

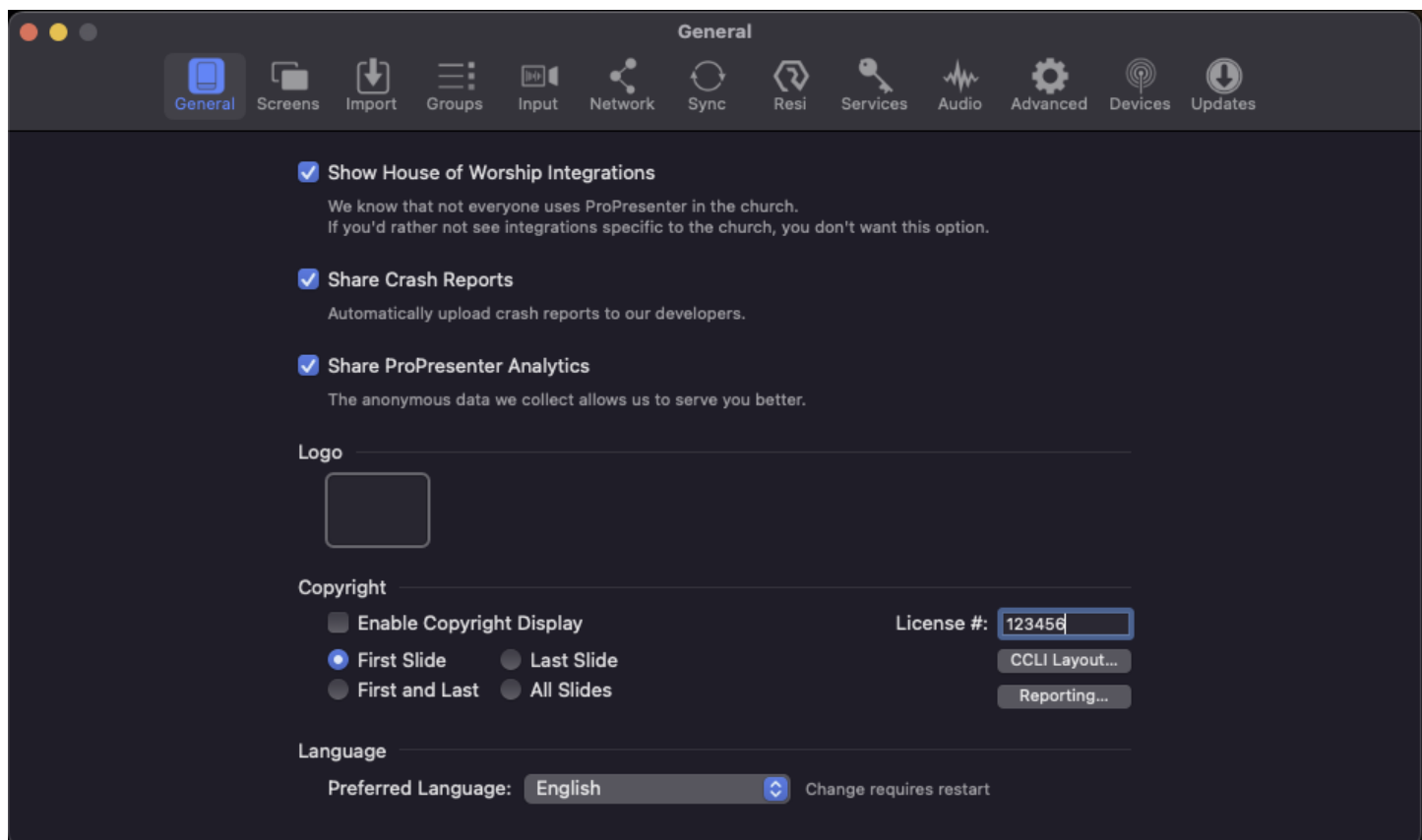
# Preferences

27th Dec 2022

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 Windows Computer, 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

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**. Along with the Multitracks integration in the QuickSearch window. 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.

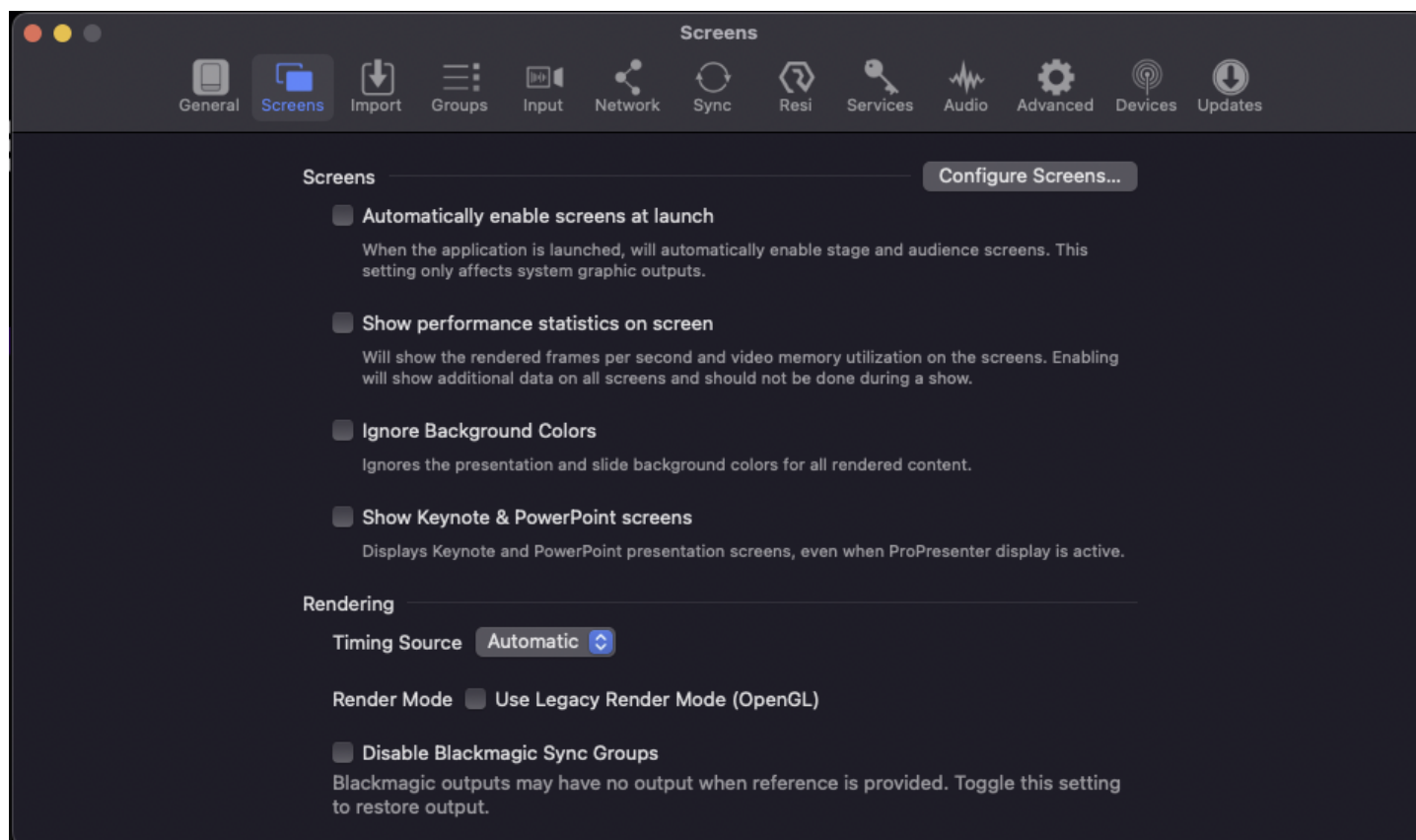
Under **Logo**, click on the box to load a computer dialog box to browse your machine for an image file. Having your organization's logo or other image here provides you with something to display in case of an emergency. Once a logo is set, a **Clear to Logo** button will appear in the Preview window in the upper right of the program, as well as, in the Actions menu. Clicking this button will clear the Media Layer, along with all other layers, 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 [here](#).

