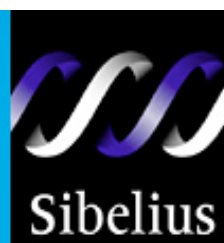


# Sibelius Hints & Tips

## Scanning with PhotoScore 3



(Mac shortcuts in italics)

There are two versions of PhotoScore for use with Sibelius: **PhotoScore Lite**, which is included with Sibelius 3, and **PhotoScore Professional**, the advanced version of PhotoScore Lite, available for purchase separately. To find out more, please visit: [www.sibelius.com/products/PhotoScore](http://www.sibelius.com/products/PhotoScore).

### Recommendations for scanning printed sheet music

- 1) You may use any scanner
- 2) You can scan the printed sheet music using the software that came with your scanner (you are not required to do this using Sibelius or PhotoScore)
- 3) Images work best when scanned at 300dpi, in Grayscale or Shades of Gray
- 4) Save the image as a bitmap (.bmp), for Windows users or tiff (.tiff), for Mac users
- 5) PhotoScore Professional will read PDF files directly, so you don't have scan in the printed file (this feature is only available in PhotoScore Professional)

### 1. Opening the scanned image

Start PhotoScore. Go to **File > Open** to open your scanned image (shortcut **Control + O** or **⌘ + O**). PhotoScore will adjust the image, making sure the music is correctly aligned, and that it recognizes clefs, systems and notes etc. The music will then be displayed in PhotoScore. Note: don't worry if it looks a bit grainy!

### 2. Adjusting the horizontal position

You can adjust the horizontal position of any staff if necessary, just by clicking on it. The staff will turn red and handles will appear, allowing you manipulate them using your mouse. You will not need to do this if the staves are blue. Systems will also be marked in red down the left side of the score.

### 3. Reading

Click on the **Read Pages** icon on the toolbar. In PhotoScore Lite, a progress window will appear while it's reading the image; this may take a few seconds depending on the complexity of the score. In PhotoScore Professional, you'll be given the option to choose which parts of the score you would like it to read. We recommend that you try different settings, to see what works best for you: for example, try turning off the text recognition and add the text later using Sibelius.

### 4. Editing

After the image has been read, the **Edit** screen will appear. Here, you can check for accuracy. The original scanned image will be at the top of the screen, and below is what PhotoScore has interpreted.

PhotoScore will mark in red the items the score that it thinks are incorrect. It's important at this stage to move around the score and correct all red markings and other mistakes. Check to make sure that there is a time signature in the score (PhotoScore may try to calculate one for you). This is essential, so that PhotoScore knows how many notes should be in each measure. You can add any missing items using the **Create** menu on the toolbar.

### 5. Changing the note values

To change note values, select the note that's been incorrectly recognized and use the keypad on the screen, just like in Sibelius. You can also copy selected notes using **Alt + click** or **Option + click** and change their pitch by selecting notes and moving them with the up/down with the arrow keys.

Enter anything missing using the keypad. Don't worry about correcting the beaming; you can do this later in Sibelius. We also recommend also checking the Key and Clef of every staff on the page. To change clefs, hit **Q**. Voices will be marked with the numbers 1 and 2, and can also be changed using the keypad.

You aren't required to clean up all of the mistakes in your score at this point (you can also do this in Sibelius), but we recommend that the timings be corrected here, to prevent Sibelius from correcting this your score, and possibly removing notes. Another way to check the accuracy of your score is to play it back, and listen for mistakes.

## **6. Sending to Sibelius**

Once you have edited the score, click the **Sibelius icon** on the toolbar (shortcut **Ctrl + D** or **⌘ + D**). The **PhotoScore File** dialog box will appear providing you with options for sending your file to Sibelius. For example, if you've been able to name the staves in PhotoScore, you should click **Let Sibelius choose the instruments**. If you haven't named the instruments yet, you can **Choose Instruments**.

Sibelius will launch, and once your music has opened in Sibelius, you can edit the score as if you had inputted the music yourself.

## **7. Transposing in Sibelius**

Now you can transpose, rearrange the instrumentation, copy and paste notes, and delete the original staves, playback your score, and more. You can also play your score back and make a recording. Sibelius 3 allows you to burn CDs using the Kontakt Player sounds.

Note: your original scanned image will remain in PhotoScore, listed in the **Previously Scanned Images**, if you'd like to try the process again.

## **Hints & tips for advanced scanning in PhotoScore Professional**

1. If your score is a transposed score (i.e. instruments in different keys), you can designate each staff with a different key in PhotoScore Professional, by hitting **K** (for Key Signature), then **Ctrl + click** or **⌘ + click** the key signature onto the relevant staff.
2. Check that PhotoScore recognizes name of each staff in your score: to do this, **right-click** or **Ctrl + click** just to the left of the clef of each staff, and the Renaming dialog box will appear.
3. If your original score has hidden staves, Sibelius may put the music on the incorrect staff. This can be corrected in PhotoScore Professional checking that every staff is named before sending into Sibelius.

### **Contact us**

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