Making copies of your music for uploading

Thanks for using this guide to making the copies we need for your exam. The first and most important thing to know is that for most exams you don't have to make copies or upload anything at all.

Trinity Examiners have copies of all the Trinity Exam Books, and most other Music that Trinity publishes. They also have **all** the music for **all** the Technical Work options (scales and alternative exercises, and all the Orchestral, Brass Band and Concerto extracts for Grades 6, 7 & 8) so no upload is required for any of this material.

This means the good news is that if you are only using a Trinity book (or books) then you don't need to scan or upload anything at all. So if…

- you're taking an exam on Piano, Guitar, Violin, Electronic Keyboard, Recorder, Flute, Clarinet or Trumpet *and*
- you're only using one book for all the exam pieces *and*
- that book has 'Trinity College London' or 'Trinity College London Press' printed on the front, with some dates e.g. 2018-2020

…then you can stop reading right now because the examiner will have the same book, and you don't need to upload anything except your video and your Submission Information Form.

If you are playing any pieces that are **not** in a Trinity book, then you need to give the examiner a copy of the music. In a face-to-face exam you could take in some photocopies or a spare copy of the books, but for the online exams you need to upload these together with the video of the performance and the Submission Information Form, so we can fairly assess what you are playing. We know that it's very straightforward simply to take a picture of each page and upload them all, but if we have a folder full of photos we can't follow the music while we watch your video, so we cannot concentrate properly on enjoying and marking your performance. So we ask for all the pages to be in one single file (in fact it's actually easiest to make just one file with all three pieces in [four for top grade singers]) and that's what we show you how to do here.

If you have an iPhone/iPad or an Android phone/tablet you can very easily make a multi-page 'pdf' file using the camera and built in software, and we show you below how to do that. You might also want to put a stand-alone scanning app onto your phone, or take pictures and combine them via the computer. Alternatively, if you have a scanner connected to your computer you will be able to make the file using the scanner program on the computer. If you have no phone but you do have a camera and a computer you can take a picture of each page, and join them all together into a Microsoft Word document if you use a Windows computer, or a Pages document if you have a Mac.

We have sections below that are specific to each of these ways, and the type of device you may have. Just click on the linked bookmark in the Contents below to jump straight to that section.

In this guide we are taking as an example Piano Grade 6 from the 2018-2020 syllabus. We have decided to play these three pieces that are not from the Trinity book.

1. C P E Bach – Solo per il Cembalo, BWV Anh 129 – 2 pages long
2. Granados – Vals Sentimental, DLR VII:8.7 – 2 pages long
3. Satie – Gymnopédie no. 3 – 3 pages long

So we need to make one document, seven pages long, with all three pieces in.

Making a pdf copy of the music for Grade 6 Piano

Contents

On an iPhone or iPad

Most iPhones and iPads have a very handy (but slightly hidden) document scanner built into the Notes app, and it does a surprisingly good job of capturing most documents and converting them to PDF. Here's how you scan, convert, and store documents with Notes.

See the end of this section for sample instructions on using an app.
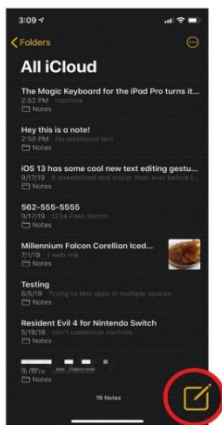
How to scan a document with Notes

Before you create a PDF, you have to capture your document as a new note.

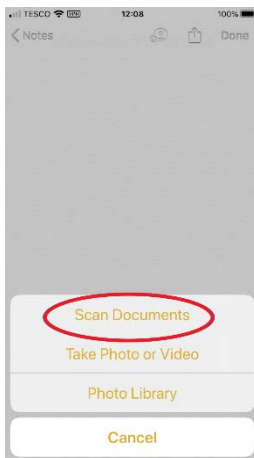Launch the Notes app from the home screen:
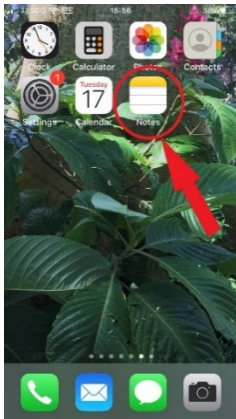
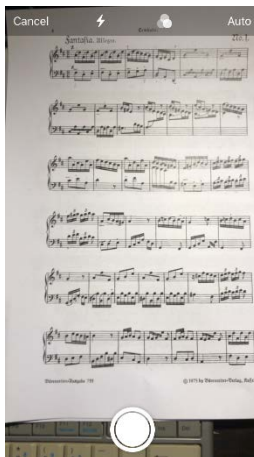Create a new Note by clicking the square in the bottom RH corner:
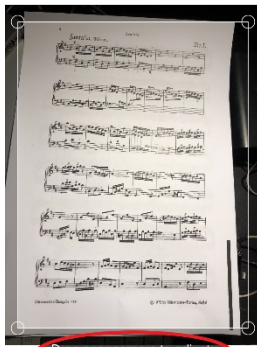