**Language** is a section that allows you to choose your preferred language for ProPresenter to be displayed in. The current options are English, Spanish, Portuguese, French, German, Korean, Norwegian, Czech, Simplified Chinese, and Russian. If there is another language you would like to see ProPresenter in, you can submit that request [here](#)

## Screens

The Screens Tab allows you to set certain factors about your screens that you've setup and have a quick link to open the Screen Configuration window.



## Screens

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+1 on Mac or Control+1 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. This is a Mac only feature.

## Rendering

**Timing Source** allows you to change the timing of the internal render engine. For example if you had SDI Outputs and Graphics Outputs you wanted to be at 30fps. For most users this setting should not need changed.

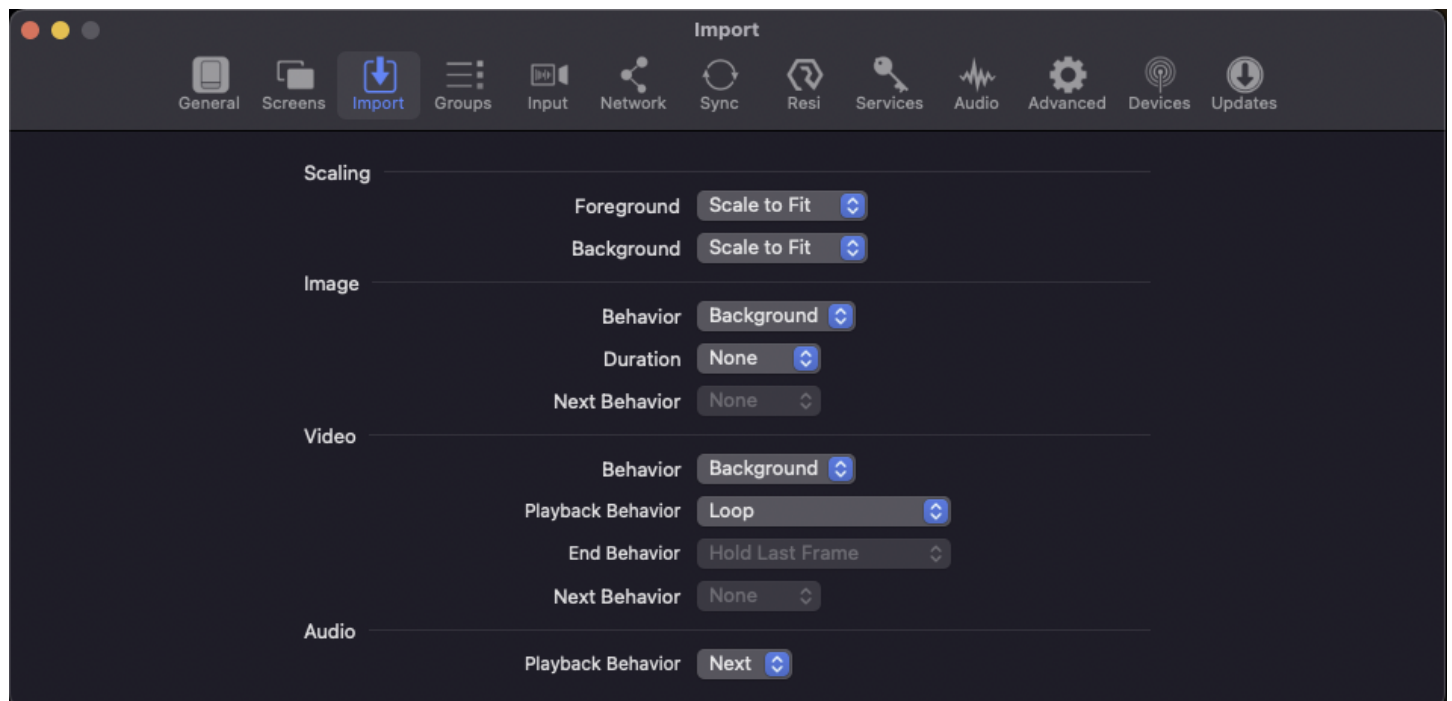
**Render Mode** allows you to change from the default of Metal Rendering on Mac to the old rendering method of OpenGL. You should generally not have to change this setting. As this is mostly designed for older macs running ProPresenter 7.

**Disable Blackmagic Sync Groups** is a toggle setting meant to restore output for Blackmagic outputs. Sometimes Blackmagic outputs may have no output when reference is provided. Toggling this setting will restore those outputs.

At the top right of the window, click "**Open Screen Configuration...**" to open the Configure Screens window and setup your Outputs/Screens. More information on this section of the program and how to set these up can be found [here](#).

## Import

The Import Tab customizes the defaults used when a piece of media is imported, via the File>Import Menu.



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**.

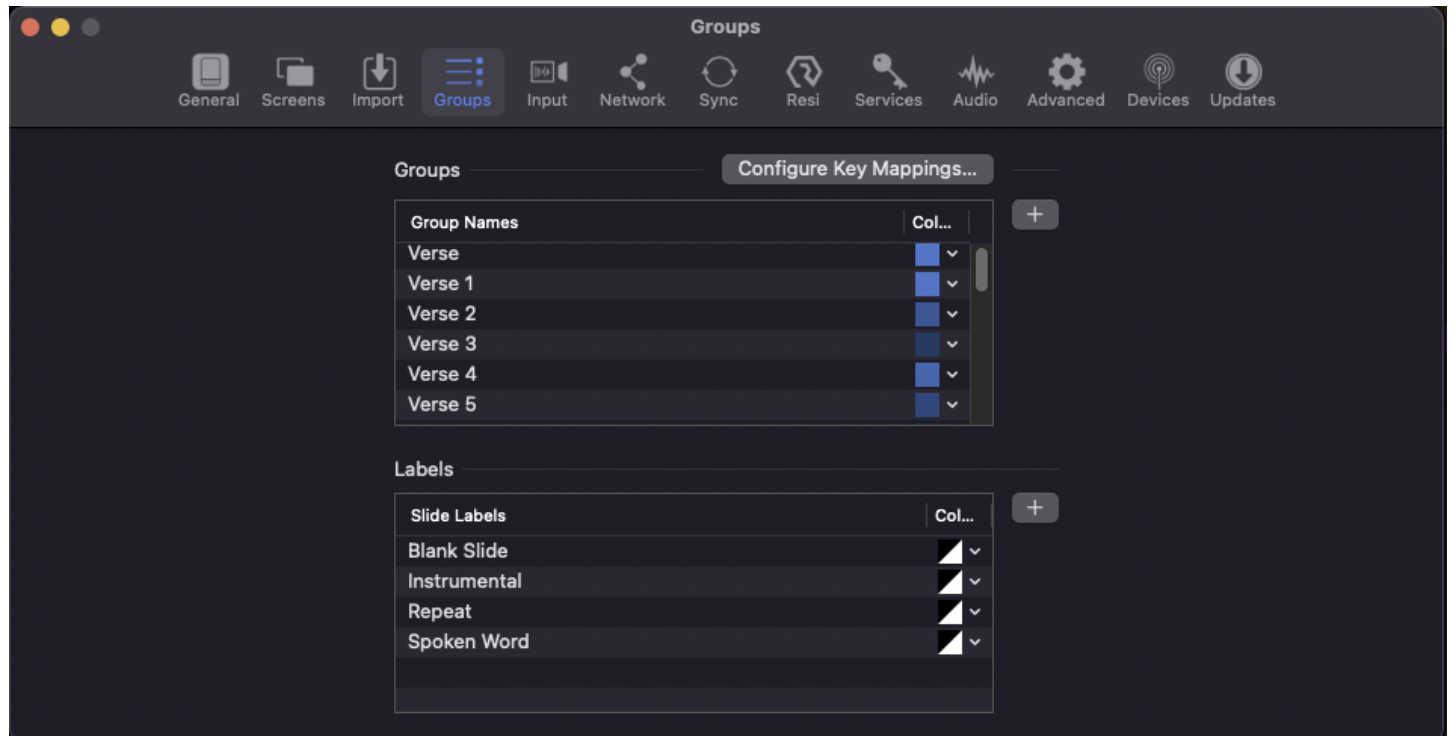
In the **Image** section you can select whether you want the Action to behave as a Foreground or Background, the default **Duration** that the Action will have (you can set it to a constant Time, a Random Time, or None) and it's default **Next Behavior** (if a duration is set) to control what will happen 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 option allows 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

Groups are used to help you organize your slides in a song or presentation.



