Avid® MediaLog™

User's Guide

Release 2.0

for the Windows NT® Operating System

Avid®
tools for storytellers™

Avid MediaLog User's Guide • Part 0130-04230-01 Rev. A • August 1999

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CHAPTER 1

Understanding MediaLog

This chapter answers the following questions:

- **What Is MediaLog?**
- **How Does MediaLog Work?**
- **What Are the Basic Logging Steps?**

What Is MediaLog?

MediaLog is a tool that helps you select and log footage *before* your edit session. Although you can log footage with Avid editing system products, using MediaLog can free up your Avid editing system for editing rather than for logging footage. After logging shots, you can use your Avid editing system to digitize and edit the footage. In addition, you can transfer film to National Television Standards Committee (NTSC) or Phase Alternating Line (PAL) video, use MediaLog to log the material, and then transfer the logged shots to an Avid editing system for digitizing and editing.

MediaLog is portable; you can install it on a laptop and on most desktop computers that are running the Windows NT® or Windows® 98 operating system. To log clips from a source tape, your computer must be connected to a deck that uses Sony® serial deck protocol. MediaLog allows you to control the deck while viewing your source tapes and

selecting the shots for your log. You can also log without a deck and enter the logging information by hand.

For each shot that you log, MediaLog saves the start and end timecodes, duration, tracks selected, and tape name.

MediaLog also lets you add new categories of information to your log, so you can record the scene, take, location, or any other comments that can help you to identify the footage.

Once you have created a log, the MediaLog Sort command orders your shots according to criteria you specify. The Sift command uses your criteria to pick out specific footage, such as all the product shots or all shots from a certain location.

How Does MediaLog Work?

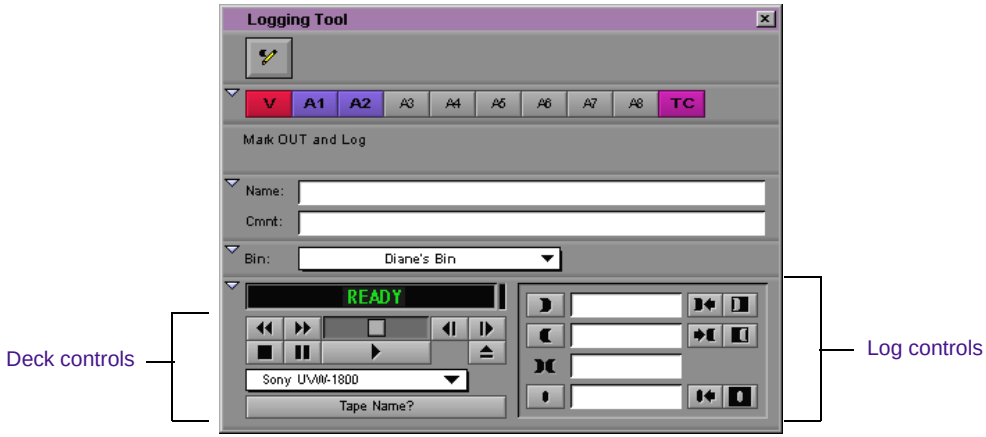
The MediaLog system uses clips, bins, and projects to organize your work.

MediaLog clips and bins are a lot like their film counterparts. Just as film editors pull clips from their raw footage and store the clips in bins for the editing session, MediaLog lets you select shots from your tapes and store information about the shots in electronic bins.

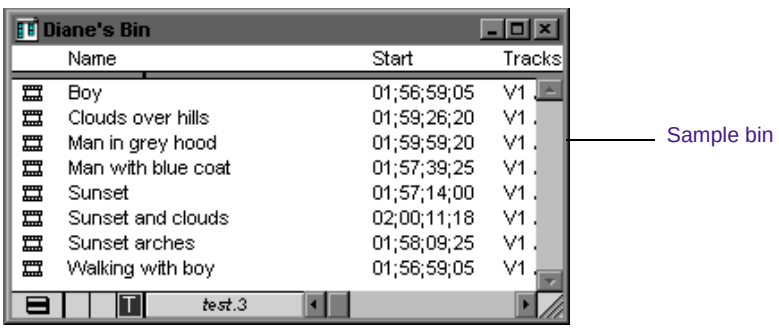
A clip corresponds to a shot you select from a tape. Clips contain information about your footage such as the start and end timecodes and the number of video and audio tracks. Clips are stored in electronic bins, which have built-in database capabilities to help you easily find a specific shot.

Each time you log clips, you open a bin and use Logging tool controls to play your tapes, mark the shots, and add the clips to the open bin.

Deck and log controls are in the Logging Tool window.



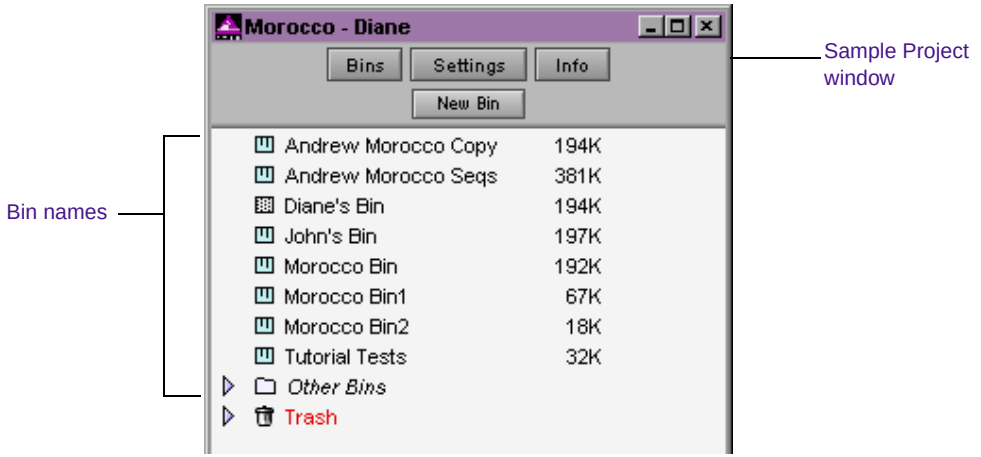
A bin is open while you log clips to it.



If you have a log sheet, you can log clips without using a deck. You type the start and end timecodes for each clip, and then add them to the bin.

MediaLog uses a project file to organize all the work you do on a single job. You must always create a new project or open an existing project before you can open a bin and log your shots.

As you work on a project, MediaLog remembers the name of each bin you open and displays a list of bin names in the Project window. The list is useful for helping you quickly access bins.



What Are the Basic Logging Steps?

In each logging session, you should:

1. Start your computer and the MediaLog program.
2. Create a new project, or open an existing project.
3. Create a new bin, or open an existing bin.
4. Prepare to log:
    a. Select a video format.
    b. Enter Logging mode.
    c. Select a source name.
5. Select the tracks you want to log from the tape.
6. Log the clips.
7. Save and organize the bin.
8. Quit the MediaLog application, and shut down the computer.

CHAPTER 2

Getting Started

This chapter describes how to set up the hardware and run MediaLog sessions. This chapter covers the following topics:

For information on installing the MediaLog software, see the current MediaLog release notes.

Setting Up the Hardware

Make sure your computer meets the following requirements:

- The computer must be running the Windows NT or Windows 98 operating system.
- At least 8 megabytes (MB) of random access memory (RAM) must be available to run MediaLog (16 MB or more is preferred when working with large bins).
- Make sure you have enough RAM to run the operating system. For example, if your system has 8 MB of RAM, allocating 6 MB to the MediaLog application might not allow the operating system to function properly.

For a list of decks, see the Open Me First box supplied with your MediaLog system or the Customer Service FAQs on the Avid Web site at http://www.avid.com.

MediaLog can control a deck that uses Sony serial deck protocol and a timecode reader. You can control a single deck by connecting an RS-232 to RS-422 serial adapter kit to the modem or printer port of your computer. MediaLog can also control a deck through V-LAN® VLX*i*®connections.

A direct serial video deck connection requires a serial adapter kit that contains the following items:

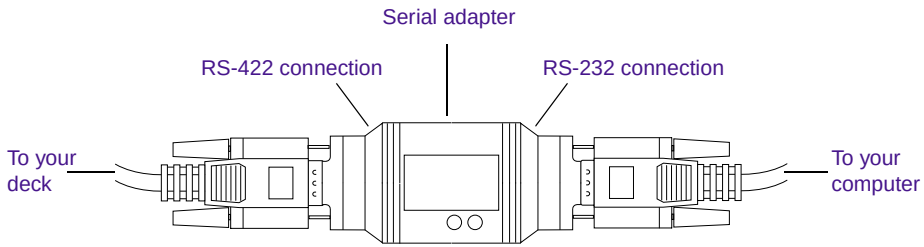
- An RS-232 to RS-422 serial adapter
- Two serial cables; male 9-pin connectors at both ends

The computer and the deck must be off when you are connecting the serial cable.

To connect a single deck to your computer:

1. Turn off the computer and the deck.
2. Attach one end of the first 9-pin cable to the end of the serial adapter labeled RS-232.
3. Attach the other end of the first 9-pin cable to the serial port of your computer.

When you attach the cable to the serial port on the computer, note if it is Port 1 or Port 2. You will have to choose the port in the Avid software.



4. Attach one end of the second 9-pin cable to the end of the serial adapter labeled RS-422.
5. Attach the other end of the second 9-pin cable to the remote serial port of the deck.

Set the deck to REMOTE mode before you attempt to control the deck using the software.

Turning On the Hardware

To be sure that the computer detects all the attached hardware and to avoid damage to any component, turn on the hardware in the following order:

1. If your computer has media drives, turn on each drive.

   The green drive lights flicker on, followed by the amber drive lights. Wait 15 to 30 seconds for the drives to spin up before you turn on the computer system; otherwise, the computer will not communicate with the storage devices successfully.

2. If you will be logging clips by using a deck, turn on the deck.

   Set the REMOTE/LOCAL switch on the deck to REMOTE.

3. Turn on the computer.

Do not disconnect or turn off individual drives while the computer is on.

You can now install the MediaLog software.

Installing MediaLog Software

To install the software:

1. Insert the MediaLog compact disc into your computer's CD-ROM drive.

   The MediaLog Installer CD-ROM window opens.

2. Click the Installers button.

   The MediaLog Install screen appears.

3. Click Next.

   The License Agreement window opens.

4. Read through the License Agreement and click Yes if you agree.

   The Choose Destination Location window opens.

Do not install the MediaLog application on disks where you store media.

If you install MediaLog on an Avid editing system, make sure the MediaLog application is in a folder separate from the Avid editing system application — each application has its own preferences.

5. Click Next to accept the default location or Browse to find a different location.

   The Setup Type window opens.

6. Click Next.

   The Application Data Location window opens.

7. Click Next to accept the default location or Browse to find a different location.

   If MediaLog is already installed, you can choose to uninstall it or to continue with the installation.

8. Click Next.

   Installation is complete. You can choose to restart the computer now or later.

Starting the System

After you install the MediaLog software according to the instructions in the MediaLog release notes, you are ready to start the MediaLog application.

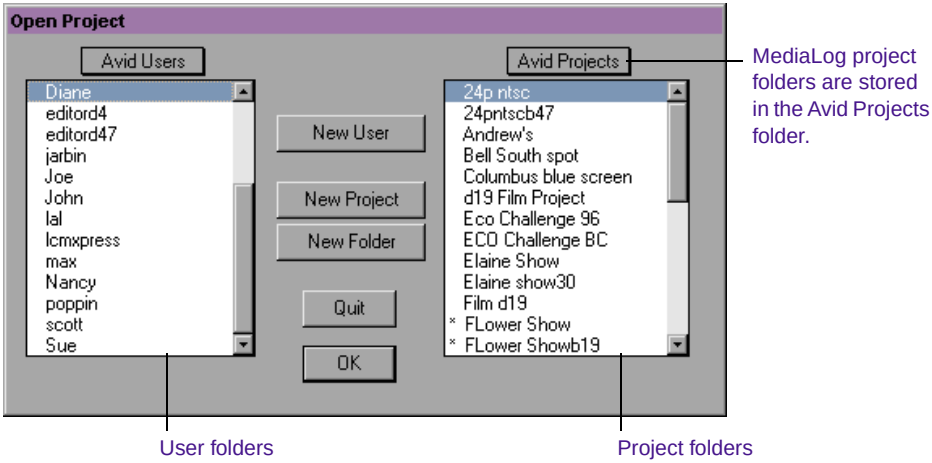
To start MediaLog:

1. Turn on the video deck.
2. Set the REMOTE/LOCAL switch on the deck to REMOTE.
3. Turn on the computer.

Do not start any other Avid editing application on the computer at the same time as the MediaLog application. The two applications will conflict with each other.

4. Click the Start button, point to Programs, point to Avid, and then click MediaLog.

   The Open Project dialog box appears.



5. Select an existing user and project, or create new ones.

Setting Up Project Files and Folders

Each time you start the MediaLog application or close your current project, the Open Project dialog box appears. The first thing you do in the dialog box is select an existing user and project or create new ones.

When you start a new project, the system creates a folder for the project. The system stores this project folder inside the main Avid Projects folder, which is located on the drive where you installed MediaLog. Your project folder holds the bins that contain all the material you use in the project.

You choose the project's format when you create the project.

Use the project management tools to organize your bins, which contain the material you are editing, and to adjust the Project settings such as auto-save preferences or keyboard command layout.

Only one project can be open at a time. To switch projects, you must close the current project before opening another project.

MediaLog saves the video format, settings, and bin selection with the project, so you can stop working on a project and return to it any time.

About Project Files and Folders

A project file, for storing information related to the project, is saved in a project folder. The project folder has the same name as the project (for example, *Epic Film* is stored in the *Epic Film folder*).

The project folder is saved in the Avid Projects folder, located on the drive where you installed MediaLog. Backups of the project folder bins are created and stored in the Attic folder. The project folder contains bins, project files, settings file, and Statistics and Trash folders.

Table 2-1 describes the files and folders in the project.

Table 2-1 Project Files and Folders

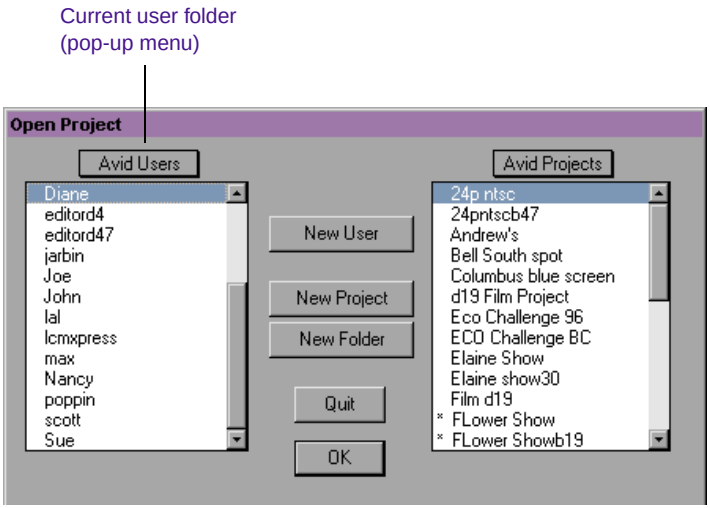
File or Folder	Description
Project file	Stores the information used by the MediaLog application that makes up the project.
Project Settings file	Stores the settings for the project, including any custom views you create.
Project bins	Bins you create in the Project window are stored in the project folder.
Trash folder	Stores files and folders you delete in the Project window.
Statistics folder	For internal MediaLog application use only; this folder is normally empty.

Creating a New User

To create a new user:

1. From the pop-up menu, select the folder where you want the new user folder to be created.

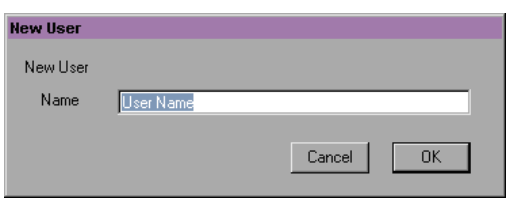
   The default folder is Avid Users.



Do not share user settings between MediaLog and your Avid editing system application.

2. Click New User in the Open Project dialog box.

   The New User dialog box appears.



