



User Guide

v1.0, October 2009

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P: Preamble

Versions

SpotTrack manual v1.0, issued October 5th 2009.
This manual relates to SpotTrack v1.00, released October 5th 2009.

We'd be grateful if you could report any errors by email to:
spotmanualerrors@focustrack.co.uk.

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Copyright

SpotTrack is Copyright © 2009 FocusTrack, all rights reserved.
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A SpotTrack licence is valid for one show only.
For full licence information, visit www.spottrack.co.uk/licence

Developed using FileMaker Pro: portions of this software are ©1984-2009 FileMaker Inc. All rights reserved.
WARNING: This solution contains password(s) which can only be provided by the developer.

FocusTrack is a registered trademark and SpotTrack is a trademark of FocusTrack.
Other trademarks are hereby acknowledged.

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Email: spotsupport@focustrack.co.uk

Note: SpotTrack hails from the UK, and so tends to operate on UK time.

Found a bug? Email spotbugs@focustrack.co.uk

Thought of a new feature? Email spotideas@focustrack.co.uk

Show Credit

The show featured in the screen grabs in this manual is the Cameron Mackintosh / NETWORKS production of the National Theatre's *My Fair Lady*, which toured the UK in 2005-2006 and the US in 2007-2008.

The show's creative team was:

Director:	Shaun Kerrison, from the original by Trevor Nunn
Choreographer:	Fergus Logan, from the original by Matthew Bourne
Designer:	Matt Kinley, from the original by Anthony Ward
Lighting:	Rob Halliday, Oliver Fenwick, from the original by David Hersey.

More information at www.myfairladythemusical.com.

The spot cue sheets were created in early versions of SpotTrack by Matt Roper.

Thanks also to the other SpotTrack beta testers, particularly Dan Walker, Ellie Wright, Anna Mac, Mary Reed.

1: Introduction

SpotTrack is a tool for creating and managing followspot cue sheets, for shows with one to four followspots. It is designed to be quick to learn, easy to use, and to both simplify many common tasks in managing followspots and to reduce the amount of typing you have to do.

In particular, it allows you to:

- work on each spot's cue sheet in isolation, or with multiple cue sheets side by side
- switch quickly between cue sheets
- define shortcut buttons for things you type regularly - character names, sizes, common instructions, intensities
- store additional information about each spot - type, colour setup, operator
- store additional information about the cast - character names, character pictures, cast names and more
- print spot sheets for each spot op, and master spot calling sheets for the spot caller; cue sheets can also highlight new or changed cues automatically if required.
- print character contact sheets for spot ops, perfect for introducing new spot ops or house spot ops meeting a touring show for the first time to the characters they will be following.

SpotTrack also supports charity: fifteen percent of the sale price of each SpotTrack licence goes to either Light Relief in the UK, or The ESTA Foundation's Behind The Scenes in North America - you get to choose which charity you support at the time of purchase. Find out more about these charities on [p49](#).

2: Getting Going

Downloading SpotTrack

SpotTrack can be downloaded from www.spottrack.co.uk.

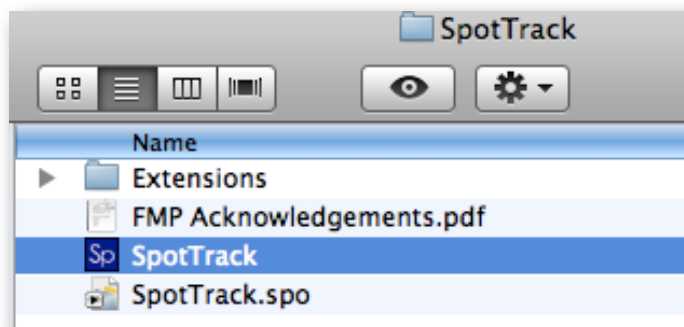
Versions are available for Mac and PC.

The Mac version requires Mac OS X v10.4.11 or later and at least 512Mb of RAM.

The PC version requires Windows XP Professional (SP3) with at least 256Mb of RAM, or Vista with at least 512Mb of RAM.

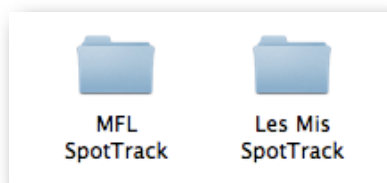
Downloading the appropriate version will give you a .zip compressed file containing SpotTrack. Double-clicking on the file will expand it to a folder containing SpotTrack.

On a Mac, there are two main files, SpotTrack (the application, with the Sp icon) and SpotTrack.spo (the data file):



On a PC, you will see more files, but the important ones are called SpotTrack.exe (with the Sp icon) and SpotTrack.spo (the data file).

Note that SpotTrack is self-contained - it is the application and the data file. You will need one SpotTrack for each show you wish to use SpotTrack on. You can re-name the folder - 'My Fair Lady SpotTrack' - and can store that folder wherever is convenient on your hard drive. You should not change the names of the files it contains.



Running SpotTrack

To run SpotTrack, double click on the 'SpotTrack' file on a Mac, or the 'SpotTrack.exe' file on a PC.



Purchasing SpotTrack

To run SpotTrack, you need to purchase a SpotTrack licence - which you can do via the website, www.spottrack.co.uk.

A SpotTrack licence costs £45.

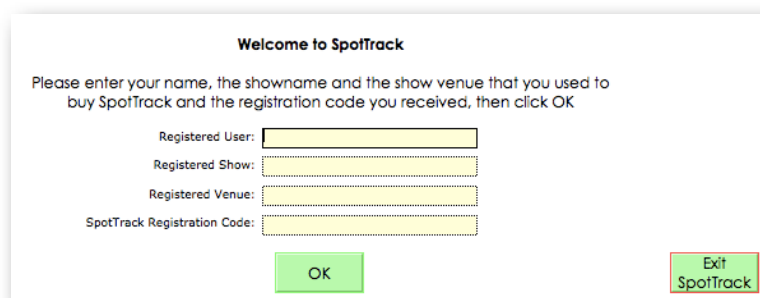
To purchase a licence, you will need to specify the Registered User, Registered Show and Show Venue for SpotTrack. The registered show should be the show name ('My Fair Lady'); the venue could be the venue name or some other description, such as 'UK Tour'.

Each SpotTrack licence is valid for one show only - think of SpotTrack as a consumable, like colour filters or lightbulbs.

Once you have registered and paid, you will receive a Registration Code by email, which will enable SpotTrack for that show. Note that this code is generated by a human being and so may not appear instantaneously.

Why do you have to purchase SpotTrack for each show? Because by doing so, you (and your venue) are supporting two fantastic lighting charities - Light Relief in the UK, and The ESTA Foundation's Behind The Scenes in North America; you get to choose which when you purchase SpotTrack. You can find out more about these charities on [p49](#).

Once you have your Registration Code, you can enter it into SpotTrack to get to work; enter the information required then press 'OK'.

A screenshot of the SpotTrack registration dialog box. The title bar says "Welcome to SpotTrack". The text inside says "Please enter your name, the showname and the show venue that you used to buy SpotTrack and the registration code you received, then click OK". There are four input fields: "Registered User:", "Registered Show:", "Registered Venue:", and "SpotTrack Registration Code:". Below the fields are two buttons: "OK" and "Exit SpotTrack".

Welcome to SpotTrack

Please enter your name, the showname and the show venue that you used to buy SpotTrack and the registration code you received, then click OK

Registered User:

Registered Show:

Registered Venue:

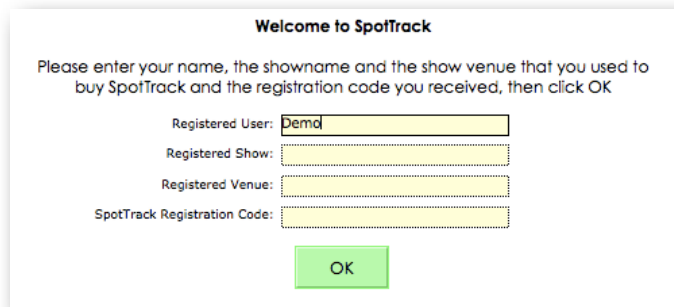
SpotTrack Registration Code:

OK Exit SpotTrack

As part of the registration process, SpotTrack will ask for your name and a contact email; this information will be passed back to us purely for registration and technical support purposes, and to allow us to send you information about updated SpotTrack releases. If you don't want to receive update information, just check the 'don't send news about updates' box.

Trying SpotTrack

If you want to try SpotTrack before you buy, you can. Enter 'Demo' as the Registered User then press 'OK' and SpotTrack will run in demo mode.

A screenshot of a software dialog box titled "Welcome to SpotTrack". The text inside says: "Please enter your name, the showname and the show venue that you used to buy SpotTrack and the registration code you received, then click OK". There are four input fields: "Registered User:" with "Demo" entered, "Registered Show:", "Registered Venue:", and "SpotTrack Registration Code:". All fields have a yellow background and a dotted border. Below the fields is a green button with the text "OK".

Welcome to SpotTrack

Please enter your name, the showname and the show venue that you used to buy SpotTrack and the registration code you received, then click OK

Registered User:

Registered Show:

Registered Venue:

SpotTrack Registration Code:

In this mode, you can only work on two spots, you won't be able to print cue sheets, and SpotTrack will quit just often enough to be borderline annoying (every thirty minutes). Apart from that, you should be able to get an idea of whether SpotTrack will be of use to you.

Every time you run SpotTrack in demo mode, it will give you a chance to enter a registration code; if you do so here you will be able to continue working with any cues you have already entered in SpotTrack.

3: Things To Note

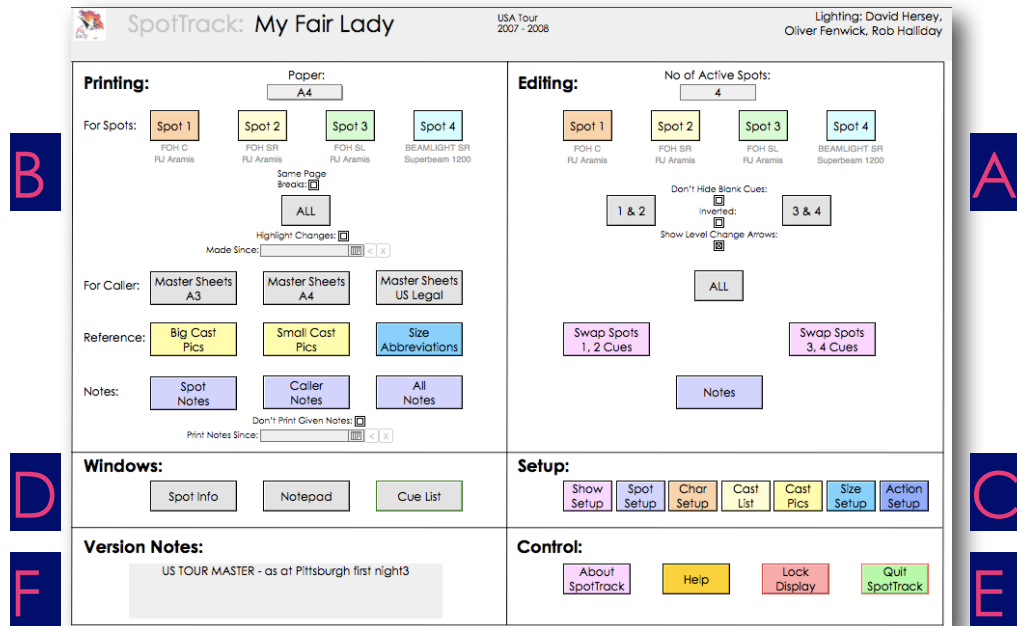
There are a couple of ways in which SpotTrack differs from other applications that you should be aware of:

- Each SpotTrack contains both the SpotTrack application and the SpotTrack data file, contained within one folder. You should have a SpotTrack folder for each show you are using SpotTrack on. SpotTrack (and FocusTrack) work like this in an attempt to ensure that data remains accessible long-term, which can be important for shows with a long life, whether they be hit musicals or drama, opera or dance products that play in rep, but may drop out of the rep only to re-appear years later. In some cases, data associated with those shows has become unreadable - old MacDraw files that nothing can now open, for example! We hope that by having the application with the data, you'll have a better chance of being able to get into show data for a long time to come.
- No saving! You'll notice that there is no 'Save' command in SpotTrack. It is saving your data as you work, hopefully to help avoid that catastrophic moment when the power goes out and you realise you haven't saved for the last three critical hours of tech!

