# CLIPBOX

# User Manual

**Version: Release 2.4**

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# 1. General information

> ### ℹ Notice
>
> If you have any questions, suggestions, or comments about this documentation, please send them via email to documentation.stream@qvest.com.
>
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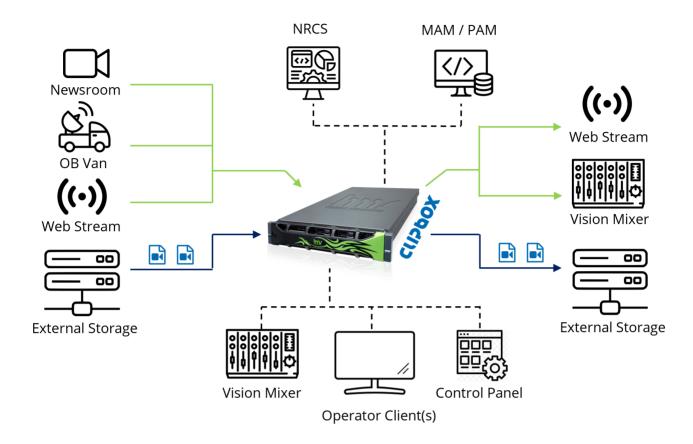## 1.1 About this user manual

> ### ℹ Notice
>
> This user manual applies to the following Clipbox version:
>
> **Release 2.4**

This user manual is intended for both new and advanced Clipbox users. It describes the basic structure of the Clipbox system as well as how to use its user interface and main functions.

## 1.2 About Clipbox

Clipbox is a professional video server especially suited for use in the production and studio environment of TV stations and media houses. The system is typically used as a player for feeds in live production as well as for pre-production recording.

*Clipbox system landscape*

On the input side, Clipbox supports both file-based content and live signals. Depending on the system configuration, files can be played from the system's internal storage as well as from a connected network (nearline) storage. Depending on the system configuration, live signals can be received, for example, from a studio, from an OB van or as a web stream via SDI, SMPTE 2110 or MPEG-TS.

Clipbox offers interfaces to Newsroom Computer Systems (NRCS) and Media Asset Management (MAM) systems. Playlists from a connected NRCS are transferred via Media Object Server (MOS) protocol.

> ⓘ **Notice**
>
> Clipbox supports MOS up to version 2.8.5.

For files that are used in playlists but are not yet available in the specified and monitored directory, Clipbox creates a missing file list. This is used to request missing files from a connected MAM system and to trigger corresponding file transfers.

A Clipbox system can be controlled by operator clients with a Clipbox user interface, by vision mixers as well as by control panels and dashboards. The Advanced Media Protocol (AMP) and Video Disk Control Protocol (VDCP) are used for this purpose, among others.
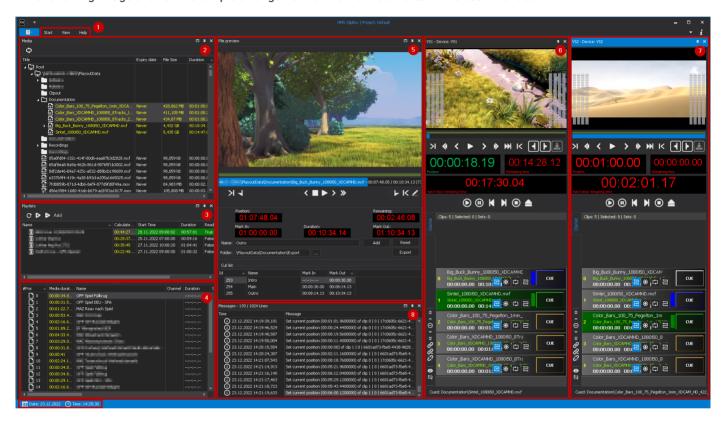
On the output side, Clipbox can provide played content via SDI, SMPTE 2110, NDI or web stream. In addition, received signals can be recorded as files. Support for growing files allows files to be used while they are still being recorded. The Clipbox user interface provides the possibility to preview growing files and to create subclips from them.

# 2. User interface

## 2.1 Main elements

Clipbox provides a customizable user interface that is suitable for various use cases. The main elements (windows) can be freely positioned by docking or undocking them (for more information, see section Customizing the user interface). In addition, the elements to be displayed and the color highlighting of most windows can be configured via the Clipbox system settings.
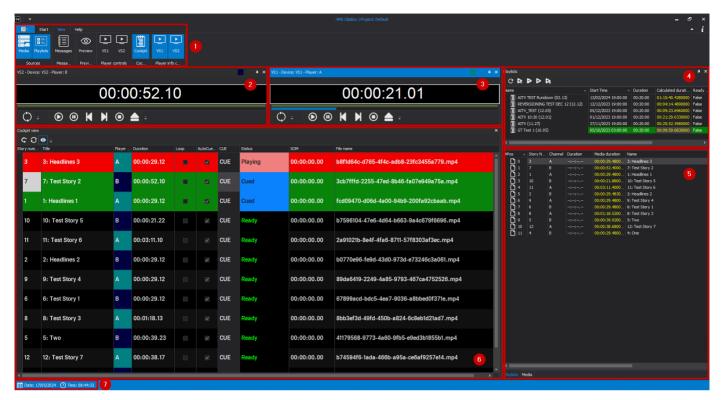
The following image shows an example arrangement of the main elements of the user interface:



*Overall view of the Clipbox user interface*

(1) - Menu/toolbar

(2) - Media - list of all available files

(3) - Playlists - list of playlists imported from a connected NRCS

(4) - List of all files contained in the selected playlist

(5) - File preview

(6) - Player "VS1"

(7) - Player "VS2"

(8) - Messages - list of system messages

(9) - Status bar

As an alternative display variant when connected to an NRCS, Clipbox also provides the cockpit view, which consists of the following elements:
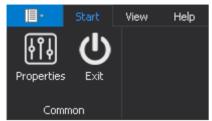


*Overall view of the Clipbox user interface when using the cockpit view*

(1) Menu/toolbar

(2) Player information and control for player "VS2"

(3) Player information and control for Player "VS1"

(4) Playlists imported from a connected NRCS

(5) List of all files contained in the selected playlist

(6) Cockpit

(7) Status bar

The toolbar of the main window contains the following areas:
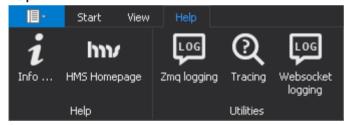
· **Start**



· **View**



> 🔥 **Tip**
>
> All windows available within the Clipbox user interface are listed in the **View** area. Each window can be displayed or hidden individually, by clicking on it. Displayed (activated) windows are highlighted in blue.

· **Help**



> 🔥 **Tip**
>
> The toolbar can be expanded and collapsed by clicking on the triangle ▼ on the right-hand side. Alternatively, you can expand and collapse it by clicking on the corresponding area of the menu bar.

The areas of the toolbar contain the following functions:

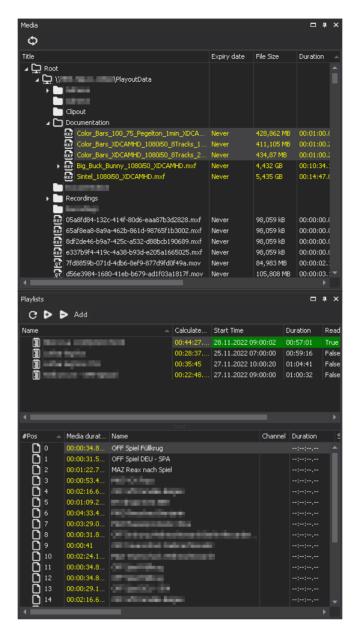| Area | Symbol | Function |
|------|--------|----------|
| **Start** | Properties | Open the options menu (system settings)<br><br>**Warning**<br>*Incorrect configuration can lead to system failures. The settings should therefore only be changed by trained personnel.* |
| | Exit | Close the Clipbox application |

| Area | Symbol | Function |
|------|--------|----------|
| **View** | Media | Show/hide the Media window |
| | Playlists | Show/hide the Playlists window |
| | Messages | Show/hide the Messages window |
| | Preview | Show/hide the File preview window |
| | VS1 | Show/hide the window for player "VS1" |
| | VS2 | Show/hide the window for player "VS2" |
| | Cockpit | Show/hide the Cockpit window |
| | VS2 | Show/hide the player info and control window for player "VS1" |
| | VS2 | Show/hide the player info and control window for player "VS2" |
| **Help** | Info | Show information about the Clipbox application |
| | HMS Homepage | Open the Qvest Stream website |
| | Zmq logging | Enable/disable log messages |
| | Tracing | Enable/disable tracing |
| | Websocket logging | Enable/disable WebSocket message logging |

> ℹ **Notice**
>
> The **Tracing** function is used together with the DebugView application for event monitoring. **Websocket logging** creates an additional WebSocket log file in the LocalAppData folder. Both functions can be used for error analysis and should only be used by trained personnel.

## 2.1.1 Media

The **Media** window provides a listing of all files available and playable in the Clipbox system. A distinction is made between a listing of files in a configurable source directory (**Media** window) and a listing of playlists (**Playlists** window) and the files used in them from a connected NRCS.

*Media window*

For more information about the **Media** window, see chapter Listing files.

## 2.1.2 Player

Each player configured in the system can be controlled via its own **Player** window (also referred to as "Card Player"). It is used to create clip lists either manually or by using playlists and to control playback.

Every **Player** window can be displayed or hidden via the menu bar of the main window via **View > Player controls**. To do this, activate or deactivate the icon of the corresponding player (usually named "VS1", "VS2", etc.).

The **Player** window consists of the following elements:

*Player window*

| No. | Element | Function | Notice |
|-----|---------|----------|--------|
| 1 | Video preview | Video preview (backchannel) of the output signal of the selected player incl. audio level (VU meter) and timecode display | *The preview of a player can be activated and deactivated by double-clicking in the preview area of the player or via **right click > Activated**. Alternatively, the video preview can be completely hidden via the Clipbox system settings.*<br><br>*Audio output is disabled by default in the preview. To enable audio playback, disable muting via the option **right-click > Mute**.*<br><br>*The timecode display is optional and requires appropriate hardware. For more information, contact support.stream@qvest.com.* |

| No. | Element | Function | Notice |
|---|---|---|---|
| 2 | Timeline | Jump to specific position in the currently playing file and show current playback progress | *Use the timeline to jump to any position within the currently playing file by clicking the corresponding position in the timeline.* |
| 3 | Edit mode | Controls for edit mode | See: Edit mode |
| 4 | Position | Current playback position | *To switch between displaying the playback position and the timecode position, double-click the time display in the Position field. The timecode position may be different from the playback position if the file being played contains timecode metadata with a different start timecode (different than `00:00:00:00`).* |
| 5 | Remaining time | Remaining playback time | - |
| 6 | AutoFollow/ group remaining time | Remaining playback time of all files in the clip list (AutoFollow/ group) | *The remaining time either refers to all clips with enabled option **AutoFollow** or to a created group. To switch between the two display options, double-click the time display (for more information: see Playback control).* |
| 7 | Playback control | Toolbar for controlling the playback of the selected player | - |
| 8 | Clip list | List of clips to be played | *When switching between two clips, the clip list view is automatically updated to show the currently running clip centered in the list.*<br><br>*The Clipbox system settings provide various options for adjusting the display and color highlighting of clips. These include, for example, the color highlighting of grouped clips, clips in a playlist and the highlighting of the next clip to be played from a playlist by flashing. It is also possible to show or hide an optional "Reload" button for manually updating the clip list.* |
| 9 | Single clip | Single clip within the clip list | - |
| 10 | Playback options | Toolbar with playback options for the selected clip | See: Playback options |

| No. | Element | Function | Notice |
|---|---|---|---|
| 11 | Clip list editing | Toolbar for editing the clip list | See: Clip list editing |
| 12 | Prepared/ loaded file | Path and name of the file currently loaded/ prepared | - |

> 🔥 **Tip**
>
> The labels of the time displays **(4)**, **(5)** and **(6)** can be enabled or disabled. To do this, **right-click** on any of these elements and toggle the desired option in the context menu.

**Edit mode**

> ℹ️ **Notice**
>
> To use the edit mode, the corresponding toolbar must be enabled. The edit mode toolbar is an optional component of the Clipbox user interface that can be enabled or disabled via the Clipbox system settings. The Clipbox system settings should only be changed by trained personnel.

The edit mode allows you to trim the clip currently loaded by the player and to control its playback.



*Edit mode toolbar*

The edit mode toolbar consists of the following elements:

| No. | Symbol | Function |
|---|---|---|
| 1 | ⟫❙ | Jump to mark in |
| 2 | ⟪ | Medium jump back |
| 3 | ⟨ | Small jump back |
| 4 | ▶ | Play/Pause |

| No. | Symbol | Function |
|---|---|---|
| 5 | | Small jump forward |
| 6 | | Medium jump forward |
| 7 | | Jump to end |
| 8 | | Jump to mark out |
| 9 | | Set current position as mark in |
| 10 | | Set current position as mark out |
| 11 | | Save material markers (*without function*) |

**Playback control**

Each player can be controlled via its playback control.



