



Tribute Director Guide

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. Put the first required section on standby.
5. Confirm the audience display.
6. Press `Command` + `Space` for GO.

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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.

Appearance

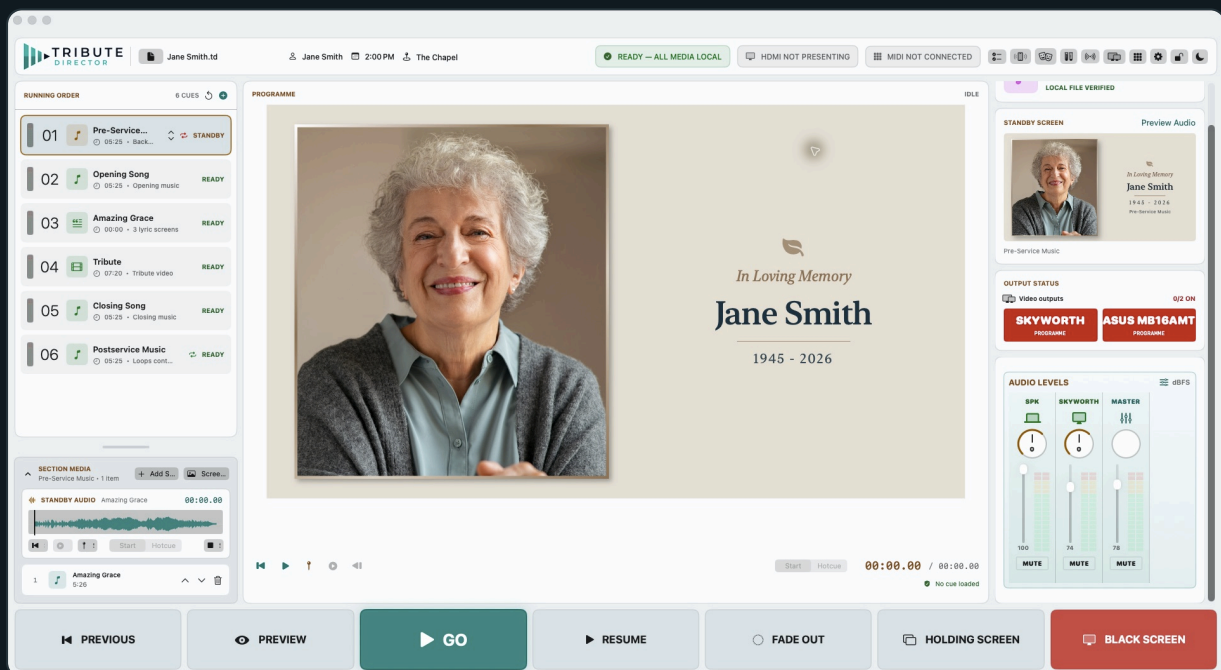
- On a clean installation, Tribute Director follows macOS Light or Dark appearance.
- If macOS changes appearance while no manual Tribute Director preference exists, Tribute Director follows it.

- 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. The centre shows programme, playback controls and Section Media. The right side shows the next cue, standby preview, external outputs and Audio Levels. The bottom transport provides Previous, Preview, GO, Pause or Resume, Fade Out, Holding Screen and Black Screen.

Drag the divider between Running Order and Section Media to give either panel more room. Section Media can also be collapsed. A red **PROGRAMME AUDIO MUTED** warning appears when programme audio is muted.



The current operator view, including multi-display Output Status and per-device Audio Levels.

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 section and add operator notes.

Available section types are Audio, Video, Image, Slideshow, Spoken segment and Lyrics.

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 valid section to make it **Standby**. Right-click a section for Rename or Change Type, media, screen image, playlist, lyric, loop, move and remove actions. A missing-media section opens its media actions when clicked.

STATUS

MEANING

Ready

Media and settings are valid.

Standby

This section will run on the next GO.

