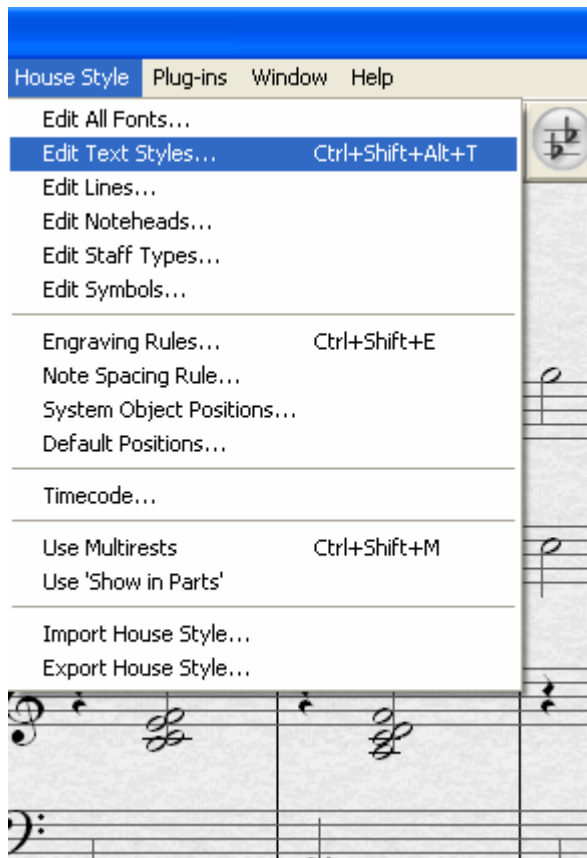# Adding word menus and new text styles in Sibelius 3

Imagine that you're working in Sibelius and occasionally need to add a piano-style expression marking over the score which will extract into every part.

You could input this in one of the existing system texts, like tempo or metronome, and then change the text style each time, but it's easier to create our own text style.
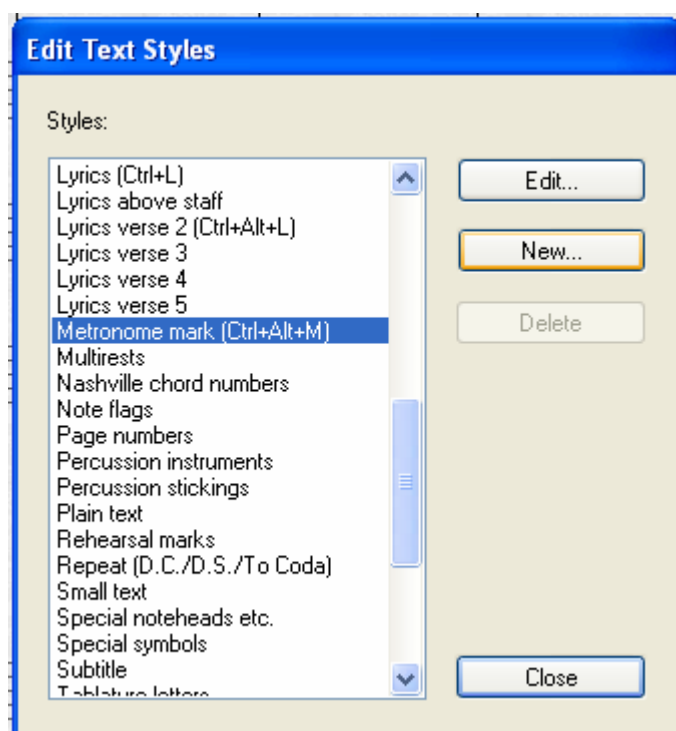
To do this:

