



Virtual Summer Sing Technology Cheat-Sheet

One of the biggest challenges with Virtual Summer Sings is the score. Some conductors may include the score on their screen, while others may not. We're all learning as we go with this new format, and that includes learning our way around these tools.

Here are some tips and tricks for using a score while attending West Village Chorale's Summer Sing.

1) Download the score on to the device you choose to use:

This can be a PC, MAC, iPhone, iPad, Android phone, or tablet.

2) Make sure the viewing of the score is to your liking, and is comfortable to use.

Just about every PDF viewer allows the user to choose how the document is shown.

Common options are Single Page, Single Page Continuous, Double Page, Double Page Continuous, and Page-width.

- a) **Single Page:** this format will show a single page of the document at a time. You will be able to click or use the arrow key to turn the page.
- b) **Single Page Continuous:** this format, like the previous, will show a single page of the document on the screen, however you will be able to scroll through the document as opposed to clicking/pressing to change pages.
- c) **Double Page:** the same as a single page, but with 2 pages shown at a time.
- d) **Double Page Continuous:** Same as single page continuous but with two pages shown at a time.
- e) **Page Width:** This will commonly create a continuous scroll view of the document, but will take up the width of the screen. Often, using this will only show a single set of staves at a time.

It will be important for you to figure out the method that works best for you. If you are working on a mobile device there are also score-specific programs that have different/additional features. One such program is forScore (available for purchase from the Apple Store; not available for Android devices.)

Continued on page 2...

Virtual Summer Sing Technology Cheat-Sheet (continued)



3) **During the Summer Sing** you may want to view both the conductor on Zoom, as well as the PDF score (if the conductor is not sharing it on-screen). This may require some finagling, depending on your technical setup. Below are some system-specific tips to help you.

- a) **Use Multiple Devices, if available:** if you *have* multiple devices available, this may be the best option for you. Choose to have the score on the screen that is easiest for you to read, while having the Zoom Webinar on the second screen.

Possible Device Combinations:

- i) Zoom on laptop/computer with score on a tablet/iPad
- ii) Zoom on laptop/computer with score on smartphone
- iii) Zoom on tablet/iPad with score on the laptop/computer

b) **Single Device - PC:**

- i) Have Zoom in a window that is not full screen. Using the title bar of the window drag the window to either edge of the screen. An outline of the window should appear/snap to occupy half of the screen on the side that the window was dragged to. In the window with the score, use the same technique but to the other side of the screen. Choose to have the score/zoom windows on your desktop with whichever format you choose.
- ii) If you prefer to view the score at full screen width at any time, you can click the **Alt + Tab keys** to quickly jump between the score and the Zoom window.

c) **Single Device - Mac:**

- i) Have the PDF Viewer (likely Preview) open. Have Preview (or other program) open to **full screen**, by hitting the green button. Scroll to the desktop that is active with Zoom, and make sure Zoom is not full-screen. Click and Drag the title bar of the Zoom window to the top right of the screen, never unclicking. Your window should show all of the desktops that are active on your Mac. While continuing to hold the window place it over the Full Screen Desktop with Preview. The two Windows should merge into one full screen with a divider. The divider can be used to adjust the relative sizes of the windows.
- ii) If you prefer to view the score at full screen width at any time, you can use the **cmd + tab** combination to quickly jump between screens when a sing-through has finished.

d) **Single Device - Tablet/iPad**

- i) Most tablets have a version of the features described above. Depending on the tablet/iPad, it may or may not allow Zoom to share the screen. If yours does not permit this, you may want to choose to view the score (vs Zoom); the audio from Zoom *should* continue without being the active application. You may also want to continue printing the score if access to a printer is available.

We hope this sheet was helpful and that you continue to enjoy the Virtual Summer Sings.