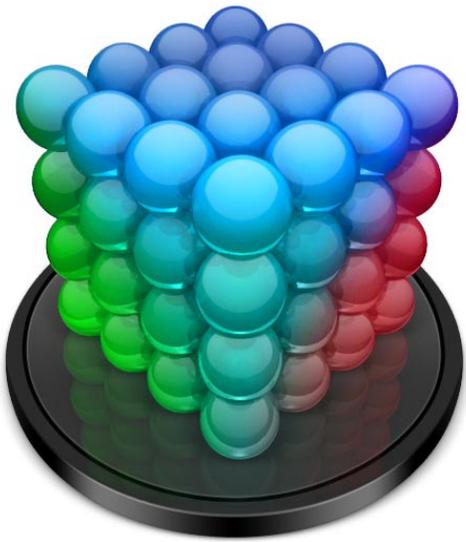




# Final Cut Server User Manual



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# Welcome to Final Cut Server

This chapter covers the following:

- About Final Cut Server (p. 7)
- Resources for Learning About Final Cut Server (p. 9)
- Contacting AppleCare Support (p. 11)

Final Cut Server is powerful media asset management and workflow automation software. Final Cut Server can manage your assets and refine the processes in your organization's workflow, freeing you from the repetitive tasks of managing media and projects. It can be customized by your Final Cut Server administrator to automate common tasks. Whether you're running a small production studio or are part of a larger workgroup, Final Cut Server can streamline your organization's workflow.

## About Final Cut Server

Final Cut Server works similarly to other client-server computer networks. A client computer sends a request to the server computers. Upon receiving the request, the server computer performs a job to process the request and then sends the result (or message of completion of the job) back to the client computer. Jobs can include uploading, copying, transcoding, cataloging, and otherwise tracking media files. Media can be stored on the server computer's internal and external drives as well as on many supported network devices. Larger facilities may use an Apple Xsan storage area network (SAN) for asset and production storage.

The Final Cut Server client is the focus of this user manual. The Final Cut Server client is software that communicates with the Final Cut Server server. The client allows you, one of multiple users, to access the assets shared across your organization's system. In your Final Cut Server client, you can quickly search your organization's asset catalog and transfer media files between your local computer and the devices on which the assets are stored. You can run the Final Cut Server client on Mac OS X v10.4 and Windows XP or Windows Vista operating systems.

The Final Cut Server client provides many features to help you manage your media. These features all use Final Cut Server assets. When you upload a media or project file to Final Cut Server, an asset is created for it. This asset contains metadata, the original file (called the primary representation file), and proxy copies of the primary representation file that are used within Final Cut Server.

Final Cut Server can help you do the following tasks:

- *Find the assets you need.* As the number of assets in your Final Cut Server catalog increases, creating and managing searches becomes more important. Final Cut Server provides multiple ways to search and organize the assets in your organization's Final Cut Server catalog.
- *Have immediate access to media.* Final Cut Server provides immediate access to media from the Final Cut Server client software. You can easily get information and view a media asset from the client software. If you want to edit the media asset, you can check out a Final Cut Server–managed copy of the file to your local computer, edit it, and then check it back in to Final Cut Server. Because Final Cut Server is managing the checked out file, the new edits are tracked by Final Cut Server.
- *Track the status of media.* Final Cut Server provides metadata fields and saved searches to help you track assets as they move through your organization's workflow. Your Final Cut Server administrator can further customize the metadata fields to increase the effectiveness of asset tracking for your organization.
- *Perform powerful media conversion.* Final Cut Server uses Compressor, a powerful transcoding application that is part of Final Cut Studio, to convert media from one video format to another when uploading, exporting, and copying media files.
- *Work while not connected to the Final Cut Server network.* You can check out Final Cut Server–managed project and media files and then edit them while not connected to the Final Cut Server network. When you later connect to the Final Cut Server network, you can check the edited files back in to Final Cut Server. When you check in the files, the assets that track the files are updated with the new files.

This user manual covers what users can do with the Final Cut Server client. For information about administering and customizing Final Cut Server, read the *Final Cut Server Setup and Administration Guide*, a document written for Final Cut Server system administrators.

## Resources for Learning About Final Cut Server

There are a variety of resources for you to use when learning about your Final Cut Server system.

### Final Cut Server Printed Documentation

This guide is one of two printed documents that are included with Final Cut Server.

- *Final Cut Server User Manual*: This user manual describes how to use the Final Cut Server client for the day-to-day use of the system, such as browsing assets, managing jobs, and managing productions.
- *Final Cut Server Setup and Administration Guide*: This guide describes how to install, configure, and administer most components of the Final Cut Server system. It does not describe day-to-day use of the system, such as browsing assets and managing jobs, productions, and orders, which are described in the *Final Cut Server User Manual*.

### Final Cut Server Onscreen Manual

An onscreen version of the *Final Cut Server User Manual* is available for all users from the client's Help menu.

The content of the onscreen versions of this documentation is identical to the printed version. The onscreen version, however, is fully hyperlinked and enhanced with many features that make locating information quick and easy:

- The access page provides quick access to various features, including the index and other relevant documents and websites.
- A comprehensive bookmark list allows you to quickly choose what you want to see and takes you there as soon as you click the link.

In addition to these navigational tools, the onscreen document gives you other means to locate information quickly:

- All cross-references in the text are linked. You can click any cross-reference and jump immediately to that location. Then, you can use the Preview Back button to return to where you were before you clicked the cross-reference.
- The table of contents and index are also linked. If you click an entry in either of these sections, you jump directly to that section of the document.
- You can search the text for specific words or phrases.

## Apple Websites

There are a variety of Apple websites that you can visit to find additional information.

### Final Cut Server Website

Go here for general information and updates as well as the latest news on Final Cut Server.

To access the Final Cut Server website, go to:

- <http://www.apple.com/finalcutserver>

There are also a variety of discussion boards, forums, and educational resources related to Final Cut Server on the web.

### Apple Service and Support Website

Go here for software updates and answers to the most frequently asked questions for all Apple products, including Final Cut Server. You'll also have access to product specifications, reference documentation, and Apple and third-party product technical articles.

To access the Apple Service and Support webpage, go to:

- <http://www.apple.com/support>

To access the Final Cut Server support page, go to:

- <http://www.apple.com/support/finalcutserver>

To access the Apple discussion pages, go to:

- <http://discussions.info.apple.com>

## Contacting AppleCare Support

Information about the support options available from Apple is included in your Final Cut Server box. Several levels of support are available.

Whatever your issue, it's a good idea to have the following information immediately available when you contact Apple for support. The more of this information you have to give to the support agents, the faster they will be able to address your issue.

- The Final Cut Server Support ID number found on the front of the serial number sheet included in your Final Cut Server box.

**Note:** The 11-digit Support ID number is different from the product serial number used to install Final Cut Server.

- The version of Leopard or Leopard Server you have installed. To find the version, choose Apple menu > About This Mac.
- The version of Final Cut Server you have installed that you have a question about. To find the version of Final Cut Server on your computer, choose Final Cut Server > About Final Cut Server.
- The model of computer you are using.
- The amount of RAM installed in your computer. You can determine this by choosing Apple menu > About This Mac.
- What other third-party hardware is connected to or installed in the computer, and who the manufacturers are. Include hard drives, graphics cards, and so on.

To access AppleCare Support for Final Cut Server, go to:

- <http://www.apple.com/support/finalcutserver>

There is also an item in each Final Cut Server client's Help menu that will take you directly to the AppleCare website.

**To go to the AppleCare website from within a Final Cut Server client:**

- Choose Help > Final Cut Server Support.



This chapter covers the following:

- The Final Cut Server Client Workflow (p. 14)
- Installing the Final Cut Server Client (p. 15)
- The Final Cut Server Main Window (p. 15)
- Views for Assets and Productions Panes (p. 17)
- Search Options and Saved Searches (p. 20)
- Asset Info Window (p. 21)
- Final Cut Pro Project Info Window (p. 22)
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- Downloads & Uploads Window (p. 25)
- Search All Jobs Window (p. 25)
- Search Devices Window (p. 26)
- Preferences Window (p. 27)
- Using Shortcut Menus in Final Cut Server (p. 28)
- Using Keyboard Shortcuts in Final Cut Server (p. 28)

This chapter provides an overview of the Final Cut Server client, including information about the Final Cut Server workflow, how to install the Final Cut Server client, and descriptions of the Final Cut Server user interface. You can use this chapter to orient yourself while learning to use Final Cut Server. You'll find more information about the features described in this chapter in the following chapters.

## The Final Cut Server Client Workflow

Final Cut Server makes it easy for users to find, access, and track media and project files, as well as transcode media and easily check in and check out assets for editing.

While different organizations perform each of these tasks slightly differently, the typical Final Cut Server workflow involves four steps.

### **Step 1: Organize existing media and upload new media**

The project you're working on might use media that has already been uploaded to Final Cut Server, or it may require new media. Media can be uploaded using an automated scan set up by your administrator or uploaded manually by any person in your organization.

### **Step 2: Edit the media and project**

This step of editing within your organization can include creating and editing a Final Cut Pro project, creating and revising artwork and graphic overlays or motion effects, or other workflows your organization uses to create projects for client review. The final part of this step involves putting all the finished pieces together into a review copy of the project.

### **Step 3: Review and approve the project**

This step may involve your coworkers or clients logging into Final Cut Server and viewing the project or sending copies of the project out for review. If your Final Cut Server administrator has configured your system to automatically send out Review and Approve emails, they are used in this step.

### **Step 4: Output and archive the final media and project**

This step includes creating backup copies of the assets and archiving the final assets in Final Cut Server.

Final Cut Server can be customized to meet the specific needs of your organization's workflow. For more information, contact your Final Cut Server administrator.

## Installing the Final Cut Server Client

Your Final Cut Server administrator will provide you with a URL from which you can download a copy of the Final Cut Server client to your computer. Your administrator will also give you a user name and password for the Final Cut Server client.

After downloading the Final Cut Server client, a login screen appears. You can log in to Final Cut Server using the user name and password provided by your Final Cut Server administrator.

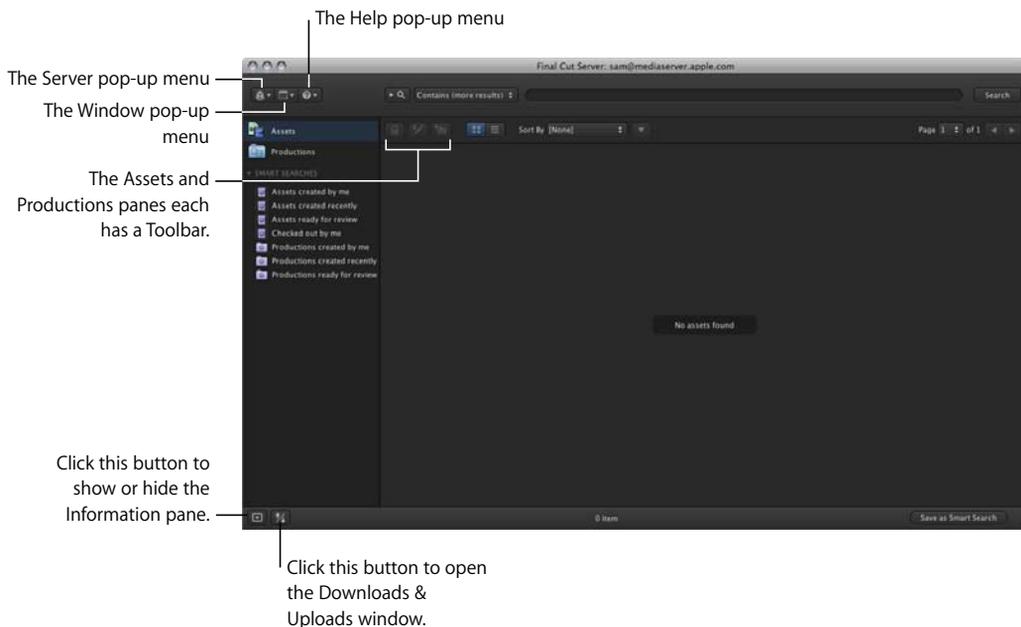
You can log out of the Final Cut Server client by choosing Log Out from the Server pop-up menu, or by clicking the close button in the Final Cut Server main window.

After the Final Cut Server client is installed on your computer, you can open it by double-clicking the application icon that appears in the location where you installed the application.

## The Final Cut Server Main Window

After logging in to Final Cut Server, you'll see the Assets pane of the Final Cut Server main window. The Assets pane may be empty or filled with media that has been scanned by your Final Cut Server administrator or uploaded by other Final Cut Server users.

**Note:** The screen shots shown in this manual show a default Final Cut Server system. Because your Final Cut Server administrator can configure different media types and metadata fields, your system may look different than the system shown on these pages.

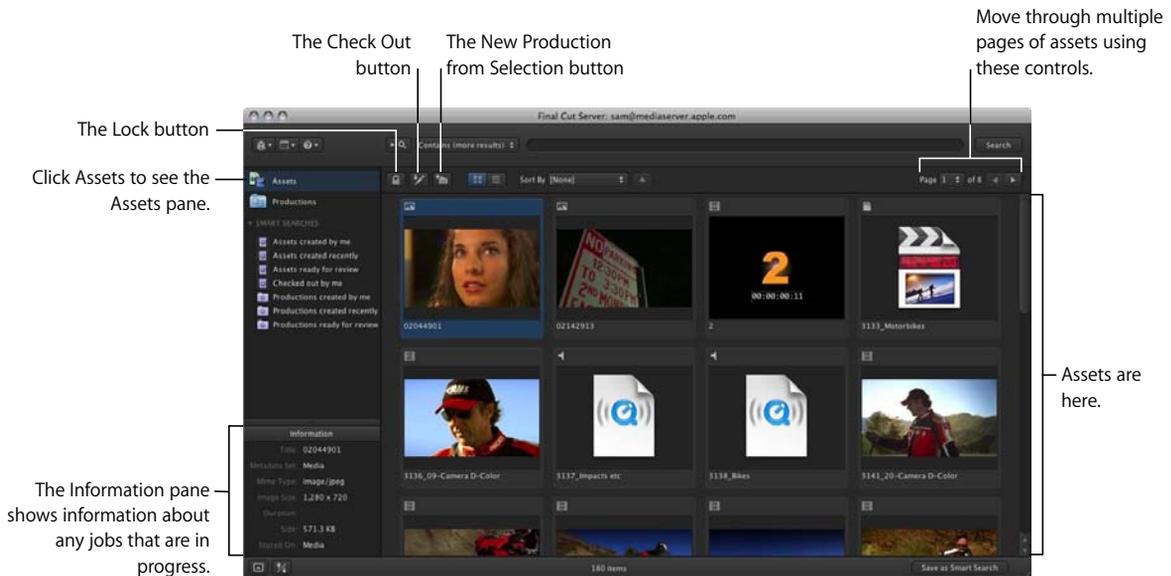


The Assets pane and Productions pane are the two views of the Final Cut Server main window. An asset is used by Final Cut Server to track every file that is uploaded to the server or scanned. The Assets pane shows all the assets that Final Cut Server is managing. Productions are used to group assets. The Productions pane shows all the productions that have been created by you or other people who use your Final Cut Server system.

You switch between the Assets and Productions panes by clicking either Assets or Productions at the top left of the Final Cut Server main window.

## Assets Pane

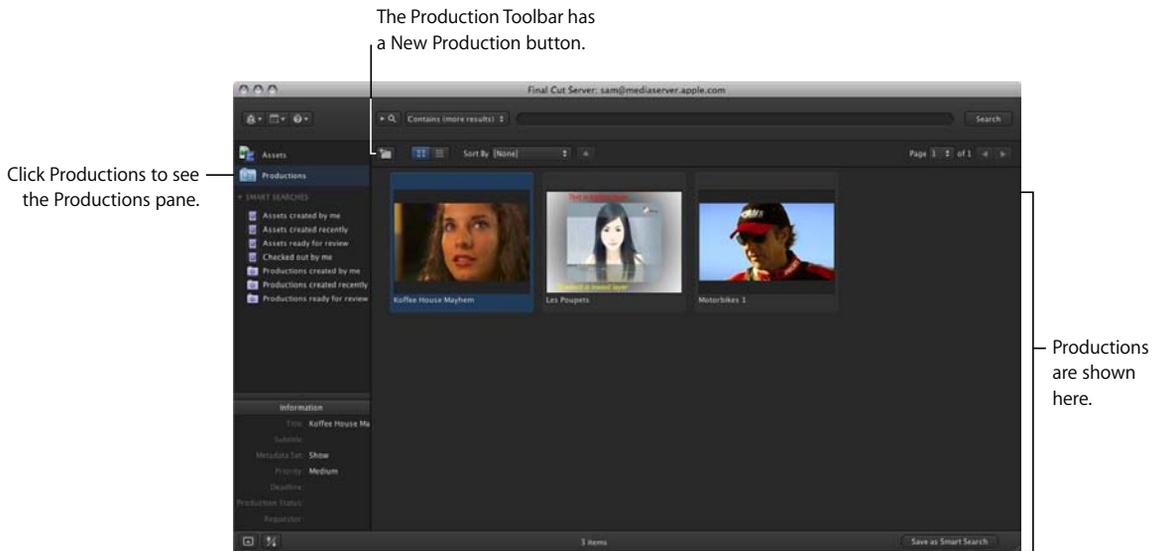
After clicking Assets, all of the assets that exist in Final Cut Server are listed in the main part of the window. You can move through the assets by clicking the page controls in the top-right corner of the Assets pane. The Toolbar includes the Lock button, the Check Out button, and the New Production from Selection button. After selecting an asset, these buttons become active.



To learn more about media assets, see Chapter 5, “Working with Media Assets,” on page 103. To learn more about Final Cut Pro project assets, see Chapter 6, “Working with Final Cut Pro Projects,” on page 113. To learn more about Final Cut Studio project assets, see Chapter 7, “Working with Final Cut Studio Projects,” on page 129.

## Productions Pane

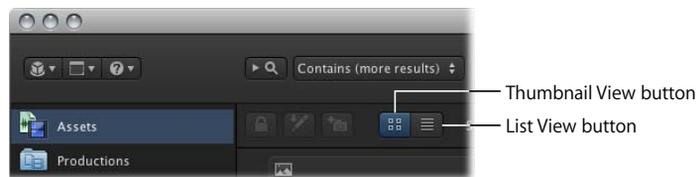
The Productions pane varies somewhat from the Assets pane. Its Toolbar has a New Production button.



To learn more about productions, see “Organizing Assets with Productions” on page 54.

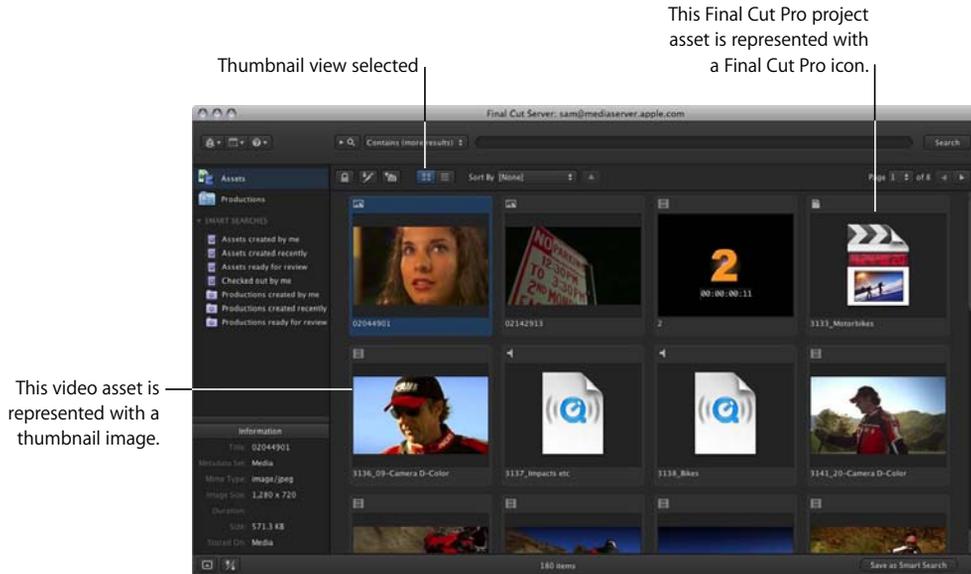
## Views for Assets and Productions Panes

The Assets and Productions panes can be displayed as lists or thumbnails. You can change the view by clicking the List View button or Thumbnail View button.



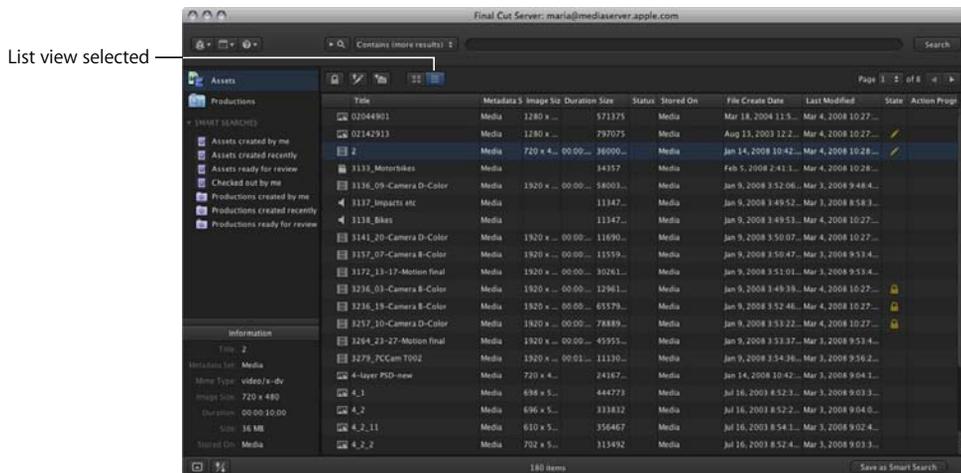
## Thumbnail View

Thumbnail view displays a thumbnail image of the asset. The thumbnail image can be a frame from the video file that was uploaded, the graphics or image file that was uploaded, or an icon representing the type of asset or application the asset was created in. Thumbnail view is useful when you want to browse a number of assets or productions in a compact format without other information.



## List View

List view displays the asset Title and other metadata in columns. This view is useful when you want to view asset or production information or sort by any field.



Final Cut Server marks assets and productions with icons to identify them. In Thumbnail view, the icons appear on the asset or production tile, just above the thumbnail image or icon. In List view, the icons appear to the left of the Title column and in the State column.

The icons you'll see on assets and productions include:

Icon	Description
	Final Cut Pro project asset
	Media (video) asset
	Media (graphic or still image) asset
	Media (audio) asset
	Asset (generic) or bundle asset
	Asset checked out by me
	Asset checked out by another user
	Asset locked by me
	Asset locked by another user
	Asset archived (yellow) indicates you can restore this asset from its archive
	Asset archived (white) indicates you do not have permission to restore the asset from its archive
	Unlinked Final Cut Pro project element
	Primary representation for this asset is missing from its device
	Final Cut Server cache is out of date

For specific information about these icons, see the chapter that describes the type of asset or the state that the icon describes.

## Search Options and Saved Searches

A search field is at the top of the Assets and Productions panes. You can use this search field to find a specific asset or production, or to limit the number of assets or productions shown.

Close the disclosure triangle to show only the simple search settings.

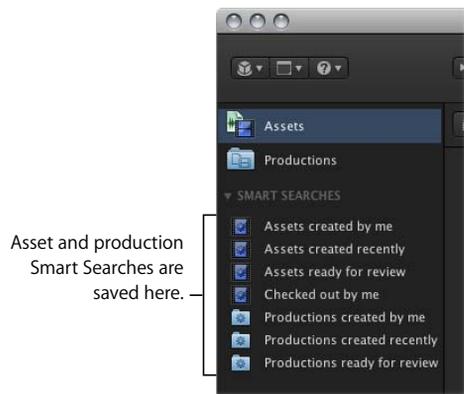


Clicking the search disclosure triangle reveals advanced searching options. The Assets and Productions panes have different advanced search options.

Open the disclosure triangle to show the advanced search settings.



When you create searches that you will repeat, you can save the search so you can use it in the future. Final Cut Pro comes with several default saved searches, called Smart Searches, which are stored in the column on the left of the main Final Cut Server window.

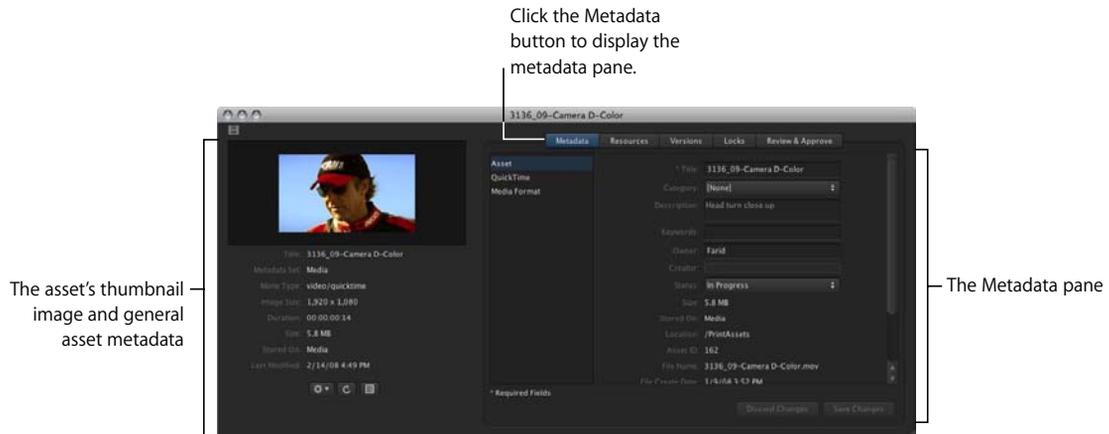


For more information on searching, see Chapter 3, "Organizing and Searching the Final Cut Server Catalog," on page 49.

## Asset Info Window

The info window contains a large amount of information about the asset. When you double-click an asset that is listed in the Assets pane or in a production (or Control-click an asset and then choose Get Info from the asset's shortcut menu), the asset's info window appears.

The left side of the asset info window displays the asset's thumbnail image and general asset metadata. The right side of the asset is organized into multiple panes that list specific types of information. You can view the information in each pane by clicking the pane's button.



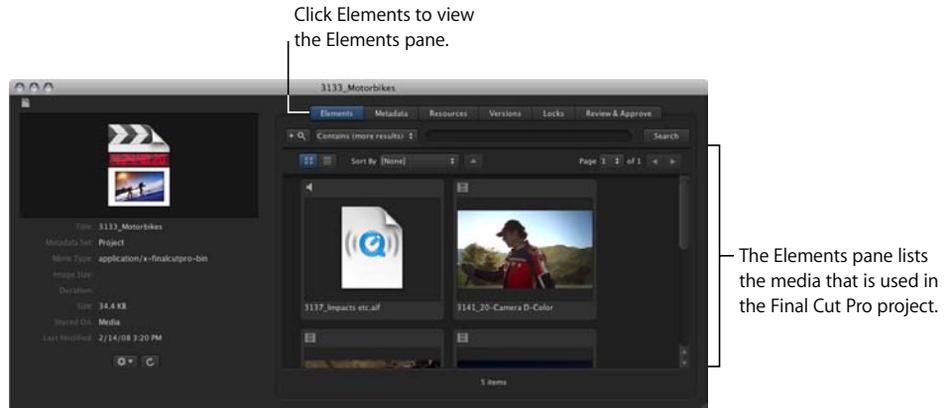
- *Metadata pane*: This pane lists metadata for the primary representation file (the file that was originally uploaded to Final Cut Server) and metadata for the asset.
- *Resources pane*: This pane lists information about the primary representation and proxy files that were generated for the asset. It also displays other information about where the asset is used.
- *Versions pane*: This pane lists information about versions of the asset that have been saved.
- *Locks pane*: This pane lists locks that have been applied to the asset.
- *Review & Approve pane*: This pane shows the asset's status and is used for the Email Notification feature.

For more information about the Metadata, Resources, Versions, and Locks pane, see “About the Asset Info Window” on page 79. For more information about the Review & Approve pane, see “About the Review and Approve Feature” on page 146.

## Final Cut Pro Project Info Window

You can view a Final Cut Pro project's info window by double-clicking a Final Cut Pro project asset (or Control-click the asset, then choose Get Info from the shortcut menu).

When Final Cut Pro projects are uploaded to Final Cut Server, an asset is created for the project file. In addition to the panes included in the asset info window, the Final Cut Pro project asset info window includes an Elements pane. This pane lists the media assets that are used in the Final Cut Pro project file.



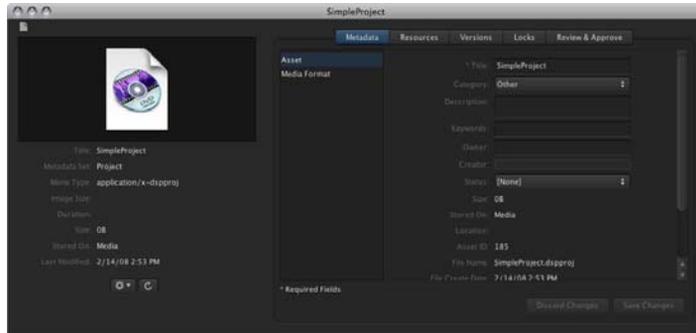
For more information about Final Cut Pro project assets, see Chapter 6, "Working with Final Cut Pro Projects," on page 113.

## Final Cut Studio Project Info Window

You can view a Motion, Soundtrack Pro, or DVD Studio Pro project asset's info window by double-clicking a Final Cut Pro project asset (or Control-click the asset, then choose Get Info from the shortcut menu).

When Final Cut Studio project files are uploaded to Final Cut Server, the asset that is created for the Final Cut Studio project represents only the project file. Unlike Final Cut Pro project assets, the Final Cut Studio project asset does not contain a list of the media linked to the project.

A Final Cut Studio project asset info window includes Metadata, Resources, Versions, Locks, and Review & Approve panes. You can view the information in each pane by clicking the pane's button.



For more information about Final Cut Studio project assets, see Chapter 7, “Working with Final Cut Studio Projects,” on page 129.

## Production Info Window

In Final Cut Server, you can use productions to group related assets. If you click to open the Productions pane at the top left of the Final Cut Server main window and then double-click one of the productions (or Control-click the production, then choose Get Info from the shortcut menu), that production's info window is displayed.

The Assets pane shows all of the assets contained in the production; the Metadata pane shows the production's metadata.



You can click either of these buttons to display more information about the production.

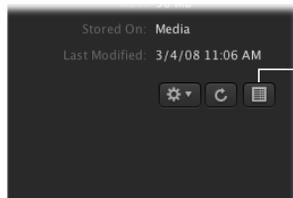
Each of these assets is part of the production.

To learn more about productions, see “Organizing Assets with Productions” on page 54.

