ProPresenter 6
User Manual

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 to view the videos. We also have a growing Knowledge Base and active User Forums. Both of these can be found in our Support Center by going to support.renewedvision.com.

Most of the screenshots in this user guide were taken from the Mac version of ProPresenter 6. There may some slight variation in design, but the look should be close enough to understand what is being covered. We will update the user guide at times with new screenshots or to add missing content.

Downloading and Installing ProPresenter

Go to http://www.renewedvision.com/pro_download.php to download the latest version of ProPresenter for Mac and Windows. We also have a Version History section at the bottom of that page where you can download earlier versions of ProPresenter.
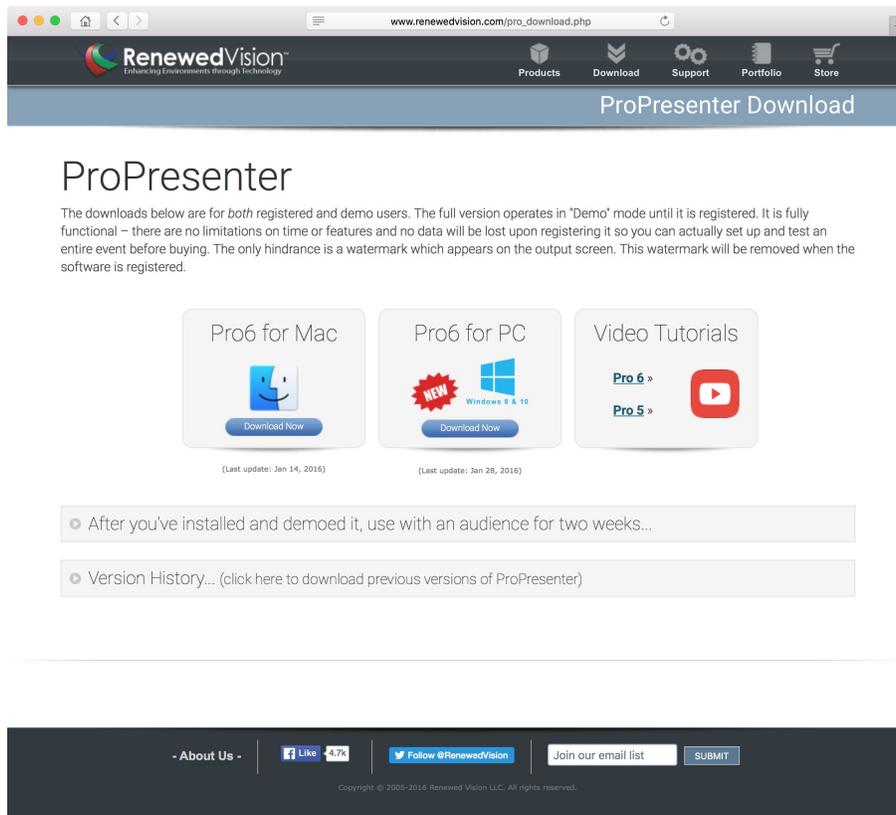
Click the blue **Download Now** button below the version of ProPresenter that you need. This will download the installer file to your computer. The Mac file will end with **.dmg** and the Windows version will be **.zip**. After the file finishes downloading, locate the file in your Downloads folder and double-click on the file.

Both installers will guide you through the installation process and may require you to enter your administrator user name and password to complete certain steps. Follow each step shown on your screen to complete the installation. Once ProPresenter has finished installing, you can begin using the program.

The only difference between a "trial", "demo", and "licensed" copy of ProPresenter is the license information. The software does not change. There are only a few limitations with the "demo" and "trial" version, which will be explained in the next section.

Registering ProPresenter 6

In order to register ProPresenter 6 you will need to have a ProPresenter 6 license. This license can either be an upgrade from a previous version or a newly purchased license. You can also register the program with a two-week trial code.

The first time you open ProPresenter, you will see the window shown below. If you have a Trial code or have purchased a license, you will enter it here. If you are just taking a look at ProPresenter, you can click the **Try It** button. This will open the program with a watermark applied over the Output screen.
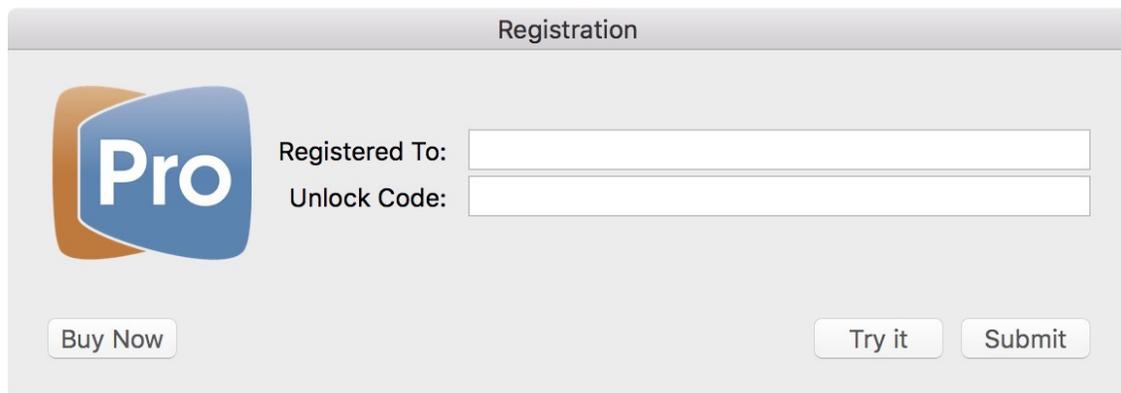
You can request a Trial code from our website. If you already have this code, enter that information here. The Trial code will remove the watermark from the Output, but you will not be able to purchase Modules or Bibles. All basic functionality is available, and you can demo the Modules or install public domain Bibles.

If you have purchased a new license or upgraded from a previous version, enter that license here as well. Once you register with a purchased license, you will be able to add Modules and licensed Bibles to ProPresenter.

You can change your license information at any time within the program by clicking on the ProPresenter 6 menu and selecting **Registration**. The **Buy Now** button will be replaced by an **Unregister** button. You can also select **Upgrade** if you need to change your license type. When changing the license information, you will need to have an active internet connection in order for it to be updated in our system correctly.

Info Center

The ProPresenter Information Center is the first screen you will see when ProPresenter opens. It contains several actions and links to help you get started. You can always get back to the Information Center by selecting Info Center in the View menu from the top of the screen. To prevent the Information Center from opening every time, uncheck the box at the bottom of the screen.
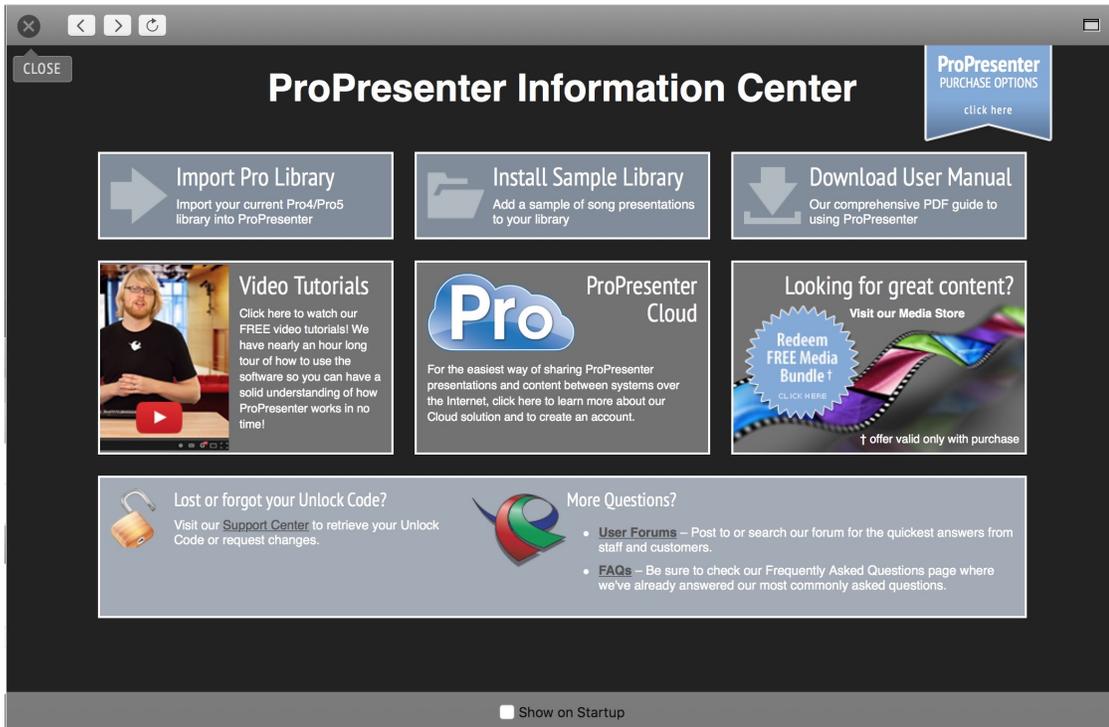
Free Media Content

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.
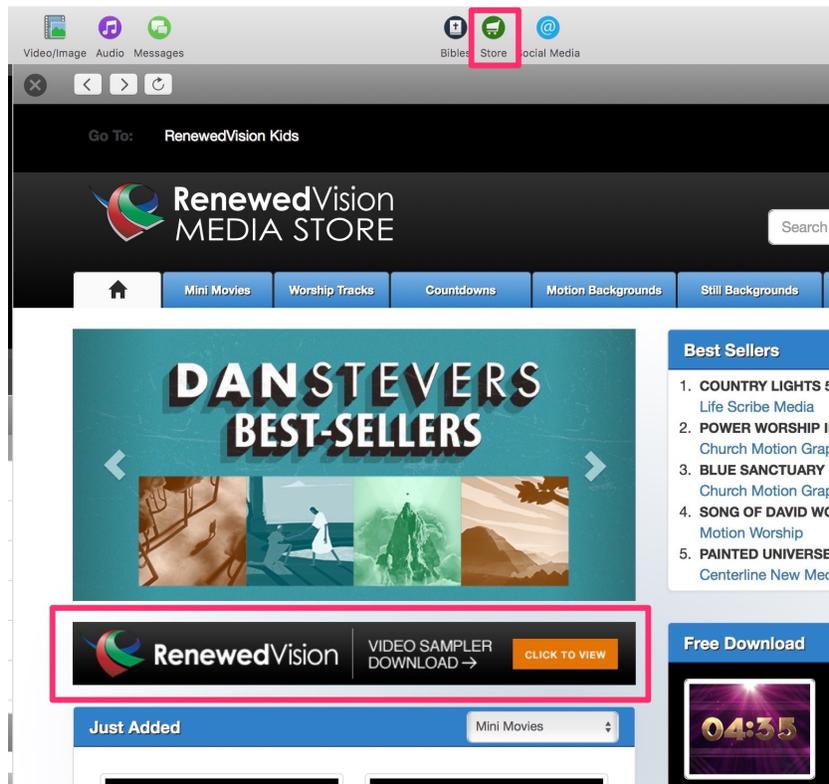
The next page that loads will have a blue button that says "Add All to Cart". Click that button to continue the process. The rest of the check out will be guided by on-screen prompts. Follow those until you get to the final download page then click the download buttons next to each bundle. They will automatically be downloaded into ProPresenter and will show up in your Purchased folder in the Video/Image Bin.
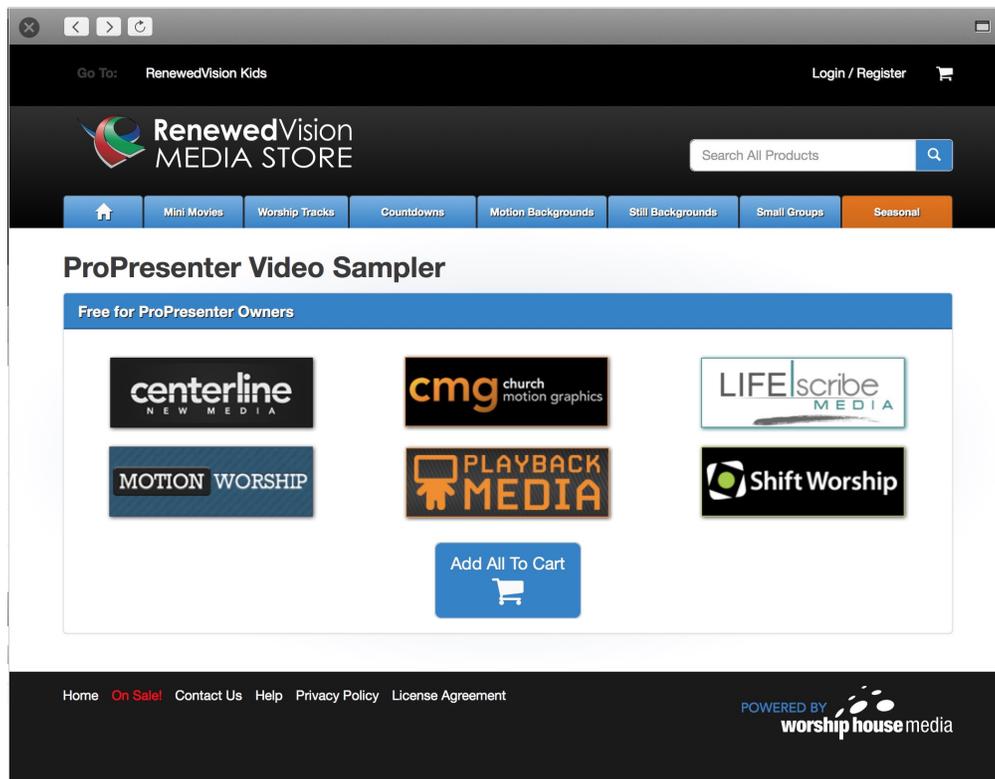
If this page does not load for you, try reloading the Store by closing the window and repeating the above steps.

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.

This section contains instructions for making changes to several system settings that we recommend all users configure your presentation system. The Mac instructions are written using OS X 10.11.2. The Windows instructions are based on Windows 8.1. There may be some variations for other versions of OS X and Windows, but these steps should give you a good idea of what to look for and change on your computer.

Mac system settings

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 in the Stage Display section.

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**.

The blue screen with the white bar at the top is your primary display. This is the same screen that ProPresenter will open on. This arrangement order is also used by ProPresenter's Display Preferences panel when you assign your Output and Stage Display.
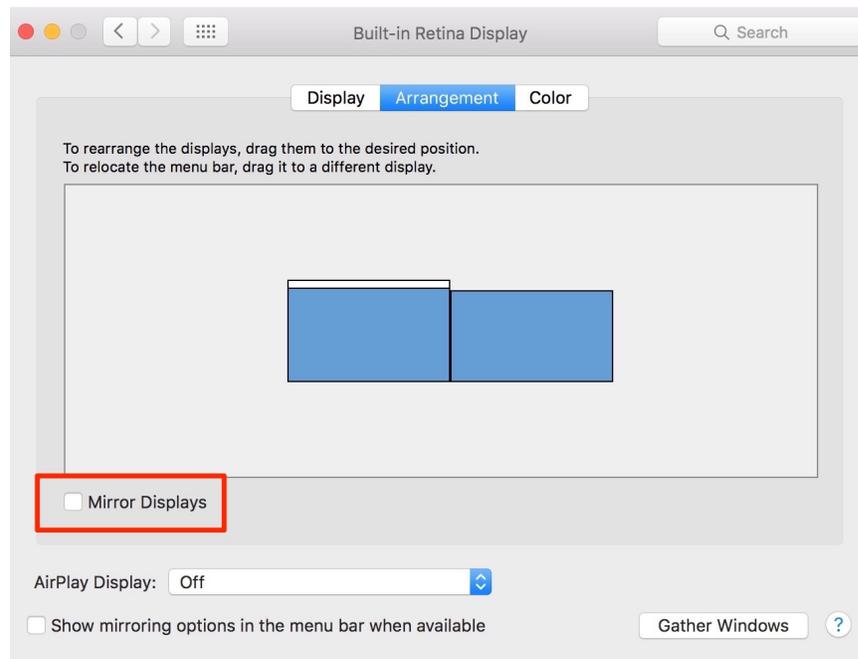
If you need to adjust the resolution of your screens, click on the **Display** tab and then click on the **Gather Windows** button in the lower right corner. Choose the **Scaled** option to access all available resolutions for each screen. Press the **Option** key while clicking on **Scaled** for even more supported resolutions.

DVD settings

If you are using a new computer you may need to set the localization option for your DVD player. To do this, open the DVD Player application on your Mac and set the region option.

After you have done this, we recommend turning off the auto-play setting for DVDs so that ProPresenter and your computer don't fight for control of DVDs. Open System Preferences and click on on **CDs & DVDs**. (If your Mac does not have an optical drive, you won't have this option available.) Change the option for **When you insert a video DVD** to **Ignore** and then close System Preferences.

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.

Open System Preferences and click on **Desktop & Screen Saver**. Select the **Desktop** tab.

Each display needs to be changed individually. Unfortunately Apple has not provided a way to gather all of the desktop settings to your main monitor like you can with Displays. You will need to move your mouse to each screen and adjust the settings there or drag the window over to your computer screen.

Select the **Solid Color** option from the column on the left and then click on **Custom Color** to select black. Repeat this for each of your external displays.

Screen saver

Open System Preferences and click on **Desktop & Screen Saver**. Select the **Screen Saver** tab.

Change the **Start after** setting in the lower left corner to **Never** to prevent the screen saver from turning on.

Energy Saver

Open System Preferences and select **Energy Saver**. Adjust the settings to prevent your computer from going to sleep.

Windows system settings

Display Settings

Windows has a couple different ways to configure displays. The simplest way is to hold the Windows-logo key which is next to the space bar and tap the 'P' key. This will open a window on the right-side of your screen with four different choices. You want to select **Extend**.
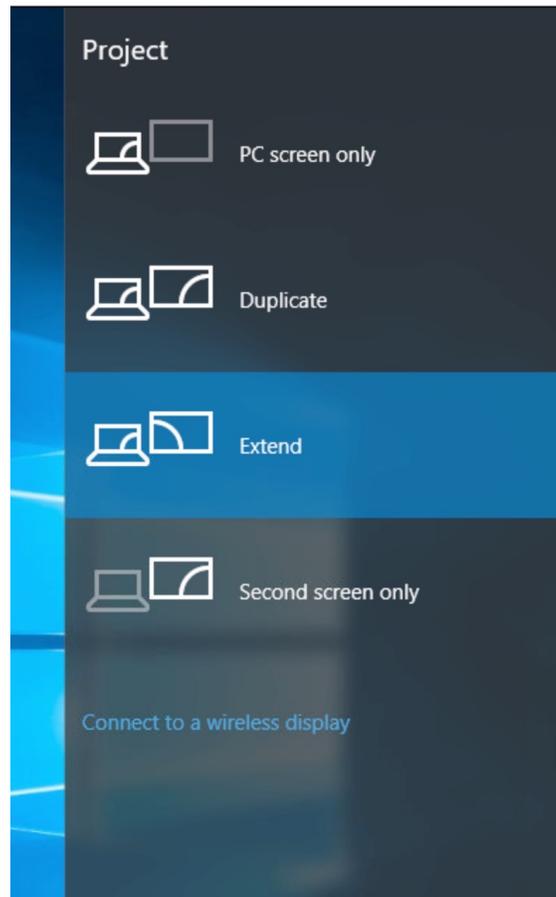
You can also right-click on your desktop and select **Screen Resolution** to access the more detailed display setup menu.

In Windows 10, click on **Advanced display setting** at the bottom of the window that first opens. You can adjust the **Multiple Display** option and the resolution for each display on the second window.

In Windows 8 you can adjust these settings on the first screen that opens.

DVD settings

The first thing to do is verify that your computer is capable of playing DVDs. Windows 8.1 requires an add-on from Microsoft and Windows 10 does not have a native DVD player. This also affects ProPresenter. If you have to use a third-party DVD player like VLC or another program, you may not be able to use DVDs in ProPresenter.

You can turn off Windows' auto play settings by searching for **AutoPlay** from the Start screen in Windows 8 or from the search box in Windows 10. Locate the DVD settings and disable AutoPlay. This will prevent ProPresenter and your computer from conflicting with each other when trying to use a DVD.

Desktop Background

In Windows 8, right-click on your desktop and select Personalize. Choose the Desktop Background option at the bottom of the window. Change the **Picture Location** menu to **Solid Color** and select black.

In Windows 10, right-click on the desktop and select **Personalize**. You can change your background color on the first screen that opens.

Screen Saver

You will want to disable the screen saver to prevent it from turning on.

In Windows 8 you can access the screen saver settings by right-clicking on the desktop and selecting **Personalize**. Select Screen Saver at the bottom of the screen. Choose **(None)** from the list to turn off the screen saver.

In Windows 10, search for "Screen Saver" and select **Turn screen saver on or off**. Choose **(None)** from the list to turn off the screen saver.

Power Options

Search for **Power Options**. On the window the opens, select **Choose when to turn the display off** and adjust the settings to prevent screen and your computer from going to sleep.

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-Comma on a Mac or Control-Comma on a PC.

General
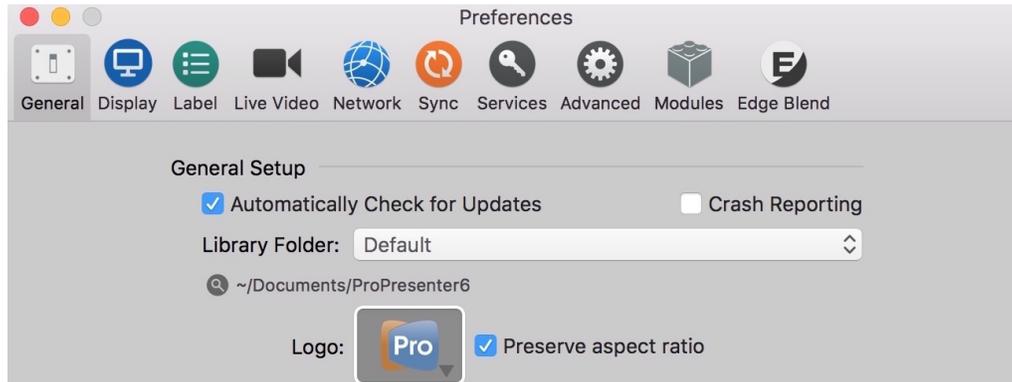
Automatically Check for updates at startup

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.

Crash Reporting

If you uncheck this section, the application will not attempt to submit crash reports when the application fails to work properly. If your computer doesn't have a consistent internet connection, you may wish to disable this option.

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**. You can click on the magnifying glass to jump straight into the folder in your file system.

Logo

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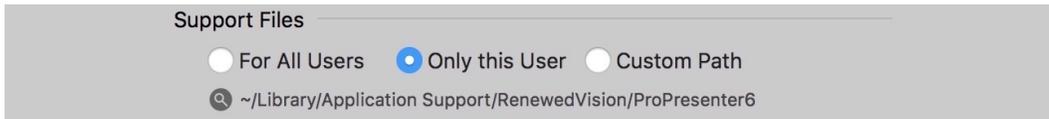
The Support Files is all the unique information about ProPresenter related to your settings. This includes templates, playlist data, props, etc. You can change whether this is stored for all users or only the current user account, or in a custom location.

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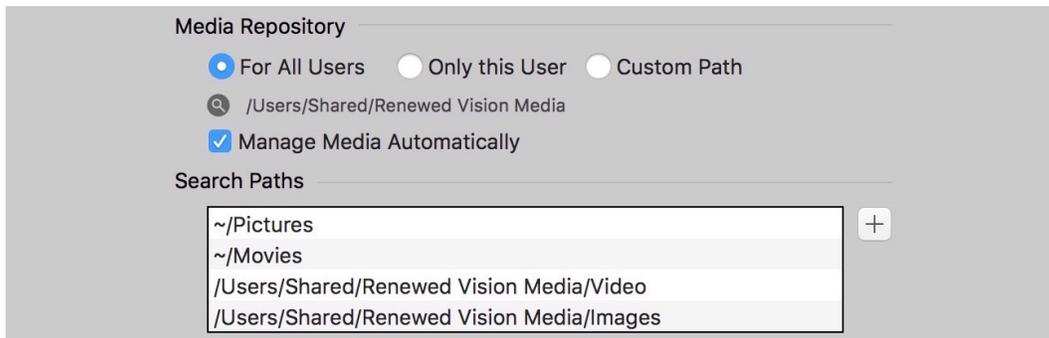
This is the directory where any media purchased through the store is downloaded to and where media that is imported with bundles is stored. Click the magnifying glass to go directly to the selected directory.

For All users, Only this User, and Custom Path use the same rules as the Support Files.

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 on 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. This will reset the settings on each tab in Preferences. After you reset preferences you will see a second option to revert to the previous preferences. We added a restore utility in case this was accidentally clicked or doesn't fix the issue you were trying to resolve.

Display
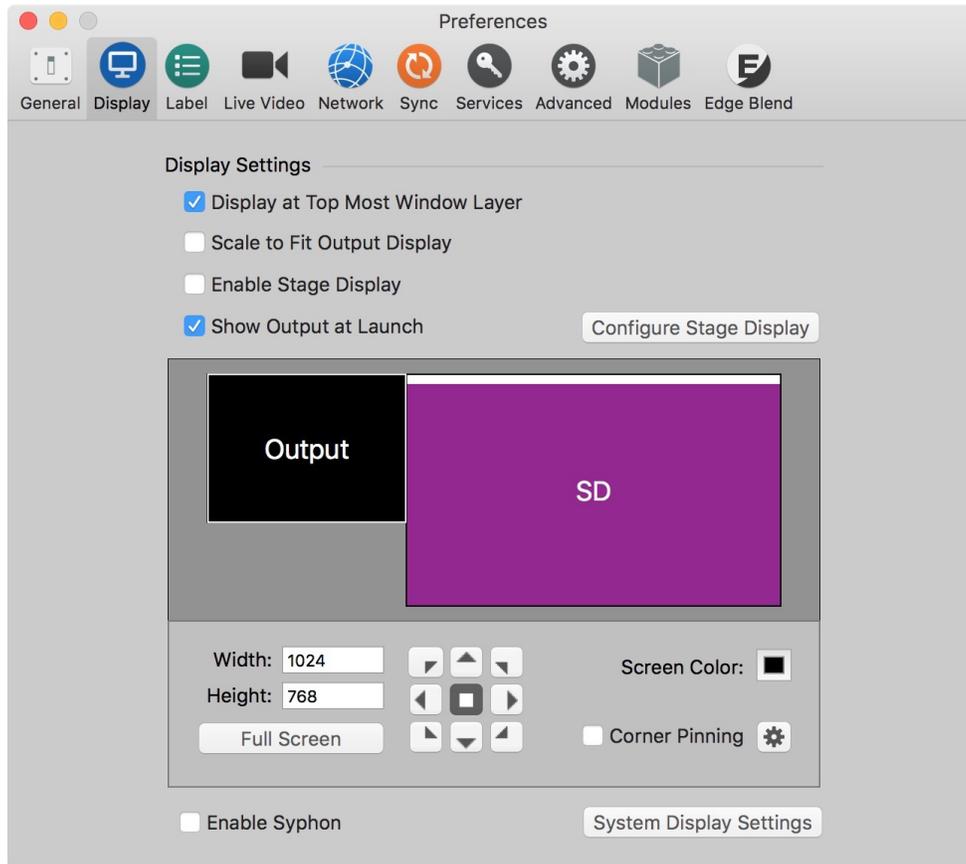
Display at Top Most Window Layer

Select this box to keep the ProPresenter output above any other windows on your output screen.

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 on a Mac or Control-2 on a PC.

Configure Stage Display

This will bring up the stage display layout editor. This is covered in more detail later.

The **Output** (Out) and **Stage Display** (SD) outputs can be set within the Display preferences by clicking and dragging the indicators to the correct positions. Your computer screen is indicated by the white bar at the top of the box. Clicking on "Out" or "SD" will allow you to drag them to the correct screens.

