



# Proclaim Reference Guide

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**Westminster Presbyterian Church**

Jack Veney

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# 1. Documentation

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## 1.1 Starting Out

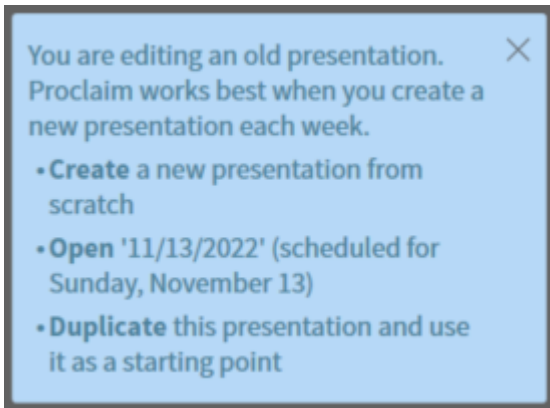
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### 1.1.1 Starting a New Presentation

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#### 1. Opening Proclaim

To start a new presentation, open proclaim and you will be greeted with a blue box on the left side of the screen.



#### 2. Duplicate Presentation

Press the bolded **Duplicate** button. This will duplicate the presentation and automatically schedule it for the coming Sunday.

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## 1.2 Working With Hymns

### 1.2.1 Editing Text Content

#### 1. Navigate to content to be edited

To edit the previous liturgical elements/prayers navigate to the content you want to edit. They are all labelled on the left sidebar. When you select an element from the left sidebar it will turn yellow.



#### 2. Copy and Paste

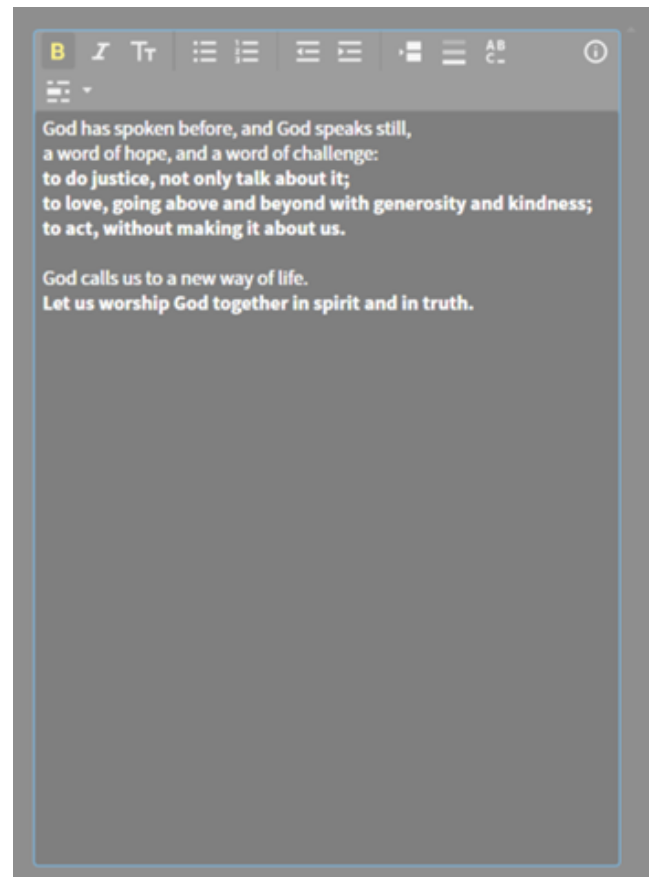
From the liturgy worksheet or formatted liturgy, copy and paste the reading into the box on proclaim. I will use the Gathering Words from 11/13/2022 as the example on this page.

#### C. COPY

God has spoken before, and God speaks still,  
a word of hope, and a word of challenge:  
**to do justice, not only talk about it;**  
**to love, going above and beyond with generosity and kindness;**  
**to act, without making it about us.**

God calls us to a new way of life.  
**Let us worship God together in spirit and in truth.**

#### B. PASTE



#### 3. Format

It should keep the bold elements bold when you paste, but you'll have to make them glow, so you can check their bolding then. The simple rule here is whatever is bolded in the liturgy (for the congregation to read together) gets bolded and emphasized in Proclaim. The text will show up blue in the text box when you emphasize it, and yellow on the slides. Also, center the content both horizontally and vertically.

#### A. BOLD

Bold lines by using the following button:

## B

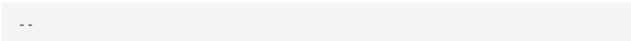
### B. EMPHASIZE

Emphasize lines using the **Emphsize Text** button at the top of the text box:



### C. SLIDE BREAKS

Add slide breaks in one of two ways. You can add two dashes on its own line:



or using the **Slide Break** button:



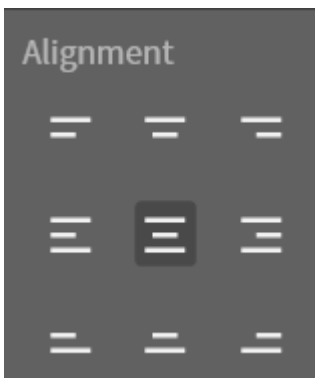
### D. CENTER CONTENT

Verify that the content is vertically and horizontally centered on the slide. Do the following to verify this:

On the top bar click the **Text Alignment** icon:

