

PRO PRESENTER BUNDLE DOWNLOAD WORKFLOW

MINIMUM REQUIREMENTS

- Mac computer
 - 250gb storage (more is better)
 - 8gb memory (more is better)
 - 2.5 GHz processor (faster is better)
 - Broadband internet connection
 - Pro Presenter installed
 - Submit a ticket to the IT dept if you need this installed

SET UP:

1) Apply standard media computer settings to your Mac.

- a. Click on the Apple at the top left of your desktop. Go to:
[System Preferences](#)> [Energy Saver](#)>[Power adapter](#)
- b. Move slider to "Never"
- c. Check Box: "Prevent computer from sleeping automatically when display is off"
- d. Uncheck – Put hard drives to sleep when possible
- e. Check "Wake for WiFi"
- f. Uncheck – "Enable Power Nap..."

2) Set up the trash to automatically empty

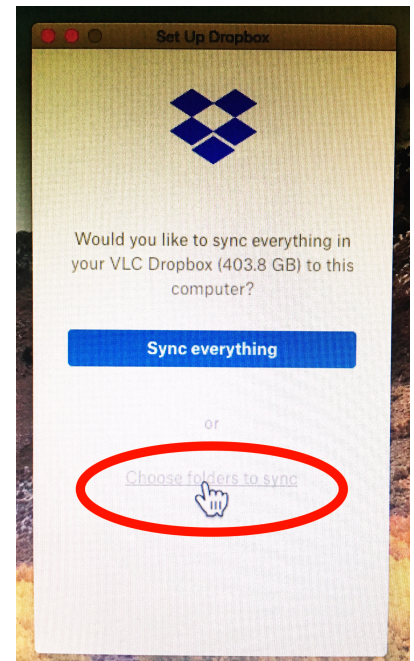
- a. Click on the "Finder" app. It is a blue square with a smiling face at the bottom of your desktop.
- b. Once "Finder" is open go to the very top of your desktop and click on the word "Finder"
- c. Go to Preferences.
- d. Click on "Advanced" indicated by the large silver gear.
- e. Check the box that says "Remove items from the trash after 30 days"

3) Install Dropbox on your Mac

- a. Go to [Dropbox.com](#)
- b. Sign into your campus Service Playout account. If you do not have this password talk to your Service Production leader or Pastor
- c. Click on the smiley face in the top right corner
- d. Click on "Install"

When installed, Dropbox will ask you which folders you wish to sync:

- a. Click "choose folders to sync" (see picture)
- b. Uncheck all boxes except "Central Kids Ministry"
- c. Ages 6-11:
 - i. Check "Weekend Bigs Curriculum".
 - ii. Check "Wednesday Bigs Curriculum"
- d. Ages 1-5
 - iii. Check "Littles Curriculum" to download the curriculum for ages 1-5
- e. Allow plenty of time to download. Each Pro Presenter bundle is a complete service worth of data containing multiple videos – Lesson, story, praise and worship, games, memory verse etc. Each bundle is 4-6gb each. The folder contains media for this month and next month which can be over 60gb. Depending on your internet speed this could take from a few hours to a few days.



WARNING

Prevent filling your Mac's storage unnecessarily: Do not sync any other files. If your Mac runs out of space it will no longer download the curriculum.

4) Deactivate "Smart Sync"

- a. click on the Dropbox icon located at the top right of your screen
- b. Click the gear icon on the right and go to "preferences"
- c. Go to the blue "Sync" tab on the right
- d. Go down to the "Smart Sync" section and unselect the box that says "Let my admin manage this setting"
- e. Make sure the dropdown box in the "Smart Sync" section says "Start as: Local"
- f. Close the window.



