

ScanScore Manual

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Welcome to ScanScore

ScanScore is a professional tool for scanning, editing and playing sheet music. It imports your printed or digital score material into your computer for further editing. ScanScore employs the cross-platform scoring format [MusicXML](#), rendering it a universal tool for all common scoring software available.

ScanScore comes in three different editions:

- ScanScore Melody
- ScanScore Ensemble
- ScanScore Professional (available from April 1, 2019)

The (only) difference between the three editions is only in their export restrictions: ScanScore Melody allows you to export only one staff (i.e., a simple song, a lead sheet or an orchestra part). ScanScore Ensemble allows systems of up to four staves (like an SATB choir or a quartet). ScanScore Professional has no limitation on the number of staves allowed for export, so you can scan in bigger choir, big band or orchestra scores.

There is also a trial version of ScanScore, offering all the scanning and editing features but not allowing export at all. If you are working with the trial version and wish to upgrade in order to be able to export your work, you can save your scans in a [ScanScore document](#). After upgrade, you can then go on to open and export your document.

If you are using the trial version and wish to purchase a full license, or if you want to upgrade from Melody or Ensemble to a higher version of ScanScore, click "Upgrade" in the Help Menu or [here](#) directly.

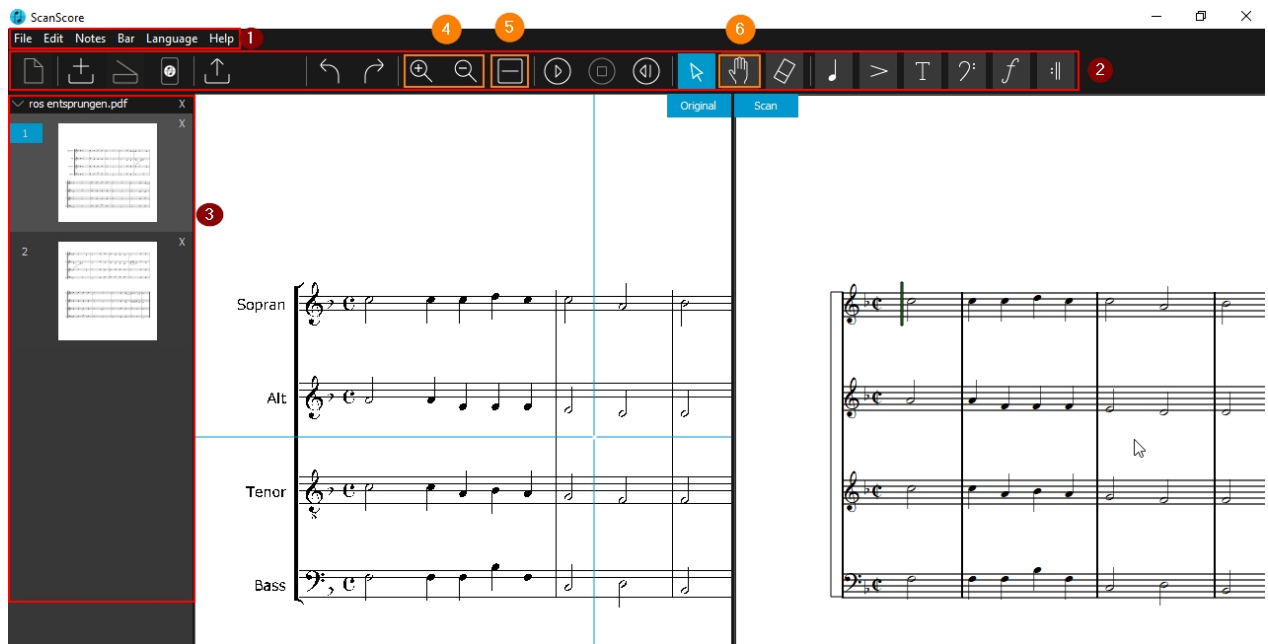
For any questions, our support team is there to help you at support@scan-score.com.

This manual is also available in PDF format at <https://scan-score.com/files/support/manual.pdf>.

