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Welcome to ScanScore 2

ScanScore 2 is a professional tool for scanning, editing, transposing and playing sheet music. It imports your printed or digital score material and song text 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

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.

Try ScanScore for free now

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 “Activate new license” 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.

Try ScanScore for free now

Quickstart

Scan/import your scores

The first time you start ScanScore, you will see four large buttons on the screen:
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.

If you want to open a saved ScanScore file (.scsc), you can use the right button "Open Project".

**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).

Try ScanScore for free now
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:

- Advanced Layout features
- Advanced Editing features
- Parts

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 four buttons:

The following pages describe the several methods to scan sheet music, import files or open projects. 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
- Open ScanScore Project
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

Hint: In order to get the best possible result in ScanScore, make sure that the displayed notes and staff lines in the imported file are as straight as possible. Also a good lighting as well as a high contrast and a resolution of 300 to 600 dpi are beneficial for a satisfactory result in ScanScore. If the sheet document is inclined or the contrast is very low, it is recommended to first adjust the file with an image processing program before importing it into ScanScore.

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. The option "Use advanced scan dialog" can be toggled in the Preferences dialog.

Hint: For a good scan result, make sure to scan the notes as even as possible. Also a high contrast, the black/white setting as well as a resolution of 300 to 600 dpi are beneficial for a good result in ScanScore.

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://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 Options -> 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).

**Hint:** For a scan result that is as good as possible, pay attention to a straight angle when photographing as well as a good lighting. Poorly readable and misaligned notes with bad light conditions will inevitably lead to an unsatisfactory result in ScanScore.

Now you have to retrieve the files from the server. In ScanScore, this is done by clicking the app icon 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.

**Open ScanScore project**

To open a saved ScanScore project, select "Open project" in the File Menu or the icon. After loading the selected .scsc file you can continue your work where you left off last.

**Multipage import**

ScanScore also handles multipage documents.

- Multipage PDF files are recognized automatically. In this case a dialog window opens where you can choose the pages that you want to import.
- 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, printing and opening ScanScore documents. You can also export files. See Export.

You also find four buttons for importing/scanning notes. For more information about this, refer to Scanning and importing scores.

**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 View Menu**

There are two features to choose from here: Filter chords and bar numbers.

**Filter Chords**

If a written chord is selected in the staff, only one of the chord notes can be selected with this command: The top, second, third or bottom note.

**Bar Number**

This function can be used to show or hide bar numbers at the beginning of each staff.

**The Organize Menu**

The Organize menu offers two important functions: Change instrument and transpose staves or the whole score.

**Change Instrument**

This command opens the Instrument menu, where you can easily set the instrument sound
for each staff. Select the staff on the right (1) and the instrument sound on the left (2). Then click on “Change instrument” (3).

**Transpose Key**
This can be used to transpose staves or entire scores and set the new key.
1. Transpose the entire score
First select all elements of the document with Ctrl+A. Now select the command "Transpose key" in the Organize menu. The Transpose window opens. Here you can select the new key (1) and set if a natural warning shall be displayed (2). The check mark for "Transpose all staves" (3) must be set. In addition, the direction in which the notes are to be moved can be determined (4).

2. Transpose a staff
To transpose a single staff, mark the staff line by double-clicking directly on the left of the first bar. The whole staff is displayed in blue.
Now select the command "Transpose key" in the Organize menu. The Transpose window opens. Here you can select the new key (1) and set if a natural warning shall be displayed (2). The check mark for "Transpose all staves" (3) must not be set. In addition, the direction in which the notes are to be moved can be determined (4).

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

Switch to voice
If your score contains several voices within one staff, you can use this command to select the different voices. You can also use the shortcut CTRL+* for a single voice selection, where * stands for the respective voice from 1 to 8. Press CTRL+0 to select all available voices simultaneously.

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
You can either select the notes first, then click the tie or slur icon, or you select the icon first and then click the notes you want to connect one by one. 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 tuplets. If you edit these settings when one or several tuplet marks are selected, the changes will affect all the selected tuplets. Otherwise, they will become the active configuration for future tuplets.

