OperaSupertitles.com
Supertitles by Michael Chadwick

Instruction Guide

Do not make marks directly in the score.

The Cue System

Supertitles include a marked piano-vocal score and a PowerPoint slideshow presentation. The score has cue numbers marked in red with a yellow background. These cue numbers correspond to the **NOTES FIELD** of the PowerPoint presentation, and **not** the PowerPoint slide number.

In this example, the PowerPoint slide number is 26 of 832. The **Notes field** says "Current Cue: 26". The cue number in the *Notes* field corresponds to the cue number you see in the score, as in the image to the left.

If you were to insert a slide or delete a slide somewhere before this, the PowerPoint slide number containing that cue would change, but the Notes field would not.

The important thing to understand is, the cue number in the score *will still correspond to the Current Cue: 26 listed in the Notes field, regardless of the PowerPoint slide number.* This allows for insertion, movement, and deletion of slides without requiring alteration of the cue number 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 26 in the piano-vocal score *will always correspond to the Notes field containing the text "Current Cue: 26."*

Titles for Dialogue

Some foreign language operas have dialogue, such as *Die Zauberflöte* shown here. 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.

Marking Cuts

In *Il barbiere di Siviglia* there are frequently cuts made throughout the opera. **It is important that you do not write directly in the score.** Treat it like a library book, **because others will be using it after you**.

Here is an example of a common cut taken in Bartolo's Act II aria:
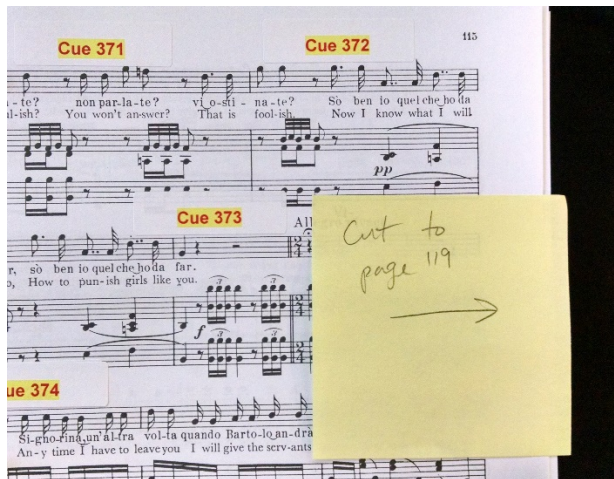
Place a Post-It Note on the spot where you want the runner to jump to the next Post-It. This lets them know where the cut will continue.

If you have a cut that spans several pages, and if the score is provided to you with the binding cut and mounted in a three-ring binder, you should remove the unnecessary pages and place the back of the binder. **Do not paper clip pages**. The score was sent to you in a three-ring binder for the purposes of being able to remove pages that are unneeded.

Indicate exactly where the music picks back up again. This Post-It is probably too big since it obscures the next line, so maybe tear it or use Post-It Notes that are less tall than this.
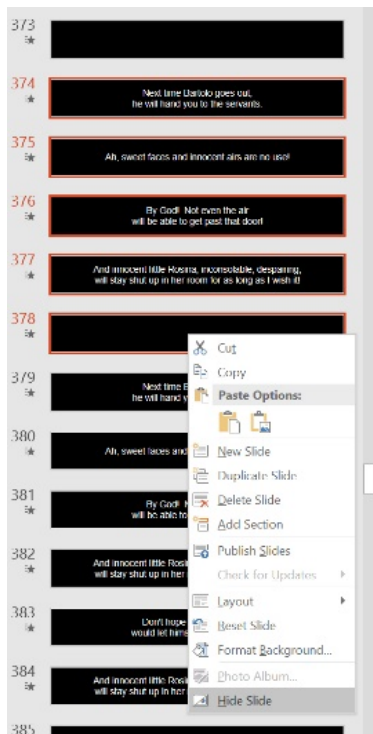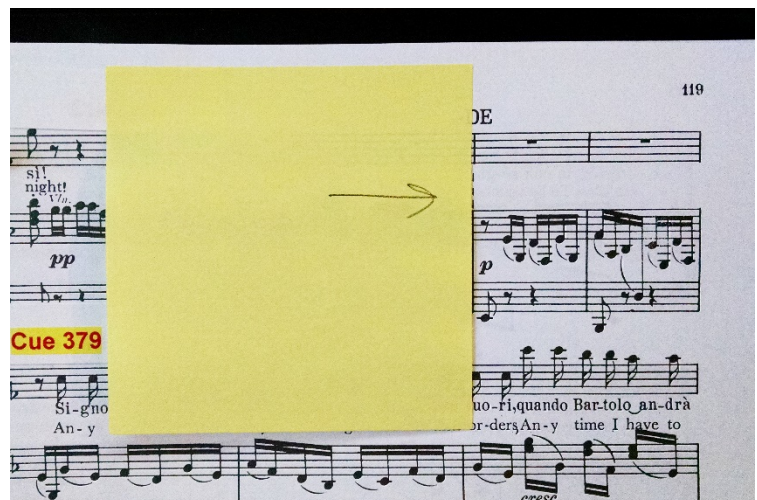
This cut covers cues 374 through 378. It is highly recommend you *hide* the slides rather than deleting them, in case the cut gets restored.

1)   Select the 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

Not all projection surfaces are the same. Sometimes you have to make adjustments to all of the slides in order to make them fit on your particular screen. If you try to do this with every single slide individually, you are very likely to make a mistake. You're also likely to have a very long and frustrating time doing so.

