



just:play

User's Handbook
for just:play v1.7.0 and later

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ABOUT THIS DOCUMENT

This document is a guide for the just:play user. It contains all necessary information on how to use the just:play user interface. We make these assumptions:

- You are familiar with the Macintosh environment.
- The just:play system has been properly configured by your system administrator.
- The system has been properly tested and no errors have occurred during the testing period.
- After reading this document the user understands how to use just:play.
- The user is aware of the third party hard- and software used with the same system.
- The user knows how his particular channel is configured and how to use the specific functions.
- The user knows how to react if a problem occurs, has access to the support system and knows how to report a bug or feature request.

1 ABOUT THE JUST:PLAY INTERFACE

The just:play graphical user interface (also called "just:play UI") represents a simple way to build a rundown with QuickTime video clips, live video events, graphic events (such as inserts, tickers or information templates) and router/GPI events – directly connected to the active engine. just:play integrates video playout with static or dynamic realtime graphics combined with on- or offline scheduling.

The just:play UI connects directly to a channel (which has been configured by your system administrator in just:connect before), allowing direct and last minute changes when connected to an online channel. It is possible to connect to a channel which is offline to build playlists and rundowns and save them to an online channel. In any step of the scheduling process the user can control planning.

just:play is the part of software where a user can create, edit, structure and import playlists. A playlist – which contains video clips, graphic elements and events – can be planned and executed weeks in advance which allows a completely unattended remote operation.

just:connect allows an unlimited number of just:play UIs to connect to the same channel for concurrent schedule manipulation on a first come first serve base. The users are only limited by the user rights defined for each user in just:connect.

2

JUST:PLAY USER INTERFACE

2.1

JUST:PLAY USER INTERFACE

CONNECTING TO A CHANNEL



Before using just:play it is required to connect to a channel. After opening just:play the first dialog prompts the user to connect to a channel. Choose a channel here and log in with the appropriate user/password combination.

Click "Connect" to start the just:play UI with the selected channel activated.



Note

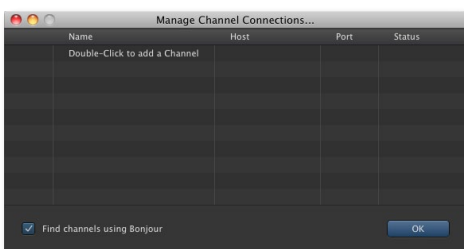
You will get a warning if access is denied. If you see a message beginning with one of the following words please contact your system administrator.

- Message 1: Sorry, User...
- Message 2: Sorry, Interface Client...
- Message 3: This channel is only for use with just:live!

2.2

JUST:PLAY USER INTERFACE

MANAGING CHANNEL CONNECTIONS

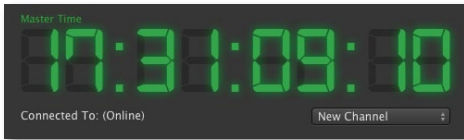


By clicking on the sprocket icon you can flip the login window. Here you can define fixed hosts to which you may want to connect.

This kind of setup should have been done by your system administrator. Please contact your administrator before making any changes.

CONTROL AREA

Once the just:play UI has been started it will gather the channel information from just:connect and present the information through the user interface to you. In the upper middle of the just:play UI you see the control area. Following information is presented here:

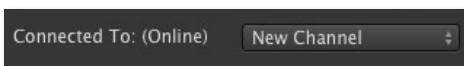


If you are connecting to an online channel the "Master Time" will appear in green color. Switching to "Editing Mode" is described later in this document.



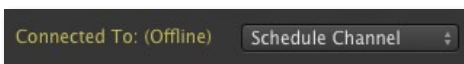
If you are connecting to an offline channel the "Master Time" will appear in yellow color.

On the right side (below the timecode) you can see the name of the channel you are currently connected to. At any time you can switch to another channel: Click on the channel's name drop-down menu and select another channel which is in the same network area. Switching to another channel means that the whole interface will change to reflect the status of the other channel. If you try to connect to a channel with insufficient permissions you will get a warning. Please contact your system administrator for more information.



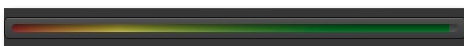
"Connected to: (Online)"

This channel is online which means that an active just:out is playing out the content which is scheduled at the moment.



"Connected to: (Offline)"

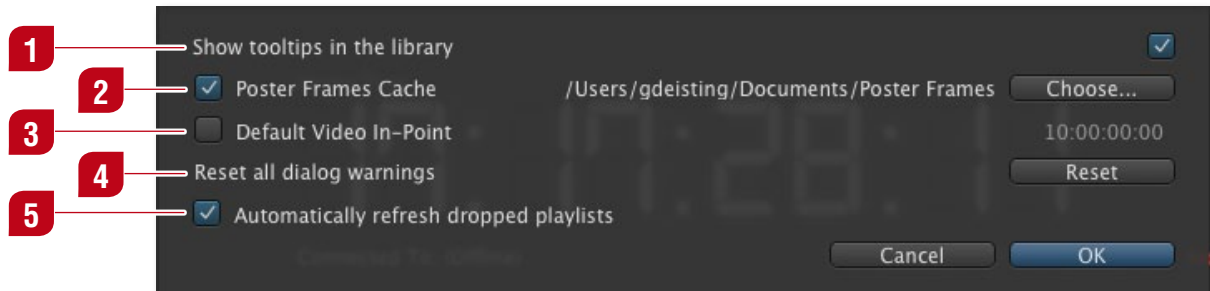
This channel is offline which means that there is no active just:out connected to this channel. Therefore any change made in the rundown must be saved to an active channel before it takes effect.



When connected to an online channel the buffer area is showing a red to green gradient which represents the buffer state. When connected to an offline channel the bar is empty.

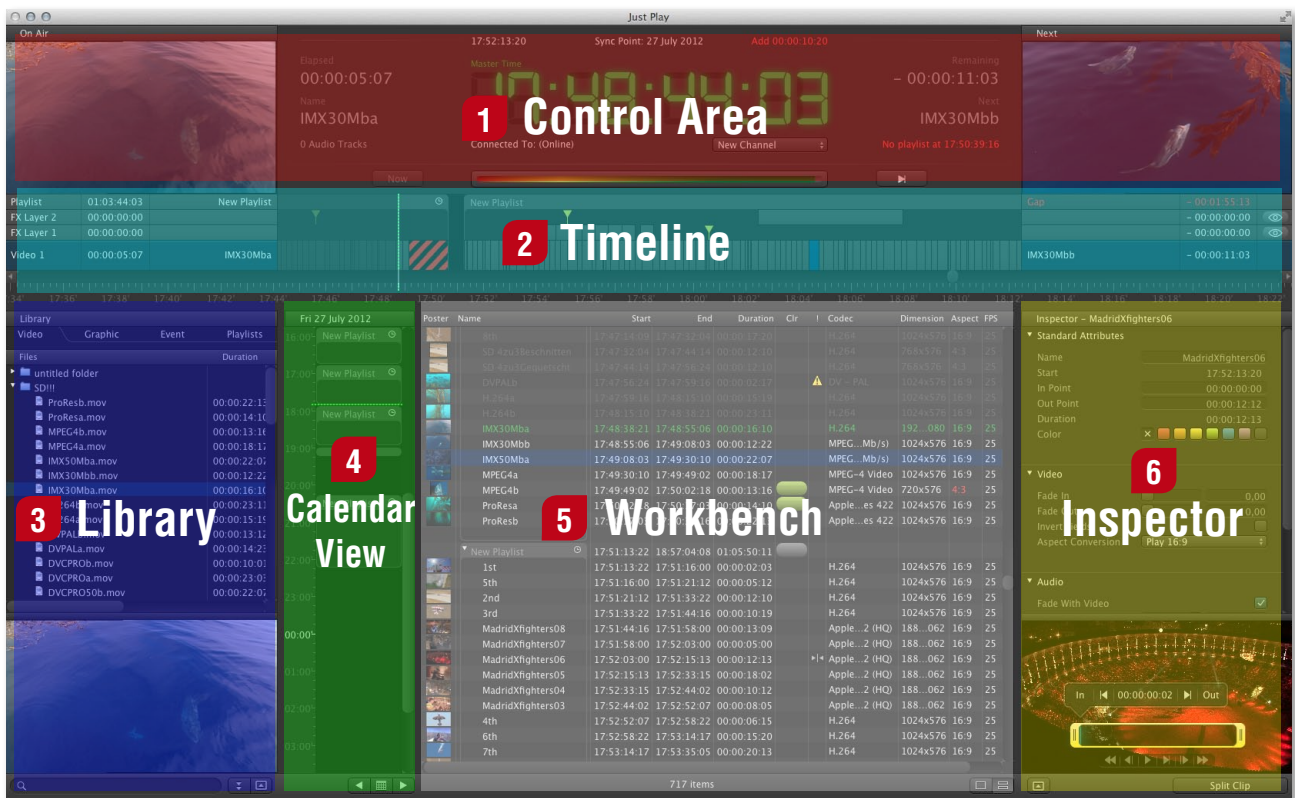
PREFERENCES

The actual setup and configuration of a channel is done in just:connect by your system administrator. The whole channel is defined there (including the number of activated layers, whether one of the layers is used for the station ID ("bug") and the user permissions for a particular channel). But there are also some settings which are related to the just:play UI installed on a particular machine. To configure a copy of just:play, open the preferences dialog in the menu "Just Play » Preferences".



- 1** **Tooltips**
Deactivate this option to disable tooltips in the library while moving the mouse pointer over elements. This option is enabled by default.
- 2** **Poster Frames Cache**
This defines the folder where poster frames will be saved. By default the poster frames are saved in the folder "Poster Frames" inside of the "Documents" folder of the current user. This option is enabled by default. Disable it to suppress the creation of new poster frames in the workbench of just:play.
- 3** **Default Video In-Point**
This option is disabled by default. Enable it to enter a timecode value. Once enabled the in-point of QuickTime movies which are dragged from the library into a playlist will be set to the specified value (assuming that the QuickTime movie contains timecode). This is useful if all of your QuickTime movies contain a trailer or countdown before the actual video content starts.
- 4** **Reset all dialog warnings**
Pressing the "Reset" button enables dialog warnings again.
- 5** **Automatically refresh dropped playlists**
Activating this feature automatically "refreshes" any playlists when they are dragged from the "Playlists" tab (in the library) and dropped into either the calendar or the workbench view. This is useful especially when you have older saved playlists which do not include the necessary metadata for using the aspect ratio features and you want to automatically include them when dropping playlists into the schedule.

Depending on the size of the playlist (= the number of video clips) this feature may slow down dropping playlists into the schedule as each video clip in the playlist has to be interpreted by just:play and the necessary metadata needs to be extracted.