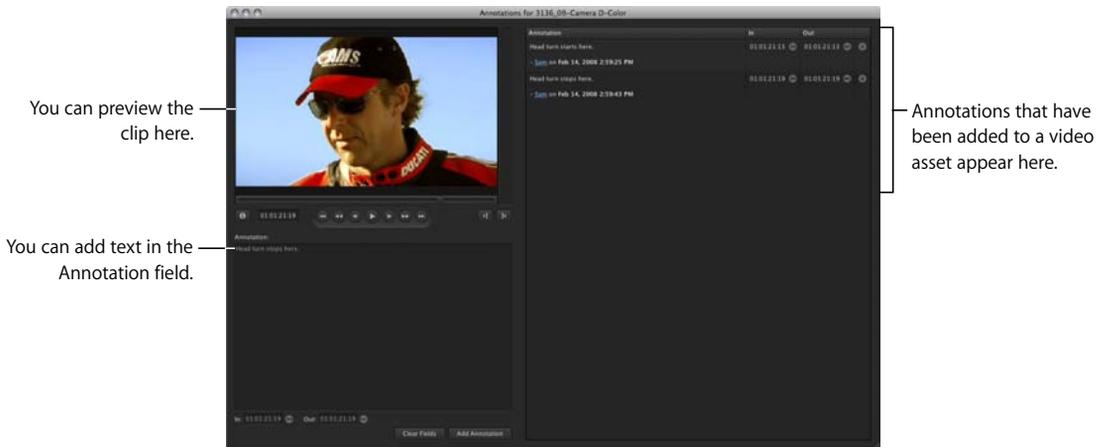
## Annotations Window

You can mark a single video asset with comments in the Annotations window. Because comments added in the Annotations window stay with the video asset in Final Cut Server, annotations are useful for internal reviews and communication with other Final Cut Server users.

To view the Annotations window, open a video asset's info window and click the Annotations button.



Click the Annotations button in a video asset's info pane to open the Annotations window.



You can preview the clip here.

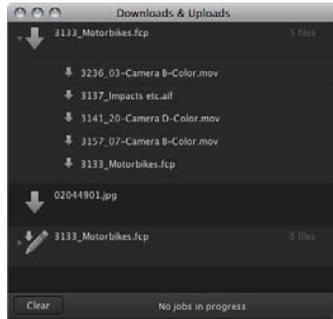
You can add text in the Annotation field.

Annotations that have been added to a video asset appear here.

## Downloads & Uploads Window

This window helps you more closely monitor the status of files that you are uploading to or downloading from Final Cut Server.

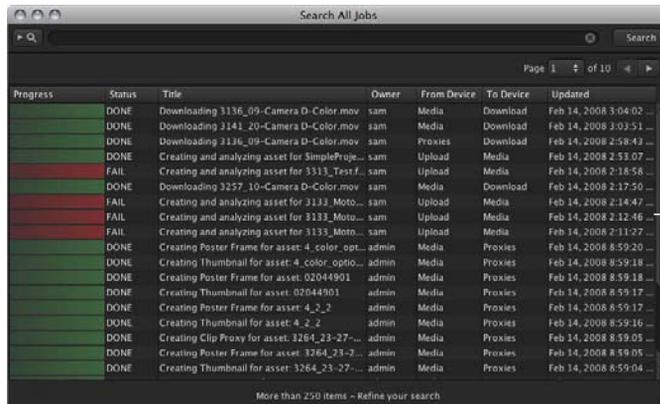
You can open the Downloads & Uploads window by clicking the Downloads and Uploads button in the Final Cut Server main window (or by choosing Downloads & Uploads from the Window pop-up menu).



For more information about the Downloads & Uploads window, see “The Downloads & Uploads Window” on page 98.

## Search All Jobs Window

The Search All Jobs window is opened from the Server pop-up menu (located at the top-left corner of the Final Cut Server main window). It shows a list of recent jobs that were initiated by all Final Cut Server users.



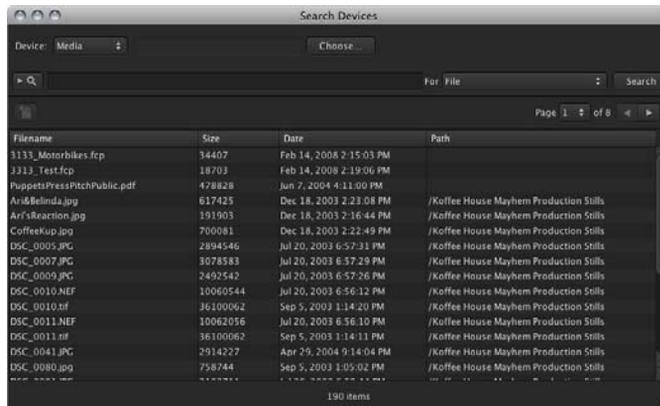
The Search All Jobs window shows a list of the most recent jobs initiated by all Final Cut Server users.

For more information about the Search All Jobs window, see “Searching for a Job” on page 74.

## Search Devices Window

The Search Devices window is opened from the Server pop-up menu in the Final Cut Server main window. In it, you can search a device directly, viewing all the assets (files that have been uploaded to Final Cut Server) as well as other files that have not been uploaded to Final Cut Server and are stored on the device.

**Warning:** Use the Search Devices window with caution. Devices can contain files that both have and have not been added to the Final Cut Server catalog. Working with files in the Search Devices window could result in making duplicate copies of an asset in your Final Cut Server server system, or in deleting all copies of a file from a device.

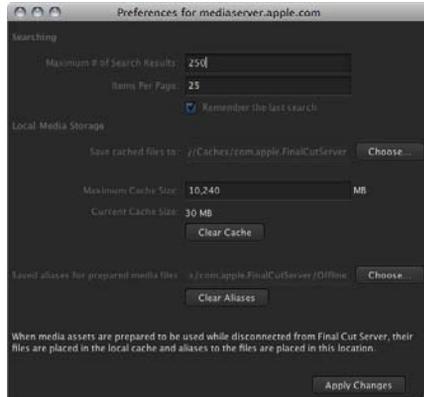


For more information about the Search Devices window, see “Searching Devices” on page 72.

## Preferences Window

Your Final Cut Server administrator is responsible for configuring most of the preferences that affect you while working with your Final Cut Server client. However, there are a few settings that you specify for your Final Cut Server client. These include search display preferences, the location and size of the Final Cut Server cache, and the location to which you can save alias copies of prepared media files.

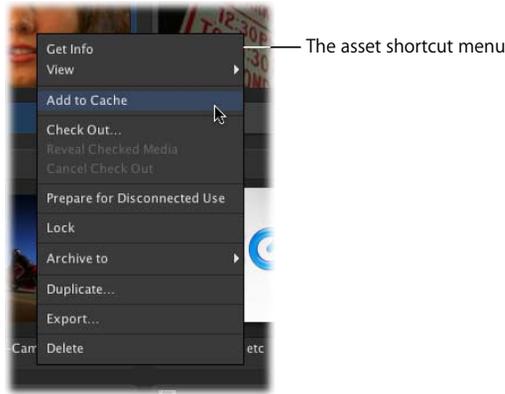
You can open the Preferences window by choosing Preferences from the Server pop-up window.



For more information about the preferences for your Final Cut Server client, see “Setting Final Cut Server Client Preferences” on page 100.

## Using Shortcut Menus in Final Cut Server

You can take many actions in Final Cut Server by making choices from shortcut menus. You can view a shortcut menu's items by Control-clicking an asset, a Final Cut Pro project, or another area of Final Cut Server.



Mac users using a multi-button mouse can also use right-click to access shortcut menus.

**Note:** If you're a Windows user, note that a right-click on a Windows system is the equivalent of a Control-click on a Mac. To display the shortcut menu on your Windows system, right-click.

## Using Keyboard Shortcuts in Final Cut Server

Many of the standard Mac OS X keyboard shortcuts are available in Final Cut Server. In addition, application-specific keyboard shortcuts are available for the Final Cut Server Annotations window.

This chapter covers the following:

- About Creating Final Cut Server Assets (p. 29)
- Types of Files That Can Be Uploaded to Final Cut Server (p. 30)
- About Metadata and Metadata Sets (p. 30)
- Strategies for Uploading Media and Project Files (p. 31)
- Uploading Media Files (p. 32)
- Uploading Final Cut Pro Projects (p. 37)
- Uploading Final Cut Studio Projects (p. 40)

Before you can manage and track your files in Final Cut Server, you first need to upload the files. This chapter describes how to upload three different types of files to Final Cut Server: media files, Final Cut Pro project files, and Final Cut Studio projects and their linked media files.

## About Creating Final Cut Server Assets

The first step in building a Final Cut Server asset catalog is to upload media to Final Cut Server. You can manually upload media files, Final Cut Pro projects, and other Final Cut Studio project files to Final Cut Server. Additionally, your Final Cut Server administrator can set up automated processes to automatically upload files. Even if your Final Cut Server administrator has created useful automated upload workflows, you will often manually upload files to Final Cut Server.

When a file is uploaded to Final Cut Server, an *asset* is created. The asset is used by Final Cut Server to track the media or project file that you uploaded. The asset contains the original file and the metadata from the file. Depending on the type of file that has been uploaded, the asset may also contain several proxy files, including a Clip Proxy (for video files) and a Thumbnail and Poster frame proxy (for all media files). More information about proxy files is included later in this chapter.

Because media assets, Final Cut Pro project assets, and Final Cut Studio (Motion, Soundtrack Pro, and DVD Studio Pro) project assets are managed differently in Final Cut Server, how to work with each type of asset is explained throughout this manual.

## Types of Files That Can Be Uploaded to Final Cut Server

Final Cut Server can manage many types of files, including the following:

Media Category	Supported File Types
Video	Final Cut Pro projects (.fcp) and many of the video file formats available for output from Final Cut Pro and Compressor, including .mov and .mpeg You can also upload QuickTime reference movies.
Audio	Soundtrack Pro files (.stap and .stmp) and other audio files, including .aif, .ac3, uncompressed audio files, .mp3, .mp4, .m4a, and .wav
Motion graphics	Motion projects (.motn)
DVD	DVD Studio Pro project files (.dspproj), iDVD (.dvdproj) projects
Still images and graphics	Photoshop files (.psd) and other graphic and image files including .tif, .jpeg, .png, .bmp, and .gif
Text files	Pages files (.pages), Keynote files (.key), and other document files including .doc, .txt, and .pdf

### About Metadata and Metadata Sets

Metadata is an important part of the assets and productions included in the Final Cut Server catalog. Because you search for asset and production metadata, it is important that you add as much metadata as possible when you are uploading the original file.

When you upload a media or project file, all the supported metadata contained in the file is uploaded with the file and applied as file metadata in Final Cut Server. The Upload window also prompts you to provide a *metadata set*. A metadata set is a collection of metadata groups and fields. The metadata set that you choose for the asset determines what metadata can be added to the asset.

**Note:** Common metadata, including XMP and QuickTime, is supported by Final Cut Server. If you have specific questions about the metadata supported by Final Cut Server, contact your Final Cut Server administrator.

Final Cut Server comes with default metadata sets to describe your assets. If the default metadata sets do not meet the needs of your organization's workflow, your Final Cut Server administrator can add metadata fields to existing sets or create entirely new metadata sets.

**Important:** If your Final Cut Server administrator has modified the default metadata sets or created new ones, the metadata sets listed in your copy of Final Cut Server will look different than the list shown here.

When you're working in Final Cut Server, you can use the metadata that an asset contains to search for, sort, and identify assets and productions in Final Cut Server, and to track information within your workgroup. After a file is uploaded, you and others can manually add and change the metadata that describes the asset at any time.

For more information on how to use metadata in Final Cut Server, see "Using Metadata to Organize and Search Assets" on page 58.

## Strategies for Uploading Media and Project Files

Your Final Cut Server administrator may have set up scans that automatically upload files to Final Cut Server. When you want to upload media and project files manually, you can do it in two ways:

- You can drag files from your system or a connected device to Final Cut Server. This is the option to use when you have a few pieces of media you want to add to your asset catalog.
- You can open the Upload window from the Server pop-up menu in the Final Cut Server main window, navigate to a folder of media files, and then select the ones to be uploaded. This is the option to use if you are uploading multiple media files.

**Important:** It is recommended that you include file extensions on all files uploaded to Final Cut Server.

In the Upload window that appears, you have many options. You can choose a metadata set for the new asset. You should also add several types of metadata to the file at upload.

You can also choose to convert the file being uploaded to another codec (using the transcode settings for video and audio files from Compressor) during upload, and group the asset in a production.

When you upload a file, the filename is entered, by default, in the Title field in the Upload window. You can choose to enter a new name in the Title field; however, it is important to understand that the Title field is used exclusively in Final Cut Server. The asset's title will not appear in the asset's metadata if you export a copy of the asset.

**Important:** If you are uploading large project or media files, turn off your computer's sleep function. If the computer on which the Final Cut Server client is running goes to sleep during an upload, the upload will be canceled.

### About Uploading QuickTime Reference Movies

A QuickTime reference movie can contain a list of references to movies having different data rates, allowing an application to choose the best-looking movie that can play smoothly as it downloads over the Internet, based on the user's connection speed. When you upload a QuickTime reference movie, a dialog appears advising you that the movie has one or more external alias files and asking you if you want to flatten the file before uploading it. Flattening the file creates a new file that contains all of the media that was previously in the external alias file or files. It is recommended that you choose to flatten any QuickTime reference movies that you upload to Final Cut Server.

## Uploading Media Files

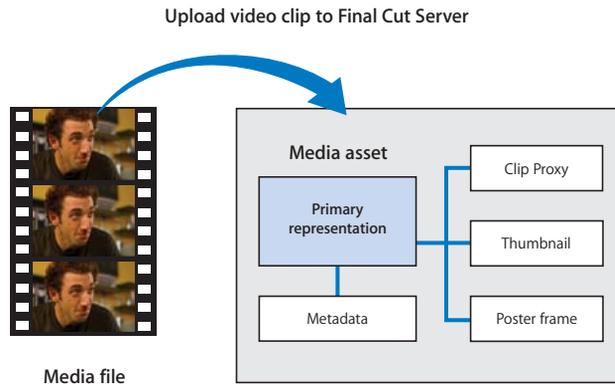
When you upload a media or project file to Final Cut Server, the asset that is created contains the original media file, which Final Cut Server calls the *primary representation*.

At upload, Final Cut Server creates proxy files for certain types of media assets. *Proxy* files are copies of the primary representation that are used for certain operations within Final Cut Server.

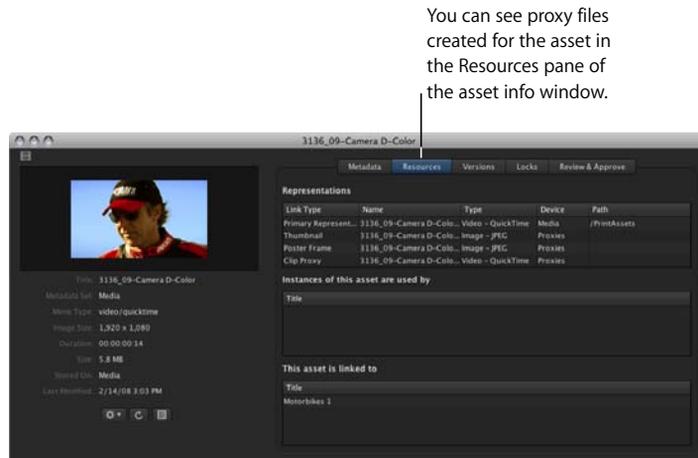
If the file being uploaded is a graphics or video file, Final Cut Server creates two proxy graphics files: a *Poster frame* and a *Thumbnail*. These are used to represent the asset's media within Final Cut Server.

If the file being uploaded is a video asset, Final Cut Server also creates a *Clip Proxy* file. The Clip Proxy file is created by transcoding the primary representation file to a lower-resolution codec. The Clip Proxy is used for viewing the file in Final Cut Server.

Here's an example. When you upload an uncompressed HD video clip to Final Cut Server, a Final Cut Server asset is created. This asset holds the original file (the primary representation). The original file is also transcoded to create the Clip Proxy file, and JPEG images are created to be used as Thumbnail and Poster frame proxy files for the asset.



After the upload is complete, you can view a list of the proxy files created for the asset in the Resources pane of the asset's info window.



You can upload one or more media files to Final Cut Server. When you upload multiple media files, keep in mind that any setting you define in the Multiple Upload window, including metadata, will apply to all the files being uploaded. For example, if you specify a transcode format, all of the files being uploaded will be transcoded.

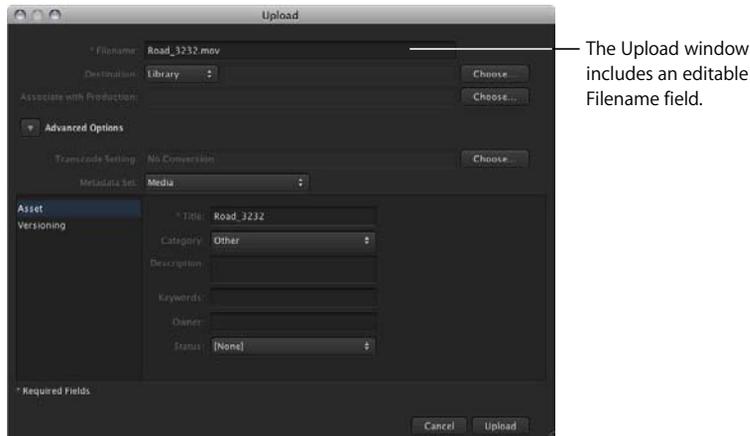
**Important:** It is recommended that you include file extensions on all files uploaded to Final Cut Server.

## To upload one or more media files:

- 1 Do one of the following:
  - Drag the media file or files that you want to upload from the Finder, the desktop, or a connected volume to the column on the left of the Final Cut Server main window, the Assets pane, or a production.
  - Choose Upload File from the Server pop-up menu, select the media file or files in the file browser that appears, then click Upload.



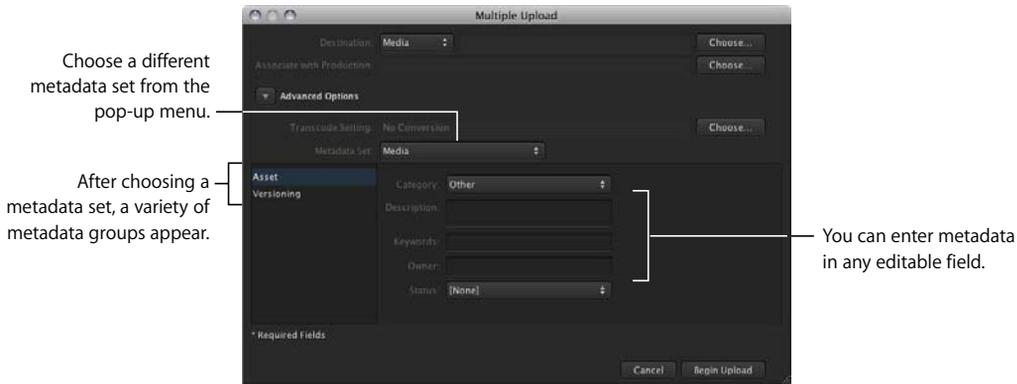
Depending on the number of files you uploaded, the Upload or Multiple Upload window appears.



The Upload and Multiple Upload windows are very similar. In the Upload window, you can enter a filename for the asset (the filename is entered automatically). In the Multiple Upload window, the filename field is hidden, and each asset being uploaded is automatically named with the filename.

**Note:** You can change an asset's title at any time after uploading in the asset's info window Metadata pane.

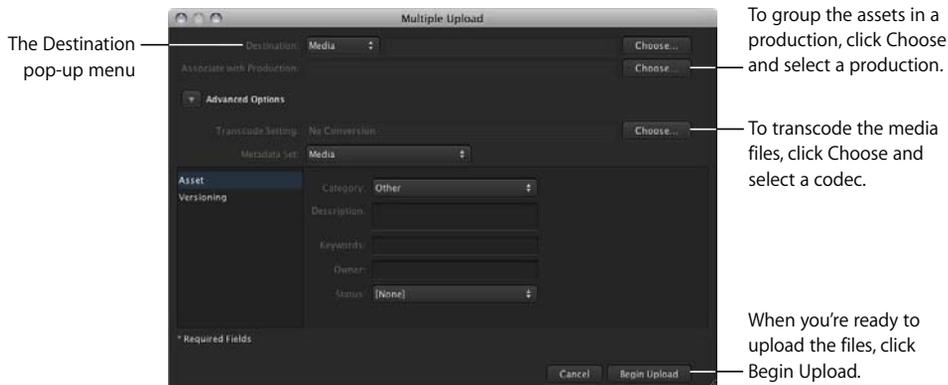
- Some of the information and metadata in the Upload or Upload Multiple window is automatically entered. You can change the metadata set from the Metadata set pop-up menu and add metadata for the new asset or assets.



**Important:** If you are uploading a file that you previously added metadata to using the default QuickTime annotation fields, you must choose the Media metadata set for the asset. When you do this, the metadata that was assigned to the file in QuickTime appears in Final Cut Server in the QuickTime metadata group of the Media metadata set. If you apply any other metadata set to the asset, the QuickTime metadata will not appear in the Final Cut Server asset.

Remember that all the metadata you apply for a multiple upload will be attached to each of the assets being created.

- If necessary, choose a new destination device from the Destination pop-up menu. This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.



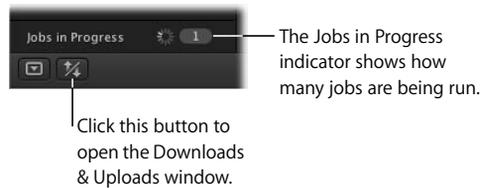
**Note:** Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.

- 4 If you want to group the media asset or assets in a production, click Choose at the right of the Associate with Production field and specify a production.

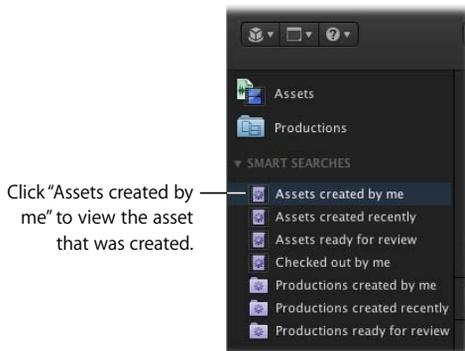
For more information about productions, see “Organizing Assets with Productions” on page 54.

- 5 If you want to convert the original media file or files to a different codec, click the Choose button and then select a new transcode setting in the window that appears.
- 6 Click Begin Upload to create assets from the media file or files.

The upload begins. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window.



- 7 To monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.
- 8 After the file is uploaded, click the “Assets created by me” Smart Search to view the new asset or assets that you just uploaded.

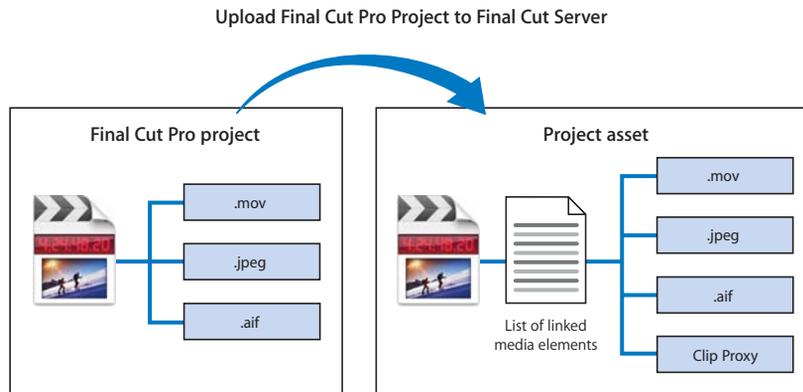


## Uploading Final Cut Pro Projects

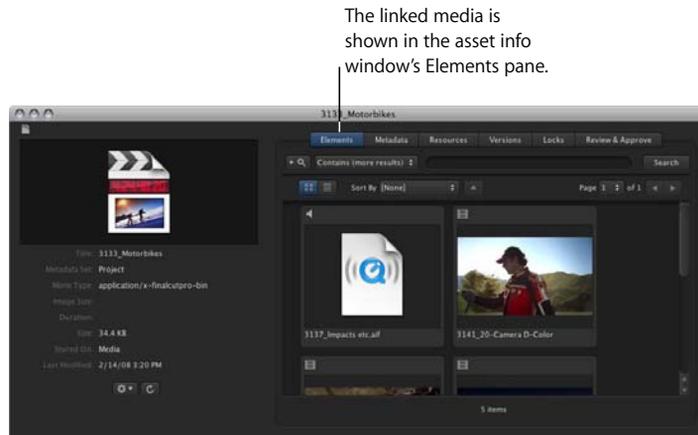
Final Cut Pro project assets have a different structure than media assets. When you upload a Final Cut Pro project to Final Cut Server, the Final Cut Pro project file is the primary representation for the asset. Final Cut Server discovers the video and other media files that are linked to the Final Cut Pro project and uploads each of the media files as a unique media asset. Final Cut Server then lists each of the project's linked media files as an element of the Final Cut Pro project.

**Note:** If your Final Cut Server administrator has turned on Edit Proxy file creation, an Edit Proxy will also be created for every video file that is linked to the Final Cut Pro project. This Edit Proxy is used for checking out Final Cut Pro projects for editing. For more information about the Edit Proxy feature, talk to your Final Cut Server administrator.

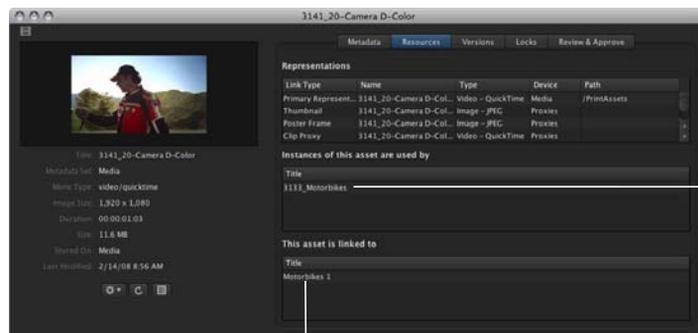
The illustration below shows a Final Cut Pro project at upload. Notice that the elements list is inside the asset, but the media assets that the elements list references are independent media assets. Any of the media assets can be found by double-clicking the element in the Elements pane; when you do this, the media asset's info window opens.



After a Final Cut Pro project has been uploaded, you can get information about the project's linked media files in the Elements pane of the Final Cut Pro project's asset info window.



Alternately, you can look at the Resources pane of a media asset's info window to see if a media asset is linked to a Final Cut Pro project.



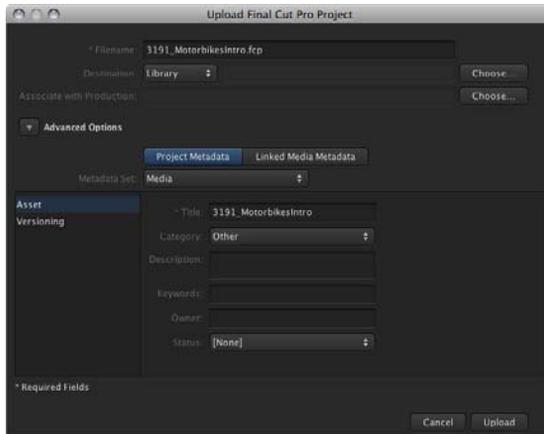
An instance of this media asset is used in the Final Cut Pro project titled "3133\_Motorbikes."

The production "Motorbikes1" includes this media file.

**Important:** It is recommended that you include file extensions on all files uploaded to Final Cut Server.

## To upload a Final Cut Pro project file:

- 1 Do one of the following:
  - Drag the Final Cut Pro project file to the column on the left of the Final Cut Server main window, to the Assets pane, or to a production in the Productions pane.
  - Choose Upload File from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button), select the Final Cut Pro project file in the file browser that appears, then click Upload. The Upload Final Cut Pro Project window appears.



- 2 Some of the information in the Link Final Cut Pro Upload window is automatically entered. You can change the metadata set and add any metadata for the new Final Cut Pro project and the linked media.

**Important:** Any metadata you enter for the project asset will be applied to the new project asset and to each asset being created for the linked media files.

- 3 If necessary, choose a new destination device from the Destination pop-up menu.

This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.

**Note:** Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.

- 4 If you want to group the Final Cut Pro project asset in a production, click Choose at the right of the Associate with Production field and specify a production.  
For more information about productions, including creating a new production, see “Organizing Assets with Productions” on page 54.
- 5 Click Upload.  
The upload begins. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window.
- 6 To monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.
- 7 After the file is uploaded, click the “Assets created by me” Smart Search to view the new asset or assets that you just uploaded.

## Uploading Final Cut Studio Projects

Final Cut Pro project assets are unique in that the relationship between a Final Cut Pro project and its linked media files is managed by Final Cut Server. Final Cut Studio project files can also be uploaded as assets and tracked by Final Cut Server, but the references between the project file and the media files are not automatically managed by Final Cut Server.

It is recommended that you upload a folder containing the Final Cut Studio project file and all of the media files linked to the project to Final Cut Server.

**Important:** It is possible to upload only a Motion, Soundtrack Pro, or DVD Studio Pro project file to Final Cut Server. When you upload only the project file, an asset will be created for only the project file. Unlike a Final Cut Pro project file, the Final Cut Studio project file will not include a list of elements. Instead of uploading a single project file, it is recommended that you upload a folder containing the Motion, Soundtrack Pro, or DVD Studio Pro project file and all of the media files linked to the project file to Final Cut Server.

When you upload a folder containing the Motion, Soundtrack Pro, or DVD Studio Pro project file and all of the media files linked to the project file, a dialog appears asking you if you want to upload the folder and the files it contains as a bundle asset or as individual assets.

If you select Create Bundle Asset, the project file and each of the media files are uploaded as a bundle asset. Uploading the folder as a bundle asset guarantees that when you check out or export the bundle asset, all of the media files that were checked in with the project will still be there. The bundle asset can be checked out, edited, and checked back in; it can also be exported. However, when you upload a folder of files as a bundle asset, the files that the bundle asset contains are not available as separate assets in Final Cut Server.

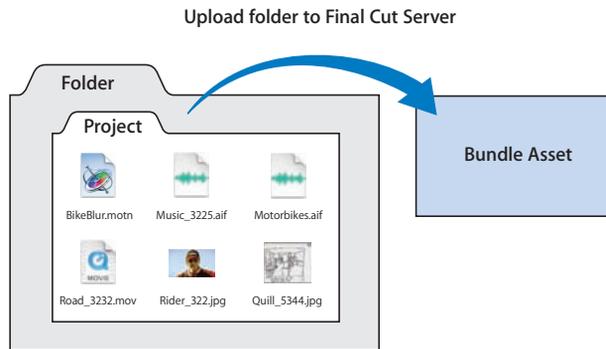
If you select Create Individual Assets, the project file and each of its linked media files are uploaded to Final Cut Server as single and unique assets. Because Final Cut Server does not manage the references between the project and media files, it is advised that you group the project asset and media assets in their own production, and that you add unique metadata to the project asset and media assets. You can perform both these tasks in the Upload window that appears after selecting Create Individual Assets. While uploading a folder of files as individual assets requires some planning, it is useful because each of files in the folder is uploaded as an individual asset and can be accessed from within Final Cut Server.

