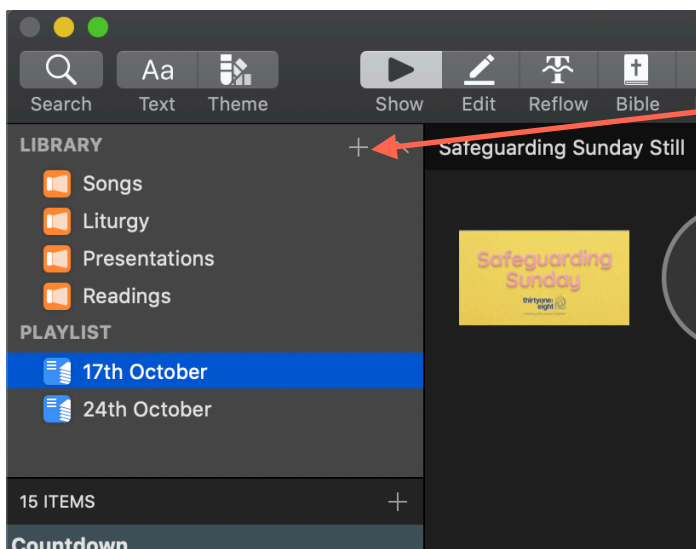# Pro Presenter 7

Overview

 Library -
(Top Left)

All of our text files are saved in libraries which contain everything that we import. These are Songs, Liturgy, Presentations and Readings. The libraries should never be deleted, although old items within libraries that we will not use again, can be.
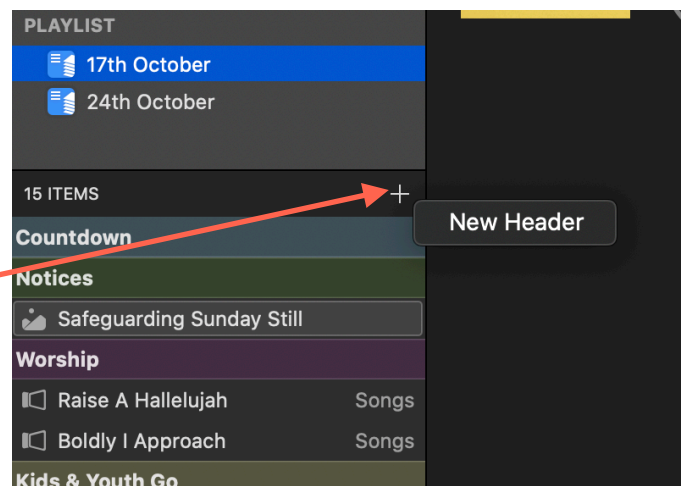
 Playlists -
(Left side)

These are lists for specific services that contain all of the items that we will be using within that service. Playlists are added to, by dragging items from libraries into the playlist.

Click + to create a new playlist or library. Once created you can name this. Generally you'll not need to create new libraries, just playlists, named with the service date. You can also right click on a playlist to rename, export, duplicate or delete it.

