



# **ProPresenter 6 for Mac User Manual**

Last edited on March 17, 2015.  
All content is current as of version 6.0.

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**About this user guide.**

This document is not meant to teach you everything there is to know about ProPresenter. We hope that it will help answer many of your basic questions, or point you in the right direction to figure things out, but it's not going to teach you everything. We have a lot of video tutorials on our website if you learn better by seeing and hearing rather than just reading, or if you want a combination of the two. Go to [www.renewedvision.com/tutorials](http://www.renewedvision.com/tutorials) to view the videos.

Most of the screenshots in this user guide were taken from the Mac version of ProPresenter 6 during development. There may be some slight variation in design, but the look should be close enough to understand what is being covered.

## Installing ProPresenter in Mac OS X

When you are ready to download and install ProPresenter, go to the [Renewed Vision website](#). Under Download in the menu bar, select ProPresenter. You will then click on the Download Now option for the Mac version.



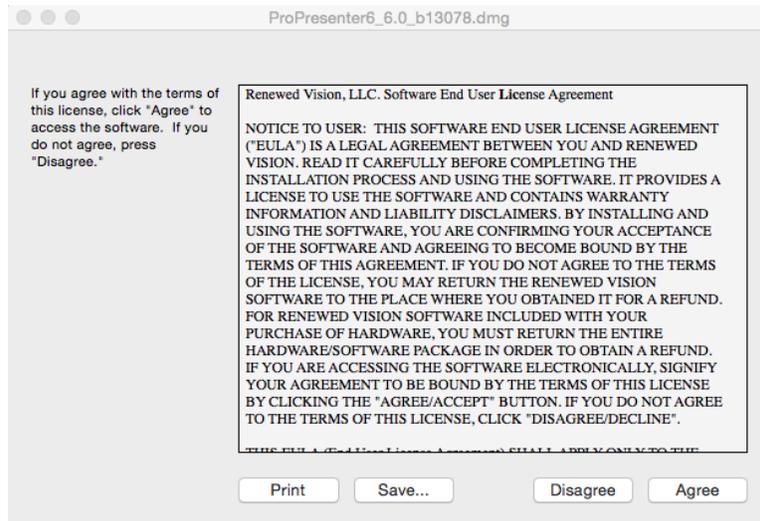
When you click on **Download Now**, the disk image (.dmg) will begin downloading automatically. "Disk Image" is the term used to describe the file used to package installation files for Mac OS X.



ProPresenter6\_6.0\_  
b13078.dmg

After the download completes, locate the file in your Downloads folder in the Finder, and double-click on the disk image icon to open the installer utility. You can also open the file location through the Downloads manager in your web browser if you can't locate your Downloads folder.

When you open the disk image, you will be shown the licensing agreement. Read and make sure that you understand the license terms and then click **Agree** to continue with the installation.

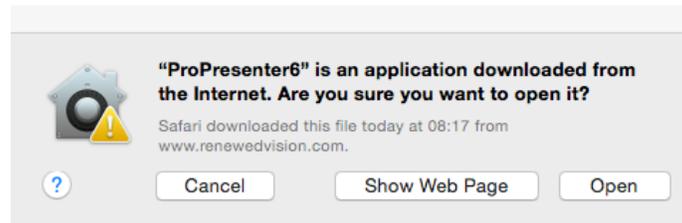


After agreeing to the license terms, the disk image will be opened. To install the application on your computer, click on the ProPresenter6 icon and drag it across the gray arrow onto the Applications folder. This will install ProPresenter in your Applications folder in Finder. Since all previous versions of ProPresenter have individual files, it can be installed simultaneously with ProPresenter 3, ProPresenter 4 or ProPresenter 5.



You can now close the installer window and launch ProPresenter 6 from your Applications folder in the Finder.

You will see the message shown below the first time you launch the program, click



**Open** to continue.

When ProPresenter launches, you will be prompted to enter your License Registration information. This information is provided to you electronically after purchasing a license or when you request a trial code.

Note: A Single User License is for a specific platform--Mac or Windows. It can be installed on multiple computers, but only used on one computer at a time for presenting. A Site License covers the Mac and Windows version and allows you to use multiple computers for presenting at the same time. Both licenses are for individual locations. A Site License is only available to churches and other Houses of Worship.

If you have not purchased a code, or don't have a trial code, you can choose to either purchase a code by clicking on "Buy Now" or open ProPresenter by clicking on "Demo". The demo version is fully functional, but it does have a watermark on the main output and the stage display output.

If you receive a message saying your code is invalid, check the following things:

- Is your code a ProPresenter 6 code?
- Are you entering the 30-digit code? Is it six sets of five alphanumeric characters?
- Did you include the dashes in the code if you manually entered it?
- Is there an extra space on the end of the Unlock Code if you copied/pasted it?
- Did you transcribe any letters/numbers incorrectly?

**Before contacting us directly, please go to [support.renewedvision.com](http://support.renewedvision.com) and attempt to retrieve your registration information. If you purchased from a reseller and need to redeem your activation code, please go to [www.renewedvision.com/registration.php](http://www.renewedvision.com/registration.php).**

Once you have successfully entered your license information you will be asked to enter your user account password for your computer. We can't help you if you don't know this password.

## Info Center

The first time you launch ProPresenter you will see the ProPresenter Information Center. You can access this later by clicking on the ProPresenter logo in the upper-right corner of the application. Uncheck the “Open Info Center after Launch” option at the bottom to prevent this screen from opening every time you launch the program.



**Import Pro Library** ProPresenter will detect whether you have a previous version of ProPresenter installed automatically. When you click on this button, the correct import utility will open. If you have both versions installed, the newer version will be used. Importing libraries is covered in more detail later in this user guide.

**Install Sample Library** This will install a small collection of public domain hymns. There is no need to install these if you don't use old hymns.

**Download User Manual** This will download a copy of the user guide as a PDF to your computer.

**Video Tutorials** The ProPresenter tutorial videos can be viewed directly in the program. An internet connection is required.

**Looking for great content?** This button will launch our media store page where you can download the free samples or buy additional content.

**Forgot your Unlock Code?** Enter the email address that was used to buy ProPresenter to have your registration information resent.

**More Questions?** This link will take you to our user forums where you can get more help.

## Free Media Content

We have partnered with WorshipHouseMedia to power the media store that is accessible directly through ProPresenter. If you have purchased anything from WorshipHouseMedia before, you will be able to use those credentials to log into the store, otherwise you will create a new account during the check out process that you can then use in the future to buy additional media.

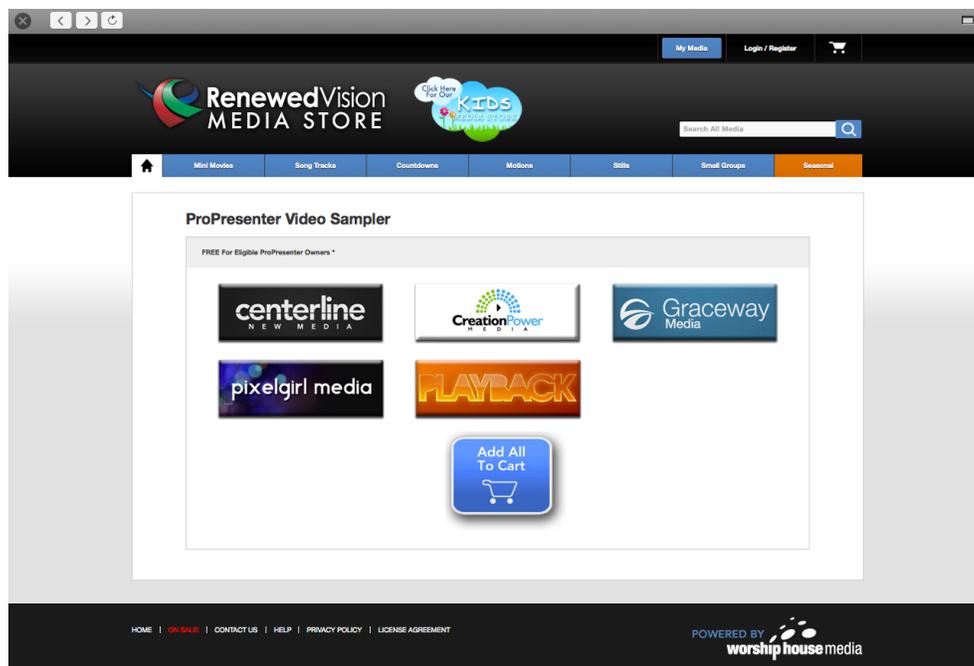
To access the Store and the free content, click on the Store icon in the toolbar then select the RenewedVision Video Sample Download link. Depending on the size of your screen, you may have to scroll down a little to see this banner. If nothing is loading on this page, ensure that you have the latest version of Flash for Safari installed.

Everyone who purchases a ProPresenter 6 license (new or upgrade) is qualified to receive 60 free motion backgrounds from Centerline New Media, CreationPower Media, Graceway Media, Igniter Media, pixelgirl media, and Playback Media.

If you have purchased a site license, you will also have access to 50 additional clips from 12 Inch Design, Igniter Media, WorshipFilms.com, Midnight Oil Productions, and Highway.

**Note:** All users also have access to an additional 120 still images. A download link is provided to these files in your purchase receipt.

The next page that loads will have a blue button that says “Add All to Cart”. Click that button to continue the process. The rest of the check out will be guided by on-screen prompts. Follow those until you get to the final download page then click the download buttons next to each bundle. They will automatically be downloaded into ProPresenter and will show up in your Purchased folder in the Video/Image Bin.



Some users will not be shown this page right away. If instead of seeing the page above you see a blue button that says “Purchase ProPresenter”, use the following troubleshooting steps to resolve this.

- This is due to the license information not passing correctly from ProPresenter to WorshipHouseMedia on the first try. Click on the Info button in the upper left corner of this window then Store to fix this.
- You haven't actually entered a valid license yet. Verify you have purchased and entered a ProPresenter 6 license.

## Configuring your computer for first use

If this is the first time you are setting up a computer to use ProPresenter, there are a few things you need to do first to optimize your experience. The most important thing is to make sure your screens are properly configured, which is covered below. There are some additional links to online resources that we think you will find useful while setting up your computer.

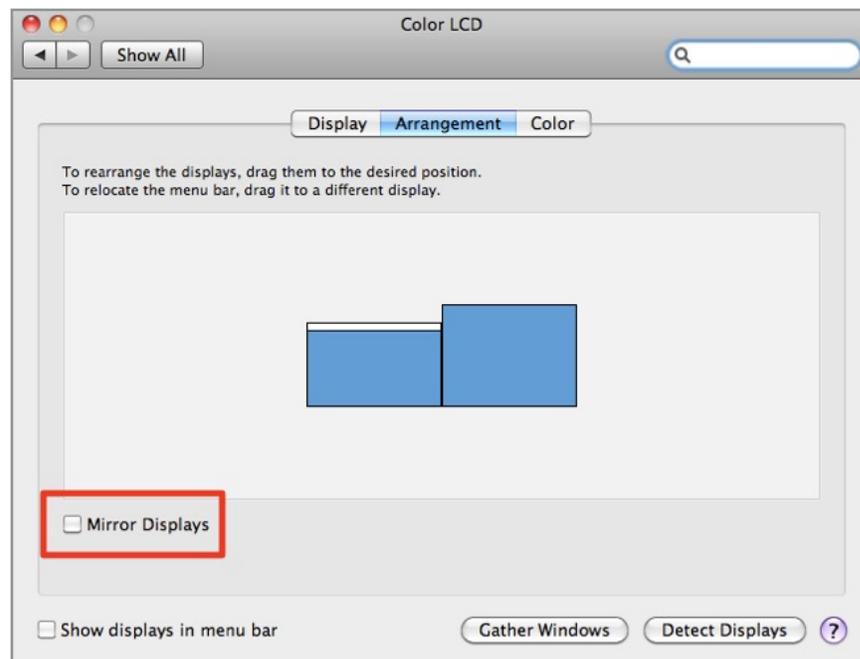
### System Display Preferences

The first step to getting your displays configured correctly is making sure that your system display preferences are set up properly. Before you begin, connect your primary output to your computer. Setting up the Stage Display will be discussed later in this manual.

To access Display Preferences, click on the Apple menu in the top-left corner of your screen and select **System Preferences**. Click on **Displays** to open up the display preferences.



After Displays is opened, click on the **Arrangement** tab. Ensure that the **Mirror Displays** option is **unchecked**. You can also do this by pressing Command-F1 on your keyboard.



Your Display resolutions should be correct automatically, but if you need to make a change to your external display resolution, click on Gather Windows, select the Display Preferences for the external display and change the resolution.

## DVD settings

If this is a new computer you will need to localize the DVD playback so that it will work in proPresenter. To do this, open the Finder, select your hard drive (“Macintosh HD”), open Applications, double-click on DVD Player. When DVD Player opens for the first time, you will be asked to select your region. If you live in the US, this will be Region 1. After you have selected this setting, you can close DVD Player.

If you forget to do this, the first time you try to use a DVD in ProPresenter, it won't work and you'll need to come back to this step.

It is also recommended that you turn off auto play settings on your Mac to prevent resource conflicts between DVD Player.app and ProPresenter's DVD player. To find these settings, open System Preferences then click on **CDs & DVDs** under the Hardware options. Change the **When you insert a video DVD** option to **Ignore**.



When you need to use your computer to watch a DVD you will need to manually open DVD Player.app from your Applications folder. This settings prevents your Mac from automatically trying to play the DVD, which can interfere with ProPresenter's DVD functionality.

## Desktop background

You may want to set your desktop background to a solid color (we recommend black) so that if ProPresenter stops working during service it's less noticeable to your audience. You may like the desktop background that you have set, but it can be distracting during service if it ends up on the main screens.

Each display can be adjusted individually by going to System Preferences>Desktop & Screen Saver. Black is not a default solid color that is available as a desktop, so you will need to create a black image file to set as your background.

## Screen saver

If you have a screensaver enabled, it's probably going to show up on screen at the wrong time during your service, so you'll want to set it to not come on for a couple of hours, or disable it completely.

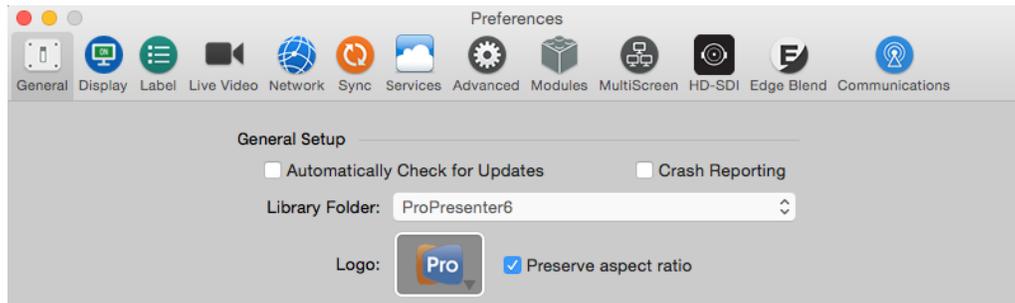
Go to System Preferences > Desktop & Screen Saver. Click on the Screen Saver tab at the top of the window. It doesn't matter what screen saver is selected, just drag the **Start screen saver** slider to the time you want or **Never**.

## ProPresenter Preferences

This section will cover the Preference menu in ProPresenter 6. It's likely that you will need to make very few changes to your Preferences beyond the initial setup.

Preferences are accessed by clicking on the ProPresenter menu and then selecting Preferences, or by pressing Command-, (Command and the comma key).

## General



### Check for updates at startup

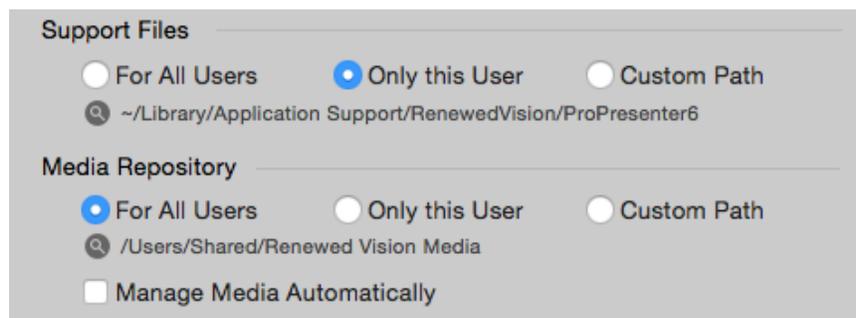
If this option is checked, ProPresenter will automatically check for updates when the program launches as long as you have an internet connection. If you don't want to be notified of updates automatically, uncheck this option, but remember to check regularly for updates.

### Library folder

This menu allows you to select from multiple libraries as well as add additional libraries. Adding additional libraries will be covered later in this guide in the section title *Working with the Library*.

### Default Logo

The ProPresenter logo is the default logo. You can check this by clicking on this button and selecting your own image. Having your organization's logo or other image here provides you with something to go to in an emergency. Checking **Preserve aspect ratio** will maintain the aspect ratio of the logo image.



### Support Files

The Support Files is all the unique information about ProPresenter related to your settings. This includes templates, playlist data, props, etc. You can change whether this is stored for all users or only the current user account, or in a custom location.

The default setting is “Only this User”. In general, this information is kept unique between user accounts, however, if you have an administrator account and a standard user account, and want ProPresenter to be identical in each account, you can change this to “For All Users”. You will generally want to do this before you start adding content to ProPresenter to avoid any issues with your data.

The Custom Path option allows you to store this information in a custom location. This may be on a server or in a third-party cloud storage service, or even in a custom directory on your computer for other user accounts to be able to access the files easier.

## Media Repository

This is the directory where any media purchased through the store is downloaded to and where media that is imported with bundles is stored. Click the magnifying glass to go directly to the selected directory.

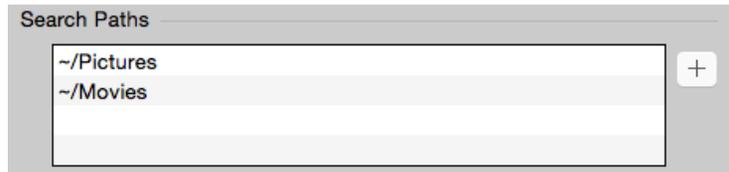
If you choose **Only this User**, your media will be managed per user account. If you choose **All Users**, this folder will be created in a shared directory accessible by all users. You can change this location at anytime.

If you check the **Manage Media Automatically** option, any media that you add to ProPresenter will be copied to this 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.

If you use the local Sync option you will need to enable Manage Media Automatically if you want to sync your media files. If you use the Cloud Sync option, this is enabled automatically when you first connect your account to ProPresenter.

## Search Paths

If you need to move all of your media from one directory to another (e.g., `~/Desktop/` to `~/Documents/`), you can add a new search path. When you restart ProPresenter, the links to your media will all be updated.



## Copyright

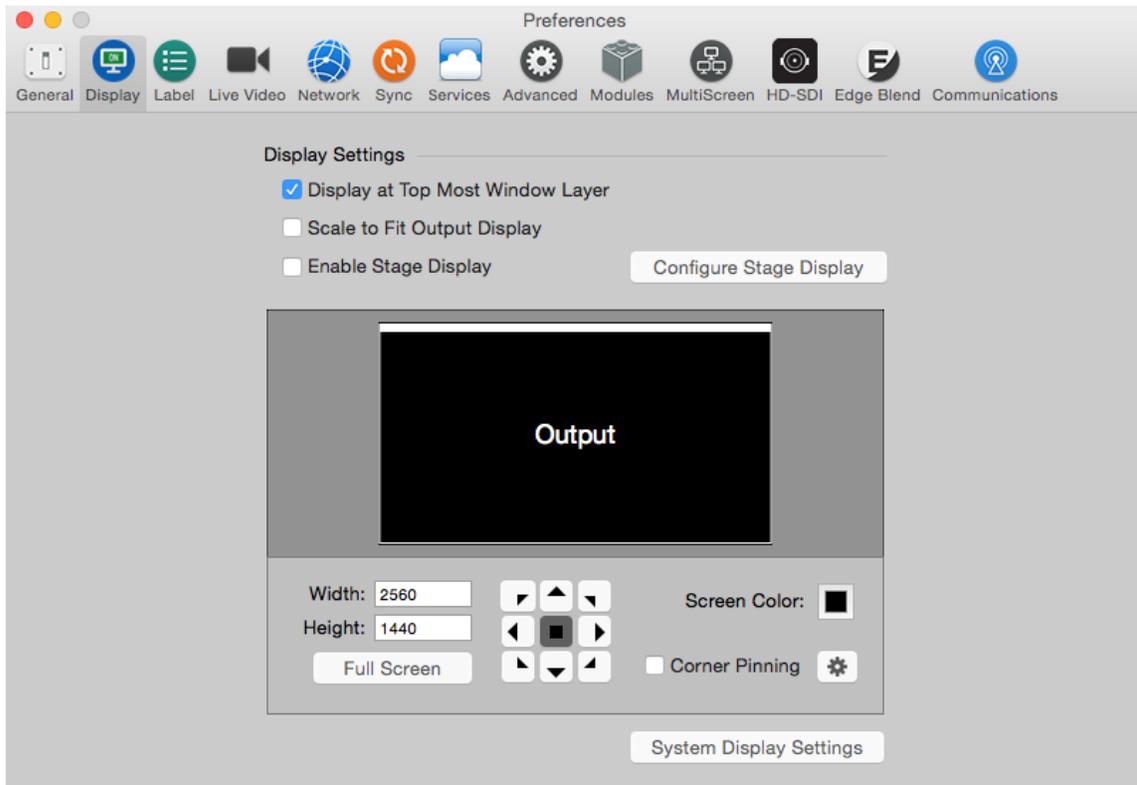
Copyright settings are covered later in this guide in the section called *Copyright Settings*. The settings here are the global settings for Copyright display.



## Reset All Preferences

This resets all the custom settings made in Preferences.

## Display Preferences



### Display at Top Most Window Layer

Select this box to keep the ProPresenter output above any other windows on your output screen. Disable this box if you need to show a full-screen video using the Web browser, or you need to show a PowerPoint or Keynote presentation.

### Scale to Fit Output Display

This will scale your presentation to the output resolution if they don't match.

### Enable Stage Display

This will enable the stage display on the indicated screen. You can also enable the Stage Display screen by pressing Command-2.

### Configure Stage Display

This will bring up the stage display layout editor. This is covered in more detail later in this guide in the section called *Stage Display*.

The **Output** (Out) and **Stage Display** (SD) outputs can be set within the Display preferences by clicking and dragging the displays to the right positions. Note that you

are only moving the screen indicators in ProPresenter. The physical arrangement of the screens can only be changed in System Preferences. If you open ProPresenter and your screens load incorrectly, come to this Preference screen and re-arrange the words "Out" and "SD" until they are assigned correctly.

### **System Display Settings**

This will open the Display settings available in System Preferences that were covered earlier in this guide.

### **Output Screen**

Clicking **Full Screen** will automatically use the resolution you set in Display preferences. If you need to use a custom size, enter the resolution and press Enter.

### **Corner Pinning**

This allows you to make adjustments to the display output and will be covered later in this user guide.

### **Screen Color**

This specifies the default slide background color. This is the color you will see on your thumbnails and if no other background is selected. You can use any color.

### **Screen Position**

This allows you to designate which part of the screen your presentation will be anchored to if the presentation dimensions are smaller than the actual output resolution.

## Corner Pinning

In ProPresenter 6 we have included the ability to use corner pinning on the output from the program. This will allow you to make modifications to the output shape when keystoneing isn't quite enough, or you're projecting onto a surface with angled sides.

From the Display preference tab, enable Corner Pinning by checking the box next to it. Click on the Corners button to open the settings. The settings default to a perfect square using your Output Screen resolution.

The images below shows what changes to each value does to the actual output. For this illustration, the output screen has been set to 640x480 and each setting is individually represented by the eight thumbnails below. *For example, the top left image shows only the effects of setting the X Value for TopLeft to 100.*

The default slide color is set to Cyan to make it easier to see the results of the corner pinning. The eight thumbnails are arranged in the same order as the pinning values.

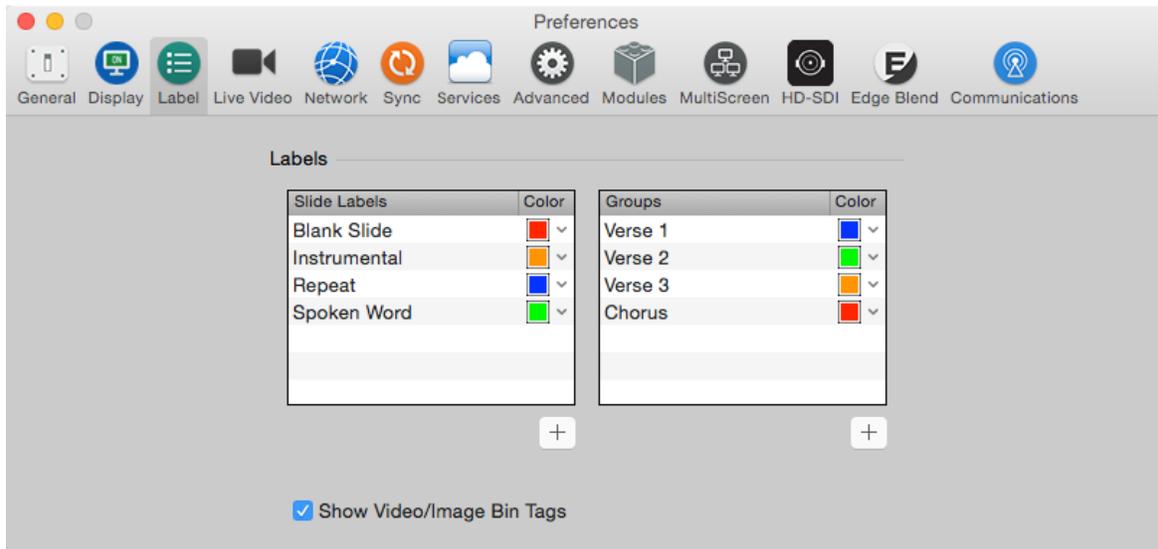
Screen 1

	X	Y
Top Left:	100	100
Top Right:	540	100
Bottom Left:	100	380
Bottom Right:	540	380

Reset OK



## Label



### Group & Slide Labels

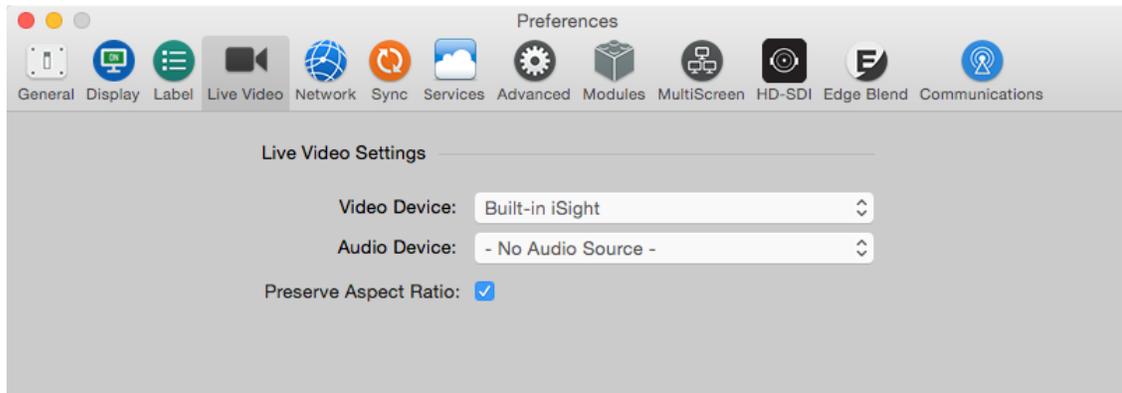
Group labels are used to establish stanza groups within a song. This will be covered in more detail later in this user guide and a detailed tutorial video is also available on our website.

As you can see below, slides 2 and 3 are the first slide of groups. The group name is listed in brackets and the slide is outlined in a color. On slides 1 and 4, a Slide Label has been added to add a note about that slide. The Slide Label color is used to highlight this label without changing the slide color. You can add either label by right-clicking on the slide and selecting the type of label you want to use.



## Live Video

ProPresenter supports a live video feed over FireWire, SDI, or USB input. While this feature is convenient, it does have some drawbacks like latency (delay) when using FireWire. It's best suited for overflow rooms or small services where you may have a single camera and cost is more important than latency. It's not recommended for larger, multi-camera venues that are served best by a multi-port switcher.



### Video Device

Select the input device for your video source. This can be the iSight camera, an external camera source, or a software "camera" like CamTwist or ManyCams.