*Playback control toolbar*

The playback control toolbar consists of the following elements:

| No. | Symbol | Function |
|---|---|---|
| 1 | | Play |
| 2 | | Pause |
| 3 | | Cue previous clip |
| 4 | | Cue next clip |
| 5 | | Stop |

| No. | Symbol | Function |
|-----|--------|----------|
| 6 | ⏏ | Eject media |
| | | **Notice** |
| | | *If a file is already cued (prepared for playback) in the corresponding video server, it is ejected (unloaded) and the video server is set to idle.* |

After a single clip is added to the clip list, it is highlighted in gray:



*Clip added to clip list*

A clip added to the clip list with a file that does not yet exist in the specified source directory can be recognized by a **CUE** button with a red border:



*Clip added to clip list (missing file)*

A clip prepared for playback is highlighted in green:



*Clip prepared for playback*

The clip currently playing is highlighted in red:



*Clip currently playing*

If clip playback is scheduled via a planned time, the clip is marked in the upper left corner with a marker in the color of the selected time. In addition the label of the **CUE** button displays the selected planned time:
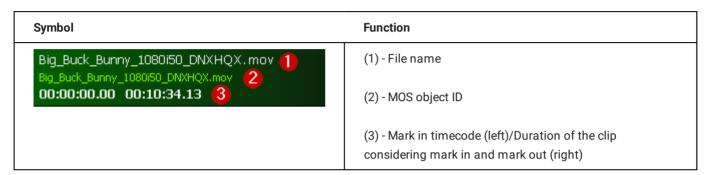


*Clip with enabled planned time for scheduled playback*

The left side shows the following information about the selected clip:

| Symbol | Function |
|--------|----------|
|  | (1) - Color of the selected planned time (not applicable for manual playback)<br>(2) - Number/position of the clip in the clip list |

The file information of the selected clip is listed in the center:

| Symbol | Function |
|--------|----------|
|  | (1) - File name<br><br>(2) - MOS object ID<br><br>(3) - Mark in timecode (left)/Duration of the clip considering mark in and mark out (right) |

**Playback options**

Playback options can be set individually for each clip in the clip list. The following options are available:



*Clip playback options*

| No. | Symbol | Name | Function |
|-----|--------|------|----------|
| 1 |  | Autofollow | Automatically prepare clip and start playback as soon as the previous clip ends |
| 2 |  | Freeze black | Show black image after the end of the clip playback |
| 3 |  | Freeze last | Show the last frame after the end of the clip playback |
| 4 |  | Loop | Play current clip in loop |
| 5 |  | Autocue next | Prepare next clip automatically without displaying the first frame |
| 6 |  | Cue | Prepare clip playback (load file in the corresponding video server) |
| 7 |  | FX | Transition effect (e.g. blackfade or crossfade) when switching to the following clip (optional, only available if supported by the playout hardware used) |

> ℹ **Notice**
>
> Example for the use of file playback options:
>
> Suppose you create a clip list with five clips. To play them in sequence, enable the following file playback options in the specified order for the corresponding clip:
>
> 1. Clip 1 - **no option enabled**
> 2. Clip 2 - **Autofollow**
> 3. Clip 3 - **Autofollow**
> 4. Clip 4 - **Autofollow**
> 5. Clip 5 - **Freeze last**
>
> If you then click the **Play** icon ◉ in the player's playback control, all five files are played one after the other. After playback has finished, the last frame of the fifth file remains displayed.

**Clip list editing**

Via the clip list editing you can change the clip list, e.g. by changing the clip order, creating groups and adding or removing clips.



*Toolbar for clip list editing*

The toolbar for clip list editing provides the following functions:

| No. | Symbol | Function |
| --- | --- | --- |
| 1 | ⏫ | Move selected clip to the top of the clip list |
| 2 | ⌃ | Move selected clip one position up |
| 3 | ⊖ | Remove selected clip from clip list |
| 4 | ⌄ | Move selected clip one position down |
| 5 | ⏬ | Move selected clip to the bottom of the clip list |

| No. | Symbol | Function |
|---|---|---|
| 6 | 🔗 | Group selected clips |
| 7 | 🔗 | Remove all clips from group (ungroup) |
| 8 | 🔗 | Remove selected clip from group |
| 9 | 👁 | Show file overview |
| 10 | 🔄 | Manually synchronize clip list with the connected video server |

> ℹ **Notice**
>
> Manual synchronization of the clip list with the connected video server (icon 🔄) is usually only necessary if the video server has been restarted or its status is unknown.
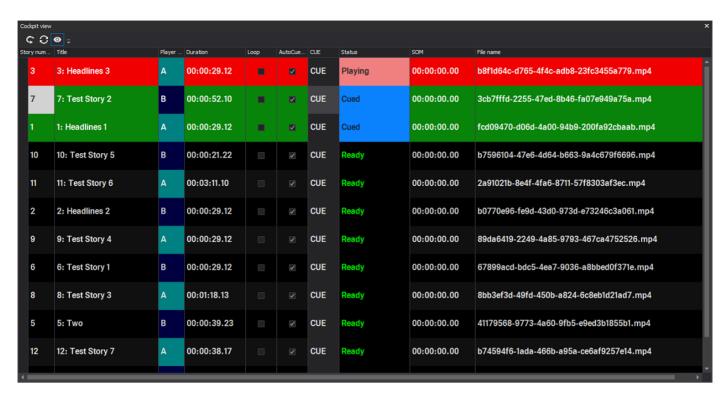
> 🔥 **Tip**
>
> If a file cannot be added to a clip list and the message "Duplicate ID" is displayed in the message window, it is necessary to manually synchronize the clip list with the video server as well as to eject any files prepared in the video server.
>
> To do this, first click the **Synchronize** icon 🔄 and then the **Eject** icon ⏏ in the playback control of the corresponding player.

## 2.1.3 Cockpit

The **Cockpit** provides an alternative display of the player clip lists and their playback control. It contains similar functions to the Player window, but in contrast to this, it uses a table display which combines the clip lists of all players into a single continuous list. This makes it particularly suitable for users who operate Clipbox with several players in combination with an NRCS and prefer this type of display to the player-specific display.

The **Cockpit** window can be displayed and hidden via the menu bar of the main window via **View > Cockpit**.

*Cockpit window*

The toolbar in the upper left area of the cockpit window provides the following functions:

| Symbol | Name | Function |
|---|---|---|
|  | Reload | Refresh the Cockpit display |
|  | Sync + Reload all players | Synchronize clip lists of all players with the corresponding video servers and update the Cockpit display |
|  | Force display of active clips | Jump to currently active clips within the cockpit clip list |

The list displayed below summarizes the contents of the clip lists of all players. In addition to details of the individual clips, the list provides access to the following playback options:

| Column | Function |
|---|---|
| Loop | Activate/deactivate **Loop** playback option of the clip (identical to the corresponding function of the player playback options) |
| AutoCue | Activate/deactivate playback option **Autocue next** of the clip (identical to the corresponding function of the player playback options) |
| CUE | Prepare playback of the clip (identical to the corresponding function of the player playback options) |
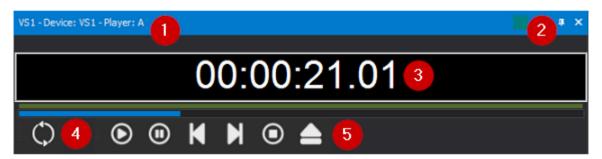
> 🔥 **Tip**
>
> You can customize the display of the Cockpit clip list by right-clicking on one of the available columns. In the context menu that appears, select the desired option, e.g. **Column Chooser**.
>
> In addition, the Clipbox system settings provide further configuration options, e.g. to adjust the color highlighting of individual elements or the font sizes used.

## 2.1.4 Player information and control

The player information and control window contains a configurable display of the remaining time of the clip currently prepared for playback or running in the corresponding player. It also includes the same Playback control as used in the player window and is particularly suitable as an addition to the Cockpit.

It can be displayed and hidden via the menu bar of the main window via **View > Player info**, by activating or deactivating the icon of the corresponding player (usually named "VS1", "VS2", etc.). The window consists of the following elements:



*Player information and control window*

| No. | Function |
|-----|----------|
| 1 | Name of the player |
| 2 | Highlight color of the player (used, among other things, for better visual distinction in the cockpit view as to which file is played via which player) |
| 3 | Remaining time of the currently prepared or running clip (incl. display of the playback progress and color highlighting of the time display as a countdown during the last 10 seconds of playback) |
| 4 | Synchronize clip list manually with the corresponding video server (identical function as symbol 10 🔄 in the clip list editing toolbar) |
| 5 | Playback control (identical function as the player playback control) |

## 2.1.5 File preview
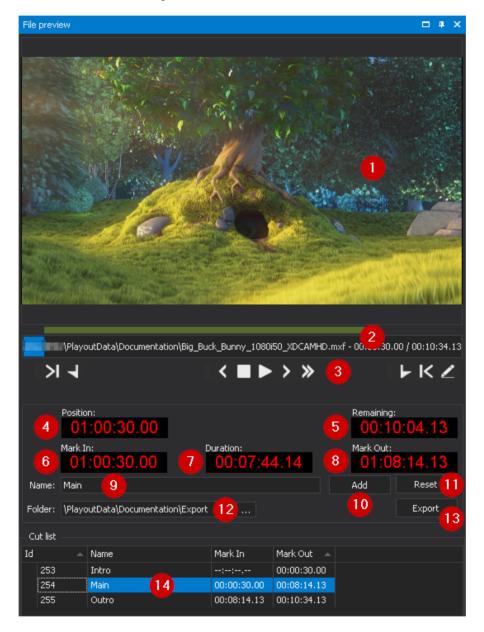
**Overview**

The **File preview** window allows frame-accurate playback of files, trimming of clips as well as creating subclips. It can be displayed and hidden via the menu bar of the main window via **View > File preview**. It consists of the following elements:

> **ⓘ Notice**
>
> When using the **File preview**, only the video content of a file is played. Existing audio tracks are muted during preview playback.

The **File preview** window consists of the following elements:



*File preview window*

| No. | Element | Function | Notice |
|-----|---------|----------|--------|
| 1 | Video preview | Preview image of the current playback position of the selected file | - |

| No. | Element | Function | Notice |
|-----|---------|----------|--------|
| 2 | Timeline | File and playback information (file path and name, current time index, total duration, playback progress) | *Use the timeline to jump to any position within a file by clicking on the corresponding position.* |
| 3 | File preview toolbar/ controls | Controlling the file preview playback | - |
| 4 | Position | Current playback position | *Clipbox provides the following two display variants for the timecode displayed in the **Position** field:*<br><br>*Variant 1 ("TimeCode mode" option enabled): Based on the timecode contained in the file's metadata.*<br><br>*Variant 2 ("TimeCode mode" option disabled): Starting at `00:00:00:00`.*<br><br>*You can switch between both variants, by **right-clicking** on the **Position** field and enabling or disabling the "TimeCode mode" option.* |
| 5 | Remaining | Remaining playback time until the end of the file | - |
| 6 | Mark In | Current mark in time code | - |
| 7 | Duration | Duration of the section marked by mark in and mark out | - |
| 8 | Mark Out | Current mark out time code | *The current values of the three time displays **Position**, **Mark In** and **Mark Out** can be entered via keyboard commands. To do this, click on the corresponding segment of the time display, enter the desired time code and confirm with **[Enter]**.* |
| 9 | Name | Name to be used for creating a trimmed section or subclip and name of the section currently selected in the **Cut list**. | - |

| No. | Element | Function | Notice |
|---|---|---|---|
| 10 | Add | Trim file | *By using this function, the selected section will be transferred to the **Cut list** in the lower part of the **File preview** window and displayed in the **Media** window as a subordinate element of the corresponding original file.* |
| 11 | Reset | Reset or remove set mark in and out points and the selected name | - |
| 12 | Folder | Destination folder to be used for saving created subclips | - |
| 13 | Export | Create subclip | *The selected section is saved as a separate file in the selected destination directory using the specified name.*<br><br>*The **Export** button appears only if the optional Clipbox add-on module "Clipout" is enabled, which is required to create subclips. For more information, contact* [support.stream@qvest.com](mailto:support.stream@qvest.com). |
| 14 | Cut list | List of marked (trimmed) sections of the file | - |

> 🔥 **Tip**
>
> To open a file in the **File preview** window, either **right-click** the file in the **Media** window or in the player clip list and select **Open in preview** from the context menu. The **Preview** window must be enabled for this.

