MEDIA TEAM

DISCLAIMER:
Information included within this guide is frequently updated and subject to change.

INTRO TO PROPRESENTER

Figure 1

The ProPresenter app (shown to the left) can be found at the bottom of the home screen on the ARC Sanctuary Mac. This is where we store all Lyrics, Scripture, and Presentations for each service. ProPresenter controls what appears on the **stage display** (the main white screen above the platform) and the **stage monitors** (the two screens on the back wall of the sanctuary).

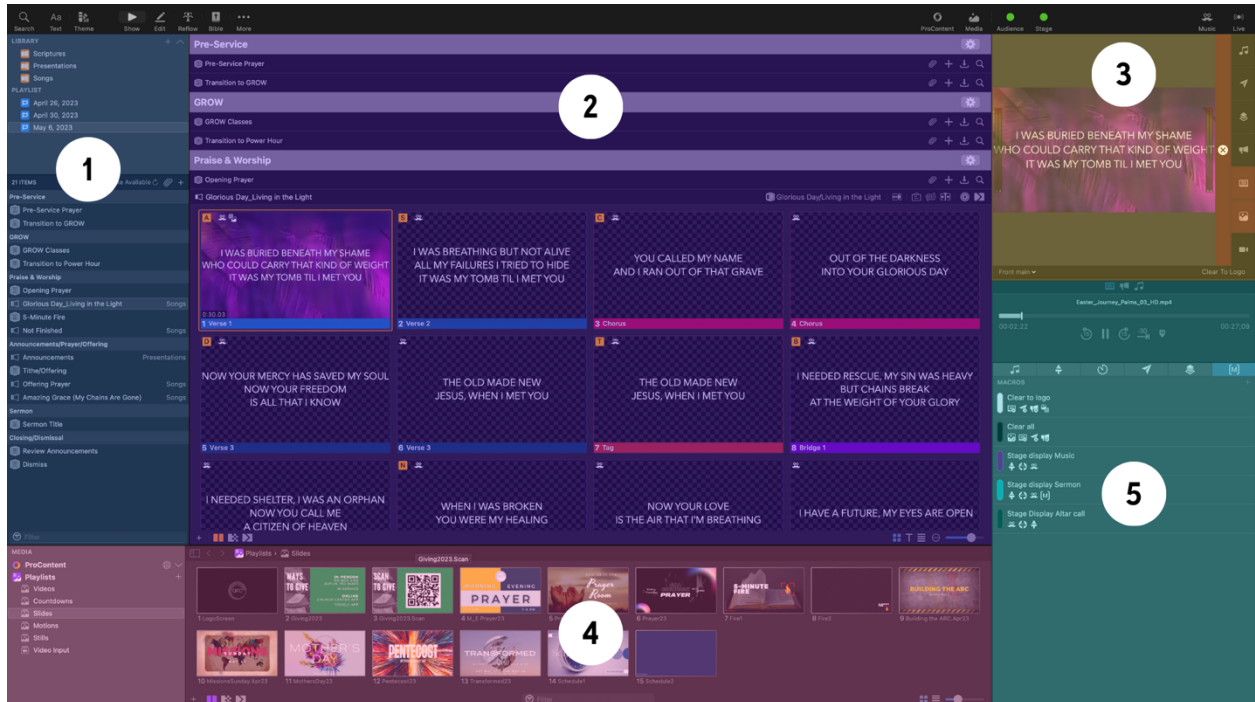After you launch the app, the ProPresenter interface will open, as shown in Figure 2 below:

Figure 2

The ProPresenter interface is divided into five main sections:

1. Library
2. Show
3. Preview
4. Media Bin
5. Macros Bin

LIBRARY

In the **Library**, you can access all presentations, songs, scriptures, etc. You can also create playlists that contain a combination of these elements. There are four sections in the Library: **Scripture**, **Presentations**, **Songs**, and the Planning Center setlist.

SHOW

The **Show** area is the main editing window in ProPresenter. This area lets you see upcoming slides and gives you the ultimate control of your presentations.

