## Dorico 2.2 Key-Commands Cheat-Sheet (english) v0.9

## ($ is a placeholder for a valid number)

**Write-Mode**

| **Action** | **Shortcut** |
| --- | --- |
| Cut (Scissors) | u |
| Extend Selection | ⇧ + *Arrow* |
| Extend Selection L/R to Prev/Next Bar | Ctr + ⇧ + ←/→ |
| Move Item (by Grid-Setting) | Ctr + Alt + ←/→ |
| Paste Current Selection | Alt + *left-click* |
| Shorten / Lengthen Duration | ⇧ + Alt + ←/→ |
| Transpose Pitch Down / Up a Note | Alt + ↓/↑ |
| Transpose Pitch Octave Down / Up | Alt + Ctr + ↓/↑ |
| Goto Galley View | Ctr + Alt + 2 |
| Goto Page View | Ctr + Alt + 1 |
| Set Flat / Natural / Sharp | - / 0 / = |
| Respell Note Name Above / Below (enharmonic) | Alt + =/- |
| Create Marker | Alt + ⇧ + m |
| Cross-Staff Move Note Up / Down | n/m |
| De-/Increase Rythmic Grid Resolution | Alt + [/] |
| Lengthen / Shorten Duration by Grid | Alt + ⇧ + ←/→ |
| Lower / Higher Pitch by Chromatic Step | Alt + ⇧ + ↓/↑ |
| Move Left / Right | Alt + ←/→ |
| Move by Grid | Alt + Ctr + *Arrow* |
| Navigate Up / Down Next Stave | Ctr + ↓/↑ |

**Input Modes and Actions during Input**

| **Action** | **Shortcut** |
| --- | --- |
| Caret / Cursor Advance | Space |
| Delete Left | Backspace |
| Delete Right | Delete |
| Move Cursor Left / Right | ←/→ |
| Move Cursor Previous / Next Measure | Ctr + ←/→ |
| Move Cursor Up / Down Staff | ↑/↓ |
| Move Cursor to Top / Bottom Staff | Ctr + ↑/↓ |
| Start Note Input | Enter ⟺ ⇧ + n |
| Input unpitched notes, rests | y |
| Extend Selection Left / Right | ⇧ + ←/→ |
| Next Voice | v |
| Repeat Item | r |
| Toggle Chord Input (bottom up) | q |
| Toggle Force Note Duration | o |
| Toggle Grace Note / Slash | / / Alt + / |
| Toggle Lock Note Duration | l |
| Toggle Note Input Mode | i |
| Toggle Rests | , |
| Toggle Tie | t |
| Start / Stop Slur | s / ⇧ + s |
| Tuplet Popup / End Tuplet / Nested | ; / ⇧ + ; / ;; |
| Enter Pitch A - B | a - g |
| Enter Pitch X | x |
| Enter Pitch 8ve higher | ⇧ + Alt + Pitch |
| Enter Pitch 8ve lower | Ctr + Alt + Pitch |
| Lock Note Durations | l |
| Create Grace Note | / |
| Create Slash Voice | ⇧ + Alt + v |
| Create Voice | ⇧ + v |
| Crescendo / Diminuendo | ⇧ + </> |
| Messa di voce / >< | ⇧ + Alt + </> |
| Move Music to Staff Above / Below | Alt + n/m |
| Next Voice | v |
| Rehearsal Mark | ⇧ + a |
| Start Recording | Ctr + r |
| Retrospective Recording | Ctr + Alt + r |

**Note Articulation**

| **Action** | **Shortcut** |
| --- | --- |
| Accent Symbol | [ |
| Marcato Symbol | ' |
| Set Staccato-Tenuto articulation | ~ |
| Set Stress articulation | { |
| Staccatissimo Symbol | } |
| Staccato Symbol | ] |
| Tenuto Symbol | # |
| Unstress Symbol | @ |

**Barline ( ⇧ + b )**

| **Action** | **Shortcut** |
| --- | --- |
| Bidirectional Repeat | :|: ⟺ endstart |
| Create number of Bars | + + *number* ⟺ *number* |
| Dashed Barline | : ⟺ dash |
| Delete number of Bars | - + *number* |
| Double Barline | || ⟺ double |
| End Repeat | :| ⟺ end |
| Final Barline | |] ⟺ fin |
| Normal Barline | | ⟺ single |
| Short Barline | , ⟺ short |
| Start Repeat | |: ⟺ start |
| Tick Barline | ' ⟺ tick |
| Triple Barline | ||| ⟺ triple |
| Trim Flow | trim |

