Tribute Director Guide

Version 1.2.7 (Build 136) · Revised 10 November 2026

Prepare, rehearse and run a funeral service from one Mac. Tribute Director manages the running order, local media, holding screens, lyrics, programme and confidence displays, audio outputs, MIDI and authorised browser remotes.

> Prepare and verify every section before guests enter the room. During a live service, the Mac remains the source of truth and the holding screen is the safe visual fallback.

Live Service Quick Start

1. Open the saved `.td` file.
2. Run the top-bar Pre-Service Check.
3. Confirm Audio Out and Video Out.
4. Select the first required section and click **Set as Standby**.
5. Confirm the audience display.
6. Press **GO**, or `Space` with the default shortcuts.

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Core Principles

- The Mac is the playback authority, even when a phone remote or browser display is connected.
- Use media stored locally on the Mac. Avoid cloud-only, streaming and removable files during a service.
- Use Rehearsal mode for practice, then turn it off before the live service.
- Lock the service once the running order is approved.
- Use Holding Screen, Fade Out or Black Screen deliberately; each has a different result.

Create, Open And Save A Service

1. Choose **File > New Funeral**, or open an existing `.td` file with **File > Open...** or **Open Recent**.
2. Open **Funeral Settings** and enter the deceased name, service date and time, and venue.
3. Build the running order, attach local media and configure the holding screen.
4. Use **Save** or **Save As...**. The app reopens the most recently opened or saved service at the next launch when that file is still available.

5. Use **File > Export Portable Package...** when moving a service to another Mac. Open the packaged `.td` file on the destination Mac and run the checks again.

Service-Start Countdown

The countdown reads the date and time in Funeral Settings and displays **hours:minutes:seconds**. For example, **0:42:15** means 42 minutes and 15 seconds remain. After the scheduled start, it shows the elapsed interval in the same format.

- Check both the service date and time, then save the service.
- The countdown is an operator aid. It does not start a cue or appear on the audience display.
- Use **View > Show/Hide...** and clear **Show service-start countdown** to hide it.

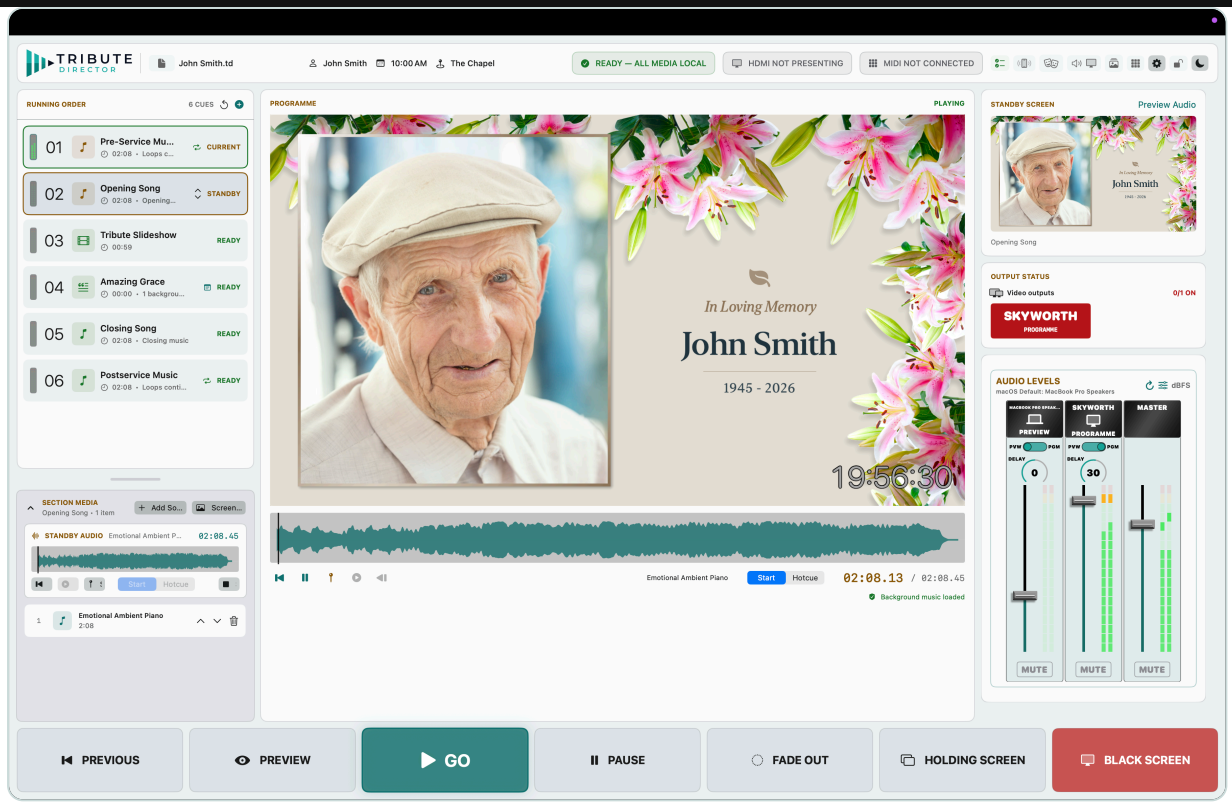
Appearance

- On a clean installation, Tribute Director follows macOS Light or Dark appearance.
- If macOS changes appearance while no manual Tribute Director preference exists, Tribute Director follows it.
- Using the sun or moon icon at the top right creates a saved manual Light or Dark override.
- The override persists across launches even when macOS uses the opposite appearance.
- There is currently no Tribute Director control to return to Follow System after a manual override has been saved.

The Operator Screen

The left column is the running order. Section Media is below the running order. The centre shows Programme, the current playback waveform and the current-card playlist. The right side shows external outputs and Audio Levels. The bottom transport provides Previous, Preview, GO, Pause or Resume, Fade Out, Holding Screen and Black Screen.

Drag the running-order and status-column dividers to adjust their widths. Tribute Director remembers widths that you change manually; untouched columns retain their standard layout. Section Media can also be collapsed. A red **PROGRAMME AUDIO MUTED** warning appears when programme audio is muted.

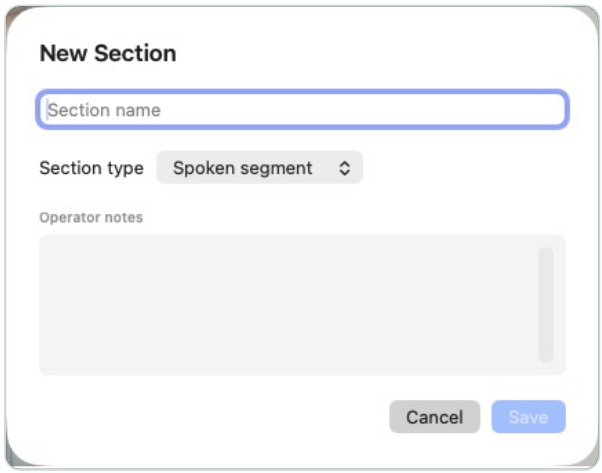


The operator workspace using the Jane Smith demonstration service: running order, programme, waveform, audio meters and live transport.