Under Playlists is the section where your playlist items are listed. You can create headers to help organise and then drop songs/reading/liturgy underneath. You can click and drag to arrange these items in order. Press the + to create a new header, right click to name and colour this header. Drag any items into the playlist from the libraries or from media folders, (explained next).
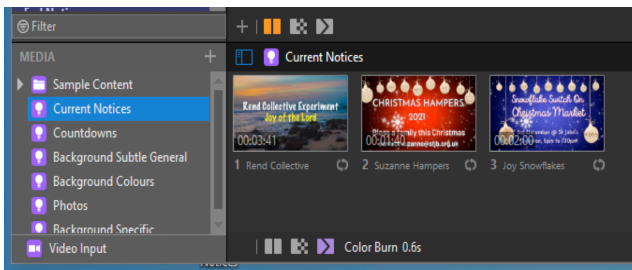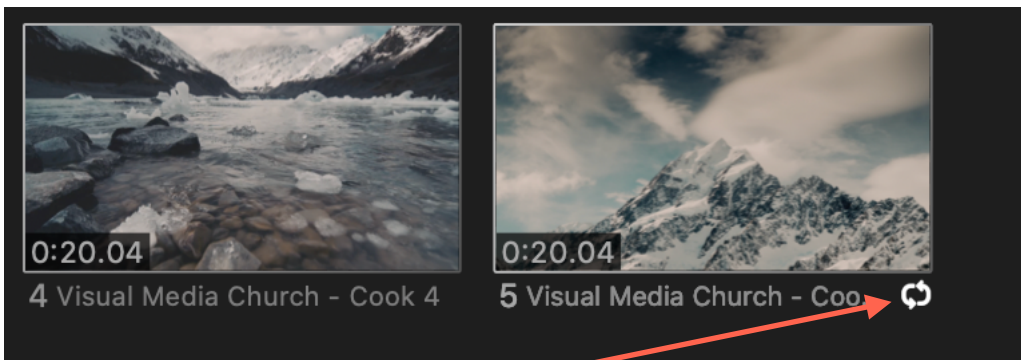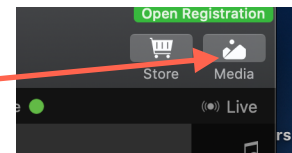
Pro Presenter 7

Overview

Media -
(Folder bottom Left, viewer bottom middle)

The media folder is located at the bottom of the screen, with folders on the left and the viewer in the middle. We have a sample folder containing background videos and still images and also 6 smart folders that contain different files that we'll be using in services. These are,

Our smart folders are located in the file path Document/ PROPRESENTER SMART FOLDERS. Anything placed in these folders will 'smartly' be added into the media section of Pro Presenter. Weekly changes will be the current start and end notices. Any media folder displayed can be played from here or be dragged into the playlist, ready to be played later.

In the top right of the screen you can click on a media button to hide the media folders and media viewer to create space.

This symbol means a video will loop, no symbol means that it will play through once. To change this, right click on a video, choose playback and then loop or
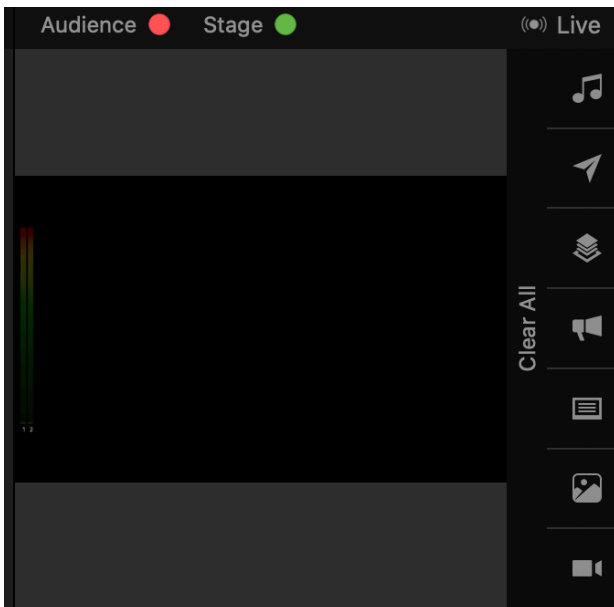
Video playback can be looped from the media view area but not from the playlist, if in the playlist it will always play once. Hence our rolling notices should be played from the media view with the loop symbol displayed
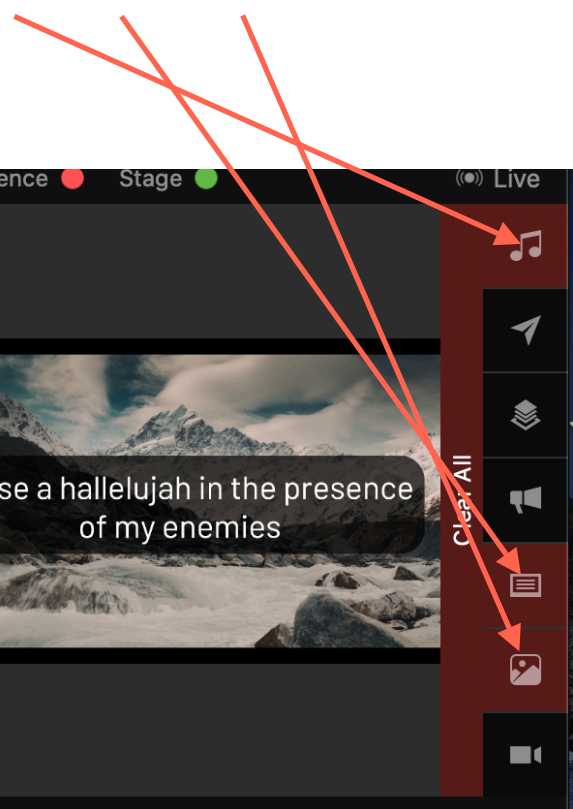
Pro Presenter 7

