

Avid Unity™ MediaManager

User's Guide

Release 2.0

Avid
tools for storytellers®

Copyright and Disclaimer

Product specifications are subject to change without notice and do not represent a commitment on the part of Avid Technology, Inc. The software described in this document is furnished under a license agreement. The software may not be reverse assembled and may be used or copied only in accordance with the terms of the license agreement. It is against the law to copy the software on any medium except as specifically allowed in the license agreement. Avid products or portions thereof are protected by one or more of the following United States patents: 4,746,994; 4,970,663; 5,045,940; 5,063,448; 5,077,604; 5,245,432; 5,267,351; 5,309,528; 5,325,200; 5,355,450; 5,396,594; 5,440,348; 5,452,378; 5,467,288; 5,513,375; 5,528,310; 5,557,423; 5,568,275; 5,577,190; 5,583,496; 5,584,006; 5,627,765; 5,634,020; 5,640,601; 5,644,364; 5,654,737; 5,701,404; 5,715,018; 5,719,570; 5,724,605; 5,726,717; 5,729,673; 5,731,819; 5,745,637; 5,752,029; 5,754,180; 5,754,851; 5,781,188; 5,799,150; 5,812,216; 5,828,678; 5,842,014; 5,852,435; 5,883,670; 5,889,532; 5,892,507; 5,905,841; 5,912,675; 5,929,836; 5,929,942; 5,930,445; 5,930,797; 5,946,445; 5,966,134; 5,977,982; 5,986,584; 5,987,501; 5,995,079; 5,995,115; 5,999,190; 5,999,406; 6,009,507; 6,011,562; 6,014,150; 6,016,152; 6,016,380; 6,018,337; 6,023,531; 6,023,703; 6,031,529; 6,035,367; 6,038,573; 6,052,508; 6,058,236; 6,061,758; 6,072,796; 6,084,569; 6,091,422; 6,091,778; 6,105,083; 6,118,444; 6,130,676; 6,134,379; 6,134,607; D352,278; D372,478; D373,778; D392,267; D392,268; D392,269; D395,291; D396,853; D398,912. Additional U.S. and foreign patents pending. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of Avid Technology, Inc.

©1999–2000 Avid Technology, Inc. All rights reserved.

The following disclaimer is required by Apple Computer, Inc.

APPLE COMPUTER, INC. MAKES NO WARRANTIES WHATSOEVER, EITHER EXPRESS OR IMPLIED, REGARDING THIS PRODUCT, INCLUDING WARRANTIES WITH RESPECT TO ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. THIS WARRANTY PROVIDES YOU WITH SPECIFIC LEGAL RIGHTS. THERE MAY BE OTHER RIGHTS THAT YOU MAY HAVE WHICH VARY FROM STATE TO STATE.

The following disclaimer is required by Sam Leffler and Silicon Graphics, Inc. for the use of their TIFF library:

Copyright © 1988–1997 Sam Leffler

Copyright © 1991–1997 Silicon Graphics, Inc.

Permission to use, copy, modify, distribute, and sell this software [i.e., the TIFF library] and its documentation for any purpose is hereby granted without fee, provided that (i) the above copyright notices and this permission notice appear in all copies of the software and related documentation, and (ii) the names of Sam Leffler and Silicon Graphics may not be used in any advertising or publicity relating to the software without the specific, prior written permission of Sam Leffler and Silicon Graphics.

THE SOFTWARE IS PROVIDED “AS-IS” AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN NO EVENT SHALL SAM LEFFLER OR SILICON GRAPHICS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

The following disclaimer is required by the Independent JPEG Group:

Portions of this software are based on work of the Independent JPEG Group.

The following disclaimer is required by Paradigm Matrix:

Portions of this software licensed from Paradigm Matrix.

The following disclaimer is required by Ray Sauers Associates, Inc.:

"Install-It" is licensed from Ray Sauers Associates, Inc. End-User is prohibited from taking any action to derive a source code equivalent of "Install-It," including by reverse assembly or reverse compilation, Ray Sauers Associates, Inc. shall in no event be liable for any damages resulting from reseller's failure to perform reseller's obligation; or any damages arising from use or operation of reseller's products or the software; or any other damages, including but not limited to, incidental, direct, indirect, special or consequential Damages including lost profits, or damages resulting from loss of use or inability to use reseller's products or the software for any reason including copyright or patent infringement, or lost data, even if Ray Sauers Associates has been advised, knew or should have known of the possibility of such damages.

The following disclaimer is required by Videomedia, Inc.:

"Videomedia, Inc. makes no warranties whatsoever, either express or implied, regarding this product, including warranties with respect to its merchantability or its fitness for any particular purpose."

"This software contains V-LAN ver. 3.0 Command Protocols which communicate with V-LAN ver. 3.0 products developed by Videomedia, Inc. and V-LAN ver. 3.0 compatible products developed by third parties under license from Videomedia, Inc. Use of this software will allow "frame accurate" editing control of applicable videotape recorder decks, videodisc recorders/players and the like."

The following notice is required by Altura Software, Inc. for the use of its Mac2Win software and Sample Source Code:

©1993–1998 Altura Software, Inc.

The following notice is required by Ultimatte Corporation:

Certain real-time compositing capabilities are provided under a license of such technology from Ultimatte Corporation and are subject to copyright protection.

Attn. Government User(s). Restricted Rights Legend

U.S. GOVERNMENT RESTRICTED RIGHTS. This Software and its documentation are "commercial computer software" or "commercial computer software documentation." In the event that such Software or documentation is acquired by or on behalf of a unit or agency of the U.S. Government, all rights with respect to this Software and documentation are subject to the terms of the License Agreement, pursuant to FAR §12.212(a) and/or DFARS §227.7202-1(a), as applicable.

Trademarks

AirPlay, AudioVision, Avid, Avid Xpress, CamCutter, Digidesign, FieldPak, Film Composer, HIIP, Image Independence, Marquee, Media Composer, Media Recorder, NewsCutter, OMF, OMF Interchange, Open Media Framework, Pro Tools, Softimage, and tools for storytellers are registered trademarks and 888 I/O, AirSPACE, AirSPACE HD, AniMatte, AudioSuite, AutoSync, AVIDdrive, AVIDdrive Towers, AvidNet, Avid Production Network, AvidProNet, AVIDstripe, Avid Unity, AVX, DAE, D-Fi, D-FX, D-Verb, ExpertRender, FilmScribe, HyperSPACE, HyperSPACE HDCAM, Intraframe, iS9, iS18, iS23, iS36, Lo-Fi, Magic Mask, Matador, Maxim, MCXpress, MEDIArray, MediaDock, MediaDock Shuttle, Media Fusion, Media Illusion, MediaLog, Media Reader, MediaShare, Meridien, NaturalMatch, OMM, Open Media Management, QuietDrive, Recti-Fi, rS9, rS18, Sci-Fi, Sound Designer II, SPACE, SPACE Shift, Symphony, Vari-Fi, Video Slave Driver, and VideoSPACE are trademarks of Avid Technology, Inc.

ActiveX, Windows, and Windows NT are registered trademarks of Microsoft Corporation. Macintosh is a trademark of Apple Computer, Inc. registered in the U.S. and other countries. Netscape is a registered trademark of Netscape Communications Corporation in the U.S. and other countries. Netscape Communicator and Netscape Navigator are also trademarks of Netscape Communications Corporation and may be registered outside the U.S. All other trademarks contained herein are the property of their respective owners.

Avid Unity MediaManager User's Guide • Part 0130-04601-01 Rev. A • November 2000



Contents

Using This Guide

Who Should Use This Guide	7
About This Guide	7
Symbols and Conventions	8
If You Need Help	9
Related Information	10
If You Have Documentation Comments	10
How to Order Documentation	11

Chapter 1

Getting Started

MediaManager Overview	12
Open Media Management (OMM)	13
MediaManager in a Workgroup Environment	14
Supported Media Types	15
About Adding Media Objects to MediaManager	15
About Finding Media Objects — Searching and Browsing ...	15
About Viewing and Using Media Objects Found in MediaManager	16
Configuring Avid Systems to Work with MediaManager	17
Specifying OMM Settings	17
Accessing and Logging In to MediaManager	19
Configuring Internet Explorer to Work with MediaManager (First Time Only)	19
Opening MediaManager	22
Logging In	23

User Interface Overview	24
Avid Portal	25
Mode Selector	26
Control Frame	28
Results Frame	29
Getting Help	30
Logging Out	30

Chapter 2

Adding Media Objects to MediaManager

Checking In Objects from an Avid System	31
Using the Drag-and-Drop Method (Windows Only)	32
Manually Checking In Files to MediaManager	33
Sending Segments of Media to MediaManager	33
Updating Files from MediaManager	34
Checking In a File from Your Desktop	35

Chapter 3

Finding Media Objects

Searching	37
Simple Searches	38
Saving Your Simple Search	40
Extended Searches	41
Specifying Attribute Names, Operators, and Values	41
Performing an Extended Search	45
Refining a Search You Just Performed	47
Saving Your Extended Search	47
Managing Saved Searches	48
Viewing a Saved Search	49
Editing a Saved Search	49
Deleting a Saved Search	50
Browsing Projects	50
Browsing Projects and Bins	50
Browsing Catalogs	51
Browsing a Catalog	52

Creating a New Catalog	52
Editing a Catalog	52
Deleting a Catalog	53

Chapter 4

Viewing and Using Your Search Results

Viewing Your Search Results	54
Display Views	56
Media Status	57
Sorting Media Objects in the Results Frame	58
Selecting Media Objects	58
Viewing Head Frames	59
Obtaining Media Size Information	59
Obtaining Detailed Object Information	61
Viewing Media Relatives	62
Finding Other Clips from the Same Source Tape	63
Checking Out Media Objects	64
Checking Out Files	65
Adding Media Objects to Catalogs	66
Removing Objects from Catalogs	67
Removing Objects from the WasteBasket	68
Deleting Media Objects from MediaManager	69

Appendix A

Administration Mode

Editing Your User Profile	71
---------------------------------	----

List of Terms

Index



Using This Guide

Congratulations on your purchase of Avid Unity™ MediaManager, a powerful tool for managing media in an Avid Unity MediaNet shared storage environment.

Who Should Use This Guide

This guide is intended for all MediaManager users. Before reading this book, read the documentation for and be familiar with the operation of your Avid system in the MediaNet environment.

