



EditTools by Random Video

MediaMover for Final Cut Pro

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Welcome to MediaMover

MediaMover is designed to help users of Apple's *Final Cut Pro* editing software organize and maintain their media files. Using MediaMover you can sort and display all media related to every online project regardless of location or the number of editors accessing them. Its robust interface tells you at a glance the facts necessary to manage your system storage.

- Easily see how much storage space every project is using regardless of the number of volumes they are stored on or how many editors access them.
- Monitor the time project media is stored on your system. Quickly find media that has been on your drives the longest.
- Commercial facilities can use MediaMover's export tools to create Excel based reports, allowing the generation of billing information based on disk space used and length of time stored.
- Backup any project's media with ease.
- Delete a project's media quickly and thoroughly, regardless of the number of volumes media is spread across or how many editors have worked on it.
- Create reports that show exactly how your systems storage is being allocated.
- Easily monitor your total system storage - local and shared.
- Compatible with all versions of *Final Cut Pro* and *XSAN* software.

Installing MediaMover

MediaMover should be installed any computer that will be used to monitor and manage your media storage. Simply double-click the installation package to begin the process.

If you haven't already downloaded MediaMover you can do so from this link: www.randomvideo.com

IMPORTANT NOTE:

To install or purchase MediaMover you must have sufficient user privileges to write to the *Library* folder of your system drive.

your-system-drive:Library:

If you do not have OS privileges to do so, a user with those privileges must complete the installation or purchase of MediaMover. Once the installation or purchase process is completed, it is no longer necessary for users to have these OS privileges.

Demo Mode

If MediaMover hasn't already been purchased for your computer it will run in demo mode until purchase and activation are completed. Demo mode runs exactly like the full version of MediaMover with the following exceptions.

- Backing up project media is disabled.
- Deleting project media is disabled.
- Generating media reports is disabled.

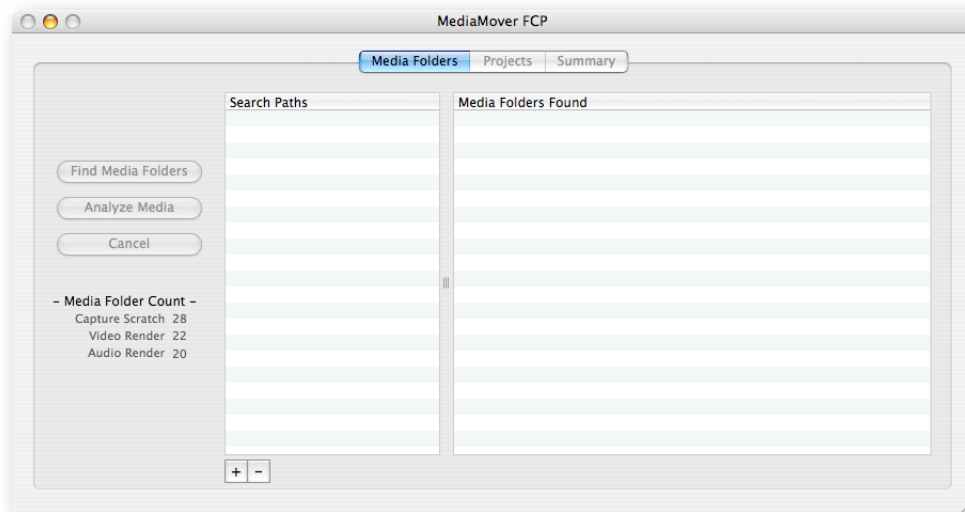
Purchasing MediaMover

MediaMover is purchased through a simple and fast online process after which all of MediaMover's functions are automatically activated. Step by step instructions for the online purchase process can be found in the [Purchasing MediaMover](#) chapter of this guide.

Finding Media Folders

When launched, MediaMover always opens to the **Media Folders** page. Adding directories to the **Search Paths** list tells MediaMover where to look for media folders. As a default, MediaMover searches for the following three folder names in any path listed:

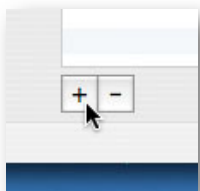
- *Capture Scratch*
- *Render Files*
- *Audio Render Files*



The Media Folders page

Adding and Deleting Search Paths

To add or delete a path from the Search Paths list click the '+ plus' or '- minus' button at the bottom of the window. Any time a path is added to or deleted from the **Search Paths** list it is stored and recalled the next time you launch MediaMover.



