

Cueing With A Laptop

Dipping a toe in the water

Laptop computers have become one of the preferred ways to carry music and cue cards. That is because there is simply no easier way to transport, organize, select, and update your music and cues.

One of the easiest ways to try out this concept for yourself is to:

1. Put your cue cards into the computer using a word processing program, such as Microsoft Word.
2. Record your music on the computer using a sound processing program, such as Audacity or Gold Wave.
3. Create a link on each cue card to the music file for that dance.

That will get you a list of all your dances, sorted alphabetically. You can simply double-click on a dance to open the cue card, then click on your link on that cue card to start the music playing.

The following paper by Susie Rotscheid describes in great detail two different ways of creating those links using Microsoft Word. The first method results in a nifty colored button on the cue card, but might be a little more awkward to use than the second method, which makes a link of underlined text.

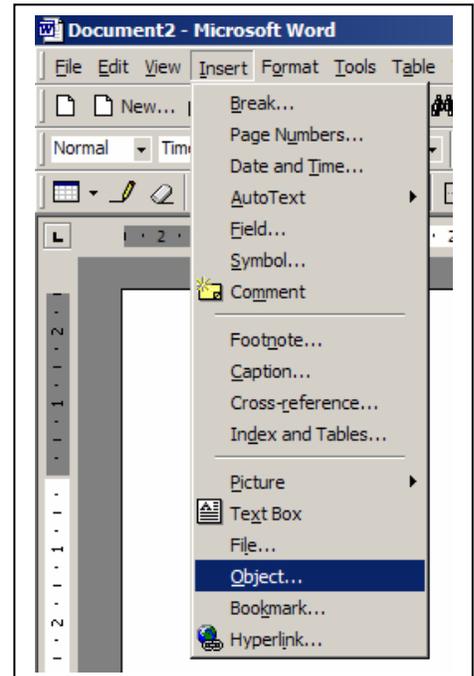
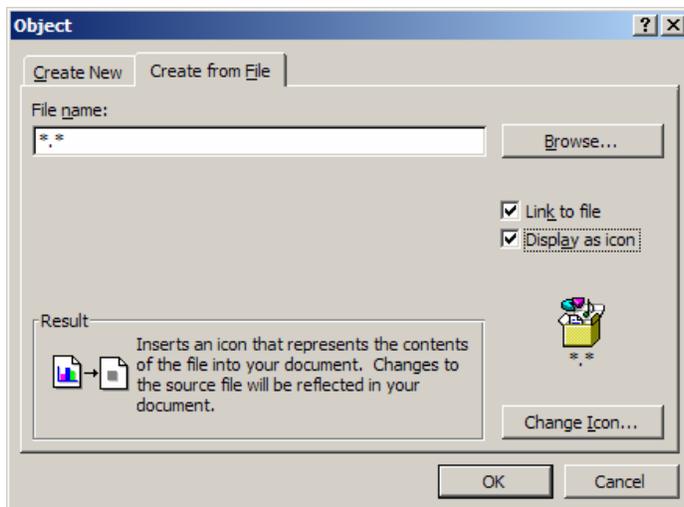
INSERTING A MUSIC FILE INTO A WORD DOCUMENT

(insert object - - or - - insert hyperlink)

