

#5 - SCAN, EDIT & ORCHESTRATE (Explode)

(EXAMPLE: MIGHTY KING Hymn .TIF)

SCANNER INFORMATION:

In Finale 2008, if you wish to scan your music using the Launch Window SCANNING Button, please check Smartscore's web site for a list of compatible scanners: <http://www.musitek.com/scanningnotes.html> . By using this SCANNING Button, all scanning settings are now automatic.

If you don't have a compatible scanner to use the Launch Window SCANNING Button, use your scanning software/toolbar to adjust your settings, scan and save your TIF files.

SmartScore Lite recognizes up to 16 staves per page.

1. MIGHTY KING Example:

- If you already have scanned *Mighty King* and have the .TIF file, skip Direction #2 below and go on to Direction #3 "Assemble Your Scanned Pages."

2. SCAN YOUR MUSIC:

- Put first page of music in scanner. Use original, not photocopy (will not work with handwritten music).
- **USING THE LAUNCH WINDOW 'SCANNING' BUTTON (Mac or Win):**
 - (Make sure you have a compatible scanner to use the SCANNING Button).
 - Open **Finale 2008** LAUNCH WINDOW. Click on SCANNING Button (window opens).
Finale will automatically preview your page.
 - All scanning settings are automatically set (scale, resolution, contrast).
 - Check positioning of previewed page (Black line outline should include music to be scanned).
Drag black line to make adjustments if necessary. Maximum of 16 staves per scan).
 - Press FINALE SCAN button.
 - If you have more pages to scan, put next page on scanner and press NEXT PAGE Button.
After last page, press FINISH.
- **USING YOUR SCANNING SOFTWARE/TOOLBAR (Mac or Win):**
 - From your scanning software toolbar, click SCAN.
 - If available, check DISPLAY SCANNER DRIVER and USE ADVANCED SETTINGS.
 - Name your document and designate a folder to save it in.
 - Press SCAN Button.
 - Choose black & white TIF file **OR** gray scale TIF file (experiment to find the setting that works best with your scanning software).
 - Set RESOLUTION to 300-600 dpi (dots per inch) depending on note size. For smaller notes, use a higher resolution (EX: Single sheet 300, Full score 600).
 - Darken CONTRAST slightly to increase scanning accuracy.
 - Press PREVIEW Button to check positioning (dotted outline should include music to be scanned, maximum of 16 staves per scan). Make adjustments if necessary.
 - Press SCAN button.
 - Preview and scan each page as needed.

3. **ASSEMBLE YOUR SCANNED PAGES:**

- **IF YOU USED LAUNCH WINDOW 'SCANNING' BUTTON (Mac or Win):**
 - SMARTSCORE LITE 5.5 window opens.
 - TIF file name(s) appear by page number in center window.
- **IF YOU USED YOUR SCANNING SOFTWARE/TOOLBAR (Mac or Win):**
 - Open **Finale 2008**.
 - Go to **FILE Menu / SCANNING SMARTSCORE LITE / IMPORT AN EXISTING TIF FILE**.
 - Click **ADD FILES TO LIST** Button. Find folder containing your scans. Highlight your scanned TIF file pages (or SHIFT-Click to highlight multiple TIF files). Click **OPEN** Button. TIF file name(s) appear by page number in center window.
- **BOTH METHODS:**
 - **OPTIONAL:** To preview each scanned page, click on each TIF file name.
 - If pages are not in correct order, highlight TIF name, click **MOVE UP** or **DOWN** Button.
 - Click **BEGIN RECOGNITION** Button. Raw document appears (includes all scanned pages; Finale doesn't know what instrument or voice has been scanned).
 - **TO COPY YOUR SCAN:** To highlight entire document, **SELECT ALL** (CMD/CTRL + 'A'). With **SELECTION TOOL**, copy entire scan (CMD/CTRL + 'C').

