

# Operating for Songs and Sermons

## Navigating Slides

### Mouse and Keyboard

The first basic method for navigating slides is using the mouse. Simply hover your cursor over the desired slide and left click the mouse.

Using the keyboard is the second basic method. Using the left or right arrow keys will select the slide to the left or right (respectively) of the current slide.

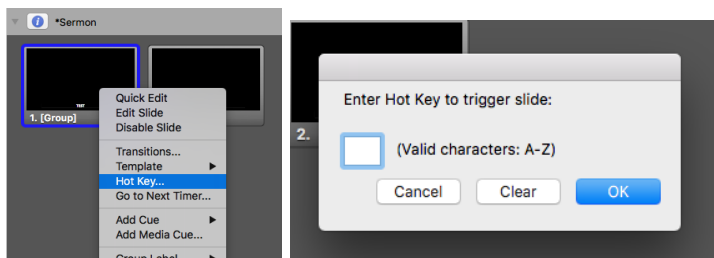
- Using the up or down arrow keys will NOT change slides; they actually navigate to the previous or next document in your playlist (respectively).
- You can quickly navigate to the first slide of the previous or next document by pressing the up or down arrow keys and then pressing the right arrow key.

### Hot Keys

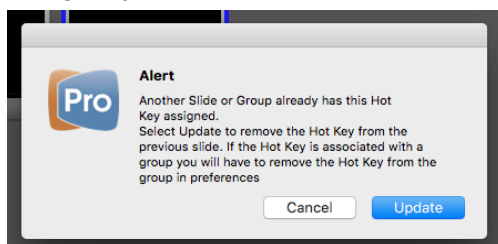
Hot Keys allow users to jump from one one slide to a non-adjacent slide. This is very useful, for instance, if the band skips a verse or repeats the bridge in a song. However, this method does require some set up.

You can assign a Hot Key by right-clicking on a slide and selecting “Hot Key...” Enter the desired Key on the keyboard and then click “OK” or press return on your keyboard.

- This dialogue box also allows you to remove a Hot Key from a slide by clicking “Clear.”



- If a slide already has the Hot Key you entered, a dialogue box will appear to alert you and give you the option to make the change or cancel the function.

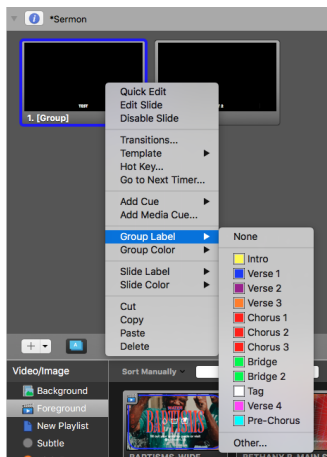


# Organizing Slides

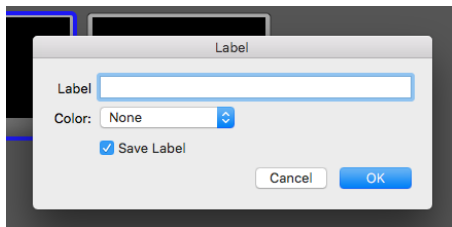
## Groups

Grouping slides is one of the best ways to keep slides organized, clearly labeled, and easy to read for any user. Groups can be for anything from announcement slides, to parts of songs, to scriptures in a sermon.

Assign a group by *right clicking on the first slide* of the intended group. Hover over “Group Label” and select the desired label.



- If you need to make a new label, click “Other.” A window will open allowing you to input a group name and color. There will also be the option to save the label for reuse in the future.



- PLEASE DON'T SAVE NEW GROUPS! Our songs are all formatted a particular way. In order to keep our systems organized and clean, please don't save new groups.
- You are welcome to save new labels.

## Songs

Here are the groups we use for Songs:

- **Blank** (Q)
- **Verse** (A)
- **Verse 1** (A)
- **Verse 2** (S)
- **Verse 3** (D)
- **Verse 4** (F)
- **Verse 5** (G)
- **Verse 6** (H)
- **Chorus** (C)
- **Chorus 1** (C)
- **Chorus 2** (X)
- **Chorus 3** (Z)
- **Chorus 4**
- **Bridge** (B)
- **Bridge 1** (B)
- **Bridge 2** (N)
- **Bridge 3** (M)
- **Pre-Chorus** (P)
- **Pre-Chorus 2** (L)
- **Tag** (T)
- **Tag 2**
- **Intro** (I)
- **Ending** (E)
- **Outro** (O)
- **Interlude**
- **Vamp**
- **Turnaround**
- **Reprise** (R)
- **Post-Chorus**
- **Pre-Bridge**
- **CCLI**

## Sermons

Typically, sermon notes are put in Propresenter on individual slides in the order of the outline we receive.

