



# ProPresenter 7 (Windows) cheat sheet

## ProPresenter Menu

|          |                   |
|----------|-------------------|
| Ctrl + , | Open Preferences  |
| Ctrl + Q | Quit ProPresenter |

## File Menu

|                  |                  |
|------------------|------------------|
| Ctrl + N         | New Presentation |
| Ctrl + P         | Print            |
| Ctrl + Shift + I | Import > File    |

## Edit Menu

|                  |                       |
|------------------|-----------------------|
| Ctrl + Z         | Undo                  |
| Ctrl + Y         | Redo                  |
| Ctrl + X         | Cut                   |
| Ctrl + C         | Copy                  |
| Alt + Ctrl + C   | Copy Text Style       |
| Ctrl + V         | Paste                 |
| Alt + Shift + V  | Paste Text Style      |
| Alt + V          | Paste and Match Style |
| Ctrl + D         | Duplicate             |
| Del              | Delete                |
| Ctrl + A         | Select All            |
| Ctrl + Shift + D | Deselect              |
| Ctrl + F         | Search                |

## Presentation Menu

|                   |                     |
|-------------------|---------------------|
| Ctrl + Shift + N  | New Slide           |
| Right arrow       | Next Slide          |
| Left arrow        | Previous Slide      |
| Alt + Right arrow | Next Background     |
| Alt + Left arrow  | Previous Background |
| F1                | Clear All           |
| F2                | Clear Slide         |
| F3                | Clear Media         |
| F4                | Clear Props         |
| F5                | Clear Audio         |
| F6                | Clear Message       |
| F7                | Clear Announcements |
| F12               | Clear to Logo       |

|                  |                                  |
|------------------|----------------------------------|
| Ctrl + L         | Show Triggered Presentation      |
| Ctrl + Shift + L | Show Triggered Announcements     |
| Ctrl + Alt + L   | Reveal in Library                |
| Ctrl + 0         | Show Slide on Stage Display Only |

## Screens

|                  |                                     |
|------------------|-------------------------------------|
| Ctrl + 1         | Toggle Output Screens On/Off        |
| Ctrl + Shift + 1 | Open the Edit Looks Screen          |
| Ctrl + 2         | Toggle Stage Display Screens On/Off |
| Ctrl + 4         | Open Edit Layouts Screen            |
| Ctrl + Alt + 1   | Open Configure Screens Window       |

## View Menu

|                  |                       |
|------------------|-----------------------|
| Ctrl + S         | Open Show Mode        |
| Ctrl + E         | Open Edit Mode        |
| Ctrl + R         | Open Reflow Mode      |
| Ctrl + Alt + B   | Open Bibles Mode      |
| Ctrl + Shift + C | Open Timers           |
| Ctrl + M         | Open Messages         |
| Ctrl + Shift + P | Open Props            |
| Alt + S          | Open Stage            |
| Ctrl + Alt + P   | Open Planning Center  |
| Ctrl + Shift + R | Open Media Store      |
| Ctrl + Shift + V | Open Media Bin        |
| Ctrl + Alt + C   | Open Calendar         |
| Alt + C          | Open Action Palette   |
| Ctrl + J         | Open Download Manager |
| Alt + M          | Find My Mouse         |

## Editor Menu (Only Available when in Edit Mode)

|          |              |
|----------|--------------|
| Ctrl + T | Change Fonts |
| Ctrl + B | Bold         |
| Ctrl + I | Italic       |
| Ctrl + U | Underline    |
| Ctrl + + | Make Bigger  |
| Ctrl + - | Make Smaller |

|                  |                            |
|------------------|----------------------------|
| Ctrl + Shift + [ | Tighten Character Spacing  |
| Ctrl + Shift + ] | Loosen Character Spacing   |
| Ctrl + Alt + F   | Bring Item Forward         |
| Ctrl + Shift + F | Bring Item to the Front    |
| Ctrl + Alt + B   | Send Item Backward         |
| Ctrl + Shift + B | Send Item to Back          |
| Ctrl + 0         | Fit Slide into Edit Window |

Source: ProPresenter

*Last modification: 25.1.2022 11:17:51*

*More information:* [defkey.com/is/propresenter-7-shortcuts](https://defkey.com/is/propresenter-7-shortcuts)

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