About This Guide

This guide includes all the information necessary for Avid system operators to use MediaManager to find and obtain access to master clips, sequences, and other media objects in the MediaNet environment.

Unless noted otherwise, the material in this document applies to the Windows NT® and Macintosh® operating systems. When the text applies to a specific operating system, it is marked as follows:

- (Windows) means the information applies to the Windows® operating system.
- (Macintosh) means the information applies to the Macintosh operating system.

The majority of screen shots in this document were captured on a Windows system, but the information applies to both Windows and Macintosh systems. Where differences exist, both Windows and Macintosh screen shots are shown.

The Contents lists all topics included in the book. They are presented with the following overall structure:

- **Getting Started**, helps you get oriented with beginning concepts, configuration steps, general workflow, and the user interface.
- The main body of the guide follows the natural flow of your work, with clear and comprehensive step-by-step procedures.
- **Appendix A** describes how to use Administration mode to edit your user profile.
- Finally, an **Index** helps you quickly locate specific topics.

Symbols and Conventions

The MediaManager documentation uses the following special symbols and conventions:

1. Numbered lists, when the order of the items is important.
 - a. Alphabetical lists, when the order of secondary items is important.
- Bulleted lists, when the order of the items is unimportant.
 - Indented dashed lists, when the order of secondary items is unimportant.

- ▶ One arrow indicates a single-step procedure. Multiple arrows in a list indicate that you select one of the choices.

Look here in the margin for tips.

In the margin, you will find tips that help you perform tasks more easily and efficiently.



A note provides important related information, reminders, recommendations, and strong suggestions.



A caution means that a specific action you take could cause harm to your computer or cause you to lose data.

If You Need Help

If you are having trouble using MediaManager, you should:

1. Retry the action, carefully following the instructions given for that task in this guide.
2. Check the documentation that came with your hardware for maintenance or hardware-related issues.
3. Check the release notes supplied with your Avid application for information on accessing the Avid Web site and the Avid Knowledge Center.
4. For customer support, contact your local Avid Reseller, or contact Avid Customer Support directly:
 - Broadcast customers — call 800-NEWS-DNG (639-7364).
 - Postproduction customers — call 800-800-AVID (2843).

Related Information

The following documents provide more information about MediaManager and other workgroup products:

- *Avid Unity MediaManager Administrator's Guide*
- *Avid Unity MediaManager Release Notes*
- *Avid Unity TransferManager User's Guide*
- *Avid Unity TransferManager Release Notes*
- *Avid Unity Workgroup Setup Guide*
- *Avid Products Collaboration Guide*

This guide provides step-by-step instructions for transferring project files, audio files, and graphics and effects files between various Avid products.

The most recent update of the *Avid Products Collaboration Guide* is provided online. Check the release notes supplied with your Avid application for information on accessing online documentation.

If You Have Documentation Comments

Avid Technology continuously seeks to improve its documentation. We value your comments about this guide, the Help, and other Avid-supplied documentation.

Simply e-mail your documentation comments to Avid Technology at
TechPubs@avid.com

Please include the title of the document, its part number, revision, and the specific section you are commenting on in all correspondence.

How to Order Documentation

To order additional copies of this documentation from within the United States, call Avid Telesales at 800-949-AVID (2843). If you are placing an order from outside the United States, contact your local Avid representative.



CHAPTER 1

Getting Started

Avid Unity MediaManager is an *Open Media Management*[™] (OMM[™]) compliant media database that allows you to search the large number of *media objects* (master clips, sequences, effects, and any other type of object that references digital media) in the Avid Unity MediaNet shared storage environment.

This chapter discusses the following topics:

- **MediaManager Overview**
- **Configuring Avid Systems to Work with MediaManager**
- **Accessing and Logging In to MediaManager**
- **User Interface Overview**
- **Getting Help**
- **Logging Out**

MediaManager Overview

MediaManager provides comprehensive facilities for finding media objects stored in the MediaNet file system. You can also use MediaManager to manage sequences and other media objects whose media is no longer online. You can then search for these objects, view

information about them such as the source tape name, obtain the source footage, and rerecord or redigitize it.

MediaManager is easy to access and use. Its user interface (UI) opens in a standard Web browser and allows you to quickly search or browse its contents for objects of interest. Drag-and-drop support allows you to add media objects to and obtain media objects from its database by dragging them from and to Avid system bins.

Open Media Management (OMM)

Open Media Management (OMM) is an Avid initiative to create a standard programming interface for integrating asset management systems with Avid editing systems. Avid has partnered with leading asset management companies to implement the OMM standard and also has created MediaManager to meet the specific needs of the MediaNet environment. The OMM standard is incorporated as a feature in the latest MediaNet-compliant Avid systems and allows direct, networked integration with MediaManager and other asset management systems and Web-based media resources.

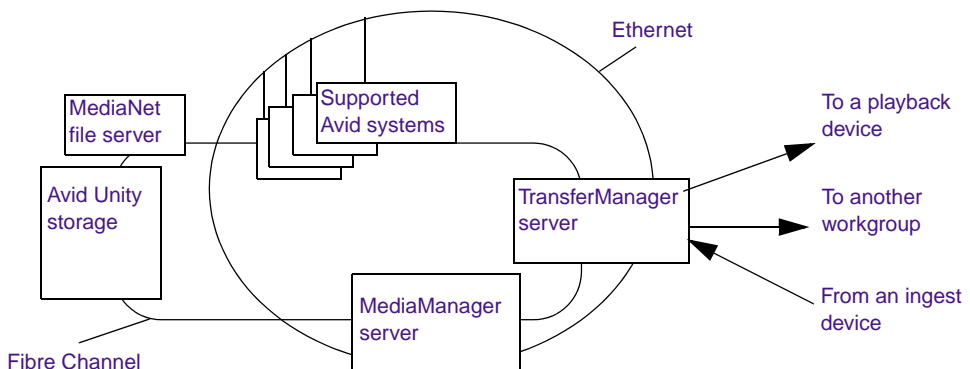
OMM uses the Open Media Framework[®] (OMF[®]) data model but does not express the data as a file. Instead, OMM simplifies workflow by using standard Internet protocols to create a rich, network-based collaboration facility.

MediaManager in a Workgroup Environment

The workgroup environment consists of the following functional components:

- Avid Unity MediaNet file server and storage
- MediaManager to track and manage Avid Unity media
- Supported Avid editors (Media Composer[®], Symphony[™], Avid Xpress[®], NewsCutter[®])
- TransferManager system that will manage the transfer of media to and from the workgroup and to and from other workgroups and playback devices
- A Fibre Channel network that connects the Avid editors, MediaManager server, and TransferManager server to the Avid Unity MediaNet environment
- An Ethernet network used as a general-purpose communication network

The following diagram shows a typical shared-storage workgroup configuration.



The workgroup enables collaborative workflows by allowing multiple editors to share media.

Supported Media Types

You can add the following media objects to MediaManager:

- Master clip
- Subclip
- Sequence
- Effect
- Motion effect
- Rendered effect
- Group

About Adding Media Objects to MediaManager

Any action that creates media on Avid Unity, such as recording, digitizing, or rendering, is automatically checked in (autocataloged) to MediaManager.

You can also check in objects to MediaManager from Avid system bins either by using the OMM drag-and-drop method or by manually checking in the files to MediaManager.

For more information, see [Chapter 2](#).

About Finding Media Objects — Searching and Browsing

You can use MediaManager to perform simple text-based or extended searches. You typically base MediaManager searches for media objects on their associated attributes. For example, you can search for all

media objects that have the word “promo” in their names, all media objects on a particular source tape, or all files on a particular tape that have the word “promo” in their names.

You can browse MediaManager’s contents in two ways:

- **By project** — Browse records according to the Avid system projects and bins in which they physically reside in the MediaNet file system.
- **By catalog** — Browse records according to optional *catalogs* into which you can place your media objects.

For more information, see [Chapter 3](#).

About Viewing and Using Media Objects Found in MediaManager

Once you have found media objects that meet your search or browsing criteria, MediaManager offers multiple bin-type views of your results and allows you to obtain detailed information about their attributes, including media relatives.

When you are sure that you have found the media objects you want, you can obtain (or *check out*) selected media objects by dragging them from MediaManager to an Avid system bin.

For more information, see [Chapter 4](#).

Configuring Avid Systems to Work with MediaManager

You need to configure your Avid system before you can use OMM to interact with MediaManager. See [“Specifying OMM Settings” on page 17](#).

After you specify these settings, you can check in clips to and check out clips from MediaManager by using the drag-and-drop method. To check in clips, you can also use the Check In To MediaManager command (see [“Manually Checking In Files to MediaManager” on page 33](#)).

Specifying OMM Settings

You must specify the MediaManager location to let your Avid system know where to look for it on the network. You specify MediaManager in the OMM Settings dialog box, which you open from the Settings scroll list of the Project window. For complete information on using settings, see the editing guide, user’s guide, or Help for your Avid system.

If you have access to more than one MediaManager or other OMM asset manager, you can create and name a setting for each location in the same way that you create other duplicate settings.

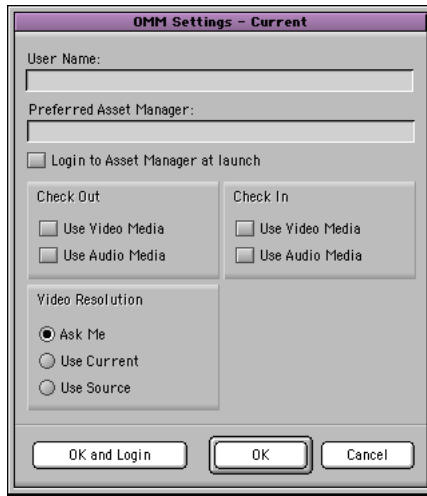
To specify your MediaManager location:

1. Click the Settings button in the Project window.

The Settings scroll list appears.

2. Double-click OMM.

The OMM Settings dialog box appears.



3. In the Preferred Asset Manager text box, type the Uniform Resource Locator (URL) of your MediaManager hostinfo file (you can obtain the URL from your Avid Unity administrator):

`http://MediaManagerlocation/omm/xml/hostinfo.xml`

Make sure you use the correct location, and type the information exactly as designated.

4. Select “Login to Asset Manager at launch” if you want to log in to MediaManager automatically when you open your project.
5. Click OK.

