

# Dorico 4 SE Secrets (Cheat-sheet)


For Guitar, Bass and instruments that use manual entry for TAB & Staff notation

*(Shortcut keys are shown for PC. Generally, Ctrl will be replaced by Command, and Alt replaced by Option keys on a Mac )*


## To switch between *Tab Notation*, *Standard Notation*, or *TAB & Standard Notation*

- Open **Layout Options**: **CTRL-Shift L** (Full layout functions only available in *Dorico Pro*)
- Click **Players** on left menu, then **Fretted Instruments**
- Select between **Notation**, **Tablature**, or both for each fretted instrument shown
- Click **Apply**, then **Close**

## Add another instrument

- Select **Setup** mode along the top
- Click “Add Single Player” (bottom left icon) 
- Select **Fretted Instruments** for guitar/bass, or any other choice (*SE is limited to 2 players*)

## Apply bends and slides (glissando)

- Window select the notes to bend or slide together
- Select the ornaments icon (tr)  to open the ornament panel
- Select the guitar or glissando type to apply

## Move a TABulated note to a different string (same pitch, works on strings where possible)

- Select the note
- Type M to move down
- Type N to move up

## Extend or shorten a note duration

- Select the note
- Hold down Alt-Shift and use left and right arrows to alter the note duration

## Shift Commands

- Shift A - Rehearsal Marks
- Shift B - Bars and barlines (add bars ahead of time), then type in number of bars
- Shift C - Clefs
- Shift D - Dynamics
- Shift F - Fingering (Push down arrow for Right, Up for Left).
- Shift N - Note editing. Selected note goes into edit mode. Another way is to double click
- Shift V - Adds a new voice

## F-Keys

- F1 – Web or downloadable help file from Dorico website
- F2 – Player Transport Bar toggle – This has more options when detached – such as *Start from current position*
- F3 – Mixer
- F4 – Video window
- F8 – Play/Pause

## Using Voices

- Press Shift V to activate a new voice
- Stem direction is shown on the cursor
- Press V to toggle between voices when writing
- To see voices in color (Dorico 4), click View, Note and Rest Colors => Voice Colors to toggle ON or OFF

## Alt Key Combinations (Very important keys to manipulate notes!)

- Alt + Up/Down – Select note, then use arrow keys to alter pitch up or down **diatonically**
- Alt + Shift + Up/Down – Select note, then use arrows to alter pitch up or down **chromatically**
- Alt + Ctrl + Up/Down – Select note then use arrow keys to alter pitch up or down by **octave**
- Alt + Left/Right – Moves selected notes left and right by currently set duration increments
- Alt + Shift + Left/Right – Selected note(s) stay(s) in place and shortens or lengthens note duration in increments (set the increment value using the following keyboard shortcuts)
- Alt + ] – decreases the rhythmic grid (example: From 8th notes to 16th note increments)
- Alt + [ -- increases the rhythmic grid (example: From 32nd notes to 16th note increments)