CatDV
media asset management

CatDV 10

Training
Manual

SQUARE BOX

CONTENTS

Importing Files

The quickest way to import files into CatDV is to drag the files straight into the CatDV catalog view area. You can either drag a folder straight from your disk or navigate to your disk using the CatDV File Browser.

You can also use the File menu, select Import Directory and navigate to the folder which contains the media. If you wish to import individual files, either drag straight into the CatDV catalogue area or use File Import as - the relevant file format from the drop down menu.

To start a new catalog select File/New Window. This will display a new window for you to populate with clips. Using the File system on the left of the catalog navigate to the folder with your media.

Drag the folder and its contents to the Catalog View area, CatDV will then start to import the footage contained within that folder. A thumbnail will automatically be produced - this is a static frame of the footage and is a useful reference if the video clip is offline. Thumbnails also get backed up with the catalog file.

CatDV analyses all the media being imported and extracts all the metadata information contained within the file. CatDV can import many different file formats not just video files for example it can import pdf files, word documents, photoshop files.

Even though Cat DV has an import command it doesn't actually import any footage but merely establishes a link to where the media is located.
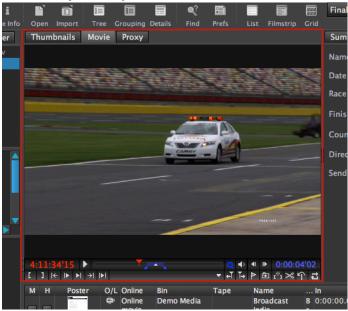
The list of clips imported is shown in the catalogue browser, clicking on one of the items will reveal the clip in the clip browser, that clip is now active and information can be added to any logging field.

The technical Details panel will show the metadata that has been extracted from the file. It will state the video format, frame rate and audio properties. It will also show the file location in the media path field.

It is also possible to create an empty clip with no media attached, this is located in the Edit Menu , Create Empty Clip.

CatDV Interface Overview

CatDV Layout Clip Viewer Panel

The Clip Viewer Panel contains the player controls. Here you will find the familiar Non Linear Editing controls for playing back and marking clips. From here you can create subclips or add markers to specific ranges or frames.
There are 3 tabs across the top of the clip viewer

Thumbnails

These are 1 frame reference pictures of the clip content, useful for when the video clip is offline. These are created automatically when media is imported.
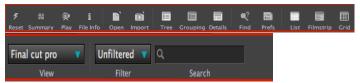
Movie

Playback the actual clip CatDV is referencing.

Proxy

Playback of a low resolution copy of the actual media. This can be used instead of the actual footage, freeing up storage space and allowing for logging of footage either offsite or on location.
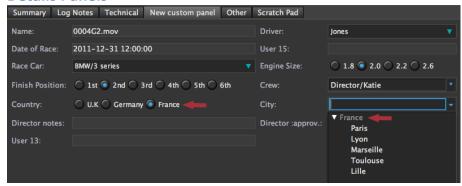
The Toolbar

Quickly navigate to many of the powerful features within CatDV , The Google style search bar allows for powerful search and filter capabilities allowing you to search through multiple media clips or catalogues for that specific shot.

You can switch between different preset or custom display views and select between List, Filmstrip and Grid template
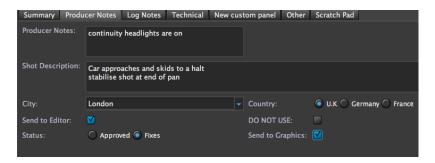
Details Panels
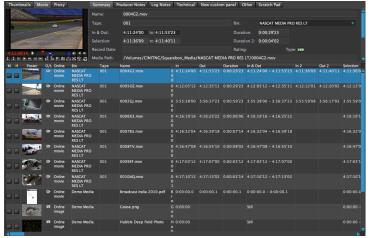
The Details Panel conveniently stores away multiple views that can be recalled by clicking on each Details Panel tab. Each tab can be customised to display specific data for particular roles or information.

The details panel above shows the use of multi check boxes and hierarchical lists speeding up the logging process and presenting the information clearly.

You can have multiple Details Panels that you can quickly select to find the information you need. For instance you may want a specific Producers Notes Panel where producers can review and edit particular comments and select specific shots for the edit or a panel containing all the EXIF data for camera still files.
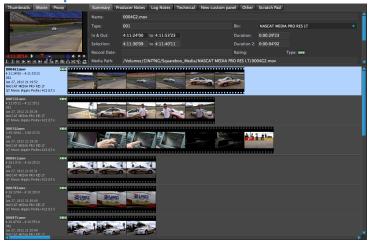
Columns View
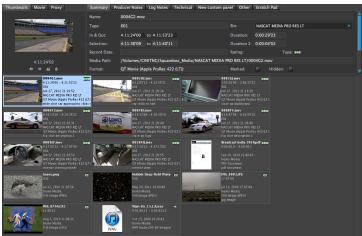
The Columns View displays data in an Excel friendly style document allowing you to quickly see multiple clip data. Clicking on each clip will instantly display the clip in the Clip Viewer for playback.

Film Strip View

Grid View

Preset Column Field Views
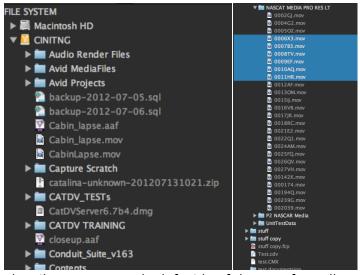
Preset column field views are available for quick selection however the powerful customisation of CatDV provides infinite view and user column configuration providing flexible user defined views.

The left hand side of the GUI is split into 3 areas called the Tree View. The File Browser The Filters Browser Catalog Browser

The File Browser has a dual purpose.

1. It can act as a file browser allowing easy navigation to your files which you can then drag into the CatDV catalog area.

2. It can also act as a 'Finder' if you select a folder in the file browser. CatDV will display the content s of this folder in the catalog area. It has not added these files to the catalogue it has created a temporary view which you can use to see the contents before importing to CatDV.

File Browser

The File Browser on the left side of the Interface allows for easy navigation of media files. Simply click and drag files from the file browser into the catalogue area to import the files or you can right click and import into catalog.

Filters View

Filters provide a quick way to group clips together with common field settings. Automatic Grouping Filters are filter presets using common headings, for example you can filter clips by date and then by year. On clicking each field the clips list automatically updates the catalog to reflect the filtered field.

The Catalog Browser

This is where you can see and select your saved catalogs. If you have the server option installed you can also view the production groups available on the server. The Other tab displays third party software integration such as Final Cut Pro projects and recently viewed file browser.

By clicking on the bounding boxes of each view you can change the size of each box to suit your layout. This layout stays in this state until changed it is not user specific.

In the control panel there are 3 buttons that can quickly change the view mode.

Tree View
This toggles the Tree View on and off and maximizes the other windows to take full advantage of the screen.

Grouping
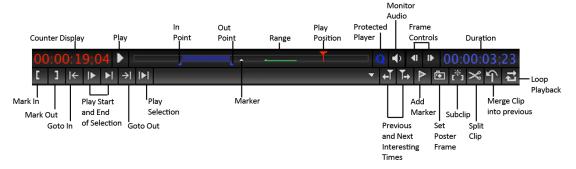
This displays a new window called Grouping which allows you to select clips based on common fields such as tape, date etc. Pressing this button again adds another grouping windows allowing you to further group your clips. So you could have grouping of the same date and by the same tape. Pressing the button again clears the grouping columns.

Details

Clicking this button toggles the clip viewer and details panel on and off.Within the CatDV Preferences In the User Interface and Advance User Interface options there are many other options available.

At the bottom right of the GUI there is a RAM display icon which shows how much RAM the current program is using. If the catalog becomes slow or sluggish, This is a good indicator of whether you need to save and restart the application.

Clip Viewer Control Panel

Playing Clips

CatDV where possible uses the standard NLE navigation keyboard shortcuts. To play a clip in the clip viewer you can either press the play icon or press the space bar to start playing and pressing again to stop. CatDV also supports the **J K L** keys for playback, forward wind and rewind.

In Out Markers

To Mark In and Out points you can click the relevant icons on the Clip Viewer Control Panel or press I for in and O for out. Unlike other NLE's CatDV always displays an In and an Out point. By default they are at the first and last frame of a clip and indicated by a blue triangle.

Goto In Goto Out

On pressing the Goto In marker icon the play cursor with jump to the in point marked on the clip. On pressing the Goto Out marker icon the play cursor with jump to the Out point marked on the clip.

Play Selection

The play selection button will play from the In point to the Out point of the selection

Loop Playback

Pressing this button toggles on or off the loop play function. Leaving this selected allows you to loop the playback of a clip either by using the play button, Play selection and play start/end controls. Press again to deactivate the Loop playback option.

Protected Player

Clicking this option will force the clip to play in its own quicktime process. This is used to prevent CatDV hanging if a faulty clip is played. When using the protected play a green P will be shown. You may find that when moving the catalog around the screen the clip viewer will be slower to update.

Audio Monitor

The Audio Monitor allows you to select which audio tracks on the clip are active and adjust the panning controls between stereo tracks. The audio icon turns red when

audio tracks have been deselected. Pressing the audio icon again hides the audio monitor.

Frame Controls

This buttons will frame advance the footage in the clip viewer 1 frame at a time. This function can also be performed using the left and right cursor keys n the keyboard.

Counter Display

The red counter display records the current frame the Play position is on. The Blue counter displays the duration of the clip or the duration of a selection if an in or an out are selected.

Play Start and End Selection

These 2 buttons will play 1 sec from the in point or 1 sec before the out point.

Create Subclip

Subclips are useful when breaking down long clips containing many items that need to be logged separately. A subclip creates a new clip that just contains the clip marked with the in and out points. The subclip option allows you to generate extra clips from the main clip and treat them as separate clips allowing you to add specific metadata.

Pressing this button will create a new subclip based on the in and out points set on the clip.

The 'Create new subclip' option appears, here you can add a name and shot description. If you click 'customise' you can configure and add more metadata columns to complete when generating subclips. The subclip then appears in the catalog as a separate clip.

Set Poster Frame

Pressing this button will change the poster frame view with the frame currently selected in the clip browser.

Split Clip

This option allows you to create new clips from selections made in the clip browser. If you have a clip with an in and out marked this option will create 3 new clips . The first clip would be from frame 1 of the clip until the marked in point. The second clip would be from the marked in to the marked out (as a subclip). The third clips would be from the marked out to the last frame of the clip. CatDV displays these as 3 subclips . The original clip stays intact.

Markers

The Add Marker button adds a playback Marker at the current play marker location. When you add a Marker the Create Event Marker menu appears.

Here you can specify the category of marker :

Event

An even is a single frame marker and the marker will appear on one frame only.

Range

A Range is a marker that has an in and out point and is used to highlight a specific range within a clip such as an interview.

Pressing configure takes you to the Event Marker Categories. Here you can add specific marker and range categories and select from 9 different colours. This allows for quick and easy selection when adding markers and ranges to clips.

Markers appear on the clip timeline as small triangles. In the summary tab you can see the details of all the event markers and ranges for that clip. Clicking on a marker in the Event Markers View in the details panel will take the play head to that marker. The name of the marker is displayed under the clip timeline.

Double clicking allows you to change the name and description fields or change the marker category. You also have the option to delete the marker or range.

Previous and Next Interesting Times
This is a convenient way to jump through the markers, ranges, in and out points within a clip.

Creating and Saving Catalogs
When CatDV starts up it will display a Catalog Chooser box.

You can choose to open up the last catalog or select previous catalogs from the dropdown list. Browse catalogues will open up the file directory allowing you to navigate to your chosen catalog or open a new blank catalog.

You also have the option to select what CatDV should do by default upon opening in future from the drop down choices of Ask User each time, Display anew blank window, Automatically reopen last catalog, Display the catalog browser, display server shortcuts.

The default is set to Ask User each time.

Click Blank window to create a new Blank catalog ready for media population. One inside the CatDV Interface you can create new blank catalogs by navigating to the File menu and selecting New Window.

To open an existing catalog navigate to the **File** menu, select local catalogs, you will then have the option a recent catalog from a short chooser list. Or you can choose to navigate to a specific catalog in the file browser.

To save the current catalog navigate to the File menu, select local catalogs and select Save AS Catalog. This will bring up the file browser where you can choose a name for the catalog and location.

It is recommended that you create 'good practice' file workflow and naming convention for your catalogs so they can be easily identified by other CatDV users.

CatDV will autosave the current catalogs while they are open within CatDV. This autosave interval is set in the file system part of the preferences. CatDV will also save a backup unless this feature is deselected in Preferences.

Workgroup and Enterprise Editions

When CatDV is connected to the server either with a Workgroup edition or Enterprise edition all catalogs are stored to a central database, these catalogs can be accessed by any CatDV workstation connected to the server, any modifications will be updated on all workstations. It is also possible to save and store catalogs manually to the workstation if required.

CatDV Codec Support

CatDV uses Quicktime for its video playback. Any codec supported by quicktime will work and playback in CatDV. It is dependent on whether you have that particular quicktime codec (plugin) loaded on that machine.

CatDV requires the codecs to be loaded on the machine you wish to use for playback.

MXF codecs and playback

MXF formats such as P2, XDCAM, Avid MXF require the optional MXF import option enabled in CatDV to create a 'metaclip' ready for playback.
A metaclip is a group of video, audio and metadata clips contained within a folder. A metaclip appears to the end user as one folder for ease of playback.
You can examine the contents of a metaclip by right clicking on the metaclip icon and selecting 'show contents of metaclip'.
You will still need the correct playback codec installed to playback the metaclip. The CatDV MXF option alone does not provide playback.

Codecs required for MXF playback

There are several options for getting your MXF files to playback within CatDV. CatDV requires the relevant quicktime plugin. Calibrated software provide good codec playback for many formats. www.Calibratedsoftware.com

There is a good CatDV specific document explaining the codec options here
www.calibratedsoftware.com/ProductInfoCatDV.asp

Here is the required calibrated plugins needed import and playback some common MXF formats.

XDCAM

XDCAM EX

P2

You will need these codecs for each machine you want to play the media on. The licensing is locked to that workstation. It is worth checking the prices of these codecs against the clients requirements as this can be a considerable cost if required for all workstations.

Avid provide their own codec playback support for their specific file formats. The latest update is here :
http://avid.force.com/pkb/articles/en_US/download/en392959

Or just search for Avid Quicktime codecs and the latest version will be available from the Avid website. The LE version will allow you to playback the following formats on a system that does not have Avid Installed.

Avid Meridien Uncompressed
Avid Meridien Compressed
Avid 1:1x
Avid Packed
Avid DNxHD
Avid DV
Avid DV100

The PE version will playback Avid MPEG2 IMX within CatDV and Quicktime.

Other 3rd party codec suppliers are www.hamburgpromedia.com they specialize in Codec support and playback for apple operating systems.

The P2 format used on many file based cameras and utilizes solid state removable memory cards.

There are 3 ways of mounting P2 cards onto the computer

1. Use a Panasonic P2 memory card reader connected to your computer
2. Use a Panasonic P2 camcorder connected via FireWire as a card reader
3. Insert a P2 card into the PCMCIA slot
4. Ingest MXF media from any P2-compliant folder on a local or networked hard disk

The file structure of P2 media is made up of 1 'Contents' Folder and a LASTCLIP.TXT file. If you wish to backup your P@ media to another harddrive you must drag both of these items and copy to a ne location making sure all the elements inside the 'Contents' folder are also copied. Do not rename the 'Contents'.

```
CONTENTS          ▶   AUDIO
LASTCLIP.TXT          CLIP
                      ICON
                      PROXY
                      VIDEO
                      VOICE
```

The easiest way to import P2 media into CatDV is to locate the Contents folder on the P2 card or harddrive and drag its entire contents into the catalog area of CatDV.

CatDV will then analyse the media and group the audio and video into MXF metaclips for playback. In order for CatDV to analyse the MXF metadata create meta clips you will need to have the CatDV MXF option.

To playback P2 files you will need the correct playback codec, 3rd party codecs such as calibrated MXF import are available from www.calibratedsoftware.com.

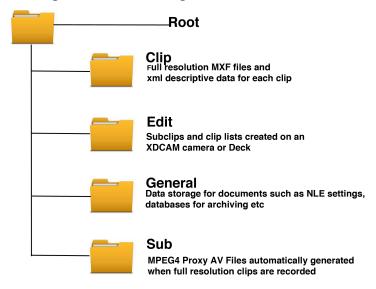CatDV supports P2 spanned clips – these are clips that have spanned across 2 recording cards.

Once the clips are playing back in CatDV you can start log the clips, exporting to Final Cut Pro via xml or to Avid via MME and export to Adobe via send to Adobe command or as a XML file.

18

Working with XDcam Footage and CatDV

With MXF clips it is normal for the audio and video information to be written to separate files. CatDV will automatically combine video and audio tracks from separate files into a single clip, known as a Metaclip allowing you to play the files in sync and all the end user sees is one video clip .

XDcam File Structure
It is important to retain the correct file structure as recorded by the camera when working with XDcam footage

Root

Clip
Full resolution MXF files and
xml descriptive data for each clip

Edit
Subclips and clip lists created on an
XDCAM camera or Deck

General
Data storage for documents such as NLE settings,
databases for archiving etc

Sub
MPEG4 Proxy AV Files automatically generated
when full resolution clips are recorded

The Root folder name can be changed in order to identify it from other XDcam folders already on your system. You must not rename or change in any way the folder structure or .xml files contained within this Root folder.

To import your XDcam footage into CatDV drag the Root folder into the catalog area of CatDV by using the File System Browser within CatDV.

Import File
Loading C0002.MXF

Analysing MXF file

Cancel

CatDV will analyse and import each MXF file and create Metaclips allowing the separate MXF file components to be played as one clip. Proxy files are generated at source, CatDV is able to import the MPEG4 proxy files, this means the proxy files are available for playback with no proxy creation required.
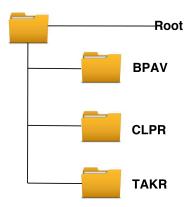
In order for CatDV to read all the metadata associated with the clips and create Metaclips you will need to purchase the CatDV MXF option in addition to the CatDV Pro client application.

The proxies will play back instantly and can be used for logging and viewing.
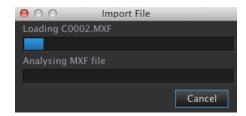
Working with XDcam EX Footage and CatDV
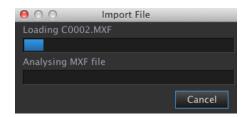
XDcam EX File Structure
It is important to retain the correct file structure as recorded by the camera when working with XDcam footage.

The Root folder name can be changed in order to identify it from other XDcam EX folders already on your system. You must not rename the BPAV Folder or change in any way the folder contents and structure of the CLPR folder TAKR folder. Do not delete or rename any .xml files contained within the BPAV folder.

To import your XDcam EX footage into CatDV drag the Root folder into the catalog area of CatDV by using the File System Browser within CatDV.

CatDV will analyse and import each MXF file and create Metaclips allowing the separate MXF file components to be played as one clip. Proxy files are **not** recorded with XDcam EX clips and you will need to create these after import.

Creating Proxies and Proxy Setup

Proxy Files Location setup

Proxy files are low res copies of the media imported into CatDV. The benefit of using proxy files instead of the full res media is they do not require a high speed network in order to play back the files. Allowing all users to access and playback clips not just edit stations connected to the high res media. Via fibre or high speed networks.
You can also copy the proxy files to a small firewire drive or your desktop allowing you to continue logging on location while the rushes are sent back to the edit suites for ingest and backup.

These proxy files are stored in a different location to the Hi Res files, this separate location can be anywhere on a drive or network. You decide the proxy folder location. However we need to tell CatDV where this proxy folder is located in order for CatDV to access the proxy files to playback.

Create a folder in the desired location, name it 'CatDV Proxies'. Leave the contents of this file empty. Do not create this folder within your Hi Res media folder it must be located outside preferably at Root level to the storage system and give all users read/write access.

Within CatDV locate the preferences menu and select Media Search Paths.
Path- based proxies is where you select the location of your 'CatDV Proxies" folder.
Click the + icon and in the Original Location box press Choose and navigate to the location of the Hi Res Media folder (The folder containing all your Hi Res Media).
In the lower box called Proxy path navigate to the 'CatDV Proxies' Folder and select choose to select this folder.

Setting Up Proxy Media paths

When a proxy file is correctly connected, the word proxy appears in bold white indicating it is available for playback

When the proxy tab is grayed out it means no proxy file can be found and CatDV is unable to play the proxy file back

Always be aware of your proxy file folder locations. Best practice is to have one folder available to all clients connected across the network. This folder should be named **CatDV Proxies.** This folder should live at the root level of your storage and not embedded in any other folders.

If the proxies suddenly stopped working then it is possible that this folder has either moved or has been renamed. This is the first thing to check before changing any settings within CatDV

Locate your proxy folder and make note of its location. It should be something like this Volumes/Media/**CatDV Proxies** or F:\Media**CatDV Proxies**
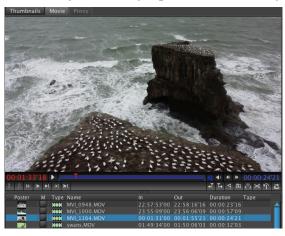
CatDV Proxy folder structure

The contents of the CatDV Proxies Folder is dependent on the original media files media path for each clip where a proxy has been generated.

Media Path: /Volumes/Media 2/Squarebox_Media/Training media/MVI_1164.MOV

This image shows the media path as seen by CatDV.
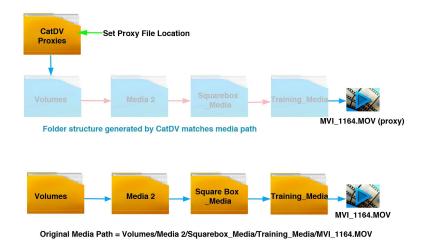
/Volumes/Media 2/Squarebox_Media/Training media/MVI_1164.MOV

This is the location of the original media file - if the media file MVI_1164.MOV is present at this location CatDV will play the original movie.
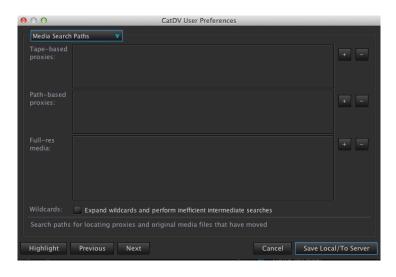
Indicated by the Active Bold Movie Tab. Notice that the proxy Tab is grayed out as no proxy has been generated for this clip.