Current

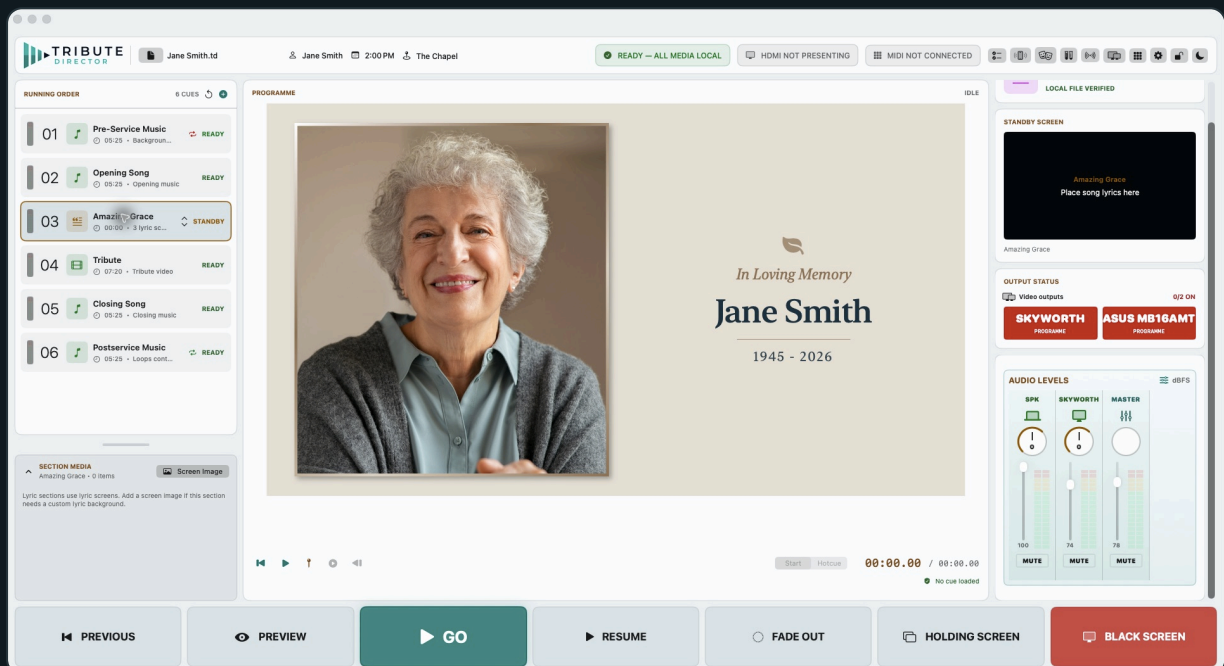
This section is live.

Played

This section has already run.

Missing or Invalid

Media needs attention before use.



Right-click a section to reach the actions that apply to its type.

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.

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**.

Funeral Settings
The holding screen is inherited by every section unless overridden.

Service details

Deceased name

Jane Smith

Service date and time

22/08/2026, 2:00 PM

Venue

The Chapel

Default holding screen

Display

Styled Screen

Full-Screen Image

Layout

Centred text

Portrait left

Portrait right

Heading

In Loving Memory

Subtitle

1945 - 2026

Background colour

Text colour

Accent colour

Replace Portrait...

Clear Portrait

portrait-photo.png

Choose Background...

For best results use a 16:9 image, ideally 1920 x 1080.

Portrait frame

Reflection border

DEFAULT PREVIEW



Audio, spoken and empty sections use this screen. A section image, photo or video takes precedence.

Cancel

Save

Funeral Settings controls the default holding screen inherited by sections.

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.

New Section

Holding Screen

Section type Image

☐ Loop this section continuously

After the final song, playback returns to the first song.

☐ Auto-advance when media ends

When the section's audio or video finishes, Tribute Director will press GO automatically instead of returning to the holding screen.

