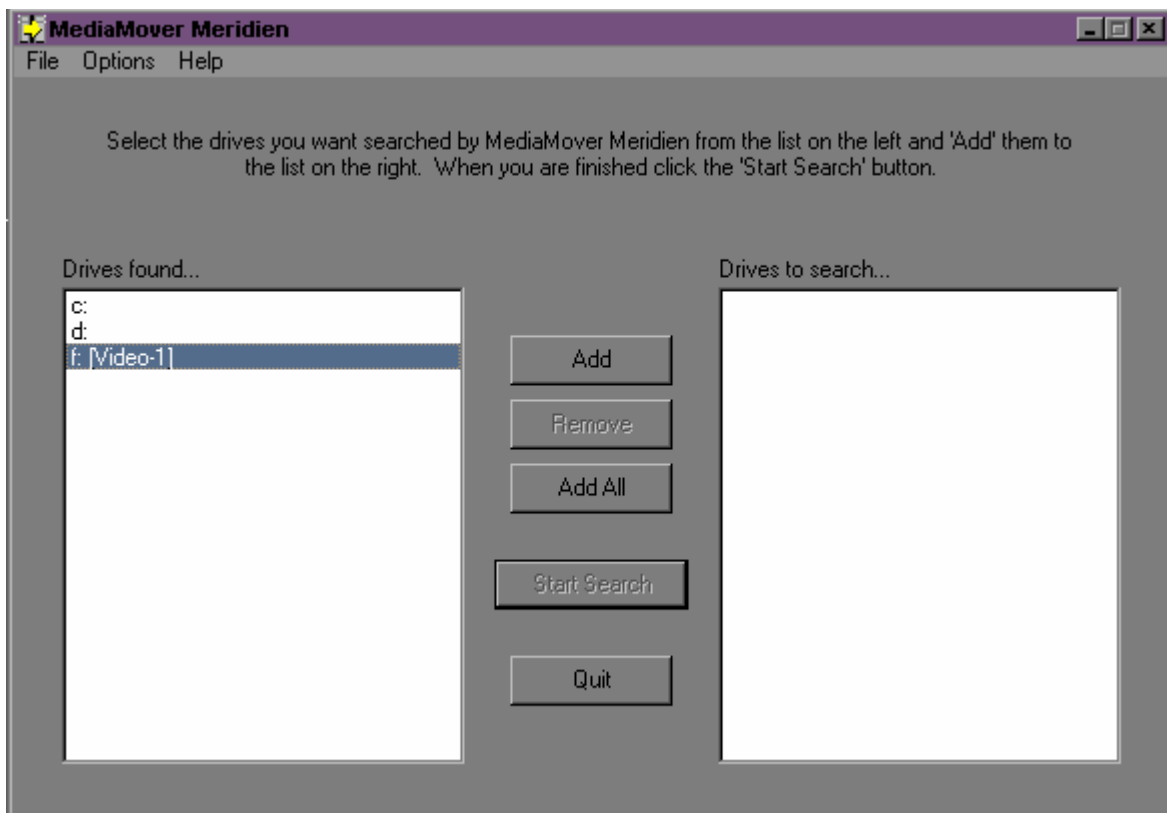


Media Management

By default, all media digitized, rendered, or imported into Avid Xpress is put into one place: The OMFI MediaFiles folder on your video drive. Now suppose you want to back up a specific case that you worked on. This can be a difficult task, as ALL the media from that days work resides in the same place. This is when you would use MediaMover.

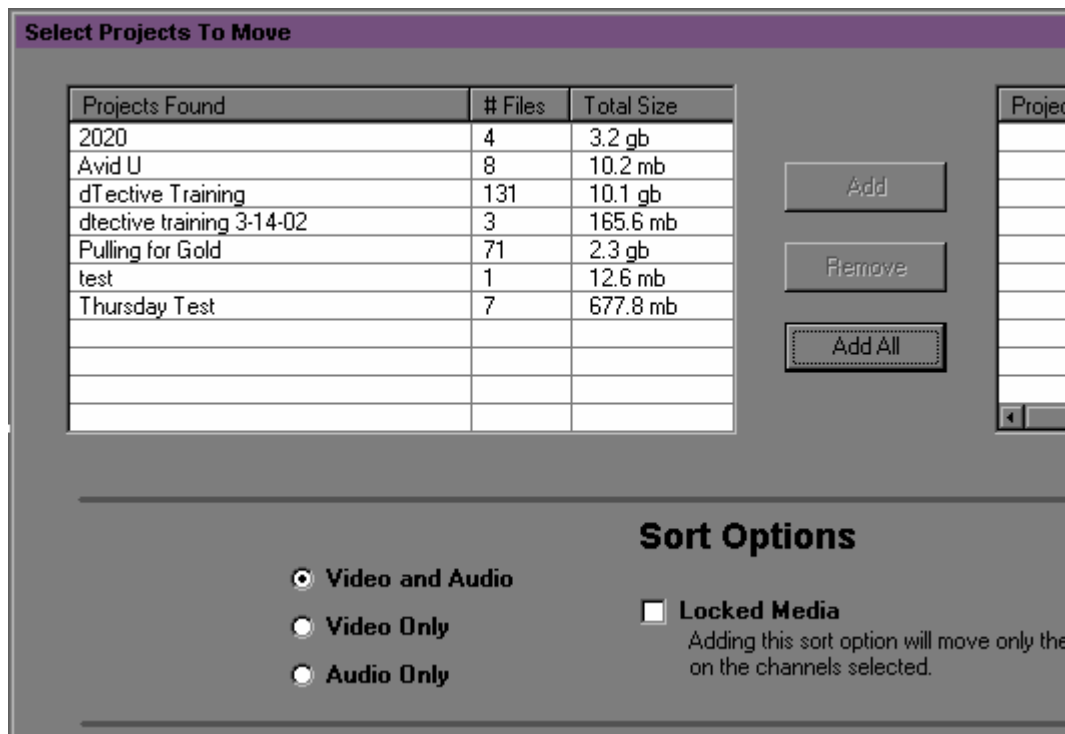
MediaMover analyzes all the media files on your Avid editing system and determines what Projects they belong to. You can then select which projects you wish to back up and MediaMover will move the files from the OMFI MediaFiles folder to a new folder which is specific to your project. Here's how it works:

1. Launch MediaMover. You will be presented with a screen which allows you to select which hard drive you would like MediaMover to search.

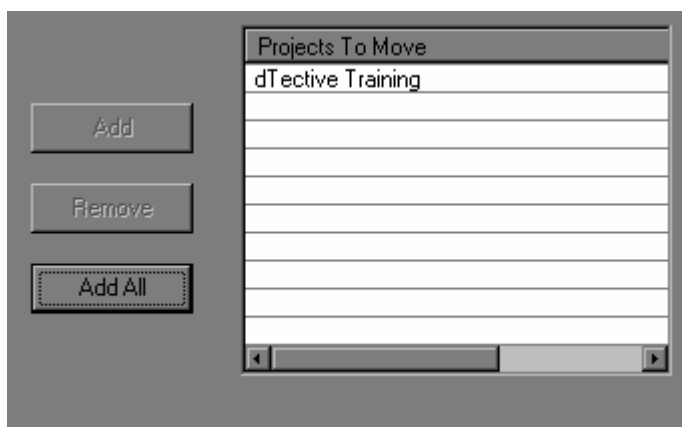


2. Select the drive you would like to search, then click the Add button

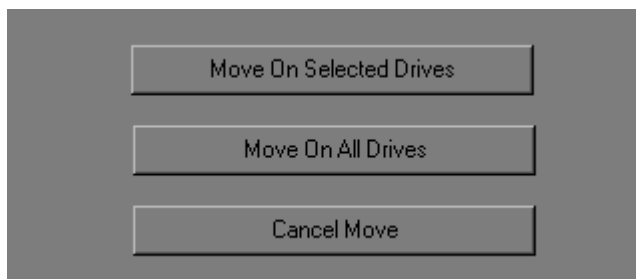
MediaMover will now display all the projects it found media associated with, along with the amount of drive space being utilized by the project.



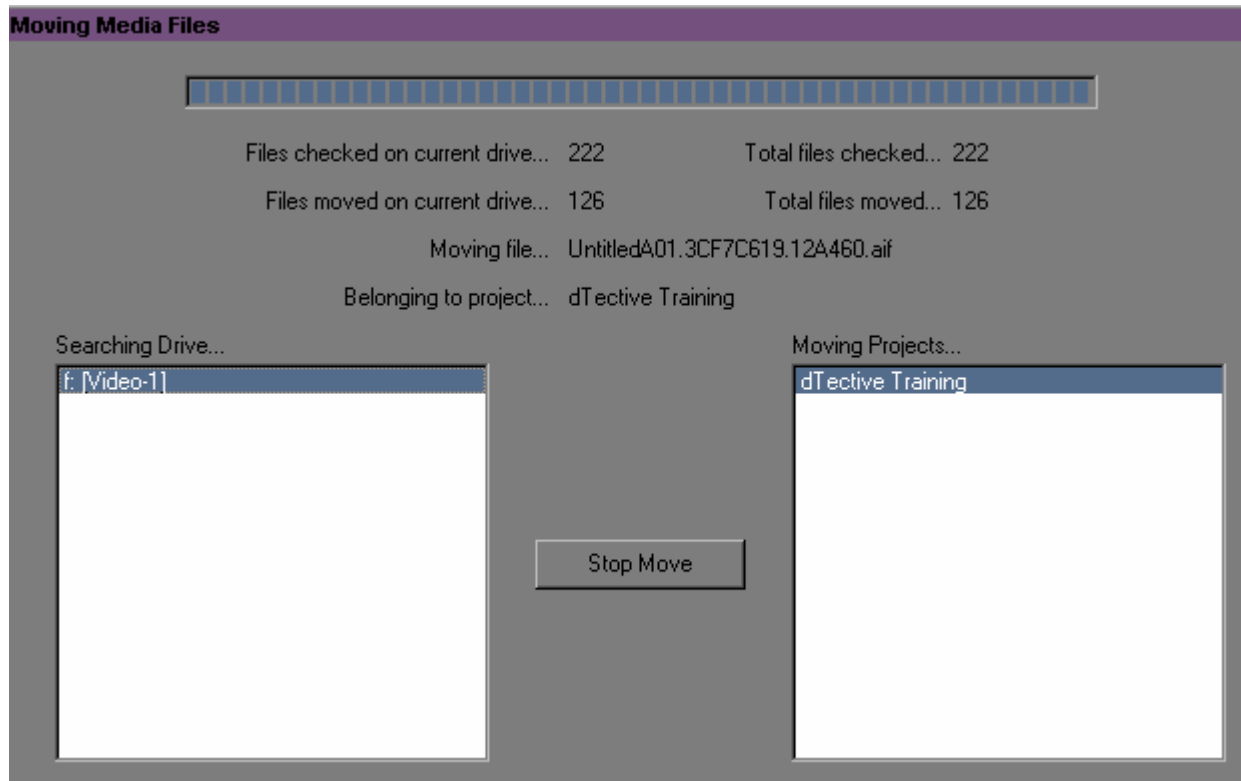
3. Select the project you want moved and click the Add button.



