Why keyboard shortcuts:

If you want to master ProPresenter (or any other program for that matter), the easiest way to do so is with keyboard shortcuts.

The mouse is actually really inefficient. First, you have to move your hand from the keyboard and find the mouse. Then you have to find the pointer on the screen, which can sometimes, itself be difficult, and finally, you need to move it to where you want to activate the icon, menu item, or whatever.

Touch screens are much faster because you can move your hand directly to part of the screen you want to activate, but because of the way the UI works, certain features will still be hidden behind "hamburger menus" or on other screens you need to swipe to.

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The oldest, and fastest, way of interacting with a computer is the keyboard. It's still the best, though, and here's why. All the keys are always in the same spot.

Imagine that you get to church, ready to create the presentation for the week. You open up ProPresenter, create a new presentation, search in the library for the songs you need, open up Bibles to add scripture, cycle through the backgrounds you have to find the right one for the week, add cues, open up the audio bin, turn on the output, add a countdown, and open up scheduler so you know that church will start on time.

The power of keyboard shortcuts is that you can do all of that, or at least switch between those tasks, without searching for where they are in a menu or submenu.

What's more, it will save you time, time that you can spend with your family or time that will help you to get done before church starts…not after

For more on keyboard shortcuts, click here to watch this video.

Function/Command	Mac keyboard shortcut	Windows keyboard shortcut
ProPresenter 6		
Audio Bin	Control-A	Control-Shift-A
Bibles	Control-B	Control-Alt-B
Bigger	Command-Plus	Control-Plus
Bold	Command-B	Control-B
Clear All	F1	F1
Clear Audio	F5	F5
Clear Background	F3	F3
Clear Props	F4	F4
Clear Slide	F2	F2
Clocks/Timers	Control-C	Control-Shift-C
Configure Stage Display	Command-4	Control-4
Copy	Command-C	Control-C
Copy Style	Command-Option-C	Control-Alt-C
Cue Pallette	Control-Shift-C	Alt-C
Cut	Command-X	Control-X
Delete	Delete	Delete
Deselect	Command-D	Control-U
Duplicate Slide	Command-Shift-D	Control-Shift-D
DVD	Control-D	Control-D
Editor	Control-E	Control-E
Empty Cache	Command-Control-E	Control-Shift-E
Find my Mouse	Option-M	Alt-M
Format Bar	Control-F	Control-Alt-F
Info Center	Control-I	Control-Alt-I
Italic	Command-I	Control-I
Live Video	F7	F7
Logo	F6	F6
Masks	Control-Shift-M	Control-Shift-M
Messages	Control-M	Control-M

Function/Command	Mac keyboard shortcut	Windows keyboard shortcut
Next Background	Command-Right Arrow	Control-Right Arrow
New Presentation	Command-N	Control-N
Next Slide	Space or Right Arrow	Space or Right Arrow
Output Window (On/Off toggle)	Command-1	Control-1
Paste	Command-V	Control-V
Paste and Match Style	Command-Option-Shift-V	Alt-V
Paste Style	Command-Option-V	Control-Alt-V
Planning Center Live	Control-Shift-P	Control-Alt-P
Preferences	Command-Comma	Control-Comma
Previous Background	Command-Left Arrow	Control-Left Arrow
Previous Slide	Left arrow	Left arrow
Print	Command-P	Control-P
Props	Control-P	Control-Shift-P
Quit ProPresenter	Command-Q	Alt-F4
Record Output	Command-Shift-R	Control-Shift-O
Redo	Command-Shift-Z	Control-Y
Reflow Editor	Control-R	Alt-Shift-R
Resources	Control-Shift-R	Control-R
Save All	Command-S	Control-S
Scheduler	Control-S	Alt-Shift-S
Search Library	Command-F	Control-F
Select All	Command-A	Control-A
Send remaining text to new slide	Option-Return	Control-Enter
Send remaining text to next slide	Option-Shift-Return	Control-Shift-Enter
Show Library Selection	Command-L	Control-L
Show Slide on Stage Display Only Toggle	Command-Zero	Control-Zero
Smaller	Command-Minus	Control-Minus
Social Media (Twitter)	Control-Shift-S	Control-Shift-W

Function/Command	Mac keyboard shortcut	Windows keyboard shortcut
SongSelect	Option-Shift-S	Control-Alt-S
Stage Display Messages	Command-Shift-S	Alt-S
Stage Display Preview	Command-3	Control-3
Stage Display Window (On/Off toggle)	Command-2	Control-2
Telestrator	Control-T	Alt-T
Underline	Command-U	Control-U
Undo	Command-Z	Control-Z
Video/Image Bin	Control-V	Control-Shift-V
Web	Control-W	Control-W

