Advanced Sibelius Techniques
For Creating Musical Worksheets

CASMEC - 2014

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What is the Purpose of This Session?

To provide you with advanced Sibelius techniques so that you can quickly and easily create customized worksheets.

Why Are Worksheets Considered "Advanced"?

While worksheets tend to be musically simple, in most cases their layout and notation works <u>against</u> the natural tendencies of Sibelius, which is designed to help you create beautiful, "musically-correct" scores and parts.

The awkward layout and notation in worksheets makes them some of the most advanced exercises you can complete within Sibelius.

Example #1 – A Simple Scale Sheet

Scale Sheets – Summary of Tips

- Use a Blank Manuscript
- Change Instruments to Others > Unnamed Treble Staff
- Count the beats – Enter one time signature that can "house" the entire scale w/in one bar (Example: 8/4 houses one complete octave of a quarter note diatonic scale)
- Enter that time signature at the start

Scale Sheets – Summary of Tips (cont'd)

- Use **System Breaks** (select the barline and hit <enter>) to create one bar/scale per system

- While creating system breaks, create double barlines at ends of systems (Notations > Barline > Double)

- Enter a starting key signature (if you need one)

- Fill in the first bar with the first scale

Scale Sheets – Summary of Tips (cont'd)

- Create a **Key Signature** change at the start of the second bar/system:
  - **Notations > Key Signature (K) > More Options**
  - Select the Key Signature
  - Check the **Hide** box – This hides the *cautionary* key signature on the system prior ☺

- Repeat this process for every system/scale

Scale Sheets – Summary of Tips (cont'd)

- Turn off these view options to have a clear look at your scale sheet (View > Invisibles):
  - Playback Line
  - Layout Marks
  - Hidden Objects

- In View > Invisibles, Turn **Page Margins** on

- At **Text > Numbering**, Select **No Bar Numbers**

Scale Sheets – Summary of Tips (cont'd)

When All Scales are Complete:

- Return to the top of your scale sheet, select the funky time signature, and **Delete** it.
  - When Sibelius asks you if you want to rewrite the bars, select **NO**

- To "spread out" the systems (if you need to), go to **Appearance > Engraving Rules > Staves**, and increase the # for "Spaces Between Systems"

Scale Sheets – Summary of Tips (cont'd)

- Add "Boxed Text" to the Start of Each System
  - You can copy/paste to save time, then change the letter of the scale

- To equally space text and objects…
  - **File > Preferences > Textures**
  - Change Paper Texture to **Paper, Graph**

- Try to move objects precisely w/ the arrow keys instead of the mouse. Use **Control/Command-Arrow** for larger increments.

Scale Sheet – A Success!

Major Scales - Sharp Keys

Room At the Bottom for An Image, Logo, Etc.

…But What If You Don't Want All Of That Empty Space?

What is "Justification"?

Justification is the process of filling the page with your music – justifying or latching the bottom line of the bottom staff to the bottom page margin.

EXAMPLE: If you increase the "space between systems" too much on your 4-system scale sheet exercise, Sibelius will automatically snap the systems to the bottom of the page, then it will spread the systems out across the page (to fill the page).

Most of the time this is underlined correct; however, sometimes you might want to put an image or text below the systems, so you don't want them to justify – it depends on you.

**Where Do We Find the
"Justification" Setting?**

Appearance > Engraving Rules > Staves

Justification
Justify staves when page is at least 65 % full

- The "page" is measured from the top page margin (0%), down to the bottom page margin (100%)
- As your staves "fill the page" from the top, down, when they hit the preset justification percentage, they will justify.

**Why Is It Important To
Understand Justification?**

**Have You Been Here
Before?**   **When You've Wanted
to Be Here?**

**Or How About if You Want a 5-System Scale
Sheet with an Image Below it?**

…But when You Get to 5 Systems, this Happens:

**It is Important to Know How to Turn
Justification <u>Off</u> So That You Can Move
Systems Around the Page without Having
them Justify to the Bottom Page Margin**

**(You'll Occasionally Run Into This "Need"
When Creating Worksheets.)**

To Turn Justification OFF, Set it to 100%
(You Will Never Fill The Page 100%)

Exercise #2:

The Single Floating Bar

**How To Indent Systems
(Tip: Systems Have Hidden "Handles")**

Handle on the Left:

Handle on the Right:

How To Indent Systems
(Tip: Systems Have Hidden "Handles")

The Click & Drag Method:
- Click where the handle is supposed to be, and it will appear.
- Drag the handle left/right to indent or extend the system to the left/right.

