

DSM Directories Setup

Note: Directories are created as folders.

Note: Replace XXX with Music Organization Initials.

1. DSM – Directories

- A. Create Sheet Music directory.
example: “SheetMusic”
- B. Create Handout Directory in “SheetMusic” directory.
example: XXX-HandoutSheet
- C. Create Master Directory in “SheetMusic” directory.
example: XXX-SheetMusic-master
- D. Create Work Directory in “SheetMusic” directory.
example: XXX-SheetMusic-work

2. DSM – Handout Directory

- A. Prepare a PDF page listing all distributed attachments.
- B. Put PDF Handout page here.
- C. Use as first attachment for each section (DSM – Email Distribution List).

3. DSM – Master Directory

- A. Create Title Directory in Master Directory.
example: Music-Title.....
- B. Scan or Load PDF sheet music part in Title directory.
example: 2107-000 Music-Title – solo trumpet
2107-100 Music-Title – trumpet 1
2107-230 Music-Title – trumpet 2,3
- C. Use “PDF Image Editor” to clean-up PDF sheet music.
- D. Use this to attach each part for each section (DSM – Email Distribution List)

4. DSM – Work Directory

- A. Use this for testing.