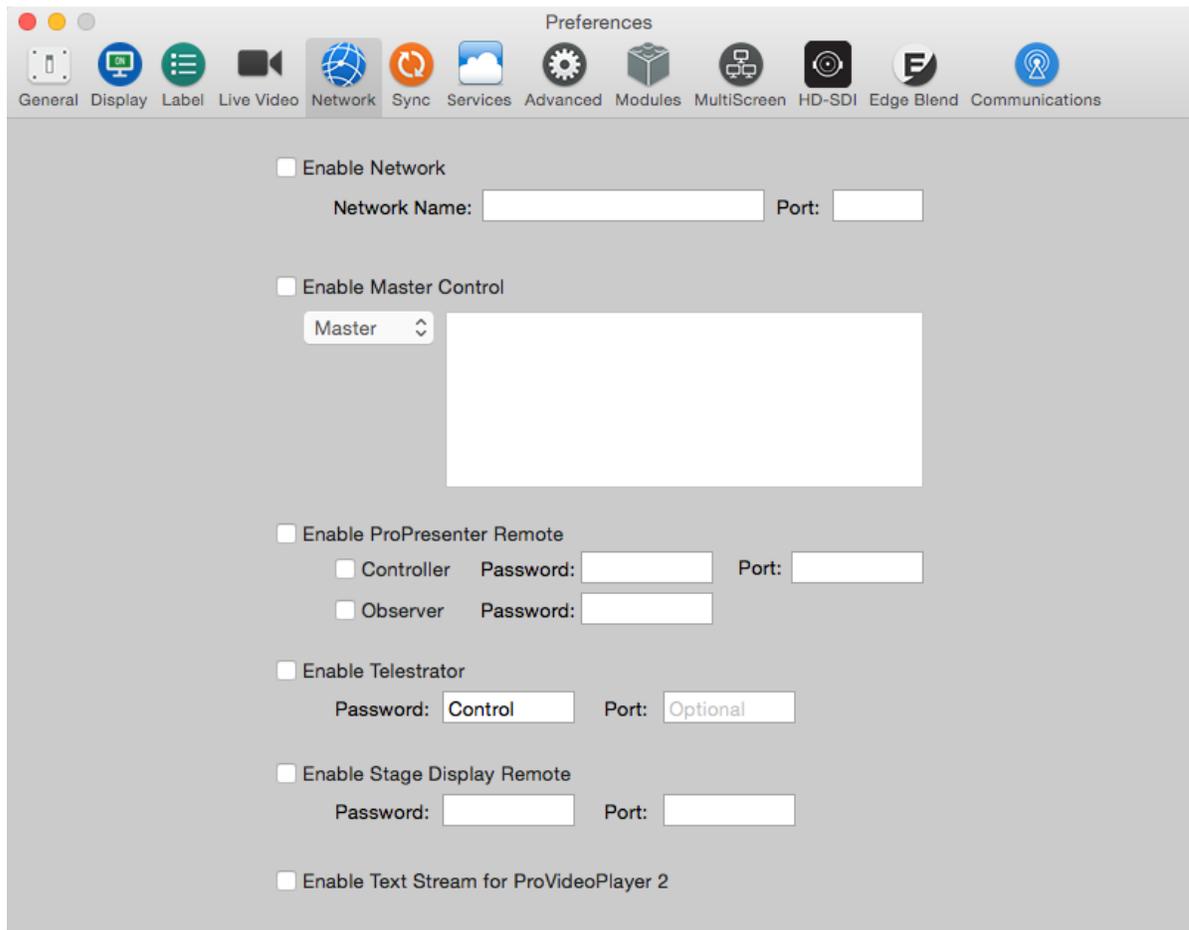
### Audio Device

Select the audio source (if needed) to be used with your camera.

### Preserve Aspect Ratio

This prevents your camera input from being stretched full-screen if your output resolution and the camera resolution don't match.

## Network



### Enable Network

In order to enable all network services, this checkbox should be checked. A Name and Port will be selected automatically, though you can change these if necessary

### Master Control

The Master Control Module has two uses. It can be set as a Master or Slave control. To use the Master mode, you will need to purchase the Master Control Module. Every version of ProPresenter 6 can be used in Slave mode. Slave systems are controlled by a Master system. This feature is covered in more detail later in the user guide.

### ProPresenter Remote

This section of Network preferences enables the iOS ProPresenter Remote app. Check **Enable** and then either (or both) **Controller** or **Observer** and set new passwords for each. If your computer and iOS device are on the same network, you can connect to ProPresenter and use the remote to control playlists or to follow along.

You may need to disable your computer's firewall if you have connection issues. Open System Preferences, go to Security. Click on the Firewall tab and click on Stop to turn off the firewall.

**Telestrator**

Enabling this setting will allow you to use the iOS Telestrator app to add annotations to the output. This feature is covered in more detail later in the user guide.

**Remote Stage Display Server Settings**

Enabling this setting will allow you to use the iOS ProPresenter Stage Display app. This allows you to use any iOS device as a wireless stage display. Set a new password for this. If you are on a very restricted network, ask your network administrator for a port that you can use if you can't connect.

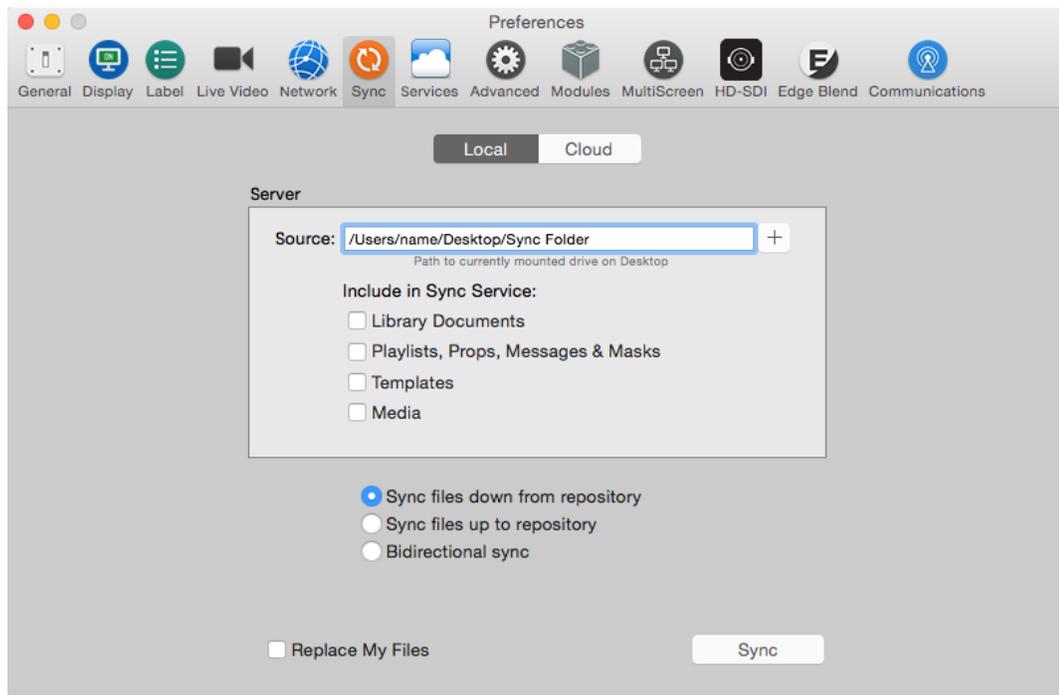
**Text Stream**

If you are using ProVideoPlayer 2, you can enable this setting for ProPresenter 6 to send its text output as a layer in ProVideoPlayer 2. More information about this can be found in the ProVideoPlayer 2 documentation.

## Sync

### Local Sync

ProPresenter 6 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.



**Note:** In order to sync your media files, you must have selected **Manage Media Automatically** from the Media Repository settings on the General tab. Media that is added to ProPresenter with bundles is automatically placed in this repository, but media that you add to ProPresenter is not automatically located here. Sync is only able to move media files in this location. Hot Folders are also excluded from the sync.

The diagram below shows you the basic idea of how Sync works now. 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 just for syncing.



Once you have your central folder in place, use the “Sync files up” option on Mac 1 to create the necessary sync folders and to copy the data. You will have up to five folders in your sync folder. After the sync is complete, you can use any of the sync options. If

you are setting up additional computers to match the first one, you would select the central folder and choose “Sync files down” to move the files to that computer. In the future you would probably use “Bidirectional sync”.

Files that are deleted in one location are not deleted in the other locations when syncing. If you have deleted a song from Computer 2, and use Sync Down or Bidirectional Sync, the file you deleted will be added back to your computer. This Sync method only looks at the current file list to determine what needs to be synced each direction.

**Sync files down from repository**

This will move files from the Source to your computer.

**Sync files up to repository**

This will move files from your computer to the Source.

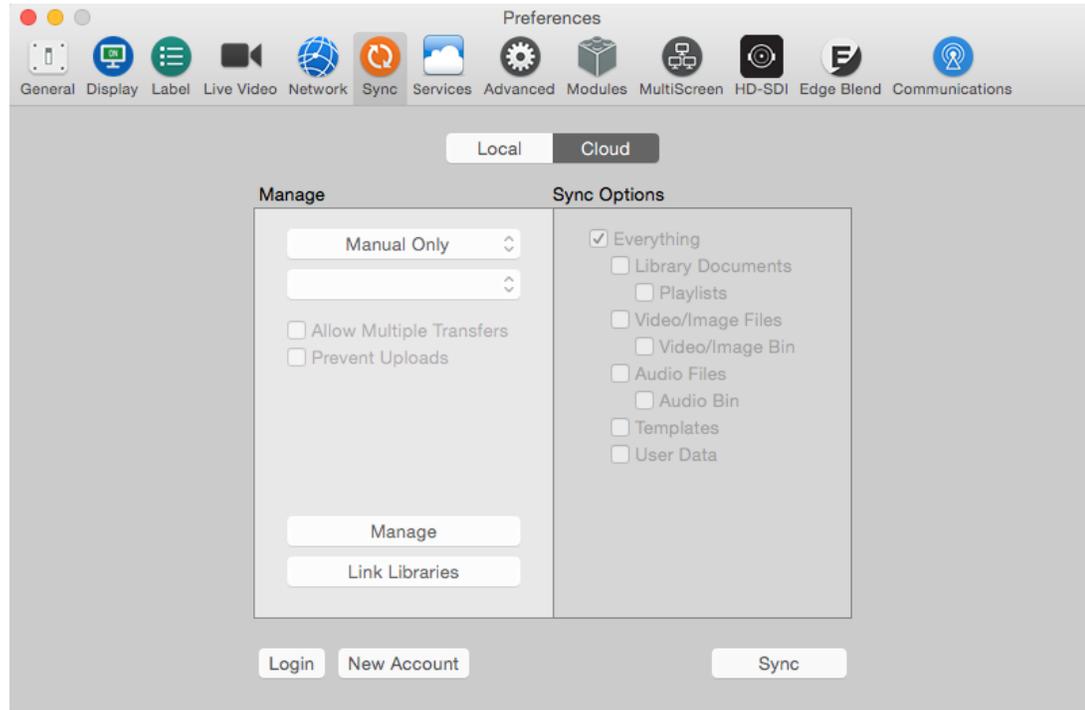
**Bidirectional sync**

This will look for differences between your computer and the Source and sync those files. If a newer version of a file is detected, you will be shown a prompt alerting you that the older version is being replaced.

**Replace My Files**

This will replace the files in the destination folder regardless of the timestamp on files. This option isn't available on Bidirectional sync. This only affects files that exist in both locations. If “File A” is not in both the local and the sync directory, it will either be added to the destination or left alone. If “File B” exists in both the local and sync directory, the file coming from the source of the will be used even if it's older than the one in the destination.

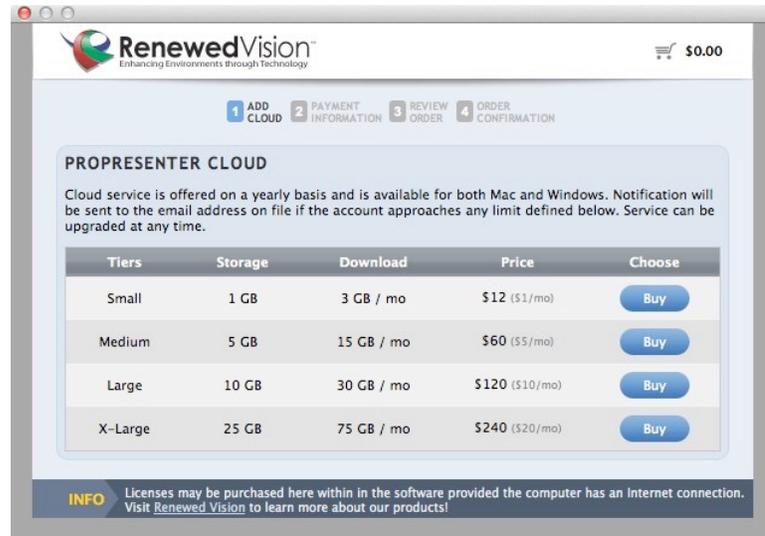
## Cloud Sync



ProPresenter 6 includes the ability to synchronize your data through a web-based service. This is a subscription service and more information is available on our website. You can purchase a subscription plan online or directly in the program.

To purchase a Cloud Sync account, access the Cloud Sync Preferences shown below. Click on “New Account” to begin the process.

There are four levels of storage available. Each amount is purchased annually, and can be upgraded at any time if you need more space. Accounts starts with 1GB of storage for \$1 per month. The largest option currently available is 25GB of storage, which costs \$20 per month (less than \$1 per Gigabyte per month).



At the end of your order, there will be an activation link. Clicking this link will take you to another page where you can create your username and password. You will also receive an email with the activation link in case you close this window too early.

If you prefer to purchase through our website, you will receive an email with the activation link. Use this link to create your account. Once you have created your user account, you can click the “Login” button on the Preference panel to begin the sync process. When you click “Login” you will see the window below. Enter the credentials that you created after purchasing.



When you first log into your account, you will be prompted to link your presentation libraries to your cloud account. If a library exists in your cloud account that doesn't exist locally, you will be prompted to create a local version of the folder. The libraries are linked based on name.

If you prefer to create a new version of a library with the same name as another library, you can choose to create a new cloud library for that as well. You will end up with two libraries that have the same name, but different file paths. When you add a new Library to ProPresenter through the Library Manager, you will also have an option to link that

new library to a Cloud Library at that time. Otherwise, you will be prompted to link the folder the next time you sync your library data.

When you first enable Cloud Sync, you will be prompted to convert any Hot Folders in your Video/Image Bin. Due to how data is synchronized, Hot Folders can't be used. Any existing Hot Folders will be converted to regular playlists and the media will be added to your Media Repository.

**Note:** While using ProPresenter Cloud, all of your media will be placed in the Managed Media directory.

Once you have logged into your Cloud account and linked your libraries, you can begin setting up your first sync.

The Cloud Sync interface allows you to set the frequency of your sync, the settings and files you want to sync, and shows you the amount of storage available and your monthly transfer limit. You can also access the online cloud manager and change your linked libraries.

If you need to upgrade your account, you can do so from here as well.

## Manage

The "Manual Only" option requires you to click the Sync button from this Preference panel. You can also click on the Pro Cloud icon in the menu bar to sync at any time, even when the program is closed.

If you prefer to have your data synced automatically, you can select "At Interval" which will give you the option to sync every hour or every day. As long as the Pro Cloud app is running in the menu bar, the "At Interval" sync will be able to run without ProPresenter being open. The only requirement is an active Internet Connection.

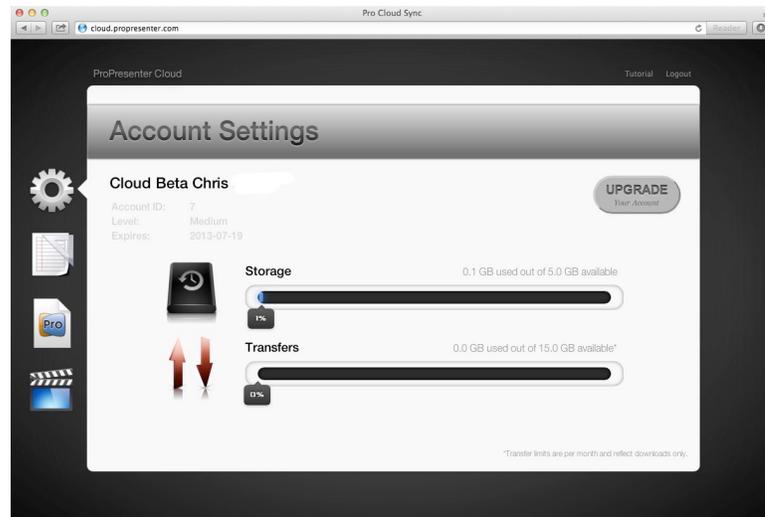
If you want to limit the bandwidth being used, you can uncheck "Allow Multiple Transfers" to limit the sync to one file at a time.

If you are setting up a computer that has content you don't want to upload, but you do want to download files, check the "Prevent Uploads" box. This is unchecked by default.

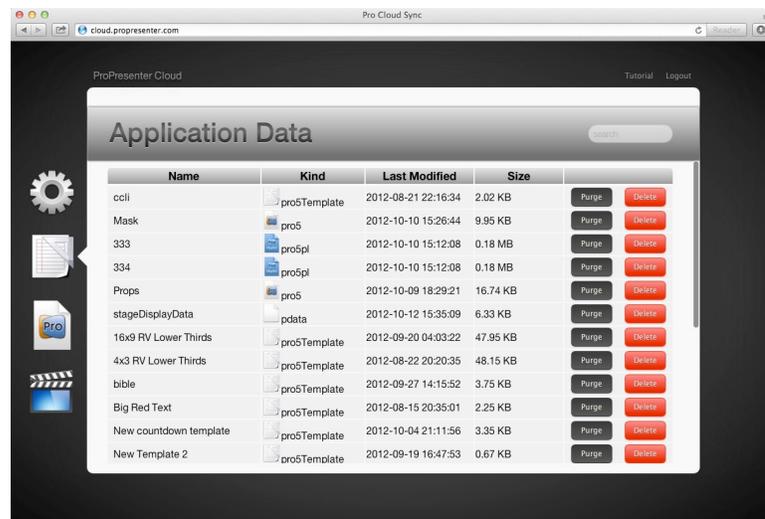
The "Storage" and "Transfer" status bars show you how much data is stored in your Cloud account, and how much data you have transferred. The Transfer amount is reset monthly.

If you click on the "Manage" button, you will be taken to the web interface for ProPresenter Cloud. You can manage the files that have been uploaded from here. You can also access this site at any time by going to <http://cloud.propresenter.com>. You will log into this site with the same credentials you used in the program.

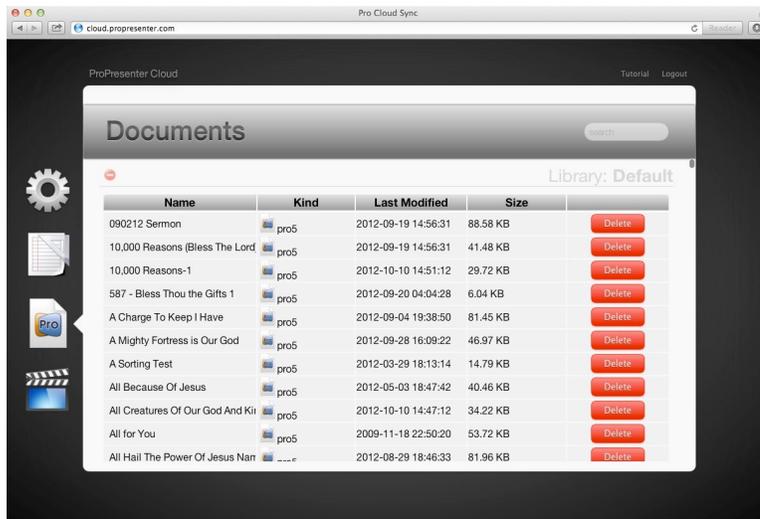
After you have logged in, the first screen you will see will show you your storage and transfer data. You will see additional information about your account listed on this page and you can upgrade your account from here.



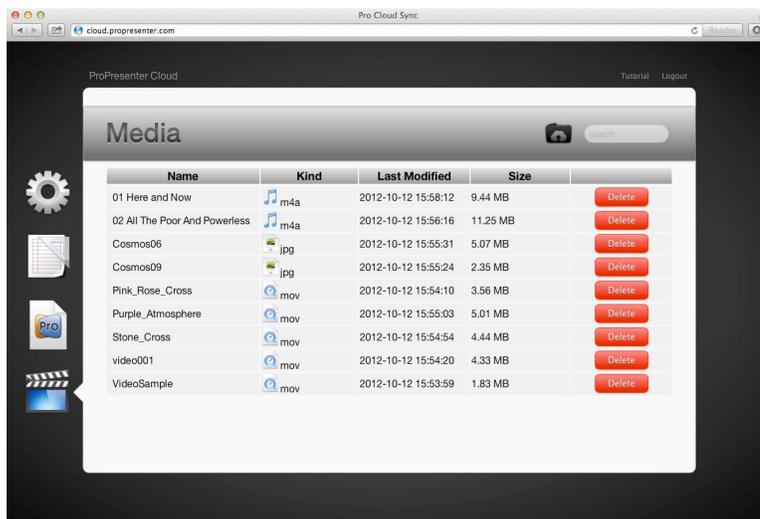
The Application Data screen lists all of the information found in your Application Data file path. This included references your linked Libraries; template; and data for Props, Messages, Masks and Stage Display.



The Application Data list is the only one that includes the ability to immediately and permanently delete a file. Clicking on “Purge” will completely remove the selected file from your Cloud Sync account and will not be recoverable. A local copy will still exist. You should only have to purge a file if you upload a damaged copy and don’t want it to sync down to other computers.



The third screen lists all of the ProPresenter documents that have been uploaded. These are all of the files in your linked libraries. If you delete a file locally or from the ProPresenter Cloud website, the file will be marked as “Deleted”. Deleted files can be restored for up to 30 days, at which time they are permanently deleted.



The Media page is similar to the other two screens. You can see all of your files that have been uploaded, as well as delete files. There is an additional feature for Media that allows you to upload single files to your Cloud account. This is useful if you need to add a media file to your Cloud account but don't have access to a computer with ProPresenter. You can log into this site, upload the

file, and then when the computer with ProPresenter is synced, the file will be downloaded and added to the media repository locally. You will have to manually add the file into ProPresenter after it has been synced.

## Sync Options

Before you actually sync any files, you will need to let ProPresenter know which pieces of your data you want to have synced. The simplest option is selecting “Everything”, which syncs all of your user data, library files, and media files.

If you prefer to limit the data that is being synced--you will likely want to do this if you chose a small Cloud storage option--then you can select the parts that you want to have synced.

**Library Documents** and **Playlists** will sync your presentation files as well as all of your playlists.

**Video/Image Files** will sync the actual media files. In order for this to work properly, ProPresenter automatically enabled “Manage Media Automatically” for the media repository and all of your content. Hot Folders are also converted to regular playlists and the media is then managed as well. Remember, media takes a long time to upload and takes up the most space. If you have a small storage plan, be careful with your media uploads.

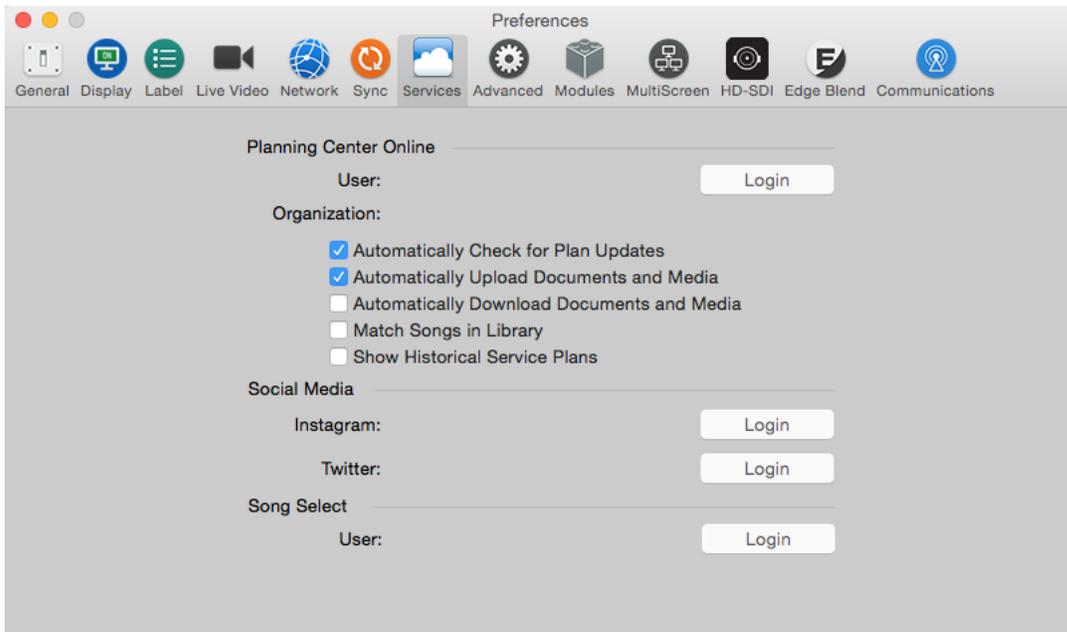
**Video/Image Bin** is the media.pro6pl file. This file contains the listing of all the playlists and media files, as well as the media properties, in your Video/Image Bin. This setting does not transfer any media. As mentioned above, Hot Folders are not supported with Cloud Sync, so they will be converted into standard media playlists when you enable Cloud Sync.

**Audio Files and Audio Bin** work the same as the Video/Image Files and Video/Image Bin. The first syncs the actual audio files, the second syncs the playlist data.

**Templates** sync all of your templates.

**User data** syncs information for Props, Masks, Stage Display Data, linked library names, CCLI data, etc.

## Services



The Services section allows access to configuration of third-party services.

### Planning Center Online

This will be covered in more detail later in this user manual in the *Planning Center Online* section. The settings listed here allow you to control the basic behavior of the PCO integration.

Changes made to a PCO service order online can automatically be detected by ProPresenter, and documents added in ProPresenter to a PCO playlist can be uploaded to the service element online for future use.

If you check the option to **Show Historical Service Plans** then past services will also be available to you. Otherwise, only plans from the current date and later will be available.

You can log in or log out of Planning Center Online from here as well.

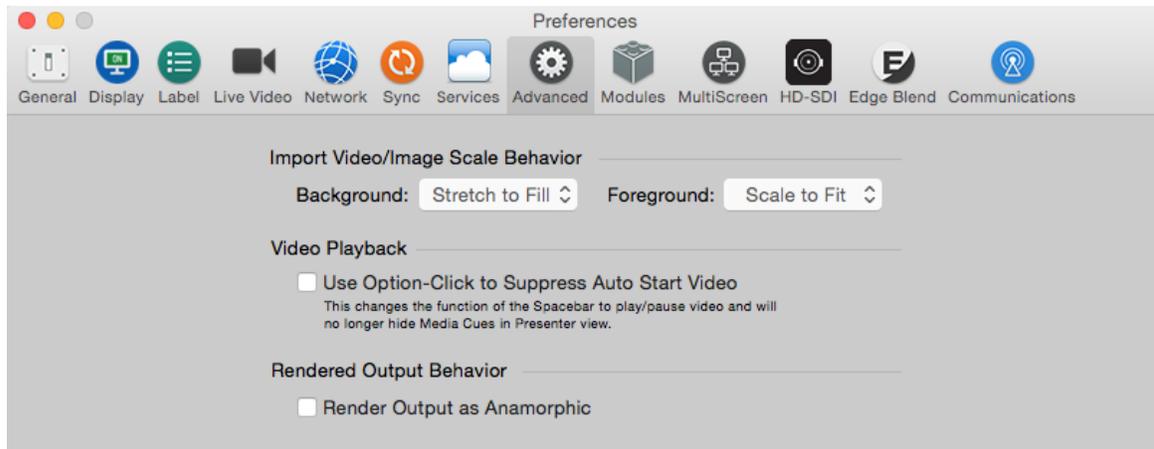
### Social Media

In this section you can log in to *Instagram* or *Twitter* for the purposes of using the Social Media module.

### SongSelect

In this section, you can log in to *SongSelect* for use with ProPresenter's import function from *SongSelect*. Please note that *SongSelect* is a subscription service offered by CCLI.

## Advanced



### Import Video/Image Scale Behavior

These settings affect how backgrounds and foregrounds are formatted when you import them into ProPresenter. Generally you will want to set Background to **Stretch to Fill** so that backgrounds fill your entire screen. Foreground will usually be **Scale to Fit** so that the aspect ratio of the video remains the same when displayed on your screens.

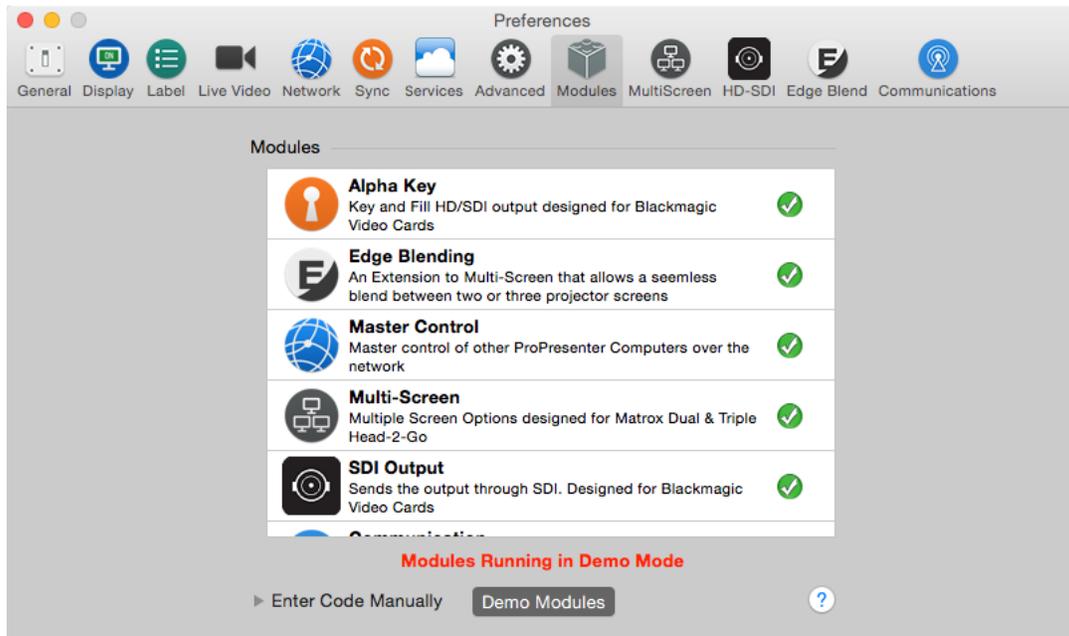
### Video Playback

**Use Option-Click to Suppress Auto Start Video** allows you to trigger a video without it starting. This is intended for broadcast-type environments where a video producer/director needs to see a video cue loaded before it plays.

### Render Output Behavior

These settings are used for troubleshooting rather than general performance. **Render Output as Anamorphic** allows you to use 16x9 content in a 4x3 environment without distorting the original video.

## Modules



The Modules tab lists all of the available modules for ProPresenter 6. Any module you have purchased will have a green check mark instead of the blue “Buy” button. We’ve also made it possible to demo any of the modules before you buy them.

**Note:** Demo modules add a watermark to the output screen while in use and are also reset when you restart ProPresenter. The Master Control module has a 10 minute time limit.

### New Module Code

If you have purchased a module, enter the 25-digit code here and then click the **+** to activate the module. After you have activated a module, the blue “Buy” button will change to a green check mark. When ProPresenter is registered, the **ID Code** will be shown. This is needed to purchase a module and link it to a specific computer.