**Toolbar**

The **File preview** toolbar provides the following functions:



*File preview toolbar*

| No. | Symbol | Function |
|---|---|---|
| 1 | ⏭ | Jump to mark in |
| 2 | ◣ | Set mark in at current position |
| 3 | ◀ | Previous frame |

| No. | Symbol | Function |
|---|---|---|
| 4 | ⬜ | Stop preview playback |
| 5 | ▶ | Start preview playback |
| 6 | ❯ | Next frame |
| 7 | ❯❯ | Fast forward |
| 8 | ⌐ | Set mark out |
| 9 | ❘◀ | Jump to mark out |
| 10 | ✎ | "Take" - Apply trimmed section (defined by the current mark in and mark out) to the corresponding clip in the clip list of the player |
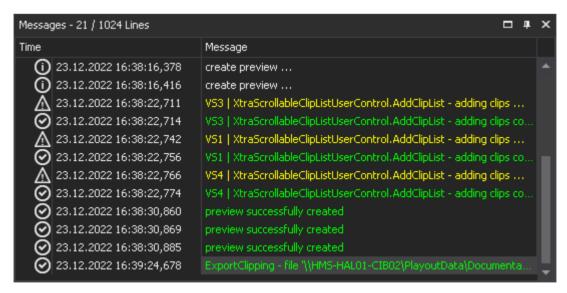
> ℹ **Notice**
>
> To add a trimmed section to the player's clip list, the clip must first be loaded from the player's clip list into the **File preview** window. To do this, select a clip in a player's clip list and choose **Right-click > Open file in preview**. You can then trim the clip using the **File preview** window and apply the trimmed section to the player's clip list.

## 2.1.6 Messages

The **Messages** window contains status messages that are marked with corresponding icons and colors depending on their type and meaning. It can be displayed and hidden via the menu bar of the main window via **View > Messages**.



*Messages window*

# 2.2 Customizing the user interface

You can customize the positions of the Clipbox user interface windows according to your own specifications. The main areas can be arranged almost arbitrarily.
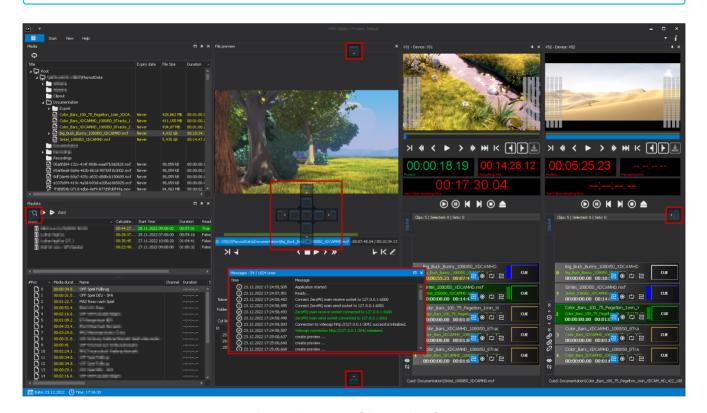
## 2.2.1 Changing the arrangement of the windows

To change the arrangement of a window, proceed as follows:

1. Click on the header of the corresponding window.
2. Hold down the left mouse button and drag the window to the desired position.

> ℹ️ **Notice**
>
> The user interface offers you possible directional positions for docking windows on the screen (top, bottom, left or right). If you move the selected window within an open window, an additional icon appears. There you can dock your window at one of the four directional positions.
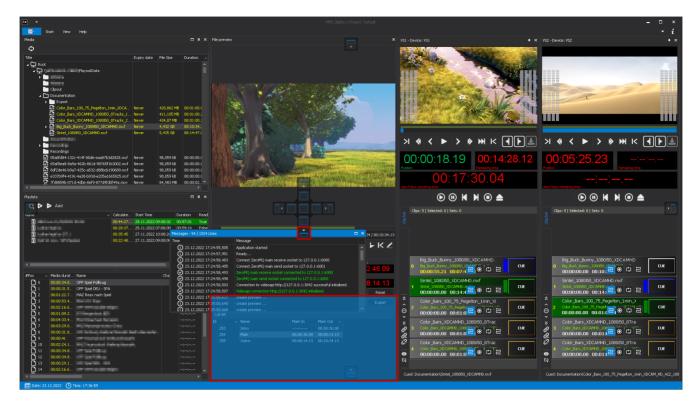


*Rearranging areas of the user interface*

*The arrangement of the windows is changed.*

To dock a window at a suggested position, proceed as follows:

1. Left-click on the header of the window.
2. Drag the window to the desired position while holding down the left mouse button.

   *The respective position is highlighted in blue as a preview.*

*Docking a window to a position*

*The window is docked at the selected position.*

To undock a docked window, proceed as follows:

- Double-click the header of the respective window.

*The window is undocked and displayed separately.*

> 🔥 **Tip**
>
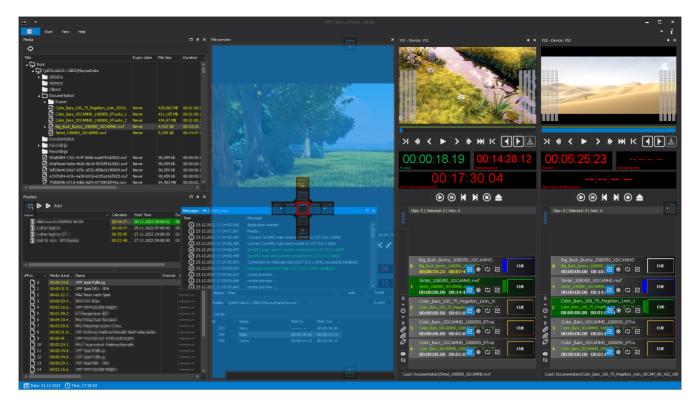> To dock the window back at its original position double-click again.

## 2.2.2 Combining multiple windows

You can group multiple windows into a tab bar. To do this, at least one window must already be open.

To create a tab bar in a window, proceed as follows:

1. Open another window via the toolbar.

2. Drag it to the center of the already opened window.

   *The positioning tool for docking windows is displayed.*

3. Select the position in the center as shown below.

*Docking the window in the middle position*

Both windows (in the example the **Messages** and **File preview** windows) are now displayed in the tab bar at the bottom and can be selected.



*Windows combined into a tab bar*

4. To add additional windows to the tab bar, repeat steps 1-3.

*The selected windows are combined into a tab bar.*
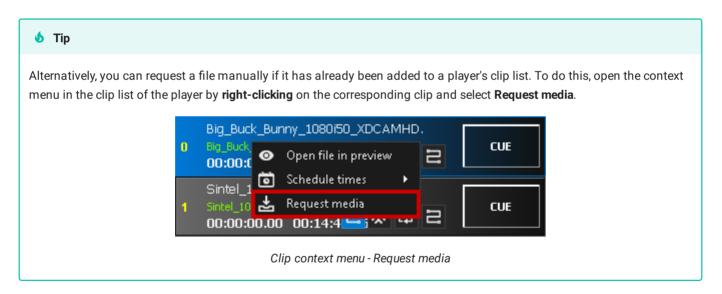
# 3. Media management

## 3.1 Importing files

Clipbox can import files in the following ways:

 • Import playlists and the files used in them from a connected NRCS

 • Import files from a monitored source directory (watchfolder)

### 3.1.1 Importing playlists from an NRCS

When a playlist in a connected NRCS is shared with or exported to Clipbox, it is automatically announced to Clipbox along with all the files it contains. If the files used in the playlist are available in the source directory provided (local or on the network), the playlist can be played by Clipbox.

For files used in a playlist that are not yet available in the source directory, Clipbox creates a "missing file list" to request the files from a connected MAM system and to trigger corresponding copy operations. Requesting missing files is usually done automatically by Clipbox directly after receiving a playlist.

> 🔥 **Tip**
>
> Alternatively, you can request a file manually if it has already been added to a player's clip list. To do this, open the context menu in the clip list of the player by **right-clicking** on the corresponding clip and select **Request media**.
>
> 
>
> *Clip context menu - Request media*

Imported playlists are displayed in the **Playlists** window. For more information, see chapter Listing files.

### 3.1.2 Importing files from a monitored source directory

Clipbox can import files from a monitored local or network source directory. When files are created in or copied to this directory, Clipbox detects the changes and automatically registers the included files internally. The files can then be played by Clipbox.

Imported files are displayed in the **Media** window. For more information, see chapter Listing files.

> 🔥 **Tip**
>
> In the **Media** window you can create new subdirectories in the monitored source directory. To do this, proceed as follows:
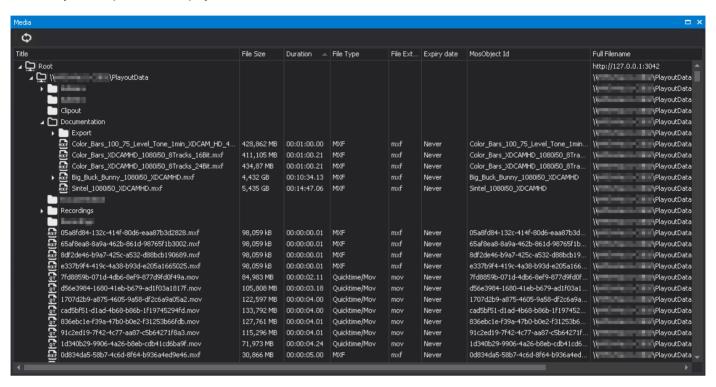>
> 1. In the **Media** window open the context menu by **right-clicking** on an already existing directory.
>
> 2. Select **Create directory**.
>
> 3. Enter a name for the directory to be created.
>
> 4. Confirm the action, by clicking **Ok**.
>
> *The directory is created and listed in the Media window.*

# 3.2 Listing files

## 3.2.1 Media

The **Media** window lists all data sources available to Clipbox for file playback (all monitored local or network directories and the files they contain). It can be displayed and hidden via the menu bar of the main window via **View > Media**.



*Media window*

The **Media** window contains basic technical metadata of the listed files, such as file name, type, size, path, etc. In addition to listing all available files, this area provides the option of opening files in the file preview, creating and deleting directories and creating containers for linked key and fill files.

> **ⓘ Notice**
>
> Files are highlighted in the **Media** window according to their status:
>
> - ⬜ White - file is completed and is in neutral status
> - 🟨 Yellow - file is currently in use (e.g. in the **File preview** window)
> - 🟥 Red - file is not yet completed and is still being created in or copied to the monitored source directory
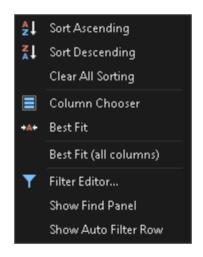>
> In addition, a symbol indicates the type of the respective file (e.g.  for MXF files).
>
> Containers for linked key and fill files are represented by a corresponding symbol and can be expanded:
>
> 
>
> *Display of linked key and fill files in the Media window*
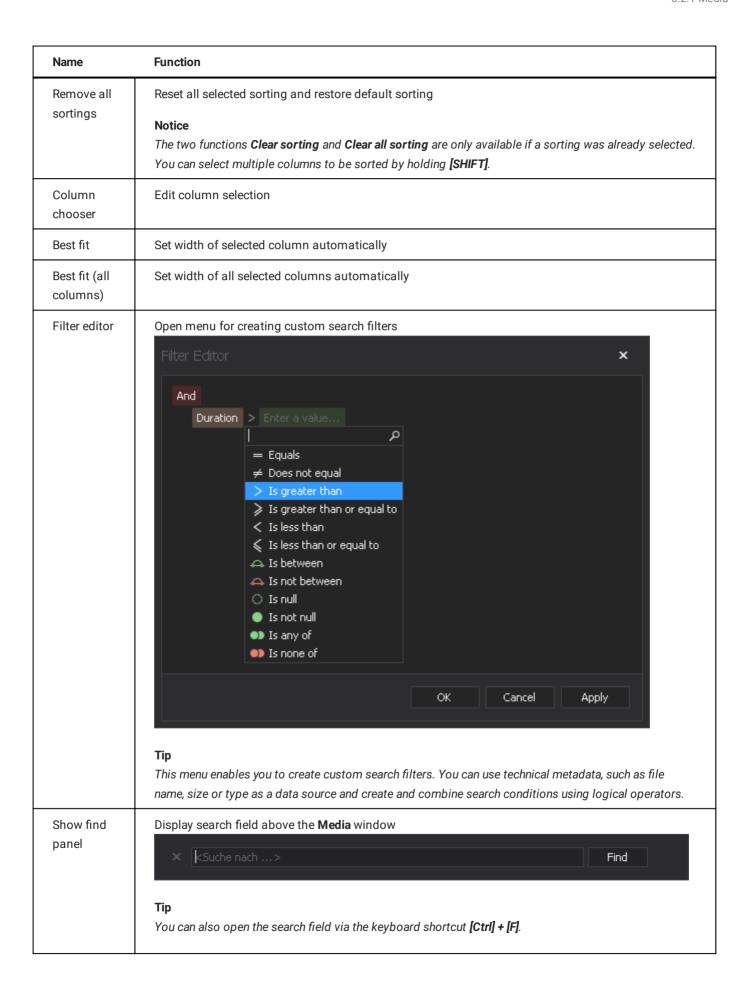
The display of the **Media** window can also be customized. You can customize the width and order of all columns, by dragging them. You can also access additional settings, by **right-clicking** on one of the columns, which opens the following context menu:



*Media window context menu*
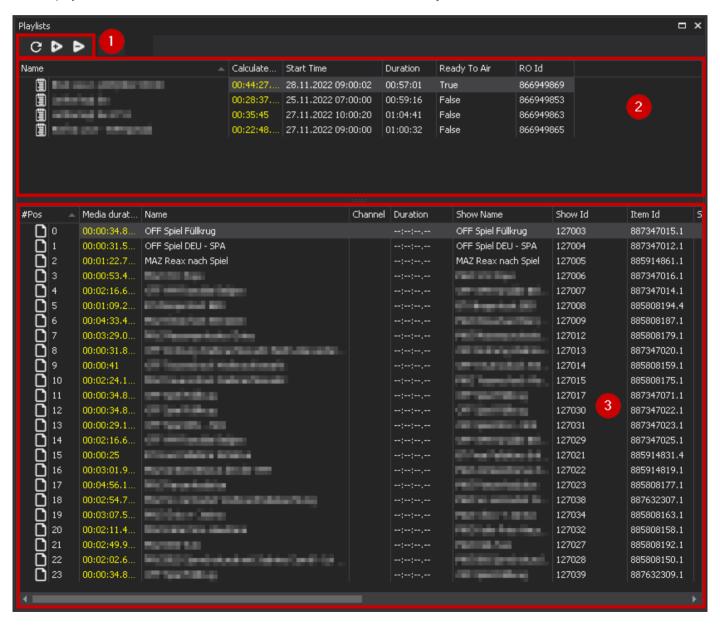
It provides the following functions:

| Name | Function |
| --- | --- |
| Sort ascending | Sort files alphabetically in ascending order |
| Sort descending | Sort files alphabetically in descending order |
| Clear all sorting | Reset selected sorting and restore default sorting |

| Name | Function |
|------|----------|
| Remove all sortings | Reset all selected sorting and restore default sorting<br><br>**Notice**<br>*The two functions **Clear sorting** and **Clear all sorting** are only available if a sorting was already selected. You can select multiple columns to be sorted by holding **[SHIFT]**.* |
| Column chooser | Edit column selection |
| Best fit | Set width of selected column automatically |
| Best fit (all columns) | Set width of all selected columns automatically |
| Filter editor | Open menu for creating custom search filters<br><br><br><br>**Tip**<br>*This menu enables you to create custom search filters. You can use technical metadata, such as file name, size or type as a data source and create and combine search conditions using logical operators.* |
| Show find panel | Display search field above the **Media** window<br><br><br><br>**Tip**<br>*You can also open the search field via the keyboard shortcut **[Ctrl] + [F]**.* |

| Name | Function |
|------|----------|
| Show auto filter row | Show separate search field above each column<br><br>**Tip**<br>*To display the entry you are looking for, it must be entered completely.* |

## 3.2.2 Playlists

The **Playlists** window contains all playlists that have been approved in the connected NRCS and transferred to Clipbox. It can be displayed and hidden via the menu bar of the main window via **View > Playlists**.



*Playlists window*

> 🔥 **Tip**
>
> The layout of the **Playlists** window can be edited in an identical way to the **Media** window. You can customize the width and order of all columns by dragging them. To access additional settings, **right-click** one of the columns and select the desired option in the context menu (e.g. **Column Chooser**).

The window contains the following areas:

(1) - Toolbar

(2) - Playlists imported from a connected NRCS

(3) - Files contained in the currently selected playlist

The toolbar (1) provides the following functions:

| Symbol | Name | Function |
|---|---|---|
| ⟳ | Reload | Reload all playlists |
| ▶ | Load | Load playlist with all contained files into the corresponding Clipbox player<br><br>**Notice**<br>*When creating a playlist in a connected NRCS, a channel is usually defined for each file it contains. The playlist is then only valid for the channel(s) used. Each channel is assigned to a specific player in Clipbox. This eliminates the need to manually select the player to be used in Clipbox. When loading the playlist in Clipbox, the player assigned to the channel is used. Which channels have been used in a playlist can be recognized in the list of contained files by the entry in the Channel column (e.g. "A", "B", etc.).* |
| ▶ | Add | Load and add (if applicable) playlist with all contained files into the corresponding Clipbox player<br><br>**Notice**<br>*This enables you to add multiple different playlists to a player. Each playlist can only be added to a player once.* |
| ▶‖ | Load + Cue | Load playlist with all the files it contains into the corresponding Clipbox player and prepare the first clip for playback (set status to "Cue") |
| ▷ | Unload | Unload/remove currently selected playlist from the corresponding Clipbox player |

Several times are displayed per playlist. These differ as follows:

| Column | Function |
|---|---|
| Start time | Scheduled start time and date (provided by NRCS) |
| Duration | Planned duration (provided by NRCS) |

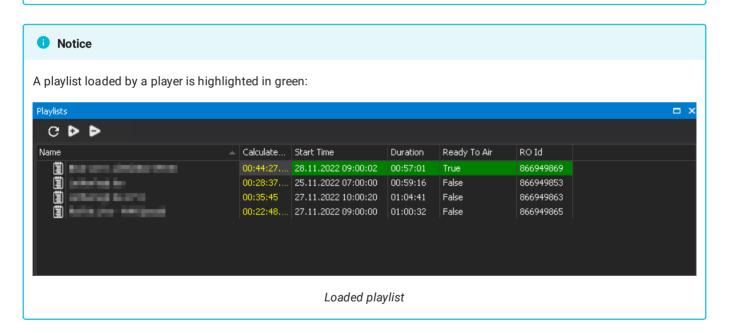| Column | Function |
|---|---|
| Calculated duration | Actual total length of all clips contained in the playlist (calculated by Clipbox) |

If you select a playlist by clicking on it, all the files used in it are listed below. Several times are displayed for each clip. These differ as follows:

| Column | Function |
|---|---|
| Duration | Planned (target) duration (provided by NRCS) |
| Media duration | Actual length (calculated by Clipbox) |

When you select a playlist by clicking it, all the files used in it are listed below.

> ⓘ **Notice**
>
> Files that exist in the directory (as specified in the playlist) monitored by Clipbox, are playable, which is indicated by a white file icon 📄. Files that are not yet available (e.g. placeholders) cannot be played, which is indicated by a red crossed-out file icon ❌.

> ⓘ **Notice**
>
> A playlist loaded by a player is highlighted in green:
>
> 
>
> *Loaded playlist*

If a playlist is removed in the connected NRCS, the list of available playlists in Clipbox updates automatically and the corresponding playlist. If a playlist is changed in the NRCS (e.g. changes to the order of the contained files or addition/removal of files), Clipbox automatically applies them and displays them accordingly in the **Playlists** window as well as in the clip lists of the players.

> ⓘ **Notice**
>
> Prerequisite for automatically applying these changes is that the playlist is set as **active** in the connected NRCS.

When Clipbox is connected to a MAM system, files missing from playlists are automatically requested by Clipbox from the MAM system and corresponding copy operations are triggered.

# 3.3 Deleting files

## 3.3.1 Deleting files on a scheduled basis

Clipbox can automatically clean the system of files that are no longer needed. Already during the import process, each added file is automatically assigned a deletion date. This configurable deletion date is used to determine when the file should be removed from the system.
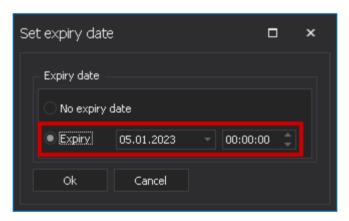
The deletion of files takes place once a day automatically and does not require any manual confirmation. The time for the deletion is configurable and usually set to be executed during the night hours (03:00 AM).

Alternatively, you can also manually intervene in the deletion process and make changes.

**Changing the deletion date of a file**

To change the deletion date manually, proceed as follows:
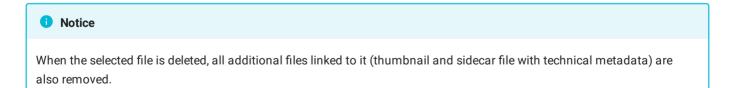
1. Select the corresponding file in the **Media** window.

2. **Right-click** on the file and select **Set file expiry** from the context menu.

3. Select the desired deletion date and time.



*Set expiry date*

4. Click **Ok**.

*The file will automatically be deleted when the selected deletion date is reached.*

> ℹ️ **Notice**
>
> When the selected file is deleted, all additional files linked to it (thumbnail and sidecar file with technical metadata) are also removed.
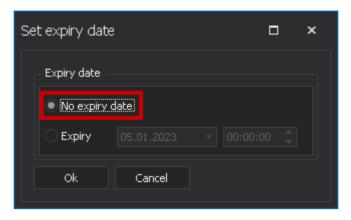
**Excluding a file from automatic deletion**

To permanently exclude a file from deletion, proceed as follows:

1. Select the corresponding file in the **Media** window.

2. **Right-click** the file and select **Set file expiry** from the context menu.

3. In the context menu, select **No expiry date**.



*Exclude file from deletion*

4. Click **Ok**.

*The file is excluded from deletion.*

## 3.3.2 Deleting directories and files manually

In the **Media** window you can delete subdirectories within a monitored source directory.

> ⚠️ **Warning**
>
> If you delete a directory, all files contained in it will be deleted.

To delete a directory and all the files it contains, proceed as follows:

1. In the **Media** window **right-click** on the directory to be deleted.

2. Select **Delete directory**.

3. Confirm the action by clicking **Ok**.

*The selected directory and all the files it contains are deleted.*

## 3.4 Using key and fill files

### 3.4.1 General information

> ℹ **Notice**
>
> To play files with key and fill content, your Clipbox system requires appropriate hardware. For further information please contact support.stream@qvest.com.

Clipbox supports playback of files which include transparency information (alpha channel). In addition, the system can link two files, one containing key information and the other containing fill information, and play the linked files via a single player.

> ℹ **Notice**
>
> The functionality offered by Clipbox in the area of key and fill differs from comparable systems and represents a resource-saving alternative. With other systems, several players usually must be linked together and controlled synchronously (also referred to as "Channel Ganging"). This is not necessary with Clipbox, as the playback of the linked key and fill data takes place via a single player.

### 3.4.2 Creating a link

Clipbox can link key and fill files via containers. The linked files included in a container can be played by Clipbox both individually (as key or fill file) and combined (incl. key and fill information).
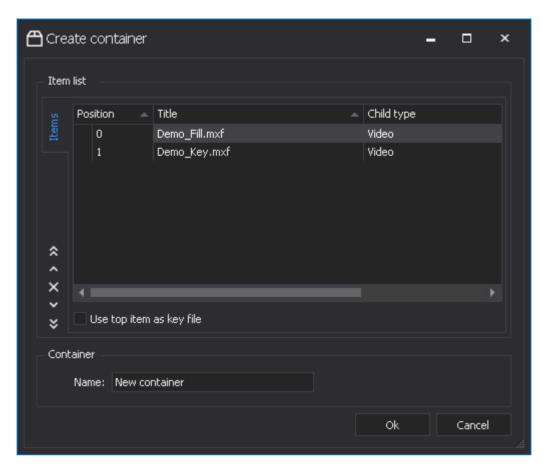
> ℹ **Notice**
>
> Each file can only be assigned to one container.

To link key and fill files, proceed as follows:
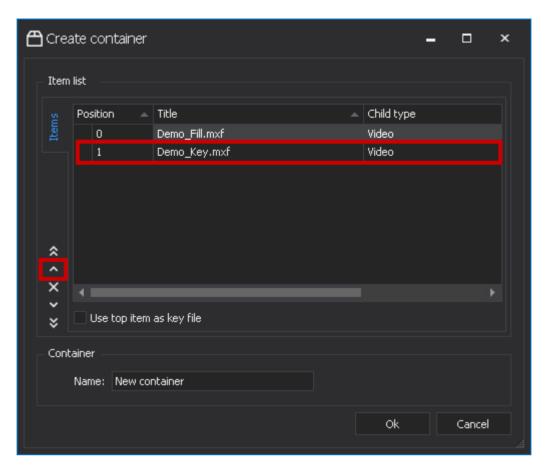
1. In the **Media** window, open the directory where the files to be linked are stored.

2. Select both files. To do this, hold down the **[Shift]** key to select several consecutive files or the **[Ctrl]** key to select files individually.

3. Open the context menu by **right-clicking** on one of the selected files and select **Create container**.

   *The **Create container** window opens and the selected files are displayed in the **Item list**.*
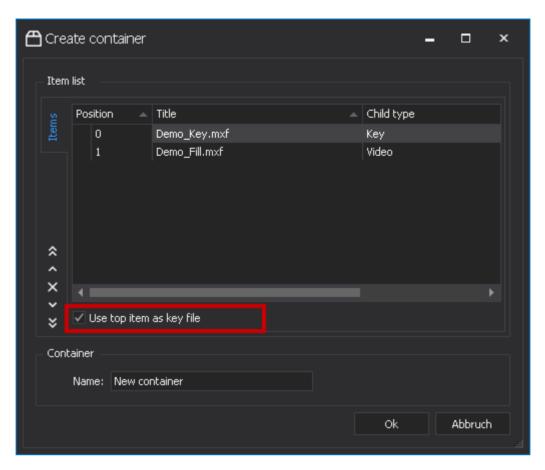
*Create container window*

4. If necessary, change the order of the two files so that the file with the key information is displayed as the first item in the list. To do this, select the corresponding file and move it to the top by clicking the corresponding symbol ⌃.