You can add new Groups and Labels and set their color here. Click the plus icon to add a new Group or Label. Select the Group or Label name or right click on a Group or Label and press Delete to remove it. 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.

Groups are used with the Arrangement feature of ProPresenter. Groups 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. You can learn more about Groups and Arrangements [here](#).

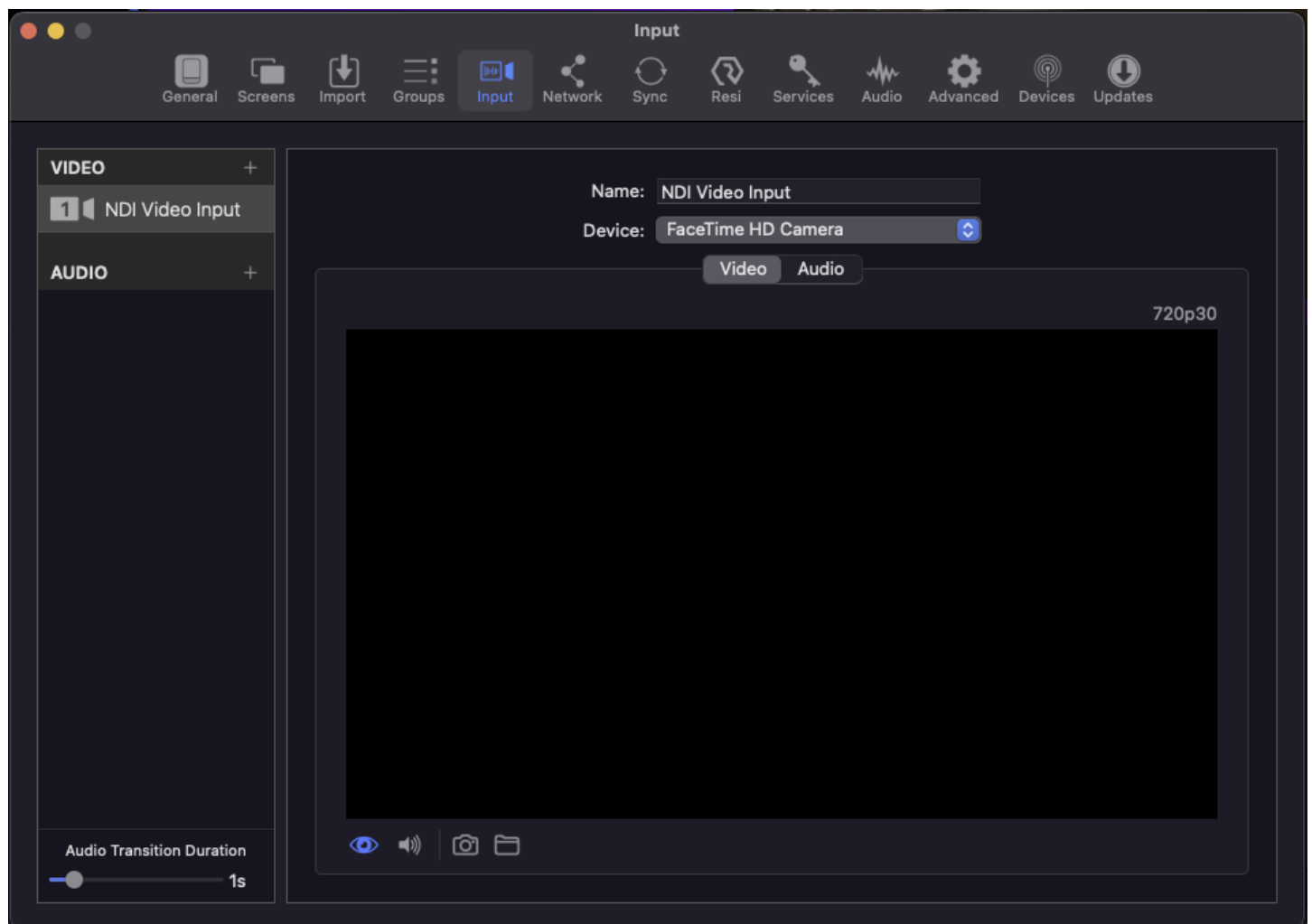
Labels can be used to add short notes to your slide. Groups are generally used for songs to organize stanzas and to make it easier to arrange your song. A slide can have both a Label and a Group.

In the top right corner of this window click **Configure Key Mappings...** to get to the key mapping configuration window.

## Input

The Input Tab allows you to set both Audio and Video Inputs into the program and choose how they will operate in the program.