4. **BRING YOUR SCAN INTO FINALE and EDIT:**

- **TO CREATE YOUR NEW EMPTY SCORE WITH THE SETUP WIZARD:** Press CMD/CTRL + 'N' (for new document). Choose document style, choose instruments, type in title, composer, set time signature and key signature (**CONCERT PITCH**), etc. Make sure your Finale score has enough measures to accommodate your scan (default score is only 31 measures).
- **TO HIGHLIGHT STAVES OF YOUR EMPTY SCORE:** Highlight **SELECTION TOOL** and **SELECT ALL** (CMD/CTRL + 'A').
- **TO PASTE SCAN INTO EMPTY SCORE:** Arrow to **EDIT Menu / PASTE** (CMD/CTRL + 'V'). Check any key changes within score, as pasting in the scan will not bring them in. Finale will automatically transpose your scan to any instrument and will now playback with correct sounds.
- Check score for accuracy and edit errors (scanning technology may not be 100% accurate).
- **TO ADJUST PLAYBACK REVERB:**
 - Arrow to **MIDI-AUDIO Menu / VST SETUP**.
 - Next to **AMBIENCE REVERB**, click **EDIT** Button.
 - **TO ADJUST:** Drag **DRY** Slider almost all the way to the **RIGHT**
Drag **WET** Slider almost all the way to the **LEFT**
 - Close window. Click **CLOSE** Button.
 - Play back to hear adjustment.
- **OPTIONAL:** To display score in concert pitch, go to **DOCUMENT OPTIONS / DISPLAY IN CONCERT PITCH**.
- Name your document and **SAVE AS** a Finale (.MUS) file before closing.

ORCHESTRATE (Explode)

(EXAMPLE: MIGHTY KING Hymn .TIF)

1. **TO INSTANTLY ORCHESTRATE (EXPLODE) THIS PIECE:**

- Highlight **SELECTION TOOL**. Highlight the two staves that you wish to explode.
- Arrow to **UTILITIES Menu/EXPLODE MUSIC -OR-** press METATOOL #2 on typewriter (shortcut for EXPLODE).
 - Enter SPLIT INTO 4 STAVES.
 - Check ONE NOTE PER STAFF Button (if desired).
 - Choose EXPLODE DIRECTION.
 - Specify where extra notes should be placed.

 - Specify where you want the music placed:
INTO NEW STAVES AT THE BOTTOM
- OR -
EXISTING STAVES STARTING WITH STAFF Bb Trumpet 1

 - Click OK (notes explode into 4 staves).
- **TO COPY THE TROMBONE PART TO THE TUBA STAFF:**
 - Click to LEFT of Trombone Staff to highlight.
 - Click in highlighted area and drag Trombone notes down to Tuba Staff. (Release mouse when the black boxes appear).
- **TO TRANSPOSE TUBA PART DOWN AN OCTAVE:**
 - Click to LEFT of Tuba Staff to highlight
 - With **SELECTION TOOL**, CTRL/RIGHT-click. Choose TRANSPOSE - OR - press Metatool #8 on typewriter (to move DOWN an OCTAVE).
- **TO TRANSPOSE PIECE TO KEY OF CONCERT Eb:**
 - Highlight **SELECTION TOOL**. In Measure 1, CTRL/DOUBLE-click in measure. Choose KEY SIGNATURE/EDIT KEY SIGNATURE. Set to Concert Eb, through the end of the piece, click MOVE NOTES UP Button.

 - **TO SEE TRANSPOSED PARTS:** Arrow to **DOCUMENT Menu** and remove DISPLAY IN CONCERT PITCH.

2. **TO FORMAT YOUR SCORE:**

- **TO REMOVE EXTRA MEASURES AT END OF PIECE:** With **SELECTION Tool**, double-click in first empty measure (to highlight measure stack). Press SHIFT + END to highlight to end of piece. Press DELETE.

- With **RESIZE Tool**, reduce your score size to 85-90% for printing.

- Go to **VIEW Menu/PAGE VIEW** (to format).

- Go to **UTILITIES Menu/FIT MEASURES** to lock in 4 measures per system. Click OK.
-OR-
With **SELECTION Tool**, highlight a measure, press UP or DOWN arrow (to manually adjust number of measures per system).

- With **PAGE LAYOUT Tool**, format your score onto 1 page. Zoom Out (CTRL/CMD (-) minus) to see entire page.

