

NOTION SHORTCUTS

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MACOS AND WINDOWS - VERSION 6.5

Notes and Rests

		Int.	
	Z		
	SHIFT + W		
	W	0	
	H	9	
	Q	8	
	E	7	
	S	6	
	T	5	
	J		
	SHIFT + J		
	D	+	
	0 (zero)		
	Alt + x (where x is triplet number)		
	X		
Change duration of selected notes	= x (where x is new duration shortcut)		

Dynamics

	P
	F
<i>mp</i>	SHIFT + P
<i>mf</i>	SHIFT + F
	, or <
	. or >

Edit Notes

	SHIFT + T
	SHIFT + S
	SHIFT + B
	SHIFT + X
	G
	SHIFT + 8
	9
	SHIFT + ~
	/ and SHIFT + /
Swing	SHIFT + G
Enter in Voice x	CTRL + x (where x is voice 1 - 4)

Articulations

	5
	1
	6
	- (dash)
==	Clear articulations from selection
Express Entry	' (single-quote key) then start typing, e.g. 'piz' (for pizzicato)
	Shift + U for jazz articulations

Score Markings

Change Instrument	SHIFT + I
	SHIFT + K
	SHIFT + M
	C
	SHIFT + -
<i>accel.</i> <i>rit.</i>	R
	I (adds a measure or changes measure line type)
	SHIFT + ;
	SHIFT + 5
	SHIFT + R
	7
<i>[cut...]</i>	SHIFT + 7

Accidentals

	2
	3
	4
	@
	#
	\$
	SHIFT + E

Score Text

Add lyric	L
Enter lyric in verse x	Lx where x is 1-9
Add text	K

Fretted Instruments

	SHIFT + C
	B
	M
H P T	N
	\
	V
	SHIFT + V

Instrument Marks

		8
		U
<i>gliss.</i> <i>port.</i>	SHIFT + L	
	SHIFT + A	
<i>arco pizz.</i>	SHIFT + Z	
+	SHIFT + =	
o	O (letter O)	
	SHIFT + H (Harp)	

Commands shown are for PC

[Ctrl] on PC = [Cmd] on Mac
[Alt] on PC = [Option/Alt] on Mac

View

Zoom in	CTRL + =
Zoom out	CTRL + -
Zoom to...	SHIFT+ CTRL + =
Zoom in/out	CTRL+ mouse wheel
Scroll up/down	Mouse wheel
Scroll right/left	SHIFT + mouse wheel
NTempo	SHIFT + ENTER
Score Setup	CTRL + T
Show Mixer	CTRL + /
Show Video window	CTRL + '
Show Palette	CTRL + ;
Rules Editor	SHIFT + Y
Plug-in Interface	CTRL + I
Preferences	CTRL + ,

File Level

Open existing score	CTRL + O
Create new score	CTRL + N
Save	CTRL + S
Import (MIDI / MusicXML)	SHIFT+ CTRL + I
Save As	SHIFT+ CTRL + S
Print	CTRL + P
Close the file	CTRL + W
Exit / Quit	CTRL + Q
Export score to audio	SHIFT+ CTRL + E
Send to Studio One	CTRL + SHIFT + U

Editing Tools

Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Paste Insert	CTRL + SHIFT + V
Duplicate	CTRL + D
Show/Hide Layout Handles	CTRL + L
Express entry	' (then start typing, e.g. <i>pizzicato</i>)
Select measure	Double-click in measure or ALT + A
Select entire score	CTRL + A
Select entire staff	SHIFT+ CTRL + A
Start real-time input	CTRL + R
Start step-time input	CTRL + E

Score navigation

Go To (Measure or Rehearsal Mark)	CTRL + G
Move between events left/right	LEFT/RIGHT ARROW
Move between measures left / right	CTRL + LEFT/RIGHT ARROW OR [and]
Move between staves / systems	CTRL + UP/DOWN ARROW
Move between Rehearsal Marks	CTRL+SHIFT+LEFT/RIGHT ARROW or SHIFT + [and]
Jump to specific Rehearsal Mark	F9 and click with mouse
Go to first / final measure	HOME OR CTRL + [END OR CTRL +]

Note/Item Selection

Start range selection / select notes within selection	ENTER
Extend selection	ALT + UP/DOWN/LEFT/RIGHT ARROW
Extend selection by a measure	SHIFT+ALT+ UP/DOWN/LEFT/RIGHT ARROW
Select measure	ALT + A
Cycle through chord notes	ALT + SHIFT + UP/DOWN
Move selected attachment (e.g. dynamic/articulation/text)	UP/DOWN/LEFT/RIGHT ARROW
Fine move selected attachment	SHIFT + UP/DOWN/LEFT/RIGHT ARROW

Change Note Pitches

Move to any degree on the staff	Drag and drop
Move to the next higher degree	UP ARROW
Move to the next lower degree	DOWN ARROW
Move up/down by half steps	SHIFT+ UP /DOWNARROW
Move up/down by an octave	CTRL+SHIFT+ UP/DOWN ARROW
Transpose	CTRL + SHIFT + P

SequencerStaff

Overdub CC data	CTRL + R, then SPACEBAR
Overdub previous track	SHIFT + CTRL + R
Move selected CC data	LEFT/RIGHT ARROW keys
Adjust selected CC data	UP/DOWN ARROW keys
Move selected note(s)	LEFT/RIGHT ARROW keys
Shorten/lengthen duration of selected note(s)	SHIFT + LEFT/RIGHT ARROW
Change pitch of selected note(s)	Drag or UP/DOWN ARROW
Change pitch chromatically	SHIFT + UP/DOWN ARROW
Change velocity for selected note(s) in increments of 10	ALT + UP/DOWN ARROW
Change velocity for selected note(s) in increments of 1	SHIFT + ALT + UP/DOWN ARROW