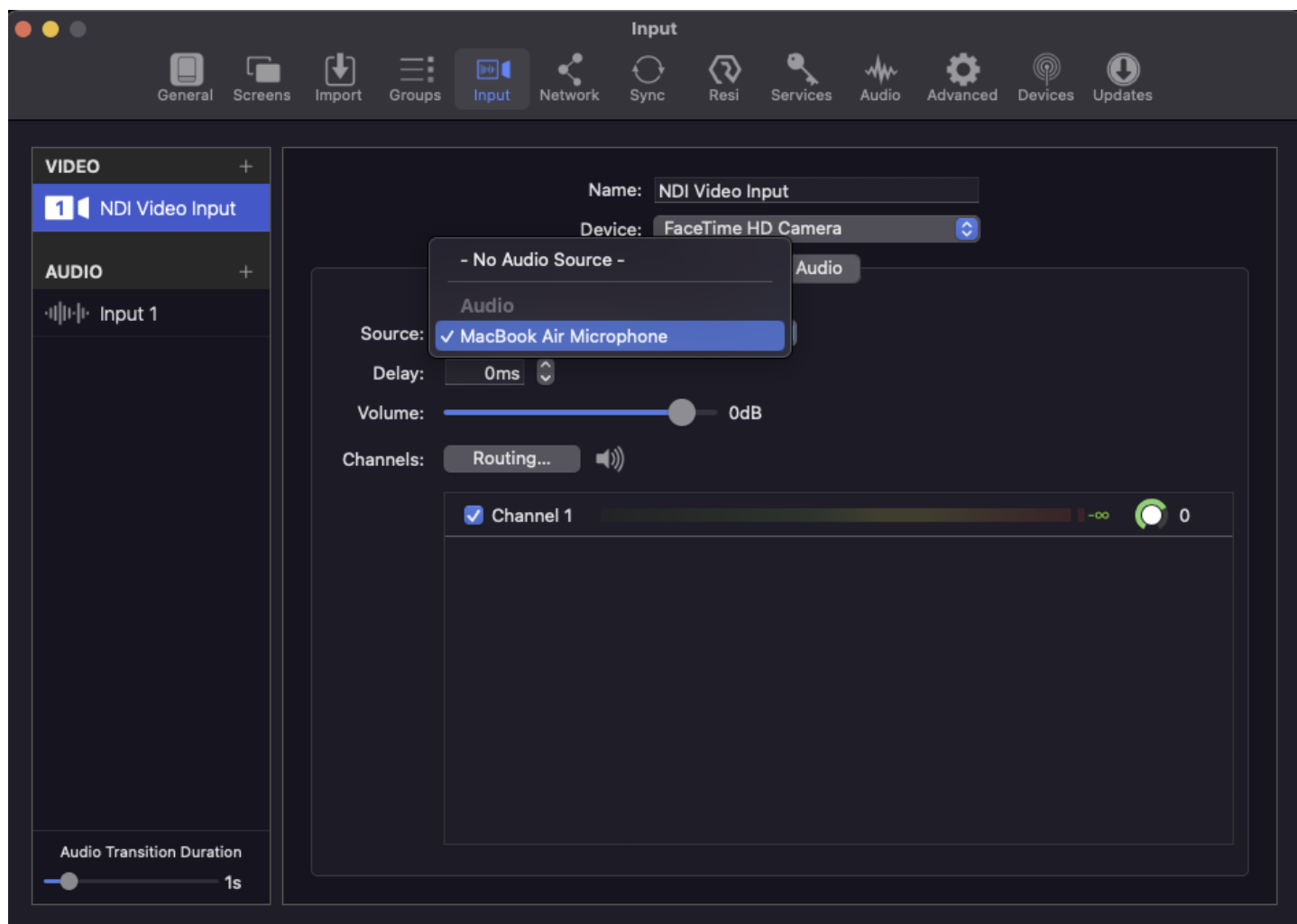
## Video Input



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 by 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 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 **Eye** 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 folder will open a file browser window and allow you to 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.

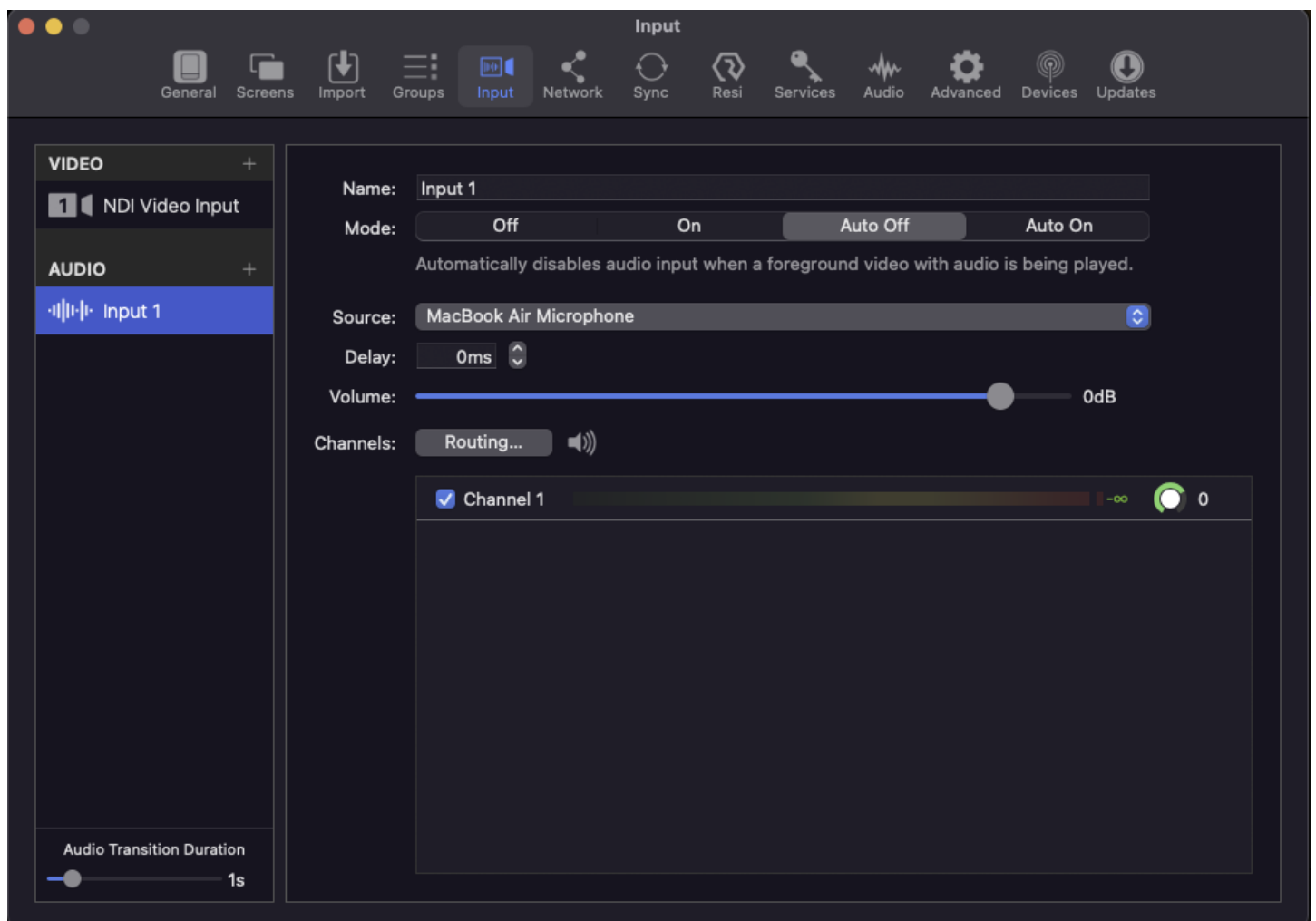
Under Source, you can choose either the embedded audio (which is chosen by default if available) or you will need to select your audio device if needed. You can also have no audio attached to the video input by selecting **-No Audio Source-**

Once you have an Audio source selected, you can set a delay in milliseconds, 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. Clicking the speaker icon in this window will also output the audio select from the inspector audio output, set in the audio tab of preferences covered [here](#). Finally you can uncheck specific channels from your audio input to mute them.

## Audio Input

Adding an Audio Input is similar to adding a Video Input, but involves some additional settings/steps.



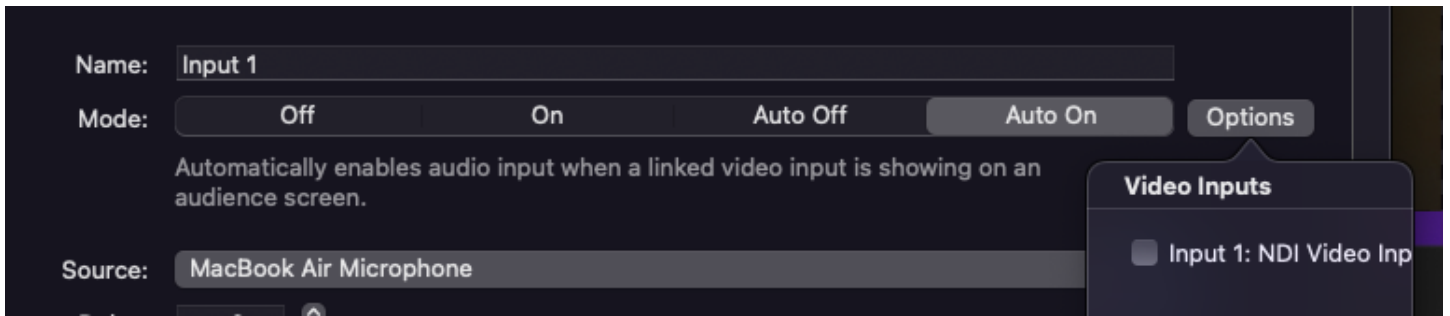


To add an audio input, click on the + button next to "Audio" on the left column and you'll see an Input device added. You can name this Input by entering the name in the main section of the window. Should you need to remove one of the input devices you create, you can right-click the Input in the left 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.

