



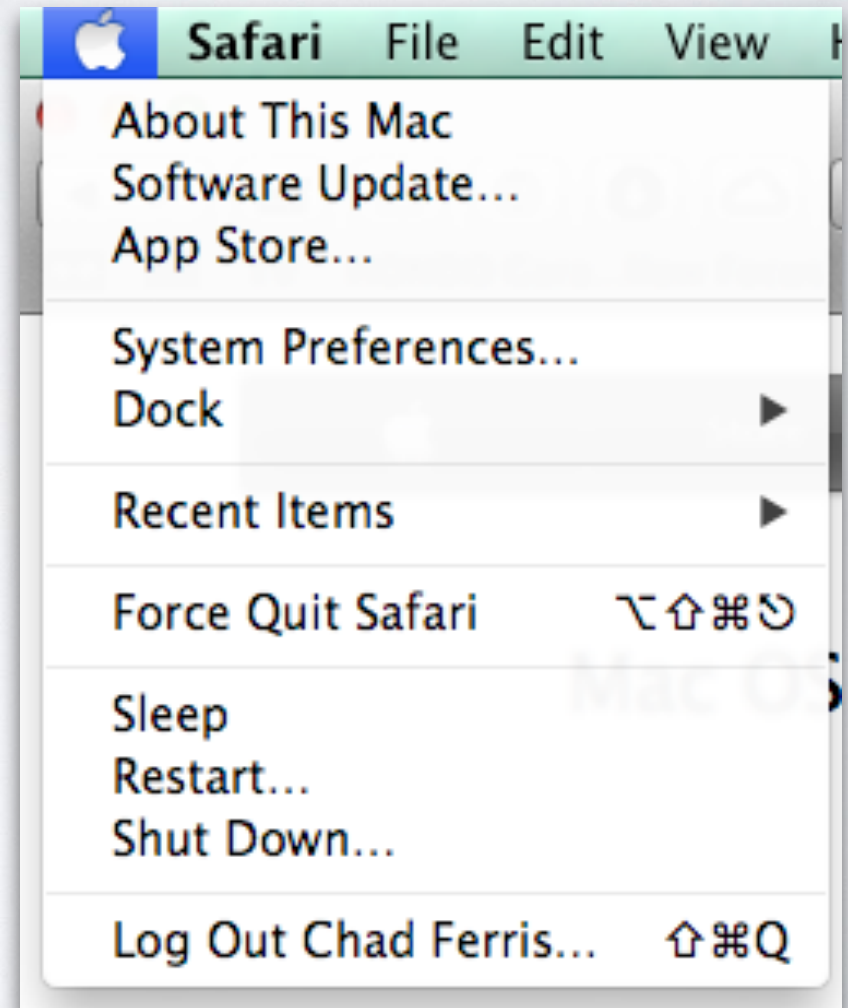
MEDIA TRAINING

OSX

- Apple Menu
- Dock
- Desktop
- The Finder
- Spaces
- Mission Control
- Menu Bar

APPLE MENU

- Top left apple icon
- Used to access:
 - System info
 - System Preferences (Like Control Panel)
 - Dock Settings
 - Force Quit (ctrl+alt_del equivalent)
 - Log Out, Reboot, Shutdown

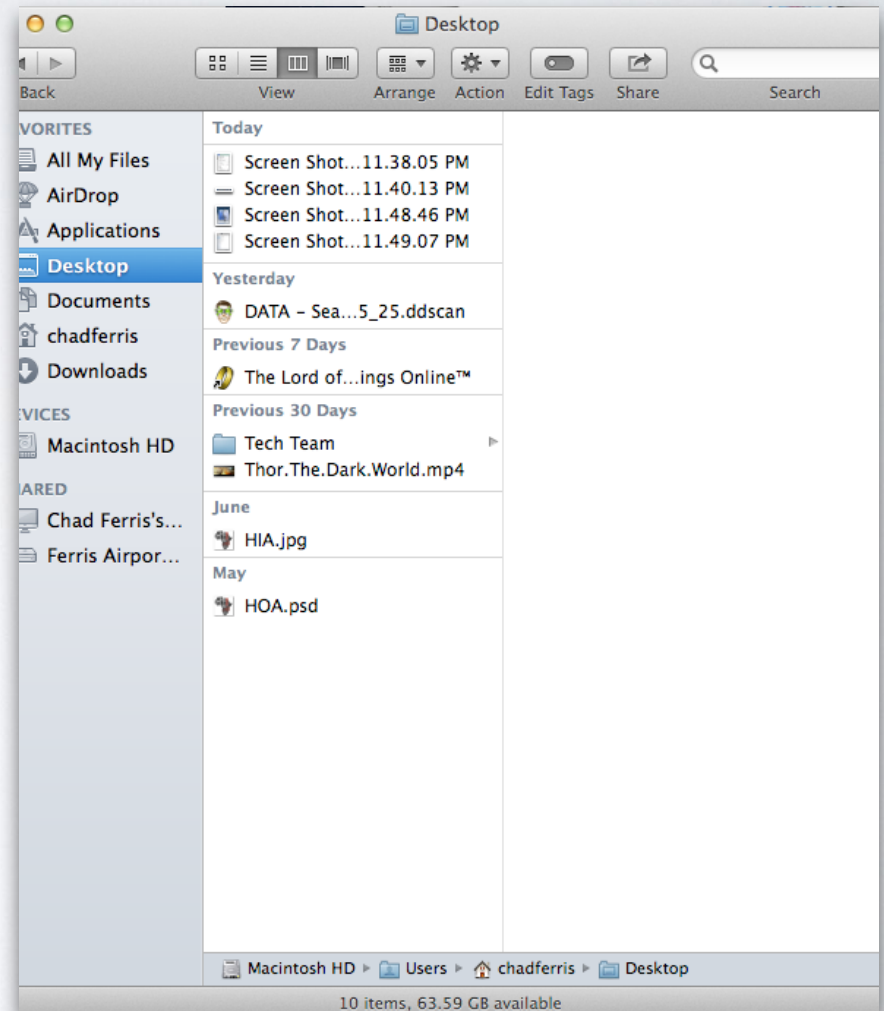


DESKTOP

- Pretty much just like a windows machine
- Any attached drive will most likely automatically show up on the desktop

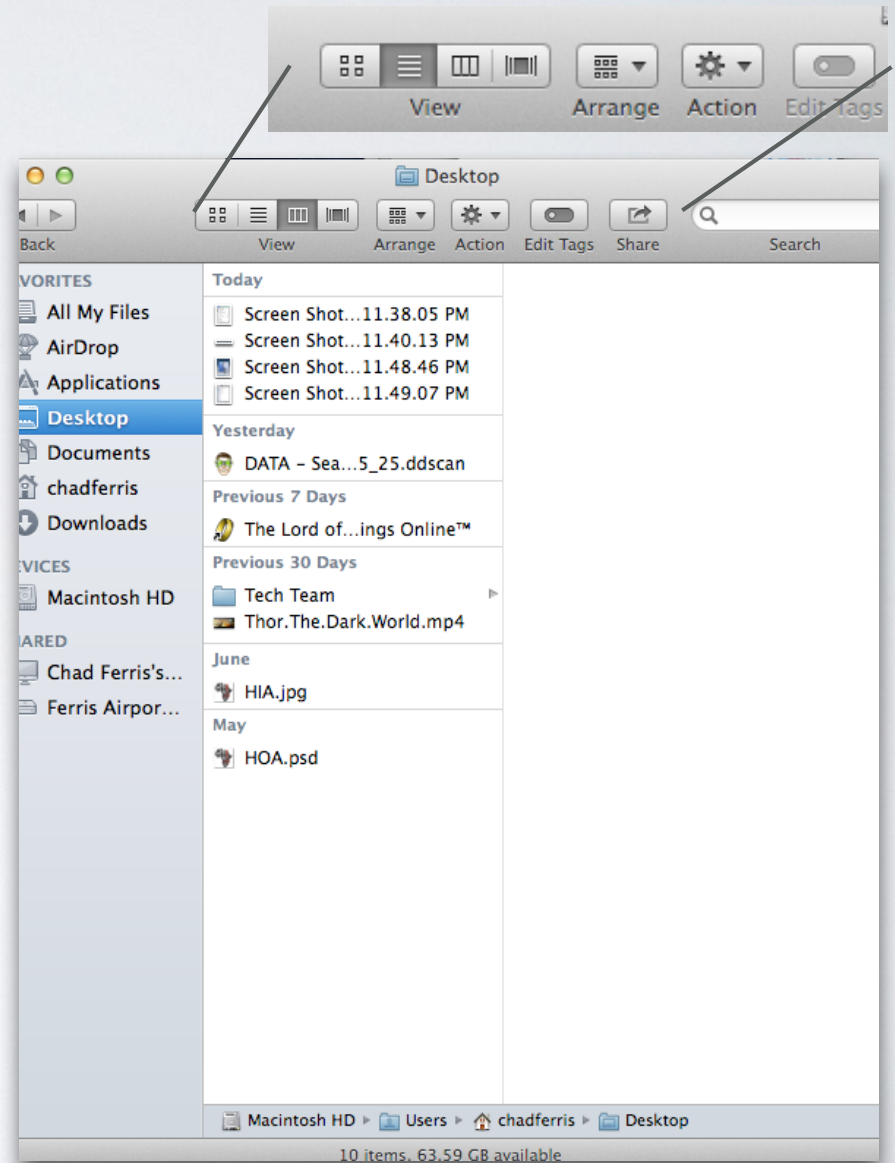
FINDER

- This is the equivalent of windows explorer
- Easy access to frequent files and folders
- Access to airdrop (a quick and wireless way for apple devices to share files even without a network - proximity based)
- Hard drives
- Optical drives
- Network resources



