



grass valley
A **BELDEN** BRAND

MEDIA BINS

User Guide

2018-09-21

Information and Notices

Copyright and Disclaimer

Copyright protection claimed includes all forms and matters of copyrightable material and information now allowed by statutory or judicial law or hereinafter granted, including without limitation, material generated from the software programs which are displayed on the screen such as icons, screen display looks etc.

Information in this manual and software are subject to change without notice and does not represent a commitment on the part of Grass Valley. The software described in this manual is furnished under a license agreement and can not be reproduced or copied in any manner without prior agreement with Grass Valley, or their authorized agents.

Reproduction or disassembly of embedded computer programs or algorithms prohibited.

No part of this publication can be transmitted or reproduced in any form or by any means, electronic or mechanical, including photocopy, recording or any information storage and retrieval system, without permission being granted, in writing, by the publishers or their authorized agents.

Grass Valley operates a policy of continuous improvement and development. Grass Valley reserves the right to make changes and improvements to any of the products described in this document without prior notice.

Contact Details

Customer Support

For details of our Regional Customer Support Offices please visit the Grass Valley web site and navigate to Support/Customer Support Contacts.

<http://www.grassvalley.com>

Customers with a support contract should call their personalized number, which can be found in their contract, and be ready to provide their contract number and details.

Conventions Used

Text

- <Text> indicates a specific key press on the keyboard.
- NN/nn indicates a value entered on a numeric keypad.
- Text/text** indicates either an application menu function or a Windows/ installation/system setting.

Symbols



See: Reference to items in other documents.



Notes: System, software and workflow points to consider and remember.



Tips: Useful hints and advice when undertaking tasks.

Contents

1. Overview	1
1.1 Introduction	1
1.1.1 Clips	1
1.1.2 Clip Naming Conventions	3
1.2 Available Bin Types	4
1.2.1 Clips Bin	4
1.2.2 Server Bin	4
1.2.3 Media Bin	5
1.2.4 QShare Bin	5
1.2.5 XDCAM Bin	5
1.2.6 P2 Bin	5
1.2.7 Desktop Bin	6
1.2.8 Settings Bin	7
1.2.9 Application-specific Bins	7
2. Using Bins	14
2.1 Getting Started	14
2.1.1 Opening and Closing a Bin	14
2.1.2 Resizing and Moving a Bin	14
2.1.3 Locking the Position of a Bin	15
2.1.4 Stacking Bins Together	15
2.1.5 Copying a Bin	16
2.1.6 Renaming a Bin	17
2.1.7 Bin Keyboard Shortcuts	18
2.2 Components of the Bin Display	19
2.2.1 Bin Columns	19
2.2.2 Bin Icons	20
2.2.3 Switching Between Folder and List Views	20
2.3 Clip Display	21
2.3.1 Metadata Only	21
2.3.2 Browsing Thumbnails	22
2.3.3 Information Cards	22
2.3.4 Displaying a Preview Clip	23
2.4 Managing Clips in a Bin	24
2.4.1 Selecting Clips	24
2.5 Working with Folders	25
2.5.1 Creating a New Folder	25
2.5.2 Deleting a Folder	25
2.5.3 Renaming a Folder	25
2.5.4 Setting a Target Folder	26
2.5.5 Analyzing the Available Space in a Folder	26
2.5.6 Analyzing Offline Media	26
2.5.7 Remounting Media	26
2.5.8 Moving and Copying Clips in a Bin	26
2.5.9 Settings Folder	27
2.6 Sorting and Searching Bins	28
2.6.1 Sort Entries	28
2.6.2 Searching or Filtering Data in a Column	28
2.6.3 Using the Soft Keyboard to Enter or Modify Text	31
3. Clips Bin	33
3.1 Description	33
3.1.1 Access the Clips Bin	33
3.1.2 Clip Display	33
3.1.3 Using Folders	34
3.2 Bin Information	35
3.2.1 Bin Icons	35
3.2.2 Metadata Columns	36

3.3 Manage Clips	38
3.3.1 Clip Menu Options	38
3.3.2 Using a Clip in an Application	41
3.3.3 Saving to the Clips Bin	41
3.3.4 Analyzing Clip Space	42
4. Server Bin	44
4.1 Overview	44
4.1.1 Description	44
4.1.2 Useful Settings (Administrators Only)	44
4.1.3 Accessing the Server Bin	45
4.1.4 Server Search	46
4.1.5 Clip Display	46
4.2 Bin Information	47
4.2.1 Bin Icons	47
4.2.2 Metadata Columns	47
4.3 Managing Clips in the Server Bin	49
4.3.1 Clip Options	49
4.3.2 Using a Clip in an Application	51
4.3.3 Publishing	51
4.4 Project Folders	53
4.4.1 Overview of Access Rights to Project Folders	53
4.4.2 Project Folder Options	53
4.5 Assigning User Access Rights	55
4.5.1 User Permission Types	55
5. Media Bin	57
5.1 Description	57
5.2 Accessing the Media Bin	57
5.3 Working with the Media Bin Display	58
5.3.1 Switching the Display View	58
5.4 Bin Information	60
5.4.1 Bin Icons	60
5.4.2 Metadata Columns	61
5.5 Available Media Bin Menus	62
5.5.1 More Options Menu	62
5.5.2 Clip Options Menu	63
5.5.3 Right-click Menu	64
5.6 Searching the Media Bin	65
5.6.1 Basic Search	65
5.6.2 Advanced Search	66
5.6.3 Selecting a Different Search Area	67
6. QShare Bin	68
6.1 Overview	68
6.1.1 Description	68
6.1.2 Accessing the QShare Bin	68
6.1.3 Clip Display	68
6.2 Bin Information	69
6.2.1 Metadata Columns	69
6.3 Clip Options	70
6.4 Searching	71
6.4.1 Search for a Clip in the Server Bin	71
6.4.2 Setting-up Search Criteria	71
7. XDCAM Bin	72
7.1 Overview	72
7.1.1 Description	72
7.1.2 Accessing the XDCAM Bin	72
7.1.3 Clip Display	72

7.2 Bin Information	73
7.2.1 Metadata Columns	73
7.3 Using the XDCAM Bin	74
7.3.1 Searching	74
7.3.2 Soft-Mounting	74
7.3.3 Localizing	74
7.4 Using XDCAM Material	75
7.4.1 Workflow	75
7.4.2 XDCAM File Naming	75
8. P2 Bin	76
8.1 Overview	76
8.1.1 Description	76
8.1.2 Access the P2 Bin	76
8.1.3 Clip Display	76
8.2 Bin Information	77
8.2.1 Bin Icons	77
8.2.2 Metadata Columns	77
8.3 Using the P2 Bin	79
8.3.1 Searching	79
8.3.2 Soft-Mounting	79
8.3.3 Localizing	79
8.4 Using P2 Material	80
8.4.1 Workflow	80
8.4.2 P2 File Naming	80

1. Overview

1.1 Introduction

Media bins are used to access local and network media libraries, and the sQ Server (if applicable). Bins allow media to be found, viewed and selected easily and moved between applications, system storage and physical devices. Media can also be saved or published back into the bins.

Bins provide a view of the specific file types that are available for use in each application and only those relevant to the currently selected application are displayed at any given time.

There are a whole range of bins that are used. Some of the bins detailed in this document may not be applicable to the system or software being used.

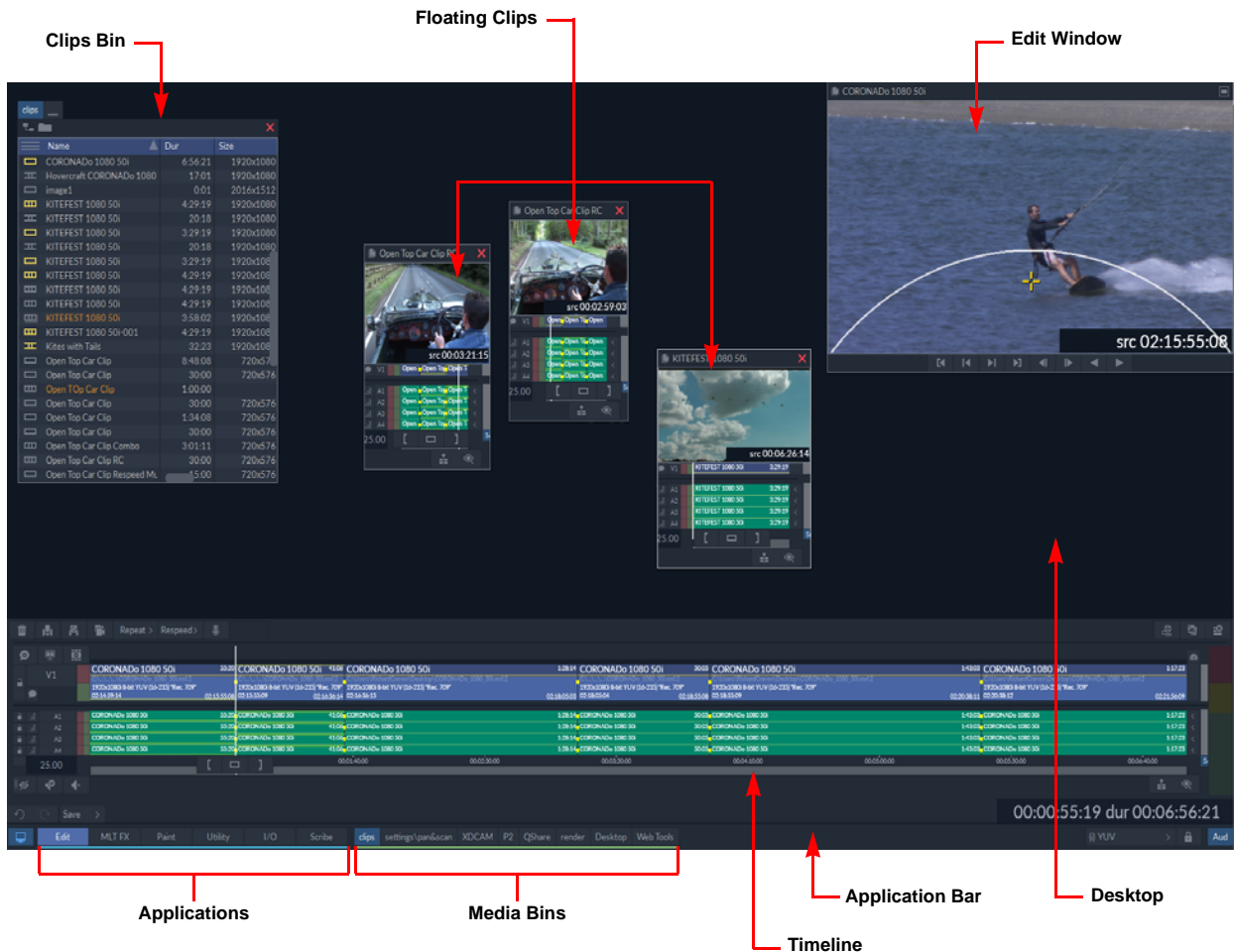


Figure 1 Overview of the Desktop

All available bins are accessed from the tabs on the Application Bar. Select a bin tab to open the bin as a panel on the desktop.

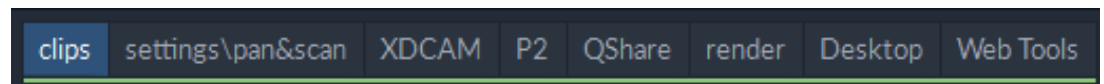


Figure 2 Available Media Bins

1.1.1 Clips

Media Bins display *clips*, where, a clip refers to a segment of sequential frames. A clip can be a single video segment or a series of video segments spliced together. A video clip can also be recorded with audio or have audio added to it later. Each clip saved in the system consists of *essence* (the media component) and *metadata* (information describing the media.)

1.1.1.1 Essence

The essence of a clip is the video, audio and any other material such as graphics and captions that are added to make up the resulting clip.

1.1.1.2 Metadata

Metadata is data about the video and audio and can also include detail about editing, color correction and MLT FX work. This information can include, for example:

- Clip title
- Creation date
- Owner
- Source timecode
- Category
- Individual frame references.

Most metadata can be changed as required, but some essential information such as the clip's unique ID and creation date cannot be changed.



Changing metadata does not affect the clip essence.

1.1.2 Clip Naming Conventions

Naming conventions for clips are often applied in both standalone and sQ server systems. Having a consistent naming convention for clips is especially important in server systems as material held on the server is often available to a large number of people and needs to be instantly recognizable by all users of the system. In many cases the naming convention is also used by automation systems to clone clips from ingest to transmission and to identify which clips must be archived or which can be safely deleted.

Any naming convention depends on each organization's workflow, priorities and the type of automation system being used.



For more information and examples, see the section *Naming Conventions* in the *sQ & ISA System Guide*.

1.2 Available Bin Types

A range of different bins can be used within each system and the availability of each bin depends on the system type. The following diagram is an example of some of the functions available in the Clips Bin.

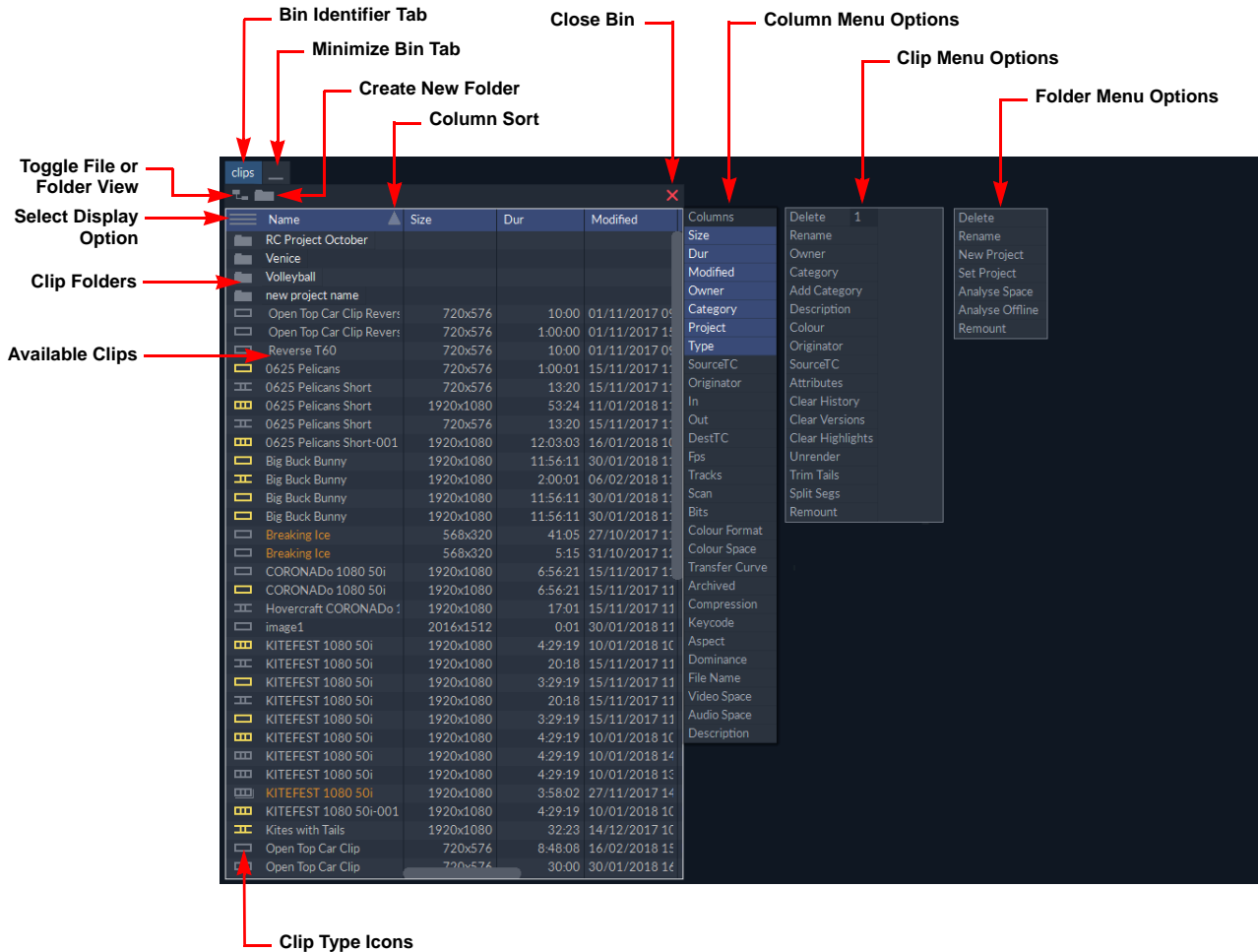


Figure 3 Components of the Clips Bin



Available Bin options depend on the system in use and the options enabled, so may differ from the example shown in Figure 3.

1.2.1 Clips Bin

All locally held video and audio material is managed by the **Clips Bin**. The Clips Bin can be used to store local and remote clips, which allows the effective movement of clips between all available applications. Clips can be dragged from the Clips Bin and dropped onto the Desktop or into an application for processing. The clip can then be saved back into the library when processing is complete, to make it available to other applications. For information, see Chapter 3. *Clips Bin* on page 33.

1.2.2 Server Bin

All server-held material is managed by the Server Bin, which is available only to those seats connected to sQ Server. The Server Bin shows the clips held on the designated server(s) which the server-connected seat is configured to view. For information, see Chapter 4. *Server Bin* on page 44.

1.2.3 Media Bin

The Media Bin is used to access media files on remote storage repositories accessible from Rio, other than sQ Server repositories (for example, Momentum, etc.) for further processing and editing.

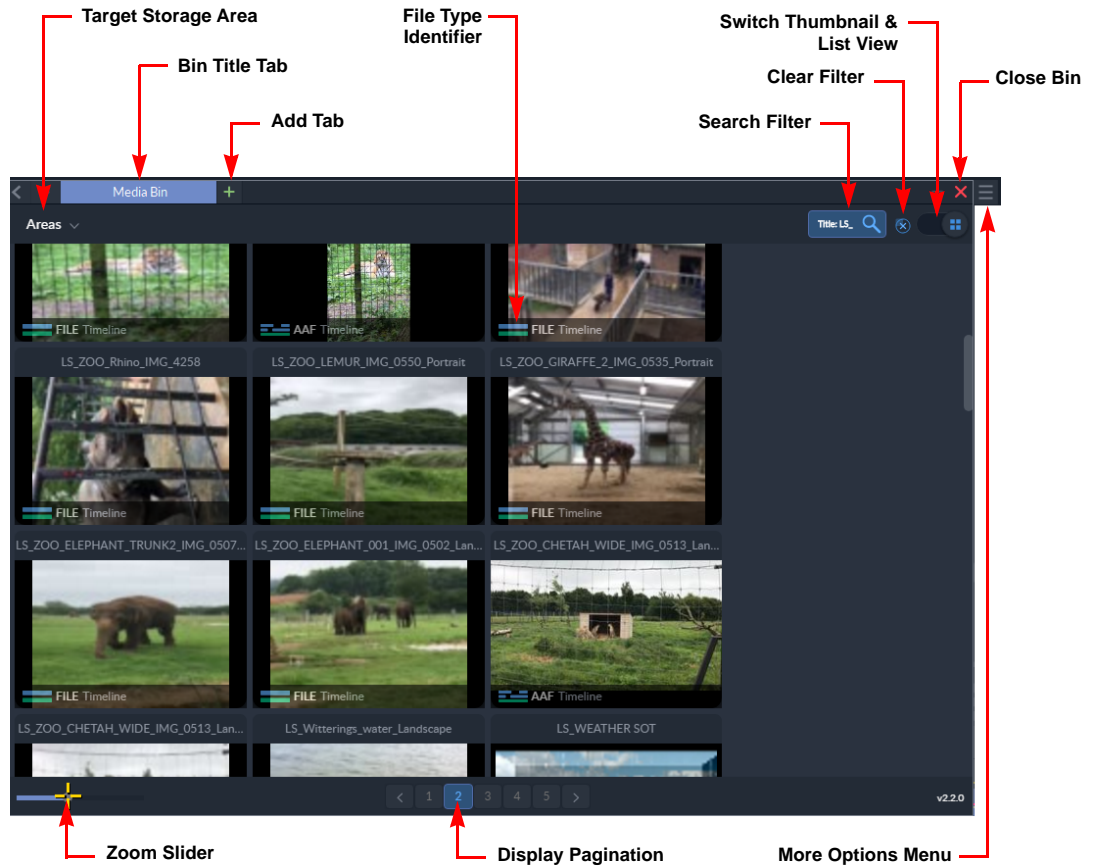


Figure 4 Media Bin Showing Magnified Thumbnails

For information, see Chapter 5. *Media Bin* on page 57.

1.2.4 QShare Bin

The QShare Bin allows flat clips from one connected standalone generationQ system to be transferred to another across an Ethernet network. For information, see Chapter 6. *QShare Bin* on page 68.

1.2.5 XDCAM Bin

The XDCAM Bin allows XDCAM material to be soft-mounted or imported into the local workspace and published to an sQ Server if required. For information, see Chapter 7. *XDCAM Bin* on page 72.

1.2.6 P2 Bin

The P2 Bin allows material to be soft-mounted or imported into the local workspace and published to an sQ Server if required. For information, see Chapter 8. *P2 Bin* on page 76.

1.2.7 Desktop Bin

The Desktop Bin is used to access media outside the workspace from the network directories of the platform.

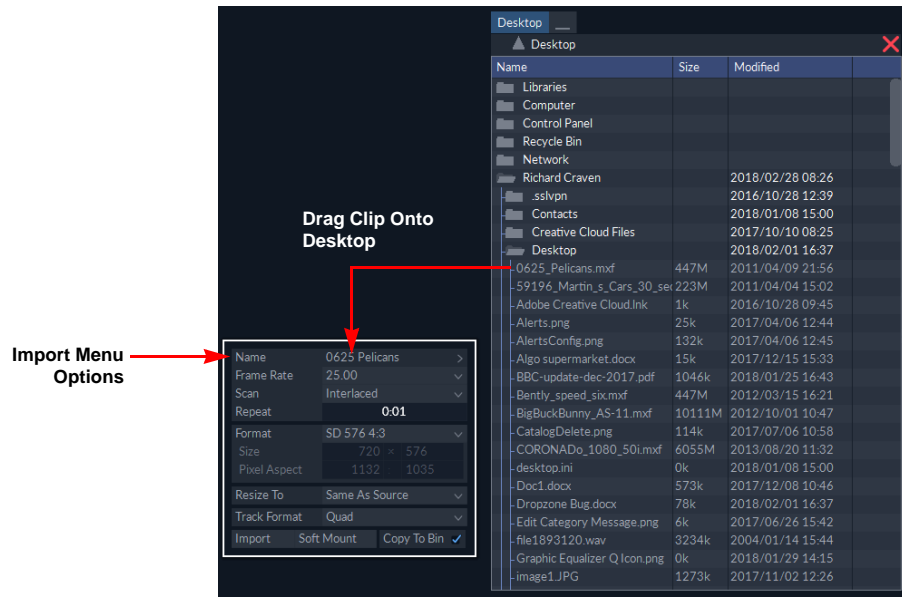


Figure 5 Importing from the Desktop Bin

The Desktop Bin is automatically given the name of the current directory path selected, e.g., **Desktop**.

Files can be imported from the Desktop Bin by dragging and dropping them onto the desktop which displays an import pop-up or into the **Import** menu of the I/O application.

In the Import pop-up, it is possible to enter a name for the clip and to configure the frame rate, scan, repeat, size, and pixel aspect. Set the options required, then press **Import**. On completion, a Floating Clip is displayed on the desktop.

1.2.8 Settings Bin

The Settings Bin is available in most applications. Although the Settings Bin does not manage media itself, it can be used to transfer setting parameters between projects.

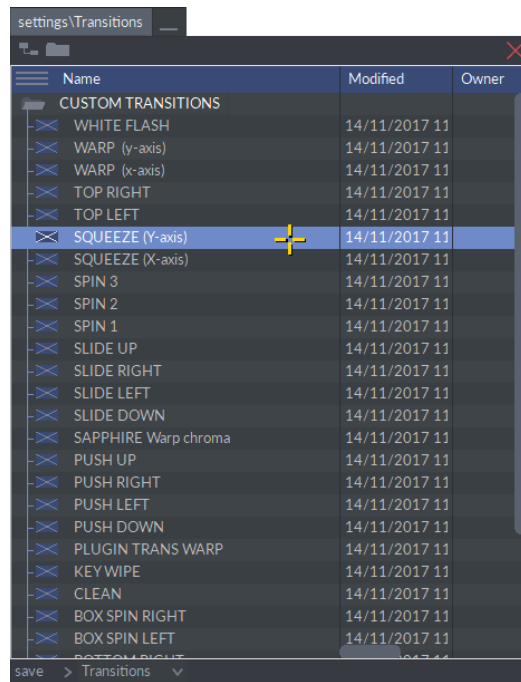



Figure 6 Settings Bin Listing Custom Transition Settings

The type of setting that can be saved depends on the currently active application and menu, for example, MLT FX has different options for the Settings Bin from the Edit or Scribe applications.