Video Tools

Show Video window	CTRL + '
Advance video by frame	ALT + LEFT/RIGHT ARROW
Advance video by 10 frames	SHIFT + ALT + LEFT/RIGHT ARROW
Add hitpoint	SHIFT + O

NTEMPO PERFORMANCE KEYS

Play

Play	SPACEBAR
Adjust tempo faster	UP ARROW
Adjust tempo slower	DOWN ARROW
Stop	SPACEBAR or ESC

Perform (NTempo)

Activate in Edit mode	SHIFT + SPACEBAR
Perform	any key from A through '
Pause or cutoff	Q
Stop/end	ESC or SPACEBAR
Auto-Cruise (play performed tempo)	U
Auto-Resume (play written tempo)	R
Fade out	Z
Fade in	X

Move Playback Marker

Next measure]
Previous measure	[
Next Rehearsal mark	SHIFT +]
Previous Rehearsal mark	SHIFT + [
Rewind where you last started	BACKSPACE
Return to beginning	HOME or BACKSPACE (2x)
With green playback marker:	
Next beat (in the NTempo staff)	RIGHT ARROW
Previous beat (in the NTempo staff)	LEFT ARROW

Repeats and Vamps

Take next repeat	=
Vamp inside repeat signs	tap ENTER (inside repeat)
Sudden (emergency) vamp	tap number of measures to vamp (1-4)
Jump out of a vamp or repeat	TAB
Jump back to first beat of the vamp	BACKSPACE

PREV. MEASURE	
PREV. NTEMPO NOTE	
NEXT MEASURE	
NEXT NTEMPO NOTE	
VAMP 4 MEASURES	
VAMP 3 MEASURES	
PREV. REHEARSAL MARK	
VAMP 2 MEASURES	
NEXT REHEARSAL MARK	
VAMP 1 MEASURE	
1: LAST START 2: BEGINNING	
JUMP OUT OF VAMP/REPEAT	
NTEMPO	Middle C
VAMP	
NTEMPO	
VAMP	
NTEMPO	
NTEMPO	
AUTO-CRUISE	
NTEMPO	
AUTO-RESUME	
FADE IN	
TAKE NEXT REPEAT	
FADE OUT	
STOP	

Navigation and Special Keys

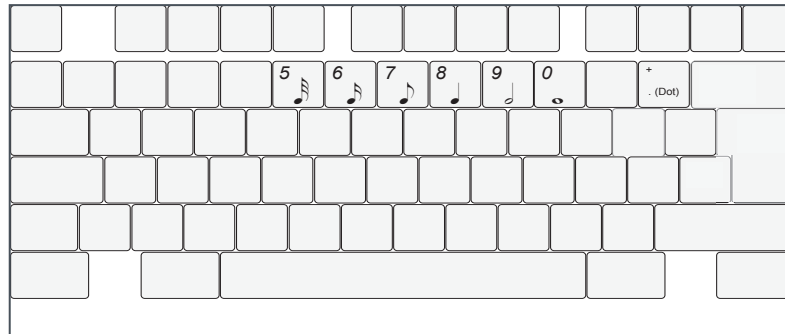
NTempo Keys

Shortcut Sets: Rhythmic Durations

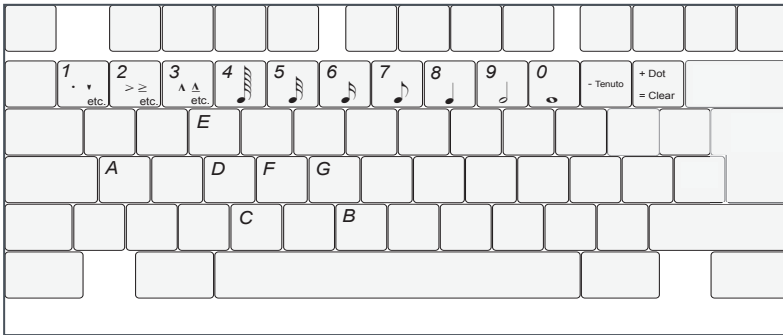
NOTION Default (English US)



International



Shortcut Sets: Step Time - QWERTY Entry



+

Enter pitch	a, b, c, d, e, f, g
Change octave	CTRL + SHIFT + UP/DOWN ARROW
Change previous note by step	UP/DOWN ARROW
Change previous note by half step	SHIFT+ UP/DOWN ARROW
Add notes to a chord	SHIFT+ pitch letter (e.g. a,b,c,d,e,f,g)
Clear articulation from next note	=
Tie	SHIFT + T
Enter in Voice x	CTRL + x (where x is voice 1 - 4)
	ALT + x (where x is tuplet number)
Enter rest	Press duration twice, or SPACEBAR

Numberpads

Sibelius-type			
/	*	-	-
7	8	9	
4	5	6	
1	2	3	Ent
0	Del	.	

Finale-type simple			
/	*	-	
7	8	9	+
4	5	6	#
1	2	3	
0	Del	.	

Notion			
7	8	9	
Add 7th	Add 8va		
4	5	6	
Add 4th	Add 5th	Add 6th	
	2	3	
	Add 2nd	Add 3rd	

NB - Add Ctrl to add the interval below, rather than above, the selected note

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