ScanScore 3 Scan Manual

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Welcome to ScanScore 3

Welcome to the Scan-Manual!

ScanScore 3 is a professional tool for scanning, editing, transposing and playing back sheet music. It sends the files to your computer with just a few mouse clicks, so you can edit them as you like. ScanScore uses the MusicXML score format, which is cross-platform and cross-program. ScanScore is compatible with all well-known music notation programs.

ScanScore 3 expands the possibilities for editing sheet music and scores and is a notation tool with full features that gives you a wide range of functions for editing and creating scores, separating voices, adjusting print layouts, and much more. Plus, with the new property windows, you have significantly more options for editing notes, rests, symbols, and other elements.

ScanScore 3 is available in three different versions as annual license:

- ScanScore Melody
- ScanScore Ensemble
- ScanScore Professional

The difference between the three versions is how many staves you have access to:

- With **ScanScore Melody**, you can open and export just one stave (i.e. a simple song, a lead sheet or a normal voice extract).
- With **ScanScore Ensemble**, your creations are limited to four staves. This means you can scan, edit and export basic band arrangements.
- ScanScore Professional removes all limitations. You can scan, edit and export orchestral and choral scores of any size.

There is also a trial version of ScanScore, offering all the scanning and editing features of ScanScore Professional but with **restricted playback and export features**. 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 as <u>ScanScore documents</u>. After upgrade, you can then go on to open and export your document.

Try ScanScore for free here

ScanScore 3 Scan Manual



If you are using the trial version and want to purchase a full license, click "Activate new license" in the Help Menu or click <u>here</u>.

If you have any questions, our support team is there to help! <u>support@scan-score.com</u>.

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

Overview

This is the ScanScore interface:

- 1 Menu Bar
- 2 ScanScore Toolbar
- 3 Page View



In the upper area you will see the Menu Bar (1) which has the dropdown menus and the ScanScore Toolbar (2) which has the most important buttons for operating the program.

In the left sidebar you will see an overview of the pages you have scanned (3). If you have scanned several pages, you can easily navigate here or remove pages one at a time.

The heart of the ScanScore scanning interface is the split view. The left side shows your original image, the right (scan) side shows the notes that have been detected. You can also switch this view by clicking on Change Layout (5). Then you can see the original in the upper half of the program and the scan in the lower half.

You can scroll using your mouse wheel. To navigate through your piece of sheet music, you can also use the drag tool (6) in the toolbar. By using the shortcut "D" you can quickly switch between the selection tool and the drag tool. To zoom, you click on the two magnifying glass buttons (4) or hold down the Ctrl key and move your mouse wheel. The two views are coupled, i.e. you always see the same section left and right or top and bottom.

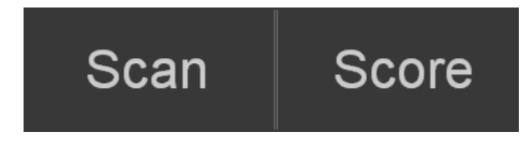
When you move your mouse in the scan view, a blue cross will automatically move with it in the original view, so that you can see where you are in the score.

Use the tempo box (7) to set a playback tempo and an optional swing feel. With the Space Bar, you can start and stop the playback.

Try ScanScore for free here

Quickstart

Choose between Scan- and Score-Mode



Scan / Import your scores

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

ScanScore 3 Scan Manual

	$\overset{+}{\sqcup}$	Ð	
Import from Scanner	Import Image/PDF file(s)	Import from App	Open Project

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 "Import Image/PDF file(s)" to button in the toolbar.

For scanning printed material, you can either use your scanning device even or you

smartphone E. For the latter option, you can install the app ScanScore Capture on your phone. For more information on scanning, please refer to the <u>relevant chapters</u> in this manual.

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

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

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 with the space bar on your keyboard. It's also possible to put your cursor at the point you want your score to start.

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

 $T = 2^{\circ}$ $f = 1^{\circ}$ you can show and hide the <u>input palettes</u> for notes, accents/techniques, text elements, clefs, dynamic markings and barlines/repeats.

Saving a Document

You can save your work in a document so that you can come back to it later.A <u>ScanScore document</u> is equivalent to a piece of music. The ways to save and open ScanScore documents can be found in the <u>File Menu</u>.

Export

When you've found and corrected all recognition errors, you can export your result as a

MIDI or MusicXML file to continue into the music notation software of your choice (e.g., to transpose it or to create parts from it).

Try ScanScore for free here



What's New in ScanScore 3?

ScanScore 3 has many new improvements and features.

New Licensing Model

All ScanScore 3 licenses are annual licenses. This means that when you purchase a license, you get to use ScanScore for exactly 365 days. Don't worry, you will be told before your license expires, so you will have enough time to finish your work and save all your documents. Of course, you can easily purchase a new license at any time and immediately reactivate ScanScore.

Your benefits from the new license model:

- Benefit from both minor and major updates: You will have the latest and thoroughlytested version. We are always working to develop ScanScore and regularly release updates including bug fixes, enhancements, improvements and new features. All updates are automatically included in your license.
- Significantly lower license price than ScanScore 2.
- Use ScanScore in tandem on multiple devices with just one license.
- There is no automatic renewal: You can decide yourself if you want to get a ScanScore license again after one year.

New Product Range

ScanScore 3 is available in three different versions:

- ScanScore Melody
- ScanScore Ensemble
- ScanScore Professional

The difference between the three versions is how many staves you have access to:

- With **ScanScore Melody**, you can open and export just one stave (i.e. a simple song, a lead sheet or a normal voice extract).
- With **ScanScore Ensemble**, your creations are limited to four staves. This means you can scan, edit and export basic band arrangements.
- ScanScore Professional removes all limitations. So you can scan, edit and export orchestral or choral scores of any size.

New Feature: Score-Mode

The Scan-Mode is for scanning and correcting recognition errors. For editing beyond transposition, please switch to Score-Mode:

Complete notation software functions within ScanScore 3!

- Add instruments, staves and bars
- Create voices excerpts
- Automatically split existing voices into multiple staves
- Customize the layout

Transpose now directly in Scan Mode!

You do not need to switch to Score Mode for this anymore.

New Feature: Advanced Preferences

In addition to the general preferences, global settings for texts or audio / MIDI can now be configured in new tabs:

- Improved text editing:

Set font and size for different text types like lyrics or subtitles at the same time. All texts of a text type can be selected in the Select Menu and moved at the same time.

<u>New sounds</u>:

Use the new included soundfont or one of your own.

You can also adjust the overall volume of the program or route ScanScore's MIDI signal into external programs and use the sounds there directly.

New Feature: Properties Menus

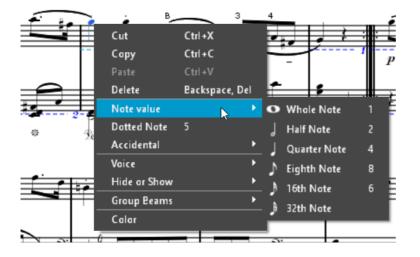
🕑 Properties			×	
N				
Note, Rest				
Velocity:		64	0	
Note value:		100%	0	
Stem height:		7	0	
Notehead shape:		•0	\sim	
Rest type:		ę	\sim	
Stem type:		J	\sim	
Stem connection:		ļ	\sim	
Stem direction		Down	\sim	
View of tail:		visible	\sim	
Grace note type:		Å	\sim	
Horizontal bias:		0	0	
Beam:		Auto	\sim	
Common Properties				
Color:			\sim	
Zoom rate:		100%	\sim	
View:		visible	\sim	
Bracket	[]	None	\sim	

The all-new <u>Properties Menus</u> greatly expand the functionality of ScanScore. There are dozens of settings for notes, rests, song text, dynamics signs, articulations and many more symbols which allow you to customize your score to your individual needs.