The MediaManager location setting is created and marked as the default.

6. Click OK and Login to establish the connection to MediaManager.



The connection defined in your OMM settings identifies the MediaManager location to which you will be checking in media objects. You can check out objects from a different MediaManager by dragging and dropping clips from that MediaManager to a bin without changing the OMM settings.

Accessing and Logging In to MediaManager

The MediaManager user interface is implemented as a dynamic Web page. If you are using Windows, you can open MediaManager with Internet Explorer 5.0 or later. If you are using a Macintosh system, you can open MediaManager using Netscape Navigator 4.08 or later. (Netscape Navigator is part of Netscape Communicator 4.7 or later.) This interface implementation allows easy access without the need to install and run special software on your Avid system. For an overview of the user interface, see [“User Interface Overview” on page 24](#).

Configuring Internet Explorer to Work with MediaManager (First Time Only)

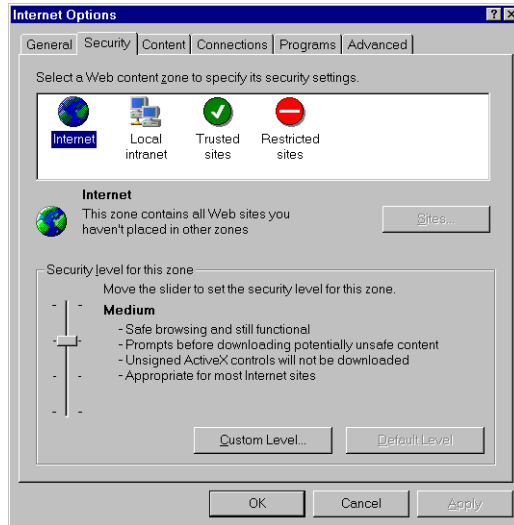
The first time that you access MediaManager you will need to configure Internet Explorer appropriately.

To configure Internet Explorer for MediaManager access:

1. Start your Internet Explorer application.
2. Choose Internet Options from the Tools menu.

The Internet Options dialog box appears.

3. Click the Security tab.

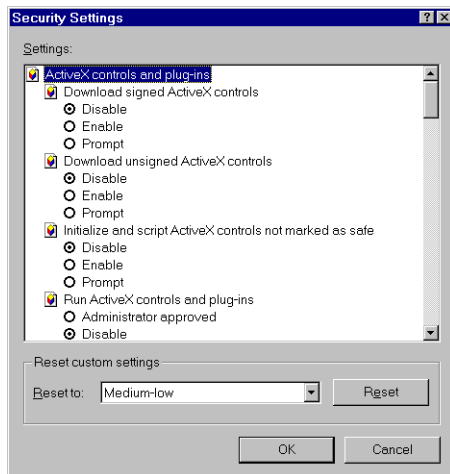


4. Select the Local intranet Web content zone (by clicking the appropriate icon).

5. Click Default Level, and then click Apply.

6. Click Custom Level.

The Security Settings dialog box appears.



7. Select the appropriate options in the Security Settings dialog box. See [Table 1-1](#) for details.

Table 1-1 Internet Explorer Security Settings for MediaManager

ActiveX Controls and Plug-in Options	Setting
Download signed ActiveX® controls	Prompt
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe	Disable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting	Enable

8. Click OK to save your changes and close the Security Settings dialog box. A message box appears, prompting you to confirm that you want to change the Security settings for the zone.

9. Click Yes to continue.
10. Click OK in the Internet Options dialog box to complete the Internet Explorer security configuration for MediaManager.

Opening MediaManager

To open MediaManager, first obtain its URL from your site administrator. A typical example is:

```
http://ummserver/omm/
```

To open the page in Internet Explorer (Windows):

1. Start your Internet Explorer application.
2. Choose Open from the File menu (or press Ctrl+O).
3. Type the URL supplied to you by your administrator in the Open dialog box, and then click OK.

Alternatively, if the Address toolbar is open, you can simply type the URL there and press Enter.

To open the page in Netscape (Macintosh):

1. Start your Netscape® application.
2. Choose Open Page from the File menu.
3. Type the URL supplied to you by your administrator in the Open Page dialog box, and then click Open.

Alternatively, if the Address toolbar is open, you can simply type the URL there and press Return.



After you open the MediaManager page for the first time by specifying its URL manually, you might want to set it as your default home page or to bookmark it for easy access. For more information, see the Help provided with your Internet browser.



*You can open additional MediaManager sessions by using the same login account in multiple browser windows on the same system without using additional MediaManager client licenses. However, opening additional MediaManager sessions on the same system by using another login account or opening MediaManager sessions on another system by using the same login account **will** use additional licenses.*

Logging In

Each time you access MediaManager, a login screen opens, prompting you to enter your user name and password, which should have been assigned by your MediaManager administrator.

Avid Unity™ Media Manager

[Saved Searches](#) | [Projects](#) | [Catalogs](#) | [Services](#) | [Administration](#) | [Help](#)

Welcome to Avid Media Management System.

User Name:
Enter your user name.

Password:
Enter your password.

Login

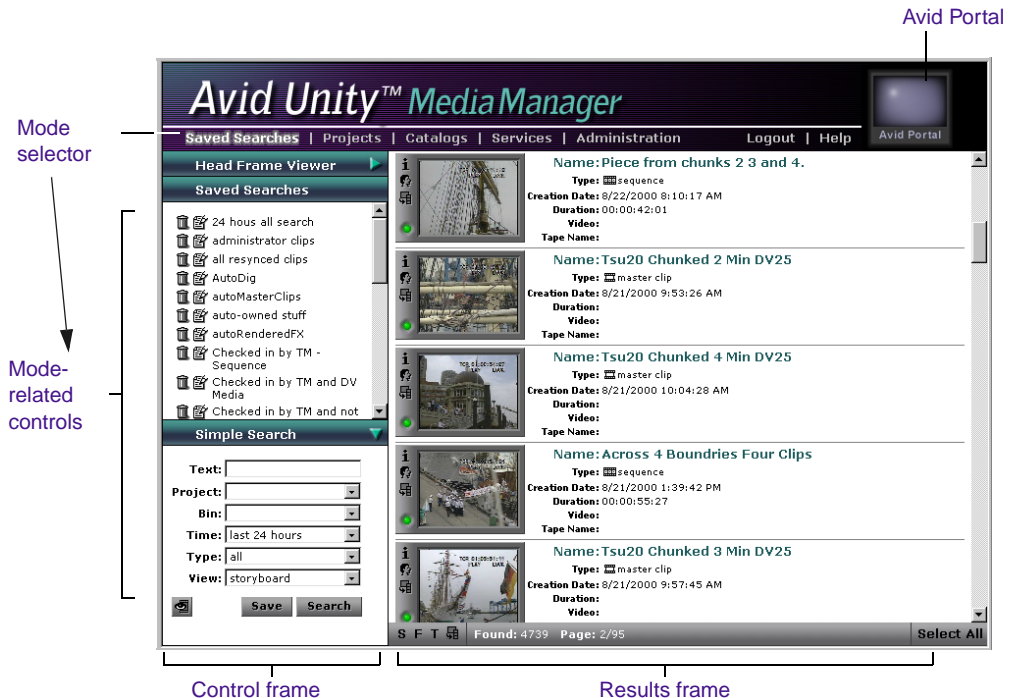
To log in:

1. Type your user name and password in the text boxes.
2. Click Login.

If both are accepted, the MediaManager user interface will appear, automatically running a default search to find any media objects added to its database in the last 10 minutes.

User Interface Overview

Although the MediaManager database actually runs on a dedicated server system, you can easily access and use the database from any MediaNet client workstation by simply opening the appropriate dynamic Web page in a standard Web browser (Netscape if you are using a Macintosh system or Internet Explorer if you are using Windows).



The user interface is designed to provide access to the most commonly used functions without using complex menus or multiple dialog boxes.

Whether you are accessing saved searches or browsing projects or catalogs (determined by the *mode selector*), the user interface displays controls to perform searches and view head frames in the *control frame*. All results of searching or browsing are displayed in the *results frame*.

The following sections describe the parts of the MediaManager user interface:

- **Avid Portal**
- **Mode Selector**
- **Control Frame**
- **Results Frame**

Avid Portal

The Avid Portal is the destination for drag-and-drop check-in of media objects from Avid systems. It is always located at the top right of the MediaManager user interface, regardless of the selected mode.

To use drag-and-drop check-in of files (Windows):

- ▶ Select the files, and drag them to the Avid Portal.

To use check-in of files (Macintosh):

- ▶ Select the files, and then drag the Avid Portal. (Do not just drop the files in the Avid Portal as you do in the Windows environment. You must actually drag the Portal icon.)



(Windows) Use to check in objects to MediaManager.



(Macintosh) Use to check in objects to MediaManager.

Mode Selector

The mode selector determines MediaManager's functional mode and thus which mode-related controls are displayed in the user interface.

Table 1-2 describes the five available modes.

Table 1-2 MediaManager Modes

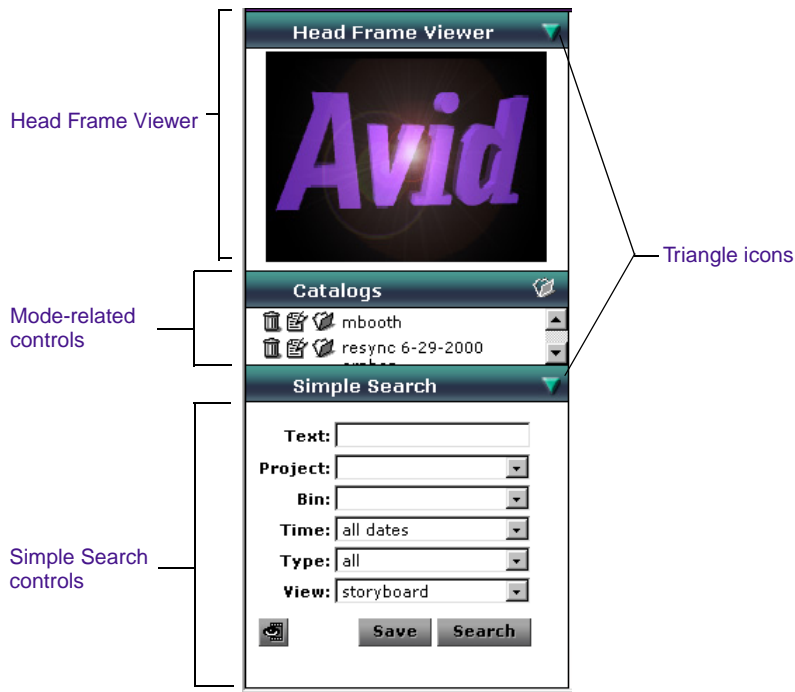
Mode	Provides Controls To
Saved Searches	Edit, delete, and run saved searches. For more information, see “Managing Saved Searches” on page 48 .
Projects	Browse the MediaNet project and bin structure by using a Windows Explorer-style viewer. For more information, see “Browsing Projects” on page 50 .

