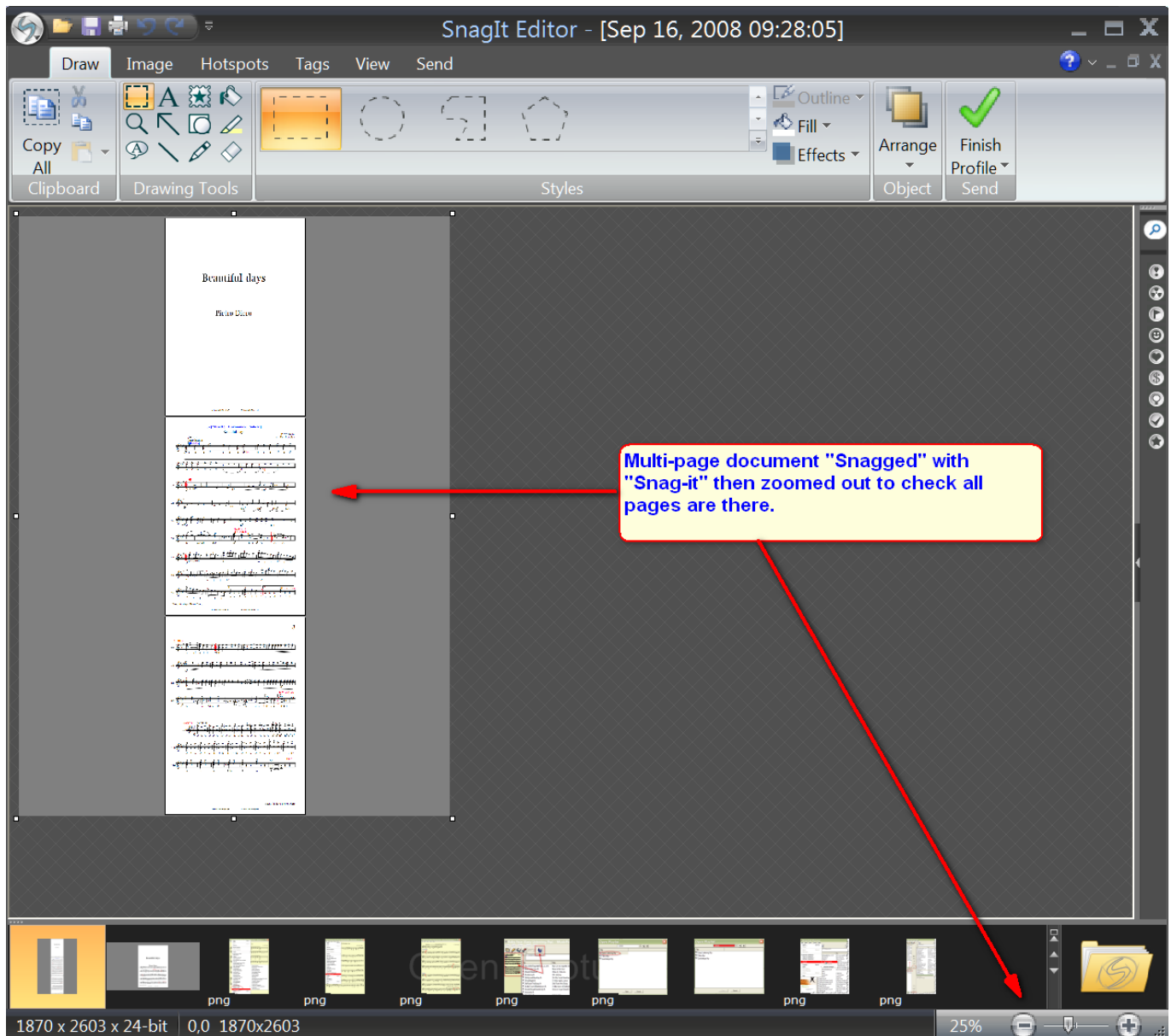


## Successful PDFs part two, importing multiple pages

This document will explain how to use "Snag-it" to import multiple-page .pdf files to the MPP.

As an example I am using a three-page piece of music having a Title page and two pages of music.

Firstly, ensure that you have set up "Snag-it" to use the "Scrolling window (Web page)" and set up your default Capture Folder as in the previous document entitled "Successful PDFs".