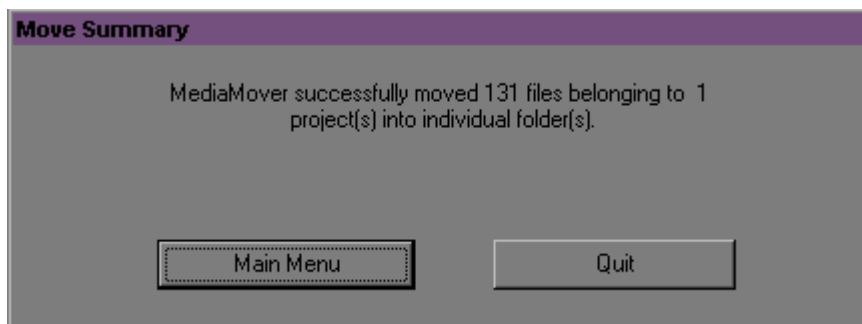
4. Click the Move on Selected Drives button.



MediaMover will now move all the associated media to a new folder on your selected drive.



Once finished, MediaMover will display a summary of what files have been moved.



If you look on your video drive, you now will see a new folder which contains all of your moved media. Because the media has been pulled out of the OMFI MediaFiles folder, Avid considers them “offline”, meaning if you launch Avid and open the project that you just “moved”, Avid will display a “media offline” message. To restore a project, simply drag all the files from the folder MediaMover created back into the OMFI MediaFiles folder. If you have backed these files up to CD or DVD, drag the backed up files from the disk to the OMFI MediaFiles folder on your video drive, and be sure to turn off any read only attributes (found by right clicking and choosing “properties”).

If you do not have MediaMover, you can organize media by renaming the OMFI MediaFiles folder whenever you have finished work on a project.

The following is an example:

You have just finished processing and clarifying a tape with the name “case 1001”. You also named your project “case 1001”. This was the first project you have worked on using the dTective system, so you know the only media on the video drives references the project “case 1001”.

You now want to begin working on a new tape “case 1002”, however, you don’t want to mix and match media from the two cases. What you can now do is rename the existing OMFI MediaFiles folder on the video drives to read “OMFI MediaFiles-case 1001”.

Now when you create a new project for case 1002 and digitize footage for that project, Avid will re-create the OMFI MediFiles folder and put all the media digitized, rendered or imported into that directory, separating the two projects’ media.

If you need to reference “case 1001” again at any time, simply rename “OMFI MediaFiles-case 1001” to “OMFI MediaFiles” (you’ll need to rename the current OMFI MediaFiles folder to a different name such as “case 1002”). This is a good way to separate all your media, as well as a good way to back up media.



The OMFI MediaFiles folder. To easily separate footage from various projects, rename this folder after you have completed processing a tape. When you create a new project, Avid will automatically create a new OMFI MediaFiles folder, separating your footage. You MUST rename any folder containing media you want to view to OMFI MediaFiles, otherwise Avid will display footage as ‘Media Offline.’

IMPORTANT: Regardless of how you choose to archive your media, remember to also **back up your project files!**

To do so, browse to the folder which contains your Avid project files (typically C:\Program Files\Avid\Avid Xpress Pro\Avid Projects - bear in mind that “Avid Xpress Pro” would read differently if you are running a different version of Avid).

You will see your various projects listed as folders, be sure to back up the appropriate folders that relate to the media you are archiving.