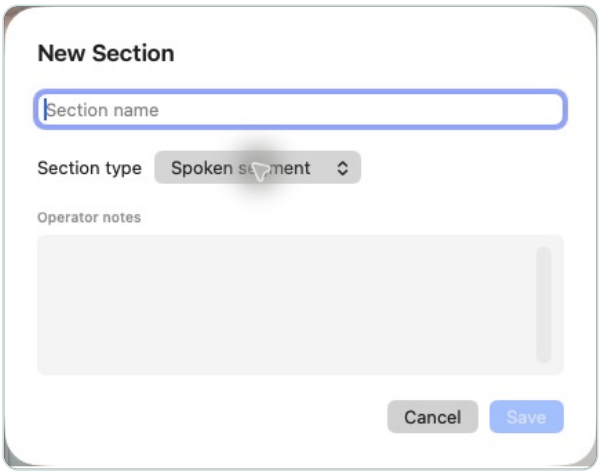
Running Order And Sections

Add A Section

1. Click the **+** beside the running-order count.
2. Enter a section name and choose its type.
3. For supported types, choose Loop, Auto-advance and any fade overrides.
4. Add concise operator notes, then click **Save**.



Create a named running-order section and choose the media type.



Choose the section type before adding media and cue behaviour.

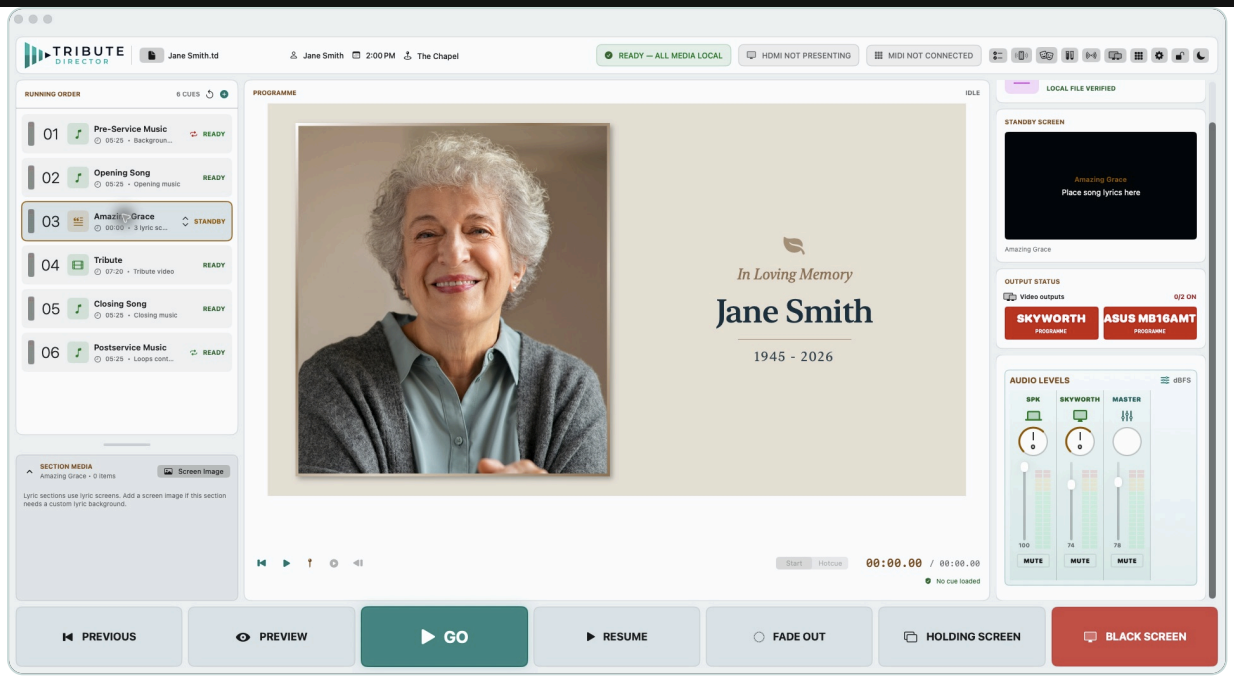
TYPE	USE FOR
Audio	Songs, playlists, pre-service and post-service music.
Video	Tribute videos or video messages.
Image	A still image, or a planned cue that uses the default holding screen.
Slideshow	A prepared slideshow video, optionally with separate background music.
Spoken segment	Live speech, with the default holding screen or an optional screen visual.
Lyrics	Operator-controlled lyric screens, with optional song audio.

Order, Status And Actions

Drag sections into order or use Move Up and Move Down. Click a section to select it for inspection or editing; selection does not change what GO will play. Click **Set as Standby** in Section Media to mark the selected card as the next card. GO always starts the card explicitly marked **STANDBY**. Right-click a section for Rename or Change Type, media, screen image, playlist, lyric, loop, move and remove actions.

STATUS	MEANING
Ready	Media and settings are valid.
Standby	This section will run on the next GO.
Current	This section is live.
Played	This section has already run.
Missing or Invalid	Media needs attention before use.

Use the lock icon at the top right after approval. The circular arrow beside the cue count resets played and current statuses after confirmation and returns the first available section to standby.



Select a cue to inspect its media and actions without changing the explicitly marked standby cue.

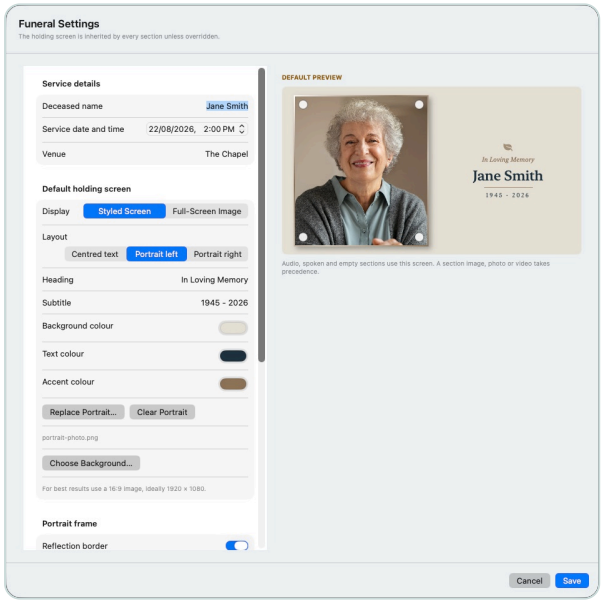
Create And Use Holding Screens

Configure The Funeral's Default

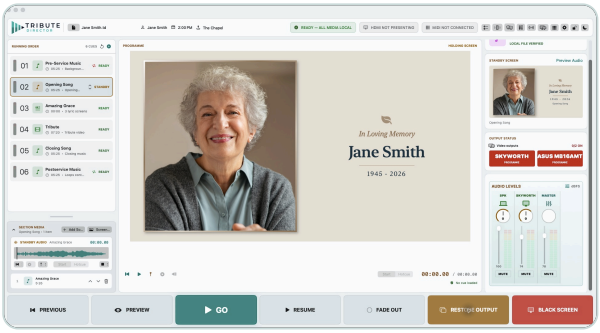
1. Open the top-right **Funeral Settings** gear.
2. Choose **Styled Screen** or **Full-Screen Image**.
3. For a styled screen, choose Centred text, Portrait left or Portrait right, then set heading, subtitle, colours, portrait and optional 16:9 background.
4. Adjust portrait border, shadow and crop, check the preview, then click **Save**.

Insert A Planned Holding-Screen Cue

1. Add a new section and choose **Image**.
2. Name it for the moment in the service, such as “Holding Screen” or “Reflection”.
3. Leave the primary image empty to use the funeral's default holding screen. Add a local image only when this cue needs different artwork.
4. Place it in the running order and press GO when that moment is reached.



Configure the funeral's default holding screen in Funeral Settings.



Check the finished holding screen in Programme before the service.

Show It Immediately

Click **HOLDING SCREEN** or press `Command` + `Shift` + `H`. The control changes to **RESTORE OUTPUT** while the holding screen is active. This does not itself stop current audio. Use **Fade Out** when the sound should fade while returning to the holding screen.