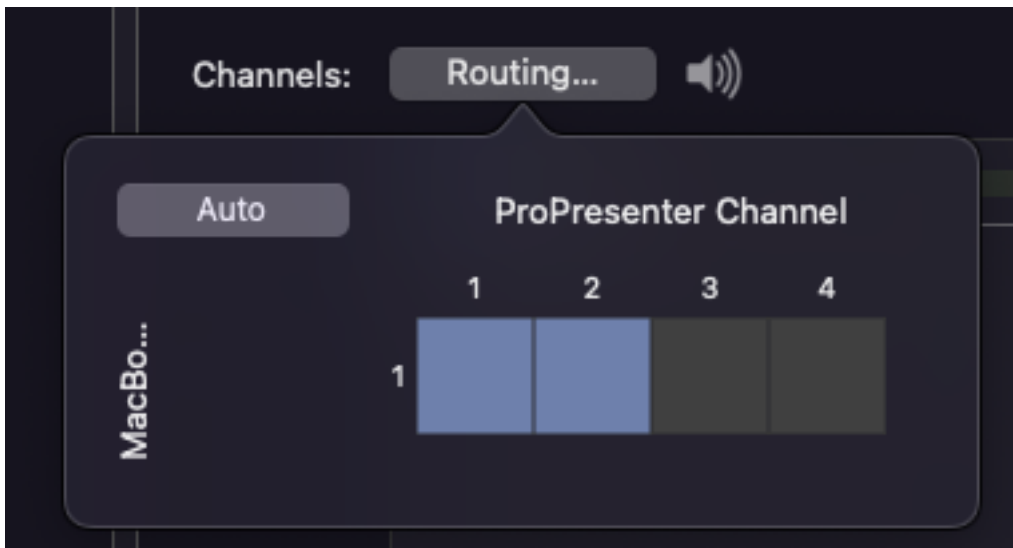




The mode you select is saved between restarts of the program and active immediately upon launch.

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.

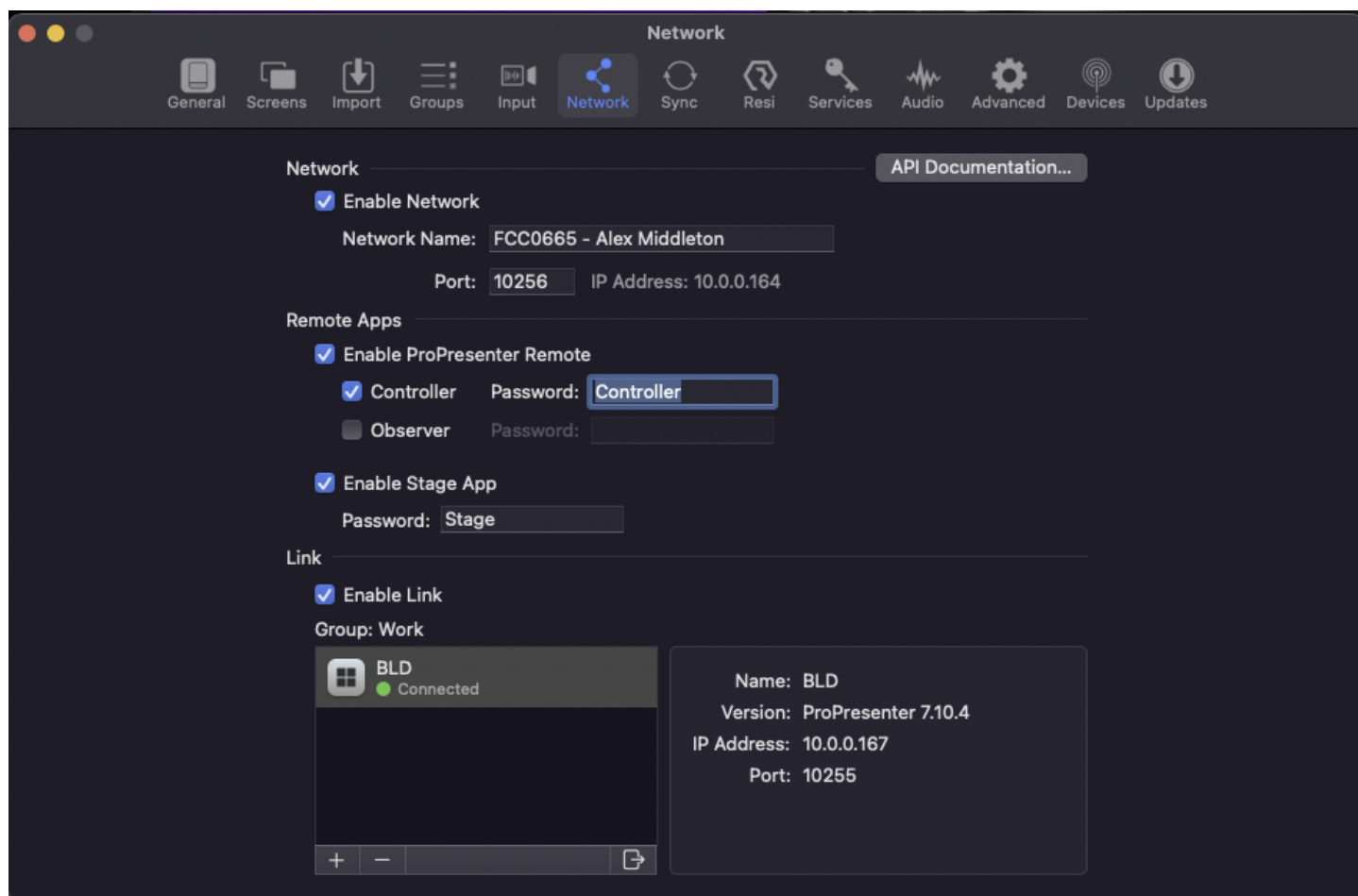


SDI audio inputs consist of 16 available channels, while NDI audio is limited to 8 channels at this time. You can tweak the volume of individual channels either by dragging up/down on the audio knobs or by manually entering a value between -60 and 6dB. You can also uncheck specific channels of your input, to mute them.

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.

More information on Inputs in ProPresenter can be found in the Working with Media section [here](#).

## Network



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. You will also see your computers IP Address here.

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.

