

## Working with Files and Display

To perform this action,	Press
Create a new score file	Ctrl+N
Open an existing score file	Ctrl+O
Save active score file	Ctrl+S
Close active window	Ctrl+F4
Switch to previous score	Ctrl+F6
Open Score Print dialog box	Ctrl+P
Zoom in	Alt+Plus
Zoom out	Alt+Minus/Hyphen
Zoom specification	Alt+Equal
Redraw/refresh the score	F9
Redraw/refresh the active staff	Ctrl+F9
Reset attributes/center insertion pt	Zero (0)
Access Help File	F1
Bring up a context menu	Tilde ( ~ )
Access File Info	Ctrl+I
Find item on staff	Ctrl+F
Find next item	F3

## Copy, Paste, Undo, Delete

To perform this action,	Press
Cut the selection	Ctrl+X
Copy selection to clipboard	Ctrl+C
Paste clipboard contents	Ctrl+V
Remove (clear) the selection	Ctrl+Del
Undo previous operation	Ctrl+Z
Redo previous Undo	Ctrl+Y
Undo previous operation	Alt+Backspace
Edit a single selected item	Ctrl+E
Delete chord member	Ctrl+Backspace
Delete note or selection	Backspace
Delete item to right of insertion pt	Delete

## Moving and Selecting

To perform this action,	Press
Activate top staff	Ctrl+Home
Activate bottom staff	Ctrl+End
Activate one staff up	Pg Up
Activate one staff down	Pg Dn
Go to a specific measure	Ctrl+G
Move selected notes up	Shift+Ctrl+↑
Move selected notes down	Shift+Ctrl+↓
Move to next bar line on left	Ctrl+←
Move to next measure right	Ctrl+→
Select notation items to right	Shift+→
Select notation items to left	Shift+←
Move insertion pt up an octave	Ctrl+↑
Move insertion pt down an octave	Ctrl+↓
Move to start of staff	Home
Move to end of staff	End

## Play and Record

To perform this action,	Press
Play Score	F5
Play Active Staff	Shift+F5
Stop Play/Turn off stuck notes	F6
Record MIDI Input	F4
Access Mute List	M, m

## Working with Staves

To perform this action,	Press
Delete active staff	Ctrl+D
Add new staff	Ctrl+A
Access staff properties	F2
Move active staff up	Ctrl+Shift+PageUp
Move active staff down	Ctrl+Shift+PageDown
Access Score Review	R, r

## Notes and Rests

To perform this action,	Press
Insert a note	Enter
Insert a rest	Space
Add a chord member	Ctrl+Enter
Insert a standard bar line	Tab or *
Select a whole duration	1
Select a half duration	2
Select a quarter duration	3
Select an eighth duration	4
Select a 16 <sup>th</sup> duration	5
Select a 32 <sup>nd</sup> duration	6
Select smaller duration	+
Select larger duration	-
Select smaller duration	Shift+Ctrl+↓
Select larger duration	Shift+Ctrl+↑
Toggle natural sign	7
Toggle flat sign	8
Toggle sharp sign	9
Toggle tie attribute	Slash (/)
Toggles dot to double-dot to off	Period (.)
Toggle slur attribute	Semicolon (;)
Toggle accent attribute	Greater than (>)
Toggle staccato attribute	Comma (,)
Select tenuto attribute	Underscore ( _ )
Select grace note attribute	Equal (=)
Select stem direction up	Shift+↑
Select stem direction down	Shift+↓
Beam the selected note flags	Ctrl+B
Combine selection into triplet	Ctrl+T

## Adding Items to Staff

To perform this action,	Press
Insert bar line (decorated)	B, b
Insert a clef	C, c
Insert a dynamic	D, d
Insert a dynamic variance	Y, y
Insert a flow direction	F, f
Insert a key signature	K, k
Insert a performance style	P, p
Insert a special ending	S, s
Insert a sustain pedal	U, u
Insert a tempo	T, t
Insert a tempo variance	E, e
Insert text	X, x
Insert a time signature	G, g
Insert an instrument patch	I, i
Access the multi-point control	L, l
Create or edit lyric lines	Ctrl+L
Access properties for selected item	Alt+Enter