3. Type your name in the Name text box.
4. Click OK.

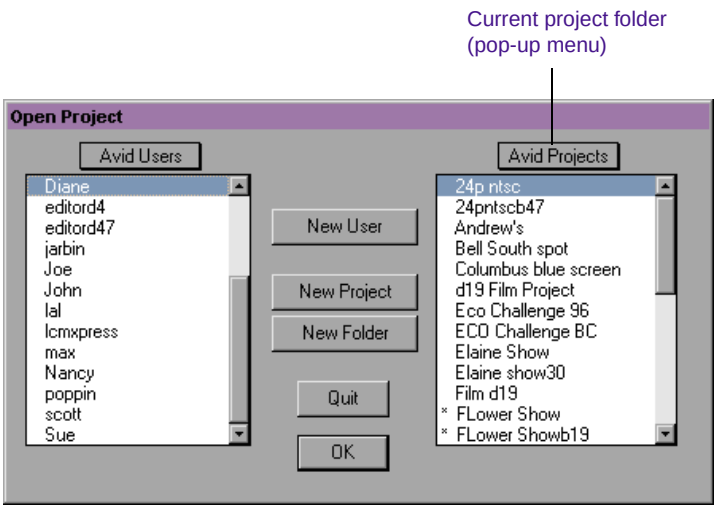
   The Open Project dialog box reappears with the new user name.

Creating a New Project

To create a new project:

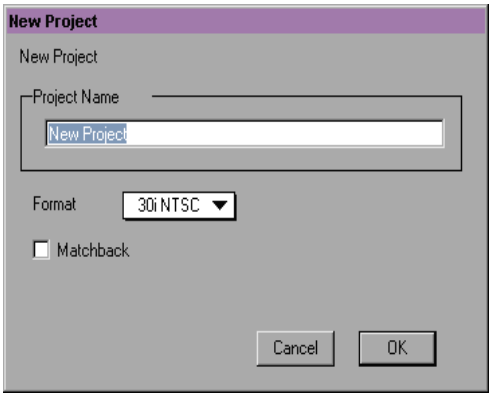
1. From the pop-up menu, select the folder where you want the new project folder to be created.

   The default is Avid Projects.



2. Click New Project in the Open Project dialog box.

   The New Project dialog box appears.



3. Type a name for the project in the Project Name text box.

   If you plan to transfer your work to an Avid editing system, assign the same name to MediaLog projects and Avid editing system projects.

Make sure you do not already have a project by that name on your Avid editing system, or the MediaLog project will overwrite the one on the Avid editing system.

If you transfer your MediaLog bins to a project that has a different name, the name of the source project is included in the tape names. For example, if you use MediaLog to log clips from Tape1 in Project X, the Avid editing system lists the source of the clips as Project X:Tape1.

4. Choose a format from the Format pop-up menu:

   - 24p NTSC
   - 30i NTSC
   - 24p PAL
   - 25i PAL

5. If you select 24p PAL, the Film Type pop-up menu appears. Choose a film type from the menu.
6. If your project will be matching back to a film list, select Matchback. For more information on setting Matchback options, see **“Choosing Matchback and Film Options” on page 23**.

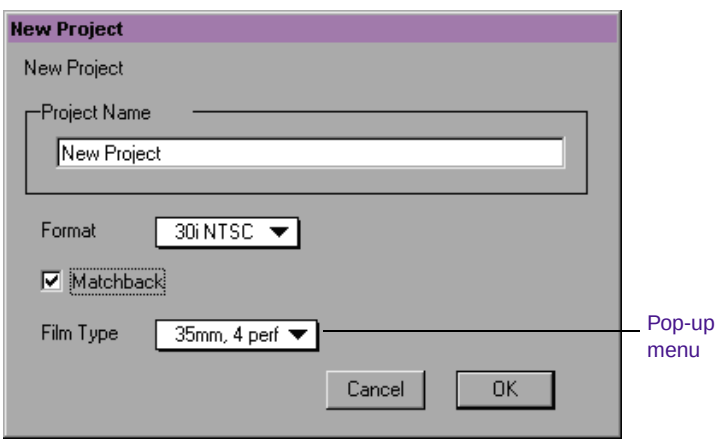
Choosing Matchback and Film Options

If you work with film material in a video project but need to generate film pull lists or cut lists as well as edit decision lists (EDLs), you must establish the film format for matching back from your video EDL to a film list.

To establish matchback and film settings:

1. Select Matchback in the New Project dialog box.

   A pop-up menu for key number tracking appears.



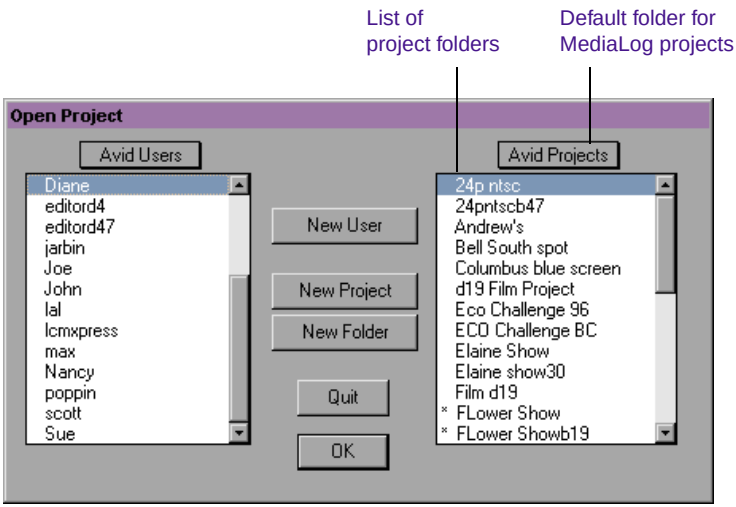
2. Choose a film tracking format from the Film Type pop-up menu to be used in the matchback process.
3. Click OK.

The system creates the new project files and folder and returns you to the Open Project dialog box, where the project name is highlighted in the Avid Projects list.

Selecting an Existing User or Project

To open an existing use or project when you start MediaLog:

1. In the Open Project dialog box, select the user and project you want to open.
2. Double-click the project folder name.



The Project window opens.

Using the Project Window

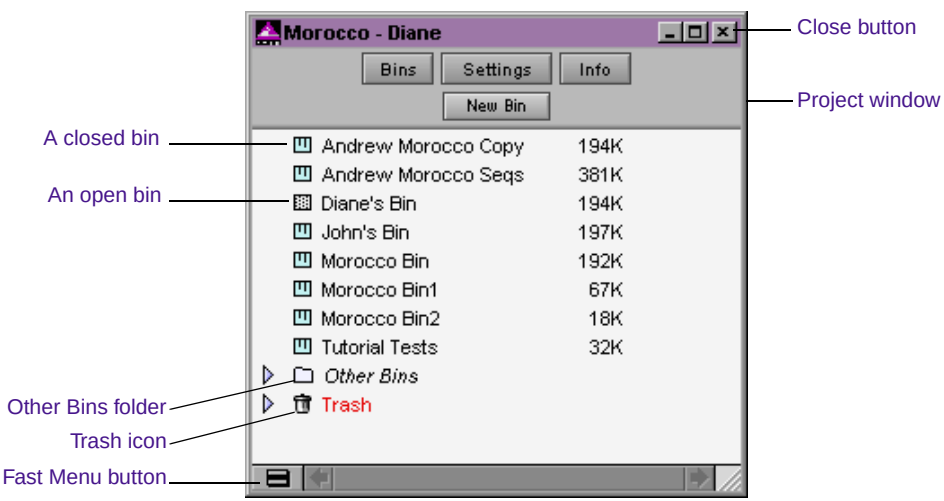
When you select a project, the Project window opens.

Click the Bins button to see a list of bins in the project. Click the Settings button to see the settings for the project. Click the Info button to see information about the format of the project (for example, PAL or NTSC).

Clicking the New Bin button creates a new bin in the project. For instructions, see **“Creating a Bin” on page 30**.

Displaying Project Bins

Folders in the Project window help to organize the projects. You can create folders in the Project window by using the Fast Menu button at the bottom of the window. Bins in the project can then be dragged into your custom folder.



When you open bins from other projects, the Project window automatically creates an Other Bins folder. Use the Other Bins folder for quick access links to other bins you have opened outside the current project.

Bins in the Other Bins folder appear in *italic* and cannot be moved out of the Other Bins folder.

The Trash icon in the Project window holds your deleted bins and folders in case you change your mind. These bins stay in the folder until you choose Empty Trash from the Fast menu. You can drag bins from the Trash back into the project.

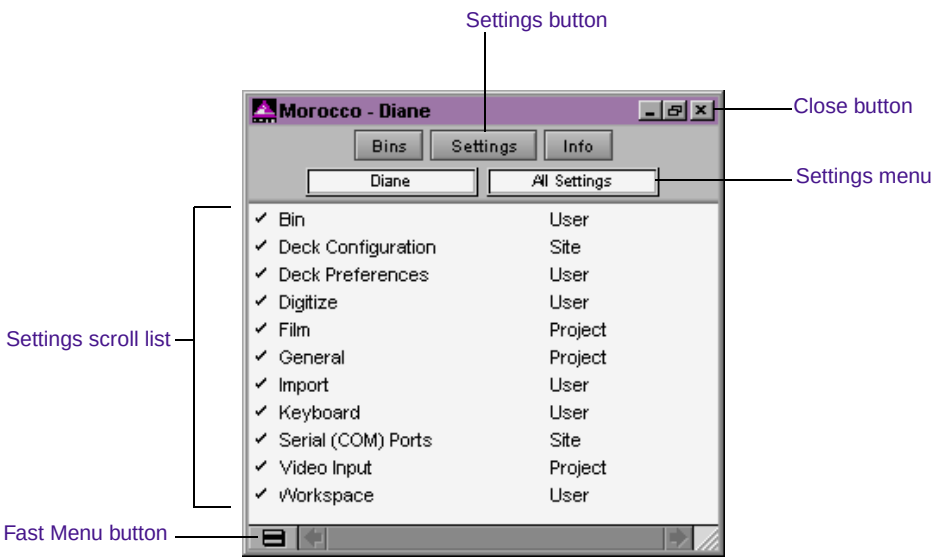
Displaying Project Settings

The Settings scroll list can be displayed in different ways, depending on what you need to view.

To change a Project Settings display:

1. Click the Settings button in the Project window.

   The Settings scroll list appears.



2. Choose a settings display from the Settings menu, or click the Fast Menu button.

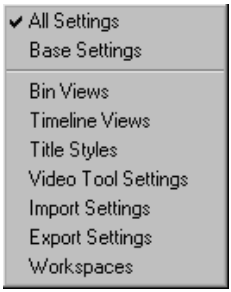


Table 2-2 describes the Project Settings menu options.

Table 2-2 Project Settings Menu Options

Option	Description
All Settings	Displays all settings available in the Avid editing system.
Base Settings	Displays Project settings only; no views are displayed.
Bin Views	Displays all the Bin View settings you created.
Timeline Views	Displays all the Timeline View settings you created.
Title Styles	Displays all the templates you created for the Title tool.
Video Tool Settings	Displays all the Video Tool settings.
Import Settings	Displays all the Import settings.
Export Settings	Displays all the Export settings.
Workspaces	Displays all the Workspace settings you created.

Displaying Project Information

The Project window includes an Info button that opens the Info window. Click the Fast Menu button at the bottom of the Info window to display the menu items: Profile, Usage, and Memory.

To change a Project Info display:

1. Click the Info button in the Project window.

   The Info window opens.

2. Choose Profile, Usage, or Memory from the Fast menu.

Table 2-3 describes the Project Info options.

Table 2-3 Project Info Options

Option	Description
Profile	Displays basic project information, such as the video format (NTSC or PAL) or frame rate (24 fps for film projects).
Usage	Gathers and reports information on the system usage by project. The file information is formatted so you can use it as input to software programs such as analysis applications, spreadsheets, or report generators.
Memory	Displays the Memory window, which shows the amount of system memory used by the project.

Closing a Project and the Project Window

To close a project and the Project window:

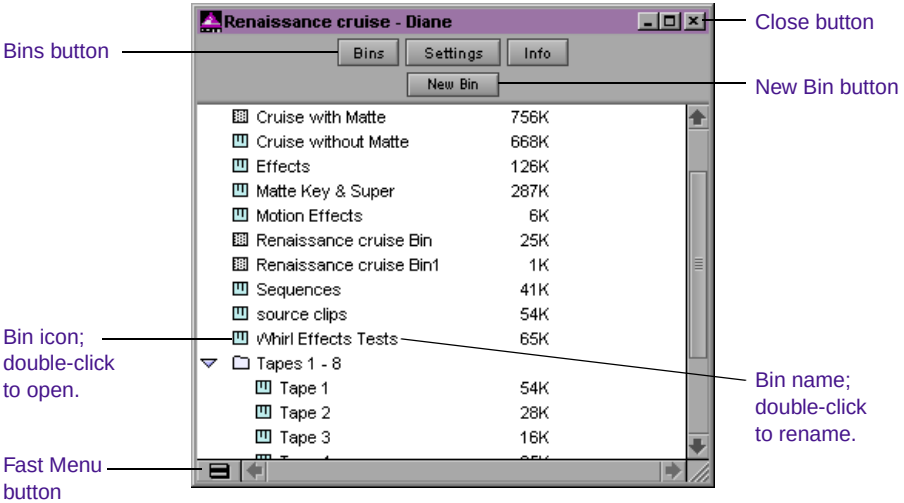
1. Click the Project window to activate it.
2. Do one of the following to close the Project window:
   - Choose Close from the File menu, or press Ctrl+W.
   - Click the Close button in the upper right corner of the window.

   The application automatically saves and closes the project. The Open Project dialog box appears.
3. Create a new project or select an existing project, or click Quit to quit the MediaLog application.

Working with Bins

The Project window displays a list of bins. Bins store your clips and the sequences you create. Anytime after you select a project, you can create a new bin. You can also open bins created for other projects.

To view the bins in the project, click the Bins button in the Project window. After closing a bin, you can reopen it by double-clicking its icon beside the name in the Project window. You can rename the bin by double-clicking the bin name and typing the new name.



Avid bins function most efficiently when they contain no more than 100 clips. If you work with a lot of source material, you can create a number of bins, each named according to the type of shots it will contain. Then you can log an optimal number of clips to each bin.

Creating a Bin

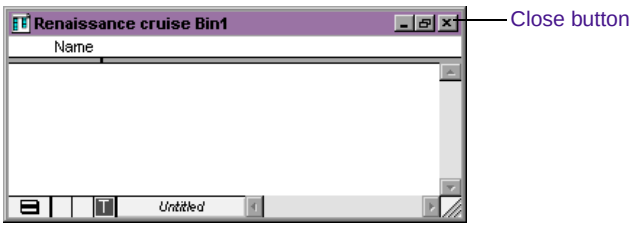
If multiple windows are open on your desktop, you must make the Project window active before you can create a bin.

To create a new bin:

1. Do one of the following to activate the Project window:
   - Click the Project window.
   - Choose Project from the Tools menu, or press Ctrl+9.
2. Click the Bins button.

3. Do one of the following to create the bin:
    - Click the New Bin button in the Project window.
    - Choose New Bin from the Fast menu.
    - Choose New Bin from the File menu, or press Ctrl+N.

    A new bin appears and uses the same name as that of the Avid Project folder but appends a number to it. This name also appears in the list of bins in the Project window.



4. To change the default name of the bin, select the name in the Project window and type the new name.
5. Press Enter.

Closing a Bin

To close a bin, do one of the following:

- Click the Close button to save and close the bin.
- Activate the Bin window and choose Close Bin from the File menu to save and close the bin, or press Ctrl+W.

Reopening a Bin

You can reopen a bin or several bins that are already in the project.

To reopen a bin:

1. Click the Bins button in the Project window to see a list of bins.
2. Double-click the icon beside the name of the bin, in the Project window, you want to reopen.

To reopen several bins:

1. Click the icon of one of the bins.
2. Ctrl+click each additional bin you want to reopen.
3. Do one of the following to open the bins:
   - Choose Open Selected Bins from the File menu, or press Ctrl+O.
   - Choose Open Selected Bins from the Fast menu.
   - Double-click the icon beside the name of any selected bins.

Removing Bin Names from the Current Project

In the Project window, you can delete the name of a bin you no longer need to use for the current project without destroying the bin itself. If necessary, you can reopen the bin later by using the Open Bin command. See **“Opening Bins from Other Projects” on page 33**.

To remove a bin name from the current project:

1. Click the Bins button in the Project window to see a list of bins.
2. Select the bin you want to delete from the list.

3. Do one of the following to remove the bin:
    - Press the Delete key.
    - Choose Delete Selected Bins from the Edit menu.
    - Choose Delete Selected Bins from the Fast menu.

    A Trash icon containing the deleted bins appears in the Project window.

