

SIBELIUS ACCESSIBILITY GUIDE FOR THE VISUALLY IMPAIRED USER

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INTRODUCTION

This document is written specifically for blind and visually impaired users of Sibelius 7.51 and is not designed to replace the documentation which comes bundled with the program. The user is expected to make use of the included Sibelius documentation when attempting to learn and understand the basic concepts needed to operate this software. All of these documents, including those bundled with Sibelius itself, are accessible PDF files which can be read using Acrobat Reader. Be sure to choose the "Infer Reading Order From Document," option when processing any of these materials for NVDA. Also, since the Sibelius reference manual is huge, you will probably want to set the reading option to have only the visible pages recognized. The process will only take a few seconds, and you can tab through the links until you arrive at the topic you wish to study. When you press enter, the page that starts the section you selected will be recognized. To go to the next page, do an NVDA pass key thru by pressing the NVDA key along with F2. Then press the right arrow key to display the next page.

This supplemental document is intended to explain specific concepts from a blind or visually impaired user's point of view. However, this document is in no way comprehensive. It does not cover every aspect of Sibelius, or of the nuances of print musical conventions. Since this document is being made available by Avid Technologies separately from Sibelius itself and free of charge, it is strongly recommended that prospective users familiarize themselves with its contents before purchasing or upgrading Sibelius, or migrating from any other notation solution.

Once you have read this material thoroughly, download the VIP.zip file available from the Sibelius Website. This zip archive contains a folder called VIP accessibility tools. Inside of this folder, you will find this PDF document, a custom feature set containing a comprehensive set of keyboard shortcuts specifically designed to aid the blind and visually impaired user (See the group of tables near the bottom of this document for a complete list of shortcuts), and a folder called VIP plugins containing six very useful plugins specifically developed by Sibelius plug-in guru, Bob Zawalich, (see below). The VIP accessibility tools folder also contains a readme.txt file. Please read this document carefully. It provides step-by-step instructions explaining how to place the shortcuts and plugins in the correct folders on your computer so that they will work properly within Sibelius.

NOTE: These instructions are for NVDA only. There are no third party scripts for use with JAWS. JAWS currently yields unsatisfactory results when navigating a score and Sibelius 7.51 has not been tested at all with Window Eyes.

IMPORTANT: Because many screen reader users choose to have punctuation set to something other than All, this document will occasionally spell out a punctuation mark when that mark is part of a key stroke. This enables the user to hear the entire key stroke required to execute a command, such as CTRL Comma to enter the Sibelius Preferences dialog.

A SHORT HISTORY

Right from the start, Sibelius users have always been encouraged to use the computer keyboard as a primary method for working on their scores. The early documentation stressed that most functions could be performed without using the mouse at all. For this reason, the idea of making Sibelius accessible for blind and visually impaired users began to take hold.

David Pinto, who is both a very accomplished musician and JAWS scripter, began development of a set of Jaws scripts called “Sibelius Speaking.” They were designed to work with Sibelius 3, and were sold by Dancing Dots, a company specializing in accessible solutions for visually impaired musicians, many of whom were quite successful using Sibelius both in educational and professional settings.

While Sibelius Speaking did open a lot of doors, it had its problems. It relied heavily on recognizing the graphics on the screen. This meant that everything had to be set up in a very specific configuration, and at that time, different video cards would often yield unsatisfactory results, leading to a good deal of frustration.

When Sibelius 5.25 was released, another programmer, Dan Rugman, who happened to be visually impaired and was also an expert Jaws scripter, developed a new set of scripts for this version of Sibelius. Unlike Sibelius Speaking, this set of scripts made extensive use of Sibelius’s manuscript language which enables the creation of plugins that can perform a wide variety of functions. Since these scripts did not rely on the graphical user interface at all, they were much more robust than Sibelius Speaking in many ways. However, since Dan had committed himself to offering these scripts as freeware to the visually impaired community, he was unable to devote the time needed to continue development as newer releases of Sibelius became available. Although he did develop a script set for Sibelius 6.20, it never made it past Beta.

While Sibelius 7 was being developed, Stephen Penny, who at that time was working for Avid and involved with the building of Sibelius 7, became curious about the idea of accessibility to Sibelius for blind and visually impaired users. He spent some time lurking on the Sib access email list discussed later in this document. In his spare time, he began working on the foundation of what is now the current Sibelius access module. He openly admitted that this was in no way as comprehensive as the work that Dan had done for Sibelius 5, but Stephen’s access module had the distinct advantage of not being limited to one specific screen reader. Because it was a native part of the Sibelius program itself, Stephen felt that it should be possible to make it work with any screen reader including NVDA.

Presently, accessibility is a work in progress in Sibelius 7.51 and forward. This development is being undertaken by avid in conjunction with experienced visually impaired Sibelius users to ensure a practical fully featured working environment. This effort is the most comprehensive of its kind between a major developer of notation software and the blind community. As of this writing, several functions are as yet not accessible at all, such as the mixer, or are only partially accessible. We are confident however, that future versions of Sibelius will continue to reflect this ongoing effort. The long term goal is to create an environment in which blind and visually impaired users will no longer be dependent on third party scripts for accessibility to Sibelius.

IMPORTANT CONFIGURATION STEPS

Before doing anything else, it is highly recommended that you make the following changes to Sibelius, NVDA, and Windows 7:

First, change the default key combination that stops and restarts NVDA from CTRL ALT N to some other unused key combination, such as CTRL ALT D. You may also wish to change the NVDA key from INSERT to CAPS LOCK, depending on how your keyboard is laid out.

CTRL ALT N is used by Sibelius to turn the Timeline on and off. Currently, the Timeline is not accessible using NVDA. Unfortunately, Sibelius opens every score with the timeline enabled by default. You can close the timeline by pressing Control ALT N. However, NVDA will not tell you that the timeline is on or off. To change the default behavior and prevent the timeline from being displayed, do the following:

1. Enter Preferences with CTRL Comma,
2. If NVDA does not say, "Display," upon opening preferences, tab until you hear, "Display," or whatever the last item in the list was. If it was not display, type D to highlight display.
3. Tab ten times. NVDA will say, "View options saved in score. Unchecked."
4. Down arrow to make sure that Custom View Options is checked.
5. Tab four times until you hear, "Display," once again.
6. Type F to go to Files in the list.
7. Tab ten times. NVDA will say, "Set custom size and position. ENTER." Press ENTER. The screen will say, "Custom sizes set." but NVDA will not actually report this.
8. Tab to OK and close the dialog. From now on, the timeline should not appear on your scores unless you activate it with the CTRL ALT N key stroke.

It is also recommended that users keep the two checkboxes at the bottom of the Quick Start window checked. These ensure that Sibelius opens displaying the Quick Start dialog, both when Sibelius opens, and when the current score is closed and no scores are opened.

With respect to windows 7, it is recommended that you make sure that show Hidden Files is enabled in Folder Options. This will make it possible to install the Accessibility Feature Set and the special Site Impaired Plugins) in the appropriate subfolders.

with respect to NVDA, go to NVDA Preferences, Review Cursor, and make sure that Simple Review is checked.

Also, if you have the VApps add-ons installed for NVDA, VTurbo and VMouse, they must be disabled when using Sibelius. These add-ons use their own keystrokes which can cause some

conflicts with Sibelius keystrokes, and they really will be of no use when working in Sibelius.

INSTALLATION

At present, the accessibility features within Sibelius do not work well in Windows 8.1. Unfortunately, if you are buying a new computer from a retail store, it will most likely come with Windows 8 or 8.1 already installed. To solve this problem, you have two options:

Buy your new system from a vendor that custom-builds them, such as a store that specializes in building systems for musicians. This way, you can specify that you want it to be running Windows 7.

If you would rather purchase a computer from a local retail store, you will need to “down grade” it to Windows 7. Fortunately, there is a special free talking installer. Bryan Smart, a blind technical support specialist and musician, <http://www.bryansmart.com> has put together a “pre-installation environment” package that can be downloaded and burned onto a DVD which includes a portable version of NVDA that guides the user through the installation process. Be sure to read his documentation carefully. You will need to do a full installation of Windows rather than an upgrade, because you can’t go back to windows 7 from a previous installation of windows 8. Of course, you will need to purchase a copy of Windows 7 to obtain a license key. If you are uncomfortable doing this, getting sighted assistance to help you run the windows 7 installation may be your best bet.

While Sibelius's installation process is fairly straight forward, the process for activating your user license is not easily accessible for blind and visually impaired users. While we were able to install and license Sibelius using a combination of low vision, OCR, JAWS and NVDA, it has been determined that the best course is to encourage the user to obtain sighted assistance to undertake the license procedure. If sighted assistance is not available, we recommend that you purchase your copy of Sibelius from a quality retailer capable of giving you the necessary assistance to authorize your copy of Sibelius via remote access.

Quick Start Dialog

The Quick Start dialog contains five tabs: New Score, Recent, Learn, Import and Latest News. These tabs are not in fixed order. Their order is determined by which ones were accessed most recently. A screen reader user accesses the tabs by first tabbing through the dialog until he/she hears, "Open Other." At that point, Shift Tab and you will hear one of the five tabs. On any of the tabs, you can use the left and right arrows to move to another tab. Let us first move to the Learn tab.