Select the Camera icon:
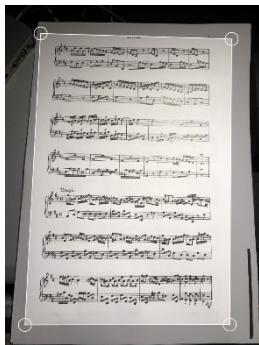
Choose 'Scan Documents'

Start with positioning the first page of your music on the screen:

Take the picture and then adjust the edges by dragging the corners until only the page is highlighted, or click 'Retake' to take the photo again:
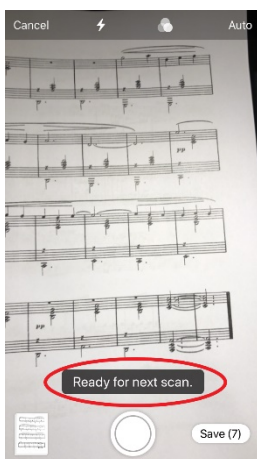
W Retake   Keep Scan hen you are satisfied, click Keep Scan

Click 'Ready for Next Scan' to take the next page

Repeat until all pages have been captured, then click 'Save'
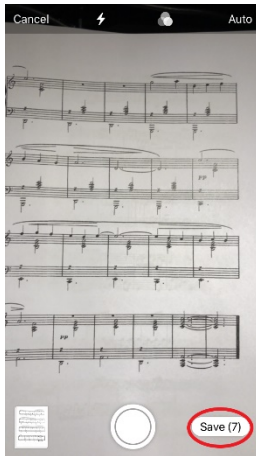
Then give the document a name and click 'Done'.
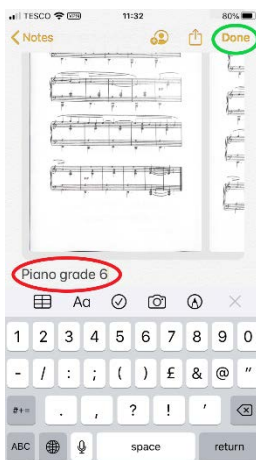
You can see your document by going back to 'Notes'. You can then open it and use the normal 'Share' button to email it to yourself and download to a folder, or to save directly if you use cloud storage such as iCloud, Dropbox or OneDrive.
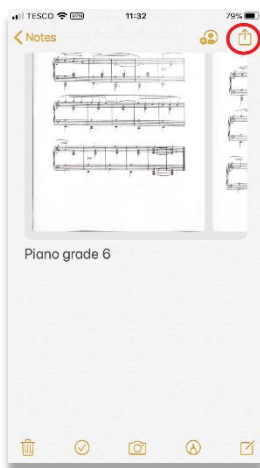
Once you have it you can put it together with your video and your Submission Information Form, ready for upload.

Using a free scanner app on iPhone/iPad

If you don't mind installing an app, then Genius Scan is easy to use, highly rated and free. It's available on the App Store by searching Genius Scan https://apps.apple.com. This is just one of a number of free scanning apps that you can install.

Note that if you have an old iPhone or iPad that can only use iOS 10 or earlier you will **have** to use an app, as the scanner was only introduced as part of iOS 11.