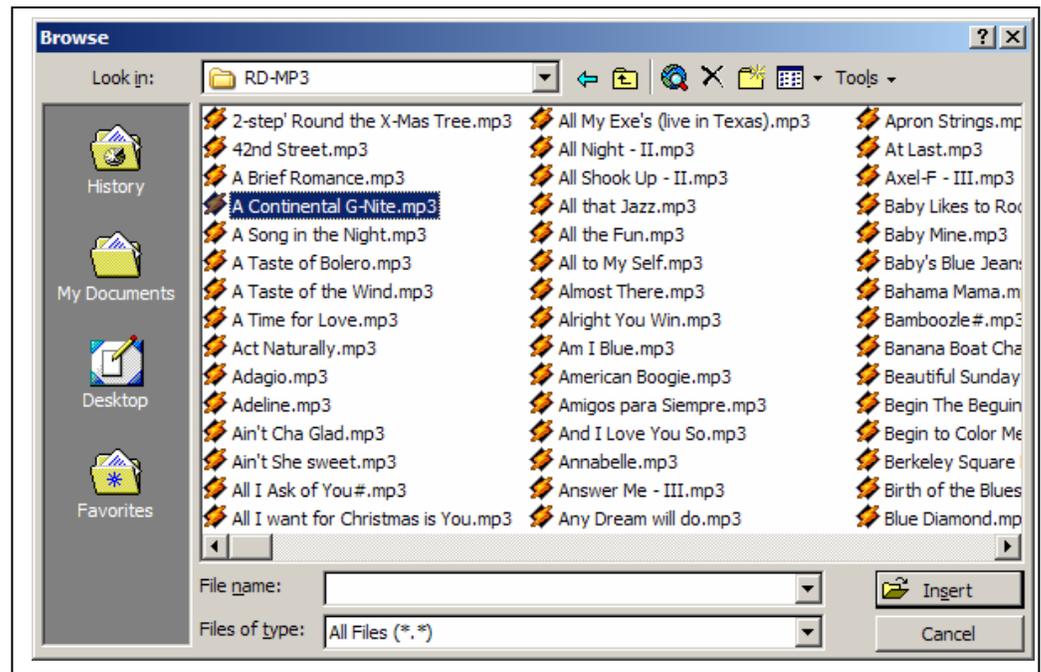
by Susie & Gert-Jan Rotscheid

Method one: Insert Object

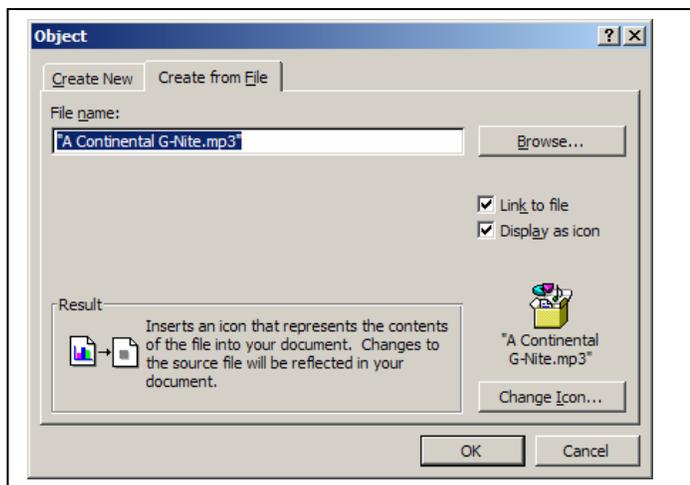
1. Open your cue card document and put your cursor about where you want the link to be. "About" because you will be able to move it around, but it will be "associated with" the paragraph where you inserted it. (That won't really matter unless afterwards you put paragraphs before it, or if you delete it.)
2. Go to the menu *Insert*; this is probably the 4th menu from the left hand side (File - Edit - View - Insert). Click one time to open the menu. (right)
3. Go to *Object* → *create from file*. Check *Link to file* and *Display as icon*. Then click on *Browse*. (below)



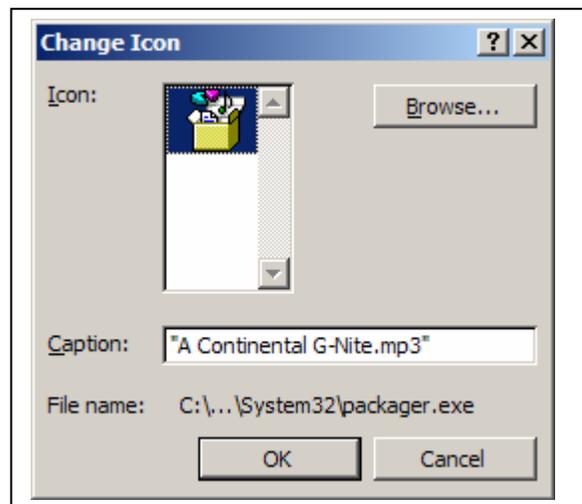
4. After clicking on *browse*, you need to go to the folder in **your** computer where you have saved your music files. Mine are under C:\music\RD-MP3. You need to select (highlight) the music file you want to insert. You may either double click it to insert it or click on the *insert* button.



