

## Logo Deck Overview

A service of “Logo Deck” documents have been created in ProPresenter. The primary purpose of the Logo Deck is to host the background video loop and overlaying welcome graphics. Additionally, several other commonly used slides have been included for convenience such as the connection card, offering and Lord’s Supper slide and a sound check. Typically, there are four or more logo decks configured with different media for the season. One logo deck would be selected for each service and inserted in break points within the order of service ProPresenter playlist. This document shows how to update or add new logo decks in ProPresenter.



### Overview of Logo Process

1. Add new Logo Media to the designated shared drive folder
2. Synchronize or Load the ProPresenter Files using the preconfigured Allway Sync shortcut
3. Open ProPresenter and update Logo Decks with new media
4. Save All ProPresenter Changes and then close ProPresenter
5. Delete all unused Logo Media from the designated shared drive folder [optional but recommended]
6. Synchronize or Load the ProPresenter Files using the preconfigured Allway Sync shortcut
7. Open ProPresenter and conduct a final check on the new/updated Logo deck files

## Logo Media Information

Media used for the Logo Decks should be placed in a specific directory and not in “Files Queued for Next Service” or “Ad hoc Items.” Ideally you would copy these files to this directory when needed and remove them when not in use. Keeping the active logo media in this folder ensures a clutter free and easy to sync/host this media on the PCs.

### Directory Information:

- <S:\Media {Working}\ProPresenter Master Repository\Media\Renewed Vision Media\Logos>
- Don’t forget to load or sync your ProPresenter files from the Master to make them available to your local ProPresenter program. Otherwise, you will not see the media.

### Naming Convention:

- Filenames for all media within each logo deck should be named” similarly such that they are grouped together when sorted. Name each file starting with “Logo,” followed by a unique name. See the two examples below; one logo deck media set is named “Logo, New River.xxx” and the second logo deck media set is named “Logo, Stream Day Lilly.xxx”

- Logo, New River.JPG
- Logo, New River.png
- Logo, New River.wmv
- Logo, Stream Day Lilly.jpg
- Logo, Stream Day Lilly.mpg
- Logo, Stream Day Lilly.png

## Logo Media:

- **Video File:** this is the looping video background used in all active logos for a given deck. This background will also be used as the base layer for all other overlay graphics such as words to songs.
  - **NOTE:** Video files must be .mov or .mp4 and must have an aspect ratio of 720p or 1080p (preferred). If they don't, they can be converted and scaled to meet these requirements. The example media in this document use older .wmv and .mpg files.
  - **NOTE:** the Media Operator can pause a video background if instructed to (i.e. during a sermon).
- **PNG:** This image type provides a transparency layer. This allows you to overlay words such as "Welcome and wanted!" on top of the background video layer. *Save this as a 1920x1080 resolution image*



Logo, New River.png

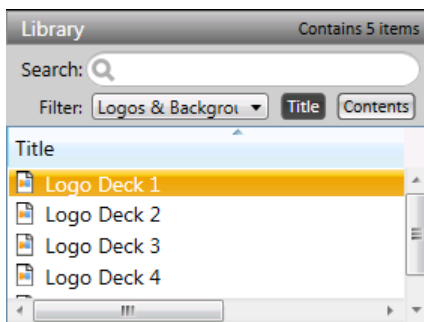


Logo, New River.wmv

- Logo media will be accessible within ProPresenter in the "Logos" hot folder within the Video/Image Bin in the lower section of the ProPresenter program.



- The Logo Decks incorporating the logo media are stored in the ProPresenter Library under "Logos & Backgrounds."

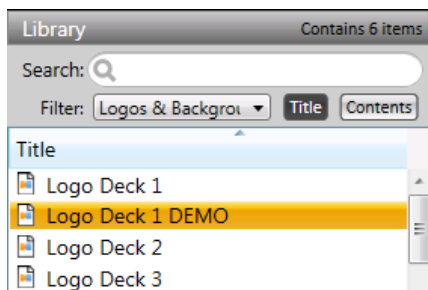


## Duplicating or Updating Logo Decks

Now that new logo media is available and synchronized to the local machine, the desired logo changes can be made using ProPresenter. The easiest way to do this is to either update an existing logo slide (Example: refreshing summer decks with fall media) or duplicating the logo deck template to create a new one with the same configuration and settings (Example: creating a new missions conference deck). The following instructions are valid for either duplicating or updating logo decks with the exception of the first step.