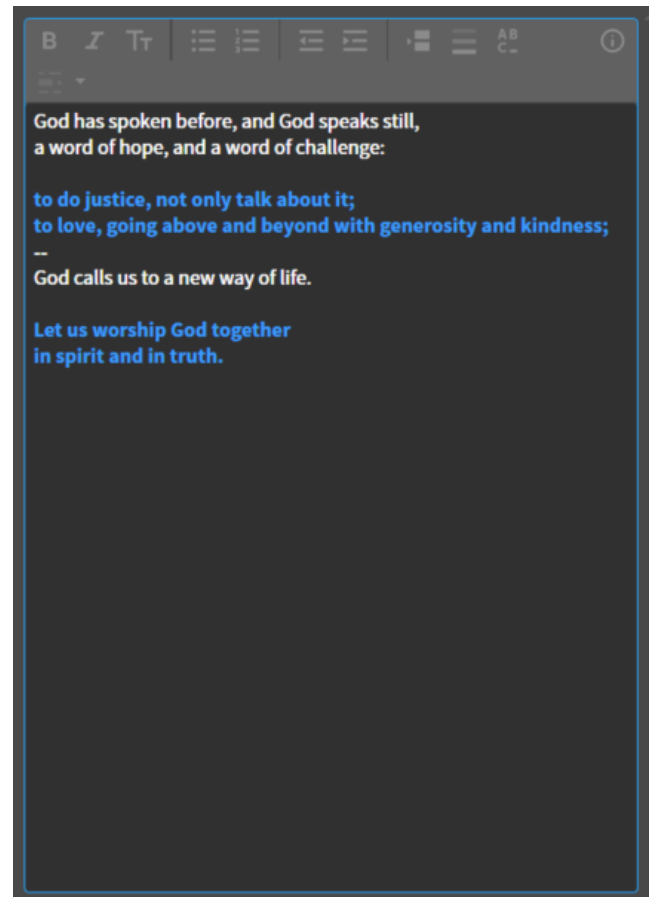


Select the middle item in the list of nine (both vertically and horizontally centered):

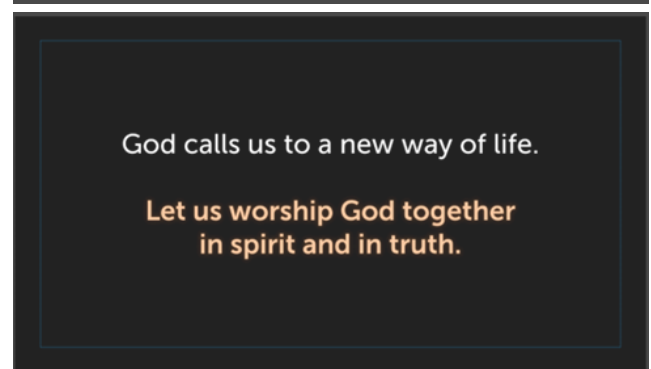
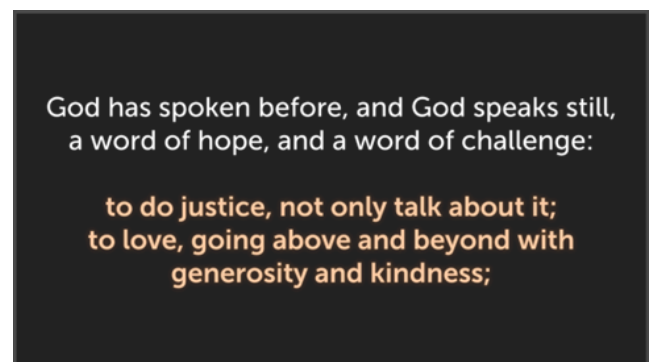


### E. EXAMPLE

Doing all of this ends up with the following in the text box:  
(Using the Gathering Words from 11/13/2022 as the example)



And the following look on the slides:



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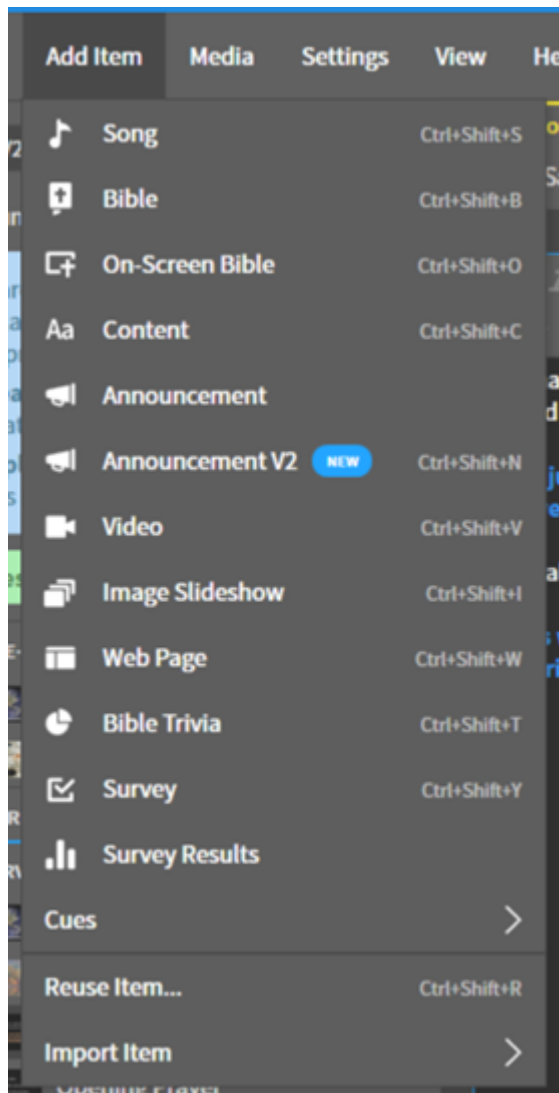
## 1.2.2 Creating New Text Content

### 1. Create New Content

Add a new text content by doing the following:

Add Item --> Content

It will add the new content item after the last content item you selected.