Be careful, though: this also means that you can't work on the show for a bit then decide to save it as a new version. If you want to do that, you should copy the SpotTrack data file ('SpotTrack.spo', inside the SpotTrack folder) before you start work for the day, to ensure that you still have the previous version should you need it. This is good backup practice in any case, to ensure you have a backup in case you (or your computer) have a bad day.

4: Navigation

All of the features of SpotTrack can be accessed from the Main Screen:



You'll end up here when you start SpotTrack. You can always get back here by pressing ⌘-0 (on a Mac) or Ctrl-0 (on a PC), or by selecting Display > Main Menu.

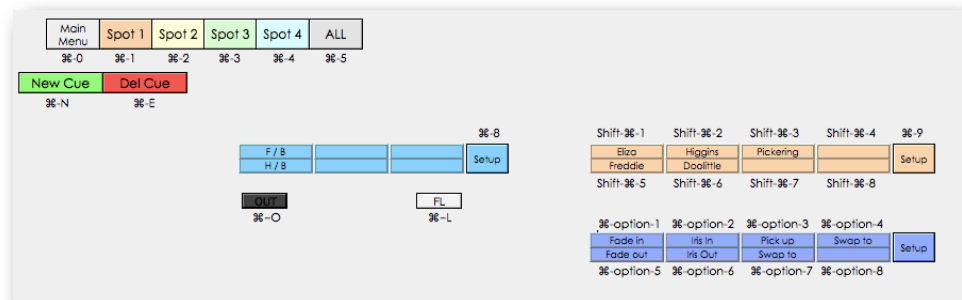
The Main Screen is divided into six principal areas:

- A. Editing: creating and making changes to cue sheets. See [p25](#).
- B. Printing: printing cue sheets. See [p36](#).
- C. Setup: configuring SpotTrack with information about your spots, your show, your shortcuts and more. See [p12](#).
- D. Windows: Opening additional windows with other information - a summary of your spot's setup, a notepad for taking notes, the cue list if you have imported it from FocusTrack. See [p34](#).
- E. Control: Information about SpotTrack. See [p46](#).
- F. Version notes: A place to quickly make note of where you are up to in the process of creating a show and which version of the spot cues SpotTrack currently contains - 'preview 1', 'first night' or whatever.

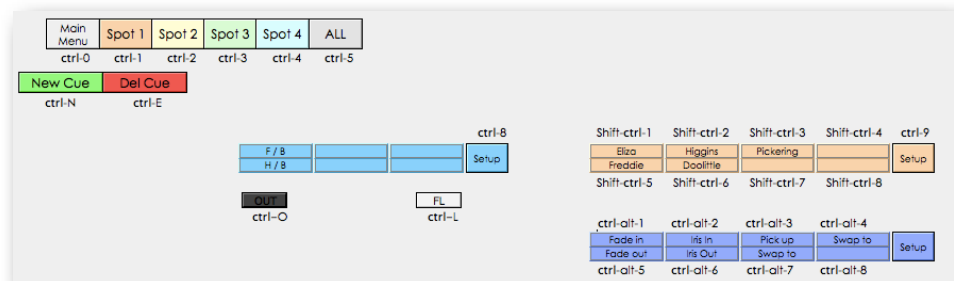
In general, SpotTrack is navigated by clicking on a button to take you to the information you want to work on. The most commonly used buttons also have keyboard shortcuts, the most important of which are:

Mac	PC	Action
⌘-0	ctrl-0	Return to the Main Screen
⌘-1	ctrl-1	Spot 1's cuesheet
⌘-2	ctrl-2	Spot 2's cuesheet
⌘-3	ctrl-4	Spot 3's cuesheet
⌘-4	ctrl-4	Spot 4's cuesheet
⌘-5	ctrl-5	All spot cuesheets
⌘-N	ctrl-N	Create a new cue
⌘-E	ctrl-E	Erase the selected cue
⌘-O	ctrl-O	Level OUT (thing Out !)
⌘-L	ctrl-L	Level at FULL (think FL !)

You can see more keyboard shortcuts by selecting 'Help' from the Control section of the main control screen, for Mac:



or PC:

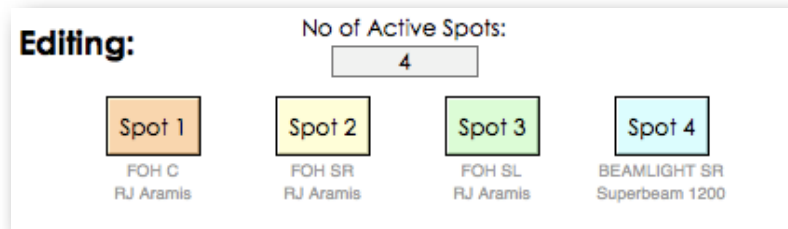


You can also jump between the various displays using the Display menu.

5: Setup

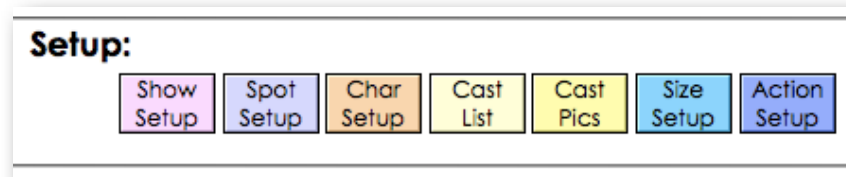
Specifying The Number of Followspots

SpotTrack can handle from one to four followspots. You can choose how many spots you are working with by entering the number into the 'No of Active Spots' box at the top of the Editing area of the Main Screen.



Note that any cue or spot setup information you enter is retained even if you later reduce the number of spots (ie. if you change the number from 4 spots to 3, information for spot 4 is retained, useful if a tour goes to a house with fewer spots than normally required for the show).

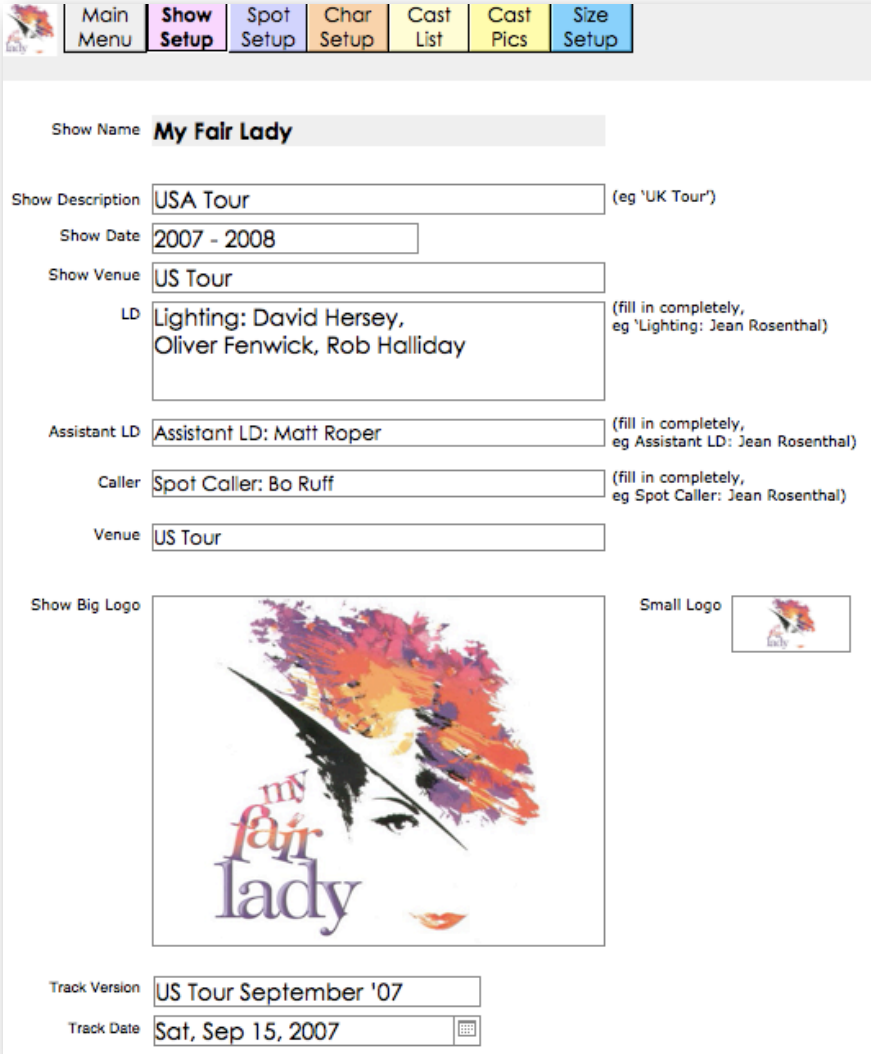
Setup Options



There are setup screens for show information, the spot setup, character setup, cast setup, cast pictures, size shortcut setup and action shortcut setup; you can get to these using the Setup buttons on the Main Screen, or jump directly from setup screen to setup screen using the appropriate buttons.

Show Setup

Show Setup lets you store information about the production - show name, lighting designer, lighting team and so on. The show name is the show name you specified when you purchased SpotTrack; this cannot be changed. The other information can be edited as required.



The screenshot shows the 'Show Setup' form in the SpotTrack application. At the top is a navigation bar with tabs: Main Menu, Show Setup (active), Spot Setup, Char Setup, Cast List, Cast Pics, and Size Setup. The form contains the following fields:

- Show Name:** My Fair Lady
- Show Description:** USA Tour (with a note: (eg 'UK Tour'))
- Show Date:** 2007 - 2008
- Show Venue:** US Tour
- LD:** Lighting: David Hersey, Oliver Fenwick, Rob Halliday (with a note: (fill in completely, eg 'Lighting: Jean Rosenthal'))
- Assistant LD:** Assistant LD: Matt Roper (with a note: (fill in completely, eg Assistant LD: Jean Rosenthal))
- Caller:** Spot Caller: Bo Ruff (with a note: (fill in completely, eg Spot Caller: Jean Rosenthal))
- Venue:** US Tour
- Show Big Logo:** A large image of the 'My Fair Lady' logo featuring a woman's face and the text 'my fair lady'.
- Small Logo:** A small version of the 'My Fair Lady' logo.
- Track Version:** US Tour September '07
- Track Date:** Sat, Sep 15, 2007

You can switch between fields by clicking, or using the tab key to step between them (shift-tab to move backwards).

Name fields should have the job title specified in full as you wish it to appear, ie. 'Lighting: Jean Rosenthal' rather than just 'Jean Rosenthal'. This lets you specify the job titles as you prefer.

The 'Show Big Logo' and 'Small Logo' fields are intended for show logo graphics. The small logo is used in the top-left corner of cue sheets and on-screen; the big logo is used for the cover sheets of printed cue sheets. You can either paste graphics into these fields, or use the '<' button to select image files, and the 'x' buttons to clear the fields.

Spot Setup

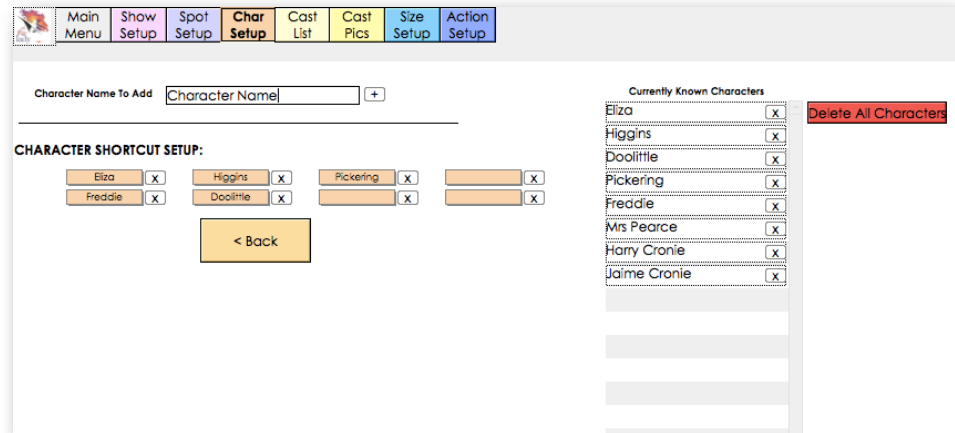
Spot Setup lets you store information about the configuration of your followspots - the spot type, its position or other description, its colour magazine type and colour load, and the operator's name. This screen will only show the number of spots you currently have set as the number of active spots.