Once you've moved to the Learn tab, the most efficient course is to Shift Tab through the

options available here. Since you will be shift tabbing, you will hear the items in reverse order:

Online Support

What's New

Sibelius 7.5 Reference Guide

Sibelius 7.5 tutorials

Sibelius for Switchers

What's New and

Quick Tour.

It is highly recommended that you examine each of these documents carefully to get the most out of Sibelius 7.51.

To leave the Learn tab, press the Tab key until you hear, "Open Other," again. Once there, shift tab once and you will be on the Learn Tab again. From here, you can left or right arrow to go to one of the other tabs. It is important to remember that, while the New Score dialog speaks if it is approached by shift tabbing from the Open Other button, it is conspicuously silent when approached from one of the other tabs using the arrow keys. Remember that the tabs will not always be in the same order.

The New Score Tab

When the user is in the New Score dialog, he/she is presented with a series of manuscript papers for several common ensemble configurations. These configurations are presented in categories. If you tab off the New Score button, you will be on the Open Other button. From there, you will tab seven times. On the seventh tab press, you will hear "Edit Submenu." This is misleading. Whenever you hear "Edit Submenu," you are actually in a dialog box where you can type in a search term. In this particular case, the search term you type will allow you to search for a specific manuscript paper containing a specific ensemble configuration more quickly. However, it is recommended that you at least tab through all the manuscript papers a few times to get a clearer idea of just what is available. You can also make your own manuscript papers. See Section 1.21, Exporting Manuscript Paper, in the Sibelius Reference for more details.

when the Quick Start dialog is open and showing all the various manuscript papers, tabbing

brings you to the first manuscript paper in each category. Arrowing through the list with the inverted T arrows will not make NVDA speak. Don't use this method. Instead, understanding that the first manuscript paper in a category row will be selected, the user should hold down the NVDA key and arrow using the left and right numpad arrows. Numlock should be off when arrowing through the manuscript papers using this method. The up and down numpad arrows are not to be used for this purpose. When arriving on a desired manuscript paper, if it is unselected, the user should select it by holding NVDA + Shift + Numpad minus. This will move the focus to the new manuscript paper. You can confirm your selection by pressing NVDA Numpad 5. Once the desired manuscript paper is selected, pressing RETURN will bring up a blank page on which music can be written. If you choose this option, tabbing once will place you in the first bar of the top most staff in the first system of your chosen score. On the other hand, pressing SPACE instead of RETURN will open the New Score Dialog in which information can be inserted to create a new score. (See the following section on creating a score from scratch for more details.)

Creating a Score Using the New Score Dialog

If you choose to create a score using one of the manuscript papers, you will be placed in a dialog where you can enter things like time and key signature, title, composer, lyricist, copyright, and other information. This document discusses the process in detail only because the relevant chapter in the Sibelius reference is not written with the blind user in mind.

You will have to tab until you hear, "Document Setup TEXT." At that point, you are ready to begin.

If you are on Document Setup Text, your first tab press will put you on a dropdown list where you choose the paper size. Many of the default manuscript papers have appropriate paper sizes chosen for you. but, if you wish to change the paper size, simply press SPACE to reveal a list of paper sizes for you to choose. Arrow down the list and hit RETURN on the paper you wish to use.

Your next tab press brings you to the Portrait or Landscape option. These are radio buttons which you can choose with up or down arrows. Again, the default is usually best.

Your next tab press yields a dropdown box filled with house styles. (See section 8.2 of the reference for more information.) Unfortunately, NVDA only says "Combo Box, Unchanged." Until you become more experienced, simply accept the default house style and continue tabbing. However, if you do wish to choose a different house style, you can press down arrow and then press the NVDA key and keypad 5 to hear the currently highlighted house style. If, for example, you are doing a quick "chart" for a small ensemble and they will be sight reading it on the spot, the first option, "jazz inkpen 2" is a good choice because everything is big and very legible.

The next tab says, "Change Instruments." Again, chances are good that you already have the instruments you want, so, leave this alone for now. It should be noted that, if you decide to open this dialog by pressing SPACE, it is accessible.

Your next tab press yields, "Time Signature Setup Text." This dialog is partially accessible. It is recommended that you tab until you hear the word, "Other." Hit SPACE to open an accessible dialog box where you can choose a time signature. Click OK and continue through the setup dialog.

Your next option is to choose a pickup bar of length. Check the checkbox and then tab to the field where you choose the note value that determines the length of the pickup bar. You choose the note value by holding CTRL and choosing a note value from the numpad. Unfortunately, NVDA doesn't speak when you're making your selections. Also, while you can tab and shift tab to hear what you've chosen, NVDA doesn't speak in notation values. It recognizes W for whole note, H for half, Q for quarter, E for eighth, X for sixteenth and Y for 32nd.

Your next tab brings you to the Tempo Grouping field. There is an arrow to the right of this dialog which, if tapped, will reveal a list of common tempo instructions such as Andante, Allegro and so on. In order to use this list, hold NVDA and press Numpad-5. You will hear, "Tempo, Focused." While holding NVDA, press the numpad-3 or 9 keys. After each press, press NVDA numpad-5 to hear the currently selected tempo marking. When you've chosen the marking you want, tab out of the field.

Your next tab press puts you on the Metronome checkbox. Check this if you want a metronome mark at the beginning of your score. Assuming you've checked the metronome checkbox, the next tab press puts you in the box where you choose the note value that equals one beat. Again, the beat value is chosen by holding CTRL and selecting a value with the numpad. By default, Sibelius chooses a quarter note and NVDA says Q when you tab into the box where the beat value is chosen. The next tab is the beats per minute, 100 by default. Type in whatever number you prefer.

Your next tab involves key signatures. This is particularly challenging because the key signature information is not accessible. The user is required to use some musical knowledge and organization to accomplish this task.

The first thing you hear is "Key Signature Setup Text." Tab once more and you will be on a dropdown box where you choose major or minor keys, as well as sharps or flats. Press SPACE to reveal a list of options and arrow to choose your selection. When you've found the selection you want, press ENTER.

From here on in the key signature selection process, NVDA will not be able to help you. Having chosen the type of key you want, your next press puts you in a grid. You are in the top left corner of that grid. Assuming you know the circle of fifths, you can arrow through the keys starting with the first key in the circle of fifths depending on whether you are dealing with major, minor, sharp or flat keys. so, your choices will be either, G Major, F Major, E minor or D minor.

Successive right arrows will move you through the cycle from that start point. So, it's essential that you keep count because you will have no frame of reference otherwise. Also, Tabbing and shift , tabbing is not an option here.

Your next tab brings you to the Score Information Setup text. this is where you enter things like title, composer, lyricist, copyright and so on. Unfortunately, these fields are not identified by NVDA, with the exception of the copyright field which is identified because, by default, there is a copyright symbol in the field. So, in order to use these fields, you must memorize the following order:

Title

Composer

Lyricist

Copyright

After Copyright, you will be on a checkbox that allows you to choose whether you want a title page on your score. Leave this unchecked in most cases.

Your next tab brings you to a box marked "Other Information." This box will not be spoken by NVDA. NVDA may say the letter P several times. Hit CONTROL to stop this. The box you are in is where you can write some explanatory notes for yourself.

Once you're finished writing in this box, tab out and you will be on the Back button. Choose this if you want to start over from scratch by choosing a new manuscript paper. Tab again to choose the Create button. Press RETURN on this to be taken to the score. Press Tab one time to be placed in the first measure of the top most staff of the first system of your score. You are now ready to begin entering music.

USING THE RIBBONS

One of the most striking differences in the Sibelius 7 user interface as compared to earlier versions is the ribbon. The ribbon replaces the standard windows menu bar and is somewhat similar to Microsoft office in the basic structure.

This ribbon presents some challenges in regard to screen reader accessibility. We will go through these ribbons now and explain some workarounds that will make it possible to negotiate them.

When you want to access an item inside of the ribbon, you must press and then release the alt key rather than holding it down as you would in a normal menu. When you first tap the alt key, NVDA will say "home ribbon tab h." However, this is not the first submenu inside of the ribbon. The file menu is actually further left in the ribbon. Since many of the functions that are used commonly are in the file menu, we'll go over that first.

It is important to remember that many of the standard Windows shortcuts are still here, such as control-o for open, control-s for save, control-p for print etc. Other functions within the ribbon also have keyboard shortcuts, which are spoken when the item is highlighted. It's a good idea to commit as many of these shortcuts to memory as possible. They will take you directly to a function without the need to navigate through the ribbon itself. Many of these keyboard shortcuts use a sequence of two keystrokes which should be entered in quick succession. For example, if you want to export a score or part as a pdf file that you can send to a performer ahead of time, you would tap the alt key, then press F, then press E for export, and then P and D in quick succession.

Since NVDA will speak the keyboard shortcut for an option after it is highlighted, you should soon become familiar with those that you use often. These keyboard shortcuts are not to be confused with the single keystroke shortcuts discussed later in this document.