*Move file with key information to the first position of the Item list*

5. Activate the checkbox **Use top item as key file**.

*Use file at first position as key file*

6. Enter a name for the container in the **Name** field.

7. To create the container, click **Ok**.

*The files are linked and displayed in the Media window both as containers and individually. Containers are displayed separately as expandable items in the corresponding directory:*



*Display of linked key and fill files in the Media window*

## 3.4.3 Removing a link
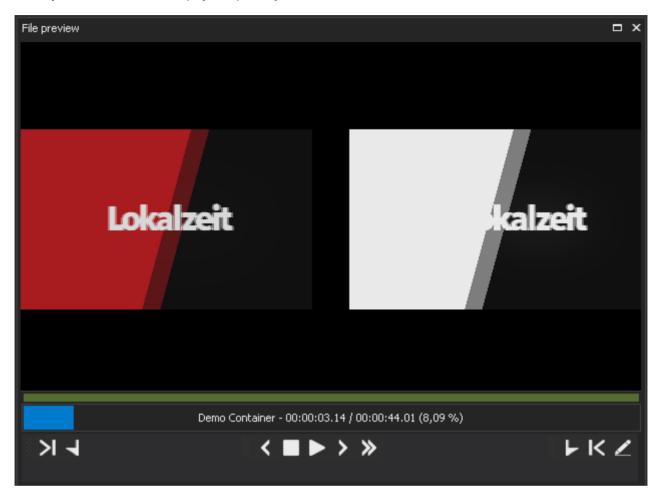
To unlink key and fill files, the corresponding container must be deleted. To do this, proceed as follows:

1. In the **Media** window select the container to be deleted.

2. Open the context menu via **right-click** on the selected element and select **Delete Container**.

*The container is deleted and the link between the key and fill files is removed. The files are only displayed individually in the Media window.*

### 3.4.4 Previewing linked key and fill files

Linked key and fill files can be previewed in the same way as individual files in the **File preview** window. The only difference is that the key and fill contents are displayed separately next to each other.



*Representation of linked key and fill files in the File preview window*

You can open linked key and fill files in the **File preview** window by **double-clicking** the container to be opened in the **Media** window, or alternatively by opening the context menu via **right-click** on the selected container and selecting **Open in preview**.

In addition to previewing the linked key and fill files, you can also use the **File preview** window to trim and create subclips.

### 3.4.5 Playing linked key and fill files as a clip

When you play linked key and fill files as a clip in a player, both files are played together. The handling is the same as using individual files.

To add a linked key and fill file to the clip list of a player and play it, proceed as described in Creating and playing a clip list. Instead of a single file, drag the corresponding container into the player's clip list.

# 3.5 Trimming clips

Trimming creates a section of a file by setting mark in and mark out points. Afterwards the file can be played either in full length or only the marked section.

> **ⓘ Notice**
>
> Trimming does not create new files. The set points are only stored internally.

You can trim completed files as well as growing files and linked key and fill files.

Clipbox provides several ways for trimming files. Depending on the selected variant a created section is either only available temporarily (within the clip list of a player) or permanently (reusable via the **Media** window).

Files can be trimmed either via the **File preview** window (temporarily or reusable) or via the edit mode of the player (temporarily).

> **ⓘ Notice**
>
> In the **File preview** window, only the video content of a file is played. This process is internal and independent of the system's live signal output. Existing audio tracks are muted during playback via the **File preview** window.
>
> On the other hand, changes made in the player's edit mode are visible in the output signal and thus enable a live material preview.

## 3.5.1 Temporarily trimming a clip via the File preview window

If you trim a clip via the **File preview** window, the marked section can be applied to the clip list of a player and played.

> **ⓘ Notice**
>
> The trimmed section is only temporarily available. It remains until you either change the set mark in and mark out points or remove the clip from the player's clip list.
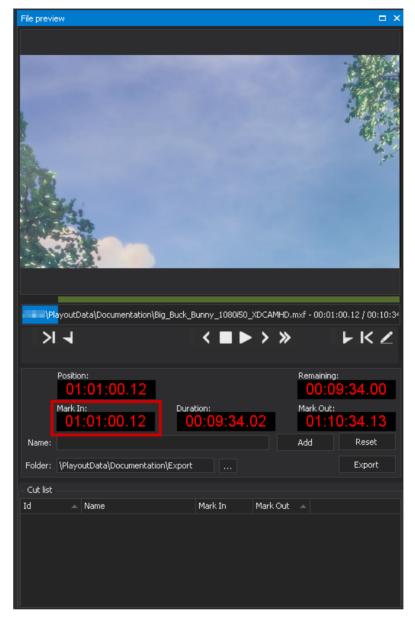
To trim a clip via the **File preview** window, proceed as follows:

1. Add one or more files to the clip list as described in steps 1-3 in Creating and playing a clip list.
2. In the player clip list, **right-click** the clip you want to trim and select **Open file in preview**.

   *The selected file is opened in the **File preview** window.*

3. Select the section to be trimmed by setting **mark in** and **mark out** points:

   a. To do this, either click directly on the position to be used in the timeline or use the File preview toolbar functions to select a frame-accurate position for the mark in point.

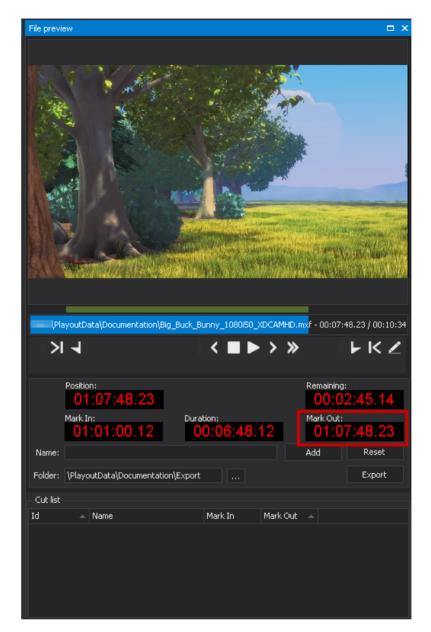   b. Click the **Set mark in** icon  to set the mark in point.

*The selected time is applied to the **Mark In** time display and highlighted in yellow.*



*File preview - Mark in point set*

c. Select the time for the mark out in the same way and then click the **Set mark out** icon [icon] to set the mark out point.

*The time selected for the mark out point is applied to the **Mark Out** time display. The **Duration** time display is also updated and shows the duration of the marked section.*
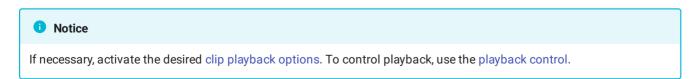
*File preview - Mark out point set*

d. To apply the set mark in and out points to the player's clip list, click the **Take** icon  on the right side of the **File preview** window toolbar.

*The marked section is applied to the clip and displayed in the clip list. If the clip is played afterwards, only the marked section will be played.*



*Trimmed section applied to clip list*

---

ⓘ **Notice**

If necessary, activate the desired clip playback options. To control playback, use the playback control.

---

4. To trim more clips, repeat steps 2 and 3.

*The clip was trimmed temporarily.*

## 3.5.2 Trimming a clip reusable via the File preview window

Another way of trimming via the **File preview** window is to create a reusable section.

> ℹ️ **Notice**
>
> The set mark in and out points are saved internally, and the trimmed section is afterwards displayed in the **Media** window as a subordinate element of the corresponding original file. The trimmed section can be used like an original file and can be viewed, for example, via the **File preview** window or played via a player.

To trim a file and save a selected section internally for reuse, proceed as follows:

1. Make sure that the **Media** and **File preview** windows are displayed. If not, activate them.

2. Open the file to be trimmed in the **File preview** window by either **double-clicking** it in the **Media** window or by choosing **Right-click > Open file in preview**.
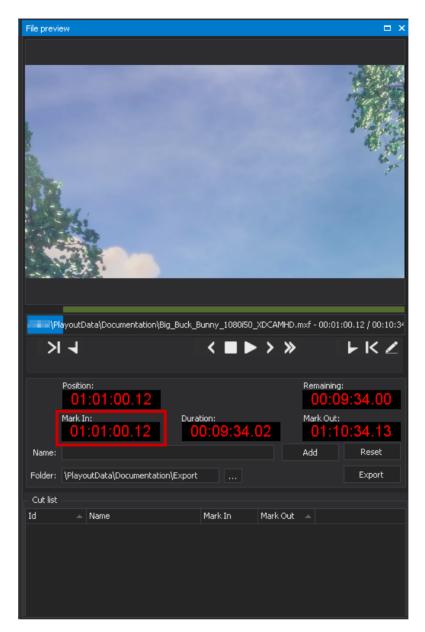
> 🔥 **Tip**
>
> To trim linked key and fill files, open the corresponding container.

3. Select the section to be trimmed by setting mark in and out points as follows:

   a. To select a frame-accurate time for the mark in point, either click directly on the corresponding position in the timeline or use the functions of the File preview toolbar.

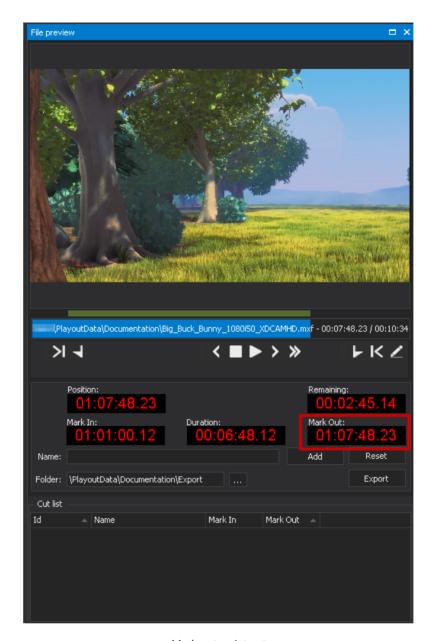   b. To set the mark in point, click the **Set mark in** icon ⬛.

   *The timecode for the mark in point is set and displayed in the **Mark In** field.*
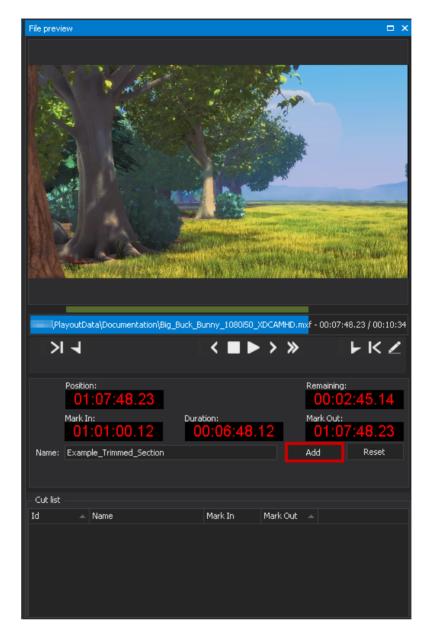
*Mark in point set*

c. Select the time for the mark out in the same way and click the **Set mark out** icon [icon] to set the mark out point.

*The time selected for the mark out point is applied to the **Mark Out** time display and highlighted in yellow. The **Duration** time display is also updated and shows the length of the marked area.*
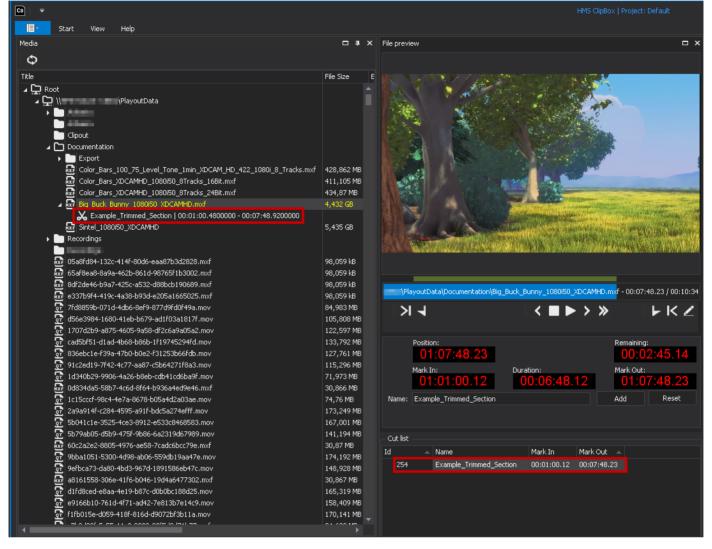
*Mark out point set*

4. In the **Name** field, enter a name for the trimmed section to be created.

5. Click **Add**.

*Add marked section to the Cut list*

*The selected area is added to the Cut list at the bottom of the **File preview** window using the specified name and the set mark in and out points. In the **Media** window, the original file is marked as an expandable element with the additional icon. You can list all available trimmed areas of a file by clicking on this icon.*

*Trimmed section created*

> 🔥 **Tip**
>
> To delete a trimmed section, proceed as follows:
>
> 1. In the **Cut list** select the trimmed section to be deleted.
> 2. Select **right-click > Delete selected trimmings**.
>
> *The trimmed section is deleted from the Cut list and the Media window. The original file remains unchanged and stays available.*

*The clip was trimmed for reuse.*

## 3.5.3 Trimming a clip via the edit mode of the player

> **ⓘ Notice**
>
> To use edit mode, the corresponding toolbar must be enabled. The edit mode toolbar is an optional component of the Clipbox user interface that can be enabled or disabled through the Clipbox system settings. The Clipbox system settings should only be changed by trained personnel.

