

SLIDES

Welcome to running the slides!

Thank you for volunteering for an essential part of the Sanctuary Columbus service. Without you, how would people sing along to the songs?! They wouldn't!

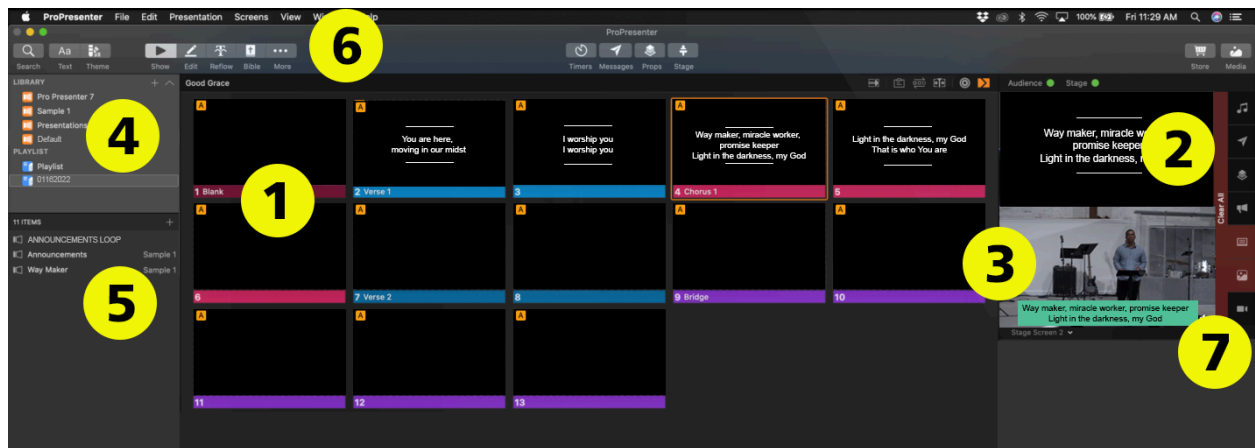
There are three main tasks that you manage while on this station:

1. Run the slides on the projectors
2. Record the sermon using the application Garage Band.
3. Enable and turn on the Live Stream for people watching from home.

This set of instructions will run through how to set up the computer to do all of this and then how to perform the actions for any service. Start by turning everything on.

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PROPRESENTER SCREEN OVERVIEW



1. Main Slides Section
2. View of the Slide Being Shown on the Projector
3. View of the Live Stream
4. Library
5. Playlist
6. Search and Slide Tools
7. Clear Buttons

Terminology:

1. Slide: What is displayed on the screen
2. Presentation: A collection of slides.
3. Playlist: a collection of presentations.

START HERE

Turn On the Equipment

1. Turn on the power.
On the desk in between the sound board and the slide computer area is a blue power console. Hit the button to turn on the power.
2. Turn on the computer.
The mac has a round power button on the back.
The Login for the Mac is:
3. Turn on the projectors.
There are two white remotes for the three projectors. Just try each remote until the projector turns on. You'll know when the projector turns on because a light will blink near the first "power is on" light. For the projectors near the front of the sanctuary, you will need to stand underneath them to turn them on.
4. Turn on the camera.

There is a switch at the top of the camera that needs to be turned on.



Turn Off Wi-fi

Make sure the computer's wifi is turned off and is only using the Ethernet connection. You can determine that the computer's wifi is off if in the **top right corner**.

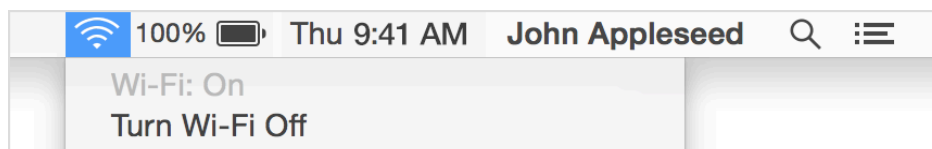


Wi-fi On



Wi-fi off

Click on the icon and select Turn Wi-Fi Off

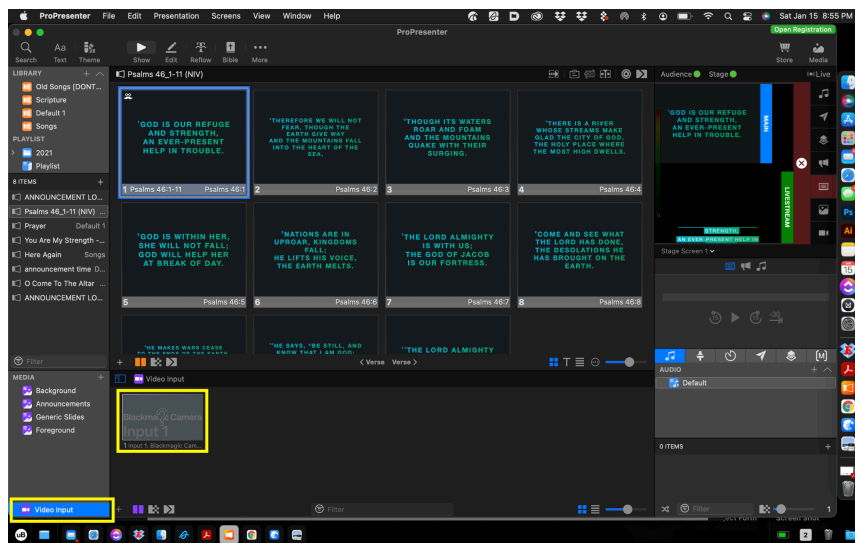


Start Pro Presenter

Select the ProPresenter icon on the main MAC menubar to start the program. Once the camera is turned on. Make sure that the video is showing up in the livestream window.



Click the video input button at the bottom of the screen in the media bin. Then select the Blackmagic Camera. The video should then show up in the livestream preview screen in the top left.



*If the video does not show up. You may need to disconnect and then reconnect that Camlink in the USB port of the Mac and then close and re-open Propresenter.

