ROYALSTAR CONCEPTS / LEARNING

Sibelius

KEYBOARD SHORTCUTS / QUICK REFERENCE

Desktop / default feature set

OCT 2026 · v1.0

ACTION	WINDOWS / macOS
START & ENTER	
Begin note input	N
Enter pitches	A-G
Add chord pitch	Shift+A-G
Add interval above	2-9
Add interval below	Shift+2-9
Triplet	Ctrl+3 Cmd+3
Add rest	Num 0
DURATIONS / KEYPAD	
Sixteenth note	Num 2
Eighth note	Num 3
Quarter note	Num 4
Half note	Num 5
Whole note	Num 6
Augmentation dot	Num .
Tie	Num Enter
NOTATION	
Slur	S
Crescendo hairpin	H
Diminuendo hairpin	Shift+H
Enharmonic respelling	Return
Flip stem or slur	X

ACTION	WINDOWS / macOS
BUILD & EDIT	
Undo	Ctrl+Z Cmd+Z
Redo	Ctrl+Y Cmd+Y
Copy	Ctrl+C Cmd+C
Paste	Ctrl+V Cmd+V
Repeat selection	R
Add bar at end	Ctrl+B Cmd+B
Add single bar	Ctrl+Shift+B Cmd+Shift+B
Transpose selection	Shift+T
PLAY & NAVIGATE	
Play / stop	Space
Play from selection	P
Select all	Ctrl+A Cmd+A
Toggle score / part	W
Escape selection	Esc
SCORE & TEXT	
Add instruments	I
Key signature	K
Time signature	T
Chord symbol	Ctrl+K Cmd+K
Expression text	Ctrl+E Cmd+E
Save score	Ctrl+S Cmd+S

KNOW BEFORE YOU START

Duration and articulation keys use the numeric keypad. Laptop users can switch to Notebook (laptop) features in Sibelius keyboard preferences. Custom feature sets may differ.

Reference: Avid Learn & Support

ROYALSTAR CONCEPTS / LEARNING

MuseScore Studio 4

KEYBOARD SHORTCUTS / QUICK REFERENCE

Desktop / default shortcuts

OCT 2026 · v1.0

ACTION	WINDOWS / macOS
START & ENTER	
Toggle note input	N
Enter pitches	A-G
Add chord pitch	Shift+A-G
Add interval above	Alt+2-9 Option+2-9
Enter rest	0
Move pitch an octave	Ctrl+Up/Down Cmd+Up/Down
Select voice 1-4	Ctrl+Alt+1-4 Cmd+Option+1-4
DURATIONS	
Sixteenth note	3
Eighth note	4
Quarter note	5
Half note	6
Whole note	7
Dotted value	.
Triplet	Ctrl+3 Cmd+3
NOTATION	
Slur	S
Staccato	Shift+S
Accent	Shift+V
Tenuto	Shift+N
Tie / add tied note	T
Enharmonic spelling	J

ACTION	WINDOWS / macOS
BUILD & EDIT	
Undo	Ctrl+Z Cmd+Z
Redo	Ctrl+Shift+Z Cmd+Shift+Z
Copy	Ctrl+C Cmd+C
Paste	Ctrl+V Cmd+V
Repeat selection	R
Add bar at end	Ctrl+B Cmd+B
Insert bar before	Insert
PLAY & NAVIGATE	
Play / stop	Space
Next/previous note	Right / Left
Next / previous bar	Ctrl+Right/Left Cmd+Right/Left
Flip direction	X
Add/remove instruments	I
TEXT & FILES	
Chord symbol	Ctrl+K Cmd+K
Expression text	Ctrl+E Cmd+E
Rehearsal mark	Ctrl+M Cmd+M
Show/hide palettes	F9 Fn+F9
Save score	Ctrl+S Cmd+S

KNOW BEFORE YOU START

Number keys specify durations in note-input mode; Sibelius uses the separate numeric keypad. Shortcuts may differ if you have customized your keyboard map.

ROYALSTAR CONCEPTS / LEARNING

Flat.io

KEYBOARD SHORTCUTS / QUICK REFERENCE

Web editor / default Composing mode

OCT 2026 · v1.0

START & ENTER

ACTION	WINDOWS / macOS
Enter pitches	A-G
Add chord pitch	Shift+A-G
Add interval above	Alt+2-8 Option+2-8
Add interval below	Shift+Alt+2-8 Shift+Option+2-8
Move pitch diatonically	Up / Down
Enharmonic spelling	J

DURATIONS / COMPOSING

ACTION	WINDOWS / macOS
Whole note	1
Half note	2
Quarter note	3
Eighth note	4
Sixteenth note	5
Rest	8
Augmentation dot	.
Tie	,

WORKFLOW MODES

ACTION	WINDOWS / macOS
Composing mode	Ctrl+2 Cmd+2
Articulations mode	Ctrl+3 Cmd+3
Dynamics mode	Ctrl+5 Cmd+5
Slur (all modes)	S
Triplet	Shift+3
Staccato (Articulations)	1

BUILD & EDIT

ACTION	WINDOWS / macOS
Undo	Ctrl+Z Cmd+Z
Redo	Ctrl+Y Cmd+Y
Copy	Ctrl+C Cmd+C
Paste	Ctrl+V Cmd+V
Duplicate selection	R
Add measure	Ctrl+Shift+Enter Cmd+Shift+Enter
Toggle voice	V

PLAY & NAVIGATE

ACTION	WINDOWS / macOS
Play / stop	Space
Go to first measure	Ctrl+Space Cmd+Space
Next / previous bar	Ctrl+Right/Left Cmd+Right/Left
Go to measure	Ctrl+G Cmd+G
Deselect	Esc

REFERENCE & FILES

ACTION	WINDOWS / macOS
Chord symbol	Ctrl+K Cmd+K
Open shortcut reference	Alt+/ Option+/
Save web score	Ctrl+S Cmd+S
Print	Ctrl+P Cmd+P

KNOW BEFORE YOU START

Flat has Workflow Modes: Ctrl+2 is Composing and Ctrl+3 is Articulations (Mac: Cmd+2/3). Number keys change meaning by mode. Press Alt+/ (Mac: Option+/) for the live keymap.

ROYALSTAR CONCEPTS / LEARNING

SWITCHING PROGRAMS

Sibelius · MuseScore Studio 4 · Flat

DEFAULT SHORTCUTS / WINDOWS DISPLAYED

ACTION	SIBELIUS	MUSESCORE	FLAT
Begin note input	N	N	Select a note
Enter pitches	A-G	A-G	A-G
Whole note	Num 6	7	1
Half note	Num 5	6	2
Quarter note	Num 4	5	3
Eighth note	Num 3	4	4
16th note	Num 2	3	5
Rest	Num 0	0	8 (Composing)
Dot	Num .	.	.
Tie	Num Enter	T	,
Triplet	Ctrl+3	Ctrl+3	Shift+3
Slur	S	S	S
Staccato	Keypad (layout 1)	Shift+S	1 (Artic.)
Repeat	R	R	R
Add bar	Ctrl+B	Ctrl+B	Ctrl+Shift+Enter
Chord symbol	Ctrl+K	Ctrl+K	Ctrl+K
Play / stop	Space	Space	Space

THREE KEY DIFFERENCES

Sibelius note values use NUMPAD; MuseScore and Flat use the number row.

Flat changes the number row by mode. Ctrl+2 = Composing; Ctrl+3 = Articulations.

Mac: use Cmd instead of Ctrl and Option instead of Alt.