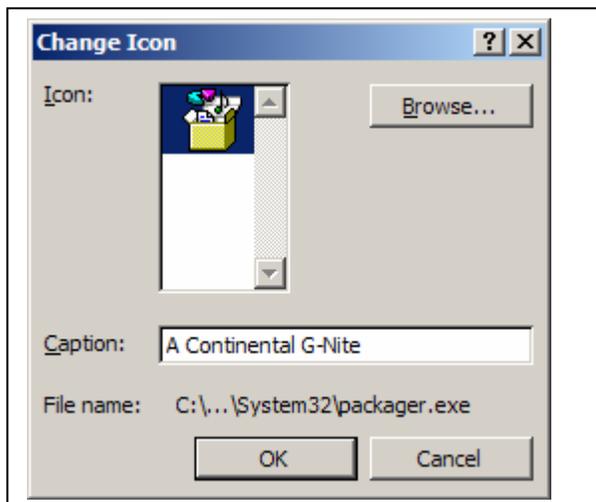
5. You then come to this screen.



6. If you are satisfied with the default icon (that is easiest) and with the text that is shown (that is also easiest, but I don't recommend that because of the length of the text), click OK. **BUT** let's assume that you want different text to show. Click now on the button *Change Icon*

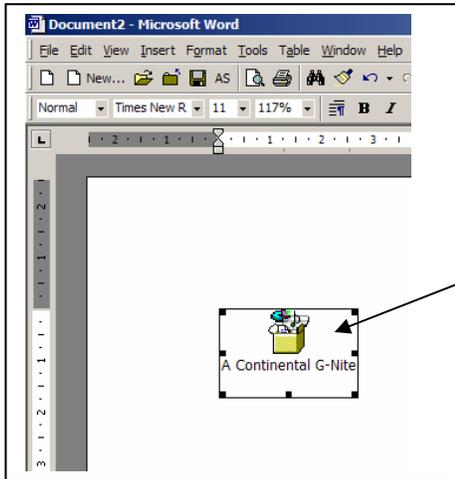


7. You now get this screen (on the right):



8. Here you can choose a different icon (this does take knowing where they are) by clicking on the button *browse*. But more importantly, here you can change the caption. I **always** take off the " " and the .mp3 since they are not needed. You can type in here **anything** that you want so you recognize it as the link to the music. I will use the example of A Continental G-Nite,

then click OK - you will then go back to the same screen as under point 5. Here also click OK

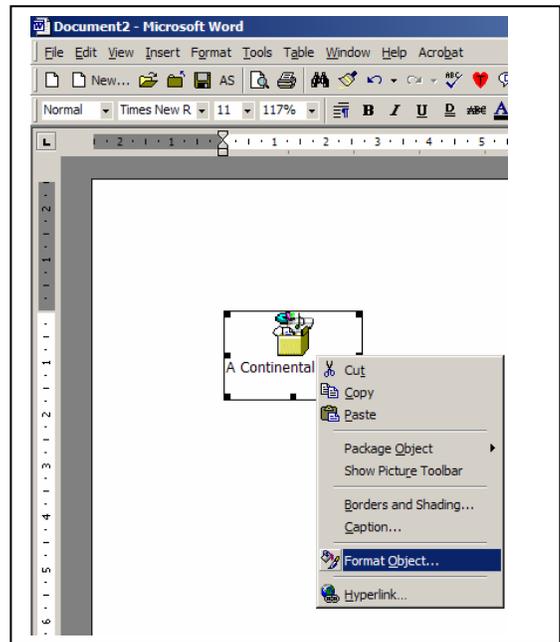


9. Your cue sheet will now have an icon placed on it, and will look like this - click one time in the area of the icon to select it so that it has black lines with those little boxes in the corners and the middle like it has in this picture

