Instruction Guide

The Cue System

Supertitles include a marked piano-vocal score and a PowerPoint. The cue numbers are in red on a yellow background. These cue numbers correspond to the **NOTES FIELD** of the PowerPoint presentation, and **not** the PowerPoint slide number.
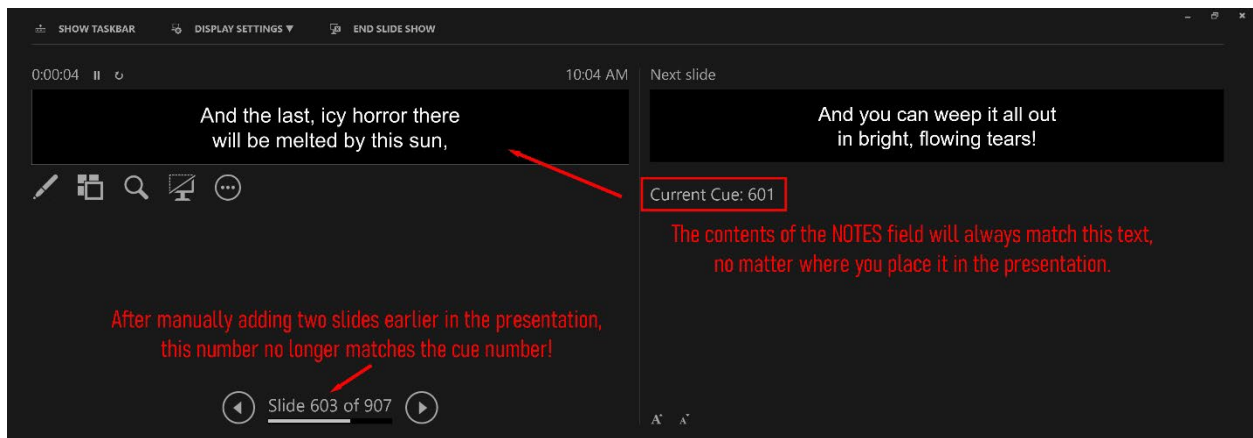
The Notes field (just right of center) says **Current Cue: 601**. That cue number corresponds to the cue number you see in the score.

If you were to insert or delete a slide somewhere before this, the *PowerPoint* slide number (lower left) containing that cue would change, but it has *no bearing on the slideshow*.

In the example above, two slides have been inserted somewhere before the current one. So, the PowerPoint slide number is 603, but the Notes field *moved with the slide's contents – the text,* and still corresponds to Cue 601 in the score.

The Notes field is static information which **does not change** when slides are added, moved, or deleted. Therefore, the content of the slide for Cue 601 in the piano-vocal score *will always correspond to the Notes field containing the text "Current Cue: 601"*

Titles for Dialogue

Some operas include dialogue, such as in *Die Zauberflöte* shown below. It is cumbersome for the title operator to have to refer back and forth to dialogue pages (which are also included, just in case they are desired). The solution used here allows the operator to follow dialogue in real time while looking at the PowerPoint presenter view.
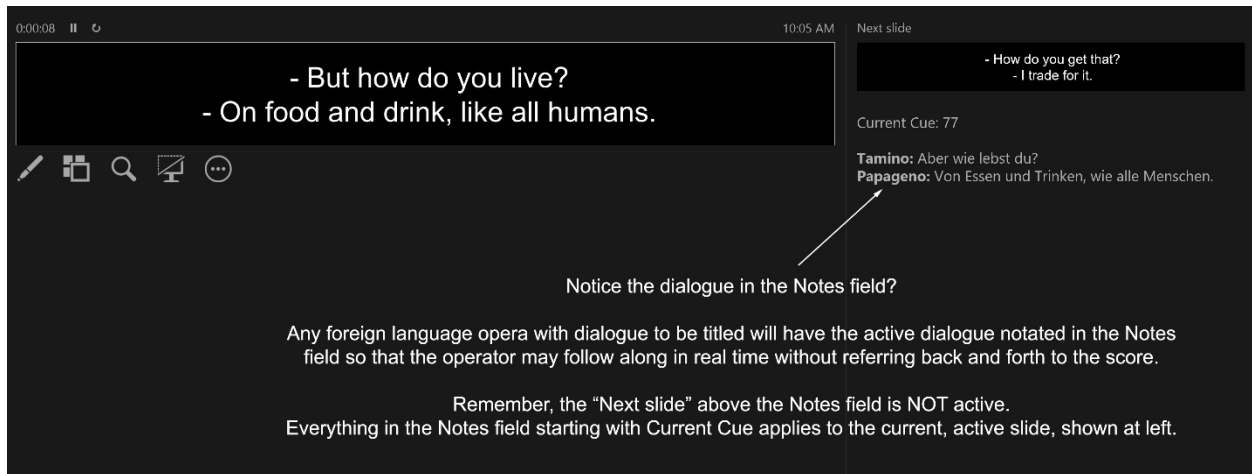