Via the edit mode you can trim the clip currently loaded by a player.
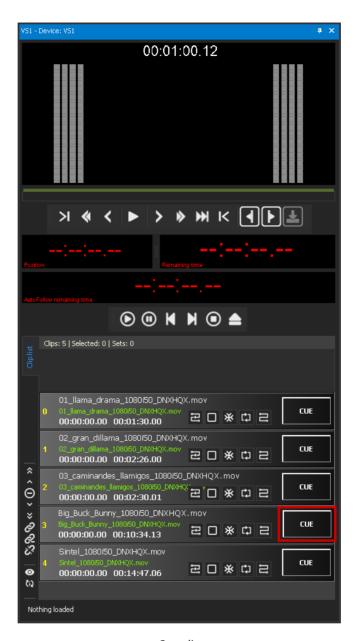
> **ⓘ Notice**
>
> The trimmed section is only available temporarily. It stays available until you either change the set mark in and out points or remove the clip from the player's clip list.

To trim a clip using edit mode, proceed as follows:
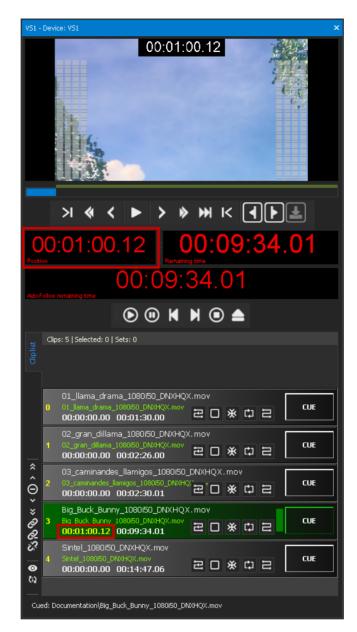
1. Add files to the clip list as described in steps 1-3 in Creating and playing a clip list.
2. Click **CUE** in the playback control of the clip to be trimmed.

*Cue clip*

3. Select the section to be trimmed using the edit mode toolbar.

a. First, select the time for the mark in point. To do this, either click directly on the position to be selected in the timeline or use the edit mode toolbar functions to select the time frame-accurately.

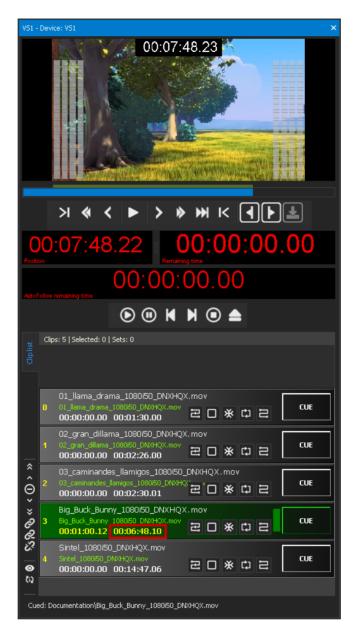b. Then click the **Set current position as mark in** icon ⬛, to set the mark in point.

*The timecode selected as mark in point is added to the clip list and highlighted in yellow.*

*Mark in point set (via edit mode)*

c. Select the mark out time in the same way and then click the **Set current position as mark out** icon to set the mark out point.

*The timecode selected as mark out point is applied. The duration of the trimmed section (defined by the set mark in and mark out points) is added to the clip list and highlighted in yellow. When the clip is played subsequently, only the trimmed section is played.*

*Mark out point set (via edit mode)*

> ℹ️ **Notice**
>
> If necessary, activate the desired playback options for the clip to be trimmed. To control playback, use the playback control.

4. To trim more clips, repeat steps 2 and 3.

*The clip was trimmed via the player edit mode.*

# 3.6 Using subclips

## 3.6.1 Creating subclips

> **ⓘ Notice**
>
> To create subclips, the optional Clipbox add-on module "Clipout" is required. For further information, please contact support.stream@qvest.com.

A subclip is a section of an original file that is created by setting mark in and mark out points and saving the section as a separate file. Afterwards, the newly created file is available in the **Media** window and can be played.

Creating subclips is similar to trimming files. However, unlike trimming files, creating subclips results in creating new files.

Subclips can be created from completed and growing files as well as from linked key and fill files. In this context a common use case is to create subclips from growing files, which allows incoming material to be edited at the earliest possible stage (also referred to as "Highlight Clipping/Cutting").

To create a subclip, proceed as follows:

1. Make sure that the **Media** and **File preview** windows are displayed. If not, activate them.

2. Open the original file to be used in the **File preview** window by either **double-clicking** the file in the **Media** window or by selecting **right-click > Open file in preview**.
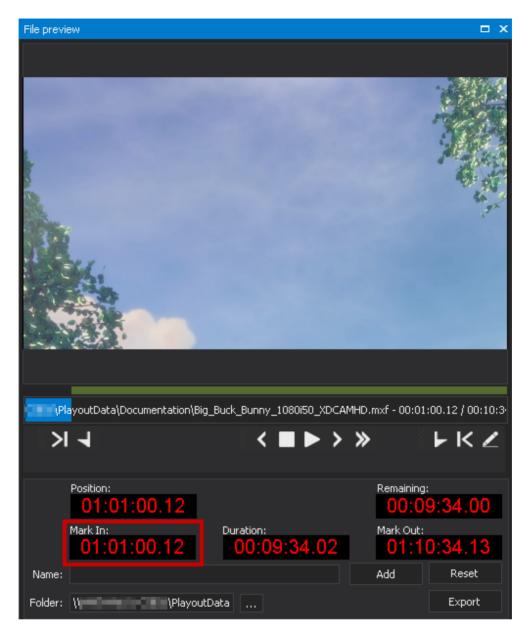
> **🔥 Tip**
>
> To create a subclip from linked key and fill files, open the corresponding container in the **Media** window via **double-click**.

3. Select the section of the file from which to create the subclip by setting appropriate mark in and mark out points as follows:

   a. To select a frame-accurate time for the mark in point, either click directly on the corresponding position within the timeline or use the functions of the File preview toolbar.

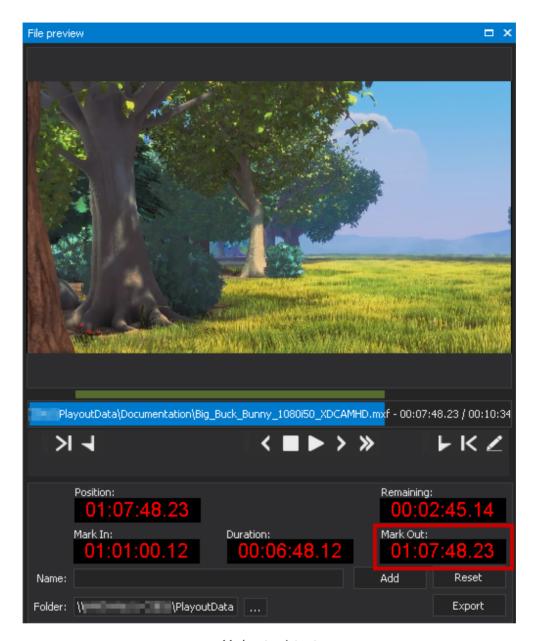   b. To set the mark in point, click the **Set mark in** icon ◖.

   *The timecode for the mark in point is set and displayed in the **Mark In** field.*
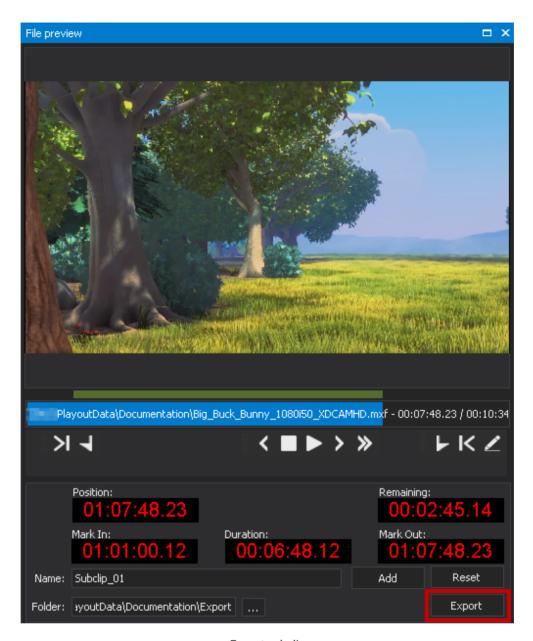
*Mark in point set*

c. Select the time for the mark out in the same way, and then click the **Set mark out** icon  to set the mark out point.

*The mark out timecode is set and displayed in the **Mark Out** field.*

*Mark out point set*

4. In the **Name** field, enter a name for the subclip to be created.

5. In the **Folder** field, select the export directory where you want to save the subclip.

6. Click **Export**.

*Export subclip*

> **ℹ Notice**
>
> The **Export** button is available only when the optional Clipbox add-on module "Clipout" is enabled, which is required to create subclips. For more information, contact support.stream@qvest.com.

*The selected section is saved as a new file in the selected export directory using the specified name. Afterwards, the resulting file is listed in the **Media** window.*

> **ℹ Notice**
>
> When creating a subclip from linked key and fill files, two new files are created in the selected export directory. One file contains the key contents of the selected section and the other file contains the fill contents. The names of the files are additionally marked in the **Media** window by "_01" or "_02". Both files can then be re-linked.

## 3.6.2 Previewing and playing a subclip

A subclip can be previewed just like the original file from which it was created. There is no difference in the use of the two types of files.

The same applies to playing back a subclip via the clip list of a player.

# 3.7 Using growing files

## 3.7.1 General information

Growing files are files that are not yet completed and are currently being copied to or created in a directory monitored by Clipbox.

Common use cases for growing files are:

1. A file is being recorded and created in a directory monitored by Clipbox.

2. A connected NRCS submits a playlist to Clipbox. The playlist contains a file that does not yet exist in the directory specified in the playlist and monitored by Clipbox. Clipbox then requests the missing file from a connected MAM system. The MAM system copies the file to the specified directory, but because the copy operation is still in progress, Clipbox recognizes the file as a growing file.

Growing files are highlighted in red in the **Media** window:



*A growing file highlighted in the Media window*

## 3.7.2 Using a growing file in the File preview window

Growing files can be played in the **File preview** window in the same way as completed files. The only difference is that for growing files there is an additional function to manually update the length/duration of the file.

> ℹ️ **Notice**
>
> The playback of growing files from a network storage device requires that it is connected to the Clipbox system with appropriate performance. For further information please contact support.stream@qvest.com.

To play a growing file using the **File preview** window, proceed as follows:

1. Ensure that the **Media** and **File preview** windows are displayed. If not, activate them.

2. Open the growing file via the **Media** window either by **double-clicking** or by selecting **right-click > Open file in preview**.

   *The file is opened in the **File preview** window. If the file contains timecode information, the time of the first frame ("time of day") is displayed in the **Position** field.*

> 🔥 **Tip**
>
> Clipbox provides the following two display variants for the timecode shown in the **Position** field:
>
> - Variant 1 (option **TimeCode mode** activated): Based on the timecode contained in the file metadata
>
> - Variant 2 (option **TimeCode mode** disabled): Starting at `00:00:00:00`
>
> You can switch between both variants by **right-clicking** on the **Position** field, activating or deactivating the **TimeCode mode** option.
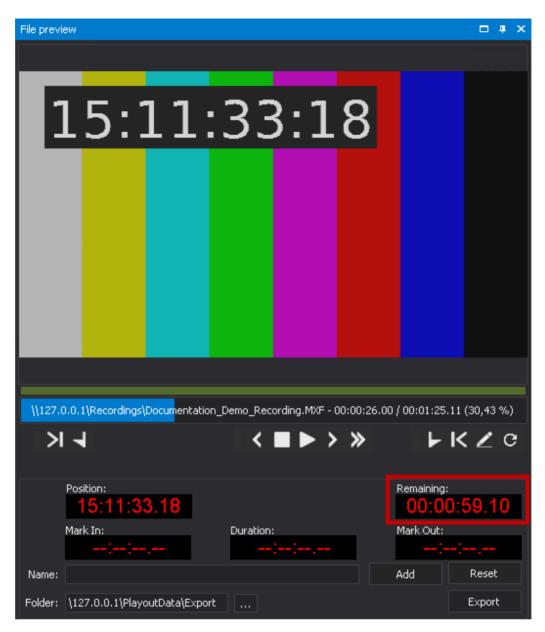
> 🔥 **Tip**
>
> You can specify the current playback position frame-accurately, by clicking on the timecode in the **Position** field and entering the desired timecode.