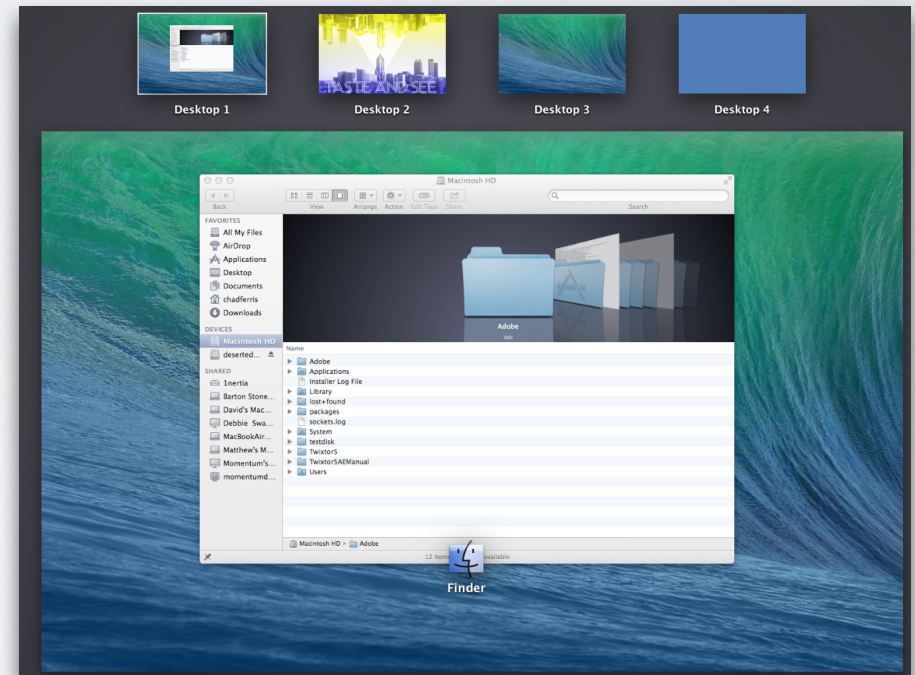
FINDER

- 4 separate views available
 - Icon
 - List
 - Columns
 - Coverflow (A large thumbnail system that behaves like thumbing through a file cabinet)
- Sorting options
- Tags (which allow easy identification using color)



SPACES

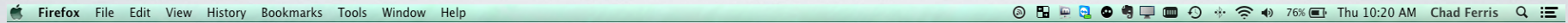
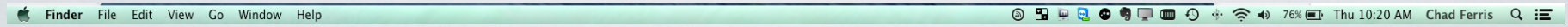
- Because OSX is built on top of a Unix Kernel it has the ability to build innumerable theoretical displays. This system is called spaces.
- This allows you to use more of your screen area by allowing you to spread open apps out among the theoretical displays.



MISSION CONTROL

- Allows you to quickly see all of your open windows and apps
- Once you're in mission control you can quickly switch to any open window or app





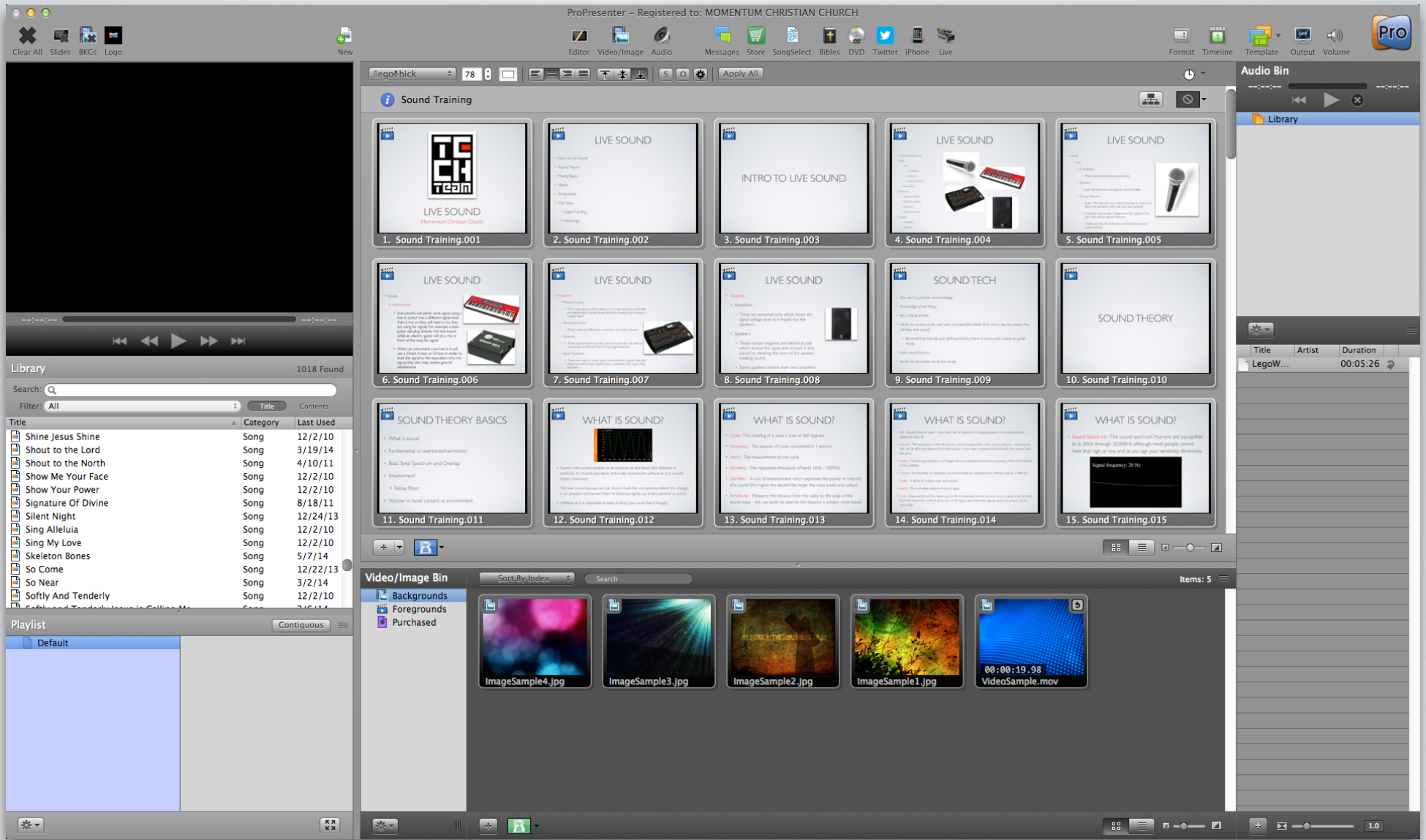
MENU BAR

- The menu bar is located at the top of the screen
- This bar changes functionality based on whichever app you currently have selected
- All of your application preferences as well as printing, editing, and saving functionality will almost always be accessible in this bar



ProPresenter®

THE BASICS



INTERFACE OVERVIEW

TOP LEFT

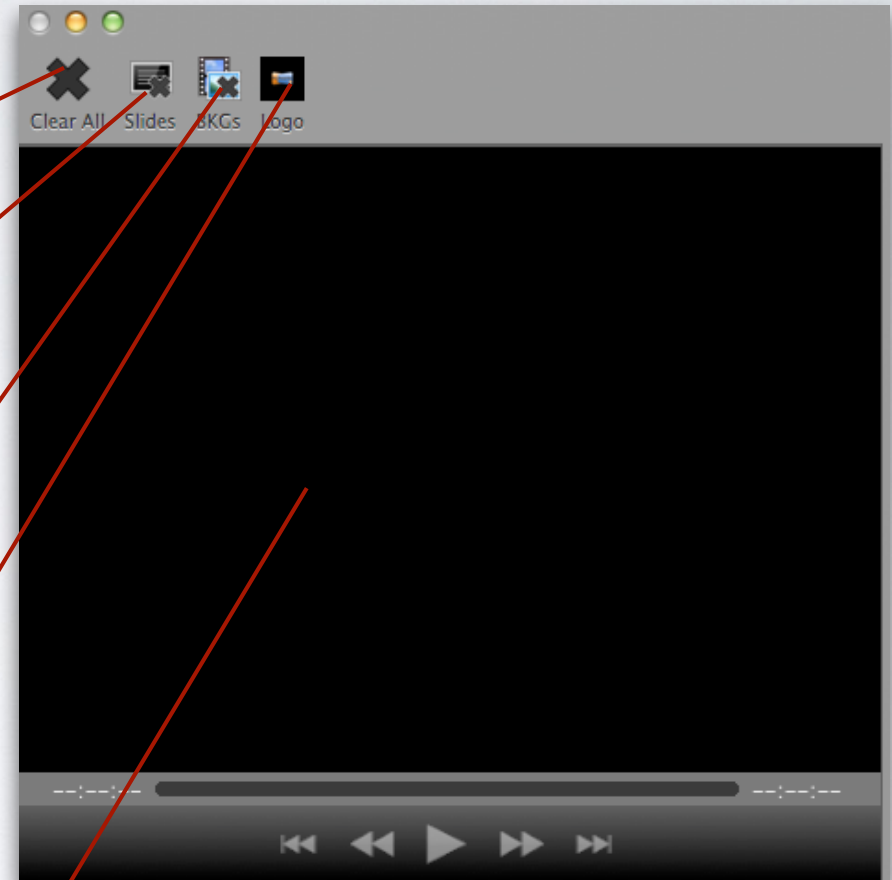
Clear All button will clear backgrounds, foregrounds, and audio