You can *manually/numerically* **indent the left-hand side of a system by:**
- Select a Bar
- Open the **Inspector** (Home > Edit > Inspector)
- Extend the **Bars** section of the Inspector
- Increase the "**Gap Before Bar**"

How To "Float" A System or Bar
Around the Page…

- Turn Justification *Off* (if you have a system with more than one staff/instrument in it)
- Drag the system/bar up or down to the proper vertical position on the page
- Use the left-hand handle to indent from the left (making the bar appear on the right)
- Use the right-hand handle to indent from the right (making the bar appear on the left)
- Or use both handles to indent from both ends, making the bar appear in the middle
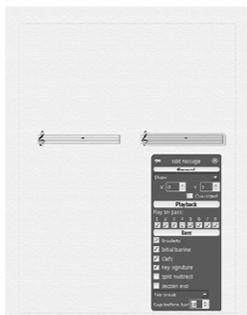

Exercise #2 – Success!

Exercise #3:
How Do You Get Two Bars On the Same Horizontal Plane, But With Space Between Them?

- Create a system with two bars in it

- Select the *second* bar in the system (the bar on the right)

- With it selected, open the **Inspector**

- Increase the **Gap Before Bar**

Exercise #3 – Success!

A Little More About Time Signatures…

- **Cautionary Time Signatures:** *When you add a time signature at the start of a new system, a "cautionary" time signature appears at the end of the previous system.*

- **How To Avoid Cautionary Time Signatures:**
  Notations > Time Signature (T) > More Options
  - Uncheck "Allow Cautionary"

- **You Can Also Hide Time Signatures to Your Advantage…**

The Art of Cadenzas…
(To Get You Thinking More Like a Sibelian)

- **Just like with the Scale Sheet… Know the number of beats the cadenza will need to "appear" to take up.**
  - *This often requires "drawing" it out on paper and trying to out-think the software.*

- **You will need to use Hide/Show to your advantage (Control/Command-Shift-H)**

- **Example: Suite for Clarinet and Accordion**

Example #4
How About Floating *Notes*?
(Notes With No Staff?)

- **Instrument Changes…**
  - **Home > Instruments > Change**
  - Choose from **All Instruments**
  - Go to the bottom, to the **Others** category
  - Look for options for **No Instrument…**
  - Select the instrument option you prefer
  - *Uncheck* "Add Clef" and "Announce"
  - With nothing selected, this loads the Instrument Change into your mouse
  - Click the instrument change onto the score & drag it around to position it

Can't Find Your Instrument Change?

- Select All
- Look for the light blue box
- Select the light blue box with your mouse
  - Drag it to position it
  - Delete it to remove it
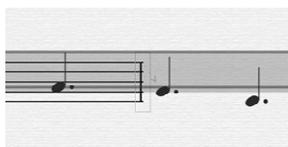
Notes With No Staff? Success!
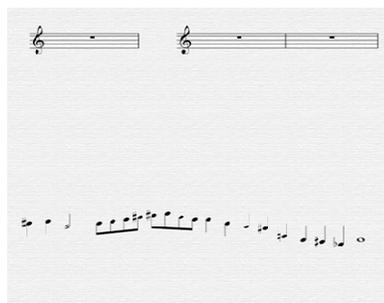
Exercise #5:
Need a Really **LARGE** Staff?

It's all about the **STAFF SIZE**!

Staff Size
(Layout > Document Setup > Staff Size)

- Literally, the distance from the top line of the staff to the bottom line of the staff.

- Everything is relative to the staff size – Increase the size of the staff, and everything gets larger (text, notes, etc.); Decrease the size of the staff, and everything gets smaller.

  To get a *really large* staff in the center of the page, use a **Landscape** orientation, one bar, and size 30.0mm Staff Size.

What If the System Won't Move <u>Up</u>?

- The distance from the top staff line to the top page margin = Top **Staff Margin**

- **Staff Margins** are found in **Document Setup** (Control/Command – D)

Great BIG Staff – Success!

What About Graphics?

- **Notations > Graphics > Graphic**
  - Opens a dialog to search for graphics to import

- **…**but why not just **Drag-And-Drop?**
  - **Yes, you can!**

- And you can adjust the "color" of graphics + flip them vertically & horizontally **(Notations > Graphics)**

Worksheets Involve Some of These Advanced Techniques:

- *System/Page Breaks*
- *Hiding or Deleting Time Signatures*
- *Hiding or Deleting Key Signatures*
- *Avoiding Cautionary Time/Key Signatures*
- *Moving Bars Around w/ Hidden Handles*
- *Adjusting Justification Settings*
- *Setting Equal Space Between Systems/Staves*
- *Adjusting The Staff Size*
- *Adjusting Staff Margins*
- *Importing Graphics*
- *Hiding/Showing Objects*
- *Using Graph Paper for Alignment*
- *Using the Inspector to Add a "Gap" Before a Bar*
- *Advanced Instrument Changes*

With This Knowledge…
Whatever Worksheet You Can Imagine,
You Can Create Within Sibelius!

☺ THE END ☺

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THANK YOU!

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