New Feature: Keyboard Shortcuts

🕑 Edit Shortcuts	×
Action	Shortcut Key
16th-Note Rest	Shift+6
Accents/Techniques Toolbar	F2
Add Lyrics	Ctrl+L
Add Tempo Message	Ctrl+T
Bar Properties	
Bottom Note	Alt+4
Change Instruments	Ctrl+Shift+M
Change Key	Ctrl+K
Change Stem Direction	Ctrl+D I X
Change Tempo	Ctrl+Shift+P
Change the Number of Bars per System	Ctrl+Shift+C
Change Time Signature	Ctrl+Shift+T
Chord Symbol	c
Clef Toolbar	F4
Сору	Ctrl+C
Cut	Ctrl+X
Decrease the Number of Bars per System	
Decrease the Number of Systems per Page	{
Delete	Backspace, Del
Delete Bars	Ctrl+Shift+Backspace
Delete Selected Bars	Ctrl+Backspace
Reset to Defaults	OK Cancel

The new <u>keyboard shortcuts</u> are editable, allowing significantly expanded use in score editing and common commands. In addition, all keyboard shortcuts can be customized and saved in the Options menu.



New Feature: Note Context Menu

The new <u>Note Context Menu</u> can be opened after you right-click on any note- This allows you to conveniently and quickly edit the notes.

Enhanced MusicXML Export Feature

This new and significantly improved <u>MusicXML export</u> can now be adapted to the specific requirements of your notation program. The new button "Export to notation software" allows you to transfer the score directly to the notation program of your choice in just one click.

There have been many bug fixes and other small improvements

- A new, enhanced user-friendly **Tempo feature**
- An improved Print feature
- An improved user-friendly layout with support for high-resolution screens
- An optimization of the Mac version with many specific improvements
- Over 100 individual bug fixes and improvements

Scanning and Importing Scores

How can you get the score into your computer? Every time you set up a new<u>ScanScore</u> <u>document</u>, you will see four buttons:



The following pages describe methods that you can use to scan sheet music, import files or open projects. If you want to import <u>several pages</u>, you can add them later via the symbols in the <u>ScanScore Toolbar</u> or the <u>File Menu</u>.

- 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 Import Image/PDF file(s) or choose "Import Image/PDF file(s)" command from the <u>File Menu</u>. You can also use the shortcut Ctrl+G. Now you can browse to the file you want 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 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. This is essential for a satisfactory result in ScanScore. If the sheet document is tilted or the contrast is very low, we recommend adjusting the file in a photo editing program beforehand.

Using a Scanner

You can use most any scanner to import printed material. ScanScore supports all common TWAIN-compatible devices. The only devices that may cause problems are those with unusual software, such as those made by obscure brands

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 <u>Preferences</u> dialog.

Hint: For a good scan result, make sure to scan the notes as evenly as possible. Also try using a high contrast and the black/white setting as well as a resolution of 300 to 600 dpi.

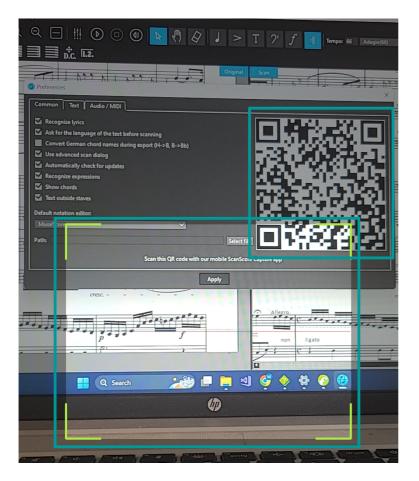
Using a Smartphone

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 you start the app for the first time, you will be asked to connect it to your computer. In the Options -> <u>Preferences</u> dialog, you can open the QR code, which you have to scan with your app.

Preferences	25	×
Convert Use adv Automa Recogn Show cl Text out	r the language of the text before scanning rt German chord names during export (H->B, B->Bb) vanced scan dialog natically check for updates nize expressions chords utside staves ation editor:	Steet
	Apply	<u>}</u>

When the app is connected to your computer, it shows a tutorial on how to use the app.



Take photos of the page(s) you want to scan and send them to the ScanScore server

with the **u** icon (in the app).

Hint: For a scan result that is as high-quality as possible, be sure to pay attention to a the angle of the page when you are taking photos. Be sure to also be aware of your lighting. Notes that are illegible, crooked pages, and bad lighting 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 **Constant** or "Scan from App" in the <u>File</u> 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 <u>as files</u>.

Open ScanScore Project

To open a saved ScanScore project, select "Open project" in the File Menu or the icon



Open Project . After loading the selected .scsc file you can continue your work where

you left off last.

Multipage Import

ScanScore can also handle multipage documents.

- Multipage PDF files are automatically recognized. In this scenario, a dialog window will open 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. 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 the point of export, all pages of your document will be combined into one MusicXML file. Please use several documents if you want to scan in several songs.

Working with ScanScore (Scan)

Once you have imported your scores into ScanScore, you can compare the original score to the scan. There are a several editing options you can use to correct detection errors. This chapter introduces you to different ways you can work with the scan.

The Menu Bar

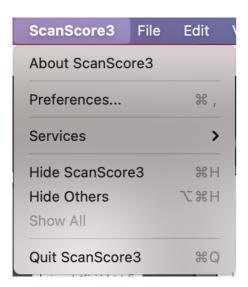
The Menu Bar is located in the upper area.



There are several general customization options available in the menus.

The ScanScore menu*

*only available for the Mac version

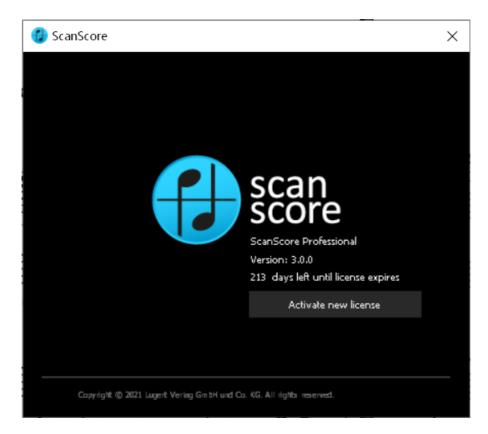


About ScanScore

This function opens a window that displays the activated version of ScanScore and the edition number. It also displays the remaining time period of your activated annual license if it is still valid.

In this window there is also an option to activate a new license.

(Note: The button is **not** a request to activate a new license! It only offers the option to activate a new license if you need it.)



Preferences

Preferences	×
 Recognize Lyrics Convert German chord names during export (H->8, B->Bb) Use advanced scan dialog Automatically check for updates Recognize expressions Show Chords Text Outside Staves Default Notation Editor: None (export to MusicXML) OK Cancel Scan this QR code with our mobility of the second se	<image/>

- In the "Preferences" window you will find the QR code on the right side, which you need to connect ScanScore via the App <u>ScanScore Capture</u>.
- The **Recognize Lyrics** function can be switched on and off. If it is switched off, text blocks are displayed as image elements.
- You can specify whether you want the chord names to be displayed in German or internationally.
- You can also specify here if you want to set the parameters each time you scan with a scanner (Use Advanced Scan Dialog). If the checkmark is not set, a color scan with 300 DPI is created by default.
- You can choose to **automatically check for updates** or you can disable this feature.
- The **Recognize Expressions** function can be switched on and off. If it is turned off, expressions will be displayed as image elements.
- Show Chords: Specify whether chords should be recognized or not. (Scan)
- **Text Outside Staves:** Specify whether text elements outside the staves should be recognized or not.
- **Default Notation Editor**: Select your notation software to transfer the ScanScore project to your selected program in just one click using the "Export to Notation Program" function. You can also select the file path of the music notation editor.