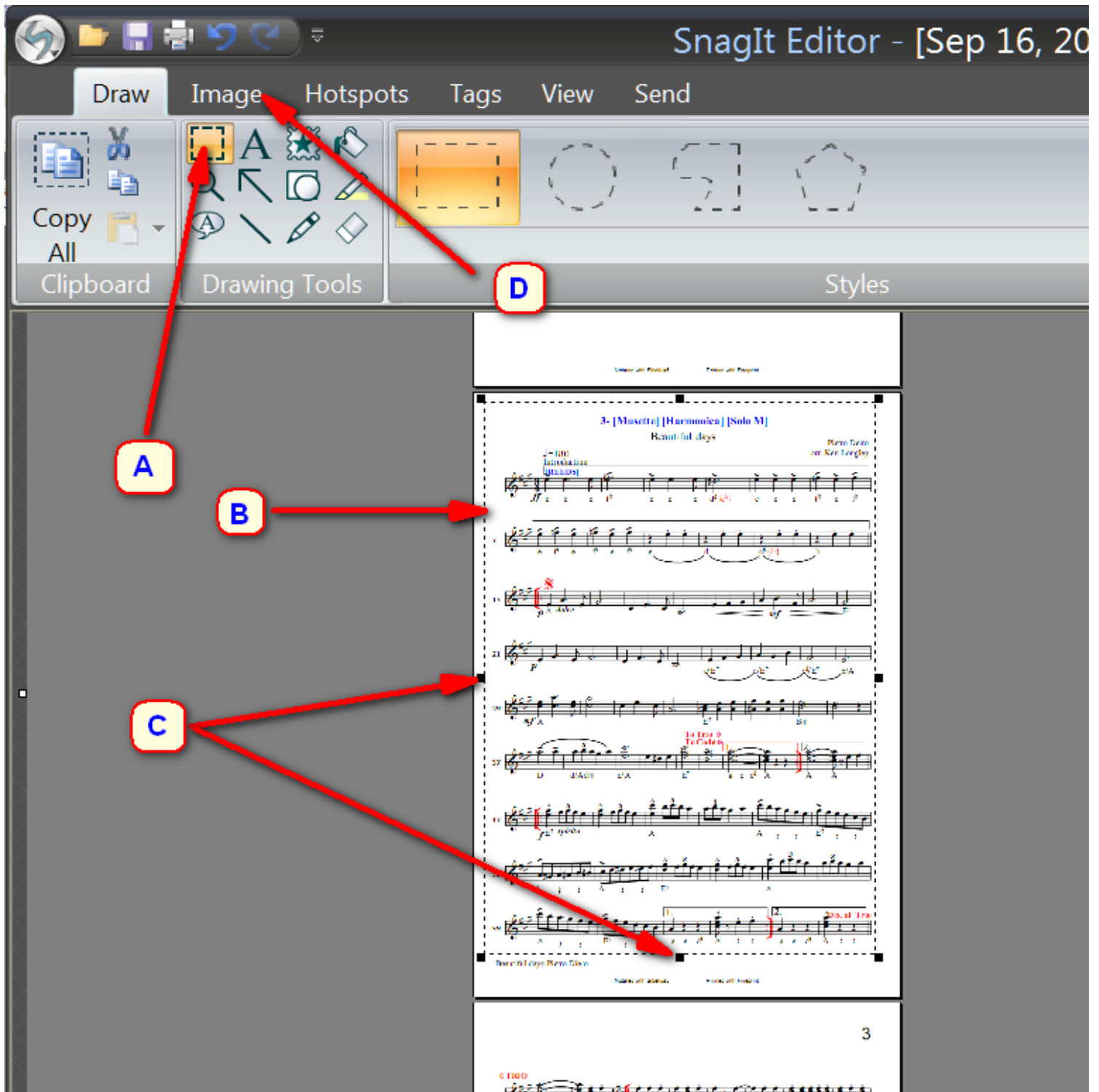
[2] Use zoom and scroll to get the page you want.

Click on the Rectangle selection tool [A] and make a selection round the music.

