

# Download PDF Image As DSM

Note: Directories are created as folders.

Note: Replace XXX with Music Organization Initials.

## Master Control Sheet

1. InstrumentCode, dash, PartCode, space
2. Music title
3. space, dash, space, InstrumentName, space, PartNumber
4. Create "Title" directory in "XXX-SheetMusic-master" directory.

## Scanner (ADF/FBS/DCS)

1. Scan page(s) as PDF image file.
2. Select "Done"
3. Enter "File Name" using Master Control Sheet.
4. Review scanned PDF image page(s) for completeness and clarity.
5. Download PDF image file into "Title" directory.
6. Confirm loaded OK (fix if needed).

## Email (attachment)

1. Select and View PDF attachment.
2. Review attached PDF image page(s) for completeness and clarity.
3. Select "Download" in browser.
4. Enter "File Name" using Master Control Sheet.
5. Download PDF image file into "Title" directory.
6. Confirm loaded OK (fix if needed).

## Computer File

1. Select and View PDF file.
2. Review viewed PDF image page(s) for completeness and clarity.
3. Select "Copy" for file.
4. Select "Paste" to put file into "Title" directory.
5. Rename pasted "File Name" using Master Control Sheet.
6. Confirm loaded OK (fix if needed).