To access the file menu, press and release the Alt key, then press F on the qwerty keyboard. You will not hear anything spoken. If you press Tab, NVDA will say, ""Combo Box, Full Score." Pressing Shift Tab will return focus to its original position. NVDA will say, ""Back Stage, Info Tab I." At this point, using the inverted T arrows, you should down arrow once and press NVDA plus Numpad 5. NVDA will say, "Save As." From this point on, you can arrow up and down and use NVDA plus Numpad 5 to hear the selected item in the File tab. Alternatively, you can continuously Tab and Shift Tab to hear the selected item on the File Tab.

The Back Stage Info Tab is where you can enter lots of useful information about your score, particularly if you didn't insert this information when you were creating the score initially. (See below.) Unfortunately, some of the items in the Back Stage Info tab are not spoken by NVDA at all. so, you have to simply be aware of what they are by memorizing key information in this section.

As stated above, the first tab press places you on a combo box with Full Score chosen. Pressing SPACE on this combo box reveals a dropdown list of all the instruments in the current score. Feel free to arrow through this list to confirm the instruments in the score. However, do not select anything other than Full Score at this time because you want Full Score to be displayed on the pages of the score, whereas you want individual part names to be displayed on the individual parts. You can confirm that the correct part names are displayed by selecting a specific staff in the score and pressing W. This will display the current individual part. Going to the File Tab and tabbing once should cause NVDA to say, "Combo Box, individual part," instead of Full Score.

Continuing on through the Back Stage Info dialog, the next press of Tab brings you the Score title field. If you have not chosen a title during the score creation process, (See below,) the default title, "My Score," will be highlighted. Simply type in your title to replace this if necessary.

The next Tab press brings you to the part name. Full Score is highlighted if you're looking at the full score. If you have selected an individual part, that part name will appear here.

The next Tab press puts you in the Subtitle field. this is empty by default. Feel free to enter whatever text you wish if you haven't done so during score creation.

The next Tab press brings you to the Dedication field. this is empty by default.

the next Tab press brings you to the Composer field. Fill in if necessary.

The next field is Lyricist. Again, fill in if necessary.

the next field is Arranger. Fill in if desired.

The next field is Copyist. fill in if desired.

The next two fields are Artist, followed by Publisher. Again, fill in as desired.

At this point, the next Tab press will not yield any useful information. If NVDA speaks at all, it will simply repeat the letter P. In fact, you are in a field called, "Instrument Changes." the text in this field duplicates the instruments in the drop down list under Full Score. Do not attempt to alter this field. Simply tab past it.

Similarly, the next field also yields no useful spoken feedback from NVDA. this is the Copyright field. If you entered copyright information during the score creation process, that information will appear in this field. But there is no reliable way to confirm this.

The next field below the Copyright field is the Opus number. It is empty by default.

The next field is the Composer Dates field, which is also blank.

The next field is the Year of Composition field. This is also blank.

The next field is called, "Other Information." However, this field behaves just like the Instrument Changes and Copyright fields inasmuch as NVDA only repeats the letter P. In this field, the user can enter notes for his own use. but you may not be able to read them the way you can if you enter them during the score creation process. (see below.)

The next tab press moves you out of the Other Information field and on to the Show Ideas from this score only checkbox. this box is unchecked by default.

Your final tab press brings you back to the File menu where you will be placed on the last item you were on before tabbing through the Back Stage Info dialog. The items in this list in order are:

Save

Save As

New

Open

Close

Append

Below Append is the Info tab itself. It is important to know that once you reach the Info tab using the down arrow and focus method, subsequent uses of down arrow will not behave as they have thus far. Below the Info tab is the Recent Tab. However, rather than being placed on the Recent tab, you are placed within the Recent dialog, as if you had Shift Tabbed into it. So, you will need to Tab once to put yourself on the Recent Tab itself. This contains your most recently opened files. Each one has a pin option next to it. Choosing this option will ensure that the selected file remains pinned to the top of the recent list.

Below the Recent tab is the Print tab. Again, you will be placed inside the dialog and will have to Tab to confirm that you are on the Print Tab.

Below the Print tab is the Share Tab. You use this to share your scores with others through various means including e-mail, Score Exchange, YouTube, Facebook and Sound Cloud.

Send using E-mail is the first option. When you tab off the e-mail option, you are placed in a dialog where you choose the e-mail address from which you wish to send your score. Unfortunately, NVDA does not tell you this. Your next tab press brings you to where you can choose which files you wish to attach to your e-mail. Again, NVDA doesn't tell you this. You only hear, "Checkbox checked," where the checkbox in question relates to the Sibelius 7.5 file of the score. The next tab also brings you to another unidentified checkbox. This one relates to a version of the file created in a previous version of Sibelius. The next tab press brings you to an edit field where you enter the recipient's e-mail address. Below that, is a subject box which is filled in with a default subject. Type whatever you wish to overwrite this.

Below the subject line is the body of the message. By default, the text reads, "Attached is Composer name-score title in Sibelius 7.5. Unfortunately, this text is not readable by NVDA. However, if you select all, delete and write new text, this text is readable by NVDA as you type it. But you will not be able to reread it once you have finished typing.

Your next Tab press brings you to a checkbox enabling you to send yourself a copy of this e-mail.

The next option is the Send E-mail button.

Provided you checked the box for sending file from previous Sibelius version, the next Tab press brings you to a combo box with Sibelius 7 selected. Pressing SPACE reveals a drop

down list of all the previous Sibelius versions from which you can choose to share your score with users of older Sibelius versions. If you did not check the option to send files from previous versions, tabbing will skip this option and send you directly to the next option, which is a drop down list from which you can choose to send either the full score only, the score and all parts as one file, or the score and parts as separate files.

Below the Share tab are the Export, Teaching and Help tabs respectively. In each case, you will have to Tab to place yourself on the tab itself. Navigation can be accomplished by a combination of using the two major navigation methods, i.e. Tab and Shift-Tab, or up and down arrowing combined with NVDA plus Numpad-5. Consult the Sibelius Reference for details on how to use these tools.

Below the Teaching tab is the Help Tab. This is where one can access a wealth of valuable information. Successive Tab presses will yield:

Sibelius Reference Guide

Sibelius tutorials

What's New

Preferences

Check for Updates

Online Support

Deactivate Sibelius

Additional Information

IMPORTANT: when in the Additional Information section, you must press NVDA plus Numpad 4. Doing so will allow NVDA to tell you things like the Sibelius version and build number, along with the audio engine number. Another press of NVDA Numpad 4 will yield the activation ID, while yet another press of NVDA Numpad 4 will offer you the System ID. this is all very useful information should you have the need to speak to Sibelius Tech Support.

Under the Help tab is a plug-ins Tab and the Preferences Tab. The Plug-ins Tab has a drop down menu containing the following options:

Install plug-Ins

Edit Plug-Ins

Show Plug-In Trace Window and

Manuscript Language Reference.

Of these, the most important is the Install Plug-ins option. When you choose it, you are placed on a combo box. The default option is to highlight the plug-ins that have been uploaded to the Sibelius Plug-In download page since you last ran the Install Plug-In option. Unfortunately, if you choose this option, NVDA is not capable of reading information correctly. It appears to read the information which is in fact one line above the information which is currently visually highlighted. However, when you are on this combo box, pressing SPACE, reveals a drop down list containing a second option, all Plug-ins. This second option allows you to see all the categories of plug-ins. The selected category is in fact accurately spoken. Using the inverted T right arrow opens the given category revealing all the plug-ins in that category. At present, the best option is to choose this second option. You will be placed in a list of categories. Tab once to be at the top of the list. Type the letter S and then down arrow to quickly scroll to the Sight Impaired category. Right Arrow to open this category to reveal the available plug-ins. Down arrow to read the various plug-in names. When a plug-in is selected, a description appears in a right hand box. Tab once to read the description. If you wish to install that plug-in, simply tab to the Install button and hit ENTER. However, in the case of the special sight-impaired plugins, you must follow the steps in the readme.txt file to install them manually. There are plugins in other categories that you may wish to try. In this case, you will use the above method for installing them.

SETTING UP PLAYBACK DEVICES AND OPTIONS

The playback ribbon is a good example of some accessibility problems. To enter the playback tab in the ribbon, tap alt, and then press P followed by L quickly. Don't wait too long before pressing the next sequence, which is P D. This is common practice when working inside the ribbon. If you wait too long, Sibelius will not go to the next level down. Also, with the exception of the file tab, Sibelius will open the tab you last used when you tap the alt key. Unfortunately, if you don't start in the home tab, the keystroke combinations to choose a particular dialog inside of a tab will not work. You will need to press tab until you get to the option you want and then press enter.

Once you are in the playback devices dialog, NVDA will speak a lot of information that is mostly irrelevant, so just jab the control key. The first option is the close button. When you press tab, you will come to the audio engine options button. You could also just press alt-a. Many of the dialog box fields do have hot keys. If you tab to it, press enter or space. The first option is for enabling the use of third party virtual synths, which most likely can be ignored since the Sibelius sound sets are very good. The next field is a combo box where you select the audio device you want to use for playback. If you have an interface with ASIO drivers, which is highly recommended, you would select this here. If you know the first letter of the name of your

interface, it is best to press it rather than using the arrow keys. Highlighting the wrong interface can cause NVDA to become silent. After selecting your audio interface, the next field is where you can select the outputs you want to use if your device has more than one pair. From there, you can tab a few times to the close button and press enter. This takes you back to the playback options dialog.

