Cinegy Desktop 25.3

© Cinegy GmbH

Built 18.11.2026

Table of Contents

Preface . . . 1
Cinegy Desktop . . . 2
1 User Manual . . . 3
1.1 Installation And Overview . . . 3
Overview . . . 3
Cinegy Desktop Installation . . . 4
Cinegy Desktop Configurator . . . 6
Database Advanced Settings . . . 11
1.2 Getting Started . . . 13
First Steps . . . 13
Cinegy Desktop User Interface . . . 14
Layout Management . . . 18
1.3 Exploring Database . . . 21
Visual Hierarchy . . . 21
Explorer Interface . . . 27
Locked Items . . . 30
Folders Window . . . 32
Node Metadata . . . 34
Additional Templates . . . 41
1.4 Working With Multiple Databases . . . 42
Concept . . . 42
Configuration . . . 42
Operations . . . 43
1.5 Bins and Rolls . . . 48
Creating ClipBin . . . 49
1.6 Working with Master Clips . . . 52
Editing Master Clips . . . 52
Subclip Mode . . . 56
Rights Management . . . 58
1.7 Working With Bins . . . 59
Handling Bins . . . 59
Storyboard View . . . 67
Table View . . . 70
Placeholder MOGs . . . 76
Placeholder Clips . . . 79
Multiclip Objects . . . 81
Clip Properties . . . 86
Interface with Microsoft Office Applications . . . 89
Ingest Reporting . . . 90
Previewing Clips . . . 94
Creating Story in Bin . . . 95
1.8 Viewing Video Material . . . 100
Controlling Playback . . . 100

Playback and Video Boards . . . 109
Start/End Clip Hints . . . 110
Finding Clip Origin . . . 110
Working with Timecodes . . . 111
Playback Qualities . . . 116
VANC Data and Closed Caption Display . . . 118
Most Recently Used (MRU) List in Clip Viewer . . . 119
Export Current Frame from Viewer . . . 120
Handling Multiclips . . . 121
1.9 Search . . . 123
1.10 Timeline . . . 125
Timeline Interface . . . 125
Getting Started on Timeline . . . 128
Inserting Clips into Timeline . . . 135
Insert and Overwrite Modes . . . 141
Features and Functions . . . 143
Using Track Selector . . . 161
Collaborating on Sequences . . . 163
Trimming on Timeline . . . 164
1.11 Video Effects . . . 170
Mixes . . . 170
Flop . . . 179
Change Clip Speed . . . 180
Video Opacity Adjustment . . . 182
1.12 Effect Editor . . . 185
Interface . . . 185
Toggling Animation . . . 188
Keyframes Transition . . . 190
Operating from the Viewer Window . . . 193
Effects . . . 196
1.13 Working With Audio . . . 208
Working with Waveform . . . 208
Audio VU Meter . . . 210
Output Audio Channels and Mapping . . . 211
Audio Channels in Clips . . . 212
Audio Tracks on Timeline . . . 213
Sync Indicator . . . 215
Audio Volume Adjustment . . . 215
Audio Balance Adjustment . . . 218
Audio Mixes . . . 219
Audio Mixer . . . 223
Creating Voice-Over . . . 227
1.14 Working With DocumentBin . . . 233
Creating a New DocumentBin . . . 233
Registering new Documents . . . 233

Selecting a View for the DocumentBin . . . 234
Show Metadata . . . 235
Working with Documents . . . 236
Document Thumbnails . . . 236
Searching for Documents . . . 237
1.15 Working With Titles . . . 237
Creating a Template . . . 237
Editing Cinegy Title Template . . . 238
Cinegy Title Template Import . . . 239
Adding Template into Sequence . . . 240
Template Editing on Timeline . . . 241
1.16 Working With Stories . . . 242
Story . . . 242
Story Editor Interface . . . 244
Story Data . . . 250
Working with Scripts . . . 252
Timeline . . . 267
Assets Panel . . . 271
Previewing Stories and Search . . . 273
1.17 News Program Manager . . . 273
News Program . . . 273
Working with Rundowns . . . 282
1.18 Productivity Tools . . . 293
System Log Window . . . 293
Cinegy Messenger . . . 296
Broadcast Messaging . . . 301
Cinegy Navigator . . . 302
Metadata Manager . . . 304
Clip Migrator . . . 311
Media Logger . . . 315
1.19 Capturing Media . . . 325
Overview . . . 325
Capture Configuration . . . 327
Licensing . . . 330
1.20 Importing and Exporting Files . . . 332
Cinegy Convert Client . . . 332
Working with Job Folders . . . 335
Licensing . . . 341
1.21 Importing Files from Devices . . . 341
Import Tool Interface . . . 341
Audio CD Import . . . 344
Panasonic P2 Media Import . . . 353
AVC HD Import . . . 358
Canon XF Import . . . 360
MXF Import . . . 361

Sony XDCAM Media Import . . . 363
1.22 Logging . . . 365
Basic Logging Functionality . . . 365
Logging Plug-in . . . 365
Logging Workflow . . . 369
Creating Logging Templates . . . 370
1.23 Media Cleaner . . . 370
Concept . . . 370
Working with Media Cleaner . . . 371
Scheduled Media Cleaner . . . 382
1.24 Appendix . . . 387
Shortcuts . . . 387
Glossary . . . 393
Cinegy Archive Browser . . . 396
2 Introduction . . . 397
2.1 Cinegy Archive Browser Interface . . . 397
Node Explorer . . . 398
View . . . 399
2.2 Searching in the Cinegy Archive Database . . . 399
2.3 Closing Cinegy Archive Browser . . . 401
3 Export Modes . . . 402
3.1 AAF + MXF Op-Atom Export Settings . . . 402
Export File Name . . . 403
AAF Files Location . . . 404
Export Method . . . 404
Export from Quality . . . 405
MXF Media Location . . . 405
Use Only Root Folder . . . 406
Encoders Selection . . . 406
Avid Interplay Integration . . . 407
3.2 Cinebridge AVI Export . . . 407
3.3 XML for Final Cut Pro 7 Export . . . 408
3.4 Cinegy Air MCRItem Export . . . 409
3.5 Cinegy Database XML Export . . . 409
Integration with 3rd-party NLEs . . . 411
4 Integration via Cinegy Archive Browser . . . 412
4.1 Export to Adobe (FCP7 XML workflow) . . . 412
Export from Cinegy Archive to Adobe Premiere . . . 412
4.2 Export to Avid and Adobe (AAF+MXF workflow) . . . 414
Export from Cinegy Archive to Avid Media Composer or Adobe Premiere . . . 414
4.3 Two-way Avid Media Composer Integration . . . 420
Import from Cinegy Archive Browser . . . 420
Avid Interplay Integration . . . 430
Working with Post Folder . . . 431
5 Cinegy Cinebridge AVI Export . . . 433

5.1 Export from Cinegy Archive Browser . . . 433
5.2 Export from Cinegy Desktop . . . 433
Cinegy Newswire . . . 435
6 Cinegy Newswire Installation . . . 435
7 Cinegy Newswire Configuration . . . 440
7.1 Windows Service . . . 440
7.2 Cinegy Archive Service . . . 441
7.3 Logging . . . 442
7.4 Newswires . . . 443
8 Cinegy Newswire Browser . . . 446
8.1 Selected Category View . . . 447
News Body Details . . . 448
Assets Panel . . . 448
8.2 Auto Search View . . . 449
Filtering Parameters . . . 450
Search Query Saving . . . 451
8.3 Breaking News . . . 452
Cinegy Outgest . . . 453
9 User Manual . . . 453
9.1 General and Common Commands . . . 453
Making the Commands Available . . . 453
Hardware Dongle . . . 453
9.2 Export . . . 454
Export to File . . . 454
Export to EDL . . . 462
Export to ALE . . . 463
Export to XML . . . 463

Preface

Accessing your centralized repository of assets requires powerful tools to ensure the best value can be extracted from the archive. Cinegy Desktop is the rich front-end to the treasure stored in Cinegy Archive, providing a seamless collaborative experience to hundreds of simultaneous clients performing ingest, logging, editing, and versioning of this content.

Cinegy Desktop

Cinegy Desktop identifies users by their login and password, which is centrally resolved via existing ADS or LDAP servers. The identity determines access rights, user profile and software features for an individual user. The Cinegy Desktop client allows users to access Cinegy Archive via the familiar explorer interface to create, manage, and edit items in the central database. Following standard Windows functionality makes the Cinegy Desktop user interface intuitive and easy-to-use.



Chapter 1 User Manual

1.1 Installation And Overview

Overview

Cinegy software forms an open platform consisting of a set of tools, applications, and open APIs covering every stage of the digital production process.

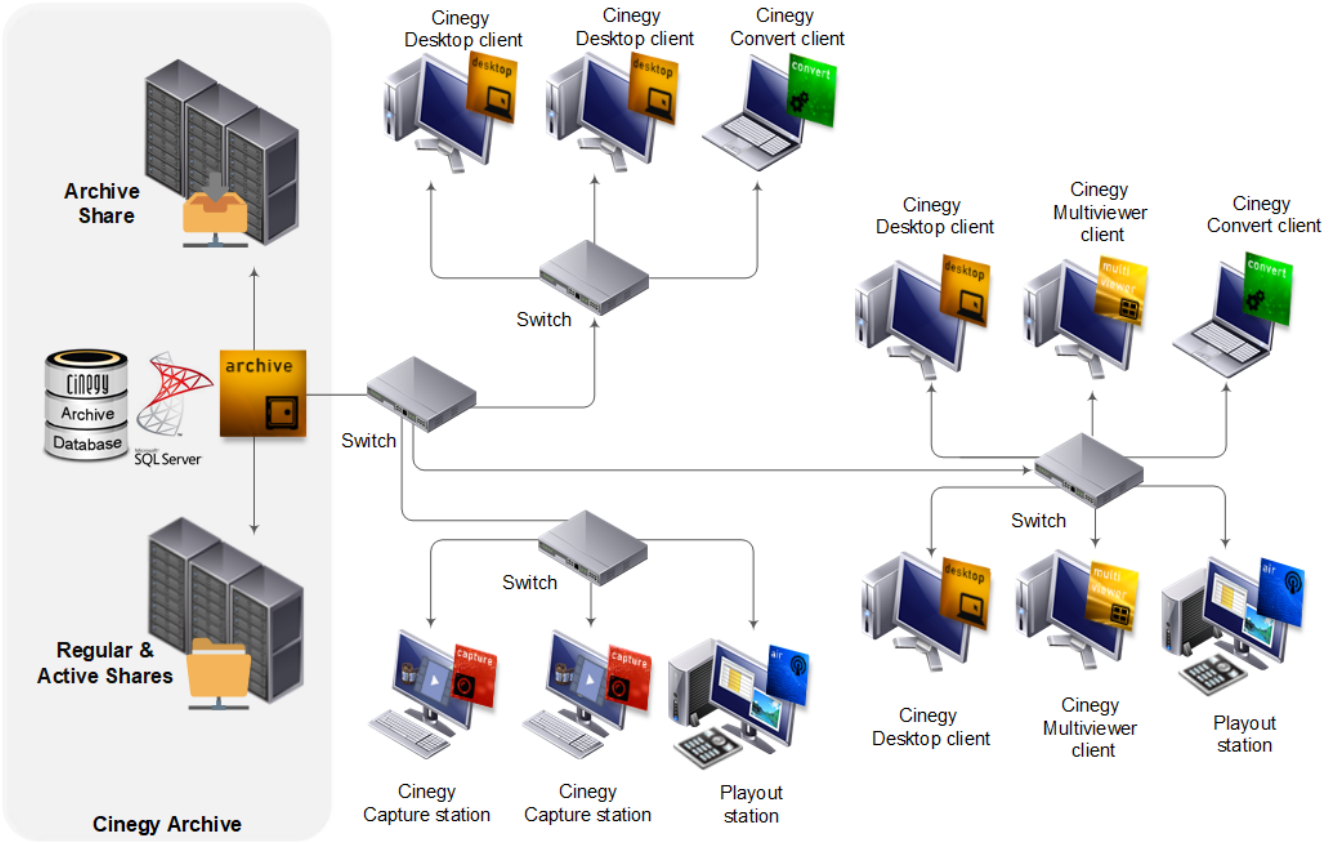
Cinegy Desktop is a universal production tool that provides real-time access to media in Cinegy Archive, along with a powerful set of tools for logging and editing, and an almost limitless ability to import and export media to third-party non-linear editing and automation systems.

Cinegy Desktop runs on standard office IT infrastructure and can be installed on any user's desktop within a network environment. It allows users to collaborate from their desktops without tying up expensive editing bays. Full system functionality is available from any workplace, editing bay, or machine room for maximum workflow flexibility.

The Cinegy Desktop user interface mimics standard Windows functionality wherever possible, making it intuitive and easy to use. The Cinegy Desktop client allows users to access Cinegy Archive via the familiar Windows File Explorer interface, to create, manage, and edit items in the central database. Cinegy Desktop identifies users by their login and password, which are centrally resolved via existing ADS or LDAP servers. The identity determines access rights, a user profile, and software features for an individual user.

Cinegy System Technology

Network Structure



Scalability and Cost Efficiency

Only a Fast Ethernet network connection to the Cinegy Archive media server is needed. No additional proprietary hardware or fiber channel network is required, just a computer specialist to maintain the infrastructure. The use of a standard office PC as the platform of modern television production provides for quick and seamless deployment within existing IT infrastructure.

Cinegy Desktop Installation

	It is recommended to copy the Cinegy Desktop installer to a shared location in your network so that all client machines can access the package for convenient installation.

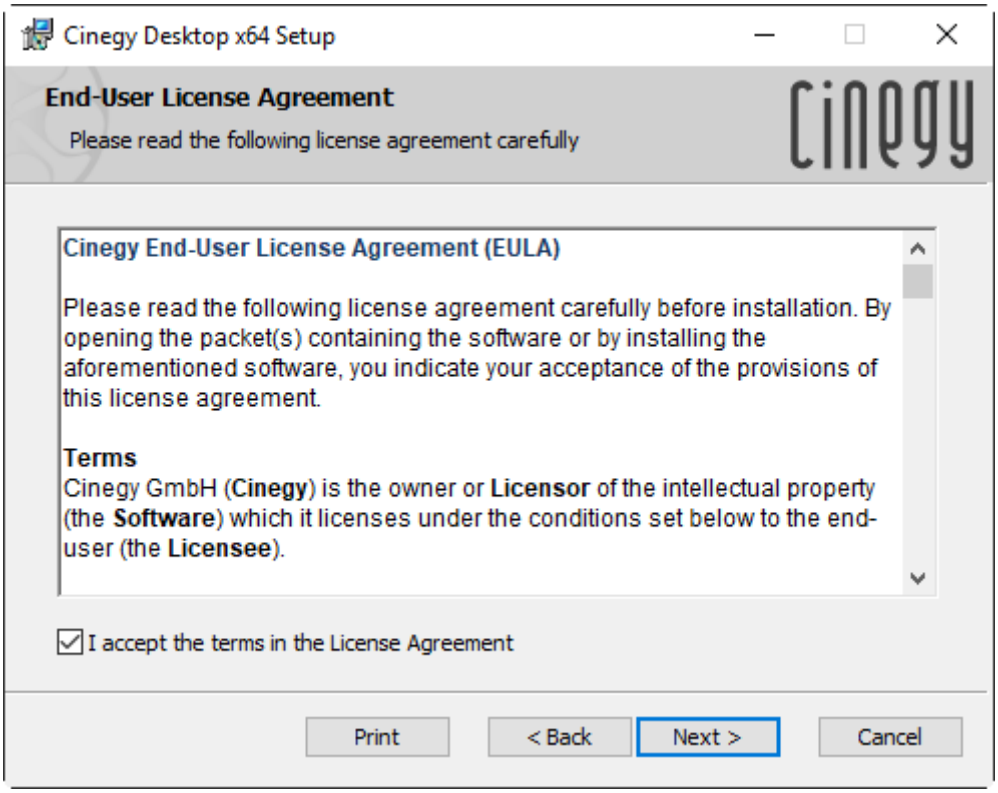
	At least local administrator rights are required to install and configure Cinegy Desktop on your computer.

Run the Setup.exe file from your Cinegy Desktop installation package. The following wizard takes you through the installation steps:

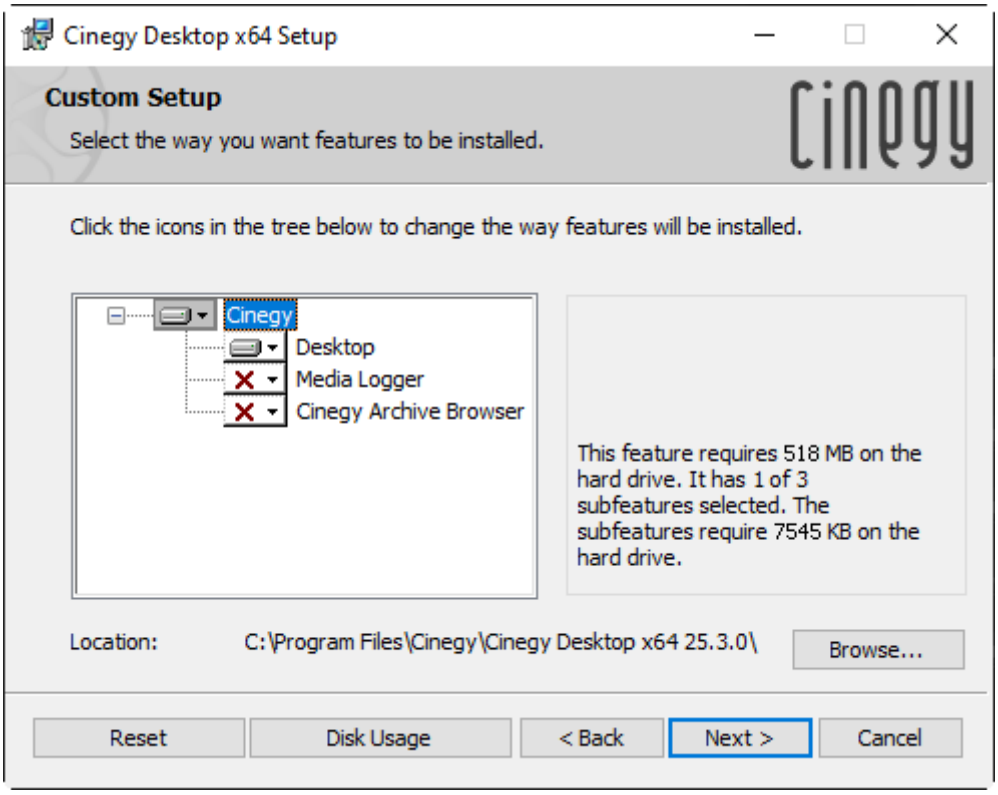


Press "Next" to proceed with Cinegy products installation or "Cancel" to abort and exit the setup wizard.

Select the checkbox to accept the license agreement and press "Next" to proceed.



Select the components to be installed along with Cinegy Desktop.



The following components are available in the Cinegy Desktop installer:

- **Desktop** – a client providing software logging, browsing, and video editing, as well as features for creating news Stories and writing scripts. It connects to Cinegy Archive servers to fulfill these tasks.
- **Media Logger** – a tool associating a Roll with a script in the RTF or TXT file format, that simplifies the process of Roll logging and filling it with metadata.
- **Cinegy Archive Browser** – a separate utility that provides access to Cinegy Archive databases. Cinegy Archive

Browser allows a user to transfer Cinegy objects directly from the Cinegy Archive database into Avid Media Composer projects via drag-and-drop.

Browse...	Press the "Browse" button to change the installation directory, if needed.
Reset	Press the "Reset" button to revert the additional components selection.
Disk Usage	Press the "Disk usage" button to view the disk space requirements and availability information.

Having selected the required components, press "Next".

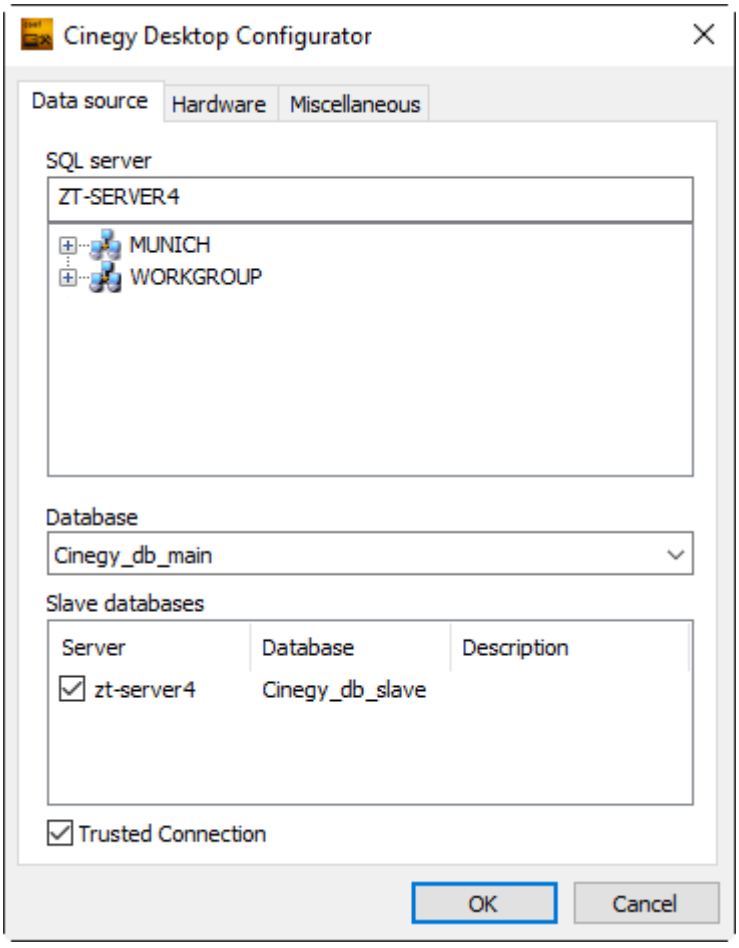
In the following dialog, press the "Install" button to confirm the installation. A progress bar will show the progress of the installation process.

Cinegy Desktop Configurator launches automatically during the installation. You can specify required settings immediately or press "Cancel" to do it later. Please see the **Cinegy Desktop Configurator** article for details on configuring Cinegy Desktop.

Press the "Finish" button in the next dialog to exit the setup wizard.

