



ProPresenter 7

User Guide

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Welcome

Welcome to the ProPresenter 7 User Guide. These pages are intended to give you a glimpse of all of the different features that ProPresenter offers. Check out each of the sections below and a little information on what you'll find inside!

- **Getting Started** -- This area goes through the process of downloading, installing and registering the software on your machine. This is intended to be used if you're first using the software and working through adding it onto your computer.
- **Interface** -- The Interface walks you through many of the main windows of the program including where you'll trigger your slides, what you'll see when running a show and how to organize your elements in the program.
- **Screen Configuration** -- This section walks you through how to setup the screens that will be seen by those in your Audience and those on the Stage.
- **Working with Slides** -- As ProPresenter is a presentation program, slides are one of the main items inside of it! This section will walk you through how to edit your slides and all the different things you can do with slides to create an exciting presentation.
- **Working with Files** -- Here you'll learn how to import and export items into the program, as well as, the fundamentals of printing in the software.
- **Working with Media** -- Media includes videos, images, audio and video inputs and this section explains how to put together those items in the software as you build your show.

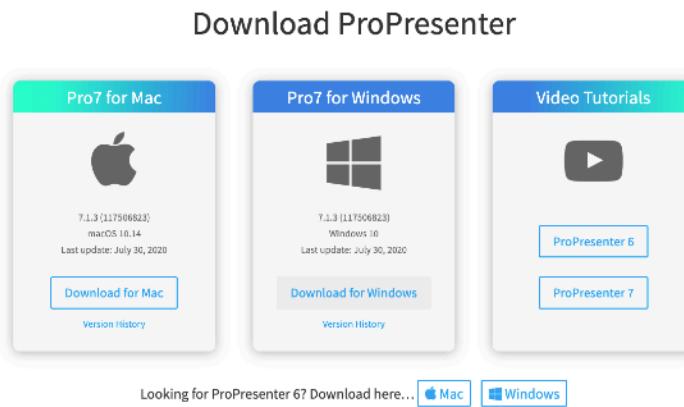
- **Other Features** -- This section explains many of the fundamental features of ProPresenter that allow you to convey your message in new and exciting ways.
- **Preferences** -- The Preferences in the program offer many ways where you can modify how the program itself works. This section walks through each tab of this window explaining those settings and how they'll affect you.

Getting Started

As you prepare to use ProPresenter, there are three main steps you'll need to go through... downloading the program from the Renewed Vision website, installing the program on your computer and then, if you've purchased the program, registering and activating your license.

Downloading ProPresenter

To download ProPresenter, simply go to our Download page at www.renewedvision.com and you'll see options for both Mac and Windows there. The newest version will be in the Download link and older versions are offered under Version History. We would recommend always downloading the latest update for installation.



Installing ProPresenter

The installation process is slightly different depending on if you are on a Mac or Windows machine.

To install ProPresenter on a Mac, unzip the Zip file that downloaded from the website and you'll see the Application file appear. Drag that Application file to your Applications folder in the Finder and then launch the Application itself from there. You can add it to your Dock if you'd like at that time. Please note that when you open ProPresenter for the first time, you may be prompted to allow the program access to your Desktop and Documents folders. As ProPresenter stores its information internally in these folders by default, we would recommend allowing this.

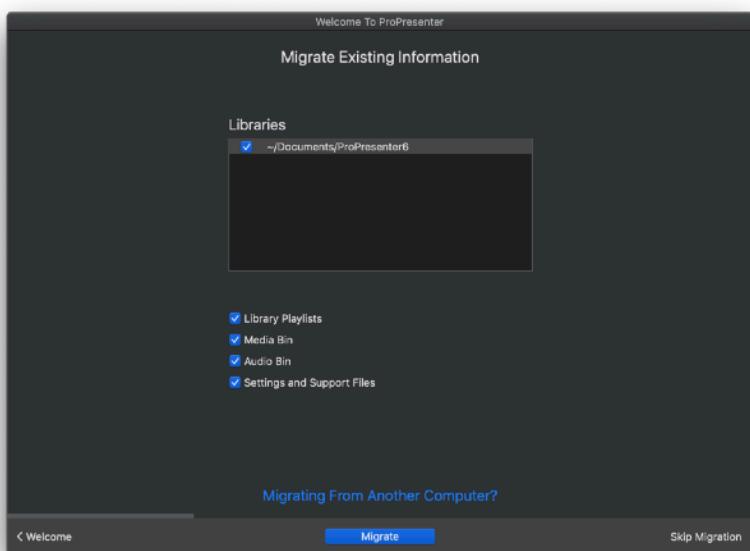
To install ProPresenter on Windows, you'll work through an installer. In this installer, you are prompted to setup file associations for the program to work with presentation files from previous ProPresenter versions. You will then be prompted to add shortcuts on your Desktop and in your Start menu should you like. Finally, the installation will begin and you will be prompted to launch the program at that time.

Welcome to ProPresenter

When you first open ProPresenter on the machine, the program launches a new walkthrough to welcome you and help set up the program for its initial use.

First, a video showing the basic functions of the program window itself is shown explaining the ins and outs of what you'll see when the program first launches. You'll then need to accept the licensing agreement for the program.

Once you continue, our Migration window will appear.



This window allows you to import Libraries from ProPresenter6, as well as, their corresponding Playlists, Media Bins, Audio Bins, and any settings/support files. If you are moving from a previous version of the software, this is a great option to get a lot of your data into ProPresenter in a quick and efficient manner!

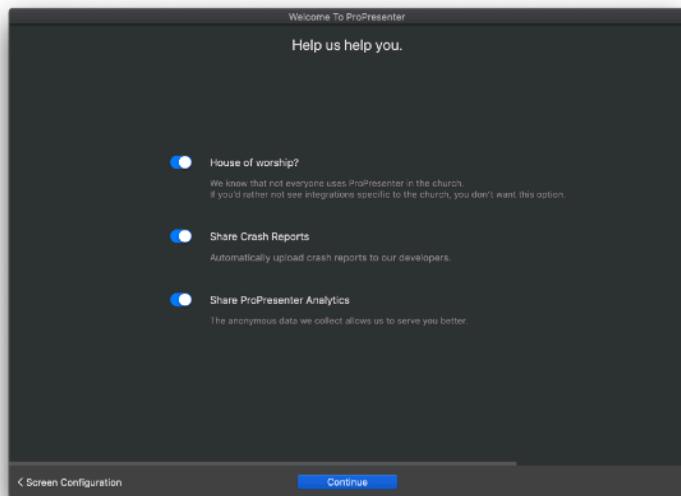
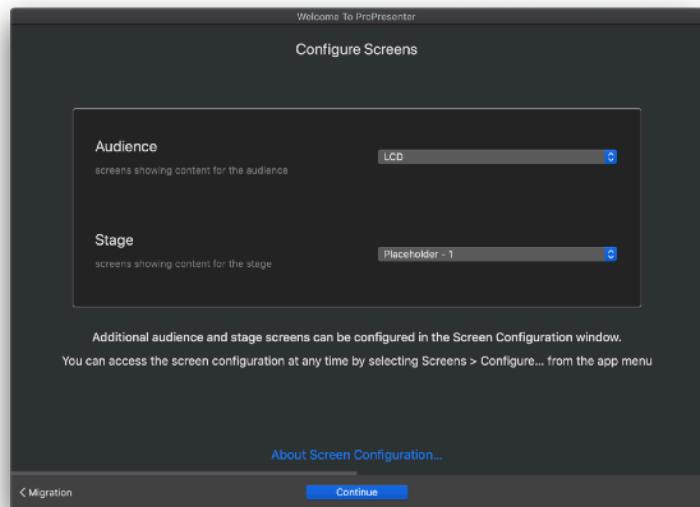
If you don't wish to migrate at this time or have no previous data to migrate, you can choose the Skip

Migration window. You can always choose to migrate pre-existing data later by going to File>Import>ProPresenter Library.

Once the Migration is complete or has been skipped, the next window allows you to set up a single Audience screen and Stage screen.

In this setup window, you can select the currently attached screens or SDI output devices to assign each screen to. You also can set this up for an NDI or Syphon output (Syphon is Mac only)

If you don't have your outputs attached currently, the best option would be to select a Placeholder so you can assign the outputs later. Once you've set these screens up, you can click Continue and move on to our Options window.



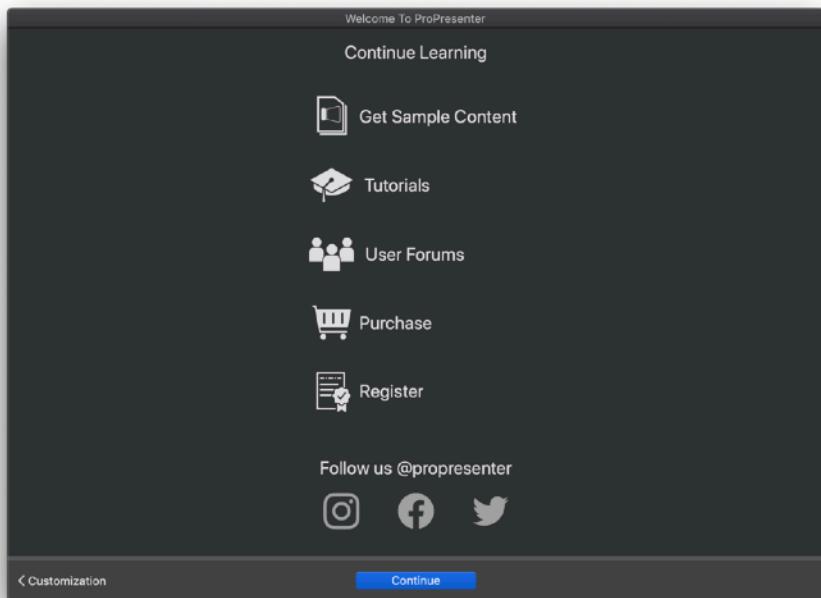
Here, we ask three questions of items that will occur in the program.

1. House of worship? -- this is asking if you'd like our House of Worship integrations such as Planning Center Online and SongSelect as well as the Bible View to appear in the program.

2. Share Crash Reports -- though we certainly don't want to see the program crash and the chance of it occurring is unlikely,

enabling this option will allow your crash reports to be sent internally by the program to our development team so we can improve the program for everyone!

3. Share ProPresenter Analytics -- we like to know what portions of the program are being used by the greatest number of our users as we continue to improve and enhance your experience. Enabling this option will allow the software to send us data on the features you're using the most and allow us to best plan for the future together.



Once you finish answering these questions, we give you links to great resources to continue learning how to use and work with our software.

Clicking "Continue" off of this window will close our Quick Start wizard and you'll be ready to begin your ProPresenter experience. If you find a time where you wish to work through this again or if you skipped it

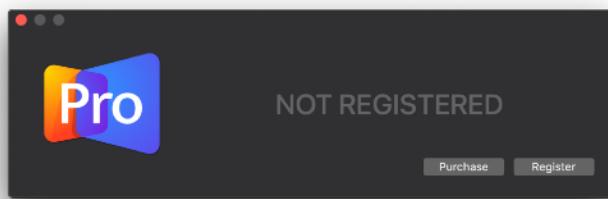
initially when you launched the program, you can always re-access this guide by choosing the "Welcome to ProPresenter" option in the Help menu.

Now, you can move on to registering the software.

Registering ProPresenter

ProPresenter allows you to run the fully functional program at any time, you will just see a watermark appear at random intervals on your Screens. This allows the creation and export of presentations, as well as, testing of the program to be done without the need to physically register the program.

Instead of prompting to register the program when you first launch it, there is a green "Open Registration" icon in the upper right hand corner of the program window which you can click to open the Registration window. You can also go to ProPresenter>Registration in the menubar.



This will pull up a window that says "Not Registered" and has a Start Trial, Purchase, and Register button.

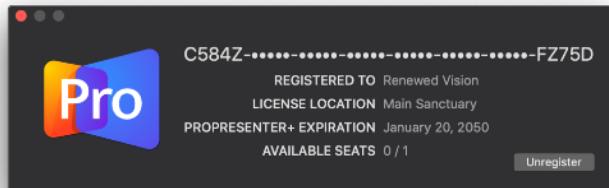
If you wish to trial the software, you can click **Start Trial** here and be taken to a form to get a two trial code inserted right into your program window.

Clicking on **Purchase** will load our Store which allows you to purchase the license you wish to use the program with.

If you've already purchased the software or have an unlock code, click on the **Register** button which will open the window where you will enter your license information.

In this window you will enter your Registration Name and Unlock Code that you received via email when you made the purchase of or upgraded to the new version of ProPresenter. You will also see a Device name field that will auto fill with your device name. This is the name that will hit our server, so if you would like it to be different from what is auto-filled, you can edit that here!

Once you have entered your information and clicked Register, it will show up as it does below:



In this window, you see the first and last five characters of the unlock code at the top. You also see the full Registration name, the name of your machine (as seen by our servers), the date of your ProPresenter+ Expiration, and your available seat count.

At the bottom of the window, you can see the Current Seat State. In the screenshot above the seat state is "Active". When a seat state is "Active" there is no watermark on the outputs. You can open this dropdown and choose "Inactive" as well. When a seat is in an "Inactive" state, there will be a watermark on your output, but you will still have full access to the program including access to your purchased Bibles.

Once you change a seat to "inactive," that seat will not count against your "available seats". So, if you have a single seat, you can register multiple computers, you would just only be able to have one "active" seat.

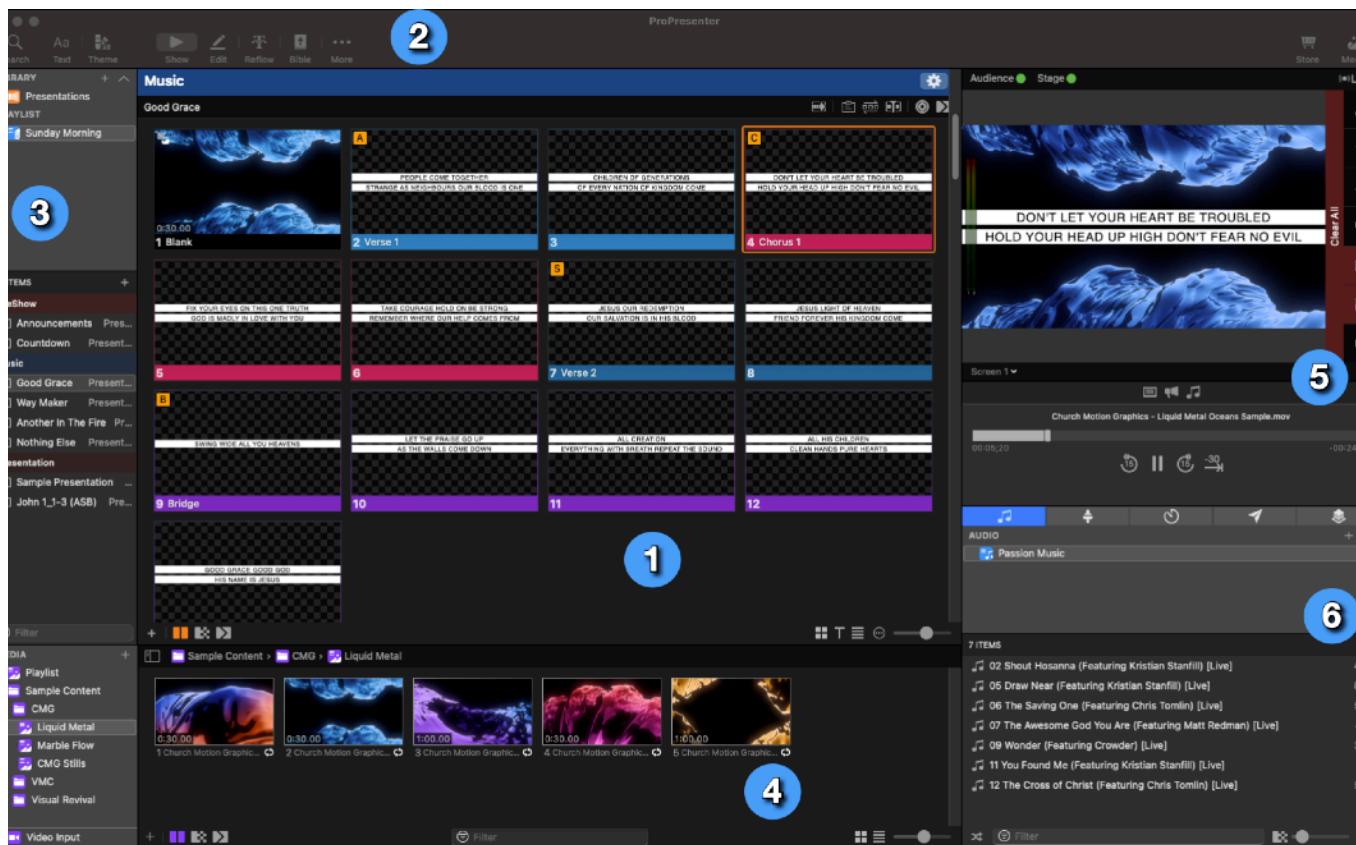
Another available option in this window is to renew your ProPresenter+ agreement. With the ProPresenter+ maintenance plan you get all updates while your plan is active. Clicking on the **Renew ProPresenter+** button will allow a new window to open on your screen. On that window, you can choose how many years you want to renew for and then proceed to checkout!

You also have the option in this window to Unregister the software. If you are wanting to move your seat to another computer, you will do so by clicking Unregister here and then can use your license information to register your seat on a new computer.

Interface

ProPresenter's user interface (the primary window in which you interact with the program) has evolved over the years to where it is now. The goal is to give you powerful controls while also being streamlined and easy to use.

This page outlines the main features of the primary window inside of ProPresenter that are discussed further in this section.



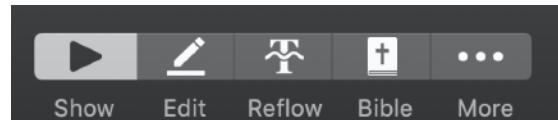
Below we will dive into each section, but just in way of a quick overview:

1. The main area is the View Mode, where you see, interact with, and build your Slides
2. Across the top you have the Toolbar which quickly gets you to different areas of ProPresenter

3. Along the left is where you see all of the Presentations in your Libraries as well as where you will build your Playlists
4. The bottom features your Media Bin (which can be hidden), giving you quick access to your Image/Video Media files
5. The top right is all about what is going out of ProPresenter; see the Preview, click on a Clear button or see the progress of the currently playing video in this area
6. The bottom right features our Show Controls. Show Controls allow you to access different features for preparing and running a live show like Props, Messages and Timers.

View Mode

The area with the most real estate in ProPresenter is the View Mode. This area covers the center area of ProPresenter and has multiple uses; you can switch between these functions using the buttons on the top left of the Toolbar.



Show View

During a live performance you will likely be spending most of your time in the **Show** view of the Multi-View. This is the main ProPresenter area where you can control and trigger your slides to your screens and literally, run the Show.

The Presentation Header



1. **Slide Show Mode** -- The Slide Show button allows you to execute a trigger event that runs every slide in a presentation for a certain amount of time. As this setting is handled in the presentation data versus the slide/cue data, it does not add a Go to Next Timer on every slide, it just executes the trigger event at the end of each timer and it

applies to all slides. In this manner, if you already have a Go To Next Timer on a slide, the slide's Go to Next Timer would override the time set in the Slide Show button. In addition, the final slide will always loop back to the first slide in the presentation. When you enable this setting, it will show blue and list the amount of time that the slides will run for. The default values are 5, 10, 15, 20, or you can choose to set a Custom amount of time.

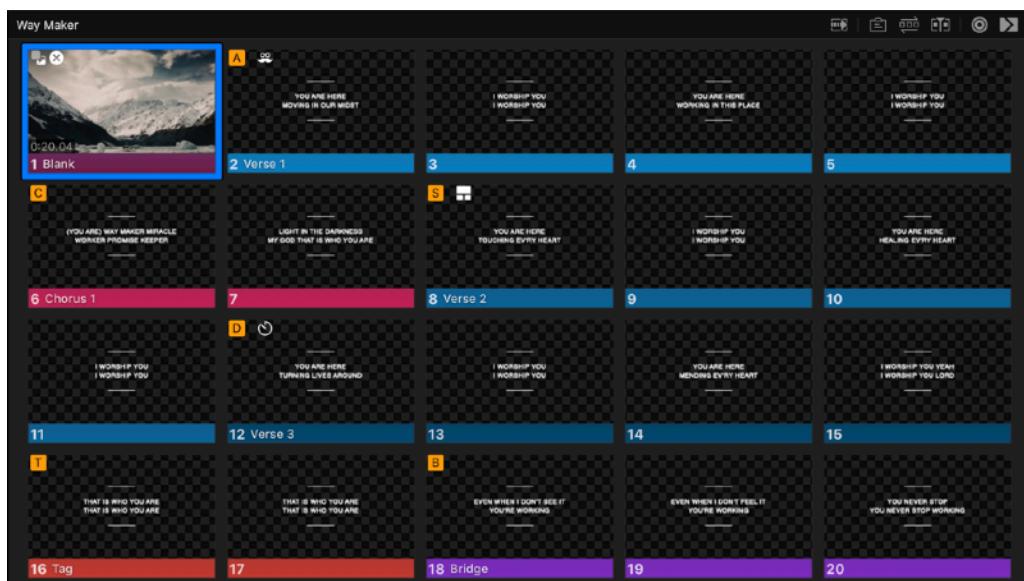
2. **Operator Notes** -- Clicking this button allows you to add a small line to enter Notes into the program for a Presentation. Notes that are added here are shown at the top of the Presentation in a dark gray bar just below the Title. Operator Notes are useful if you need to include a general reminder about something related to the Presentation for the person running ProPresenter.
3. **Groups/Arrangements** -- This button allows you to toggle open/closed the Arrangement window. This is where you can setup your Arrangements and set what Arrangement will be used by the Presentation.
4. **Timeline** -- This allows you to open the Timeline for the Presentation. The Timeline gives the option to create presentations with custom timings between slides or to record the slides to match a song with or without an audio track.
5. **Destination Target** -- The Destination Target button lets you set whether the Presentation you have selected will go to the Presentation or Announcements Layer. Your choice here would be dependent on how you have your screens and your Audience Look setup.
6. **Presentation Transition** -- The Presentation Transition is where you can set a transition to be used for all of the slides in a Presentation. This would override the Global transition set in the bottom left of the Show View Area and would be overridden by a transition added locally onto a single slide.

Viewing/Triggering Slides

There are three different ways you can view your slides in this area: Grid View, Table View, and Easy View. You can change which view you're using in the bottom right corner of the Show View by clicking on one of three buttons. The fourth button is the Settings for that particular view. No matter what view you're in, the Slider on the far bottom right controls the size of the Thumbnails in the Show View area.



Grid View

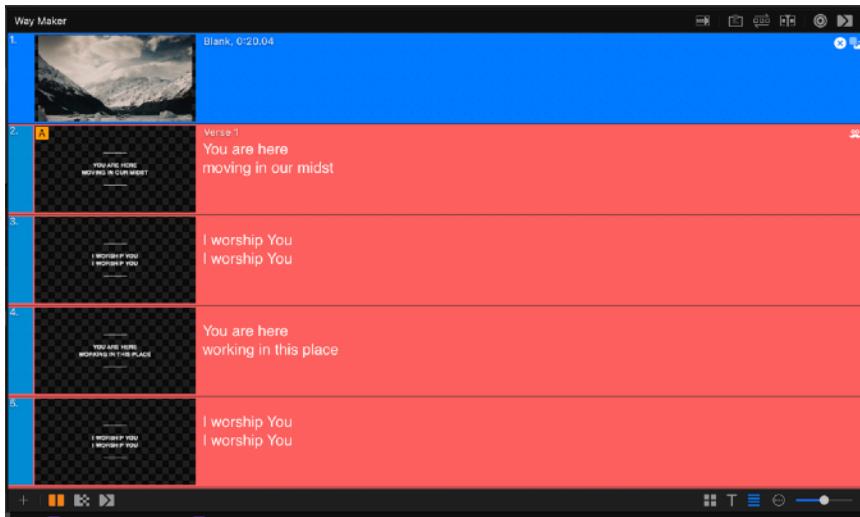


Grid View is the default view for ProPresenter. There are a number of visual icons that appear on each slide thumbnail to help you know what will be triggered on each slide. Hot Keys and other slide action icons are shown in the upper left corner of the Slide thumbnail and a transition icon appears in the bottom right of the thumbnail if a local transition is set on the Slide. The active slide is outlined in orange.

The Settings at the bottom right include two options: Slides by Group and Background Color. With **Slides by Group** enabled, Slides are broken down into their individual groups and shown with more separation. If you are using an Arrangement, each instance of a group in the Arrangement will be separated. This view can be helpful if you don't have a pre-set order for the song and want to be able to quickly find each section of the song.

The **Background Color** allows you to change the slide background color on your thumbnail. This does not affect the physical output of the slide and only applies to the thumbnail for better viewing of the slides.

Table View



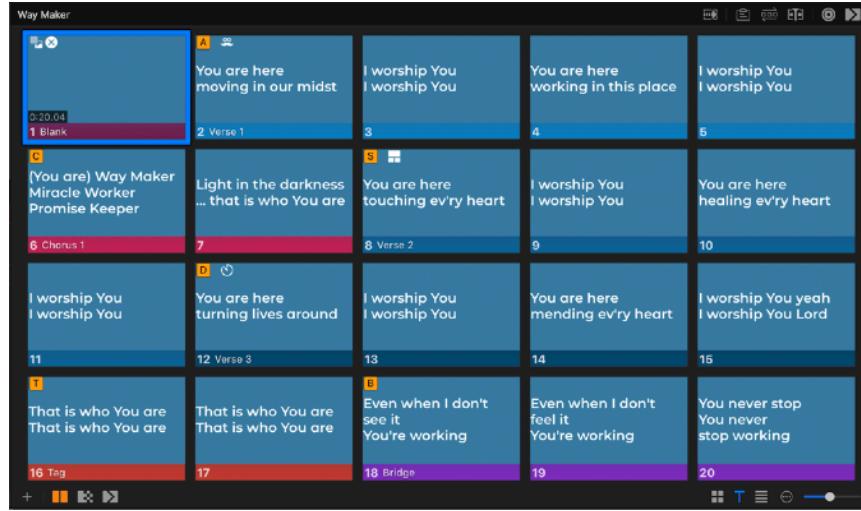
This view also includes any Slide Notes that you have added to your presentation. The active slide is orange, and more obvious than in the Grid/Easy View.

The Settings here are similar to Easy View, but affect the plain text view of your Slide's text on the right side of the view. You can also set a background color for the Table itself alongside setting up a separate background color for the Slide thumbnails.

Table View is similar to Grid View and Easy View, but you also get a plain text view of the slide text in addition to the thumbnail. This view uses the same icons to indicate Actions and Transitions.



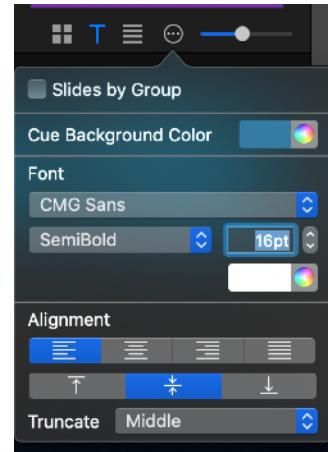
Easy View



Easy View is a new view option in ProPresenter that allows you to set what your thumbnails look like without changing the output of the Slides themselves. This View is similar to Grid View, but no media actions are shown in the Slide thumbnails and the text is formatted based on your Settings.

In the Settings tab, you can set the following items for how the text on your Thumbnails will look.

- **Slides By Group:** As in Grid View, here, slides are broken down into their individual groups and shown with more separation.
- **Cue Background Color:** Choose a color from the color palette to change the thumbnail's background color.
- **Font Formatting:** Change your font type, style, size and color. This allows you to setup your text to better read what is on the slide. This is especially helpful if you have smaller lower thirds on your slide that are harder to see on the thumbnail.
- **Alignment:** Here, you can set the horizontal and/or vertical alignment of the slide text in your thumbnail.
- **Truncate:** Truncate allows you to pick what portion of text would not be shown in the thumbnail if the text is too large to fit inside. You can cut either from the beginning, middle or end of the Slide text.



Miscellaneous Options

There are a few other options that can affect how you view your slides and how they're triggered here.

Show Triggered Presentation/Announcement

The options for **Show Triggered Presentation** and **Show Triggered Announcement** can help you quickly load the currently showing items on both the Presentation and Announcement Layer. These items are found in the Presentation menu.

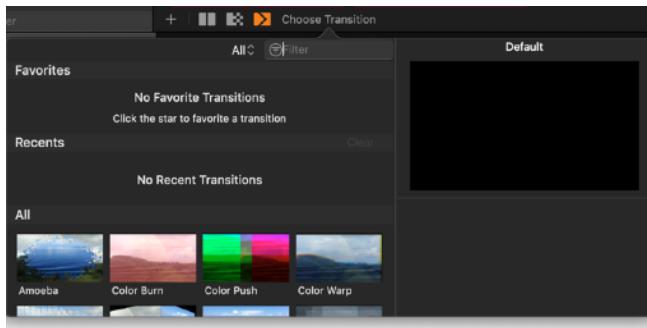
Show Triggered Presentation will load the currently showing Presentation from the Presentation Layer into the Show View. You can also use the keyboard shortcut of Command-L on Mac or Control-L on PC to load this item.

Show Triggered Announcement will load the currently showing Presentation from the Announcement Layer into the Show View. You can also use the keyboard shortcut of Shift-Command-L on Mac or Shift-Control-L on PC to load this item.

Continuous Playlist

In previous versions of ProPresenter, this was known as "Contiguous" view. This allows all items in a Playlist to be loaded at one time into the Show View so you can scroll through the entire Playlist at once. You can toggle this on/off by going to View>Continuous Playlist in the menubar.

Global Transition Control



Across the bottom of the Show View, there are three transition buttons which determines the Master Slide Transition; think of this as a "default transition" that all slides will use unless there is reason to use a different transition.

You can either set a Cut, Dissolve or a more Advanced Transition here.

Edit View

Clicking on the **Edit** view button brings up ProPresenter's Editor.

Reflow View

The Reflow view makes it quick and easy to edit the text of your Presentations; click on the **Reflow** view button to open the Reflow Editor.

Bible View

Many of ProPresenter's users want to quickly show Bible verses to their audience. The **Bible** view quickly allows you to show one or more Bible verse on the screen at a given time.

Other Views

There are several other view modes that you may find ProPresenter using (such as while using the Stage Editor or the Props Editor); in all of these cases, the "More" button in the Toolbar will be highlighted. To return to one of the main views simply click on the associated view button and it will close out of that particular view.

Toolbar

The **Toolbar** lives across the top of the ProPresenter user interface and lets you quickly access many of the features of ProPresenter.



Starting with the top left:

- **Search:** Brings up the Search window
- **Text:** Allows you to apply a new text formatting using the options in the menu to the currently selected slide(s) or Presentation(s).
- **Theme:** Allows you to quickly apply a new Template to the currently selected slide(s) or Presentation(s).

Multi-View Buttons:

- **Show:** Shows the Show view
- **Edit:** Shows the Edit view
- **Reflow:** Shows the Reflow view
- **Bible:** Shows the Bible view
- **More:** Opens a menu with access to all Editors other than the Slide Editor such as the Props Editor, Theme Editor and Stage Layout Editor

Feature Buttons:

- **Store:** Toggles the Media Store
- **Media:** Toggles the Media Bin

Library and Playlists

The leftmost section of ProPresenter's user interface allows you to interact with the Presentations that are in your Libraries and Playlists.

A **Presentation** is most simply a group of slides. That is, any time you want to have a number of slides that are grouped together for easy access, you will

create a Presentation and add those slides to that Presentation. Common examples of Presentations are songs, speaker notes, or announcements.

A **Library** is a large database of Presentations, typically containing all of the Presentations you have created and want to use again. For example, you may have a Library that contains all of your available songs, or maybe have different Libraries for different types of services that will be run on that presentation computer. Libraries will always sort their Presentations alphabetically.

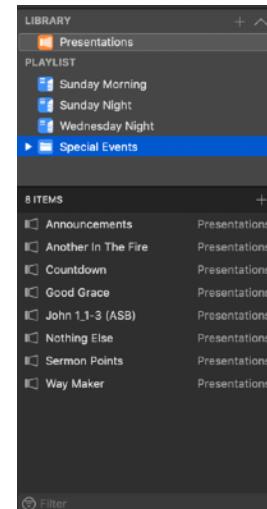
A **Playlist** is a small group of Presentations, typically representing a specific event or service. For example, if you have an event or service coming up, you would create a Playlist, then add Presentations into that Playlist and organize them in the order that they will be used in your event or service.

Note: Presentations can be in multiple Libraries, but each Presentation is then seen as a different file. Think of a Presentation as having a property for which Library it is located in. That Presentation can also be added to one or more Playlists (or even to a single Playlist more than once), however the Playlist is simply referencing the original Presentation. So it doesn't matter where you make a change to a Presentation (its Library or a Playlist), that change will be made to all Playlists that reference that Presentation.

On the upper portion of the left side of ProPresenter you can see and organize your Libraries and Playlists.

Click the + button to:

- Add a **New Library**
- Add a **New Presentation**
- Add a **New Playlist**
- Add a **New Playlist Folder**
- Add a **Planning Center Service...**



Click on the ^ button hide the Library and Playlist section, allowing the operator to focus solely on the contents of the currently selected Playlist or Library. While in this mode, the name of the current Playlist or Library will be shown across the top; click this name to show a list of all Playlists and Libraries, then click on a new Playlist or Library to show the

contents of that item. Click the **v** button to reveal the Library and Playlist section again.

Libraries

Click and drag a Library to re-order your Libraries. To rename a Library, right-click on the Library and choose **Rename**. To delete a Library, right click on the Library and choose **Delete**, or select the Library and press the Delete or Backspace key.

If you have a Library selected, at the bottom of this area, there is a "Filter" option. Here, you can search this specific Library for a title of a presentation or a portion of a title to narrow down what you're looking for. This can be especially helpful if you have multiple Libraries as this will only look at the specific Library you have open.

Playlists

Click and drag a Playlist to re-order the Playlists. To rename a Playlist, right-click on the Playlist and choose **Rename**, or select a Playlist, wait a moment, and click the name again. To delete a Playlist, right-click on the Playlist and choose **Delete**, or select the Playlist and press the Delete or Backspace key. You can export a Playlist by right-clicking on a Playlist and choosing **Export**, or select the Playlist and in the menubar select **File > Export > Playlist...**

Media Bin

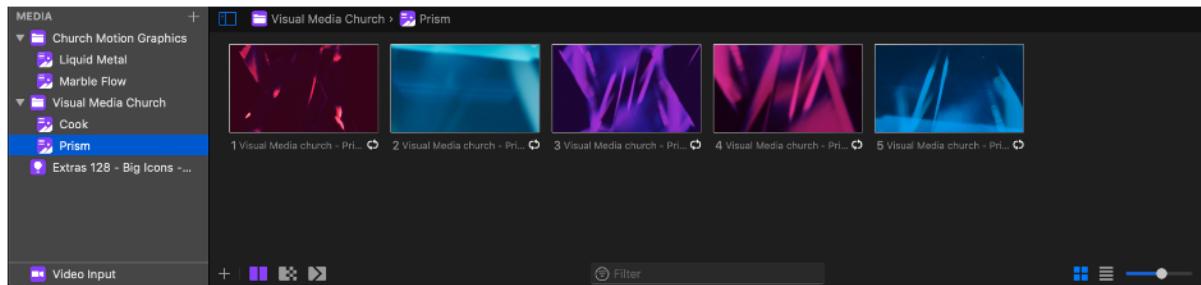
The Media Bin, situated at the bottom of the main ProPresenter window, is a great way to organize and trigger still images and videos.

To show or hide the Media Bin:

- Click the Media button on the top right of the main ProPresenter window,
- Select from the menubar **View > Media Bin**
- Press Control-V on a Mac or Control-Shift-V on a PC.

Note: For the purposes of this section, "media" refers to still images and videos; audio cannot be added to the Media Bin as it would need to be organized via the Audio Bin.

The Media Bin is divided into two sections: the Outline View which lists your Media Playlists and Folders on the left and the Detail View showing the contents of those Playlists on the right. Click and drag the divider between the sections to resize the two sections. Click and drag the divider across the top of the Media Bin to make it larger or smaller.



Media Playlists

The left side of the Media Bin allows you to have multiple **Media Playlists** to help organize your media. Add **Smart Playlists** to have ProPresenter automatically reflect the contents of a folder on your computer, and add **Playlist Folders** to help organize your Media Playlists.

Media Playlists are Playlists that can contain both Foreground and Background media. Think of a Media Playlist as a container for organizing and separating your media files. For example, you might have a Media Playlist for slow motion backgrounds and one for fast motion backgrounds; one for media that has blue as its primary color and one that has media with red as its primary color. You can add, remove, and sort as many media files as needed into Media Playlists.

A **Smart Playlist** is a special type of Media Playlist that looks at a folder on your computer and automatically adds and removes media based on the folder on your computer. You cannot manually add or remove Smart Playlist media directly inside of ProPresenter, instead that would have to be done via the operating system on the computer; open the operating system and add or remove your media from that folder and ProPresenter will instantly update to reflect the change.

Note: Smart Playlists ARE "recursive," meaning it will not only search the folder you point it at, but also any sub-folders within that folder.

Playlist Folders are for organizing Media Playlists and Smart Playlists. That is, Folders cannot contain media themselves, instead they contain Playlists which contain media.

There are two special Media Playlists that are always visible:

- **Downloads** contains media that was downloaded from the Renewed Vision Media Store and is only present once you've downloaded a file from the Media Store.
- **Video Input** shows the video inputs that you set up in the Video Input tab of Preferences.

Click and drag a Playlist or Folder to organize the Playlist area. Click the + button to:

- Create a **New Playlist**
- Create a New Smart Playlist
- Create a New Playlist Folder

To rename a Playlist, select that Playlist, wait a few seconds, then click on the name again.

Media Cues

The main area of the Media Bin shows the contents of the currently selected Media Playlist. That is, it shows all of the media that is contained within the Playlist that you most recently clicked on.

This area has many uses. It helps organize and prepare your media. You can, with a quick look, see many of the properties of a given piece of media. You can fire media (send it to an audience screen) simply by clicking on it. You can also quickly drag media from the Media Bin directly on top of a slide in the Slide View to attach that media as an Action to that slide.

Add media by dragging the media from your computer's operating system onto this section, or by clicking the + in the lower left. Click and drag media to manually organize the media, or right click on a piece of media, hover over **Clean Up By**, and choose one of the options to sort the media by that category.

On the bottom left, select one of the transition options for controlling what the default media transition effect/time will be.

Note: The default media transition can be overruled by a transition being added to a specific media action.

Across the bottom of the Media Bin click on the **Filter** textbox to do a name search of all of the media in the currently selected Playlist. Click the **X** button to clear the search.

On the bottom right of the Media Bin you can control how the media thumbnails look in the Media Bin. Drag the slider to make the thumbnails larger or smaller. There are two views for the Media Bin:

- **Grid View:** The media thumbnails are shown in a grid; this shows more thumbnails but shows limited information about the media itself.
- **Table View:** The media thumbnails are shown in a table; this limits the number of visible thumbnails, however it provides more information about the media itself, such as the **Path** (where the media is located on the computer), its **Duration**, its **Format**, and **Producer** (if downloaded from the Media Store). Click on a column header to quickly sort by that column. To toggle a column in Table View, right click on the header and click the column you wish to toggle.

Right-clicking on a media thumbnail gives you a wide range of options:

- **Layer:** Control which layer (**Foreground** or **Background**) the media will play back in
- **Scaling:** Control how the media will be scaled (**Scale to Fill**, **Scale to Fit**, or **Stretch to Fit**)
- **Playback:** Control if the video will **Stop**, **Loop**, or **Soft Loop** at the end of the video
- **Next Cue:** Control which media file (if any) plays at the end of the video

The Next Cue setting is only applicable in the Media Bin Playlist and will not transfer if the Media Cue is added as an Action on a Slide or into a Library Playlist

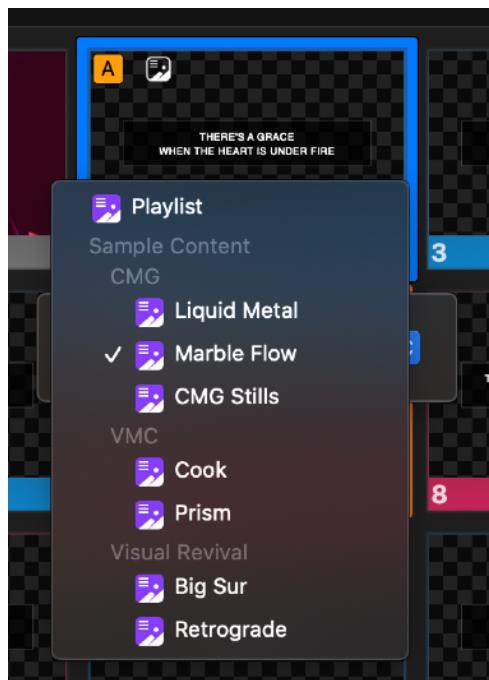
- **Inspector...:** Opens the Media Inspector.
- **Transitions...:** Allows you to set a unique Transition for this media file

- **Show in Finder** or **Reveal in File Explorer**: Shows where the media file is stored on the computer
- **Clean Up By**: Sorts the current Playlist by the option selected
- **Cut, Copy, Paste, Delete**: These are the standard use commands in working with files

Media Bin Actions

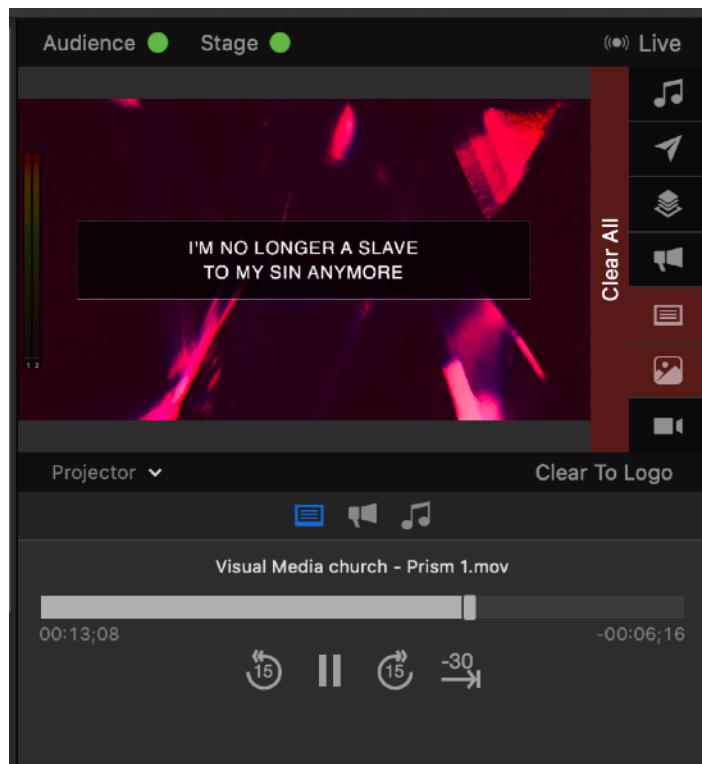
With the release of ProPresenter 7.3, you can now trigger Playlists from the Media Bin on a single slide click with an Action. This is extremely useful when you want to trigger an entire playlist of media, such as announcements from a Smart Playlist.

This can be accomplished by dragging your Media Playlist from the Media Bin to a slide in a Presentation. You can also add it in front of or behind a slide to create your own slide cue for this action, or from the Action Palette by adding Media Bin Playlist to a slide.



Preview Window

The Preview area of ProPresenter, located on the top right of the main ProPresenter window, gives you quick access to not only see the output of ProPresenter, but also quickly turn on and off the Audience and Stage Screens, and clear Layers of content.



Audience and Stage Preview

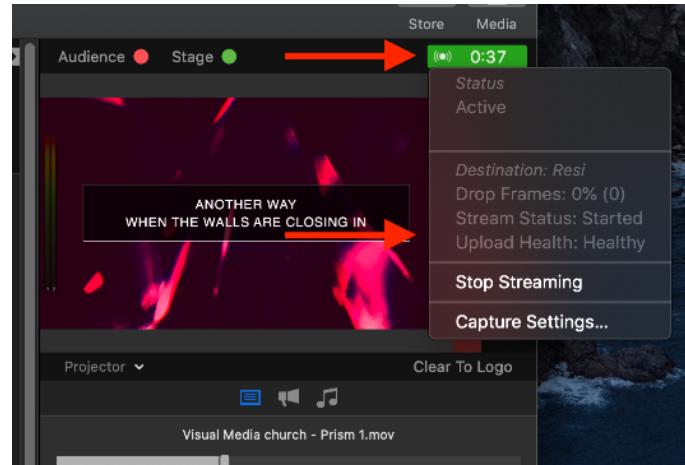
There is a large Preview window which lets you see a preview of one of your Screens. Click the down arrow below the Preview window to select which Screen (Audience or Stage) you would like to Preview.