Spot Setup																																											
Assistant LD	Assistant LD: Matt Roper			(fill in completely, eg Assistant LD: Jean Rosenthal)																																							
Caller	Spot Caller: Bo Ruff			(fill in completely, eg Spot Caller: Jean Rosenthal)																																							
Venue	US Tour																																										
No of Active Spots	2																																										
Spot 1 Op	Fred			Spot 2 Op	Bo Selecta																																						
Description	FOH C			Description	FOH SR																																						
Type	RJ Aramis			Type	RJ Aramis																																						
Colours	<table border="1"><tr><td>1</td><td>236 HMI to Tungsten</td></tr><tr><td>2</td><td>202 Half CT Blue</td></tr><tr><td>3</td><td>237 CID to Tungsten</td></tr><tr><td>4</td><td>205 CT Orange</td></tr><tr><td>5</td><td>238 CSI to Tungsten</td></tr><tr><td>6</td><td>R54 Lavendar</td></tr><tr><td></td><td>Frost in dipstick</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>			1	236 HMI to Tungsten	2	202 Half CT Blue	3	237 CID to Tungsten	4	205 CT Orange	5	238 CSI to Tungsten	6	R54 Lavendar		Frost in dipstick					Colours	<table border="1"><tr><td>1</td><td>236 HMI to Tungsten</td></tr><tr><td>2</td><td>202 Half CT Blue</td></tr><tr><td>3</td><td>237 CID to Tungsten</td></tr><tr><td>4</td><td>205 CT Orange</td></tr><tr><td>5</td><td>238 CSI to Tungsten</td></tr><tr><td>6</td><td>R54 Lavendar</td></tr><tr><td></td><td>Frost in dipstick</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>			1	236 HMI to Tungsten	2	202 Half CT Blue	3	237 CID to Tungsten	4	205 CT Orange	5	238 CSI to Tungsten	6	R54 Lavendar		Frost in dipstick				
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Information entered here is printed on cue sheets and appears in on-screen cue sheets but is only for reference - colour numbers entered in cue sheets do not reference back to colours specified here. This means that you can change a colour frame (making frame 2 into L201 instead of L202, perhaps) here and print a new spot cover sheet without having to update all of the cue sheet data.

You can move between fields by clicking on them, or using the tab key to move to the next field, and shift-tab to move back a field.

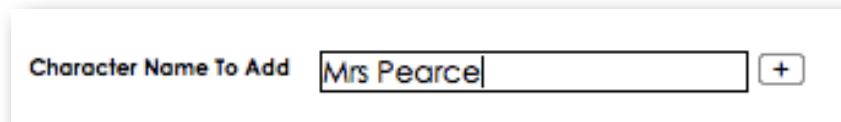
Character Setup



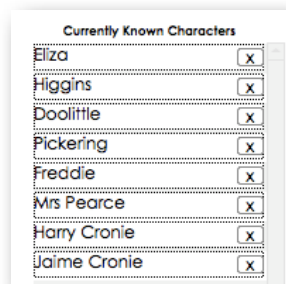
SpotTrack has on-screen 'shortcut' buttons, designed to reduce the amount of typing you have to do by loading the buttons with text you type regularly. The Character Shortcut buttons are intended to be loaded with character names.

SpotTrack offers eight on-screen character buttons, but you can store more than eight character names. You can then load different character names into the Shortcut buttons as required by different points in the show.

To add a character name to the list, type it into the 'Character Name To Add' box, then press the '+' button.



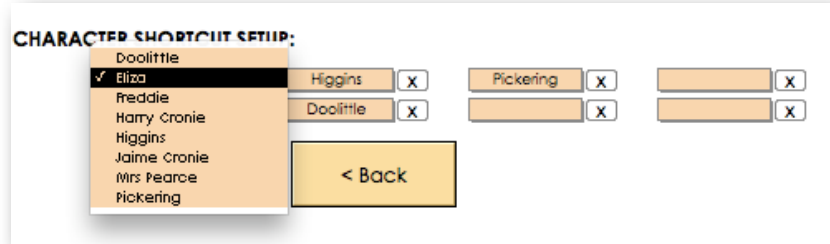
The character name will now appear in the list of known characters:



SpotTrack will only allow each character to appear in the list once, and will warn you if you try to add a character it already knows about.

To transfer a character to one of the Shortcut buttons, click on the button. A pop-up list will show the full list of characters; pick the character you want for

that button. If you want to clear a Shortcut button, press the 'x' next to that button:



You can delete individual characters from the Character List by pressing the 'x' button next to that character's name. If you want to, you can delete all of the known characters using the 'Delete All Characters' button. In both cases, only the character list will be affected - any cue sheet information you have already entered will not be changed.

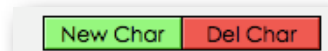
Cast List

Find...	Find...	Find...	Find...
Character Name	Actor First Name	Actor Last Name	Understudy First Name
<input type="radio"/> Eliza	Lisa	O'Hare	
<input type="radio"/> Higgins	Christopher	Cazenove	
<input type="radio"/> Doolittle	Tim	Jerome	
<input type="radio"/> Pickering			
<input type="radio"/> Freddie			
<input type="radio"/> Mrs Pearce			
<input type="radio"/> Harry Cronie			
<input type="radio"/> Jaime Cronie			

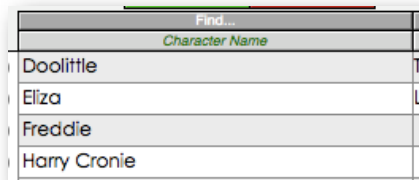
SpotTrack can store additional information about the Characters entered in Character setup - for example, the name of the cast member playing that part, the name of the understudy covering that part, the track name for that character. SpotTrack can also store pictures of the character - see Cast Pics below

In the Cast List area, you can enter information about Characters, and can also add new characters - Characters entered here will appear in the Char Setup screen and be available to assign to Character Shortcut buttons.

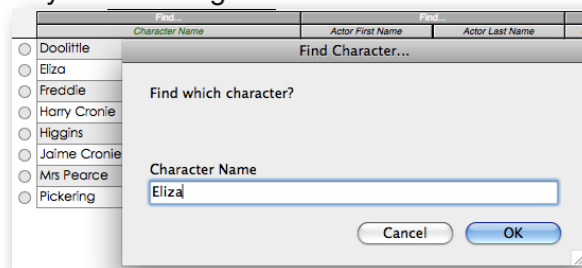
You can add characters by pressing the New Char button, or delete characters using the Del Char button.



You can navigate around this list by clicking in a field, using tab and shift-tab to move right or left across a character. You can also sort by a field (the character name, for example) by clicking on the title of that column:



or you can look at just a particular thing - a particular character name, for example - by clicking on the 'Find...' button above that column then specifying what you're looking for

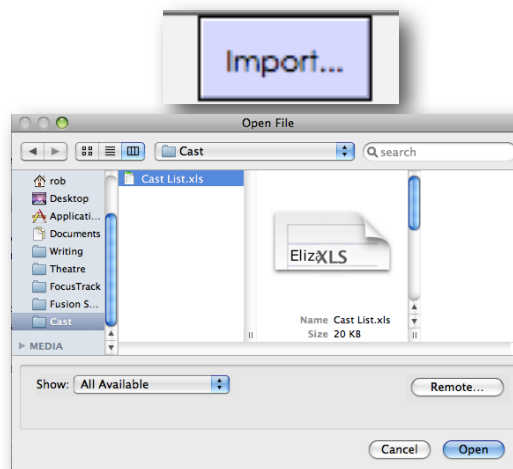


Finding something will only show matching entries. When you want to return to seeing the full character list, press the 'Show All' button:



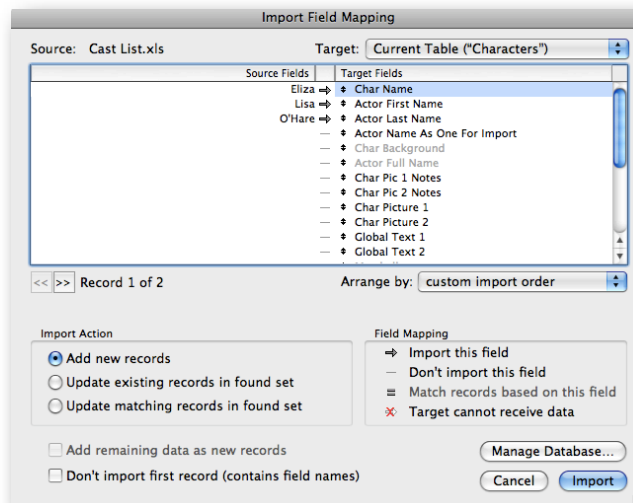
Importing Cast Information

If you already have a cast list in electronic format - for example, an Excel spreadsheet from your wardrobe department or company manager - you can often import that into SpotTrack rather than having to type everything from scratch. Click on the Import... button to bring up the import options:



This will ask you to select a file to import the information from. You can use the 'Show:' pop up to limit the type of files you can select

Once you've selected a file, you can decide how the information from your file is imported into SpotTrack:



Drag the 'target fields' up and down so that they match the information in your file. SpotTrack tries to store actor first and last names separately; if your file has them together ('Fred Smith' instead of 'Fred', 'Smith'), import that name into the field 'Actor Name As One For Import'. SpotTrack will split the name into first and last name after it has imported the information.

If your file has information that has no home in SpotTrack, click on the arrow to turn it off and ensure that information is not inadvertently imported.

Once you've lined up the fields correctly, press 'Import' to pull the information into SpotTrack. After import you should check the information carefully to make sure everything has ended up in the right place.

To add pictures to a character, you can either click on the 'Cast Pics' button or press the circle to the left of the character name; both will take you to the same place.

Cast Pics

SpotTrack can store pictures of each character, allowing you to print contact sheets of characters for spot operators - this can give house spot ops meeting a touring show for the first time a great head start on what they're looking for!

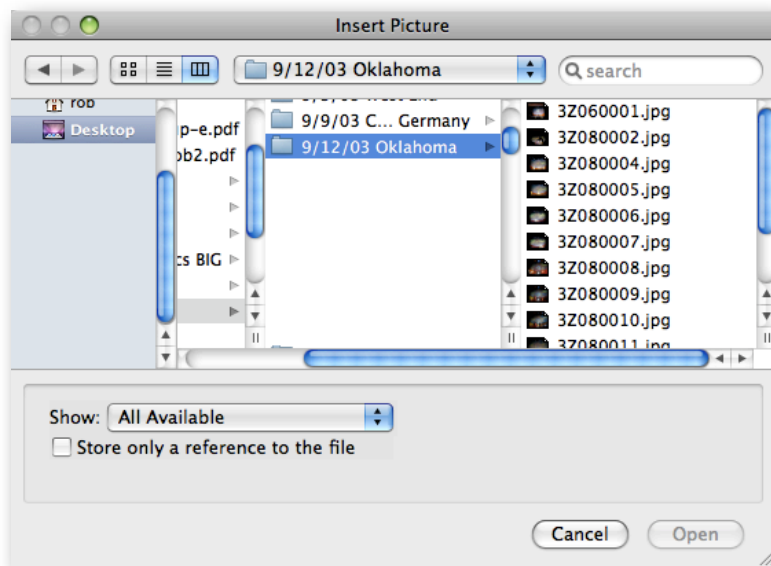
The screenshot shows the 'Cast Pics' interface in SpotTrack. At the top, there is a navigation bar with buttons: Main Menu, Show Setup, Spot Setup, Char Setup, Cast List, Cast Pics (highlighted), Size Setup, and Action Setup. A 'Show ALL' button is on the right. Below the navigation bar are navigation buttons: '< FIRST', '< PREV', 'NEXT >', and 'LAST >'. The main area features the character name 'Eliza' in large bold text. To the right of the name are fields for 'Actor: Lisa O'Hare', 'Understudy:', and 'Track:', each with a 'Find...' button. Below the name is a 'Note:' field. The central part of the interface is a large light blue area with a dark blue vertical bar on the right side, which contains a 'Notes' section with a 'Find...' button. At the bottom, there is a small text note: '(only this picture is printed in the "small" contact sheet printout)'.

SpotTrack can store two pictures for each character, so perhaps two different costumes.

Pictures can be any standard file format - usually .jpg or .png files. To add a picture, pick the character either by finding them in the Cast List then switching to Cast Pics, or by using the <Prev and Next> buttons to step through characters until you find the one you want. Then click on the < button next to one or other picture slot:



This will bring up a file picker allowing you to choose the relevant picture file.



You should normally leave 'Store only a reference to the file' unchecked so that SpotTrack inserts a copy of the picture. If you do check this option, SpotTrack will only reference the original file. This will keep your SpotTrack files more compact, but will also mean that if you later move the picture file, it may no longer be displayed in SpotTrack.

You can repeat the process to replace a photograph, or use the 'x' button next to a picture to remove it from SpotTrack.

There is space below each picture to add a brief note for that picture.

Note: In some professional productions, there may be copyright or other contractual issues with using cast pictures in this way. You should check with your company manager or theatre administration prior to using cast pictures in SpotTrack.

