

# Encore Keyboard Shortcuts

	Mac	Windows		Score Menu		
<b>File Menu</b>				Add Page	[Ctrl]+ [P]	[Ctrl]+[Alt]+ [P]
New	[⌘]+[N]	[Ctrl]+[N]		Remove Page	[Ctrl]+[X] [P]	[Ctrl]+[Alt]+[X]+[P]
New Default Score		[Ctrl]+ [Shift]+[N]		Add Staff	[Ctrl]+ [S]	[Ctrl]+[Alt]+[S]
Open	[⌘]+[O]	[Ctrl]+[O]		Delete Staff	[Ctrl]+[X] [S]	[Ctrl]+[Alt]+[X]+[S]
Close	[⌘]+[W]	[Ctrl]+[W]		Split Staff	[Ctrl]+ [F]	[Ctrl]+[Alt]+[F]
Save	[⌘]+[S]	[Ctrl]+[S]		Tab Staff	[Ctrl]+ [3]	[Ctrl]+[Alt]+ [3]
Save as	[⌘]+[Shift]+[S]	[Ctrl]+[Shift]+[S]		Drum Map	[Ctrl]+ [=]	[Ctrl]+[Alt]+[=]
Revert To Saved	[⌘]+[R]	[Ctrl]+[R]		Connect Staves	[Ctrl]+ [ [ ]	[Alt]+ [ [ ]
Print/Print Selection	[⌘]+[P]	[Ctrl]+[P]		Center Staves	[Ctrl]+ [X]+[U]	[Ctrl]+[Alt]+ [X]+[U]
Page Setup		[Ctrl]+[Shift]+[P]		Center Systems	[Ctrl]+ [U]	[Ctrl]+[Alt]+ [U]
Quit/Exit	[⌘]+[Q]	[Alt]+[F4]		Systems per Page	[Ctrl]+ [Y]	[Ctrl]+[Alt]+ [Y]
				Measures per System	[Ctrl]+ [W]	[Ctrl]+[Alt]+ [W]
<b>Edit menu</b>				One Less Measure on System	[ [ ]	[ [ ]
Undo	[⌘]+[Z]	[Alt]+[BkSp] or [Ctrl]+[Z]		One More Measure on System	[ ] ]	[ ] ]
Cut	[⌘]+[X]	[Shift]+ [Del] or [Ctrl]+[X]		Text Elements	[Ctrl]+ [H]	[Ctrl]+[Alt]+ [H]
Copy	[⌘]+[C]	[Ctrl]+[Ins] or [Ctrl]+[C]		MIDI Device/Instrument	[Ctrl]+ [I]	[Ctrl]+[Alt]+ [I]
Paste	[⌘]+[V]	[Shift]+ [Ins] or [Ctrl]+[V]		MIDI Playback	[Ctrl]+ [L]	[Ctrl]+[Alt]+ [L]
Clear	[Del]	[Del]		Open VST Player	[⌘]+[Shift]+[V]	[Alt]+[V]
Select All	[⌘]+[A]	[Ctrl]+[A]				
Nudge Left	[⌘]+[ [ ]	[Ctrl]+[ [ ]		<b>View Menu</b>		
Nudge Right	[⌘]+[ ] ]	[Ctrl]+[ ] ]		Show/Hide	[⌘]+[;]	[Ctrl]+[H]
Nudge Up	[⌘]+[=]	[Ctrl]+[Shift]+ [ [ ]		Show/Hide Control Points	[⌘]+[ ' ]	[Ctrl]+[ ' ]
Nudge Down	[⌘]+[ - ]	[Ctrl]+[Shift]+ [ [ ]		Linear View	[⌘]+[Y]	[Ctrl]+[Y]
				Floating Windows	[⌘]+[K]	[Alt]+[K]
<b>Notes Menu</b>						
Note Attributes	[⌘]+[I]	[Ctrl]+[I]		<b>Windows Menu</b>		
Set note to voice n*	[⌘]+[n]	[Ctrl]+[n]		Palettes:		
Enharmonic	[⌘]+[E]	[Ctrl]+[E]		Notes	[⌘]+[Opt]+ [Shift]+[N]	[Alt]+ [Shift]+[N]
Simplify Enharmonic	[⌘]+ [Shift]+ [E]	[Ctrl]+ [Shift]+ [E]		Clefs	[⌘]+[Opt]+ [Shift]+[C]	[Alt]+ [Shift]+[C]
Stem Up	[⌘]+[U]	[Ctrl]+[U]		Graphics	[⌘]+[Opt]+ [Shift]+[L]	[Alt]+ [Shift]+[L]
Stem Down	[⌘]+[D]	[Ctrl]+[D]		Tools	[⌘]+[Opt]+ [Shift]+[T]	[Alt]+ [Shift]+[T]
Add Mark	[Ctrl]+[.]	[Ctrl]+[9]		Dynamics	[⌘]+[Opt]+ [Shift]+[D]	[Alt]+ [Shift]+[D]
Remove Mark	[Ctrl]+[Shift]+[.]	[Ctrl]+[Shift]+[9]		Marks 1	[⌘]+[Opt]+ [Shift]+[M]	[Alt]+ [Shift]+[M]
Tie Notes	[⌘]+[T]	[Ctrl]+[T]		Marks 2	[⌘]+[Opt]+ [Shift]+[.]	[Alt]+ [Shift]+[.]
Flip Tie Direction	[⌘]+[Shift]+[T]	[Ctrl]+[SHift]+[T]		Symbols	[⌘]+[Opt]+ [Shift]+[S]	[Alt]+ [Shift]+[S]
Slur Notes (above)	[⌘]+[L]	[Ctrl]+[L]		Guitar	[⌘]+[Opt]+ [Shift]+[G]	[Alt]+ [Shift]+[G]
Slur Notes (below)	[⌘]+[Shift]+[L]	[Ctrl]+[Shift]+[L]		Expressions	[⌘]+[Opt]+ [Shift]+[E]	[Alt]+ [Shift]+[E]