Cue transition overrides

Fade in

Fade out

0.00s

2.00s

Operator notes

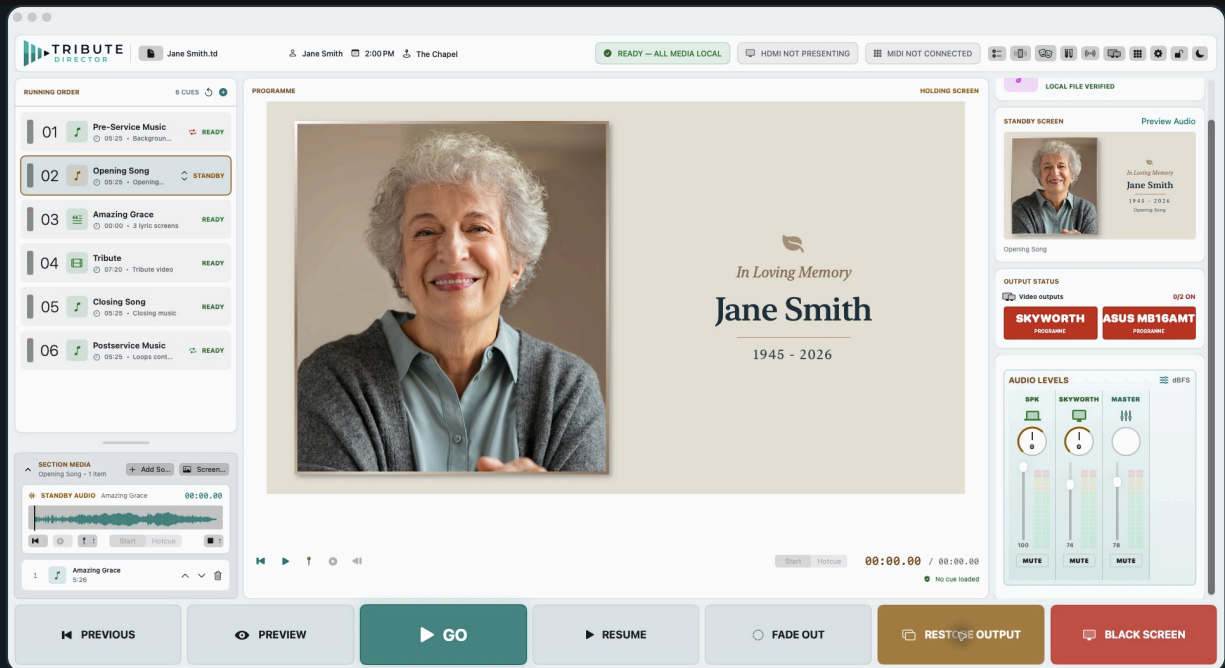
Cancel

Save

An Image section with no primary image uses the funeral's default holding screen.

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.



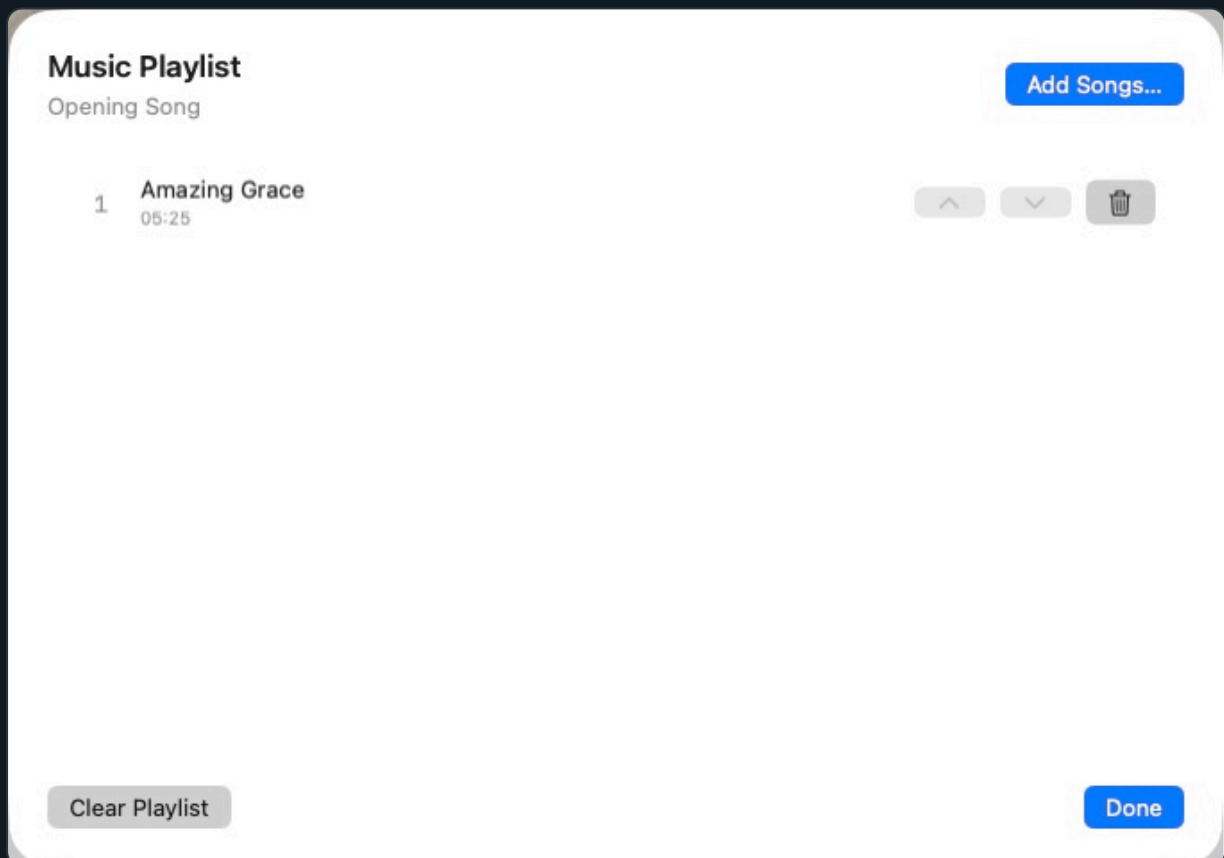
The programme status clearly reports HOLDING SCREEN while the safe fallback is active.

Music Playlists

Create And Order A Playlist

1. Add or select an **Audio** section.
2. Click **Add Songs**, or right-click the section and choose **Manage Music Playlist....**
3. Choose local audio files. They appear in the order added.
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.

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.