Here is a table showing the earliest models that can use iOS 11:

iPhone	iPad
iPhone 7 and iPhone 7 Plus (2016)	12.9-in. iPad Pro (2015-2017)
iPhone SE (2016)	10.5-in. iPad Pro (2017)
iPhone 6S and iPhone 6S Plus (2015)	iPad, 5th generation (2017)
iPhone 6 and iPhone 6 Plus (2014)	9.7-in. iPad Pro (2016)
iPhone 5S (2013)	iPad Air and iPad Air 2 (2013-2015)
	iPad Mini 2 and 3 and 4 (2013-2015)

On Android

The best way to scan documents on an Android phone or tablet is through the Google Drive app, which comes pre-installed on pretty much every Android device. If you don't have it installed, search the Play Sore for 'Google Drive':

Begin by getting all the pieces you need to scan and put them in the order of performance. Then on your phone or tablet, open the app.

Then tap the "+" button in the lower-right corner of the screen to begin a new document:

Choose 'Scan' as the document type:

The program will automatically open the camera (It may ask for your permission to access the camera first). Make sure you have the edges clearly in view and take the picture. You can also shed a little light on the document by tapping the flash icon next to the capture button if your device has a flash.
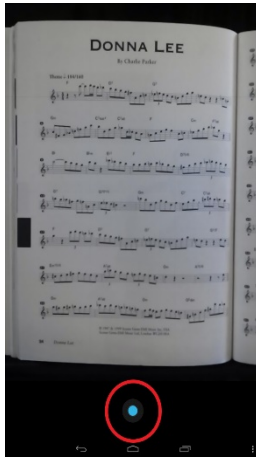

After you scan the document, a preview of it will immediately appear. Don't worry if it looks like most of the document is cut off. You can tap, hold, and drag on the dots to change the area that is scanned and uploaded—moving the corner dots is bet for this. If you are not happy with the result click the 'redo' button in the middle. Otherwise click '+' to take another picture:


Once you have taken pictures of all the pages of all your pieces click the tick to finish. The program will automatically convert all the pictures to one pdf file.

Once you name the file and touch 'OK ' it will save into your Google Drive. Uploaded scans are added to Google Drive as PDFs and the names are prepended with the word "Scanned", followed by the date and time.
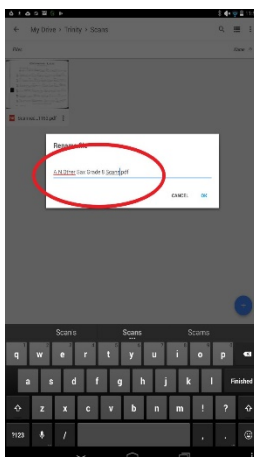
Highlighting the file and touching the three dots gives you many options, including to move, rename, delete or download. Once you have it downloaded you can put it together with your video and your Submission Information Form, ready for upload.
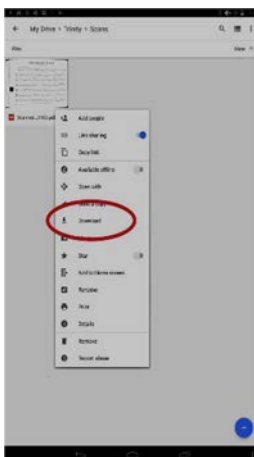
Using a free scanner app on Android

If you don't mind installing an app, then Genius Scan is easy to use, highly rated and free. It's available on the Play Store by searching Genius Scan https://play.google.com/store/apps . This is just one of a number of free scanning apps that you can install.

On Windows computers

With a scanner

Scanning the music

Windows makes this a two-part process by first scanning each page as a jpg (picture) file and then saving all the separate pages in the same place, and then converting them all to one pdf.

