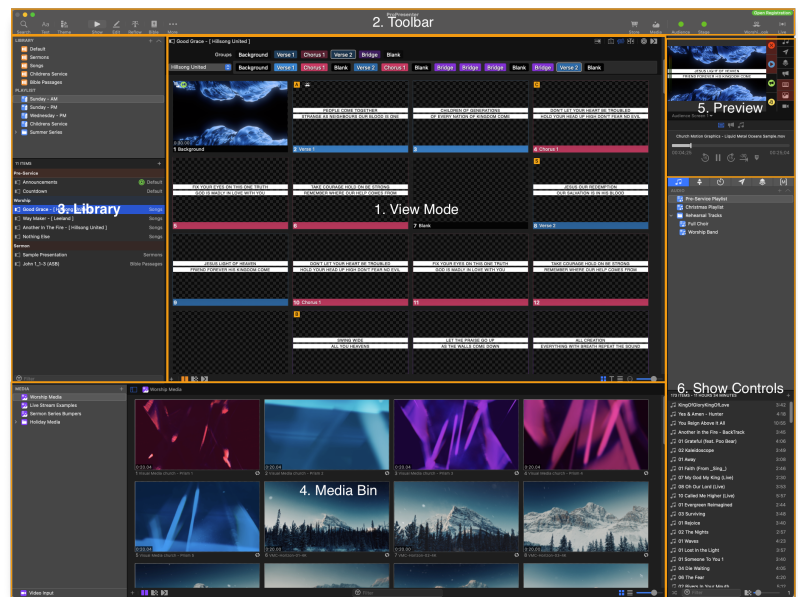


# The Interface

11th Jan 2023

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 with links for more information about features discussed here.



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

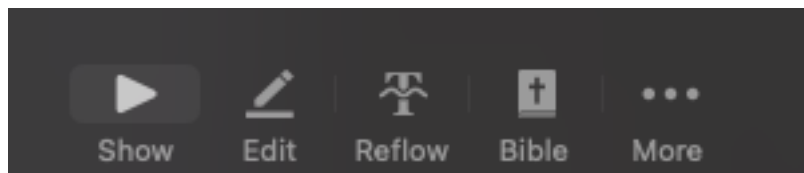
1. The main area is the [View Mode](#), where you see, interact with, and build your Slides
2. Across the top you have the [Toolbar](#) which quickly gets you to different areas of ProPresenter
3. Along the left is where you see all of the Presentations in your [Libraries](#) as well as where you will 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 or audio in this area
6. The bottom right features [Show Controls](#) area, where you can trigger audio files, change Stage Layouts, configure and start Timers, configure and send Messages, configure and trigger Props, and create and trigger Macros.

Let's dive deeper into each of these unique sections.

## 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. 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. **Presentation Name** -- This shows you the Title of the item you're viewing.
2. **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. Once a custom time has been set, you will see the full Presentation time to the right of the Presentation Name.
3. **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.
4. **Groups/Arrangements** -- This button allows you to toggle open/closed the Arrangement window, and will show any selected arrangements, if not using the 'master' arrangement to the right of the Presentation Name. This is where you can setup your Arrangements and set what Arrangement will be used by the Presentation. For more information on creating and Arrangements and setting up Groups in your Presentation, go to the [Groups/Arrangements section](#).
5. **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. More information on this feature can be found in the [Timeline section](#).

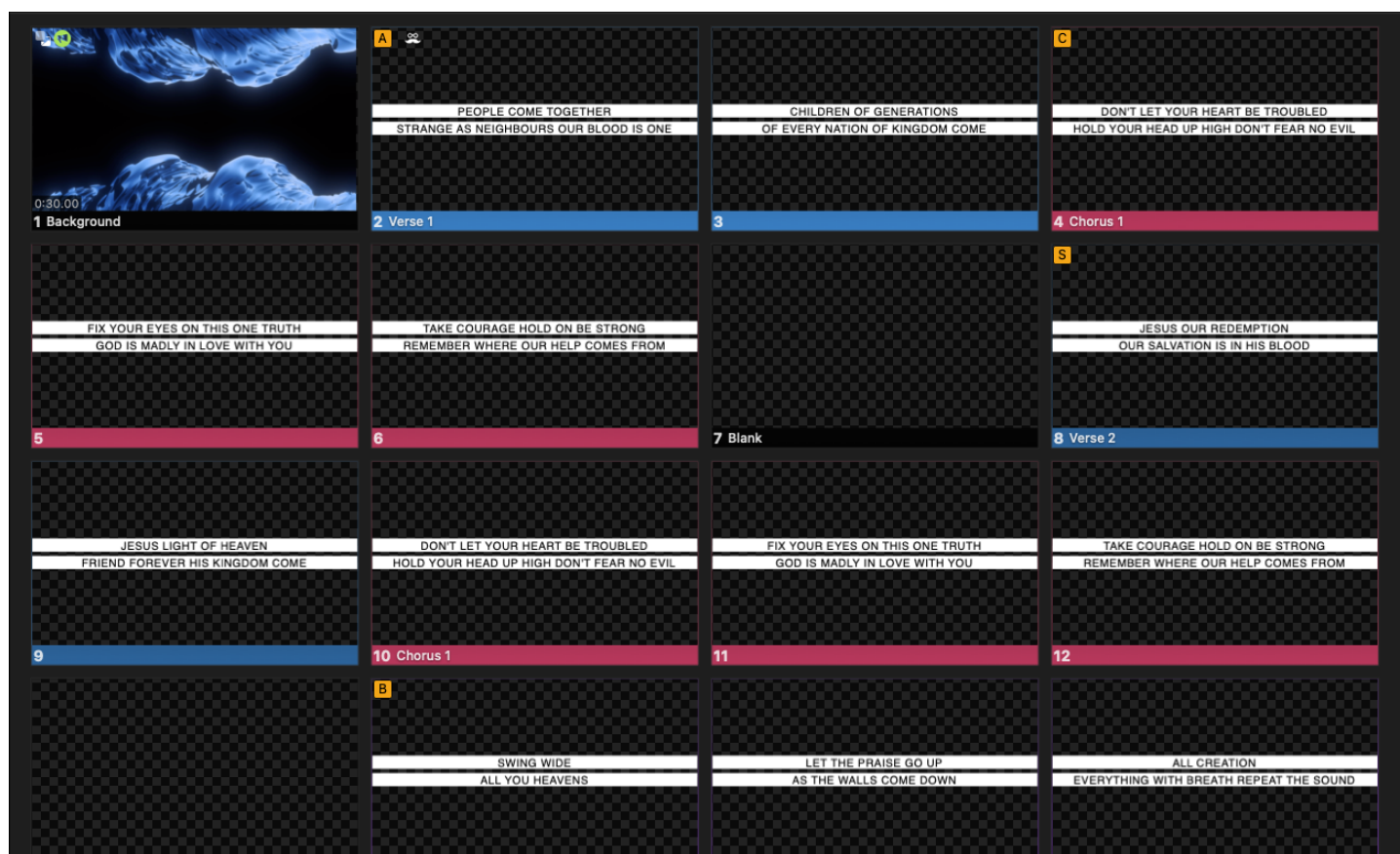
6. **Destination Target** -- The Destination Target button lets you set whether the Presentation you have selected will go to the Presentation or Announcements Layer. Your choice here would be dependent on how you have your screens and your Audience Look setup. More information on setting up your Audience Looks and the differences in the Presentation and Announcement Layers can be found [here](#).
7. **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.

