



DO NOT make marks directly in the score! Use Post-It Notes!

The tabs indicate Cue Numbers in the Notes field of the Powerpoint, *not* the Powerpoint slide number. There is no need to move them, write over them, or replace them. If you are making cuts, it is highly recommended that you use Post-It™ notes and paper clips to indicate marks in the score. The score should be treated as if it were a library book – because that is precisely what it is. All Post-It Notes and paper clips must be removed prior to returning the score to Chadwick Creative Arts.

If you are adding or subtracting slides, **please note:** The tabs with a cue number over text on the score correspond to the Cue Number on the slide's **Notes** field, and *not to the Powerpoint slide number*. The cue number in the notes field will follow the specific slide, so if you add or subtract slides, or make any other structural changes to the slide show, **you do not have to re-number anything!** If this is in any way confusing to you, **do not hesitate** to call. This system was put into place in order to save you a **lot of work**.

The score must be returned without thirty (30) days of the final performance, or the score will be considered purchased and an invoice will be collected for the full amount of the sale, which is listed in your contract. If the score is lost on its way back to Chadwick Creative Arts, you will be responsible for it. Therefore it is important you insure the package for the \$1250 replacement value. This HAS happened to multiple organizations. Don't risk it over a few extra dollars to cover the insurance costs!

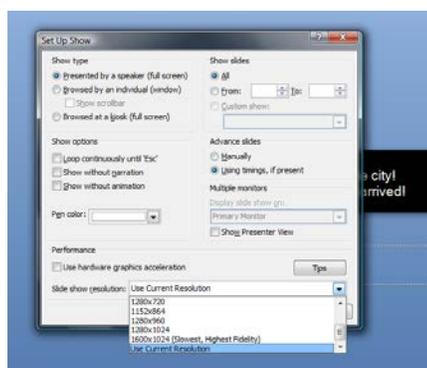
Any markings, cuts, or other alterations which must be removed following the rental will cause a repair fee to be charged to return the score to rentable condition. Please refer to your contract for the cost of these corrections. Any score returned with permanent markings or other damage making the score impossible to restore to rentable condition, will be returned to you and you will be charged the full sale amount of \$1250.

Return scores via an insurable, traceable method to Chadwick Creative Arts at the following address:

**Chadwick Creative Arts
6 Nantucket Court
Medford, NJ 08055**

Please call 609-975-9766 with any questions on how to use the slide show or how to mark cuts and changes in the score!

Frequently Asked Questions



How do I change the size of the presentation?

You can change the presentation size on most projectors (aspect ratio, even by turning the lens itself). You can also change the resolution within Powerpoint, in the slide show's settings. See the screen shot at left for what this dialog box might look like.

What should I do if the slides get out of order?

If you are using the recommended Presenter View, you should be able to double click on the slide in question to move to it in the slide show. Some Powerpoint versions have a "Black Screen" button in Presenter View as well. If all else fails, a piece of cardboard placed in front of the projector always does the trick! **To start the show from the selected slide, as opposed to the beginning slide, press Shift+F5.**

We have a very old version of Powerpoint. What's the minimum version required?

It is recommended to use at least Powerpoint 2007, but 2003 will likely work. Anything older than 2003 should probably not be used.

Our screen is narrower than the 1:8 ratio for which your slides are designed.

The master slide layout can be altered to accommodate most screen sizes. I'm happy to help you with this problem, so don't panic – call or email for assistance and I will make sure your slides look fantastic, without you having to alter all of the slides individually. If you make these alterations yourself, please be aware that certain slides will have carriage returns based on the 1:8 ratio, so you will need to review them prior to public performance.

How should I make cuts?