PREVIEW WINDOW

The **Preview Window** shows what is displayed on the stage display and stage monitors. Here, you can clear layers, control video playback, and see a live feed of what's on the screens. More information on slide layers can be found on page 14. The Preview Window has an assortment of **clear controls**, as shown in Figure 3 below. The most frequently used clear controls are **Clear Text, Clear Media**, and **Clear Video Input**.

OVERVIEW OF CLEAR CONTROLS

1. Clear Audio

2. Clear Messages

3. Clear Props

4. Clear Announcements

5. Clear Text *(Clears the text from the slide, leaving the background.)*

6. Clear Media *(Clears the background of the slide to a black screen, leaving the text.)*

7. Clear Video Input *(More about Video Input can be found on page [#].)*

Figure 3

MEDIA BIN

The **Media Bin** is where you store all media used in presentations. This includes still and motion backgrounds for slides, countdowns, the offering prayer, and Canva or PowerPoint slides for presentations. There are four main sections in the Media Bin: **Videos**, **Countdowns**, **Slides**, **Motions**, and **Stills**.

Videos: If a speaker requests a video as a visual aid, it will be stored here.

Countdowns: Five-minute videos used before services. *Longer videos can be edited.

Slides: Various presentation slides imported from Planning Center and/or Canva.

Motions: Slide backgrounds that move, but can be frozen into stills.

Stills: Slide backgrounds that do not move.

*For more information on editing countdowns, see page 8.

MACROS BIN

Macros are presets that combine multiple actions. These make your presentations easier to create and control. The main macros that you will use are:

Clear to Logo: Sets the front screen to the ARC logo.

Clear All: Clears everything to black on the front screen and stage display monitors.

Stage Display Music: Shows upcoming lyrics on the stage display monitors for singers.
Stage Display Sermon: Shows presentation slides side-by-side on the stage display monitors for the speaker.

Stage Display Altar Call: Only displays lyrics on the stage display monitors (for altar call and baptisms.)

HOW TO START A SERVICE

1. Import a service from Planning Center.

In the Library, click "+" and "Planning Center Service." From the pop-up window in the center of the screen, click "Select a Plan."
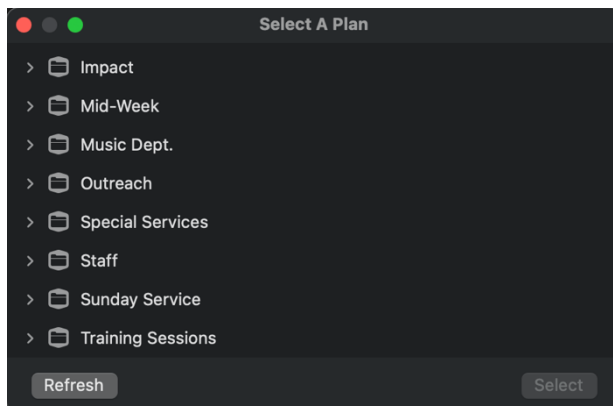
Figure 4

Select the service type from the list (as shown to the left). You are most likely to select Mid-Week or Sunday Service for the sanctuary. The Special Services tab is for revivals, and the Music Dept. tab is used for choir rehearsals and New Song, the ARC's annual music clinic. For this manual, we will use the Training Sessions tab.
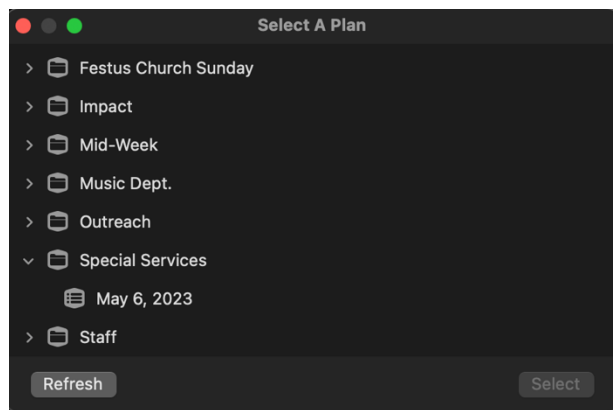
Figure 5

Next, click the service date from the service type dropdown list and click "Select" (as shown on the left). For this manual, we will use the April 28, 2023 plan.

