



**NETWORK ANIMATION SOLUTION**

**Network User Guide**

# Legal Notices

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# Chapter 1

## Network Connection



### What is Harmony?

Harmony is a revolutionary team-based infrastructure for animation production. Its array of cutting-edge features increases productivity and encourages creativity. Developed in conjunction with the leading studios worldwide, Harmony is specifically designed for long-term episodic and feature length projects, providing a true animation pipeline. Several animators can work simultaneously on the same scene while the asset library provides users with easy access to up-to-date media assets. Harmony is truly scalable; more than 100 staging clients can share animation just as easily as a few can.

Toon Boom Harmony is a powerful solution that brings together multiple teams working on the same project, whether in-house or remotely. The Harmony solution offers a robust asset management system that enables users to quickly locate assets, share tasks on complex scenes and centralize all assets in a common repository. Tremendous gains in efficiency and quality are made by the teams, who enjoy a smooth flow between each task, and more time dedicated to their creative assignments.

## What is Network Connection?

Harmony Network is the link between the machines and the Server. It lets you work on the different projects stored in the central Harmony database.

At the heart of the Harmony Solution is the Server, which centralizes all the production assets in a repository. Loaded with production proven tools to manage administration tasks, the Server is completely flexible and will fit in your existing infrastructure, whether you are on Windows, Linux or Mac.



*To learn more, refer to the Harmony Server User Guide.*

## What is Contained in this Guide?

This guide was created to show you how to work on your project stored in the database using Harmony Network.

This guide is divided as follows:

- Connecting to the Database, on page 5
- Saving Different Versions of a Scene in the Database, on page 12
- Managing Palettes, on page 17
- Library, on page 26
- Batch Rendering, on page 27

## Connecting to the Database

When you launch Harmony Stage, you can decide to either work offline in the application as a stand alone software or connect to the database to work on projects via Harmony Network.

This topic explains the following:

- Working Offline with Toon Boom Harmony Stage
- Working with Toon Boom Harmony Stage Via Harmony Network

### Working with Toon Boom Harmony Stage Via Harmony Network

When working with the Harmony solution via Harmony Network, the scenes and their data are stored directly on the server. No data is saved or stored on the client machine. The client machines access the database and load the scenes and drawings directly from the server. Each time the user saves his scene, the data is updated directly on the server. There are no upload or download operations done between the server and the clients.

#### Global Lock

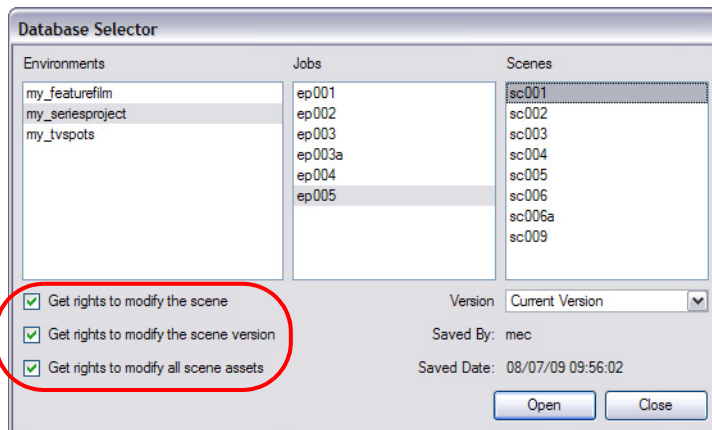
Harmony has a lock system, referred to as Global Lock, for the different scenes and scene assets. As all the data on the server can be accessed directly and modified from any client machine, by default, the scenes are locked. The users need to obtain the rights to modify scenes in order to save their work onto the server.

Only one user at the time can modify a scene. Once a scene is opened on a client machine, the other users can only open the scene in read-only mode if they need to consult it, but they will not be able to save any modifications.

The Global Lock has three levels:

- **Get rights to modify the scene**  
Allows the user to modify the selected version of the scene and have access to the version manager during the opened session.
- **Get rights to modify the scene version**  
Allows the user to modify the currently selected scene version but locks access to the version manager during the opened session.
- **Get rights to modify the scene assets**  
Automatically gets all the edit rights for the selected version of the scene. This option is only recommended if you are certain that the selected scene can not be opened for editing by several users at the same time. Large studios should avoid this option.

These three levels of locking are available from the Database Selector when the user logs into Harmony Stage. From there you can select a scene and get the rights to modify it by enabling the desired lock option check boxes.



There are several different ways to obtain the rights to modify the scenes. It can be done when the user loads a scene from Harmony Stage, inside the application once the scene is loaded or when an Environment, Job or Scene is created using the Control Centre.



Refer to the *Harmony Server User Guide* to learn more about the Control Centre.

### Acquiring Rights to a Scene Once it is Loaded

If you opened a scene for read only, but realize that you will need to modify it, you can easily acquire the necessary rights without closing and reloading the scene.

**To set the scene's rights after the scene is loaded:**

- ▶ Select **File > Rights to Modify Scene** or **Rights to Modify Scene Version**.



*Note that it is not possible to acquire the rights to modify the scene assets once the scene is loaded. This process is done during the initial loading process of the scene.*



*To learn more about enabling the rights to modify while creating Environments, Jobs and Scenes, refer to the Harmony Server User Guide.*

### Locking Drawings

The drawings are also stored on the server database providing access to them from every client machine. They are locked to avoid different users from modifying the same drawings simultaneously. Only one person at the time can get the rights to modify them. The drawings' rights are independent from the scene's rights because in a production rush, two users may need to work on the same scene to finish painting the drawings faster. One user will get the rights for one set of drawings and the second user the rights to another set of drawings. This prevents work from being duplicated.

### Edit Drawings Mode

When enabled, this option will automatically give you the rights to modify drawings, as well as to create new drawings by drawing directly into an empty cell. This mode is enabled by default when you open a scene version with the rights enabled.

**To enable and disable the Edit Drawing Mode:**

1. Select **Edit > Edit Drawing Mode**. When the option is enabled, a check mark appears beside it.

### Get Rights to Modify Drawings

When you disable the Edit Drawing Mode, you can use the Get Rights to Modify Drawings option on a selection of specific drawings. This is proven useful when, for example, many users are working on the same scene during the ink and paint process and they want to split the drawings to paint between them.

**To get the rights on a selection of drawings:**

1. Make sure that the Edit Drawing Mode is disabled.
2. In the Xsheet view, select the drawings you want to edit.
3. Select **Edit > Get Rights to Modify Drawings** or you can use the default keyboard shortcut [Alt]+[L].

### Releasing the Rights to Modify Drawings

Once you get the rights to modify drawings, you can release these rights if necessary.

**To release the rights on a selection of drawings:**

1. In the Xsheet view, select the drawings you want to release.
2. Select **Edit > Release Rights to Modify Drawings** or you can use the default keyboard shortcut [Alt]+[Shift]+[L].