Start GarageBand

Select the GarageBand icon on the main MAC menubar to start the GarageBand application.



Note: GarageBand is used to record the audio of the sermon for the Sanctuary website. This is audio-only and you should only turn it on for the sermon portion of the service.

Open The Live Stream Website

First open Safari (web browser) and then click on the link saved on the Bookmarks Bar for Resi (Resi Log-in).

Livestream will automatically start at 10:00 am. You'll just have to stop it at the end of service.

SERVICE PRE-WORK

Now that you have everything open and ready to go, you need to ensure that ProPresenter is set up with all of the slides you need for the day.

You should have received an email from the worship pastor, or someone else at the church, detailing which songs are going to be used along with an **outline** of how the service will run. If you did not receive an email, it might be on the desk in front of you. If not, then try to find this as soon as possible as it is your **roadmap** and essential to setting up ProPresenter.

The main thing is to make sure that all of the **Slide Presentations** are loaded into today's **Playlist (5)**.

Slide Presentations will include:

- Announcement Slides
- Song Lyrics
- Scripture Verses
- Sermon Slides
- Contemplative Moment or other slides that they may want to show for something they are doing in this season (e.g. Lent Slides).

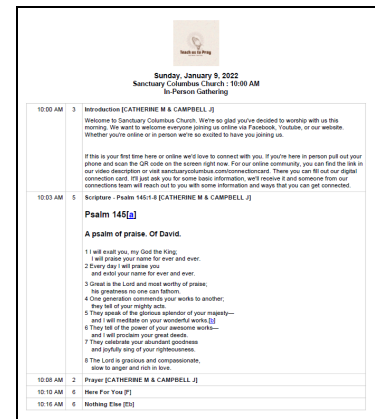
The order of the Playlist is usually similar to:

1. Announcement Loop
These are announcement slides that rotate on the projectors before the service.
2. Opening Welcome/Announcement slides
3. Song Lyrics
4. Contemplative Moment / Other / Slides
5. Sermon Slides
6. Song Lyrics again

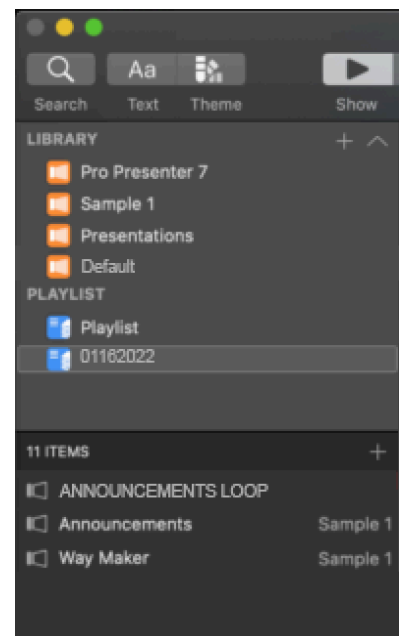
To load content into ProPresenter, you can either load items into the playlist or add slides to existing presentations.

There are four ways to load items into the playlist:

1. Copy a previously-created presentation to the current playlist
2. Create a presentation from ProPresenter tools.
ProPresenter has internal tools that allow you to easily create slides for song lyrics and Bible verses.
3. Copy images into ProPresenter from the computer.
4. Create a presentation from scratch.



10:00 AM	3	Introduction [CATHERINE M & CAMPBELL, J.]
Welcome to Sanctuary Columbus Church. We're so glad you've decided to worship with us this morning. We want to welcome everyone joining us online via Facebook, YouTube, or our website. Whether you're online or in person we're so excited to have you joining us.		
If this is your first time here or online we'd love to connect with you. If you're here in person pull out your phone and scan the QR code on the screen right now. For our online community, you can find the link in our video description or visit sanctuarycolumbus.com/welcome. There you can fill out our digital connection card. If you can't do so for some reason, please email us at sanctuary@scolumbus.org and someone from our connections team will reach out to you with some information and ways that you can get connected.		
10:03 AM	5	Scripture - Psalm 145:1-8 [CATHERINE M & CAMPBELL, J.]
Psalm 145(a)		
A psalm of praise. Of David.		
1 I will extol you, my God the King,		
2 Every day I will praise you		
and adore your name for ever and ever.		
3 Great is the Lord and most worthy of praise;		
no goodness no one can fathom.		
4 One generation commends your works to another;		
they tell of your mighty acts.		
5 They speak of the glorious splendor of your majesty—		
and I will marvel on your wonderful works (a)		
6 They tell of the power of your awesome works—		
and I will praise your great deeds.		
7 They celebrate your abundant goodness		
and praise all of your righteousness.		
8 The Lord is gracious and compassionate,		
slow to anger and rich in love.		
10:08 AM	2	Prayer [CATHERINE M & CAMPBELL, J.]
10:10 AM	4	Hallel For You [J.]
10:16 AM	6	Nothing Else [J.]



Copy a Previously-Created Presentation to the Current Playlist

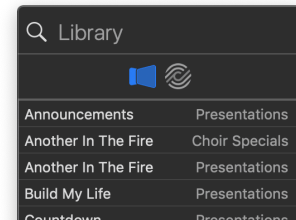
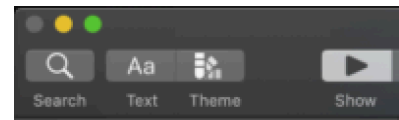
Many presentations that you may need to display have already been created. For example, you will have to display announcement slides. Most of the time, announcement slides can be re-used since the event they are announcing is in the future.

To copy previously-used presentations:

1. Click on a previous playlist in the Library (4).
2. Click on the desired presentation to check if that's what you need.
3. Click and Drag that presentation into your new playlist.
Edit as needed.

You can also use the Search feature to find a previously-created presentation.

1. On the top toolbar, click on the Search icon.
This opens the search window.
2. Ensure that the Library icon is selected.
3. Search for the song.
4. Click and drag the desired song from the list to your playlist.