- 1 Control Area**
Shows the poster frame of the current and next item, including the related information about the elapsed and remaining time, general warnings and the buffer status.
- 2 Timeline**
Layers and timecodes allow positioning of QuickTime movies, graphic elements and events (router controls and GPI triggers). The layer visibility is defined from top to down.
- 3 Library**
Divided in four tabs the library shows QuickTime movies, graphic elements, events and saved playlists. Related metadata will also be shown (if available). A preview window and a search field complement the library.
- 4 Calendar View**
Gives an overview of the whole rundown by showing the scheduled playlists. Jump back and forth by a full day using the arrows or the built-in calendar.
- 5 Workbench**
Shows the content of the selected playlist depending on the layer selection made in the timeline.
- 6 Inspector**
Here you can modify attributes of one or more selected elements.

2.6

JUST:PLAY USER INTERFACE

ACTIVE CHANNEL MODES

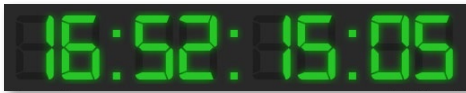
Once you open just:play and connect to an active channel the timecode display shows the engine time. There are two modes in just:play: "Master Time Mode" and "Editing Mode". They are explained in the following two chapters.

After connecting to a channel just:play starts in "Master Time Mode". You can switch from "Master Time Mode" into "Editing Mode" by dragging the timeline's ruler or by double clicking an element in the calendar view, workbench or timeline. Changing the day in the calendar view will also activate "Editing Mode".

2.7

JUST:PLAY USER INTERFACE

MASTER TIME MODE



Use the "Master Time Mode" to control the current playout. The timecode is green and synchronized with the engine's time, which means that the UI reflects the current playout position.

In "Master Time Mode", dragging items within the timeline and altering the duration of graphic elements within the timeline is not possible. Nevertheless it is possible to change the attributes of any item in the inspector as long as it isn't in the past. You can also edit the rundown in the workbench area by dragging and dropping elements (to add/delete elements or to change their position).

2.8

JUST:PLAY USER INTERFACE

EDITING MODE

To edit clips directly in the timeline you must drag the timeline's ruler to break the sync with the engine's time (or double click on the item you want to edit) which brings just:play into "Editing Mode".

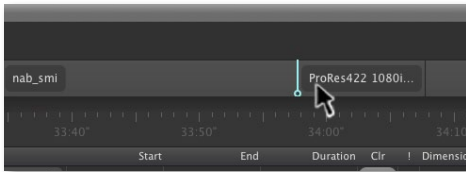


Use the "Editing Mode" to preview the playout of your videos and to change the position and the length of elements in a FX layer.



Scrubbing through Video Clips

To preview videos, drag and scrub timeline ruler to watch a frame by frame preview in the "On Air" window.



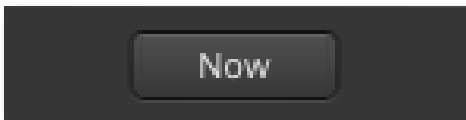
Changing the Position of Elements in the Timeline

To change the position of an element in the timeline, simply drag and drop it within the playlist in the timeline.



Changing the Duration of a Graphic Element

In "Editing Mode" you can also change the length of a graphic element (which has at least one stop frame) by moving the mouse pointer to the beginning/end of the graphic element and drag the start/endpoint. Doing so the mouse will snap to the start/endpoints of elements in the video layer.



Switching back to "Master Time Mode"

To switch back from "Editing Mode" into "Master Time Mode" click on the "Now" button once.



Note

It is not possible to preview elements in the FX layers because those elements are generated in realtime once they are playing out.



1 "On Air" Preview

In "Master Time Mode"

Displays the poster frame of the upcoming element of the selected layer.

In "Editing Mode"

Displays the frame of the CTI position after double clicking on an element or while scrubbing in the timeline.

2 Current Timecode

Displays timecode with additional information. Click on the timecode to toggle between three modes.

- **Mode 1:** "Master Time Mode" or "Editing Mode" CTI position
- **Mode 2:** "Next Live Event In" – This timecode shows the remaining time to the next live event in relation to the current position of the CTI.
- **Mode 3:** "Next Sync Point In" – This timecode shows the remaining time to the next sync point defined in the rundown in relation to the current position of the CTI.

Above the timecode the sync point information will be shown if there is a sync point defined within the next 24 hours. Below the timecode the name of the currently selected channel is shown with the ability to switch from one to another channel.

3 "Next" Preview

Displays the poster frame of the upcoming element of the selected layer.

4 "Now" Button

This button is only available while working in "Editing Mode". Click on this button to leave "Editing Mode" and to synchronize the timeline, the calendar view and the workbench with the current playback position

5 Engine Buffer Status

The buffer should always stay in the green range. If the buffer reaches the red range the playout may drop frames. This can be caused by complex graphics but also by slow disk drives and general low system performance (e.g. wrong system components like unsupported graphics cards). Depending on the setting your system administrator made, the buffer is between six frames and three seconds.

6

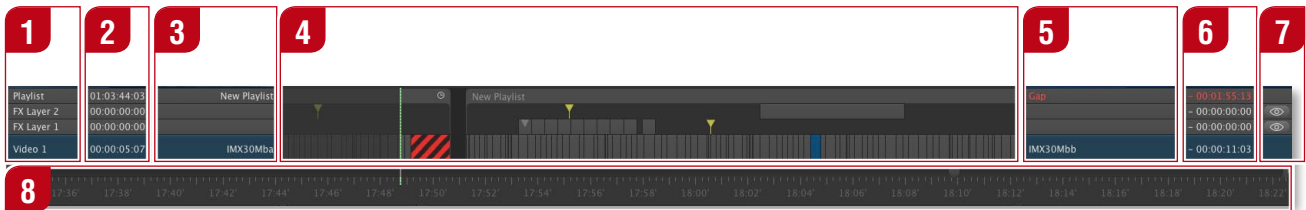
"Next" Button

This button can be used to jump to the next QuickTime movie. In this case the currently playing video is "shortened" (its out point is set to the current playout time when the button is clicked) and the next movie in the playlist will be started immediately. All graphics (except the one on the infinite layer) playing at this moment, as well as all graphics starting later on the same clip will be cleared/not played. Note that – as with the infinite length live video input clip – any following items and playlists will be rescheduled for an earlier start time. Any timed and chained playlists will also be rescheduled.

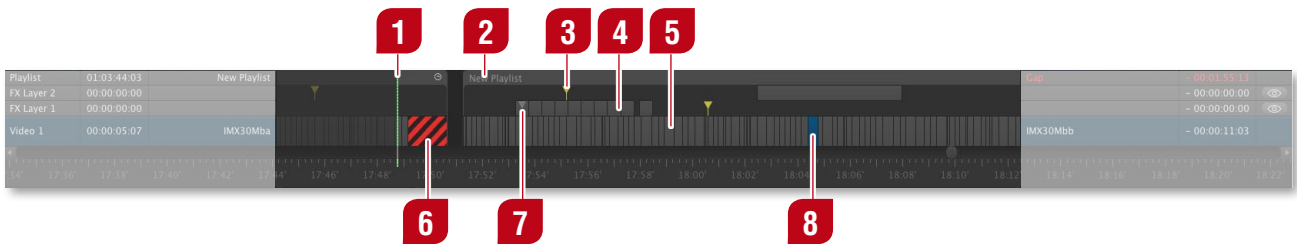
7

Warnings

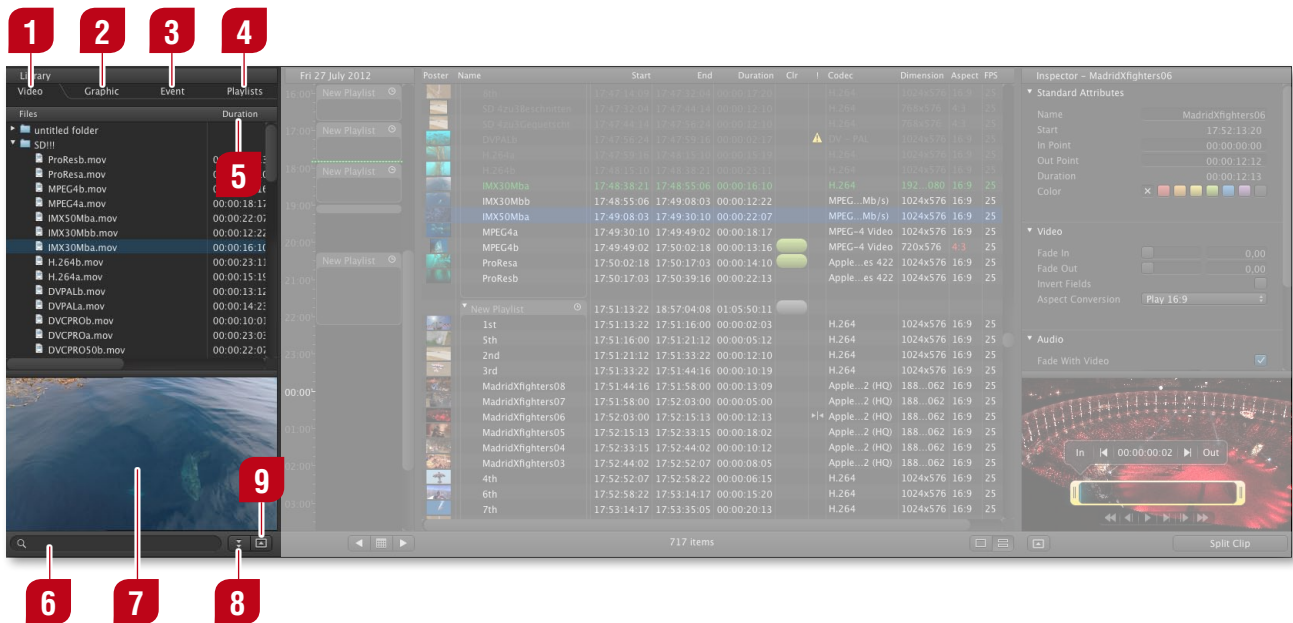
The system examines the playlists four hours ahead for faults like gaps between two playlists and overlaps as well as gaps at the end of a playlist. A warning referring to the first problem in your rundown will be shown. The warning also contains the time point when the problem occurs.



