

Proclaim Operator

JOB DESCRIPTION

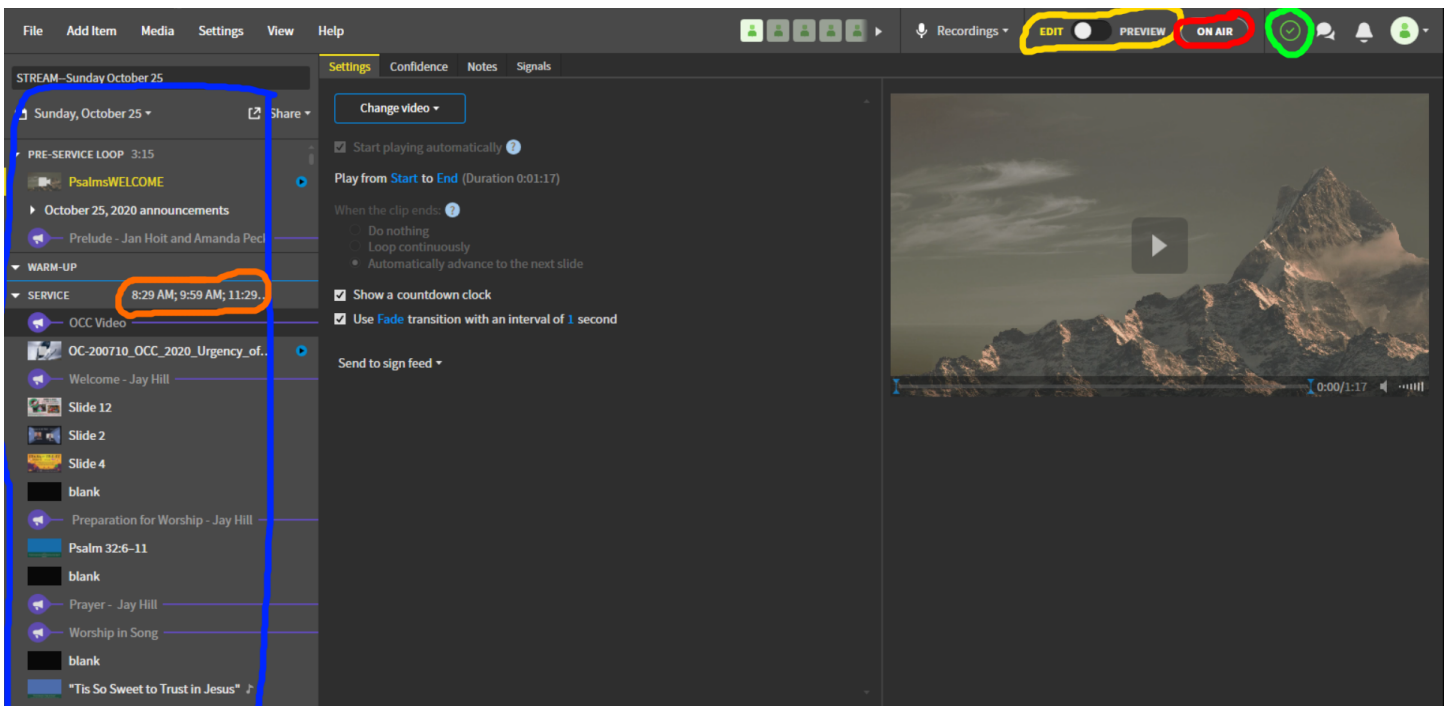
This person is responsible for running the Proclaim on JACKAL (stream) - the bible verses, nametags and song lyrics. Must know how to operate Proclaim.

SERVICE NAMES

Live – the service that is happening in the actual, physical room

Stream – the service that we send out

PROCLAIM – Our presentation software



Service Order – this is the list of everything happening in the service

Service Times – this is the time the service will start. It changes based on if there is a video, or to match with the other computer

Edit/Preview toggle – within edit, you can click on slides and edit them. Within preview, if you click on a slide, it will jump to the slide you clicked on

