



SESSION NOTES & CUE MANAGEMENT

Session Board

INSTALLATION & USER MANUAL

macOS | AAX + VST3 + AU | Version 1.4.2

Keep every note with the moment.
Your session diary, inside your DAW.



CAPTURE. ORGANIZE. DELIVER.

A practical guide to session notes, cues and references.
From your first entry to the final handover.

SOUND FREAK STUDIOS

hello@soundfreakstudios.com

START HERE

Keep the session in focus

Session Board brings timecoded notes, categories, reference attachments and cue status into your DAW. Capture feedback where you work, then keep the next review organized.

COMPATIBILITY	WORKFLOW	AUTHORIZATION
macOS 12 or later Intel + Apple silicon AAX Native, VST3, AU	Notes and cue management Audio passes unchanged Local or portable boards	Payhip or Gumroad Two computers per license 14-day demo

In this manual

Use the guide in order for a first installation, or jump to a workflow below.

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START WITH ONE BOARD

Insert Session Board, choose the board storage location, confirm timecode and create your first cue. The product image in this guide contains sample entries; a new board starts empty.

INSTALLATION / MACOS

One installer. Three formats.

Use macOS 12 or later with a compatible 64-bit DAW. Your DAW must also support your macOS version.

1

Download the Mac installer.

Use your official store download. Extract a ZIP first if one is supplied.

2

Close your audio applications.

Save your sessions and quit your DAW and any plug-in hosts.

3

Run the package.

Open **SessionBoard-1.4.2-macOS-Universal.pkg**. Follow Installer and enter your Mac administrator password if requested. Customize lets you select formats.

4

Reopen and insert.

Allow the DAW scan to finish. Use AAX in Pro Tools, VST3 in Nuendo or another VST3 host, and AU in Logic Pro.

FORMAT	SYSTEM-WIDE LOCATION
AAX	/Library/Application Support/Avid/Audio/ Plug-Ins/Session Board.aaxplugin
VST3	/Library/Audio/Plug-Ins/VST3/Session Board.vst3
AU	/Library/Audio/Plug-Ins/Components/ Session Board.component

UPDATING SESSION BOARD

Close the DAW before updating. Existing board files and authorization are retained. Use an insert that receives processing updates when you need live host timecode.

ACTIVATION

Open your session diary

Use your Session Board purchase email and license key from Payhip or Gumroad. A customer iLok license or USB dongle is not required.

1

Open Session Board in your DAW.

On an unactivated computer, the activation panel appears over the dimmed board.

2

Enter your purchase details.

Use the purchase email and complete **Session Board** license key. An order number or the code in a product-page link is not a license key.

3

Choose Activate License while online.

After successful authorization, the panel disappears and the board becomes available. If the key is invalid, the panel stays open so you can correct it.

4

Continue in your preferred format.

AAX, VST3 and AU share authorization under the same Mac user account. Save your DAW session normally.

TOPIC	HOW IT WORKS
Two computers	One paid license supports up to two computers.
Clean interface	After successful authorization, license controls are hidden from the main board.
Changing computers	Authorize the new computer with your purchase details. Contact support if you reach the computer limit or cannot access an old computer.

KEEP YOUR KEY PRIVATE

Contact hello@soundfreakstudios.com privately for activation help. Do not include complete license keys in public screenshots or shared session notes.

DEMO + OFFLINE USE

Try the workflow. Keep your notes.

14-day demo

Choose **Try Demo - 14 Days** in the activation panel. The demo starts after its first successful online activation. You can use the remaining trial time offline after that initial connection.

The deadline is fixed for that computer. Reopening or reinstalling Session Board does not restart or extend the demo.

When the demo ends

The board dims and editing becomes unavailable until you activate a license. Your saved notes and attachments remain on disk. Audio continues through the plug-in unchanged.

Paid offline use

Paid authorization renews online and provides up to **30 days of offline use** after a successful renewal. Connect periodically so authorization can renew in the background.

STATE	EXPECTED BEHAVIOR
Unactivated	Activation panel is shown; audio passes unchanged.
Demo active	The board is available until the original 14-day deadline.
Paid and valid	The board is available; activation controls are hidden.
Authorization expired	The board dims. Reconnect for paid renewal or activate a purchase after the demo. Saved data remains.