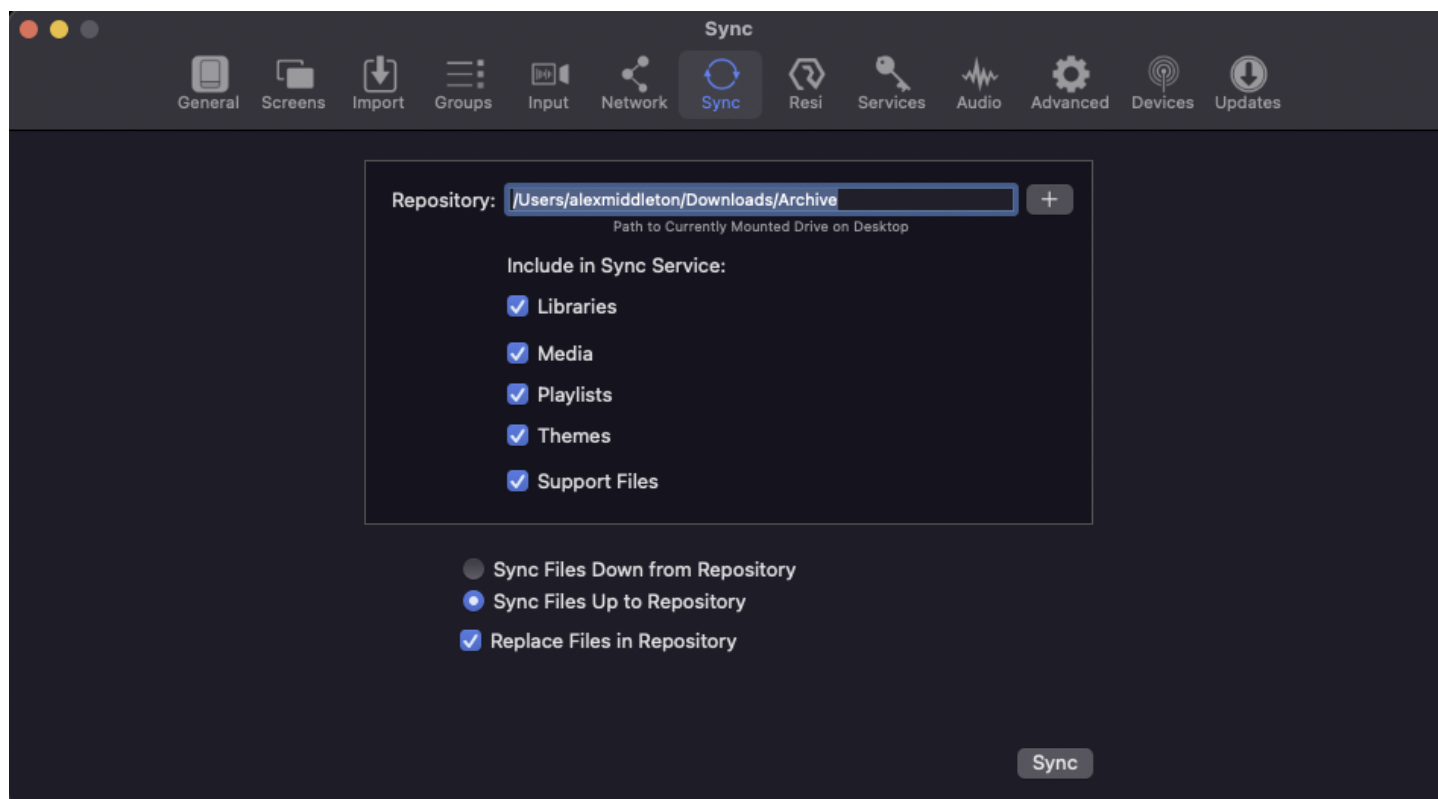
In order to use the ProPresenter Remote app for iOS and Android you will need to check the box to **Enable ProPresenter Remote** and enable the mode(s) that you want available of **Controller** and/or **Observer**. You can also set a **Password** for each login option. A password is only required for the Controller login option for Remote Apps.

**Enable Stage Display App** allows you to use the ProPresenter Stage Display app for iOS, Apple TV and Android. You can set a **Password** here to be used to login to the App on the respective device.

**Enable Link** toggles if Network Link is enabled or not on your device. You can find out more about Network Link in the *Network Link* section of this user guide.

## Sync

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 to 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

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.



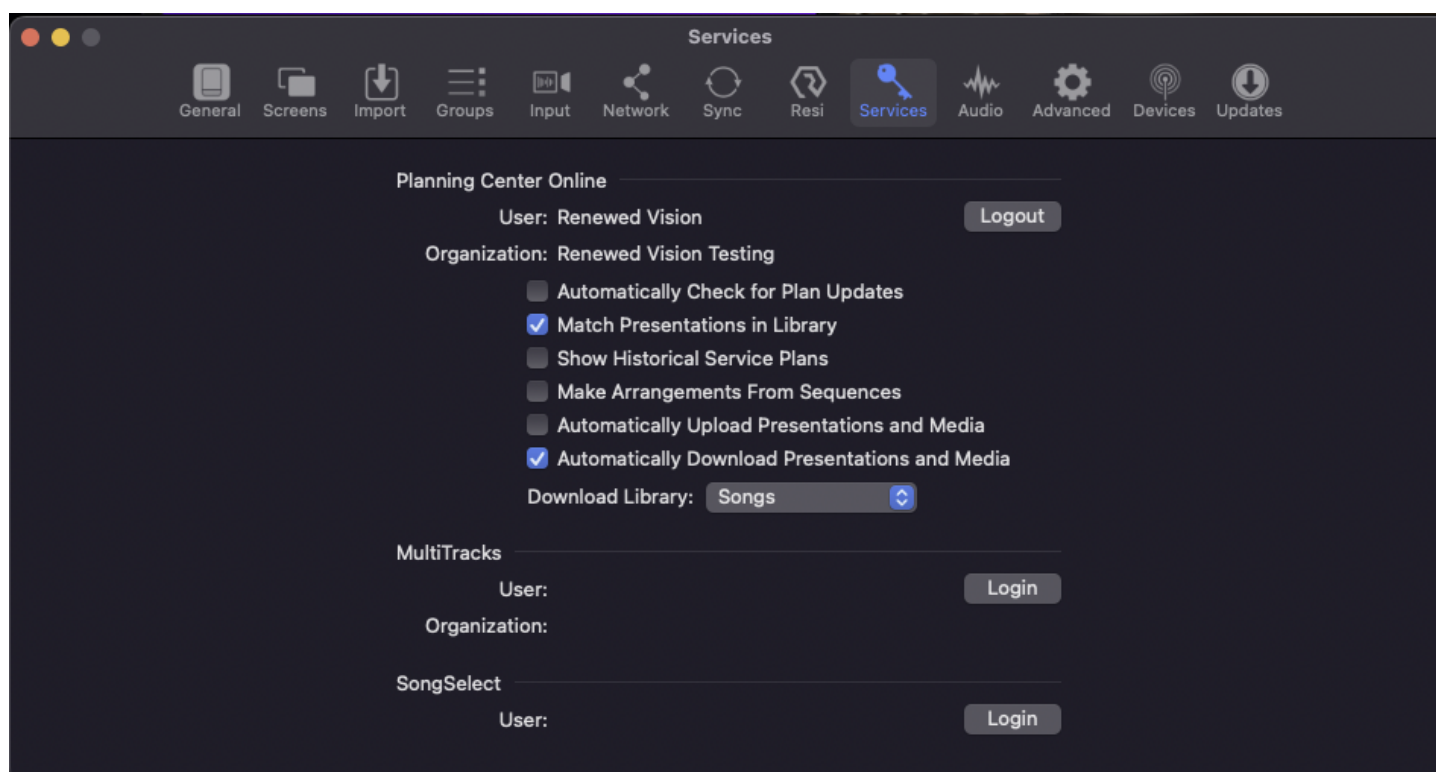
Once you login to your Resi account, you can:

- 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 Studio 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 in the Streaming with Resi section.

## Services

This tab will only appear if **Show House of Worship Integration** is checked.



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 setting allows ProPresenter to check for when a change is made through Planning Center itself to a service plan already imported as a Planning Center Service Playlist.
- **Match Songs in Library** -- this setting allows ProPresenter to automatically read a Planning Center Service Playlist when imported and any Presentations already in the Library link automatically to their Item in the Playlist
- **Show Historical Service Plans** -- this will allow previous Service Plans to appear in the Planning Center Service Import window prior to the current date of access
- **Make Arrangements from Sequences** -- If you make Sequences in Planning Center, this will be especially helpful as ProPresenter will automatically create Arrangements for any Presentations it links to a Planning Center Playlist. More information on Arrangements can be found [here](#).
- **Automatically Upload Presentations and Media** -- When linking items to a Planning Center Playlist, those items automatically will upload to your Planning Center account if this option is enabled.
- **Automatically Download Presentation and Media** -- If you have files linked to your Planning Center items in Planning Center, these items will download automatically into ProPresenter when this option is enabled. If you enable this option, a secondary dropdown menu will appear that lets you choose what Library you wish for your Downloads to be stored into. This is especially helpful if you have multiple Libraries in the program.