Click on House Style and go to Edit Text Styles. You'll also notice that the short cut to this menu is written next to the menu option (different on Mac and PC).
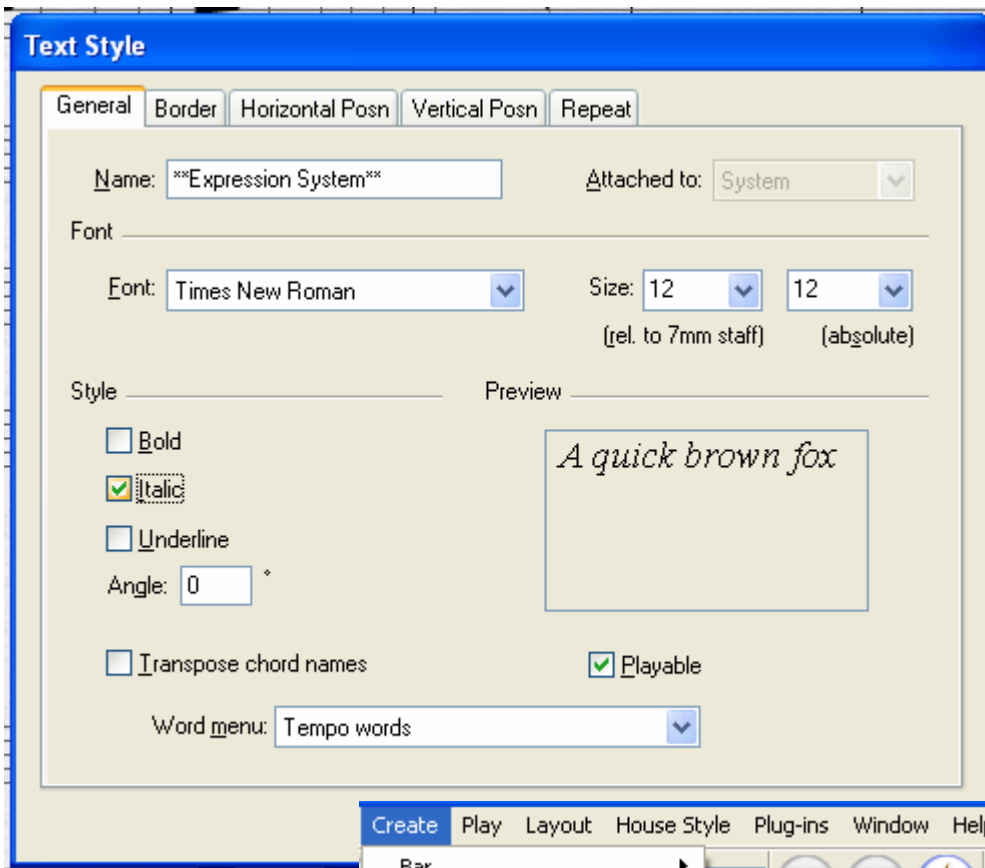
In the dialogue box which opens, choose a similar style to the one you need.

In this case we choose Metronome Mark, because it's a System text (so it will extract to all parts, as we need) and goes above the staff.

Then click the New button, to create a new text style.

Sibelius will ask you if you're sure that you want to create a new text style based on Metronome mark. Say yes.
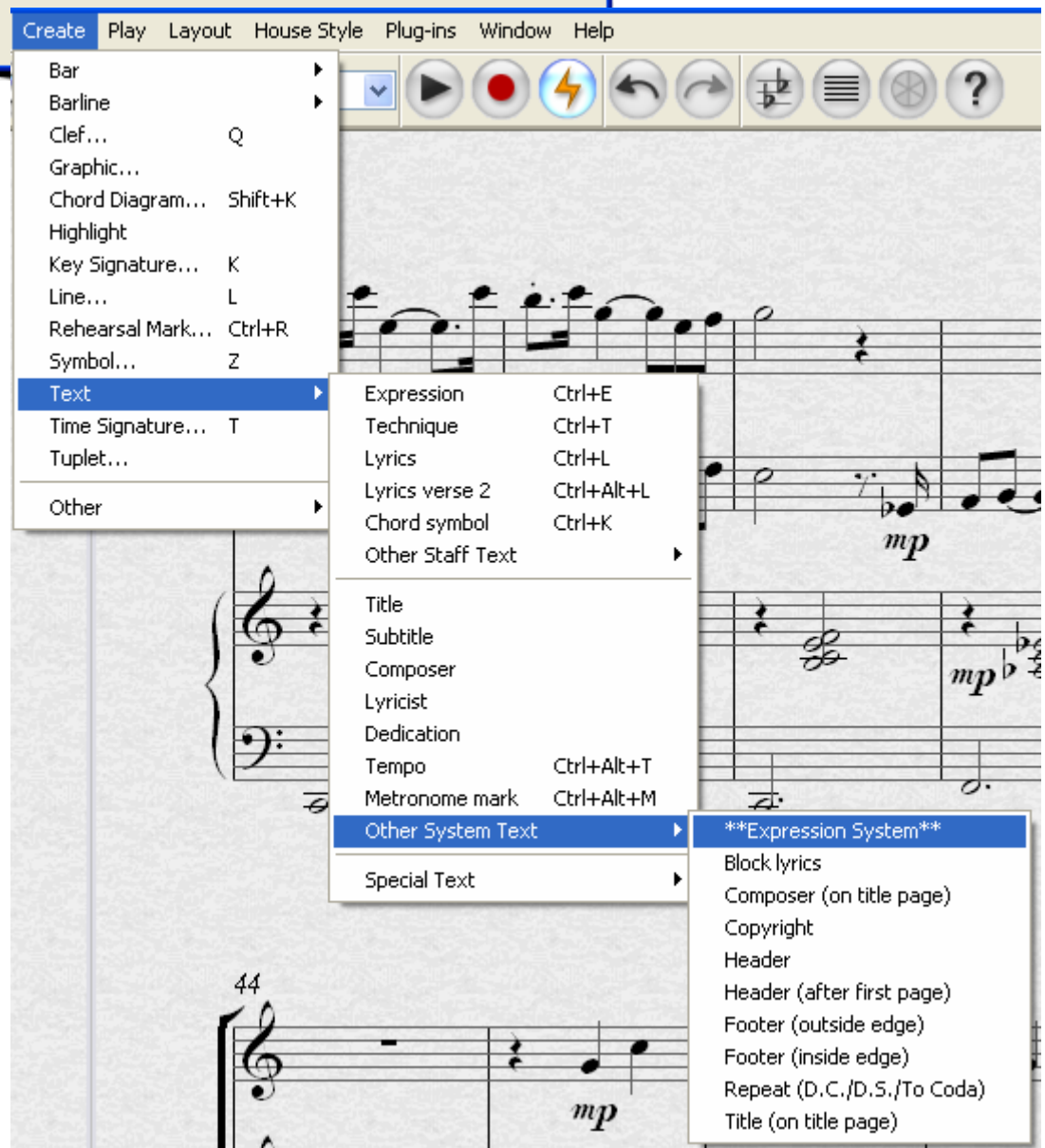
In the Text Style dialogue box, give your style a Name (I've called mine Expressions Systems, but I've added the asterisks to make it easier to see in the word menus just for this example.