The content will automatically fill in the service playlist (in the Library) and the Show based on the headers from Planning Center, as shown on the next page in Figure 6.

ProPresenter may pull in the wrong presentation since there are a few songs with the same title (Amazing Grace, Glorious Day, Same God, etc.). Double-check in the Planning Center site itself, or follow along during rehearsal at 9:00am on Sundays and 6:00pm on Wednesdays. **Please note that all media team members are asked to arrive <u>at least</u> 30 minutes before rehearsal to set up.** (8:30 am on Sundays and 5:30 pm on Wednesdays).
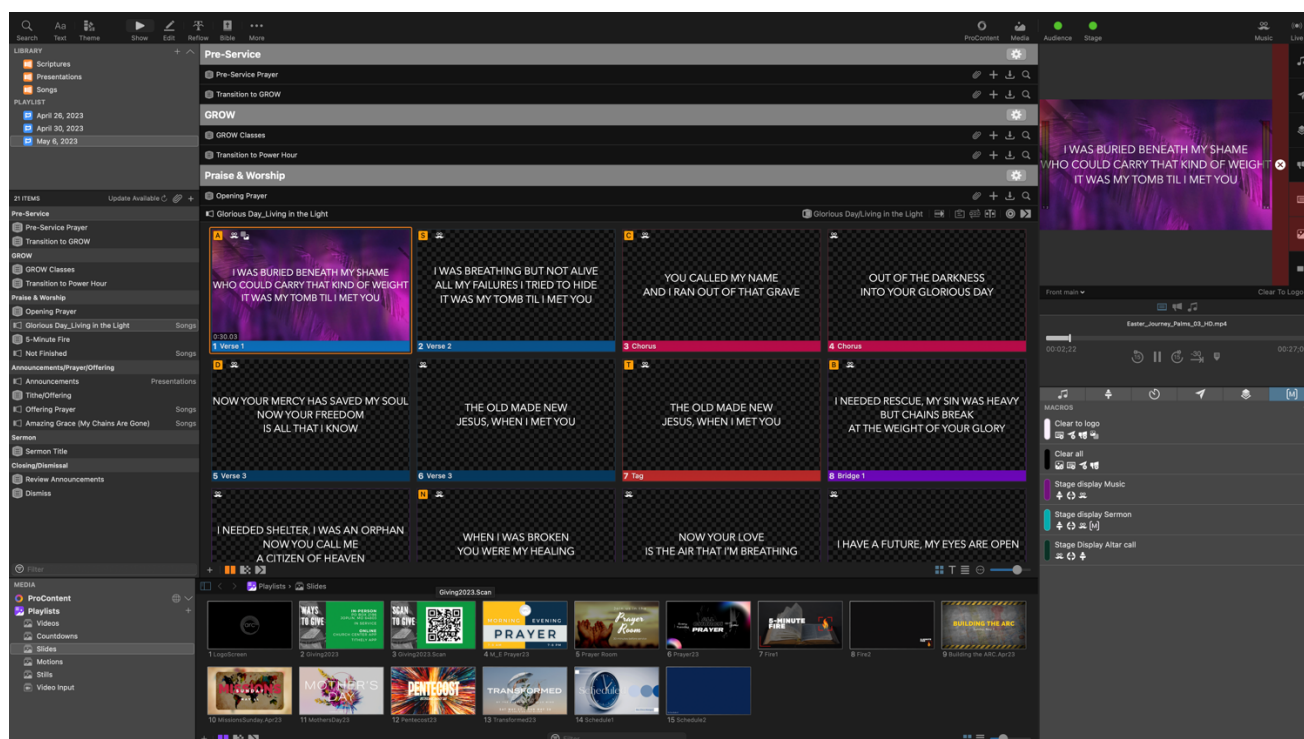
Figure 6

2. Pull in the In-Service Announcements from the Library. If needed, use the Media Bin.
You will manually click through the In-Service Announcements presentation as the MC gives them during service, so we update this presentation every week to match the announcement notes in Planning Center. To read the in-service announcement notes, go to services.planningcenteronline.com and log in with your account. Click "My Schedule" at the top of the page. Then, select the service date from the service cards on the screen.

