇧End
Home ▶ Edit ▶ Go To ▶ Bar	Ctrl+Alt+G	⌘⌘G
Home ▶ Edit ▶ Go To ▶ Page	Ctrl+Shift+G	⇧⌘G
Zoom in/out	Ctrl+=/- or +/- on keypad (or click/right-click with zoom tool)	⌘=/- or +/- on keypad (or click/⌘-click with zoom tool)
100% zoom	Ctrl+1	⌘1
Fit to page zoom	Ctrl+0	⌘0
Moving objects		
Move object(s) (in larger steps; 1 space by default)	↑/↓/←/→ (Ctrl+↑/↓/←/→)	↑/↓/←/→ (⌘↑/↓/←/→)
Move objects, snapping to good positions while moving	Shift-drag	⇧-drag
Move staff/staves up/down (in larger steps; 1 space by default)	Alt+↑/↓ (Ctrl+Alt+↑/↓) or drag	⌘↑/↓ (⌘⌘↑/↓) or drag
Move staff/staves up/down independently (in larger steps; 1 space by default)	Shift+Alt+↑/↓ (Ctrl+Shift+Alt+↑/↓) or Shift+drag	⇧⌘↑/↓ (⇧⌘⌘↑/↓) or ⇧-drag
Move note/rest/accidental/rhythm dot/end of tie (in larger steps; 1 space by default)	Shift+Alt+←/→ (Ctrl+Shift+Alt+←/→)	⇧⌘←/→ (⇧⌘⌘←/→)
Move a note, rest, or range selection to the previous or next note or rest and swap places.	Control+Alt+←/→	⌘⌘←/→
Move line (either end) or lyric to next/previous note	space/Shift+space	space/⇧-space
Multiple selections & passages		
Select bar	click staff (avoiding notes etc.)	click staff (avoiding notes etc.)
Select bar in all staves	Ctrl+click staff	⌘-click staff
Select all bars in staff (on one system)	double-click staff	double-click staff
Select all bars in all staves (on one system)	Ctrl+double-click staff	⌘-double-click staff
Select all bars in staff throughout score	triple-click staff	triple-click staff
Home ▶ Bars ▶ Select Bars	Ctrl+Alt+A	⌘⌘A
Home ▶ Select ▶ System Passage	Shift+Alt+A	⇧⌘A
Extend passage to object	Shift+click	⇧-click
Extend passage by a note/rest	Shift+←/→	⇧←/→
Extend passage by a bar	Ctrl+Shift+←/→	⇧⌘←/→
Extend passage by a staff	Shift+↑/↓	⇧↑/↓
Home ▶ Select ▶ Select All (of score)	Ctrl+A	⌘A
Select all noteheads in chord (Select More)	Ctrl+Shift+A or double-click	⇧⌘A or double-click
Select all text on staff in same style (Select More)	Ctrl+Shift+A	⇧⌘A
Select objects with marquee	Shift+drag on paper	⌘-drag on paper

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Add/remove object to/from selection	Ctrl+click	⌘-click
Home ▶ Clipboard ▶ Select Graphic	Alt+G	⌘G
Home ▶ Select ▶ None	Esc	Esc / ⌘.