### Demo Modules

If you click this button, all the modules will be enabled in demo mode for the current session of ProPresenter. You will have the full functionality of the modules, but the ProPresenter watermark will be placed on the output screen. When you close ProPresenter, the modules will be turned off again.

Purchased modules will have a green check next to them instead of the blue “Buy” button.

Each module will be covered in more detail later in this user manual.

## Toolbar

This section covers all the default toolbar icons first, and then explains the remaining icons that can be added to the toolbar through the Customize Toolbar option.

### Clear All

This removes everything that is active in ProPresenter: slides, videos, pictures, audio, websites, etc. When you click this button it will clear the screen and show your default slide color that is set in Preferences. This also stops timed presentations or the Timeline.

### Slides

This will remove anything that is part of the slide layer. Normally this is just text, but may also have pictures on a slide, or other slide objects. Clearing slides will keep the background showing and allow audio files to continue playing. If you are using a timed presentation or a Timeline, these will continue and the next slide that is triggered will be displayed.

### Backgrounds

This will clear the background, still image or video, from the screen but everything else will continue. When you clear the background from a presentation, the default slide color will be used instead until a new background is selected.

**Tip:** If you want to select a slide that has a background linked to it, but don't want to use that background at the time, press the Option key to temporarily remove the backgrounds from the presentation while you select the slide. Release the Option key and the backgrounds will be shown again.

### Clear Props

Props include any image or video you have playing above everything else on screen as well as items shown using the Messages module. Using Messages will be covered later in this user guide. Additional ways to clear Props will also be covered later in this guide.

### Clear Audio

This will clear any audio file that is selected from the Audio Bin or audio file that is added directly to a presentation or the Timeline. This **does not** clear audio that is embedded in a video file.

### Logo

This button will show the default logo that you have set in Preferences. This functions the same as a Clear command and removes all other content from the screen.

### New

This creates a new Library document. You will be able to select the Template and Category of the presentation before adding it to your Library.

### Editor

When a Library presentation is selected, you can use this button to open the presentation in the Editor to make changes.

**Video/Image**

This opens the Video/Image Bin below the Slide Viewer. The Video/Image Bin is used to organize your media files in ProPresenter.

**Audio**

This opens the Audio bin to the right of the Slide Viewer. The Audio Bin can be used to play audio files for walk in music, sound effects for plays, or whenever you want to play music from ProPresenter.

**Messages**

This opens the Messages module. Messages include any on-screen announcement you need to make, like a child number, or countdown clocks shown to the audience.

**Props**

Props are any element that you want to keep on screen above other elements. This is commonly used for things like logo bugs in the corner of the screen. A “logo bug” is similar to what TV stations display in the lower right corner during shows.

**Clocks**

This opens the clocks window, where you can control any number of clocks that appear on the Stage Display or are linked to on-screen messages.

**Bibles**

This will open the Bibles module in ProPresenter. You can access any installed translation or add new translations at any time. Bible searches can be turned into new presentations, added to the currently selected presentation, or shown directly from here.

**Store**

This opens to our media store, which is powered by Worship House Media. You can download the free media samples through the store, or you can purchase new media for your organization.

**Social Media**

This opens the Social Media module, allowing you to show a stream of searches from Twitter and Instagram directly within ProPresenter. This is covered in more detail later in this user guide.

**Template**

You can change the template for the active presentation from this button. You're also able to change the template for an individual slide or multiple presentation at once depending on the selections that are made.

**Format**

This opens the in-line formatting toolbar that allows you to make fast formatting changes to the font style of your slides from within the Slide Viewer instead of having to open the Editor.

**Output**

This button toggles the primary output on and off.

**Volume**

This controls the output volume of ProPresenter. If your computer volume is turned up and you still don't hear anything from ProPresenter, make sure this hasn't been muted.

**DVD**

This opens the DVD module. You can create clips from a DVD and add them to a presentation or playlist, shown a DVD segment directly from here, or rip a DVD clip into a file on your computer.

**Note:** Newer Mac minis and all MacBook Airs don't have a built-in DVD player. You will need an external optical drive to use this feature. Multiple optical drives are not supported.

**Timeline**

This opens the Timeline interface for a song. Creating a timeline is covered in more detail later in the user guide.

**Song Select**

This will open to CCLI's SongSelect service. This is a subscription service and is not part of Renewed Vision. We only provide access to this service.

**Customize**

This button is a shortcut to the Customize Toolbar window where you can add and remove, or re-arrange, the toolbar icons.

**ProPresenter logo**

The ProPresenter logo button opens the Info Center where you can find links to helpful resources.

The following options are available through the Customize Toolbar option. To add or remove icons, open the Customize Toolbar window and drag icons on and off the toolbar. To re-arrange icons, just drag them to the new location on the toolbar.

**Separator**

You can added this vertical dashed line to help divide your toolbar into sections that make more sense for you.

**Space**

This is an invisible element in the toolbar, but functions the same as a Separator.

**Flexible Space**

This is similar to "Space", but it grows and shrinks depending on the size of the ProPresenter window.

**Information Center**

This gives you quick access to the Information Center page.

**Live Video**

This will enable your selected camera input that you set in Preferences.

**Web Browser**

This opens the built-in web browser, allowing you to show entire websites seamlessly from within ProPresenter.

**Media Browser**

This opens the Media Browser. The Media Browser will be covered in more detail later in this user guide.

**Stage Display Message**

This will open a message window that sends a message to just the Stage Display if it is enabled in the Stage Display layout.

**iPhone**

This item gives you a quick on and off switch for the iOS remote app. If you have the Network settings properly configured for the remote, this will enable and disable the settings.

**Mask**

The Mask layer is another layer available in presentations. Since most users probably don't need this feature, we don't include it in the default toolbar. The Mask layer will be covered in more detail later in this user guide.

**Telestrator**

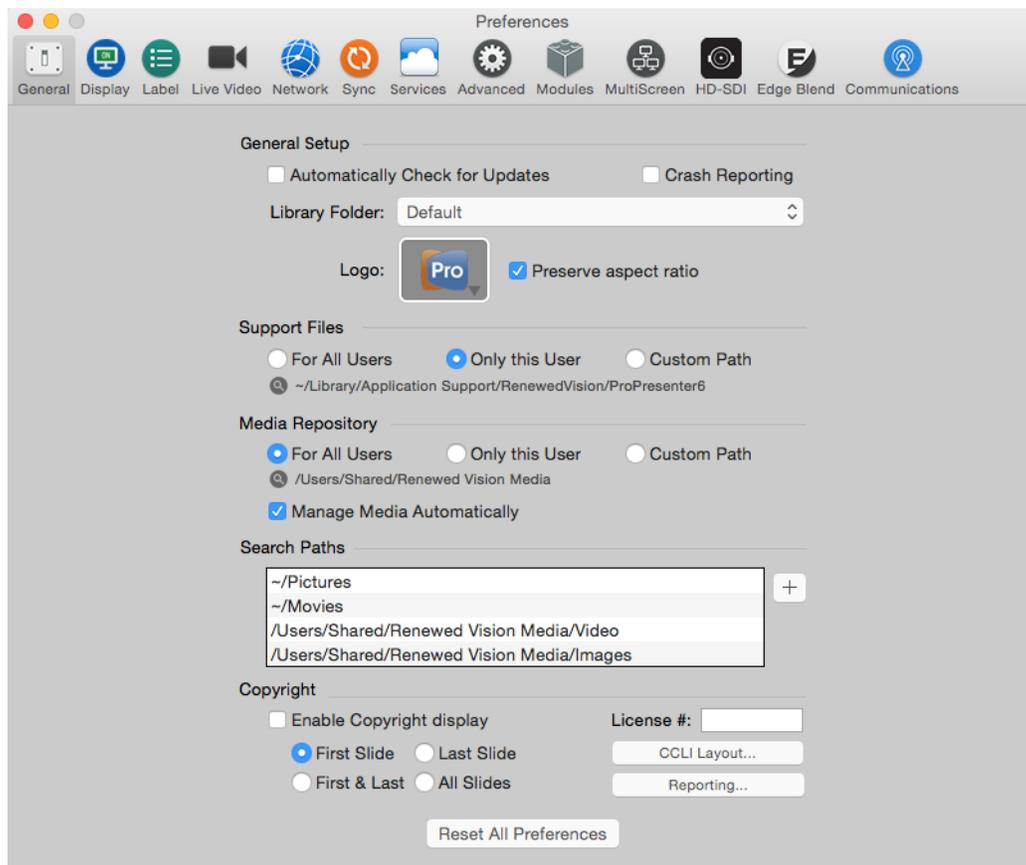
This will open the Telestrator tools which allows you to draw on top of your live output in real time.

## Copyright Settings

ProPresenter makes it easy to display copyright information for songs. When you import a song from SongSelect, the data is automatically filled in. If you create your own song files, you can manually enter the copyright information if you want to.

There are two places that you need to configure copyright display. The first place is in Preferences at the bottom of the General tab. These are the global settings that apply to every presentation in the library. As you can see, you can choose to show the copyright information on the first, last, first and last, or every slide of your presentation.

The **License #** box on the right is for you to enter your church's unique license number. You will need to contact CCLI for this number if you aren't sure what it is.

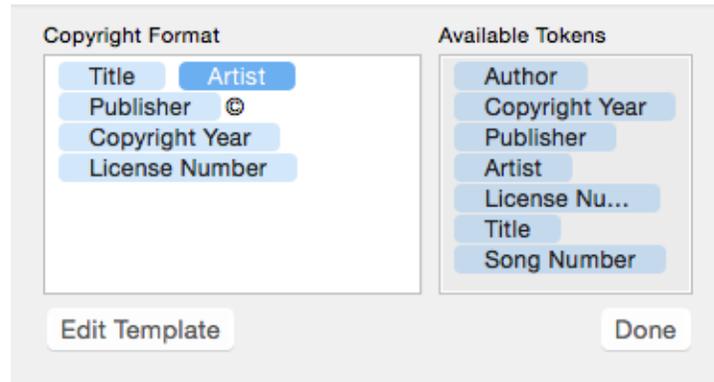


To change the copyright elements that are shown (Title, Artist, publishing information, etc.) click on the **CCLI Layout...** button. This will open the options shown below.

Each of the copyright elements are controlled by “Tokens”, a feature in ProPresenter that allows text from one part of the program to be automatically shown by a different feature. The tokens on the left are the active tokens, meaning these are the ones that will be shown. The column on the right shows all of the options available. You can add

and remove tokens from the left column by clicking and dragging them in and out of the right column.

**Note:** The copyright symbol is not included as a token, so if you accidentally delete it you can use Option-G on your keyboard to type it again.



Clicking on **Edit Template** will open the Template Editor and allow you to format the position and text settings for your copyright information. Since tokens aren't actually text, the only thing you'll see in the text box is the copyright symbol. If you want to see how text will look formatted, add any text you want since this will be replaced automatically.



Once you have configured how you want your copyright information to be displayed, you will need to make sure a presentation has information to display and that it's enabled. If you have imported a song from SongSelect, this information is filled in automatically and Display Copyright is checked by default.

To access the copyright information, click on the blue info button next to the presentation title at the top of the slide viewer. If this data isn't already filled in, you can fill in as much as you know. If you need to change whether or not the copyright information is shown for a specific presentation, check or uncheck the **Display Copyright** box

This information is used by the tokens that you enabled in the previous section. If you include a token but there is no information in that text field, nothing will be shown on the slide(s) that the copyright information is displayed on.

**Note:** The Title entered here can be different than the name of the presentation in the Library. If you want to have multiple copies of a presentation, but show the correct copyright

information for each presentation, just change the name of the presentation in the library and leave this as is.

The rest of this panel is covered later in this user guide.

## CCLI Reporting



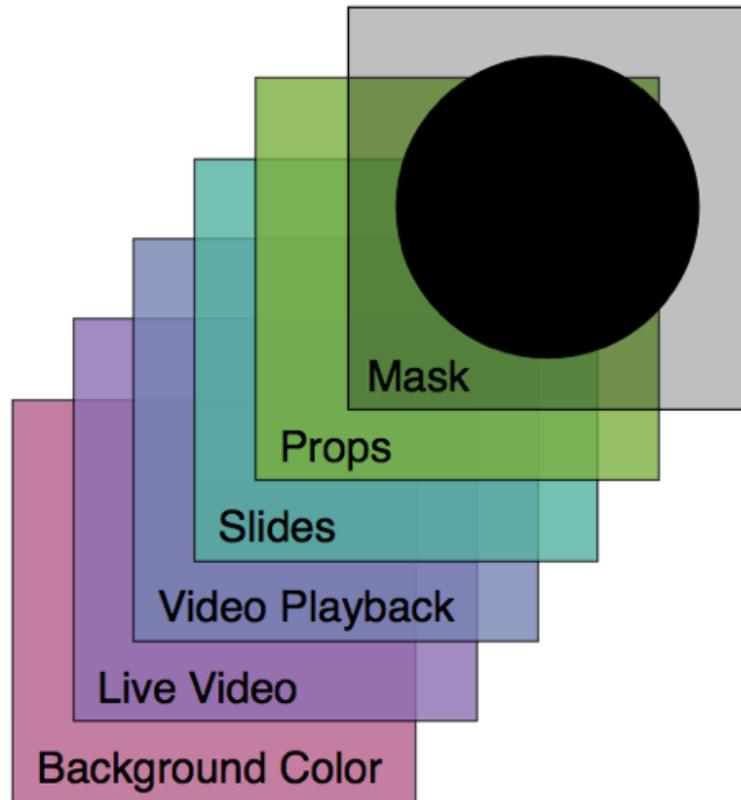
Created	Title	Author	Publisher	Copyright	CCLI #
3/2/15	How Great Is...	Chris Tomlin,...	sixsteps Music   worshiptoge...	2004	4348399
3/4/15	10,000 Reason...	Jonas Myrin,...	Said And Done Music   sixste...	2011	6016351
3/4/15	This Is Amazin...	Jeremy Riddl...	Phil Wickham Music   Seems...	2012	6333821
3/4/15	Oceans (Whe...	Joel Houston...	Hillsong Music Publishing (A...	2012	6428767
3/4/15	How Great Is...	Chris Tomlin,...	sixsteps Music   worshiptoge...	2004	4348399
3/4/15	Alleluia	Greg Scheer	Scheer, Greg	2005	4636214
3/4/15	Cornerstone	Edward Mote...	Hillsong Music Publishing (A...	2011	6158927
3/4/15	One Thing Re...	Brian Johnso...	ChristaJoy Music Publishing [...	2010	5508444
3/4/15	Mighty To Save	Ben Fielding,...	Hillsong Music Publishing (A...	2006	4591782
3/4/15	Forever Reign	Jason Ingra...	Hillsong Music Publishing   S...	2009	5639997
3/4/15	Revelation Song	Jennie Lee R...	Gateway Create Publishing (...	2004	4447960
3/16/15	Alive	Alexander Pa...	Hillsong Music Publishing (A...	2012	6605212
3/16/15	How Great Is...	Chris Tomlin,...	sixsteps Music   worshiptoge...	2004	4348399
3/16/15	Forever	Chris Tomlin	sixsteps Music   worshiptoge...	2001	3148428

One feature we have been asked for over and over again is the ability to generate a CCLI report. In ProPresenter 6 we make it easy to generate a report of all the new songs you've added to your library. CCLI only requires that you report when you add a song to your library, not how many times you use the song.

To access this, open Preferences, go to the General tab, and click on the **Reporting...** button at the bottom.

You can reset this list to make it easy for you to track your songs during each reporting period. You can also export the list as a text file if you want to keep a backup copy of this list for your records.

## Presentation Layers



ProPresenter 6 presentations are composed of up to six layers.

### Mask Layer

Have you ever wanted to project onto something that wasn't a projector screen? Did you use tape and cardboard to block out your project's light to fit that shape? Instead of placing a physical object in front of your projectors, you can draw a Mask in ProPresenter, or using Photoshop to create custom projection areas. Once enabled, a Mask will automatically activate when ProPresenter opens. Masks can only be enabled and disabled from the Mask module. You will need to customize your toolbar to add the Mask module button.

### Props Layer

Props are items that sit on the topmost-layer of your visible output (not visible over a Mask). The most common Prop type is a logo "bug." This is a small graphic that is usually shown in the lower right corner of the screen at all times. This is the same thing as a cable channel logo that is shown on TV. Messages and Countdowns are also shown in the Props layer, in addition to actual Prop.

### Slide Layer

Slides are the most fundamental element of ProPresenter and exist within Library presentations. They contain the bulk of the information most users will be displaying.

The slide layer may contain ext slides, announcement loops, slideshows or any other pre-formatted text and/or graphic slides. There are several additional features that will be covered later in this user guide.

### **Video Playback**

This layer is used for any full-screen video or image playback. There are two variations on this layer: Backgrounds and Foregrounds.

- **Backgrounds** are videos or graphics played underneath the Slide Layer. They persist across multiple slides and continue to display until cleared or another background is triggered. Background videos are automatically set to loop, but this can be changed in the settings for each file in Media Properties. Backgrounds can be assigned directly to slides or selected from the Video/Image Bin.
- **Foregrounds** are generally any video or image that you would notate on a cue sheet, such as sermon illustration videos, announcement videos, or any other video or image that is intended to be shown by itself. They will clear the output when triggered and be cleared when another slide is triggered. Foreground videos are set to play just once, but this can be changed in the Media Properties for each file. They can be added directly to presentations, Playlists, or played directly from the Video/Image Bin.

### **Live Video**

The Live Video function in ProPresenter takes a live camera feed from any QuickTime-compatible video interface and shows it full screen underneath the other layers mentioned above. If a background is active, you will need to clear the background in order to see the Live Video source.

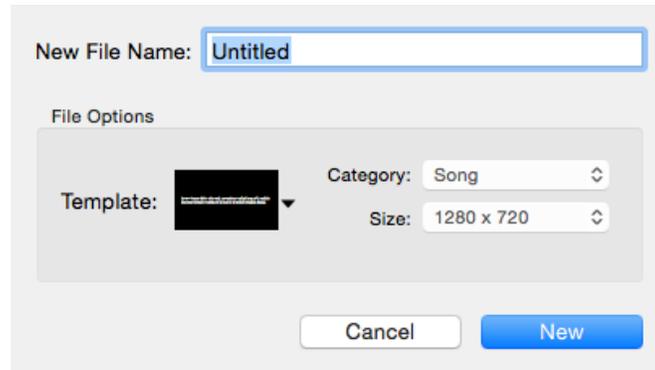
### **Background Color**

This is the default color you want to show when absolutely nothing else is shown on the screen (by default this is set to black). In addition to the default global screen color defined in Preferences, a default background color can be defined for each presentation as well as individual slides within a presentation.

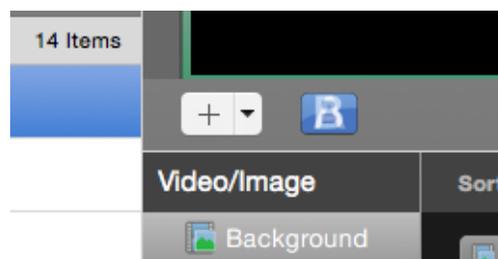
## Working with Templates

Templates allow you to quickly reformat a song to a new layout, or to change an entire set of songs. You can apply Templates to new or existing documents, and they can be used to completely change the look of a presentation in a matter of seconds.

When you are importing or creating a new song, you are able to change the Template that is being used. The previously used Template will always be used unless you change it.



There are two options for creating new slides in a presentation. In the image below, you can see a plus sign and a down arrow. If you select the plus (+) button, it will create a new slide using the last used template from this menu. If you click the down arrow you will see a list of Templates. Selecting a template will create a slide with those properties. This will also become the Template used when clicking the plus button in that presentation.



If you need to change the Template used for an entire document (or multiple documents) click the Template button in the toolbar and choose your Template. If you only want to change the Template of a few slides, Command-click the slides you want to change so they are outlined in blue, then select a new Template. If you need to change several presentations at once, select the titles in the Library or Playlist, then choose your new Template.

When applying a template to an entire document or to a set of slides, you can select a few options.

**Preserve Text Attributes** will update the slide using the formatting that the Template specifies, but it will preserve specific attributes like italics, bold and underline. If you have text that is already formatted and you don't want to lose this formatting, check this box.

**Size Text to Fit** will update the font size of the text in a text box on a slide to fit the slide. If the font would have been too big to fit in the text box, it will be scaled down so that it all fits.

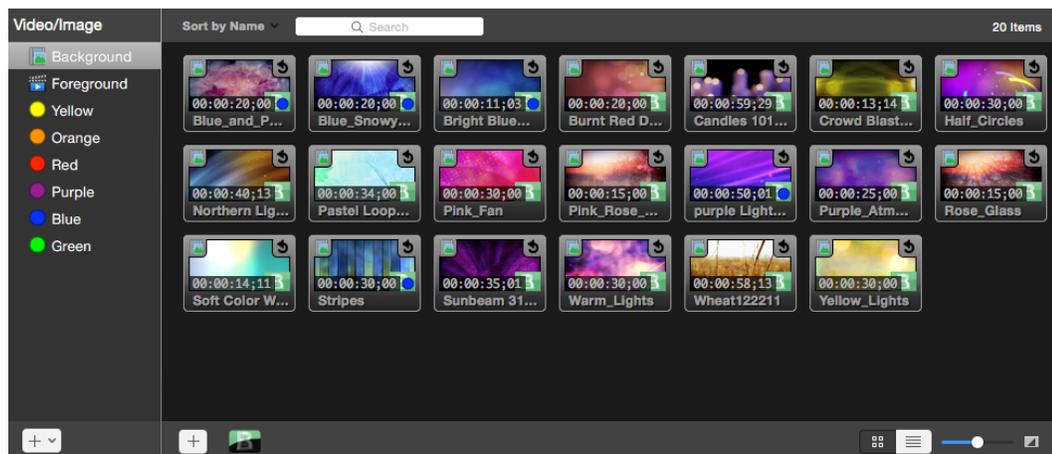
You can create new Templates from any of these Template menus. You can also right-click on slides to change the Template or create a new Template.

# Working with Media

## Video/Image Bin

The Video/Image Bin is the best location for managing your media within ProPresenter.

To access the Video/Image Bin, click on the Video/Image icon in the toolbar. You can also press Control-V or open it from the View menu. Once the bin is open, you will find it below the slide viewer. The first time you open this, it will be empty, but once you have started adding content it will begin to look like the image below.



The left section of the Video/Image Bin is used to maintain your playlists and help you organize your content. The top two bins—Backgrounds and Foregrounds—are the default bins and can't be renamed, moved or deleted. These bins are your initial organizational tools for your media. To add playlists or folders, click the action menu in the lower-left corner of the Video/Image Bin playlist column. You can resize or hide the playlist column using the vertical handle bars in the lower-right corner of the playlist column.

By right clicking on a media cue, you can select a number of playback options. **Loop** will cause the clip to play until it is stopped by the user. **Stop** will play the clip once and stop on the last frame. **Next** will play the clip once and then advance to the next clip in the Video/Image Bin. **Soft Loop** will play the video once, and when it reaches the end of the file, it will loop to the beginning of the video while performing a crossfade. **Go to Cue** allows you to specify a clip that should be played after the selected clip is finished.

Backgrounds are automatically set to loop while they play, Foregrounds are automatically set to play just once.

In ProPresenter 6, we've also added Media Bin Keyword Tagging. You can create keyword tags, each with it's own color, and assign these tags to Videos or Images. Right click on any video or image to assign a tag. You can also add new, custom tags when you right click on any video or image.

All videos or images that are tagged with any tag are shown by selecting the tag from the left bar of the Video/Image Bin. Each Video or Image can have multiple tags. For example, you could create a tag called "Blue Videos" and a tag called "Slow Videos", and apply it to a video that fits both of those descriptions. Then, when you select either of those Tags in the Video/Image bin, you'll see that video, along with any others in that tag.

You can also further organize your content into playlists. Playlists in the Video/Image Bin work similar to those in the Library in that you can add content from your main bins into the playlist without removing them from the main bins. You can also add media directly from the Finder into a playlist. When you do this, the file will also appear in your Backgrounds bin.

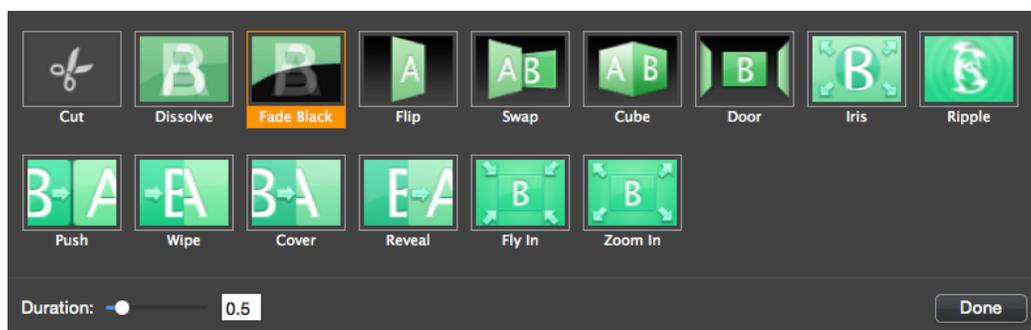
If you need to organize your playlists further you can create a new Group Folder (black folder icon). Folders are used to organize playlists, so if you created a folder called "Holidays" like the one shown above, you can then add playlists to that folder for each holiday. Folders are really useful to organize playlists of special purpose media like this. Media cannot be added directly to a folder.

Hot Folders are used to link directly to a folder on your computer. Any time you add or remove media from that folder, those changes will be reflected in the Hot Folder. Media cannot be added to a Hot Folder from within ProPresenter. Hot Folders are useful if you have a temporary work folder that you're constantly updating. Since the Hot Folder will watch for changes, you can move files in and out of that folder as much as you need to. Media in a Hot Folder is not included in the Backgrounds or Foregrounds bins.

To add media to your Video/Image Bin you can use any of three different options. The fastest way to add media is to open the folder containing the media in the Finder and drag the files into the Video/Image Bin where you want them located. The other options are to click on the plus button on the bottom of the bin or by going to File>Import>Import Video/Image and locating the media in the Finder window that opens. Using the latter option will import the media to the selected bin or playlist in the Video/Image Bin.

If you want to change the sort order of your media, click on the Sort By drop-down menu at the top of the Video/Image Bin. There are a number of options that you can use to sort your media. If you are looking for files with specific words in the file name, type that in the Search box to search the current bin or playlist.

As with presentations, media files also have their own set of transition options.



To access these transition options, click on the transitions button in the lower-left corner of the Video/Image Bin. Select the transition you want your media to use and set the duration, then click Done.

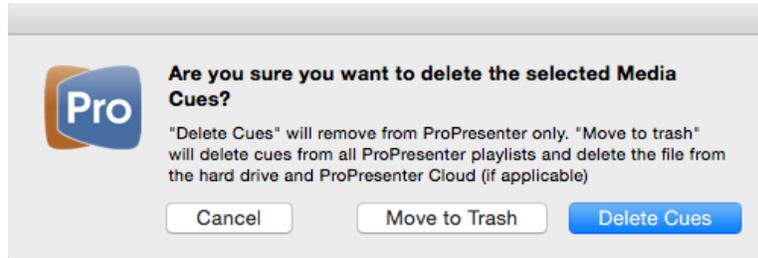
The icons in the lower-right corner and the slider allow you to toggle between a thumbnail and a list view of your media and to change the size of the thumbnails.

If you see thumbnails with a question mark on top of them it means the file path to that media file has changed. Either relink the file, or remove it from the Video/Image Bin.

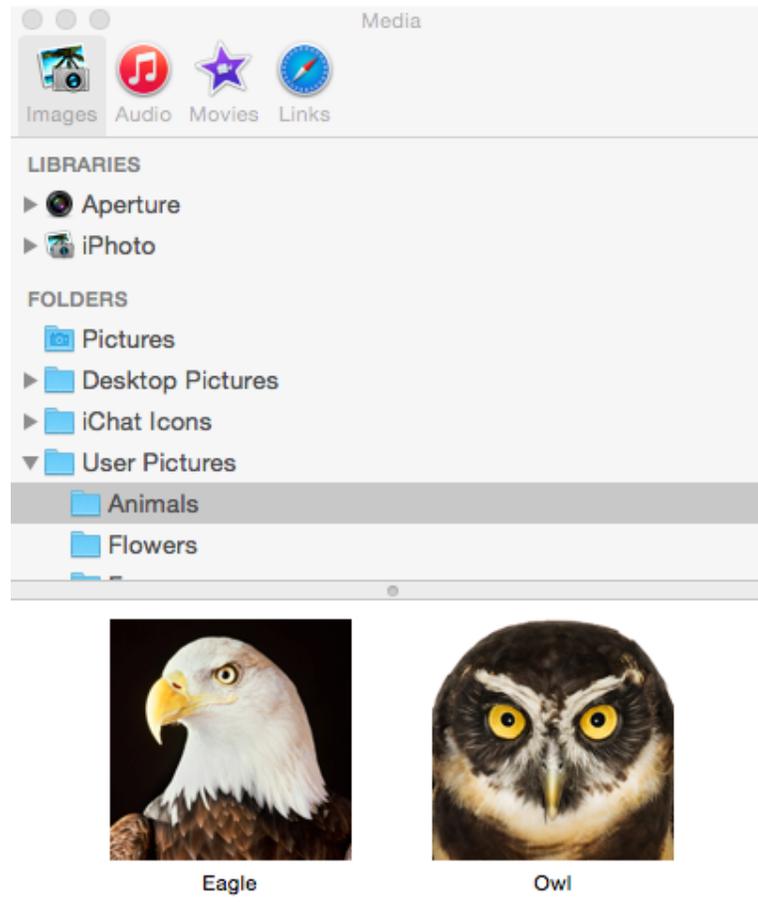
When you delete media from the Video/Image Bin, you will be prompted to delete just the cue, or to also delete the actual file.

If you choose “Move to Trash”, then both the media file and the cue will be deleted. This is useful if you have imported temporary content such as announcement graphics or single-use media that you also want to delete from your computer. If you have a ProPresenter Cloud account, the media file will also be marked for deletion from the Cloud. Keep in mind that any files marked as “Deleted” in your Cloud account can be restored for up to 30 days. If you have multiple copies of the same cue in your Video/Image Bin, each of the cues will also be removed with this option.