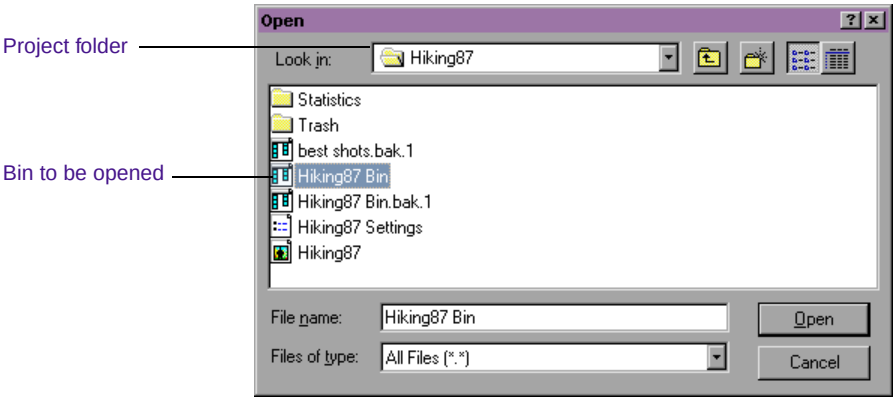
Opening Bins from Other Projects

You can open bins created for other projects.

To open a bin from a different project in your current project:

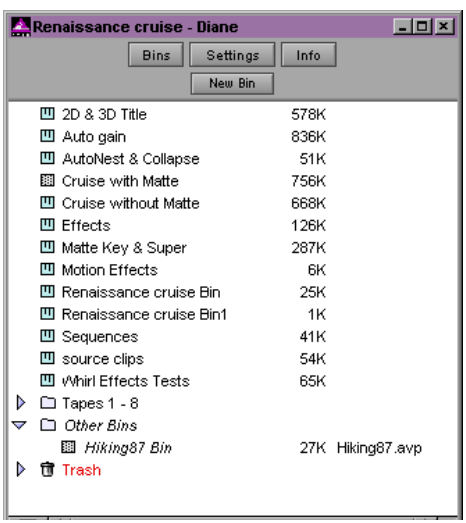
1. Do one of the following to activate the Project window:
    - Click the Project window.
    - Choose Project from the Tools menu, or press Ctrl+9.
2. Click the Bins button.
3. Do one of the following to open a bin:
    - Choose Open Bin from the File menu, or press Ctrl+O.
    - Choose Open Bin from the Fast menu.

    The Open dialog box appears.



4. Select the project folder that contains the bin you want to open.
5. Do one of the following to select the bin:
   - Double-click the icon beside the name of the bin.
   - Select the bin and click Open.
   - Select the bin and press Enter.

   The bin name is added to an Other Bins folder in the Project window.



Retrieving Bin Files from the Attic Folder

You retrieve files from the Attic folder in the following circumstances:

- When you want to replace current changes to a sequence or clip with a previous version
- When the current bin file becomes corrupt

When a copy of a bin file is stored in the Attic folder, the system adds the file name extension .bak plus a version number to the bin name. When you view the Attic folder in the Details view, you can identify the most recent backup file based on the name and timestamp of creation displayed in the Date Modified column.

To retrieve a file from the Attic folder:

1. Close all your bins in the Project window.
2. Navigate to the Attic folder.
3. Open the Attic folder.
4. Choose “Details” from the View menu if the Folder window is not already in view.
5. In the Attic folder, open the project you want to retrieve, and then select the bin files you want.
6. Drag the backup bin files to the desktop. This makes a copy of the files, leaving the original files in the Attic folder.
7. Click the Project window to reactivate it.
8. Choose Open Bin from the File menu, or press Ctrl+O. Select one of the backup bins on the desktop and click Open.

   When you open the backup bin, a link to that backup bin is created in the Other Bins folder.

The MediaLog application does not allow a bin and copy of a bin to be opened at the same time. You must keep all other bins closed and open the backup bins one at a time. The creation date might need to be changed to avoid conflicts.

9. Create a new bin from the Project window.
10. Select the material you want to keep from the backup bin and drag the duplicates to the new bin.

    Repeat steps 8 to 10 for any other backup bins you copied to your desktop.
11. Select and delete the backup bins in the Other Bins folder.
12. Click on the desktop and drag the backup copies of the bins to the Recycle Bin on the desktop.

Saving Your Work

Save your work frequently to avoid losing what you have done.

Your most recent work is stored only in the volatile, random-access memory (RAM) of the computer system until you save the information on a hard disk, either explicitly or by automatically saving.

Should the power fail or the system shut down unexpectedly, the project and bins stored in RAM are lost. You can restart the editing session by opening the project and bins saved on disk.

Saving a Bin

To save a single bin:

1. Click the bin to activate it.
2. Choose Save Bin from the File menu, or press Ctrl+S.

   The Save Bin command dims if the current bin has already been saved.

Saving All Bins

To save all bins:

1. Click the Project window to activate it.
2. Choose Save All from the File menu, or press Ctrl+S.

   The system saves all the bins that are currently open. At the same time, it saves your Project settings.

Saving a Copy of a Bin

To save a copy of a bin:

1. Click the bin to activate it.
2. Choose Save Bin Copy As from the File menu.

   The Save dialog box appears.
3. Select the disk and folder where you want to save the copy.
4. Type a new name for the copy and click Save.

Setting Auto-Save Bin Preferences

Remember to save your project and bins while you work. For added safety, MediaLog automatically saves a backup copy of your files every few minutes. It also saves a backup copy each time you explicitly save a file yourself and when you close a bin or a project.

Backup files are labeled with the name of the bin and a .bak file name extension. They are stored in the Attic folder. An Attic folder is automatically created for each project and stored in the project folder.

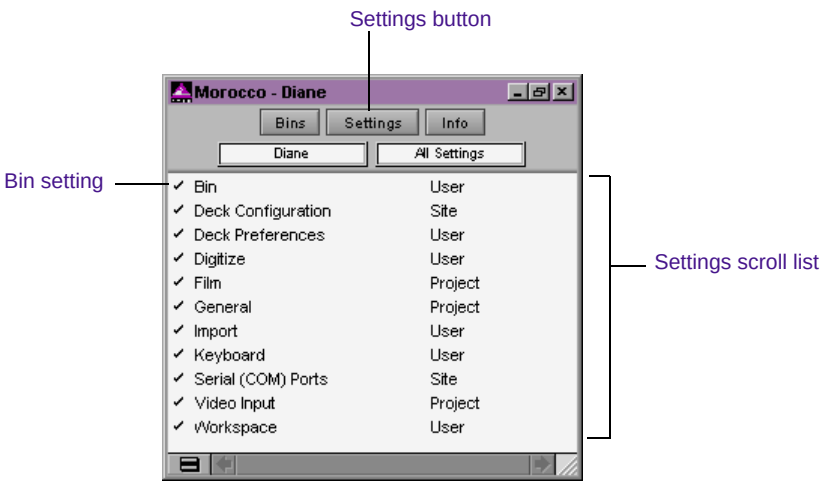
The system adds backups to the Attic folder until a maximum number is reached. By default, the system automatically saves every 15 minutes and keeps a maximum of 30 backup files in the folder.

You can specify how many backup copies of each file can be saved. Once this maximum is reached for a bin, every new version of a backup file replaces an older version of the same file. If, when the Attic folder is full, you want to add a new version of a file that has not met the maximum, the new version replaces the oldest file in the folder.

To change the default auto-save settings for a project:

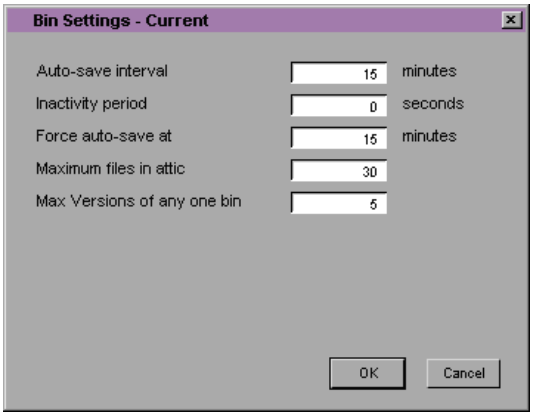
1. Click the Settings button in the Project window.

   The Settings scroll list appears.



2. Double-click the Bin setting.

   The Bin Settings dialog box appears.



3. Enter the auto-save values you want.
4. Click OK.

Backing Up Files

To back up your files:

1. Insert a formatted floppy disk into the floppy drive.
2. Open the project folder that contains your projects and bins.

   Project folders are usually stored within the Avid Projects folder.
3. Double-click the 3 1/2 Floppy (A:) drive icon (usually drive A) to navigate to the disk or to a folder on the disk where you want to store the backup files.
4. Drag the Bin icon, Project icon, or the entire project folder (with bins and projects enclosed) to the floppy disk.
5. When the system finishes copying the files, remove the floppy disk.

Shutting Down

At the end of a logging session, you can either close the project and open another, or you can quit the MediaLog application and shut down the system.

When you quit MediaLog, it automatically saves the current project folder, project file, and bin inside the Avid Projects folder. However, if the files are destroyed or lost, your work will be lost. Make sure to back up your project and bins. See “Backing Up Files” on page 39.

Quitting the MediaLog Application

To close a project before shutting down the computer:

- If a project is open, choose Quit from the File menu, or press Ctrl+Q.
- If no project is open, click Quit in the Open Project dialog box.

  The application saves your project and bins before it quits.

Turning Off the Hardware

Failure to shut down the computer first before shutting down the remaining hardware could damage the computer or the storage disks for the system.

To shut down the hardware at the end of each session:

1. Quit the MediaLog application.
2. Choose Shut Down from the Start menu to turn off the computer.
3. Turn off the external drives and all other hardware connected to the system (for example, decks and monitors).

CHAPTER 3

Logging Source Material

You use MediaLog to log your clips in preparation for digitizing later in Avid editing system products.

This chapter describes the following tasks:

Understanding Logging

MediaLog requires that you name the clips that you log, the tapes they came from, and their start and end timecodes. Many editors prefer to log all their clips (shots) first and then batch digitize their material later in the Avid editing application.

The three basic methods for producing a bin or log that can be used later for batch digitizing are:

- Logging directly to a bin
- Importing standard log files to a bin
- Creating Avid logs

The MediaLog tools automate the process of recording each clip's start and end timecodes, track selection, and other important data. You do not need to enter information manually. However, if a source deck is unavailable, or if you have already logged the data on paper, you can manually record clip data in a bin.

The logging tools provided in MediaLog are also available in the Avid editing system products. Bins that you create with MediaLog are completely compatible with your Avid editing system product — you can copy MediaLog bins to the Avid editing system to begin working with the logged footage.

Configuring Decks

The MediaLog application provides a feature that will automatically configure your attached deck. Each time you exit the MediaLog application, the deck configuration settings are saved. If you reconnect the deck to a *different* port, or attach a *new* deck, you must run the automatic deck configuration feature again.

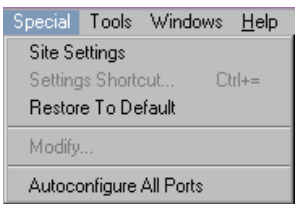
If MediaLog does not automatically sense your attached deck, you must manually configure the deck.

MediaLog will not override the configurations that were manually specified.

Automatic Deck Configuration

Use the automatic configuration feature before manually trying to configure any attached deck. If the automatic feature does not sense your attached deck, see **“Manual Deck Configuration” on page 43**.

To automatically sense the attached deck, choose Autoconfigure All Ports from the Special menu.

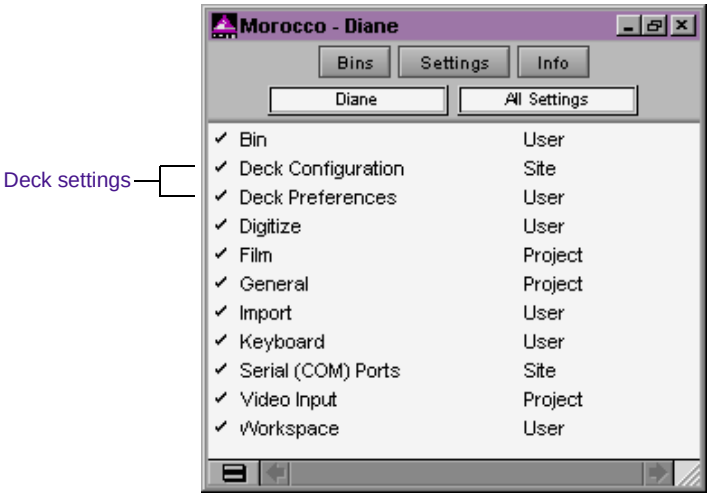


MediaLog searches the system ports and configures the attached decks.

Manual Deck Configuration

MediaLog offers an alternative method of configuring your deck if it cannot be automatically configured. You can manually configure single or multiple decks even if the decks are not currently attached to the system. Stored deck configurations can also be deleted.

The Deck Configuration and Deck Preferences settings appear as separate items in the Settings scroll list of the Project window.



Deck Configuration Settings

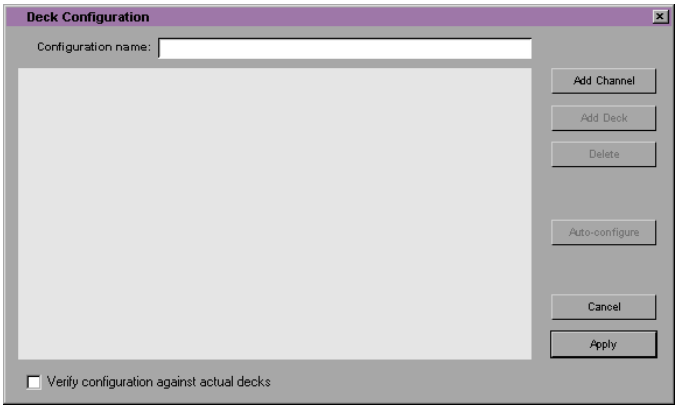
Deck Configuration settings allow you to establish deck control parameters for a single deck or for multiple decks. You can create multiple versions, allowing you to select them for frequent changes in hardware configurations.

You must manually configure the appropriate hardware connections before Deck Configuration settings can take effect. For more information, see the setup guide to your Avid editing system.

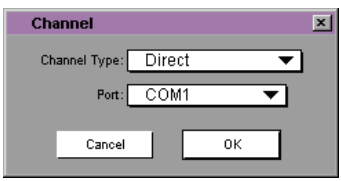
To configure a deck or multiple decks:

1. Double-click Deck Configuration in the Settings scroll list of the Project window.

   The Deck Configuration dialog box appears.



2. Click Add Channel to add a new channel box and automatically open a Channel dialog box.

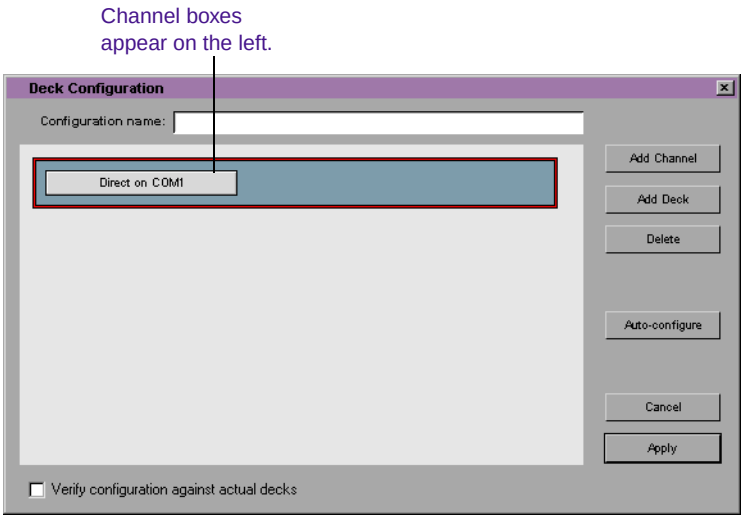


Channel refers to the signal path for deck control, whether through a serial port or a V-LAN VLXi system.

3. Choose either Direct (serial port) or V-LAN / VLX*i* from the Channel Type pop-up menu, depending on your system configuration.
4. If you chose Direct for the channel type, choose either no port or one of the other ports from the Port pop-up menu.

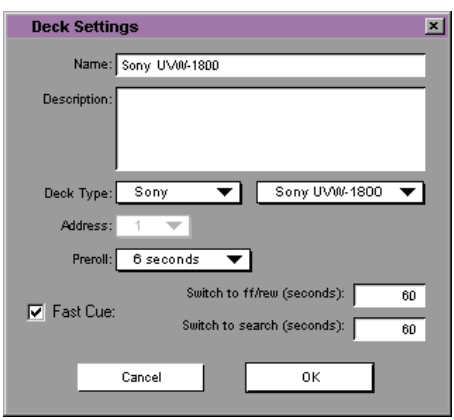
   A message box appears, asking if you want to autoconfigure the channel now.
5. Click No.
6. Click OK to close the Channel dialog box.