Function/Command	Mac keyboard shortcut	Windows keyboard shortcut
ProPresenter 7	***Different in Pro7 than Pro6**	
Action Palette	Control+Shift+C	Alt+C
Bibles Mode	Control+B	Control+Alt+B
Calendar (formerly Scheduler)	Control+Option+C	Control+Alt+C
Check Spelling	Command+;	N/A
Clear All	F1	F1
Clear Announcements	F7*	F7
Clear Audio	F5	F5
Clear Media	F3	F3
Clear Message	F6	F6
Clear Props	F4	F4
Clear Slide	F2	F2
Clear to Logo	F12	F12*
Configure Screens	Option+Command+1	Control+Alt+1
Copy	Command+C	Control+C
Copy Text Style	Option+Command+C	Alt+Control+C
Cut	Command+X	Control+X
Delete	Delete	Delete
Deselect	Shift+Command+A*	Control+Shift+D
Download Manager	N/A	Control+J
Duplicate	Command+D*	Control+D
Edit Layouts	Command+4	Control+4
Edit Looks	Shift+Command+1	Control+Shift+1
Editor Mode	Control+E	Control+E
Find My Mouse	Option+M	Alt+M
Hide ProPresenter	Command+H	N/A
Hide Others	Command+Option+H	N/A
Import>File	Shift+Command+I	Control+Shift+I
Media Bin	Control+V	Control+Shift+V
Media Store	Control+Shift+R	Control+Shift+R

Function/Command	Mac keyboard shortcut	Windows keyboard shortcut
Messages	Control+M	Control+M
Minimize	Command+M	N/A
New Presentation	Command+N	Control+N
New Slide	Shift+Command+N	Ctrl+Shift+N
Next Background	Command+Right Arrow	Alt+Right Arrow
Next Slide	Right Arrow	Right Arrow
Output Screens Toggle On/Off	Command+1	Control+1
Paste	Command+V	Control+V
Paste Text Style	Option+Command+V	Alt+Shift+V
Paste and Match Style	Option+Shift+Command+V	Alt+V
Planning Center	Control+Shift+P	Control+Alt+P
Props	Control+P	Control+Shift+P
Previous Slide	Left Arrow	Left Arrow
Previous Background	Command+Left Arrow	Alt+Left Arrow
Print	Command+P	Control+P
ProPresenter Preferences	Command-Comma	Control-Comma
Quit ProPresenter	Command+Q	Control+Q
Redo	Shift+Command+Z	Control+Y
Reflow Mode	Control+R	Control+R
Reveal in Library	Option+Command+L	Control+Alt+L
Search	Command+F	Control+F
Select All	Command+A	Control+A
Show Mode	Control+S	Control+S
Spelling and Grammar	Command+:	N/A
Show Triggered Presentation	Command+L	Control+L
Show Triggered Announcements	Shift+Command+L	Control+Shift+L
Show Slide on Stage Display Only	Command+Zero	Control+Zero
Stage Messages & Layout	Shift+Command+S	Alt+S

Function/Command	Mac keyboard shortcut	Windows keyboard shortcut
Special Characters and Emojis	Control+Command+Space Bar	N/A
Start Dictation	FN FN	N/A
Stage Screens Toggle On/Off	Command+2	Control+2
Timers	Control+C	Control+Shift+C
Undo	Command+Z	Control+Z
Pro7 Editor Exclusive commands		
Align Text Left	Command+{	
Align Text Right	Command+}	
Bold	Command+B	Control+B
Bring Item Forward	Option+Shift+Command+F	Control+Alt+F
Bring Item to the Front	Shift+Command+F	Control+Shift+F
Center Text	Command+|	
Change Fonts	Command+T	Control+T
Fit Slide into Edit Window	Command+Zero	Control+Zero
Italic	Command+I	Control+I
Justify	Option+Command+|	
Loosen Character Spacing	Option+Command+]	Control+Shift+]
Make Bigger	Command+Plus	Control+Plus
Make Smaller	Command+Minus	Control+Minus
Send Item Backward	Option+Shift+Command+B	Control+Alt+B
Send Item to Back	Shift+Command+B	Control+Shift+B
Tighten Character Spacing	Option+Command+[	Control+Shift+[
Underline	Command+U	Control+U