Slides Button clears the foreground only

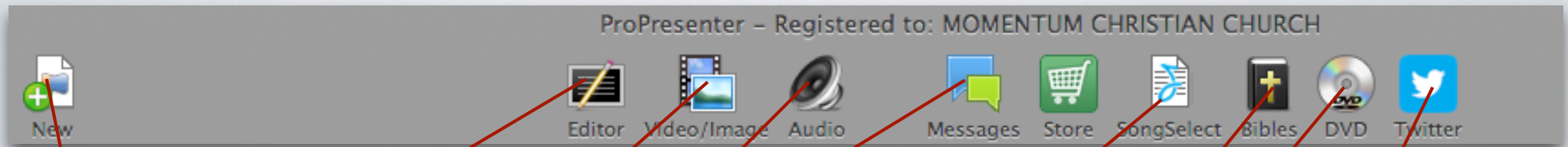
BKG's button clears only the background

Logo button displays a Pre-determined logo over everything (the default is the pro presenter logo)

Preview Region is where whatever is being pushed to the displays can be previewed



TOP MIDDLE



New creates a new presentation document

Editor opens the editing area for whatever particular slide you are currently on

Video/Image opens the Video and images bin

Audio opens the audio bin

Messages opens the messages and timers area

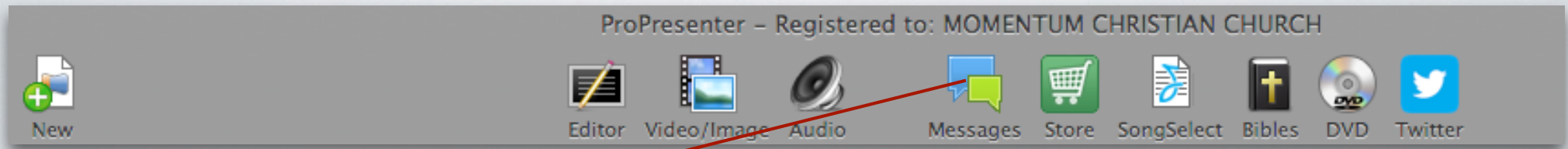
SongSelect opens the online song lyric database

Bibles opens scripture area

DVD opens the dvd playing system inside ProPresenter

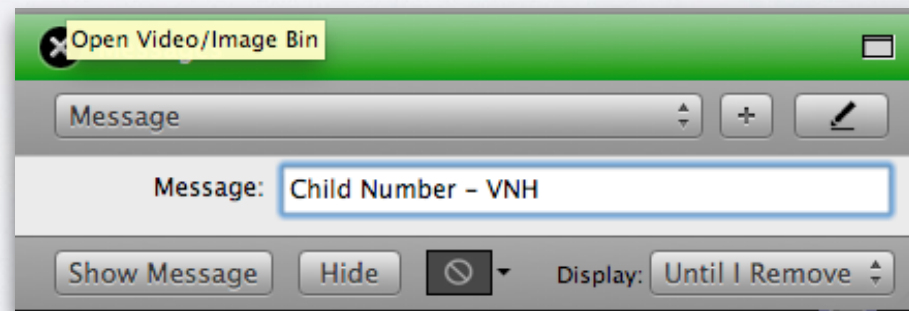
Twitter opens the twitter interface which allows you to display a particular twitter feed or user

TOP MIDDLE

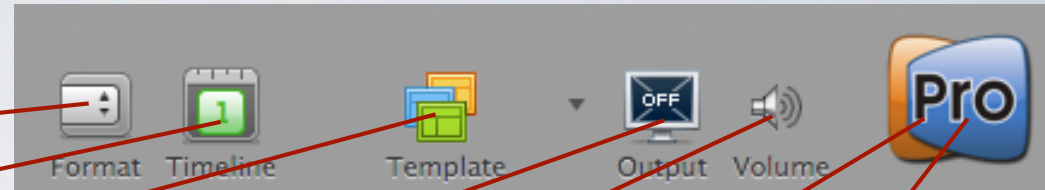


Messages

If you have a child number to enter just click here and use a regular message in the following format



TOP RIGHT



Format turns the format bar on and off

Timeline shows the timeline

Template gives you access to any saved templates

Output turns the Display output to the projectors on and off

Volume is an independent volume for ProPresenter which affects both audio and video coming out of the program

The big **PRO** button opens up an info window with helpful tutorials and a link to the manual for download among other things



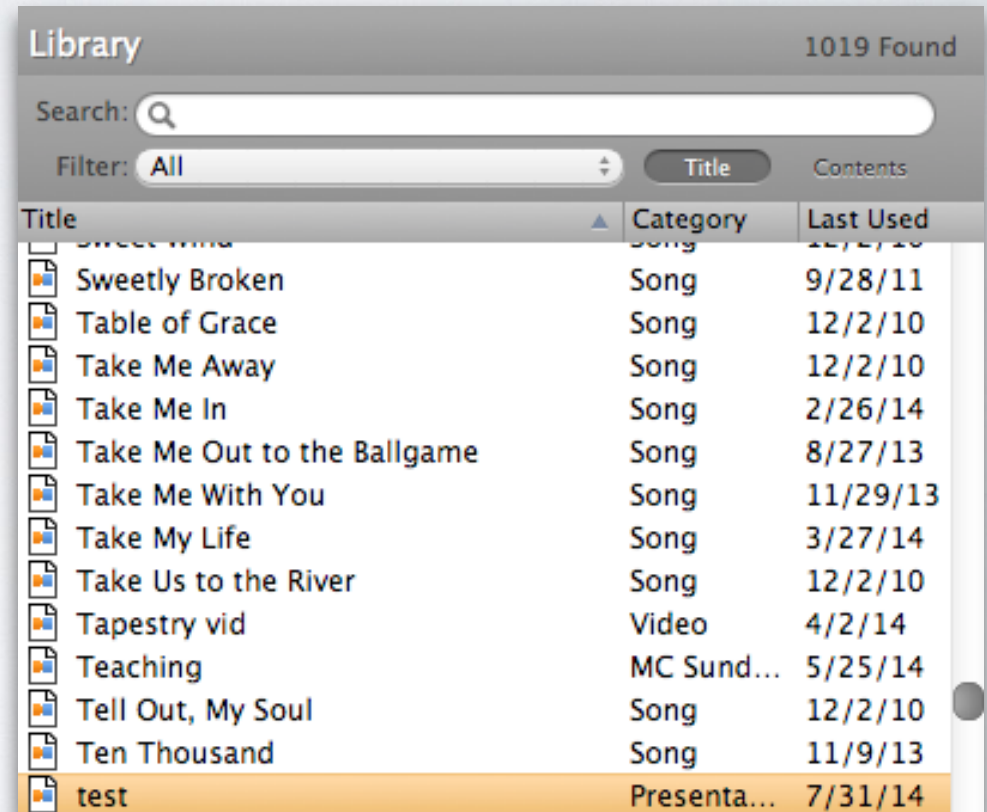
MIDDLE LEFT

The Library

This contains every presentation document currently loaded into ProPresenter

This includes:

- All song lyrics
- All message notes
- All elements such as table, dismissal, pre-service, ETC.



The screenshot shows the 'Library' window in ProPresenter, displaying a list of 1019 found items. The window includes a search bar, a filter dropdown set to 'All', and two buttons labeled 'Title' and 'Contents'. The list is organized into three columns: Title, Category, and Last Used. The 'test' entry is highlighted in orange.

Title	Category	Last Used
Sweetly Broken	Song	9/28/11
Table of Grace	Song	12/2/10
Take Me Away	Song	12/2/10
Take Me In	Song	2/26/14
Take Me Out to the Ballgame	Song	8/27/13
Take Me With You	Song	11/29/13
Take My Life	Song	3/27/14
Take Us to the River	Song	12/2/10
Tapestry vid	Video	4/2/14
Teaching	MC Sund...	5/25/14
Tell Out, My Soul	Song	12/2/10
Ten Thousand	Song	11/9/13
test	Presenta...	7/31/14