A saved setting is represented by the following bin icon: .

A saved setting also displays in the Clips Bin.

1.2.9 Application-specific Bins

There are a number of useful bins that are only available when specific applications or menus are active. When the relevant application is open, the names of these bins are displayed in the Bins section of the Application Bar.

1.2.9.1 Fonts Bin

The Fonts Bin is available when any of the following applications and/or menus are active:

MLT FX - Text	Select the MLT FX box on the Application Bar, then select Text from the process list to add the fonts tab to the Application Bar.
Effects - Text	Select the Effects tab from the Application Bar, then select text from the process list to display the fonts tab on the Application Bar.
Scribe	Select the Scribe tab from the Application Bar to display the fonts tab on the Application Bar.

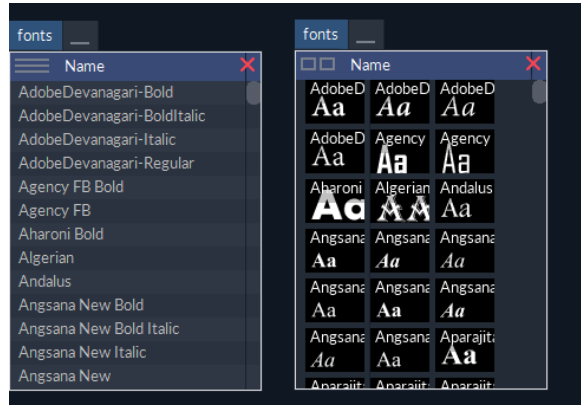


Figure 7 MLT FX Application Fonts Bin

A browse display of each font can be selected in the fonts Bin. Toggle between a list view and a browse display list by pressing the Display Select icon (☰ or ☐☐) in the top left corner of the bin.

Different fonts can be loaded into the MLT FX text menus by selecting and dragging fonts from the bin and dropping them onto the font scroll box.

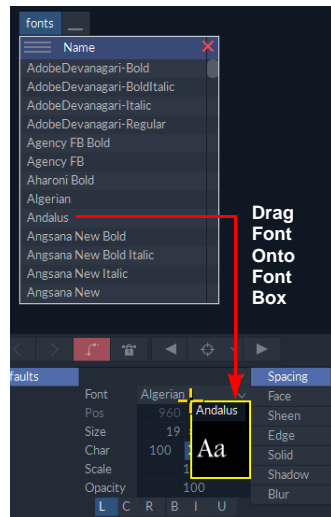


Figure 8 Loading a Font into the MLT FX Application from the Fonts Bin

The fonts used by the application are True Type and are installed in the folder:

C:\Windows\Fonts

1.2.9.2 Render Bin

The Render Bin displays when the MLT FX application is open. Select the **MLT FX** tab from the Application Bar to add the **render** tab to the Application Bar.

The render Bin allows any rendering to be processed as a background task while the user continues to use the system.

To place an unrendered clip into the render Bin, click on the **save** box and drag the clip over the **render** tab on the Application Bar. Once a clip is placed in the bin then the render process begins automatically. When complete, the rendered clip displays in the Clips Bin with the same title as the original.

When a clip is dropped into the Render Bin it displays one of the following to indicate the current status:

- running** The clip is currently being rendered.
- queued** Waiting for the previous clip to be processed.

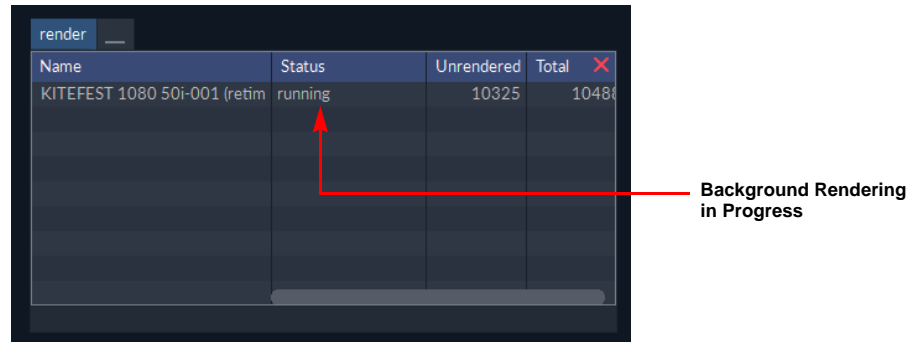


Figure 9 Rendering a Retimed Clip in the Render Bin

1.2.9.3 Palettes Bin

The Palettes Bin displays when the **MLT FX** application is open. Select the **MLT FX** tab from the Application Bar, then press <F2> to open the **palette** box and reveal the **palettes** tab on the Application Bar.

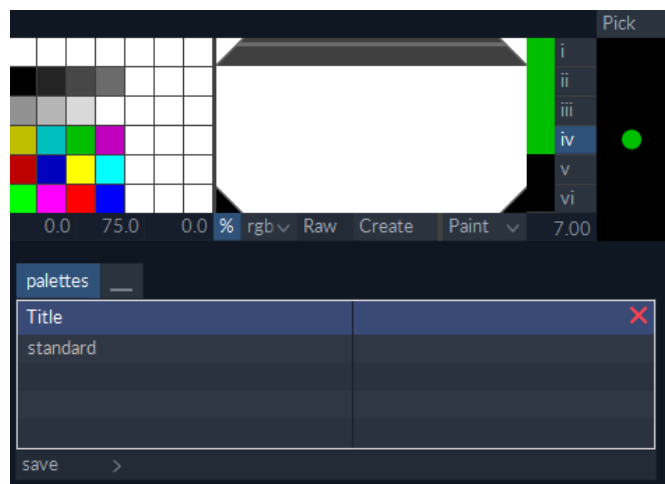


Figure 10 Palette Box and Palettes Bin

Palettes can be saved for future use and restored as required using the Palettes Bin. Pressing the **palettes** tab on the Application Bar opens the Palettes Bin and allows the current palette to be saved and existing palettes to be deleted or renamed. Existing palettes can be applied by dragging the selected one from the Palette Bin and dropping it on to the palette. The default palette (**standard**) held in the Palette Bin cannot be deleted or renamed.

1.2.9.4 Layout Bin

The Layout Bin displays when the Scribe Application is open. Select the **Scribe** tab from the Application Bar to display the **layout** tab on the Application Bar.

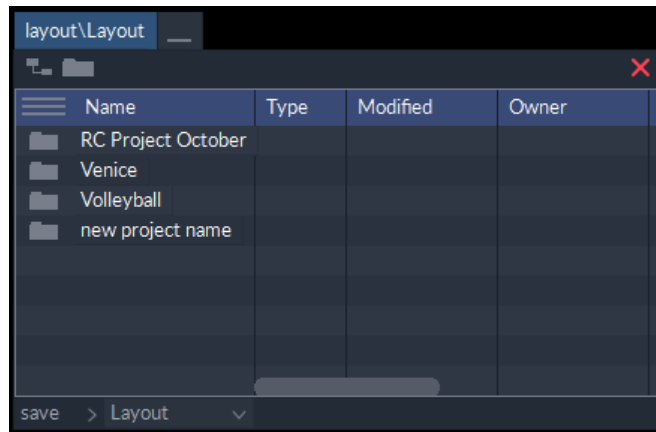


Figure 11 Layout Bin for the Scribe Application

The Layout Bin allows locally created layouts and templates to be saved and reused.

Any layout can be deleted, renamed, copied, imported, exported or saved as a template using this bin.

The captions held in the Layout Bin are available in the Caption Compositor by way of the Caption Bin.

1.2.9.5 AAF Bin

The AAF Bin displays when the I/O Application is open and the Conform menu is selected. Select the **I/O** tab from the Application Bar, then select **Conform** from the menu list on the left to display the **AAF** tab on the Application Bar.

The bin supports AAF, EDL, NCL and TXT files.

Find the required AAF file using the Explorer style folder structure displayed within the bin. Drag and drop the AAF file into the Conform window.

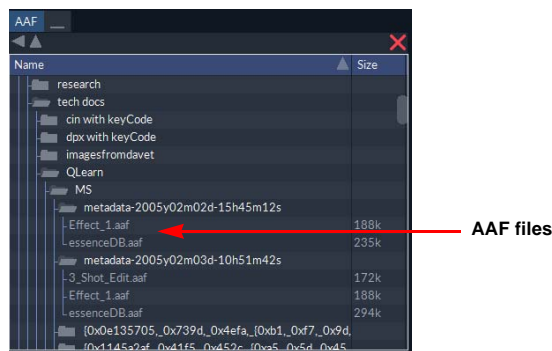


Figure 12 AAF Bin Listing AAF Files

If an EDL or NCL file is dragged from the AAF bin and dropped onto the desktop, a conversion to AAF is required as indicated by the pop-up that displays. Press **Confirm** to convert to an AAF.

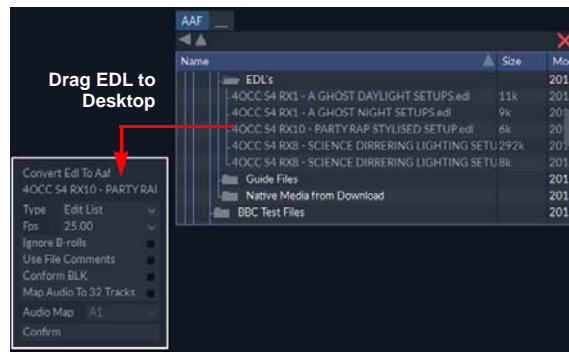


Figure 13 Converting EDL File from AAF Bin to AAF Format

1.2.9.6 FTP Bin

The FTP Bin displays when the I/O Application is open and the **Import** menu is selected. Select the **I/O** tab from the Application Bar, then select **Import** from the menu list on the left to display the **ftp** tab on the Application Bar.

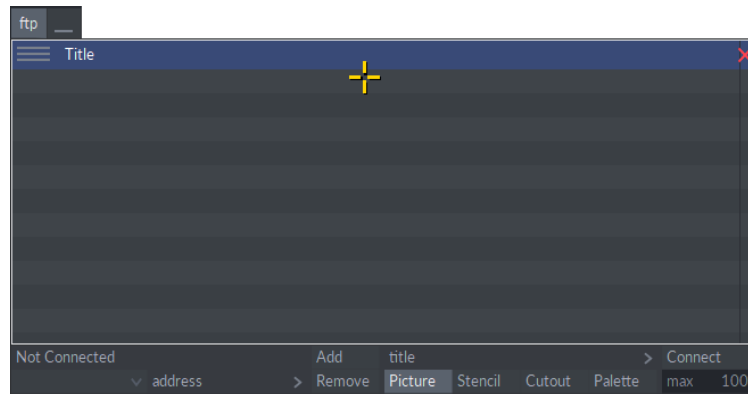


Figure 14 FTP Bin

The FTP Bin allows the import of VBP pictures, cutouts, stencils and palettes from legacy products (with a Picturenet network connection), using the File Transfer Protocol (FTP).

The menu functions within the FTP Bin allow connection to another product library so that compatible files can be copied into the local library. Before transfers can take place, the system being accessed needs to be configured in the FTP Bin.

1.2.9.7 Archive Bin

The Archive Bin displays when the I/O Application is open and the Archive In or the Archive Out menu is selected. Select the **I/O** tab from the Application Bar, then select **Archive In** or **Archive Out** from the archive menu list on the left to display the **archive** tab on the Application Bar.

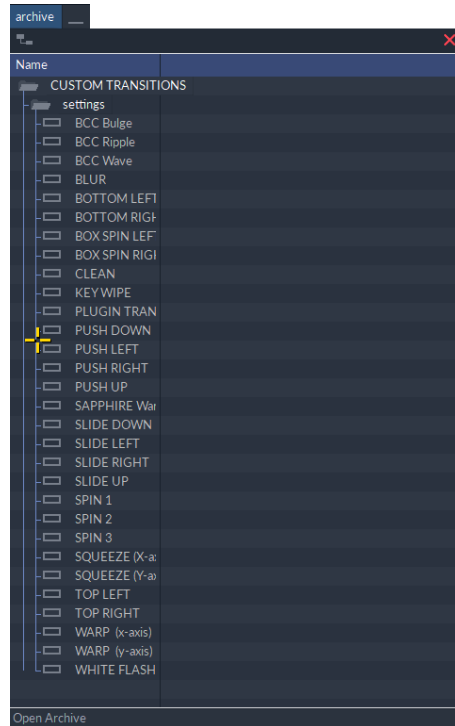


Figure 15 Archive Bin

The Archive Bin provides access to archived material, which can then be restored into the system. The Archive Bin displays archived clips in their original folder structure so that specific clips can be selected.

1.2.9.8 Configs Bin

The Configs Bin can be found on systems connected to an sQ Server. This bin allows configuration settings for sQ Record and sQ Play to be saved. The Configs Bin uses the settings as configured in the **Server Layout** and **Server Record** sections of the <F1> Configuration Window. This includes playlists, play controls, ports, Wipe Arm, plus Playlist Window and Server Bin size and position as required. To open the Configs Bin, press the **Configs** tab on the Application Bar.

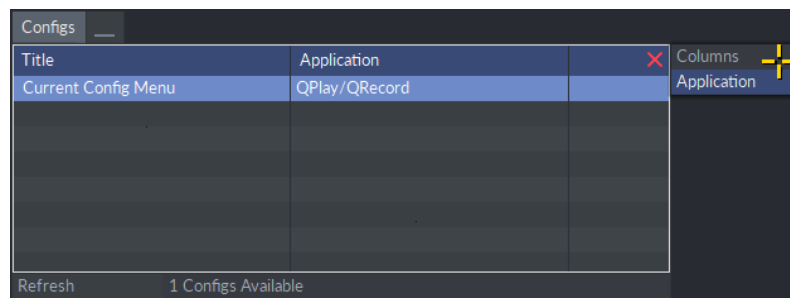
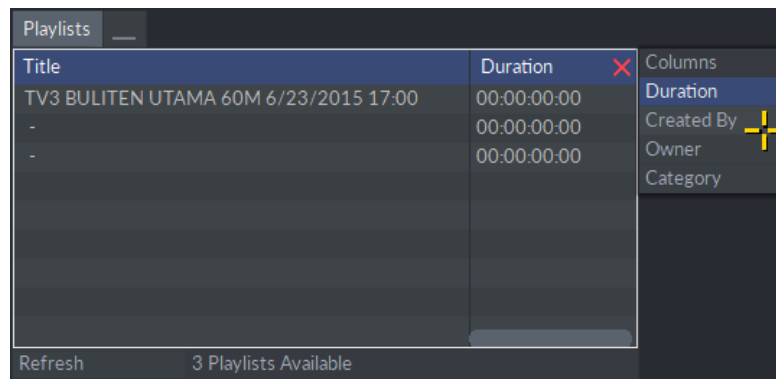


Figure 16 Config(uration)s Bin

The Playlists Bin and Server Bin size and position can be saved locally in the Configs Bin for future use. These settings can be applied and deleted as required.

1.2.9.9 Playlists Bin

The Playlists Bin can be found on sQ Server seats. This bin displays saved playlists from sQ Play which are held on the ISA Manager PC. These playlists can then be opened and played-out when required. To open the Playlists Bin, press the **Playlists** box on the Application Bar.



The screenshot shows a 'Playlists' bin interface. It features a table with the following data:

Title	Duration	Columns
TV3 BULITEN UTAMA 60M 6/23/2015 17:00	00:00:00:00	Duration
-	00:00:00:00	Created By
-	00:00:00:00	Owner
		Category

At the bottom of the interface, there is a 'Refresh' button and a status indicator that says '3 Playlists Available'.

Figure 17 Playlists Bin

2. Using Bins

2.1 Getting Started

2.1.1 Opening and Closing a Bin

To open a bin press the corresponding tab on the Application Bar, i.e. **clips** (containing local video and audio clips), **server** (containing all server held material), or **desktop** (access to media located on external devices or network locations).

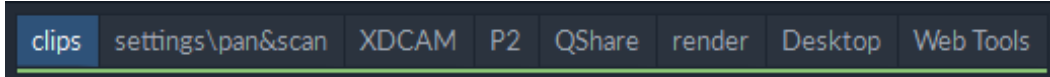


Figure 18 Available Bins in the Application Bar

Bin availability depends on whether the platform is standalone or server-connected and also on the application currently being used.

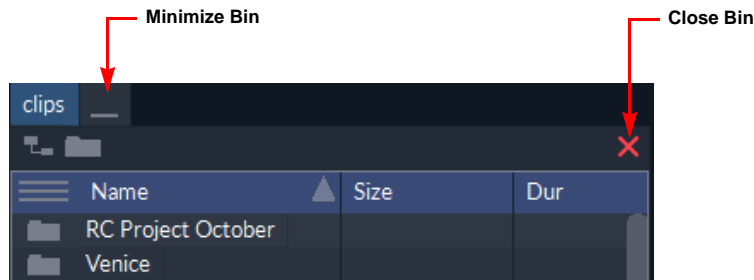





Figure 19 Bin Panel Controls

Minimize a bin by pressing the minimize tab  at the top-left of the bin. Pressing the <Esc> key shows/hides all minimized bins. To close a bin press the  in the top-right corner of the bin.

2.1.2 Resizing and Moving a Bin

To resize a bin hover in the bottom right corner. Press and drag on the resize icon  displayed until the bin is the required size.

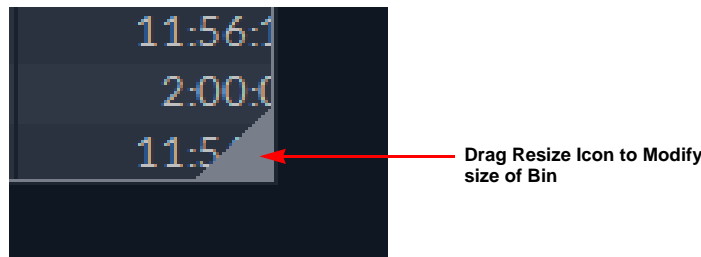


Figure 20 Resize Bin Icon

Reposition a bin on the desktop by pressing on any blank area within the bin and then dragging it to the required position.

2.1.3 Locking the Position of a Bin

Lock the position of a bin on the desktop by holding down **<Ctrl>** and pressing the resize icon. A gray dot is displayed in the corner to indicate that the bin is locked in position. A locked bin cannot be repositioned but it can be resized.

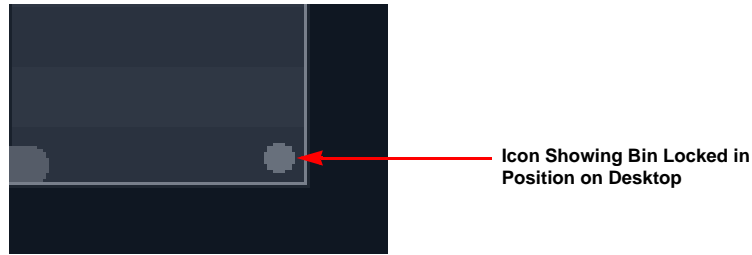


Figure 21 Locking Bin Position

Unlock a bin by pressing on the gray dot.



The locked bin position is stored when the bin is closed or if the software is restarted.

2.1.4 Stacking Bins Together

A number of the bins, such as the Clips Bin and the Settings Bin, can be stacked together to save desktop space. To do so, select the **Stack Bins** checkbox in the **UI** section of the **<F1>** Configuration Window.

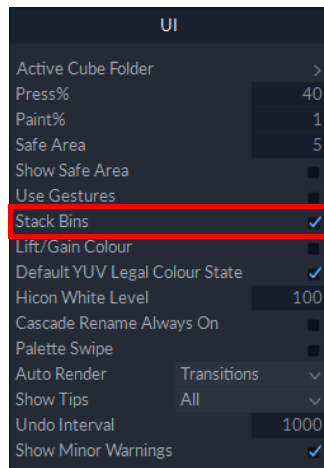


Figure 22 Enabling Bin Stacking in UI Menu of the <F1> Configuration

To stack bins together:

1. Press and hold on the bin name tab (e.g., **XDCAM**) at the top left of the bin window.

2. Drag the selected bin over another open bin until its outline is highlighted in yellow.

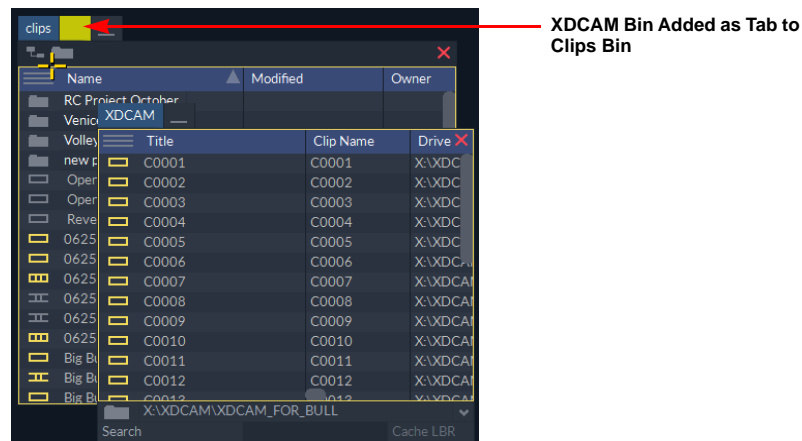


Figure 23 Stacking Two Bins Together

3. Release cursor pressure. This stacks the selected bin and adds a new tab to the target bin.

Swap between bins by pressing on the bin name tabs at the top; the currently selected bin is highlighted in blue.

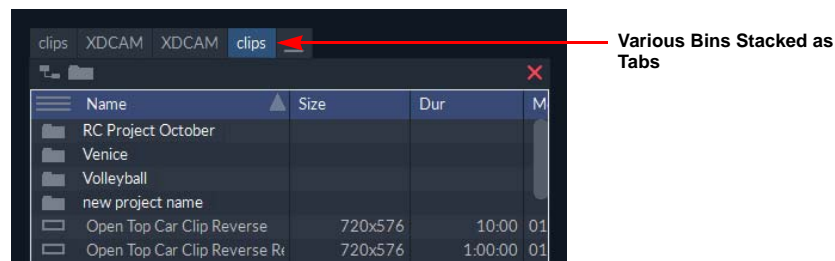


Figure 24 Multiple Stacked Bins

To separate stacked bins:

1. Press and hold the bin's name tab.
2. Drag it onto a blank area of the desktop.
3. Release cursor pressure.

This drops the bin onto the desktop.



The following bins cannot be stacked: Desktop and aaf.

2.1.5 Copying a Bin

To create a copy of a bin:

1. Press and hold down on the bin's title tab.

2. Drag the title tab onto a blank space on the desktop. This creates a new copy of the bin.

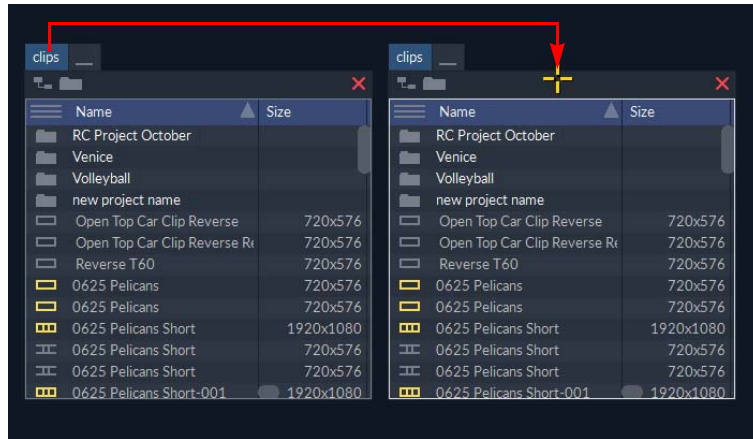


Figure 25 Copying a Bin on the Desktop

2.1.5.1 Using Folders to Create a Bin

Drag a folder from a bin and drop it onto the desktop to create a new bin showing only the contents of the selected folder. The up icon ▲ on the new bin allows the view to be moved up one level.