Across the top of the Preview window there are two icons will tell you if your Audience and/or Stage Screens are on or not. If the light is green then those Screens are on, if the light is red then those screens are off. You can click on these buttons to toggle the Audience and/or Stage Screens off/on. This applies only to the system outputs attached to the machine.

Capture Button

The Live button in the upper right of the Preview window allows you to access the Capture settings for a screen recording or stream as well as starting the Capture itself.

Once you start a Capture, there are three colors the indicator can be depending on the status of your capture. The indicator will typically be green as that means the connection is properly streaming and there are no interruptions through ProPresenter. If the color is yellow, this is a warning that the stream is dropping frames. If the color is red, this signals that your network connection has been lost or the stream has been stopped for another reason. This check happens on a regular basis and we recommend watching this indicator to confirm the health of your stream.



Clicking on this indicator during a Capture will give you stats about your Capture and allow you to stop the Capture at any time.

Clear Buttons

To the right of the Preview window are a series of icons, each one representing a Layer. If content is filling a given Layer, then that Layer's button will turn red.

Click on any of the buttons to Clear that Layer. Click the Clear All button to clear all of the Layers at once.

You can also clear Layers by going to the Action menu in the Menubar, or by pressing the corresponding keyboard shortcut:

- **F1:** Clear All
- **F2:** Clear Slide
- **F3:** Clear Background
- **F4:** Clear Props

- **F5:** Clear Audio
- **F6:** Clear Logo
- **F7:** Clear Announcements

Clear to Logo

If you have a logo set in the General tab of ProPresenter Preferences, an option for **Clear to Logo** will appear in the bottom right corner of the Preview window. Clicking on this button will immediately send your selected logo to the Media layer of your Audience screens. If you do not have a logo set in Preferences, this option will not appear in the window.

Transport Controls

Below the Preview window is an area where you can see and control the progress of currently playing media; these controls are often called **Transport Controls**.

Across the top of the Transport Controls are three icons; these icons control which media the Transport Controls are showing:

- Foreground/Background Media
- Announcement Media
- Audio Files

Below these icons is a scrub bar. If you are playing a video in the currently selected layer (or audio file if the audio layer is selected) then you will see the progress of the video in the scrub bar; click and drag the scrub bar to control the timing of the video.

Below the scrub bar are four buttons:

- **Rewind** 15 seconds
- **Pause/Play**
- **Fast Forward** 15 seconds
- **Jump to...**

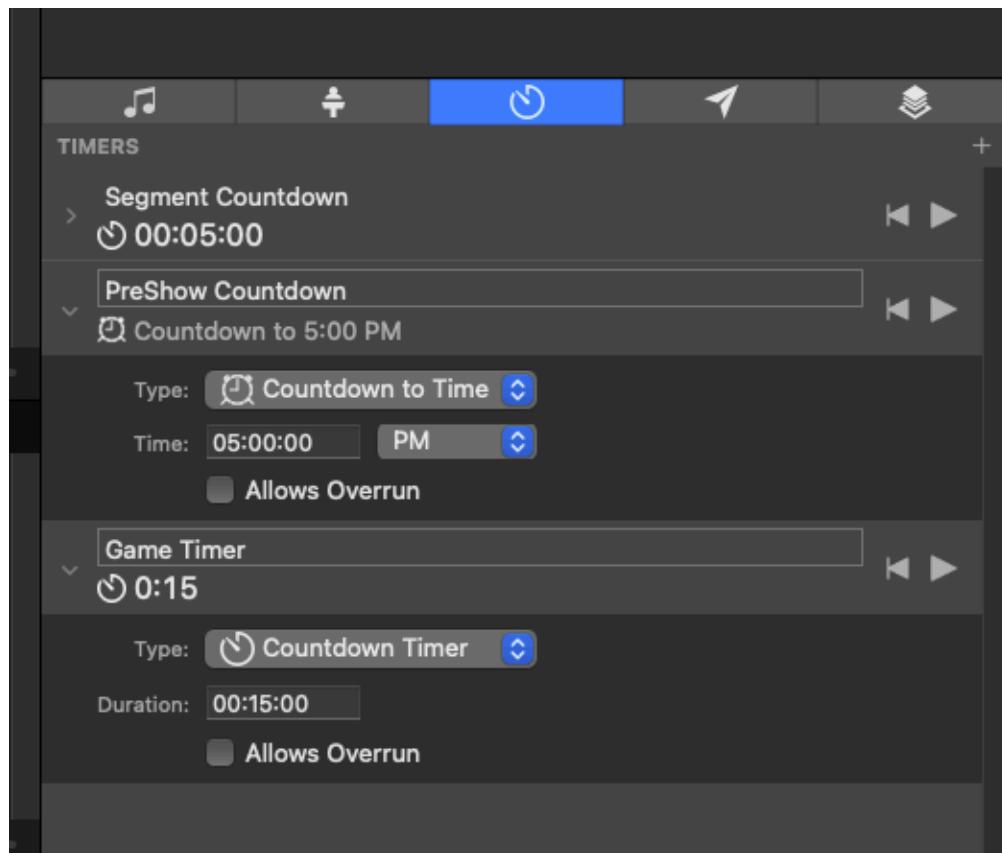
The *Jump to... button is customizable; right click on it and choose between:

- **-0** (jump to the end of the video)
- **-10** (jump to the end of the video with 10 seconds left)
- **-30** (jump to the end of the video with 30 seconds left)
- **-60** (jump to the end of the video with 60 seconds left)
- **-90** (jump to the end of the video with 90 seconds left)

Show Controls

ProPresenter 7.5 introduced a new function in the ProPresenter interface. Show Controls are tools in the bottom right of the program that allow you to prepare and run your live show. This area of the program allows you to playback audio files, setup Props and Messages, change the way your Stage screen works and create Timers for many facets of your event.

More about Show Controls can be found in that section of this user guide.



Screen Configuration

ProPresenter features a powerful render engine capable of outputting to multiple outputs and destinations at the same time. This functionality provides the option to add as many system outputs as your computer can handle to more advanced output types such as SDI, NDI, and Syphon.

Display Terminology

To master the Configure Screens window you must first master the terminology that the Configure Screens window uses.

Audience vs. Stage

ProPresenter has two types of screens: **Audience** and **Stage**. Generally speaking, an Audience screen is a screen that the audience will look at, and a Stage screen is a screen that people on the stage can see.

More specifically, the Audience screens have a full stack of Layers (as discussed in the Layer section) and is where your slides, media, and other content will be displayed. The Stage screens instead take the content that is being sent to the Audience screen, and, along with other content such as clocks, timers, and notes, is displayed in a user friendly way so that the people on stage can quickly see that information.

Tip: Screens that people on the stage can see have been called many things over the years. You might hear it referenced as a Confidence Monitor, Conference Monitor, Foldback screen, or, as in previous versions of ProPresenter, a Stage Display.

Screen

A Screen is the digital representation of your physical devices inside of ProPresenter. Think of a Screen as one render out of ProPresenter. Note that you can send one Screen to multiple devices (using the Mirror option), allowing ProPresenter to render something once yet drive multiple outputs.

There are four types of Screens (Single, Mirror, Grouped, and Edge Blend); each of these options will be covered more in depth separately.

Output

An Output is the connection between a Screen (as defined above) and the physical device (or digital equivalent) that ProPresenter will be displaying on. That is, it is a property of a Screen that tells the rendered image where to go.

Here are the various Output types.

1. System -- this will be any physically connected outputs to your computer including VGA, DVI and HDMI outputs
2. BlackMagic -- this is any BlackMagic device that allows for SDI output from the program
3. NDI -- this option will create a virtual output that shows over the network on any software programs or external hardware capable of receiving an NDI input
4. Syphon -- this is a Mac only option that allows you to output on the same computer to a program that is capable of receiving a Syphon input
5. Placeholder -- this is used if you are not physically connected to an output, but wish to link it later and begin setting up your Screens and Looks for a program

Output Target

In many cases you will want the rendered image to fill your device, but there may be instances where you want the rendered image to not fill the device, such as if you are using a matrix device (DualHead2Go, TripleHead2Go, Datapath, etc.). In these cases you can set the Output Target to only render to a part of your Output.

Primary Output

In some cases a Screen might have more than one Output; in these cases there will be one **Primary Output** which sets limitations, such as aspect ratio, on the other Outputs in that Screen.

Screen Types

There are four types of Screens as described below. When you create a new Screen you can select which type it will be, or you can always change it later

by selecting the dropdown at the upper left of the Screen Configuration window.

Single Screen

Selecting **Single** will have ProPresenter render one Screen that will be sent to one Output. This is the standard option that you'll wish to use in most installations.

Mirrored Screen

Selecting **Mirror** allows you to send one Screen to multiple Outputs. Each mirrored Output will be shown as a separate box in the center of the window. Click on a box to select it to control its properties. The Primary Output will be the leftmost Output that is shown. In the upper right corner of the Configure window, you can selected the number of mirrored Outputs you are seeing.

Note: Mirrored Outputs can have a different resolution than the Primary Output, however all Outputs will be rendered at the same aspect ratio as the Primary Output.

Grouped Screen

If you want for ProPresenter to output one Screen to a grid of multiple Outputs then you would select **Grouped**. The classic example of this would be a wall of TVs with one image stretched across all of the TVs.

In the upper right corner of the Configure window, you can select the number of **Rows** and **Columns** in your grid.

Edge Blend Screen

The **Edge Blend** option is perfect if you will be using multiple projectors with their edges blended to create a larger, seamless image.

In the upper right corner of the Configure window, you can select the **Number of Devices** that will be edge blended to create your Screen.

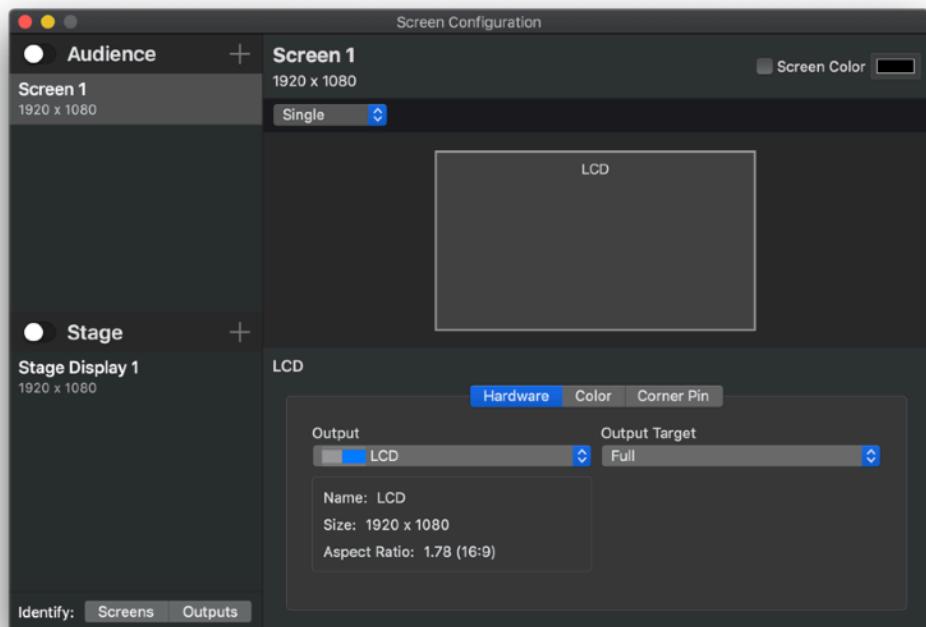
Note: Only horizontal edge blending is supported inside of ProPresenter.

The Configure Screens Window

The **Configure Screens** window is where you set up your Screens and Outputs. Open this window by pressing Command-Option-I on a Mac or Control-Alt-I on a PC, or by selecting from the menubar **Screens > Configure Screens**.

Note: The Configure Screens window replaces the Display Preference tab in previous versions of ProPresenter.

The Configure Screens window is divided into three main sections: Audience Screens on the top left, Stage Screens on the bottom left, and the Configure area on the right side of the window.



Audience and Stage Screens

On the left side of the Configure Screens window there are two sections, one for your Audience Screens and one for your Stage Screens. All of your Screens will appear in one of these lists.

Click the toggle button next to the section header to turn on or off all of your Screens in that section. Note that only System screens can be toggled on/off. SDI, Syphon and NDI screens cannot be toggled off and stay on perpetually once they are created. Click the + button to add a new Screen in the appropriate section.

Click on a specific Screen to be able to edit that Screen. Single clicking on the name of a Screen allows you to **Rename** the screen or you can right click on a Screen to be able to **Rename** or **Delete** that Screen. If you have a trackpad, you can also **Delete** a Screen doing a full swipe across the Screen name. A partial swipe will bring up a **Delete** option that you can click on.

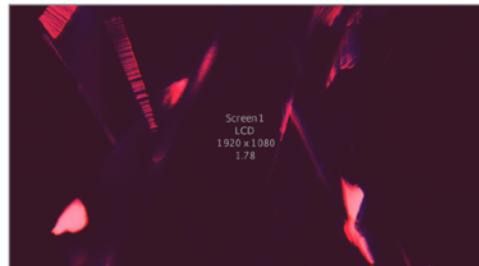
Identify

On the bottom left of the Configure Screens window are two **Identify** buttons: **Screens** and **Outputs**. These buttons are useful for troubleshooting during setup.

Clicking on the Screens button will add an overlay on all of your Screens with the name of that Screen, the type of devices that it is being shown on, its resolution, and its aspect ratio shown.

Clicking on Outputs will add an overlay on all of your Outputs with the name of that Output, the hardware driver that is being used, its resolution, its aspect ratio, and its framerate shown.

This is specifically helpful when using an Output Target as the Output will show information on the full output of the hardware whereas the Screen will show each individual Screen that is rendering to the Output.



Identify Screens



Identify Outputs

Note: The Audience and/or Stage Outputs must be turned on for the Identify buttons to work. You may only have either the Identify Screens or Identify Outputs on at any given time.

Configure Screens

The main area of the Configure Screens window lets you fully customize your Screens, including connecting them to your Outputs.

Across the top of the window you will see the name of the Screen as well as its resolution. Click on the name of the Screen to rename the Screen. Click on the check box next to **Screen Color** to enable that screen's Background Color; click on the color chooser to select which color you would like to use for the background of that Screen.

Below the name and resolution of the Screen is the **Arrangement** option; click the dropdown to select which type of Screen you would like to use: Single, Mirror, Grouped, or Edge Blend. To the right of the Arrangements dropdown is where you can edit the number of Outputs in your Screen (as covered in the Screen Types section).

In the center of the window you will see visual representations of all of your Outputs within the currently selected Screen. Click on an Output to select it and edit the properties below. If you are using an Edge Blend type, click the blend area between the screens to edit the properties for that blend area.

Across the bottom of the window you can configure the currently selected Output, including assigning your physical or virtual devices to that output. There are several tabs you can select to adjust different properties of your Output.

Hardware Tab

Click the dropdown menu under **Output** to select which device and resolution you will be sending the signal to. Below the dropdown it will show information about the Output; which information is shown depends on what type of Output you have selected, but it may have information such as **Name** and **Resolution**. Similarly, depending on what type of Output you are using, you may be able to change some of these options, such as its Name.

On the right of the Hardware tab you can select the **Output Target**. Click the dropdown menu to choose if you want the rendered image to fill the entire screen or only fill a portion of the screen; you can select one of the defaults (such as 2 X 1, 2 X 2, or 3 X 1), or select Custom to specify a specific location on the Screen.

Color Tab

This tab allows you to adjust the color of your Output. You might use this feature if you have projectors or TVs whose colors don't match, or you are projecting onto a colored wall and need to compensate for it.

Toggle the checkbox on the left to **Enable** or disable the feature. Click and drag on the slider, type in a number between -1 and 1, or use the arrows to adjust each color as needed. Click **Reset All** to reset all of the properties back to zero.

Corner Pin tab

If you are using a projector, the best case scenario is that the projector is completely perpendicular to what you are projecting onto, but this isn't always an option. For example your projector might be mounted off-center, or the "perfect position" might not be a realistic expectation to have.

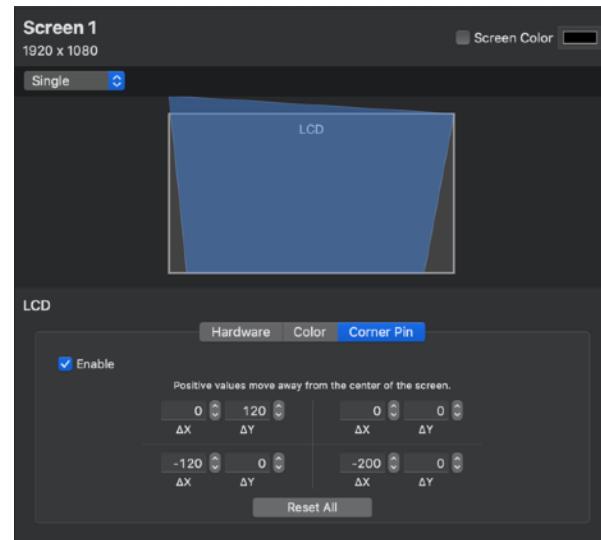
This is an example of when you would want to use the Corner Pin feature. This feature lets you adjust (or "pin") one or more of the corners so that the projected image perfectly fits your screen.

Toggle the checkbox on the left to **Enable** or disable the feature. Type in a number into one of the text boxes, or use the arrows to manually adjust each corner as needed. Click **Reset All** to reset all of the properties back to zero.

Each number represents that corner's Delta (represented by Δ); this means that typing in a number will adjust that corner that number of pixels away from where that corner normally would be. Negative numbers are towards the center, positive numbers are away from the center.

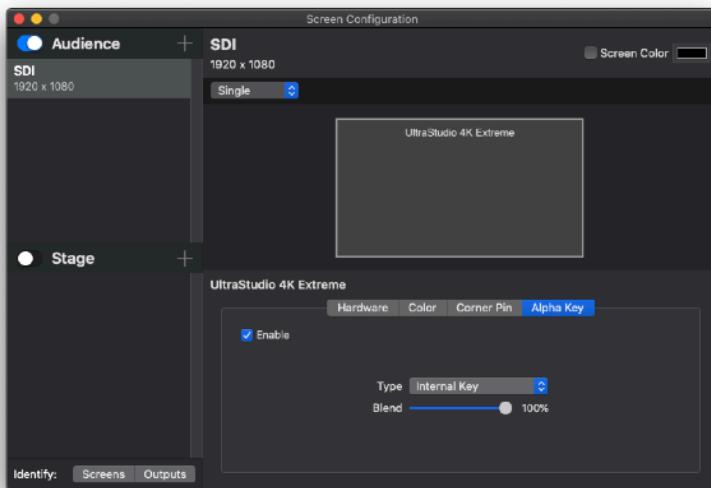
For example, typing in -50 for ΔX and -50 for ΔY will move that corner fifty pixels in and fifty pixels down towards the center of the screen.

Note: Each number is limited to one quarter of the overall resolution of that Output. For example, if your Output is 1920x1080, you divide these numbers by four to get your limits of 480x270, thus your X value is limited to a number between -480 and 480 and your Y value is limited to between -270 and 270.



Alpha Key tab

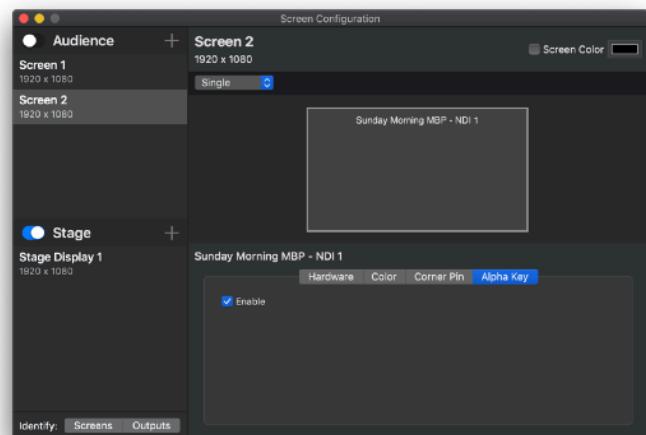
Note: The Alpha Key tab is only available for NDI Outputs and SDI Outputs with Alpha Key supported hardware.



When the Alpha Key is enabled on an SDI output, you can set what type of Key you wish to use (**External** or **Internal**) and also the percentage level of **Blend** that will be used. An **External** key would be used if you are sending separate key and fill outputs to your broadcast video switcher. It sends the key signal through the preview out of the BlackMagic device and the fill

out of the program output. An **Internal** key would be used if you are using the Alpha Keyer as a downstream key, with a video input coming into the BlackMagic device and one going out of it.

When the Alpha Key is enabled on NDI, ProPresenter will send the rendered image out with an Alpha Key in place of the background color. This can be useful if you want to key your text on top of video, for example. There are no other settings when sending an NDI Alpha Key output, you simply can enable or disable the Key.



Remember that only the Background Color will be keyed out; any content in any other Layer will not be keyed out.

Audience Looks

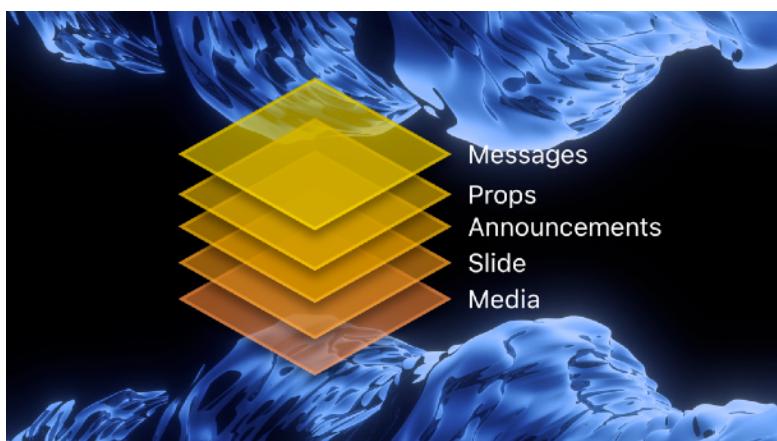
Looks allow you to choose what components of your content goes to each individual Audience Screen.

To access the Looks pane, go to the Destination Target button in the Presentation header and hit Edit Looks, use the keyboard shortcut of Shift-Command-I on Mac or Control-Shift-I on Windows or go to Screens>Edit Looks in the menubar.

Live	Default	Default		Enable Identify
Presets	+			
Default		Screen 1	Screen 2	
		Mask	<input type="checkbox"/>	<input type="checkbox"/>
		Messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Props	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Presentation	<input type="checkbox"/>	<input type="checkbox"/>
		Slide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Media	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Video Input	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Looks Pane offers a column for each Audience Screen created in Screen Configuration. This allows you to set which elements go to each screen, and allows you to change the formatting of your slides if necessary.

The left side of the pane shows the currently Live Look at the top and then lists any Presets you've created below. To add a new Preset, click the + button and it will automatically appear at the bottom of this list. You can click on the Preset name to rename this preset to better describe what Look this is used for.



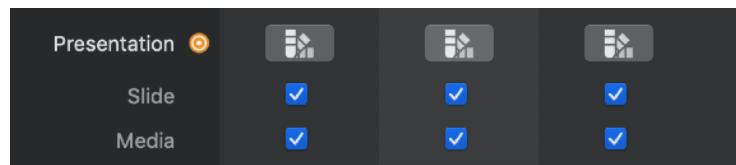
Once you select a Look Preset on the left, that preset's settings will appear on the right. At the top of the right side of the pane, the name of the preset will appear. The **Enable Identify** button allows you to visually see on your Audience Screen the layering of what components are enabled on that Screen for that particular Look Preset.

You can also make changes to a Look Preset and click on the **Save** button to update the Preset you're using or **Save as** a new Preset to use in the program.

Audience Look Components

There are seven different layers that you can choose to send an Audience Screen depending on how your Look is setup.

- **Mask** -- Masks allow you to "mask" (or cover up) a part of your Screen to create custom projection screens or to keep the projector from projecting onto something you don't want. You can choose which Mask (if any) you wish to use in the dropdown here
- **Messages** -- Messages are used to put a piece text on top of one or more screens — you can set these up in the Show Controls area either on the fly or to trigger using an action on a certain slide.
- **Props** -- Props are used to overlay a persistent slide object on the third highest layer of your screens.
- **Announcements** -- The Announcements Layer allows you to send a presentation set with a Destination Target of Announcements to some screens while sending a different presentation to the main Presentation Layer.
- **Presentation** -- The Presentation Layer is a static layer with two components. The dropdown menu allows you to change the Theme Template used to reformat your Presentation slides. This allows you to send the same text to multiple Audience Screens, but have it formatted differently on each Screen.



- Once this is set, there are two components to a Presentation you can enable.
 - **Slide** - this shows any text/shape object component on the Cue itself to the Presentation Layer

- **Media** - this shows any media action that has been added to the Cue to the Presentation Layer. This also would affect standalone Media from the Media Bin.
- **Video Input** -- The bottom-most layer on a Screen is the Video Input Layer. This allows you to show previously created Video Inputs in the program.

Audience Look Actions

Use Audience Look Actions on slides to quickly change which Look you are using to show content to the audience screens.

Add Audience Look Actions to slides by either:

- Opening the Action Palette and dragging the Audience Look Action onto a slide or
- Right clicking on a slide and selecting Add Action > Add Audience Look Action and choosing which Audience Look you want to use

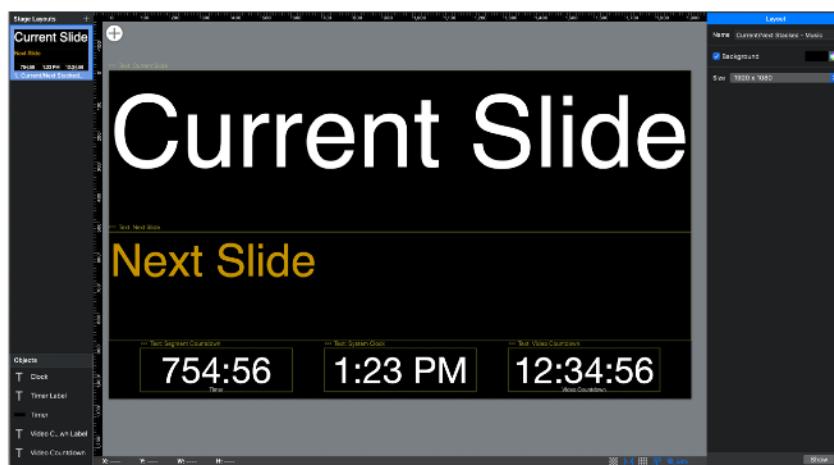
When adding or editing an Audience Look Action you will be able to select which Look you want to use when that slide is clicked. This will change the Live **Look** that is used until a new Look is selected either via an Action or through the **Looks** menu.

You can only have one Audience Look Action per slide.

Stage Layouts

The Stage Screen feature provides a "foldback"/"confidence" monitor so that the people on stage can receive information such as the Current and Next slides, clocks, timers, notes, chord charts, and even custom messages that only they can see. Stage screens continue to evolve and ProPresenter has even more flexibility now than ever before as to what components can be sent to these screens.

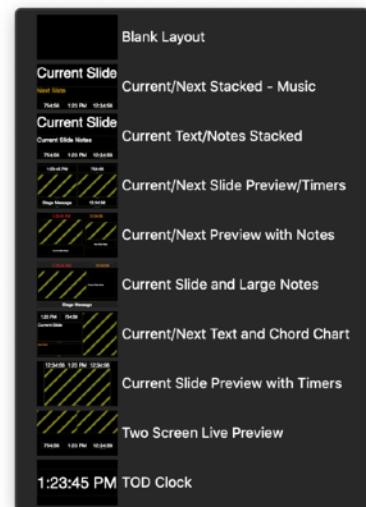
To setup these layouts, you will need to open the Stage Layout Editor. To open this, you can hit Command-4 on Mac or Control-4 on PC or go to Screens>Edit Layouts... in the menubar.



The Stage Layout Editor works similarly to the main Slide Editor, adding more options for linking to other parts of the program. To create a new layout, you can choose from a premade layout or add a blank layout by hitting the + button in the upper left of the Editor in the Slide Navigator.

There are three basic formatting options on the Stage Layout when you have no objects selected on it.

- **Name** - the Stage Layout's name, shown throughout the program. This can be seen in the Screens menu when choosing Stage Layouts for each Screen.
- **Background** - this allows you to set the Background color for the Layout to something other than the default Black using the Color Palette to better integrate in your setup

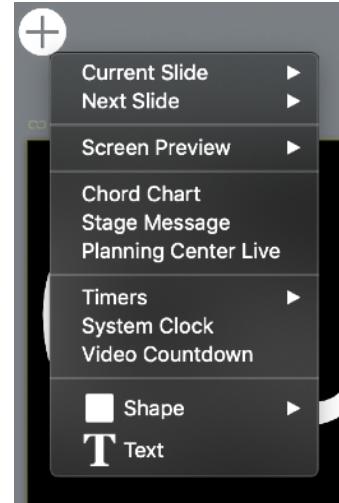


- **Size** - this allows you to set the resolution this Layout will run at. It's recommended to set this Size to match the resolution of the Output you'll be displaying this Stage Layout on.

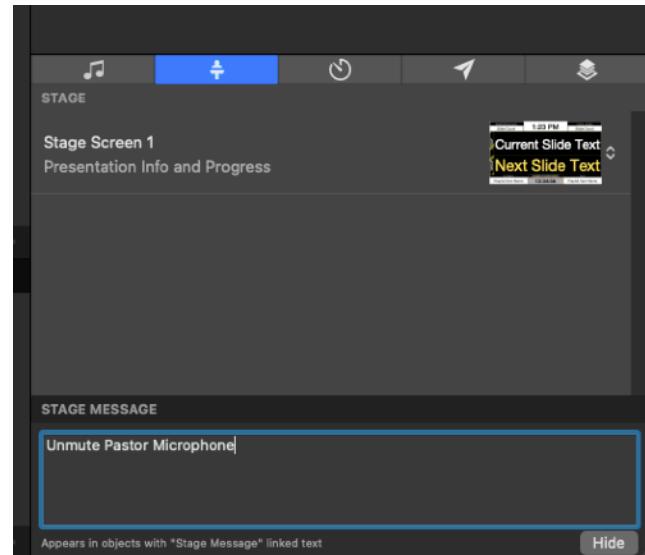
The Stage Layout Editor is similar to the Slide Editor in that you have a lot of flexibility as to the different items you can add onto your Layout. This primarily uses the Linked Text and Fill options in the Editor to send different portions of the program's data to the Stage Screen at any given time. To add an object to the Layout, click on the + button in the upper left of the Editor's Canvas, just as you do in the main Slide Editor. Linked Objects will show in the Layout Editor window with a yellow outline and yellow text at the upper left of the object bounds will show what the Object is linked to.

The Objects that you can add to your Stage Layout are described below.

- **Current Slide** -- This is the current slide shown on the Audience screen. There are three options for Current Slide data:
 - Text -- this is the text from the slide itself and will be formatted to whatever text style you set in the Text Tab of the Inspector on the right side of the Layout Editor
 - Preview Image -- this will send a static image of the Slide to your Stage Layout similar to the thumbnail shown in the main "Show" view
 - Notes -- this will send the Slide Notes that have been added in the Slide Editor to this box
- **Next Slide** -- This is the slide after the current slide. There are three options for Next Slide data:
 - Text -- this is the text from the slide itself and will be formatted to whatever text style you set in the Text Tab of the Inspector on the right side of the Layout Editor
 - Preview Image -- this will send a static image of the Slide to your Stage Layout similar to the thumbnail shown in the main "Show" view



- Notes -- this will send the Slide Notes that have been added in the Slide Editor to this box
- **Screen Preview** -- this allows you to send a live version of any of your Screens to your Stage Layout. This allows the Stage Layout to show any Screen including your Announcements Layer, main Presentation Layer or even another Stage Layout
- **Chord Chart** -- this will show a PDF or JPG chord chart that has been added to your Presentation
- **Stage Message** -- The Stage Message allows you to send a message specifically to the Stage. It's not visible on the Audience screens. To access this feature, open the View menu and select Stage, click the Stage button in the Show Controls, or press Command-Shift-S (Alt-S on PC). Type your message and click **Show** for it to send the screen. **Clear** will remove the message completely and **Hide** removes the message from the Stage Layout, but doesn't delete the message.
- **Planning Center Live** -- Planning Center Live is a web object that loads on the Stage Layout and can display the countdown time, current item, and next item as linked from Planning Center Live.
- **Timers** -- this menu will show any currently created Timer from the Timers window. You can also set Color Triggers for these Timers and the main formatting of how the Timer looks in the Text tab of the Inspector on the right side of the Layout Editor.
- **System Clock** -- this is the actual System Clock showing (if you wish) both the date and time or any part of these items. You can set what format you would like the date and time to use in the Text tab of the Inspector on the right side of the Layout Editor.
- **Video Countdown** -- Video Countdown shows the time remaining on the currently playing video. This feature is helpful for those on stage to



know how much time is left in a video, such as a countdown video or intro video.

- **Audio Countdown** -- this clock shows the time remaining on the currently playing audio file.
- **Group** -- You can select here to view the Group Label for the current slide, the next slide or the next Group in the Arrangement — this can be helpful for keeping those on Stage on track with the roadmap of a given presentation
- **Label** -- This is the physical label showing on the right of a Slide. You can select this for the current or next slide and is another helpful option to keep those on the Stage to know where they are in the presentation.
- **Capture Status** -- This feature allows you to see the current status of a capture in ProPresenter. This is useful if you are using the Stage screen as a Producer mode to keep those abreast of any issues in a stream/capture.
- **Shape** -- In the same vein as the main Slide Editor, you can add a Shape to your Stage Layouts. The same formatting options apply for this and you can even choose to Fill this with either a Video Input or piece of Media to brand your Stage Layout.
- **Text** -- Again, a Text box can be added if you wish to have Text on your Layout that shows at all times. This can be helpful to label the elements on the Layout or to place a constant piece of information that needs to show on the Layout.

Outside of the + button, there are a few other items you can use as Linked Text through the dropdown in the Text tab of the Editor. These are listed below.

- **Slide Count** -- This allows you to see either what number slide you're on, how many slides are remaining in a presentation or how many total slides there are
- **Presentation Name** -- shows the current presentation name showing either on the Presentation or Announcement layer
- **Playlist** -- offers different options/facets of Playlist data including the name of the Playlist itself, the current item selected, the next item in the Playlist, the current active Header, and the next Header. If the current item selected has an Arrangement, you can also toggle an option to show the name of the Arrangement selected.

- **Auto Advance Time** -- This allows you to see a timer for go to next timers for presentations on either the Presentation or Announcement Layer
- **Operator Notes** -- you can see here notes left for the Operator that you can edit through the Presentation toolbar

There is no Build tab in the Layout Editor as this is a single Layout that would not have animations of any kind, but the Shape and Text tabs in the Inspector work the same way they do in the main Slide Editor.

You can dynamically change your Stage Layout as you trigger Slides and also choose whether you wish for slides to show only on the Stage Layout and not to the Audience Screens through Stage Actions.

Test Patterns

ProPresenter provides several **Test Patterns** to help you with your setup. For example, the Blend Grid will help to align your projectors, the Color Bars helps to make sure your outputs are showing the correct colors, and Focus helps to make sure your device is properly focused.

Note: All of the Test Patterns are rendered on the fly. For example, the Focus grid will render differently depending on the resolution of your output, thus allowing you to see an actual representation of what different font sizes will look like on that display.

Open Test Patterns by going to the menubar and selecting **View > Test Patterns**. Close the window by clicking the X in the upper corner. Show the current Test Pattern to the audience screen(s) by clicking the **Show** button in the lower right. Clear the current Test Pattern by clicking the **Clear** button in the lower left.

Below are the available Test Patterns and their options:

- Blend Grid
 - Center Circle
 - Center Lines
 - Grid and how large each subdivision in the grid is
 - Invert Colors
- Color Bars
- Focus
- Gray Scale
- Black Color
 - Black Level, where 0 = Black and 50 = Gray
- White Color
 - White Level, where 100 = White and 50 = Gray
- Custom Color
 - Custom Color, a color chooser where you can choose any solid color

Example Configurations

Note: In these examples, assume that all devices are plugged directly into the computer as an output that the operating system can see as an external monitor.

Let's say that you want to output ProPresenter to one projector that the audience sees, one TV being used as a "confidence monitor," and two TVs in the foyer. This would be:

- One Screen for what the audience sees, going to one Output (the projector)
- One Screen for the confidence monitor, going to one Output (the TV)
- One Screen for the announcements, going to two Outputs (each TV, set to Mirrored)

To expand: Because the announcement TVs will be showing the same thing you will only need one Screen for the announcements, but that one Screen would have Mirrored Outputs turned on allowing you to set up multiple Outputs, one for each physical device that is plugged into the computer.

You are asked to add another projector for the audience which will be showing the exact same thing as the other projector. Because the new projector is a copy of the old projector, simply turn on Mirrored Outputs for the Audience Screen to send it to two outputs. You now have:

- Projectors: One Screen, two Outputs, Mirrored
- Confidence Monitor: One Screen, one Output
- Announcements: One Screen, two Outputs, Mirrored

Advanced Examples

In some of these examples we will now be exploring digital Outputs, such as SDI and NDI. These are handled the same way as physical Outputs, they are simply routed as needed by ProPresenter.

You are now asked to have ProPresenter send a signal out via NDI to your streaming software, but instead of being an exact copy of the projectors, you are asked to send the text as lower thirds and without the background. Your list would now look like this:

- Projectors: One Screen, two Outputs, Mirrored
- Streaming: One Screen, one Output
- Confidence Monitor: One Screen, one Output
- Announcements: One Screen, two Outputs, Mirrored

You have a special service coming up and you are asked to merge the two projectors into one large double-wide image using Edge Blending. To do this you would still have the same number of Screens and Outputs, but instead of using the Mirrored Outputs option you would choose Edge Blend under Arrangements; this would have ProPresenter render the double-wide image with the appropriate edge blend, and send it to your two Outputs as needed.

- Projectors: One Screen, two Outputs, Edge Blended
- Streaming: One Screen, one Output
- Confidence Monitor: One Screen, one Output
- Announcements: One Screen, two Outputs, Mirrored

Working with Slides

Every presentation in ProPresenter consists of at least one slide, even if it's just a single media action. Each slide can tell you a lot about what is going to happen when you click on the slide, including the type of media action, whether there are any other Actions that will happen if you click on the Slide, if it is a part of a Group or has a Label, etc.

Slide Editor

The most comprehensive way to edit presentations is to use the Slide Editor. The **Slide Editor** provides the ability to make changes to the objects on your slides, the slides themselves, and even the Presentation as a whole.

To open the Slide Editor, click the **Edit** button in the toolbar, right-click on a slide and choose "Edit Slide," press Control-E on a Mac or a PC, or in the menubar select **View > Editor**.

Note: This section covers the Slide Editor, which is the most commonly used Editor, however there are several other Editors inside of ProPresenter that you may come across, such as the Mask Editor, the Props Editor, and the Theme Editor. All Editors are very similar, however each one has some unique characteristics that make them slightly different. Those differences will be covered in the respective sections for the feature.

Overview



1. In the center of the Editor is the **Canvas**; this is where you can see and edit your currently selected slide.
2. To the left of the Canvas is the **Slide Navigator** where you can select the slides you want to see in the Canvas.
3. Below the Slide Navigator is the **Object List** which lists all of the **objects** on the currently selected Slide.
4. Below the Canvas is the **Slide Notes** area where you can add notes to the slide (useful for showing presenter notes on the Stage Display).
5. To the right of the Canvas is the **Inspector**; this is where you will make changes to the currently selected object, slide, or Presentation.
6. If you want to quickly send what you are working on to the audience screen, click on the **Show** button at the bottom right of the Editor.

Slide Canvas

The central area of the Editor is the **Canvas** where you will see representations of the objects and text that is on the currently selected slide. The Canvas uses an (X, Y) coordinate system, allowing you to align objects with pixel precision.

Note: The top left of the slide is represented by the coordinates (0,0). The bottom right of the slide is represented by the coordinates (W,H) where W is the width of the slide and H is the height of the slide, both of which are set in the Presentation Tab of Slide Properties. In the lower left of the Editor you will see the current position of your cursor as well as the Width and Height of the currently selected object.

Adjusting the Canvas

The Canvas contains several tools to customize how it looks and feels; these buttons are in the lower right of the Editor.

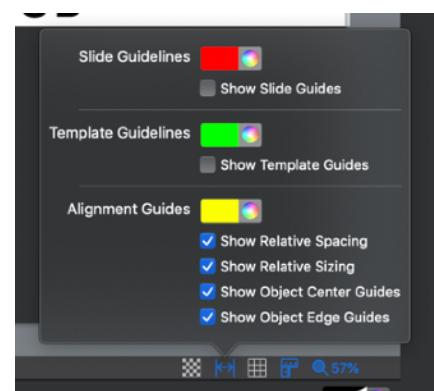
Checkerboard Background

By default the Editor will show a grey background on the slide that you are working on. If you have set a **Presentation Background Color** or **Slide Background Color**, this color will show in the Editor on the Slide. If you would prefer to see a checkerboard texture instead of a solid color, click the **Checkerboard Background** button to do so. Click the button again to turn it off.

Guidelines

Guidelines are lines to which you can "snap" objects to, allowing for easily lining objects to other objects or to the center of the slide, as examples. There are three types of Guidelines: Slide Guidelines, Template Guidelines, and Alignment Guides.

Note: To create Slide and Template Guidelines, first make sure that the Rulers feature is enabled.



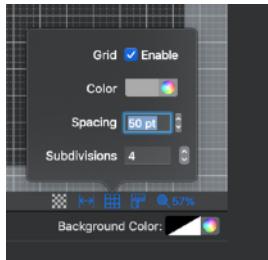
- **Slide Guidelines** are guidelines that are unique per slide. That is, you can set up as many Slide Guidelines on a given slide as you would like,

and each slide can have its own set of Slide Guidelines. To turn on Slide Guidelines, click on the Guidelines button on the lower right of the Canvas and enable **Show Slide Guides**, or on Mac, option-click the Guidelines button to turn it blue. To create a vertical Guideline, hover your mouse over the Ruler on the left side of the Canvas then click and drag onto the Canvas; release the mouse where you want your Guideline to be placed. Horizontal Guidelines can be created by clicking and dragging from the Ruler on the top of the Canvas. To remove a Guideline, click and drag it up (for horizontal Guidelines) or to the left (for vertical Guidelines) and release the mouse when the X icon appears. You can also right click on the Guideline and choose the option for **Delete Guideline**. Change the color of your Slide Guidelines by clicking the Guidelines button and clicking the color chooser next to **Slide Guidelines**.

- **Template Guidelines** are very similar to Slide Guidelines, however instead of being unique to a specific slide, they are applied when you apply a Template to a slide. To use Template Guidelines, first go into the Template Editor and create one or more Slide Guidelines on that Template. Then, apply that Template to a slide; when you edit that slide it will contain the Guidelines that were contained within that Template. To turn on Template Guidelines, click on the Guidelines button on the lower right of the Canvas and enable **Show Template Guides**, or on Mac, option-click the Guidelines button to turn it blue. Change the color of your Template Guidelines by clicking the Guidelines button and clicking the color chooser next to **Template Guidelines**.
- **Alignment Guides** will have objects snap to other objects that are in the Canvas. For example, with Alignment Guides you can snap an object to the side of another object, or even have it snap to the same spacing as other objects. There are several options that you can enable under Alignment Guides:
 - **Show Relative Spacing:** Enables snapping to similarly spaced objects
 - **Show Relative Sizing:** Enables snapping to similarly sized objects
 - **Show Object Center Guides:** Enables snapping to the center of other objects
 - **Show Object Edge Guides:** Enables snapping to the edges of other objects. Change the color of your Alignment Guides by clicking the Guidelines button and clicking the color chooser next to **Alignment Guides**.

Grid

You can add a grid of lines to the Editor to help align your objects; click on the **Grid** button in the lower right of the Editor to access this feature.



To toggle the grid on or off, click the checkbox next to **Enable**, or on Mac, Option-click on the Grid button. Click on the Color option to select which color you would like to use for your Grid. You can adjust the spacing of the Grid by setting the Spacing (the space between the major lines) and Subdivisions (minor lines that appear between the major lines). Click outside of the Grid window to close the window.

Rulers

The Editor includes a set of Rulers that will show on the top and left edges of the screen to better help you see the positioning of the objects in the Editor. You can enable and disable the Rulers by clicking on the Rulers button in the lower right of the Editor or by selecting the Editor menu and choosing Show Rulers.