Quit ScanScore3

Exits ScanScore.

The File Menu

File Edit View Organize Notes	Play Options
🗀 Open Project	Ctrl+O
🗄 Import Image/PDF file(s)	Ctrl+G
Import from Scanner	Ctrl+H
Import from App	Ctrl+l
Save Project	Ctrl+S
Save Project As	Ctrl+Shift+S
Export as PDF	
Export as Music XML	Ctrl+E
Export as MIDI	Ctrl+Shift+D
Export as MP3	
Export to Notation Software	Ctrl+Shift+N
Print	Ctrl+P
Recent Projects	۲.
Recent Pictures/PDFs	•
Close File	
Exit	

The File Menu is for saving, printing and opening <u>ScanScore documents</u>. You can also export files here.

Open Project

Opens an existing ScanScore project (file extension .scsc) (see <u>Scanning and importing</u> <u>scores</u>).

Import Image/PDF file(s)

Starts the import process of image or PDF files (see Scanning and importing scores).

Import from Scanner

Starts the scanning process with a connected, compatible scanner (see<u>Scanning and importing scores</u>).

Import from App

Starts the import process of a sheet music file scanned with the ScanScore app (see <u>Scanning and importing scores</u>).

Save Project

Saves the existing project and overwrites an already created exiting ScanScore file (file extension .scsc).

Save project as...

Saves the existing project in a new file. The Explorer / Finder opens automatically to select the file path.

Export as PDF

Exports the project as PDF file.

Export as MusicXML

Exports the project as a MusicXML file (see Export).

Export as MIDI

Exports the project as a MIDI file (see Export).

Export as MP3

Exports the project as audio file (see Export).

Export to music notation software

Opens the project in the music notation program of your choice (see Export).

Print

Prints the current project to a connected printing device.

Recent...

Opens recently opened ScanScore projects or Image/PDF files.

Close File

Closes the current ScanScore project.

Exit*

**Mac version:* You can find this function in the <u>ScanScore Menu</u>. Exits ScanScore.

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

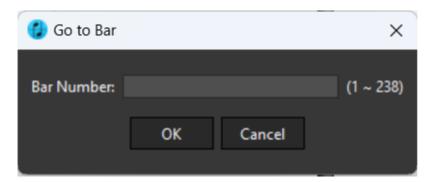
cannot be undone!

Redo

Undoes an undo command.

Go to Bar...

Opens a specified bar.



Go to Page...

Opens a specified page.

🕝 Go to Page			×
Page Number:			(1 ~ 14)
	ОК	Cancel	
			_

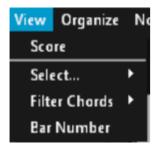
Select All

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



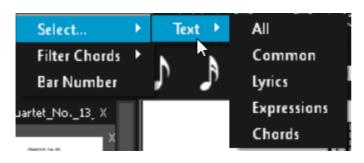
There are four features to choose from here:

Score

Opens the Score view.

Select...

Select all texts of one text type of one kind like lyrics, expressions or chords at once.



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

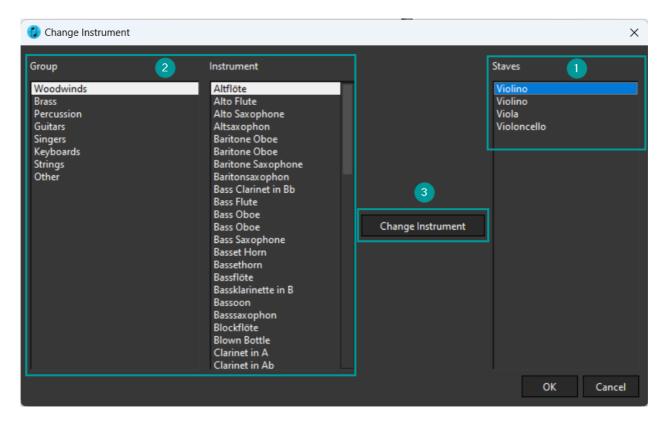
Organize	Notes	Play	Options	Window
Change	Instrum	ents	Ctrl+	Shift+M
Change	Tempo		Ctrl+	Shift+P
Change	Key		Ctrl +	к
Change	Time Si	gnatur	e Ctrl+	Shift+T
Organiz	e Staves			

The Organize Menu offers five important functions: Change instruments, tempo the key and the time signature.

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).

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Change Tempo

Here you can specify tempo for the entire score or for each section. You can also specify the note value to be used for the meter. For metronome settings, you can also use the tempo function in the <u>Bar Menu</u>.

🍘 Tempo				×
Basic Note:	J	~	Measure Te	empo
 Set All Values Set All Values) C to	120	
Bar Range				
O From	1 0	to	1	
From	1 0	to last bar	N	
All bars			7	
			OK Ał	obrechen

Change Key

Here you can change the key of the entire score or single staves.

😲 Key Signature	×
O Major 💿 Minor	
	Bar range
B major	From to bar
	From to last bar
E major	• From 1 to next key change position
A major	Note transposing
D major	Up Down Auto
G major	Chord symbol transposing
C major	Show key change warning
F major	Natural According to document setup \checkmark
Bb major	
Eb major	Change all staves OK Cancel
	Cancel

This window can also 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 "Change Key" in the Organize Menu. The Key Signature window opens. Here you can select the new key and decide if you want a natural warning to be displayed. The checkmarks for "Note Transposing" and "Change all staves" must be set. In addition, the direction in which the notes are to be moved can be determined.

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.



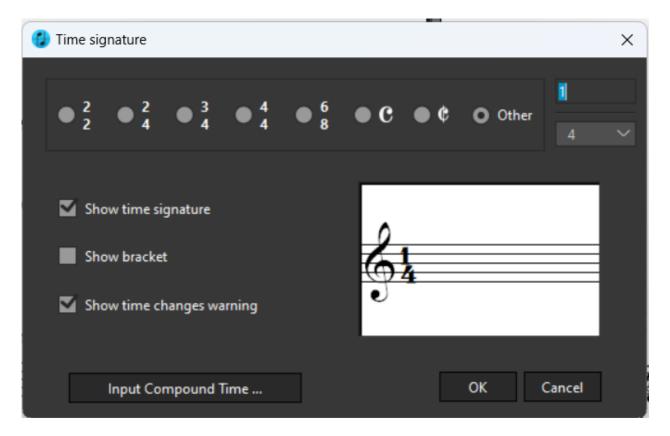


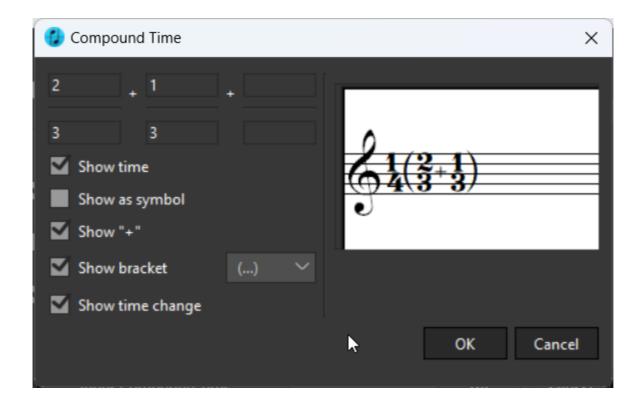
Now select the command "Change Key" in the Organize Menu. The Key Signature window opens. Here you can select the new key and decide if you want a natural warning to be displayed. The checkmark for "Transpose all staves" must not be set, but "Note Transposing" is required. In addition, the direction in which the notes are to be moved can be determined.