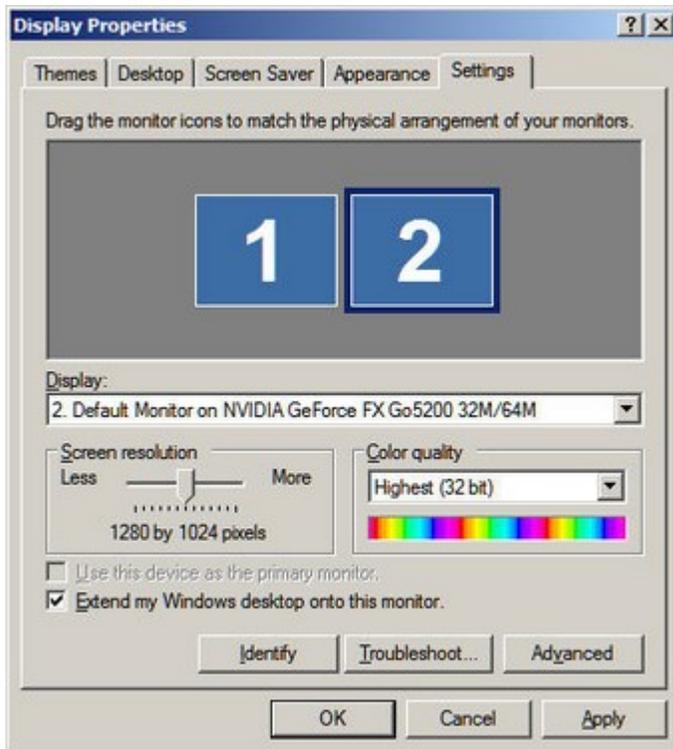
Do not write in the score. Use Post-It Notes to indicate cuts. You can add or subtract slides directly in the Powerpoint. The Cue Number in the score corresponds to the Cue Number **listed in the Notes** field for each slide, when using the Presenter View. This particular system is in place so that any addition of a slide to the slideshow will not affect how the cues lines up with the score.

If you are only doing cuts, and not adding any slides, you can actually maintain the PowerPoint slide number in its current position by right clicking on the slide you want to cut, and selecting "Hide Slide" at the bottom of the dropdown.

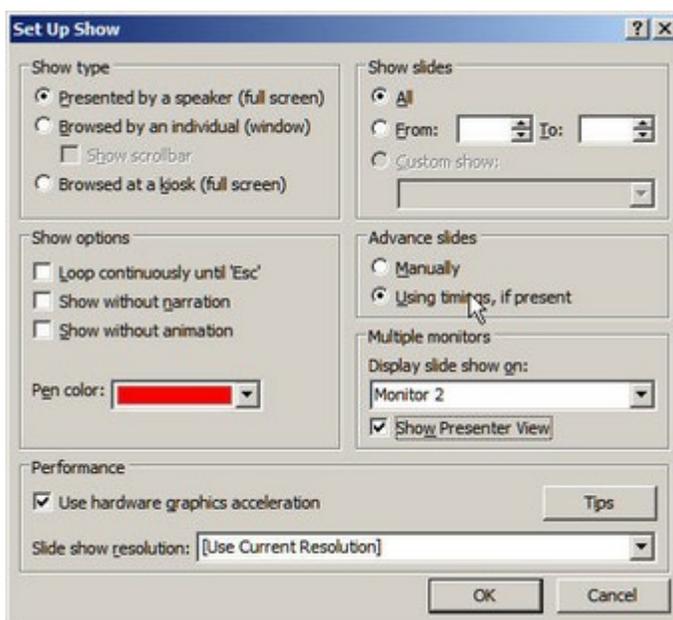
*Make sure the score has been returned to the condition it was in when you received it.
Please call 609-975-9766 or visit www.operasupertitles.com for additional questions.*

Using Presenter View

Right-click on the laptop's desktop and select **Properties**. Click on the **Settings** tab, then on the second monitor (the one with the "2" on it). This enables the "Extend my Windows desktop onto this monitor" setting. Make sure this setting is checked (as below) and click on **OK**.



Set up PowerPoint to make use of the dual monitors. In PowerPoint, select **SlideShow | Set Up Show**. Then, under the **Multiple Monitors** section, select **Display slide show on Monitor 2** and check **Show Presenter View**. The dialog box looks like this:

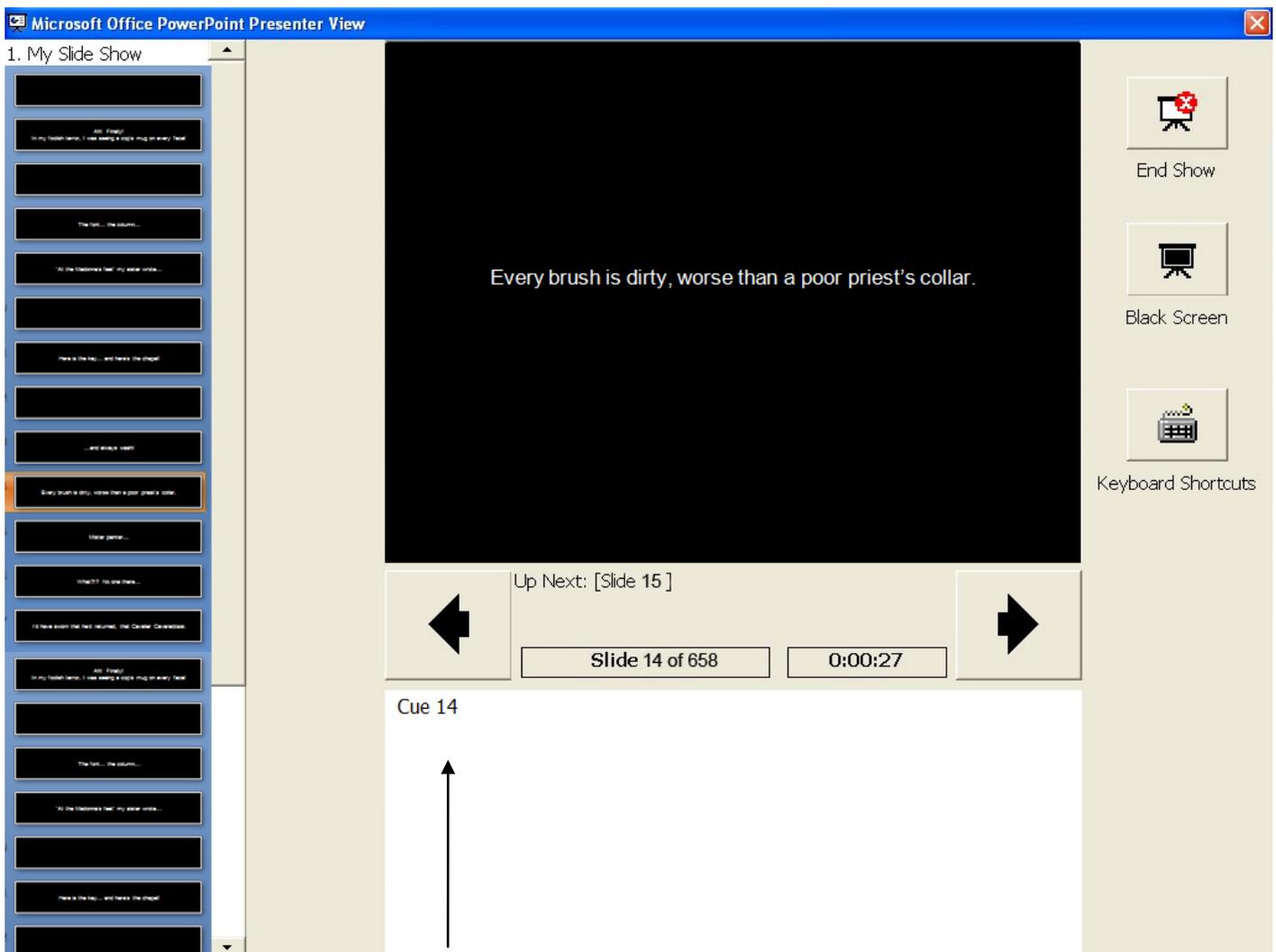


Click **OK** to save your settings.

Open the slideshow and press F5. PowerPoint displays the slide on the projector. It displays the special “Presenter View” on your laptop or desktop, which includes a preview of the upcoming slides on the left side, the current slide in the top center, and the Notes field at the bottom center. The Notes field will include the Cue number. **The Powerpoint program shows the slide number on the LEFT of the screen – this is NOT the Cue number from the score! Use the Cue number in the NOTES field!**

The Presenter View, depending on which version of Powerpoint you are using, will look something like the screen shot you see below.

Note the set of slides on the left, and the Notes field on the bottom center, with the Cue number in it. The preview of what is being projected lies in the center of the view. If you have an emergency and need to show a blank screen, you can click the “Black Screen” button at right in some versions of Powerpoint. *You can rejoin the slideshow at the selected slide by pressing [Shift] + [F5]*



This is the number which corresponds to the numbered tabs in the score. This will never change no matter how many sides are cut or moved. Do *not* go by the Powerpoint slide numbers on the left of the screen, they will *not* always match the cue numbers.

If you follow this very simple system, you will have no need to use numbers other than the ones on the tabs, regardless of cuts or adds!