Change the style of the text to match the style you want. In this case I've made this one italic to match expression text.

When you've finished, click OK and then click close on the initial dialogue box.

Finally, to use your new text style, go to Create then Text. Your style will be included under the next submenu, either Other Staff Text or Other System Text, depending on what kind of text you based it on.
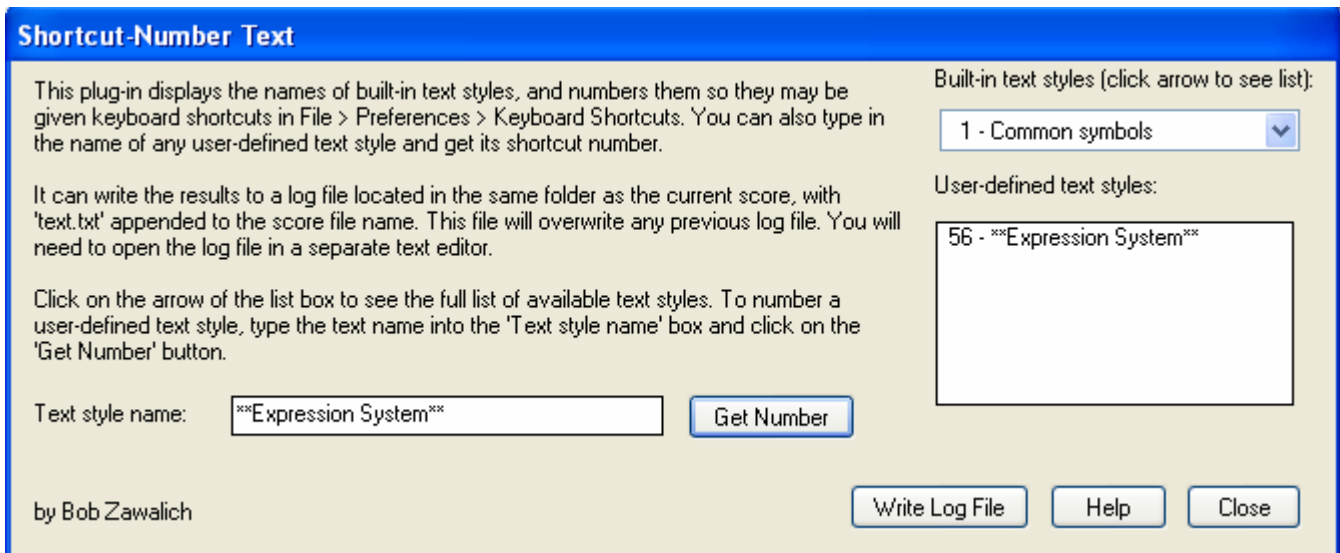
If you're going to use this text style again and again, you might find it very slow having to navigate through a series of submenus each time.