Change Time Signature

First, select the bar or range of bars that a time signature change will apply to. To change the time signature of the entire document, you have to <u>select everything</u>. Then, select the time signature you wish to insert. ScanScore supports complex time signatures.

Note: The time signature will be changed immediately!





Organize Staves

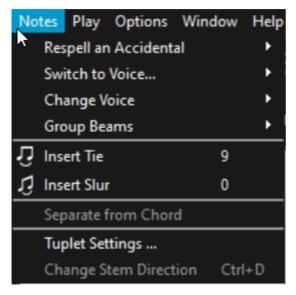
In the first layer of this window you can set the graphical connection of the staves:

🕑 Organize Staves 🛛 🗙 🗙				
From To Connection type Barline	Track(1) Track(1)		~	
 Brace Bracket Sub-bracket Quarter-brace Dotted line 				
Co	nnect or Dis	connect St	aves	
Connect	Disco	nnect	Close	

If you click on "Connect or disconnect staves", you can change the structural connection of the staves in the document. For example, if two separate lines were recognized and played as one connected one, you can split them here.

🕑 Organize S	taves			\times
💋 Connect	or Disconne	ct Staves		×
From	Stave(1)	\sim	Connect	
То	Stave(2) Stave(2)	~	Disconnect	
	Stave(3) Stave(4) Stave(5)	,		
	Stave(6) Stave(7)			- 1
Quarter	Stave(8) Stave(9)			
	Stave(10) Stave(11)	Uisconne	ct Staves	

The Notes Menu



For editing notes or rests, you will have to <u>select the note or range</u> first and then click the command you wish to run. You can also open the <u>Note Context Menu</u> with a right click after selecting your notes.

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 <u>several voices within one staff</u>, 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 <u>several voices within one staff</u>, 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. Use Shift + G to group and Sift + S to split 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. Hold Ctrl and select two notes after another. If you click button and hover over a note the mouse turns into a crosshair. This way you can also select two notes to be connected. Please note that a <u>tie will be only inserted if you select two notes with identical pitch.</u>

Separate from Chord

Usually, chords are considered notes 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

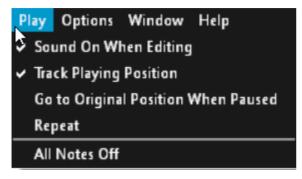
This dialog gives you a range of options for tuplets. If you edit these settings when one or several tuplet marks are selected, the changes will affect all the selected tuplets. Otherwise, they will become the active configuration for future tuplets.

😍 Tuplet	×
Play	
O Default Triplet ✓	
Other 3 0 : 2 0	
Show tuplet	
Group display type: <u>3</u> ~	
Number display type: 3 😽	3
Show second number	
Append toward notehead	
Other	
	OK Cancel
	Cancer

Change Stem Direction

This feature changes the direction of the stem of the selected note from top to bottom or vice versa. Select multiple notes and use the shortcut Ctrl + D to change the stem direction of multiple notes at once.

The Play Menu



Sound When Editing

Choose whether pitches should sound on selected notes or not.

Track Playing Position

The playback bar moves with the current position in the score.

Go to Original Position When Pause

Return to the position from where you started the playback.

Repeat

Plays the piece again when the playback reaches the end of the score.

All Notes Off

Mutes all notes.

The Options Menu



There are four main functions in the Options Menu.

Language

You can choose between English and German here.

Preferences*

*Mac version: You can find this function in the <u>ScanScore Menu</u>.

Preferences	×
Common Text Audio / MIDI]	
 Recognize lyrics Ask for the language of the text before scanning Convert German chord names during export (H->B, B->Bb) Use advanced scan dialog Automatically check for updates Recognize expressions Show chords Text outside staves Default notation editor: MuseScore 	
Path:	Select file
Scan this QR code with our	mobile ScanScore Capture app
	Apply

• In the "Preferences" window you will find the QR code on the right side, which you need to connect ScanScore via the App <u>ScanScore Capture</u>.

- The **Recognize Lyrics** function can be switched on and off. If it is switched off, text blocks are displayed as image elements.
- You can specify whether you want the chord names to be displayed in German or internationally.
- You can also specify here if you want to set the parameters each time you scan with a scanner (Use Advanced Scan Dialog). If the checkmark is not set, a color scan with 300 DPI is created by default.
- You can choose to **automatically check for updates** or you can disable this feature.
- The **Recognize Expressions** function can be switched on and off. If it is turned off, expressions will be displayed as image elements.
- Show Chords: Specify whether chords should be recognized or not. (Scan)
- **Text Outside Staves:** Specify whether text elements outside the staves should be recognized or not.
- **Default Notation Editor**. Select your notation software to transfer the ScanScore project to your selected program in just one click using the "Export to Notation Program" function. You can also select the file path of the music notation editor.

(Preferences						
ſ	Common	Text	Audio / I	MIDI			
	Туре:			Comm	non	\sim	
	Font:	Calibr	i			\sim	
	Size:					15 0	
	Italic		<u>U-line</u>		Bold		
	Align:			Left		\sim	
	Character Sp	acing:			() ()	
	Line Spacing	:			() ()	
	🗹 Auto						
	Common Pr	operties					
	Zoom rate:				100%	\sim	
	Color:					~	
	View:				visibl	e 🗸	
Ľ							

Text Preferences

Define size and font for specific text types. This way you can change common texts or lyrics at once.

Audio / MIDI Preferences

Preferences			×
Common Text Audio / MIDI]
Audio Master Volume: 276%			
Use Soundfont:		·	-
C:/Users/	.sf2		Change
MIDI Microsoft GS Wavetable Synth			
Microsoft OS Wavelable Synth			
	Apply		

Under this menu item you can configure your MIDI settings and devices, as well as the playback engine. Here you can select the new included soundfont or one of your one. Also the main volume of ScanScore can be changed here.

Edit Shortcuts

Opens the <u>Shortcuts</u> window to display and edit all the shortcuts.

Dictionaries

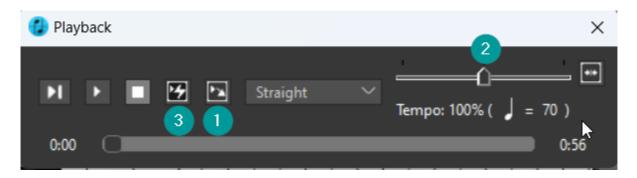
Select the different languages for recognizing song lyrics and instrument names.

The Window Menu



The Window Menu contains the playback, the metronome and the mixer. You can also display the new <u>Properties</u> window here, which expands the range of editing functions.

Playback



Here you can add the metronome (1) and change the playback speed (2). You can also command ScanScore to ignore repeat signs during playback (3). This allows you to quickly listen to the score to detect errors or to slow it down to rehearse.

Properties

Opens the properties windows.

Mixer

You can also access the mixer via this menu item.

A more detailed description can be found in the <u>Playback</u> section.

