PowerPoint – A seamless option for sharing music during your virtual rehearsal

- Are you learning new music during rehearsal but members have not received the music yet?
- Are you inviting guests to join you who do not have the sheet music?
- Do you want to see your members' faces while singing instead of their sheet music?
- Want to sing together while strolling down memory lane?

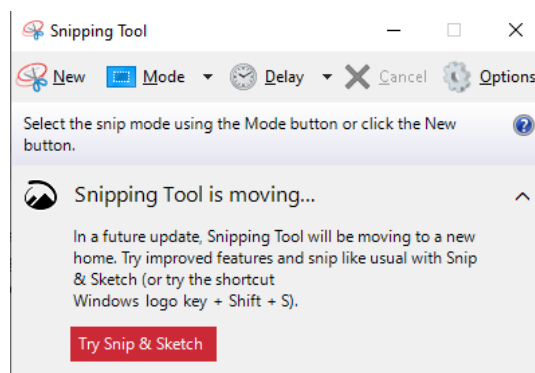***Microsoft PowerPoint may be your answers!***

It's easy to capture pictures of your sheet music → paste them into PowerPoint → embed your audio file into the slide → time your presentations to move from page to page in time with the audio → save as a presentation → share your screen at rehearsal → open the file → and like magic, the pages turn in sync with the music!

The following instructions apply to Windows 10 computers and Microsoft PowerPoint 365.

Part 1 - Sheet Music

To make your sheet music readable in the presentation, you need to insert small bits of the music into PowerPoint as pictures. The easiest way to do this is using the ***Snipping Tool*** built into windows.

1. Open Microsoft PowerPoint and create a new blank presentation
2. The layout of the slide should be "blank"
3. Open your sheet music document
4. Open the Snipping Tool (found in your list of applications under the Windows Applications or you can click on the magnifying glass in the lower left hand corner and type Snipping tool in the search field.

5. Click icon

6. Go to your music file and you will see a appear that allows you to draw a box around the area of the music you want to paste into the first slide.

   a. The area you selected is now viewable in the Snipping Tool
   b. If this is what you want in your PowerPoint slide, click Edit and Copy from the file menu
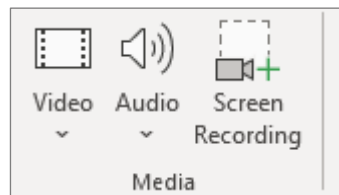
7. Switch to your PowerPoint slide and paste the snippet into the slide
8. Resize the snippet so it is easy to read
9. Continue using the snippet tool to capture the remaining sections of the sheet music into separate slides

Tip: I usually try to capture the same number of stanzas on each slide and maintain the same position and size for each picture.
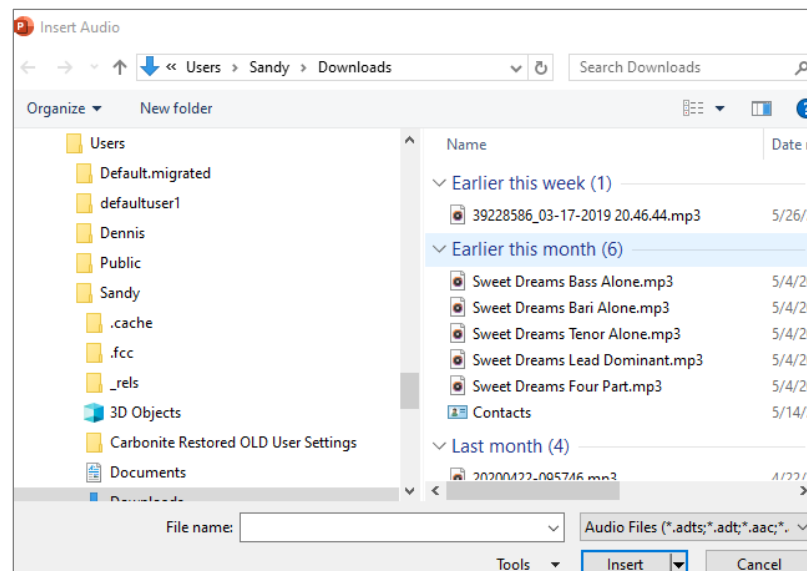
Part 2 - Inserting the Audio File into the PowerPoint Presentation