**Important:** It is recommended that you include file extensions on all files uploaded to Final Cut Server.

## Uploading a Final Cut Studio Project and Its Media Files as a Bundle Asset

Choosing to upload a Final Cut Studio project and its media files as a bundle asset creates a single asset in Final Cut Server. This bundle asset is easy to work with: after checking out or exporting the bundle asset, the folder becomes visible and you can open the project file contained in the folder in the appropriate Final Cut Studio application. Assuming that the media was linked to the project file when the folder was uploaded to Final Cut Server, the project file will open with all its media connected and ready to use.

The illustration below shows a Final Cut Studio project being uploaded as a bundle asset. The bundle asset appears in Final Cut Studio as a single generic asset, with no indication of its project file or its linked media files.



If you upload a Final Cut Studio project and its media files as a bundle asset, the media and project files are not available to be viewed from within Final Cut Server. To access the media assets, you must check out the bundle asset and access the media files from inside the folder.

**Important:** If a Final Cut Studio project and its media files are uploaded as a bundle asset to a device that has been automated by your Final Cut Server administrator to scan for new assets, the files in the bundle asset will be analyzed and new assets will be created for each file in the bundle. If you upload a Final Cut Studio project and its media files as a bundle asset and then notice new assets have been created for the files in the bundle, contact your Final Cut Server administrator.

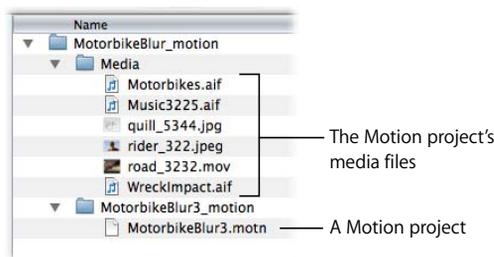
**To upload a Final Cut Studio project file and its media files as a bundle asset:**

- 1 In the Final Cut Studio application, save the project and choose to collect the media. In Motion and Soundtrack Pro, you can do this by choosing File > Save As and choosing to collect the media in the Save As window. In DVD Studio Pro, you need to manually place the project and media files in a folder.

**Note:** For specific information on using these applications, see the application's User Manual.

**Important:** When uploading a DVD Studio Pro project file and its linked media files, there is no need to upload .par files. When you check out and open the project in DVD Studio Pro, the .par files will be automatically recreated.

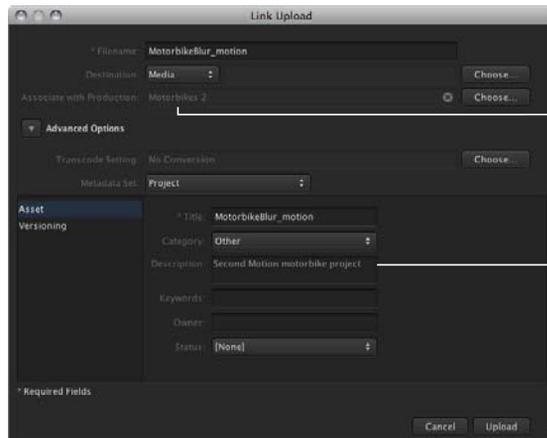
The project file and its media files are saved in a folder at the location you specified.



- 2 In Final Cut Server, create a new production for the project and its assets by following these steps:
  - a Open the Productions pane by clicking Productions in the column at the left of the main Final Cut Server window.
  - b Click the New Production button in the Toolbar.
  - c Choose a metadata set for the new production from the Metadata Set pop-up menu.
  - d Depending on the production type you chose, a number of production metadata fields appear. Enter a title and other unique metadata for the project in these fields. Fields marked with an asterisk (\*) must be filled in.
  - e Click Save Changes to save the new production.
- 3 Drag the folder that contains the project file and its linked media from the Finder to the new production in the Final Cut Server Productions pane.

- 4 A dialog appears, asking you if you want to upload the folder as a bundle asset or as individual assets. Click Create Bundle Asset.

The Link Upload window appears. Note that the Associate with Production field shows the production that you dragged the folder to.

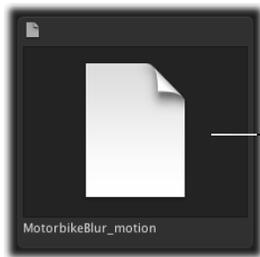


The name of the production that you dragged the folder to appears here.

Add metadata to define the type of project being uploaded.

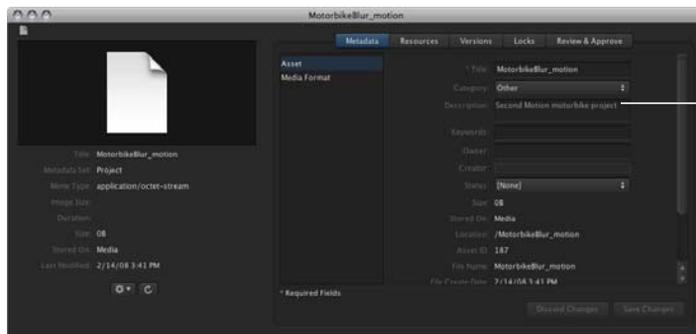
- 5 Choose a metadata set for the asset from the Metadata Set pop-up menu, and add metadata to one or more fields, defining this as a bundle asset.
- 6 If necessary, choose a new destination device from the Destination pop-up menu. This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.  
**Note:** Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.
- 7 Click the Upload button to create the asset. The file is uploaded and the bundle asset is created.

- 8 After the bundle asset is created, select the Productions pane, click the production you created, and click the Search button to view the new asset in Final Cut Server.



The bundle asset has a generic document icon.

If you need to identify the bundle asset later, you can open the asset's info window and view the metadata you added at upload.



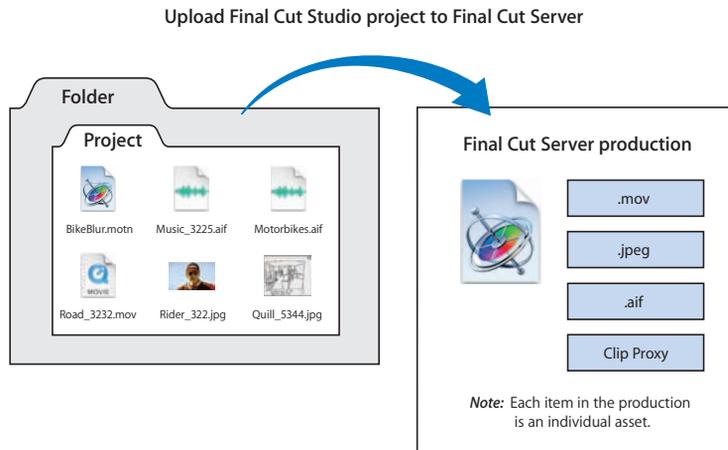
Use the metadata you added at upload to identify the bundle asset.

## Uploading a Final Cut Studio Project and Its Media Files as Individual Assets

Choosing to upload a Motion, Soundtrack Pro, or DVD Studio Pro project and its media files as individual assets creates an asset for each of the files in the folder. The project file uploads in a manner similar to the Final Cut Pro project file; the big difference is that unlike a Final Cut Pro project asset, the project's media files are not referenced to the project file.

To keep the project and its media together, you can add unique metadata to the assets, perhaps adding the project name or other useful labels. To conveniently store your project and media assets together, you can upload the files to a new or existing production.

The illustration below shows a Final Cut Studio project and its media being uploaded as individual assets within a Final Cut Server production.



**Important:** It is recommended that you upload a Final Cut Studio project file and its media files into a common production. It is also recommended that you add unique metadata to the project asset and each of its media assets. This metadata should be used only on the project asset, media assets, and the production. Adding unique metadata and creating a production gives you two ways to connect the project asset and its media assets.

#### To upload a Final Cut Studio or other project file and its media files as individual assets:

- 1 In the Final Cut Studio application, save the project and choose to collect the media. In Motion and Soundtrack Pro, you can do this by choosing File > Save As and choosing to collect the media in the Save As window. In DVD Studio Pro, you need to manually place the project and media files in a folder.

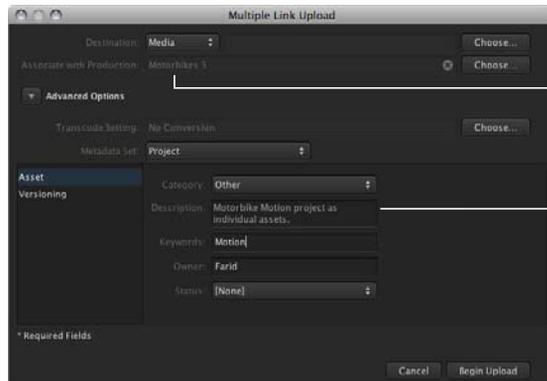
**Note:** For specific information on using these applications, see the application's User Manual.

**Important:** When uploading a DVD Studio Pro project file and its linked media files, there is no need to upload .par files. When you check out and open the project in DVD Studio Pro, the .par files will be automatically recreated.

The project file and its media are saved in a folder at the location you specified.

- 2 In Final Cut Server, create a new production for the project and its assets by following these steps:
  - a Open the Productions pane by clicking Productions in the column at the left of the main Final Cut Server window.
  - b Click the New Production button in the Toolbar.
  - c Choose a metadata set for the new production from the Metadata Set pop-up menu.
  - d Depending on the production type you chose, a number of production metadata fields appear. Enter a title and other unique metadata for the project in these fields. Fields marked with an asterisk (\*) must be filled in.
  - e Click Save Changes to save the new production.
- 3 Drag the folder that contains the project file and its linked media from the Finder to the new production in the Final Cut Server Productions pane.
- 4 A dialog appears, asking you if you want to upload the folder as a bundle asset or as individual assets. Click Create Individual Assets.
- 5 A dialog appears, advising you that Final Cut Server is unable to manage references that may exist in the project file you are uploading. Click Continue.

The Multiple Link Upload window appears. Note that the Associate with Production field shows the production that you dragged the folder to.



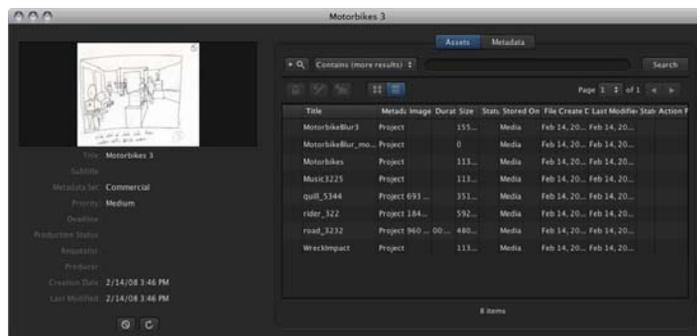
The name of the production that you dragged the folder to appears here.

Add metadata to differentiate the files being uploaded.

- 6 Choose a metadata set for the assets from the Metadata Set pop-up menu. Add unique metadata to the files being uploaded. Adding project-related metadata will help you keep track of the assets that are linked to the project asset.

- 7 If necessary, choose a new destination device from the Destination pop-up menu. This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.
 

**Note:** Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.
- 8 Click the Begin Upload button to create assets for the project file and its linked media files. The files are uploaded. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window. If you want to monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.
- 9 After the files are uploaded, select the Productions pane, click the Search button, and double-click the production to view the new assets.



Each of the individual assets appears in the production.

The Final Cut Studio project file and each of its media files have been uploaded as assets. The assets also appear in the Assets pane of the Final Cut Server main window.

# Organizing and Searching the Final Cut Server Catalog

# 3

This chapter covers:

- An Overview of the Final Cut Server Asset Catalog (p. 49)
- Organizing Assets with Productions (p. 54)
- Using Metadata to Organize and Search Assets (p. 58)
- Searching in Final Cut Server (p. 60)
- Displaying Search Results (p. 68)
- Tracking the Status of an Asset or Production with Metadata (p. 69)
- Adding and Changing Asset Metadata (p. 71)
- Searching Devices and Jobs (p. 72)

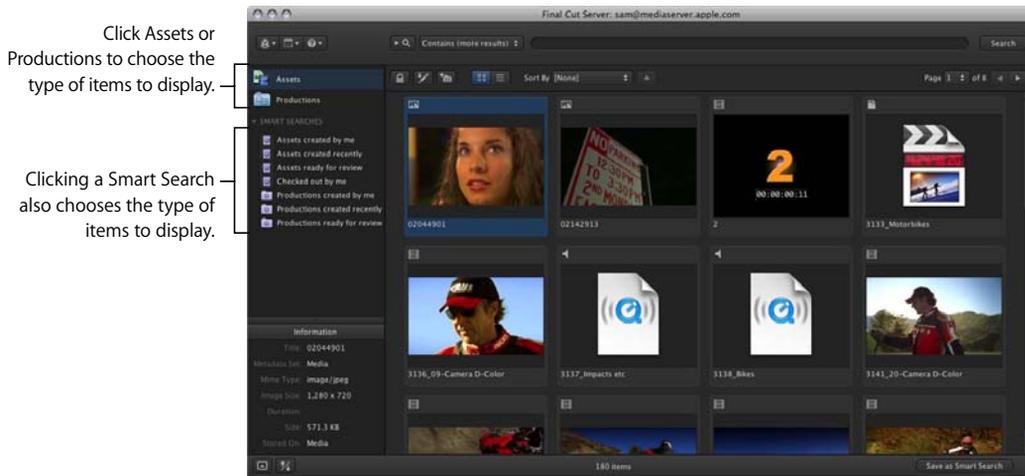
When you upload assets, they are added to your Final Cut Server catalog, which is a collection of assets that are uploaded by you and other Final Cut Server users. As the number of assets in your catalog increases, creating and managing searches becomes more important. This chapter covers ways you can use Final Cut Server to organize and search for your assets.

## An Overview of the Final Cut Server Asset Catalog

Before you can organize or search for assets in the Final Cut Server catalog, you must understand how to view the Assets and Productions panes.

The Assets pane displays all of the assets uploaded to Final Cut Server. You can view all the assets in your Final Cut Server system by clicking Search in the Final Cut Server main window.

Similarly, the Productions pane displays all of the productions that have been created in your Final Cut Server system. Productions are used to organize assets; for example, if you upload a Soundtrack Pro project file and all the audio files used in that project, you can create a production to hold that project asset and its media assets. Productions are also used to group related projects, like all the projects in progress for a particular client. You can view all of the productions in your Final Cut Server catalog by clicking Productions in the column on the left of the Final Cut Server main window.



You can narrow the number of assets or productions that appear by searching. The simplest search you can perform is to enter a search term in the search field and click the Search button. You can also perform an advanced search, which allows you to search for a term in a particular metadata field. For more information on searching, see “Searching in Final Cut Server” on page 60.

If you want to keep a search, you can save it. Saved searches are called *Smart Searches*. Smart Searches are stored in the column at the left of the main Final Cut Server window. For more information on Smart Searches, see “Creating a Smart Search” on page 66.

Your Final Cut Server administrator can customize the advanced search metadata fields in your Final Cut Server system. For more information, contact your Final Cut Server administrator.

## Asset Icons

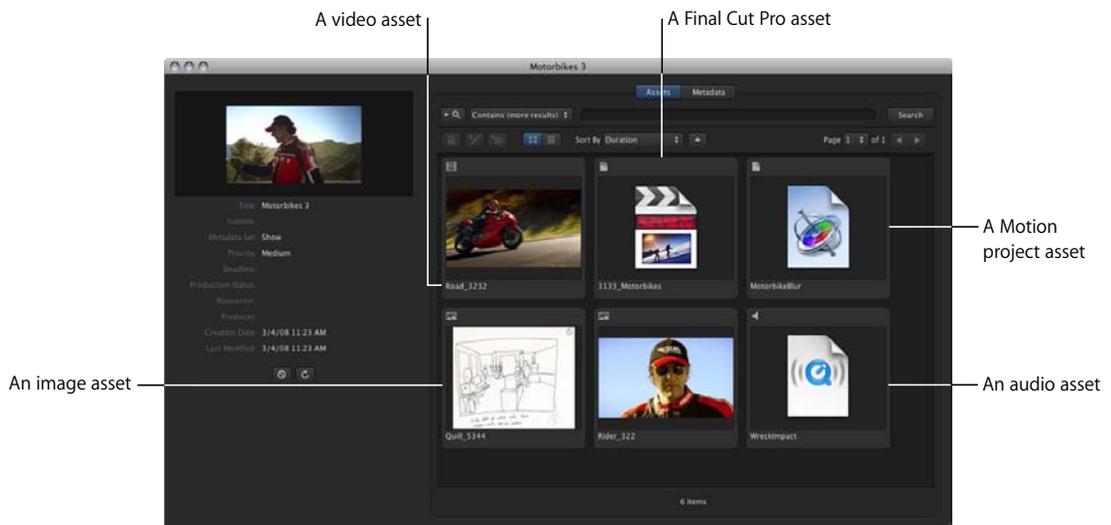
Assets can be marked with identifying icons. The icons you'll see on assets include icons that show that an asset is checked out, locked, and archived, as well as icons that identify the asset's type (audio file and video file are two examples) and if a project asset's media is unlinked. These icons are useful for getting information about the asset without having to open the asset's info window. For a complete list of icons that can mark an asset, see the table of asset icons in "Views for Assets and Productions Panes" on page 17.

## Types of Assets

Assets can be divided into three general categories: media assets, Final Cut Pro project assets, and Final Cut Studio or other project assets.

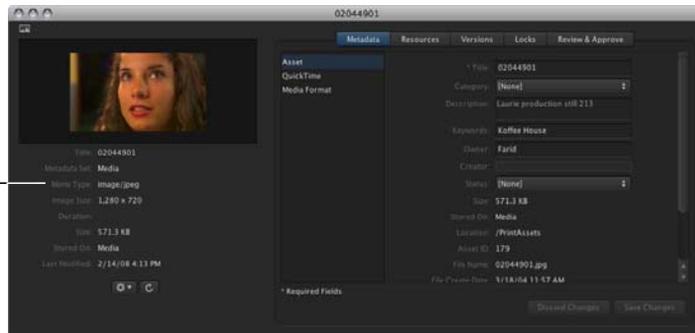
Media assets are created when audio, video, graphic, or other media files are uploaded to Final Cut Server. Final Cut Pro project assets are created when Final Cut Pro projects are uploaded to Final Cut Server. The Final Cut Pro project asset info window contains an Elements pane that lists the media assets that are used by the Final Cut Pro project file. Final Cut Studio project assets are created when Motion, Soundtrack Pro, and DVD Studio Pro project files are uploaded to Final Cut Server. Unlike Final Cut Pro project assets, these project files require you to manually organize the project's linked media assets. (Note that a Final Cut Studio project and its media can be uploaded as either a bundle asset or as individual assets.) For more information about the assets you can upload to Final Cut Server, see Chapter 2, "Uploading Files to Final Cut Server," on page 29.

Many assets display an icon (video, audio, and graphic icons, for example) or an application symbol on their thumbnails (Final Cut Studio project files, for example).

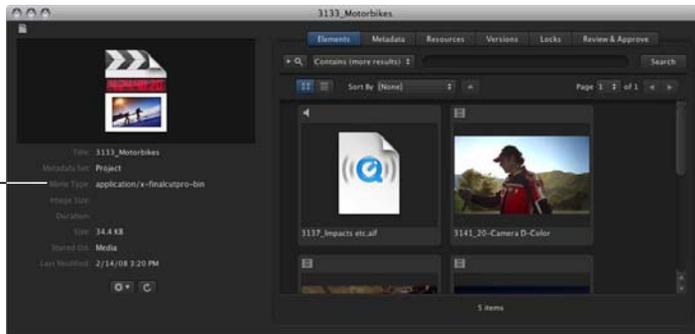


You can also get information about an asset by looking at its mime type. The mime type describes either the type of information contained in the primary representation file or the application in which the primary representation file was created.

The mime type for this image asset is shown here.



The mime type for this Final Cut Pro project asset is shown here.



You can search for a specific mime type; if you use that search often, you can save it as a Smart Search. For more information, see “Searching in Final Cut Server” on page 60.

## About the Asset Info Window

Every asset in the Final Cut Server catalog has an expanded window view that provides detailed information about the asset.

The information shown in an asset info window is determined by the asset's type. Every asset info window contains panes of information for the asset.

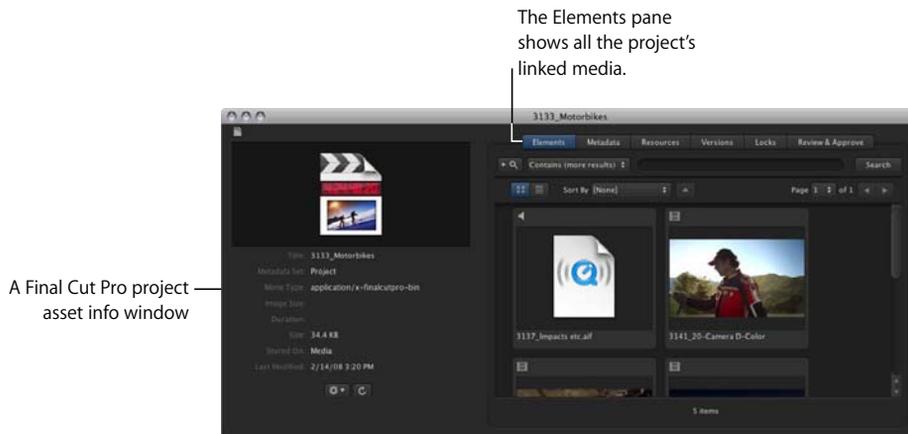
You can also perform many commands from the asset info window's Action pop-up menu.

**To open an asset's info window, do one of the following:**

- Double-click the asset in the Asset pane or in a production.
- Control-click the asset, then choose Get Info from the shortcut menu.



In addition to the information displayed in other asset info windows, a Final Cut Pro project asset info window displays all the elements used in the Final Cut Pro project.



## Organizing Assets with Productions

Productions are used to group related Final Cut Pro projects and assets. You can create productions to hold any combination of assets and projects that makes sense in your workflow.

**Note:** An asset can be associated with one or more productions.



**To create a production:**

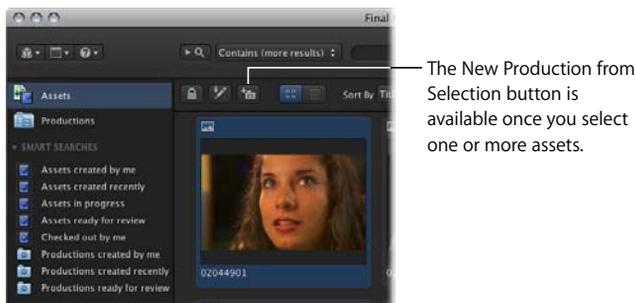
1 Do one of the following:

- In the Productions pane, click the New Production button in the Toolbar.



A new, empty production is created.

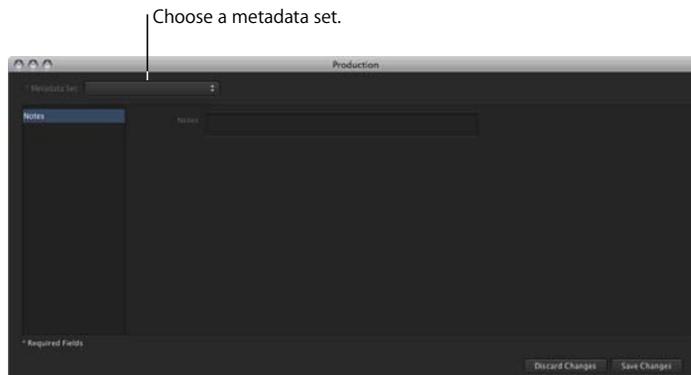
- In the Assets pane, select one or more assets and click the New Production from Selection button in the Toolbar.



A new production is created that contains the assets you selected.

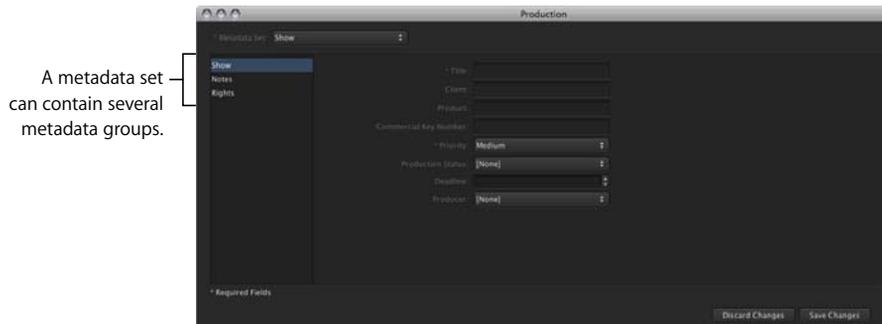
The Production window appears.

- 2 Choose a metadata set for the production from the Metadata Set pop-up menu.



- 3 Depending on the metadata set you chose, a number of metadata fields appear. Enter information for the production, including a title and priority status, in these fields.

**Note:** Fields marked with an asterisk (\*) must be filled in.



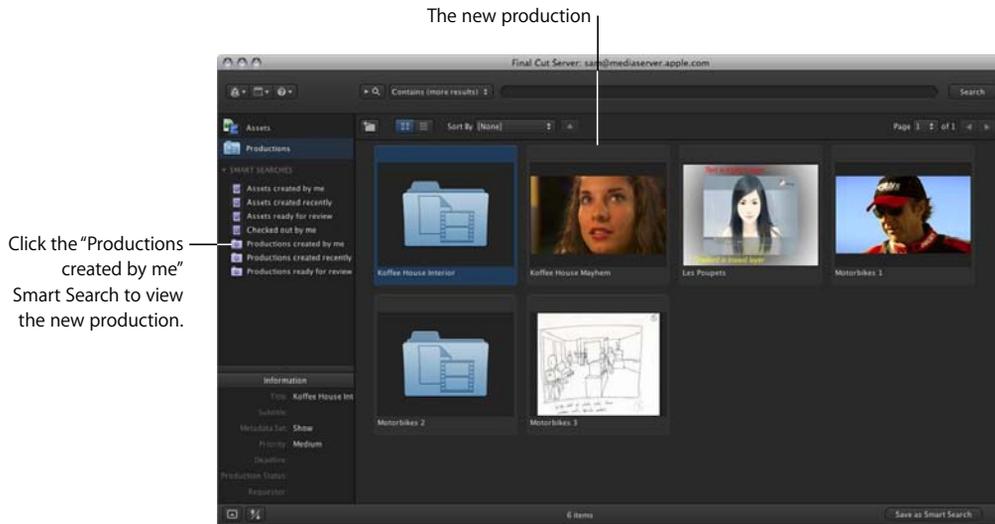
- 4 Click Save Changes.

The Production window closes.

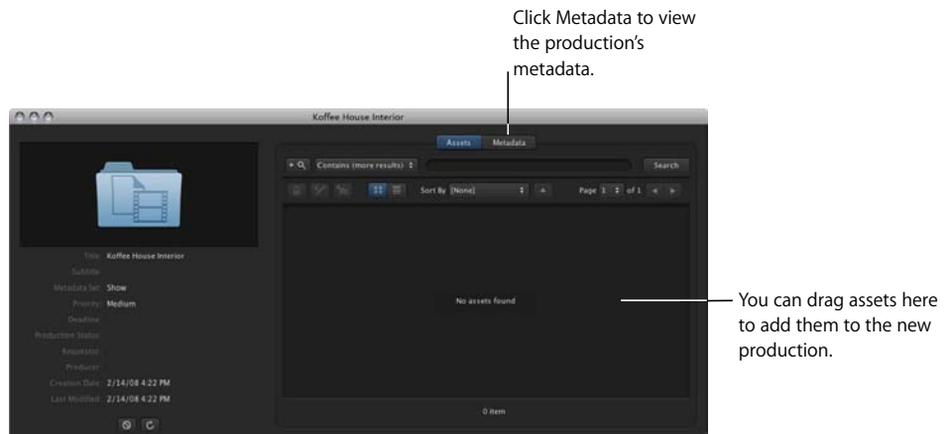
After you create a production, it appears in the Productions pane.

To view the production you just created:

- 1 Click the “Productions created by me” Smart Search to reveal the production you just created.



- 2 Double-click the production to see its details.



You can add an asset to the production, either from within Final Cut Server or when uploading new files to Final Cut Server.

**To add an asset to an existing production window:**

- Drag the asset from the Assets pane into the open production window.

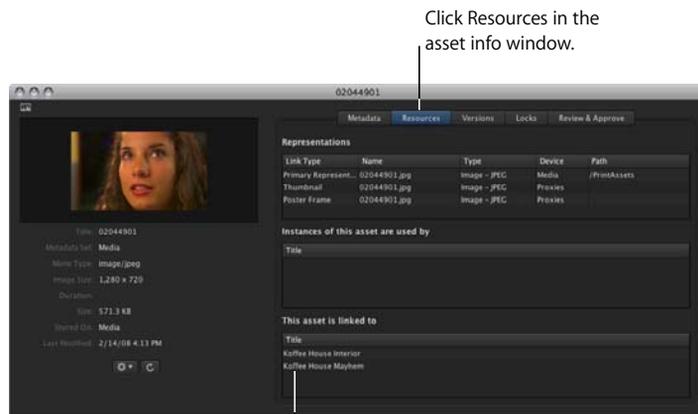
**To add a media or project asset to an existing production at upload, do one of the following:**

- Drag the media or project asset from the Finder directly to a production.
- Choose Upload File from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button) and specify a production to associate the assets with in the Upload or Multiple Upload window.

When the upload is complete, the assets appear in the production that you specified.

Make sure you click the Search button after adding the asset to the production to refresh the Productions pane.

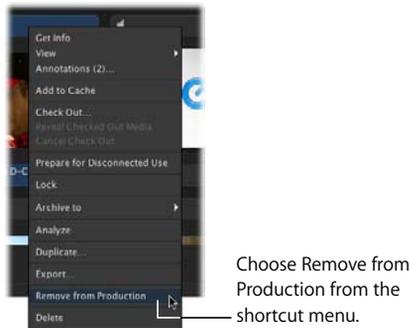
After you add an asset to a production, Final Cut Server tracks the asset as a linked asset. You can find out what productions an asset is linked to by opening the asset's info window and clicking Resources. A list of productions that the asset is linked to is displayed in the bottom right of the asset info window.



This asset is linked to two productions.

**To remove an asset from a production:**

- 1 Open the production's info window.
- 2 Select the asset that you want to remove from the production.
- 3 Control-click the asset, then choose Remove from Production from the shortcut menu.



The asset is removed from the production.

**To delete a production:**

- In the Productions pane, Control-click the production that you want to delete, then choose Delete from the shortcut menu.