Create a Presentation from ProPresenter Tools

ProPresenter 7 makes it easy to add Song Lyric and Scripture-based presentations.

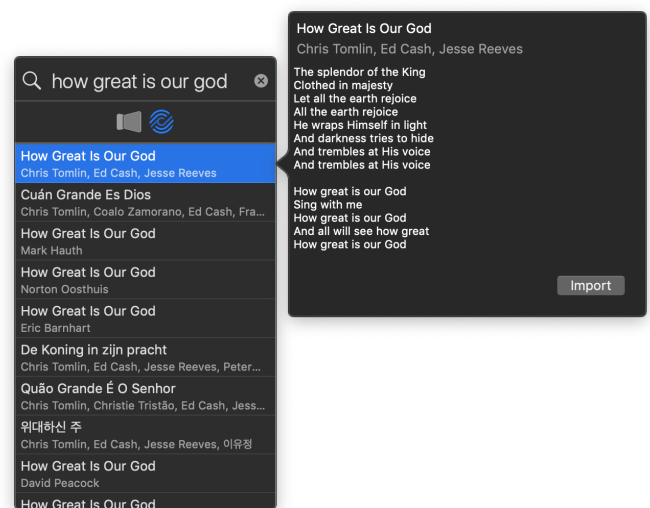
Note: Before adding anything new, make sure to search for the presentation in the library first.

Add Song Lyrics

1. Make sure you are viewing the current playlist, but don't have any of the other presentations selected.
2. Click on the Search button.
This opens the Search box. The icons on the Search box represent the Library and Song Select - a song database.



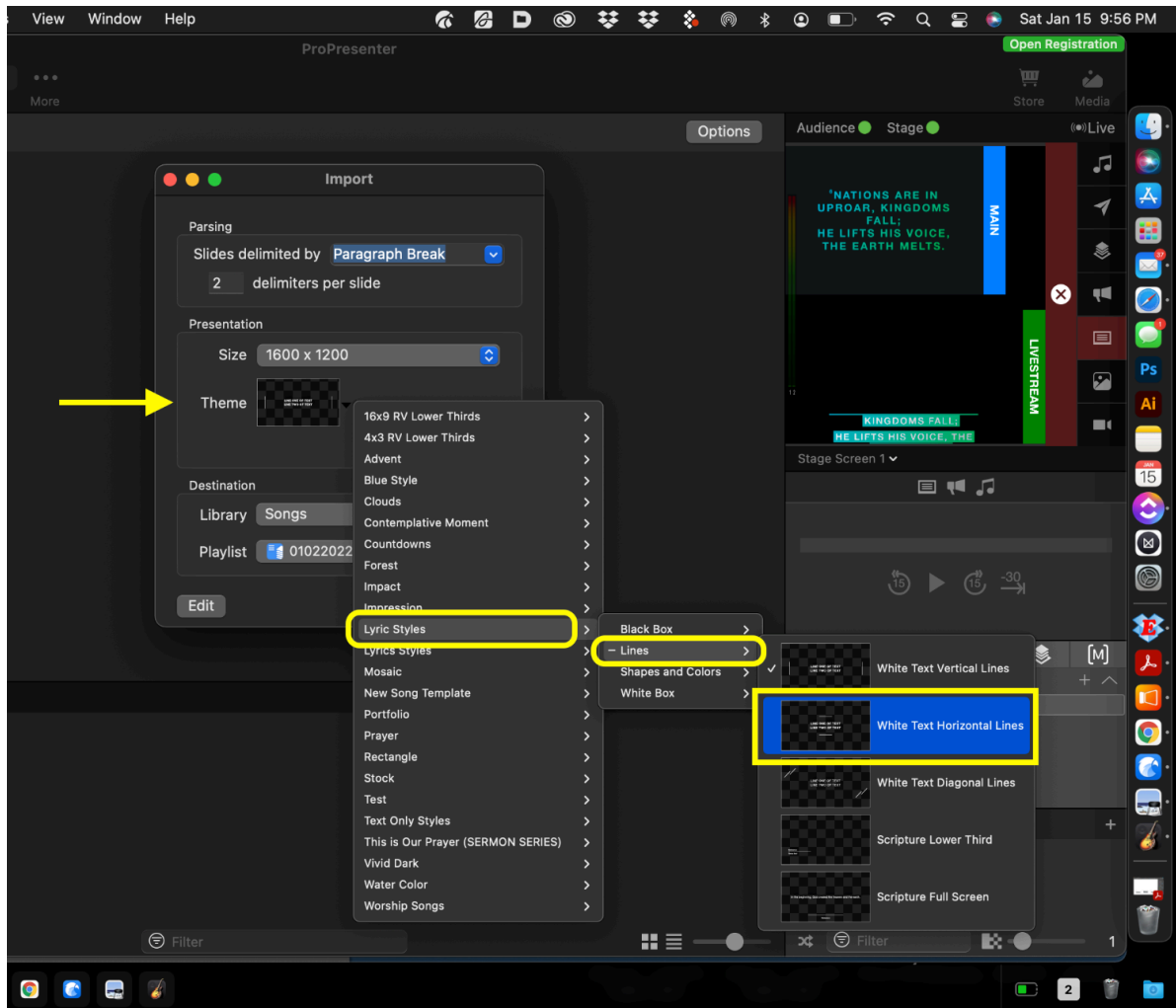
3. Enter the name of the song and hit the Enter key on your keyboard.
First make sure that the song you want is not already in the library.
4. If the song is not in the library, then search within Song Select.
5. Click on the name of the desired song.
A lyrics window will appear so that you can confirm that you have selected the correct song.
6. Click the **Import** button.
Note: It is important to make sure you do not have any other presentations selected when importing the song, so that it is added as a separate presentation and not additional slides to a presentation that you have open.



7. Make sure the size on the slide is 1920 x 1080.

8. Make sure the correct theme is selected.

Click the Theme > Lyric Styles > Lines > White Text Horizontal Lines.