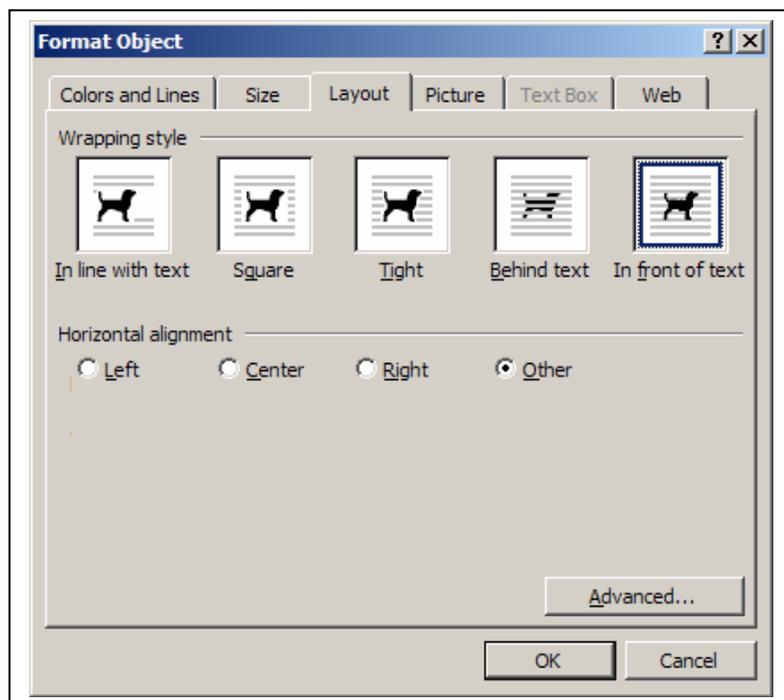
You will click about here

10. While your cursor is still in that box **right click** (the right mouse

button) to get this screen (right) and then click (normal - left mouse button), on *Format Object*. Or click on *Show Picture Toolbar*. That is the easiest if you have that option. We will further describe working from *Format Object*, even though this will take an extra step.

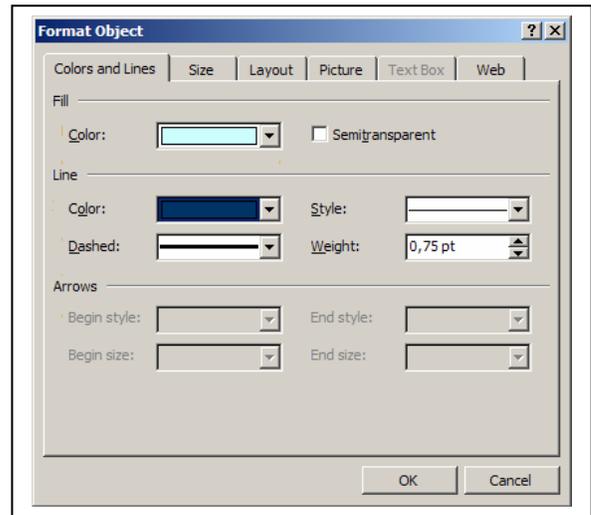


11. In format object (below) you will have a number of choices. The first one you need to go to is *Layout*, even though this is not the first tab. Choose *In front of text*. That way you can move the object around on the page to find the best place for you, and you can also still easily activate the object (play the music by double clicking).

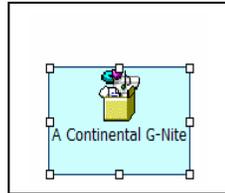


Now you need to close this screen (click on OK), and then **RE-OPEN IT**. (This is only if you want to add color to your object, which I do so I can see it better. If you are satisfied with it the way it is then you are finished with this part.)

12. Like I said, I like to have the square around the file colored to see it better. If you do too, now re-open *Format Object*, and go to *Colors and Lines* and choose the color and outline you want. I use the light blue because it is easy enough to see, but not shocking. When you are finished, click OK. That is all you need to do to insert the object.