**Change Stem Direction**
This feature changes the direction of the stem of the selected note from top to bottom or vice versa.

**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. Note that changing the tempo will also affect the playback speed!

**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 Options Menu**
There are two main functions in the Options menu.

**Language**
Here you can choose between English and German language.

**Preferences**
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** ("Use advanced Scan dialog"). If you don't use the advanced scan dialog, the scanner will always scan with 300 DPI. The function "**Recognize lyrics**" can be switched on and off. If it is switched off, song text elements are displayed as picture elements.
Additionally, you can also choose to automatically **check for updates** and use **German or international chord names**.

**The Help Menu**

The Help Menu contains all necessary information about licenses, updates and links to useful help tools.

**About ScanScore**

This feature opens a window showing your current ScanScore edition and version number. You can also activate a new ScanScore license here.

**Online Help**

This command opens ScanScore’s regularly updated Support page, where you can find more helpful information and contact for support.

**Check for updates**

Here you can check if there is any new update ready for download and installation.

**Activate new license**

A ScanScore license can be activated here. The corresponding email address and the license key are required. Further information can be found in the activation and license mail you received after purchasing the product.
The **ScanScore Toolbar**

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Action</th>
<th>See Also</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="File" /></td>
<td>New Document</td>
<td>File menu</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Import Image/PDF files</td>
<td>Importing files</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Import from Scanner</td>
<td>Using a scanner</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Import from App</td>
<td>Using a smartphone</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Export to FORTE</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Undo</td>
<td>Edit Menu</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Redo</td>
<td>Edit Menu</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Zoom in</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Zoom out</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Toggle between vertically and horizontally split view</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Mixer</td>
<td>Playback</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Play</td>
<td>Playback</td>
</tr>
<tr>
<td><img src="image" alt="File" /></td>
<td>Stop</td>
<td>Playback</td>
</tr>
</tbody>
</table>
Reset Playback to bar 1 -> see Playback

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

**Playback**

The playback in ScanScore can be controlled with the mixer as well as the playback buttons.

The mixer icon opens the mixer. There you can activate, set and deactivate several properties for each track.

**Name** (1): Enter a name of your choice for each track.

**Volume** (2): Set the volume for each track individually.

With **Mute** (3), one or more tracks can be easily muted, or a single track can be selected
using **Solo** (4) to the only played track, which automatically silences all other tracks.

**Channel** (5): Choose another MIDI channel, which controls the respective MIDI playback of the track.

**Instrument** (6): Here you can find and choose a wide selection of instrument sounds available for playback.

**Pan** (7) controls the stereo sound output from left to right.

The playback of the tracks can be transposed up or down with **Transpose** (8). The display shows the change to the current notation in semitones (+24 to -24). It is possible to transpose up to two octaves up and down.

*Note: All changes in the mixer only become active when playback is restarted.*

The Play icon \(\text{play}\) starts playback from the point of the selection cursor or the last selection. Playback can be paused at any time using the Stop icon \(\text{stop}\).

If you want to start playback from the beginning of the score, use the Reset icon \(\text{reset}\). This resets the playback start point to bar 1.

**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**
Noten
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 tuplet icon. In *edit* mode, select the notes first and click the tuplet 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.*

**Lyrics and text elements**

*Lyrics, text elements* (in three sizes) and *chords* can be *inserted* at any spot in the score with a mouse click.

The recognized lyrics can also be edited here or a new song text can be added.

**Clefs**

Clefs only support *insertion.* Select the clef you wish to insert and place it at the correct position. You can also overwrite existing clefs.

**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 add, replace or insert a bar line, first click the icon in the menu and then its position in the score. Note:

- To **add** a (missing) bar line, click the right icon (1) first and then click the exact position in the document.
- To **replace** a bar line, click the icon you want to insert first (for example, click the (3) icon for a normal bar line or the (4), (6) or (7) icon for other bar or repeat marks) and then click the end of the preceding measure (to the left of the bar line that is to be replaced).
- To **delete** a bar line, click on the second icon (2) first and then click left to the bar line that you want to delete.
When you click the icon for "Coda Message" (5), 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” (5), 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](#).