### 2. Copy and Paste

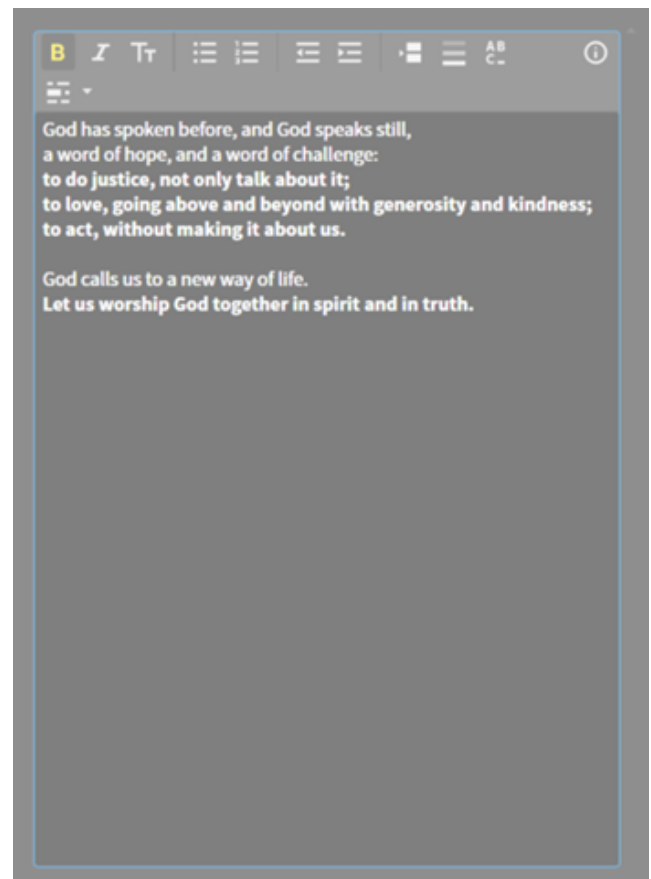
From the liturgy worksheet or formatted liturgy, copy and paste the reading into the box on proclaim. I will use the Gathering Words from 11/13/2022 as the example on this page.

#### A. COPY

God has spoken before, and God speaks still,  
a word of hope, and a word of challenge:  
**to do justice, not only talk about it;**  
**to love, going above and beyond with generosity and kindness;**  
**to act, without making it about us.**

God calls us to a new way of life.  
**Let us worship God together in spirit and in truth.**

#### B. PASTE



### 3. Format

It should keep the bold elements bold when you paste, but you'll have to make them glow, so you can check their bolding then. The simple rule here is whatever is bolded in the liturgy (for the congregation to read together) gets bolded and emphasized in Proclaim. The text will show up blue in the text box when you emphasize it, and yellow on the slides. Also, center the content both horizontally and vertically.

#### A. BOLD

Bold lines by using the following button:



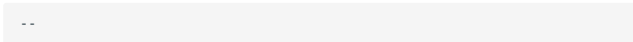
## B. EMPHASIZE

Emphasize lines using the **Emphahsize Text** button at the top of the text box:



## C. SLIDE BREAKS

Add slide breaks in one of two ways. You can add two dashes on its own line:



or using the **Slide Break** button:



## D. CENTER CONTENT

Verify that the content is vertically and horizontally centered on the slide. Do the following to verify this:

On the top bar click the **Text Alignment** icon:

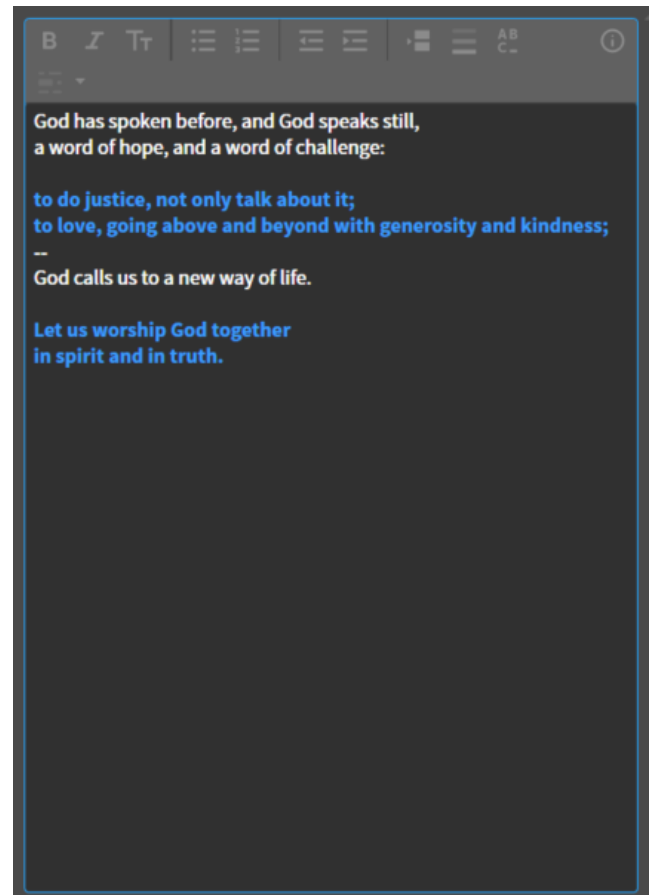


Select the middle item in the list of nine (both vertically and horizontally centered):

