Sibelius 7: Instructions for Set-up and Use

1. Log-in: Click Macintosh HD: Search for “Sibelius 7”: Click, and Open

2. Open Sibelius 7: make sure sound is un-muted (upper right speaker icon)

3. Click “Learn” tab for more information about Sibelius 7 or for tutorials, or a quick tour.
4. Open a score to fit your needs, by clicking. You can search for a type of score if you know what you're looking for, otherwise just scroll through the options.
5. Select the time signature, key signature, and other information you want to enter to set-up your score. You can also title and name your work at this time. Click “Create” when all information is entered.
6. Use “Keypad” on bottom right to manually enter notes. NOTE: You must click on the arrow icon to edit any notes that have already been entered.
7. If the keypad did not automatically pop-up when the score was opened, click “View” tab, and then click “Keypad” (Next to the purple square).

NOTE: Make sure you click “Show All”, and that your Sibelius window is big enough to see the whole upper ribbon (To make it full screen, click the green circle in the upper left corner.)

8. To enter notes using the keyboard (piano): Click “Note Input” tab; then “Input Devices” to be sure the keyboard is hooked up properly.
If it is, you should see this...

Look for the device “KeyRig 49” to be listed on the screen. If it is not... check the cables and make sure the keyboard is plugged into one of the USB ports.

9. You must also be sure that the input is set to “General MIDI Basic.” Click the “Play” tab, then select “Configuration”, then “General MIDI Basic” from the dropdown menu. Otherwise, you will not be able to hear the keyboard.
10. You should then enable the “Transport” menu for easy playback when entering sound using the keyboard. Click the “View” tab, then click “Transport” next to the purple square.

NOTE: You use the cursor under the play/rec/ffwrd buttons to select the measure in which to start recording. Recording will always begin where the green line is found in the score...

Sliding this cursor will move the green line in the score. Watch the blue display for current Bar/Beat position.
11. After manually recording, select what you recorded (Select All), then click “Renotate Performance” under the “Note Input” tab.

Choose simpler divisions of notes for cleaner scores. You can choose the divisions from the window that pops up.

NOTE: You must select measures for Sibelius to renotate. The “Select All” option is probably the fastest way to do so.
12. * ABOVE ALL ELSE: If you’re trying to do something in Sibelius 7: ASK IT IN THE RIBBON IN THE UPPER RIGHT...the program is intuitive and will take you to what it thinks you are trying to do...just select the option that sounds like the thing you’re looking for and see where Sibelius 7 thinks you should go...

12. Finally: To title a work if you didn’t do this at the beginning of creating a score, you can add different kinds and styles of texts...Click the “Text” tab, then to the right of the most common text uses, click on the down arrow (for more text options)
Then choose the one you want

Save and Print your work regularly. (Make sure you delete all of the extra measures before printing, because you may get extra, unwanted pages if you don't, and that wastes paper!)