On the right side of the Presenter View screen, the Current Cue is listed. Just below that, the dialogue is also provided. In cases where a new character is speaking, the character's name will be shown in bold. For slides where the same character is speaking again, the character's name will not be included.

Titles for operas in English are not included in the Notes field, as the operator should be able to follow along both in the score and audibly.
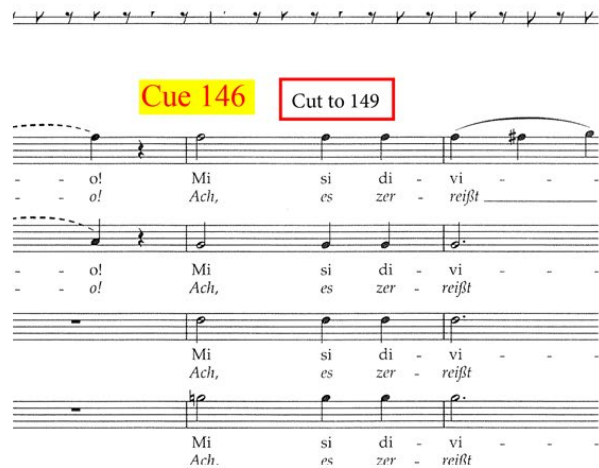
Processing Cuts

## Before
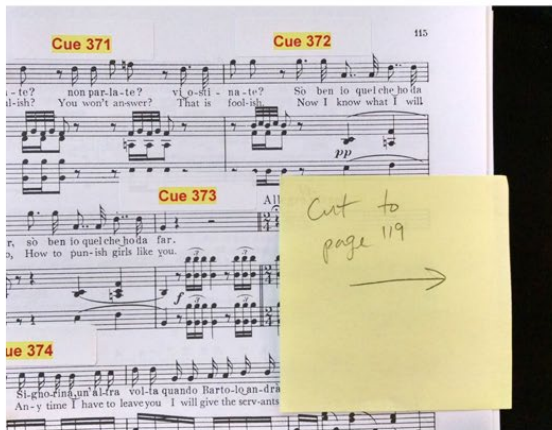
Clunky, inefficient

After

Clean, efficient

In the past, cuts required Post-It notes and rapidly flipping pages. Now that scores are digitized, there's a much easier solution: **Hyperlinks**.