Beam Group	[⌘]+[Shift]+[B]	[Ctrl]+[M] or Ctrl]+[Shift]+[B]		Color	[⌘]+[Opt]+ [Shift]+[O]	[Alt]+ [Shift]+[O]
Beam On Beat	[⌘]+[B]	[Ctrl]+[B]		Staff Sheet	[⌘]+[ / ]	[Ctrl]+[ / ]
Flatten Beam	[⌘]+[Shift]+[F]	[Ctrl]+[Shift]+[F]		Keyboard	[⌘]+[K]	[Ctrl]+[K]
Change Pitch	[Ctrl]+[X]	[Ctrl]+[Alt]+[X]		Tempo	[⌘]+[O]	[Ctrl]+[O]
Change Duration	[Ctrl]+[D] [	Ctrl]+[Alt]+[D]		Toolbar	[⌘]+[ \ ]	[Ctrl]+[Q]
Change Velocity	[Ctrl]+[V]	[Shift]+[right click] or [Ctrl]+[Alt]+[V]		Tile	[Shift]+[F4]	
		[Ctrl]+[Alt]+[C]		Cascade	[Shift]+[F5]	
Make Chord	[Ctrl]+[C]	[Ctrl]+[Alt]+[C]		<b>Setup Menu</b>		
Make Grace/Cue	[Ctrl]+[G]	[Ctrl]+[Alt]+[G]		Click On/Off	[⌘]+[F]	[Ctrl]+[F]
Make Tablature	[Ctrl]+[Z]	[Ctrl]+[Alt]+[Z]		Auto Guess/Beam	[⌘]+[Shift]+[G]	[Ctrl]+[Shift]+[G]
Guess Durations	[⌘]+[G]	[Ctrl]+[G]		Auto Space	[⌘]+[Shift]+[A]	[Ctrl]+[Shift]+[A]
Raise Pitch	[⌘]+[+]	[Ctrl]+[+]				
Lower Pitch	[⌘]+[-]	[Ctrl]+[-]		<b>Score Window Toolbar</b>		
Raise Pitch by octave	[⌘]+[Shift]+[+]	[Ctrl]+ [Shift]+[+]		Note: For the voice commands, press the [V] key followed immediately by the indicated letter or number; do not press both keys at once. The variable n represents a voice number from 1 to 8.		
Lower Pitch by octave	[⌘]+[Shift]+[-]	[Ctrl]+ [Shift]+[-]				
				Show all voice	[V], [A] or [V], [ - ]	[V], [A] or [V], [ - ]
				Show voice n	[V], [n]	[V], [n]
				Arrow Tool	[A or P] Toggle or [Esc]	[A or P] Toggle or [Esc]
				Eraser Tool	[E]	[E]
				Pencil Tool	[P or A] Toggle	[P or A] Toggle
				Record (if option is enabled)	[Enter]	[Enter]
				Play	[Space Bar]	[Space Bar]
				Stop	[Space Bar]	[Space Bar]
				Jump To Measure	[M]	[M]
				Zoom In	[Z]	[Z] + [Click]
				Zoom Out	[Shift]+[Z]	[Z]
				Magnify Zoom In	[Shift]+[Z]+ [Click]	
				Go to Page	Click Page Number Icon	Click Page Number Icon
				Go to Page without scrolling to top	[Shift]+Click Page Number Icon	[Shift]+Click Page Number Icon
<b>Measures Menu</b>						
Add Measure	[Ctrl]+[M]	[Ctrl]+[Alt]+[M]				
Delete Measure	[Ctrl]+[X]+[M]	[Ctrl]+[Alt]+[X]+[M]				
Tempo	[Ctrl]+[Q]	[Ctrl]+[Alt]+[Q]				
Time Signature	[Ctrl]+[T]	[Ctrl]+[Alt]+[T]				
Key Signature	[Ctrl]+[K]	[Ctrl]+[Alt]+[K]				
Barline Type	[Ctrl]+[B]	[Ctrl]+[Alt]+[B]				
Endings	[Ctrl]+[E]	[Ctrl]+[Alt]+[E]				
Coda Phrases	[Ctrl]+[A]	[Ctrl]+[Alt]+[A]				
Measure Numbers	[Ctrl]+[N]	[Ctrl]+[Alt]+[N]				
Compress Rests	[Ctrl]+[R]	[Ctrl]+[Alt]+[R]				
Align Spacing	[⌘]+[J]	[Ctrl]+[J]				
Align Playback	[Ctrl]+[ J]	[Ctrl]+[Alt]+ [J]				
Swing Playback	[Ctrl]+[Shift]+ [ J]	[Ctrl]+[Alt]+[Shift]+ [ J]				
Bypass Auto Space - Barline	[Ctrl]+Drag	[Alt]+Drag				
Bypass Auto Space - Notes	Click on note and hold then	[Alt]+Drag				
Bypass Auto Space - Staves	[Ctrl]+Drag	[Alt]+Drag				