Music Library, Playlists And Hotcues

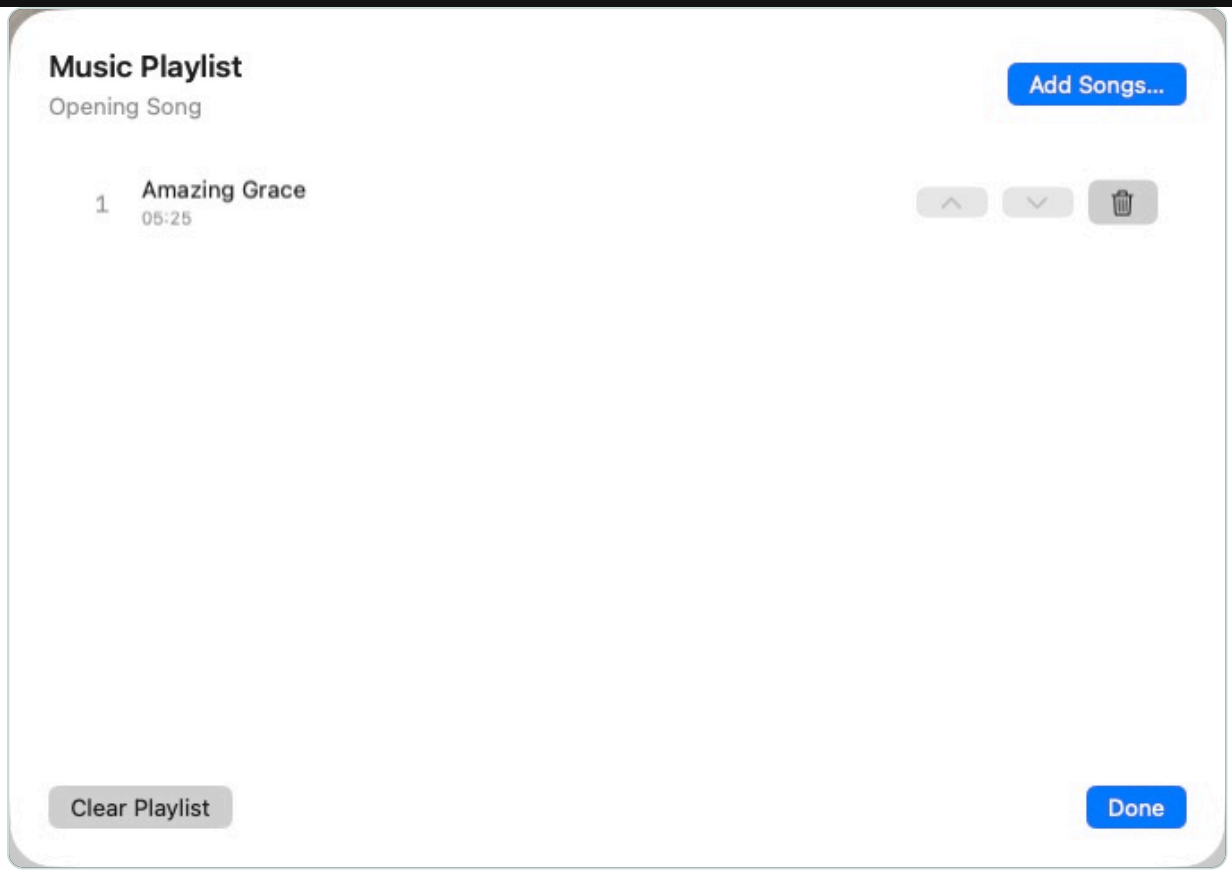
Import And Organise Reusable Music

Open **Library** above the running order. Tribute Director copies imported songs into its managed **All Music** library so moving the original file later does not break service playlists.

- Select a playlist before importing to add the songs directly to that playlist as well as All Music.
- Duplicate files are not imported twice. The existing track is added to the selected playlist instead.
- Hover over a row for play/stop preview. Click or drag across the title progress area to scrub.
- Right-click a song for **Reveal in Finder**, **Add to Playlist** and **Remove from Library**.
- The header shows the selected playlist's complete song count and accumulated playing time, even while search results are filtered.
- New imports receive waveform and loudness analysis automatically. Click **Rescan** to rebuild analysis for existing songs; circular progress wedges remain visible until the full scan completes.

Create And Order A Playlist

1. Add or select an **Audio** section.
2. Click **Add Songs**, or open Edit Section.
3. Choose **Keep Current Music**, **Choose One Song**, **Choose Playlist** or **Create Playlist**.
4. Use the up and down arrows to change play order. Use the bin to remove one item, or **Clear Playlist** to remove all items.
5. Use **Screen Visual** when the audience should see custom artwork or a screen video while the music plays.



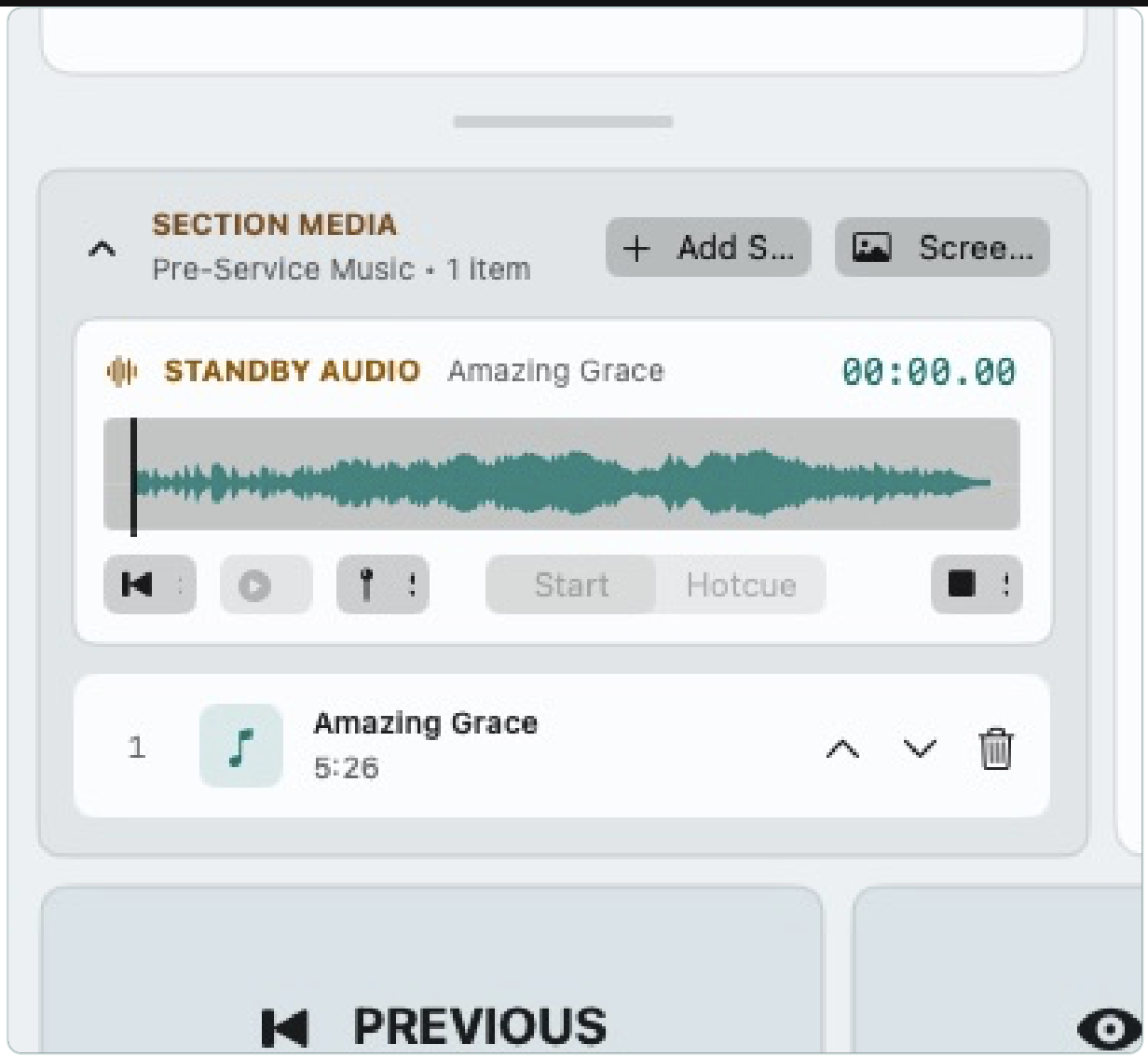
Add songs, set their order and remove unwanted items in the playlist editor.

