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## Scanning TDS E1/E2/E3

To complete this task, you need access to the following links and sources:

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

Adobe Acrobat (the full version is required): *accessible to members of this lab via Arts ISIT (proof of employment often required — reach out to UBC Arts ISIT for installation and account setup:*

<https://isit.arts.ubc.ca/contact-us/>)

TDS Metadata Validation Working Document:

- [https://docs.google.com/spreadsheets/d/1s06QHPhWRL55cEraj3peph4WrV69yj-9tGYT40\\_XeT8/edit#gid=1738702283](https://docs.google.com/spreadsheets/d/1s06QHPhWRL55cEraj3peph4WrV69yj-9tGYT40_XeT8/edit#gid=1738702283).

TDS Website Examples Folder:

- <https://drive.google.com/drive/u/1/folders/1aYec1lfrP-KUOrXV2JSSv9Ftt5Rl6uK->.

FDS Source Scores Master Working Document:

- [https://docs.google.com/spreadsheets/d/1\\_2uFSZJH0AcLYKc\\_DDzN25JWKTTC5uFQVyfwH7oHC7c/edit#gid=900860769](https://docs.google.com/spreadsheets/d/1_2uFSZJH0AcLYKc_DDzN25JWKTTC5uFQVyfwH7oHC7c/edit#gid=900860769).

Polyrhythm Website:

- <https://polyrhythm.humdrum.org/>.

There are 3 methods of scanning E1/E2/E3 scores: 1) Compilation, 2) Extraction, or 3) Scanning. 1.

**Compilation** is used when individual screenshots or scans need to be taken of online sources, most of which are perusal scores from sources such as Universal Edition, HathiTrust, Issuu, New York Philharmonic, Alexander Street, and Schott.

2. **Extraction** is used when we have access to (downloadable) PDFs of scores, such as those downloaded from IMSLP.

3. **Scanning** is reserved for examples that we have physical access to, such as library sources or purchased scores.

### Task Instructions:

1. Once you have picked an example for which you need an E1, E2, or E3 score, open the FDS Source Scores Master spreadsheet, find the relevant example, and check whether information on a prior E1 score has been documented.

- a. If an E1 score already exists, check to see if the pages are in the correct order, any pages containing musical metadata (such as contextual dynamics, tempo, or even meter) are missing, and the score contains sufficient organizational metadata (such as the first page of the SWFU for the sake of clarity, as well as the first page of the score, which may contain information on publishers, edition/catalogue numbers and publication years). If the E1 score is missing any of the above information, rescan the score.

- i. In addition to the example and relevant metadata pages, the first page of the

- SWFU should be scanned, as well as the title page.
2. Locate the example within a new score.
    - a. For additional information on how to source online scores, refer to the following protocol: <https://tinyurl.com/29hyzvvh>.
  3. 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 (Method 1). 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 (Method 2). 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 (Method 3).
    - b. Always be sure to scan full pages, not just a few systems or measures at a time. i. 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. For screenshots (method 1): 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. Within Adobe Acrobat: 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”.
  5. 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/highlighting here is for clarity of this example).
  6. Upload the final scan to the appropriate folder in Google Drive within the TDS Website Examples Folder, depending on the dataset of the example and whether it is an E1, E2, or E3.
  7. 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, V, or AC, depending on whether it’s an E1, E2, or E3 scan). For scores from library databases like HathiTrust, include a permalink in the “Source” column after listing the database.