Table 1-2 MediaManager Modes (Continued)

Mode	Provides Controls To
Catalogs	Create, edit, delete, and browse MediaManager catalogs. You also use a special Wastebasket catalog to delete objects from MediaManager. For more information, see “Browsing a Catalog” on page 52 .
Services	Check in files from your desktop. For more information, see “Checking In a File from Your Desktop” on page 35 . For information on using the Inbox for transferring files from one workgroup to another workgroup, see the <i>Avid Unity TransferManager User’s Guide</i> .
Administration	Edit your user profile. For more information, see Appendix A .

Control Frame

The control frame is the focus of all operations that you can perform using MediaManager. Except in Administration mode, it provides access to the Head Frame Viewer, Simple Search controls, and Desktop Check-In. Additionally, the control frame provides a central area whose contents are determined by the selected mode.

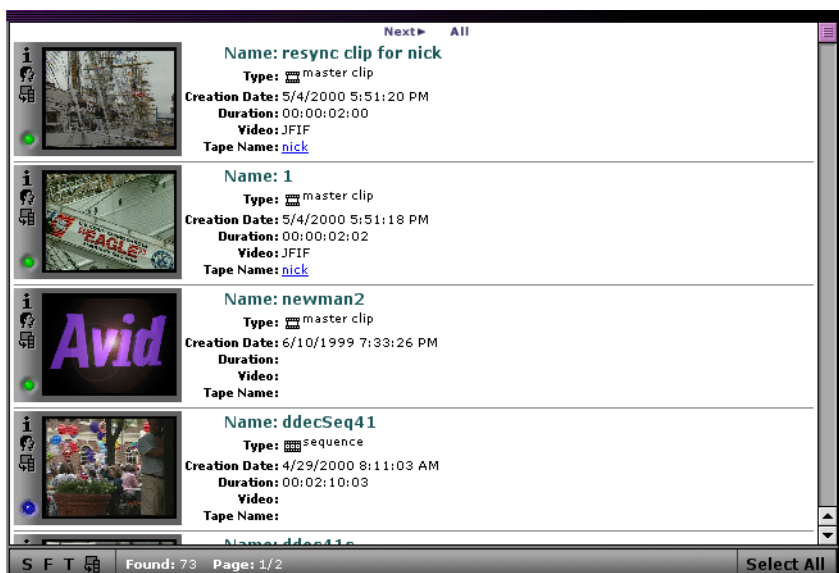


If the Head Frame Viewer and Simple Search controls are closed, you can open them by clicking the Triangle icons in their headers. Click either or both Triangle icons again to close the Head Frame Viewer or Simple Search controls to make space available for the selected mode-related controls.

Results Frame

The results frame displays the media objects returned by your search and browse operations. The results frame offers three bin-style views and access to other information such as media relatives. The three views are Storyboard, Frame, and Text view. For more information, see [“Display Views” on page 56.](#)

Results are displayed 50 to a page. Click Next to view the next 50, or click Select All to scroll through all results.



You check out media objects from MediaManager by dragging them from the results frame directly to an Avid system bin.

For more information, see [“Viewing Your Search Results” on page 54.](#)

Getting Help

You access Help by clicking Help in the MediaManager banner.

Logging Out

You should log out of MediaManager when you are finished using it instead of leaving it open or accessing another page in your browser. This will make the license available for another user.

To log out:

- Click Logout in the MediaManager banner.

MediaManager logs you out, and the login screen appears.



MediaManager defaults to automatically time-out and log you out after it has been idle for more than 30 minutes. This makes your license available for other sessions. If this happens, you will need to start a new session by logging in again. The session time-out default can be changed by the administrator in the System Setup dialog box. See the Avid Unity MediaManager Administrator's Guide.



CHAPTER 2

Adding Media Objects to MediaManager

This chapter describes how to add (check in) media objects to MediaManager. For information on transferring objects from another workgroup, see the *Avid Unity TransferManager User's Guide*.

This chapter discusses the following topics:

- **Checking In Objects from an Avid System**
- **Checking In a File from Your Desktop**
- **Sending Segments of Media to MediaManager**
- **Updating Files from MediaManager**

Checking In Objects from an Avid System

If you are connected to the MediaNet environment and logged in to MediaManager, any media that you record or digitize is automatically checked in to MediaManager.

You can also check in media objects to MediaManager from any supported Avid system by using one of the following methods, depending on your operating system:

- **Using the Drag-and-Drop Method (Windows Only)**
- **Manually Checking In Files to MediaManager**

Using the Drag-and-Drop Method (Windows Only)

To check in a clip by using the drag-and-drop method:

1. In the Settings scroll list in the Project window of the Avid system, select the appropriate OMM setting (see **“Configuring Avid Systems to Work with MediaManager”** on page 17).



When you select an OMM setting, the Avid system uses this location for all OMM imports and exports. If you use the drag-and-drop method to move a clip to a different asset manager, the exported clip will go to the location specified in the OMM setting.

2. If you have not already done so, start your Internet browser and open MediaManager.
3. Open the bin containing the objects you want to check in.
4. In the bin, select the object or objects you want to export. Ctrl+click to select multiple objects.
5. Continue to press and hold the mouse button, and drag the files from the bin.
6. Press Alt+Tab to bring Internet Explorer to the foreground.
7. Drag the files to the Avid Portal.

The objects are checked in to MediaManager.

Manually Checking In Files to MediaManager

You can manually check in files to MediaManager from your Avid system.

To manually check in a media object from your Avid system:

1. Open the bin in your Avid system that contains the media object you want to check in.
2. In the bin, select the objects that you want to check in:
 - (Windows) Ctrl+click to select multiple objects.
 - (Macintosh) Shift+click to select multiple objects.
3. From the File menu, choose Check In To Asset Manager.

The objects are checked in to MediaManager.

Sending Segments of Media to MediaManager

You can set the NewsCutter application to send segments or “chunks” of media so that multiple MediaManager workgroup users can have access to the media before the entire file has been sent.

To enable chunking:

1. In the NewsCutter application, click the Settings button in the Project window.
2. Double-click Record.

The Record Settings window opens.

3. Click the Media Files tab.
4. Click the option “During record, clip is updated in Asset Manager.”
5. Select a segment length from the menu.

During the recording process, the media is sent in segments so that workgroup users can begin accessing and using the media as soon as possible.



Smaller chunks of media result in more media files actually being sent, but you have quicker access to the media. Larger chunks of media result in fewer media files being sent, but it might take longer to access the media.

Updating Files from MediaManager

You might need to perform an update from MediaManager if you receive an error message that the clip you are trying to check in cannot be checked in. This might occur if you checked in a clip, another user made a change to the clip (for example, comments or clip name), and you are now making a change to the original clip. MediaManager sends the error message, indicating you are trying to check in a clip that has been changed by another user.

If you receive an error message when trying to check in a clip to MediaManager, update the clip.

To update a clip from MediaManager:

1. Select the clip you were trying to check in.
2. From the Bin menu, choose Update from Asset Manager.

The updated clip now appears in the bin.



When you perform an update from the asset manager, your local bin information is overwritten by the information in MediaManager.

3. Make the changes you want to this updated clip.
4. From the File menu, choose Check In To Asset Manager.

The clip is checked in to MediaManager.

Checking In a File from Your Desktop

MediaManager allows you to take a file from your desktop and check in the file to the MediaManager database. For example, you might have a TIFF file or a JPEG file that you want others to access. Simply check in the file from your desktop.

To check in media objects from your desktop:

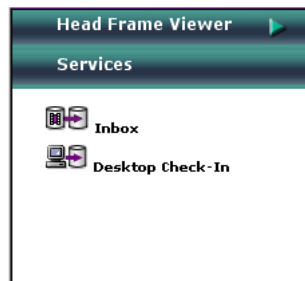
1. If you have not already done so, start your Internet browser and open your local MediaManager.



Mode selector

2. Click Services in the mode selector.

The Services control frame appears.



3. Click the Desktop Check-In icon.

The Desktop Check-In dialog box appears.



4. Click Browse to locate the file on your desktop.
5. Name the file as you want it to appear in MediaManager.
6. (Option) Add any comments about the file.
7. Click Check-in.

The objects are checked in to your local MediaManager.



When you are performing a desktop check-in, the size of the file cannot be greater than 2 MB. If it is, then the file will not be checked in.



CHAPTER 3

Finding Media Objects

You find media objects in MediaManager by performing simple or extended searches or by browsing projects and bins or catalogs.

This chapter discusses the following topics:

- **Searching**
- **Simple Searches**
- **Extended Searches**
- **Managing Saved Searches**
- **Browsing Projects**

Searching

The most common method of finding objects in MediaManager is to perform a search based on attributes, an operation similar to sifting local bins.

MediaManager also provides other less specific ways of finding objects, allowing you to freely browse:

- The projects and bins in which media objects are located in the MediaNet file system

- Catalogs for objects relating to a topic of interest

The database returns the results of any search in the results frame, which offers bin-like views and access to more detailed information about displayed media objects. For more information about the results frame and what you can do with the media objects displayed in it, see [Chapter 4](#).

MediaManager stores information about media objects in *records*. Each record contains information about the media object it represents, known as its *attributes*, which are similar to column entries associated with objects in Avid bins. Attributes may define fundamental statistical information (clip duration, creation date, and so on) or descriptive information (comments, object name, and so on).

Typically, you conduct database searches for media objects on their associated attributes. For example, you could find all media objects that have the word “feature” in their names, all media objects in a particular project, or all media objects in a particular project that have the word “feature” in their names.