Section Media displays song title, artist and duration. Ordering controls are hidden for a one-song card and unavailable directions are hidden at the beginning and end of longer playlists.

For a Video, Image or Slideshow section, use **Add Audio** or **Manage Background Music...** to add a separate music playlist. Playlist audio can be reordered; a section's primary video or image has a fixed position.

Set And Use A Hotcue

1. Put the audio section on standby and select it so the **STANDBY AUDIO** waveform for its first song appears. For later playlist items, use the live waveform controls when that song becomes current.
2. Click the waveform at the exact point where the song should be ready.
3. Use the pin control to set the hotcue. Use **Start** and **Hotcue** to choose the saved start mode, and the icon-only preview controls to restart, play/pause or stop. Hover for tooltips.
4. Choose **Hotcue** in “Choose where GO starts this song”. Choose **Start** to keep the marker but start from the beginning.
5. During playback, use Set hotcue, Play from hotcue or Jump to hotcue beside the live waveform. The marker and start choice are saved for that song.



The standby waveform provides restart, preview, hotcue, start-mode and stop controls before GO.

Loop Music Or Video

Looping is available for Audio, Video, Slideshow and Image sections. Enable **Loop this section continuously** in Edit Section, choose **Loop Section** from the right-click menu, or use the repeat icon shown on the first or last running-order cue. Audio and Image sections return to the first song after the final song; Video and Slideshow sections repeat until another section is triggered. Changing loop while the section is live updates active playback where supported.

> Do not rely on a natural finish to advance while Loop is enabled. Turn Loop off before the service if the cue must end or auto-advance.

Control The Current Playlist

While a music card is current, the full playlist appears below the Programme transport. The active song is highlighted and rows show aligned title, artist and duration.

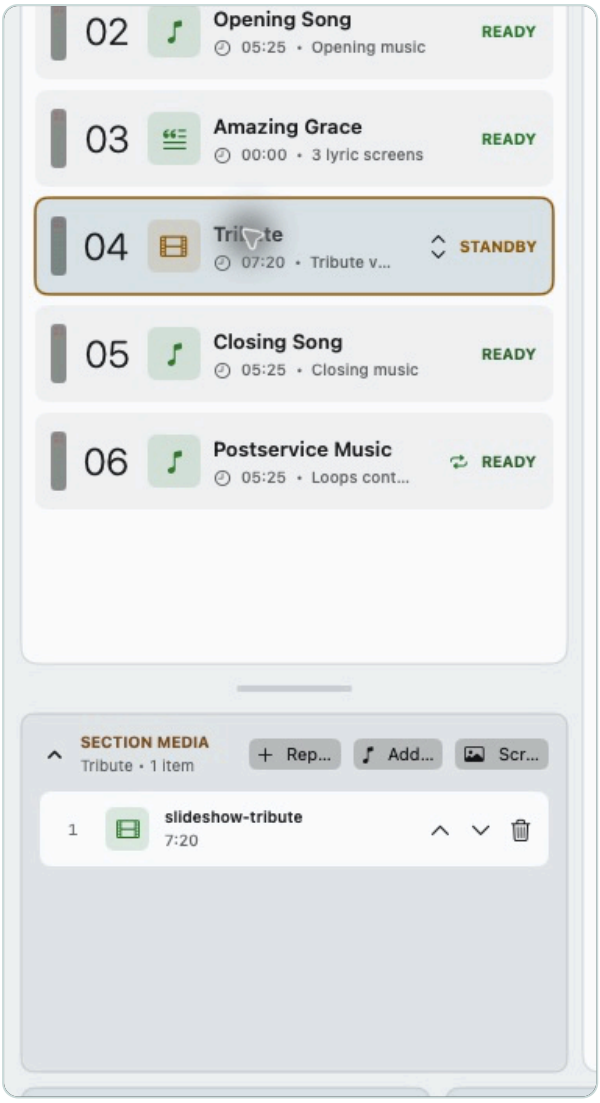
- **Skip Song** moves immediately to the next eligible song.

- Select a song and choose **Play Next** to queue it after the current song.
- Select a song and choose **Play** to fade the current song for approximately 2.5 seconds, then start the selected song.

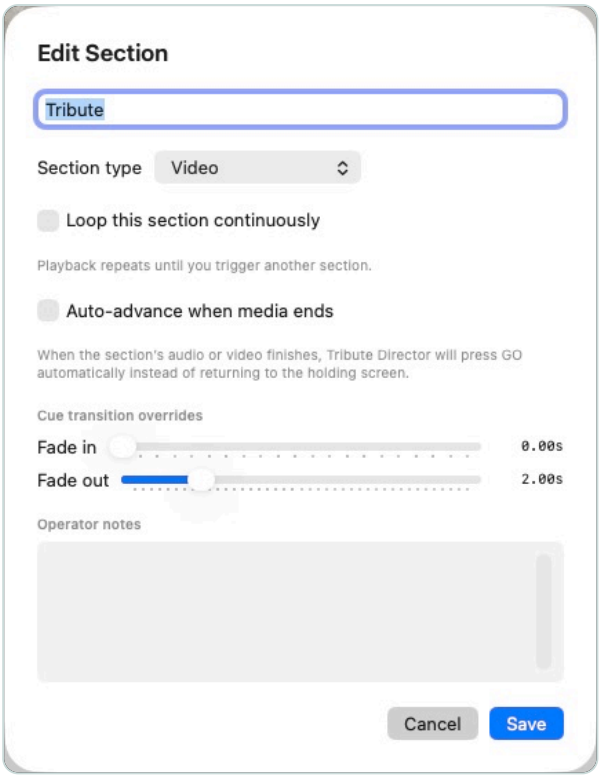
Video, Images, Slideshows And Spoken Segments

- **Video:** use Add Video or Replace Video for the primary local movie. Add Audio only when separate background music is required.
- **Slideshow:** attach the prepared slideshow movie, then add optional background audio. The operator treats the slideshow as timed visual media.
- **Image:** attach a still image, or leave it empty to use the default holding screen. Optional background audio can play beneath it.
- **Spoken segment:** no media is required. Add a Screen Visual when the audience should see custom artwork or a screen video during the speech.
- **Screen Image / Screen Visual:** overrides the inherited holding artwork for that section. Clear it from the section action menu to return to the default.

Video appears in the operator Programme preview as well as on programme output. Use the progress timeline to scrub during preparation and to set or clear a video end point. When no detectable audio waveform is available, Tribute Director shows a clean progress track.



The selected video card and Section Media assignment.



Video cue behaviour and transition overrides.

Fades And Auto-Advance

Per-section fade-in and fade-out durations override the app defaults. The operator Fade Out command uses the current section's configured fade-out time, and audio and video fade together. Enable **Fade through black before holding screen** when the programme should reach black before the holding screen appears. Auto-advancing videos move to the next card without a holding-screen flash; looping media does not trigger the automatic final fade.