In this case, you will want to make a shortcut to your text style, but you'll find that if you go to the shortcuts menu your text style is not listed.

You can get some help doing this by downloading Bob Zawalich's plug-ins for setting keyboard shortcuts for text styles, lines and plug-ins from http://www.sibelius.com/helpcenter/resources/plugins.html.

Once you've downloaded and installed the Plug-In (instructions are given on the website), type your text style name (exactly as it appears) and click Get Number. In this case, as seen below, it tells us that the text style is number 56.
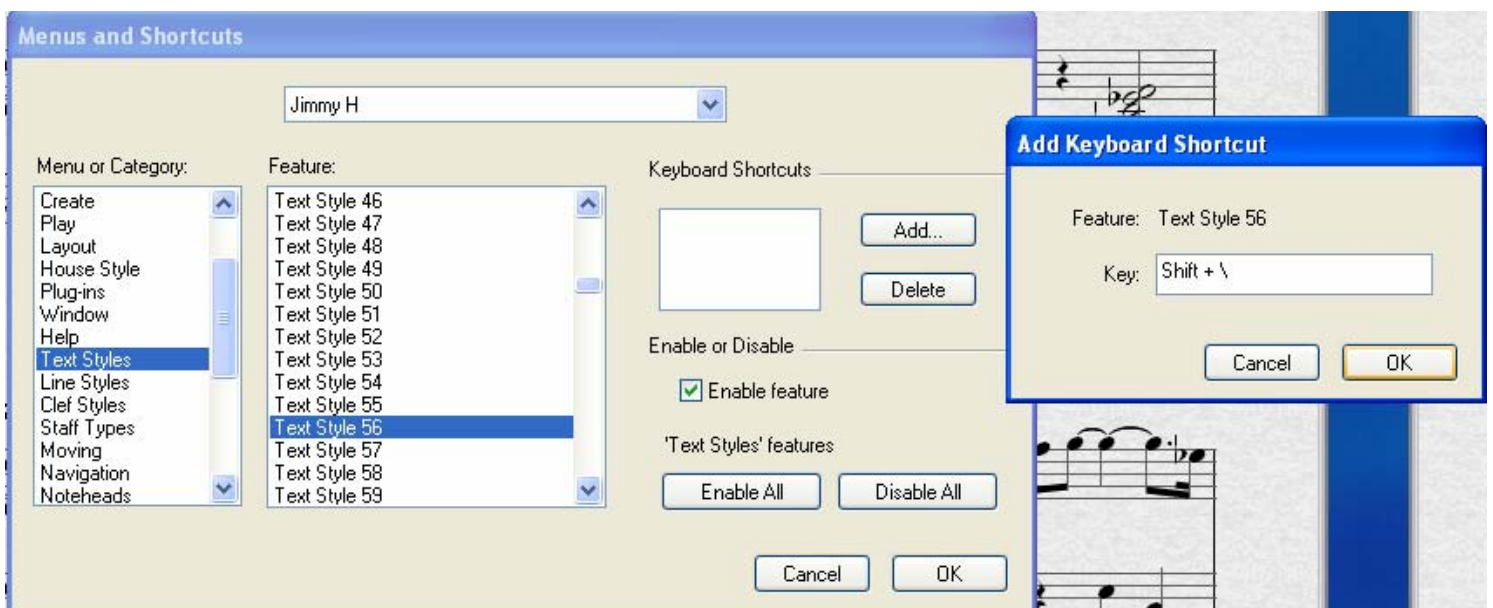

Once you know the number of your new text style, you can set a shortcut to it.

The Menus and Shortcuts dialogue is found under File > Preferences on a PC and under Sibelius > Preferences on a Mac.

Once in the dialogue, click on Text Styles under Menu or Category and then choose your Text Style number as given by the plug-in—in this example, 56.

Click Add under Keyboard Shortcuts and then hold down the key or keys you want to use for a shortcut then click OK. Sibelius will warn you if that particular combination is already in use by another feature, in which case you can override it or cancel and try a new shortcut.