PAGE LAYOUT BY DRAGGING:

- TO CHANGE LEFT MARGIN ON 1 SYSTEM: Grab Upper LEFT handle of a system and drag.
- TO CHANGE LEFT MARGIN ON ALL SYSTEMS: Highlight any Upper LEFT handle of a system, SELECT ALL and drag.
- TO CHANGE RIGHT MARGIN ON 1 SYSTEM: Grab Lower RIGHT handle of a system and drag.
- TO CHANGE RIGHT MARGIN ON ALL SYSTEMS: Highlight any Lower RIGHT handle of a system, SELECT ALL and drag.
- TO MOVE A SYSTEM ON THE PAGE: Click in the middle of system and drag.
- TO MOVE A SYSTEM INDEPENDENTLY AND NOT AFFECT THE OTHERS AROUND IT: Press CTRL / OPTION and drag.

PAGE LAYOUT BY NUMBERS:

- CTRL/RIGHT-click anywhere on page and choose EDIT MARGINS (window opens).
- Under CHANGE, click ALL Button.
- Type in .3 in the top 5 boxes (Top, Left, Right, Bottom, Distance Between). Press TAB 2x to jump to next box. Click APPLY Button to activate changes.
- TO ONLY CHANGE DISTANCE BETWEEN SYSTEMS:
 - Deselect (uncheck) the top 4 boxes (Top, Left, Right, Bottom)
 - In DISTANCE BETWEEN SYSTEMS Box, increase or decrease number (to create more or less space between systems. Click APPLY Button to activate change.
- OPTIONAL: When margins and spacing look good, click on APPLY TO PARTS / SCORE Button (to only change SCORE layout and not affect PARTS layout).
- TO MAKE ROOM FOR YOUR TITLE: Click in the middle of 1st system and drag down.
- TO ADD NEW TEXT OR DIRECTIONS: Go to **TEXT Tool** and double-click on page (blinking cursor appears). Type in new text. To change font/size, highlight text, go to **TEXT Menu**.
- With **SELECTION Tool**, adjust title, composer and text blocks into place.
- Save your work.

3. TO VIEW AND EDIT PARTS:

- TO VIEW PARTS:
 - Go to **DOCUMENT Menu/EDIT PART** and choose part. (SHORTCUT for scrolling through parts is CTRL + ALT + '.' period on WIN; CMD + OPT + '.' period on MAC). If no part names are visible, your document was created with an earlier version of Finale (2006 or before). Follow next step below to generate parts.
- TO GENERATE PARTS FROM AN EARLIER VERSION OF FINALE:
 - Go to **DOCUMENT Menu/MANAGE PARTS** (window opens; no part names are visible). Click on GENERATE PARTS Button (part names appear). Click OK. Now you can go to **DOCUMENT Menu/EDIT PART** and scroll through your parts to view them.

NOTE: Part Names are missing from older versions of Finale. Follow next step below to create them.

- TO CREATE MISSING PART NAMES:
 - Highlight **TEXT TOOL**.
 - On first page of your score, double-click in upper LH corner to create a text box.
 - Arrow to **TEXT Menu/INSERTS/PART-SCORE NAME**.

- TO EDIT ITEMS THAT YOU WANT **LINKED** IN SCORE AND ALL PARTS:
(Notes, Measures, Dynamics, Shapes, Expressions, Articulations, etc.)
 - TO SPLIT SCREEN TO SEE BOTH SCORE & PART:
Arrow to **WINDOW Menu/NEW WINDOW** and **WINDOW Menu/TILE HORIZONTALLY**.
 - Notes between SCORE and PARTS are always linked (can edit in either SCORE or PART).
 - OTHER ITEMS: Make your changes in the SCORE and all parts will be updated also. Make a change in a part and it affects that part only.

- TO EDIT AN ITEM IN ONE PART ONLY AND NOT SCORE (**UNLINKED**):
 - Scroll to part you want to edit.
 - With the **SELECTION TOOL**, click on non-note item in part and edit. When item turns yellow, the link between score and part is broken. (This change will only affect this one part and not other parts).
 - If you wish to to relink to score, CTRL/RIGHT-Click on item and choose RELINK TO SCORE (moves item back to original position established in the score).

- TO EDIT AN ITEM IN ALL PARTS AND NOT SCORE (**LINKED & UNLINKED**):
 - Scroll to score.
 - With the **SELECTION TOOL**, click on non-note item in score and edit. (This is a GLOBAL change that will affect score and all parts).
 - In score, CTRL/RIGHT-Click on same item and choose UNLINK IN ALL PARTS (item turns yellow which shows score and parts are unlinked). Move item into correct position in the score (will not affect parts).