BOTTOM LEFT

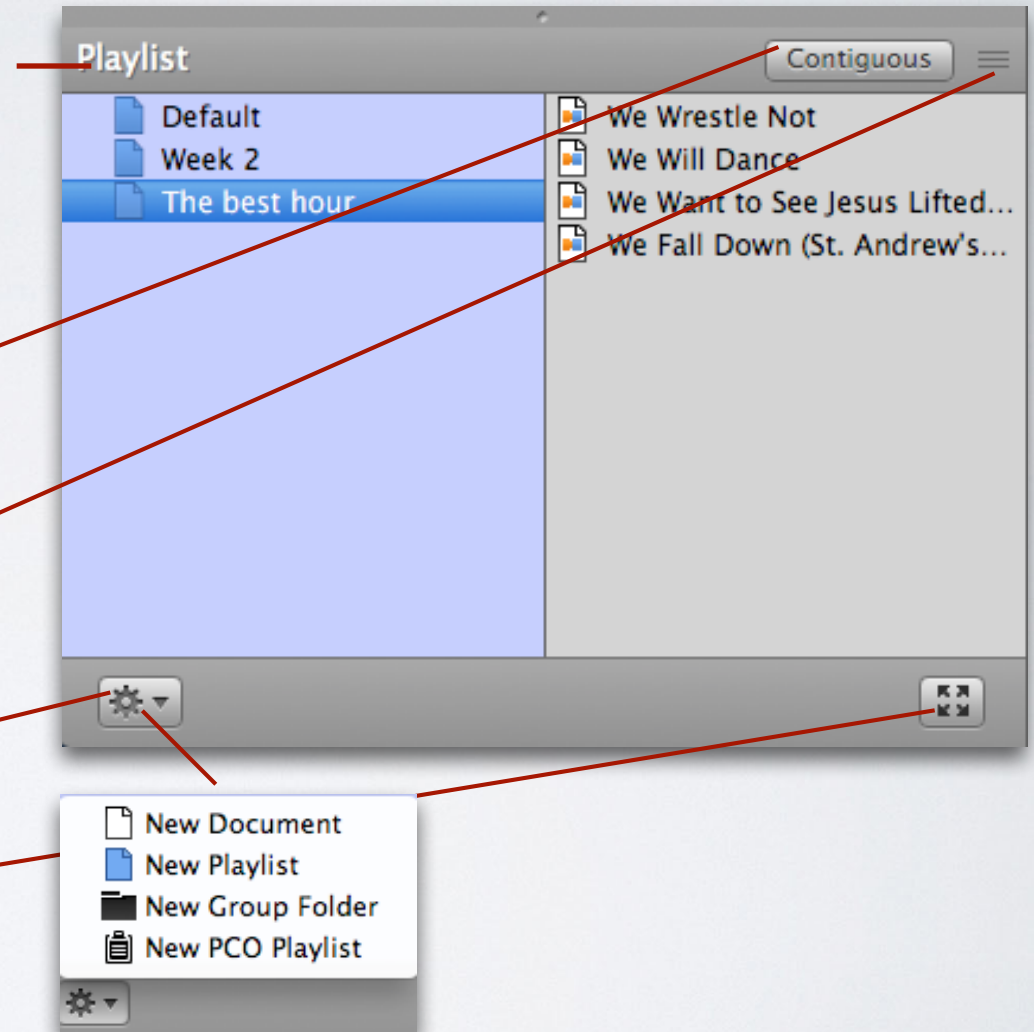
The **Playlist** is where we build out services. The left side shows Folders and Playlists (Folders are usually Years or series, playlists are usually Sundays)

Contiguous allows the playlist to flow seamlessly in the main area of the application as opposed to constraining the area to the particular document selected

Height Adjustment allows you to size the height of the Playlist to taste

The **Cog** Allows you to create new folders, playlists, and presentation documents

The **Playlist Mode** hides the Library giving you more screen area for the Playlist



MAIN AREA

Go to next timer

Format Bar

Info

Arrangement

Document
Transitions

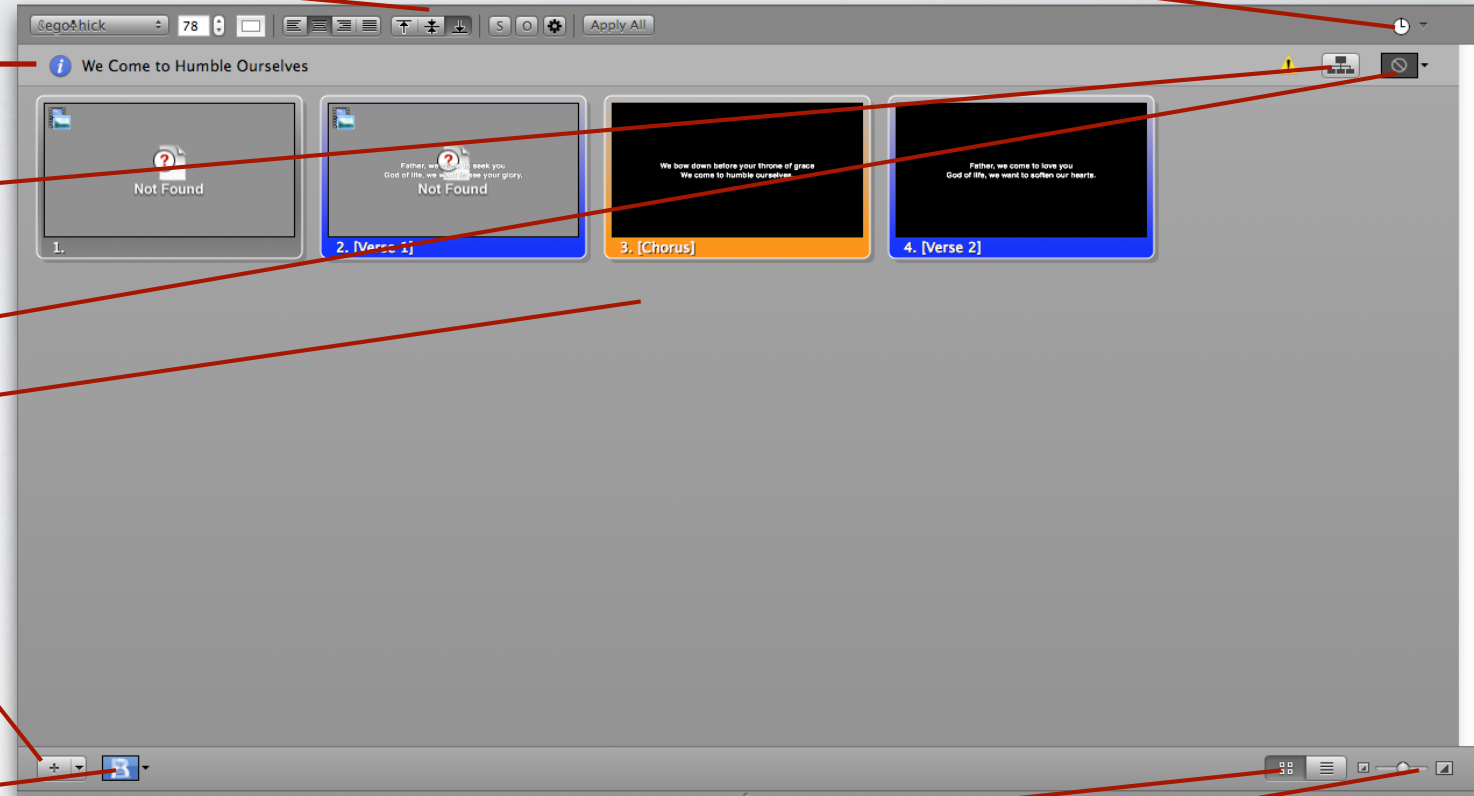
Slides

+ adds a slide

Transitions

Icon/List

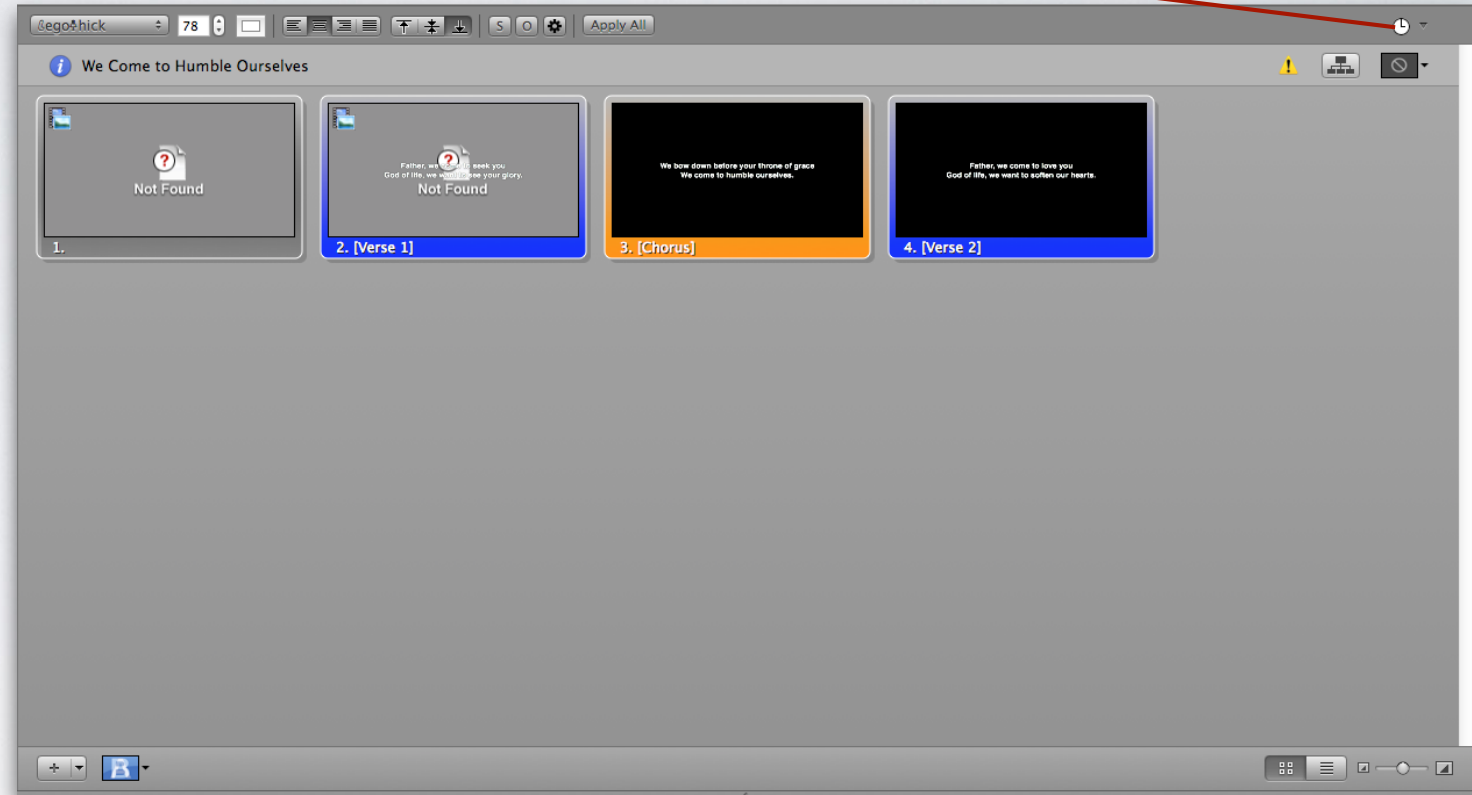
Slide Size



MAIN AREA

Go to next timer

This allows you to set a default time for each slide to advance to the next for the entire document currently open.