   A new channel appears in the display area of the Deck Configuration dialog box.



You can reopen the Channel dialog box to change the options at any time by double-clicking the channel box.

7. Click the channel box to select it.
8. Click Add Deck. The Deck Settings dialog box appears.



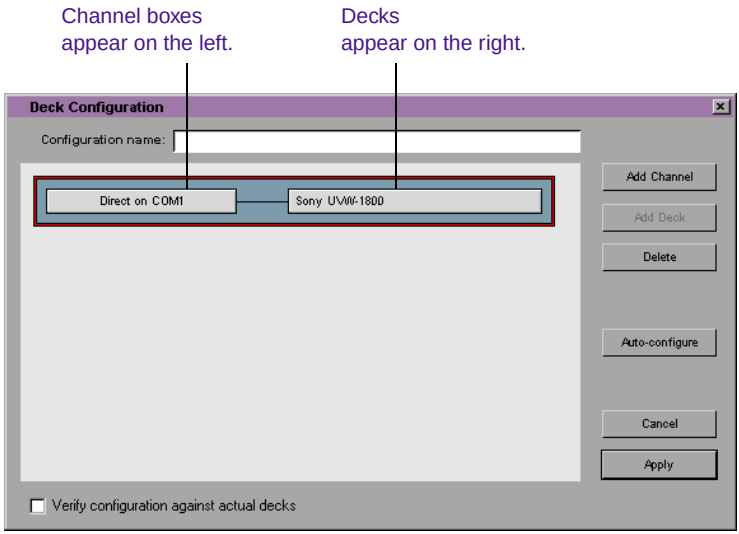
9. Configure Deck settings based on the information in **Table 3-1**.

If you already have a deck connected to the system, you can also click Auto-configure to bypass the Deck Settings dialog box and automatically configure a deck with the default settings.

Table 3-1 Deck Settings

Option	Description	
Name	Includes a text box for typing your own custom name for the video deck. The default name matches the deck type.	
Description	Includes a text box for entering notes about the deck.	
Deck Type	Provides a list of supported decks. For accurate deck control, choose your manufacturer and model from the menu.	
Address	For V-LAN VLX*i* use only (see your V-LAN VLX*i* documentation). If you are using direct serial port deck control, this option remains dimmed.	
Preroll	Determines how many seconds you want the tape to roll before a digitize or digital cut starts. The default is based on the type of VTR.	
Fast Cue	Fast cue is useful only for decks that can read timecode in fast forward or rewind mode. If your decks can do this, fast cue can speed long searches.	
	Switch to ff / rew	This option instructs the system to switch to fast forward or rewind if the target timecode is farther than the specified number of seconds from your current location on the tape. By default, the deck switches to fast forward or rewind to reach a target timecode that is more than 60 seconds away. If your deck shuttles very quickly, you can increase this number so that the system uses fast cue only for long searches.
	Switch to search	This option instructs the system to switch out of fast forward or rewind when it is within the specified number of seconds of the target timecode. By default, the system switches to search mode when it is 14 seconds from the target timecode.

10. Click OK to close the Deck Settings dialog box and return to the Deck Configuration dialog box.



You can reopen the Deck Settings dialog box to change the options at any time by double-clicking the box that displays the selected deck.

11. Repeat steps 2 to 10 for each additional channel or deck you want to configure.
12. Click Apply to complete the configurations and close the Deck Configuration dialog box.

See ***"Deck Preferences" on page 49*** *to adjust global deck control options for default timecode format, assemble editing, stop key, and shuttle operation.*

Deleting Deck Configurations

You can remove or replace deck configuration elements from the Deck Configuration dialog box.

To delete deck configuration elements:

1. Double-click Deck Configuration in the Settings scroll list of the Project window.

   The Deck Configuration dialog box appears.

2. Click a channel box, a deck box, or the entire configuration to select it.
3. Click Delete, or press the Delete key.
4. Click Apply.

Deck Preferences

Deck preferences are global settings for basic deck control. These settings apply to all decks connected to your system, regardless of your deck configuration. You can open the Deck Preferences dialog box from the Settings scroll list of the Project window.

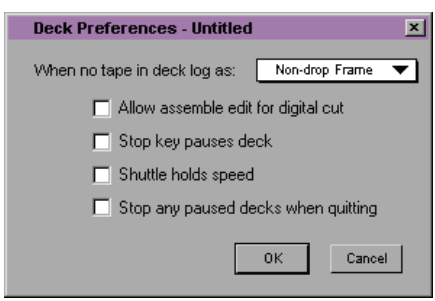


Table 3-2 lists the Deck Preferences window options.

Table 3-2 Deck Preferences

Option	Description
When no tape in deck log as	Displays a pop-up menu that lets you choose the default timecode format (Drop Frame or Non-drop Frame) to use when logging clips without a tape in the deck. If a tape is in the deck, the MediaLog application automatically uses the existing timecode format on the tape.
Allow assemble edit for digital cut (This option is not used in MediaLog.)	Allows you to use assemble-edit features in the Digital Cut tool, along with assemble-editing capabilities of your record deck, to quickly record frame-accurate digital cuts without striping entire tapes in advance.
Stop key pauses deck	Defines the behavior of the keyboard's space bar. If you select this option, the space bar acts like the Pause button on the Deck Controller tool. If you deselect this option, the space bar acts as the Stop button. If the videotape heads are down in "Stop key pauses deck" mode, pressing the space bar brings up the heads and pauses the deck. The Stop button on the Digitize tool and Deck Controller tool always stops the decks. (Choose New Deck Controller from the Tools menu to access the Deck Controller tool.)
Shuttle holds speed	Determines whether the Shuttle button will continue shuttling at a constant speed or stop when you release it.
Stop any paused decks when quitting	Stops any running decks when you quit MediaLog.

Preparing to Log Material

MediaLog provides two special tools for logging source material:

- The Logging tool, which contains:
  - Source deck controls
  - Marking and logging controls
  - Active track controls

    - Timecode information
    - Deck, bin, and tape name information
    - Comment section
    - Message area
- The Compression tool, which provides information about the audio rate

Accessing and Setting Up the Logging Tool

Once you have opened or created a bin, use the Logging tool to enter the name of the tape you are logging and to access deck and logging controls.

Use the Logging tool to plan a naming scheme; to work with source tapes; and to select tracks, bins, and sources.

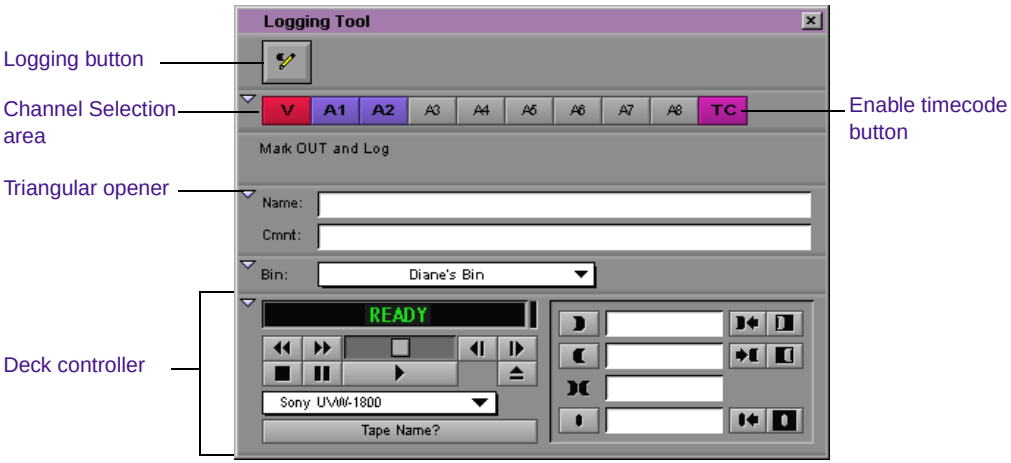
To access the Logging tool, do one of the following:

- Click in a Bin window to activate it, and then choose Go To Logging Mode from either the Bin menu or the Fast menu, or press Ctrl+B.
- Choose Logging from the Tools menu, or press Ctrl+7.

To select the appropriate source deck, source tape, target disk, and active track settings for your captured material:

1. Open or create your project and the bin in which you want to store your master clips. For information about opening projects and bins, see **Chapter 2**.
2. Choose Go To Logging Mode from the Bin menu, or press Ctrl+B.

   The Logging Tool window opens.



Guidelines for Naming Tapes

Consider the following naming guidelines when you provide a name for your tape:

- Devise a naming scheme. Although tapes of similar names are easy to sort and view together in a bin, distinguishing among them might be difficult when you try to quickly locate a specific tape. Name the tapes based on the amount and complexity of your source material.
- Use unique names. The system cannot distinguish between two tapes with the same name and between two bins or clips with the same name. For example, if two tapes are named 001, you might encounter problems correctly associating their clips with the correct physical tapes.
- Use alphanumeric characters (A–Z, 0–9), with no spaces before the name. Characters can be uppercase and lowercase. The maximum length of a name is 31 characters.

Although the maximum length of a name is 31 characters, most online houses will accept tape names of no more than 6 characters.

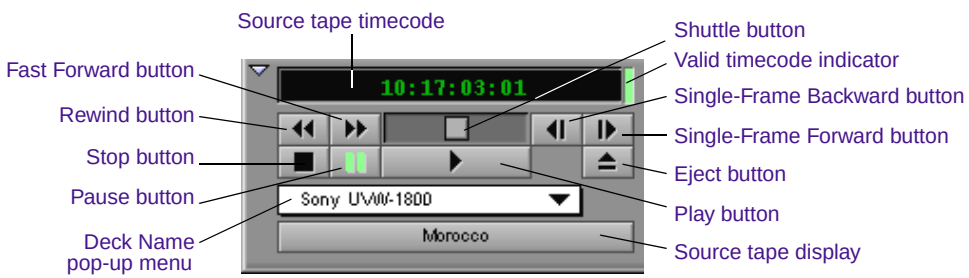
- Select a case convention and maintain it throughout a project. A single tape can be listed as several different tapes if you alter the case of the letters. For example, if you type a single name as SUNSET, Sunset, and sunset on three different occasions, all three names appear. This can cause problems when keeping track of clips during the logging process.
- Be cautious when changing a tape's name. After you provide a name for a tape source, any change to the tape's name automatically changes that tape name everywhere it occurs. If you decide later to change the name of one of the tapes from 001 to 999, every reference to tape 001 changes to a reference to tape 999.

Inserting Source Tapes

To insert a source tape in a deck to prepare for logging source material with MediaLog:

1. Set the REMOTE/LOCAL switch on the deck to REMOTE.
2. Insert a tape in the deck.
3. Choose Go To Logging Mode from the Bin menu, or press Ctrl+B.

   The Deck Controller appears as part of the Logging Tool window.



Selecting Active Tracks

The Logging tool captures information about the active tracks.

MediaLog automatically activates the tracks that were active in the previous session. Change these settings by clicking tracks in the Channel Selection area of the Logging Tool window to activate or deactivate them.

Selecting the Bin

To select the bin in which you want to organize your logged material:

1. Click the Bin pop-up menu in the Logging Tool window.

   The pop-up menu lists all open bins.

2. Select the bin you want to use.

If the pop-up menu *does not* list the bin you want, either open an old one or create a new bin from the Project window as follows:

- Open a previously created bin by choosing Open Bin from the File menu or by pressing Ctrl+O.
- Create a new bin by choosing New Bin from the File menu or by pressing Ctrl+N.

Selecting the Source Deck

In some cases, your source material might not reside on a video deck. You can also select other source devices, such as a digital audiotape (DAT). Be sure the source material has readable timecode.

To select the deck where the source material is found:

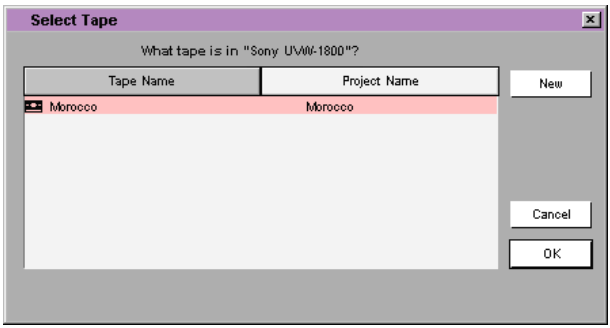
1. Click the Deck Name pop-up menu to display the available online decks.
2. Choose the name of your source deck from the pop-up menu.

Identifying the Source Tape

To specify the source tape's name:

1. Insert a tape in the deck.

   The Select Tape dialog box appears.



2. Double-click the name of a tape listed in the dialog box.
3. If the name of the tape is not shown in the list:

For information on naming tapes, see **"Guidelines for Naming Tapes" on page 52**.

   a. Click New.

      A new tape name line appears at the bottom of the dialog box.

   b. Type the tape name.

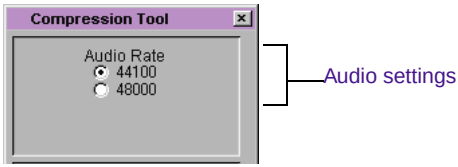
   c. Press Enter.

Using the Compression Tool

Before you begin logging, you must choose an audio compression rate. The Compression tool lets you digitize your audio at either 44.1 kHz or 48 kHz.

To access the Compression tool, choose Compression from the Tools menu, or press Ctrl+5.

The Compression Tool dialog box appears.



Make sure the correct audio sample rate is indicated under Audio Rate. The audio sample rate is adjustable within the Compression tool.

If you select Batch Digitize in your Avid editing system and then select "Use the audio compression rate logged for each clip," you must digitize at the same rate as the audio rate at which you logged.

Logging

The following methods are available for logging:

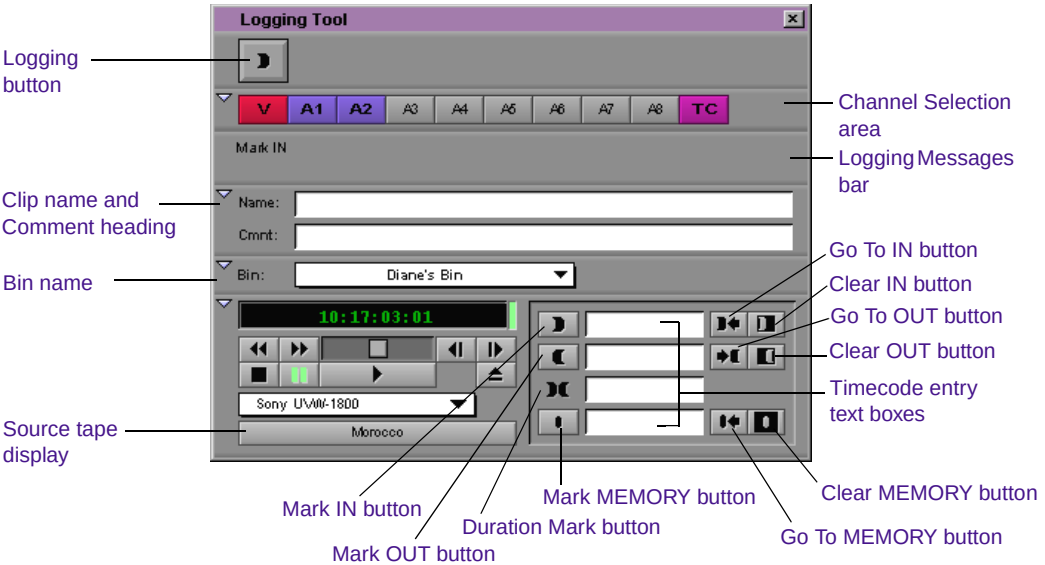
- From a source tape
- On-the-fly
- With the deck offline

Logging from a Source Tape

One method of logging is to use MediaLog tools to control a source deck, to select shots or clips from your source tapes, and to record clip data directly to a bin.

Make sure you have set up all the required information for logging, as described earlier in this chapter. After you establish your settings and specify your bin, deck, and tape, the Logging tool is the only tool you need to log from a tape to a bin.

The Logging tool provides flexibility in the way you mark your clips for logging, as the following illustration shows.



Marking and Logging

The basic logging procedure involves marking IN and OUT points. You mark IN and OUT points either by using the Mark buttons or by typing IN and OUT timecodes.

The icon in the Logging button changes according to the stage of logging you are in. When the Logging button appears as a pencil, MediaLog is ready to log the clip.

To log clips directly from a source tape to a bin:

1. Insert your tape in the deck.

The Logging Messages bar displays the message “Mark IN,” indicating the system is waiting for you to mark an IN point. The Logging button displays a Mark IN button.

2. By using the Play or Shuttle buttons in the deck controller area, move to the point where you want to mark IN or OUT points for a clip.
3. Mark an IN or an OUT point by doing one of the following:
   - Click the Logging button to mark the IN point.
   - Mark the IN or OUT point.
   - Enter the timecode for the IN or OUT point.