Zoom

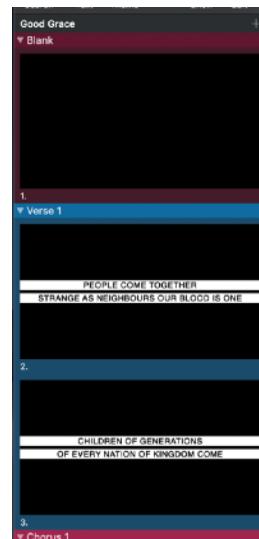
To adjust the zoom level of the Editor select the **Zoom** button in the lower right. You can select a predefined value or you can select **Custom...** to enter your own value. To have ProPresenter zoom so that you can see the entire slide, select **Fit**, or on Mac, Option-click on the Zoom button. Click outside of the Zoom window to close it.

Slide Navigator

To the left of the Canvas is the **Slide Navigator**. From here you can select which slide is currently being edited in the Canvas.

You can scroll up and down this list to see all of the slides in the currently selected Presentation. Click on a slide to select it and show it in the Canvas.

Right clicking on a slide will allow you to **Copy**, **Paste**, **Delete**, or **Duplicate** a slide. You can also change the **Theme** used for that slide or copy the Text Style on that slide to paste onto another slide.



Click the "+" button at the top right of the Slide Navigator to insert a new slide after the currently selected slide. If you have your slides grouped using the Groups feature you can click the triangle next to the name of the Group to hide or show the slides in that Group.

Slide Objects

ProPresenter has a wide range of Objects that you can insert onto your slides, from simple text boxes to complex shapes and even custom shapes that you can draw yourself. There are several attributes to objects; these attributes allow for powerful control over what you show on the screen, however without a proper understanding they can cause some confusion.

An **Object** is any item inside of the Canvas of the Editor. Objects are very versatile inherently and may be of many shapes and content.

All Objects have a **Shape**. This Shape can be one of many pre-defined shapes (such as a square, circle, or triangle) or a custom shape that you create yourself. There is no limit to an object's shape.

For each individual object you can decide if (and with what) you want to **Fill** the object's shape with. You can fill the shape with a solid color, a gradient, media such as a still image or a video, or one of several other options. In addition to the fill there are other properties that are linked to an object's shape (such as Stroke and Shadow) which will be covered later.

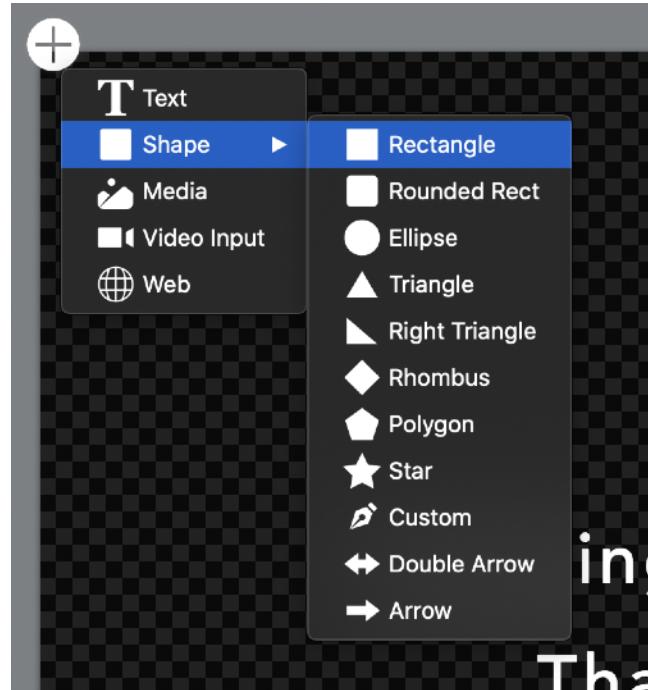
All objects are also inherently **textboxes**. That is, no matter the type of object you originally started out as, you can add text to it. You can activate the textbox of any object by double clicking on the object.

Note: the text of an object is NOT affected by the object's shape. Text will not stay within the bounds of an object's shape; instead the text will stay within the bounds of the object itself. To put it another way, textboxes are always rectangular, even if the object has a different Shape.

ProPresenter also has a Linking system which allows you to link Fill content as well as Text to other objects and other information within ProPresenter. Something that can be linked to is called a Token. For example, you can set the text of an object to be linked to the token of a countdown timer; if you were to do that, then whenever that object is shown the text would be replaced by the current value of that timer.

Insert an Object by clicking on the + in the upper left corner of the Canvas. From this menu you can insert the type of object that you would like:

- Text
- Shape
 - Rectangle
 - Rounded Rectangle
 - Ellipse
 - Triangle
 - Right Triangle
 - Rhombus
 - Polygon
 - Star
 - Custom
 - Double Arrow
 - Arrow



- Media
- Video Input
- Web

Some of the shapes feature controls to customize the shape. For example, creating a Star allows you to control how many points are on the star, as well as the angle of depth for each of the points.

Interacting with Objects

There are several ways you can interact with objects in the Editor. Here are a few quick tips to get more out of ProPresenter:

- Click and drag an object to position it where you want it to be
- Hold the Option key on Mac or Control key on Windows when you click and drag an object to copy (duplicate) that object
- Click and drag the edge of an object (also called its "bounding box") to resize the object

- Hold the Command key on Mac or Alt key on Windows and hover your mouse near a bounding box to turn the cursor into a Rotate cursor
- Hold down the Shift key while dragging a bounding box to lock the aspect ratio
- Hold down the Option key on Mac or Control key on Windows while dragging a bounding box to scale from the center of the object instead of the far corner of the object

To **Align** multiple objects, select multiple items, then, from the menubar, select **Editor**, choose **Arrangement**, and then **Align Objects**; from here you can align your items horizontally or vertically. Similarly you can select multiple items and select **Distribute** from the Editor menu to distribute your items horizontally, vertically, or evenly.

Object List

To the bottom left of the Canvas is the **Object List** which allows you to see and interact with all of the objects on the currently selected slide.

Objects that are higher on the list will appear on top of (will cover up) objects that are lower on the list. Click and drag an object in the Object List to reorder the list, allowing you to move something higher or lower in the list.

Hover your mouse over an object and click the **Lock** icon to lock or unlock that object. Locking an object locks it into place on the slide and you cannot edit any of its attributes until you unlock it again. Clicking on the **Visible** icon will hide or show the object on the Editor Canvas. Note that the object will show on your Screen when you **Show** the Slide.

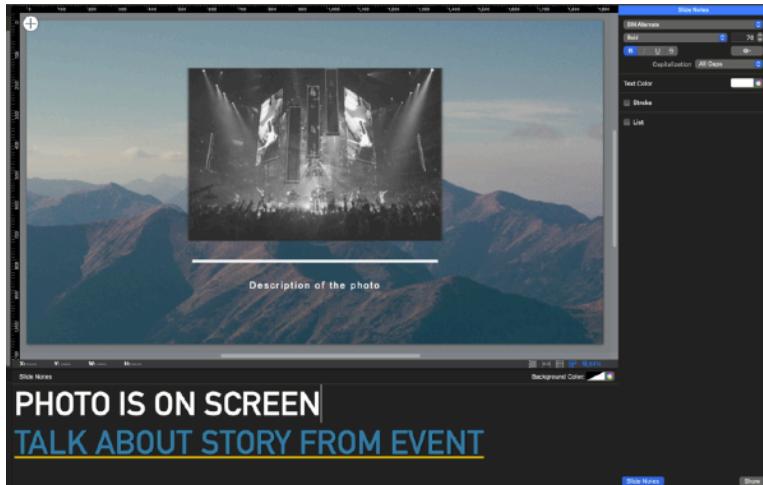
Right click on an object to **Rename**, **Hide/Unhide**, **Lock/Unlock**, or **Delete** the object. If you have a touchpad device then you can two-finger-drag to the left of an object to delete it.

Slide Notes

The **Slide Notes** section of the Editor allows you to create notes on each Slide. These Notes can be used for your own reference or you can show them on the Stage Display to help the presenter remember their talking points, as an example.

To toggle the Slide Notes area click the **Slide Notes** button on the bottom right of the Editor. You can change the **Background Color** of the Slide Notes area; click the color box to select one of the pre-defined colors or click the color wheel to select your own color.

Note: The Background Color feature is a setting that is shared across all slides and all Presentations. That is to say if you change the Background Color in one Presentation then it will change it for all slides in all Presentations; you cannot customize this setting per slide or per Presentation.



You can type your text into the textbox in the center of the Slide Notes area. This textbox supports rich text formatting, meaning selected text can be bold, italicizes, different fonts, sizes, and even colors. Use the Inspector on the right of the Editor to make changes to the formatting of the text. Click on the gear icon for more features, such as paragraph settings and margins.

Tip: Sometimes you want to paste text into a textbox but you don't want to keep the formatting that was previously in the text, you want to match the formatting that was already in the textbox. To do this you can use the ****Paste and Match Style**** feature: press Command-Option-Shift-V on a Mac, Alt-V on a PC, or select Paste and Match Style from the Edit menu.

Slide Inspector

The right side of the Editor features the **Inspector** which offers you the most in-depth options for objects on your slides as well as the slide itself and even the Presentation as a whole.

Note: there are several variants of the Editor window in ProPresenter that cover unique features, for example the Slide Editor, the Template Editor, and the Props Editor (just to name a few). Each of these Editors are largely the same, however there are some features that are unique based on which Editor you are in. The following covers the Slide Editor as it is the most often used Editor; areas that are unique to each Editor will be covered in the sections that cover the overarching feature.

The Inspector is context-aware, so which options are shown at any given time is dependent on what is (or is not) selected in the Canvas. There are three groups of Tabs that the Inspector can show in the main Slide Editor: The **Slide Properties Tabs**, the **Object Properties Tabs**, and the **Slide Notes Tab**.

Slide Properties Tabs

If you do not have any objects selected in the Canvas, then the Slide Properties Tabs will show in the Inspector. These Tabs are the Presentation Tab (to control information for the entire Presentation), the Slide Tab (to control information about the currently selected slide), and the Build Tab (to control the Build-Ins and Build-Outs on the currently selected slide).

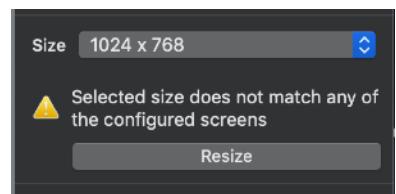
Presentation Tab

The **Presentation Tab** allows you to access information about the currently selected Presentation.

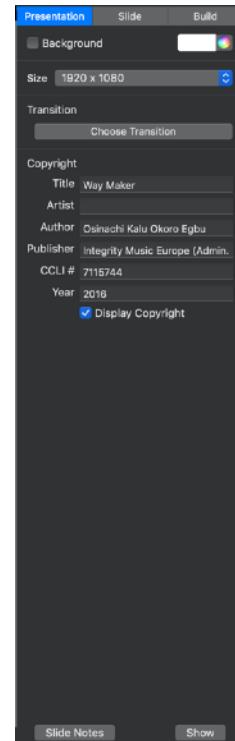
Toggle a **Background** color for the entire Presentation by clicking the checkbox next to Background. Click the color box to select a pre-defined color, or click the color wheel to select any color.

The **Size** option allows you to change the resolution of your Presentation. (Note that all slides in your Presentation share the same resolution.) Click the dropdown menu next to Size to choose a resolution for your Presentation.

Tip: Generally speaking you want your slides to be the same size as your primary output, however there are cases where a different setting may be needed.



If the size selected for this Presentation does not match the output size for any of your outputs then an alert will appear; click the **Resize** button to choose a screen to match your Presentation's resolution to.



The **Transition** feature allows you to set, change, and remove the transition for this Presentation. The **Copyright** section allows you to set, change, and show the copyright information for this Presentation.

Tip: If you would like for the copyright information to show, not only does the Presentation have to have Display Copyright checked, you must also have Enable Copyright display checked in the General Tab of Preferences.

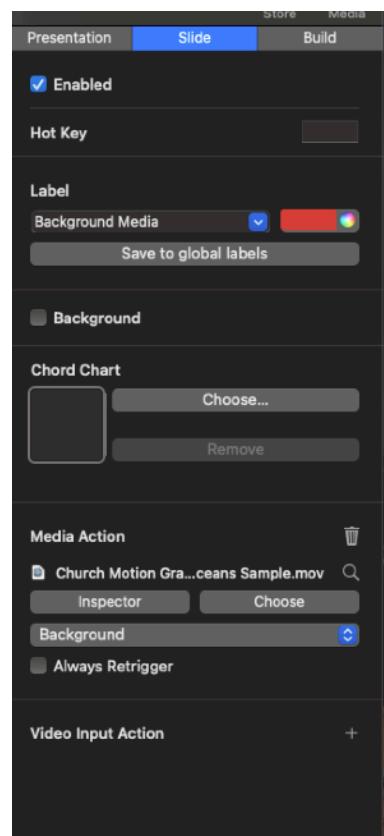
Slide Tab

To change information about an individual slide that you've selected, go to the **Slide Tab** in the Inspector.

Click the checkbox next to **Enabled** to enable or disable the slide. Change the **Hot Key** for the slide by clicking in the textbox and typing a letter.

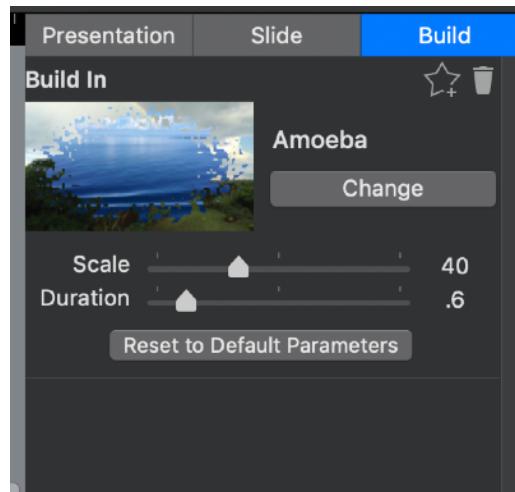
The **Label** section allows you to change the Label for the slide. Once you select or enter a Label, you can choose a color for that Label and have the option to **Save to global labels** which allows you to add that Label in the future from the list shown in Preferences. Toggle a **Background** color for the slide by clicking the checkbox next to Background. Click the color box to select a pre-defined color, or click the color wheel to select any color. You can also add, change, or remove a slide's **Chord Chart**. The Chord Chart feature allows you to add a PDF into the slide that will trigger to a Stage Screen if you've added a linked item to a Chord Chart on your layout.

This tab also offers an option to add media actions or Video Input actions to a slide. Here, you can select what media file or video input you wish to use, whether it's used as a Background, Foreground or will go on the Video Input layer and you can choose the option to **Always Retrigger**. Enabling this option means that each time a slide with this input or media file is triggered, it will restart at the "beginning" of the time. For a video input, this will just mean loading the file once more. For a more cohesive look, this would traditionally be unchecked, but some users would like media files to start over anytime certain slides are triggered and for that instance, this would be enabled.



Build Tab

The **Build Tab** in the Inspector allows you to set an individual transition for the Slide you have selected. There are a lot more options in this tab used once you have an Object selected. Here, you would just have the options of whatever transition you choose for the slide to appear on your screens.



Object Properties Tabs

When an object is selected in the Canvas the Tabs on the right change to the **Object Properties Tabs**. These include the Shape Tab (controls the overall shape as well as any fill content for the object), the Text Tab (controls the text that is within the object), and the Build Tab (for controlling Build-Ins and Build-Outs on the slide).

Tip: Many of the numerical input boxes in the Object Properties Tabs allow for simple math to be performed directly in the textbox! For example, if you type "100+100" into the width box and press Enter then it performs the calculation and will use/show 200 as your final width!

Tip: For some numerical input boxes you can click and drag on the label for the box and drag to the left or right to change the value in the textbox. For example, you can click on the text "Width" and drag to the left to make the object more narrow. Want even more control? Hold Shift while dragging to make bigger changes and hold Option on Mac, Alt on Windows, while dragging to make smaller changes.

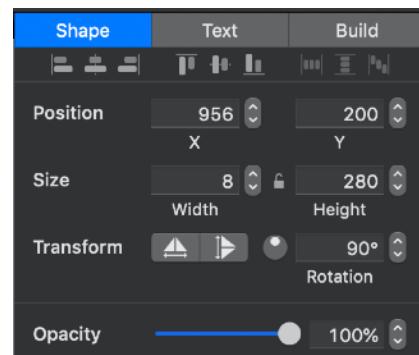
Shape Tab

The Shape Tab offers a lot of great ways of controlling the object itself and what the object looks like.

Alignment and Distribution

Across the top of the Shape Tab there is a series of **Alignment and Distribution** buttons. If you only have one object selected in the Canvas then the first three buttons will horizontally align that object to the slide (left side of slide, center of slide, and right side of slide) and the next group of buttons will align the object vertically to the slide (top, middle, and bottom of slide). When only one object is selected the third group of buttons is not available for use.

When two or more objects are selected the Alignment buttons will align the objects to themselves (instead of the slide). For example, selecting two objects then clicking on the leftmost button (Align Left) will align the left side of both objects to the leftmost of the objects. That is, it will make their left



sides line up. All of the Align buttons work this way (left, center, right, and top, middle, and bottom).

The three Distribute buttons only activate when you have three or more objects selected in the Canvas. These buttons will evenly distribute the objects amongst themselves. For example, if you have three textboxes and you want them to each be the same distance apart from left to right, you could move the textboxes into their approximate locations, select all three textboxes, then click the Distribute Horizontally button and they would each be distributed evenly along the horizontal plane.

Position, Size, Transform, and Opacity

Below the Align and Distribute buttons you can control the **Position** and **Size** of the object. Enter a number into one of the textboxes and press Enter or Tab to apply the change, or click the up and down arrows to nudge the number in the appropriate direction.

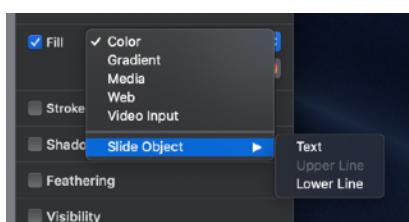
Between the Width and Height textboxes there is a lock icon. Click this icon to toggle the **Lock Aspect Ratio** feature. With this feature enabled the aspect ratio of the object will always stay the same.

You can also **Transform** the object; click the **Flip Horizontal** and/or **Flip Vertical** buttons to flip the object. **Rotate** the object by clicking and dragging on the rotation dial, typing an angle into the textbox and pressing Return or Tab, or by using the arrows next to the textbox.

You can change the opacity of the object by clicking and dragging on the **Opacity** slider, typing a number into the textbox and pressing Return or Tab, or by using the arrows next to the textbox.

Fill

In the Fill section you can choose what (if any) fill the currently selected object has. There are many options for filling the shape of an object, including a solid color, a gradient, a still image, or a video. You can also fill the shape with an active Webpage or Video Input from a camera or another input source. There are a few options here as well that allow you to use elements traditionally reserved for Stage layouts. These include Screen Previews and images, Capture status, Group and Label colors, and chord charts.



One other option is to link to another object on the Slide. If you choose this option, the menu will

show you all other Objects on your Slide and you can choose to link to the fill attributes of that Object. This is especially helpful if you are using a Gradient or specific color pattern and want to get the same specific formatting settings to two or more separate Objects.

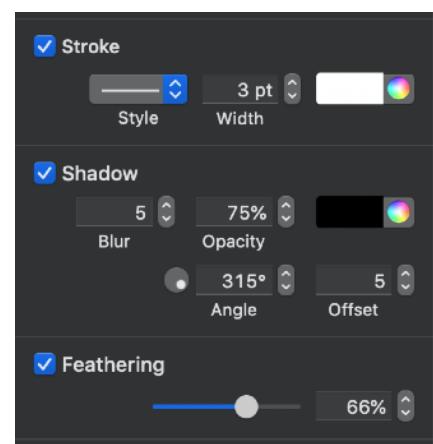
Tip: Fill can also be limited by the Lines Only option in the Text Tab; if your object isn't filling correctly you might make sure that the Lines Only option in the Text Tab is unchecked.

Stroke, Shadow, and Feathering

The **Stroke** option allows you to add an outline to the shape of an object. You can choose if you want the stroke to be a solid line or one of several dashed lines. You can also choose the width and the color of the stroke.

The **Shadow** provides the option of adding a shadow to the shape of an object. Properties include Blur, Opacity, color, Angle, and Offset.

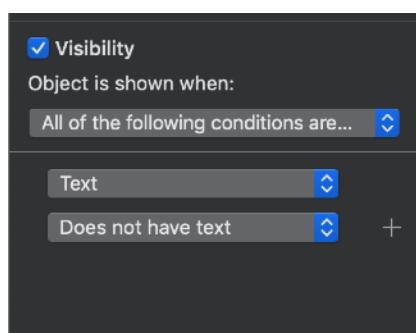
Note: The Shadow only applies to the shape property of an object and it respects both the Fill and Stroke options selected. This means that if both the Fill and the Stroke options are disabled, there will be no Shadow. To add a shadow to text go to the Text Tab of the Inspector.



The **Feathering** option allows you to feather (soften) the shape of an object. The higher the number, the softer the shape will be.

Visibility

ProPresenter allows the user to show or hide objects based on several variables. For example, you can have an object be hidden while a timer is counting down, but once the timer hits zero the object shows. Or you may want an object to show only if another object's textbox doesn't have any text in it.



If you would like the object to show only under certain circumstances then you can enable the **Visibility** feature. Select if you want the object to show when "All...", "Any...", or "None of

the following conditions are met".

Below that you can add as many conditions as you would like. You can select another object on the slide and have the current object only visible if there is or isn't text inside of that other object. The other option is to select a Timer and choose to show the current object if that timer has time remaining, has expired, is running, or is not running.

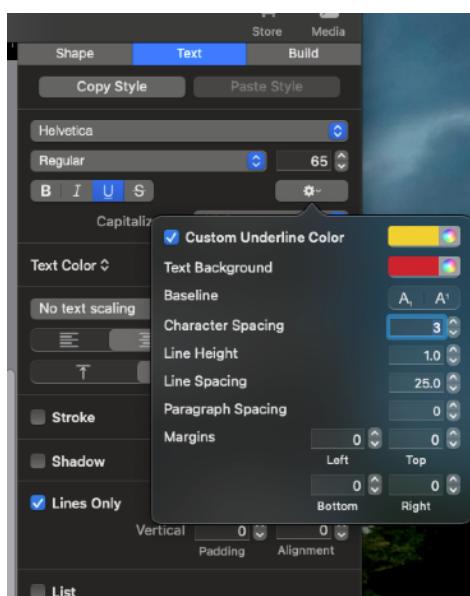
Text Tab

The Text Tab of the Object Properties Inspector gives you full control over the text that is inside of an object.

Font and Paragraph

The first section offers control over the font styling of the text.

Use this area to change formatting such as the **Font**, **Font Style**, **Font Size**, and other styling effects. The **Copy Style** and **Paste Style** buttons allow you to take the formatting from one slide and paste it to another slide that may have different text on it. To do this, simply click **Copy Style** on the slide that you wish to use the formatting for, go to the other slide and then click on **Paste Style** to apply that text formatting to the second slide. Once you have copied a Text Style, you can also go to the **Editor** object in the menu bar and choose **Text>Apply Text Style to All Slides** if you wish to have the formatting used there apply to all slides in the presentation. There are individual buttons for Bold, Italic, Underline and Strikethrough.



There is also a gear menu which allows further formatting like those listed below.

- **Custom Underline Color** — if the text you select is underlined, you can then set a custom underline color that is not linked to your font color or any other color

- **Text Background** — here, you can set a colored background to highlight any portion of your text on a slide

- **Baseline** -- this allows you to have both SuperScript and Subscript characters

- **Line Height**

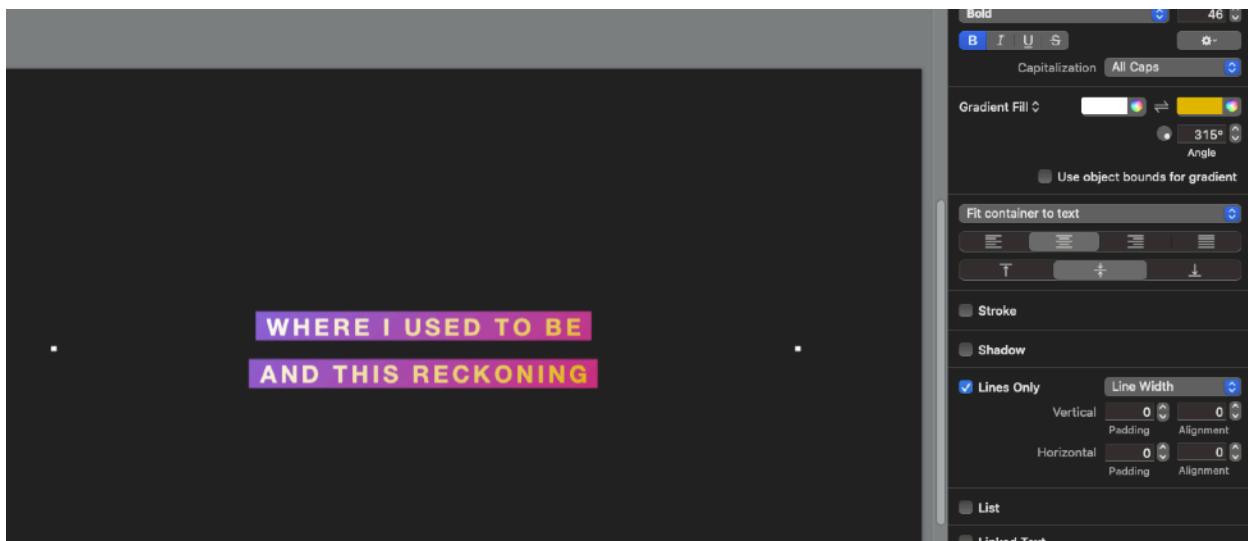
- **Line Spacing**
- **Paragraph Spacing**
- **Margins**

Many of these formatting options for the font can also be adjusted in the Editor>Text menu in the menubar at the top of the program.

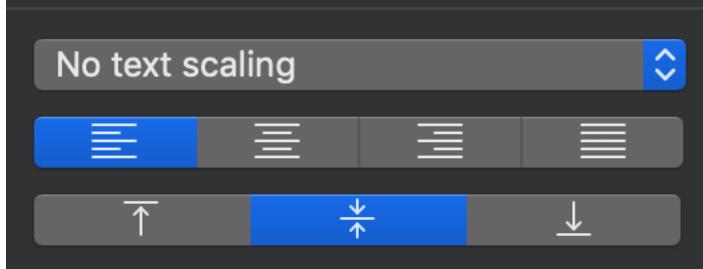
Below the gear, there is an option to adjust **Capitalization**. There are four different options here.

- **None** -- the text will show as you've entered, no changes are made
- **All Caps** -- all text is capitalized
- **Title Case** -- the first letter of each word is capitalized, except for prepositions, articles and conjunctions
- **Start Case** -- the first letter of every word is capitalized

Text Color allows you to set the color of your text. The dropdown here also allows you to select **Gradient Fill**. Gradient Text allows you to set two colors to create a blend in your text. In creating this, you can set the two colors you wish to use, the angle at which they blend and choose to use either the object or text bounds for the gradient. Depending on the position and size of your text object versus the amount of text you have, this option may need to be enabled or disabled for the best look.



The next item is **Text Scaling** which allows you to dynamically scale the object based on the text in it or dynamically scale the text based on the object it's in. Here you can choose from one of four scaling options.



- **Fit Container to Text** -- this option will size the object larger or smaller to fit to the amount of the text being inputted

- **Scale Text Up to Fit Container** -- this will make the text larger so it's able to cleanly fit inside of the Object box

- **Scale Text Down to Fit Container** -- this will make the text smaller so it's able to cleanly fit inside of the Object box
- **Scale Text Up or Down to Fit Container** -- this will make the text do whatever it needs to do to best fit inside of the Object box

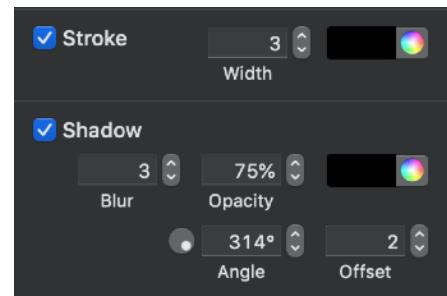
Below the **Font** section you can control the paragraph formatting, such as if the text is justified to the Left, Center, Right, or Left Justified, and if the text is centered on the Top, Middle, or Bottom of the textbox.

Stroke and Shadow

If you would like to add a Stroke and/or a Shadow to the text then you can do so by checking the appropriate check box.

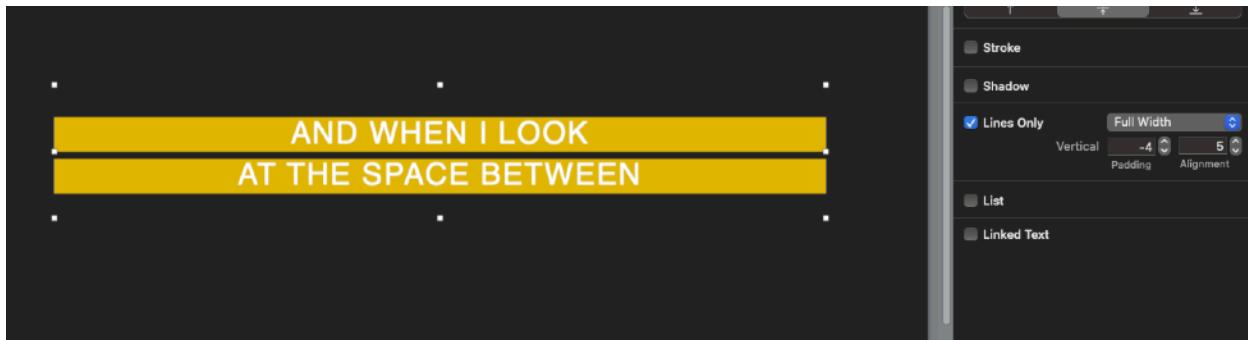
The **Stroke** (an outline around the text) allows you to control the Width and the Color of the line.

The **Shadow** option gives you the option to set the Blur, Opacity, Color, Angle, and Offset of the shadow.



Note: The Stroke and Shadow options in the Text Tab will only affect the text. If you would like to add a stroke and/or a shadow to the shape of the object then you can do that from the Shape Tab.

Lines Only



The Lines Only option allows you to limit the object's Fill to only show in lines behind the text. This can create a masking effect on the shape behind the text, bringing focus to the text itself.

There are three options available for how this works.

- **Full Width:** This option places the object's fill across the full width of the text object for whatever amount of lines are in the text
- **Line Width:** This option only puts the fill behind the text itself and once the text is done on a line, the fill does not continue.
- **Max Line Width:** This option places the fill at the position where the text is the longest in the object.

Each of the options here allow you to set padding and alignment to the Fill color.

List

The List feature allows you to enable bulleted and numbered lists inside of textboxes. Toggle this feature by clicking on the checkbox next to List.

Note: This feature can be applied to all lines of text in a textbox by simply having the object selected, or you can apply it to individual lines of text by selecting text inside of the textbox. You can mix and match different List formats inside of one textbox, but each line can only have one set of formatting applied to it.

- **Style:** Click on the first dropdown to select which shape or numbering style you would like to use for your list.

- **Size:** The Size option allows you to control how large the shape or number is.
- **Color:** Click the color box to select one of several predefined colors, or click the color wheel to select a custom color.
- **Indent Bullet:** Controls how indented the bullet shape/number is.
- **Indent Text:** Controls how indented the text to the right of the bullet is.

Linked Text

The Linked Text feature allows you to link the textbox to other sources within ProPresenter, such as Timers, the System Clock, and other textboxes on this same slide. This can help create a more dynamic slide as well as create unique effects for some stage layouts.

For example, let's say you have a very wide output screen and want the same text to appear multiple times on the same output. Instead of copying and pasting the same text onto each slide multiple times, you could create one textbox, enter the text into that textbox, then create several textboxes that are linked to the original textbox. Joining this feature with the Themes feature of ProPresenter can create unique outputs with minimal work.

You can toggle this feature by checking the checkbox next to **Linked Text**.



Below are the Linked Text options that are available in the Slide Editor. Other Editors may have more or less options; see those respective sections for more information.

Slide Object: This option allows you to dynamically show the text that is in one object inside of another object. With the mouse hovered over this option it will list all of the objects on the current slide (with the currently selected object grayed out as it cannot be selected). Select the object that you would like to link the text from and any text that is in that object will also be displayed in this object. There is also a **Transform** box that will appear below that allows you four options to transform the linked text dynamically on the Slide for more advanced integrations.

- **No Transform:** This will leave your linked text with the same look as your original text only changing any formatting altered in the Text tab for the Object.
- **Remove Line Returns:** Check this box if you would like to remove all of the carriage returns in the linked text.
- **One Word Per Line:** This will transform the linked text to have a carriage return after every word in the text.
- **One Character Per Line:** This will transform the linked text to have a carriage return after every character in the text.

Timers: Any timers that you have set up in the Timers window can be selected to be shown in the currently selected textbox.

- **Format:** Under Format you can choose how the timer will be shown on the screen. There are options for hours, minutes, seconds, and milliseconds. For each of these options you have up to five choices; however depending on what you have selected in one section might disable options in another section. Here are the five options, using hours as an example:
 - **h:** Always show the hours but hide leading zeros
 - **hh:** Always show the hours and show leading zeros
 - **h:** If there are hours then it shows them with no leading zeros; if there are no hours then it doesn't show them
 - **hh:** If there are hours then it shows them with leading zeros; if there are no hours then it doesn't show them

- - -: Hide the hours text; if there would be hours to show it adds that time to the minutes Below the formatting options there is a textbox which serves two purposes: It allows you to see a preview of what your timer will look, and it allows you to type extra text which will appear on the screen. For example, you could add the text "The service will start in " before the timer token and that text will show on the screen appropriately.
- **Color Triggers:** This area allows you to dynamically change the color of the timer depending on what time is currently showing on the timer.
 - Click the + to add additional color triggers
 - Click the ^ to **Save as Default** the current set of Color Triggers (allowing them to be restored in another object) or to **Restore from Default**, replacing the current Color Triggers with ones that had been saved before.
 - Once you have added one or more Color Triggers you can edit the time at which point they will trigger and change the color to which the timer will change to.

System Clock: The System Clock can be shown as linked text.

- Click the ^ next to Format to **Save as Default** the current set Format options (allowing them to be restored in another object) or to **Restore from Default**, replacing the current Format options with ones that had been saved before.
- **Date and Time:** Select how you would like the Date and/or Time to be shown on the screen.
- **24 Hour:** Click the checkbox to toggle showing the time as a 12 hour or 24 hour clock.
- Below the formatting options there is a textbox which serves two purposes:
 - It allows you to see a preview of what your clock will look, and
 - It allows you to type extra text which will appear on the screen. For example, you could add the text "The current time is " before the clock token and that text will show on the screen appropriately.

Video Countdown: Shows the time left of a video that is currently playing in the Media layer of ProPresenter (such as a Foreground or Background). **Formatting** options are the same as Timers above.

Build Tab

The **Build Tab** in the Inspector allows you to "Build In" and "Build Out" objects onto the screen. Think of this as animating objects onto and off of the screen.

You can have any and all objects on a slide build in as well as build out; however you can only have one build in and one build out per object, and the build in must be before the build out.

Builds

Build Ins and Build Outs are great ways to animate text onto and off of the screen. If you have a slide with Build Ins, Build Outs, and/or you have the Delivery mode set, when you are in the Slide View you will see empty circles across the bottom of the slide; each circle represents additional animations that you can perform on that slide.

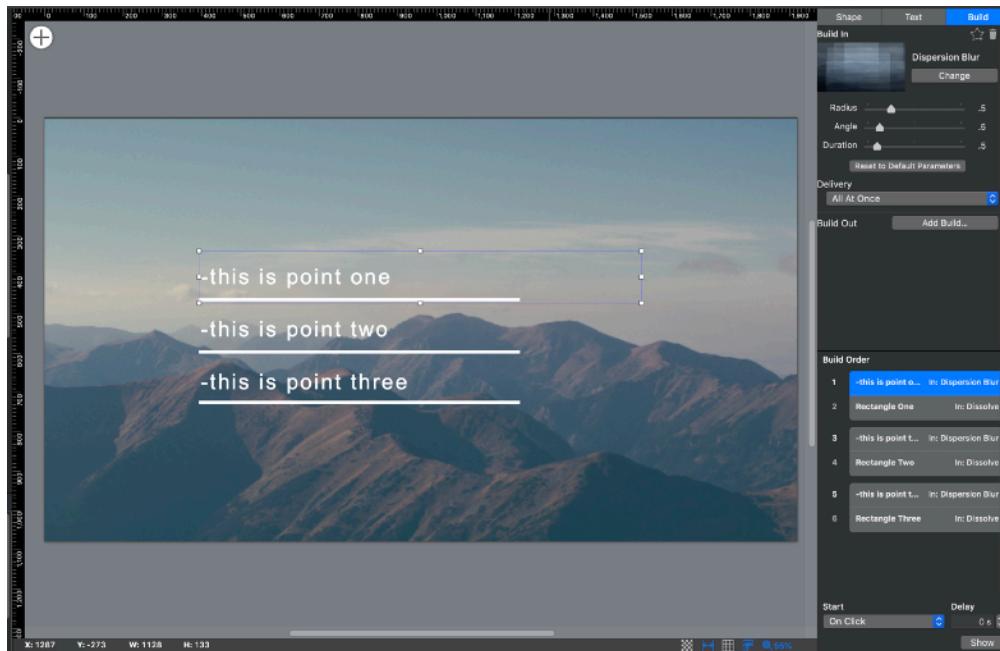
To fire Build Ins, Build Outs, and Delivery modes, first fire the slide as normal, either by clicking on it or by using the space bar or right arrow key. After the first time you fire the slide and you are ready to show the next step in the animation sequence, fire the slide again by any of the above methods (clicking on the slide, spacebar, or right arrow key); each time you fire the slide after the first the next circle will fill in, showing your process through the animation sequence.

At the end of the animation sequence you can manually click on the next slide, or press the spacebar or right arrow key to fire the next slide. If you are in the middle of the animation sequence and want to go to the next slide without finishing the sequence, click on the next slide.

Note: Once you start the animation sequence, there is no way to go backwards in the animation sequence; if you want to start the animation sequence again you would need to clear the slide and click on that slide again to start from the beginning.

Build In and Build Out

To add a Build In or Build Out to an object, first select that object in the Canvas, then, at the top of the Build tab, select **Add Build** next to either Build In or Build Out to choose which Transition you would like the Object to follow.



Click the trash can in the upper right to remove a selected Build Transition and set it back to None.

Delivery

Once you select a Transition, you will have an option to set the **Delivery** of that object. This feature of ProPresenter allows you to add additional levels of control about how the text will appear on the screen. There are three Delivery modes:

- **All at Once:** This mode brings in the entire object at one time and is the default option. Most of your objects will use this selection unless you are using a List or Fill In the Blank option in a Text Object.
- **By Bullet:** This mode will animate each line of text separated by a carriage return separately; while having bullet points in your text is not required, this is a great way of showing multiple lines of text one line at a time
- **Underline:** This mode will first show all of the text in the text box with the exception of text with underlines; as you click through the slide the text that is underlined will animate onto the slide, giving a "fill in the blank" look

Build Order

The **Build Order** area of the Build Tab offers a visual representation of all of the Build Ins and Build Outs that you have set up on the currently selected slide. Each Build In and Build Out will have a separate row associated with it; this row will show the name of the object as well as the Transition that you have set for that build.

The first build in the list happens first in the animation sequence, and each subsequent build below it happens in that order.

To reorder builds in the animation sequence, click and drag a build to be higher or lower in the animation sequence.

Note: An object's Build Out can never happen before its Build In, thus it can never be higher in the sequence than the Build In for that object.

When you click and drag a build and hover the mouse between two other builds, you will see a blue line appear between those builds, showing you where the build will be located. If you drag, however, on top of another build, the blue line will appear on top of that other build, either on the top half of that build or on the bottom half, depending on where your mouse is. If you release the mouse when the blue line is on top of another build it will put it above or below that other build, however it will attach itself to that other build (represented by there not being a space between the two builds). This puts the lower build into a Start mode called **With Build**, which is covered in the Start and Delay section.

Start and Delay

At the bottom of the Build Tab is the **Start and Delay** section. This section controls when the selected build will start animating.

You can set the Start of the build animation to happen:

- **After Transition:** (only available for first build in sequence): Starts the animation (or delay timer) after the slide transition is finished
- **On Click:** Waits for the user to click (or press spacebar or the right arrow key) to start the animation (or delay timer)
- **With Build:** Starts the animation (or delay timer) whenever the previous build is fired; note that this ignores the delay (if any) on the previous build

- **After Build:** Starts the animation (or delay timer) after the previous build is actually animated, accounting for the delay (if any) on the previous build)
- **With Slide:** This option will only appear if you only have one Build In on the slide or if you select the first object to Build In — this will allow the object to come onto the slide as the slide itself is transitioned to

You can **Delay** the time between when the animation is fired and when it is actually animated onto the screen. Set the Delay time by manually typing into the Delay text field, or by clicking on one of the arrow buttons to nudge the number higher or lower.

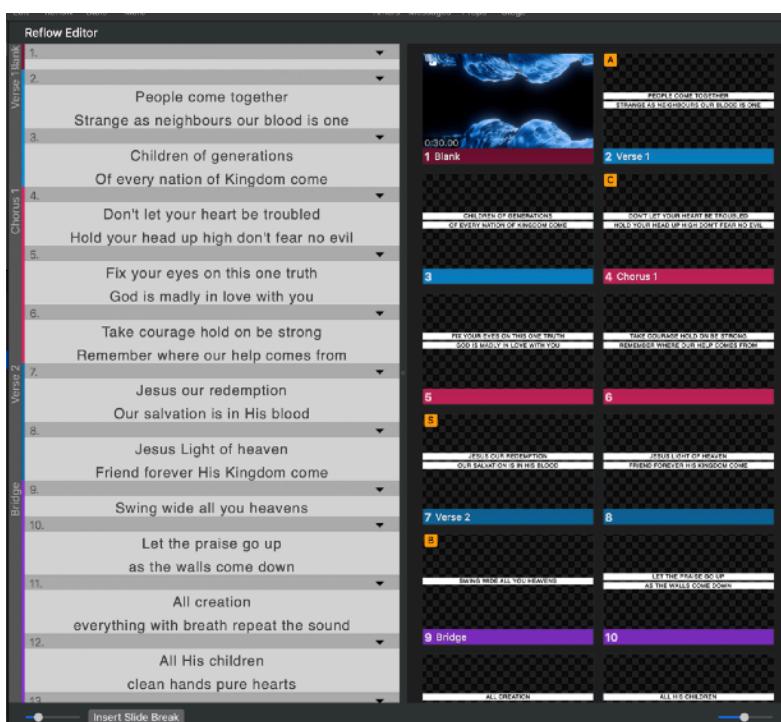
Reflow View

The **Reflow Editor** makes it fast and easy to make changes to text that is on your slides. This is particularly helpful when, for example, you first import a song and you need to adjust slide breaks and Groups so that the text shows correctly on your screens.

To open the Reflow Editor:

- Click on **Reflow** in the Toolbar
- Press Control-R on Mac or Option-R on PC
- In the Menubar select **View > Reflow**
- Right click on a Presentation in the Library or a Playlist and select **Reflow**

In the Reflow Editor, the left side displays all of the text in your Presentation, and the right side shows the slides themselves. Making changes to the text on the left will immediately update the text inside of your slides on the right. Click and drag on the center divider to make one side larger or smaller.



Use the slider on the lower left to control how large the text appears in the Reflow Editor, and use the slider on the lower right to control how many columns of slides are on the right side.

While editing text, if you would like to break a slide into multiple slides you can use the Insert Slide Break feature. First, put the cursor where you would like the text to break between slides, then either click the **Insert Slide Break** button on the lower left or press Option-

Return on Mac or Control-Enter on PC. This will create a new slide and move any text that is below the cursor to the next slide.

Tip: Pressing Option-Return on Mac or Control-Enter on PC to insert a Slide Break also works inside of the Slide Editor!