Adding a search path

After adding paths, clicking the **Find Media Folders** button begins the search for media folders. As each *Capture Scratch*, *Render Files* and *Audio Render Files* folder is found, its path is added to the **Media Folders Found** list. All of MediaMover's statistics and reports will be based on this list of media folders.

Search Speed

Due to the huge capacity of some storage volumes, especially in shared storage environments, searching for media folders can take a significant amount of time. For quickest searching, add only the specific paths you know include

NOTE:

Changes were made in Apple's XSAN 2.0 software that accommodate a more efficient method of searching called **indexed searching**. As a result, searches on XSAN 2.x volumes will generally be faster than searches on XSAN 1.x volumes.

media file folders. Long search times can result if a raw, unfiltered search strategy is used to locate media folders. By eliminating paths that do not commonly contain media folders searching can be sped up significantly.

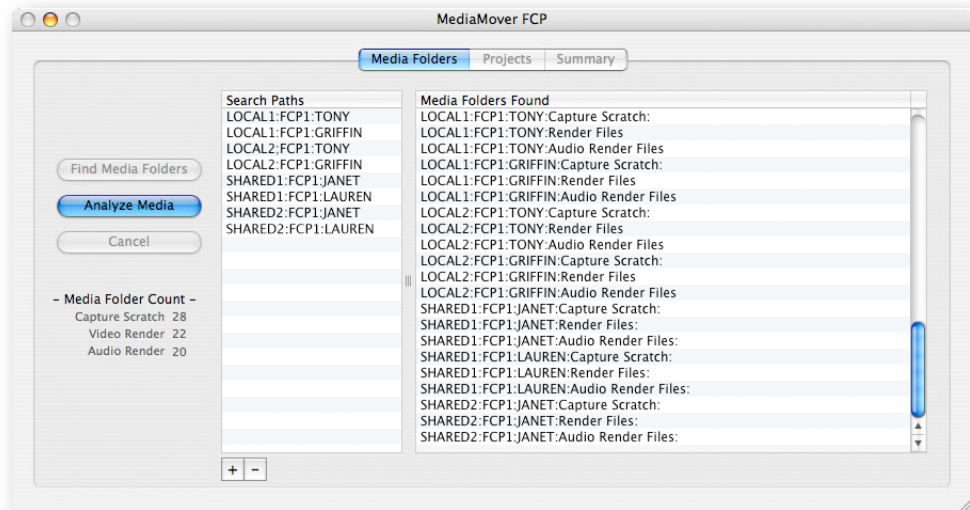
For example: A large capacity shared volume contains media files, scripts, web pages and other production

elements for several edit rooms. By **not** selecting directories you know don't contain Final Cut Pro media folders, such as the directories containing scripts and web pages, search times will be shortened.

Analyzing Media Files

Once media folders have been located, clicking the **Analyze Media** button will start the analysis of all media files found in those directories.

During this process, MediaMover compiles critical information on every Final Cut Pro project it finds - the number of files, total amount of storage space used, the time range media files were created in, and more. The amount of time the analysis takes is directly related to the size of the volumes being analyzed and the number of projects and directories found in the listed search paths.



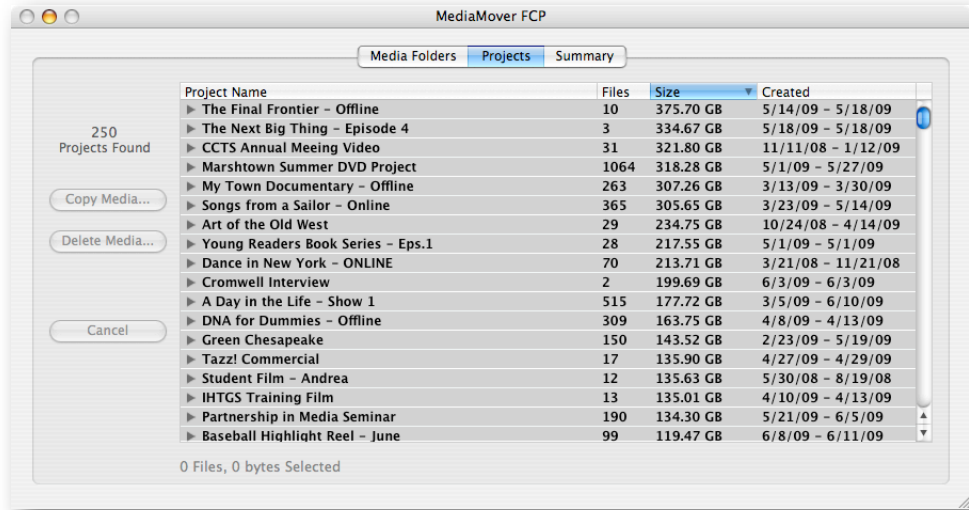
The list of media folders found

Once MediaMover has finished its analysis, a comprehensive listing of all project data is displayed in the **Project List** on the **Project Page**.