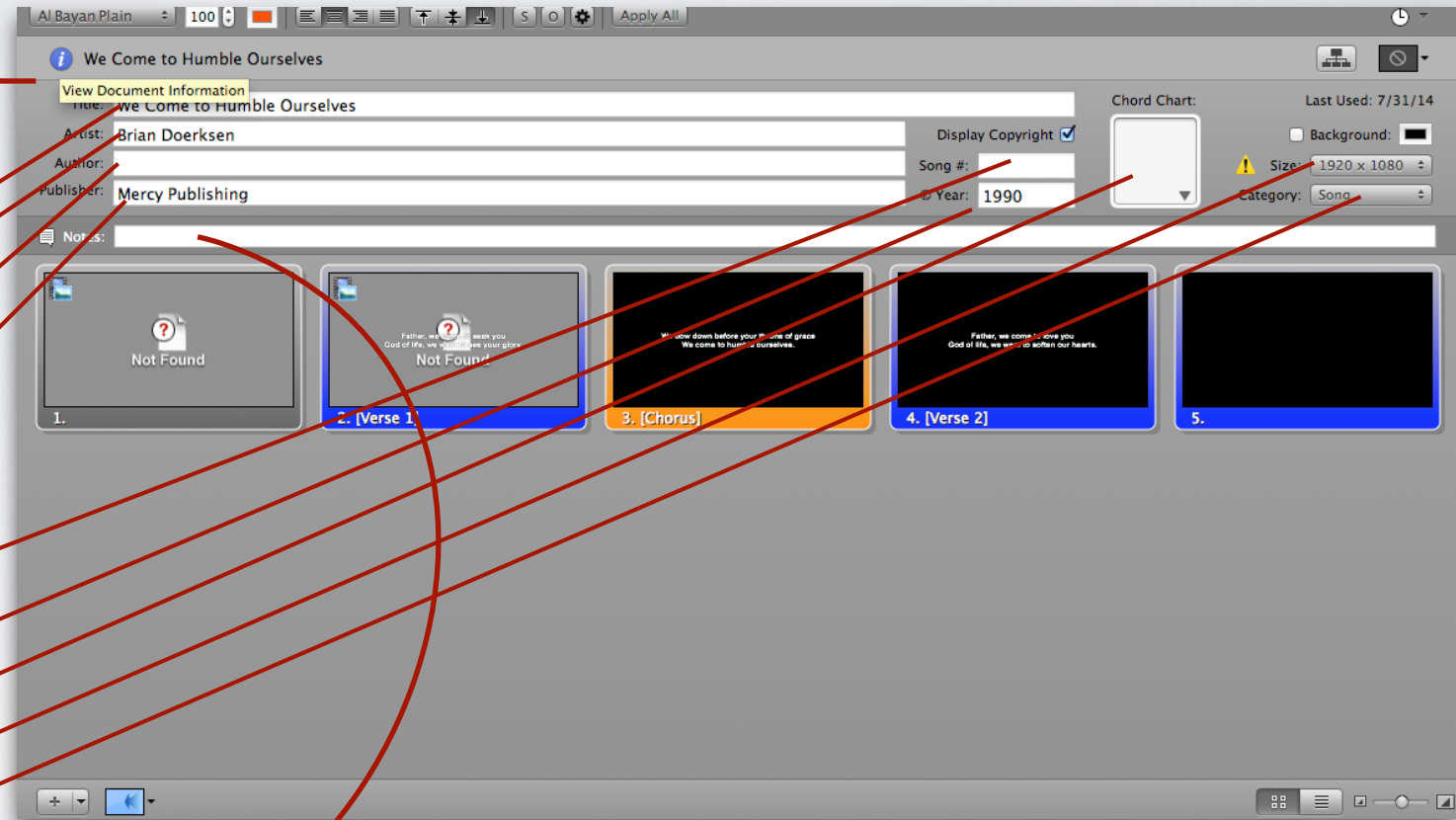


MAIN AREA

Info

This lets you add:

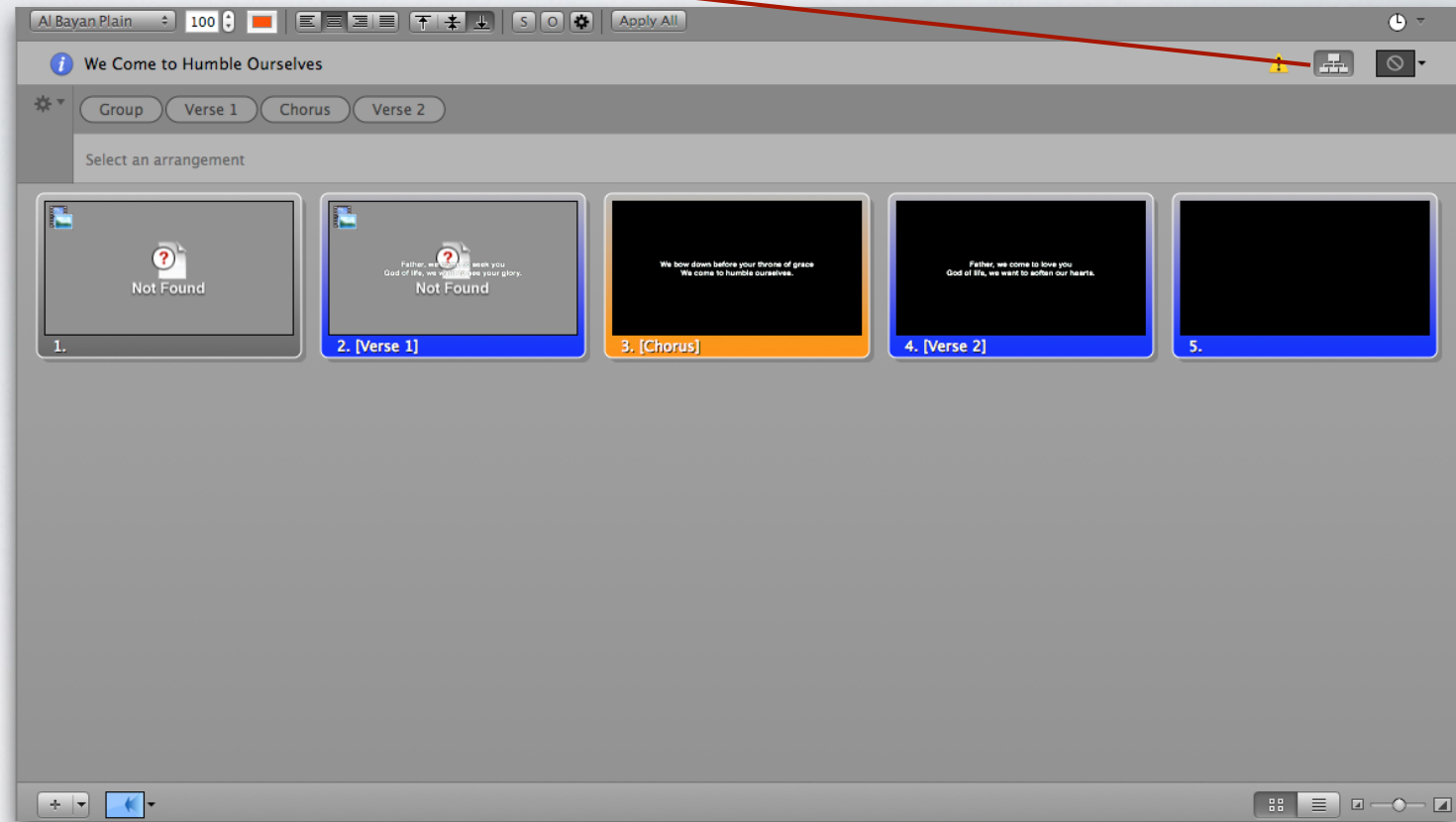
- Title
- Artist
- Author
- Publisher
- License number
- Copyright year
- Chord Chart
- Change slide size
- Set category
- Add notes