If you choose “Delete Cues”, then just that specific cue will be removed from the Video/Image Bin and the original file will be left alone.



## Media Browser



To access the Media Browser, click on View and then select Media Browser. You can also customize your toolbar and add a button or press Control-K on your keyboard to open it.

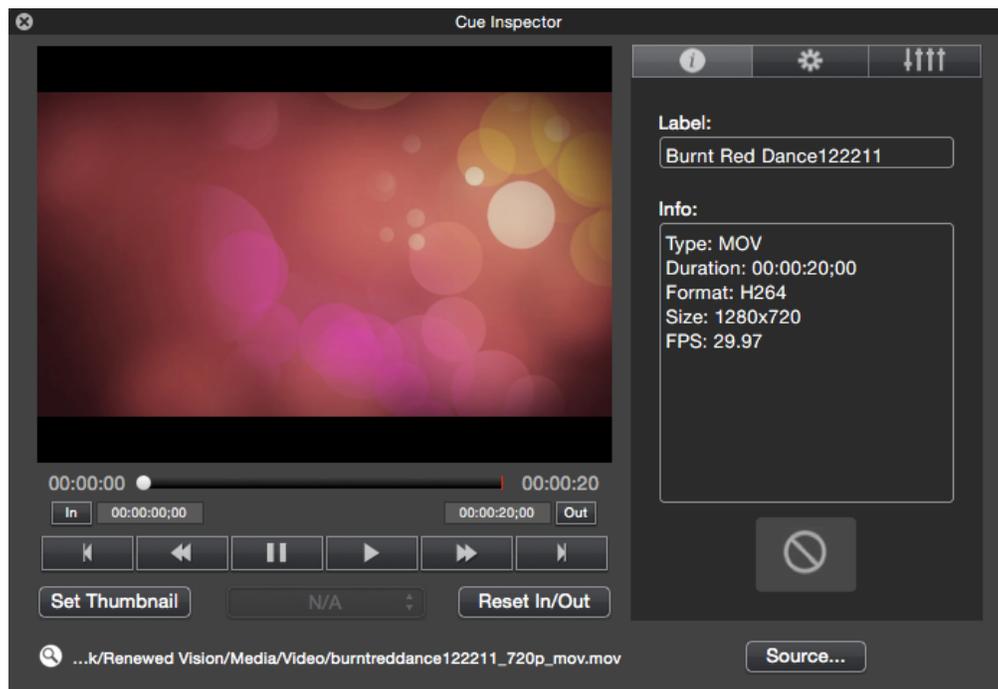
The Media Browser gives you another option for accessing your media files. If you have used iMovie you may be familiar with this interface since it is similar to the media browser in that program. Media is automatically categorized in Images, Audio, Movies, and Links, making it easy for you to quickly find what you're looking for.

To use content from the Media Browser, click and drag it to the slide that you want it applied to. Images, Audio, and Movies can only be added to presentation; you cannot use the Media Browser to add content to your Video/Image Bin. Links pull the bookmarks from Safari and can then be added to a playlist and will open the Web Browser when selected.

## Media Properties

Any image or video can be adjusted using the following settings, but these must be set before using the clip since the effects aren't applied in real-time. The benefit of using these effects within ProPresenter is that you can use the same clip on your hard drive multiple times with different looks. Before, if you wanted five different looks on the same clip, you would have had to render five different files; now you just create five references to the same file.

To access the Media Cue Inspector, right-click on a thumbnail in the Video/Image Bin, or on a thumbnail in a presentation, and choose Properties. This will open the window shown below.



From this window, you can adjust the In and Out points for any video file. If you have a longer video and only want to show part of it, this is where you can make those changes without having to edit the original video. If you need to change the thumbnail or remove the custom in and out points, use the two buttons below the playback controls.

If you have multiple audio output sources from your computer (USB interface and standard headphone output), you can select one of those outputs from this menu to preview the audio of a video in the Cue Inspector. This will only change the audio output in the Cue Inspector and doesn't affect any other audio output from ProPresenter.

If you need to locate this file on your computer, click on the magnifying glass icon next to the file path.

On the right side of this window, the buttons at the top switch between basic information tab (shown), the Properties tab, and the Effects tab.

The Label will use the file name by default, but as you can see with the video that's open, the file name doesn't necessarily make a lot of sense. You can change the Label to something that makes more sense for you and it will then be shown below the thumbnail in the Video/Image Bin.

The Info section shows you details about the video or image file.

If you want to set a custom transition for the media file, you can change that here as well. These effects will actually be available in the Video/Image Bin and in a presentation once set.



The second tab in the Media Cue Inspector is the Properties tab. These settings can be used to change the way a file is scaled, where it's positioned on screen, and the orientation of the file. If you are working with a video, you can also change the volume of the audio track, the play rate (speed) of the video and whether the video loops or stops when it reaches the end of the file. There is also an option called "soft loop" for videos. When the video reaches the end of the file, it will loop to the beginning of the video while performing a crossfade. This allows you to loop video files which were not designed to be looped, because there will be smooth fade to cover the change between the last and the first frame.

In the image above, there are two arrows shown in the lower-right corner of the window. These arrows are shown when you select multiple media cues and open all of them in the Inspector. Clicking the arrows will switch to the next or previous file.

The third tab in the Media Cue Inspector allows you to make a number of changes to media cues without ever having to edit the original media file.



When you first select the Effects tab, you can several changes to the clip.

### **Adjust Color**

This allows you to adjust the Hue, Saturation, Contrast, and Brightness to change the basic look of the video or image.

### **Blur**

This applies a blurring mask to the entire video or image. Moving the slider left and right will change how much blurring is used.

### **Color Filter**

This allows you to apply a filter over your video or image with a color that you select.

### **Color Invert**

This option inverts all of the colors, to achieve a “negative” type effect.

### **Edge Blur**

Edge Blur applies a circular blurring mask from the outer edges. The sliders change the amount of blurring that is applied.

### **Gray Invert**

Like the color invert, this achieves a “negative” type effect, but completely in grayscale.

**Heat Signature**

This effect emulates a heat signature map, showing Reds where the image is brightest and Blues where the image is darkest.

**Sepia**

This effect applies a sepia tone to the entire video or image.

# Working with Presentations

## Presentation File Formats

ProPresenter has three basic file types. These formats are cross compatible between the Mac and Windows versions.

**.pro6** -- This file extension is used on documents found in the Library. If you open up the folder where your Library is stored, you will see files such as "Amazing Grace.pro6".

**.pro6x** -- This file extension is used when you create a bundle. A bundle is a compressed folder similar to a .zip folder. Bundles include presentation documents (.pro6) as well as any media elements associated to the presentations or playlist selected. This can be a single presentation or a playlist with bundled media.

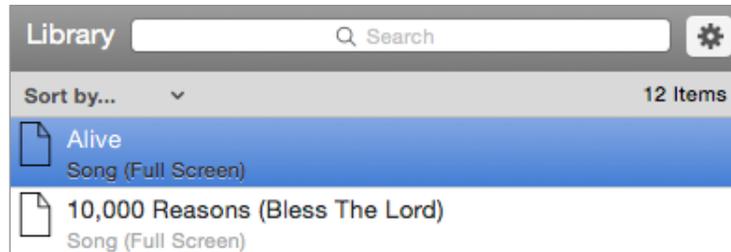
**.pro6plx** -- This file extension is used when exporting a playlist without media files bundled with the document files.

To import any of these three formats, simply double-click on the file on the computer you want to open the file with and follow the prompts to add the content to the correct locations. You can also go to File > Import > Import File to locate your file and import it.

## Using the Library

The Library in ProPresenter is your central storage location for all of your presentations. These can be song documents, scripture presentations, speaker notes, announcement loops, or any other custom presentation types.

You can locate any file in your Library using the search function at the top of the Library panel. You can search by keywords in either the title or the contents of a presentation, and you can further sort the results by their categories with the Filter drop-down menu.

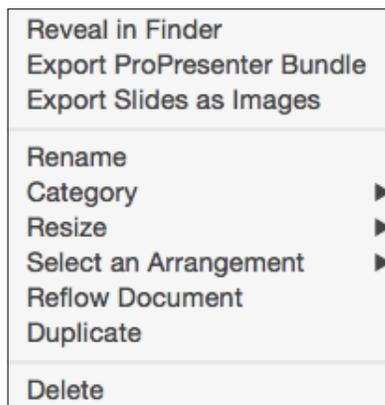


Clicking on a presentation name in the Library will immediately open that document in the slide viewer and allow you to begin using it immediately.

If you want to change the order that the results are sorted, click on Sort By and select either Title, Category, or Last Used.

To rename a presentation, right-click and choose **Rename**, or double-click the name to edit the title. You can change the category of a presentation by right-clicking on the name and selecting a new Category.

In addition to the **Rename** option, there are several other options available when you right-click in the Library.



**Reveal in Finder:** Opens the file in the Finder.

**Export ProPresenter Bundle:** This will be covered in more detail later in this user guide.

**Export Slides as Images:** Exports all slides in the document to a folder of images.

**Rename:** Change the name of the presentation.

**Category:** Change the presentation category.

**Resize:** Change the size of one or more presentations.

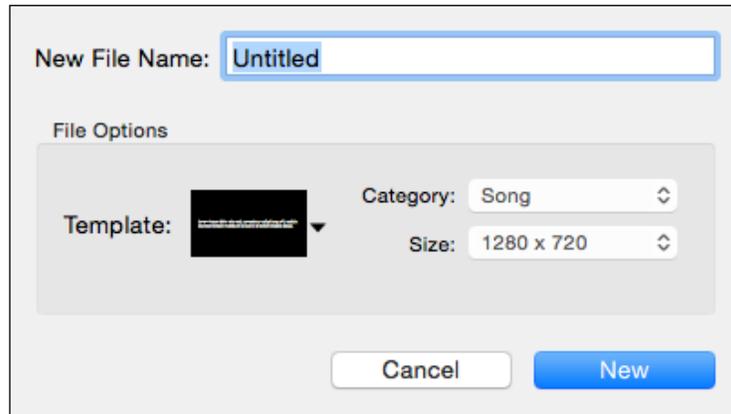
**Reflow Document:** This will be covered later in this user guide.

**Duplicate:** Creates a duplicate copy of the presentation.

**Delete:** Deletes the selected file.

## Adding new presentations

When you create a new presentation (File>New, Command-N, or clicking “New” in the toolbar), you will be given the chance to name your file as well as change some of the basic properties. Before a file is added to your library, you can give it a title, select the template that will be used for the slides, and change the category and size of the presentation if needed.



## Using multiple libraries

ProPresenter allows you to link multiple presentation libraries to the program. This makes it easy for multiple organizations or groups to use the same computer without having to share library files or create lots of alternate versions of files.

There are two ways to get started with multiple libraries. Open Preferences then click on the General tab. Once you are here, click on the **Library Folder** drop-down menu and select **Manage Library**.

The second method is by clicking on the File menu, then selecting the Select Library menu and then Manage Library.

Use these same two locations to change the active Library at any time.

After you have selected **Manage Library** using one of these methods, you will see the menu shown below. This will show you the currently linked libraries.

To add additional libraries, click the add (+) button. This will open the Finder. Browse to where you want to add the new library, create the folder and select it. It will be added to this list. If you want to remove a linked library, select that library, then click the remove (-) button. This won't delete the folder, just the ProPresenter link to the folder.

We recommend keeping your library stored on your computer to avoid any problems.

## Playlists

Immediately below the Library is the Playlist manager. Playlists are a way to create an outline of your service or event with all the elements contained in a single list.

There are five different options available in this section: New Document, New Playlist, New Group Folder, New Planning Center Online Playlist, and New Header. Planning Center Online Playlists allow you to connect to your Planning Center Online account and pull in the order of service directly into ProPresenter. This will be covered in more detail later in this use guide. For now, we'll focus on regular Playlists and Folders.

To create a playlist, click on the action menu in the lower left corner and select the type of playlist you want to create, or select to create a folder. The **New Document** option creates a new file in the Library.

**Note:** Playlists are used to organize presentations and media. Group Folders are used to organize your Playlists.

To add presentations from your Library or media from the Video/Image Bin, click on the item and drag it into the playlist. You can also drag media files, PowerPoint, or Keynote files from the Finder directly into a Playlist. PowerPoint and Keynote files in a Playlist will create a trigger to launch the appropriate program for native-playback of the presentation.

If you double-click on a playlist or folder, you can rename it. If you want to move a playlist into a Folder, drag the playlist name to the Folder and it will be moved into the Folder.

Normally when you click on an item in a playlist, it only shows that presentation or file. However, if you click on the **Contiguous** button, everything in the playlist will be loaded into the Slide Viewer for one continuous view of the playlist contents.

It is in the context of using the Contiguous Slide View that the **New Header** option can be very useful. When you add a header to your playlist, it helps to define a particular section of the playlist. For example, you may have a section of the playlist for "Songs" and a section of the playlist for "Announcements". When this is viewed in the Contiguous Slide View, the header will help to delineate the difference sections.

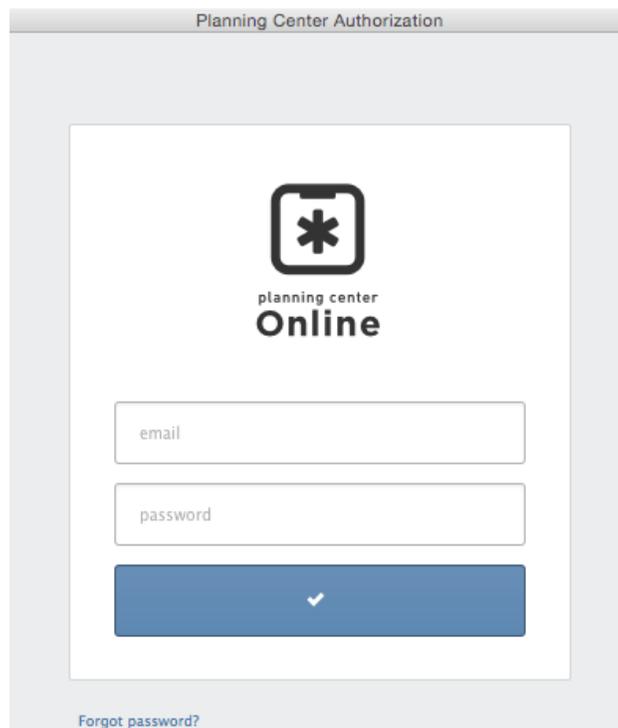
The button in the lower-right corner with the four arrows will resize the Playlist window and hide the list of playlists on the left and the Library above, allowing you to see the Playlist easier.

To export a playlist, right-click on the playlist name and select **Export Playlist**. Choose the file path and check the **Include Media** option if you want to export all of the associated media. You can also drag the playlist name directly to another folder on your computer to automatically export the playlist with all the media.

## Planning Center Online Playlist

You can connect to your organization's PCO account two different ways. The first way to do this is to simply choose **New PCO Playlist** in the Playlist manager and login through the interface shown below. The second is through ProPresenter's Services Preferences menu. This will be covered later as there are other settings available from there.

Note: Planning Center Online is not a Renewed Vision product. You are required to have an active Planning Center Online account to use this feature. You can find out more about Planning Center online at <http://get.planningcenteronline.com/>.



The image shows a screenshot of a web browser window titled "Planning Center Authorization". The window contains a login form with the following elements:

- A logo consisting of a square with a star inside, above the text "planning center Online".
- An input field labeled "email".
- An input field labeled "password".
- A blue button with a white checkmark icon.
- A link labeled "Forgot password?" at the bottom left.

Anyone who can log into your organization's PCO account can use this feature with their own credentials, or you can select **remember me** and allow everyone to use the same login.

After you login, you will see a second window asking you to authorize ProPresenter to connect to your account.

Once you have connected to PCO and authorized your account to be used by ProPresenter, you will see a list of all the available services in PCO. This is also the window you will be taken directly to when you add future PCO Playlists in ProPresenter since you will already be connected to your account.

Once you have found the service that you would like to add to ProPresenter, click on the plus (+) button in the lower-right corner.

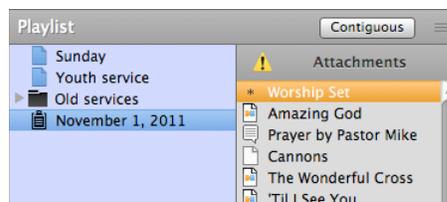
During the import process, ProPresenter will attempt to find songs in your Library that match songs in the PCO playlist. If it finds files, it will automatically link them for you. If no matches are found, you will need to add the songs to ProPresenter and then link them to the PCO playlist.

The import process will also download any media that is a part of a PCO Service. Also, if you have specified a sequence for a song in Planning Center (for example: Verse 1, Chorus, Verse 2, Chorus), this sequence will be applied to the arrangement for a song in ProPresenter with the arrangement name "PCO Arrangement".

After you have added a PCO playlist, you'll notice there are several icons shown in the Playlist that aren't available in a regular ProPresenter playlist. ProPresenter 6 can recognize the extra playlist elements that are available in Planning Center, making these playlists even more useful to you and your volunteers because you can add notes directly in the playlist.

**Note:** A PCO playlist cannot have new elements added to it from within ProPresenter. There is currently no way to modify the order of a PCO playlist. If you need to add or change an element, change it from within your PCO account and refresh the playlist. If you prefer to make changes to the playlist within ProPresenter, you can right-click on the playlist name and select **Convert to non-PCO** to turn it into a standard ProPresenter playlist. You will not be able to undo this and changes will not be made in Planning Center.

One of the key parts of this feature is that your ProPresenter song files can be uploaded and stored in Planning Center for future use. Once ProPresenter has scanned your PCO playlist for changes, you will see an alert about attachments at the top of the playlist.



Clicking on **Attachments** will allow you to upload or change files as needed in the playlist to reconcile ProPresenter and Planning Center.

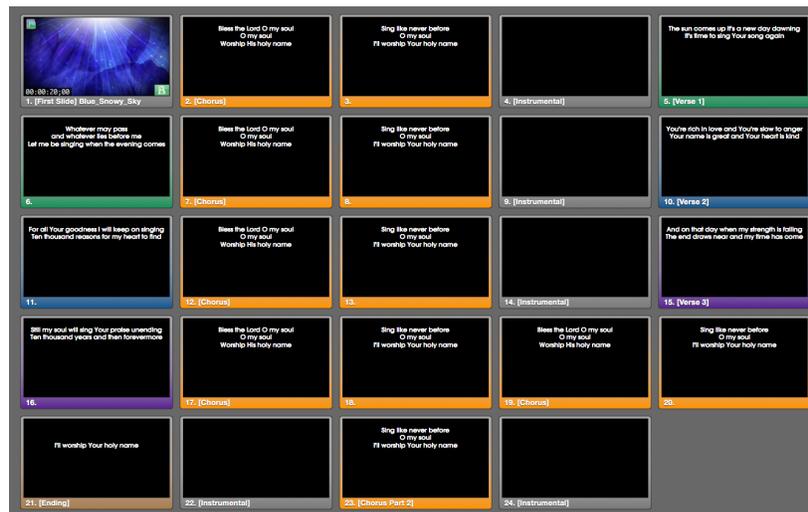
You can also right-click on the playlist name and choose **Refresh** if you need to update any files.

Once a ProPresenter presentation has been included in a PCO playlist, it's considered **Linked**. If you realize that the wrong version of a song was linked to the PCO playlist, you can unlink it by clicking on the **Unlink** button. If a file is missing from the PCO playlist, you can add it by dragging the file from your Library into the area indicated.

Also, as a new feature in ProPresenter 6, any media that is linked to an item in Planning Center will be downloaded to ProPresenter and linked in the playlist.

## Slide and Table View

ProPresenter 6 offers two ways of viewing presentations. The default view is the **Grid View**, which shows larger thumbnails of each slide.



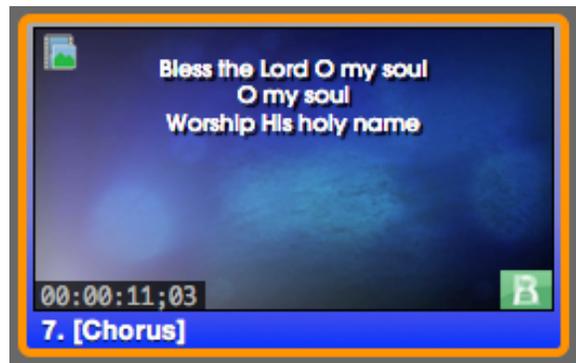
Grid View is designed to show you a large thumbnail of your slide so that you can easily see the design of the slide. This is referred to as a “what you see is what you get”, or WYSIWYG, type of layout.

Table View shows you a smaller thumbnail, but shows makes it easier to read the slide content. Slide notes are also visible in this view.

You can toggle the slide view and the thumbnail size using the buttons and the slider in the lower-right corner of the slide viewer.

## Working with Slides

It's important to note that ProPresenter is always “live”. When you click on a slide, it will immediately be sent to your output screen. Any media will also be shown if included with the slide. When a slide is live, it has an orange outline around it so that you can quickly see which slide is being shown. In Table View, the entire row will be orange, as shown in the previous image.



When a background video or image is added to a slide, it is indicated with the icon in the upper-left corner. This icon will match the Backgrounds and Foregrounds icons from the Video/Image Bin. If you have added a video to a slide, a box in the lower-left corner will show you how long the video is. Other icons will appear in the upper-right corner; those will be covered in other sections throughout this user guide.

To move slides, click and drag the slide thumbnail. You will see drop indicators while moving the slide around to show you where it will be inserted in the presentation.

Slides can be duplicated within a presentation, making it easy for you to create slides for repeated sections of a presentation. Duplicating is similar to copying and then pasting a slide. To duplicate a slide, select the slide while pressing the command key and then press Shift-D. You can also right-click on a slide and choose Duplicate.

ProPresenter also allows you to disable specific slides. To disable a slide, right-click on it and choose **Disable Slide** from the menu. To re-enable the slide, right-click on the slide and choose **Enable Slide**. A disabled slide will be skipped when advancing through a presentation using the space bar or arrow keys, and will also be grayed out to indicate it is disabled. Disabled slides can still be used if you click on the slide or use a hot key to select it.

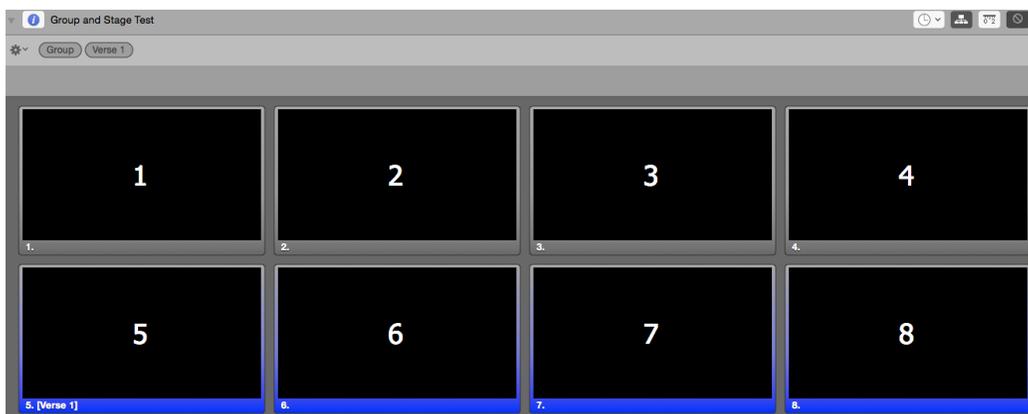
As you can see in the image above, this slide is marked with “Chorus” and is blue. Slides can be labeled and grouped together in ProPresenter. This will be covered in more detail in the section on “Slide Grouping and Arrangements” later in this user guide.

## Slide Grouping and Arrangements

Groups & Arrangement makes it easy for you to create multiple versions of a single song without having to save several files in your library. Groups & Arrangements allows you to define slides as part of a stanza (Group) and then arrange them in whatever order you need.

**Note:** Once you start using Slide Groups, every slide in that presentation must be part of a group. By default, all of the slides start in a generic group called “Group”.

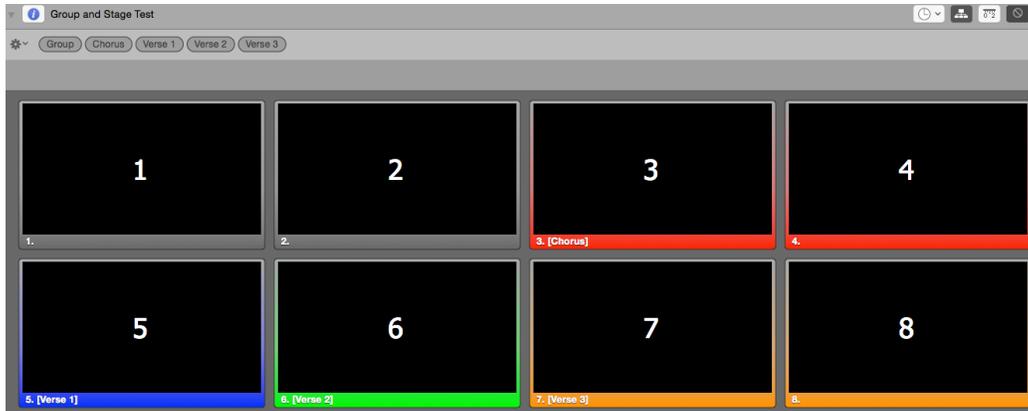
To get started, right-click on a slide and select a Group Name. If you have 8 slides and start on the first slide, all 8 slides will be grouped into the selected group. If you start on slide five, the first four slides will remain in the generic “Group” and the last four slides will be in your selected group, for example “Verse 1”. This second scenario is shown in the image below.



You can right click on any slide to start a new group for the slides between that slide and the next group. If slide three is selected above and named “Chorus”, only slides 3 and 4 will be affected. Slides 1 and 2 are still part of “Group”.



Groups can be renamed by repeating the naming process and selecting a new name. Groups can also be split into additional groups by right-clicking on one of the slides and selecting a new group. In the image below, the last four slides have been split up into three groups, with slide five being the only one that is still part of Verse 1.



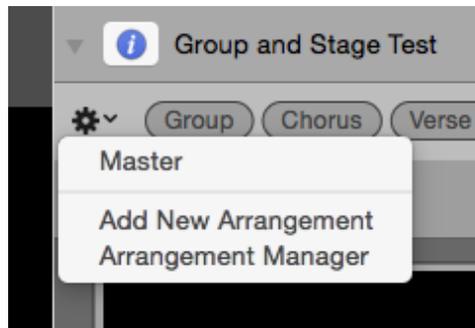
You will also notice that each group is now represented in the bar between the title and the slide thumbnails. This is where you access Arrangements and can create new arrangements, and delete or rename existing arrangements. To access these, click on the flow chart button. The button is outlined in red in the image below.

Once you have grouped your slides into the correct groups, you can make adjustments if necessary. When you drag slides around in the presentation you will see left and right arrows that are the same color as the group that you hovering over, or a vertical teal colored bar that indicates you are adding the slides between groups. The image below shows moving a slide into a group, as indicated by the green arrow. Hold the Option key while dragging will duplicate, rather than move, the selected slide.



If you duplicate a group in the presentation, you will see a new group added to the Arrangements toolbar. This new group will function independent of the other one even though the name is the same. You may want to change the name on this new group to make it clear which one you are using in the Arrangement.

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



Once you have created your new arrangement you will need to drag the groups into that you want to be shown in that new arrangement. Click on the tokens in the top row and drag them to the second row to organize your arrangement.



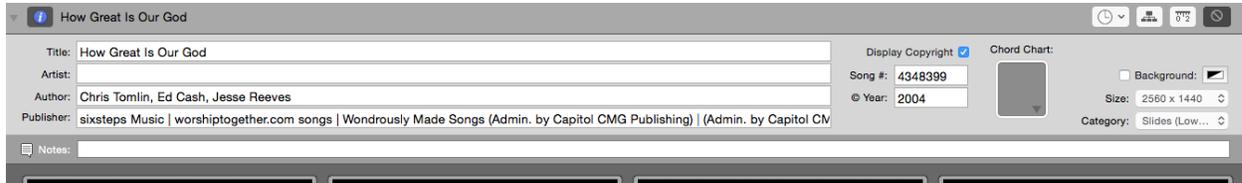
If you repeat a group in your arrangement, any edits made to one of those instances will apply to the others. If you have **Chorus** in your arrangement five times and add a background to the first slide of the chorus, it will be added to the other instances of **Chorus**. This also applies to any changes made to the text on a slide. These changes are also reflected in other arrangements that use the same group. The properties of an arrangement are not unique to that specific arrangement.

Due to how arrangements are stored within the song file, you can actually have the same presentation in your playlist multiple times with a different active arrangement selected for each instance of the presentation. To change the arrangement, right-click on the presentation in the playlist and select the arrangement from the **Select an Arrangement** list. You'll see the arrangement name at the top of the presentation when you open as you can see in the image above. The selected arrangement is stored as part of the playlist data, so exporting the playlist will maintain the proper arrangement when you open it on another computer.

## Document Properties

Every presentation in your Library has the ability to support additional data about the file. This will typically only be used for songs since the primary data is copyright information.

To access this information, click on the blue info button to the left of the presentation name in the slide viewer. When you click this button, it will open the panel shown in the image below.



This information is automatically included on any song imported from SongSelect, or that has the copyright information properly formatted in a text file. The copyright information is used when displaying the copyright information, which is covered later in this user guide.

Notes that are added here are shown at the top of the presentation in a dark gray bar above the title. Notes are useful if you need to include a general reminder about something related to the presentation for the person running ProPresenter.

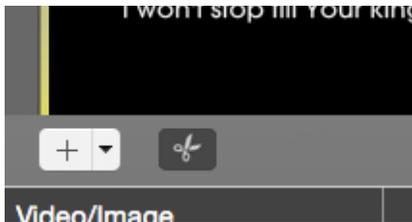
In addition to the copyright information and the chord chart, you can also change the default slide color, size and category of the current presentation if you need to. Clicking the blue info button a second time will close this panel. You can also access this same information in the Editor, which is covered later in this user guide.