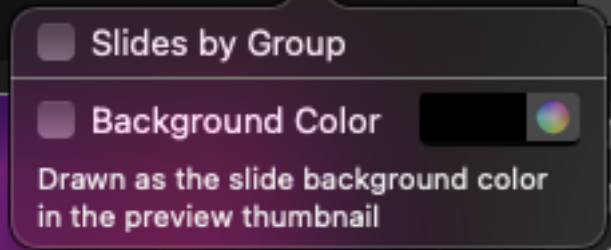
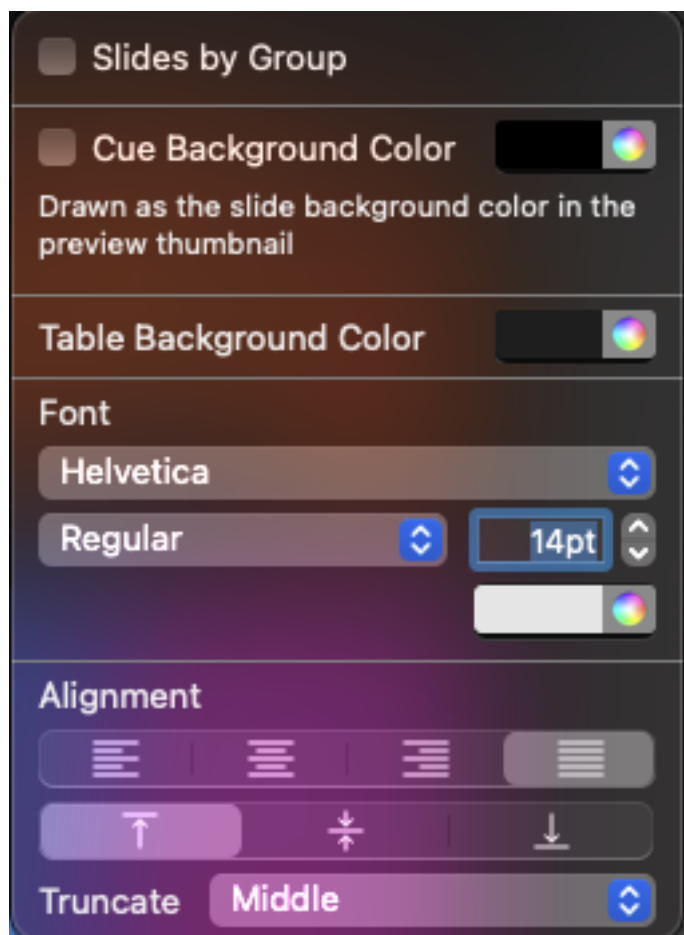


Table View

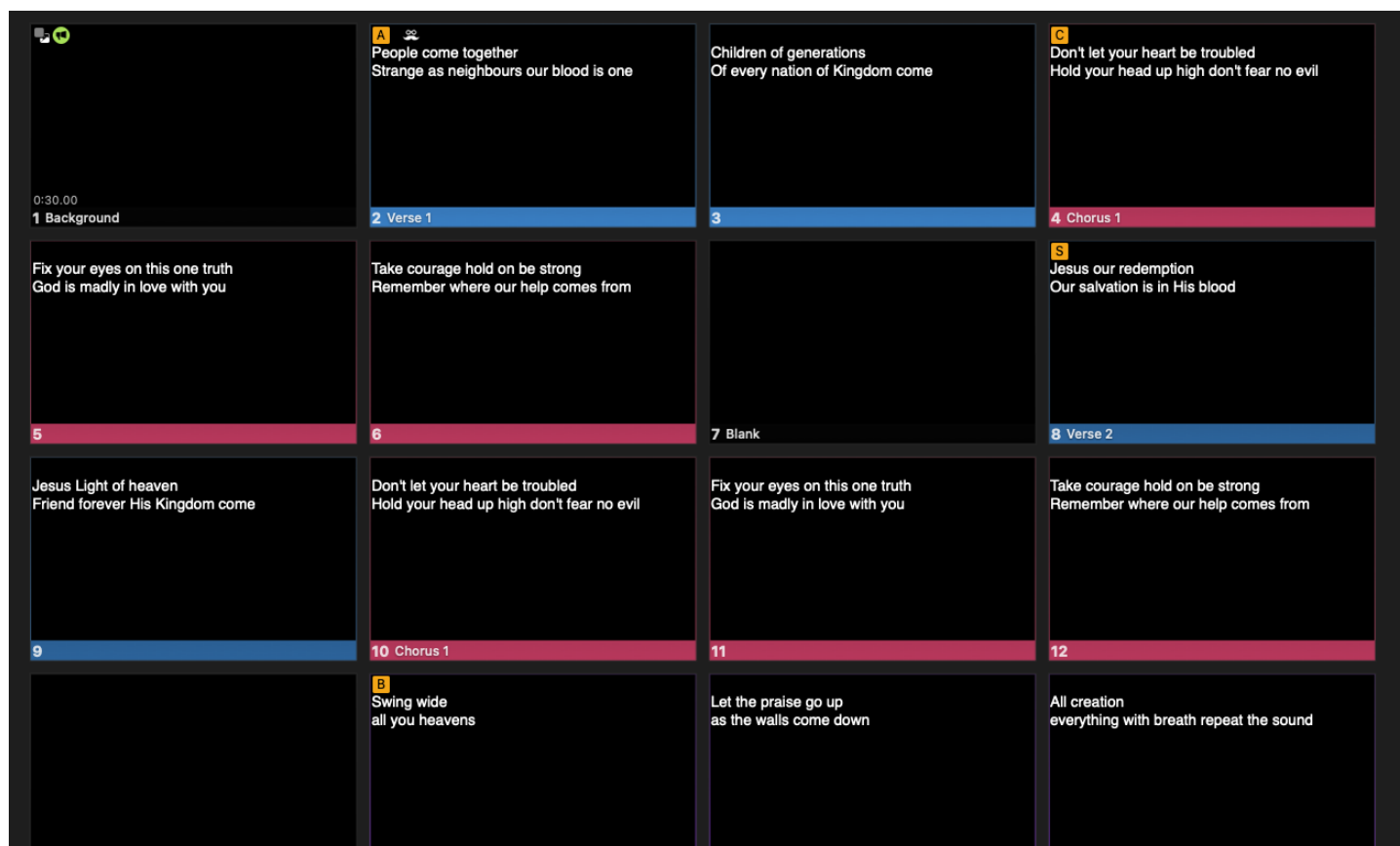
1.		Background, 0:30.00
2.		Verse 1 People come together Strange as neighbours our blood is one
3.		Children of generations Of every nation of Kingdom come
4.		Chorus 1 Don't let your heart be troubled Hold your head up high don't fear no evil
5.		Fix your eyes on this one truth God is madly in love with you
6.		Take courage hold on be strong Remember where our help comes from

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. 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.



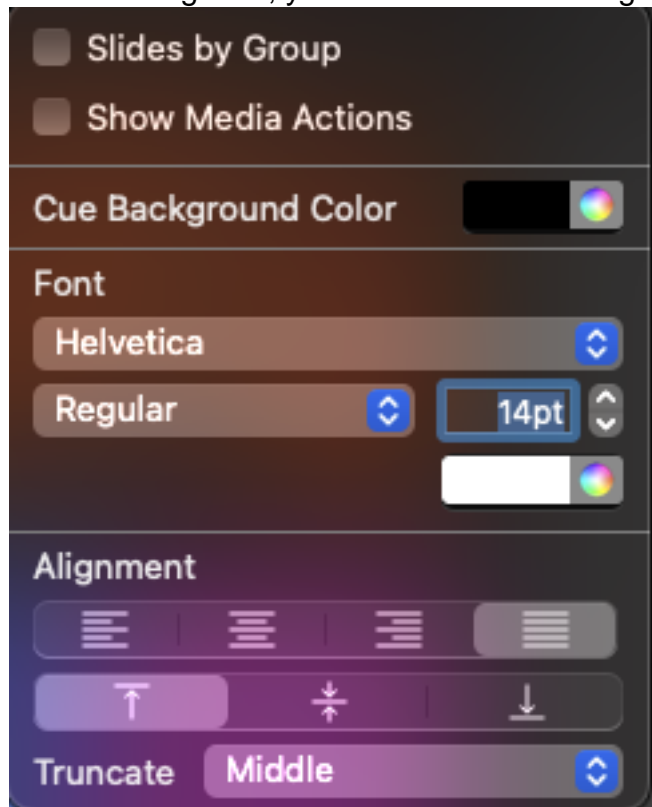
## Easy View



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 media actions can be hidden or 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.
- **Show Media Actions:** Choosing this option will allow you to show or hide media actions within the thumbnails in Easy View. (By default, this is disabled)
- **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.