Mixer	-				×
Name	Volume	Mute Solo Channe	l Instrument	Pan	Transpose
Violino	[10			0 0
Violino		- 10			0 0
Viola		- 1 2 0			o $^{\circ}$
Violoncello	O	= 1 3 0	Cello 🔫	_[0 0

The Help Menu

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

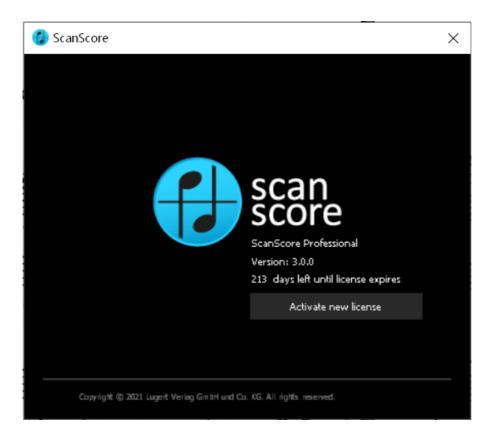
About ScanScore*

*Mac version: You can find this function in the <u>ScanScore Menu</u>.

This function opens a window that displays the activated version of ScanScore and the edition number. It also displays the remaining time period of your activated annual license if it is still valid.

In this window there is also an option to activate a new license.

(Note: The button is **not** a request to activate a new license! It only offers the option to activate a new license if you need it.)



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.

ScanScore Professional	I - Product Activation	×
Please enter your e-mail a	ddress*:	I
Please enter the provided	license key:	
* Please use the same e-m	ail address that you used fo	ar .
registering on scan-score.c		
Proceed >>	Buy	Cancel

Playback



ScanScore's playback can be controlled with the mixer as well as the playback buttons.

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

Mixer	•	3	4	5	•	-	×
Name 1	Volume 2	Mute	Solo	Channel	Instrument 6	Pan 7	Transpose 8
Acoustic Grand Piano]				Acoustic Piano	•]	■ 0 0
Acoustic Grand Piano	0				Acoustic Piano	•]	• 0 0
Acoustic Grand Piano	0				Acoustic Piano	•	• 0 0
Acoustic Grand Piano]				Acoustic Piano	•0	• 0 0

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 silenced, or a single track can be selected using **Solo** (4) in order to just play the selected track. This feature 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 become active only when playback is restarted.



starts playback from the point of the selection cursor or the last

highlighted part. Playback can be paused at any time using the Stop icon



If you want to start playback from the beginning of the score, use the Reset icon This resets the playback start point to bar 1.

The Toolbars

On the right side 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 toolbar (e.g. a note) and place it in the desired position in the score.

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

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

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

The ScanScore Toolbar

$$| \overset{\circ}{\square} | \overset{\circ}{\pm} \ge \mathbf{0} | \overset{\circ}{\pm} \mathcal{F} | \overset{\circ}{=} \mathbf{0} | \overset{\circ}{\pm} \mathbf{0} | \overset{\circ}{=} \mathbf{0} | \overset{\circ}{$$

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 <u>Using a Scanner</u>
Import from App -> see <u>Using a Smartphone</u>
Export as MusicXML -> see <u>Export</u>
Export to music notation software -> see <u>Export</u>
Undo -> see <u>Edit Menu</u>
Redo -> see <u>Edit Menu</u>
Zoom in -> see <u>Overview</u>
Zoom out-> see <u>Overview</u>
Toggle between vertically and horizontally split view -> see Overview
Mixer -> see <u>Playback</u>
Play -> see <u>Playback</u>
Stop -> see <u>Playback</u>
Reset Playback to bar 1 -> see <u>Playback</u>
Select Mode -> see <u>Overview</u>
Drag Mode (move the view by dragging your mouse) -> see <u>Overview</u>
Eraser (click elements to delete them)
Insert <u>Notes and Rests</u>
Insert Accents and Techniques
Insert <u>Text Elements</u>
Insert <u>Clefs</u>
Insert <u>Dynamic Markings</u>

:	Insert <u>Bar Lines and Repeats</u>
Tempo: 120	Set Tempo (Quick edit) and Swing Feel -> see <u>Bar Menu</u>
Score	
imes Close	

Notes and Rests

0 0	٦	٦	♪	♪	Å	▶ =	-	-	Ş	7	4	ş	¥	Į	н	×	#	þ	bb	٩	[] () •	••	3	X	û	ζ,
		1)							2								3			4		5	6	7	8	3

Notes (1)

Notes can be inserted, but also edited.

For faster switching between input and selection you can use the keyboard shortcut corresponding to your desired note value (whole note - 1, half note - 2, quarter note - 4, eighth note - 8, sixteenth note - 6).

If, for example, you have to convert a set of 32th notes into 16th notes, select them and click the convert a set of 32th notes into 16th notes, select them and click the convert a set of 32th notes into 16th notes.

Rests (2)

Unlike notes, rests can not be edited, only inserted.

Accidentals (3)

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: <u>Select all the notes</u> that are lacking an accidental. It will be added to all selected notes at once.

Brackets (4)

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 (5)

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

Tuplets (6)

Please note that the icon stands for tuplets in general, not only triplets. You can set

up the tuplets in the <u>Notes Menu</u> and in the <u>Context menu</u>. This is where you choose other kinds of tuplets like duplets or quintuplets, as well as the layout and the brackets.

Tuplets can be *inserted* and *edited*. To edit them, choose the note value first and then the tuplet icon. In *edit* mode, <u>select the notes</u> first and click the tuplet icon afterwards.

Grace note (7)

Grace notes are only available when you are typing.

First select the note value and then click on the grace note icon so that the note is displayed as a small grace note.

Ties and slurs (8)

Ties and slurs can be *added* to existing notes or *edited*. To edit them, select the notes you want 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 want to tie and click the tie icon. The notes will be connected one at a time. To add a tie, simply click the first note of the two notes to be tied. To add a slur, click the first, then the second note.

Accents and Techniques



Accents and techniques support all three input modes:

- Insert it by clicking any place in 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.

Fin

Note: The last five symbols

only support free insertion.



- 1 Upbow
- 2 Marcato
- 3 Accent
- 4 Diminuendo
- 5 Staccato
- 6 Tenuto
- 7 Fermata
- 8 Mezzo Staccato
- 9 Staccatissimo
- 10 Marcato Staccato
- 11 Staccatissimo Tenuto

- 12 Staccato Duro
- 13 Short Fermata
- 14 Legato Duro
- 15 Marcato Legato
- 16 Marcato Staccatissimo
- 17 Giù Arco / Sull' Arco
- 18 Gruppetto
- 19 Tremolo
- 20 Trill
- 21 Pizzicato
- 22 Harmonics
- 23 Accidentals
- 24 Mordent
- 25 Fingerings
- 26 Caesura
- 27 Pedal
- 28 Breath Mark
- 29 Arpeggio

Lyrics and Text Elements



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

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

Chord symbols

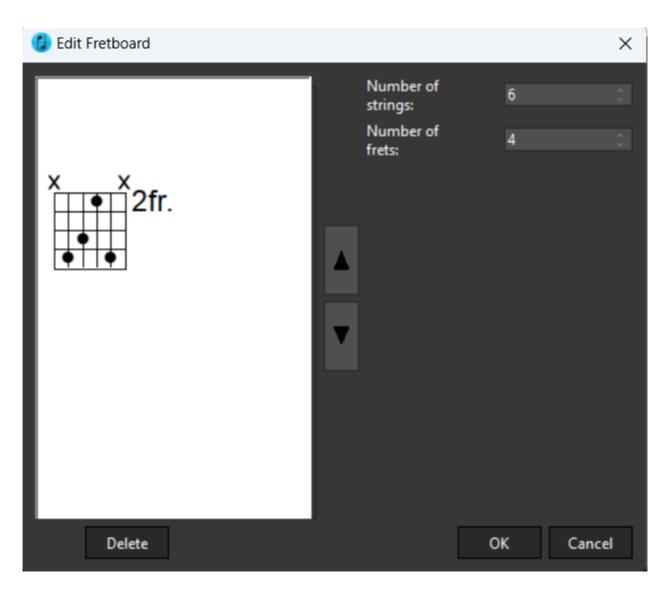
Double-click on the chord name to select the chord type and, if desired, an alternate bass note.

