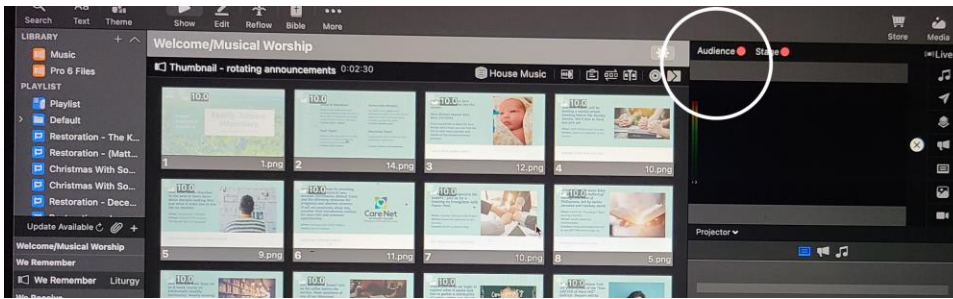# Slides Operator Instructions

Overview

- Arrive by 8:30
- Set up laptop
- Get projector ready
- Check slides as worship team rehearses
- Add preacher's slides
- Begin rotating announcements slides before service review
- Run slides for the service
- At the end of the service, start rotating announcements slides and leave them running for at least 15 minutes

Laptop/Projector Setup:

Get everything set up and connected BEFORE turning on the laptop. This will minimize connection issues later.

- Put laptop on table. **Plug in power cord and connect both adapter ports.**
- **Plug the HDMI cables for the projector and live stream into adapter ports** (**use labels on laptop**).
- Make sure the projector screen is down
    - o If it's not, use the button on the left side of the auditorium next to the doors to the hallway. Push the button once to start it and push again to stop.
- Turn on the projector. *If the light is blinking, it is off. If the light is solid, the projector is on.*
    - o Find the remote in the drawer of the A/V cart
    - o Walk up to the back of the stage and hold up the remote, pointed right at the projector. *It's a little finicky, so you may have to try a few times. When the light turns solid green, the projector is on.*
- Open the laptop and sign in
    - o *Password: SomaTech!*
- Open ProPresenter 7 (orange icon on the bottom of the home screen) - it takes several minutes to open
    - o *If the icon is not on the bottom of the screen, open the Finder, select Applications, and scroll down to ProPresenter 7.*
- It should open to today's playlist
    - o *If for some reason it does not, scroll through the playlists on the top left side of the screen. It will be the bottom one and should have today's date.*
- Select a slide (it will show in the preview area on the right of the screen)
- Turn on the Audience output (on the top right over the preview screen – click the red dot next to Audience and it will turn green). **This is what the projector should detect and display. It may take a minute.**
    - o *If the projector is still searching after a minute, try taking out the adapter and HDMI cable for the projector and plugging them back in. Sometimes the projector won't read it if the connections are not secured.*

- Once the live stream is up and running, check the view of the different sections with the Livestream Director. *If there's an issue with the view, see the Troubleshooting section at the end of this binder.*

Check Slides:

ProPresenter is set up in "slide decks" or sections – one slide deck for each song or service element. You can move up and down with the track pad to see the rest of the service. Within the slide deck, you can use the left and right arrows to switch the slides. To move to a new slide deck, you'll need to click on the first slide in the new slide deck. **With the formatting for both the sanctuary and live stream, you need to click the first slide in every slide deck to start it – that's where all the formatting is.**

- *For example, you need to click the Title slide in every song because that's the slide that has all the formatting for that song. If you skip it, it will keep the formatting from the previous section, which may or may not be the same. Same with the scripture, announcements, and liturgy sections.*

While the worship team rehearses, you will be checking the slides to make sure they match what the worship team does. Click through the slides as they sing and make a note if anything doesn't match. You can always ask the worship leader if you're not sure about the order.

Usually the slides are correct, but sometimes last-minute changes are made, or things were not notated correctly, and there is a discrepancy. If this is the case, you can fix the slides to match the worship team. *See the Troubleshooting section at the end of this binder for instructions.*

Adding Preacher's Slides:

If the preacher provided slides ahead of time, they will already be loaded in the Message section. If not, they will bring them on a flash drive and you will import them.

- Insert flash drive into one of the adapter plugs (macs don't have USB ports)
- Make sure the ProPresenter window is open. *Hover your mouse over the top of the screen and a black band will appear - that's your main menu.* Select File – Import – Import Power Point.
- Select the USB from the Finder window. Select the correct file (verify the file name with preacher).
- It will take a few minutes. Power Point will open – just ignore it.
- When it's loaded, the PPT will be at the bottom of your playlist on the left side of the screen. Drag it into the correct spot.
- Check the slides to make sure they show up correctly on the projector.
- If you have any questions about their slides, make sure to ask at the service review!

Troubleshooting:

The projector won't show the slideshow

If the projector is on and searching, there are a few possible causes of this. Go through this checklist. Remember that sometimes it takes a minute for the computer and projector to register changes, so give each one some time.

- ▫ **Check the connections**, both the adapter that plugs into the computer and the HDMI cable that plugs into the adapter. Unplug and plug them both back in.
- ▫ **Change the adapter** to a different port on the laptop.
- ▫ **Check that the output is on.** *Above the preview screen, the dot next to Audience should be green.* If it's red, click it to turn it on.
- ▫ **Turn the output off and back on.** Click the green dot next to Audience – it will turn red. Give it a minute and turn it back on.