The Projects Display

The project list displays four columns of data for every project - the name of the project, the number of media files belonging to the project, the total size of the project and the date range files were created in. The list can be sorted by any of the four columns, in ascending or descending order, by clicking on the column headers.

In this example, 250 projects were found during media analysis.



The Project List

The list has been sorted on the *Size* column, in descending order, showing the project named 'The Final Frontier - Offline' to be the largest project occupying 375.70 gigabytes of storage space.

When clicked, the disclosure triangle next to each project name expands to reveal the subdirectories and files the belonging to the project. In this way, every element of a project is identified all the way down to the individual media file level.

Projects List Hierarchy

The project list is structured in a custom hierarchy created specifically to represent Final Cut Pro projects and their associated media. The project list hierarchy is very similar to the standard one used in OS X.

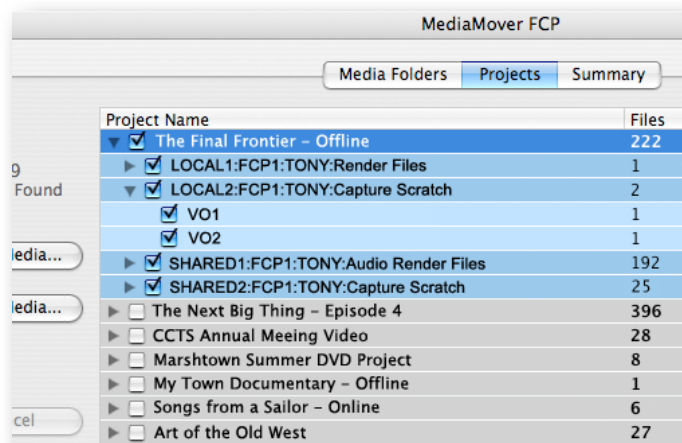
The standard OS X file list hierarchy has a structure of:

volume : directory : file

The project hierarchy created for MediaMover is very similar and structured as:

project : directory : file

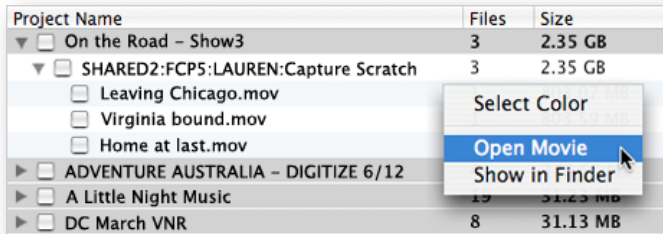
So in the example at the right, when the project named "The Final Frontier - Offline" is expanded by clicking its disclosure triangle, the list reveals the four media directories associated with the project. The directory named "LOCAL2:FCP1:TONY:Capture Scratch" has been expanded to reveal the two media files it contains.



The Project List hierarchy

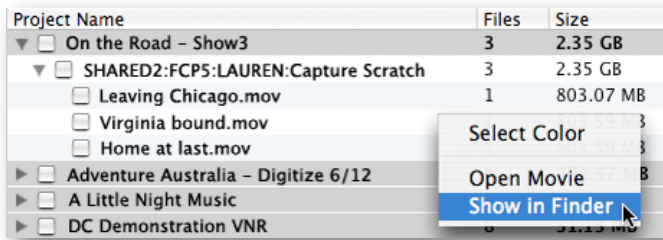
Playing a Media File

You can play a QuickTime movie directly from the project list by right-clicking the file name and selecting the **Open Movie** option.



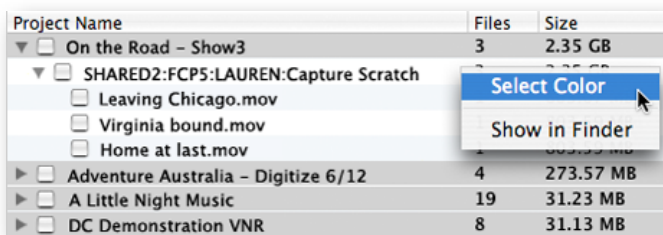
Showing a File or Directory in the Finder

You can reveal any file or directory in the OS X Finder by right-clicking its name in the project list and selecting the **Show in Finder** option.