On generating a proxy file for this clip CatDV would create subfolders within the CatDV Proxies Folder that correspond to the media path.

CatDV Proxies ← Set Proxy File Location

Volumes → Media 2 → Squarebox_Media → Training_Media → MVI_1164.MOV (proxy)

Folder structure generated by CatDV matches media path

Volumes → Media 2 → Square Box_Media → Training_Media → MVI_1164.MOV

Original Media Path = Volumes/Media 2/Squarebox_Media/Training_Media/MVI_1164.MOV
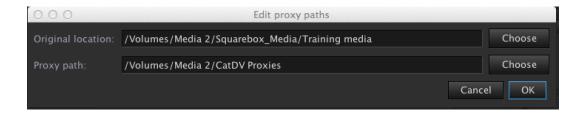
In CatDV you need to setup the proxy path mapping in order for this folder structure to be added to the correct folder.

Select **Media Search Paths** from the **Preferences** menu
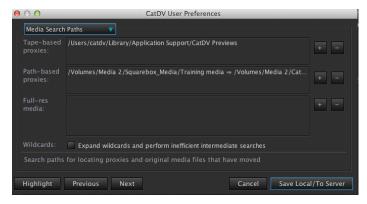
Select **Media Search Paths** from the **Preferences** menu. The Path-based proxies section needs to be setup.

Press the + icon to add a path mapping In the top box should be the media path that contains the original file. The bottom box should contain the location of the CatDV Proxies folde

Original Location (Media path) **/Volumes/Media 2/Squarebox_Media/Training media**
Proxy file location **/Volumes/Media 2/CatDV Proxies**
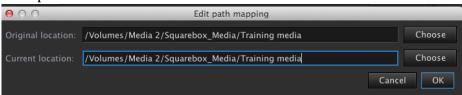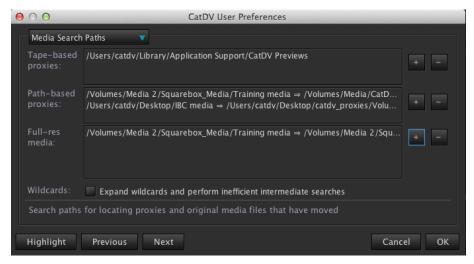
Click OK to save the Proxy Path mapping. You can add
more path mappings if you have other Original Media
from other storage locations

CatDV will now automatically add the Proxy folder structure Volumes/Media
2/Squarebox_Media/ Training media inside the CatDV Proxies folder when
Proxy files are created

If there are already Proxy Files contained within the CatDV proxies folder
then clips within the catalog will now relink Proxy Files based on that path
structure.

You then need to add in the full res media paths in the lower box. Box the
original location the media and the current location need to be filled in. The
original location should be the same as the media path displayed in the Summary
Tab. The Current location may be the same - but the media may have moved and
the updated location for that media needs to be filled in.
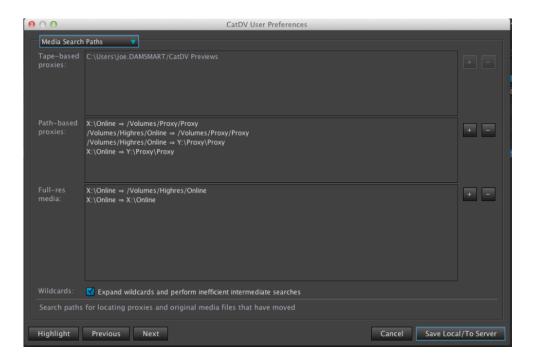
We recommend on each of your storage devices to have a Media folder where all your media contents are located at root level.. Keeping media files in this root folder will make path mappings easier.

In the previous example you can shorten the Original Location for the path mappings to this Root media folder - Squarebox_Media Folder. Any folders contained within this folder will automatically be searched and added to the proxy file path. This means you do not need to keep setting Proxy Path mappings for every new folder created within that Squarebox_Media Folder.

The wildcard tick box allows you to add inefficient wildcard searches to be used when CatDV looks up proxies. This is not recommended as the expanded searches will slow the proxy playback response times significantly.

Setting up Proxy path mappings in Mac and PC environments

With mixed environments for example if you have a mac client the folder paths will need to point to the windows storage using drive mappings in addition to the path mapping from the shared volume mounted on the mac.

The screen shot above is pointing to a proxy folder located on a windows network share.
Y:\Proxy. The volume name is **Proxy** and there is a folder located on that drive labeled **Proxy**

The original media is located on a windows network share Highres X:/ There is a folder labeled **Online** where all the original media is located.

In order for the windows clients to connect to the Proxy files the path mapping would be
X:\Online ⟹ Y:\Proxy\Proxy
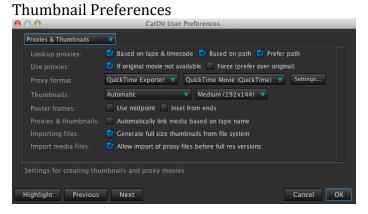
This works well in an all PC environment and no other path mappings are required. But as we have a mac client we need to add another path mapping just for that mac client to connect to the windows shared volume. Which would be :

/Volumes/Highres/Online ⟹ Y:\Proxy\Proxy

So in mixed environments a minimum of 2 proxy search paths for each new proxy folder location need to be created.

The 2 additional paths
X:\Online ⟹ /Volumes/Proxy/Proxy
/Volumes/Highres/Online ⟹ /Volumes/Proxy/Proxy
allow the windows clients to connect to a mac shared volume or the mac clients to connect to a mac shared volume

Media search paths are saved to the server for that production Group and also locally on the workstation. It is important to save the preferences containing these media paths locally as well as the server. Also backup and store these media paths when installing as they can be modified and replaced to easilyProxy Movie & Thumbnail Preferences
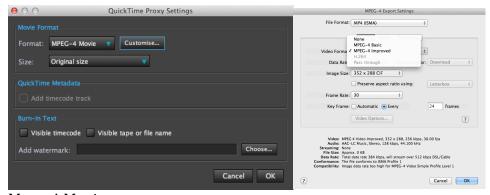
Before you create your proxy files you need to check and set the Proxy File preferences. This is where you select the format and quality of the proxy movies being generated. Ideally these need to take up minimal space but good enough quality to see the detail in the clips.

The proxy file format is set using the same Movie Export settings using the quicktime exporter. There will be a preset Quicktime for proxy generation already set and it is recommended to use these default settings. However you may want to set proxies similar what format you are offline editing, such as Pro res LT.

The worker can automate proxy generation and is recommended for installations where proxies will be needed in the day to day workfl

Setting the Proxy Format
In the drop down Proxy Format menu you can select predefined templates or clicking the settings tab you can create a new proxy movie template.
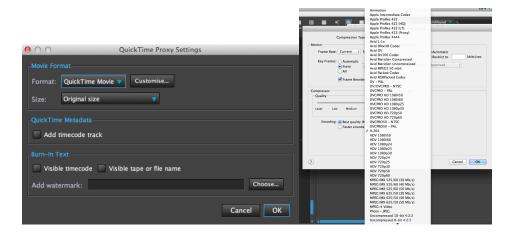
Mpeg-4 Movie

This is a quick template for generating MPEG-4 movies. This is the format that should generally be used to produce proxies.
You can select the size of the proxy to be generated, add burnt in timecode and burn in tape or file name.
You can also choose to add a watermark from file. These options will appear on all proxies generated.

If you need to produce a specific file type or codec then select the Quicktime Movie customisable options which offers all the file types supported by Quicktime.

Lookup proxies
Allows you to specify how you would like CatDV to reference the correct proxy files. Based on Tape and Timecode, Based on path and you can select 'refer path' to override 'Based on tape and timecode' if both are present.. The default settings are 'Based on path' and 'prefer path ' highlighted.

Use Proxies
There are 2 options - choose to switch to proxies automatically 'if original movie not available' and 'Force (prefer over original)'. The latter option will force the proxies to be used even if the original media is available. This option is advisable if your original media files are very and you want to keep your network traffic low.

Generating Thumbnails
Thumbnails are normally generated on input of the files, however if this option is deselected in the preferences file you will have to build thumbnails manually. To do this select the clips, navigate t the Media menu and select Build Thumbnails. Check to see if the Thumbnail tab in the clip viewer has white text, this indicates that the thumbnail has been created and is linked to the clip.
Thumbnails are stored with the catalog or database.

Markers and Ranges

Markers can be added to any clip at any point along the clip timeline. To add a marker click the add marker icon on the clip viewer panel or use the keyboard shortcut ctrl M (cmd M).

There are 2 types of Markers Events and Ranges. An Event is a mark on an individual frame and allows you to add notes that can be recalled by selecting the marker.

A Range is a selection within a clip that can be highlighted and notes attached. Markers are fully customizable, you can have different colours and you can also create shortcut categories for specific content if required.

Markers and Ranges are accessed either by clicking on the Marker icon on the clip timeline or clicking on the marker in the Summary Details Tab. If you double click the marker in the Summary Details Tab you can edit the name and description, you can also select the Marker Category.
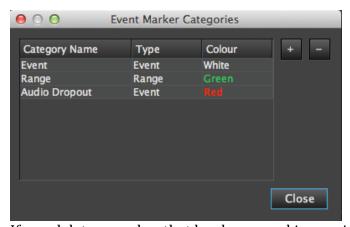
Event Marker Categories The Event Marker Categories menu allows you to edit certain criteria.

Lets say you wanted to setup a marker that operators could use to identify an area of bad language in a clip. Clicking on the plus icon (+) will create a new marker category. You can rename the Category Name by double clicking it.

For this example we will name it "Bad Language" and in the Type column we will select Range for the colour we will select blue from the drop down list in the colour column.

This marker can now be used to select a range from in point to out point to be used for highlighting bad language.

If you no longer need a particular marker category, selecting it and pressing the minus icon (-) will delete the marker category from the list.
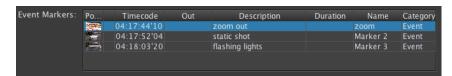
If you delete a marker that has been used in previous catalogues it will still be
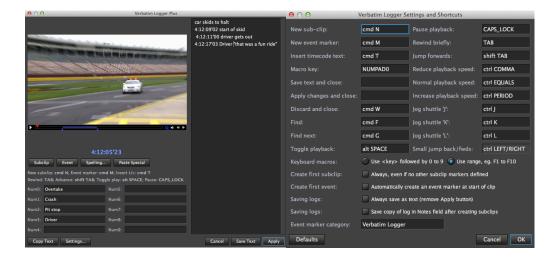
available to view in the event markers tab in the summary details panel but the colour will reset to white.

You will have the option of adding the old marker to a new category by double clicking the marker in the summary details panel.

The details of markers created on clips is displayed in the summary tab including the timecode location, Name and Description. Clicking on the Marker timecode moves the play head to the marker location.

Event Markers:	Po...	Timecode	Out	Description	Duration	Name	Category
		04:17:44'10		zoom out		zoom	Event
		04:17:52'04		static shot		Marker 2	Event
		04:18:03'20		flashing lights		Marker 3	Event

Verbatim Logger

With the Verbatim Logger you can type in text while a movie plays and link text to the current time in the movie by inserting event markers. You can use the Verbatim Logger in different ways:

- As a logging tool, to create subclips by inserting subclip markers at specified points
- To prepare a transcript of a movie
- As a quick way to create simple subtitles.

To use the Verbatim Logger, select a master clip in your catalog and then open the Verbatim Logger window. A movie player is shown to the left of the window, with a text area to the right. While the movie is playing you can type text in to the text area and use special keyboard shortcuts to play or pause the movie or insert the current timecode value into the text.

Movie control

As well as shortcuts to play and pause the movie you can also define keys to back up or advance the movie by a few seconds, to increase or decrease the playback speed, or to provide JKL controls. If you click on a marker in the text area the movie will jump to that point.

Inserting markers

You can define keyboard shortcuts or use the Subclip and Event buttons to insert a marker with the current timecode value into the text. When you close the Verbatim Logger window by pressing the Apply button, subclip markers will create a new subclip at that point, while event markers will create a timecode event marker. In

31

each case the text following the marker relates to that timecode. You can also insert the timecode into the text itself.

Saving as text

Instead of creating subclips or [timecode event markers](#) you can save the text you type in as plain text in the clip's Notes field by pressing the *Save Text* button. The *Copy Text* is similar but will copy the entire text to the clip (for example, if you need to paste a transcript into a Word document).

Conversely, if you have already created a transcript with timeecode markers in it in this format using another application, you can paste it into the Verbatim Logger window using the *Paste Special* button.

When saving or pasting text in the Verbatim Logger, a special format is used for markers. Subclip markers appear as a line containing the timecode in square brackets, while event markers contain the timecode on a line on its own. The clip name can be set if you have a line beginning ":Name: ", followed by the name. You can set other fields in a similar way, for example :Bin:, :Notes:, :User1:

Keyboard macros

You can define up to ten keyboard shortcuts for common keywords (such as the name of a character) and map these to ten consecutive keys, such as the numeric keypad digits, F1 through F10, or a two key combination such as Ctrl-A followed by the digits 0 through 9. When you press the key (or key combination) the macro text is inserted into the text area.

If you precede the macro text with an asterisk '*' then an event marker is created at that point. For example, you could define F1 as "*Penalty" and F2 as "*Goal" and use these to quickly log events in a football match.

Defining shortcuts

You can configure the keyboard shortcuts to control the movie and insert timecode markers using the *Settings* button. In general you need to use special keys (for example function keys, the Tab key, or a modifier combination such as Ctrl-J/K/L) for these functions because the normal keys are used to type descriptive text into the text area.

When defining shortcut keystrokes (or key combinations) you need to enter the name of the key according to a special scheme. The following examples illustrate the names you can use:

"F1", "alt SPACE" (ie. Alt key and space bar), "NUMPAD0" (numeric keypad 0), "CAPS_LOCK", "TAB", "shift TAB", "ctrl A", "ctrl PERIOD" (ie. Control key and full stop), "alt COMMA", "ENTER", "BACK_SLASH", etc.

The following modifiers are supported: "shift", "alt", "ctrl" and "meta" (the Cmd key on Mac OS X, not available on Windows).

Time of day logging

If you open the Verbatim Logger without selecting a movie then a free running time of day timecode clock is shown, allowing you to type text and insert markers linked to the current time. You can also enter your own start timecode, or '0' to start a free-running clock from 0:00:00:00.

Sequences

CatDV can import sequences from XML and AAF* (*Pegasus required) files and playback as a normal clip.
Sequences can also be created from within CatDV using clips from the database useful for generating rough cut sequences.
Sequence icons are different to clips and subclips.

You can add additional metadata using details panels adding lognotes and markers and various description. But you can also view the shots that make up the sequence. Double clicking the sequence icon will reveal the sequence timeline and controls.

Click the zoom to fit button and the timeline will fill the length of the screen. Here you can scrub the play bar across the sequence and view the edits and picture in the sequence viewer.

There are a few options at the bottom of the sequence –

The X closes down the sequence view and returns back to the default CatDV view. Pressing the reset view will also perform this action.
Next is the sequence name , clicking the name reveals the ability to add tracks or remove tracks. Select the track type you want in track type and then click add track. To remove tracks select the track you wish to remove in the left column and click remove.

You have zoom in and zoom out options and the ability to keep the playhead centred so the timeline moves while the playhead remains in the centre of the screen .

In the sequence viewer you also have basic editing functions allowing you to perform cut only edits.

34

You can set in and out points and extract the selection from the timeline, and ripple the shots up or leave a gap.
You can find the matching frame of a clip from the sequence which will load the clip into the source viewer and allow you to extend shots.

You can click and drag clips within the sequence around the timeline and reorder the sequence. You can also drag clips from the catalog into the timeline. Useful if you need to lay some voice over across a video and can be very useful for cutting rough cuts together.

To navigate along the timeline drag the red playhead across the timeline, you can also use the keyboard shortcuts up and down arrows to move up and down the timeline one shot at a time.

The sequence editor is cuts only and does not provide the full functionality of an NLE.

The Details panel above the Sequence Viewer allows you to attach notes to the sequence and the clip list reveals the list of clips currently active within the sequence.

The sequence can then be closed down and can be treated just like any other clip or subclip.

Creating a sequence
If you wish to create a sequence within CatDV you can either select your desired clips with in and out points selected and navigate to the Tool Menu and select Create Sequence. The next step is the name the sequence and select whether you want to use the in and out points on your clips as selections or bring in the full duration of the clips. You can also add subclips to sequences.

This will create a new sequence and populate with the selected clips and display the sequence viewer and timeline.

Another option is to create an empty sequence by creating a new sequence from the tools menu with no clips selected. You can then drag and drop clips onto the timeline. The in and out points selected on the clip have priority and the clips will snap to the end of the previous clip. Inserting a clip between 2 clips pushes the 2nd clip down.

Adding Audio tracks and multiple Video tracks

Double clicking the name of the sequence under neath the sequence timeline and the Edit Sequence Tracks menu appears. Here you can select to add both Video and Audio tracks. Once added you can drag audio and video clips from the source monitor onto the new tracks.

The sequence editor has basic editing functionality we recommend using an NLE for more complex editing functions and exporting the xml back into CatDV. Which can then be opened in the sequence editor.

Create a voice over track for recording commentary to picture

You can create a custom V.O. track within the sequence editor which allows you to record voice straight to picture.

Double click the sequence name underneath the timeline to launch the Edit Sequence Tracks menu . Select Voice Over and click add track .
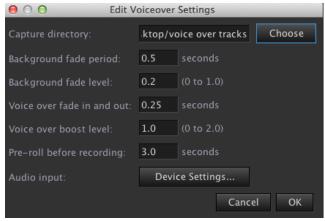
Close the menu down and click on the V.O icon that appears to the right of the timecode display.

The voice over recording menu appears , a level meter displays the sound level being recorded. You can choose to record on the voice over track from the in and out points set on the sequence or record from the current sequence play position.

The settings menu contains further options that allow you to configure the capture directory of the stored v.o files, fade settings and pre roll settings.

The device settings allow you to specify audio formats and sample rates. You can also set the speaker output to off whilst recording.

Once you have set the desired options you press start recording , If you have set a pre roll there is a countdown to the recording. Once in record the status changes to RECORDING and displays the time elapsed. Press stop to stop recording the v.o track will be updated and displayed in the timeline.

If you need to go back and re record the voice over track you will need to delete the entire v.o. track before continuing . To replace the v.o. and keep the olde version create a new audio track and move the old v.o. section to this new audio track.

The voice over tracks are added to the catalog as audio .mov files, metadata can be added to these tracks and treated just like any other clips within the database.

User Fields
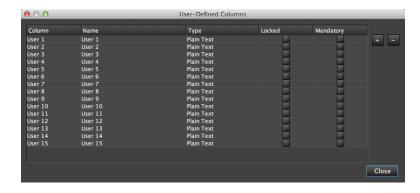
To create and edit User fields select Field Definitions from the preferences menu.

Field Definitions allow the user to customise User Defined Fields, Metadata Columns, Pick Lists, FCP Mappings, Marker Categories and Built in Fields. It is also possible to create Field Set Definitions. This allows you to have multiple User Field field sets which you can store and recall.

User Defined Fields

Here you can customise your own individual named fields and allocate data types. CatDV provides 15 user columns which can all be edited and you can add as many additional fields as you need. Once your columns are created you can then decide the layout in Customise Views.

38

Type

Plain Text	▼
Don't Show	
Plain Text	
Multiline Text	
Grouping	
Multi Grouping	
Hierarchy	
Multi Hierarchy	
Linked Hierarchy	
Linked Multi Hierar	
Date	
Time	
Number	
Identifier	
Checkbox	
Multi Checkbox	
Radio Button	

The TYPE selects what type of data you want to contain in each field There are several options depending on the type of data required

Plain Text

A free format plain text field. This is normally shown on a single line.

Don't Show

User Defined Field values are stored by their index number so once allocated it isn't possible to delete a field and 'shift the other up' as that would change the index numbers. Instead, you can mark unwanted fields as don't show so they are skipped and not shown

Multiline Text

As Plain text but has the benefit of typing notes in a scrolling box

Grouping

A drop down pick list of values. The values are defined on the Pick Lists section. Normally only a predefined value from the list can be chosen unless the field is marked as extensible.

Multi Grouping

Similar to grouping except that the clip can be tagged with any number of values from a list, for example a list of keywords. When tagging a clip, start typing in the field to display the first matching keyword then use the Up and Down arrows to view other matches. Press comma (,) to start a new keyword or click on the asterix (*) button to display a chooser dialog.

Hierarchy

This is like a drop down pick list but where the available values are organised in a tree to make it easier to organise a large number of options (for example :continenent/country/state/city) or when working with a structured vocabulary.

Values are defined in the Pick Lists section using(/) forward slash to separate the components.

Multi Hierarchy

A combination of functionality from the hierarchy and Multi Grouping fields.

Linked Hierarchy

This allows you to link two pick lists so the values shown in one depend on the value picked in another. Use a colon (:) in the name to define which field it depends on.

For example, if you had a grouping field called Team containing values Team A, Team B etc, then you could create a linked hierarchy field called Player:Team, with pick list values such as Team A/Player1,TeamA/Player2,TeamB/Player3.

Date

Accepts a date of date-time value. The format of the dates is specified in the general tab of preferences

Time

Accepts either a time of day or a time stamp value e.g 12:30:05 or 00:05:00;00

Number

Accepts any numerical input

Identifier

Accepts an upper case alphanumeric identifier up to 32 characters , for example a project code number. Period, hyphen and underscore characters are permitted but other spaces and punctuation are removed.

Checkbox

A single true/false checkbox. When giving the user defined field a name, use a colon (:) in the name to separate the field label from the checkbox name. eg. Widescreen:Anamorphic

Multi Checkbox

Provides Multi-grouping where the list of values is very small and can be displayed as checkboxes. The values are defined in the name field by using colons (:), for example Colour: red:blue:green

Radio Button

Similar to a grouping field but where the number of options is small and can be specified within the field name by using colons (:) Only one value can be selected.

Auto-suggest

This is similar to a hierarchy field but the user can start typing the value and possible values that match this typed value are displayed. The correct value can then be selected and entered. For example, you have an auto suggest list of countries of the world. When typing the letters 'Aus' the auto suggest field will display countries Australia, Austria, as these match the user input values. One of these countries can

then be selected. Auto suggest is not currently supported in the webclient and will appear as a Grouping box.
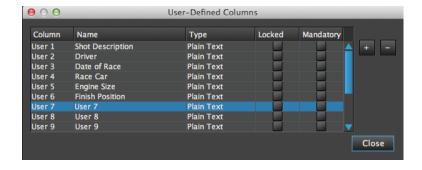
Multi Auto-suggest
This is identical to Auto-suggest but multiple values can be selected within one field. Multi Auto suggest is not currently supported in the webclient and will appear as a Multi Grouping box.