Chord charts can be attached at the document level of any presentation. You would want to attach a chord chart this way if you have a single page to show. If you have more than one page of chord charts for a presentation, you will want to add those through the Slide Editor and attach them to specific slides.

Working with Chord Charts are covered later in this user guide.

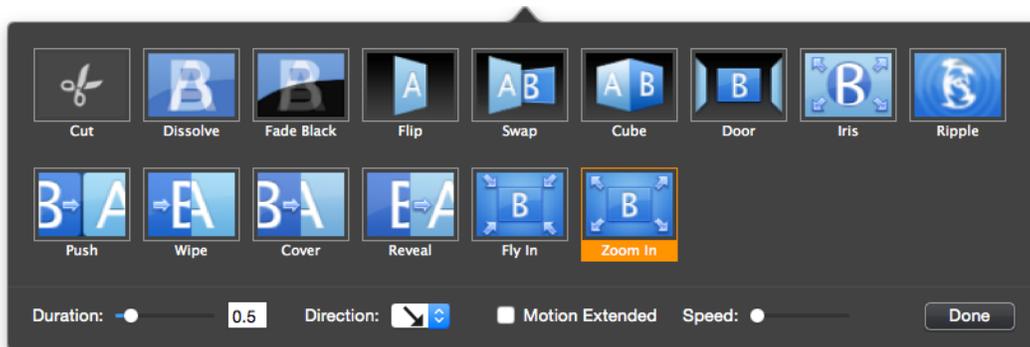
## Transitions

In ProPresenter 6 there are several transitions available to use with your presentations and media. Transitions are able to be applied to individual slides, individual documents, or set globally for every presentation. Media transitions can be applied to individual cues and set globally. Any slide/cue transition overrides the document or global transition, and the document transition overrides the global transition. If a specific transition is not set for a slide/cue or document, then the global transition is always used.



There are three locations for selecting transitions. The image to the left shows the global transition menu with no selected transition, as indicated by the scissor icon. When a transition is selected, you will see a blue icon that represents the transition, as shown in the image below. The image below shows the position of the document transition menu.

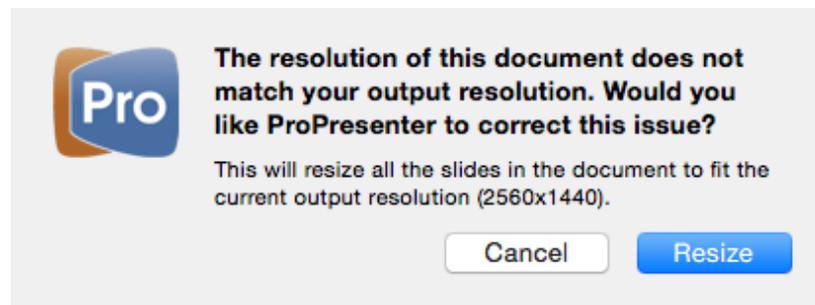
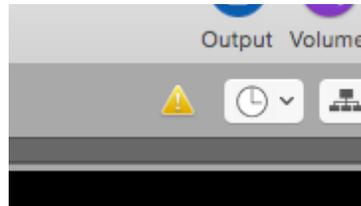
The first row of transitions allow you to set the duration of the transition. The second row allows you to select a “direction” for the transition to take (for example, Push to the Left). The last two transitions, Fly In and Zoom In, have an additional option called “Motion Extended”. When this setting is enabled, your slide will follow the direction, and then continue moving through your slide in the same direction.



If you want to set a global transition that is used by every presentation (unless a document or slide transition is enabled), click on the transition menu in the lower-left corner of the slide viewer. To apply a transition to a slide, right-click on the slide and select the Transitions menu item.

## Resizing Presentations

There may be times when you are given a presentation to use in ProPresenter that was created on a different computer that had a different output resolution set. When this happens, you will see a yellow triangle in the upper-right corner of the slide viewer. When you click on this alert, you'll see a message like the one below telling you what size the document will be resized to. All slide elements will be scaled correctly to



maintain the same look on your slides.

If you need to resize a lot of presentations at the same time, you can select multiple files in the Library, then right-click and choose the correct size from the Resize menu. If one of the four standard options doesn't work for you, click on **Custom Size** and enter the correct dimensions.

## Editing Slides

ProPresenter offers a few ways to edit presentations. Individual slides can be changed using Quick Edit, the overall look of a presentation can be changed using the Format menu, or you can make extensive edits using the Editor. Templates can also be used to change the look of a presentation, but that will be covered later in this user guide.

The quickest way to edit a slide is with Quick Edit.

The **Quick Edit** function allows you to make simple changes to individual slides. This is useful if you find small grammar or spelling mistakes or realize you need to change a line break or other simple change. The Quick Edit window is a small, floating edit window that opens when you right-click on a slide and select **Quick Edit**. You can continue selecting on other slides while this is open.

If you locate a spelling error or need to make a change quickly, you can open Quick Edit, and it only takes a few seconds to correct the spelling. Clicking the 'X' in the top-left corner of the Quick Edit window applies the change to that slide immediately. As mentioned earlier in this user guide, if you have your slides grouped together, every repeated instance of that slide will also be updated. In the image below, the slide being changed is the first slide of the Chorus. Since the chorus of a song tends to be repeated several times in a song, being able to change this once saves even more time.

The second way to edit a presentation is with the Format toolbar. This button is located on the right side of the toolbar by default.

As you change the different formatting options, the presentation you're working with will be updated immediately so you can see the changes. If you need to make changes to multiple presentations, just click the **Apply All** button as you select the rest of the presentations to apply the same settings again.

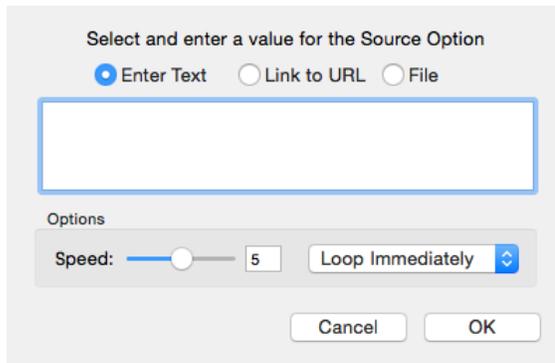
The Editor is the most robust way to edit a presentation. Here you have full access to the slides and can modify the contents of the slides and edit all of the various properties of the presentation. Since the Editor is a WYSIWYG (what you see is what you get) editor, what you are seeing in the editor is exactly what will be shown on your output screen.

To open the Editor, click on the Editor button in the toolbar, or right-click on a slide and select Edit Slide.

To begin editing a slide, select the slide you want to work with from the thumbnails on the left side of the Editor. This will change the slide that is open in the Editor. If you are done editing a presentation and need to edit another one, you can select the other presentation without having to close the Editor. You can also edit presentations even if you have another one running as a slideshow loop or have any slide or video showing.

Use the buttons in the lower-left corner to add new slides as needed. These two buttons are the same ones from the Slide Viewer.

The first seven buttons across the top of the Editor are used to add slide objects. These objects are: Text Box, Shape, Image, Video, Live Video, HTML Web Page, and Text Ticker. Slides in ProPresenter can support any combination of these objects on an individual slide. Click on the object that you want to add to the slide, then resize and position it where you would like it to be on the slide.



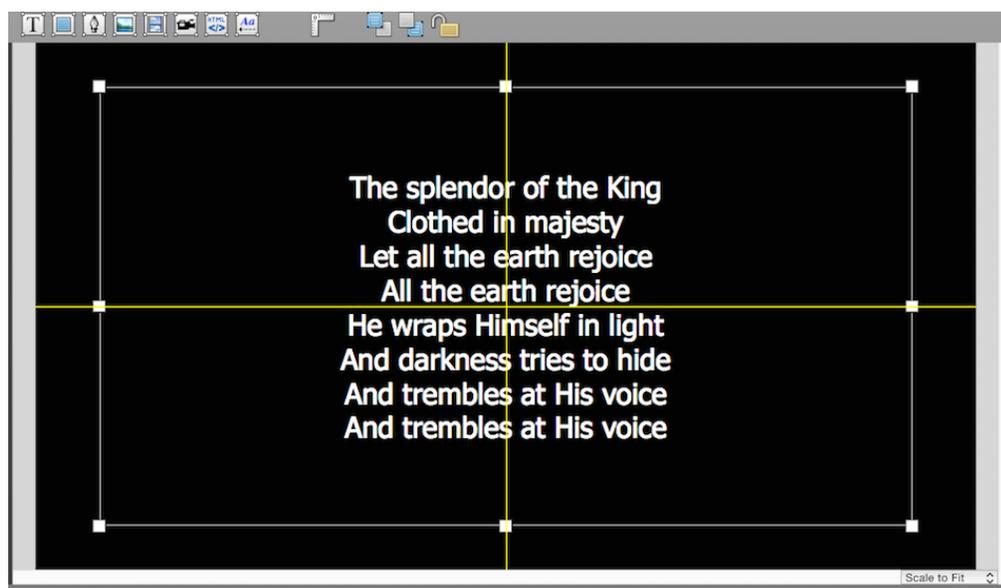
There are more options available for the Text Ticker. The Text Ticker can display plain text that is manually entered, it can be linked to an RSS feed URL, or it can show plain text that is stored in a local file.

You can specify the speed at which the ticker moves as well as the behavior of what happens when the ticker reaches the end. **Loop Immediately** will cause the ticker to begin right away after finishing, such that the first letter will appear

immediately after the last letter. **Loop with Delay** will cause the ticker to finish playing completely, and then begin again. **Do not Loop** will play the ticker once and not loop it again until the slide is clicked again.

The rulers button in the toolbar displays rulers on the left side and top of the Editor to make it easier for you to size and position objects on the slide. When you have the ruler mode open, you can click on either ruler and drag away from it to create an Editor Guide. This is a blue line that will persist on all other editor screens. Objects on slides will “snap” to these guides, making it easy to manually position objects in the same place on multiple slides

The last two buttons are used to change the arrangement of layers on the slide. The first is Bring Forward and the second is Send Backward.



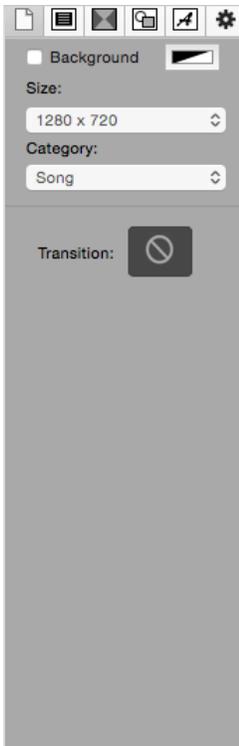
If you are trying to center an object on the slide, yellow crosshairs will show up when you have reached the vertical and horizontal center points.

If you want to change the zoom level of the slide, click on the zoom menu in the lower-right corner and select a new zoom level. By default this is set to Scale to Fit so that you can see the entire slide regardless of your screen size or layout.

## Slide Element Cropping/Zooming

In ProPresenter 6, it is now possible to crop/zoom individual media elements on slides.

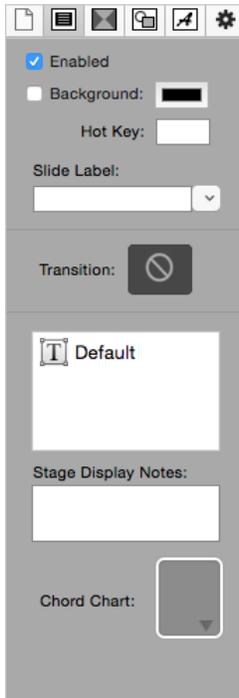
To do this, after importing media to a slide as a slide object, double click on the media object so that the “handles” on all of the sides and corners of the object turn black. Now, just drag any one of the handles, and you will see the image move within it's preset frame and you can adjust the portion of the image that you want to see.



The column on the right side of the Editor is where most of the functionality exists. There are five different sets of properties that you can change.

On this panel you can override the default background color set in Preferences for this one presentation. You can also change the size of the document and the category of the presentation.

If you set a transition it will apply for the entire presentation and override the global transition.



The second set of properties are Slide Properties. These settings apply to the current slide only.

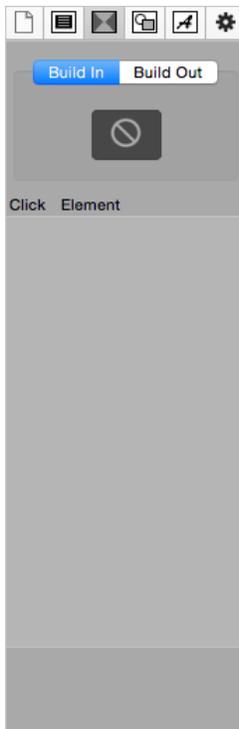
If you need to disable a slide, uncheck the **Enabled** box. If you need to change the background color of an individual slide, you can do that by enabling the Background option and selecting a color. Hot keys are used to trigger slides using your keyboard; these can be any letter from A to Z.

The slide label shows up as the name of the slide. These are used to identify slide groups and to create groups and arrangements.

If you set a transition here it will apply to just this slide.

If you have multiple objects on a slide, it can become difficult to keep track of the order of the object. Clicking on the layer will select the object that it goes with on the slide so you can identify which object is where.

If you need to use multiple chord charts throughout the presentation, add them to the appropriate slide that they need to be shown with.



The third set of properties are Slide Build Properties. Each object on a slide can have a separate transition when it is brought “In” to the slide and when it is sent “Out” from the slide. To add a transition, select the object in the editor and pick a transition in this panel.

Each object with a selected transition will appear in this list.

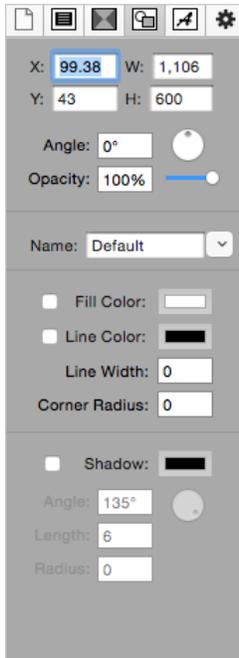
An individual object can be set to transition “With Slide”, “On Click”, “With Previous”, or “After Delay”.

**With Slide** means that the object will use the selected build transition, but will appear as soon as the slide is first launched.

**On Click** will allow subsequent clicks after the first time the slide is clicked to bring in the objects.

**With Previous** will link objects together so that one click will bring in multiple objects.

**After Delay** will bring an object in after a specified amount of time (i.e. 3 seconds).



The fourth tab is the Object Properties tab. This is where you adjust the general properties of slide objects.

The top section of allows you to change the coordinates of an object's position, as well as its size, rotation and opacity.

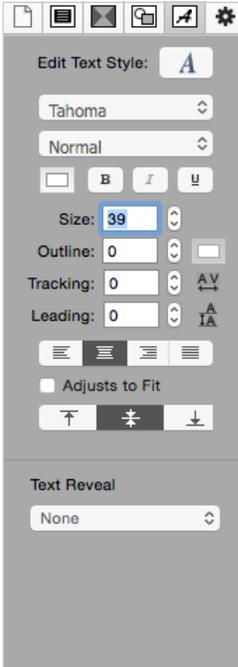
The Name label doesn't apply to regular slides, but is used with the Twitter module and Bible templates, so it will be covered in those sections.

The Fill Color is used to change the color of a shape or the color of a text box. Fill Color also supports opacity. The Line Color changes the outline of the object or text box and Line Width is the thickness of the line. Corner Radius controls the roundness of the corners of an object or text box. If you need to make a circle, enter 360 in this box.

The Shadow settings can be used on slide objects or on text. The Angle of the shadow is similar to what direction you want the shadow to come off the object or text. The dial next to Angle allows you to quickly adjust the position of the shadow. Length controls how far away from the object or text the shadow is and Radius controls the blurriness of the shadow.

Tip: If you have very intricate fonts, a high radius value may cause some performance issues.

If you have a shadow applied to text, and then add a fill color to the box, the shadow will move from the letters to the text box automatically. So if you need to have the shadow on the text and a colored box behind it, you will need to add a shape object behind the text box.



The fifth set of properties are the Text Properties.

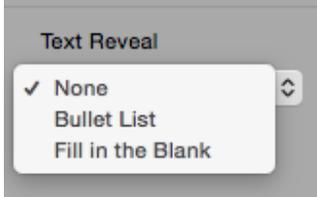
The top section allows you to choose your font, font color, font styles, and color. You can also add an outline to text and select an outline color.

Tracking and Leading may be two terms you aren't familiar with. Tracking refers to the amount of space between the letters in a single line (horizontal spacing). Leading refers to the amount of space between lines of text (vertical spacing). Leading is not supported by the Windows version of ProPresenter, so this setting won't transfer between platforms.

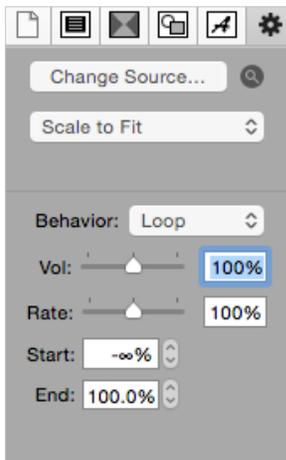
The next area controls the alignment of the text. The first row is the horizontal alignment of the text and the second row is the vertical alignments. Checking **Adjust to Fit** will dynamically resize the text box as needed.

If you click Apply All, all of the settings on this panel will be applied to the other text boxes in your presentation.

One of the primary reasons many of our users still use PowerPoint for their Pastor's sermon notes is the need for bullet lists and fill-in-the-blank slides. Text Reveal was added to make it easier to build those kind of slides.



To use the Text Reveal function, select either Bullet List or Fill in the Blank from the drop-down menu. This will change the functionality of the selected text box. It is not possible to combine the two functions in a single text box.



The sixth properties tab is the Image/Video Properties tab. This tab can only be accessed if you have an image or video, or live video, object on a slide.

If you have added an image or live video to the slide, only the top section will be shown.

You can change the source of the file while maintaining any other value you've set for the object. If you need to find out where an image or video is located, click on the magnifying glass to open it in the Finder.

The drop-down menu allows you to select different scaling options for the image or video. These options change the way the image or video is displayed within the boundary of the object's box.

If you have added a video file or live video object to the slide, you will have the second set of options available. Since you don't have full playback control of a video on a slide like you do with a video played as part of a presentation or from the Video/Image Bin, you have to adjust some of the settings here.

The Volume slider will change the volume of the video if there is an audio track. The Rate slider will change how slow or fast the video plays.

If you need to adjust the Start and End points of the video, you can enter the values here. These values are calculated as percentages, so you may need to test these settings to get them right.

If you need to change the way the video plays, click on the **Behavior** menu and select Stop, or Loop.

## Go to Next Timer

A common need in ProPresenter is the ability to create an announcement loop from a series of slides, graphics, or short videos. There are two easy ways to do this. The first is to use a **Go to Next Timer**, the second is to use the Timeline. The timeline method will be covered later in this user guide.

A Go to Next Timer can be applied to slides, images or videos in a presentation. A timer can't be applied to media in the Video/Image Bin.

While using a Go to Next Time is simple, it does take a little bit of prep work to make sure it works the way you want it to and the way you expect it to work.

Before creating your timer it's important to know the difference in how a Go to Next Timer works with Foreground video versus Background videos. There is no difference with slides or graphics.



**Backgrounds:** If your video is a Background, a Go to Next Timer begins counting from the start of the video. This means that if your video is 30 seconds long, but your timer is set to 10 seconds, then the video will only play for 10 seconds before advancing. If your video is 30 seconds long and your time is 45 seconds, then the video will play one complete time and then advance halfway through the second time.



**Foregrounds:** If your video is a Foreground, a Go to Next Timer begins counting at the end of the video. This means that when your video ends, then the timer is triggered. If you have a 30 second video and a 10 second timer, your video will play completely one time, then wait 10 seconds before advancing to the next item. If you want the videos to play one right after the next, set the timer to 0 seconds.

You can set a timer from two different locations. The easiest option is from the toolbar. Click on Format then on the clock icon. There are only a few standard options available here. Selecting one of these will apply the time to all the slides in a presentation. The last slide in the presentation will also automatically have a **loop to first slide** cue added.

The second, and more flexible, option is to select all the slides that you want to add a timer to, then right-click on any one slide, and choose Go to Next Timer from the menu. You can enter any value, in seconds, that you want to use for the transition time. Remember that if you are using Foreground videos and want them to advanced automatically, use zero seconds.

If you need to enter different values for individual slides, you can edit the timer settings for each slide. If you want your presentation to loop continuously, check the box next to **Loop to first slide** on the last slide in your presentation. You can also assign a loop cue by right-clicking on the slide and selecting **Loop to first slide** without entering the Timer Settings.

If you have added a timer or loop cue to a slide, it will be shown in the upper right corner of the slide so that you can quickly see what the settings are for that slide.

When you are showing slides with a slide timer, you will see a stop sign icon with a clock on it under the playback controls. Clicking this button will stop the timer from running until you click on a slide again.

## Hot Keys

**Hot Keys** allow you to assign specific letters (A through Z) to slides. Some users prefer to assign letters to certain parts of songs to make it easier to quickly jump between sections. To add alphabetical hot keys to slides, right-click on a slide and choose **Hot Key** from the menu. This will open a window that allows you to assign any lowercase letter to that slide. You can also edit the hot key assigned to a slide in the Editor from the Slide Properties tab.

You can also select slides using a numeric keypad or the number row on your keyboard. To jump to any slide, type the number and press Enter on your keyboard. The slide will be selected immediately. The slide number is found in the lower left corner of the slide thumbnail.

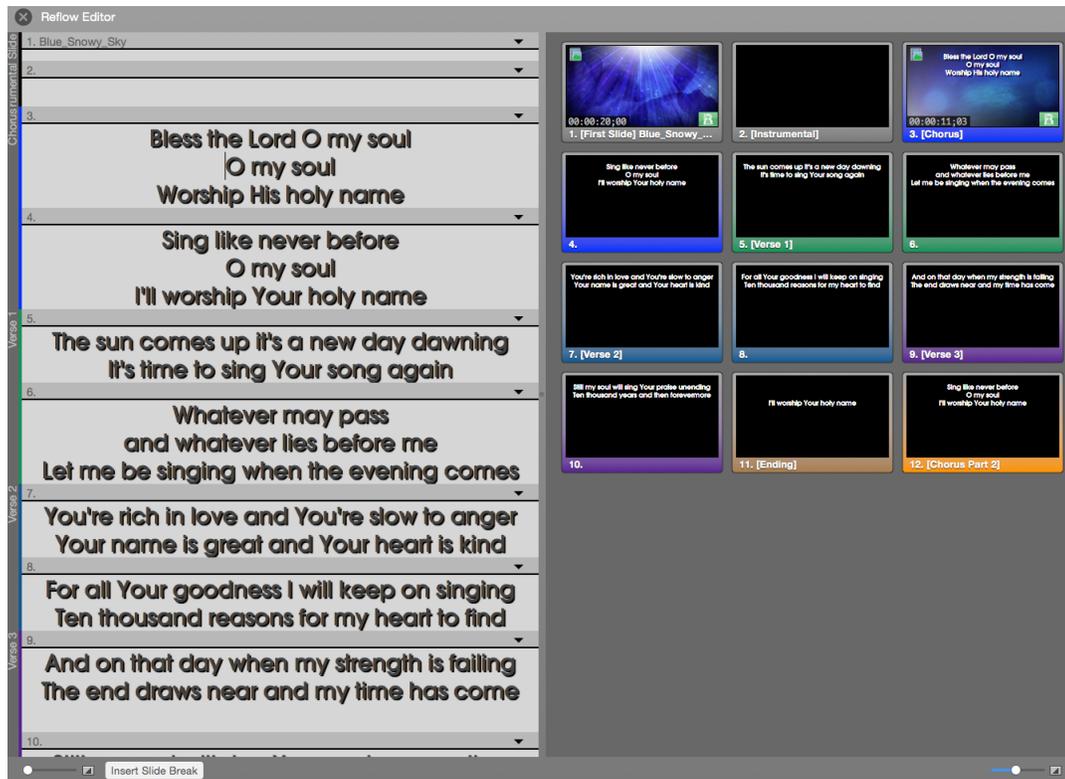
You have two seconds between key strokes to enter another value. After two seconds, if the enter/return key has not been pressed, the hot key trigger window will automatically close. Pressing the escape key will also close this slide selection overlay.

## Saving Files

ProPresenter will auto save all changes. The auto save feature works in the background and is triggered any time a change is made. The change will be saved within a few seconds. If you make a change and close ProPresenter before the auto save function has a chance to save your changes, you will be prompted to save your changes upon closing.

## Slide Reflow

Whether you're changing the flow of a song's text during import or creating a new version of an existing song in your Library, ProPresenter 6's Text Reflow functionality gives you a complete view of a song's text on the left hand side and a slide view on the right. You can easily change line breaks, slide breaks, add labels in this text edit view. You can see how the changes make your slides look as the slide view updates with your changes. This is a substantial time saver versus having to edit on a slide by slide basis.



Reflow can be accessed three different ways. When you first import a song to ProPresenter (from a file or SongSelect) you can click on the **Edit** button in the lower left corner to open Reflow if you want to edit the song before importing it. If a song is already in your library or playlist, right-click on the file name and select **Reflow Presentation...** from the list of options. You can also select **Reflow Presentations...** from the File menu. Any of these three methods will open the same window shown above.

The left side of the window provides a text layout of the presentation making it easy for you to quickly see the text and manipulate the slide breaks. New slide breaks can be entered by clicking the **Insert Slide Break** button or by pressing Option-Enter. Slide breaks are entered where the cursor is located. To remove a slide break, click in front of the text following the break and press the delete key. This will remove the break and merge the two slides back together. You can also click and drag the slide dividers to adjust the slide break positions.

You can edit the slide groups in Reflow as well. Click on the down arrow on the right side of the slide dividers and select your group label or group color. There are two versions of this menu depending on which slide you are editing.

If you are adjusting the first slide of a group (the one that shows the group name) you will see the menu shown below. You can change the name and color of the group, as well as add a slide label to the slide.

If you select this menu on a slide within a group, you can start a new group as well as add slide labels.

**Note:** Reflow is designed to work with basic presentations with a single text box on each slide. Presentations with slides that have more than one text box will not work properly with Reflow.

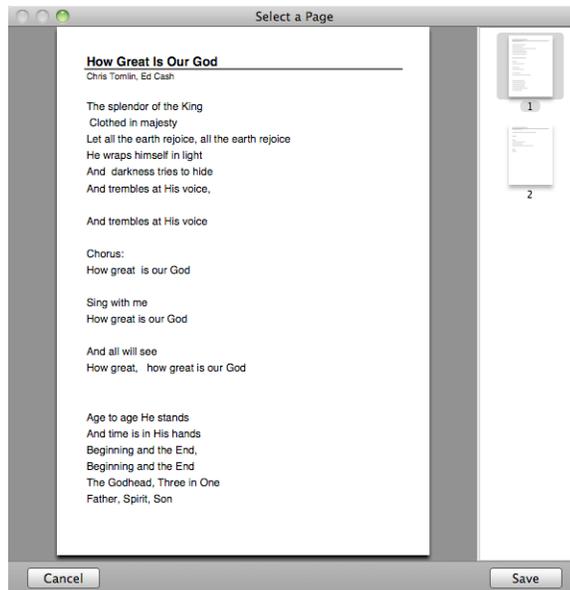
## Chord Charts

ProPresenter 6 includes the ability to attach chord charts to presentations. This can be done at the document level or per slide. To attach the presentation at the document level, access the Document Properties from the Slide Viewer or from in the Editor. To attach a chord chart at the slide level, access the Information Panel at the top of the document by clicking the blue “i” button.



Click on the box next to **Chord Chart** and then click on **Add Chord Chart**. This will open a file browser window; browse to the location of your PDF and select it.

If your PDF is a single page it will be added right away. If it's a multi-page PDF, you will see the window shown below. Select the page that you want to link to a specific slide from the column on the right, then click **Save** to use that page. You can use the same document on multiple slides just by selecting different pages within the PDF. As with media, when a PDF is linked to a slide, it will be shown until a different PDF page is selected. If you have multiple slides for a stanza, you only need to add the PDF to the first slide of the stanza.

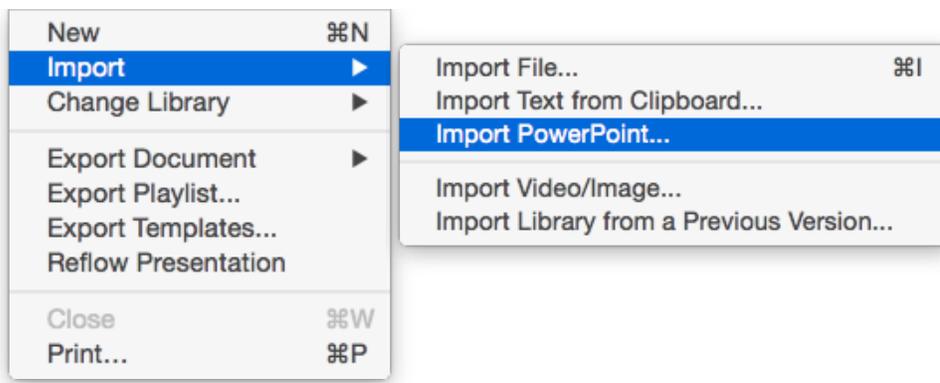


## Importing and Exporting Files

This section will cover the various import and export options available from the File menu in ProPresenter 6.

To access the Import options, click on File>Import and choose the option you want to use. You can also drag files from the Finder directly to the Library or Video/Image Bin to start the import process.

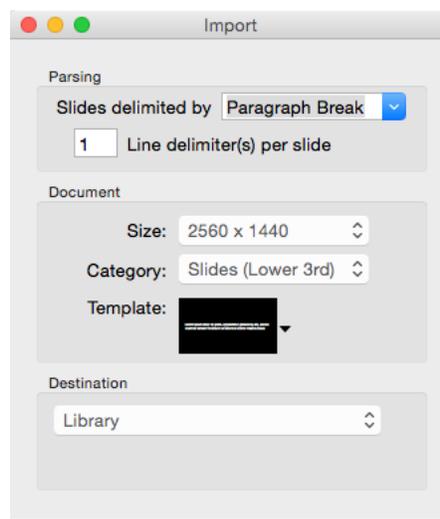
The different Export options are at the bottom of the File menu. You can also export files by right-clicking on the name and choose Export or dragging the presentation or playlist to a folder on your computer.