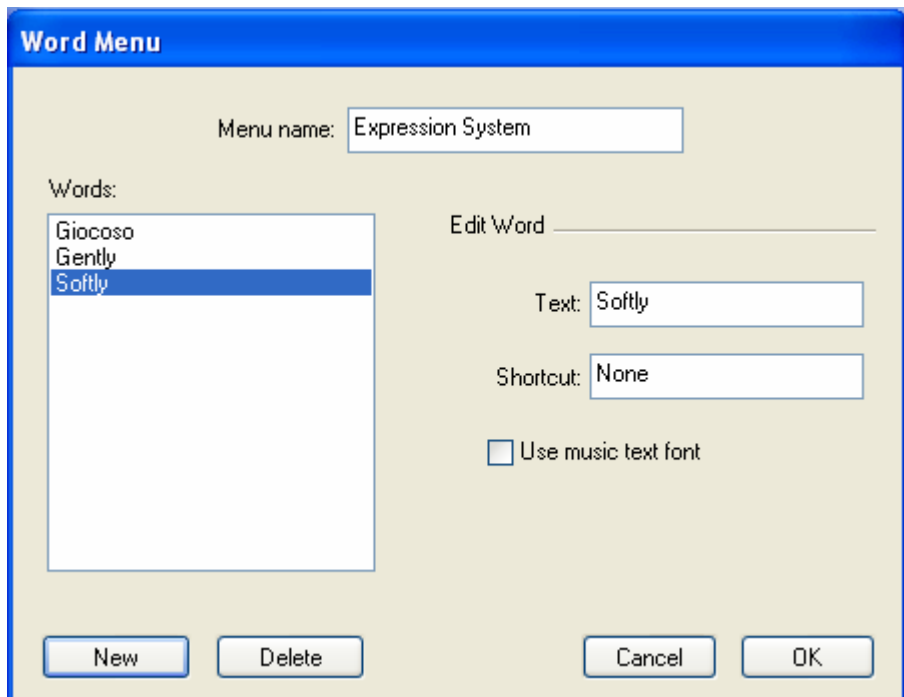Once you've made your shortcut, click OK and then test it out on the score.
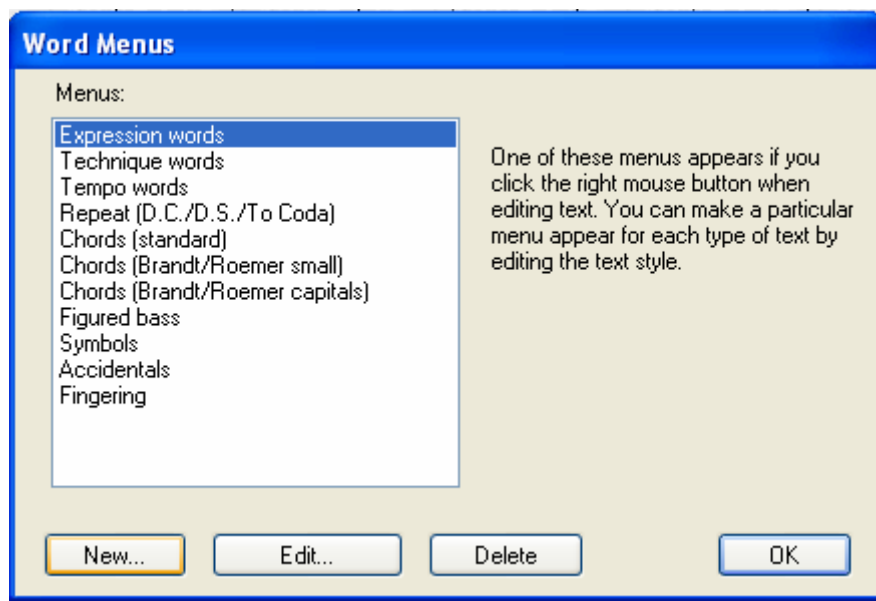
There may be terms in this text style which you need to use frequently. In this case you can edit an existing word menu or create an entirely new one for your particular text style.

The word menu is the list of words and symbols that comes up automatically when you right-click (or ctrl-click on a Mac) while entering any kind of text. You will have noticed that these lists are context sensitive - that's to say that by default Sibelius knows what kind of words you need for each text style.

In our example, the expression words are probably more useful than the tempo words which our Metronome-based text has by default, so we could just change it to use that style. Or perhaps there are just a few words that we need which aren't contained in any existing styles. So let's create a new Expression-System Word Menu which will then pop-up when we're using our text style.