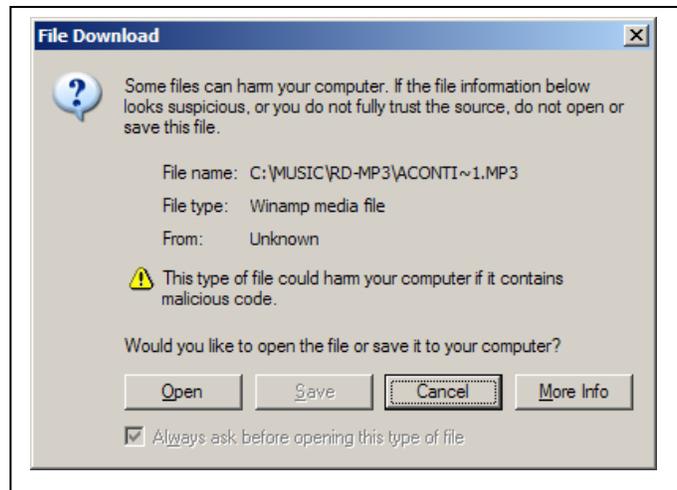
13. You now have an object that looks like this on your cue sheet.



14. To activate, or play the music, all you have to do is click once in the icon box to select it, then **double click** to activate it.

15. One problem, (**Only if you are using Windows XP.**) You will get this screen when you try to activate the music

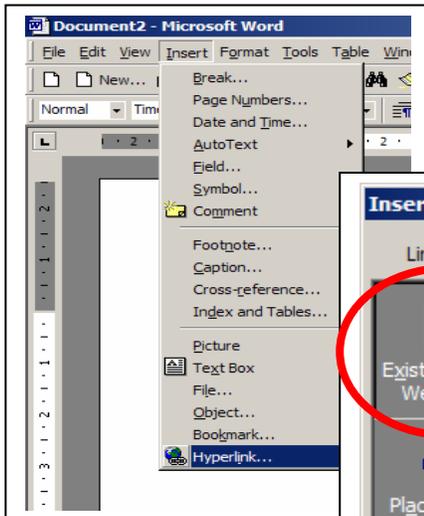
There is nothing to do about this. I have called and talked for hours with Microsoft. It is a bug in the program. If you use any other version of windows you won't have this problem.
The solution is simple, just click on *Open*, and the music will play.



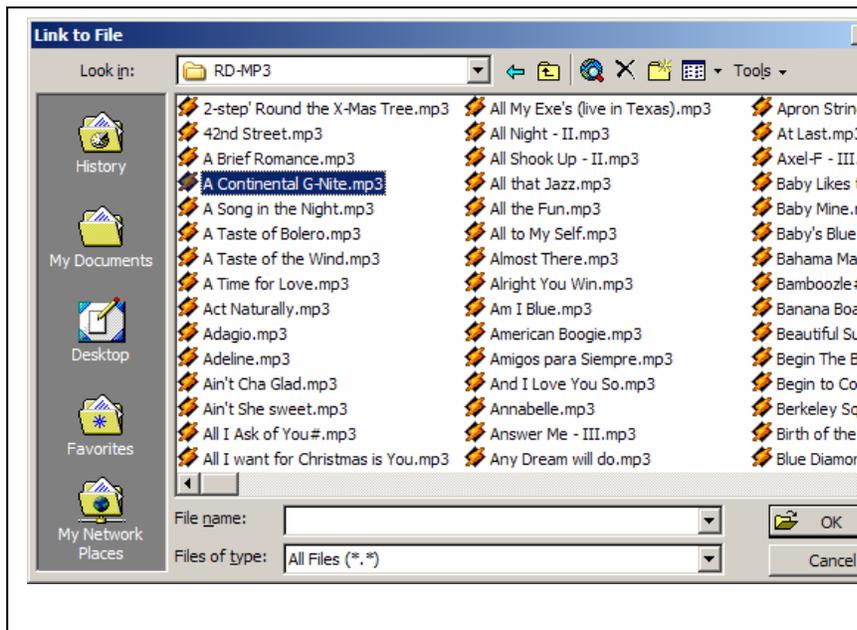
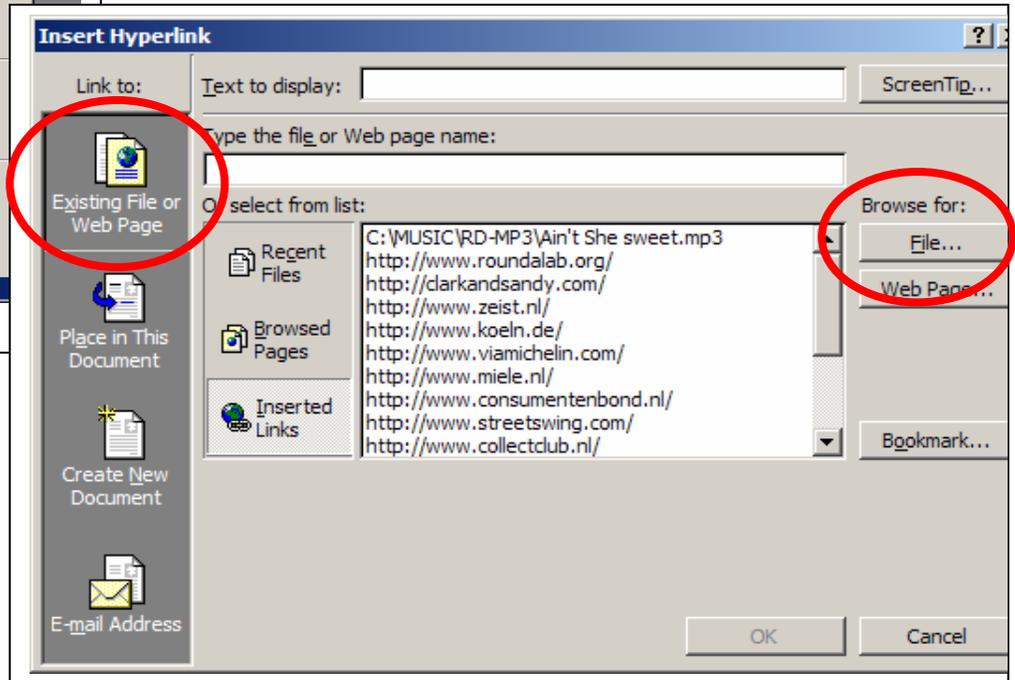
16. Please realize of course that you should have your music player opened (it goes faster that way) and you need to have your mp3 files configured so that they play in the music player of your choice.