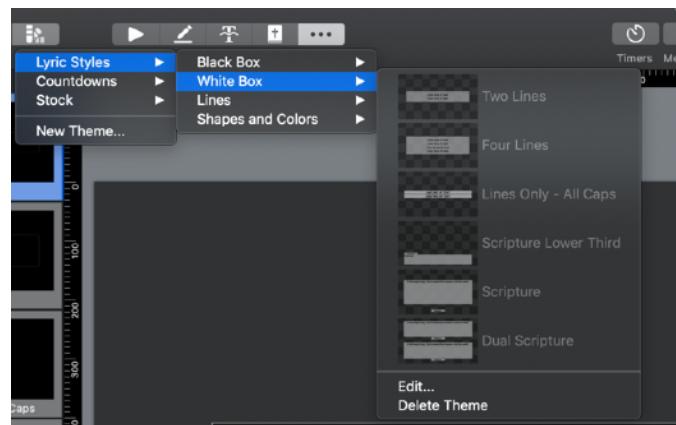
Clicking on the disclosure to the top right of each slide on the left side or right clicking on a slide thumbnail on the right side will bring up the same menu as if you right-clicked on a slide in the main Slide View Area.

Themes

Themes allow you to quickly define a set of styles for your slides. A Theme is made up of multiple template slides that can be applied to your slides. ProPresenter comes with a collection of Themes to help get you started and you can also learn to create your own to use for sermon series, events or other times where a certain style is helpful across all of your slides. Using and

Applying Themes

There are a number of ways to select the Theme that you want to use, so we'll start with updating an existing set of slides. To quickly change the appearance of a presentation, open it from the Library then click on the **Theme** dropdown menu in the toolbar. Select the Theme you'd like to use from this list. When you mouse over any of the Themes you will be shown what the Theme Slides look like that you can choose from.



Click on the Theme Slide you want to use from this list. Doing so will update all of the slides in your presentation. You can also select multiple presentations and use this method to change several presentations at once.

Selecting **New Theme** will prompt you to name your new Theme and then opens the Theme Editor. You can add as many Theme Slides as you wish within a Theme.

If you go to an individual **Theme** in the menu, there are two options at the bottom of the list of Theme Slides as well. These options are fairly self explanatory to either **Edit** an existing Theme which opens the Theme Editor or **Delete Theme** which removes that Theme from the program.

Right clicking on a slide and opening the **Theme** menu offers one other option. If you build a slide you'd like to save as a Theme Slide in a Theme, you can do this by right clicking on the Slide and going to Themes, selecting the Theme you wish to put this slide under and then choosing **Add Selection to Theme**.

Theme Editor

If you need to edit a Theme that has already been created or wish to create a new Theme, the Theme Slides are found in the **Theme Editor**.

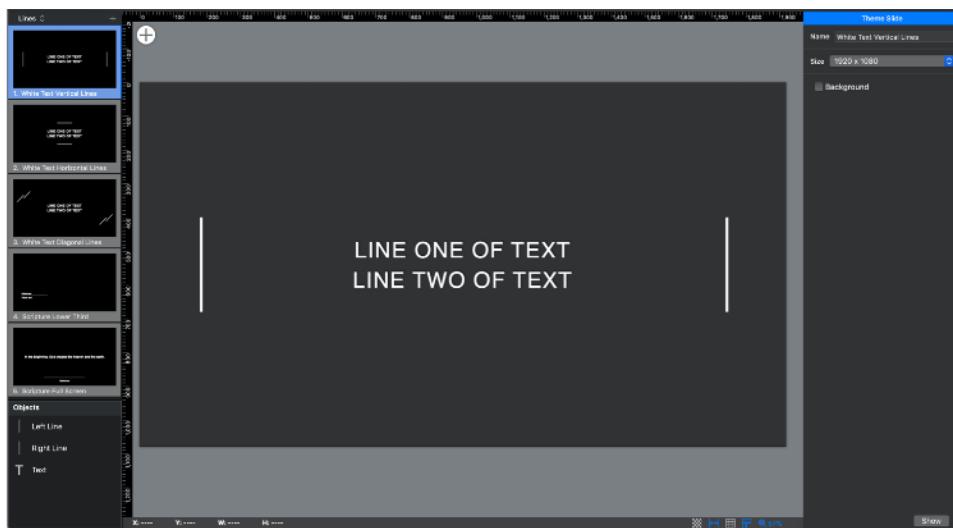
Note: The Theme Editor is very similar to the Slide Editor. This section will only cover parts of the Editor that are unique to the Theme Editor. For general information about the Editor as well as items that are not covered here, please see the [Slide Editor](#) section.

Theme Editor Interface

There is no Slide Notes feature in the Theme Editor.

Theme Slide Tab

When no objects are selected on the Theme Slide in the Editor, the Inspector on the right side of the Editor window will show a single Theme Slide tab.



This is where you set the basic formatting of your Theme slides. This includes three editable options...

- **Name** -- Here, you can name your Theme Slide. This is the Label that will show in the Theme menu alongside the thumbnail of what the slide will look like once applied.
- **Size** -- This allows you to set the size of the Theme Slide itself -- typically, this would match the resolution of the screen the slides will be displayed on.

- **Background** -- Here, you can toggle on whether the Theme Slide has a colored background on it or not. Enabling this option allows you to set a color using the basic or advanced Color Palette.

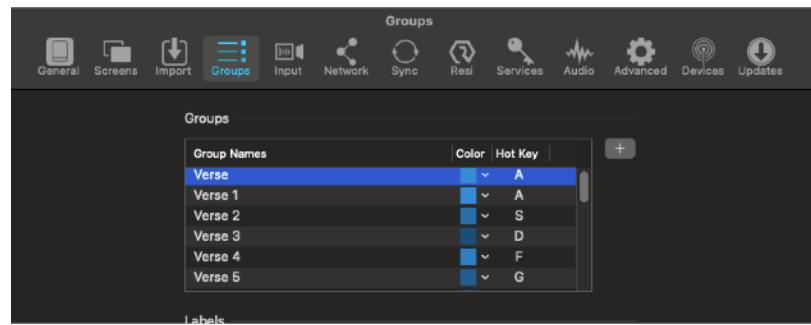
Object Inspector

There are no differences in the Object Inspector when an object is selected in the Editor between the main Slide Editor and the Theme Editor.

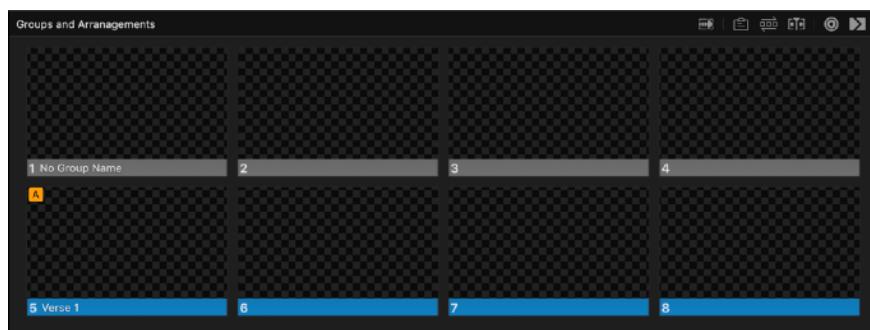
Groups and Arrangements

Groups and Arrangements make it easy for you to create multiple versions of a single Presentation without having to save several files in your Library. This feature allows you to define slides as part of a stanza (Group) and then arrange them in whatever order you need.

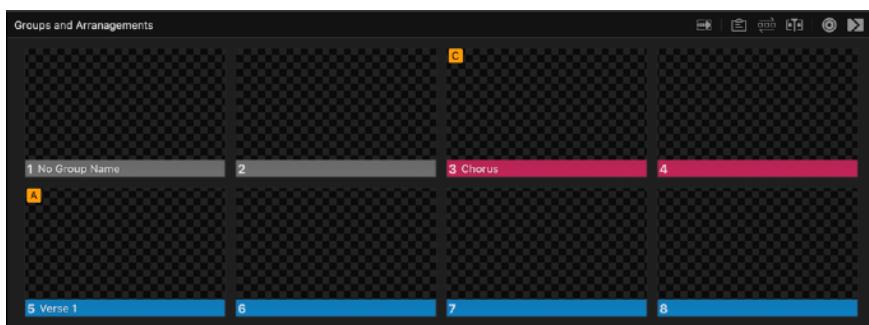
By default, there is a set of Groups already created inside of the program that can be used and/or modified. You can view these Groups in the Label tab of ProPresenter Preferences.



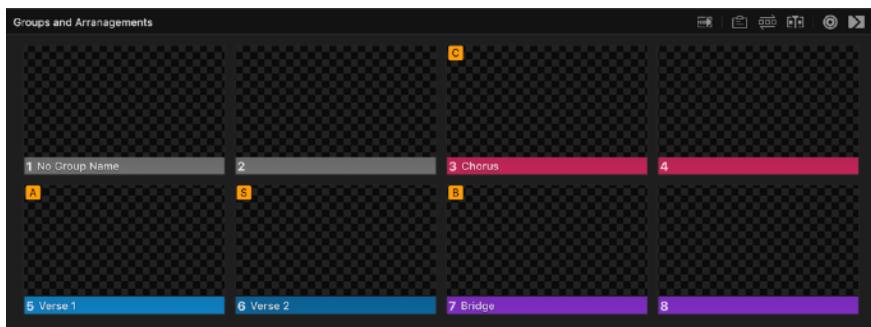
To get started, right-click on a slide and select a Group Name. If you have 8 slides and start on the first slide, all 8 slides will be grouped into the selected group. If you start on slide five, the first four slides will remain with the generic "No Group Name" and the last four slides will be in your selected Group, for example "Verse 1". This second scenario is shown in the image below.



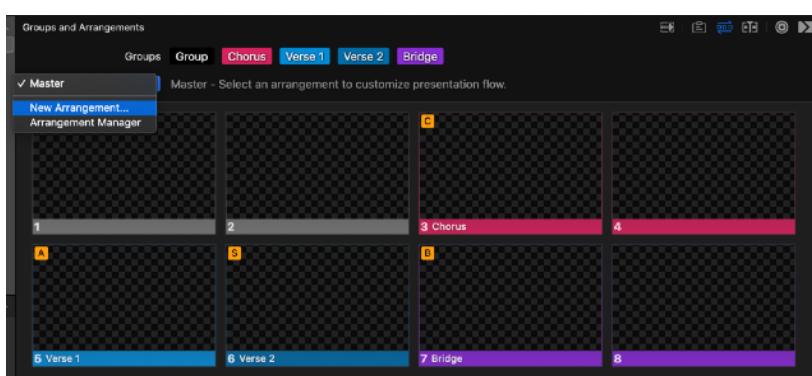
You can right-click on any slide to start a new Group for the slides between that slide and the next Group. If slide three is selected above and named "Chorus," only slides 3 and 4 will be affected. Slides 1 and 2 still have "No Group Name".



Groups can be renamed by repeating the naming process and selecting a new name. Groups can also be split into additional groups by right-clicking on one of the slides and selecting a new Group. In the image below, the last four slides have been split up into three groups, with slide five being the only one that is still part of Verse I.



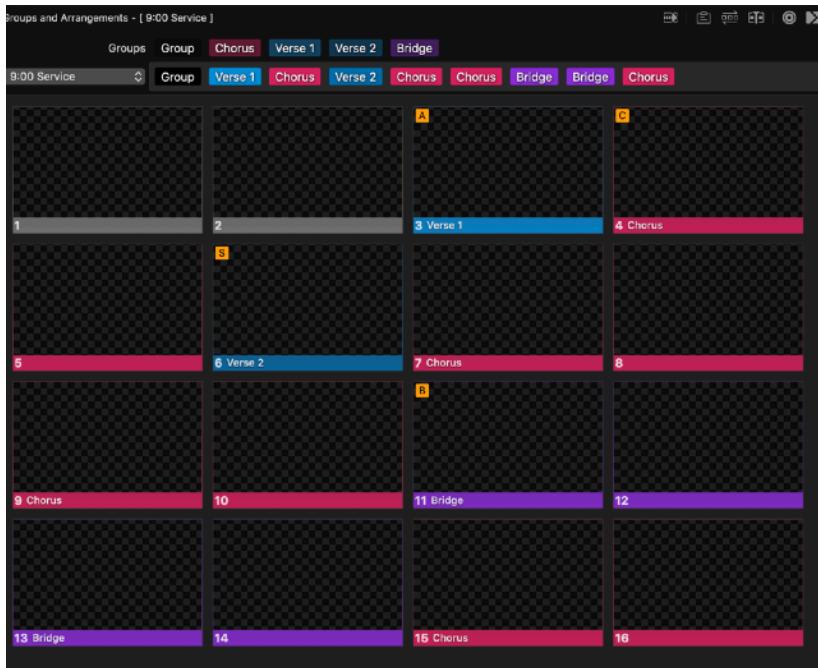
You can also turn on the Arrangement feature by clicking on the third button in the Presentation Header. This will show each Group represented by its own button ("Token"). Each of the tokens there are colored to match the color of the Group Label that you've created.



To create a new Arrangement for your presentation, open the Arrangements toolbar and click on the dropdown menu on the left and select **New Arrangement....** You will be prompted to name this new Arrangement.

Once you have created your new Arrangement you will need to drag the Groups into the order that you want to be shown in that new Arrangement. Click on the Tokens in the top row and drag them to the second row to organize your Arrangement.

If you repeat a Group in your Arrangement, any edits made to one of those instances will apply to the others. For example, if you have **Chorus** in your Arrangement five times and add a background to the first slide of the Chorus, it will be added to the other instances of Chorus. This also applies to any changes made to the text on a slide. These changes are also reflected in



other Arrangements that use the same Group.

The properties of an Arrangement are not unique to that specific Arrangement.

Due to how Arrangements are stored within the song file, you can actually have the same presentation in your playlist multiple times with a different active Arrangement selected for each instance of the presentation. To change

the Arrangement, right-click on the Presentation in the Playlist and select the Arrangement from the **Arrangement>** menu. You'll see the Arrangement name in [brackets] at the top of the presentation when you open as you can see in the image above, as well as, in the Library and Playlist. The selected Arrangement is stored as part of the Playlist data, so exporting the Playlist will maintain the proper Arrangement when you open it on another computer.

When operating a presentation that has an Arrangement in it, opening the Arrangement dropdown in the toolbar allows you to see which Group you're using at that time. This will be indicated by a white highlight around the Group Name and position.

Slide Actions

Slide Actions are one of the most powerful and versatile features of ProPresenter.

An **Action** is an event that happens inside of ProPresenter. This can be showing ("firing") a Background to the audience screen, or the changing of a Stage Display layout, or sending a Midi signal out of the computer.

ProPresenter lets you add Actions to slides so that when you click on the slide, the Actions attached to that slide are also triggered. These are called **Slide Actions**.

Let's say that you want a background to fire when you click on a specific slide, or you want a timer to start when a slide is clicked, or you want a Message to show on the screen when you get to a specific part of a Presentation. All of these are perfect examples of Slide Actions.

In fact you can have multiple Slide Actions on one slide. So you might have a single slide that fires a Background, changes the Stage Display Layout, changes the Audience Look, and sends a Midi signal to turn on the stage lights. That's a lot happening with one mouse click!

This section describes all available Slide Actions inside of ProPresenter, as well as how to add them to a slide and how to edit them.

Slide Action Basics

Slide Actions are represented by icons that appear on or near a slide's thumbnail so that you can quickly identify what Slide Actions are attached to which slides. In the main slide area of ProPresenter, if you are using Grid View or Easy View, the Slide Action icons appear on the top left of the slide's thumbnails; in Table View the icons appear to the right of the text.

Note: For some Slide Action types there can only be one of that type per slide, but for other types there can be multiple of the same Slide Action on a given slide.

How to add Actions to slides will be covered in each specific section below. To edit (change the properties) of a Slide Action, right-click on that slide and:

- If there is only one editable Slide Action on that slide, choose **Edit Action: [Name of Action]**.

- If there are multiple editable Slide Actions on that slide, hover your mouse over **Edit Action** and choose the Action from the submenu that you would like to edit.

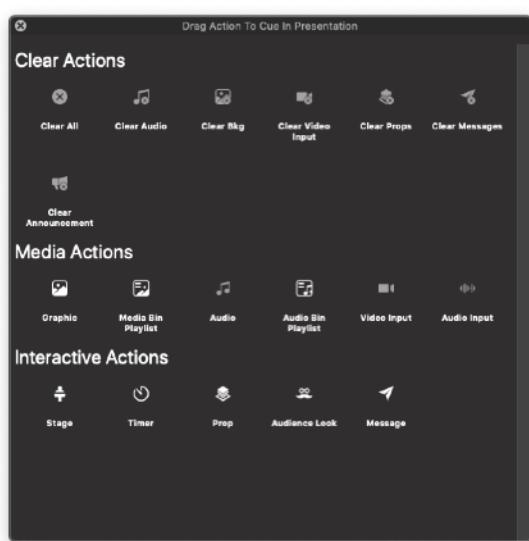
To remove a Slide Action from a Slide, right-click on that slide and:

- If there is only one Slide Action on that slide, choose **Remove Action: [Name of Action]**.
- If there are multiple Slide Actions on that slide, hover your mouse over **Remove Action** and choose the Action from the submenu that you would like to remove.

To remove all Slide Actions from a slide, right-click on that slide, hover over **Remove Action**, and choose **Remove All**.

Action Palette

Often times the easiest way to add an Action to a slide is via the **Action Palette**. This is one window that gives you access to many (but not all) Actions you can drag onto slides for easily adding Actions to Slides.



To open the Action Palette:

- Right-click on a slide, hover over **Add Action**, and click on **Action Palette...**
- Press Control-Shift-C on Mac or Alt-A on PC
- In the menubar select **View > Action Palette**

To add an Action to a slide from the Action Palette, simply click and drag the Action from the Palette onto a slide.

Clear Actions

Add a Clear Action to a slide to clear other areas of ProPresenter when you click on that slide. These Actions can be added to slides by right-clicking on a slide and hovering over Add Action > Add Clear Action; Actions marked with an * can also be added via the Action Palette.

Clear Actions that are available:

- Clear All
- Clear Audio
- Clear Background (Clear Bkg)
- Clear Video Input
- Clear Props
- Clear Messages
- Clear Announcement

You can have multiple Clear Actions on one slide, however you can only have one of each type on a given slide.

Media Actions

ProPresenter can fire media files such as a still image, a video, and audio from a Slide Action.

Graphic Action

Adding a graphic (that is, a still image or a video) to a slide will fire that slide to the Foreground or Background layer of ProPresenter, depending on how that Action is set up:

- Foreground Graphic
- Background Graphic

You can add a graphic to a slide one of several ways:

- Right click on a slide and choose **Add Media Action...**, then browse to the graphic file on your computer
- Drag the Graphic icon from the Action Palette to the slide, then browse to the graphic file on your computer
- Drag a graphic from the Video/Image Bin onto the slide
- Drag a graphic from the computer file manager (Finder on Mac, Windows Explorer on Windows) onto the slide

Once the Action has been added to the slide, if you need to change the behavior between Foreground and Background you can right-click on the

slide and under **Media Action Behavior**, choose which behavior you would like.

You can only have one graphic Action on a slide at a time.

Media Bin Playlist Action

This action, added in ProPresenter 7.3 and above, allows you to trigger a full Playlist in your Media Bin from a single slide. This is especially useful for playback of scrolling slides before an event from a Smart Playlist.

You can add the Media Bin Playlist to a slide through a few options:

- Drag the Media Bin Playlist icon from the Action Palette to the slide, then select your Media Bin Playlist you wish to use from the dropdown menu that appears below the slide thumbnail
- Drag the Playlist icon from the Media Bin onto the slide

Audio Action

To fire audio on a slide you can add an Audio Action to that slide. Audio tracks have two types:

- Audio Track
- Sound Effect

See the **Audio Bin** section for more information on the two Audio types.

You can add audio to a slide one of several ways:

- Right click on a slide and choose **Add Media Action...**, then browse to the audio file on your computer
- Drag the Audio icon from the Action Palette to the slide, then browse to the audio file on your computer
- Drag audio from the Audio Bin onto the slide
- Drag audio from your operating system onto the slide

You can only have one Audio Track on any given slide, however you can have multiple Sound Effects on slides.

Note: Once an audio file has been added to a slide as an Action, there is no way to change the behavior between Audio Track and Sound Effect; you would need to add the audio to the Audio Bin, change the behavior, then drag the audio to the slide.

Audio Bin Playlist Action

This action, added in ProPresenter 7.3 and above, allows you to trigger a full Playlist in your Audio Bin from a single slide. This is especially useful for playing back a collection of audio files before an event.

You can add the Audio Bin Playlist to a slide through a few options:

- Drag the Audio Bin Playlist icon from the Action Palette to the slide, then select your Audio Bin Playlist you wish to use from the dropdown menu that appears below the slide thumbnail
- Drag the Playlist icon from the Audio Bin onto the slide

Video Input Action

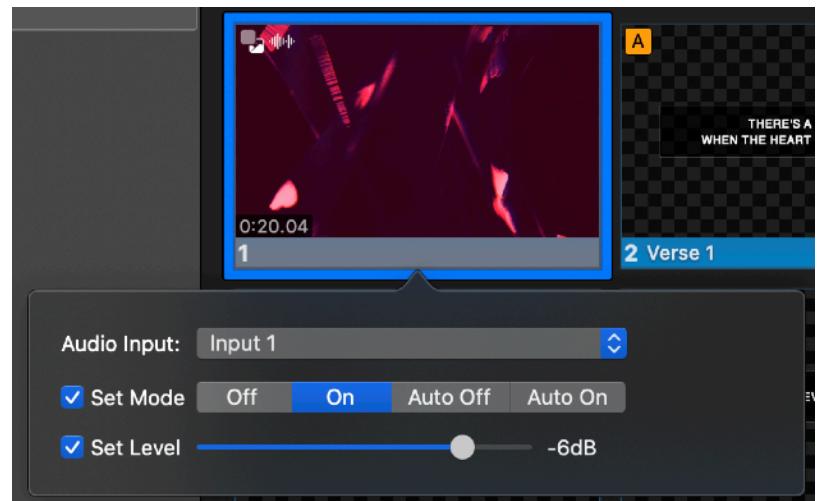
Add the Video input Action onto a slide to automatically turn on or change the Video Input layer of ProPresenter when that slide is clicked.

Add the Video Input Action to a slide by opening the Action Palette and dragging the Video Input Action onto a slide; doing so will give you the option to choose which Video Input you would like to assign to that slide.

Audio Input Action

In much the same way as the Video Input action, you can add an Audio Input Action onto a slide to automatically alter an Audio Input's mode or level when that slide is triggered. You can change what Mode the input is set to (Off, On, Auto Off, Auto On) and also set the level you wish the input to playback at.

Add the Audio Input Action to a slide by opening the Action Palette and dragging the Audio Input Action onto a slide; doing so will give you the option to choose which Audio Input you would like to make changes to on that slide.

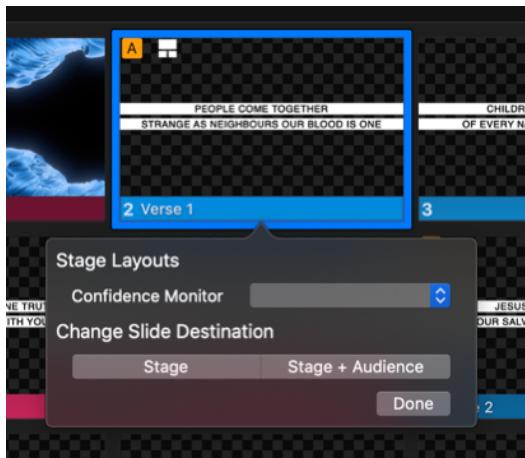


Interactive Actions

This section covers the rest of the features of ProPresenter that can be controlled by Slide Actions.

Stage Layout Action

Use the Stage Display Layout Action to change Stage Display Layouts on the fly.



Add a Stage Display Action to a slide by right-clicking and going to Add Action > Stage Display Layout or opening the Action Palette and dragging the Stage Display Action onto a slide; doing so will give you the option to choose which Stage Display Layout you would like to assign to that slide.

You can also change your **Slide Destination** here which allows you to choose if you'd like to send the slide to only your Stage screen or to both the Stage and Audience screens. Selecting Stage will toggle on the Stage Only mode for your slides. You would need to set a second Action and set it to Stage + Audience to toggle this setting back off when you wish for your slides to show on the Audience screens again.

and Audience screens. Selecting Stage will toggle on the Stage Only mode for your slides. You would need to set a second Action and set it to Stage + Audience to toggle this setting back off when you wish for your slides to show on the Audience screens again.

You can set both the **Layout** and **Slide Destination** to change with the same Action.

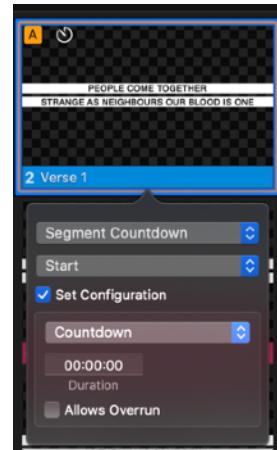
Timer Action

Adding Timer Actions to slides offers additional controls for starting, stopping, and restarting your Timers.

There are two ways to add a Timer Action to a slide:

- Right-click on the slide and choose Add Action > Timer > [Timer]
- Open the Action Palette and drag the Timer Action onto a slide

When adding or editing a Timer Action you will have the ability to configure the Action in one of several ways:



- Select which Timer this Action is controlling
- Select if this Action will Start, Stop, or Reset the given Timer
- Toggle if you want to Set the Configuration (such as Type, Duration, and Overrun) of the Timer using custom parameters to this Action, or if you want the Timer to keep the configuration that it already had

You can have multiple Timer Actions on one slide.

Prop Action

You can quickly add Prop Actions to slides to show specific Prop(s) when you click on a specific slide.

Add Prop Actions to slides by opening the Action Palette and dragging the Prop Action onto a slide. When adding or editing a Prop Action you will be able to select which Prop you want to fire when that slide is clicked.

You can have multiple Prop Actions on one slide.

Audience Look Action

Use Audience Look Actions on slides to quickly change which Look you are using to show content to the audience screens.

Add Audience Look Actions to slides by either:

- Opening the Action Palette and dragging the Audience Look Action onto a slide or
- Right clicking on a slide and selecting Add Action > Add Audience Look Action and choosing which Audience Look you want to use

When adding or editing an Audience Look Action you will be able to select which Look you want to use when that slide is clicked. This will change the Live **Look** that is used until a new Look is selected either via an Action or through the **Looks** menu.

You can only have one Audience Look Action per slide.

Message Action

Add Message Actions to slides to show specific Message(s) when you click on a specific slide. Add Message Actions to slides by opening the Action Palette and dragging the Message Action onto a slide.

When adding or editing a Message Action you will be able to select which Message you want to fire when that slide is clicked, as well as be able to edit any variables that you have set up inside of that Message.

You can have multiple Message Actions on one slide.

Communication Action

Using Communication Actions on slides helps to quickly send Communication signals when a slide is clicked.

Add Communication Actions to slides by either:

- Opening the Action Palette and dragging the Communication Action onto a slide or
- Right clicking on a slide and selecting Add Action > Add Communication Action

When adding or editing a Communication Action you will be able to select which device you are sending a signal to and what command you want that signal to have.

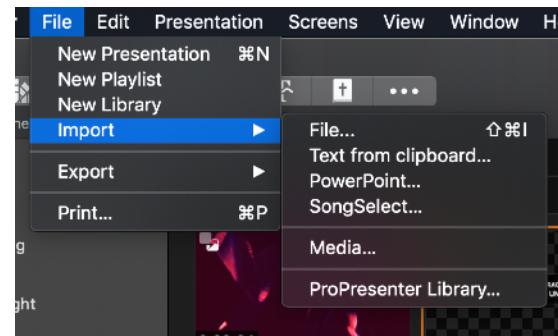
You can have multiple Communication Actions on one slide.

Working with Files

Importing

There are various types of files that can be imported into ProPresenter and options as to how those files will come into the software.

To access the Import options inside of the program, go to File>Import in the menubar and select one of the options from the submenu. You can also drag files from your computer folders into the Library or Media Bins in the program to start this process.



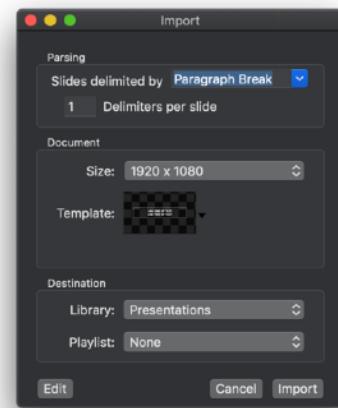
Import File

This option is used to import many different types of files including text files (.txt or .rtf), Word files (.doc or .docx), ProPresenter Presentation files (.pro6, or .pro) and ProPresenter Bundle/Playlist files (.pro6plx, .pro6x, .proBundle, .proPlaylist).

If you select a ProPresenter file to import and you have multiple Libraries, you will be prompted what Library you wish to put this presentation into. If you only have a single Library, the file will begin importing automatically.

If you select a text or Word file to import, you will see an Import window where you can set your parsing, presentation properties and destinations.

Slides delimited by allows you to specific a number of lines or paragraphs per slide, or to use a custom slide break marker in the source file. Regardless of which delimiter you use, the number placed in the **Delimiters per slide** box determines when new slides are generated. If you have selected "Line Break" and enter "2," you will end up with two lines on each slide, with respect for stanza breaks. Same with paragraphs. If you have used a customer delimiter such as "/" or "*" in your file, just type that into the "Slides delimited by" field.



The middle section allows you to update the **Size** and **Template** that will be used for the file you're importing.

You can also set the Destination where the file will go setting both a Library (provided you have multiple Libraries) and Playlist. You can also choose for the presentation to go to a New Playlist or No Playlist. If you choose New Playlist you'll be prompted to enter a name for that Playlist.

The **Edit** button in the lower-left corner opens the presentation in Reflow View.

Import Text from Clipboard

This option uses the same import options as **Import File**, but allows you to copy text from a website or a file such as a PDF or other file type not supported by ProPresenter and import it into a Library.

Import PowerPoint

ProPresenter makes it possible to import PowerPoint files. However, there are some limitations that you will need to be aware of before you get started. It's important to remember that importing from a third-party like PowerPoint is not a simple process and we are often limited in what we are able to support or something may stop working unexpectedly following an update from Microsoft.

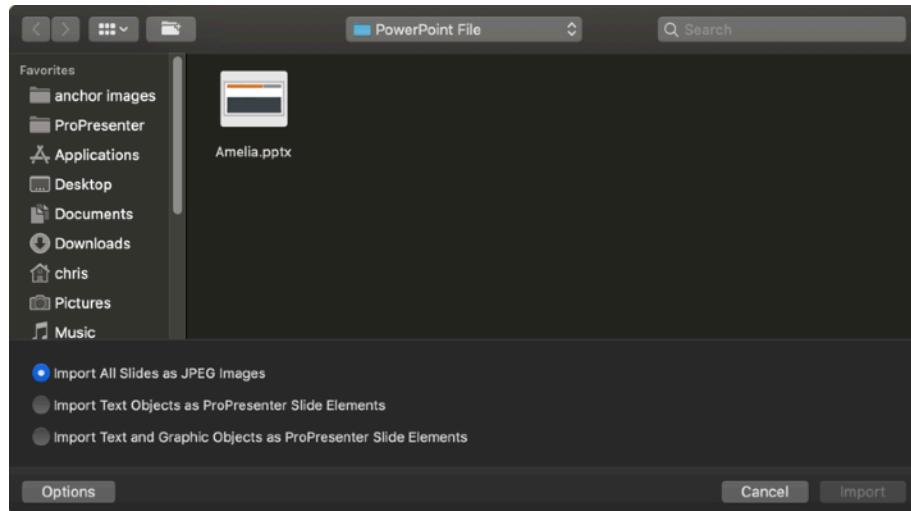
The biggest limitation right now is that the Windows version of ProPresenter 7 is only able to import PowerPoint files as images. If you have used ProPresenter 6 on Windows or ProPresenter on Mac, you're familiar with the other options that are available. We hope to find a way to add these back to ProPresenter 7 on Windows in the future.

You will need to have a full version of PowerPoint installed in order to import presentations. We recommend Office 2019 or Office 365 on both Mac and Windows. Office 2016 may still work, but due to changing support policies and timelines for this version from Microsoft, it may not work reliably. PowerPoint Viewer may still work on Windows, but since it is no longer supported by Microsoft we are not recommending it or supporting it anymore.

Mac Importing

To get started, open ProPresenter 7, click on File in the menu bar, select Import, and then PowerPoint. This will open a file browser window. Navigate to the PowerPoint file that you want to import.

Here you will have three import options available. To access these settings, click the **Options** button in the lower-left corner of the Finder window. After you have selected your option for importing, click the Import button.



These three options will control how your files are imported. The option you select will be used for all future imports, so unless you need to change the import option, you shouldn't need to click on Options for every import.

Import All Slides as JPEG Images

This will import each slide as a single image. There is no way to edit the content of each slide without importing a new version of the PowerPoint file.

Each slide imported looks like it does in PowerPoint. Hidden slides are not imported using this method and slides that have notes in PowerPoint will also have Slide Notes in ProPresenter that you can show on your Stage Screen.

Import Text Objects as ProPresenter Slide Elements

This option will import all of the text, but will ignore any media. While we will attempt to reproduce the slide accurately, not all elements or formatting can be converted. This method will get you close to the original PowerPoint slide, but you may still need to do some additional formatting in ProPresenter.

Hidden slides are not skipped with this import method. PowerPoint slide notes are also imported. None of the media elements are imported, however, shapes are imported. Slide builds and animations are not converted, so any slide with builds will import as the final version of the slide. Each text object can be edited directly inside of ProPresenter itself. Currently, any non-text

object that is not imported gets converted to an empty text box. These will not show on your output, but you may want to remove them in the Editor.

Import Text and Graphic Objects as ProPresenter Slide Elements

This import method is the closest representation to the original PowerPoint file. As with the Text Objects import option, some work will still need to be done in ProPresenter. Slide builds and animations are not converted, so any slide with builds will import as the final version of the slide.

Every object on the slide is able to be selected in the Editor and the slide notes are also imported. Some objects don't convert properly, and they will be added as empty text placeholders. We will continue making improvements to support more elements, but there may always be some PowerPoint slide objects that don't have an equivalent in ProPresenter.

Windows Importing

To get started, open ProPresenter 7, click on File in the menu bar, select Import, and then PowerPoint. This will open a file browser window. Navigate to the PowerPoint file that you want to import. For Windows users, once you find the file, click on the Open button. This will import the each slide as a single image. There is no way to edit the content of each slide without importing a new version of the PowerPoint file.

Import SongSelect

Choosing this option loads the QuickSearch window already in the SongSelect tab. SongSelect is owned by Christian Copyright Licensing International (CCLI). If you are an active license holder of a CCLI license for your church or organization then you have the option of purchasing a subscription to SongSelect.

For more information about CCLI and SongSelect, visit www.ccli.com.

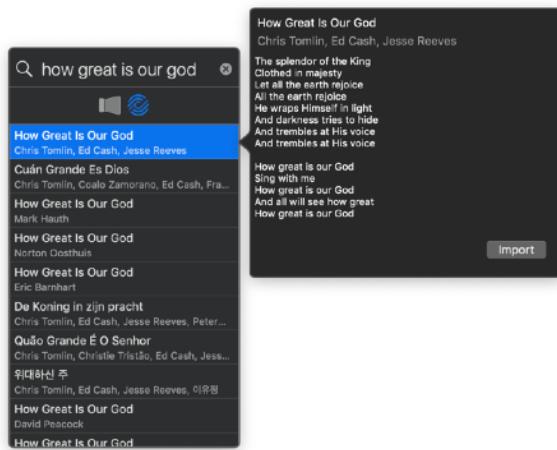
If you have access to SongSelect, ProPresenter can store the registration information for you and provide direct access to SongSelect through the program. This makes it easy to get songs from SongSelect without having to leave ProPresenter.

To use SongSelect, please make sure that the **Show House of Worship Integrations** option is enabled in the General tab of ProPresenter Preferences. You will be prompted to login to your account upon first

searching in the QuickSearch window or by going to the Services tab of ProPresenter Preferences and clicking the **Login** button under SongSelect.

ProPresenter allows you to search for songs from SongSelect in the QuickSearch window. To do this, click on Search in the toolbar or go to File>Import>SongSelect... to access this window. You can search here by title, author, keywords, or CCLI number.

Once you search for a song, you can highlight it and a preview will show of a portion of the song lyrics and then simply click **Import** to begin the import process of the file.



Songs downloaded from SongSelect are also stored in a CCLI Reporting file. You can access this file in the General tab of ProPresenter Preferences by clicking **Reporting** in the bottom right corner of the window. This file can be exported and/or reset at any time and shows the date the file was downloaded, title of the file, author, publisher, copyright year and CCLI number for the song.

Copyright information is also downloaded from CCLI and there are ways to send this to your Screen when that presentation is triggered.

Import Media

This option will load a computer browse window where you can search for the media files you wish to import. Navigate to the media file you wish to import and select it. The file will be added to either the Audio or Media Bin depending on its file type and will add into whichever Playlist is currently selected in the respective Bin.

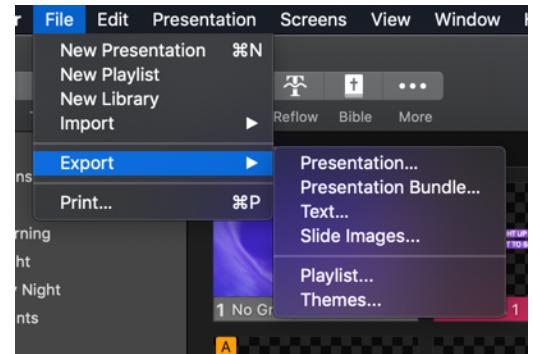
Import ProPresenter Library

This area allows you to import any previous ProPresenter6 or current ProPresenter libraries and migrate them into the program. You will see a window showing any Library from Pro6 that is currently able to be located on your machine provided ProPresenter6 is installed on your machine. This will allow you to select a library to import and convert to ProPresenter. Importing these files does not affect your previous files, so you can import the files while you are getting ProPresenter configured without affecting the previous versions. More information on this is found in the **Migration** section below.

Exporting

There are several ways and formats to export an individual document or multiple documents that have been selected from the ProPresenter program.

To access the Export options inside of the program, go to File>Export in the menubar and select one of the options from the submenu.



Export Presentation

Exporting as a Presentation file will include simply the text slide data itself and will not include any media that is used in the Presentation.

Export Presentation Bundle

Bundles are used to gather Library files and media files together into a single package that can be opened in ProPresenter on another computer. If you select multiple songs in the Library, they will all be included in the same bundle along with the media. Importing a bundle file will prompt you to add the documents to a Library

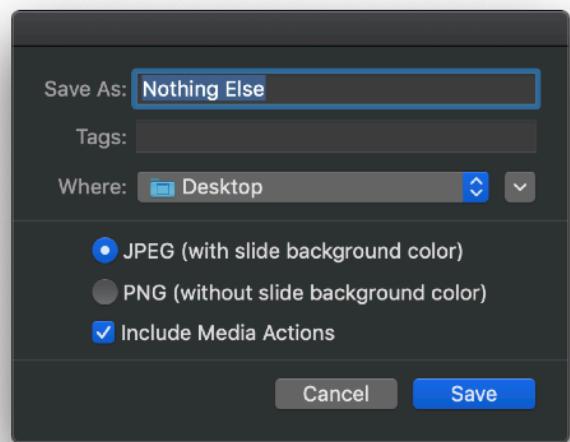
Export Text

This option will export the select presentation(s) as a plain text file with a .txt extension. This export method strips all formatting except line and paragraph breaks.

Export Slide Images

This option will export all slides in a presentation as a JPG or PNG image. The JPG image will include any slide background color you've selected, while the PNG will not include the slide background color.

You can also choose whether you wish to include thumbnails of your Media Actions or not. Once you click **Save**, a folder will be created in your file's destination with individual images of each slide inside.



Export Playlist

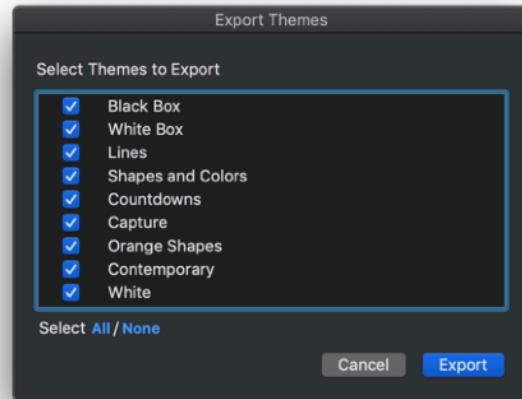
This option will export the selected playlist. When you export a playlist you can choose to include the media with the playlist if you want. Importing a playlist on another computer will rebuild the playlist exactly the way it is on the original computer. Playlists can also be exported by right-clicking on the playlist name and choosing **Export**.

Export Themes

ProPresenter makes it easy to export Themes to be used on another computer. Instead of having to search through the computer folders to find these files and manually add them on another computer, you can export specific Themes to a single bundle file.

Simply check the box next to each of the Themes you wish to export. You can also use the **All** or **None** options to select these Themes from the list. By default, all Themes will be selected when you open this window.

When you double-click the exported Theme file on another computer, the Themes will be imported and be available for immediate use.

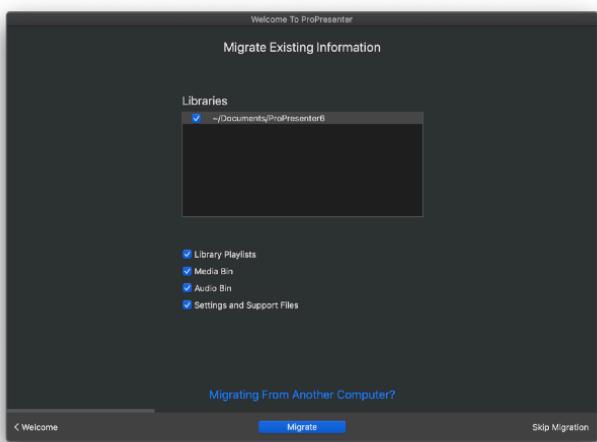


Migration

There are a few different types of Migration that may occur with your ProPresenter files. This would include migrating from a previous ProPresenter version or migrating to a new computer with your current ProPresenter installation. We will describe options for both of these here.

Migrating from a ProPresenter6 Installation

Initial ProPresenter Install



When you initially launch ProPresenter, you will see the **Welcome to ProPresenter** series of screens that allow you to do a quick/initial setup of the program. In this window is also an option to migrate existing ProPresenter6 data into the ProPresenter program. You can also access this setup process by going to Window>Welcome to ProPresenter in the menubar.

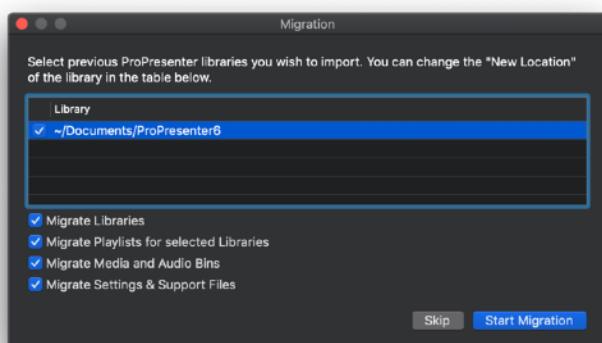
Here, you will see your existing Pro6 Libraries that are found on the computer provided ProPresenter6 is installed on the machine. You will also have the ability to enable migration of Library Playlists, the Media Bin, the Audio Bin and various Settings/Support Files here.

Once you click on **Migrate**, your migration process will begin automatically at that time.

Migration Using the File Menu

Migrating via the File menu is similar to migrating through the Welcome to ProPresenter window, but is simply accessed differently. To open this

migration window, go to File>Import>ProPresenter Library.



This loads a Migration window that will show each of your previous Pro6 Libraries provided Pro6 is installed on the machine.

You can choose to migrate your Libraries, migrate the Playlists for the selected Libraries, migrate the Media and Audio Bins from Pro6 and also any Settings/Support Files in this window.

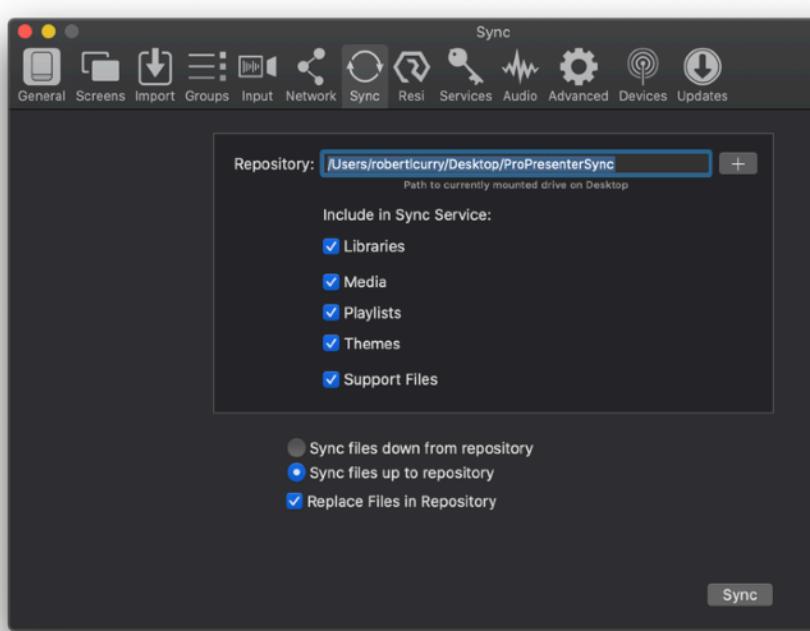
Once you click on **Start Migration**, the program will begin to bring the data into ProPresenter automatically.