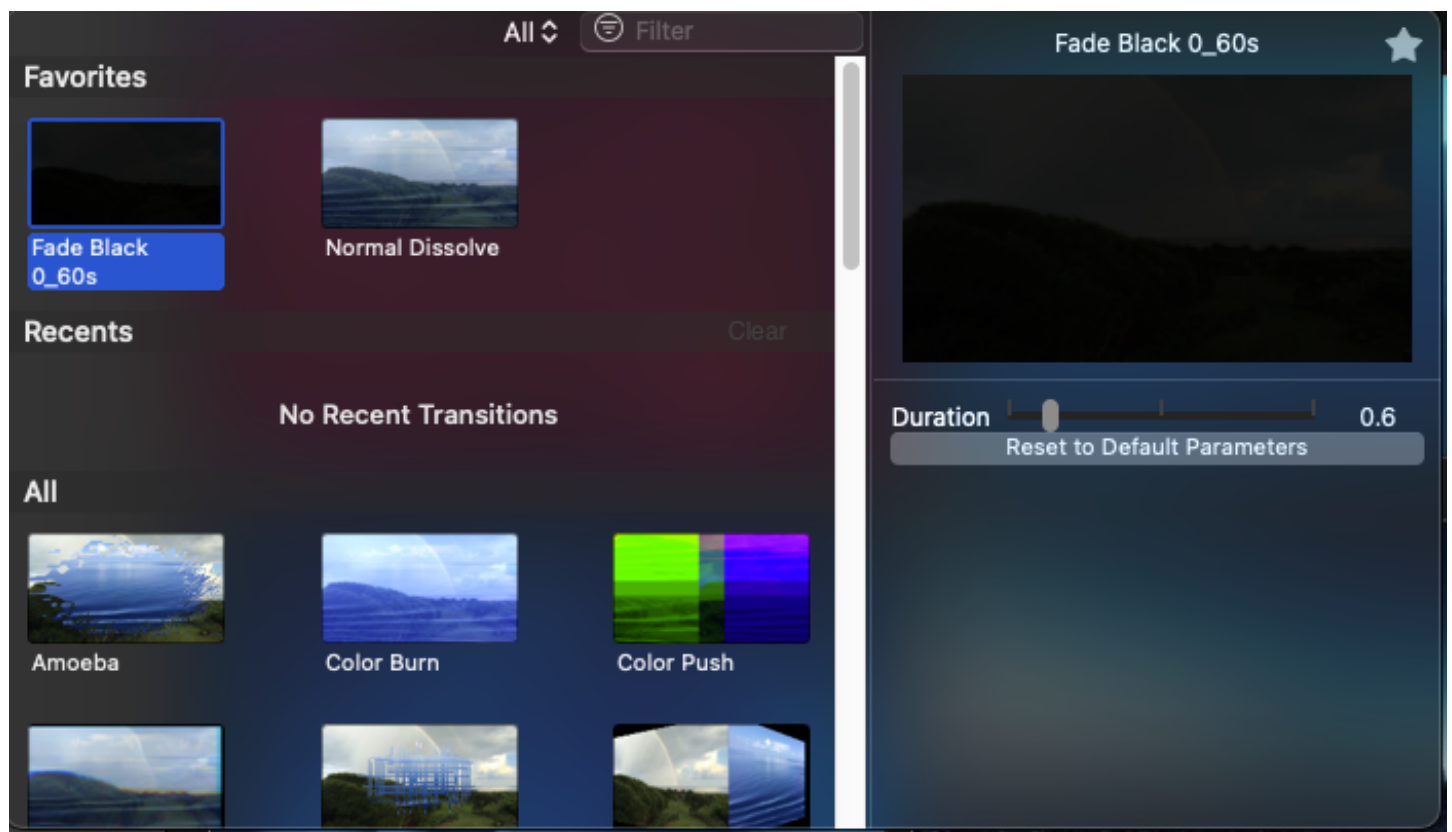
**Show Triggered Presentation** will load the currently showing Presentation from the Presentation Layer into the Show View. You can also use the keyboard shortcut of Command-L on Mac or Control-L on Windows to load this item.

**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 Windows 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. For more information on Transitions, access the Transitions section [here](#).

### Edit View

Clicking on the **Edit** view button brings up ProPresenter's Editor; read more about the Editor in [the Editor section](#) of this user guide.



## 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. Learn more about the Reflow view in [the Reflow section](#) of this user guide.

## 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. Read more about the Bible view by visiting [the Bible section](#) of this User Guide.

## 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 Theme 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 other Editors such as the Props Editor, Theme Editor and Stage Editor

Feature Buttons:

- **Store:** Toggles the Media Store
- **Media:** Toggles the Media Bin
- **Audience:** Toggles Graphics Audience Outputs
- **Stage:** Toggles Stage Graphics Outputs
- **Looks:** Toggles Which Look is active
- **Live:** Allows you to start and stop the capture, adjust capture settings, and view statistics about the current capture



# 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.


LIBRARY

 Default


 Sermons


 Songs


 Childrens Service


 Bible Passages



PLAYLIST


 Sunday - AM


 Sunday - PM

 Wednesday - PM

 Childrens Service


  Summer Series


 First Sunday


 Third Sunday

11 ITEMS

Pre-Service


 Announcements

 Default


 Countdown

Default


Worship

 Good Grace - [ Hillsong United ]


Songs

 Way Maker - [ Leeland ]

Songs


 Another In The Fire - [ Hillsong United ]

Songs


 Nothing Else

Songs


Sermon

 Sample Presentation

Sermons

 John 1\_1-3 (ASB)

Bible Passages

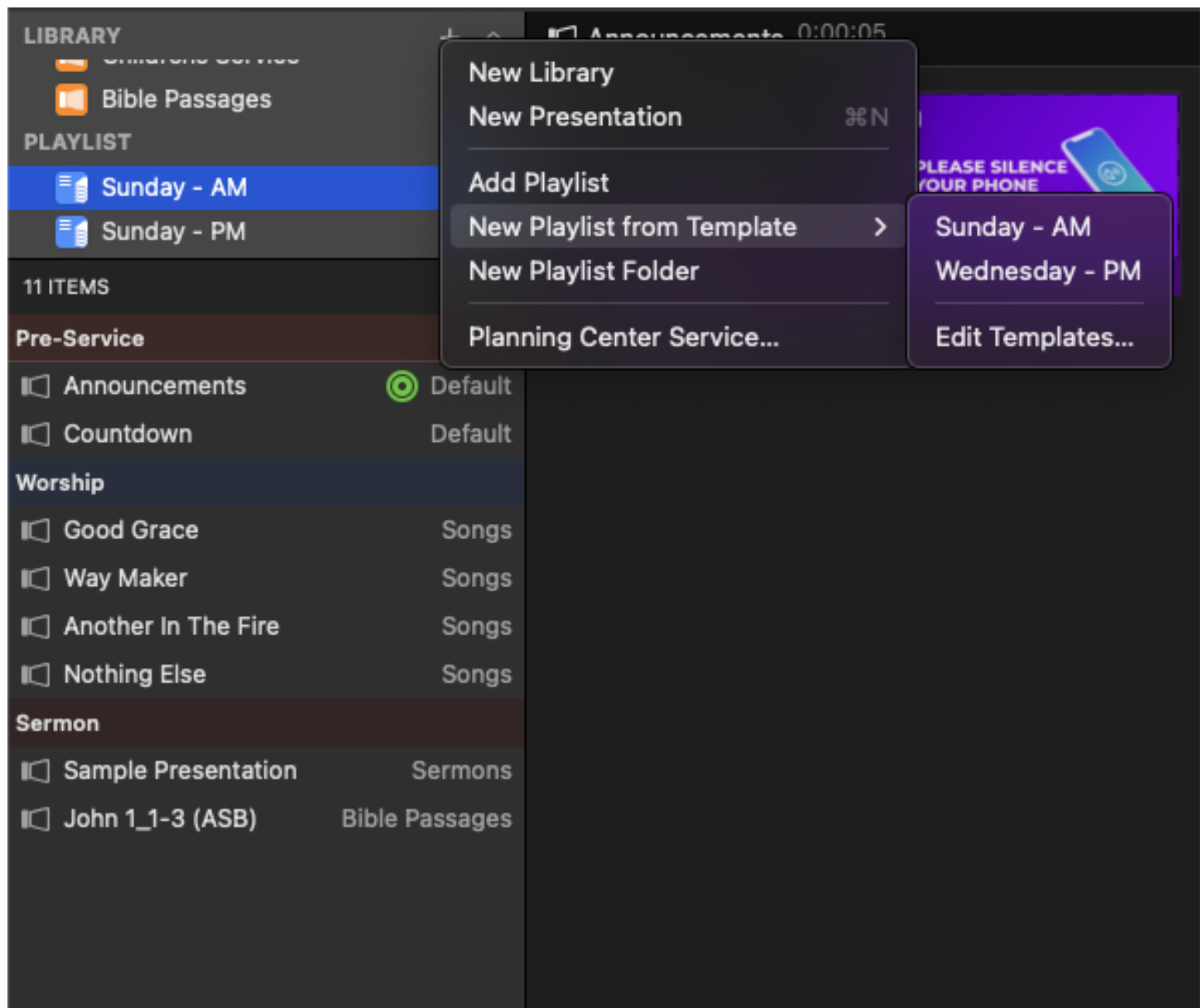
 Filter

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 **New Playlist from Template**
- Add a **New Playlist Folder**
- Add a **Planning Center Service...**

A **Playlist Template** is a way to quickly add a Playlist linked with Presentations, Headers, Media items, or Placeholders to generate a Playlist with that data already loaded within. Hovering over **Add New Playlist from Template** will allow you to edit the Playlist Templates. This brings up a window which will allow you to press the *Delete* key to remove Playlist Templates. Playlist Templates were added in ProPresenter7.10.