IMPORTANT: By default, all Sibelius playback configurations utilize the user's onboard sound card and General MIDI sounds unless the user assigns a new sound source, such as an ASIO sound card, which is highly recommended. This is particularly important for the VI user who is upgrading from a previous version of Sibelius and has a library of older scores with GM sounds assigned to them. Unfortunately, changing output devices while NVDA is running has proven to cause Sibelius 7.51 to crash and restart. When Sibelius restarts, ASIO devices fail to appear in the Audio Engine Options Output Devices list because they are not released completely when Sibelius crashes in this manner. A full restart of Windows is required when this is the case. To avoid this problem, the following workaround has been developed. Rather than use NVDA as your screen reader while changing audio output devices, one should close NVDA in favor of Narrator because, while Narrator cannot read music in Sibelius, Narrator can be used specifically to guide the VI user through the audio output change process without crashing Sibelius. Follow these steps to safely change audio output devices in Sibelius:

1. Open any score using NVDA.
2. Accept the General MIDI sounds associated with the score. These are the onboard sounds that come with your laptop's sound card.
3. Press and release the Alt key and then press p l, then p d to enter the Playback Devices dialog. Alternatively, you can use the CONTROL Alt Shift U shortcut found in the VIP Feature Set if it has been installed. (See below.)
4. Press Alt A to enter the audio Engine Options dialog.
5. Having first made sure that Numlock was turned off, turned NVDA off by holding the Insert key on the numpad and then typing q. When prompted choose Yes to exit NVDA.
6. Turn on Narrator. (To do this, hit Run from the Win7 Start Menu and then type Narrator.
Narrator will ask you if you want to check or uncheck several dialog boxes. Ignore all that and simply Alt Tab into Sibelius.
7. When you tab into Sibelius, Narrator should say, "Focus on use virtual instruments and effects. Checkbox unchecked. As explained above, leave this unchecked as the Sibelius sound sets are very good. Tab once and you will be on the Interface combo box.
8. Press SPACE to reveal a drop down list of all the interface options. type the first letter of the ASIO interface you want, taking care not to choose the wrong interface, as this may cause NVDA to be accidentally silenced.
9. Hit ENTER once more and you will be on the Playback Devices dialog.
10. From the playback Devices dialog, tab until you hear, "Combo box with items,"

followed by the currently selected sound set. Press SPACE to reveal the available playback configurations.

11. Choose a different configuration, such as Sibelius Sounds Lite.
12. Once you have chosen a new configuration, tab to the Save button and save this configuration for your score.
13. Hit ENTER once again and you will be in the score.
14. At this point, Alt Tab to Narrator and choose Exit. When Narrator has stopped talking, restart NVDA and continue working in the score.

Sibelius will load successive scores with the last sound set you used. If the next score you load was saved with a different playback configuration than the last score you opened, Sibelius will ask you if you wish to switch to the new configuration. If you know that most of the work you will be doing for a while is jazz and pop, for example, you would select the jazz sound set. If you are using a computer that isn't a real power house or a laptop with only one hard drive, you may want to select the Sibelius light sound set. Once you have selected the sound set you can tab to the close button.

Selecting your midi input device:

It is very useful to have a midi keyboard available for note and chord entry. You will need to tell Sibelius what midi device to use for this.

1. GO to the note input tab in the ribbon. If you are on the home tab, you can press I.
2. Press tab once. The first option is setup, so you can press enter here.
3. Although this setup options list is inside the note input tab of the ribbon, it has many more options that are useful for other tasks, but we want to go to the input midi devices option. Press the letter I twice, and then press the tab key until NVDA says the word "table."
4. When you press the down arrow from here, NVDA will just say "row." Press the right arrow until you hear the name of an actual midi device.
5. press the down arrow key until the device you will be using for midi input is selected. This list actually speaks the way it should. You can then press enter.

Entering Chord Changes

Sibelius makes entering chords quick and easy, and when tabbing through a part in your score that contains chord changes, NVDA will speak them reliably. However, when entering chords into a part, NVDA will not give you feedback. Here are a few tips that will help you enter chords reliably.

Be familiar with the notes in the part that will be getting chord changes added to it.

There are two methods for entering chords, and the behavior of the editing cursor differs between them. If you type in the chord names, you will then need to press the space bar, which will move you either to the next note, or the next beat, whichever comes first. If you have written out some notation on a keyboard or bass part and then wish to add chord changes to it, you will have to keep in mind the actual notation you wrote in so that you'll know where you are. Pressing tab will advance you to the beginning of the next bar. Unfortunately, if you advance farther than you intended, you will need to exit the chord entry dialog with escape and then go back in your score. It is good practice to only enter chords in a short passage and then go back and check to be sure that they are in the right place.

If you use a MIDI keyboard to play in the chords, which often is better especially with complex chords with added ninths or thirteenthths, the behavior is slightly different. After playing the chord, you will advance to the next note or beat without having to press the space bar. If you don't want to enter another chord at that location, simply press space to go to the next note or beat, or press tab to go to the next bar.

Six HELPFUL PLUGINS

Accessibility in Sibelius 7.51 has been dramatically enhanced through six very helpful plug-ins provided by Bob Zawalich. These plug-ins are found in the VIP plugins folder and must be installed manually. (Refer to the readme.txt file).

The first of these is called, "Find System Objects." The purpose of this plugin is to allow the user to navigate to key system items in the score, such as special bar lines, rehearsal marks, time signatures, and system text. When the plugin opens, the user is in a left hand column where the type of system item to search for may be selected. Having arrowed to the desired category, the user then tabs to the right hand column in order to select the particular item in that category. Pressing RETURN places the user on the given system object in the score and highlights it.

It should be noted that there is also a check box at the bottom of the plugin dialog. This box is unchecked by default. When checked, the plugin remembers the type of system object for which the user last searched. Subsequent uses of the plugin will automatically send the user to the next instance of the same system object. Since NVDA doesn't speak upon arrival at a system object, it is strongly recommended that this box remain unchecked.

As stated above, after choosing the desired system object, hitting RETURN sends the user to the desired system object. However, NVDA does not speak unless the user presses the left arrow and then the right arrow. This moves the item one pixel to the left and then back to the

right into its original position. This movement causes NVDA to speak the highlighted system object, along with its position in the score. This is very useful for situations such as needing to delete an incorrectly placed rehearsal mark or double bar. This plugin is also necessary because system objects, unlike staff objects, can't be navigated to by tabbing or shift tabbing. This plugin replaces the typical sighted behavior of selecting a system object with a mouse.

After performing the desired action, it will be necessary to tab to get back into the score. Unfortunately, Sibelius will not always place the user in the bar where the system item was located. The user will be placed in the first visible full bar on the current screen. Fortunately, the plugin does tell the user where each system item is in the right hand column. so, take care to remember where the system item was located. After performing your task, you can use CTRL ALT G to go to the bar where the item was, if you wish. Remember this go To Bar command performs a system selection and places you at the top of the current system. So, feel free to left arrow once to deselect the entire system at that bar and move to the desired staff in the current system using either CTRL ALT Down Arrow, or the next of Bob's handy plugins, called "Go to Staff."

The "Go To Staff" plugin is also available on the plugin download page in the Sight Impaired category.

When the user launches this plugin, a dialog containing all the staves in the current score is displayed. The user can then arrow down through the score to choose the desired staff. Below the list of staves is a box in which the user can type in a specific bar within the chosen staff. By default, the bar is the current bar.

As stated earlier, the process of assigning an initial key signature is not accessible. In addition, it is not possible to determine the initial key signature of a score in Sibelius directly. That's where bob's third very useful plugin comes in. It's called, "Initial Key Signatures and Clefs, and can be found on the plugins download page in the sight impaired category.

Using this plugin, the user can determine the initial key signature and clef for each staff in a score. This is important when the score is a transposing score with instruments employing different transpositions. Simply launch the plugin and a dialog box will appear in which the key signature and clef for every instrument in your score will be displayed in a list which you can read. The dialog is for information only. If you discover that the key signature for your score is incorrect, you can change it by making a system selection of the entire score and pressing K to enter the Key Signature dialog. To move through the grid of key signatures, use the inverted T arrows to move through the grid and press NVDA Numpad-5 to hear the currently highlighted key signature.

Pressing RETURN chooses the highlighted key signature. Running the Initial Key Signatures and Clefs plug-in will confirm your new key signature.

There are some operations which require the user to highlight a particular bar line before the operation can be performed, such as creating system breaks, page breaks, title pages, blank pages and splitting systems for the purposes of separating the music of a coda from the rest of

the score. Once again, Bob Zawalich has resolved this issue for visually impaired users with another plug-in called, "breaks." This plug-in circumvents the inability to choose a specific bar line by having the user select either a passage selection of an entire bar, or the selection of one or more objects in the bar. If the selection extends across multiple bars, the plug-in will use the bar at the start of the selection to determine the bar line.

The plug-in has a list box of actions including:

Create system break,
Create page break,
And Create split system.

NOTE: To remove a system break or page break, use Layout > Format > Unlock Format.