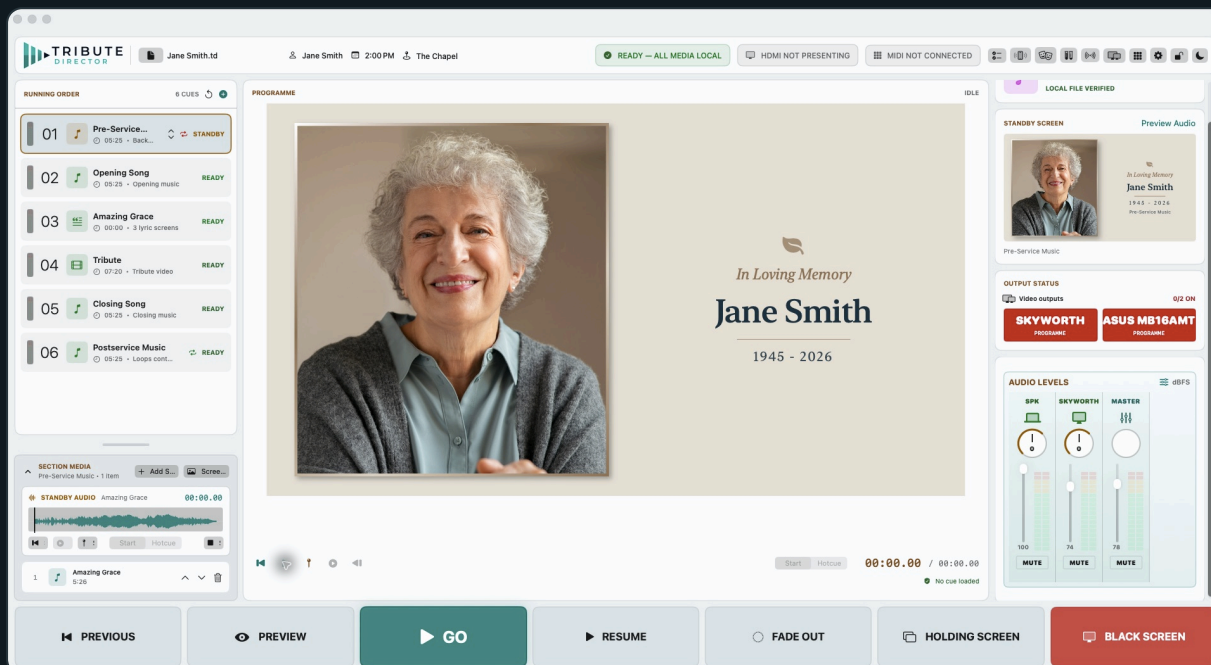


The playlist editor provides Add Songs, order arrows, remove and Clear Playlist.

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. Click **Set**. Use **Start** and **Hotcue** to audition from either position, and **Stop** to stop the preview.
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 precise hotcue preview, Set and GO-start controls.

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.

Edit Section

Tribute

Section type Video

☐ Loop this section continuously

Playback repeats until you trigger another section.

☐ Auto-advance when media ends

When the section's audio or video finishes, Tribute Director will press GO automatically instead of returning to the holding screen.