9. Make sure you have the correct playlist selected.

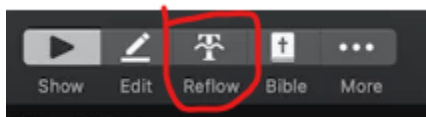
10. Click **Import**.

Fix Lyric Formatting

Lyric slides are notorious for not being formatted properly when you first import them. It is important to ensure that they look good on the projector and on the Live Stream.

The Live Stream looks best when the lyrics are limited to two lines per slide. Fortunately, ProPresenter has a feature that makes it easy to adjust the slides. To adjust the slides:

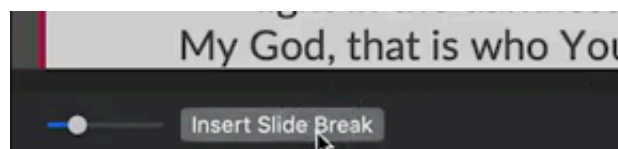
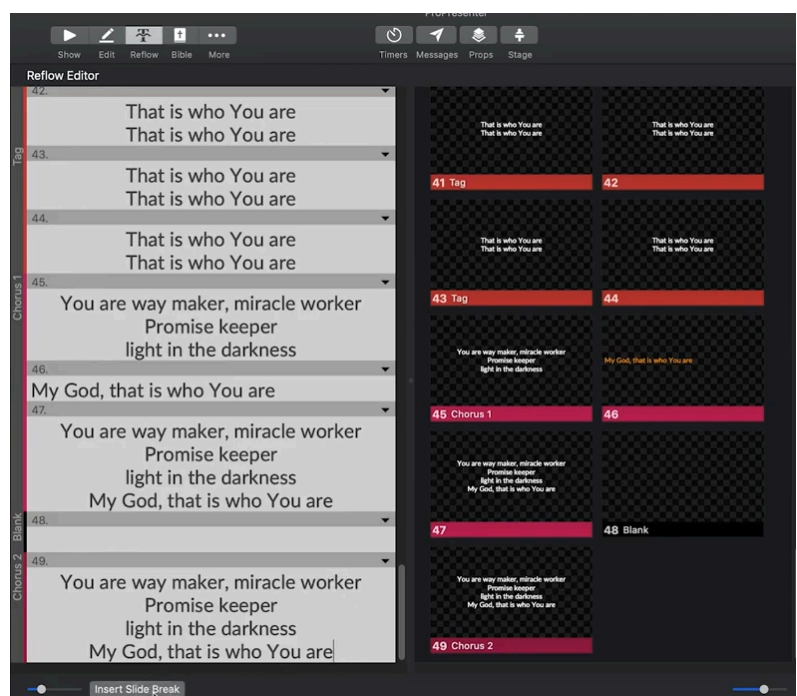
1. Select the presentation you wish to edit.
2. Select a slide with more than two lines.
3. On the Slide Toolbar, select the **Reflow** button.



This opens the Relow window.

The reflow window lists the lyric lines for each slide.

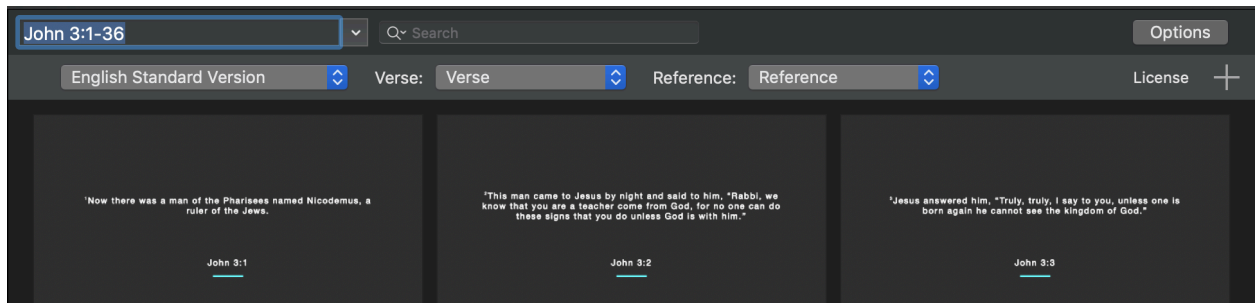
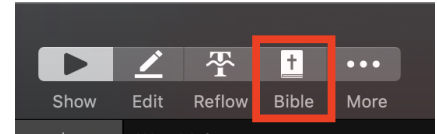
4. If a slide has more than two lines, click after the second line (or wherever is most appropriate for the song), and then click the **Insert Slide Break** button.
5. ProPresenter will then create a new slide in that presentation with the split lyrics.
6. Click the **Show** button on the Slide Toolbar to return to the main screen.



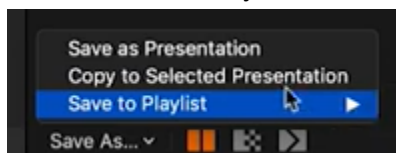
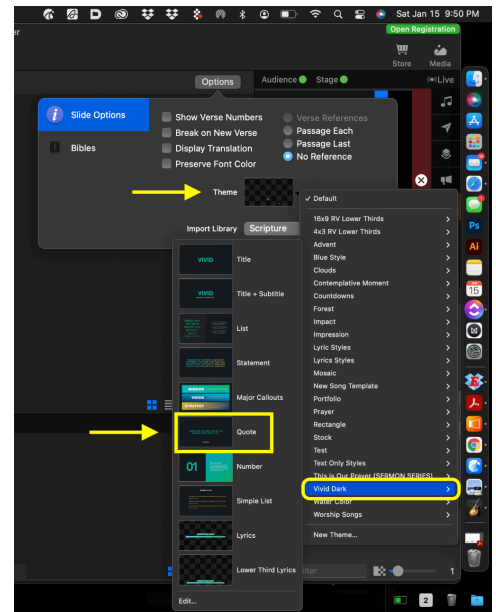
Add Scripture Verses

To add Scripture verses:

1. Make sure you are viewing the current playlist, but don't have any of the other presentations selected. This ensures that you add a new presentation instead of adding the verse slides to an existing presentation.
2. Click on the **Bible** icon in the toolbar. This opens the Bible search page.



