



How to Create an Unprepared Sight-reading Test for Guitar/Ukulele in Sibelius

Step 1: Create a new score. Choose blank

Step 2: Time Signature, Tempo, Key Signature and Score information. Click **Create**

Step 3: Click **I** to add instruments. Add **ukulele [notation] > Add to Score > OK**

*To delete one of the default bars added, hold down **Cmd/Ctrl** & **right click** the mouse. Click **delete***

Step 4: Select all 4 bars by holding down **Ctrl/Cmd + A**

Step 5: In the **Home** menu, go to **Plug-ins > Fill Selection With Slash Notes***

Step 6: In **Notehead Style > Beat without Stem (3)** and in **Note Duration > One note per beat**. Click **OK**

Step 7: Click on the escape button to unselect all

Step 8: To input a chord, click on the slash, hold down **Ctrl/Cmd + K** and name the chord.
Press the spacebar after each chord is positioned to move the cursor to the next chord

Step 9: Input Dynamics click on the slash, hold down **Ctrl/Cmd + E**. Type in the dynamic

Step 10: To share as a test for practising with students, go to **File > Export** as a PDF

Step 11: To share as a demonstration with students, before exporting as an MP3 you will need to turn on '*Realize Chord Symbols*'. To do this...

- Select All (**Ctrl/Cmd + A**) > **Text > Plug-ins > Realize Chord Symbols**
- In **Chord Style > Chord every chord symbol**. Click **OK**
- In **File**, export as an mp3 for your demonstration

To see this in action, click [here](#)

*To **Install** the Plug-in for **Fill Selection with Slash Notes**:

- **File > Plug-ins > Click Install Plug-ins**
- In **Show > select All Plug-ins**
- In **Notes & Rests > select Fill Selection with Slash Notes > Click Install**

