

TRAINING GUIDE

ProPresenter: LEADER

I. Templates

- A. Purpose
 - 1. Songs
 - 2. Parent Messages
 - 3. Sermons
 - 4. Custom layout to match backgrounds
- B. Creation
 - 1. Testing
 - 2. Slide Label (color)
 - 3. Text Box Labeling (Bible, Twitter)
- C. Use
 - 1. Switching between templates

II. Keyboard Shortcuts (Hot Keys)

- A. Song shortcuts
- B. Logo

III. Slide/Song Reflow

- A. Song Groups

IV. Bible Application

- A. Switching between translations
- B. Templates
 - 1. Verse/Passage options
- C. Inserting in to Playlist vs Presentation
- D. "Live" applications
 - 1. Sending directly to screen from application

V. Media Properties

- A. In/Out Points
 - 1. Correcting damaged imports
 - 2. Adjusting In & Out
- B. Looping vs Stop
- C. Speed Control
 - 1. For song feel/mood
- D. Effects
 - 1. Color Filter
 - 2. Saturation
 - 3. Brightness/Contrast

VI. Creating Sermon Notes

- A. Determining Content from Pastor's Notes
- B. Slide Layout
 - 1. Margins
 - 2. "Empty" Space
- C. Font Size/Color
 - 1. Contrast with Background
- D. Widows and Orphans
- E. Slide Builds