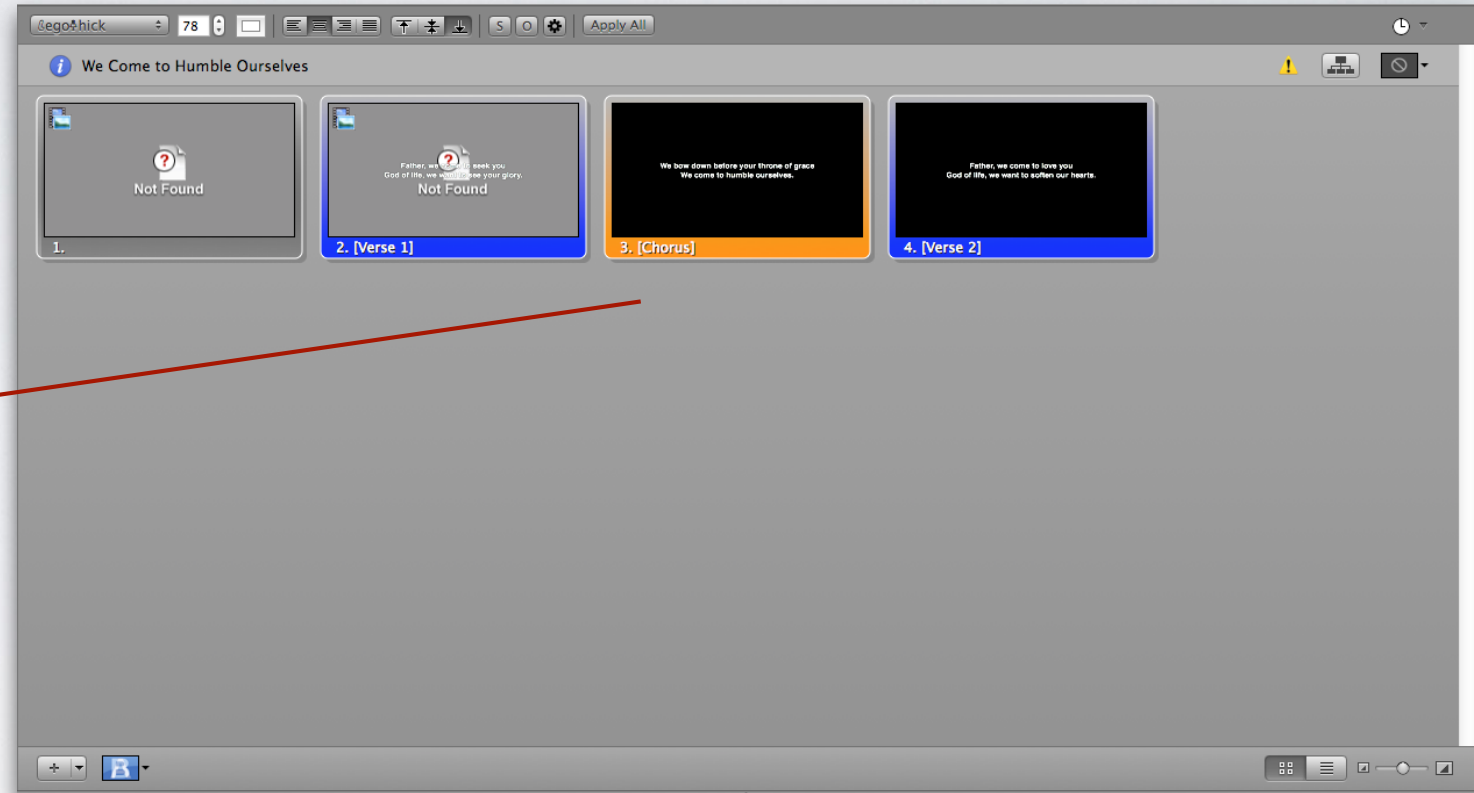
MAIN AREA

Arrangement can be used to duplicate sections of songs if they are formatted properly such as adding verse 1 three times

We don't use this much as the majority of our songs are not sung in the original format and the functionality is problematic (This does seem more stable in our current release than in earlier releases)