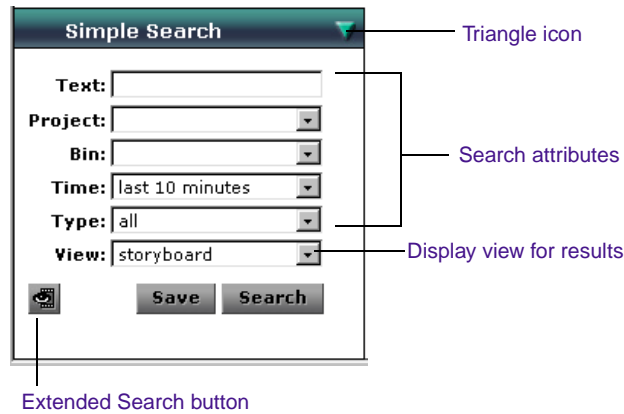
MediaManager offers constant access to *simple* searches of limited attributes and also allows you to perform complex *extended* searches in which you can specify any combination of attributes and values that you need.

For more information, see [“Simple Searches” on page 38](#) and [“Extended Searches” on page 41](#).

Simple Searches

MediaManager provides easy access to the Simple Search controls in Saved Searches, Projects, and Catalogs modes (although the controls can be opened and closed by clicking the Triangle icon in the header). Simple searches allow you to quickly specify one or several of the

most frequently used attributes. For each search, you can also select the view in which to display the results.



To perform a simple search:

1. Ensure that the Simple Search controls are visible by selecting Saved Searches, Projects, or Catalogs and, if necessary, clicking the Triangle icon in the header.
2. Specify the attribute values that match the media objects you want to find by typing in the text boxes or choosing the appropriate entries from the pop-up menus. You can specify as few or as many of the available attributes (Text, Project, Bin, Time, Type) as you want. (If you specify none, the search will return all records in the database.)

For more information, see **“Specifying Attribute Names, Operators, and Values” on page 41.**

3. Select the view (Storyboard, Frame, or Text) in which to display the results of your search.
4. Click Search.



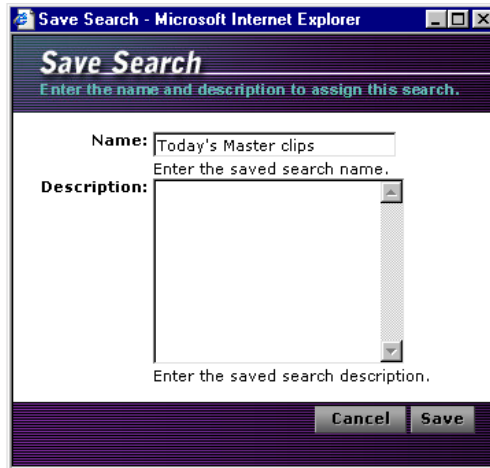
To get the best response times for your searches, make them as specific as possible. If a search is returning too many results, you can stop it by using your browser Stop button in the toolbar.

MediaManager performs the specified search and returns all matching records in the results frame. For more information, see [Chapter 4](#).

Saving Your Simple Search

To save your simple search so that you can run it without respecifying its criteria:

1. Specify all the criteria for the search by using the Simple Search controls.
2. Click Save. The Save Search dialog box appears.



3. Type the name under which you want to save the search and, optionally, a description of the search.
4. Click Save.

The search is saved and added to the list of saved searches displayed in Search mode, from where it subsequently can be edited and run (see [“Managing Saved Searches” on page 48](#)).

Extended Searches

Extended searches allow you to specify complex search criteria to find exactly the objects you need. You can also specify how to sort your results and the view in which to display them.

The elements of an extended MediaManager search are:

- The *attribute names* in which you are interested
- The *operator* that specifies how the values you specify match the values of the media objects for which you are looking
- The attribute *values* you are looking to match

To refine a search, you can simply specify more than one line of *AND* search criteria (and, if required, create additional groups of *OR* criteria) that match objects for which you are searching.

The search interface makes the relationship among the three elements clear. Select the combination that makes a “sentence” that is true for the media object you wish to find. See the following example.

Attribute Name	Operator	Value
Name	contains	Harbor
Check-In Date	after	5/18/99
Created By	is not	Bob

In this case, you are asking MediaManager to “Show objects whose **Name contains Harbor**, AND that has a **Check-in Date after 5/18/99**, AND whose **Created By attribute is not Bob.**”

Specifying Attribute Names, Operators, and Values

Table 3-1 shows the range of valid operators and values for the MediaManager extended search attributes.

Table 3-1 Attribute Names, Operators, and Values

Field	Possible Value
Attribute Name	Any attribute (standard or custom) defined in MediaManager, for example, Name, Project, or Tape ID. For a full list of standard attributes, see Table 3-2 .
Operator	Varies depending on the attribute selected. Operators include: Is Is Not Contains Starts with After Before Within Less than Greater than
Value	Varies depending on the attribute selected. Values include: Text Numeric value Time Duration Date True or False

[Table 3-2](#) lists the standard MediaManager attribute names, their meanings, and the values you can enter for them when specifying a search.

Table 3-2 Extended Search Attribute Names and Values

Attribute Name	Description	Search Values
Bin Name	The name of the bin from which the media object was checked in	Enter text (not case sensitive).
Catalog Name	A catalog with which the media object is associated	Enter text (not case sensitive).
Check-In Date	When the media object was checked in to MediaManager	A particular date (for example, 12/4/98 or 12/4/1998) or a period chosen from a pop-up menu.
Comments	Additional information about the media object	Enter text (not case sensitive). The text you enter can contain spaces.
Created By	The login name of the user who checked in the media object	Enter text (not case sensitive).
Creation Date	When the media object was created	Same format as Check-In Date.
Duration	The length of the media object in hours, minutes, seconds, and frames	Enter numbers only in the four colon-separated entry fields displayed.
IN-OUT	The length of the marked segment of a clip, if any	Enter numbers only in the four colon-separated entry fields displayed.
Last Modification Date	When the media object was last modified (from the bin)	Same format as Check-In Date.
Name	The name of the media object	Enter text (not case sensitive; spaces permitted).
Project Name	The project from which the media object was checked in	Enter text (not case sensitive; spaces permitted).

Table 3-2 Extended Search Attribute Names and Values

Attribute Name	Description	Search Values
Referenced	If True, object is referenced by a sequence also in the database.	True or False.
Scene	The scene number of the clip (from the bin)	Enter text.
Shoot Date	The date the footage was shot (from the bin)	Enter text.
Size (KB)	Searches by media file size	Enter a number.
Status	Online or Offline. Does not return partially offline status.	Enter “Online” or “Offline.”
Take	The take number of the scene (from the bin)	Enter a number.
Tape	Source tape name (from the bin)	Enter text (not case sensitive; spaces permitted).
Tape ID	Assigned Tape ID (from the bin)	Enter text (not case sensitive; spaces permitted).
Text	Combination of Name, Tape, User Attributes, and Comments attributes. Allows you to search for text in all attributes at once.	Enter text (not case sensitive; spaces permitted).
Tracks	All tracks used by the media object (from the bin)	Enter text (value can be Video, Audio, or Both).
Type	Type of media object	Choose an option from the pop-up menu, or enter master clip, sequence, subclip, effect, motion effect, rendered effect, group, or file.
User Attributes	User-specified column information (from the bin)	Enter text.

Table 3-2 Extended Search Attribute Names and Values

Attribute Name	Description	Search Values
Video Compression	Video compression ratio (from the bin)	Enter ratio (for example, 2:1).

Performing an Extended Search

You perform an extended search by specifying your search criteria in the Extended Search dialog box, which you can open from the Simple Search controls.

To perform an extended search:



1. Click the Extended Search button in the Simple Search controls.

The Extended Search dialog box appears.

2. Specify the attribute names, operators, and values that make up your search criteria. See **“Specifying Attribute Names, Operators, and Values” on page 41.**

To refine the search by specifying more than one criterion, click More to open up to ten additional AND entry lines. If you want to specify additional sets of search criteria that match the media objects you want, click OR to open up to three groups of OR entry criteria.

3. (Option) Specify the attribute by which you want your results sorted and whether they should be presented in ascending or descending order. If you specify no attribute to sort on, the results are presented in the order in which they are found.
4. Specify the view (Storyboard, Frame, or Text) in which the search results are to be displayed.

Find objects that meet these criteria

Plus objects that meet these criteria

Attribute Name	Operator	Value
Name	contains	car chase
OR		
Check-In Date	after	11/25/99
OR		
Bin Name	contains	Joe

Sort Results By: Last Modification Date Ascending

View: storyboard

☒ Close Window on Search

Close Save Search

5. Click Search.



If a search does not seem to be specific enough (that is, it is returning too many results and is taking a long time), you can stop it by using your browser Stop button in the toolbar.

MediaManager performs the specified search and returns all matching records in the results frame. For more information about how to view and manipulate the results, see [Chapter 4](#).

Refining a Search You Just Performed

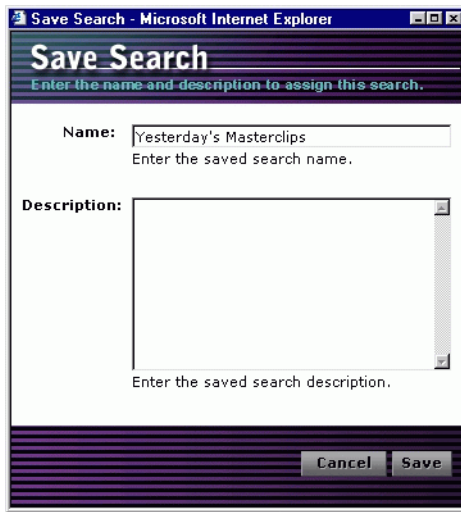
By default, the Extended Search window closes after you start your search. However, if you want to refine or modify your search by redefining its criteria after you perform the search, keep the Extended Search window open after the search is performed by deselecting Close Window on 'Search'.

You can also reopen the Extended Search window with the previous criteria still displayed by clicking the "Return to Extended Search" link that appears in the MediaManager status bar when the results of an extended search are shown in the results frame.

Saving Your Extended Search

To save your extended search so that you can run it without respecifying its criteria:

1. Specify all the search criteria for the search in the Extended Search window.
2. Click Save. The Save Search dialog box appears.