Changing the Project List Highlight Colors

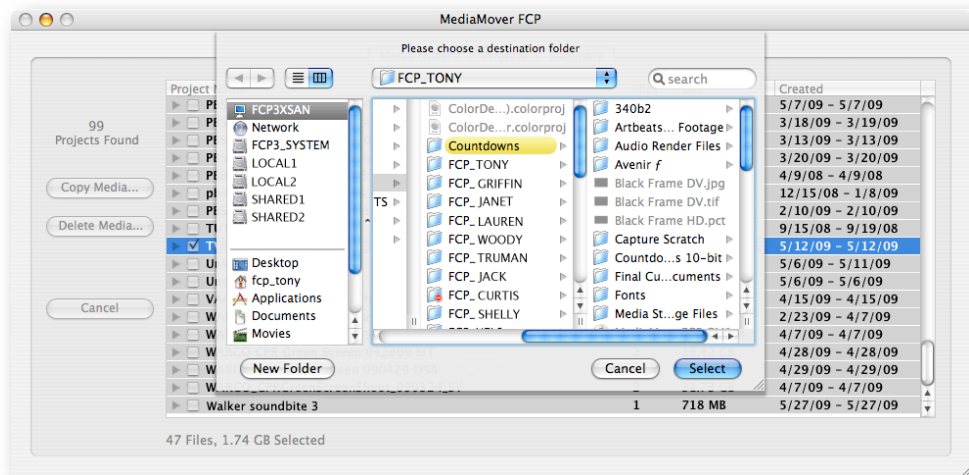
You can change the highlight colors used in the list by right-clicking a project, directory or file and selecting the **Select Color** option. The color selection is stored and recalled the next time you launch MediaMover.



Copying Media Files

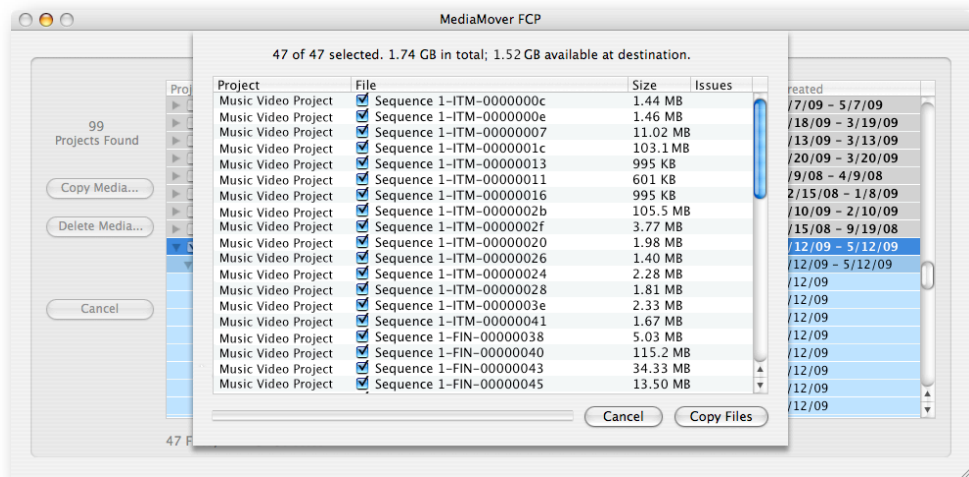
The Copy Media function allows MediaMover users to safely and easily archive or backup media files belonging to their Final Cut Pro Projects. Start by checking the projects, directories or individual media files you want to backup. Checking a project listing checks all the directories and files belonging to that project. Checking a directory checks all the files and subdirectories enclosed in that directory. Likewise, unchecking a project or directory affects all the files and subdirectories inside them.

After selecting items to backup, click the **Copy Media...** button to select the destination to copy the selected files to.