Overview

Display -
(Top Right)

Displays the current live screen (Left TV in church and the projector). Here you can control what is displayed, clicking the Clear All button to leave a black, blank screen, or clicking the individual items to clear parts of the current screen, for example if music was playing with a video you could stop the music by clicking the musical note. This fades out the music smoothly.

These 6 individual 'clear' buttons on the right of the display are known in Pro Presenter as layers. They will appear in dark red when a layer is currently live. From top to bottom these are, music, messages, props, announcements, slides, video, live camera.

At the moment we will mainly be using music, slides and video as shown below.
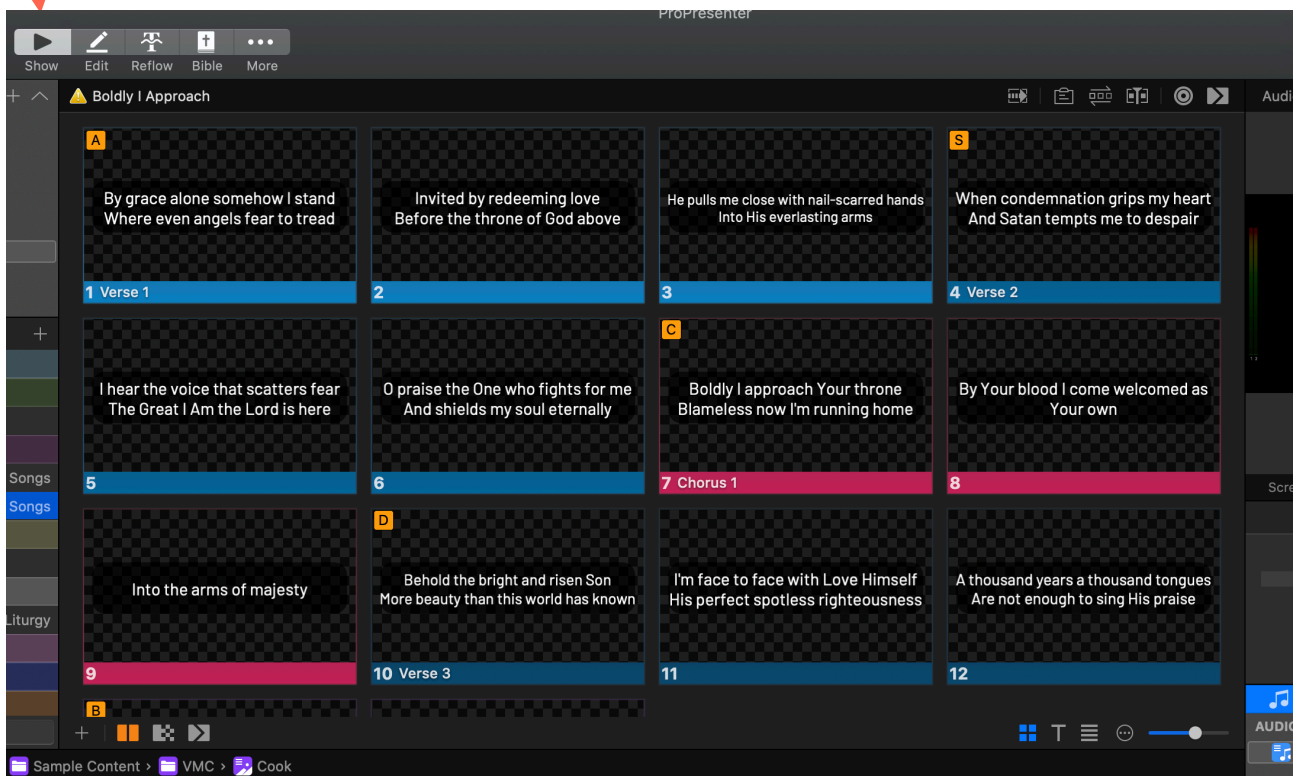
Pro Presenter 7

