Guide and Instructions - Digitization

Overview

The main task for digitization is to copy the hand-written annotations to the digital score, so they can later be parsed into a dataset. There will be a couple key differences between the annotated PDF and the digitized version:

1. Each copy of the digital score only contains the annotations for <u>one</u> reference pattern.
2. We use red-colored note heads and a red slur to highlight the annotated sequence of notes.

We use MuseScore 3.6.2 for digitization. All the digital scores will be provided as MuseScore files. Plugins have been developed to make the digitization process quick and easy.

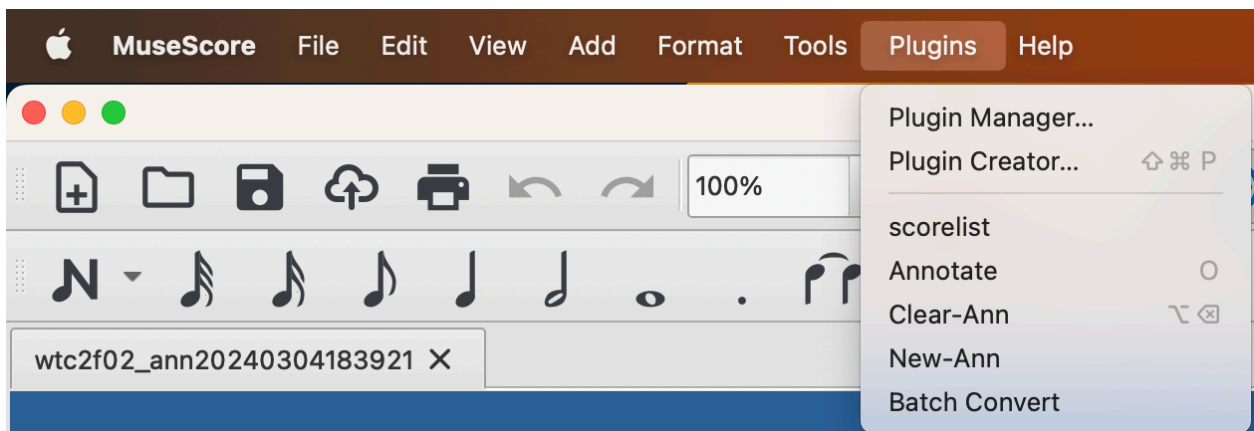## Plugin Utilities

We provide three plugins:

Annotate: highlight the selected notes in red, add slur to the selected passage, and create a staff text box at the first note.

Clear-Ann: Remove annotations in the selected region. (Note that this also clears out any existing staff text in the selected region).
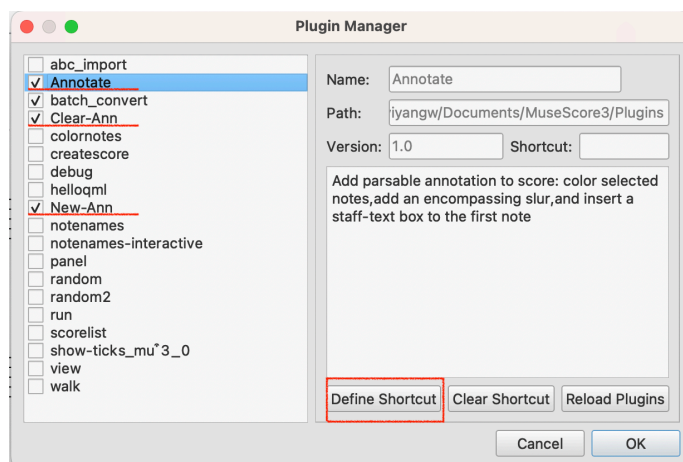
New-Ann: Create a timestamped, unannotated new copy of the current score and save it to the folder as the current score.

