

# NOTION SHORTCUTS

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MAC AND WINDOWS

## 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		

## 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	Alt + x (where x is voice 1 - 4)

## Instrument Marks

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

## Score Markings

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

## Articulations

	5
	1
	6
-	- (dash)
	O (letter O)

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 + =
Go To	CTRL + G
NTempo	SHIFT + ENTER
Scroll right/left	SHIFT + mouse wheel
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
Duplicate	CTRL + D
Express entry	' (then start typing, e.g. <b>pizzicato</b> )
Select measure	Double-click in measure
Select entire score	CTRL + A
Select entire staff	SHIFT+ CTRL + A
Start real-time input	CTRL + R
Start step-time input	CTRL + E

## Change Note Pitches

Transpose	CTRL + SHIFT + P
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 by half steps	SHIFT+ UP ARROW
Move down by half steps	SHIFT+ DOWN ARROW
Move up by an octave	CTRL+SHIFT+ UP ARROW
Move down by an octave	CTRL+SHIFT+ DOWN ARROW

## SequencerStaff

Overdub CC data	CTRL + R, then SPACEBAR
Overdub previous track	SHIFT + CTRL + R
Move mark	LEFT/RIGHT ARROW keys
Shorten duration	SHIFT + LEFT ARROW
Lengthen duration	SHIFT + RIGHT ARROW
Change pitch	Drag or 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

### Commands shown are for PC.

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# 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 <b>A</b> through <b>'</b>
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

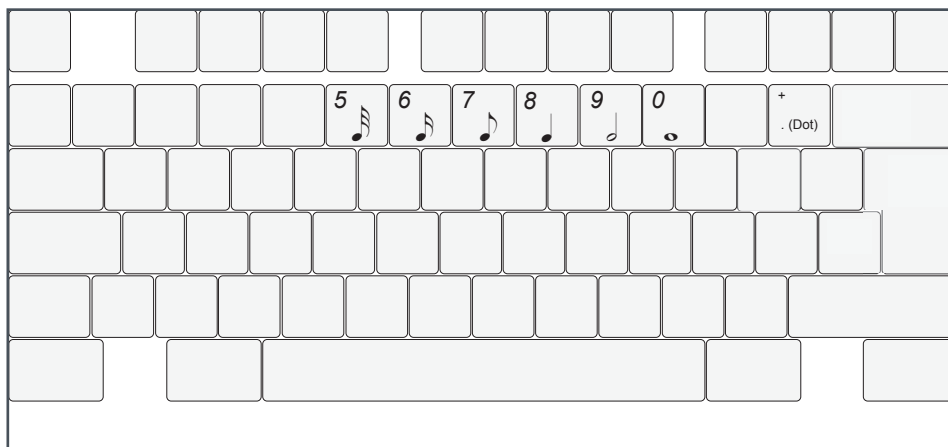
NTempo Keys

# Shortcut Sets: Rhythmic Durations

## NOTION Default (English US)



## International



## 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	