

## Create a Lyric-Chord Sheet in Sibelius

| <b>Overview</b>                                                                                         | <b>Detail</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Create new file</b>                                                                                  | <ol style="list-style-type: none"> <li>1. Open a Sibelius file that includes a Lead Vocal staff with lyrics</li> <li>2. Save it as “[name of song] w Lyric-Chd Sheet”</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Check paper size</b>                                                                                 | <ol style="list-style-type: none"> <li>1. In the Layout Tab, go to the Document Setup section and click Size</li> <li>2. Set the size to Letter</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Eliminate all staves except Lead Vocal</b>                                                           | <ol style="list-style-type: none"> <li>1. Make sure all chord symbols are included in the Lead Vocal staff. If any are hidden, show them</li> <li>2. Hold shift</li> <li>3. Triple click each staff except Lead Vocal</li> <li>4. Type Backspace</li> <li>5, Answer Yes to warning</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Reorganize the music into systems</b></p> <p>Check 3c &gt;&gt;&gt;<br/>It’s an important tip.</p> | <ol style="list-style-type: none"> <li>1. Select the measures that will be in a system together considering the advantage of words being spaced for easiest reading, and with a lesser priority on the advantage of keeping a phrase all on the same line.</li> <li>2. Type Option-Command-M or Alt-Control-M</li> <li>3. If there are collisions between lyrics or chords, either               <ol style="list-style-type: none"> <li>(a) select the offending text and use the right or left arrow on the keyboard to move it to the side</li> <li>(b) divide systems so that there are fewer measures in the offending systems.</li> <li>(c) change the rhythm of the song to make notes and chords closer together or farther apart. (Changing two quarters to a half will make things closer together. Changing a half to two quarters will make them farther apart. It’s OK to change the rhythm because notes and rests are hidden anyway.)</li> </ol> </li> </ol> |

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| <p><b>Hide the notes and rests</b></p>                                                              | <ol style="list-style-type: none"> <li>1. Select all (Command-A or Control-A)</li> <li>2. Open Advanced Filter (Command-Option-Shift-F or Control-Alt-Shift-F)</li> <li>3. Under View, click Notes and Chords</li> <li>4. Under Find, check Notes and Chords</li> <li>5. Make sure that every radio button is set to Any and click Select</li> <li>6. Type Command-Shift-H or Control-Shift-H to hide the notes</li> <li>7. Repeat steps 1-6 for Rests (if necessary)</li> </ol> |
| <p><b>Eliminate the clefs</b><br/>Choose blank clef</p>                                             | <ol style="list-style-type: none"> <li>1. Select All (Command-A or Control-A)</li> <li>2. Type Q (for clef change)</li> <li>3. Click on Blank Clef</li> </ol>                                                                                                                                                                                                                                                                                                                    |
| <p><b>Eliminate other extraneous material</b></p>                                                   | <ol style="list-style-type: none"> <li>1. Click on each unwanted object (such as slurs) and type delete</li> <li>2. Leave time signature, tempo marks and repeats (D. C., D. S., To Coda, etc.) intact</li> <li>3. Leave title, composer and © intact</li> </ol>                                                                                                                                                                                                                 |
| <p><b>Eliminate the staff lines</b><br/>Change the instrument to No instrument (barlines shown)</p> | <ol style="list-style-type: none"> <li>1. Go to the Home Tab</li> <li>2. In the Instruments sections click Change</li> <li>3. In the Choose from: Popup Menu, choose All Instruments</li> <li>4. In the box below, click on Others to open its list</li> <li>5. Click on No instrument (barlines shown)</li> <li>6. Click on the first staff to the left of the time signature</li> </ol>                                                                                        |
| <p><b>Increase font sizes</b><br/>Set Lyric font to 14 and Chord font to 16</p>                     | <ol style="list-style-type: none"> <li>1. Select All (Command-A or Control-A)</li> <li>2. Go to Home &gt; Select &gt; Filters and choose Lyrics</li> <li>3. Go to Text &gt; Format and set the font size to 14 or other useful number (See also FAQ)</li> <li>4. Repeat 1 and 2 for Chord Symbols, perhaps using a font size of 16.</li> </ol>                                                                                                                                   |