Original	Scan	(13) D7 2fr.		• . • !		
Edit Chord Syr	nbol		how chord symbol how Fretboard	Edit	(13 D7 x x x	3) 2fr.
Suffix Symbol:	7/0 #11)	74.0.12		-7/14)		
(major) (b5)	7(9,#11) 7(9,#11,13)	7(b9,13) 7(b9,b13)	m m,add9	m7(11) m7(9)		_
6	7(9,13)	7(09,013) 7aug	m,aug	m7(9,11)		
6(9)	7(9,b13)	7aug(9)	m,maj7	m7(b5)		_
7	7(b13)	7sus4	m,maj7(9)	m7(b5,b9)		
7(#11)	7(b5)	7sus4(9)	m(b5)	m7aug		
7(#9)	7(b5,9)	add9	m6	maj7		
7(13)	7(b5,b9)	aug	m6(9)			
7(9)	7(9b)	dim	m7			
				·	1	
					ОК	Cancel

In addition, fingering patterns for guitarists can be displayed and also edited here.

🔇 Select Fretboar	d			×
x x 2fr.				
Add	Delete	Change	Cancel	Ok

ScanScore 3 Scan Manual



If a chord symbol was falsely detected as lyric element, select the text elements you want to change with held Ctrl key or with a text selection function from the Select Menu.

Afterwards use the "Change To..." function from the context menu to turn those elements to chord symbols.



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.



- 1 Pianississimo
- 2 Pianissimo
- 3 Piano
- 4 Mezzopiano
- 5 Mezzoforte
- 6 Forte
- 7 Fortissimo
- 8 Fortississimo
- 9 Sforzando
- 10 Forte-Piano
- 11 Forzando
- 12 Sforzando
- 13 Crescendo
- 14 Decrescendo

Clefs

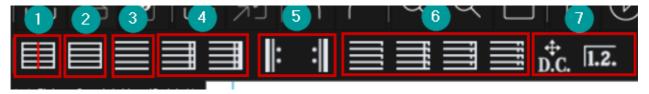


Clefs only support *insertion*. Select the clef you want to insert and place it at the correct position. You can also overwrite existing clefs.



- 1 G Clef
- 2 G Clef 8va
- 3 G Clef 8vb
- 4 Soprano
- 5 Mezzo-Soprano
- 6 Alto
- 7 Tenor
- 8 F Clef
- 9 F Clef 8vb
- 10 Ottava Alta
- 11 Ottava Bassa
- 12 Quindicesima Bassa

Bar Lines and Repeats



To add, replace or insert a bar line, first click the icon in the menu and then position it 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. This splits the bar and adds a bar to the bar number count.
- 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. This merges the two bordering bars and might fix wrong numbers of notes.

When you click the icon for "Coda Message" (5) D.C., the cursor will look like a hand. Now click the position of the message you want to insert. In the dialog that opens, you can edit the text, the symbol and the layout.

Repeat Signs and Texts	×
Function A.D. to the Coda	Text D.S. al Coda
D.S. al CodaD.C. al Fine	Verdana, 16, Bold Text Properties
D. S. al FineFine	Sign $oldsymbol{\Theta}$ Show before text
D.C.D.S.	Move
 Coda To Coda 	Go at specified number of times Repeated times: 1
SegnoJump To	Bar number: 1 Relative value from current bar
	OK Cancel

Now click OK. If you wish to edit an existing message, just 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.



- 1 Insert Bar Line
- 2 Normal Measure Bar
- 3 No Measure Bar
- 4 Double Bar Line

- 5 End Bar Line
- 6 Begin Repeat
- 7 End Repeat
- 8 Dashed Bar Line
- 9 Double Dashed Bar Line
- 10 Solid Dashed Bar Line
- 11 Dashed Solid Bar Line
- 12 Coda
- 13 Volta Brackets

Score Mode



Please take a look at the Score Mode Manual to get to know the enhanced menus.

Use the Score Mode to change layout, create voice excerpts and add more instruments or parts.

Context Menus

Context menus help you to easily edit all symbols or to quickly perform important functions.

All context menus can be opened by right-clicking.

The Common Context Menu

The Common Context Menu will facilitate many actions in ScanScore a lot. Right click anywhere in the scan view to open it.

1.2. Set Volta Brackets	
Metronome Mark	Ctrl+T
Change Key	Ctrl+K
Change Time Signature	Ctrl+Shift+T
Change Tempo	Ctrl+Shift+P
Tuplet Settings	
Organize Staves	
Text	•
Switch to Voice	•
Change Voice	•
Change to	•

Set Volta Brackets

See Barlines and Repeats.

Metronome Mark ...

Click "Metronome Mark". The cursor will look like a hand. With this hand, click on the position of the desired tempo change. Now, you see the dialog for inserting the tempo change. You can also add a text instructions here. Note that changing the tempo will also affect the playback speed!

Detronome Mark ×
Tempo description Text: Adagio Verdana, 14, Bold Text Properties
Show symbol $ \begin{array}{c} $
OK Cancel
Font Style
Font: Verdana 🗸
Font Size: 14 \checkmark 7 ~ 127
Font Type: 🗹 Bold 📕 Italic 📕 Underline
Font Color: OK Cancel

Change Key Signature, Time Signature, Tempo See <u>Organize Menu.</u>

Tuplet Settings...

See <u>Notes Menu</u>.

Organize Staves

Here you can connect or disconnect staves.

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<u>Working with Voices</u>.

Change Voice

Lets you move selected notes into another voice (1 to 8). See Working with Voices.

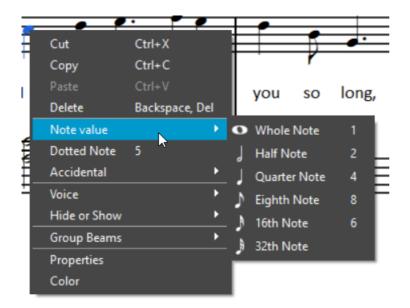
Change to ...

(Only visible when a text element is selected.)

Changes text elements to another text type. If for example chord symbols were recognized as lyrics, you can select multiple text elements with held Ctrl key and then change the type and the anchoring. This way the chord symbols also change when you transpose.

The Note Context Menu

Select a note or a range of notes and right click anywhere in the scan view to open the Note Context Menu.



Cut, Copy, Paste, Delete

Cut, copy, paste copied note(s) or delete selected note(s).

Note value

Change the note value of the selected note(s).

Dotted Note

Add a dotted note or remove an existing dotted note.

Accidental

Add an accidental or change/remove an existing accidental.

Voice

Move the selected note(s) to another voice or select a voice to edit -> see <u>Working with</u> <u>Voices</u>.

Hide or Show

Hide or reveal the selected note(s).

Group Beams

Here you can either connect selected notes (eighth notes, sixteenth notes, etc.) with beams or split their beams.