Put your music face down on the glass of the scanner and close the lid

Launch 'Windows Fax and Scan' from the Windows Accessories section of the Start menu. A window will appear. click 'New Scan' in the top LH corner
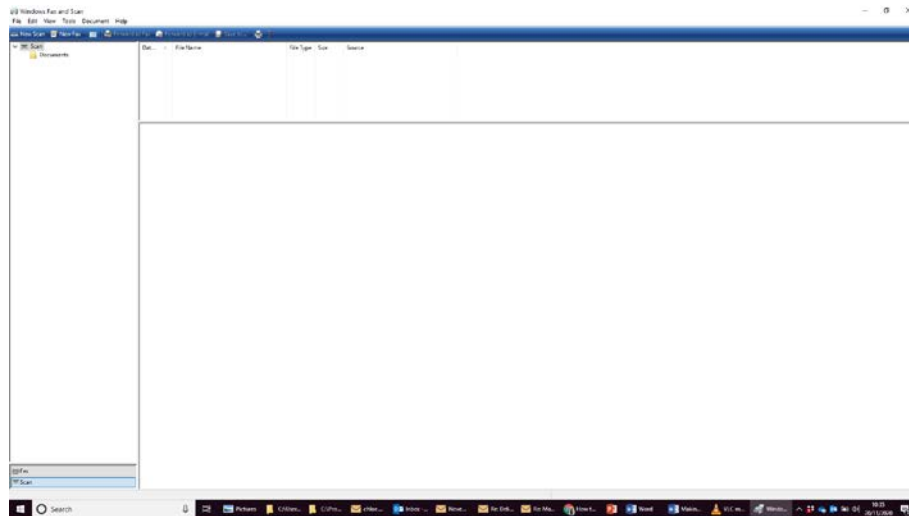
The scanning controls will then appear, click 'Preview' to scan the page quickly and make any adjustments, such as repositioning to ensure the whole page is scanned. Then ensure the colour is set to 'Black and White', the format is set to 'jpg', the resolution to 300, the source to flatbed and Preview or Scan Images as Separate Files is unticked. Finally click 'scan' to make the copy.

Starting with 'New Scan' again, repeat these steps for each page you want to copy. Each new page will appear in the little box at the top.
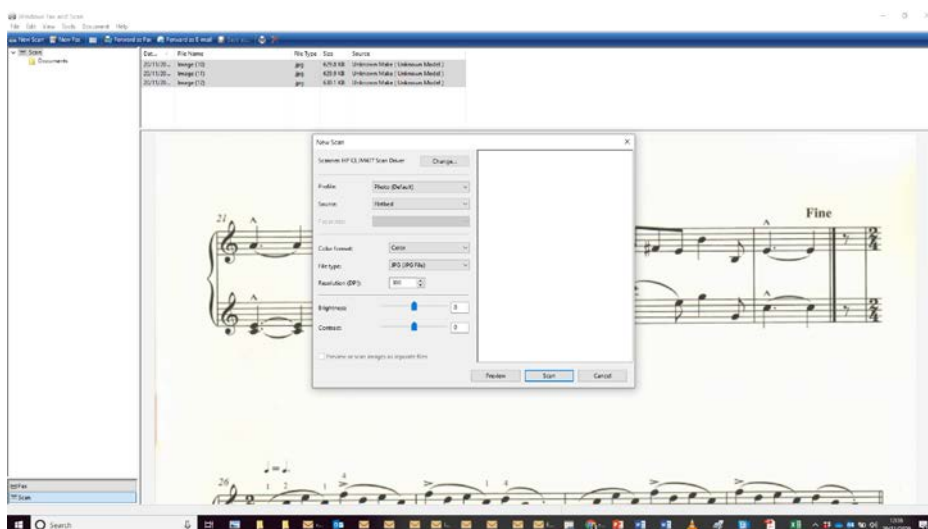
As each page is scanned, it is saved into a folder called 'Scanned Documents' which Windows creates within 'Documents' (or 'My Documents') If you want to keep them elsewhere, then once all pages are scanned, select them all and right click. choose 'Move to Folder…' and select the location you want. There is no need to rename the files at this stage.

Converting the scan

The last part of the process is to convert the files from single photos into one document.

There are several ways to do this:

Online

The easiest way to make a set of photos into a pdf document is at a convertor site like www.jpg2pdf.com.

Before opening the web page, make sure that the pictures are all the right way up and in the right order, rotating any that need changing. Then simply open up the web page, choose the JPG to PDF tab and drag and drop the jpg files of the music onto the page. Check that they are still in the right order and move them around if you need to.

When you're happy click the Combined button to download the finished pdf. Once you have it saved you can put it together with your video and your Submission Information Form, ready for upload.

Using Windows 10 inbuilt convertor

Making a Word document

If you use Windows 10, the quickest way to do this is to select all the photos, right click and choose 'Print'. Then select 'Microsoft Print to PDF' as the printer[1]. If the pictures are sideways you might need to change them from Landscape format to Portrait by clicking 'Options…' and then 'Printer

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[1] If 'Microsoft Print to PDF' is not visible, follow the steps here to install it

properties…'. Occasionally some of the photos might appear upside down. ~~Don't worry about this~~; Your examiner ~~can~~ will be able to rotate the view while they are watching. Finally click 'Print' and choose a suitable location for your document.