ADDING BUNDLES TO PRO PRESENTER

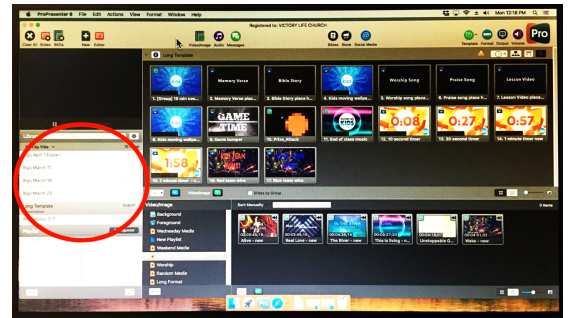
1. Once the bundles are downloaded someone at your campus will have to drag the bundles into Pro-Presenter each month.

WARNING

These are large files. They will take approximately 5 minutes each to drag into Pro-Presenter. These files are usually available 2 weeks early. Sunday morning before class isn't an ideal time to add these files to Pro-Presenter. Sometimes computers don't work the way we would like. It would be better to trouble shoot any problems 2 weeks before you need the content rather than 2 minutes before you need it.

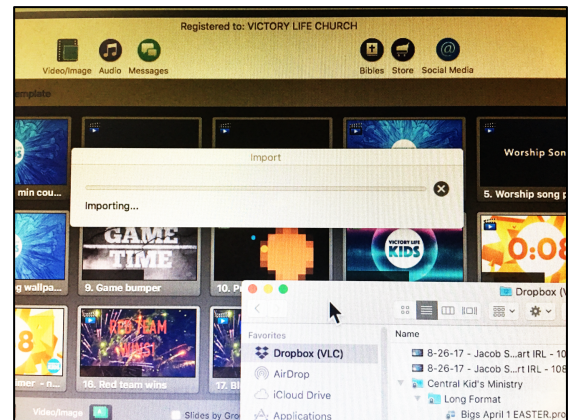
2. Once the files are available on your Mac go to [Finder>Dropbox \(VLC\)>Children's Ministry>\[Curriculum folder\]](#)
3. Drag the first bundle into the Pro Presenter library.

- a. Once you have dragged and dropped the bundle into the library, a status bar will pop up that says "Importing".



- b. This status bar may not actually show the status. It might look empty like nothing is happening until the bundle has completely uploaded to Pro-Presenter

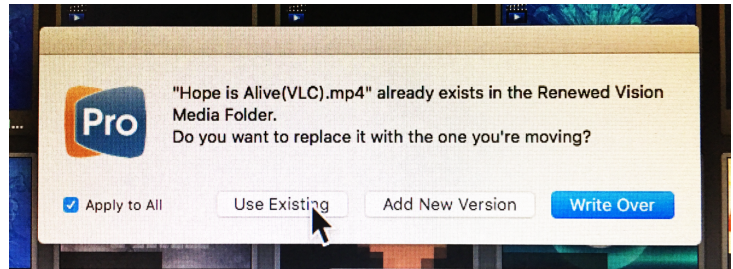
- c. Allow 5 minutes for each bundle to upload.



WARNING

Only drag one bundle at a time. Do not attempt to add another bundle until the first bundle is done loading to Pro-Presenter. Pro-Presenter doesn't like more than one at a time. Force feeding multiple files at once will cause it to crash.

4. Once the bundle has uploaded to Pro-Presenter, a text box will pop up:
 - a. Select the box "Apply to All" and then click "Use Existing"



5. At this point it is safe to drag the next bundle into Pro-Presenter.
6. Once all of the files are in Pro-Presenter, take the following steps to insure Pro-Presenter runs smoothly:
 - a. Restart your Mac.
 - b. Open Pro Presenter
 - c. click through the presentations to confirm every slide is working – you don't want to discover something went wrong with a room full of kids!

Weekly and monthly steps

These steps will reduce the storage load on your Mac and make everything run more smoothly.

1. Each week you should erase the lessons you are done with by right clicking on the presentation and selecting delete.
2. I will erase the old lessons from Dropbox each month.
3. Restart your Mac every week before class.