Properties

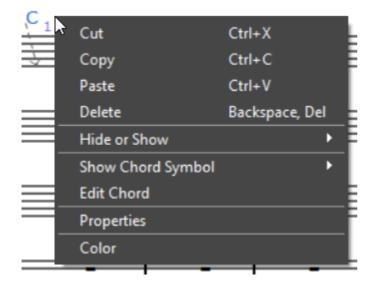
Open the properties.

Color

Open the color selection window and choose any color for the selected note(s).

The Chord Context Menu

Select one or more chord symbols and right click anywhere in the score to open the Chord Context Menu.



Cut, Copy, Paste, Delete

Cut, copy, paste copied chord(s) or delete selected chord(s).

Hide or Show

Hide or reveal the selected note(s).

Show Chord Symbol

Define if you want the chord symbol(s) to be displayed with letters, fretboard or both. (See <u>"Lyrics and Text Elements"</u>)

Edit Chord

Here you can adjust the chord type.

Properties

Open the common properties.

Color

Open the color selection window and choose any color for the selected chord(s).

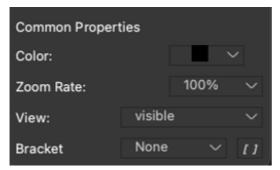
Properties Menus

The all-new **Properties Menus** greatly expand the functionality of ScanScore. Dozens of settings for notes, rests, song text, dynamics, articulations, and many more symbols allow you to customize your score to your individual needs.

The Window Menu allows you to activate or deactivate the Properties windows.

Click on individual icons or drag a selection rectangle around multiple icons to display the respective properties window.

Common Properties



Color

Select any color for the selected symbol(s).

Zoom Rate

Set the display size of the symbol(s).

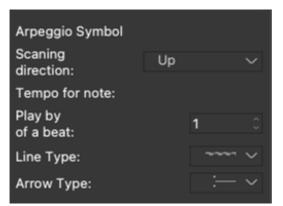
View

Set the symbol(s) to visible or invisible.

Bracket

Choose between different bracket symbols.

Arpeggio Properties



Scanning direction

Select the direction of the arpeggio (up or down).

Tempo for note

Set the speed of the arpeggio (percentage).

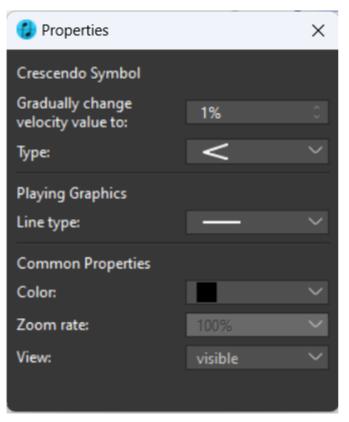
Line Type

Choose between different line types of the arpeggio symbol.

Arrow Type

Choose between different arrow types of the arpeggio symbol.

Crescendo Properties



Gradually change velocity

Set the volume to the end point of the crescendo/decrescendo for playback (percentage).

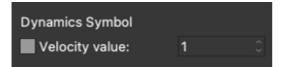
Туре

Choose between different display types of the crescendo/decrescendo symbol.

Line Type

Choose between different line types of the crescendo/decrescendo symbol.

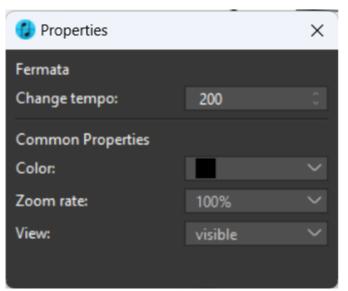
Dynamics Properties



Velocity Value

Set the volume for playback.

Fermata Properties



Note value change

Specify the change of the note value in percent for playback. 100% corresponds to the original note value.

Tie, Slur Properties

Tie, Slur		
Line Width:	1	\sim
Line Shape:	—	\sim
Dividing Point:	1	\sim

Line Width

Set the thickness of the tie/slur symbol.

Line Shape

Choose between different line shapes of the tie/slur.

Dividing point

Specify the dividing point of the tie/slur.

Note, Rest Properties

😢 Properties		×	
Note, Rest			
Velocity:		64	0
Note value:		100%	0
Stem height:		7	0
Notehead shape:		•0	\sim
Rest type:		\$	\sim
Stem type:	1	\sim	
Stem connection:	ļ	\sim	
Stem direction	Stem direction		
View of tail:		visible	\sim
Grace note type:		<u>\$</u>	\sim
Horizontal bias:		0	0
Beam:		Auto	\sim
Common Propertie	s		
Color:			\sim
Zoom rate:	100%	\sim	
View:	View:		
Bracket	[]	None	\sim

Velocity

Set the volume of the note(s) for playback.

Note value

Set the note value (percentage).

Stem height

Set the stem length. The default value is 7.

Notehead shape

Choose between different note head shapes.

Rest type

Choose between different rest symbols.

Stem type

Choose between different stem shapes.

Stem connection

Select the type of connection between the note stem and the note head: Lateral (default) or Center.

View of tail

Set the tail (e.g. for single eighth or 16th notes) to visible or invisible.

Grace note type

Choose between different grace note shapes.

Horizontal bias

Specify the slant of the note(s). The default value is 0.

Beam

Specify the type of beams for note groups.

Symbol Properties



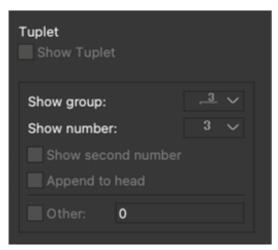
Change velocity

Set the volume (percentage).

Change note value

Specify the note value (percentage).

Tuplet Properties



Show Tuplet

Set the tuplet icon to visible or invisible.

Show group

Choose between different representations of the tuplet bracket.

Show number

Choose between different representations of the tuplet number.

Show second number

Show or hide the second tuplet number.

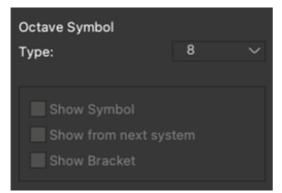
Append to head

Fix the tuplet symbol to the note head instead of the stem.

Other

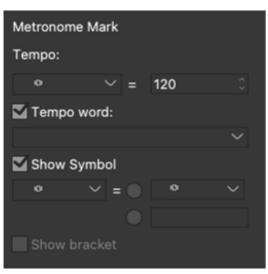
Set an individual tuplet number to be displayed.

Octave Symbol Properties



Set the type of Octaves.

Metronome Mark Properties



Tempo

Set the tempo sign and the BPM count.

Tempo word

Enable or disable the function and choose between different tempo words.

Show Symbol

Enable or disable the function and choose between different symbols.

Show bracket

Enable or disable the display of brackets.

Text Properties

🕖 Properties					×
Text					
Туре:		Com	mon		\sim
Font:					\sim
Size:				13	
Align:		Left			\sim
			old		
			alic		
		<u>U</u>	<u>-line</u>		
Character Spacin	ig:			0	
Line Spacing:				0	
			uto		
Alignment Settin	g				
Belong to:		Page			\sim
Ē	= =				
Common Proper	ties				
Color:					\sim
Zoom rate:		100%			\sim
View:		visibl	e		\sim

Font

Select the font. Default is Verdana.

Size

Set the font size. Default is font size 10.

Align

Set the alignment.

Bold/Italic/U-line

Enable or disable the Bold, Italic, Underline options.

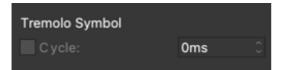
Character Spacing

Select the spread (horizontal spacing). Default is 0.

Line Spacing

Select the line spacing (vertical spacing). Default is 0.