Cinegy Desktop Configurator

Before starting to work with Cinegy Desktop, it is required to specify several parameters in Cinegy Desktop Configurator, which is launched automatically during Cinegy Desktop installation or can be found in Start > Cinegy > Cinegy Desktop Configurator:



Alternatively, you can find the Cinegy Desktop configuration utility in the root folder of your Cinegy installation folder (CinegyCfg.exe).

Data Source

The SQL server and database names should be specified in the "Data source" tab of Cinegy Desktop Configurator. Wait until the list of all servers is compiled, or simply enter the server name in the "SQL server" field via the keyboard.

Use the "Database" drop-down list to select a Cinegy Archive database.

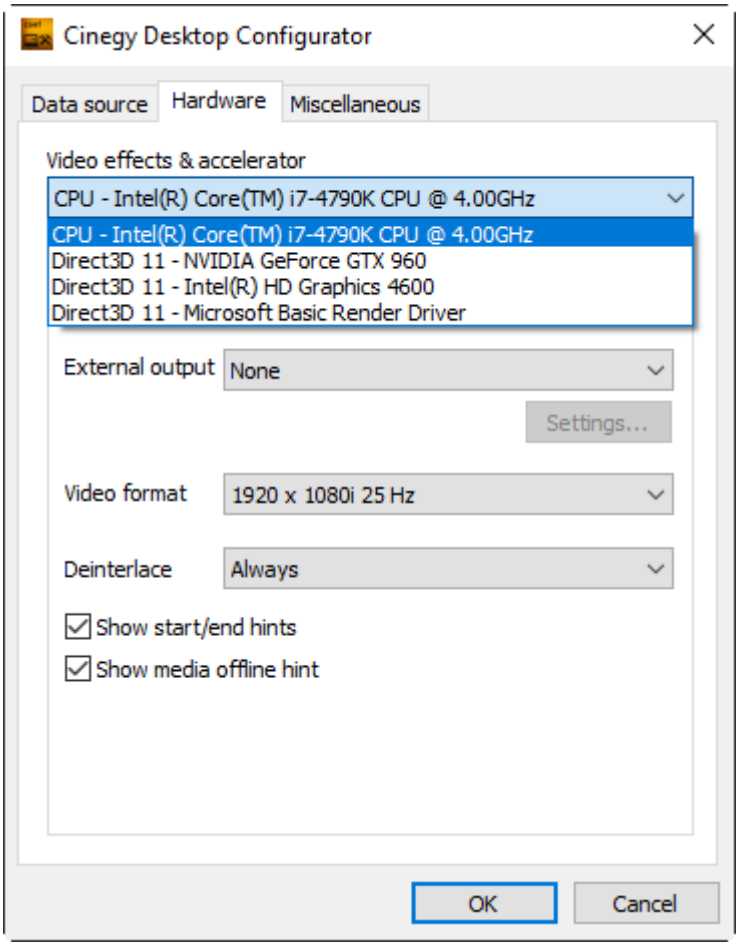
Make sure that you are using the right database version corresponding to your Cinegy Desktop version. If you are not sure, please contact your administrator.

To get information on performing database advanced configuration, refer to the **Database Advanced Settings** article.

Hardware

Video Effects & Accelerator

Use the "Video effects & accelerator" drop-down list in the "Hardware" tab to select whether the default CPU or an external graphics card will be used for rendering effects.



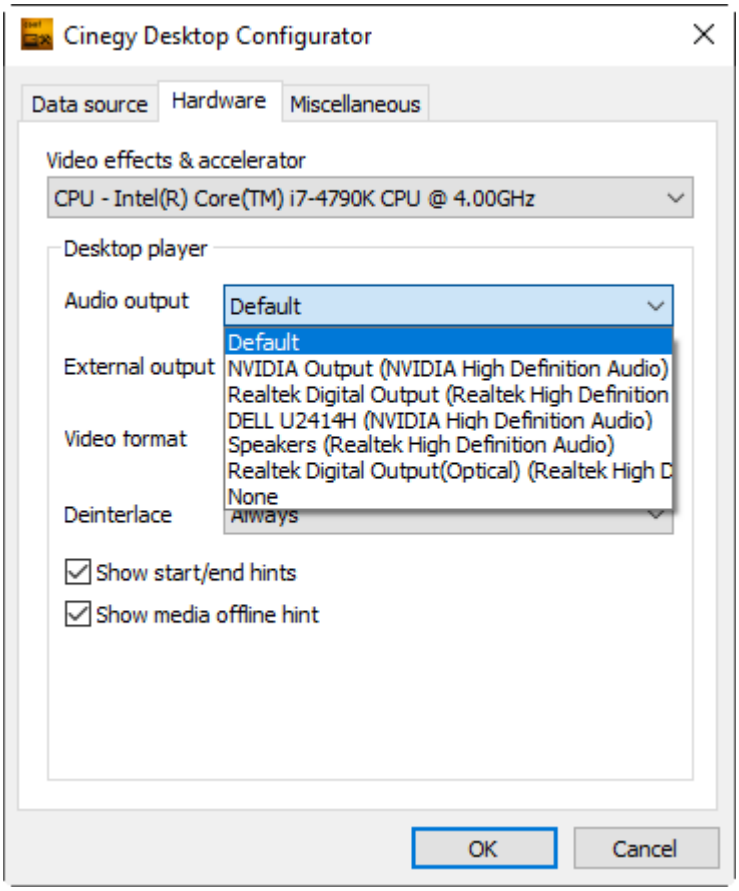
The drop-down list options depend on the graphics card(s) installed on your machine.

Desktop Player and Video Settings

In the "Desktop player" section, you can define external video and audio output devices for media playback.

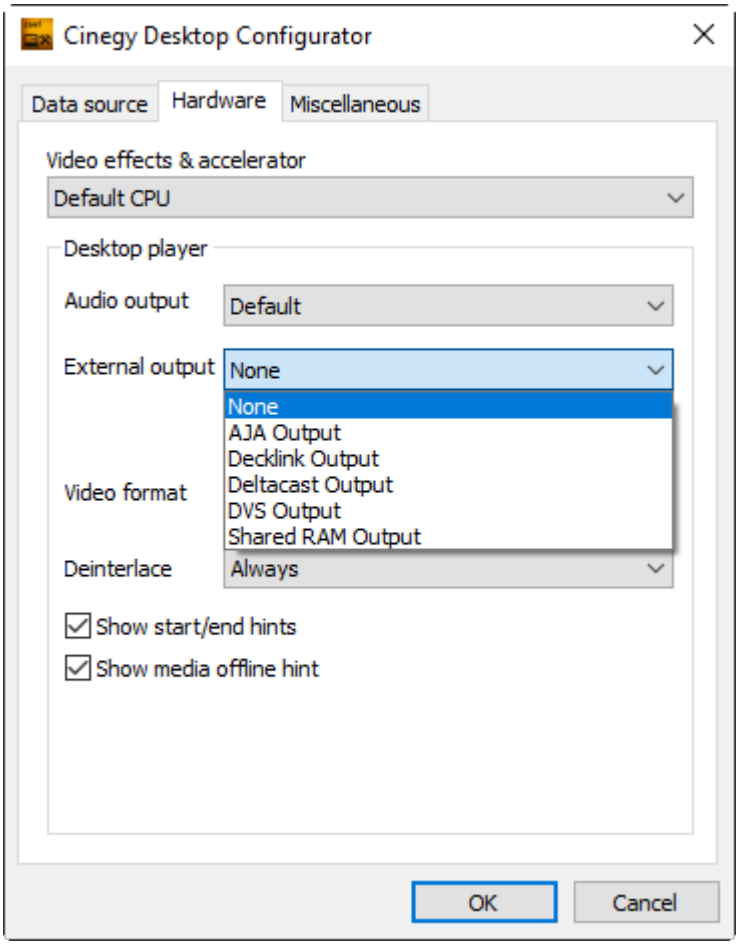
External Audio Output

In the "Audio output" drop-down list, you can define the external audio device for audio playback, use the default setting, or have no audio output.

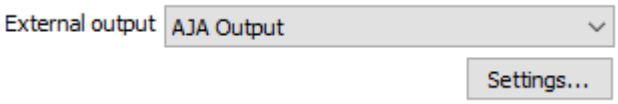


External Video Output

For video output, define the corresponding external device from the "External output" drop-down list. Alternatively, you can use the default Cinegy Desktop player for video playback.



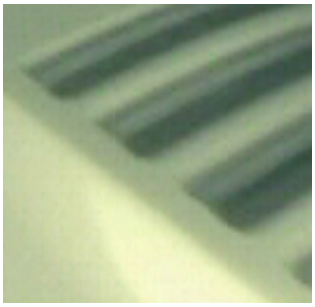
Having selected the output device, the "Settings" button becomes available.



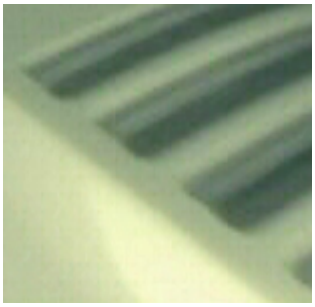
The settings of external output devices are identical to the settings of output devices within Cinegy Playout. Their detailed description can be found in this article.

In the "Video format" drop-down list, define the format for video output via the selected external output device.

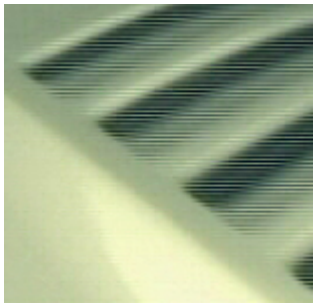
Deinterlace



"Always" recommended



Default, "Still" Slower playback



"Never"

Show Start/End Hints

This feature will enable/disable start and end hints in the Cinegy Desktop viewers.



"Start" hint



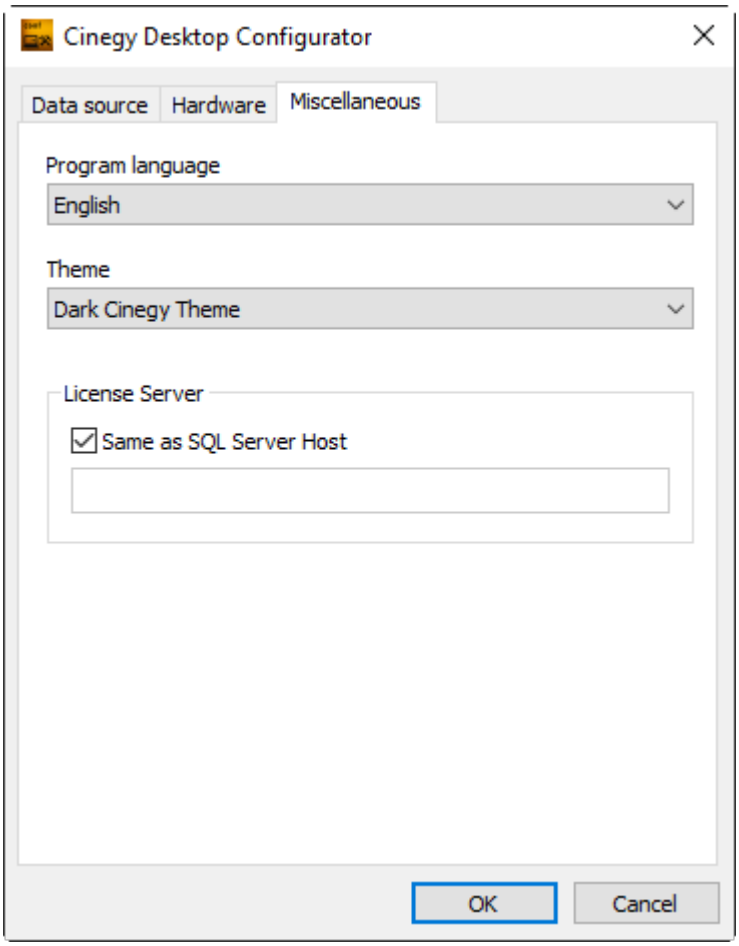
"End" hint

Show Media Offline Hint

If an essence is gone, but still has a database entry, you will see the "Media offline" message displayed in the Cinegy Desktop player. To switch off this message, deselect the "Show media offline hint".

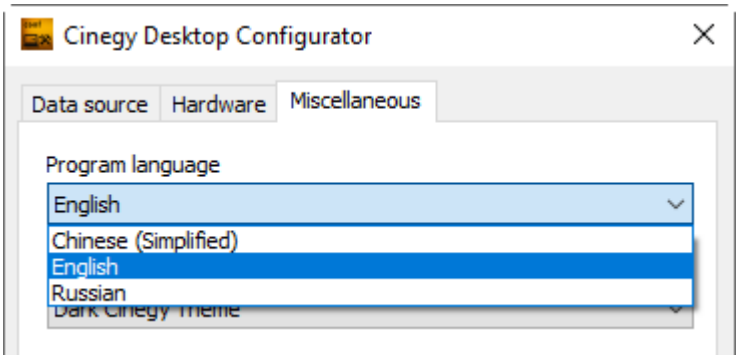
Miscellaneous

Go to the "Miscellaneous" tab of Cinegy Desktop Configurator:



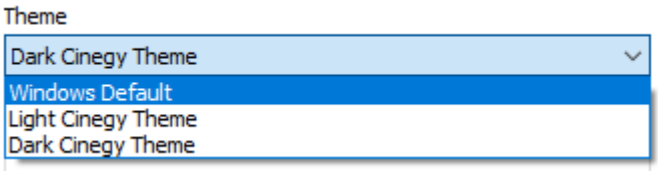
Program Language

Choose the desired language from the "Program language" drop-down list.



Theme

Select from the list the theme to be applied for the Cinegy Desktop application interface in the following window:

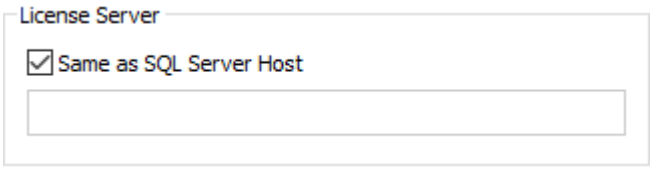


The available options are:

- Windows Default
- Light Cinegy Theme
- Dark Cinegy Theme

You can also change the interface theme directly in the Cinegy Desktop application by pressing the  button in the Cinegy Desktop main tool menu and selecting the link:https://open.cinegy.com/products/desktop/25.3/desktop/user-manual/getting-started/user-interface#interface,"Interface" > "Theme/[] option.

License Server



The "Same as SQL Server Host" option is selected by default, meaning that the server license dongle is installed on the same server that is hosting the SQL Server. Otherwise, deselect this option and specify the name of the machine where the server license dongle is installed.

Having specified all the necessary parameters, press the "OK" button and restart the client software for the changes to take effect.

Database Advanced Settings

Changing OLE DB Provider

Master Database

By default, the standard OLE DB provider for SQL Server is used. To change it, follow the steps:

1. Create a new string parameter "OLEDBProvider" in key HKEY_LOCAL_MACHINE\SOFTWARE\Cinegy LLC\Cinegy\SQLMAMServer.

2. Set its value to the necessary OLE DB provider name.

To use the SQL Server Native Client OLE DB provider, set the "OLEDBProvider" parameter to "SQLNCLI.1".

Slave Database

The slave database settings are configured in Cinegy Archive Manager.

Refer to the **Slave Databases** paragraph of the **Cinegy Archive Manager Manual** for more details on the setup of the OLEDB provider for the slave database.

You can override these settings by specifying the OLE DB Provider string parameter for each slave database individually in HKEY_LOCAL_MACHINE\SOFTWARE\Cinegy LLC\Cinegy\SQLMAMServer\SlaveDBs\<DB number> in the same way as it is done for the master database.

Specifying the Failover Partner

Master Database

To explicitly specify the failover partner, follow the steps:

1. Create a new string parameter "ProviderString" in key HKEY_LOCAL_MACHINE\SOFTWARE\Cinegy LLC\Cinegy\SQLMAMServer.
2. Set its value to the necessary SQL Server instance name: "FailoverPartner=sqlserverinstance name".
3. Create a new string parameter "OLEDBProvider" in key HKEY_LOCAL_MACHINE\SOFTWARE\Cinegy LLC\Cinegy\SQLMAMServer and set its value to "SQLNCLI".

These parameters are used only for mirror database configurations.

For Windows x32 OS, the key is HKEY_LOCAL_MACHINE\SOFTWARE\Wow32Node\Cinegy LLC\Cinegy\SQLMAMServer.

The principal server provides information about the failover partner. If the principal server is unavailable when the connection is being established, the failover partner information is taken from the registry.

Slave Database

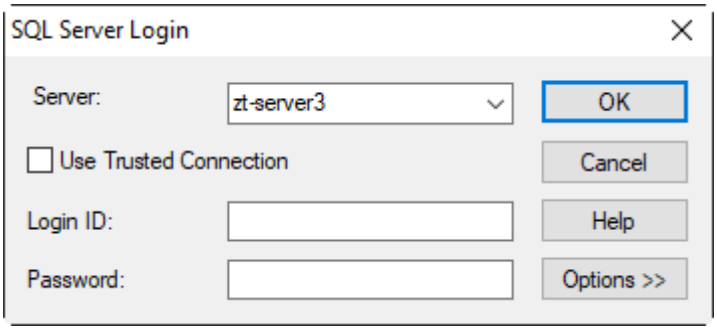
The slave database settings are configured in Cinegy Archive Manager.

Refer to the **Slave Databases** paragraph of the **Cinegy Archive Manager Manual** for more details on the setup of the failover provider for the slave databases.

You can override these settings by specifying the Failover Partner string parameter for each slave database individually in HKEY_LOCAL_MACHINE\SOFTWARE\Cinegy LLC\Cinegy\SQLMAMServer\SlaveDBs\<DB number> in the same way as it is done for the master database.

Trusted connection

A trusted connection means that the current Windows user account login name and password will be used for the trusted connection to the SQL server. This must be set up on the SQL server side; otherwise, the login will fail. If you deselect the "Trusted connection" option, you will need to provide a dedicated username and password on the SQL server login:



1.2 Getting Started

First Steps

Registering Users

Cinegy Desktop uses Windows domain information to manage its users. Your access rights and the available feature set depend on your login.

Ask your system administrator to create a user account for you to work with Cinegy Desktop.

Starting Cinegy Desktop



The Cinegy Desktop installer creates the program icon on the Windows desktop for all PC users, which is one of the most convenient ways to launch the application.

Cinegy Desktop must be properly connected to the Cinegy Archive server and have access to the Cinegy Archive network media shares. The connection is normally configured during the installation process.

Logon and Logoff

To work with Cinegy Desktop, you must be a Windows domain user. The default Windows login information is used when the domain user logs on. The Cinegy Desktop client can then be started without the additional logon procedure. The user accounts are used to determine their access rights and default settings/preferences.

User profiles are stored in the Cinegy Archive database. The profiles contain all the information on the settings and position of the plug-in windows.

Each time you log in, you will get your last profile loaded automatically.

Cinegy Desktop does not allow multiple user login from different workstations to prevent profile ambiguity. An error message will appear when trying to log in to another workstation.

The user is automatically logged off when Cinegy Desktop is closed. All the settings are stored in the user's profile.

Cinegy Desktop User Interface

The Cinegy Desktop user interface follows the Windows desktop metaphor, wherever possible, to make it more intuitive and easier to use.

Main Toolbar

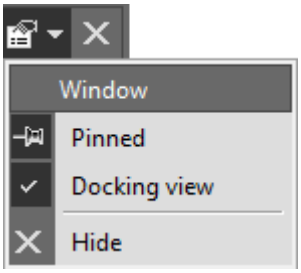


The main toolbar contains the most commonly used features of Cinegy Desktop. These are:

- **Undo** – undo one or more actions.
- **Redo** – redo one or more actions.
- **Search** – open the Cinegy Search tool.
- **Root** – open the Cinegy Archive root in a new window.
- **Navigator** – navigate to files on your PC and network.
- **Modules** – a categorized list of all available plug-ins and windows.
- **Layouts** – accesses a list of layout templates for the current user profile, as well as layout controls.
- **MRU** – a list of the most recently opened items, such as bins and Rolls, with icons for easy item type identification.
- **Help** – opens a help file.
- **Tool Menu** – accesses further functions of the menu bar.
- **Minimize** – minimizes the Cinegy Desktop window.
- **Close** – closes the Cinegy Desktop window.

Window Arrangement Commands

The window arrangement is executed with specialized buttons or by commands in the Tool menu of each Cinegy Desktop window.



Some Cinegy Desktop windows do not offer all window arrangement commands by design.

Pin Window

It can be challenging to manage multiple windows at the same time when you're busy with work. Pinning windows is a simple and easy-to-use function that can boost usability and productivity. It allows the user to pin any Desktop window in the desired position, always keeping it open.

Press the "Pin" button in the window caption to fix the size and position of the window on the screen.

The window can also be pinned with the help of the "Pinned" command from the drop-down menu after pressing the

button.

Docking View

The Sequence window can be anchored to an edge of the screen. This configuration is called a docking view, as the view is "docked" to an edge of the Desktop working area.

Click the  button and choose the "Docking view" command from the drop-down list. The docked window will "stick" to the borders of the Desktop working area.

Hide Window and Close the Cinegy Desktop Plug-in



Select "Hide" from the "Window menu" button of the currently opened window. The window will disappear from the screen.

You can also use the "Hide" command from the drop-down menu after pressing  button.

To bring it back to the screen, select the relevant window in the "Modules" drop-down menu in the main toolbar.



The "Exit" command in the main toolbar closes Cinegy Desktop.

Roll-Up Window



Some of the Cinegy Desktop windows (for example, bins and Clip Viewer) allow you to roll them up (minimize) so that only the floating caption will remain on the screen. Press the "Roll-up" button to minimize the window.

Full-Screen Mode



Some of the Cinegy Desktop windows (for example, bins and Clip Viewer) allow full-screen (maximized) mode. Press the "Full Screen" button to maximize the window.



When in full-screen mode, the window has the "Restore" button. Press this button to restore the window to its original size and position.