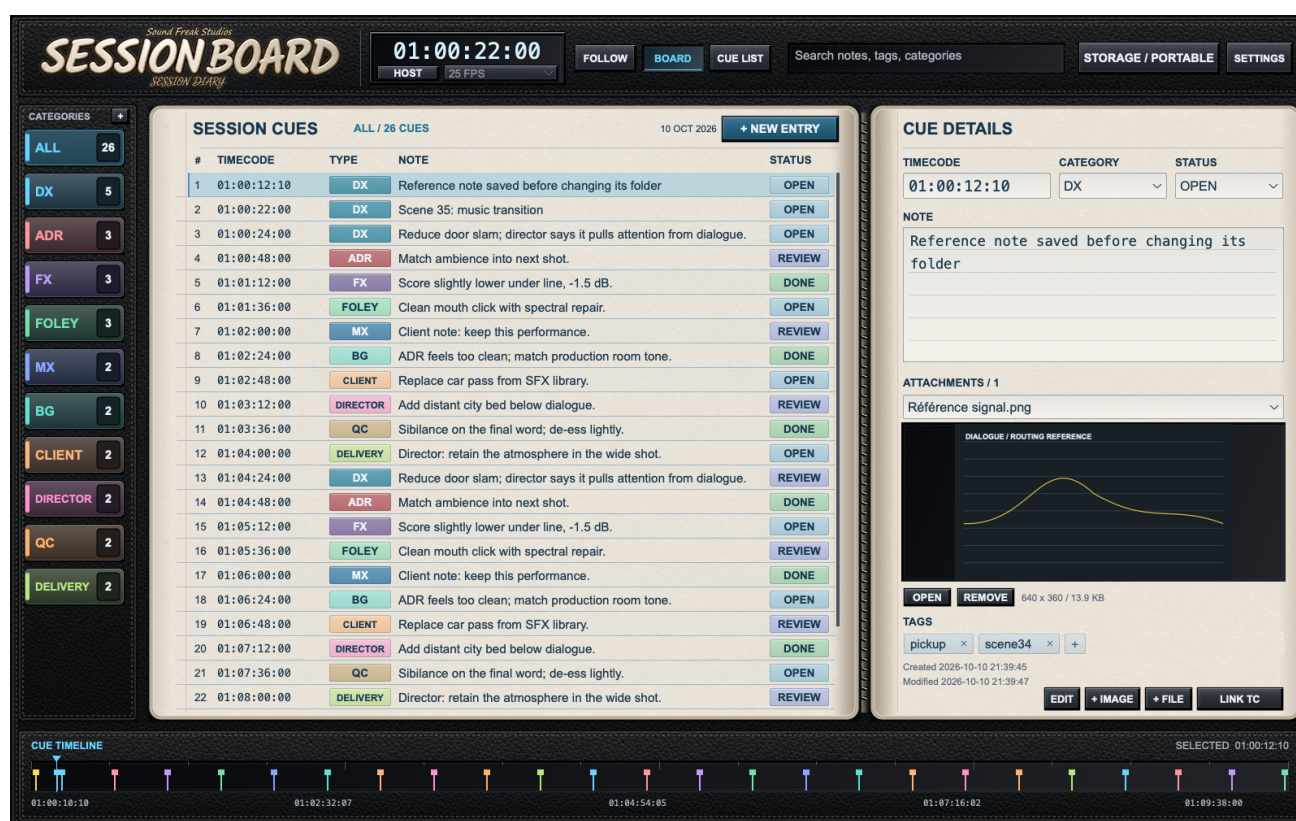
TIME AND CONNECTION

Keep your Mac date and time correct. Check your internet connection and purchase details if authorization fails. For a computer-limit issue, contact support.

INTERFACE

Find your way around

A diary-style workspace keeps the cue list, selected note and reference image together. This specimen shows a populated board with sample entries.



AREA	PURPOSE
Top bar	Timecode source and frame rate, Follow, Board/Cue List, search, storage and Settings.
Left tabs	Category filters and cue counts. Use + to manage categories.
Left page	Timecode, category, note preview and status for each cue.
Right page	Selected cue text, category, status, attachments and tags.
Bottom timeline	A visual overview of timed cues and the displayed position.

ENTRIES

Capture the note while it matters

Use one entry for one actionable thought. A clear note and a useful timecode make later review much faster.

1

Choose + New Entry.

The draft uses the currently displayed Host or Manual timecode when available. **Command+N** also opens a new entry.

2

Write the cue.

Choose a category, enter the note and set Open, Review or Done. Add tags and optional image or file attachments.

3

Check its timecode.

Use the displayed time, enter a valid timecode or leave the cue untimed. **Use Current TC** copies the top display into the draft.

4

Choose Add Entry.

The saved entry appears in the cue list. Use Cancel to leave the draft without adding it.

Edit an existing cue

Select a row to see its full text and references on the right page. Inspector changes save automatically. Use **Edit** to change a cue through the entry panel, including its timecode.