Click on the **^** button to 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.

## 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....**

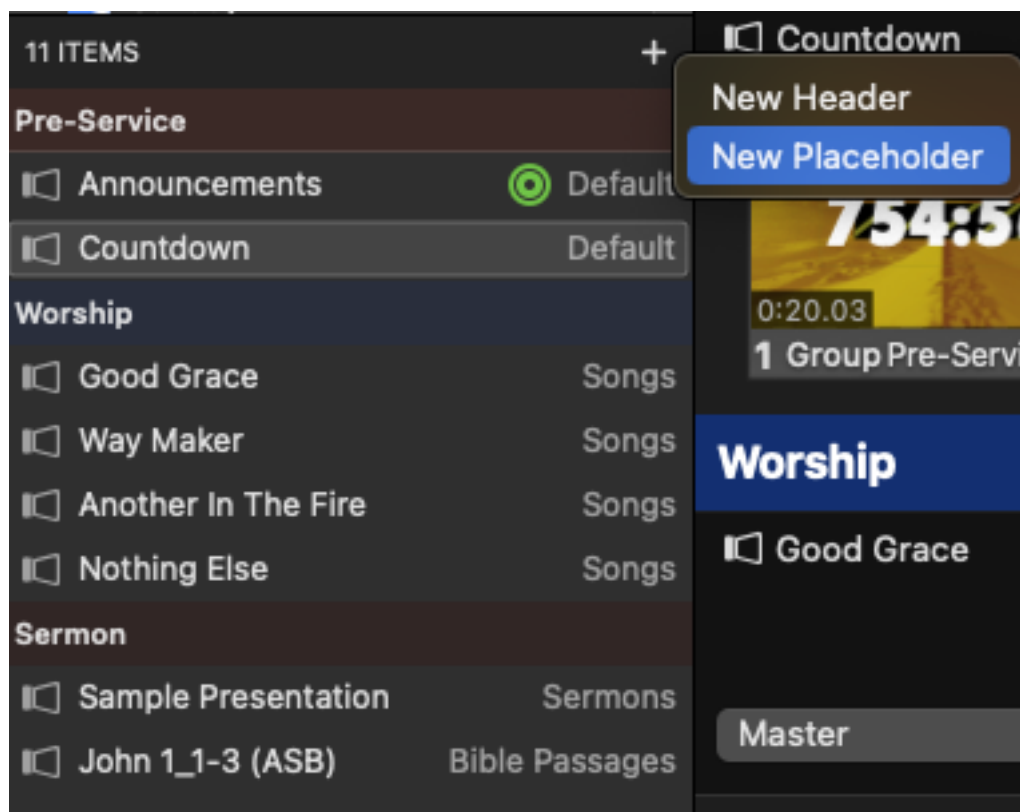
Inside of Playlists you can add **Placeholders** as well as **Headers**. **Placeholders** allow you to assign the 'place' of where a document will go, if you do not have this document at this time. This was added in ProPresenter7.7. **Headers** allow you to organize your Playlist in different sections by segregating the Playlist up by placing **Headers** between items.

To add these items, simply press the "+" button to the right of the Playlist Detail area, and choose **"New Header"**, or **"New Placeholder"**.

When using **PlaceHolders**, you have new options to link these items to ProPresenter Documents. 

The first option here is the paperclip icon, and this is specific for **PlanningCenter Playlists**. This opens the **Attachement Manager** to view attachements from PlanningCenter Services. The next option is a "+" button to allow you to create a Presentation and automatically link it to this Placeholder. The next option allows you to **Import** an item from the computer by bringing up a File Explorer or Finder window. The last option allows you to search Library, SongSelect, or MultiTracks and link that Presentation to this Playlist.

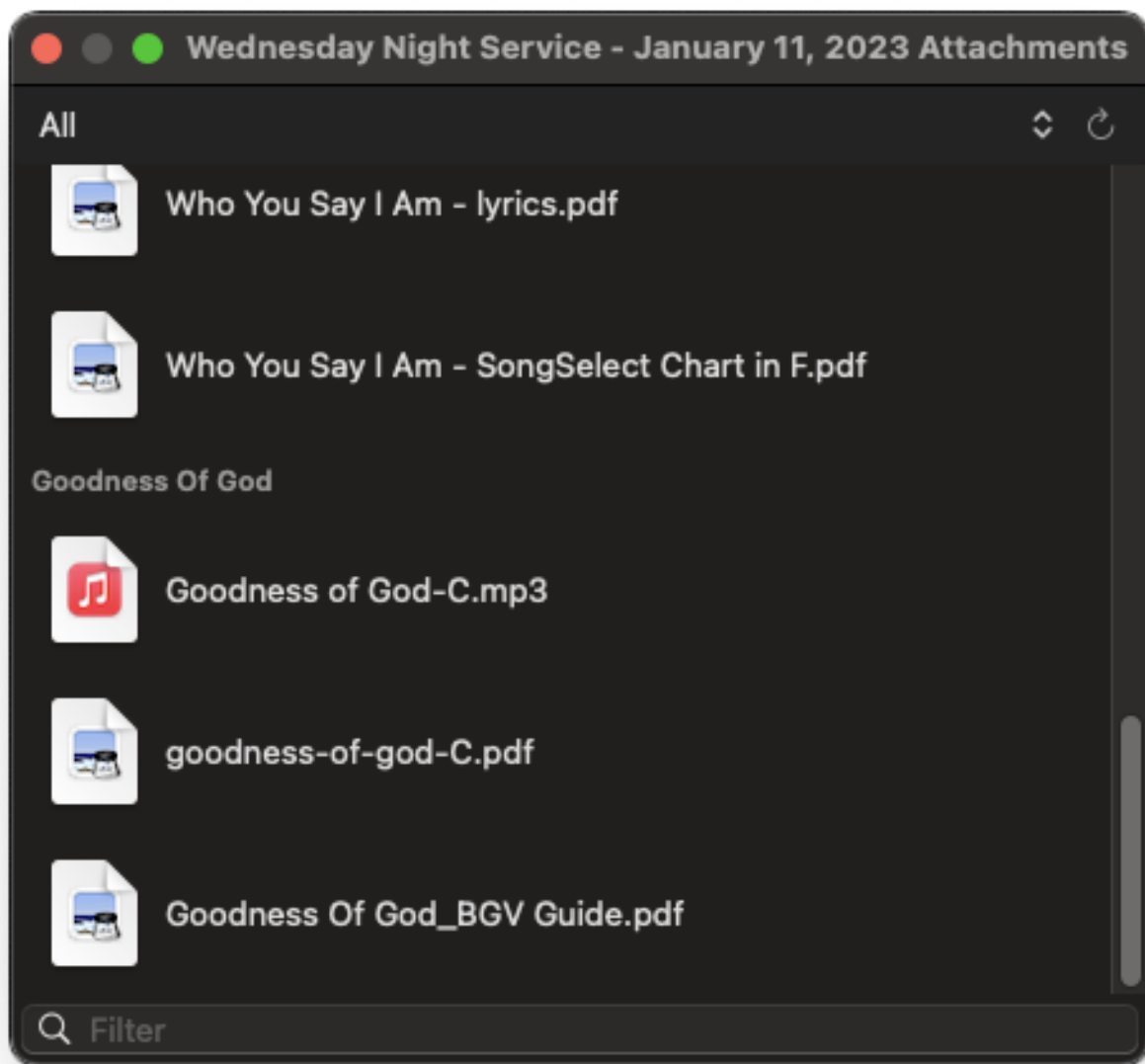
You can also hide items starting in ProPresenter7.7 as well if you right click on the item to choose **"Hide Item"**.



## Planning Center Playlists

Starting in ProPresenter7.7 we've added the ability to view the **Attachement Manager** for PlanningCenter Services within ProPresenter. When using this feature, you are able to view all available Plan items that have been uploaded into PlanningCenter. This will give you the ability to pick and choose any specific file that you would like to link it to a Placeholder item within the PlanningCenter Imported Service.