Before you change the entire slide show, 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 I know that's not always possible. If you absolutely *have* to alter the size of the slides, here is a way to do it in PowerPoint so that you're not changing it in every single slide.

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 should show you something like this:
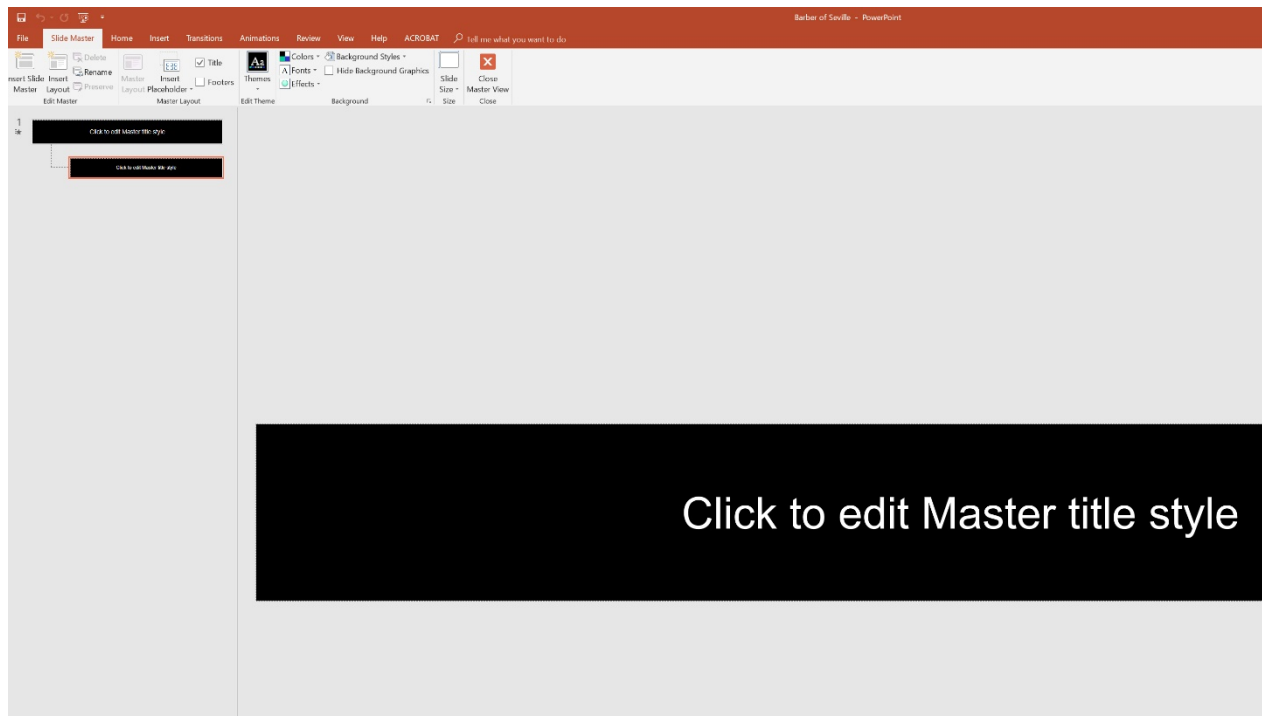
One thing you can do which is easy and might solve your problem is to change the width of the text window within the slide. Click in the slide and notice handles appear on the corners and sides. Drag the text window shape until it matches what you need to see.

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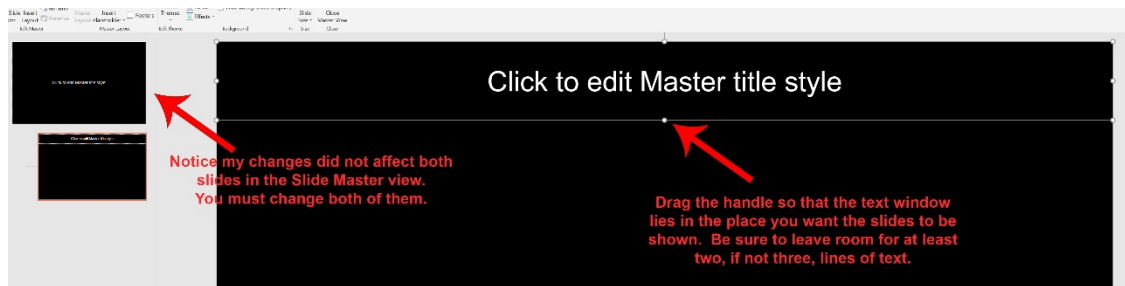
If you need any assistance with this process, please contact me for help.

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 performers' faces. To force the text higher or lower, go to **Slide Master** and change the Slide Size to a custom size that works for 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.

Click to edit Master title style

Notice my changes did not affect both slides in the Slide Master view. You must change both of them.

Drag the handle so that the text window lies in the place you want the slides to be shown. Be sure to leave room for at least two, if not three, lines of text.

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 things you should know about with regard to the slideshow.

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.

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. 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. Occasionally there might be a long fade out where 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 when this occurs.

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 or remove the transition completely ("Transitions" menu, then select "None").

Returning the Score

At the conclusion of the production, *remove all Post-It Notes,* take the score out of the binder rings and re-clip it to the binder backing, (shipping it in the binder rings damages the binder) and return the score within 20 days to:

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

If the score is lost on its way back, you will be responsible for it. It is therefore important you insure the package for the replacement value of $1250. This *has* happened to multiple organizations who sent the scores back through cheap methods. Don't risk $1250 over a few extra dollars to cover insuring the package.