

Music Scanning Hints & Tips

Here are some hints on the scanning process, using Photoscore version 3.

Important note: Photoscore regularly updates its software. You can usually download the latest mini update for FREE, but there is a charge to move from v1 to v2 or v3 of Photoscore Professional. Just visit the user area of the Sibelius or Neuratron websites: www.sibelius.com or www.neuratron.com.

Note that there are actually THREE versions of Photoscore:

Photoscore LITE comes free with Sibelius, and reads notes, clefs keys, time signatures and all the basics.

Photoscore PROFESSIONAL reads text too, as well as articulations and more complex music

Photoscore MIDI is a stand alone scanning/recognition program designed for people who just want to output MIDI files of their scanned music.

Here's some advice about the **SCANNING** process:

- 1 Use any scanner:** I recommend something like the Canon LIDE slimline scanner series
- 2 Scan the actual music using the software that came with your scanner** (no need to use Sibelius or Photoscore).
- 3 Scan at 300dpi** (or maybe 200 or 400dpi if need be)
- 4 Scan in GRAYSCALE** (sometimes called "shades of gray")
- 5 Create a folder on your computer called "My scanned music"**, where you put all the scans you make, as well as archive them or delete them)
- 6 Save the scans as BITMAPS (Windows users) or TIFF files (Mac users)**

If your source material is a **PDF** file, please bear in mind that **Photoscore Professional now reads pdf files directly: no need to print them out and scan them first.**

Here's some advice about the **RECOGNITION** process, once you've done the scanning (sometimes called OCR, or Optical character recognition):

- 1 Start Photoscore, and open the image you previously scanned, using Control + O (windows) or Command + O (Mac).** Photoscore will spend a few seconds adjusting the image, making sure the music is correctly aligned, and that it can see the clefs, systems and notes etc. You should then see the music displayed in Photoscore. Don't worry if it looks a bit grainy!
- 2 Adjust the horizontal position of any staff if necessary, by clicking on the staves.** The staff will go RED and handles will appear, which you can manipulate with the mouse. There is NO need to do this if the staves are already purple. Also note that the systems will be marked in RED down the left hand side.
- 3 Press the "Read page" button at the top of the screen,** and you'll get a menu asking what things on the score you'd like to be recognized. You might want to try this process with various different settings checked, to see what works best: for example, you may want to turn off text recognition and add the text later, when in Sibelius. **With Photoscore Lite**, you don't have the option to check boxes.

At this point, the optical character recognition process will start. This may take a few seconds, depending on the complexity of the score.

4 The Edit screen then appears, and this is when you check the accuracy of the recognition. The original picture you scanned will be at the top of the screen, and further down the page will be Photoscore's rendition of it. It's important at this stage to move around the score, correcting any **red markings** that might be there: these are **timing** related, where Photoscore thinks the bar does not add up. Incidentally, do make sure there's a **time signature** in the score (although you may find that Photoscore tries to calculate one anyway). This is essential, so that Photoscore knows how many notes SHOULD be in each measure. There is a Create menu at the top of the screen, where you should be able to find what you need to add.

5 To change note values, select the note that's been wrongly recognized and use the keypad on the screen, just like Sibelius. Don't forget that you can also **copy** selected notes using Alt+click or *Option + click*, and select notes and move them with the up/down arrow keys to **change their pitch**. You can **enter any missing notes** using the keypad too. Don't worry about correcting the **beaming**: Sibelius can do this later. You should also check that Photoscore has read the **KEY** and **CLEF** of every single staff on the page. Change clefs using **Q** as a shortcut. You don't have to clean everything up at this point (since you can wait until it's in Sibelius), but it's a good idea to get the timings right, to prevent Sibelius "cleaning up" your score, and possibly removing notes. You should also be able to **play** your score at this stage to check the accuracy, if you wish. **VOICES** will be marked with the numbers 1 and 2, and can also be changed using the keypad.

6 To send the score into Sibelius, hit the Sibelius icon at the top of the screen in the middle. Do this when you've finished editing any timing mistakes. Read the dialog box that appears carefully, and choose what you need before clicking OK. 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". You shouldn't have to choose the manuscript paper, even though it says so in the dialog box. Once in Sibelius, you can obviously edit the score as you would in Sibelius.

7 Now Sibelius should launch or start up. You can now **transpose your score**, or **rearrange the instrumentation** by adding new instruments, copying and pasting notes, and deleting the original staves etc. You can also play your score back and make a recording. Sibelius allows you to burn CDs if you use the Kontakt sounds. You can also adjust the **MIX** of the score by using Sibelius' mixer. By the way, your original image will remain in the Photoscore list of previously scanned images, just in case you'd like to try the process again.

Important hints on **advanced scanning** in Photoscore Professional:

- 1** If you're working with a **TRANSPPOSED score** (i.e. instruments in different keys), you can give each staff a different key **INSIDE** Photoscore Pro, by choosing **K** (key signature), then Control + clicking the key signature onto the relevant staff (Mac users: *Command + click* the key signature).

- 2 Also note, it's a very good idea to make sure Photoscore knows the **NAME of each staff** in your score: you can RIGHT-CLICK to the left of the clef of each staff (Mac users, Control + click), and a RENAMING dialog box appears.
- 3 If your original score has **hidden staves** in it, you can solve this by making sure every single staff is NAMED before you send it into Sibelius: this should avoid any confusion whereby music goes on the wrong staff.
- 4 If you are scanning a **multi page document**, obviously do all the scanning first and save each page as a separate file (eg 001, 002, 003 etc). Then go to Photoscore, and open all the pages you need IN THE RIGHT ORDER so Photoscore understands the order you want the score eventually to be. Then use the arrows at the top of the Photoscore screen to go to page one and READ/EDIT it. Don't send the score into Sibelius yet! Then go back to the original pre-recognized image (using the WINDOW menu), and choose page two and read it. Go on until you have read and edited ALL pages. Then you can send these collectively into Sibelius for final editing.
- 5 Don't forget that you can use most of the **standard shortcut keys** that Sibelius uses in Photoscore as well. For example, if you notice that a quarter note is missing, select a different quarter note somewhere else in the edited score and COPY it where you need it by Alt+clicking (*Opt + click on Mac*). You can do the same for rests and so on. To change the VOICE of a note from voice 1 (tails up) to voice 2 (tails down), select the note and hit Alt + 2 (that's the 2 above the W key). You can also use Alt + 1 for voice 1. You can use the left and right arrow keys to move through the edited score in Photoscore, once a note has been selected: this can be a fast way to navigate.

What do I change in Photoscore and what do I change in Sibelius?

A lot of people might not be quite sure which program to use, since both programs allow you to edit notes!

The basic rule is: make sure the MAIN things at least have been correctly read by Photoscore, before sending into Sibelius: the TIMINGS (do all the measures add up?), the KEY signature, the TIME signature, the CLEFS and the ACCIDENTALS.

Check thoroughly throughout the score, to save editing time later in Sibelius.

It's less important to correct slurs, ties, text (lyrics, dynamics), or any of the formatting issues in Photoscore (although you can). Wait until the score is in Sibelius before you do this if you like. Don't forget that when you first send the score to Sibelius, you should always UNLOCK the format of the scanned music first: Control + A, followed by Control + Shift U on windows (*Command + A* followed by *Command + Shift U* on Mac). That way, Sibelius will nicely space the music for you, and override the settings of the original scanned music which might not be suitable for Sibelius.