Once you have opened the plan, select "Order" from the service header. Scroll down until you find the "Announcements/Offering" header. The text will be under the "Announcements" section.

Compare the text from Planning Center to make sure that the presentation matches. Every announcement presentation should have one midweek prayer slide and two offering slides ("Ways to Give" and "Scan to Give").

Sorting Through Announcement Slides

If there are **old announcements** in the presentation, right-click the old slide in the presentation and select "Delete."

If there are **new announcements** in Planning Center, go to Media Bin < Presentations and look for the announcement slide. Once you find the slide, click and drag it into the Announcements presentation in the Show. Make sure that all announcements are in chronological order.

3. Pull in the Announcements from the Library. If needed, use the Media Bin.
Announcements, unlike Pre-Service Announcements, have automatic transitions on them.

Click "Presentations" in the Library. Then, click and drag "Announcements" to the space beneath the "Pre-Service" header in the Show. This presentation will be used for pre-service and post-service announcements.
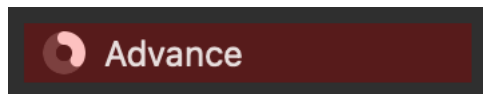

Figure 7

You should see a red "Advance" label with a circle timer (pictured left) beneath the Preview window. This shows that the slides will auto-transition every 15 seconds once dragged into the Show and selected. Please follow the "Sorting Through Announcement Slides" procedure listed above. Each slide placed in the Pre-Service Announcements presentation will automatically acquire the 15-second transition.

The announcements typically run before and after service for at least 5-10 minutes, especially if people are congregating in the sanctuary after service. This procedure is to make sure people are seeing the announcements, so never immediately turn off the announcements after service. If the entire sanctuary clears after dismissal, let the announcements run for 5 minutes before turning them off.

4. Pull in a countdown from the Media Bin.
Countdowns are typically five minutes, but some presentations are longer. They can be edited down to five minutes. To do this, please see the "Editing a Countdown" procedure on the next page.

In the Media Bin, click "Countdowns." Select the countdown you want to use, then click and drag the presentation into the countdown slot in the Planning Center playlist, as shown to the right.
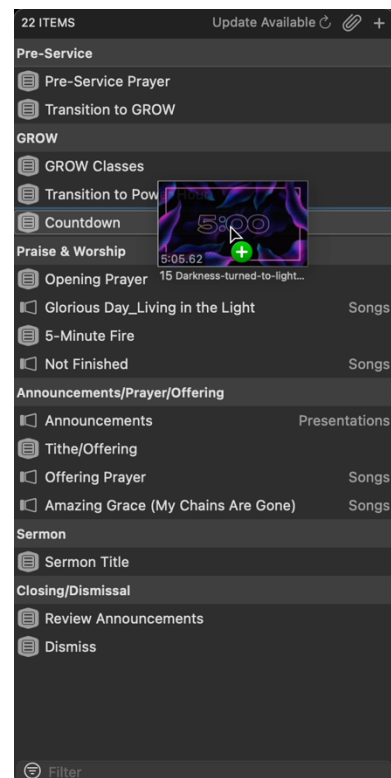
Figure 8

Editing a Countdown

1. Open up the Inspector. In the Media Bin, right-click the countdown presentation you want to use. Select "Inspector . . ." from the pop-up menu.

Figure 9

2. In the Inspector, reset the In Point. In the right pane of the Inspector, select the Properties icon in the Inspector header (pictured above).
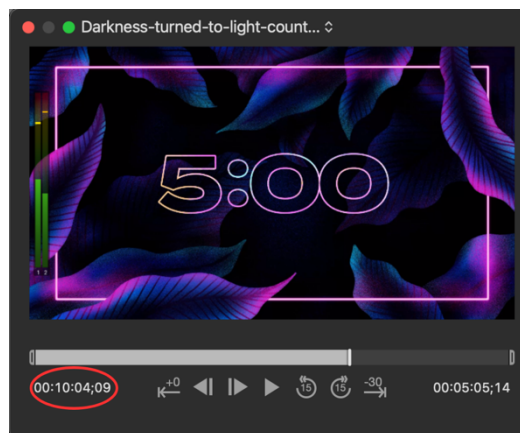
Figure 10