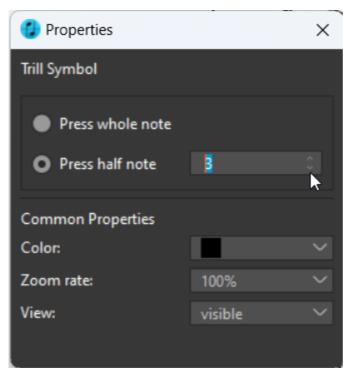
Tremolo Properties



Cycle

Set the speed of tremolo repetitions in milliseconds for playback. The smaller the value, the faster the tremolo. For a realistic tremolo, a value of approx. 100 ms is recommended.

Trill Symbol Properties



Set the type of Trill:

- Either select Press whole note for a whole note trill,
- or select **Press half note** to set the number of semitones yourself.

Repeat Sign Properties

🚯 Properties	×
Repeat Sign	
Function:	D.S. al Coda 🛛 🗸
Text:	D.S. al Coda
Symbol:	Φ \sim
	•
O Show be	fore text
Show aft	er text
Properties:	
Go at specified no	umber of times 🔹 🗸
Number of times:	
Bar number:	
Relative value	from current bar
Font: Ve	erdana 🗸 🗸
Size:	16 0
Align:	Left V
· ····g···	cur
	Market Bold
	Italic
	<u>U-line</u>
Character Spacing:	0 0
Line Spacing:	0 0
	Auto
Common Properties	
Color:	~
Zoom rate:	100% 🗸
View:	visible 🗸 🗸

Function

Choose between different repeat functions.

Text

Set an individual text.

Symbol

Choose between different symbols.

Properties

Set different properties for the "Jump To" function.

Export

It is important to correct recognition mistakes before exporting the score 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 <u>voice</u> you need to correct.



Green lines indicate invisibly filled elements in voice layers.

Select the bar with a double click and open the properties. There you can make the filled elements "visible" at the bottom and remove them if necessary.

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

To export, choose one of the export commands in the <u>File Menu</u> or the export icon in the <u>Toolbar</u>. Export and playback functions are limited in the trial version.

Export as PDF

Save your project as PDF file to print or to carry it digitally with you.

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 as MP3

Have your project saved as an audio file that you can listen to immediately on the go.

Export to notation software

The new "Export to notation software" function allows you to transfer the score directly to the music notation software of your choice in just one click.

In <u>Preferences</u>, you can select your music notation program to transfer the ScanScore project via the "Export to notation software" function. You can also select the file path to your notation program.

i

Help Topics

Scanning Tips

In order to achieve the best possible scan in ScanScore, here are a few easy tips that you can follow while scanning or importing:

Scanning Tips for the Scanner

For a high-quality scan result, make sure to insert and align the sheet music piece straight and evenly into the scanner. Using a high contrast as well as a resolution of 300 to 600 dpi is helpful for a good scan in ScanScore.

Scanning Tips for Smartphones

For a scan result that is high-quality as possible, pay close attention to the angle when you are taking photos as well as a good lighting. Poorly lit and crooked photos will lead to a poor result in ScanScore.

If you have trouble 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 just import the scanned files as a file.

Scanning Tips for Importing Image and PDF Files

In order to get the best possible result in ScanScore, make sure that the notes and staff lines displayed in the imported file are as straight as possible. Also, good lighting as well as high contrast and a resolution of 300 to 600 dpi are helpful for a satisfactory result in ScanScore. If the page is crooked or the contrast is very low, we recommend that you adjust the file with an photo editor before importing it into ScanScore.

ScanScore Documents

ScanScore uses its own scan file format, the ScanScore document ".scsc".

Please note that there are two formats in ScanScore! Documents in score mode use the file ending ".ssnf" (ScanScore Notation File).

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 creates a new document. In the case of large documents it is recommendable to save every now and then.

This is done via the "**Save Project**" or "Save Project As" commands in the <u>File Menu</u> or with the shortcut Ctrl+S.

Since ScanScore 3.0.2 your file is saved automatically every few minutes to prevent loss of data.

(You can recognize **Autosave** files by the "~" in the beginning of the file name. Save the project again in ScanScore to let this file in your explorer disappear. Make sure you send the complete file, not the Autosave file to the support, if you have questions.)

Open an existing document via "Open Project" 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 as one MusicXML file. Because of this, one document can only contain one piece of music. To scan in multiple pieces, scan and export every piece individually. You can combine the MusicXML files later, if your notation editor supports it.

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

Click the note or element. Look for the hand-shaped cursor:



Selecting Several Notes

You can select several notes (they don't have to be next to each other) by clicking them while pressing the notes one by one. Look 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: $\overline{+|+}$ 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 a Bar Line

Click directly to the left of the first bar of the line you want to select. The whole line will now be selected.

Select a Staff (Instrument)

Double-click directly to the left of the first bar of the staff you want to select. All the lines of the staff/instrument will now be selected.

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.

In the Score Mode you can easily create voice excerpts or seperated staves from multiple voices in the Organize Menu with "Seperate Note". If in a choir score soprano and alto are written in the same staff, you can split it here into two staves for example.

In the View Menu of the Score Mode you can display voice excerpts differntly.

(Please take a look at the Score Manual for this.)

But recognition 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 <u>export</u>. In this case, you have to go back to your score and resolve the issue.

The two most common recognition errors are the following:

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

How can you 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 <u>Notes Menu</u> or the <u>Note Context Menu</u>. 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 way is "Change Voice". This is also found in the <u>Notes Menu</u> or the <u>Note</u> <u>Context Menu</u>. 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" command. This is found in the <u>Notes Menu</u> as well. First select the note you wish to cut off the chord. Make sure not to select the whole chord, only that one note. Now click "Separate from Chord". If you have to move the note into a different voice right away, select it again and perform the procedure described at 2).

Activate License

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

😮 ScanScore Professional - Product Activation	×
Please enter your e-mail address*:	
Please enter the provided license key:	
* Please use the same e-mail address that you used for registering on <u>scan-score.com</u>	
Proceed >> Cancel	

You can also activate a new license in the <u>Help Menu</u>.

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

Note: If you haven't received the activation email immediately after your 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<u>ScanScore</u> <u>support</u>.

Shortcuts

You can make work in ScanScore much faster and easier by using **keyboard shortcuts**. The new, editable keyboard shortcuts allow significant expanded use when it comes to both score editing and common commands. In addition to this, all keyboard shortcuts can be customized and saved in the <u>Options Menu</u>.

Double-click on a keyboard shortcut field in the right column of the **Edit Shortcuts Menu** to set a custom keyboard shortcut. Just type in the new shortcut to change it.

By clicking on the **Reset to Defaults** button you can reset all shortcuts to the factory settings.

🕖 Edit Shortcuts			×
Action	Shortcut Key		
16th-Note Rest	Shift+6		
Accents/Techniques Toolbar	F2		
Add Lyrics	Ctrl+L		
Add Tempo Message	Ctrl+T		
Bar Properties			
Bottom Note	Alt+4		
Change Instruments	Ctrl+Shift+M		
Change Key	Ctrl+K		
Change Stem Direction	Ctrl+D I		X
Change Tempo	Ctrl+Shift+P		
Change the Number of Bars per System	Ctrl+Shift+C		
Change Time Signature	Ctrl+Shift+T		
Chord Symbol	с		
Clef Toolbar	F4		
Сору	Ctrl+C		
Cut	Ctrl+X		
Decrease the Number of Bars per System	[
Decrease the Number of Systems per Page	{		
Delete	Backspace, Del		
Delete Bars	Ctrl+Shift+Backspace		
Delete Selected Bars	Ctrl+Backspace		
Reset to Defaults		ОК	Cancel