To use the Download Manager, Import a PlanningCenter Service into ProPresenter. When viewing this Playlist, choose the paperclip icon to view the Download Manager.



From here, you can choose an item to link it to the Placeholder Item within this Playlist.

## Media Bin

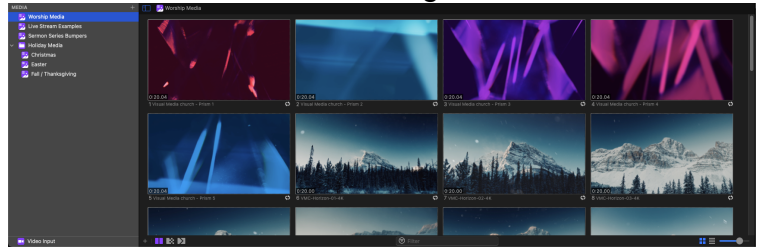
The Media Bin, situated at the bottom of the main ProPresenter window, is a great way to organize and trigger still images and videos.

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 Mac or Control-Shift-V on Windows.

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 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, or right click and choose **Rename**.



You can also right click on a Media Playlist to choose **Select for Communications**. This option allows you to select this Media Playlist for a Communications Device set up in the [Devices](#) tab of ProPresenter Preferences. *This functionality is Mac only.*

This functionality is supported for the following Devices:

- AMP
- CITP
- RossTalk
- SonyBVS
- VDCP

## 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. See [the Transition section](#) for more information.

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.

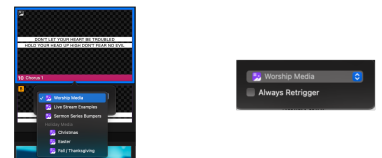
Right-clicking on a media thumbnail gives you a wide range of options:

- **Next Cue:** Control which media file (if any) plays at the end of the video
  - This 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
- **Behavior:** 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 Behavior:** Control if the video will **Stop**, **Loop**, **Loop for Play Count**, or **Loop for Time** at the end of the video
- **Loop Behavior:** Control if the video will start from the beginning with a **Standard Loop**, or with a **Soft Loop** that the video will cross dissolve into the beginning of the video after video duration ends.
- **End Behavior:** Controls what the video ends with, if the video is not set to Loop. You are able to choose **Hold Last Frame**, **Black After Last Frame**, **Clear After Last Frame** (which turns the video layer transparent after duration of video), **Fade to Black**, **Fade to Clear**.
- **Inspector...:** Opens the Media Inspector. You can see more information on this [here](#).
- **Transitions...:** Allows you to set a unique Transition for this media file
  - **Cut, Copy, Paste, Duplicate, Rename, Delete:** These are the standard use commands in working with files
- **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

## Media Bin Actions

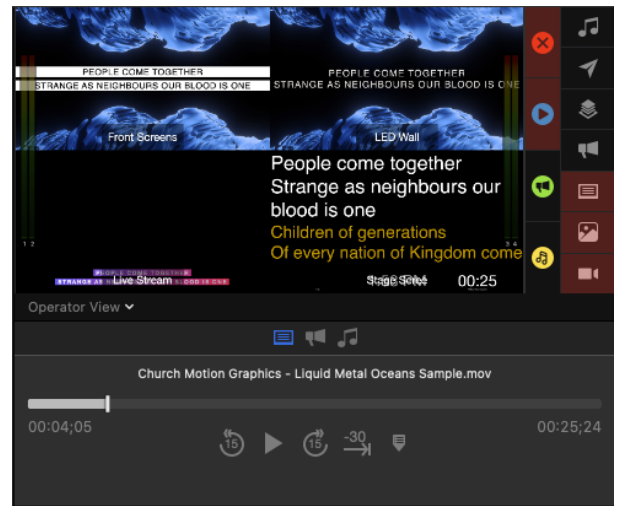
With the release of ProPresenter 7.3, you can now trigger Playlists from the Media Bin on a single slide click with an Action. This is extremely useful when you want to trigger an entire playlist of media, such as announcements from a Smart Playlist.

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.

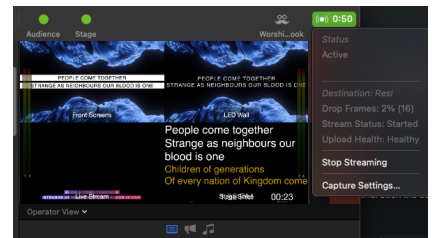
Tip: See the Screen Configuration section for more information on how to set up your Screens.

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.

## Live Button

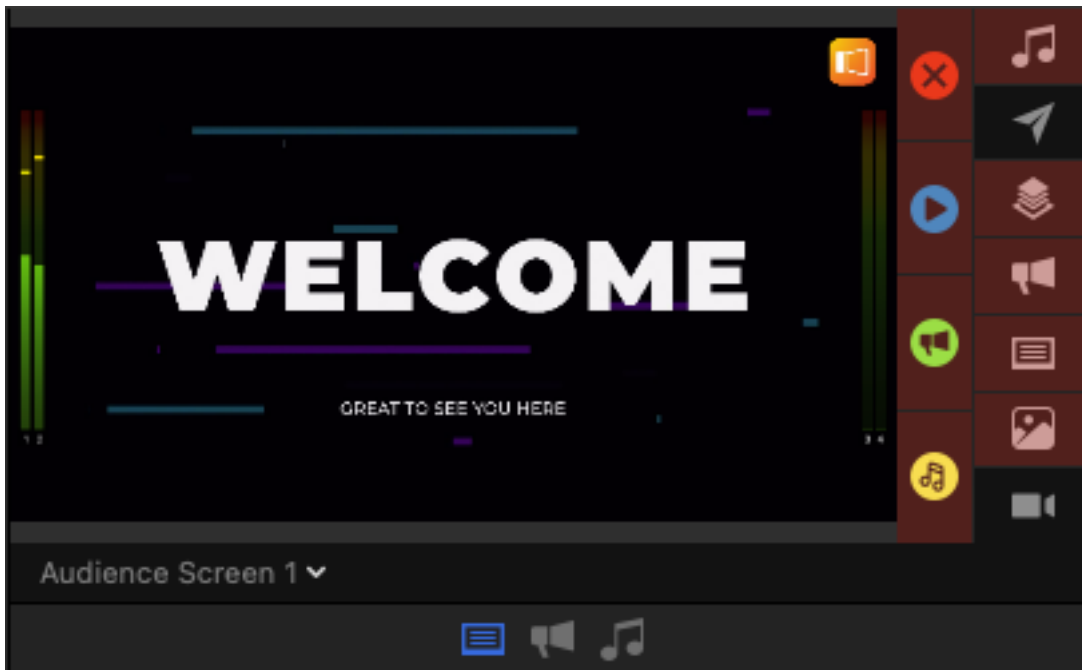
The Live button in the upper right of the Preview window allows you to access the Capture settings for a screen recording or stream as well as starting the Capture itself.