1. Navigate to the start point of the cut.
2. Click the **Edit** menu item.
3. Find and click the **Link** option (you may have to click "More" under "Add Content").
4. Select "Add or Edit a Link"
5. Click-drag a box where you want the link to be.
6. Select "Go to a page view" under Link Action and click **Next**.
7. Use scrollbars, mouse, and zoom to get to where the cut should end, and click "Set Link"
8. Optional – add text or some other indicator that the link is there.
9. Edit the slideshow to match the cut area by hiding the affected slides.
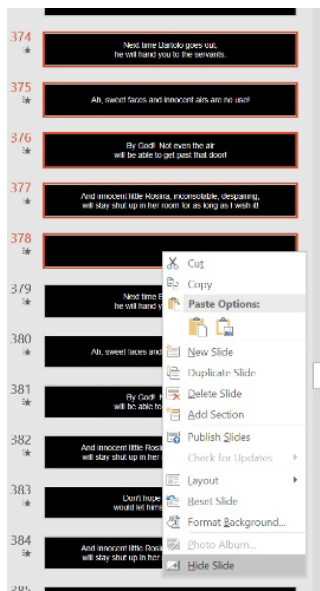
Hiding Slides

This cut covers cues 374 through 378. It is highly recommend you *hide* the slides rather than deleting them, in case the cut gets restored.

1) Select slides to hide (use Shift+Click for more than one at a time)

2) RIGHT-click (on a Mac, use secondary click or "Control Click")

3) Select Hide Slide.

Changing Size, Shape, or Font of All Slides

Sometimes adjustments to all of the slides are needed to make them fit onto your particular screen surface. If you attempt to do this with every single slide individually, you are likely to have a long and frustrating time doing so.

See if there is a better way to get the text to fit on your screen. This can include changing the resolution of the slideshow, the throw of the projector (distance from projector to screen), or perhaps even finding a wider screen to use. Traditionally screens for supertitles have been about a 1:8 height to width ratio, but that's not always possible. If you absolutely *have* to alter the size of the slides, here is an efficient way to do it in PowerPoint.

PowerPoint has a **Slide Master** view, where changes can be made globally. In most versions of PowerPoint, this is in the "View" menu bar at the top. Click "View" and you should see a series of ways to look at the slides. One of them is a "Slide Master" and it look something like this:
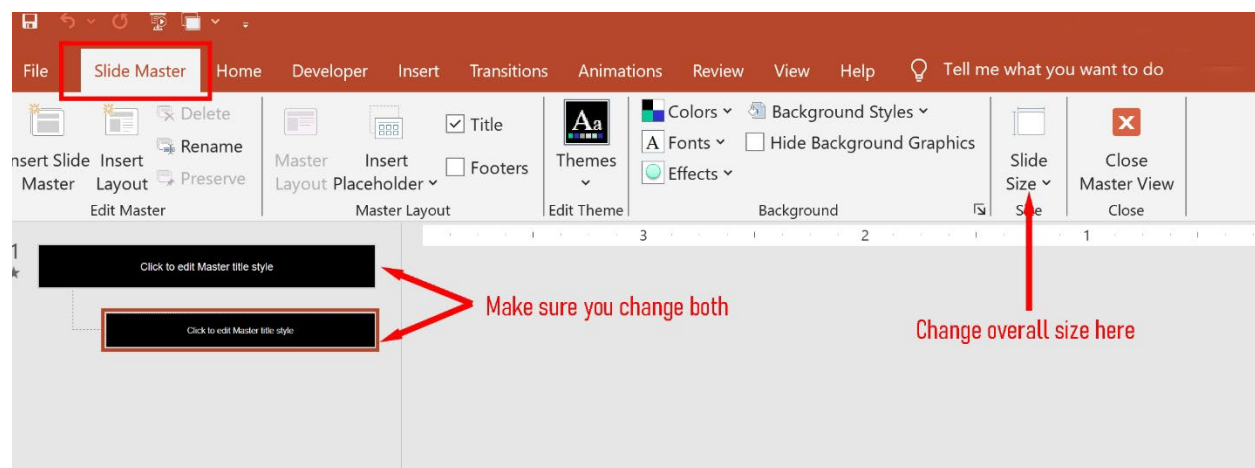
One thing you can do which is easy and might solve your problem is to change the width of the text window within the slide. Click in the slide and notice handles appear on the corners and sides. Drag the text window shape until it matches what you need to see.