3. Search for the desired verses
4. Choose the correct theme.
 - a. At the top right select **Options**.
 - b. Then click **Slide Options**.
 - c. Click on the theme and choose **Vivid Dark > Quote**
5. At the left-hand bottom of the screen, click the **Save As...** button.
6. Select Save to Playlist > Current Playlist.



Copy Images into ProPresenter from the Computer

Sometimes the slide content resides on DropBox. They are usually in the **Dropbox > Worship Services** folder.

If you are adding the files to an existing presentation, follow the instructions below. If you are adding a completely new set of files (to create new slides) see the **Create a New Presentation Section** on page [x].

To find the folder and copy the files into ProPresenter:

1. Click on the Mac desktop.
2. On the very top toolbar, select File > New Finder Window.



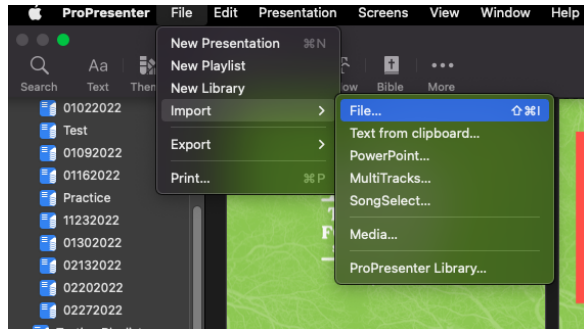
3. Click on the Dropbox folder on the left hand menu of the Finder Window.
4. Open the Worship Services folder.
You should see either a folder or image files of what you need for the service.
5. Select and Drag the files over into the ProPresenter presentation.

Create Sermon Slides

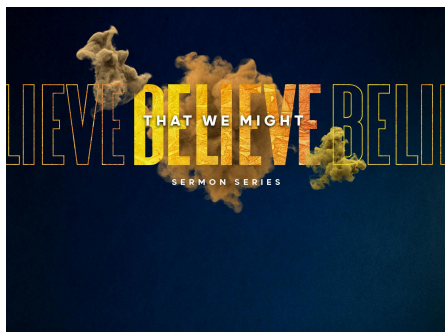
Sermon slides will be pre-made and put in Dropbox. We will need to add the presentation and format it so that it will show up both for in-person & livestream.

This means you will need to:

1. Go to File > Import > From File **[If sermon slides have already been uploaded to the playlist for this week you can skip Step 1 & 2. You will be notified via the weekly Production plan email]**



2. Select file in the sermon slides file: Dropbox > Worship Services folder > Sermon Slides folder and select the file. NOTE: Make sure you save it to the correct playlist
3. Check slides to make sure everything is fitting in and nothing is missing. In some cases there will be placeholders to input the scripture. Follow the same instructions that you do for the regular scripture but use the sermon scripture template.
4. Now we add actions to make the slides appear both in person and on the livestream. The actions correspond to a specific slide in the template:
 - a. Sermon Title (Will show up as lower third on Livestream)

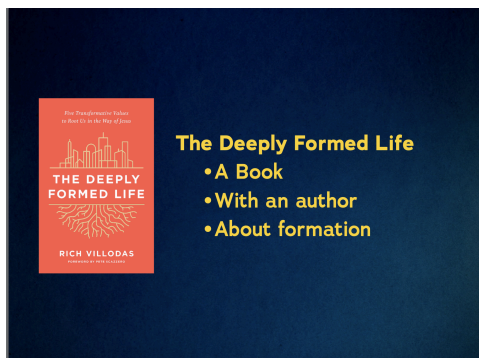


b. Sermon Scripture

c. Sermon Blank 1



d. Sermon Blank 1a (Text will be formatted similar to below)



e. Sermon Blank 2



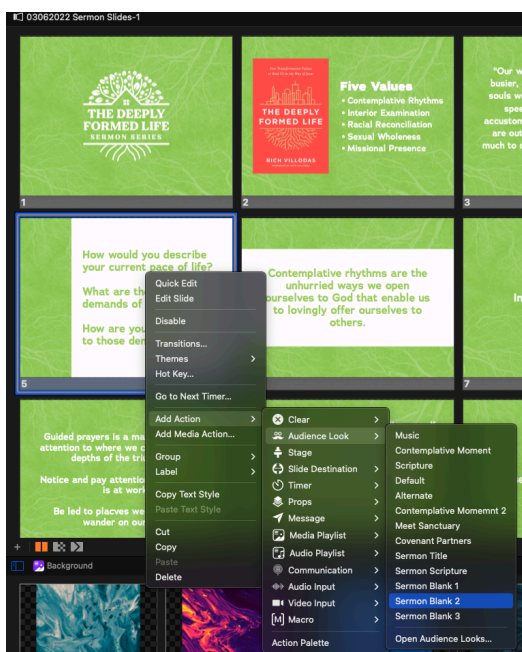
f. Sermon Blank 3



g. Sermon Blank 4

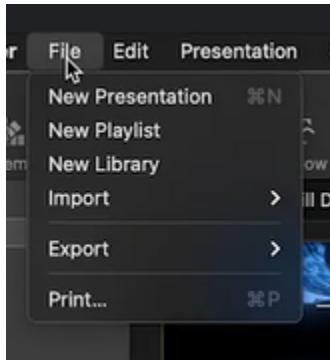


5. Right click the slide > Add action > Audience Look > Select Look for you slide. Repeat for all of the slides.

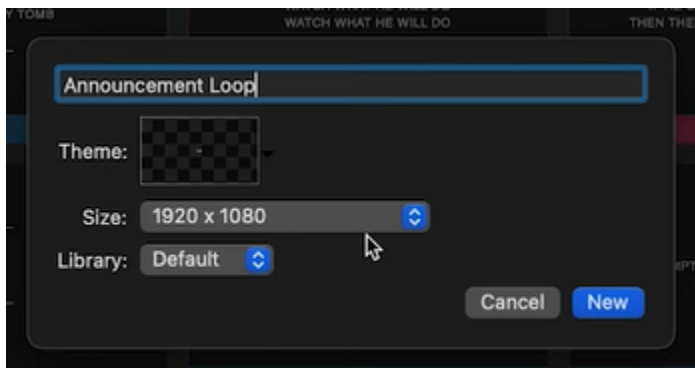


Create a Presentation from Scratch

1. In ProPresenter, select File > New Presentation.



2. Name the presentation.
If the presentation contains the sermon slides, name it something like Sermon [date].
3. On the window that appears, ensure that the Size of the presentation is 1920 x 1080.