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



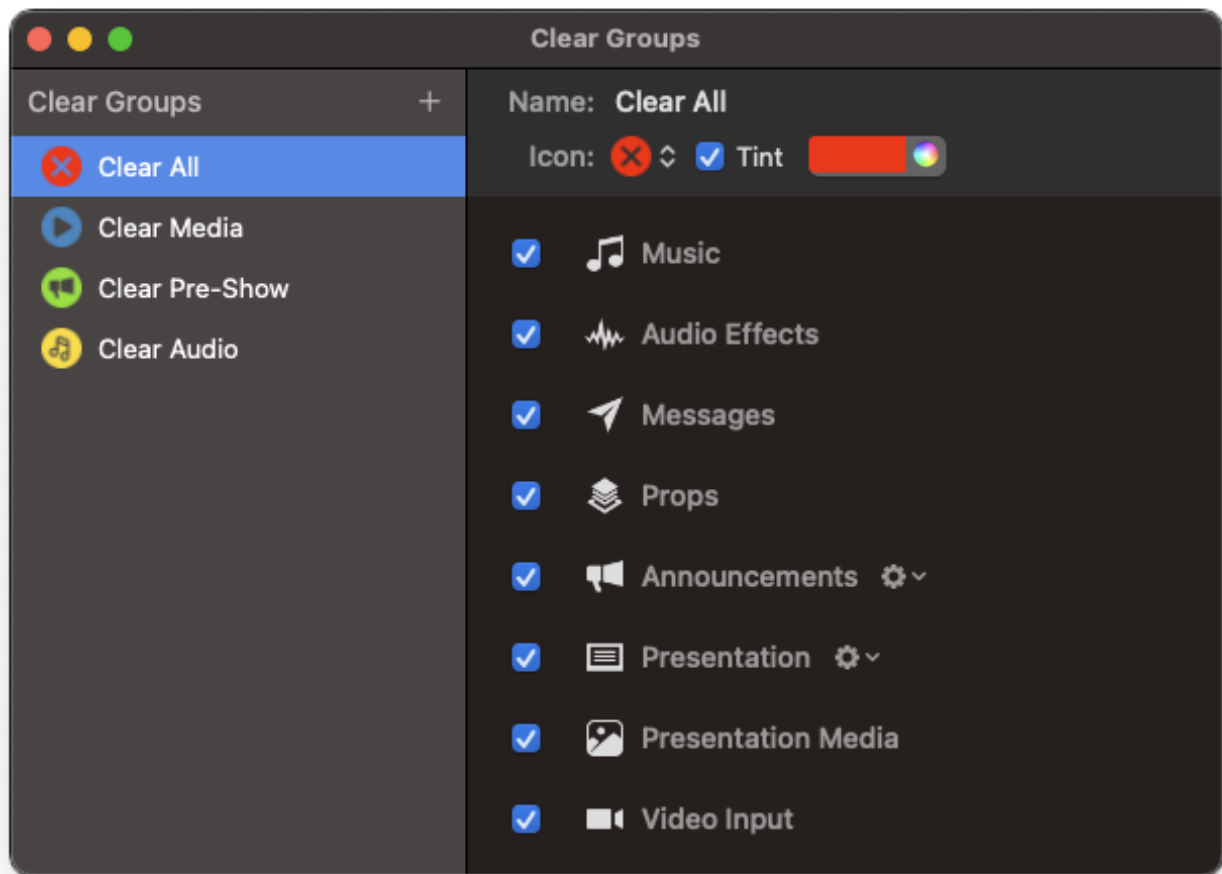
To the right of the Preview window are a series of icons, each one representing a Layer. If content is filling a given Layer, then that Layer's button will turn red.

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 Groups



Starting with ProPresenter7.9, you can create custom **Clear Groups**. This will allow you to click one button, and clear multiple layers within ProPresenter at one time. To access **Clear Groups**, you can right click on the Clear Buttons to the right of the Preview Window, and choose **Configure Clear Groups**. This will open a window which will allow you create multiple clear groups, as well as adjust what layers they clear, and what the icon will be, and should you want to add a Tint to the button.

## 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 five buttons:

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

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)

## Playback Markers

Starting in ProPresenter7.10, If you have audio or video content playing to the output you can choose to navigate to any Playback Markers that have been previously set, **Add Marker at Playhead**, and **Edit Markers**. More information on Playback Markers can be found in the Playback Markers section of this user guide.

## Show Controls

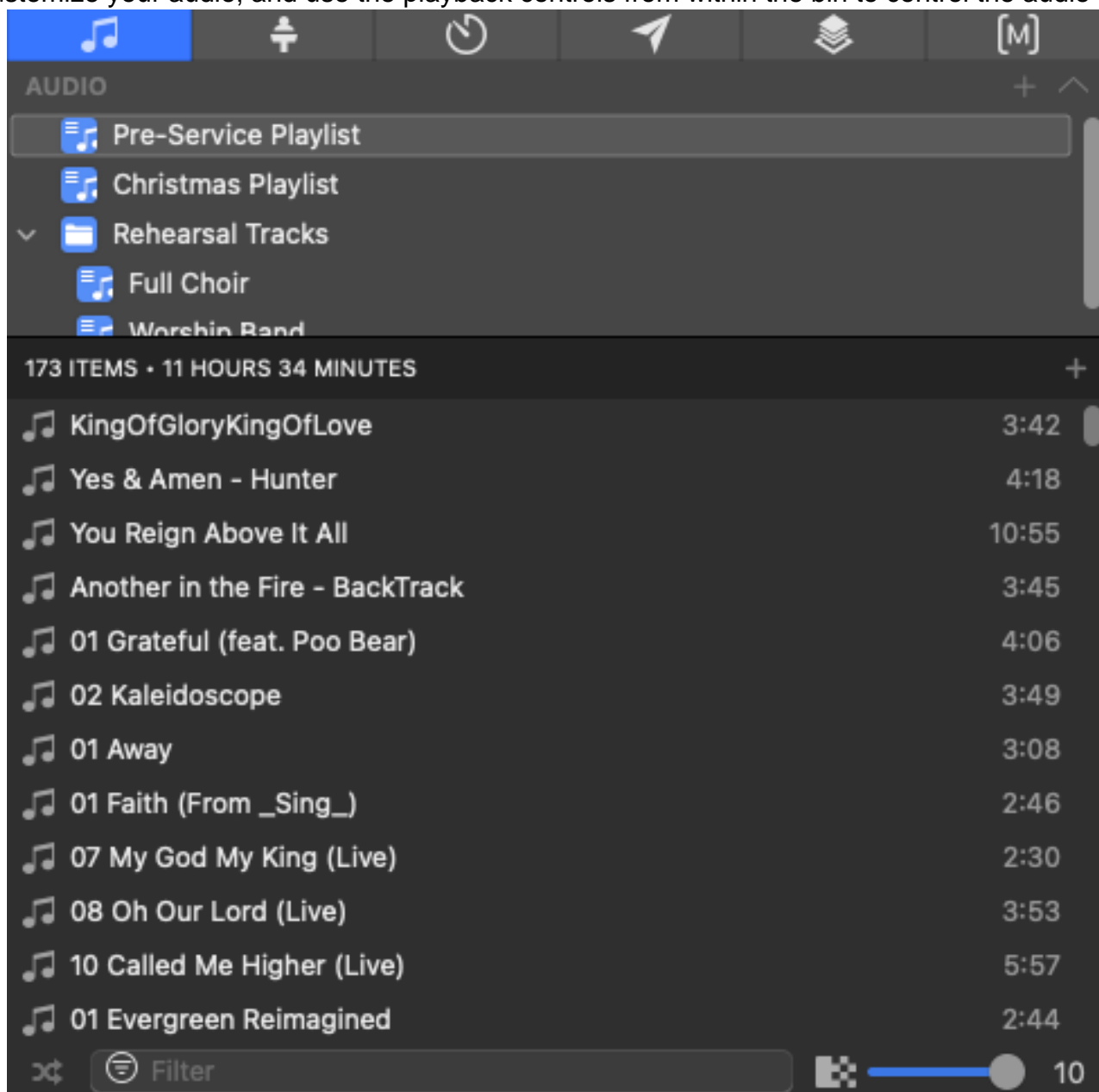
Starting in ProPresenter7.5, the icons that previously existed in the middle of the **Toolbar**, have been moved over to the bottom right of the application in an area called **Show Controls**. These controls are all available without blocking view of the View area, and are accessible at any time while in Show View. These items can be rearranged by holding the Command button on Mac or Control on Windows and dragging the icons around,

The following are items that can be accessed in Show Controls.

- **Audio Bin**
- **Stage Controls**
- **Timers**
- **Messages**
- **Props**
- **Macros**

## Audio Bin

In the lower right of the user interface, 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 Detail View

Once you select a Playlist you can then see the audio files contained in that Playlist at the bottom of the Audio Bin. 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.

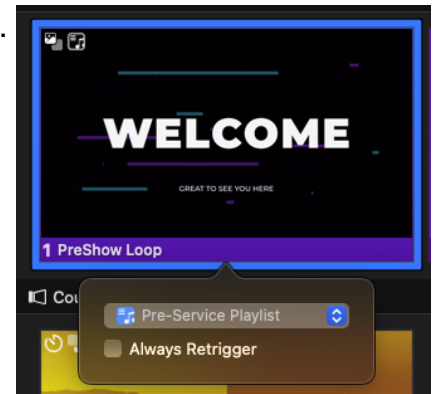
Right click on an audio file to access additional options:

- **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**
  - **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.