- First slide is always a “safe slide” - a blank slide when using lower third graphics or the appropriate full-screen logo when using full screen graphics.
- The second slide should be the speaker’s name.
- The next slide should be the Sermon Title
- The following slides should be each of the sermon notes and scriptures.
  - If the sermon is very scripture heavy, we may choose to keep all the sermon notes at the beginning of the document and list the scripture slides at the end.

### Tips for Organizing Sermon Slides

Assign slide labels with colors to each slide to make the slides stand out visually. For instance:

- Color sermon points orange and the sermon title is green
- Scriptures can alternate in color between Blue and Purple so that they are split up visually - you want to know where one ends and the next begins.

## Use Hot Keys

- Assign sermon points slides Hot Keys from the second row of letters of the keyboard going left to (A, S, D, F...)
- Scriptures do not typically need Hot Keys because they should follow the sermon point they are associated with.
  - If you are working within a doc with long passages of scriptures, it is a good idea to assign Hot Keys to important scriptures or scriptures that start a new paragraph.

## Leading

### Songs

An operator can run any song, even if they aren't familiar with a song, if they follow this one simple trick: Advance to the next slide when the singer sings the second-to-last word on the slide.

- This is called "Leading" and it is very important to operating Propresenter for songs. Staying a little ahead of the singer allows time for the lyrics to transition on screen and for the band and the audience to see the words that are coming up.

### Sermons

Leading for sermons is a little different because the Propresenter operator advances slides at the discretion of the Director. You have to pay attention to what the speaker is saying and track along with them in their outline.

- You should always be on the slide with the *next* point or scripture. Select the slide and wait for the speaker to say that point or read the scripture.
- When the speaker says the content of that slide, the director will take the slide on program (it will go live on the screens).
- When the director removes the slide from program, the propresenter operator should move ahead to the next slide.
  - It is important to **A) be familiar with the sermon outline** and **B) pay attention to the speaker so you can anticipate where he will go next in the sermon outline.**

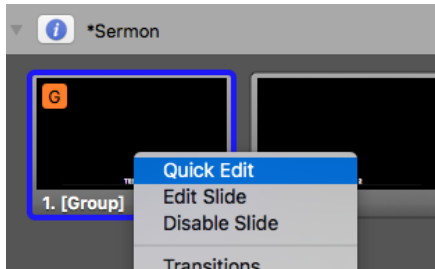
## Changes on the Fly

In a live production setting, there will always be changes no matter how much we plan and prepare. Propresenter has a few tools that allow us to keep up with changes during an event.

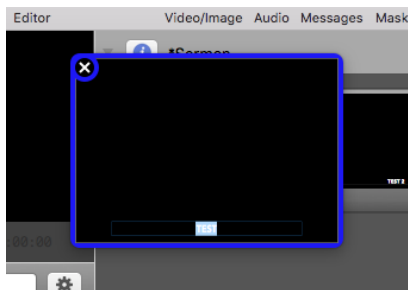
## Quick Edit

If you need to quickly add or edit text on a slide (maybe a misspelled word or a change in the sermon notes, for instance), you can use the Quick Edit tool.

- Right click on the slide you want to edit and select “Quick Edit”



- Click the text box you need to edit, then make the necessary changes.

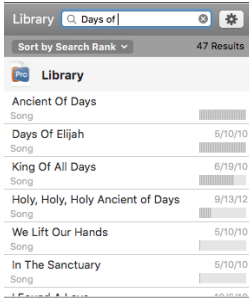


- When finished, click the close button (“X”) in the top left of the Quick Edit window.
- Quick Edit is also useful because the window can be left open while you click other slides. This is very useful if you are adding a tag to a song or editing lyrics during live worship.
  - The Quick Edit window can even be repositioned by clicking and dragging the window. That way, you can edit while displaying a song or a scripture.
- Font changes and slide elements cannot be edited in Quick Edit. Only text can be changed.

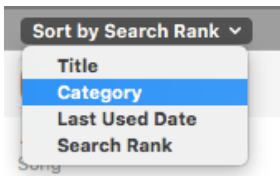
## Library searches

A key to running Propresenter well is being comfortable using the Library.

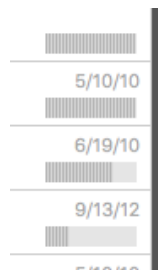
- Library searches use document titles and lyrics
  - This means you can use song titles or song lyrics to find a song.
- “command+F” is the keyboard shortcut for searching the library.



- Documents can be used directly from the library. They do not have to be in your playlist.
  - For instance, if the worship team does an impromptu song, it is faster to run the song from the library and then add it to your Playlist later.
- Search results can be prioritized by different criteria:



- Title
  - This shows search results alphabetically by title
- Category
  - This shows search results by category: Bible, Song, or Presentation. It does a secondary ordering alphabetically.
- Last Used Date
  - This shows search results by when they were last used - more recent towards the top.
- Search Rank
  - This shows search results by how often they are used from a search. This is indicated by the bars to the left of the document title.