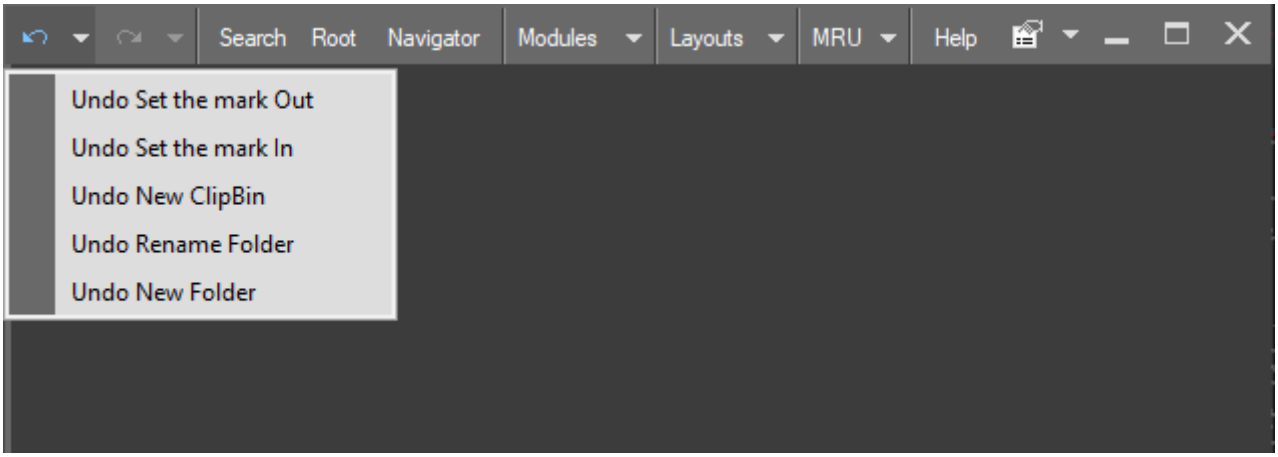


You can also switch between window modes by double-clicking the window caption.

Undoing and Redoing



The "Undo" and "Redo" buttons are located in the main toolbar.

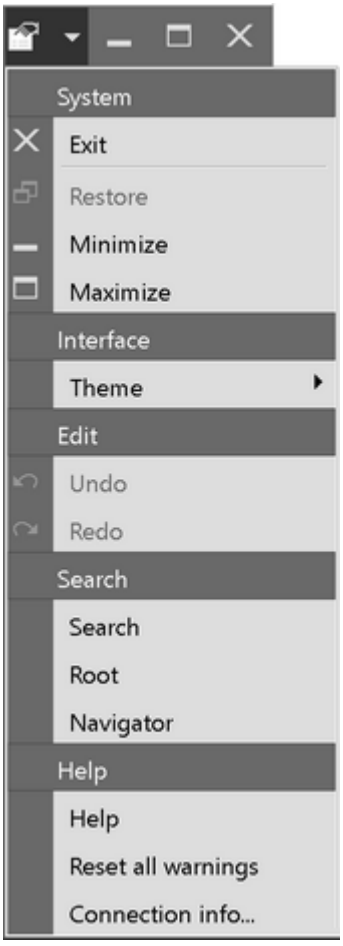


These functions provide the named list of the last actions; the latest is positioned at the top. If you select, for example, the third item from the list, all actions up to your selection will be undone/redone.

The depth of the undo is 99 levels. Due to the collaborative nature of Cinegy Desktop, when working together with several people on the same bin, the undo list might be shorter than you expected because of the simultaneous changes to the bin from different workstations.

Main Tool Menu

The commands found in the toolbar, as well as a few additional commands, can also be found in the Cinegy Desktop main tool menu:

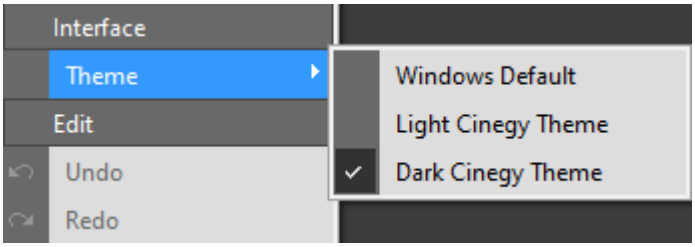


System Commands

The "Exit" command closes the Cinegy Desktop application. Use the "Minimize" command to reduce the application window to an icon on the taskbar of your operating system. Click the application icon to bring it back. To enlarge the application window to fill the screen, use the "Maximize" command. When the application is open and maximized, use the "Restore" command to return to the previous window size.

Interface

Select the theme to be applied for the Cinegy Desktop application interface from the following dropdown list:



The available options are:

- Windows Default
- Light Cinegy Theme
- Dark Cinegy Theme

The new theme will be applied after restarting Cinegy Desktop.

> You can also change the interface theme in the Cinegy Desktop Configurator.

Edit Commands

The "Edit" commands, "Undo" and "Redo", operate as described earlier.

Search Commands

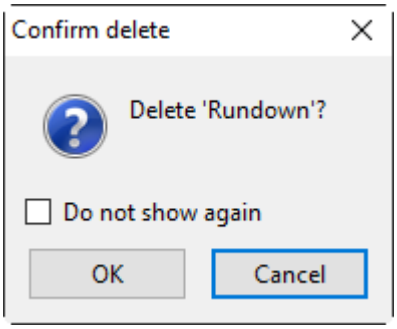
The "Search" commands open the search, root, or navigator windows.

> These are explained in detail in the **Search** section.

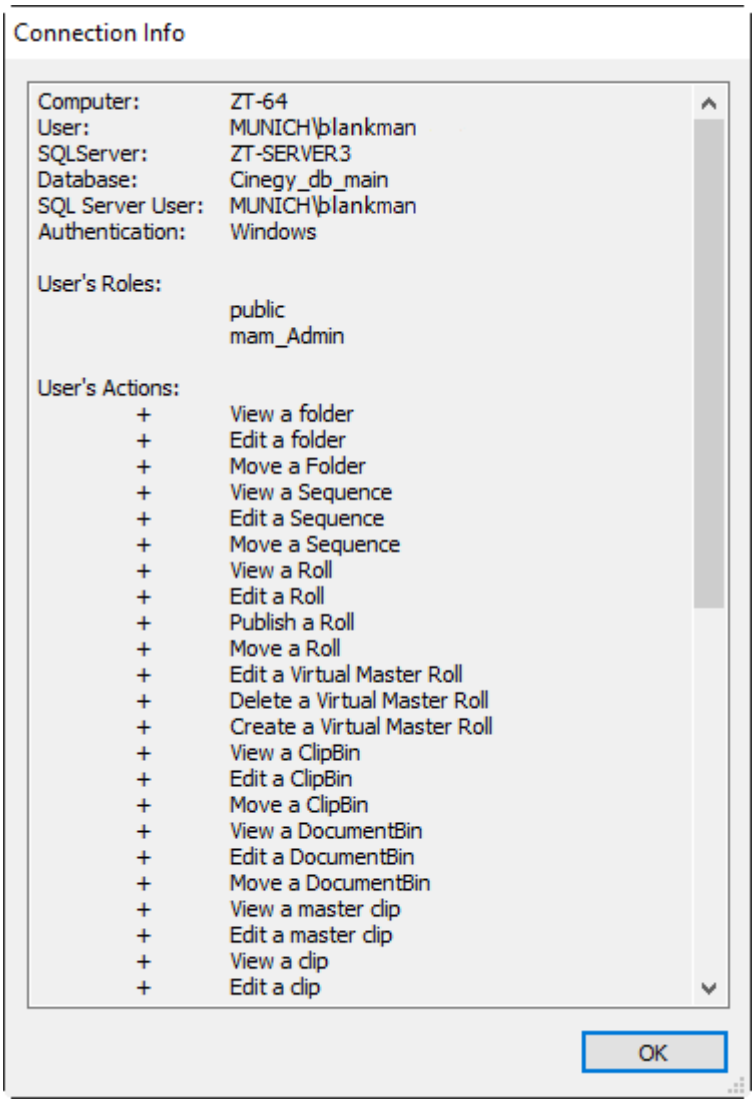
Help Commands

There are three "Help" commands:

- **Help** – opens the Cinegy help file.
- **Reset all warnings** – reactivates the confirmation windows when the "Do not show again" checkbox has been selected. This checkbox is usually displayed when you perform such actions as deleting items:



- **Connection info…** – opens the following information window:



Here you will see all the useful information about the current user, such as the user and computer names, the Cinegy Archive server, and databases in use.

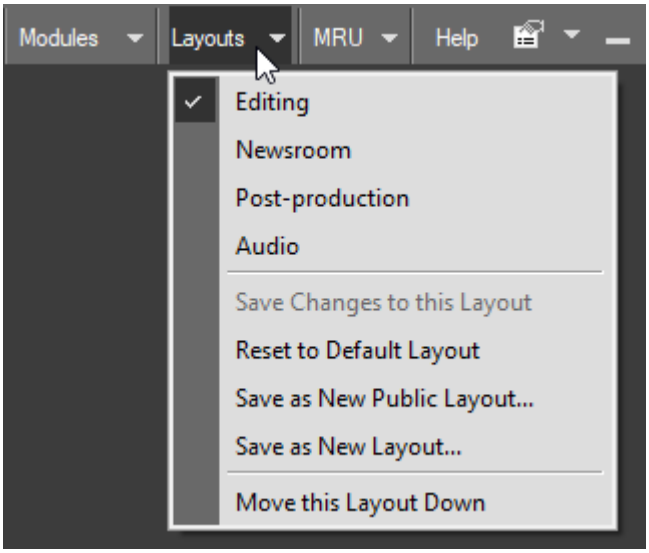
The "User's Actions" list shows a list of all the actions the current user can perform. It depends on the specific rights assigned to a user.

Layout Management

Cinegy Desktop supports layout templates that allow a user to quickly switch the entire work environment to suit his individual needs and workspace.

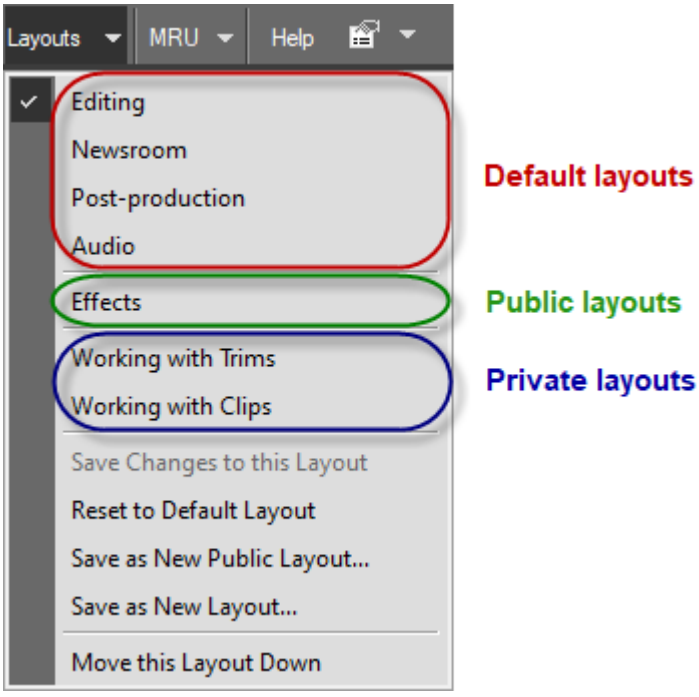
Press the "Layouts" button in the toolbar to access a list of layout templates for the current user profile, as well as layout

controls:



Layout Types

There are three types of layouts, listed one below the other:



- **Default layouts** – delivered with the Cinegy Desktop package and become available after the first launch of Cinegy Desktop.

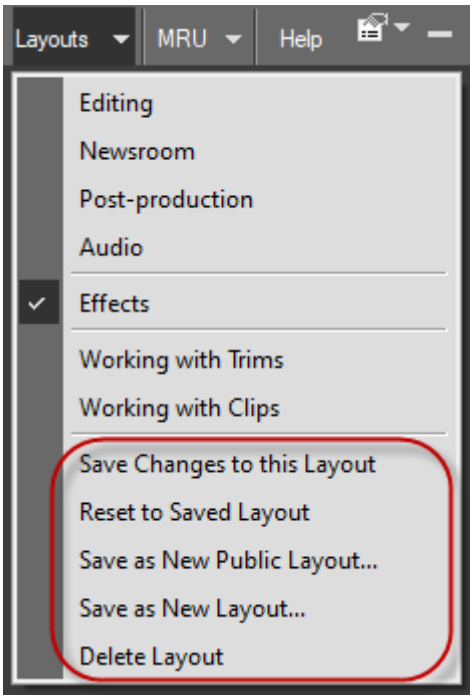
  > Default layouts cannot be changed or deleted.

- **Public layouts** – should be saved as 'public' to become available for all Cinegy Desktop users.
- **Private layouts** – created individually and are accessible to the owner/user only.

You can switch between layouts by clicking the one you want in the drop-down list.

Layout Management

The following commands are available for the current layout:



- **Save Changes to this Layout** – saves changes to the current layout.

> This command is only topical for public and private layouts.

- **Reset to Saved Layout** – reverts the current layout to the last saved state so that all unsaved changes will be discarded.

> This command is only topical for public and private layouts.

- **Reset to Default Layout** – reverts the current layout to the default state so that all layout changes will be discarded.

> This command is only topical for default layouts.

- **Save as New Public Layout** – saves the current layout as a new public layout.

> To save layouts as public, you need an "Edit a global profile" permission granted through **Cinegy Archive Manager**.

- **Save as New Layout** – saves the current layout as a new private layout.
- **Delete Layout** – deletes the current layout.

> Deleting public layouts requires an "Edit a global profile" permission granted through **Cinegy Archive Manager**.

- **Move this Layout Up** – moves the current layout in the list one position up.
- **Move this Layout Down** – moves the current layout in the list one position down.

1.3 Exploring Database

Visual Hierarchy

The illustration below represents the visual hierarchy of the elements in Cinegy Desktop.

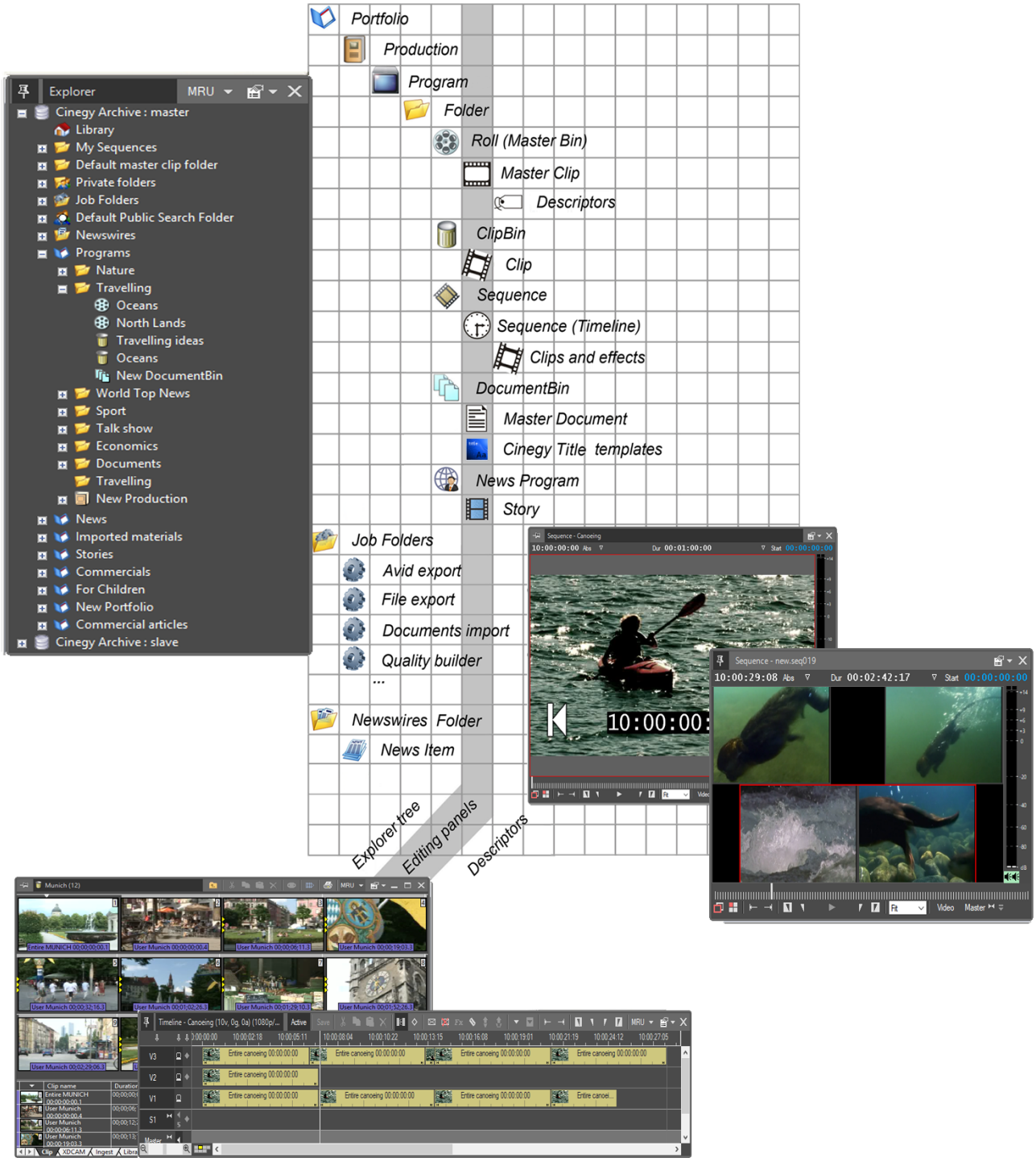
There are several levels of objects, which are shown in the Cinegy Desktop Explorer window; these are different folders and Sequences.



You can assign access rights to any object via Cinegy Archive Manager. Refer to the **Nodes Explorer** article in the **Cinegy Archive Manager Manual** for details.

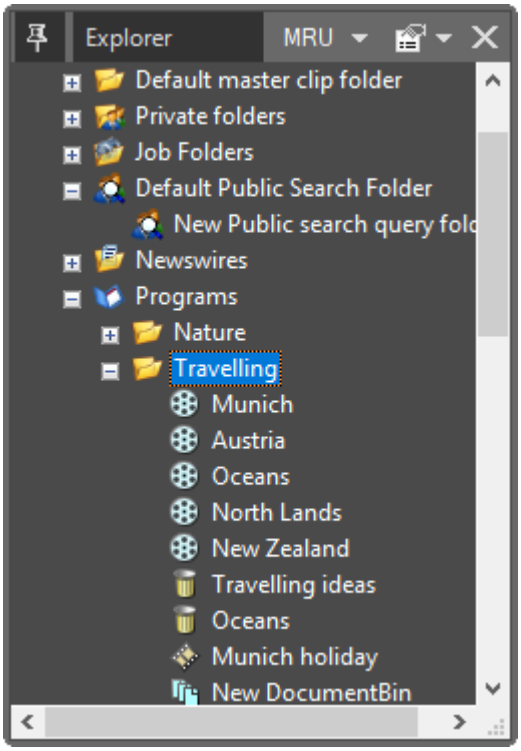
To give more details, the Cinegy Desktop client opens an item in a dedicated editor window. For example, the bins and Rolls will be shown in the bin window and the Sequences on Timeline.

Even more details can be shown with additional interface elements. For example, to explore a clip in a ClipBin, Clip Viewer is launched.



Tree Structure

The entire content of Cinegy Archive is represented for the user as a tree of different folders, containing various terminal objects:



The entire database structure is stored on the Cinegy Archive server.

Folders

The folders in Cinegy Archive are containers for different terminal objects and other folders, rather similar to a typical directory structure in Windows.

Standard Folder



This folder type is always present in the system. It can contain other folders and objects.

Search Folders

The search folder is a special folder type assigned to store the search queries. There are two types of search folders:



A public search query folder can be created within the Default Public Search Folder. Public search folders store public search queries visible to all users.



A private search query folder can be created individually for each user within the root of the private folders. Private search folders store private queries visible to the owner/user only.



Refer to the **Search Queries** article to learn more about search folders and their management.

Cinegy Convert Job Folder



A Cinegy Convert job folder is a special folder type. Dedicated functions are predefined to enable the automatic processing of different job types.



Refer to the **Cinegy Convert** documentation for detailed information about the creation, maintenance, and use of Cinegy Convert job folders.

Newswires



The Newswires is a special folder containing the news items grabbed via Cinegy Newswire Service from various news providers and then published in Cinegy Archive.



Refer to the **Cinegy Newswire** section to learn about this service.

Portfolios



The Portfolio is the top-level folder.

User-Defined Folders

Your system can be customized by your system administrator to hold additional types of folders, to suit the needs of your production house. The most typical example would be "Production" or "Program", or "Trailer". Typically, the hierarchy in Cinegy Archive starts with Production folders.

Cinegy Archive comes pre-configured with the following folders:



A Production folder is a high-level folder; it can only be created in a Portfolio. Usually, it contains a set of Program folders.



A Program folder is usually located inside a Production folder, and is intended to hold assets related to one TV program.

The business rules defining which types of folders can reside inside any given folder type are also set up by your administrator. When creating a new folder, Cinegy Desktop always shows you only the permitted set of folder types in the menu.



Refer to the **Node Types** article in the **Cinegy Archive Manager Manual** to learn how to create new folder types.

Terminal Objects

These are the objects in the tree that cannot contain further items. When activated, they are opened in a dedicated editor window in Cinegy Desktop. For example, opening a bin object launches the bin window, and opening a Sequence object launches Timeline.

Roll



A Roll is a container for master clips. The Roll normally represents one capture/import session, i.e., a tape, a file, or a piece of live ingest. Double-clicking the icon opens the master bin window. The bin may contain one or more entire master clips marked with a blue frame and several master clips (subclips) obtained as the result of splitting or editing the entire master clip. The number of entire master clips depends on the number of clips detected during the ingest process.



Refer to the **Working with Master Clips** paragraph for more information about operations with master clips.



Refer to the Setting Up a Capture Session paragraph for more details on creating Rolls during Cinegy Capture sessions.

Placeholder MOG



A placeholder MOG is a special type of Roll with a predefined TV format, start timecode, and duration. It is used as a temporary substitution for source essence that has not yet been captured/imported. You can assign a placeholder MOG as the target for capture/import. In this case, the placeholder MOG will be converted to the Roll, and all references to its essence will be updated.



Refer to the **Placeholder MOGs** article for details about working with the placeholder Rolls.

ClipBin



A ClipBin is a container for user clips, or simply clips. It allows you to browse, collect, preview, and rough-cut your material. Double-clicking the icon opens the ClipBin window.



Refer to the **Working with Bins** section to learn more about working with ClipBins.

Sequence



A Sequence is a project on Timeline. It can contain multiple clips with various effects, audio tracks with volume control, etc. When double-clicked, it will be opened in the Timeline window.