System Display Settings

This will open the Display settings available in System Preferences.

Width, Height, Full Screen

These two boxes allow you to set a custom resolution for your primary output screen. If you want to use the full resolution, simply click the "Full Screen" button. This will use the resolution for the display that has "Out" assigned to it. If you are not using the full resolution, the arrows to the right will allow you to adjust the relative position of the output.

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.

Corner Pinning
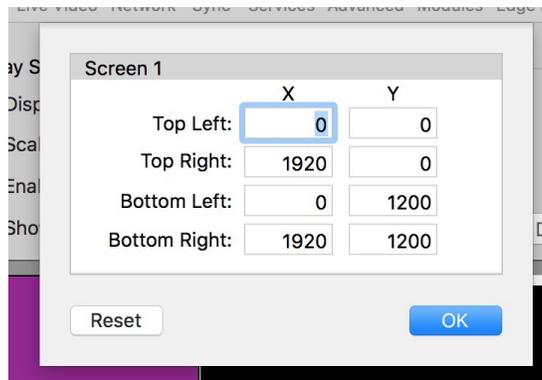
Corner Pinning allows you to adjust each corner of the output independently. ProPresenter will calculate the distortion and adjust the image accordingly. This comes in useful if you need to make adjustments that aren't available in your projector (such as horizontal or vertical keystoning). If your projector has the controls to adjust each corner, use those settings instead. Clicking **Reset** will undo all of your adjustments.

You can toggle Corner Pinning on and off with the check box next to the button on the main Display preference panel.

Label
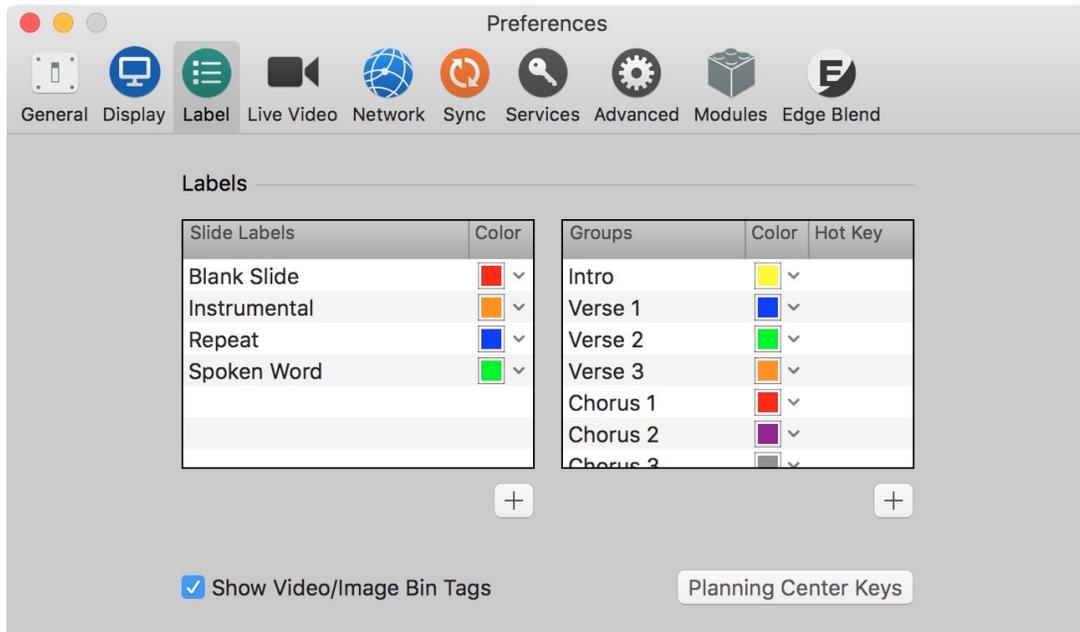
Group and Slide Labels

Labels are used to help you organize your slides in a song or presentation. You can add new labels and set their color in Preferences or by right-clicking on slides and selecting the label type you want to add. Click the plus icon to add a new label. Select the label name and press Delete to remove a label. You can also set any color you want for your label.

Group Labels are used with the Arrangement feature of ProPresenter (more information in the Arrangement section below). Group Labels can also be used to add Hot Keys automatically to your presentations. Hot Keys can be used to jump to a certain slide just by using your keyboard.

Slide Labels can be used to add short notes to your slide. Group Labels are generally used for songs to organize stanzas and to make it easier to arrange your song. A slide can have both a Slide Label and a Group Label as shown on slide 1 below.
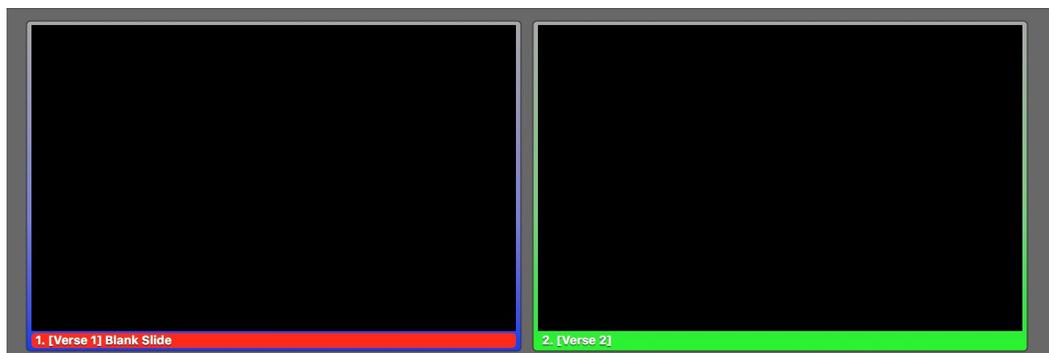
Planning Center Keys

If you use arrangements on your songs and you use Planning Center Online, then this feature can be used to speed up your process a bit, especially for new songs. This button doesn't do anything if you've never created an arrangement in Planning Center. In fact, you will see this alert if you have no keys assigned to the Group you are selecting.
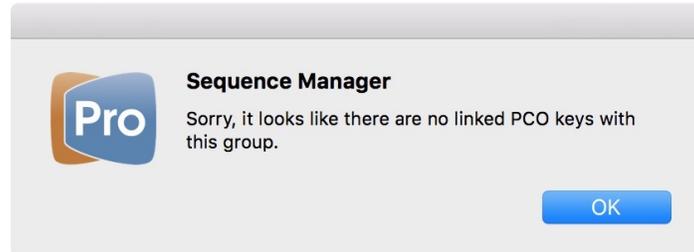
To use this feature, you will need to first log into www.planningcenteronline.com and find your song in the "Songs" list. Click on the song name or the pencil icon to the right of the name to bring up the Song Information screen. At the bottom of this screen click on "Default Arrangement" or "add new arrangement".

On the next screen you will drag the stanza names into the sequence list in the order than you want them arranged. This is similar to how you create a new arrangement in ProPresenter is you are already familiar with this process. When you are done, click on the "Save & Close" button. Be sure to add the song to your Planning Center plan that you will be importing. You are now ready to add the plan to ProPresenter.

If you are unfamiliar with adding a Planning Center Playlist to ProPresenter, please review that section of the user guide before continuing. This section will not cover how to add the playlist.

You will need to be logged into Planning Center inside of ProPresenter as well on the Services tab in Preferences as well as having the "Make Arrangements from Sequences" option selected there.

You can prepare ProPresenter by making sure that you have the same Group names added to Labels before importing your service from ProPresenter. If you import a song from PCO that has a name that doesn't exist in ProPresenter, you will see this message while importing your song.
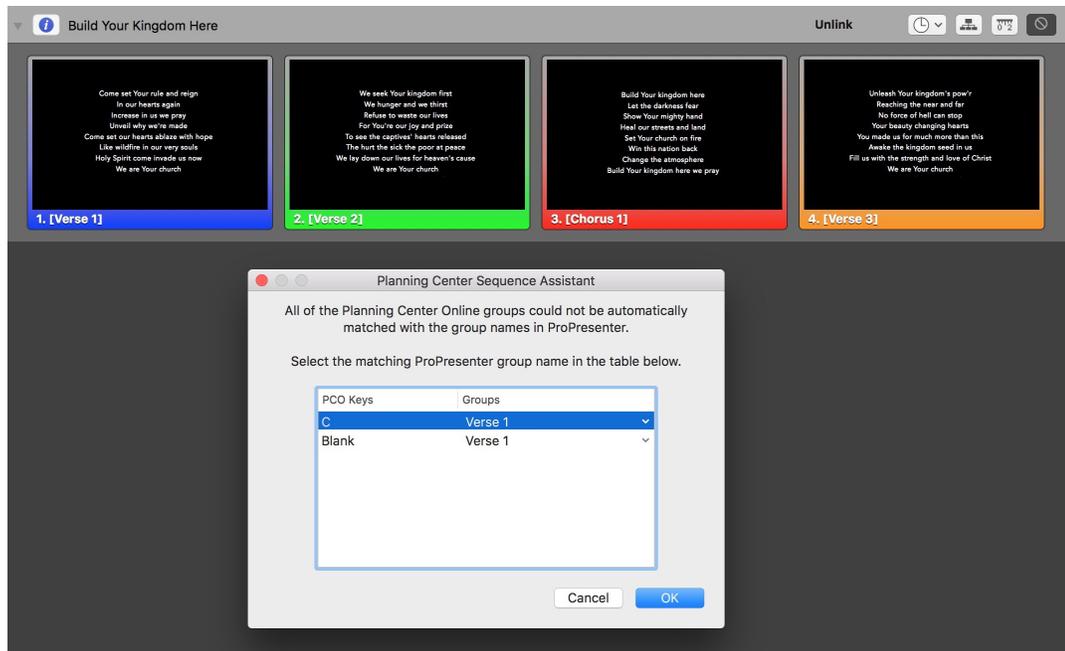
For now, you can link the PCO Keys to any group that you aren't using. You can also cancel the import and add the new groups.

If you take a look at the two previous screenshots you'll notice that the chorus is called "Chorus" in PCO, but in ProPresenter it is called "Chorus 1". This causes the PCO Key "C" to not be linked to a group automatically. You can click the dropdown to assign it to Chorus 1 and then it will be used correctly in the future.

The PCO Key for "Blank" doesn't currently exist in the song, so you can assign it to anything for now. If you assign a key to a group that it doesn't match, you will either need to rename the Group in Preferences or delete the key.

Once you have added a song with PCO Keys, you can go into the Label preferences to review the keys. Select a group name from the list then click on the Planning Center Keys button. This will show you a list of all the keys assigned to that label. If you have assigned a key to an incorrect group you can select it then delete the key with the minus button in the list.

The Planning Center sequence will be converted into a new ProPresenter 6 Arrangement that you can select just like any other arrangement.

Live Video

ProPresenter supports a live video feed over SDI or USB 3.0. We no longer support camera inputs that use Firewire. We officially support Blackmagic Design video interfaces, although other devices may work. We can only provide support for Blackmagic Design hardware as that is all we have tested.

For a list of supported Blackmagic devices, please visit support.renewedvision.com and search for "Blackmagic". We have information for Mac and Windows users.

Video Device

Select the input device for your video source. This can be the FaceTime camera, an external camera, 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
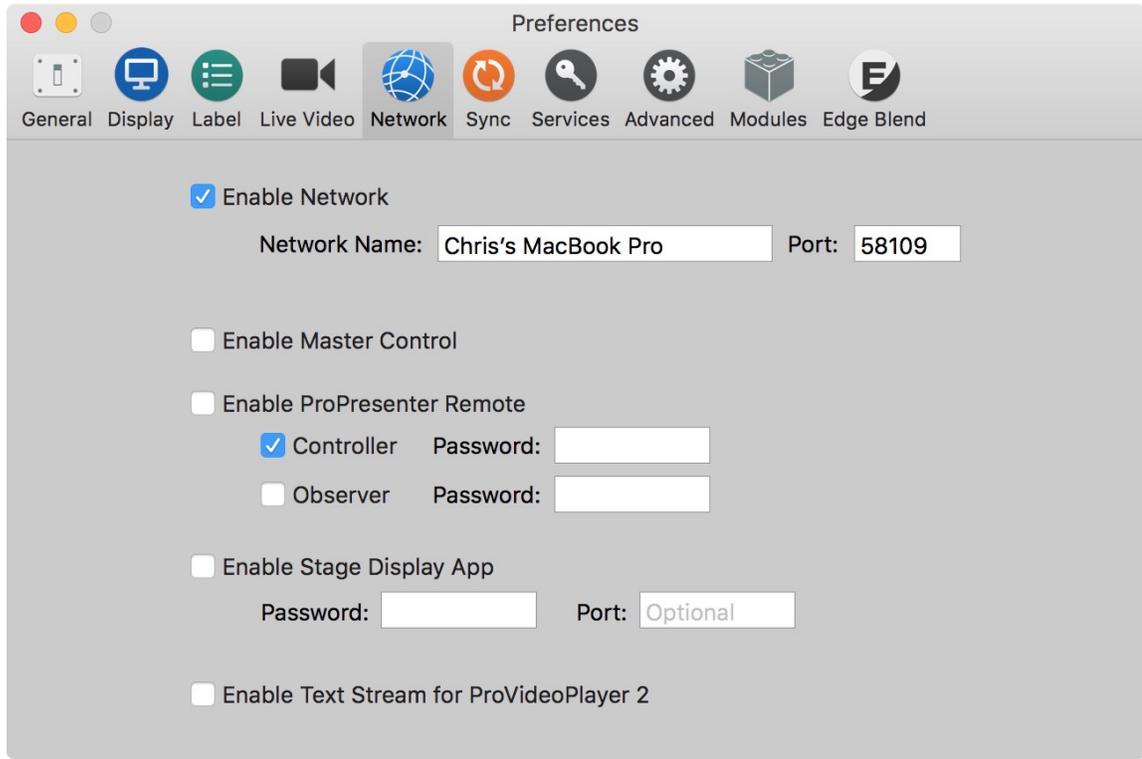
Enable Network

In order to enable any network services, this checkbox should be checked. The Network Name and Port will be set automatically. It is unlikely that you will need to change the port number. Generally you would only need to change the port if you need to specifically route ProPresenter's network traffic through a certain port due to network management requirements.

Enable Master Control

The Master Control Module is an add-on module for ProPresenter. It allows you to control other instances of ProPresenter. This module will be covered in more detail in the Master Control section of this user guide.

Enable ProPresenter Remote

In order to use the ProPresenter Remote app for iOS and Android you will need to enable this and enable the mode that you want available. You will also need to set a password.

Enable Stage Display App

In order to use the ProPresenter Stage Display app for iOS and Android you will need to enable this setting. You will also need to set a password.

Enable Text Stream for ProVideoPlayer 2

If you are using ProVideoPlayer 2, you can enable this setting for ProPresenter 6 to send it's text output as a layer in ProVideoPlayer 2. Only the text from a slide is transmitted. Media, Messages, copyright info, and other slide objects are not sent via Text Stream.

Sync

Local Sync
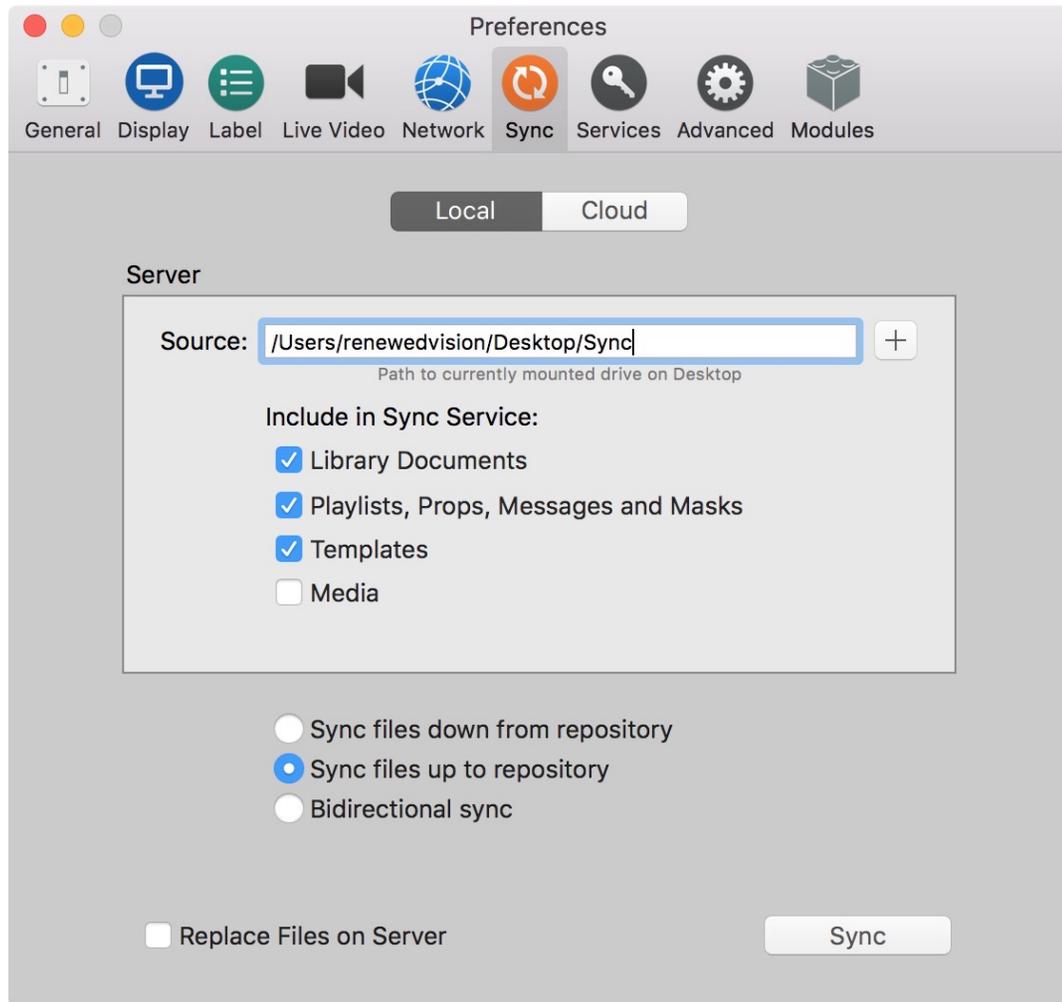
ProPresenter 6 makes it easy to sync files between computers, including files other than just your Library. This makes it much easier to setup a new computer with ProPresenter as well as being able to keep computers in sync with each other.

In order to sync your media files, you must have selected **Manage Media Automatically** from the Media Repository settings on the General tab in Preferences. Hot Folders will be included in the playlist data, but if the paths are different, the will not work after a sync to other computers.

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 be a dedicated folder in a shared directory or on an external drive that is used only for syncing.

Once you have your central folder in place, use the "Sync files up" option on Computer 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. The newest version of a file will be used if a file exists in both locations.

Replace My Files

This will replace any file with the same name using the Source version to replace the Destination version regardless of the Date Modified on either file. You should only use this if you want to "reset" any edits in the destination from a Master computer.

Sync

Click the Sync button to begin syncing your data.

Cloud Sync

Cloud Sync Preferences

If you have not logged into a Cloud Sync account then this will be the first screen you see when you select Cloud Sync in ProPresenter 6's Preferences. If you need to purchase a Cloud Sync account, click on **New Account** to begin that process. If you already have an account, click **Login**.

Log into your Cloud Sync Account

The Login screen is the same as before. Enter your user name and password. Remember, each Cloud Sync account has a single username and password. Accounts do not support multiple users.

Select your Sync Options

You can choose any combination of ProPresenter 6 data to sync. Choose those options here. You will also be shown these options again later and can change them at any time if you only need to complete a partial sync.
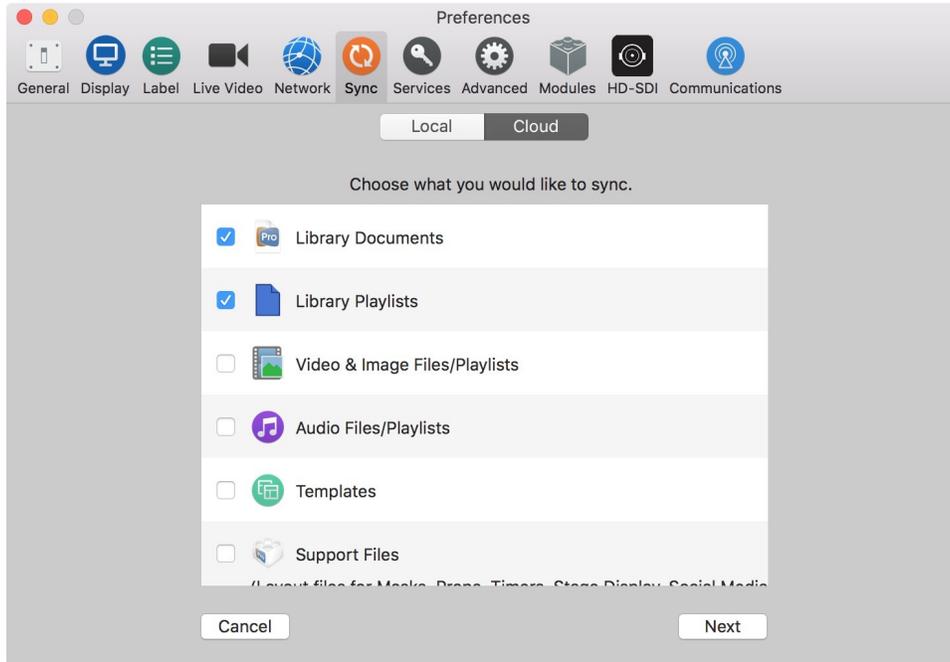
When you click Next, you will either be taken to the screen shown below or to step 4. If you are syncing a new computer to your Cloud Sync account, you will see the next screen. If this is the first computer you have linked to your Cloud Sync account, you will not see the next screen shown below. If you are adding this computer to an existing Cloud Sync account that has data uploaded, then you will see this screen.

You can choose to sync your local data up to your Cloud Sync account, or sync the data from your account to the computer.
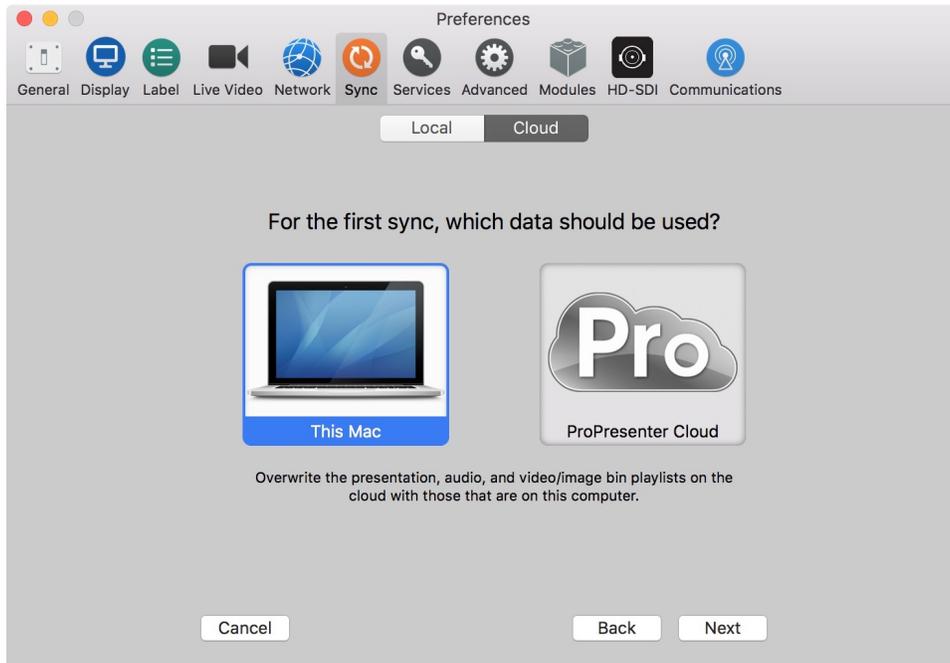
Select which Libraries to sync

The first time you sync ProPresenter you will need to create new Cloud Libraries. This option will automatically be selected for you. If you have used ProPresenter Cloud Sync before, then you can either link a local Library to an existing Cloud Library, or create a new Cloud Library by clicking the dropdown menu. You can also select **None** from the menu to exclude a library Library from the sync process.
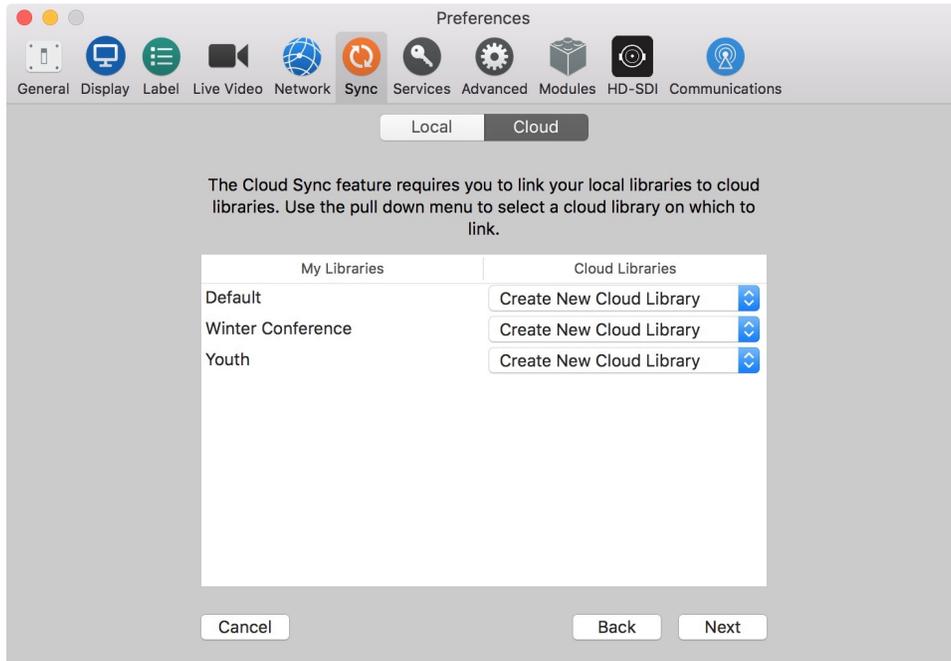
Select Sync Options

These settings allow you to select whether your data has to be manually synced or if it can sync daily or hourly. These two options are based off the last completed sync time. You can choose to manually sync your data at any time, which will also reset the daily or hourly schedule. If you have a slow internet connection you may want to uncheck the option to **Allow Multiple Transfers** so that less bandwidth is used. You can also select **Prevent Uploads** if you don't want a particular computer to be able to change the data online.
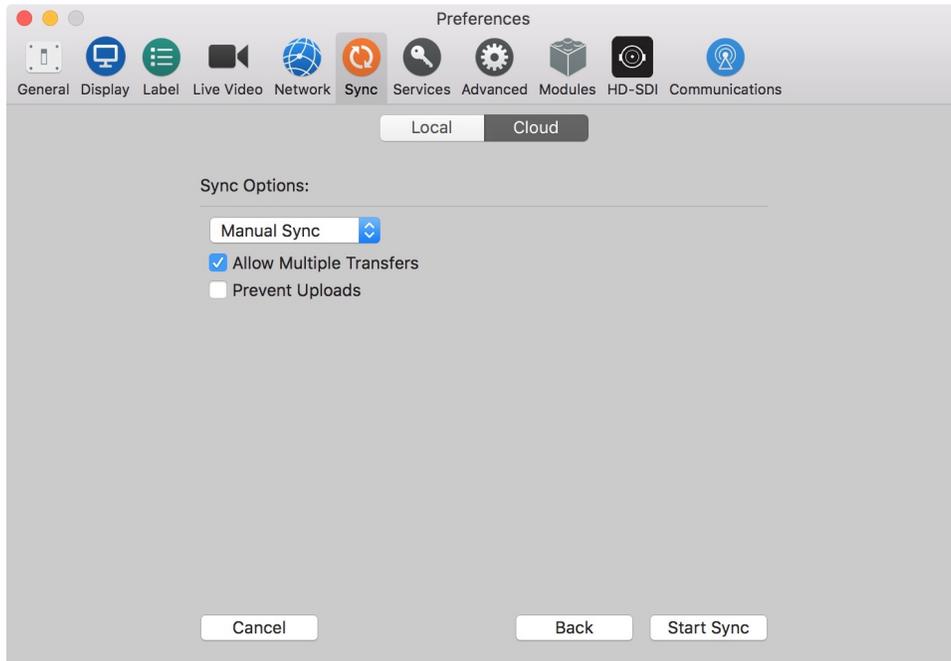
Start Sync

When you click **Start Sync**, you will be taken to the main Cloud Sync preference panel. This is the screen you will see every time you open Cloud Sync on this computer again. You can modify all of the same settings from here that you configured during the setup process if you need to change your sync settings.