   The timecode appears and the Logging Messages bar displays the following message: “Mark OUT and Log” or “Mark IN and Log.”
4. Mark the remaining IN or OUT points by doing one of the following:
   - Move to the point where you want the other mark (IN or OUT) and mark it by using the Mark buttons.
   - Enter the timecode for the IN or OUT point.
   - Enter the timecode for the duration.

   The system calculates the appropriate timecode for the remaining IN point, OUT point, or duration.

You must enter at least two of the three timecode marks (IN point, OUT point, or duration) to complete the log entry.

If you want to change either the IN point, the OUT point, or the duration before you log the clip, you can do one of the following:

- Move to the new IN or OUT point, and click the Mark IN or Mark OUT button.
- Highlight the IN or OUT timecode and type the new one, or click the Clear IN or Clear OUT button and type the new timecode.

5. Log the clip by clicking the Logging button.

   The clip is logged to the bin.

   The clip name, which the system chooses and numbers, is highlighted in the bin and is ready to be changed. The default clip name is the bin name plus a number.

6. Type a new name for the logged clip in the bin, and press Enter.

You should change the clip name immediately. Forgetting the contents of each clip among the dozens you log is easy to do.

7. Repeat these steps until you have logged all your clips.

Logging While Marking an OUT Point or an IN Point

Mark OUT and pencil

If you have already marked an IN point, the timecode for the IN point is displayed and the icon in the Logging button changes to a mark OUT and a pencil.

To mark an OUT point and log at the same time:

1. Move to where you want to mark an OUT point.
2. Click the Logging button.

   The clip is logged to the bin.

Mark IN and pencil

If you have already marked an OUT point but have not marked an IN point, the timecode for the OUT point is displayed and the icon in the Logging button changes to a mark IN and a pencil.

Using the Go To Buttons

You can use the Go To buttons to the right of the timecode entry text boxes to cue the tape to that point.

To use the Go To buttons:

1. Type the approximate timecode of the IN or OUT point for the clip.
2. Click the Go To IN or Go To OUT button to the right of the timecode entry text box.

   The Logging tool automatically cues the tape to that point.
3. Use the deck controls to move to where you want to mark an IN point or an OUT point.
4. Click the Logging button.

   The clip appears in the bin.

Logging On-the-Fly

You can log clips while the tape is playing. This is called logging on-the-fly. Logging on-the-fly requires the preparation described in the following sections:

- **“Selecting the Source Deck” on page 54**
- **“Identifying the Source Tape” on page 55**
- **“Using the Compression Tool” on page 55**
- **“Importing Log Files into MediaLog Bins” on page 65**

You can log on-the-fly whether or not you already know where you want to mark the IN and OUT points in your clips.

To log on-the-fly:

1. Insert your tape in the deck.
2. Open the bin where you want to store the clips, or create a new bin.
3. Choose Go To Logging Mode from the Bin menu, or press Ctrl+B.

4. Select the audio and video tracks you want to digitize and their tape name.
5. Step (jog), shuttle, or play the tape to the point where you want to begin logging material; then follow the steps in **"Marking and Logging" on page 57**.

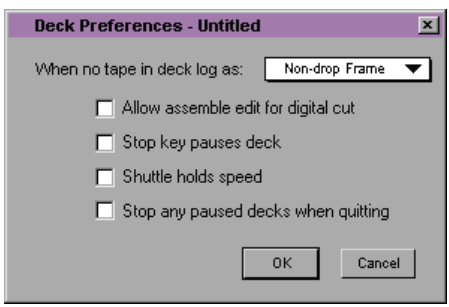
Logging with the Deck Offline

You can also log material without controlling a source tape deck. If the deck is not connected or not working, or if the tape is not available, you can still log material as long as you know the timecodes.

To log without a deck or tape:

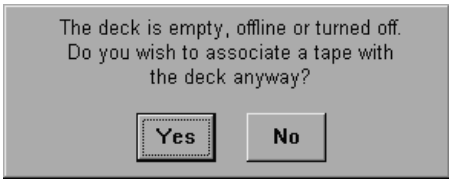
1. Double-click Deck Preferences in the Settings scroll list.

   The Deck Preferences dialog box appears.

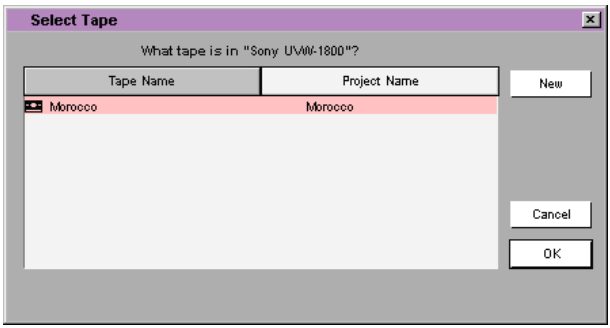


2. Choose either Non-drop Frame or Drop Frame from the pop-up menu. This selects the timecode format for logging.
3. Click OK to close the Deck Preferences dialog box.
4. Make sure a bin is selected and choose Go To Logging Mode from the Bin menu, or press Ctrl+B.
5. Click the tape name display.

   A dialog box appears.



6. Click Yes to open the Select Tape dialog box.



7. Do one of the following:
   - Double-click the name of the tape.
   - Click New, type the name of the tape you want to log, and then click OK.
   - Select the name from the list and then click OK.
8. In the Channel Selection area in the Logging Tool window, click the tracks you want to log. For example click V, A1, and A2.
9. Type the start timecode in the Timecode entry text box for mark IN, and press Enter.
10. Type the end timecode in the Timecode entry text box for mark OUT, and press Enter.
11. Click the Logging button (which now displays a pencil icon).

    The clip is logged to the bin.
12. Rename the clip.

Creating Avid Logs

You can use a text editor to log your source footage manually. An Avid log lists video clips you want to capture for editing. You can create the logs in Avid format, entering data about your source tapes and clips according to Avid specifications.

You can also modify an incompatible log to make it conform to Avid specifications. To prepare an Avid log on any type of computer, use any text editor. After you create logs, you can import them directly into MediaLog bins.

Appendix A describes the format specifications for an Avid log, which includes the following information:

- Global headings
- Column headings
- Clip data

Appendix A also includes a sample Avid log.

Make a separate log for each videotape, or log clips from several different videotapes in one log. After you manually create an Avid log, you can import it into MediaLog as described in **"Importing Log Files into MediaLog Bins" on page 65**.

Importing Logs

Many logging programs and film-to-tape transfer systems create logs you can import into your MediaLog project. You can open some logs directly in MediaLog bins; others must be converted to Avid format first.

Importing Standard Log Files

If you are transferring film to video for logging in MediaLog, ask the transfer house to log the source footage during the film-to-tape transfer. You can import some standard film-to-tape logs directly into MediaLog bins. Many other film-to-tape logs can be converted to Avid format by using Avid Log Exchange and then imported into MediaLog. A number of video logging systems also produce files you can import into a MediaLog bin.

Compatible Logs

Use the Import command, in the File menu, to import these files to a MediaLog bin:

- Avid Log Exchange (ALE)
- Log Right (file names that have the .ale file name extension)
- Excalibur (file names that have the .ale file name extension)
- Shot Lister
- MediaLog / PC
- Avid logs you create yourself, using a text editor (See **“Creating Avid Logs” on page 63** for Avid log specifications.)
- Logs converted into Avid format by using Avid Log Exchange (file names that have the .ale file name extension)

Avid recommends that you convert any files not created on an Avid system into Avid format by using Avid Log Exchange.

Use the Avid Log Exchange utility to convert these logs to Avid format before importing into a MediaLog bin:

- Log Producer
- AatonBase (file names that have the .flx file name extension)

- FLEx (file names that have the .flx file name extension)
- Evertz

For more information about converting a log to the Avid format, see the information on Avid Log Exchange in the user's guide to your Avid editing system.

Importing Log Files into MediaLog Bins

To import log files into a MediaLog bin:

1. Open a bin and click to select it.
2. Choose Import from the File menu.

   The Import file(s) into bin dialog box appears.
3. Navigate to the drive and then to the folder that contains the log file you want to import.

   If the log is on a floppy disk, insert the disk into the floppy drive.
4. If you want to adjust import parameters for the shot log, click the Options button.

   The Import Settings dialog box appears. Select one of the following options and click OK:

   - **Combine events based on scene and automatically create subclips.** Combines all events for a scene into a single master clip and then links the master clip to subclips that represent the original events for that scene. To use this option, you must have scene numbers logged in a scene column in the bin.
   - **Combine events based on camera roll and automatically create subclips.** Combines all the events from a camera roll into a single master clip and then links the master clip to subclips that represent the original events for that camera roll. To use this option, you must have camera roll numbers logged in a camera roll column in the bin for a film project.

- **Merge events with known sources and automatically create subclips.** Automatically creates subclips for those events that are merged or relinked to their source clips upon import. Use this option if you have already entered master clips in a bin for each camera roll or master scene, and subsequently logged all the events related to those clips for import.
- **Merge events with known master clips.** Automatically creates subclips for those events that are merged or relinked to a selected master clip based upon matching tape name. Use this option if you have already logged (or digitized) master clips in a bin for each tape.

5. Select the file or files you want to import, and click Open.

   The bin fills with master clips derived from the information in the imported shot log. Any additional information logged with each clip is also imported.

6. To save the new master clips that came from importing the log, save the bin.

Transferring Bins from Another MediaLog System

MediaLog bins are interchangeable with those of other releases. In general, later releases of the MediaLog application accept bins from earlier releases.

Use the following procedure to transfer a bin from one MediaLog system to another MediaLog system.

1. Save MediaLog project bins from the first MediaLog system on a floppy disk.
2. Go to your second MediaLog system, and quit or hide the MediaLog application.

3. Double-click the Avid Projects folder, located where you installed MediaLog. Then double-click the project folder where you want to store MediaLog bins.

   Project folders are generally stored inside the Avid Projects folder.

4. Insert the transfer floppy disk into the floppy drive on the second MediaLog system.

5. Navigate to the floppy drive.

   Position the floppy drive window and your MediaLog project folder window so you can see both.

6. Select the MediaLog bins in the floppy drive window, and drag them to your MediaLog project folder.

   When you start your MediaLog program, open the imported bins in the same way you open standard MediaLog bins.

CHAPTER 4

Organizing Clips and Bins

After creating clips, you can rename, subcatalog, sort, sift, select, duplicate, and delete them. You can also analyze the clips in a Bin view.

This chapter describes the following tasks:

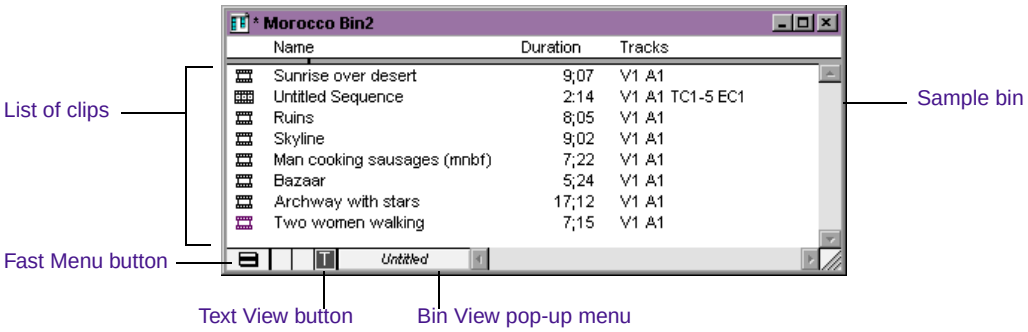
Organizing Clips and Sequences

MediaLog provides powerful database tools for organizing and managing source material. You can use these tools as much, or as little, as you need to do the following:

- Rename each clip, using a descriptive phrase or a line from the script.
- Add information about each clip in bin columns you create and define. For example, you can label the clip to indicate the type of shot or location.
- Subcatalog long clips by breaking them up into shorter subclips.
- Keep all clips that meet specific criteria in a single bin created for that purpose. For example, all the close-ups can go in the Closeup Clips bin.
- Print the bin with all the information you have added and the data automatically captured by MediaLog.
- Export the bin information to an ASCII file that can be imported into a database or spreadsheet file.

Viewing Clips in a Bin

Clips are listed in a text format. The setting you choose or create defines the placement of the column headings for that bin.



Each time you modify the current view of the bin, the view's name changes to *italic*, indicating that the change you made is temporary until you save the view. Also, MediaLog appends a number to the temporary view name. If you do not save this view, and continue to make changes, the appended number is incremented. At anytime, you can choose Save As from the Bin View pop-up menu to permanently save any of the temporary views you have just created.

If you try to select a new Bin View setting while the current setting is Untitled, a message box appears, asking if you want to discard the current setting.

MediaLog bins have three default Text views:

- **Custom** — The only required heading in this view is the clip name. You can customize the view by adding or hiding statistical column headings. Statistical information is created when you digitize the footage; it cannot be changed later.
- **Film** — This Bin view has film-related column headings.If you work on a project that is not film-related, and you select the Film Bin view, a message box informs you that only non-film-related columns will be displayed.
- **Statistics** — The standard statistical column headings are derived from information established during logging.

Table 4-1 shows the bin column headings available in Text view (in addition to any column headings you might want to create for your bins).

Table 4-1 Bin Column Headings

Heading	Description
Name	This heading does not appear in the Headings list, but it always appears in the clip. This heading contains the name of the clip or sequence (you can rename a clip or sequence after it has been digitized).
Audio	The audio resolution (sample rate).
Audio Format	The audio format of master clips.
Auxiliary Ink	Auxiliary ink format settings allow you to display two types of ink numbers at the same time. This lets you track additional types of film information for different film gauges.
Auxiliary TC1 through TC5	You can enter an auxiliary timecode, for example, Aaton, ARRI, or some other timecode for editing film or audio timecode for film.
CFPS	The captured frames per second.
Camera	The camera that captured this clip. This feature is used in multicamera shoots.
Camroll	The camera roll containing this clip.
Color	The color of the bin objects.
Color Framing	The color framing for the tape. For NTSC, the choice is Even or Odd. For PAL, the choice is A Standard, A Non-Standard, B Standard, or B Non-Standard.
Creation Date	The date and time the clip was logged / digitized.
Drive	The last known drive on which the media for that master clip existed.
Duration	The length of the clip.
End	The timecode of the clip's tail frame.

Table 4-1 Bin Column Headings (Continued)

Heading	Description
FPS	The play rate: the number of frames to be displayed each second. The default is 30 for NTSC and 25 for PAL.
Film TC	The timecode for film. Used for 24p projects only.
Frame	The same frame that is displayed when you select Frame view for the bin. You can perform the same operations on the frame that you can perform in Frame view, as described in the editing or input/output guide for your Avid editing system.  *The screen takes longer to display frames than text; using frames can slow the work you do with bins.*
IN-OUT	The length of the marked segment, if any.
Ink Number	The ink number for the clip. Used for 24p projects only.
KN Duration	The length of the clip, expressed in feet and frames. Used for 24p projects only.
KN End	The ending key number for the clip. Used for 24p projects only.
KN IN-OUT	The Mark IN and Mark OUT key number for the clip. Used for 24p projects only.
KN Mark IN	The key number for the IN, if you set one for the clip. Used for 24p projects only.
KN Mark OUT	The key number for the OUT, if you set one for the clip. Used for 24p projects only.
KN Start	The starting key number for the clip. Used for 24p projects only.
Labroll	The labroll containing this clip.
Lock	Specifies whether the clip is locked against deletion.
Mark IN	The timecode for the IN, if you set one for the clip.
Mark OUT	The timecode for the OUT, if you set one for the clip.
Modified Date	The date and time a sequence was last edited or changed.

Table 4-1 Bin Column Headings (Continued)

Heading	Description
Offline	The track names for any media files that are offline.
Perf	The film edge perforation format.
Project	The project under which the media was originally digitized.
Pullin	The telecine pulldown of the first frame of the clip. Pullin can have the values A, B, C, or D.
Pullout	The telecine pulldown of the last frame of the clip. Pullout can have the values A, B, C, or D.
Reel #	The source reel number. Used for 24p projects only.
Scene	The scene number of the clip.
Shoot Date	The date the footage was shot.
Slip	The information regarding how much quarter-frame slip is on this clip for sub-frame-syncing.
Sound TC	The timecode for audio.
Sound Roll	The sound roll this clip came from.
Start	The timecode of the clip's head frame.
TC 24	The output format timecode. Used for 24p projects only.
TC 25	The output format timecode. Used for 24p projects only.
TC 25P	The output format timecode. Used for 24p projects only.
TC 30	The output format timecode. Used for 24p projects only.
Take	The take number of the scene.
Tape	The source tape name.