3. Type the name under which you want to save the search and, optionally, a description of the search.
4. Click Save.

The search is saved and added to the list of saved searches displayed in Search mode, from where it subsequently can be edited and run (see [“Managing Saved Searches” on page 48](#)).

Managing Saved Searches

You might need to routinely use the same search criteria to find particular media objects. Manually setting up a search each time is repetitive and can be time consuming. To avoid this situation, MediaManager allows criteria from both simple and extended searches to be saved so that they can later be recalled and performed whenever you or anyone else needs them. To find out how to save a search, see [“Saving Your Simple Search” on page 40](#) and [“Saving Your Extended Search” on page 47](#).

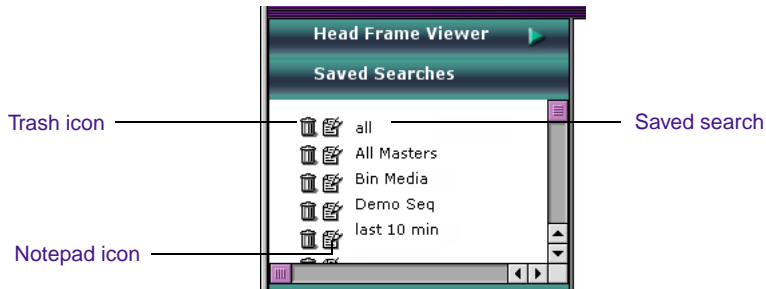
When MediaManager is in Search mode, use the Saved Searches browser displayed in the control frame to view, edit, and delete searches currently saved in MediaManager.

Viewing a Saved Search

After you have specified and saved the search criteria, you can easily access the media objects that match the saved criteria.

To view a saved search:

- Click its name in the browser. The media objects found are displayed in the results frame.



Editing a Saved Search

To edit the name or description of a saved search:



1. Click the Notepad icon beside its name.
2. Make your changes in the Edit Search dialog box that appears.
3. Click Save.

Deleting a Saved Search



To delete a saved search:

- Click the Trash icon beside its name.

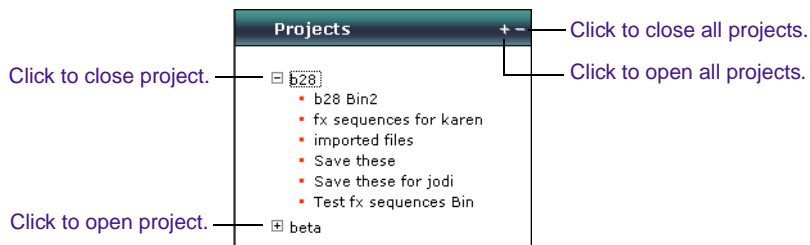
Browsing Projects

When you add a media object to MediaManager, the project and bin from which it was checked in are recorded, as well as other attributes.

In addition to using this information as searchable attributes, MediaManager uses this information in Projects mode to build a tree-style browsable view of all the projects and bins from which objects have been checked in. Project and bin information can also make searches faster by limiting the number of records through which the database has to search.

Browsing Projects and Bins

When MediaManager is in Projects mode, use the tree-style Projects browser displayed in the control frame to browse projects and bins.



To open a project to view the bins that it contains:

- Click the Plus (+) icon beside the project name.

To close an open project:

- ▶ Click the Minus (-) icon beside the project name.

To open or close all projects in the browser:

- ▶ Click the Plus or Minus icon (as appropriate) in the Projects browser header.

To view all media objects in a bin:

- ▶ Click the bin in the browser. The media objects found are displayed in the results frame.

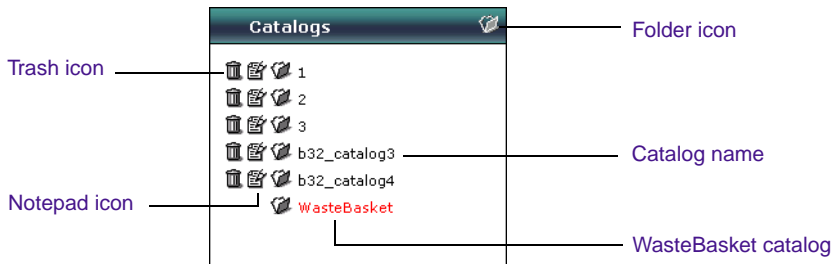
Browsing Catalogs

You can place any media object in the database into one or more appropriately named catalogs. Catalogs can be freely browsed in Catalogs mode and can also make searches faster by limiting the number of records through which the database has to search.

For example, MediaManager could contain catalogs called Features, Promos, File, Out Takes, and 24p. At this site, a clip from a feature that might also be useful in a trailer could be placed in both the Features and Promos catalogs.

Senior editors can add catalogs for particular projects, or the site administrator can add them to suit the needs of the site. You can also add new catalogs and edit existing catalogs yourself. To find out how to add media objects to catalogs, see [“Adding Media Objects to Catalogs” on page 66](#).

When MediaManager is in Catalogs mode, use the Catalogs browser displayed in the control frame to create, delete, edit, and browse catalogs.



Browsing a Catalog

To browse the media objects associated with a particular catalog:

- Click the catalog name or the folder icon beside it in the Catalogs browser.

Media objects found are displayed in the results frame.

Creating a New Catalog

To create a new catalog:

1. Click the Folder icon in the Catalogs browser header.
2. Type the name and, optionally, a description of the catalog in the Create Catalog dialog box that appears.
3. Click Save.

Editing a Catalog

To edit the name or description of a catalog:



1. Click the Notepad icon beside the catalog name.
2. Make your changes in the Edit Catalog dialog box that appears.
3. Click Save.

Deleting a Catalog

To delete a catalog:



- Click the Trash icon beside the catalog name.



CHAPTER 4

Viewing and Using Your Search Results

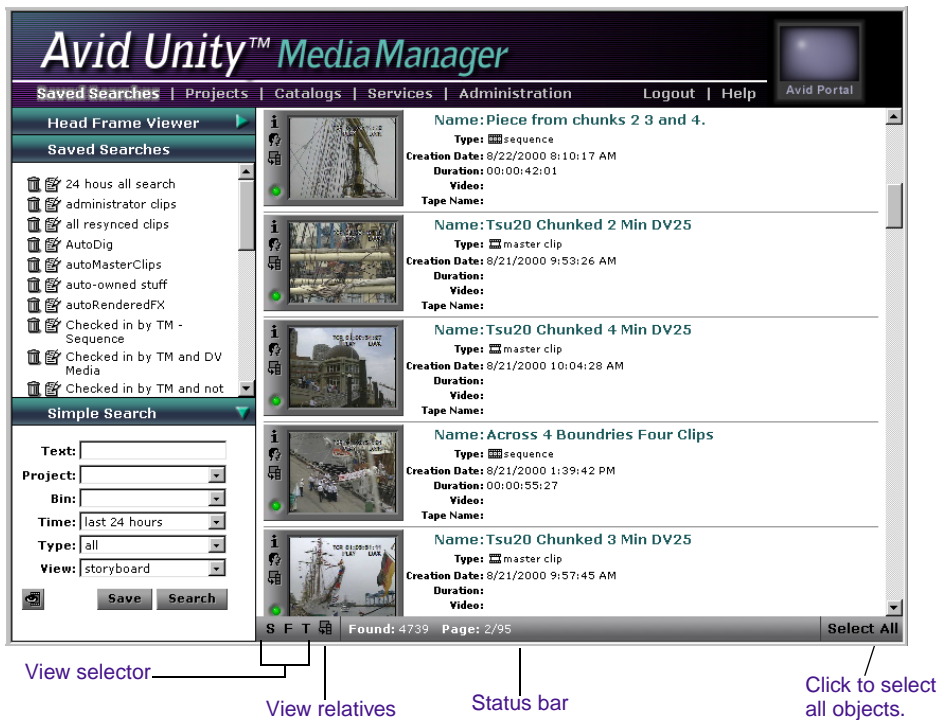
The results frame displays the media objects found by all MediaManager searches and project and catalog browsing operations. It allows you to view results by using several bin-style views, obtain additional information about them (including media relatives), and check them out by dragging them into bins.

This chapter discusses the following topics:

- **Viewing Your Search Results**
- **Checking Out Media Objects**
- **Checking Out Files**
- **Adding Media Objects to Catalogs**
- **Removing Objects from Catalogs**
- **Deleting Media Objects from MediaManager**

Viewing Your Search Results

All media objects returned by operations in Saved Searches, Projects, and Catalogs modes are displayed in the results frame.



The results frame is a flexible, interactive results viewer — it does not present a static view of your search results. The results frame offers three display views for your results, provides access to detailed information and head frames for selected objects, and allows you to perform searches for objects related to those displayed (media relatives and other objects from the same source tape).

The results frame also allows you to use or manage media objects displayed there by dragging them to appropriate locations. In this manner, you can:

- Check out media objects from MediaManager (see **“Checking Out Media Objects”** on page 64).
- Add media objects to catalogs (see **“Adding Media Objects to Catalogs”** on page 66).

- Mark media objects for deletion (see [“Deleting Media Objects from MediaManager” on page 69](#)).

Display Views



The results frame provides three views. You can preselect the view in which to display the results of a simple or extended search, and then you can switch among them by using the view selector once search or browse results are displayed.

View	Information Displayed
[S]toryboard	Head frame, object name, object type, creation date, duration, video, and tape name
[F]rame	Head frame and object name
[T]ext	Object name, object type (represented by an icon), creation date, duration, video, tape name

Media Status

Each media object in both Text, Storyboard, and Frame view has an associated Media Status icon. The color of the icon indicates the status of the media.



Media Status icon
(Frame view)



Media Status icon (Text view)

Media Status Icon Color	Indicates
Green	Media is online.
Red	Media is offline.
Yellow	Media was dragged in from another MediaManager and might require a transfer of media.
Blue	Some of the related media files are offline.

Sorting Media Objects in the Results Frame

Once the media objects you want are displayed in the results frame, you can sort the objects. For example, you can list the media objects by creation date starting with the most current or click the creation date heading and view them from the earliest date.

To sort media objects displayed in the results frame according to a specific attribute:

1. Switch to Text view.
2. Click the appropriate column heading.

The results are re-sorted in ascending order.

3. Click the heading again to sort the results in descending order.

Selecting Media Objects



To select media objects in Text view:

- ▶ Click the checkbox in the Text List icon.
 - (Windows) Ctrl+click to select multiple objects.
 - (Macintosh) Shift+click to select multiple objects.

