

TRAINING GUIDE

ProPresenter: SPECIALIST

I. Terminology

- A. IMAG
- B. Broadcast
- C. Tally
- D. Roll
- E. Slides
- F. Backgrounds
- G. CG
- H. Lower Third

II. Screen Layout

- A. Program Window
- B. Library
- C. Playlists
- D. Slide Window
 - 1. Resizing slides
- E. Media/Video Bin
 - 1. Show/Hide

III. Playlists

- A. Reordering
- B. Contiguous view

IV. Layers

- A. Lyrics (Slides) vs Backgrounds
 - 1. Clear All
 - 2. Specific layer clearing

V. Slides

- A. Advancing Slides
 - 1. Arrow Keys
 - a) Right & Left vs Up & Down
 - 2. Space Bar
 - 3. Mouse
- B. Transition Time/Method
- C. Disabling slides
- D. Editing
 - 1. Quick Edit

VI. ProPresenter During Worship

- A. Timing
- B. Last-minute changes (Quick Edit)
- C. Flexibility
- D. The Arranger
 - 1. Location
 - 2. Use & Editing
 - 3. Creating New Arrangement

VII. ProPresenter During Message

- A. Timing of Scripture vs Notes

VIII. Parent Messages

- A. Template selection

IX. Production Practices

- A. Waiting for Direction from TD or Director
- B. Am I Live?
- C. Concentration

X. Production

- A. Checklists
- B. Dress Code
- C. Call Times
- D. What to do when late
- E. Production Meeting