Drag the sliding bar beneath the Preview on the left of the Inspector pane until the countdown presentation displays 5:00, as shown above.
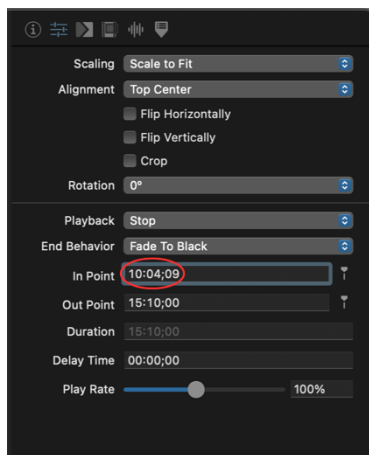
Figure 11

Then, retype the time displayed on the bottom left corner of the left pane into the "In Point" box on the right pane (pictured left). Note

Hit the "Return" key to save your settings!

3. Save a new thumbnail for the edited countdown. In the Inspector header, click the Info icon, as shown to the right. Click the "Set to Current Frame" button.

You are now ready to leave the window and use your newly edited countdown.

5. Pull in the Offering Prayer.
If the Offering Prayer has not automatically loaded into the service playlist, then go to the Library pane and select "Songs." Search "Offering Prayer." Then, drag the Offering Prayer presentation beneath the Offering heading in the Show area.

6. Review the songs for titles, formatting, and grouping.
If the song title in Planning Center does not match the song title in ProPresenter, then ProPresenter will not automatically fill in the service playlist with the correct song. Compare the song lyrics in ProPresenter with the lead sheets in Planning Center.

Comparing Planning Center and ProPresenter Songs

1. Log into Planning Center and select the service date. Then, click the "Order" tab.

2. Scroll down to the "Praise & Worship" and "Offering" sections of the service order. These typically have 3-4 songs listed on Sundays, and 2-3 songs listed for Wednesdays.

3. Click a song title. In the right popup window, click "Files" and select the PDF enclosed. These file types will usually be listed as a "lead sheet" or "chord chart."

4. Compare the PDF from Planning Center to the song slides in ProPresenter. Please check for any spelling errors, grammatical errors, line breaks, etc.

Some songs may not have **grouping** on them. Grouping allows the singers to view both the current lyrics and the next set of lyrics on the back wall monitors. This allows them to complete their current section of the song while looking ahead.

Grouped songs, as shown on the bottom right in the figure below, have a colored footer with the group name on the bottom left. There should also be an orange button with a letter on the top left corner in the first slide of each group.

Slides that are labeled, but not grouped, will have a gray footer with the colored label name on the bottom right. A labeled slide is shown on the bottom left in the figure below.
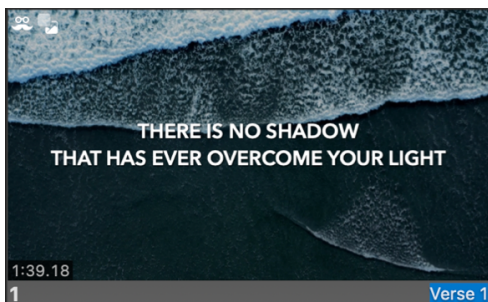

Figure 12

Figure 13

If a song is not grouped, check the lead sheet in Planning Center and follow the procedure below.

Grouping Song Slides

Starting from the **first slide of the last group**, then working your way up in the presentation:

1. Right-click the slide in the Show.
2. From the pop-up list, click "Group," then select the proper group title for the slide.
3. If the song has labels, you may now remove them with the procedure below:

      1) Click the first slide in the song, then hold the Shift key and click the final slide.
      2) Right-click over one of the selected slides.
      3) From the pop-up menu, select "Label," then "None."

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7. Prepare and review the sermon slides.
The sermon slides (including the title, Scripture background, and any visual aid) will be in Planning Center before rehearsal. You will need to transfer the images from Planning Center into a ProPresenter presentation. To do this, follow the procedure below,

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Importing Sermon Slides from Planning Center

1. Log into Planning Center Services on the media Mac and select the service date. Next, click the "Order" tab. Scroll down to the "GROW Classes" and "Sermon" headers for Sundays, or the "Sermon" header for Wednesdays. Click the green paperclip icon to the right of the header. From the popup menu, download each file.

