

Proclaim Volunteer Reference Guide

Presenting live, going On Air

Going **On Air** means taking your slideshow presentation live. To start a presentation from the first slide,

click  (top right corner of Proclaim) or press **F5**. To start from a specific slide, select the slide and press **Shift + F5**, or **right click** on the slide and select **Go on air**.

On the left side of the screen is a chronological outline of your service:

- **Pre-Service Loop** cycles through pre-service slides until the **Warm-Up** begins.
- **Warm-Up** begins automatically just before your service start time.
- **Service** slides require manual navigation.
- **Post-Service Loop** continually cycles until you take Proclaim **Off Air**.

Note: the **Pre-Service Loop** and **Warm-Up** *do not* require manual navigation. Let them navigate automatically to the **Service** section to ensure your service starts on time.

Controlling your presentation

Use **Left/Right** arrows to navigate backward or forward through your service. When you go **On Air** Proclaim goes into **Preview** mode, which lets you control the presentation.

Single-clicking any slide in **Preview** mode will navigate to it in your live presentation. To toggle the layout of **Preview** mode, click the  icon next to your presentation title.

Quick screens: slides and Scripture on the fly

Quick screens are hotkeyed slides you can quickly put on the screen to temporarily replace the currently shown slide. Find the Quick Screens on the right side of the screen in **Preview** mode only. **Single click** on any quick screen to display it live. To enter Scripture on-the-fly, use the **On-Screen Bible Quick Screen**. After selecting the Quick Screen enter the reference above the slide while in **Preview** mode and press enter to display it live.

On-screen messages to your congregation or speaker

You can send messages to your congregation on the main display from **Preview** mode. Type a message into **Crawl Text** or **Pager** fields at the top of the main window and press **Enter** to display to your congregation on your slides.

To send a message (stage direction) to the speaker via the confidence monitor, click the  dropdown. Type a message or choose from a list of messages. The audience won't see stage directions.

Editing slides and songs on air

To edit slides and songs while you're on air, switch from **Preview** to **Edit** mode at the top of the main window. The service will continue normally when you switch. Single-click on any slide to select it for edits. Double-click on any slide to navigate to it. Changes you make to the currently shown slide are displayed instantly to your audience.

To add a new slide:

- To a sermon slide, add two hyphens (--) to the text editor between the slides you want to break.
- To a song, click on the custom verse bar just beneath the song title. The verse bar determines the order of each verse on the screen, and lists verses/choruses you can add.

Checking audio input levels

If you're recording your service with a microphone (or other audio input device), the volume indicator in **Edit** or **Preview** mode appears next to the **Recordings** tab at the top of the main window. The indicator shows playback levels while you're recording, but disappears when you're not.

Adjusting audio output levels

If you're playing music with slides or viewing a video, you can adjust the audio output level in **Preview** mode. Beneath any slide in **Preview** or **Grid View** is an adjustable volume level. Changing the audio output level saves that level for all other service items with audio.