

CBC File Locations

CBC has a structured process for coordinating files and media for upcoming services. This is accomplished using a “gold copy” or “master” directory on the shared drive and then distributing local copies to designated folders on both the computers that prepare the service playlists and the computers use these files during the service. The file synchronization program Allway Sync is utilized to automate this file distribution process. This concept is important for understanding the overall service preparation workflow. It is also important to ensure that the master repositories are kept accurate and only final/validated changes are committed to it.

Files Queued For Next Service – master directory containing all files & media for the upcoming services ([S:\Media {Working}\Files Queued For Next Service](#))

- All media files (images, videos files, audio files)
- All PowerPoint files
- Order of Services

This corresponds to the following local directory on each PC:

C:\Upcoming Services

Ad hoc Media – master directory containing media frequently used on a recurring basis ([S:\Media {Working}\Ad hoc Media](#))

Examples:

- Online Giving.pptx
- Membership Covenant.pptx
- Lord’s Supper.pptx
- Pledge Media

This corresponds to the following local directory on each PC:

C:\Ad hoc Items

ProPresenter Master Repository – contains all ProPresenter Libraries, Media and Application Data ([S:\Media {Working}\ProPresenter Master Repository](#))

This corresponds to the following local directory on each PC:

C:\ProPresenter Local Repository

CBC Service Preparation Workflow

On any computer that has ProPresenter installed and configured for CBC:

- 1) Place all media and presentations in the “S:\Media {Working}\Files Queued For Next Service” folder.
- 2) Run the “Load ProPresenter Repository” shortcut on the desktop
- 3) Open ProPresenter and:
 - a) Ensure all Songs for the service are formatted and reflowed properly per the Song Management instructions.
 - b) Create a new playlist for the service using the following naming convention dd-Mmm AM, PM or WED.
 - c) Drag each song to the playlist in the proper order.
 - d) Add any media for the service to the playlist from the Hot Folders within ProPresenter.
 - e) Drag PowerPoint presentations from the Windows Explorer Window to the ProPresenter playlist. There will be four options for import. If you want to use native PowerPoint animations, use the first option; otherwise, select the second option to import as all JPGs.
 - f) If required, update a Logo Deck file by dragging a new video loop to it, editing the slide in ProPresenter and importing a new Logo.png overlay. Also, update the Default Logo in ProPresenter General Preferences.

Note: new video loops, JPGs and PNGs to be used with the Logo Decks should be added to S:\Media {Working}\ProPresenter Master Repository\Media\Renewed Vision Media\Logos.

- 4) Run “Sync ProPresenter Repository”

Media PC Workflow

- 1) All service preparation steps should be complete at this point
- 2) Run “Get Next Service” and “Load ProPresenter Repository”
- 3) Open ProPresenter and verify functionality and order of all playlist items.
- 4) At the end of the service, if there are any ProPresenter changes that need to be committed to the Master Repository, run “ Sync ProPresenter Repository”

Information on Specific Workflow Functions

PowerPoint Workflow

Even if you use the same PPT filename, replacing the file will not trigger an update of the PowerPoint File. So anytime a newer version of the PPT comes in, you must delete the old one and read the PPT again. This is unique to PowerPoint files as you have to handle them special for the files to play as a native PPT file; what is really happening in the background is that ProPresenter is actually using a PowerPoint Viewer to render the files.

Playback works 100% using this method; however, navigating the playlist when in PPT mode is slightly different because PowerPoint takes ownership of the keyboard. To return to normal ProPresenter mode, simply click on the next playlist entry with the mouse.

