

Getting started making a lead sheet on Sibelius First

Setup Score

File > Quick Start > New Score > Solo Instruments > Lead Sheet *single click, don't double click*

Select Time Signature

Add pickup Bar if needed

Choose Key Signature *of the original source, not your transposed key*

Add Title and Composer/Lyricist

Click Create

Add Notes

Note Input > Input Notes

if numeric keyboard isn't showing click View > Keypad

Tip: to get out of note input press escape

if you're using a laptop without a number pad, you can use the following shortcut

Go to Sibelius First > Preferences > General > Menus and Shortcuts > Notebook (Laptop) Shortcuts

then the numeric pad will correspond to your laptop's numbers

Using a combination of the note name key (A-G) and it's value from the keypad, plus any accidentals, populate the measure

If the note is an octave lower than you want use Windows/Command + up or down arrow to change octave

Tip: add accidentals, dots and slurs before you press the note name to affect the upcoming note instead of altering the note you just inputed

To add a triplet, input the first note of the triplet, then press Windows/Command + 3

Add Chords

Text > Chord Symbol

When the arrow is ready to put a chord, it will be blue. If it's not blue, try again

Tip: If you're trailing around a crazy note, press escape, to exit note input

Put the blue arrow where you want the chord and enter the chord name using letters and numbers. It will capitalize them for you.

Press space bar to go to the next note until you get to the note you want the chord above and enter the next chord

For half dim you can use m7b5 or half dim and it will put the appropriate symbol

Use maj, m (for minor), + for Augmented, o for dim The program will standardize all your entries

Tip: once you've entered the notes and chords for the first 8 bars, look to see if other sections are identical, and use copy + paste to save time

Add Lyrics

Text > Lyrics > Lyrics Line 1

The arrow should turn blue, If it's not blue, try again

click where you want the lyrics to start

use space bar or - to go to the next note

always hy-phen-ate words don't just use space between syl la bles

Transpose to your key

Note Input > (select all) Transpose > Transpose by key > select new key and up or down

*make sure Transpose Key Signatures is checked and Use double sharps/flats is **unchecked***

Go through and correct enharmonics: Select the note and press enter to get the enharmonic.

Generally choose the enharmonic that goes with the chord.

Chords should generally be spelled to go with the key signature, with a slight preference towards flat keys

Almost never use weird enharmonics in chord names (B# or Fb)

Finishing Touches (Layout)

Layout > (select all) Optimize - This will automatically space music to a good place

Next go through score manually and make sure no chords, notes or lyrics are in the way of each other.

Move things around using the arrow

Utilize the Layout > Normal Staff Size Arrow to make things large but not crowded looking

Make sure sections of the song are going together, using mostly 4 bars per system.

Layout > Make Into System

To change the number of bars in a system, Select the bars you want in one system and click Make Into System

make sure your window is expanded enough to see this command

To create a system break, click on the Barline (don't highlight the whole measure) and press enter