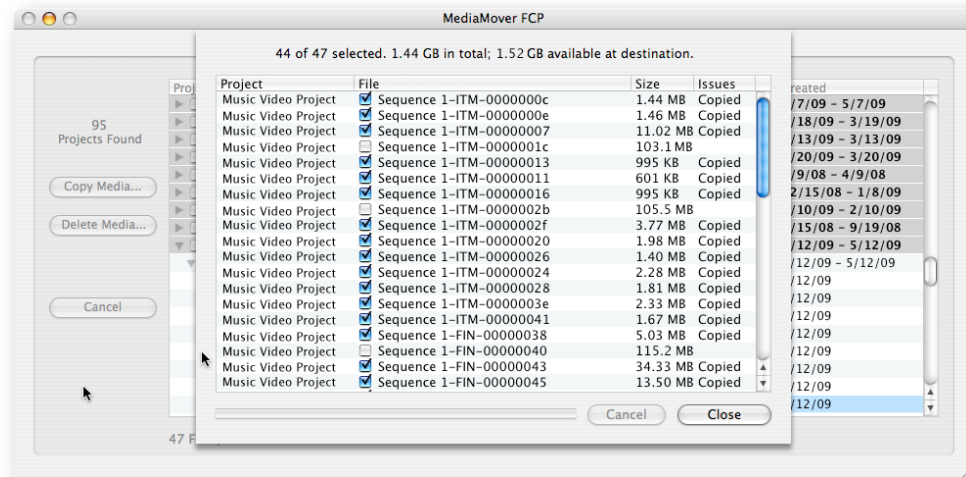
Selecting the copy destination

Once a copy destination is selected, MediaMover displays a detailed list of all the files that will be copied and their total size. You can see in this example that the destination chosen does not have enough free space for all the files to be copied. To resolve this conflict, either choose a new destination with enough free space or uncheck enough media files for the copied media to fit.



The list of files to be copied

In the screen shot below, three media files were unchecked to reduce the space need for the copy function and the copy has been completed. The **Status** column displays any messages generated during the process. In this example all the files were successfully copied except for three files unchecked by the user.



Deselecting items from the Copy List

There are a number of possible messages resulting from the Copy Media function. They are listed below.

Status Messages for Copy Media Function

Status Message	Description
Copied	The file or folder was successfully copied to the destination.
Duplicate Name	More than one file or folder selected to copy has the same name. The file or directory will be skipped until the naming conflict is resolved.
Destination does not exist	The chosen destination cannot be found and may have been moved or renamed.
File Not Found	The selected file can no longer be found at its original location and may have been moved or renamed.
Access Denied	The user does not have read/write permission for the selected destination.
Out of memory	The application does not have sufficient memory to complete the function.
File In Use	The selected file is being used by another application.
Invalid Name	The selected file name does not follow OS X conventions and may contain illegal characters.
OS Error #	Error number reported by the OS X operating system.

Duplicate File Names

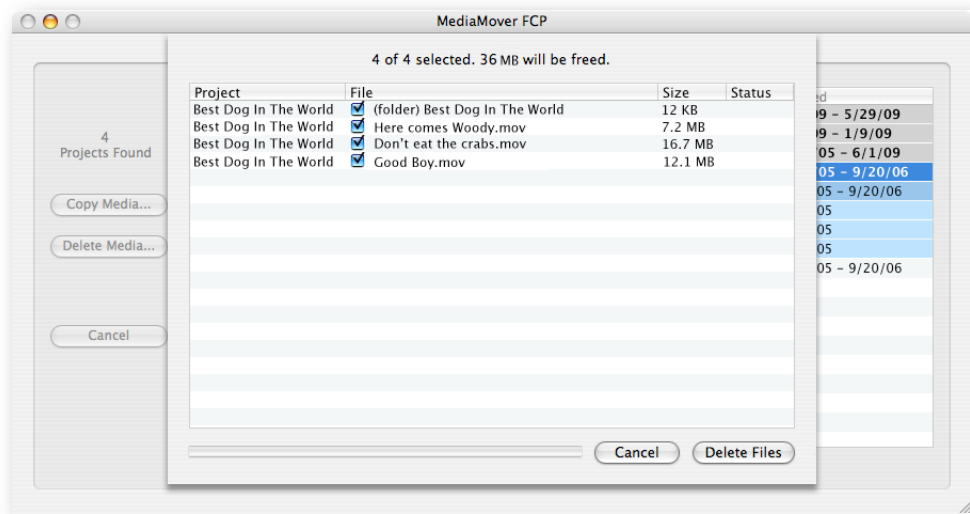
Since Final Cut Pro media can be stored in any location chosen by the user, it is possible for media directories to contain media files with duplicate names. For example, a project named *Project1* has two media directories on two different volumes. In each of the two media directories a sound file name *VoiceOver1.aif* exists. Final Cut Pro has no trouble distinguishing between the content of the two *VoiceOver1.aif* files. But when *Project1* media is selected for copying or backing up, its media files will be sent to a single directory on the destination volume. The OS X

operating system will not allow two files with the same name, in this case *VoiceOver1.aif*, to exist in the same directory. If MediaMover detects the presence of media files with duplicate names during the copy process it will prompt you to resolve the naming conflict before it will copy these files. You can do so by either unchecking the files with duplicate names or renaming them on the finder level before continuing with the copy process.