Link a cue to the current moment

Select the cue and choose **Link TC** to replace its timecode with the currently displayed Host or Manual time. Check the display before applying it.

BE SPECIFIC

Instead of "fix dialogue," try "Reduce the door slam under the final word." Add tags such as scene34, pickup or client-review to make the note easy to find.

TIMECODE

Live position or a deliberate cue time

The main display supports live Host timecode and a fixed Manual timecode. Both can be used to create and link cues.

DISPLAY / MODE	WHAT IT MEANS
HOST	Timecode uses position and frame-rate information supplied by the host.
HOST*	Live host position is converted using your saved Host timecode setup.
MANUAL	A fixed timecode entered by you. Playback does not advance it.
LAST TC	Processing updates have stopped; the display is no longer receiving fresh timing.
TC UNAVAILABLE	A usable host position or timecode conversion is not available.

Enter Manual timecode

Click the main timecode display and type **HH:MM:SS:FF**. Press Enter to apply Manual mode; Escape cancels the edit. Choose the matching frame rate. Click the source button to return from Manual to Host.

Supported frame rates

23.976, 24, 25, 29.97, 29.97 drop-frame and 30 fps. The frame number must be valid for the selected rate. At 29.97 drop-frame, certain frame labels are skipped at minute boundaries.

Set up a host clock

Open **Settings > Host timecode setup**. Enter the project frame rate and timecode at timeline zero, then choose **Apply & Follow Host**. Choose Automatic to return to host-supplied timing. Save the DAW project to retain the setup.

TIMECODE DOES NOT SEEK YOUR DAW

Entering a timecode, selecting a cue or using Link TC does not move the DAW playhead. Host transport remains under your DAW's control.

LOGIC PRO / AU

Set the clock once. Follow the session.

Logic can supply its timeline position without supplying a usable SMPTE frame rate. Host timecode setup lets Session Board match your project.

1

Use an actively processed insert.

Insert Session Board on a track playing audio, or on **Stereo Out receiving your mix**. Logic may suspend plug-ins on empty tracks.

2

Check the Logic project settings.

Find the project frame rate and the timecode at the start of the timeline. Use the actual project values.

3

Open Host timecode setup.

In Session Board, choose **Settings > Host timecode setup**. Match the frame rate and timecode at timeline zero.

4

Apply, play and save.

Choose **Apply & Follow Host**, play through audio and check that **HOST*** advances. Save the Logic project to remember the setup.

EXAMPLE ONLY	ENTER IN SESSION BOARD
Project frame rate: 25 fps	25
Project timeline starts at 01:00:00:00	01:00:00:00

If the display is unavailable or frozen

Confirm the insert is enabled and audio is passing through its track or output. In **Settings > Transport diagnostics**, Processing updates of zero means the instance has not received processing calls yet. Play through an audio region and reopen the readout.

USE HOST SETUP, NOT MANUAL TC

Typing into the main timecode display selects a fixed Manual cue time. To follow Logic, use Host timecode setup and Apply & Follow Host.

ORGANIZE + FOLLOW

Find the cue you need

Categories and counts

Use the left tabs to filter the cue list. **All** returns to the complete category view. Default categories include DX, ADR, FX, Foley, MX, BG, Client, Director, QC and Delivery.

Add or rename categories

Click **+** beside Categories, or choose **Settings > Manage categories**. Add a category for your workflow or select an existing one and save a new name. Renaming keeps existing cues in that category. Categories belong to the board.

Search the board

Use the search field to find note text, tags, categories or attachment names. Clear the search and select All if a cue seems to be missing.

STATUS	SUGGESTED USE
OPEN	An action that still needs attention.
REVIEW	A change ready to check, or a question needing a decision.
DONE	A cue you have completed and approved for this pass.

Follow the playhead

Enable **Follow** to select nearby cues as the displayed timecode moves. In Settings, choose a range of **2, 5 or 10 seconds**. Follow pauses while you edit so the selection does not jump away from your work.

Board, Cue List and timeline

Board keeps the cue details visible. Cue List provides more width for the list. Click a cue marker in the timeline to select its entry; this selects the note, not the DAW position.

A SIMPLE REVIEW HABIT

Use category filters for a department pass, tags for scenes or versions, and status for progress. Keep each category name short enough to read easily on its tab.

REFERENCES

Keep the context with the cue

Attach an image or a file

Select a cue and choose **+ Image** or **+ File**. You can also attach references while creating a new entry. Session Board copies attachments into the board's managed storage; your source files are left unchanged.