## Releasing Rights if your System Crashes

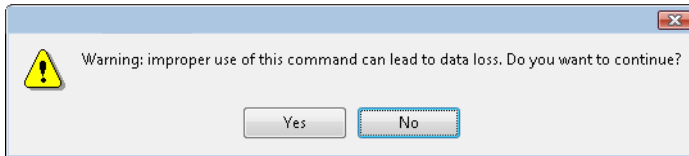
If your system crashes and the drawings remain locked, you can force the release of the rights.

**NOTE:** Use this option carefully, data loss may occur if the scene is currently open and being edited by another person. Verify that no one else is using the scene prior to forcing the release of the drawings' rights.

**To force the release of the rights of locked drawings:**

1. In the Xsheet view, select the drawings you want to release.
2. Select **Edit > Force Release Rights to Modify Drawings**.

A Warning dialog box opens.



- Click Yes if you want to continue to force the release.
- Click No if you want to cancel the force release.

## Read Changed Drawings

Since the drawings are stored on the server, sometimes you might need to refresh the drawings that are displayed in your scene.

**To read changed drawings:**

- ▶ Select **File > Read Changed Drawings**

## Palette Lists and Palettes Lock

### Edit Palette List Mode

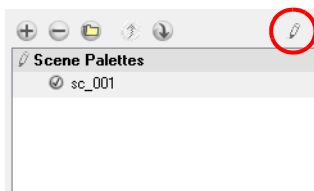
Every drawing element has a palette list. The scene also has a palette list. A palette list is a file containing all of the links to the original palette files. For example, a drawing element can use three different palettes stored in three different locations, while another drawing element can use two of these palettes plus another one coming from another scene. The palette list keep tracks of the location of the palettes.

To prevent users accidentally removing a link to a palette, the palette lists are locked. To add a new link to a palette, the user must first unlock the palette list.

**To enable and disable the Edit Palette List Mode:**

1. Select **Edit > Edit Drawing Mode** or **Edit Palette List Mode**. When the option is enabled, a check mark appears beside it.

When in Edit Palette Lists Mode, a grey pencil appears on the top corner of the Colour view palette list to indicate that it can be modified.



Before you can add, remove or modify colours from a palette, you need to have the right to edit palettes.

## Edit Palette Mode

A colour palette is an actual file that can be found on the hard drive. These palette files can be stored in a different location on the server machine. They can be stored in the Environment, Job, Scene or Element folder and linked to any palette list. This means that if the original palette file is modified, it will update in every drawing element the palette is linked to. To avoid accidentally modifying the palette, the palette files can be locked. The user must get the rights to modify them.

### To enable and disable the Edit Palette Mode:

1. In the Colour view, click on the Edit Palette Mode button.  
When pushed in, the mode is enabled, a grey pencil icon appears in the top corner






When pushed out, the mode is disabled.



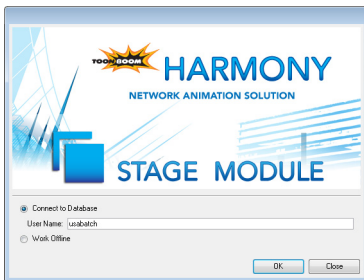
## Connecting to the Database

To be able to work in Harmony Stage via Harmony Network, you will need to be connected to the Harmony Database. When you connect to the database, you will not be able to create new scenes directly from Harmony Stage. The available scenes will be the ones that were previously created using the Control Centre.

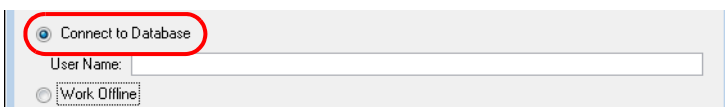
### To get connected to the Harmony database:

1. Launch Harmony Stage:
  - ▶ **Mac OS X:** Double-click on the Toon Boom Harmony Stage  icon or select: **Applications > Toon Boom Harmony 9.2 > Stage**
  - ▶ **Windows:** Double-click on the Toon Boom Harmony Stage  icon or select: **Start > Programs/All Programs > Toon Boom Harmony 9.2 > Stage**
  - ▶ **Linux:** Double-click on the Toon Boom Harmony Stage  icon or select: **Applications > ToonBoom-Harmony\_9.2 > Stage**

The database login dialog box opens.



2. Enable the Connect to Database option.

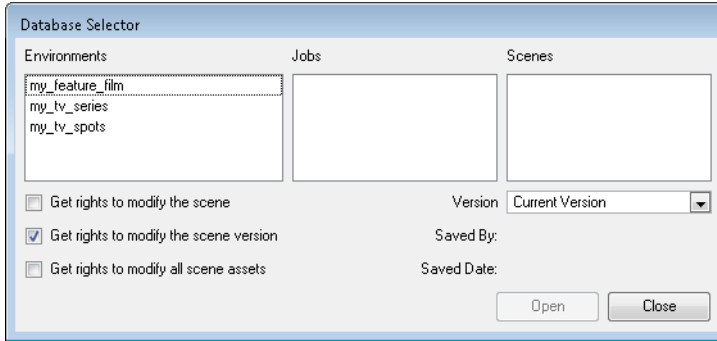


3. Enter your Harmony username in the User Name field.

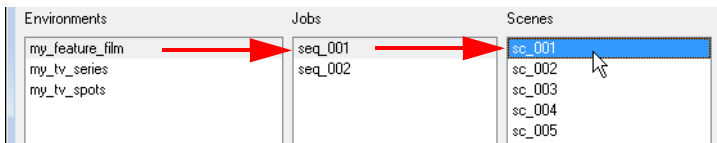


- Click on the OK button.

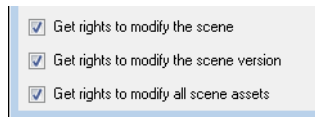
The **Database Selector** dialog box opens, displaying the Environments available from the Harmony database.



- From **Database Selector** dialog, select the scene Environment.



- Then select the scene Job.
- And finally, select the Scene.
- Get the rights needed for this session by clicking in the appropriate checkbox (es):

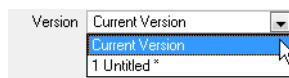


- ▶ **Get rights to modify the scene**  
Allows the user to modify the selected version of the scene and have access to the version manager during the opened session.
- ▶ **Get rights to modify the scene version**  
Allows the user to modify the currently selected scene version but locks access to the version manager during the opened session.
- ▶ **Get rights to modify the scene assets**  
Automatically gets all the edit rights for the selected version of the scene.

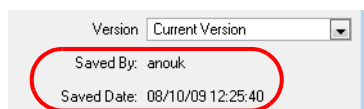


This option is only recommended if you are certain that the selected scene cannot be opened for editing by several users at the same time. **NOTE:** Large studios should avoid this option.