Background Library And Content Packs

Open the **Background Library** from Tribute Creator when preparing slideshow backgrounds. Filter by pack or search by name and tags.

- **Ready** means the background is installed and available.
- **Not Installed** or **Update Available** means it must be downloaded. Select an individual card to download that item.

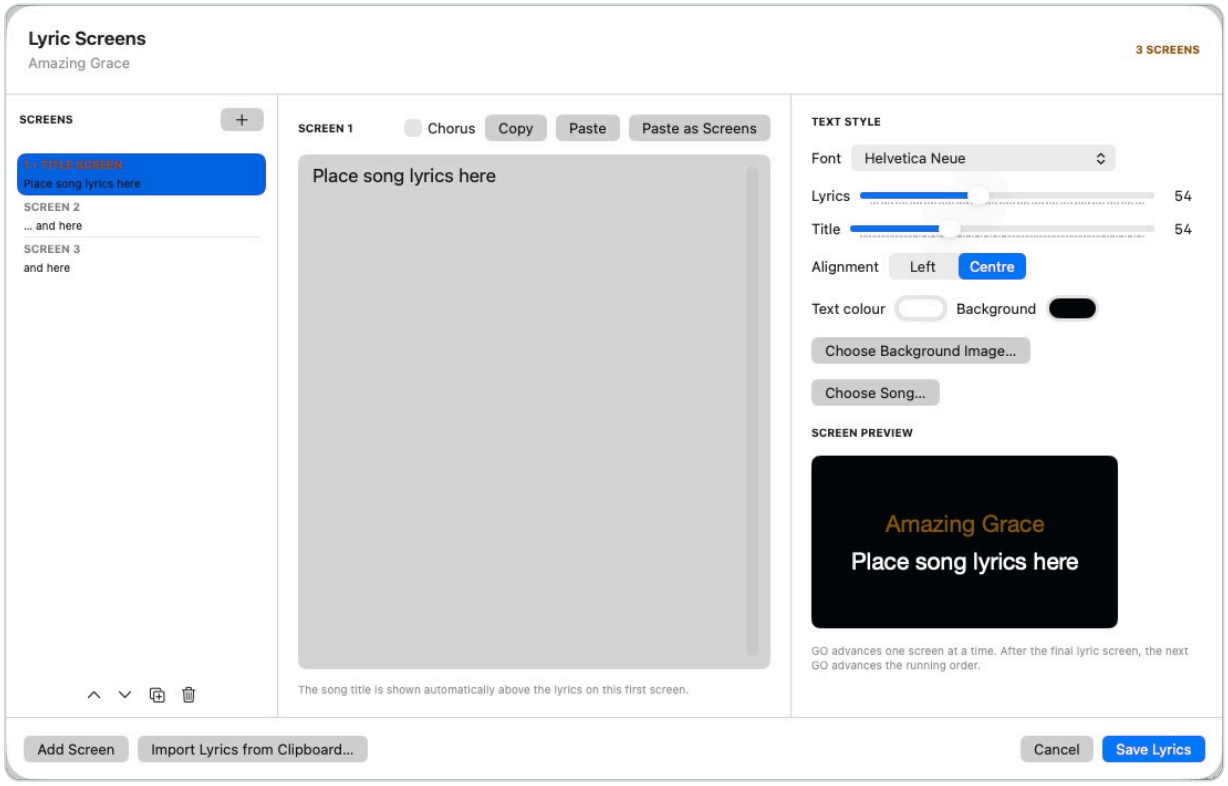
- **Install Content Pack** downloads the pending items in the selected pack.
- Use **Refresh Packs** after a purchase, licence change or newly installed pack.

Downloads can continue while you work. Keep the application open and the network connected until every required item shows **Ready**. Render the final slideshow movie before the service; the Pre-Service Check reports an unrendered slideshow as an ACTION item.

> Tribute Launcher is optional. It can install and update entitled apps and Content Packs, while Tribute Director and Tribute Creator continue to operate independently.

Create And Run Lyrics Cards

1. Add a **Lyrics** section.
2. Right-click it and choose **Edit Lyric Screens…**.
3. Type the first screen, add more screens with **+** or **Add Screen**, or use **Import Lyrics from Clipboard…**. **Paste as Screens** creates one screen for each paragraph separated by a blank line.
4. Select a screen and use the up/down controls to order it. Duplicate or delete screens as needed.
5. Mark repeated screens **Chorus**. The first screen is the title screen and automatically shows the section title above its lyric text.
6. Set font, lyric size, title size, alignment, text colour, background colour and optional background image.
7. Choose **Choose Song…** when the lyrics should play with local audio, then save the lyrics.



Build, order and style lyric screens before rehearsal.

During the cue, each **GO** advances one lyric screen. After the final lyric screen, the next GO advances the running order. The confidence display previews the next lyric page, while the browser remote shows labelled verse and chorus tabs that can jump directly to a chosen screen.

External Monitors And Confidence Screen

Connect Displays

1. Connect each HDMI, USB-C display adapter, AirPlay receiver or wireless display solution and ensure macOS sees it as an **extended display**.
2. Open the top-bar **Sound Check / Video Check** button or **Service > Sound / Screen Check...**. Choose Operator, Programme and optional Confidence destinations. The **Video Out** menu also provides display controls.
3. Choose the external display and click **Present on Display**. Use **Refresh Displays** after connecting a screen that is not listed.
4. In the operator screen's **Output Status**, click a display tile to turn that output on or off.
5. Press and hold a display tile to assign it as **Programme** or **Confidence**. Repeat for each connected display.

Use The Confidence Screen

Assign a presenter-facing display to **Confidence**. It shows the live programme view alongside the upcoming view. During a lyric cue, its preview follows the next lyric screen so the celebrant or singers can see what is coming. More than one external output may be active, and the mouse pointer is hidden on programme and confidence windows.

Use **Stop Programme Output** or Escape to close active external output. Green output tiles are live; red tiles are off.