Also, the downloadable plug-in Create Blank Page can create a blank page, and the downloadable plug-in Delete or Update title Page can delete title pages and blank pages.

There It Is!

You may find that "There it is" is the most useful of Bob's new special plugins. It not only combines the functions of some of the other plugins, but also provides access to nearly every kind of object in your score and allows you to navigate directly to it. It is a bit more complex to use but in many cases it is the best solution for checking over your score to make sure that you are getting the results you expect. This plugin should go into the proof reading category. It has the keyboard short cut alt F3 assigned to it in the VIP feature set. Since many programs use F3 for find operations, it makes sense.

If you want to examine a specific part or area of your score, it is a good idea to select it first. Use the "select bars" dialog to do this. (See below.) There is an option in this dialog to make your selection a system selection. If you want to examine system objects or select all the staves in your score, check this.

When you run the plugin, you will be on the first column where you select the category

of items you want to view. Only categories that are present within your selection will be listed. If you select certain categories such as slurs or other items that are numerous within your score, it may take a while for them to be loaded so that they can be viewed in the second column of the dialog. This is especially true if you have selected your entire score and are using a slower system. Also, if you run the plugin without making a selection first, you will be informed that you haven't made a selection and asked if you want to select the entire score. If you answer no to this, you will return to the score. If you answer yes, all of the available items will be listed, including system objects.

Once you have chosen the type of objects, press tab to access the list of items within this category. As you arrow down the list of items, NVDA will read rather strange sounding text. Remember, this is a work in progress.

Finally, Bob has created one more plug-in designed to make it easier to find and run the plug-ins the user uses most. This plug-in is called, "Run Plug-ins by Name," and is located in the, "Other," category of the Sibelius Plug-ins page.

Once installed, you can create keyboard shortcuts for each of these plugins to avoid searching for them in the menus, Installing the Run Plug-ins By Name plug-in, and assigning a keyboard shortcut just to that plug-in, will allow the user to use this one plug-in to run the other plug-ins. Run Plug-ins By Name creates a list of available plug-ins sorted by name, and once you run a plug-in from within it, it adds its name to the top of the list, so it will be quicker to find, up to a maximum of twelve added plug-ins at the top of the list.

Keyboard shortcuts

In order to use the special keyboard shortcuts you installed when following the steps in the readme.txt file, you will need to make them Sibelius's active feature set. Here is how to do this:

1. Go to preferences with control, (comma).
2. Press K to highlight keyboard shortcuts.
3. Press tab four times to go to the list of feature sets. By default, the current feature set will be "standard keyboard shortcuts."
4. Press the down arrow key. NVDA will not speak the newly highlighted item so you will need to press NVDA number pad 5 to hear it spoken. Press RETURN to make the selected feature set the active feature set.

CREATING KEYBOARD SHORTCUTS

If you decide that you would like to change the assignment of a keyboard shortcut or add a new one, it's a good idea to make a copy of the VIP shortcuts feature set so that it can be recalled in its original state. This is the most reliable way to do this.

1. Open the "Sibelius user data" entry in the Windows start menu. Refer to the readme.txt file for instructions.
2. Highlight the VIP shortcuts entry and copy it to the windows clipboard.
3. Rename this entry by pressing F2 and typing in a new name, then press enter.
4. Now paste the file from the windows clipboard, which will have the original name. You can now close this with Alt f4. Perform the steps above to make your newly named feature set the active one. Now you can safely make any changes.

When creating custom shortcuts, it is critical to remember that Sibelius recognizes every key as a potential shortcut, or part of a shortcut. This means that you cannot employ the typical method of exiting the shortcut edit field with a Tab. Pressing Tab will overwrite your chosen hot key. Below is a set of instructions designed to allow the blind user to circumvent this behavior.

1. Make sure that Simple Review is turned on in NVDA Preferences, Review Cursor.
2. Press CTRL comma to enter the Sibelius Preferences dialog. You should land on a list and NVDA should say, "Display." If it doesn't, tab until you hear "Display."
3. Once you're on Display, press K. You should hear NVDA say, "Keyboard Shortcuts."
4. Tab seven times and then press the down arrow until the category that contains the command to which you want to assign a shortcut is highlighted.
5. Tab once and you will be in the list of available commands. You can type letters to move rapidly through this list.
6. Press Alt A to enter the Add Keyboard shortcut dialog. This will put you in the edit field where you will type the keys you wish to use for your shortcut.

The next instructions must be followed to the letter. Failure to follow these exactly will not yield the shortcut you wish because every key you press is understood by Sibelius to be a shortcut selection unless you follow these instructions exactly.

7. Press the key combination you want for your shortcut, such as CTRL-Alt-Y. When you release the keys, the dialog will have CTRL+Alt+Y in it, But you won't be able to read or check it.
8. Press NVDA 6. You will hear "OK." If you wish to cancel the operation, press NVDA with

keypad 6 again to go to the "Cancel" button.

9. Press NVDA-Numpad-enter.

this is one of those rare cases where you wish to use the numpad ENTER key instead of the QWERTY ENTER or RETURN key. This will assign the desired shortcut combination.

10. Press tab until you hear "OK." Pressing OK will return you to the score and your keyboard shortcut will now perform the task you assigned to it.

Deleting a shortcut

If you wish to change the assignment of an existing shortcut, you will need to delete the original assignment. If you don't, you will end up with two assignments for the same command. To delete an assignment, highlight the shortcut you want to change, and then press alt+d. You will be prompted to confirm that you really want to delete the shortcut. Tab to OK and press enter.

NOTE: while there is no dynamic hot key list to show what shortcut combinations are used up, it is useful to know that, in Windows, On PC from Sib 7 most of the Alt+ single key combinations are available. Also the function (f) keys and punctuation keys can be used. It is recommended that you try to follow the Sibelius way of using the first letter in the combination.

e.g.

Alt+D (double barline)

Alt+F (final barline)

Alt+S (start repeat barline)

Alt+E (end repeat barline)

Working With Lyrics

As mentioned earlier, developing access to Sibelius is a work in progress which has some limitations. One of these limitations is the inability to work with lyrics directly from within Sibelius. If you plan on doing projects that require vocal parts, you will need to use the workaround (described below) for now.

Importing Lyrics From a Text File

The easiest way to add lyrics to a vocal part in your score is to import a text file that contains only the lyrics you intend to add. This requires two main tasks, which are:

1. Create the text file with the lyrics in it.

- A. Open any word processor or even Windows notepad, which is best because the text file needs to be a run-of-the-mill .txt file.
 - B. Type in the lyrics. You don't need to hyphenate them, Sibelius will do that for you.
 - C. Save the file in a place you can find easily.
2. Enter the notes and import the file.
- A. In Sibelius, enter the notes into the part that will be getting the lyrics. If a syllable needs to slur over multiple notes, you will need to enter the slur in as you add the notation. If the first of the notes that will be slurred is also the tied to the following note, be sure to start the slur on the first tied note. It is best to add any expression text such as dynamics or instructions while doing this, because these objects will be easier to find and check before you import the lyrics. When you are finished entering the notation, pay careful attention to the bar and beat where the last note was entered.
 - B. Select the portion of the vocal part that will be receiving the lyrics. Move your editing cursor to the first note in the vocal part, and then press Control-Alt-A to open the "select bars" dialog. You could also use the normal keystrokes to select the range of bars and beats but this method is easier and more reliable. When you open the "Select bars" dialog, you will be positioned on the "to" field, which is where you will enter the bar number of the last note that you just entered. The from field already has the current location in it. Once you have made your selection, tab to "OK" and press enter. Don't press any navigation keys or you will lose your selection.
 - C. Now, press Alt+f2 to open the "Create lyrics from text file" dialog. You will be placed on the "Browse" button. Press the space bar and you will be presented with a normal Windows open file dialog. Select the text file you just created and press enter. This will bring you back to the main dialog and you will be on the "OK" button. Most likely you will not need to change other options, but for the first time, tab through the dialog to familiarize yourself with the available options. You can change the language and how odd syllables will be treated. You will also notice an option to have Sibelius warn you if there is a mismatch between the number of notes in your selection and the number of syllables in the lyrics. Leave this checked. Tab to "OK" and press enter.

When you do this, you may get a warning message telling you that you don't have enough lyrics to fit the selected area. Press yes to go ahead with the import. Since the select bars option will only let you enter a whole bar number for the "To" option, you might have more notes that are not selected. This can happen if you do a phrase at a time, which is recommended until you become more familiar with this task. When you feel comfortable, you can create your text file containing the lyrics in an entire part within your score. Just make sure that you enter all of the notes and slurs in the part so that the lyrics and notes will match up.

SAY WHAT?

As you navigate through a score using the tab key, the feedback from NVDA can be a bit inconsistent. Often, notes and rests may not be spoken. If you want to quickly navigate through the notes and rests in a part of your score, it is best to use the left and right arrow keys to do this. Just make sure that you have a note selected before doing this, or you may inadvertently move some other object. NVDA will always tell you if you are doing this, so just go back the other way and tab to the next object. If you hear a note played when you tab then you can be sure that you are selecting a note and it is safe to use the arrow keys.