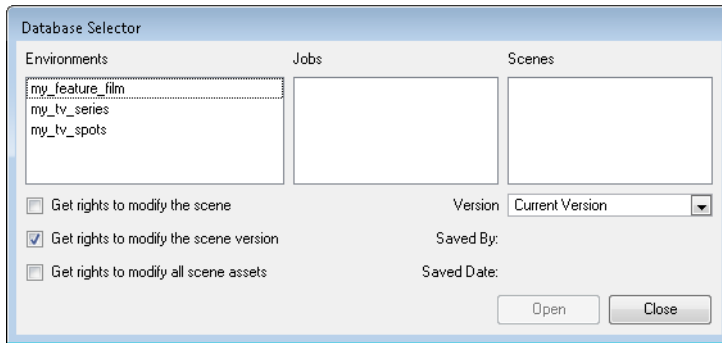
- Choose the version you want to open from the Version drop-down menu.



- ▶ The Saved By and Saved Date fields display the user who was the last to save the selected scene and the date of the last save.  
*Refer to the Saving Different Versions of a Scene in the Database topic to learn more about scene's versions.*



10. Click on the Open button.






## Working Offline with Toon Boom Harmony Stage

The Work Offline mode is enabled by default when you launch Harmony Stage for the first time. Using this mode allows you to create new scenes and work locally on your machine on independent projects, as you would normally. However, the following limitations apply:

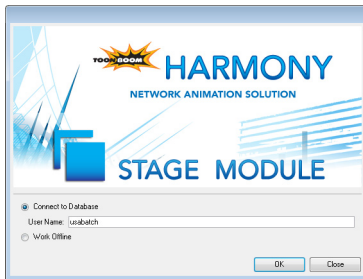
- Options exclusive to the Harmony Solution will not be available in the different menus
- You will not have access to any projects stored in the central database of Toon Boom Server.

To enable the Harmony Stage Work Offline mode:

1. Launch Harmony Stage:

- ▶ **Mac OS X:** Double-click on the Toon Boom Harmony Stage  icon or select: **Applications > Toon Boom Harmony 9.2 > Stage**
- ▶ **Windows:** Double-click on the Toon Boom Harmony Stage  icon or select: **Start > Programs/All Programs > Toon Boom Harmony 9.2 > Stage**
- ▶ **Linux:** Double-click on the Toon Boom Harmony Stage  icon or select: **Applications > ToonBoom-Harmony\_9.2 > Stage**

The database login dialog box opens.



2. Enable the Work Offline option by clicking in the Work Offline radio button.



The Harmony Stage **Welcome Screen** appears.



Refer to *Harmony Stage User Guide* to learn more about creating and opening your projects as well as working with Harmony Stage as a stand alone application.

## Saving Different Versions of a Scene in the Database

When you use the Harmony Solution and work in a scene on the database there are many choices and options available when you save your work.

- Save the scene as the current version
- Save different versions representing different stages of production of your scene
- Save different versions representing different scene setups
- Choose specific assets that you want to save, such as drawings or palettes

Once you have a different version of a scene stored in the database, you can manage the following:

- Saving the Current Version of a Scene
- Advanced Saving Options
- Deleting Versions

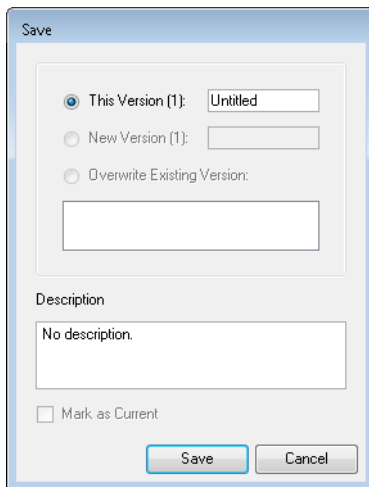
### Saving the Current Version of a Scene

When you open the scene from the database and you select the version you wanted to edit. You can either save the changes you made in the current version or create a new version. The simplest way to save your work is to update the current version.

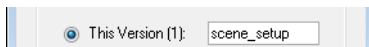
**To save the current version of a scene:**

1. Make sure that you have the necessary rights to save the current scene version. If you do not, you can acquire the rights by selecting **File > Rights to Modify Scene Version** or **Rights to Modify Scene**.
2. Select **File > Save**. You can also use the default keyboard shortcut [Ctrl]+[S] (Windows/Linux) or [⌘]+[S] (Mac OS X) to save the scene.

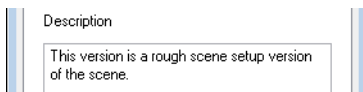
When saving the scene for the first time, the **Save** dialog box opens, prompting you to name the version.



3. Edit the information in the current version:
  - ▶ In the **This Version** field, enter a relevant name for the current version.



- ▶ In the **Description** field, enter a short description of the current version.



4. Click on the **Save** button.

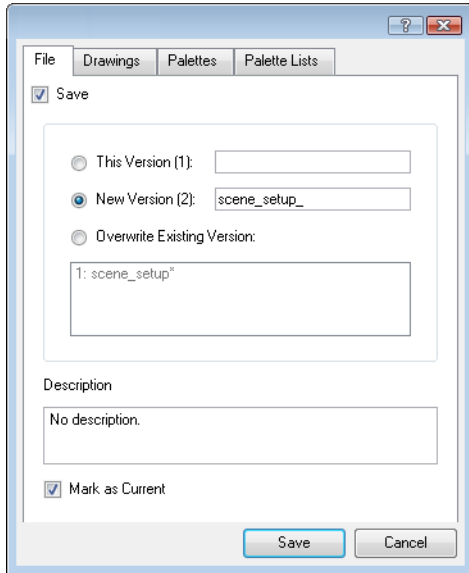
## Advanced Saving Options

Once the scene you are working on has been saved, use these options to save the scene as a different version or to select specific components of the scene you want to save.

**To open the Save dialog box:**

1. Make sure that you have the necessary rights to save the current scene version. If you do not, you can acquire the rights by selecting **File > Rights to Modify Scene Version** or **Rights to Modify Scene**.
2. Select **File > Save**. You can also use the default keyboard shortcut [Ctrl]+[Shift]+[S] (Windows/Linux) or [⌘]+[Shift]+[S] (Mac OS X).

The **Save** dialog box opens.



### Selecting the Advanced Saving options

3. Select the components you want to save from the following tabs, each of which is explained in the section below:
  - File
  - Drawings
  - Palettes
  - Palette Lists

Once you have chosen the components to be saved you will conclude the procedure by following the instructions in the Saving your Advanced Saving options section at Step 4.

## File

In the File tab of the Save dialog box, you can do the following:

- Save the scene as a new version
- Overwrite an existing version
- Set a new Current version.



### A - Save:

- ⇒ Enable this option if you want to save the modifications made to the current scene.
- ⇒ Disable the Save option if you only want to save specific components of your scene listed in the Drawings, Palettes or Palette Lists tabs. This will disable all option in the File tab.

### B - This Version (number):

This Version (1): scene\_setup

- ⇒ Enable this option if you want to save the current version of the scene. You can rename the current version by typing a new name into the field.