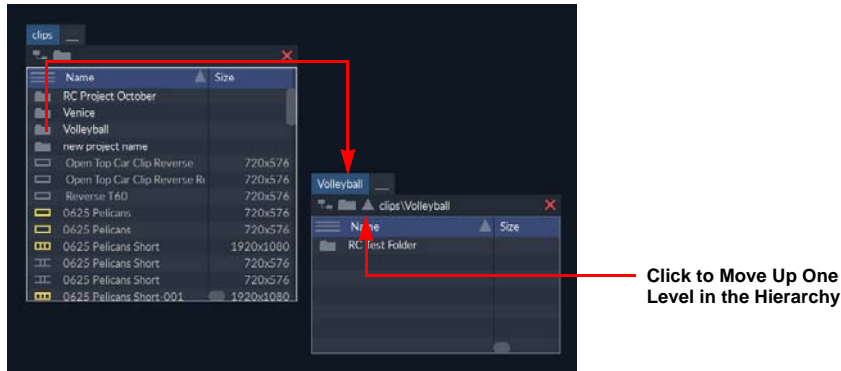


Figure 26 Copying a Folder to Create a New Bin on the Desktop

2.1.5.2 Deleting a Copied Bin

Delete any copied bin by pressing the yellow ✖ in the top-right corner of the bin. This deletes the copied bin and removes the bin's tab from the Application bar. The original bin cannot be deleted. Pressing the yellow ✖ on the original bin closes it. No clips are affected when deleting a copied bin.

2.1.6 Renaming a Bin

To rename a bin:

1. Press and hold down on the bin's tab on the Application Bar until the soft keyboard displays.
2. Edit the displayed title then select the **end** box or press <Enter>.

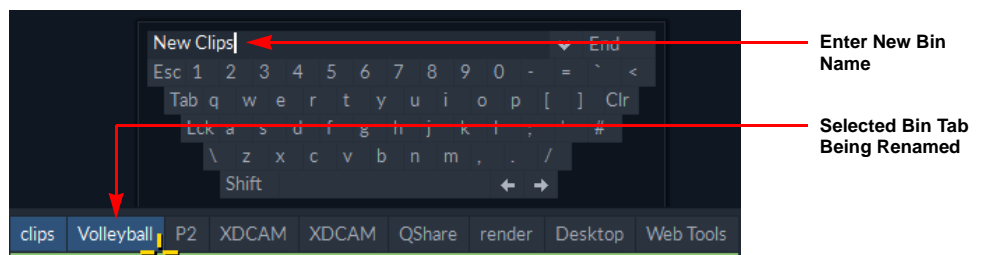


Figure 27 Renaming a Bin

2.1.7 Bin Keyboard Shortcuts

Keyboard Shortcut	Function
<Alt>+<←>	Moves focus left on stacked bins.
<Alt>+<→>	Moves focus right on stacked bins.
<Esc>	Hides/shows all open bins on the desktop.
<F4>	Refreshes the Server Bin.
<Ctrl>+<h>, <i>	Selects next clip in bin.
<Ctrl>+<Shift>+	Switches focus to Server Bin.
<Ctrl>+<Shift>+<S>	Selects Server Bin Areas scroll box.
<Ctrl>+<Shift>+<T>	Shows Server Bin clip naming soft keyboard pop-up.
<Ctrl>+<Enter>	Shows the selected bin clip docked to the bin.
<Ctrl>+<Shift>+<Enter>	Shows selected bin clip docked to the bin as a flattened MLT with mixed down audio. ^[1]
<Ctrl>+<C>	Copies a clip that is highlighted in the Server Bin to the local Clips Bin.

^[1] This shortcut does not work when MLT FX is open.

2.2 Components of the Bin Display

2.2.1 Bin Columns

2.2.1.1 Changing the Displayed Columns

Each bin displays metadata about the clips in a variable number of columns. Select which metadata columns are visible in the bin by accessing the hidden **Columns** menu.

Access the **Columns** menu by hovering the cursor outside the top-right corner of the bin. Select the columns to display from the displayed list.

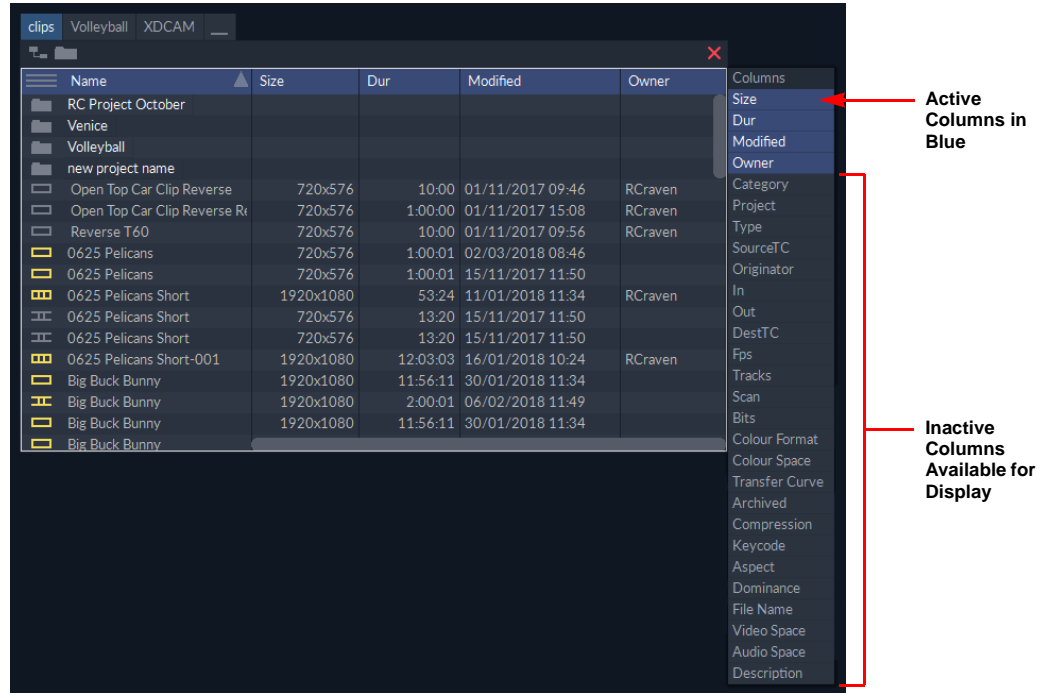


Figure 28 Using the Bin Columns Menu



The relevant columns for each bin are described in the appropriate bin chapters later in this guide.

2.2.1.2 Move Columns

The order in which each column displays in the bin (except the **Name** column) can be rearranged horizontally by dragging the blue column title box to a new position, then releasing.

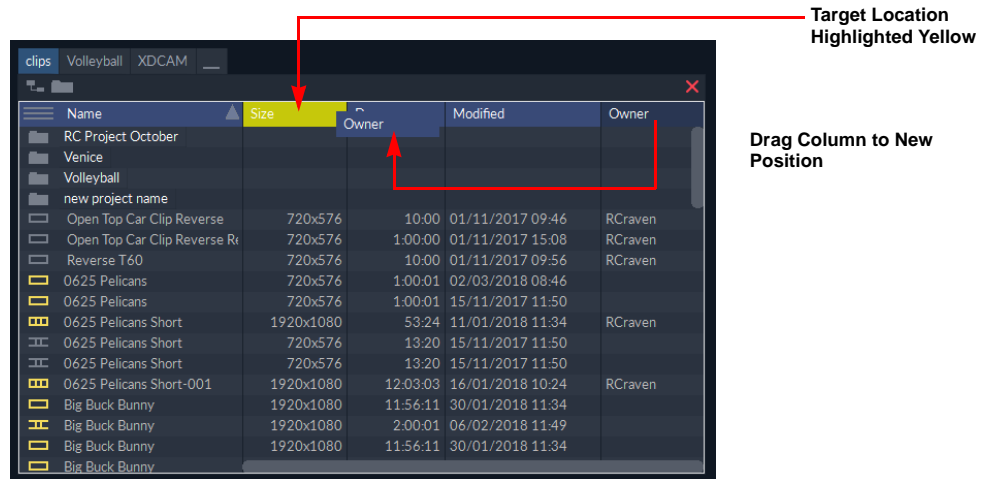


Figure 29 Changing the Order of Displayed Columns

2.2.1.3 Change Column Size

Change any column width by placing the cursor between two column titles to display a blue vertical separator line; press the separator and drag the column to the required width, then release the separator line.

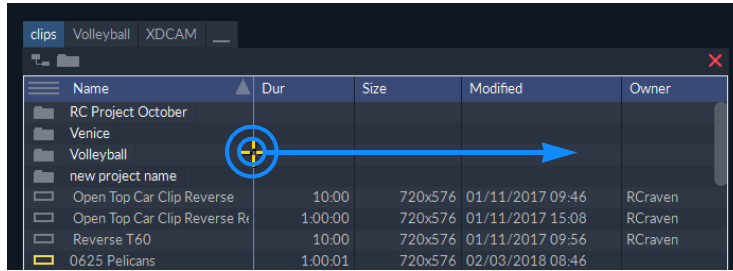


Figure 30 Changing the Column Width

2.2.2 Bin Icons

Each clip in the bin is represented by a bin icon, displayed to the left of the clip name, to allow easy identification of the clip type. As well as providing an easy identification for the type of clip, the clip icons also help to identify where a clip is stored. The color of the icon indicates its location, for example **white** indicates a locally-held clip and **yellow** indicates a server-held or soft-mounted clip (i.e., remotely-held).



Icons for specific bins are described in the relevant bin chapters later in this guide.

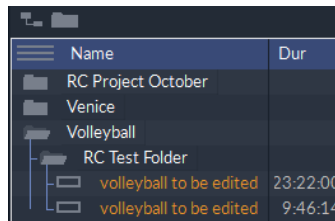
2.2.3 Switching Between Folder and List Views

Clips can be displayed using a folder structure or as a list of flat files by pressing either the Folder or Files icon respectively. To add a folder to the bin, press the New Folder icon.

Folder Icon:



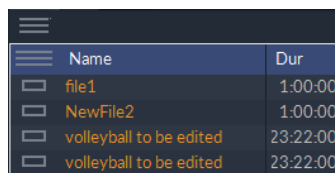
Folder view:



Files Icon:



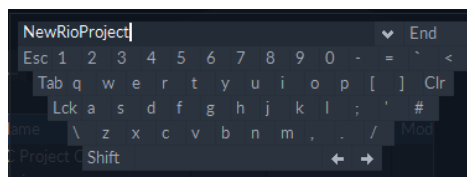
File view:



New Folder Icon:



Create new folder; opens a soft keyboard to enter the folder name:



See Section 2.5 *Working with Folders* on page 25 for more information.

2.3 Clip Display

Clips can be displayed in a bin using several different views, as follows:

- Press the **Display Select** icon  to switch the view between clip metadata or clip miniatures.
- Alternatively, press the **Display Select** icon and drag up or down to select a combination view of metadata and miniatures from the slider menu:

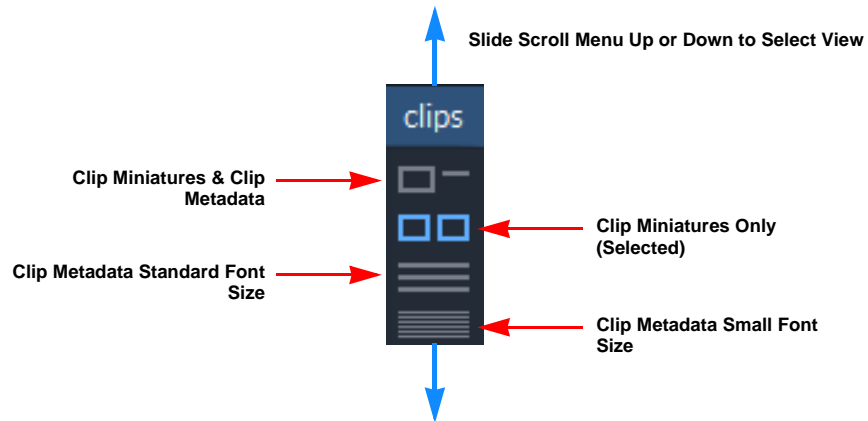


Figure 31 Bin Display Selection

To change the clip display:

1. Press and hold on the current clip display in the top-left corner of the bin.
2. Slide the cursor up or down until the display required is highlighted yellow.
3. Release the cursor.

2.3.1 Metadata Only



Displays clip metadata (default character size)



Displays clip metadata (smaller character size)

Selecting either of the metadata icons from the scroll menu provides a detailed list of all clip entries in either standard or condensed text. The text size can be decreased by selecting the small metadata icon and moving the cursor downward until the correct size is displayed.

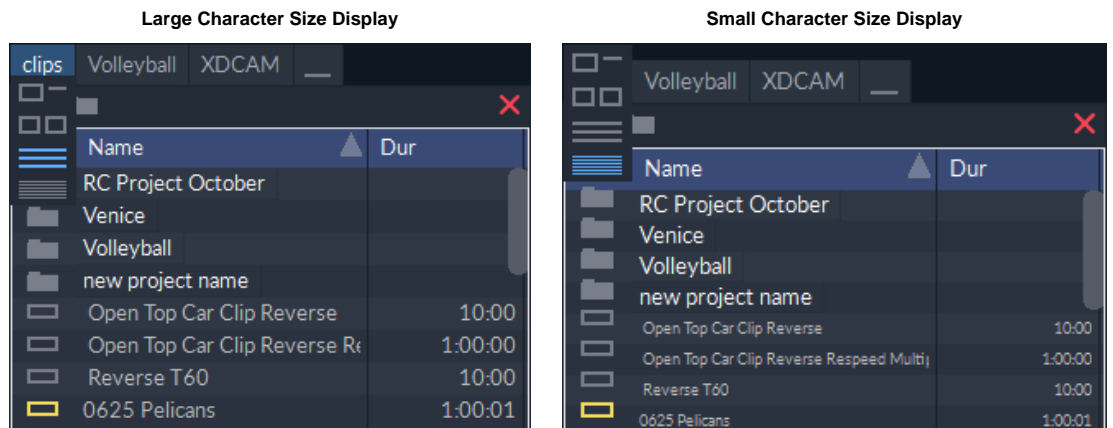


Figure 32 Bin Metadata Display Selection

2.3.2 Browsing Thumbnails



Displays the thumbnails view.

Selecting the browse thumbnails icon provides a thumbnail preview for each clip. These browse miniatures provide a scroll bar that allows the media to be previewed.

The **Name** column width determines the size of the thumbnail displayed.

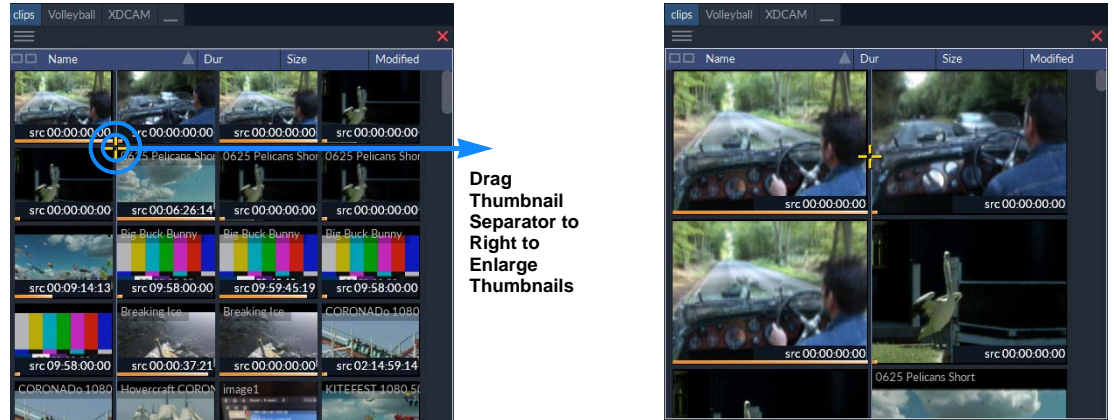


Figure 33 Changing the Displayed Size of Thumbnails

To increase the size of the thumbnails select the dividing line located to the right of the first column of thumbnails. Drag this bar right to increase the size.

2.3.3 Information Cards



Displays both clip thumbnails and metadata.

Selecting the information card icon displays a thumbnail preview and the metadata for each clip entry.

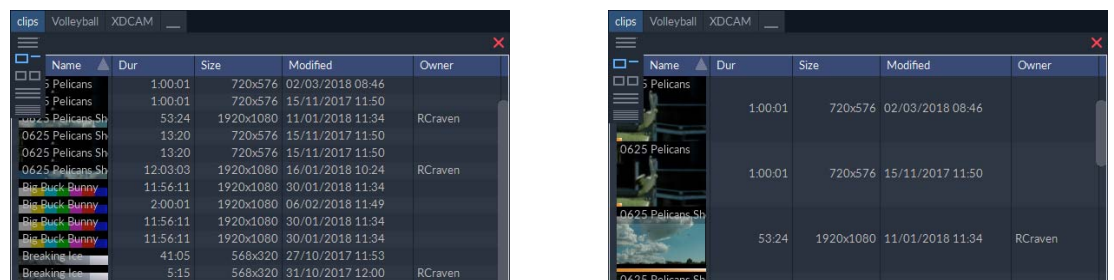


Figure 34 Changing the Displayed Size of the Information Cards

To expand the display of the thumbnail previews when in the information card view, select the information card icon, maintain the pressure and continue to slide the cursor downward.

2.3.4 Displaying a Preview Clip

Preview Clips share most of the same functionality as Floating Clips but are locked to the bin and are accessed differently.

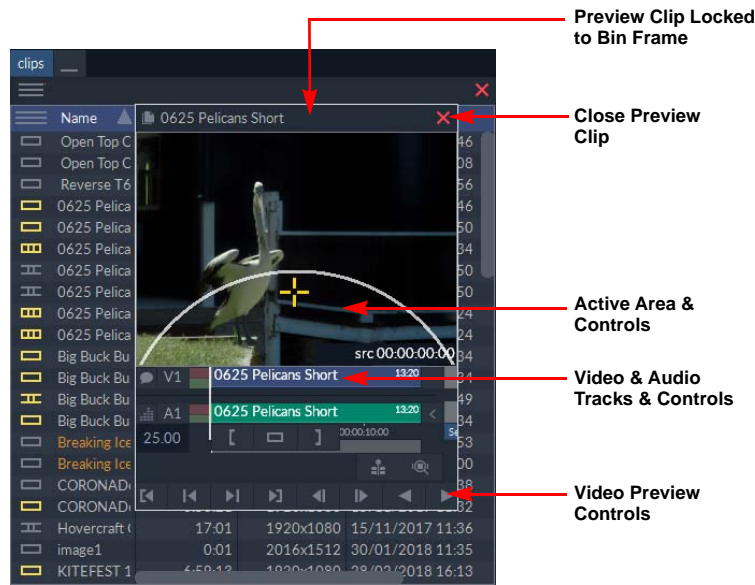



Figure 35 Changing the Displayed Size of the Information Cards

To view a Preview Clip:

- Press on the clip icon in the open bin, or
- Double-click on the clip title in the open bin.

Add a Preview Clip onto the timeline by pressing the <Enter> key (or select the **Edit**, **Replace**, or **Swap** options from the **More options**  menu).



See the *Desktop Editing User Guide* for more information on Preview and Floating Clips.

Preview Clips have several differences from Floating Clips:

- A Preview Clip is attached to the bin (it cannot be moved) and aligns with the **Name** column.
- When the bin is closed the Preview Clip also closes.
- Pressing on the Preview Clip anywhere above the active area returns to the titles display.



When marking In and Out points on server held material in the Server Bin, use Floating Clips instead of Preview Clips as Preview Clips do not refer to the original audio in the Server Bin.

2.4 Managing Clips in a Bin

2.4.1 Selecting Clips

Select a clip by pressing on the clip's name in the bin. When a clip's title is selected, a number of options display which allow the selected item to be modified.

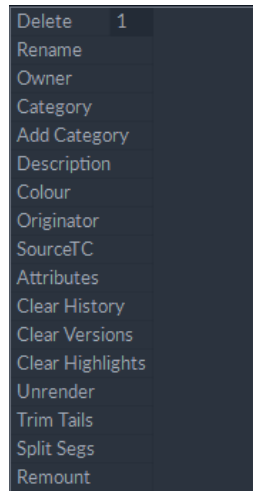


Figure 36 Clip Options Menu

2.4.1.1 Selecting Multiple Clips

Multiple entries can be selected by holding down the <Shift> or <Ctrl> key on the keyboard and selecting the required clips. The <Shift> key is used to select consecutive titles in the Clips Bin, whereas <Ctrl> is used to select/deselect any title.

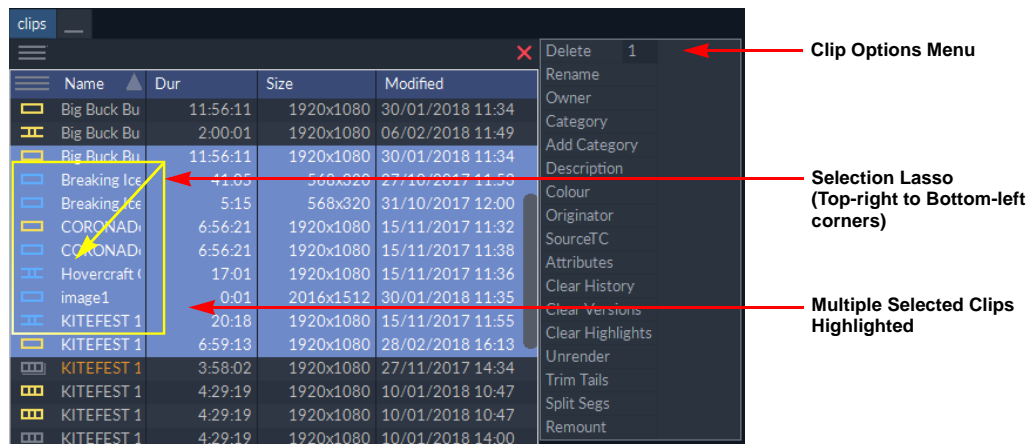


Figure 37 Selecting Multiple Clips in a Bin

Multiple clips can also be selected by drawing a lasso around multiple clips in the bin. Click to the right of the title of the first clip to be selected and drag diagonally across to the bottom-left corner to select all required clips.

When selected, multiple entries can be deleted or dragged onto the desktop as required.

If multiple clips are dropped onto the desktop they become individual Floating Clips; if dropped on the timeline or Edit Window they are assembled in order on the timeline.

2.5 Working with Folders

Folders and sub-folders can be used to organize clips within a bin.

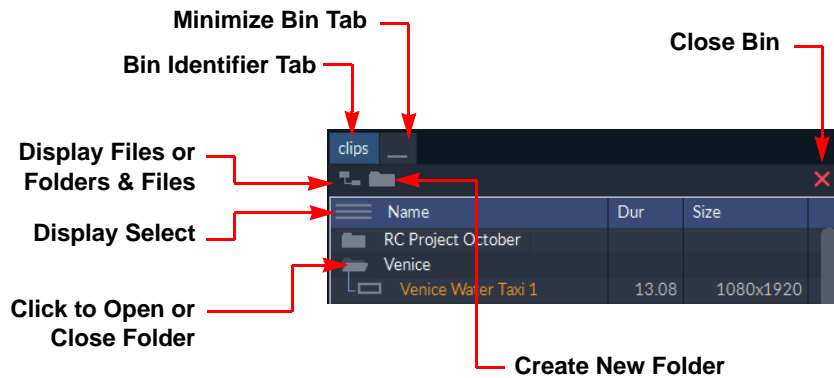



Figure 38 Clips Bin Icons and Controls

Pressing on the Folders/List icon located at the top-left of the bin toggles the content display between a flat files list (without folders) and the folder display.

Open and close folders in the bin by pressing on the associated folder icon.

2.5.1 Creating a New Folder

Create a new folder in the Clips Bin by pressing on the New Folder icon  located in top-left corner of the bin.

To create a sub-folder, select the title of the parent folder and do one of the following:

- Select the New Folder icon.
- Select **New Project** from the folder options menu displayed to the left of the bin.

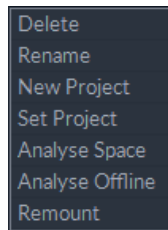


Figure 39 Folder Options Menu

Both of these options display a soft-keyboard, allowing the folder to be named. Enter the sub-folder name then select **End** or press **<Enter>** to confirm.