Sometimes, as you tab through the score, you may hear NVDA say something like "Music select, start of crescendo line at bar 29, beat 1, ending at bar 1, beat 5." So what's up with that? I'm in four-four time, there's no beat 5 and how can it end before it started? Whoooh oooh oooh! Are we in the Twilight Zone?

Actually, the "ending at" part of the message is not the ending at all. It is a rough idea of the length of the crescendo hairpin. The same is true for slurs and decrescendo lines as well. If a line starts at beat 1 of a bar and ends at beat 5, it means that the line actually ends on the first beat of the next bar. However, if the line starts in the middle of a bar, such as beat 3 and then the ending says "bar 1 beat 4, it may mean that it is ending in the middle of the next bar. This information should be taken with a grain of salt, though you can often make an educated guess. When adding hairpins to your own score, it is a good idea to add a dynamic expression mark at the end of the hairpin. This is good notation practice anyway, since it tells a performer what dynamic level they are aiming for at the end of the hairpin.

Finally, you should be aware that there are certain cases, particularly involving slurs, where the second coordinate actually has no accurate relationship to either the slur's endpoint or its length. so, either make careful notes of the position and length of slurs, or secure sighted assistance for this. Also, it is important to know that NVDA will always identify a slur as being above the notes, even when the slur is in fact below. this has been true with Screen readers and slurs in Sibelius dating back as far as Sibelius Speaking, JAWS and Sibelius 3.

Another rather serious short coming at present is that articulation marks are not spoken at all. You may be able to hear the effect of these marks as notes are played back. However, at this time, there is no way for NVDA to confirm the presence of articulations in your score. while notes are being entered in Input Mode, you can turn on a given articulation, such as accent, and NVDA will say, "Accent on." From this point on, all notes entered will have an accent attached to them. However, even this is inefficient because there is no way to review the score and determine the presence of the accent marks you just entered except by listening for them during playback. So, you will need sighted assistance when articulations are being added to your score.

Handy Keyboard Shortcuts for Visually Impaired Users

You are probably already familiar with some of Sibelius's keyboard shortcuts. The program includes keystrokes that perform a wide variety of functions during all aspects of your work flow while creating and editing your score. In addition, it is possible to customize the list of available shortcuts because nearly every function can be bound to any keystroke.

We have created a special "feature set" of keyboard shortcuts to make working with Sibelius more accessible for VI users. A lot of thought went into this in order to make them as intuitive and easy to memorize as possible. Occasionally,, some of the stock shortcuts have been replaced with keystrokes to perform tasks that are of more use to visually impaired users. Functions that would be of little use, such as changing the appearance of elements on the screen or choosing highlight colors have been replaced. You can always revert to the standard feature set if there is a standard shortcut which is of particular use to you, such as changing the way highlighted objects appear. Then return to the VIP feature set when you wish to use the enhanced shortcuts optimized for VI users.

Below, you will find a series of tables divided into groups of related tasks. These tables have four columns. They are labeled function, keystroke, status, and comments.

The status column will have one of the following entries:

Unchanged; This is an original shortcut.

Added; This is a previously unused keystroke.

Replaced; This keystroke replaces a function that either is not useful for visually impaired users, or was reassigned to make it more consistent with other related tasks for easier memorization. In the second case, the original function was also reassigned so that it is still available, which will also give it a "replaced" designation.

In most cases, the comments column will be blank. However, there are situations where pressing a keystroke may require additional input, or NVDA may not give some necessary information. In these cases, there will either be a short explanation or a link to another section of this document that will provide more information.

Special text items:

There are situations where entering a keystroke will require additional steps to complete a task. These are special word items that in some cases have their own keyboard shortcuts, or may require the user to drop down a menu of selections. These will have comments in the table of shortcuts.

In order to complete the desired task, do the following: We will use expression text as an example.

If you want to add an expression to a part in your score, such as a dynamic mark or instruction e.g. Marcato, dulce, legato, etc.,

1. Press control+e. You will not hear any prompt from NVDA, but Sibelius will be waiting for you to choose an expression.
2. Press the applications key to bring up a context menu. If you are using a laptop that does not have an applications key, press shift-f10 instead.
3. Use the up and down arrow keys to select the expression you want to add to your score and then press enter. As you go through the menu, you will notice that NVDA will speak keystrokes for some of the expressions. Once you have become familiar with some of these keyboard shortcuts, you can just press control-e to tell Sibelius that you want to add an expression, and then press the keystroke for the expression you are adding without having to use the menu at all.

[File Tab Shortcuts](#)

Function	shortcut	Status	Comments
Exit	Alt-Q	Unchanged	
Close window	ctrl-shift-w	Unchanged	
New	Ctrl-n	Unchanged	
Open	Ctrl-o	Unchanged	
Save	Ctrl-s	Unchanged	
Print	Ctrl-p	Unchanged	
Save as	Ctrl-shift-s	Unchanged	
Export audio	alt-u	Unchanged	
Preferences	ctrl-, (comma)	Unchanged	
Help	F1	Unchanged	
Quick start	alt-q	Added	Brings up dialog.
Close tab	ctrl-w	Unchanged	
Export music xml	alt-x	Added	Brings up dialog.
Install plugins	f5	Unchanged	
Export PDF	alt-p	Added	Brings up dialog

[Home Tab Shortcuts](#)

Function	Shortcut	Status	Comments
Find	ctrl-f	Unchanged	
Inspector	control-shift-i	Unchanged	
Advanced filter	Control-alt-shift-f	Unchanged	
Cancel/select none	escape	Unchanged	
Filter notes and	alt-shift-k	Added	

chords			
Filter expression text	Alt-shift-e	replaced	Made consistent with other filters.
Filter chord symbols	alt-shift-c	Added	
Filter slurs	alt-shift-s	Unchanged	
Filter lyrics	alt-shift-l	Unchanged	
Filter hairpins	alt-shift-h	Unchanged	
Filter voice 1	control-alt-shift-1	Unchanged	
Filter voice 2	control-alt-shift-2	Unchanged	
Filter voice 3	control-alt-shift-3	Unchanged	
Filter voice 4	control-alt-shift-4	Unchanged	
Undo	control-z	Unchanged	
Redo	control-y	Unchanged	
Delete	backspace	Unchanged	
Bar at end	control-b	Unchanged	
Undo history	control-shift-z	Unchanged	
Redo history	control-shift-y	Unchanged	
Copy	control-c	Unchanged	
Cut	control-x	Unchanged	
Go to page	control-shift-g	Unchanged	
Select all	control-a	Unchanged	
Transposing score	control-shift-t	Unchanged	
Single bar	control-shift-b	Unchanged	
Go to bar	control-alt-g	Unchanged	
Flip	x	Unchanged	
Other bar	alt-b	Added	
Instruments and staves	l	Unchanged	
Hide or show	control-shift-h	Unchanged	
Paste	Control-v	Unchanged	
Find next	control-g	Unchanged	
Filter top note for copying	control-alt-1	Unchanged	
Filter 2nd note for copying	control-alt-2	Unchanged	
Filter 3rd note for copying	control-alt-3	Unchanged	
Filter bottom note for copying	control-alt-4	Unchanged	
Filter dynamics	alt-shift-d	Unchanged	
Select system passage	alt-shift-a	Unchanged	
Paste as cue	control-alt-shift-v	Unchanged	
Capture idea	shift-l	Unchanged	
Instrument change	control-alt-shift-l	Unchanged	
Delete bar	control-backspace	added	
Select bars	control-alt-a	Unchanged	
Filter technique text	alt-shift-q	Added	
Filter system text	alt-shift-y	Unchanged	

Filter rehearsal marks	alt-shift-r	Added	
Filter symbols	alt-shift-z	Added	
Filter rests	alt-shift-0	Added	Replaces obscure note head function

Note Input Shortcuts

Function	Shortcut	Status	Comments
Flexi-time Input	Ctrl-Shift-F	Unchanged	
Move Up Chromatically	Shift-Page Up	Unchanged	
Move Down Chromatically	Shift-Page Down	Unchanged	
Flexi-time Options	Ctrl-Shift-O	Unchanged	
Transpose	Shift-T	Unchanged	
Repeat	R	Unchanged	
Move up a staff	Ctrl-Shift-Up	Unchanged	
Move Down a Staff	Ctrl-Shift-Down	Unchanged	
Add interval 2nd below	Shift-2	Unchanged	
Add interval 3rd below	Shift-3	Unchanged	
Add interval 4th below	Shift-4	Unchanged	
Add interval 5th below	Shift-5	Unchanged	
Add interval 6th below	Shift-6	Unchanged	
Add interval 7th below	Shift-7	Unchanged	
Add interval an octave below	Shift-8	Unchanged	
Add interval 9th below	Shift-9	Unchanged	
Swap Voices 1 and 2	Shift-V	Unchanged	
Input Notes	N	Unchanged	
Arrange	Ctrl-Shift-V	Unchanged	
Voice 1	Alt-1	Unchanged	
Voice 2	Alt-2	Unchanged	
Voice 3	Alt-3	Unchanged	
Voice 4	Alt-4	Unchanged	
Create C	C	Unchanged	
Create D	D	Unchanged	
Create E	E	Unchanged	
Create F	F	V	
Create G	G	Unchanged	