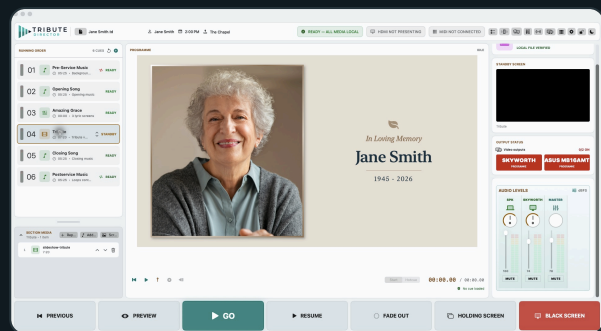
Cue transition overrides

Fade in 0.00s

Fade out 2.00s

Operator notes

Cancel
Save



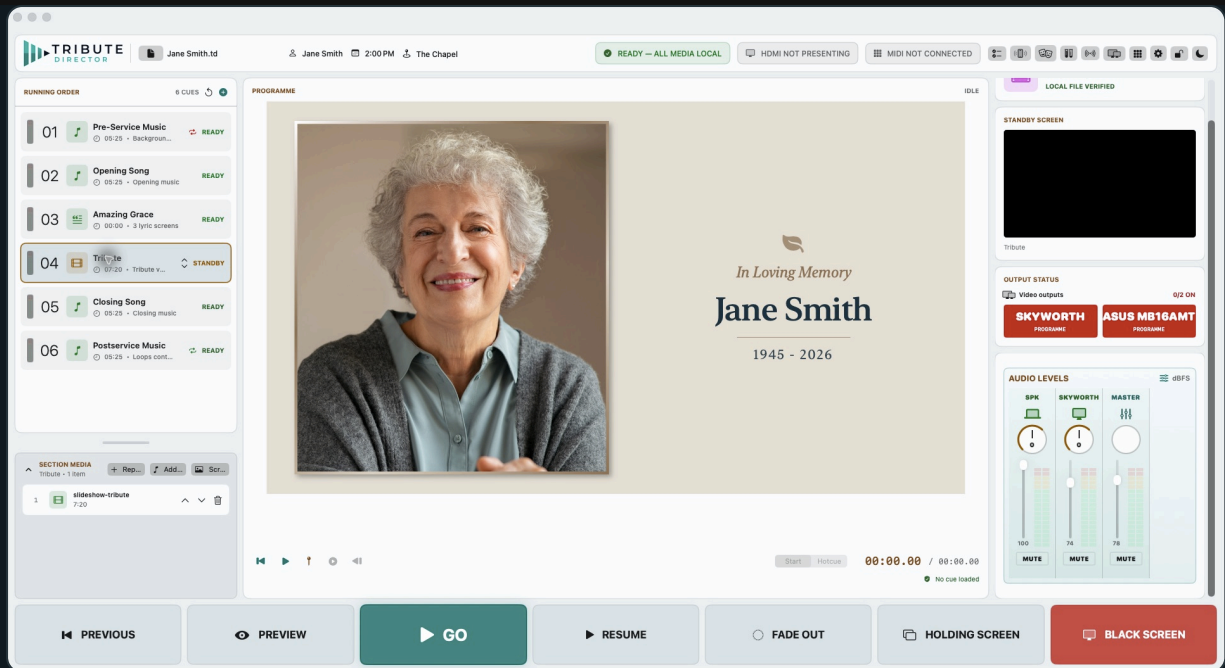
Right-click a visual section to enable or disable its loop.

Edit Section also contains Auto-advance and per-cue fade overrides.

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.

Video, Images, Slideshows And Spoken Segments

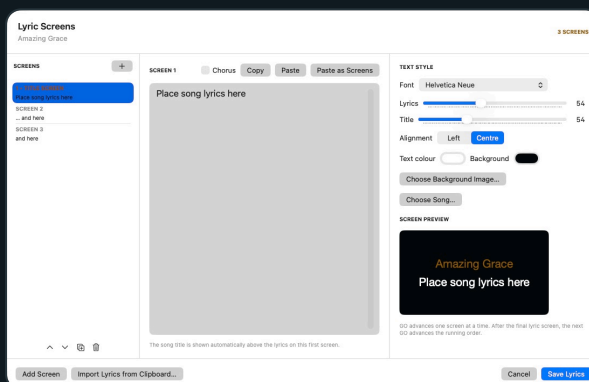
- **Video:** use Add Video or Replace Video for the primary local movie. Add Audio only when separate background music is required.
- **Slideshow:** attach the prepared slideshow movie, then add optional background audio. The operator treats the slideshow as timed visual media.
- **Image:** attach a 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.



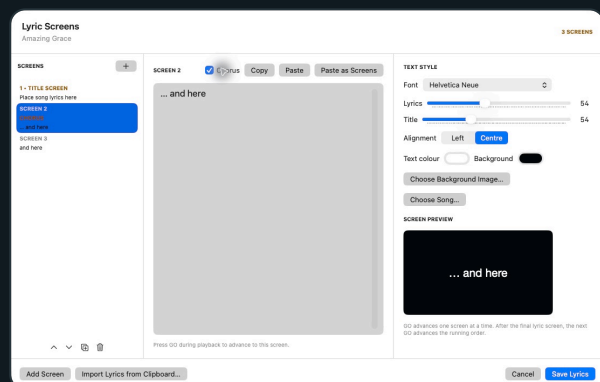
Replace Video, Add Audio and Screen Image manage a selected video or prepared slideshow cue.

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.



The editor combines screen order, text, style, background and optional song controls.



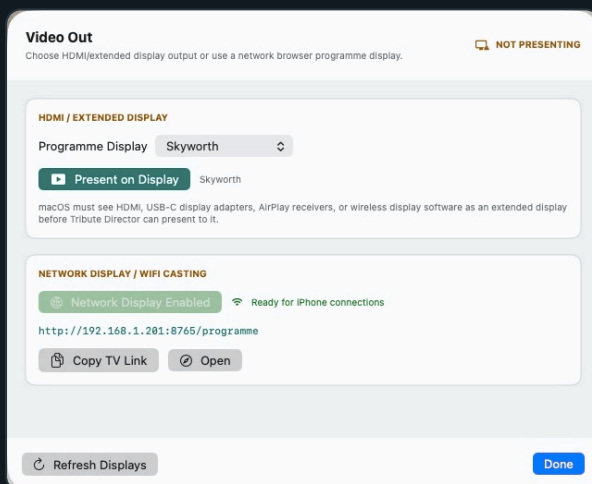
Mark a screen Chorus so operators can recognise and jump to it quickly.

