Getting started making a lead sheet on Sibelius First

Setup Score
File > Quick Start > New Score > Solo Instruments > Lead Sheet *single click, don't double click*
Select Time Signature
Add pickup Bar if needed
Choose Key Signature *of the original source, not your transposed key*
Add Title and Composer/Lyricist
Click Create

Add Notes
Note Input > Input Notes
if numeric keyboard isn't showing click View > Keypad
Tip: to get out of note input press escape
if you're using a laptop without a number pad, you can use the following shortcut
Go to Sibelius First > Preferences > General > Menus and Shortcuts > Notebook (Laptop) Shortcuts
then the numeric pad will correspond to your laptop's numbers
Using a combination of the note name key (A-G) and it's value from the keypad, plus any accidentals, populate the measure
If the note is an octave lower than you want use Windows/Command + up or down arrow to change octave
Tip: add accidentals, dots and slurs before you press the note name to affect the upcoming note instead of altering the note you just inputed
To add a triplet, input the first note of the triplet, then press Windows/Command + 3

Add Chords
Text > Chord Symbol
When the arrow is ready to put a chord, it will be blue. If it's not blue, try again
Tip: If you're trailing around a crazy note, press escape, to exit note input
Put the blue arrow where you want the chord and enter the chord name using letters and numbers. It will capitalize them for you.
Press space bar to go to the next note until you get to the note you want the chord above and enter the next chord
For half dim you can use m7b5 or half dim and it will put the appropriate symbol
Use maj, m (for minor), + for Augmented, o for dim The program will standardize all your entries
Tip: once you've entered the notes and chords for the first 8 bars, look to see if other sections are identical, and use copy + paste to save time

Add Lyrics
Text > Lyrics > Lyrics Line 1
The arrow should turn blue, If it's not blue, try again
click where you want the lyrics to start
use space bar or - to go to the next note
always hy-phen-ate words don't just use space between syl la bles

Transpose to your key
Note Input > (select all) Transpose > Transpose by key > select new key and up or down
make sure Transpose Key Signatures is checked and Use double sharps/flats is **unchecked**
Go through and correct enharmonics: Select the note and press enter to get the enharmonic.
Generally choose the enharmonic that goes with the chord.
Chords should generally be spelled to go with the key signature, with a slight preference towards flat keys
Almost never use weird enharmonics in chord names (B# or Fb)

Finishing Touches (Layout)
Layout > (select all) Optimize - This will automatically space music to a good place
Next go through score manually and make sure no chords, notes or lyrics are in the way of each other.
Move things around using the arrow
Utilize the Layout > Normal Staff Size Arrow to make things large but not crowded looking
Make sure sections of the song are going together, using mostly 4 bars per system.
Layout > Make Into System
To change the number of bars in a system, Select the bars you want in one system and click Make Into System
make sure your window is expanded enough to see this command
To create a system break, click on the Barline (don't highlight the whole measure) and press enter