Deleting Media Files

MediaMover makes the tedious process of deleting a project's media files quick and simple. The **Delete Media** function works much the same as the **Copy Media** function. Check the projects, directories or files you want to delete. As in the **Copy Media** function, selecting a project or directory selects all the files and subdirectories contained in them.

When your selection is complete, click the **Delete Media** button. MediaMover will create a list of all files that will be deleted. Check carefully to be sure you want to delete the files listed. In most cases it will be impossible to restore a media file once it is deleted. Finally, click the **Delete Files** button when ready.



The list of files to delete

When the **Delete Media** function has completed, the status of each checked file in the list will be displayed in the **Status** column.

Status Messages for Delete Media Function

Status Message	Description
Trashed	The file or folder was successfully move to the Trash.
Deleted	The file or folder was not moved to the trash but was immediately deleted. On some network volumes files are not sent to the trash before deletion.
Error: Not Empty	The folder selected cannot be moved to the trash or deleted because it is not empty.
Error: #	The OS X operating system reported this error when trying to trash or delete the item.

A Word of Warning Before Deleting Media!

Any time you delete media files using MediaMover, or any other program, extra caution should be taken. Once a media file is deleted it cannot be restored. To safely delete Final Cut Pro media using MediaMover it's important to have a good understanding of three key issues.

- The difference between Trashed media and Deleted media
- How deleting shared media files may affect other projects
- How MediaMover handles 'nested' media folders

Trashed or Deleted?

On local volumes, when a file is deleted it is first sent to the Trash Can where, in effect, you have a 'second chance' to retrieve it if you deleted it by mistake. On network mounted volumes this is often not the case. When a file is deleted from many network volumes it is not sent to a Trash Can but is deleted immediately. It is important to examine MediaMover's list of files that will be deleted carefully. In many cases, it will be your last chance to change your mind. After deletion the **Status** column on MediaMover's **Delete Media** list will display whether a file was moved to the Trash Can or deleted immediately.

Shared Media Files

Final Cut Pro is extremely flexible in allowing media from one project to be used by another project or, in fact, by many other projects. This creates an obvious issue when deleting media that is 'shared' by more than one project. When media that is used in multiple projects is deleted it will show up as 'Offline' in every project that referenced it. Examine the **Delete Media** list carefully for media files that are used in more than one project. It is not necessary to move or copy shared media to another location, you can simply uncheck it to prevent its deletion.

Nested Media Folders

Since Final Cut Pro allows a user to create capture folders anywhere on their system, it is possible, and not unusual, for Capture Scratch, Render Files or Audio Render Files folders to be nested inside each other. Deleting a folder that contains a nested Capture Scratch, Render Files or Audio Render Files folder could potentially delete media belonging to dozens of other Final Cut Pro projects. For this reason, when MediaMover encounters a nested Capture Scratch, Render Files or Audio Render Files folder it will highlight the folder in red.

Folder Name	Count	Size
Finding Michelangelo	5	304.61 MB
Music Video Project	17	232 GB
SHARED1:FCP4:GRIFFIN:CAPTURE SCRATCH:MUSIC VIDEO PROJECT	17	232 GB
Capture Scratch (NESTED)	9	128 GB
CAM1 TAKE1	1	4.4 GB
CAM1 TAKE2	1	4.6 GB
Music Video SYNC TAKES	6	95 GB
ZOOM! Commercial Project	6	112 GB

A nested Capture Scratch folder

In this example, the *Music Video Project* contains a folder named *SHARED1:FCP4:GRIFFIN:Capture Scratch:Music Video Project*. This folder contains a nested *Capture Scratch* media folder that is highlighted in red. By right-clicking the nested

Capture Scratch folder and selecting the **Show In Finder** option you would find that it actually contains media belonging to *ZOOM! Commercial Project*. As a safety precaution, MediaMover will not include the nested *Capture Scratch* folder if *Music Video Project* or the *SHARED1:FCP4:GRIFFIN:Capture Scratch:Music Video Project* folder are chosen to delete.