To select media objects in Storyboard or Frame view:

- ▶ Click the head frame to select an object.
 - (Windows) Ctrl+click to select multiple objects.
 - (Macintosh) Shift+click to select multiple objects.

To select all media objects:

- ▶ Click Select All in the status bar.

Viewing Head Frames

If associated media was online when a media object was checked in to MediaManager, that object's record will include a head frame stored in low-resolution JPEG format. Storyboard and Frame view entries include small inline head-frame images where available.

To view a larger head-frame image for a media object:



- ▶ Click the Image icon.

The head-frame image appears in the Head Frame Viewer in the control frame.

Obtaining Media Size Information

To obtain the media size information for a media file:

- ▶ In the results frame, click the frame of the file for which you want to obtain size information.

The status bar at the bottom of the results frame displays the media size of the selected file.



Media size status display

To obtain the media size information for multiple media files:

- (Windows) In the results frame, Ctrl+click the frame of the files for which you want to obtain size information.
- (Macintosh) In the results frame, Shift+click the frame of the files for which you want to obtain size information.

The status bar at the bottom of the results frame displays the total media size of the selected files.



The total media size is a rounded-off estimate and should be used as such.

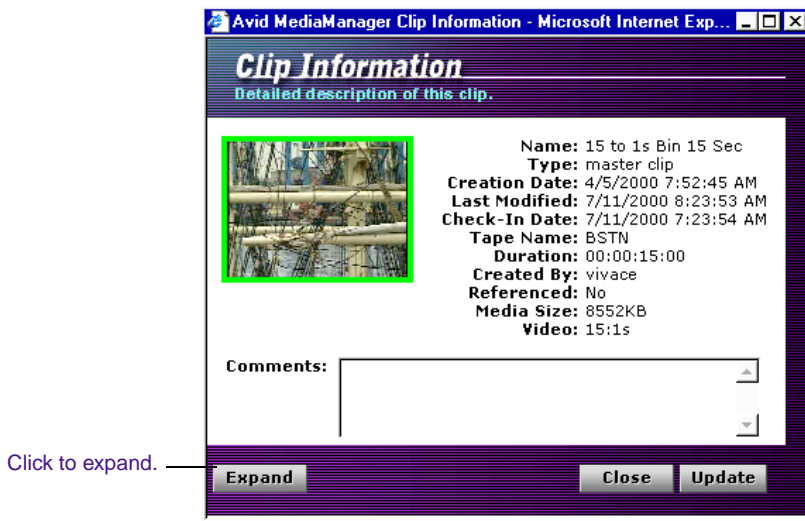
Obtaining Detailed Object Information

To obtain detailed information about a media object:



- Click its Information icon.

The Clip Information dialog box appears.



The Clip Information dialog box shows:

- The head frame and all the attributes that can be seen in all results frame views
- Associated comments (that you can also edit)
- Expandable view areas that contain:
 - System attributes (from the check-in bin)
 - User attributes (from the check-in bin)
 - Project and bin information
 - Any associated catalogs

(Option) To add comments:

- ▶ Type them in the Comments text box, and click Update. (Update will save the comments and close the dialog box.)

When you have finished, click Close to close the dialog box.

Viewing Media Relatives

It is often useful to find a media object's *media relatives* (that is, clips that are referenced by a sequence or sequences that reference a clip). The View Relatives function allows you to find relatives for a single object or multiple selected media objects.

To view the media relatives of a single media object:



- ▶ Select the sequence or clip, and click its View Relatives icon.

To view the media relatives for multiple objects:

- ▶ (Windows) Ctrl+click the files, and click the View Relatives icon in the Status bar.
- ▶ (Macintosh) In the results frame, Shift+click the files, and click the View Relatives icon in the status bar.

The results are returned in a tree-style collapsible view like the following Text view example.

		Name	Creation Date	Duration
[-]		ddecSeq41	4/29/2000 8:11:03 AM	00:02:10:03
		ddec41b	4/29/2000 8:03:50 AM	00:00:15:12
		ddec41c	4/29/2000 8:04:26 AM	00:00:14:26
[+]		ddec41d.Sub.01	4/29/2000 8:11:38 AM	
		ddec41d	4/29/2000 8:05:02 AM	00:05:14:02

To close an object's relative view:

- ▶ Click the Minus (-) icon beside an object name to close its relatives view.

To open an object's relative view:

- ▶ Click the Plus (+) icon beside an object name to open its relatives view.

To open or close the entire relatives tree:



- ▶ Click the Plus or Minus icon (as appropriate) in the status bar to open or close the entire relatives tree.

To return to the previous search results:

- ▶ Click the browser Back button in the toolbar, or rerun the search or browse operation that returned them.

Finding Other Clips from the Same Source Tape



Name: newman3

Type: master clip

Creation Date: 11/19/1999 6:44:1

Last Modified: 11/19/1999 6:44:1

Check-In Date: 11/20/1999 6:46:1

Tape Name: [Karens summer ta](#) _____Tape name link

To view all other clips from the same source tape as a particular media object:

- ▶ Click the Tape Name link in its Storyboard or Text view.

MediaManager finds and displays all checked-in clips recorded or digitized from the specified source tape.

To return to the previous search results:

- ▶ Click the browser Back button in the toolbar, or rerun the search or browse operation that returned them.

Checking Out Media Objects

To check out objects from MediaManager:

1. In the Settings scroll list of the Avid system Project window, select the appropriate OMM setting (see [“Configuring Avid Systems to Work with MediaManager” on page 17](#)).
2. Open the Avid system bin in which you want to store the media objects that you want to check out.
3. If you have not already done so, open MediaManager.
4. Perform a search or browse operation that returns the object or objects that you want to check out.
5. In the results frame, click the objects you want to check out and drag them to the Avid system bin.

To select multiple clips:

- (Windows) Ctrl+click or click Select All.
- (Macintosh) Shift+click or click Select All; then click the Avid Portal and drag the mouse to the Avid bin.

The imported objects appear in the bin.



If you have checked out a sequence that contains a title, load the sequence in the monitor and select Re-create Title Media from the Clip menu. This is necessary because titles cannot be checked in to and then checked out of MediaManager.



If you have checked out a sequence that contains alpha mattes, load the sequence in the monitor and perform a batch import. This is necessary because alpha mattes cannot be checked in to and then checked out of MediaManager.

For information on transferring files from one workgroup to another workgroup, see the *Avid Unity TransferManager User's Guide*.

Checking Out Files

MediaManager allows you to check in non-Avid media files such as JPEG, PICT, or TIFF using the Desktop Check-In procedure. In order to check out files of this type, use one of the following procedures.

(Windows) To check out a file:

1. Open your MediaManager browser, and search for the file you want to check out.
2. Right-click the name of the file.
3. Choose Save Target As.

The Save As dialog box appears.

4. In the File name text box, a hexadecimal name with the correct extension (for example, .tif or .jpg) appears. Rename the file, keeping the extension.
5. In the Save In menu, choose a location on your system to place the file.
6. Click Save.

(Macintosh) To check out a file:

1. Open your MediaManager browser, and search for the file you want to check out.
2. Click and hold the name of the file.

3. From the shortcut menu that appears, choose Save Link As.
The Save As dialog box appears.
4. In the File name text box, a hexadecimal name with the correct extension (for example, .tif or .jpg) appears. Rename the file, keeping the extension.
5. In the Save In menu, choose a location on your system to place the file.
6. Click Save.

Adding Media Objects to Catalogs

Adding related objects to a catalog provides users from any MediaNet client system with easy access to those objects without the need to transfer bin information from one Avid system to another.

To add media objects to a catalog:

1. Perform a search or browse operation that returns the objects that you want to add to a catalog.
2. If necessary, select Catalogs mode to open the Catalogs browser in the control frame.
3. Do one of the following:
 - (Windows) Click the objects, and drag them from the results frame into the appropriate catalog.
 - (Macintosh) Click the objects, and then click the Avid Portal and drag the mouse anywhere in the Netscape page. A dialog box appears. Choose the appropriate catalog.

The objects are added to the catalog.

Removing Objects from Catalogs

You can remove an object from any catalog.

To remove objects from a catalog:

1. Browse the appropriate catalog so that its contents are returned in the results frame.
2. Find an object in the results frame that you want to remove, and click its Trash icon.



To remove multiple objects:

- (Windows) Ctrl+click or click Select All, and then click any selected object's Trash icon.
- (Macintosh) Shift+click or click Select All, and then click any selected object's Trash icon.

The objects are removed from the catalog.

Removing Objects from the WasteBasket

You can remove an object from the special WasteBasket catalog that is used for objects marked for deletion. This might be helpful if you inadvertently move an object to the WasteBasket that you no longer want to mark for deletion.

To remove objects from the WasteBasket:

1. Double-click WasteBasket in Catalogs mode so that its contents are returned in the results frame.
2. Find an object in the results frame that you want to remove, and click its Trash icon.



The item is removed from the WasteBasket and is no longer marked for deletion.

To remove multiple objects:

- (Windows) Ctrl+click or click Select All, and then click any selected object's Trash icon.
- (Macintosh) Shift+click or click Select All, and then click any selected object's Trash icon.

The items are removed from the WasteBasket and are no longer marked for deletion.

Deleting Media Objects from MediaManager

Unless you have administrator privileges, you cannot actually delete objects from MediaManager. Instead, you can mark objects for deletion so that they can be purged subsequently by the site administrator.

To mark media objects for deletion from MediaManager (marking both the media files and the metadata for deletion):

1. Perform a search or browse operation that returns the object or objects that you want to mark for deletion from MediaManager.
2. Select Catalogs mode to open the Catalogs browser in the control frame.
3. Click the object, and drag it from the results frame into the WasteBasket.

To select multiple clips:

- (Windows) Ctrl+click or click Select All.
- (Macintosh) Shift+click or click Select All.

To mark media objects for deletion from MediaManager (marking just the media files for deletion):

1. Perform a search or browse operation that returns the object or objects that you want to mark for deletion from MediaManager.
2. Select Catalogs mode to open the Catalogs browser in the control frame.
3. Do one of the following:
 - (Windows) Click to select the object, and then press and hold Ctrl while dragging it from the results frame into the WasteBasket. The media file is marked for deletion, and the metadata will remain. The clip status is displayed as offline (red) once the administrator purges the media.