Filters and Find		
Home ▶ Select ▶ Advanced Filter	Ctrl+Shift+Alt+F	⇧⌘⌘F
Filter Dynamics	Shift+Alt+D	⇧⌘D
Filter Voice 1/2/3/4	Ctrl+Shift+Alt+1/2/3/4	⇧⌘⌘1/2/3/4
Filter Top/2nd/3rd/Bottom Note or Single Notes	Ctrl+Alt+1/2/3, Ctrl+Shift+Alt+B	⌘⌘1/2/3, ⇧⌘⌘B
Find	Ctrl+F	⌘F
Find Next	Ctrl+G	⌘G
Layout		
Document Setup	Ctrl+D	⌘D
Hide Empty Staves	Ctrl+Shift+Alt+H	⇧⌘⌘H
Show Empty Staves	Ctrl+Shift+Alt+S	⇧⌘⌘S
Focus on Staves	Ctrl+Alt+F	⌘⌘F
System Break on/off	Return (on main keyboard)	Return (on main keyboard)
Page Break on/off	Ctrl+Return (on main keyboard)	⌘-Return (on main keyboard)
Special Page Break	Ctrl+Shift+Return (on main keyboard)	⇧⌘-Return (on main keyboard)
Lock Format	Ctrl+Shift+L	⇧⌘L
Unlock Format	Ctrl+Shift+U	⇧⌘U
Make Into System	Shift+Alt+M	⇧⌘M
Make Into Page	Ctrl+Shift+Alt+M	⇧⌘⌘M
Align in a Row/Column	Ctrl+Shift+R/C	⇧⌘R/C
Reset Note Spacing	Ctrl+Shift+N	⇧⌘N
Reset Position	Ctrl+Shift+P	⇧⌘P
Reset Design	Ctrl+Shift+D	⇧⌘D
Reset to Score Position	Ctrl+Shift+Alt+P	⇧⌘⌘P
Reset to Score Design	Ctrl+Shift+Alt+D	⇧⌘⌘D
Condense/expand note spacing (in larger steps)	Shift+Alt+←/→ (Ctrl+Shift+Alt+←/→)	⇧⌘←/→ (⇧⌘⌘←/→)
Use Multirests (in Auto Breaks) on/off	Ctrl+Shift+M	⇧⌘M
House Style		
Engraving Rules	Ctrl+Shift+E	⇧⌘E
Edit Text Styles	Ctrl+Shift+Alt+T	⇧⌘⌘T
View options		
Panorama	Shift-P	⇧P
Hidden Objects (show/hide)	Shift+Alt+H	⇧⌘H

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Object Rulers (show/hide)	Shift+Alt+R	⇧ ⌘ R
Staff Rulers (show/hide)	Ctrl+Shift+Alt+R	⇧ ⌘ ⌘ R
Transposing Score	Ctrl+Shift+T	⇧ ⌘ T
Navigator (show/hide)	Ctrl+Alt+N	⌘ ⌘ N
Keypad (show/hide)	Ctrl+Alt+K	⌘ ⌘ K
Keyboard (show/hide)	Ctrl+Alt+B	⌘ ⌘ B
Fretboard (show/hide)	Ctrl+Alt+E	⌘ ⌘ E
Playback (show/hide)	Ctrl+Alt+Y	⌘ ⌘ Y
Mixer (show/hide)	Ctrl+Alt+M	M
Ideas (show/hide)	Ctrl+Alt+I	⌘ ⌘ I
Parts (show/hide)	Ctrl+Alt+R	⌘ ⌘ R
Compare (show/hide)	Ctrl+Alt+C	⌘ ⌘ C
Video (show/hide)	Ctrl+Alt+V	⌘ ⌘ V
Hide/Show Tool Windows	Ctrl+Alt+X	⌘ ⌘ X
Switch between full score and part	W	W
Next Part	Ctrl+#	⌘ ~
Previous Part	Ctrl+Shift+#	⇧ ⌘ ~
Full Screen	Ctrl+U	⌘ U
Windows and dialogs		
Inspector	Ctrl+Shift+I	⇧ ⌘ I
Move to next/previous box in dialog	Tab/Shift-Tab	Tab / ⇧ -Tab
Select consecutive items from list	Shift+click or drag	drag
Select separate items from list	Ctrl+click	⌘ -click
OK (or default button)	Return/Enter	Return/Enter
Cancel	Esc	Esc / ⌘.
Keypad layouts	F7–F12	F7–F12
Next Keypad layout	+ (on keypad)	+ (on keypad)
Back to first Keypad layout	F7 / Shift+–	– (on keypad) / F7
Contextual edit menu	Shift+F10 / right-click on selected object(s)	Control-click on selected object(s)
Change window	Alt+Tab	⌘ ~
Hide application	<i>none</i>	⌘ H
Minimize window	<i>none</i>	⌘ M
Miscellaneous		
Sibelius Reference Guide	F1	⌘ ?
Print	Ctrl+P	⌘ P
Preferences	Ctrl+,	⌘ ,
Quit/Exit	Alt+F4 / Ctrl+Q	⌘ Q