- 1 Layers**
From top to bottom: The first layer is the "Playlist" layer followed by the "FX" layers and the "Video" layer (the names of the layers have been defined by your system administrator while setting up the channels in just:connect). Clicking a layer selects it. Notice that only the content of the selected layer is visible in the workbench. Also the preview and coming next information in the control area depend on the layer selection. The currently selected layer is highlighted in blue.
- 2 Elapsed Timecode**
Displays the elapsed time for each actual playing element. If a layer does not contain any elements the timecode is zero.
- 3 Name of the Element**
Displays the name of the element in the particular layer.
- 4 Timeline View**
Displays QuickTime movies, live events, graphic elements and router control/GPI triggers in a similar fashion to common video editing systems like Final Cut Pro. Gaps within a playlist with an empty video layer are highlighted for better recognition.
- 5 Name of the upcoming Element**
Displays the name of the upcoming element of the particular layer.
- 6 Remaining Timecode**
Displays the remaining time for each actual playing element.
- 7 Hide/Show Buttons**
These buttons enable or disable the visibility of the currently playing element of the specific layer.
- 8 Timeline Scrub & Scale**
Scrub through time by dragging the scroll bar or the ruler. Set the scale of the timeline view by using your mouse wheel or by moving the ruler up/down. You can always relocate the CTI by pressing the "Now" button.



- 1 Current Time Indicator (CTI)**
 Indicates the current position. While watching the current playout position ("Master Time Mode") the CTI is always green. In "Editing Mode" you will see the green CTI representing the real playout position and the white CTI representing the current preview position.
- 2 Playlist Name**
 The name of a playlist, which can be changed in the inspector.
- 3 Router Control/GPI Events**
 Router and GPI events are represented by a yellow triangle.
- 4 Graphic Element**
 Graphic elements are represented by small grey bars. Such elements can be placed in one of the available FX Layers.
- 5 Video Element**
 Video elements are represented by larger grey bars in the "Video"-layer.
- 6 Video Gap**
 Gaps are those parts of a playlist where the playout will go to black (or switch to the live signal, depending on the configuration of your system administrator) because there are no elements scheduled yet. Gaps should be avoided. It is not possible to have a gap between two clips within a playlist. A gap can only be at the end of a playlist (after the last video). The "Default Gap Playlist" will only be used if there is a gap between two playlists.
- 7 Stopframe Triangle**
 Graphic elements can contain stopframes. They are represented by grey triangles. Changing the duration of a graphic element automatically changes the time it takes to release a stopframe.
- 8 Selected Element**
 A selected element is highlighted in blue (same for the workbench as seen later). Selecting allows you to modify the element in the inspector. Double clicking an element moves the editing CTI to the beginning of the element and allows you to modify some parameters directly in the timeline.



1 Video Tab

Lists QuickTime movie files from the repository folder(s). If a movie does not show up in the list (but in the Finder) check if the file ends with one of the supported suffixes: mov, mpg, mpeg, m4v, f4v, dv or mxf. Only files with a supported suffix are shown in the library. just:play displays any "avi" and "mov" files in the library. Please note that you must ensure that the correct codecs are installed to decode the material stored in an avi- or mov container file. Contact your system administrator for more information.

2 Graphic Tab

Lists graphic files from the repository folder(s).

3 Event Tab

Lists event elements like live video input and router control.

4 Playlists Tab

Lists saved playlists. Playlists can be saved to reuse them for the same channel but also to use them on another machine. Build a playlist and select "Save Playlist As..." from the "File" menu to save it. You can also drop playlists from the calendar view into the playlist field. Final Cut Pro compliant XML files saved in the playlist folder will show up here for immediate use.

5 Metadata Columns

Depending on the selected tab you will see metadata columns. You can rearrange and change the width of the columns by moving the elements in the header area.

6 Search Field

Allows you to search for files in the repositories and for related metadata. Click on the magnifying glass to select the metadata column you want to use for the search.

7 Preview Area

Pressing the preview button shows or hides the preview area.

8**Invert View Button**

Click on this button to change the sorting order (from A...Z or from Z...A) of the selected tab.

9**Preview Button**

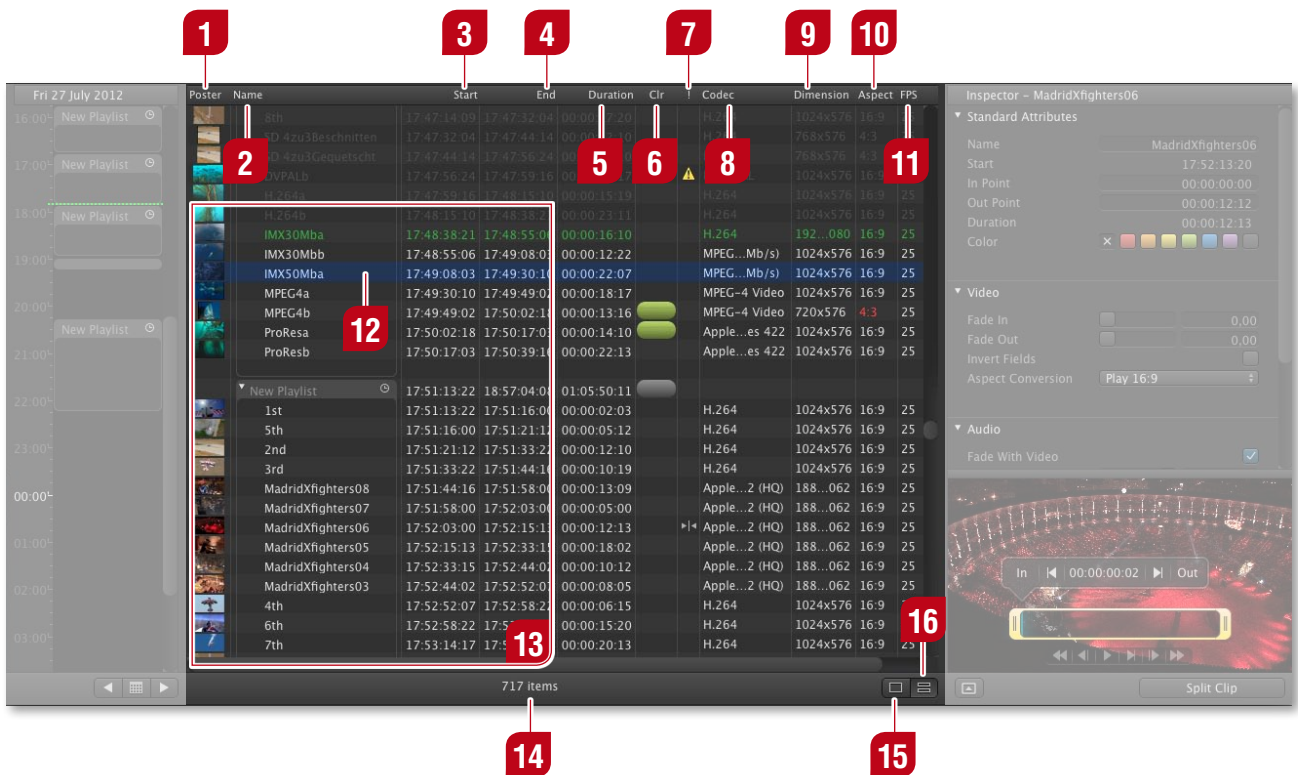
Allows you to preview QuickTime movies and some graphic elements. Press the preview button to show or hide the preview area. You can use the mouse wheel to scrub through a movie. Under the "Events" tab the preview button changes its functionality as well as the icon. In this case clicking the "+" button allows you to build a new router control/GPI event.

**Notes**

- You can navigate the library like a Finder window (in list view) by using the arrow keys. You can preview QuickTime movies by pressing the space bar. To get information about a movie, place the mouse over it and wait for a moment.
- You can hide/show as well as dock/undock the library using the corresponding menu options under the "View" menu.



- 1 Day View**
 Displays the currently selected day.
- 2 CTI(s)**
 Same as in the timeline. Either you have one CTI ("Master Time Mode") or two CTIs ("Editing Mode").
- 3 Playlist**
 Create a playlist by click drag or double click in the calendar view. Move playlists by dragging them, delete them with the backspace/delete key. Double clicking a playlist moves the CTI to the beginning of the playlist. Doing so will immediately activate "Editing Mode".
- 4 00:00 Timepoint**
 Indicates the end of the current day and the start of the next day.
- 5 Time Scale**
 Represents a vertical timeline scale. You can drag the scrollbar to the left/right to rescale the time scale.
- 6 Calendar (with previous/next day arrows)**
 Opens a sliding window with a month/day view. This allows you to show/create schedules for different days. Click on the left/right arrow to easily go the a previous or next day. Doing so will immediately activate "Editing Mode".

**Note**

You can select which columns will be shown in the workbench by using the corresponding menu options under the "View" menu. In addition you can rearrange and change the width of the columns by moving the elements in the header area.

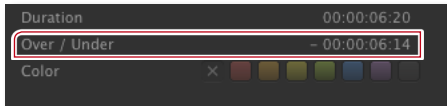
- 1 Poster Column**
Poster frames of elements.
- 2 Name Column**
Names of playlists and elements.
- 3 Start Column**
Start times of elements.
- 4 End Column**
End times of elements.
- 5 Duration Column**
Durations of elements.


6 Color Column

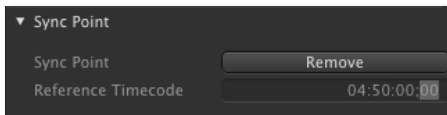



An element may have a color defined by selecting it in the inspector. The color for each item is also shown in a column in the workbench (if this column is enabled). When dragging and dropping items from the library, the "Finder" color (if defined) will automatically be set for the item and shown in the workbench.

7 Warnings Column



There are two different icons which can show up in this column. If the length of a QuickTime movie/live clip has been changed by clicking on the "Jump to Next Clip" button, a small warning symbol  will be shown. In addition to this the real length and the planned length is shown in the inspector – as seen in this screenshot.



The sync point icon  is shown if there has been a sync point defined for this element. A sync point is a "wish start time", where the offset between the real start time and the wish start time is shown in the control area.

8 Codec Column

Here you can see the codec of the QuickTime movie with a color code which indicates the selected field order. In case the field order matches your engine's field order the codec is shown in white. If the field order has been changed to match the engine's field order it is shown in yellow and when the field order has been changed but does not match anymore it is shown in red.

9 Dimensions Column

Shows the pixel size of the element (how it will be shown on screen).

10 Aspect Column

This column shows the original aspect ratio of the QuickTime movie with a color code:

4:3	Yellow: Aspect ratio has been corrected to match the engine's aspect ratio.
16:9	White: The aspect ratio of the movie and the engine is the same.
4:3	Red: Aspect ratio has been changed and does not match the engine's aspect ratio anymore.

11 FPS Column

Shows the frames per second of a movie. Only fps which are supported by the engine will be visible here, movies with another frame rate will be rejected when being dropped into the workbench.

12 Selected Element

A selected element is highlighted in blue (same for the timeline as seen before). Selected elements can be modified in the inspector. The name of a clip turns green (instead of white) when playing out. Double clicking an item within the workbench moves the CTI to the beginning of the clip in the timeline and will immediately activate "Editing Mode".