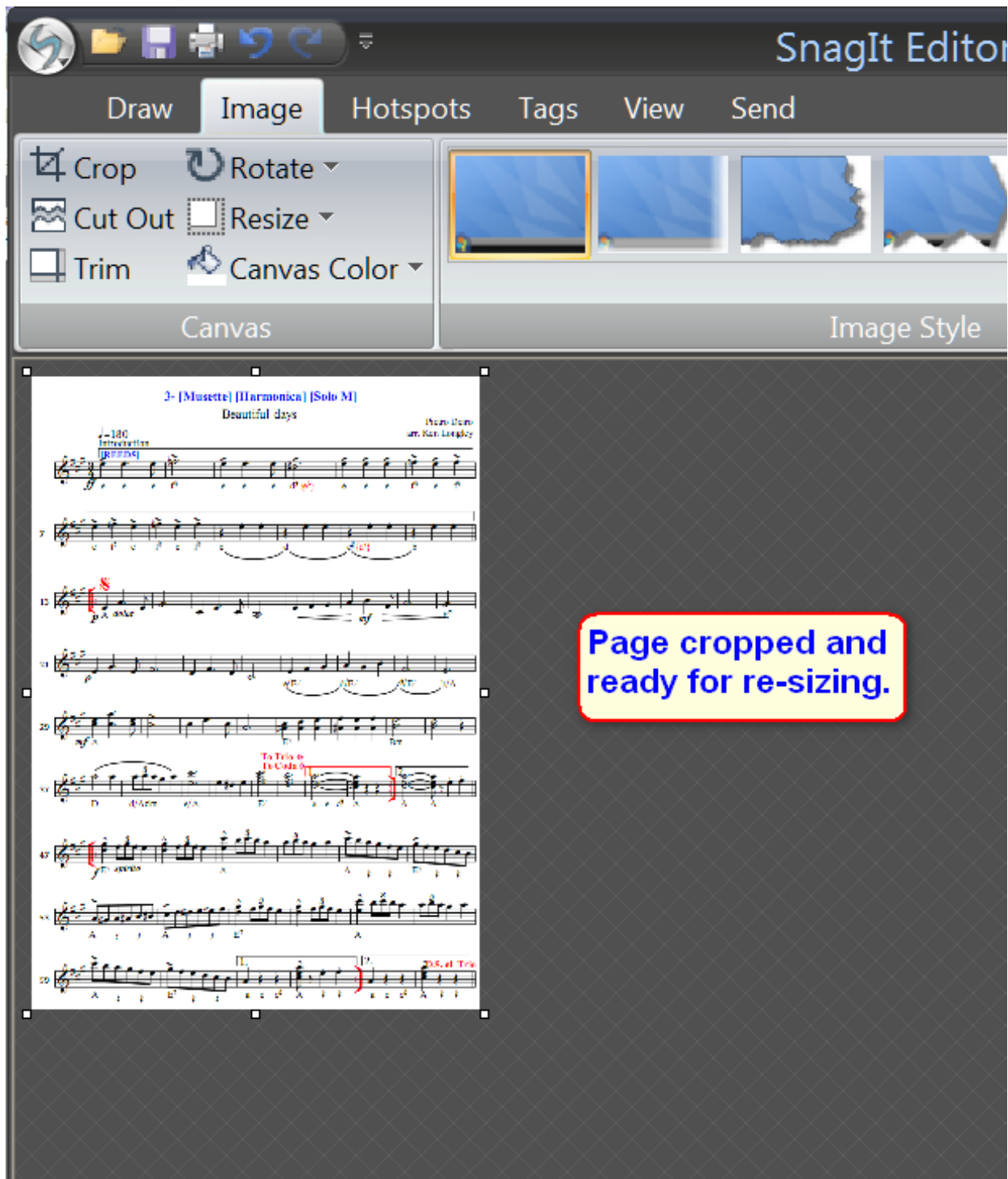
[B]

Use the eight squares on the selection lines to ensure you have eliminated all unwanted white space. [C]

Click on "Image" on the Menu bar. [D]



[3] Click on “Crop”.



[4] You now have the first page nicely cropped so now we need to make it the same screen size as the MPP as follows.

[5] Click on "Resize" and from the drop-down menu select "Resize Image".

On the "Resize Image" dialogue:

[a] Tick "Scale to specific size (pixels)"

[b] UNTick "Keep aspect ratio"

[c] Change "Width" to 766

[d] Change "Height" to 1022

[e] Confirmation is given in "Final size"

Click on Close.

