

Scanning with Finale

Mavis Kallestad & Leigh Kallestad, presenters

SCANNER INFORMATION:

Beginning with Finale 2006, you can now use any scanner (including Hewlett Packard scanners). Any inexpensive flatbed scanner will work. The SmartScore Lite 3.3 scanning software that is included with Finale now also recognizes GRAY scale TIF Files (in addition to BLACK & WHITE TIF files). SmartScore Lite recognizes up to 16 staves per page. After installing the software that comes with your scanner, make sure the scanner is linked to the scanning software and not the photo software.

1. SCAN YOUR MUSIC:

- Put first page of music in scanner. Use original, not photocopy (will not work with handwritten music).
- **WINDOWS:**
 - Open **Finale 2007 LAUNCH WINDOW**. Click on SCANNING 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).
 - Press SCAN button.
 - If you have more pages to scan, press YES Button. After last page, press NO. Click OK.
- **MAC:**
 - From your scanning software toolbar, click SCAN.
 - 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).
 - Name your document and designate a folder to save it in.
 - If available, check DISPLAY SCANNER DRIVER and USE ADVANCED SETTINGS.
 - Press SCAN Button.
 - 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).
 - Press SCAN button.
 - Preview and scan each page as needed.

2. ASSEMBLE YOUR SCANNED PAGES:

- **WINDOWS:**
 - SMARTSCORE LITE 3.3 window opens.
 - Click ADD FILES TO LIST Button. Highlight your scanned TIF file pages (or SHIFT-Click to add multiple TIF files at same time). Click OPEN Button. TIF file name(s) appear in center window by page number.
- **MAC:**
 - Open **Finale 2007**.
 - Go to **FILE Menu/SCANNING SMARTSCORE LITE**.
 - 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 ADD Button. TIF file name(s) appear by page number in center window.
- **BOTH PLATFORMS:**
 - OPTIONAL: To preview each scanned page, highlight TIF file.
 - 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+A Mac, Ctrl+A Win). In **MASS EDIT TOOL**, copy entire scan (Cmd+C Mac, Ctrl+C Win).

3. BRING YOUR SCAN INTO FINALE and EDIT:

- TO CREATE YOUR NEW EMPTY SCORE WITH THE SETUP WIZARD: Press CTRL/CMD + 'N' (for new document). Type title, composer, choose instruments, set time and CONCERT PITCH, key signatures, etc. Make sure your Finale score has enough measures to accommodate your scan (default score is only 31 measures).
- TO HIGHLIGHT EMPTY STAVES OF YOUR SCORE: Highlight **MASS EDIT TOOL** and SELECT ALL (CTRL/CMD + 'A').
- TO INSERT SCAN INTO EMPTY SCORE: Arrow to **EDIT Menu/REPLACE ENTRIES (PASTE)**. (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.
- OPTIONAL: To display score in concert pitch, go to **DOCUMENT OPTIONS / DISPLAY IN CONCERT PITCH**.
- Check score for accuracy and edit errors (scanning technology may not be 100% accurate).
- Make sure you name document and SAVE AS a Finale (.MUS) file before closing.