13**Rundown**

Shows the rundown of your clips playing from top to bottom, one clip after the other. Already played out clips are greyed out in the workbench. If you are in "Editing Mode" the workbench "simulates" the clips' states according to the CTI position. These are not the clips' states of the real playout. Remember that only those elements which are loaded in the layer selected in the timeline will be shown here. Select another layer in the timeline to see the elements loaded on that particular layer in the workbench.

14**Item Count**

Shows the number of elements scheduled on the selected layer for the current day.

15**Single View**

Shows only the content of the playlist currently selected in the calendar view.

16**Multi View**

Shows the content of all playlists which have the start time during the currently selected day.

2.15**JUST:PLAY USER INTERFACE****INSPECTOR**

The screenshot displays the JUST:PLAY interface. On the left, a table lists clips with columns: Start, End, Duration, Clr, Codec, Dimension, and Aspect. The selected clip is 'IMX30Mba' with a duration of 00:00:16:10. On the right, the 'Inspector' panel for 'MadridXfighters06' is open, showing various attributes and settings. Red callout boxes with numbers 1 through 4 point to specific features: 1 points to the Inspector panel, 2 points to the video preview window, 3 points to the 'Split Clip' button, and 4 points to the 'Aspect Conversion' dropdown menu.

1**Inspector**

Shows the attributes of a selected element. You can click on the individual fields in the timecode editor inside the inspector to edit them. Either type the values or use the up/down arrow keys to increase/decrease the values. Use the left/right arrow keys to switch between values. Use the tab key to switch between fields.

2 Selected Clip Preview
Shows a preview of the currently selected clip and allows you to set the in-point visually.

3 Visual In/Out-Point Control
Clicking on this icon opens a preview window with a small timeline of the selected item. This allows to set the in- and out-point of a QuickTime movie using the mouse.

4 "Fast Access" Button

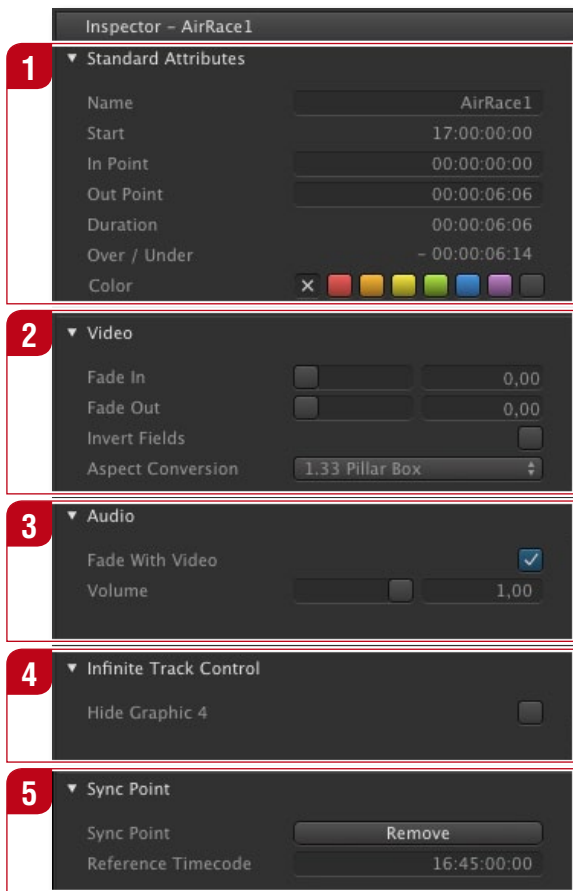
- **Playlist** is selected: The button allows you to save the selected playlist.
- **Graphic** is selected: The button allows you to reset all input ports (= reset all attributes to their default value).
- **QuickTime movie** is selected: The button allows you to split the clip.
- **Still image** is selected: The button is disabled.



Note

You can hide/show and dock/undock the inspector using the corresponding menu options under the "View" menu.

INSPECTOR: STANDARD ATTRIBUTES, VIDEO & AUDIO



1 Name: Name of the selected element.

Start: Start time of the selected element.

In/Out Point: Sets the in/out-point of a clip.

Duration: Shows the duration of the selected element depending on the defined in/out-point.

Over/Under: If the length of a clip has been changed by clicking on the "Jump to Next Clip" button the real length and the planned length is shown in this field.

Color: Sets the color of the selected element.

2 Fade In/Out: Movies can fade-in or out up to 10 seconds from and to black.

Invert Fields: If enabled fields are inverted. This can also be changed during playout of the selected clip and will be executed immediately (depending on the video buffer your system administrator set in the just:out preferences).

Aspect Conversion: Defines how to handle the aspect ratio of the selected QuickTime movie. Your system administrator should already have a setting predefined in the just:out preferences. Several options are available depending on the direction of the conversion. For a visual description please refer to the chapter "Aspect Ratio Control" in the appendix at the end of this document.

3 Fade With Video: When enabled, the audio will automatically fade with the video's fade-in- and out settings.

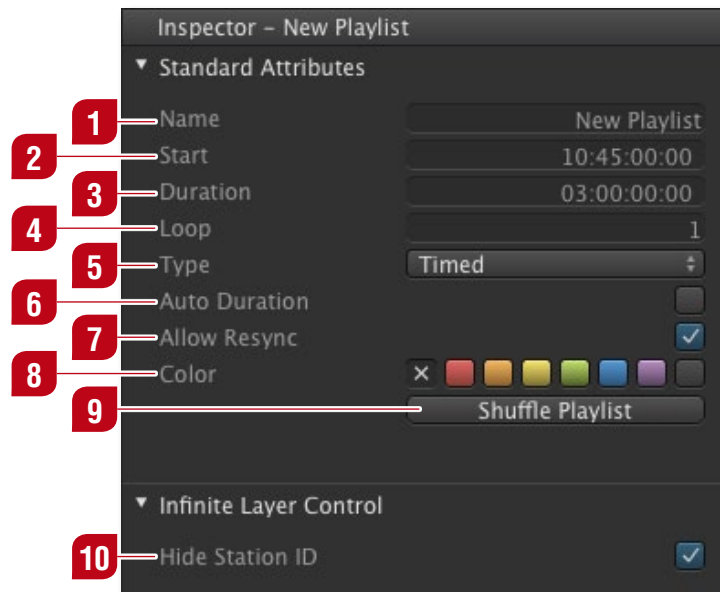
Volume: Allows you to adjust the volume of the video clip with a value between 0 (muted) and 1 (full volume).

4 Infinite Track Control

Allows you to enable or disable an infinite track for this element. This is only visible when an infinite track has been enabled by your system administrator in just:connect.

5 Sync Point

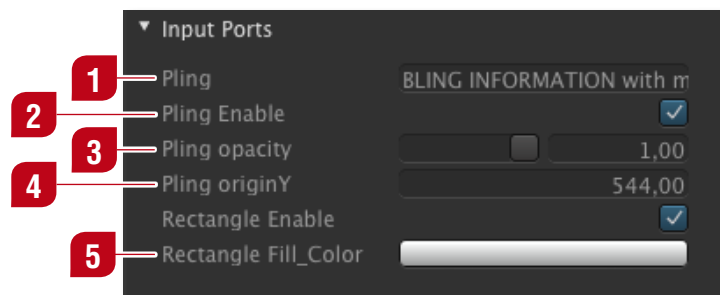
Allows you to set a "wish start time" where the difference to the real start time is then displayed in the control area. This is very useful in case you have a "prime time clip" which should start as accurate as possible, but you have one or several events during the day where you need the "Jump to Next Clip" function. Define the sync point here and every time you change something in the rundown, the offset of the wish start time and the real start time will be updated and shown right above the timecode.

INSPECTOR: STANDARD ATTRIBUTES OF PLAYLISTS

- 1 Name**
Here you can define the name of the selected playlist.
- 2 Start**
While placing a playlist in the calendar view the start time is automatically defined. Change the start time here if needed. This option is greyed out if the start time is already in the past or defined automatically because the type of the playlist is not "timed" but "chained".
- 3 Duration**
Here you can define the length of the selected playlist. This option is greyed out if the length is defined automatically due to the fact that the "Auto Duration" feature is enabled for this playlist.
- 4 Loop**
Define if a playlist should be looped. Once the number of loops is defined you have to come back and change the setting here if you need more or less loops. In addition – when the content has been played once – you cannot change the content of the playlist anymore. To make changes again, reduce the number of playlists and copy and paste the playlists instead of looping them.
- 5 Type**
With this setting you can define if the playlist starts at the predefined time ("timed") or if it automatically gets its start time from the actual end of the previous playlist ("chained"). Activating the type "chained" guarantees that there is no gap between this playlist and the previous playlist (see chapter "Playlist Chaining").
- 6 Auto Duration**
This attribute sets the length of the playlist automatically to the total length of all QuickTime movies/live clips within that playlist and is automatically enabled if there is a live clip which has the "infinite" option turned on. Inserting or removing clips from the playlist with this option enabled will increase or decrease the length of the playlist, as well as the start times of any following chained playlists. This option is not available for empty playlists. Enabling this feature makes sure that there is no gap at the end of the respective playlist.

- 7 Allow Resync**
Your system administrator may have set up this channel to resync the master time to the reference time automatically. When enabled, frames will be added/deleted at the end of each playlist (if required). For some kind of playlists (commercial breaks) you may want to make sure that every frame is played out . Deactivate this option to disable the resync function for the selected playlist.
- 8 Color**
Allows you to set a color for a playlist.
- 9 Shuffle Playlist**
Press this button to shuffle the content of the video layer of this playlist. It is possible to use this function multiple times, the result will always be visible immediately in the workbench.
- 10 Infinite Layer Control**
Your system administrator may have set up this channel to show one or several graphics automatically all the time. For some kind of playlists (commercial breaks) or for a single element in the video layer you may want to disable such a graphic element. Activate this option to disable the graphic element for the selected playlist or video clip.

2.18 JUST:PLAY USER INTERFACE
INSPECTOR: GRAPHIC SPECIFIC SETTINGS



- 1 Text Field**
Text in this field can be changed at any time. It accepts all characters.
- 2 Checkbox**
A checkbox is a boolean value (it can be unchecked or checked, "false" or "true"). In this case the checkbox enables or disables a certain element inside of the selected graphic.
- 3 Slider**
A slider can be used to define a value roughly. The exact slider value is displayed in the text box on the right of it. This text box can also be used to modify the slider's value. A slider value has a minimum and maximum value.
- 4 Number Variable**
A number value which can be positive or negative.
- 5 Color Value**
Clicking on the colored bar opens a color picker.