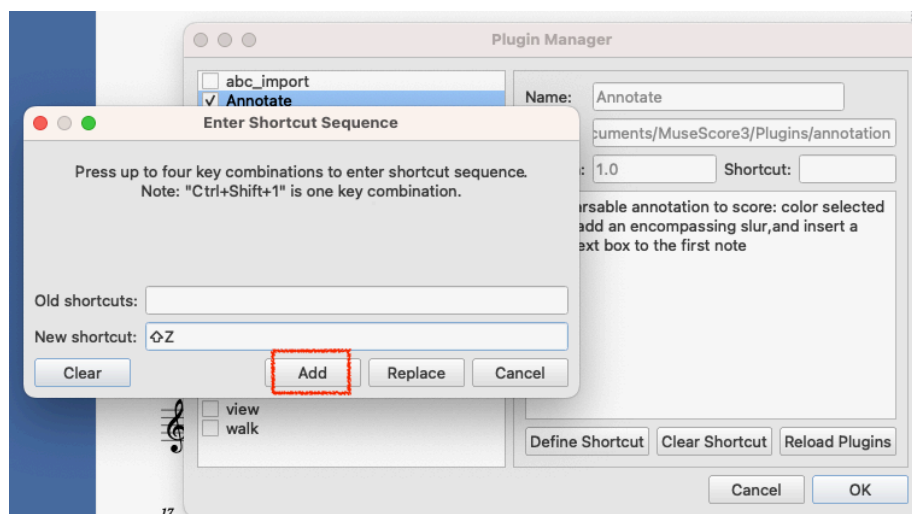## Installing MuseScore 3.6.2 and Plugins

1. Download MuseScore 3.6.2: https://musescore.org/en/3.6.2
   • If you already have another version of MuseScore installed, make sure to use the correct version and to place the plugins in the correct location.

2. Download and enable plugins (for more information, see https://musescore.org/en/handbook/3/plugins)
   1) Download plugins in the **annotation-plugins** folder of the shared drive folder
   2) Unzip, drag the folder to the plugins folder for MuseScore. The default locations are:
      • Windows: %HOMEPATH%\Documents\MuseScore3\Plugins
      • macOS: ~/Documents/MuseScore3/Plugins
      • Linux:~/Documents/MuseScore3/Plugins

3) Open MuseScore (restart if already open), on the Menu bar, click **Plugins** ->
   Plugin Manager, click on the check box to activate these plugins.
3. Set shortcut key combinations (This is an optional step, but will boost efficiency.
   Highly recommended for the **Annotate** plugin)

1) Go to **Plugins** -> **Plugin Manager**
2) On the left side, click on the name of the plugin you want to set shortcut for
3) On the right side bottom, click on **Define Shortcut**

4) When the pop-up window is open, type in a key or key combination and click **Add**. Make sure the shortcut is not in conflict with existing shortcuts in MuseScore or with shortcuts for other programs on your computer.

5) We recommend a shortcut of "shift+Z" or "shift+O" for **Annotate**.

4. To use a plugin, use the shortcut key you have defined, or go to **Plugins** and click on the plugin name you would like to use from the drop down menu.

Digitization Procedure

1. Take the annotated PDF as the reference, create a copy of the digital score for each pattern using **New-Ann** as you go.
2. Annotate and label each occurrence of the exact pattern with **Annotate**. Remember to label the reference (REF) pattern as well.
3. Save all copies and upload to the same drive folder with the provided digital score. Make sure all annotations have the '_ann' postfix and a timestamp. (This is done automatically when creating new copies using **New-Ann**)

Additional Notes for Use:

1. We use staff text for labeling. Our provided **Annotate** plugin does this automatically. If you need or prefer inserting labels manually, simply insert a staff text box while the starting note of an annotation is selected. (The shortcut for staff text on macOS is cmd+T). Staff text removal for **Clear-Ann** might also remove some existing text on the score (e.g., pizz.). This is ok for our purpose (just don't be surprised if the MIDI suddenly sound different).
2. For clearing out annotations, in addition to our provided **Clear-Ann**, you may also use **undo** (cmd+Z on macOS) to remove the most recent annotation or edit. Note that for **Annotate**, you need to **undo** three times to remove all modifications to the score.
3. If the score already have a slur at the exact location as the one for the annotation, it might overlap with and cover the added red annotation slur. That is ok. (If you would like to ensure there is indeed a red slur (thanks!), drag the black slur to see if there's a red one underneath.)
4. IMPORTANT! There is a known bug that if the annotation includes the last note in the score (before double bar), the **Annotate** plugin will not function correctly. We ask you to perform a simple workaround: make an extra bar at the end (cmd+B) whenever the last note of the score needs to be annotated.
5. Same as in the manual annotation process, when digitizing the annotation for single voice of a multi-voice staff, select individual notes instead of the entire staff section to avoid highlighting unwanted voices. This can be done with pressed Shift key with mouse clicks on the note heads you wanted to select.
6. Please do not annotate on the digital score directly (skipping annotating on the PDF). The raw annotations are all on the same score, making it much easier to proofread.