Size Setup

Size to Add- Short: +

Long:

SIZE SHORTCUT SETUP:

F / B ☐ H / B ☐ PIN ☐

Full Body ☐ Half Body ☐ Pinspot ☐

< Back

Currently Known Sizes

F / B	Full Body	<input type="checkbox"/>
H / B	Half Body	<input type="checkbox"/>
PIN	Pinspot	<input type="checkbox"/>

As with the Character Shortcut buttons, SpotTrack has six on-screen Shortcut buttons intended for Sizes that you type regularly - 'Full Body', 'Half Body', 'F/B' and so on. SpotTrack allows you to use your own abbreviations. You can also enter a longer explanation of the abbreviation ('F/B': 'Full Body'), and can print a glossary of these abbreviations for spot operators.

The six Size Shortcut buttons are set up just as Character Shortcut buttons are. As with Character Shortcut buttons, you can store more than six abbreviations and load different ones into the Shortcut buttons as required.

To add a size to the list, type it into the 'Size to Add - Short' box, and type a longer explanation (if required) into the 'Long:' box, then press the '+' button:

Size to Add- Short: +

Long:

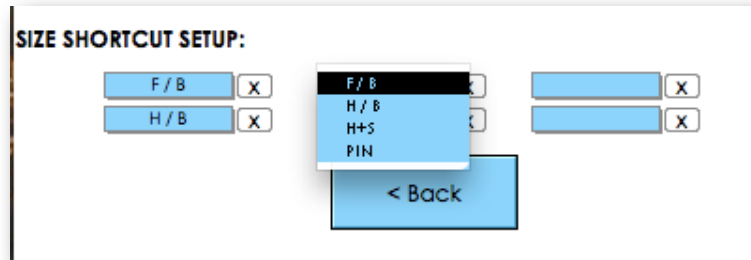
The size and its longer description will now appear in the list of known sizes.

Currently Known Sizes

F / B	Full Body	<input type="checkbox"/>
H / B	Half Body	<input type="checkbox"/>
PIN	Pinspot	<input type="checkbox"/>
H+S	Head & Shoulders	<input type="checkbox"/>

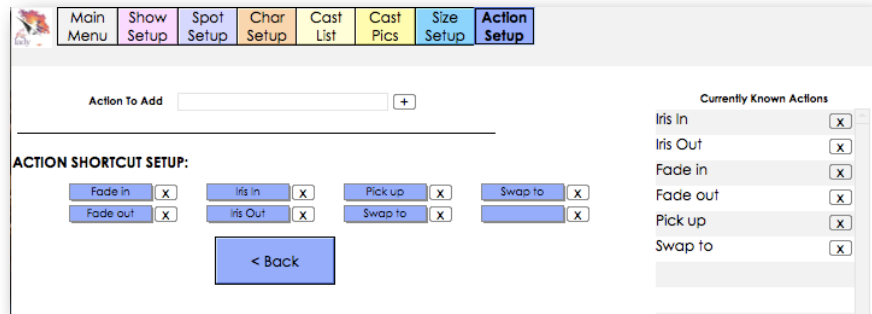
SpotTrack will only allow each size to appear in the list once, and will warn you if you try to add a size it already knows about.

To transfer a size to one of the Size Shortcut buttons, click on the button. A pop-up list will show the full list of sizes; pick the size you want for that button. If you want to clear a Shortcut button, press the 'x' next to that button



You can delete individual sizes from the Character List by pressing the 'x' button next to that size. If you want to, you can delete all of the known sizes using the 'Delete All Sizes' button. In both cases, only the size list will be affected - any cue sheet information you have already entered will not be changed.

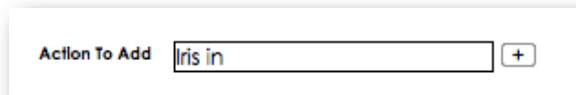
Action Setup



As with the Character and Size Shortcut buttons, SpotTrack has eight on-screen Shortcut buttons intended for Actions that you type regularly - 'Fade In', 'Fade Out', 'Swap to', 'Iris In' and so on.

The eight Action Shortcut buttons are set up just as Character Shortcut buttons are. As with Character Shortcut buttons, you can store more than eight actions and load different ones into the Shortcut buttons as required.

To add an Action to the list, type it into the 'Action to Add' box, then press the '+' button:

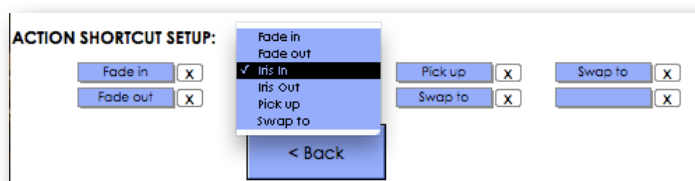


The Action will appear in the list of known Actions.



SpotTrack will only allow each Action to appear in the list once, and will warn you if you try to add an Action it already knows about.

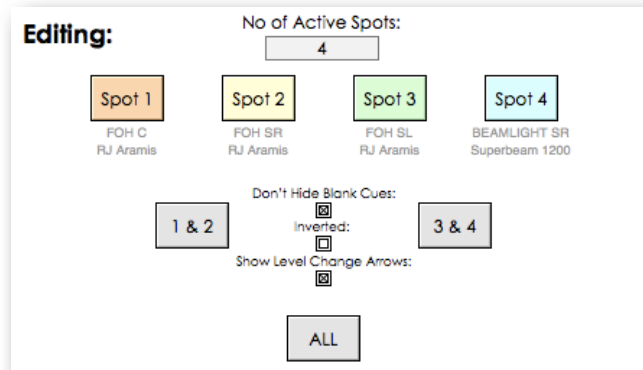
To transfer an Action to one of the Action Shortcut buttons, click on the button. A pop-up list will show the full list of Actions; pick the Action you want for that button. If you want to clear a Shortcut button, press the 'x' next to that button:



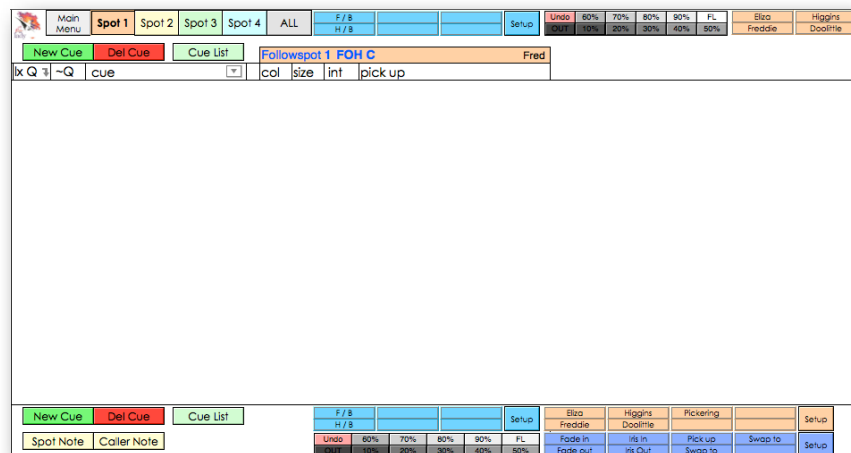
You can delete individual Actions from the Actions List by pressing the 'x' button next to that Action. If you want to, you can delete all of the known Actions using the 'Delete All Actions' button. In both cases, only the size list will be affected - any cue sheet information you have already entered will not be changed.

6: Working With Cues

You can create and edit cues from the Editing section of the Main Screen.



You can choose to work on cue sheets for one spot at a time, or to see two or more spot cue sheets alongside each other by using the relevant buttons, keyboard shortcuts or using the Display menu.



Starting from empty, you can create a new cue using the 'New Cue' button, the menu item Cues > New Cue, or the keyboard shortcut ⌘-N (on a Mac) or Ctrl-N (on a PC).

You can type anywhere by clicking on the relevant field, or move between fields using the tab and shift-tab keys to move right or left across a cue.

If you have more than one spot displayed, the current active spot will have its title in Blue:

Followspot 1 FOH C				Fred	Followspot 2 FOH SR				Bo Selecta
col	size	int	pick up		col	size	int	pick up	
		↓OUT	Fade off when pub is fully in		5	H / B	60%	Doolittle DSC when pub is halfway in	

The current active spot will be the last spot you have clicked on.

If you use one of the on-screen Shortcut buttons for Character, Size, Action or Level, the button will enter the information for the current active spot.

Cue Numbers






lx Q ↕	~Q	cue
91	91	Pub Exterior
	91.1	Doolittle outside pub

Cues have two numbers associated with them:

- lx Q: is usually the nearest lighting cue number to the followspot cue point. Using lighting cue numbers in this way gives a set of reference points common to all departments - stage management, the lighting designer, the lighting console and the spot ops.
- ~Q: is the followspot cue number, which is a unique reference number for each followspot action. In many cases there will be many spot cues that happen within one lighting cue, so 'lx Q 91' might mark the first spot cue in this section of the show, with spot cues 91.1, 91.2 and so on following on from there.

When you create a new spot cue, SpotTrack will attempt to insert a meaningful spot cue number based on the current LX Q number and nearby spot cue numbers. You can modify the spot cue number at any time, but you should ensure that every spot cue has a spot cue number. It is this number that is used to ensure that spot cues appear in the correct order. Cues do not need to have an lx Q number.

The other information association with a cue is:

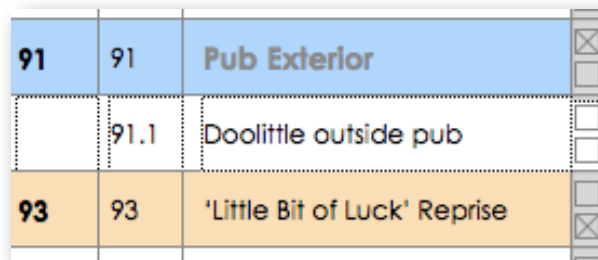
		Main Menu		Spot 1	Spot 2	Spot 3	Spot 4	ALL	F / B H / B			Setup	Un
		New Cue		Del Cue		Cue List		Followspot 1 FOH C Fred					
lx	Q ↕	~Q	cue			col	size	int	pick up				
91	91	Pub Exterior											
	91.1	Doolittle outside pub					3	H / B	↑ 25%	Doolittle as he enters through SR pub door			
93	93	'Little Bit of Luck' Reprise											
94	94	Scene Change Cover							↓ 15	Lower level			




Cue: This is usually a description of the cue point: "As Eliza enters USC". The cue description is common across any of the spots that have a cue here.

You can type anything here, or use the Character Shortcut buttons to enter text if you have already clicked in the Cue field (the Character Shortcut button will enter text into either the Cue or Pick-up fields, depending on which you have clicked in. By default, the Character Shortcut button will type into the Pick-up field; see below).

You can also use this as a description of a new scene- 'Ballroom' - to help break up the cue list. If you also mark the cue as a Scene or Song Break, it will show up with a highlighted background - see below.

Scene/Song Break: There are two check boxes you can use to indicate that a cue is a break point between scenes or songs:



91	91	Pub Exterior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	91.1	Doolittle outside pub	<input type="checkbox"/>	<input type="checkbox"/>	
93	93	'Little Bit of Luck' Reprise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Checking the top box marks the cue as the start of a scene, the lower box the start of a secondary point such as a song. Scenes are highlighted with a dark blue background, songs with an amber background; this makes it easy to navigate around the cue list. You can also jump directly to scene breaks without having to scroll through the cue list by clicking on the pop-up list next to the 'cue' column heading [scene break pop up list]

Colour: This is usually a colour frame number or numbers. You enter this information by typing the relevant frame number.

Size: This is the size the spot should be for the pick-up. You can type anything here, or click on one of the Size Shortcut buttons you have previously created.

Intensity: This is the intensity the spot should fade up to. You can type a numeric value here, or use the on-screen Intensity shortcut buttons. SpotTrack can show an up or down arrow to indicate whether the cue is fading the spot up or down. These arrows will only show if you have checked 'Show Level Change Arrows' on the Main screen. (Note that in some cases, particularly on older, slower

computers, having this option on can slow down scrolling through the cue list, so you may wish to turn it off while making rapid edits.)

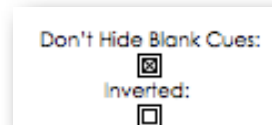


Pick-up: This is usually a description of the pickup or action of the cue: “Mrs Higgins DSR”, “Iris in as he sits”. You can type anything here, or click on one of the Action Shortcut buttons you have previously created. You can also use the Character Shortcut buttons to enter text here (the Character Shortcut button will enter text into either the Cue or Pick-up fields, depending on which you have clicked in. By default, the Character Shortcut button will type into the Pick-up field).