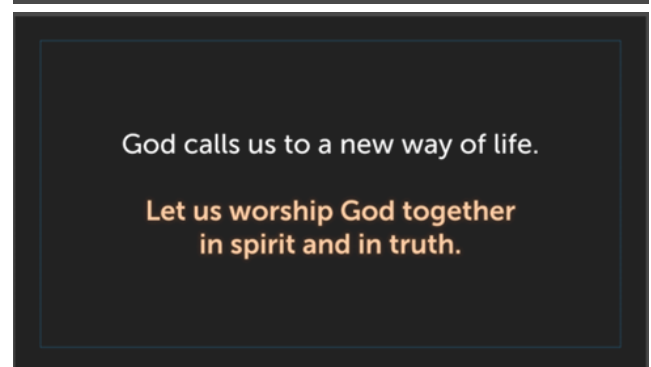
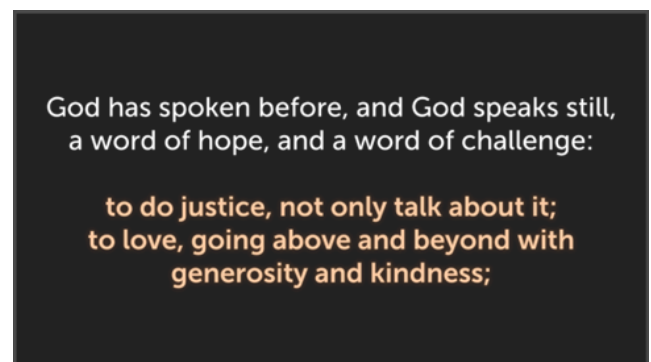


## E. EXAMPLE

Doing all of this ends up with the following in the text box:  
(Using the Gathering Words from 11/13/2022 as the example)



And the following look on the slides:



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## 1.3 Working With Hymns

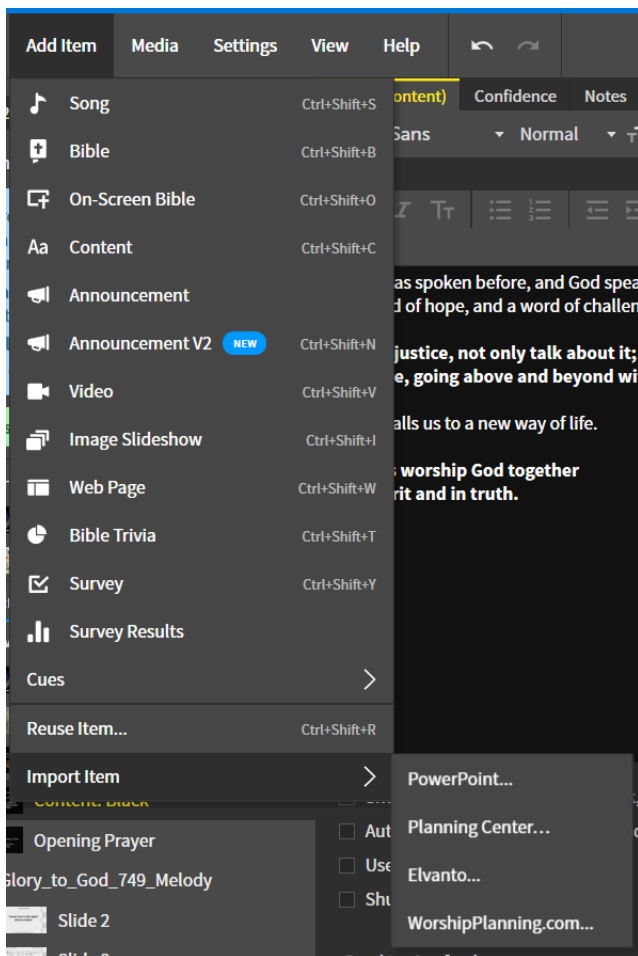
### 1.3.1 Adding Hymns

#### 1. Import Item

Add a new hymn by doing the following:

Add Item --> Import Item --> PowerPoint...

On a Mac it will likely show Keynote/PowerPoint...



#### 2. Find Hymn in GTG Folder

Find the hymn in the Glory to God folder that you want to import. The GTG folder is laid out in the following template:

```
GTG:
├─ Hymns for Projection/
│   └─ Hymns by Number/
│       ├── Harmony.pdf
│       ├── Harmony.ppt
│       ├── Lyrics Only.pdf
│       ├── Lyrics Only.ppt
│       ├── Melody.pdf
│       └── Melody.ppt
└─ Instructions and Permissions/
    └─ Copyright Information
```

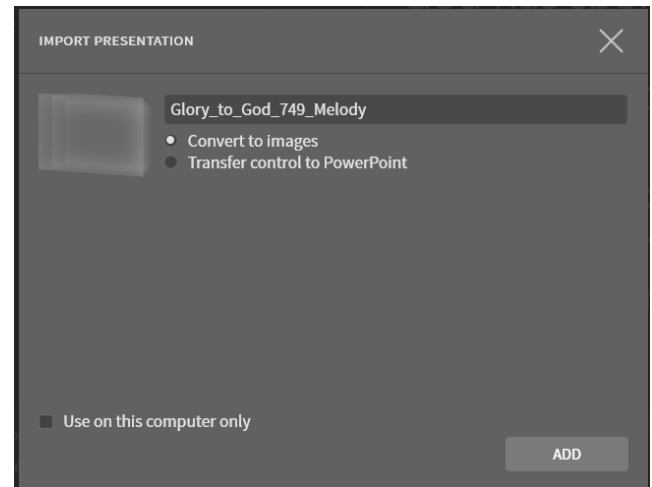
You want to select the Melody PPT to import into Proclaim.

#### 3. Import

After you find the hymn you want, make sure of the following settings:

- Convert to images is toggled
- The box for Use on this computer only is not checked.

Then, click ADD .