2. Once the files are downloaded, go to the Finder application in the left side of the Mac's dock. Click "Downloads" in the left side of the Finder window. You should see the images from Planning Center.

3. Return to ProPresenter. In the Library pane, select "Presentations." Create a new presentation with the lesson or sermon title. Minimize the ProPresenter window and drag it down so that you can see the downloaded images in Finder.

4. In Finder, click the first downloaded image in the set. Then, hold "Shift" and click the final downloaded image in the same set. Click and drag the selected slides into the "Slides" section of the Media Bin.

Once you import the sermon slides to the Media Bin, you will need to set up the sermon presentation itself within ProPresenter. Please follow the procedure listed on the next page.

Setting Up a Sermon Presentation in ProPresenter

This procedure happens *after* importing sermon slides from Planning Center. If you have not done this, please see "Importing Sermon Slides from Planning Center" on the previous page.

1. Launch Planning Center Services. Click "My Plans," then the service date. In the "Order" tab, you will find instructions for the sermon.

2. In ProPresenter, click the "Bible" tab in the header. You should see the items shown below:
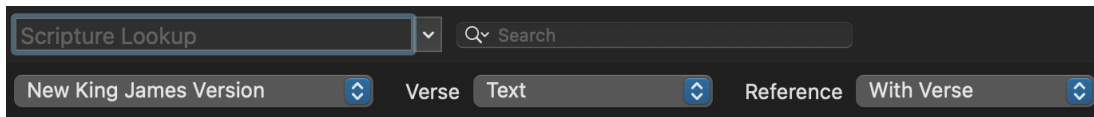

Figure 14

3. Check the Planning Center notes for the correct translation (usually NKJV or KJV). In ProPresenter, select the translation from the dropdown menu below the Scripture Lookup bar.

4. Pull in the verses from the Bible pane to the sermon presentation, as written below:

    1) In the Library pane, click "Presentations," then the sermon presentation. The presentation title should remain highlighted throughout this process.

    2) In the Bible pane, type the first Scripture reference from the Planning Center list. Make sure to include the chapter *and* verse. (Ex: Acts 2:38, not Acts 2)

    3) Click "Save As…" in the bottom left of the Bible pane. Then, click "Copy to Selected Presentation" from the dropdown menu.

    4) Repeat steps 2-3 for every Scripture reference in the Planning Center sermon notes.

    5) Open the sermon presentation. Click the first verse slide in a section, then hold the "Shift" key and click the last verse slide in the section. Right-click over one of the selected slides. From the popup menu, click "Add Action" < "Audience Look" < "Sermon." This fixes the livestream view of the verses. Repeat this step for every section of verses in the group.

    6) Click the "Show" tab to view the sermon presentation. From the Media Bin, click and drag the recently imported Scripture background slide onto every verse in the sermon presentation.

5. Click and drag the title and visual aid slides from the Media Bin into the sermon presentation. They will be numbered in order. Review the Planning Center notes for the Scripture order.

HOW TO BUILD A SONG

Some services may involve using a new song. This is most easily recognized when the song does not automatically populate in the ProPresenter playlist when you pull in the Planning Center service. The steps for creating a song are similar to creating a sermon or lesson presentation.

Before you begin, make sure that you have the lyrics pulled up in Planning Center Services. Log in to Planning Center Services and select the service date. From there, click the title of the new song and open the attached PDF file. Keep this file open as you work in ProPresenter.

1. Add a new presentation to the Songs Library.
Open the "Songs" tab in the "Library" pane. After the list of songs appears, click "+" above the list. Select "New Presentation."
When the popup window appears, type the song's title into the blank text box at the top. Stay in the popup window and fill in the rest of the information as follows:

Theme:	ARC < Songs
Size:	1920 x 1080
Library:	Songs
Playlist:	No Playlist

2. Type in the lyrics for the new song.
Click the "Edit" button above the Show. To add text, double-click the text in the center of the Show and begin typing. Break up the lyrics into a maximum of 3 lines of text per slide. If there are more than 3 lines per slide, then the text will resize out of proportion on the livestream screen.