\*The variable n represents a number from 1 to 8.

## Notes Palette

Double whole note	[0]	[0]
Whole note	[1]	[1]
Half note	[2]	[2]
Quarter note	[3]	[3]
Eighth note	[4]	[4]
Sixteenth note	[5]	[5]
32nd note	[6]	[6]
64th note	[7]	[7]
128th note	[8]	[8]

Change note value without MIDI change [Shift]+[ n ] [Shift]+[ n ]

Rest	[R]	[R]
Sharp	[S]	[S]
Double sharp	[Shift]+[S]	[Shift]+[S]
Flat	[F]	[F]
Double flat	[Shift]+[F]	[Shift]+[F]
Natural	[N]	[N]
Courtesy Accidental	[Shift]+[N]	[Shift]+[N]
Cautionary Accidental	[Opt] while adding	[Ctrl] while adding
Dot	[D]	[D]
Double dot	[Shift]+[D]	[Shift]+[D]
Tuplet	[T]	[T]
Close All Other Palettes	[Opt] Close	[Opt] Close

## Layout

Flow measures out of system	[	[
Flow measures into system	]	]
Stretch notes in a measure	[Ctrl]+Drag	[Ctrl]+Drag w/Right-Click
Adjust position of all subsequent staves/systems	[Ctrl]+ drag	[Ctrl]+ drag
Move all Endings	[Opt]+ drag	[Opt]+ drag