3

CREATING A SCHEDULE

3.1

CREATING A SCHEDULE

ASSUMPTIONS

Make sure that the channel is ready by checking the following points. If just:out and just:connect are running on another machine, you can ignore the first two points:

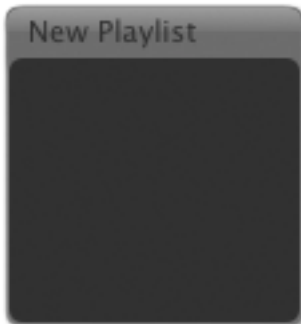
- just:out is running and the buffer status is green and fully filled.
- just:connect is running and there is a green light in front of the channel you want to use.
- just:play is ready on your machine and you know the channel you want to connect to (plus the corresponding user/password combination to connect to that channel).

3.2

CREATING A SCHEDULE

CREATING A PLAYLIST

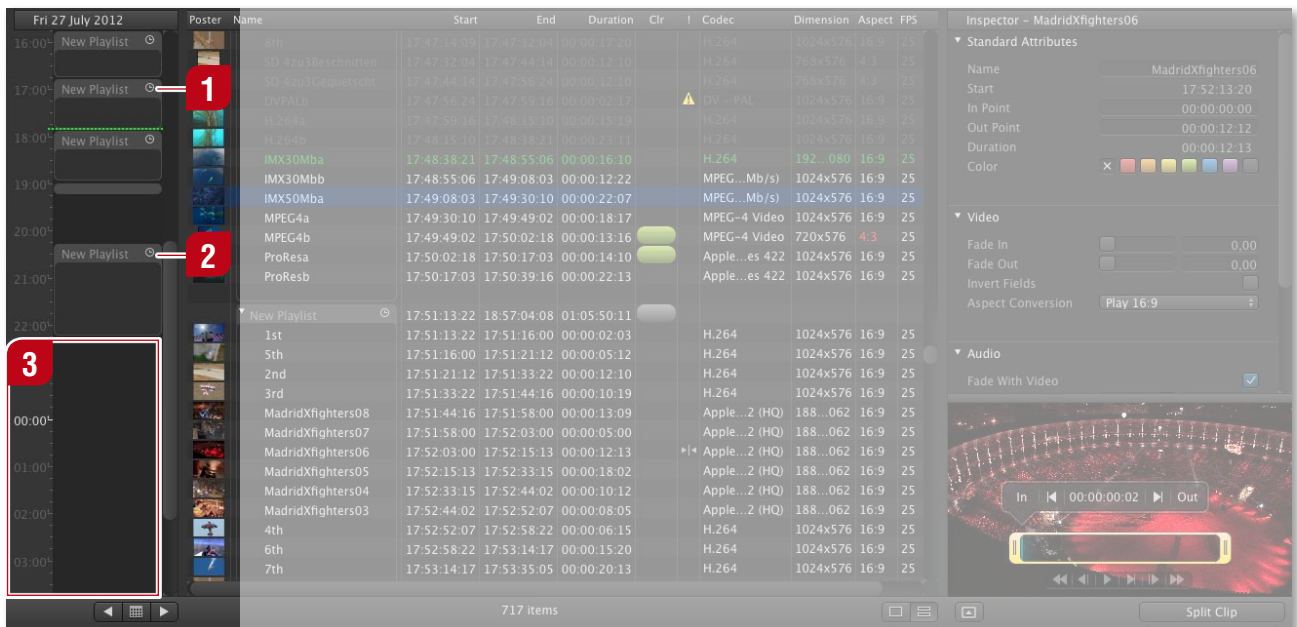
A playlist is made up of QuickTime movies, graphic elements and events like live events or GPI/router control. One or several playlists define the rundown which is played through the day. Such a rundown may have gaps between the playlists (automatically filled with content defined in a "Default Gap Playlist"). The playlist handling is outlined in the following:



- Create a new playlist
- Fill the playlist
- Modify attributes of the playlist or elements inside the playlist
- Modify, move, organize and chain playlists if desired
- Save playlists or even the rundown of a whole day and load them on another channel

Playlists are shown in the calendar view. This view has several ways to build a new playlist or add a pre made/saved playlist to the rundown, which will be explained in the following chapters.

Because the calendar view is the part of the interface which gives you a proportional overview of your rundown, it is the place to add new playlists or delete already scheduled playlists from the channel you are connected to.



1 1-Hour Playlist

Double click an empty area inside the calendar view to create a new, empty playlist with a duration of 1 hour. Use "cmd + shift + double click" between two playlists to fill the whole gap automatically.

2 n-Hour Playlist

Click and drag the mouse inside the calendar view to create a playlist which increases its length in 15 minute steps.

3 Gap

"cmd + shift + double click" fills the whole gap between two playlists with an empty playlist.

Note



After creating a playlist it will not contain any elements. When switching the user interface into "Editing Mode" by double clicking on a playlist, there will be a large red gap in the timeline indicating the remaining time of elements needed to fill the playlist completely.

3.4

CREATING A SCHEDULE

THE CALENDAR VIEW – DRAG & DROP

You can drag and drop single elements but also entire folders and even pre saved playlists from the library into the calendar view. If you drop a folder into an existing playlist in the calendar view, all QuickTime movies within the folder will be inserted at the end of the playlist. Note that all sub folders will be traversed for QuickTime movies as well (the folder structure itself will not be preserved). Instead, a single list will be generated consisting of all of the QuickTime movies in the dragged folder and all of its descendent folders. Loops and infinite live events within the dropped playlist will be ignored.

Drag and drop any combination of files and folders from the library into an empty section of the calendar view and a new playlist will be automatically generated with the dragged movie clips as its contents. This new playlist will have the "Auto Duration" feature enabled and therefore will have a length to fit all clips within the playlist.



Note

We recommend to have at least one playlist (which has its start point at the current day) scheduled in the rundown per day. Also try to avoid gaps which are longer than 24 hours.

3.5

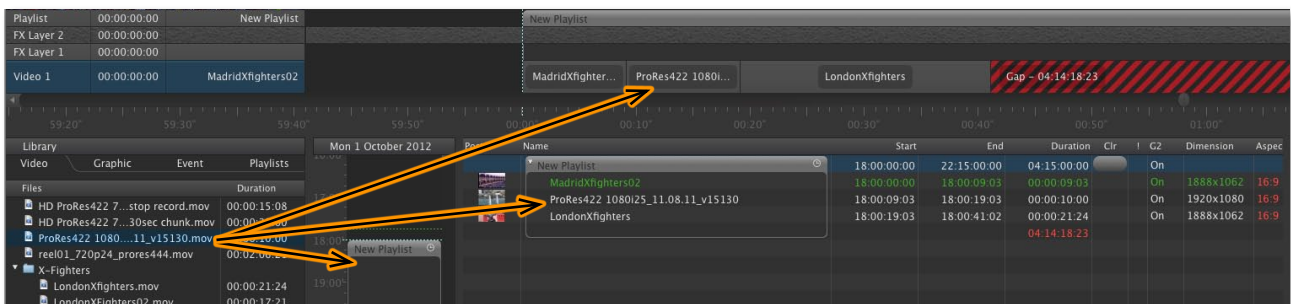
CREATING A SCHEDULE

ADDING QUICKTIME MOVIES TO A PLAYLIST

There are several ways to add QuickTime movies to a schedule. Drag one or multiple QuickTime movies from the library and...

- ...drop them into the calendar view. If there is no playlist, a playlist with the proper duration is automatically created with the movies you have selected.
- ...drop them into a playlist in the calendar view. The movie(s) will be added at the end of the playlist.
- ...drop them into an existing playlist in the workbench. Before dropping the movie its position is indicated by a small turquoise bar which appears between existing movies.
- ...drop them into a playlist in the timeline. Before dropping the movie, its position is indicated by a small blue bar which appears between existing movies.

When the playlist is being filled with your QuickTime movies the remaining gap to the end of the current playlist will be displayed. You can also drag and drop files from the Finder.

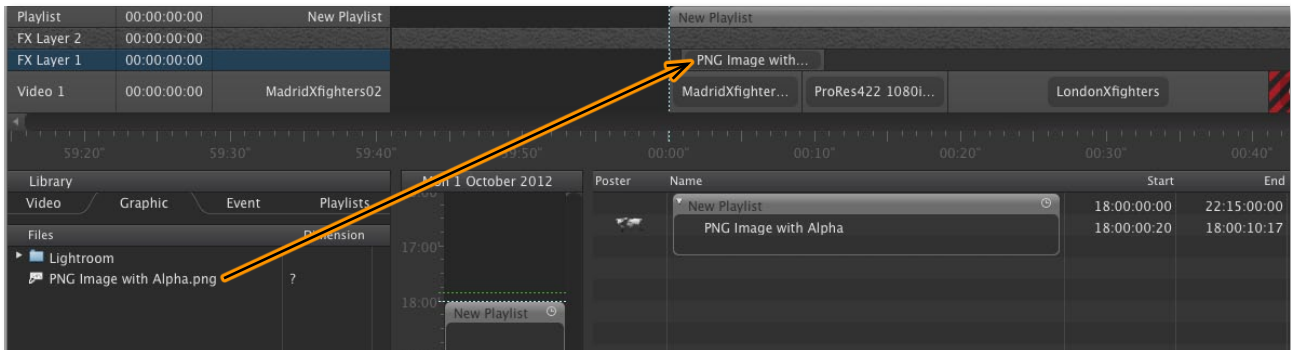


3.6

CREATING A SCHEDULE

ADDING GRAPHIC ELEMENTS TO A PLAYLIST

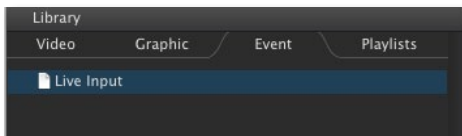
To add graphic elements to your schedule switch to the "Graphic" tab in the library and drop a graphic file on a layer in the timeline. If desired change the attributes or the duration of the graphic element by using the mouse (in "Editing Mode" only) or in the inspector.




3.7

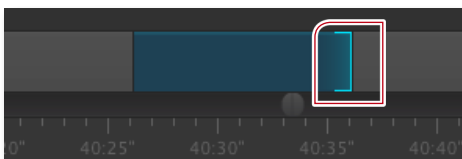
CREATING A SCHEDULE

ADDING A LIVE EVENT TO A PLAYLIST



In just:play you can use "Live Input" which is available under the "Event" tab in the library. Drag and drop the "Live Input" element into your rundown to create a live event which lasts 30 seconds. Use the inspector to change the length of a live event. At the end of the live event the next QuickTime movies in your rundown will be played out automatically.

The "Live Input" video has an "Infinite Length" option that can be enabled in the inspector. When enabled, the clip has a pre-determined duration and an end time in the schedule but when this time is reached the live clip does not end automatically. Instead, just:out "holds" the live clip until you manually dismiss the live clip by clicking on the "Play Next"  button found above the timeline in just:play.