MAIN AREA



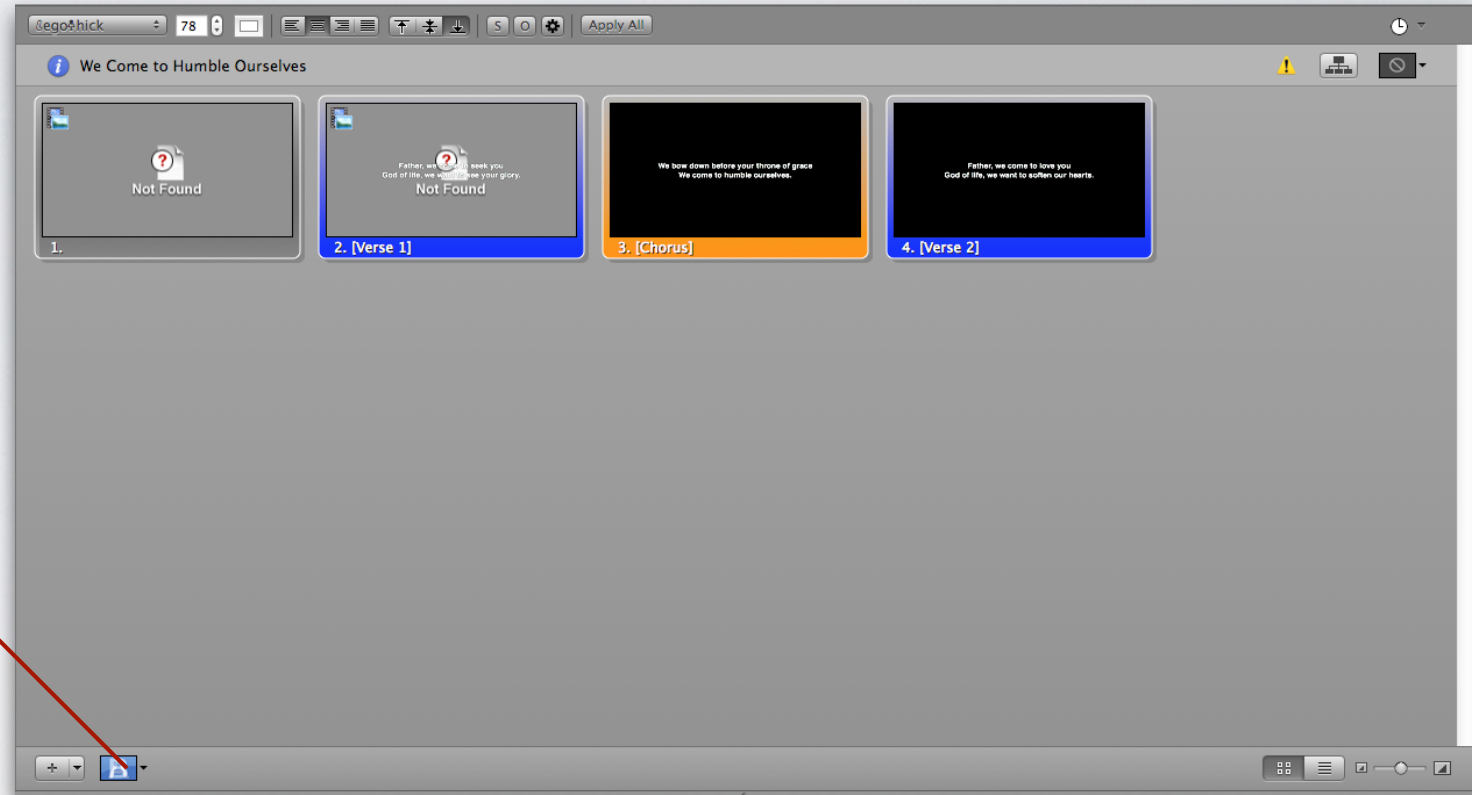
Slides

these are all of the slides in the current document

the currently displayed slide will have a yellow outline

MAIN AREA

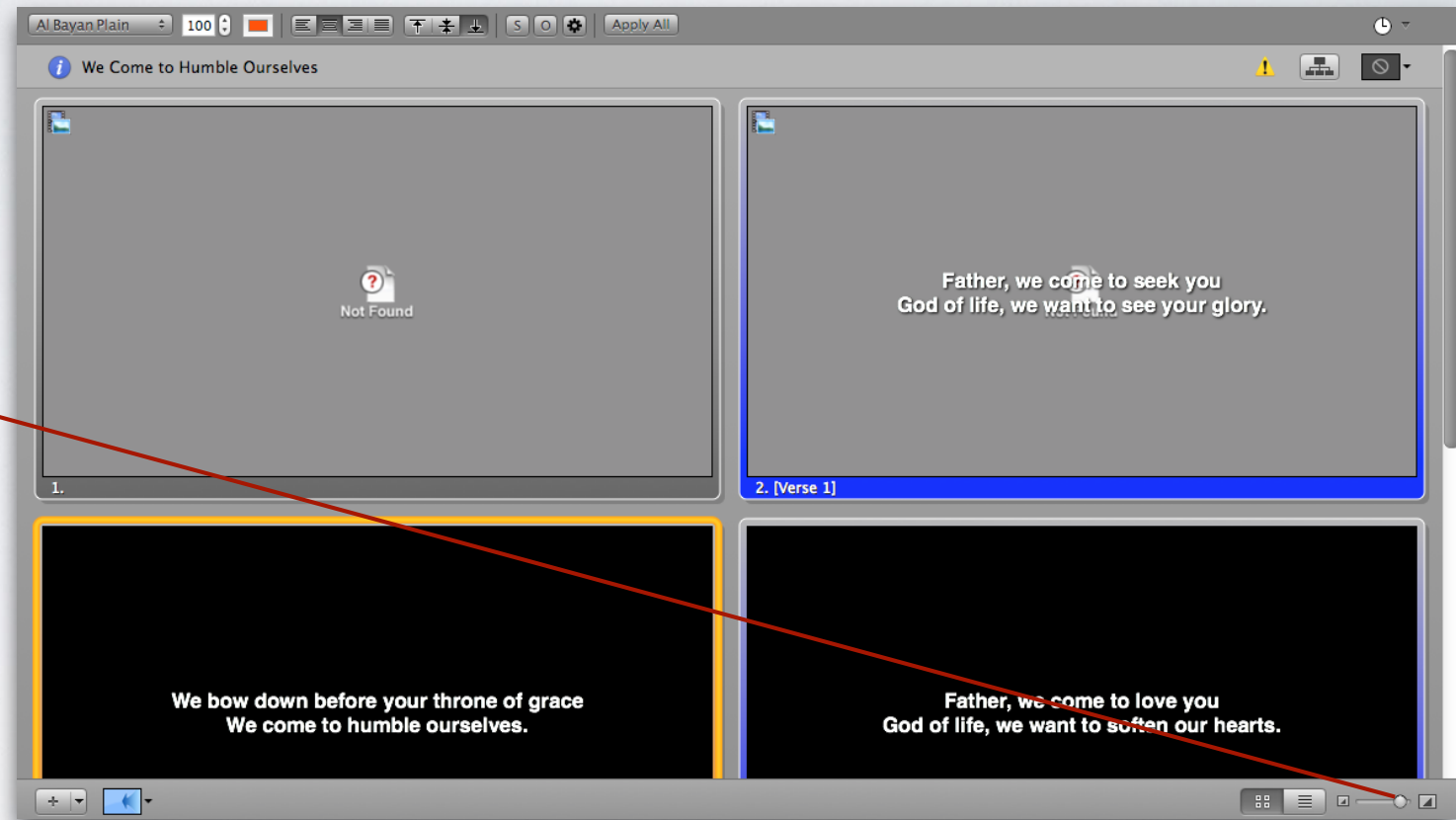
transitions in this spot
set the program
default