4. Ensure that the Library is set to Default.
5. Click Ok.

Now that you have created a new presentation, you can create new slides or copy images into the presentation to create slides. This is especially useful when creating sermon slides.

Final Touches

Now that you have all of the presentations and slides set up, it's time to make sure that everything looks good and is in the right order.

Correct The Playlist

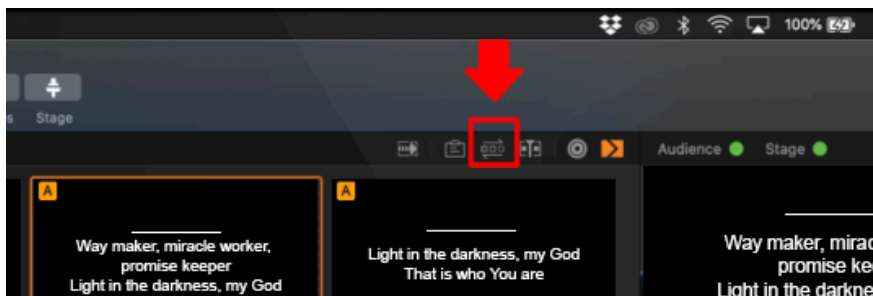
If the presentations are out of order, Click and Drag a presentation to its proper place on the playlist.

New! Arrange Lyric Slides

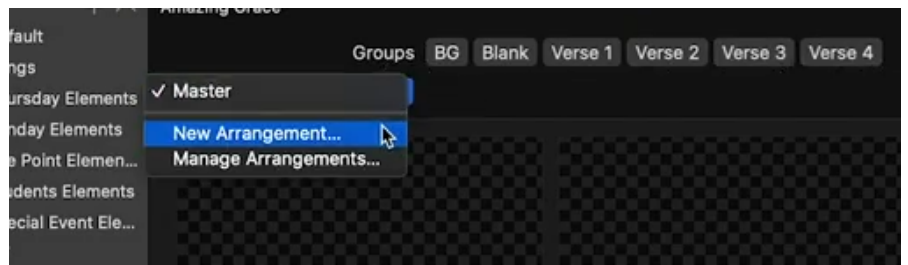
ProPresenter now has a feature called Arrangements. As the worship team rehearses, you can now arrange the slides for each song according to how they play the songs.

For example, in the past, they might have played Verse 1 twice and then the Chorus. Now you can set up the Arrangement so that the slide arrangement displays Verse 1 twice so that you don't have to go back and click on it again.

1. Click on the Arrangements button to open the Arrangements panel.



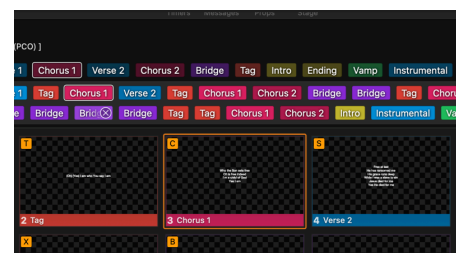
2. Select **New Arrangement** on the dropdown menu. Type in “Sunday” or whatever best describes the arrangement.



The top of the arrangement panel will then show you a series of buttons that correspond to the slides for that song lyric presentation. You should see buttons that say “Verse 1”, “Chorus”, etc.

3. Click and drag the buttons according to how the song will be performed.

If you add, move, or remove a button in a new place, it will automatically copy the correct slides to the presentation.



SETTING UP LOOKS

The Looks window allows you to choose what layers visually appear on what screen you've set up.

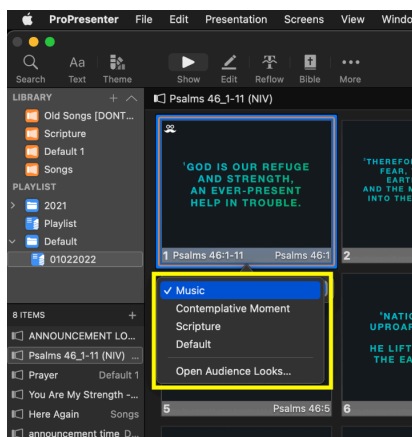
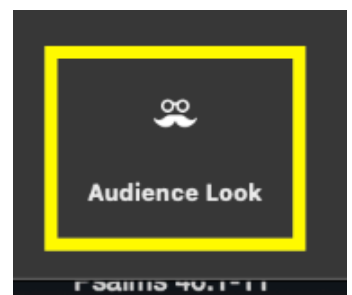
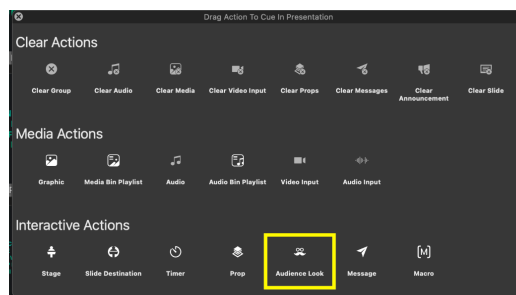
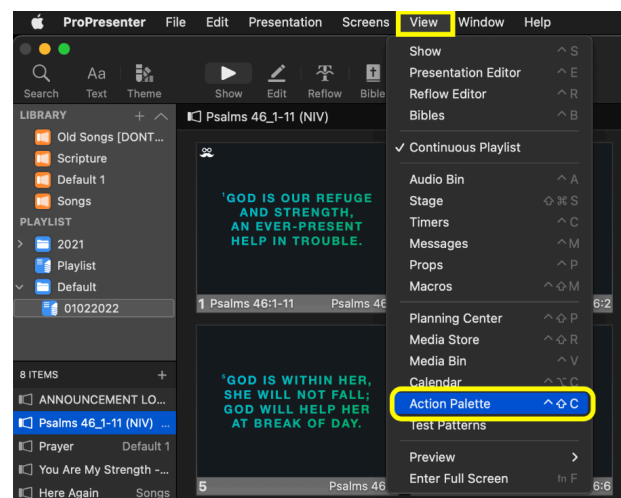
There are present looks loaded already into ProPresenter.