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.

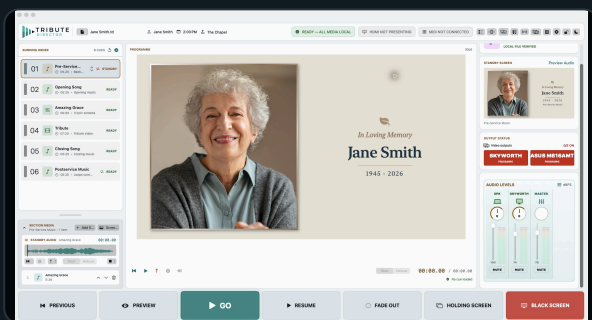
External Monitors And Confidence Screen

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 **Video Out** from the top bar, the Video Out menu, or **File > Settings > Video Display Settings....**
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.



Video Out selects the physical programme display and provides network-display controls.



Output Status tiles are the live on/off and Programme/Confidence controls.

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.

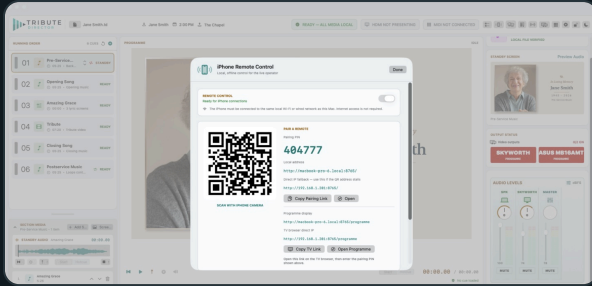
Browser Programme Display

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.

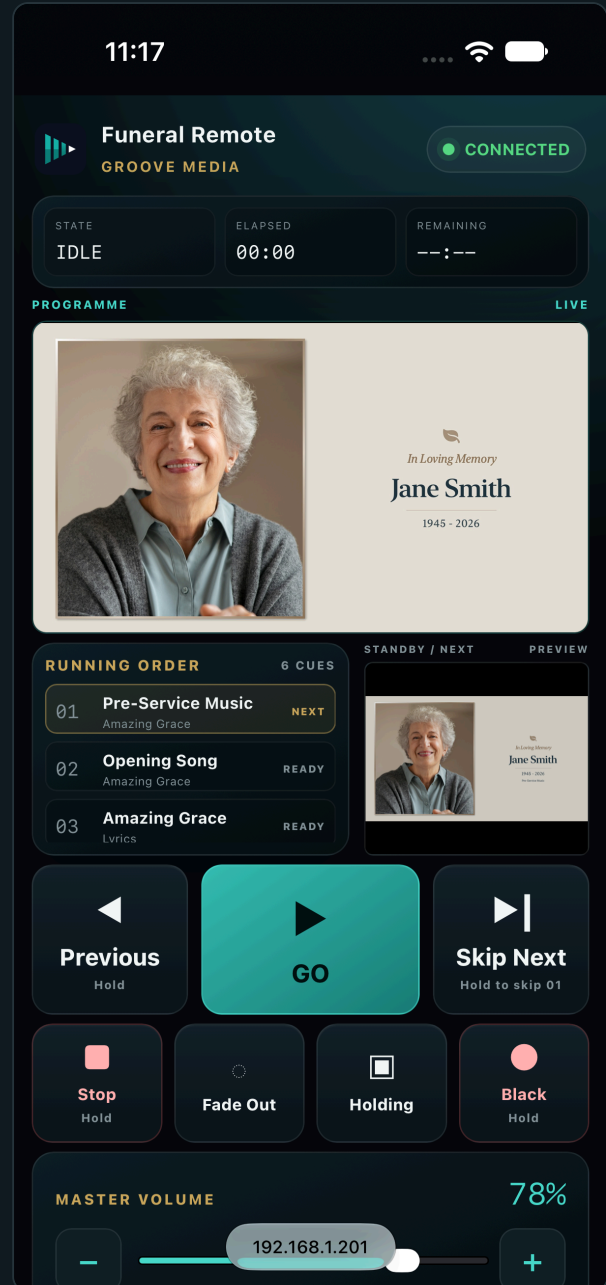
Network display can have different audio/video timing from HDMI. Prefer HDMI for the primary audience screen when timing is critical.

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 and PIN. The Programme link is for a browser display.



The current remote shows programme, standby, running order and live transport controls.