The production is deleted.

**Note:** Only the production is deleted. If the production contained assets, none of the assets are deleted from the Assets pane.

Make sure you click the Search button after deleting the production to refresh the Productions pane.

## Using Metadata to Organize and Search Assets

You can use any of the file metadata that Final Cut Server recognizes to organize and search for an asset. You can also add metadata about the asset to the asset's metadata set. For example, you can create a keyword and then create a saved search in Final Cut Server for all assets that contain that keyword.

## About File and Asset Metadata

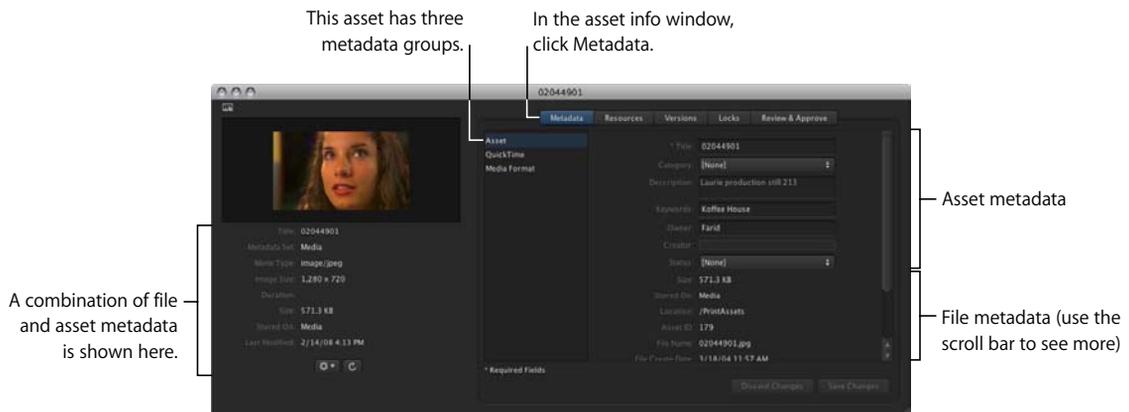
When you import an asset, it comes in with a variety of metadata. The specific metadata that a file brings with it into Final Cut Server varies depending on the type of file that the asset is and the application or applications with which the asset was created and edited. Some asset types include standard metadata, such as XMP or EXIF metadata.

After upload, metadata can be added to an existing asset. For example, keywords can be added to identify the project or production that an asset is part of.

All of an asset's metadata for the file and the asset is shown in an asset's info window. This includes the metadata that was imported with the file at upload and the metadata added in Final Cut Server.

### To view the metadata for an asset:

- 1 Do one of the following:
  - Double-click the asset.
  - Control-click an asset, then choose Get Info from the shortcut menu.
- 2 Click the Metadata button.



## About Metadata Sets

Final Cut Server comes with several metadata sets. Metadata sets sort the many metadata fields an asset can contain, including asset project and status metadata. You can use the various metadata within a metadata set to search, sort, and identify assets in Final Cut Server.

Each of the metadata sets in Final Cut Server contains specific metadata fields. At upload, file metadata that is readable by Final Cut Server is copied and entered in any matching metadata fields in the metadata set that you chose for the asset.

It's important to understand that metadata sets do not include all of the metadata that a media file might include. The metadata set picked for the asset at upload and the method by which the metadata was added to the file are two factors that influence what metadata is shown in the asset. Thus, an asset can contain metadata that is not shown in the metadata set, or not shown in Final Cut Server.

If you need to add metadata to Final Cut Server that is not currently being imported with a file at upload, contact your Final Cut Server administrator.

**Note:** If you've added metadata to a QuickTime file using the default QuickTime annotation fields, that metadata appears in the QuickTime metadata group of the Media metadata set. You must assign the asset's metadata set to Media to view the QuickTime annotation information; if you apply any other metadata set, the QuickTime metadata is not visible in the Final Cut Server asset.

## Searching in Final Cut Server

You can search the Assets and Productions panes in Final Cut Server. You can also search available devices and search for jobs performed by Final Cut Server.

After configuring a search, you can save the search, making it available to you with one click of your mouse.

**Note:** After entering a search term, the search field remembers the term you last entered. This makes it simple for you to repeat the search you entered previously.

## Doing a Simple Search

To perform a simple search of the Assets or Productions pane in Final Cut Server, you choose a search type and enter a term. Final Cut Server searches for that term in every metadata field on every asset or production. Searching is not case sensitive.

In the Simple Search field, you can choose between two simple search types:

- Choosing Contains finds the term you enter within a single metadata field. If, for example, you enter the term *se*, Final Cut Server searches for all terms that include *se*, including *serenade*, *sunset*, and *dense*, in a single metadata field.
- Choosing Matches Word searches for a particular word or words in every available metadata field. Matches Word searches are based on *stemming*, a process that identifies the root of the word, which gets modified by the grammatical requirements of the English language. For example, the stem of *work*, *works*, *worked*, and *working* is *work*. Therefore, if you enter the search term *working*, Final Cut Server stems the term to *work* and then returns all assets with a stemmed term of *work* in any of the asset's metadata fields.

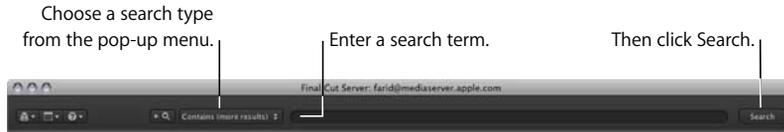
**Note:** In stemming a phrase, common words such as *the*, *a*, *and*, and *but* are ignored.

You can make simple searches more specific by using a search delimiter.

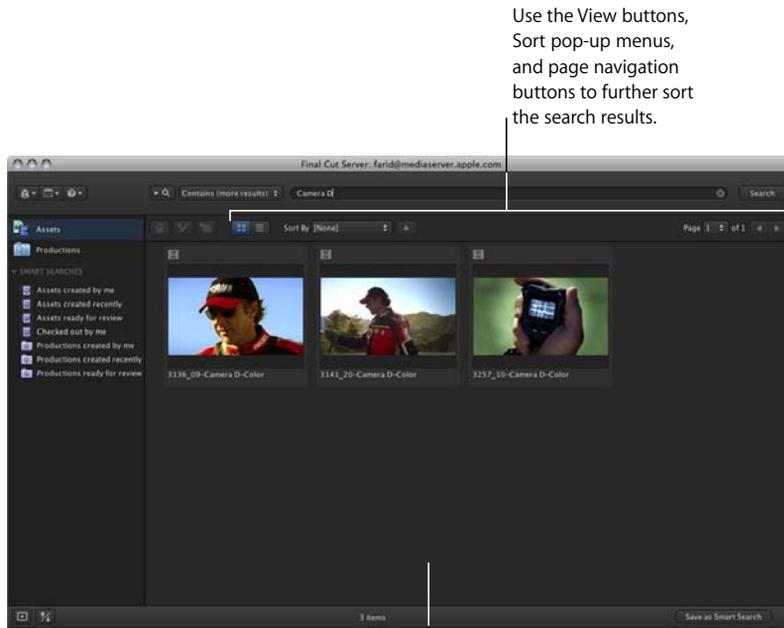
Search Limiter	Example	Returns
Multiple search terms	<i>hurricane wind water</i>	Assets with the terms <i>hurricane</i> , <i>wind</i> , and <i>water</i>
Search terms in quotation marks	<i>"Hurricane Alma"</i>	Assets with the entire search phrase <i>Hurricane Alma</i>
Negative (-) search term	<i>"Hurricane -Alma"</i>	Assets with the term <i>Hurricane</i> , (and without the term <i>Alma</i> )

### To perform a simple search:

- 1 In the Assets or Productions pane, choose a search type (Contains or Matches Word) from the Search pop-up menu.
- 2 Enter one or more terms in the search field.  
For example, if you want to search for a specific mime type, enter the complete mime type in the search field.
- 3 Click the Search button.



Every asset that contains the term you entered in its metadata is returned.



The search results are displayed here.

## Doing an Advanced Search

When you click to open the search disclosure triangle, you'll see the advanced search fields. These fields let you search specific metadata fields for the term or terms you enter.

The Assets and Productions panes have different advanced search fields.



The Assets pane's advanced search fields



The Productions pane's advanced search fields

The pop-up menu next to each metadata field provides an appropriate search filter. A search filter sorts the search returns by the filter criteria.

## To perform an advanced search:

- 1 In the Assets or Productions pane, click the search disclosure triangle to reveal the advanced search terms.

Open the disclosure triangle to show the advanced search settings.



- 2 Enter one or more search values or terms in the metadata field or fields that you want to search.



- 3 Click the Search button.

The results of your search are displayed in the main part of the window.

## Text Filtering Criteria

Text filtering criteria are used to search Title, Filename, Location, Stored On, and other metadata fields. You can use the following filters to search these metadata fields:

Filter	Definition
All	Returns all terms.
Equals	Returns only the text entered.
Not Equals	Returns assets that do not contain the text entered.
Contains	Returns all assets that include the text entered.
Begins with	Returns assets that begin with the text entered.
Ends with	Returns assets that end with the text entered.
Matches Word	Returns the entire word.
Any Of	Returns at least one of the words entered in the field.

## Date Filtering Criteria

Date filtering criteria is used to search Creation Date, File Creation Date, Deadline, and other date-related metadata fields. Note that date filtering is relative to the time you used it; if you create a Smart Search using a date filter, it retains the date on which you created the Smart Search.

You can use the following filters to search these metadata fields:

Filter	Definition
All	Returns all numbers.
Last 2 hours	Returns all assets that were uploaded or modified within the last two hours of the last search.
Last 24 hours	Returns all assets that were uploaded or modified within the last 24 hours of the last search.
Last 7 days	Returns all assets that were uploaded or modified within the last seven days of the last search.
Last 31 days	Returns all assets that were uploaded or modified within the last 31 days of the last search.
Before	Returns all assets that were modified before the date you enter.
After	Returns all assets that were modified after the date you enter.

## Creating a Smart Search

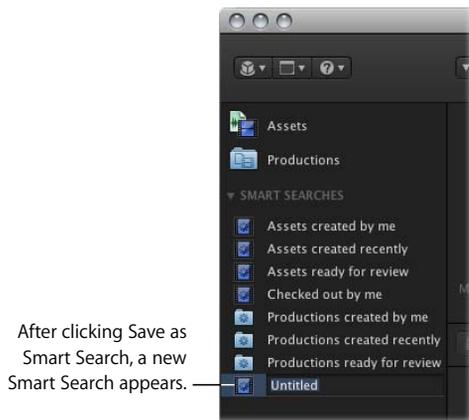
If you want to save a simple or advanced search that you have configured, you can create a Smart Search. Smart Searches are useful because you can use them again and again.

**Note:** A Smart Search is only saved for the user who created it. The Smart Search is not saved to other users' or the administrator's Final Cut Server clients.

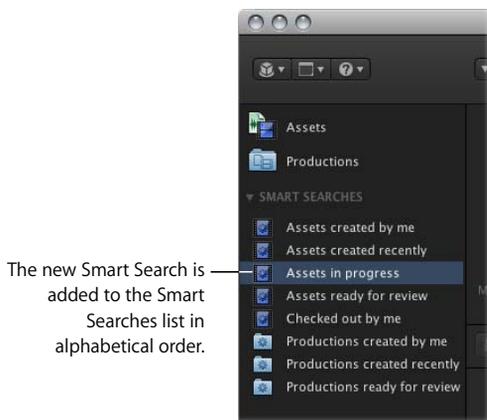
### To create a Smart Search:

- 1 After configuring a search, click the Save as Smart Search button in the bottom-right corner of the Final Cut Server main window.

The Smart Search appears in the Smart Searches list in the column on the left of the window. It is titled "Untitled" and is selected.



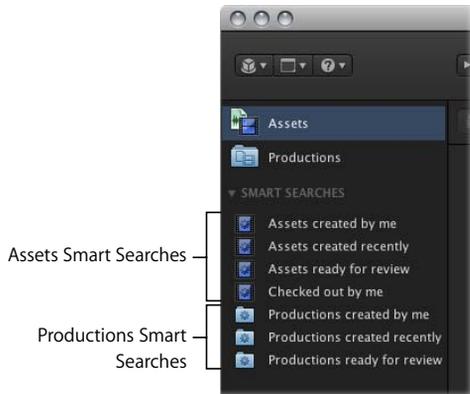
- 2 Enter a name for the Smart Search, then press Return.



The search name is saved in Final Cut Server.

**To search the Assets or Productions pane using a Smart Search:**

- Click a Smart Search in the list in the column on the left of the main Final Cut Server window.



The search results appear in the main part of the window.

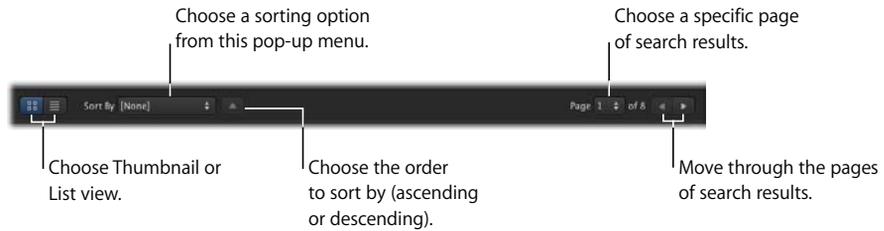
Once you have created a Smart Search, you cannot modify it. You can, however, delete a Smart Search at any time.

**To delete a Smart Search:**

- Control-click the Smart Search, then choose Delete from the shortcut menu.  
The Smart Search is deleted.

## Displaying Search Results

In the Assets and Productions pane, you can view your search results in Thumbnail or List view and change the display order of items using the Toolbar buttons and controls.



**To change the view of your Assets or Productions pane (filtered or otherwise):**

- Click the Thumbnail View or List View button.

**To change the order in which the items are displayed in the Assets or Productions pane:**

- Choose a sorting option from the Sort By pop-up menu.

**To move between pages of search results:**

- Use the page navigation buttons to move to the previous or next page or to choose a different page to display.

**Note:** The number of items shown per page is set to 25 by default. You can change the number of items shown per page in the Preferences window.

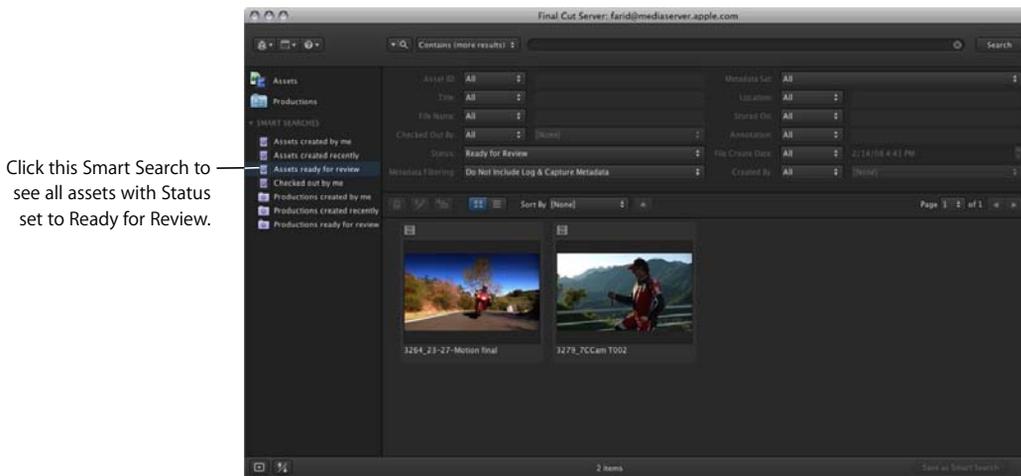
## Tracking the Status of an Asset or Production with Metadata

Final Cut Server comes with several default Smart Searches and metadata sets that you can use to determine the status of an asset. The Status metadata set, for example, was designed to help you track the status of assets and productions in Final Cut Server. Assets and productions have a slightly different set of Status metadata fields.

For more information about tracking the status of assets and productions, see “Using Status Metadata to Track Assets and Productions” on page 141.

**Important:** Your Final Cut Server administrator may have modified the Status or other metadata available for assets or productions to meet the needs of your organization’s workflow. If you have questions about the metadata available on an asset, contact your Final Cut Server administrator.

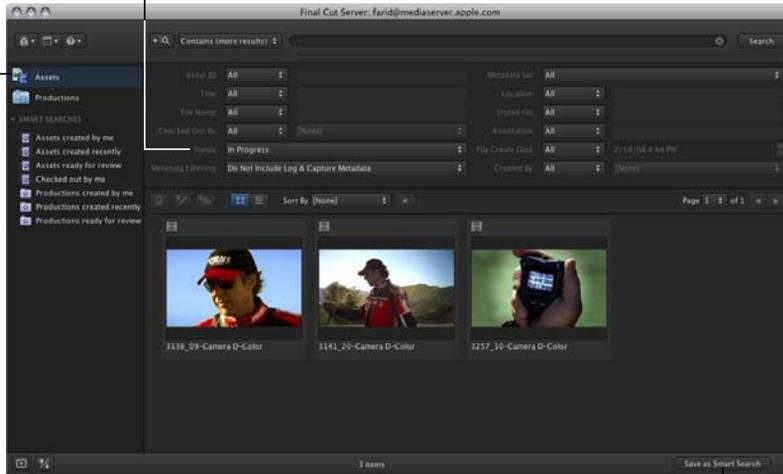
As your work progresses, you can search for assets that are in a particular phase of your workflow by searching for their status or other metadata. Final Cut Server comes with several pre-configured Smart Searches that make it easy for you to find recently-modified assets or assets marked with the Status metadata field set to Ready for Review.



You can configure your own search using the advanced search options. For example, you can search for all assets that have a Status metadata field set to In Progress. After setting up a search, you can save it as a Smart Search.

Set the Status field to In Progress to search for those assets.

The assets area highlights to indicate that the search configuration does not match a Smart Search.



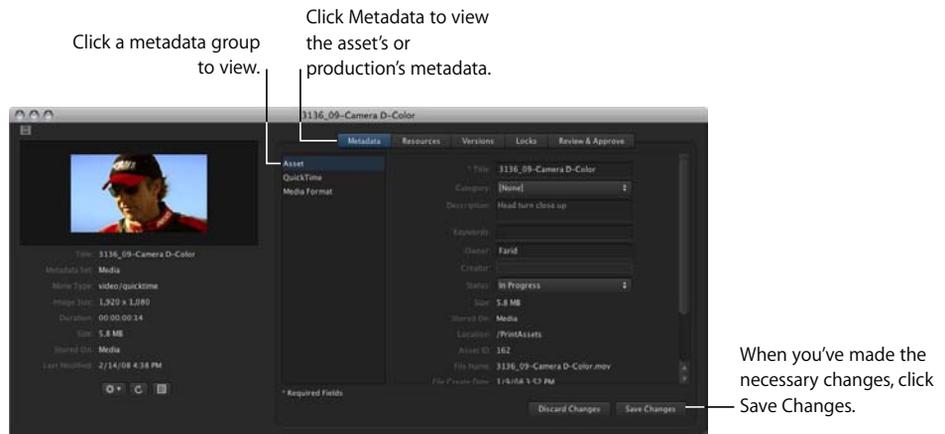
Click this button to save the current search setting as a Smart Search.

## Adding and Changing Asset Metadata

As an asset moves through your organization's workflow, you may want to add or change the metadata associated with the asset. For example, when an asset has been edited and is ready to be reviewed by a client, you can set the asset's Status metadata field to Ready for Review.

**To add or change the metadata associated with an asset:**

- 1 Double-click the asset in the Assets pane or in a production.
- 2 In the asset info window, click Metadata.
- 3 Choose a metadata group to view.



- 4 Enter new details in any of the metadata fields or make choices from the pop-up menus.
- 5 When you've finished modifying the metadata, click Save Changes.

The changes you made are saved.

Make sure you click the Search button after updating asset metadata to refresh the Assets pane.

## Searching Devices and Jobs

Two advanced user searches, Search Devices and Search All Jobs, are available in the Final Cut Server client. Depending on your permissions, these searches may or may not be available for your use. If you have questions about when it is appropriate for you to use these searches, contact your Final Cut Server administrator.

### Searching Devices

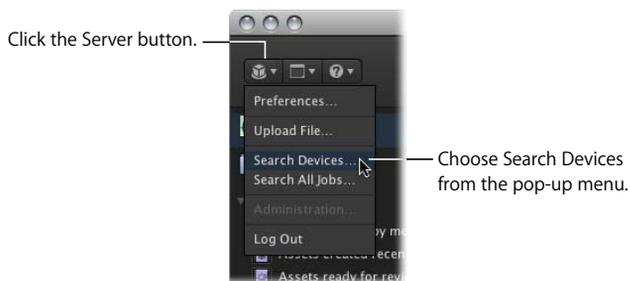
If your Final Cut Server administrator has given you permission, you can search for a file on any device connected to Final Cut Server. This allows you to examine the contents of a device, including items that have not been added to the Final Cut Server catalog.

The devices that you, as a client user, have access to are determined by your Final Cut Server administrator. Consider speaking to your Final Cut Server administrator before searching for or working with a file on a device.

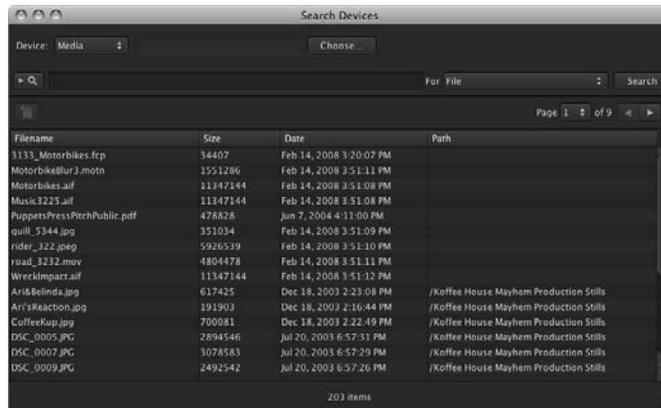
**Warning:** Use the Search Devices window with caution. When you search a device, you are searching for files, not Final Cut Server assets. Devices can contain files that both have and have not been added to the Final Cut Server catalog. From the Search Devices window, you can add a media file to your Final Cut Server catalog, and copy, delete, and download the file to your local system; taking some of these actions could result in making duplicate copies of an asset in your Final Cut Server server system or deleting all copies of a file from a device.

#### To search a device:

- 1 Choose Search Devices from the Server pop-up menu.



- In the Search Devices window that appears, choose the device to search from the Device pop-up menu.



- Click the Search button to search from the device's root level. You can also click the Choose button to open a dialog that allows you to specify a folder to search.
- If you want to limit the search, enter a term in the search field or click the search disclosure triangle to reveal advanced searching options.

**Important:** Be sure to enter entire words in the search field. Unlike the search field in the Final Cut Server main window, the Search Devices search field does not return full words if you search for a partial word. For example, if you want to find all assets that contain the word *frame*, you must search for the entire word. Searching for *fra* only finds assets with the characters *fra* and the word *frame* is not found.

- Click the Search button.

Once you select one or more items, you can choose to do the following actions by Control-clicking the filename in the list of search results and choosing one of these options from the shortcut menu:

- Catalog asset:** Adds the file to the Final Cut Server catalog.
- Get Info:** Displays an info window that summarizes information and metadata for the file.
- View:** Displays the file in the appropriate application (often the location in which the file was created).
- Export:** Exports the file.
- Duplicate:** Duplicates the file.
- Delete:** Deletes the file from the device.

## Searching for a Job

Final Cut Server uses jobs to perform actions like uploading, downloading, and transcoding files. You can search for a specific job that is running or has been run on Final Cut Server using the Search All Jobs window.

### About Jobs

Final Cut Server performs tasks using jobs. The number of jobs that run depends on the type of action being performed. Some examples of jobs include:

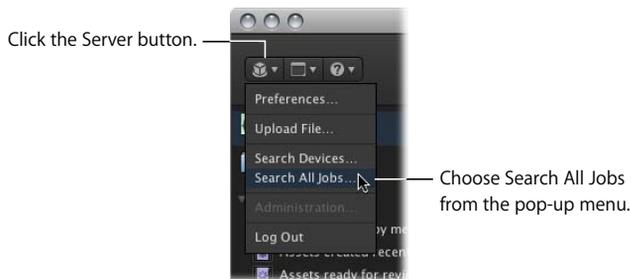
- Copying a file from one location to another runs one job.
- Creating a new asset runs jobs to perform the initial copy and then creates the asset.
- Analyzing an asset uses multiple jobs to create the asset's proxy files.

Each job creates multiple log entries for each step of the operation.

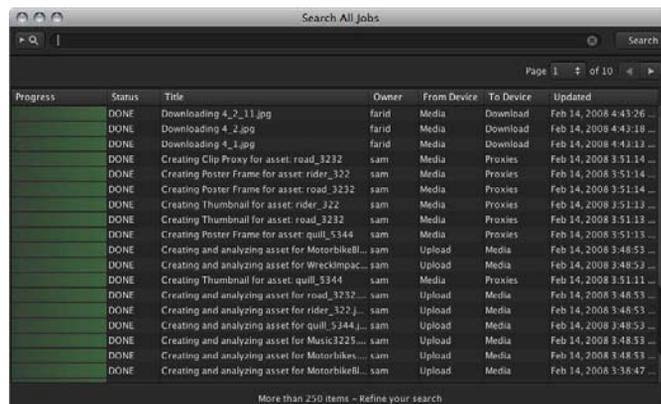
If you want to monitor the Final Cut Server jobs that are being performed, you can open the Jobs window. In it, you can search for specific jobs and then see the job's details.

### To search for a specific job or jobs:

- 1 Choose Search All Jobs from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button).



The Search All Jobs window appears.



- 2 Enter your search criteria by doing one of the following:
  - Enter a word or value in the search field.
  - Click the search disclosure triangle to reveal the advanced search options. Choose a limiter from the pop-up menu and enter a value in one or more search fields.
- 3 When you've entered the criteria by which you would like to search the jobs, click the Search button.

The jobs that match your search criteria appear in the main part of the window. Remember that your search results may span several pages; you can navigate through the search results using the page controls at the right of the window.



This chapter covers the following:

- Final Cut Server Client Actions (p. 78)
- About the Asset Info Window (p. 79)
- Viewing an Asset (p. 83)
- Adding Versions for a Media or Project Asset (p. 85)
- Locking and Unlocking an Asset (p. 87)
- Writing Annotations on a Video Asset (p. 92)
- Duplicating an Asset (p. 96)
- Using the Edit-in-Place Feature (p. 97)
- Monitoring Jobs (p. 97)
- Setting Final Cut Server Client Preferences (p. 100)

This chapter explains how to work with all types of assets in the Final Cut Server client. It explains how to interpret the information that is contained in a project or media asset info window. It also includes descriptions of all the actions available in Final Cut Server.

## Final Cut Server Client Actions

This section gives an overview of the actions you can perform from the Toolbar, shortcut menus, and other locations in the Final Cut Server client.

This table describes the various actions you can perform in Final Cut Server:

Action	Description
Get Info	Provides information and metadata for the selected asset. For more information, see “About the Asset Info Window” on page 79.
View	Provides a view of the asset in an appropriate media viewer; the viewing application could be QuickTime Player, Preview, or another media application. For more information on viewing an asset, see “Viewing an Asset” on page 83.
Add to Cache	Adds a copy of the asset to the local computer’s cache. This is the first step in performing many operations in Final Cut Server. For more information, see “About Caching” on page 103.
Check In/Check Out/Cancel Check Out	Checking out the asset allows you to edit the primary representation being tracked by the asset and prevents the asset from being modified by all other users. For more information about checking out a media asset, see “Checking Out, Editing, and Checking In a Media Asset” on page 105. For more information about checking out a Final Cut Pro project, see “Checking Out a Final Cut Pro Project” on page 118. For more information about checking out a Final Cut Studio project asset or checking out a bundle asset, see Chapter 7, “Working with Final Cut Studio Projects,” on page 129.
Prepare for Disconnected Use	Creates alias copies of media assets. You can use this action to create copies of video assets, and then use those assets to create a new Final Cut Pro project while you are disconnected from the Final Cut Server network. For information on working with an existing Final Cut Pro project when not connected to the Final Cut Server network, see “Working on Final Cut Pro Projects While Away from the Final Cut Server Network” on page 124.

Action	Description
Lock/Unlock	Prevents other users from editing the file contained in the asset. For more information on locking, see “Locking and Unlocking an Asset” on page 87.
Archive To/Restore	Archiving an asset creates a restorable copy of an asset. For more information on archiving, see “Archiving and Restoring Media Assets” on page 156.
New Production from Selection	Creates a new production for the selected asset or assets. For more information, see “Organizing Assets with Productions” on page 54.
Duplicate	Creates a copy of an asset. For more information, see “Duplicating an Asset” on page 96.
Export	Creates a copy of the asset to the local file system or a external volume. For more information, see “Outputting a Final Project” on page 153.
Delete	Deletes the asset, its primary representation file, and all of its proxy files from the Final Cut Server catalog. For more information, see “Deleting Assets from Final Cut Server” on page 158.

## About the Asset Info Window

When you double-click an asset in the Assets pane or from inside a production, the asset’s info window appears. Final Cut Server uses the information in the info window to track and manage the asset.

The icons displayed in the Assets pane also appear in the individual asset info window.

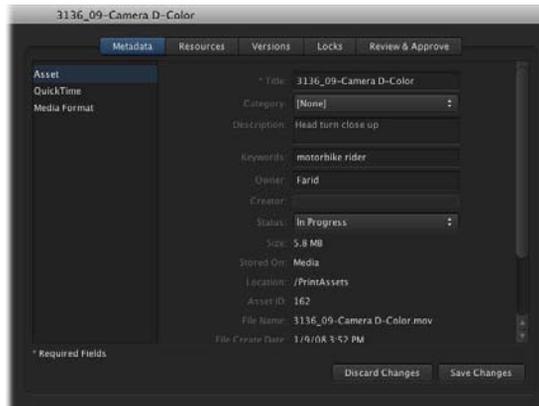


Clicking any of these buttons displays specific information about the asset.

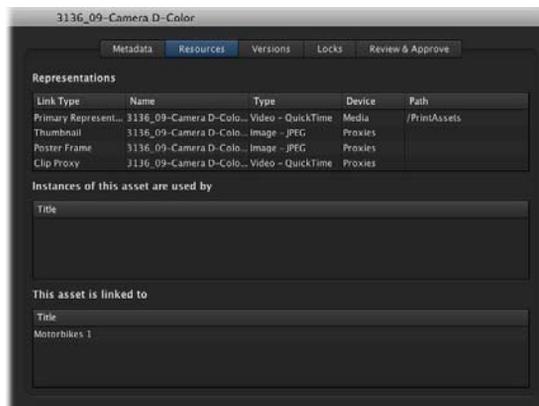
## About Media Asset Info Windows

Media asset info windows contain panes for information about metadata, resources, versions, locks, and the Review and Approve feature.