**Clef ( ⇧ + c )**

| **Action** | **Shortcut** |
| --- | --- |
| 4-string Tablature | tab4 |
| 6-string Tablature | tab6 |
| Alto C | ca ⟺ alto |
| Baritone | baritone |
| Baritone bass | baritonebass |
| Bass F | f ⟺ bass |
| Bass F 15ba | f15ba ⟺ f15d |
| Bass F 15va | f15va ⟺ 15u |
| Bass F 8ba | f8ba ⟺ f8d |
| Invisible | invisible |
| Mezzo soprano | mezzo |
| Soprano G | soprano |
| Sub-Bass | subbass |
| Tenor C | ct ⟺ tenor |
| Treble G | g ⟺ treble |
| Treble G 15ba | g15ba ⟺ g15d |
| Treble G 15va | g15va ⟺ g15u |
| Treble G 8ba | g8ba ⟺ g8d |
| Treble G 8va | g8va ⟺ g8u |
| Unpitched Percussion | perc |
| 8va line e.g. | 8va e.g. |

**Dynamic ( ⇧ + d )**

| **Action** | **Shortcut** |
| --- | --- |
| Dynamics | pppppp to ffffff |
| Crescendo | < ⟺ cresc. |
| Diminduendo | > ⟺ dim. |
| Messa di voce, ><, piu mp | <>, ><, piu mp |
| Sforzando | sfz |

**Hold / Pause ( ⇧ + h )**

| **Action** | **Shortcut** |
| --- | --- |
| Breathmark | , ⟺ breathmarkcomma |
| Caesura | // ⟺ caesura |
| Curlew | curlew |
| Curved Caesura | caesuracurved |
| Fermata | fermata ⟺ fer |
| Long Fermata | longfermata |
| Long Henze Fermata | longhenzefermata |
| Salzedo Breathmark | breathmarksalzedo |
| Short Caesura | caesurashort |
| Short Fermata | shortfermata |
| Short Henze Fermata | shorthenzefermata |
| Thick Caesura | caesurathick |
| Tick Breathmark | breathmarktick |
| Very Long Fermata | verylongfermata |
| Very Short Fermata | veryshortfermata |

#### **Lyrics ( ⇧ + l )**

| **Action** | **Shortcut** |
| --- | --- |
| Add Elision | \_ |
| Hard Space | ⇧ + Alt + Space |
| Hyphen in Word | Alt + - |
| Switch From Lyric to Chorus/Translation | Alt + ↓/↑ |
| Switch Verse | ↓/↑ |

**Ornament ( ⇧ + o )**

| **Action** | **Shortcut** |
| --- | --- |
| Arpeggio (down) | arpdown |
| Arpeggio (up) | arp |
| Bracket | bracket |
| Glissando to Next Note (straight) | gliss |
| Glissando to Next Note (wavy) | glisswav |
| Inverted Mordent | invmor |
| Inverted Turn | invturn |
| Mordent | mor |
| Trill | tr + e.g. **m** / **M** / **p** / **aug** / **dim** + **$** |
| Turn, Plop, Scoop(smooth), Lift, Doit(smooth), Fall(smooth), Flip, Smear, Shake, Jazzturn, Bend | e.g. turn |

**Tempo ( ⇧ + t )**

| **Action** | **Shortcut** |
| --- | --- |
| Accelerando | accel |
| Ritenuto | rit |
| Tempo Name | e.g. largo |
| Tempo Name and Speed | e.g. largo q=50 |
| Tempo Speed | e.g. q=50 |
| Swing | e.g. med |
| Swing change for selected | Alt + Enter |

Chord ( **⇧** + **q** )

| **Action** | **Shortcut** |
| --- | --- |
| Move to next / previous Chord | ⇧ + ←/→ |
| Move to next Bar | Tab |
| Move to next Beat | Space |
| Move to previous Bar | ⇧ + Tab |
| Move to previous Beat | ⇧ + Space |
| Remove all enharmonic spelling override | ⇧ + Alt + s |
| Remove enharmonic spelling override | Alt + s |