Each cue can contain information for one or more spots. If a cue only affects one spot, the other spots will have blank entries for that cue.

91	91	Pub Exterior										
	91.1	Doolittle outside pub		3	H / B	25%	Doolittle as he enters through SR pub door		3	B	25%	Cronles through SR pub door favour Jamie
93	93	'Little Bit of Luck' Reprise						H / B				Close to just Jamie Cronie
94	94	Scene Change Cover				15	Lower level				OUT	Fade off with LX 94
	94.1	Scene Change end				OUT	Fade off as he gets CS					
95	95	Study										

You can choose whether or not you see these blank entries when editing or printing spot cues using the 'Don't Hide Blank Cues' (for editing) and 'Same Page Breaks' options.



In both cases, when the option is checked you will see or print blank cues for selected spots. This is useful when editing as you can quickly see all existing cues. It's useful when printing as all of the spot will have the same cues on the same pages, at the expense of having more 'blank' cues in their cuelist.

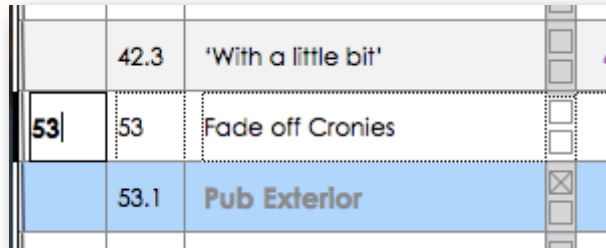
Usually it's best to have these options checked when creating a show and to have them unchecked when things have settled down a bit and you want to give the spots only the information they actually need.

CAUTION: *If you try to delete a cue, be aware that it may contain information for spots you don't have on-screen. SpotTrack will try to warn you if this is the case.*

In any field, you can use copy/paste or apply formatting as required to copy or emphasise information.

Navigating The Cuelist

You can move around the cuelist by using the scroll bars or by using a scroll wheel or equivalent trackpad to get to the cue you need to work on. Note that even if you scroll to a cue you do not actually select that cue until you click in that cue. The currently selected cue is shown by the black bar next to the cue:

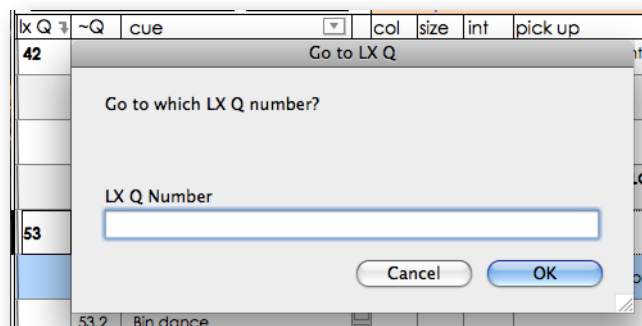


	42.3	'With a little bit'
53	53	Fade off Cronies
	53.1	Pub Exterior

You can also use ctrl-up arrow and ctrl-down arrow to step up and down through cues, and tab and shift-tab to move right and left across cues.

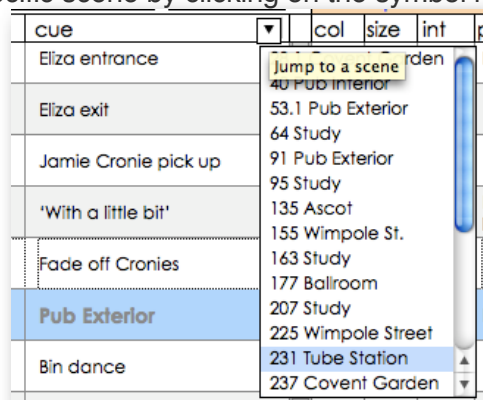
Alternatively, you can:

- jump to a specific LX cue number by clicking on the 'go to cue' arrow in the lx Q column title:



You will be asked for a cue number; SpotTrack will take you to the cue number closest to the cue you specify. Keep in mind that the actual cue you specify may exist but may not appear if it has no actions for the spot you are currently looking at.

- jump to a specific scene by clicking on the symbol next to 'cue':



cue	col	size	int	p
Eliza entrance				den
Eliza exit				
Jamie Cronie pick up				
'With a little bit'				
Fade off Cronies				
Pub Exterior				
Bin dance				

This will pop up a list of scene names; select one of these and SpotTrack will jump to that point in the cuelist. The Scene Names in this list are cues marked as 'Scene Breaks', ie. with the top 'break' selector box checked.

Editing Shortcut Buttons

You can change the set-up of your shortcut buttons at any time by hitting the 'Setup' button next to each set of shortcuts.

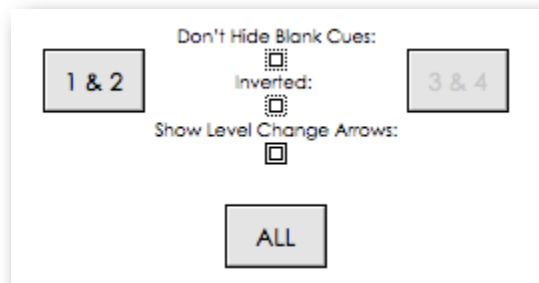
Undoing Changes

You can undo the most recent changes you've made to a cue by selecting Edit > Undo Typing, or pressing ⌘-Z (Mac) or ctrl-Z (PC).

You can undo the most recent changes you've made to a cue as a whole by pressing the 'Undo' button in the Intensity Shortcut button box, or selecting Cues > Revert Cue.

Editing Setup Options

There are three options you can set which affect how you see spot cue sheets as you edit them, which have already been mentioned above.



Don't Hide Blank Cues: If checked, SpotTrack will only show you cues which have an entry for the particular spot or spots you have chosen to look at (plus cues which are set as 'scene break' cues). If unchecked, SpotTrack will show you all of the cues you have created, even if some don't have any actions for the spot or spots you are looking at.

Inverted: If checked, SpotTrack will switch to a 'white on black' display instead of the usual 'black on white' display. This can be helpful when working in darkened auditoria or other low-light environments, particularly with LCD monitors that can't be set to a low enough brightness.

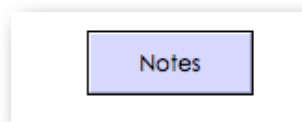
Level Change Arrows: SpotTrack can show up or down arrow symbols to indicate whether a spot is going up or down in level relative to its previous cue level.

↓ OUT	Fade off as lampost trucks off DSR
↑ 40%	Higgins DSC
↑ 50%	Iris In and raise level as he sits
↓ 40%	Restore as he stands

SpotTrack figures these arrows out based on the levels you specify. This figuring out can slow down scrolling through a cue sheet a little, particularly on older, slower computers, so you can disable it by unchecking this option. Generally it can be best to turn this off while editing the cue sheet, but turn it on before printing cue sheets (since it also governs whether arrows are printed) or calling the show from the on-screen cuesheets.

As you edit spot levels, SpotTrack will automatically update the level change arrows; it may take a few moments to do so but you can carry on editing cues while it catches up.

Notes



The Notes button on the Main Screen lets you see, edit and delete notes taken during the run of the show using the 'Spot Note' and 'Caller Note' buttons.

Each note will appear here along with the date and time the note was taken, who the note was taken for (spot number or caller), a cue number for reference, and the note itself. A check-box to the left of the note can be used to indicate that a note has been given or dealt with if you do not actually want to delete the note. You can also delete individual notes here by clicking in the note then pressing the 'Del Note' button.

Main Menu		Notes		Show Notes Since:		Show Since Date	Show Before Date	Show ALL	Show Only Not Given	Mark Shown As Given
				Spot Note	Caller Note	Del Note				
Given	Find...	Find...	Find...	Find...						
	Date/Time	Spot	Cue	Note						
<input checked="" type="checkbox"/>	Tue, Sep 29 8:07 PM	1	42	Pick up sooner						
<input checked="" type="checkbox"/>	Tue, Sep 29 8:08 PM	2	56	Be brighter						
<input checked="" type="checkbox"/>	Tue, Sep 29 8:08 PM	Caller		Check colours in scene 7						
<input type="checkbox"/>	Tue, Sep 29 8:22 PM	3	72	Need to iris out a touch further - catch hands						

Using the buttons at the top of each column, you can sort by a particular column (to see spot notes in spot order, for example), or find particular entries (so to find only the entries for Spot 1, click on the 'Find...' button above 'Spot', then specify Spot 1).

Find...	Find...	Find...
<i>Date/Time</i>	<i>Spot</i>	<i>Cue</i>

You can also manipulate which notes you see using the buttons at the top of the screen.

Show Since Date: This will show only notes taken on or after the date specified in the 'Show Notes Since:' box. You can type a date into this box, or use the pop-up calendar. '<' will set today's date, 'x' will clear the date.

Show Before Date: This will show notes taken only before the date specified in the 'Show Notes Since:' box.

Show All: This will show all of the notes. If Show All is greyed out then all of the notes are currently shown.

Show Only Not Give: This will only show notes that have not been checked as 'given'.

Mark Shown As Give: This will mark all of the currently viewed notes as given. This is useful when combined with the other show functions - ie. pick today's date then 'Show Since Date' then 'Mark ALL as given' to mark today's notes as given.

You can always individually mark/unmark a particular note by checking or unchecking its 'given' box.

Delete All Show This button will permanently delete all of the notes you can currently see. It will ask for confirmation before actually deleting the notes. Be careful as once you hit 'OK', those notes are gone.

Printing Notes

You can print notes using the 'Spot Notes', 'Caller Notes' or 'All Notes' from the Printing section of the SpotTrack Main Screen, deciding whether to print all notes, only those you haven't marked as Given, only those created or modified since a date you decide, or any combination of these. For more on printing notes, refer to the Printing section, [p36](#).

Swapping Spots



In some cases, it may be necessary to swap the cues for spots around - this often happens if you move from a theatre with spots front-centre to one with spots on the sides of a circle, for example; you may want to keep the spot numbering the same, but spots may no longer be able to see to their own side of the stage. SpotTrack lets you swap around the cues for spots 1 and 2 or for spots 3 and 4. Swapping will swap the cue information for all cues; SpotTrack will ask for confirmation before doing anything, but if you want to swap back just press the same button again.

Saving

SpotTrack automatically saves your work as it goes along to prevent lost information if your computer crashes, the power goes out or some other bad event happens.

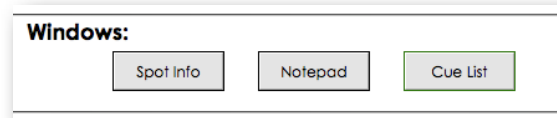
This is a good thing - unless you normally keep different versions by working on a cue sheet then saving it as a different version using 'Save As...'

If you want to keep a copy of an older cuesheet you should make a copy of the SpotTrack file and rename it as an older version before starting to make changes. The 'Version Notes' field in the Main Screen provides a convenient place to note which version a particular SpotTrack is.

SpotTrack can help with version management by highlighting cues that you've created or modified since a date you specify when printing cue sheets, allowing you to call the spot ops' attention to changes. See [p37](#) for more information.

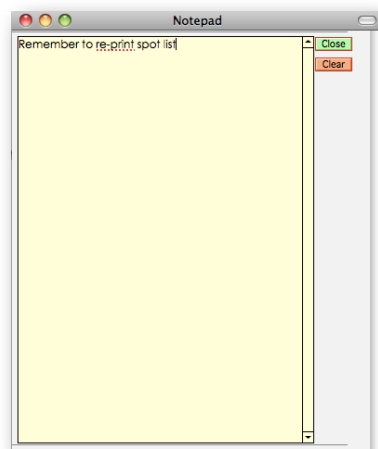
7: Windows

SpotTrack has some auxiliary windows that can be opened alongside the main cue list showing information useful while creating or editing cues.



Notepad

You may wish to quickly jot down more general notes than the Notes button allows. SpotTrack lets you keep a separate notepad open in a separate window - from the Main Screen's Windows section, select Notepad:



Spot Info

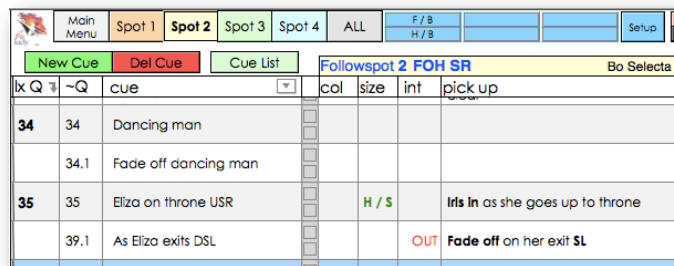
SpotTrack lets you keep the information about the followspot set-up on view in a separate window, which can be useful when remembering an operator's name or the colour set-up of the spot. You can open this window using the Spot Info button in the Main Screen's Windows section.