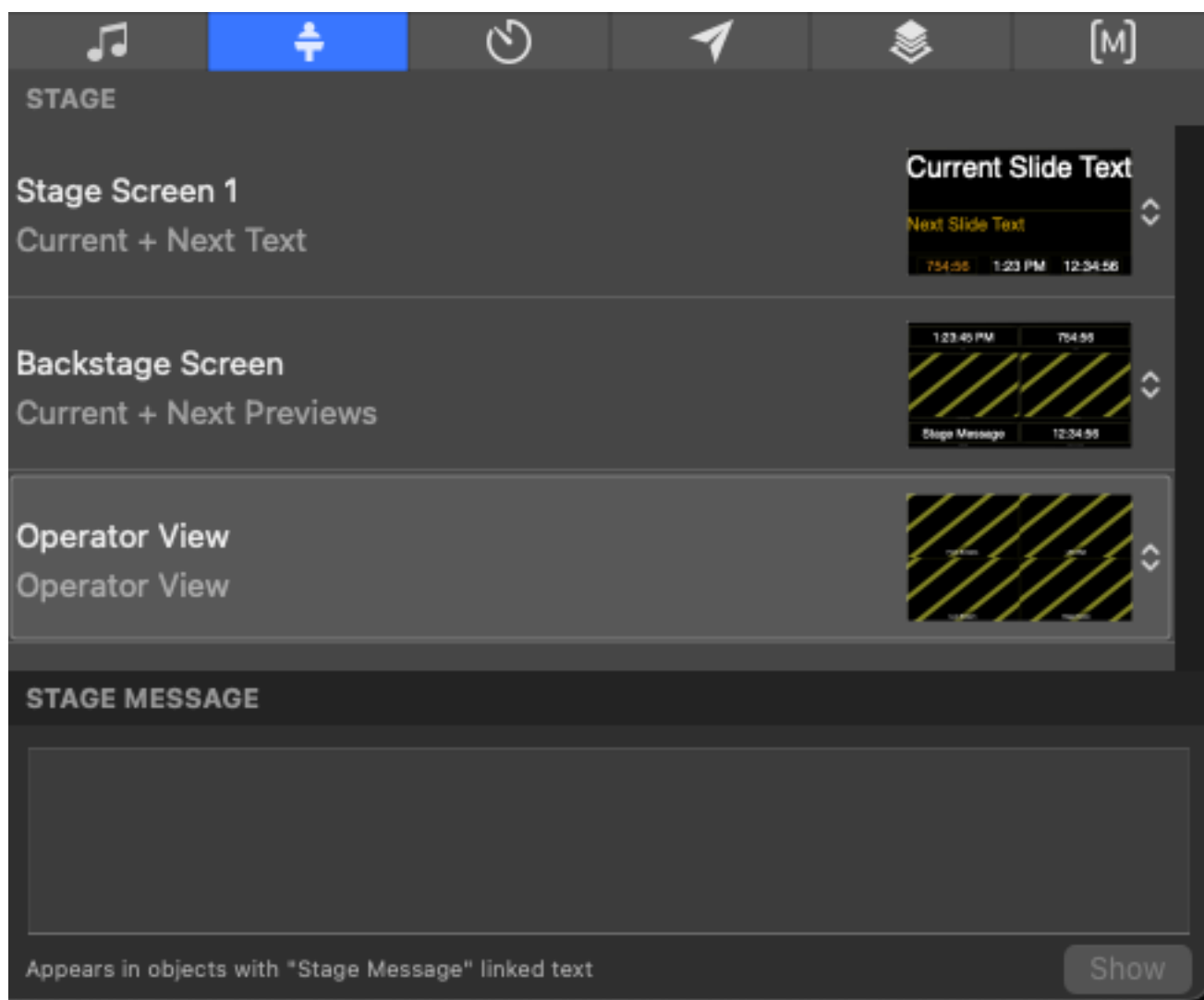


## Stage Controls

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.

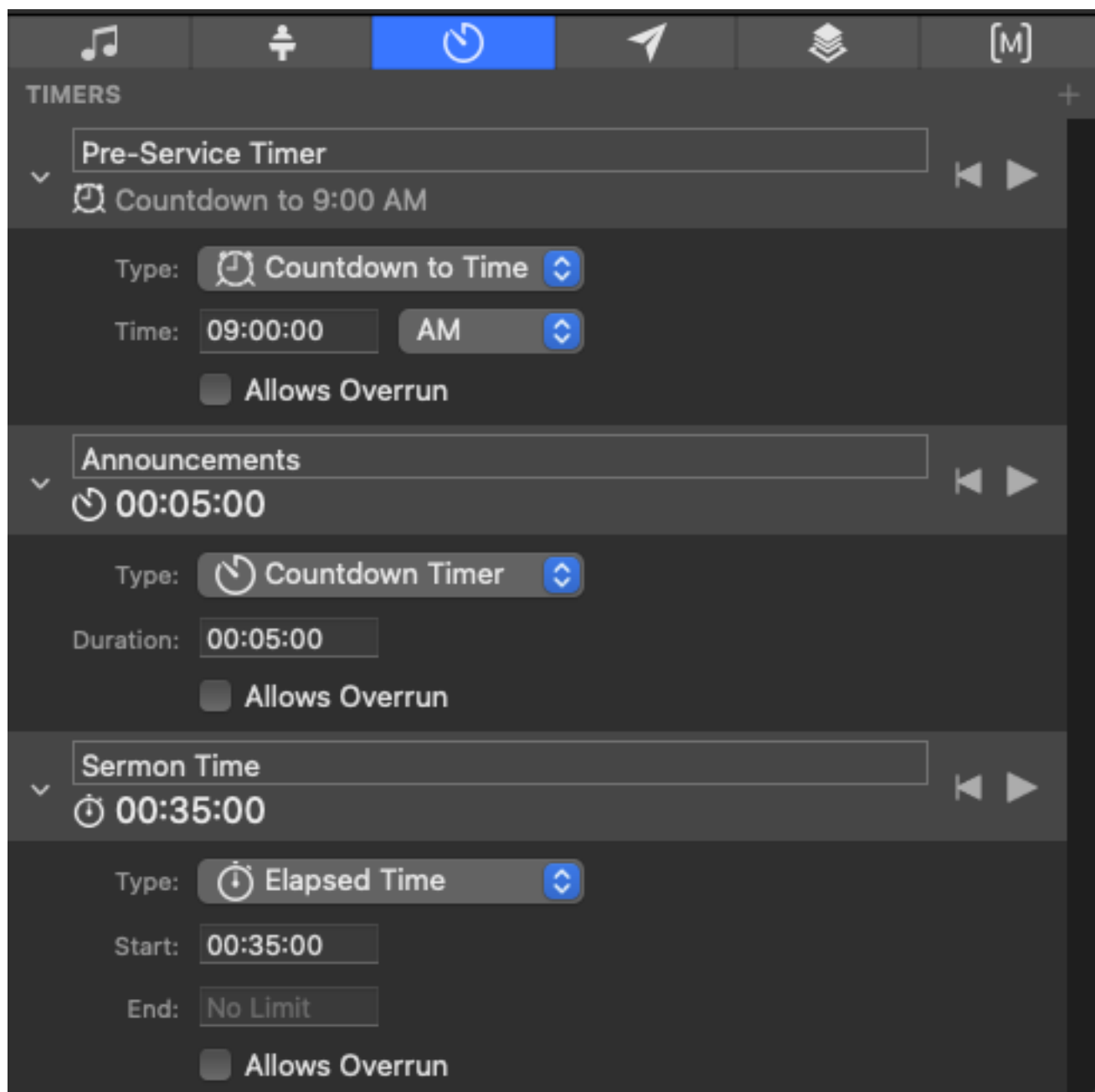
The top portion of this window shows any currently active Stage screens that you have setup in Screen Configuration and the current Layout is shown in a thumbnail. Clicking on the thumbnail brings up a dropdown menu where you can select a new Layout for that screen or go to the Stage Editor.

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.