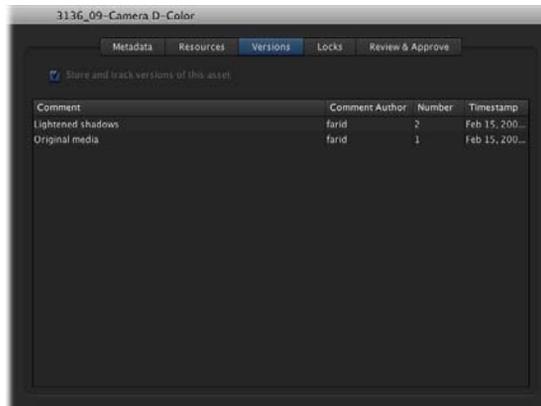
- *Metadata pane:* This pane shows the metadata for both the asset and its primary representation file. You can update any field in this pane by typing text or a value and then clicking the Save Changes button.



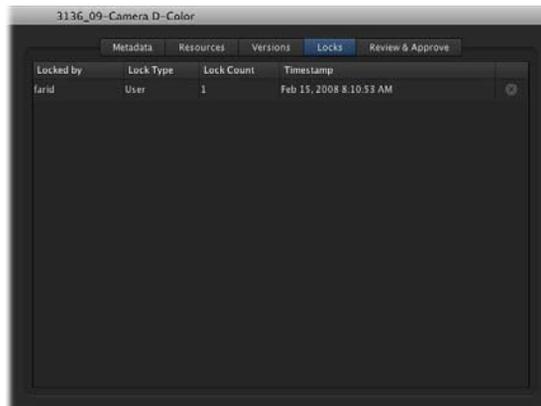
- *Resources pane:* This pane shows information about the primary representation and proxy files created for the asset. It also shows other places the asset is used and other assets that this asset is linked to.



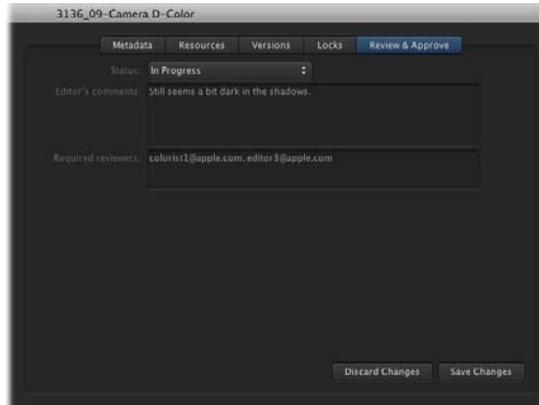
- *Versions pane:* This pane shows different versions that have been created for the asset. For more information about creating versions, see “Adding Versions for a Media or Project Asset” on page 85.



- *Locks pane:* This pane shows information about any locks on the asset. For more information about locks, see “Locking and Unlocking an Asset” on page 87.



- *Review and Approve pane:* If your Final Cut Server administrator has set up the Review and Approve feature, the Review & Approve pane is used for sending out review notification emails. Your Final Cut Server administrator must set up this feature for it to work properly. For more information about the Review and Approve feature, see “About the Review and Approve Feature” on page 146.

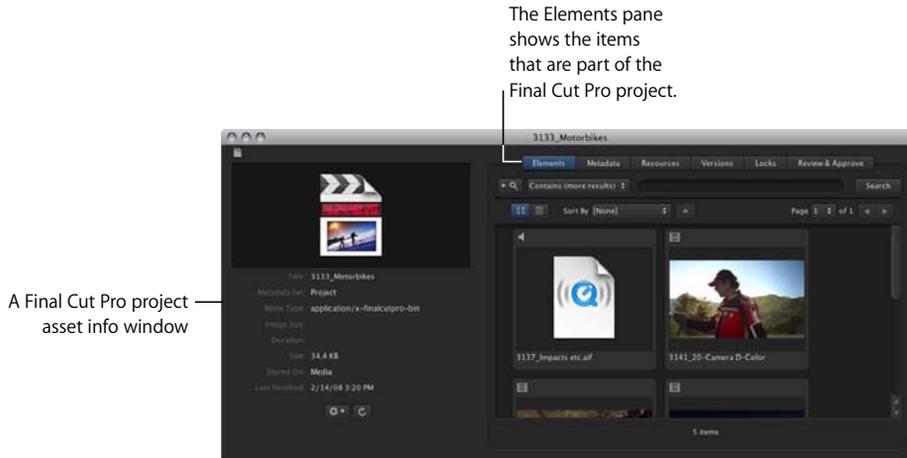


The info window for a media asset also contains a Refresh button that you can use to update the asset info window, and an Action pop-up menu that contains commonly used actions. The info window for a video asset also contains an Annotations button that opens the Annotations window.



## About Final Cut Pro Project Info Windows

An info window for Final Cut Pro projects is slightly different than the windows for other types of assets. Its Action pop-up menu does not have all of the items in the Action pop-up menu for other types of assets because certain actions cannot be performed on a Final Cut Pro asset. It also contains an additional pane, the Elements pane.



Final Cut Pro project elements are representations of the clips that are used in the Final Cut Pro project. Final Cut Server creates the elements from the media assets that are created when the Final Cut Pro project is uploaded to Final Cut Server. For more information about elements, see “Uploading Final Cut Pro Projects” on page 37.

## Viewing an Asset

You can view many video, audio, and image assets. For video and image assets, you can choose to view the file’s original media, or one of several proxy files. After you choose a type of file to view, it opens in QuickTime Player or in another appropriate application (this could be the application in which the file was created).

**Note:** Keep in mind that Final Cut Server cannot preview any bundle assets or Final Cut Pro or other project files.

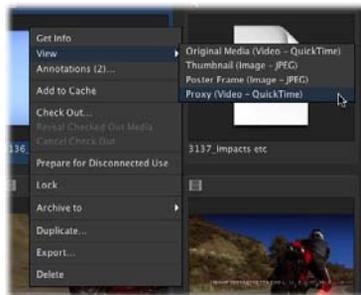
To view an asset, do one of the following:

- Click the media icon in the asset thumbnail.

Click an asset's icon to view the asset.



- Control-click the asset, then choose View and a viewing format from the shortcut menu.



The asset you selected appears in an appropriate viewing application. The video clip shown in this example appears in QuickTime Player.



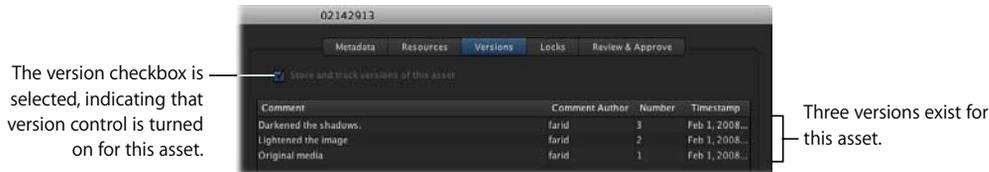
When you view an image, the full-sized image appears.

All of the information and metadata for a media file and its asset are displayed in the asset info window.

## Adding Versions for a Media or Project Asset

Final Cut Server can track an asset as you edit it, providing a version for each change made to the primary representation of each file. If your Final Cut Server administrator turned on asset version control during the installation process, your system may already be making versions for assets as you check them out and then back in.

You can see if version control is turned on for an asset by viewing the Versions pane in the asset's info window. When the version control feature is turned on, you can view an asset's versions in an asset's info window.



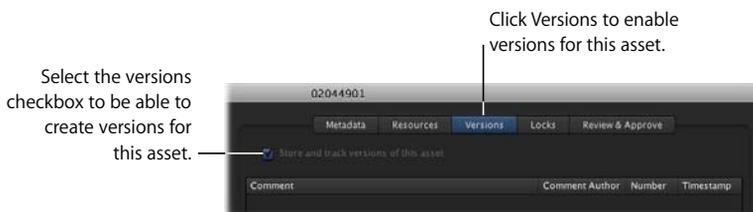
When you check in an updated version of the asset, the previous version appears in the version list. Final Cut Server numbers the versions in the order they are created; therefore, the version with the highest number is the most recent version of the asset.

**Note:** The current version of the asset does not appear in the list. Only the previous versions appear.

**Important:** When the version control feature is turned on for an asset, Final Cut Server creates a copy of every version that is checked in. Before enabling Final Cut Server to track versions of an asset, check that you have sufficient disk capacity. If you have questions about whether you should turn on the version control feature for a particular asset, contact your Final Cut Server administrator.

**To verify that version control is turned on for an asset:**

- 1 Double-click the asset.
- 2 Click the Versions button.
- 3 If the “Store and track versions of this asset” checkbox is not selected, select it.

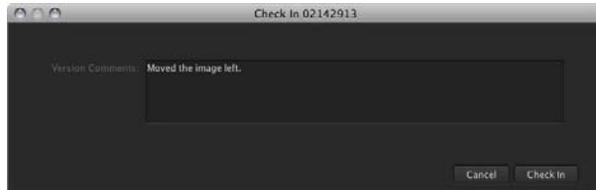


**To check out and edit the asset:**

- 1 Select the asset, then do one of the following:
  - Click the Check Out button in the Toolbar.
  - Control-click the asset, then choose Check Out from the shortcut menu.
- 2 In the Check Out window that appears, enter a check out location and click Check Out.
- 3 Edit the asset.
- 4 When you're finished editing, save the asset.

**To check in the edited asset as a new version:**

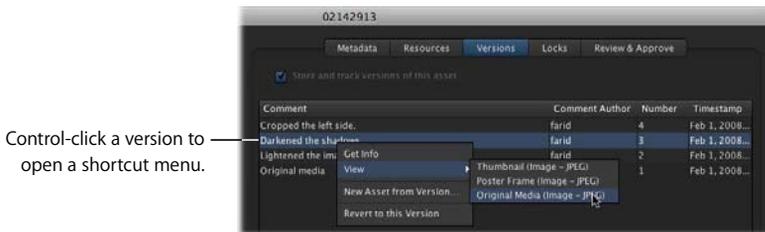
- 1 Select the asset, then do one of the following:
  - Click the Check In button in the Toolbar.
  - Control-click the asset, then choose Check In from the shortcut menu.
- 2 If you want, you can add a comment in the Version Comment field in the Check In window that appears.



- 3 Click the Check In button.

When you check in an updated version of the asset, the previous version appears in the version list.

**Important:** You will not see the comment you just added to the version you checked in since it is the current version and the Versions pane only shows older versions.



When you Control-click a version in the Versions pane, the shortcut menu that appears includes:

- *Get Info*: Select this option to view information about the version.
- *View*: Select this option to view the version in an appropriate viewer.

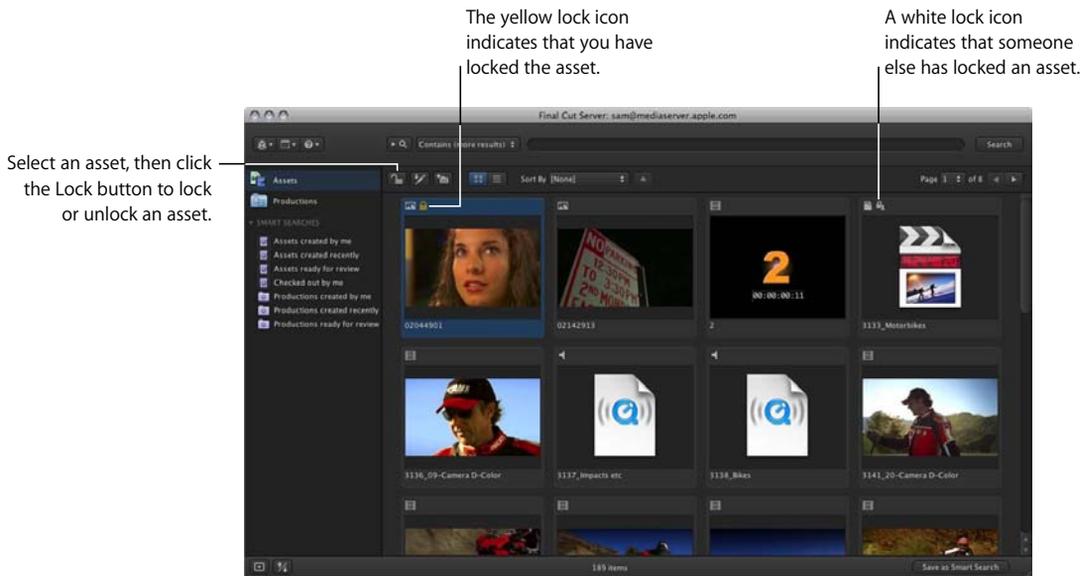
- *New Asset from Version*: Click this option to create a new asset from the version or to copy the selected version of an asset to another device.
- *Revert to this Version*: Click this option to delete the assets that were created after the selected version. When you revert to a previous version, the current version is replaced with the selected version.

Your Final Cut Server administrator has configured the version control feature to meet your organization’s needs. To get more information on other ways to configure version control, contact your Final Cut Server administrator.

## Locking and Unlocking an Asset

In Final Cut Server, locks function to protect the primary representation file, proxy files, and metadata in the asset.

There are several types of locks. The User lock is the most obvious lock because it is the only lock that you apply manually. The User lock is applied to an asset from the Toolbar or from the asset’s shortcut menu. You can tell an asset is locked when you see the “locked by me” or “locked by other” icon on an asset’s thumbnail.

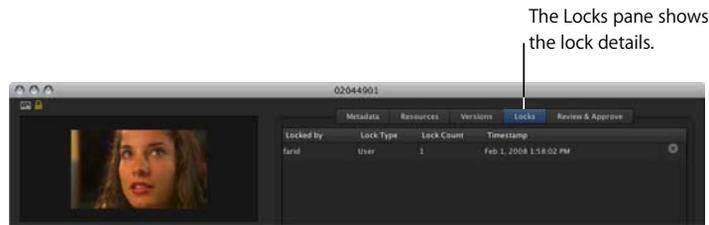


Checkout and Reference locks are not applied manually. They are applied when you check out a Final Cut Pro project asset.

The following sections describe the types of locks you will find in Final Cut Server.

## User Lock

You or another user can put a User lock on an asset by clicking the Lock button in the Toolbar or by choosing Lock from the asset's shortcut menu. After a User lock has been applied to an asset, a lock icon (either "locked by me" or "locked by other") appears on the asset's thumbnail. Also, the lock that was applied is noted as a User lock in the Locks pane of the asset info window.



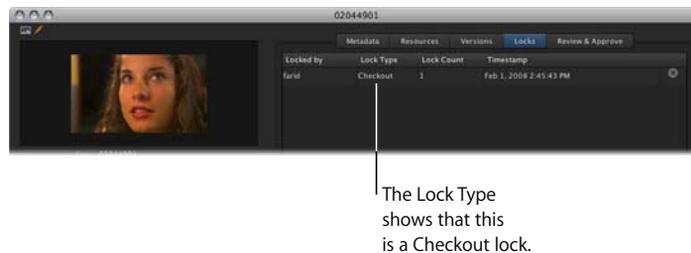
When you lock the asset, the primary representation of the file cannot be edited, checked out, deleted, or archived by another user.

**Important:** A User lock does not prevent the asset's metadata and proxy files from being edited by you or another user.

**Note:** When you lock an asset, only you can successfully check it out. If an asset is both locked manually and checked out, the asset is locked with both a Checkout and User lock. If someone other than the person who locked the asset attempts to check out the asset, the checkout will fail.

## Checkout Lock

A Checkout lock is applied when an asset is checked out by you or another user.

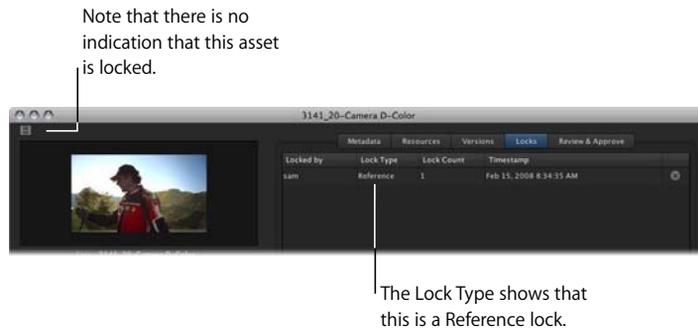


When an asset is checked out, no part of the asset, including the primary representation of the file, proxy files, or metadata, can be edited, and the asset cannot be edited, checked out, deleted, or archived.

For more information about checking out a media asset, see “Checking Out, Editing, and Checking In a Media Asset” on page 105. For more information about checking out a Final Cut Pro project, see “Checking Out a Final Cut Pro Project” on page 118. Also see “Reference Lock,” next. For more information about checking out a Final Cut Studio project asset, see Chapter 7, “Working with Final Cut Studio Projects,” on page 129.

## Reference Lock

When a Final Cut Pro project asset is checked out, the project asset is locked with a Checkout lock. In addition to the Checkout lock, each of the media assets linked to the project are locked with a Reference lock. Reference locks are not indicated on the media asset’s thumbnail; you can only find evidence of a Reference lock in the Locks pane in the asset’s info window.



**Important:** A Reference lock does not prevent the Final Cut Pro project or a media asset’s metadata from being edited by you or another user, or prevent a media asset from being used in another Final Cut Pro project.

## Locking and Unlocking Assets with a User Lock

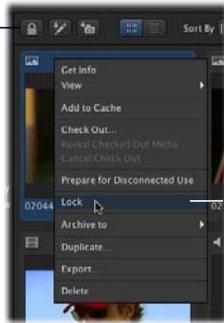
This section explains how to lock and unlock an asset using the User lock.

Only the person who locked the asset and your Final Cut Server administrator can unlock a locked asset. If you need access to a locked asset, talk to the person who locked it or your Final Cut Server administrator.

**To apply a User lock to an asset, do one of the following:**

- Select the asset in the Assets pane, then click the Lock button in the Toolbar.
- Control-click the asset, then choose Lock from the shortcut menu.

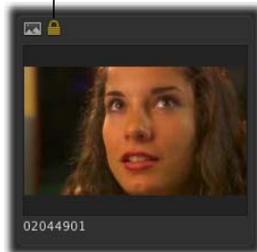
Select the asset and click the Lock button.



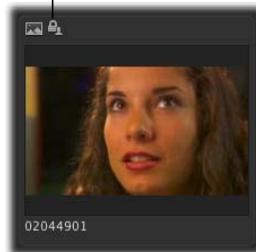
Alternatively, you can Control-click the asset, then choose Lock from the shortcut menu.

After locking an asset, a lock icon appears on the asset, indicating that the asset is locked. In other Final Cut Server clients, the lock icon looks different, indicating that another user has locked the asset.

The yellow lock indicates that you have locked the asset.



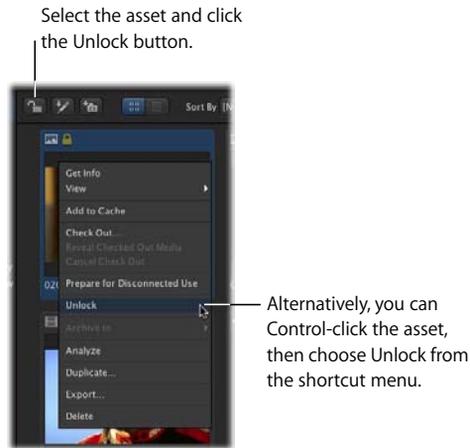
The white lock indicates that another user has locked the asset.



**To unlock an asset that you locked, do one of the following:**

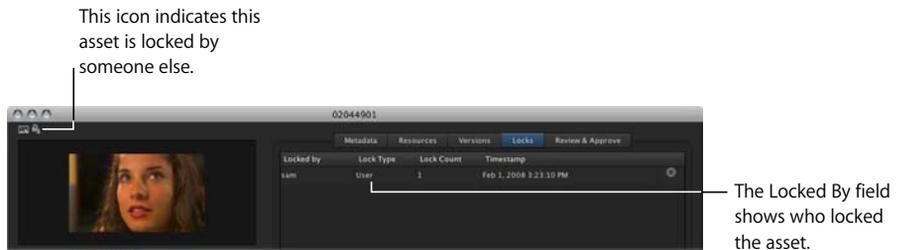
- Select the asset in the Assets pane, then click the Unlock button in the Toolbar.

- Control-click the asset, then choose Unlock from the shortcut menu.



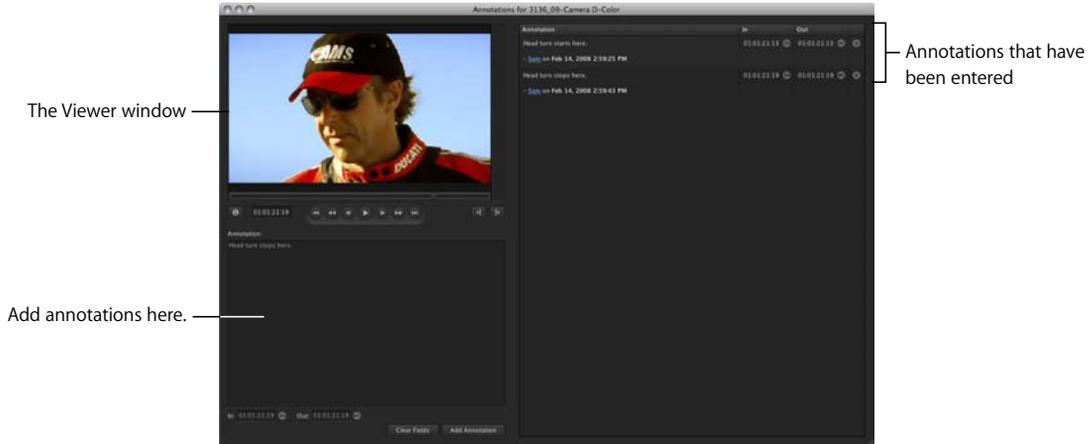
The icon disappears, and the asset is unlocked.

If an asset is locked by another user, you can open that asset's info window and view the Locks pane to find out which user has locked the asset.



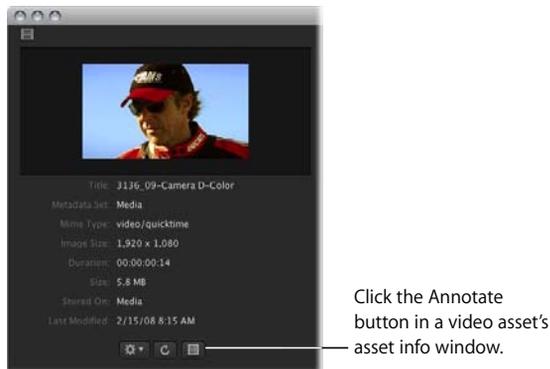
## Writing Annotations on a Video Asset

You can add annotations to a video asset. In the Annotations window, you can view a video clip and then add text at different points in the video clip. Because the annotations stay with the clip asset in Final Cut Server, annotations are useful for making notes for yourself or others in your workgroup. You can easily view these annotations in Final Cut Server. They stay with the asset until you manually clear the annotation.



### To annotate a video asset:

- 1 Locate the video asset you want to annotate in the Assets pane, in a production, or in a Final Cut Pro project asset's Elements pane.
- 2 Double-click the clip asset to display the asset's info window.
- 3 Click the Annotate button in the asset info window.



The Annotations window appears.



You must mark an In point or an Out point for each annotation.

- 4 Position the playhead at the In point, either by dragging the playhead or using the navigation controls. Then click the Mark In button or press I on your keyboard.

You can set an Out point using the same process.

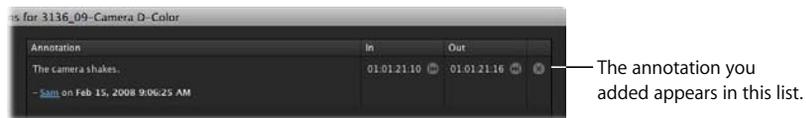


**Important:** The keyboard commands are not available when the Annotation field is active. This allows you to type annotations in the field.

- 5 Type a comment in the Annotation field below the viewer window.

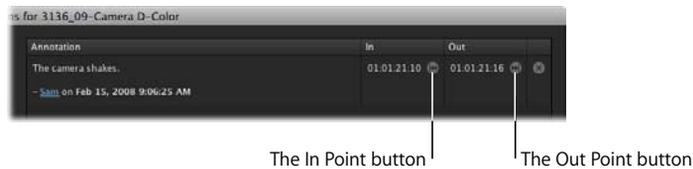


- 6 To add the annotation to the Annotation list at the right, click the Add Annotation button. The annotation is added to the list.



#### To replace the text of an existing annotation:

- 1 Click the In or Out Point button in the Annotation list.



- 2 In the Annotation text field, enter new text for the annotation.
- 3 Click Add Annotation.
- 4 A dialog appears, asking if you want to replace the annotation. Click Yes.

The annotation is replaced.

**To delete one or more selected annotations from the Annotation list:**

- 1 Select one or more annotations you wish to delete.
- 2 Control-click the annotation and choose Delete Selected from the shortcut menu.



Control-click an annotation to open this shortcut menu.

You can also click the delete button to delete a single annotation.

The selected annotation or annotations are deleted.

**To delete all the annotations on an asset:**

- 1 Select any annotation you wish to delete.
- 2 Control-click the annotation, then choose Delete All from the shortcut menu.
- 3 A dialog appears, asking you to confirm that you want to delete the annotations. Click Yes.

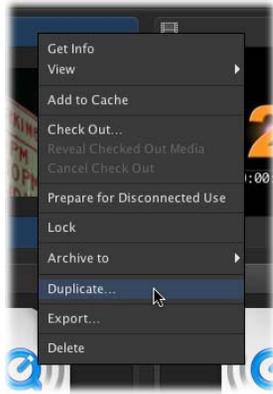
All of the annotations are deleted.

## Duplicating an Asset

Choosing to duplicate an asset creates a copy of the asset in Final Cut Server. If you want to create two distinct iterations of a media or project asset, you can easily do so by duplicating the asset.

### To duplicate an asset:

- 1 Control-click the asset, then choose Duplicate from the shortcut menu.



The Duplicate window appears.

- 2 Select a destination device from the Destination pop-up menu.  
If you want to place the duplicate file within the file structure of the device, click the Choose button and navigate to the appropriate location in the file browser.  
The destination file path appears in the Destination field.
- 3 If you want to associate the new asset with a production, click the Choose button to the right of Production, select a production, and click Open.  
The production you selected appears in the Associate with Production field.
- 4 If you want to transcode the asset, change the metadata set, or add metadata to the asset, click the Advanced Options disclosure triangle and make the necessary changes.
- 5 Click the Duplicate button to duplicate the file and create a new asset.

## Using the Edit-in-Place Feature

Your Final Cut Server administrator can configure the edit-in-place feature and create copies of assets for editing directly on an Xsan server or other shared storage locations. When the edit-in-place feature is set up, you no longer need to download, cache, or check out the asset; instead, you can drag your asset directly from the asset catalog to an application for editing.

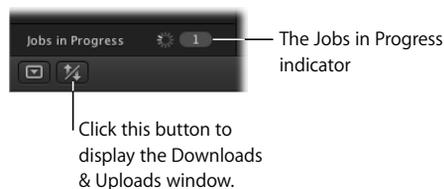
**Important:** Edit-in-place must be set up by your Final Cut Server administrator. Contact your administrator to find out if edit-in-place is configured before you try to use the feature.

## Monitoring Jobs

Files are constantly being uploaded and downloaded by Final Cut Server. The job progress indicator, Downloads & Uploads window, and Search All Jobs window all display information about the progress of files being uploaded to and downloaded from Final Cut Server.

### The Jobs in Progress Indicator

The Jobs in Progress indicator appears in the bottom-left corner of the Final Cut Server main window when files are being uploaded or downloaded. It looks like a spinning gear and indicates that a certain number of jobs are being performed.



## The Downloads & Uploads Window

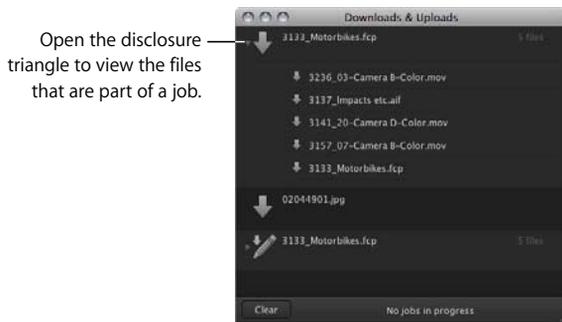
For more information about files being uploaded or downloaded, you can open the Downloads & Uploads window, which shows the specific files being downloaded and information about the status of each.

**Note:** The Downloads & Uploads window does not show details about files being transcoded to create proxy files. You can see the details about the transcoding of these files in the Search All Jobs window.

### To open the Downloads & Uploads window:

- Click the Downloads and Uploads button in the bottom-left corner of the Final Cut Server main window.

**Note:** If an upload or download fails, an error icon appears in the Downloads & Uploads window. You must clear the jobs listed in the Downloads & Uploads window to make this icon disappear.



### To clear the jobs listed in the Downloads & Uploads window:

- Click Clear in the bottom-left corner of the Downloads & Uploads window.

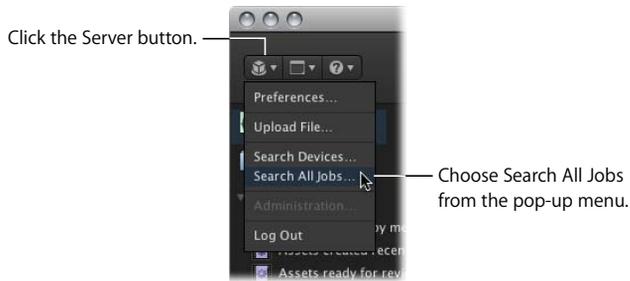
## The Search All Jobs Window

You can get detailed information about each of the files being uploaded or downloaded in the Search All Jobs window. Unlike the Downloads & Uploads window, the Search All Jobs window contains a detailed history of the jobs Final Cut Server has performed. Jobs are shown for copying a file from one location to another, uploading files, creating the new asset's proxy files, and more. Each job also creates multiple log entries for each step of the operation.

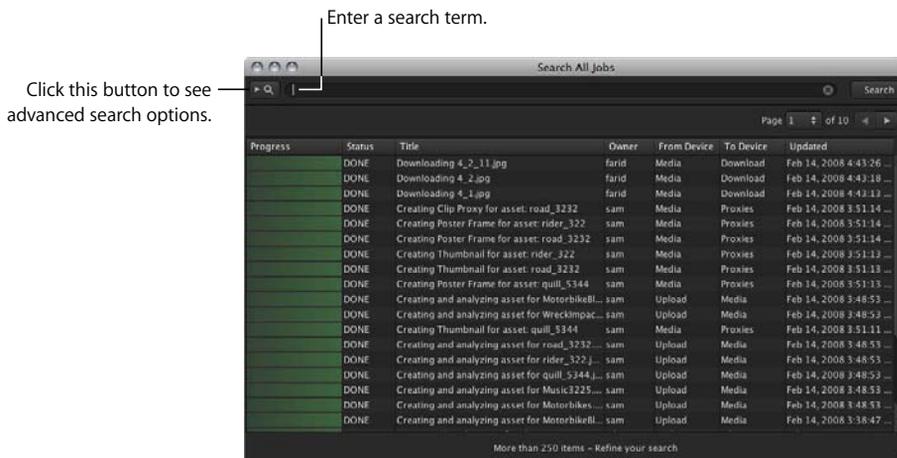
To narrow the jobs shown in the Jobs window, you can search the Jobs window.

