

NOTION3™ SHORTCUTS

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MAC AND PC

Notes and Rests

	Bar rest	Z
	Double whole note/rest	SHIFT + W
	Whole note/rest	W
	Half note/rest	H
	Quarter note/rest	Q
	8th note/rest	E
	16th note/rest	S
	32nd note/rest	T
	64th note/rest	J
	128th note/rest	SHIFT + J
	Augmentation dots	D
	Ghost note	Select value, then zero
	Alternate noteheads	X

Edit Notes

	Tie tool	SHIFT + T
	Slur tool	SHIFT + S
	Beam tool	SHIFT + B
	Grace note	G
	Octave transposition marks	SHIFT + 8
	Fermata, Caesura, Tenuto, Breath	9
	Trills	SHIFT + ~
	Tremolos and Shakes	/ and SHIFT + /
	Swing controls	SHIFT + G

Score Markings

	Change instrument	SHIFT + I
	Key signature	SHIFT + K
	Time signature	SHIFT + M
	Clefs	C
	Metronome mark	SHIFT + =
	Tempo change abbreviations	R
	Bar lines	I
	Repeats and 1st/2nd endings	SHIFT + ;
	Repeat Measure signs	SHIFT + 5
	Rehearsal mark	SHIFT + R
	Navigation marks	7
	Cut marks	SHIFT + 7

Accidentals

	Flat	2
	Sharp	3
	Natural	4
<i>For quarter-tones, add SHIFT to above</i>		
Enharmonic spelling		SHIFT + E

Articulations

	Accent	5
	Staccato	1
	Strong Accent (Marcato)	6
	Semi-Staccato	- (dash)
	Harmonic, cut circle, Bartok pizz.	O (letter O)

Dynamics

	Piano dynamics	P
	Forte dynamics	F
	Mezzo-piano	SHIFT + P
	Mezzo-forte	SHIFT + F
	Crescendo symbol or text	comma or <
	Diminuendo symbol or text	period or >

Change Note Pitches

Highlight or click-select notes. Then:

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

Score Text

Add lyric	L
Add text	K

Instrument Marks

	Pedal marks	8
	Up/down bow	U
	Glissando and Portamento	SHIFT + L
	Arpeggios	SHIFT + A
	Arco/Pizzicato	SHIFT + Z
	Close/stop (horn, hi-hat)	SHIFT + =
	Open (horn, hi-hat)	O (letter O)
	Harp tuning	SHIFT + H

Editing Tools

Undo	PC: CTRL + Z Mac: ⌘ + Z
Redo	PC: CTRL + Y Mac: SHIFT + ⌘ + Y
Cut	PC: CTRL + X Mac: ⌘ + X
Copy	PC: CTRL + C Mac: ⌘ + C
Paste	PC: CTRL + V Mac: ⌘ + V
Duplicate	PC: CTRL + D Mac: ⌘ + D
Express entry	Press single quote then start typing

Highlight

A measure	Double-click anywhere in measure
Entire score	PC: CTRL + A Mac: ⌘ + A
All measures for a particular instrument	PC: SHIFT + CTRL + A Mac: SHIFT + ⌘ + A







View

Zoom in	PC: CTRL + = Mac: ⌘ + =
Zoom out	PC: CTRL + - Mac: ⌘ + -
Zoom to...	PC: SHIFT + CTRL + = Mac: SHIFT + ⌘ + =
Go To	PC: CTRL + G Mac: ⌘ + G
Switch from one mode to the other	SHIFT + ENTER
Scroll right/left (in Continuous view)	SHIFT + mouse wheel down/up

File Level

Open existing score	PC: CTRL + O Mac: ⌘ + O
Create new score	PC: CTRL + N Mac: ⌘ + N
Save edits	PC: CTRL + S Mac: ⌘ + S
Save As to another file	PC: SHIFT + CTRL + S Mac: SHIFT + ⌘ + S
Print	PC: CTRL + P Mac: ⌘ + P
Close the file	PC: CTRL + W Mac: ⌘ + W
Exit / Quit	PC: CTRL + Q Mac: ⌘ + Q
Export score to a WAV audio file	PC: SHIFT + CTRL + E Mac: SHIFT + ⌘ + E

Fretted Instruments

	Chord names and diagrams	SHIFT + C
	Bends	B
	Palm mute, let ring, slap	M
H P T	Hammer on, pull off, tap	N
	Slides	\
	Vibrato	V
	Whammy bar	SHIFT + V

Import/Input

Import the contents of a file	PC: SHIFT + CTRL + I Mac: SHIFT + ⌘ + I
Start real-time input	PC: CTRL + R Mac: ⌘ + R
Start step-time input	PC: CTRL + E Mac: ⌘ + E

Quick Open

Score Setup	PC: CTRL + T Mac: ⌘ + T
Open or close Mixer	PC: CTRL + / Mac: ⌘ + /
VSTi interface for staff	PC: CTRL + I Mac: ⌘ + I
Key Signature	SHIFT + K
Times Signature	SHIFT + M

SequencerStaff

Select marks you want to change, then:

Overdub just controller settings	start real-time input and press SPACEBAR
Overdub on top of previous track	PC: SHIFT + CTRL + R Mac: SHIFT + ⌘ + R
Move mark	LEFT/RIGHT ARROW keys
Shorten duration	SHIFT + LEFT ARROW
Lengthen duration	SHIFT + RIGHT ARROW
Change pitch	Drag or press UP/DOWN ARROW

Play

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

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

Perform (NTempo)

Activate in Edit mode	SHIFT + SPACEBAR
Perform	any key from A through ' (Apostrophe)
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

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