Review images inside the board

Use the attachment selector to choose a reference. Image attachments can be previewed beside the note. Open the image viewer for a closer look, then use Fit, actual-size and zoom controls.

Open or remove an attachment

Choose **Open** for the selected attachment. Other file types open in their associated application. **Remove** removes the board's attachment; it does not delete your original source file.

Add useful tags

Use the tag controls to add terms such as scene34, dialogue, pickup or final-pass. Use the cross on a tag to remove it. Tags help search across categories without changing a cue's primary category.

REFERENCE	HOW IT CAN HELP
Picture or frame grab	Identify the shot, character or visual moment being discussed.
Approved sound reference	Keep a file associated with the note for review in its appropriate application.
Screenshot or document	Preserve the context of a client comment, settings reference or delivery request.

TRANSFER THE WHOLE BOARD

Attachments are part of board storage. When moving a session, copy the complete Session Board folder with its contents, not just the DAW project file.

BOARD STORAGE

Choose where the diary lives

The storage button shows the board's current mode. Choose a location early, especially when the session will move between computers.

MODE	WHEN TO USE IT
LOCAL	Keep the board in Session Board's local storage on this Mac. Convenient for work that stays on one computer.
PROJECT FOLDER	Choose your DAW project folder and keep the board with the session for easier transfer and backup.
SYNCED FOLDER	Choose a folder managed by an external sync application. That application handles synchronization; Session Board has no cloud-account sign-in.

1

Open Board Storage.

Click the storage button, then choose Local, Project Folder or Synced Folder.

2

Choose the parent folder.

Use Browse or enter an absolute folder path. For Project Folder, select the actual DAW project folder yourself.

3

Review the folder name and destination.

Use the optional name field for a readable name such as Film Mix Notes. Check the destination preview before applying.

4

Apply the location.

Session Board copies and verifies the board before switching to the new location. A source copy is kept for recovery. Save the DAW project after the change.

PROJECT LOCATION IS YOUR CHOICE

Session Board does not reliably discover every DAW's project name or folder automatically. Select the project folder and review the proposed board name.

TRANSFER + RECOVERY

Take the notes to the next room

1

Save and close the session.

Allow pending board saves to finish. Note the storage location before transferring.

2

Copy the session and complete board folder.

Include all board files, attachment folders and their contents. If the board uses Local storage, copy that board as well or move it into the project folder first.

3

Open on the destination Mac.

Install Session Board and authorize that computer. Open the DAW project.

4

Reconnect when the path changes.

If the board is unavailable, choose **Settings > Locate existing board**. Select the original board folder containing **board.db**. Confirm your notes and references, then save the DAW project.

If a folder was moved or deleted

Restore the original folder from your backup, or locate the correct existing copy. Retry Board attempts to reopen the saved location. A new empty folder does not recover the previous notes.

Using an externally synced folder

Let the external sync application finish before opening the board on another Mac. Keep a full local copy available. Avoid editing the same board simultaneously on multiple computers; this is a handover workflow, not a live collaborative editor.

THE DAW FILE IS NOT THE COMPLETE BACKUP

The DAW remembers the board connection and plug-in settings. The notes and attachments live in the external board folder. Back up and transfer both together.

EXPORT / CSV

Share the cue list outside the DAW

Export a readable list for clients, editors or a final review. CSV files open in Excel, Numbers and other spreadsheet applications.

1

Finish the current edit.

Save or cancel an open entry draft and allow inspector changes to save.

2

Choose Export all cues to CSV.

Open **Settings > Export all cues to CSV**. The export contains all saved cues, including cues outside the current filter.

3

Choose a filename and destination.

Save a clearly named file, such as Film_FinalMix_Notes.csv.

4

Open in your spreadsheet application.

Import as UTF-8 and set the Timecode column to text if the application tries to change its formatting.

EXPORTED INFORMATION	CONTENTS
Cue and timing	Cue number, timecode, frame count, frame rate and drop-frame flag.
Note details	Category, status, note text and tags.
References and dates	Attachment names, created date and modified date.

AN EXPORT IS A REPORT

CSV includes attachment names, not the attached files themselves. It is not a full board backup or a round-trip editing format. Transfer the board folder when the recipient needs the complete Session Board session.

SESSION WORKFLOWS

From spotting to sign-off

Capture a review pass

Confirm host timecode before the screening. Create a cue at each point that needs attention, write a specific action and choose the right category. Add a scene tag so you can group related notes later.

Work through a department

Filter DX, ADR, Foley, FX or your custom department. Work through the cues in context, attach any useful references and mark changes Review before the next playback.