HTML Text
The HTML text field allows you to input HTML formatted text such as formatting like including email addresses using href attributes e.g =mailto:support@squarebox.com allowing the end users email program to launch when selected.

Exercise 1 Create user Fields
To demonstrate some of these Type fields we will create a details panel for a car racing program catalogue and we will create the following fields

Shot Description – General description of what is happening in the shot

Driver - A preset list of drivers

Date of Race – Date the race took place

Race Car – Model of Car
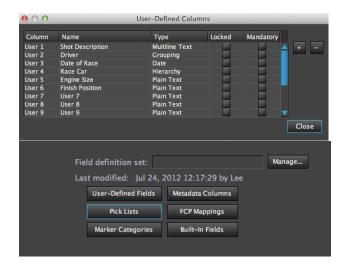
Engine size - Size of car Engine

Finish Position - Overall finish position
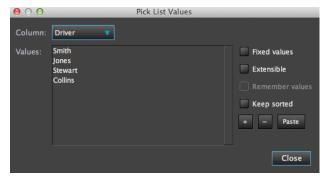
Shot Description

We want to make this a scrolling text box which allows for multi line note taking and displays the latest notes at the top of the field. In the Type Column select Multiline Text - This user field is now ready to be added to our layout.

Driver

We want to create a list of drivers available in the race. This will make logging more efficient as you don't need to keep typing the driver name. For this we will select Grouping in the Type column. This will reference a Pick List of drivers. The list of driver names is added in the Pick Lists section of Field Definitions.

In the Pick List values the Driver field is highlighted in red which indicates it a user field. The icon to the left also indicates it is set as a grouping type.

Green colored fields are preset fields which can be modified and edited. Purple coloured fields are metadata fields which are generally not editable as they contain specific metadata embedded in the clip.

Selecting the Driver column from the drop down list brings up the options to populate that Pick list field.

Add and remove names using the + and - symbols, you can also paste values from a document using the paste command.

When this field is presented in CatDV it will only offer these 4 values and only one can be selected at any one time. This is the function of grouping. If you select Extensible on the right hand side you can add to the list within CatDV without having to go back to the Pick List Values.
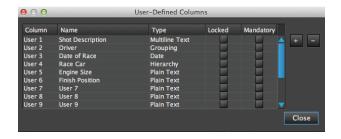
Selecting Fixed values will restrict these names available in CatDV and there will not be an option to expand without entering new names into this pick list. This is useful if you have a specific naming convention and do not want operators to modify these parameters.

Date of Race
For this we will use the Date Type - select this in the Type column. This data will have to match the format selected on the general preferences tab
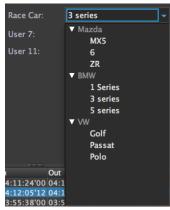
Race Car
For this field we want to be able to select from a populated list of car manufacturers and their corresponding car models e.g Mazda/MX5 or Mazda 6. To do this we will use Hierarchy and populate the list in the Pick List menu.

Select the race car column in the Pick Lists Values and populate the list with Mazda/MX5 Mazda/6 Mazda/ZR etc. Using a forward slash (/) you can quickly build up groups based on a common value (Mazda) from which you can add specific values (MX5,6,ZR).
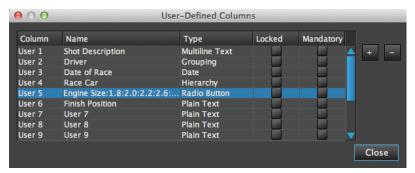
In CatDV this is presented as a grouped list based on hierarchy which is easier to navigate and select the correct value.

Engine Size

For this we will setup a simple Radio Button as there can only be 1 selection from a small range of variables for example 1.8, 2.0, 2.2, 2.6, 3.0 Select Radio Button in the User Defined Columns for Engine Size.

For Radio Buttons and Checkboxes you just add the name of each box separated by a colon(:) So in this instance we would have Engine Size:1.8:2.0:2.2:2.6:3.0

When presented in CatDV the field should be a choice of boxes to select. For this example.

Finish Position

Again there can only be one variable for this so Radio Button would be the preferred solution.

Crew

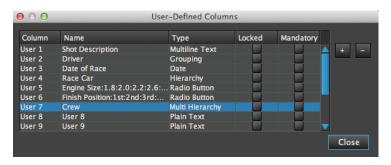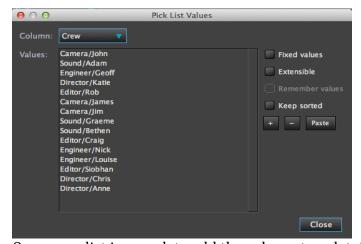To demonstrate Multi Hierarchy Type we will set up a list which contains the production crew filming that day each contained in their relevant departments Camera, Sound, Engineer, Director.
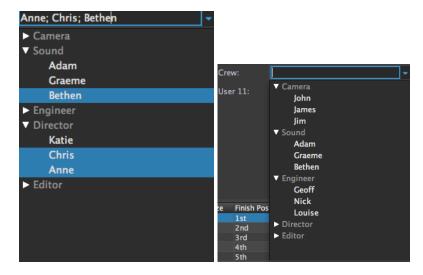
Select Multi Hierarchy from the drop down list in the User Defined Columns and navigate to the Pick Lists menu and select Crew which will be highlighted in red from the Column drop down list. For example populate your list as Camera/John - the word 'Camera' before the forward slash (/) is the common value allowing you to group other people under the Camera heading.

Once your list is complete add the column to a details panel.
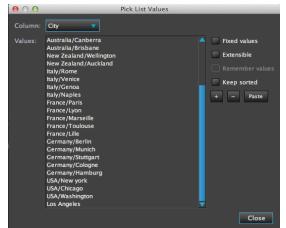
Start typing in the field with the crew name and CatDV auto fills the relevant person available, similar to multi grouping but a more structured organisation, adding a semi colon (;) allows you to type multiple names. Using the dropdown button you can see the hierarchy of the departments and select crew members from here as well, holding the shift button allows you to select multiple names.

Country and City

We will use Linked Hierarchy to demonstrate how values in one field can affect other fields by linking their relationships. Setup a Grouping Field In User Defined Fields for and name it 'Country' populate with various countries creating a pick list for this new Country Column.
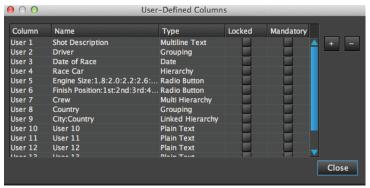
In User Defined Columns create a Linked Hierachy Type and name it City In the Pick Lists Values navigate to the City column and populate with cities as a Hierarchy list.

For example Germany/Berlin, Germany/Munich, France/Paris, France/Lille - Make
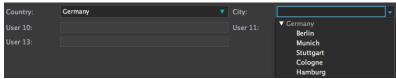
sure the naming convention for the country is exactly as you entered in the Country Pick List - If you have '**G**ermany' in the Country pick list and '**g**ermany' in the City pick list CatDV will not establish the relationship.

To create the relationship (Linked Hierarchy) between the 2 Columns in the City name in the User Defined Columns menu add 'Country' to the City name field preceded with a colon (:)

City: Country

Add these 2 columns to your details panel and when you select the country only the cities within that country are available for selection.
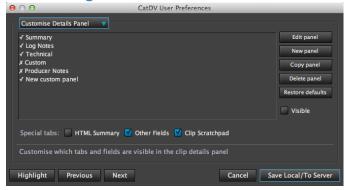
Linked Multi Hierarchy is the same process but allows for multiple selections. You can have many hierarchy trees for example you could have Continent/Country/State/Town/Street.

The Detail Panels

The Detail Panels are a convenient way to display metadata that cannot be viewed using the catalog view. There are default details panels available to use including the Summary Panel, Log Notes Panel, Technical Panel,

The details panel allows for quick input of data on a particular shot. These details panels can be fully customised and new panels created for specific purposes or departments.

Customising the Details Panel

It is possible to edit and create your own details panels. This is useful if you want to provide specific information to certain groups of users or contains only relevant information for a specific task.

For example you could have a specific panel for Producers, Directors, Loggers who just need to see information relevant to them.

You can :

Create a new panel

Edit an existing panel

Copy a panel

Delete a panel

Restore Defaults

Create a new panel Click on the **New panel** button and give this new panel a name

As an example we have created a Directors Notes Panel which only contains the Directors notes, Producers Notes and an Approved/ Not approved radio button named Director.

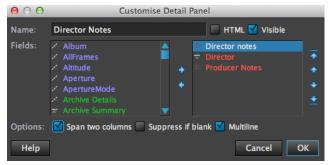To add more fields to the panel select and click the relevant fields on the left and using the arrow pointing right in the middle of the 2 columns click and add to the right hand side column. To remove fields select the field and click the arrow pointing left to remove the field from the right hand column.

Sort the order in which the fields appear on the Details Panel using the up and down arrows to the right hand side. The fields at the top will appear first in the Details Panel, select and move the fields up or down to change the order.

There are options along the bottom of the Customise Details selectable for each field added to the right hand column.

Span two columns
Select this check box for each field you wish to span across 2 column widths in the details panel. This is particularly useful note fields as the information is displayed over a larger area.

Suppress if blank
Select this checkbox to not display fields that have no data – Useful to clean up the display so space is not wasted with displaying empty fields. But make sure this is unchecked if this field needs data adding on this panel as it will not be visible to enter data.

Multiline
Select this check box allowing certain text fields to become multiline with a scroll view enabled.
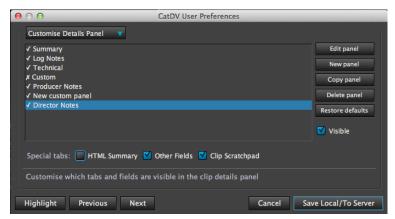
There are 2 further options to the right of the name field – these are global setting for the entire details panel and affect all fields within the details panel.

HTML
This option displays the panel and its contents in an un editable HTML format. Useful for locked views where you just want to display data for reference only.

Visible
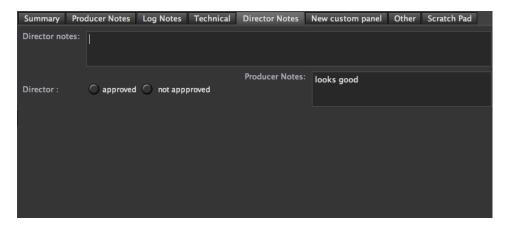
DeSelect this if you want the Panel to be hidden and not display in the Details Panels View.

Once you have configured your panel press ok to save in the Customise Details Panel list. The Director panel has appeared at the bottom of the list the tick to the left means it will be visible. If you de selected the visible box in the Details Panel View a cross will appear indicating it is currently set to invisible. You can override this by selecting visible on the right hand side – the cross will now update to a tick.

You can also change the order in which the tabs appear from left to right by grabbing the particular details panel and click and move it up or down the list. The highest tabs appear to the left of the details tab view.

Save the settings locally or to the server and look at the details panel view in CatDV. Your new panel should now be visible.

If you wish to change the order in which the panels are displayed from left to right go back to the Customise Details Panel in User Preferences , click and hold the panel you wish to move and drag up or down the list. The panels at the top will be displayed first. You can edit or copy panels and delete panels using the relevant boxes on the right hand side.

Exercise 2 Details Panel Creation

Create a new Details panel with the User fields created in Exercise 1
Create a new Details Panel from the preferences menu.
Add the following User fields

Shot Description
Driver
Date of Race
Race Car
Engine size
Finish Position
City
Country
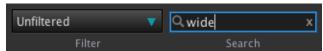
Name the new details tab as 'Race Stats' save the details panel and make it visible. You can change the order in which the details Tabs appear by moving the selected name up and down the list. The top most tab will appear on the left within the clip details panel.

Press Save to server and the new Details Tab will appear.

You can now start to log and tag your shots with the relevant information all stored in one Tab. Also start adding markers to the shots. You can also Add the markers view to this particular Details Tab if required.

Searching for Clips

You can perform simple quick searches for clips using the search box function at the top right of the GUI.

Typing in this box will display clips matching the typed criteria. For example if you typed in 'wide' into the search box, all the clips with 'wide' contained in any field will be displayed in the list view. This search function will search all fields within the current catalogue.
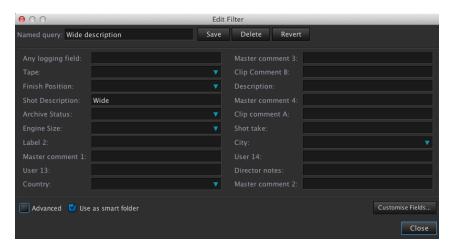
Reset View
Clips that did not contain this word are not displayed and are temporarily hidden. To reset the catalogue view and return all clips to an un searched state press the view reset button at the top left of the control panel.

You can also setup specific search criteria using the filter options. The drop down box to the left of the search box contains preset 'smart search' criteria which you can add to and customise.

In this example we will search for shots containing the word 'wide' but only in the shot description field. To do this we will need to setup a new search criteria.

Click on the smart search drop down menu and select 'Edit Filters' . The edit filters menu appears. Click the edit button and name this search as 'Wide description'. Here you can add your key words into the selected fields, in our example we would add the word 'wide' to the shot description field.

Press 'Close' and navigate to the preset search criteria drop down box. Notice this

new shortcut does not appear ?! This is because this dropdown box refers to smart folders. To add the new search to this smart drop down menu you need to activate the search as a smart folder.

To do this go to 'Edit Filters' in the smart dropdown menu , in the 'Named Query' drop down box select the newly created search shortcut 'Wide Description'. Click 'Edit' and tick the 'use as smart folder' box , press close. The shortcut search will now appear in the search criteria dropdown box.

We can now quickly search the catalog for all clips where the word wide is specifically contained within the description field. Select the 'Wide description' filter from the smart search dropdown menu and the results are instantly displayed hiding all irrelevant results.

Press reset view to bring the rest of the catalog's clips back.

Advanced Search Capabilities
The filters panel is positioned to the left of the catalog view and contains shortcuts to filtering the list presented in the catalog.

Automatic Grouping
Automatic grouping allows you to click specific User column headings in the filters panel. For example clicking the date arrow reveals all the dates relevant for that catalogue, if you know what year you are looking for clicking on it reveals a further selection of months, allowing you to filter out most clips.
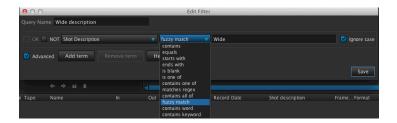
This grouping search is useful if you need to see a lot of clips created either around the same time or on the same tape etc.

Smart Folders
These are created using the catalog search box as described in the previous module. You can add any basic search as a smart folder which will appear under the smart folders view in the filters panel. This allows for more specific filter criteria. To edit an existing Smart Folder right click on the filter name and choose 'Edit Filters'. This will bring up the Edit Filter menu as before.

Advanced filters
Clicking the advanced button at the bottom reveals a new view allowing you to populate search fields for more flexible results.
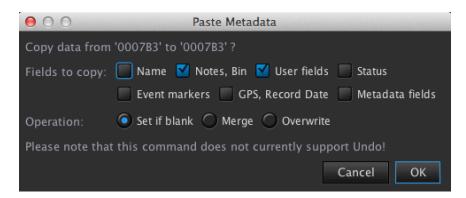
The search setup a simple search to reveal all clips that had the word wide set in the Shot Description field. With the advanced options we can have more flexibility on how these results are searched.

Editing Metadata

Paste Metadata
This allows the user to add additional metadata to multiple assets at the same time. Useful if you need to update certain metadata fields.

First of all you need to copy the clips that contain the metadata you wish to paste into other clips, select Paste Metadata from the Edit menu.
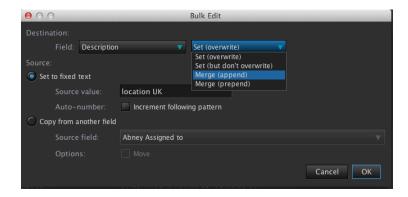
You can select which fields you want to paste from the clips you have copied to the scratch pad (Ctrl C or CMD C) such as Name, Notes, User Fields, Status etc.
You can set the copied metadata to paste if the field is blank or merge or overwrite.

Pressing OK will paste the copied metadata to the clips currently selected. There is **no undo** for this operation.

Bulk Edit
Bulk Edit is useful if you need to add metadata to a particular field on multiple assets at once. You can set the action to overwrite the old metadata, merge as append or prepend.
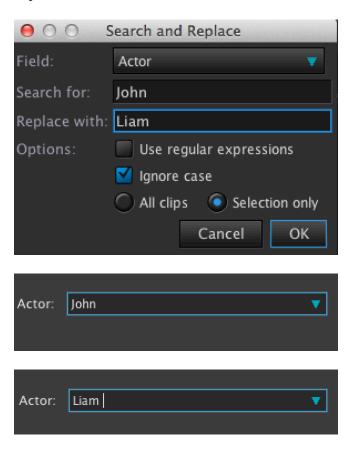
Alternatively you can copy or move metadata between 2 different fields

Search and Replace

With Search and Replace you can globally amend specific metadata such as a name or location that may need correcting for lots assets or fields

Type in the incorrect value in the search for box and type the new value in the replace box.

Note : If working with Pick List fields, the new value is not added to the picklist. In this case you would create your new picklist value then select search and replace.

NLE Integration

Avid Media Composer

CatDV AAF Tool

The CatDV AAF Tool provides a complete Avid workflow solution within CatDV. Sequences, Master Clips and Subclips can be exported to Avid Media Composer from CatDV. The CatDV AAF Tool supports import of Avid created sequences, Master Clips and Subclips.

Supported media is relinked within Avid media Composer.

This allows for CatDV to collaborate with Avid Editors as never before, providing a full round trip of media and supported metadata. Logging clips and sequences can be performed outside of the Avid edit suite saving valuable time and resources. Shot lists with added meta data can then be prepared off site and then sent to the Avid NLE. For editing.
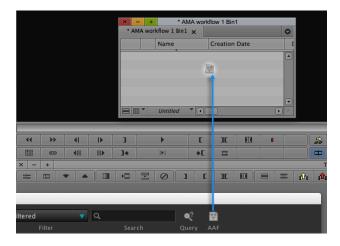
Media can be ingested and transcoded using the CatDV Worker and then using CatDV AAF Tool to send the clips to Avid .

Master clips, subclips and sequences created in Avid Media Composer can be exported to CatDV. Supported media and metadata is imported to CatDV, the Avid MXF media is relinked and metadata available to all CatDV users.

This new tool allows for a complete 'round trip' workflow of media and metadata between CatDV and Avid Media Composer. Allowing CatDV to manage and search all your media assets and make them available to your Avid editors.

Clips and sequences can be simply dragged into Avid by selecting the AAF Tool icon and dropping onto any open Avid bin.

56
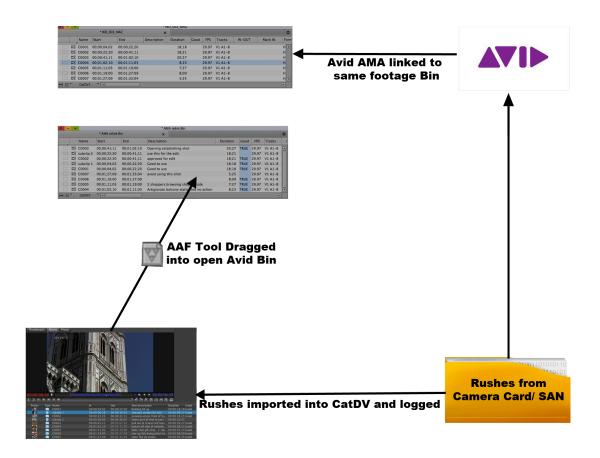
CatDV AAF Tool AMA Workflow

The CatDV AAF Tool supports working with AMA linked media files within Avid Media Composer.

Clips and sequences to Avid from CatDV are automatically relinked if the media is already linked via AMA within Avid. In order for Avid to relink the media, the media would need to have been previously linked via AMA and open in an avid bin prior to the AAF import from CatDV.

A typical workflow would be to copy the camera Card containing the rushes onto your shared storage and into CatDV. Log and prepare the footage then export an AAF to Avid Media Composer.

The original footage is AMA linked in Avid. Drag the AAF tool icon into a new open bin within Avid. If Avid can see the original media the CatDV clips will automatically relink.

P2, XDCAm,XDCAM EX AMA media relinks automatically. Manual relink is required for Pro Res AMA media.

Manual relink is done by choosing the relink command from the Avid Clip Menu

The CatDV bin clips can now be used as normal Avid AMA linked footage.
CatDV AAF Tool Avid MXF Workflow
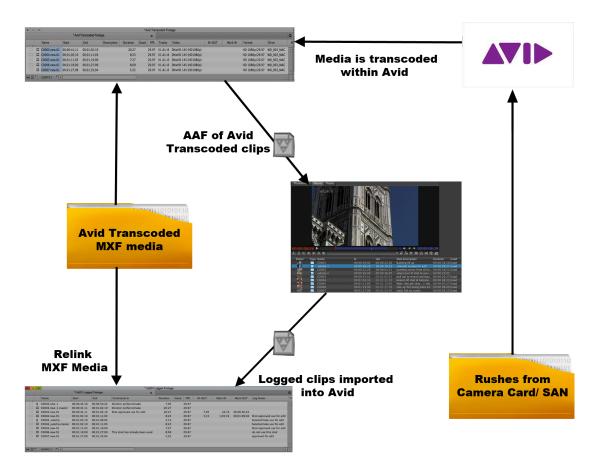
CatDV AAF Tool Avid MXF Workflow

If you have your Avid Bin with transcoded clips you can export these clips and sequences into CatDV by exporting an AAF to CatDV. The media will be relinked to the Avid media Files folder on import to CatDV.

This allows other users of CatDV to access the Avid media master clips, subclips and sequences to log and add additional metadata within CatDV.

Using the AAF Tool you can then export logged clips from CatDV into a new Avid bin, your clips and sequences will have addition metadata logged in CatDV available to view in the Avid bin.

As long as the transcoded media is available to Avid within the Avid MediaFiles folder. Avid will relink logged clips and sequences from CatDV exported via AAF to the media stored in the Avid Media Files Folder.