The looks are:

- Music
- Scripture
- Contemplative Moment

To make sure that the slides are showing up in the right way both in service and online follow these steps.

1. Go to the view at the top menus and select Action palette
2. Click and drag the icon that looks like a man with glasses on to the first slides you need it [ex. First song lyric slide or first scripture slide]
3. Make sure you select the correct action type. Once the look is added to that first slide it should apply to all of the slides following it.

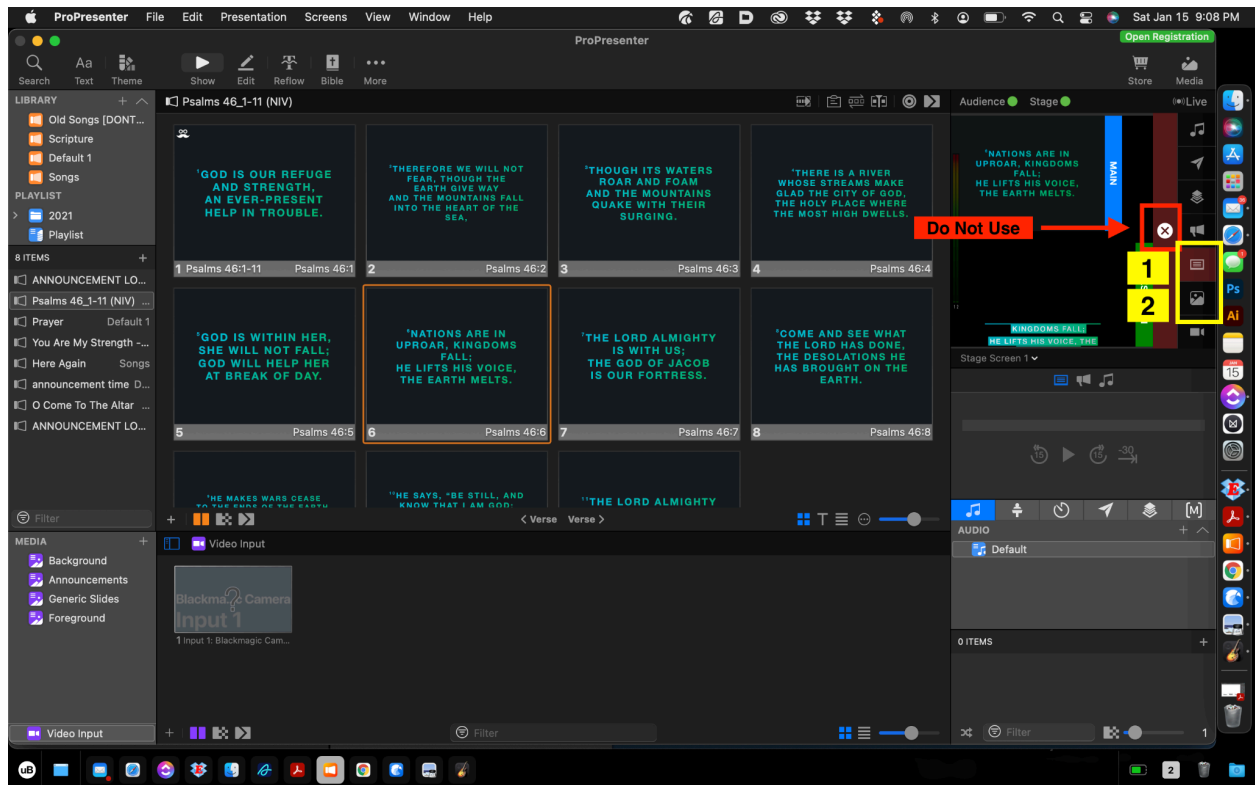


GOING LIVE

The Livestream will automatically turn on at 8:55 am & 10:55 am

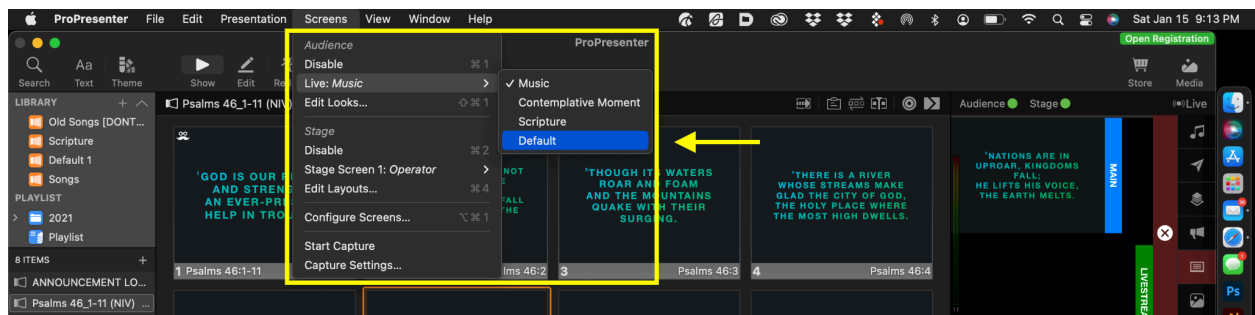
Clearing Slides

You do not want to use the 'X' to clear slides anymore. That will also remove the video from the live stream. You will want to use the buttons on the far right