If you want the overall shape to be different (for example, if your screen is taller than the standard 1:8 ratio) then you can change the slide size. You can even customize the slide size to match your particular ratio.

Make sure you make your changes to BOTH slides you see in the Slide Master view. Once you have made the changes to both, click "Close Master View" and see the difference your changes have made. Most of the time those changes get applied to all slides (if you changed both in Slide Master). If they did not get applied, you can Select All on the slides and apply the Layout to all of the slides.

While I have tried to keep as little text in a slide as possible, sometimes it is necessary to use the most width the 1:8 ratio provides. In these cases, when you make changes to the slide show width or the slide size, you will need to review each slide to make sure forced line breaks work and everything fits and looks correct.

***If you need any assistance with this process, please contact me for help.***

Forcing Text to the Top or Bottom

Sometimes a projector cannot be moved or adjusted, and the center of the screen shows up in a place you don't want it… such as the faces of the performers! To force the text higher or lower, go to **Slide Master** and change the Slide Size to a custom size that meets your needs.

Be sure to select "Ensure Fit" when it asks you about scaling the slide size.

Next, click within the slide to activate the handles on the corners and ends. Drag the handle at the bottom (or the top) and shrink the text window so that it occupies either the top or bottom of the slide background. Leave enough room to accommodate three lines.

Make sure you make this same adjustment to both slides in the Slide Master view, otherwise it will not change the slideshow globally.
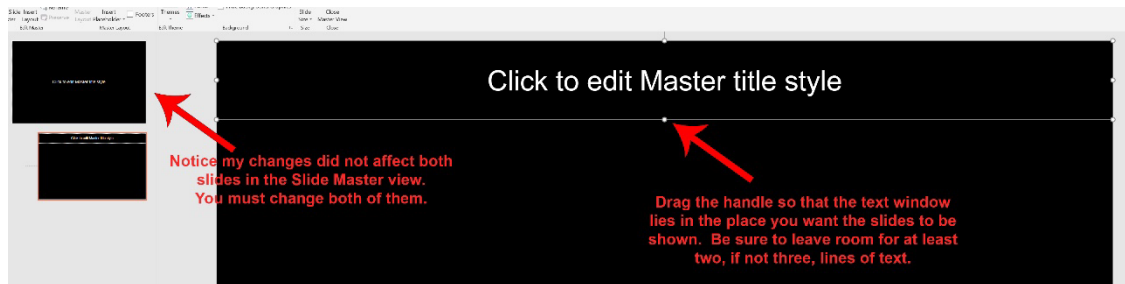
Tips for Running the Slideshow

The slideshow is a linear step-by-step series of cues tied to cue numbers in the piano vocal score. When the music reaches the next cue number, simply press the down arrow button on the keyboard to move on to the next slide. Here are some extra tips to help you succeed:

Start the slideshow by pressing the F5 button on your keyboard. Alternatively, you can go to the "Slide Show" menu option and select either "From Beginning" or "From Current Slide" as needed. The keyboard shortcut for current slide is Shift+F5. (Mac controls may differ)

Most slides use a transition of "fade through black" from one slide to the next. Occasionally, I might use the transition type of "Smoothly" when fading to a blank slide or eliminating/adding one line of text while retaining the other. Depending on dramatic intent, these transitions might fade in and out more slowly in some situations, or even instantly in others such as quick recitative. There might be a fade out so long that it doesn't immediately look like the slide is transitioning to the next blank slide. I typically place some alert text about the coming transition in the Notes field whenever a fade out is 6 seconds or more.

If you need to jump through a fade quickly, you can force the next slide's immediate entrance by pressing the down arrow again.

If you want to adjust how quickly a slide fades in or out, you can do so in the Animation Timing window. The default *duration* is half a second, but you can make it whatever you want. For instant transitions, make it 0.01 seconds.

If you need any help or have any questions, don't reinvent the wheel or pull your hair out: CALL Michael Chadwick 609-975-9766