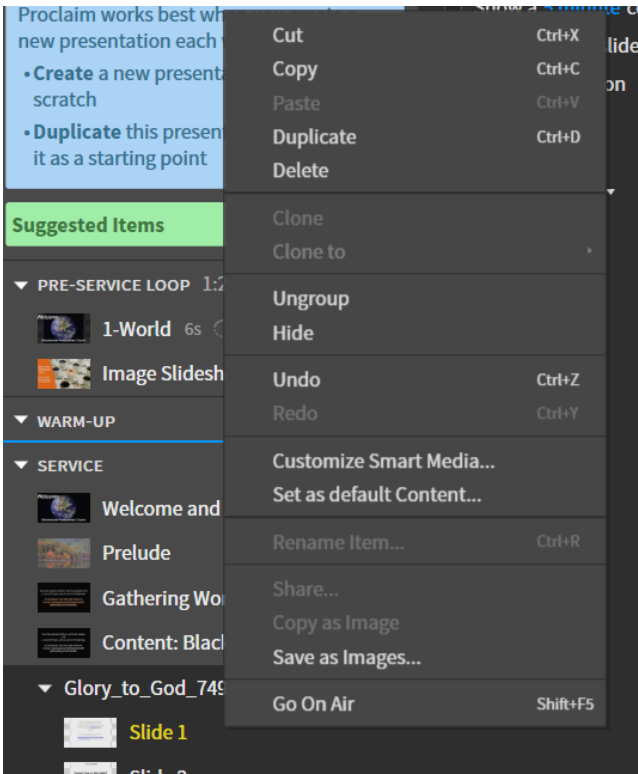


#### 4. Delete Slides

If there is a copyright slide at the beginning, or verses that are not being sung, delete them from the slideshow.

Opposite click on the slide you want to delete and click Delete in the dropdown menu.





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## 1.4 Working With Scripture

### 1.4.1 Editing Scripture

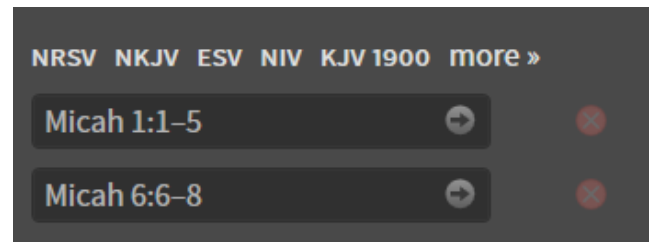
#### 1. Navigate to Existing Scripture Reading

To edit the previous scripture reading navigate to the scripture reading. It will be named whatever the current scripture reading entered is.



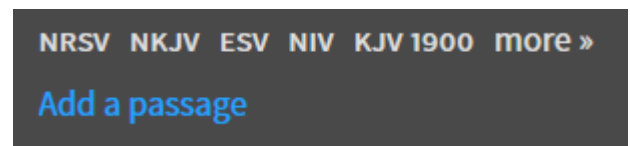
#### 2. Delete Previous Readings

Delete the previous readings by selecting the  to the right of them




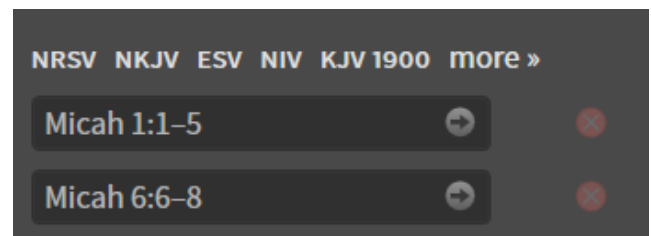
#### 3. Add a Passage

Now that the previous readings have been deleted, add a new passage by clicking the **Add a passage** text.



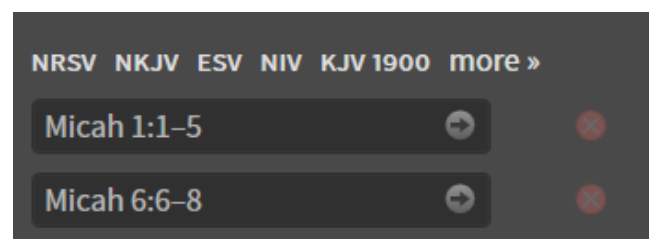
#### 4. Enter Readings

Enter the readings into the box. For readings that span multiple chapters, you will have to break up the chapters. Press the  button to the right to add the scripture reading to the content.

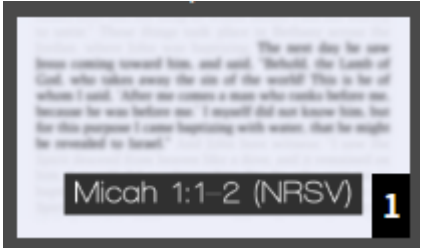


#### 5. Change Bible as Needed

Depending on which bible the reading comes from, you might need to change the bible you are using. Above the passages entering it gives you a list of bibles, select it from there.



The bible will tell you at the bottom of the screen in the preview what version you are using.



.....

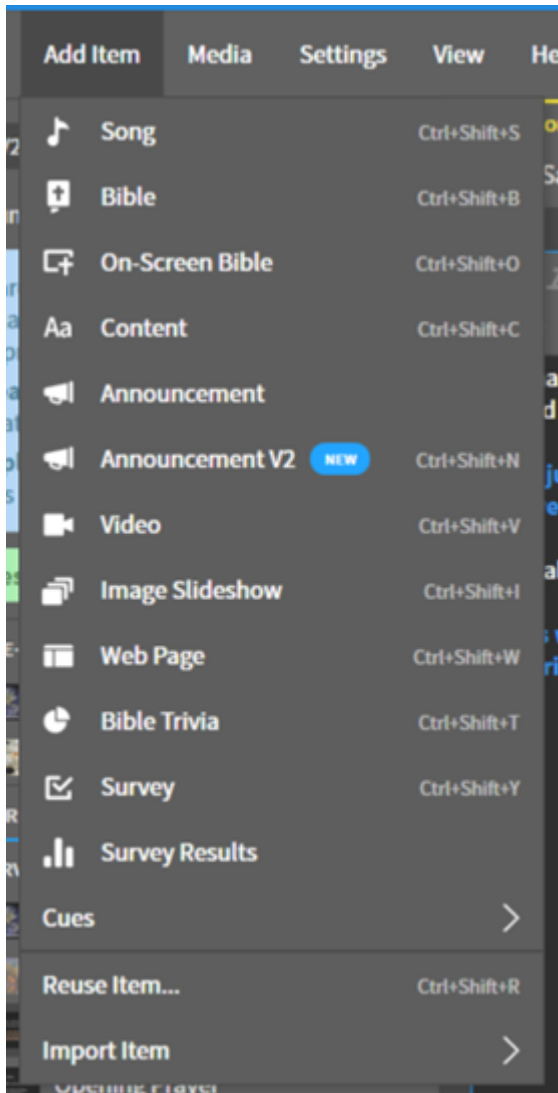
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## 1.4.2 Adding Scripture