Alternatively CatDV can import and playback Avid MXF media created in Avid Media Composer. This media is located in the Avid MediaFiles folder. Importing this media folder into CatDV allows you to browse and log your Avid media files. The logged clips can then be exported back to Avid.
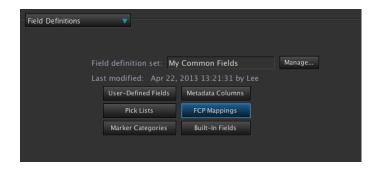
Setting Up CatDV fields to appear within Avid Media Composer
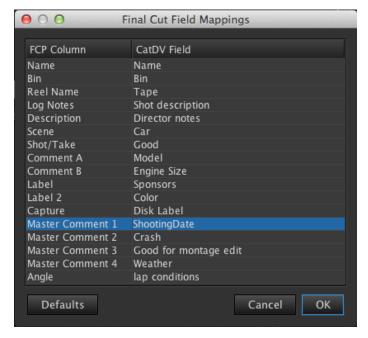
You can export up to 17 metadata fields from CatDV into Avid.

Selecting fields to export to Avid
These fields are selected using the field mappings selector.
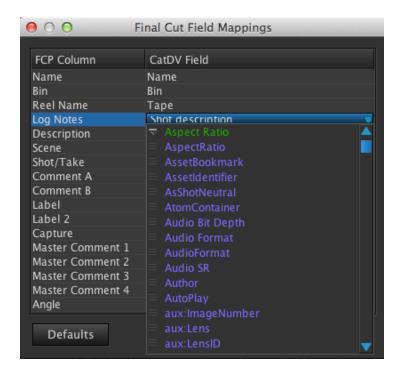
In Preferences/Field Definitions select FCP Mappings and press the Edit button.

Here you can select the columns you wish to send to Avid on the right under CatDV Field.

Click on a field on the right and a drop down menu will appear containing all the available fields from CatDV that can be sent across to Avid
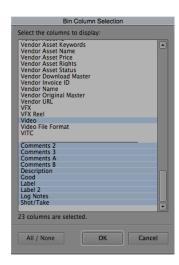
The columns on the left are not editable and are preset names, by selecting a column on the left , for example Log Notes it is possible to 'patch or map' the column 'Shot Description' .

You can select up to 17 columns that will be exported with the AAF file and sent to Avid. These values are stored in the preferences file so do not need to be mapped each time.

Revealing the Column Headings in Avid
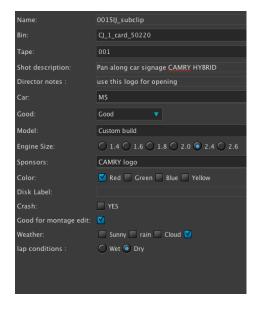
When you import an AAF into Avid the bin populates with the clips but the bin columns do not automatically appear, you need to manually select them from the bin headings menu within Avid.

Select the Bin Menu Icon at the bottom left of the bin and select choose columns. The additional CatDv columns are located at the bottom of this menu

The columns in blue are selected press OK and the new columns will appear in the bin view. We recommend you save a CatDV view as one of your bin view templates. Now that the columns have been added to this view there is no need to keep selecting them from the column menu.

Comments 3	Comments A	Comments B	Label	Label 2	Log Notes	Good	Shot/Take	Description
true	Custom build	2.0	Red Bull	Red	interior front of car looking through driver open door		Maybe?	green cable visible needs painting if used
true	Custom build	2.0	Red Bull	Red	Hybrid logo closeup static handheld	TRUE	Good	
true	Custom build	2.0	Red Bull	Red	close up LOWES logo on car door static	TRUE	Good	static car door shot
true	Custom build	2.0	Red Bull	Red	pan along toyota logo on rear spoilerclose up LOWES logo on car door static	TRUE	Good	Toyota logo
true	Custom build	2.0	Red Bull	Red	Close up pull focus on toyota badge on front grill	TRUE	Good	Use this shot at end of sequence
true	Custom build	2.4	CAMRY logo	Red	Pan along car signage CAMRY HYBRID	TRUE	Good	use this logo for opening
true	Custom build	2.0	Red Bull	Red	zoom out from bonnet of car coca cola 600 logo toyota logo	TRUE	Good	
true	Custom build	2.0	Red Bull	Red	car approaches cameras and skids past cameras	TRUE	Good	

Pegasus Avid Workflow Known Limitations

Sending AAF from CatDV to Avid

- Non MXF media such as Pro Res and H264 will need to be manually relinked within Avid using the Clip Relink Function.

- All media must have a valid timecode track

- Additional .Master.01 clips generated for each subclip importedfrom CatDV

- Multi Coloured Markers are not supported – Replaced with Red Marker in Avid

- Marker Description has <Event> added on end of text

- Sequences and clips must be the same frame rate as the current Avid Project to relink.

- All clips must have a valid timecode track

- Importing subclip to Avid – Avid creates additional .master.01 clips. These can be used to relink the media and then deleted from Avid.

- CatDV Field Names do not come across to Avid Column headings.

Sending AAF from Avid to CatDV

- Subclips with In and Out points marked will have a timecode offset equal to the distance of the Start of clip and the in point. Resulting in timecode being incorrect in CatDV. Solution is to export subclips without in and out points set.

- XDCAM clips comes into CatDV as clips rather than Metaclips.

- Audio metadata missing for .mov files such as ProRes

- Multi coloured markers not supported all colours replaced with white markers in CatDV

- Sequence support is limited to CatDV sequence functions i.e no support for video and audio transistions – replaced by cuts. Minimal support for fx tracks including subtitles, captions, video FX from Avid.

- All clips must have a valid timecode track

- On AAF creation Avid creates .Exported.01 clips for each clip and sequence. These can be deleted within Avid.

Adobe Premiere

There are 2 ways CatDV can Integrate with Adobe Premier

1. Use the send to Premier command within CatDV
2. You can use the CatDV Premier Plug-in panel if running networked Server

Send To Premier Command

CatDV has an option to 'Send to Premier' the currently selected clips in the CatDV catalog. (Make sure Premier is running and a valid project is open).

Select the clips, subclips and sequences and navigate to:
 File Menu/Export As/Send to Premier

CatDV will now send the selected clips and metadata to Premier and a bin containing the clips and sequences will appear within Premier.
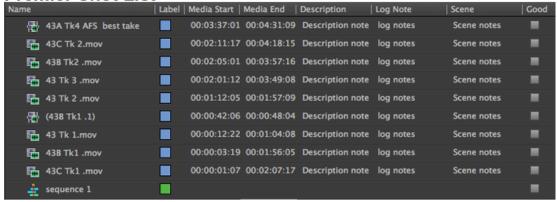All the clips are relinked, in points, out points and markers created in CatDV are available within Premier.
The metadata for each clip is also available, supported text fields are Scene, Log notes and Description.

CatDV Shot List

	sequence 1	10:00:00'00	10:04:58'18	Description Notes		Scene Notes
	43A Tk4 AFS best take	00:03:37'01	00:04:31'10	Description notes	log notes	Scene notes
	43B Tk1 .mov	00:00:03'19	00:01:56'06	Description notes	log notes	Scene notes
	(43B Tk1 .1)	00:00:42'06	00:00:48'05	Description notes	log notes	Scene notes
	43B Tk2 .mov	00:02:05'01	00:03:57'17	Description notes	log notes	Scene notes
	43C Tk1 .mov	00:00:01'07	00:02:07'18	Description notes	log notes	Scene notes
	43C Tk 2.mov	00:02:11'17	00:04:18'16	Description notes	log notes	Scene notes
	43 Tk 1.mov	00:00:12'22	00:01:04'09	Description notes	log notes	Scene notes
	43 Tk 2 .mov	00:01:12'05	00:01:57'10	Description notes	log notes	Scene notes
	43 Tk 3 .mov	00:02:01'12	00:03:49'09	Description notes	log notes	Scene notes

Premier Shot List

Name	Label	Media Start	Media End	Description	Log Note	Scene	Good
43A Tk4 AFS best take		00:03:37:01	00:04:31:09	Description note	log notes	Scene notes	
43C Tk 2.mov		00:02:11:17	00:04:18:15	Description note	log notes	Scene notes	
43B Tk2 .mov		00:02:05:01	00:03:57:16	Description note	log notes	Scene notes	
43 Tk 3 .mov		00:02:01:12	00:03:49:08	Description note	log notes	Scene notes	
43 Tk 2 .mov		00:01:12:05	00:01:57:09	Description note	log notes	Scene notes	
(43B Tk1 .1)		00:00:42:06	00:00:48:04	Description note	log notes	Scene notes	
43 Tk 1.mov		00:00:12:22	00:01:04:08	Description note	log notes	Scene notes	
43B Tk1 .mov		00:00:03:19	00:01:56:05	Description note	log notes	Scene notes	
43C Tk1 .mov		00:00:01:07	00:02:07:17	Description note	log notes	Scene notes	
sequence 1							

Description, log notes , Scene notes from CatDV

If you need to export clips, sequences from CatDV and send to another workstation or location use the File Export As/Final Cut Pro XML File. This can then be re-

imported into another workstation running Adobe Premier. This xml does not contain media and the relevant workstation will need access to the media files.

Exporting from Premier

You can export sequences from Premier by using :
File/Export/Final Cut Pro xml

In CatDV use **File/Import As/Final Cut Pro XML File**. This will import the sequence and create source subclips used in the sequence.
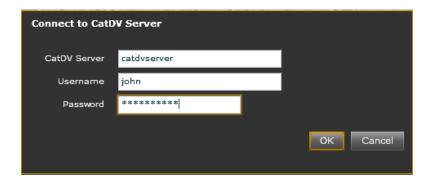The sequence can be viewed and stored in CatDV, review notes added and marked for approval.

Deliverables can then be created using CatDV or the CatDV Worker node freeing up the Premier workstation for editing.

The CatDV Adobe Premiere Panel Plug-in

This Premier CS6 panel allows you to perform queries against a CatDV Server directly from inside the Adobe Premiere user interface. When you have identified the asset you require you can import it into your project without ever having to leave the Premiere software. You will need to have the embedded web server correctly configured in order to use the Premier plugin Panel. You do not require a webclient license to use the panel.

Assets imported in this way are treated as media files by Adobe Premiere and currently metadata stored against these assets in CatDV is not transferred. (To transfer assets with metadata you can use the
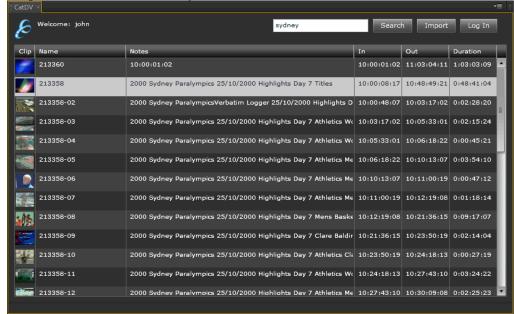Send to Premiere CS6 command from within CatDV Pro 10.)

Before you can use perform searches you must connect to your CatDV Server. Click on the Log In button in CatDV Panel.

Enter the hostname of your CatDV Server and your normal CatDV Server username and password. (If your CatDV Server uses a non-standard port you can use hostname:port notation.)

Searching
To perform a search enter your search term into the search box and click Search:

CatDV Server will find all the assets where the search term appears in any of the standard logging fields:

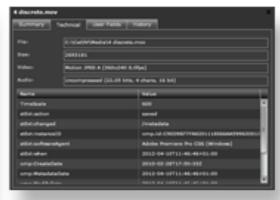Name
Notes
User fields
File name
Technical metadata fields

You can include multiple search terms separated by spaces, or enclose the search term in double quotes to search for an exact match.
The matching assets will be shown in the list as shown above. Each result row displays basic information about each clip, including name, notes and a small thumbnail image.

Viewing Asset Details
To view the details of a particular clip simply double-click on the item in the list. This will display the Clip Details window shown below.

The Clip Details window contains four tabs:

1. **Summary**   basic information about the clip, including the poster thumbnail.
2. **Technical**   technical metadata extracted from the media file the clip is from
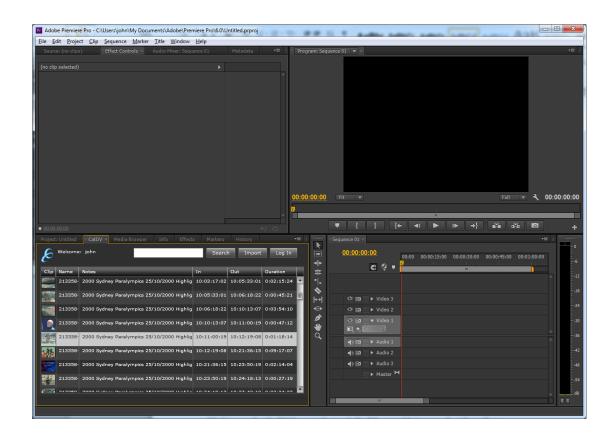3. **User Fields**   user defined meta-data fields for the clip
4. **History**   history of actions with data and user.

Press the Close ('X') button at the top right to return to the main list.

Importing Assets into Premiere
Once you have identified the assets that you want you can import it into Premiere you can import them by selecting them in the list and then either clicking the Import button or dragging them directly into the Project tab.

Note: If the CatDV Panel is docked in the same tab-set as the Project Panel you can drag the assets from CatDV over the tab of the Project Panel, which will then open, so that you can drop the assets there.

Version Information
Clicking on the CatDV logo at the top left of the panel brings up the About Box.

The About Box shows the version of the plug-in currently installed.

Only Supports Master Clips
Currently the CatDV Premiere plug-in only supports clips that represent complete original media files. Clips that only reference a part of a media file, or sub-clips, will not appear in the search results.

No Clip-Level Metadata
Although you can view custom metadata stored against each asset, because the import process works by sending the raw media file to Premiere, any metadata stored against a clip in CatDV will not be transferred.

Path Mapping Not Supported
Currently the plug-in does not support media path mappings. This means that the client machine running Premiere must have direct access to the public path specified in the source media path of the asset.

Final Cut Pro X

CatDV has full round trip integration with FCP X. You can select the clips within CatDV and export using the File export FCP X xml command. Or if running FCP X on the same workstation you can use the File/Send to FCP X command.

The clips automatically import into FCP X as a new event complete with markers and metadata.

Exchanging Metadata between CatDV and FCP X

FCP X now supports full metadata import from CatDV. It is now possible to send all of your metadata fields from CatDV to FCP X using the 'send to FCP X' command or Export As Final Cut Pro X XML from CatDV

Add metadata to any of your CatDV fields and this will be transferred across with your clips.

Select the clips for export to FCP X and locate File/Export As/Send to Final Cut pro X (alternatively you can save a Final Cut Pro X XML to the desktop or network)

Within FCP X locate the new Event created and select one clip. Show the inspector to reveal the metadata columns. The basic view within FCP X will only show information such as Start and End timecodes. To view additional metadata columns from CatDV it is best to create a new metadata view.

 Select Edit Metadata View from the metadata view shortcut drop down.

FCP X will list all the available metadata columns it has created. To find CatDV specific metadata fields click on the 'Origin' heading to sort the categories. Locate the CatDV origin fields. All your metadata columns that have data added to them will appear in the list. Tick the box to add them to this new view.
Select Save Metadata View As to save the current template. In the save AS dialogue name it CatDV.
This view will now contain your CatDV metadata fields.

Any new CatDV fields created will only appear within the FCP X metadata fields view if they contain metadata. These fields can then be added to any of your metadata views by selecting to tick the box.

Creating metadata fields within FCP X

Any metadata fields created in FCP X can also be exported to CatDV. These appear in CatDV as Metadata (purple) fields. When exporting the XML from FCP X you will need to select the metadata view that contains the custom field.

This is also true for any other metadata fields you wish to export to CatDV the field must be included in the metadata view selected when exporting the XML

Once the XML is imported into CatDV you will need to add these to your Details Panels or Column Views in order to display the metadata.
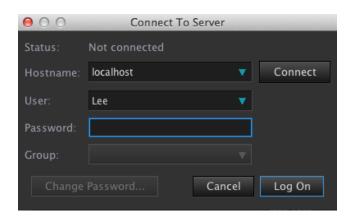
CatDV Server

Server Controls within CatDV Client

Within CatDV Pro there is a Server tab located on the left hand side next to the catalog tab where all your standalone catalogs are located. Click on this tab to reveal the server status.

The status above displays the server as not connected. Every time you start CatDV you will need to log on to the server. To do this go to the Server Menu and select **Log On To Server.**
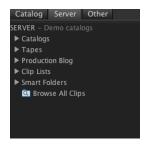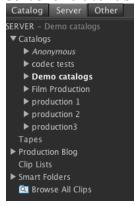This will display the Server Log on Screen

First press Connect to see a list of users on the server, select your name and enter your password. Select the group and press logon. CatDV with then prompt to accept loading the deafault preferences for that production group.

You can select to always connect to the server on CatDV startup by selecting the option 'always connect to server' in the Server Preferences.

Once connected to the server the server tab will populate with the catalogs and production groups available to the user (available with Enterprise edition)

Clicking on the arrows to the left opens up the production groups located on the server and available to the user.

Clicking on a production group in this example 'Demo catalogs' reveals the catalogs stored within that group.

Double clicking on a catalog will automatically open that catalog for editing. A single click allows you to view the catalog but is not in edit mode as displayed by the status at the bottom left of the CatDV Viewer.
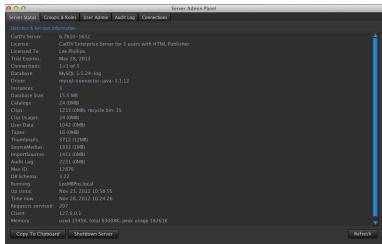
Working with the catalog is then the same as working with the stand alone client. Any changes you make need to be published to the server by selecting Server/Publish Changes or Ctrl(Cmd) S.

There is an option in the preferences to automatically publish to the server every few minutes, saving the need to manually publish changes.

Server Admin Panel

The Server Admin panel is accessible from the Server Menu. (Shift Ctrl K). Here you can look at the Server Status, assign Groups and Roles, Audit the log and check who is connected to the Server.
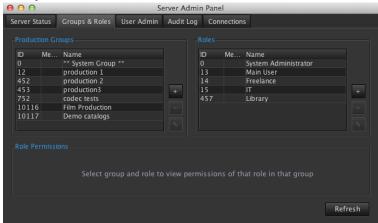
Server Status

The Server Status quickly shows statistics and version information.
Here you can look for information such as license type, size of database, number of clips, server software version.
You can also shutdown the server from this panel. If you need to provide these details for support purposes there is a copy to clipboard command allowing you to add these details to an email or document.

Groups and Roles

In this panel you can create production groups and assign roles to those groups. To create a new production group click the + icon . Click to confirm you wish to create a production group.
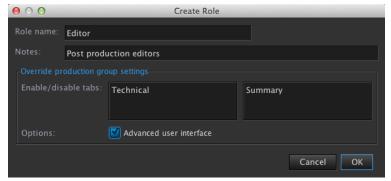
Definition of Production Group

A Production Group is where you store catalogs connected by common criteria. For example if you are creating a series of documentaries you could create a Production Group based on that series (e.g Documentary Series 1). All catalogs stored within this production group would be connected to Series 1. If you then went on to make Series 2 you should consider creating a new Production Group called Series 2 and so on.

Definition of Role

Roles are departments of people not individuals. For example you may have a collection of Editors, Producers, Directors. These can all have individual Roles with specific permissions set this will allow you to control access and permissions more accurately between these departments or you can have 1 Role called 'Main user' all having the same permissions. New Roles can be created at anytime and existing users can be assigned to many Roles.

Creating a new Role

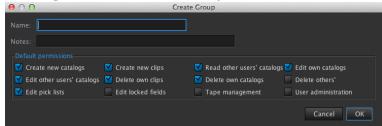Click the + icon to the right of the Roles column.

Fill in the name of the role and any notes. You have an option to Enable and disable tabs. In the left common you can add Details Panels such as HTML Summary, Technical, Other – these will be shown for this user.
In the right you can add details panels which will be hidden for this Role.

You also have the option to allow the advanced user interface.

Press OK, you can select what Production Groups to give the new Role access to.

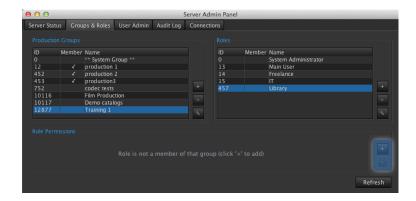## *Creating a new Production Group*

Create the name for the group and add any notes if needed. You can select the permissions for this group. The default permissions are already selected to remove the permission un tick the box.

Press OK once you are happy with the permissions set, to go back and edit the permissions you can double click the name of the group. In this example we have setup a production group called 'Training 1'

Roles can now be assigned to that production group. We will assign the library role to the Training 1 production group.
Highlight the Training 1 production group and select Library from the roles column. Click the + icon in the role permissions box at the bottom right of the Server Admin Panel.

A tick will appear to the left of the Training 1 Production Group and the Library Role confirming the connection. The Role Permissions appear allowing you to select which permissions will be available for this Role within this group.

To add another Role to this group simply repeat the process. It is advisable to always have the system administrator assigned to the production group with full user administration.
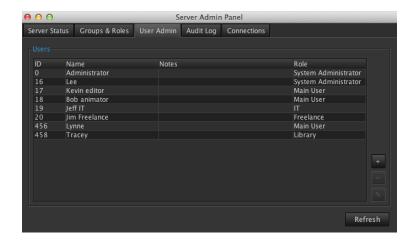

Using the Role Permissions it is possible to create individual write and publish access for specific users and departments.
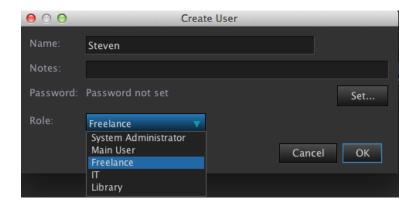
There is no limit to the number of Production Groups and Roles you can create.

User Admin Panel

This is where you add your list of users, these are individuals who work on the project or within your organisation. There is no limit to the number of users you can add the Users panel. Each user can be assigned one Role selected from the Roles list .

To add a new user click the + icon to the right of the panel

You can then add the name of the user, add any additional notes, set a password if required and choose the role they would work within from the Roles dropdown list.

Press OK and the user will appear in the users list. The permissions for that user are based on the Role they have been assigned.
For instance this user may not have access to the Server Admin Panel once logged on.

Audit Log
The Audit Log can be used to monitor the activity of the CatDV Server. Activity can be monitored from the last hour to over 3 months.
Login Activity, CatDV Errors, CatDV Catalog usage can all be monitored from this panel.