### C - New Version (number):

New Version (2): scene\_setup\_

- ⇒ Enable this option if you want to save the current scene as a new version. You can name this new version by typing a name into the field.

### D - Overwrite Existing Version:

Overwrite Existing Version:

1: scene\_setup  
2: compositing  
3: final

- ⇒ Enable this option and select an existing version of your scene from the list to overwrite it.

### E - Description:

Description

This is a rough scene setup version of the scene.

- ⇒ Use this field to add or edit an existing description for the scene version you want to save.

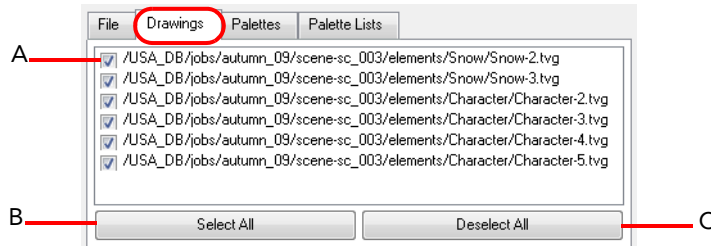
### F - Mark as Current:

- ⇒ Enable this option if you want to set this scene version as the current one. This version will be automatically selected as the default Current Version when the scene is selected in the Database Selector dialog box.



## Drawings

The Drawings tab lists the modified drawings.



**A - Drawing list:**

- ⇒ Select the modified drawings that you want to save.
- ⇒ Deselect the modified drawings that you do not want to save.

**B - Select All:**

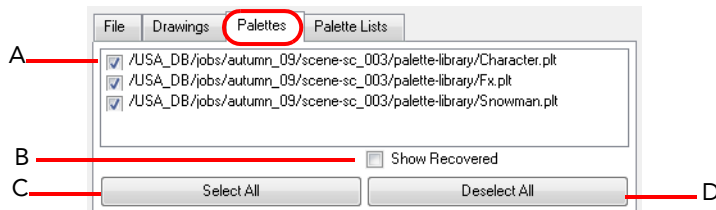
- ⇒ Click on the Select All button to select all modified drawings in list

**C - Deselect All**

- ⇒ Click on the Deselect All button to deselect all modified drawings in the list.

## Palettes

The Palette tab lists the modified colour palettes.



**A - Colour Palette list:**

- ⇒ Select the colour palette that you want to save.
- ⇒ Deselect the modified colour palette that you do not want to save.

**B - Show Recovered:**

- ⇒ Select this option if you want to display the recovered palettes in the list of modified palettes.

**C - Select All:**

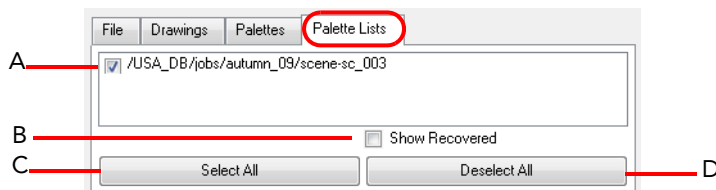
- ⇒ Click on the Select All button to select all modified colour palettes in the palette list.

**D - Deselect All**

- ⇒ Click on the Deselect All button to deselect all modified colour palettes in the palette list.

## Palette Lists

The Palette Lists tab lists all the modified colour palette lists.



**A - Palette Lists list:**

- ⇒ Select the modified palette lists that you want to save.
- ⇒ Deselect the modified palette lists that you do not want to save.

**B - Show Recovered:**

Select this option if you want to display the recovered palettes lists in the list.

**C - Select All:**

Click on the Select All button to select all modified palette lists in the list.

**D - Deselect All**

Click on the Deselect All button to deselect all modified palette lists in the list.

## Saving your Advanced Saving options

You should now have selected the components you wanted to save from the components in these tabs.

- File
- Drawings
- Palettes
- Palette Lists

**Now that you have chosen the advanced saving criteria, do the following:**

4. After selecting the components to be saved, click on the Save button.  
All the specific components that are selected throughout the different tabs of the **Advanced Save** dialog box will be saved.

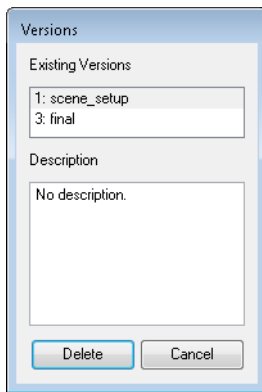
## Deleting Versions

You can delete any unnecessary versions using the Version Manager.

**To delete versions:**

1. Make sure you have the necessary rights. If you do not, select **File > Rights to Modify Scene**.
2. Select **File > Manage Versions**.

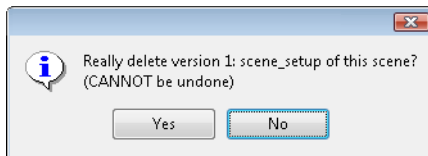
The **Versions** dialog box opens.



3. In the Existing Versions list, select the scene version you want to delete. When a version is selected, information about it appears in the Description list.
4. Click on the Delete button.



The **Confirm Delete Versions** dialog box opens, warning you that the operation cannot be undone.



5. **ONLY** if you are certain that the version can be deleted, click on the Yes button. Click on the No button if you want to cancel the operation and keep the version.

## Managing Palettes

The Harmony Solution incorporates palettes which hold all of the colours needed to paint elements, a concept that brings complete control and consistency to the painting process. A palette is created by assigning a set of colours to each character, prop or effect. The colour artist will create a new palette and add a new colour, called a colour pot, for each zone of the character, such as the skin, hair, tongue, shirt, pants and so on.

When a zone on a character is painted with the colour contained in a colour pot, a link is automatically created between that colour pot and the zone. This means that if the tint of the colour in the colour pot is modified, any zone that is linked to it will automatically update to the new tint. This saves time and money spent on your production. Another advantage of this system is that you can also create complete palettes for different lighting situations. For instance, in addition to the regular palette for a character, you can have one for that character in the rain, using colours that are muted and less vibrant than the dry daytime colours, or another for use in a night scene. Using palettes that are linked to your character this way allows you to instantly change colouring to suit the mood and atmosphere of the scene without tediously repainting each element.

This topic is divided as follows:

- Creating a Palette in Harmony
- Palette Operations
- Palette Storage
- Palette Backup

### Creating a Palette in Harmony

Harmony Stage is set to Basic Palette Lists mode by default. This setting stores the palettes automatically for you and saves them at the Scene level. When you use Advanced Palette Lists mode, you can decide at which level you want to store your palettes; Environment, Job, Scene, Element.



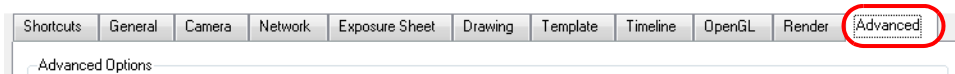
Refer to the Harmony Stage User Guide to learn how to create a palette in Basic Palette Lists mode.