Sync status

As long as you are logged into ProPresenter Cloud Sync you can see the sync status in the toolbar. On a Mac, this is located at the top of your screen. In Windows, it's located in the System Tray in the bottom right corner of your screen. You can have your data sync even if ProPresenter isn't running by opening this utility and clicking Sync.
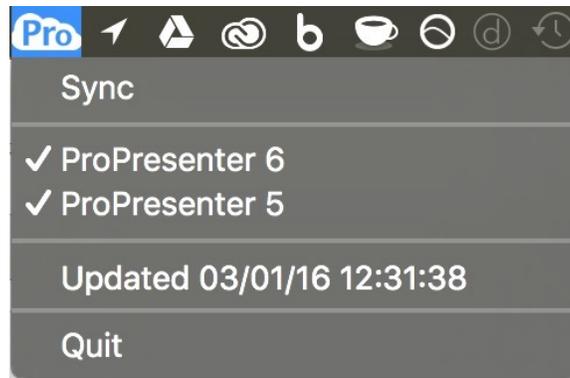
ProPresenter Cloud Dashboard

You can log into your Cloud Sync account online by going to cloud.propresenter.com. You will be prompted to login using the same credentials that you used in ProPresenter. Clicking on **Account Details** in ProPresenter will also take you to this same page.
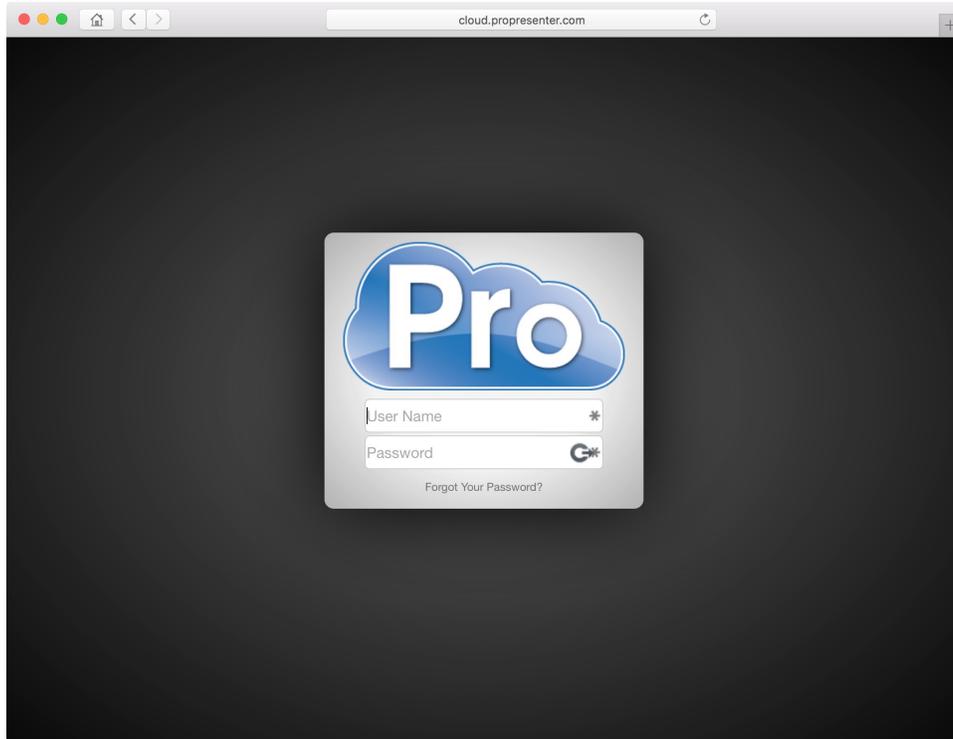
After you log into your account you will be able to review your account status on the first page. The first screen shows you how much of your storage you've used and your transfer amount for the month. There are three additional pages inside your dashboard. **App Data** shows template files and template images, playlist data, stage display layouts, etc. **Documents** contains all of your Library files, organized by Library name. **Media** contains all of your Video/Image Bin and Audio Bin files.

Managing files through the ProPresenter Cloud Dashboard

If you are close to your storage limit and want to manually manage your files, you can click the column header names (Name, Kind, Last Modified, Size) to sort the files in ascending or descending order by that column. This works for App Data, Documents, and Media. Every file has two management options. **Purge** will immediately remove the file from your account. It will still be available on your computer locally. **Delete** will flag the file to be removed on every computer when you sync again. Deleted files will automatically be purged after 7 days.

When you delete a file and then Sync ProPresenter, you will see an alert that one or more files are about to be deleted. If you don't want to delete a file, click Cancel and log into your account online and Undelete the file. If you want to remove the file, click Continue.
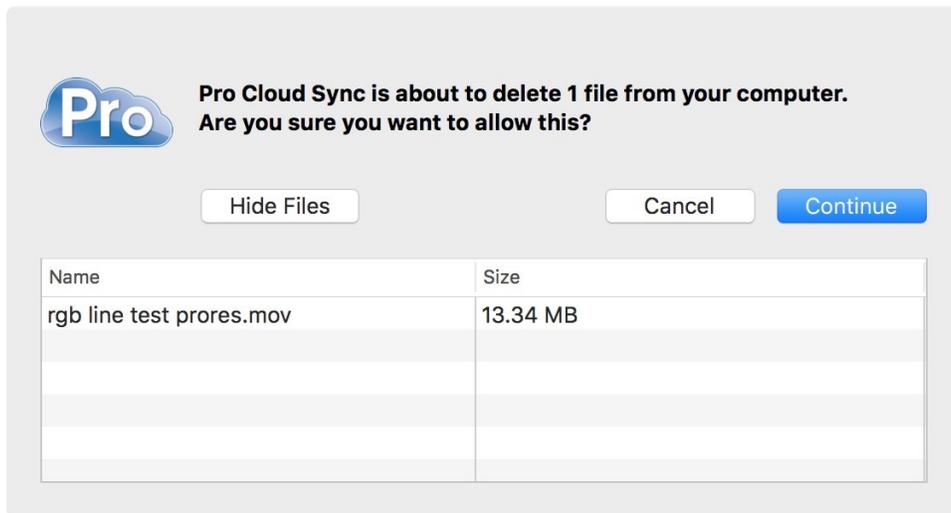
If you Purged a file online, it is removed from the sync log and will be uploaded again. If you removed a large file online, be sure to remove it from your ProPresenter Media Repository before syncing again.

Managing files through ProPresenter

Media cues can exist in the Media Repository (set in Preferences) folder that are not shown in the Video/Image Bin or Audio Bin. These could be files you added directly to a presentation or playlist, files that were imported with a bundle, or files you removed from ProPresenter but didn't remove from the repository. When you delete a file from the Video/Image Bin, you will see this alert. If you select Delete Cues, then the cue is removed, but the file will still be in the managed folder.
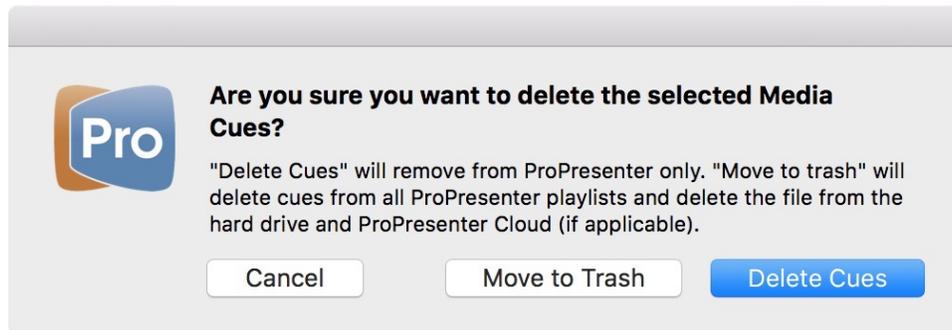
Services
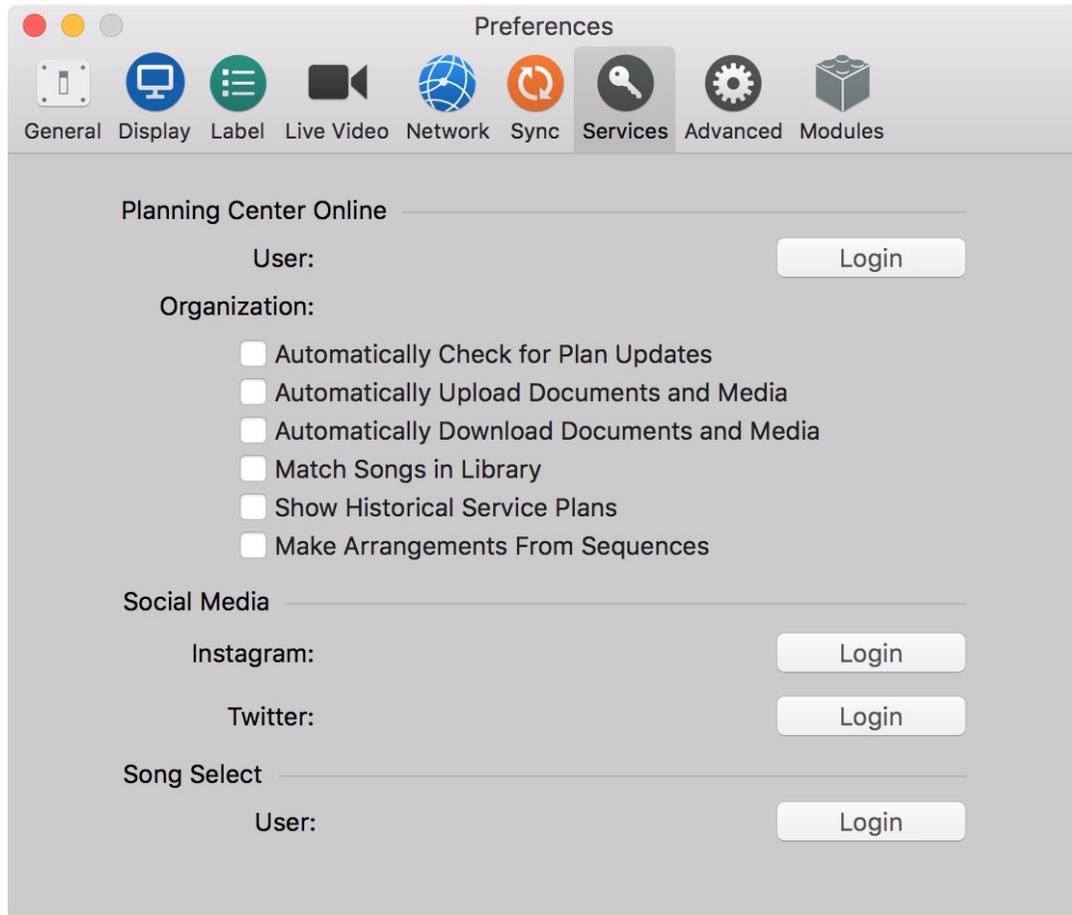
Planning Center Online

If you use Planning Center Online you can login to access service plans and to use Planning Center Live features. There are a number of settings available for Planning Center. These will be covered in more detail in the Planning Center section of the user guide.

Social Media

Sign into Twitter to use these services in the Social Media section of ProPresenter.

SongSelect

If you are subscribed to SongSelect, you can login to search SongSelect's entire catalog of songs directly from ProPresenter.

Advanced
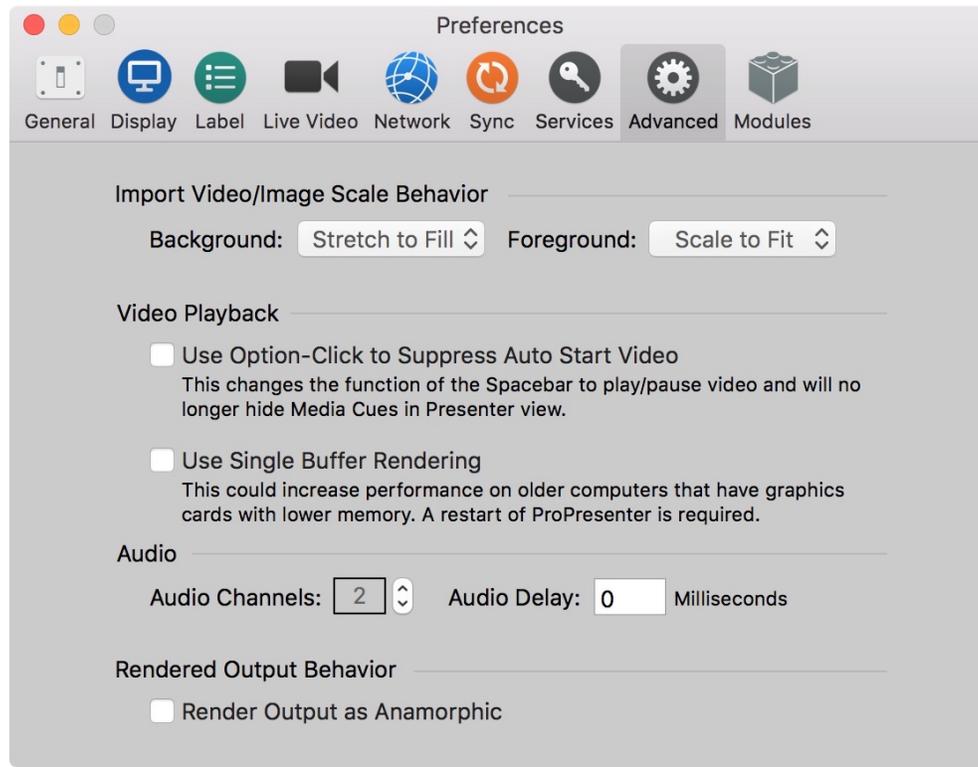
Import Video/Image Scale Behavior

These two options allow you to set the default scaling used for both types of media. This does not update media already in ProPresenter.

Video Playback

These two options are self-explanatory with the descriptions that are provided. If you are unsure about these selections, our recommendation is to leave them unchecked.

Audio

This section allows you to define how many channels of audio you are outputting. Most users will only have two channels, but if you are using a multi-channel audio device, you will want to change this number to ensure all of the channels are sent from ProPresenter. You can also adjust the **Audio Delay**, which may be necessary if you are outputting video over SDI.

Render Output Behavior / Render Output as Anamorphic

This setting allows you to use 16x9 content in a 4x3 environment without distorting the original video.

Modules
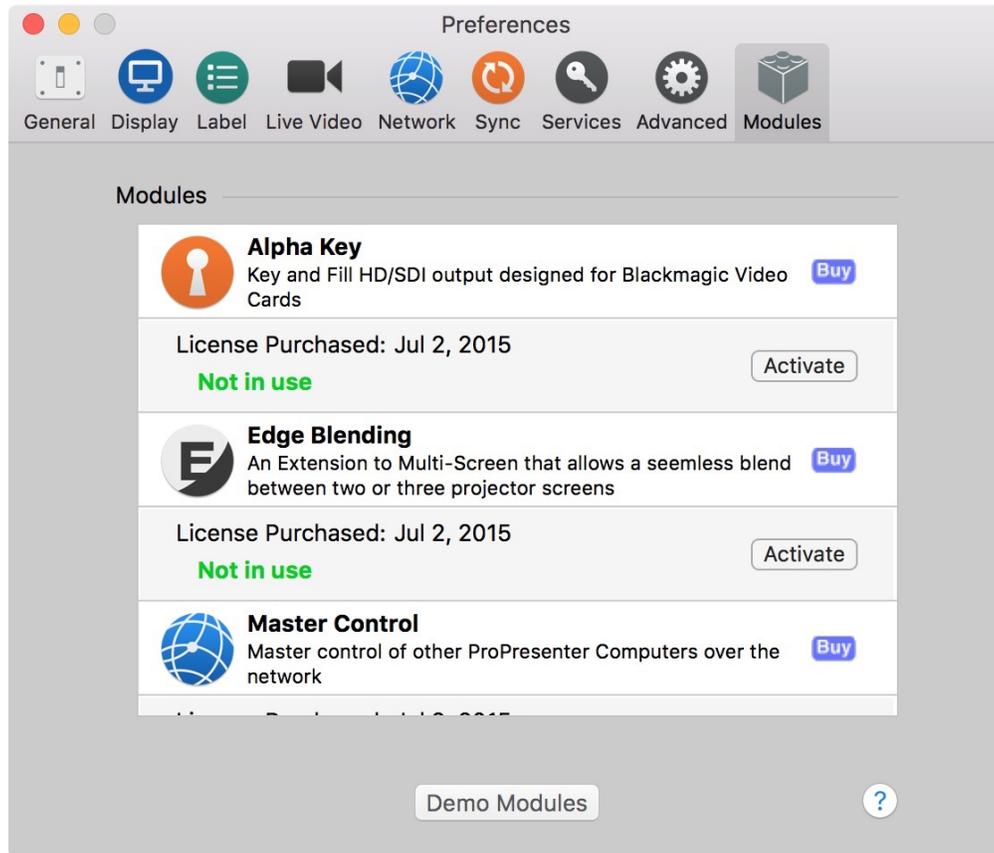
Any Module that you have purchased, either in an earlier version or in ProPresenter 6, will be available to activate. Clicking the **Activate** button will enable the Module. This same button will say **Deactivate** while the Module is in use. If you have a Campus License for ProPresenter you can move Modules between computers by activating and deactivating the mModule. An internet connection is required for this to work.

More specific information on each Module can be seen in their **respective section below**.

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.

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.

Toolbar

The Toolbar contains shortcuts for all of your most-used features in ProPresenter. The program comes with a default set of tools, but you can edit which ones are shown.

To adjust the settings for the Toolbar and the icons that are shown, right-click anywhere on the Toolbar or select **Customize Toolbar** from the **View** menu.
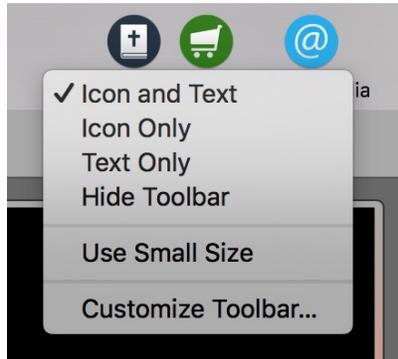
When you select **Customize Toolbar**, you will see a screen open with all of the available icons. Click and drag items to or from the Toolbar. You can restore the default Toolbar at any time by dragging the bottom row of icons to the Toolbar.

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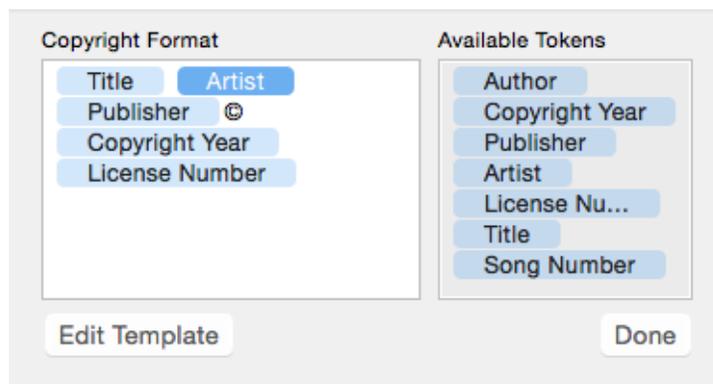
Each of the copyright elements are controlled by "Tokens", a feature in ProPresenter that allows text from one part of the program to be automatically shown by a different feature. The tokens on the left are the active tokens, meaning these are the ones that will be shown. The column on the right shows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

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.

To access the copyright information, click on the blue "info button" next to the presentation title at the top of the slide viewer. 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.

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.

CCLI Reporting

To access the CCLI reporting feature, open Preferences, go to the General tab, and click on the **Reporting...** button at the bottom. This list will list every song that you have added into ProPresenter via the SongSelect feature.

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
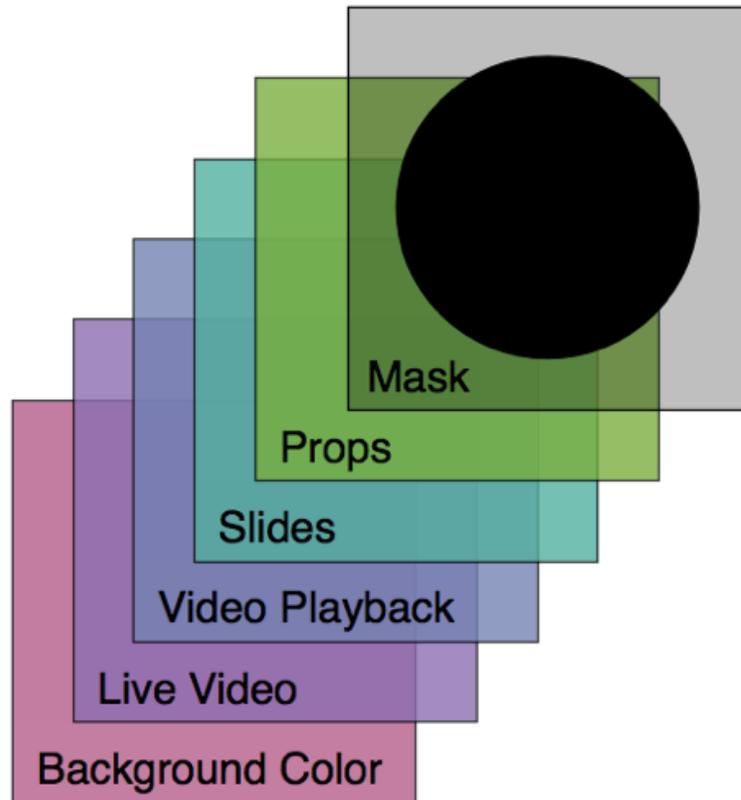
ProPresenter 6 presentations are composed of six layers.

Mask Layer

A Mask is a layer that hides everything behind it. Let's say you need to project onto a circle screen or a really narrow screen, you could use a mask to black out everything outside the shape of your screen. Once a Mask is enabled, it stays active over the output as long as ProPresenter is open. You can create simple masks in ProPresenter or you can use editing software to create more complex masks and load them as .png files with transparency.

Props Layer

The Props Layer actually contains two different elements. The **Props** feature can be used to add text or images over top of your content, like a TV channel logo. **Messages** are also shown on the Props Layer.

Slide Layer

The Slide Layer includes everything you can add to a slide within the Editor. This is also the layer where Social Media, PowerPoint/Keynote files, and DVD content is shown.

Video Playback

This is the layer where Backgrounds and Foregrounds (including still images and motions/videos) are shown.

Live Video

The Live Video layer uses the camera that you have selected in Preferences. It is also where the video input from the Alpha Keyer Module will be shown. If you are using live video without the Module, then your video source is cleared by Foregrounds or Clear commands. If you are live video with the Module, then the video input will always be live behind the rest of your content.

Background Color

This is the default color that you have set in Preferences on the Display tab. It's the color shown when nothing else is on screen.

Working with Templates

Templates allow you to quickly define a set of styles for your slides. ProPresenter 6 comes with a collection of templates to help get you started.

There are a number of ways to select the Template that you want to use, so we'll start with updating an existing set of slides.

To quickly change the appearance of a document, open it from the Library then click on the Template menu in the toolbar. By default, Template is on the far-right side of the Toolbar. Click the icon to open the list of available Templates. When you mouse over any of the groups you will be shown what the Templates look like within that group. Click on the Template you want to use from this list. Doing so will update all of the slides in your document. You can also select multiple documents and use this method to change several documents at once.
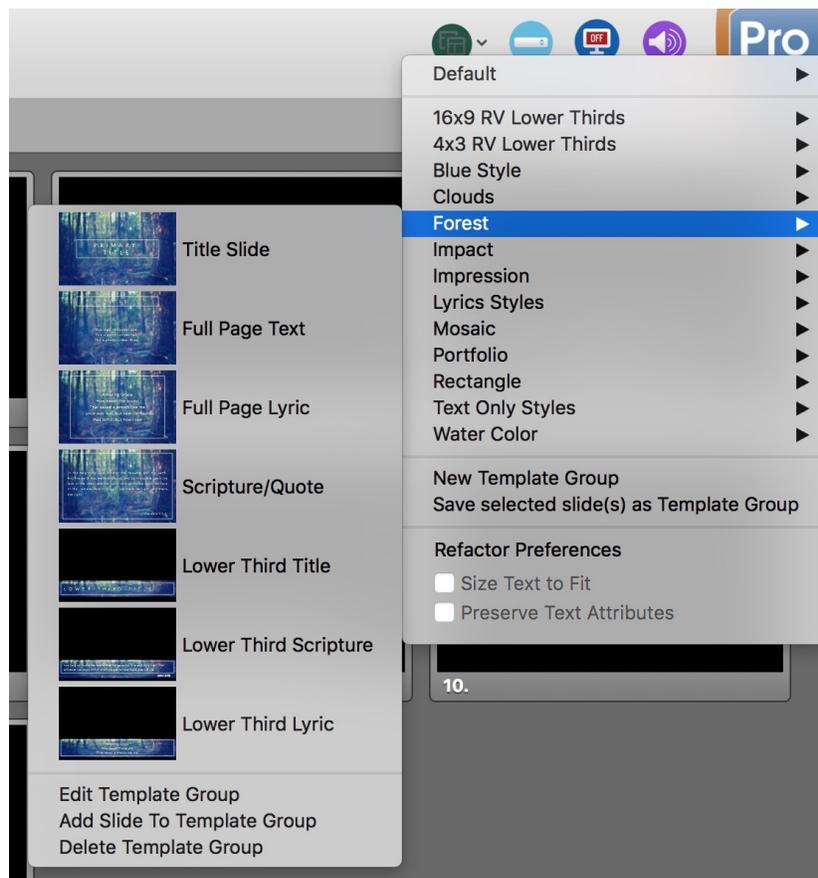
Don't let the **Default** template name confuse you. This is simply the most basic style available. The last template you selected from any of the Template locations is what will be used—by default—each time, until you change it.

New Template Group will prompt you to name your new Template Group and then opens the Template Editor. You can add as many Template slides within a Group as you want.

Save select slide(s) as Template Group does exactly what it says. If you have selected one or more slides (blue outline) and use this option, those slides will be saved to a new Template Group. This option is helpful if you have designed a slide in the Editor and need to create a new template to use for other presentations.

There are two options at the bottom of this main Template list that don't show up in other areas that you can access Templates.

Size Text to Fit will dynamically resize the text on each slide to fill the text box. This may result in your text being different sizes on each slide.

Preserve Text Attributes will maintain the font color, bold, italic, and underline settings. The text size, font, and position will be changed. If the template you apply does not support bold, italics, or underlines, that property won't be maintained.

Edit Template Group, **Add Slide To Template Group**, and **Delete Template Group** are straightforward and do exactly what they say.