Table 4-1 Bin Column Headings (Continued)

Heading	Description
Tape ID	The source tape name.
Tracks	All tracks used by this media object.
VITC	The vertical interval timecode.
Video	The video resolution under which the media for that clip was digitized.

Customizing Bin Views

The following methods are available for customizing Bin views:

- Alter the arrangement of existing columns in the standard Statistics view or Film view to suit your needs, without adding or hiding columns. These arrangements are recalled each time you choose Statistics view or Film view.
- Add or hide columns of information to create customized Statistics or Film views. These are saved as additional view settings in numerical order (for example, *Statistics.1*, *Statistics.2*), unless you select another name.
- Add, hide, copy, or rearrange standard or customized columns in any combination to create your own custom views. You can name and save these to suit your needs.

When you create a new Bin view, the system saves the settings for this view so you can later access and alter, copy, or delete these settings.

Moving and Rearranging Columns

To move a text column in a bin:

1. Click the heading of the column you want to move.

   The entire column is highlighted.

2. Drag the column to the position you want, and release the mouse button.

   The column appears in the new position, and columns to the right are moved down to make room.

Aligning Bin Columns

When you align bin columns, the system maintains the same order of columns from left to right but spaces them according to the width of the contents. This is especially useful for removing spaces that remain after moving or rearranging columns.

To align bin columns, choose Align to Grid from the Bin menu.

Showing and Hiding Columns

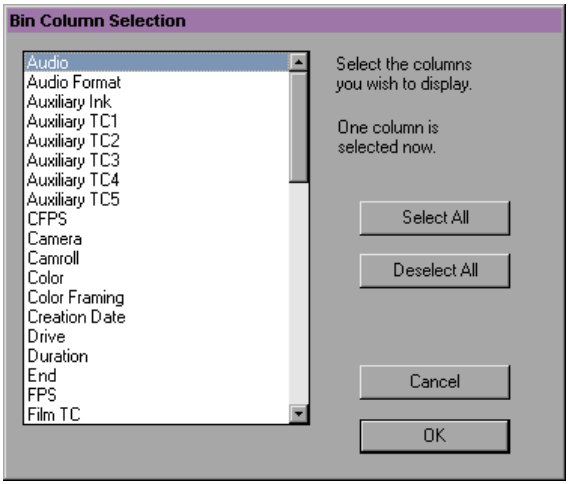
You can select individual or multiple bin headings to display or hide.

Neither the Name column nor the Icon column can be hidden.

To select column headings to show or hide:

1. With a bin in Text view, choose Headings from the Bin menu. You can also double-click a Bin View setting in the Settings scroll list of the Project window.

   The Bin Column Selection dialog box appears.



You can also display a frame for each clip along with statistical information in Text view by displaying the Frame column.

2. Select the headings you want to add to the bin as follows:
   - Click the name of a heading to select it.
   - Click a highlighted heading to deselect it.
   - Click Select All to highlight all the headings in the bin.
   - Click Deselect All to deselect all the headings in the bin.
3. Click OK.

   Only the headings highlighted in the dialog box appear in the bin.

Deleting a Column

When you delete a standard column, you can restore it at any time by using the Bin Column Selection dialog box described in **“Showing and Hiding Columns” on page 75**. When you delete a Custom column, however, you must re-create the column.

To delete a column:

1. Click the column heading.
2. Choose Clear from the Edit menu, or press the Delete key.

   The column disappears from the view, and surrounding columns close to fill the space.

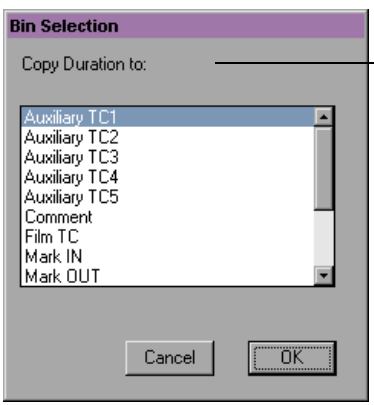
Duplicating a Column

You can duplicate existing columns containing timecode information in other compatible columns that you target in a dialog box.

To duplicate a timecode column:

1. Select the column you wish to duplicate by clicking its header. For example, click the Duration column heading.
2. Choose Duplicate from the Edit menu, or press Ctrl+D.

   The Bin Selection dialog box appears.



In this example, the user has selected the Duration column to duplicate; therefore, “Copy Duration to” appears.

3. Select a column name from the list. The column must be of the same type of data for the copy to occur.

   For example, you can copy start timecodes to the Auxiliary TC1 column, but you cannot copy timecodes to the Pullin column.

4. Click OK.

   The column of information appears in the column you designated.

Adding Customized Columns to a Bin

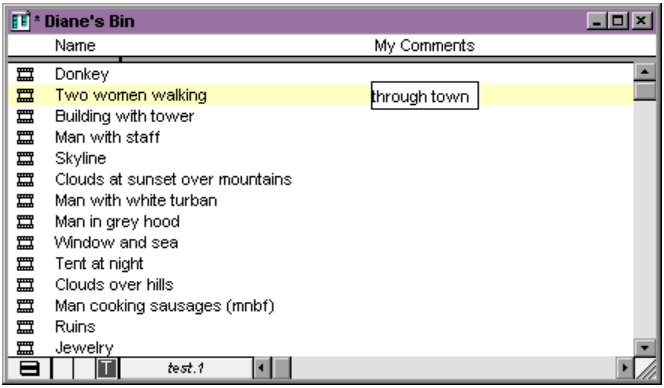
In addition to the standard statistical or film headings, you can add your own column headings to describe information about clips and sequences. For example, you might want to add a column heading to describe what kind of shot (close-up, wide shot, master shot, extreme close-up, and so on) is used in a clip.

To add a new column:

1. Move any existing column headings to the right, which creates an empty area.
2. Click in the empty area.
3. Type your column heading name. Column headings must contain fewer than 30 characters, including spaces.
4. Press Enter.

   This puts the cursor in the data box, beside the first clip in the bin. You can click in any row to customize the information for your column.

5. Type the information you want, and press Enter to move to the next line.



6. Choose Align to Grid from either the Bin menu or the Fast menu.

The column heading names you create also appear at the bottom of the list in the Bin Column Selection dialog box.

Changing a Custom Column Heading

You can change the heading name of custom columns only. You cannot change any of the standard statistical or film column headings.

To change the name of a custom column:

1. Press and hold the Alt key, and click the heading to highlight it.
2. Type the new text for the heading, and press Enter.

Saving a Custom View

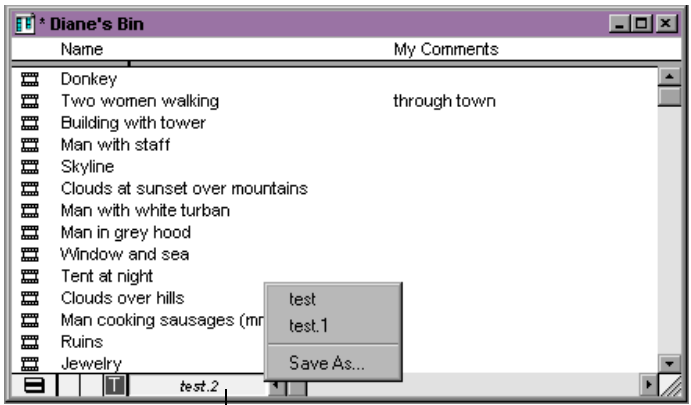
Anytime you add, hide, or delete a column, the Bin View name changes to *italic* to indicate that it no longer matches the original view. If you try to select a new Bin View setting while the current setting is Untitled or *italic*, a message box appears and asks if you want to discard the current setting.

To save a Bin view:

1. Add, hide, move, or delete columns according to your preference.

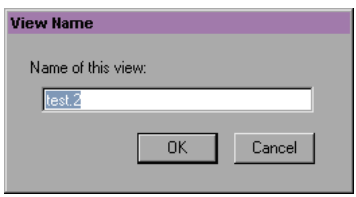
Each time you alter the view, a number is appended to the Bin View name and the name changes to italic. The name remains this way until you save it.

2. Choose Save As from the Bin View pop-up menu.



Bin View name and pop-up menu

The View Name dialog box appears.



3. Name the custom view by doing one of the following:
   - To keep the default view name, click OK or press Enter.
   - To create a new name for the custom view, type the name and click OK or press Enter.

Setting the Bin Font

When you are in Text view, you can change the bin font, as follows:

1. Choose Set Font from the Edit menu.

   A dialog box appears.

2. Choose a font from the Font pop-up menu.

3. If you want to use a larger or smaller point size, click the highlighted number next to the word Size, and type the size you want to use.

4. Click OK.

Renaming Clips

In Text view, you can add an identifying name to each clip or sequence, as follows:

1. Click the clip name to highlight it.

2. Type the new clip name, and press Enter.

   A clip name can have a maximum of 256 characters, including spaces.

*To modify information in other Text view columns of a bin, see **“Modifying Clip Data in a Bin” on page 91**.*

Selecting Clips

To select clips in a bin, do one of the following:

- Click the Clip icon.
- Select multiple clips by pressing the Ctrl key and clicking additional icons.

- Select a range of clips by clicking the first clip in the range and then Shift+clicking the last clip in the range.

To reverse your selection:

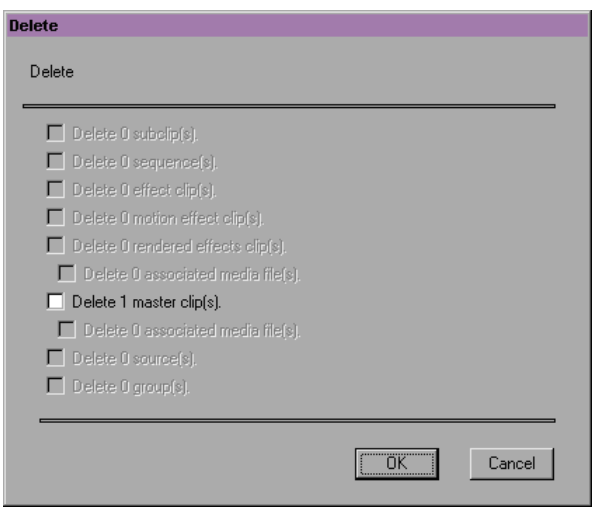
With one or more clips selected, choose Reverse Selection from the Bin menu. The selection is inverted; that is, the clips you previously selected are deselected and those clips you previously deselected are selected.

Deleting Clips and Sequences

To delete clips and sequences from a bin:

1. Select the clips you want to delete.
2. Choose Clear from the Edit menu, or press the Delete key.

   The Delete dialog box appears, showing information about the selected items (for example, one master clip).



To protect you from accidentally deleting important information, the master clips, by default, are not marked for deletion.

3. To mark a master clip for deletion, select the check box next to the item. To exempt the master clip from deletion, select the check box again.
4. Click OK; a dialog box appears.
5. Click Delete to confirm.

Duplicating Clips

To duplicate clips:

1. Select the clip you want to duplicate by clicking its icon.
2. Choose Duplicate from the Edit menu, or press Ctrl+D.

   A copy of the clip appears in the bin and contains the clip's original name followed by the text *Copy.01*, indicating that this is the first duplicate. The number appended to the name is incremented for each additional duplicate.

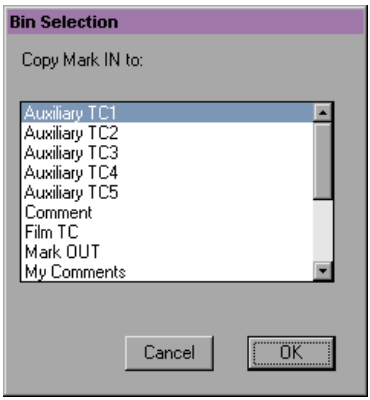
For related topics, refer to **"Moving or Copying Clips to Other Bins" on page 90**.

Copying Timecode Information

You can copy timecode data to an auxiliary timecode column. To copy timecode information:

1. Select the timecode column you want to copy by clicking the column heading. For example, click the Mark IN column heading.
2. Choose Duplicate from the Edit menu, or press Ctrl+D.

   The Bin Selection dialog box appears.



3. Select the column to which you want to copy the data.
4. Click OK.

   If the column already contains data, a dialog box appears. Click OK if you want to replace the existing values; otherwise, click Cancel.

   The timecode is copied to the column you selected.

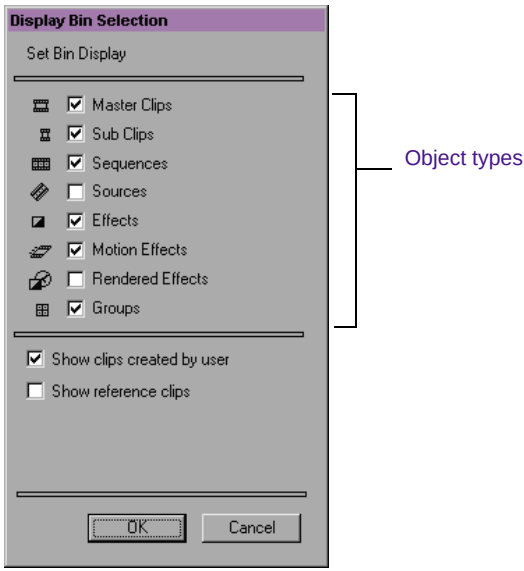
Displaying Specific Clip Types

You can decide to display only certain types of media objects in a bin. To specify what kinds of media objects to display in a bin:

1. Choose Set Bin Display from the Bin menu.

Effect type clips cannot be displayed in the bins.

   The Display Bin Selection dialog box appears.



2. Select the object types you want to see.
3. Select either or both of the following options:
   - Select “Show clips created by user” if you want the bin to display the object types you specifically created.
   - Select “Show reference clips” if you want the bin to display the object types that are related to the sequences in the bin, but that you did not specifically create.

   For example, the bin displays only the sequence if you do one of the following:
   - Store a sequence in the bin.
   - Set the bin display to show either just the clips created by the user or all the object types listed in the top of the dialog box.

   If you also set the bin display to “Show reference clips,” the bin displays all the objects related to that sequence. These related objects might include master clips, motion effects, sources, and so on.
4. Click OK.

Sorting and Sifting Clips

You can sort or sift clips (and sequences) to find a specific clip or to see clips that meet specific criteria.

- Sorting clips arranges clips in either numerical or alphabetical order, based on the sorting criterion you choose.
- Sifting clips shows only clips that meet specific criteria.

The following sections describe both methods.

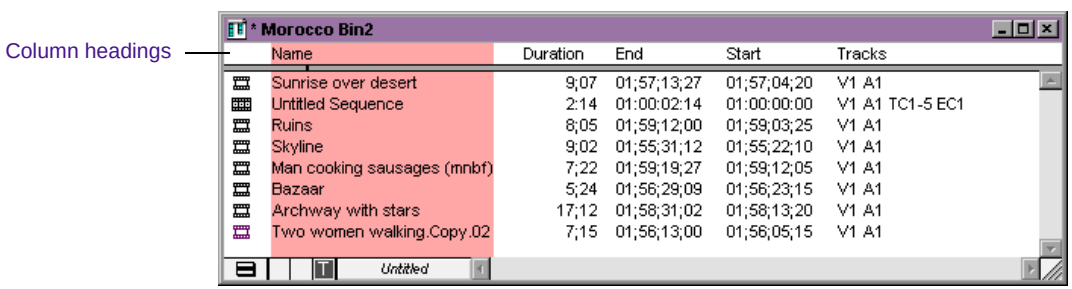
Sorting Clips

Clips within a bin can be sorted in alphabetical or numerical order. The Sort command sorts multiple columns if more than one column is selected. You can also reverse the order of the sort. When the selected column is an alpha column, the Sort command sorts in alphabetical order. If the selected column is a list of numbers, the Sort command sorts in numerical order.

Sorting a Column

To sort clips in a column:

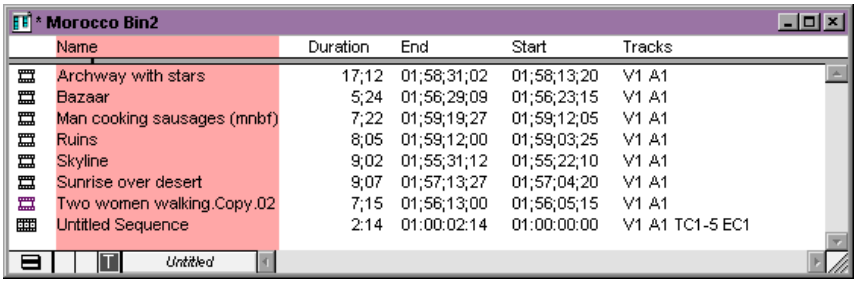
1. Click the heading of the column you want to sort.