**To switch to Advanced Palette Lists mode:**

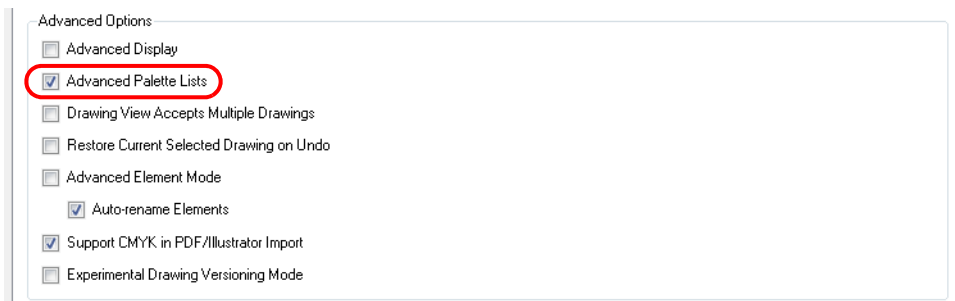
1. Open the Preferences panel:
  - ▶ Windows/Linux: Select **Edit > Preferences** or use the default keyboard shortcut [Ctrl]+[U].
  - ▶ Mac OS X: Select **Stage > Preferences** or use the default keyboard shortcut [⌘]+[U].

The **Preferences** panel opens.

2. Select the Advanced tab.






3. Enable the Advance Palette Lists mode.



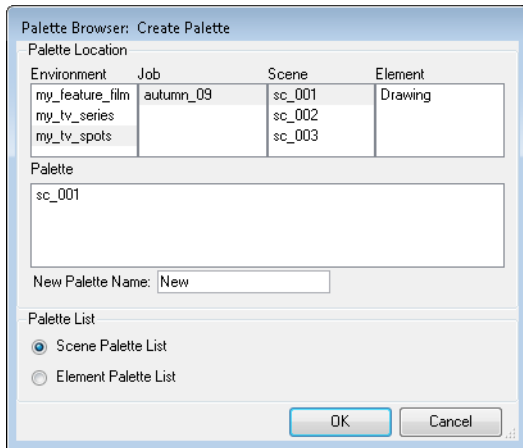
4. Click on the OK button.

**To create a palette from the Advanced Palette Lists mode:**

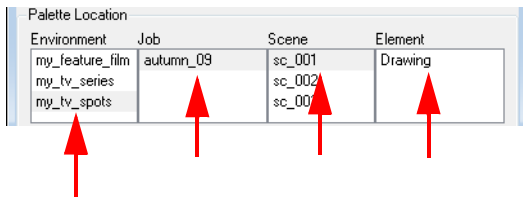
1. Make sure that you have the necessary rights to modify the palette list. If you do not, select **Edit > Edit Palette List Mode**, a check mark will appear beside the command to indicate that the mode is enabled.
2. In the Timeline or Xsheet View, select the drawing that requires a palette.
3. In the Colour view, click on the Show Palette List View  button to display the palette list.

- In the Colour view, click on the Menu  button and select **Palettes > New** or click on the Create Palette  button.

The **Palette Browser: Create Palette** dialog box opens.



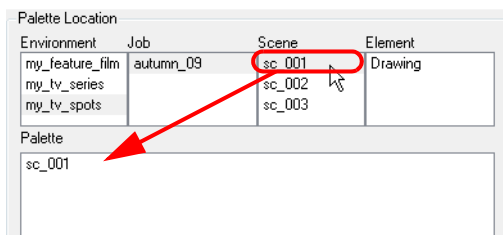
- Select which level to store the palette file in.



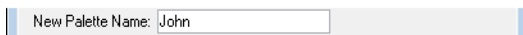
- Environment**  
 The Palette Library folder is stored in an Environment folder contained in the Scene folder.
- Job**  
 The Palette Library folder is stored in a Job folder contained in the Scene folder.
- Scene**  
 The Palette Library folder is stored directly in the Scene folder.
- Element**  
 The Palette Library folder is stored directly in the Drawing Element folder.

See *Palette Storage* to learn more about storage levels and their purpose.

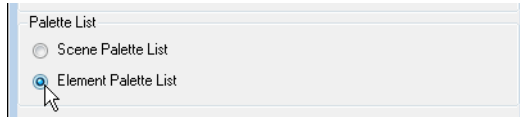
When you select a level that has a palette stored in it, the palette names are displayed in the Palette field.



- Name the palette. (There is no need to add the suffix "palette" to the name as it is always recognized as a palette file.)



## 7. Select a Palette List option:



- **Scene Palette List**

The Scene Palette List is mainly used with Cut-out animation. A cut-out character will often be divided in twenty to thirty different drawing elements that use the character's master palette.

The palette list is stored at the scene level instead of the Element directory. This way, all palettes linked to this list will appear in every drawing element created in the scene. There is no need to manually load the palette in each element.

- **Element Palette List**

The Element Palette List is mainly used with Traditional and Paperless animation. Unlike Cut-out animation, all columns (drawing elements) contain different characters, props, backgrounds and effects. The Element Palette List is used because you do not necessarily want all of the palettes for all of your elements linked in every column.

The palette list is stored in the drawing element's directory instead of directly in the Scene level. This ensures that the links to the palettes appear only in the appropriate element. If you prefer to access a global palette list, link your palettes to the Scene Palette List.




## 8. Click on the OK button.

The new palette appears in the palette list.

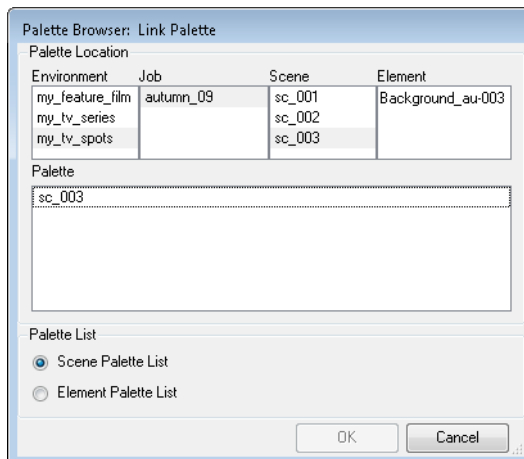


## Linking a Palette in Harmony

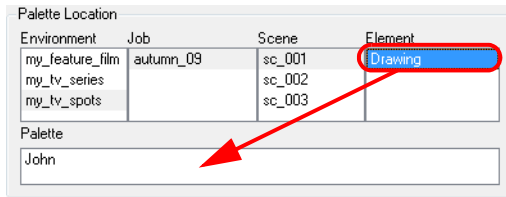
To link a palette in Harmony:

1. Make sure that you have the necessary rights to modify the palette list. If you do not, select **Edit > Edit Palette List Mode**, a check mark will appear beside the command to indicate that the mode is enabled.
2. In the Timeline or Xsheet View, select the drawing that requires a palette.
3. In the Colour view, click on the Show Palette List View  button to display the palette list.
4. In the Colour view, click on the Menu  button and select **Palettes > Link** or click on the Link Palette  button.