- TO EDIT **PARTS** FOR PRINTING:
 - TO FORMAT PAGE LAYOUT OF PARTS (different from score):
 - In PAGE VIEW, scroll to a part.
 - TO RESIZE PARTS FOR PRINTING (do on a part):
 - Using **RESIZE TOOL**, RIGHT/CTRL-Click in upper left corner on first page of part.
 - Choose RESIZE PAGE. Enter reduction.
 - Under PAGE RANGE pop-up menu, select ALL PARTS.
 - Click OK.
 - TO CHANGE PAGE LAYOUT OF PARTS (do on a part):
 - TO ZOOM OUT: Press CTRL/CMD + '-' (minus).
 - Using **PAGE LAYOUT TOOL**, RIGHT/CTRL-Click on 2nd system of part.
 - Choose **EDIT MARGINS**.
 - Deselect checkmarks for LEFT, TOP and RIGHT Margins.
 - Click ALL Button & APPLY Button (distance between systems is 0).
 - On first music system, click on LOWER RIGHT system handle to highlight. Go to **EDIT Menu / SELECT ALL** to highlight all system handles on that side (GLOBAL).
 - Press DOWN Arrow to increase distance between systems to desired space.
 - Click on APPLY TO PARTS/SCORE Button.
 - Click on CHECK ALL and deselect score. Click OK.
 - Close Margins Window.
 - Scroll through parts to see layout change.

- TO CHANGE PAGE SIZE:

- Using **PAGE LAYOUT TOOL**, arrow to **PAGE LAYOUT Menu/PAGE SIZE**.
- Choose new page size from pop-up menu. Choose Portrait or Landscape.
- Under CHANGE popup menu, make selection.
- Choose ALL PAGES (or page range).
- Click OK.
- **NOTE:** When you print, if Score is Landscape and Parts are Portrait, use separate print commands.

- TO PRINT SEPARATE DIVISI PARTS FROM ONE STAFF:

- Go to **DOCUMENT Menu/MANAGE PARTS**.
- Click NEW PART Button (new part name appears in LEFT column).

- TO GIVE PART A NEW NAME:

Click on EDIT PART NAME Button. Type in new name. Click OK.

- From RIGHT column, highlight part name containing divisi and click ADD TO PART Button (puts in middle column).
- Click EDIT VOICING Button.

Choose: ALL NOTES IN LAYER __ (from specific layer-1,2, etc.)

- OR -

SELECTED NOTES FROM ONE OR MORE LAYERS
(Choose TOP, BOTTOM or SELECTED note)

- Repeat steps above for each divisi part you wish to create. Click OK. Click OK.

- TO PREVIEW YOUR EDITED PARTS BEFORE PRINTING:

Go to **DOCUMENT Menu/EDIT PART** and scroll through parts.

- TO PRINT 2 OR MORE PARTS (AS A GROUP) ON A PAGE:

- Go to **DOCUMENT Menu/MANAGE PARTS**.
- Click NEW PART Button (new part name appears in LEFT column).
- TO GIVE PART A NEW NAME:
Click on EDIT PART NAME Button. Type in new name. Click OK.
- From RIGHT column, highlight part name and click ADD TO PART Button (puts in middle column). Highlight other part from Right column and ADD to middle column. When finished, click OK.

8. TO PRINT SCORE AND PARTS:

- **NOTE:** When you print, if Score is Landscape and Parts are Portrait, use separate print commands.
- Go to **FILE Menu/PRINT**.
- Check the boxes of the parts that you want to print.
- Double-click on copy number to change number of copies that will print for each part.
- Click OK.

Mighty King

80%

Brass Quintet

Musical score for Brass Quintet (Measures 1-4). The score is in 4/4 time and B-flat major. It features five staves: Trumpet in B \flat 1, Trumpet in B \flat 2, Horn in F, Trombone, and Tuba. The music consists of a steady eighth-note accompaniment in the lower brass and a melodic line in the upper brass.

Musical score for Brass Quintet (Measures 5-8). The score is in 4/4 time and B-flat major. It features five staves: B \flat Tpt. 1, B \flat Tpt. 2, Hn., Tbn., and Tuba. The music continues with the same accompaniment and melodic line as the previous system.