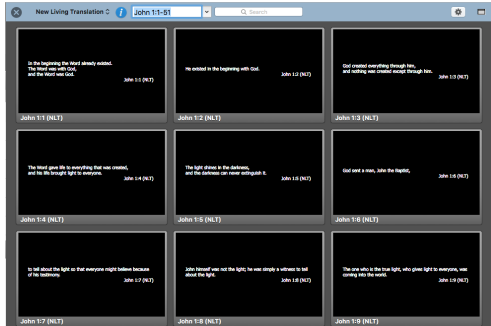


\*At South campus, if you are using both computers with the Master Control feature you can perform searches on both computers at the same time.

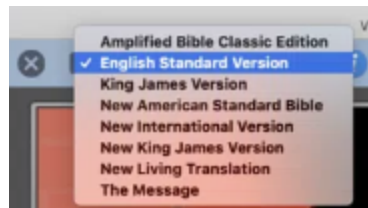
- Perform a search on the Master computer. When you select a document, if there is a document with a matching title on the Slave computer then it will automatically select that document.

# Using Bibles

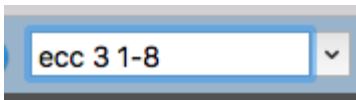
Propresenter Operators must be familiar with the Bibles feature in Propresenter.



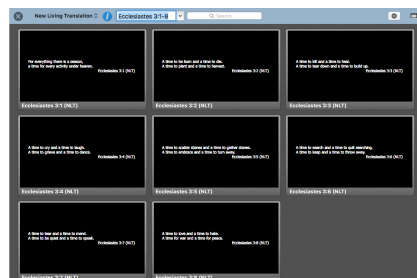
- Different Bible translations can be selected (if they are installed) by clicking on the area where the name of the translation is displayed.



- The fastest and easiest way to look up a scripture is to type in the first three letters in the name of the book (in this example “ecc” for Ecclesiastes), followed by a Space and the chapter number, then a Space and the verse or range of verses. Press the return key on the keyboard to enter the search.
  - Save time by using a Space instead of a Colon to separate the chapter number from the verse number

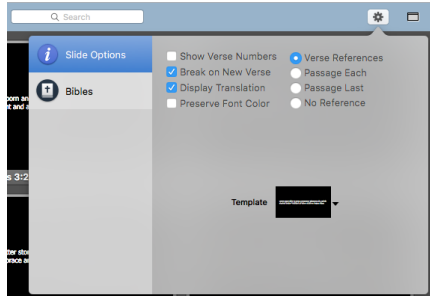


Search example:

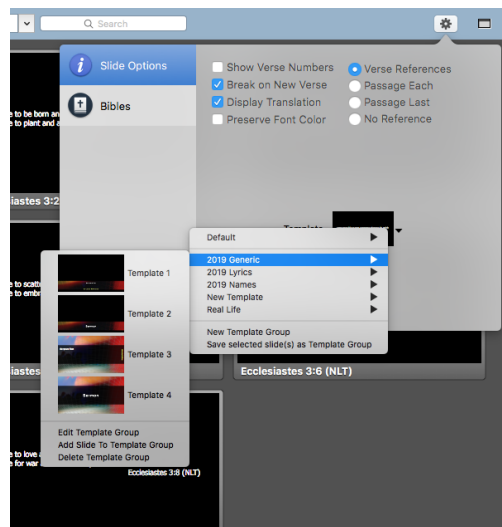


Search result:

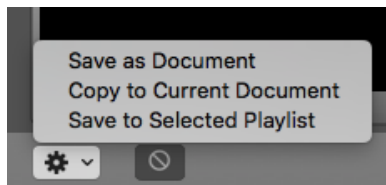
- The gear icon in the top right of the Bibles window opens a menu for scripture display settings. For instance, should your slides...
  - Display the reference and the verse numbers?
  - Include one verse per slide or more?
  - Show red letters?
  - Display the Bible translation?



- The template can also be changed in this menu by clicking on the Template display area.
  - Changing the template here will apply it to all Bible searches until the template is changed again.



- After you have found the scripture(s) needed, you can save them to your library as a document so that you can easily access them for later use.
  - Click the gear in the bottom left of the Bibles window and select the desired option:



- Save as document
  - This saves the verses as a new document in the library. The name of the document will be the Bible reference.
- Copy to current document
  - This will add the scriptures as slides to whatever document is selected, either in the Library or in a Playlist
- Save to selected playlist



- This saves the verses as a new document directly to the active Playlist as well as in the library. The name of the document will be the Bible reference.
- In a pinch, scriptures can be displayed from the Bibles window. If necessary, it is faster to run them from Bibles and then save it to your Playlist later.