Browser Programme Display

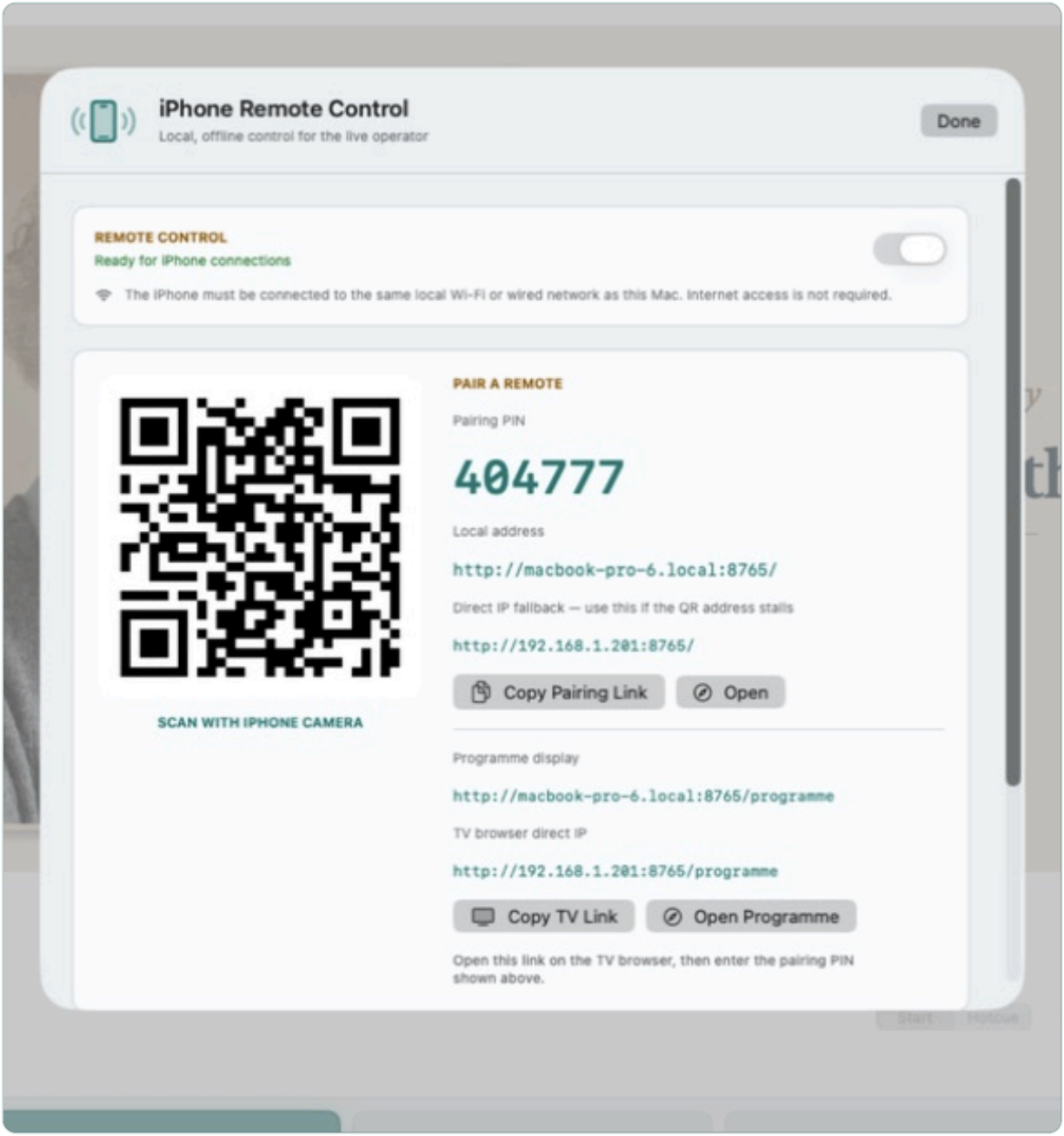
1. Open **Video Out > Enable Network Display**. This also starts the local remote listener.
2. Open the displayed programme URL on the TV or browser device and enter the pairing PIN.
3. Keep the Mac and browser device on the same local network.

Network display can have different audio/video timing from HDMI. Prefer HDMI for the primary audience screen when timing is critical.

Connect And Use The Remote

1. Put the iPhone or iPad on the same local Wi-Fi or wired network as the Mac. Internet access is not required.
2. Open the top-bar **Remote Control** button and turn Remote Control on. It starts disabled on a fresh app launch for safety.

3. Scan the QR code with the iPhone camera, or open the local address. Use the direct IP fallback if the local name stalls.
4. Enter the six-digit pairing PIN. The Mac lists connected remotes by name.
5. Keep the Mac operator in charge. Use **Disconnect All / Rotate Access Code** when an operator changes, a device is lost or access should be revoked.



Pair with the QR code or local address; use the direct IP fallback if required.

Remote Controls

- Review the current section, elapsed and remaining time, programme thumbnail and standby preview.
- Tap a running-order cue to place it on standby. Reorder cues by dragging only while editing is appropriate.
- Use GO, Previous, Skip Next, Stop, Fade Out, Holding and Black. Protected controls require a hold by default.

- Adjust master volume with the slider or step buttons.
- During lyrics, tap a labelled verse or chorus tab to jump directly to that lyric screen.
- Remote Safety & Device Settings changes the remote name and which destructive controls require a hold.

Audio Outputs And Levels

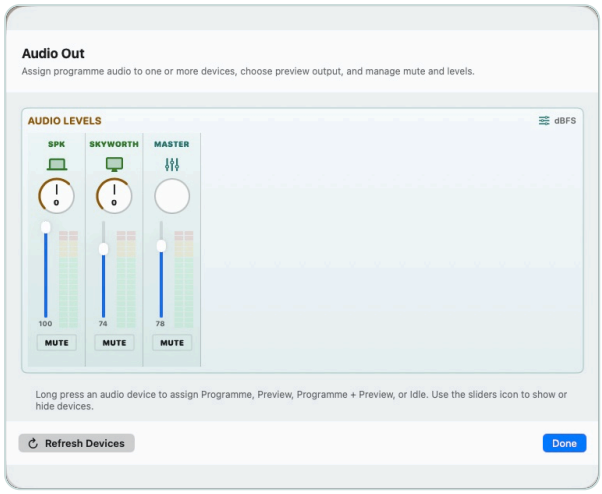
Use the combined Sound Check / Video Check panel to choose **Programme Audio Out** and **Preview Audio Out**. Check the headphones, programme route and master mute independently before auditioning.

Tribute Director can send programme audio to multiple devices at once. Each visible output has an assignment, delay, volume fader, stereo meter and mute button.

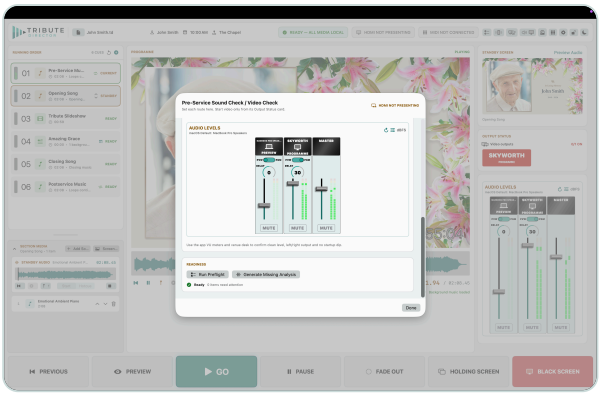
- Right-click or press and hold an audio device to assign **Programme**, **Preview**, **Programme + Preview** or **Idle**.
- Use the sliders icon to show or hide devices. A hidden output is treated as muted.
- Drag a fader, or hover and use the mouse wheel, to adjust only that output's volume.
- Drag a delay dial, or hover and use the mouse wheel, to adjust that output from -500 ms to +500 ms.
- Use the refresh icon after connecting or reconnecting an audio device.
- Headphone monitoring is unmuted by default. Other outputs start muted until the operator unmutes them.
- Master Mute silences all active outputs and later restores only those that were previously unmuted.

Programme outputs start against a shared timing reference. Muting and unmuting an individual output resynchronises that route so multiple devices remain aligned, and the opening audio is preserved when **GO** starts playback. After changing mute or routing, confirm both VU meters and listen to the actual room and video paths.

Different left/right readings can be normal for stereo material. Regular red peaks indicate that the signal is too hot. A direct digital route normally needs no separate gain stage; set the Tribute Director fader and the downstream amplifier or mixer to the tested service level.