Overview

This is the ScanScore interface:

- 1 – Menu bar
- 2 – ScanScore toolbar
- 3 – Page



In the upper part, you see the [menu bar](#) (1) with the most important global options and the [ScanScore toolbar](#) (2) with the core icons for scanning, editing and playing your scores.

In the sidebar, there is an overview of all the scanned pages in your document (3) for navigating. You can also delete superfluous pages there.



The main part is, of course, the split view in the center. On the left side, you see the original file, on the right, you see the recognized notes. You can also turn around this setup with the "Change Layout" button (5). The original will then be displayed in the upper part.

Use the mouse wheel to scroll. For navigating around the sheet, you can also use the Drag tool (6). For zooming, use the two zoom icons (4) or press Ctrl and scroll with your mouse. The two views are synchronized: You will always see the same part on both halves of the screen. And when you move the cursor in the Scan view, a blue cross will automatically move around the Original view, so that you always see where you are in the score.

Quickstart


Scan/import your scores

If you have your scores in digital format (image or pdf), you can import the file (or [several files](#)) directly into ScanScore by clicking the  button in the [toolbar](#).

For scanning printed material, you can either use your [scanning device](#)  or your [smartphone](#) . For the latter option, you can install the app ScanScore Capture on your phone. For more information on scanning, please refer to the [relevant chapters](#) in this manual.

After import, recognition starts automatically. As soon as the scan view appears on the left half of your screen, you can start editing.

Play and edit your scores

The best way to start is to listen to your score first. This is the easiest way to find recognition errors. Start the playback with the  button or the space bar on your keyboard. It's also possible to put the cursor at a specific position in the score to start playback from there.

For editing, you have a host of options. With the six buttons in the control bar



you can show and hide the [input palettes](#) for notes, accents/techniques, text elements, clefs, dynamic markings and barlines/repeats.

Saving a document

You have the option to save your work in a document to resume work later. A [ScanScore document](#) is equivalent to a piece of music. The options for saving and opening ScanScore documents can be found in the [File menu](#).

Export

When you've found and corrected all recognition errors, you can [export](#) your result to continue in a music notation software of your choice (e.g., to transpose it or to create parts from it).

What ScanScore is not

ScanScore is a music digitization software. It is not for scanning in texts or other forms of documents. Neither does it support special notations like drum notation or Gregorian scores.

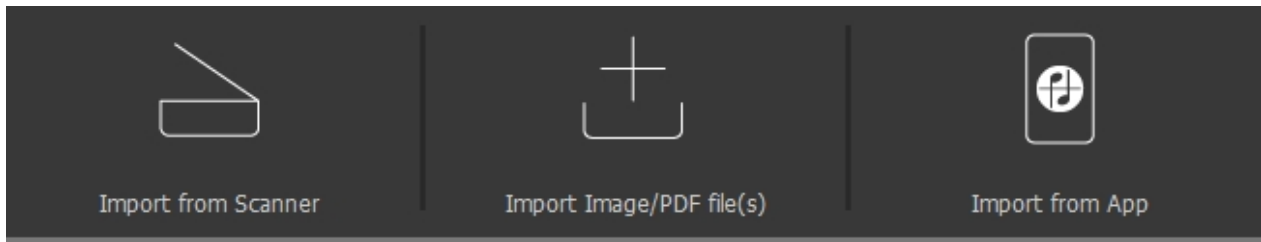
ScanScore isn't intended to replace or be used as a notation software. The editing options are meant to help you match the recognition result to the original score. This is why the following functions are *not* available:

- Layout
- Transposition
- Parts
- Playback options

Please use your notation software to work with the scores you scan in. Don't try to stretch the editing options of ScanScore beyond their limits.

Scanning and importing scores

How do you get the score into your computer? Every time you set up a new [ScanScore document](#), you will see three buttons:




The following pages describe the several import methods. If you wish to import [several pages](#), you can add them later via the respective symbols in the [ScanScore toolbar](#) or the [File menu](#).

- [Import from Scanner](#)
- [Import Image/PDF file\(s\)](#)
- [Import from App](#)

Importing files

Importing image or PDF files is the easiest way to get your scores into ScanScore. To do



this, click the symbol  or choose "Import Image/PDF file(s)" command from the [File menu](#). You can also use the shortcut [Ctrl+G](#). Now you can browse to the file you wish to import and open it.