The column is highlighted.

2. Choose Sort from the Bin menu, or press Ctrl+E.

   MediaLog sorts the objects in the bin. In this case, the bin is sorted alphabetically.



If the Sort command is dimmed in the Bin menu, you have not selected a column.

To reapply the last sort, choose Sort Again from the Bin menu. The same column will be resorted. This is especially useful after you add new clips to the bin.

Reversing the Sort Order

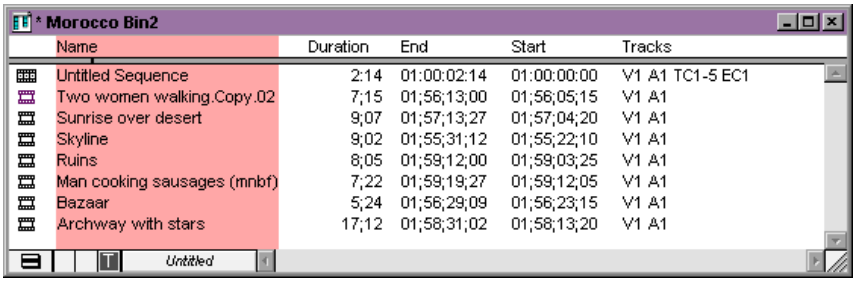
To reverse the order of the clips:

1. Click the heading of the column you want to sort.

   The column is highlighted.

2. Press and hold the Alt key while you choose Sort Reversed from the Bin menu, or while you press Ctrl+E.

   MediaLog sorts the objects in reverse order.



If the Sort command is dimmed in the Bin menu, you have not selected a column.

To reapply the last sort, choose Sort Again from the Bin menu. The same column will be resorted in reverse alphabetical order.

Sorting on Multiple Levels

You can select multiple columns in a bin and perform a multilevel sort using the information in the columns. The column that appears farthest to the left in the Text view of the bin becomes the primary object for the sorting operation. You can rearrange the columns in the bin to establish which column is primary.

Sifting Clips

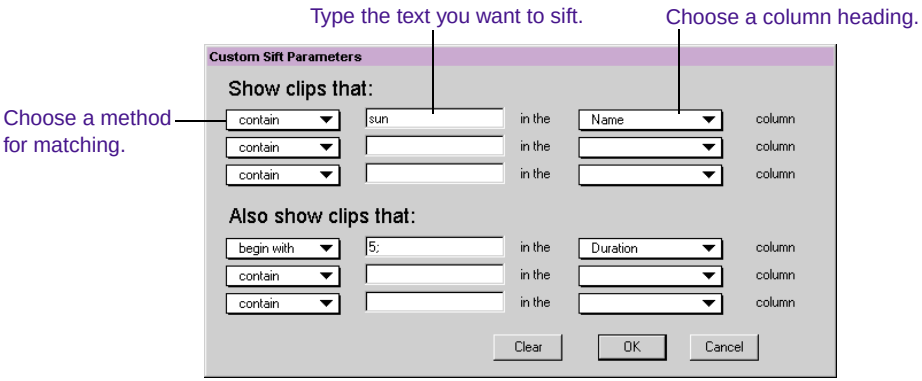
Sifting clips allows you to list only those clips that meet certain criteria. For example, you might want to list only the clips that contain the word “water” in one or more of their heading columns.

Using Sift Criteria

To sift clips:

1. Choose Custom Sift from the Bin menu.

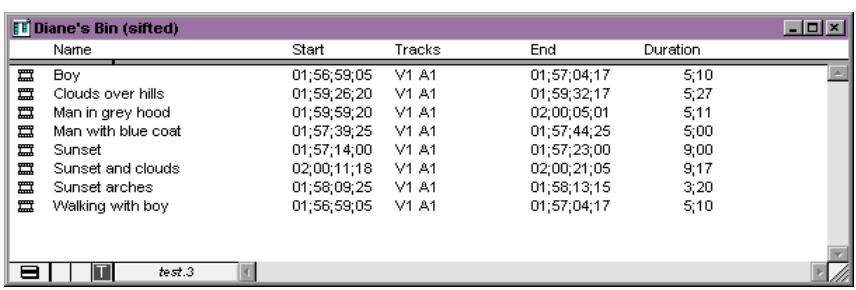
   The Custom Sift Parameters dialog box appears.



2. Choose a method for matching from the pop-up menus on the left:
   - Contain
   - Begin with
   - Match exactly
3. In the text box, type the text you want the system to find.
4. Choose a column heading from the pop-up menu on the right.

   The menu lists column headings in the current Bin view. To search all the columns, select Any.
5. Follow steps 1 to 4 to enter additional sift criteria, if necessary.
6. Click OK.

   The clips that meet the sift criteria appear in the bin.



Showing Sifted and Unsifted Views

After sifting the clips, you can view either sifted or unsifted material by choosing either of the following from the Bin menu.

- Show Sifted
- Show Unsifted

The check mark in the submenu indicates the current state of the bin. Unsifted and sifted are dimmed in the submenu if sifting was not set up.

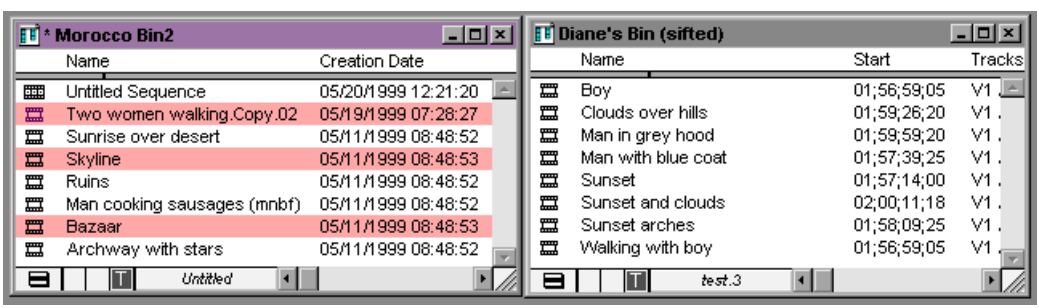
Moving or Copying Clips to Other Bins

To move or copy clips from one bin to another bin:

1. Create a new bin or open an existing bin.

   If you create a new bin, give the bin a name that represents the types of clips it will contain. For example, if you are putting all the close-ups in the new bin, call the bin Closeup Clips.

2. Position the bins so you can see both of them at the same time, resizing the bins if necessary.



3. In the original bin, click the icon of the clip you want to move.
4. Ctrl+click the icons of any other clips you want to move.

5. Do one of the following:

   - To move the clips, drag the clips to the destination bin.
   - To copy the clips, press and hold the Alt key while you drag them to the destination bin. Be sure to continue holding the Alt key as you release the mouse button to drop the clips in the destination bin.

   The clips appear in the new bin.

   When you copy clips from one bin to another, the custom columns you created in the first bin are also copied to the second bin. The custom columns appear in the order in which you created them. The copied clip is displayed in the destination bin's current format (Frame view or Text view).

If you set the destination bin's display to show reference clips, the referenced object types do not appear until you save the bin.

Modifying Clip Data in a Bin

You can modify data for master clips, subclips, tapes, and other objects stored in a bin to correct data input errors or to add additional information required for editing your project later.

Understanding Procedures for Modifying Clips

Two methods are available for modifying data in a bin.

- Modifying the data directly

  You can change one item at a time by highlighting the data and typing updated information. For example, you can type a new name for a tape or correct the start and end timecodes for a clip.

- Using the Modify command

  You can use the Modify command to change some types of data for a number of objects at the same time. For example, you can increment the start and end timecodes for several master clips.

MediaLog automatically updates related objects to reflect any information you modify. For example, if you change the timecodes and names for a group of clips, the updated timecodes and names appear in sequences created from the clips.

Some data can be modified anytime. Other data cannot be modified after digitizing because changes would prevent you from playing back and editing the material successfully.

Table 4-2 lists the data you can modify, the methods you can use to make the modifications, and the times when you can make the modifications. You cannot modify data not included in the list.

Table 4-2 Bin Columns That Can Be Modified

Column Heading	Modifying Method	When to Modify
Name	Directly	Anytime
Start	Directly or by using Modify command	After logging, but before digitizing
End	Directly or by using Modify command	After logging, but before digitizing
Auxiliary TC1 through TC5	Directly	Anytime

Using the Modify Command

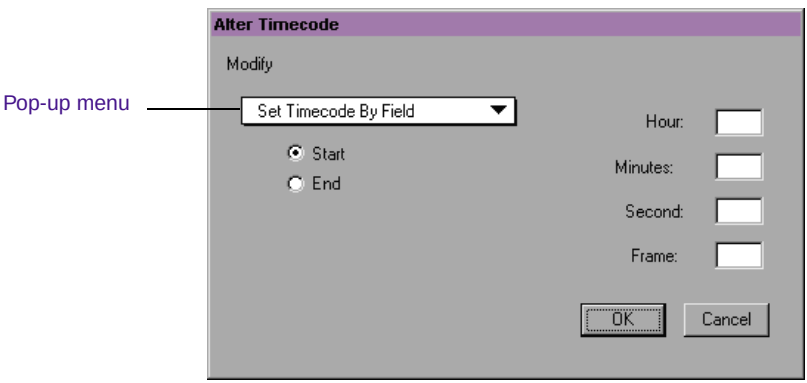
To modify data in bins by using the Modify command:

1. Open a bin and click the icon for a clip, sequence, or other object you want to modify. Ctrl+click each additional object you want to modify.

   Select any object in the bin: master clips, subclips, sequences, tapes, audiotapes, film reels, and so on.

2. Choose Modify from the Special menu.

   The Alter Timecode dialog box appears.



3. Select the type of modification you want to make from the Modify pop-up menu, and adjust any of the options associated with the modification. See **Table 4-3**.

4. Click OK.

You cannot modify columns of data. Always select master clips, subclips, or other objects in the bin for modification, not columns.

Table 4-3 Modify Command Options

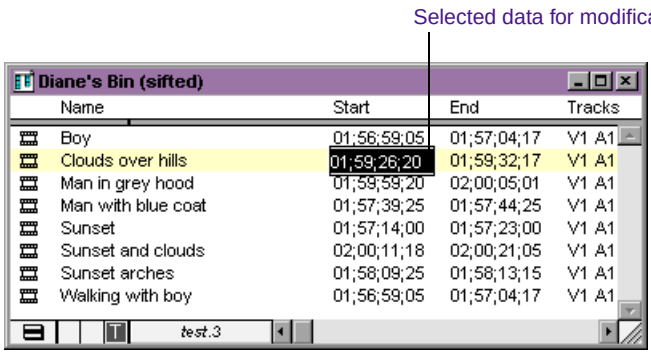
Modification	Options	Description
Set Timecode Drop / Nondrop	Drop, Nondrop	Change the timecode format between drop-frame and non-drop-frame.
Set Timecode By Field	Start or End	Change either the Start or End timecode.
	Hour, Minutes, Second, Frame	Enter custom timecode.
Increment Timecode	Start or End	Change either the Start or End timecode.
	Timecode	Enter custom timecode to increment.
Decrement Timecode	Start or End	Change either the Start or End timecode.
	Timecode	Enter custom timecode to decrement.
Set Key Number Generic (Prefix)	Key Number	Enter custom generic key number.
Set Pullin	Punch frame timecode	Set the timecode location of the punch frame for pullin.
	A, B, C, or D	Select the pulldown frame to match to the timecode entry.
Set Tracks	V, A1 to A8 track selector	Change the clip's configuration of tracks.
Set Source	No options	Opens the Select Tape dialog box, where you can select another source tape name for the clip.

Modifying Data Directly

To directly modify data in bins:

1. Click the data you want to modify.

   The selected data is highlighted. Select only one item at a time. For example, select a clip's Auxiliary TC1 timecode. For a list of the data you can modify directly, see **Table 4-2**.



2. Modify the data by doing one of the following:

   - To replace the selected data with new information, type the new data and press Enter.
   - To permanently remove the selected data, press the Delete key, or press Ctrl+X.
   - To copy the selected data, press Ctrl+C. Select an item you want to replace with the data you copied, and then press Ctrl+V.

If you import a log file from your telecine transfer, much of this information will be placed in the bin when you import the log. If you do not have a film log, then you can enter this information manually by highlighting the file in the bin and typing the information.

CHAPTER 5

Creating MediaLog Output

Once you have finished logging your tapes, you can print the bins to create a paper record of your log, export the bin files for use in a different application, or transfer the bins to an Avid editing system for digitizing and editing the footage.

This chapter includes the following topics:

Printing Bins

Before you print MediaLog bins, make sure a printer driver has been installed and that your computer recognizes the driver. If the driver is installed properly, simply restarting your computer will cause the system to recognize the driver.

Directions for installing the printer driver and selecting the printer should be included in the documentation for your printer and for your computer system.

To print a bin:

1. Select the Bin view you want to print.
2. Choose Page Setup from the File menu. The Page Setup dialog box appears.
3. Select the appropriate options from the Page Setup dialog box. Available options depend on the printer.
4. Click OK.
5. Choose Print Bin from the File menu, or press Ctrl+P.
6. Select the print options, and then click Print.

Exporting Bins

You can save the bin information in a text file for use with other applications. The information is saved in an ASCII file and is organized in the following way:

- Line 1 is a list of the headings in the current Bin view. This line is optional.
- Each remaining line is data for an individual clip, with tabs delimiting each category of information. These lines are separated by carriage returns.

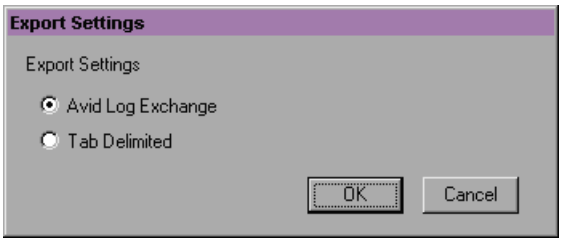
The file can be opened in any word processing or text editing package, or it can be imported into a database file created by applications like Microsoft® Excel™ and Claris® FileMaker®.

The information can also be saved as a shot log in Avid format for importing to an Avid editing system bin. This is generally unnecessary, because MediaLog bins can also be opened directly in Avid editing applications.

To export a MediaLog bin:

1. Open the bin that contains the clips you want to export.
2. Select the clips.
3. Choose Export from the File menu.

   The Export Settings dialog box appears.



4. Select the format you want to use for the exported bin.
5. Click OK.
6. Navigate to the disk and folder where you want to save the exported file.
7. Click Save to accept the default file name, or type a new file name and then click Save.

Transferring Bins to an Avid Editing System

Bins you have created on a MediaLog system can be transferred to an Avid editing system and then opened directly from within an Avid editing project.

The clips logged in the transferred bins are ready for batch digitizing; no additional preparation is required.

It is best to transfer only bins, without projects, to the Avid editing system. Then if you want, you can digitize the bins by using a different video resolution.

To transfer MediaLog bins to an Avid editing system:

1. Save MediaLog bins on a formatted floppy disk.
2. Move to the Avid editing system, and quit the Avid editing application.
3. Double-click the Avid Projects folder. Then double-click the project folder where you want to store MediaLog bins.

   Project folders are generally stored inside the Avid Projects folder.
4. Insert the transfer disk into the Avid editing system drive.
5. Double-click the floppy drive icon. The drive window opens.

   Position the drive window and the Avid Projects window so you can see both.
6. Select the MediaLog bins, and drag them into the Avid Projects folder.

   When you start the Avid editing system, use the standard process to open the bins.

APPENDIX A

Avid Log Specifications

This appendix explains how to format an Avid log. A sample log is shown at the end of this appendix. When you create an Avid log, start the file with global headings.

Tables in this appendix use the following conventions:

- **Headings** must be entered exactly as they are shown.
- <Values you enter appear in angle brackets. >
- <Alternative values appear on the next lines, also in angle brackets.>
- [Tab and Enter keys are written in square brackets.]
- *Explanations* are written in italic.

See the **“Sample Avid Log” on page 108** for an example of an .ale text file.

Global Headings

Global headings are case-sensitive and must be spelled exactly as shown. Include all required headings. Other headings are optional but might be necessary for your project. Do not use more than 64 headings in the file, counting both the global and column headings. **Table A-1** presents information about data in global headings.