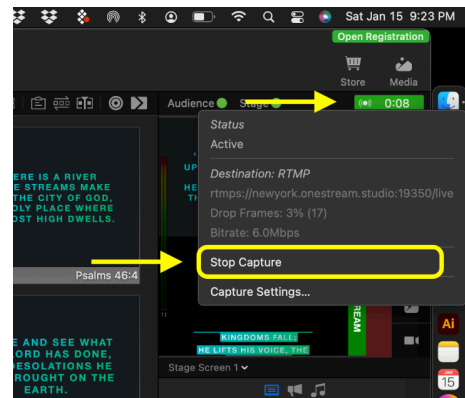
1. Will clear the text layer
2. Will clear the media or image layer

If, for example, you are showing an announcement slide and the scripture lower third is still showing up, you may need to edit the 'Look'. If so click the screen button at the top menu, then go to 'Live' and select Default to go back to the regular look.

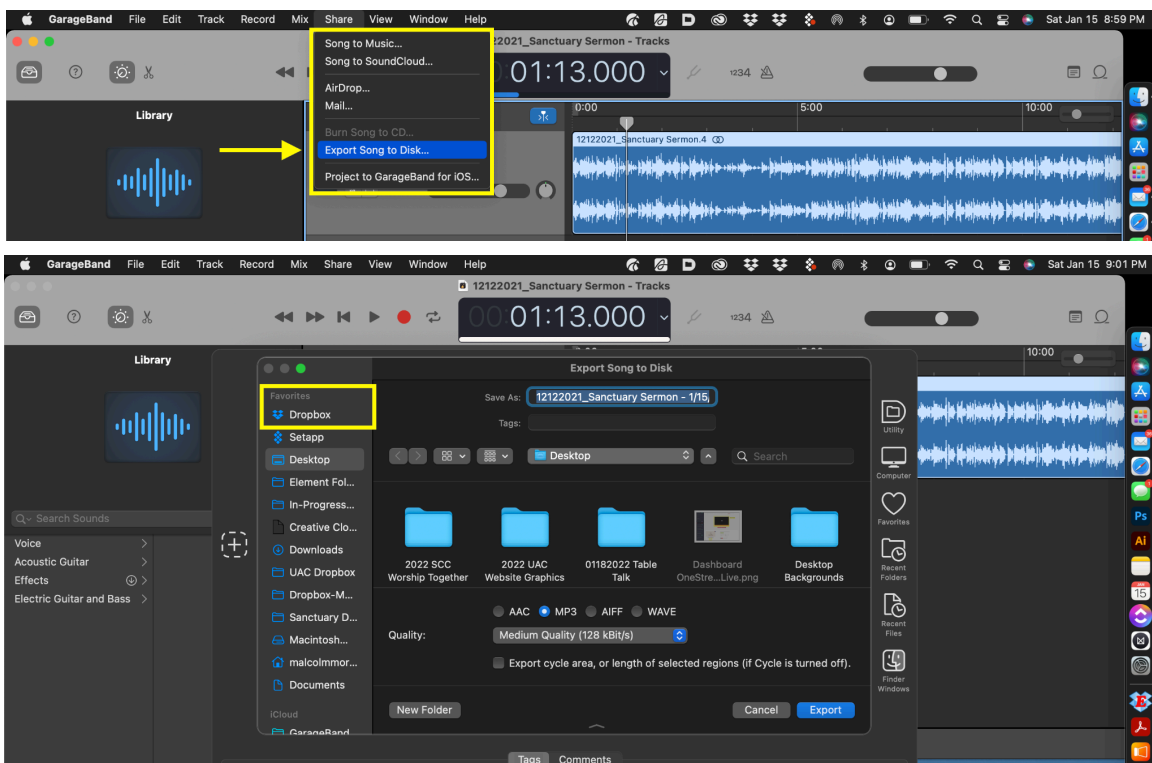


END OF SERVICE

1. Make sure to stop Garageband after the sermon is over.
2. When service is over, go back to the live button on the top left and select stop capture to stop the livestream



3. In Garageband go to File > Save As and make sure you save the garageband file to the Sanctuary Sermon Folder. Name file with: Date_Sanctuary Sermon Service Time (ex. 01162022_Sanctuary Sermon 900 am)



4. Turn off the projectors. You'll have to hit the power button twice to turn them off.
5. Power down the computer and powerstrip.

SLIDES CHECKLIST

START HERE			GOING LIVE	
Turn On the Equipment			Turn on the Live Stream	
Blue Power Button	☐		Live Button on ProPresenter	☐
Computer	☐		Go Live on Onstream (G. Chrome)	☐
Projectors	☐		Record Sermon with GarageBand	☐
Camera	☐		Stop Recording the Sermon	☐
Turn Off Wi-fi	☐			
Start Pro-Presenter	☐		AFTER THE SERVICE	
Close the Initial ProPresenter Screen	☐		Turn off Live Stream	☐
Start GarageBand	☐			
			Click Stop Capture on ProPresenter	☐
			Set Slides to Announcement Loop	☐
SERVICE PRE-WORK			Save Sermon Recording to DropBox	☐
Set up the Playlist				
Lyric Slides	☐		AFTER MOST OF THE PEOPLE HAVE LEFT	
Lyric Slides Formatted Correctly	☐		Turn off Projectors	☐
Lyric Slides Have Correct Look	☐		Shut down ProPresenter	☐
Scripture Slides	☐		Turn off Camera	☐
Scripture Slides have Correct Look	☐		Turn off Computer	☐
Sermon Slides	☐		Turn off Power to Computer Station	☐
Announcement Slides	☐			
Announcement Slides are current	☐			