Overview

Main Workspace - Show/Edit
(Centre)

When you click on any item in your library or play list it will be displayed in the main 'show' window. You can click on slides in here to make them live, use the <> arrows to move to the next slide. You can also play videos or display pictures from here. You can also move on to an edit, reflow, bible mode, at the top left of this window, all displayed in this central section.
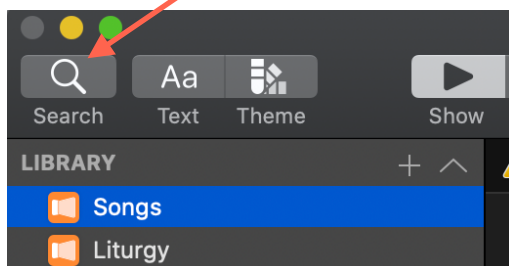
Pro Presenter 7 - Songs

Songs Library

The songs library will contain songs that we have used at STJB and therefore will become increasingly populated as we use Pro Presenter.

Click on the songs library and scroll through the list, drag the song into the playlist or search. Click the search icon in the top left of the scereen, click the left side 'library' icon, type in the song, click and drag to your playlist.
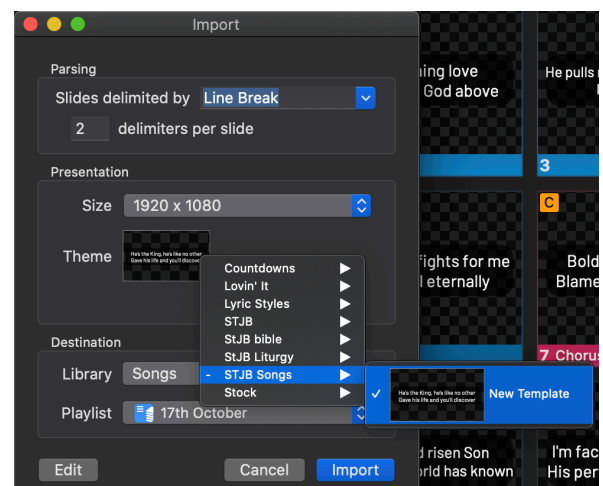

Import Songs

Pro presenter is linked to our 'Song Select' account and therefore importing songs is simple. Use the search tool as above, then click on the right side on the CCLI logo. Type in the song name (this may be different from the name the worship leader has used!)

Click on the song title to show a preview, this should help you discern the right song. Click import.

The settings on the right here are good for our STJB set-up. Choose Line Break, 2 delimiters per slide, 1920x1080, click the down arrow next to theme and ensure this is set to STJB Songs - New Template. Make sure it is going to the Songs library and you can add it straight into a playlist from here. You can press import but you may want to check first.