In Word

A more secure and flexible way to do this is to open a new document in Word. Then click the 'Insert' tab at the top of the screen and choose 'Pictures' from the ribbon below. Navigate to the folder where all the photos of the music are stored, select them all and press 'Enter'. This will put all the pictures into the document. Then check that all the pictures are in the right order. You can apace them out by clicking just outside the bottom right of each picture and hitting 'return' a couple of times. Each one should be on a separate page; there is no need to make them exactly the same size - as long as each one is bigger than about half a page of A4 that will make sure that each is on a new page.

Finally click the 'File' tab and then 'Save as Adobe PDF' and choose a suitable location for your document.

Once you have it saved you can put it together with your video and your Submission Information Form, ready for upload.

Without a scanner

If you do not have a scanner or smartphone, then use a digital camera. Take a photo of each page and save all the photos to a folder on your computer. Then follow the process from 'Converting the Scan' above.

On Mac computers

With a scanner

Launch 'Image capture utility' which is in the Applications folder.

A window will appear. Select the scanner from the device list on the left.

The scanning controls will then appear, click 'Overview' to scan the page quickly and make any adjustments, such as repositioning to ensure the whole page is scanned. Then ensure the format is set to PDF, with 'combine into single document' ticked. You may also want to change the size from 'Custom' to A4. Finally choose a location to save your file (such as your Pictures folder)
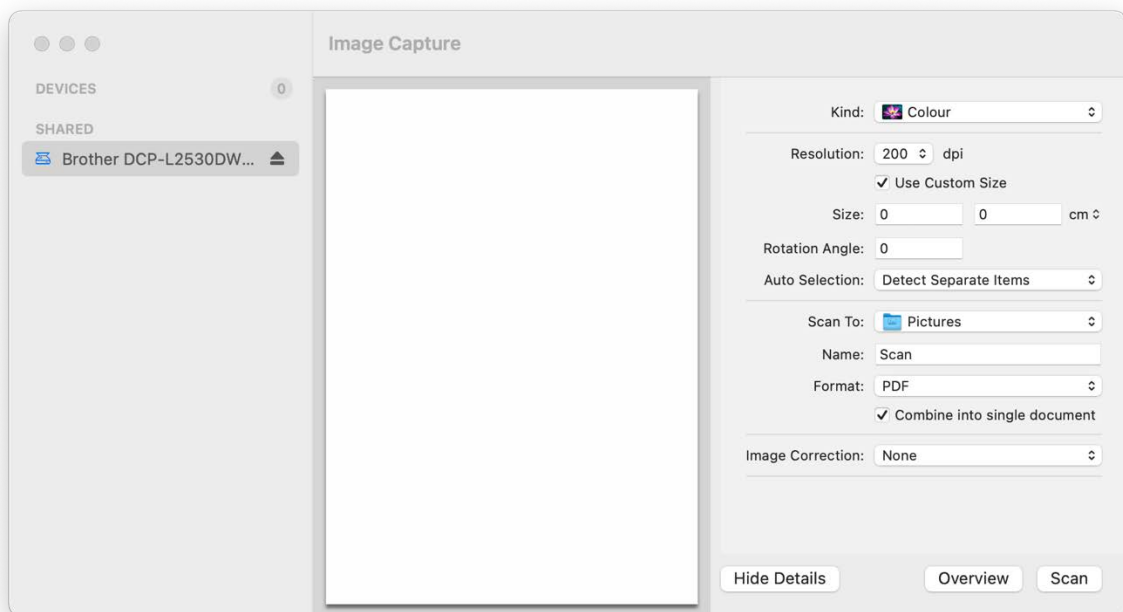
Hit 'Scan' when you are ready and the scanner will then prompt you for each successive page, saving the multipage file as it goes along.

Without a scanner

If you do not have a scanner or smartphone, then use a digital camera to take a photo of each page and save all the photos to a folder on your computer. Then go to the folder and select all the pictures and choose 'Quick Actions' from the context menu. 'Create PDF' will appear as an option, and the file will save in the same folder. Alternatively use the online soultion at www.jpg2pdf.com explained above. Once you have it saved you can put it together with your video and your Submission Information Form, ready for upload.