In addition to the main Template menu, you can also select Templates while importing or creating new documents in your Library.
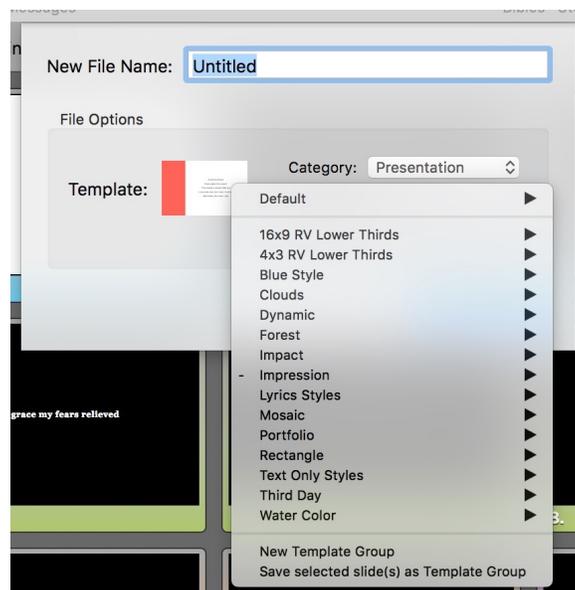
You can also right-click on a slide (or select multiple slides then right-click) to change the Template. This works in the main slide view and in the Editor.
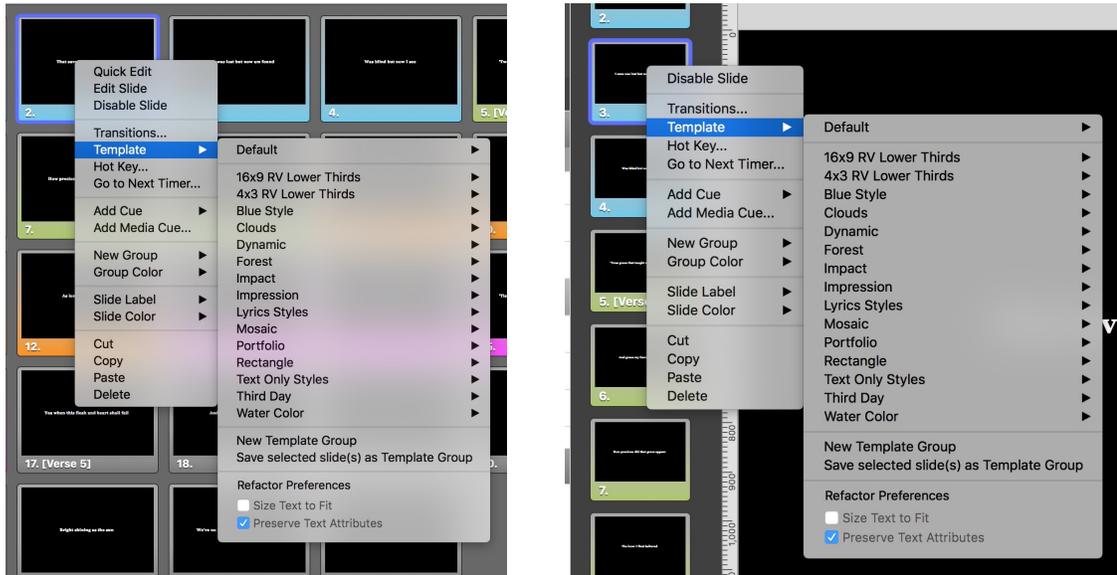
If you are adding a new slide, you can click the plus button at the bottom of the slide area or in the Editor to create a new slide with a specific Template (click the arrow) or with the last-used template (click the plus).
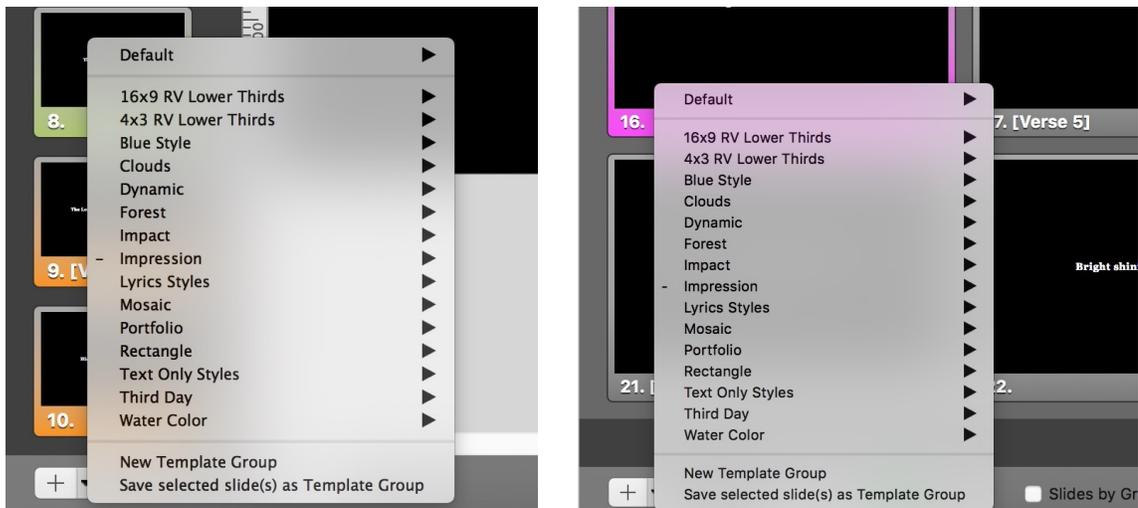
The Template Editor is very similar to the normal song Editor. You can add multiple text boxes and other slide objects. However, if you have a template with more text boxes than exist on the slides you apply the Template to, the extra text boxes will be added, but won't show on the output. Other slide objects can be added via Templates. Backgrounds are not supported by Templates.

Video/Image Bin

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

To access the Video/Image Bin, click on the Video/Image icon in the toolbar, use the keyboard shortcut (Control-V for Mac, Control-Shift-V for PC), or select it from the View menu. Once the bin is open, you will find it below the slide area. 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.
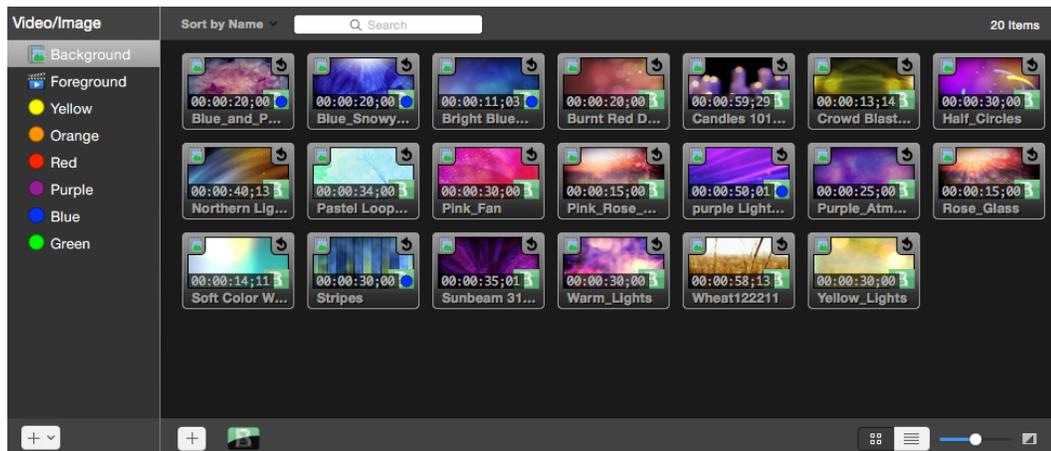
The Video/Image Bin is made up of two parts: the left column contains all of your playlists, folders, and tags; the right column contains all of your media cues.

All of your media files will be either a Background or Foreground. You can quickly identify the media type within documents by looking in the upper left corner of the thumbnail to see if it has the icon used by the Background or Foreground playlist.

The chart below highlights three main difference between the two types of media. There are other differences that are covered in other sections of the user guide.

Backgrounds	Foregrounds
Plays behind slide content.	Plays in front of (replaces) slides and media.
Stretches to fill the screen.	Scaled to maintain the cue's aspect ratio.
Automatically loops at the end.	Automatically stops at the end.

You can add media to the Video/Image Bin from your hard drive by dragging the files into ProPresenter or by clicking on the plus button below the thumbnail section. Dragging files in is the quickest way to add your files. You can also purchase media through the Worship House Media store by clicking on the **Store** button in the toolbar.

If you want to allow ProPresenter to manage the organization of your files behind-the-scenes, enable **Manage Media Automatically** in Preferences on the General tab. This will move or copy files (depending on the original location of the file) into the directly you've selected in Preferences. Refer back to the Preferences section for more information on this.

In ProPresenter 6 you can now tag media to help you filter your content the way you want. There are some default tags, but they can all be renamed and have the colors changed. You can also add your own custom tags.

In order to see the Tags, you will need to make sure they are enabled in Preferences on the Label tab.

To add an existing or custom tag, right-click on the thumbnail and choose the tag. When you select the Custom Tag option you will be able to name it and set a color.
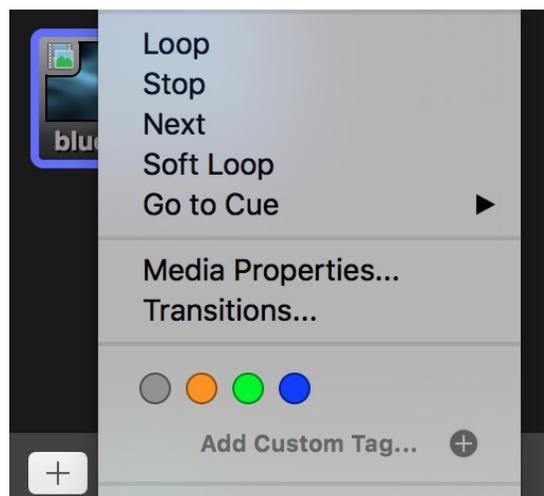
You'll notice in the image above that there are four playback behaviors. **Loop** and **Stop** have already been covered as the default settings for Backgrounds and Foregrounds. **Next** will advance the cue to the Video/Image Bin playlist that you have loaded. This playback behavior does not have any effect when you add a media cue to to a presentation. **Soft Loop** will smooth out the loop point for videos that don't loop properly. It blends the first and last frames together to hide the jump that can happen when video loops aren't created properly.

Similar to **Next**, the **Go to Cue** option only applies within the Video/Image Bin. You can select the next cue to go to in the current playlist and works with Foregrounds or Backgrounds.

Media Properties will open the Media Cue Inspector. This is covered in the **next section**.

Transitions can be set globally for the Video/Image Bin, or on individual cues. To set the transition on individual cues, right click on a cue and select Transition.

Click the Transition menu at the bottom of the Video/Image Bin to set the global transition. This transition will effect all media cues in the Video/Image Bin. It will only effect Backgrounds in presentations. Foregrounds that have been added to a document will use the Document Transition instead. This is the only time the global transition for media is not used.
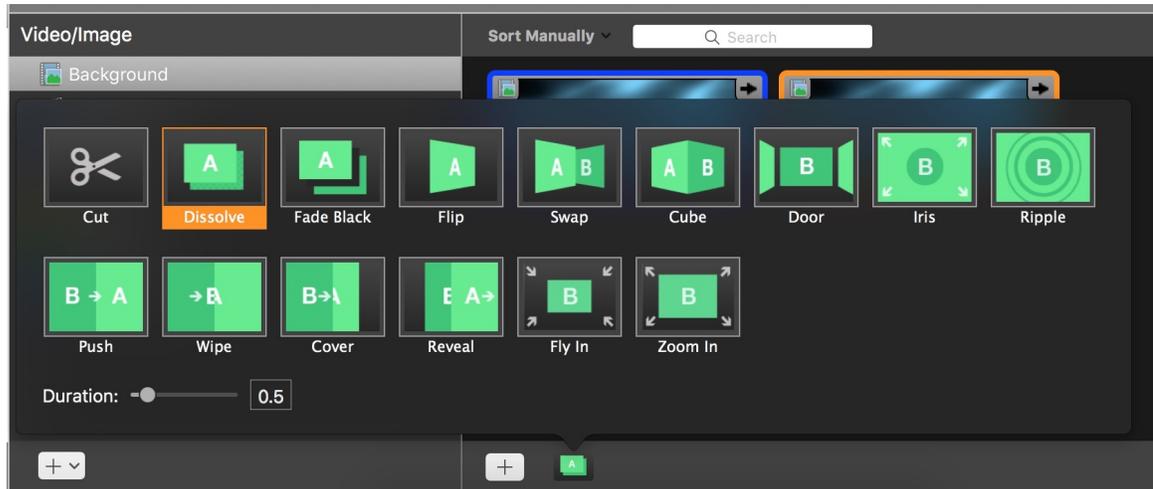
At the top of the Video/Image Bin you can search and sort your media. In the bottom-right you can change the view from Thumbnails to List View and adjust the size of the thumbnails.

Media Cue Inspector

The Media Cue Inspector allows you to adjust a number of properties for your video or still image.

To access the Cue Inspector, right-click on any media thumbnail and select **Media Properties**. If you added a media cue directly to a Library Playlist, click on the blue info button above the cue when it is selected.
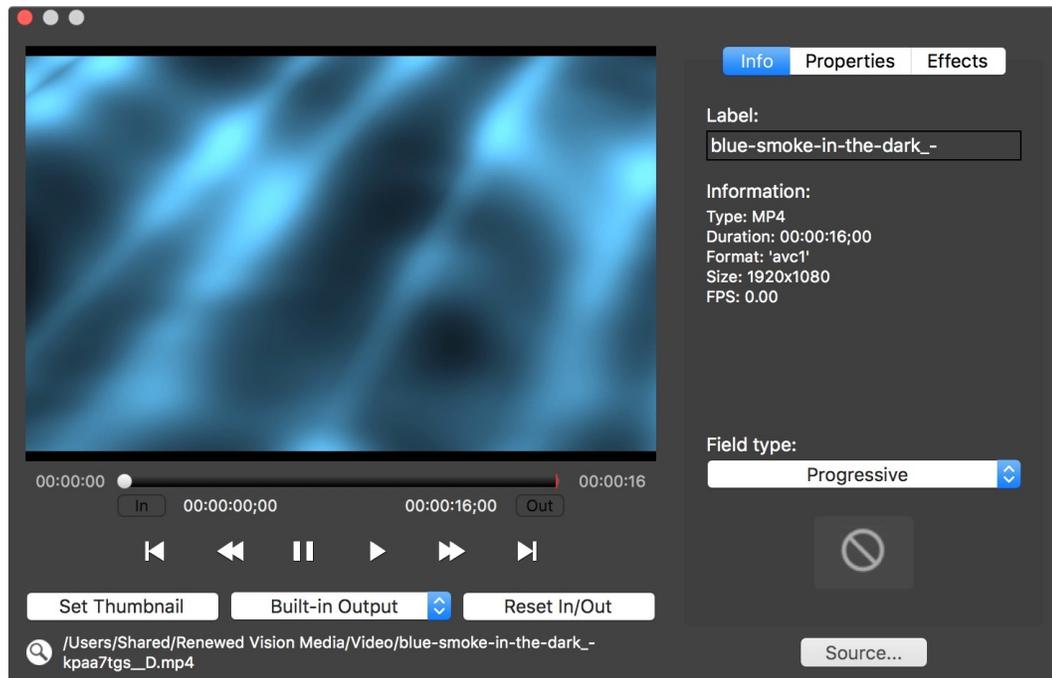
The left side of the Cue Inspector shows you a preview of your media cue. If it's a video, you will also have playback controls.

You can adjust the In and Out points on videos by adjusting the playhead position and clicking the **In** and **Out** buttons. This will change which portion of the video is used when you select it. Click **Set Thumbnail** to generate a new thumbnail where the playhead currently is. Click **Reset In/Out** to reset the custom In and Out points.

The button that says **Built-in Output** in the example above will be available if more than one audio output is detected. This option allows you to route the audio for previewing a video. It does not effect the routing of audio anywhere else in ProPresenter.

Click the magnifying glass icon next to the file path to jump to the media cue on your hard drive.

The right column of the Cue Inspector is divided into three tabs. Each of these tabs gives you access to additional information or settings.

The first tab is the **Info** tab, shown in the image above. You can change the label of the media cue to something more practical and see the basic info about the file you're working with.

The Field type option is only available for videos. Most videos will use the Progressive option. However, if you've encoded your video with an interlaced format, choose the appropriate Interlace option based on the field dominance that you selected during encoding.
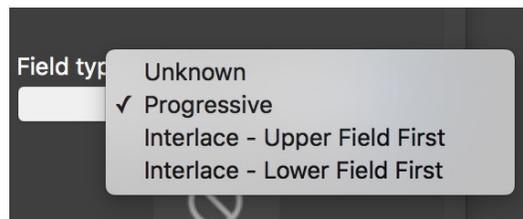
You can also assign a specific transition to the current media cue on this panel.

The Source button allows you to change the media file being used. For example, you have a video called "Announcements" that has been added to ProPresenter, but you need to update it to a more current version. You can use the Source button to use a new video while maintaining all of the other cue properties you may have updated such as the In and Out points or video effects.

The second tab, **Properties**, allow you to adjust some basic playback settings.
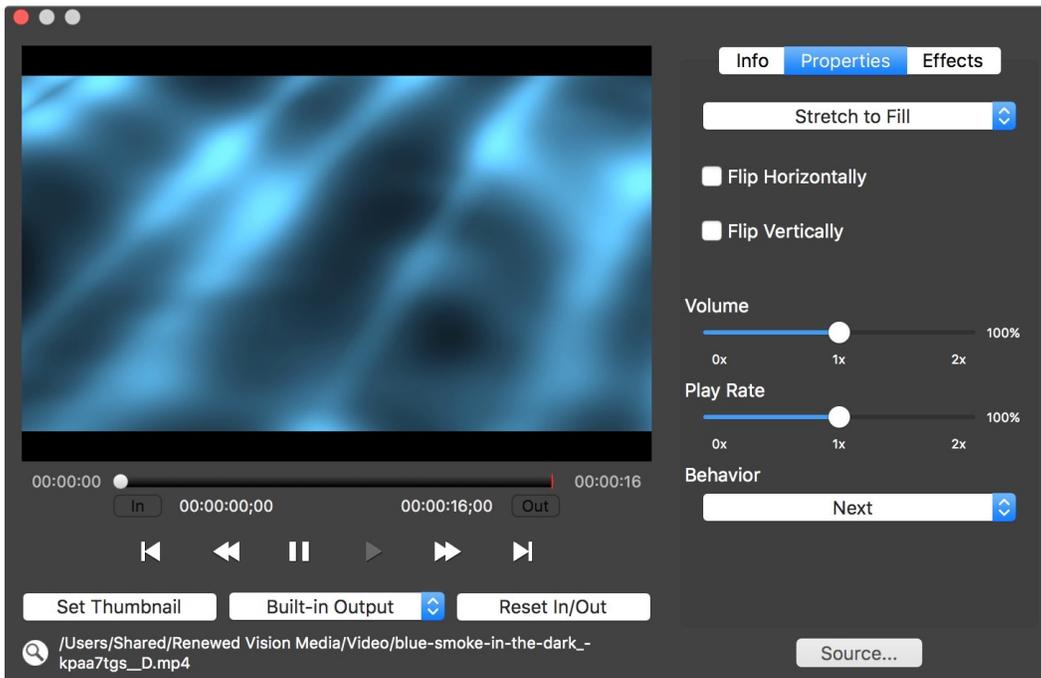
The first option you can change the scaling behavior. The image below illustrates what each scaling option does. For the purpose of this illustration, a square image is used to exaggerate the effect that each scaling option has. If your media is the same aspect ratio or resolution as your output, the differences may not even be noticeable.

The first is **Scale to Fit**. If your media is a different aspect ratio, it will have bars (usually black) on either the sides or the top and bottom.

The second is **Scale to Fill**. This option expands the video to fill your screen and can result in cropping.

The third is **Stretch to Fill**, which fills the screen, but may result in distorting the image.

Below the scaling options are two rotation options if you need to flip your media. If you are using a video, you will have the option to adjust the volume, play rate (speed), and playback behavior of the video here as well. The playback behaviors were covered in the previous section under the Video/Image Bin.

The final Cue Inspector tab is **Effects**. These effects can be used on videos or still images to manipulate the cue. You can apply multiple effects at the same time and many effects have additional options available once you select the effect.
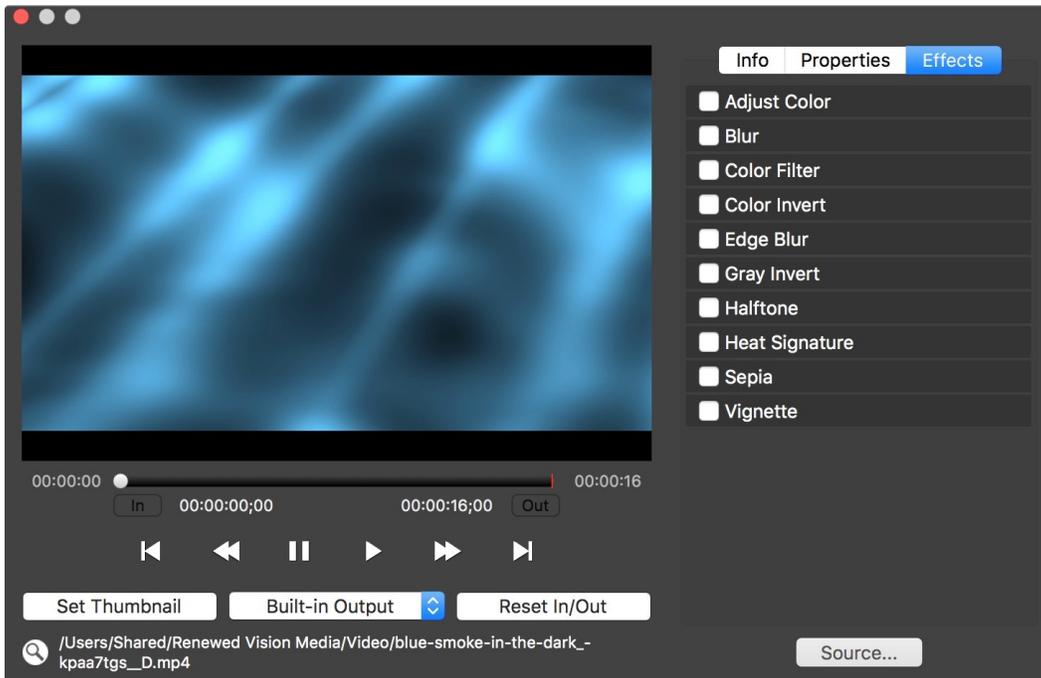
Presentation File Formats

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 type is for ProPresenter Bundles. A ProPresenter Bundle is one or more songs exported from the Library that can include media.

.pro6plx

Exported playlists will use this extension. This is similar to the ProPresenter Bundle, but includes additional information specific to the playlist, such as Headers, active arrangements, and the order of documents in the playlist. Note that this might or might not include media, depending on which option the user selected when they exported the playlist.

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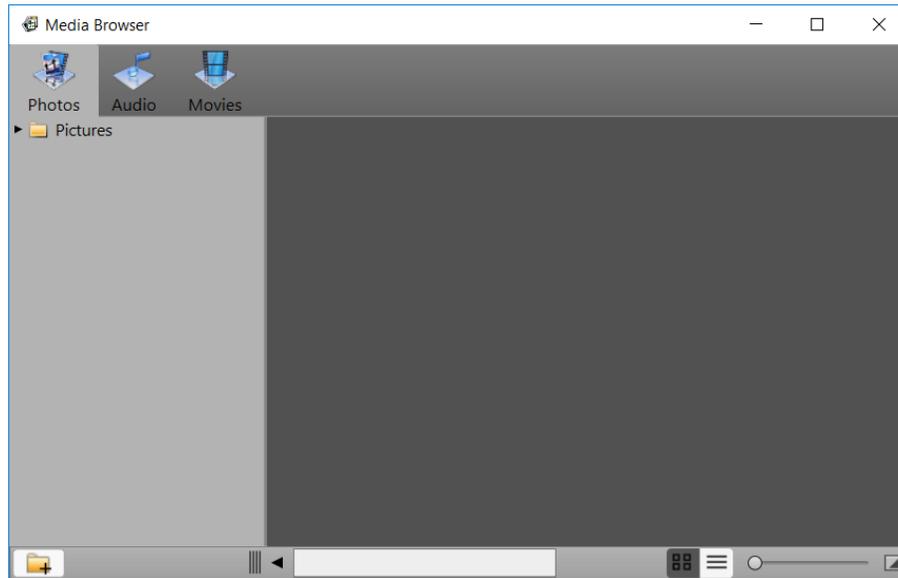
To access the Media Browser, click on View and then select Media Browser. You can also customize your toolbar and add a button or press Control-K on your keyboard to open it.

The Media Browser is no longer available in ProPresenter 6 on Mac, however it is still available for ProPresenter 6 on Windows.

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.

The Library

Before we get into how the Library works, you need to know how to add documents to ProPresenter. There are several ways to add documents to ProPresenter, but this covers the most basic way, which is manually creating a new document. You can also add items through SongSelect, Planning Center, Bibles, Social Media, or one of the built-in sync features. You can also import your previous libraries from an earlier version of ProPresenter if you have upgraded. All of those methods are covered in their more specific sections of the user manual.

To create a new document in ProPresenter, click on File and select New. You can also use the keyboard shortcut which is Command-N on a Mac or Control-N on a PC. There is also a shortcut on the toolbar to create a new document.

When you do this, you will see this window. Creating a new file will make a new file with a single blank slide. Give the file a name, select the Template, Category, and Size of the document. The Template will always be the last one used here and the size will default to match your output screen size. You can change any of these options as needed.
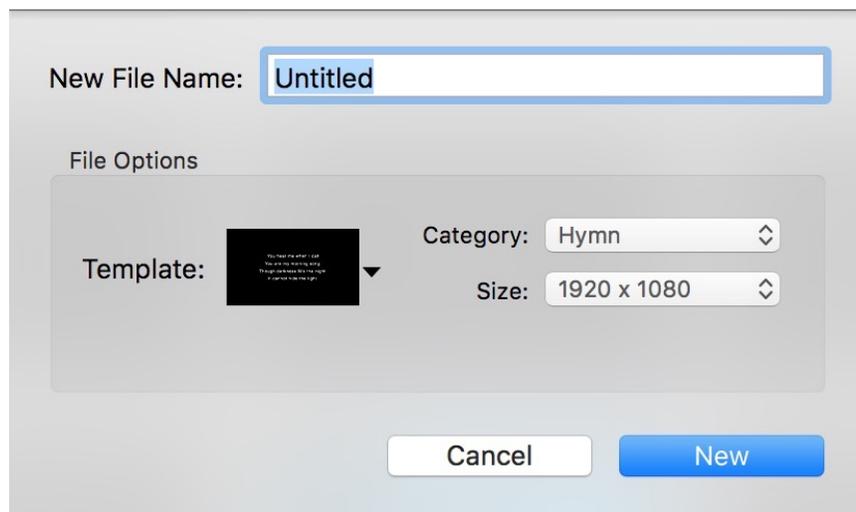
When you click **New** it will add the document to your Library and you can begin editing to add slides or media to the file.