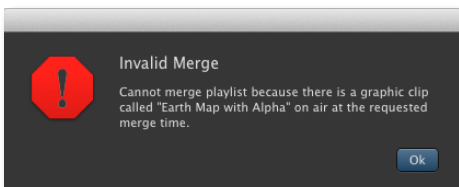
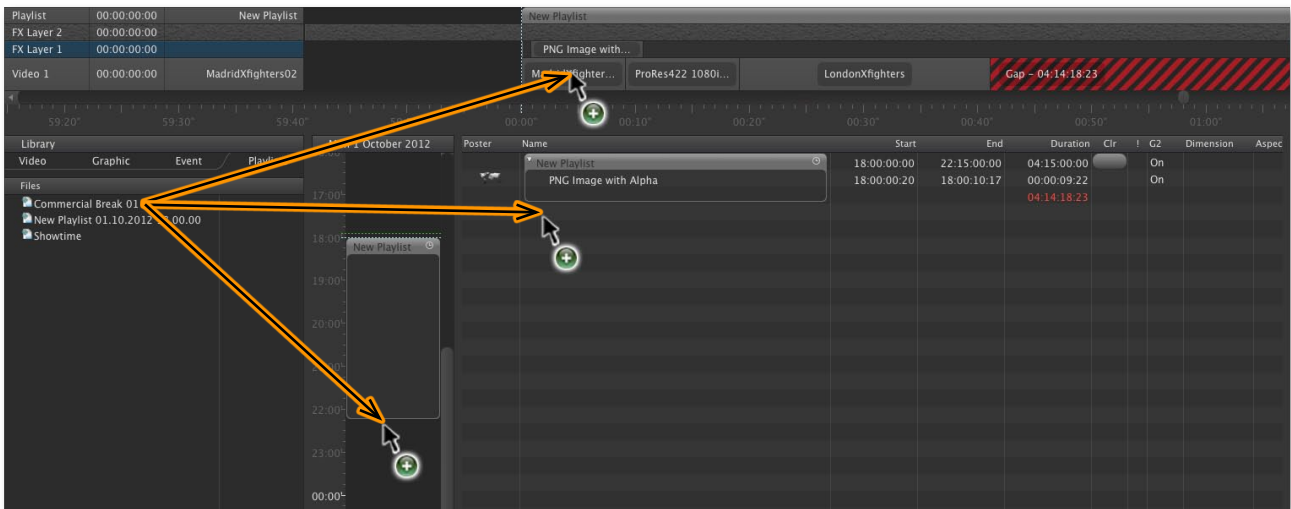
Whilst being "held" by just:out, any other items excluding the currently playing graphic elements but including all video or graphic clips in the same playlist (or any following playlists) are also held. They will appear to "wait" at the CTI line displayed in just:play.

Once dismissed (by pressing the "Play Next" button), just:out will calculate the difference between the pre-defined scheduled duration of the live clip and the actual time played out, and just:connect will automatically adjust the following schedule to compensate for this difference. If the live clip has been on air longer than planned, then any following items and playlists will be rescheduled for a later start time. Conversely, if the live clip has been on air for a shorter time than planned, then any following items and playlists will be rescheduled for an earlier start time. Note that any "timed" playlists will also be rescheduled as well as any "chained" playlists. For an easy way to "refine" your rundown, use the "Sync Point" feature as described in the chapter "Inspector: Standard Attributes, Video & Audio". This will allow you to preserve the start time of a "prime time" clip.

ADDING A PRE-MADE PLAYLIST TO AN EXISTING PLAYLIST

It is possible to add pre-saved playlists to a playlist already scheduled by using drag and drop.

- Drag and drop from the library to the calendar view: This will add the content at the end of the playlist.
- Drag and drop directly into the workbench or the timeline: This allows you to precisely define where the content of the playlist is dropped.
- Drag and drop directly into the workbench or the timeline while holding down the cmd-key: This splits the playlist at that position and generates a new playlist in between the two parts.



You will get a warning when dropping of a playlist is not possible because a graphic element is played at that position.

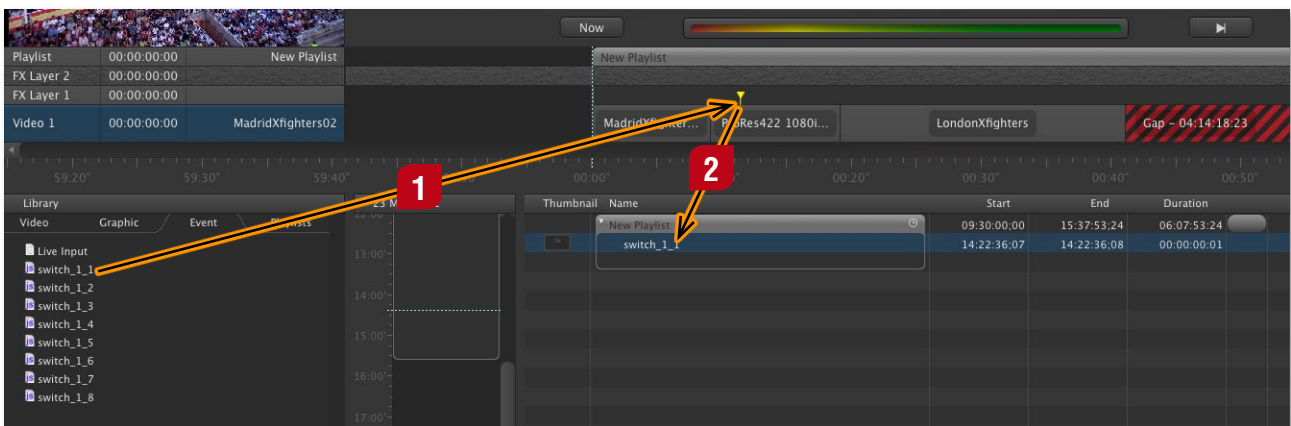
BUILDING GPI/ROUTER CONTROL EVENTS

It is possible that your system administrator has already prepared events. If this is not the case or if you need other events please contact your system administrator.

ADDING GPI & ROUTER CONTROL TO THE RUNDOWN

Using GPI and router control works the same way as using videos and graphics. Switch to the "Event" tab and drag and drop an event into the timeline to schedule it. Schedule and router events are independent of the elements below. You can execute a router event without the need of a live event and you can schedule a graphic element independent of other elements in the same layer or other layers for example. This allows you to control other systems independent of the real playout but also allows you to execute several events independent of other elements which may be executed at the same time.

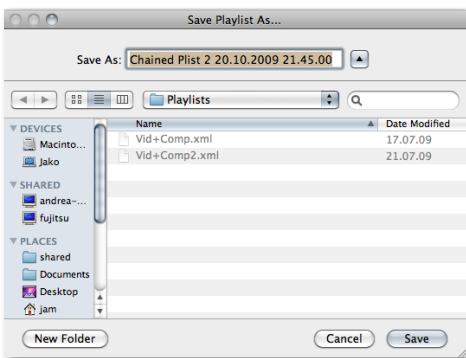
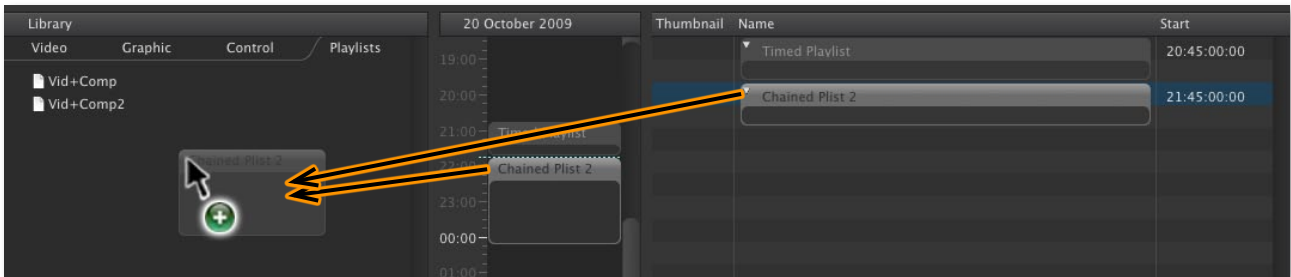
We support an extensive number of routers from different vendors using different protocols. Please contact ToolsOnAir directly if you would like to use a router/protocol which is not supported at the moment.



When the time has been reached where the event has been scheduled, all events within that event will be executed. This allows you to control several video routers and to send several GPI triggers at the same time.

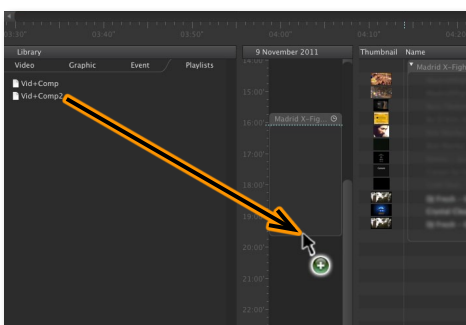
SAVING AND REUSING A PLAYLIST

To save a playlist drop it from the calendar view or the workbench into the "Playlists" tab in the library or select the playlist and choose "Save Playlist As..." from the "File" menu or click on the "Save Playlist As ..." button in the inspector. Saved playlists are located at the path specified in the just:out preferences (the default path is: ~/Documents/Playlists). It is possible to transfer saved playlists to other machines and reuse them there. Doing so you have to make sure that just:out has access to all the files which are used in those particular playlists.



Menu "File » Save Playlist As..."

Use the save dialog to define a name for the playlist or use the default name which consists of the name of the playlist and the date it has been scheduled. The preselected folder shown here depends on the playlist repository path which has been defined by your system administrator in the just:out preferences.



Reusing a Playlist

To reuse a playlist just drag and drop the playlist from the library into the calendar view. This will add the playlist at the time and day you dropped the playlist. It is also possible to hold the "ctrl" key, this will ignore the day and time and changes the playlist type to "chained".

It is also possible to save playlists in plain text (CSV) format. This is useful in case a third party system needs the rundown information before the playout happens and therefore the usage of the "As-Run Log" file is not possible.

3.12

CREATING A SCHEDULE

REUSING A PLAYLIST: MODIFIER KEYS

- Holding down the **ctrl-key** while dropping a playlist into the calendar view will ignore the position (time) the playlist is dropped and make the playlist automatically chained.
- Holding down the **alt-key** while dropping a playlist into the calendar view will make the playlist remember the time it was scheduled originally.
- Holding down the **cmd-key** while dropping a playlist into the calendar view will make the playlist remember the date and time it was scheduled originally. This is especially helpful in case the playlist has been made offline using a copy of just:play on another system.