## Lyric Entry

Hyphen between notes	[-]	[-]
Hyphen within lyric word	[Opt]+[ - ]	[Ctrl]+[ - ]
Melisma	[Shift]+[ _ ]	[Shift]+[ _ ]
Move to next note	[Space Bar]	[Space Bar] or [-]
Move to tied note	[Shift]+[Space Bar]	[Shift]+[Space Bar]
Select next lyric	[Tab]	[Tab]
Select previous lyric	[Shift]+[Tab]	[Shift]+[Tab]
Space within lyric	[Ctrl]+[Space Bar]	[Ctrl]+[Space Bar]
Reposition all lyric lines in score	[Opt]	[Ctrl]
	while dragging arrow	

## QWERTY Note Entry

QWERTY Mode On/Off	[Q]	[Q]
Rest	[.]	[.]
Dot	[.]	[.]
Double Dot	[Shift]+[.]	[Shift]+[.]
Tuplet	[/]	[/]
Tie notes	[Shift]+[/]	[Shift]+[/]

## Drums

Toggle current drum on/off	[Tab]
Percussion note head pop-up: Hold [Ctrl] when using the mouse to enter a note in a mapped percussion staff to see a pop-up menu of the head types available for that staff position.	
Select Drum	[Opt] while adding note

## Note Selection

Select note	[Shift]+Click	[Shift]+Click
Select note to the L/R of cursor	[⌘] + [L/R Arrow]	[⌘] + [L/R Arrow]
Add L/R note to Selection	[⌘]+[Shift]+[L/R Arrow]	[⌘]+[Shift]+[L/R Arrow]
Select L/R Measure's notes	[⌘] + [Opt]+[L/R Arrow]	[⌘] + [Opt]+[L/R Arrow]
Adds L/R measure's notes to selection	[⌘] + [Shift]+[Opt]+[L/R Arrow]	[⌘] + [Shift]+[Opt]+[L/R Arrow]
Set corners of Selection Region	[Shift]+Click	[Shift]+Click

## Tools

Draw "3-Point" Slur	Slur tool+ [Shift]	Slur tool+ [Shift]
Right Thumb Bracket	[Shift]	[Shift]
	during draw or drag	
Place Mark Below	[Opt]+ Click	[Ctrl]+ Click
Place Mark Above	[Opt]+ [⌘]+ Click	[Alt]+ [Ctrl]+ Click
Flip Hairpin	[Shift]	[Shift]
	during draw or drag	

## Chord Dialog

Major	[M]	[M]
Minor	[m]	[m]
Aug	[+/=]	[+/=]
Dim	[o ](letter)	[o ](letter)
7th	[7]	[7]
Maj 7th	[&]	[&]
9th	[9]	[9]
11th	[1]	[1]
5	[5]	[5]
6	[6]	[6]
Root	[a-g	[a-g
Bass root	[A-G	[A-G
Sharp root	3	3
Flat root	4	4
Sharp bass root	#	#
Flat bass root	\$	\$

## Miscellaneous

Move Cursor to first measure	[home] or [return]	[home]
Move Cursor to last measure	[end]	[end]
Scroll by page	[page up/ page down]	[page up/ page down]
Move to Previous Page	[Opt]+[page up]	[Ctrl]+[page up]
Move to Next Page	[Opt]+[page down]	[Ctrl]+[page down]
Move Cursor directionally	[Arrows]	[Arrows]
Move directionally in MIDI and Drum Maps	[Arrows]	[Arrows]
Delete note to left of Cursor or selection	[Delete]	[Delete]
Reposition window in background	Click on window title bar + [⌘]	
Auditioning notes:	Click on staff + [⌘]	Right Click on staff
Note name	Click on note + [⌘]	Right Click on staff
MIDI Velocity setting	Click note + [⌘]+[Shift]	
Other solo tracks off [Opt] while selecting	[Ctrl] while selecting	
Move Slur/Bend/Release as a unit	[Shift]+Drag	[Shift]+Drag
Accidental Spacing:	Click on note +[Shift]	Click on note +[Shift]
Marks Spacing:	Click on note +[Shift]	Click on note +[Shift]
Align Spacing Use Previous Settings	[⌘] +[Shift]+]	[Ctrl] +[Shift]+]
Add Chord Options while Chord Parsing	[Opt]	[Opt]
Copying notes/rests/graphic objects:	[Opt] and drag	[Ctrl] and drag
Step-entering tied notes: Enter a note from your MIDI controller, press [Shift]+[T], and then enter another note of the same pitch.		

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