Migrating ProPresenter7 from One Machine to Another

To move ProPresenter data from one machine to another, you can use the Local Sync feature inside of ProPresenter Preferences. It's recommended you have the same version of ProPresenter installed on both machines for this to work properly.

On the Original Computer...

1. Create an empty folder on the Desktop and name it "ProPresenter Sync" (or something similar).
2. Open ProPresenter, open Preferences, click on the Advanced Tab, and make sure "Manage Media Automatically" is checked.
3. Click on the Sync tab
4. Click the "+" near the top right and select the new folder you just created on the Desktop. Also, check all five check boxes below that. If you are not moving everything, you would choose which components you wish to migrate here.
5. Select the option to "Sync files up to repository". This will add all of your data to the folder. (Right now the "Replace Files in Repository" box is irrelevant because the folder is empty.)



6. Click **Sync**. Note that this may take a minute or two depending on how much media you have.
7. Once the Sync operation completes, copy this folder to an external drive or a network drive.

You can now move to the new computer

On the New Computer...

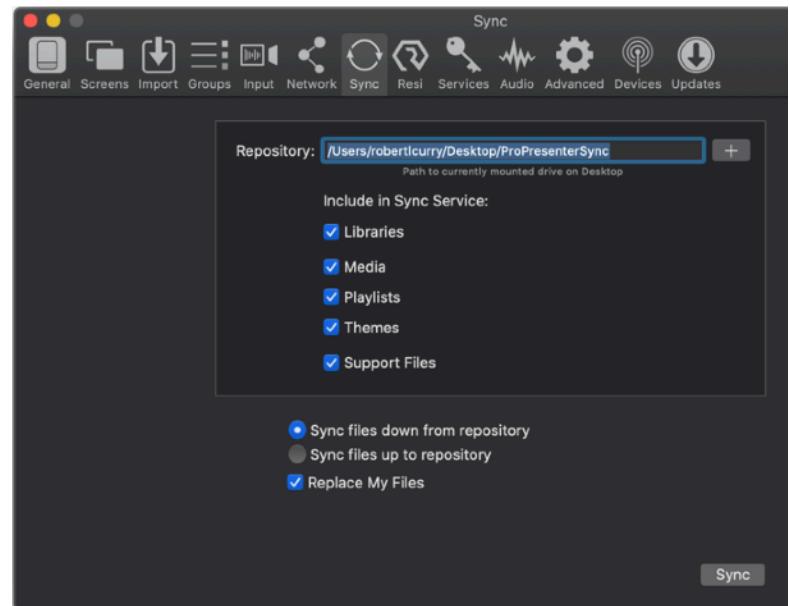
1. Copy the folder from the external drive or the network drive to your Desktop.

2. Open ProPresenter, open Preferences and then click on the Sync tab

3. Click the "+" near the top right and select the folder you just copied to the Desktop. Also, check all of the boxes you had enabled on the original computer.

4. Select the option for "Sync files down from repository". This will make sure that your data gets copied from the folder to your ProPresenter folders.

5. You would only wish to enable **Replace My Files** if you want the program to remove what is currently there before adding what is coming across from the original computer
6. Click **Sync**. Note that this may take a minute or two depending on how much media you have.



Your data should now appear inside of the program on your new machine.

Printing

ProPresenter provides a way for you to print out your Slides and Playlists. This section will cover all of the Printing options inside of ProPresenter.

Printing Presentations

To print your Presentations, select one or more Presentation and choose one option:

- Press Command-P on Mac or Control-P on PC
- In the Menubar select **File > Print**
- If the presentation(s) are inside of a Playlist: right click on the presentation and choose **Print**

Printing a Playlist

You can print an entire Playlist which will print each Presentation in that Playlist. To print a Playlist, right click on the Playlist and choose **Print Playlist**.

Printer Options

When you tell ProPresenter to print it will bring up the **Print Options Box**. This process is slightly different between Mac and Windows, and the platforms are separated here below.

Mac

The top half of this window is controlled by the operating system and will be customized based on your printer. Use this section to choose which printer you will be printing to, the paper size, and other similar options.

Tip: If you would like to "print" to a PDF, click the PDF dropdown in the lower left and choose Save as PDF.

ProPresenter's options are on the bottom half of the window. If you don't see these options, click the **Show Details** button at the bottom of the Print Dialog Box. More on these Details is available below...

Once you've setup the parameters of how you'd like to Print, you can click the **Print** button.

Windows

ProPresenter's options are on the first window. This allows you to set the parameters of what will be printed. More on these Details is available below...

Once these details are set, you can click on either **Print** or **Preview** to move forward. Clicking on **Preview** will show a PDF preview of your printout, while **Print** will open the computer printer window. This window is controlled by the operating system and will be customized based on your printer. Use this section to choose which printer you will be printing to, the paper size, and other similar options.

Once you've setup the parameters of how you'd like to Print, you can click the **Print** button.

Parameters on Printouts

There are two main ways to print your Presentations:

- **Thumbnail View** will print images of each of your slides; this is preferable if you are wanting visual representations of each slide (including media and all slide objects)
- **Outline View** will extract the text from each slide and print it as text; this view is better if you are printing lyrics or otherwise just need the text from your presentation

Each of these Views offers several options to help customize what you are printing. Click the check box next to each item to toggle the printing of that option.

Both Views have the following options:

- **Document Information:** Prints information such as:
 - Artist
 - Author
 - Publisher
 - Copyright Year
 - Song Number

- Presentation Notes
- Current Date

The Thumbnail View also has this option:

- The number of **Columns** that the thumbnails will print in

The Outline View also has these options:

- Slide Numbers
- Slide Labels
- Slide Notes
- Disabled Slides

Working with Media

ProPresenter offers many versatile ways to work with media and send it to your screens. Media inside of ProPresenter is stored in Bins at the bottom and right sides of the program. You can also setup Video Inputs in the software to bring in live video elements from outside sources into the program. Cue Inspectors help to change individual Media actions and give them a completely different look to fit your presentations.

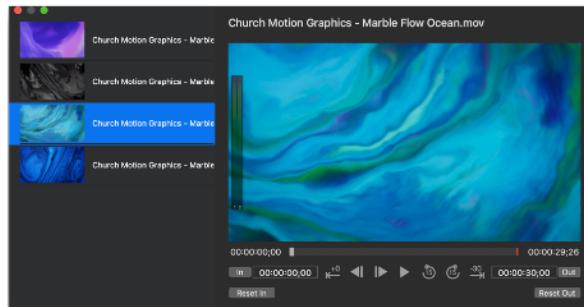
Media Cue Inspector

The Media Cue Inspector is an in-depth window that allows you to both preview your Media files before playing them back and edit the Properties of these items. These Properties include how the Action will look, play and act when triggered in ProPresenter.



To open the Inspector, right click on a Media Action either in the Media Bin or on a Slide and choose **Inspector**. If you have multiple Media Actions selected at the same time, you can also open all of these at once in the Inspector.

Media Action List



Inside of the Inspector, the far left area is the **Media Action List**. This will list any Media Actions you had selected when you opened the Inspector window and allow you to select each one to work with. Click on a Media Action in the list to select it, open it in the **Preview Pane** and edit its **Properties**.

Preview Pane

When a Media Action is selected the Preview Pane offers a place for you to customize the settings for your Media. Across the top it lists the **name** of the Media Action. By default this is the name of the file, however if you would like to change this then you can click on the name and enter your own name.



The main preview area will show you a preview of your media. If the media is a video, you can use the scrubbing bar to jump the preview to a specific place in your media. Below the scrubbing bar are some **Playback Controls** to control the playback of the media. Use the **Play/Pause** button to pause or play the media, or use the **Skip Backwards/Forwards** buttons to skip backward or forward 15 seconds.

Click the **Step Backward/Forward** buttons to step frame-by-frame through your media. This can also be done by clicking the left or right arrow keys on your keyboard. Use the **Go To Beginning** button or **Go To End** button to skip

directly to the beginning or end of the media. You can also right-click (or click and hold) on the Go to Beginning/End buttons and choose how far from the beginning/end you want to jump to (90 seconds, 60 seconds, 30 seconds, 10 seconds, or directly to the beginning/end).

To change the starting point of a video, move the playhead to the desired location and then click **In** to set the In Point. Similarly you can click on **Out** to set the Out Point. Click **Reset In** or **Reset Out** to reset the respective features.

Edit Pane

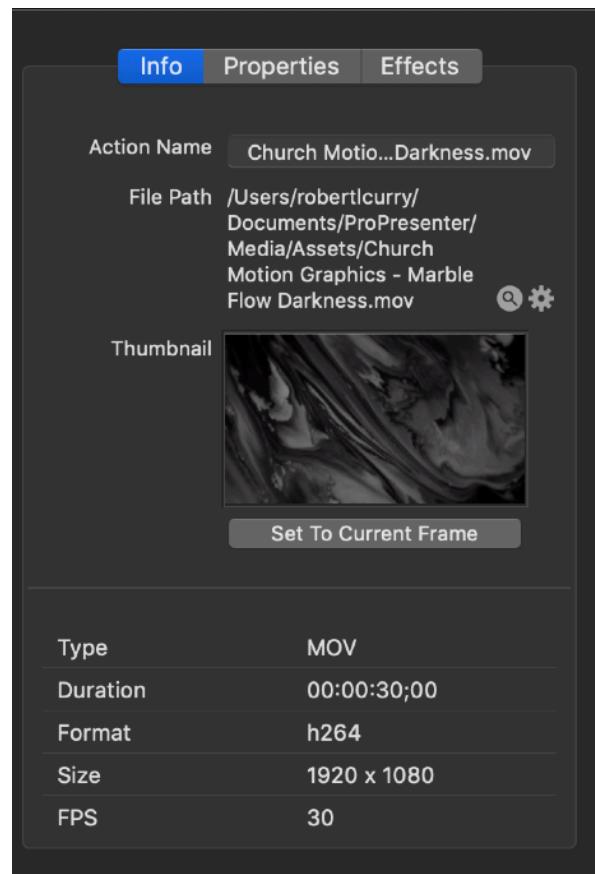
When you have a Media Action selected the Edit Pane on the right allows for fine-tuning your media by way of the Info, Properties, Effects, and Audio (if the file has audio on it) tabs.

Info Tab

The **Info Tab** has information about the media that you have selected. Across the top it lists the **Action's**

Name (which you can click on to edit) as well as the **File Path** that ProPresenter is referencing this file from. Click on the **magnifying glass** to open the location of the file in the Finder on Mac or in Windows Explorer on PC. If you want to change the file that ProPresenter is linking to or to point the program to a different copy of the same file, click on the **gear** icon to open a computer browser window where you can select a new file to reference.

The **Thumbnail** feature will show you the currently used thumbnail for the media. If your media is a video and you want to change the thumbnail, use the scrub bar in the Preview Pane to select the desired location then click **Set to Current Frame**. The bottom of the Info Pane will provide **information** about the media itself, such as its Type, Duration, Format, Size, and Frame Rate (FPS), depending on the type of media that is selected.



Properties Tab

The **Properties Tab** of the Inspector allows you to adjust multiple properties of your Media Actions.

Click the drop-down menu next to **Scale Behavior** to adjust how the media will scale in your Target:

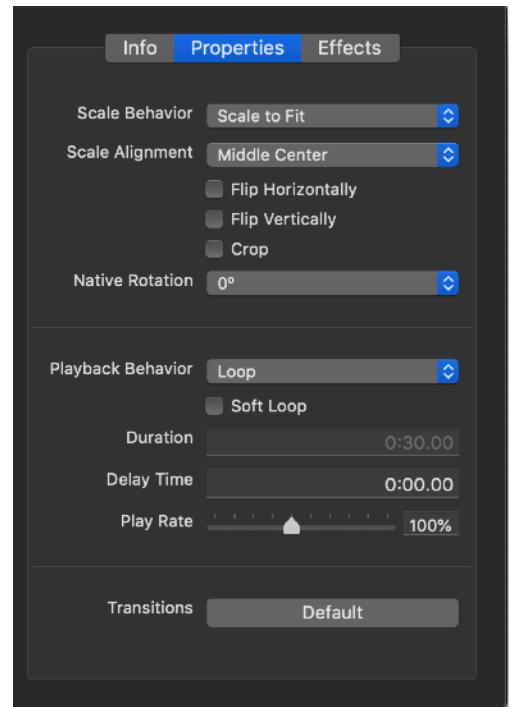
- **Scale to Fit** will make sure that all of your content shows within the bounds of a given Object and the media won't be stretched; it will achieve this by adding black bars on the top/bottom or sides of the media as needed.
- **Scale to Fill** will keep your media not stretched and it won't have any black around the sides or top/bottom; it will achieve this by cropping off the top/bottom or sides as needed.
- **Stretch to Fill** will fill the bounds of the Object with the media and it won't crop any of the media out; it will achieve this by stretching the media as needed.

Change the **Scale Alignment** to control if the media will try to stay in the center of the Target or if it will tend towards one of the corners or sides of the Target. Scale Alignment is only available if you set the Scale Behavior to Scale to Fit or Scale to Fill. You can also enable **Flip Horizontally** and/or **Flip Vertically** to flip the media.

Enable **Crop** to scale the media yourself to a subset of the original image. For example, if you wanted to show only the top left of a piece of media but have it fill the screen, you would adjust these numbers to do so. Options for adjusting this are to enter numbers into the boxes as needed, use the arrow buttons next to the boxes, or use the black bounding boxes that surround the media itself in the Preview Pane.

The **Playback Behavior** will affect what happens at the end of the media; depending on which Playback Behavior you select there may be other options available to you.

- **Stop** plays the video file in its entirety once and then moves on to the **End Behavior**



- **Loop** will continuously play the video file until you choose to clear the Media or trigger a different Media file
- **Loop for Play Count** adds an option where you set how many times you wish for the file to play. It will continue looping until it reaches the number of times entered in the **Times to Loop** box that appears and then move on to the selected **End Behavior**.
- **Loop for Time** allows you to set a certain amount of time that you want the Video to run for. Once it reaches the end of that time, it will move on to the **End Behavior**

When choosing an option that involves looping the video for **Playback Behavior**, a check box will appear for **Soft Loop**. Enabling this will allow the video file to dissolve back to the start of the video instead of a hard cut. This is especially helpful if you have a video that has action continuing through the last frame that has different content back at the beginning of the clip.

If you set Playback Behavior to **Stop**, **Loop for Play Count**, or **Loop for Time**, the option to set an **End Behavior** will appear in the window as well. Here you can choose one of five options for the video to follow once it finishes playback.

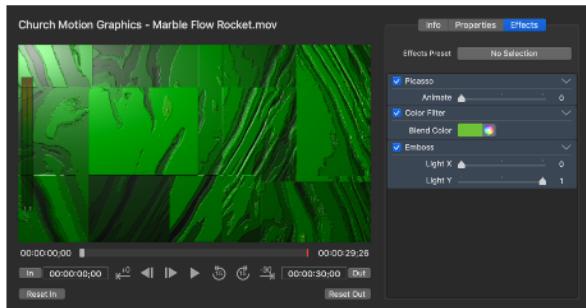
- **Hold Last Frame** -- this will freeze the video on its last frame and stay there until the video is cleared or a new media action is triggered
- **Black after Last Frame** -- this will cut to Black at the end of the last frame of the video
- **Clear after Last Frame** -- this will clear the Media file after the playback of the last frame of the video. If you have a Video Input in place and triggered, it would clear the Video file out and show the Video Input on the Screen.
- **Fade to Black** -- this will dissolve to Black at the end of the last frame of the video
- **Fade to Clear** -- this will dissolve the Media file after the playback of the last frame of the video and clear the Action. If you have a Video Input in place and triggered, it would dissolve the Video file out and show the Video Input behind it on the Screen.

For still images, you can set the **Duration** (that is, how long it will show on the Screen); videos will have their Duration pre-filled. You can set the **Delay Time** which is how long the media will wait before it plays. For video actions

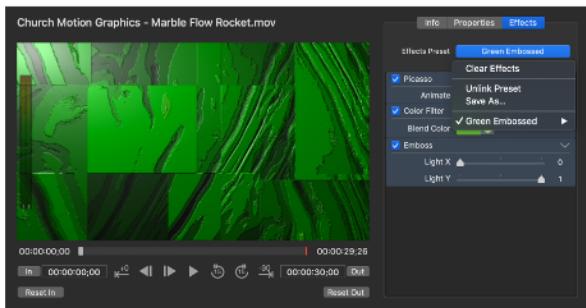
you can also set the **Rate** at which it will play (from 20% to 200%) speeding up or slowing down the video playback.

At the bottom of the Properties tab you can select a **Transition** for the individual Media Action. This Transition will trump the Master Transition which allows media to have custom transitions which are unique to just that media.

Effects Tab



Effects allow you to modify the look of your Media files. Click the plus button to add an Effect to the media. Adjust an Effect's properties by adjusting the options below that Effect (note that not all effects have properties that you can edit). To disable/enable an Effect click on the checkbox to the left of the Effect's name. To change an Effect to a different Effect or to remove an Effect, click on the down arrow to the right of the Effect's name.



The Effects Preset allows you to assign a predefined set of Effects to a Media Action. If you have previously saved an Effect Preset you can use this dropdown to apply it. If you have applied an Effect Preset and you make changes you can **Save** those changes or **Save As** a new Preset. If you have made changes, you'll see a small * to the right of your Effects Preset Name. Another option is to **Unlink Preset** which allows you to show that no Preset is set, but leave the Effects in place on the Media Action. You can also use this dropdown to **Clear Effects** from the media.

Audio Tab

The **Audio Tab** allows you to adjust the physical audio output properties for the Media item. This tab will only appear if your media file has an audio track on it.

Under Transition Behavior you can add a **Fade In** and/or a **Fade Out**. Check the boxes that you want to enable and adjust the slider to customize how long the fade will last.

Click the **Channel Routing** button to open a window where you can route audio channels to specific outputs. For more information on how **Audio Routing** works, you can look at that section

The boxes at the bottom of the Audio tab give you more insight into each audio channel. For each channel you can **Mute** or **Solo** the channel and you can adjust the **Volume** of each specific channel. This area will also tell you which Outputs each channel is assigned to (which is set via the Audio Routing button above).

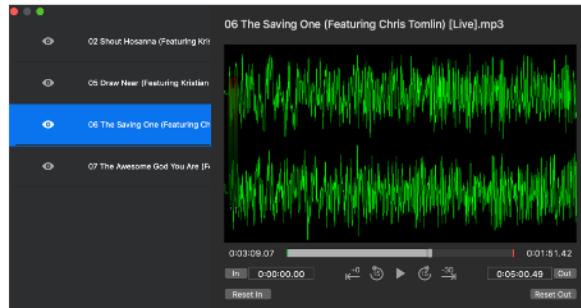
Audio Cue Inspector

The Audio Cue Inspector is an in-depth window that allows you to both preview your audio files before playing them back and edit the Properties of these items. These Properties include how the Action will look, play and act when triggered in ProPresenter.



To open the Inspector, right click on an Audio File either in the Audio Bin or on a Slide and choose **Inspector**. If you have multiple Media Actions selected at the same time, you can also open all of these at once in the Inspector.

Media Action List



Inside of the Inspector, the far left area is the **Media Action List**. This will list any Media Actions you had selected when you opened the Inspector window and allow you to select each one to work with. Click on a Media Action in the list to select it, open it in the **Preview Pane** and edit its **Properties**.

Preview Pane

When an Audio Action is selected the Preview Pane offers a place for you to customize the settings for your file. Across the top it lists the **name** of the

Audio Action. By default this is the name of the file, however if you would like to change this then you can click on the name and enter your own name.



The main preview area will show you a sound wave representation of your audio file. You can use the scrubbing bar to jump the preview to a specific place in your media. Below the scrubbing bar are some **Playback Controls** to control the playback of the media. Use the **Play/Pause** button to pause or play the media, or use the **Skip Backwards/Forwards** buttons to skip backward or forward 15 seconds.

Click the **Step Backward/Forward** buttons to step frame-by-frame through your media. Use the **Go To Beginning** button or **Go To End** button to skip directly to the beginning or end of the media. You can also right-click (or click and hold) on the Go to Beginning/End buttons and choose how far from the beginning/end you want to jump to (90 seconds, 60 seconds, 30 seconds, 10 seconds, or directly to the beginning/end).

To change the starting point of the file, move the playhead to the desired location and then click **In** to set the In Point. Similarly you can click on **Out** to set the Out Point. Click **Reset In** or **Reset Out** to reset the respective features.

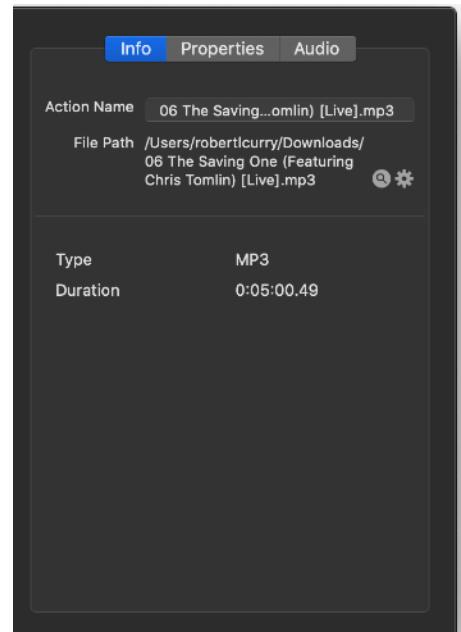
Edit Pane

When you have an Audio file selected the Edit Pane on the right allows for fine-tuning your media by way of the Info, Properties, and Audio tabs.

Info Tab

The **Info Tab** has information about the media that you have selected. Across the top it lists the **Action's Name** (which you can click on to edit) as well as the **File Path** that ProPresenter is referencing this file from. Click on the **magnifying glass** to open the location of the file in the Finder on Mac or in Windows Explorer on PC. If you want to change the file that ProPresenter is linking to or to point the program to a different copy of the same file, click on the **gear** icon to open a computer browser window where you can select a new file to reference.

The bottom of the Info Pane provides **information** about the media file itself such as its file type and original duration.

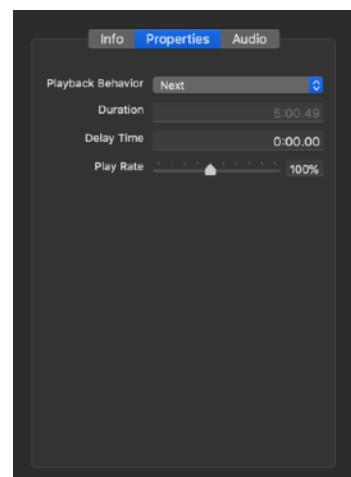


Properties Tab

The **Properties Tab** of the Inspector allows you to adjust different behaviors of your Audio Actions.

The **Playback Behavior** will affect what happens once the audio file completes its playback. You can choose one of three options.

- **Stop** -- This behavior will play the file back one time and end after one full playback
- **Loop** -- This behavior will continue playing and repeating the file until a new audio action is triggered or a Clear Audio action is triggered
- **Next** -- This behavior is only applicable for playback from the **Audio Bin**. This behavior allows the next audio action in the Bin to playback at the conclusion of the currently triggered action.

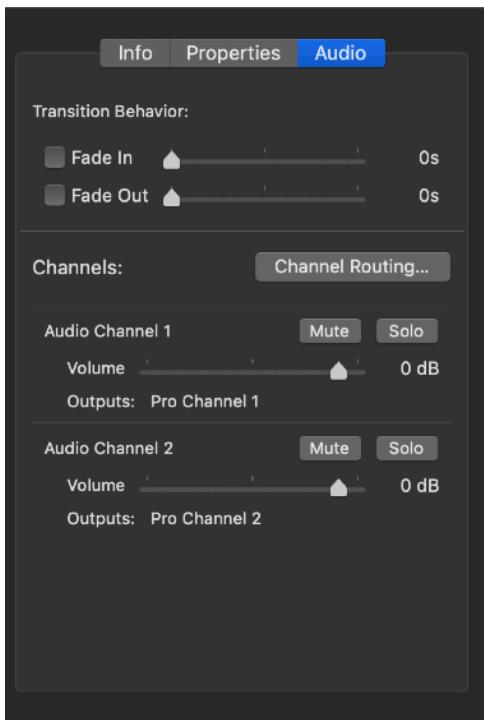


The **Duration** of the action will be pre-filled and will update if the **In/Out** settings are changed in the **Preview Pane**. You can set the **Delay Time** which is how long the media will wait before it plays after being triggered. You can also set the **Play Rate** at which it will play (from 20% to 200%) speeding up or slowing down the audio playback.

Audio Tab

The **Audio Tab** allows you to adjust the physical audio output properties for that item.

Under Transition Behavior you can add a **Fade In** and/or a **Fade Out**. Check the boxes that you want to enable and adjust the slider to customize how long the fade will last.



Click the **Channel Routing** button to open a window where you can route audio channels to specific outputs. For more information on how **Audio Routing** works, you can look at that section

The boxes at the bottom of the Audio tab give you more insight into each audio channel. For each channel you can **Mute** or **Solo** the channel and you can adjust the **Volume** of each specific channel. This area will also tell you which **Outputs** each channel is assigned to (which is set via the Audio Routing button above).

Video Input

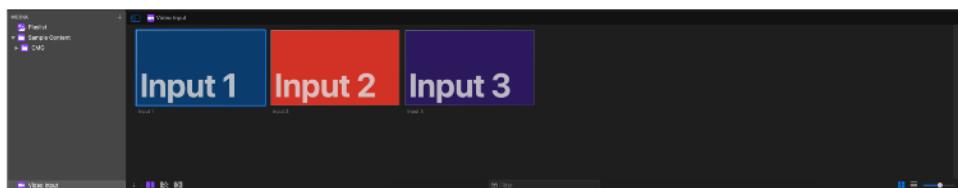
Video Input Configuration

Setting up your Video Inputs is done through the Input tab of ProPresenter Preferences. For more information on this, please see the Preferences section.

Video Input Playlist

Once you have created and setup your Inputs, you can add them to the Video Input Playlist in the Media Bin. The Video Input Playlist can be accessed by clicking on the Video Input button on the bottom left of the Media Bin area. This is a custom Playlist type that allows you to see all of your video input feeds at once and fire them directly as needed.

Add Video Inputs to the Video Input Playlist by clicking the + in the lower left and selecting your desired Input. If you have not created an Input, you will be directed to Video Input Configuration from the + menu which opens up the respective tab in ProPresenter Preferences.



Video Input Actions

Add the Video input Action onto a slide to automatically turn on or change the Video Input layer of ProPresenter when that slide is clicked. You can also drag a Video Input from the Video Input Playlist to a slide directly and it would trigger alongside the slide content when that slide is triggered.

Add the Video Input Action to a slide by opening the Action Palette and dragging the Video Input Action onto a slide; doing so will give you the option to choose which Video Input you would like to assign to that slide.

Audio Input

Audio Input Configuration

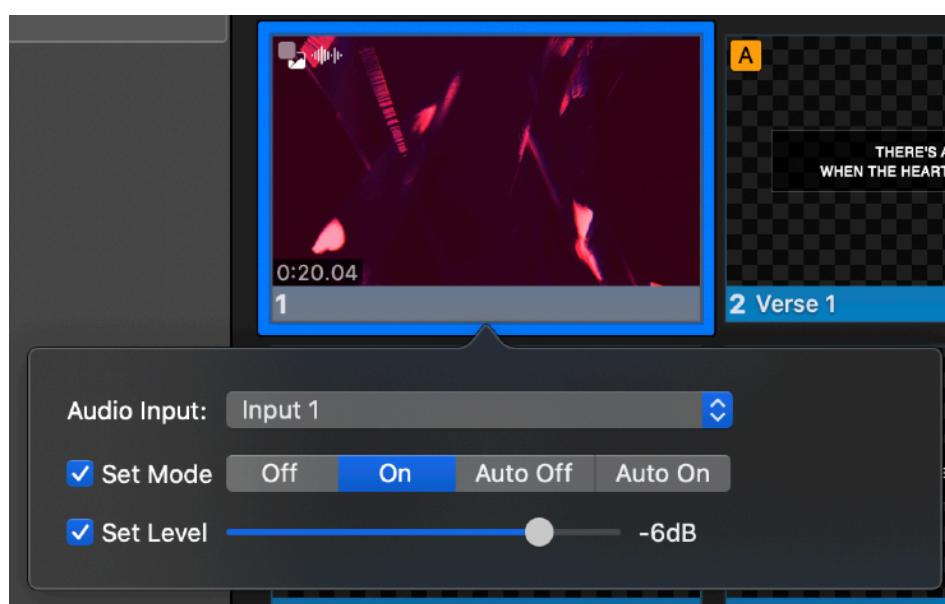
Setting up your Audio Inputs is done through the Input tab of ProPresenter Preferences. For more information on this, please see the Preferences section.

Triggering Audio Inputs

At this time, you would either have an "always on" input or to trigger an Audio Input, it has to be linked to a Video Input in the Input tab of ProPresenter Preferences. For an input that is "always on," you would select the **On** or **Auto Off** modes in the Audio pane of the Input tab of Preferences. If you link an Audio Input to a separate Video Input, the audio would playback once the Video Input is triggered. More about these options is explained in the Preferences section below.

Audio Input Actions

In much the same way as the Video Input action, you can add an Audio Input Action onto a slide to automatically alter an Audio Input's mode or level when that slide is triggered. You can change what Mode the input is set to (Off, On, Auto Off, Auto On) and also set the level you wish the input to playback at.



Add the Audio Input Action to a slide by opening the Action Palette and dragging the Audio Input Action onto a slide; doing so will give you the option to choose which Audio Input you would like to make changes to on that slide.

Show Controls

ProPresenter 7.5 introduced a new function in the ProPresenter interface. Show Controls are tools in the bottom right of the program that allow you to prepare and run your live show. Each item will be discussed below as this allows you to playback audio files, setup Props and Messages, change the way your Stage screen works and create Timers for many facets of your event.

Audio Bin

ProPresenter has a dedicated **Audio Bin** for organizing, editing, and playing audio files. Create Playlists to organize your audio, use the Media Inspector to edit and customize your audio, and use the playback controls from within the bin to control the audio as it plays.

Audio Types

Inside of ProPresenter, audio files must be categorized as one of two types:

Audio Track: Generally used for longer audio files such as songs or spoken word, Audio Tracks are limited to only playing one at a time inside of ProPresenter and can be controlled via the playback controls at the top of the Audio Bin.

Sound Effect: Generally used for shorter audio files such as sound effects in a dramatic program, Sound Effects can have several playing at once and have no direct control options.

Tip: Audio files less than 10 seconds are automatically categorized as Sound Effects, while longer audio files are categorized as Audio Tracks. This can always be changed for any file by right-clicking on the file and selecting "Set as..."

Outline View

Across the top of the Audio Bin is the Outline View where you can create and organize Playlists of audio files.

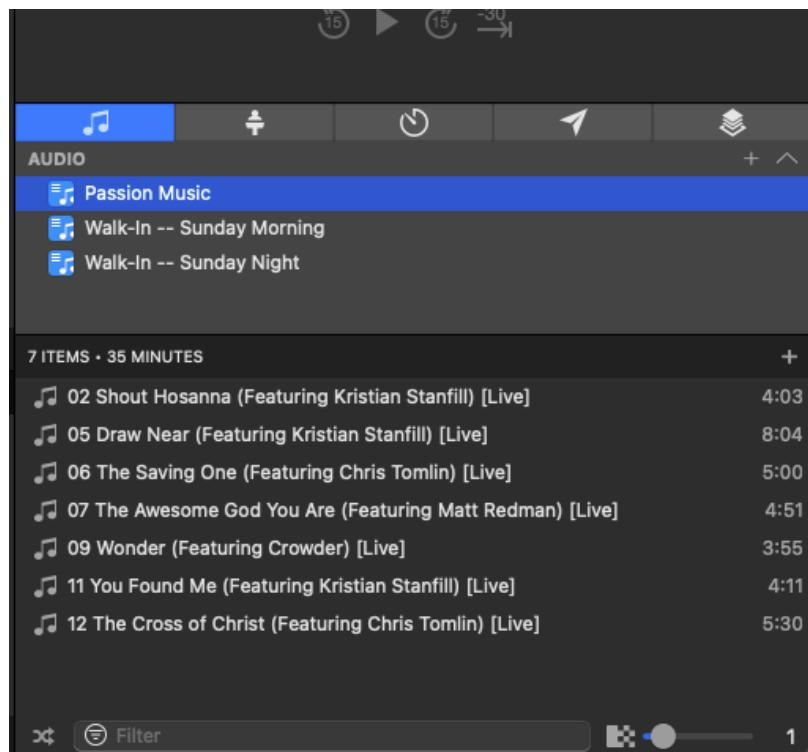
An **Audio Playlist** can contain audio files. **Audio Playlist Folders** do not contain audio files themselves, instead they contain Audio Playlists. That is,

you can use Playlist Folders to organize your Playlists, and Playlists to organize your audio files.

Create new Playlists and Playlist Folders by clicking the + button across the top of the Playlist view. Click and drag Playlists and Playlist Folders to rearrange them.

Select a Playlist or Playlist Folder then click the name again to rename the item. Right click or select and press the Delete key to delete items.

You can collapse the Playlist view by clicking the ^ button; this allows the operator to focus on the contents of just one Playlist. In this mode, click the name of the Playlist to select a different Playlist, and click the v to open up the full view again.



Audio View

Once you select a Playlist you can then see the audio files contained in that Playlist at the bottom of the Audio View. Clicking on any audio file will play it immediately.

You can add audio files to a Playlist by clicking the + between the Playlist View and Audio View, or by dragging them from your operating system to this area. The Filter bar will allow you to search the currently selected Playlist.

Use the slider at the bottom of the Audio bin to control how long the transition is between audio files (including when you start and clear audio files) and you can click on the Shuffle button to shuffle the Audio Playlist that you have selected.

Right click on an audio file to access additional options:

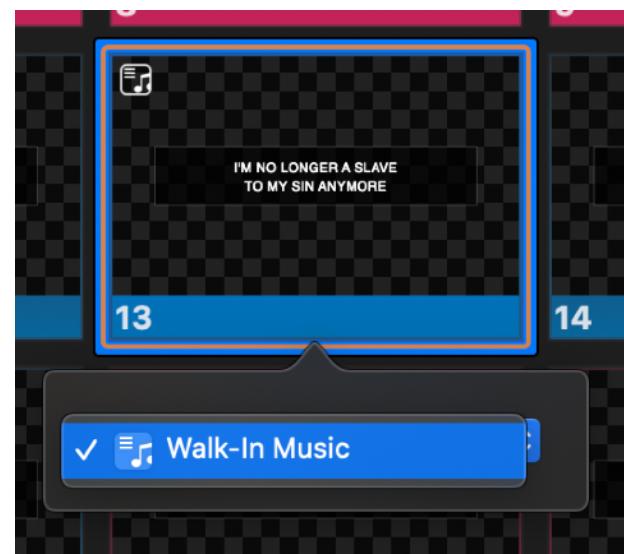
- **Reveal in Finder/Open File Location:** Shows where the audio file is currently stored on the computer

- **Playback Behavior** (Audio Track only): Controls what happens at the end of an Audio Track:
 - **Stop**
 - **Loop**
 - **Loop for Play Count...**
 - **Loop for Time...**
- **Next Cue** (Audio Track only): Controls what audio files plays when this one finishes
 - **None**: Nothing happens
 - **Next**: The next file in the Playlist (or, if Shuffle is turned on, a random file in the Playlist) is played
- **Set as [Sound Effect type/Audio Track type]**: Changes the audio track type
- **Inspector**: Opens the Audio Cue Inspector.
- **Rename**: Allows you to rename the file
- **Delete**: Removes the audio track from the Playlist

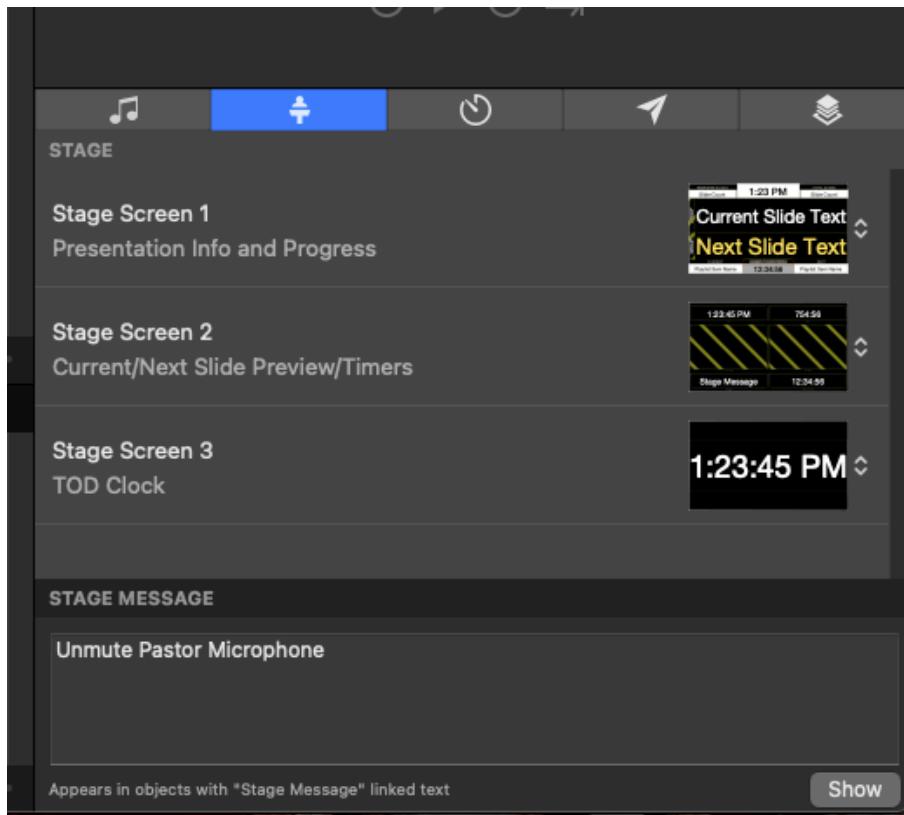
Audio Bin Actions

With the release of ProPresenter 7.3, you can now trigger Playlists from the Audio Bin on a single slide click with an Action. This is extremely useful if you are playing back a series of audio tracks before an event or need to trigger a grouping of audio to play from one click.

This can be accomplished by dragging your Audio Playlist from the Audio Bin to a slide in a Presentation. You can also add it in front of or behind a slide to create your own slide cue for this action, or from the Action Palette by adding Audio Bin Playlist to a slide.



Stage



The Stage control options in Show Controls allow you to both send Messages to your Stage screens and set layouts for each of the screens.

The top portion of this window shows any currently active Stage screens that you have setup in Screen Configuration and the current Layout is shown in a thumbnail. Clicking on the thumbnail brings up a dropdown menu where you can select a new Layout for that screen or go to the Stage Editor.

Below the selection menu, you can send a Stage Message to your screens. Any object using the "Stage Message" linked text data link will see this message appear on their screen. Enter your text and then click to **Show** to send this message to the screen. The Show button will toggle to a **Hide** button when the message is active and clicking it will remove the Message from the screens.

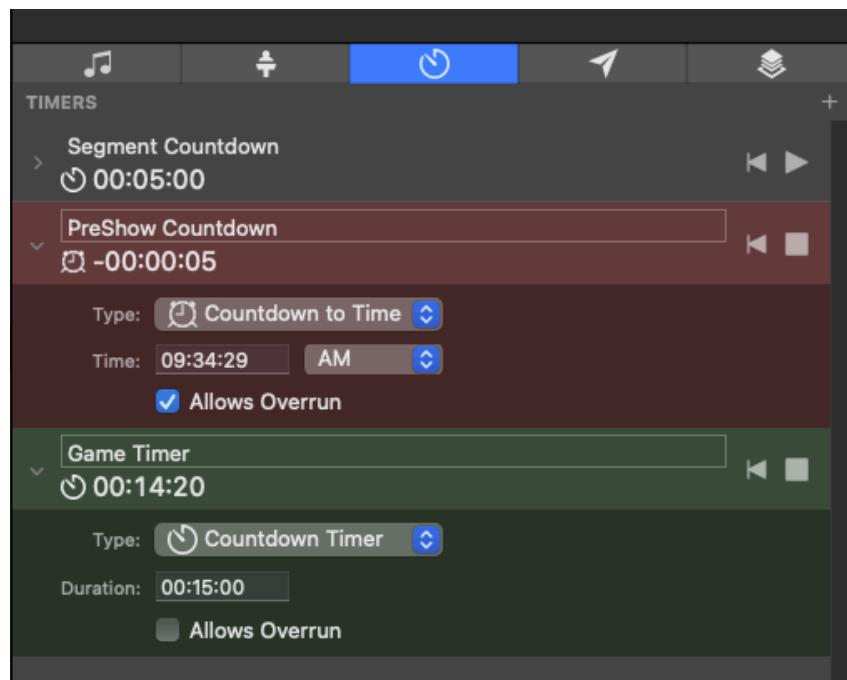
Timers

Many users need timers to keep track of services or events. A band wants to know how long until they need to start playing. A pastor wants to know how long he has been talking. Attendees want to know how long before the event starts.

ProPresenter can create and track multiple timers at the same time, and there are various timer types to cover your various needs.

Timers can be used in multiple places in ProPresenter. For example, you can show them on the Stage Display, or use a Message or Linked Text to show them on the audience screen. You can also use Cues to start, stop, and reset Timers as needed.

Note: This section only covers the Timers Show Control area where you can create and edit Timers; for more information on other features that use the Timers, see that respective feature's section.



There are three types of Timer types:

- **Countdown:** Set a specific amount of time for it to count down from
- **Countdown to Time:** Set a time of the day and ProPresenter will count the time left to that specific time (based on the computer's internal clock)
- **Elapsed Time:** Count up; you can start from zero or include a Starting time, and you can optionally set an Ending time

Create a new Timer by clicking the **+** in the upper right of the area. Delete a Timer by right-clicking on the Timer and selecting **Delete** or, if you have a trackpad, swipe to the left and click Delete.

Click the disclosure triangle to show or hide the Timer's options. Rename the timer by clicking on the name of the Timer. Click on the Type dropdown menu to change which kind of Timer you're using.

Check **Allows Overrun** if you would like the Timer to keep running after it reaches zero or its end; uncheck Allows Overrun to have the Timer stop when it reaches its end.

The Reset button will revert the timer back to the beginning and the Play button will start the timer. While a timer is running, it will be highlighted green to signify it's in motion. If you have Overrun enabled, the timer will highlight in red once a timer has reached its original "ending" time.

Messages

The Messages feature in ProPresenter is a versatile way of showing extra content on your audience output. This content is independent of the slides and other media inside of ProPresenter, which means it will appear on top of your slides and other content; for example, Messages will stay on top of your slides, even if you change slides. This makes it a preferable way to show content across multiple slides.

Examples of this might be:

- "Car with License Plate X852WT, your lights are on."
- "The service will begin in 03:32."
- "Parents of child 485 please come to the nursery."

Tip: The Props feature of ProPresenter is similar to the Messages feature, but there are some unique characteristics between them. In general, if you want your content to be pre-programmed then you would be looking at a Prop; if you want to make changes to text on the fly then we recommend investigating the Messages feature.

Tokens

To use the Messages feature you will be setting up a block of text that will fill a text box that you set up inside of a Template. This block of text can include prewritten text as well as one or more Tokens, or variable blocks of text.

Using the same examples as before, let's look at what the blocks of text would look like with tokens:

- "Car with License Plate [License Plate], your lights are on."
- "The service will begin in [Service Countdown]."
- "Parents of child [Nursery Number] please come to the nursery."

The above blocks of text and Tokens would be setup beforehand, then when the operator is running ProPresenter live, they would only have to enter the pertinent information inside of the Token and click the Show button for it to appear on the screen.

Note: Messages can be set up on the fly, however they are most powerful when they are set up beforehand so that the operator is able to keep their focus on the rest of the show.