ScanScore supports the following file formats:

- JPG
- JPEG
- BMP
- PNG
- TIF
- TIFF
- PDF (requires [Ghostscript](#))

Using a scanner

You can use almost any scanner to scan in printed material. ScanScore supports all common TWAIN-compatible devices. Only specialised devices requiring unusual software may cause problems.


For scanning, you can either use the standard parameters (300 DPI, color), or you can be prompted to set up the parameters yourself every time. This option can be toggled in the [Preferences](#) dialog.


Using a smartphone

If you own a smartphone, you can send pictures directly to ScanScore. This requires the app "ScanScore Capture", which is available for Android and iOS.

<https://play.google.com/store/apps/details?id=com.companyname.ScanScore&hl=de>
<https://itunes.apple.com/de/app/scanscore-capture/id1439654747>

When starting the app for the first time, you will be asked to connect it to your computer. In the [Preferences](#) dialog, you can open the QR code, which you have to scan with your app.

When the app is connected to your computer, it shows a tutorial about how to use the app. Take photos of the page(s) you want to scan and send them to the ScanScore server with the  icon (in the app).

Now you have to retrieve the files from the server. In ScanScore, this is done by clicking the  or "Scan from App" in the [File menu](#). All uploaded images are automatically imported and converted.

If you face difficulties with the app, you can also use a scan app like [Adobe Scan](#), [MS Office Lens](#) or [Scanbot](#) and share the files with yourself via e-mail or cloud. In this case, you simply import the scores [as files](#).

Multipage import

ScanScore also handles multipage documents.

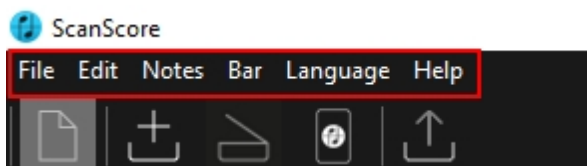
- Multipage PDF files are recognized automatically
- When importing image files you can either import several images at once, or import them one by one, repeating the [import routine](#) for every picture you want to scan. Multipage .tiff files are not supported.
- If your scanner supports multipage scanning, you can scan in the whole document this way. Alternatively, you can start with the first page and add the following pages to the document [one by one](#).
- With the app, you should capture all pages before uploading them to the server. They will be imported together when retrieving the files in ScanScore.

Caution: At export, all pages of your document are combined into one MusicXML file. Please use several [documents](#) if you want to scan in several songs.

Working with ScanScore

After import, you can compare the scan to the original score. You have a range of editing options for correcting recognition mistakes. This chapter gives you an overview of the different ways of working with the scan.

The menu bar



The menu bar in the upper left corner provides general editing options for your score.

The File Menu

The File menu is for creating, saving and opening [ScanScore documents](#).

You also find three buttons for importing/scanning notes. For more information about this, refer to [Scanning and importing scores](#).

The Preferences dialog shows the QR code, which is needed to connect the [ScanScore Capture app](#) to the program. You can also choose the setup for your [physical scanner](#). If you don't use the advanced scan dialog, the scanner will always scan with 300 DPI.

The Edit Menu

The Edit menu offers basic editing and navigating functions for your document.

Undo

This command takes back your last edit. Caution: Adding or removing entire pages cannot be undone!

Redo

Undoes an undo command.

Go to ...

Opens a specified bar or page.

Select all

Selects all the elements of the score. This is important for globally changing the time signature.

Copy/Cut/Paste

These commands only work after [selecting a note or range](#).

The Notes Menu

For editing notes or rests, you have to [select the note or range](#) first and then click the command you wish to run.

Respell an accidental

Select one or several notes to perform one of the following actions:

- Respell as enharmonic equivalent
- Respell sharp as flat
- Respell flat as sharp

Change Voice

If your score contains [several voices within one staff](#), ScanScore might misassign notes to a wrong voice. With this command, you can correct that mistake.

Group Beams

Select notes (8ths, 16ths etc.) to group or split their beams.

Ties and slurs

Select notes first, then click the tie or slur icon. Note that a tie is only inserted if you select two notes with identical pitch.