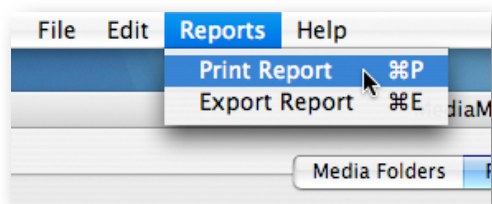
Generating Reports

One of MediaMover's most powerful features is the creation of detailed summaries of the projects and media files stored on your Final Cut Pro system. MediaMover's reports give you the information you need to track and manage storage across any size editing environment using shared, local storage or both.

What's in a report?

- Storage capacity, space used and space available readout for each mounted volume plus total storage statistics on your entire system
- Total number of Final Cut Pro media folders found
- Total number of Final Cut Pro projects found
- Total number of media files found belonging to Final Cut Pro projects
- 5 Largest projects on the system
- 5 Oldest projects on the system
- Detailed statistics on every Final Cut Pro project found including the number of files belonging to the project, the total storage size of the project and the date range media files belonging to the project were created in

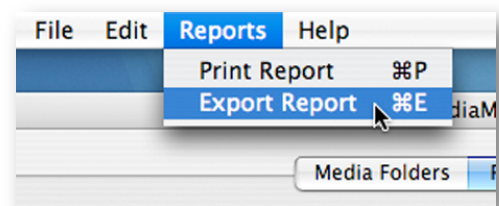
Printing a Media Report



Printing a media report can be done after finishing the analyzing media function by selecting the **Print Report** option from the **Reports** menu. Reports can be saved in the PDF format by selecting that option from the print window.

Exporting a Media Report

Media Reports can be exported from MediaMover in tab delimited format enabling importing of the data into Microsoft Excel or another database or spreadsheet program that can import tab delimited documents. After analyzing media files export the media report by selecting the **Export Report** option from the **Reports** menu.



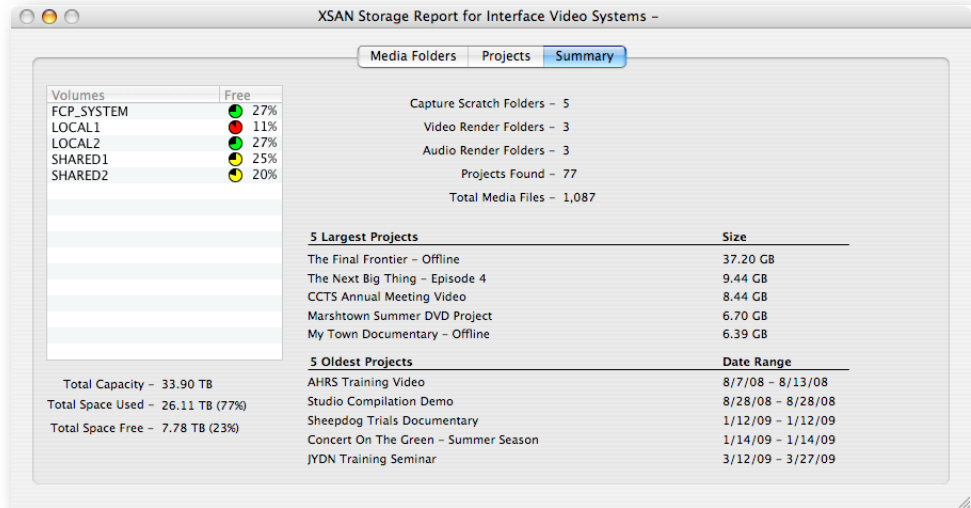
Project Summary

The **Summary** tab displays up-to-date statistics on media files and the storage status of all mounted volumes. This tab is available after MediaMover has completed the media analysis function.