Cue List

It can often be useful for the spot caller to have an up-to-date lighting cue list, particularly to cross-reference cue numbers with. SpotTrack can import the show cue list from FocusTrack (which, in turn, can import it from Strand 300/500, ETC Eos family or MA grandMA consoles); see [p43](#) for details of how to import the cue list.

With the cue list imported, you can open the cue list window using the Cue List button in the Main Screen's Windows section, or the Cue List button on any of the spot cue editing screens.

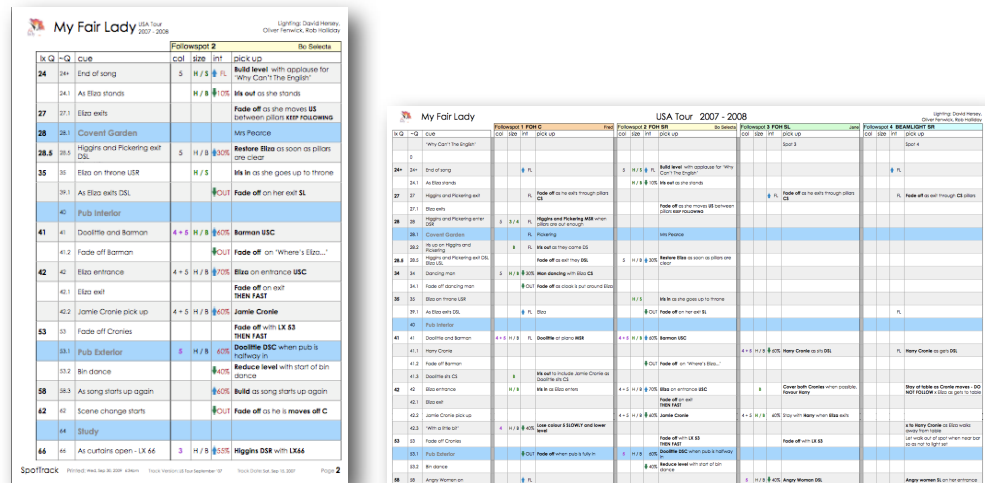


For more on using the Cue List display, see Cue List on [p42](#).

8: Printing

SpotTrack can print separate cue sheets for each followspot, and also master spot calling sheets with the cues for all of the followspots, designed for a spot caller to work from.

The individual spot cue sheets are designed to work on A4 or US letter-sized paper. The master calling sheets work better on bigger paper - eg. A3 or US legal.

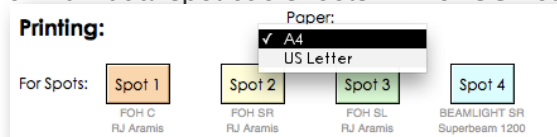


Printing is controlled from SpotTrack's Main Screen.

Spot Cue Sheet Printing Setup

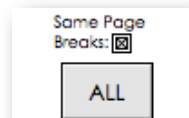
The options you can set prior to printing are:

- Paper size for individual spot cue sheets - A4 or US Letter.



This setting governs SpotTrack's internal page size. Depending on your computer and printer set-up you may have to configure your printer's paper size separately.

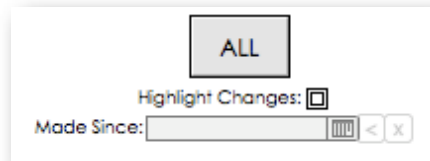
- Same Page Breaks



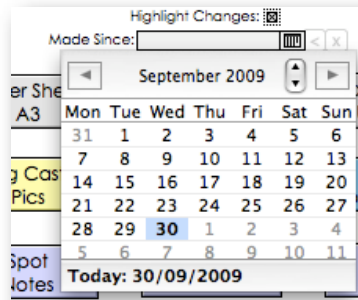
This governs whether SpotTrack compresses each spot's cue sheet to save paper- ie. spot 1 will not see 'blank' cues where only

spot 2 has any activity in those cues. This is more efficient in terms of using less paper and reducing the amount of redundant information or page changes for each operator, but it does mean that each spot op will have a different number of pages and so the same cue may be on different pages. Often it is useful to have this checked during tech (so everyone can refer to page numbers), unchecked once the show has settled down.

- Highlight Changes



SpotTrack can highlight cues that have been created or modified since the date selected in the 'Highlight Changes Since:' box. The highlight - a green edge to the cue - only appears in printed cue sheets. To enable the highlight, check 'Highlight changes' and then enter a date into 'Made Since:', either by typing a date or picking the date from the pop-up calendar:



You can clear a date by clicking on the 'x' next to the date field; '<' will enter today's date.

Printing Cue Sheets

For Spots:

Spot 1
FOH C
RJ Aramis

Spot 2
FOH SR
RJ Aramis

Spot 3
FOH SL
RJ Aramis

Spot 4
BEAMLIGHT SR
Superbeam 1200

Same Page
Breaks: ☐

ALL

My Fair Lady USA Tour 2007 - 2008

Lighting: David Hersey, Oliver Fenwick, Rob Halliday

lx	Q	Cue	col	size	int	pick up
24	24	End of song	5	H / S	FL	Build level with applause for 'Why Can't The English'
24.1		As Eliza stands		H / B	10%	iris out as she stands
27	27.1	Eliza exits				Fade off as she moves US between pillars KEEP FOLLOWING
28	28.1	Covent Garden				Mrs Pearce
28.5	28.5	Higgins and Pickering exit DSL	5	H / B	30%	Restore Eliza as soon as pillars are clear
35	35	Eliza on throne USR		H / S		iris in as she goes up to throne
39.1		As Eliza exits DSL			OUT	Fade off on her exit SL
40		Pub Interior				
41	41	Doolittle and Barman	4 + 5	H / B	60%	Barman USC
41.2		Fade off Barman			OUT	Fade off on 'Where's Eliza...'
42	42	Eliza entrance	4 + 5	H / B	70%	Eliza on entrance USC
42.1		Eliza exit				Fade off on exit THEN FAST
42.2		Jamie Cranle pick up	4 + 5	H / B	60%	Jamie Cranle
53	53	Fade off Cronies				Fade off with LX 53 THEN FAST
53.1		Pub Exterior	5	H / B	60%	Doolittle DSC when pub is halfway in
53.2		Bar dance			40%	Reduce level with start of bin dance
58.3		As song starts up again			60%	Build as song starts up again
62	62	Scene change starts			OUT	Fade off as he is moves off C
64		Study				
66	66	As curtains open - LX 66	3	H / B	55%	Higgins DSL with LX66

SpotTrack Printed: Wed, Sep 30, 2009 6:42pm Track Version: US Tour September '07 Track Date: Sat, Sep 15, 2007 Page 2

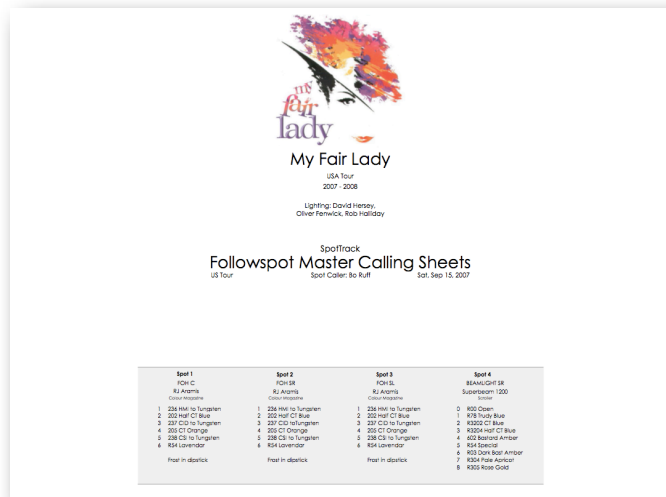
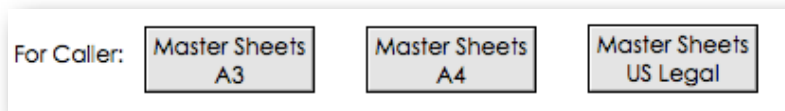
Once you have set the options, press either the print button for the particular spot you wish to print, or the All button to print all of the spot cue sheets (ie. the cue sheets for the number of spots you have selected as 'No of Active Spots').

Cue sheets are printed with a cover sheet showing the spot's operator and set-up. Each page has a page number and also shows the track version it was printed from, and the date and time the cue sheet was printed, which can help with version management while teching a show.

The Master Sheets will show change highlights (if selected) and level change arrows (if selected) as for individual cues.

Cue sheets look best if printed from a colour printer, if available. Colour laser printers tend to be faster and more reliable than colour ink-jet printers (and also generally have lower per-page running costs!)