#### **Key Signature ( ⇧ + k )**

| **Action** | **Shortcut** |
| --- | --- |
| Major Key | C - B C# - Bb |
| Minor Key | c - h c# - bb |
| Number of Flats | $f ⟺ $b |
| Number of Sharps | $s ⟺ $# |
| Open / Atonal | open ⟺ atonal |

Playing Technique ( **⇧** + **p** )

| **Action** | **Shortcut** |  |
| --- | --- | --- |
| End Pedal | \* |  |
| End Sostenuto | s\* |  |
| End Unacorda | u\* |  |
| Pedal | ped |  |
| Retake | ^ |  |
| Sostenuto | sost |  |
| Unacorda | unacorda |  |

Repeats ( **⇧** + **r** )

| **Action** | **Shortcut** |
| --- | --- |
| Repeat Bars | %$,$ |
| Repeat Bars (count $) | %$ |
| Slash Region | slash |
| Temolo Z | z |
| Tremolos | / - //// |
| Tremolos between Notes | /2 - ////2 |
| Tremolos Clear | 0 |
| D.C. al Fine / Coda | dcalf / dcalc |
| D.S. al Fine / Coda | dsalf / dsalc |
| D.C. / D.S. | dc / ds |
| To Coda / Segno / Fine / Coda | toc / s / f / c |

Other Popups

| **Action** | **Shortcut** |
| --- | --- |
| Time Signature | ⇧ + m |
| Text | ⇧ + x |
| Fingering | ⇧ + f |
| Cue | ⇧ + u |
| Interval | ⇧ + i |

Note Duration

| **Action** | **Shortcut** |
| --- | --- |
| 128th-note duration | *Numpad* 1 |
| 64th-note duration | *Numpad* 2 |
| 32nd-note duration | *Numpad* 3 |
| Sixteenth-note duration | *Numpad* 4 |
| Eighth-note duration | *Numpad* 5 |
| Quarter-note duration | *Numpad* 6 |
| Half-note duration | *Numpad* 7 |
| Whole-note duration | *Numpad* 8 |
| Breve note duration | *Numpad* 9 |
| Dotted Note(s) | . |
| Multi-Dotted Note(s) | Alt + . |

**Mixer**

| **Action** | **Shortcut** |
| --- | --- |
| Deactivate All Mute States | Alt + u |
| Deactivate All Solo States | Alt + ⇧ + s |
| Mixer Window | F3 |

**Setup Mode**

| **Action** | **Shortcut** |
| --- | --- |
| Add Instrument to Player | ⇧ + i |
| New Flow | ⇧ + f |
| New Layout (Custom Score Layout) | ⇧ + l |
| New Player | ⇧ + p |

**Play Mode**

| **Action** | **Shortcut** |
| --- | --- |
| Navigate | Ctr + [/] |
| Set Draw Tool | d |
| Set Erase Tool | e |
| Set Object Selection Tool | s |
| Zoom In / Out | z/x |
| Resize Track | ⇧ + g/h |

**Engrave Mode**

| **Action** | **Shortcut** |
| --- | --- |
| Frame Break | ⇧ + f |
| Navigate to next Frame | Tab |
| Navigate to previous Frame | ⇧ + Tab |
| Nudge (a little) alternative Mode | Alt + h/j/k/l |
| Nudge (add Ctr for a lot amount) | Alt + *Arrow* |
| System Break | ⇧ + s |

**Global**

| **Action** | **Shortcut** |
| --- | --- |
| Dorico Help | F1 |
| Engrave Mode | Ctr + 3 |
| Goto Bar | Ctr + g |
| Goto Bottom Pane | Alt + Enter |
| Goto Bottom Panel | Ctr + 8 |
| Goto Left Panel | Ctr + 7 |
| Goto Right Panel | Ctr + 9 |
| Goto Toolbar | Ctr + 6 |
| Goto Write Mode | Ctr + 2 |
| Mixer Window | F3 |
| Play Mode | Ctr + 4 |
| Print Mode | Ctr + 5 |
| Run Last Script | Alt + Ctr + ⇧ + r |
| Setup Mode | Ctr + 1 |
| Transport Window | F2 |
| View Full Screen | F11 |
| Counterpart Layout | w |
| Hide All Panels | Ctr + 0 |
| Engraving Options | Ctr + ⇧ + e |
| Layout Options | Ctr + ⇧ + l |
| Playback Options | Ctr + ⇧ + p |
| Preferences | Ctr + , |
| Create Frame Break | Alt + Ctr + f |
| Create System Break | Alt + Ctr + s |
| Select None | Ctr + d |
| Toggle Hand / Marquee Tool | h |
| Custom Zoom | Alt + z |
| Start / Stop Playback | Space |
| Zoom In / Out | Ctr + -/= |
| Zoom to Whole Page | Ctr + Alt + 0 |
| Close Project | Ctr + ⇧ + w |
| New | Ctr + n |
| New Window | Ctr + ⇧ + t |
| Open | Ctr + o |
| Copy | Ctr + c |
| Cut | Ctr + x |
| Delete | Delete |
| Paste | Ctr + v |
| Redo | Ctr + y |
| Undo | Ctr + z |