The Storage Display

Once media analysis is completed the **Summary** tab displays the following:

- System wide storage statistics
- Total number of Final Cut Pro projects, media folders and media files found
- A list of the 5 largest projects based on disk space used
- A list of the 5 oldest projects based on the dates their media files were created



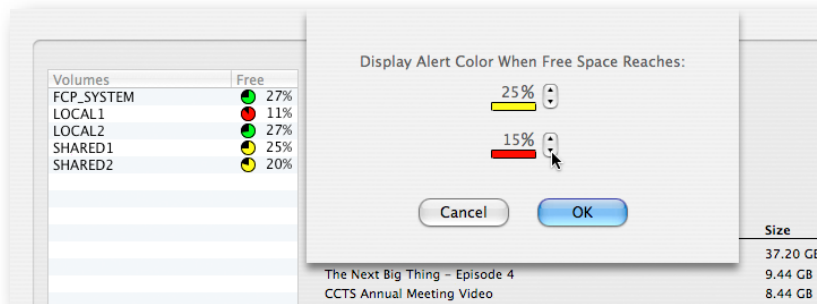
The Summary page

Many of the statistics shown on the **Summary** tab can be printed or exported by selecting the **Reports** menu.

Changing Free Space Limits

The free space icons display, at a glance, the storage status of all mounted volumes. Their limit can be set to your preference by right-clicking the **Free**

column. Set the value where the yellow or red limit should be displayed using the small arrows. Your limit settings will be stored and recalled the next time you launch MediaMover.



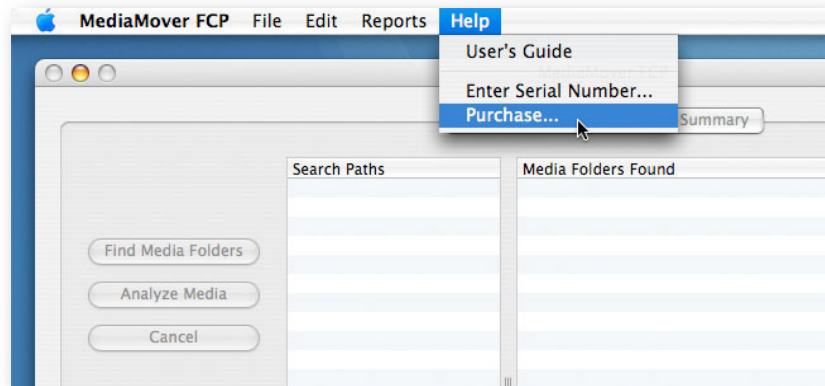
Changing the free space alert settings

Purchasing MediaMover

MediaMover can be quickly and easily purchased online. When you first install MediaMover the application will run in Demo Mode and some functions will not be available. To activate the full version of MediaMover you must purchase the application online using the following steps.

NOTE: You must be connected to the internet to purchase MediaMover. However, once the purchase process is completed, it is not necessary to have an internet connection to use MediaMover.

- Select the **Purchase...** option from MediaMover's **Help** menu.
- Follow the online instructions to purchase and activate the full version of MediaMover.
- At the end of the purchase process MediaMover will be activated automatically and all functions unlocked.

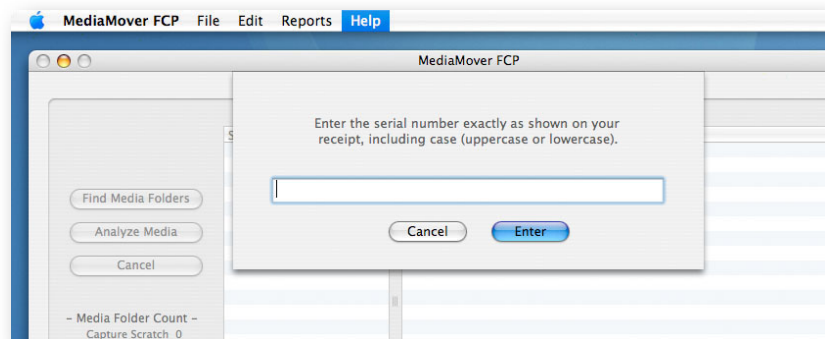


- A receipt will be emailed to you that includes purchase information as well as your serial number for future reference.
- MediaMover purchases are made using the eSellerate online software delivery system. If you need technical support or have questions about the online purchase process go to <http://shopper.esellerate.net> for more information.

Manually Entering a Serial Number

Even though your serial number is entered and verified automatically during the purchase process, MediaMover includes an option to enter your serial number manually if necessary in the future.

- Select **Enter Serial Number** from the **Help** menu.
- Enter your serial number exactly as it appears on your MediaMover sales receipt. The serial number is case sensitive, so be sure to match all upper and lower case characters.



- Once the serial number is entered, MediaMover will be activated and fully functional.

Technical Support

- For questions and support regarding the online purchase process goto:

<http://shopper.esellerate.net>

or email:

support@esellerate.net

- For MediaMover technical support contact:

support@randomvideo.com