Master Cue Sheets



My Fair Lady		USA Tour 2007 - 2008												Lighting: David Henery, Oliver Fenwick, Rob Holliday	
Ln	Q	Ln	Q	Ln	Q	Ln	Q	Ln	Q	Ln	Q	Ln	Q	Ln	Q
1	Q	1	Q	1	Q	1	Q	1	Q	1	Q	1	Q	1	Q
2	Q	2	Q	2	Q	2	Q	2	Q	2	Q	2	Q	2	Q
3	Q	3	Q	3	Q	3	Q	3	Q	3	Q	3	Q	3	Q
4	Q	4	Q	4	Q	4	Q	4	Q	4	Q	4	Q	4	Q
5	Q	5	Q	5	Q	5	Q	5	Q	5	Q	5	Q	5	Q
6	Q	6	Q	6	Q	6	Q	6	Q	6	Q	6	Q	6	Q
7	Q	7	Q	7	Q	7	Q	7	Q	7	Q	7	Q	7	Q
8	Q	8	Q	8	Q	8	Q	8	Q	8	Q	8	Q	8	Q
9	Q	9	Q	9	Q	9	Q	9	Q	9	Q	9	Q	9	Q
10	Q	10	Q	10	Q	10	Q	10	Q	10	Q	10	Q	10	Q
11	Q	11	Q	11	Q	11	Q	11	Q	11	Q	11	Q	11	Q
12	Q	12	Q	12	Q	12	Q	12	Q	12	Q	12	Q	12	Q
13	Q	13	Q	13	Q	13	Q	13	Q	13	Q	13	Q	13	Q
14	Q	14	Q	14	Q	14	Q	14	Q	14	Q	14	Q	14	Q
15	Q	15	Q	15	Q	15	Q	15	Q	15	Q	15	Q	15	Q
16	Q	16	Q	16	Q	16	Q	16	Q	16	Q	16	Q	16	Q
17	Q	17	Q	17	Q	17	Q	17	Q	17	Q	17	Q	17	Q
18	Q	18	Q	18	Q	18	Q	18	Q	18	Q	18	Q	18	Q
19	Q	19	Q	19	Q	19	Q	19	Q	19	Q	19	Q	19	Q
20	Q	20	Q	20	Q	20	Q	20	Q	20	Q	20	Q	20	Q
21	Q	21	Q	21	Q	21	Q	21	Q	21	Q	21	Q	21	Q
22	Q	22	Q	22	Q	22	Q	22	Q	22	Q	22	Q	22	Q
23	Q	23	Q	23	Q	23	Q	23	Q	23	Q	23	Q	23	Q
24	Q	24	Q	24	Q	24	Q	24	Q	24	Q	24	Q	24	Q
25	Q	25	Q	25	Q	25	Q	25	Q	25	Q	25	Q	25	Q
26	Q	26	Q	26	Q	26	Q	26	Q	26	Q	26	Q	26	Q
27	Q	27	Q	27	Q	27	Q	27	Q	27	Q	27	Q	27	Q
28	Q	28	Q	28	Q	28	Q	28	Q	28	Q	28	Q	28	Q
29	Q	29	Q	29	Q	29	Q	29	Q	29	Q	29	Q	29	Q
30	Q	30	Q	30	Q	30	Q	30	Q	30	Q	30	Q	30	Q
31	Q	31	Q	31	Q	31	Q	31	Q	31	Q	31	Q	31	Q
32	Q	32	Q	32	Q	32	Q	32	Q	32	Q	32	Q	32	Q
33	Q	33	Q	33	Q	33	Q	33	Q	33	Q	33	Q	33	Q
34	Q	34	Q	34	Q	34	Q	34	Q	34	Q	34	Q	34	Q
35	Q	35	Q	35	Q	35	Q	35	Q	35	Q	35	Q	35	Q
36	Q	36	Q	36	Q	36	Q	36	Q	36	Q	36	Q	36	Q
37	Q	37	Q	37	Q	37	Q	37	Q	37	Q	37	Q	37	Q
38	Q	38	Q	38	Q	38	Q	38	Q	38	Q	38	Q	38	Q
39	Q	39	Q	39	Q	39	Q	39	Q	39	Q	39	Q	39	Q
40	Q	40	Q	40	Q	40	Q	40	Q	40	Q	40	Q	40	Q
41	Q	41	Q	41	Q	41	Q	41	Q	41	Q	41	Q	41	Q
42	Q	42	Q	42	Q	42	Q	42	Q	42	Q	42	Q	42	Q
43	Q	43	Q	43	Q	43	Q	43	Q	43	Q	43	Q	43	Q
44	Q	44	Q	44	Q	44	Q	44	Q	44	Q	44	Q	44	Q
45	Q	45	Q	45	Q	45	Q	45	Q	45	Q	45	Q	45	Q
46	Q	46	Q	46	Q	46	Q	46	Q	46	Q	46	Q	46	Q
47	Q	47	Q	47	Q	47	Q	47	Q	47	Q	47	Q	47	Q
48	Q	48	Q	48	Q	48	Q	48	Q	48	Q	48	Q	48	Q
49	Q	49	Q	49	Q	49	Q	49	Q	49	Q	49	Q	49	Q
50	Q	50	Q	50	Q	50	Q	50	Q	50	Q	50	Q	50	Q
51	Q	51	Q	51	Q	51	Q	51	Q	51	Q	51	Q	51	Q
52	Q	52	Q	52	Q	52	Q	52	Q	52	Q	52	Q	52	Q
53	Q	53	Q	53	Q	53	Q	53	Q	53	Q	53	Q	53	Q
54	Q	54	Q	54	Q	54	Q	54	Q	54	Q	54	Q	54	Q
55	Q	55	Q	55	Q	55	Q	55	Q	55	Q	55	Q	55	Q
56	Q	56	Q	56	Q	56	Q	56	Q	56	Q	56	Q	56	Q
57	Q	57	Q	57	Q	57	Q	57	Q	57	Q	57	Q	57	Q
58	Q	58	Q	58	Q	58	Q	58	Q	58	Q	58	Q	58	Q
59	Q	59	Q	59	Q	59	Q	59	Q	59	Q	59	Q	59	Q
60	Q	60	Q	60	Q	60	Q	60	Q	60	Q	60	Q	60	Q
61	Q	61	Q	61	Q	61	Q	61	Q	61	Q	61	Q	61	Q
62	Q	62	Q	62	Q	62	Q	62	Q	62	Q	62	Q	62	Q
63	Q	63	Q	63	Q	63	Q	63	Q	63	Q	63	Q	63	Q
64	Q	64	Q	64	Q	64	Q	64	Q	64	Q	64	Q	64	Q
65	Q	65	Q	65	Q	65	Q	65	Q	65	Q	65	Q	65	Q
66	Q	66	Q	66	Q	66	Q	66	Q	66	Q	66	Q	66	Q
67	Q	67	Q	67	Q	67	Q	67	Q	67	Q	67	Q	67	Q
68	Q	68	Q	68	Q	68	Q	68	Q	68	Q	68	Q	68	Q
69	Q	69	Q	69	Q	69	Q	69	Q	69	Q	69	Q	69	Q
70	Q	70	Q	70	Q	70	Q	70	Q	70	Q	70	Q	70	Q
71	Q	71	Q	71	Q	71	Q	71	Q	71	Q	71	Q	71	Q
72	Q	72	Q	72	Q	72	Q	72	Q	72	Q	72	Q	72	Q
73	Q	73	Q	73	Q	73	Q	73	Q	73	Q	73	Q	73	Q
74	Q	74	Q	74	Q	74	Q	74	Q	74	Q	74	Q	74	Q
75	Q	75	Q	75	Q	75	Q	75	Q	75	Q	75	Q	75	Q
76	Q	76	Q	76	Q	76	Q	76	Q	76	Q	76	Q	76	Q
77	Q	77	Q	77	Q	77	Q	77	Q	77	Q	77	Q	77	Q
78	Q	78	Q	78	Q	78	Q	78	Q	78	Q	78	Q	78	Q
79	Q	79	Q	79	Q	79	Q	79	Q	79	Q	79	Q	79	Q
80	Q	80	Q	80	Q	80	Q	80	Q	80	Q	80	Q	80	Q
81	Q	81	Q	81	Q	81	Q	81	Q	81	Q	81	Q	81	Q
82	Q	82	Q	82	Q	82	Q	82	Q	82	Q	82	Q	82	Q
83	Q	83	Q	83	Q	83	Q	83	Q	83	Q	83	Q	83	Q
84	Q	84	Q	84	Q	84	Q	84	Q	84	Q	84	Q	84	Q
85	Q	85	Q	85	Q	85	Q	85	Q	85	Q	85	Q	85	Q
86	Q	86	Q	86	Q	86	Q	86	Q	86	Q	86	Q	86	Q
87	Q	87	Q	87	Q	87	Q	87	Q	87	Q	87	Q	87	Q
88	Q	88	Q	88	Q	88	Q	88	Q	88	Q	88	Q	88	Q
89	Q	89	Q	89	Q	89	Q	89	Q	89	Q	89	Q	89	Q
90	Q	90	Q	90	Q	90	Q	90	Q	90	Q	90	Q	90	Q
91	Q	91	Q	91	Q	91	Q	91	Q	91	Q	91	Q	91	Q
92	Q	92	Q	92	Q	92	Q	92	Q	92	Q	92	Q	92	Q
93	Q	93	Q	93	Q	93	Q	93	Q	93	Q	93	Q	93	Q
94	Q	94	Q	94	Q	94	Q	94	Q	94	Q	94	Q	94	Q
95	Q	95	Q	95	Q	95	Q	95	Q	95	Q	95	Q	95	Q
96	Q	96	Q	96	Q	96	Q	96	Q	96	Q	96	Q	96	Q
97	Q	97	Q	97	Q	97	Q	97	Q	97	Q	97	Q	97	Q
98	Q	98	Q	98	Q	98	Q	98	Q	98	Q	98	Q	98	Q
99	Q	99	Q	99	Q	99	Q	99	Q	99	Q	99	Q	99	Q
100	Q	100	Q	100	Q	100	Q	100	Q	100	Q	100	Q	100	Q

The Master Sheets printouts show the cues for all of the spots. They are designed as working documents for a spot caller calling a show 'live', where more information is needed 'at a glance' than will fit on a standard computer screen. They work best when printed on big paper - preferably A3. These cuesheets print in landscape mode - you may need to configure your printer to print landscape.

The Master Sheets - A4 and Master Sheets - US Legal buttons are included for those without access to large printers; they scale the A3 printout, so their legibility

Cast Pictures

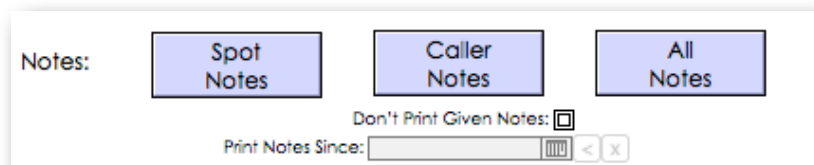
SpotTrack can print 'contact sheets' of cast pictures either in 'big' format - two characters per page, two pictures per character, or 'small' format, which prints just one picture per character (the left-hand picture from the Cast Pics set-up is used in this print-out).

Size Abbreviations



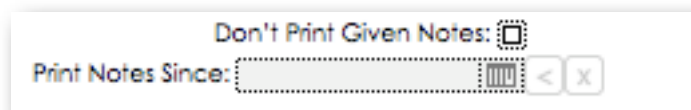
Size Abbreviations is the glossary of short phrases for beam size ('F/B') and the longer explanation ('Full Body') that you set up in Size Setup. This is printed separately from spot cue sheets since you'll probably only need to print it once per spot per show.

Notes



SpotTrack can print notes taken during a show using the 'Spot Note' and 'Caller Note' buttons (see [p31](#)) - you can print either notes for the spots, notes for the caller, or all notes.

You can choose to print all notes, or only notes taken since a date you specify in the 'Print Notes Since:' box, either by typing a date or picking from the pop-up calendar. You can also choose not to print notes you've already marked as being given by checking the 'Don't Print Given Notes' box.



These two options allow you to keep all of the notes you've taken while only printing the most recent ones. For more information on managing notes, see the Notes section, [p31](#). To print all notes, clear the date by pressing the 'x' button next to the calendar and uncheck the 'Don't Print Given Notes' box. '<' will set the date to today's date.

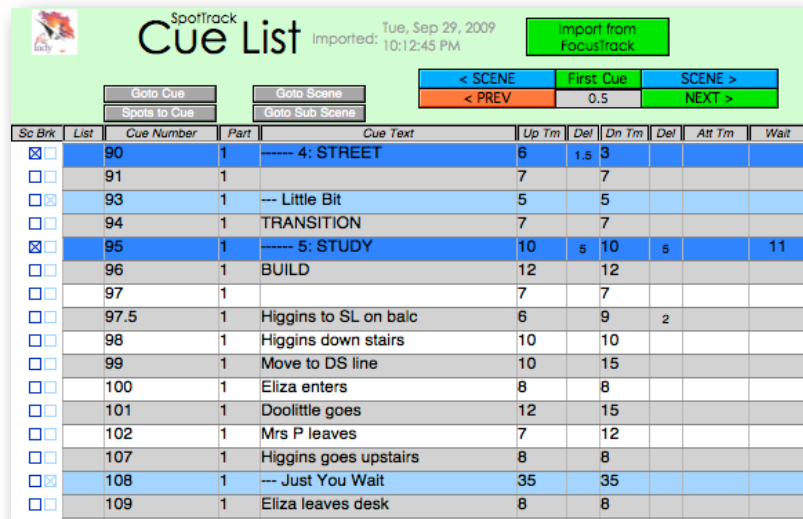
A General Note On Printing

While you obviously need to print cue sheets for your spot ops (and SpotTrack has been designed to make that easier to do!), please remember that printing uses trees. Be considerate with what you print, and consider both using recycled paper to print on, and re-cycling the paper you use as you print updated cue sheets. Depending on your computer, you may be able to use Preview to make sure you're printing the right thing before committing it to paper!

In future, perhaps your spot ops could have screens showing their cue list dynamically, and updated automatically, rather than having to repeatedly print cue sheets. We're working to make that possible in SpotTrack; let us know if you're interested!

9: Cue List

Because it is often useful for a Spot Caller to have a copy of the current lighting console cue list, SpotTrack can import a console cue list generated by FocusTrack - which can, in turn, import the cue data from Strand 300/500, ETC Eos family and MA grandMA consoles.



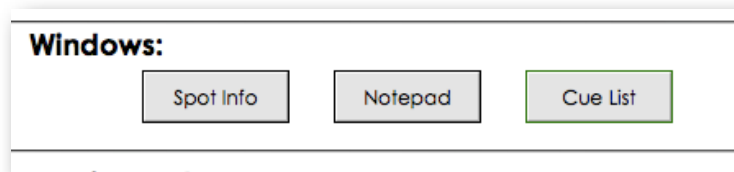
Sc Brk	List	Cue Number	Part	Cue Text	Up Tm	Del	Dn Tm	Del	Att Tm	Wait
<input checked="" type="checkbox"/>		90	1	----- 4: STREET	6	1.5	3			
<input type="checkbox"/>		91	1		7		7			
<input type="checkbox"/>		93	1	--- Little Bit	5		5			
<input type="checkbox"/>		94	1	TRANSITION	7		7			
<input checked="" type="checkbox"/>		95	1	----- 5: STUDY	10	s	10	s		11
<input type="checkbox"/>		96	1	BUILD	12		12			
<input type="checkbox"/>		97	1		7		7			
<input type="checkbox"/>		97.5	1	Higgins to SL on balc	6		9	2		
<input type="checkbox"/>		98	1	Higgins down stairs	10		10			
<input type="checkbox"/>		99	1	Move to DS line	10		15			
<input type="checkbox"/>		100	1	Eliza enters	8		8			
<input type="checkbox"/>		101	1	Doolittle goes	12		15			
<input type="checkbox"/>		102	1	Mrs P leaves	7		12			
<input type="checkbox"/>		107	1	Higgins goes upstairs	8		8			
<input checked="" type="checkbox"/>		108	1	--- Just You Wait	35		35			
<input type="checkbox"/>		109	1	Eliza leaves desk	8		8			

For more about FocusTrack, see [p50](#).

