ProPresenter Maintenance

Perform the following maintenance tasks at least annually (recommended every 6 months) to clean out the ProPresenter Repository. This is required because importing media for each service continues to accumulate large caches of media that result in higher likelihood of file sync errors and may impact ProPresenter performance. The annual 2015 maintenance reduced the Repository from 1.2 GB to 250 MB, an 80% reduction in size.

Overview of Maintenance Tasks:

1. Backup Current Master Repository
2. Delete old media files
3. Empty the ProPresenter Cache
4. Delete Uneeded Imported Images
5. Verify Functionality & Resync
6. Save new Master Repository

Backup Current Master Repository

This step is very simple but important. Backups are recommended every quarter in case the master repository has issues for any reason.

Simply right-click on the Master Repository folder and click "Add to Archive…". Configure the parameters as shown below:

- Archive Name: use the name convention that is outlined in the image including a useful description at the end.
- Archive Format: RAR5
- Compression method: Best
- All other Parameters can remain default.
- Click the Browse button and save the file in the backup folder:
  - S:\Media {Working}\ProPresenter Backups
- Click OK.
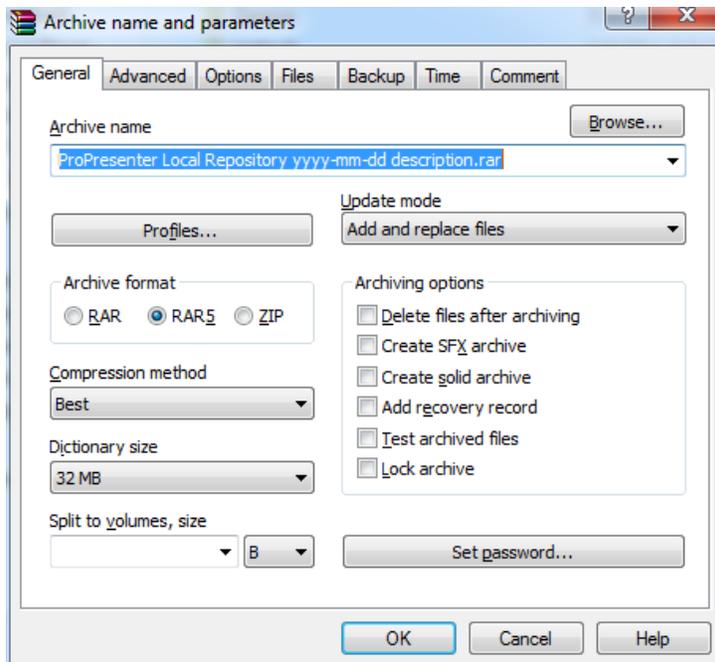
Delete Old Media Files

These files are only used for one service and should be purged. Examples include Rotating and AM/PM Announcements. Ideally you would purge these each week. Be sure to not delete any recurring files.

Open ProPresenter delete all service specific files from the following folders:

- Presentations
- PowerPoint

Empty the ProPresenter Cache

In ProPresenter, Select "Empty Cache" from the main ProPresenter Menu.

ProPresenter will restart. Give it time to rebuild the media cache.

Then close ProPresenter.
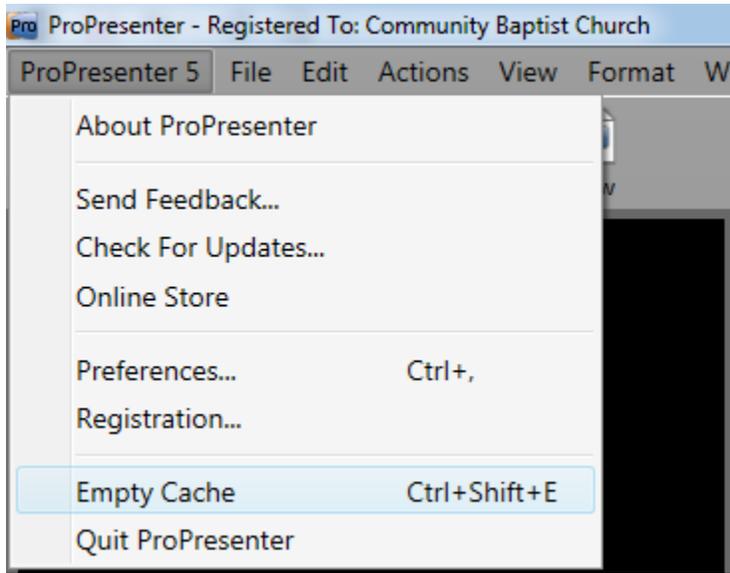
Delete Uneeded Imported Images

When you import a media or PowerPoint item into ProPresenter, it creates a cache of images. Delete all folders associated with individual services and leave all recurring items.

C:\ProPresenter Local Repository\Media\Renewed Vision Media\ImportedImages

Delete all folders that aren't needed. Below is an example of the folders that should remain as they are related to permanent CBC files used in ProPresenter.
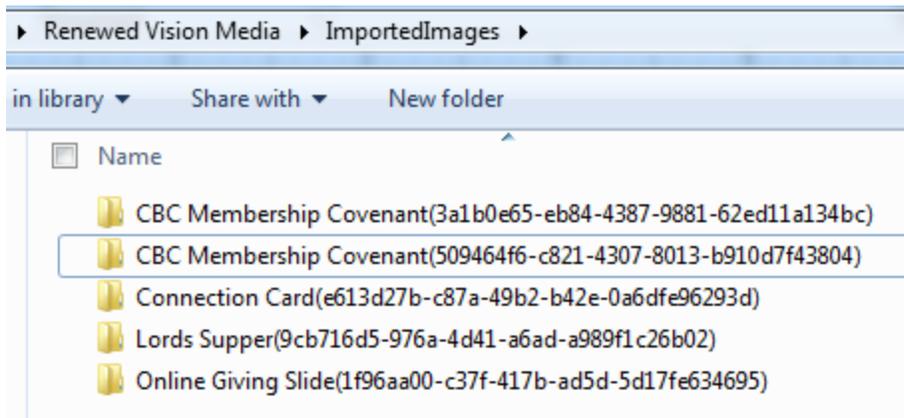
Verify Functionality & Update Master Repository

Open ProPresenter and verify primary functionality before committing changes back to the Master Repository.

- Ensure the Song Library appears fully populated and preview a few songs
- Ensure the Logos & Backgrounds are populated and working. Play each Logo's video file.
- Check any saved presentation/powerpoints.

Once you are confident there everything looks normal, Synchronize your local ProPresenter Repository with the Master Propresenter Repository using the normal AllWay Sync shortcut (be sure to use SYNC and NOT Reload) else you will have to redo all steps in this guide.

Create a Backup of the Newly Cleaned Master Repository

Repeat the first step of this guide to create a new backup.