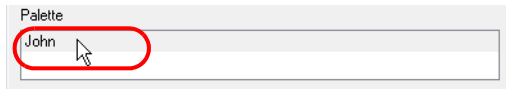
The **Palette Browser: Link Palette** dialog box opens.



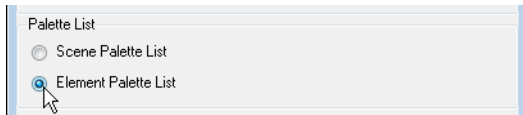
- Select the location and level where the palette file is stored. When a level is selected, the palettes it contains are displayed in the Palette field.



- Select your palette.



- Select a Palette List option:



- Scene Palette List**

The Scene Palette List is mainly used with Cut-out animation. A cut-out character will often be divided in twenty to thirty different drawing elements that use the character's master palette.

The palette list is stored at the scene level instead of the Element directory. This way, all palettes linked to this list will appear in every drawing element created in the scene. There is no need to manually load the palette in each element.

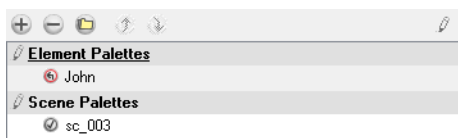
- Element Palette List**

The Element Palette List is mainly used with Traditional and Paperless animation. Unlike Cut-out animation, all columns (drawing elements) contain different characters, props, backgrounds and effects. The Element Palette List is used because you do not necessarily want all of the palettes for all of your elements linked in every column.

The palette list is stored in the drawing element's directory instead of directly in the Scene level. This ensures that the links to the palettes appear only in the appropriate element. If you prefer to access a global palette list, link your palettes to the Scene Palette List.

- Click on the OK button.

The palette appears in the drawing element's palette list.



## Palette Operations

When you launch Toon Boom Harmony Stage connected to the database, you can have access to the Palette Operations dialog box. The Palette Operations lets you clone, rename or delete palettes.

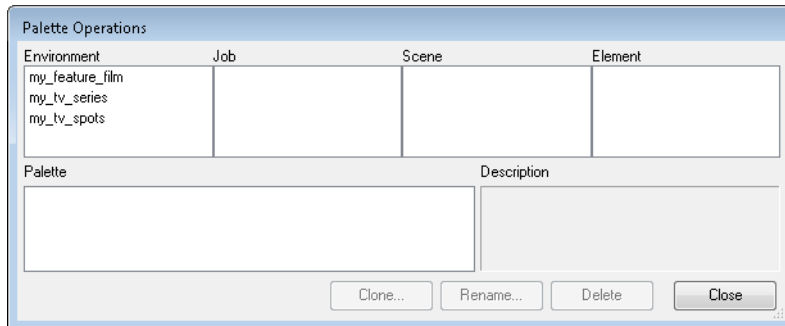


Refer to the *Harmony Stage User Guide* to learn more about palette cloning.

To open the **Palette Operation** dialog box:

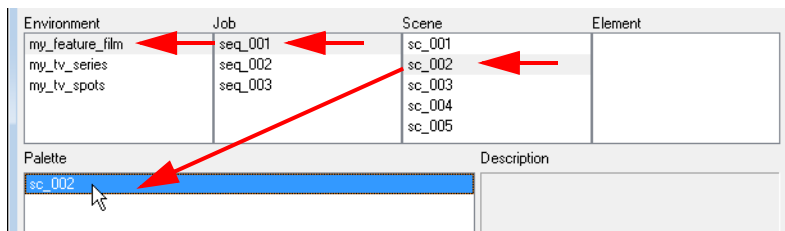
1. Launch Toon Boom Harmony Stage and login on the database. Refer to *Connecting to the Database*.
2. Click on the Close button to close the **Database Selector** dialog box.
3. Select **Tools > Palette Operations**.

The **Palette Operations** dialog box opens.

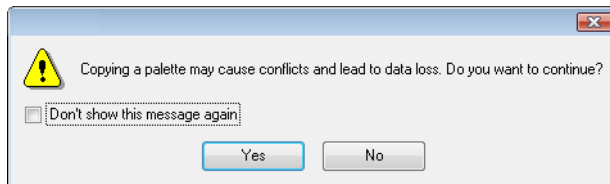


To clone a palette in the **Palette Operation** dialog box:

1. Select the palette you want to clone at the location and level it was stored in.

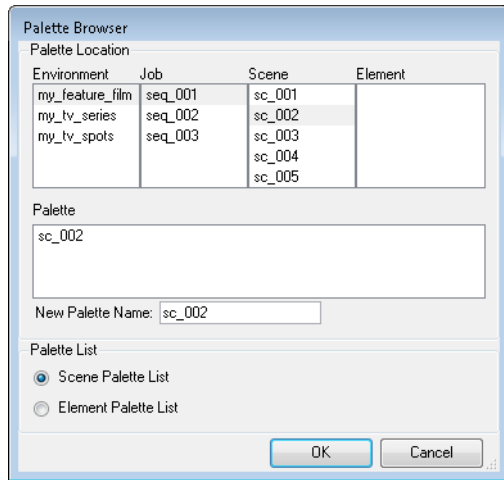


2. Click on the Clone button.
3. A **Warning** dialog box opens.

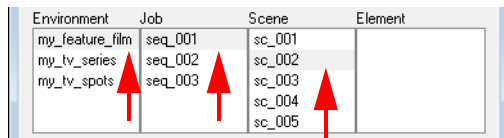


- ▶ Click in the checkbox beside *Don't show this message again* if you want to prevent the dialog box from opening every time you do this operation.
4. Click on the Yes button to continue or click on the No button to cancel the palette cloning operation.

The **Palette Browser** dialog box opens.



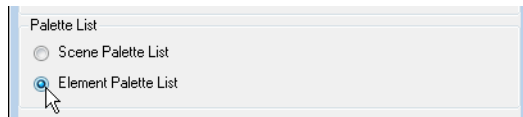
5. Select the location level where you want the new palette to be stored.



6. Name the new palette.



7. Select a Palette List option:



- **Scene Palette List**

The Scene Palette List is mainly used with Cut-out animation. A cut-out character will often be divided in twenty to thirty different drawing elements that use the character's master palette.

The palette list is stored at the scene level instead of the Element directory. This way, all palettes linked to this list will appear in every drawing element created in the scene. There is no need to manually load the palette in each element.

- **Element Palette List**

The Element Palette List is mainly used with Traditional and Paperless animation. Unlike Cut-out animation, all columns (drawing elements) contain different characters, props, backgrounds and effects. The Element Palette List is used because you do not necessarily want all of the palettes for all of your elements linked in every column.