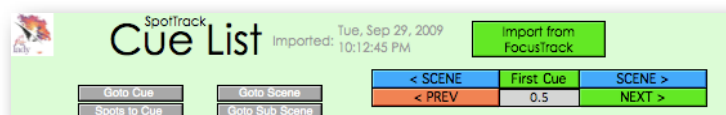
Importing the Cue List

To import a cue list into SpotTrack, it must have first been imported from the console by FocusTrack version 2.000 or later.

Once you have the cue list in FocusTrack, you can import it into SpotTrack from SpotTrack's Cue List display - get to this by pressing the 'Cue List' button in the SpotTrack Main Screen.



If you don't see a Cue List there, or if you want to update the cue list SpotTrack is using, press the 'Import from FocusTrack' button.



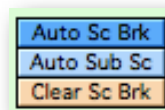
If SpotTrack already has a cue list, it will warn you that this will be replaced by the new one. Hit OK to confirm that. SpotTrack will then ask you to find the 'Cue List.ftr' file for the show you wish to import. This will be located inside the FocusTrack folder for the show. Select that file then press OK. SpotTrack will import the cue list.

SpotTrack will import the entire cue list together with any notes that the LD or programmer has added to the cue sheet in FocusTrack. Scene break markers will also be imported - cues that show up with a blue background, as in SpotTrack.

If cues are not marked as scene break cues (dark blue background) or sub-scene breaks (light blue background), you can mark cues by checking the scene break boxes to the left of each cue.

<input checked="" type="checkbox"/>	0.3	1
<input type="checkbox"/>	0.5	1
<input type="checkbox"/>	0.7	1
<input type="checkbox"/>	1	1
<input type="checkbox"/>	2	1
<input type="checkbox"/>	4	1
<input type="checkbox"/>	4.2	1

Alternatively if there is any pattern to the way cues are labelled, you can use that to automatically mark cues as scene breaks, using the 'Auto Sc Break' and 'Auto Sub Sc' buttons



For example, if the programmer emphasises the start of each scene in the console using text labels such as '----- SC 1' and '----- SC 2', press 'Auto Sc Break' then enter '-----' as the text to match. All cues with labels starting with that text will be marked as scene break cues.

SpotTrack can also show cues which have been added or deleted since the last import from the console into FocusTrack. This can be useful when checking whether cues referenced by the spot cue sheets are still current.

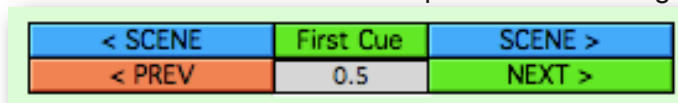


Press the 'Show Deleted' button to see cut cues highlighted in red, the 'Highlight New' button to see newly added cue parts highlighted in green.

If you wish to manually add or delete cue parts, you can do so using the 'New Cue' and 'Delete Cue Part' buttons. Any changes you make in this way will be lost next time you import cue data from FocusTrack. An indicator at the top of the cue list will show you when you last imported a cue list from FocusTrack.

Navigating Around The Cue List

You can scroll through the cue list as you would scroll through spot cues, or use the <PREV or NEXT> buttons to step through cues, or the <SCENE or SCENE> buttons to jump through the show a scene at a time (provided some cues are marked as scene breaks - ie. show up with a blue background).

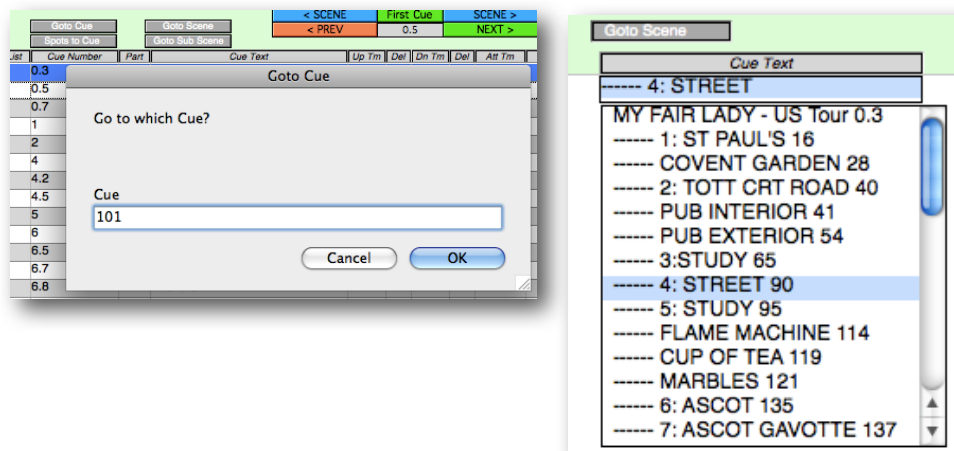


The cue list will also contain part cues, if there are any in the show. These may or may not be of interest to you; you can choose whether to see all of the cue parts, or just the cues using the 'Omit Parts' and 'Show All' buttons.



(Note: the grandMA console does not support part cues, so you will not see any part cues when importing from that console).

As with SpotTrack cues, you can also jump to specific cues or scenes using the 'Goto Cue' or 'Goto Scene' buttons.



You can also force SpotTrack to jump to a cue you have selected in Cue List using the 'Spots to Cue' button.



When you do not need to see the Cue List, you can close it using the 'Close CueList' button.

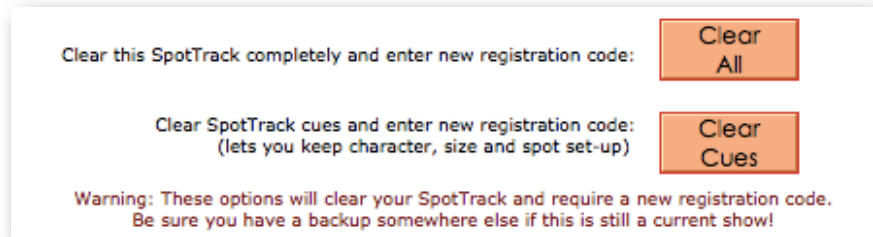
10: Control

About SpotTrack

This will give you information about the SpotTrack you are using, including the SpotTrack version, the user and show that SpotTrack is registered to, the charity it is supporting and more.

This screen also allows you to clear all or parts of a SpotTrack. This can be useful if you are creating a new SpotTrack based on an existing one - particularly if you want to keep Size and Action shortcuts you have defined.

Clearing SpotTrack Completely



The screenshot shows a dialog box with two main options and a warning. The first option is 'Clear this SpotTrack completely and enter new registration code:' with a 'Clear All' button. The second option is 'Clear SpotTrack cues and enter new registration code: (lets you keep character, size and spot set-up)' with a 'Clear Cues' button. Below these is a red warning message: 'Warning: These options will clear your SpotTrack and require a new registration code. Be sure you have a backup somewhere else if this is still a current show!'.

When you buy SpotTrack you buy it for one show only; to enter a new show name you have to clear SpotTrack and enter a new registration code.

‘Clear All’ will completely clear SpotTrack and ask you for a new registration code.

‘Clear Cues’ will just clear the cues and ask you for a new registration code, maintaining your Shortcuts.

WARNING: *Using either of these options will clear all of your spot cue information from SpotTrack. Be sure you have a backup of this SpotTrack somewhere else if the show you are clearing is still current or if you need to keep it for archive purposes.*

If in any doubt, the safest way to start a new show is to download a new version of SpotTrack from the SpotTrack website, www.spottrack.co.uk. This will also ensure that you start each show with the most current version of SpotTrack.

Partially Clearing SpotTrack



You can partially clear a SpotTrack using these buttons, each of which will clear a specific set of information.

WARNING: *All of these buttons will clear sets of information from SpotTrack. Be sure you have a backup of this SpotTrack somewhere else if the show you are clearing is still current or if you need to keep it for archive purposes.*

SpotTrack Information

Elsewhere on the About screen, you can find out about recent changes to SpotTrack, jump to the SpotTrack or FocusTrack websites, or find out more about the charities you support by purchasing SpotTrack.

Help

Help provides an on-screen reminder of the most useful keyboard shortcuts in SpotTrack.

Lock Display

This puts up the show logo and locks out access to SpotTrack. It can be useful when a laptop is left unattended in an auditorium. To unlock SpotTrack, hold down the shift key and click on the 'Unlock Display' button.

Quit SpotTrack

This quits SpotTrack. You don't need to save as SpotTrack automatically stores information as you work.

11: File Recovery

In very, very rare cases, usually if your computer crashes while SpotTrack is in the middle of trying to write its information to disc, the SpotTrack data file can become corrupted.

The best defence against this is to make regular backup copies of the SpotTrack data file - this is called 'SpotTrack.spo' and is located in the SpotTrack folder for your show. As you make copies, rename them to remind yourself when that SpotTrack was valid to - 'SpotTrack Sept 1 Tech End' or a similar scheme to suit your working methods.

If your active SpotTrack file does become corrupted, you can attempt to recover it by running SpotTrack (double clicking on 'SpotTrack' on a Mac or 'SpotTrack.exe' on a PC), then selecting File > Recover... SpotTrack will ask you to locate the damaged 'SpotTrack.spo' file and will then attempt to recover it. This will work in almost all cases...

If it doesn't work, you'll have to go back to using one of your backup files. You should delete the damaged 'SpotTrack.spo' file, copy the most recent backup file, and rename that 'SpotTrack.spo'. You should then be able to open and continue to work with that file.

By purchasing SpotTrack for your show, you are supporting one of two entertainment industry charities - The ESTA Foundation's Behind The Scenes in North America, and Light Relief in the UK. You get to choose which your SpotTrack supports when you purchase it, and your SpotTrack will proudly display its chosen charity every time you run it.

Of course, charities can always do with more help, and both charities have a whole range of initiatives through which you can help them with their work. Please do visit their websites to find out more.

Behind The Scenes

www.estafoundation.org/bts

Behind the Scenes provides financial support to entertainment technology industry professionals when they are ill or injured. Individuals and organizations contribute money to the program, and Behind the Scenes provides grants for emergency situations. With this initiative, our industry can make sure our colleagues are cared for when tragedy strikes.

Many people in the entertainment technology industry lack health insurance and other financial support systems that are common for professionals in other fields. Behind the Scenes helps industry members through crises, such as serious illness, injury or death by fitting each grant to the recipient's needs. Funds can be used for medical care and living expenses such as rent, mortgage, utilities, food, transportation and child care.

Behind the Scenes is working to raise \$5 million to create an endowment so our industry will be able to help our colleagues for many years into the future. Please contribute today. Any amount will be appreciated. Every contribution will help.

Since May of 2006, Behind the Scenes has been providing grants to industry professionals or their surviving family members to assist in a variety of ways including: short term living expenses such as food, housing and utilities; and assistance with medical bills, health insurance, physical therapy, and medications.

Light Relief

www.lighrelief.org.uk

Light Relief is a charity established by and for the entertainment lighting industry, to help in times of extreme hardship. Formed specifically to help theatre lighting designers and those working in the field who are not in regular full time employment, Light Relief can provide either practical support or financial help, depending on the individual need.

With Richard Pilbrow as Honorary Chairman, Light Relief has a board of seven trustees, all of whom work in the entertainment lighting industry.

Most lighting designers and technicians are freelance and earn their living through talent and hard, demanding, physical work during anti-social hours. Like most freelance people, they do not earn money unless they are working, so sickness, physical injuries or domestic crises can lead to dramatic falls of income. This, in turn, affects not just them but also their families.

Light Relief helps people by providing practical support or financial help - occasionally both - and most of the people that we help are lighting designers or technicians, or members of the Association of Lighting Designers. If you know someone who needs help, or if you need help for yourself or your family, assistance may be as near as the click of your mouse.

F: FocusTrack

FocusTrack is a system designed for documenting show lighting, doing as much of the work as possible automatically using information from the lighting console rather than relying on show staff to manually track down information. If you have show information in other places, such as VectorWorks Spotlight or Lightwright, you can import that as well.

FocusTrack can automatically import show data from Strand 500-series, ETC Eos/lon and MA grandMA consoles; from that information it can figure out which conventional and moving lights are used, where they're used (which positions, which cues) and how they're used (which colours and gobos).

You can then add other information - written descriptions of the focus, grid focuses. Or you can use FocusTrack to control your lighting console, switching lights on and moving them to the right positions for you to take pictures of the focuses that can then be brought in to FocusTrack to leave you with a complete, comprehensive record of the show lighting.

It also produces a very nice cue list, to which you can add pictures - and which you can import into SpotTrack to give you something to work from while creating your spot cues!

Show lighting is complicated. Keeping it looking right, even more so. FocusTrack can help. Why not give it a go on your next show?

www.focustrack.co.uk