To add a new slide, click the "+" beside the song's title on the top left of the screen. From the dropdown menu, select "ARC" < "Songs."

3. Group each slide after the song is built.
Right-click the slide and select "Group" from the dropdown menu. From the new dropdown menu, select the label for each section of the song based on the lead sheet from Planning Center.

HOW TO EDIT A SONG

There are two ways to edit a slide when you find errors in line breaks, spelling, grammar, or themes.

First, you can Edit a slide. This option is best for fixing themes and line breaks. Please note that you cannot update the service displays while in Edit mode, so any work done in this mode must be done quickly.

To edit a slide, click the slide that you wish to fix. Then, right-click the slide and select "Edit" from the dropdown menu.
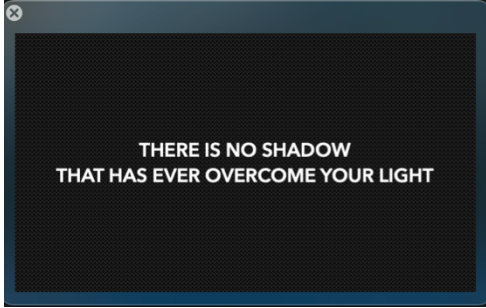
If the text needs to be edited…
Double-click the text on the slide to make any necessary adjustments. If there are more than 3 lines on a slide, click the beginning of the line where the text needs to split. Then, press Option + Enter. The new split slides will automatically group.

If the theme needs to be edited…
Right-click the slide in the left pane and select "Themes" from the dropdown menu. From the additional dropdown menu, select "ARC 2023" and the correct "Song" theme.

If there is a spelling or grammar error on a slide, you will want to use the Quick Edit feature. This allows you to adjust the text on the slide while still being able to update the service displays. To make a Quick Edit, follow the procedure on the next page.


How to Quick Edit a Slide

1. Right-click the slide with a spelling or grammar error.

2. From the dropdown menu, select "Quick Edit."

3. Modify the text within the slide as needed.

4. Once finished, click the gray "x" in the top left corner of the slide.

Figure 15

MEDIA BEHAVIOR AND SLIDE LAYERS

In ProPresenter, slides come with several layers. You can control what layers you do or do not display with the clear controls in the Preview Window, as shown on page 4. The most commonly used slide layers, from top to bottom, are listed below:

SLIDE LAYERS

Figure 16	***Slide** The text layer of the slide. For more detailed control of the text, enter Edit mode. If you are displaying the wrong song during service, click "Clear Slide."
Figure 17	**Media** The background (still or motion) of the slide. A background on the first slide in a presentation automatically applies to the rest of that presentation. If you are using a poor background during service, click "Clear Media."
Figure 18	**Video Input** A live video feed displayed on the front screen and livestream, usually during a baptism. To show the camera feed on the front screen, click "Video Input" in the Media bin. Then, double-click "Input 1."

*All media has two layers based on the slide: background and foreground. Media in the **background** will appear behind the text layer. Media in the **foreground** will appear in front of the text layer. For example, the logo slide is a foreground image.

If the media layer covers the text on the slide, right-click the slide and select "Media Action Behavior." From there, select "Background." The text should now be visible above the background.

MACROS: A CLOSER LOOK

Macros are grouped settings that allow you to simultaneously display different setups on the front screen, TV monitors, and livestream feed. The macros currently set up in ProPresenter are listed in order below:

Clear to Logo	Clears the front main screen and displays the blue ARC logo.
Clear All	Clears everything to a black screen.
Stage Display Music	Displays upcoming lyrics on back TV screens for vocalists.
Stage Display Sermon	Displays presentation slides side-by-side for speakers.
Stage Display Altar Call	*Only displays lyrics on the back wall for vocalists.

👁 Stage Only

Figure 19

*For Stage Display macros, you will see a red "Stage Only" box (pictured left) appear at the bottom of the Preview window.

Macros also affect the lower-third ATEM on the livestream feed.