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# Finale 2008 Scanning

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## 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 settings are now automatic (contrast, dots per inch, saved in TIF format).

If you don't have a compatible scanner to use the Launch Window SCANNING Button, use your scanning software/toolbar to manually 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.  
**In Finale 2007 and prior:** 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 BRING SCAN INTO EMPTY SCORE:** Arrow to **EDIT Menu / INSERT or PASTE** (CMD/CTRL + 'I' or 'V'). Key and time signature changes will be included.
  - **NOTE:** If you are scanning in an instrumental transposed part (EX: French Horn) and bringing it into a Finale staff of the same instrument (EX: French horn), **RIGHT/CTRL-Click** on key signature and reset key signature back to concert key.
- 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.

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