Refer to the **Timeline** section to learn more about working with Sequences.

DocumentBin



The DocumentBin contains documents (files) imported into Cinegy Desktop. It provides a flexible check-in and check-out mechanism and keeps all the previous versions of the imported documents.



Refer to the **Working With DocumentBin** article for details.

News Item



A news item is an automatically created read-only object for a specific date, registered in Cinegy Archive and stored in the Newswires folder. Double-clicking the news item opens the Newswire Browser with the list of imported news content in it. Each news element there includes a news headline, full or short text, and metadata such as publication date, news agency and copyright notice, and a link to the source (e.g., an HTML page), as well as links to media materials as an option.

Story



A Story is a project for the Cinegy Studio application. It can contain multiple clips, Sequences, graphics objects, placeholders, and written scripts. When double-clicked, it will be opened in the Story Editor window.



Refer to the **Working With Stories** section for details.



To learn about Cinegy Studio, refer to the **Cinegy Studio Manual**.

News Program



A News Program is a container for news Stories. It allows you to create, browse, collect, preview, and final cut your Stories as well as create Rundowns and templates for each day of the week separately. Double-clicking the icon opens the News Program Manager window.

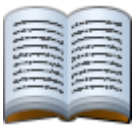


Refer to the **News Program Manager** section to learn more about working with News Programs.

Library and Library Folders



The Library is the special entry in the root of the tree. It is used to store corporate materials, for example, a corporate logo or countdowns. In addition, it may contain the published materials that are permitted to be used within your organization without any need to consult with the legal department.



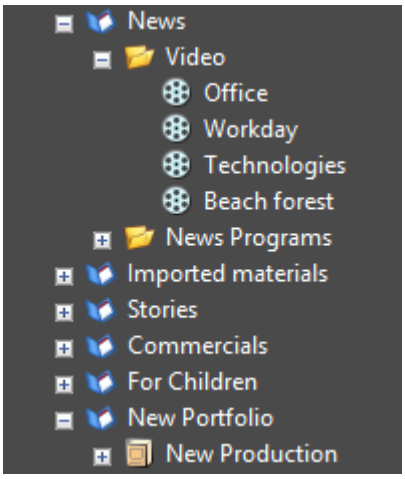
Normally, the Library is configured to contain only the Library folders. The Library folders in their part can be configured to contain only the objects defined by the business rules in your organization.

Explorer Interface

The Cinegy Desktop Explorer interface resembles the familiar interface of Windows File Explorer to make it easier for you to use.

Opening and Closing Items

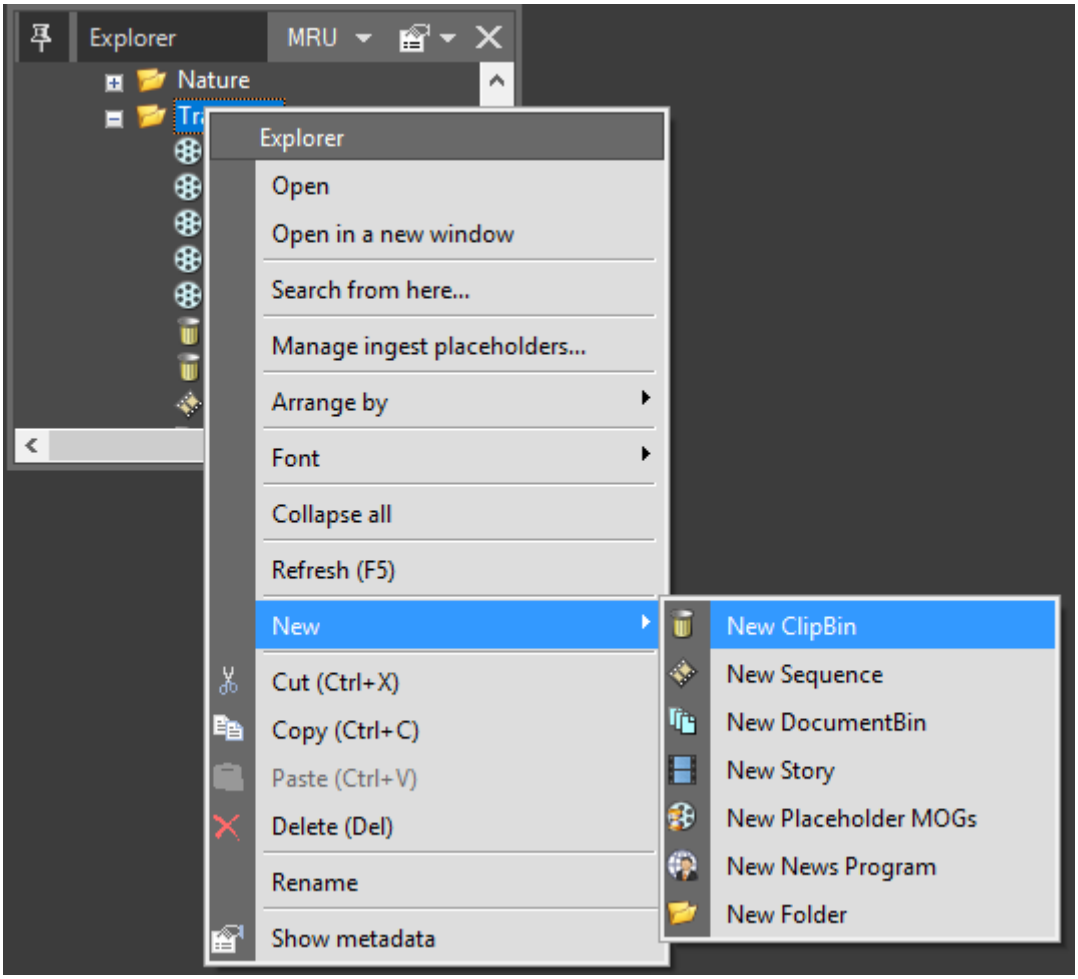
Click a small plus sign on the left of the item or hit the + key to expand it. Click minus or hit – to collapse an item.



Double-click the terminal items to launch the corresponding editor window, or select the item in the tree view and hit the `Enter` key.

Creating a New Item

Right-click the object in which you would like to create a new item. In the menu that appears, select the "New" command, and another submenu appears, containing the list of items you are permitted to create inside the selected parent object.



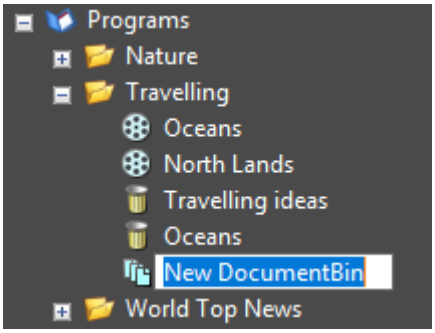
You can create items only inside non-terminal objects.

When you create a new node with mandatory metadata fields assigned, a metadata dialog will open requesting the mandatory data. Refer to the **Node Metadata** article to learn more about node metadata.

Renaming an Item

To rename an item:

1. Right-click the object and then select the "Rename item" command, or simply double-click the name of the object.
2. The text editor appears in place of the item name.



3. Change the name and hit `Enter` to finish editing.

Any language symbols can be used in the item names.

Copying an Item

You can copy a terminal item to another location in the tree with the "Copy" and "Paste" commands.

1. Right-click the item and choose the "Copy" command or use the `Ctrl+C` shortcut.
2. Select the desired folder in the tree and choose the "Paste" command or use the `Ctrl+V` shortcut.



You need to have permission to create all the required types of objects and sub-objects in the new location to copy an item.

Moving Objects of the Tree

Tree elements can be moved to another location with the "Cut" and "Paste" commands.

1. Right-click the item and choose the "Cut" command or use the `Ctrl+X` shortcut. The item icon will be grayed out.
2. Select the desired folder in the tree and choose the "Paste" command or use the `Ctrl+V` shortcut.



You need to have permission to create all the required types of objects in the new location as well as delete them in the old location, to move the sub-tree.

Deleting an Item or a Part of the Tree

Choose the "Delete" command from the right-click menu, or simply select the item and hit the `Delete` key. You will be prompted to confirm the deletion.



You need to have permission to delete all the required types of objects in the selected folder to delete the sub-tree.

Sorting Items in the Tree

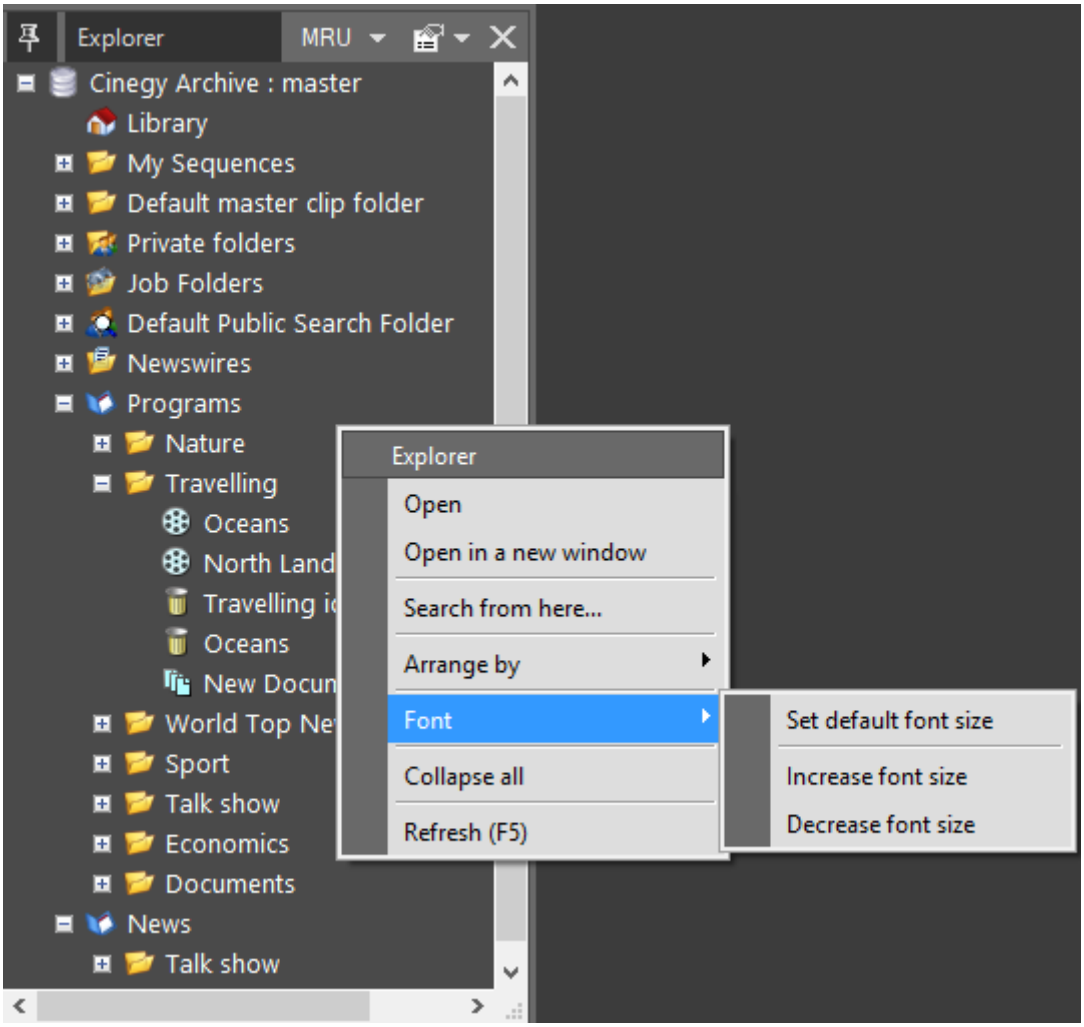
Right-click the folder you want to reorder and select a sorting option from the "Arrange by" cascaded command. The options are:

- Name
- Type and name
- Creation date
- Type and creation date

The sorting order will be applied to the first-level objects in the selected folder.

Font Size Control

The option of increasing or decreasing the font size is available from the context menu. Right-click anywhere within the Cinegy Desktop Explorer window and choose the "Font" command:



The "Font" command is also available from the tree item right-click menu.

You can increase or decrease the font size or set it to the default value.

Font size changing affects the Cinegy Desktop Explorer tree, object names in all folders and Bins, and metadata.

Locked Items

An item can be locked in different ways:



If an item is marked with a blue lock, it has read-only attributes. The read-only status is also displayed in the title bar of the item window.

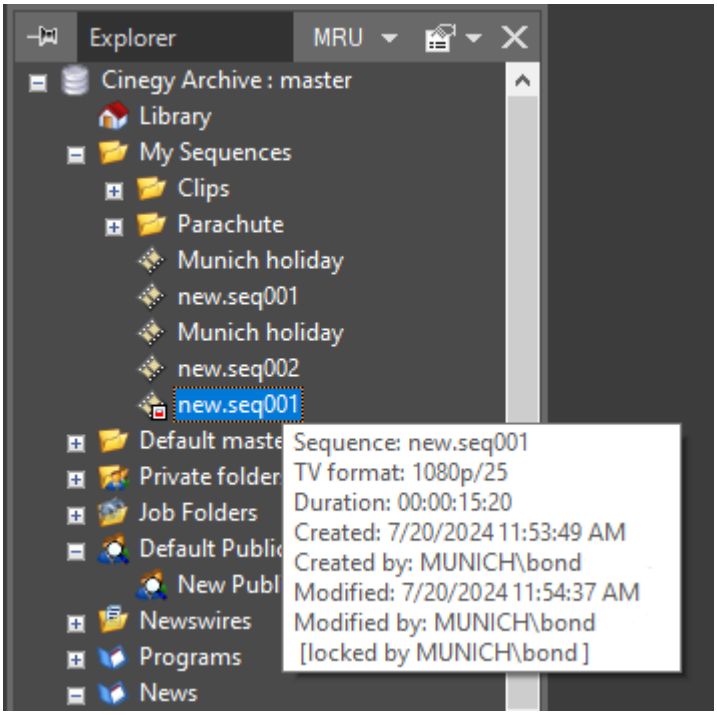


The green lock means that the item is locked by the local user.



The red lock signals that the item is locked by another user. If a Roll is being captured/imported, a red lock is used to show this status. When the process is completed, the lock is removed automatically.

If an item is locked by another user, the name of this user is shown in the tooltip of the item:



Object permissions are assigned via Cinegy Archive Manager. Refer to the **Nodes Explorer** article in the **Cinegy Archive Manager Manual** for details.

The locked status is also displayed for bins and folders. The icons display the locked status, and the tooltip provides information on which user has locked the item.

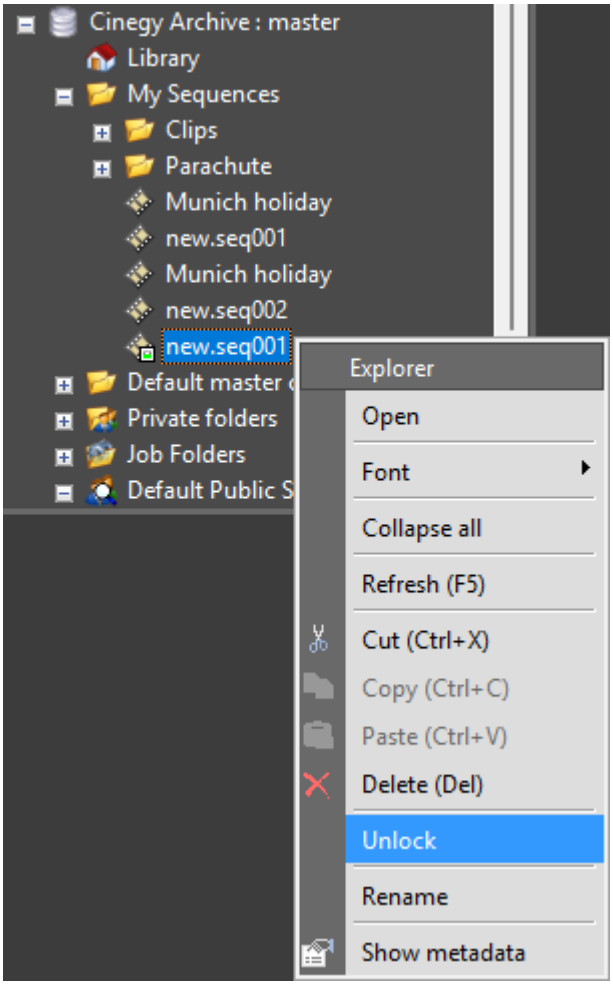
Unlocking Items in the Tree



The items locked by the current user are shown with a green lock.

In some cases, as a result of the operation failure or connection loss, the items may remain locked.

You can unlock the item by using the "Unlock" command from the context menu or by right-clicking the item:



Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to learn how to enable automatic unlocking of the objects on the Cinegy Desktop startup.

Getting Quick Info on the Objects

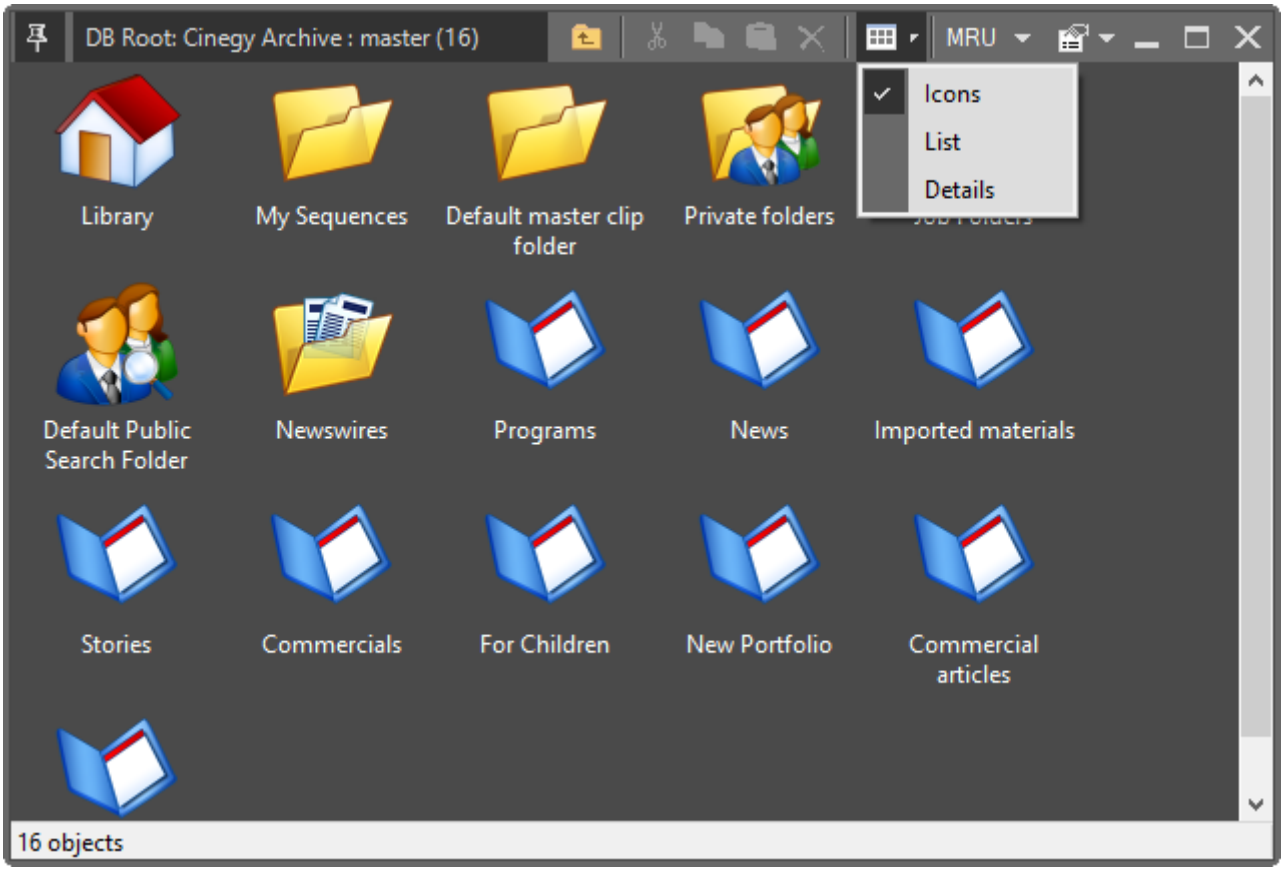
Positioning the mouse pointer over the object displays a tooltip containing basic information on the item.

Folders Window

The content of folder objects can be displayed in a separate folder window by double-clicking the folder object.