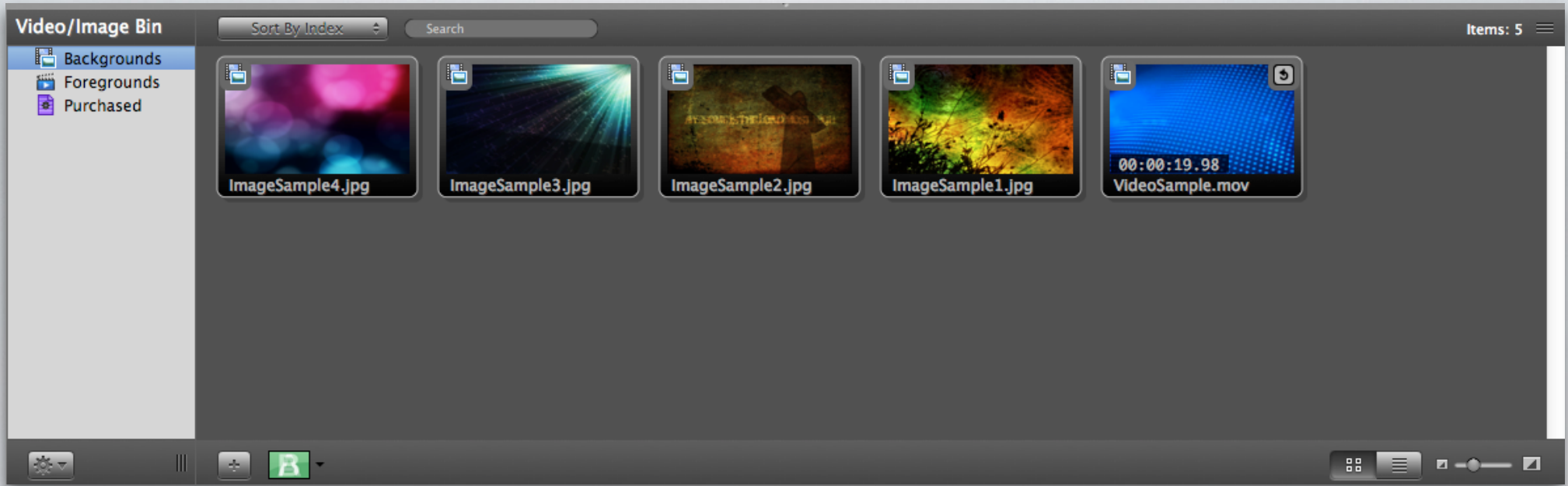
MAIN AREA

Slide Size

allows you to change the thumbnail size in the main area



BOTTOM MIDDLE

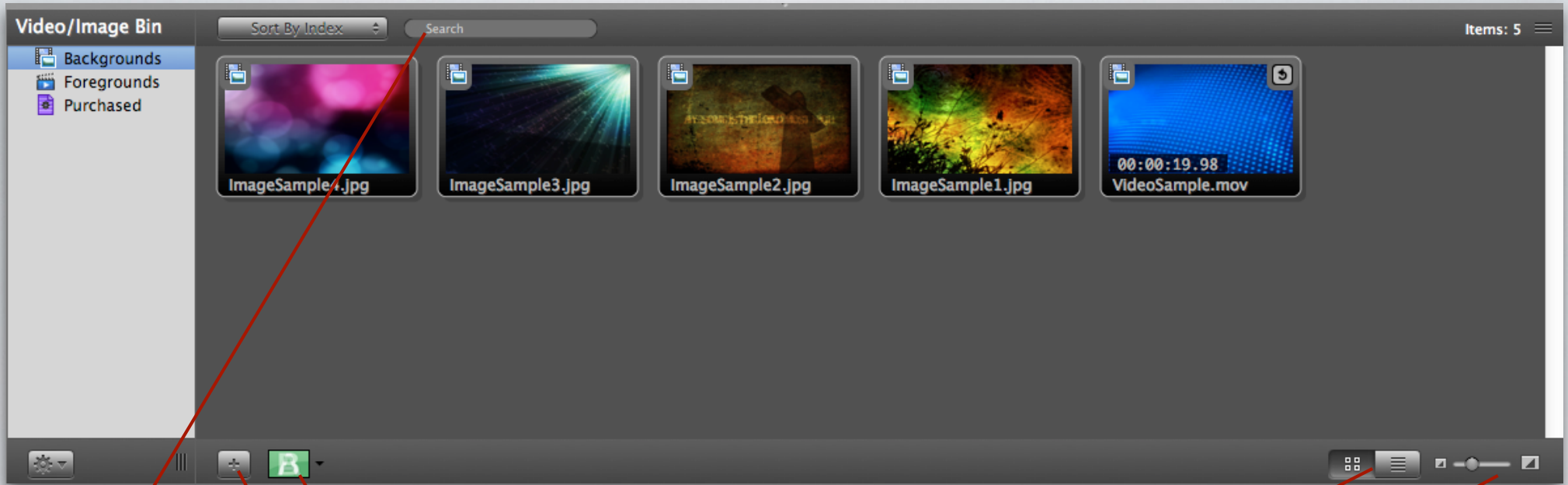


Video/Image Bin

This area contains quick links to any video or images ProPresenter is aware of

You can display these things directly from this bin

BOTTOM MIDDLE



Video/Image Bin

Search for items by file name

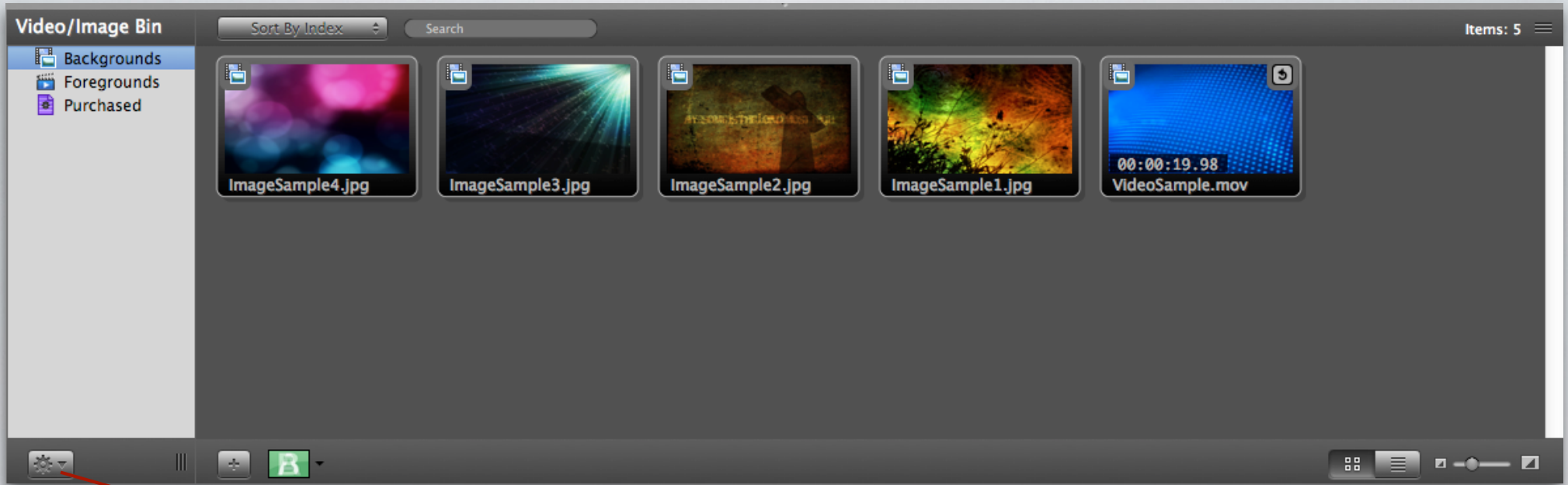
+ add items

set bin transitions

icon/list

Thumbnail size

BOTTOM MIDDLE



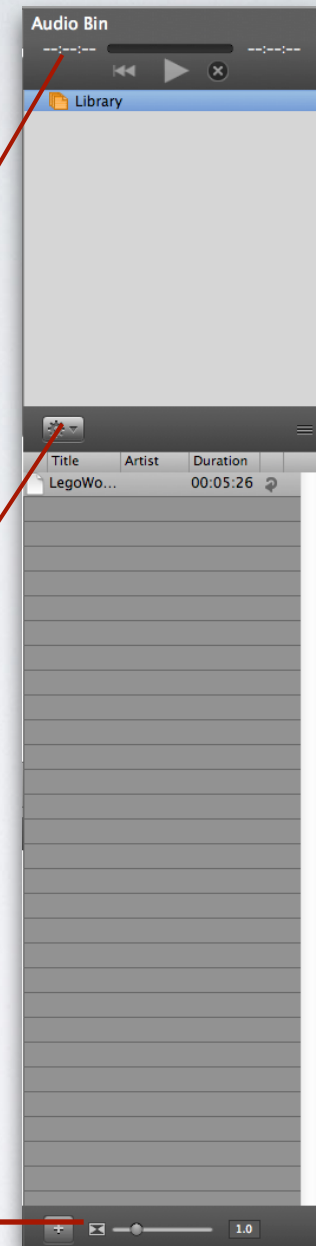
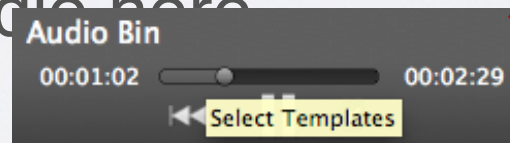
Video/Image Bin

Cog

Here the cog allows you to add folders and playlists to the video/image bin only

AUDIO BIN

- Anything that is just audio can be attached to a slide, if need be, but for the most part all audio is accessible from the **Audio bin**
- The top shows you your current place in the playing audio file - you can also pause, rewind, or clear the audio here
- You can use the cog here to create folders and playlists just for the Audio Bin
- You can add audio using the + and you can set the length of the crossfade between audio files

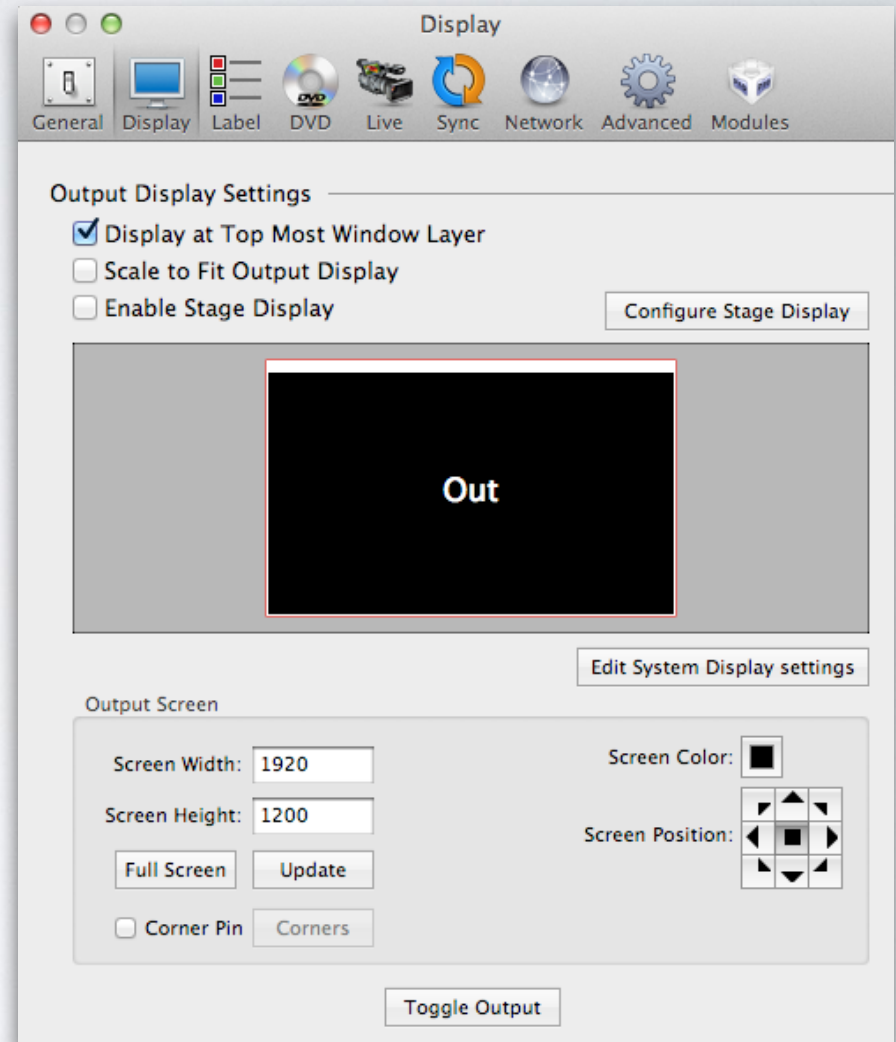


DISPLAYS

The display where content is delivered to the main space is referred to as the Output Display

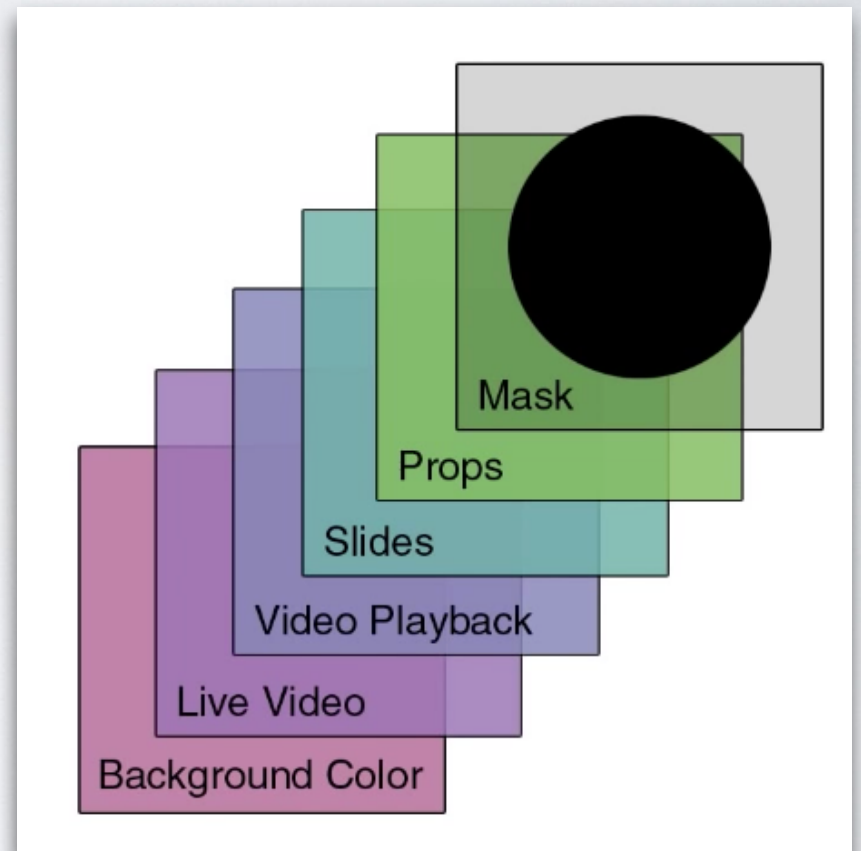
The display the musicians use is referred to as the Stage Display

Their settings are located inside the ProPresenter preferences



PRESENTATION BASICS

- Layers
- We have the NIV and Message translations of the bible available
- Left and Right arrows advance slides
- Up and Down arrows advance the playlist



TROUBLESHOOTING

TROUBLESHOOTING

No video on the Output Display	Check in system preferences>displays to ensure the secondary displays are detected, if not then click detect displays
	Check to ensure the cabling on the back of the Mac is secure
	Check to ensure the video distribution devices are powered on
	Check to ensure the output is turned on in ProPresenter
	check to ensure the cabling plugged into the distribution blocks is also secure

TROUBLESHOOTING

No video on the Stage Display

Check in system preferences>displays to ensure the secondary displays are detected, if not then click detect displays

Check to ensure the cabling on the back of the Mac is secure

Check to ensure the video distribution devices are powered on

Check to ensure the stage display is turned on in ProPresenter preferences

Ensure the actual television is on the correct source

TROUBLESHOOTING

Missing things from Playlist

Check in the google drive>propresenter>series folder for what is missing

If it is a song, search the Library, if not there use SongSelect to import it

If scripture is missing, use the bible button to search and add to the message using the “add to current document” option

If an element, such as table or meet and greet, is missing you can drag that in from the Library