## Tokens

#### **Project Tokens**

| **Fieldname** | **Token** |
| --- | --- |
| Arranger | {@projectarranger@} |
| Artist | {@projectartist@} |
| Composer | {@projectcomposer@} |
| Composer Dates | {@projectcomposerdates@} |
| Composition Year | {@projectcompositionyear@} |
| Copyist | {@projectcopyist@} |
| Copyright | {@projectcopyright@} |
| Dediction | {@projectdedication@} |
| Editor | {@projecteditor@} |
| Layout Name | {@layoutname@} |
| Lyricist | {@projectlyricist@} |
| Other Information | {@projectotherinfo@} |
| Page Count | {@pageCount@} |
| Publisher | {@projectpublisher@} |
| Subtitle | {@projectsubtitle@} |
| Title | {@projecttitle@} |
| Work Number | {@projectworknumber@} |

Flow Tokens

| **Fieldname** | **Token** |
| --- | --- |
| Arranger | {@flow%arranger@} |
| Artist | {@flow%artist@} |
| Composer | {@flow%composer@} |
| Composer Dates | {@flow%composerdates@} |
| Composition Year | {@flow%compositionyear@} |
| Copyist | {@flow%copyist@} |
| Copyright | {@flow%copyright@} |
| Dediction | {@flow%dedication@} |
| Editor | {@flow%editor@} |
| Flow Page Count | {@flowPageCount@} |
| Flow Page Number | {@flowPage@} |
| Flow % First Page | {@flow%FirstPage@} |
| Lyricist | {@flow%lyricist@} |
| Other Information | {@flow%otherinfo@} |
| Publisher | {@flow%publisher@} |
| Subtitle | {@flow%subtitle@} |
| Title | {@flow%title@} |
| Work Number | {@flow%worknumber@} |
| Flow Number | {@flownumber@} |
| Flow Duration | {@flow%duration@} |

Note: % inbetween the tokens is a placeholder for flow-number (ex. {@flow3title@} is the title of the third flow). Also, you can write {@flowtitle@}.

DateTime Tokens

Note: If you insert project, the tokens will display the DateTime at which the project was last saved.

| **Fieldname** | **Token** |
| --- | --- |
| Date | {@date@} |
| Year | {@dateyear@} |
| Year Short | {@dateyearshort@} |
| Month Name | {@datemonth@} |
| Month Short Name | {@datemonthshort@} |
| Month Number | {@datemonthnum@} |
| Day Name | {@dateday@} |
| Day Short Name | {@datedayshort@} |
| Day Number | {@datedaynum@} |
| Date (ISO8601) | {@dateymd@} |
| Month Day, Year | {@datemdy@} |
| Day Month Year | {@datedmy@} |
| Local Time | {@datetime@} |
| Time HHMM | {@datetimeHHMM@} |
| Time HHMMSS | {@datetimeHHMMSS@} |
| Hour (24-hour) | {@datetimehour24@} |
| Hour (12-hour) | {@datetimehour12@} |
| Minute | {@datetimeminute@} |
| Second | {@datetimesecond@} |

Other Tokens

| **Fieldname** | **Token** |
| --- | --- |
| Layout-name | {@layoutname@} |
| Page-number | {@page@} |
| Player-list | {@playerlist@} |
| Player-names | {@playernames@} |
| Layout Name | {@layoutname@} |
| Page Count | {@pagecount@} |
| Layout-number | {@layoutnumber@} |