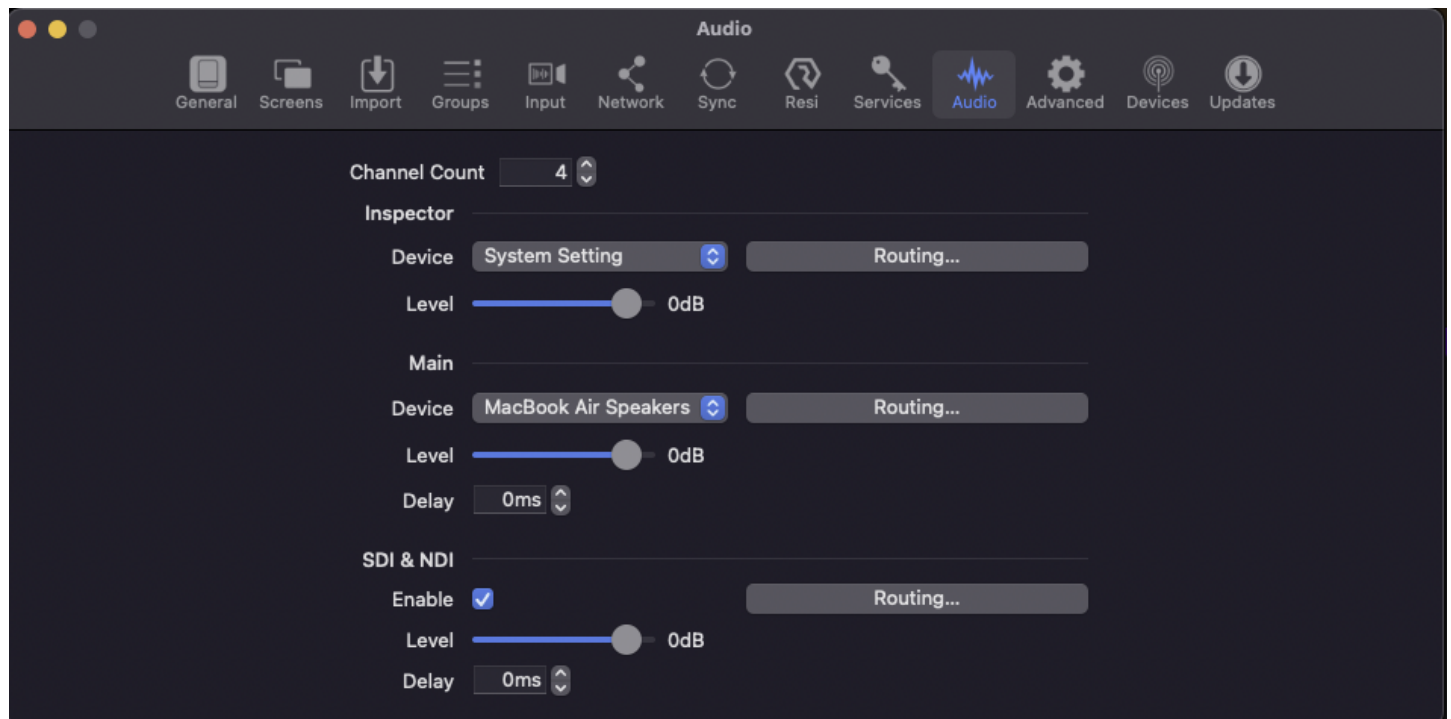
Below that is one of the areas you can **Login to SongSelect**. Click the **Login** button and a dialog box will come up where you can link your SongSelect account to ProPresenter. If you have already logged in, you'll see your user name listed there and a button to **Logout** should you need to. Using this integration does require an Advanced subscription with SongSelect.

At the bottom of this tab of preferences you are able to login to Multitracks. By clicking the **Login** button a dialog box will come up where you can link your Multitracks account to ProPresenter. Use of this integration does require an active Multitracks subscription.

## Audio

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, with a limit of 16. There are different audio output options for the 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 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.

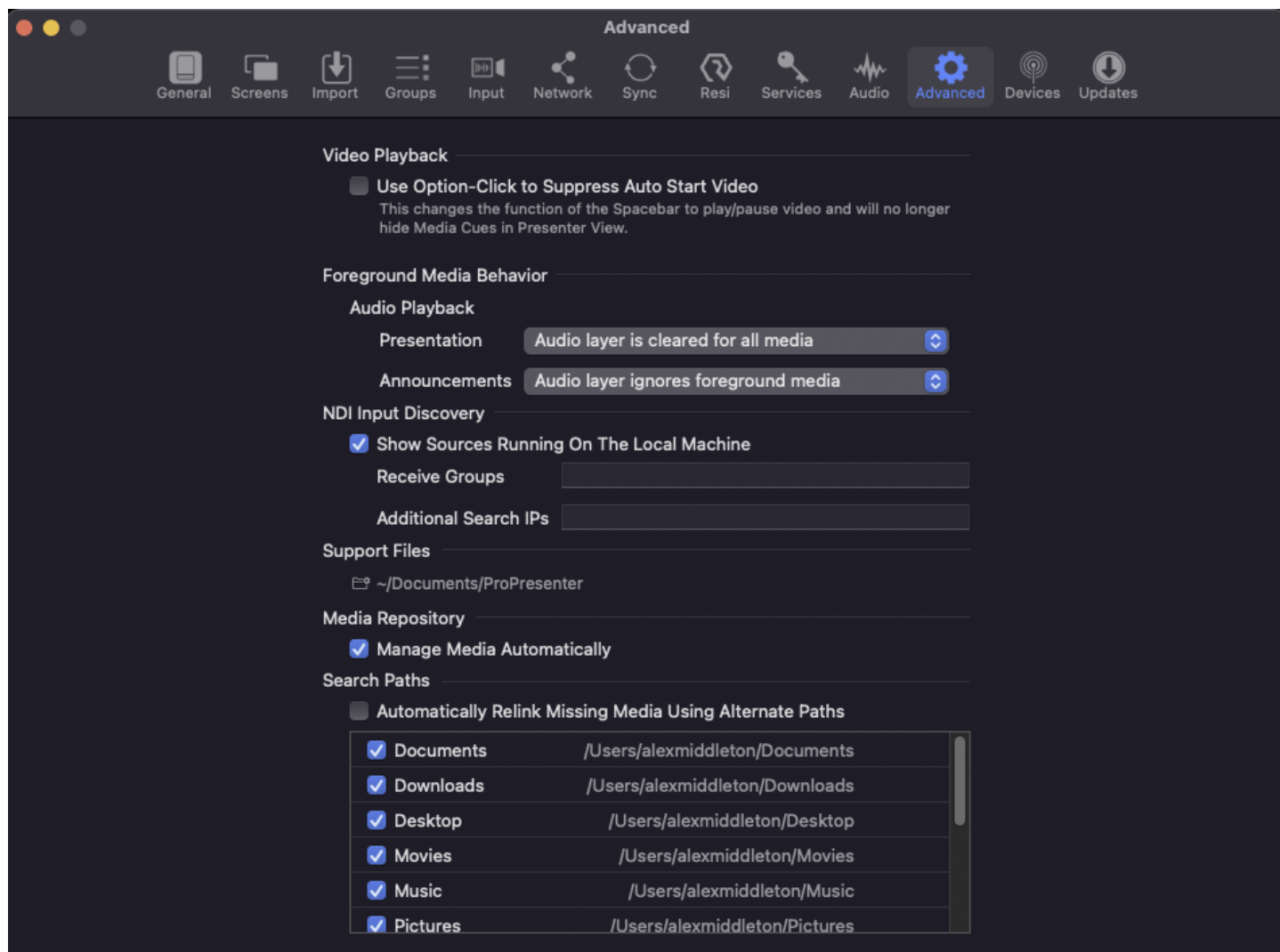
You can also route different channels of audio to different channels on your device if you need. You can find more information on Audio Routing [here](#).



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



**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** -- You can change some default behavior for Audio Playback here. You can change the behavior for both the Announcement and Presentation layer, as far as what happens when a piece of Foreground media is triggered.