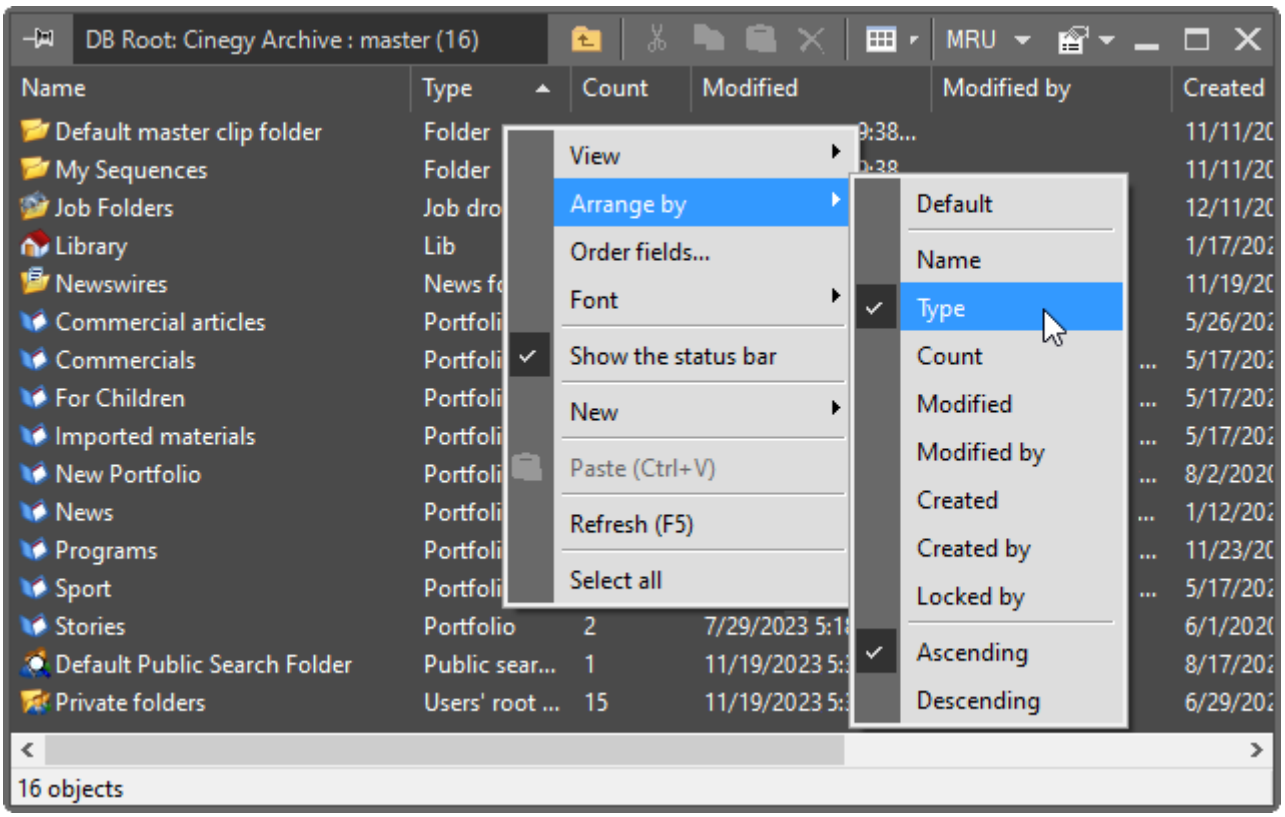
Folder Views

In the menu bar of every folder, you can select different views of the content:



Sorting Items in the Folder View

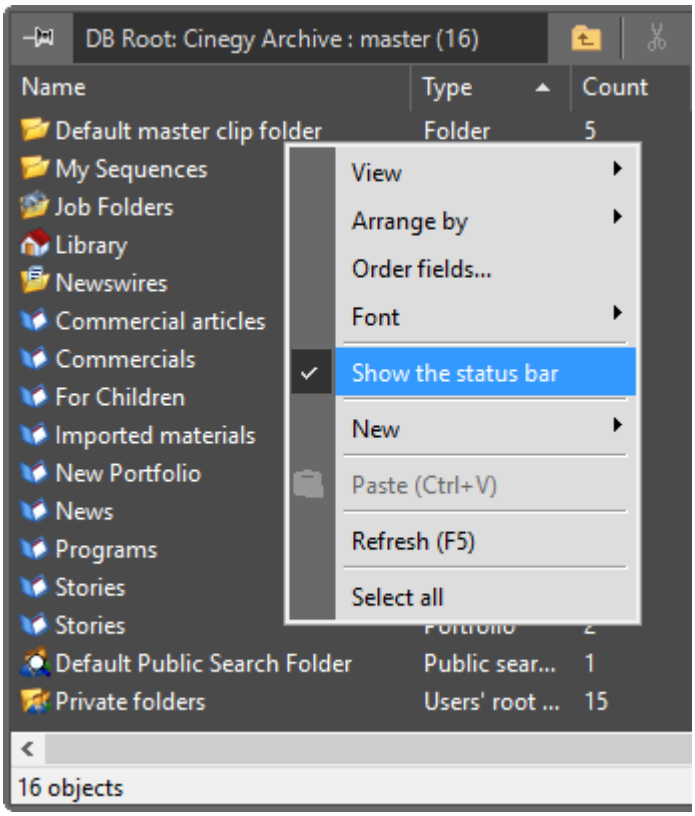
Right-click an empty space in the folder viewer and select a sorting option from the "Arrange by" cascaded command:



You can arrange content alphabetically in ascending or descending order by selecting the corresponding checkbox.

Status Bar

To turn on the status bar in the folder and bin viewers, right-click an empty space in the viewer and select the "Show the status bar" command:

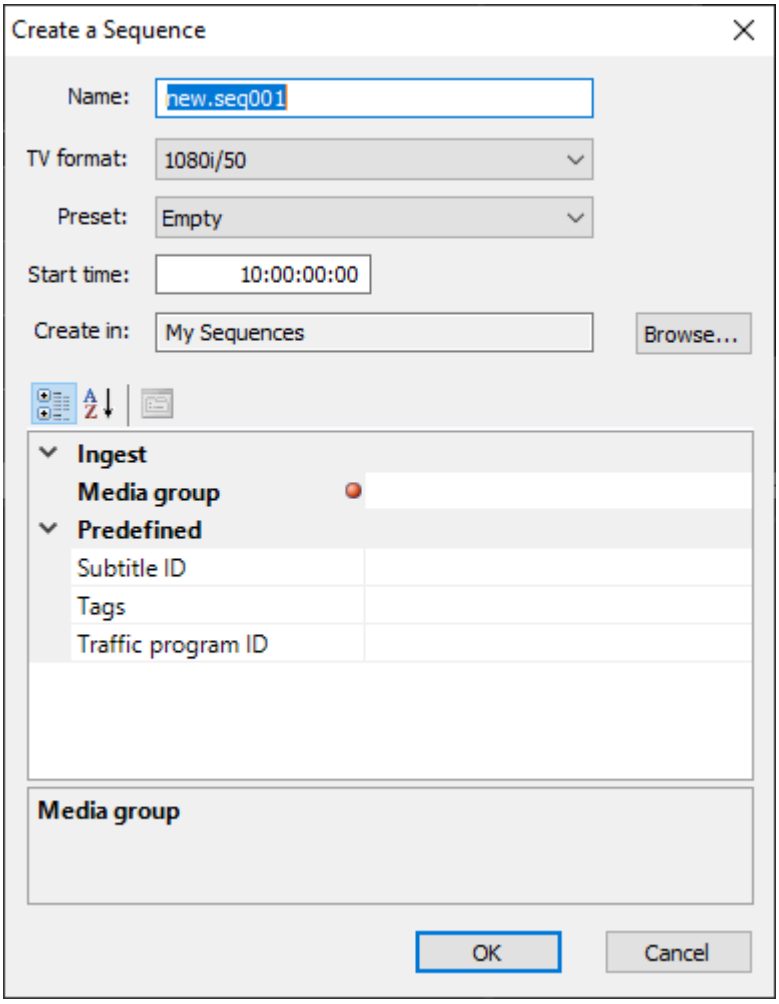


The status bar shows the number of objects in the folder/bin. When clicking the item in the viewer, the status bar displays the related item information in the tooltip.

Node Metadata

Every node type in Cinegy Archive can be assigned a separate set of metadata fields according to the user's needs. Metadata fields can be mandatory; these fields cannot be left empty.

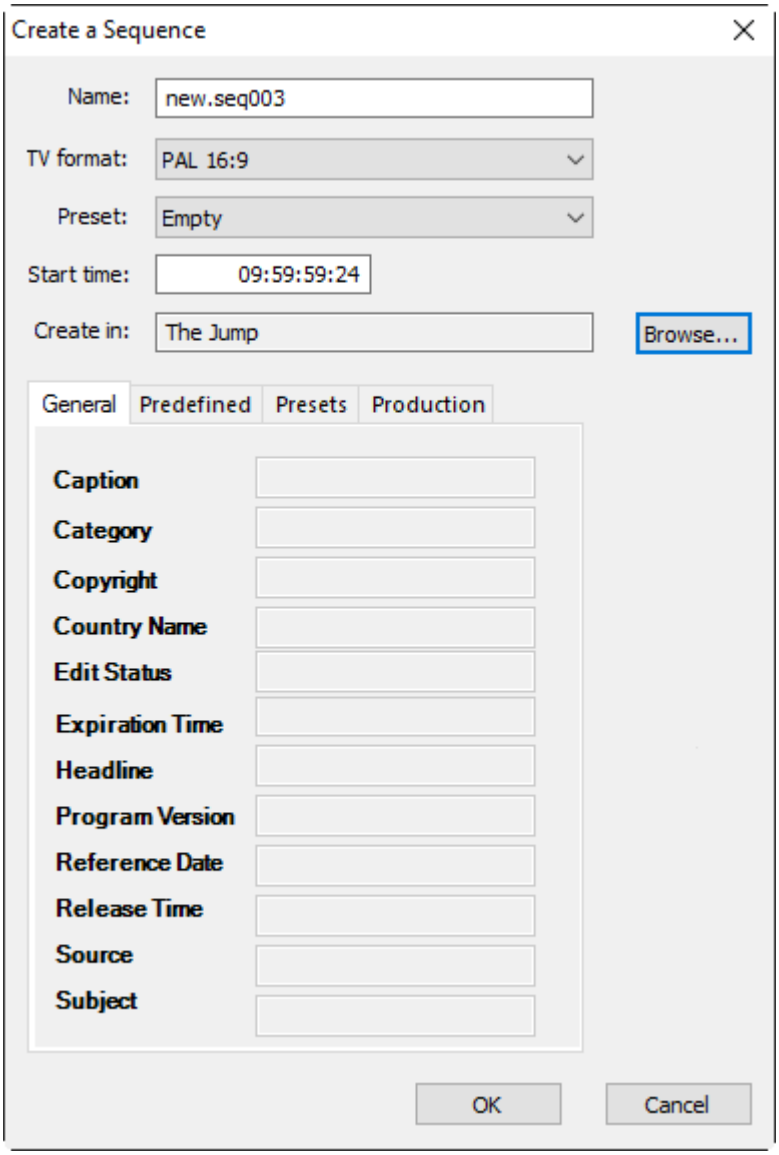
When you create a new node with mandatory metadata fields assigned, a properties dialog box will be shown for this node, as in the example below:



The read-only fields are shown as disabled and cannot be edited by the user.

Read-only mandatory fields can be filled in at once, when the node is being created, and cannot be changed later.

A custom metadata form with its own set of metadata fields can be created individually for each node type using "Form Designer" in Cinegy Archive Manager:

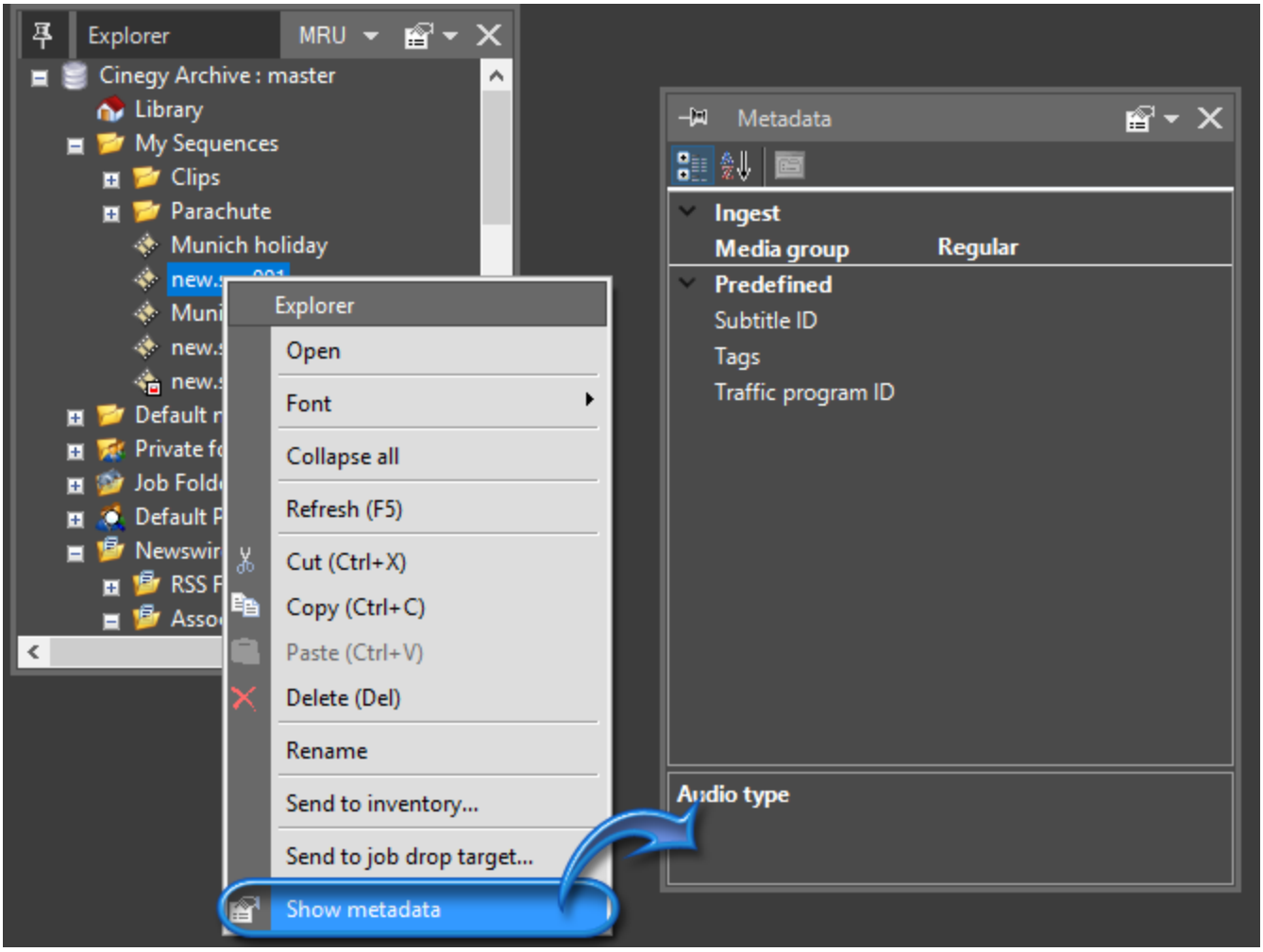




Refer to the **Descriptors, Presets** article in the **Cinegy Archive Manager Manual** for more details on creating metadata forms.

To view and edit the metadata for a node, do the following:

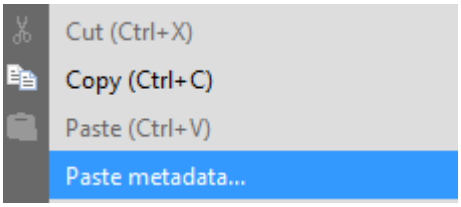
1. Select the desired node in the Cinegy Desktop Explorer tree.
2. Right-click the node and select the "Show metadata" option from the context menu.
3. Fill in the fields in the "Metadata" dialog box:



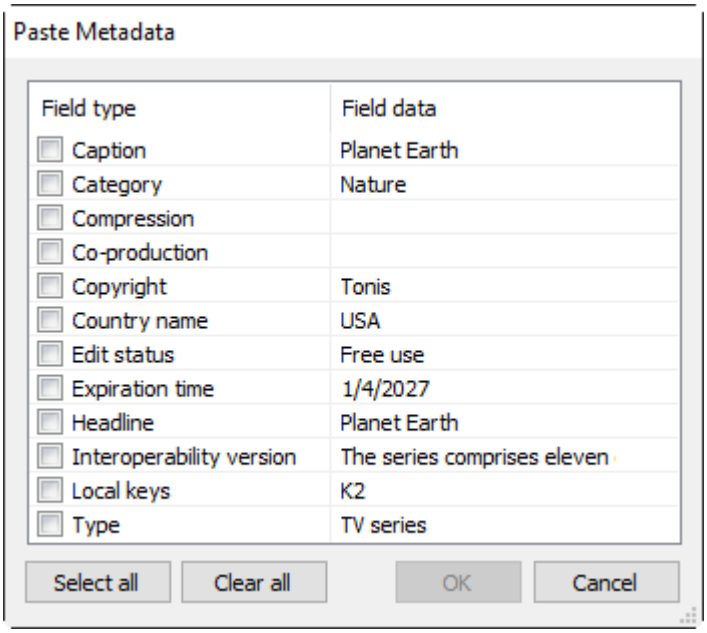
Copying Metadata

Node metadata can be copied to another node of the same type via the copy and paste command. To do this, follow the steps:

1. Select a source node and use the "Copy" command from the context menu.
2. Select the target node and use the "Paste metadata…" command from the context menu:



The "Paste metadata" dialog box appears:



Here check the metadata fields you wish to be copied to the target node.

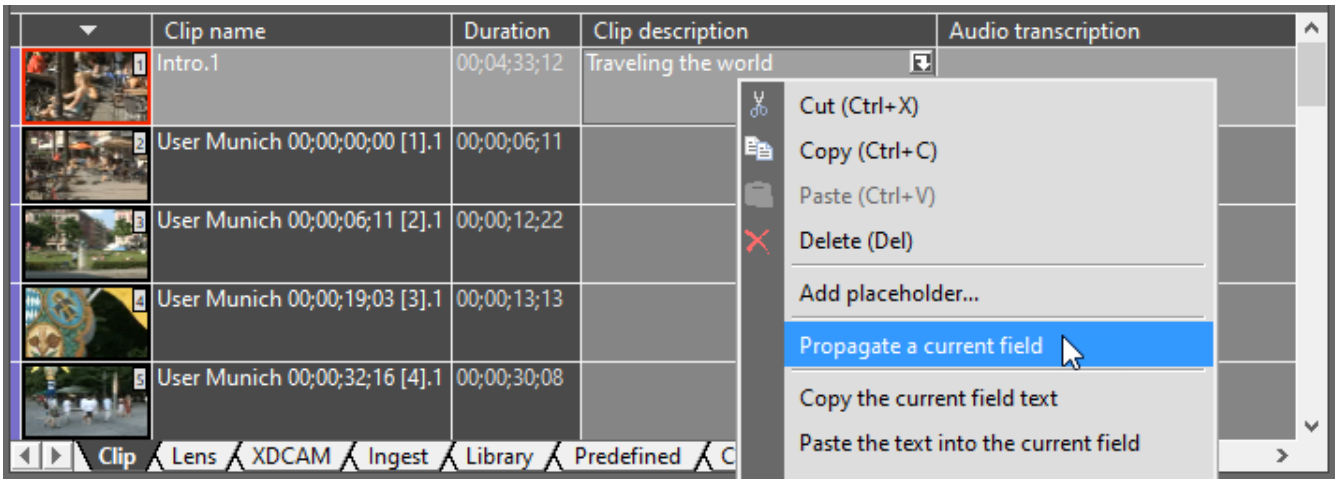
In the "Paste metadata" dialog box, only descriptors marked with the "Special metadata copy" flag are available. Refer to the **Descriptors, Presets** article in the **Cinegy Archive Manager Manual** for details about setting up the metadata fields for descriptors.

Read-only metadata fields are not shown in the "Paste metadata" dialog box.

Propagating Metadata

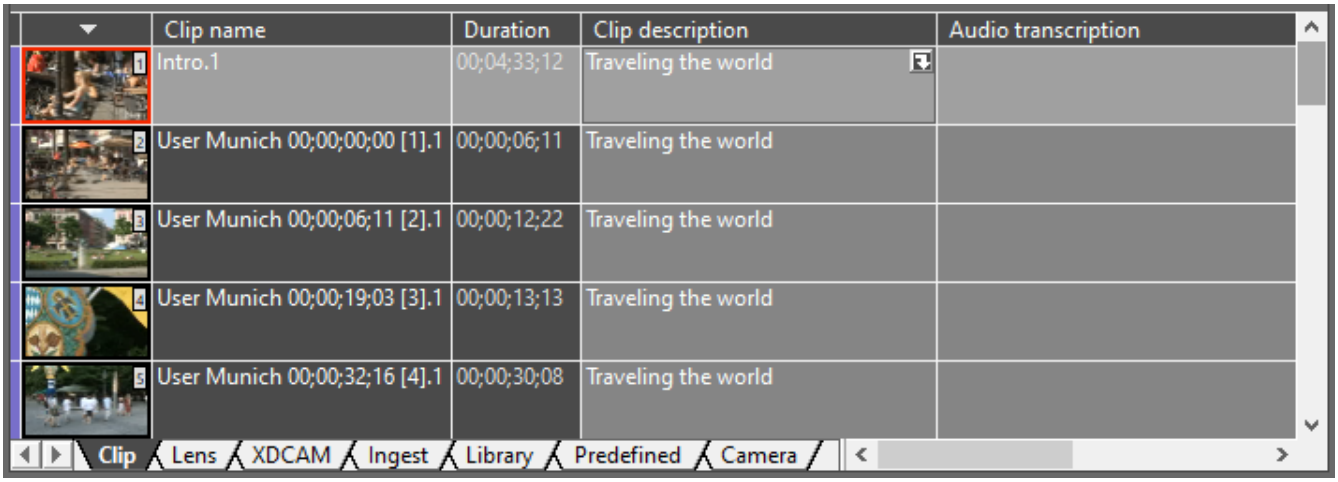
Cinegy Desktop provides you with the ability to propagate the master clip metadata fields to other master and/or user clips within one Roll.

To do this, right-click a metadata field that you would like to propagate. Then, select the "Propagate a current field" command from the metadata field context menu:



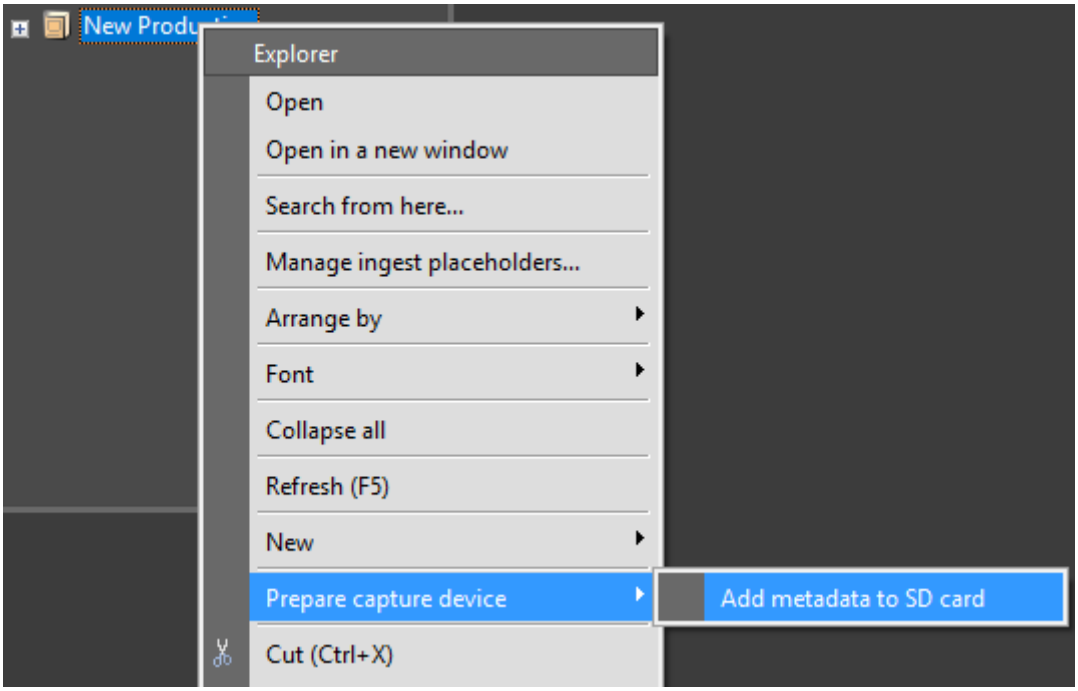
The metadata propagation is permanent and cannot be undone.