The Library contains all of your documents used in ProPresenter. This includes songs, Bible passages, sermons, presentations, announcements loops, etc. In general, there is no distinction between one type of document and another, with the one exception of Bibles. We use terms like "file", "presentation", and "document" interchangeably to mean anything in your library.
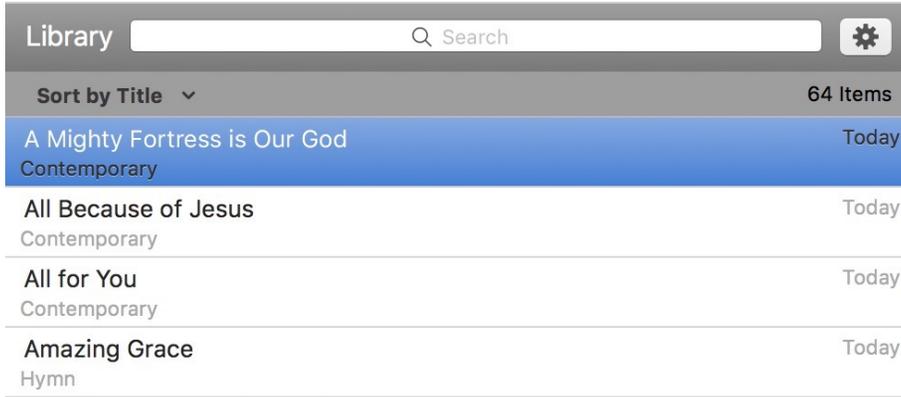
The Library is composed of two main pieces: the search bar and the documents list.

The search bar allows you to search your Library for any keyword or phrase. Search results are shown with a ranking to help you identify the most likely result. In the image below, "joy" is the keyword. As you can see, it ranks "Joy to the World" as the most likely result. You can click where it says **Sort by Search Rank** to change the order of the results as well based on Title, Category, Last Used Date, or Search Rank.
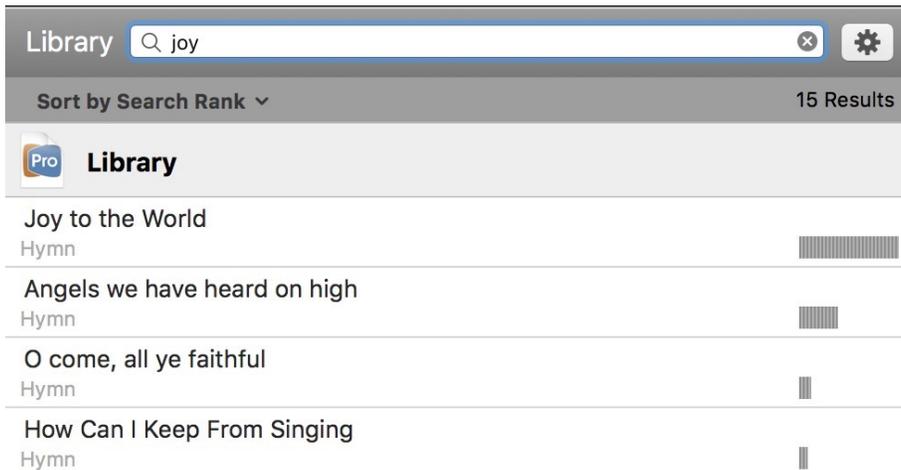
To the right of the search field is an option menu.
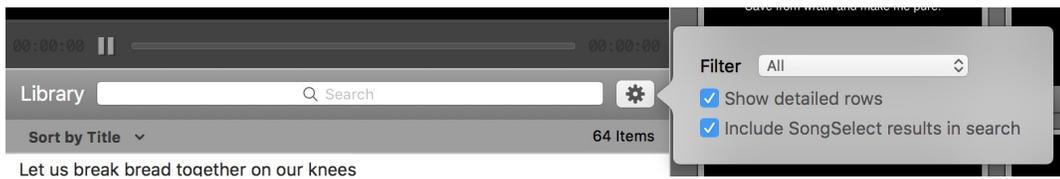
Selecting a **Filter** allows you to change which documents are shown in your library. If you make use of Categories, this may be a feature you find helpful. When you select a category, for example, "Hymns", only documents with that category would be shown in the Library.

Unchecking the **Show detailed rows** will remove the category shown below the document name, reducing the amount of space each document name takes up on screen in the Library.

Include SongSelect results in search will show SongSelect results at the bottom of your library if you are logged into SongSelect. Searching with this option enabled gives you quicker access to SongSelect. The image below shows what this looks like.

On the Windows version of ProPresenter 6 there is an additional feature called **Include Contents in search** which will allow you to enable or disable searching within the song text itself in addition to searching the song titles.
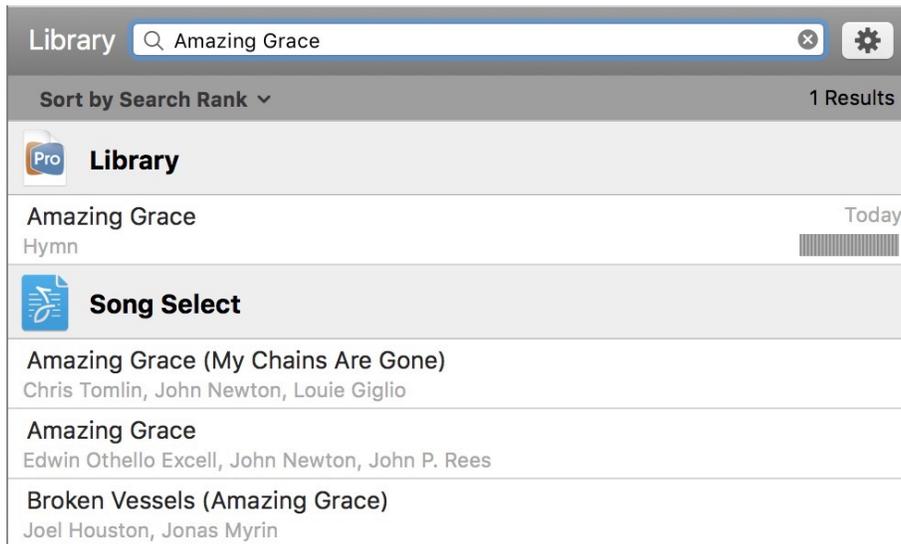
The document list shows the song name, category, and the last used date. SongSelect results in the Library will show the author information instead of the category.

Right-clicking on documents in your library will bring up a menu with a number of options.
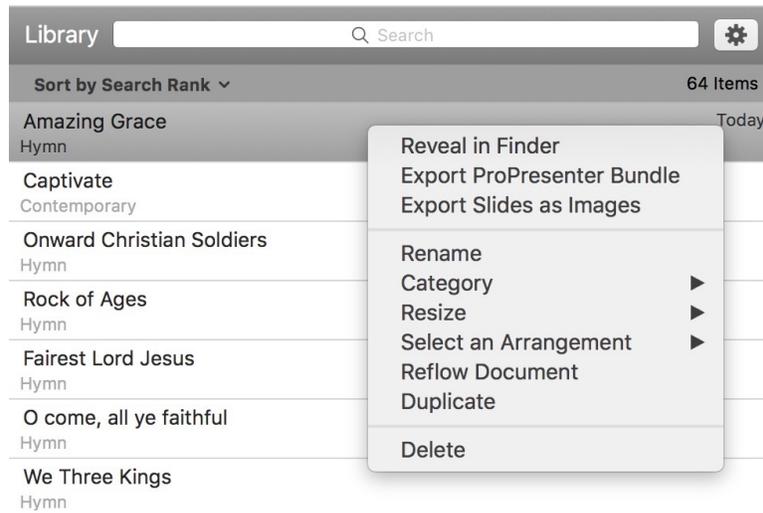
The first will open the file in your library folder outside of ProPresenter. It's **Reveal in Finder** for Mac users and **Open File Location** for Windows users.

Export ProPresenter Bundle will generate a .pro6x file in the destination that you select. A ProPresenter Bundle includes the document and any media in the selected file. You can use this option on one or more files at the same time.

Export Slides as Images will give you a few options for how you want to export the slides. You can export as JPEGs with the background or PNGs without the background. You can also choose to include or ignore background media with your image export. The PNG option removes the background color and gives you a transparent image with just text on slides that don't include media.

Rename lets you rename the file. You can also click twice (slowly) on the file name to rename it.

Category is allows you to select the current category for a document. You can also create a new category. Categories exist as long as at least one document in the library uses a certain category.

Resize will let you change the resolution of one or more files.

Select an Arrangement gives you a list of all the available arrangements for a song. You can use the Master arrangement in the library or you can select a custom arrangement to use as your "default" within the library.

Reflow Document opens the **Reflow Editor**.

Duplicate and **Delete** do exactly that. Deleted files will be sent to your trash bin on your computer. If you delete a file by accident you can restore it from the trash.

Multiple Libraries

ProPresenter allows you to have more than one Library linked. Each Library also has its own set of Playlists.

To add additional Libraries, open Preferences and go to the General tab. Click the drop-down menu for **Library Folder** and select **Add/Edit/Remove**.
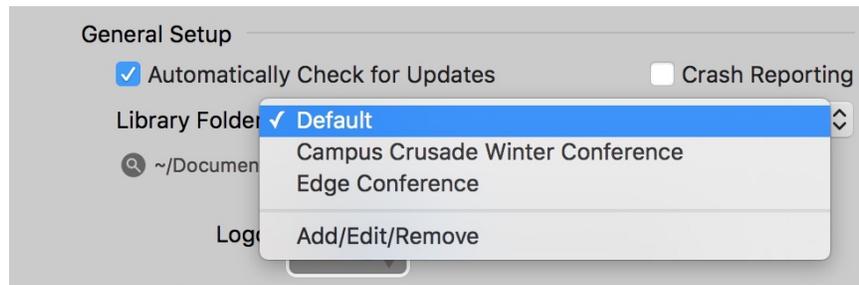
When you select this option, you'll see the next window shown below. Click the plus button to browser to the new folder you want to link as a Library to ProPresenter. This can be an empty folder or another ProPresenter 6 folder you have moved to this computer. Return to this window at any time to remove a linked Library by clicking the minus button.
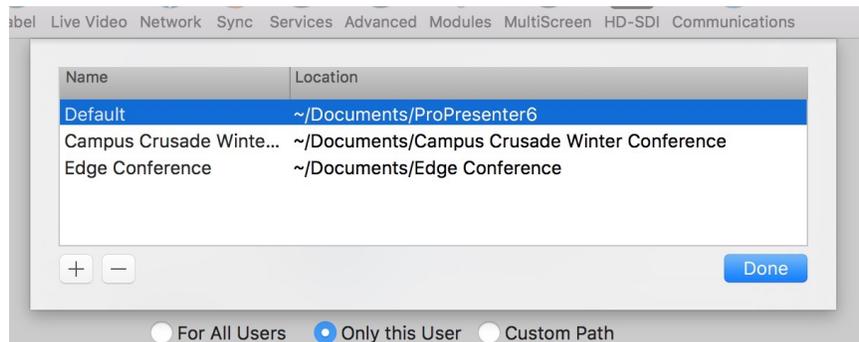
You can also access the list of linked libraries and jump to the second screen by clicking on the **File** menu and selecting **Change Library**.
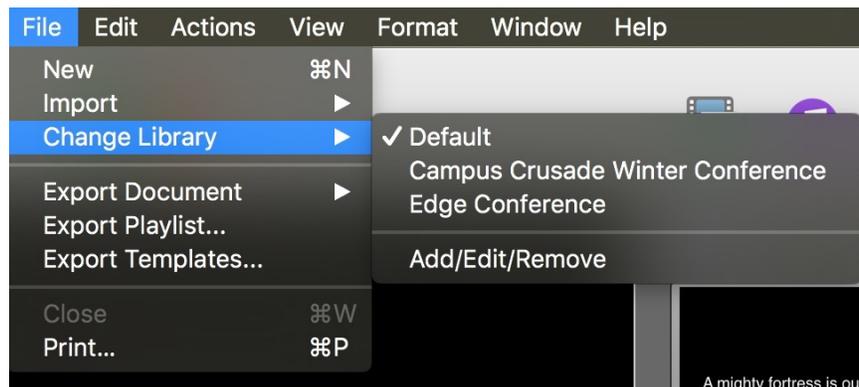
Playlists

Playlists are located immediately below the Library section on the left side of ProPresenter. You can use Playlists to create the flow of your service or show.

The Playlist section contains Playlists, Group Folders, and PCO Playlists. For this section, we'll only be discussing the first two. PCO Playlists are covered in the Planning Center Online section of the manual.
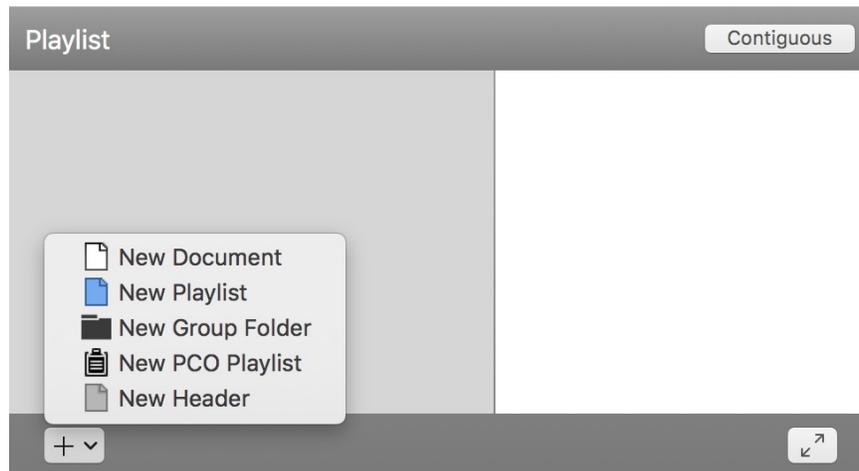
Playlists contain all of the elements of your event. This can be documents, media cues, and Headers. Group Folders are used to organize your Playlists. For example, you might have a Group Folder for "Liturgies", "Sunday AM", or "Wednesday PM". Those folders would contain any playlists that you want sorted into each folder.

To add new Playlists or Group Folders, click the button in the bottom-left corner and select from the list. As you can see, this menu also includes options to create a New Document, New PCO Playlists, and New Headers.

Once you have added a new playlist, make sure it is selected, then drag files from your Library, pictures or videos from the Video/Image Bin, or audio files from the Audio Bin. You can also drag items between playlists.

If you want to organize your Playlists with Group Folders, add a new Group Folder, rename it, then drag playlists to it. If the Group Folder is selected, new Playlists will automatically be added into that folder.

Planning Center Online Playlist

ProPresenter 6 includes integration with the popular Planning Center Services website. This means that you can easily collaborate on service plans outside of ProPresenter and quickly replicate those plans inside ProPresenter with multiple people. Planning Center is a subscription service and is not owned or operated by Renewed Vision. Visit Planning.Center for more information.

Not all of the features in a Planning Center service are supported in ProPresenter, but many of the most common ones are, including Planning Center Live.

Working with Slides

Every presentation in ProPresenter consists of at least one slide, even if it's just a single media cue. Each slide can tell you a lot about what is going to happen when you click on the slide, including the type of media cue, whether there are any Slide Cue actions, the Group or Slide Label.

Slides can be viewed in either the Grid or List View. To toggle these two views, click the view buttons in the lower right corner of the slide view area. Immediately to the right of these buttons is the slide scale slider. You can drag this slider to the left or right to change the size of the slide thumbnails.

Grid View is the default view for ProPresenter. As you can see in the image below, there are a number of visual clues on each slide to help you know what will be triggered on each slide. The first slide includes a Stage Display layout cue. Clicking this slide will change the layout being used for Stage Display. The next two slides have the same video attached, but the first instance is a Background and the second a Foreground. The icon in the upper left corner on each slide matches the icons used in the Video/Image Bin to identify Backgrounds or Foregrounds. Videos are indicated by the timecode in the bottom left corner. The second slide also has a custom transition for the slide that will be used when that slide is clicked, as shown in the bottom right corner. The active slide is outlined in orange.

List View is similar to Grid View, but you also get a plain text view of the slide text in addition to the thumbnail. This view uses the same icons to indicate Slide Cues, media types, and transitions. This view also includes any Slide Notes that you have added to your presentation. The active slide is orange, and more obvious than in the Icon View.
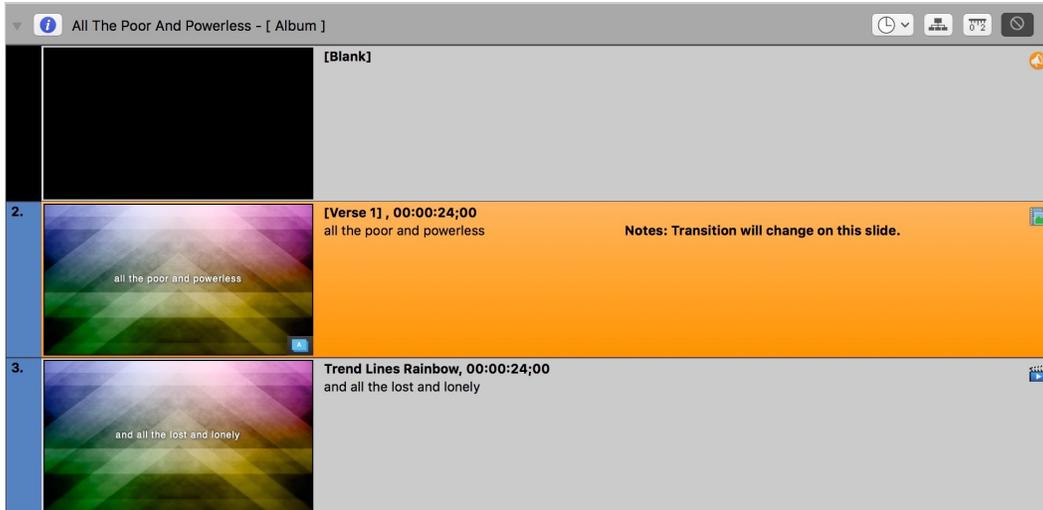
There is also a new **Slides by Group** option in ProPresenter 6. This option is available at the bottom of the slide view area and works with Grid or List View, although it works best with Icon View.

Rather than all of your slides being mixed together, they are broken down into their individual groups and shown with more separation. If you are using an Arrangement, each instance of a group in the Arrangement will be separated. This view can be helpful if you don't have a pre-set order for the song and want to be able to quickly find each section of the song.
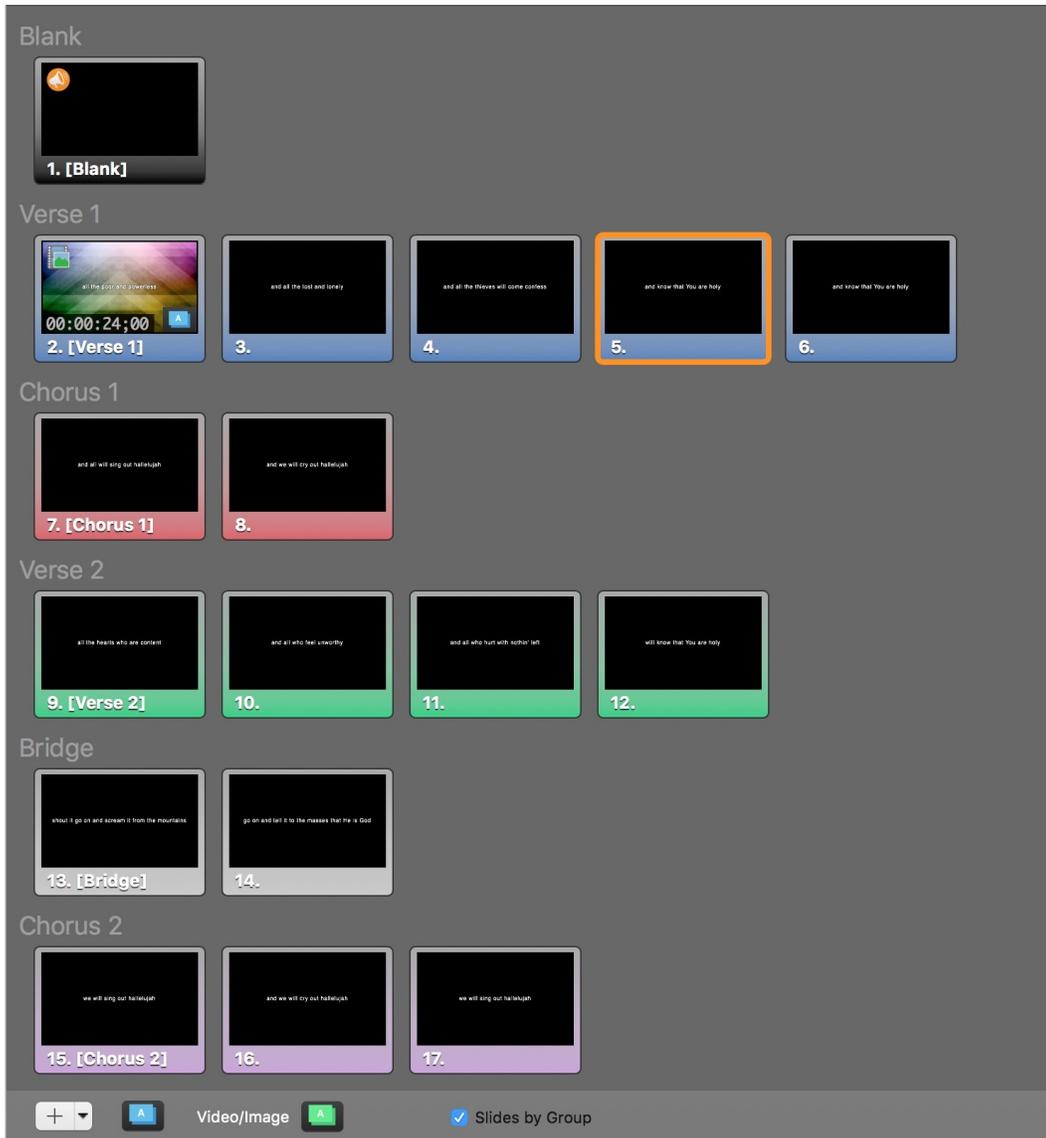
Groups and Arrangements

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

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.
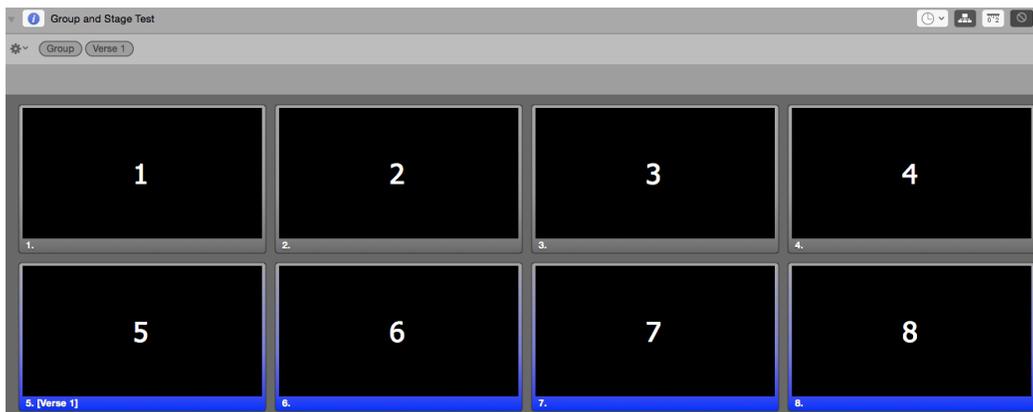
You can right-click on any slide to start a new Group for the slides between that slide and the next Group. If slide three is selected above and named "Chorus", only slides 3 and 4 will be affected. Slides 1 and 2 are still part of "Group".
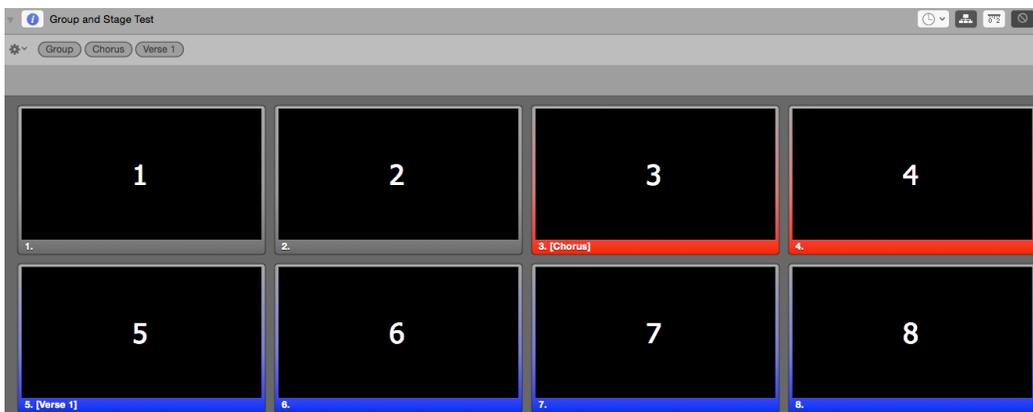
Groups can be renamed by repeating the naming process and selecting a new name. Groups can also be split into additional groups by right-clicking on one of the slides and selecting a new Group. In the image below, the last four slides have been split up into three groups, with slide five being the only one that is still part of Verse 1.

You can also turn on the Arrangement feature by clicking on the button in the top right of the document that looks like a flow chart. This will show each Group represented by its own button ("Token").

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 the red group, as indicated by the red arrow. Hold the Option key while dragging will duplicate, rather than move, the selected slide.
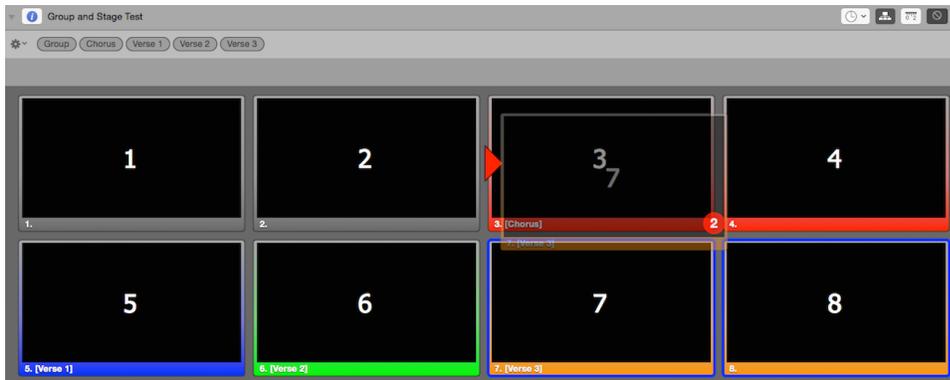
If you duplicate a group in the presentation, you will see a new group added to the Arrangements toolbar. This new group will function independent of the other one even though the name is the same. You may want to change the name on this new group to make it clear which one you are using in the Arrangement.

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.
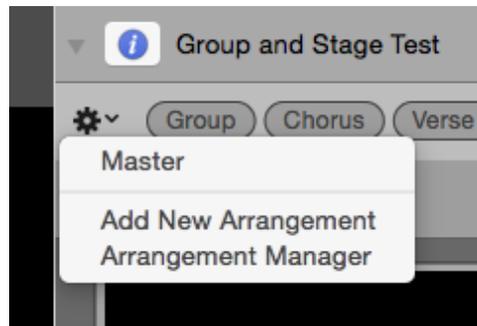
Once you have created your new Arrangement you will need to drag the Groups into the order that you want to be shown in that new Arrangement. Click on the Tokens in the top row and drag them to the second row to organize your Arrangement.
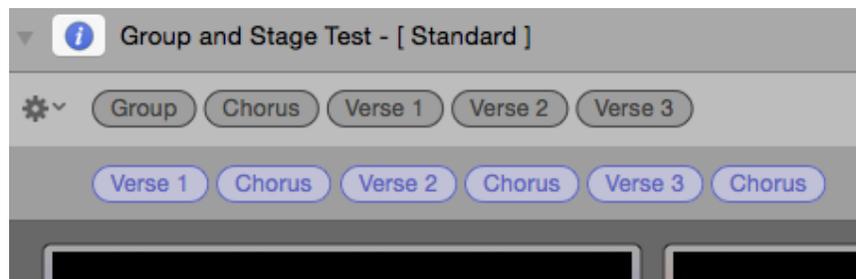
If you repeat a Group in your aArrangement, any edits made to one of those instances will apply to the others. For example, if you have **Chorus** in your Arrangement five times and add a background to the first slide of the Chorus, it will be added to the other instances of Chorus. This also applies 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 in [brackets] 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 in another section.