2.5.2 Deleting a Folder

Delete a folder and its contents by selecting the title of the folder, then press **Delete**.



Deleting a folder also deletes all sub-folders and associated clips. It is not possible to undo this action.

2.5.3 Renaming a Folder

To rename a folder select the title of the folder then press **Rename**. Enter a new name using either the soft-keyboard or the external keyboard. Select **End** or press **<Enter>** to confirm changes.

2.5.4 Setting a Target Folder

To set a target folder for any new material that is imported or saved:

- Select the title of any folder, then press **Set Project** from the pop-up menu displayed to the right of the bin.

The folder icon changes color to orange  indicating that it is now the target folder. If a sub-folder is set as the target, the parent folders also turn orange.

To remove a target setting from a folder:

- Select the title of the target folder and press **Clear** in the pop-up menu.

2.5.5 Analyzing the Available Space in a Folder

Selecting the title of any folder then pressing the option **Analyze Space** performs an analysis of the space the folder contents occupy on the system.

When the space analysis is complete, a summary notice is displayed in the bottom-right of the desktop.

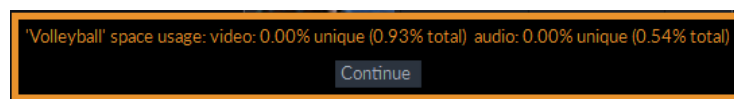


Figure 40 Analysis of Folder Space

Unique space is the amount of space that could be freed if the clips were to be deleted and total space is the space used by the clip but possibly shared with other clips.

2.5.6 Analyzing Offline Media

Selecting the title of any folder then pressing **Analyze Offline** provides a quick method to discover whether any clips in a folder have rushes that point to offline media. The **Analyze Offline** feature checks all clips in the folder for offline media and updates the **Type** column in the bin with the suffix: **...+offline media**.

2.5.7 Remounting Media

Selecting the title of any folder then pressing **Remount** allows localized clips in the folder to be soft-remounted. For example, if an r3d file has been localized with the incorrect debayer settings then it would be useful to be able access the original in order to adjust the settings whilst grading.

2.5.8 Moving and Copying Clips in a Bin

Items contained in a bin (including clips, settings and folders) can be moved into or out of a folder by pressing on the name of the item and then dragging it to the new destination. Hover the item over the new destination folder title until it is highlighted and then release.

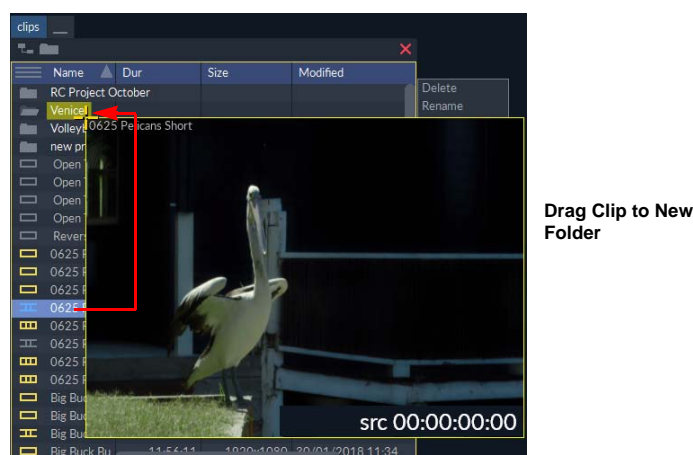


Figure 41 Moving a Clip into a Folder

Holding down the <Ctrl> key copies the item to the new destination, rather than moving it.



Multiple items can be selected by using the <Ctrl> or <Shift> keys to select the required items for moving or copying.

2.5.9 Settings Folder

When a folder has been set as the focus (see section 2.5.4 *Setting a Target Folder* on page 26) any settings that are saved are held in a **Settings** folder which is created automatically within the set folder.

2.6 Sorting and Searching Bins

2.6.1 Sort Entries

Bin columns can be used to sort the contents of a bin into ascending or descending order. Each column heading includes a sort key to change the order data is displayed in the column.

To sort data in a column, hover over the right-hand side of the column header and activate the sort key as follows:



Press the sort key once to sort in ascending alphabetic, numeric or date/time order, lowest to high, for example, A - Z, 0 - 999..., earliest date - most recent date, etc.



Press the sort key again to sort in descending alphabetic, numeric or date/time order, highest to low, for example: Z - A, 999... - 0, most recent date - earliest date, etc.



Simply cycle through the sort keys to change the data order displayed in the selected column.

Sorting is alphanumeric and can be combined with a search filter in any additional columns. Columns are sorted one at a time.



Searches can be applied to multiple columns but the sorting process can only be applied to one column at a time.

2.6.2 Searching or Filtering Data in a Column

Any column can be used to define a search (or filter) for specific data contained in that column. For example, to search by clip name:

1. Select the **Name** column heading.

A soft keyboard is displayed.

2. Start to enter the name of the required clip name using either the soft or external keyboard.

The search is not case-sensitive.

The data displayed in the column is automatically filtered in real-time to match the entered text string. The search string also replaces the column title.

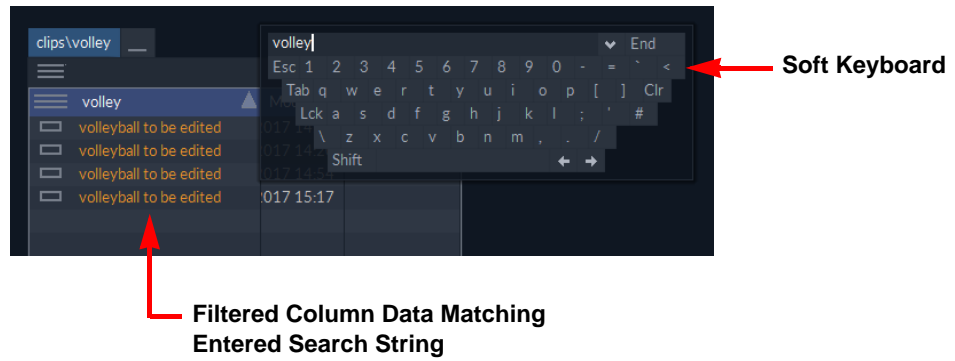


Figure 42 Searching the Clips Bin

3. Press **End** or **<Enter>** to complete the search.
4. Use additional columns to filter the bin content further until the desired clip(s) are located.

To clear a search filter from a single column:

- Press the filtered column heading and then **Clr** on the soft keyboard.

To clear all search filters applied to a bin:

- Double-click on the name tab of the bin (e.g. **clips**).



Server Bins display only the most recent 1,000 clip entries and any search covers only these 1,000 entries and does not include any previous material.

2.6.2.1 Using Wildcard Characters in Filters

The **Name**, **Owner** and **Category** columns can be searched by character or keyword. The search is not case sensitive so all characters and accents are found.

When typing in a single keyword (e.g., the first few characters of a word to identify it) it displays all occurrences of that keyword starting at the beginning of the word. For example, typing **AND** finds items with **Andrew**, **Android**, etc. but not **Sand**. Spaces are treated in the same way as any other character. Typing two or more keywords, separated by a space, searches only for items with the words in that specific order in the title.

The following wildcard characters can be used to enhance the search process:

Wildcard	Description
&	When typing two or more keywords separated by an ampersand (&) the search looks for corresponding words either of which display in the title. For example, typing PRESIDENT & AIRPORT finds <i>President Arrives at Airport</i> and also finds <i>London's Third Airport</i> .
?	? is a single character wildcard, for example ?ART finds <i>Cart</i> but not <i>Art</i> or <i>Start</i> .
*	The asterisk (*) is a multiple character wildcard, for example *ART finds <i>Art</i> , <i>Cart</i> , <i>Start</i> , etc. Asterisk (*) wildcards can be used both before and after characters, for example *Art* finds <i>Start</i> , <i>Starter</i> , <i>Party</i> , etc.

2.6.2.2 Filtering on Dates and Date Ranges

Columns containing dates and times, for example the **Modified** column, can be filtered to show data for a specific date or within a date range.

To filter a column to match material for a specific date:

1. Press anywhere in the column header (except at the far right-hand side.)

This displays a calendar to the right of the column, with the current date highlighted in blue. If necessary, use the left and right arrows to go to an earlier or future date.

2. Click the desired date on which to filter.

The column contents automatically change to show material matching that specific date.

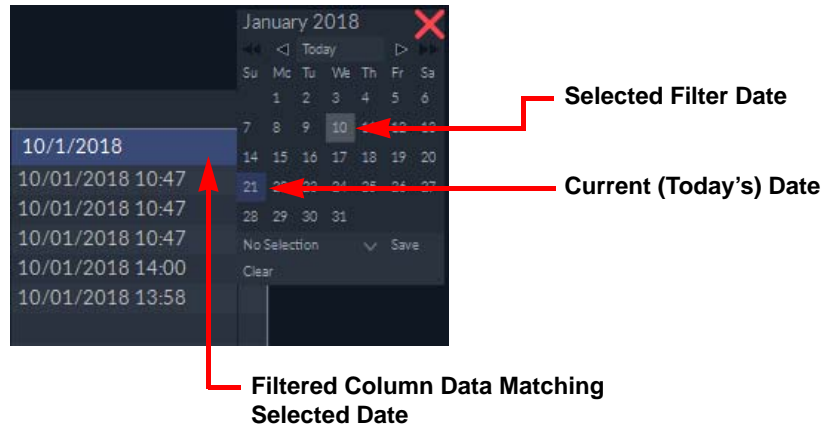


Figure 43 Searching the Bin by Date

To filter a column for material matching a date range:

1. Press anywhere in the column header (except at the far right-hand side.)

This displays a calendar to the right of the column, with the current date highlighted in blue. If necessary, use the left and right arrows to go to an earlier or future date.

2. Click the earliest date of the range on which to filter.
3. Click the most recent date of the range on which to filter.

The column contents automatically change to show material matching the specified date range.

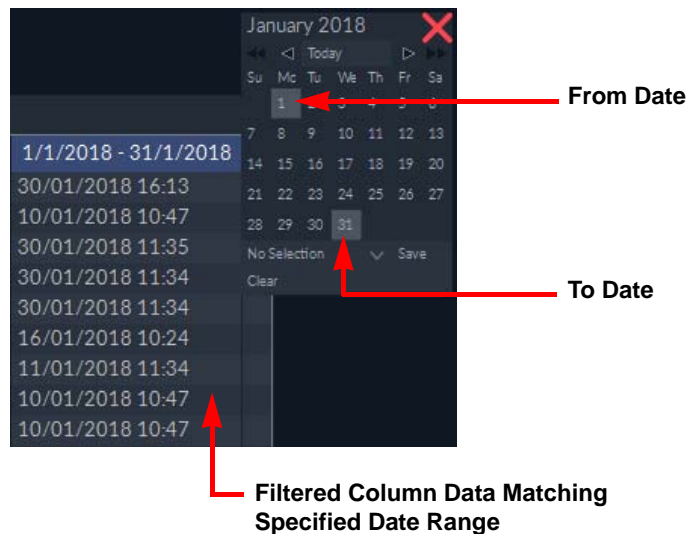


Figure 44 Searching by Date Range

2.6.3 Using the Soft Keyboard to Enter or Modify Text

When editing or searching for entries in a bin, either the soft keyboard or the external keyboard can be used, depending on preference. Text typed on the external keyboard displays in the display line of the soft keyboard.

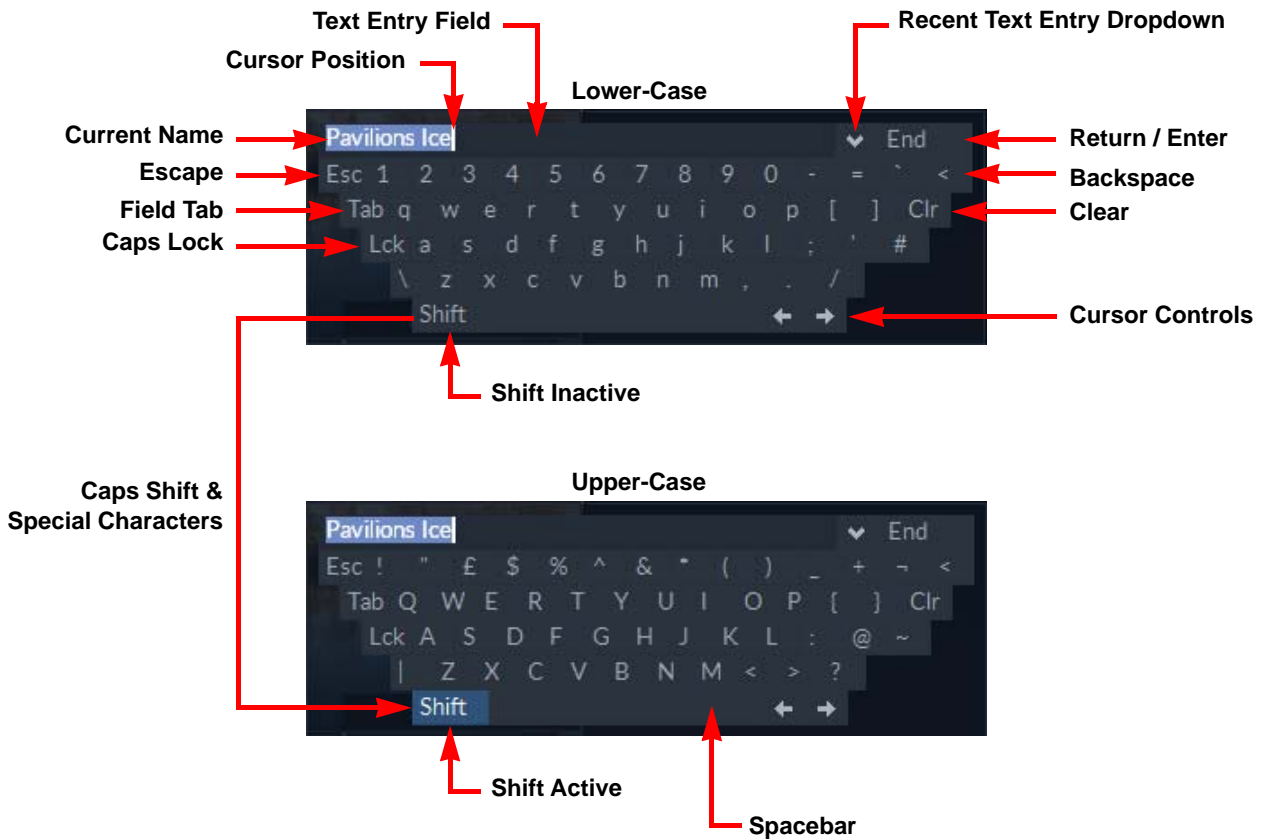


Figure 45 Overview of the Soft Keyboard

The special keys on the soft keyboard have the following functions:

Key	Function
Escape	Exit the soft keyboard without saving entered text.
Field Tab	Toggle through pop-up entry fields, for example Save dialog.
Caps Lock	Switch to uppercase character set and lock.
Shift	Switch to uppercase and special character set and lock.
Spacebar	Enter space character.
Cursor Controls	Move the text cursor to left or right.
Clear	Clear text from the text entry field.
Backspace	Delete the character to the left of the text cursor.
Return / Enter	Save and transfer text in the entry field.

2.6.3.1 Clearing Search Criteria

When the current search or sort is no longer required, it should be cleared to avoid confusion when initiating another search.

Each column that has search criteria set can be cleared individually by selecting the column title and pressing the **Clr** box located to the right of the soft keyboard.

To clear all searching and sorting criteria from the bin, double-click on the bin tab in the top-left of the bin.

3. Clips Bin

3.1 Description

All locally held video and audio material is managed by the Clips Bin. This allows clips to be selected, edited and saved between various applications. Soft-mounted clips are also displayed in the Clips Bin. The soft-mount function allows media to be viewed, edited, conformed and have effects applied without importing media into the workspace.

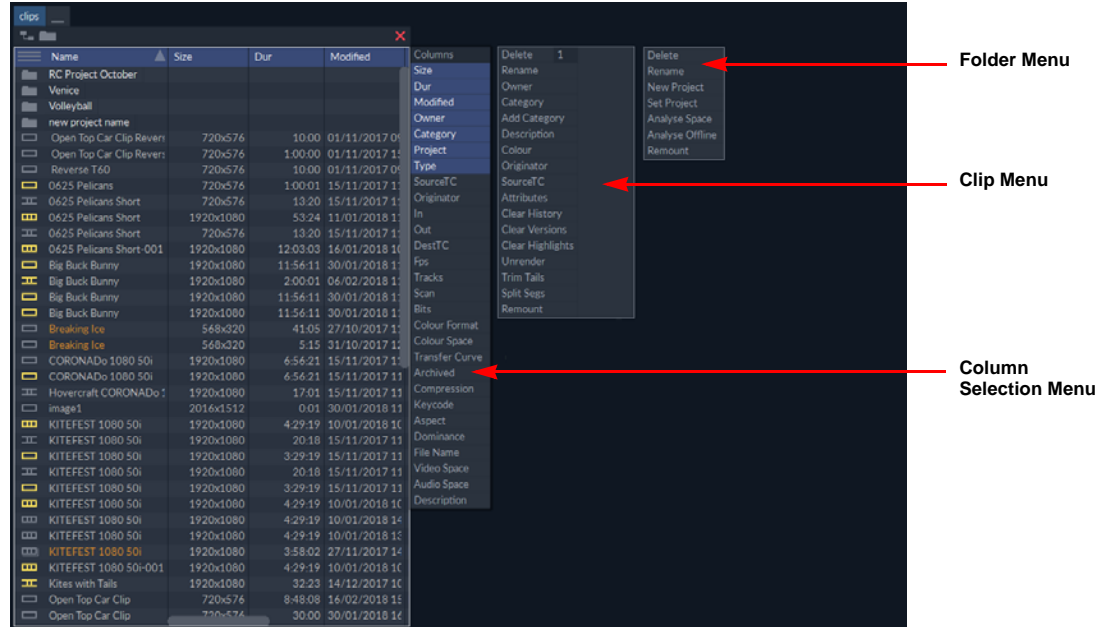


Figure 1 Clips Bin Showing All Menus



Clips Bin options may differ according to each system.

3.1.1 Access the Clips Bin

To access the Clips Bin, select the **clips** tab on the Application Bar.

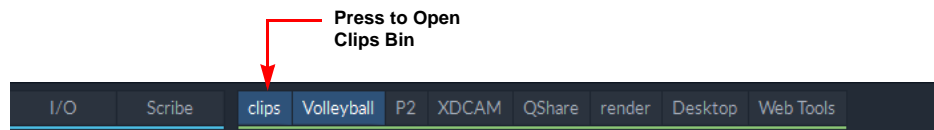


Figure 2 Opening the Clips Bin from the Application Bar

3.1.2 Clip Display

The content of the Clips Bin can be displayed as titles, browse miniatures or information cards. The display can be changed using the Display Select icon in the top-left corner of the bin; see section 3.1.2 *Clip Display* on page 33 for full details of the display options.

3.1.2.1 Frame Rate Warning

If the frame rate of a clip does not match the preferred frame rate of the system, set in the Editor menu of the <F1> configuration, the clip name is displayed in orange in the Clips Bin. For example, on a 29.97 server system, any clips stored in the Clips Bin that are not at 29.97 fps are highlighted orange.

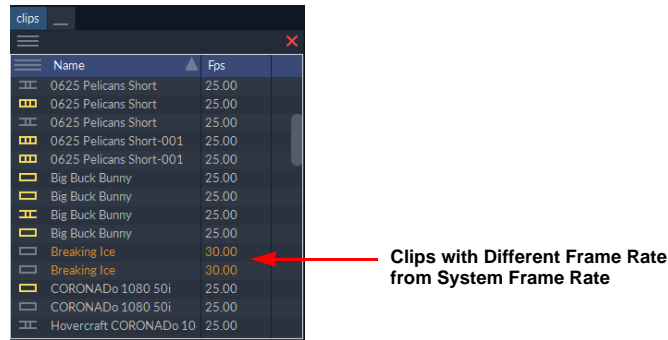


Figure 3 Frame Rate Warning Indication in the Clips Bin

3.1.3 Using Folders

Folders and sub-folders can be used to organize clips within the Clips Bin.

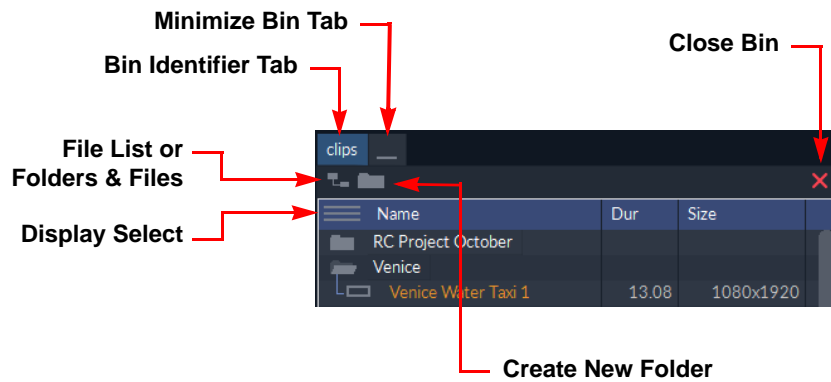


Figure 4 Clips Bin Controls and Icons

Pressing on the Folders/List icon located at the top-left of the Clips Bin toggles the content display between a flat list (without folders) and the folder display.

Open and close folders in the bin by pressing on the folder icon. See section 2.5 *Working with Folders* on page 25 for more information about the use of folders in the Clips Bin.




3.2 Bin Information

The Clips Bin offers a number of visual indicators to help identify clips, as well as a comprehensive range of metadata columns allowing information about each clip to be viewed easily.

3.2.1 Bin Icons

3.2.1.1 Icon Colors




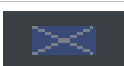




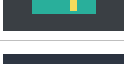
The color of a Clips Bin icon can indicate its location or important information about the clip:

Icon Color	Description
	Indicates that the clip is stored locally.
	Indicates a soft-mounted/server held clip. Any type of yellow icon signifies a clip stored remotely.
	Indicates a clip that has been cached at high bit rate (HBR). Also indicates a localized clip on an HTTP seat.

3.2.1.2 Icon Type

Each clip in the bin is represented by an icon located to the left of the clip name to allow easy identification of the clip type. Press on a clip icon to display a Preview Clip of the associated clip.

The following clip icons are available in the Clips Bin:

Clip Icon	Description
	A flat clip or rush, with no edit points.
	A segment of another clip or a still.
	An edited clip.
	A settings clip.
	A clip with a key channel.
	Indicates a template where the effect starts at the first frame of the clip segment and continues until it completes.
	Indicates a template where the effect is applied to the whole clip segment and starts at the first frame of the clip segment and continues for the duration of the effect.
	Indicates a template where the effect finishes on the last frame of the clip segment and is back-timed to start within the clip segment.
	Indicates a Stereo 3D clip.

3.2.2 Metadata Columns

See section 2.2.1.1 *Changing the Displayed Columns* on page 19 for information about how to display columns.

The following options are available as metadata columns in the Clips Bin (listed in alphabetical order):

Column	Description
Archived	Displays the date and time that the clip was archived.
Aspect	Displays the aspect ratio of the clip, e.g. 16:9, 4:3, etc.
Audio Space	Displays the actual amount of unique audio space that a clip takes. The values in this column are only generated after the Analyse space function has been selected in the <F1> Configuration Window.
Bits	Shows the bit depth of the clip.
Category	Shows the <i>category</i> tag associated with the clip.
Colour Format	Shows the color format of the clip, for example, rgb, yuv, etc.
Colour Space	Shows the color space of the clip, for example, Rec. 601 (625 line), Rec. 709, etc.
Compression	Shows the type of compression used, for example, uncompressed, MpegMX30 62, DVCPPro100 10, AVC-Intra Class, etc.
Description	Shows any additional comments or information that have been added to the clip.
DestTC	Displays the start timecode of the clip after it has been placed on the timeline.
Dominance	Displays the F1 or F2 dominance setting.
Dur	Displays the duration of the clip, either as timecode or frames. To change how the duration is displayed, select dur from the timecode display beneath the timeline (only available when the Edit application is active).
File Name	Shows the file name and path of any file-based material.
Fps	Displays the frame rate of the clip.
In	Shows the In timecode of the clip.
Keycode	Shows any keycode information that may be available.
Modified	Shows the date and time the clip was last modified.
Originator	Shows the <i>originator</i> of the clip. This data is obtained during a conform or when a clip is imported.