There are several types of Tokens:

- System Clock: Shows the current computer time
- Timers: Any Timer that you have set up in the Timer Pane can be sown via a Message
- Pre-Defined Text: ProPresenter provides some text boxes that are already set up to use, including "Name", "Message", and "Room"; these Tokens cannot be deleted but are otherwise the same as Custom Text tokens
- Custom Text: Create your own Token with its own name and content

Let's dive into one of the above examples: "Parents of child [Nursery Number] please come to the nursery." In this example, someone had previously set up a Message for this contingency. They created a Message called "Nursery Call" and applied a Template to it. They then created a custom Token called Nursery Number; this is simply a text field that the end user can use to enter the child's number. After they create the Token, they type into the text field "Parents of child please come to the nursery." and they drag the "Nursery Call" Token into the text field which creates "Parents of child [Nursery Call] please come to the nursery."

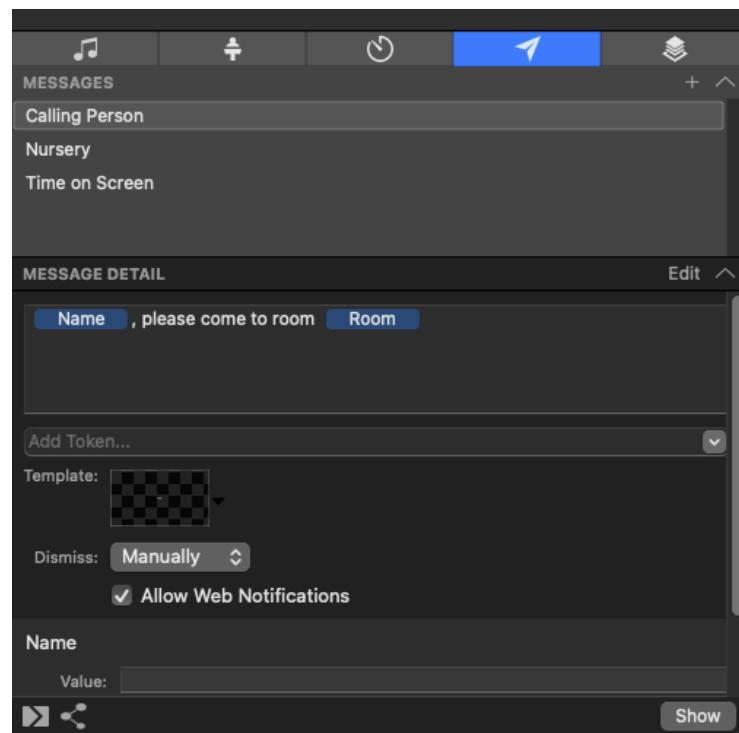
The Message is now set up and ready to go. The next day, during a service, the operator is notified that a nursery call is needed. They open the Messages feature of ProPresenter, type the nursery number ("485") into the Token area, and click Show. ProPresenter then correctly shows the text "Parents of child 485 please come to the nursery." on the screen.

Create a new Message by clicking the + in the upper right of the area. Delete a Message by clicking on the message and pressing the Delete or Backspace button on your keyboard, or, if you have a touchpad device, swipe to the left on top of the Message name and click the Delete button.

Click the Modify Transition button to change the transition that Messages will use when they Show and are removed from the screen. All Messages share the same Transition and there is not an option to set individual Transitions on individual Messages.

Clicking the Network button at the bottom of the area will open the webpage where users can send Messages over the network. The Allow Web Notifications checkbox at the bottom of the area will quickly toggle this feature on and off. See the Web Notifications section for more information.

Click the Show button to Show the currently selected Message to the screen. You can identify which messages are currently being shown as they will be highlighted in Orange in the Message List; click on Hide to remove the message from the screen. To remove all Messages, click the Clear Messages button in the Preview Window, or in the menubar select Actions > Clear Messages.



Editing a Message

To set up and edit non-Token parts of a Message, click the Edit button in the upper right of the window; this will show additional controls for editing the Message itself; click this button again to hide these additional controls.

With the Edit controls showing, the text box will show where you can type your message and include any Tokens that you will be using. Below this window is the Token dropdown. You can click on the dropdown to add an established Token or if you have a Token you want of your own, you can type it in the box there and hit **Enter**.

Note: The pre-defined Tokens that come with ProPresenter cannot be deleted. Any Clocks/Timers that are created in the Timers area will appear as Tokens as well.

Click the Template to change which Template this Message will use for formatting when it is shown on the screen. To have a Message clear automatically after a certain amount of time, click the dropdown menu next

to Dismiss and select the amount of time before it clears, or select Manually to have it not clear automatically.

Tokens

Here are the Token types and the options you have when editing them:

- Pre-defined ("Name", "Message", and "Room") and Custom Tokens
 - These are simple text boxes; enter any text you would like and the Token will pass that text through to the Message when it is shown
- Clock -- this is the standard system Clock
 - Date Format: Choose how the Date will look
 - Time Format: Choose how the Time will look
 - 24 Hour: Click to enable a 24 hour clock, unclick to enable a 12 hour clock
- Timer -- this will appear for Timers setup in the Timers Pane
 - Timer Type: Click the dropdown menu to select if the timer is a Countdown timer, a Countdown to Time timer, or an Elapsed Time timer
 - Countdown timer: Duration allows you to select how long the timer will be
 - Countdown to Time timer: Choose the Time at which the tier will countdown to, then select the Format (AM, PM, or 24 Hour) you are using
 - Elapsed Time: Choose then number at which the timer will Start and End.
 - Overrun: Check this box if you want the timer to continue to count after it hits its destination, uncheck it if you want it to stop at its final goal
 - When a Timer is running click the Reset Timer button to reset the timer, Start Timer button to start the timer, or Stop Timer button to pause the timer
 - You can also choose how the timer will be shown on the screen. There are options for hours, minutes, seconds, and milliseconds. For each of these options you have up to five choices; however

depending on what you have selected in one section might disable options in another section. Here are the five options, using hours as an example:

- `h`: Always show the hours but hide leading zeros
- `hh`: Always show the hours and show leading zeros
- `h`: If there are hours then it shows them with no leading zeros; if there are no hours then it doesn't show them
- `hh`: If there are hours then it shows them with leading zeros; if there are no hours then it doesn't show them
- `- -`: Hide the hours text; if there would be hours to show it adds that time to the minutes

Web Notifications

You can configure ProPresenter to allow other people to send Messages over a local network. Using this feature allows other users on any internet enabled device to load a web page, make changes to the Tokens (just as the operator would inside of ProPresenter, and Send a request for that Message to be sent to the audience screen. The operator running ProPresenter can either approve or disprove the showing of that Message.

Before this feature is utilized you must enable a feature inside of the Preferences. In the top left of the screen click on ProPresenter then click on Preferences. Click on the Network tab and make sure that **Enable Network** is checked. It will automatically generate a **Network Name** and **Port**; you can change the Network Name if you would like, we recommend leaving the Port number alone unless there is a specific need to.

Now that the Network is enabled, close the Preferences window and open the Messages Pane. You can toggle Web Notifications by clicking on the checkbox next to **Allow Web Notifications**.

Click on the Show Web Access button across the bottom of the Messages Pane to open in your default browser the web page where you can access the Web Notification feature. Make a note of the web address and share it with users who you would like to be able to send Web Notifications. (For example, you can copy the web address from the browser and paste it into an email to someone who should have that access.

Sending Web Notifications

To send a Web Notification the sender will need to open the web address provided to them on a device that is on the same network as the computer running ProPresenter.

Note: The user's device that will be accessing this feature must be able to see the device running ProPresenter on the network. Generally speaking this means that the devices need to be on the same wired or wireless network as each other, however each network is unique so you may need to speak to your network administrator about how to enable a feature like this.

Once they open that webpage they will see a list of all of the Messages listed inside of ProPresenter. They can add text and make other changes as necessary to their desired Message, then click on Show. This will send a request to the ProPresenter operator to show the Message on the screen.

Receiving Web Notifications

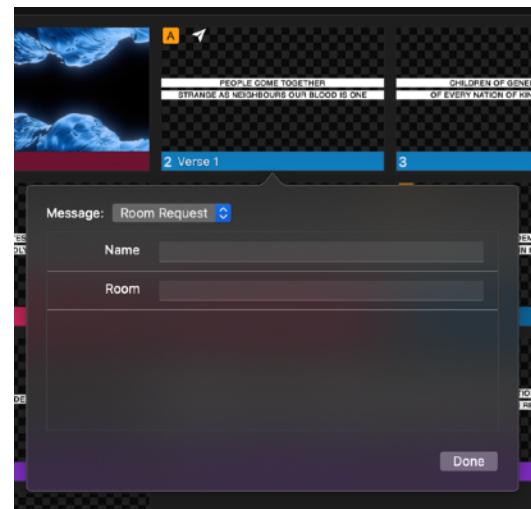
When a Web Notification is sent the ProPresenter operator will see a notification on the top right of their computer screen notifying them of the request. The notification works slightly differently between Mac and Windows. To show the Message on the audience screen on a Mac, click **Show Alert**, to dismiss the request on a Mac and not show it on the audience screen, click **Dismiss**. To show the Message on the audience screen on a PC, click directly on the notification, to dismiss the request on a PC and not show it on the audience screen, click the arrow to "archive" the notification.

Once approved the Message will show on the Audience screen just as if the ProPresenter operator had shown the Message. It will follow all of the same rules and can be cleared the same way as other Messages.

Message Actions

Add Message Actions to slides to show specific Message(s) when you click on a specific slide. Add Message Actions to slides by opening the Action Palette and dragging the Message Action onto a slide or by dragging the Message you wish to use as an Action from Show Controls onto a slide.

When adding or editing a Message Action you will be able to select which Message you want to fire when that slide



is clicked, as well as be able to edit any variables that you have set up inside of that Message.

You can have multiple Message Actions on one slide.

Props

There are many times where users have a need to put a persistent image or some text on top of one or more slides. Some examples of these types of needs are:

- A logo (often times called a "bug") in the lower corner of the screen
- A mission statement or other text that will be shown across multiple slides
- An icon during the last verse of a song telling children to come to the front of the sanctuary for Children's Time

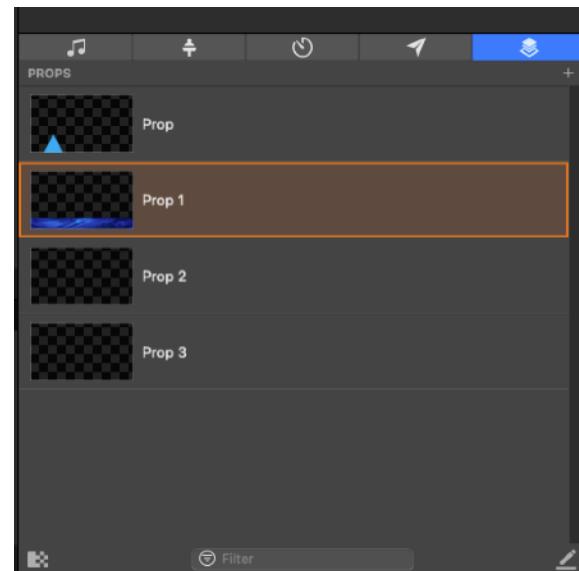
The Props feature of ProPresenter was created to address these needs and much more!

Props are a way to show text and media on top of the Slides layer and have that text/media persistent across one or more Slides. You can create multiple Props, show one or more at a time, and even control them via Cues on slides.

Props are created, edited, and can be shown in the last tab of Show Controls. You can open this area by clicking the Props button in the Show Controls, pressing Control-P on Mac or Control-Shift-P on Windows, or selecting in the Menubar View > Props.

All available Props will show in this window. Click the + button in the upper right to add a new Prop. Click on a Prop to show it live on the audience screen. Once it is triggered, the line the Prop is on will highlight in orange. Select a Prop by holding the Command key and clicking on one or more Props. Once selected you can Copy, Paste, and Delete the selected Prop(s) by right clicking on one of the props, pressing the appropriate keyboard shortcut, or going to the Edit menu in the menubar.

You can set a transition for your Props in the bottom left of this area and open the Props Editor in the bottom right.



Props Editor

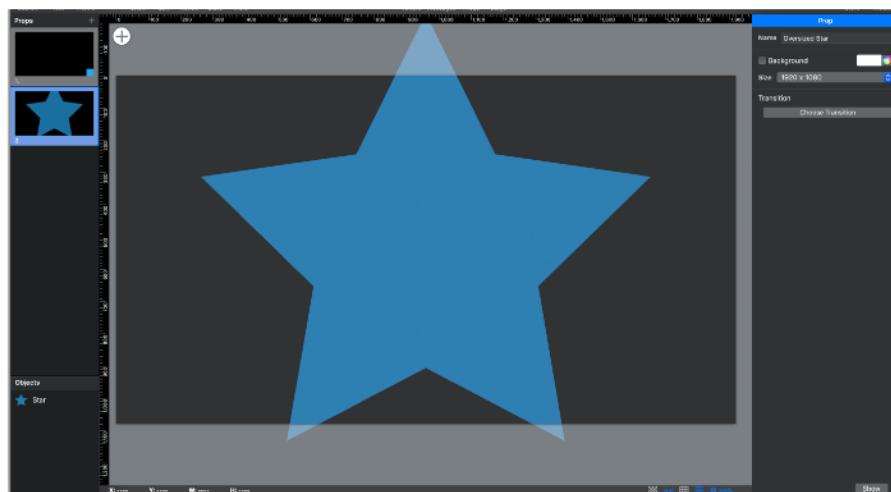
You can create and edit Props via the Props Editor. Open the Props Editor by opening the Props Pane then clicking the Edit Props button at the bottom of the window.

Note: The Props Editor is very similar to the Slide Editor. This section will only cover parts of the Editor that are unique to the Props Editor. For general information about the Editor as well as items that are not covered here, please see the [Slide Editor section](#).

Props Editor Interface

There is no Slide Notes feature in the Props Editor.

Prop Tab



When no objects are selected on the Prop in the Editor, the Inspector on the right side of the Editor window will show a single Prop tab.

Due to the limited nature of Props, there are four editable options here.

- **Name** -- Here, you can name the Prop and this is the Label that will show on the thumbnail in the Props Pane and also on the left side of the Props Pane when the Prop is Live
- **Background Color** -- Note that using the Background Color in Props only affects the Props Editor and Pane to help you to see your content better, it will not change the output to the audience screen.

- **Size** -- This allows you to set the size of the Prop itself -- typically, this would match the resolution of the screen the Prop will be displayed on.
- **Transition** -- This will control the Transition for the currently selected Prop (Slide). Each Prop can have its own Transition, which will trump (replace) the Transition that is set in the Props Pane.

Object Inspector

When you have an Object selected on the Prop, two tabs will appear in the Editor that are almost identical to those in the original Slide Editor.

Shape Tab

The only difference in the Shape Tab is that the Visibility feature is not available.

Text Tab

There is no change in the Text Tab in the Props Editor.

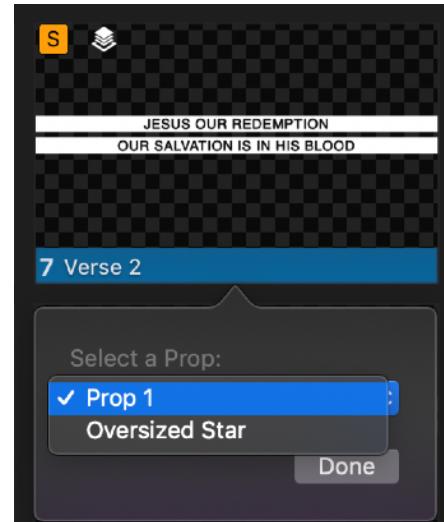
Props Actions

You can quickly add Prop Actions to slides to show specific Prop(s) when you click on a specific slide.

Add Prop Actions to slides by opening the Action Palette and dragging the Prop Action onto a slide. When adding or editing a Prop Action you will be able to select which Prop you want to fire when that slide is clicked.

You can also drag a specific Prop from the area in Show Controls directly to a slide to apply it as an action on that slide.

You can have multiple Prop Actions on one slide.



Other Features

ProPresenter has many different features that allow you to modify how you create presentations, how you trigger them to your screen and what specifically goes into those slides. As you dig into each of these items, you'll see new and exciting ways to convey your messages across to those viewing your presentations!

The Announcement Layer

The **Announcement Layer** gives you the ability to have a second presentation running simultaneously with your normal presentations for your service or show! For example, if you have screens in your lobby that you want to send an announcement loop or other content to during a service or show, you can use the announcement layer to do that from the same computer!

Setting up a presentation to be an "Announcement Presentation" is as quick as pressing a button. In the Presentation Header, there is an icon that looks like a target that denotes whether the Presentation is seen on the Announcement Layer or the Presentation Layer.

If you click on this button, you will see three options. The first is **Presentation** and is what all presentations have selected by default. The second is **Announcements**. If you choose this, that icon will turn green and this presentation will now playback on the announcements layer. And lastly, **Edit Looks** which allows you to manage which layers of ProPresenter are going to each screen.

Now that you have the presentation assigned to the announcements layer, you'll have to tell it to show up on the appropriate screen. This is done by setting up an Audience Look to send the proper layers to the proper Audience Screens.

Sending to the Announcements and Presentation Layer at the same time

To make the Announcements layer run continuously while you are running the rest of your presentations, set it up with Go To Next Timers with the last slide having the box to "Loop to Beginning" checked.

Then, you can start that Presentation and then click on any other Presentation (that is set to send to the Presentation Layer) and that will send to your other Audience Screens while not affecting the Announcements Layer.

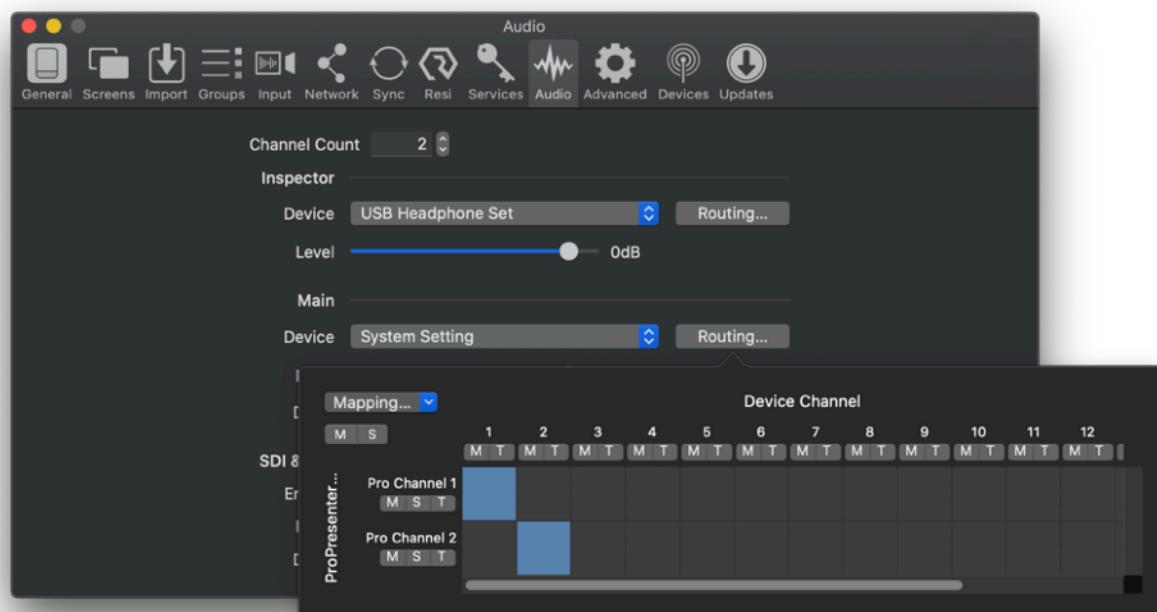
Audio Routing

ProPresenter's audio engine allows for inputs from multiple audio devices to be routed in to any of up to 16 internal ProPresenter audio channels. These can then be routed out to the channels of a primary audio output device, as well as SDI/NDI feeds with separate routing. For example, you can input any or all of the channels coming into your computer from a mixing console to ProPresenter's internal channels, specify the internal channels used for any audio or video played back from ProPresenter, and route these ProPresenter channels to the channels of your output device.

In addition to simple default setups (Channel 1 is Left, Channel 2 is Right, etc.), ProPresenter is capable of fully customizing your audio setup.

Routing Audio Outputs

You can customize what ProPresenter audio channels go to specific channels on your audio output device. In the Audio Preferences pane, you first specify the number of channels of audio you want ProPresenter to process. Then, clicking on Channel Routing for your main output device will bring up a window that allows this custom routing.

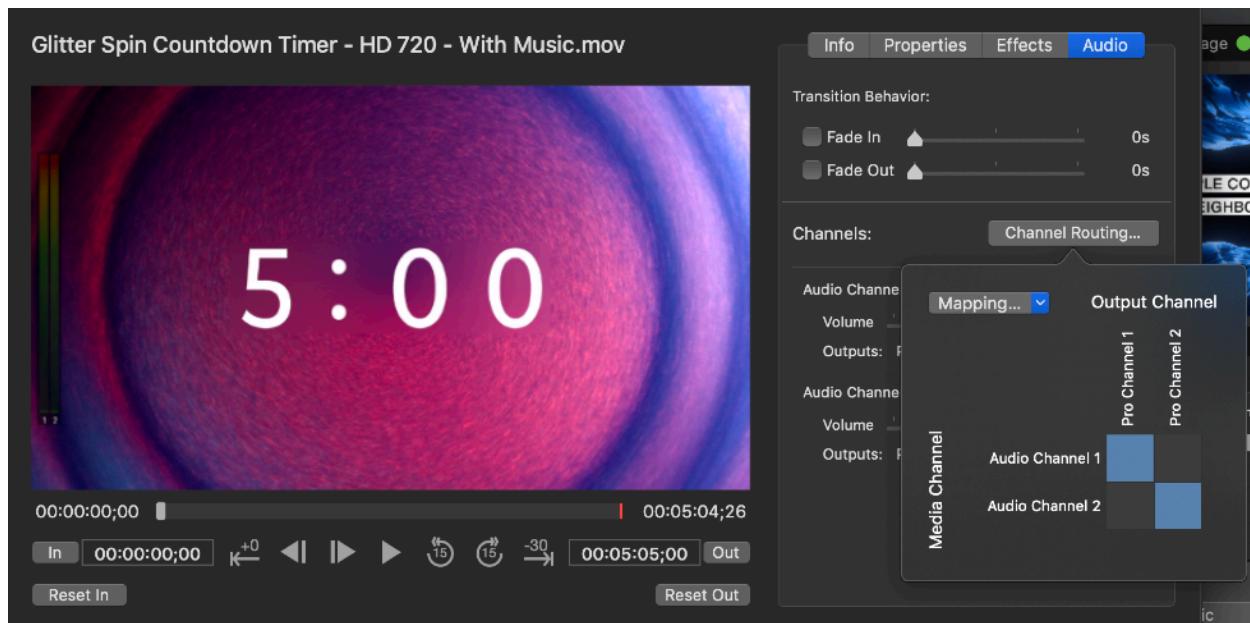


The left side of the Audio Routing window shows you ProPresenter Channels based on the number you specified in the channel count. You can click on the channel name to rename it if desired. To the right are the channels supported by your output device.

Click on the cells where you want the audio to be heard. For example, if you want ProPresenter's Channel 1 to output to Channel 3 of your output, click on the cell at the intersection of those two selections and the box will light up. To turn off a cell, click on it again. Click on the **M** next to a channel to Mute that channel. Click **S** to Solo that channel. Click **T** to send a Tone to that channel. You can turn these functions on and off for as many channels as you wish, which is a great tool for troubleshooting audio signals in your system.

On the top left of the routing windowpane, you can click on the **M** to mute all of the channels. If you have one or more channels solo'd, click the **S** in the top left to turn them all off at the same time. Click on the Mapping drop-down and select **Auto** to automatically route ProPresenter channels to their counterparts on the output (1:1, 2:2, etc.). **Clear** removes all of the current routes.

Media played back in ProPresenter can also be routed to specific ProPresenter Channels. By default, the audio channels of your media will be routed to the corresponding ProPresenter channel (1:1, 2:2, etc). You can access individual Audio Routing for a specific Media Action in the Cue Inspector's Audio tab (right click on the media action, choose "Inspector", then select the audio tab on the right of the inspector window). You will only be able to access the Audio tab if the Media Action you're viewing in the Inspector has audio embedded within it.



Just like in the routing for outputs, the inspector's left side lists all of the audio channels for the piece of media that is selected. The top lists the audio channels that are available in ProPresenter.

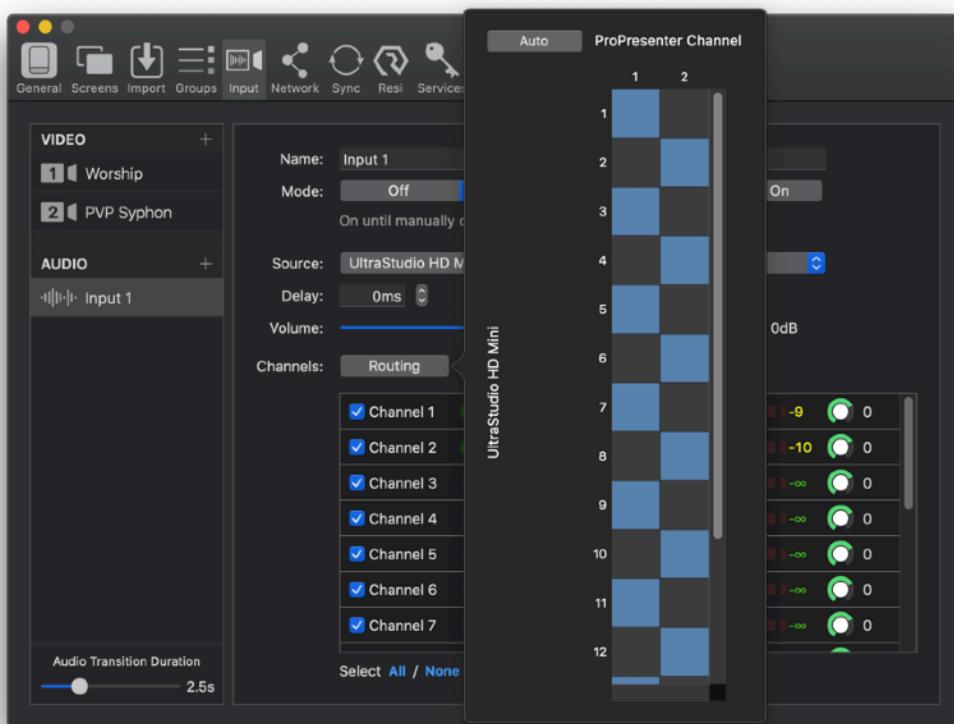
Click on the cell of the row/column that you want the audio to play in. Click on the **Mapping** drop-down and select **Auto** to autofill the cells and **Clear** to remove all of the selected cells.

Routing Audio Inputs

The option for routing audio inputs allows you to use devices such as USB audio interfaces and choose how channels of the device are routed to the internal ProPresenter channels.

To set this up, go to the "Input" tab of ProPresenter Preferences and select your Audio Input device from the device list on the left.

Select your Audio Input source and you will see all incoming channels from the Source appear in the bottom part of the window. You can then click the Routing button to choose what channels from the Input go to what channels of your ProPresenter channels.



Once you open the Routing window, you'll notice that the left side shows your Input channels and the top shows your ProPresenter Audio channels. Selecting Auto will match the channels up in the standard way (input channel 1 routes to ProPresenter channel 1 and so on). If you wish to customize this,

you would simply click on the cell at the intersection of those two selections and the box will light up.

Bibles

ProPresenter features a robust Bible browser allowing you to quickly search (via passage or keyword), curate, and show to the screen passages out of the Bible.

Bibles work off of Templates, so first you will need to create a Template that your Bible will use (or you can select one of the example Bible Templates that are included with ProPresenter). Once you have selected the desired Template you can select the Bible version(s) that you would like to use, then search for a passage or keyword. After you find the desired passage you can show the passage directly to the screen, or you can save the slides out as a Presentation that can be added to a Playlist for easy organization into your service.

Bible Pane

The Bible Pane is where you will search for passages as well as set options for how the Bibles will look on the screen.

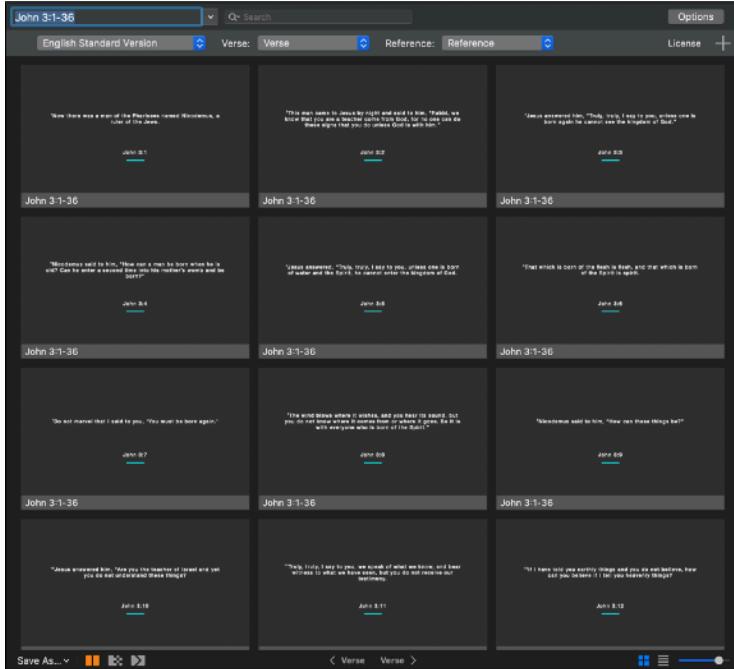
Open the Bible Pane through one of the following options:

- Click the Bible icon in the Toolbar
- Press Control-B on Mac or Control-Alt-B on PC
- In the menubar select View > Bibles

Close the pane by choosing one:

- Click one of the other buttons in the Toolbar (such as the Show, Edit, or Reflow View)
- Press Control-B on Mac or Control-Alt-B on PC
- In the menubar select View > Bibles

On the top left of the Bible window is the Scripture Lookup and Search boxes, both used to find Bible passages to show on the screen. To the right of the search box is the Options button; click this button to customize how the Bibles are shown on the screen (such as selecting the Template that is used when building the Bible slides). Below the search boxes you can select one or more Bible versions to show on the screen. The center area of the Bible

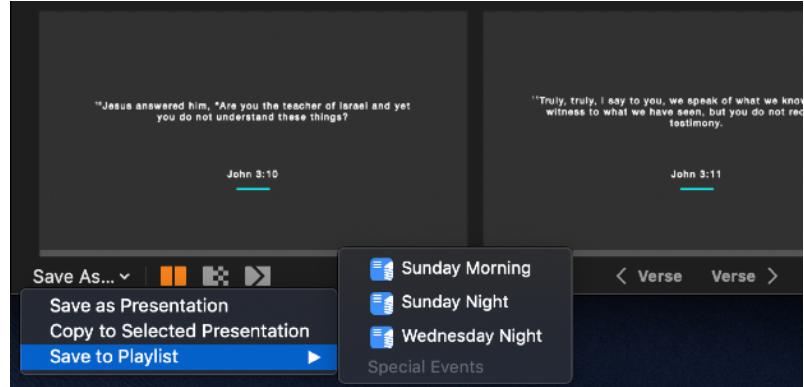


window shows thumbnails of the slides based on what you have entered into the Scripture Lookup or Search boxes. Click on a slide to show it to the screen.

Note: You cannot directly edit slides inside of the Bible Window, instead you indirectly create and edit slides through the other features in the Bible Window. If you would like to directly edit a slide that a Bible verse is on, then you will need to save the slide(s) out as a Presentation, as seen below.

In the lower left of the Bible Window is a **Save As...** button. Click this button if you want to save the currently showing slides out as a Presentation or if you want to copy them to the current Presentation. When you click this box you have three options:

- **Save as Presentation** will save the currently showing slides out as a presentation; this is helpful if you want to edit one or more of the slides or you want to create a stand alone Presentation with your Bible slides
- **Copy to Current Presentation** will copy the currently showing slides to the currently selected Presentation; use this feature if you are creating sermon slides and want to quickly copy the Bible slides to your Presentation
- **Save to Playlist** gives you a sub-menu, allowing you to select one of your Playlists; once you do, it will save the currently showing slides out as a Presentation and add that Presentation to the currently selected Playlist



Next to the Save button is the Transition feature of the Bible Window. This feature controls how the Bible slides will transition onto and off of the audience screen. This transition is specifically used when the slides are clicked in the Bibles window. If you save a Presentation from Bibles, that presentation would then use the default Presentation transition set in the Slide View Area. The Transition feature is covered in depth in the Transition section of this User Guide.

Across the bottom of the Bible window are the **<Verse** and **Verse>** buttons. When you click on one of these buttons it quickly adds one verse either before or after the currently showing verse(s). For example, let's say you have Psalm 115:5-7 currently selected; clicking the **<Verse** button will add the previous verse to the selection, making the selection Psalm 115:4-7, whereas clicking the **Verse>** button would make the selection Psalm 115:5-8.

Note: These **Add Verse** buttons are also available if you use the Save feature to save a Bible verse out as a Presentation.

Buttons on the bottom right of the Bible Window control how the thumbnails are shown in the center area. You can toggle between the **Grid View** (shows all slides in a grid) and **Table View** (shows slides in a column with the text of each slide to the right of the thumbnail) by clicking on the appropriate button. Click and drag the slider to control how large the thumbnails appear in the slide area.

Scripture Lookup and Search

There are two primary ways to search for a Bible passage: by looking up the Bible reference itself, or by doing a text search of the text of the Bible.

Scripture Lookup

You can use the Scripture Lookup box when you know the passage (book, chapter, and verse) that you want to reference. One option for searching this way is to type the reference into the Scripture Lookup box; for example you can type in Matthew 1:2-3 and it will return those two verses.

Tip: Don't know how to spell a book's name? Don't have time to type all of the extra punctuation? No worries! ProPresenter will take what you type and do its best to figure out what you mean. For example, if you type out "Ephes 2 4 6" it will return Ephesians 2:4-6.

The other way to use the Scripture Lookup is to use the drilldown menu. Click on the down arrow on the right side of the Scripture Lookup box and manually navigate to the reference you are looking for.

Tip: Using the drilldown menu you can select one verse, one whole chapter, or even an entire book! If you use the drilldown menu and want more than one verse, then either click on the chapter number to get back the entire chapter, select one verse then use the Add Verse buttons at the bottom of the Bible Pane to add a few verses to your selection, or select one verse then manually change the Scripture Lookup box to match what you are looking for.

Search Box

You can also contextually search your Bibles to find a specific passage based on text.

Type in a word in the **Search** box and press return/enter. You will see a window appear with a list of all of the instances that that word appears in the currently selected Bible. Find the passage you would like to show on the screen, then on the right side of the scripture reference click either **Verse** or **Chapter** to generate slide(s) with only that one verse or the whole chapter that the verse is contained in.

Note: If you have more than one Bible selected in the Bible Version section of the Bible Window, by default it will search the one that is listed first. If you would like to search one of the other Bibles, click the down arrow that is inside of the Search box to select a different Bible.

Bible Options

Use the **Options** button in the top right of the Bible Window to control how Bible will render the verses onto the slides as well as to install new Bibles.

Click on the Options button to open the Options window, then click either **Slide Options** to control how ProPresenter will render the verses or the **Bible** tab to install Bibles.

Slide Options

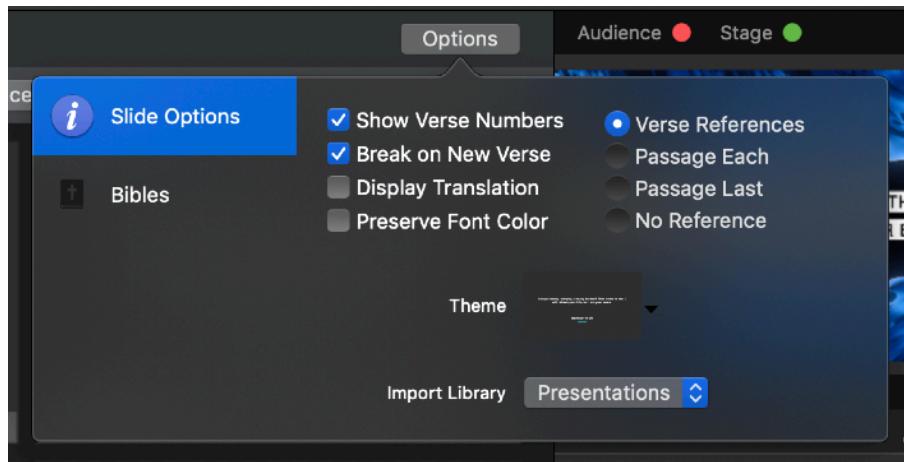
The **Slide Options** tab of Options allows you to control how ProPresenter will present the slides on the screen.

Click on the down arrow next to **Theme** to control which Theme slide will be used when rendering the text.

On the top left of the Slide Options window there are several options:

- **Show Verse**

Numbers will toggle the inclusion of the verse numbers within the text that is being shown



- **Break on New Verse**

will, if checked, only have one verse per slide (instead of filling the text box and then breaking to a new slide)

- **Display Translation** will, if checked, include the abbreviated version name in the Bible reference; as an example: "Matthew 1:2-5 (NIV)"

- **Preserve Font Color** will keep the font color of the Bible if present (useful for Bibles that have Jesus' words in red letters)

The top right options control how (if at all) the scripture reference will be included.

- **Verse References** is only available if **Break on New Verse** is selected and will show each individual verse with each slide (IE: Matthew 1:2, Matthew 1:3, Matthew 1:4, etc.)

- **Passage Each** will show the entire reference (IE: Matthew 1:2-5) on every slide

- **Passage Last** will show the entire reference (IE: Matthew 1:2-5) only on the last slide

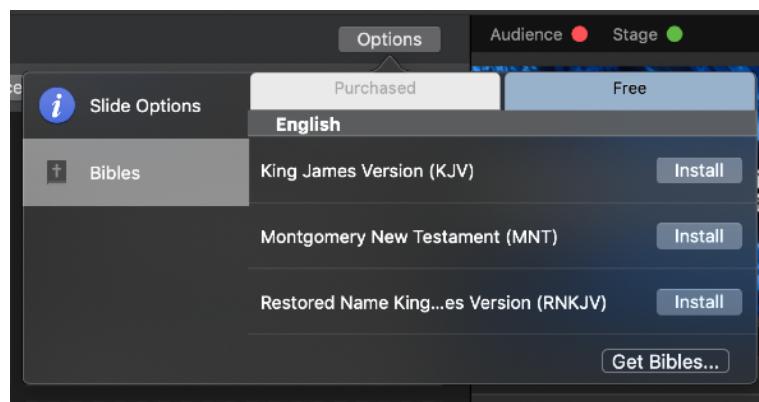
- **No Reference** will hide the scripture reference

Note: If you have a Reference text box selected then the scripture reference will be included in that text box. If no Reference text box is included, then the scripture reference will be included as a separate line at the bottom of the Verse text box.

At the bottom of the Slide Options window, select the **Import Library** which is the Library that your Bible verses will import into if you create a new Presentation with Bible verses.

Downloading and Installing Bibles

You can download, install, and manage installed Bibles via the **Bibles** tab of the Option window.



Click on the **Purchased** tab to see available paid Bibles and the **Free** tab to see available free Bibles.

Note: To see Purchased Bibles you must first register ProPresenter.

you are looking for. Click the **Install** button to install the Bible. If you have already installed a Bible, click the **Remove** button to delete the Bible from your computer.

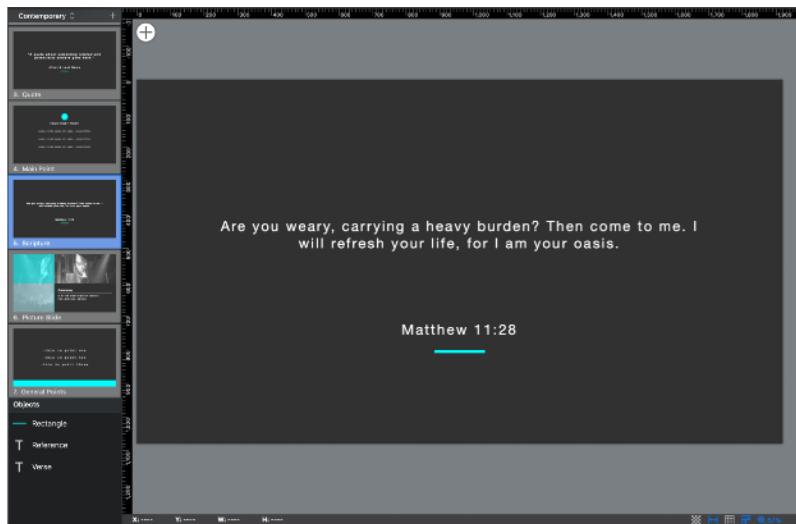
Bible Themes

ProPresenter uses the Theme feature to format and render Bible slides. You can set up as many Template Slides as you want, and, while any Theme can be used for rendering Bible slides, there may be reasons to format Template Slides that will be used for Bibles slightly differently.

When you are setting up a Template Slide for use with the Bible feature, remember that you will need a text box for the text of the **Verse** and, optionally, a separate text box for the scripture **Reference**. If you are using

multiple Bible versions at once, you will want a separate text box for each Verse as well as (optionally) a text box for each Reference.

Tip: Remember that in ProPresenter, all Objects are Text Boxes, so even simple shapes on the Template Slide can be selected as containers for your text.



Once you have set up your Theme to have one or more text boxes/objects, you will need to select this Theme to be used by the Bible feature. Open the Bible tab, click on the Options button on the top right, click on the Slide Options tab, then at the bottom of the window select the Theme that you would like to use.

You will now need to assign your Verse(s) and Reference(s) to the desired text boxes/objects. At the top of the Bible window, on the left select the desired version from the dropdown menu that contains all of the versions that are installed on your computer. Next, click the dropdown next to **Verse:** and select which text box/object you would like your verse text to appear in. Optionally, next to **Reference:** select the text box/object that you want the scripture reference to appear. For **Reference**, you can also select **With Verse** if you'd like the Reference to appear in the same text box as your verse with the same formatting.

Multiple Bible Versions

ProPresenter allows you to show multiple versions of the Bible on one slide without having to copy and paste text on every slide. This is perfect for multi-lingual churches, as well as churches that want to compare and contrast multiple Bible versions.

First you must have more than one Bible version installed on your computer. Next, just below the Options button on the top right, click on the **+** to add additional Bible versions. You can add multiple versions, limited only to the number of Bibles that are installed on your computer.

The screenshot shows the Textastic application interface for the text of John 3:1-36. At the top, there is a search bar and an 'Options' button. Below the search bar, there are three dropdown menus for selecting Bible versions:

- English Standard Version (selected)
- New Revised Standard Version
- New International Version

Next to each version is a dropdown menu for 'Verse:' and 'Reference:', and a 'License' button with a plus sign (+) to add more versions.

The main area displays the text of John 3:1-36 in a grid format. Each row contains a verse number (e.g., John 3:1, John 3:2, etc.) and a text box containing the corresponding verse from the selected Bibles. The text boxes are color-coded: light blue for the first column, light green for the second, and light red for the third. The background of the entire interface is black.

You can now click the dropdown boxes on the left to select which Bible versions will be used and click the dropdown box next to **Verse:** and **Reference:** to select which text box/object will be used for each section. You will likely want to create a custom Template with multiple Text Objects to set for the verses of the different translations.

Click the **-** button to remove a Bible version.

Calendar

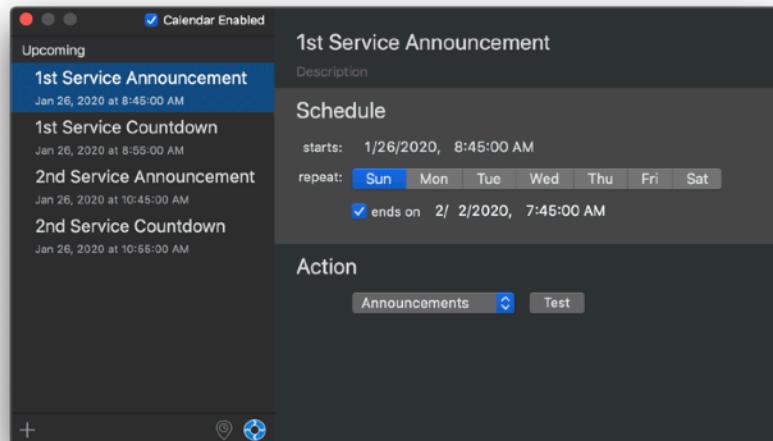
The **Calendar** allows you to schedule Presentations inside of Playlists to fire at specific times of the day, specific dates, and/or reoccurring days of the week. This feature is great if you want a countdown to start five minutes before an event or if you want a slideshow to change at a specific time, just to name a few examples.

