

# VIRTUAL CHOIR SINGING INSTRUCTIONS

Since we've decided to continue with pre-recording Sunday services, I'm going to continue with the practice of asking for your help to assemble a "Virtual Choir" for the hymns. So here's a set of instructions, in hopes that we can add more voices to the choir. It looks complicated, but it's not really bad once you get the hang of it.

You'll need to access two web pages to do this:

1. [Virtual Worship Hymns Page](#) - Here you'll find instrumental tracks I've created for the hymns for Sunday, as well as a PDF file there with scans of the sheet music to the hymns. Please do not reproduce or distribute these in any way. They are for this one time use only.
2. [Virtual Worship Dropbox Folder](#) - This is where you'll upload the recordings you're going to make! **You'll have to let me know you're going to participate**, though, so I can give you **permission** to upload files to the folder by inviting you. You can always email me your files, too, but the file sizes may be too big to be included as attachments by some programs.

So, if you would like to add your voice to this "virtual choir," here's what I've found is the best way to do it.

## WHAT YOU'LL NEED

1. Headphones or Earbuds the plug into your smartphone
2. Audio Recording Software (Quicktime for Mac or Windows, or Voice Recorder for Windows)
3. You can either use the built-in mic on your computer or plug in an external microphone

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## INSTRUCTIONS FOR CREATING AUDIO FILES FOR THE VIRTUAL CHOIR

### ON YOUR COMPUTER

1. Go to the [Virtual Worship Hymns Page](#) and download the "Hymns for Virtual Choir" PDF file. Just right-click (ctrl-click) on the file icon and choose to download it and print it out or have it open while you record your tracks:



## Virtual Choir Instructions (2)

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### ON YOUR SMART PHONE

2. Go to the same [Virtual Worship Hymns Page](#) in your phone's browser, and click on the icon for the first hymn (*it will look something like this*).



#### 1. My Nothing Evil Cross This Door Download File

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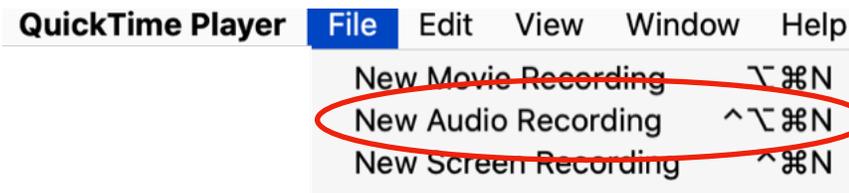
### ON YOUR COMPUTER

3. Open “**Quicktime Player**” if you're on a Mac, or [Quicktime for Windows](#) or [Voice Recorder](#) if you're a Windows user.

3a. If you're using “**Quicktime Player**” on a Mac, you may have to dismiss the dialog box (click “Cancel”) to get to the “File” menu (*it will look something like this*).



4. With “**Quicktime Player**,” choose “**New Audio Recording**” from the “**File**” Menu (*I'm sorry, I'm a Mac guy, but I think you have that option in the Windows version of Quicktime, too. I don't know anything about how “Voice Recorder” works*):



### Virtual Choir Instructions (3)

*N.B. If you try to record in “Quicktime Player” and it says you don’t have permission, open “System Preferences,” choose ‘Security & Privacy,’ click on “Microphone” and check the “Quicktime Player” box.*



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### ON YOUR SMART PHONE

5. Plug your headphones or earbuds into your smart phone and put them on while you listen and record. We don’t want any of the sound of the original tracks bleeding through.

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### ON YOUR COMPUTER and SMART PHONE

6. Press the **red “Record”** button on your computer, then press **“Play”** on the MP3 file on your smart phone.

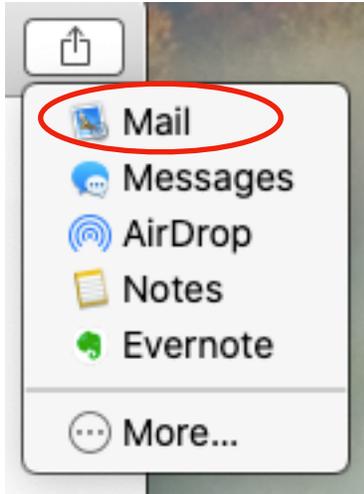
7. Sing along with the piano track. When you’re done, save the resulting file to the [Virtual Worship Dropbox Folder](#), with the file name <Hymn Title-Your First Name>.

## Virtual Choir Instructions (4)

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### **IF YOU WANT TO USE AN IPAD INSTEAD OF A COMPUTER**

7a. If you don't have a computer with a microphone, you can always use your iPad and "Voice Memos" and play the track from your phone with your headphones on. After you record you can click on the "Export" icon on the upper right and choose "Mail," and email me the track. It should look something like this:



8. Repeat this process for each hymn.

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### **SOME NOTES ON THE HYMNS AND INTRODUCTIONS**

Depending on the length and complexity of the hymn, I may either play it all the way through once, or just the last 8 bars or so. Either way, I'll have a synthesized instrument sound play the melody for the introduction, so when that instrument stops it's time for you to sing.

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### **SUBMISSION DEADLINE**

I need to have all the files by the Saturday before the Sunday service at 1pm, so I have time to edit them and get them to Rev. Thom for uploading to the church "Virtual Worship" web page by Sunday morning.

Thanks for your patience as we all learn how to navigate these new waters.

Glenn  
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