

# AVenger ProPresenter Training

---

This is an essential guide for operating ProPresenter for weekend Masses at St. Isidore.

## Table of Contents

1. Turning things on
2. ProPresenter Terms
3. ProPresenter Interface
4. Using ProPresenter for Mass
5. End of Mass
6. Notes
7. When Things Go wrong...

---

## 1. Turning things on (right to left)

When you arrive in the booth, here's what to do:

1. Turn on the monitors
2. Turn on the Roland video switcher. There is a on/off switch on the back-right of the device.
3. Turn on the projector with the remote (point it generally out the window)
4. Turn on the computer and log in (user: vidpc, password: vidpc)
5. Open ProPresenter (orange app icon).

*Everything must be on before launching PP*

---

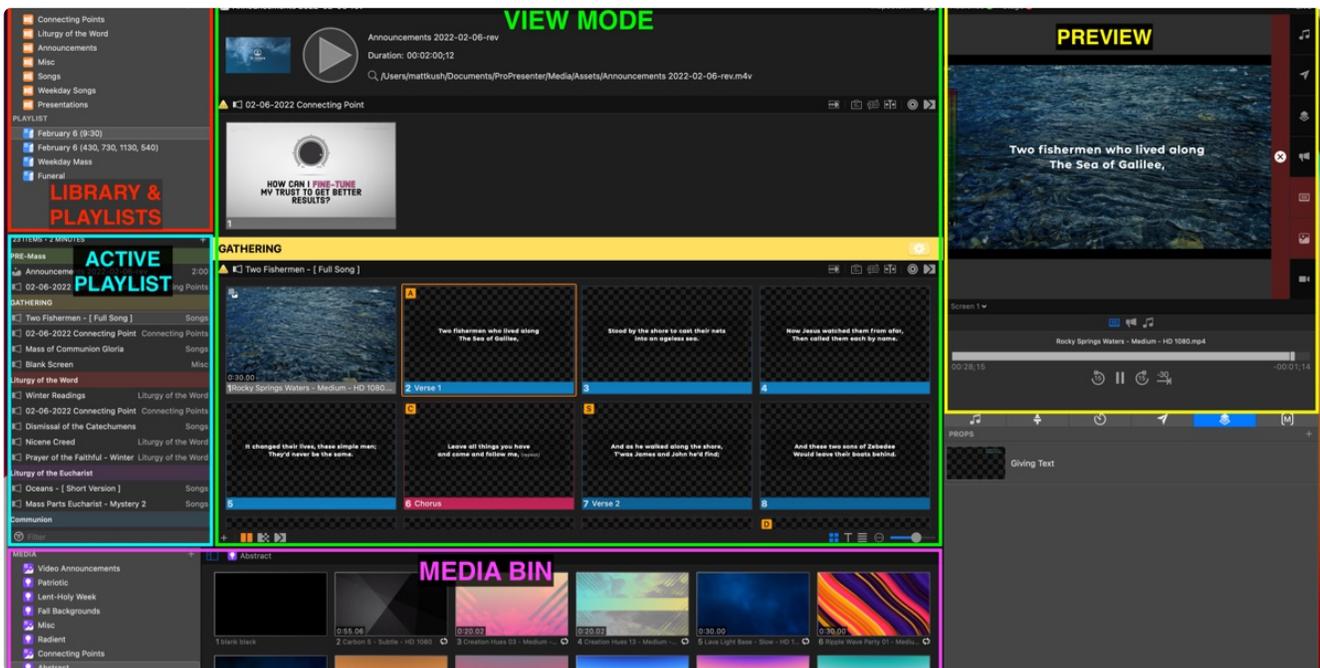
## 2. ProPresenter Terms to know

A **Presentation** is most simply a group of slides. 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 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.

### 3. The Interface



If you have ever used Apple Music, iTunes, or Spotify... this will look familiar!

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 **Active 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.

The bottom section is the **Media Bin**. You do not need this. You can close this panel by going to **View > Media Bin** in the menu.

---

#### 4. Using ProPresenter for Mass

1. Select the Playlist for your Mass (check date and time)
2. You can click on any item in the playlist to quickly jump to that part in View Mode
3. To begin showing slides on the screen, click on a slide in the View Mode.
4. 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.

#### Navigating within Mass

- Click on any slide to put that slide on screen
- Use arrow keys
  - Use right or left arrows to move forward and back by one slide.
  - Use up or down arrows to navigate between presentations. Then press the right arrow.  
(Useful when we may not sing all verses)

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

---

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!

Use the Playlist in the left sidebar to quickly move to different parts of the Mass.