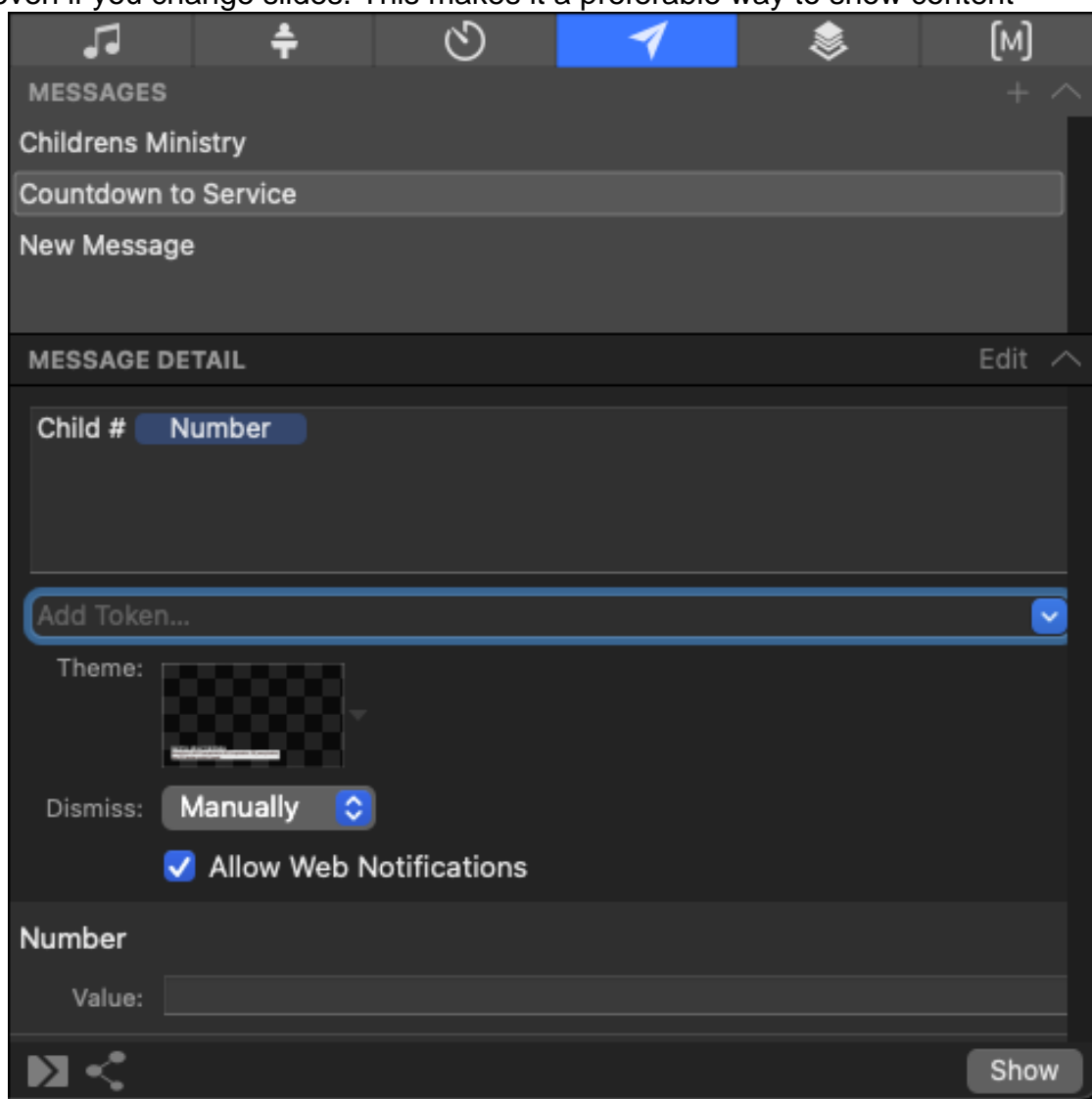
Check Allows Overrun if you would like the Timer to keep running after it reaches zero or its end;

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

Within the Messages window, you can create, configure, control, and delete Messages. Messages can be used to trigger text and timers to Audience Screens in another layer separate than the Slide Layer. 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.

Messages can be created with the "+" button at the top right of this area, and then you can enter what you want to show on the screen in the **Message Detail** area. You can create and add "**Tokens**" to the Message which are essentially variables that may change, such as a child's number, or vehicle tag, if someone left their lights on and you needed to notify the congregation. Creating Tokens can be done by typing what you want the Token name to be, and pressing Enter/Return on the keyboard.

You can enable Web Notifications to allow someone from another computer to prompt the ProPresenter Operator to trigger a Message to the Audience Screen as well. This could be beneficial in my last example with the Nursery. To expound on this, if a child is in need of their parent, you can have an attendant in the nursery view a web page to enter in a child's number and that will prompt a notification on the ProPresenter computer to trigger a message with that child's number already prefilled. This must be on the same network for this functionality to work.

## 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 shown 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 Theme to change which Theme 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.

Click the Theme to change which Theme 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 Notificaitons**

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 Notificaions**

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:

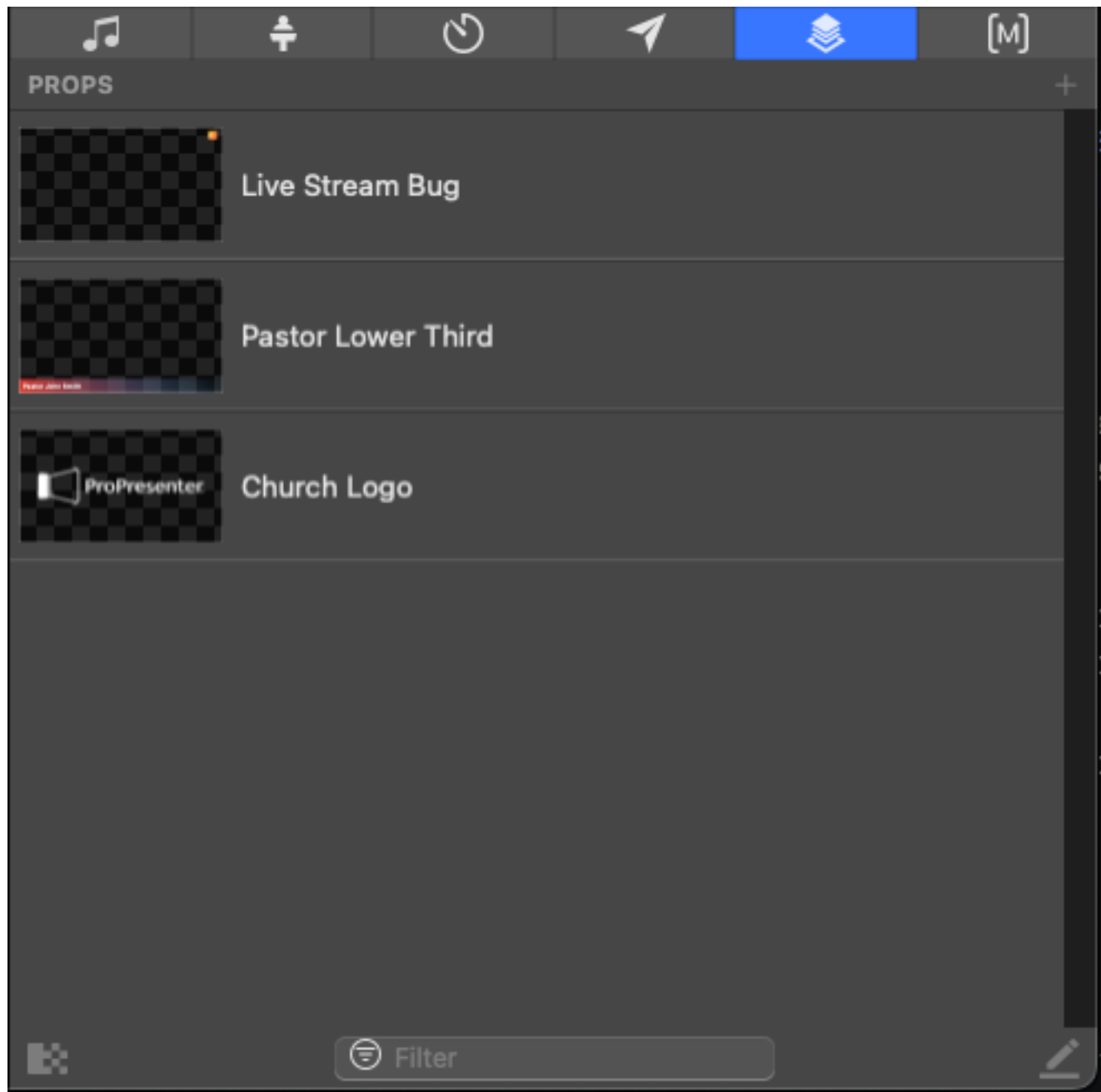
A logo (often times called a "bug") in the lower corner of the screen  
A mission statement or other text that will be shown across multiple slides  
An icon during the last verse of a song telling children to come to the front of the sanctuary for Children's Time  
The Props feature of ProPresenter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

## Macros

Starting in ProPresenter7.6, you are able to create **Macros**. Macros are single button clicks that can perform a number of actions, previously only limited to slides. Macros can be created by clicking the "+" button at the top right of this area. Once you've created a Macro, you can right click on them to customize the Name, Color, Ability to be triggered on Startup, Add Actions, View the Inspector of any Media Actions assigned, choose what layer video inputs are triggered by adjusting the Video Input Action Behavior, Edit or Remove any Actions, and Cut, Copy, Paste, Duplicate, and Delete Macros. ■