Create A	A	Unchanged	
Create B	B	Unchanged	
Add Pitch C	Shift-C	Unchanged	
Add Pitch D	Shift-D	Unchanged	
Add Pitch E	Shift-E	Unchanged	
Add Pitch F	Shift-F	Unchanged	
Add Pitch G	Shift-G	Unchanged	
Add Pitch A	Shift-A	Unchanged	
Add Pitch B	Shift-B	Unchanged	
Add unison	1	Unchanged	
Add interval 2nd above	2	Unchanged	
Add interval 3rd above	3	Unchanged	
Add interval 4th above	4	Unchanged	
Add interval 5th above	5	Unchanged	
Add interval 6th above	6	Unchanged	
Add interval 7th above	7	Unchanged	
Add interval an octave above	8	Unchanged	
Add interval 9th above	9	Unchanged	
Voice All	Alt-5	Unchanged	
Turn note into grace note	Ctrl-Alt-Shift-N	Added	
Re-input Pitches	Alt-Shift-N	Unchanged	

Notations Tab Shortcuts

Function	Shortcut	Status	Comments
Symbol	Z	Unchanged	
Time Signature	T	Unchanged	
Line	L	Unchanged	
Clef	Q	Unchanged	
Key Signature	K	Unchanged	
Double Bar line	Ctrl-; (semicolon)	Added	
Start Repeat Barline	Alt-S	Added	
End Repeat Barline	Alt-E	Added	
Final Barline	Ctrl-Shift-; (semicolon)	Added	
Show symbols dialog	Shift-Z	Added	

TEXT SHORTCUTS

Function	Shortcut	Status	Comments
Bar Number Change	Shift-N	Unchanged	
Chord Symbol	Ctrl-K		
Rehearsal Mark (consecutive)	Ctrl-R	Unchanged	
Text Style	Alt-Shift-T	Unchanged	
Edit Text Styles	Ctrl-Alt-Shift-T	Unchanged	
Revoice Chord Diagram	Ctrl-Alt-Shift-K	Unchanged	
Page Number Change	Shift-N	Unchanged	
Create Lyrics From Text File	Alt-F2	Added	
Equivalent Chord Text	Ctrl-Shift-K	Unchanged	

LAYOUT SHORTCUTS

Shortcut	Key stroke	Status	comments
Document Setup	Ctrl+D	Unchanged	
Lock Format	Ctrl+Shift+L	Unchanged	
Unlock Format	Ctrl+Shift+U	Unchanged	
Make Into Page	Ctrl+Alt+Shift+M	Unchanged	
Hide Empty Staves	Ctrl+Alt+Shift+H	Unchanged	
Show Empty Staves	Ctrl+Alt+Shift+S	Unchanged	
Split System	Shift+Return	Added	
Make Into System	Alt+Shift+M	Unchanged	
System Break/Respell Accidental/Edit Text	Return	Unchanged	
Page Break	Ctrl+Return	Unchanged	
Use Multirests	Ctrl+Shift+M	Unchanged	
Focus on Staves	Ctrl+Alt+F	Unchanged	
Special Page Break	Ctrl+Shift+Return	Unchanged	
Optimize Staff Spacing	Ctrl+F7	Added	
Switch magnetic layout on / off	Shift+F7	Added	

LAYOUT SHORTCUTS

Shortcut	Key stroke	Status	comments
Document Setup	Ctrl-D	Unchanged	
Lock Format	Ctrl-Shift-L	Unchanged	
Unlock Format	Ctrl-Shift-U	Unchanged	
Make Into Page	Ctrl-Alt-Shift-M	Unchanged	
Hide Empty Staves	Ctrl-Alt-Shift-H	Unchanged	
Show Empty Staves	Ctrl-Alt-Shift-S	Unchanged	
Split System	Shift-Return	Added	
Make Into System	Alt-Shift-M	Unchanged	
System Break/Respell Accidental/Edit Text	Return	Unchanged	
Page Break	Ctrl-Return	Unchanged	
Use Multirests	Ctrl-Shift-M	Unchanged	
Focus on Staves	Ctrl-Alt-F	Unchanged	
Special Page Break	Ctrl-Shift-Return	Unchanged	
Optimize Staff Spacing	Ctrl-F7	Added	
Switch magnetic layout on / off	Shift-F7	Added	

APPEARANCE SHORTCUTS

Note: Most of these shortcuts will not be of much use to VIP users, but they are included for the sake of completeness.

Shortcut	Key stroke	Status	comments
Engraving Rules	Ctrl-Shift-E	Unchanged	
Reset Note Spacing	Ctrl-Shift-N	Unchanged	
Align in a Column	Ctrl-Shift-C	unchanged	
	Ctrl-Shift-P	Unchanged	
Reset Design	Ctrl-Shift-D	Unchanged	
Reset to Score Design	Ctrl-Alt-Shift-D	Unchanged	
Reset to Score Position	Ctrl-Alt-Shift-P	Unchanged	

PLAY SHORTCUTS

Function	Keystroke	Status	Comments
Playback Devices	Ctrl-Alt-Shift-U	Added	
All Notes Off	Shift-O	Unchanged	
Fast-forward] (right bracket)	Unchanged	
Rewind	[(left bracket)	Unchanged	
Play/Stop or snap line/lyric to next note	Space	Unchanged	
Mixer	Ctrl-Alt-M	Unchanged	Not accessible at this time.
Live Playback	Ctrl-Alt-Shift-L	Unchanged	
Move Playback Line to Start	Ctrl-[(Left bracket)	Unchanged	
Move Playback Line to End	Ctrl-] (right bracket)	Unchanged	
Hit points	Alt-Shift-P	Unchanged	
Go to Playback Line	Shift-Y	Unchanged	
Move Playback Line to Selection	Y	Unchanged	
Replay	Ctrl-Space	Unchanged	
Play From Selection	P	Unchanged	
Move forward a single frame	Shift-] (right bracket)	Unchanged	
Move backward a single frame	Shift-[(left bracket)	Unchanged	

PARTS SHORTCUTS

Function	Keystroke	Status	Comments
Switch Between Full Score and Part	W	Unchanged	
Next Part	Ctrl-' (single quote)	Unchanged	
Previous Part	Ctrl-Shift-' (single quote)	Unchanged	
Create New Part	Alt-W	Added	
Delete Part	Alt-Shift-W	Added	

VIEW SHORTCUTS

Function	Keystroke	Status	Comments
Timeline	Ctrl-Alt-N	Unchanged	
Full Screen	Ctrl-U	Unchanged	Can get rid of spoken garbage.
Keypad	Ctrl-Alt-K	Unchanged	
Zoom Out	Ctrl-- (dash)	Unchanged	
Zoom In	Ctrl--(Plus)	Unchanged	
Fret board	Ctrl-Alt-E	Unchanged	
Video	Ctrl-Alt-V	Unchanged	
Transport	Ctrl-Alt-Y	Unchanged	
Hide Tool Windows	Ctrl-Alt-X	Unchanged	
Ideas	Ctrl-Alt-I	Unchanged	
Compare	Ctrl-Alt-C	Unchanged	
Keyboard	Ctrl-Alt-B	Unchanged	
Select Previous Tab	Ctrl-Shift-Tab	Unchanged	Standard Windows command
Select Next Tab	Ctrl-Tab	Unchanged	Standard Windows command

PLUGINS SHORTCUTS

Note: We have only assigned keyboard shortcuts for the special VIP plugins written by Bob described above.

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Function	Keystroke	Status	Comments
Breaks	Alt+\ (backslash)	Added	
Go To Staff	Ctrl+Alt+Shift+G	Added	
Initial Key Signatures And Clefs	Ctrl+I	Added	
Run Plugins By Name	Ctrl+Alt+Shift+R	Added	
System Objects	Alt+Y	Added	
There It Is!	Alt+F3	Added	

TEXT STYLE SHORTCUTS

Function	Keystroke	Status	Comment
1st and 2nd endings	Alt+F1	Added	
Expression	Ctrl+E	Unchanged	
Lyrics line 1	Ctrl+L	Unchanged	
Lyrics line 2	Ctrl+Alt+L	Unchanged	
Metronome mark	Ctrl+M	Added	
Repeat (D.C./D.S./To Coda)	Alt+R	Added	
Technique	Ctrl+T	Unchanged	
Tempo	Ctrl+Alt+T	Unchanged	

LINE STYLES SHORTCUTS

Function	Keystroke	Status	Comment
1st and 2nd ending	Alt+Shift+F1	Added	
1st ending	Ctrl+Shift+F1	Added	
2nd ending	Ctrl+Shift+F2	Added	
2nd ending (closed)	Ctrl+Alt+Shift+F2	Added	
Accel.	Ctrl+Shift+A	Added	
Crescendo	H	Unchanged	

Diminuendo	Shift+H	Unchanged	
Pedal	Ctrl+/ 	Added	
Pedal lift	Ctrl+Shift+/ 	Added	
Rit.	Ctrl+Shift+R	Added	
Slur above	S	Unchanged	

MOVING KEYBOARD SHORTCUTS

In the next few tables, all of the shortcuts are the original factory defaults. For this reason, the tables only contain two columns, function and keystroke.