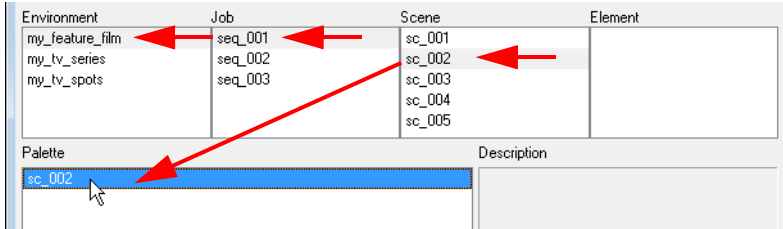
The palette list is stored in the drawing element's directory instead of directly in the Scene level. This ensures that the links to the palettes appear only in the appropriate element. If you prefer to access a global palette list, link your palettes to the Scene Palette List.

8. Click on the OK button.

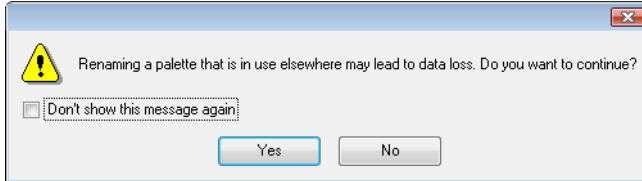


**To rename a palette in the Palette Operation dialog box:**

1. Select the palette you want to rename at the location and level it was stored in.



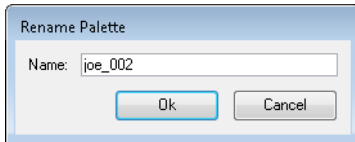
2. Click on the Rename button. A **Warning** dialog box opens.



- ▶ Click in the checkbox beside *Don't show this message again* if you want to prevent the dialog box from opening every time you click on the Rename button.

3. Click on the Yes button to continue or click on the No button to cancel the palette renaming operation.

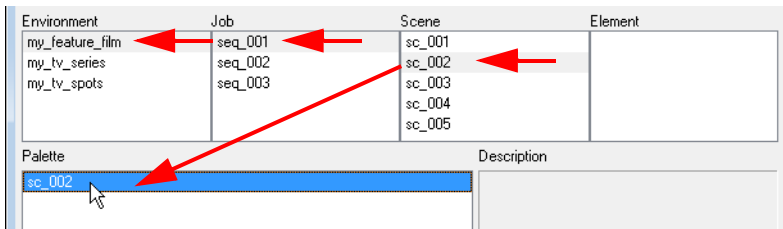
The **Rename Palette** dialog box opens.



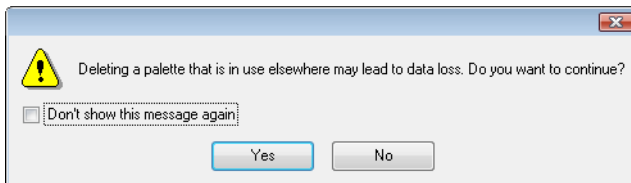
4. Rename the Palette.
5. Click on the OK button.

**To delete a palette in the Palette Operation dialog box:**

1. Select the palette you want to clone at the location and level it was stored in.



2. Click on the Delete button. A **Warning** dialog box opens.



- ▶ Click in the checkbox beside *Don't show this message again* if you want to prevent the dialog box from opening every time you click on the Delete button. It is not recommended to disable the warning message in this case. Deleting a palette can not be undone.

3. Click on the Yes button to continue or click on the No button to cancel the palette deleting operation.

## Palette Storage

When a palette is created from Harmony Stage it needs to be stored somewhere. In Harmony Stage, palettes are individual \*.plt files that can be copied, transferred and stored.

The palette files are saved in the scene directory and stored in a Palette Library folder. There are four locations where you can find Palette Library folders:

- **Element**  
The Palette Library folder is stored directly in the Drawing Element folder.
- **Scene**  
The Palette Library folder is stored directly in the Scene folder.
- **Job**  
The Palette Library folder is stored in a Job folder contained in the Scene folder.
- **Environment**  
The Palette Library folder is stored in an Environment folder contained in the Scene folder.

### Where to Save the Palette File?

The palette storage location depends on the type of production and the backup plan being used.

Some studios like to store their palettes at the Element level and others at the Environment level. This will not create a problem as long as the scene is in the Harmony structure, in fact as long as the structure is maintained it can be stored at any level. However, difficulties may occur when the scene is backed-up or transferred to another studio or database and removed from the initial structure.

### What Happens when you Export a Palette File?

It is important to understand what is happening to a palette file when the scene is exported.

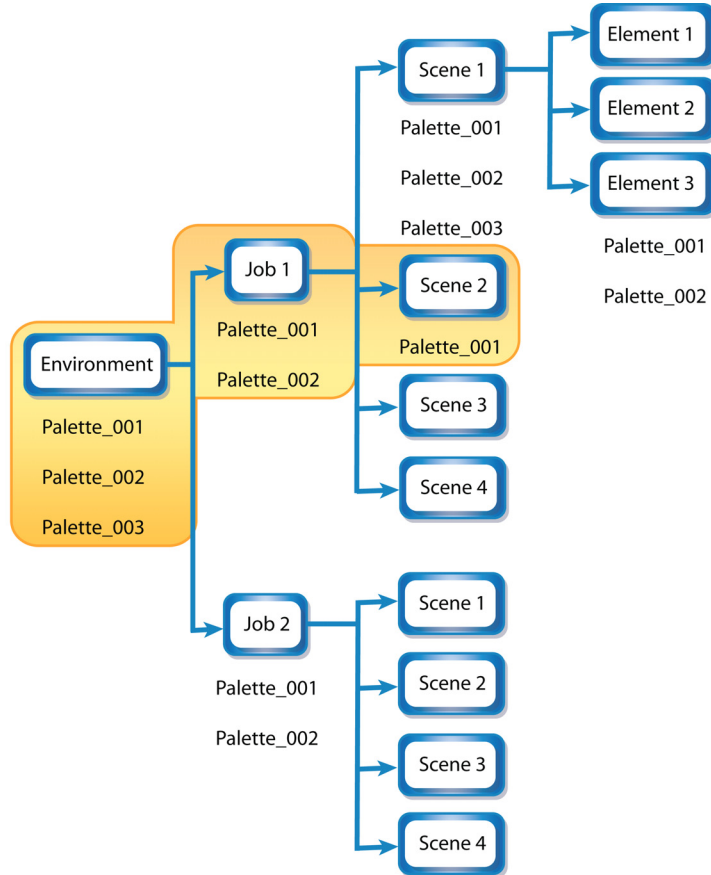
Because of the Harmony client-server configuration, all of the data can be shared through all of the scenes via the central database. This also includes the palette files, even if they are stored at the Element, Scene, Job, Drawing or Environment level. This way, the palette files can be accessed from any scene of any project.