Method Two: Insert Hyperlink

1. Go to the insert menu → Hyerlink

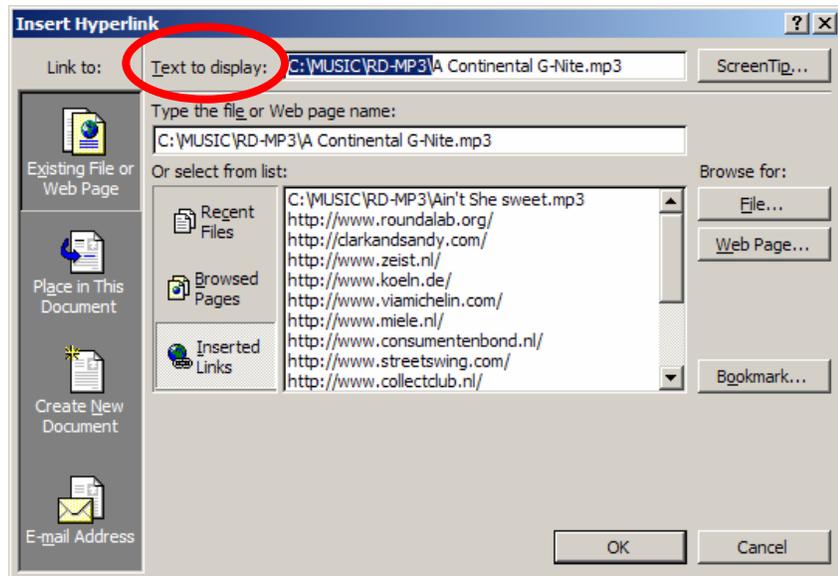


2. Use *Existing File or Web Page* and then go to *Browse for: File*



3. Be sure *All files* is chosen for Files of type, then go to where you keep your music files, like in point 4 of **insert object**. Select the file the same way, either by highlighting & double clicking or highlighting and clicking OK.

4. Again, in the *Text to display* area you can take out the words you don't need to see, just to save space in your document. Then click OK



You will now have a **link** in your document. This you cannot move around like you can an object. It will be treated like any other text.

To play the music you only have to click **once**. Again, if you are using Windows XP, you will get this alert message:



I don't use links, so I don't know other Windows systems also get this screen. If so, just click OK and the music will open.