## To search for a specific job or jobs:

- 1 Choose Search All Jobs from the Server pop-up menu.



The Search All Jobs window appears.



- 2 Enter your search criteria by doing one of the following:

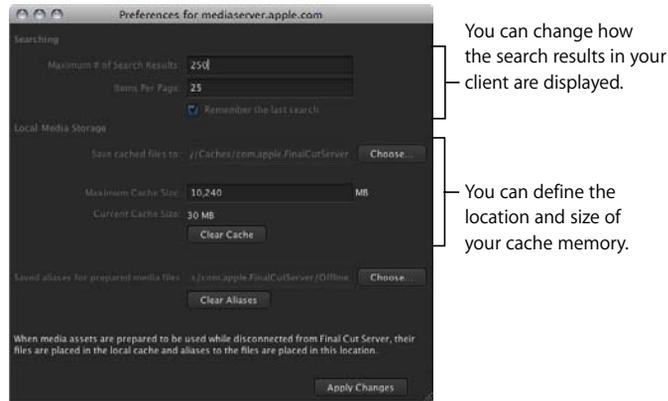
- Enter a word or value in the search field and limit the search to find files that contain the search term as part of the title using the “Contains (more results)” option or that match the search term exactly using the “Matches Word (faster)” option.
- Click the search disclosure triangle to reveal the advanced search options. Choose a limiter from the pop-up menu and enter a value in one or more search fields.

- 3 When you’ve entered the criteria by which you would like to search the jobs, click the Search button.

The jobs that match your search criteria are listed in the Search All Jobs window. Remember that your search results may span several pages; you can navigate through the search results using the page controls at the far right.

## Setting Final Cut Server Client Preferences

Your Final Cut Server administrator is responsible for configuring most of the preferences that affect you while working with your Final Cut Server client. However, there are a few settings that you can change in your client copy only.



**To configure user preferences settings, do one of the following:**

- Choose Final Cut Server > Preferences.
- Choose Preferences from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button).

**To make changes in the Preferences window:**

- Enter a number or enter a file path (by clicking the Choose button and then specifying a file path) in the field you want to change, then click the Apply Changes button.

### About Search Preferences

The search preferences control the number of results Final Cut Server finds and how many items are displayed per page. This can be useful if you have a large or small display.

Searching preferences include:

- *Maximum # of Search Results:* Enter a value that is the maximum number of items that appear after a search.
- *Items Per Page:* Search results are divided into pages to make viewing more efficient. You can enter a value that defines how many items appear on each page.
- *Remember the last search:* Select this checkbox to have Final Cut Server remember and run the last search that you performed the next time you log in.

## About Cache Preferences

The cache is where your local copies of media files are downloaded. It is not suggested that users view or move files that are in the cache. Instead, export copies of files that you want to use to your desktop or another convenient location.

However, you can decide where you want your cache to be located. In the Preferences window, you can change the location and size of the cache. You can also quickly clear the cache in the Preferences window.

Cache preferences include:

- *Cache location:* Click the Choose button to choose a location to use for storing your caches. The default locations are /username/Library/Caches/ when running the client on a Macintosh computer and the /username/AppData/ directory on a Windows computer.  
*Important:* Changing the cache location results in all current caches becoming unavailable. If you change the cache's location, you will need to manually add assets that you need to the new cache location.
- *Maximum Cache Size:* Enter a value to define a maximum cache size.
- *Clear Cache:* Click the Clear Cache button to delete the files in the cache location.
- *Saved aliases for prepared media files:* Click the Choose button to choose a location to use for storing aliases to cache files. This location is used when you choose the Prepare for Disconnected Use option for assets.

**Note:** If your local cache exceeds the limit defined in the Preferences window, an error message appears, advising you to clear the cache, cancel the action, or continue the action. It is recommended that you choose to clear your cache.

## About the Saved Aliases for Prepared Media Files Field

Preparing media assets for disconnected use allows you to create alias copies of a media file that is stored in your Final Cut Server cache on a portable computer. You can use the alias files to create a new Final Cut Pro project while you are disconnected from the Final Cut Server network. You can set the location where Final Cut Server saves alias copies of the prepared media files in the Preferences window. For more information about preparing media assets for disconnected use, see "Preparing Media Assets To Be Used on a Computer That Is Not Connected to the Final Cut Server Network" on page 107.



This chapter covers the following:

- About Caching (p. 103)
- Checking Out, Editing, and Checking In a Media Asset (p. 105)
- Preparing Media Assets To Be Used on a Computer That Is Not Connected to the Final Cut Server Network (p. 107)
- Exporting Media Assets (p. 111)

This chapter explains how to edit media assets, including video clips and graphics, in applications other than Final Cut Server. You can edit a managed copy of a media asset by checking out the asset, editing the checked out file, and then checking the edited file back in. A separate workflow is provided for preparing media files to be used in a new Final Cut Pro project that you create while disconnected from the Final Cut Server network. You can also copy or export an unmanaged copy of a media asset from Final Cut Server.

## About Caching

Caching an asset downloads the asset to the Final Cut Server cache on your local computer. After you've cached a media asset, you can check it out and work with that managed copy in another application, or you can drag a copy of the media asset from Final Cut Server or export a copy of the media asset and create an unmanaged copy.

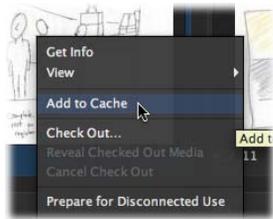
After caching an asset, you can tell the asset is cached because the asset's thumbnail changes to a lighter gray color.

**Note:** If your Final Cut Server system is connected to an Apple Xsan storage area network (SAN) device and the edit-in-place feature is enabled, your assets are always cached and ready to use. For more information, contact your Final Cut Server administrator.

Final Cut Server prompts you when you need to cache an asset, so caching often only requires you to click the Add to Cache button that appears in the dialog. However, you can also manually add an asset to your Final Cut Server cache.

### To add an asset to your cache:

- Control-click the asset, then choose Add to Cache from the shortcut menu.



When the asset is cached, the asset's background changes to a lighter gray color.

4\_2, with the lighter gray background, is cached.



In some situations, a file that is stored in your Final Cut Server cache may expire. When this happens, an icon appears on the asset, indicating that the file that is cached for that asset is expired.

This icon indicates that the file that is cached for this asset is expired.



**To correct an expired cache:**

- Control-click the asset, then choose Remove from Cache from the shortcut menu. The icon disappears, indicating that the expired file has been removed from your Final Cut Server cache.

You can change several settings for your Final Cut Server cache in Final Cut Server Preferences. For more information, see “About Cache Preferences” on page 101.

*Important:* Final Cut Server manages the files in your local computer’s cache. In most situations, you do not need to manually work in your computer’s cache. If you want to modify your cache, talk with your Final Cut Server administrator.

## Checking Out, Editing, and Checking In a Media Asset

A media asset represents a single media file, and as such, is easy to work with. To edit a media asset, you can check it out, edit it, and then check it back in to Final Cut Server.

A media asset can also be exported, edited, and then uploaded to Final Cut Server as a new asset; however, when you export a media asset, the asset is no longer managed by Final Cut Server. If you make changes to the media file and want Final Cut Server to manage it again, you will need to create a new asset for the file by checking the file back in to Final Cut Server.

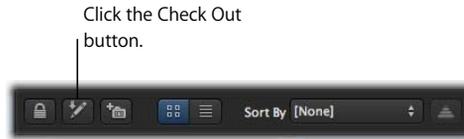
Although a media asset represents a single media file, a media asset is rarely unattached. Media assets can be referenced as elements of a Final Cut Pro project asset or referenced in other Final Cut Studio project assets. When you modify an asset, you could inadvertently be modifying how that asset appears in several different project assets. It’s good practice to always check the Resources pane of a media asset to verify which projects an asset is linked to.

If you know that the changes you are about to make to an asset apply to every one of the projects it is connected to, go ahead and edit the asset. If you don’t recognize the linked assets that are shown in the Resources pane, consider exporting the asset and then uploading it again as a new media asset, and manually replacing the asset in the necessary projects. Doing this might take a few extra minutes, but it could save you and your coworkers hours of backtracking later on.

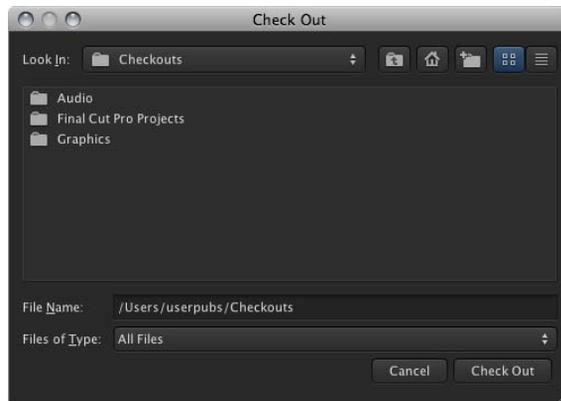
Remember that when a media asset is checked out, the asset cannot be edited, checked out, deleted, or archived by another user.

To check out a media asset, edit it, and check the edited media file back in to Final Cut Server:

- 1 Locate the media asset that you want to check out.
- 2 Do one of the following:
  - Select the asset, then click the Check Out button in the Toolbar.
  - Control-click the media asset, then choose Check Out from the shortcut menu.



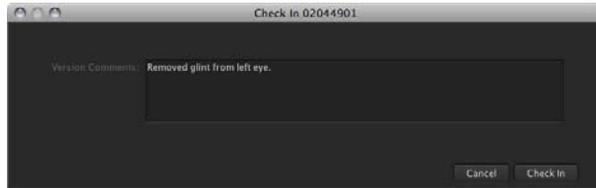
- 3 In the Check Out window that appears, choose a location to save the checked out media file.



- 4 Click the Check Out button.
- 5 To open the file in its original application, do one of the following:
  - Drag the file from Final Cut Server to the application icon in your Dock.
  - Drag the file from the checkout location to the original application icon in your Dock.
  - Open the file in its original application by choosing File > Open.
- 6 Edit the file.
- 7 Save the new file to the checkout location.

**Important:** Saving to any location other than the original checkout location will prevent Final Cut Server from managing the file.

- 8 In Final Cut Server, check the file back in by doing one of the following:
  - Select the checked out asset, then click the Check In button in the Toolbar.
  - Control-click the asset, then choose Check In from the shortcut menu.If version control is not turned on for the asset, the asset is checked in.
- 9 If version control is turned on for the asset, a Check In window appears. If appropriate, enter a version comment and click Check In.



For more information about version control, see “Adding Versions for a Media or Project Asset” on page 85.

The updated media asset is checked back in to Final Cut Server, and the checkout icon disappears from the asset thumbnail.

## Preparing Media Assets To Be Used on a Computer That Is Not Connected to the Final Cut Server Network

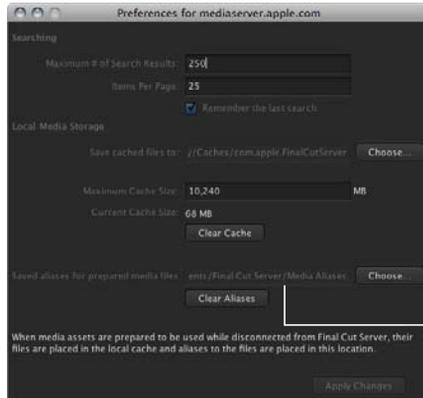
Sometimes you may want to make a selection of media assets available to be used in a new Final Cut Pro project that you create while not connected to the Final Cut Server network.

Preparing media assets for disconnected use allows you to create alias copies of a media file that is stored in your Final Cut Server cache on your local computer. Later, when you are away from the Final Cut Server network, you can add those media files to a new Final Cut Pro project. When you return to work and connect to the Final Cut Server network, you can upload the new Final Cut Pro project to Final Cut Server. When you do this, a new asset is created for the Final Cut Pro project, but because the media assets already exist in Final Cut Server the media is not uploaded.

**Important:** You can only prepare files for disconnected use on a portable computer that contains a Final Cut Server local cache. You cannot prepare files for disconnected use and put the files on an external drive.

**To prepare media assets for disconnected use:**

- 1 Choose Preferences from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button).
- 2 In the Final Cut Server Preferences window, verify the location at which the alias files will be placed. If you want to change the location, click Choose and enter a new location on your local computer, then click Apply Changes to save the new location.

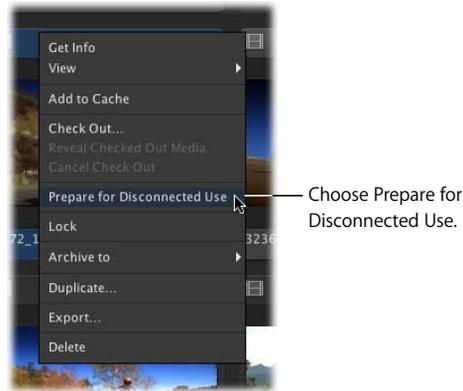


Click the Choose button.

Alias copies of the media files are placed in the location specified in this field.

- 3 In the Assets pane, select the media assets that you want to prepare for disconnected use.
  - To select a series of items, click an item, hold down the Shift key, and click the last item in the series.
  - To select individual items, hold down the Command key, and click discontinuous items.

- 4 Control-click one of the selected assets, then choose Prepare for Disconnected Use from the shortcut menu.



The files are copied to the Final Cut Server cache, and alias copies of the files are put in the location you specified in the “Saved aliases for prepared media files” field in the Preferences window.

**To create a Final Cut Pro project using the files that have been prepared for disconnected use:**

- 1 Create a new project in Final Cut Pro.
- 2 Drag the alias files into the new project.

**Important:** Be sure to maintain the path of the media files in the Prepared for Disconnected Use location. Do not move the aliases or change the filenames.

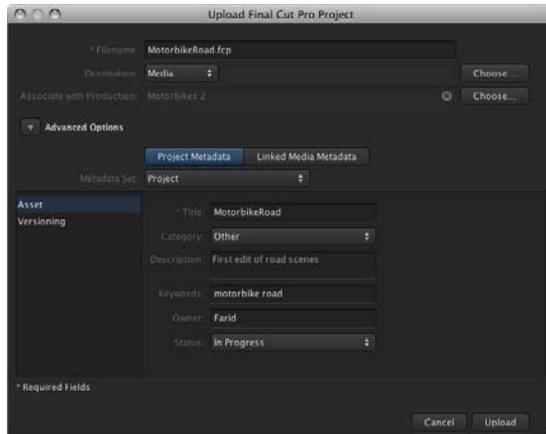
You can also add media files that are not being managed by Final Cut Server to the new Final Cut Pro project. When you upload the new Final Cut Pro project to Final Cut Server, these new files are uploaded as new media assets.

- 3 Edit the project.
- 4 When you have finished working on the project, save it.

The last piece of this process is to upload the new Final Cut Pro project to Final Cut Server. When you upload the project, the media assets that you prepared for disconnected use are updated, if necessary, in Final Cut Server, the new Final Cut Pro project is uploaded as a new asset, and any new media files are uploaded to Final Cut Server as new media assets.

## To upload the new Final Cut Pro project to Final Cut Server:

- 1 Do one of the following:
  - Drag the Final Cut Pro project file from the Finder to the column on the left of the Final Cut Server main window, the Assets pane, or a production.
  - Choose Upload File from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button), select the Final Cut Pro project file in the file browser that appears, then click Upload.The Upload Final Cut Pro Upload window appears.



- 2 Some of the information in the Upload Final Cut Pro window is automatically entered. If necessary, you can change the metadata set or add any metadata for the new Final Cut Pro project and the linked media. Click to move through the metadata categories on the left to view all the available metadata fields.
- 3 If you want to put the Final Cut Pro project asset in a production, click Choose at the right of the Associate with Production field and specify a production.  
For more information about productions, see “Organizing Assets with Productions” on page 54.
- 4 Click Upload.  
The file is uploaded and a new asset is created. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window.
- 5 If you want to monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.

After the file is uploaded, select the Assets pane and click the Search button to view the new asset or assets created from the Final Cut Pro project file and any new media files.

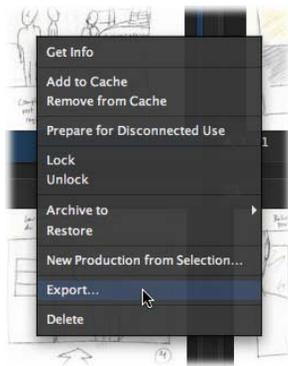
## Exporting Media Assets

Exporting is useful for creating copies of media files for editing or for making a backup copy. You can export copies of media assets even if the asset is locked or checked out by another user.

**Important:** Once you export a media asset, the exported file is no longer managed by Final Cut Server. If you want to create a managed copy of an asset that can be checked in and tracked by Final Cut Server, check out the asset.

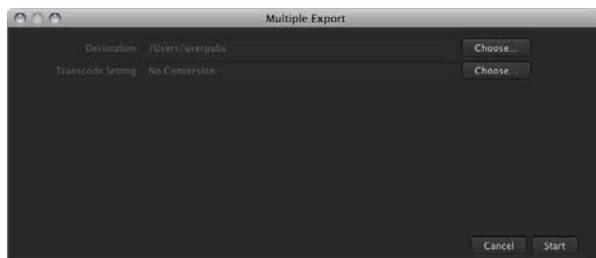
### To export one or more media assets:

- 1 Select one or more assets, Control-click an asset, then choose Export from the shortcut menu.



The Export or Multiple Export window appears.

- 2 In the window, choose a destination to save the media files to by clicking the Choose button and identifying a location in the file browser.



- 3 If desired, choose a transcode setting.
- 4 If you are exporting a single file, you can also optionally change the filename.
- 5 Click the Start button.

The media file is exported to the location you specified in the Export window.



This chapter covers the following:

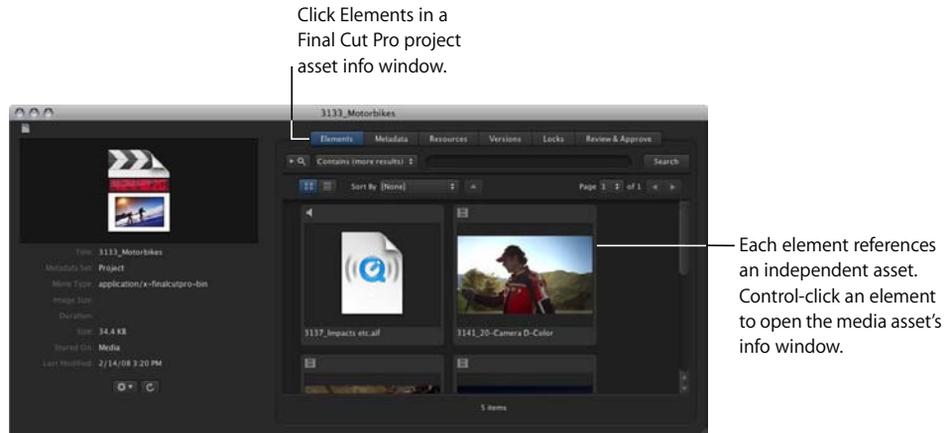
- About Final Cut Pro Projects (p. 114)
- Using Final Cut Pro and Final Cut Server Together (p. 115)
- Moving Final Cut Pro Projects Between Final Cut Server and Final Cut Pro (p. 117)
- Checking Out a Final Cut Pro Project (p. 118)
- Editing a Checked Out Project in Final Cut Pro (p. 120)
- Checking In a Final Cut Pro Project (p. 121)
- Making Versions of Final Cut Pro Project Assets (p. 123)
- Working on Final Cut Pro Projects While Away from the Final Cut Server Network (p. 124)
- Exporting a Final Cut Pro Project (p. 127)

This chapter explains how to work with Final Cut Pro projects. You can edit Final Cut Pro projects by checking out the project asset, editing the checked out file in Final Cut Pro, and then checking the edited file back in to Final Cut Server. A separate workflow is provided for editing a Final Cut Server–managed copy of a Final Cut Pro project while you are not connected to the Final Cut Server network. You can also export a copy of a Final Cut Pro project from Final Cut Server.

## About Final Cut Pro Projects

When you upload a Final Cut Pro project to Final Cut Server, the Final Cut Pro project is uploaded as an asset, and each media file that is linked to that Final Cut Pro project asset is also uploaded as an independent media asset, called an *element* of that project. Final Cut Server uses elements to track the linked media assets. Elements are listed in the project asset's Elements pane.

A Final Cut Pro project asset is always linked to one or more Final Cut Pro sequences, as well as to the media that is used in the project. The element relationship allows multiple Final Cut Pro project assets to reference the same media assets.



### To view an element's asset:

- Control-click the element, then choose Show Master Asset from the shortcut menu. This opens the asset referenced by the element. Viewing an element's asset can be useful for tracking an element's source asset.

## Using Final Cut Pro and Final Cut Server Together

There are several ways you can work with a Final Cut Pro project:

- You can check out the Final Cut Pro project. Checking out a Final Cut Pro project is the best way to work with it, because the checked out project and media assets are managed by Final Cut Server. After you've modified the project, you can check it back in, updating the project in Final Cut Server with any changes. Optionally, you can turn on version control and automatically save checked in versions of the project.
- You can export the Final Cut Pro project. This is a good choice if you need to use or share an unmanaged copy of a Final Cut Pro project. However, it's important to remember that exported Final Cut Pro projects are not managed by Final Cut Server. If you decide you want to update a Final Cut Pro project that you previously exported from Final Cut Server, you will have to upload the updated copy as a new Final Cut Server asset.

Whether you are uploading a new Final Cut Pro project into Final Cut Server or checking back in an existing Final Cut Pro project asset to Final Cut Server, it's important to understand the following:

- *Final Cut Server does not support folder hierarchies in the Final Cut Pro bin.* Items you've organized in the Final Cut Pro bin come into Final Cut Server in a flat structure.
- *Final Cut Server does not recognize markers set in Final Cut Pro.* Markers and marker comments created in Final Cut Pro cannot be viewed in Final Cut Server. However, when you check out or export a Final Cut Pro project from Final Cut Server, the markers and their text appear again in Final Cut Pro.
- *Remember to save checked out project files.* Save checked out project files often, and only save them to the Final Cut Server checkout location. Do not move checked out files from their checkout location.
- *Remember that projects that are exported from Final Cut Server are no longer managed by Final Cut Server.* You cannot update an existing Final Cut Pro Project asset in Final Cut Server unless you have checked out the asset, edited it, and then checked it back in. If you edited a Final Cut Pro that was exported or duplicated, it is no longer managed by Final Cut Server.

## Resolving Offline Media Issues

After uploading or checking in a Final Cut Pro project, you may find that one or more of the project's media files have gone offline. You'll know that the media is offline because an offline icon appears on the asset.



Final Cut Server cannot modify a Final Cut Pro project's media links. While Final Cut Server is managing a Final Cut Pro project, media can go offline because the project asset was uploaded incorrectly, or because the media files went offline while the project was being edited in Final Cut Pro and was then uploaded with offline media.

If the project's media was not linked correctly at upload or checkin and went offline when it was uploaded to Final Cut Server, you should check out the project, relink the media, and then check it back in to Final Cut Server.

If the project's media is unlinked in Final Cut Pro, you should attempt to relink the media in Final Cut Pro.

## Moving Final Cut Pro Projects Between Final Cut Server and Final Cut Pro

After uploading a Final Cut Pro project, it's easy to revise and update the original project. Simply check out the project, modify it in Final Cut Pro, save it, and then check the project back in. At checkin, the Final Cut Server project asset is updated in Final Cut Server.

**Important:** Your Final Cut Server administrator can create a copy of the asset for editing directly on an Xsan server, thus eliminating the need to download, cache, or check out the asset; instead, you can drag your asset directly from the Assets pane to an application for editing. To do this, edit-in-place must be set up by your Final Cut Server administrator. Ask your Final Cut Server administrator if edit-in-place is configured on your Final Cut Server system.

You can save versions of previous project assets by turning on version control. After turning on version control, you can save a copy every time a new version of an asset is checked in. For more information about version control, see “Adding Versions for a Media or Project Asset” on page 85.

Remember that checking out the Final Cut Pro project is the only way to maintain the project asset. If you export a copy of the Final Cut Pro asset, or if you simply drag the asset out onto your desktop, you are creating an unmanaged copy of the Final Cut Pro project that is not tracked by Final Cut Server. If you make changes to an unmanaged Final Cut Pro project, you will have to upload it to Final Cut Server as a new asset.

## Checking Out a Final Cut Pro Project

Checking out a Final Cut Pro project creates a managed copy of the project at the location you specify. When you check out a Final Cut Pro project, the project asset's primary representation is locked and cannot be modified by other users. Additionally, every media asset that is used in the project is locked with a Reference lock and cannot be modified by other users.

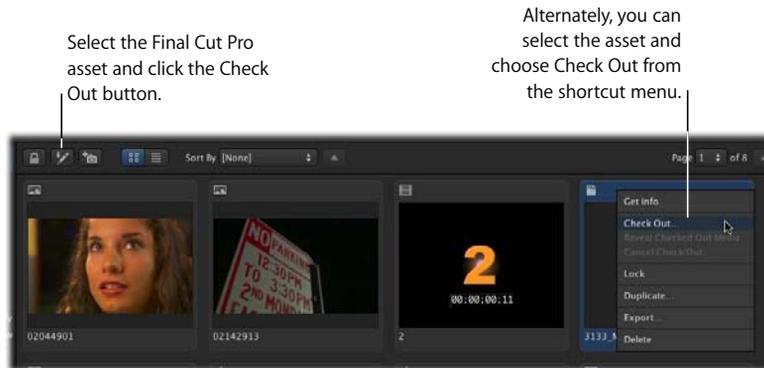
If the Edit Proxy feature has been turned on by your Final Cut Server administrator, you will have the option to check out the original media or the Edit Proxy that was created. Using Original Media provides the video asset's primary representation; using Edit Proxy provides the video asset's Edit Proxy file.

**Important:** The Edit Proxy feature must be turned on by your Final Cut Server administrator. If this feature has not been turned on, you will only be able to check out the original media.

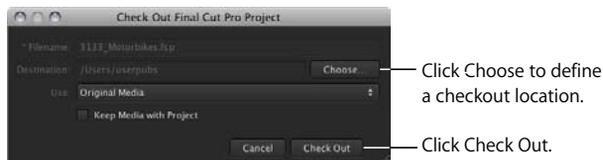
You also have the option to create copies of the project's linked media at checkout. Because all linked media is copied to your computer's Final Cut Server cache at checkout, the only time you need to include linked media is when you are checking a project out to an external drive. For more information, see "Working on Final Cut Pro Projects While Away from the Final Cut Server Network" on page 124.

## To check out a Final Cut Pro project:

- 1 In the Assets pane or within a production, do one of the following:
  - Select the Final Cut Pro project that you want to check out, and then click the Check Out button in the Toolbar.
  - Control-click the Final Cut Pro project that you want to check out, then choose Check Out from the shortcut menu.



The Check Out Final Cut Pro window appears.



- 2 In the Check Out Final Cut Pro Project window, choose a location to save the checked out Final Cut Pro project to by clicking the Choose button and identifying a location in the file browser.

**Note:** To avoid losing track of checked out projects, you can create a “Checked out Final Cut Server Projects” or similar folder on the desktop or in another convenient location.

- 3 If the Edit Proxy feature has not been enabled, original media will be used by default. If the Edit Proxy feature has been enabled, choose Original Media or Edit Proxy from the Use pop-up menu.

This defines the media type that will be used while you're editing the project.

**Note:** Select the Keep Media with Project checkbox only if you are planning to edit the project when your computer is not connected to the Final Cut Server network. For more information, see “Working on Final Cut Pro Projects While Away from the Final Cut Server Network” on page 124.

- 4 Click the Check Out button.

The Final Cut Pro project asset is marked with the checkout icon in Final Cut Server. A copy of the project is downloaded to the checkout location you specified. All media linked to the checked out project is added to the Final Cut Server cache. When the project is opened in Final Cut Pro, this locally cached media is used to automatically reconnect to the checked out project.

You can track the checkout progress by watching the Jobs in Progress indicator or, for more information, you can open the Downloads & Uploads window.

## Editing a Checked Out Project in Final Cut Pro

When you have checked out a Final Cut Pro project, you can edit the project in Final Cut Pro.

When you open a project file that you just checked out in Final Cut Pro, the project file should open with all of its media links intact.

### To open a checked out project in Final Cut Pro:

- Drag the project from its Checkout location to the Final Cut Pro icon in your Dock.

The project opens in Final Cut Pro. Now you can edit the project as you want.

**Note:** You should not have to manually relink the project's media files. If you do have to relink the media files, the project was probably uploaded to Final Cut Server with unlinked media.

### To save a checked out Final Cut Pro project:

- Save the project in the location you specified at checkout.

*Important:* You must save the project in exactly the same location from which you checked it out. Not saving your Final Cut Pro project before checking it back in will not maintain the edits you performed.

### About Using Media Manager with a Checked Out Project

Using the Final Cut Pro Media Manager to organize a project that is managed by Final Cut Server can cause various media management problems. You can use the Media Manager to organize a project's media before you upload the project to Final Cut Server, but using the Media Manager while Final Cut Server is managing the project is not recommended.

### Checking In a Final Cut Pro Project

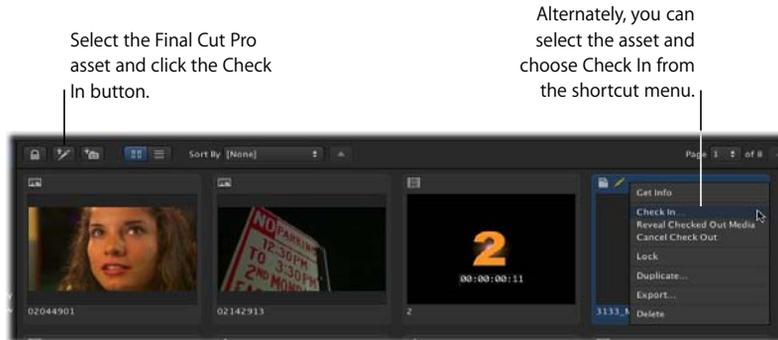
When you check a Final Cut Pro project back in to Final Cut Server, the new project replaces the project that you checked out. Any linked media (including unused media that is in a bin or folder) is updated, and any new media that was added is uploaded to Final Cut Server.

If you are using version control with the Final Cut Pro project, the older checked out project is saved as a version of the project asset. If you are not using version control, the old project asset is overwritten.