If none of these work, quit ProPresenter *(hover mouse over the top of the screen and a black band will show up. Hover over ProPresenter and a drop down menu will appear. Select Quit.)* Give it a minute and reopen it. This will often solve a problem that nothing else resolved.

The livestream feed won't show the slides

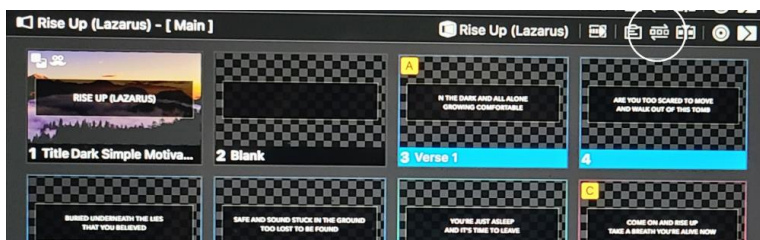Follow the same steps for the projector above, but with the livestream connection.

The wrong background is showing up

First, make sure you click the first slide in the slide deck before selecting another slide in the deck. *That's where the formatting is stored – this is the problem 99% of the time. If you've done that and it's still wrong, follow the steps below.*

- In the upper right hand corner, select the Media button. This will open a window on the bottom part of the screen with pictures.
- Select Backgrounds on the left side
- Scroll down until you see the background it should have (black or picture – all the songs have the same picture)
- Click and hold the background you want and drag it onto the first slide in the slide deck
- Select the first slide and then click through the rest of the slides in the deck

The lyrics are wrong (either missing an element or have an extra element)

- At the top of that song, click the icon that looks like the one circled below

- This will drop down the Arrangements box. On the top you can see all the elements that exist for this song, and in the grey area you can see the order of the elements selected for this playlist. You can move these around with no impact on the formatting.
  - **To take an element out** (ie the chorus is listed twice in a row, but we will only do one) just click the little "x" on that element and it will remove it.
  - **To add an element from the master above** (ie you need to add another chorus) drag the element into the correct place
  - **If you need an element that is not there** (ie there is a verse that does not exist in that list) you'll need to use the Editor to fix that. See more instructions below.
  - When finished, click on the Arrangement icon again to close the box.
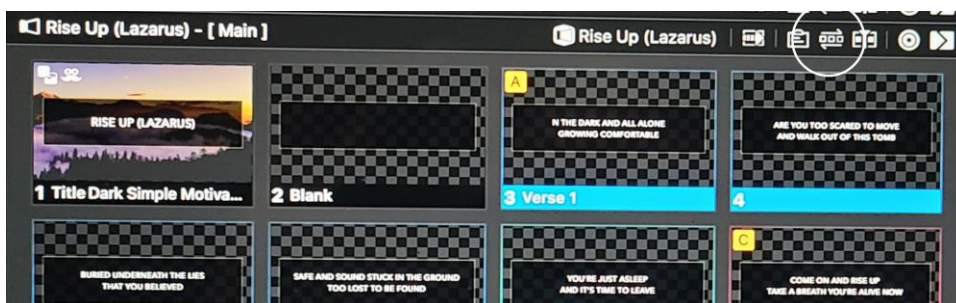
I need to edit the lyrics on a slide

This can be either for a small change (like a small lyrics difference) or creating new slides for the song.

For a small lyrics edit:

- **Select one of the slides on the song and select Edit** from the bar at the top of the page (Show – Edit – Reflow - Bible). This will open the Editor. You are looking at the master list of slides here, so you won't see the arrangement order – just one of every type of slide.
- Find the slide you need to change and select it
- Click a few times in the text box to get a cursor. Make any changes you need.
- **Click Show** at the top to go back to the regular view. It will automatically save.

If you need to add an element (ie a new verse or a new tag/ending)

- **If you need to add slides:**
- **Select one of the slides on the song and select Edit** from the bar at the top of the page (Show – Edit – Reflow - Bible). This will open the Editor. You are looking at the master list of slides here, so you won't see the arrangement order – just one of every type of slide.
- Select one of the slides on the right side, and hold down Command and D – this will duplicate it.
- Go to the duplicated slide and change it to the lyrics you need. You'll need to change the label of the slide back in the Show view.
- **Click Show** at the top to go back to the regular view. It will automatically save.
- **Change the label (chorus, verse, etc.)**
  - Hold down Control and select the slide to change.
  - From the drop down menu, select Group
  - Choose the label you want
- **Open the Arrangement box.** Make any changes to the order you need. Close the Arrangement box by clicking the icon again.

The projector looks right but the livestream formatting is wrong

This is an issue with the "Audience Look" formatting.

- Hold down the Control key and click the slide that is incorrect
- Select Add Action – Audience Look – select your look
  - Default will make the livestream and the projector show the same thing. *You want this for slides that the audience in person and at home will see the same thing.*
  - Lower Thirds will show the whole screen to the projector but limit the words to the small black box on the livestream. *You want this for all song lyrics and for title slides.*
- Now select the slide again and see if it's fixed.