### Import File

This option is used to import text files (.txt or .rtf) Word files (.doc or .docx), or other ProPresenter document files (.pro5 or .pro6).

After selecting a file to import, you will be shown options for importing.



“Slides delimited by” allow you to specify a number of lines or paragraphs per slide, or to use a custom slide break marker in the source file.

Regardless of which delimiter you use, the number placed in the “delimiter(s) per slide” determine when new slides are generated. If you have selected “Line Break” and enter “2”, you will end up with two lines on each slide, with respect for stanza breaks. Same with paragraphs. If you have used a customer delimiter such as “//” or “\*” in your file, just type that into the “Slides delimited by” field.

The middle section allows you to update the size, category and template that will be used for the file you’re importing.

You can also decide if you want the file to go to the Library, to just the selected Playlist, or to a new Playlist. If you choose New Playlist you’ll be prompted to enter a name. The button in the lower-left corner opens Slide Reflow.

### **Import Text from Clipboard**

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

### **Import PowerPoint**

If you have PowerPoint installed on your computer, you can convert PowerPoint files into formats ProPresenter can use.

**Note:** PowerPoint 2011 is required.

Once you have located the PowerPoint file that you want to convert, choose the option that you want to use before clicking Open.

You can drag PowerPoint or Keynote files (Keynote must be installed as well) directly into a playlist. This does not convert the presentation, but creates a cue for the presentation that will launch the proper program so that you can quickly run your PowerPoint or Keynote file with full animations and transitions.

## **Import Video/Image**

This option opens a new file browser window. Navigate to the video or image that you want to import and select it. The file will automatically be added to whichever bin or playlist is currently selected in the Video/Image Bin.

## **Import Library from Previous Version**

This option will open a window showing the document library from ProPresenter 4 or ProPresenter 5 if there is an older version currently installed on your computer. This will allow you to select a library to import and convert to ProPresenter 6.

Importing these files does not affect your previous files, so you can import the files while you are getting ProPresenter 6 configured without affecting the previous versions.

## **Export Document**

There are several ways to export an individual document or multiple documents that have been selected.

### **As Bundle**

Bundles are used to gather Library files and media files together into a single package that can be opened in ProPresenter on another computer running ProPresenter 6. If you select multiple songs in your Library, they will all be included in the same bundle along with the media. Importing bundle file will add the files to your Library.

### **As ProPresenter 5**

This option exports the file for use in ProPresenter 5.

### **As ProPresenter 6**

This option exports the file natively for use on another computer running ProPresenter 6.

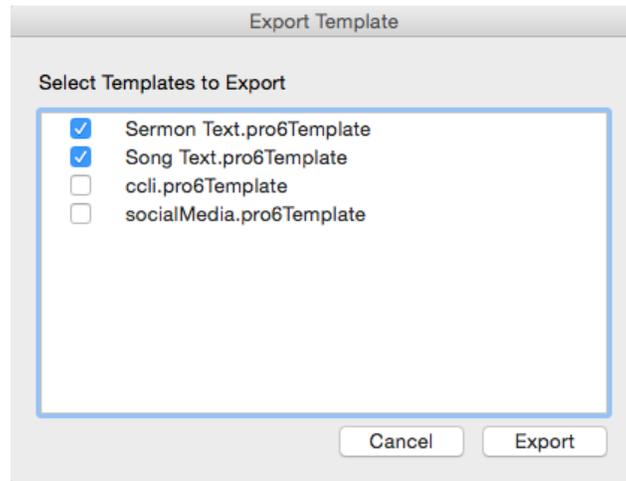
### **As Plain Text**

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

### **As Slide Images**

This option will export each slide in the document as a JPEG image (with slide background) or PNG image (without slide background).

## Export Templates



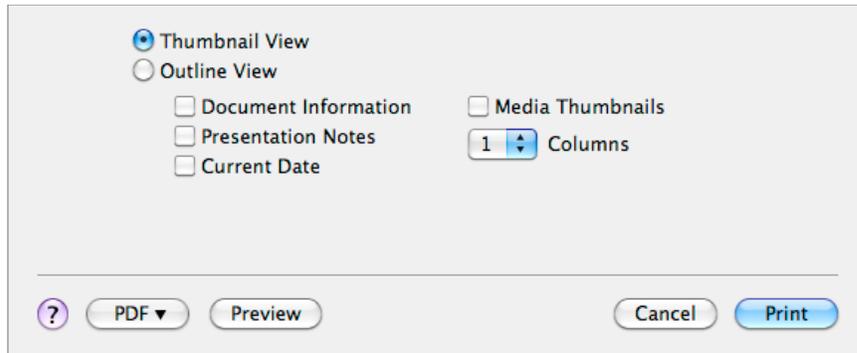
ProPresenter 6 makes it easy to export templates to be used on another computer. Instead of having to search through the Finder to find these files and manually add them on another computer, you can export specific templates to a single bundle file. When you double-click this file on another computer, the templates will be imported and be available for immediate use.

## Export Playlist

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

## Printing

ProPresenter 6 offers two printing views: Thumbnail View and Outline View. When you open the print dialog you'll need to expand the print options to see these features.



## Song Select

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

For more information about CCLI and SongSelect, visit [www.ccli.com](http://www.ccli.com).

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

You can search using SongSelect by selecting SongSelect from the View menu.

In ProPresenter 6, you can also search for songs in SongSelect directly from the Library search box. To do this, be sure that you have checked “Include SongSelect Results in Search” in the Library preferences (accessed by clicking the button to the right of the search box).

In either of these search interfaces, you can search by title, author, keywords, or CCLI number.

## PowerPoint and Keynote Triggering

Importing PowerPoint and converting it into JPEGs or ProPresenter slides has been covered earlier in this manual. This section will cover importing PowerPoint and Keynote files as full-feature presentations.

Due to limitations with PowerPoint and Keynote, ProPresenter is triggering the presentation and relying on the appropriate program to play the presentation. This means that while a PowerPoint or Keynote file is being shown, that program controls the output and any content within ProPresenter (Mask, Props, Messages, etc) can't be shown over the output content.

The process of adding a PowerPoint or Keynote presentation to ProPresenter for Mac is very simple. Open a new Finder window and drag the file into a playlist. You will see the presentation name listed the same way any item added to a playlist is shown. PowerPoint and Keynote files are distinguished by using the application icon associated with the file.

After you select the presentation that you want to use, a slide for the presentation will appear in the slide viewer. When you click on this slide, the appropriate presentation program will open up over ProPresenter and switch the output to either PowerPoint or Keynote.

PowerPoint and Keynote files can only be added to a playlist and not into the Library or another presentation file.

# Bibles

## Downloading and Installing

## Using the Bible Module

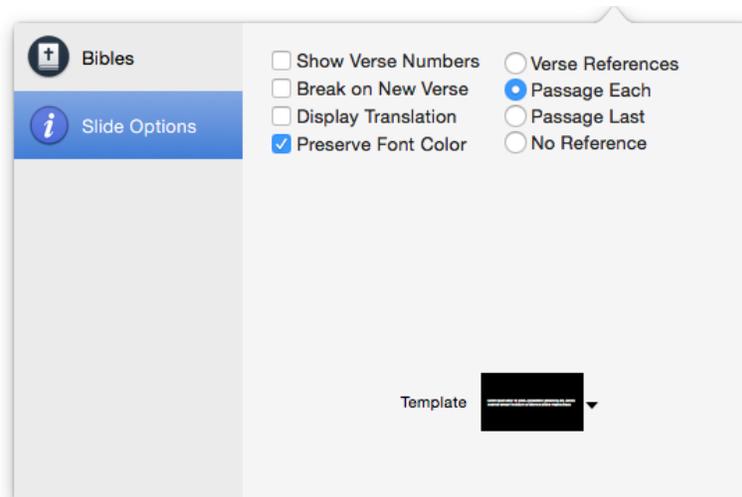
### Searching



There are three ways to search for passages in the Bible module. You can select from the Book menu, search by a specific passage, or use a keyword search.

Before searching, you need to select a specific translation from the menu on the left. To use the passage selector, click on the **Book** menu, then choose a book and chapter of the Bible; this will load all the verses in that chapter. To search for a specific range of verses, type in the passage and press Enter. The Bible passage search also recognizes shortened versions of book names. To do a keyword search, type in your search term in the search box on the right.

### Display Options



As with songs and other presentations, you can apply a template to Bible passages to format them the way you need. Bibles also include several extra settings that are unique to Bible passages.

- **Show Verse Numbers:** Checking this option enables verse numbers to be displayed in Bible passages.
- **Break on New Verse:** Checking this will create new slides for each verse of a passage.

- **Display Translation:** Checking this option will show the translation that is being used.
- **Preserve Font Color:** Checking this option will retain “red letter” words and other formatting in the Bible text.
- **Verse Refs:** This option is only available if Break on New Verse is selected. Selecting this option will display the verse reference on each slide.
- **Passage Each:** Selecting this option will show the reference for the entire passage being shown on each slide.
- **Passage Last:** This option will only display the passage reference on the last slide.
- **No Reference:** This option doesn't display the passage reference on any slide.

## Bible Presentations

The Bible Module is designed to make it easy for you to find verses on the fly in the least amount of time possible. You can quickly search for verses through several different look-up methods, and begin displaying those slides moments later.

Once you have found the passage that you want to use, click on the action menu in the lower-left corner and choose either **Save as Document** or **Copy to Current Document**. The Save as Document option will create a new presentation in your Library with the title of the passage. The Copy to Current Document option will add the passage to the document that is currently selected in the library or a playlist. This option makes it much easier for you to prepare a single presentation for a sermon.

You can easily add the previous or next verse to a passage by clicking on the **Previous Verse** or **Next Verse** buttons. These two buttons are available in the Bible module as well as on Bible presentations in the Library.

After you have created a presentation for the Bible verses, you can format the slides the same way you format song presentations.

ProPresenter 6 allows you to use a single format for your verse and reference, or create two unique styles for the verse and references. All of this is done through the use of Templates.

To create a new Bible template that supports individual styles for the reference and verse text, click on the Template button then choose Create New Template. This will open the Template Editor, which is similar to the standard Editor.

Once the editor is open, add two text boxes to the slide and format the text how you want each part to look. For the example below, each text box has had a line added around the box to make it easier to see the two boxes.

After you have created your two text boxes, the next step is to name the two boxes so that ProPresenter knows how to use this template in the Bible module. To name each box, select the Object Properties tab on the right, select one of the text boxes, then choose either **Bible Text** or **Bible Reference** from the Name menu. You can see in the image above that the Bible Text option is shown while the text box that says "Verse Text" is selected. The image below shows Bible Reference selected.

## Props

Props make it easy to leave items on screen for an extended time, but are also easy to clear at any time. Some common uses for props may be a lower-third graphic, a logo bug (a “bug” is a broadcast term for a small graphic in the corner), or other persistent graphic that you want to leave on screen.

A prop can remain on screen for just one slide, multiple slides, or for the entire presentation. This layer is independent of other layers allowing props to be triggered at any moment. Props adhere to transparency settings for those graphic formats that support them (.PNG stills or animation videos with an alpha channel).

To activate a prop, click on the prop thumbnail. You can clear individual props by clicking on the prop’s name in the toolbar. If you want to clear all of the props at once, add the Clear Props button to the toolbar and use that. The Clear Props button is not included in the default toolbar.

If you want to change the Props module to a floating window, click on the icon in the top-right corner. To return it to a docked position, click on the same corner again.

The first button in the lower-left corner is the Edit button. Clicking on this will open the Props Editor where you can create as many props as you need. The second button allows you to set transitions for the Props. The slider in the lower-right corner changes the size of the thumbnails.

## Clocks

To access the clocks module, customize the toolbar to add the Clocks icon, select it from the View menu, or use Control-C on your keyboard.

The clocks module serves two purposes. The primary purpose is controlling clocks that are seen only on the stage display. The second is controlling countdown clocks that can be shown on the stage display, in a Message, or both.

This section will cover the basics of how this module works, and using clocks and countdowns on the stage display and in messages will be covered later in this user guide.

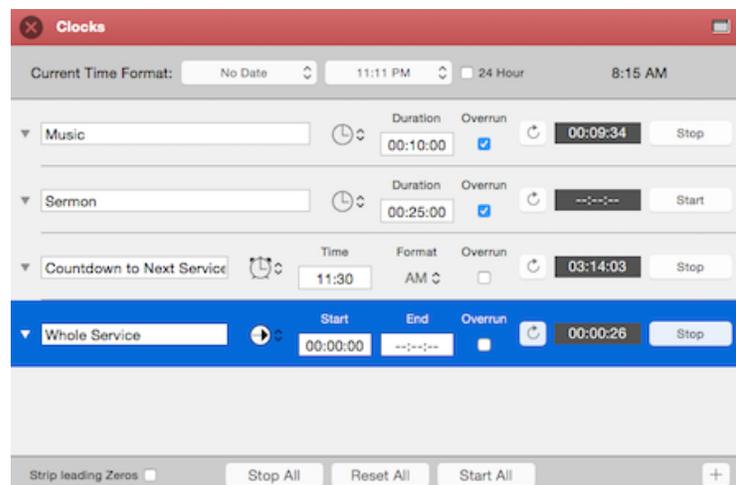
**Current Time Format** allows you to choose the way you want to display the system clock in ProPresenter.

You can then add an unlimited number of countdown clocks by pressing the plus button at the bottom right of the Clocks window. Each of these clocks can be set to Count Down Timer, Count Down to Time or Elapsed Timer.

A **count down timer** is a standard countdown clock that runs for a given amount of time.

The **count down to time** timer allows you to indicate a specific time of day of countdown to.

The **elapsed timer** allows you to count up from a specific time, keeping track of the total time.



If you change the time, click the reset button to the left of the clock to update the time. Clicking Stop will end the clock. Over Run allows a clock to continue running past zero. The buttons at the bottom will start, reset, or stop all of the clocks simultaneously.

If you want to change the Clock module to a floating window, click on the icon in the top right corner. To return it to a docked position, click on the same corner again.

## Messages

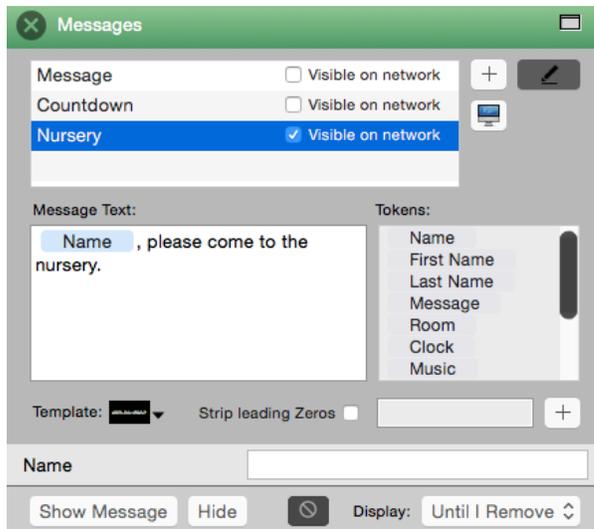
ProPresenter allows multiple messages to be formatted and ready to go on-demand and even display multiple messages on the same screen simultaneously with different formatting for each message. To open the Messages module, click on the Messages icon in the toolbar.

There are two views available for the Messages module. The initial, collapsed, view allows you to easily change the content of a message or a countdown clock. You can choose various messages from the drop-down menu.

If you want to change the Messages module to a floating window, click on the icon in the top right corner. To return it to a docked position, click on the same corner again.

When you open the Messages module, you can click on the drop-down menu to select from any message that has already been created. If you need to add a new message, click on the plus button. To edit a message, click the edit button to the right of the new message button.

Messages work using a combination of predefined text and token text. **Tokens** create content dynamically depending on your needs. There are some included tokens or you can add any custom token that you need. As you can see in the image to the above, the selected message just has one text field called "Message".



The image to the left shows a message that can be used to ask parents to come to the nursery. Along with the predefined text, there is also a token in use. Using tokens makes it easy to create messages that need to be updated regularly.

Instead of having to type this entire message every time it's need, the person running ProPresenter would only need to enter the child number and the room number. These two numbers will be formatted properly and inserted into the rest of the message.

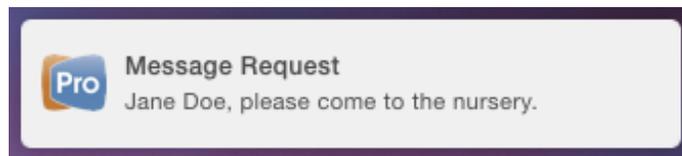
The bottom row of buttons control showing and hiding a message, as well as the transition that is used when displaying a message.

The second function that the Messages module serves is to create on-screen countdowns for your audience. If you don't want to buy a countdown video for an event, ProPresenter makes it easy to format a countdown clock that can be used over any of your own content.

As with regular messages, countdowns can contain text and a countdown. The two images below show a countdown message and the resulting output. If you don't want the clock to show extra zeros at the front as time runs down, check the **Strip Leading Zeros** option.

In ProPresenter 6, it is now possible to input data to tokens through an HTML page accessed through the local network. To do this, first check "Enable Network" in ProPresenter Preferences > Network. Next, check the "Visible on network" checkbox next to the Message name in the Messages window.

The HTML page can be accessed by clicking the small computer icon on the right side of the messages window. The address of this page can be shared with nursery workers or anyone who may need to provide remote input of tokens.



When a message is entered remotely, a notification will appear on the ProPresenter operator's screen. Clicking this notification will immediately display the notification on the screen.

## Mask Layer

The purpose of a Mask is to allow you to physically change the output of ProPresenter that is shown on your displays or screens. With a Mask you can quickly change the output to be virtually any shape you want. Masks are also perpetual items in ProPresenter; when you enable a Mask, until you clear it, the mask will be visible. Masks are displayed when ProPresenter opens if a mask was enabled when the program was closed.

Before using the Mask module you will need to customize your toolbar and add the Mask icon. You can also open the Mask module from the View menu or by pressing Control-Shift-M.

Only one mask can be active at any time. Masks also have their own transition time, but do not have transition effects. To enable a mask, click on the thumbnail. To clear it, you must return to this module and click the **Clear Mask** button or select the **Clear Mask** option from the **Actions menu**. There is no shortcut button or key combination to clear a mask.

If you need to create more advanced masks, you can use Photoshop or other editors and import images with transparencies. The Oval screen mask was made in Photoshop and the other two were made in ProPresenter using rectangles.

Creating a mask may take a lot of work depending on your environment and needs, so be prepared to spend more than just a few minutes creating it.

## Audio Bin

The audio bin allows you to control audio playlists directly from inside the program without having to rely on an outside application to play music or sound effects.

To open the Audio Bin, click on the Audio icon in the toolbar, select Audio Bin from the View menu, or press Control-A.

There are four components of the Audio Bin. At the top are playback controls. Any audio file played from the Audio Bin or added directly to a slide are controlled from here.

The top part of the Audio Bin lists the folders and playlists used to organize audio files. All audio files added to the bin are listed under **Library**, but can then be sorted into individual playlists. To add a folder or playlist, click on the action menu button.

The lower section lists all the songs or sound effects in the selected playlist. Clicking on the name of a file will trigger the audio to start playing. You can change the columns shown by right-clicking on one of the headers (Title, Artist, Duration) and unchecking the options you don't want.

A search box allows you to quickly locate any item in the Audio Bin.

Clicking the plus button at the bottom of the Audio Bin will open a Finder window for you to select the tracks you want to import. You can also drag files directly from the Finder into the Audio Bin.

You can also specify that audio from the bin or a selected playlist can be shuffled by clicking the Shuffle button at the bottom right corner.

There are two audio types that can be imported into the Audio Bin.

**Audio Tracks** are full-length songs. Only one audio track can be played at a time. If you have a song in the Audio Bin, you can drag it directly to a slide or to the timeline to link it with a specific presentation.

**Sound Effects:** These are short audio files that do not require full audio control. Multiple sound effects can be played simultaneously. These files can only be stopped with the Clear Audio or Clear All command.

The type of audio file is selected by default based on audio length. Longer files are Audio Tracks and shorter files are Sound Effects. Right-click on the file to bring up a contextual menu to change the audio files type.

If you want to change the playback behavior, you have three options: Loop, Go to Next, and Stop. To change the behavior, right-click on the file and select the Behavior menu.

Either audio type can be dragged onto a slide to create an Audio Cue in the same manner as media cues. When a slide with an audio-cue clip is clicked, it will

automatically play the audio clip. These clips are controlled by the playback controls in the Audio Bin.

## Timeline

ProPresenter 6 makes it easy to sequence slides in a timeline with or without an audio track. This makes it easy for you to create presentations with custom timings between slides or to record the slides to match a song. The ability to sequence slides with music is especially useful for worship leaders who don't have a band or someone to run lyrics for them since the song and lyrics can be started with a single click.

To begin this process, open the Timeline by clicking Timeline in the View menu.

There are three ways to add slides to a timeline. The first is to drag the thumbnails from the presentation to the timeline. The second is by clicking on the Slide Show button in the lower-right corner of the timeline and selecting a preset value. This will space all of the slides out at the same interval. The third way is to record the timeline.

Audio files can be added to the timeline by clicking the Audio Track button, dragging a file from the Audio Bin, or dragging a file from the Finder to the timeline. After you have added an audio track, you'll see a solid green bar with the song name added and the duration value in the upper right corner will show the total length in seconds. To remove an audio file, click on Audio Track and select Remove Current Track.

Click on the Record button to ready the timeline for recording, then press the play button when you are ready. If you have added an audio file, the audio will begin playing. To record slides to a timeline, click on the slides like you normally would when going through a presentation.

The timeline has a hidden feature that isn't available anywhere else in the program. If you trigger the same slide multiple times, each word will highlight in yellow during playback, creating a karaoke or sing-along effect with the words. If you have a slide with five words, click once for each word when that word is sung before moving to the next slide.

If you find that the audio track is playing too fast for you to accurately record the slides, you can manually move the slide cues when you're done, or you're can slow down the song with the Rate slider. This will cause the song to play slower so that you can have more time to anticipate slides.

When you have finished recording a presentation, click the record and playback to stop the recording. If you need a timeline to loop, click on the loop button to the left of the Duration time box. Entering a value in Offset will move all of the slide cues by a given amount. Duration can only be changed if there is no audio file attached to a timeline.

Clicking the info button in the upper right corner of a cue will let you change the cue label and see any sub-cues that were recorded as part of the cue. The Seconds slider changes the time scale of the timeline so you can see more or fewer slides at once.

## Using DVDs



*DVD images used with permission from New Tribes Mission. [www.NTM.org/reach](http://www.NTM.org/reach).*

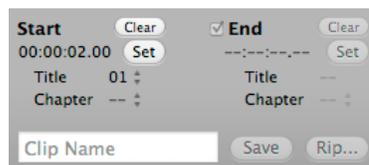
ProPresenter makes it easy to use a DVD during your presentation by allowing you to select specific clips for playback from a DVD. It is also possible to rip a DVD so that the clip needed is stored on the computer instead having to rely on a DVD working properly or having to use third-party programs to rip DVD clips.

There are two ways to use DVD content in ProPresenter. The first way is to create clips from the DVD. When you create a clip, you aren't saving the DVD content to your computer, you're simply creating reference points to the DVD. The DVD must be in the computer in order for a clip to be played.

To create a DVD clip, click on the DVD icon in the toolbar to open up the DVD player. You can also open the DVD player by selecting it from the View menu. This will open the window shown below.

Play the DVD as normal using the standard DVD controls at the bottom of this interface.

To create a DVD clip, click the **Set** buttons on the bottom right of the interface to set the start and end points of the DVD clip. If you need to reset either the start or end point, click **Clear** and reset the points. Next, choose a name for your clip and press the **Save** button.



Saved clips are shown in the column on the right. You can view clips for the mounted disc only or click on the **Show All DVD Clips** checkbox to show all DVD clips that have been created in the application. Selecting a clip will load it in the DVD interface. Once you have saved a clip, you can click and drag it into a playlist or a presentation and it will be shown like other media.

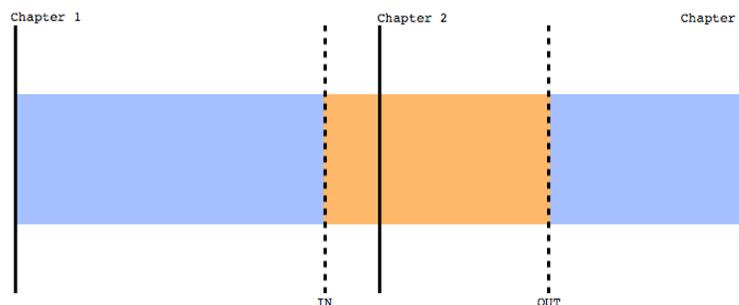
Once you have saved a DVD clip, you can play it by clicking on the thumbnail in the column on the right or after you've added it to a playlist or presentation. If you want to show an entire DVD and would rather just cue it in the DVD player and not make a clip, click on the Full Screen button next to the Eject button.

The DVD must be in the computer for a clip to be used. Saving a clip only creates a bookmark for the clip on the disc. However, if you would rather not rely on the DVD to be in the computer, you can actually rip DVD clips with ProPresenter 6.

Preparing to rip a DVD clip is the same as saving a clip. Set the in and out points and name the clip, but instead of clicking on Save, click on **Rip**. You will see a progress bar while the clip is being ripped.

**Note:** You will need to install the HandBrakeCLI. This can be installed on the DVD Preferences panel within ProPresenter's Preference menu. We also recommend installing VLC to expand the types of DVDs you can rip content from.

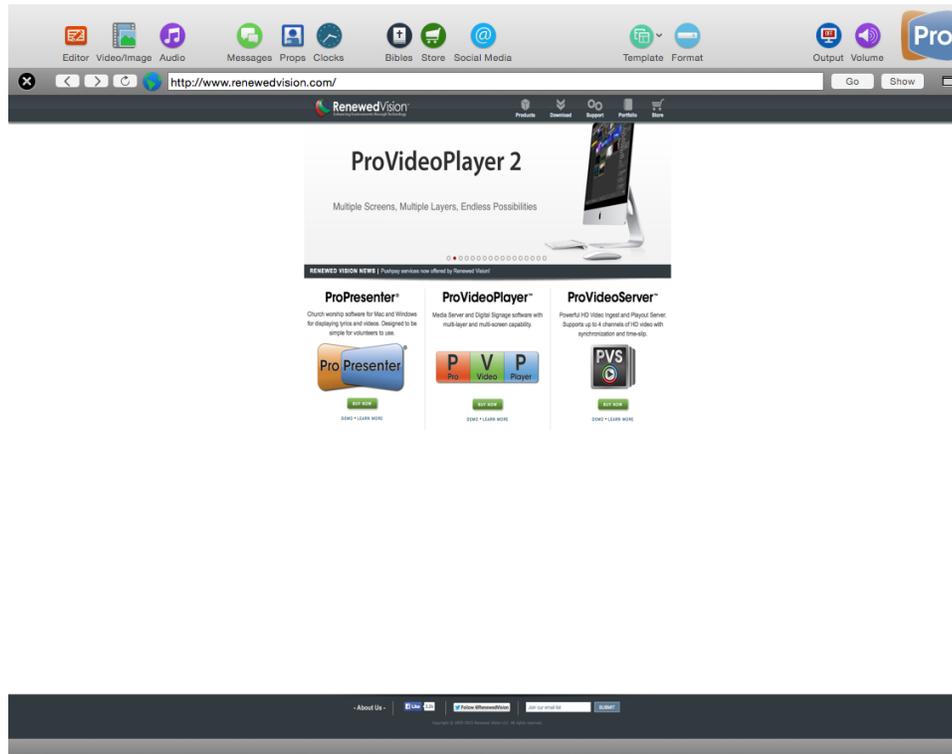
When a DVD clip is ripped, the entire chapter that contains the In and Out point will be ripped. As you can see in the illustration below, the orange segment represents the part of the DVD that is selected to be shown. The In point is in Chapter 1 and the Out point is in Chapter 2. Both of these chapters will be ripped in their entirety, but ProPresenter will automatically set the In and Out points on the final clip to the correct spot. The DVD clip will be placed in your Foregrounds bin in the Video/Image Bin. If you need to adjust the in or out point, you can do that within the range of the video that was ripped.



**Note:** If you are using an SDI card to send your output signal from ProPresenter you will not be able to use this feature. DVD playback isn't rendered the same way as other content in ProPresenter, and can't be shown via SDI.

## Displaying Web Pages

ProPresenter 6 allows you to easily share a live web page with your audience. The software provides a web browser within the interface that is mirrored to the output display without all the extra interface pieces such as address bars, bookmarks, and other distracting elements, so the focus remains on the content of the page itself.



You will need to add the Web browser icon to your toolbar, select it from the view menu, or press Control-W to access the web browser.

Click on the **Show** button in the top right corner of the browser to immediately display the webpage for the audience to see. You can then interact with the website within the browser on your computer and your audience will be able to see what you're doing.

The toolbar also contains basic browser functions: Back, Forward, Refresh and Go. The **globe** allows you to create a bookmark cue in a playlist by dragging the icon to a playlist. The square button on the far right allows you to switch the browser window between a docked screen or a floating window.

To display full-screen Youtube videos, you will need to disable the **Display at Top Most Window Layer** setting in Preferences as was covered earlier in this manual.

**Note:** If you are using an SDI card to send your output signal from ProPresenter you will not be able to use this feature. Web pages aren't rendered the same way as other content in ProPresenter, and can't be shown via SDI.