Separate from Chord

Usually, chords are considered a note in ScanScore. To edit one note separately, select it and use this command to make it a separate note of its own. After that, you can use the command "Change voice" to move it to another voice.

Tuplet Settings

This dialog gives you a range of options for triplets. If you edit these settings when one or several triplet marks are selected, the changes will affect all the selected triplets. Otherwise, they will become the active configuration for future triplets.

The Bar Menu

In the Bar Menu, you can change the following configurations of bars:

Time Signature

First, select the bar or range of bars that a time signature change will apply to. For changing the time signature globally, you have to [select everything](#). Then, select the time signature you wish to insert. ScanScore supports very complex time signatures. Caution: The time signature will be changed immediately!

Key Signature

Here again, you have to select the bar or range of bars that a key signature change will apply to. For changing the key signature globally, you have to [select everything](#). Now select the key signature, and it will be inserted for the selected range. Caution: The key signature will be changed immediately!

Tempo

Inserting tempo changes works different. Click "Change Tempo", and the cursor will look like a hand. With this hand, click the position of the desired tempo change. Now, you see the dialog for inserting the tempo change.





Grouping of instruments

Here, you can adjust the braces and barlines in multi-stave scores. (Note that those will not be exported in ScanScore melody.) In the upper part of the dialog, you have to select the uppermost and lowest staff you wish to connect or split up. Then, choose the type of grouping for this range of staves. In the third step, choose "Connect" or "Disconnect" accordingly.

The ScanScore Toolbar



The toolbar is the core of the ScanScore interface. Here is what every symbol stands for:

	New Document -> see File menu
	Import Image/PDF files -> see Importing files
	Import from Scanner -> see Using a scanner
	Import from App -> see Using a smartphone

	Export
	Undo -> see Edit Menu
	Redo -> see Edit Menu
	Zoom in
	Zoom out
	Toggle between vertically and horizontally split view
	Play
	Stop
	Reset Playback to bar 1
	Select Mode
	Drag Mode (move the view by dragging your mouse)
	Eraser (click elements to delete them)
	Insert notes and rests
	Insert accents and techniques
	Insert text elements
	Insert clefs
	Insert dynamic markings
	Insert barlines and Repeats

Notation Elements

In the right part of the toolbar, there are six elements for showing and hiding the input palettes for notation elements. Depending on how you like to work, you can show all six all the time or open them when needed.



There are three different insert modes in ScanScore:

1) Insert new elements: Click an element in the input palette (e.g. a note) and place it on the required position in the score.

2) Add elements to existing elements in the score: Click an element in the input palette (e.g. an accidental or an accent). Then click the note you wish to add this element to.


3) Edit existing elements: First, select the note(s) in the scan view you wish to edit. Then click the icon in the input palette (e.g. a slur or a different note value) you wish to apply to that element.

Many elements in the input palette support more than one of these three insert modes. In the following chapters, you'll find more information on the supported operations.

Notes and rests



Notes

Notes can be *inserted*, but also *edited*. If, for example, you have to convert some 32th notes into 16th notes, [select them](#) and click the  icon.

Rests

Contrary to notes, rests can not be *edited*, but only *inserted*.

Accidentals

Accidentals can be *inserted*, *added* and *edited*.

- *Inserting:* First, select a note value and then the accidental to insert a sharp or flat note.
- *Adding:* Click the accidental directly and click the note in the score you wish to add it to.
- *Editing:* [Select all the notes](#) that are lacking an accidental. It will be added to all selected notes at once.


Brackets

It is possible to add brackets to an accidental, for example when a note is tied to the next measure. This only works when *inserting* new notes. Choose the note first, then the accidental and then the bracket and place the note at the correct position.

Dots

Dotted notes can only be *inserted*. Choose the note value first and then the dot(s) to insert a dotted note.

Tuplets

Please note that the icon  stands for tuplets in general, not only triplets. You can set up the tuplets in the [Notes Menu](#) and in the [context menu](#). This is where you choose other kinds of tuplets like duplets or quintuplets, as well as the layout of the number and the bracket.

Tuplets can be *inserted* and *edited*. For editing, choose the note value first and then the triplet icon. In *edit* mode, [select the notes](#) first and click the triplet icon afterwards.