Remote Controls

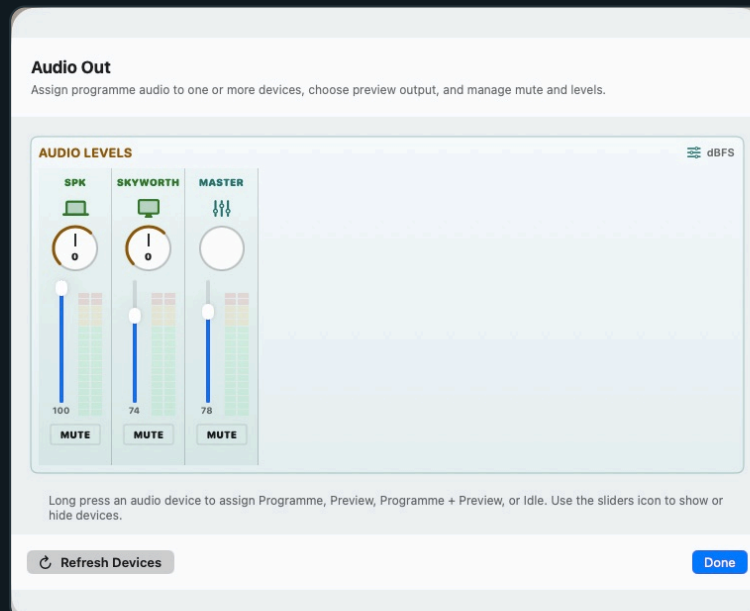
- Review the current section, elapsed and remaining time, programme thumbnail and standby preview.
- Tap a running-order cue to place it on standby. Reorder cues by dragging only while editing is appropriate.
- Use GO, Previous, Skip Next, Stop, Fade Out, Holding and Black. Protected controls require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

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.
- 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.

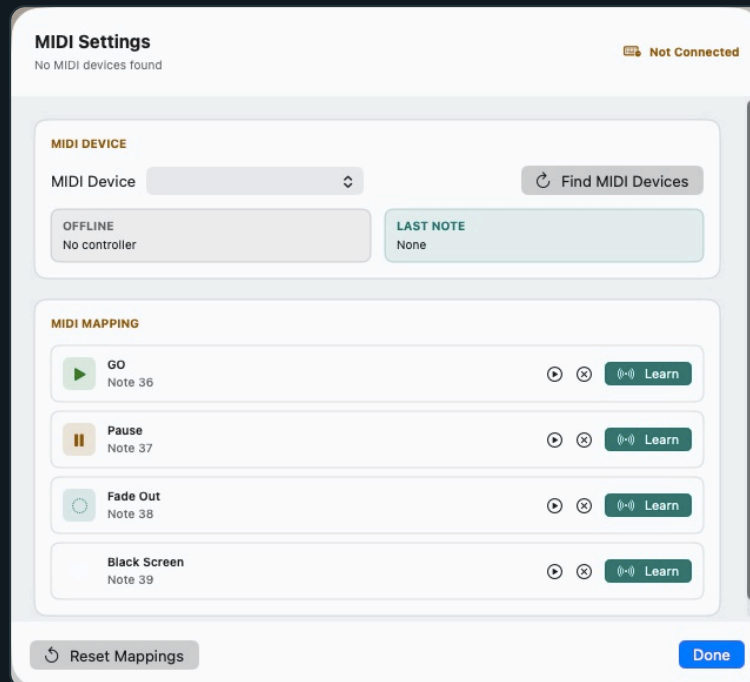


Audio Out manages device visibility, programme/preview assignment, delay, level and mute.

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.

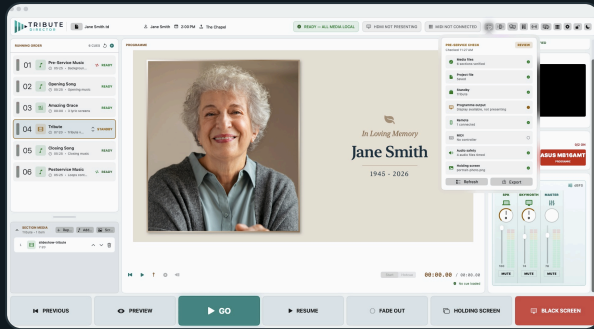
3. Click **Learn** beside GO, Pause, Fade Out or Black Screen, then press the required pad or key.
4. Use Test to confirm a command, Clear to remove one mapping, or Reset Mappings to restore the defaults.



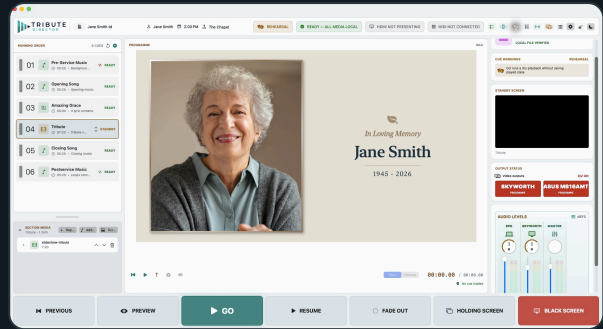
MIDI Settings maps hardware notes to the four live-service commands.