To open the Calendar window:

- Press Control-Option-C on Mac or Control-Alt-C on PC
- In the menubar click **View > Calendar**.

To toggle all Calendars on or off:

- Click the **Calendar Enabled** checkbox across the top of the Calendar window;
- Press Command-Option-S on Mac (there is no keyboard shortcut for this function on Windows)
- Select **Calendar > Enable Calendar** from the menubar.



The left side of the window will list all of your **Events** and the right side shows you information about the currently selected Event. If there is an Event that is currently active, you can select it by clicking the **Go To Current** button.

The **Show/Hide Reoccurring Events** button toggles how repeating Events are shown in the left pane of the window and looks different based on what is currently being shown: this can be set where only one copy of each Event will be shown or where every occurrence of a repeating Event will be shown.

Events

An **Event** is a single or reoccurring Action that fires at a given day and time. You can assign a specific Playlist or Presentation within a Playlist to fire at the designating date and time; think of it as the program clicking on the first slide of a Presentation for you at a specific time.

To create a new Event:

- Click on the + button in the bottom left of the Calendar window;
- Press Option-Command-N on Mac
- From the menubar select **Calendar > New Event.**

To delete an Event, select it in the Calendar window and press the delete key or, if you have a trackpad, you can use two fingers and swipe to the left on the name of the Event and then click Delete.

If you are deleting an Event that has more than one occurrence it will ask you if you want to delete only that one occurrence or all occurrences of the Event.

You can customize an Event's **Name** and **Description** at the top of the Calendar window when an Event is highlighted by simply single clicking on these headers. Below that is where you set the Event's scheduled time to **Start**; each Event must have a date and a time that it will become active.

Next to **Repeat** you can select days of the week that you want the Event to repeat. If you select one or more days of the week then you can optionally set a date and time for the Event to **End On**.

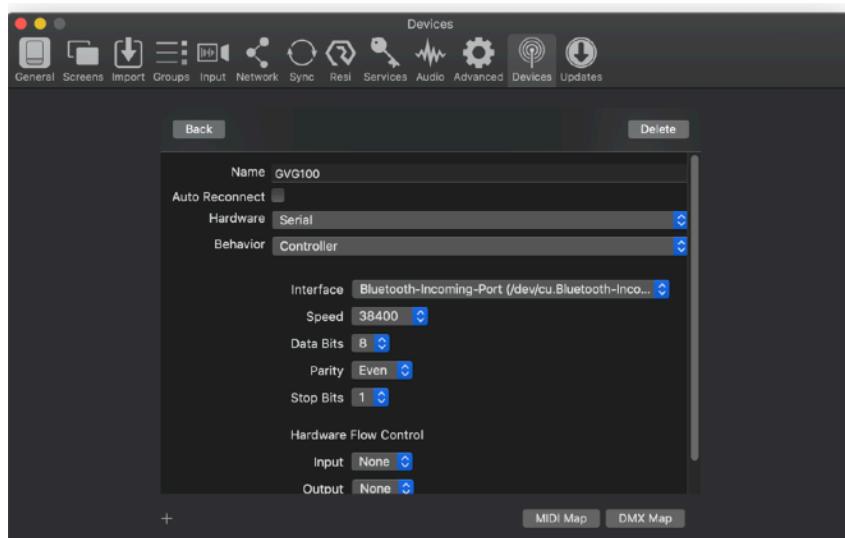
At the bottom of the window you can select the Action which will control what happens when the Event fires; you can select a Playlist or a specific Presentation within any Playlist. Click on the Test button to immediately see what will happen when the Event activates. If you select a Playlist, the Scheduler will trigger the first item in the Playlist. If this is a Presentation, it will fire the first slide.

Communications

ProPresenter provides connectivity to external devices via network or serial communications according to what the protocol supports. There are a number of different protocols which can be organized into three groups including the following: AMP, VDCP, Sony BVW, GVG100, Sony BVS, GlobalCache, RossTalk, DMX, and MIDI.

The Windows version of ProPresenter offers Midi Communication only while, Mac offers Midi and all other protocols discussed below.

To add any of the available protocols to ProPresenter, click on the **Add Device** button in the lower right corner of the Devices tab of ProPresenter Preferences and select the protocol from the list. Each protocol has unique configuration settings. We have set each protocol to use the standard configuration as specified by each manufacturer. If your configuration requires different settings you will need to refer to the documentation for the device you are connecting to with ProPresenter. The screenshot below shows GVG100 as an example.



After you have added a protocol, you will see a box that shows you the active protocols. You can connect or disconnect any protocol, or remove it, from here. If you need to change the settings for a protocol, click on the gear icon to open the settings menu.

Click on MIDI Setup or DMX Setup to modify these protocols.

The following screenshot shows several of the protocols listed at the same time. ProPresenter is capable of supporting more than one protocol at the

same time, within reason. Some protocol combinations don't make sense to run at the same time, like AMP and VDCP, but some do like AMP and RossTalk.



Midi Communication

The MIDI configuration allows you to auto-fill all the commands from a starting note, or you can assign any MIDI note to a given command. You must ensure that you don't assign the same MIDI note to multiple commands since this will result in undefined behavior.

Click on the **Device** menu in the lower-left corner of the Devices tab of Preferences and add a new MIDI device. Select the correct device that you have setup to be used with your computer. Click **Save** and then **Connect** after you have finished configuring the rest of the MIDI settings.

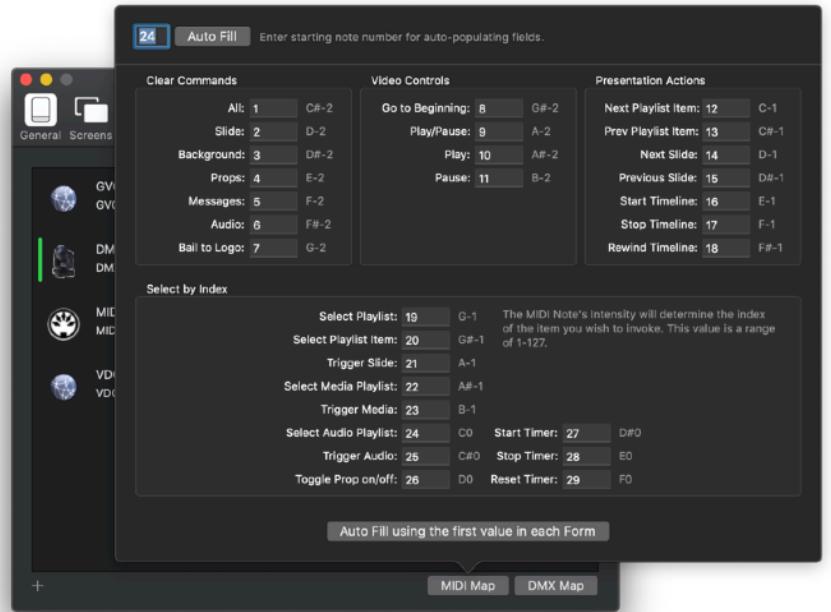
Click on the **MIDI Map** button to open the MIDI communication settings. MIDI notes range from 0 to 127. Entering a number next to **Auto Fill** and then clicking the button will fill all of the values beginning with your chosen value. If you want each section to start at a different, type your starting value in the

first box of each list and then click the **Auto Fill using the first value in each Form** button at the bottom.

MIDI values cannot be shared between commands. For example, you could not assign All: 48 and Next Playlist: 48 at the same time.

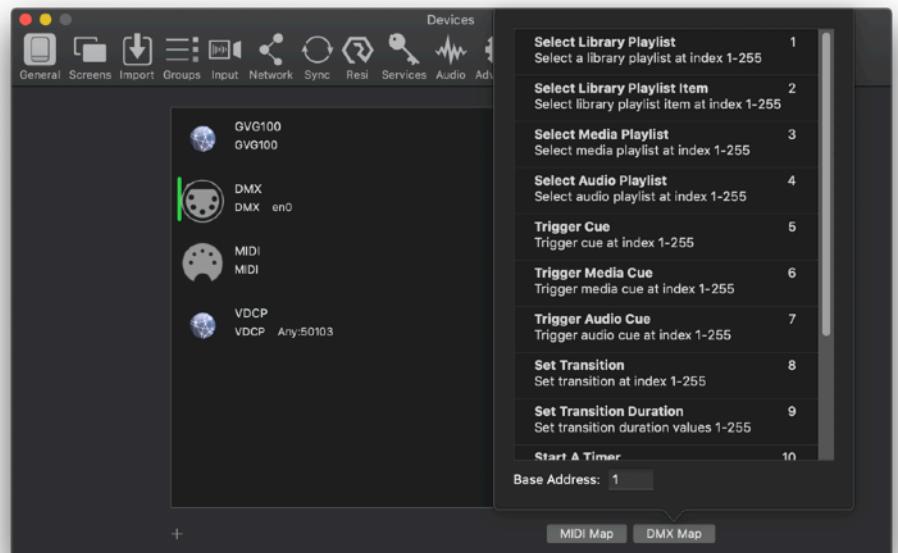
ProPresenter also allows any slide to have a MIDI cue attached to it which will generate a MIDI note when that slide is clicked.

To add a MIDI cue, right-click on a slide and select Add Cue > Communication Cue > MIDI and select either MIDI Note On or MIDI Note Off. For each MIDI cue, you can specify the MIDI Channel, Note and Intensity.



DMX Communication (Mac Only)

The DMX configuration allows you to define the starting channel and displays how the other channels are mapped. DMX supports ArtNet over a network only. USB-DMX interfaces are not supported. The screenshots below show a standard DMX setup. These values are entered by clicking on the **DMX Setup** button in ProPresenter Preferences>Devices.



Playback Deck/Media Server Control Protocols (Mac Only)

These protocols include **AMP**, **VDCP**, and **Sony BVW**. AMP and VDCP are media server protocols that have more capabilities than Sony BVW such as triggering clips by name. BVW can only control the playback of an already triggered clip.

Switcher Control Protocols (Mac Only)

These protocols include **GVG100**, **Sony BVS**, and **RossTalk**. These protocols can control a switcher, allowing you to remotely enable and disable keys or fade to black.

Sony BVS is preferred over GVG100 when available since it has greater capabilities. RossTalk is a proprietary protocol supported by some Ross switchers. RossTalk is the preferred choice for a compatible Ross switcher because it uses network communication rather than serial. RossTalk is supported as 2 modes, Device and Controller. In Controller mode, ProPresenter can send commands to a connected Ross switcher. In Device mode, RossTalk provides some control of ProPresenter from a compatible Ross switcher. For Device mode, the Ross switcher is setup to connect to ProPresenter as if it were an Expression CG machine. Once connected, Up/ Down on the switcher will advance through the items of the selected playlist, and next will trigger slides or videos just like pressing the spacebar/right arrow key on the ProPresenter machine. Note that if you want to use both Controller and Device modes for RossTalk, you must configure 2 RossTalk devices, one for each mode as these modes require two different network connections.

Copyright Display

ProPresenter makes it easy to display copyright information for songs. When you import a song from SongSelect, the data is automatically filled in. If you create your own song files, you can manually enter the copyright information if you want to. To show Copyright Information, you must have **Show House of Worship Integrations** enabled in the General tab of Preferences.



There are two places that you need to configure copyright display. The first place is in Preferences at the bottom of the General tab. These are the global settings that apply to every presentation in the library. As you can see, you can choose to show the copyright information on the first, last, first and last, or every slide of your presentation. The second place this must be enabled is in the Slide Editor in the Presentation tab.

The **License #** box on the right is for you to enter your church's unique license number. You will need to contact CCLI for this number if you aren't sure what it is.

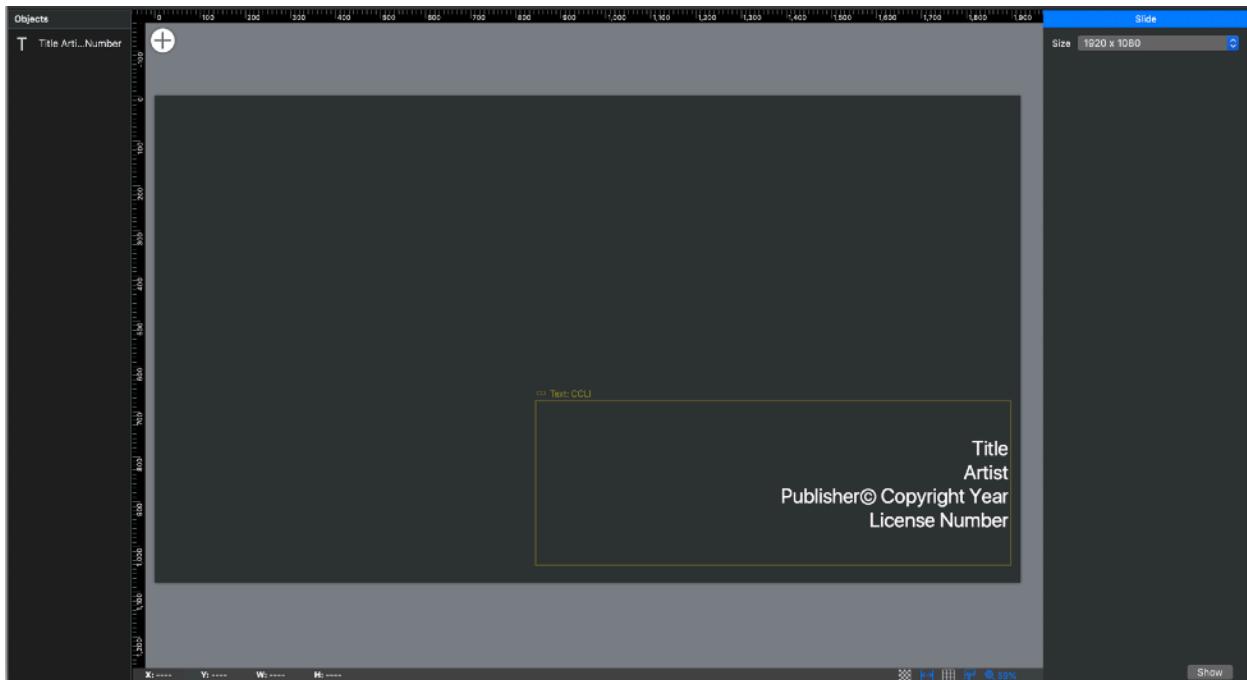
To change the copyright elements that are shown (Title, Artist, publishing information, etc.) click on the **CCLI Layout...** button. This will open the options shown below.



Each of the copyright elements are controlled by "Tokens," a feature in ProPresenter that allows text from one part of the program to be automatically shown by a different feature. The tokens on the left are the active tokens, meaning these are the ones that will

be shown. The column on the right shows all of the options available. You can add and remove tokens from the left column by clicking and dragging them in and out of the right column.

Clicking on **Edit Template** will open the CCLI Editor and allow you to format the position and text settings for your copyright information. Since tokens aren't actually text, the only thing you'll see in the text box is the copyright symbol. If you want to see how text will look formatted, add any text you want since this will be replaced automatically.



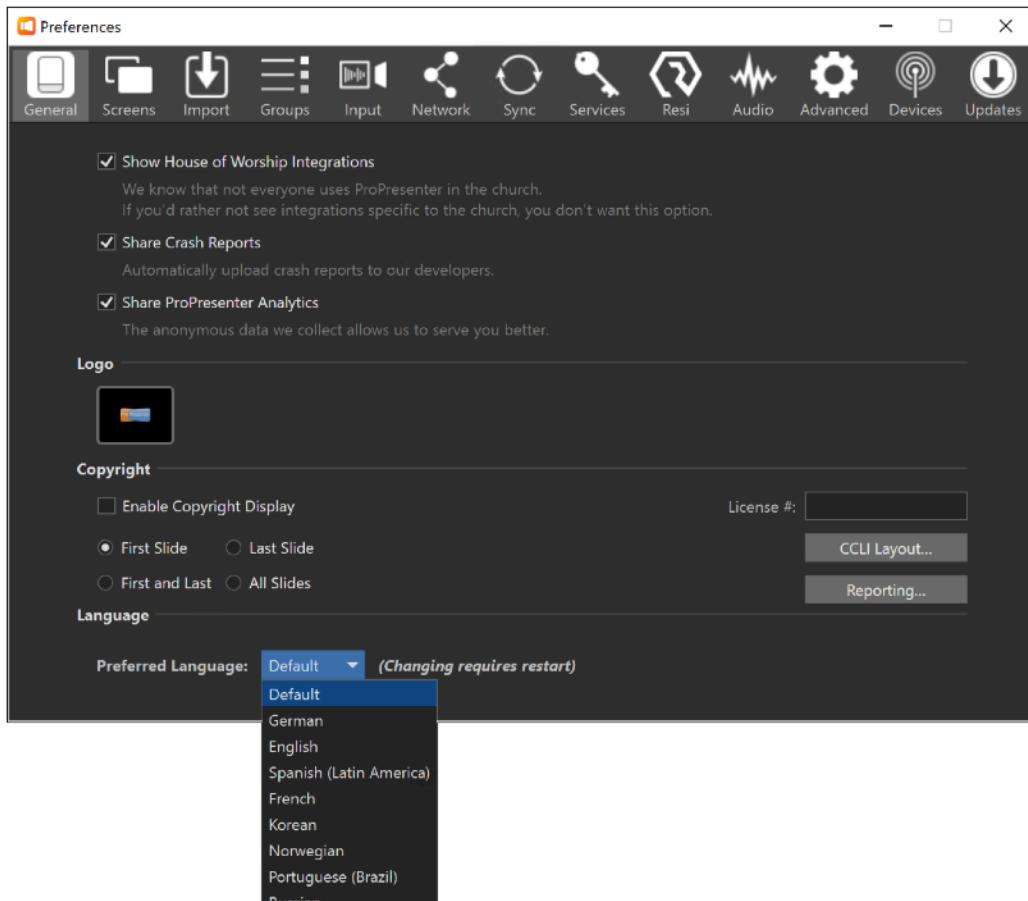
Once you have configured how you want your copyright information to be displayed, you will need to make sure a presentation has information to display and that it's enabled. The Copyright section of the Presentation tab of the Slide Editor allows you to set, change, and show the copyright information for the selected Presentation.

Localization

ProPresenter offers you the ability to operate the software in ten different languages: English, Spanish, Portuguese, French, German, Korean, Norwegian, Russian, Chinese and Czech.

To activate the program in these languages, simply change the language setting on your OS and ProPresenter will launch automatically in that language if it's one of the eight languages above. If your language is not listed above or another language is selected on the OS, the program will default to English.

For Windows users, due to the way Windows handles certain languages, changing the system language may actually cause ProPresenter to run in a different language than you may expect. If this occurs for you, simply go to the General tab of ProPresenter Preferences and you can select the language you want to run ProPresenter in. This option will work without needing to install the Microsoft language pack for the selected language. Open **Preferences**. Select **General**. Choose your language from the **Preferred Language** menu at the bottom. You will need to restart ProPresenter for the change to be applied.

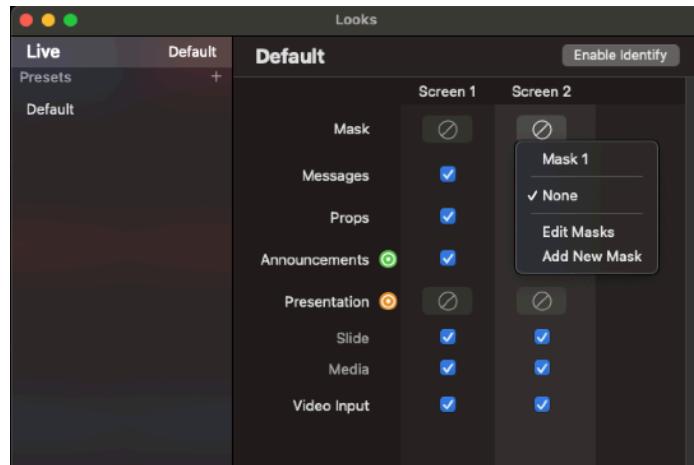


Masks

The purpose of a Mask is to allow you to “mask” (or cover up) a part of your output to create custom projection screens or to keep the projector from projecting onto something that you don’t want it to. The Mask is shown on the topmost layer of an Audience Screen.

Enabling a Mask

Masks are enabled by using an Audience Look to set a certain Look for your Audience Screen. You can select which Mask you wish to use for each individual screen there. If you would like to create a new Mask, you can click **Add New Mask** or **Edit Masks** to access the Masks Editor.



Mask Editor

You can create and edit Masks via the Mask Editor. Open the Mask Editor by opening the Audience Looks Pane and then in the Mask dropdown menu, go to **Add New Mask** or **Edit Masks**

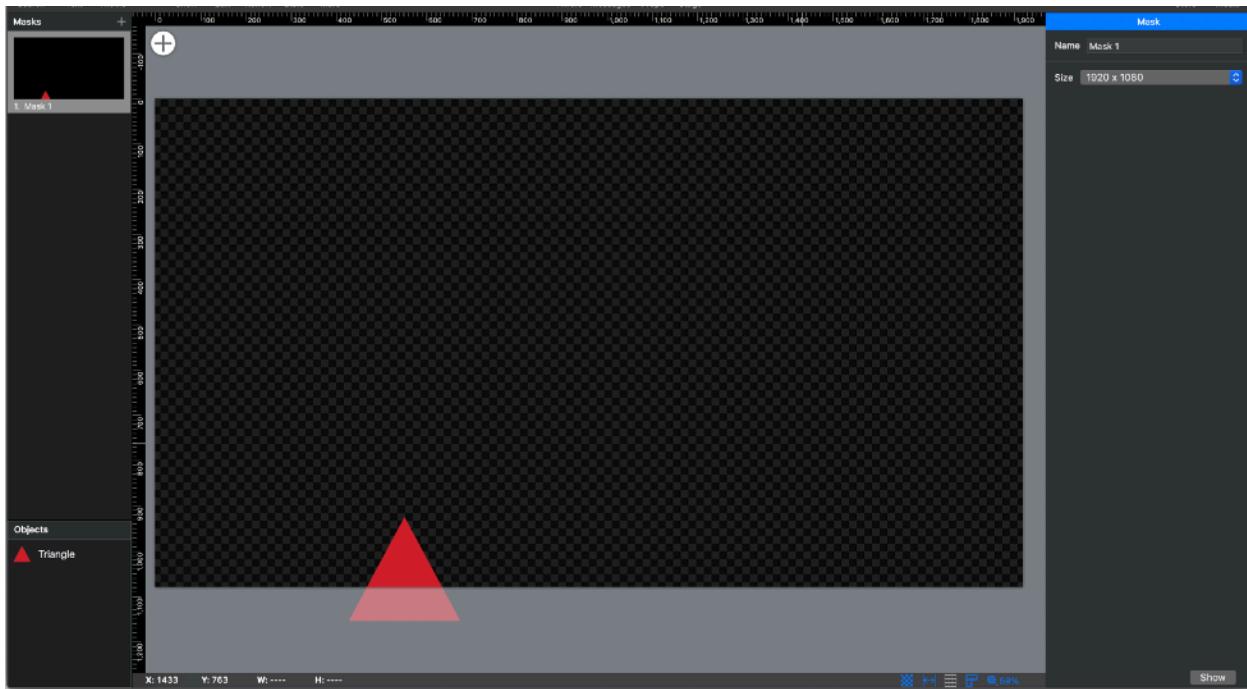
Note: The Mask Editor is very similar to the Slide Editor. This section will only cover parts of the Editor that are unique to the Mask Editor. For general information about the Editor as well as items that are not covered here, please see the [Slide Editor](#) section.

Mask Editor Interface

There is no Slide Notes feature in the Mask Editor.

Mask Tab

When no objects are selected on the Mask in the Editor, the Inspector on the right side of the Editor window will show a single Mask tab.



Due to the limited nature of Masks, there are two editable options here.

- **Name** -- Here, you can name the Mask and this is the Label that will show on the thumbnail in the Mask dropdown in the Audience Look Pane.
- **Size** -- This allows you to set the size of the Mask itself -- typically, this would match the resolution of the screen the Mask will be displayed on.

Object Inspector

When you have an Object selected on the Mask, two tabs will appear in the Editor that are almost identical to those in the original Slide Editor.

Shape Tab

The difference in the Shape Tab is that the Visibility, Shadow and Stroke features are not available.

Text Tab

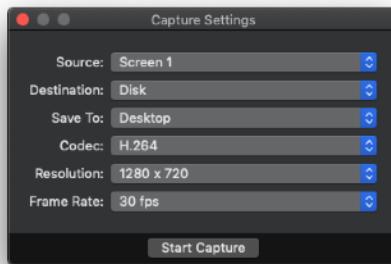
The only difference in the Text Tab is that the Linked Text feature is not available.

Recording and RTMP Streaming

With the release of ProPresenter 7.1 comes the introduction of a Capture option for screen recording and streaming over RTMP. The later release of ProPresenter 7.3 adds the option to stream with our partner, Resi. More information on this is below in the Streaming with Resi section.

Recording a screen from your ProPresenter output can be done with just a few simple steps of setup. To access the Capture settings window, go to **Screens>Capture Settings** in your menu bar or click on the **Live** button in the Preview window. The window that opens will allow you to set the parameters of your recording.

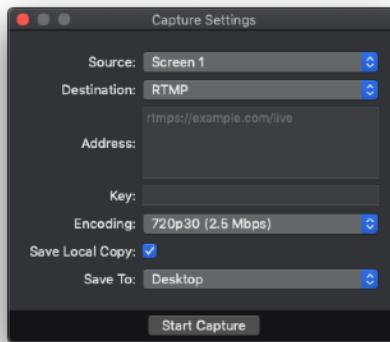
The Capture Settings window offers you the options to set the parameters for your output recording. Below we'll highlight each option in this window. This first example explains how the settings will look to simply record your output and not stream to an RTMP server.



- **Source:** This is the screen that you wish to capture from your Screen Configuration window. You can capture any currently set Audience or Stage screen. **At this time, this is a single source, so you can only capture one ProPresenter screen at a time.**
- **Destination:** This is where you select if your recording will be saved as a video file or sent out via an RTMP stream. This is selected as recording only here.
- **Save To:** Here you will select where you want the recorded video file to save. You can select the Desktop, Documents, or Movies/Videos folder by default or browse to choose another location to save the file.
- **Codec:** This is the codec that your video file will be encoded in. Typically, H.264 is the most widely used option, but other codecs may be used to create a larger or higher quality video option.

- **Resolution:** This is where you will set the resolution size of your video file. We would recommend matching this resolution to the resolution of the screen you are capturing. Typically, this is 1920x1080 or 1280x720, but there is also an option to set a custom resolution.
- **Frame Rate:** Here you can set the Frame Rate of your recording -- again, the best setting here varies on how you will be playing this back and what needs you have. If you are inputting a video input into the program, we recommend using the frame rate of that video input.

We'll now look at the Capture Settings window if you are looking to stream to an RTMP server. You can even still record the screen that you're streaming at the same time.

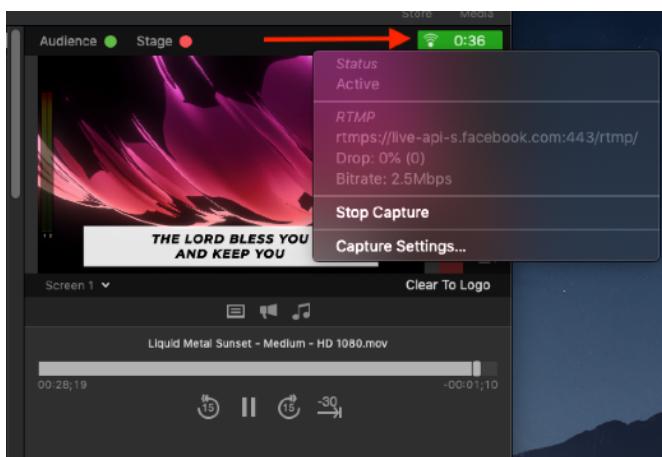


- **Source:** This is the screen that you wish to capture from your Screen Configuration window. You can capture any currently set Audience or Stage screen. **At this time, this is a single source, so you can only capture one ProPresenter screen at a time.**
- **Destination:** This is where you select if your recording will be saved as a video file or sent out via an RTMP stream. This example is setup for streaming first. **At this time, this is a single destination option, so you can only send to one RTMP server.**
- **Address:** This is the server URL that you are streaming to from your streaming provider.
- **Key:** This is the key that you'll need to retrieve also from the streaming provider allowing you to stream live from the program.
 - We recommend reaching out to your provider if you don't know how to obtain this key

- **Encoding:** Here you can set the resolution and frame rate of your video stream. We would recommend matching this to the resolution of the screen you are capturing and based around your internet upload speed.
- **Save Local Copy:** Enabling this option will allow you to also save the stream as a video file.
- **Save To:** This option will appear when **Save Local Copy** is enabled and you can select where you want the recorded video file to save. You can select the Desktop, Documents, or Movies/Videos folder by default or browse to choose another location to save the file.

Either way, once you have your settings in place, you can either click **Start Capture** to immediately begin the capture or close out of this window. You can then go back to start a capture in the Screens menu by going to Screens>Start Capture.

When you begin the Capture, a progress indicator will appear in the upper right of your Preview window.



If you are streaming, there are three colors the indicator can be depending on the status of your streaming connection. The indicator will typically be green as that means the connection is properly streaming and there are no interruptions through ProPresenter. If the color is yellow, this is a warning that the stream is dropping frames. If the color is red, this signals that your network connection has been lost or the

stream has been stopped for another reason. This check happens on a regular basis and we recommend watching this indicator to confirm the health of your stream.

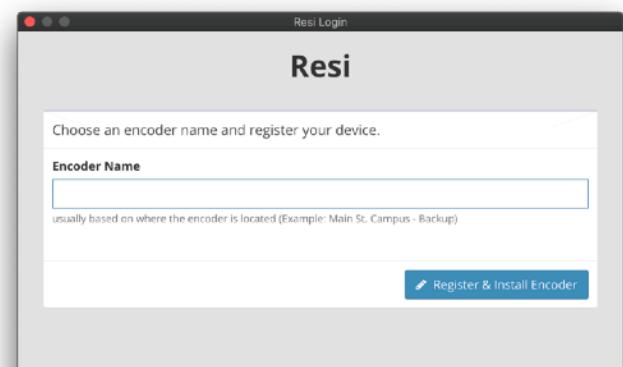
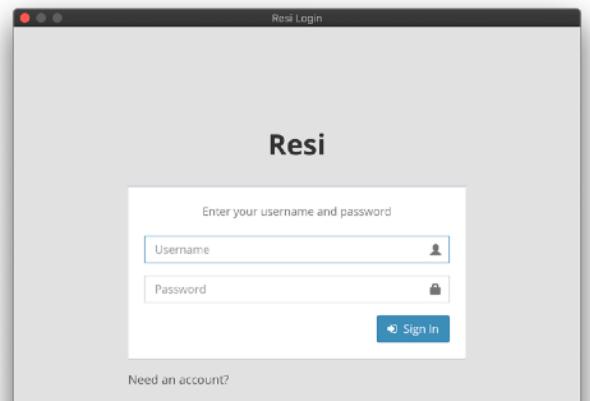
Once you are finished streaming, you can stop the capture through either clicking on the indicator in the Preview window and going to Stop Capture, going to the Screens menu>Stop Capture, or through the Stop Capture button in the Capture Settings window.

Streaming with Resi

With the release of ProPresenter 7.3, Renewed Vision has partnered with Resi and their resilient streaming platform to allow for another option in streaming your screens. Resi allows for you to simultaneously stream directly from ProPresenter to your website, Facebook, YouTube, or other platforms. Once you have created your account with Resi and started the account setup process on their site, streaming from ProPresenter to the Resi platform is a somewhat simple process.

Setting up your Resi Account

You'll first want to log in to your Resi account inside of the ProPresenter Preferences window. Click on the Resi tab and then click the Login button. The login process uses your Resi username and password. If you don't have a Resi account yet, click on **Need an Account?** to head to the Resi website and get that setup.



If this is the first time you've used this computer for Resi integration, you will be prompted to enter a name for the Encoder. The "encoder" in this case, is the computer on which you are running ProPresenter and streaming to Resi. Typically, we recommend entering the room name or location that this computer will be operating from, but it could be any description that would identify this computer.

Once set up is complete, the Resi Plug-In will begin installing so ProPresenter and Resi can communicate and you can begin streaming! You'll see the Preferences window change once this is complete.

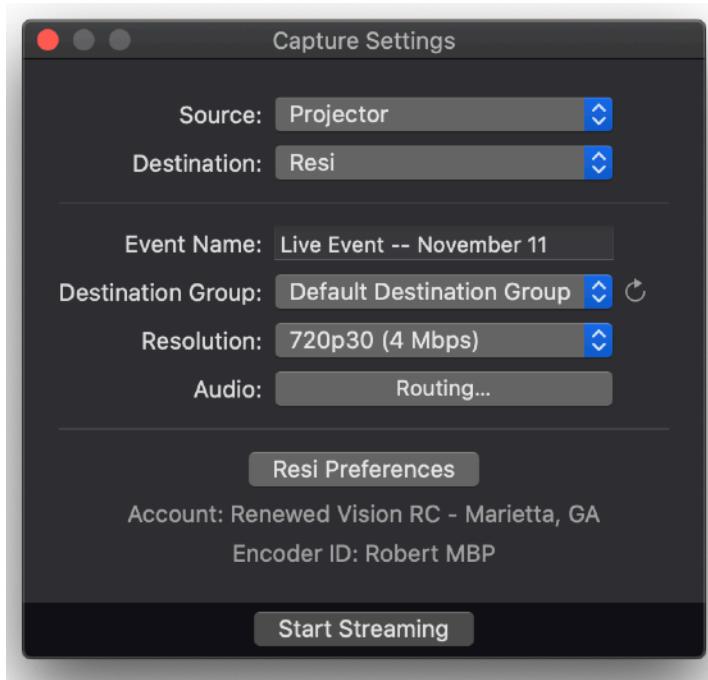
The Capture Settings Window

Now that you've gone through the initial settings of your account, you can move to the Capture Settings window to get started with streaming. There are several ways to get to the Capture Settings window:

- Click on the option in the Resi tab of ProPresenter Preferences
- Click the Live button in the upper right of the Preview window,
- Go to Screens>Capture Settings in the menubar.

Each of these options will bring up the settings in place for video streaming.

This window may be familiar to you if you've previously done any capture to disk or RTMP streaming from within ProPresenter 7. Here, you will select the Destination setting to be **Resi**. Once you've done this, you will see a list of options appear.



- **Source:** This is the ProPresenter screen that will be streamed to Resi — this can be a dedicated Screen that is only for the stream itself, or a screen that is used for other purposes in ProPresenter. You can pick/choose what layers are active on this Screen in the Audience Looks window.
- **Event Name:** This is the name of the stream that will appear within Resi's Control Center, as well as on Facebook and YouTube streams. This field is optional, and if left blank will use the name chosen for the Destination Group.
- **Destination Group:** Here you will select what Resi Destination Group will be used for the stream.

- **Resolution:** This dropdown allows you to select the preset for video format and bitrate which will be used for streaming. For best quality and performance, select an option that matches the output display resolution set for your screens in the Screen Configuration window. If there is not an exact match, select the option that most closely matches the output display resolution.
- **Audio:** Here, you can route the audio from ProPresenter to your Resi stream. At this time, the stream audio is limited to two channels (left and right). — Audio is encoded in a stereo configuration at 128kbps using an AAC codec at a sample rate of 48kHz.

Starting your Stream from ProPresenter

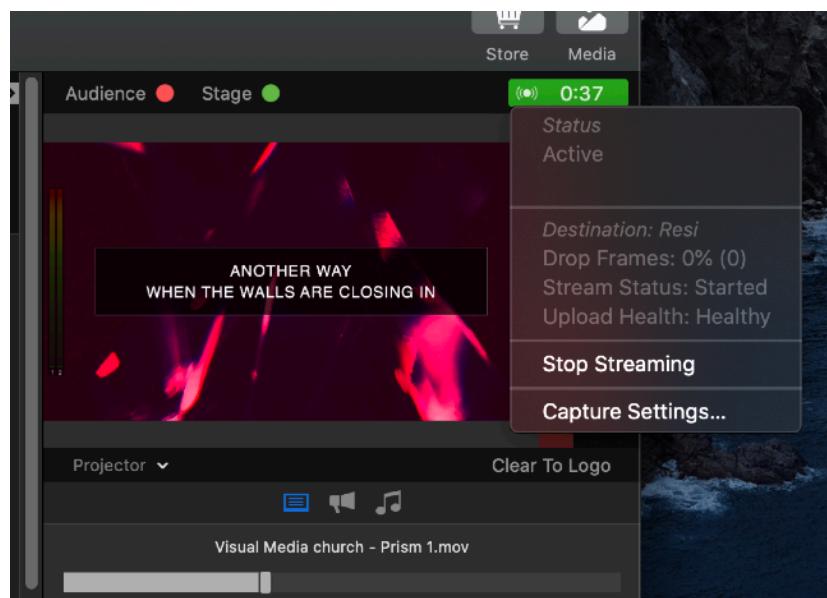
You can begin streaming with the settings chosen three different ways:

- Click Start Streaming from the Capture Settings window
- Use the Live button in the Preview window
- Choose Screens>Start Streaming in the menubar

Once you've started streaming, video that will be streamed on the web will begin encoding immediately and uploaded to Resi servers for re-encoding and transmission to the destinations specified in your Destination group.

When you begin the Capture, a progress indicator will appear in the upper right of your Preview window. There are three colors the indicator can be depending on the encoding process and the transmission of the stream to Resi's cloud.

- **Green:** this means the connection is properly transmitting video content and there are no interruptions.
- **Yellow:** This is a warning that the capture is dropping frames.
- **Red:** This signals that your network connection has been lost or the capture has been stopped for another reason.



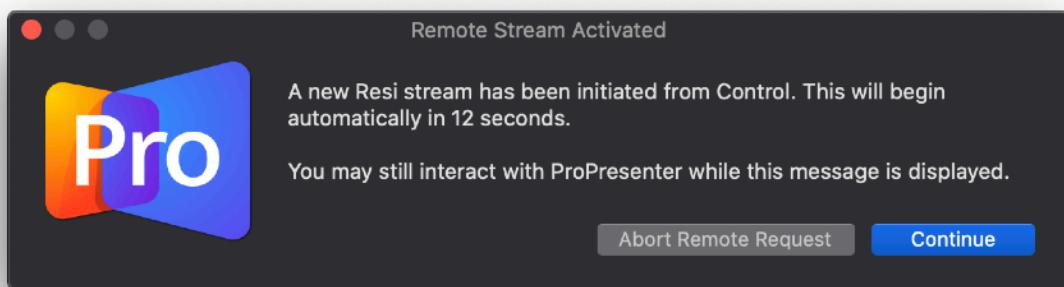
The stream status is monitored on a regular basis, so we recommend watching this indicator to confirm the health of your stream.

Once you are finished streaming, you can stop the capture by either clicking on the Live button in the Preview window and choosing Stop Capture, going to the Screens menu>Stop Capture, or through the Stop Capture button in the Capture Settings window.

Remote Streaming through Resi Control

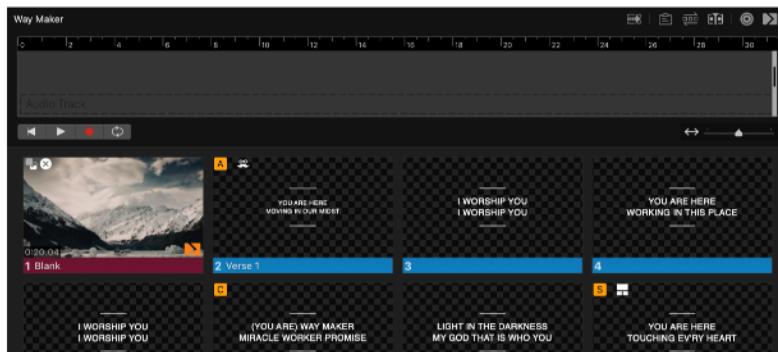
Resi streams can also be started from within the Resi Control Center once you've set up your Capture settings within ProPresenter and created the proper Destination Groups on the Resi Control interface. In addition, you can set schedules for your streams to start at a given date and time.

When a stream is initiated by Resi Control (whether by hitting the "Start" button for the encoder or because of a scheduled event), the ProPresenter operator will see a notification when streaming is set to begin. This notice gives 15 seconds for the operator to either cancel the stream from starting.



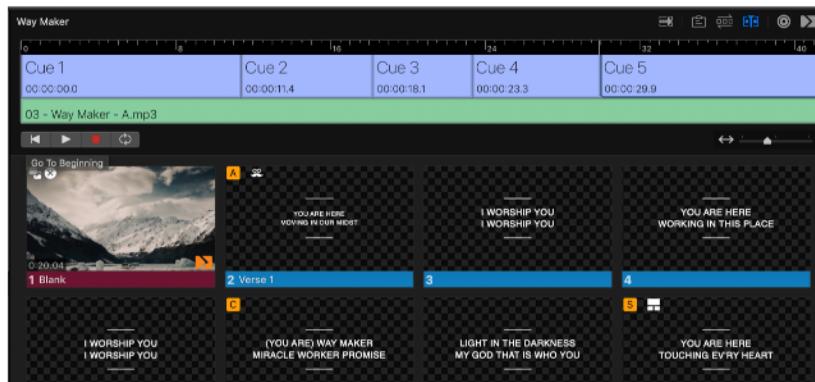
Timeline

The Timeline allows you to sequence and playback your slides with or without an audio track. This makes it easy for you to create presentations with custom timings between slides or to record the slides to match a song. The ability to sequence slides with music is especially useful for worship leaders who don't have a band or someone to run lyrics for them since the song and lyrics can be started with a single click.



You can open the Timeline for a given Presentation by clicking on the Timeline button in the Presentation header.

There are two ways to add slides to a Timeline. The first is to drag the thumbnails from the presentation to the Timeline. The second way is to click the Record button and record the slides live. Recording a Timeline is specifically helpful if you're looking to link the slides to an audio track.



Audio files can be added to the Timeline by dragging a file from the Audio Bin or dragging a file from the computer to the Timeline. After you have added an audio track, you'll see a solid green bar with the song name added below the slides.

You can right click on the audio track to access a few menu options. You can go to the **Inspector...** which allows you to modify the Audio Cue itself. You can also **Remove** or **Replace** the audio track here if needed.

To record the slides live, click on the **Record** button to ready the timeline for recording, then press the play button when you are ready. If you have added an audio file, the audio will begin playing. To record slides to a Timeline, click on the slides like you normally would when going through a presentation. When you have finished recording a presentation, click the record and playback to stop the recording. If you need a Timeline to loop, click on the **Loop** button to the right of the Record button.

Transitions

ProPresenter has a robust **Transition** feature that allows for media and slides to be transitioned to and from the screen in many creative ways.

Tip: Generally speaking, if you see a Transition icon colored orange then it is in reference to a transition that affects the Slide Layer, whereas purple icons represent the Media Layer.

Transition Hierarchy

The first important concept for Transitions is the hierarchy of how ProPresenter decides what transition to use.

Let's start with talking about slides and how ProPresenter decides what transition to use when you click on a slide:

- **Master Slide Transition:** Across the bottom of the Slide window there are three transition buttons which determines the Master Slide Transition; think of this as a "default transition" that all slides will use unless there is reason to use a different transition
- **Presentation Transition:** Across the top right of the Slide window there is another, similar button which determines the Presentation Transition; if this is set then all slides in this Presentation will use this transition, if this is not set (if it is set to the Default position) then slides in this Presentation will default back to the Master Slide Transition
- **Individual Slide Transition:** Each slide can have its own Transition (added by right clicking on a slide and choosing Transition); this setting will override any Presentation Transition as well as the Master Slide Transition

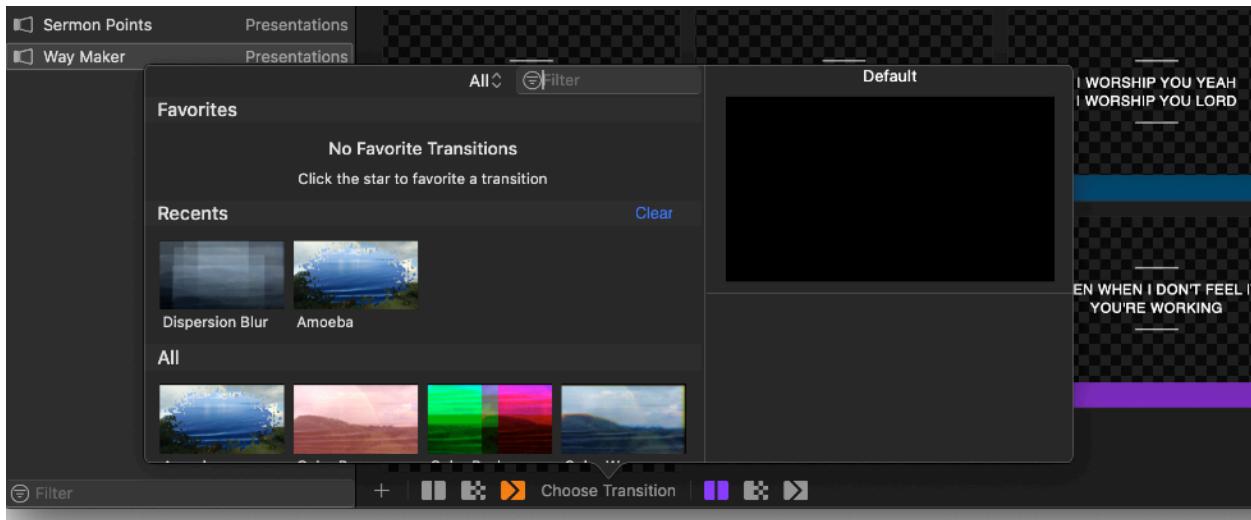
The hierarchy for media is very similar:

- **Master Media Transition:** Across the bottom of the Media Bin (or the bottom of the Slide window if the Media Bin is closed) is the Master Media Transition; this is the default transition for all media
- **Individual Media Transition:** All Media Actions (be it in the Media Bin or as an Action added to a Slide) can have their own transition which trumps the Master Media Transition. This is set in the Media Cue Inspector.