Ties and slurs

Ties and slurs can be *added* to existing notes or *edited*. For *editing*, select the notes you wish to tie or slur and then click the respective icon. It is also possible to tie several notes (of the same pitch) at once. For this, select all the notes you wish to tie and click the tie icon. The notes will be connected one by one. For *adding a tie*, simply click the first note of the two notes to be tied. For *adding a slur*, click the first and then the second note.

Accents and techniques



Accents and techniques support all three input modes:

- *Insert* it by clicking any point on the score
- *Add* it to a note by clicking the note it belongs to
- *Edit* one or several notes by selecting them and then clicking the symbol.

Caution: The last four symbols  only support free *insertion*.

Text elements



Text elements and chords can be *inserted* at any spot in the score with a mouse click.

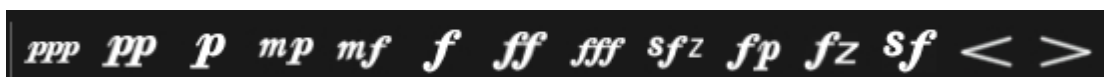
Clefs



Clefs only support *insertion*. Select the clef you wish to insert and place it at the correct position.

Note that clefs can't be edited. If you want to change/correct a clef, you have to delete it first and then insert a new one.

Dynamic markings



The dynamic markings support *inserting* and *editing*. You can either place the elements freely onto the score or select the note(s) they should be applied to. For crescendo/decrescendo forks the latter is the most practical option, but you can also draw them freely into the score by dragging them from left to right.


Barlines and Repeats



To insert a bar line, click the icon first and then its position in the score. Note:

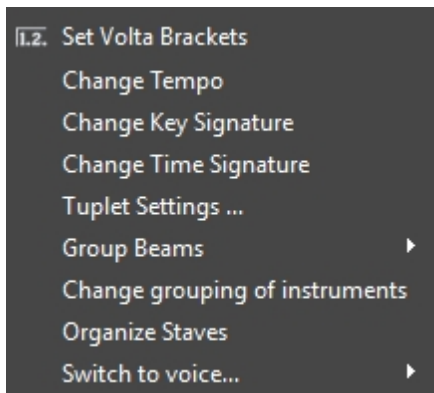
- To **add** a (missing) bar line, click its position.
- To **replace** a bar line, click the end of the preceding measure (to the left of the bar line that is to be replaced).

When you click the icon for "Coda Message" , the cursor will look like a hand. Now click the position of the message you wish to insert. In the dialog that opens, you can edit the text, the symbol and the layout. Now click OK. If you wish to edit an existing message, simply double click it and the same dialog will appear.

When you click the icon for "Volta Brackets" , the cursor will look like a hand. Now click the position of the volta bracket you wish to insert. In the dialog that opens, you can edit the length and the display text for the volta bracket. Now click OK. If you wish to edit an existing volta bracket, simply double click it and the same dialog will appear.

The context menu

The context menu facilitates working with ScanScore a lot. Do a right click anywhere in the scan view to open it.



Set Volta Brackets

See [Barlines and Repeats](#).

Tempo, Key Signature, Time Signature, Group Beams

See [Bar Menu](#).

Tuplet Settings

See [Notes Menu](#).

Organize Staves

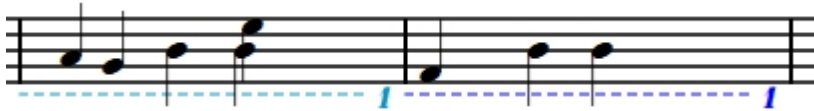
Sometimes, ScanScore doesn't assign the staves to the correct system. With this option, you can either split the systems apart or combine several staves.

Switch to voice


Lets you select a different voice for editing. This is helpful when your score features many voices and you want to focus on one of them.

Export

It is essential to correct recognition mistakes before exporting notes to your notation editor. ScanScore shows incomplete bars with a purple line, and overcomplete ones with a light blue line. The number at the end of the bar denotes the [voice](#) you need to correct.



Please correct all bars highlighted in this way and make sure no purple or blue lines are left before exporting the score. Otherwise, the export might not be accurate.