- **Audio layer ignores foreground media:** Will allow any audio playing to continue to play.
- **Audio layer is cleared for all media:** Will clear any audio playing anytime a piece of foreground media is triggered.
- **Audio layer is cleared if media has audio:** Will only clear any audio playing if a piece of foreground media is triggered that also contains audio.
- **Audio layer pauses/resumes for all media:** Will cause any audio playing to pause when a piece of foreground media is triggered. It will then resume once that piece of media is cleared.
- **Audio layer pauses/resumes if media has audio:** Will cause any audio playing to pause when a piece of foreground media, that also contains audio, is triggered. It will then resume once that media is cleared.

**NDI Input Discovery** -- Will allow you to show local NDI sources running on the local machine. You also have the option to add (by name) ProPresenter into a Receive Group, set up in NDI Access Manager. Lastly, you can enter in different IP addresses (separated by comma) of NDI sources on different subnets.

Note: If anything is added into the Receive Groups, or Search Additional IPs fields, you will no longer see any NDI inputs available on the local network.

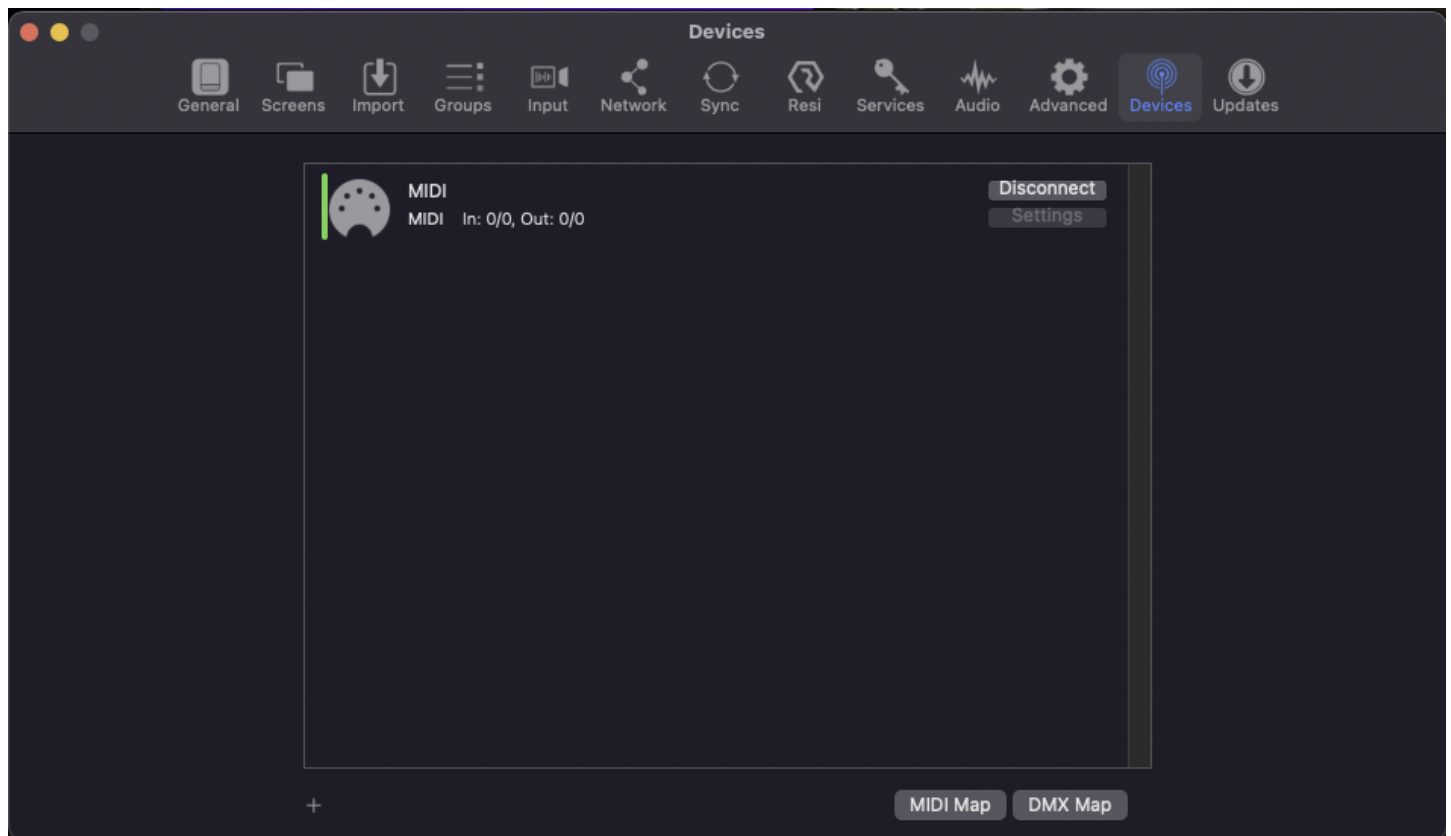
**Support Files** -- The folder path listed here is where the Support Files for the program are housed. By clicking the folder icon (circle with three dots icon on Windows), you can choose a new folder on the machine to use as this repository.

**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

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, CIP, GlobalCache, GVG100, RossTalk, Sony BVS, Sony BVW and VDCP.

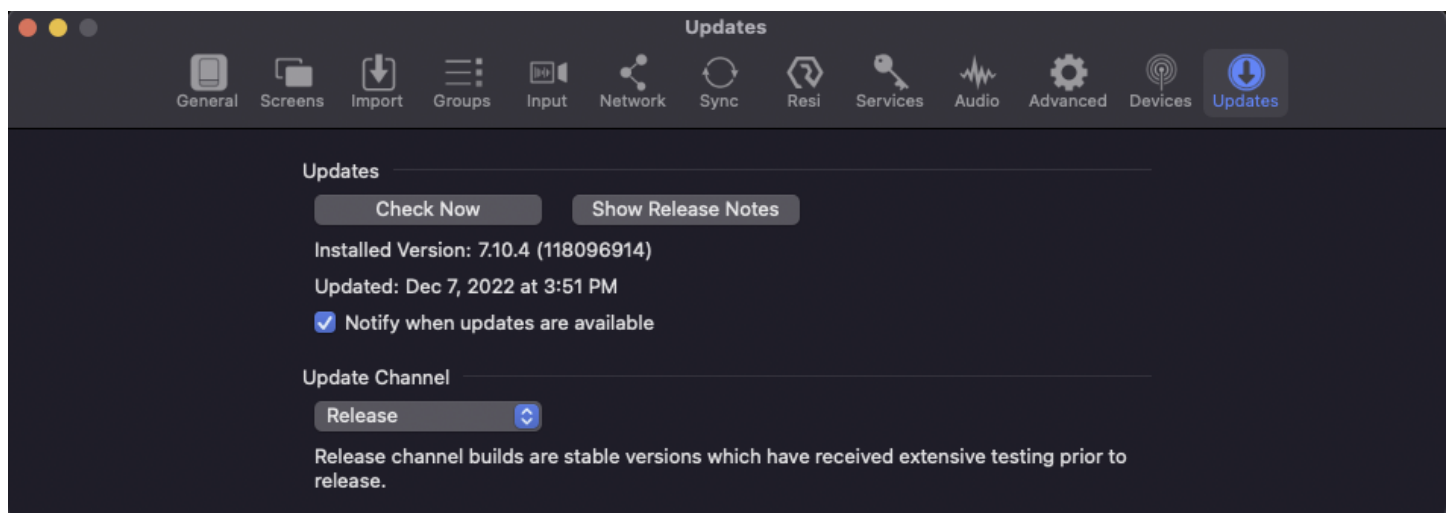


To add a device, click on the + button at the bottom left of the window and choose the type of protocol you're using. Each device will have unique settings you'll need to enter based on its type. Once you have created a Device you will see it listed in the Devices Tab of preferences. Click the **Connect** 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

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.