The screenshot shows the SnagIt Editor interface with a musical score titled "3- [Musette] [Harmonica] [Solo M] Beautiful days" by Pietro Deiro. The "Image" menu is open, and the "Resize Image" dialog box is displayed. The dialog box has the following settings:

- Scale:**
  - Scale by percentage
  - Scale to specific size (pixels) (A)
- Width:** 766 pixels (C)
- Height:** 1022 pixels (D)
- Use smooth scaling
- Keep aspect ratio (B)

**Size setting summary**

- Original size: 552x780
- Final size: 766x1022 (E)

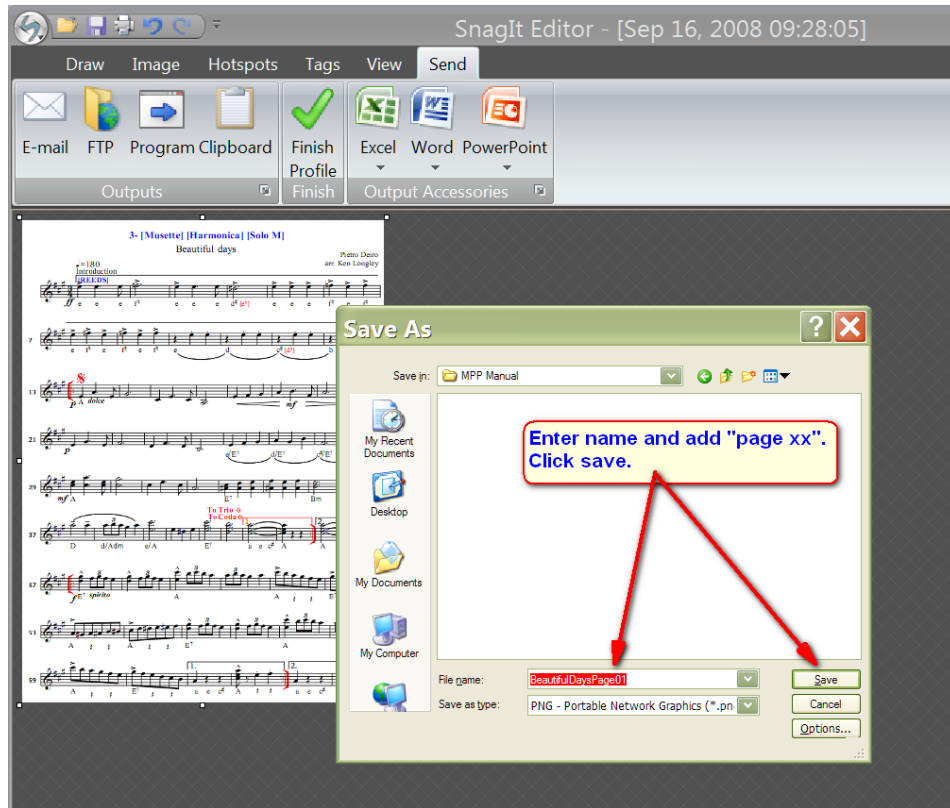
A "Close" button is located at the bottom of the dialog box.

[6] Click on "Send", then click the Green "Finish" arrow.

The screenshot shows the SnagIt Editor interface. The title bar reads "SnagIt Editor - [Sep]". The menu bar includes "Draw", "Image", "Hotspots", "Tags", "View", and "Send". The "Send" menu is open, showing options: "E-mail", "FTP", "Program", "Clipboard", "Finish" (with a green checkmark), "Excel", "Word", and "PowerPoint". Below these are "Outputs" and "Output Accessories". A red arrow points from the "Send" menu to the "Finish" button. Another red arrow points from the "Send" menu to the "Send" button. A yellow callout box with a red border contains the text: "Click on 'Send' then click on the Green 'Finish' arrow." The main window displays musical notation for "3- [Musette] [Harmonica] [Solo M] Beautiful days" by Pietro D'Amico, arranged by Ken Long. The score includes an introduction, a main section, and a Trio section.

[7] The "Save As" dialogue will appear with the Capture Folder you designated already selected.

Give your capture a name (adding "page xx" as required) and click Save.



You have now saved the first page as a Graphic Image in .png format ready to import into the MPP.