You will want to insert the audio file for the sheet music into the presentation and configure the audio so that it starts automatically and plays across all of the slides as they progress.
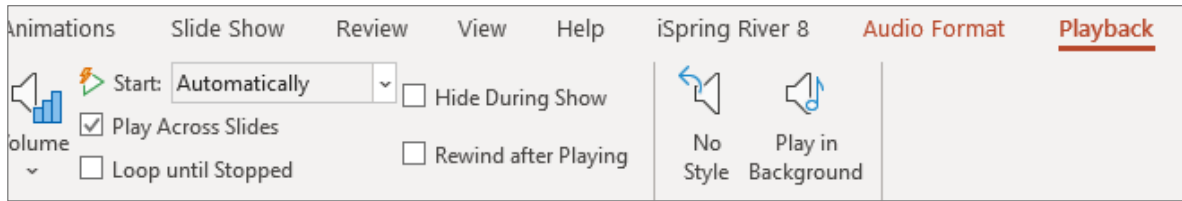
1. Go to the first slide of your PowerPoint Presentation
2. Open the **Insert** ribbon and click on the Audio icon in the Media Group

3. Select *Audio on My PC* and your File Explorer will open to allow you to select the audio file for the sheet music
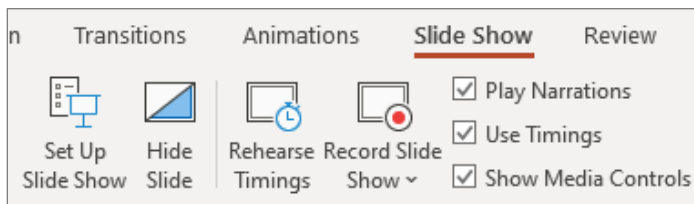

4. Select the appropriate audio file and click the **INSERT** button
5. An audio control is now placed on the slide and can be moved out of the way easily; just click the control and drag it to a new position (you can also make it much smaller so it doesn't stand out on the slide or remove the background – more advanced feature)
6. The PowerPoint is now focused on the Audio ribbons, highlighting the **Playback** group. The only things you need to do here is:
   a. make sure that *Play Across Slides* is checked
   b. change the option in *Start* from *In Click Sequence* to *Automatically* (you have told PowerPoint to start as soon as the presentation is opened and to keep playing the music as the slides progress)
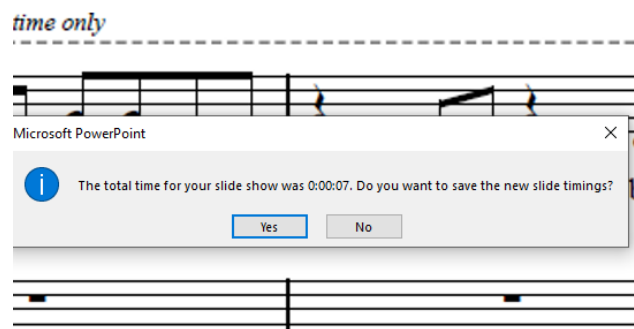
Part 3 – Set Up Timings

Now it is time to add a timing to each slide as it shows on the screen that corresponds to the audio file. This timing allows you create a PowerPoint Show that will play automatically with the sheet music in sync with the audio.