Connections
This panel displays the current users connected to the CatDV Server. The number of connected clients is dependent on the number of valid licenses.

It is also possible to broadcast a message to all users connected to the server from this panel by pressing the Broadcast Message button.

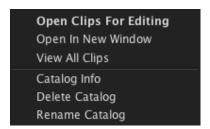*Publishing Catalogs to the Server*
In order to use the server you will need to create catalogs and publish them to the server.
Create a new catalog or open an existing .cdv catalog file.

To publish this to the server navigate to the Server menu and select Publish catalog (Ctrl S). CatDV will ask you to name the catalog, you can remove the .cdv file extension from the name, name the catalog and press OK. CatDV will now store this catalog to the Server.

Click on the Server Tab to see your current production group in Bold, this is where the catalog has been stored. Catalogs can only be stored to the production you are logged into at the Server Login Screen.

Click the arrow to the left of the production group, this will display the new catalog. Right clicking on the catalog name brings up more options.

Open Clips For Editing
Open In New Window
View All Clips
Catalog Info
Delete Catalog
Rename Catalog

Open Clips for Editing
Use if the catalo is not currently open, double clicking the catalog will also perform this function. A single click on the catalog name displays the catalog contents in read only mode – alternate entries will have a red background to denote read only view.

Open In New Window
This will open the catalog but in a new window similar to opening a new catalog in the client version of CatDV.

View All Clips
Select this option if there is a filter restricting the catalogs contents, if the catalog is already open the Reset button performs the same action.

Catalog Info
This displays information about the catalog. It also allows you to add notes about the catalog . Here you can also move the catalog to a different group by selecting the new group from the Group dropdown menu.
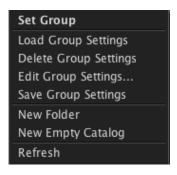
Delete Catalog
Select this if you wish to delete the catalog. Once deleted it cannot be recovered.

Rename Catalog
Click this to rename the catalog, a rename box will appear add the new name and press OK.
You can also move catalogs between production groups by clicking and dragging the catalog icon and dropping it onto the required production group.

Right clicking on a Production Group heading reveals the following options

Set Group
This allows you to load the selected group from the server without having to go back to the login screen each time to change production groups.

Load Group Settings
Each production group has its own preferences, Details panels, Customised Views. Allowing you to design CatDV for each production. You can load the settings from any group and apply them to the current group.

Delete Group Settings
This will delete the settings associated with this production group

Edit Group Settings
Allows you to recall these settings and opens up the preferences menu.

Save Group Settings
This will save the settings currently active to this specific Production Group

New Folder
To make it easier to navigate the many catalogs you may have under one Production Group you have the ability to create folders within production groups and store catalogs within those folders.

New Empty Catalog
Creates a new empty catalog within the production Group.

Refresh
Refreshes the Server catalogs view

Production Blog

The Server Tab also contains a Production Blog, here you can add Group Documents which can be used as a group log for each Production Group.
Click the arrow to the left of the Production Blog and right click on any Production Blog Group. Select New Group Document and add a name, add your message and press OK. This will now be available to all users of this production group to add time stamped comments . A useful tool for communicating production notes.

Shared clip lists

Using the "Server" tree you can create named clip lists on the server by right clicking on the Clip Lists node. A clip list is a collection of clips (like a playlist in iTunes). Clips are stored by reference, so you can include the same clip in more than one clip list. You can add clips by dragging them from another a remote catalog or query results to the clip list, and remove them by opening up the clip list for editing and then deleting the clip.

Shared smart folders

As well as shared clip lists (with an explicit list of clips), you can create smart clip lists (called smart folders) which are based on a query. When the user clicks on a smart folder the query is performed and the matching clips are shown. Users can create their own personalized smart folders which are saved locally on their machine but with the Enterprise edition of the server you can also create shared smart folders, where the query is stored on the server.
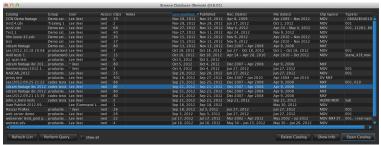
Server Menu

The Server Menu is where you find all the server commands.
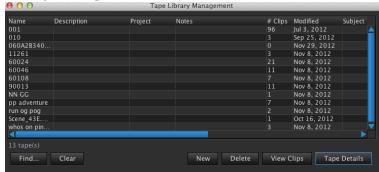The Bulk Publish Catalogs function allows you to publish many catalogs to the server at the same time.

All the catalogs need to be in the same directory. Select **Bulk Publish Catalogs** and navigate to the correct folder and press Choose. CatDV will automatically search through that folder and import all .cdv as separate catalogs into the selected Production Group in the Server Tab.

Browse Database

Selecting Browse Database reveals a list of all the catalogs on the Server in a list form. They can be sorted by catalog Name, Group, Modified Dates etc. From this view you can show catalog information by using the show info button.
You can delete and open catalogs from this view, perform Search Queries.

Library Management

Displays a list of tapes used throughout the database, here you can add additional tape data such as Tape format, Tape location and any barcode information by double clicking each entry. Pressing the Advanced tab in Tape Details allows you to add further tape notes and also view all clips associated with this tape across the Server.
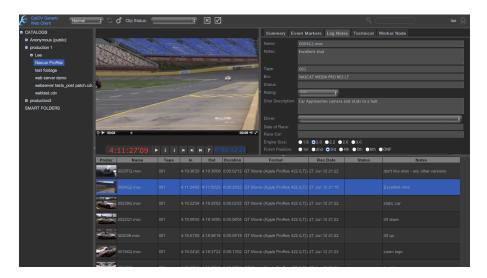
Server Shortcuts Panel

Selecting Server Shortcuts displays a pop up panel with quick selection buttons to enable quicker ways to access the Server Controls – Log On /Log off, Perform Query, Browse Database, Library Management, Status/Admin.

Webclient

Webclient Overview

The CatDV Webclient allows any user to login to the CatDV Server and database using a standard web browser. The user can playback clips in real time, make notes and update catalogs remotely.

The advantages are that you can login from a any remote location that has access to the internet, view and log your footage. Changes made would then be published back to the CatDV server allowing other members connected to the CatDV Server to see the updated information.

For example, a producer or client can have access to an approval catalog with a list of shots or programmes to watch and comment or approve. The producer or client can then add their comments and mark shots or programmes for approval. These notes and approvals can then be instantly communicated to other users of CatDV or other remote webclient users. This speeds up the whole production workflow and enables everyone to communicate more effectively.

The webclient can grant the user specific permissions and users will only have access to their specific production groups and roles. Some login users can have access to view but not comment or approve.
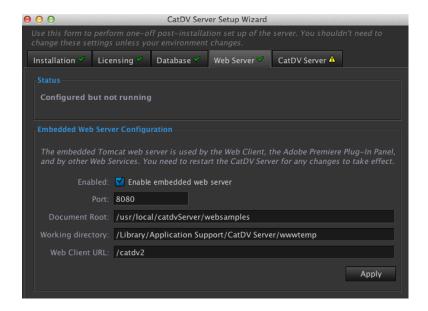Clips can also be downloaded from the web browser.

The CatDV Webclient can be configured and customized to present itself as an extension of an existing website. Allowing for a client viewing area or shopping cart function for stock shot libraries.

Webclient Setup

In order to use the webclient you must have the CatDV Server and webclient options added to your license key.
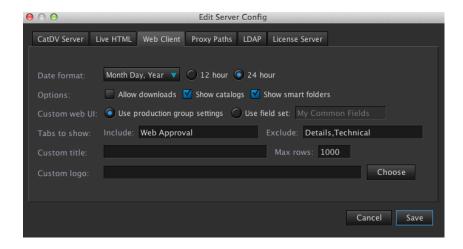The webclient is controlled from the CatDV Control Panel. Please follow the webclient installation instructions when configuring the webclient and Server.

Select the Web Server Tab from the Setup Wizard in the CatDV Control Panel to check the webclient status and Tomcat installation details. You will need to make sure the Tomcat embedded web server is correctly configured and enabled. Any changes made to the webclient will not be activated until you re start the webserver from the Server control panel.

Located in the Server Config of the CatDV Control Panel are the webclient options.
You can set the date format similar to the date options within the CatDV preferences.
Select whether to allow downloads of the webclips , show or hide catalogs and smart folders.

If you have the customization option you can further customise the look of the webclient.

You can select to use production group settings or particular field sets which can be customised in CatDV preferences.
Under Field definitions, you can store common settings settings for field settings, picklists, and save as a common field set group. This is useful if you want to specify or limit specific pick list variables to the webclient.

You can also specify Tabs to include in the web browser and tabs to exclude, these tabs are your details panels available in the details panel preferences on the Server. The tabs need to be set to visible on the CatDV server to be visible in the browser. This prevents certain production groups access to details panels

You can add a custom title to the webclient, and add a custom .png logo or .jeg to appear in the top left hand corner.

Setting Webclient proxy paths
Not all file formats or codecs are suitable for web playback. You should normally use Internet Fast Start .MOV or .MP4 files using either H.264, MPEG-4 or possibly Photo JPEG compression, and choose a frame size and compression settings to keep the bit rate down to reasonable levels.

Therefore your webclient proxies may be a different format to your CatDV proxy files and should be stored in separate location so that your webserver can access the files.

Use the Proxy Path tab located in the Edit Server Config Menu of the CatDV Control Panel. Click the + icon to bring up the Edit Proxy Path mapping tool.
Type in the file path to your original full res root directory in the top box , type in location of your web proxy files in the middle box as seen by your webserver.
Alternatively type in the URL location of your web proxies in the lower box.

The wizard button can help simplify the location of the path mappings for both hires and web proxy files allowing you to specify the location of each file in turn. This option is suitable for networks that use either Mac or windows and not mixed operating system environments.

Important Note
Any changes made to the webclient settings or proxy paths will not take effect until you stop and start Tomcat in the Web Interface section of the CatDV Control Panel.

Trouble shooting Web Proxies

Here are some things to watch out for and diagnostic techniques you can use if the proxies don't appear as expected in the web interface:

- Web client proxies are controlled by the Proxy Path mappings you set up in the CatDV Server Control Panel. These map from the Media Path, as stored against the clip, to the location of the corresponding proxy file, as seen by the Tomcat web server.
- After changing the proxy path settings you need to stop and restart Tomcat for the changes to take effect
- Look at the "Media Path" field (on the Media tab in the web client) and see what that says, and check whether there's a corresponding path mapping. These may use different path separators, where the left hand side of the mapping should match what is stored in the media path. For example if you originally imported a file on a Mac and Media Path says /Volumes/Media/Project/File1.mov but your Tomcat server is running under Windows and the corresponding proxy is \\MediaServer\Proxies\Project\File1.mp4 then you'd have a mapping /Volumes/Media => \\MediaServer\Proxies
- The CatDV web server will look for files either matching the original filename and extension or with one of the file extensions .mov, .mp4 and .jpg.
- The Tomcat web server needs read access to the proxy files. Be aware that if Tomcat is set to start automatically, it may run as system user with lower privileges than if it is run by a user who is logged in on the desktop. Also, if the proxy files are on a network share then that volume may not be mounted in time or be visible to the Tomcat process.
- Under Windows it is usually better to use UNC paths for network shares rather than drive letters because drive letters are per-process shortcuts so mappings you set up might not be visible in the web server
- If the CatDV web server managed to successfully locate a proxy movie for the clip you are viewing then you will see a white triangular play icon superimposed over the thumbnail in the web client. Click on this to play the video.
- The web interface supports both the QuickTime plugin and HTML 5 <video> tag. Some browsers only support one or the other playback mechanism, so if you have problems playing the video try toggling the setting in the web client browser settings (accessible via the cog wheel icon).
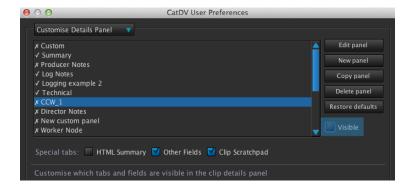
- Click on the blue CatDV logo in the web client to view diagnostic information, including a summary of the proxy path mapping that's in use and whether Tomcat can read the proxy directory.
- View the Tomcat log files (in /Library/Tomcat/Logs or C:\Program Files\Apache Tomcat\Logs, or similar location) to diagnose path problems. Sort the files by date to see the latest logs. Better yet, use the Tomcat Log button from the server control panel to view the log files. There are normally two types of log file here: access_logXXX.txt shows what requests the Tomcat server received, what http response was sent, and how many bytes were transferred, while catalina.out shows where it looked for and located the proxy file for a clip.
- Once a movie is playing in the web client, shift click on the red timecode display for additional timing-related diagnostic information.
- Not all file formats or codecs are suitable for web playback. You should normally use Internet Fast Start .MOV or .MP4 files using either H.264, MPEG-4 or possibly Photo JPEG compression, and choose a frame size and compression settings to keep the bit rate down to reasonable levels.
- You can create proxies using the CatDV Worker Node, using the Build Proxy Movies command in CatDV, or using any third party media transcoding product, as long as the file and folder names match what CatDV is expecting.
- The Web Client only supports modern path-based proxies. If you are still using tape-based preview files with names such as 2997,135,1242,64x.mov then you are restricted to using the older Live HTML Publisher product to play the video, or need to use the Attach Media command on your clips so they have a media path.

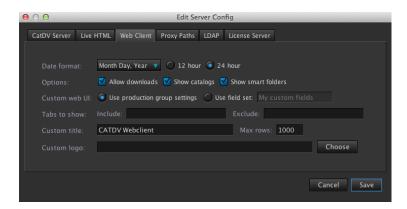## Creating Different Tab Views for different Users in the webclient

First, you need to be using the Enterprise edition and production groups, and store your production group preference settings on the server (via Server Admin Panel > Groups & Roles, then edit the production group, or right click on the production group in the Server tree and save settings).

Define all the tabs you might possibly want to use anywhere (in either the CatDV or web client) in CatDV Pro > Preferences > Customise Details Panel. Then, you selectively turn on or off specific tabs in particular contexts or for particular roles:
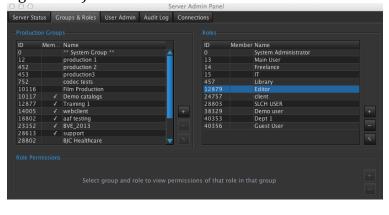
To show or hide the tab in the CatDV client check the "visible" checkbox in preferences
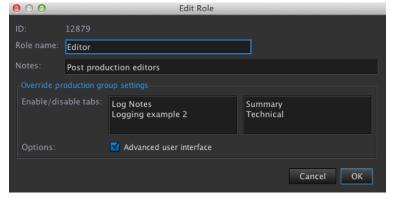
By default the web client matches CatDV client. To override, add the name of tabs you want shown or hidden in the web client in Server Control Panel > Server Config > Web Client. (Enter a comma separated list of tab names, case is significant.) You will require the custom web UI option, and should check the "Use production group settings" option.
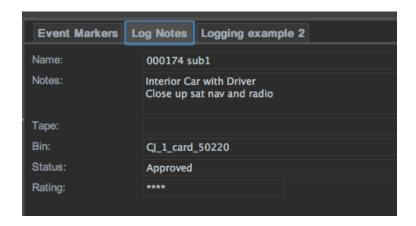

- To override specific tabs for particular users, add the name of tabs you want shown or hidden for that role in CatDV Pro > Server > Server Admin Panel > Groups & Roles > double click the role. (Enter the tab names, one per line, case is significant.)

The ability to customise which tabs are shown in the web client by role was added

in server 6.8b3, available from http://www.squarebox.com/download/, though this is still in beta so if you're not already on 6.8 you might want to take extra care backing up your server and testing it out thoroughly if you want to try it already now.

Webclient Browser
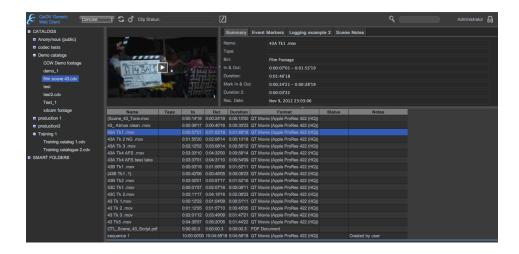
Supported Browsers

The CatDV Webclient is currently supported by Firefox and Safari and Chrome. The latest Internet Explorer 9 is supported but earlier versions are not.

Typing in the domain name and location of your webclient will bring up the CatDV Webclient and login details. Here you can type in your user name and password, if you have the customization option only tabs and catalogs associated with your production group will appear.

The webclient interface consists of 5 areas

Catalog Area

A list of catalogs are displayed on the left hand side, similar to the CatDV Layout. Catalogs are contained within Production Groups, open up the production group to see the available catalogs.

The Clip Viewer

This is a simplified version of the CatDV Clip Viewer and allows for playback and viewing of the clips. You can add in points, out points and markers. It also displays the duration of the selected clip and its counter display.

You can control the volume by clicking the speaker icon and also present the clip in fullscreen mode by clicking the fullscreen icon to the right of the speaker icon. There will be a delay in playing the clip while it is loaded into the browser cache, once the clips is cached the video will play back instantly.

Details Panels

Details Panels are displayed as in the CatDV Server, however you are limited to text fields of 1 line. It is possible to configure which details tabs are displayed from the CatDV Serve (see page 411).

The metadata from the CatDV Server is displayed for each clip. Event Markers for each clip are available to view in the Event Marker Tab.

Clip List Area

The displays a list of the clips contained within the catalog. This view type is selected from the tool bar at the top of the web browser. The options are Normal, Full list views and small, medium, large thumbnail views.
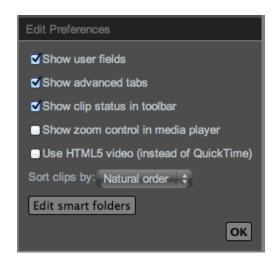
Tool Bar

Located at the top of the webpage is the Toolbar. The CatDV logo is located to the left (this can be replaced by your own .png or jpeg logo using the webclient options

in the CatDV Server Config menu), The Clip list selector, Refresh button, Webclient Settings, clip status, Edit option, Search options and Login access.

To login to the web server click the padlock icon which will bring up the login details.

Click the setting icon to access the webclient preferences.

You can select to show user fields and advanced tabs and show clips status in the toolbar

Selecting the zoom control option, displays a video size chooser in the Clip Viewer allowing you to select a specific size for playback. It also shows the specified in and out points set for the clip.

Selecting Use HTML5 allows for certain browsers to play back the web movie using HTML 5 if quicktime playback is not supported.
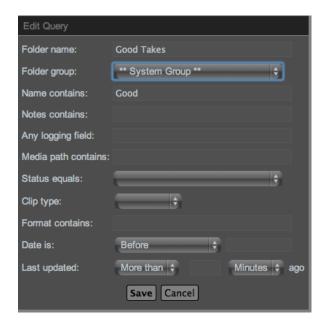
You can also select how to sort the order of the clips as displayed in the web browser clip list area. The following options are available.

Smart Folders

You can create smart folders that contain pre defined search criteria. Click the Edit smart folder button to display a list of smart folders currently available.

You can edit existing smart folder criteria or create new ones using the edit query menu, you can then create specific criteria to enable you to find clips more efficiently.

You can set which production group has access to this new smart folder or keep it as a 'system group' which will make this smart folder available to all production groups.

You have the option to search for clips that have recently been added to the server using the 'last updated' options. Pressing save will create a new smart folder located under the catalog view.

Editing Clip Metadata

By default the webclient displays clips and the metadata as read only. You will need

to click on a particular clip and select the edit icon located in the tool bar, in order to add or change the metadata.

Once in edit mode you can add new in and out points and markers in the clip viewer. You cannot add or change metadata to the clip list view, you can only add or change metadata in the details panels.

User columns that can be edited will turn light grey , once you have added your metadata click the edit icon to go back to rad only mode. Press the edit icon once more to update the catalog information. This will then sync with the CatDV server and update the details. Click the ⊠ discard icon to discard any changes you may have made. It is not possible to edit more than one clip at a time when editing the webclient.

Searching Webclient clips

Simple search box

There is a simple search box located in the tool bar. Type in your search criteria and press enter, the webclient will then display the search results across all production groups.

Advanced Search

Click the magnifying glass to create an Advanced Server Query. The search query options are similar to the smart folder query options, except it does not specify searching against specific production groups. It is not possible to save these advanced search queries. Create smart folders if you need to save search queries.
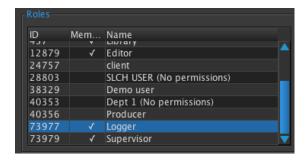
Exercise 3

Restricting Details Tabs in CatDV and The Webclient setting Server Role Permissions

This exercise will explain how to limit access to users of Details panels and Permissions of catalogs.

Create 2 new roles in the Roles column of the Server Admin Panel /User Admin
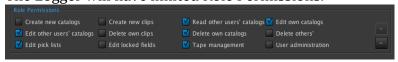
1.Supervisor
2.Logger

Assign both Roles to the Production Group CatDV U 1

The Supervisor will have full access to all Role Permissions
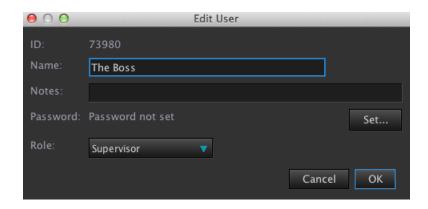
The Logger will have limited Role Permissions.
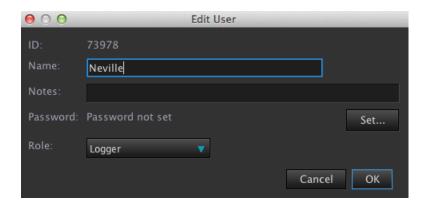
Next create 2 new users in the Users column.

The Boss
Neville

The Boss will be the Supervisor role

Neville will be the Logger role
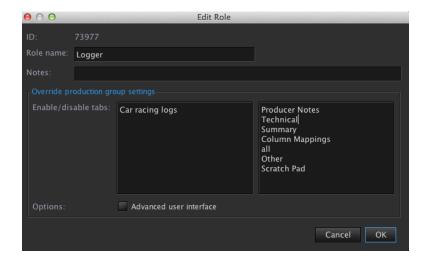
Assign both Roles to the current Production Group CatDV U 1

Double Clicking on the Logger Role brings up the Edit Role menu. This is where you can select which Details Panels with be available to this Role. You can enter the tabs to be enabled and visible on the left. You can restrict and not display the tabs on the right hand column.

These options are for this particular Role not Production Group. It is possible for different users within a Production Group to see different Details Tabs.