### Creating successive pages

To save the following page(s) hold down the Control key and press "Z" repeatedly and you will arrive back at the image you "Snagged" in step [1] above.

Now repeat steps [2] to [7] above until you have snagged and saved all the pages.

Close "Snag-it".

The next step is to import these saved images onto the MPP as follows.

## Transferring the Captures to the MPP Manager.

Open the MPP Manager.

Click on File/Import.

In the “Import Sheet(s)” dialogue scroll to your Capture Directory and double click the **page one** Capture you just made.

This opens the MPP’s Import Options dialog.

Tick Detect staff lines.

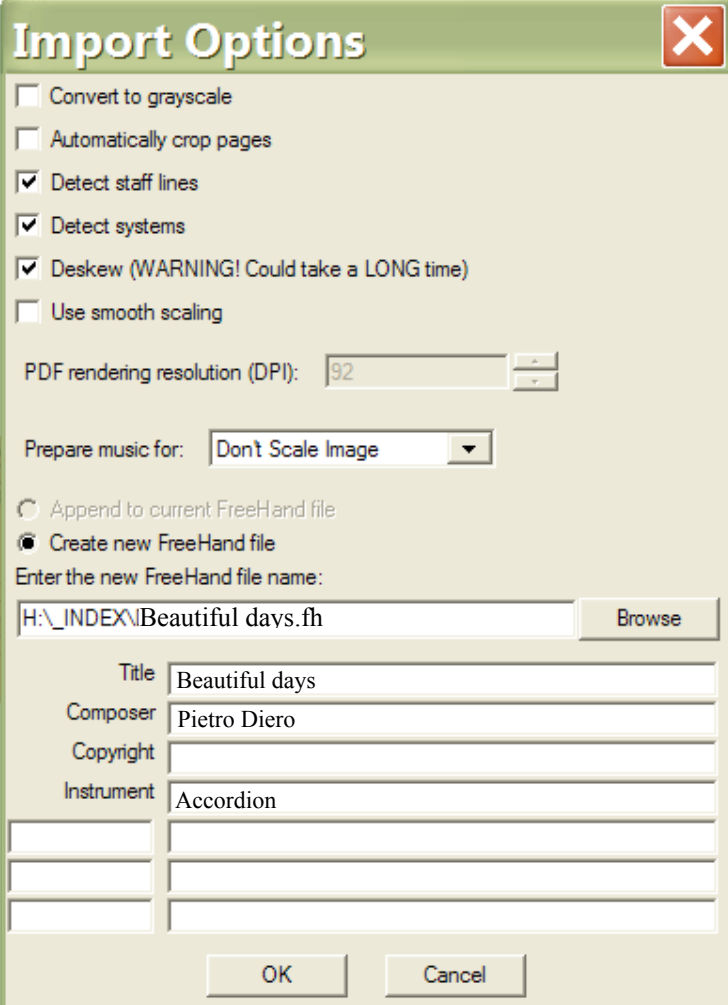
Tick Detect systems.

Tick Deskew.

Change the Prepare music for: to Don’t Scale Image.

Fill in the file name details etc.

Click OK.



The screenshot shows the 'Import Options' dialog box with the following settings:

- Convert to grayscale
- Automatically crop pages
- Detect staff lines
- Detect systems
- Deskew (WARNING! Could take a LONG time)
- Use smooth scaling
- PDF rendering resolution (DPI): 92
- Prepare music for: Don't Scale Image
- Append to current FreeHand file
- Create new FreeHand file
- Enter the new FreeHand file name: H:\\_INDEX\Beautiful days.fh
- Title: Beautiful days
- Composer: Pietro Diero
- Copyright:
- Instrument: Accordion

Buttons: OK, Cancel

Page One has now been entered into the MPP.

Click on "File/Import" again.

In the "Import Sheets(s)" dialogue select your **page two** Capture.

The Import Options dialogue will open again with the same settings ticked but this time the "Append to current FreeHand File" will be ticked instead of "Create new FreeHand File".

Leave everything as is and click OK.

Page Two has now been entered into the MPP.

Repeat the above step as many times as necessary until all the pages have been entered.

Finally click on "View" and tick "Page Navigation Toolbar".

Now click "File/Save" and that's it, - ALL DONE.

This may at first seem long-winded but like most things when you have done it a couple of times it becomes very quick and easy.

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