Out	Shows the Out timecode of the clip.
Owner	Shows the <i>owner</i> tag associated with the clip.
Project	Displays the name of the project folder in which each clip is held.
Scan	Identifies whether the clip is interlaced or progressive.
Size	Displays the frame size of the clip: pixels by lines. For example, 1920 x 1080.
SourceTC	Shows the start timecode (or In timecode) of the original material either as timecode or frames. To change how the timecode is displayed, select dur from the timecode display beneath the timeline (only available when the Edit application is active).
Tracks	<p>Displays an overview of the number of video and audio tracks contained in the clip using the syntax: vn an(nch)</p> <p>Where:</p> <ul style="list-style-type: none"> • vn = Number of video tracks • an = Number of audio tracks • nch = Number of output channels <p>For example, v2a8(8ch) indicates that the clip has two video tracks, eight audio tracks and eight output channels.</p>
Transfer Curve	Displays the type of color transfer curve used in the clip, for example: 2.2 Gamma (Rec 709), raw video, etc.
Type	Identifies the type of clip. For example, clip , edit , stereo clip , still etc.
Video Space	Displays the actual amount of unique video space that a clip takes. The values in this column are only generated after the Analyse space function has been selected in the <F1> Configuration Window.

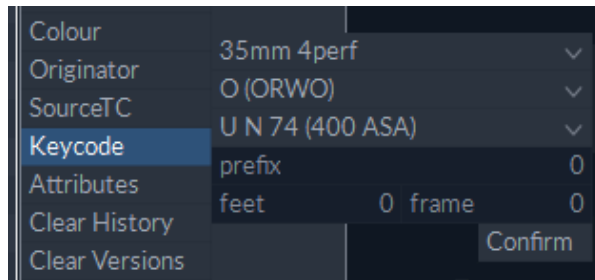
3.3 Manage Clips

3.3.1 Clip Menu Options

The menu options displayed when a clip is selected vary depending on the type of clip. For example, **Originator**, **SourceTC**, **Keycode** and **Attributes** are options that are only available to be modified for clips that have not been edited.

Clip Option	Description
Delete <i>n</i>	Select to delete a clip permanently from local storage. If multiple (<i>n</i>) clips are selected their total number is displayed in the box following Delete . All selected clips are deleted when Delete is pressed. Deleting a clip from the Clips Bin is a permanent action and cannot be undone.
Rename	Select to rename a clip. Use the soft keyboard or external keyboard to edit the entry then press End or < Enter > to confirm the changes.
Owner	Select to change the ownership of a clip. Use the soft keyboard or external keyboard to edit the entry then press End or < Enter > to confirm the changes.
Category	Select to change the category of a clip. Use the soft keyboard or external keyboard to edit the entry then press end or < Enter > to confirm the changes.
Add Category	Select to add a new clip category. Clips can be assigned multiple categories if required. Use the soft keyboard or external keyboard to edit the entry then press End or < Enter > to confirm the changes.
Description	Select to enter additional comments or information to be saved with the selected clip. Use the soft keyboard or external keyboard to add information then press End or < Enter > to confirm the changes.
Colour	Select to apply different colors to clip titles and column data, used in the bin and also in the title bar of Floating Clips, to help identify related clips quickly. Select Colour and then use the color palette or the color values displayed to choose the required color. Colors can be selected directly from the YUV, RGB or HSL color wheel or from one of the eight preset color pots.
Originator (original clips only)	Select to change the originator of a clip. Use the soft keyboard or external keyboard to edit the entry then press End or < Enter > to confirm the changes.
SourceTC (original clips only)	Select to modify the source timecode of a clip. Use the soft keyboard or external keyboard to edit the timecode then press End or < Enter > to confirm the changes.

Keycode (Original clips only) If a clip entry contains keycode information it can be modified by selecting **Keycode**, to change the manufacturer, film type, prefix, feet, frames and perf spacing. Press **Confirm** to save the changes.



The **Keycode** box is displayed only if **Keycode** is selected in the Clips menu of the <F1> Configuration window.

Attributes Select to modify the clip attributes.

See section 3.3.1.1 *Setting Clip Attributes* on page 40.

Clear History Select to discard any history held by rendered clips to free the library space that was required to render the result, for example, clip layers and keys.

Clear Versions Select to discard any previously saved color versions, for example, saved grades of the same clip. This option frees space in the Clips bin.

Clear Highlights Select to remove any assigned highlights from the clip.

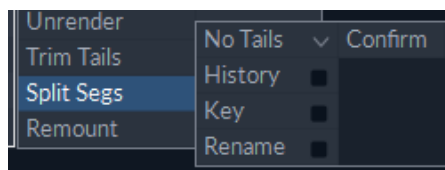
This option is displayed only when **Highlight Changes** is selected in the Highlight menu of the <F1> Configuration window.

Unrender Select to remove the rendered result from a clip (i.e., unrender any rendered MLT Effects settings). The unrendered clip occupies less space in the Clips Bin and allows clips to be archived in an unrendered state. Press **Confirm** to proceed.

Trim Tails Allows all unused tails of the selected clip to be trimmed by the required amount. This option can be used to free storage space.

Enter the number of tails to trim in the soft keypad then press **Confirm** to trim tails to the stated length.

Split Segs Separates clip segments into a group of individual clips.



Select **Split Segs**, set the options then press **Confirm** to create a new folder with the same name as the selected clip. All individual segments (complete with history, if selected) are placed in the new folder.

Localise Imports a copy of a clip, in its native video format, into the Clips bin. Clips can be localized to ensure that they are always available if the original server-held source material becomes unavailable.

Relink	This option is available for soft-mounted clips and allows soft-mounted files to be relinked to a different folder path.
Remount	Allows localized clips to be re-soft-mounted. For example, if an R3D file has been localized with the incorrect debayer settings then it would be useful to be able to gain access to the original in order to adjust the settings while grading.

3.3.1.1 Setting Clip Attributes

The **Attributes** option of the clip menu allows the following image attributes of a source clip to be modified. The **Attributes** option is intended to correct information that has been incorrectly flagged when the material was recorded or imported and does not actually change the data content – only how the data is interpreted by the system.

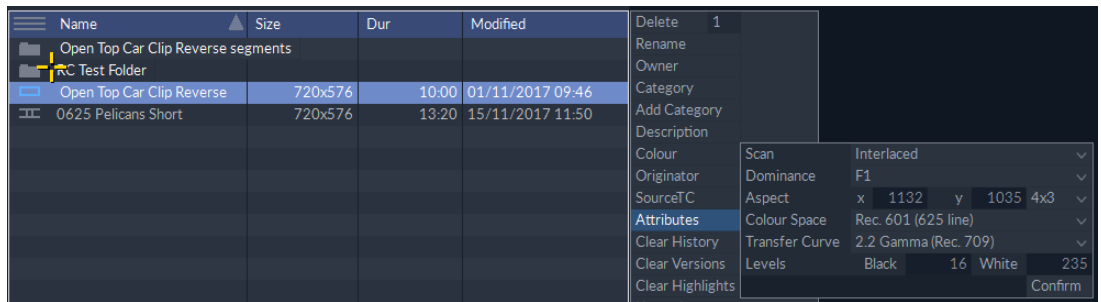


Figure 5 Changing the Attributes of a Clip

Option	Description
Scan	The Scan scroll box allows the video scan attribute flag to be changed between Interlaced or Progressive .
Dominance	The Dominance scroll box allows the dominant frame to be selected, e.g., Frame 1 (F1) or Frame 2 (F2) .
Aspect	The values in the X and Y boxes determine the pixel aspect ratio. The Aspect scroll box displayed when SD material is selected (displaying 4 x 3 , 16 x 9 or other) allows the aspect ratio of the image to be selected. This automatically scales the X and Y pixel aspect values accordingly, see the following table.
Colour Space	Modify the color space setting of the clip to set the correct color gamut.
Transfer Curve	Modify the transfer curve setting of the clip to set the correct color gamut.
Levels	Modify the black and white level settings of the clip used by the system when setting the dynamic range of RGB data.

The following table displays a list of typical aspect ratios with their corresponding X and Y values:

Size (Image Aspect Ratio)	X Value	Y Value
720 x 576 (4:3)	1132	1035
720 x 576 (16:9)	4528	3105
720 x 486 (4:3)	160	177
720 x 486 (16:9)	640	531
2048 x 1556	1	1
1920 x 1080	1	1

When the required attribute changes have been made select **Confirm** to confirm the changes and save them in the library.

3.3.2 Using a Clip in an Application

Any clip can be copied from the Clips bin to the Desktop, Timeline or Edit window, etc. To do this:

1. Press the clip title and maintain pressure.
2. Drag the cursor to the required position on the desktop or in the target application.

When the cursor is moved a clip preview displays at the end of the cursor. With the cursor over a target application, the dropzones on the target application are activated as is the dropzone indicator at the top-left corner of the clip.

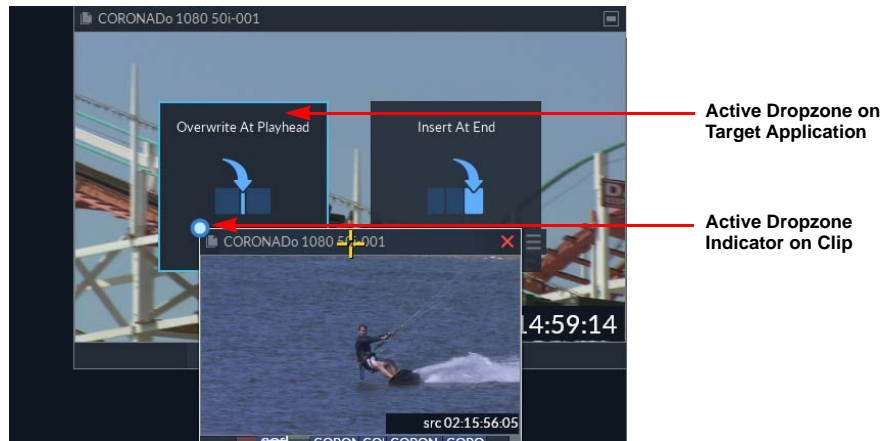


Figure 6 Active Dropzone and Dropzone Indicator on Clip Dragged from Bin

3. Release cursor pressure to drop the clip onto the required target area.



See the *Desktop Editing User Guide* or the *Timeline Editing User Guide* for more information.

3.3.3 Saving to the Clips Bin

3.3.3.1 Saving a Clip

After a clip has been modified a new version of it can be saved to the Clips Bin using any of the following methods:

- Press the **Save** box below the Edit timeline.

Fill in the required details and select **End** or press **<Enter>**.

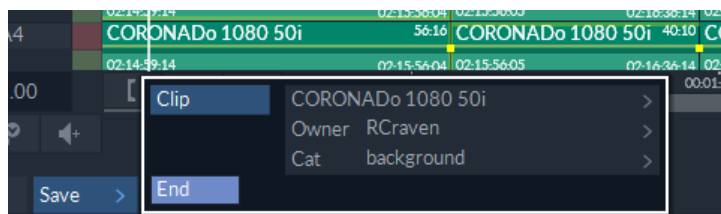


Figure 7 Saving a Modified Clip to the Clips Bin

- Press **Save** and drag directly into the Clips Bin.
- Drag a Floating Clip directly into the Clips Bin.

When a clip is saved to the Clips Bin it is saved as a new version. It does not overwrite the existing clip but creates a new version with the latest changes. The latest version of the clip is normally at the top of the Clips Bin as entries are displayed in chronological order by default, unless a sort or a search filter is currently applied to the bin.

3.3.3.2 Saving a Storyboard

When the **Save** box is selected while the MLT FX menu is open, there is an option to save the edit as a storyboard instead of a clip. The storyboard is saved in the Clips Bin and consists of one frame per segment of the edit, each containing any effects information for that segment. Saving edits as a storyboard improves the efficiency of the archiving process.

3.3.3.3 Saving and Applying Settings

When a setting is saved in the Settings Bin, an entry is also added to the Clips Bin.

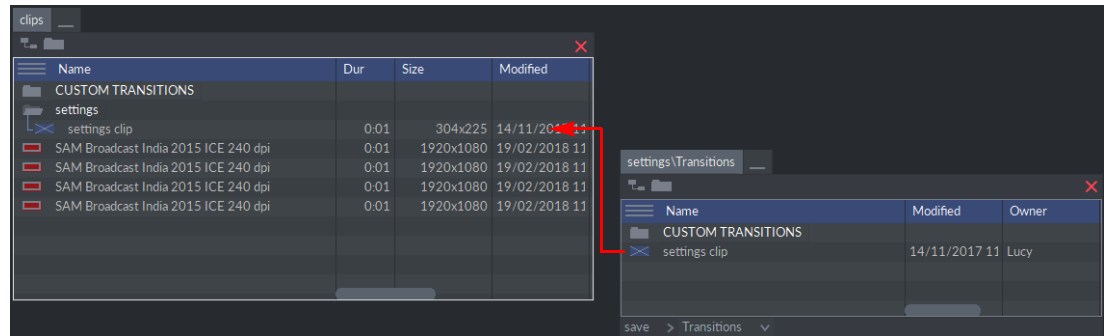



Figure 8 Saving Settings to the Clips Bin

Settings clips are represented in the Clip Bin by the following icon:  .

Apply a saved setting to the current clip on the timeline by dragging and dropping the settings clip from the Clips (or Settings) bin to the Edit window.

3.3.4 Analyzing Clip Space

Two metadata columns are available in the Clips Bin to display the amount of unique space used by each clip: **Video Space** and **Audio Space**.

In order to populate these columns, select the **Analyse Space** button in the **System** menu of the <F1> Configuration window.

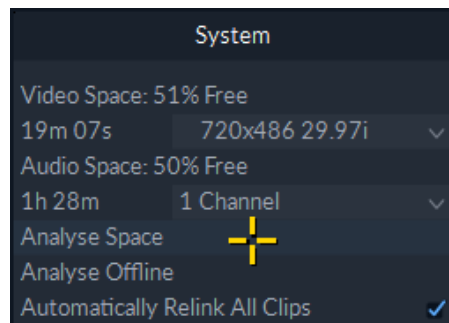


Figure 9 Saving a Modified Clip to the Clips Bin

When the space analysis is complete a notice displays in the bottom right of the workspace.

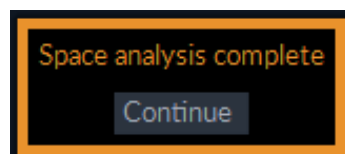


Figure 10 Notification on Completion of Space Analysis

When the analysis is complete close the <F1> Configuration window and open the Clips bin.

Space Analysis is intended to be used on an occasional basis. This process may take a few moments (similar to the time taken when loading clips during start-up), so therefore the space usage is not updated dynamically and is not displayed after a system restart.



The system can still be operated during the analysis but the performance may be affected.

The actual space used for each clip or edit is shown under the **Video Space** and **Audio Space** columns in the open Clips bin.

Unique space is the amount of space that would be freed if the clip were to be deleted and total space is the space used by the clip but possibly shared with other clips.

The analyze space function is intended to provide a method for managing the locally held media, there are, however, some limitations as follows:

- The calculated unique space usage does not take into account the space used by other systems in a Genetic Engineering environment. Clips may, therefore, appear to have unique space, but this is not freed-up when the clips are deleted because other users are also using that space.
- There is no progress indication during the space analysis; only a notification on completion. During processing the system is usable but the performance may be affected.
- The most recent clip deleted from the Clips Bin is held in memory in case the wrong one is deleted (it can be retrieved by right-clicking on the desktop) so the space usage may not decrease immediately after a clip is deleted.
- Clips may not actually have as much unique space as expected due to copies on the Desktop or in the Edit or MLT FX undo lists. To see the maximum amount of unique space it may be necessary to analyze the space after clearing all temporary storage buffers. To do this, restart the system while holding down the <Ctrl> and <Shift> keys together.
- There is no way to discover which other clips share space with the selected clip.

3.3.4.1 Analyze Folder Content

Selecting the title of any folder then pressing **Analyze Space** performs an analysis of the space the folder contents occupy on the system.

When the space analysis is complete, a summary notice displays in the bottom right of the workspace.

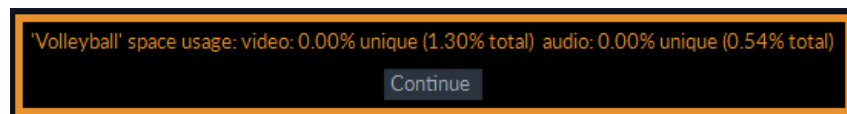


Figure 11 Notification on Completion of Folder Content Analysis

Unique space is the amount of space that would be freed if the clips were to be deleted and total space is the space used by the clip but possibly shared with other clips.

4. Server Bin

4.1 Overview

4.1.1 Description

All server-held material is managed by the Server bin. The Server bin is only displayed on sQ Server-connected workstations. The Server bin only shows the clips held in the designated server pool(s) which the server-connected seat is configured to view.

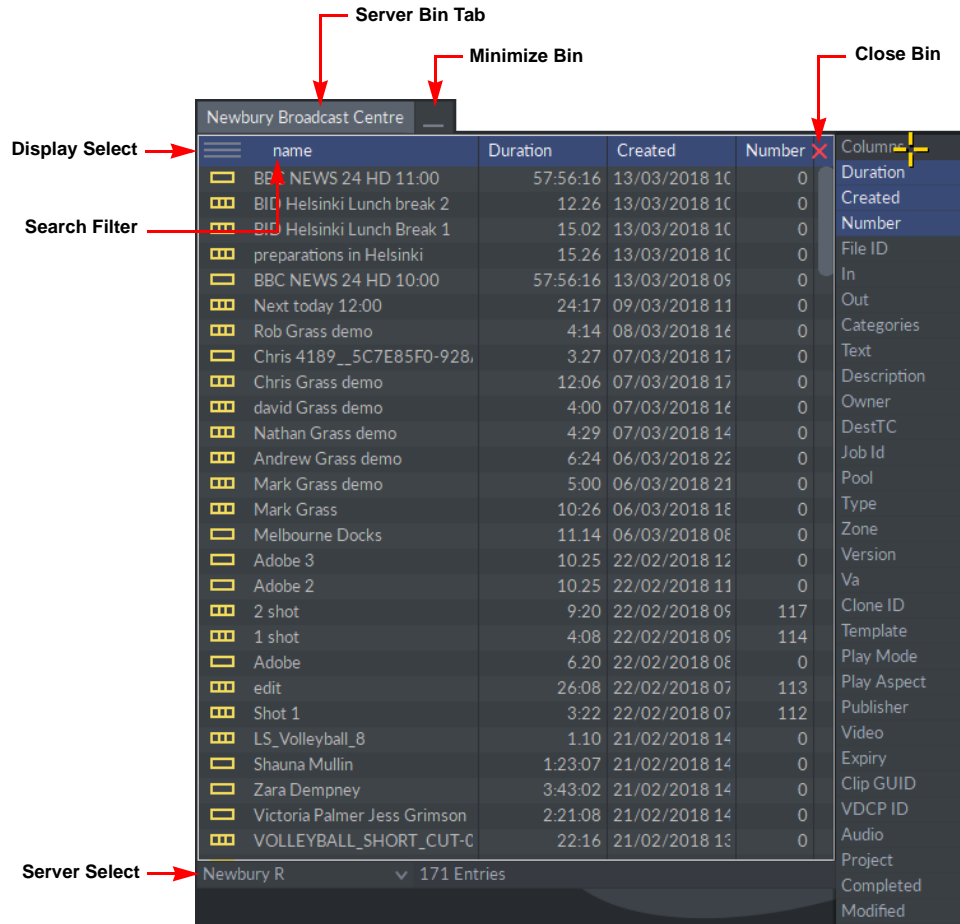


Figure 12 Overview of the Server Bin


The Server Bin can be used to search for, view and edit server-held clips. Clips can be saved from the Server Bin onto the local workstation for further processing. Material can be published back to the server in a playable format.



Server Bin options may differ from the example shown.

4.1.2 Useful Settings (Administrators Only)

The following section provides a brief overview of some of the server specific settings that can be configured by a system administrator. These settings are configured in the **SAM Settings** menu.

1. Open the SAM Settings menu by clicking the Windows Start button , and then clicking **All Programs**.
2. Navigate to the **SAM** folder.
3. Select the relevant product/version folder.
4. Right-click the Settings application.

- 5. Select: **Run as administrator.**

4.1.2.1 Server Bin Settings

From the top-left drop-down box, select **Server bin**.

The **Server bin** page of the Settings application allows bin actions to be enabled or disabled as required.

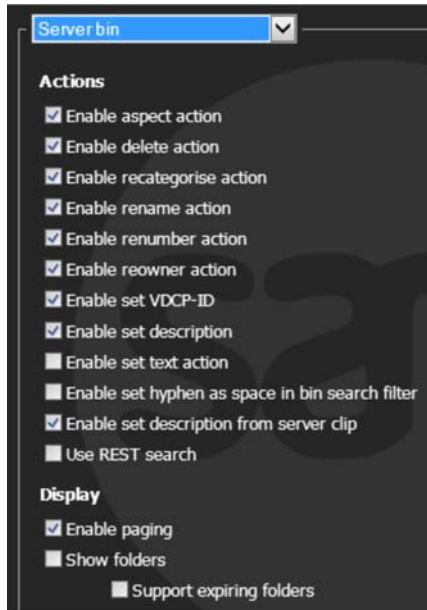


Figure 13 Server Bin Settings Configuration

4.1.2.2 Publish Settings

On the **Publishing** page of the Settings application, configure the required options to be available when publishing a clip.

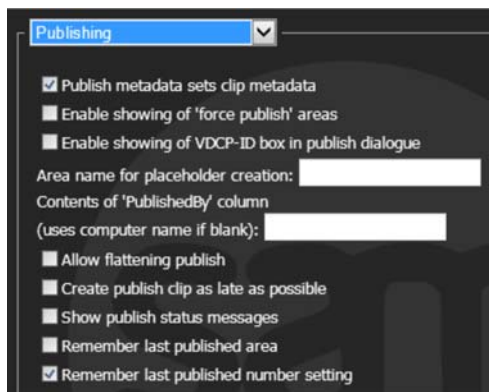


Figure 14 Publishing Configuration Settings

4.1.3 Accessing the Server Bin

To access the Server Bin, select the server tab on the Application Bar.

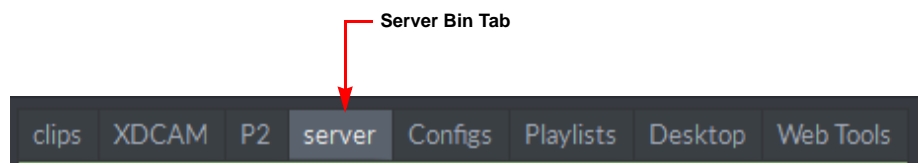


Figure 15 Server Bin Tab on the Application Bar

4.1.4 Server Search

Selecting a server Area from the scroll box at the bottom of the Server Bin triggers a search of that server Area. See section 2.6 *Sorting and Searching Bins* on page 28 for full details of how to search and sort the bin.

All clips located on that server are displayed in the bin. The total number of entries available is displays in the total box at the bottom of the bin.

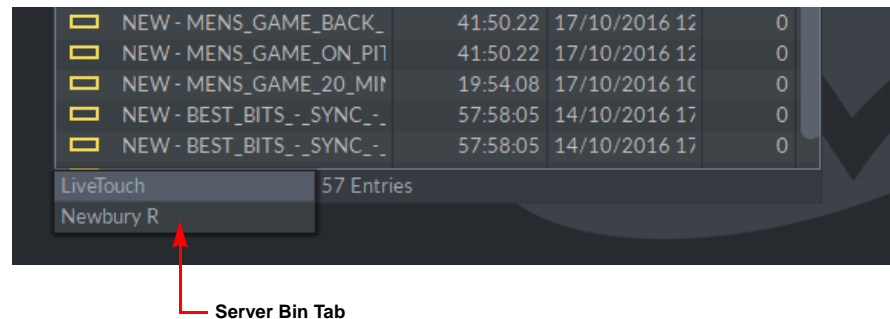


Figure 16 Changing the Target Server for Searches



Reselect an Area from the scroll box to refresh the content of the Server Bin.



The Server Bin displays only the most recent 1000 clip entries and any search undertaken covers only these 1000 entries and not any previous material.

4.1.5 Clip Display










The content of the Server Bin can be displayed as titles, browse miniatures or information cards. The display can be changed using the Display Select icon in the top-left corner of the bin, see section 2.3 *Clip Display* on page 21.