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 some of the same information in the Editor which is covered in its own section below.

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, which is covered in its own section below.

Transitions

Transitions can be applied to slides (documents) and media in ProPresenter.

Slide Transitions are used for any content shown on slides and for Foregrounds within a presentation. The Media Transition is used for any Backgrounds in presentations, media cues added to a Playlist, and media in the Video/Image Bin.

Both transition sets can be applied globally from the main interface. To set the global slide and media transitions, click the scissor icon at the bottom of the screen. The one on the left is for slides, the one on the right is for media.

Slide transitions use blue icons to indicate the transition type.

Media transitions use green icons to indicate the transition type.
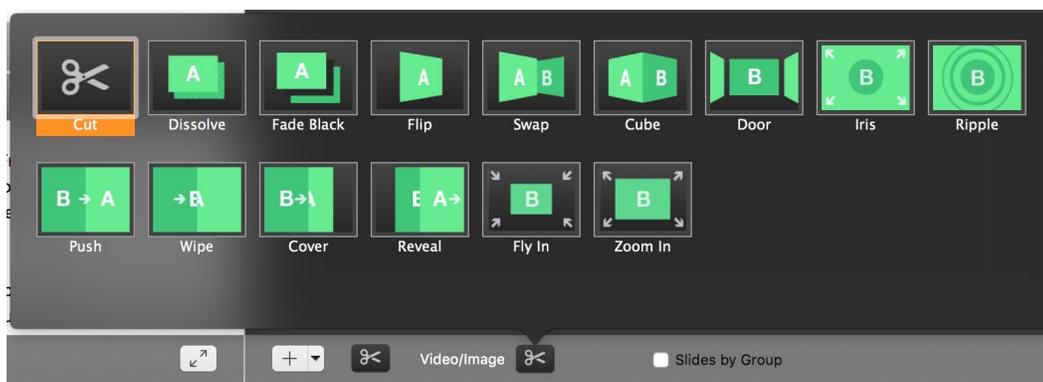
Some transitions include a setting for the direction of the transition and an option called Motion Extended which allows the transition animation to continue after the cue reaches the screen. This creates the sensation that the text or media exists in 3D space and continues further than the screen.
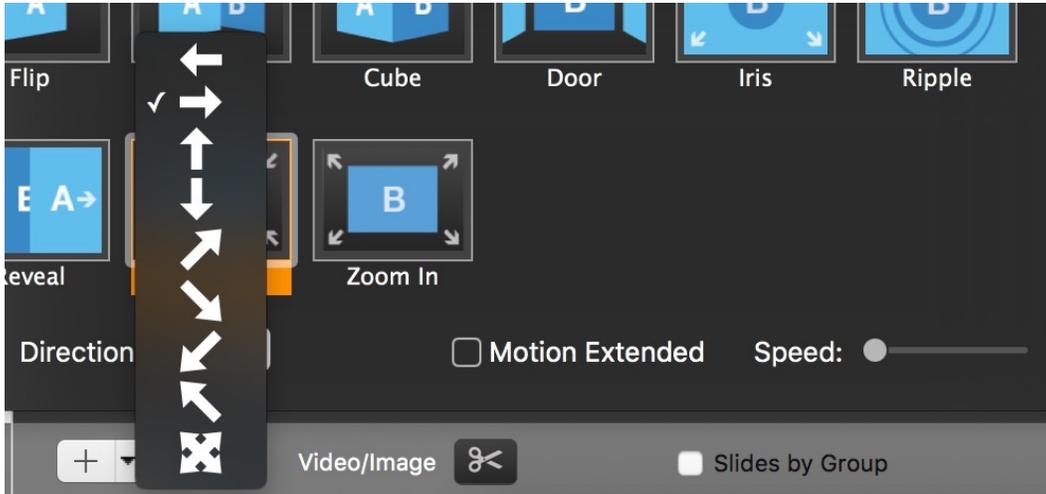
The global transition settings are available at any time from the bottom toolbar of ProPresenter. If the Video/Image Bin is open, the Slide Transition setting will be at the bottom of the slide area and the Media Transition will be at the bottom of the Video/Image Bin.

Documents feature the ability to override the global setting so that all slides on that document would use their own transition. If you normally use a one second Dissolve transition but need to use a different transition setting for a certain document, you can set the Document Transition in the upper right corner of the presentation.
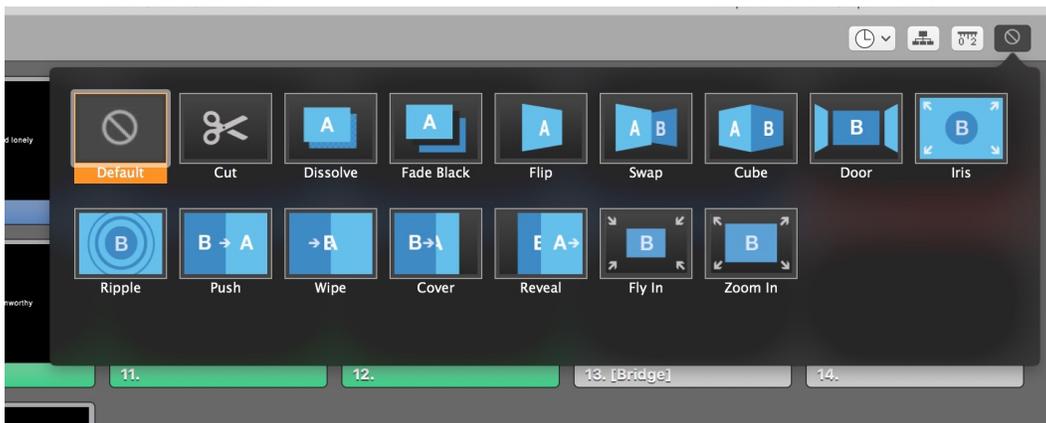
You can also override both the global setting as well as the document setting on individual slides; simply right-click on a slide and select **Transitions** from the menu.

Similarly, you can set individual transitions for media cues in the Video/Image Bin. Right-click on any cue and select **Transitions** to set specific transitions.

You can also open the Cue Inspector for any media cue and set the transition there as well.
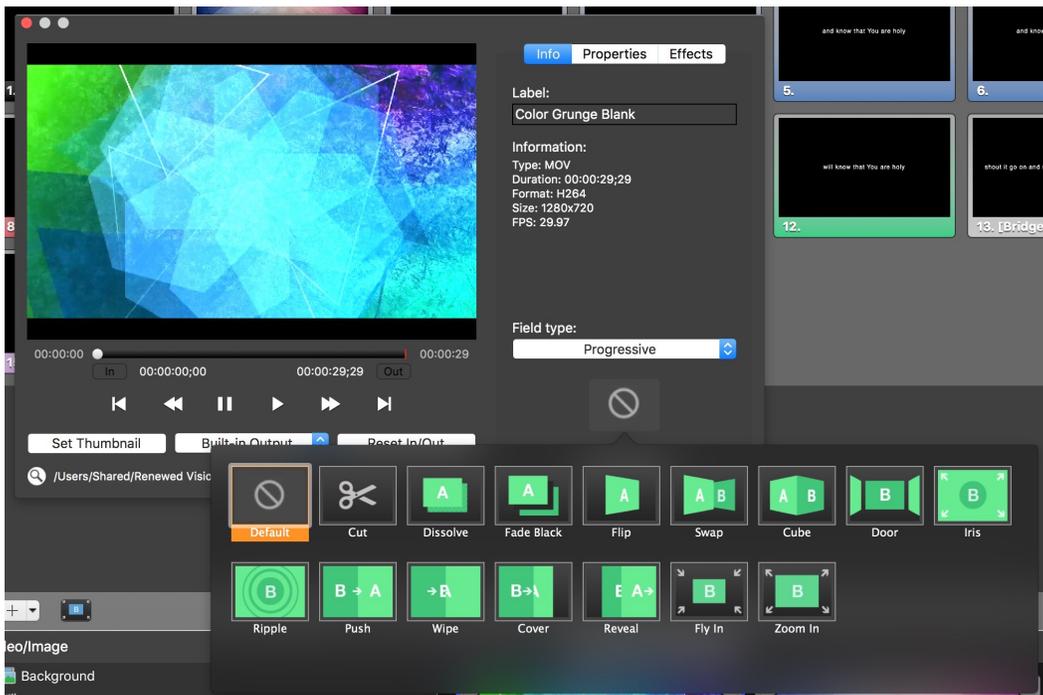
Resizing Presentations

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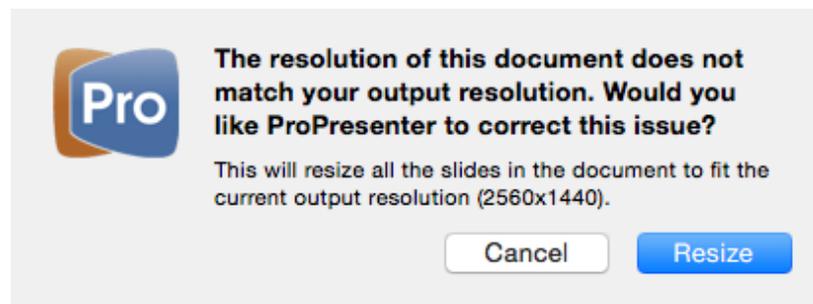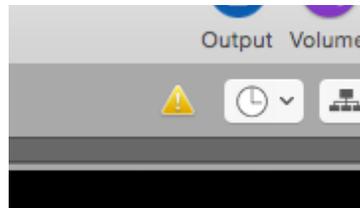
If you need to resize a lot of presentations at the same time, you can select multiple files in the Library, then right-click and choose the correct size from the Resize menu. If one of the four default options doesn't work for you, click on **Custom Size** and enter the correct dimensions.

Editing Presentation 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 which is covered in the Template section.

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. Clicking the 'X' in the top-left corner of the Quick Edit window applies the change to that slide immediately.

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.

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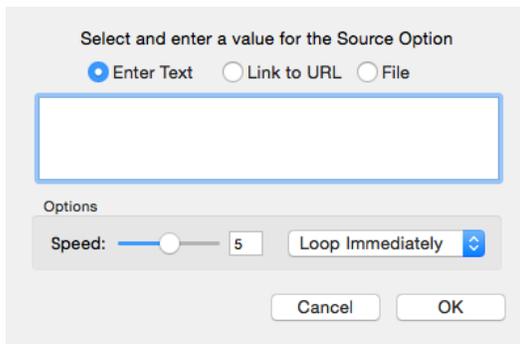
There are more options available for the Text Ticker. The Text Ticker can display plain text that is manually entered, it can be linked to an RSS feed URL, or it can show plain text that is stored in a local file.

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.

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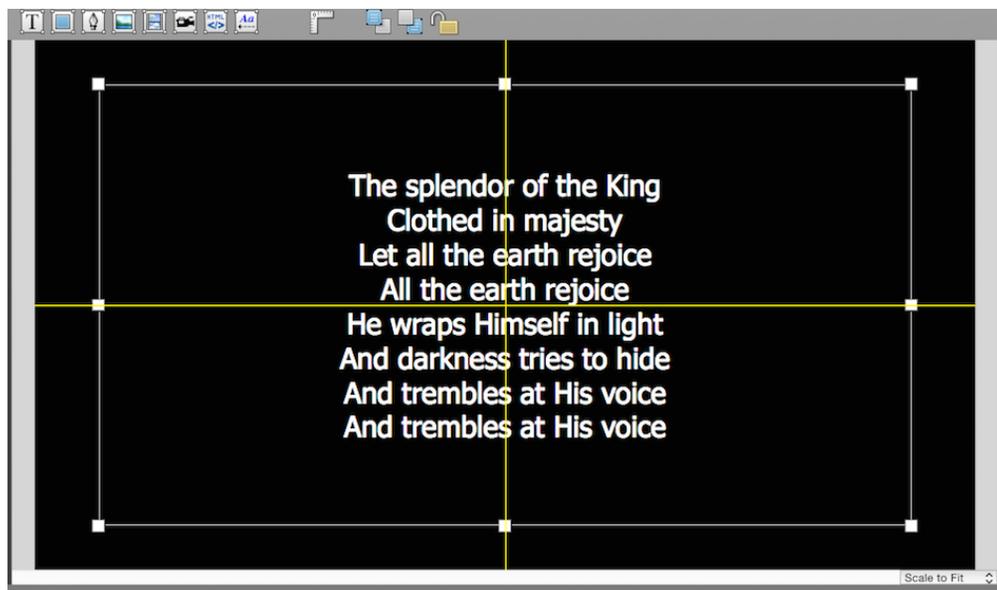
If you are trying to center an object on the slide, yellow crosshairs will show up when you have reached the vertical and horizontal center points.

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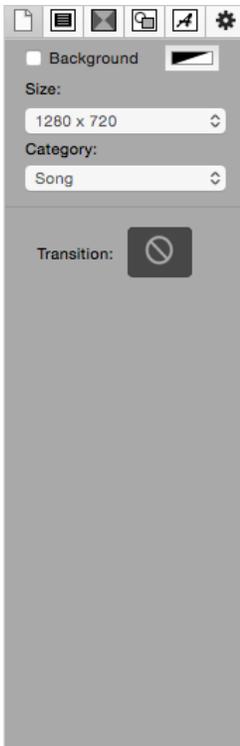
The column on the right side of the Editor is where most of the functionality exists. There are five different sets of properties that you can change.

On the left most tab 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.
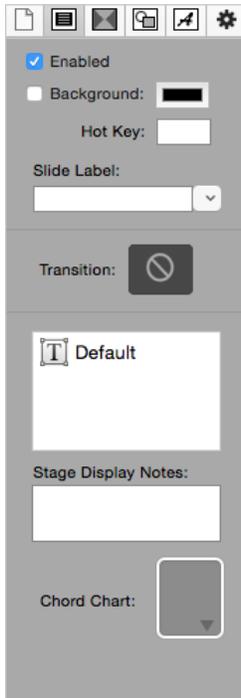
The second tab is Slide Properties. These settings apply to the current slide only.

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 an additional way to label slides (in addition to Groups/Arrangements) and are great at naming specific slides.

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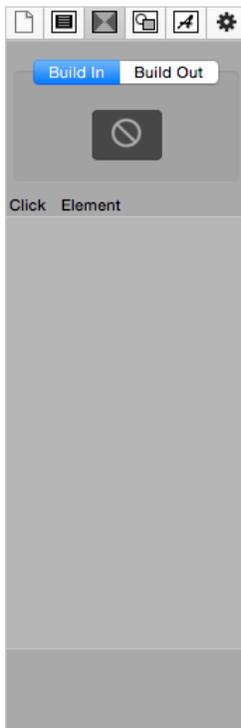
The third set of properties are Slide Build Properties. Each object on a slide can have a separate transition when it is brought "In" to the slide and when it is sent "Out" from the slide. To add a transition, select the object in the editor and pick a transition in this panel.

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).
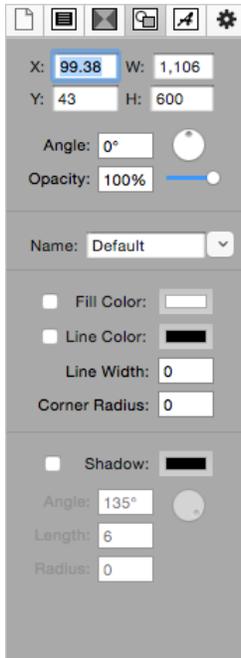
The fourth tab is the Object Properties tab. This is where you adjust the general properties of objects that you have selected on the slide.

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 will name the object that is selected. This is helpful if you want to tell multiple objects on a slide apart, and is also used to apply Social Media Templates and Bible Templates.

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.

The Shadow settings can be used on slide objects or on text. The Angle of the shadow is 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: A high shadow radius value may cause performance issues with intricate fonts.

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.
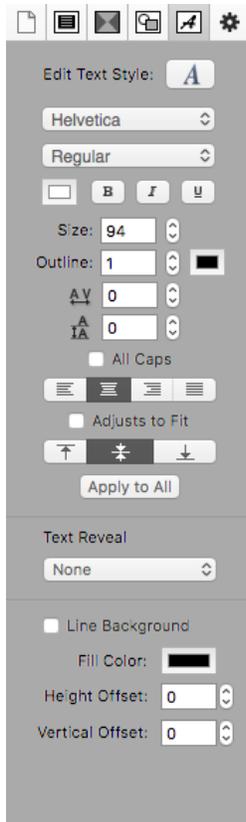
The fifth set of properties are the Text Properties.

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. Use **Bullet List** to have each line from a slide animate separately onto the slide, while **Fill in the Blank** will have underlined words/phrases appear on the screen one at a time. It is not possible to combine the two functions in a single text box.

Line Background (available for Mac only) automatically shows a rectangle on the screen behind the text. This feature allows you to show separate bars/lines behind each line of text automatically. Using this feature you can show a solid color for the hight of the text and not the entire text box.
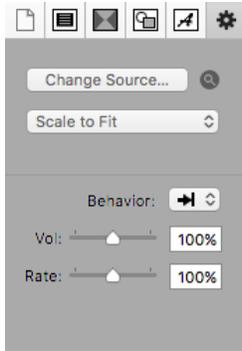
The sixth properties tab is the Image/Video Properties tab. This tab can only be accessed if you have an image, video, or live video object on a slide.

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 the file location.

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 a video object selected, you will have the second set of options available. If you need to change the way the video plays, click on the **Behavior** menu and select Stop (arrow with a line), or Loop (arrow in a circle).

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.

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 (which will be covered in its own section).

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.

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 the Clock icon in the top right of your slide area and click the desired length for each slide in your document; this will apply the time to all the slides in a presentation as well as add a **loop to first slide** to the last slide.

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.

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 slide 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 Editor

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 of the Import window 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 at the bottom or by pressing Option-Enter on a Mac or Control-Enter on a PC. Slides 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.

If you need to make more edits to a slide, such as change a slide's Group, then you can click on the arrow on the right side of the dividing line between slides to access the full right-click menu for that slide.

Reflow is designed to work with basic presentations with a single text box on each slide. Presentations with slides that have multiple text boxes 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 by clicking on the blue Info button at the top of the slide viewer. To attach a chord chart at the slide level, open the Editor to a specific slide, then select the Slide Properties tab (the second from the left) from the top right.
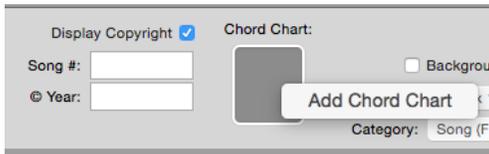
Click on the box next to **Chord Chart** and then click on **Add Chord Chart**. This will open a file browser window; browse to the location of your PDF and select it.

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. If you want to import different pages of a single document to different slides, you will need to select each page for each slide. As with media, when a PDF is linked to a slide, it will be shown until a different PDF page is selected; therefore if you have multiple slides for a stanza, you only need to add the PDF to the first slide of the stanza.
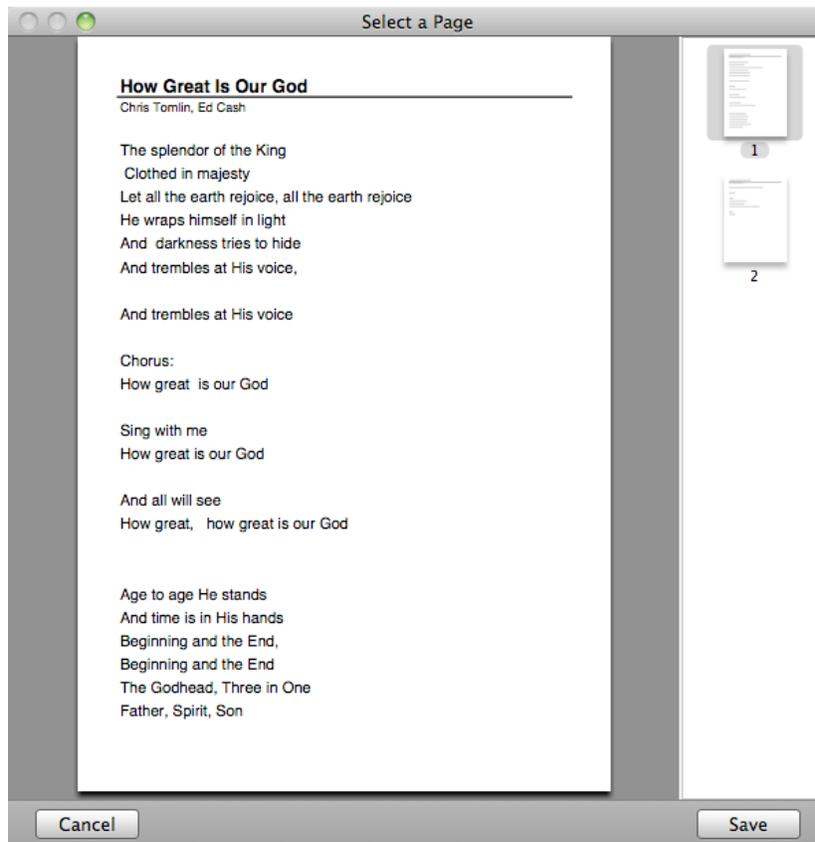
Importing and Exporting Files

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, then 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 a document or playlist and choosing Export or dragging the presentation or playlist to a folder to your computer.
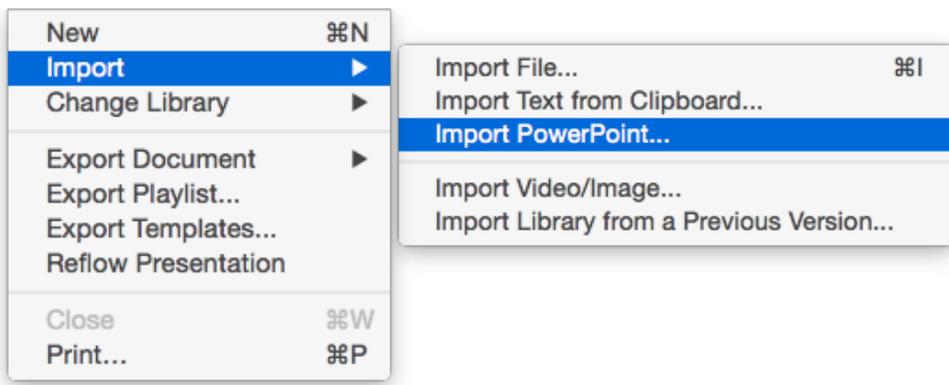
Import File

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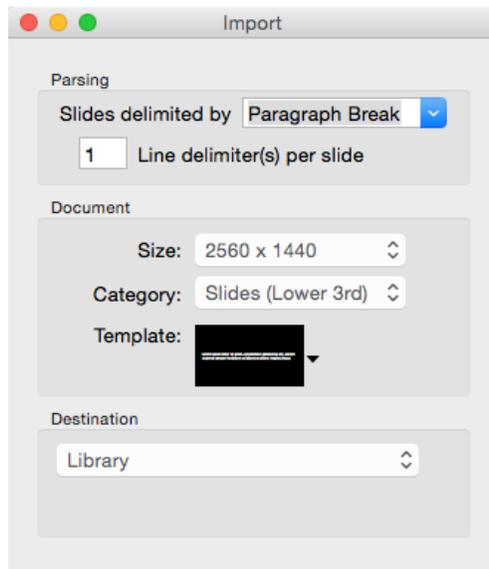
"Slides delimited by" allow you to specific a number of lines or paragraphs per slide, or to use a custom slide break marker in the source file.

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 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.

PowerPoint 2011 or newer must be installed on the computer for this feature to work. You must have PowerPoint 2016 or newer to use this feature on macOS Mojave.

Once you have located the PowerPoint file that you want to convert, choose the option that you want to use before clicking Open. (You may need to click on Options in the lower left to show the import options that are available.)

PowerPoint importing will be covered more in-depth in another section.

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 documents 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 background color) or PNG image (without background color).

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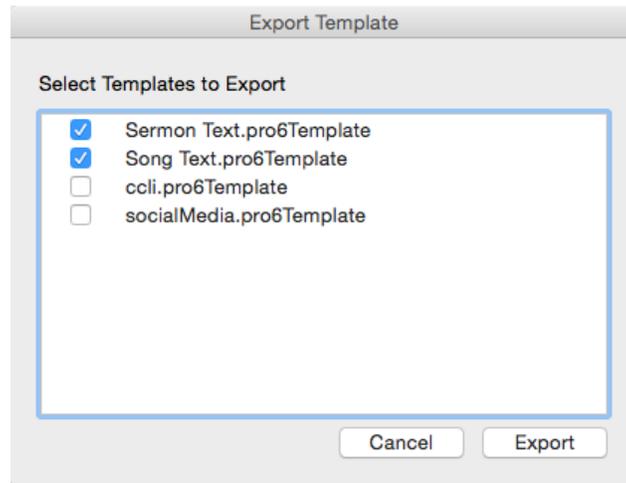
ProPresenter 6 makes it easy to export templates to be used on another computer. Instead of having to search through the Finder to find these files and manually add them on another computer, you can export specific templates to a single bundle file. When you double-click this file on another computer,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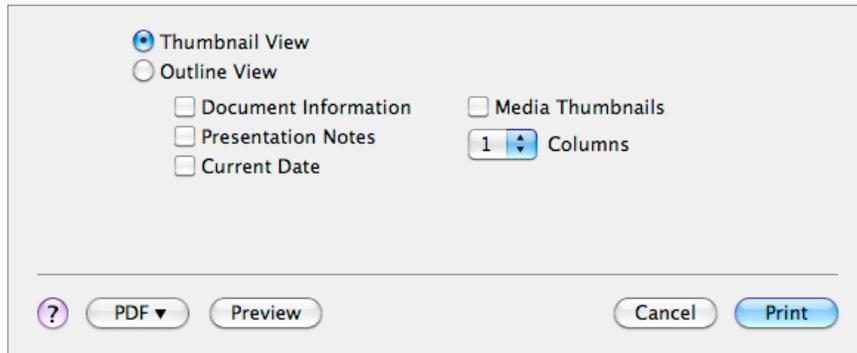
SongSelect

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.

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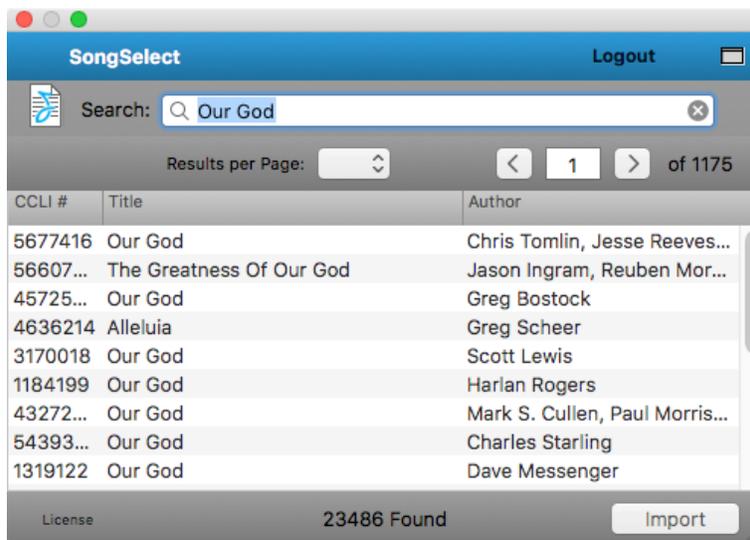
In ProPresenter 6, you can also search for songs in SongSelect directly from the Library search box. To do this, be sure that you have checked "Include SongSelect Results in Search" in the Library preferences (accessed by clicking the button to the right of the search box).