On Air – selecting this will send the presentation out

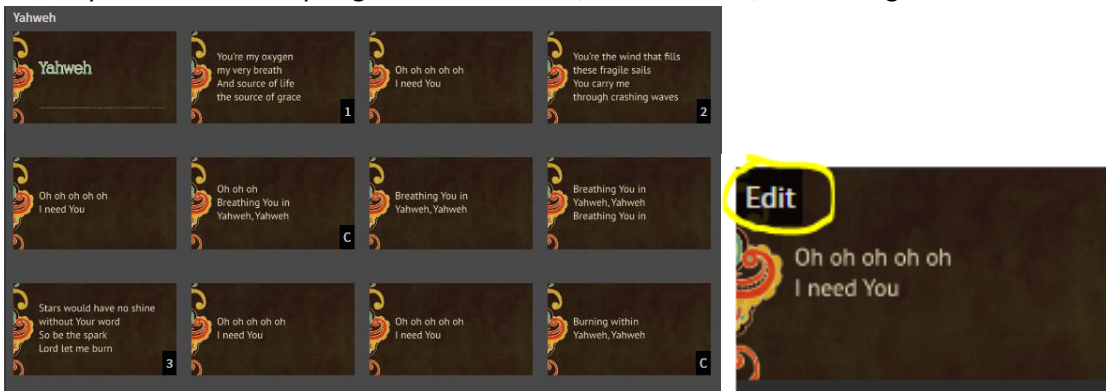
Save & sync – a green checkmark means the presentation is saved. If there are dots, click it to save

RUNNING PROCLAIM

After clicking **“On Air”** to start the presentation, you can navigate the slides in three different ways:

- 1.) Click the slide itself
- 2.) Hit the spacebar (goes to the next slide)
- 3.) Hit forward or backward arrow keys.

You can also click anything within the service order to play it. *Tips - In songs, the lower, right-hand corner will tell you where you are at in case you get lost. C = chorus, 1 = first verse, etc. Change the slides on the last word of the stanza

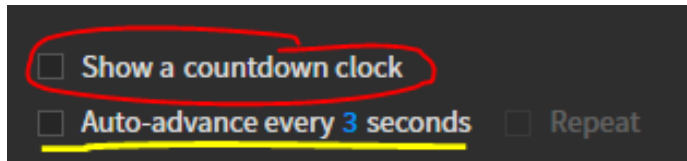


EDITING PROCLAIM

There are some instances when you'll need to make quick edits. If you need to edit mid-presentation, you can either switch the edit/preview switch back, or click **"Edit"** in the upper, left hand corner of the slide. Don't click the slide itself or it will play it.

Pre-service & Post-Service Loop

anything that is put in these sections will loop automatically until the start time.



Show the countdown clock on a clip by

- select the clip (or holding **CTRL** and selecting multiple clips)
- In the edit column, click the checkmark next to **"Show a countdown clock"**

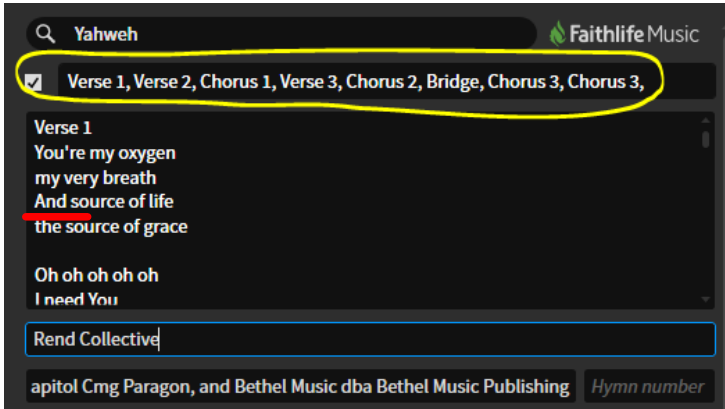
Change the duration of a clip by

- select the clip (or holding **CTRL** and selecting multiple clips)
- In the edit column, click the checkmark next to **"Auto-Advance"**
- Selecting or entering a number in the dropdown every **"3"** seconds

Adding Blanks

- Right-click a blank and select **"Duplicate"**
- Drag and drop it to the location of your choice

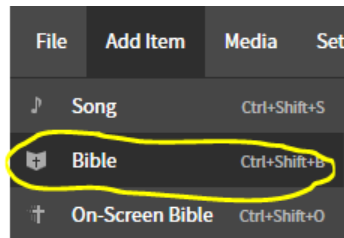
Song Order



Occasionally we need an additional chorus or verse. Select the song and add it in the song order.

ADDING BIBLE VERSES

Add Item → Bible



Add the **reference**. Then you can change the **bible version**, **layout setup** in the edit column. You can change the overall appearance by changing the **style** or adding **Smart media**