### 1. Add On-Screen Bible

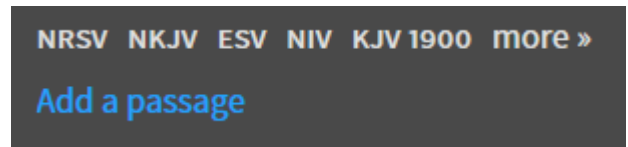
Add a new On-Screen Bible by doing the following:

Add Item --> On-Screen Bible



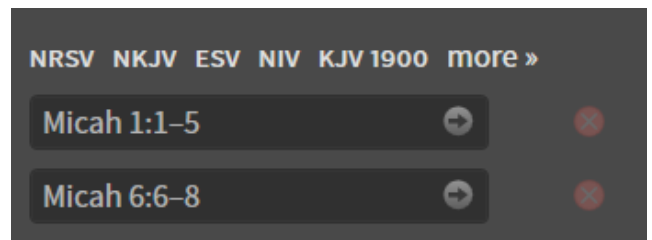
### 2. Add a Passage

Add a new passage by clicking the [Add a passage](#) text.



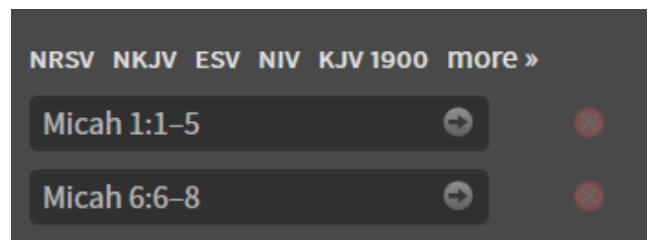
### 3. Enter Readings

Enter the readings into the box. For readings that span multiple chapters, you will have to break up the chapters. Press the [->](#) to the right to add the scripture reading to the content.

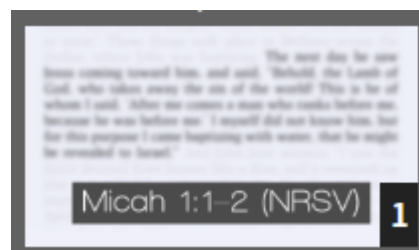


### 4. Change Bible as Needed

Depending on which bible the reading comes from, you might need to change the bible you are using. Above the passages entering it gives you a list of bibles, select it from there.



The bible will tell you at the bottom of the screen in the preview what version you are using.



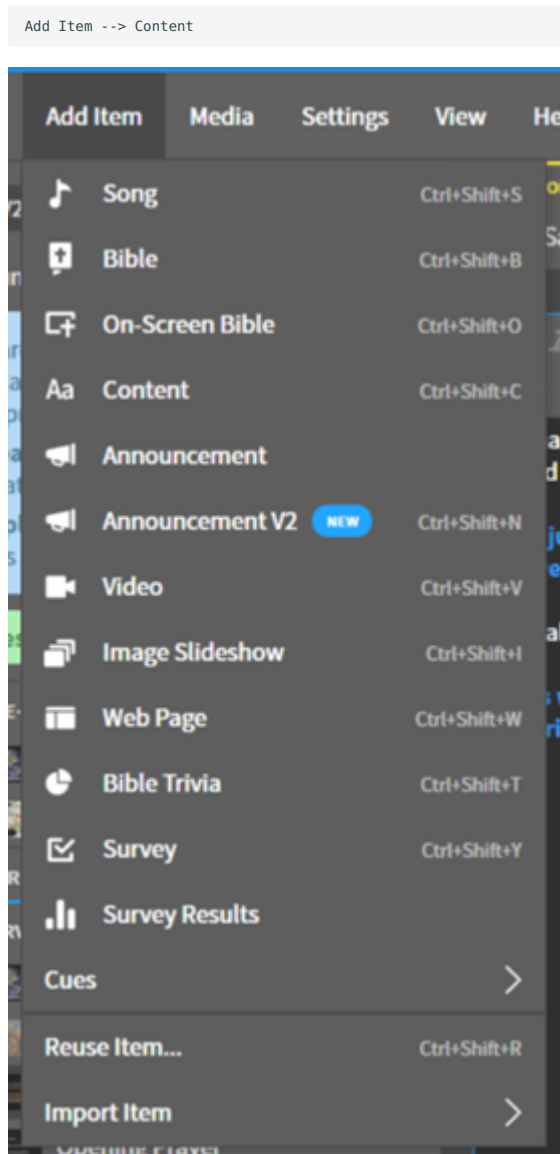
Last update: November 15, 2022

## 1.5 Working With Images

### 1.5.1 Adding Images to Service Section

#### 1. Add Content Item

Add a new content item by doing the following:



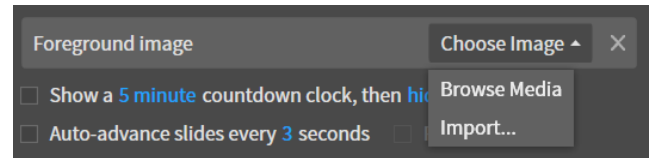
#### 2. Add Foreground Image

Add a foreground image by pressing the **Add foreground image** button in the topbar above the content:



#### 3. Import or Browse for Image

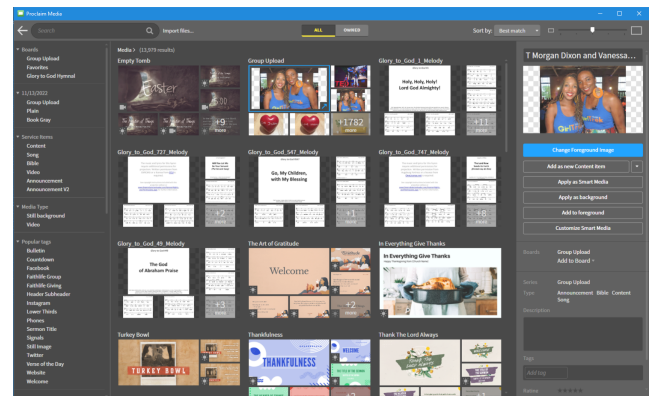
Now choose an image by clicking the **Choose Image** button on the left side.



You can either browse for an image in the image library by selecting **Browse Media** or import an image from your computer by selecting **Import...** in the dropdown.

##### A. BROWSE IMAGE LIBRARY

You can browse the image library by selecting **Browse Media**. This will bring up the media library. Look under the **Group Upload** for images. Most all the other options require a subscription to use. These are the images that we have uploaded. Click the **+1782 more** (or however many the number is at that point) in the bottom right corner of the group upload section or the **Group Upload** text at the top of that section to view all the uploaded images.



#### 4. Adding More Images or Text to Slide

Not that you have added an image to the slide, you can resize and move the image by clicking on it and moving the sides around, add more images and text to the slide, and more. All these different options show up on the bar above the content.

The main buttons you would use are the **Add foreground image** again and the **Add text box image**.



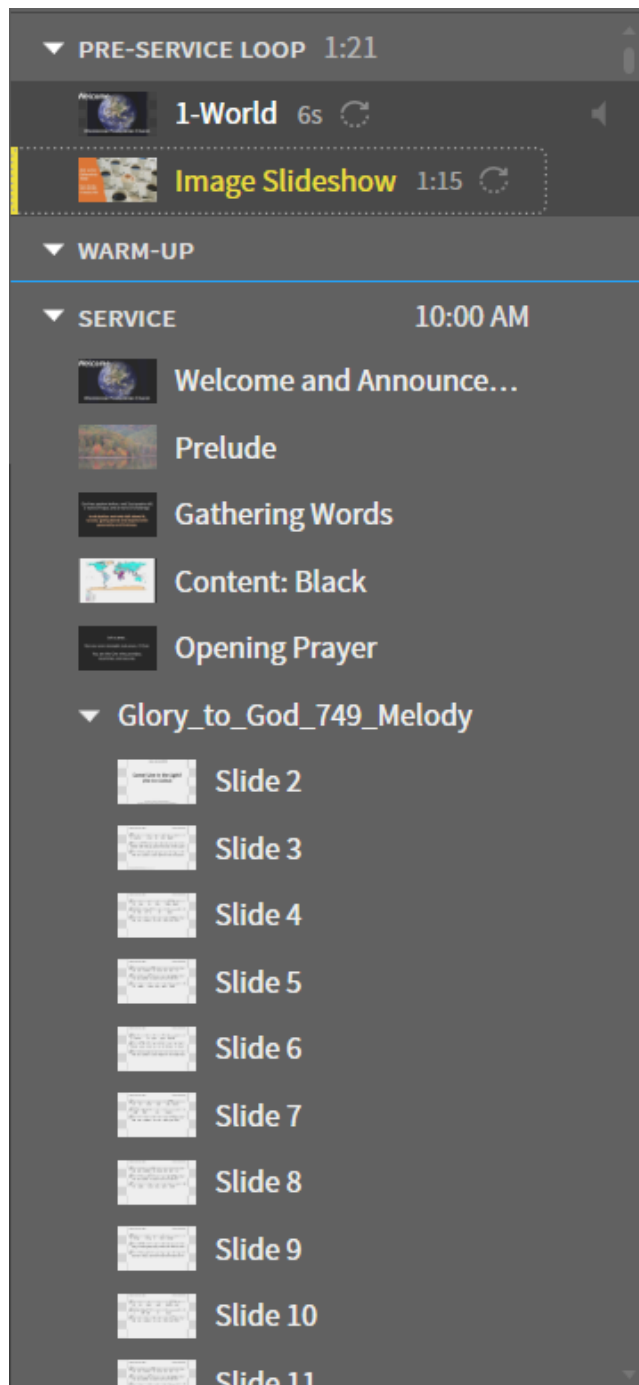
Last update: November 15, 2022

### 1.5.2 Adding Images to Pre- and Post-Service loop

The image slideshow in the pre- and post-service loops are linked together, so when you edit one of them, the other will update as well.

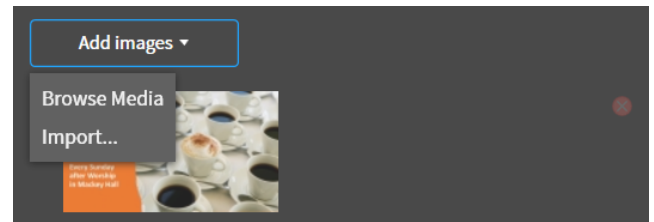
### 1. Navigate to Image Slideshow

Navigate to the **Image Slideshow** in the **Pre-Service Loop**.