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

PowerPoint and Keynote Importing and Triggering

Importing PowerPoint Files

To import a PowerPoint file, go to the File menu, select Import, then select Import PowerPoint. Select the PowerPoint file that you want to import from the file browser window. At the bottom select the option for importing (on Mac you may need to click the Options button see these options):

Import Native PowerPoint file (PC only)
> Will play back directly in PowerPoint (see **Triggering** section on next page)

Import All Slides as JPEG Images
> Compresses each slide down to a still image for use in ProPresenter

Import Text Objects as ProPresenter Slide Elements
> Import only the text from PowerPoint to ProPresenter

Import Text and Graphic Objects as ProPresenter Slide Elements
> Import the text and objects from PowerPoint to ProPresenter

Click on Import to bring the PowerPoint file into ProPresenter using the selected options. All of the above options (except for **Import Native PowerPoint file** on PC) will create a new document inside of ProPresenter and will no longer need to open PowerPoint to show that file.

On a Mac the **Import Native PowerPoint File** option is not available, but you can achieve similar results by dragging the PowerPoint file directly from the Finder to a playlist inside of ProPresenter. This will use the **Triggering** feature explained on the next page.

PowerPoint 2011 or newer must be installed on the computer to import PowerPoint files.
You must have PowerPoint 2016 or newer to use this feature on macOS Mojave.

Importing Keynote Files

To import a Keynote file, simply drag the Keynote file from the Finder into a Playlist. This will use the **Triggering** feature explained on the next page.

Playback of Keynote files is only supported on a Mac,
and Keynote must be installed on the computer to use this feature.

Triggering PowerPoint and Keynote Files

Some times you want to use a PowerPoint or Keynote file yet you want to keep the animations and transitions of the original file. To do this you can select the **Triggering** option of ProPresenter; on a Mac drag the file directly onto a playlist from the Finder, on a PC go to File, Import, Import PowerPoint, then select the Native option at the bottom.

Before you use this feature, be sure you go to the Display tab in Preferences and uncheck **Display at Topmost Window Layer.**

On a Mac, when you select the PowerPoint file in the playlist, you will see a Play button in the Slide area. Click on this Play button to open PowerPoint/Keynote and run the file natively. Once this happens you leave ProPresenter and are 100% in the appropriate application. To close the app press the Escape key.

On a PC this feature is slightly different in that you will be able to see previews of the slides in your slide area, and you can click on individual slides to show them on the screen.

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, it is PowerPoint/Keynote that is controlling the output and therefore any content within ProPresenter (Mask, Props, Messages, etc) can't be shown over the output content.

Bibles

Registering and Downloading

To register and download a Bible, click the gear icon on the top right of the Bible tab, click the Bibles menu on the left, click on Purchased or Free tab, then click on Install for the appropriate Bible. Note that all purchased Bibles are licensed per computer, so if you want to have two computers with the same version, you will need to purchase two licenses.

Searching

There are three ways to search for passages in the Bible window. 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 (IE: "Matt 1 2 3" will perform a search for Matthew 1:2-3). To do a keyword search, type in your search term in the search box on the right.

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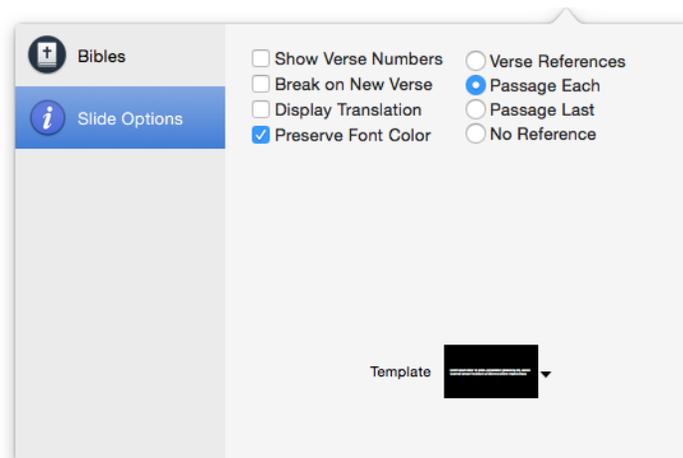
As with songs and other presentations, you can apply a template to Bible passages to format them the way you need. Bibles also include several extra settings that are unique to Bible passages.

- **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 window 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 window as well as on Bible presentations in the Library.

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 winodw. 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.

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 in the corner of the screen (sometimes called a "bug"), or other persistent graphic that you want to leave on screen.
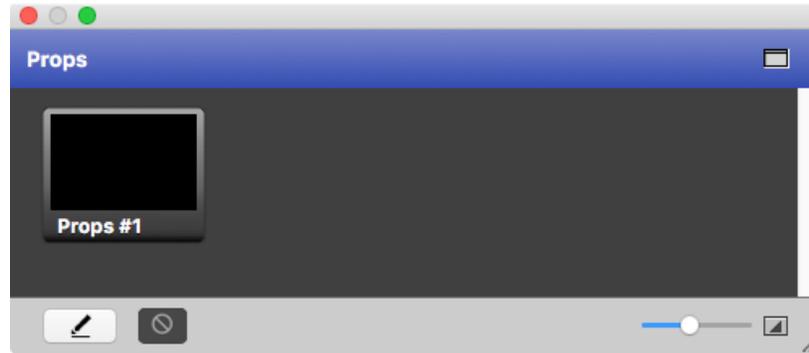
A Prop can remain on screen for just one slide, multiple slides, or for as long as you want. This layer is independent of other layers allowing Props to be triggered at any moment. Props adhere to transparency settings for those graphic formats that support them (such as PNG files and animation videos with an alpha channel).

To open the Props window, customize the toolbar to add the Props icon, select it from the View menu, or use Control-P (Control-Shift-P on a PC) on your keyboard.

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 window 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

The Clocks window 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.
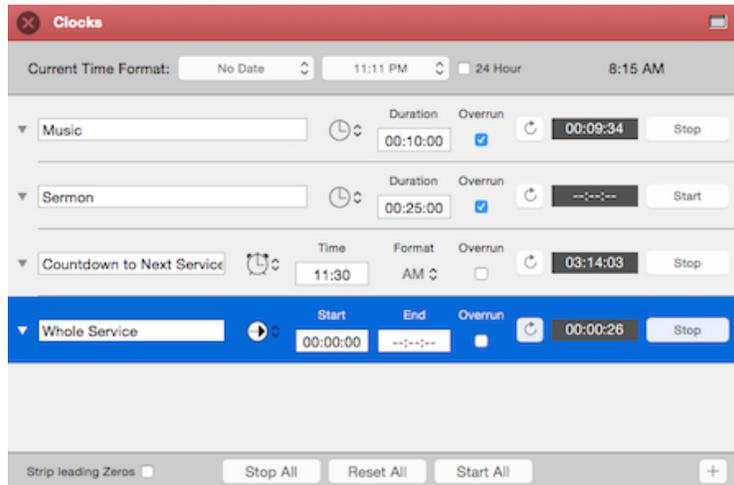
To access the Clocks window, customize the toolbar to add the Clocks icon, select it from the View menu, or use Control-C (or Control-Shift-C on PC) on your keyboard.

This section will cover the basics of how this window works; using clocks and countdowns on the Stage Display and in Messages will be covered in their own sections.

Current Time Format allows you to choose the way you want to display the system clock inside of ProPresenter.

Below that you can 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.

Count Down Timer: a standard countdown clock that runs for a given amount of time
Count Down to Time: allows you to indicate a specific time to countdown to
Elapsed Time: 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 pause the clock. **Overrun** 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 window 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 window, click on the Messages icon in the toolbar, select Messages from the View menu, or press Control-M.

If you want to change the Messages window 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.

There are two views available for the Messages window. 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.

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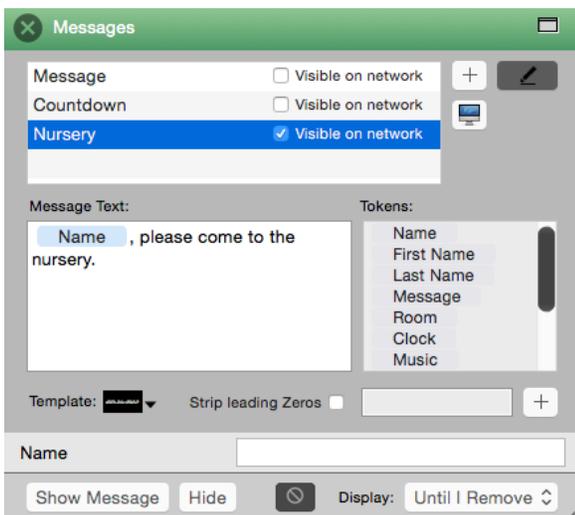
The image to the left shows a message that can be used to ask parents to come to the nursery. Along with the predefined text, there is also a token in use. Using tokens makes it easy to create messages that need to be updated regularly.

Instead of having to type this entire message every time it's need, the person running ProPresenter would only need to enter the information required from the Token (in this example the Name); this allows the message to be shown faster.

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 window 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. 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. An example of this would be for a nursery worker to send a Message request without having to leave the nursery. 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.
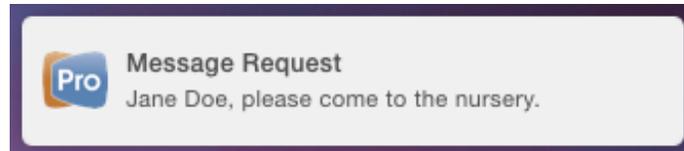
When a message is entered remotely, a notification will appear on the ProPresenter operator's screen. Clicking this notification will immediately display the notification on the screen.

Mask Layer

The purpose of a Mask is to allow you to "mask" (or cover up) a part of your output to create custom projection screens or to keep the projector from projecting onto something that you don't want it to. Masks are also perpetual items in ProPresenter; when you enable a Mask, the Mask will be enabled (even through restarts of ProPresenter) until you turn it off.
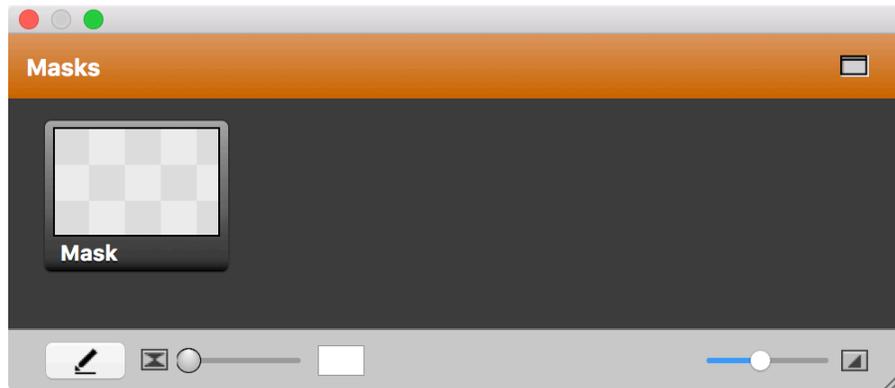
To access the Mask window, customize the toolbar to add the Mask icon, select it from the View menu, or use Control-Shift-M on your keyboard.

Only one Mask can be active at any time. The Mask feature also has its own transition time, but it does not have transition effects. To enable a Mask, click on the thumbnail. To clear it, you must return to this window and click the **Clear Mask** button or select the **Clear Mask** option from the **Actions menu**. There is no keyboard shortcut to clear a Mask.

If you need to create more advanced Masks, you can use Photoshop or other editors export the file out as a PNG with transparency, and import it into a Mask inside of ProPresenter.

Audio Bin

The audio bin allows you to control audio playlists directly from inside ProPresenter without having to rely on an outside application to play music or sound effects.
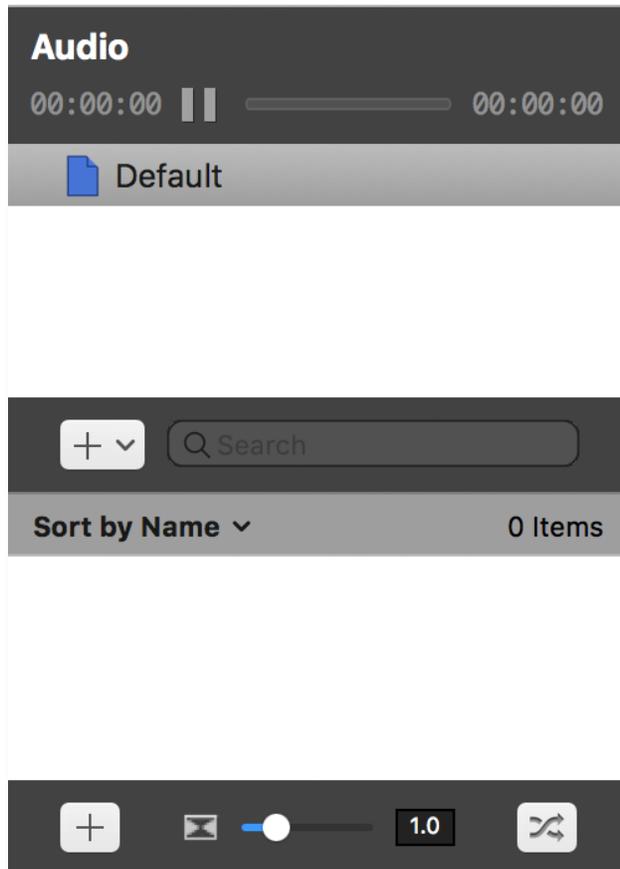
To open the Audio Bin, click on the Audio icon in the toolbar, select Audio Bin from the View menu, or press Control-A (Control-Shift-A on PC)

There are several 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 next part of the Audio Bin lists the folders and playlists used to organize audio files. You can create **Playlists** to organize your audio files, and **Group Folders** to organize your Playlists. To add a Group Folder or playlist, click on the '+" 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. A search box allows you to quickly locate any item in the selected playlist.

Clicking the "+" at the bottom of the Audio Bin will open an import window for you to select tracks to import. You can also drag files directly from your computer to the Audio Bin.

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

Each audio file that you add into ProPresenter can be assigned one of two playback options:

Audio Tracks are best for longer audio files such as songs and background music. Only one Audio Track can be played at any time; playing a new Audio Track while one is already playing will clear the first to play the second. You can control (play, pause, etc.) Audio Tracks from the top area of the Audio Bin.

Sound Effects are better for shorter files such as sound effects. Multiple Sound Effects can be played simultaneously, and once a Sound Effect has been triggered you cannot control it (except for selecting Clear Audio or Clear All).

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.
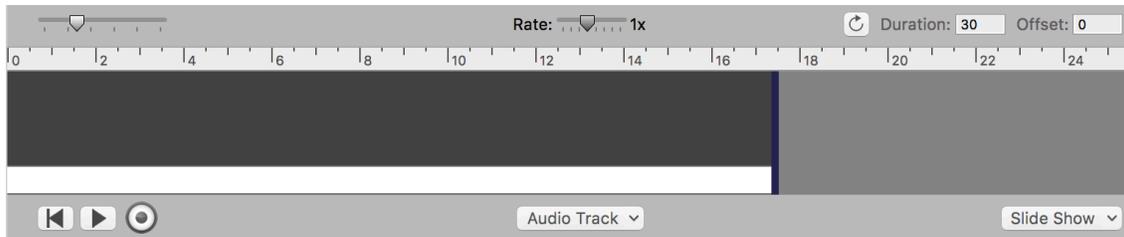
To begin this process, open the Timeline by clicking the Timeline button 🎵 at the top of a song.

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 click the Record button and record the slides live.

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 computer 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.

To record the slides live, 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. 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.

Scheduler

The Scheduler allows you to schedule specific items to play at a specific time, and you can even set the Scheduler to repeat every week!
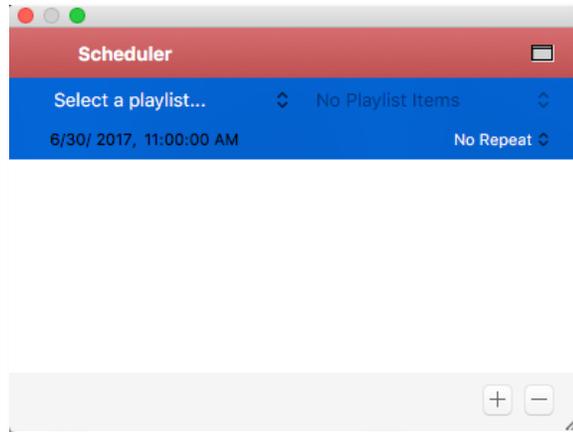
To access the Scheduler window, customize the toolbar to add the Scheduler icon, select it from the View menu, or use Control-s (Alt-Shift-S on PC) on your keyboard. You can click the button in the top right to make it a separate window or to dock it back to the main window.

Use the "+" button to add a new schedule; select a schedule and click the "-" button to delete it.

To Schedule an item, first it must be listed inside of a Playlist. Once the item is a part of a Playlist, select the Playlist from the **Select a playlist…** dropdown menu, then select the item itself from the right hand dropdown.

Below that you can set the date and time for when the item will fire, and to the right you can select if this schedule will repeat or not.

Note that if you use the Repeat option, ProPresenter must quit
and be opened again between repeats for the Scheduler to work.

Using DVDs

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.

DVD images used with permission from New Tribes Mission. www.NTM.org/reach.

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 access the DVD window, customize the toolbar to add the DVD icon, select it from the View menu, or use Control-D on your keyboard.

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.
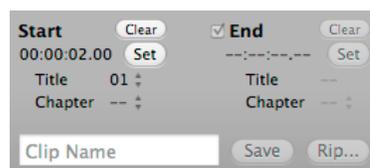
Saved clips are shown in the column on the right. You can view clips for the mounted disc only or click on the **Show All DVD Clips** checkbox to show all DVD clips that have been created in the application. Selecting a clip will load it in the DVD interface. Once you have saved a clip, you can click and drag it into a playlist or a slide 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 slide. If you want to show an entire DVD and would rather just play it directly without making 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.

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.

Before ripping a disk, you will need to install the HandBrakeCLI.

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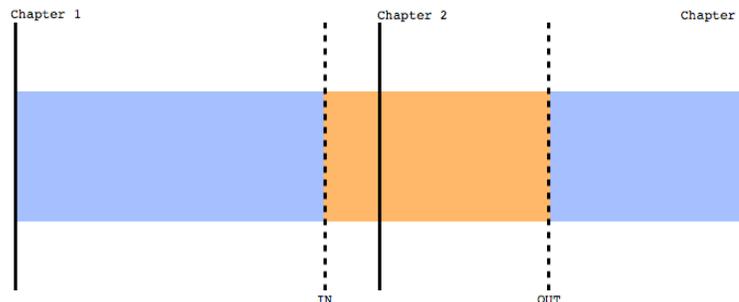
If you are using an SDI card to send your output signal from ProPresenter you will not be able to use this feature. DVD playback isn't rendered the same way as other content in ProPresenter, and can't be shown via SDI.

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.

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

The Stage Display feature provides a "foldback"/"confidence" monitor so that the people on stage can receive information such as the Current and Next slides, clocks, timers, notes, chord charts, and even custom messages that only they can see.

This feature requires an additional video output from your computer. Many computers can use the standard video outs of their computer, but if your computer does not have enough outputs then you can use a USB adapter to create a Stage Display.

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.
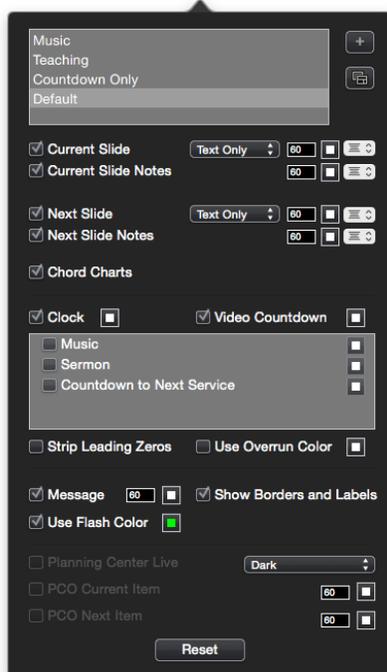
There are three ways to access the configuration for stage display. The first is by clicking on the **Configure Stage Display** button on the Display preferences screen. The second is by selecting the **Window** menu and choosing **Configure Stage Display**. The third is by pressing Command-4 (Control-4 on a PC). All three of these 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 a layout, click the plus button on the right. To copy a layout, select the layout and click the copy button (below the plus button). To remove a layout, select the layout and press the delete (or backspace) key on your keyboard.

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.
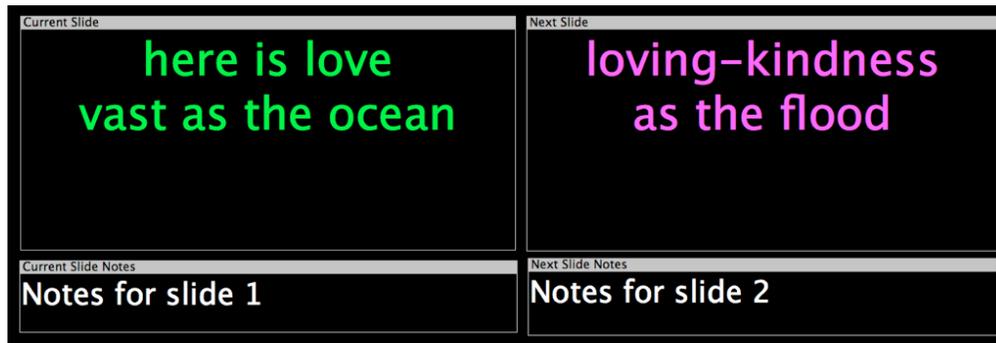
When you enable the stage display option to show chord charts, a new box will be added to the layout. You can move and resize the box to fit your needs. Chord charts are only shown for the presentation they are associated with. When you change to a presentation without a chord chart, the box will be 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 window in ProPresenter. You can start any clock from the Clocks window, 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 Command-Shift-S (Alt-S on PC). 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.

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 directly through the program. You can search by keywords or hashtags, and moderate which results are shown on screen.

⚠️ Facebook (the parent company of Instagram) has halted the ability for third-party applications, such as ProPresenter, to do queries and display of Instagram user feeds. As such, we have removed the Instagram information from this document. Our recommendation is to log out of your Instagram account (via the Services tab of Preferences) and to not use the feature as it may crash the program.

You can read more via the official statement by Renewed Vision here.

To open the Social Media window, click on the Social Media button in the toolbar, select it from the View menu, or press Control-Shift-S (Control-Shift-W on PC).
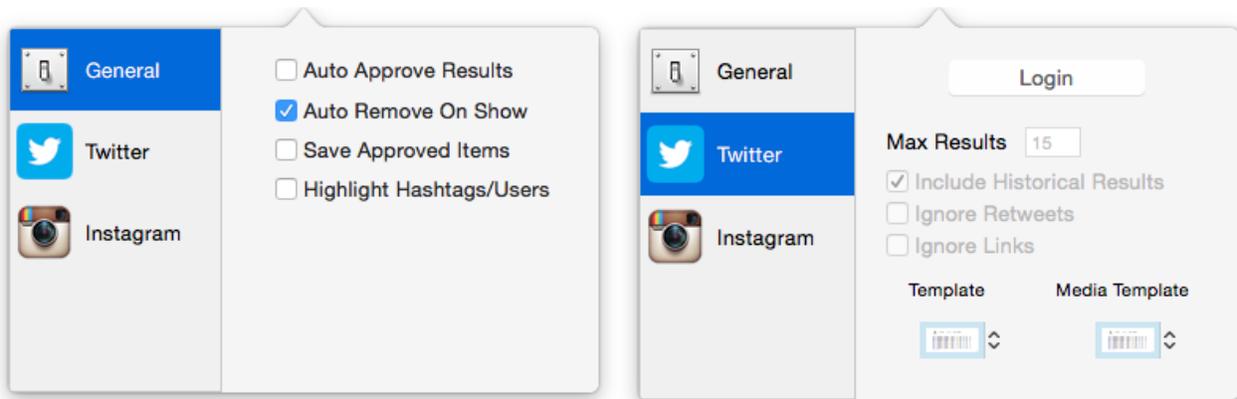
To begin, login to your Twitter account.

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 window.

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.

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 the correct template will be used when displaying the relevant content.

Telestrator

ProPresenter 6 introduces an exciting new feature, the Telestrator.
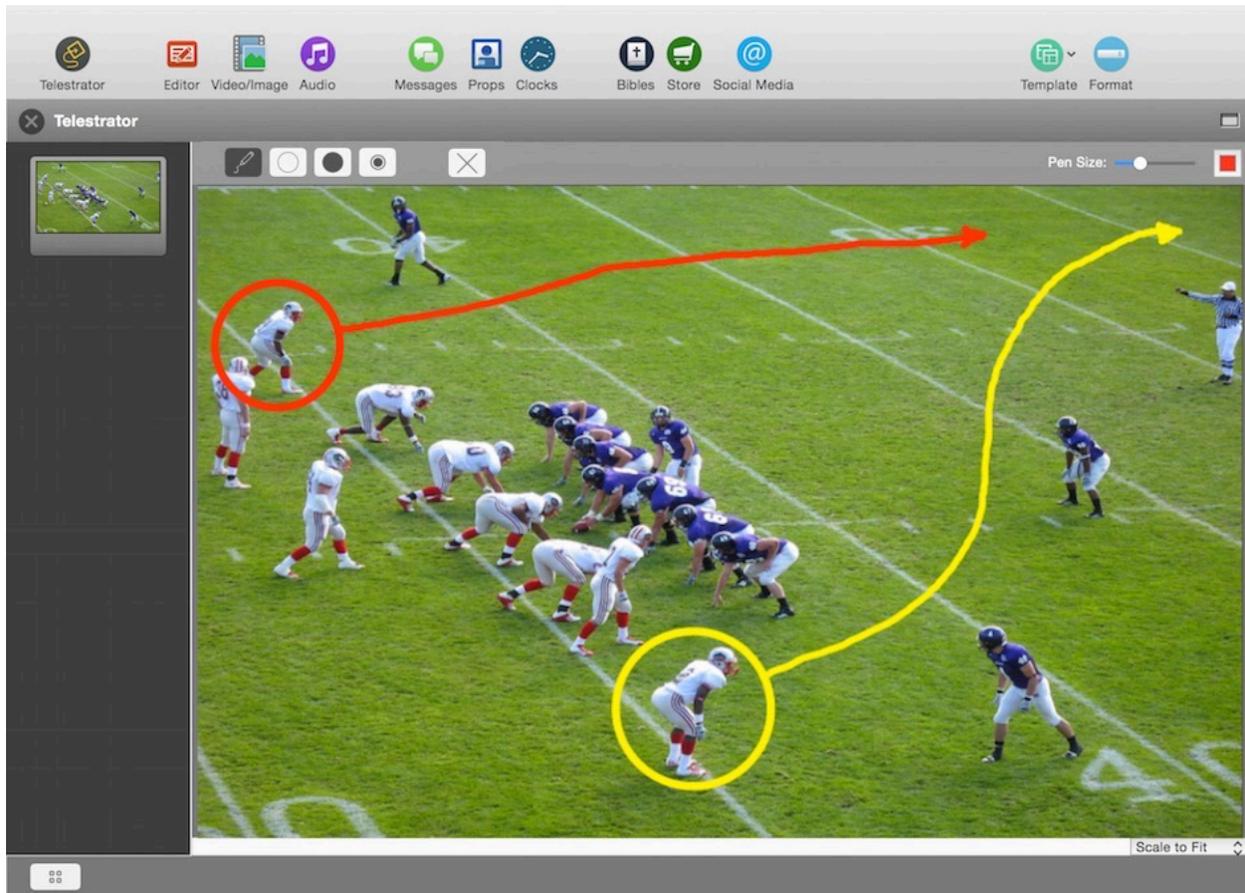
This handy new feature allows you to draw on top of your live output in real time using any of 4 "tools". Using the pen tool, you can sketch any freehand drawing or you can use the circle tool to make quick, perfect circles. The spot tool draws focus to a particular part of the screen inside of a circle, 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
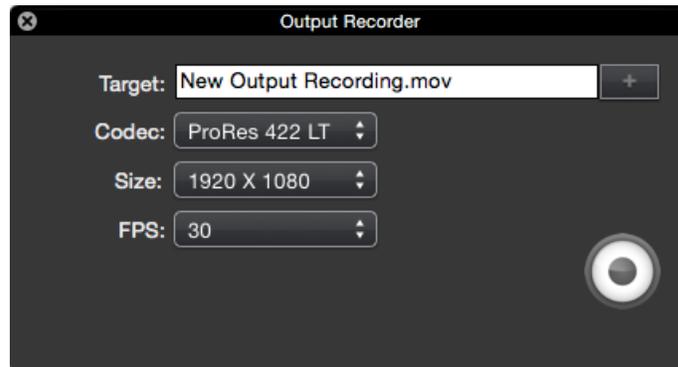
ProPresenter 6 now allows you to record everything shown on ProPresenter's Output Window directly to a file. The filename should be specified in the target box.

