

ProPresenter Guide

This is an essential guide for operating ProPresenter for weekend Masses at St. Isidore. As we learn more, this guide will be updated to reflect changes.

Turning things on

- When you arrive in the booth, here's what to do:
- Turn on the project with the remote
- Turn on the computer
- Turn on the Roland video switcher. There is a on/off switch on the back-right of the device.
- This must be on in order to have sound in the booth.
- (optional) turn on the computer monitors if you want to see with the cameras. The switch is on the bottom-right of the screen

Open ProPresenter.

No need to open a file, just open the app from the dock.

ProPresenter Terms to know

A **Presentation** is most simply a group of slides. That is, any time you want to have a number of slides that are grouped together for easy access, you will create a Presentation and add those slides to that Presentation. Common examples of Presentations are songs, prayers, or announcements.

A **Playlist** is an organized group of Presentations representing a Mass. Each Mass will have its own playlist. Be sure that you are in the playlist for the correct date.

A **Library** is a large database of Presentations, typically containing all of the Presentations you have created and want to use again. For example, we have a library for songs, connecting Points and Liturgy of the Word. You should not need to access Libraries, but it is important to know what they are.

Interface

There are three important areas to know about with ProPresenter:

The **Left sidebar** is divided into two sections: the top section contains a list of Libraries and Playlists. If you do not see the top section, that means it is collapsed. You can toggle it open or close with the arrow (next to the plus icon)

The bottom is the currently selected Playlist. If the bottom section is empty, it means that no Playlist is selected. Make sure you are on the correct Playlist!

The main area in the middle is called the **View Mode**. This is where we see all of our Presentations and slides laid out in order for Mass.

The area in the top-right contains the **Preview window**. This shows us what is on the screen or what would be on the screen if the audience screen is not currently toggled in. At the top of the preview window there are two Red/Green toggles: Audience and Stage. These tell us if what we see in the preview window is live and on screen in church. You toggle the screens on or off by click on the red/green circle.

We do not currently have a Stage display, so it does not matter if that toggle is red or green.

*Tip: turn the Audience display off to practice going through the slides.

Using ProPresenter for Mass

- Make sure the correct Playlist is selected.
 - If you do not see a Playlist loaded in the bottom part of the left sidebar, Open the top section and select the Playlist for the current date
 - You can click on any item in the playlist to quickly jump to that part in View Mode
- To begin showing slides on the screen, click the Audience Toggle in the Preview Window (on the right)
- Click on a Presentation in View Mode to play that presentation. The announcements are the first thing. These will loop until you manually move it to the next slide.
- For songs: make sure that we show the title/copyright slide at the beginning of every song. Leave it up for a few seconds.

Navigating within Mass

NOTE: The spacebar and right arrow both perform the same function. You can use either button.

- Use the arrow keys and/or space bar to navigate between slides.
- To move forward, press the right arrow key or spacebar
- IMPORTANT: To advance beyond the announcement video ("Return to Mass") you will need to press the down arrow, then spacebar. Pressing right arrow or spacebar (by itself) will just restart the video.
- When navigating between presentations (for example: from the Connecting Point to the opening song). You will need to press the right arrow (or spacebar) a second time!
- If you want to skip to the next presentation, press the down arrow, then spacebar
- Remember, you can also use the Playlist in the left sidebar to move quickly to different parts of the Mass.
- You can also **just click on any slide to immediately jump to that slide**

Between presentations, it takes TWO key presses

You can click on any slide to jump to that slide.

Why two key presses between presentations? In case we need to skip a part of Mass (like the Creed)