- (Macintosh) Click to select the object, and drag it to the WasteBasket. A dialog box appears. If you want the media file marked for deletion and the metadata to remain, click the “Delete media file” check box.

The objects are added to the WasteBasket. They are not deleted until purged by the site administrator.



APPENDIX A

Administration Mode

You use Administration mode to edit your user profile if you want to change your password, real name, or description.



If you have administrator privileges, Administration mode also allows you to create and edit other user profiles and provides access to other administrative functions. To find out more about these functions, see the Avid Unity MediaManager Administrator's Guide.

Editing Your User Profile

To edit your user profile:

1. Select Administration mode by using the mode selector.
2. Click the Notepad icon that appears beside your user name in the Users list that appears in the control frame.

The Edit User dialog box appears.

Edit User
Enter the details for the user.

Name:
Enter the user name.

Password:
Enter the user password.

Retype Password:
Enter the user password again.

Real Name:
Enter the user's real name.

Description:
Brief description or other notes.

Privilege:
The user's rights.

3. Edit the Password (typing the new value identically in both the Password and Retype Password text boxes), Real Name, and Description values as required.
4. Click Save.

Your user profile is updated.



List of Terms

attribute name	Information in each record is recorded as a predetermined set of <i>attributes</i> . Each attribute describes a feature of the object: for example, its name, creation date, or tape ID.
Avid Portal	The Avid Portal is the destination for drag-and-drop check-in of media objects from Avid systems. It is always located at the top right of the MediaManager user interface, regardless of the selected mode.
Avid Unity MediaNet	Avid Unity MediaNet allows you to connect the latest in shared storage environments to your MediaNet clients. The shared storage lets you set up a collaborative user environment where several editors can work on a project at the same time using the same media files and audio files.
browser	A browser is an application program that provides a way to look at and interact with all the information on the World Wide Web.
data	The information about media objects physically stored on drives (optionally mirrored for data security).
database services	The software applications that drive the database functions.
effect	The manipulation of an audio or video signal. Types of film or video effects include special effects (F/X) like morphing; simple effects like

dissolves, fades, superimpositions, and wipes; complex effects like keys and DVEs; motion effects like freeze frame and slow motion; and title and character generation. Effects usually have to be rendered because most systems cannot accommodate multiple video streams in real time.

See also *rendering*.

Fibre Channel

Fibre Channel is a technology for transmitting data between computer devices at a data rate of up to 1 Gbps (one billion bits per second). Fibre Channel is especially suited for connecting computer servers to shared storage devices and for interconnecting storage controllers and drives.

JPEG format

A JPEG is a graphic image created by choosing from a range of compression qualities (actually, from one of a suite of compression algorithms). When you create a JPEG or convert an image from another format to a JPEG, you are asked to specify the quality of image you want. Since the highest quality results in the largest file, you can make a trade-off between image quality and file size.

master clip

The media object that refers to the media files recorded or digitized from tape or other sources.

MediaNet server

The MediaNet server controls user access to the shared storage subsystem by logging in users through controlled user accounts with passwords. It also controls which workspaces a user can mount on the MediaNet client desktop and whether the user has read or write access to the files on the workspace. This allows a system administrator to control a user's privileges and to manage the shared environment, preventing overwriting or damage to shared media files and audio files.

metadata

Data about data; for example, the clips associated with media files.

mirroring	Duplication of the data on multiple drives in a redundant configuration. In a mirrored configuration, if one data drive fails, the mirror drive is automatically used instead.
motion effect	An effect that speeds up or slows down the presentation of media in a track.
Open Media Management (OMM)	Open Media Management (OMM) is an Avid initiative to create a standard programming interface for integrating asset management systems with Avid editing systems.
records	For every media object, the database stores an associated <i>record</i> that contains specific information about the object.
rendering	Merging effect layers to create one stream of digital video for playback in real time.
resync	The resync process ensures that all the media on Avid Unity has been checked in to MediaManager. When media files are copied into a shared storage environment manually, resync is necessary to make the compositional metadata (the clips associated with media files) appear in MediaManager.
sequence	An edited composition that often includes audio and video clips and rendered effects connected by applied transitions.
SQL Server	Structured Query Language (SQL) is a standard interactive and programming language for getting information from and updating a database. Although SQL is both an ANSI and an ISO standard, many database products support SQL with proprietary extensions to the standard language. Queries take the form of a command language that lets you select, insert, update, and find out the location of data.
subclip	<ol style="list-style-type: none"> 1. An edited part of a clip. In a sequence, a subclip can be bound by any variation of clip beginnings, endings, and IN or OUT points.

2. A subclip created by marking IN and OUT points in a clip and by saving the frames between the marks. The subclip does not contain pointers to media files. The subclip references the master clip, which alone contains pointers to the media files.

TCP/IP network connection

Transmission Control Protocol/Internet Protocol (TCP/IP) is the basic communication language or protocol of the Internet. It can also be used as a communications protocol in the private networks called intranets and in extranets. When you are set up with direct access to the Internet, your computer is provided with a copy of the TCP/IP program just as every other computer that you might send messages to or get information from also has a copy of TCP/IP.

TransferManager

The TransferManager system manages the transfer of media to and from workgroups.

Uniform Resource Locator (URL)

A Uniform Resource Locator (URL) is the address of a file (resource) accessible on the Internet.

workspaces

MediaManager clients mount MediaNet workspaces on their workstations (requiring a *user account* to do so). Once mounted, workspaces behave like local media drives that can be accessed by others working on the same project. When the workspaces are properly configured, several users can access the same media and start using it immediately after it has been created.



Index

ABCDEFGHIJKLMNOPQRSTUVWXYZ

A

- Accessing
 - MediaManager [19](#)
- Administration mode [71](#)
- Attributes
 - definition of [38](#)
 - specifying [41](#)
- Autocatalog [15](#)
- Avid Portal
 - described [25](#)
- Avid Unity Media Net file server [14](#)

B

- Bins
 - browsing [50](#)

C

- Catalog Date attribute [43](#)
- Catalogs
 - browsing [51](#)
 - creating new [52](#)
 - deleting [53](#)
 - editing the name or description of [52](#)

- explanation of [51](#)
 - placing media objects into [66](#)
 - removing objects from [67](#), [68](#)
 - viewing contents [52](#)

- Check in
 - files from Avid system (Windows) [32](#)
 - files from desktop [35](#)
 - files manually from Avid system [33](#)
 - media to MediaManager [32](#)

- Chunking
 - enabling [33](#)

- Clip information
 - viewing [61](#)

- Comments attribute [43](#)

- Control frame
 - described [28](#)

- Creating
 - new catalogs [52](#)

D

- Deleting
 - catalogs [53](#)
 - media objects [69](#)
 - saved searches [50](#)

- Desktop
 - check in files from [35](#)

- Display views
 - described [56](#)
- Drag-and-drop method
 - for exporting files with OMM [32](#)
 - to MediaManager from Avid system (Windows) [32](#)
 - with Avid Portal [25](#)
- Duration attribute [43](#)

E

- Editing
 - saved searches [49](#)
- Ethernet network [14](#)
- Exporting clips with OMM
 - drag-and-drop method for [32](#)
 - menu-command method for [33](#)
- Extended searches
 - performing [45](#)
 - saving [47](#)

F

- Fibre Channel network [14](#)
- Finding
 - media objects [15](#)

H

- Head Frame Viewer [28](#)
- Head Frames
 - viewing [59](#)

I

- Importing
 - from MediaManager to Avid bin [64](#)

- Inbox [27](#)
- IN-OUT attribute [43](#)
- Internet Explorer
 - configuring [19](#)
 - opening MediaManager in [22](#)

L

- Logging out
 - of MediaManager [30](#)
- Login
 - setup [17](#)
 - to MediaManager [23](#)

M

- Managing saved searches [48](#)
- Media objects
 - adding to MediaManager [15](#)
 - checking out [64](#)
 - deleting [69](#)
 - finding [15](#)
 - obtaining information [61](#)
 - placing into catalogs [66](#)
 - sorting [58](#)
- Media relatives
 - viewing [62](#)
- Media size
 - obtaining [59](#)
- Media status [57](#)
- Media types
 - supported [15](#)
- MediaManager database
 - attributes [38](#)
 - catalogs [51](#)
 - records [38](#)
- Menu-command method
 - for exporting clips with OMM [33](#)

- Mode selector
 - described [26](#)
- Modification Date attribute [43](#)

N

- Name attribute [43](#)
- Netscape
 - opening MediaManager in [22](#)
- Network
 - Fibre Channel [14](#)

O

- Offline media [57](#)
- OMM (Open Media Management)
 - creating settings for [17](#)
 - described [13](#)
 - specifying settings [17](#)
- Opening
 - MediaManager [19, 22](#)

P

- Performing
 - extended search [45](#)
 - simple search [39](#)
- Project attribute [43](#)
- Projects
 - browsing [50](#)

R

- Records [38](#)
- Referenced attribute [44](#)

- Removing
 - objects from catalogs [67](#)
 - objects from the WasteBasket [68](#)
- Results frame
 - described [29, 55](#)

S

- Saving
 - extended searches [47](#)
 - simple searches [40](#)
- Scene attribute [44](#)
- Searches
 - deleting saved [50](#)
 - editing saved [49](#)
 - extended [41](#)
 - managing saved [48](#)
 - performing extended [45](#)
 - performing simple [38](#)
 - refining [47](#)
 - saving [40](#)
 - simple [38](#)
 - viewing saved [49](#)
- Searching
 - for media objects [37](#)
- Security settings
 - for MediaManager [21](#)
- Sending media in segments [33](#)
- Settings
 - for configuring Avid systems [17](#)
 - OMM [17](#)
- Shoot date attribute [44](#)
- Simple search [38](#)
- Source tape
 - viewing clips from same [63](#)

T

- Take attribute [44](#)
- Tape ID attribute [44](#)
- Text attribute [44](#)
- Tracks attribute [44](#)
- Type attribute [44](#)

V

- Viewing
 - clip information [61](#)
 - clips from same source tape [63](#)
 - head frames [59](#)
 - media objects in bins [51](#)
 - media relatives [62](#)
 - projects and bins [50](#)
 - saved searches [49](#)
 - search results [54](#)

W

- WasteBasket
 - removing objects [68](#)
- Workgroup environment
 - with MediaManager [14](#)