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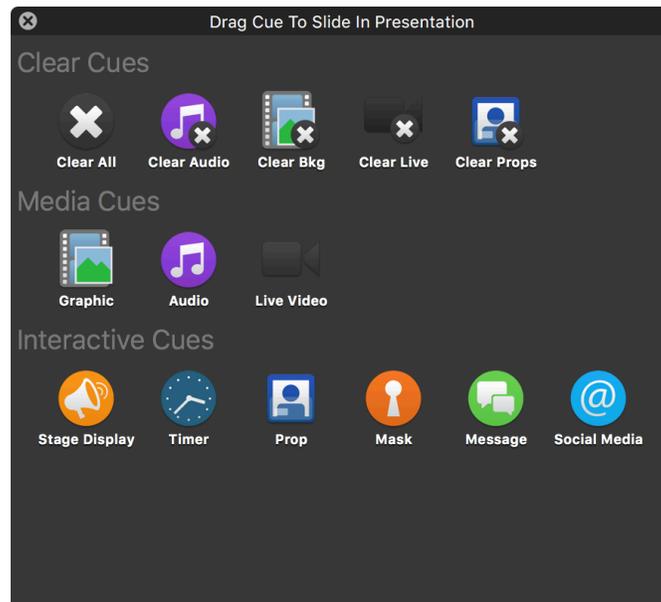
Clear Cues allow a slide to clear a different slide layer. These function the same way as clicking one of the Clear buttons at the top left side of the toolbar.

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.

Multi-Screen cues allow you to change to a pre-defined Multi-Screen layout. (Note that the Multi-Screen cues are only available if you have the Multi-Screen Module active on that computer.)

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.*

Localization

ProPresenter includes support for several localizations including English, Spanish, Portuguese, and Korean. Simply change your computer's language preferences and ProPresenter will update to match.

To update your Localization on a Mac:
• Click on the Apple in the top left of the screen and go to System Preferences
• Click on Language & Text
• Select Elglish, Spanish, Portuguese, or Korean

To update your Localization on a PC:
• Go to this Microsoft article page
• Select your operating system from the top row
• Follow the instructions for installing the Elgish, Spanish, Portuguese, or Korean language pack
• Note that Portuguese is not supported in ProPresenter 5 on a PC

Modules

Each of the features covered in this section of the user guide require an additional purchase of an unlock code, and in some cases 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 campus 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 an individual computer, however you have control over which computer it is licensed on. You can always Deactivate a Module on one computer and Activate it on another computer (as long as both computers are using the same ProPresenter Unlock Code). See the Modules page in the Preferences section above for more information on how to activate and deactivate Modules.

Demo Modules and Registering Modules

ProPresenter makes it easy to demo modules. To access these options, open ProPresenter Preferences and click on the Modules tab. You will see the interface shown below.
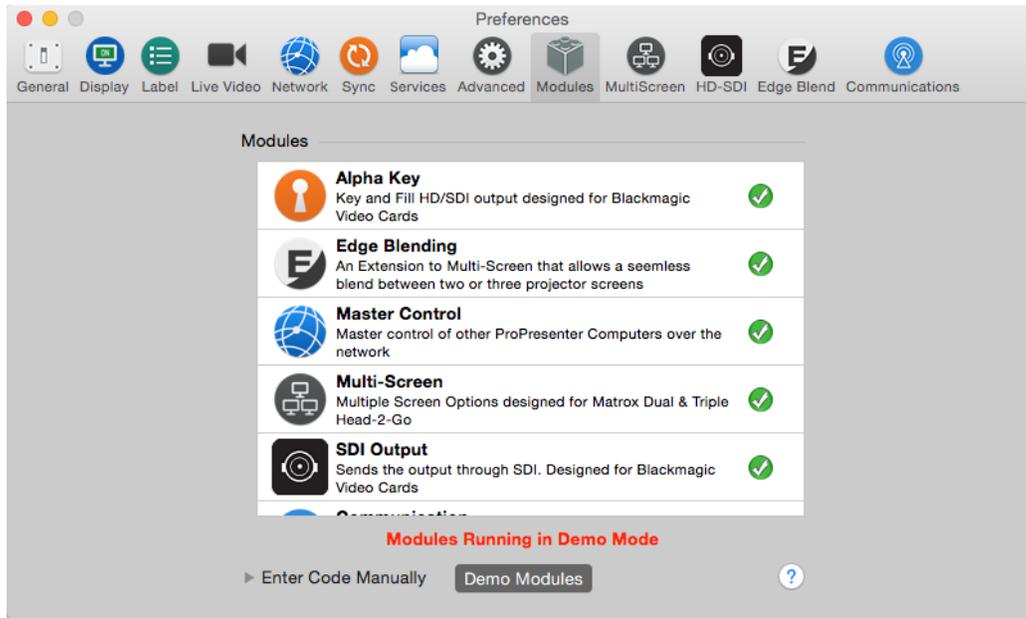
If you have purchased modules in a previous version of ProPresenter on this same computer, they will have been automatically upgraded to ProPresenter 6 and will show has already being purchased.

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 through a different route (such as on our website), restart ProPresenter and open the Module tab in Preferences; you should see an Activate button that you can click on to Activate the module on your 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. You can also send the keyed signal out over NDI should you choose.

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 either the BlackMagic device you are using or NDI depending on your output choice.
- 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 BlackMagic device or send the keyed output over NDI
- **Internal Key**: If you are using the Alpha Keyer as a downstream key, with a video input coming into the BlackMagic device and one going out of it, then this is an Internal Key (be aware that audio is passed through the BlackMagic device when using this mode -- you cannot use the Blackmagic 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 BlackMagic device and the fill out of the program output.

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

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.

For SDI output, 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.

As of version 6.4 (released in April 2019), the ability to simultaneously output over SDI and NDI has been added.

For this option, you will first set your BlackMagic device in the Device dropdown menu, and once selected, you will also see a check box appear that says "Enable Secondary NDI". Once enabled, you will be able to send your ProPresenter output simultaneously over SDI and NDI.

There are two limitations to this feature:
- When using both of the SDI and NDI outputs, audio will not send over the NDI connection.
- When "Secondary NDI" is enabled, the mode for NDI will automatically use the same frame rate mode that you set for your Blackmagic device but always in Progressive. So, if you have 1080i59.94 set as the "mode" for your Blackmagic device, NDI will automatically send 1080p59.94.

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 outputs, you can configure the Blend module. First set the **Number of Projectors** that you will be using, then set the **Screen Ratio** height and width. Note that this will be the ratio (size) of your physical screen; if you know the dimensions of your screen you can enter them here, or you can measure your screen with a tape measure and put in the measurements in the Height and Width boxes. Once you have your settings correct, check the **Enable Edge Blending** box to turn on the feature. Information about your Edge Blend will show in the text box in the middle of the window.

Next you may 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. In the View menu select Test Patterns, then select Show Blend Grid. 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 will be more noticeable.

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 are 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.

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.

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.

Once the computers are on the same machine, head to the Slave computers, and in the Network tab in Preferences click on **Enable Network**, then click on **Enable Master Control**, then select **Slave**. Note that the **Network Name** at the top will be autofilled, but you may want to update this if you need to clarify between different computers. The **Port** will also autofill; this rarely needs to be adjusted.

Next, on your Master computer, after you have Activated the Master Control Module, click on the Network tab in Preferences, click on **Enable Network**, then click on **Enable Master Control**, then select **Master**. At this point you should see your Slave computers listed.

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.

You only need to purchase the Master Control Module for each Master computer; the Slave functionality is built into ProPresenter so you can connect as many Slave computers as you want to a Master computer.

Multi-Screen Module

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

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 **Dual Screen** or **Triple Screen** from the drop-down menu.

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. Select a layout and press the Delete key 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 not he right half of this preference menu allow you to designate which elements are shown on which screen. Use the Alternative Template ("Alt Template") to apply a Template to specific screens so that your text can be reformatted just on those screens (for lower thirds, for example).

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 Multi-Screen cue menu.

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

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

Masks can be used with a Multi-Screen 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 Edit button, click on the Document Properties tab, and enter a custom size for the resolution.

SDI/NDI Output Module

The SDI/NDI Output module allows you to send an SDI or NDI signal directly to supported hardware.

To enable SDI or NDI output, open ProPresenter Preferences from the menu bar and select the HD-SDI tab. Then choose the appropriate Blackmagic device or NDI option and the mode that is required for your video system.

This module is designed to work with BlackMagic video devices only for SDI output.

In Preferences still, 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 or NDI signal. If your output doesn't look correct, verify that the Output Screen resolution is set for your SDI or NDI signal and not the connected DVI or VGA display.

For SDI output, 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.

As of version 6.4 (released in April 2019), the ability to simultaneously output over SDI and NDI has been added.

For this option, you will first set your BlackMagic device in the Device dropdown menu, and once selected, you will also see a check box appear that says "Enable Secondary NDI". Once enabled, you will be able to send your ProPresenter output simultaneously over SDI and NDI.

There are two limitations to this feature:
- When using both of the SDI and NDI outputs, audio will not send over the NDI connection.
- When "Secondary NDI" is enabled, the mode for NDI will automatically use the same frame rate mode that you set for your Blackmagic device but always in Progressive. So, if you have 1080i59.94 set as the "mode" for your Blackmagic device, NDI will automatically send 1080p59.94.

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.

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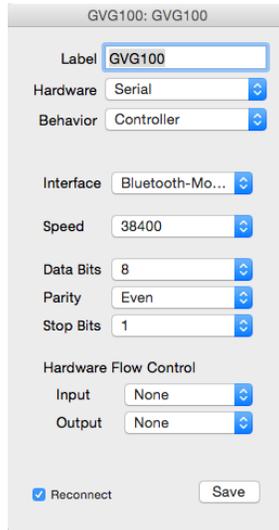
After you have added a protocol, you will see a box that shows you the active protocols. You can connect or disconnect any protocol, or remove it, from here. If you need to change the settings for a protocol, click on the gear icon to open the settings menu.

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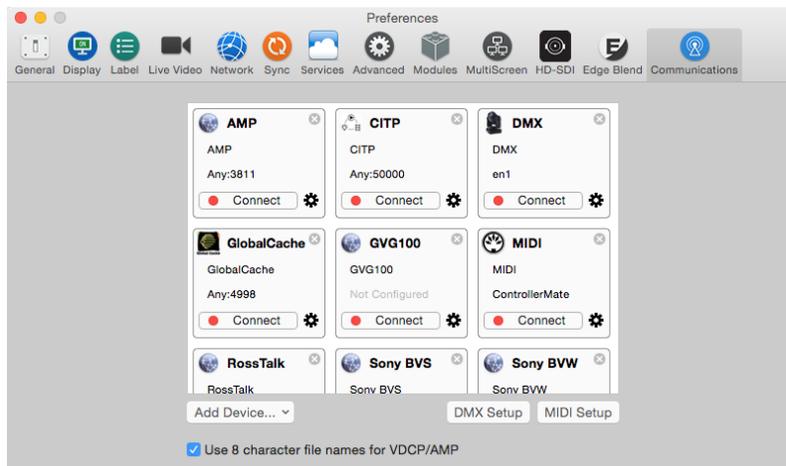
DMX and MIDI Protocols
Both of these protocols allow the user to define the DMX channels or MIDI notes that are mapped to the various controls for ProPresenter. DMX is fixed to a sequence of contiguous channels just like a lighting fixture, whereas MIDI allows you to map any note to a given MIDI controllable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

MIDI is covered extensively in the next section.

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. Note that for the first item you can manually select if that command will select a Playlist or select a Document within the current Playlist.

Select Library Playlist ⇕ Trigger with Range: 1-255	0
Trigger Slide Trigger with Range: 1-255	1
Select Video/Image Playlist Trigger with Range: 1-255	2
Trigger Video/Image Trigger with Range: 1-255	3
Select Audio Playlist Trigger with Range: 1-255	4
Trigger Audio Trigger with Range: 1-255	5
Transition Type Select Transition Type based on Index	6
Transition Duration Set Transition Duration	7
Timer Start Start Timer with Range: 1-255	8
Timer Stop	9

Base Address: [   ]   OK

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.
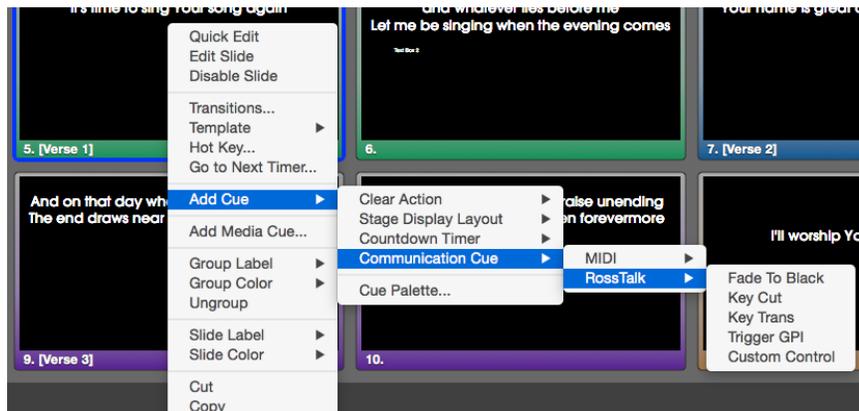
Using RS-422 Serial with Communications Module

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:

Deck Control Slave	**Deck Control Master**
DB-9, usually Female	*DB-9, usually Male*
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=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:

Adapter 1:	Adapter 2:
DB9 Pin 1 <-> White	DB9 Pin 1 <-> White
DB9 Pin 2 <-> **Blue**	DB9 Pin 2 <-> **Black**
DB9 Pin 3 <-> **Yellow**	DB9 Pin 3 <-> **Orange**
DB9 Pin 4 <-> **Red**	DB9 Pin 4 <-> **Green**
DB9 Pin 5 <-> Nothing	DB9 Pin 5 <-> Nothing
DB9 Pin 6 <-> **Green**	DB9 Pin 6 <-> **Red**
DB9 Pin 7 <-> **Orange**	DB9 Pin 7 <-> **Yellow**
DB9 Pin 8 <-> **Black**	DB9 Pin 8 <-> **Blue**
DB9 Pin 9 <-> Brown	DB9 Pin 9 <-> Brown
(Colors are the Ethernet leads.)	(Colors are the Ethernet leads.)

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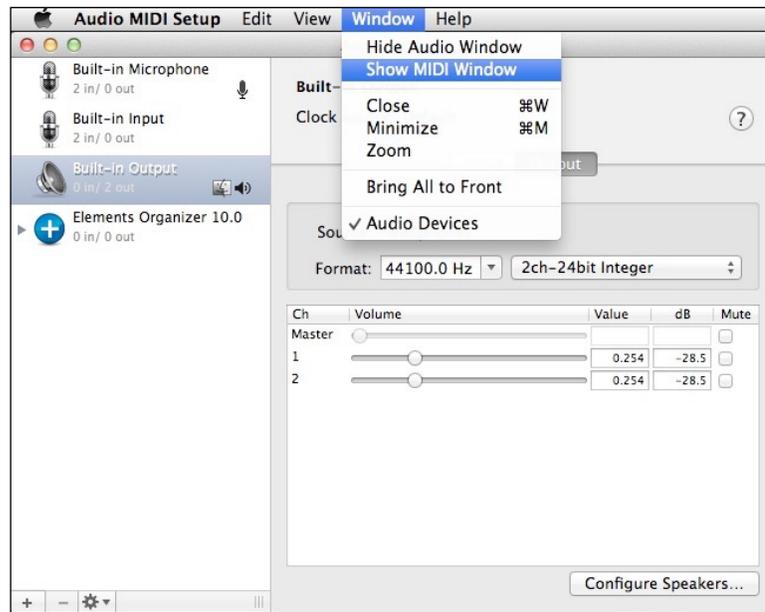
After you have opened Audio MIDI Setup, click on the **Window** menu and select **Show MIDI Window**.

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.
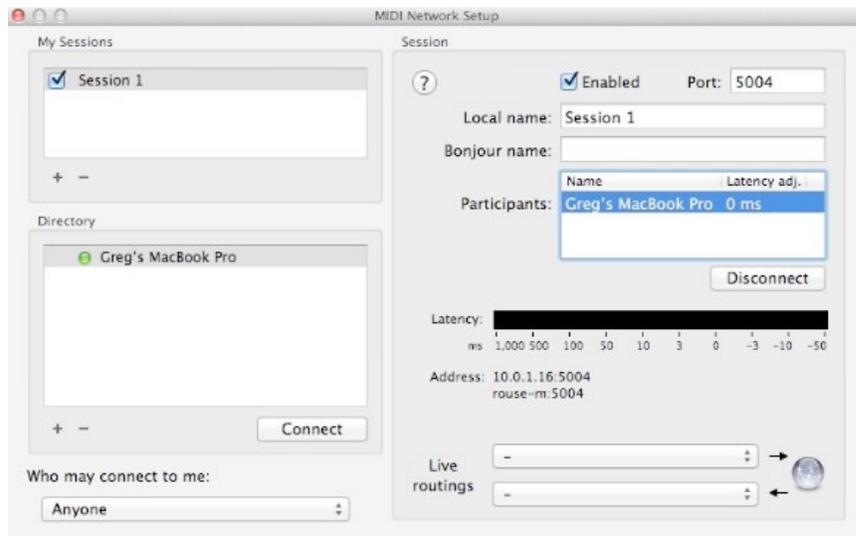
To setup your session, click on the plus **(+)** button under **My Sessions**. This will create a default session titled "Session 1". This name doesn't matter so you don't need to change it. Check the box next to "Session 1". After a few moments, you will see available devices in the **Directory** listing. 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.
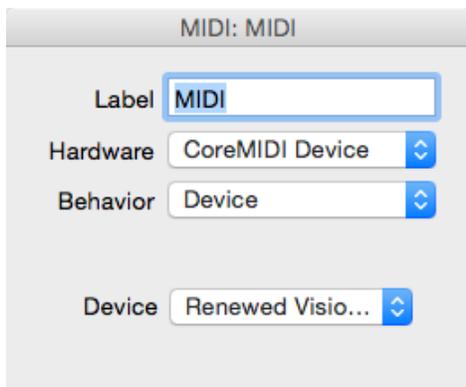
Click on the **Device** menu in the lower-right corner of the module and add a new MIDI device. Select the correct device that you have setup to be used with your Mac. Click **Save** and then **Connect** after you have finished configuring the rest of the MIDI settings.

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.

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.
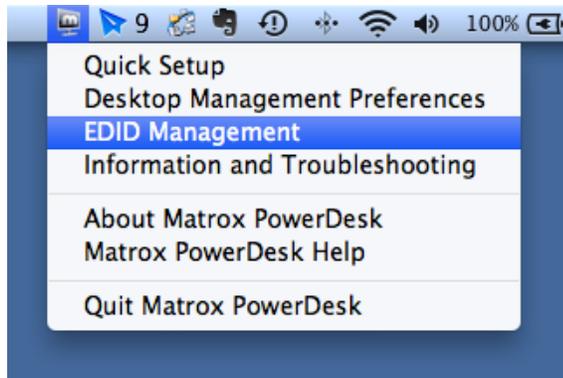
If you have not connected your Mac to your DH2G or TH2G, you will be guided through this process first. Once you have connected the hardware, you will see a screen like the one below.
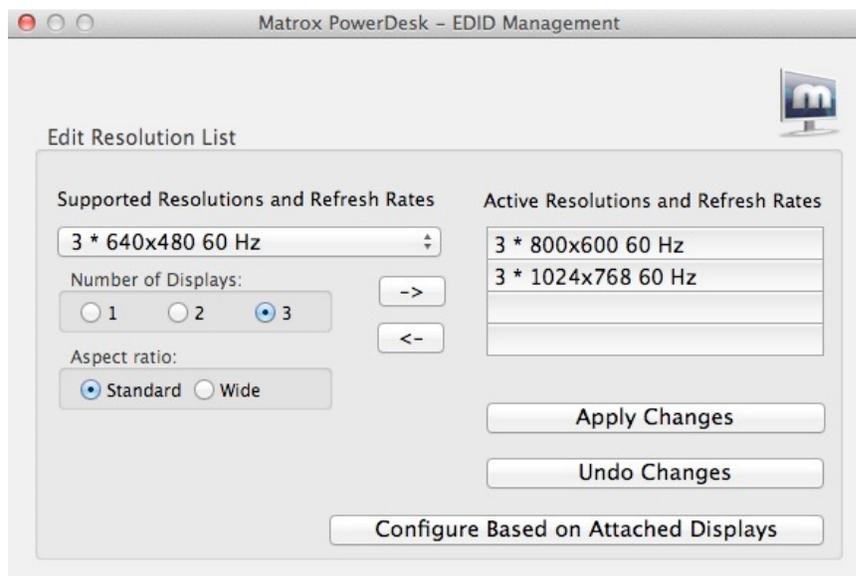
The left side of the screen allows you to choose the display settings you need to use. Make those selections then click on the right arrow to add the resolution to the **Active Resolutions and Refresh Rates** list. If your resolution is already listed, you don't need to make any changes. When you are 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 several 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, clicking on **Test Patterns**, and selecting the pattern you want to use from the left hand menu. A few of these options are shown below.
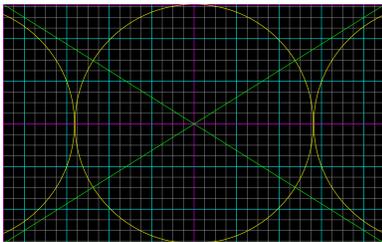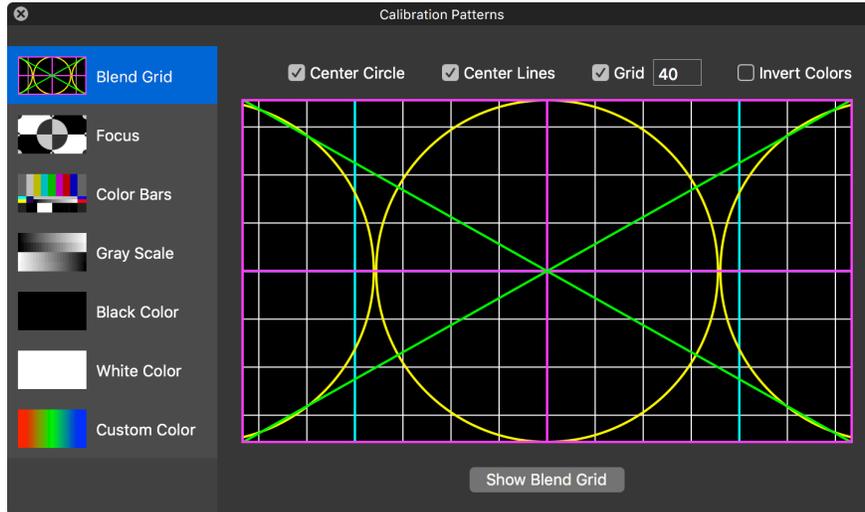
Blend Grid makes it easy to configure overlapping projector images.
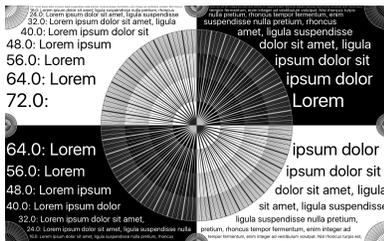
Focus provides easy reference for focusing and adjusting key stone.
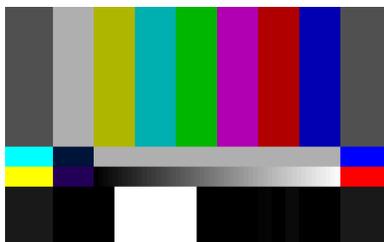
Color Bars is useful for calibrating the color of your projectors.

Keyboard Shortcuts

| Command	Mac Shortcut	Windows Shortcut
ProPresenter Menu		
Preferences	Command-Comma	Control-Comma
Empty Cache	Command-Control-E	Control-Shift-E
Quit ProPresenter	Command-Q	Alt-F4
File Menu		
New Presentation	Command-N	Control-N
Save All	Command-S	Control-S
Print	Command-P	Control-P
Edit Menu		
Undo	Command-Z	Control-Z
Redo	Command-Shift-Z	Control-Y
Cut	Command-X	Control-X
Copy	Command-C	Control-C
Paste	Command-V	Control-V
Paste and Match Style	Command-Option-Shift-V	Alt-V
Duplicate Slide	Command-Shift-D	Control-Shift-D
Delete	Delete	Delete
Select All	Command-A	Control-A
Deselect	Command-D	Control-U
Actions Menu		
Next Slide	Space or Right Arrow	Space or Right Arrow
Previous Slide	Left arrow	Left arrow
Next Background	Command-Right Arrow	Control-Right Arrow
Previous Background	Command-Left Arrow	Control-Left Arrow
Clear All	F1	F1
Clear Slide	F2	F2
Clear Background	F3	F3
Clear Props	F4	F4
Clear Audio	F5	F5
Logo	F6	F6
Live Video	F7	F7
Search Library	Command-F	Control-F
Show Library Selection	Command-L	Control-L
Show Slide on Stage Display Or	Command-Zero	Control-Zero
Record Output	Command-Shift-R	Control-Shift-O

Command	Mac Shortcut	Windows Shortcut
View Menu		
Audio Bin	Control-A	Control-Shift-A
Bibles	Control-B	Control-Alt-B
Clocks/Timers	Control-C	Control-Shift-C
Cue Pallette	Control-Shift-C	Alt-C
DVD	Control-D	Control-D
Editor	Control-E	Control-E
Format Bar	Control-F	Control-Alt-F
Info Center	Control-I	Control-Alt-I
Mask	Control-Shift-M	Control-Shift-M
Messages	Control-M	Control-M
Planning Center Live	Control-Shift-P	Control-Alt-P
Props	Control-P	Control-Shift-P
Reflow Editor	Control-R	Alt-Shift-R
Resources	Control-Shift-R	Control-R
Scheduler	Control-S	Alt-Shift-S
Social Media	Control-Shift-S	Control-Shift-W
SongSelect	Option-Shift-S	Control-Alt-S
Stage Display Control	Command-Shift-S	Alt-S
Telestrator	Control-T	Alt-T
Video/Image Bin	Control-V	Control-Shift-V
Web	Control-W	Control-W
Format Menu		
Bold	Command-B	Control-B
Italic	Command-I	Control-I
Underline	Command-U	Control-U
Bigger	Command-Plus	Control-Plus
Smaller	Command-Minus	Control-Minus
Copy Style	Command-Option-C	Control-Alt-C
Paste Style	Command-Option-V	Control-Alt-V
Window Menu		
Output Window (On/Off)	Command-1	Control-1
Stage Display Window (On/Off)	Command-2	Control-2
Stage Display Preview	Command-3	Control-3
Configure Stage Display	Command-4	Control-4
Help Menu		
Find my Mouse	Option-M	Alt-M
Editor		
Send remaining text to new slide	Option-Return	Control-Enter

Command	Mac Shortcut	Windows Shortcut
Send remaining text to next slide	Option-Shift-Return	Control-Shift-Enter

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 knowledge base. 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

Follow us on Twitter at @RenewedVision, @ProPresenter, and @RVSupport.

Facebook

Like us on Facebook at FB.com/ProPresenter.