1. Click on the **Slide Show** ribbon
2. Click on *Rehearse Timings* icon

3. Click through each slide in sync with the audio file
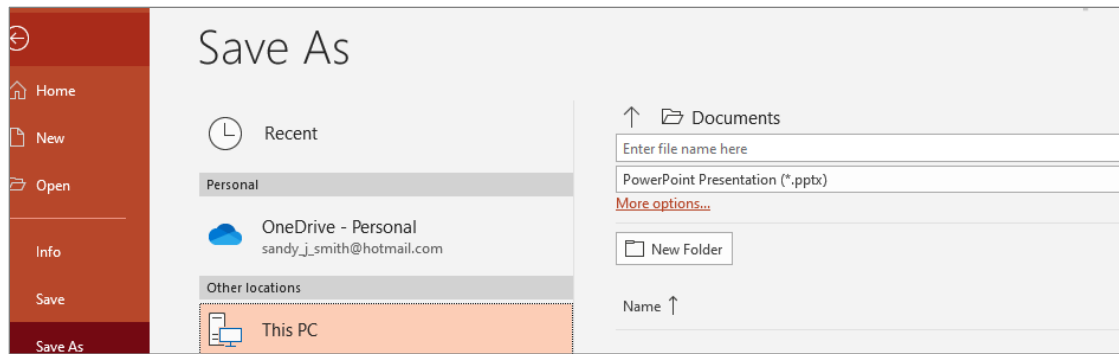4. When you click on the last slide the following window will pop up

5. Click *Yes*

Part 4 – Save as a PowerPoint Show or Movie

Now save your PowerPoint slide, but **also** save the slide show as a PowerPoint Show. By saving this as a show, it will immediately begin playing the slide show, using the timings you set in Part 3 above, when you open the file.
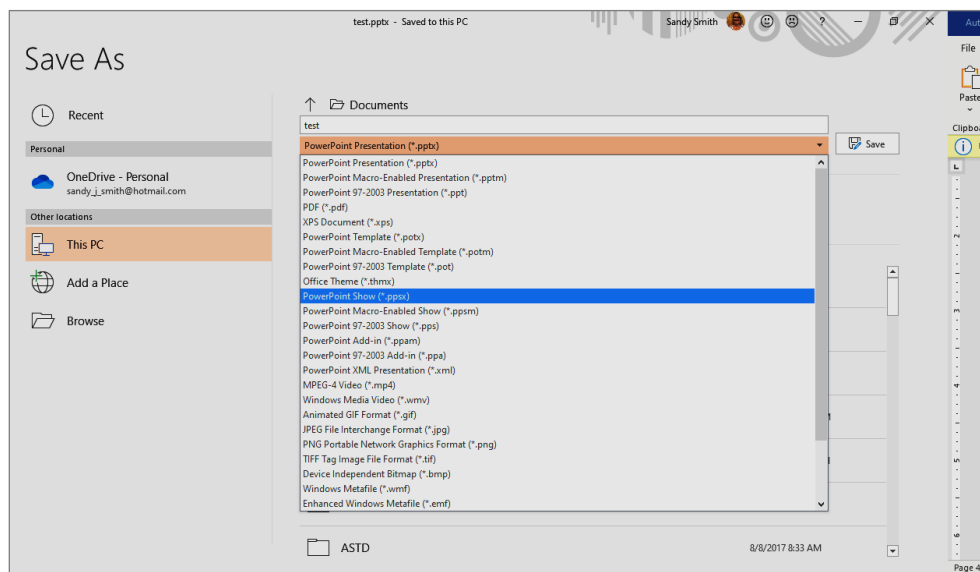
1. Click on the **File** ribbon
2. Click on *Save*

(photo examples below)

3. Choose the folder you wish to save the file in and give it a file name

4. Click the **Save** button
5. Click on the **File** ribbon again
6. Click on *Save As*
7. You may want to change your file name to xxxxx Show but I recommend saving it in the same folder you chose in step 3
8. In the field under the file name, click on the drop-down arrow to the right and select PowerPoint Show (.ppsx) or MPEG-4 Video.

9. Click the **Save** button

Now all you need to do when you are at rehearsal is share your screen, open the show file and sing along (with yourself muted, of course).

Stroll down memory lane to end your rehearsal!

Follow the above steps but insert chorus photos into your slides and choose an audio file that you can all sing with. An example might be singing "Harmonize the World".

You can switch out pictures each week to make the show fresh and fun.

This [YouTube Video](#) shows you how to easily create a photo slideshow in PowerPoint, but without the audio, so you will need to follow Part 2 through 4 above to add the audio and make the timed show.

Other PowerPoint Resources

[PowerPoint Quick tip: Play Audio Across Your Slideshow](#)

[Microsoft PowerPoint Tutorials](#)