Select the Tabs you want to disable or enable for the Logger role and press OK

Close down the menu and go to the Server Login panel.

Select log off to log off from current user and press connect. From the user drop down select Neville . Notice he only has access to the production group CatDV U 1. Select Log on.

CatDV will load and the only Details Panel available will be 'car racing logs' . If you now login as 'The Boss' you will see they have access to all the Details panels.

This enable and disable of Details tabs is reflected in the Webclient. There are 2 options to set Details Panels layouts in the webclient. In the Server Control Panel you have the Custom Web UI option to either use Production Group settings . Here you can add Details Panels to Show and Details panels to Hide in the same way as selecting them on the Server menu. However these are **global settings** for that production group and anyone logging onto the webclient in that production group will see the same panels.

Using the Server Admin Panel allows you to specify Details Tabs displayed on a per 'role basis' and may be a better and more flexible way of working.

The webclient when logged in as Neville will show the same Details Panels as CatDV. The Event Markers Tab is always visible in the webclient.
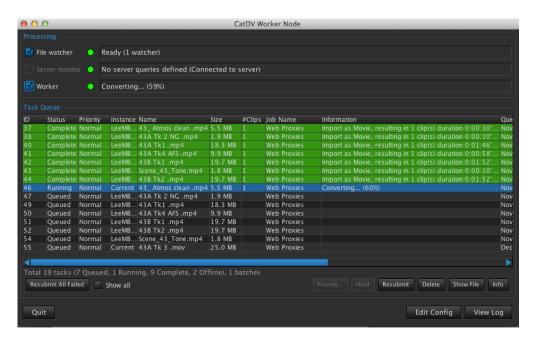
The Worker

Introduction to The Worker Node

The Worker Node is best explained as a headless version CatDV Client allowing for many CatDV functions to be performed as watch actions automatically such as transcoding media to produce proxy files and transferring media within your network.

These Worker Node 'watch' actions are performed outside of the main CatDV Client allowing for operators to utilize CatDV whilst the The Worker Node continues to work unattended in the background, assisting CatDV.

The Worker Node can run either on its own Windows or Apple workstation or as a companion to CatDV on the same workstation.

File Worker

When selected this enables the file watcher threads that create new tasks if a new or particular file matching specific criteria appears. Deselect this box to suspend the Worker actions.The green status light indicates this thread is running as expected.

Server Monitor

When selected this enables the server monitor threads that create new tasks based on the status of CatDV fields published to the server. Deselect this box to suspend the Worker actions.The green status light indicates this thread is running as expected.
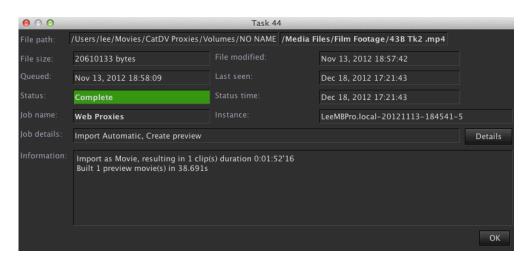
Worker

When selected enables the worker to perform the next task in the task queue. Deselect this box to suspend the Worker actions. The green status light indicates this thread is running as expected.

Task Queue

The Task Queue displays the current list of actions being queued and submitted to the worker. These tasks can be controlled by the 3 processing boxes at the top of the interface.
Each task is displayed as a list view showing information such as status and priority. If you double click a task the task details are displayed allowing you to inspect the progress and result of the worker action.

In this view you can clearly see the information of the task, its start date and status. Clicking the details button reveals the worker script .

Below the task queue you can change the priority, hold, resubmit and delete tasks and resubmit tasks. There is an option to resubmit all failed actions.
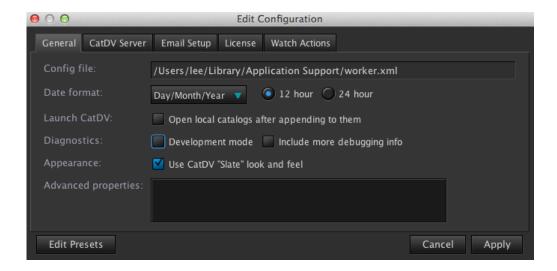
Worker Log File

You can view and export the worker log file by pressing the log file button and selecting **Save Log File** this will create a zip file that can emailed to support@squarebox.com.

Worker Node Preferences

The Worker Node preferences can be located by pressing **Edit Config** and clicking on the **General tab.**

General Tab

Config File

Here you can set the location of the Worker Config file that contains all the action action scripts and worker configuration information.

Date Format

You can select the date display format in the same way you can in the CatDV client preferences.

Launch CatDV

Here you can select to open a local catalog after appending files to it via the worker.

Diagnostics

Tick development mode to work through a new worker script step by step to test all the tasks are working as expected. At each stage the worker will pause and prompt for a response before continuing to the next stage. This lets the user check each stage is working correctly before applying this watch action as an automatic task. The option to include more debugging allows for additional information to be available in the worker log file.
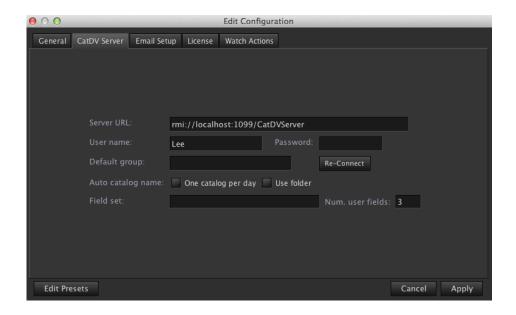
Appearance

Option to use the 'Slate' look and feel colour scheme

Edit Presets

Here you can select transcode presets using the CatDV Movie Conversion Preset. To add a new preset click the + icon. Add a name for the new preset for transcode that can be used when programming the worker watch actions.

CatDV Server Tab

Displays server information with details of the location of Server URL, user name and password to access the server. You have the option of specifying a default group.
You can add a preferred field set to load from the server.

Email Setup Tab
The email setup tab allows you to input your SMTP server information to set email notification from the worker.

License Tab
Contains your license information for the worker node. There is also an option to configure the number of processor to be used by the worker.

Watch Actions Tab
This tab is where you create and edit your watch actions that the worker uses. Press the + icon to create a new icon, press the – icon to delete a watch action.

You can also duplicate watch actions and then edit that action to create a similar watch action.
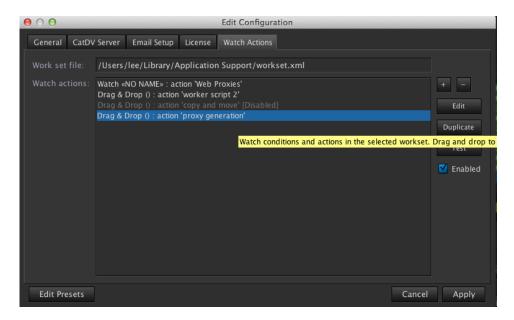
The Enable button allows you to enable or disable the selected watch action, if disabled the action is clearly marked as disabled after the watch action name and the action is greyed out.

Creating and Configuring Watch Actions

When you click the + icon to create a new Worker Action an new set of panels appear which allow you to create powerful worker scripts.

Trigger Tab

This area allows you to generate certain arguments that can be used to setup certain trigger criteria, such as setting up a watch folder.

Conditions Tab

You can filter the conditions required by the file such as a certain file type in the watch folder before any worker actions are triggered.

Pre Processing Tab

This tab allows you to select any pre process requirements such as moving the file to a new destination before the worker transcodes the file to your chosen format.

Conversions Tab

This is where you create the transcoding and duplication actions options you can also set what to do with the file on completion of the conversion.

Publish

This is where you can publish data and status fields to the Server and update or create CatDV catalogs.

Post Processing

This is where you can program execute commands and send email notification when tasks are complete. You can select to send and email on success or failure of the task.
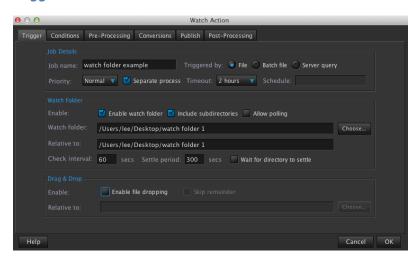
Worker Watch Folder Setup

Watch Folder setup

This document will guide you through the processes required to setup and execute a simple watch folder the using CatDV Worker.

Click **Edit Config** button and select the **watch actions** Tab from the Edit Configuration Menu

Click the + icon to create a new worker task, this pops up the watch action menu. This consists of 6 separate Tabs each of which need to be configured for each worker task.

Trigger Tab

Job details Options
Click on the **job name**, this will be the name given to the worker action e.g 'watch folder example'.
Select **File** in the Triggered by selector, this tells the worker to start the action based on a new file appearing within a folder yet to be specified.
Click **Separate process** box to ensure that if the action crashes it does not affect any other actions in the worker action queue.

Watch Folder Options
Click **Enable** to enable the watch folder also select include subdirectories if you want any folders within the watch folder to be included. **Allow Polling** can be selected and will process a file again if it appears in the folder with the same name.

Select the **choose** button to setup the watch folder either create a new folder or choose an existing folder. For this example we will create a folder 'watch folder 1'
The **Check Interval** is the time taken between the worker checking the folder for updates. The default is set to 60 secs. This means that if you drop a file into the
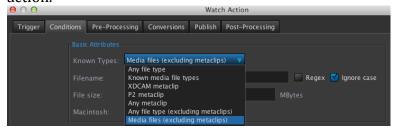
watch folder it could take the worker 60 secs to start work on that file. The **settle period** indicates how long a file is left before the worker will start work on that file. This is to avoid starting files that are still being copied to the folder. Alternatively you can select **wait for directories to settle.**
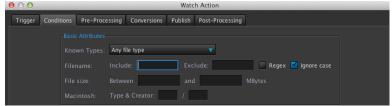
Drag and Drop Options
This allows the user to drop a file straight on to the worker program icon, you then have the option to skip the remainder files within the watch folder.

Conditions Tab
In this tab you can set specific file attributes allowing you to filter the files worked on by the worker. For example if you only want the worker to work on   P2 files you would select **P2 metaclip** from the Known File Types. Only files matching these conditions that appear in the watch folder will be selected by the worker for this action.

You can also select to filter Filenames and file sizes.
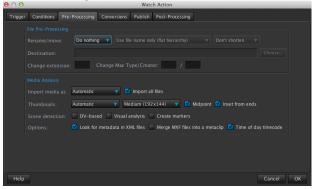
In addition to these filter conditions you can analyse the contents of the file before selecting the worker to work on the file. Selecting **Enable contents analysis** allows the worker action to filter based on movie duration, Video format, Audio format and QT track type. Selecting this option can significantly slow down watch folder processing.

Pre-Processing Tab

File Pre-Processing
This is where you decide what to do with the new file the worker has picked up to work on before transcoding. You can select to move, rename or copy the file. For example you may have a transcoding folder that you move all your work in progress files to.
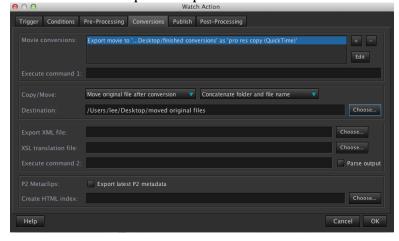
Media Analysis
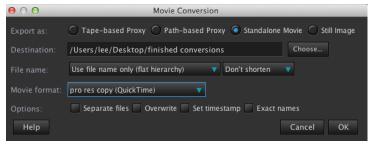
Here you can select to import the media as a specific file type such as P2, XDCAM, Image Sequence. You can generate thumbnails for CatDV select the preset size of the thumbnail and how many per file. Scene detection can be enabled to create clips based on DV start/stop markers, Visual Analysis. Selecting **Create Markers** will create separate markers instead of separate clips. Options to read xml files associated with the media file, for example a test.mov may have test.mov.xml file associated with it. The worker will look for this xml file relationship and read the .xml file. There is an option to merge MXF files into a metaclip.

Conversions Tab
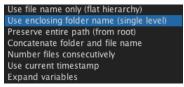
The conversions tab is where the main transcoding and file manipulation takes place on the selected file. In this tab you can use the movie conversion menu as used within CatDV to convert the file to a tape based proxy, path based proxy, standalone movie or still image. In this example we have set to transcode the file to Apple Pro Res LT and send upon completion to the folder called 'finished conversions'.

The original file will be moved to a folder called 'moved original files'.

The destination for the converted file can be selected by pressing the choose box. 'The new converted file can have its file name amended by selecting the options from the File Name drop down box .

Once the conversion or transcode is complete you can then select what happens to the original file, either rename, delete, move or copy the original file.

Publish Tab

The publish tab allows you to publish the transcoded file to a particular catalog, you can specify the catalog name and production group. You have the option to update the status field and select the media file path for CatDV to reference. For this example publish is not selected.
Additional CatDV fields can also be updated and published to the CatDV catalog,
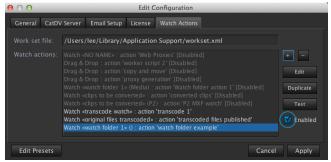
Post Processing

This tab allows the user to add email notification alerts on the worker action for either success and failure of the worker action.

Running The Watch Action

Press OK and the watch action will be displayed in the watch actions list. The action is automatically enabled, to disable an action, deselect the **Enabled button.**

Clicking apply will activate the watch action, This action is setup so that any files dropped into the watch folder 'watch folder 1' will be transcoded to Pro Res move to the folder 'worker published' and the original file will be moved to the folder ' finished conversions'.

Exercise 5 Server Query Worker Action

In this exercise we will create a worker action that will create web proxies. This will be dependent on a status field within CatDV being selected to 'make web proxy'. Once this status is read by the worker it will create a web proxy for the clip selected and place it in the correct folder for the webclient to use.

Create a new User Grouping field 'Web Proxy Status' and populate the picklist with the following states

create web proxy
no web proxy
web proxy created

Make a note of the user field number used. Add this user field to our previously created details Tab 'Race Stats'. Check the user field is working as expected.

Also check the Field definition set you have loaded when creating the user field.
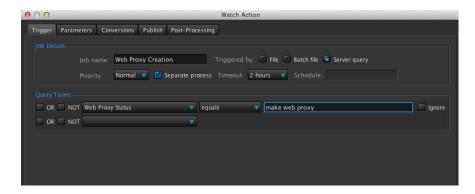
In the worker select Edit Config and select the + icon to generate a new worker action. You could duplicate the watch folder action created earlier and modify. But it may be quicker to start from scratch.

Enter the details of the job name on the Trigger Tab. 'Web Proxy Creation' and set the Triggered by condition to Server Query. This will display the query terms for selection.

We want to use the newly created 'Web Proxy Status' field to trigger the worker. In the first drop down box which shows status, select 'Web proxy Status'. If this user field is not available check that you have the correct field set loaded in the worker – this will be displayed on the CatDV Server Tab in the worker.

Make sure the User field number matches the user field number created in CatDV as sometime duplicate names for user fields may have been created by another user.

Select Web Proxy Status and leave the state set to equals and type in the value from the picklist ' make web proxy'.
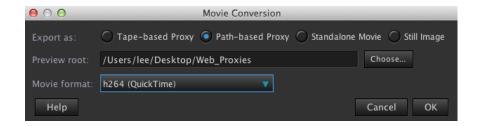
On the Parameters Tab make sure Enable Query is selected
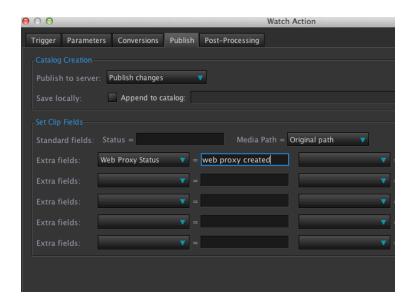
On the conversions tab we want to set the web proxy codec values and destination of the file. Click the + icon within the Movie Conversions area to set a new conversion setting.

As these are path based proxy we will select 'path based proxy' this will automatically add the correct folder structure to the front of the file. Choose the preview root of the web proxies location. This would normally be Web Proxies at the root level of your storage. For this example we will add this folder to the desktop.

Create or choose an existing proxy format , make sure fast start is selected when generating proxies for the web.

On the publish tab make sure publish changes is selected on the Publish to Server field. Then you need to select the 'Make Web Proxies' field in the extra fields drop down box and make the status equal 'web proxy created'. This will update the web proxy status field when publishing back to the server to 'web proxy created'

There is no post processing needed so you can click OK to save the worker action it will appear Enabled at the bottom of the list of actions.

Click apply and select one clip in CatDV to the status' Make Web proxy' and wait for the worker to pick up the file.

This is using a manual process to select which shots to make proxy, you can if required automate this process using the same fields by selecting a different query term such as selecting 'contains one of' ' in the query terms and adding no proxy. This will perform the same action and publish – 'web proxy created' on all clips automatically.
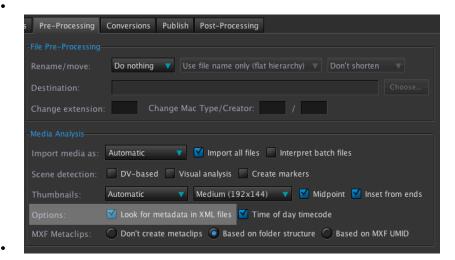
Using The Worker to Automate Workflows examples

Importing XML Side car Files

CatDV and the Worker can automatically ingest metadata supplied alongside media. This page explains how to use xml 'sidecar' files to bring this metadata into CatDV.

CatDV Worker and the CatDV desktop clients can automatically look for metadata in .XML 'sidecar' files.

- CatDV desktop clients will look for .XML sidecar files whenever media is dragged into the asset list window if the "Look for metadata in XML files" option in the Import tab of Preferences is selected (it is on by default)
- CatDV Worker will look for xml sidecar files if the "Look for metadata in XML files" option is checked on the "Pre-Processing tab" of the Watch Action. i.e.
-

-

XML sidecar files in CatDV are XML files with the same filename as the media, but with a .XML extension. For example:

swans.mov (source movie)
and **swans.mov.xml**,
or **swans.xml** (sidecar file)

XML files are self describing and are intended to be both human and machine readable. CatDV is very permissive in terms of the format of XML that it will accept and will try to read useful information from an existing XML file that your workflow may include. If you are creating a sidecar file specifically for use with CatDV then the

file should have a single root element that represents the clip, and then a set of child elements that represent the various values that are to be set.

An example of an existing sidecar file that you might already have is

<asset id="a1234"><owner id="john" name="John Smith"/></asset>

CatDV will read metadata from XML attributes or tags, and will create metadata fields as required if it encounters a field it doesn't know. In this example you would have a metadata field called "id" and "name" but as there are two attributes called "id" you have no control over which one is used (it's actually the first one).

If you are creating a file specifically for CatDV you have more control over which fields are used. An example of this kind of file is shown below:

```
<!-- Example XML sidecar file -->

<CLIP>
   <NAME>Green Shoot</NAME>
   <NOTES>Head Shot, man</NOTES>
   <USER8 name="Country">France</USER8>
   <USER10 name="Director notes">Nice shot, too fast pan though</USER10>
   <USER11 name="Approval">Not Appproved</USER11>
   <USER34 name="Shot Type">MLS</USER34>
   <USER78 name="Weather"> Rain </USER78>
   <USER79 name="Camera Action">Static</USER79>
</CLIP>
```

In general, fields will be imported as metadata on the Source Media associated with the clip, however there are a set of tag names that CatDV specifically recognises and will interpret.

For example, the XML above would set the clip's name to "Green Shoot" and User Field 78 (which represents Weather) to "Rain".

The full list of supported tag name is listed in the table below:

XML Tag	Value
NAME	Clip name
NOTES	Arbitratray notes field
BIN	A bin name. Will be created if doesn't already exist.
TAPE	Tape name
MTIME	Recorded date expressed in seconds since 1/1/1970
MODIFIED	Modified date expressed in seconds since 1/1/1970
BIGNOTES	Large notes field
STATUS	Clip status - any string value.
HISTORY	Packed newline/tab separated history entries.
ARCHIVESTATUS	String value indicating archive status.
EVENTS	Packed newline/tab separated marker events.
TIMEZONE	Timezone where media captured.
VIDEO	Override video format.
ASPECTRATIO	Aspect ration as a floating point number.
AUDIO	Overrride audio format.
QTTRACKS	Internal
METADATA	Packed newline/tab separated metadata fields.
MEDIASIZE	In bytes.
MEDIADATE	Date of import as seconds since 1/1/1970
IMPORTER	Internal
CLIPREF	Unique identifier for clip.
MEDIAPATH	Path to imported media file
ORIGPATH	Original path to imported media file
IN	Timecode of start of clip
OUT	Timecode of end of clip
INOUT	Packed in and out values separated by '-'
TIMECODE	Frame rate as a floating point number
ORIENTATION	Orientation
TYPE	Clip type e.g. Movie
USERnnn	User Field where 'nnn' is a user field number from 1 to N.

Entries with tag names not in the list will be imported as Source Media metadata.

It is also possible to use CatDV XML files as side-car files. You can generate a sample CatDV XML file from within CatDV, by selecting a single clip and then selecting Export As -> CatDV XML.

Extracting metadata from XML sidecar file to create specific folder structure on Ingest

With the worker it is possible to generate folder names and structures based on the metadata from an xml side car prior to ingest.

This is useful if you need to automate the ingest of assets and allocate to specific folders prior to being imported into CatDV.

The xml file needs to be named the same as the asset being ingested and have the relevant user fields included with the relevant values.

```
<?xml version='1.0' encoding='UTF-8' standalone='yes'?>
<?xml-stylesheet type="text/css" href="http://www.squarebox.co.uk/catdv.css"?>
<!-- Created by CatDV Pegasus 10.0.7 on Oct 15, 2013 11:33:20 -->
<CLIPS>
<CLIP>
  <NAME>swans</NAME>
  <NOTES>Head Shot, man</NOTES>
  <USER49 name="Asset Type">Dailies</USER49>
  <USER50 name="Programme">Life on earth</USER50>
  <USER33 name="Location">New Zealand</USER33>
</CLIP>
</CLIPS>
```

The xml example shows 3 User fields
Asset Type – User field 49 – Value "Dailies"
Programme – User field 50 – Value "Life on earth"
Location – User field 33 – Value "New Zealand"

These user fields within CatDV are set to grouping fields. The values do not need to be present within CatDV as they will be added to the existing values.