## 2. Import or Browse for Image

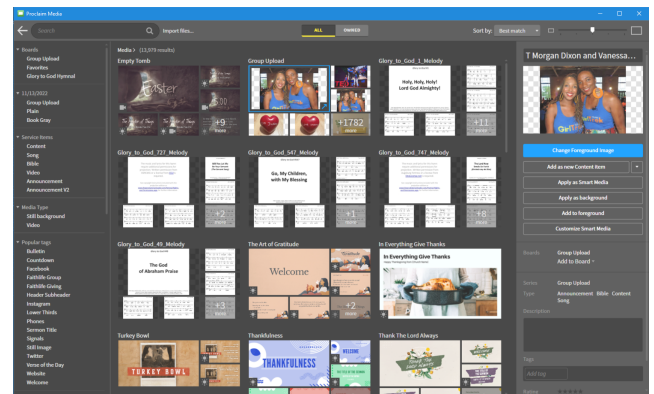
Add an image by clicking the **Choose Image** button above the existing images on the left side.



You can either browse for an image in the image library by selecting **Browse Media** or import an image from your computer by selecting **Import...** in the dropdown.

### A. BROWSE IMAGE LIBRARY

You can browse the image library by selecting **Browse Media**. This will bring up the media library. Look under the **Group Upload** for images. Most all the other options require a subscription to use. These are the images that we have uploaded. Click the **+1782 more** (or however many the number is at that point) in the bottom right corner of the group upload section or the **Group Upload** text at the top of that section to view all the uploaded images.



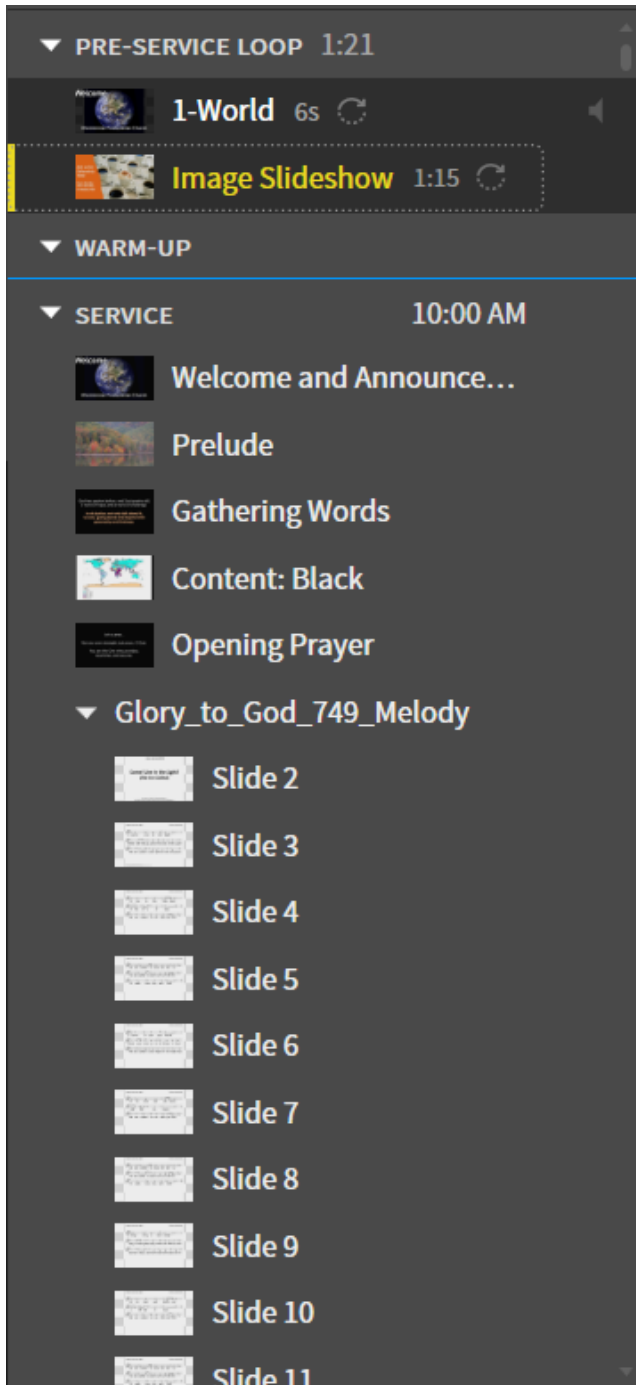
Last update: November 15, 2022

### 1.5.3 Deleting Images from Pre- and Post-Service loop

The image slideshow in the pre- and post-service loops are linked together, so when you edit one of them, the other will update as well.

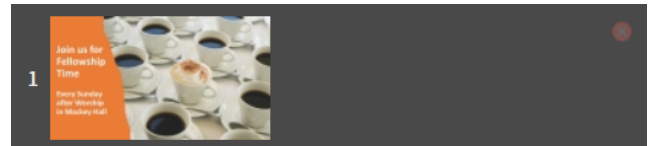
#### 1. Navigate to Image Slideshow

Navigate to the **Image Slideshow** in the **Pre-Service Loop**



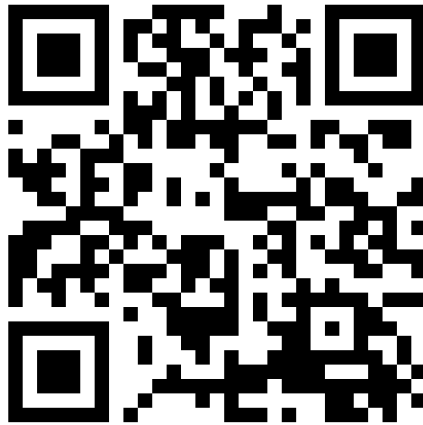
#### 2. Delete Image

Delete an image by clicking the **x** button to the right of an existing image on the left side.



Last update: November 15, 2022





<https://github.com/jackveney/wpc-proclaim>