Before pressing Import first go to EDIT (bottom left) to open up the 're-flow editor' (see below).
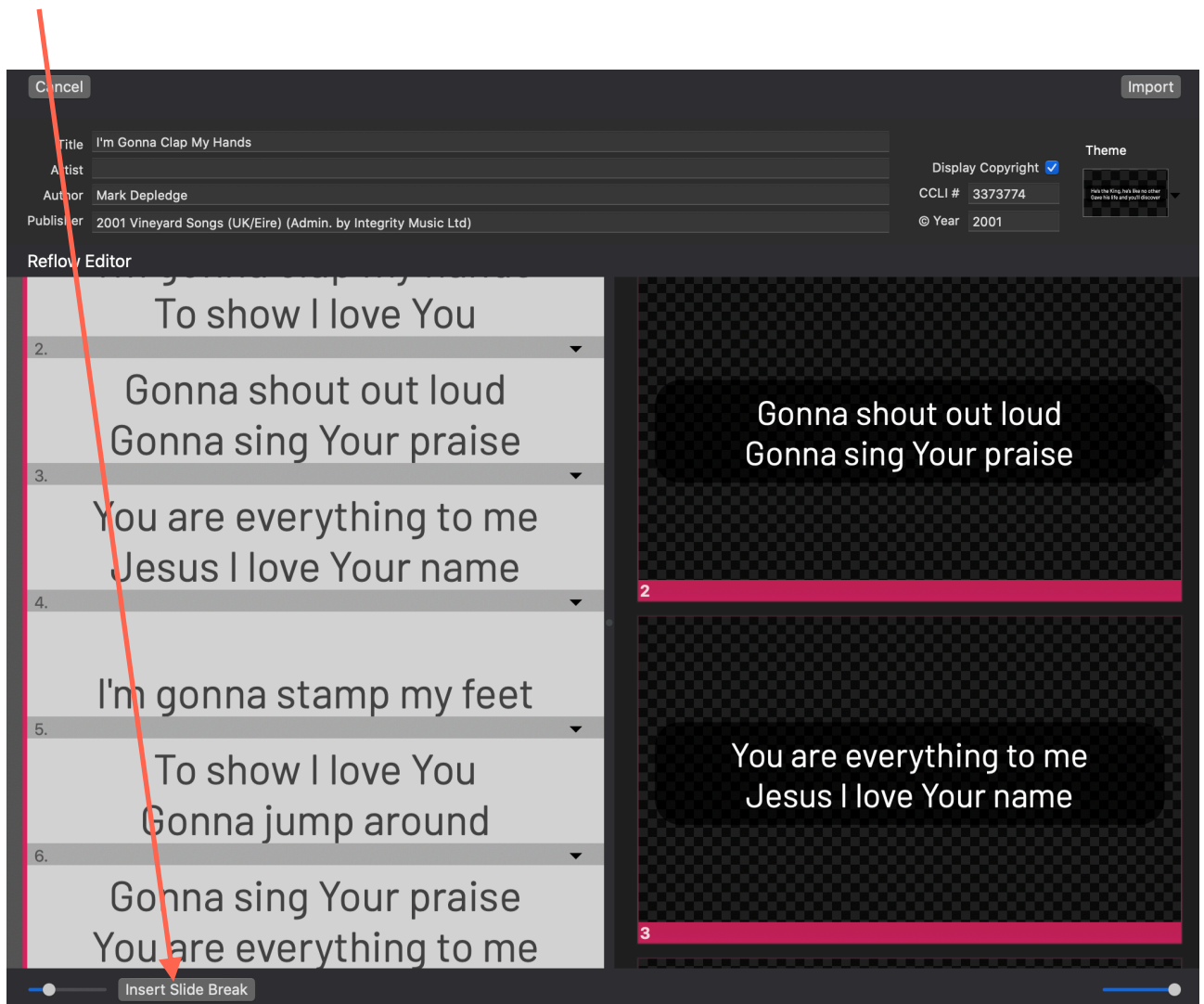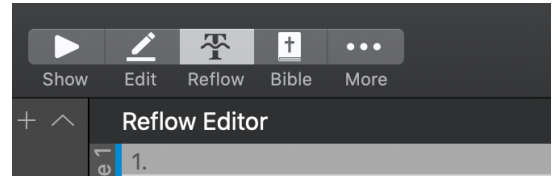
Pro Presenter 7 - Re-Flow Editor

The re-flow editor can be accessed from the songs import dialog or from clicking Reflow at the top of Pro Presenter.