Instead of using the keyboard, you can also **click** on any slide to immediately jump to that slide

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

**IMPORTANT:** Make sure to always show the title/copyright slide at the beginning of every song.

---

## 5. End of Mass

Computer should always stay on (never shut down)

- 7:30 or 9:30
  - Press play on the Announcement video that's it!
- 4:30, 11:30, 5:30
  - Quit PP → Select **ProPresenter > Quit ProPresenter** from the menu (or ⌘Q)
  - Turn off equipment
    - Roland Switcher
    - Projector
    - Monitors

The computer should not be turned off (as it needs to remain remotely accessible). The computer will go to sleep on it's own, or you can select **⌘ > Sleep** from the menu

---

## 6. Notes

The Announcement Video should loop until about 2 minutes prior to Mass time. Then display the Connecting Point.

Any spoken prayers (e.g. The Creed) should be advanced a few words before the end of the slide so the congregation doesn't wait.

**Communion:** Amy or Matt will run slides for the first communion song so you can receive. Since we do not know when you get back or if you are not going, we will always run slides. If you do not wish to receive communion, just sit back and relax!

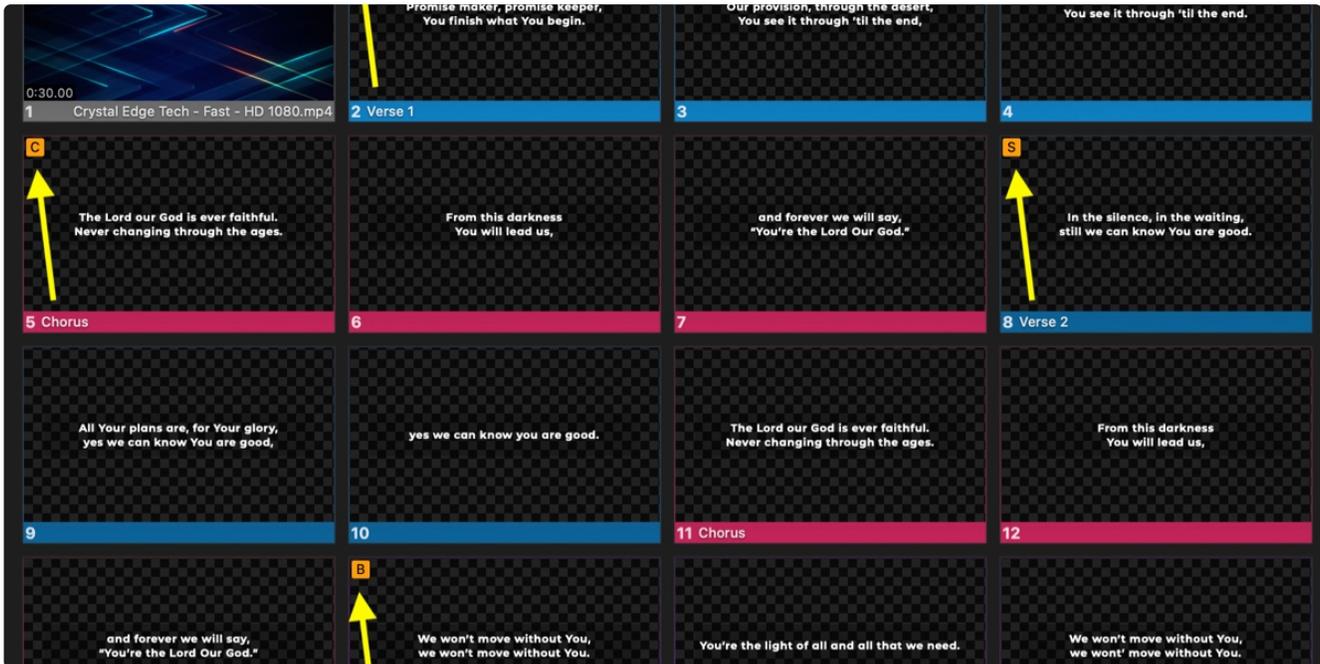
### **Song Arrangements**

Often, we will not sing all of the verses to a song. A song is usually cut short if the ritual action is done (e.g. the offertory song will be cut short after Father has washed his hands).

## PRO TIP

Sometimes, we may sing songs out of the order that are in the presentation (or the wrong arrangement is in PP). The most common example is adding additional choruses.

Use shortcut keys to quickly jump back (or simply click on the slide)



## 7. When things go south...

If something doesn't look right or is not functioning normally, the first thing to do is quit and restart ProPresenter

Type **⌘Q** followed by **Return**

Unlike most applications, ProPresenter asks you to confirm wanting to quit the program, which is why the additional return is necessary.