

E1 Scanning Procedures (Scanning an Example from an E1, E2, etc. Score)

For this task, you will need access to the following resources:

A scanner or a mobile scanning app (e.g., TinyScanner for iOS)

Adobe Acrobat

The FDS_Source Scores_Master spreadsheet:

https://docs.google.com/spreadsheets/d/1_2uFSZJH0AcIYKc_DDzN25JWKTTTC5uFQVyfwH7oHC7c/edit?usp=sharing

The RDS_E1 (Additional Scans) folder:

https://docs.google.com/spreadsheets/d/1_2uFSZJH0AcIYKc_DDzN25JWKTTTC5uFQVyfwH7oHC7c/edit?usp=sharing

The RDS_E2 (Additional Scans) folder: https://drive.google.com/drive/folders/1Pc-5zgpqri_zIv98e15TNTSoeKosHKt?usp=sharing

The TDS_E1 Updates folder:

https://drive.google.com/drive/folders/1fijF88kXEu_tC7FgngkBNkf6SjDyKdK-?usp=sharing

Task Instructions:

1. Locate the example within the new score.
2. Scan, take a (legible) screenshot of, or extract the PDF page(s) that include the example and all of the relevant metadata (i.e., dynamics, tempo indications, articulations, registrations, etc.) that precedes the start of the example.
 - a. The way in which the scan is created depends on the format of the source score. Some scores do not allow for PDF download, so screenshots must be taken and then compiled into a single PDF document. When the source is a physical one, the individual scans must be combined into a single PDF document (unless you use a scanning application that does this automatically). When the source is a downloadable PDF (e.g. from IMSLP), it is possible to extract the relevant pages in Adobe Acrobat and recombine them later into a single PDF.
 - b. Always be sure to scan full pages, not just a few systems or measures at a time.
3. Often, relevant pieces of metadata (e.g., tempo vs. dynamics) will appear separated by multiple pages. It is not necessary to scan all of the pages between relevant metadata, so long as those intervening pages do not contain pertinent information.

4. In addition to the example and relevant metadata pages, the SWFU page of the example should be scanned, as well as the title page.
5. Pages in the scan should be ordered chronologically either in the mobile scanning app or by creating a single PDF from multiple separate files in Adobe Acrobat:
 - a. File>Create>Combine multiple files into one PDF
 - b. Click Add Files (or Add Open Files if they are extracted pages of a previously downloaded PDF) and select all of the relevant scanned pages from your computer, uploading them into Adobe Acrobat. The program will allow for selection of PDFs or other visual formats such as .png and .jpeg
 - c. Order the pages chronologically and click “Combine”
6. Title the scan by copying the filename of the example and adding the appropriate edition number to the end of the filename. For instance, if an E1 scan is being created for Example T213, whose filename is T213_Sch-w33p2-3m11-13, the E1 scan filename would be T213_Sch-w33p2-3m11-13**E1** (bolding here is for clarity of this example).
7. Upload the final scan to the appropriate folder in Google Drive, depending on the dataset of the example and whether it is an E1 or E2. If it is an RDS_E3 or a TDS_E2, a new folder will need to be created in the same sub-folder as the other additional scans folders and following the same labelling conventions as the RDS_E1 and TDS_E1 folders
8. Record the publication information of the new score in the FDS_Source Scores_Master spreadsheet. Ensure all of the columns are filled out. In cases when the edition/catalogue number is not given in the score, type “not listed” in the Edition/Catalogue number column (Column O, U, or AA, depending on whether it’s an E1, E2, or E3 scan). For scores sourced through library databases such as HathiTrust, be sure to include the permalink to the item in the “Source” column after listing the database.