This is the place to edit slides of songs and bible verses so that they fit well on the slides and that the text is big enough.
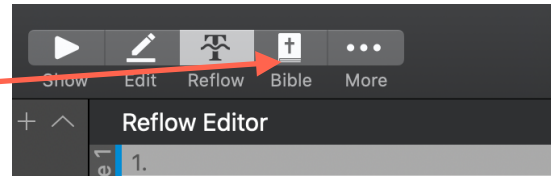
For our current set-up keep songs to 2 lines per slide and 4/5 lines for readings. To edit, click where you would like a new slide,

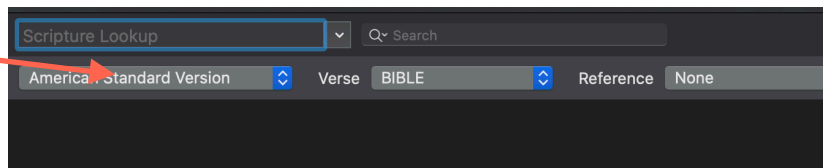'Insert Slide Break' to make a new slide

Pro Presenter 7 - Bible

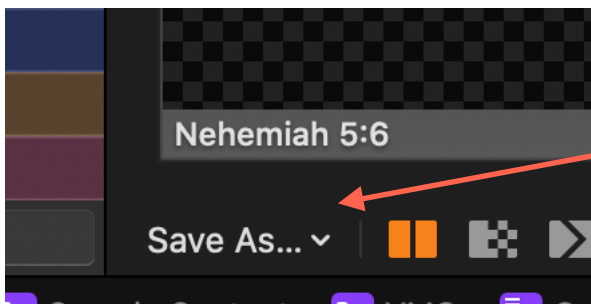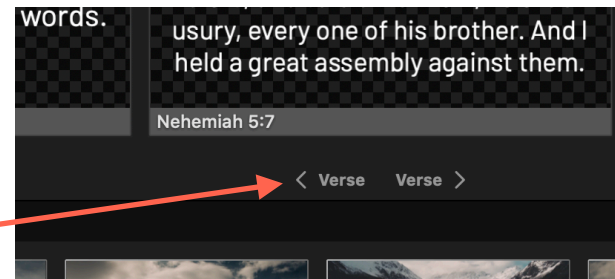To Add bible verses in Pro Presenter there is a bible edit window. Click at the top of Pro Presenter on Bible

Pro Presenter comes with the American Standard Version and we have purchased the NIVUK 2011 version that we will use. First make sure the NIVUK version is selected.

Type the book chapter and verse(s) in the 'Scripture Look Up' or use the drop down arrow to select. Use this format - Nehemiah 5:3-7

Press enter and bible text will appear as slides in the STJB bible 'theme', this creates space at the top of the slide for our PinP set up to show the reader at the top of the screen.
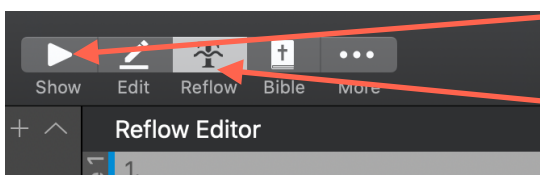

At the bottom of the bible window you can take a verse away or add the next verse with the
< verse   verse > buttons.

We now need to save our verses into slides ready to add into our playlist. Click 'Save As' in the bottom left of the bible window.

Selecting 'Save As' from this Save As menu will save the verses in the songs library. Instead, save to your preferred playlist.

Find the verses in your playlist/library or where you saved it to, click on 'show' so that it appears here.

Edit in the 'ReFlow editor' to add slide inserts as shown in the 'ReFlow' section above.

Pro Presenter 7 - Presentations

If you are given a presentation that needs to be displayed on screens, you can simply select 'File' from the top menu, choose 'Import' and then 'PowerPoint'.

You will be asked where to import this and you should probably choose the presentations library.

Go to this presentation library, find the presentation that you've imported and drag it to the required playlist. PowerPoints are imported as JPEG's and therefore cannot be edited.