First click on File > Preferences > Word Menus (on a Mac, Sibelius > Preferences > Word Menus).

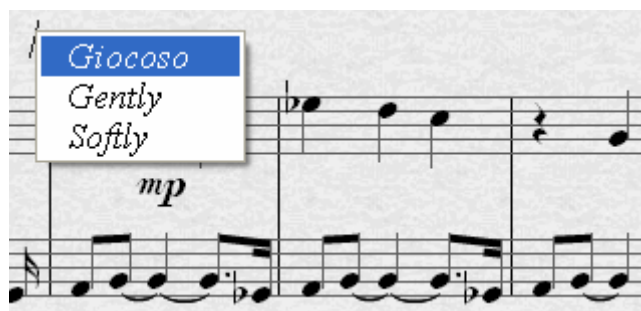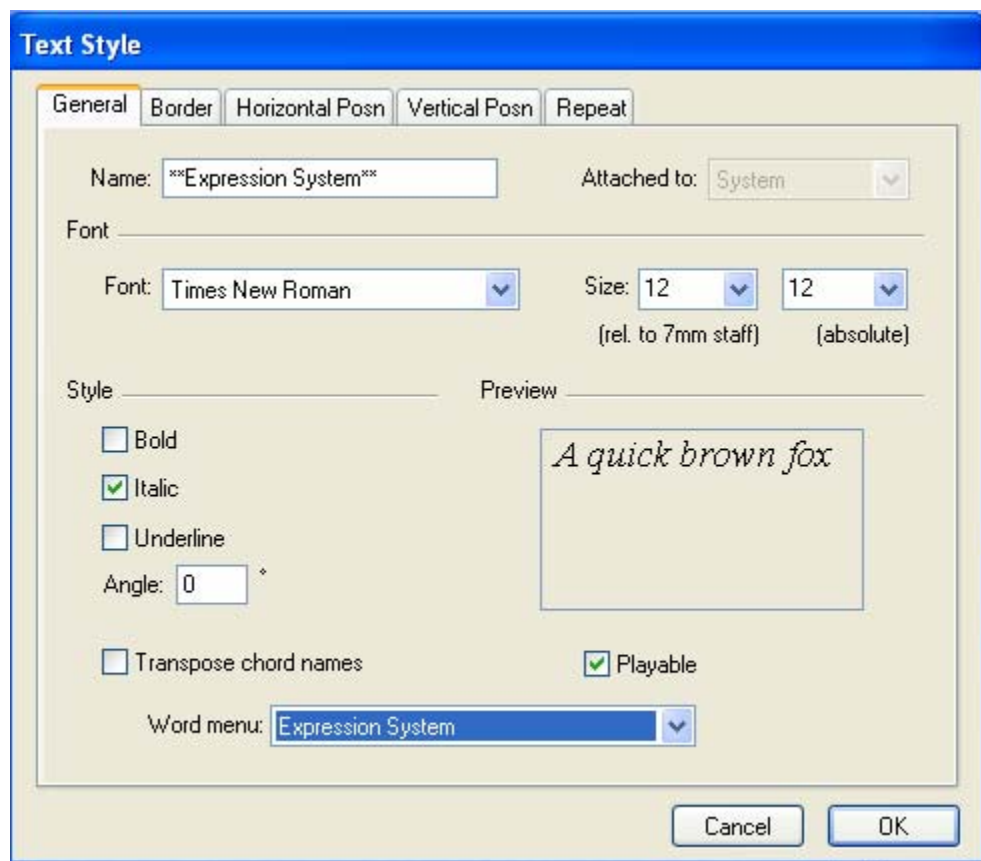In the Word Menus dialogue box choose New.

First give your new menu a name. This one is called Expression System.

Click New and then type in a word which you need in your Word menu. Repeat this process for each word, remembering not to click OK until you've finished.

Then click OK and you'll see that your Menu has been added to the list of available menus. Click OK or highlight it and click Edit to add more words.

The last thing to do is to tell our new text style to use this word menu. Just as we did in the first step of this tutorial, go to House Styles > Edit Text Styles; choose our new text style and click Edit.

At the bottom of the Text Style dialogue you'll see a drop down menu where you need to select your own Word Menu (in this example, Expression System).

Finally, check that it all works by going back into your score and to your text style then right-clicking or ctrl-clicking on a Mac. Your Word Menu should pop up.