## Stage Display

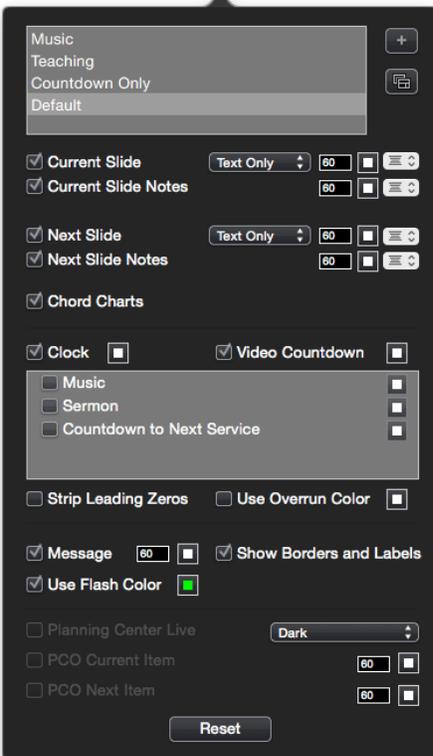
This feature requires an additional video output from your computer. Most users will need a USB display adapter like the one available for sale in our store. If you have a newer Mac, you may have two Thunderbolt ports which can be used for your primary output and your stage display out.

To enable the Stage Display output, open Preferences and select the **Display** tab. If all three of your displays are active, you will see three boxes on the Display preferences screen. Check the box next to **Enable Stage Display**. This will activate the Stage Display output.

At this point, a purple box labeled **SD** will show on display preferences. This box may become active on the wrong screen when you enable the stage display. If this happens, click on the stage display box and drag it to the correct box representing your stage display.

Pressing Command-3 will switch ProPresenter's preview window to show a preview of the Stage Display instead of the normal ProPresenter output.

Pressing Command-4 will quickly open the Stage Display Configuration Window.



There are two ways to access the configuration for stage display. The first is by clicking on the **Configure Stage Display** button on the Display preferences screen. The second is by selecting the **Window** menu and choosing **Configure Stage Display**. Both methods open the same configuration display that is shown to the left.

At the top of the Stage Display Options window is a listing of all the available stage display layouts that you have created. To add or remove layouts, click on the plus and minus buttons on the right and name your new layout. You can create as many layouts as you need.

Anyone who is using an iOS device with the stage display app can select from any available layout. Only one layout at a time can be used with a wired stage display.

For the Current Slide, you can select to show “text only”, “static slide” or “live slide”.

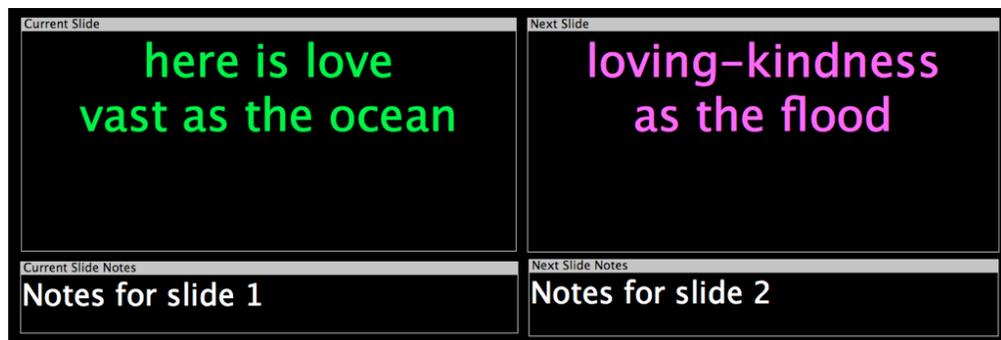
**Text Only** will show just a text version of the slide.

**Static Slide** will show a thumbnail of all images and other

objects on the slide.

**Live Slide** will show the slide exactly as it appears on the output display, including video.

Slides notes are added in the Editor on the Slide Properties tab. If no notes are entered, nothing will be shown in the Slide Notes boxes.



When you enable the stage display option to show chord charts, a new box will be added to the layout. You can move and resize the box to fit your needs. Chord charts are only shown for the presentation they are associated with. When you change to a presentation without a chord chart, the box will be empty. Adding chord charts to presentations is covered earlier in this user guide.

The clock and countdown settings for stage display are linked to the Clocks module in ProPresenter. You can start any clock from the Clocks module, or if you have a

Countdown Message that uses a clock that is enabled on the stage display, it will start with that clock as well.

Clocks on the stage display are useful for showing how much time is left before an event starts and for showing a speaker how much time he has left. If you would like to change the color of each clock or countdown on the stage display, you can do that from here.

Video Countdown shows the time remaining on the currently playing video. This feature is helpful for those on stage to know how much time is left in a video, such as a countdown video or intro video. When enabled, it runs for Background and Foreground videos.

Strip Leading Zeroes changes the clock display from 00:05:30 to 5:30. Clocks also support a function called Over Run, you can now have the clock change colors when it passes zero if you have Use Negative Color enabled.

The next section of options control how stage display messages are shown. Stage Display Messages are unique because these are only shown on the stage display. In ProPresenter 6, you can change the color of the box when it flashes, or you can disable the flashing effect entirely.

To access this feature, open the View menu and select Stage Display Control, add a button to your toolbar, or press Control-S. Type your message and click the **Send Message**; the Message box on the stage display will show the message and flash if you have that enabled. **Clear** will remove the message completely and **Hide** removes the message from the stage display, but doesn't delete the message.

In ProPresenter 6, it is now possible to display the countdown time, current item, and next item as linked from Planning Center Live.

**Note:** To use the Planning Center Live feature, you must have a Planning Center Online account and have configured your plan using the Planning Center website.



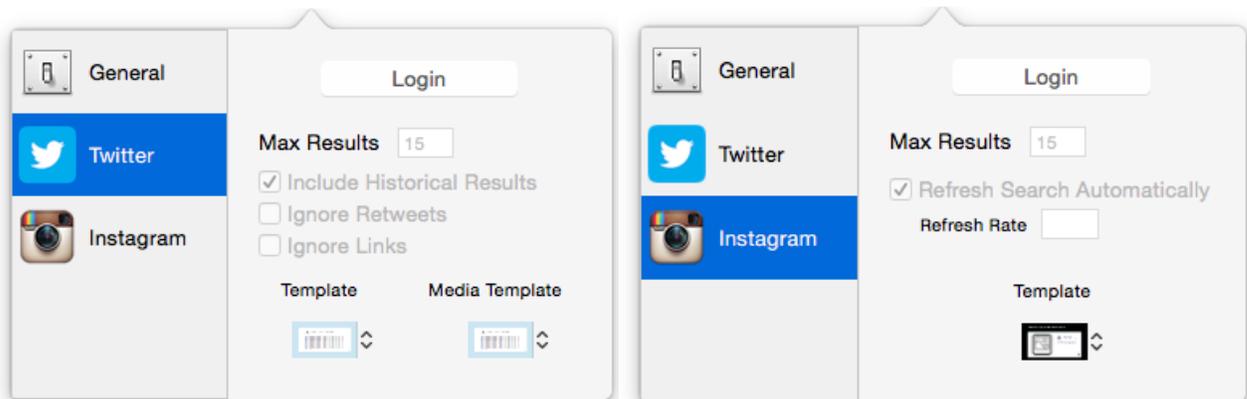
To begin using this feature, be sure that you have linked your PCO account in ProPresenter Preferences > Services. Next, select a PCO service to link from the Stage Display Control window. From here, you can advance through elements of your PCO Live Plan. The items on the ProPresenter Stage Display will also advance if the Planning Center Live plan is updated from another device.

## Social Media

ProPresenter 6 includes the ability to search for and display results from Twitter and Instagram directly through the program. You can search by keywords or hashtags, and moderate which results are shown on screen.

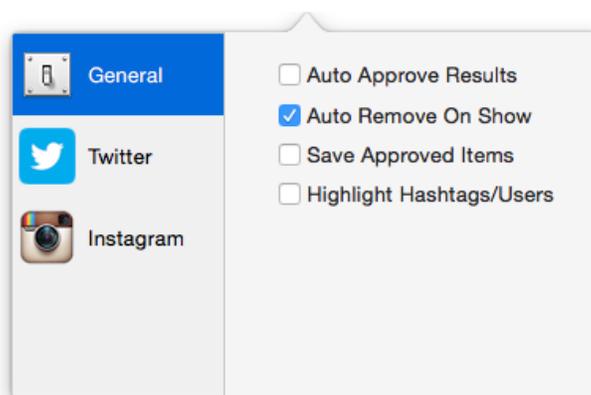
To open the Social Media module, click on the Social Media button in the toolbar, select it from the View menu, or press Control-Shift-W.

To begin, login to your Twitter or Instagram accounts.



Then you can begin searching for tweets to show on screen. You can search for a keyword or by using a hashtag.

There are a few general options for the Social Media module.



**Auto Approve Results** will approve all results immediately for display. It does not require manual moderation of what appears on screen.

**Auto Remove on Show** will show an item once and then remove it from the list to be shown. If this box is not checked, an item will continue to be shown, in rotation with the others, until it is manually removed.

**Save Approved** Items allows approved items to persist even if ProPresenter is restarted.

**Highlight Hashtags/Users** allows hashtags or usernames to be highlighted in a different font color from the rest of the text.

There are also a few options for each of the Social Media Services. For Twitter:

**Include Historical Search** allows older results to be searched and used. If you have authorized ProPresenter to access your Twitter account, the results will be updated in real-time.

Checking **Ignore Retweets** will ignore tweets using the new retweet styling as well as messages that start with “RT”.

Checking **Ignore Links** will ignore tweets that contain a URL.

For Instagram:

Checking **Refresh Search Automatically** will update the search results at a specified time so you continue to see the most recent results.

Once you have search results available you can remove results, ignore them, or approve them. Clicking the X will remove a results if it isn't relevant or you don't want to see it, and clicking the check will approve the content. Approved content is moved to the column on the right and go into the display rotation.

As with slides and media, you can also set a transition for your approved content. Click the transition menu in the top-right corner and pick from any of the available transitions; these work just like slide transitions.

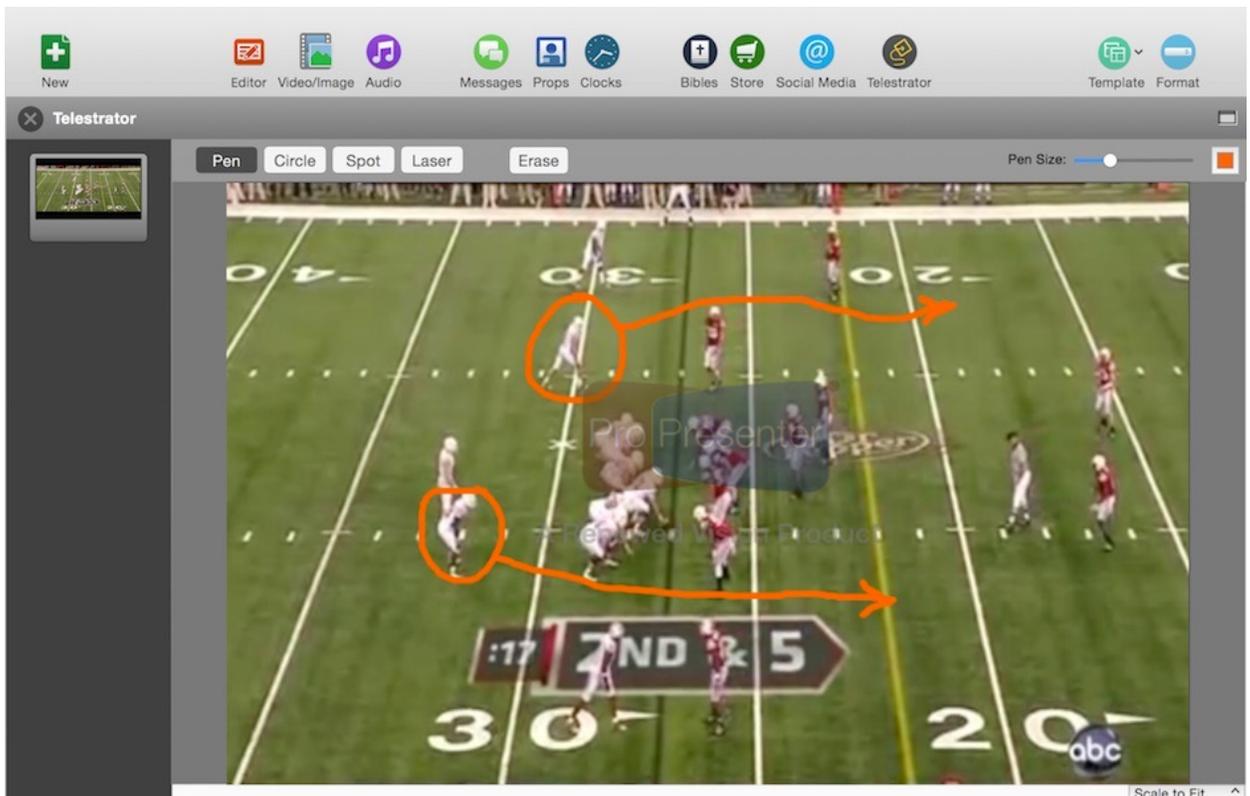
Once you have approved content, you can set the **Slide Duration** to be up to 60 seconds long before the next item is shown. If you need to clear the list of approved tweets, click the **Clear Approved** button.

The formatting of individual content is handled by templates. Several templates are included with ProPresenter 6. Individual templates can be set for Twitter and Instagram content, and the correct template will be used when displaying the relevant content.

## Telestrator

ProPresenter 6 introduces an exciting new feature, the Telestrator.

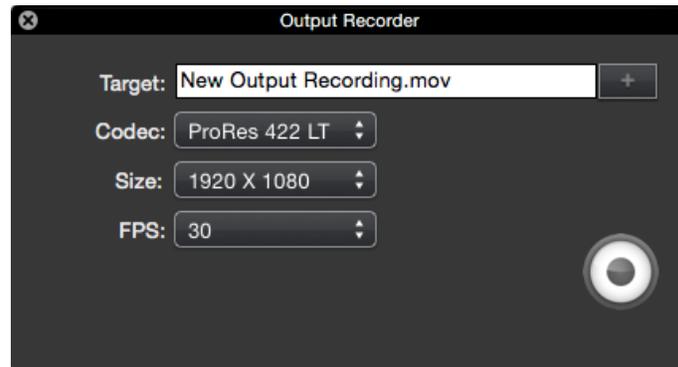
This handy new feature allows you to draw on top of your live output in real time using any of 4 "tools". Using the pen tool, you can sketch any freehand drawing or you can use the circle tool to make quick, perfect circles. The spot tool draws focus to a particular part of the screen inside of a circle, and the laser tool functions like a laser pointer, allowing you to virtually "point" to anything on the screen.



The tools, their size, and their color, can be quickly selected from the menu bar at the top of the Telestrator.

With the Telestrator app for iPad, you can allow anyone to draw on the screen remotely, too. Connecting wirelessly, you can see the live output from ProPresenter and draw in real time.

## Record Output



ProPresenter 6 now allows you to record everything shown on ProPresenter's Output Window directly to a file. The filename should be specified in the target box.

You can select between four codec options: ProRes 422 LT, ProRes 422, ProRes HQ, and ProRes Proxy.

There is also an option to select the size of the recording. There are a few common video sizes listed, but you can also specify that the recording should match the size of your ProPresenter output.

Lastly, you can select whether to record 30 or 60 frames per second.

Pressing the record button in the bottom right will begin recording. When you are ready to stop recording, press stop and a file will be created at the specified target.

## Cues/Cue Palette

In ProPresenter 6, almost everything action can be added as a cue on a slide. The Cue Palette makes it easy to see these cues in one place, and it can be opened by right clicking on any slide and selecting Add Cue > Communication Cue > Cue Palette.



Clear Cues allow a slide to clear a different slide layer. These function the same way as clicking one of the Clear buttons at the top left side of the toolbar.

**Media Cues** allow you to quickly add a Video, Image, Audio or Live Video cue to a slide.

**Stage Display** cues allow you to change to a pre-defined layout on the Stage Display. For example, at the beginning of a song, you could select the “Song” layout, but at the beginning of a teaching, you could select the “Teaching” layout.

**MultiScreen** cues allow you to change to a pre-defined MultiScreen layout.

**Timer** cues allow a slide to perform a specific action for any timer. The options are *Start Timer*, *Stop Timer*, *Reset Timer*, and *Reset and Start Timer*

Communication module cues can be added by right clicking on a slide and selecting Add Cue > Communication Cue.

## Localization

ProPresenter 6 has the ability to be localized into other languages. As of the release, only Spanish and Korean will be included, but other languages will be added over time.

Instead of localizing the application directly, we have included language packs in the program that are changed based on your system language settings. If you choose a language other than Spanish or Korean, ProPresenter will use English as the default language.

## Modules

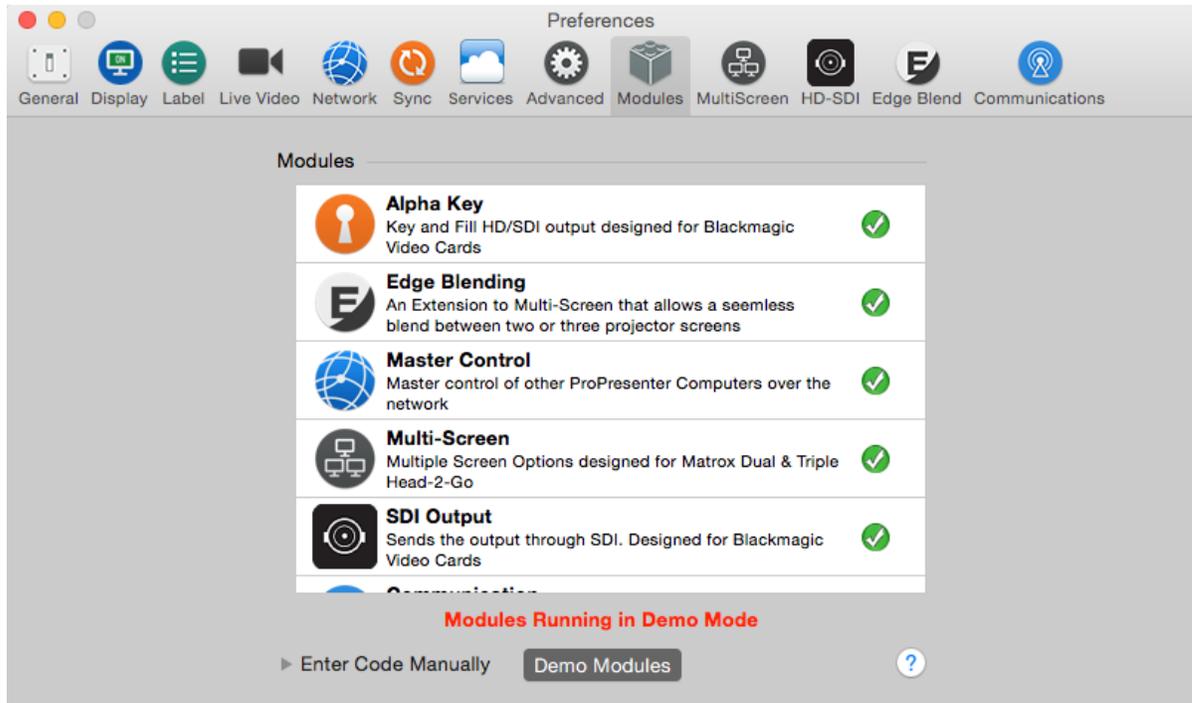
Each of the features covered in this section of the user guide require an additional purchase of an unlock code, and in some case, additional hardware is required. For information about pricing, please visit our website.

Unlike a ProPresenter license, modules are licensed per computer and do not have a site license option. If you require the same module on multiple computers, you will need to purchase multiple copies of the module.

Modules are linked directly to a computer by a system ID Code and cannot be transferred as needed. Modules can be transferred by our customer service department in the event of hardware upgrades or hardware failure.

## Demo Modules and Registering Modules

ProPresenter makes it easy to demo module. To access these options, open ProPresenter Preferences and click on the Modules tab. You will see the interface shown below.



If you have purchased modules in a previous version of ProPresenter on this same computer, they will have been automatically upgraded to ProPresenter 6 and will show has already being purchased.

To demo the modules, click the **Demo Module** button at the bottom of the menu. This will activate all of the modules in Preferences. When you activate a demo module, a watermark will be applied to your output screen. Modules are also only active for the current session of ProPresenter. When you close and re-launch the program, you will need to active the demo modules again. Demo modules are intended for determining if they will fit your needs and are not intended to be used in a live event. No temporary trial codes for modules will be available.

If you want to purchase a module, click on the blue **Buy** button. This will open the in-app store where you can purchase the module. Modules purchased this way will automatically be registered and activated on the same computer.

If you have purchased a module, enter the 25-digit code and then click the plus button to activate it. When you purchase a module, you will be sent an activation code. You will need to follow the instructions in the receipt to activate that number for the unlock code. You will also need the ID Code shown on the Modules tab in order to link the code to the right computer.

## Alpha Key Module

The Alpha Key Module has two functions: (1) Blend ProPresenter's content over incoming video and then send that combined content back to a switcher or projector; (2) Generate a key and fill signal that is then sent to a broadcast-quality switcher that is able to accept this type of signal.

When using method one, the actual compositing of the incoming video signal and the content in ProPresenter (text or lower-third graphics normally) is done on the video card itself and then sent back out to a switcher or projector. Choose this method by selecting **Internal** from the drop-down menu.

The second method sends what are referred to as a "key and fill signals" to your switcher allowing you to have a broadcast-quality signal. Choose this method by selecting **External** from the drop-down menu.

These are the settings that you should set on the HD-SDI tab in Preferences.

- Check the box for **Enable Output Device** and choose the "Blackmagic Video Output".
- For the **Mode** setting, choose the appropriate setting whether it be standard definition (NTSC) or High Definition (720p, 1080p).
- The **Compression** setting should be left blank.

Finally, you will need to specify what kind of keying you wish to do under the "Alpha Key Settings" section:

- **Disabled:** This will output a full video out signal to your program and preview ports on the Decklink card
- **Internal Key:** If you are using the Alpha Keyer as a downstream key, with a video input coming into the Decklink card and one going out of it, then this is an Internal Key (be aware that audio is passed through the Decklink card when using this mode -- you cannot use the Decklink audio outputs for sound out of ProPresenter when this mode is active).
- **External Key:** If you are sending separate key and fill outputs to your broadcast video switcher, this is the option you will choose. It sends the key signal through the preview out of the Decklink card and the fill out of the program output.

Set the Blend to specify the maximum opacity of the video overlays.

**NOTE:** In order to get full HD output you must have a video display device attached to the computer that is at least the resolution of the HD output. The reason is that everything is rendered in the graphics card before output and we are unable to render out video textures at resolutions higher than the display devices the computer is connected to.

For example, if you're trying to render out at 1920x1080 content to your output display, **your primary display** must also have at least this resolution, if not higher.

In addition to configuring the Alpha Key settings on the Advanced tab, you will also need to ensure a few settings are correct on the Display tab.

In Preferences, click the Display tab and ensure that the **Display at Top Most Window Layer** is not checked. You also need to manually enter the output resolution for your SDI signal. If your output doesn't look correct, verify that the Output Screen resolution is set for your SDI signal and not the connected DVI or VGA display.

If you are still having trouble with the signal, open the Blackmagic preference panel in System Preferences and make sure that **Remove field jitter when video is paused** is not checked and that **When not playing video, send** is set to **Black**. Both of these options are on the bottom of the Setting tab in the Blackmagic preferences panel.

## Edge Blending Module

The Edge Blending module makes it easy and affordable to use edge blending in your environment. Edge blending consists of two or three overlapping projected images that have the overlapping regions adjusted to create a seamless blend. Because the outputs of each projector have to overlap in order for blending to occur, the actual width of your output will be smaller than the output resolution.

Before you make your adjustments to the Edge Blending Module, you will need to configure a Matrox DualHead2Go or TripleHead2Go, as well as your computer and ProPresenter, for the proper resolution. Refer to the **Matrox Configuration** section later in this user guide for details on setting up a Matrox DualHead2Go or TripleHead2Go.

Once you have properly configured your computer and ProPresenter to work with double-wide or triple-wide media, you can configure the Blend module. To start, check both the **Enable Data** and **Enable Blending** boxes. Select the number of projectors (two or three) that you are going to be using. To get started, you can enter the number of screens as your Screen Size, however, entering the final screen width in inches will give you a more precise blend. The Blend Area and Total Blend need to be positive values, so if they aren't, double-check the screen resolution settings.

The lower section is used to adjust your blend areas. The black-and-white box is actually the representation of the curve being used to apply the blending adjustments. The three options--Linear, Cubic, and Quadratic--will result in slightly different blends. Test each option to see which works best for you since this varies depending on projectors and environmental factors.

The four sliders allow you to adjust the values of the blend. You will need to spend some time working with these to get the best blend you can. It's recommended that you start with the first two sliders, Blend and Intensity, at 100% to help you establish a good baseline for adjusting your blend. Gamma adjusts the brightness of the non-blended areas compared to the blended regions. If you find that your blended areas are brighter than the rest of your screen, you will want to adjust this settings. Black Level adjusts the video black brightness. Since a projector doesn't display black, the brightness between the blended area and the rest of the screen may vary slightly.

You will want to use the blend grid to help you align your projectors and get them as perfectly aligned as possible before adjusting the blend settings. Getting the alignment

perfect is critical to being able to achieve the best edge blend possible. If your projectors are slightly out of alignment, your blended area may be visible.

Due to the wide range of projects and their quality, achieving a "perfect" edge blend is quite difficult, even for the most skilled person. Due to many factors, such as quality of the projectors, age of the lamps in the projectors, number of hours each projector has been used, and even the brand of the lamps in the projector, you may still see a slightly visible area where the images overlap. This occurs with any edge blending solution.

If you aren't familiar with edge blending, you may want to watch the tutorial on our website first.

## Master Control Module

The Master Control Module allows one Master ProPresenter station to remotely trigger slides and Video/Image Bin contents of one or more networked ProPresenter Slave stations. Each Slave station can have its own content suitable for its output, so it can be the same or different material than the Master station.

The ProPresenter stations must first be networked together. To ensure that all signals are properly sent to the Slave stations we recommend using a wired network, though a wireless network will work.

First, on each of your Slave stations, select **Slave** from the pulldown menu in the Master Control section. The **Name** will be filled in with your computer's name and the **Port** will be filled in with a randomly generated port.

On your Master station, select **Master** from the pulldown menu in the Master Control section. You will now see a list of any Slave stations that are found on the network.

Click the **Connect** button for each of the Slave stations. Optionally, you can also check the **Reconnect** checkbox which means that this station will always automatically connect when it becomes available.

From this point, when you click on a slide on the Master station, the corresponding slide will be displayed on the Slave station. For example, if you click on the first slide in the first playlist document on the Master station, the first slide in the first playlist will be displayed on the Slave station.

Similarly, when you click on an item in the Video/Image Bin on the Master station, the corresponding item will be displayed on the Slave station.

For more advanced configuration, you can change the **Name** or **Port** of the Slave station by switching the Master Control pulldown menu to **Off**, making the necessary changes, and then switching back to **Slave**.

ProPresenter 6 will include the Slave functionality for free, but the Master Control Module will be an additional add-on purchase. Pricing is available on our website.

## Multi-Screen Module

The Multi-Screen module allows you to extend your projection from one screen, to two or three screens.

**Note:** Refer to the Matrox Configuration section later in this user guide for details on setting up a Matrox DualHead2Go or TripleHead2Go. This section will assume that your computer and hardware have been properly configured.

Once you have enabled the Multi-Screen module, you can select either DualHead2Go or TripleHead2Go from the drop-down menu. The configuration is identical within in ProPresenter, but for this purpose, the settings are shown for TripleHead2Go.

The Multi-Screen Module allows you to use one default configuration, or to create multiple layout cues that can change the layout on demand. To create a new layout, click on the plus button and name the new layout. Use the minus button to remove a layout. These layouts can be used by right-clicking on slide thumbnails and selecting the cue from the “Add Multi-Screen Setting Cue”.

The options in the lower half of this preference menu allow you to designate which elements are shown on which screen. There are two additional new features here. The first is that you can use different templates for individual screens. If you want to have large text on one screen, but want to use lower-third text on the other two screens, simply create templates and then select them on the correct screen. Live Video also has its own settings now. So instead of your live video input following the Video/Image settings, it can now be shown on specific screens.

**Note:** If you have certain elements in a template and they don't exist in the Alt. Template (e.g., Text Reveal settings), those won't be used. So if the certain screen is doing a text reveal, but the Alt Template on the side screens doesn't have a text box with the same Text Reveal setting enabled, the full text will be shown immediately.

Once you have create the layouts that you want to use, you're ready to go. If you create multiple layouts, the one that is selected will be the one that is used by default. If you want to change to a different layout on cue, right-click on a slide and select the appropriate layout from the multiscreen cue menu.

Selecting **Tile** next to video will extend the same video or graphic all the way across your attached displays. Leaving this box unchecked will cause your video or graphic to be shown on each of the three screens.

DVD clips can only be shown on one screen. Due to how DVDs are played we aren't able to provide any additional control over the positioning of DVD playback.

Web pages will be shown stretched across all three screens.

A TH2G can also function as a DH2G, you just have to change the settings in the GXM Control Panel and the MultiScreen panel.

The MultiScreen module doesn't affect the Stage Display and both can be used simultaneously.

Masks can be used with a MultiScreen set up, but you will need to create a custom sized Mask layer sized to your output resolution. To do this, open the Mask module, click on the Document Properties tab, and enter a custom size for the resolution.

## SDI Output Module

The SDI Output module allows you to send true high-definition video to your video system. When you enable this module, additional settings will be enabled on the Advanced tab in Preferences.

Check the box for **Enable Output Device** and then choose the appropriate device and mode that is required for your video system. This module is designed to work with Blackmagic video cards. Other SDI cards may work, but they are not supported.

In Preferences, click the Display tab and ensure that the **Display at Top Most Window Layer** is not checked. You also need to manually enter the output resolution for your SDI signal. If your output doesn't look correct, verify that the Output Screen resolution is set for your SDI signal and not the connected DVI or VGA display.

If you are still having trouble with the signal, open the Blackmagic preference panel in System Preferences and make sure that **Remove field jitter when video is paused** is not checked and that **When not playing video, send** is set to **Black**. Both of these options are on the bottom of the Setting tab in the Blackmagic preferences panel.

## Communication Module

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

Purchasing the Communication Module gives you access to any of these protocols. You can also choose to purchase MIDI as its own module. After you have purchased the Communication Module you will see the new Communication tab in Preferences.