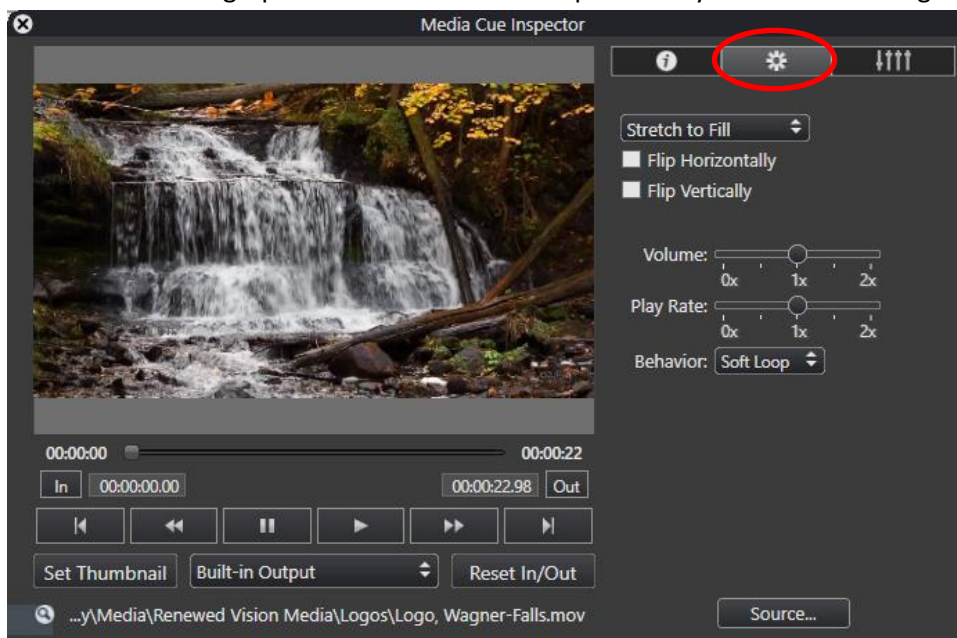
### Step 1: Duplicate an existing Logo Deck (optional)

- Locate the Logo Deck Template in the ProPresenter Library. Right Click on it and select “Duplicate.”
- The duplicated logo deck will typically have the same name as the original file but with a number appended to the end. Right Click and rename the new logo Deck to the desired name. It is recommended to always begin the name with “Logo Deck” for consistency. This also ensures a simple Library search for “Logo” will in fact find all Logo Decks.
- In this example, I duplicated the “Logo Deck 1” and created a new “Logo Deck 1 DEMO.”



### Step 2: Update the new Logo Deck with a new video background or background image.

- Click on the new Logo Deck file in the ProPresenter Library to bring it up in the main section of ProPresenter.
- Locate the video background or image file in the “Logos” hot folder. Right Click on the video background and select Media Properties. Under Media Properties, click the icon circled in Red below and select the desired fill option (Scale to Fit, Scale to Fill or Stretch to Fill) and desired Behavior (videos only). This option is previewed in the left hand side of the screen. The correct options will vary as aspect ratios and best look will vary.
  - Behavior: select “Soft Loop” for videos that don’t loop smoothly like nature scenes. Select “Loop” for animated graphics that are made to loop smoothly like the missions globe.



- Now that the Media Properties are set, drag the video background or image to the “Background” slide.
  - Next, we need to update the graphics overlay for the “Logo” slide.
    - Right click on the “Logo” slide and select Edit Slide. The slide should be black/blank at this point.
    - Select the “Add Image to Slide” icon circled in red below. You will then be asked to navigate to and select the appropriate PNG file to be used as the overlay. You should ONLY navigate to the directory below to select this file.
      - The overlay must be added in this manner to keep it on the same graphics layer as text (i.e. words to songs). That way when a song is displayed, the lyrics will replace the Welcome PNG overlay.
- Note:** If the desired file is not there, either the media was not added to the proper folder and/or the synchronization step was not completed properly.
- <C:\ProPresenter Local Repository\Media\Renewed Vision Media\Logos>
- At this point, you are ready to exit the slide editor by clicking the “X” icon next to the Slide Editor in the top, level corner of the editor as shown circled in green below.



- After satisfactory testing of the new or updated Logo Deck, simply add it to a playlist and use as normal.
  - Verify that song lyrics replace the Welcome graphics overlay.
- Close ProPresenter and Synchronize or Load the ProPresenter Repository again.
- Complete a final quality check by opening ProPresenter again and retesting the Logo Deck.

## Creating a Logo Deck from Scratch

A future update may detail how to accomplish this more thoroughly, but for now, it will just document some of the key steps and features. You will appreciate the ease of simply duplicating an existing Logo Deck after seeing all these steps. Although there is nothing difficult about it, it would be easy to miss a step.

- Create a new document and add as many slides as needed
- Create the “Logo” and “Background” slides via the same steps as described above.
- Add the additional slides such as the Connection Card and Offering slides.
  - If these items are not already in ProPresenter, then create a new Ad hoc document and create them.
  - Then add the ProPresenter slide to the new Logo Deck by copying and pasting.
  - Repeat for each item.
- Right Click on the Logo slide, click “Add Clear Action Cue” and select “Audio”
  - This makes any background audio stop when this slide is selected.
  - Repeat for the Background Slide
- Right Click on any image (i.e. non-video) background slides, Click “Add Media Cue” and then select the image again. If you just drag a picture to the slide, the image will be cleared and show a black background when you start a song.
- Right Click on each slide and select the desired transition.
- Right Click on each slide and set a hot key:
  - L = Logo
  - B = Background
  - C = Connection Card
  - O = Offering
  - S = Lord’s Supper
- Right Click on each slide and add a Slide Label (if not already there)
- Right Click on each Slide and select a Group Color (if not already there)