

# MPC MEDIA TEAM

## GETTING STARTED: MEDIA



# PROPRESENTER

## Quick Start Checklist

- Import Service Schedule from Planning Center
- Convert the Service Schedule to “Standard Playlist”
- Add/Remove applicable items to/from the Playlist
- Format songs & add appropriate “Looks” to slides
- Drag & Drop Announcement Video on previous video
- Start Announcements & Service Timer
- Replace Sermon Graphic
- Open “Safari” and choose “Prayer List” from bookmarks for updated prayer requests
- Open “Safari” and choose “Message Titles & Scriptures” for sermon scriptures

## ProPresenter Keyboard Shortcuts

Clear All	F1
Clear to Logo	F12
Undo	Command+Z
Redo	Shift+Command+Z
Copy	Command+C
Paste	Command+V
Paste & Match Style	Option+Shift+Command+V