3. To control the preview playback, use the File preview timeline and/or the toolbar.

4. To update the length/duration of the file, click the **Update file length** icon 🔁.

*Growing file - Update file length*

The timeline and the time shown in the Remaining field are updated accordingly.

*Growing file - File length/duration updated*

### 3.7.3 Playing a growing file as a clip

Playing a growing file as a clip in a player also differs only slightly from playing a completed file. Since the duration of a growing file is still unknown at the start time of playback, a player can automatically play this file until it is completed and its end is reached.

> ℹ **Notice**
>
> The playback of growing files from a network storage device requires that it is connected to the Clipbox system with appropriate performance. For further information please contact support.stream@qvest.com.

To play a growing file as a clip, proceed as described in Creating and playing a clip list.
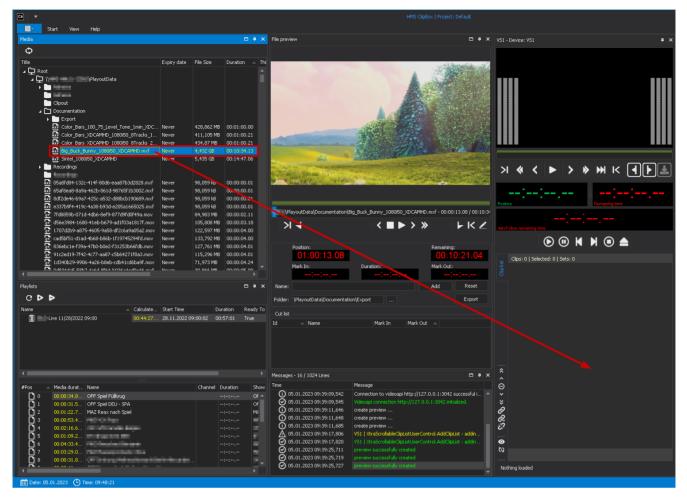
# 4. Media playback

## 4.1 Clips

### 4.1.1 Creating and playing a clip list

You can use any file type supported by Clipbox and listed in the **Media** window to create a clip list. This includes:

- single completed files
- growing files
- linked key and fill files
- trimmed sections of files
- subclips
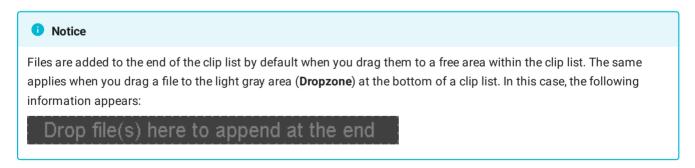
To create a clip list and play it, proceed as follows:

1. Ensure that the **Media** window is displayed. If not, activate the Media window.

2. Ensure that the player whose clip list you want to add files to is displayed. If not, activate the corresponding player window.

3. Drag and drop a file from the **Media** window to the **Clip list** of the desired player.

*Drag file from Media window to player clip list*

Clipbox provides the following ways to add files to a clip list using drag-and-drop:

- dragging file(s) from the **Media** window to a clip list

- dragging file(s) from the **File preview** window to a clip list

- dragging clip(s) from the clip list of one player to the clip list of another player

> ⓘ **Notice**
>
> Files are added to the end of the clip list by default when you drag them to a free area within the clip list. The same applies when you drag a file to the light gray area (**Dropzone**) at the bottom of a clip list. In this case, the following information appears:
>
> 
> Drop file(s) here to append at the end

> ℹ️ **Notice**
>
> When adding a file via drag-and-drop, Clipbox offers the possibility to automatically activate one or more playback options. In the current example, the **Freeze black** playback option is enabled by default.
>
> Playback options to be enabled automatically can be configured in the Clipbox system settings. Note that these should only be changed by trained personnel.

> ℹ️ **Notice**
>
> When you drag a single file onto a clip in the clip list, a dialog box appears asking you to confirm that you want to replace the existing clip. To replace the existing clip, click **Yes**.
>
> If you drag multiple files onto a clip in a clip list, the previously mentioned dialog box does not appear, and the new files are automatically added to the end of the clip list.

> 🔥 **Tip**
>
> Files can also be added to the clip list of the corresponding player via the keyboard using the keys **[F1]** or **[F2]**. The number of the function key corresponds to the number of the player (e.g. **[F1]** for player 1, **[F2]** for player 2, etc.).

*File added to clip list*

> 🔥 **Tip**
>
> Clips can be copied between the clip lists of different players. To do this, select one or more clips in the clip list of one player and drag and drop them into the clip list of another player.

> 🔥 **Tip**
>
> To start a preview playback in the **Preview** window, **right-click** on the corresponding clip in the clip list and select **Open file in preview**.

4. If necessary, activate the desired options for the added file in the playback options.

5. If necessary, repeat steps 3 and 4 to add more files to the clip list.

6. Prepare the first clip to be played, by clicking **CUE**.

7. Start playback of the clip by clicking the **Play** icon  in the playback control.

8. To control playback, use the playback control.

*The clip list is played*.

## 4.1.2 Scheduling clip playback

In addition to manual control, Clipbox allows you to schedule clip playback using pre-configured planned times.

**Assigning a planned time**
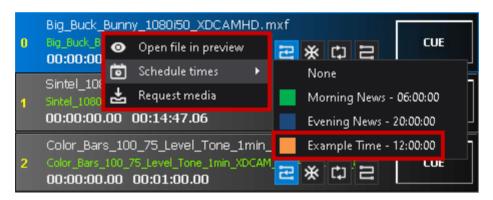
To assign a planned time to a clip, proceed as follows:

1. In a player's clip list, **right-click** the clip to which you want to assign a planned time.

   *The clip context menu is displayed.*



*Clip context menu*

2. Select **Schedule times** in the context menu and select the desired playback time.



*Select planned time*

   *The selected time is applied. The **CUE** button switches its label and now displays the selected planned time. In addition, the clip is marked in the upper left corner with the color of the selected planned time.*



*Planned time selected*

3. (Optional) To assign a planned time to other clips in the clip list repeat steps 1 and 2.

> ⓘ **Notice**
>
> The same planned time cannot be used more than once in a clip list. If a clip is assigned a planned time already used by another clip in the clip list, the planned time is reassigned to the new clip.
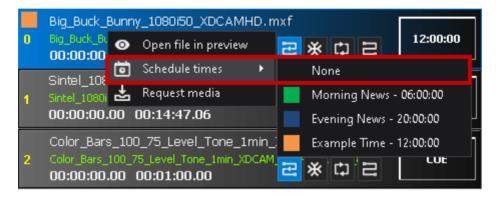
> **ⓘ Notice**
>
> A planned time is valid only for the day it is assigned.

*The planned time was assigned. Clip playback starts automatically at the selected planned time.*

**Removing an assigned planned time from a clip**

To remove an assigned planned time, **right-click** the corresponding clip and select **Schedule times > None**.



*Remove planned time from clip*

*The planned time is removed, and the button switches its label from the previously selected planned time back to **CUE**. To play the clip again, you must either start playback manually or assign a new planned time.*
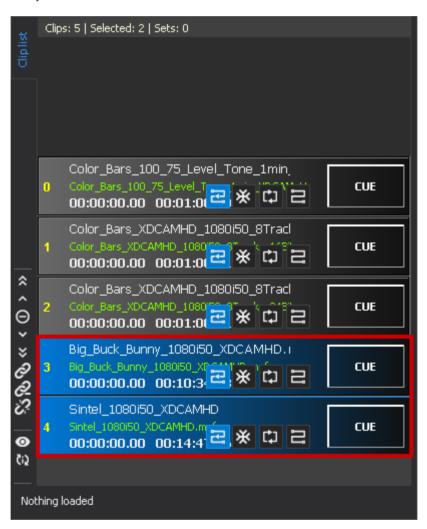


*Planned time removed from clip*

## 4.1.3 Grouping clips

By creating groups, clips can be highlighted in color for better differentiation within the clip list. They also provide the option of playing grouped clips in a loop.
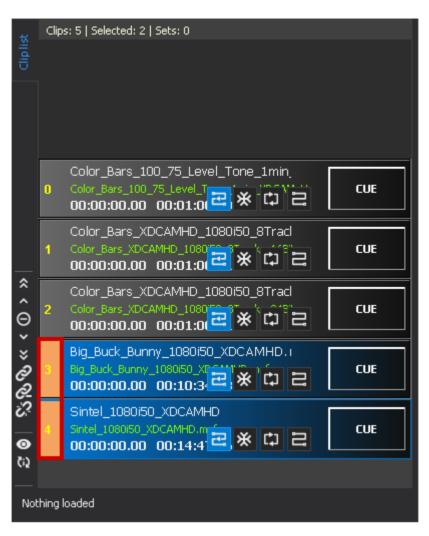
**Creating a group**

To group clips within a clip list, proceed as follows:

1. Add files to the clip list as described in steps 1-3 in Creating and playing a clip list.

2. In the clip list select the clips to be grouped. To do this, use the **[Shift]** key to select multiple consecutive clips or the **[Ctrl]** key to select clips individually.



*Clip list with selected clips to be grouped*

3. In the clip list editing toolbar click the **Link selected clips** icon .

   *The selected clips are grouped and highlighted in the group color.*

*Clip list with grouped clips*

> **ⓘ Notice**
>
> The number of groups in a clip list is not limited.

> **ⓘ Notice**
>
> If necessary, activate the desired playback options of the added clips. To control playback, use the playback control.

*The group was created.*

**Playing a group in loop**

Grouped clips can be played in the same way as ungrouped clips (see section Creating and playing a clip list).

To play the clips contained in a group in loop, proceed as follows:

1. If the clips to be played are not yet part of a group, add them to a group as described in section Creating a group.

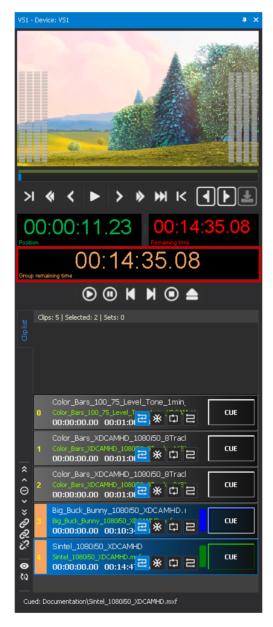2. Activate the playback option **Loop** 🔁 for the last clip in the group.

3. Prepare the playback of the first clip to be played, by clicking **CUE**.

4. Start playback of the clip, by clicking the **Play** icon  in the playback control.

*The clips contained in the group are played in loop. When the playback of the last clip ends, playback of the first clip starts again automatically.*

> **ⓘ Notice**
>
> The **Group remaining time** display of the clip list provides two display variants which can be switched by double-clicking on the time display:
>
> - **Autofollow remaining time** (remaining time of clips with the **Autofollow** option enabled)
> - **Group remaining time** (remaining time of the currently played group)
>
> The time displays use different colors. To help you distinguish different groups, the group remaining time is highlighted in the color of the currently playing group.



*Remaining time display of a group*

**Ungrouping a group**

Depending on whether you want to completely ungroup a group of clips or remove individual clips from a group, proceed as follows:

- To completely ungroup a group, select a clip in the group and click the **Release all clips from group** icon  in the toolbar for editing the clip list.

- To remove individual clips from a group, select the clips to be removed and click the **Release selected clips from group** icon  in the toolbar for editing the clip list.

*The group is either completely ungrouped, or the selected clips are removed from it.*

## 4.2 Playlists

### 4.2.1 Synchronizing playlists between NRCS and Clipbox

Synchronizing playlists between a connected NRCS and Clipbox is usually triggered automatically when a playlist in the NRCS is shared with or exported to Clipbox or changed. Each synchronized playlist is then added to the list of available playlists in Clipbox and can be played, if all contained files are available in the specified directory.

Any later changes to playlists that are made in the connected NRCS are also automatically synchronized with Clipbox and displayed. This applies not only to content changes but also to files being hidden or displayed (also referred to as "Float" and "Unfloat").