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| <p><b>Align lyrics and chords horizontally</b><br/>         (They could have gotten out of alignment when systems were reorganized)</p> | <ol style="list-style-type: none"> <li>1. If a system has lyrics or chords that need to be aligned, go to Home Tab &gt; Select &gt; Filters to filter the lyrics or chords in that system. (If a song has more than one verse, you have to align the verses separately, or the lyrics from the verses will sit on top of each other) (See FAQ)</li> <li>2. From the Appearance Tab, go to the Align section and click Row</li> </ol>                                                                                                         |
| <p><b>Change vertical position of lyrics and chords</b><br/>         Move chord symbols down to be even with barlines.</p>              | <ol style="list-style-type: none"> <li>1. Select all Chord Symbols and tap the right arrow on the keyboard until they can move down between the barlines and not touch them.</li> <li>2. While chord symbols are still selected, tap the down arrow until they are between the barlines</li> <li>3. Select all Lyrics and tap the up arrow on the keyboard until they are close to the bar lines but not touching</li> <li>4. Select all Lyrics and tap the right arrow on the keyboard so that they line up well with the chords</li> </ol> |
| <p><b>Edit as necessary for best appearance</b><br/>         During editing it works well to View and Unview Hidden objects</p>         | <ol style="list-style-type: none"> <li>1. Check font sizes to see whether they can be larger</li> <li>2. If the first word of the song is too close to the time signature, use the right arrow to move it over.</li> <li>3. To see just what will print, without the hidden notes and rests, go to View &gt; Invisibles and uncheck Hidden Objects.</li> <li>4. Do other useful editing as appropriate.</li> </ol>                                                                                                                           |
| <p><b>Export to .pdf (if desired)</b></p>                                                                                               | <ol style="list-style-type: none"> <li>1. From the File Tab choose Export, and then PDF</li> <li>2. Click on Score only</li> <li>3. If necessary, Browse to the desired location</li> <li>4. Click the Export box</li> </ol>                                                                                                                                                                                                                                                                                                                 |

# Create a Lyric-Chord Sheet in Sibelius

## FAQ

### **Is there a quicker way to filter Lyrics and Chords?**

In following these instructions, filtering Lyrics and Chord Symbols has to be done frequently. It works best to have keyboard shortcuts for this task. You can create your own keyboard shortcuts by going to the Sibelius Menu > Preferences > Keyboard Shortcuts. Convenient key combinations are Control-Shift-L or Alt-Shift-L for Filter Lyrics and Control-Shift-K or Alt-Shift-K for Filter Chord Symbols. If you don't create these shortcuts, you can go to the Home Tab, Select section and click on Filters.

### **Why not eliminate notes and rests instead of hiding them?**

Lyrics and Chord Symbols are attached to notes or rests. You need the notes and rests there (even if hidden) in order adjust the other elements.

### **Why not eliminate barlines altogether?**

Leaving the barlines in leaves repeats intact, and the double bars show the structure of the song. Some users of the lyric/chord sheet may like to know how many beats a chord lasts.

### **Why not create a new staff within the original file, rather than saving the file under a different name and eliminating staves?**

To create a Lyric/Chord sheet within the original file and have a good-looking Full Score, you would need to use Focus on Staves from the Layout Tab, to keep the Lyrics/Chords staff from showing in the score. If a file uses Focus on Staves, then Hide Empty Staves doesn't work, and this is a procedure that works with all files. If you're not using Hide Empty Staves, you can use Focus on Staves and do this procedure with a new staff in the original file. (Hide Empty Staves is useful for not showing vocal lines during instrumental sections, making the Full Score more readable and using fewer pages to get the music in.)

### **Why not eliminate hyphenation of words?**

This would make the procedure take a lot longer, and would change the relationship between space and time on the printed page. Even though there are many lines of instructions here, once you are familiar with this procedure it can be done quickly.