**Change grouping of Instruments**
See [Bar Menu](#).

**Text**
Here you can add text elements: Title, Subtitle, Composer name or lyrics.

**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. See [Working with voices](#).

**Change Voice**
Lets you move selected notes into another voice (1 to 8). See [Working with voices](#).
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, choose one of the Export commands in the File Menu or the export icon in the toolbar.

Export as MusicXML
Click here to export your ScanScore project as a MusicXML file. You can then specify the file location and name for your music notation file and import the MusicXML file using the music notation program of your choice. Depending on the software, the corresponding function is sometimes called "Open" and sometimes "Import".

Export as MIDI
With this option the ScanScore project can be exported as a MIDI file. The file can then be played back or imported into a DAW software. Important: The song text is lost during MIDI export.

Export to FORTE
If you have installed the music notation software FORTE developed by Lugert Verlag, you can export your ScanScore document directly to FORTE. FORTE opens automatically and imports the ScanScore file.

Help Topics

Scanning Tips
In order to achieve the best possible scan result in ScanScore, here are a few practical tips that you can follow when scanning or importing:

Scanning tips for the scanner
For a good scan result, make sure to insert the notes straight and even into the scanner. Also a high contrast as well as a resolution of 300 to 600 dpi are beneficial for a good result in ScanScore.

Scanning tips for the smartphone
For a scan result that is as good as possible, pay attention to a straight angle when photographing as well as a good lighting. Poorly readable and obliquely photographed notes with bad light conditions will inevitably lead to an unsatisfactory result in ScanScore.
If there are difficulties with the ScanScore Capture app, you can also use a scan app such as Adobe Scan, MS Office Lens or Scanbot and send the images via email or cloud. In this case, you simply import the scanned files as a file.

**Scanning tips for importing image and PDF files**

In order to obtain the best possible result in ScanScore, make sure that the notes and staff lines displayed in the imported file are as even as possible. Also a good lighting as well as a high contrast and a resolution of 300 to 600 dpi are beneficial for a satisfactory result in ScanScore. If the note image is skewed or the contrast is very low, it is recommended to first adjust the file with an image processing program before importing it into ScanScore.

**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 the 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:

![Hand-shaped cursor](image)

**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.

**Transpose**
Since the release of the second edition, ScanScore is able to transpose staves or the whole partiture.

1. **Transpose the entire score**
   First select all elements of the document with Ctrl+A. Now select the command "Transpose key" in the Organize menu. The Transpose window opens. Here you can select the new key (1) and set if a natural warning shall be displayed (2). The check mark
for “Transpose all staves” (3) must be set. In addition, the direction in which the notes are to be moved can be determined (4).

2. Transpose a staff
To transpose a single staff, mark the staff line by double-clicking directly on the left of the first bar. The whole staff is displayed in blue.

Now select the command "Transpose key" in the Organize menu. The Transpose window opens. Here you can select the new key (1) and set if a natural warning shall be displayed (2). The check mark for "Transpose all staves" (3) must not be set. In addition, the direction in which the notes are to be moved can be determined (4).

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 Notes menu or the context menu. This option allows you to quickly switch between the voices during editing. This makes life easier for you by disactivating 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 also found in the Notes menu or the context 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).

**Activate License**

A purchased ScanScore license has to be activated in ScanScore. The corresponding email address and the license key are required.

You can also activate a new license in the Help Menu.

![ScanScore Professional - Product Activation](image)

You can find all your necessary license information in the activation and license mail you received after purchasing the product.

**Please note:** If you haven't received the activation email immediately after the purchase, please wait at least 10 minutes as there are sometimes delays in delivery. Please also check your Spam folder. If you still can't find the email please contact our ScanScore support.

**Shortcuts**

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

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