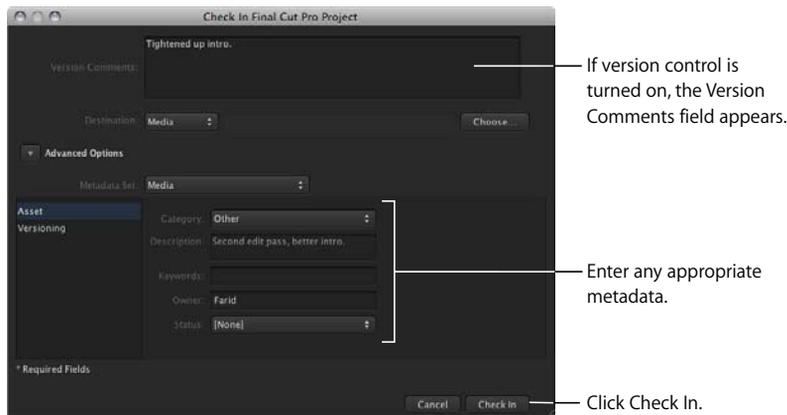
Checking in a project removes both the Checkout lock that was applied to the Final Cut Pro project asset and the Reference locks that were applied to the media assets.

## To check a project back in to Final Cut Server:

- 1 In the Assets pane or in a production, do one of the following:
  - Select the asset, then click the Check In button in the Toolbar.
  - Control-click the project, then choose Check In from the shortcut menu.



When you check in the project, a Check In window appears.



- 2 If version control is turned on, you can type comments in the Version Comments field.
- 3 If you have added new media files to the Final Cut Pro project, you can choose a metadata set for the new media asset and add metadata to any of the available fields.
- 4 When you're ready to check in the project, click the Check In button.

Final Cut Server uploads the new, edited project as well as any new linked media in the project. If version control is turned on for the project asset, the old project is saved as a version; if version control is not turned on, the old project is overwritten.

## Making Versions of Final Cut Pro Project Assets

Final Cut Server can track Final Cut Pro project files as you edit them, providing a version for each changed version of a project that is checked in to Final Cut Server.

If your Final Cut Server administrator turned on asset version control during the installation process, your system may already be creating new versions of assets as you revise them.

**Important:** When version control is turned on for an asset, Final Cut Server creates a copy of every version that is checked in. Before enabling Final Cut Server to track versions of an asset, check that you have sufficient disk capacity. If you have questions about whether you should turn on the version control feature for a particular asset, contact your Final Cut Server administrator.

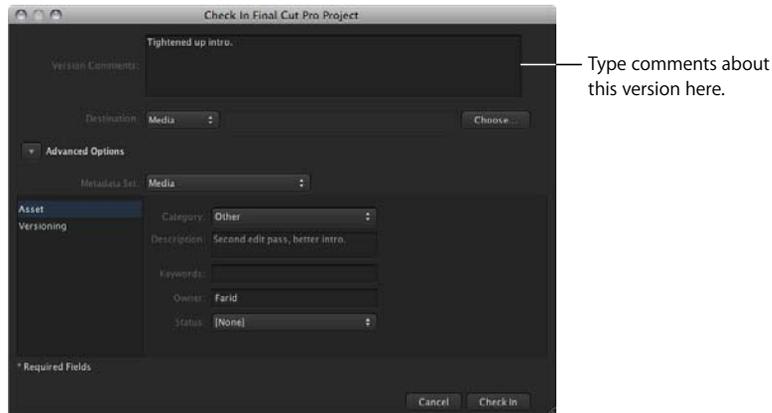
### To create a version of a Final Cut Pro project asset:

- 1 Verify that the version control feature is turned on for the Final Cut Pro project asset by doing the following:
  - a Double-click the project asset to reveal the asset's info window.
  - b Click the Versions button.
  - c If the "Store and track versions of this asset" checkbox is not selected, select it.



- 2 Check out the Final Cut Pro project by doing one of the following:
  - Click the Check Out button in the Toolbar.
  - Control-click the asset, then choose Check Out from the shortcut menu.
- 3 In the Check Out window that appears, enter a checkout location and click Check Out.
- 4 Edit the Final Cut Pro project.
- 5 When you've finished editing, save the project.
- 6 Check in the Final Cut Pro project by doing one of the following:
  - Click the Check In button in the Toolbar.
  - Control-click the asset, then choose Check Out from the shortcut menu.

- 7 Add a comment in the window that appears.



- 8 Click the Check In button.

When you check in an updated version of the asset, the previous version appears in the Versions pane of the asset's info window.

## Working on Final Cut Pro Projects While Away from the Final Cut Server Network

You can easily work on checked out projects while your computer is not connected to the Final Cut Server network.

When you check out a project, you get to choose the location to check the project out to. You also get to choose whether or not to include copies of the linked media assets at the checkout location.



How you use these options depends on the device you are checking the project out to. You can either check out a project on a system that has been connected to Final Cut Server, like a laptop computer, or to an external drive.

If you are checking out the project to a computer that is connected to the Final Cut Server network (for example, a portable computer that you carry between your work and your home), you do not need to include the linked media in your checkout. This is because the media files are stored in the computer's Final Cut Server cache. The checked out Final Cut Pro project will reference the media files that are stored on your local computer, the same computer that you have carried home to edit with. After checking out the project, you can carry your computer home and edit the checked out project while you are not connected to the Final Cut Server network. When you go back to work the next day, you can log in to Final Cut Server and check in the edited project.

If you are checking the project out to an external drive, you must include the linked media in your checkout. You do this by selecting the Keep Media with Project checkbox in the Check Out window. Because the Final Cut Server cache is stored on your local computer, a project that is checked out to an external drive will not have access to the media files that are used in the Final Cut Pro project. Including the media in your checkout location provides those files.

**To check out a Final Cut Pro project to a portable computer for editing while not connected to the Final Cut Server network:**

- 1 Log in to Final Cut Server using the computer on which you want to check out the project.
- 2 In Final Cut Server, locate the Final Cut Pro project asset that you want to check out.
- 3 Do one of the following:
  - Select the Final Cut Pro project, then click the Check Out button in the Toolbar.
  - Control-click the Final Cut Pro project, then choose Check Out from the shortcut menu.
- 4 In the Check Out Final Cut Pro window, choose a location to save the checked out Final Cut Pro project to by clicking the Choose button and identifying a location in the file browser.

**Note:** To avoid losing track of checked out projects, you can create a "Checked out Final Cut Server projects" or similar folder on the desktop or in another convenient location.

- 5 Click the Check Out button.

The Final Cut Pro project asset is marked with the checkout icon in Final Cut Server. The project and its linked media files are downloaded to your Final Cut Server cache location, and an alias to the cached copy of the Final Cut Pro project is created in the location you specified in the Check Out Final Cut Pro Project window.

You can track the progress of the checkout by watching the Jobs in Progress indicator. The spinning gear indicates that Final Cut Server is downloading copies of the files you checked out, and the number indicates the number of files being downloaded. For more information, you can open the Downloads & Uploads window, which shows the specific files being downloaded and information about the status of each downloaded file.

**To check out a Final Cut Pro project to an external drive that will be connected to a computer that is not connected to the Final Cut Server network:**

- 1 Locate the Final Cut Pro project that you want to check out.
- 2 Do one of the following:
  - Select the Final Cut Pro project, then click the Check Out button in the Toolbar.
  - Control-click the Final Cut Pro project, then choose Check Out from the shortcut menu.
- 3 In the Check Out Final Cut Pro window, navigate to the external drive you will be using to transport the Final Cut Pro project by clicking the Choose button and identifying a location in the file browser.

**Note:** To avoid losing track of checked out projects, you can create a “Checked out Final Cut Server Projects” or similar folder.

- 4 If the Edit Proxy feature has not been enabled, original media will be used by default. If the Edit Proxy feature has been enabled, choose Original Media or Edit Proxy from the Use pop-up menu.

This defines the media type that will be used while you’re editing the project.

- 5 Select the Keep Media with Project checkbox.

**Important:** If you do not select the Keep Media with Project checkbox while checking out a project to an external drive, the media files will not be available for you to use later.



- 6 Click Check Out.

The Final Cut Pro project asset is marked with the checkout icon in Final Cut Server. The project and its media files are checked out to the location on your external drive that you specified in the Check Out window.

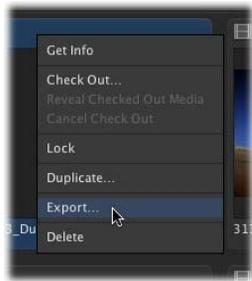
## Exporting a Final Cut Pro Project

You can always export a copy of a Final Cut Pro project for editing, even if a project is locked or checked out by another user. Exporting without a transcode yields a simple copy of the project and its media, ready for editing.

**Important:** Exported project files cannot be checked in or otherwise referenced to the original Final Cut Pro project asset. If you want to track an exported Final Cut Pro project in Final Cut Server, you must upload it as a new asset.

### To export a copy of a Final Cut Pro project:

- 1 Control-click the Final Cut Pro project asset, then choose Export from the shortcut menu.

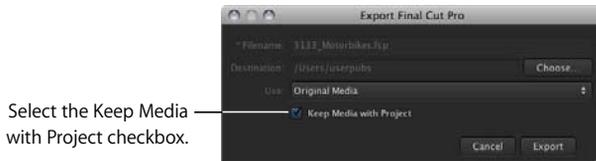


- 2 In the Export Final Cut Pro window, choose a location to save the exported Final Cut Pro project file and its media to by clicking the Choose button and identifying a location in the file browser.

**Note:** To avoid losing track of exported projects, you can create a “Checked out Final Cut Server Projects” or similar folder on the desktop or in another convenient location.

- 3 If you want local copies of the media used in the project, choose Original Media or Edit Proxy from the Use pop-up menu.

- 4 Select the Keep Media with Project checkbox.  
This provides local copies of the media files.



- 5 Click the Export button.

A copy of the project file and its media files are exported to the location you specified in the Export Final Cut Pro window.

**Important:** Remember, you cannot check an exported Final Cut Pro project file back in to Final Cut Server. If you want to track this exported copy in Final Cut Server, you must upload the project file as a new asset.

This chapter covers the following:

- About Editing Final Cut Studio Project Assets (p. 129)
- Checking Out, Editing, and Checking In Bundle Assets (p. 130)
- Checking Out, Editing, and Checking In Final Cut Studio Projects and Their Media Files (p. 132)
- Exporting a Project Asset and Its Media (p. 137)

This chapter is similar to Chapter 6, “Working with Final Cut Pro Projects,” in that it explains how to perform the tasks explained in Chapter 6 for Motion, Soundtrack Pro, and DVD Studio Pro projects and their linked media files that are being managed by Final Cut Server. However, working with Final Cut Studio project and media assets requires different strategies than working with Final Cut Pro project assets. Be sure to read both chapters so you can familiarize yourself with the different ways of working with Final Cut Pro and Final Cut Studio project assets and their linked media files.

## About Editing Final Cut Studio Project Assets

Final Cut Server can manage Soundtrack Pro, Motion, and DVD Studio Pro project assets and their linked media files.

Unlike Final Cut Pro project assets, Final Cut Studio project assets do not contain elements that represent the project’s linked media files. Therefore, the media files that are referenced by a Final Cut Studio project asset must be explicitly tracked by Final Cut Server users. Final Cut Server provides two methods for managing Final Cut Studio projects and their linked media files.

When you upload a folder containing the project file and media files, Final Cut Server displays a dialog asking you if you want to upload the folder as a bundle asset or as individual assets. This chapter explains how to check out and export Final Cut Studio projects that have been uploaded using either of these options.

How you check out a Final Cut Studio project depends on how you uploaded it. If you uploaded the project and its linked media files as a bundle asset, you can check out the bundle asset in the same way that you would check out a media asset. If you uploaded the project file and its linked media files as individual assets, you need to separately check out the project asset and each of the media assets.

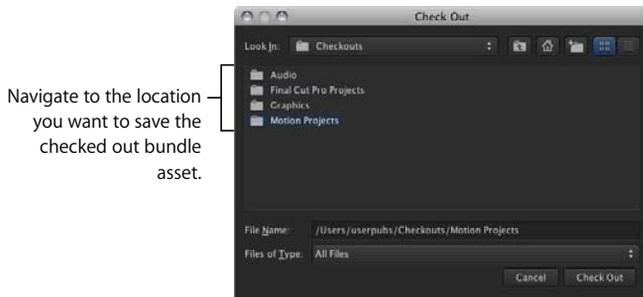
## Checking Out, Editing, and Checking In Bundle Assets

When you check out a bundle asset, the project file and its linked media files are all contained in the folder that appears at the checkout location. You can check out the bundle asset to any location and have access to the project and media files whether or not you are connected to Final Cut Server.

Remember that when you check out an asset, it is locked with a Checkout lock and the asset's primary representation cannot be modified; however, the asset's metadata can be modified by any user.

### To check out a bundle asset, edit it, and check it back in:

- 1 Do one of the following:
  - Select the Final Cut Studio asset that you want to check out in the Assets pane or in a production, then click the Check Out button in the Toolbar.
  - Control-click the media asset, then choose Check Out from the shortcut menu.
- 2 In the Check Out window that appears, choose a location to save the checked out bundle asset by navigating to the desired location.



3 Click the Check Out button.

The folder of files that was contained in the bundle asset appears in the location you specified.

4 To open the project file in its original application, do one of the following:

- Drag the project file from the checkout location to the original application icon in your Dock.
- Open the original application, choose File > Open, then navigate to the project file.

5 Edit the file.

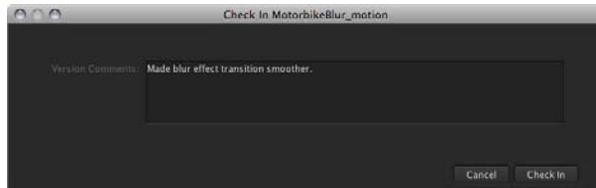
6 Save the new file to the checkout location.

**Important:** Saving to any location other than the original location prevents Final Cut Server from managing the file.

7 In Final Cut Server, check the folder back in by selecting the checked out bundle asset in the Assets pane or in a production and do one of the following:

- Select the checked out bundle asset, then click the Check In button.
- Control-click the checked out bundle asset, then choose Check In from the shortcut menu.

8 If version control is not turned on for the bundle asset, it is checked in. If version control is turned on for the bundle asset, a Check In window appears. If appropriate, enter a version comment and click Check In.



For more information about version control, see “Adding Versions for a Media or Project Asset” on page 85.

The updated folder is checked back in to Final Cut Server.

## Checking Out, Editing, and Checking In Final Cut Studio Projects and Their Media Files

If you uploaded a project and its linked media files as individual assets, you need to individually check out the project asset and each of the media assets. If the Final Cut Studio project asset and its linked media assets were put in a Final Cut Server production and given unique metadata at upload, finding and downloading the Final Cut Studio project and its media is easy. You can open the production or search for the project keyword to find the project and media assets. Then you can check out the project and each of its media assets.

If the Final Cut Server project upload was not explicitly organized with a production or keyword, you may need to download the project, open it in its original application, and then manually search for the media needed for the project. Then you can download each piece of media and edit the project. When you check the project back in, you can organize the project in a production and apply a project keyword.

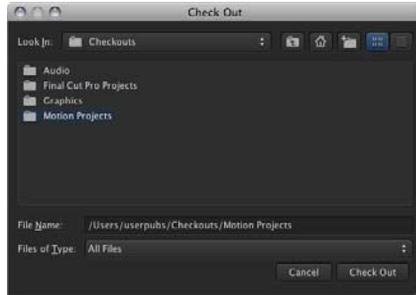
Remember that when you check out any asset, it is locked with a Checkout lock and the asset's primary representation cannot be modified; however, the asset's metadata can be modified by any user.

### Checking Out a Final Cut Studio Project Asset and Its Linked Media Assets

Before you can successfully open a project, you need to check out or export copies of the project's media assets. Checking out an asset is the only way that you can create a managed copy of the asset that you can check back in to Final Cut Server. Check out the project asset using the steps below and then check out each of the media assets. After checking out all of the media files, you can open the project file, reconnect the media files, and begin editing.

**To check out a Final Cut Studio project asset or media asset:**

- 1 Do one of the following:
  - Select the project asset in the Assets pane or in a production, then click the Check Out button in the Toolbar.
  - Control-click the project asset, then choose Check Out from the shortcut menu.
- 2 In the Check Out window, choose a location to save the checked out project to by navigating to the desired location.



**Note:** To make it easier to reconnect the project’s media, save the project file and all its linked media files in the same location. You can create a “Checked out Final Cut Server projects” or similar folder on the desktop or in another convenient location.

- 3 Click the Check Out button.

The project is checked out to the location you specified.

After checking out all of the media assets, you can open the project file, reconnect the media files, and begin editing.

If you will not be editing the media files, you can export the files. Because you can export multiple files, this is the faster choice. For instructions on exporting media files, see “Exporting a Project Asset and Its Media” on page 137.

## Editing a Project File in Its Original Application

After checking out the project asset and checking out or exporting the project's media assets, you can open the project file in its original application.

**To open a project file in its original application, do one of the following:**

- Drag the project from the location to which you checked it out to the appropriate application icon in your Dock.
- Open the original application, choose File > Open, then navigate to the project file.

Once the project is open in its original application, you can edit it. Be sure to save your edits often.

You may need to relink your project file to its media files. If you get a media offline or relink message, you'll know that the project needs to be relinked. For more information about relinking project files, see the documentation that came with the application.

### Reconnecting a Motion Project to Its Media Files

When you first open a project file with media that is unavailable, a dialog appears listing all the media files that can't be found. You can display a dialog to navigate directly to the files without having to search.

**To reconnect Motion media files:**

- 1 In the dialog listing all of the media files that cannot be found, click Reconnect.
- 2 In the dialog that appears, navigate to each file's location, then click Open.

The media is reconnected.

For more information about reconnecting Motion projects, see the documentation that came with the application.

### Reconnecting a Soundtrack Pro Project to Its Media Files

When you open a Soundtrack Pro multitrack project, the application checks to see if the media files the project uses exist in the same location they were in when the project was last opened. If the media files are not in the expected location, Soundtrack Pro displays a Can't Find File dialog with three choices:

- *Skip All*: Opens the project without reconnecting any missing files.
- *Skip File*: Opens the project without reconnecting the missing file.
- *Locate*: Presents a dialog that lets you locate the missing file and reconnect it to the project.

### **To reconnect Soundtrack Pro media files using the Locate option:**

- 1 In the Can't Find File dialog, click Locate.
- 2 The window that appears displays the filename that needs to be reconnected as the window's title. In the file browser that appears in the window, navigate to the file's location.
- 3 When you've identified the file location, click Open.

The file is reconnected.

If you choose to open the project in Soundtrack Pro without reconnecting its files, you can reconnect individual audio files from the Timeline or the Bin tab and reconnect a video file in the video track in the Timeline.

### **To reconnect an audio or a video file in Soundtrack Pro:**

- 1 Control-click the clip in the Timeline or video track, then choose Reconnect [filename] from the shortcut menu.
- 2 In the dialog that appears, locate the file you want to reconnect.
- 3 Click Open to reconnect the file.

For more information about reconnecting Soundtrack Pro projects, see the *Soundtrack Pro User Manual*.

### **Reconnecting a DVD Studio Pro Project to Its Media Files**

If the project file and all its media files are in the same folder, DVD Studio Pro projects should not need to be reconnected. However, if you open a project and DVD Studio Pro cannot locate an asset in its original location, a Missing Files window appears.

### **To locate a missing asset when opening a DVD Studio Pro project:**

- 1 Select the asset in the Missing Files window.
- 2 Do one of the following:
  - Click Locate and use the window that appears to find the asset.
  - If the asset is a QuickTime file and its MPEG-2 or AIFF encoded version is available, you can click "Replace with encoded file."

For more information about reconnecting DVD Studio Pro projects, see the *DVD Studio Pro User Manual*.

## Checking the Project and Its Linked Media Files Back In to Final Cut Server

After you've edited the project file, you need to check it and its linked media files back in to Final Cut Server. Each asset must be checked in separately.

**Note:** If you added any new assets to a project, you have to upload them separately. For more information, see "Uploading Final Cut Studio Projects" on page 40.

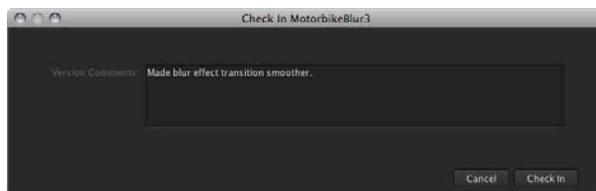
### To check in a project asset:

- 1 In the project's original application, save the project to the checkout location.
- 2 In the Final Cut Studio application, save the project and choose to collect the media. In Motion and Soundtrack Pro, you can do this by choosing File > Save As and choosing to collect the media in the Save As window. In DVD Studio Pro, you need to manually place the project and media files in a folder.

**Note:** For specific information on using these applications, see the documentation that came with the application.

**Important:** When uploading a DVD Studio Pro project file and its linked media files, there is no need to upload .par files. When you check out and open the project in DVD Studio Pro, the .par files are automatically recreated.

- 3 In Final Cut Server, check the project file back in by doing one of the following:
  - Select the checked out project asset in the Assets pane or in a production, then click the Check In button in the Toolbar.
  - Control-click the project, then choose Check In from the shortcut menu.
- 4 If version control is not turned on for the asset, the asset is checked in. If version control is turned on for the asset, a Check In window appears. If appropriate, enter a version comment and click Check In.



For more information about version control, see "Adding Versions for a Media or Project Asset" on page 85.

The Final Cut Studio project file is checked back in to Final Cut Server.

### To check in a media asset:

- 1 In Final Cut Server, check the file back in by doing one of the following:
  - Select the checked out media asset in the Assets pane or in a production, then click the Check In button in the Toolbar.
  - Control-click the checked out media asset, then choose Check In from the shortcut menu.
- 2 If version control is not turned on for the asset, the asset is checked in. If version control is turned on for the asset, a Check In window appears. If appropriate, enter a version comment and click Check In.

For more information about version control, see “Adding Versions for a Media or Project Asset” on page 85.

The updated media asset is checked back in to Final Cut Server.

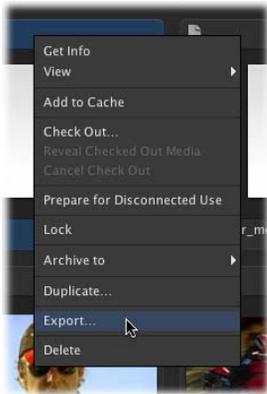
## Exporting a Project Asset and Its Media

You can always export a copy of a Final Cut Studio project asset and its media files that were uploaded as bundle asset, or a project asset and media assets that were uploaded as individual assets, even if the project or media assets are locked or checked out by another user. However, it's important to note that exported project and media files cannot be checked in or otherwise referenced to the original project or media assets.

If you uploaded the original project and its media files as a bundle asset, you can export the bundle asset in one step. If you uploaded the original project and its media files as individual assets, you need to export the project asset, then export all of the media assets. Exporting media assets takes less time than checking out media assets, because you can export multiple assets from Final Cut Server.

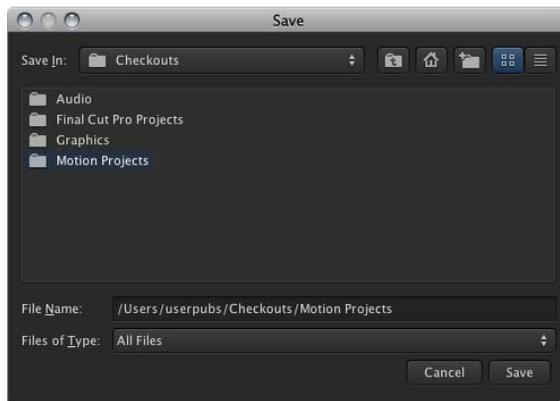
### To export a copy of a bundle asset:

- 1 Control-click the bundle asset, then choose Export from the shortcut menu.



The Save window appears.

- 2 In the Save window, choose a destination to save the exported bundle asset to by clicking the Choose button and identifying a location in the file browser.



- 3 Do not choose a transcode setting for the bundled asset.
- 4 Click the Export button.

A copy of the folder that is contained in the bundle asset is exported to the location you specified in the Export window.

**To export a Final Cut Studio project asset and linked media assets that were uploaded as individual assets:**

- 1 Select the project asset and media assets. If the project and media assets were created using the recommended method, the assets should be grouped in a Final Cut Server production and have metadata that is unique to the project and media assets.

For more information on the recommended method for uploading a Final Cut Studio project and its media files as individual assets, see “Uploading Final Cut Studio Projects” on page 40.

**Note:** Switching to List view in the Productions pane can make it easier to Shift-click a list of assets.

- 2 Control-click one of the selected assets, then choose Export from the shortcut menu.

The Multiple Export window appears.

- 3 In the Multiple Export window, choose a destination to save the media assets to by clicking the Choose button and identifying a location in the file browser.

**Note:** To avoid losing track of exported projects, you can create a folder for the project and its media on the desktop or in another convenient location.

- 4 Do not choose a transcode setting.
- 5 Click the Start button.

Each of the selected assets is exported to the location you specified in the Multiple Export window.



# Using Status Metadata in the Final Cut Server Workflow

# 8

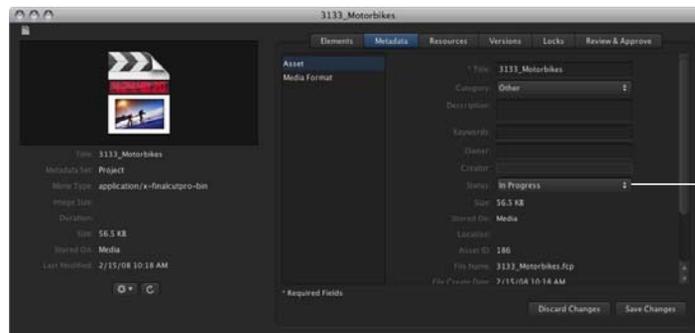
This chapter covers the following:

- Using Status Metadata to Track Assets and Productions (p. 141)
- About the Review and Approve Feature (p. 146)
- Using the Review and Approve Feature (p. 147)

This chapter explains how to use the Status metadata field to aid in tracking assets through your Final Cut Server workflow. If your organization diligently updates the Status metadata field on each of its assets and productions, you can easily search for every asset and production that is in each stage of the workflow process. This chapter also discusses using emails to notify others when an asset's Status metadata field is set to Ready For Review.

## Using Status Metadata to Track Assets and Productions

The Status metadata field is designed to reflect where an asset is in the Final Cut Server workflow.



This Final Cut Pro project asset's status is set to In Progress.

As your work progresses, you can perform searches to find assets that are in a particular phase of the workflow. Final Cut Server comes with several pre-configured Smart Searches that make it easy for you to find recently modified assets or assets with their Status metadata field set to Ready for Review.

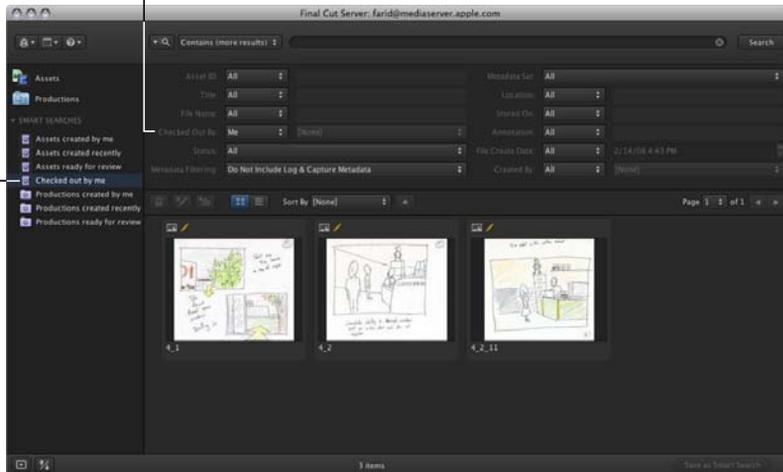
The Smart Search changes the Status setting in the advanced search.

Click this Smart Search to see all assets with Status set to Ready for Review.



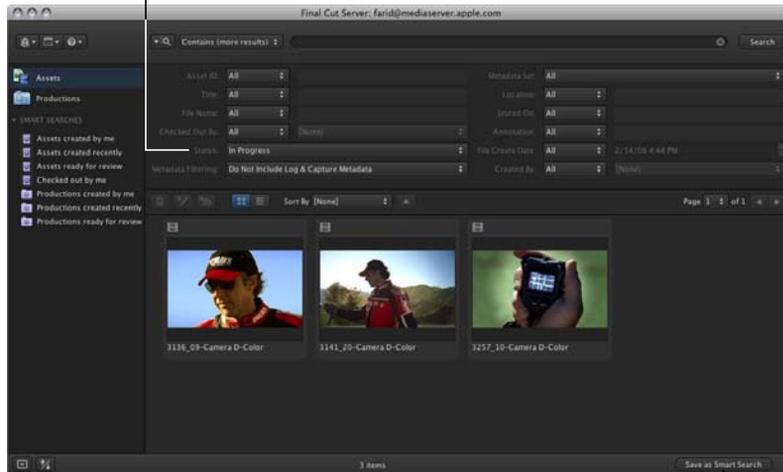
The Smart Search changes the Checked Out By setting in the advanced search.

Click this Smart Search to see all assets you have checked out.



You can configure your own search using the advanced search options. For example, you can search for assets with their Status metadata field set to In Progress.

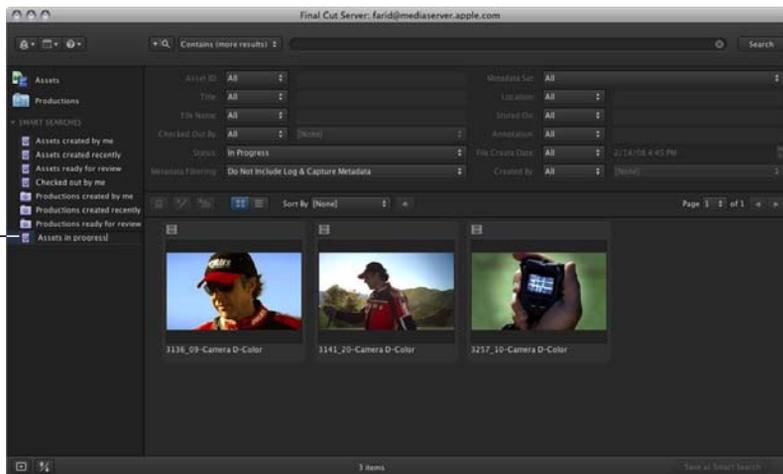
Set the Status field to In Progress to search for those assets.



Click this button to save the current search setting as a Smart Search.

After setting up a search, you can save it as a Smart Search. Saving it allows you to access the search by simply clicking it in the Smart Searches list.

Clicking the Save as Smart Search button adds a new Smart Search that you can then name.