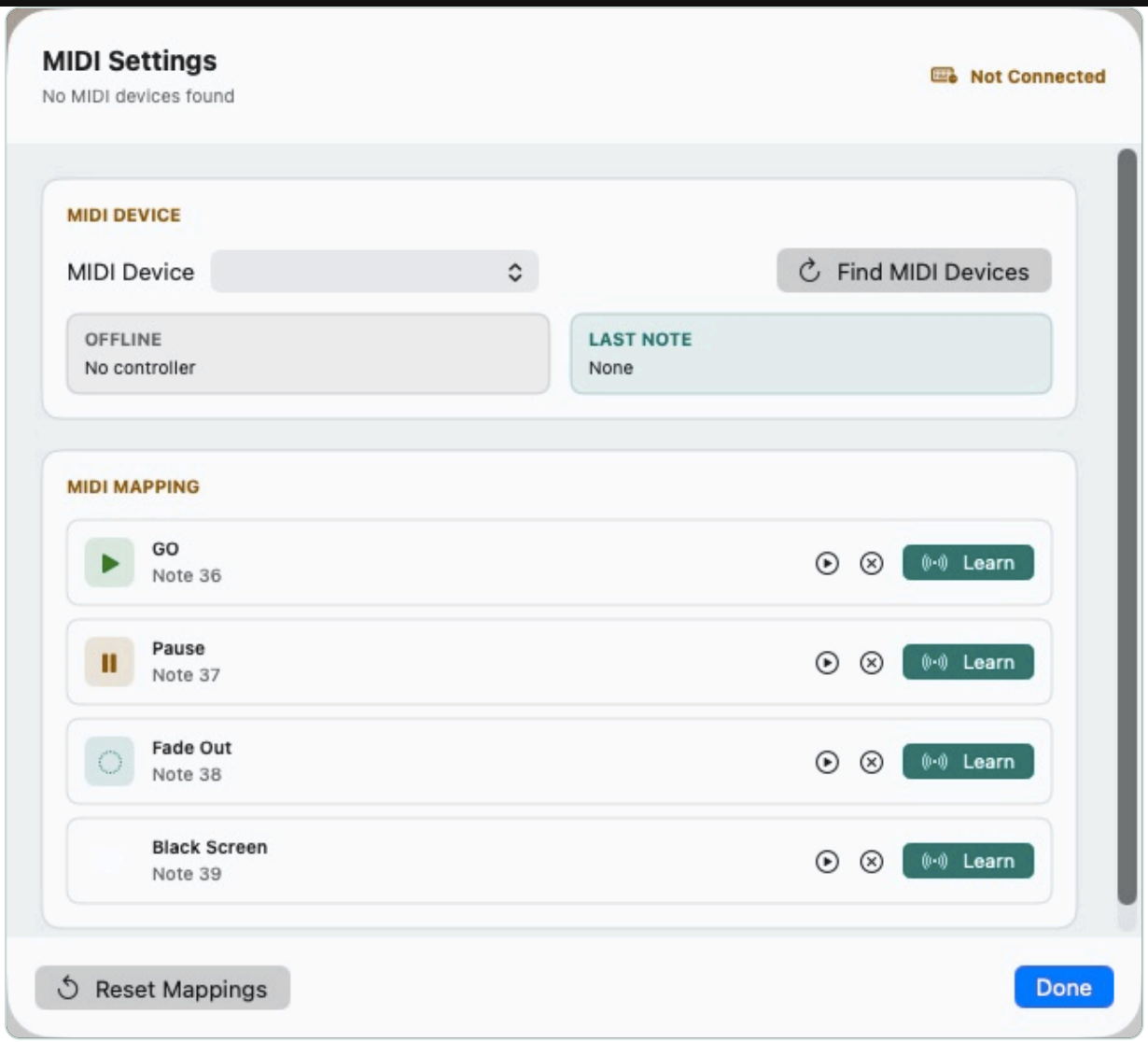
Assign and balance the available audio routes before playback.



Live stereo VU meters confirm programme signal during playback.

MIDI Control

1. Open **MIDI Settings...** from File > Settings, the MIDI menu or the top-bar button.
2. Click **Find MIDI Devices** and select the controller.
3. Click **Learn** beside GO, Pause, Fade Out or Black Screen, then press the required pad or key.
4. Use Test to confirm a command, Clear to remove one mapping, or Reset Mappings to restore the defaults.

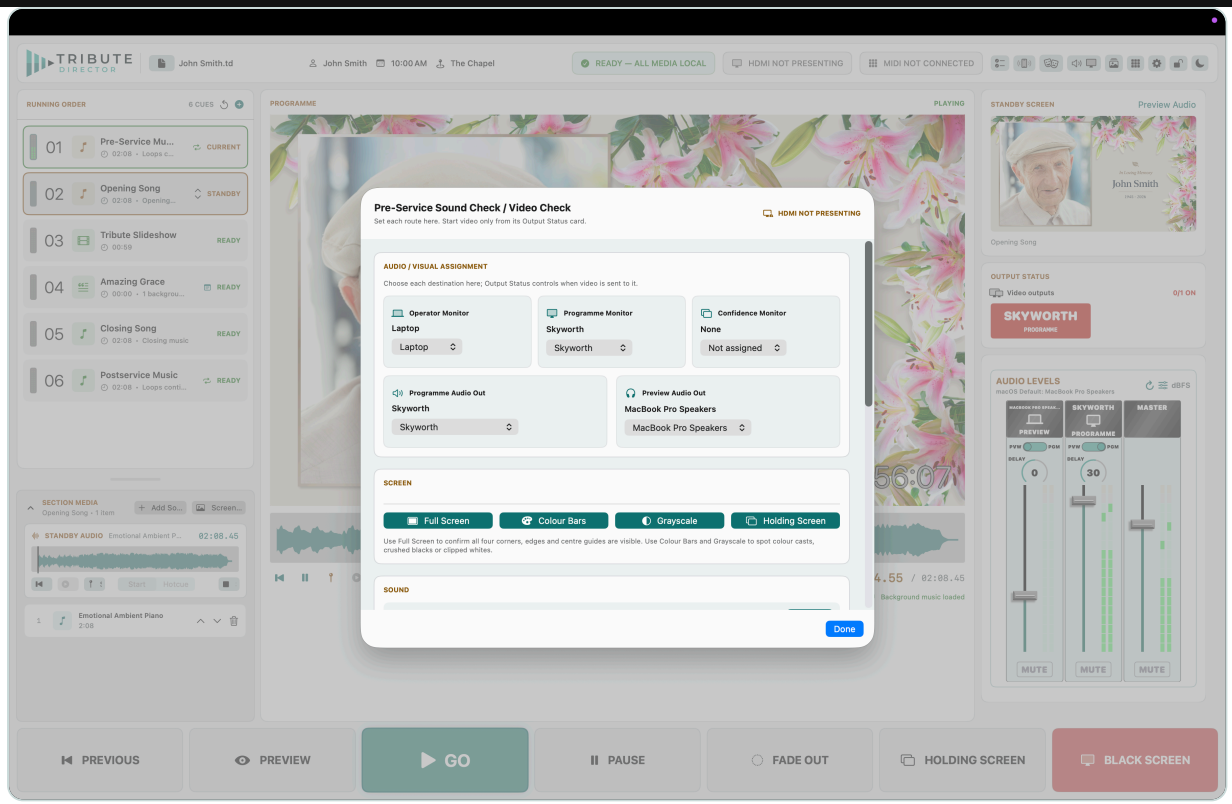


Discover the controller, learn each command and test mappings before the service.

Sound And Screen Checks

1. Open the top-bar **Sound Check / Video Check** button or **Service > Sound / Screen Check...**. Confirm audio and monitor assignments first.
2. Start the intended display output. Use Full Screen, Colour Bars and Grayscale to check corners, centre guides and contrast.
3. When the room is ready for testing, use white noise or **Play Test Audio**. Begin at a controlled level and verify left/right outputs and clean meters.
4. Use **Cut Audio** when finished. Check lip sync with the actual tribute video, then return to the holding screen.

Scroll down for test audio, Audio Levels and readiness controls. **Run Preflight** and **Generate Missing Analysis** help resolve media preparation tasks before the service.

