

# **FINALE 2008 SCANNING**

070707

## **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. 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):**
  - 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.

## **2. 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').

3. **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.
  - Playback to hear adjustment.
  
- OPTIONAL: To display score in concert pitch, go to **DOCUMENT OPTIONS / DISPLAY IN CONCERT PITCH**.
  
- Make sure you name document and SAVE AS a Finale (.MUS) file before closing.