Review with the client

Use Board view to keep the selected note and image together. Enable Follow while playing the scene. Pause Follow or stop transport when you need to discuss and edit one cue.

Prepare a handover

Confirm statuses, export all cues to CSV and keep the complete board folder inside the project's delivery structure. Share the CSV for reading and the board folder for continued work in Session Board.

EXAMPLE CUE	CATEGORY / TAG / STATUS
Reduce door slam under the final word.	FX / scene34 / Open
Match ADR room tone to production.	ADR / pickup / Review
Client approved the alternate music ending.	Client / final-pass / Done

MAKE EACH NOTE ACTIONABLE

Describe the sound, the change and any approval needed. A precise cue is easier to complete than a long note containing several unrelated tasks.

CONTROL REFERENCE

Everyday controls, at a glance

CONTROL	ACTION
+ New Entry / Command+N	Open a new cue draft.
Command+Return	Submit the current entry draft or save inspector edits when applicable.
Escape	Cancel the active timecode edit or close an applicable panel. A busy save may need to finish first.
Main TC display	Type a fixed Manual cue timecode; Enter applies it.
HOST / MANUAL source	Return to live host timing or choose a fixed manual cue time.
Follow	Select cues near the displayed live position.
Board / Cue List	Show cue details or give more space to the list.
Search	Filter by note text, category, tags or attachment names.
Category +	Add or rename categories for the current board.
Edit / Link TC	Edit the selected cue, or assign the displayed timecode to it.
+ Image / + File	Attach references to the selected cue.
Storage	View or change the board location.
Settings	Storage, category management, CSV export, timecode setup, Follow range and About.

Resize and hover help

Drag a window corner to resize the board. Use Settings to restore the readable window size if needed. Hover over a control for about three seconds to see a short explanation.

Keyboard shortcuts apply while the plug-in editor has focus. Your DAW may reserve or intercept some key combinations.

TROUBLESHOOTING

Get back to the session

The plug-in does not appear

Use AAX for Pro Tools, AU for Logic or VST3 for a compatible host. Quit the DAW, run the installer and rescan. Confirm macOS 12 or later and the locations on page 3.

Timecode is unavailable or frozen

Use an enabled insert on a path receiving processing updates. An empty track can be suspended even while the DAW transport plays. In Logic, apply Host timecode setup as described on page 9. Reopen Transport diagnostics during playback if needed.

The displayed time differs from the DAW

Check Host versus Manual mode, frame rate, drop-frame choice and timecode at timeline zero. A fixed hour offset usually calls for checking the timeline-start setting. A wrapper also needs to forward host transport information.

A cue seems to be missing

Clear search, select All and check the board location. A different board or an active category filter can show a different cue list.

The board location is unavailable

Restore the missing folder or use Locate existing board to reconnect the original. If a save fails, check folder access, available disk space and whether an external sync service has finished downloading the files.

The board is dimmed or activation fails

Check your purchase email, complete key, connection and Mac date/time. Reconnect for expired paid authorization. Contact support if the computer limit prevents activation.

An attachment or CSV is incomplete

Transfer the complete board folder for attachments. CSV contains filenames only. Finish pending edits before exporting and preserve Timecode as text when importing into a spreadsheet.

REFERENCE + SUPPORT

Made for the work behind the picture

PRODUCT DETAIL	SESSION BOARD 1.4.2
Developer	Sound Freak Studios
Purpose	Session notes, timecoded cues and reference management inside your DAW.
Compatibility	macOS 12 or later; 64-bit AAX Native, VST3 and AU; Intel and Apple silicon. Use a DAW version compatible with your Mac and macOS.
Audio	Passes the incoming audio through unchanged.
Timecode	Host or fixed Manual; optional saved host-clock setup. 23.976, 24, 25, 29.97, 29.97 DF and 30 fps.
Data and export	External board storage with managed attachments; CSV cue-list export.
Authorization	Payhip or Gumroad purchase email and key; two computers; 14-day demo; paid offline use up to 30 days after renewal.

Technical support

hello@soundfreakstudios.com

Include your Mac model, macOS version, DAW/version, plug-in format and Session Board version. Describe what you were doing and the message shown. For timing questions, include your project FPS, start TC and whether audio is playing through the insert. Hide license keys and private session details in screenshots.

Product pages

[Session Board on Payhip](#)

[Session Board demo](#)

[Session Board on Gumroad](#)

This edition covers the macOS installer. Windows is not included. Pro Tools 11 on its original macOS versions is outside this installer's macOS 12-or-later requirement.

Session Board 1.4.2 - macOS User Manual

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