4.2 Bin Information

The Server Bin offers a number of visual indicators to help identify clips, as well as a comprehensive range of metadata columns allowing information about each clip to be viewed easily.

4.2.1 Bin Icons

Each clip in the Server Bin is represented with a bin icon located to the left of the clip name. This allows easy identification of the clip type. Press on a clip icon to display a Preview Clip of the associated clip. The following clip icons are available in the Server Bin:

Clip Icon	Description
	Indicates that the item is a flat clip or rush, i.e., does not have any edit points.
	Indicates that the item is an edited clip.
	Indicates that the item is a segment of another clip or a still.
	Indicates that the item is a final clip that cannot be re-edited or has been ingested through sQ Load.
	Indicates that the item is a placeholder waiting to be filled by publishing or recording into it e.g. with sQ Record. (Placeholders are used to integrate newsroom control systems and the server.)
	Indicates a template where the effect starts at the first frame of the clip segment and continues until it completes.
	Indicates a template where the effect is applied to the whole clip segment regardless of the original template duration.
	Indicates a template where the effect finishes on the last frame of the clip segment and is back-timed to start within the clip segment.
	All symbols with a double outline indicate Stereo 3D clips.

4.2.2 Metadata Columns

See section 2.2.1.1 *Changing the Displayed Columns* on page 19 for information on changing the displayed columns.

The following options are available as metadata columns in the Server Bin (listed in alphabetical order):

Column	Description
Audio	Indicates whether the clip includes any audio. If audio is included, the column displays the number of audio channels and the bit depth.
Categories	Shows the categories to which the clip belongs. This field is traditionally used by automation systems to control the transmission and archiving of clips marked appropriately in this field.
Clip GUID	A clip GUID (Globally Unique Identifier) is defined when a clip is created and cannot be subsequently changed.
Clone ID	A clone is an exact copy of a clip. The Clone ID column references a clone clip back to the original clip. The clip ID for the clone is the next available one in the system, but the clone ID for the clone is the same as the original clip ID.
Completed	Displays the time and date that the clip finished publishing/ingesting.
Created	Displays the date and time that the clip was created. Items created today are indicated by the word Today followed by the time.

Description	Shows comments that have been added at the time of ingest.
DestTC	Displays the destination timecode of the published clip.
Duration	Displays the duration of the clip. This can be displayed as timecode or frames. To change how the duration is displayed, select dur from the timecode display beneath the timeline (only visible when the Edit application is active).
Expiry	Can be used to notify the automation or asset management system when a clip needs to be deleted.
File ID	This is a unique clip reference given by the ISA system when the clip is created and cannot be changed. The sQ Server stores material as individual frames, instead of files. The file ID is a list of pointers to all the frames that make up a clip. A file ID uniquely identifies a clip within a Zone, but there may be two clips with the same file ID in different Zones.
In	Shows the In timecode of the clip.
Job ID	Displays a job identification name that is assigned to the clip at ingest.
Modified	Shows the date and time the clip was last modified.
Name	Displays the title given to the clip when ingested/published and can be changed as required.
Number	Displays the associated clip number if one has been assigned. Some automation systems use numbers to organize material on the server for play-out, including sQ Play.
Out	Displays the Out timecode of the clip.
Owner	Displays the owner of the clip. This can be entered automatically during ingest and changed as required.
Play Aspect	Displays the aspect ratio at which the clip is intended to be viewed; the aspect ratio of the play-out port, e.g., 16:9, 4:3, etc.
Play Mode	Displays the conversion method intended for use when displaying material in the clip that does not match the aspect ratio of the viewing port i.e. box or full frame (cut).
Pool	Displays the name of the server storage pool where the entry is physically held.
Project	Displays the project folder in which each clip is held. If the clip has been assigned to a specific project, the column displays the project folder path.
Publisher	Displays the seat ID from which the clip was published.
Template	Indicates whether an item is a template.
Text	Displays information populated by third party automation systems.
Type	Displays the media type and is automatically populated. Examples include: clip , edit , still , placeholder , template etc.
Va	Displays the number of video and audio tracks contained within the clip. For example, v2a8 indicates that the clip has two video tracks and eight audio tracks whereas va4 indicates that the clip has one video track and four audio tracks.
VDCP ID	Optionally used to identify clips to be made available to external VDCP control devices.
Version	Displays a database field that can be accessed by an automation system. This can include the following: unedited (a single clip), open (for any edit in progress) and final (for any playable clip without history).
Video	Indicates whether the clip has mixed resolution, e.g. HD, SD or both.
Zone	Displays the Zone in which the clip was created.

4.3 Managing Clips in the Server Bin

4.3.1 Clip Options

By selecting the name of a clip, a number of options are displayed in the Clip menu which allow the selected item to be modified. The options that display when a clip is selected vary depending on the type of clip selected.

Clip Option	Description
Delete	Select to delete a clip permanently from the server storage. If multiple clips are selected then their total number is displayed in the box beside Delete . All selected clips are deleted when Delete is pressed. Deleting a clip from the Server Bin is a permanent action and cannot be undone.
Name	Select to rename a clip using either the soft keyboard or external keyboard to edit the name of the clip. Press End or <Enter> to confirm the changes.
Owner	Select to change the ownership of a clip using either the soft keyboard or external keyboard to edit the owner of the clip. Press End or <Enter> to confirm the changes.
Category	Select to change the categorization of a using the soft keyboard or external keyboard to edit the category of the clip. Press End or <Enter> to confirm the changes.
Number	Select to assign a number to a clip in order to assist the playout process.
VDCP ID	Select to assign a VDCP ID to a clip. This is can be used by third party automation applications to access server content through a VDCP interface.
Description	Select to add comments or information to a clip using either the soft keyboard or external keyboard. Press End or <Enter> to confirm the changes.
Source Aspect	Select to change the source aspect of a clip that has been ingested with the incorrect aspect ratio flag, as long as the rush is not yet in use.
Set Crop	Select the way the picture is displayed where material is being played out that has a different aspect ratio to the play-out device. For more information, see section 4.3.1.1 <i>Set Crop</i> on page 49.
Use Details	Select to set a clip placeholder into a buffer. The Use Details feature displays on placeholder clips. When selected, the next clip published is published into the placeholder.

4.3.1.1 Set Crop

When playing-out material with a different aspect ratio from the play-out device (for example, playing out 4:3 material to a 16:9 output) the display style needs to be selected using the **Set Crop** feature.



The Set Crop feature can only be applied to clips that have not been edited.

Change the crop of a clip by pressing **Set Crop** and then selecting one of the two options: **Full Frame** or **Box**.

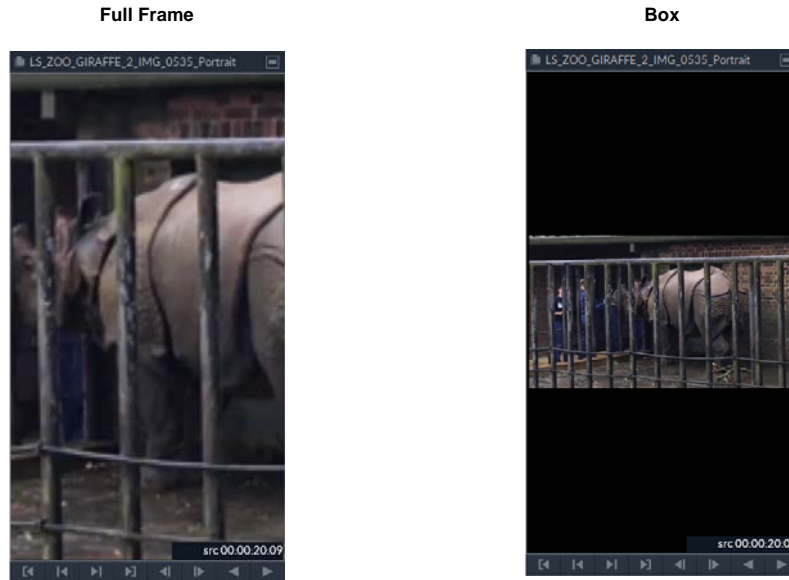


Figure 17 Using the Set Crop Function

With **Full Frame** selected the image is resized so that it fills the whole Edit Window or output monitor. This results in the vertical edges being *cut* from the display.

With the **Box** option selected, the image is displayed within the outer edges of the Edit Window or output monitor. The **Box** option avoids cutting the horizontal edges off the picture by placing the full picture within the displayed box. This results in black space (pillars) being displayed down the left and right sides of the image.



In the System menu of the <F1> Configuration, Full Frame is referred to as Cut in the Aspect Conv section.

4.3.1.2 Use Details

Placeholders are often used in server systems to integrate newsroom control systems and the server. Placeholders are an early reservation for a standard ISA clip. They have an ID and may have clip properties assigned but they do not have any media associated with them. When a clip is ready, it can be published to a placeholder. Many customers with newsroom systems use this system to transfer metadata to a clip leaving an editor to add video/audio content.

The **Use Details** option allows placeholder clips to be populated with the finished edit. To publish an edit to a placeholder:

1. Click the placeholder clip name in the Server Bin.
2. Select **Use Details** from the clip menu options list.

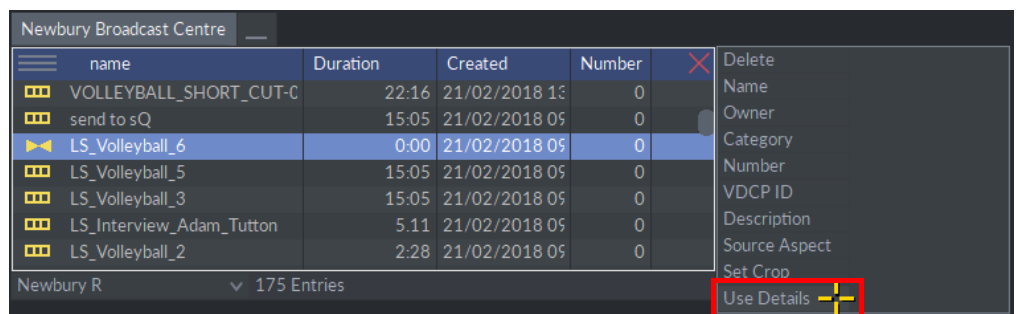


Figure 18 Use Details Option in the Clip Menu

3. Place the finished edit on the timeline or on the desktop as a Floating Clip.

4. The **Publish** box (located below the timeline or by accessing the Floating Clip **More** options menu) highlights blue indicating that the placeholder details have been attached to the publish.
5. Press **Publish**.

A placeholder, once filled, has an edit icon in the Server Bin. A placeholder can only be used once.

4.3.2 Using a Clip in an Application

Any clip can be copied from the Clips Bin to the Desktop, Timeline or Edit window, etc. as follows:

1. Press the clip title and maintain pressure.
2. Drag the cursor to the required position on the desktop or in the target application.
When the cursor is moved a clip miniature displays at the end of the cursor.
3. Release cursor pressure to drop the clip onto the required area.



See the *Desktop Editing User Guide* or the *Timeline Editing User Guide* for more information.

4.3.3 Publishing

Clips can not be placed in the Server Bin in the same way as can be done with the Clips Bin. In order to display a clip in the Server Bin it must first be published to a server.

4.3.3.1 Publishing a Clip to the Server

The **Publish** box can be located in two different places in the workspace. If the clip to be published is placed as a Floating Clip on the desktop then the **Publish** box can be found by accessing the **More** options menu. To do so, hover over the outside the top-right corner of the Floating Clip and press . If the clip to be published is placed on the Edit application timeline then the **Publish** box is displayed at the bottom left of the timeline area.

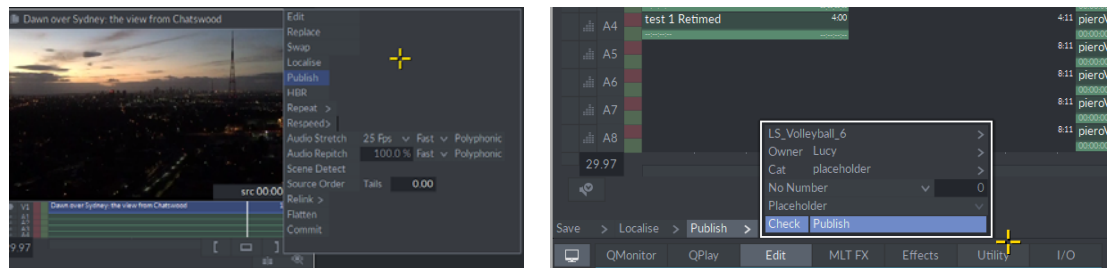


Figure 19 Publishing to the Server from Floating Clip or Timeline

To publish a clip to the server:

1. Click the **Publish** box to display the Publish pop-up.

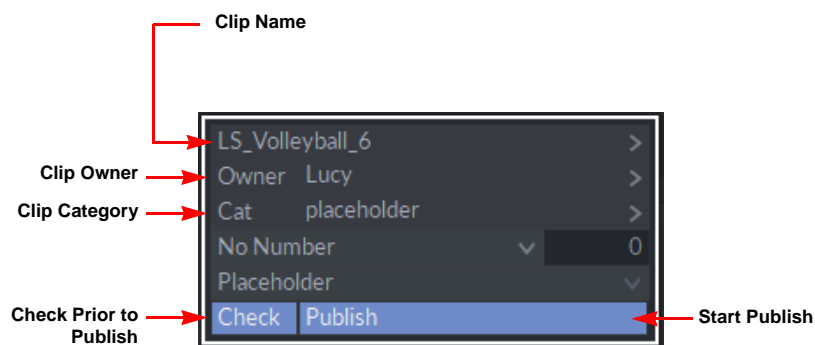



Figure 20 Publish Pop-up Menu

2. Click on the **Name** box at the top of the pop-up and enter a clip name.
Use either the soft keyboard or an external keyboard.
3. Enter an owner and/or category in the **Owner** and **Cat** boxes.
These values are often used for media management/automation systems.
4. The application has its own numbering system that can be used if required for playout. This number can also be used for media management/automation systems. There are three options available in the blue number scroll box:

Option	Description
First Free From	Allocates the first unused number after the number entered in the green numeric box.
No Number	Disables clip numbering.
Force Number	Forces the publish process to use the number entered in the green numeric box. If that number is already in use by a previously published clip then it is reassigned to the new publish.

The publish **Area** scroll box lists all available server storage pools (**Areas**) as specified by the ISA Manager configuration.

5. Select the Area to publish to from the publish **Area** scroll box.
Each Area can have its own default owner and category settings (also set by the ISA Manager) that are applied automatically as the default for the published clips.
6. As each station can continue to edit using locally cached video and audio – even after the source material has been deleted from the server – it may be necessary to check the validity of a clip before it is published. To do so, select the **Check** function.
7. Click **Publish** to publish the clip onto the sQ Server.
There is an option to select **Publish and save** from the **Server** menu of the <F1> Configuration menu, to simultaneously publish a clip to the server and save it to the Clips Bin.
8. To close the pop-up without publishing, select  in the top-right corner.

When a clip is published to the server, it is saved as a new version. It does not overwrite any existing clips but creates a new version with the latest changes. The latest version of the clip is normally at the top of the Server Bin as entries are displayed in chronological order by default (unless a sort or search filter is currently applied to the bin).



See the *Timeline Editing User Guide* for more information about publishing.

4.4 Project Folders

The Project Folders option allows users with the appropriate access permissions to create, edit and delete folders in the Server Bin so that rushes and edits can be organized into folders and sub-folders making it quicker and easier to locate clips.

Enabling Project Folders in the Server Bin allows the following actions:

- Create top level folders in the Server Bin.
- Nest folders within other folders.

Any number of subfolders can be created in a top-level folder, and each subfolder can hold any number of clips and additional subfolders.

- Move or copy clips from one folder to another.
- Move clips from folders to the root.
- Copy folders into another folder (without creating new essence).
- Change folder names.
- Set a target folder for publish and sQ Record ingest.
- Search using specified criteria to see where a clip is in use.
- Configure user rights.

4.4.1 Overview of Access Rights to Project Folders

Before accessing project folders in a Server Bin users must be assigned the correct permissions by way of the User Rights function described in section 4.5 *Assigning User Access Rights* on page 55.

System administrators can set permissions and restrictions on how non-administrators (standard users) or workgroups can access and organize clips and folders.

4.4.2 Project Folder Options

In general, project folders in the Server Bin function in the same way as those in the Clips Bin. See section 2.5 *Working with Folders* on page 25 for general information on using folders.

There are, however, a few key differences between Server Bin Project Folders and folders in the Clips Bin, as described in the following sub-sections:

4.4.2.1 Project Column

The **Project** column indicates whether a clip is stored in a specific *Project Folder*. If the clip has been assigned to a specific project, the **Project** column displays the project folder path.

Display the **Project** column by hovering outside the top-right corner of the Server Bin then press the displayed **Columns** box and select **Project** from the available columns list. The **Project** column can be used to define a search of the Server Bin's content.

Combine searches on the **Name** and **Project** columns to display a list of folders containing clip names matching the **Name** search criteria. If a matching clip name exists but does not match the **Project** search criteria, it is not included in the results list.

4.4.2.2 Deleting Project Folders

When a project folder in the Server Bin is deleted the result is different from deleting a folder in the Clips Bin. In the Clips Bin, deleting a folder also deletes all sub-folders and the clips they contain. When a folder is deleted in the Server Bin the contents of that folder are moved, not deleted. One of the following actions occurs:

- Clips that **do not** exist in other folders as *copies* are not deleted; rather they are simply moved to the root of the bin, i.e., moved outside of the folder structure.
- Clips that **do** exist in other folders as *copies* remain in these folders and are, therefore, not moved to the root of the bin.

4.4.2.3 Moving and Copying Folders

As with folders in the Clips Bin, a project folder and its contents (or individual clips in a folder) can be moved to another folder by pressing on the folder (or clip) title and dragging and dropping it over the target folder title. A new sub-folder then displays in the target folder containing a virtual copy of all folders and clips in the source folder (i.e., the *copy* has metadata references only; no new clip essence is created). To copy a folder, hold down the <Ctrl> key while dragging and dropping.

Project folders can be dragged and dropped onto the desktop to display the folder as a separate bin with the folder name and path displayed in the blue tab at the top. It is, however, not possible to drag a folder bin back into another folder in the Server Bin.

4.4.2.4 Setting a Target Folder

Before publishing from a seat, it is possible to associate the published clip with a specific, target folder. To do so the target folder must first be *set* as follows:

1. Select the name of the target folder to display the folder **Options** menu.
2. Press **Set Project** from the menu to make this folder the new target.

Any subsequent publish operations from this seat now publish to the specified folder.

When *set*, the folder symbol is highlighted in orange to indicate that it is the target. To change the target, select another folder and press **Set Project**, or press clear from the folder menu to release the current target folder. If a sub-folder is set as the target, the parent folders above it are also highlighted orange.

When a target folder has been set, the publish pop-up shows the target folder path in the **Folder** field. To change the path click on the box to the right of **Folder**. This opens the Server Bin so that a new target folder can be selected.



See the *Project Folders and User Rights Guide* for more detailed information about installing, configuring and using project folders.

4.5 Assigning User Access Rights

Project folders on sQ systems can have user permissions set up through the **User Rights** function described in this section. User rights control user access to the folder contents of the Server Bin.

System Administrators can set permissions and restrictions on how non-administrators (standard users) or workgroups can access and organize clips and folders. Administrators create and manage the user accounts and workgroups using the web interface for the Project Folders server.

The administrator creates user accounts and provides the users with individual user names and passwords. Alternatively, the user can use the **Sign-up** option on the login page which automatically adds the user to the **Users primary group** (the default).

4.5.1 User Permission Types

- Administrators** Administrators can see all the clips and folders on the server and all options are available.
- Users** Users can only see the clips and folders that their user account permits.

There are four types of user permissions, as follows:

User Permission	Description
Read	Allows a user to view clips and folders.
Move	Allows a user to view and move folders and clips from one location to another.
Write	Allows a user to do all of the above as well as create, update and delete clips and folders. To delete a clip that displays in several folders, a user must have write permissions for all the folders.
All	Allows a user to do all of the above as well as change access control policies on folders.



If a user does not have the permissions to perform a certain action on specified folders or clips, the action is not available. For example, the Delete option is not displayed if the user does not have Write permissions.

4.5.1.1 Remove

Regardless of permissions, clips cannot be deleted from the folder view in the Server Bin if User Rights are enabled. Instead, **Remove** displays in the clip options menu. Selecting **Remove** moves a clip from the folder back into the root of the Server Bin (i.e., outside of the folder structure.)



Clips cannot be dragged manually from a folder into the root of the Server Bin.

4.5.1.2 Delete

In the folder view, an administrator can select a clip outside a folder and modify the metadata but cannot delete it.

Administrators can delete clips from the Server Bin by toggling the Bin view to the flat list display. Certain users can also delete clips while in the list view as long as they have Write permissions.

To change from the folder view to flat view, press the Display Select icon .

4.5.1.3 Publishing Rights

Users can publish clips only to the folders for which they have Write permissions.

If, when publishing, the user selects a target folder for which they have not been assigned write permission, the following error message is displayed:

A screenshot of an error message displayed in a black box with a yellow border. The text inside the box reads "no rights to publish to this folder" in a yellow, sans-serif font.

Figure 21 No Write Permissions Error Message



See the *Project Folders and User Rights Guide* for more detailed information about installing, configuring and using User Rights.

5. Media Bin

5.1 Description

A Media Bin provides access to media files in remote storage locations outside the standard sQ Server environment, for example, a Momentum database. This allows clips to be selected, edited and saved between various applications and environments. Clips can be displayed in the Media Bin using a list format, as thumbnails or as a combination of both. A search facility and column filtering are also provided.

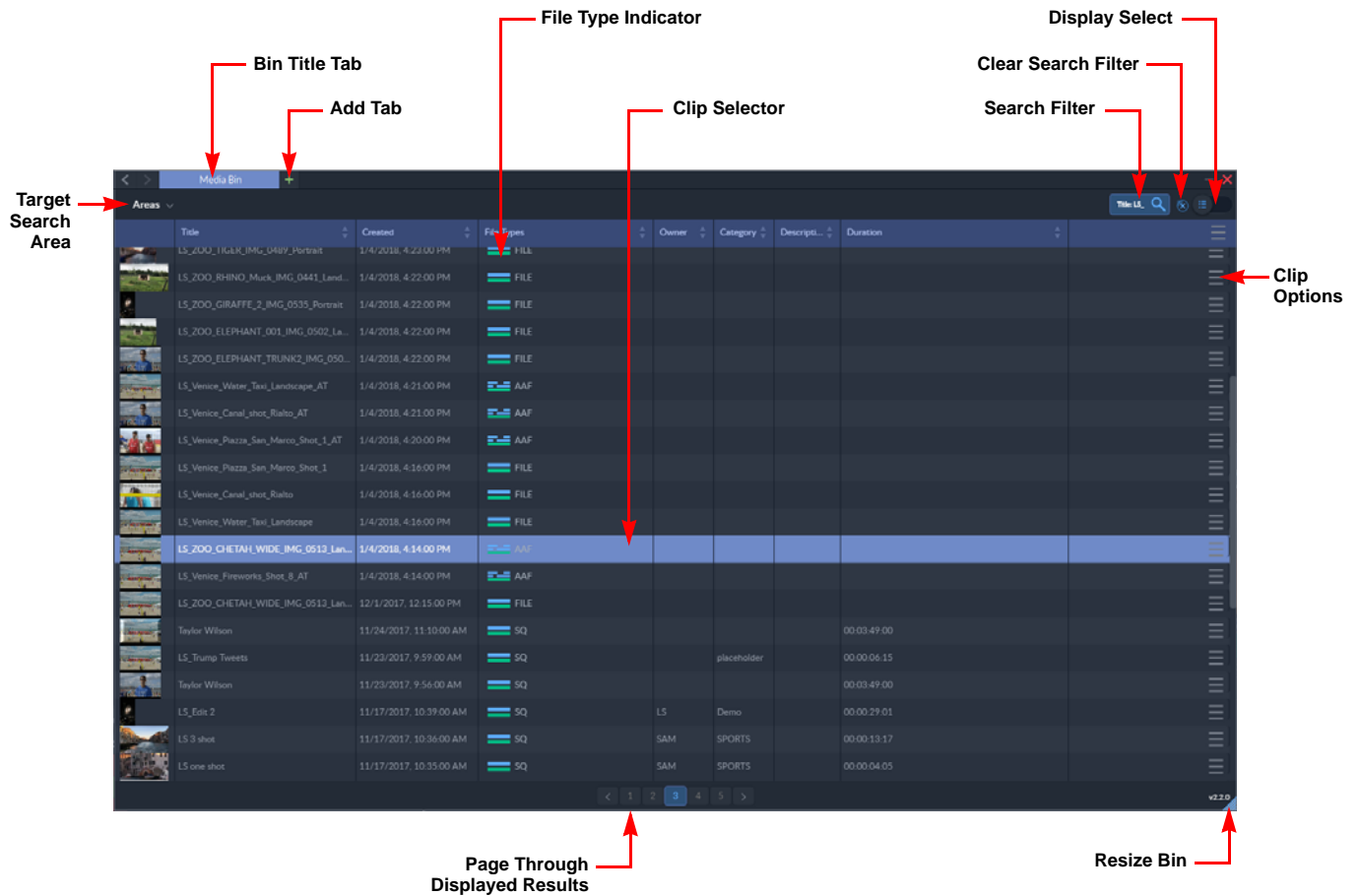


Figure 22 Media Bin Showing Detailed Clip Listing



Media Bin options may differ according to each system.