From this xml we will program the worker to create the following folder structure automatically on ingest of the asset
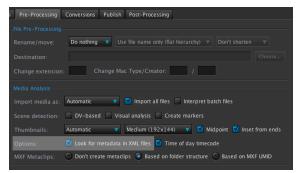
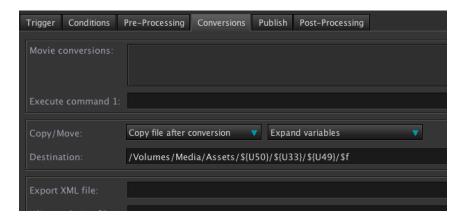Life on earth/New Zealand/Dailies

Setting up the worker.

Setup a watch folder on the trigger tab.

Conditions Tab can be setup to import specific files types, in this example it is set to known media files.

On the pre processing Tab make sure 'Look for metadata fields is selected.

The conversions tab is where you set up the folder structure based on the imported xml sidecar file. Even though there are no conversion presets active you can still use the Copy/Move function.

In this example 'Copy file after Conversion' has been selected – select 'Expand with Variables' from the dropdown menu.

In the destination field navigate to the root folder where you want the folders and assets to appear.

/Volumes/Media/Assets

In this example user field 50 "Programme" within CatDV has been used to create a folder /${U50}. User field 33 "Location" has been used to create a folder /${U33} and user field 49 "Asset Type" has been used to create another folder /${U49}. The file $f will be stored within this folder.

/Volumes/Media/Assets/${U50}/${U33}/${U49}/$f

The folder values will be set by the values contained in the xml. Which is
User field 50 – Value "Life on earth"
User field 33 – Value "New Zealand"
User field 49 – Value "Dailies"
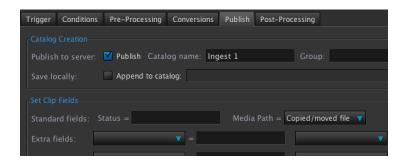
/Volumes/Media/Assets/${U50}/${U33}/${U49}/$f

Gives a folder structure of

/Volumes/Media/Assets/Life on earth/New Zealand/Dailies

On the publish tab we have created a new catalog 'Ingest 1" . The media path is set to Copied /moved file. This will link the media to the files new location within CatDV. If this was not selected CatDV would assume the media exists in the original ingest path.
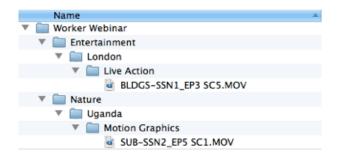
The result will be a file ingested into CatDV and the folder structure is created before ingest based on the contents of the xml file. Metadata ingested by the xml file is also added to the clip contents within CatDV.

Using Metadata from file paths

This example we shall extract and use metadata from both folder names and file names. Our sample files are as follows:

The folder heirarchy includes:

- the type of programme (Nature or Entertainment)
- the location (London or Uganda)
- the type of media (Live Action or Motion Graphics)
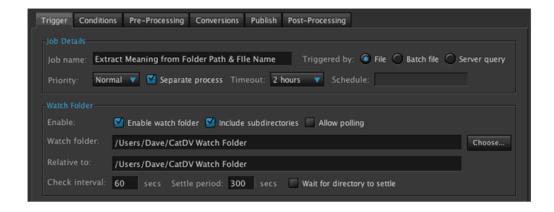
The file name includes:

- the type of content (SUB for Submarine and BLDGS for Buildings)
- Season (SSN1 for Season 1 etc)
- Episode (EP3 for Episode 3 etc)
- Scene (SC5 for Scene 5 etc)

The CatDV Worker can interpret the folder and file path and update CatDV metadata accordingly.

Set up a Worker Watch Folder

First set up a Worker job to watch a folder for incoming media. Give the job a meaningful name and point the worker at the relevant file location, including subdirectories:

Publish to a Catalog

For this example we shall not move or transcode the media, just ingest into CatDV and publish to some user fields. On the Publish tab, up to 10 meta data fields can be

User Field	Content	Formula	Description
90	Programme	`$q`	$q is the parent folder name
91	Media	`$Q`	$Q is the grandparent folder name
92	Type	`$R`	$R is the great grandparent folder name
95	Content	`$1{s/BLDGS/Building/s/SUB/Submarine/}`	$1 is the first part of the file name then replacing the abbreviations with expanded versions
96	Season	`$2{s/SSN1/Season 1/s/SSN2/Season 2/s/SSN3/Season 3/s/SSN4/Season4/}`	$2 is the second part of the file name
97	Episode	`$3{s/EP1/Episode 1/s/EP2/Episode 2/s/EP3/Episode 3/s/EP4/Episode 4/s/EP5/Episode 5/}`	$3 is the third part of the file name
98	Scene	`$4`	$4 is the fourth part of the file name (with no substitutions)

set:

In this case we are extracting metadata from the folder and file structure as:

$1,$2,$3,$4 are all parts of the file name (separated by space, hyphen or underline) ie PART1 PART2_PART3-PART4.mxf
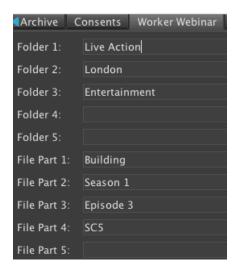
We use a Regular Expressions to substitute abbreviations for expanded descriptions. The form for a Regex substitution in CatDV is :

<DATA TO CHANGE>{s/find1/replace1/s/find2/replace2/s/find3/replace3/<ETC>}

In our case we are using $s which is the file name (excluding the rest of the path).

Here's the data imported shown in the desktop client:
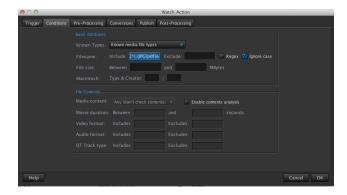
Using the Worker to Filter file types from a watch folder.

On the Conditions Tab it is possible to selectively import file types from a folder. For example you may want to import .JPG files and send to a specific folder location.

To do this just type in the file extension in the include box. You can create complex search criteria by ticking the **regex** box and adding regex variables that filter multiple file types.

For example typing .*\(JPG|pdf|wav)$ into the include box will filter the watch folder to only import .JPG .pdf and .wav files. By editing this regex code you can create filter variables for other file types and combinations

CatDV Support

The role of your reseller with support

The first port of call for the end user should be the reseller or systems integrator as they will be most familiar with the setup. The more complex the CatDV integration the more the reseller will be required to provide information to Support.

For example for complex installs a schematic diagram of the setup listing I.P addresses of the server and CatDV clients. Default proxy paths should be indicated with screen shots. These would help in quickly identifying any network problems.

If the problem cannot be fixed then the next stage would be to email support@squarebox.com listing the exact fault together with any relevant screen shots and logs. The more information provided at this stage makes it easier to quickly diagnose the problem.
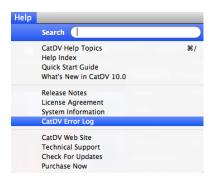
Email support is the first, if required Squarebox will remote in to investigate further if the screen shots and logs do not provide enough information.

Saving Log files for support
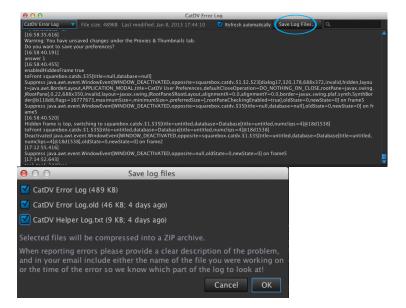
If required by support to send log files these are the procedures for each log type. To make it easier to locate the error it is advised to recreate the error within CatDV shortly before exporting the logs.

CatDV Error Log

In the CatDV Client navigate to the Help Menu and select CatDV Error Log.
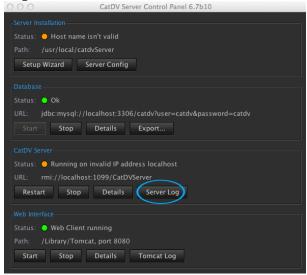
Once the CatDV Error Log has opened select Save Log Files
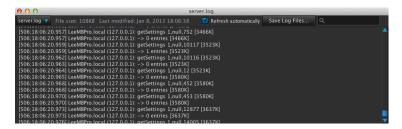
Select all the logs files that are displayed and press OK. Then save this .zip file to your desktop. This can then be emailed as an attachment
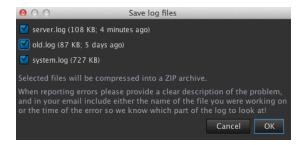
CatDV Server Log

Run the CatDV Control Panel and under the CatDV Server section press the Server Log button.
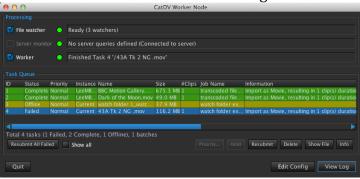
Select Save Log Files from the server log. And select all the logs to be compressed into a zip file.
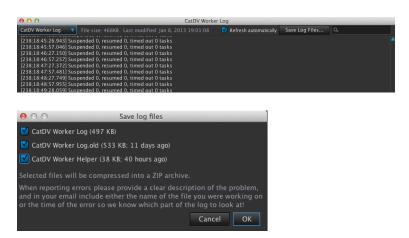
Choose a location to store the .zip file and attach on an email to support.

CatDV Worker Log

From the Worker Node select View Log.
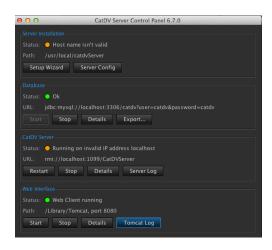
Select Save Logs Files
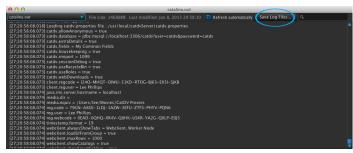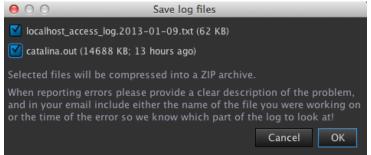
Select all logs and create the zip file, this can then be sent to your support contact.

Tomcat Log
The tomcat logs are accessed via the CatDv Control Panel
Press Tomcat Log to reveal the logs and press save logs.

Select both the localhost_access_log and the catalina_out log and save as a zip file to the desktop. Email this .zip file to your support contact

Backing Up CatDV

The data stored in CatDV is valuable and It's important to keep backups of your CatDV data in case of loss. How often to backup and where to store those backups is your choice based on the value of the information in CatDV and your attitude to risk. This page aims to provide guidance on CatDV backups.

Why back up ?

Backups protect you from hardware failure

Computers are more reliable than ever, but computer drives still fail, and usually they give no advance warning. When they fail, it can be impossible (or very expensive) to get any data off of them.

Backups protect you from viruses

Some computer viruses will corrupt your data. , most technicians will advise a drive wipe and to reinstall everything. **Backups** can be a life-saver in these extreme cases.

Backups protect you from theft

Thieves are more likely to steal high-tech items such as laptops and computers. These items are in high demand and can be sold quickly and easily. With backups, it's simple to restore files to a new computer. Without backups data may be gone forever.

Backups protect you from accidental deletion or mistakes

Every computer has a Delete key, and sometimes an incorrect change is made to data overwriting the REAL data

Backups protect you from fires, floods, and other disasters

Insurance covers homes and businesses, because disasters happen. Data **backup** are like **data insurance**. Good **backups** can make any disaster a little more survivable.

What to back up

For CatDV and CatDV Pro, the files to back up are all .cdv files as these are the actual catalogs and the CatDV Preferences file(s) as these contain any custom views pick lists etc.
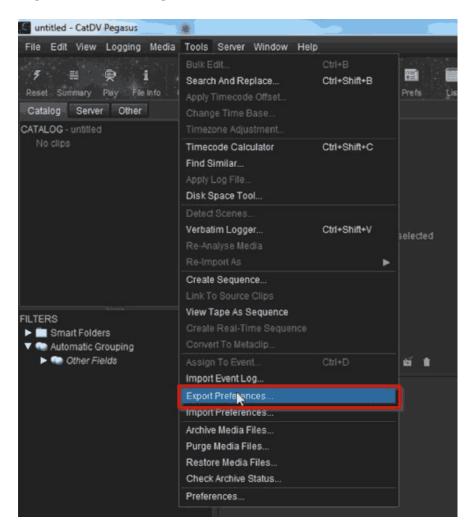
For CatDV Server, back up the Database as this contains all the catalogs server settings pick lists etc. also back up the CatDV preferences files from any clients as there may be local settings stored in the preferences.

For CatDV Worker, the worker.xml file has all the configuration of worker jobs etc additionally the workset.xml file is the job queue of recent current and pending tasks.

Additionally it can be a good idea to save the installers for the latest version of each piece of software and license keys in a folder so if a reinstall is required in a hurry all the tools to accomplish this are to hand.
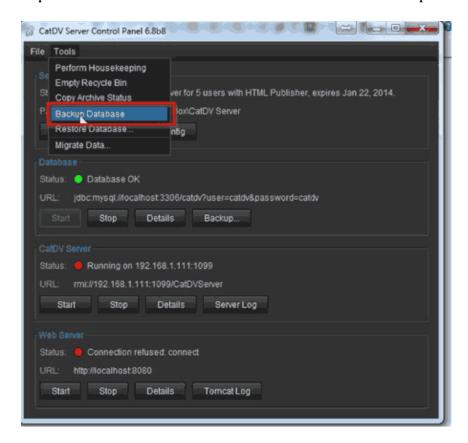
CatDV Preferences ...

Export the CatDV preferences from within the software using the Tools menu Export Preferences option as below :

CatDV Database

Export the server database from within the server control panel as below:

This prompts for a location to save the backup to, by default the filename is backup-todays_date.sql although this can be changed.

A dialogue indicates that the backup is in progress and anther dialog announces when the backup has completed successfully.

NOTE the backup can take some time
with large databases and users will not be able to work on the server whilst it's in progress.

CatDV Worker ...

The worker.xml and workset.xml files are located at:

PC

- C:\Users\"USER NAME"\AppData\Local\Square Box\worker.xml
- C:\Users\"USER NAME"\AppData\Local\Square Box\worksetr.xml

MAC

- MAC /Users/"USER NAME"/Library/Application Support/worker.xml
- MAC /Users/"USER NAME"/Library/Application Support/workset.xml

These should be manually copied to the preferred backup location.

When to Back up

Its easier to make backups when the system isn't being used and after significant data changes.

For less critical installations once a week or after every ingest session may be appropriate, for larger facilities where data changes rapidly and new files are constantly being added once or twice a day may be sensible.

Where to Keep Backups

Ideally its best to have more than one backup location

- Backups on the local machine protect against accidental deletion and data entry errors and can give rapid recovery times
- A copy on another computer or network share protects against a hard drive failure
- A copy on a hard drive or tape held either off site or in a fireproof safe protects against Theft, fire and flood
- Copies in all three locations provide backup in depth.

It can be sensible to have several versions of a backup in case a single backup becomes corrupt, for example having several external backup drives that are each rotated and used on subsequent days.

So in an ideal world we end up with a set of folders on the local machine, but also coped to an network share and an offsite external drive , like the ones below:

With the following contents

N:\Network_Share\BACKUPS\MYPC\CATDV_backup_folder\catdv_installers\licen ses\ CODEGEN 183-day Pegaus Set.txt

N:\Network_Share\BACKUPS\MYPC\CATDV_backup_folder\Client_perferences\
prefs.xml
N:\Network_Share\BACKUPS\MYPC\CATDV_backup_folder\Server_database\
backup-2013-08-07.sql
N:\Network_Share\BACKUPS\MYPC\CATDV_backup_folder\Worker_files\
worker.xml workset.xml

CatDV Reference Section

CatDV Product Comparison Matrix

Feature	Standard	Professional	Workgroup	Enterprise	Browse
Import and analyse any QuickTime–supported media files (incl. DV, MOV, MPEG4, AVI, Flash, WAV, AIFF, JPEG, TIFF, BMP, GIF, PSD)[1]	yes	yes	yes	yes	–
Import and analyse Windows Media files (WMV, WMA, ASF)[2]	yes	yes	yes	yes	–
Import and create MXF metaclips (P2, XDCAM, XDCAM EX, XDCAM HD, AVID)[3]	–	yes*	yes*	yes*	–
Import clips and sequences from OMFI files[4]	–	yes	yes	yes	–
Import and export tab–separated text, simple batch lists, and CMX edit decision lists	yes	yes	yes	yes	yes†
Import and export Final Cut Pro XML files and FCP batch logs	–	yes	yes	yes	yes†
Import and export Avid ALE batch logs	–	yes	yes	yes	yes†
Import other 'unknown' files to capture basic details of files such as Word documents, spreadsheets, project files etc.	–	yes	yes	yes	–
Extract and display technical metadata (file format, codec, frame size, duration, data rate, dropped frames, etc.)	yes	yes	yes	yes	yes†
Extract and display user metadata (timecode, Exif and ID3 tags, QuickTime annotations, Windows Media properties, etc.)	yes	yes	yes	yes	yes†
Enter log notes, mark clips as good, create subclips, merge clips, create or delete thumbnails.	yes	yes	yes	yes	–
Configurable thumbnail or list views, with flexible grouping, sorting, searching and filtering cababilities	yes	yes	yes	yes	yes
Unlimited user–defined logging fields	–	yes	yes	yes	–
Customisable clip details panel	–	yes	yes	yes	yes
Advanced search and filter dialog, including regular expressions and ability to save named filters	–	yes	yes	yes	yes
Play media for the clip (if available online), either windowed or full screen	yes	yes	yes	yes	yes
Jog–shuttle control of playback using standard JKL keys	–	yes	yes	yes	yes
Timecode calculator	yes	yes	yes	yes	yes
Media file management (delete, move, copy), drag and drop import and export	yes	yes	yes	yes	yes
Perform automatic scene detection using DV info	yes	yes	yes	yes	–
Perform automatic scene detection using visual analysis (with configurable sensitivity)	–	yes	yes	yes	–
Verbatim Logger to transcribe dialog or manually log clips from a video or audio file while it plays	–	yes	yes	yes	–
Mark events within a clip, jump to an event marker, and convert between event markers and subclips	–	yes	yes	yes	yes
Print catalogs or selected clips, export HTML thumbnail indexes, export to system clipboard, export still images	yes	yes	yes	yes	yes
Generate and manage preview movies (low resolution proxies that are automatically substituted based on tape and timecode if the original media is offline)	yes	yes	yes	yes	yes†
Customise codec and quality settings for preview movies	–	yes	yes	yes	–
Batch export movies using any QuickTime–supported codec or exporter (incl. QT MOV, MPEG–4, H264, DV Stream, iPod Movie, AVI etc.)	yes	yes	yes	yes	yes
Add timecode tracks to exported movies. Add date & time of recording (for DV–based video)	yes	yes	yes	yes	yes
Add arbitrary text or subtitles to exported movies	–	yes	yes	yes	yes
Create, edit, play, and export sequences for simple cuts only editing	–	yes	yes	yes	yes
Timezone and camera clock adjustment to display either location or GMT times and permit synchronisation of shots from different cameras	–	yes	yes	yes	–
Save catalogs locally as standalone files (providing a cached copy of all the metadata and log notes, even if the media files are offline)	yes	yes	yes	yes	yes
Save catalogs to a central SQL database, permitting advanced queries, and concurrent access and updates by multiple users	–	–	yes	yes	–
Perform complex queries against multiple catalogs simultaneously, displaying a consolidated result set of matching clips	–	–	yes	yes	yes
Compatible with MySQL relational database	–	–	yes	yes	yes
Compatible with Oracle relational database	–	–	–	yes*	yes*
Server Control Panel to configure and display status of the database and CatDV Server	–	–	yes	yes	yes
Control and log access to CatDV clip data (with configurable users, groups and permissions)	–	–	–	yes	yes
Tape library management screen	–	–	–	yes	yes
Store preference settings centrally on the server and switch between settings based on which production you are currently working on	–	–	–	yes	yes
Production blogs and group documents	–	–	–	yes	yes
Watch folders to automatically import, convert and publish files that appear in specified drop boxes[5]	–	–	yes*	yes*	yes*

* Optional feature, may require purchase of additional components
† Only export and display features are supported, no ingest or publishing to the server.
[1] Not all variants of Flash or AVI are supported, depending on your version of QuickTime and extra codecs installed
[2] Plus media playback and thumbnail creation with Flip4Mac under Mac OS X
[3] Requires CatDV MXF Option and suitable 3rd party codec from Calibrated or MXF4mac
[4] Plus media playback and thumbnail creation for DV25 and Motion JPEG OMFI files only
[5] Requires CatDV Worker Node

Supported file formats

CatDV supports the following media file formats:

QuickTime file formats

Natively, CatDV uses QuickTime for its media playback support. It will therefore play back and export files in any format supported by QuickTime 7, including:

3. QuickTime .MOV files, with various codecs (Animation, Cinepak, Sorenson Video 3, M-JPEG, OfflineRT, DV/DVCPro, H.263, amongst others).
4. Raw DV streams
5. AVI files, with certain codecs only (primarily Cinepak, JPEG, and DV)
6. MPEG-4 files, with various codecs (MPEG-4 Video, H.264, 3GP, etc)
7. MPEG-1 files (import only)
8. Still image formats (including JPEG, GIF, TIFF, BMP, PNG, JPEG2000 and PSD)
9. Audio formats (including MP3, WAV, AU, AIFF)
10.   Other files such as Flash SWF, or PDF documents (Mac only)
11.

Additional QuickTime codecs

The above formats are available as standard with QuickTime. It is possible to extend the formats available to QuickTime by installing additional codecs, for example:

• Installing Apple Final Cut Pro adds the Apple ProRes, Apple Intermediate, and HDV codecs (Mac)
• Purchasing the Apple MPEG-2 component adds support for importing MPEG-2 program streams, including region free DVDs (Mac & PC)
• See the CatDV FAQ for details of other 3rd party codecs, such as Calibrated's MXF codecs for playing back P2 and XDCAM files.

JMF and Xuggle codecs

As well as QuickTime codecs it is also possible to install Java Media Framework (JMF) codecs to import and play media or to install the Xuggle media library. Various third party and open source codecs are available, including for AVCHD, MPEG, and WMV files. While there are some stability and performance issues with these JMF codecs at present, and functions such as sequence editing and exporting movies are not currently supported, this situation is expected to improve over the coming year. For further details please see the CatDV release notes.

OMF Files

With the Professional Edition you can use "Import As OMFI File" to import metadata from OMF media files. These files include both media and program information and may result in one or more clips and sequences being created. (In addition to the Name, Tape, Notes and Bin fields, several of the user fields are used when importing an OMF file: User 1 is set to the Project name, User 2 to the File name, User 3 to the Tracks, and User 4 to the UID identifier for the media object.)