There are other features of ProPresenter where you may see the Transition feature, but they all follow similar rules as have been laid out here.

Transition Window

There are many features that use Transitions in ProPresenter, and thus there are many ways that you can open the Transition Window. For example you can click the Master Slide Transition button across the bottom of the slide view.



With the window open, click one of the transition thumbnails to select it. Scrub your mouse over a Transition thumbnail to see a preview of that Transition.

On the top left of the Transition window there is a dropdown menu where you can select a subset of transitions to view. Type a phrase in the Filter field to search for available Transitions. In addition to an organized list of available Transitions there is also at the top of the list your Favorite Transitions and Recent Transitions. (To clear your Recent Transitions, click on Clear to the right of the Recent Transitions section.)

With the exception of the Cut Transition, all Transitions allow you to set their Duration, and many Transitions have other parameters that you can adjust. Click **Reset to Default Parameters** to reset all of the parameters to their default setting. Click on the star to create a **Favorite Transition**.

If you want to disable a Presentation Transition (so that all slides in that Presentation use the Master Slide Transition), click the word **Default** in the upper left of the transition window.

Favorites

You can set up multiple Transitions to be your favorites so that you can quickly use them throughout the program. To create a **Favorite**, select a Transition, set the parameters as you would like, then click the star icon to add it to the Favorites list.

Tip: You can have the same transition type multiple times as favorites (say, with different parameters); just create a favorite as normal, then select the transition again in the main Transition window and you can select the star again to create another copy of that type of transition.

To change the name of a favorited transition, select that transition and, on the right above the large preview window, click on the name of the transition.

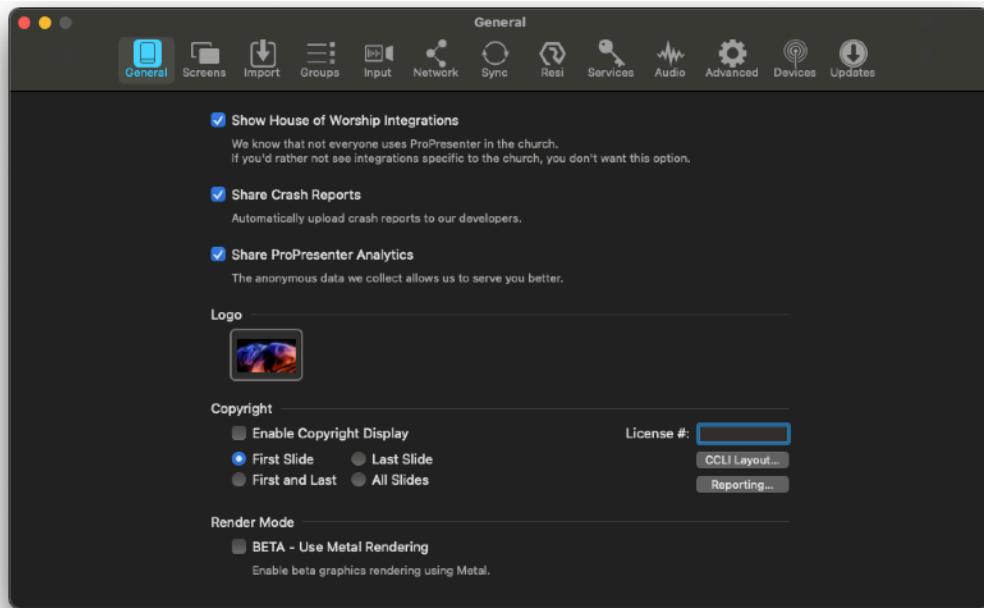
After selecting a favorited transition, click the star on the top right to create a copy of that favorited transition ("Save As") or to **Remove** (delete) that transition.

Preferences

ProPresenter has a large grouping of **Preferences** inside of the program that can affect/change how you use the software in many ways. It's likely that you will need to make very few changes to your Preferences beyond the initial setup. Preferences are accessed by pressing Command-Comma on a Mac or Control-Comma on a PC, or clicking on the ProPresenter menu and selecting Preferences. As of 7.3, you will see a Preferences menu in the ProPresenter menu that lets you select the specific tab you wish to open.

General Tab

The General tab of Preferences features different General settings of the program, the logo and Copyright settings (if House of Worship Integrations are enabled)



Show House of Worship Integrations toggles the visibility of certain icons/features that are exclusive to Houses of Worship. The icons/features that are hidden include the Renewed Vision Media Store, Bibles, and the Planning Center Online Integration. It also will hide the integration with CCLI SongSelect in the QuickSearch window and Copyright Display options lower in the General tab of ProPresenter Preferences. All these are hidden in the toolbar and from the menu bar options.

Share Crash Reports turns on the ability for the program to send crash reports to the Renewed Vision team when your program has an issue. If you check this section, the application will attempt to submit crash reports when the application fails to work properly.

Share ProPresenter Analytics allows the Renewed Vision team to anonymously collect data on how you're using the program to empower future feature updates and improvements.

Under **Logo**, click on the box to load a computer dialog box to browse your machine for an image file. Having your organization's logo or other image here provides you with something to display in case of an emergency. Once a

logo is set, a **Clear to Logo** button will appear in the Preview window in the upper right of the program, as well as, in the Actions menu. Clicking this button will clear the Slide Layer and send your Logo to that layer. To change the logo, simply click on the box showing the logo thumbnail to bring the computer Browse window up again and select a new logo.

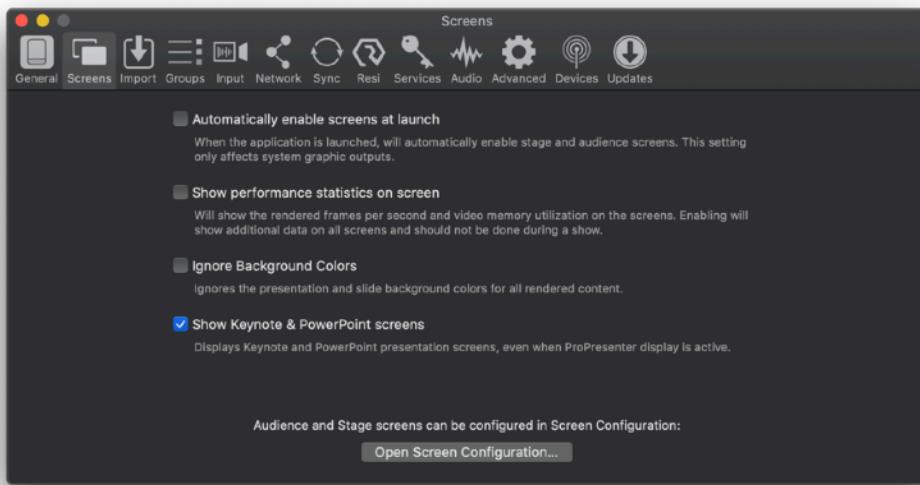
Copyright is a section that allows you to choose whether to enable showing Copyright information, where it will show and "how" it will show. This section will only appear if **Show House of Worship Integrations** is enabled. You can learn more about this in the Copyright Display section.

For Mac users, there is an option here for **Render Mode** where you can enable Metal Rendering. This is currently a Beta feature in the software allowing you to use Metal for rendering your outputs. Metal allows your GPU to accelerate your graphic output and this should be used for testing purposes at this time.

Windows users will see an option here for selecting the preferred language they wish to run ProPresenter in. More on this is available in the **Localization** section.

Screens Tab

The Screens Tab allows you to setup certain factors about your screens that you've setup and have a quick link to open the Screen Configuration window.



If you enable **Automatically Enable Screens at Launch**, this will cause any graphic outputs to toggle on the Stage and/or Audience Screens assigned to them when the program launches. Unchecking this option will mean you'd need to manually toggle on your screens by hitting the buttons in the Preview Window or by using Command+I on Mac or Control+I on Windows for Audience Screens and Command+2 on Mac or Control+2 on Windows for Stage Screens.

Show Performance Statistics on Screen allows you to see how many frames per second your screen is running at as well as the amount of video memory being used by the computer. This is an advanced setting to help diagnose additional data on your outputs and should not typically be displayed during a show.

Enabling **Ignore Background Colors** will render all slides without the set presentation or slide background colors from the Editor. This is especially helpful if you've set a bright background to see black text on your slide thumbnails, but don't want that Background Color to show through to your Screens.

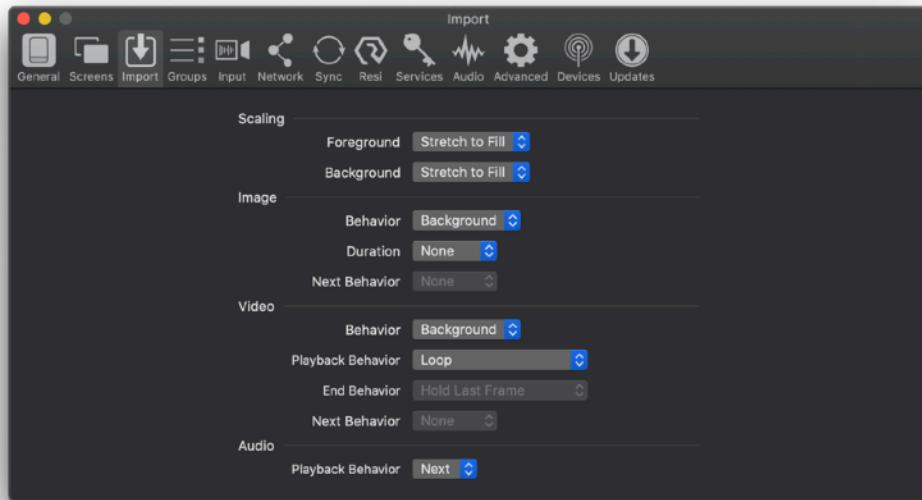
If you use Keynote or PowerPoint for some of your presentations, you can enable **Show Keynote & PowerPoint screens** for the output window from those programs to show on top of your ProPresenter screens when you

trigger a show in their software. At this time, this is a Mac only feature, but we hope to add this on Windows in the future.

At the bottom of the window, click "**Open Screen Configuration...**" to open the Configure Screens window and setup your Outputs/Screens.

Import Tab

The Import Tab customizes the defaults used when a piece of media is imported.



Under **Scaling**, select which Scaling Behavior will be used any time a piece of media is imported into ProPresenter. This can be selected for both a **Foreground** or **Background**.

In the **Image** section you can select whether you want the Action to behave as a Foreground or Background, the default **Duration** that the Action will have (you can set it to a constant Time, a Random Time, or None) and its default **Next Behavior** to control what will happen after the **Duration** finishes.

The **Video** section lets you select if the Action will behave as a Foreground or Background and the **Playback Behavior** you wish for it to take of Loop or Stop. If you choose **Stop** for the Playback Behavior, the options for **End Behavior** and **Next Behavior** will enable where you can choose what you wish the action to do once it's finishes playing and what you would like to happen next on the screen. The **Next Behavior** will only apply if you are triggering content from the **Media Bin** specifically.

The **Audio** section has one option allowing you to choose what happens for the **Playback Behavior** of the file. You can choose for it to Stop, Loop or Next. Choosing **Next** will only work if the file is played back directly from the **Audio**

Bin, but Loop and Stop will follow this behavior in the Bin or when added as an Action on a Slide.

Groups Tab

Groups are used to help you organize your slides in a song or presentation. You can add new labels and set their color here in Preferences.



Click the plus icon to add a new label. Select the label name or right click on a Label and press Delete to remove a label. You can also set any color you want for your label.

A set of pre-made Group Labels and Slide Labels are included with the program by default.

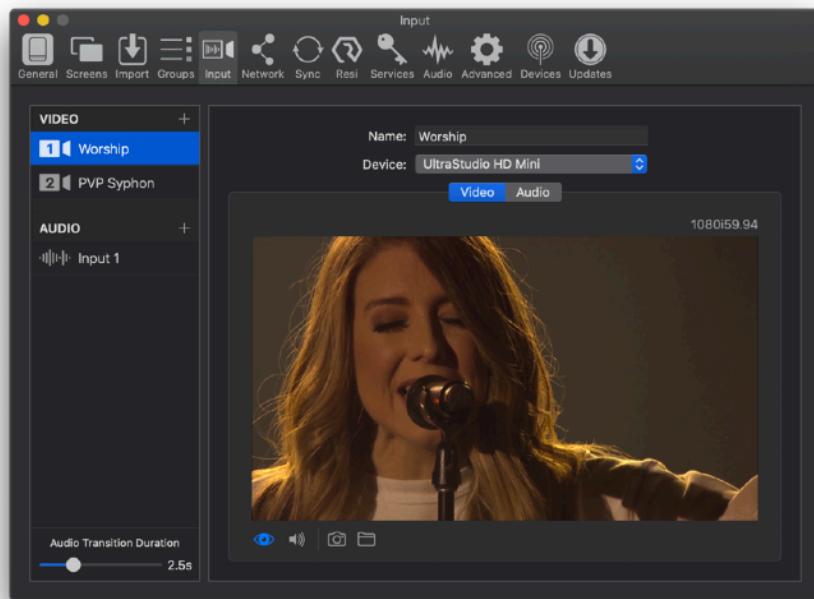
Group Labels are used with the Arrangement feature of ProPresenter. Group Labels can also be used to add Hot Keys automatically to your presentations. Hot Keys can be used to jump to a certain slide just by using your keyboard.

Slide Labels can be used to add short notes to your slide. Group Labels are generally used for songs to organize stanzas and to make it easier to arrange your song. A slide can have both a Slide Label and a Group Label.

Input Tab

The Input Tab allows you to set both Audio and Video Inputs into the program and choose how they will operate in the program.

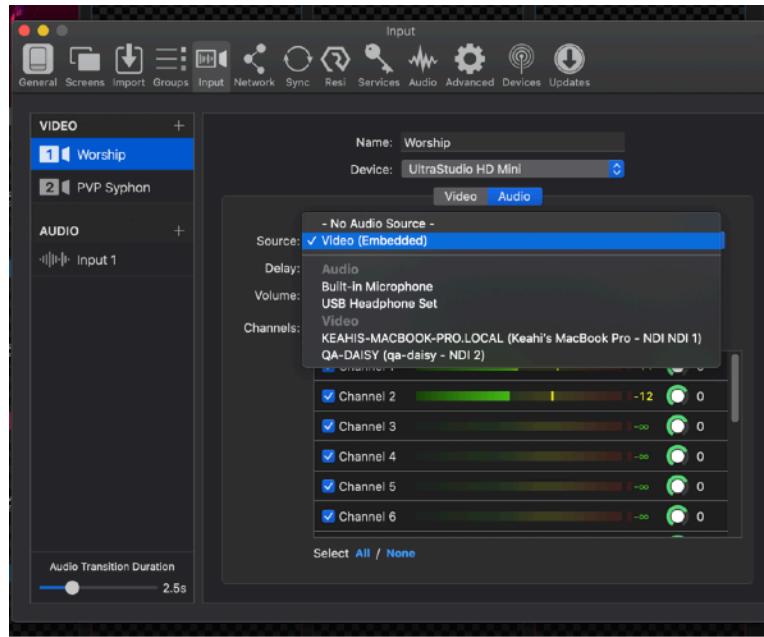
Video Input



To add an input, click on the **+** button next to Video on the left column and you'll see an Input added. You can name this Input either by single clicking on the Name or entering the **Name** in the main section of the window. This name will be used in the **Description** of the cue in the Video Input Playlist of the Media Bin. Should you need to remove one of the Inputs you create, you can right click or swipe the Input in the left column to delete it.

Once an input is added, you can link it to a device. ProPresenter accepts inputs via USB and Thunderbolt devices, SDI, Syphon (Mac Only) and NDI. Each of the connected and available devices will show in the Device dropdown menu. Once you select a device, a preview of your input will appear in the bottom part of that window. Devices that allow for auto-detection of their frame rate and resolution will display this information in the upper right corner of the preview window. If your device does not auto-detect a mode, you will see a box appear to manually select what mode the input is using and you'll manually choose this from a dropdown.

The preview window can be toggled off/on by hitting the **Play** button in the bottom left of this window. You can also use the **camera** or **folder** icons here to set the thumbnail for your Input cue. Clicking on the camera takes a "picture" of the preview in that moment and saves it as a thumbnail. The other option is to click on the folder and select an image file to use for the thumbnail.



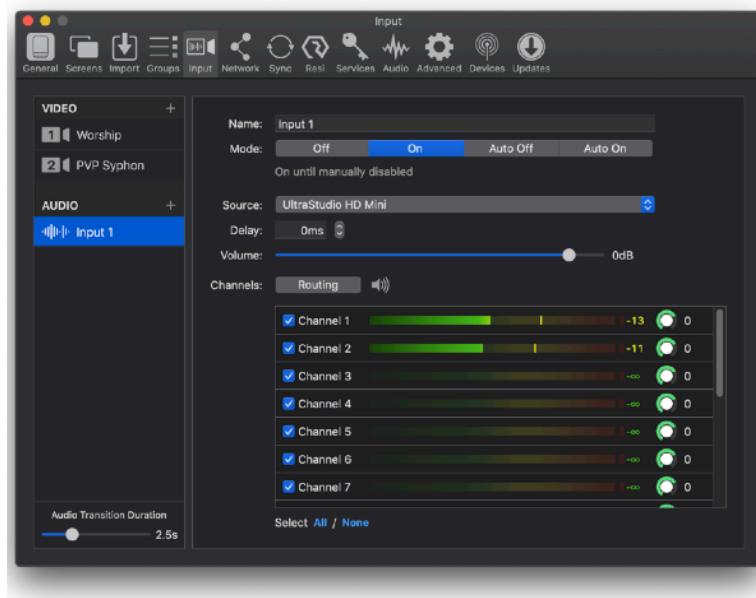
You can link an audio input source to the Video input that either is embedded with that Video or to a separate Audio source.

Under Source, you can choose either the embedded audio (which is chosen by default if available) or you will need to select your audio device if needed. You can also have no audio attached to the video input by selecting **-No Audio Source-**

Once you have an Audio source selected, you can set a delay in milliseconds (this is currently only for positive values), the master volume of the input and also see individual channels of the audio. There is also an option here to set Audio routing if you are using some form of audio output device and need to send specific channels of the audio input to certain channels of ProPresenter's audio output. You can also set the specific volume for each channel of audio by either dragging up/down on the audio knobs or manually entering a value between -60 and 6.

Audio Input

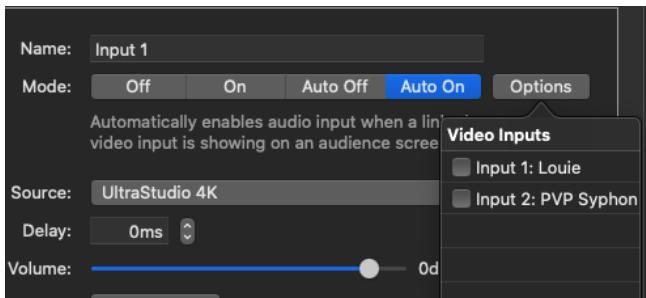
Adding an Audio Input is similar to adding a Video Input, but involves some additional settings/steps.



To add an audio input, click on the + button next to "Audio" on the left column and you'll see an Input device added. You can name this Input either by single-clicking on the Name or entering the name in the main section of the window. Should you need to remove one of the input devices you create, you can right-click or swipe the Input in the left column to delete it.

There are four different **modes** that you can choose from for your Audio Input. The option you select here will change when/how the audio is input into ProPresenter.

- **Off** — this means that the input is turned off and no audio will be used.
- **On** — this means that the input is turned on at all times from the moment the application is launched.
- **Auto Off** — this option keeps the audio input device turned on at all times except when a Foreground video that contains an audio track is triggered.



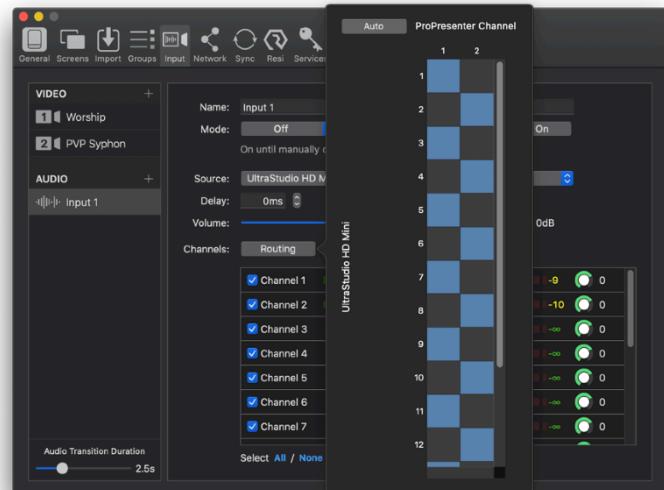
•**Auto On** — this option turns the audio device on any time a linked video input is triggered to an Audience screen. With Auto On enabled, you will see an **Options** button appear where you can link your Audio to any number of current Video Inputs.

The mode you select is saved between restarts of the program and active immediately upon launch.

You can select the Source for your audio input from the dropdown menu. Note that this dropdown will show you any video inputs that are coming into the program that contain audio, as well as audio-only interfaces.

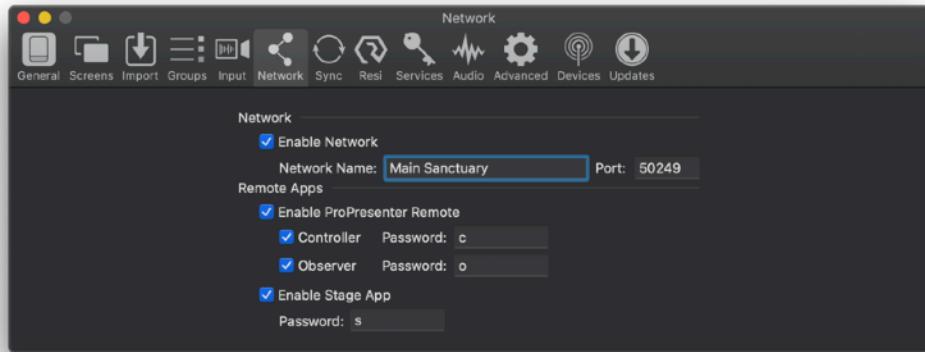
Once you have an Audio source selected, you can set a delay in milliseconds, the master volume of the input, and also see individual channels of the audio. There is also an option here to set Audio routing if you desire a more advanced signal flow. Clicking on the speaker next to Routing will allow you to monitor what your Audio Input sounds like. This will send out through the audio device you have selected for Inspector output in the Audio tab of Preferences.

SDI audio inputs consist of 16 available channels, while NDI audio is limited to 8 channels at this time. You can tweak the volume of individual channels either by dragging up/down on the audio knobs or by manually entering a value between -60 and 6dB.



As of 7.3, you can also set an Audio Transition Duration in the bottom left of this window, this will allow you to set an amount of time between 0 and 10 seconds for how long the Audio Input will transition in/out from your output.

Network Tab



In order to enable any network services, the **Enable Network** checkbox should be checked. The Network Name and Port will be set automatically. It is unlikely that you will need to change the port number. Generally you would only need to change the port if you need to specifically route ProPresenter's network traffic through a certain port due to network management requirements.

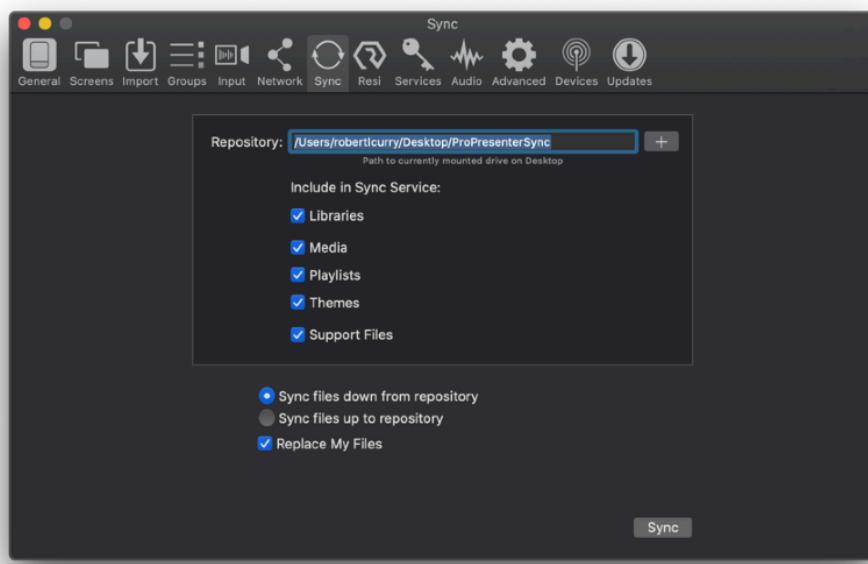
If you wish to use ProPresenter Apps for iOS and Android devices, as well as, the Stage app for AppleTV, you'll need to enable the settings under the **Remote Apps** section.

In order to use the ProPresenter Remote app for iOS and Android you will need to check the box to **Enable ProPresenter Remote** and enable the mode(s) that you want available of **Controller** and/or **Observer**. You will also need to set a **Password** for each login option. Please note that you cannot use the same password for both modes and must have a password listed in each box that you have enabled.

Enable Stage Display App allows you to use the ProPresenter Stage Display app for iOS, Apple TV and Android. You will need to set a **Password** here to be used to login to the App on the respective device.

Sync Tab

ProPresenter makes it easy to sync files between computers, including files other than just your Library. This makes it much easier to setup a new computer with ProPresenter as well as being able to keep computers in sync with each other.



Before you can even begin syncing, you will need to have a central folder for everything to be stored. This needs be a dedicated folder in a shared directory or on an external drive that is used only for syncing. You will place this Folder Path under **Repository** in this window.

You will next choose what data you wish to include in your Sync Service. This can include **Libraries**, **Media**, **Playlists**, **Themes**, and other **Support Files**. Check any/all of these options and then choose **Sync Up to Repository** to create your initial folders on the Repository. You will have up to five folders in your sync folder. After the sync is complete, you can use either of the sync options depending on if you wish to add items to the Repository or bring items down from the Repository.

Files that are deleted in one location are not deleted in the other locations when syncing. This Sync method only looks at the current file list to determine what needs to be synced each direction.

Choosing **Sync files down from repository** will move files from the Repository to your Computer. Choosing **Sync files up to repository** will move files from the Computer to your Repository. Enabling **Replace My Files** will replace any file with the same name using the Source version to replace the Destination version regardless of the Date Modified on either file. You should only use this if you want to "reset" any edits in the destination from a main computer.

Resi Tab

ProPresenter's Preferences window has a Resi tab that offers some helpful resources when you are logged in to your Resi account. If you're not logged in, you'll see a Login button and an option to load the Resi website.

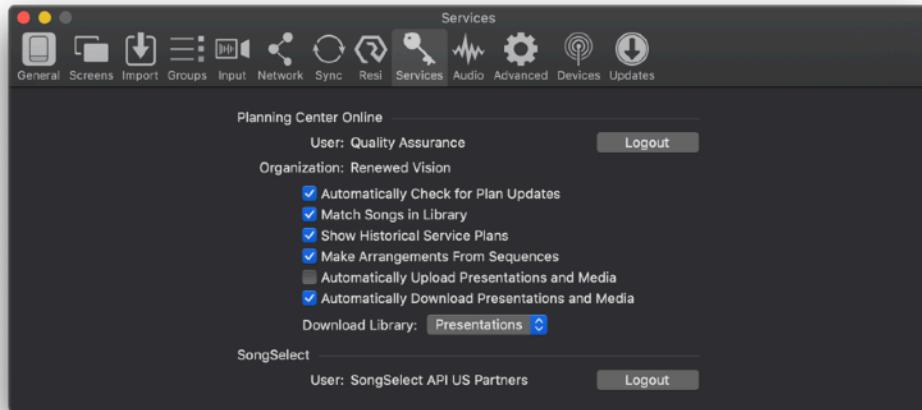


Once you login to your Resi account, you can:

- View the status of your Resi account and your encoder name for the ProPresenter machine you are using.
- Open the Control Center for Resi by clicking the Management button. This opens a browser window to the Resi Control page for your account, where you can set Destination Groups, create Web Event Profiles and learn more about your Resi account.
- Check for the latest version of the Resi ProPresenter encoder. You can **Check for Updates** here to make sure you have the latest version.
- Open the **Capture Settings** window that is discussed above for setting up the factors used for your stream to Resi.

More information on streaming your event through Resi can be found on Page 154 of this user guide.

Services Tab



If you use **Planning Center Online** you can login to access service plans and to use Planning Center Live features. Once logged in, you will see your user name and organization listed at the top and the **Login** button will now show as an option to **Logout**. There are a number of settings available for Planning Center.

- **Automatically Check for Plan Updates** -- This option will check Planning Center every five minutes to see if your Plan has been updated. If ProPresenter notices a change, like a new item or a new compatible file attachment, it will alert you of the change in the playlist.
- **Match Songs in Library** -- Song matching helps speed up the process of connecting plan items to presentations that exist in ProPresenter. For example, if you have "Who You Say I Am" by Hillsong in your service on Planning Center, and you also have "Who You Say I Am" in your Library in ProPresenter, once you add the plan ProPresenter will automatically match the item and the presentation and load it for you in your playlist. ProPresenter can match on Title or CCLI number.
- **Show Historical Service Plans** -- When this option is checked you will be able to see past Planning Center plans shown in ProPresenter when you are creating a new Planning Center playlist. We will highlight this functionality again when we look at adding a Planning Center playlist in ProPresenter. If this option is unchecked, you will only see future plans.

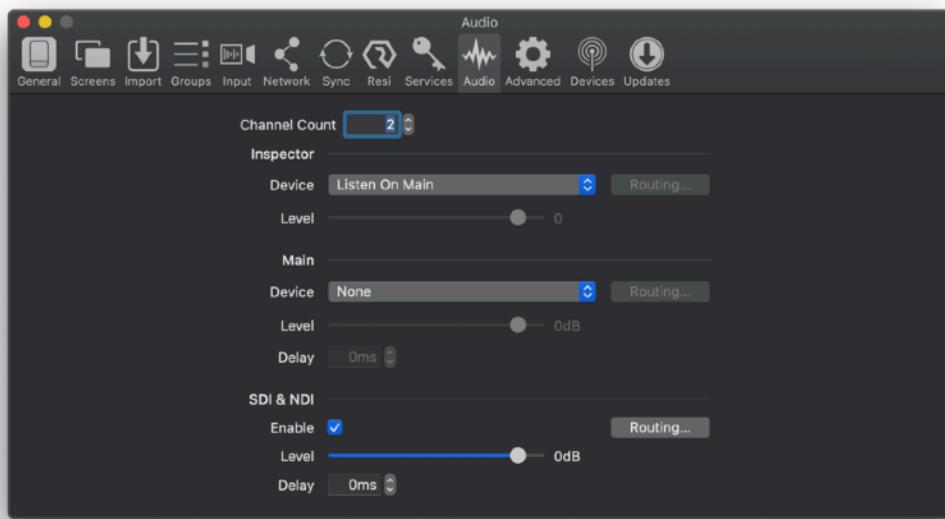
- **Make Arrangements from Sequences** -- Planning Center has put together a massive collection of pre-built sequences for songs that can be linked to your plans. These sequences can be used to help speed up the process of setting up new songs in ProPresenter. You can use the pre-built sequences or create your own custom arrangements. You can even add a song to your Planning Center Plan multiple times with different sequences and each of them will be added with the right arrangements in ProPresenter!
- **Automatically Upload Documents and Media** -- If you attach a ProPresenter presentation to a song or you attach a media cue to a media item in the playlist, those can both be uploaded to your Planning Center account. Planning Center Service plans do have storage limits, so be sure to check your plan before you start uploading files, especially video files which will quickly use up your storage space. The benefit of this option is that if you are creating everything from Computer 1 you can then add the same Planning Center playlist on Computer 2 and have all the songs and media download. We need to clarify one thing about media. This does not synchronize media within presentations. Backgrounds won't be synchronized. However, if you have a standalone media cue, like a welcome video, in your playlist, that can be uploaded.
- **Automatically Download Documents and Media** -- This is simply the reverse of the option above. As mentioned, you can download presentation attachments and media attachments. Other attachment types, like audio, text, or PDFs, cannot be downloaded and are ignored by ProPresenter.

At the bottom of this tab of Preferences is one of the areas you can **Login to SongSelect**. Click the **Login** button and a dialog box will come up where you can link your SongSelect account to ProPresenter. If you have already logged in, you'll see your user name listed there and a button to **Logout** should you need to.

Audio Tab

As there are different options for setting up screens for video display in ProPresenter, there also are options in place for setting up your Audio Output.

You can select what audio device/setup works best for you in the Audio tab of ProPresenter Preferences.



Here you first select the number of channels you wish for ProPresenter to process for both input and output. This number is set to 2 by default for a typical stereo (Left and Right) channel output. If you are using multi-channel audio input devices or want more flexibility in how you process your audio, you can choose more channels. There are different audio output options for the Media Inspector, the Main output, and for SDI and NDI outputs.

For the Inspector Output, you can choose a device to preview the audio of media shown in the media inspector. This is useful, for example, if you want to use headphones plugged in to the computer to check the audio of a media file without impacting the audio going out the main output. You can also choose individual Routing for the Inspector output and an overall volume level.

For the Main Output, you can also choose an output device. Typically, this will be the System Setting unless you are using a more specialized setup for your

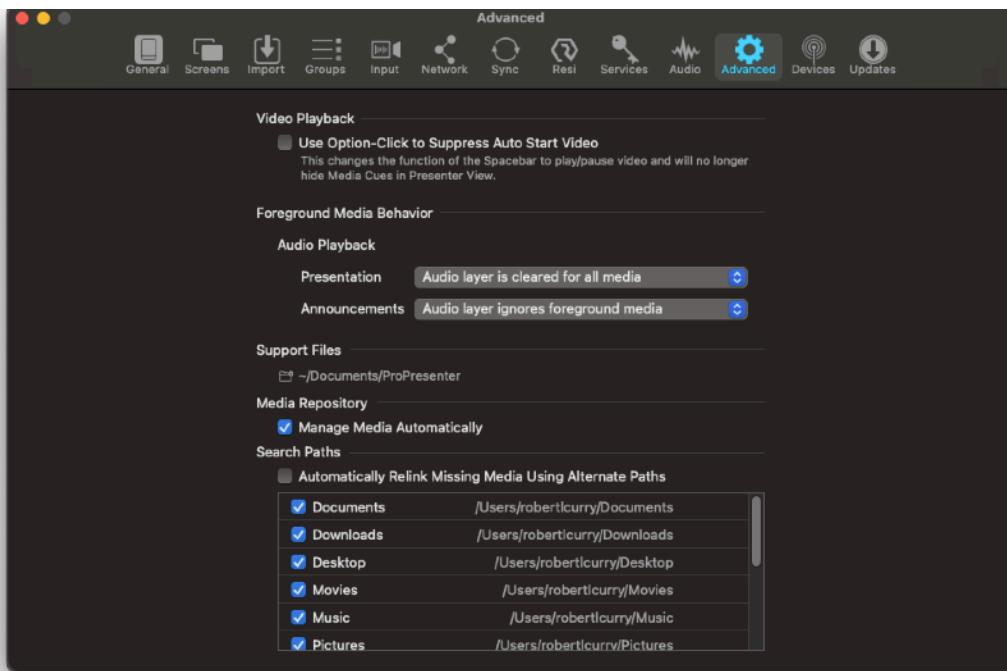
audio output. You have the option to set a volume level for the main output of the program, as well as the ability to delay the audio up to 1500 ms.

You can also route different channels of audio to different channels on your device if you need. You can find more information on Audio Routing on page 117.

If you are outputting your main audio output via either NDI or SDI, you will enable the **SDI & NDI** option below. This functionality allows you the ability to output directly over DeckLink and UltraStudio devices, instead of using system audio outputs. You now also have the ability to output directly over an NDI output. This allows the hardware or NDI output to read this Audio and go through their internal channels which eliminates internal audio processing.

Note: If your Main Audio output is set to your BlackMagic Audio output device, or System Setting- and your system setting is that device – you will hear double audio over your SDI line. To prevent this, please turn the Main Audio output level down in ProPresenter, or choose another device for your Main Audio out.

Advanced Tab



Video Playback -- The Use Option-Click (Alt-Click on Windows) to Suppress Auto Start Video option allows you to cue up a media file instead of it automatically triggering when clicked on. If this feature is enabled, holding Option (Alt on Windows) down when clicking on a Media action will load the video, but not beginning playing it back automatically. To play the file, you would hit the Space Bar and that would trigger the Play/Pause button on the video file.

Foreground Media Behavior -- These dropdown options allow you to set a behavior for audio outputs in the program when a Foreground is triggered on either the Presentation or Announcements Layer. There are 5 options here that each behave slightly different...

- **Audio layer ignores foreground media** — This option simply means that the audio layer sees no effect if a piece of Foreground media is triggered
- **Audio layer is cleared for all media** — This option clears any audio playing in the program anytime a piece of Foreground media is triggered
- **Audio layer is cleared if media has audio** — This option clears any audio playing in the program when a piece of Foreground media with

an audio channel is triggered. As long as the media has an audio channel embedded on it (even a blank one) this will occur.

- **Audio layer pauses/resumes for all media** — This option pauses any audio playing in the program when a piece of Foreground media is triggered. Once that Foreground media is cleared, the audio will resume.
- **Audio layer pauses/resumes if media has audio** — This option pauses any audio playing in the program when a piece of Foreground media with an audio channel is triggered. As long as the media has an audio channel embedded on it (even a blank one) this will occur. Once that Foreground media is cleared, the audio will resume.

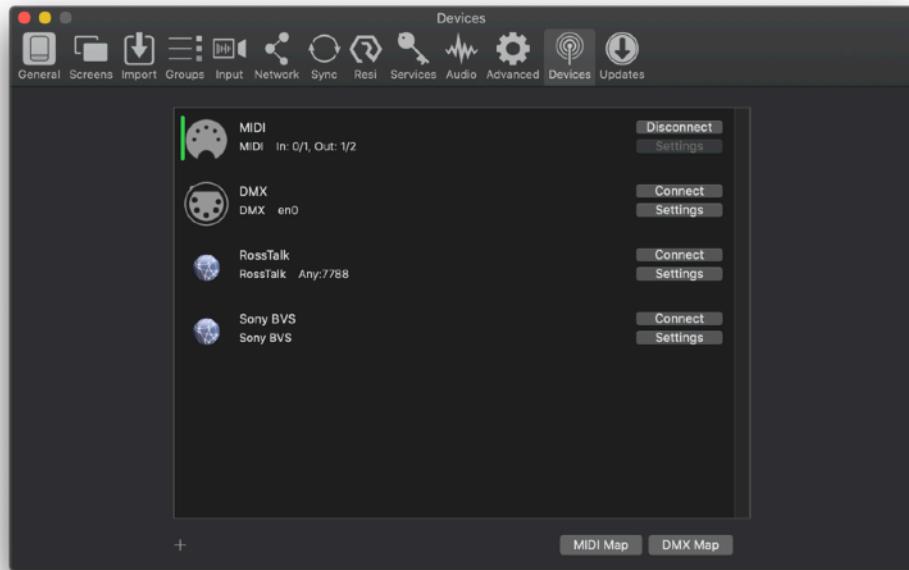
Support Files -- The folder path listed here is where the Support Files for the program are housed. By clicking the folder icon, you can choose a new folder on the machine to use as this repository.

Media Repository -- If you enable the **Manage Media Automatically** option, any media that you add to ProPresenter will be copied to the Assets folder in the **Support Files** folder location. By default this option is not checked, so any media added to ProPresenter doesn't move the original files. If you enable this option, all media files will be added to ProPresenter and automatically moved into your media repository, preventing accidental broken links. If you already have a well organized media storage method, you may not want to enable this option.

Search Paths -- Search Paths are used to re-link media files that come up as missing in the program with the same files if they are being housed in a different location on your machine. You can enable this setting by checking the box for **Automatically Relink Missing Media Using Alternate Paths** and then check any folder paths you wish for the program to use to try and locate missing media. This setting will likely not be needed if you have **Manage Media Automatically** enabled above.

Devices Tab

In the Devices Tab, you can add Communication Devices for ProPresenter to use. The Windows version offers the ability to add Midi communication. The Mac version offers more communication options of Midi, DMX, AMP, CITP, GlobalCache, GVG100, RossTalk, Sony BVS, Sony BVW and VDCP.

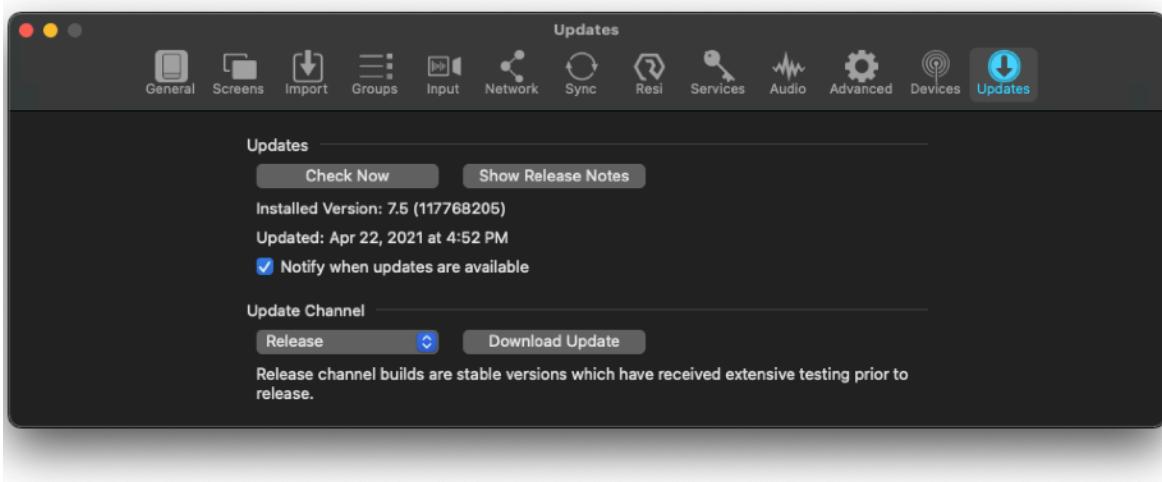


To add a device, click on the + button at the bottom left of the window and choose the type of protocol you're using. Each device will have unique settings you'll need to enter based on its type. Once you have created a Device you will see it listed in the Devices Tab of preferences. Click the **Connect** button to connect to that Device. To Delete a Device, right click on it and select **Delete**, or click the **Delete** button from within the **Settings** window.

More information on Communication with these devices can be found in the Communications section.

Updates Tab

The Updates section of Preferences allows you to see what the current version of the program is, update your software to a newer version release and also view our Beta channel.



Updates

Click the **Check Now** button to see if there are any current updates based on which Update Channel you're running on. You can click on **Show Release Notes** and view our Version History that includes a list of what improvements are present in each update of the program.

You can also see the currently installed version and build number and the date at which the program was last updated on your system. Here is where you'd also enable for notifications to appear when launching the program as to if an update is available. We recommend enabling this option to make sure you're able to use the latest release of the program.

Update Channel

You can also choose if you wish to be on our Release or Beta update channel. The Release updates are generally more stable and intended for live production. Beta updates are published more often, but may not be fully tested and are only recommended after extensive testing in your environment.

Additional Resources

You can access a wealth of information about ProPresenter and search for help in our knowledge base at: <http://support.renewedvision.com>