Table A-1 Global Headings

Heading Name	Key	Entry	Key	Required/ Optional	Explanation
Heading	—	—	[Enter]	Required	*Marks the start of the global headings.*
FIELD_DELIM	[Tab]	<TABS>	[Enter]	Required	*Enter TABS to show that the file is Tab-delimited (delimited by tabs).*
VIDEO_FORMAT	[Tab]	<NTSC> <PAL>	[Enter]	Required	*The video format is NTSC or PAL. In NTSC format, you must edit in Cutlist mode. PAL format allows you to edit at either 24 or 25 frames per second.*
AUDIO_FORMAT	[Tab]	<44 kHz> <48 kHz>	[Enter]	Required	*Audio sampling rate for digitizing. You can override this for individual clips.*
TAPE	[Tab]	<Tape Name>	[Enter]	Optional	*Name of the videotape reel you are logging. If you omit this heading, the file name becomes the global tape name. You can override this for individual clips.*
FPS	[Tab]	<24> <25> <29.97>	[Enter] [Enter]	Required	*Capture rate is 25 fps for PAL and 29.97 fps for NTSC video.* *Press* Enter *a second time, after you enter the FPS value, to mark the end of the global headings.*

Column Headings

When you create an Avid log, enter the column headings after the global headings.

Column headings are case-sensitive and must be spelled exactly as shown. Include all required headings; every statistical column heading that is available in an Avid bin can be included. Other headings are optional but might be necessary for your job. Do not use more than 64 headings in the file, counting both the global and column headings. **Table A-2** presents information about data in column headings.

Table A-2 Column Headings

Column Name	Key	Required/ Optional	Explanation
Column	[Enter]	Required	*Indicates the start of the column headings.*
Name	[Tab]	Required	*Heading for clip name.*
Tracks	[Tab]	Required	*Heading for tracks you select for digitizing.*
Start	[Tab]	Required	*Heading for video timecode of sync point — the timecode IN for clip. From address track of video.*
End	[Tab]	Required	*Heading for timecode OUT for clip. From address track of video.*
AUDIO_FORMAT	[Tab]	Optional	*Heading for audio sampling rate for digitizing individual clip. If omitted, the global entry for AUDIO_FORMAT applies.*
Auxiliary TC1	[Tab]	Optional	*Heading for auxiliary timecode.*
Auxiliary TC2	[Tab]	Optional	*Heading for auxiliary timecode.*
Auxiliary TC3	[Tab]	Optional	*Heading for auxiliary timecode.*
Auxiliary TC4	[Tab]	Optional	*Heading for auxiliary timecode.*

Table A-2 Column Headings (Continued)

Column Name	Key	Required/ Optional	Explanation
Auxiliary TC5	[Tab]	Optional	*Heading for auxiliary timecode.*
CFPS	[Tab]	Optional	*Heading for video capture rate for digitizing individual clip. If omitted, the global entry applies.*
Color Framing	[Tab]	Optional	—
Creation Date	[Tab]	Optional	*Heading for date of clip creation.*
Disk	[Tab]	Optional	*Heading for target disk ID.*
Duration	[Tab]	Optional	*Heading for timecode Start to timecode End, the length of the video clip.*
FPS	[Tab]	Optional	*Heading for video frames per second rate for digitizing individual clip (NTSC = 29.97, PAL = 25, Film = 24). If omitted, the global entry applies.*
IN-OUT	[Tab]	Optional	*Heading for duration between clip's mark IN and mark OUT (if present).*
Mark IN	[Tab]	Optional	*Heading for timecode of clip's mark IN (if present).*
Mark OUT	[Tab]	Optional	*Heading for timecode of clip's mark OUT (if present).*
Offline	[Tab]	Optional	*Heading for tracks currently without digitized media files online.*
Tape	[Tab]	Optional	*Heading for source tape ID for individual clip. If omitted, the global entry applies.*
Video	[Tab]	Optional	*Heading for resolution compression ratios.*
Labroll	[Tab]	Optional	*Heading for lab roll ID for clip. Lab rolls are a combination of several camera rolls.*
Camroll	[Tab]	Optional	*Heading for camera roll ID for clip.*

Table A-2 Column Headings (Continued)

Column Name	Key	Required/ Optional	Explanation
Sound TC	[Tab]	Optional	*Heading for Nagra timecode, Aaton code, ARRI code, and so on, at the sync point. Syncs with the Start timecode. Required if tracking the sync sound. Capture rate can be 25 or 30 fps.*
Soundroll	[Tab]	Optional	*Heading for sound roll ID for clip.*
Scene	[Tab]	Optional	*Heading for scene ID for clip.*
Take	[Tab]	Optional	*Heading for take ID for clip.*
DESCRIPT	[Tab]	Optional	*Heading for description of clip.*
COMMENTS	[Tab]	Optional	*Heading for comments about clip.*
<Your_headings>	[Tab]	Optional	*Press the Tab key between each heading. Do not press the Tab key after the last heading. Add any category of information you want. Add as many headings as you want, but do not use more than a total of 64 global and column headings in the file.*
	[Enter] [Enter]		*Press* Enter *twice (not the Tab key) after the last heading.*

Clip Data

Enter a line of data for each clip you log. The word "**Data"** marks the start of the data for each clip.

Enter the information under the appropriate column headings. Press the Tab key instead of typing data if you want to leave an optional category of information blank for a particular clip. Press Enter at the end of each line. Include all the required data. Other data is optional. MediaLog supports up to four audio tracks in imported and exported logs. **Table A-3** presents information about clip data in the log.

Table A-3 Clip Data

Clip Name	Key	Required/ Optional	Explanation
<clip name>	[Tab]	Required	*Under Name heading. Enter a clip identifier (32 characters maximum).*
<V> <VA1> <VA2> <VA1A2> <A1A2> <A1> <A2>	[Tab]	Required	*Under Tracks heading. Enter the tracks you want digitized for the clip. Enter V for MOS takes. Enter A1, A2, or A1A2 for wild sound.*
<44 kHz> <48 kHz>	[Tab]	Optional	*Under AUDIO_FORMAT heading. Audio sampling rate for this clip only. If omitted, global entry applies.*
<source tape ID>	[Tab]	Optional	*Under Tape heading. Source videotape ID for this clip only.*

Table A-3 Clip Data (Continued)

Clip Name	Key	Required/ Optional	Explanation
<24> <25> <29.97>	[Tab]	Optional	*Under FPS heading. Video capture rate for this clip only. If omitted, global entry applies. Use 25 fps for PAL video, 29.97 fps for NTSC video, or 24 fps for Film.*
<time code>	[Tab]	Required	*Under Start heading. Video timecode for sync point, the first frame in clip. Use colons for non-drop-frame timecode (for example, 01:00:12:20). Use one or more semicolons for drop-frame timecode (for example, 01;18;00;02).*
<time code>	[Tab]	Required	*Under End heading. Video timecode for last frame of clip.*
<time code>	[Tab]	Optional	*Under Duration heading. Length of video clip, Start to End.*
<lab roll ID>	[Tab]	Optional	*Under Labroll heading. Identify the lab roll by using letters and numbers.*
<camera roll ID>	[Tab]	Optional	*Under Camroll heading. Identify the camera roll by using letters and numbers.*
<time code>	[Tab]	Optional	*Under Auxiliary TC heading. Enter a Nagra timecode, Aaton code, ARRI code, and so on for the sync point. Syncs with the Start timecode.*
<sound roll ID>	[Tab]	Optional	*Under Soundroll heading. Identify the sound roll using letters and numbers.*
<scene ID>	[Tab]	Optional	*Under Scene heading. Identify the scene using letters and numbers.*
<take ID>	[Tab]	Optional	*Under Take heading. Identify the take using letters and numbers.*

Table A-3 Clip Data (Continued)

Clip Name	Key	Required/ Optional	Explanation
<clip description>	[Tab]	Optional	*Under DESCRIPT heading. Write about the clip.*
<clip comments>	[Tab]	Optional	*Under COMMENTS heading. Comment on the clip.*
<information>	[Tab]	Optional	*Press the Tab key between each heading. Do not press the Tab key after the last heading. Under the headings you created yourself, enter the appropriate information.*
	[Enter]		*Press* Enter *(not the Tab key) after the last entry for the clip.*

Enter an additional line of data for each remaining clip.

Sample Avid Log

This is an example of an Avid log for an NTSC video project.

```
Heading
FIELD_DELIM  TABS
VIDEO_FORMAT  NTSC
AUDIO_FORMAT  44khz
FPS  29.97

Column
Name  Duration  Tracks  Start  End  Auxiliary TC1  Audio  CFPS

Data
WILDLIFE  29;01  VA1A2  12;03;44;18  12;04;13;21  19;56;58;02  48
kHz  30.00
WATERFALL  20;09  VA1A2  13;06;11;01  13;06;31;10  18;54;31;21  48
kHz  30.00
WATER EDGE  24;25  VA1A2  13;46;25;04  13;46;49;29  18;14;17;18  48
kHz  30.00
SUN IN
ROOTS  1;15;26  VA1A2  13;47;43;03  13;48;58;29  18;12;59;17  48
kHz  30.00
```

APPENDIX B

Using Help

Help is available through the Avid MediaLog Help system. This appendix describes the following procedures:

Opening and Closing the Help System

To open the Help system, choose MediaLog Help from the Help menu. The Help Topics dialog box appears.

To close the Help system, click the Close button in each Help window. The Help system closes when you close the last open Help window.

How Help Windows Work

The Help system consists of the Help Topics dialog box and three types of windows:

- The **Help Topics dialog box** opens in the center of your screen by default. The Contents tab contains a list of overview topics covered in the Help system. Double-click any Book icon to see additional topics. Double-click a topic or select a topic and click the Display button to open a window containing the information you seek.
- The **MediaLog How To window** opens on the right side of your screen. It displays procedures for completing tasks. You can close this window or leave it open as you work. Each time you click a new How To topic, the window displays the new information. You can cycle back through the topics by clicking the Back button.
- The **MediaLog Reference window** opens on the left side of your screen. It contains background information, tables of options, or other information that helps you understand system features and tools. Each time you click a new Reference topic, the window displays the new information. You can cycle back through topics by clicking the Back button.
- **Pop-up windows** open from screen objects and from glossary items. You cannot move or resize pop-up windows.

Finding Information with the Help Topics Dialog Box

A topic is a single page of the Help system. The Help Topics dialog box includes three different methods for finding topics.

- **Using the Contents Tab**
- **Using the Index Tab**
- **Using the Find Tab**

Using the Contents Tab

The Contents tab provides a list of categorized topics that covers the entire Help system. The list is organized by book. Each book opens to display a list of topics.

To view the Contents, do one of the following:

- From the Help menu, choose Avid MediaLog Help, and then click the Contents tab, if it is not already displaying the Contents.
- From a Help topic, click the Contents button.

To open a book and display a list of topics, select the book title and click Open, or double-click the book title.

To open a Help window, select the topic and click Display, or double-click the topic title.

Using the Index Tab

The Index tab has an alphabetized list of entries.

To find topics by using the Index tab:

1. From the Help menu, choose Avid MediaLog Help and click the Index tab, or click the Index button in a Help topic.

2. In the text box at the top, type a keyword for the topic that you want to find (for example, type “tracks” to jump to index entries listed under tracks).
3. Open the topic in the list:
    - If your typing brings you to the topic you are seeking, click the Display button, or double-click the index entry.
    - If you do not immediately arrive at the topic, scroll through the list and double-click an entry that makes sense, or try an alternative keyword in the text box. When you find the subject you are looking for, click the Display button or double-click the entry to view the topic.

Using the Find Tab

The Find tab lets you search the entire Help system for words or phrases and then lists topics that include those words or phrases.

To search for topics by using the Find tab:

1. From the Help menu, choose Avid MediaLog Help and click the Find tab.
2. In the text box, type the word or phrase you want to find.

    A list shows topics that contain the words you searched for. As you type additional words, the list updates.

Do not type quotation marks or asterisks in the text box.

3. To change how you search for a word or words, click the Options button and choose your preferences.
4. Select a topic in the list and then click the Display button or double-click the topic.

    The topic is displayed, and the words you searched for are highlighted.

Using Buttons in a Help Topic

Each Help topic contains buttons to help you navigate through the system and perform basic functions. **Table B-1** describes the Help topic buttons.

Table B-1 Help Topic Buttons

Button	Description	
Contents	Opens the Contents tab.	
Index	Opens the Index tab.	
Find	Opens the Find tab.	
Back	Returns to the previously displayed topic.	
Print	Prints the current topic.	
Options	Provides the following features:	
	Annotate	Allows you to add a note to a topic
	Copy	Allows you to copy information to another document.
	Print Topic	Prints the current topic.
	Font	Allows you to choose a size for text.
	Keep Help on Top	Displays the Help window on top of other applications.
	Use System Colors	Allows you to choose a color for Help windows.
Glossary	Opens a glossary of terms.	

Printing Help Topics

You can print a single Help topic or a group of topics listed in the Contents.

To print an open Help topic:

1. Open or click the topic to make it active.
2. Click Print in the topic window, or click Options and choose Print Topic.
3. Select the print options.
4. Click OK.

To print a topic or book of related topics from the Contents tab:

1. Select the topic or book you want to print.
2. Click the Print button.

   The Print dialog box appears.
3. Select the options you want and click OK.

Copying Information from a Help Topic

To copy information from a Help topic into another document:

1. In the topic window, select the text that you want to copy.
2. Click Options and choose Copy.
3. Choose Paste from the Edit menu to paste copied text into a document in another open application, such as a word processor.

   You can also paste the text into the keyword text box in the Index tab or into the text box in the Find tab.

You cannot paste text from one topic into another.

Changing the Font Size of Help Topics

To change the font size of Help topics:

1. Open or click a How To or Reference window to make it active.
2. Click Options and choose Small, Normal, or Large from the Font submenu.

Keeping Help on Top

By default, the Help window remains on top of other application windows. This feature lets you refer to a Help topic while you are completing a MediaLog task.

To change the Keep Help On Top setting:

1. In a Help topic, click Options.
2. Choose Keep Help on Top, and then choose either Default, On Top, or Not On Top. The default is to keep Help on top (which is the same as choosing On Top).

Changing the Color of Help Windows

The Help system uses two different colors for the display areas of windows. Reference windows are white, and How To windows are pale yellow. You can replace this color scheme with the single windows color (typically white) that is set for your system in the Windows Control Panel.

To use the system color for Help windows:

For information on changing the color settings for your entire system, see the documentation for your operating system.

1. Open or click a How To or Reference window to make it active.
2. Click Options and choose Use System Colors from the pop-up menu.
3. Click Yes in the message box.
4. Choose MediaLog Help from the Help menu.

Follow the same procedure to revert to the two-color scheme.

Adding a Note to a Help Topic

To add a note to a Help topic:

1. In the Help topic window, click Options.
2. Choose Annotate.
3. In the dialog box, type your note and then click Save.

A paper-clip icon appears at the top of the topic. Click this icon to see, edit, or delete your note.

APPENDIX C

Regulatory and Safety Notices

FCC Notice

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canadian ICES-003

This Class A digital apparatus meets all requirements of the Canadian Interference Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

European Union Notice

Declaration of Conformity
(According to ISO/IEC Guide 22 and EN 45014)

Application of Council Directives:	73/23/EEC, 89/336/EEC.
Standards to which Conformity is Declared:	EN 60950: 1992 + A1 + A2 + A3 + A4 IEC950: 1992 + A1 + A2 + A3 + A4: 1993 Mod. CISPR 22:1985 / EN 55022:1988 Class A EN 50082-1:1992 / IEC801 -2, -3, -4
Manufacturer's Name:	Avid Technology, Inc. 1925 Andover Street, Tewksbury, MA 01876, USA
European Contact:	Nearest Avid Sales and Service Office or Avid Technology International B.V. Sandyford Business Center Unit 3, Dublin 18, Ireland

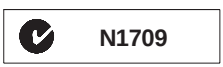
Type of Equipment:	Information Technology Equipment
Product Name:	Media Composer for the Windows NT and Macintosh Operating Systems, Film Composer, Symphony, Avid Xpress for the Macintosh Operating System, Avid Xpress with Plus Bundle for the Macintosh Operating System, Avid Xpress with Deluxe Bundle for the Windows NT and Macintosh Operating Systems, Avid Xpress with Elite Bundle for the Windows NT and Macintosh Operating Systems
Base Model Numbers:	All for the Windows NT Operating System; Avid Xpress, 1000, 1000 XL, 9000, MC Offline, MC Offline XL, and Media Station for the Macintosh Operating System
Product Options:	All
Year of Manufacture:	1999

(1) The product was tested in a typical Symphony, Avid Xpress with Deluxe Bundle for the Windows NT Operating System, Avid Xpress with Elite Bundle for the Windows NT Operating System, or Avid Media Composer configuration.

I, the undersigned, hereby declare that the equipment specified above conforms to the above Directives and Standards.

George R. Smith, Director of Quality Engineering

Australia and New Zealand EMC Regulations



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