The selected value will be entered in all fields of the corresponding metadata column:

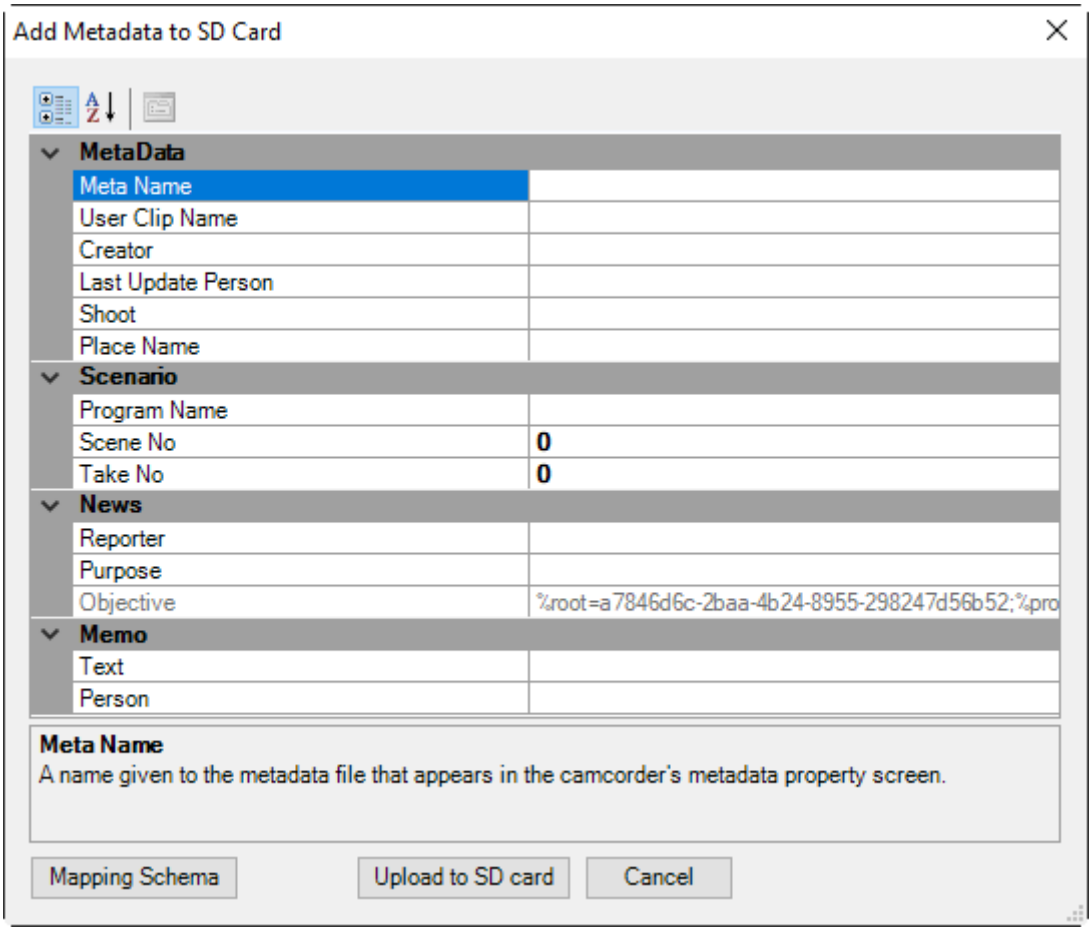


Metadata Transferring to SD Card

Cinegy Desktop supports the ability to add metadata to SD cards for the subsequent transfer to the camera P2 card(s). To do so, right-click a Production folder and select the "Prepare capture device" > "Add metadata to SD card" command from the Cinegy Desktop Explorer submenu:



The following dialog box appears:



Metadata

Meta Name – the metadata file name displayed in the metadata property screen of the camcorder.

User Clip Name – the clip name.

Creator – the clip creator's name.

Last Update Person – the name of a user who accessed the clip last.

Shoot – the camera operator's name.

Place Name – the filming location.

> The "Meta Name", "User Clip Name", and "Place Name" fields are limited to 100 characters. The "Creator", "Last Update Person", and "Shoot" fields are limited to 30 characters.

Scenario

Program Name – the program name with details.

> The "Program Name" field is limited to 100 characters.

Scene No – the scene number.

Take No – the take number.

The numeric characters from 1 to 4294967295 are supported for the "Scene No" and "Take No" metadata fields.

News

Reporter – the reporter's name.

Purpose – the clip creation purpose.

Objective – the clip creation objective definition.

The "Reporter" field is limited to 30 characters. The "Purpose" and "Objective" fields are limited to 100 characters.

Memo

Text – the additional information on the clip.

Person – the creator or manager of the text memo.

The "Text" field is limited to 100 characters, and the "Person" field is limited to 30 characters.

Mapping Schema To use the existing metadata mapping export schema created via the Cinegy Data Mapper, press the "Mapping Schema" button.

Refer to the **Metadata Mapping Schemas** article in the **Cinegy Archive Manager Manual** for details about the metadata mapper editor.

Upload to SD card Having added metadata, press the "Upload to SD card"; the following dialog box appears:

Here, select a target SD card drive from the drop-down list and press "OK". The MTDTXX.p2 metadata file will be automatically created on the SD card in the selected target drive. Here XX is any number in the range from 00 to 99 inclusively. The number for each newly created file will automatically be increased by 1.

The P2 files will be created in the PRIVATE\MEIGROUP\PAVCN\SBG\P2SD folder for the selected target drive. It is a standardized P2 folder structure.

If the standardized P2 folder structure is not on the SD card, Cinegy Desktop will create it automatically.

Only files in the MTDTXX.p2 format are acceptable for metadata uploading.

Additional Templates

A template is a set of metadata fields assigned to a node type. You can create as many additional templates as you wish and associate them with particular nodes. The default template defines the fields that appear in the metadata dialog. Selecting a preferred template allows you to quickly switch a node's set of metadata fields.

Refer to the **Descriptors, Presets** article in the **Cinegy Archive Manager Manual** for more details on creating templates.

1.4 Working With Multiple Databases

Concept

For bigger installations, combining several organizations under one roof, Cinegy Archive provides a multi-database option, bringing TV production up to true enterprise level. In addition, this option is extremely useful for field production with a separate Cinegy Desktop installation-in-a-bus, which can be connected to the main system in a matter of seconds.

The Cinegy Archive database architecture supports working with multiple databases within one client. This structure enables browsing individual databases and exchanging information between databases:

- Each database can be located on a different SQL server.
- Each database can be set up and maintained independently.
- Users can have different access rights to each database.
- Essence data can be exchanged between databases.

One of the databases must always be primary (master), while the others are secondary (slave) databases.

The master database provides Cinegy Desktop with the following global configuration parameters and settings:

- TV formats and Cinegy Ingest profiles.
- Cinegy Messenger configuration.
- Logging templates.

Each database can be configured to have its own access permissions for the users, except for loading the Timeline plug-in, which is taken from the master database.

The rest of the security and permissions settings are taken from each database individually. The multi-database configuration (i.e., the list of potential slave databases) can be customized according to your needs, providing multi-database access only for the user roles you select.

Configuration

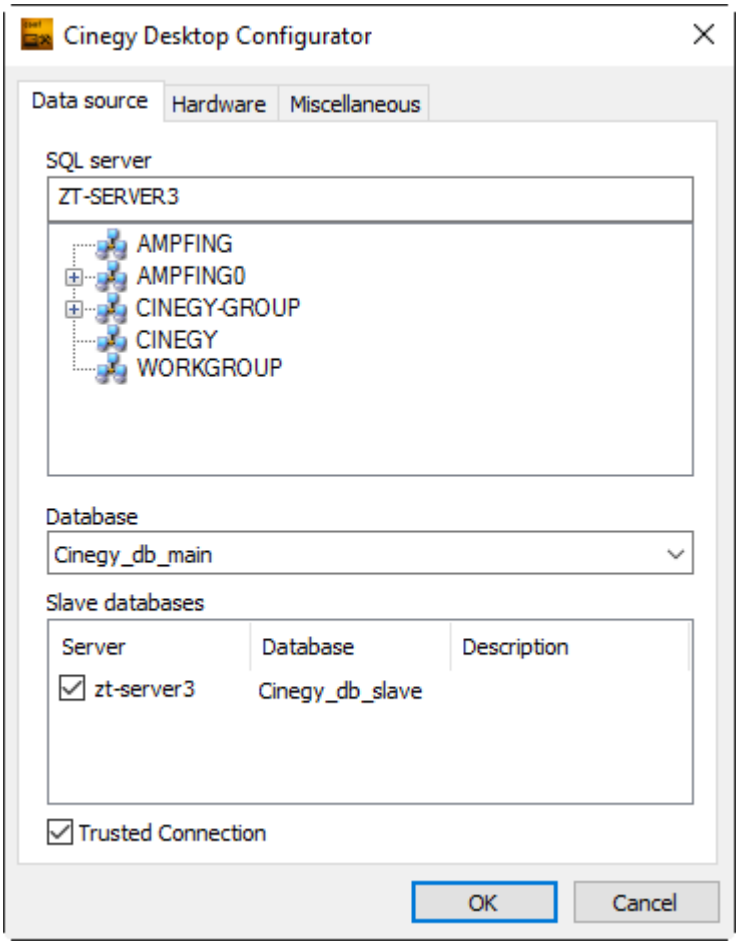
To enable operations between multiple databases, you have to set the "Interdatabase operations" permission in Cinegy Archive Manager first.



Refer to the **Cinegy Archive Manager Manual** to learn more about the configuration and management of multiple databases.

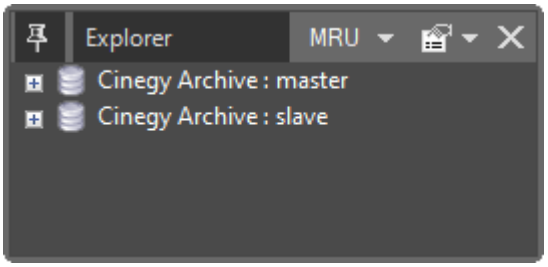


To activate slave databases in the Cinegy Desktop client, use the Cinegy Desktop Configurator:



1. Choose the Cinegy Archive server and the database as usual.
2. Check the desired slave databases in the slave databases list.
3. Press "OK" to apply the settings and start Cinegy Desktop.

Now the chosen slave databases appear in the root of the Cinegy Desktop Explorer tree:



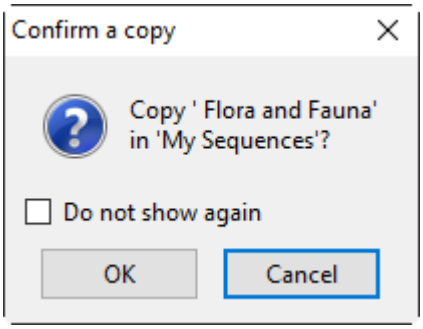
Operations

Cinegy Desktop provides you with a simple data exchange mechanism by copying all types of objects between databases.

Copying Rolls

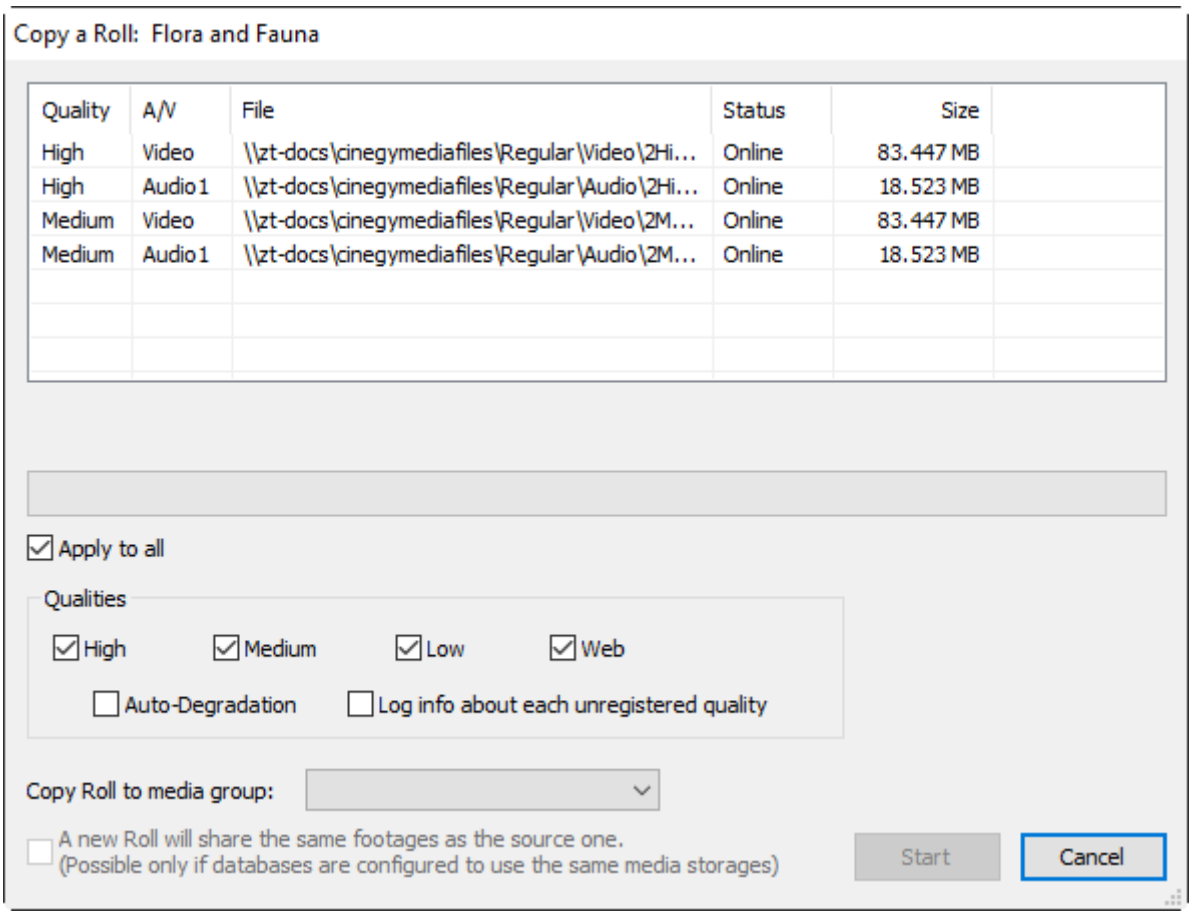
To copy a Roll from the source database to a target database, use the usual "Copy" and "Paste" commands or a simple drag-and-drop, holding the `Ctrl` key down.

You will be asked to confirm your decision:



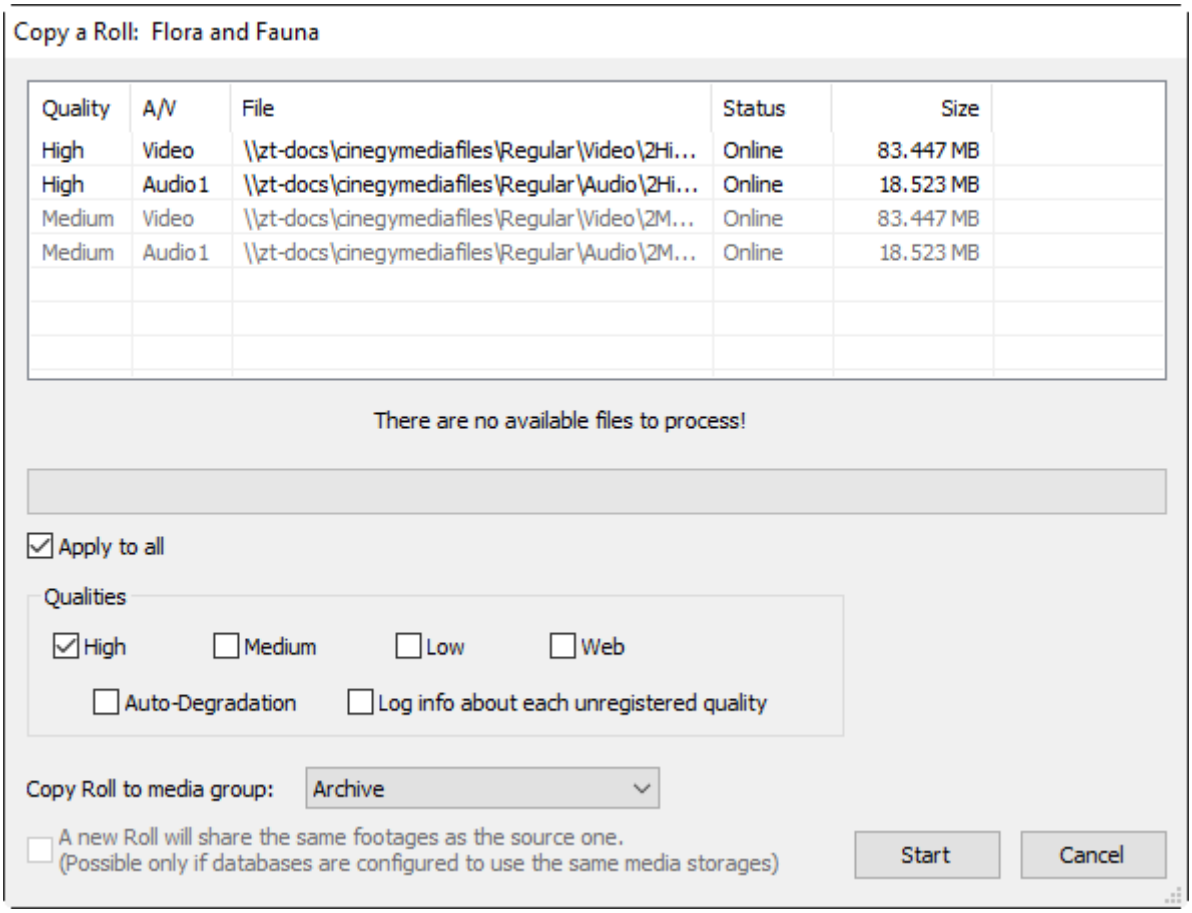
Press "OK" to proceed with Roll copying or "Cancel" to abort the process.

The "Copy a Roll" dialog box appears:

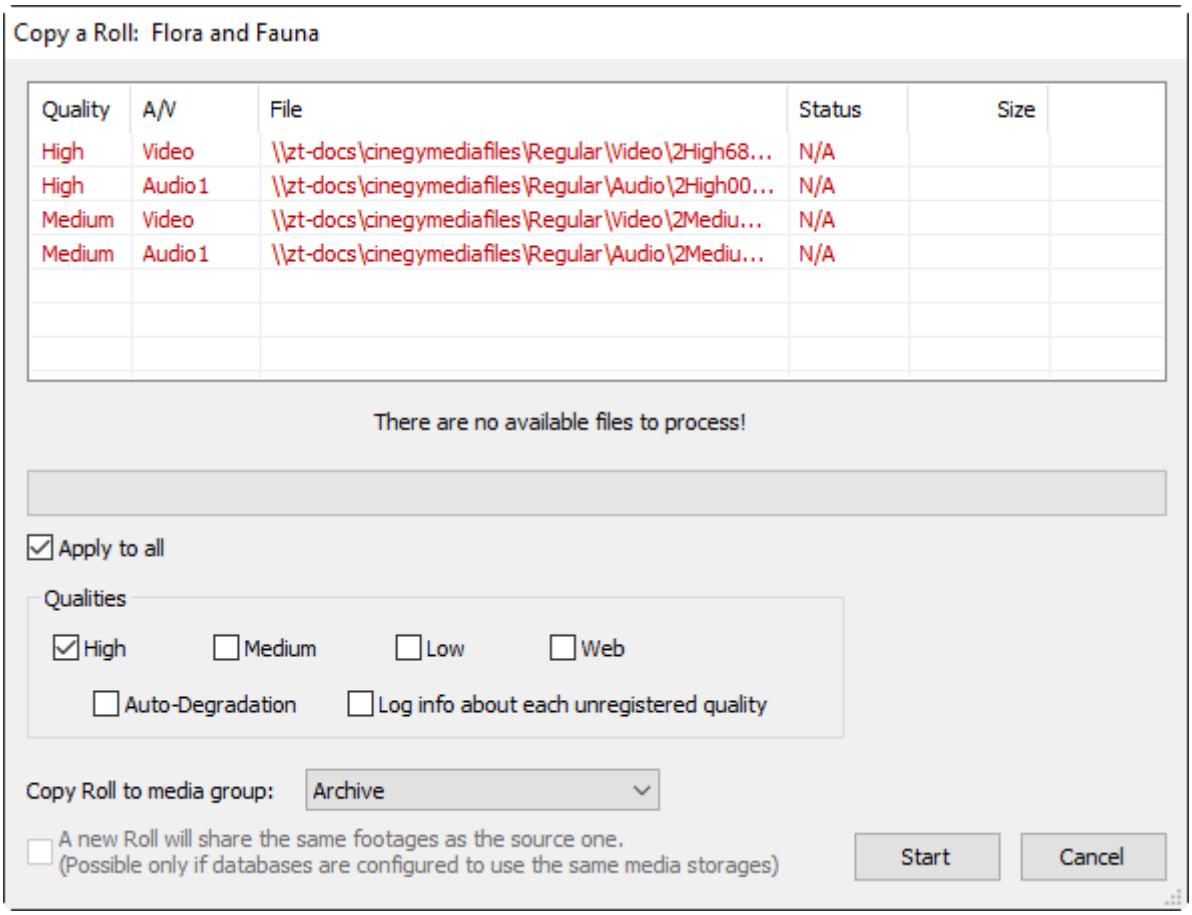


When copying a folder containing several Rolls or ClipBin/Sequence referring to several Rolls, select the "Apply to all" checkbox to copy all objects in one session. Otherwise, you will have to start each object copying manually. If a Roll with no media files is found among the Rolls being copied in one session, the copying will be interrupted, and the corresponding message will be added to the system log.