5.2 Accessing the Media Bin

Access the Media Bin, as follows:

1. Select the **Web Tools** tab on the Application Bar.

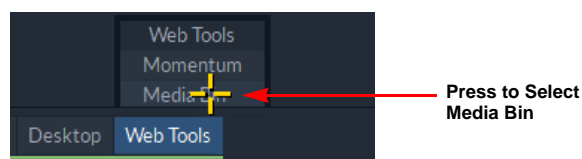


Figure 23 Opening the Web Tools Menu

2. Select **Media Bin** from the displayed options.

This opens the Media Bin and adds a new tab **Media** to the Media Bins tabs on the Application Bar.

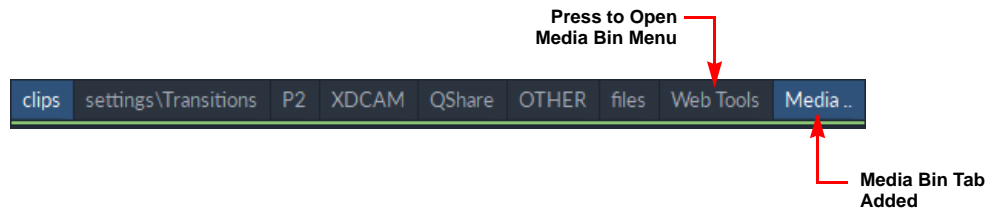


Figure 24 Opening the Media Bin from the Application Bar

5.3 Working with the Media Bin Display

The content of the Media Bin can be displayed either as a detailed list of entries (List Mode) or as a series of thumbnail images (thumbnail Mode). The display can be changed using the Display Select icon in the top-right corner of the bin, see Figure 25.

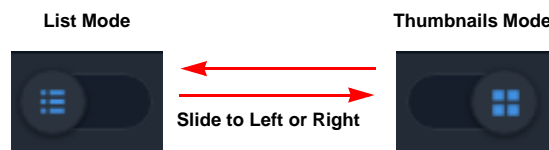



Figure 25 Media Bin Display Switch

The size of the Media Bin can be adjusted for optimum use by adjusting the resize icon in the bottom right corner, or it can be minimized to the Application Bar to free-up space on the desktop.

5.3.1 Switching the Display View

For a detailed listing of the search results in the Media Bin, click the Display Select icon to the left: .

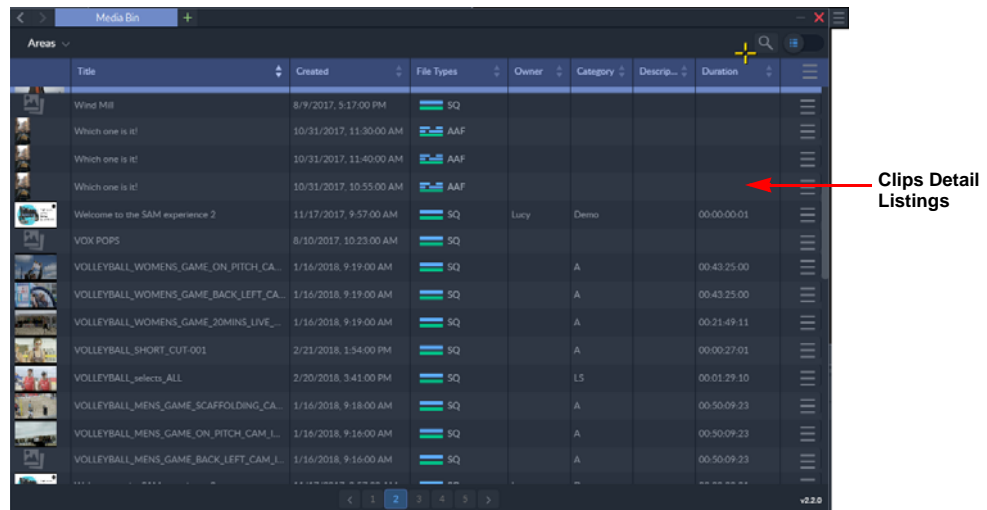



Figure 26 Media Bin: Clip Details View

For a thumbnail display of the search results in the Media Bin, click the Display Select icon to the right: .

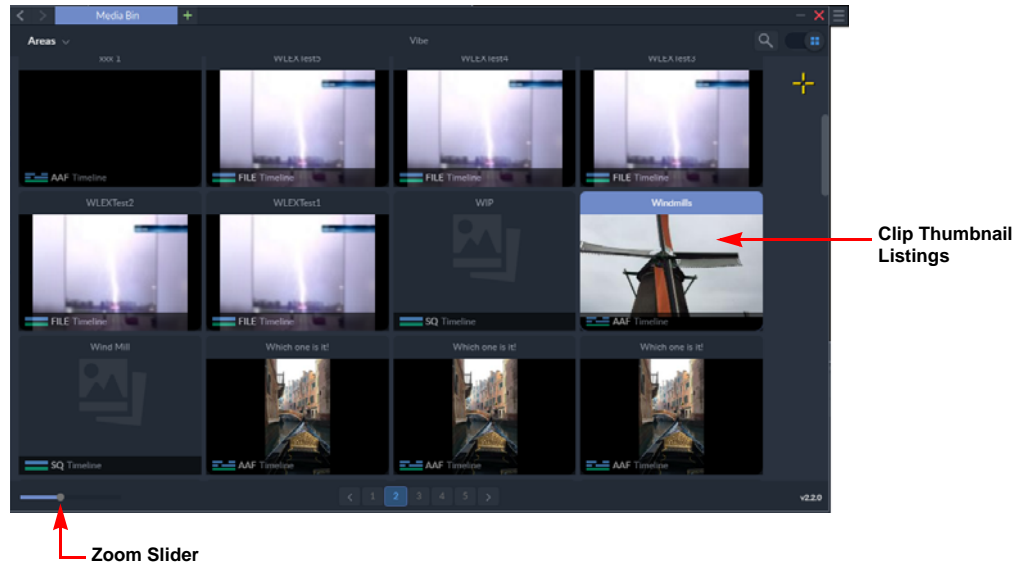


Figure 27 Media Bin: Clip Thumbnails View

The displayed size of thumbnails can be adjusted by moving the zoom slider at the bottom left-hand corner of the Media Bin. Move the slider to the right to increase the size of the thumbnails.



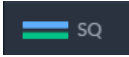

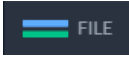

Figure 28 Thumbnail Size Slider Control

5.4 Bin Information

The Media Bin offers a number of visual indicators to help identify clips, as well as a comprehensive range of metadata columns allowing information about each clip to be viewed easily.

5.4.1 Bin Icons

The File Type column in the list view uses the icons listed in the following table to indicate the type of file to be imported from the Media Bin.

File Type Icon	Description
 SQ	Indicates that the clip originates from an sQ Server environment.
 AAF	Indicates an AAF format file.
 FILE	Indicates that the clip originates from a network location.
 GO	Indicates that a clip originates from a Go! editing environment.

5.4.2 Metadata Columns

In the detailed clip listing, the available columns can be selected from the following:

Column	Description
Thumbnail	Displays a miniature thumbnail of the clip.
Title	Displays the Title of the clip.
Created	Displays the clip creation date.
File Types	Displays an icon representing the file type of the clip, from: <ul style="list-style-type: none"> SQ - Clips from an sQ Server environment. AAF - Clips in Advanced Authoring Format (AAF) file format. GO - Clips from a Go! editing environment. File - Clips from a network environment.
Owner	Displays the original Owner of the clip.
Category	Displays the Category to which the clip belongs.
Description	Displays any descriptive text saved with the clip.
Duration	Displays the duration of the clip.
Clip ID	Displays the Clip ID.
Path	Displays the path to the storage location of the clip.
Zone ID	Displays the Zone ID of the clip, if appropriate.
Placeholder	Shows whether a placeholder has been used in preparation for a clip to be added.

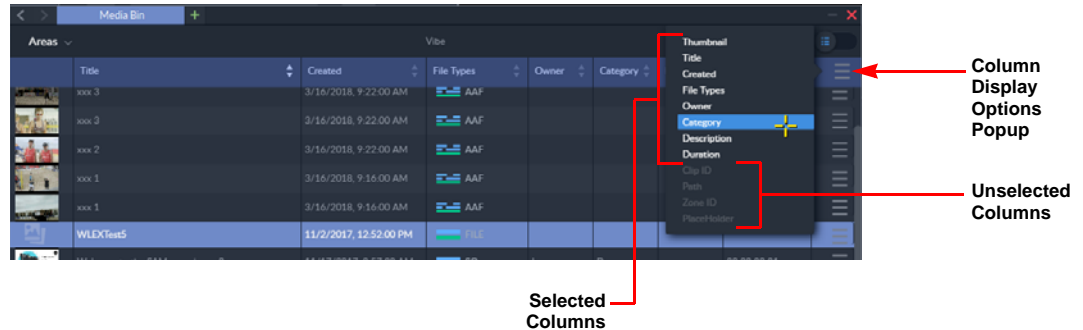



Figure 29 Media Bin Column Display Options

To change the columns displayed in the Media Bin:


1. Click the More Options icon  in the header row of the Media Bin.

Active columns are shown in white text and inactive columns are grayed-out.
2. Either click active columns to deselect them or click the grayed-out inactive columns to select them.

5.5 Available Media Bin Menus

5.5.1 More Options Menu

This menu provides options relating directly to the Media Bin.

- Press the menu icon  at the top right of the Media Bin to display the following menu:

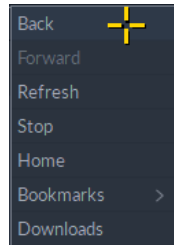
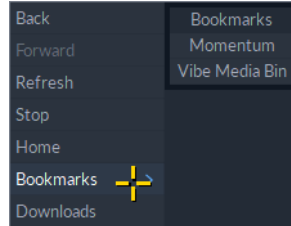


Figure 30 Media Bin Options Menu

The available menu options are as follows:

Option	Description
Back	Display the previous page of results.
Forward	Display the next page of results.
Refresh	Reload the contents of the Media Bin to access the most recent media content available.
Stop	Stop the current operation, for example, retrieving clips.
Home	Return to the Home location to search for clips.
Bookmarks	Opens a popup listing any preconfigured bookmarks to other accessible sites or environments:



Downloads	Opens a Downloads Bin, displaying a target download folder, see Figure 31.
------------------	--

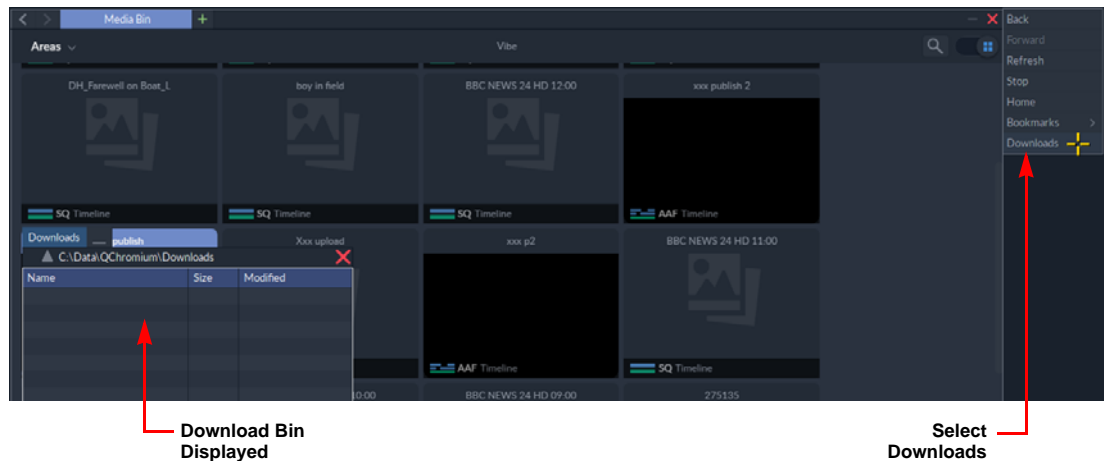


Figure 31 Media Bin Options: Downloads

5.5.2 Clip Options Menu

Each clip or sub-clip in a bin has its own clip options menu. In list mode, the clip menu button displays at the right-hand end of the row. In thumbnails mode, the options menu button is displayed in the top right corner of the clip.

Press the options menu icon  to display the following menu items for the clip:

- **Metadata:** Edit the metadata saved with the clip.
- **Use Details:** Select to set a clip placeholder into a buffer. The Use Details feature displays on placeholder clips. Selecting use details sets the placeholder into a buffer. When selected, the next clip published is published into the placeholder.

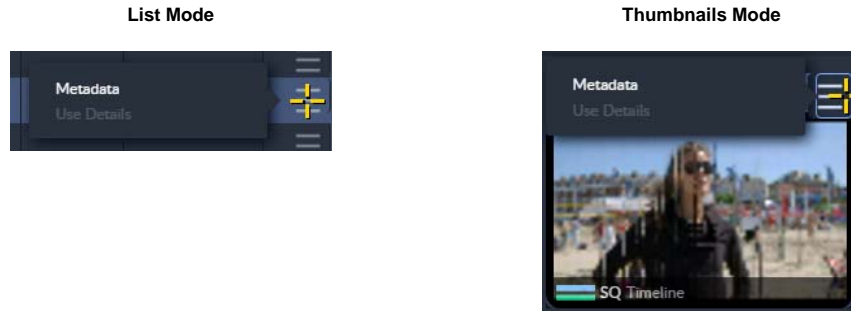



Figure 32 Media Bin Right-click Menu: Access to Metadata

To view or edit the metadata included with a clip listed in the Media Bin:

1. With the clip selected in the Media Bin, press  to open the clip Options menu, then select **Metadata**.

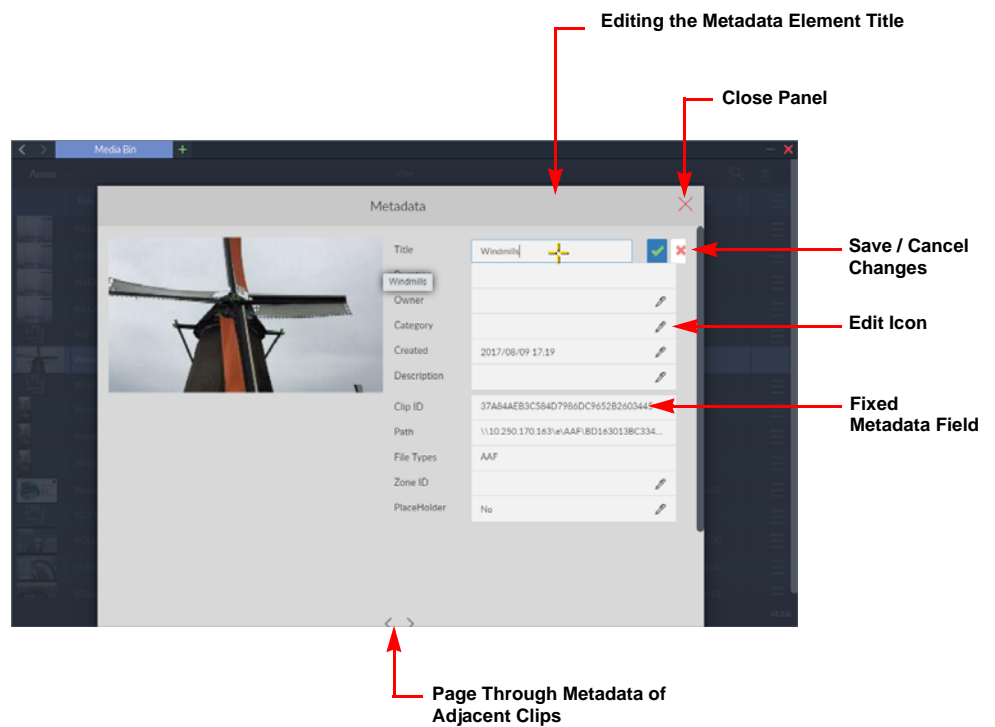







Figure 33 Editing Metadata in the Media Bin

2. When an edit icon  is displayed next to an element of metadata, make the changes as required.

The metadata in those fields where the edit icon  is not displayed are locked and cannot be modified.

3. Press  to save any changes or  to cancel.
4. Press  to close the metadata panel.

5.5.3 Right-click Menu

A right-click menu provides further functions relating to the clips displayed in the Media Bin.

- In List mode, right-click the cursor on any clip to display the following menu:

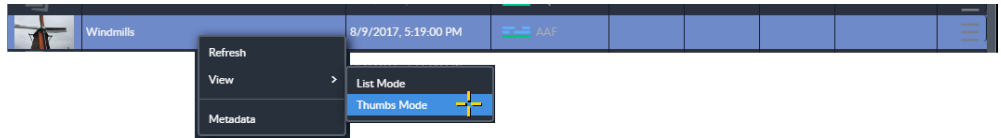


Figure 34 Media Bin Right-click Menu - List Mode

- In Thumbnails mode, right-click the cursor on any clip to display the following menu:

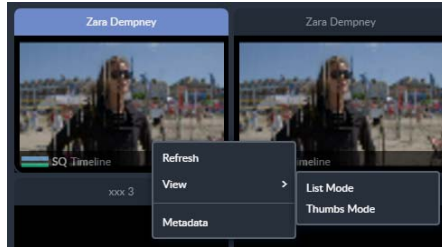


Figure 35 Media Bin Right-click Menu - Thumbs Mode

The available menu options are as follows:


Option	Description
Refresh	Reloads the most recent version of the selected clip.
View	Toggles the view mode between list and thumbnail modes.
Metadata	Opens a dialog box to edit the metadata saved with the clip.

5.6 Searching the Media Bin

If necessary, the **Search** function of the Media Bin can help to locate specific clips in the Media Bin. Both basic and advanced search tools are provided.

5.6.1 Basic Search

To start a basic search to find a range of clips matching the specified search criteria:

1. Press the search button .

This opens the basic search field as follows:

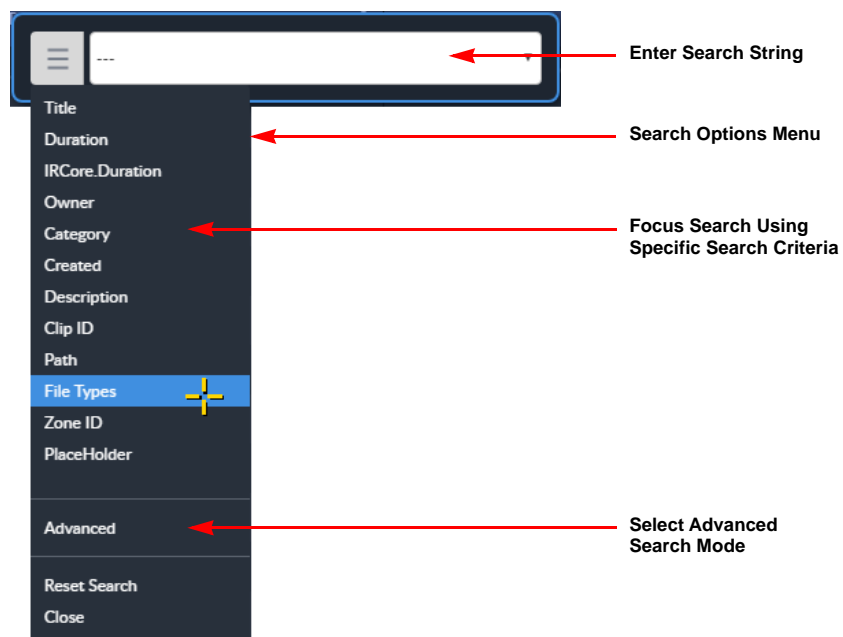




Figure 36 Basic Search and Options Menu

2. Enter the search string (text, date, number, etc.) into the search field.
3. Select additional search criteria from the search options menu by pressing , if required.

The search can either be on all clips in the target search Area, or be made more specific by limiting the search criteria to, for example: Title, Owner, Category, Clip ID, Description, etc.

Use a wildcard character (*) at the beginning or end of the search text to widen the search for partial matches.

The results matching the search criteria are displayed in the Media Bin.

If the  icon displays, the link to that clip on the server has been broken.

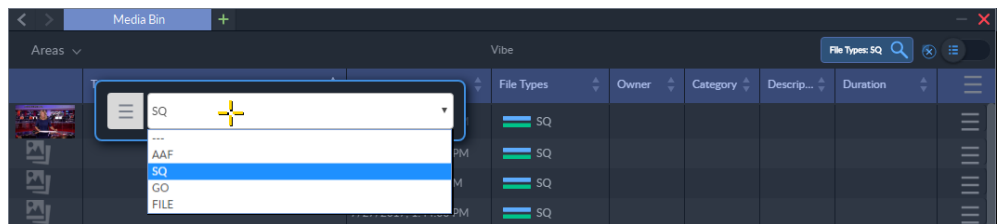




Figure 37 Search Filter Set to File Type

5.6.2 Advanced Search

The Advanced Search function performs a federated search of all accessible and participating resources in the environment on which media are stored.

To make an advanced media search:

1. Press the search button () and open the search options menu ().
2. Select the **Advanced** option from the dropdown menu.

This opens the advanced search dialog as follows:

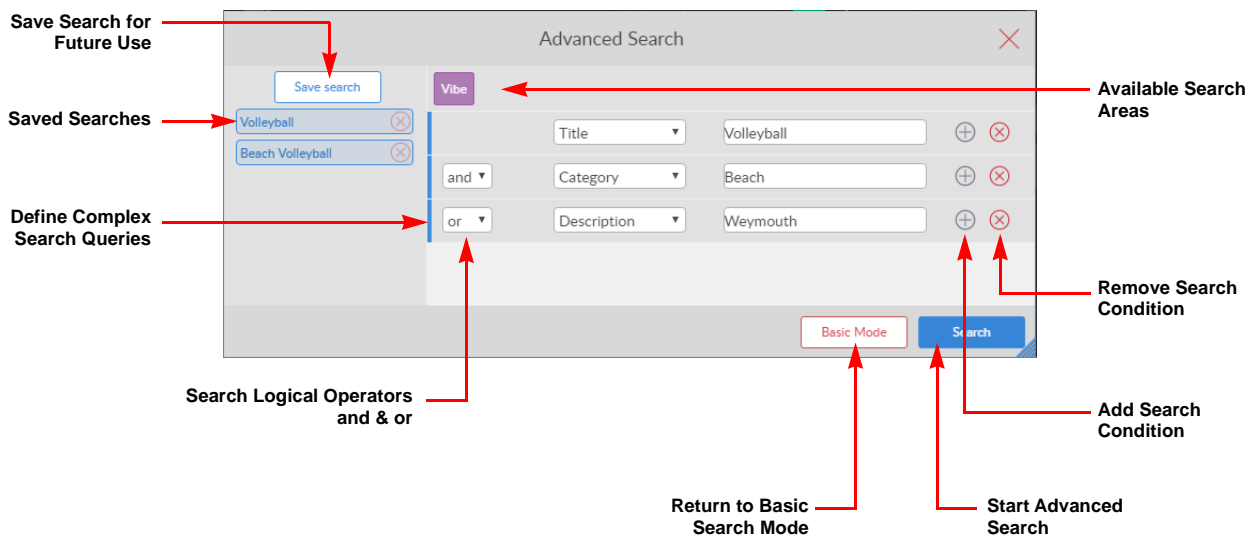


Figure 38 Advanced Search Dialog

3. Select the area to search from the available options.

4. Construct complex search queries by adding search conditions and selecting the appropriate logical operator (**and** / **or**) from the dropdown list.
5. Select search criteria for each condition and text strings to match as required.
6. To re-use the defined search, click **Save search** and enter a suitable name in the field then press **Save**:



Figure 39 Save Advanced Search Dialog

The search is saved in the left-hand panel of the advanced search dialog:

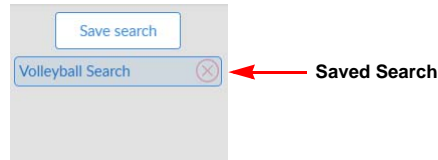


Figure 40 Advanced Search Saved for Later Use

7. Press **Search** to run the advanced search.

The search results are displayed in the Media Bin.