**Note:** A working knowledge of the protocol you need to use is strongly recommended as each protocol has various options available and they are not covered in great detail in this guide. Due to the variety of configurations for these protocols, we can't offer much support. Protocol specifics should be available in product manuals or from hardware manufacturers.

### Playback Deck/Media Server Control Protocols

These protocols include **AMP, VDCP, and Sony BVW**. AMP and VDCP are media server protocols that have more capabilities than Sony BVW such as triggering clips by name. BVW can only control the playback of an already triggered clip.

### Switcher Control Protocols

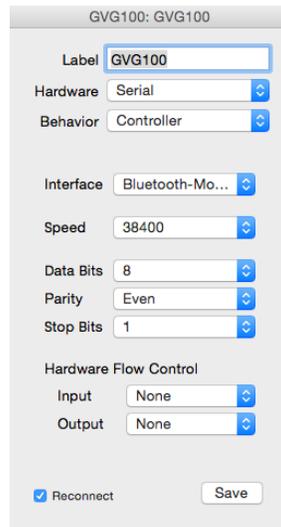
These protocols include **GVG100, Sony BVS, and RossTalk**. These protocols can control a switcher, allowing you to remotely enable and disable keys or fade to black.

Sony BVS is preferred over GVG100 when available since it has greater capabilities. RossTalk is a proprietary protocol supported by some Ross switchers. RossTalk is the preferred choice for a compatible Ross switcher because it uses network communication rather than serial. RossTalk is supported as 2 modes, Device and Controller. In Controller mode, ProPresenter can send commands to a connected Ross switcher. In Device mode, RossTalk provides some control of ProPresenter from a compatible Ross switcher. For Device mode, the Ross switcher is setup to connect to ProPresenter as if it were an Expression CG machine. Once connected, Up/Down on the switcher will advance through the items of the selected playlist, and next will trigger slides or videos just like pressing the spacebar/right arrow key on the ProPresenter machine. Note that if you want to use both Controller and Device modes for RossTalk, you must configure 2 RossTalk devices, one for each mode as these modes require two different network connections.

You can also clear the output using the Clear Layer command where the layers correspond to the different ProPresenter clear commands as follows:

Layer 0	Clear All
Layer 1	Clear Live Video
Layer 2	Clear Background
Layer 3	Clear Slide
Layer 4	Clear Props

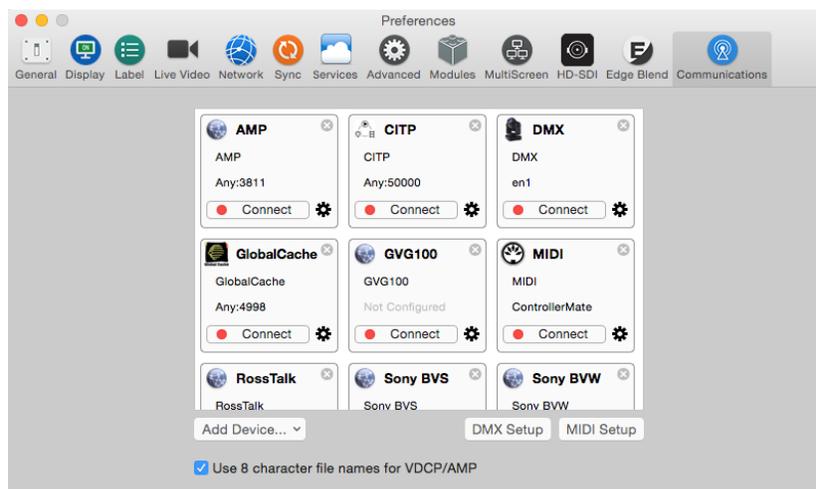
To add any of the available protocols to ProPresenter, click on the **Add Device** button in the lower right corner and select the protocol from the list. Each protocol has unique configuration settings. We have set each protocol to use the standard configuration as specified by each manufacturer. If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



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

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

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

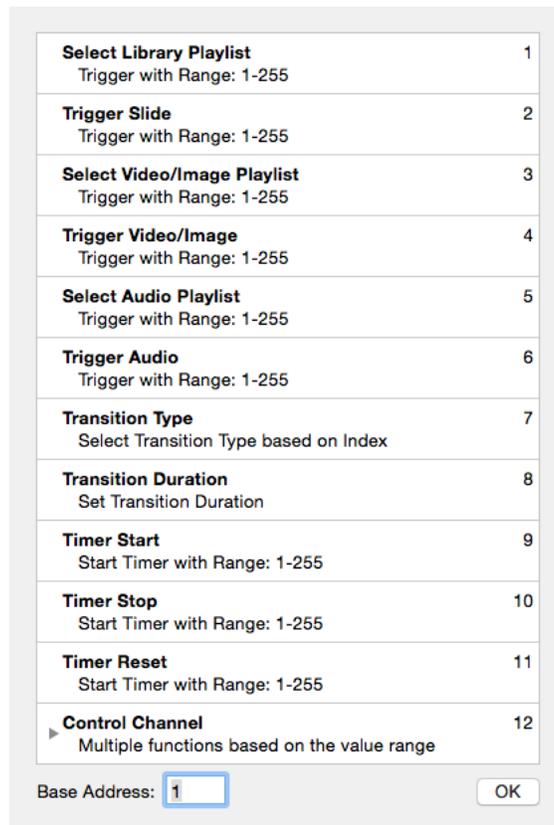


reason. Some protocol combinations don't make sense to run at the same time, like AMP and VDCP, but some do like AMP and RossTalk.

**DMX and MIDI Protocols**

Both of these protocols allow the user to define the DMX channels or MIDI notes that are mapped to the various controls for ProPresenter. DMX is fixed to a sequence of contiguous channels just like a lighting fixture, whereas MIDI allows you to map any note to a given MIDI controllable ProPresenter command. These settings are defined in the Communication preference pane in ProPresenter under the DMX and MIDI buttons.

The DMX configuration allows you to define the starting channel and displays how the other channels are mapped. DMX supports ArtNet over a network only. USB-DMX interfaces are not supported. The screenshots below show a standard DMX setup. These values are entered by clicking on the **DMX Setup** button in the Communication Module. The image below is a scrolling window, not two separate windows.



MIDI is covered extensively in the next section.

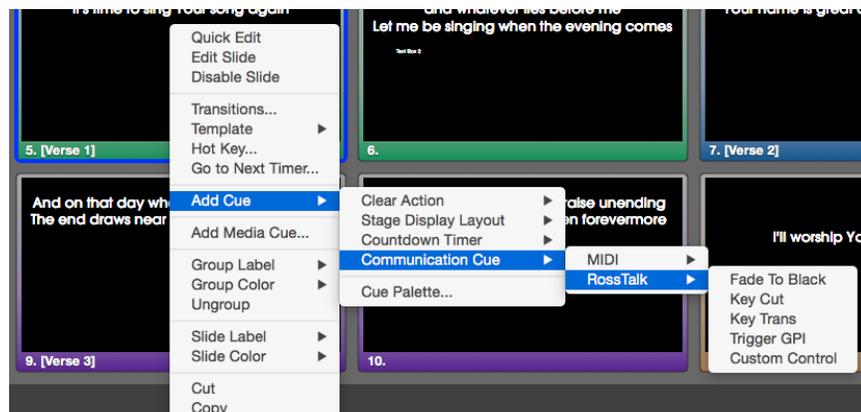
In the Communication preference pane you can setup devices which persist in ProPresenter until you remove them. They may optionally automatically reconnect when ProPresenter is relaunched. From this preference pane you can also configure the DMX and MIDI options. In addition, there's a checkbox for whether to allow filenames longer than eight characters for VDCP and AMP.

VDCP and AMP require a Video/Image Bin playlist to be designated as the Comm Module playlist. This is the playlist that is used to select clips with either of these protocols. You can designate any Video/Image Bin playlist as your Comm Module playlist by right-clicking on the playlist name. The display name of each video in this playlist must be unique and will be modified as necessary to make it unique. If the eight character filename option is checked, the display name will also be trimmed to eight unique characters as necessary. Consult your video switcher's manual to determine whether you need to enable the 8 character filename limit. If the switcher doesn't support variable length filenames, then you'll need to enable that option in ProPresenter.

For a switcher control protocol, an option will appear in the contextual menu of any slide to add a switcher control cue to that slide. Any time that slide is triggered, the chosen command is sent to the switcher if it's connected.

### Assigning module commands to slides

When you have enabled a protocol that supports sending commands, you will be able to assign those commands to specific slides. Each protocol supports different cue options, so the menu that you see will be different. If you only have a single protocol assigned, you will not have the sub-menu of protocols. GVG100, RossTalk (Controller mode), and Sony BVS are the only protocols that have slide cues available.



## Using RS-422 Serial with Communications Module

RS-422 is a serial standard that defines how the serial signal is transmitted electronically. There are several serial standards including RS-232 and RS-485. Note that these standards are electrically different and are not compatible even though in many cases they use the same DB-9 connector. Unfortunately, there are different, incompatible ways that RS-422 may be wired through a standard DB-9 connector. There are two common DB-9 pinouts that are used with RS-422 in the context of video production equipment. Depending on your computer serial interface, you may be required to create a cable or use adapters to convert from one pinout to another. In addition, you may have to compensate for a pinout on a serial interface that doesn't match either of these common pinouts.

Here are the two common pinouts:

<b>Deck Control Slave</b> <i>DB-9, usually Female</i>	<b>Deck Control Master</b> <i>DB-9, usually Male</i>
Pin 1 -> Ground	Pin 1 -> Ground
Pin 2 -> Tx -	Pin 2 -> Rx -
Pin 3 -> Rx +	Pin 3 -> Tx +
Pin 4 -> Ground	Pin 4 -> Ground
Pin 5 -> Nothing	Pin 5 -> Nothing
Pin 6 -> Ground	Pin 6 -> Ground
Pin 7 -> Tx +	Pin 7 -> Rx +
Pin 8 -> Rx -	Pin 8 -> Tx -
Pin 9 -> Ground	Pin 9 -> Ground

These pinouts were originally used on tape based playback decks and have since been used on media servers and video switchers as well. The **Deck Control Master** pinout would typically be found on a controlling device such as an editor or video switcher. The **Deck Control Slave** pinout would typically be found on a playback deck that is to be controlled via serial.

There are two common types of RS-422 computer interfaces you might run into. One is the serial port on video hardware such as BlackMagic Decklink cards or UltraStudio 4K devices. There are other similar devices such as those made by AJA which also have RS-422 ports, however we have discovered that AJA does not properly set their serial port configuration. In at least some of their devices (namely the ioXT), the serial port is fixed to a certain baud rate, parity, etc. and cannot be changed, as confirmed by AJA. Unfortunately, none of the manufacturers we talked to really support the serial port on their video hardware as a general purpose serial port, they tend to only support it when used with their own software. However, we found that the serial port on BlackMagic hardware was very reliable.

The other common RS-422 interface is a simple RS-422/USB adapter. Note that this is not the same thing as (and not compatible with) an RS-232/USB adapter which is much more common. RS-422/USB adapters are typically designed for use in computing environments rather than video production environments, therefore they will typically have a pinout that differs from the two specified above. In our limited testing, we have

had mixed results with RS-422/USB adapters. There are also RS-422/RS-232 converters which may work in conjunction with a common RS-232/USB adapter. We have not tested this setup.

Serial ports that are found on video hardware interfaces such as those made by BlackMagic typically have a Deck Control Master pinout configuration. When using the VDCP, AMP or Sony BVW protocols to control video playback in ProPresenter, the computer's serial port needs to be a Deck Control Slave configuration instead. This requires a custom cable or the use of adapters to switch the transmit and receive pins. When using GVG100 or Sony BVS editor protocols to control a video switcher, the editor port on a video switcher typically matches the Deck Control Slave pinout so this works with a BlackMagic serial port with just a straight through serial cable.

One of the easiest ways to create the necessary DB-9 cable for whatever pinout you need, is to use two DB9/ethernet adapters connected with a straight thru ethernet cable. These inexpensive adapters are available from monoprice [http://www.monoprice.com/products/product.asp?p\\_id=1151](http://www.monoprice.com/products/product.asp?p_id=1151) [http://www.monoprice.com/products/product.asp?p\\_id=1152](http://www.monoprice.com/products/product.asp?p_id=1152)

The adapters come ready to assemble. You insert the colored leads from the ethernet jack into the appropriate pins of the DB9 connector. Here is a common configuration used to swap the transmit and receive lines for using a BlackMagic serial port as a Deck Control Slave with the VDCP, AMP or Sony BVW protocols in ProPresenter:

<p>Adapter 1:                  DB9 Pin 1 &lt;-&gt; White                  DB9 Pin 2 &lt;-&gt; <b>Blue</b>                  DB9 Pin 3 &lt;-&gt; <b>Yellow</b>                  DB9 Pin 4 &lt;-&gt; <b>Red</b>                  DB9 Pin 5 &lt;-&gt; Nothing                  DB9 Pin 6 &lt;-&gt; <b>Green</b>                  DB9 Pin 7 &lt;-&gt; <b>Orange</b>                  DB9 Pin 8 &lt;-&gt; <b>Black</b>                  DB9 Pin 9 &lt;-&gt; Brown                  (Colors are the Ethernet leads.)</p>	<p>Adapter 2:                  DB9 Pin 1 &lt;-&gt; White                  DB9 Pin 2 &lt;-&gt; <b>Black</b>                  DB9 Pin 3 &lt;-&gt; <b>Orange</b>                  DB9 Pin 4 &lt;-&gt; <b>Green</b>                  DB9 Pin 5 &lt;-&gt; Nothing                  DB9 Pin 6 &lt;-&gt; <b>Red</b>                  DB9 Pin 7 &lt;-&gt; <b>Yellow</b>                  DB9 Pin 8 &lt;-&gt; <b>Blue</b>                  DB9 Pin 9 &lt;-&gt; Brown                  (Colors are the Ethernet leads.)</p>
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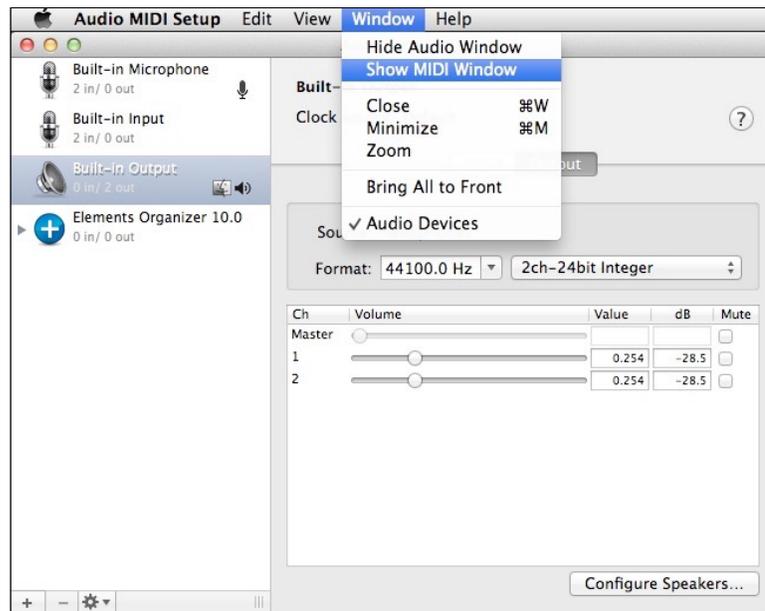
The goal in creating the proper cable is to connect the Receive lines Rx-/Rx+ with the Transmit lines on the other end Tx-/Tx+, as well as connecting the ground pins. The polarity of the Rx/Tx connection should match, so Rx- should be connected to Tx- and Rx+ should be connected to Tx+. This process is the same regardless of what serial interface you are connecting to. For RS-422/USB adapters or other RS-422 serial ports, you may need to consult the documentation for your device to get the pinout.

## MIDI Module

The MIDI Module can be purchased separately or as part of the broader Communication Module.

The MIDI configuration allows you to auto-fill all the commands from a starting note, or you can assign any MIDI note to a given command. You must ensure that you don't assign the same MIDI note to multiple commands since this will result in undefined behavior. MIDI connections are supported for any CoreMIDI device. Network devices may be configured via OS X's Audio MIDI Setup utility.

Audio MIDI Setup is found in /Applications/Utilities in the Finder.



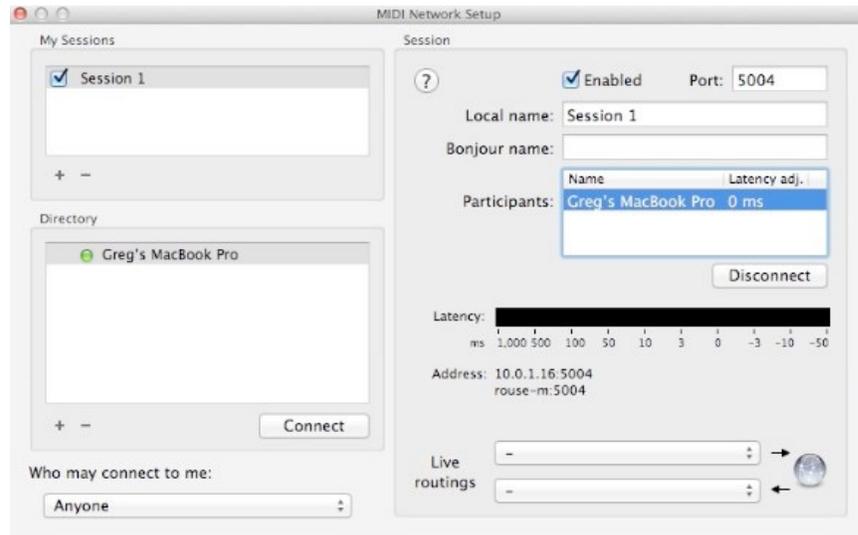
After you have opened Audio MIDI Setup, click on the **Window** menu and select **Show MIDI Window**.

Double-click on the **Network** icon on the **MIDI Studio** screen.



After you double-click on Network, you will see the **MIDI Network Setup** panel. This is where you create your session that will allow your MIDI controller and your Mac to

interact. The screen shot below shows the completed configuration; the steps below the screenshot will guide you through the setup.



To setup your session, click on the plus (+) button under **My Sessions**. This will create a default session titled "Session 1". This name doesn't matter so you don't need to change it. Check the box next to "Session 1". After a few moments, you will see available devices in the **Directory** listing. Select the device and click **Connect**. Change the **Who may connect to me** option to **Anyone**. Verify that **Enabled** is selected at the top of your Session settings. You do not need to make any other changes. Do not select anything for **Live routings** or your connection may not work properly.

Now that you have configured Audio MIDI Settings for your Mac, you are ready to setup ProPresenter's MIDI controls.

Return to ProPresenter and the Communication Module settings in Preferences.

The screenshot shows a window titled "MIDI: MIDI". It contains four rows of controls:

- Label:** A text input field containing "MIDI".
- Hardware:** A dropdown menu showing "CoreMIDI Device".
- Behavior:** A dropdown menu showing "Device".
- Device:** A dropdown menu showing "Renewed Visio...".

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

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

MIDI values cannot be shared between commands. For example, you could not assign **All: 48** and **Next Playlist: 48** at the same time.

The screenshot shows the MIDI Setup dialog box. At the top, there is an "Auto Fill" section with a text input field containing "1" and a button labeled "Auto Fill". Below this is a description: "Enter starting note number for auto-populating fields." The main area is divided into three columns:

- Clear Commands:** All: 1 A#-2, Slide: 2 C#4, Background: 3 C#4, Props: 4 C#4, Audio: 5 C#4, Bail to Logo: 6 C#4.
- Video Controls:** Go to Beginning: 7 C#4, Play/Pause: 8 C#4, Play: 9 C#4, Pause: 10 C#4.
- Presentation Actions:** Next Playlist Item: 11 C#4, Prev Playlist Item: 12 C#4, Next Slide: 13 C#4, Previous Slide: 14 C#4, Start Timeline: 15 C#4, Stop Timeline: 16 C#4, Rewind Timeline: 17 C#4.

Below these columns is a "Select by Index" section with a list of actions and their MIDI notes:

- Select Playlist: 18 C#4
- Select Playlist Item: 19 C#4
- Trigger Slide: 20 C#4
- Select Video/Image Playlist: 21 C#4
- Trigger Video/Image: 22 C#4
- Select Audio Playlist: 23 C#4
- Trigger Audio: 24 C#4
- Toggle Prop on/off: 25 C#4
- Start Timer: 26 C#4
- Stop Timer: 27 C#4
- Reset Timer: 28 C#4

At the bottom of the dialog, there is a button labeled "Auto Fill using the first value in each Form" and an "OK" button.

ProPresenter 6 also allows any slide to have a MIDI cue attached to it which will generate a MIDI note when that slide is clicked.

To add a MIDI cue, right click on a slide and select “Add Cue > Communication Cue > MIDI” and select either MIDI Note On or MIDI Note Off.

For each MIDI cue, you can specify the MIDI Channel, Note and Intensity. When the slide is displayed, the MIDI note will be sent through the MIDI interface that is configured in ProPresenter Preferences > Communications.

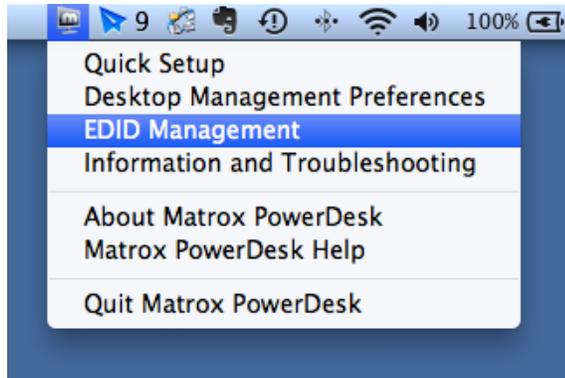
## Matrox Configuration

The Edge Blending module and the Multi-Screen module both require a Matrox DualHead2Go (DH2G) or TripleHead2Go (TH2G). We do not support any other hardware for these two modules.

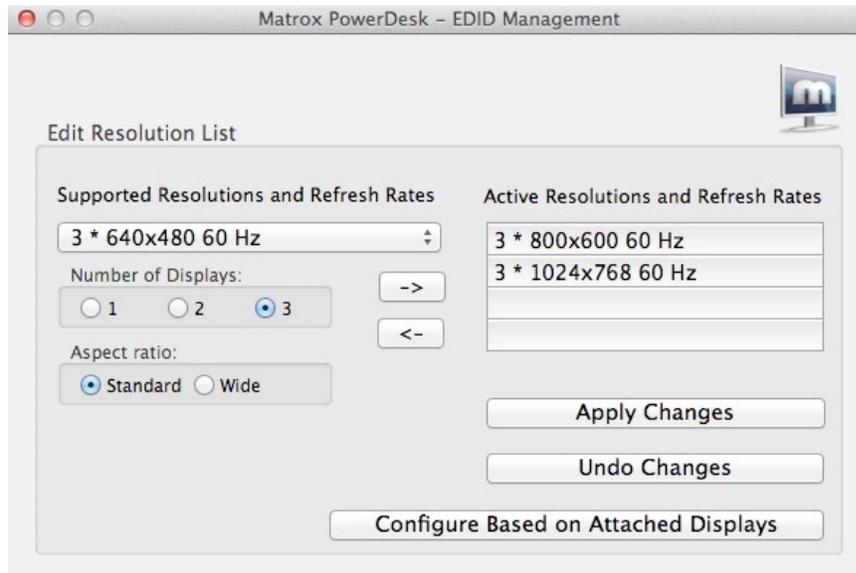
We recommend downloading the latest software driver directly from Matrox's website rather than installing the one on the CD. [You can choose the version you need here.](#)

The following instructions are only for the Digital Edition or DisplayPort Edition DH2G and TH2G. If your computer has a MiniDisplayPort or ThunderBolt connection, you **must** use the DisplayPort Edition.

Select **EDID Management** from the drop down list.



If you have not connected your Mac to your DH2G or TH2G, you will be guided through this process first. Once you have connected the hardware, you will see a screen like the one below.



The left side of the screen allows you to choose the display settings you need to use. Make those selections then click on the right arrow to add the resolution to the **Active Resolutions and Refresh Rates** list. If your resolution is already listed, you don't need to make any changes. When you are done, click **Apply Changes**.

Refer to the **Configuring your computer for first use** section for instructions on selecting the resolution for your secondary display. You should have a high resolution that matches what you selected in the Matrox Control Panel. If you selected **3 \* 800x600 60 Hz** in the Matrox settings, you should have a resolution option of **2400 x 600 60 Hz** in the system display settings.

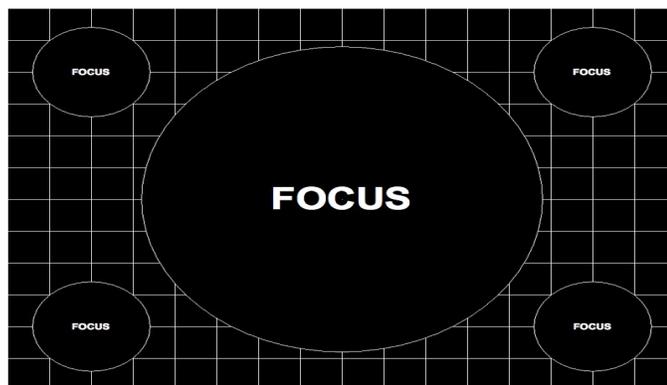
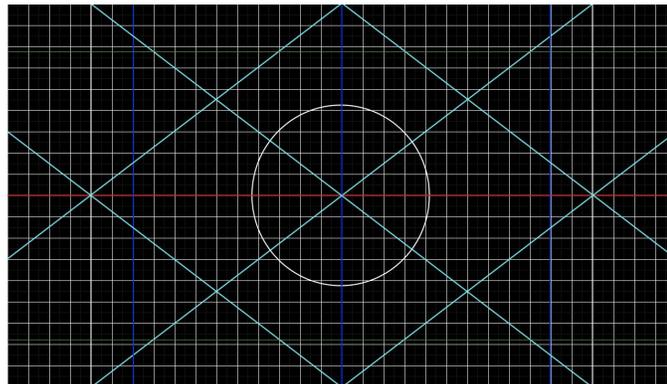
You will know you have properly configured your displays when you see the default desktop image spanning all three displays. If you do not see this, try restarting your computer and then going through the steps again.

## Display Patterns

ProPresenter 6 has three different display patterns built into the program to make it easier for you to adjust projectors. These can be found by clicking on the **View** menu and selecting the pattern you want to use from the **Display patterns** sub-menu.

Color Bars is useful for calibrating the color of your projectors.

Blend Grid makes it easy to configure overlapping projector images.



Focus provides five points of reference for focusing and adjusting key stone.

## Keyboard Shortcuts

Command	Shortcut
<b>ProPresenter Menu</b>	
Preferences	Command-, (Command-Comma)
Empty Cache	Control-Command-E
Hide ProPresenter	Command-H
Hide Others	Command-Option-H
Quit ProPresenter	Command-Q
<b>File Menu</b>	
New Presentation	Command-N
Save All	Command-S
Save As	Shift-Command-S
Print	Command-P
<b>Edit Menu</b>	
Undo	Command-Z
Redo	Shift-Command-Z
Cut	Command-Z
Copy	Command-C
Paste	Command-V
Paste and Match Style	Option-Shift-Command-V
Duplicate Slide	Shift-Command-D
Delete	Delete
Select All	Command-A
Deselect	Command-D
Show Spelling and Grammar	Command-: (Command-Colon)
Check Spelling	Command-; (Command-Semicolon)
Special Characters	Command-Option-T
<b>Actions Menu</b>	
Next Slide	→
Previous Slide	←
Next Background	Command-→
Previous Background	Command-←
Clear All	F1
Clear Slide	F2
Clear Background	F3
Clear Props	F4
Clear Audio	F5
Clear Mask	N/A

Logo	F6
Live Video	F7
Search Library	Command-F
Show Library Selection	Command-L
Show Slide on Stage Display Only	Command-0 (Command-Zero)
<b>View Menu</b>	
Audio Bin	Control-A
Bibles	Control-B
Clocks	Control-C
DVD	Control-D
Editor	Control-E
Format Bar	Control-F
Mask	Control-Shift-M
Media Browser	Control-K
Messages	Control-M
Props	Control-P
Resources	Control-R
SongSelect	Control-Shift-S
Stage Display Message	Control-S
Timeline	Control-T
Twitter	Control-Shift-W
Video/Image Bin	Control-V
Web	Control-W
<b>Format Menu</b>	
Bring to Front	Shift-Command-F
Send to Back	Shift-Command-B
Show Fonts	Command-T
Bold	Command-B
Italic	Command-I
Underline	Command-U
Bigger	Command-+ (Command-Plus)
Smaller	Command- - (Command-Minus)
Show Colors	Shift-Command-C
Copy Style	Option-Command-C
Paste Style	Option-Command-V
Align Left	Command-{
Center	Command-
Align Right	Command-}
Copy Ruler	Control-Command-C
Paste Ruler	Control-Command-V

<b>Window Menu</b>	
Output Window (On/Off)	Command-1
Stage Display Window (On/Off)	Command-2

<b>Editor</b>	
Send remaining text to new slide	Option-Return
Send remaining text to next slide	Option-Shift-Return

## Troubleshooting

If you are having problems with ProPresenter operating properly, please verify that you have the latest updates installed for ProPresenter 6. If you cannot open the program, you can download the latest version from our website.

For further troubleshooting instructions, please visit <http://forums.renewedvision.com>. Access the correct support forum for your version of ProPresenter and refer to the Troubleshooting topic listed in each forum.

## Additional Resources

### Tutorial Videos

There are a number of quick tutorial videos that will introduce you to the basics of many of the new features in ProPresenter 6. These are not intended to be training resources, but are simply to help you understand how features work and where things are located.

[Click here to watch the tutorials.](#)

### Support Resources

You can access a wealth of information about ProPresenter and search for help in our knowledgebase. This is available at: <http://support.renewedvision.com>

### User Forums

Our [user forums](#) are a great place to get help from other users and from our support staff. You must create an account in the forums in order to post messages or replies, but this is a free resource.

### Phone and E-mail

You can find our direct contact information on our [website](#).

### Twitter

You can find us on Twitter using these names: [@renewedvision](#), [@propresenter](#), [@rvsupport](#).