Select the quality (or qualities) you wish to copy to the target database by ticking off the corresponding checkbox(es). When, for example, only the "High" quality is selected and it is not available in the Roll you wish to copy and the "Auto-Degradation" option is not ticked off, the Roll footages will be grayed out and you will see "There are no available files to process!" in the "Copy a Roll" dialog:



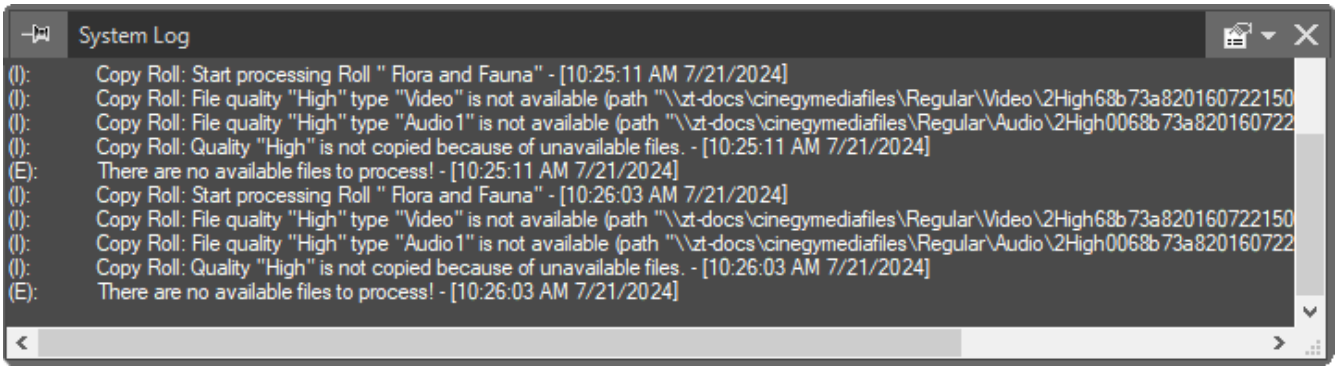
If the footages of the Roll are totally unavailable, the entire Roll will not be copied to the target database:



In both cases, the Roll copying process will be aborted, and the "There are no available files to process!" message will be added to the system log.

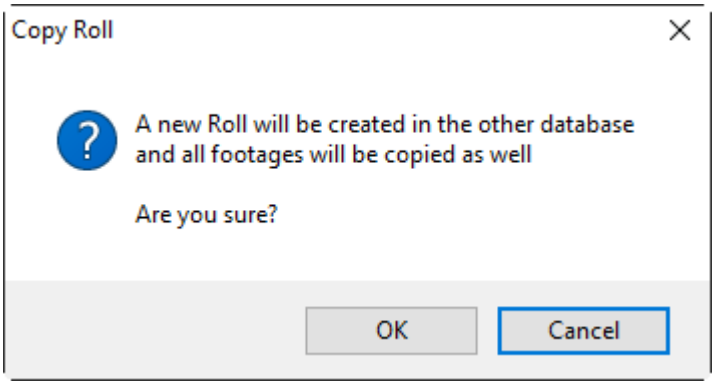
Check the "Auto-Degradation" option to switch the clip to the next available quality. For example, if high quality is required, but not available, and medium quality is available, the autodegradation will switch the clip to medium quality. The unavailable qualities will not be present in the target Roll.

To keep track of degradation actions performed, select the "Log info about each unregistered quality" option. The corresponding messages will be added to the system log:



Select the media group from the "Copy Roll to media group" drop-down list to be used for the new Roll's media files location.

Press "Start" to begin. The confirmation dialog box appears:



Press "OK" to start the copying process.

	The operation time may vary depending on the size of the essence data.

	Copying a bunch of Rolls at once is performed sequentially, one by one.

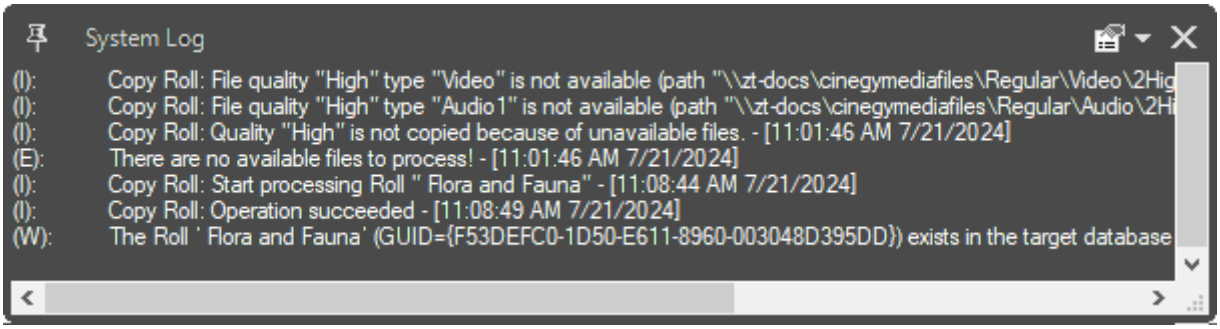
The media files of both the source and target Rolls after the inter-database copying are identical, and the content of the corresponding metadata is the same:



Metadata for fields that do not exist in the target database is not copied from the source database. Also, metadata for fields that exist only in the target database is left empty.

If you try to copy a Roll that already exists in the target database, you will be informed about it through the message in the system log.

If you try to copy a Roll that already exists in the target database but is marked as deleted, it will be permanently deleted before copying proceeds. The user is also informed about it through a message in the system log:



Refer to the **Deleting a Clip** paragraph to learn more about deleting objects from the Cinegy Desktop Explorer.

The node access permissions are not preserved during inter-database copying.

Copying Rolls without Footages

It is not recommended to use this function; otherwise, you will not be able to process these Rolls in Cinegy Media Cleaner and will have trouble when trying to delete the footages, as Rolls from different databases may refer to the same footages.

Check the "A new Roll will share the same footages as the source one" option to skip copying the following Roll's footages to the target database.

Both source and target Rolls will share the same footages in the Cinegy Archive database.

Copying Rolls without footages is only possible when:

- both source and target databases are configured to use the same shares in the Cinegy Archive database;
- the "Copy rolls without files" action is enabled in Cinegy Archive Manager for at least one of the current user's roles;
- the "Allow to copy Rolls without footages" option is set to "True" in the "Server and database settings" configuration window of Cinegy Archive Manager.



Refer to the **Cinegy Archive Manager Manual** to learn how to enable the option for copying Rolls without footages.

Copying ClipBins and Sequences

To copy ClipBins or Sequences between the databases, use the "Copy" and "Paste" commands as usual, or a simple drag-and-drop holding the `Ctrl` key down.

All Rolls that are referenced by these ClipBins and/or Sequences will be copied first.

If a referenced Roll already exists in the target database, it will not be copied.

If a referenced Roll already exists in the target database but differs from the source one, the user will be informed about it through a message in the system log.



Refer to the **Copying Rolls** paragraph for additional details.

Copying DocumentBins

To copy the selected DocumentBins to the desired folder within another database, use the "Copy" and "Paste" commands, or a simple drag-and-drop holding the `Ctrl` key down.



If the DocumentBin contains offline documents, they will not be copied.

Copying Folders

To copy nodes of the folder type between the databases, use the "Copy" and "Paste" commands as usual or a simple drag-and-drop holding the `Ctrl` key down.

When nodes of the folder type are being copied, all child nodes and all nodes that are referenced by them are copied as well.

1.5 Bins and Rolls

There are two types of clip containers in Cinegy Desktop: Rolls and ClipBins.



Rolls are the containers for the original material. Every Roll represents one import/capture/convert session, and may contain one or several "entire master clips" (marked with a blue frame) detected during the import/capture/convert process. Other master clips obtained as a result of splitting or editing the entire master clip are also placed here.

Depending on your user rights, you may be prohibited from having access to the Rolls or from making changes to them.



Refer to the **Working with Master Clips** section for details on handling master clips in the Roll.



ClipBins contain clips, which are referenced to master clips in Rolls. Whenever a metadata field is changed in a master clip, the changes will be propagated to all corresponding clips.

Depending on your user rights, you may be prohibited from making changes to clips in the ClipBins.



With the "Edit a ClipBin" action disabled, it is impossible to publish Rolls.



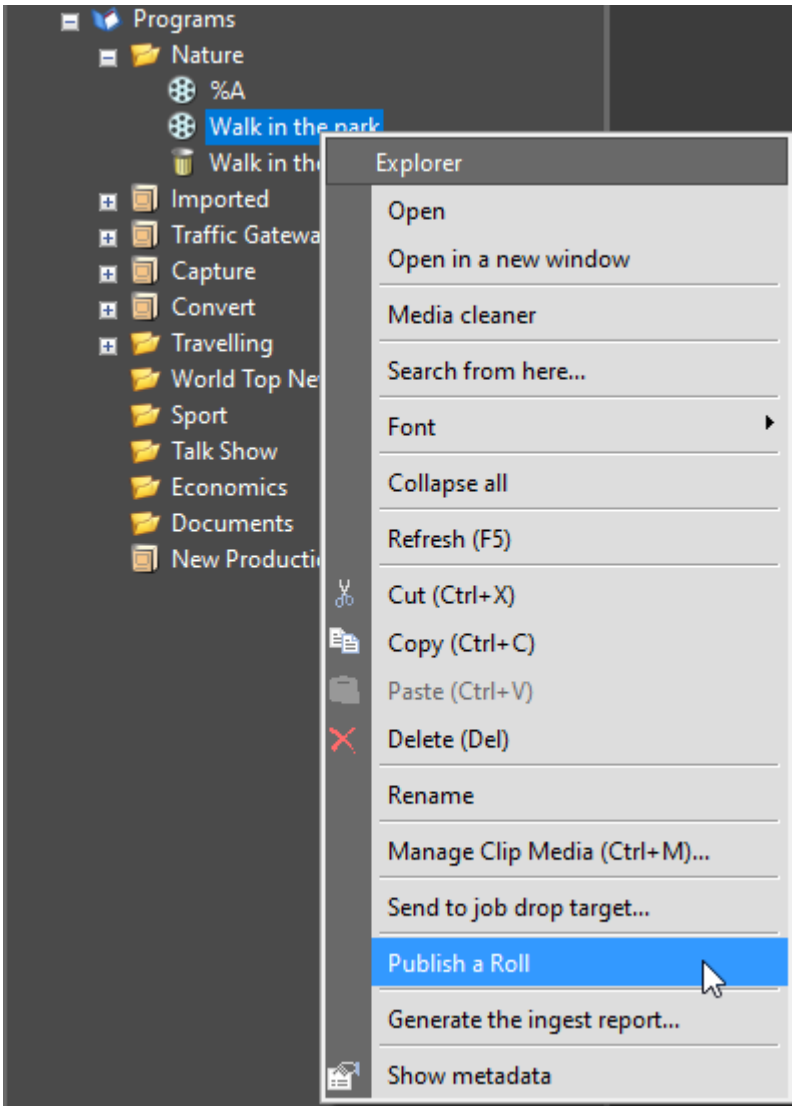
Refer to the **Handling Bins** article for details.

Creating ClipBin

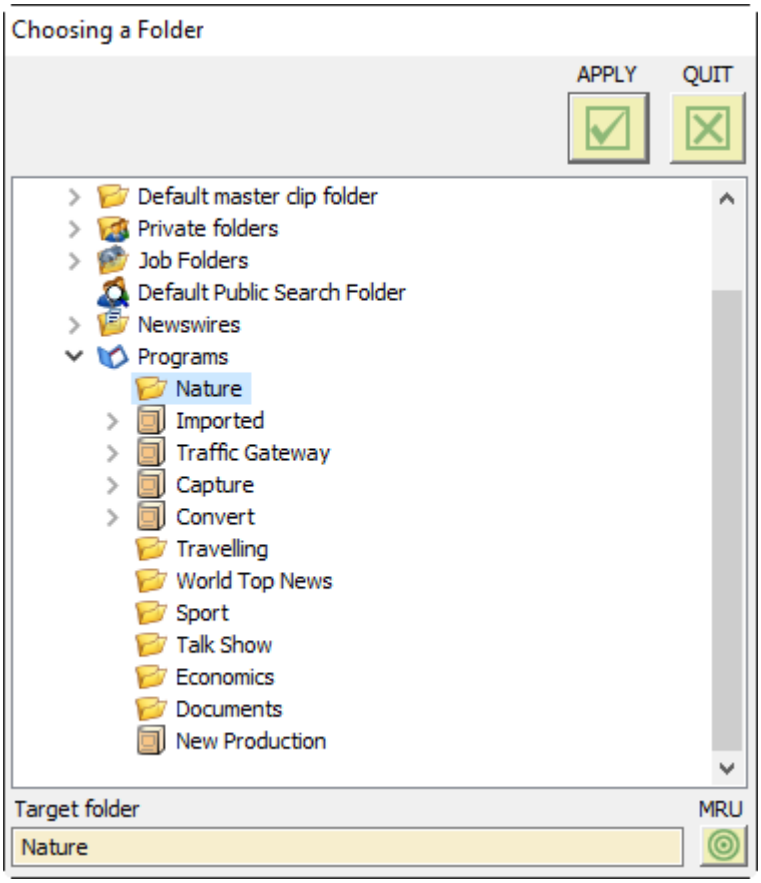
Publish a Roll

A Roll can be published, giving users access to the captured material. When a Roll is published, a ClipBin is created displaying the whole clip content of the Roll.

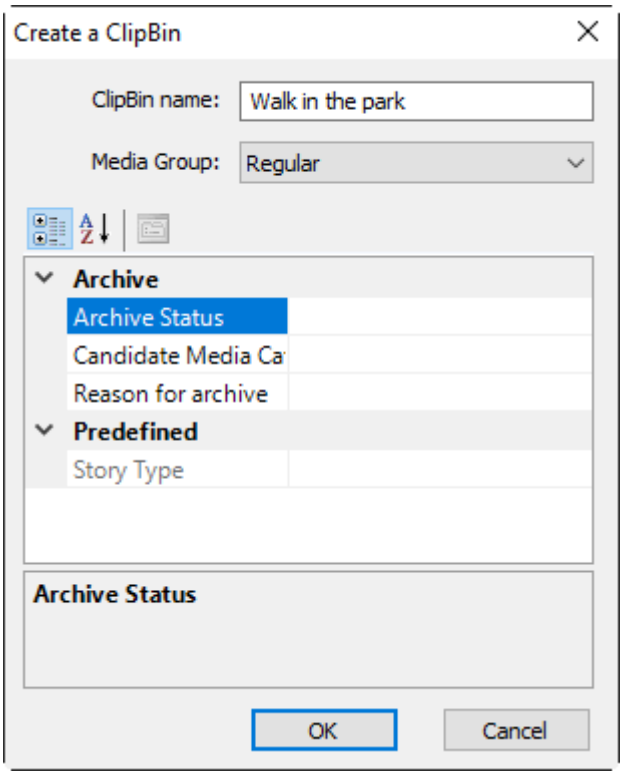
Right-click the Roll in the Cinegy Desktop Explorer window and select the "Publish a Roll" command:



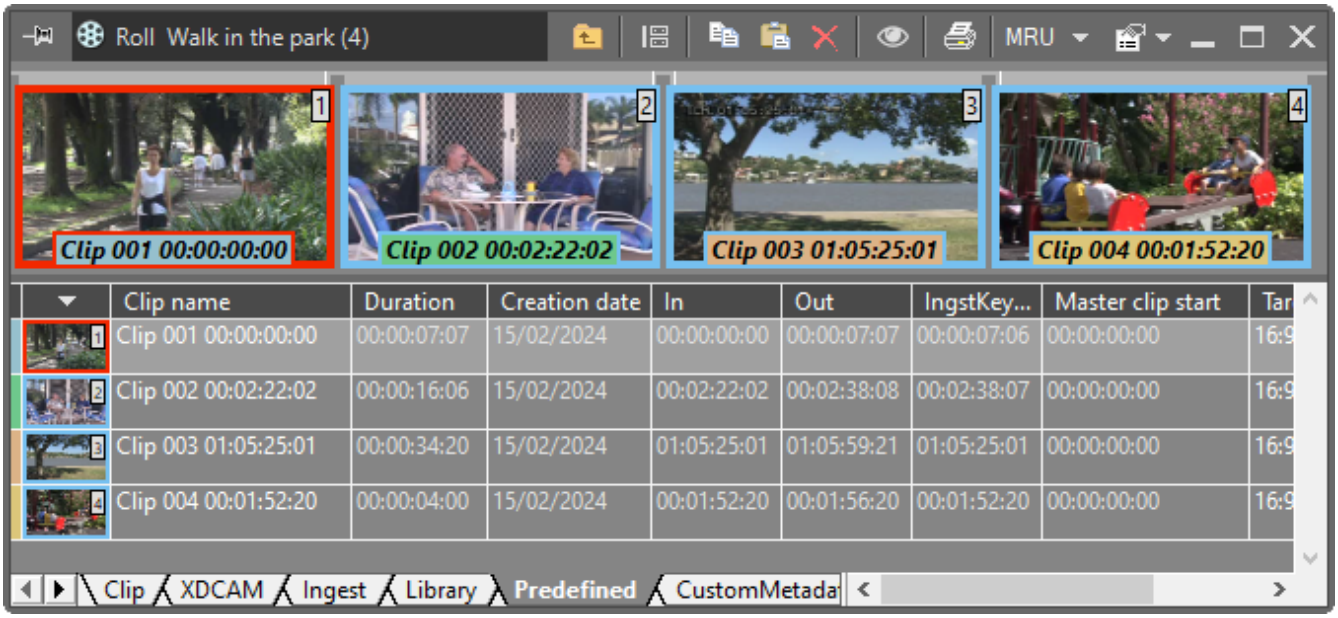
You will be suggested to create a new ClipBin in the same folder or choose a new location.



The "Create a ClipBin" metadata dialog box appears if mandatory metadata fields have been assigned for the ClipBin:

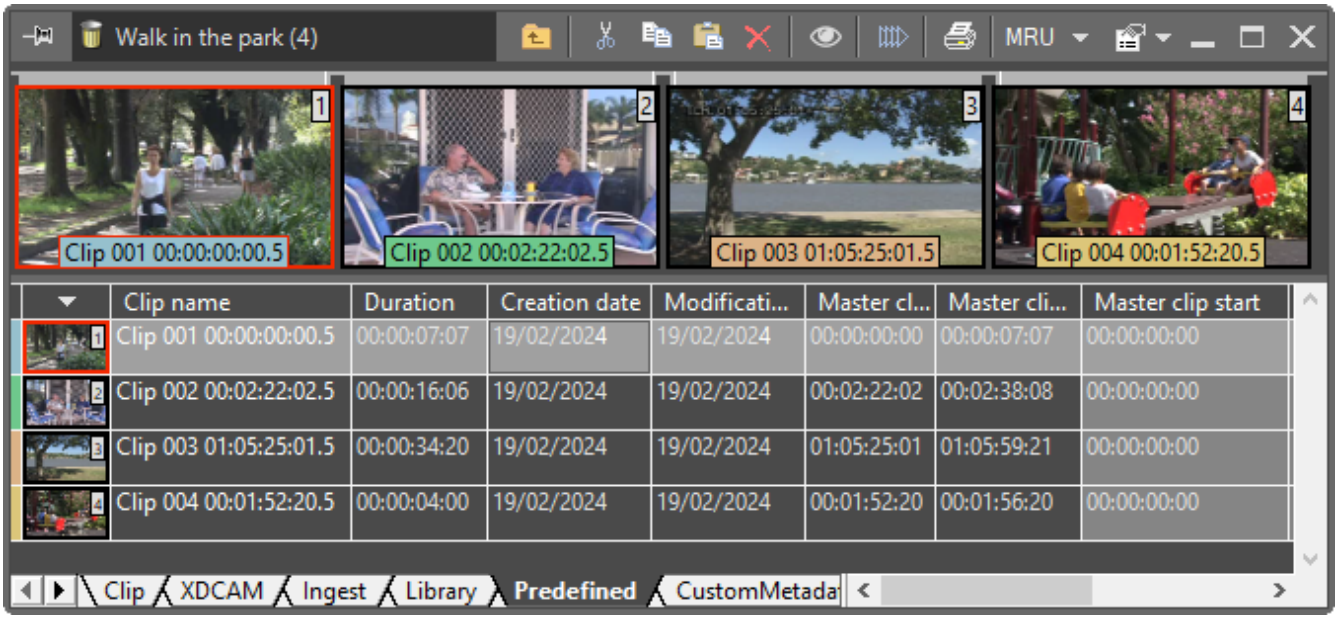


Please refer to the **Node Metadata** article to learn more about node metadata.



Original Roll

All the clips in the created ClipBin contain references to respective master clips in the Roll. Yellow markers indicating the consecutive non-entire master clips in the Roll will also be present in the related ClipBin.