5.6.3 Selecting a Different Search Area

When additional search areas are available, select the required target from the **Areas** dropdown list at the top left of the panel.

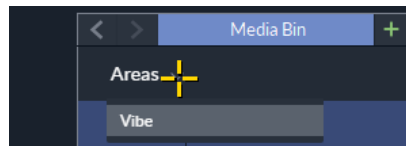


Figure 41 Area Selection Dropdown List

6. QShare Bin

6.1 Overview

6.1.1 Description

The QShare Bin is used to transfer flat clips (those without edits, MLT effects, setups, audio mixing or any other uncommitted processes or history) from one connected standalone generationQ system (source server) to another (target server), by way of the Ethernet.

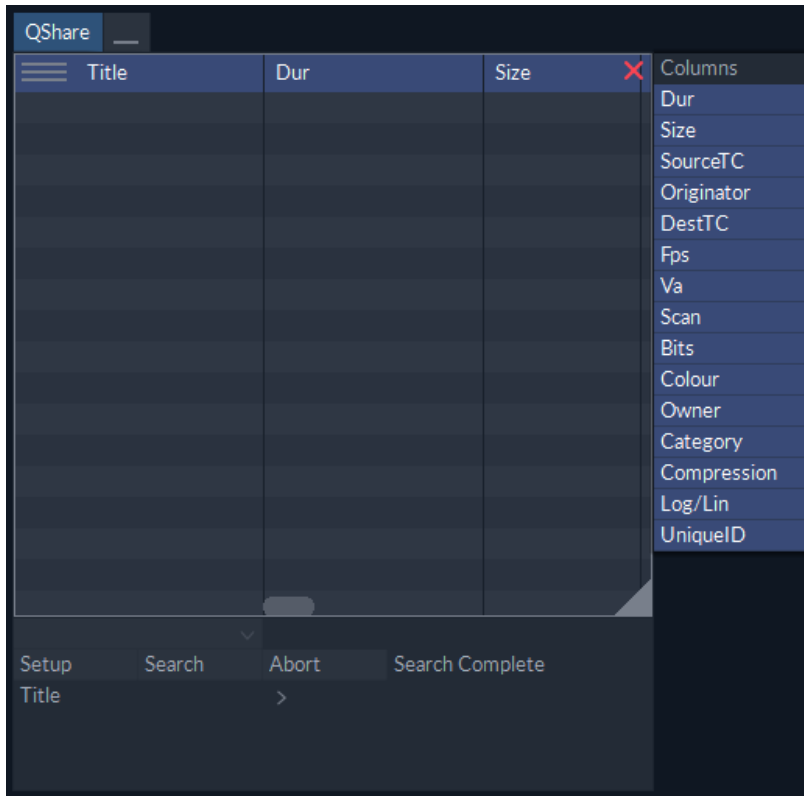


Figure 42 Overview of the QShare Bin

The source and target servers can be any standalone generationQ systems (i.e., not sQ server systems). For example, the target server can be the local generationQ system that requires the clips or another remote generationQ system. In the latter case, the QShare Bin controls the transfer of clips from one remote system to another.




QShare Bin options may differ from the previous example.

6.1.2 Accessing the QShare Bin

To access the QShare Bin, select the **QShare** tab on the Application bar.

6.1.3 Clip Display

The content of the QShare Bin can be displayed as titles, browse miniatures or information cards. The display can be changed by pressing the Display Select icon  in the top-left corner of the bin.

The search process does not automatically retrieve the browse thumbnails from the source server unless **AutoBrowse** is selected in the **Setup** menu. If a clip is dragged from the QShare Bin, however, the browse image is automatically retrieved.

See section 2.3 *Clip Display* on page 21 for more information on the bin clip display options.

6.2 Bin Information

The QShare Bin offers a comprehensive range of metadata columns allowing information about each clip to be viewed quickly and easily.

6.2.1 Metadata Columns

See section 2.2.1.1 *Changing the Displayed Columns* on page 19 for information about how to display columns.

The following options are available as metadata columns in the QShare Bin:

Column	Description
Bits	Shows the bit depth of the clip.
Category	Shows the category metadata tag associated with the clip.
Colour	Shows the color space of the clip.
Compression	Shows the type of compression used.
DestTC	Displays the start timecode of the clip after it has been placed on the timeline.
Dur	Displays the duration of the clip. This can be displayed as timecode or frames. To change the display of duration, select dur from the timecode display beneath the timeline (only visible when the Edit application is active).
Fps	Displays the frame rate of a clip in frames per second.
Log/Lin	Shows whether the clip is logarithmic or linear.
Originator	Shows the <i>originator</i> of the clip. This data is obtained during a conform or when a clip is imported.
Owner	Shows the <i>owner</i> metadata tag associated with the clip.
Scan	Identifies whether the clip is interlaced or progressive.
Size	Displays the frame size of the clip: pixels × lines. For example, 1920 × 1080.
SourceTC	Shows the start timecode (or In timecode) of the original material. This can be displayed as a timecode or as a number of frames. To change how the timecode is displayed, select dur from the timecode display below the timeline (only visible when the Edit application is active).
UniqueID	Shows the unique identifier code assigned to all clips created on any system.
va	Indicates the number of video (v) and audio (a) tracks contained in the clip. For example, v2a8 indicates that the clip has two video tracks and eight audio tracks whereas va4 indicates that the clip has one video track and four audio tracks.

6.3 Clip Options

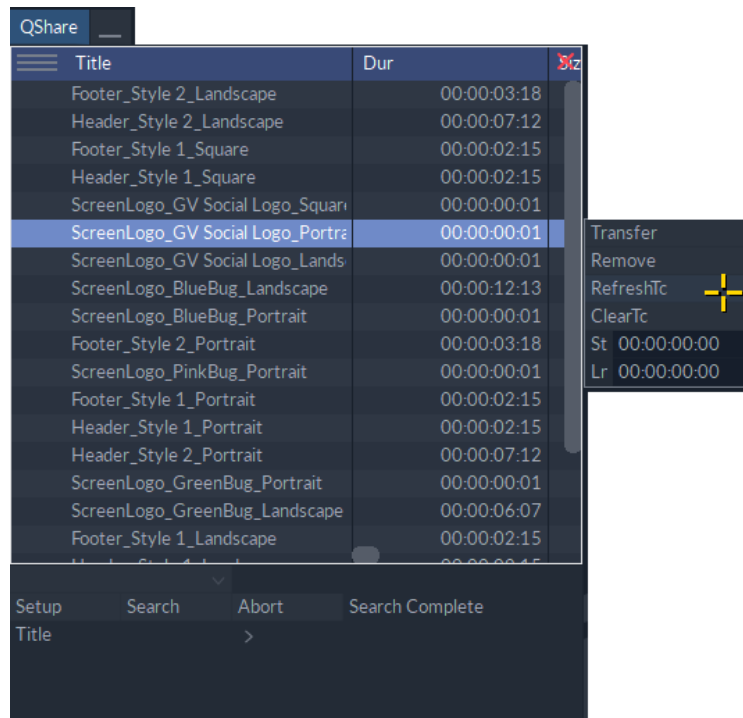


Figure 43 Populated QShare Bin Showing Clip Menu

When the title of a clip is selected, a number of options are displayed to allow the selected item to be modified.

Option	Description
Transfer	Select to copy the currently selected clip(s) from the source server to the target server. The transferred clip is displayed in the Clips Bin of the target server with its original name (preceded by the characters >> during the transfer). To abort the transfer process at any time, press the Abort box.
Remove	Removes the currently selected clip(s) from the file list.
RefreshTC	Automatically loads the St (start) and Ln (length) timecode boxes with those of the selected clip.
St 00:00:00:00	When only a segment of the clip needs to be transferred, the St box value sets the start timecode for the segment.
Ln 00:00:00:00	When only a segment of the clip needs to be transferred, the length of the segment can be set by entering the required length in the Ln field.
ClearTC	Resets the timecode values.

6.4 Searching

6.4.1 Search for a Clip in the Server Bin

To search for clip entries in the source server library (the computer selected in the **SrcServer** box):

1. Enter the required search criteria, see section 6.4.2 *Setting-up Search Criteria* on page 71.
2. Press **Search**.

During a search, the current status is displayed in the box next to **Abort**.

3. To stop a search, press **Abort**.

On completion of a search, all clips matching the search criteria are displayed in the bin.

6.4.2 Setting-up Search Criteria

When **Setup** is selected, a number of fields are displayed to allow search criteria to be defined.

Option	Description
Title	Use this field to enter the title of a clip to search for.
Max Clips	The value in the Max Clips box determines the maximum number of library clip entries that are found when a search is performed.
Flatten	Select to display clips that have been edited or have effects added. This means a clip that did have editing history, is now treated as an unedited clip.
SrcServer	Use the gray box to the right of the SrcServer box (<i>source server</i>) to select the <i>computer name</i> of the generationQ product that holds the required source clips. The <i>computer name</i> is usually specified in the form iqModel C12345 where the number represents the serial number of the generationQ platform.
TgtServer	Use the gray box to the right of the TgtServer box (<i>target server</i>) to select the <i>computer name</i> of the generationQ product that is the target for the clips to be transferred. The <i>computer name</i> is usually specified in the form iqModel C12345 where the number represents the serial number of the generationQ platform.
AutoBrowse	Select to display browse thumbnails. When this is not selected, clip thumbnails do not display when the browse miniature display is selected using the Display Select icon, see section 2.3 <i>Clip Display</i> on page 21

6.4.2.1 Setup Options

The following options allow search criteria to be saved and reused:

Option	Description
Save	The Save box allows the current Setup settings to be saved. Any saved settings display in the scroll box to the left of the Save box.
Remove	Select to remove the searchable device currently displayed in the box next to the Save option.
Update	The Update box allows any changes made to the settings to be saved.
Reset	The Reset box resets the current settings to the default values.

7. XDCAM Bin

7.1 Overview

7.1.1 Description

The XDCAM Essence Driver is a disk-based, tapeless recording medium. It allows material on a locally-connected XDCAM device to be used locally. The XDCAM Essence Driver is designed to work with any XDCAM drive connected directly to the PC over a USB or iLink, with the appropriate FAM (File Access Mode) ProDisc driver. XDCAM material can be mixed with clips from the local Clips Bin and other server held clips. XDCAM content is not moved from the XDCAM device into the workspace until localized or published.

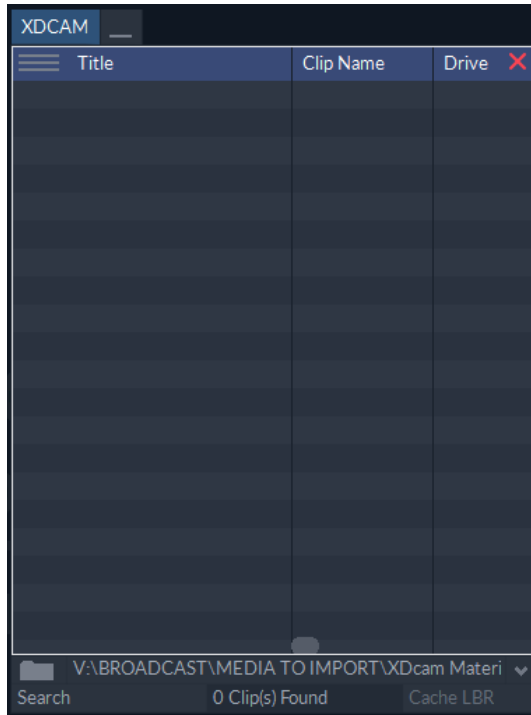


Figure 44 Available Bins in the Application Bar




XDCAM Bin options may differ from the previous example.

7.1.2 Accessing the XDCAM Bin

To access the XDCAM Bin, select the **XDCAM** tab on the Application Bar.

7.1.3 Clip Display

The content of the XDCAM Bin can be displayed as titles, browse miniatures or information cards. The display can be changed using the Display Select icon  in the top-left corner of the bin.

See section 2.3 *Clip Display* on page 21 for more information on the bin clip display options.

7.2 Bin Information

Clips in the XDCAM Bin are displayed using yellow icons to indicate that the XDCAM clips are soft-mounted.

7.2.1 Metadata Columns

See section 2.2.1.1 *Changing the Displayed Columns* on page 19 for information about how to display columns.

The following options are available as metadata columns in the XDCAM Bin:

Column	Description
Aspect Ratio	Displays the aspect ratio of the clip.
Audio Sampling	Displays the audio sample rate, e.g., 48 kHz 16 bit.
Clip Name	Displays the identification number given to a clip when it is recorded.
compression	Shows the type of compression used.
Creation Date	Shows the date when the clip was recorded.
Creator	Displays the information entered into the creator field on the XDCAM disk, e.g., the serial number of the device that created it.
Drive	Displays the drive where the clip is currently located. This could be a network drive, an external hard drive or a connected XDCAM disk.
Duration	Shows the duration of the clip. This can be displayed as timecode or number of frames. To change how the duration is displayed, select dur from the timecode display beneath the timeline (only visible when the Edit application is active).
Fps	Displays the frame rate of the clip in frames per second.
Frame Rate	Shows the frame rate of the clip in its original format.
Global Clip ID	Displays the unique material identifier code of the clip.
Media Id	Displays the identification code given to the XDCAM disk.
Model Name	Shows the model and version of the XDCAM drive.
Scan	Indicates whether the clip is interlaced or progressive.
Serial No	Shows the serial number of the XDCAM device.
StartTC	Shows the start timecode (or In timecode) of the original material. This can be displayed as a timecode or as a number of frames. To change how the timecode is displayed, select dur from the timecode display below the timeline (only visible when the Edit application is active).
va	Indicates the number of video (v) and audio (a) tracks contained in the clip. For example, v2a8 indicates that the clip has two video tracks and eight audio tracks whereas va4 indicates that the clip has one video track and four audio tracks.
Video Codec	Displays the type of compression used to encode the video essence.

7.3 Using the XDCAM Bin

7.3.1 Searching

To search for XDCAM material:

1. Press the Search Folder icon located to the bottom left of the XDCAM Bin to display the Desktop Bin.
2. Use the Desktop Bin to search through the PC workspace, network drives and external drives to find the required XDCAM material.
3. When the required XDCAM folder has been located, select the title of the parent folder.
4. Select the **Search** tab on the XDCAM Bin.
5. All XDCAM clips located within the selected folder destination are displayed within the bin as soft-mounted clips.

7.3.2 Soft-Mounting

When a search is performed in the XDCAM Bin, the clips that are displayed are not automatically transferred to local storage, but are actually soft-mounted.

Soft-mounted clips can be instantly viewed, edited, and effects can be applied without having to import the media into the workspace (i.e., they are decoded and presented in their native format). The performance of soft-mounted material may be limited by the XDCAM drive.

Soft-mounted clips are displayed at preview resolution and not the full render/localize resolution.

7.3.3 Localizing


Before outputting or publishing a clip containing soft-mounted material it is always recommended that the material is first localized.

Localizing a clip ensures that an HBR copy of the clip is saved to the local workstation. Localized clips can serve as a back-up version in case the original source material is accidentally deleted or disconnected.

The localize function imports a copy of a remotely held clip segment in its native video format and saves it into the Clips Bin.

Either a whole clip or a selection from a clip can be localized. To localize a section of a clip mark the In and Out points before selecting localize.

To localize a clip from the XDCAM Bin:

1. Select the title of the XDCAM clip and drag the clip from the bin onto the desktop area.
This displays the XDCAM clip as a Floating Clip.
2. Access the **More** options menu by hovering the cursor outside the top-right corner of the Floating Clip and pressing .
3. Select **Localise** from the **More** options menu.

A progress indicator (displayed as a percentage) displays during the localization process. Press **Cancel** to stop, if necessary.

The localized version of the clip is saved to the Clips Bin. The material is no longer linked to its XDCAM source.

7.4 Using XDCAM Material

Target clips can be dragged directly from the XDCAM Bin onto the desktop or into the Clips Bin. All standard editing functionality can be used; sub-clips can be made and added to the edit timeline. Clips can be localized or published to the sQ server.

7.4.1 Workflow

When a soft-mounted clip is played, the system streams video directly from the XDCAM source. Transitions can be applied on XDCAM source clips on the timeline; new delta frames are made from the outgoing and incoming segments.

Editing workstations can be used to create effects, color correction, layers etc. which generate new video frames. When these are rendered, the Essence Driver retrieves the original frames from the XDCAM storage and delta frames are created and stored on the workstation.

When publishing, these delta frames are moved to the sQ server along with other XDCAM timeline content. Playback of XDCAM source material on a workstation provides an output via the SDI ports for monitoring.

7.4.2 XDCAM File Naming

A soft-mounted XDCAM clip uses the clip title metadata field from the XDCAM card as the default clip name. It is recommended that the user defines the XDCAM content using one of the following methods:

- Set the clip title on the XDCAM camera before recording begins, or
- Update the clip title on the XDCAM device itself using an XDCAM viewer application.



If soft-mounted XDCAM media is disconnected any media used in unrendered edits or effects appear offline. As soon as the disk is replaced in the drive they are available again.

Removing a XDCAM card from the reader when localizing or publishing (involving the XDCAM card being accessed) causes an error and the workstation must then be restarted.

8. P2 Bin

8.1 Overview

8.1.1 Description

The P2 (Professional Plug-in) Essence Driver is a solid state storage format for video production that provides professional digital video storage for tapeless recording.



Figure 45 Overview of the P2 Bin

The P2 Bin allows material held on a USB connected P2 card reader or network folder to be imported locally and published to an sQ Server if required.

P2 material can be mixed with clips from the local Clips Bin and other server-held clips. Multiple clips can be streamed simultaneously from the P2 source for use in the timeline. When using multiple streams of HD material the required disk or network bandwidth can be too high to achieve real-time playback. To overcome bandwidth issues, it is recommended to localize the P2 material.




P2 Bin options may differ from the previous example.

8.1.2 Access the P2 Bin

To access the P2 Bin, select the **P2** tab on the Application bar.

8.1.3 Clip Display

The content of the P2 Bin can be displayed as titles, browse miniatures or information cards. The display can be changed using the Display Select icon  in the top-left corner of the bin.

See section 2.3 *Clip Display* on page 21 for more information on the bin clip display options

8.2 Bin Information

8.2.1 Bin Icons

Clips in the P2 Bin display with yellow icons. This indicates that the P2 clips are soft-mounted.

8.2.2 Metadata Columns

See section 2.2.1.1 *Changing the Displayed Columns* on page 19 for information about how to display columns.

The following options are available as metadata columns in the P2 Bin:

Column	Description
Aspect Ratio	Displays the aspect ration of the clip.
Audio Sampling	Displays the audio sample rate, e.g., 48 kHz 16-bit
Clip Name	Displays the identification number given to a clip when it is recorded.
Compression	Shows the type of compression used.
Creation Date	Shows the date on which the clip was created.
Creator	Displays the information entered into the Creator field on the P2 disk, e.g., the serial number of the device that created it.
Drive	Displays the drive where the clip is currently located. This could be a network drive, an external hard drive or on a connected P2 disk.
Duration	Shows the duration of the clip. This can be displayed as timecode or frames. To change how the duration is displayed, select dur from the timecode display beneath the timeline (only available when the Edit application is active).
Fps	Displays the frame rate of the clip in frames per second.
Frame Rate	Shows the frame rate of the clip in its original format.
Global Clip ID	Displays the clip's unique material identifier code.
Manufacturer	Displays the information entered into the Manufacturer field on the P2 disk.
Media ID	Displays the identification code given to the P2 disk.
Model Name	Shows the model and version of the P2 drive.
Object	Displays the information entered into the Object field on the P2 disk.
Program Name	Displays the information entered into the Program Name field on the P2 disk.
Purpose	Displays the intended purpose of the P2 clip.

Reporter	Displays the information entered into the Reporter field on the P2 disk.
Scan	Indicates whether the clip is interlaced or progressive.
Scene No	Displays the information entered into the Scene No field on
Serial No	Shows the serial number of the P2 device.
Shooter	Displays the information entered into the Shooter field on the P2 disk.
Start TC	Shows the start timecode (or In timecode) of the original material. This can be displayed as timecode or frames. To change how the timecode is displayed, select dur from the timecode display beneath the timeline (only available when the Edit application is active).
Take No	Displays the information entered into the Take No field on the P2 disk.
Text	Displays the information entered into the Text field on the P2 disk.
Va	Indicates the number of video and audio tracks contained on the clip. For example, v2a8 indicates that the clip has two video tracks and eight audio tracks whereas va4 indicates that the clip has one video track and four audio tracks.
Video Codec	Displays the type of compression used to encode the video essence.

8.3 Using the P2 Bin

8.3.1 Searching

To search for P2 material:

1. Press the Search Folder icon located to the bottom left of the P2 Bin to display the Desktop Bin.
2. Use the Desktop Bin to search through the PC's workspace, network drives and external drives to find the required P2 material.
3. When the required P2 folder has been located, select the title of the parent folder.
4. Select the **Search** tab at the foot of the P2 Bin.
5. All P2 clips located in the selected folder destination are displayed in the bin as soft-mounted clips.

8.3.2 Soft-Mounting

When a search is performed in the P2 Bin, the listed clips are not automatically transferred to local storage, but are actually *soft-mounted*.

Soft-mounted clips can be instantly viewed, edited, and effects can be applied without having to import the media into the workspace (i.e., they are decoded and presented in their native format). It is important to note that the performance of soft-mounted material may be limited by the P2 drive. Soft-mounted clips are displayed at preview resolution and not the full render/localize resolution.

8.3.3 Localizing


Before outputting or publishing a clip containing soft-mounted material it is always recommended that the material is localized.

Localizing a clip ensures that a HBR copy of the clip is saved to the local workstation. Localized clips can serve as a back up version in case the original source material is accidentally deleted or disconnected.

The localize function imports a copy of a remotely held clip segment in its native video format and saves it into the Clips Bin.

A whole clip can be localized or a selection of the clip can be localized. To localize a section of a clip mark in and out points before selecting localize.

To localize a clip from the P2 Bin:

1. Select the title of the P2 clip and drag the clip from the bin onto the desktop area. This displays the P2 clip as a Floating Clip.
2. Access the **More** options menu by hovering the cursor outside the top-right corner of the Floating Clip and pressing .
3. Select **Localise** from the **More** options menu.

A progress indicator (displayed as a percentage) displays during the localization process. Press **Cancel** to stop the process if necessary

The localized version of the clip is saved to the Clips Bin. The material is no longer linked to its P2 source.

8.4 Using P2 Material

Target clips can be dragged directly from the P2 Bin onto the desktop or into the Clips Bin. All standard editing functionality can be used; sub-clips can be made and added to the edit timeline. Clips can be localized or published to the sQ server.

8.4.1 Workflow

When a soft mounted clip is played, the system streams video directly from the P2 source. Transitions can be applied on P2 source clips on the timeline; new delta frames are made from the outgoing and incoming segments.

Editing workstations can be used to create effects, color correction, layers, etc. which generate new video frames. When these are rendered, the Essence Driver retrieves the original frames from the P2 storage and delta frames are created and stored on the workstation.

When publishing, these delta frames are moved to the sQ server along with other P2 timeline content. Playback of P2 source material on a Rio workstation provides an output from the SDI ports for monitoring.

8.4.2 P2 File Naming

A soft-mounted P2 clip uses the clip title metadata field from the P2 card as the default clip name. It is recommended that the user defines the P2 content using one of the following methods:

- Set the clip title on the P2 camera before recording begins, or
- Update the clip title on the P2 device itself using the Panasonic P2 viewer application.



If the P2 media is removed from the drive after clips from it have been used in an unrendered edit or effect, these clip segments are empty. As soon as the disk is replaced in the drive they will become available again.

Removing a P2 card from the reader when localizing or publishing (involving the P2 card being accessed) causes an error and the workstation must then be restarted.