

Separating Suter TDS examples into individual scans (TDS E0 cropping task)

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

The TDS_E0 file in Google Drive:

<https://drive.google.com/drive/folders/1OmTsYYjdBZf2KwR125EqBhJ0Lep0yqKL?usp=sharing>

The FDS_Metadata_1900DS_ArcGIS_18May2019_master spreadsheet:

https://docs.google.com/spreadsheets/d/17rjKQ3IXJHEHAcDfOXTDNX5a0A_jVqwokcaqhd3Ddng/edit?usp=sharing

The PDF Files in the Suter (1980) Source Files folder:

<https://drive.google.com/drive/folders/1e4SIC3euc4vNAQG1QE8qob3xTKtT0zhc?usp=sharing>

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/>)*

Mac Preview or the equivalent on a Microsoft PC system

Task instructions:

1. Navigate to the TDS_E0 file in Google Drive. Scroll to the bottom of the folder and note the last example number in the file. This is the most recently cropped E0 scan.
2. Locate the most recently cropped E0 scan in the FDS_Metadata...master spreadsheet. Note the next consecutive example in the TDS dataset (the next cell immediately underneath). This will be the next example that needs to be cropped: note the example number.
3. Download the Suter original PDF packet that includes the example to be cropped. Open it in Adobe Acrobat.
4. After opening the packet, locate the page on which the example is located. In the righthand menu, select the “Organize pages” option/icon. Select the page with the example click the “Extract” tab in the Organize pages banner, followed by the “Extract” button (blue oval). This will open a new tab in Adobe with the individual page. **Note that some examples occur over more than one page. All pages related to a single example should be extracted at once so that they can be cropped together in a single document. To do this, use shift+click to select the appropriate pages before extracting them.*
5. Click the new tab with the extracted page(s). While working in the new, extracted document, click “Edit PDF”. This will enter Adobe’s visual editing mode. The program will take a moment to read the document and scan it for editable text and images. After

this process is complete, some of the score elements will be surrounded by dashed lines, which indicates that they have been read as editable objects. It is best to not try to move or delete the objects at first, as doing so in combination with the next (and more important) step frequently causes the program to crash without saving any progress.

6. In the “Edit PDF” banner near the top of the program, choose the “Crop Pages” option. Click and drag to enclose only the example in question within the cropping box. This should include the example ID and the associated score. Try to minimize the white space around the border of the example.
7. Double click within the crop box to open the cropping dialogue box. If the borders are satisfying, click “OK”.
8. Save the file by clicking Save As (File>Save As; Cmnd+shift+S). Title the file according to the file name in the FDS_Metadata...master spreadsheet. Copy and paste the filename into the Save As dialogue box and add “E0” to the end of the filename.
9. Some examples require additional editing (i.e., sometimes the layout of the page has scores from other examples that unavoidably infringe on the current example’s crop space; often extraneous dark scan marks that interfere in reading the information on the score are also problematic). Open the newly cropped file in the external editing software (i.e., Preview or the equivalent on Microsoft PC) and annotate the PDF using white rectangles (or any other relevant shape) and the drawing pen with white ink to remove extraneous scan marks and scores/annotations from other examples as cleanly as possible.
10. Once the new example PDF has been cropped and edited (as necessary), upload the file to the TDS_E0 file on Google Drive. Repeat this process for the rest of the files in the TDS.