Pro Presenter 7:

*Select the Sunday Service Playlist (click it one time)

*Delete previous weeks information

Loading Sunday's Documents into Pro Presenter's Library

TO ADD THE POWERPOINT(S):

*File
*Import
*PowerPoint

File Explorer window will open
Verify that you are in the correct folder

*Select the file(s) you are adding by holding down the ctrl key and clicking each song then click Okay

You will be prompted to choose a Library

*Choose Choir Songs from the drop down list then click Okay

Scriptures, Bishop's Message, and the Offering & Confession are all going to the same folder so can:

*File
*Import
*PowerPoint

File Explorer window will open
Verify that you are in the correct folder

*Select the file(s) you are adding by holding down the ctrl key and clicking Scriptures, Bishop's Message, and the Offering & Confession then click Okay

You will be prompted to choose a Library

*Choose the TEMP Library from the drop down list then click Okay

TO ADD THE POWERPOINT(S) TO SUNDAY'S PLAYLIST:

Open the File Explorer and navigate to the folder where all of the documents are for reference purpose only!

*Click the search symbol (magnifying glass)
*Type the name of the file / PowerPoint or copy and paste the name of the PowerPoint you are adding the playlist into the search bar. --- Refer to that open folder

*Now locate it in the list. Note: it will be the first one if you copy and paste the entire name
*Now drag it to it's proper location
    Scripture goes underneath the Scripture Header
    Songs underneath the Songs Header
    Bishop's PowerPoint underneath Speaker Message Header
    Offering and Confession underneath Offering and Confession Header

TO ADD MEDIA (VIDEOS):

*File
*Import
*Media

File Explorer window will open
Verify that you are in the correct folder

*Select file(s) you need and click Okay (example: 07-07-2022 SA)
*Once file is in the media bin right click on the Loop symbol (bottom right) of the SA video
*Click Stop to prevent the video from looping