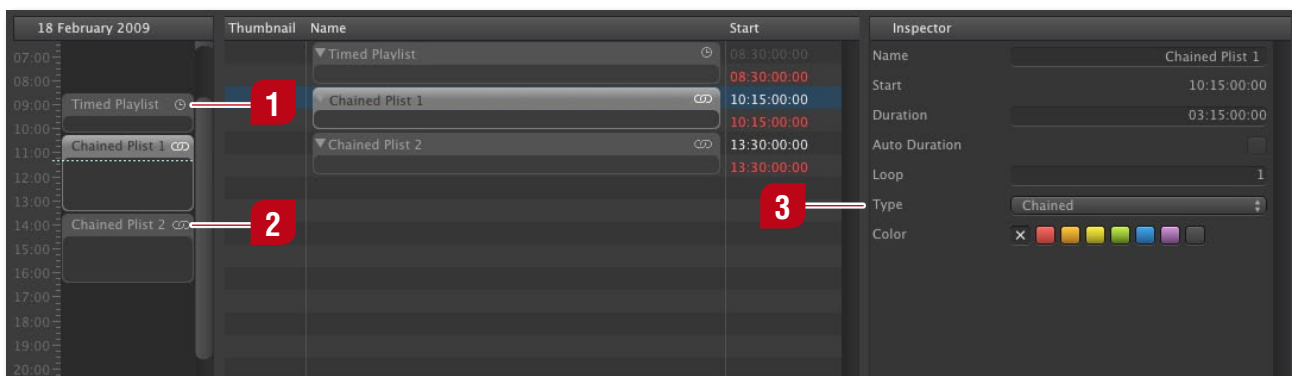
3.13

CREATING A SCHEDULE

CHAINED AND TIMED PLAYLISTS

For some tasks it is required to "chain" playlists. Using chained playlists is a guarantee that there is no gap between two playlists.

Whenever a new playlist is created via drag and drop or when a previously saved playlist is dragged from the library's "Playlists" tab to the calendar view and thus placed in the schedule, the playlist is automatically set to be a timed playlist (even if the saved playlist was a chained playlist). This is because placing a playlist in the schedule means specifying a start time which is an attribute of a timed playlist. You can change the playlist type to chained but this may mean that the playlist's start time is changed depending on the end time of the previous playlist (= the playlist's start time is changed so that the start time matches the end time of the playlist before).



1 Timed playlist
This kind of playlist has a predefined position and is able to attach chained playlists.

2 Chained Playlists
The playlist starts whenever the playlist before ends and therefore another playlist has to be scheduled right before this playlist. If the end time of the playlist before changes, the start time of the chained playlist will adjust so that there is no gap between the two playlists.

3 Playlist Type
Select the playlist type in the inspector.

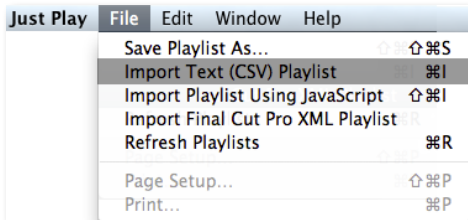
4

PLAYLIST HANDLING & EXTRAS

4.1

PLAYLIST HANDLING & EXTRAS
IMPORTING A PLAYLIST

just:play allows you to import plain text playlists in any standard "delimited" format such as comma separated values (CSV), tab, colon, semicolon or pipe ("|") separated values.

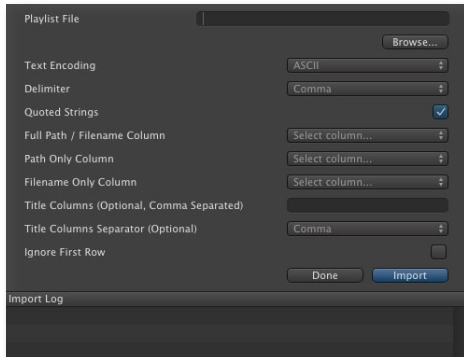


Importing a Plain Text Playlist

To import a playlist in just:play go to the menu "File » Import Text (CSV) Playlist".

Within the text file one or more "columns" of data may be defined and these columns can be mapped to "full path", "path only" and "file only" when importing:

- **Full Path:** Only one column of data is required which contains the complete path and filename of the clip to play.
- **Path Only/File Only:** Two columns of data are required where the first defines just the path and the second the filename of the clip. Together these define the full path of the clip to play, such as "/Volumes/./" and "Example.mov" to give the full path "/Volumes/./Example.mov".



When importing a playlist the file must conform to one of these two options. In addition, an optional name/description field may be defined in the data. If specified, the text defined in this column is used as the label specified in just:play's workbench for each clip. Finally, there is also an option to ignore the first row of data which is often useful if the first row of data in the file specifies the names of the columns of data rather than actual data. If any of the clips in the playlist are not found during the import they are listed in the "warnings" table.

There is also a function which allows you to optionally specify two or more columns in your data file that should be combined into the "title" that is displayed in just:play's workbench.

Notes



- It is possible to select the text encoding that the file is encoded in. You may select from ASCII, Japanese EUC, UTF-8, ISO Latin 1 (ISO/IEC 8859-1), ISO Latin 2 (ISO/IEC 8859-2), Shift JIS, UFT-16 (Unicode), Windows Cyrillic, Windows Latin 1, Windows Latin 2, Windows Greek, Windows Turkish, ISO 2022 Japanese and Mac OS Roman encoding.
- To import a just:out "As-Run Log" you must select "UTF-8" and not "ASCII" when importing the text file in just:play.
- When using Apple's TextEdit to build the playlist, make sure the text file is saved in plain text (menu "Format » Make Plain Text").

4.2

PLAYLIST HANDLING & EXTRAS

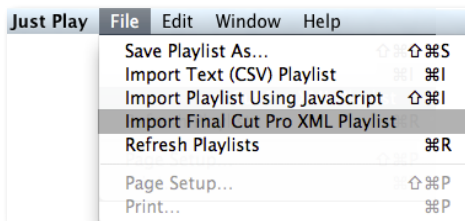
IMPORTING PLAYLISTS USING JAVASCRIPT

With this function you can select an XML file saved by any third party system and turn it into a just:play playlist. The JavaScript selected in the advanced settings of just:connect will be used as the parser. TOA offers such parsers for an additional fee, depending on the customers needs.

4.3

PLAYLIST HANDLING & EXTRAS

IMPORTING FINAL CUT PRO 7 XML PLAYLISTS



With this function you can select any XML file saved by Final Cut Pro 7 (or any application that saves Final Cut Pro compliant XML such as Rough Cut Editor or Adobe Premiere) and the Final Cut Pro "sequence" will automatically be turned into a just:play playlist file which you can save in the "Playlists" repository folder. By saving it into this folder the file is automatically available for the corresponding interface client.

You can then switch to the "Playlists" tab in the library and drag and drop the converted playlist into the calendar view to add the playlist to your schedule.

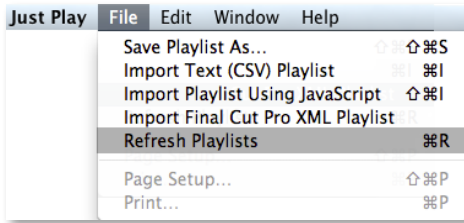
The "Import Final Cut Pro XML Playlist" function supports multiple video layers. The first video layer in the sequence is always imported to just:play's video layer. Any further FCP video layers will be treated as FX layers by just:play, and any QuickTime movies included on these layers in the sequence will be rendered by ToolsOnAir's QuickTime Quartz patch. As such, any QuickTime movies clips on such video layers ought to be "full screen" (i.e. the same size as the selected video output mode specified in the just:out preferences) and if it includes an alpha channel (e.g. ProRes 4444) the transparency will be taken over. This way the movies on the FX layers will be rendered over the QuickTime movies in the video layer when played out by just:out. Additionally, you can also copy any Final Cut Pro XML file into your "Playlists" repository folder and it will appear in the "Playlists" tab in just:play's library view (without converting the XML to just:play's format). You can then drag and drop the playlist into the calendar view to add the playlist to your schedule.

Note



- Final Cut Pro X playlists are also supported, but only the video layer will be taken over, graphic files not stored at the video layer will be ignored.

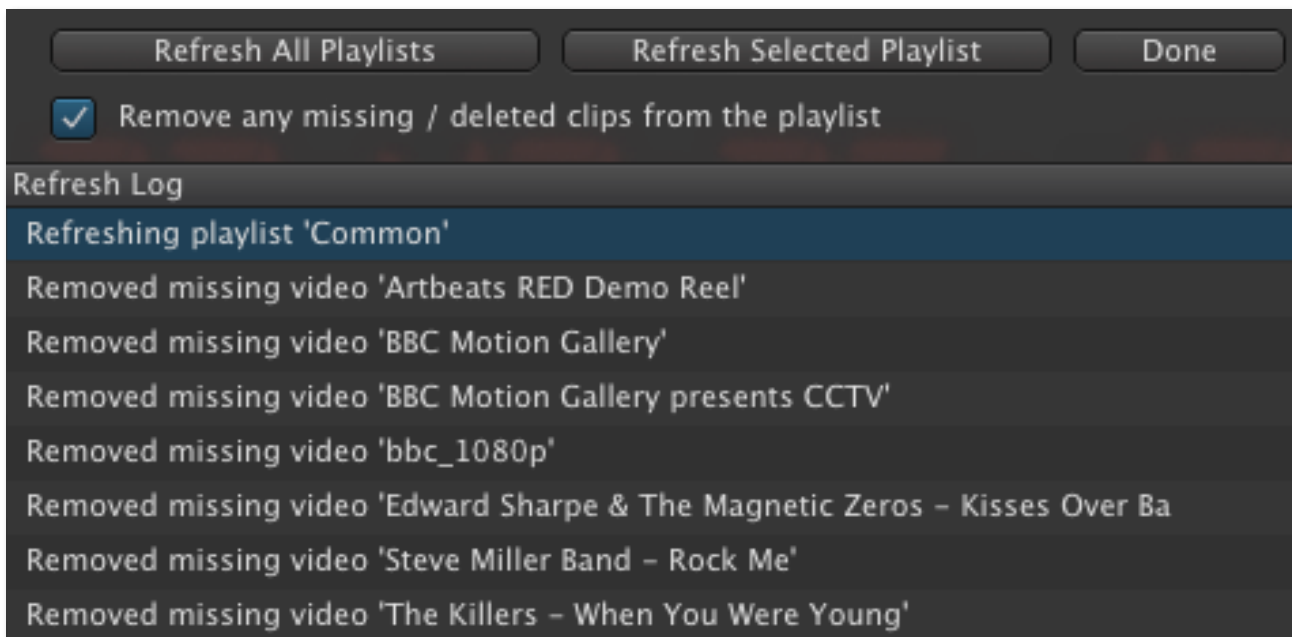
REFRESHING A PLAYLIST



When using the "Refresh Playlists" function available in the menu "File » Refresh Playlists", a popup window will appear with two buttons:

- **"Refresh All Playlists"**: Refreshes all playlists scheduled for the current day.
- **"Refresh Selected Playlist"**: Refreshes the currently selected playlist in just:play's workbench.