## Applying Status Metadata to an Asset or Production

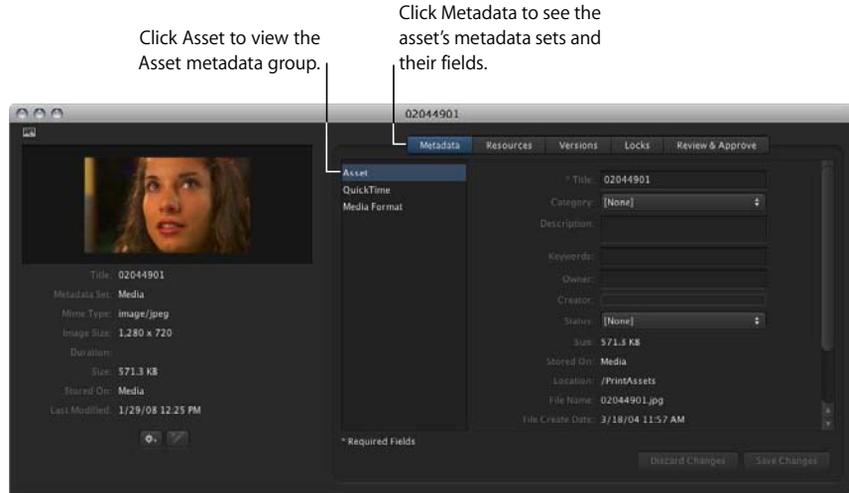
You can apply status and other metadata when you upload the file or after the asset or production has been created.

**Important:** When you apply metadata to an asset or production, it is not applied to other associated assets. For example, if you change the status of a Final Cut Pro project, the status on each of the linked media assets does not change.

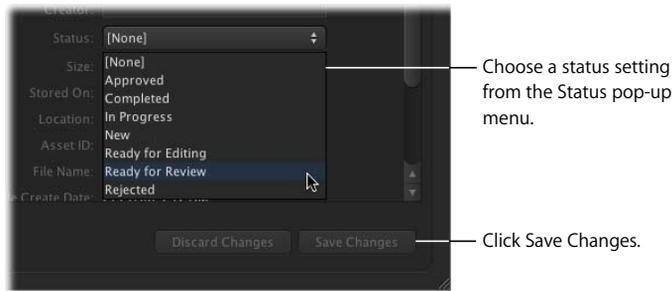
### To change an asset or production's Status metadata:

- 1 In the Assets or Productions pane, double-click the asset or production to view its info window.
- 2 Click Metadata to view the Metadata pane.
- 3 Click Asset to view the Asset metadata group.

Depending on the metadata set for the asset or production, several groups of metadata are displayed.



- 4 Choose the appropriate Status setting from the Status pop-up menu.



- 5 Click the Save Changes button.

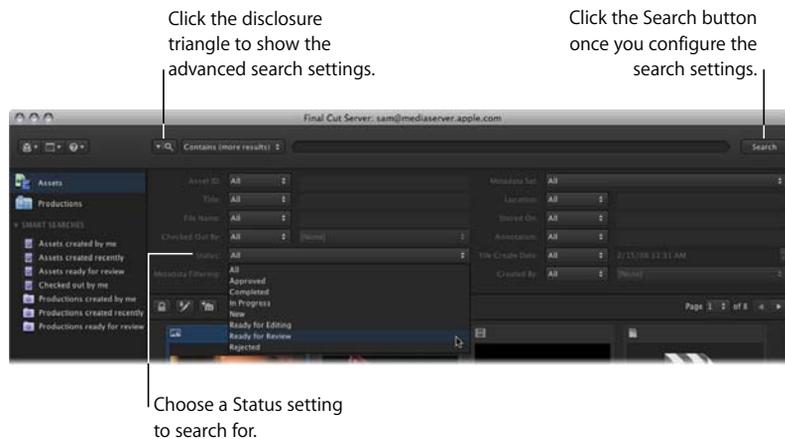
The metadata is modified.

## Searching for Assets or Productions Using Status Metadata

After defining the status of an asset or production, you can search for status metadata to find all assets or productions that contain a particular Status metadata setting.

**To search for assets or productions by status:**

- 1 In the Assets or Productions pane, click the Search disclosure triangle to reveal the advanced search options.



- 2 Choose a Status metadata setting to search for from the Status pop-up menu.
- 3 Click the Search button.

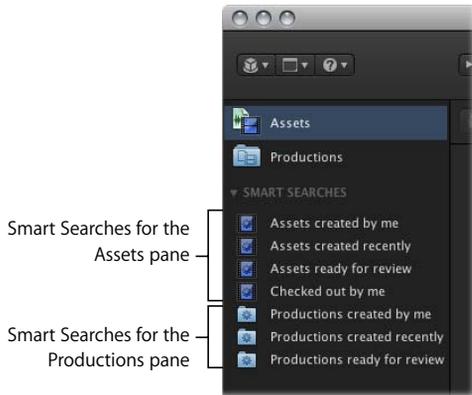
The results of the search are displayed in the main part of the window.

## Using Smart Searches to Locate Items Ready for Review

Final Cut Server comes with a Smart Search configured to search for assets and productions that have their Status metadata field set to Ready for Review.

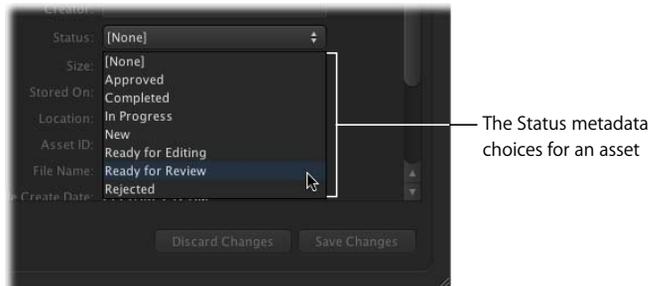
To search for assets or productions that have the Status metadata field set to Ready for Review:

- Click “Assets ready for review” or “Productions ready for review” in the Smart Searches list.

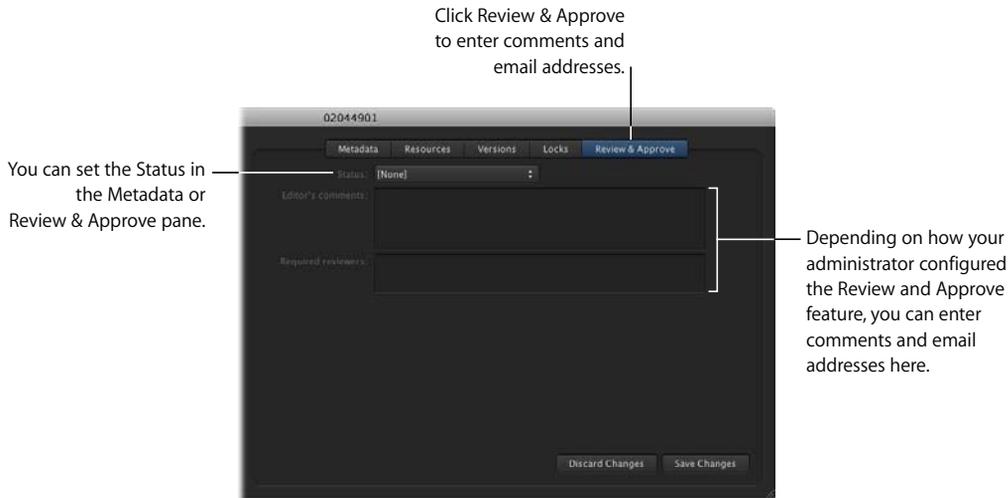


## About the Review and Approve Feature

The Review and Approve feature works in conjunction with the Status metadata field. When an asset is ready for review, you can easily change the asset’s Status metadata field to Ready for Review, add editorial comments, and send a notification email to required reviewers from within the Final Cut Server client. Using the information in the email, the reviewers can find, view, annotate, and approve assets without having to download large files.



**Important:** Your Final Cut Server administrator must configure this feature before it works as described in this section.



## Using the Review and Approve Feature

When your Final Cut Server administrator installed Final Cut Server, he or she set up the Review and Approve feature to meet your organization's needs. The options the administrator could configure included writing the text of the email, making editor's comments (which are entered in the Review & Approve pane) and other metadata appear in the body of the notification email, and more.

The administrator also chooses one of three ways to specify who is defined as a required reviewer and thus receives Review and Approve emails. Emails can go to an administrator-defined recipient list, emails can go to the addresses that the user manually enters in the "Required reviewers" field, or emails can go to both the administrator-defined recipient list and any addresses manually entered in the "Required reviewers" field by the user.

**Note:** These examples show ways for you to manually enter email addresses. Depending on how your Final Cut Server system has been configured, your administrator can create a pop-up menu that you can use to assign email addresses. For more information, contact your Final Cut Server administrator.

**Important:** It is difficult for a Final Cut Server client user to discern if the Review and Approve feature has been set up, and if it has been, to discern which of these three approaches your Final Cut Server system uses. Your Final Cut Server administrator should be your first point of contact for questions about using the Review and Approve feature with your Final Cut Server system.

## Sending Review Emails to Administrator-Defined Reviewers

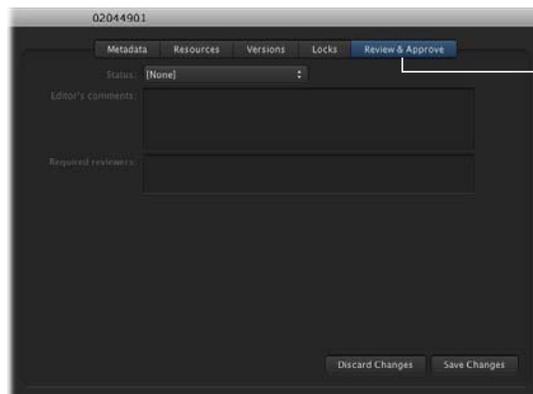
In this configuration, the Final Cut Server administrator manually enters each required reviewer's email address during setup. As a result, the Final Cut Server user does not see the list of required reviewers and cannot manually enter email addresses in the "Required reviewers" field of the Review & Approve pane.

When the email addresses have been entered manually by the administrator, email notifications are automatically sent whenever the Status metadata field is set to Ready for Review (and any time the asset is modified while it is set to Ready for Review).

This configuration is best if you know that the same set of reviewers should receive Review and Approve email notifications for all assets. Also, this configuration does not require you to enter required reviewer email addresses; in fact, if you enter email addresses, they are ignored.

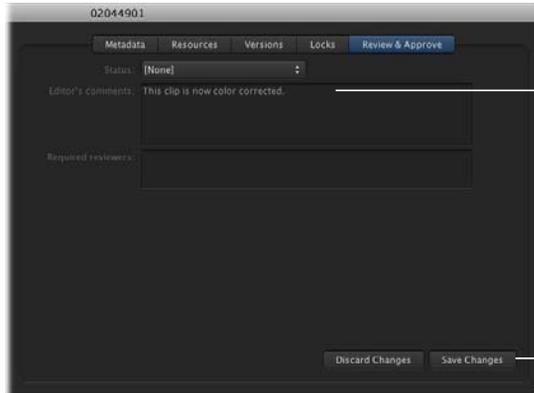
### To send Review and Approve email notifications to a set of defined reviewers:

- 1 Locate the asset or project that you want to send out for review in the Assets or Productions pane, then double-click the asset or project to display its info window.
- 2 In the asset or project info window, click to open the Review & Approve pane.



Click to open the Review & Approve pane.

- 3 If you want to add notes to the email, you can type them in the “Editor’s comments” field.



Type comments in the “Editor’s comments” field.

When you’re ready to send the email notification, click Save Changes.

- 4 When you are ready to send the email notification to the required reviewers, change the Status metadata field to Ready for Review.

**Note:** The Status metadata field is available in both the Metadata and the Review & Approve panes.

- 5 Click the Save Changes button at the bottom of the Review & Approve pane. This change causes the notification email to be sent.

**Note:** Your Final Cut Server administrator controls who can receive email within the Final Cut Server system. To add email addresses to Final Cut Server, contact your administrator.

## Entering Reviewer Email Addresses Manually

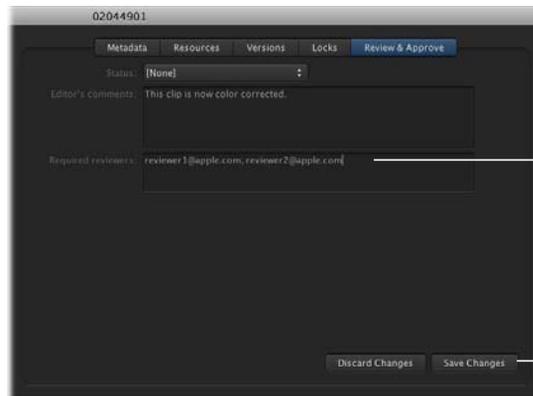
For this configuration, the Final Cut Server user must manually enter the complete email address of each required reviewer.

After the email addresses have been entered, saving the changes prompts the Review & Approve email to be sent. The email is not sent unless the changes are saved.

This configuration lets the user choose who receives the email and how often review emails are sent. However, this configuration is less automated, requiring more work for the user.

**To manually define who receives Review and Approve email notifications:**

- 1 Locate the asset or project that you want to send out for review and double-click the asset or project to reveal its info window.
- 2 In the asset or project info window, click to open the Review & Approve pane.
- 3 If you want to add notes to the email, you can type them in the “Editor’s comments” field.
- 4 Enter a full email address for each of the required reviewers for this asset in the “Required reviewers” field.



Enter a full email address for each required viewer.

When you're ready to send the email notification, click Save Changes.

- 5 When you are ready to send the email notifications to the required reviewers, change the status of the metadata field to Ready for Review.  
**Note:** The Status metadata field is available in both the Metadata and the Review & Approve panes.
- 6 Click the Save Changes button at the bottom right of the Review & Approve pane.

The notification email is sent to each of the addresses you entered in the “Required reviewers” field.

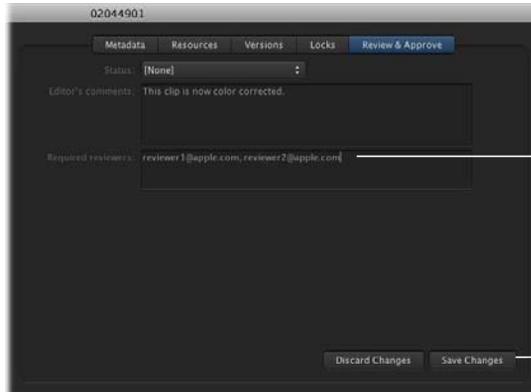
## Using Administrator-Defined Reviewers with Manually Entered Reviewer Email Addresses

A hybrid approach lets the Final Cut Server administrator enter a static list of required reviewers while also letting the user manually enter additional email addresses in the “Required reviewers” field. This approach allows both the administrator and the user to control who gets notification emails.

**To manually define who receives Review and Approve email notifications:**

- 1 Locate the asset or project that you want to send out for review and double-click the asset to reveal its info window.
- 2 In the asset or project info window, click to open the Review & Approve pane.
- 3 If you want to add notes to the email, type them in the “Editor’s comments” field.
- 4 Enter a full email address for each of the required reviewers.

The addresses that you enter are added to the list of reviewers that was set up by your Final Cut Server administrator.



Enter a full email address for each of the required reviewers.

When you're ready to send the email notification, click Save Changes.

**Important:** Remember, your Final Cut Server administrator also defined a list of reviewers who will receive every email sent from the Review & Approve pane. Be careful not to send duplicate emails to reviewers by manually adding their addresses in the Review & Approve pane.

- 5 When you are ready to send the email notifications to the required reviewers, change the status of the metadata field to Ready for Review.

**Note:** The Status metadata field is available in both the Metadata and the Review & Approve panes.

- 6 Click the Save Changes button at the bottom right of the Review & Approve pane.

The notification email is sent to each of the addresses you entered in the “Required reviewers” field and to each of the required reviewers that your Final Cut Server administrator entered as default required reviewers.



# Exporting, Archiving, and Deleting Completed Assets and Projects

# 9

This chapter covers the following:

- Outputting a Final Project (p. 153)
- Archiving and Restoring Media Assets (p. 156)
- Deleting Assets from Final Cut Server (p. 158)

This chapter covers the final steps of working with an asset: outputting a final copy and creating backup copies of assets. It also explains how to delete assets and productions from Final Cut Server.

## Outputting a Final Project

You can use the Export command to output media and project assets. You can export to an external drive or another backup device, or you can export to your local system and then move the files using the Finder.

If you are exporting a media asset, you can transcode the asset during export. However, transcoding Final Cut Studio project assets and bundle assets is not recommended.

How you export your final project or media asset depends on the asset type. This chapter presents steps for exporting a Final Cut Pro project, a Final Cut Studio or other project asset and its linked media assets, a single media file, and a bundle asset.

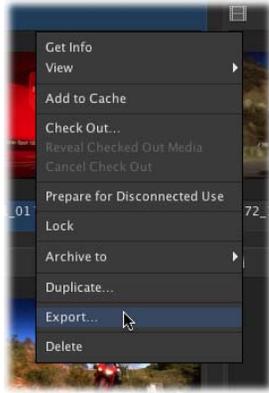
**Important:** After you export an asset from Final Cut Server, the asset is no longer tracked by Final Cut Server.

## Exporting a Media Asset

Exporting an individual media asset is simple.

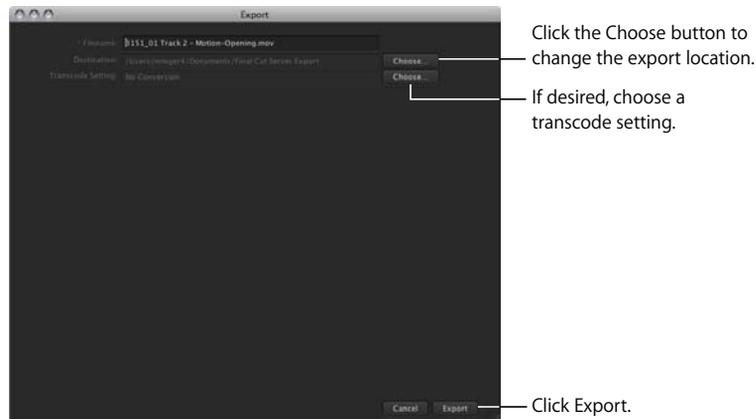
**To export an individual media asset:**

- 1 Control-click the asset, then choose Export from the shortcut menu.



The Export window appears.

- 2 In the Export window, choose a destination to save the media asset to by clicking the Choose button and identifying a location in the file browser.



- 3 If desired, choose a transcode setting.
- 4 Click the Export button.

The media asset is exported to the location you specified in the Export window.

## Exporting a Final Cut Pro Project and Its Linked Media Assets

You can export a Final Cut Pro project asset and all its linked media assets in one process.

### To export a copy of a Final Cut Pro project and its linked media assets:

- 1 Control-click the asset, then choose Export from the shortcut menu.  
The Export Final Cut Pro window appears.
- 2 In the Export Final Cut Pro window, choose a location to save the exported Final Cut Pro project file and its linked media files to by clicking the Choose button and identifying a location in the file browser.
- 3 If the Edit Proxy feature has not been enabled, original media will be used by default.  
If the Edit Proxy feature has been enabled, choose Original Media or Edit Proxy from the Use pop-up menu. This defines the media type that will be exported.
- 4 Select the Keep Media with Project checkbox to include the media files in the export.

**Important:** If you don't select the Keep Media with Project checkbox, only the Final Cut Pro project asset is exported.

- 5 Click the Export button.

A copy of the project is exported to the location you specified in the Export Final Cut Pro window.

**Note:** After export, the project and media files are no longer tracked by Final Cut Server.

## Exporting a Final Cut Studio Bundle Asset

When you uploaded the Final Cut Studio project file and its media files, you chose to upload either a bundle asset that contained the project file and media files, or to upload the project file and each of its media files as independent assets. If you uploaded the project file and its media files as a bundle asset, you can export the bundle asset in one simple step.

### To export a bundle asset:

- 1 Control-click the bundle asset, then choose Export from the shortcut menu.  
The Export window appears.
- 2 In the Export window, choose a destination to save the bundle to by clicking the Choose button and identifying a location in the file browser.
- 3 Click the Export button.

The folder that the bundle asset contains is exported to the location you specified in the Export window.

## Exporting a Final Cut Studio Project and Individual Media Assets

If you uploaded a Final Cut Studio project asset and media assets as individual assets, you need to export the project asset, then export all of the media assets.

**To export a copy of a Final Cut Studio project asset and its linked media assets:**

- 1 Select the Final Cut Studio project asset and all of the project's linked media.  
**Note:** Switching to List view in the Productions pane can make it easier to Shift-click a list of media assets.
- 2 Control-click one of the selected assets, then choose Export from the shortcut menu. The Multiple Export window appears.
- 3 In the Multiple Export window, choose a destination to save the media files to by clicking the Choose button and identifying a location in the file browser.  
**Note:** To avoid losing track of exported projects, you can create a folder for the project and its media on the desktop or in another convenient location.
- 4 Do not choose a transcode setting.
- 5 Click the Start button.

Each of the selected media files is exported to the location you specified in the Multiple Export window.

## Archiving and Restoring Media Assets

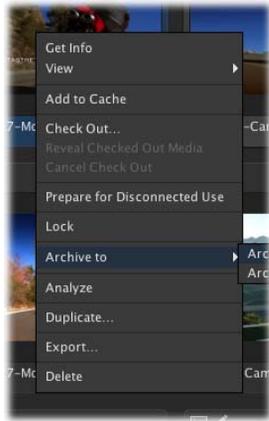
You can move the primary representation of a media asset to the archive device that was set up by your Final Cut Server administrator. Because only the primary representation is moved, the asset stays in the Final Cut Server catalog so you can still locate the asset and search its metadata. The primary representation file, however, is safely archived and cannot be downloaded or modified.

If you attempt to archive a media asset that is being used by a project asset, a dialog will appear, asking you if you want to continue the archive process. If you choose to continue, the media asset will not be available for the project.

If you have questions about archiving, contact your Final Cut Server administrator.

**To archive an asset:**

- Control-click the media asset, then choose “Archive to” and an archive device from the shortcut menu.

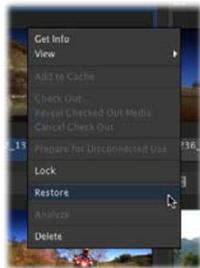


The media asset is archived, and the archive icon appears on its thumbnail.



**To restore a media asset and move the asset’s primary representation off the archive device:**

- Control-click the archived asset, then choose Restore from the shortcut menu.

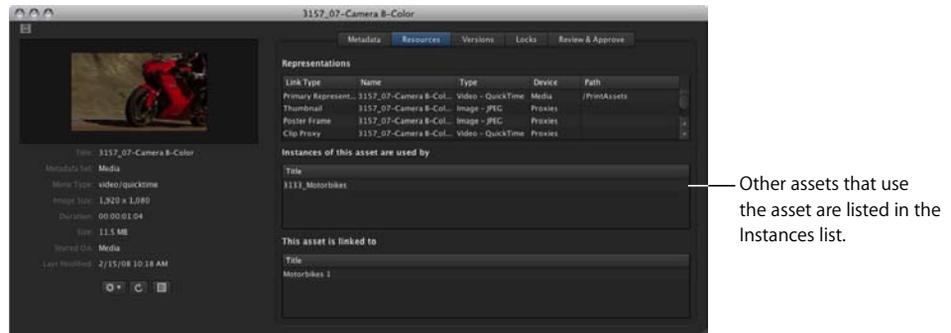


The archive icon disappears, indicating that the media asset’s primary representation has been moved off the archive device. The media asset is available for use.

## Deleting Assets from Final Cut Server

When you delete an asset from Final Cut Server, you delete the asset's primary representation file, the proxy files that were created for the asset, and all the metadata associated with the asset. Because a single asset can be linked to one or more Final Cut Pro or other project assets, deleting assets should be approached with caution. You should only delete assets from Final Cut Server if you are certain that the asset will not be needed.

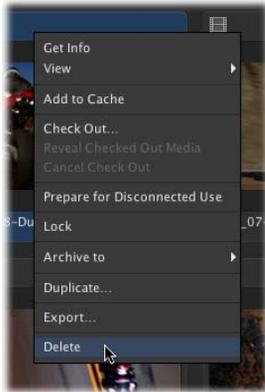
You can view what project or media assets an asset is related to in the Resources pane of the asset info window.



Deleting a media or bundle asset and deleting a Final Cut Pro project asset is described in the steps below.

**To delete a media asset or a bundle asset from the Final Cut Server catalog:**

- 1 Control-click the media asset or bundle asset, then choose Delete from the shortcut menu.



- 2 In the dialog that appears, click Delete.

The asset is deleted from the Final Cut Server catalog.

**To delete a Final Cut Pro project asset from the Final Cut Server catalog:**

- 1 Control-click the asset, then choose Delete from the shortcut menu.

A dialog appears, informing you of which assets and files will be deleted.

- 2 Read through this message and confirm that you want to delete all of the assets and files linked with the Final Cut Pro project asset.
- 3 When you are ready to delete the asset and all of its linked media, click Delete.

The Final Cut Pro asset and all of its linked assets are deleted from the Final Cut Server catalog.



**alias file** An alias file is a small file that represents another file. In Final Cut Server, you can prepare media files to be used later in a new Final Cut Pro project. When you select one or more media files and choose Prepare for Disconnected Use, alias copies of the files in the cache are created in the location you choose.

**archive** Once a project or production is finished, you can use the archive feature to move the assets from their current device to an archive device, which can be a FireWire drive, a large slower drive, or another volume where disk space is not an issue. The assets remain in the Final Cut Server catalog in an inactive state. They can be restored whenever they are needed later.

**asset** Final Cut Server creates an asset for every uploaded media or project file. An asset contains the primary representation file (the file that was uploaded), and can contain one or more proxy files.

**automation** Final Cut Server supports a wide variety of automation features, making it possible to configure Final Cut Server to automatically perform many tasks.

**bundle asset** In Final Cut Server, you can upload a folder of files as a bundle asset. The bundle asset contains all of the files in the folder, and the files cannot be accessed from within Final Cut Server. Bundle assets are used to track Soundtrack Pro, Motion, and DVD Studio Pro project assets and their linked media files.

**cache** To use an asset from the Final Cut Server catalog on a client's computer, the computer must have a local copy of the asset. Final Cut Server maintains a cache area on the client computer to store the local copies of the assets. You can define the location and size of the cache in the client's Preferences window.

**catalog** The catalog is the collection of assets that are managed by Final Cut Server.

**client** The user interacts with the Final Cut Server catalog by using a Final Cut Server client. Final Cut Server clients are Java-based applications that can run on computers using Mac OS X, Windows XP, and Windows Vista operating systems.

**Clip Proxy** At upload, Final Cut Server automatically creates a lower resolution Clip Proxy file for video assets. The Clip Proxy is used in place of the actual video file when viewing the asset in Final Cut Server. See *proxy*.

**device** Devices are storage locations. They can be folders in a local volume on the server computer, network volumes, or folders from an Xsan volume.

**edit-in-place** Generally, in order to use an asset from the Final Cut Server catalog on a client's computer, the computer must have a local copy of the asset. An exception is if the device that contains the asset is configured as an edit-in-place device and the client computer has it mounted as a volume. The most common example of this is an Xsan system because they support a high enough data bandwidth for video data to be transferred in real time. See *Xsan*.

**Edit Proxy** At upload, an Edit Proxy file can be created for video files that are uploaded to Final Cut Server as part of a Final Cut Pro project. Edit Proxy files are intended to be used when checking out a Final Cut Pro project. Note that Edit Proxy files are not created automatically; the Final Cut Server administrator must turn on the Edit Proxy feature to generate Edit Proxy files. See *proxy*.

**element** Final Cut Pro project assets contain a list of media assets that are linked to the Final Cut Pro project file. Final Cut Pro project elements can include media files and Final Cut Pro sequences.

**jobs** Any action that Final Cut Server performs on an asset is a job. These actions can include uploading, downloading, copying, and transcoding an asset.

**managed file** When you check out an asset, Final Cut Server creates a managed copy of the file. The managed file can be edited and checked back in to update the original asset. See *unmanaged file*.

**metadata** Metadata is information about a file. In Final Cut Server, metadata is used to describe the asset's primary representation file and to describe the asset itself.

**metadata set** Final Cut Server organizes metadata into metadata sets. Metadata sets contain groups of metadata; metadata groups contain metadata fields.

**Poster frame** A Poster frame is a JPEG proxy file generated from a media asset's primary representation file at upload. See *proxy*.

**prepared media** In Final Cut Server, you can prepare media files to be used later in a new Final Cut Pro project. When you select one or more media files and choose Prepare for Disconnected Use, alias copies of the files in the cache are created in the location you choose. Later, when your computer is disconnected from Final Cut Server, you can use the prepared media files to create a new Final Cut Pro project.

**primary representation** This is the original media file that was uploaded to Final Cut Server.

**production** To help organize the assets in your Final Cut Server catalog, you can create productions. Each production can contain one or more assets. Additionally, an asset can belong to multiple productions. You might have a production that contains all of the files for one of your clients, and another that contains only those files from that client that are used in a specific episode or commercial.

**project** Many of the applications in Final Cut Studio use project files, which use one or more linked media files to create a project. Final Cut Server tracks project files with project assets.

**proxy** Still images and video files can be very large and difficult to work with. Final Cut Server automatically creates proxy files during the analyze process when you add assets to its catalog. These proxy files can be used in place of the actual files for editing and review purposes. See *Clip Proxy, Edit Proxy, Poster frame, Thumbnail*.

**Thumbnail** In the Final Cut Server main window, you can view the assets or productions in List or Thumbnail view. In Thumbnail view, each asset is represented with a thumbnail image. This image comes from the asset's Thumbnail proxy file (a JPEG proxy file that is generated from a media asset's primary representation file at upload). See *proxy*.

**transcode** Transcoding converts a media asset from one codec to another. Final Cut Server uses video and audio codecs supplied by Compressor. See *transcode settings*.

**transcode settings** Final Cut Server uses transcode settings to convert a media asset from its current codec to a different one. Most often you use transcode settings to convert an asset into one that is smaller or easier to play. The transcode settings for video and audio assets are from Compressor (which is installed on the server computer). The transcode settings for images are internal to Final Cut Server.

**unmanaged file** When you copy or export a file, Final Cut Server creates an unmanaged copy of the file. The unmanaged file cannot be edited and checked back in to update the original asset. If you want to track an unmanaged file in Final Cut Server, you must upload it and create a new asset. See *managed file*.

**version** Final Cut Server can be configured to retain previous versions of selected assets, making it possible to restore an earlier version if needed. If you check out an asset from the Final Cut Server catalog, make a change to it, and check it back in, Final Cut Server first copies the current version to the version device and then copies the new version to where the current version was.

**Xsan** An Apple Xsan storage area network (SAN) is a device that provides fast access to media files. Xsan devices support edit-in-place when you are connected using a Fibre Channel network. See *edit-in-place*.

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