Pre-Service Checks And Rehearsal

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**.
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 top bar or Service menu. GO advances statuses and standby selection without starting playback.
6. Turn Rehearsal mode off, reset the run-through, put the first cue on standby, lock the service and save.



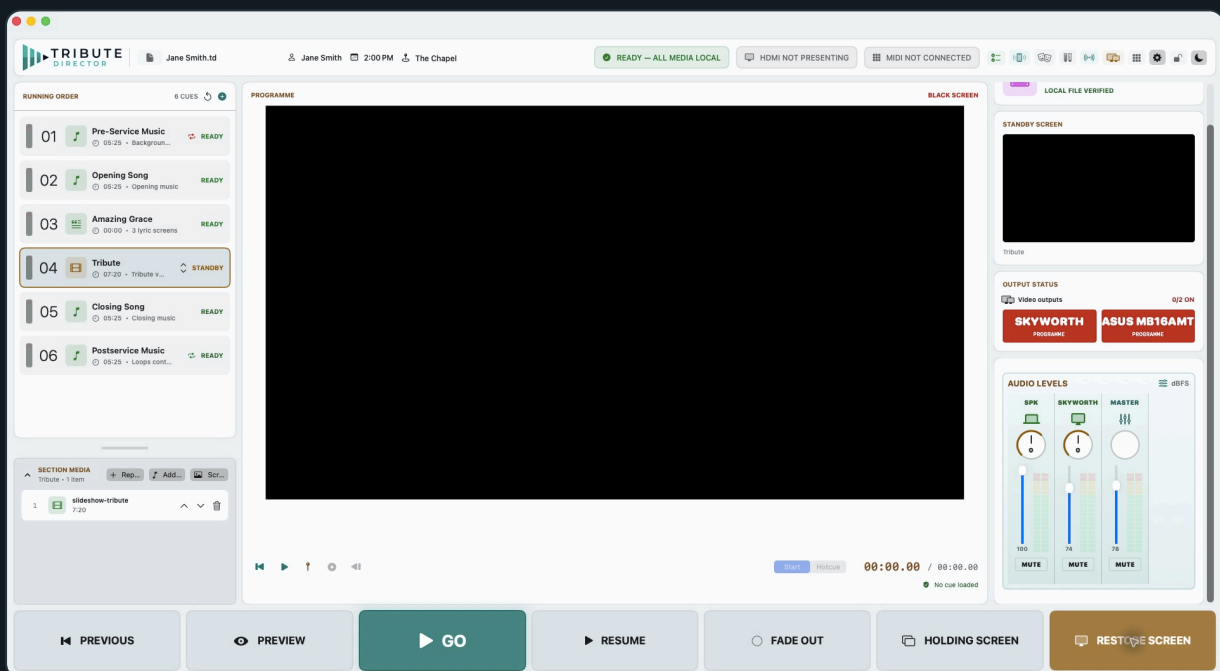
The pre-service checklist highlights anything that still needs review.



Rehearsal mode advances the running order without live playback.

Live Operation

1. Start programme output and confirm what the audience can see.
2. Put the first required section on standby.
3. Use **PREVIEW** to check the standby presentation without making it live.
4. Press **GO** or **Command** + **Space**. 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.



Black Screen is an intentional safety blank and pauses playback while active.

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".

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.

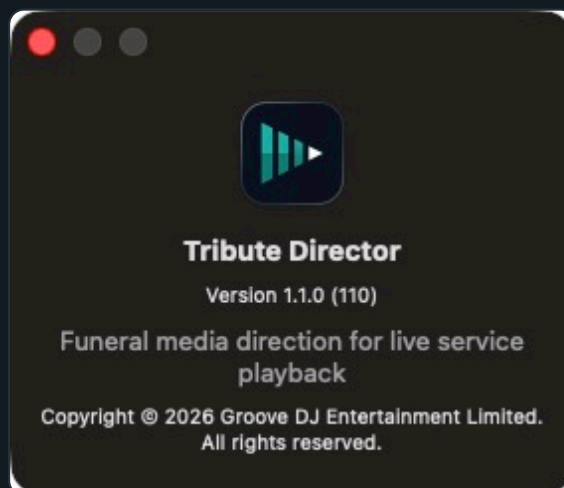
Check for Updates

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.



About Tribute Director identifies the installed app; Help contains support, update and licence actions.

Recovery

Missing Media

1. Select the affected section.
2. Use its action menu to choose the correct local file.
3. Save the project 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.