Function	Keystroke
Move stave down (relative) / Select part of object below	Alt+Down
Move object up a lot	Ctrl+Up
Move object down a lot	Ctrl+Down
Decrease spacing	Alt+Shift+Left
Increase spacing	Alt+Shift+Right
Move object left a lot / Select start of bar	Ctrl+Left
Decrease spacing a lot	Ctrl+Alt+Shift+Left
Move object right a lot / Select start of next bar	Ctrl+Right
Increase spacing a lot	Ctrl+Alt+Shift+Right
Move staff up (absolute) / Select note in previous voice	Alt+Shift+Up
Move staff down (absolute) / Select note in next voice	Alt+Shift+Down
Move staff up a lot (absolute)	Ctrl+Alt+Shift+Up
Move staff down a lot (absolute)	Ctrl+Alt+Shift+Down
Move staff up a lot (relative) / Select note in staff above	Ctrl+Alt+Up
Move staff down a lot	Ctrl+Alt+Down

(relative) / Select note in staff below	
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NAVIGATION KEYBOARD SHORTCUTS

Function	Keystroke
Move up a screenful	PgUp
Move down a screenful	PgDown
Move left a screenful/page	Home
Move right a screenful/page	End
Move to first page	Ctrl+Home
Move to last page	Ctrl+End
Move to top of page	Ctrl+PgUp
Move to bottom of page	Ctrl+PgDown
Go to selection start	Shift+Home
Go to selection end	Shift+End
Page up a small amount	Alt+PgUp
Page down a small amount	Alt+PgDown
Move screen left a small amount	Alt+Home
Move screen right a small amount	Alt+End

ZOOM KEYBOARD SHORTCUTS

Function	Keystroke
Zoom 100%	Ctrl+1
Zoom to fit page	Ctrl+0

NOTEHEAD KEYBOARD SHORTCUTS

Function	Keystroke
Notehead 1	Alt+Shift+1
Notehead 2	Alt+Shift+2
Notehead 3	Alt+Shift+3
Notehead 4	Alt+Shift+4
Notehead 5	Alt+Shift+5
Notehead 6	Alt+Shift+6
Notehead 7	Alt+Shift+7
Notehead 8	Alt+Shift+8
Notehead 9	Alt+Shift+9
Next notehead/bar rest type	Shift+=
Previous notehead/bar rest type	Shift+- (dash)

Selection Keyboard Shortcuts

FUnction	Keystroke
End line	Shift+L
Hide or show accidentals	Ctrl+Alt+H
End slur	Shift+S
Snap line/lyric to previous note	Shift+Space
Extend selection left	Shift+Left
Extend selection right	Shift+Right
Extend selection to start of bar	Ctrl+Shift+Left
Extend selection to end of bar	Ctrl+Shift+Right
Extend selection up	Shift+Up
Extend selection down	Shift+Down
Move object up	Up
Move object down	Down
Move object left / Select previous note	Left
Move object right / Select next note	Right
Select next object	
Select previous object	Shift+Tab
Select next part of object	Alt+Right
Select previous part of object	Alt+Left

Tuplets

Function	Keystroke
Duplet	Ctrl+2
Triplet	Ctrl+3
Quadruplet	Ctrl+4

Quintuplet	Ctrl+5
Sextuplet	Ctrl+6
Septuplet	Ctrl+7
Octopus	Ctrl+8
Nonuplet	Ctrl+9

Keypad (all)

A couple of issues!

Remember that it is very important to turn numlock on before using the keypad shortcuts. Failure to do this will cause unpredictable results that may either make you get lost or enter unwanted notation into your score. In general, the only time you need to have numlock turned off while working in Sibelius is when you are in menus or dialog boxes where you may need to use NVDA's review cursor to read text that has not been spoken.

Function	Keystroke
Common notes	F7
More notes	F8
Beams/tremolos	F9
Articulations	F10
Jazz Articulations	F11
Accidentals	F12
Next Menu	+

Keypad (common notes)

Function	Keystroke
Flat	9
Sharp	8
Natural	7
Whole note	6
Half note	5
Quarter note	4
8 th note	3
16 th note	2
32 nd note	1
Tie	Enter
Rhythm dot	. (Period)
Rest	0
Tenuto	- (minus)
Staccato	*

Accent	/
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Keypad (more notes)

Function	Keystroke
Long	9
Double whole note	8
512 th note	7
256 th note	6
128 th note	5
64 th note	4
Triple dot	3
Double dot	2
Bracketed Notehead	1
Slide	. (period)
appoggiatura	/ (
Acciaccatura	*
Pre-bend Note	- (dash)
Cue size (on/off)	Enter

Beams/tremolos shortcuts (f9)

Function	Keystroke
End beam	9
Middle of beam	8
Start beam	7
Buzz roll (as on stem)	6
32 tremolos	5
16 tremolos	4
8 tremolos	3
4 tremolos	2
2 tremolos	1
Tremolo with next note	Enter
Feathered beam rit	. (period)
Start secondary beam	/
No beam	*
Stemlet	- (dash)

Articulations shortcuts (f10)

Function	Keystroke
Staccatissimo	9
Marcato	8
Wedge	7
Downbow	6
Upbow	5
Plus/closed	4
Long fermata	3
Short fermata	2
Fermata (pause)	1
Harmonic/open	. (period)
Custom articulation 1	/
Custom articulation 2	*
Custom articulation 3	- (dash) -

Jazz articulations Shortcuts

Function	Keystroke
Doit	9
Fall	8
Scoop	7

additional resources

IMPORTANT: Blind users of this product should understand that, while technical support,

is available from Sibelius the support team at Avid is not trained to offer support geared to the unique needs of our community. this is why this special supplemental documentation was prepared. Since this documentation is freely available from Avid's website, it is strongly recommended that the user read this document thoroughly from beginning to end at least once before deciding whether to purchase or upgrade to Sibelius 7.51 from his or her current solution. Similarly, even after reading this document and electing to use Sibelius 7.51, the user should reread the entire document thoroughly before taking any action concerning installation or modification of either Sibelius 7.51, or the feature set and plug-ins associated with and referenced in this supplemental document.

Ideally, if the user is upgrading from Sibelius 5.25 or Sibelius 6.20. It is best to have the original version of Sibelius running alongside Sibelius 7.51. To do this, the user will have to run Sibelius 5.25 or 6.20 in XP compatibility mode. However, this is best if possible because Sibelius 7.51 is not yet as functional for the blind user as was Sibelius 5.25 or 6.20 for those who have access to the Sib-access scripts for 6.20.

In addition, it is highly recommended that blind users and prospective users of Sibelius 7.51 who have not already done so take advantage of three important and highly useful resources.

the first of these is the Sibelius Access List. This list was originally developed by Dan Rugman, creator of Sibelius Access for Sibelius 5.25 and JAWS. While Sibelius Access is no longer being developed, the list remains an active resource populated by knowledgeable users who will do their best to answer your questions. To join this list, send a message to:

sib-access-request@freelists.org with "Subscribe," in the subject line without the quotation marks._

The second list is the Sibelius Chat Page, which can be found in the Community section of the Sibelius.com website itself. Joining this group will allow the blind user to get a sense of how the sighted Sibelius user community operates. It will also be good for the sighted user base to become more and more aware of the blind and visually impaired user community.

Finally, we strongly recommend that you subscribe to the Sibelius Blog. The Sibelius Blog was originally maintained by Daniel Spreadbury when he was developing Sibelius. When Daniel left Avid, he handed the blog over to his good friend, Philip Rothman. Rothman now runs the blog independently. While it is no longer affiliated with Avid in any way, it remains one of the best resources for keeping up-to-date on developments concerning both Sibelius in particular and music notation software in general. Subscription information is available at <http://www.sibeliusblog.com/subscribe> Simply follow the instructions on this page to subscribe

in either individual e-mail, or digest format.

Braille can be helpful

If you are comfortable with braille music notation, there are two resources that can be used in conjunction with Sibelius when creating your scores.

Many blind and visually impaired musicians are familiar with Goodfeel. Goodfeel is a program that can import music xml files such as those exported from Sibelius, and display them as braille music notation. This will allow you to proofread your score in braille, which can be a more accurate way of checking your notation. If you have JAWS and a refreshable braille display on your computer, this can be quite useful. The Goodfeel suite of programs is available at <http://www.dancingdots.com>

One thing to keep in mind concerning the export of music xml is that some aspects of your score, especially those that involve proprietary Sibelius features such as repeats, some system items, and formatting, may not be exported. If you do import this into another program like Goodfeel and then edit it there, importing this back into Sibelius may cause other data that was originally there to be lost. For this reason, it's a good idea to wait until you have done any editing outside of Sibelius to add repeat signs, cue notation, or other special items.

Braille music editor

The second helpful resource for braille music users is called BME (braille music editor). This program uses the s, d, f, j, k, and l keys on the qwerty keyboard to enter braille music notation just as you would enter characters on a Perkins braille writer or a braille note taker. If you are a good braille music notator, this can allow you to enter notation quickly and accurately, with articulation marks, dynamics, fingering etc. BME can then export this as music XML which can then be imported into Sibelius for further editing and polishing. To get more information about BME, go to <http://www.veia.it>

This program does require JAWS to work properly.

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