However, you can also start the synchronization process manually, by clicking the **Refresh all playlists** icon  in the **Playlists** window.
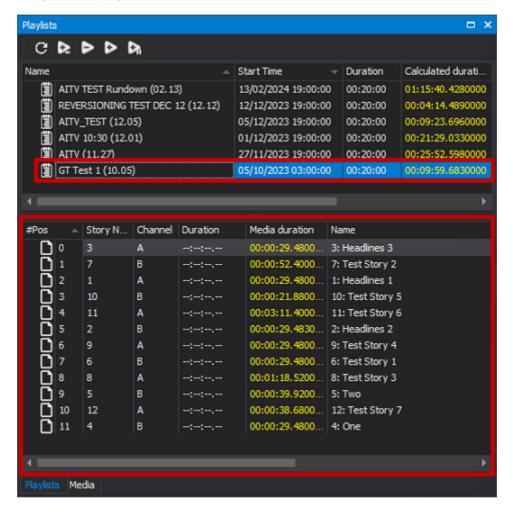
## 4.2.2 Loading and playing a playlist

**Loading a playlist**

To load and play a playlist, proceed as follows:

1. In the **Playlists** window select the playlist to be loaded.

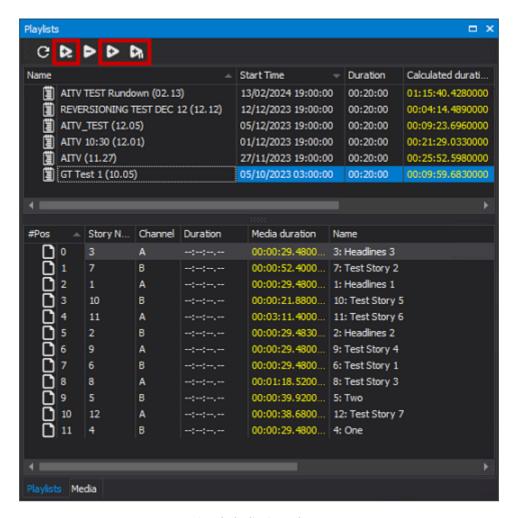   *All files used in the playlist are displayed in the list below.*



*Playlist selected to be loaded*

2. Depending on how the playlist should be loaded, click on the corresponding icon in the toolbar: **Load** , **Add** or **Load + Cue** .
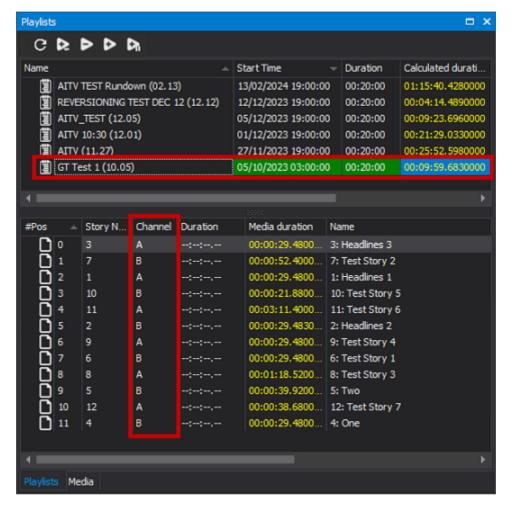
> ⓘ **Notice**
>
> Depending on the Clipbox configuration, not all of these icons may be available. Information on the differences between the functions of the icons can be found in section Playlists.

*Load playlist into player*

*The playlist and the files used in it are added to the clip lists of the corresponding players. In addition, the loaded playlist is highlighted in color in the **Playlists** window (green by default).\**

> **ⓘ Notice**
>
> The player to be used is selected automatically. The selection depends on which channel has been selected in the NRCS for the playlist and to which Clipbox player the channel is linked. Which channel has been selected for a playlist is recognizable in the **Playlists** window in the list of included files by the entry in the **Channel** column (e.g. "A", "B", etc.).
>
> 
>
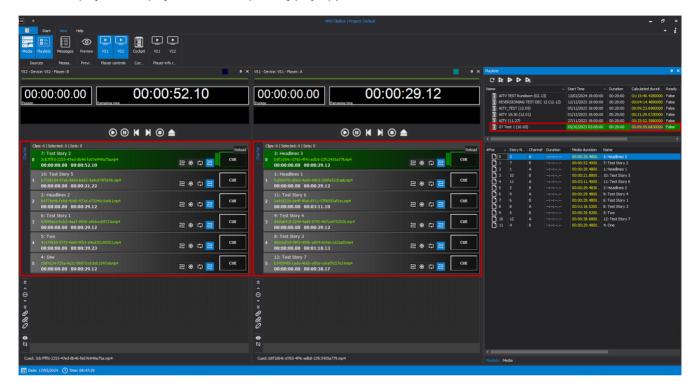> *Channel for which the playlist is valid*
>
> If no channel is specified for a file in the connected NRCS, the default player configured in the Clipbox system settings is automatically selected. This allows you to specify, for example, that all playlists without a selected channel should be loaded by one or more specific players by default.

> **ⓘ Notice**
>
> If the clip list of the corresponding player already contains individual clips (that are not part of a playlist), these are retained even after the playlist is loaded. The same applies to both the currently playing and prepared clip in status "Cue".

> **ⓘ Notice**
>
> If another playlist has already been loaded into the player's clip list, a dialog box is displayed. To unload the already loaded playlist and load the new playlist instead, confirm the dialog with **Yes**.

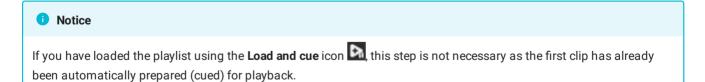*The loaded playlist is displayed in the corresponding player(s) as follows:*



*Playlist loaded into player*

*The playlist was loaded into the corresponding player and can be played.*

**Playing a playlist and controlling it via player**

Once you have loaded a playlist, proceed as follows to play it:

1. Prepare playback of the first clip to be played in the playlist by clicking **CUE** in the corresponding player window.

> **ⓘ Notice**
>
> If you have loaded the playlist using the **Load and cue** icon , this step is not necessary as the first clip has already been automatically prepared (cued) for playback.

*Prepare clip playback*

*The clip is prepared for playback. The clip is highlighted in color in the player's clip list (green by default).*

2. Start playback of the clip by clicking the **Play** icon ⊙ in the playback control of the player.

*Start clip playback*

*Playback of the clip starts. The clip is highlighted in color in the player's clip list (red by default).*

*Clip playback started*

3. To control further playback, also use the player's playback control functions (e.g. **Cue next** ⏭, **Play** ▶, etc.).

*The playlist is played according to the playback control functions you use and the playback options selected for the clips it contains.*
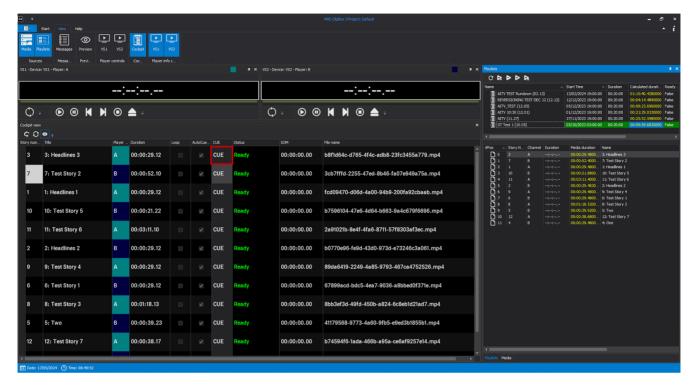
**Playing a playlist and controlling it via Cockpit**

If you are using the Cockpit view in combination with the Player information and control, proceed as follows after loading a playlist to play it:

1. Prepare the playback of the first clip to be played in the playlist by clicking **CUE** in the row of the corresponding clip in the **Cockpit**.
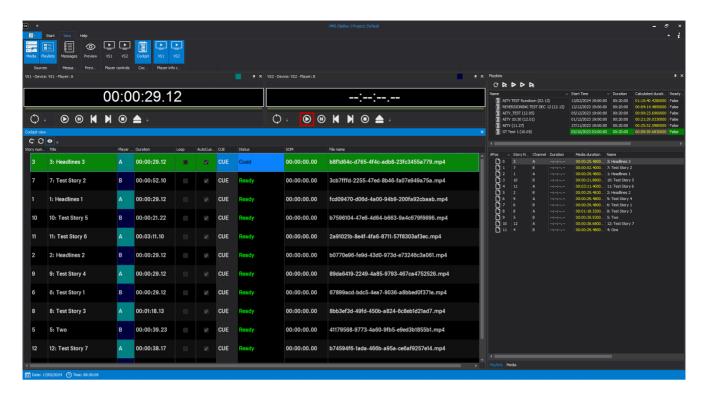
> **ⓘ Notice**
>
> If you have loaded the playlist using the **Load and cue** icon ![icon], this step is not necessary as the first clip has already been automatically prepared (cued) for playback.
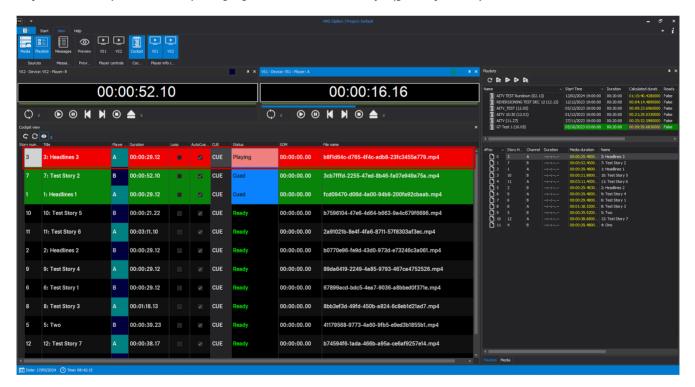


*Prepare clip playback*

*Playback of the clip is prepared. The clip is highlighted in color in the **Cockpit** (green by default).*

2. Start playback of the clip by clicking the **Play** icon ![play icon] in the [playback control](#) of the player.

*Start clip playback*

Playback of the clip starts. The clip is highlighted in color in the **Cockpit** (green by default).



*Clip playback started*

3. To control further playback, also use the player's playback control functions (e.g. **Cue next** ⏭, **Play** ⏺, etc.).

*The playlist is played according to the playback control functions you use and the playback options selected for the clips it contains.*

## 4.2.3 Unloading a playlist

Unloading removes the playlist currently selected in the **Playlists** window (including all files used in it) from the clip lists of all players where it is currently loaded.

> ⓘ **Notice**
>
> This excludes the clips currently being played by each player. If the playlist is being played at the time of unloading, the currently playing clip is not removed and playback continues.
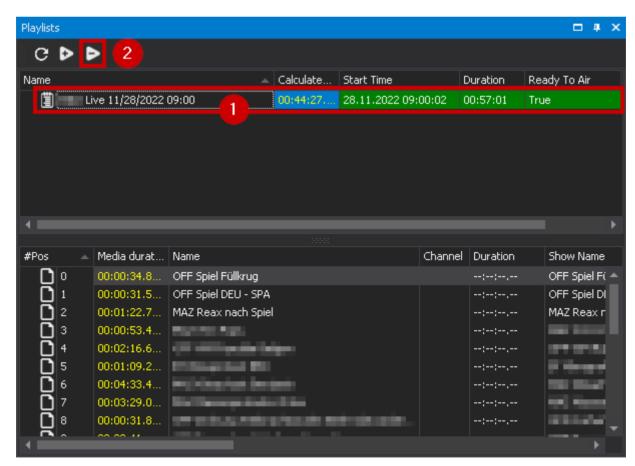
To unload a playlist, proceed as follows:

1. In the **Playlists** window, select the playlist to be unloaded.

> 🔥 **Tip**
>
> A playlist that is currently loaded is highlighted in green by default.

2. Click the **Unload** icon ▶.



*Unload playlist*

*A dialog box is displayed to confirm the action.*

3. Confirm the dialog, by clicking **Yes**.

   *The playlist is unloaded.*

> **ⓘ Notice**
>
> If a playlist is loaded in the clip lists of several players, the playlist is removed from the clip lists of all corresponding players when unloading.

> **ⓘ Notice**
>
> If the clip list of the corresponding player contains individual clips (which are not part of a playlist) in addition to the playlist to be unloaded, these clips are retained even after the playlist has been unloaded. The same applies to both the currently playing clip and the prepared clip in status "Cue".

> **ⓘ Notice**
>
> If you did not select a playlist in step 1, all playlists currently loaded in the clip lists of all players are unloaded.

# 5. Keyboard shortcuts

The following table shows all standard keyboard shortcuts supported by Clipbox:

| Area / Window | Key / Key combination | Function |
|---|---|---|
| Media | F1 | Add selected file(s) to playlist of player 1 |
| | F2 | Add selected file(s) to playlist of player 2 |
| | Ctrl + F | Open search panel |
| | Ctrl + C | Copy selected file(s) to clipboard |
| Preview | Space | Play/Pause |
| | Ctrl + 1 | Play |
| | Ctrl + 2 | Pause |
| | Ctrl + I | Jump to mark in |
| | I | Set mark in |
| | Arrow left | Previous frame |
| | Shift + Esc | Stop |
| | Arrow right | Next frame |
| | O | Set mark out |
| | Ctrl + O | Jump to mark out |
| | Shift + Enter | Save material markers in the playlist |
| | Ctrl + Shift + Enter | Save material markers in the database |
| Player | F4 | Pause |
| | F5 | Play |
| | F6 | Cue current clip |
| | F7 | Cue previous clip |
| | F8 | Cue next clip |
| | F9 | Stop |
| | F10 | Eject |
| | F11 | Freeze last |
| | F12 | Autocue next |