When you export scenes from Harmony using the Control Center, either to archive them or to send them to other users or studios, the palettes stored in external scenes, jobs or environment will NOT be exported. An exported scene will only carry palettes stored in its own Element's palette library, Scene's palette library, Job and Environment. Any other palette from other Environments, Jobs, Elements or Scenes (even from the same job) will NOT follow. Instead a recovery palette will be created when the scene is reopened in another Harmony system.

A recovery palette is a local palette created by the system when palettes and colours are missing. This palette is no longer shared with the rest of the project because the original link is broken.

For example, look at this chart. If you export Scene 2 from Job 1, the package will carry the palettes from Scene 2, Job 1 and Environment. It WILL NOT carry the palettes from Element 3 in Scene 1, Scene 1 and Job 2.

If Scene 2 was linked to any of these, the system would create a recovery palette the next time that Scene 2 is opened in another Toon Boom Harmony system.



The best place to store your palette is:

- **Environment** level, for a movie or series
- **Job** level, for a publicity or small project
- **Scene** level, for a student exercise

If you want to store your palettes with your colour models, you can use the Element level. However, this will require more structure when exporting the different scenes of your project. The scenes will have to be exported along with the colour model scene. Then, the other studio you are working with will have to recreate an identical structure to yours, to be able to import the received scenes into the same location as you did. This will ensure that the links are maintained.

## Palette Backup

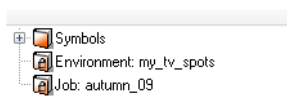
When sharing palettes between scenes, some users may modify the colours by accident. That is why it is a good idea to copy and backup your palette libraries and master palette directories.

When a palette file is copied, it automatically becomes a clone palette, so there is no trouble as for replacing an altered file. Harmony automatically updates all of the files and drawings linked to it.

# Library

The Template Library is a storage centre for all of the production assets; the elements stored in the library are called templates. Although it is mainly used for Cut-out animation, the library also serves Paperless and Traditional animation processes. The Template Library can contain any asset used in a Toon Boom Harmony production.

When working on the database, the structure of the Library differs from when working on Toon Boom Harmony Stage as a stand-alone application.



Harmony provides different library folders. There are three default library folders available:

- **Symbols**  
The only library folder containing Symbols for your project. You can organize the Symbols library folder using subfolders, but you cannot create a second Library for your Symbols. This library is local to your project.
- **Environment**  
A folder located inside the Environment folder. Every asset stored in this folder is accessible from any job and scene contained within this environment.
- **Job**  
A folder located inside the Job folder. Every asset stored in this folder is accessible from any scene contained within this job.



*You can create a folder called "library" in the usa\_db folder on the server to create a Global library. Once the Stage application is restarted, a "Global" library folder will automatically appear in every user's Template Library. Every asset stored in this folder is accessible from any scene, job and environment.*



*Refer to the Harmony Stage User Guide to learn how to create and manage libraries, templates and symbols.*

# Batch Rendering

To render your scene you must first choose the type of rendering and then set the rendering parameters.

There are two ways to render out scenes using the Harmony Solution:

- **Local Rendering**  
Local rendering is done directly on the user machine using its CPU. To perform local rendering you must use Toon Boom Harmony Stage.
- **Batch Rendering**  
Send a scene to batch render when you want to continue working in Toon Boom Harmony Stage and do not want to wait for the application to complete the render process.



Refer to the *Harmony Stage User Guide* to learn how to render your scene locally.

## Batch Rendering

Batch rendering is a background process divided over several machines or a render farm. Sending your scene to batch render will share the rendering load with other machines in the render farm and lessen the amount of work required by your computer.



Refer to the *Harmony Stage User Guide* to learn how to set up the Write module to render your scene.

## Sending a Scene to Batch Render from Harmony Stage

To send a scene to the batch rendering queue:

1. Save all of the contents of your scene, all drawings, colour palettes and the palette list.  
Select **File > Save** or use the default keyboard shortcut [Ctrl]+[S] (Windows/Linux) or [⌘]+[S] (Mac OS X).
2. Select **File > Export > Render Network**, you can also use the default keyboard shortcut [Ctrl]+[Shift]+[Y] (Windows/Linux) or [Z]+[Shift]+[Y] (Mac OS X).

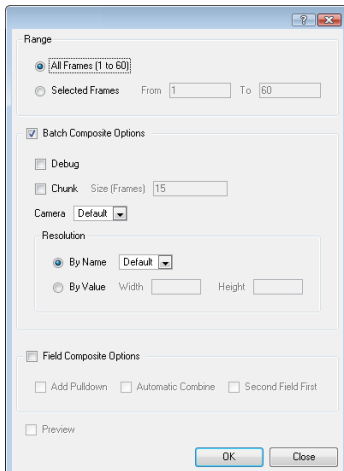


If the System Administrator did not complete the resolution configuration tasks, a warning message will open. This message notifies you that the resolution.conf file was not properly inserted in the configuration folder.



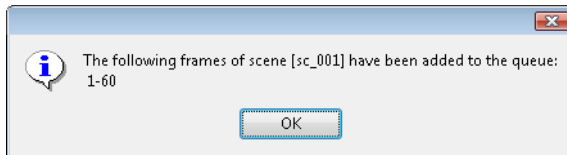
3. Click on the OK button to continue. You will still be able to render your scene.

The **Render Network** dialog box opens.

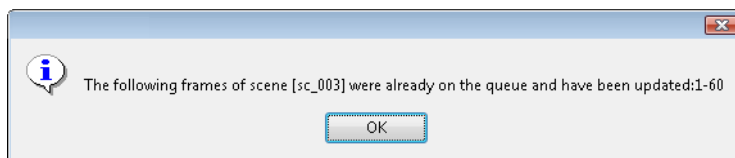


4. Select the frames you want to render:
  - ▶ **All Frames:** send all the frames in the scene to be rendered
  - ▶ **Selected Frames:** sends a range of frames to be rendered.
5. Enable the Batch Composite option.
  - ▶ Select the Chunk checkbox if you want to split the frames into sets of frames.
  - ▶ Enter the number of frames for each chunk in the Size (Frames) field. For example, if your scene is 100 frames long and you enter a value of 20, there would be five entries in the queue of 20 frames each.
  - ▶ Select the camera you want to use to render the scene's images from the Camera drop-down list. These are the Camera modules you created in your scene.
6. Enable the Field Composite Options checkbox if you want to create a field composite, to refine your selection.
  - ▶ Select the Add Pull-down option to use the 3:2 pull-down technique.
  - ▶ Select the Automatic Combine option to combine even and odd fields on a scene's images.
  - ▶ Select the Second Field First option to always start with the second field before combining with the first.
7. Click OK to start the rendering process.

A confirmation dialog box opens to inform you that the frames have been sent to the render queue.



- ▶ If the selected frames were already sent to the render queue, a notification dialog box opens to inform you that these frames were already in the queue but that they have been updated with the latest rendering request.



You can also send scenes to batch rendering and check the status of the rendering queue from the Control Center module.



*Refer to the Harmony Server User Guide to learn how to send scene to batch render and check the status of the rendering queue.*

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