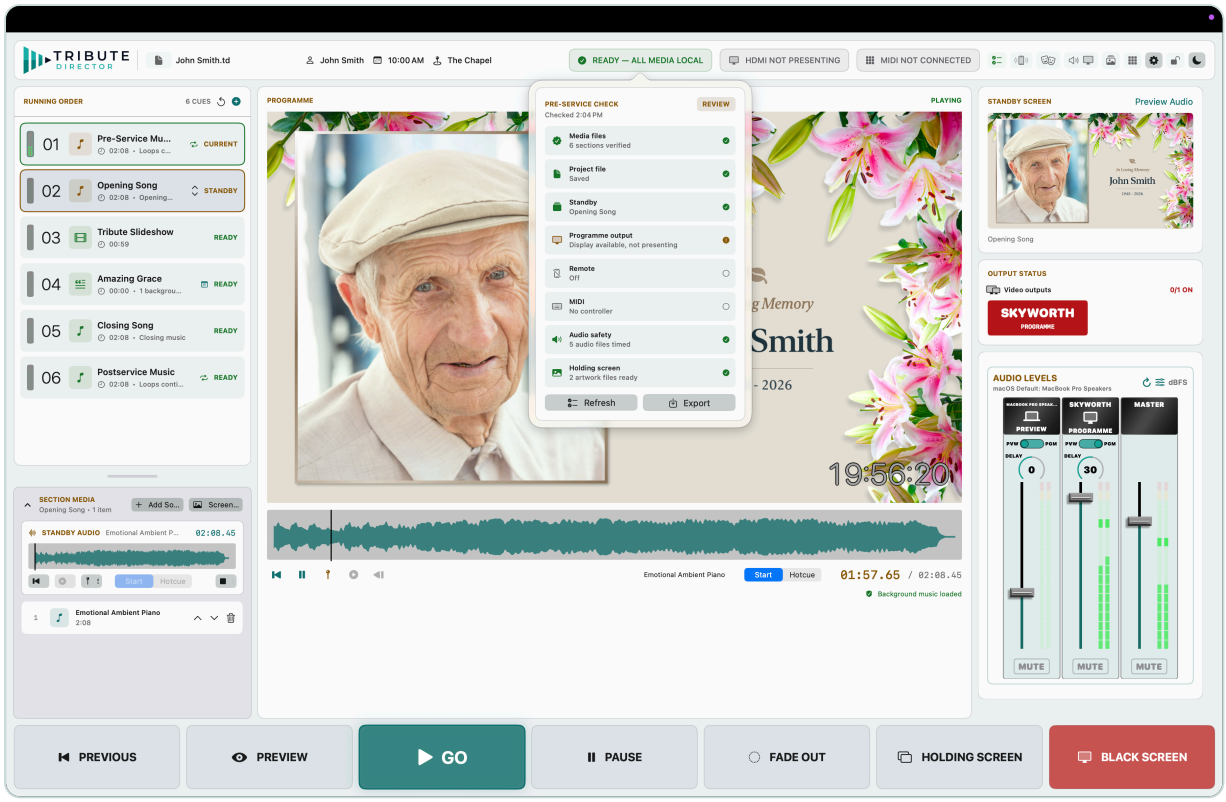


Sound/Screen Check assigns operator, programme, confidence and audio destinations. Programme audio remains active and visible on the VU meters.

Pre-Service Checks And Rehearsal

> **Rehearsal uses normal playback.** GO loads and plays the cue. Rehearsal progress is separate from the saved live run-through; it is not a silent simulation. Check audio and display routing before rehearsing.

1. Connect mains power, displays, all audio paths and any MIDI controller.
2. Open **Service > Sound / Screen Check...** to test audio and programme output.
3. Open the top-bar **Pre-Service Check**, refresh it and resolve every item marked **ACTION** or **REVIEW**, including missing media and slideshows that have not yet been rendered.
4. Confirm media is local, the file is saved, standby is correct, programme and confidence outputs are ready, remote access is intended, and audio safety is checked.
5. Enable Rehearsal mode from the masks button or Service menu. Rehearse cue order, media starts, lyric changes and fades.
6. Stop rehearsal playback, turn Rehearsal mode off, put the first required cue on standby, lock the service and save.



Pre-Service Check during playback: refresh and resolve every relevant ACTION and REVIEW item. The live meters confirm active programme audio.

Live Operation

1. Start programme output and confirm what the audience can see.
2. Select the first required section, click **Set as Standby**, and confirm its running-order card says STANDBY.
3. Use **PREVIEW** to check the standby presentation without making it live.
4. Press **GO** or `Space` with the default shortcuts. Continue through the service one cue at a time.
5. Use Pause or Resume for the current media. Use Previous only when intentionally returning to the prior cue.
6. Use **Fade Out** to fade audio and return gracefully to the holding screen.
7. Use **Holding Screen** to cover the programme with the safe fallback while audio continues.
8. Use **Black Screen** only for an intentional emergency blank; showing Black pauses playback. Clear Black, then press Resume when playback should continue.

Auto-Advance, Fades And Notes

Auto-advance makes Tribute Director trigger GO when the section's audio or video finishes. Otherwise a natural finish returns to the holding screen. Per-cue fade-in and fade-out values override the normal transition timing. Operator notes appear with the section and should contain short prompts such as “Wait for celebrant nod” or “Let final chord finish”.

Standby Waveform

Before GO, the standby song's waveform, title and duration appear in Section Media and below the Programme screen. This confirms what is queued without loading it as the current cue. Once GO starts the card, the same area changes to live playback progress and controls.

Files, Safety And Event Log

- Keep every service file and its media on the Mac's internal drive before the service.
- After linking media, save and reopen the service to confirm it can regain permission to every file.
- Use **View > Operator Event Log** to review GO, pause, fade, standby, save, remote and warning events. Copy the log or reveal it in Finder for support.
- Use **File > Settings** for Video Display, MIDI and Audio settings. Preferences contains app-wide timing values.

- Watch VU meters before raising room volume and check lip sync on every audio path used for video.

Help, Updates And Licence

Support

Open Tribute Director support.

Check for Updates

Review the current download and update route.

Licence Agreement

Read the current end-user licence agreement.

Use **Help > Operator Manual** for the bundled guide, **Check for Updates** for the appropriate Direct or App Store route, and **Licence Management...** to view status, restore App Store purchases or manage a Direct licence.

Meet Tribute Launcher is offered only when Launcher is not installed. Launcher is optional, and the introductory panel can be suppressed with **Don't show this again**.

Use **Tribute Director > About Tribute Director** to read the installed version and build. This manual describes Tribute Director 1.2.7 build 136.

Recovery

Missing Media

1. Select the affected section and note the original filename in the recovery prompt.
2. Choose the correct file or the folder containing the service media.
3. Tribute Director scans that folder and relinks unique filename matches for other missing items.
4. Resolve ambiguous or unmatched items manually, save, and run the Pre-Service Check again.

Remote Stops Responding

1. Keep operating from the Mac.
2. Confirm both devices are on the same local network.
3. Turn the remote listener off and on, then pair again if required.

Programme Or Confidence Display Fails

1. Use Holding Screen or Black Screen while recovering.
2. Check the cable and macOS Displays settings.
3. Stop programme output, refresh displays and start the required output again.

After The Service

1. Stop playback and programme output.
2. Disable remote control.
3. Save the service and retain any required event or pre-service report.
4. Create a timestamped backup before further editing.

Keyboard Shortcuts And Final Checklist

These are the defaults. Shortcuts can be changed in Preferences; confirm the current assignment before relying on it. Avoid triggering transport while entering text.

ACTION	DEFAULT SHORTCUT
GO	Space
Pause / Resume	Command-P
Fade Out	Command-Shift-F
Holding Screen	Command-Shift-H
Black Screen	Command-Shift-B
Rehearsal Mode	Command-Option-R
Sound / Screen Check	Command-Option-K
Save	Command-S

Before The First GO

- Correct service file, name, date/time and venue; changes saved.
- Every cue and local media file checked; holding screen ready.
- Programme and confidence screens verified at the actual displays.
- Room audio and preview/headphones checked independently.
- First cue on standby, rehearsal off and service locked as appropriate.

- Remote and MIDI access intended and tested, if used.