There are two advanced Preferences options that affect how OMF files (and other files that contain sequence information) are imported: whether any sequence information is imported at all, and whether additional sequences are created for audio tracks, rather than just the main video track.

If the OMF file contains DV media (DV25) or Motion JPEG then a thumbnail image is extracted for the clip and the video can be played and exported from within CatDV.

WMV/ASF Windows Media files

CatDV will import WMV, ASF and WMA files if you use the "Import As Windows Media File" command. CatDV analyses these files and extracts metadata such as audio and video codec, author and copyright notices from the file. Under Windows, if a Thumbs.db file is present in the directory then CatDV will load a thumbnail for the clip.

Under Windows, playback of these files via DirectShow is supported. You can also double click a WMV file to launch an external application (such as Windows Media Player, VLC or MPlayer) to play the file.

If you install the Flip4Mac component then you can play back WMV files within CatDV on Mac OS X, and treat them like any other QuickTime-supported file, for example use the Export As Movie to convert them to another format.

The advanced preference option "Play WMV/ASF files" controls whether CatDV attempts to open such files in QuickTime or an external application.

Camera RAW images

CatDV has built-in support for reading many common camera RAW still image formats, including 3FR, ARW, CR2, DCR, DNG, ERF, FFF, K25, KDC, MOS, NEF, ORF, PEF, RAW, RW2, RWL, SR2, SRF, MPO and RAF. In most cases the files contains a preview thumbnail that can be displayed and CatDV will extract camera metadata such as exposure and white balance information and other Exif data (including camera maker notes). Some formats can be viewed in CatDV but in most cases to view the full resolution version of the image or to make adjustments you will need to open the image in an external application such as Photoshop.

Native importers

CatDV includes its own importers to process MPEG, WMV, OMF, MXF and PDF files. These importers are designed to allow you to catalog the catalogs and extract metadata from the files (including movie duration, audio and video format, timecode, title or copyright information, depending on what the file format supports). In most cases it is still necessary to have a QuickTime or JMF codec installed in order to *play* the media however.

Other file formats

CatDV understands several file formats that can contain clip information, such as batch

131

logs, Final Cut Pro XML files and EDLs. When you import one of these recognised formats a clip is created for each entry in the file.

With the Professional Edition you have some additional formats, as well as the option to import arbitrary non-media files, such as text files, Word documents, spreadsheets, project files, and so on.
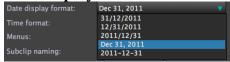
Preferences

General Tab

Default timecode format
Select your desired frame rate for any timecode or sequences you create within
CatDV, NTSC (30fps NDF) PAL (25fps) are available - This does not
change or convert the frame rate of clips imported into CatDV.

Check the Leading zero button will display all timecode hours between 0 -9 with a
zero in front e.g 9:18:20:12 will be displayed as 09:18:20:12
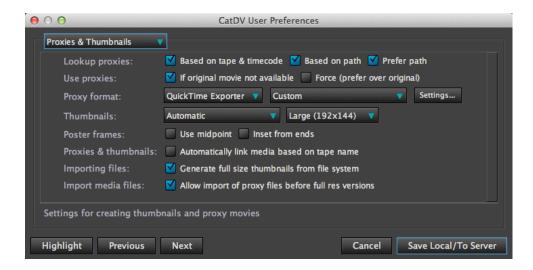
Date display format

There is a choice of display options available to select how you wish
to display the date –

Time format
Select how time is displayed 12hr time format 09.00pm or 24hr format 21:00hrs

This is where you manage the look and format of your proxy movie files and thumbnails

What are proxy movie files ?
Proxy movie files are lower quality copies of your movies - lower quality movies playback quicker and are smaller in file size to the original movies so they can be stored on a local hardrive taking up relatively little space.
Proxy files allow you to play your media even though the original media may not be available - e.g if you are using a laptop off site and wish to view and log clips.
Generating proxy movies within CatDV allows lower spec computers to be used for logging and viewing of your clips.

Lookup proxies
Proxies can either be located based on tape and timecode or based on file path. By default based on Path is selected. If Prefer path is selected it will look for proxies based on file path first -
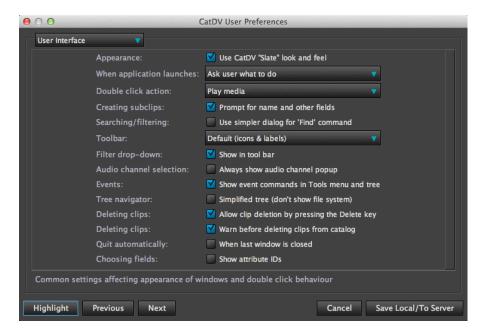
Use proxies
Here you can select when to use proxies if 'original movie not available' is ticked it will only play the proxy when CatDV cannot playback the original media.
The performance of CatDV may be impaired if large files are being played back on less powerful computers or accros a slow network, the option Force (prefer **over original) should be ticked to maintain video playback.**

Proxy Format
Here you can customise the settings for generating proxy movies using either Quicktime Exporter or Xuggle Exporter.
In the drop down menu you can select predefined templates or clicking the settings tab you can create a new proxy movie template.

The User Interface Preferences allow you to customize the look and operation of the main functions within the Graphical User Interface (GUI).

Appearance
Selecting this option gives the new slate grey look to all the catalogues and user interface

When Application Launches
You can select what happens each time the application launches. The recommended option is '**Ask user what to do**'. With this option you can decide at the time of startup if you want to **start a new blank catalogue**, **open last catalogue** or **browse catalogues**.

other options are :
Display a new blank catalogue
Automatically re- open the last catalogue
Display the catalogue browser
Display Server shortcuts

This preference can also be changed at startup by selecting the **in future** drop down menu at start up.

Double click action
Here you can choose what happens when you double click an item in the clip details view. The default is set to Display clip details but you could set it to play the media fullscreen and other options.

Creating Subclips
When selected will prompt the user to edit the name of the subclip, if this is not selected then the naming of the subclip will be determined by the setting in General User Settings under subclip naming. Useful to deselect if you are creating lots of subclips and don't need to specifically name them as you create them.
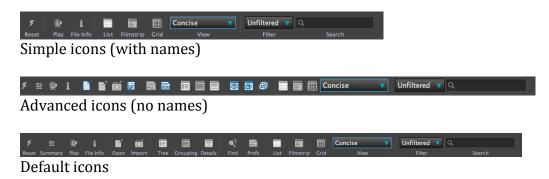The default setting is set have this selected.

Searching/ filtering
Gives the option to simplify the search criteria when using the search command
This option is normally set to off

Toolbar
Allows the option to change what icons are displayed in the toolbar. The standard setting is Default (icons and labels).
Simple (icons and labels) displays a limited amount of icons (e.g preferences icon is removed). Advanced icons displays more smaller icons without labels and provides an opportunity to save space but giving more functionality.

Simple icons (with names)

Advanced icons (no names)

Default icons

Filter drop-down
Select this to show the filter drop down option in the tool bar for quick and easy filter search options.
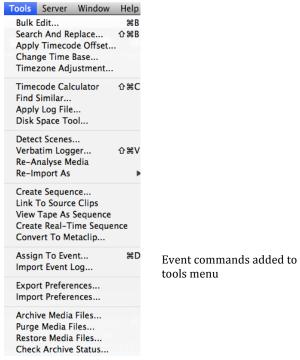
Audio Channel Selection
When clicking the audio icon under the player window the audio panel appears indicating the status of the audio tracks. Selecting this option will display this each time a clip is selected

Tree Navigator
When selected displays a simplified tree navigator on the left side of the GUI and does not show the file system consisting of internal drive, mounted drives or desktop.

Events

When selected will enable the Event commands in the tools menu and tree

Event commands added to tools menu

Deleting clips

When selected allows clip deletion from the catalogue by pressing the delete key

Deleting clips

Safe guard option - will prompt and warn deletion before deleting clips from the browser.

Quit automatically

When selected once the last catalogue is closed the software will automatically quit. If not selected CatDV will continue run even with no catalogues open.

Choosing fields

When selected will display the unique references for each field when customizing Views and Details Panels
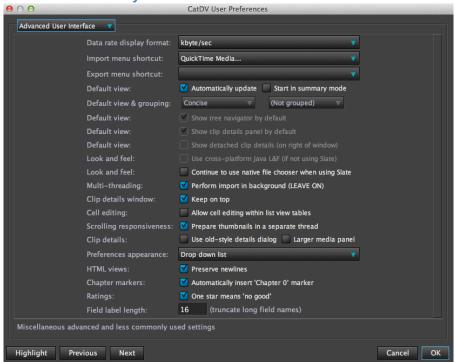

Choosing fields selected

Choosing fields deselected
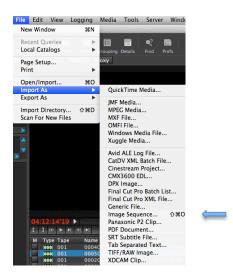
Advanced User Interface

Data rate display format
You can choose how to display the data rate/over time from a drop down menu. The default setting is kybte/sec.

Import menu shortcut
If you import a lot of specific data e.g image sequence or FCP xml files – you can setup a keyboard shortcut to import that specific file type. The keyboard shortcut for import is **Shift CMD O** you can then select your most used import file type to be allocated to this shortcut using the drop down menu

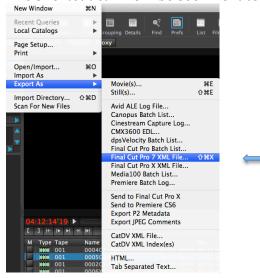Image sequence selected as Import menu shortcut

Export menu shortcut

Same as import menu shortcut but for output files. You can select what file of type you most often use and select this as the default keyboard shortcut for output which is **Shift CMD X**

In this it is set to FCP 7 xml

The shortcut can now be seen next to the output file command for FCP 7 xml

Default View

Selecting Automatically update will preselect the options required to produce the default view. The default view options below are greyed out. If you wish to manually set these de select this box

Selecting **Start in summary mode** opens CatDV in summary mode.

Multi Threading
Recommended to leave on – this will utilise multi threading when importing clips as a background task.

Clip details window
Keep the clips details window on top of all other windows

Cell editing
Allows editing of cells (field) within the list view of clips

Scrolling responsiveness
When selected will make scrolling more fluid and responsive

Preferences appearance

In addition to the default drop down list view you can select the way the preference pane is displayed.
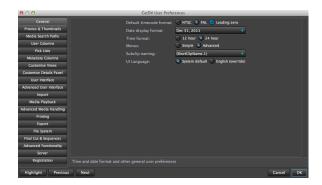
List view

Tabs (top) view

tabs (side) view

HTML views
Select to preserve new lines

Chapter markers
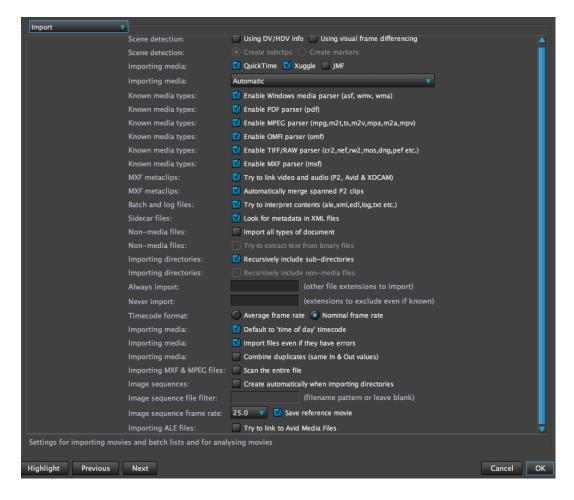Select to automatically insert Chapter 0 marker

Ratings
Select to indicate 1 star means 'no good'

Field label length
This is the default field label length – with the option to truncate longer field names.
You can make this shorter if required by typing a new number.

Scene Detection
Select whether to scene detect using DV/HDV info or visual frame referencing .
When selected the option to either create sublips or markers becomes available.

Importing Media
You can select which media playback player to be available to play back media
Quicktime,Xuggle or JMF. The player playback preference box by default is set to
automatic but you can select it to which you prefer to use Quicktime only, Xuggle
only or JMF only.

Known media types
These are all selected by default – Allows non native Quicktime file types to be
imported and played back.

MXF metaclips
These are selected by default - link audio and video for P2 ,Avid , XDcam clips and
automatically merge spanned P2 clips.

Batch and log files
Select to interpret contents of ale,xml,edl,log,text files.
Sidecar Files
Always looks for metadata in XML files

Non-Media Files
Select to import all types of files – deselected by default. When selected will look to extract text from binary files.

Importing Directories
Selected by default – recursively include sub-directories.

Always Import
You can select specific file types to import by typing the file extension here.

Never Import
You can select specific file types not to import by typing the file extension here.

Timecode Format
Nominal framerate is set by default.

Importing Media
Selected by default – 'time of day' timecode.

Importing Media
Import files even if they have errors, is selected by default this will make sure CatDV displays the file even though the media may be corrupt.

Importing Media
Combine duplicates with the same in and out points.

Importing MXF and MPEG files
Deselected by default – option to scan the entire file for these file types.

Image Sequences
Select to automatically create an image sequence when importing directories containing sequential image files. When selected you can type the Image Sequence File Filter as a filename pattern.
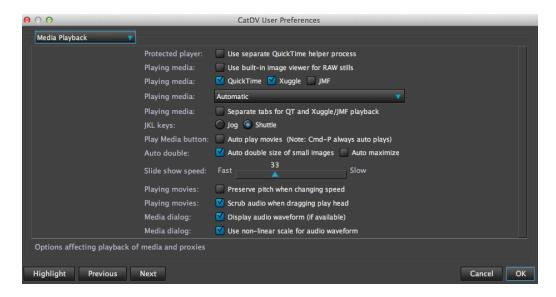
Image Sequence Frame Rate
Select the desired frame rate for image sequences.

Importing ALE Files
Selecting this option CatDV will try and relink Avid Media Files from an ALE import.

Protected Player
With this selected a separate quicktime process will perform the media playback. This prevents CatDV from locking up if there is an error with a particular media file. It does mean however that the clip is now playing back in its own quicktime window and when the catalogue is resized or moved there is a lag in re-positioning the media clip window.

Playing Media
With this selected camera RAW files will be displayed using the built –in image viewer.

Playing Media
Here you can decide which media players to use with CatDV. Quicktime,Xuggle or JMF. Select which you would like to use – you must have the relevant software loaded.

Playing Media
Here you can decide which preference of media player you would like CatDV to play the media files back . Quicktime is the preferred option but you can select either to use Xuggle or JMF. The recommended setting is automatic.

Playing Media
You can select this option if you want quicktime, Xuggle and JMF players to have their separate alternative tab in the clip player view.

JKL Keys
CatDV supports JKL shortcuts and you can select whether these are set to jog mode or shuttle.

Play Media Button
Select to autoplay movies – or deselect and press CMD P to auto play.
Auto Double
Automatically doubles the size of smaller images in the preview window.

Slide show speed
Vary the speed for slideshow presentations.

Playing Movies
Select Preserve pitch for playing movies – Pitch of audio will be maintained at higher speeds.

Playing Movies
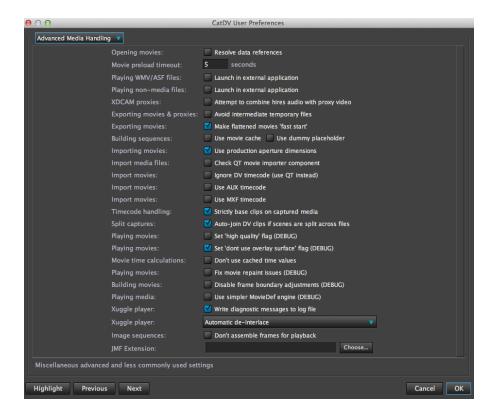Select to hear audio scrubbing when dragging play head

Media Dialogue
Select to display audio waveform

Media Dialogue
Select to use a non linear scale for audio waveform

Advanced Media Handling

Opening Movies
Deselected by default resolve data references.

Movie Preload timeout
Select the movie preload time before CatDV reports a time out error – default is 5 seconds.

Playing WMV/ASF files
Select to automatically play these file types in external application.

Playing non-media files
Select to automatically launch in external application – for example (PSD) Photoshop files can be launched from catdv into Photoshop.

XDCAM Proxies
Select for CatDV to attempt to combine hires audio with proxy video files.

Exporting Movies and Proxies
Select to avoid intermediate temporary generation of files.

Exporting Movies
Selected by default – automatically makes flattened movies 'fast start'

Building Sequences
Options to use movies cache and dummy placeholder – default setting - deselected
Importing Movies
Select to use production aperture dimensions – default setting - selected

Import Media Files
Check QT movie importer component – default setting - deselected

Import Movies
3 options can be selected.
Ignore DV timecode
Use auxiliary timecode
Use MXF timecode
Default settings for all 3 is deselected

Timecode Handling
Select to strictly base clips on captured media

Split Captures
Auto join DV clips if scenes are split across files – default setting is – selected

Playing Movies
Option to set 'high quality' flag – default setting – deselected
Option to set 'don't use overlay surface' flag – default setting – selected

Movie Time Calculations
Select to don't use cached time values – default setting – deselected

Playing Movies
Fix move repaint issues – default setting – deselected

Building Movies
Disable frame boundary adjustments – default setting – deselected

Playing Media
Use simpler MovieDef engine – default setting – deselected

Xuggle Player
Write diagnostic messages to log file – default setting – selected
Xuggle Player deinterlace options drop down menu
– default setting – Automatic deinterlace

Image Sequences
Don't assemble frames for playback – default setting – deselected

JMF Extension
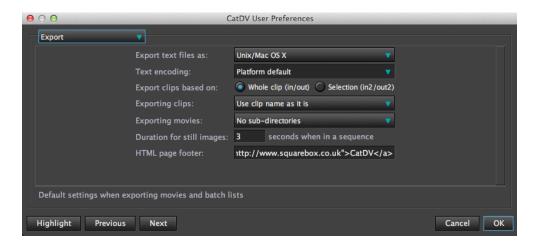Chooser box to locate JMF extension

Printing

Here you can set your printer defaults for use with the **File_Print** Command

You can change the default fonts and sizes for Title Font, Headings and Cells

Set your print margins and add a custom title or footer of your catalogue
For example you could add a copyright notice at the bottom of the print out.

Export Settings

Export Text File As
Select from the drop down menu which format to export the text file.
Unix/Mac OS X, Mac Classic, Windows.

Text Encoding
Options for export encoding format – platform default – default setting
Options are UTF-8, UTF-16, ISO8859_1, MacRoman,Cp1250.

Export Clips based on
Option to export Whole Clip (in/out) or Selection of clip (in2/out2).

Exporting Clips
3 options to name exported clips.
1, name clip as it is
2,Prefix TAPE name
3,Prefix BIN name

Exporting Movies
4 options to select from for folder structure for exported movies.
1, No Sub-directory – This is the default
2, Sub-directory for each TAPE
3,Sub-directory for each BIN
4,Sub-directory for each RECORD DATE

Duration for Still Images
Here you can set the default duration (in seconds) for still images that appear in a sequence.
The default is 3 seconds.

HTML page footer
Here you can add a footer column for HTML exports for example copyright information.

File System

Saving Catalogue files
Select to create a backup file of each catalogue created
Default setting – selected

Auto –recovery, save every
Select number of minutes between autosaves. Default is 5 minutes

Clip Details
Select if you do not want to automatically pre load movie
Default setting – deselected

Media Files
Select to avoid checking if media files are online
Default setting – deselected

File system
CatDV will auto rename files when setting Name or Bin
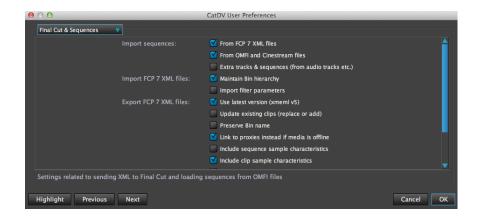Default setting – selected

File system
Enable commands to delete and move media files
Default setting – selected

Move Files
Select if you wish to allow cross-file system moves (file then delete)
Default setting – deselected

Final Cut & Sequences

Import Sequences
From FCP 7 xml files
From OMFI and Cinestream files
Extra tracks and sequences

Import FCP 7 XML files
Select to maintain Bin hierarchy from Final Cut Pro Default Setting - selected
Import filter parameters from Final Cut pro Default Setting – de selected

Export FCP 7 XML Files
Use latest version - Default Setting – selected
Update existing clips Default Setting – de selected
Preserve Bin name Default Setting – de selected
Link to proxies instead if media offline Default Setting – selected
Include sequence sample characteristics Default Setting – de selected
Include clip sample characteristics Default Setting - selected

Import FCPX XML files
Analyse media file on import Default Setting – de selected

Export FCPX XML files
Include reference to existing events if known Default Setting - selected

Send to FCPX command
Specify FCP by ID when launching Default Setting – de selected

Keyboard Shortcuts

A / Shift A	Select All / Deselect All
B / Shift B	Bulk Edit / Search & Replace
C / Shift C	Copy Clips / Timecode Calculator
D / Shift D	Assign To Event / Import Directory
E / Shift E	Export Movie / Export Still
F / Shift F	Find Clip / Remote Query
G / Shift G	Find Next / Toggle Grouping
H / Shift H	(Reserved by Mac OS X) / (Unused)
I / Shift I	Clip Details / HTML Summary
J / Shift J	File Details / Catalog Summary
K / Shift K	Connect to Server / Server Admin
L / Shift L	Launch In Default App / New Empty Clip
M / Shift M	Mark Clip / Insert Marker
N / Shift N	New Catalog / New View
O / Shift O	Open/Import File / Programmable Import
P / Shift P	Play Media / Present Movie
Q / Shift Q	Quit / (Reserved by Mac OS X)
R / Shift R	Run Slide Show / (Unused)
S / Shift S	Save Catalog / Toggle Summary Mode
T / Shift T	Tape Details / Tape Library Management
U / Shift U	New Subclip / Toggle Subclip Limits
V / Shift V	Paste Clips / Verbatim Logger
W / Shift W	Close Window / Convert Markers to Subclips
X / Shift X	Cut Clips / Programmable Export
Z / Shift Z	Undo / Redo
- / =	Select Reviewed / Select Marked
\	Automatic Column Widths
1..4	Switch Details Tabs
Up, Down	Previous/Next Clip
[,]	Rotate Left or Right
F5	Refresh Window

CatDV keyboard overlay