The "Refresh Playlists" function checks each QuickTime movie in the playlist against the actual media found in the video repository folders, looking for files that have changed duration, either shorter or longer in duration compared to the duration stored in the playlist when the QuickTime movie was originally scheduled. This may be useful if QuickTime movie files have been changed in the background since they were scheduled in just:play. Any changes found will be automatically updated in the playlist and logged in the popup dialog window's log. In addition, if the playlist itself uses the "Auto Duration" function then any changes made to the duration of any QuickTime movies in the playlist will automatically be reflected in the playlist's duration.



When the "Remove any missing/deleted clips from the playlist" option is checked, any clips in the playlist that can no longer be found in the video repository folders will be automatically removed from the playlist. When not checked, any such QuickTime movies will be left unaltered in the playlist (meaning that black will be played out for the duration of the video clips), but you will receive a warning in the log window when refreshing the playlist.



Notes


- When the "Automatically refresh dropped playlists" option is selected in just:play's preferences, any playlist dropped from the library to the rundown will automatically be refreshed. In case user action is needed, the "Refresh Playlist" window will be opened automatically.
- You can use this option also for playlists already scheduled in the rundown (to update the metadata information like aspect ratio and fps).

4.5

PLAYLIST HANDLING & EXTRAS

ITEMS DELETION RULES

The rules used when determining whether or not items may be deleted are:

- **Past:** Anything (playlist, video, graphic, event) that lies completely in the past cannot be deleted.
- **Present (on air):** Playlists and graphics that are currently on air may be deleted, but only after a warning. Videos that are on air cannot be deleted but skipped by clicking the "Play Next"  button.
- **Future:** Anything (playlist, video, graphic, event) that lies in the future may be deleted without warning.

4.6

PLAYLIST HANDLING & EXTRAS

OFFLINE PLAYLIST BUILDING

As well as the possibility to create and edit a playlist directly connected to an online channel it is also possible to create playlists on any other machine.

- Your system administrator may have configured an offline channel which can be used to build playlists without affecting a channel which is on air. Start just:play and connect to this offline channel. just:play is now in a state in which you can create and edit playlists without working on an active (online) channel. In addition you always work in "Editing Mode".
- After finalizing a playlist you can either save it directly into a watch folder of an active channel (which means the playlist is loaded immediately on that channel) or you can save it in a playlist repository folder of a channel – in this case the operator has to load the playlist on the desired position in playout.
- Make sure that the time where the new playlist is scheduled is unused on your master playout. If a single frame is already scheduled, the whole playlist will be rejected and therefore not be played out. Keep in mind that only TOA XML compliant playlists can be dropped into a watch folder, other formats will be ignored.

Read the chapter "Saving and Reusing a Playlist" for more information about saving a playlist and ask your system administrator if such watch folders do exist for the particular channel(s).

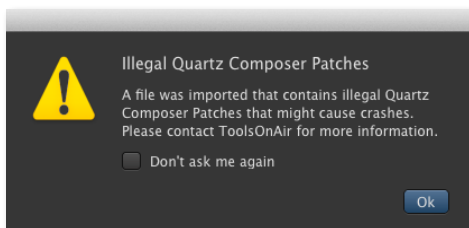
GRAPHIC ELEMENTS

just:play supports "Quartz Compositions" (file ending ".qtz"), "Composition Builder Compositions" (file ending ".composition"), "ToolsOnAir Graphics Engine Compositions" (file ending ".jscomposition"), JPEG and PNG files. Quartz Composer and Composition Builder files are handled differently by just:play.



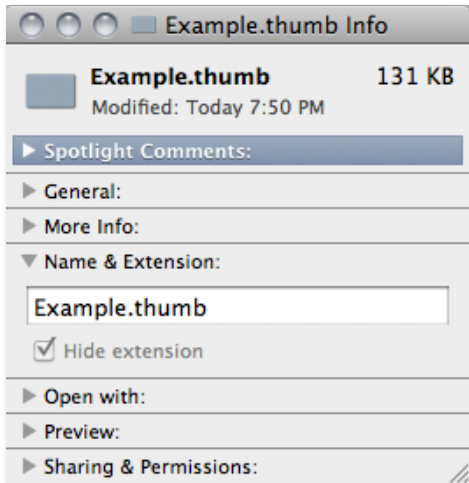
Quartz Compositions

- Initial duration of 30 seconds (adjustable in the inspector or in the "TOA Stopframes" patch)
- No stopframes (unless "TOA Stopframes" patch is used)
- Published input ports are shown in the inspector
- Thumbnail from a random frame of the composition (unless thumbnail is specified)



Illegal Quartz Composer Patches

Not all Quartz Composer patches are supported by the just:out rendering engine, particularly the "JavaScript" patch. If a Quartz Composer or Composition Builder composition with such a patch is dropped into a playlist, a warning will be displayed.



Thumbnails for Quartz Compositions

It is possible to specify a thumbnail image for a Quartz file. Save a JPEG image in the same folder like the Quartz file and supply the file name with the ".thumb" extension instead of the ".jpg" extension.

Example: Save an image with the name "Example.thumb" for a Quartz Composition named "Example.qtz". For best results the thumbnail image should be 355x199 pixels.

Make sure that the extension of the file is set correctly. Sometimes it is not sufficient if you just replace ".jpg" by ".thumb" in the Finder. The "Info" window of a file could still display the file name as "myfile.thumb.jpg". If so, remove the ".jpg" extension.

Notes



- Not every Quartz Composition works with just:play. ToolsOnAir provides no support for custom QTZ Plug-Ins/patches. Please contact ToolsOnAir if you need customized graphics development.



Composition Builder Compositions

- Duration as set in the composition
- Stopframes as defined in the composition
- Published input ports are shown in the inspector according to the given permissions in the composition
- Thumbnail loaded from the composition package



ToolsOnAir Graphics Engine Compositions

- Duration adjustable in the inspector
- Partial stopframe support
- Published input ports are shown in the inspector



JPEG and PNG Images

- Drag and drop directly into the workbench
- Automatic stretching of the pixel size of the image to cover the full output frame
- It is recommended that you only use images that are properly sized for whatever output display mode has been selected defined for that particular channel

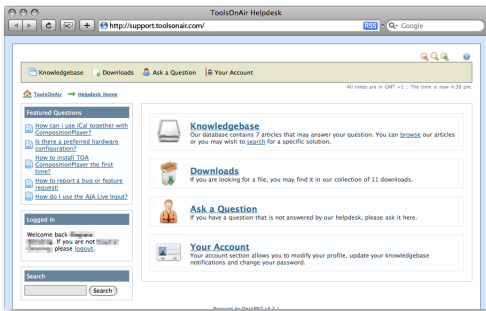


Using QuickTime Movie Files on FX Layers

- Drag and drop directly into the workbench while holding down the command key
- Automatic stretching of the movie to cover the full output frame, therefore it is recommended that you only use movies that are properly sized for whatever output display mode has been defined
- Drag and drop of QuickTime movies from the library to a FX layer on the timeline or workbench displays a movie as if it was a "graphic", meaning that it will be displayed over any QuickTime movie playing on the video layer. As such, it makes sense to drop QuickTime movies containing an alpha channel into a FX layer (we recommend to use Apple ProRes 4444 movies). When a QuickTime movie is used as a graphic it is not possible to set an in- or out-point

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TOOLSONAIR HELPDESK



Administrators and users are able to use the ToolsOnAir online helpdesk. The helpdesk provides frequently asked questions, current software installations and more supplemental documents like user manuals and data sheets. You can also report bugs or submit feature requests to our developers and engineers.

<http://support.toolsonair.com/>

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KNOWN ISSUES

(1) Using a "Contour ShuttlePRO" changes the UI

When using the shuttle wheel of a "Contour ShuttlePRO" device for previewing a file in just:play's UI and the mouse cursor is above the workbench or above a timeline, the OS interprets the shuttle movement as a scrolling wheel and therefore moves the scrollbar and/or changes the scaling of the timeline.

(2) Using a channel with more than one video layer

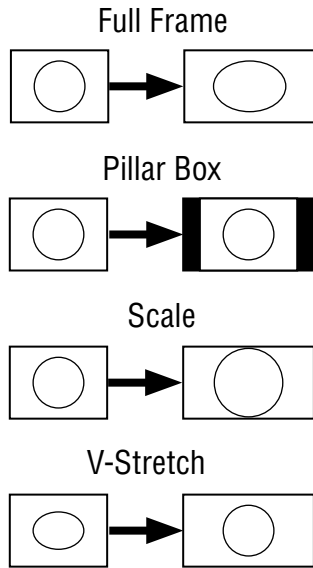
When using a channel with more than one video layer make sure that any live event is only scheduled in the first (lowest) video layer. Scheduling live events in another video layer can result in unexpected behavior.

(3) Using an offline channel with event items

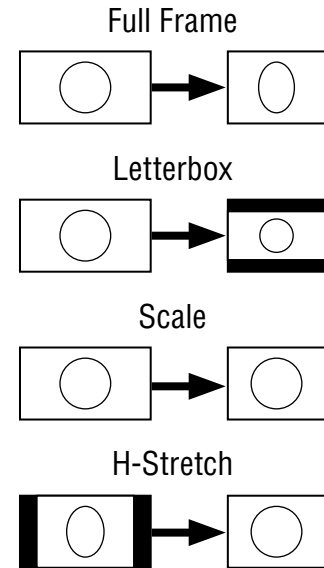
Independent of the capabilities of the master channel, it is possible to add any kind of router/GPI events to a playlist when using an offline channel. Therefore it is possible to schedule events which will not be executed by the master playout, because the license to play such events has not been purchased for the master play out.

just:out provides a comprehensive aspect ratio control. The following illustrations may help you to understand the different options.

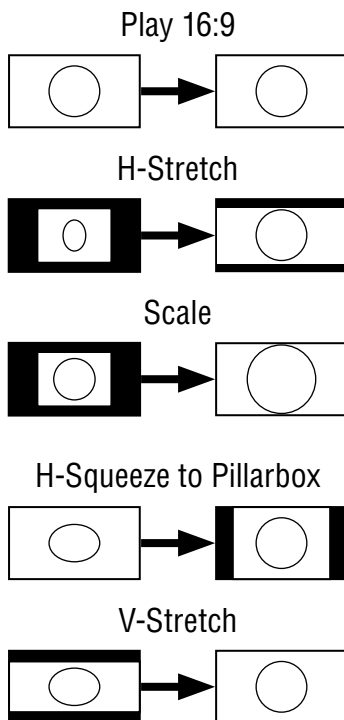
Playing 4:3 material in 16:9



Playing 16:9 material in 4:3



Playing 16:9 material in 16:9



Playing 4:3 material in 4:3

