

How-to: Open ProPresenter Files

Introduction

A different ProPresenter file is created for each Sunday service by church staff. This file should include all the slides to be projected during the service. It will not include the songs to be used during the worship times.

Usual Process

Usually the appropriate file will already have been copied on to the iMac and will open automatically when ProPresenter is started.

Check that the correct file has opened by looking under the 'Playlist' heading in the bottom left of the ProPresenter window. The file will usually have the service date followed by the site name, for example "31 March – Lee".

If the correct file opens automatically then no further action is required.

If the File Does Not Open Automatically

If the file does not open automatically then you should find it saved on the USB drive in the projectionist folder, which can be retrieved from the office off the foyer.

<instructions for opening file from USB drive>