For exporting, click "Export as MusicXML" in the [File Menu](#) or the export icon  in the [toolbar](#). You can then choose a location and a name for your MusicXML file.

The resulting file can then be imported with the notation editor of your choice. Depending on your software, the function you need to use is called either "Open" or "Import".

Help Topics

ScanScore documents

ScanScore uses its own file format, the **ScanScore document** (.scsc). A ScanScore document saves your entire editing progress, including the original file. This is helpful when you scan in large documents that require some time to check. When scanning or importing a new page, ScanScore automatically opens a new document. In the case of large documents it is recommendable to save every now and then.

This is done via the "Save" or "Save as" commands in the [File Menu](#) or with the shortcut Ctrl+S. Open an existing document via "Open document" in the [File menu](#).

You don't necessarily have to work with documents. For simple scores, you can scan in the page, correct mistakes (if there are any), and export the score right away, without ever saving a document.

Please note: During export, one document is always saved to one MusicXML file. For this reason, one document can only contain one piece of music. To scan in a number of pieces, scan in and export every piece separately. You can combine the MusicXML files later, if your notation editor supports such operations.

In the ScanScore sidebar, you always see all the pages of the current ScanScore document, as well as the file name(s) of the imported file(s).

Selecting notes and bars

There are many actions in ScanScore that require a note or a range of notes to be selected. Here is how to do that:

Selecting a single note or element

Simply click the note or element. Look out for the hand-shaped cursor:



Selecting several notes

You can select several notes (they don't even have to be next to each other) by clicking them while pressing the notes one by one. Look out for the hand-shaped cursor. This is a fast way to add missing staccato or accent markings to notes.


Select a range of notes and/or elements

Drag a rectangle around the range you want to select.

Select one bar (in one staff)

Place the cursor in that bar and press the Shift key.

Select one bar (whole system)

Press and hold the Ctrl key. If you move the cursor to a bar now, it turns into a double arrow:  Now click the measure to select it (in all staves).

Select a range of bars (whole system)

Hold the Ctrl and Shift keys pressed. Now click the first and last bar of the range you want to select.

Select all elements on the current page

There is the command "Select all" in the [Edit menu](#), or the shortcut Ctrl+A.

Working with voices

Many scores feature multiple voices within one staff. ScanScore is able to split these voices and display them separately. But mistakes can occur, depending on the complexity and quality of the original score. If there are too many or too few notes in a bar, ScanScore will highlight the bar during [export](#). In this case, you have to go back to your score and resolve the issue.

The two most common recognition mistakes are the following:

- Notes are attributed to the wrong voice
- Notes of different voices are mistaken for a chord.

How can we fix this? Here are three important options you have to edit these kinds of bars.

1) The most important command you should now if you scan in scores with multiple voices, is "Switch to voice" in the [context menu](#). This option allows you to quickly switch between the voices during editing. This makes life easier for you by deactivating all notes that don't belong to this voice and can't be edited or deleted by accident.

2) The second important option is "Change Voice". It is found in the [Notes menu](#). To move a note from one voice into another, select this note (or range) first. Then move it to the

required voice with the "Change Voice" command.

3) If notes are combined to form a chord, you need the "Separate from Chord" option. It is found in the [Notes menu](#) as well. First select the note you wish to cut off the chord. Make sure not to select the whole chord, but only that one note. Now click "Separate from Chord". If you have to move the note into a different voice straight away, select it again and perform the procedure described at 2).

Shortcuts

If you use your keyboard, you can save a lot of time. Here is a list of all keyboard shortcuts:

Ctrl+Z	Undo
Ctrl+Y	Redo
N	New document
Ctrl+ +/Ctrl+Mouse wheel	Zoom in
Ctrl+-/Ctrl+M ouse wheel	Zoom out
Alt Gr + Mouse wheel	Drag the document
Ctrl+S	Save document
Ctrl+O	Open document
Ctrl+P	Print
Ctrl+A	Select all elements on the current page
Ctrl+C	Copy selected elements
Ctrl+V	Paste copied elements
Ctrl+X	Cut selected elements
Esc	Switch to Select mode
Shift	Select the current bar
Up/down arrows	Move selected notes up and down (no harmonic transposition)