Resulting ClipBin

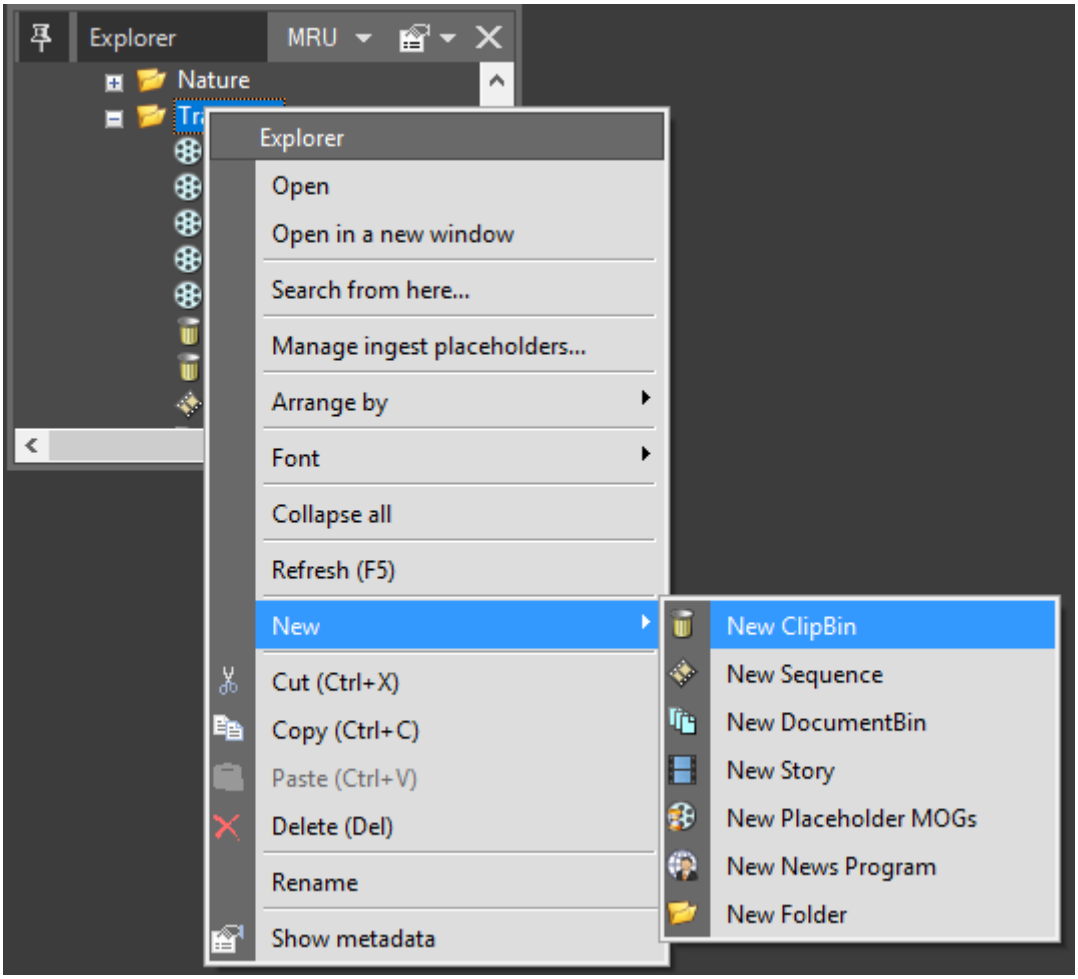
It is recommended that you limit non-ingest users' access to Rolls. This makes it easier to complete the Roll preparation with no risk of damaging somebody else's work.



Refer to the **Nodes Explorer** article in the **Cinegy Archive Manager Manual** to learn how to limit the user's access to the Rolls.

New ClipBin Command

You can create an empty ClipBin using the "New ClipBin" command from the folder context menu in the Cinegy Desktop Explorer window.



The "New ClipBin" metadata dialog box appears if mandatory metadata fields have been assigned for the ClipBin. Please refer to the **Node Metadata** article to learn more about node metadata.

You can populate an empty ClipBin by copying and pasting master clips from Rolls and clips from other ClipBins to serve your own needs.

It is also possible to use ClipBins to make rough-cut edits.

1.6 Working with Master Clips

Editing Master Clips

You can at any time adjust the boundaries of master clips that are not entire master clips. Nevertheless, it is a good idea to make adjustments before you let users start working on the material.

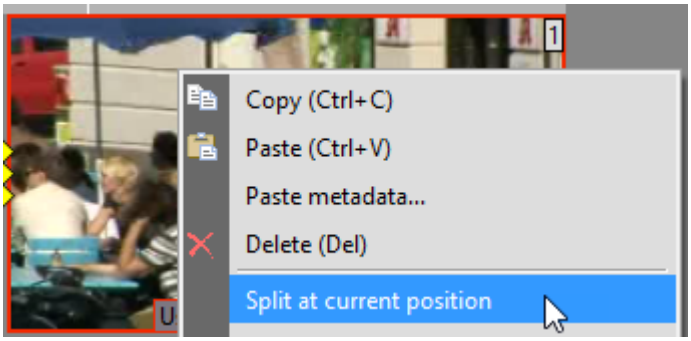
To get detailed information on a master clip in a Roll, you can use the "Clip properties…" command from the right-click menu of a clip. Refer to the **Clip Properties** article for more information.

Splitting a Master Clip

You can split a non-entire master clip in a Roll at a specified position:

1. Double-click the desired master clip to launch the Clip Viewer plug-in.
2. Put the time slider at the desired position.
3. Close the Clip Viewer window.

4. Choose the "Split at current position" command from the right-click menu. You will be asked to confirm splitting the master clip by pressing "OK".



	You cannot split the master clip if it is already in use (e.g., published in a ClipBin, used in a Sequence, etc.); an appropriate error message appears informing you about this.

	Refer to the **Viewing Video Material** article to learn more about using the Clip Viewer plug-in.

You can easily recognize if the original timecode (OTC) in the two consecutive non-entire master clips in the Roll is continuous. In this case, yellow triangle markers are displayed between the master clips, which ensures that the playback is seamless.



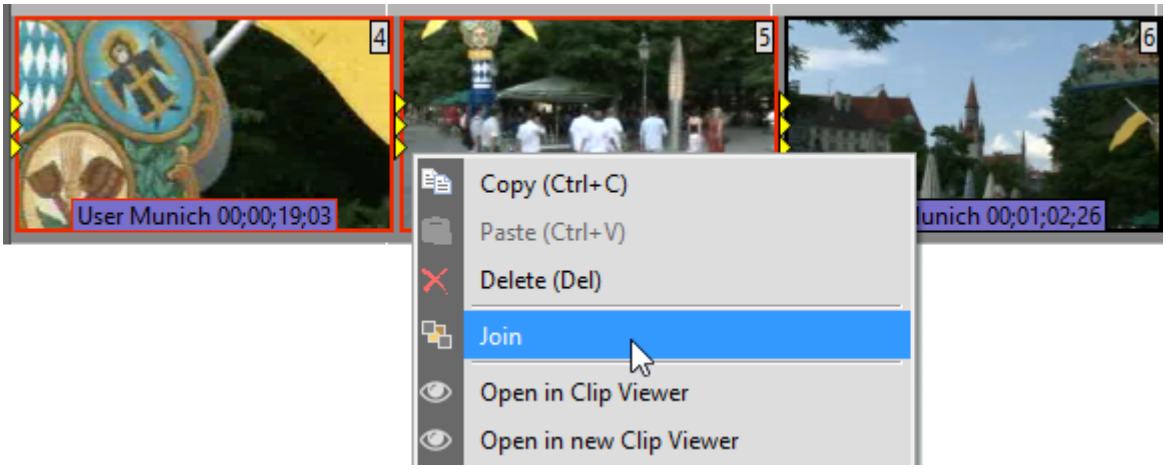
Joining Master Clips

To join two consecutive non-entire master clips, do the following:

1. Select two master clips next to each other.

	Make sure there are yellow triangle markers between those master clips:

2. Choose the "Join" command from the clip context menu:



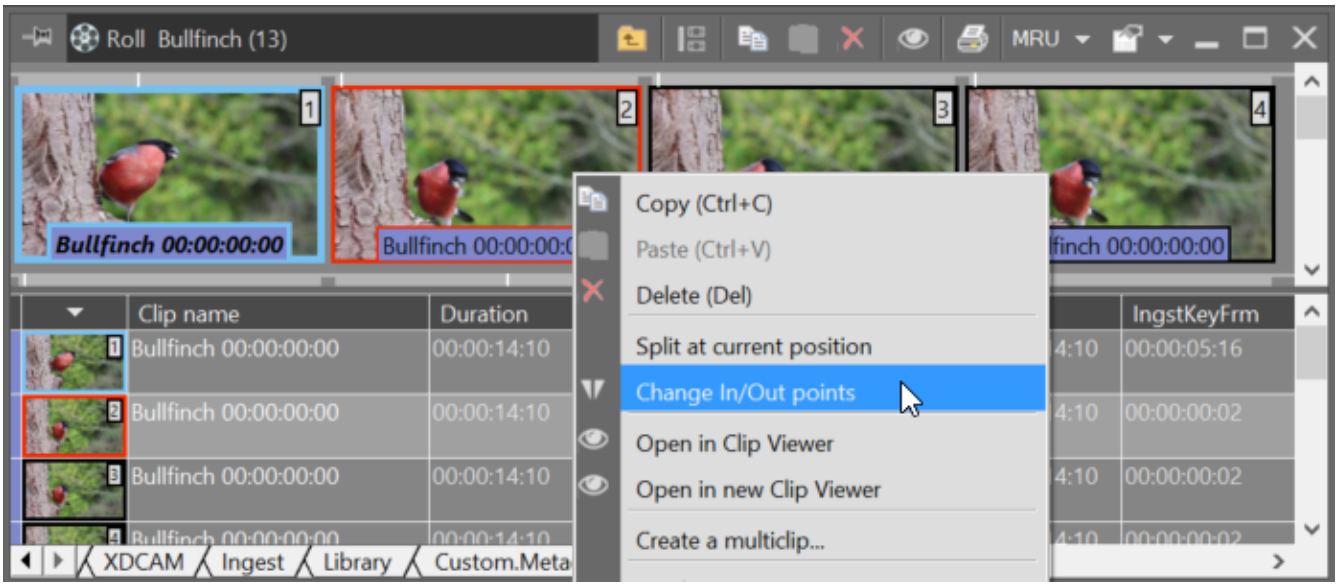
Now you have one longer master clip instead of two shorter ones.

You cannot join master clips if they are already in use (e.g., published in a ClipBin, used in a Sequence, etc.); an appropriate error message appears informing you about this.

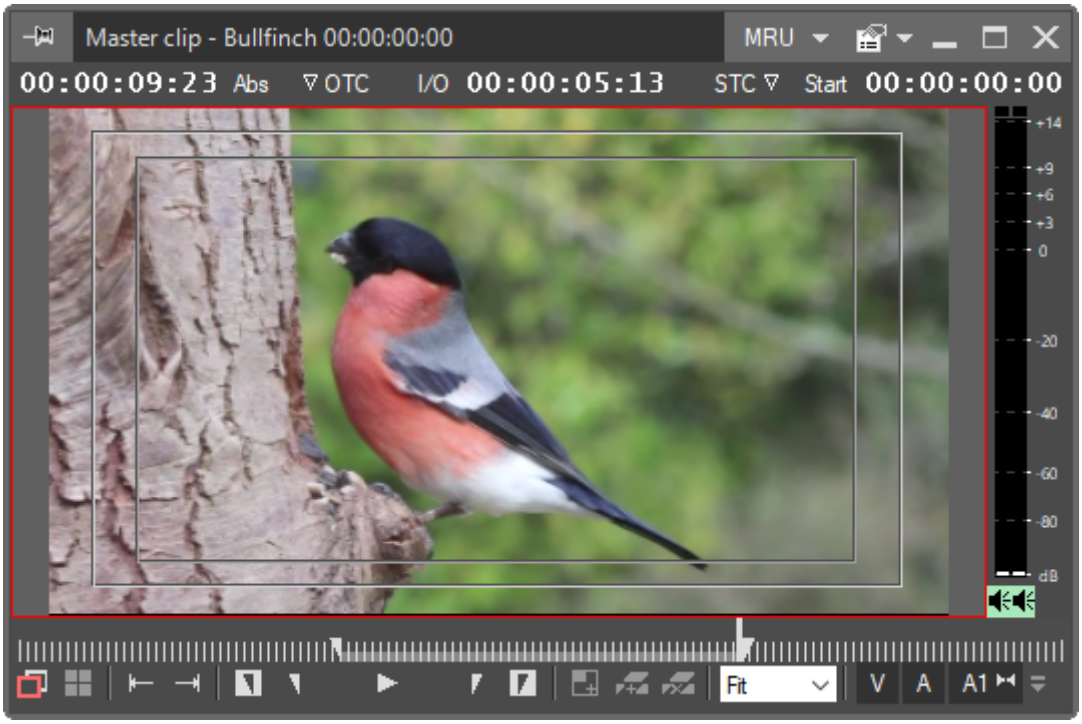
Changing In and Out Points

The editing of In and Out points is disabled by default. Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to find out how to configure global settings in Cinegy Archive Manager.

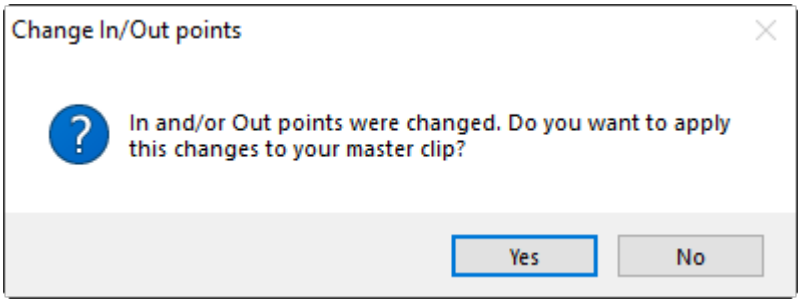
It is possible to change the In and Out points of non-entire master clips (which are not yet used in ClipBins or Sequences). To do this, select the master clip and use the "Change In/Out points" context menu command:



Having selected this command, Clip Viewer with the master clip will be opened:



Here, define new In and/or Out points and close the Clip Viewer window. You will be prompted to apply your changes with the following message:



Press "Yes" to apply the newly defined In and/or Out points. The master clip of the defined duration will be created.

Correcting Metadata

You can correct the metadata field content at any time. All the changes will be propagated immediately.

> Be very careful when editing metadata on the "Predefined" tab. The fields contain system data and should not be changed unless there is a very serious reason.

> Refer to the **Table View** article in the **Cinegy Desktop Manual** to learn how to edit the metadata.

Propagating a Value to All Clips

Sometimes you need to enter the same new content into the metadata field for all the master clips in the Roll. Do the following:

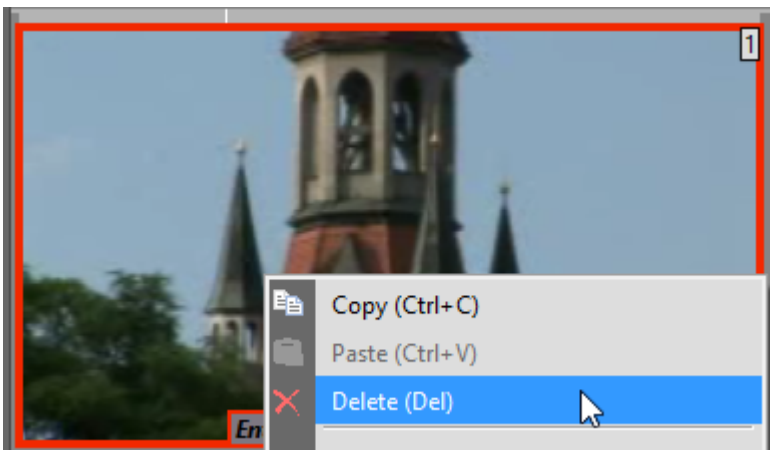
1. Correct the value for one of the master clips.
2. Choose the "Propagate a current field" command from the right-click menu of the corresponding metadata field.

> This command does not apply to the fields on the "Predefined" tab.

Deleting a Master Clip

To delete a master clip, follow the steps:

1. Choose the "Delete" context menu command or hit the `Delete` key.



2. A dialog box appears asking you to confirm the action. Press "OK".
3. You can use the "Undo" command to restore the deleted Roll.

	You cannot delete the master clip if it is already in use (e.g., published in a ClipBin, used in a Sequence, etc.); an appropriate error message appears informing you about this.

	Master clips are not physically deleted, but are just marked as deleted. Thus, the operation does not affect the ClipBins and Sequences that already refer to them.

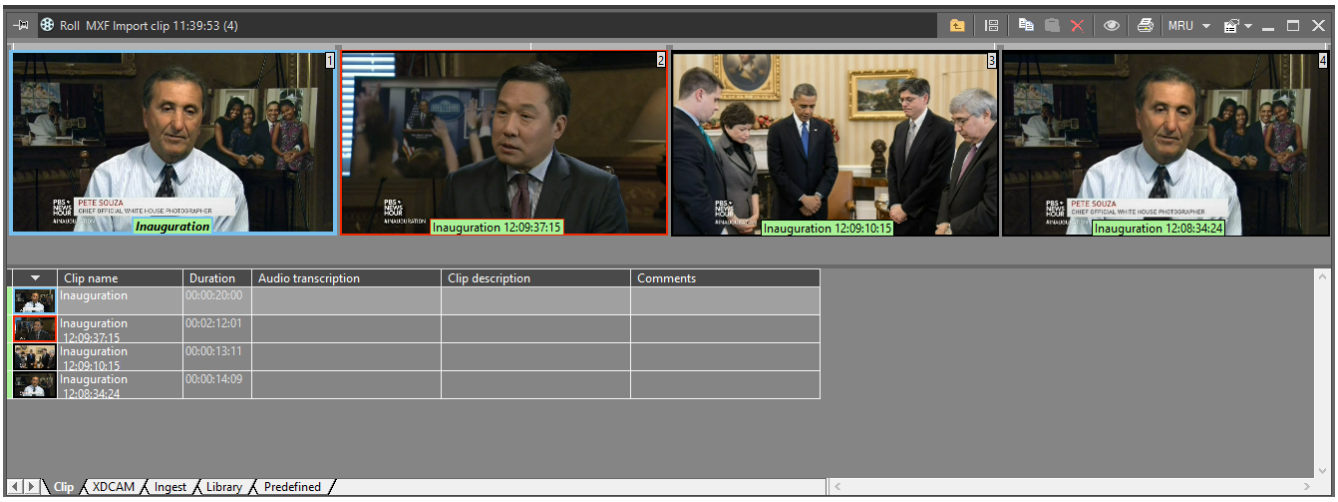
Deleting a Roll

If any technical problems are encountered during the capture session, you may want to delete the entire Roll and try to re-ingest the material. To do this, select the "Delete" command from the Roll context menu in the Cinegy Desktop Explorer window.

Subclip Mode

A Roll can contain several master clips. Subclips can be created from these master clips. As a result, a Roll can contain a collection of various master clips and their segments. Subclip mode of the Roll window allows you to effectively work with such master clips collections.

When Subclip mode is disabled, all master clips and their subclips are displayed on the top panel of the Roll window:



The entire master clips are highlighted with a blue frame. The currently selected master clip is marked with a red frame.

 Click the "Subclip mode" icon on the Roll window toolbar to enable this mode.

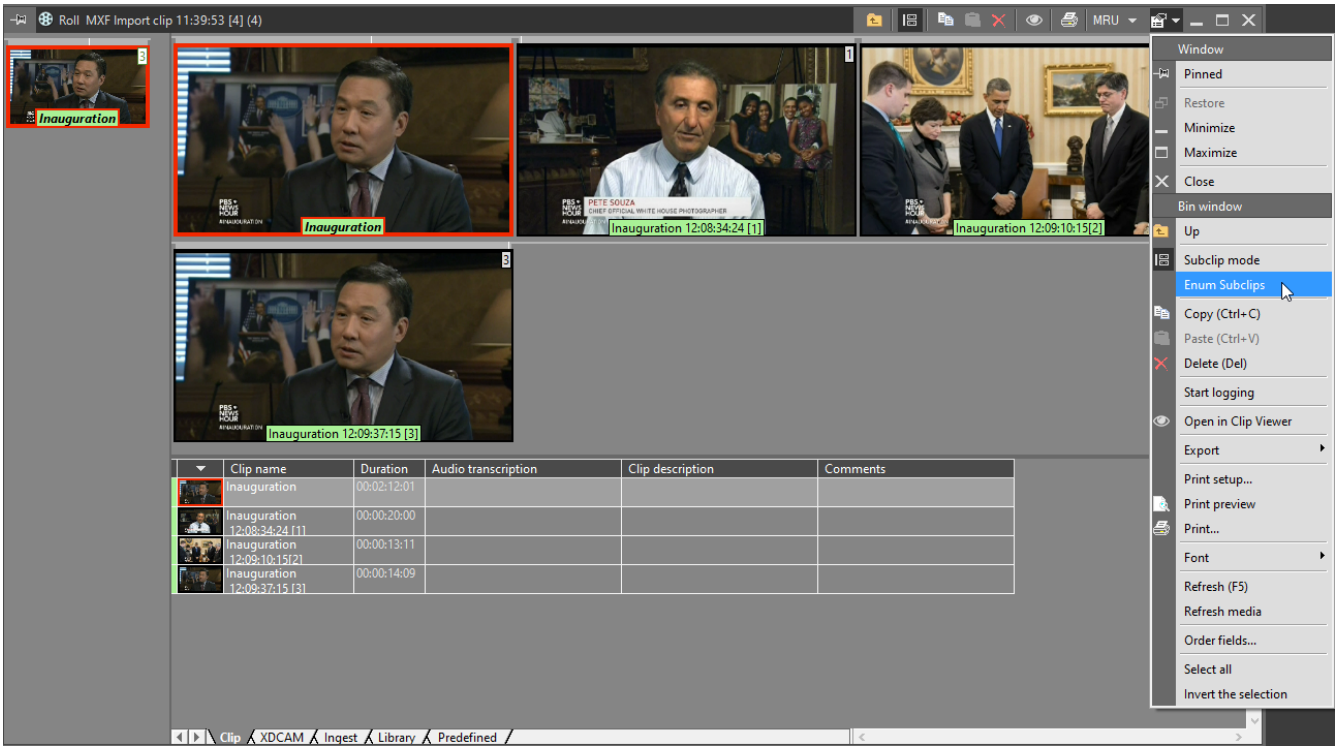
The additional panel will be displayed on the left, containing only master clips inside this Roll. Select the master clip, and only subclips originating from this master clip will be displayed in the storyboard view.



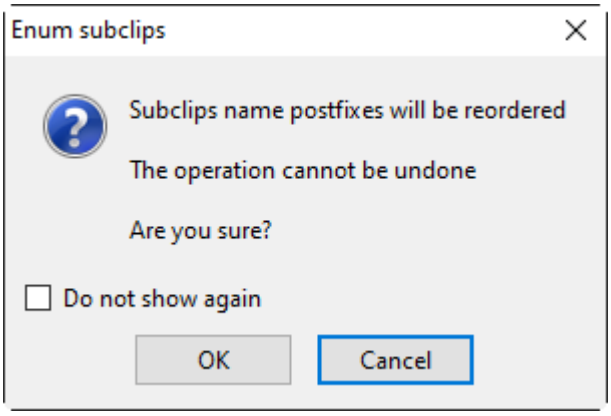
The number in the top-right corner of the master clip thumbnail indicates the number of subclips originating from it.

Automatic Subclip Enumeration

When the "Add numeric suffix to Master clip names" option is set to "True" in the "Common settings" section of Cinegy Archive Manager, a new naming scheme can be applied using the "Enum subclips" command from the context menu. This command automatically appends numeric suffixes [1], [2], etc. to the names of subclips:

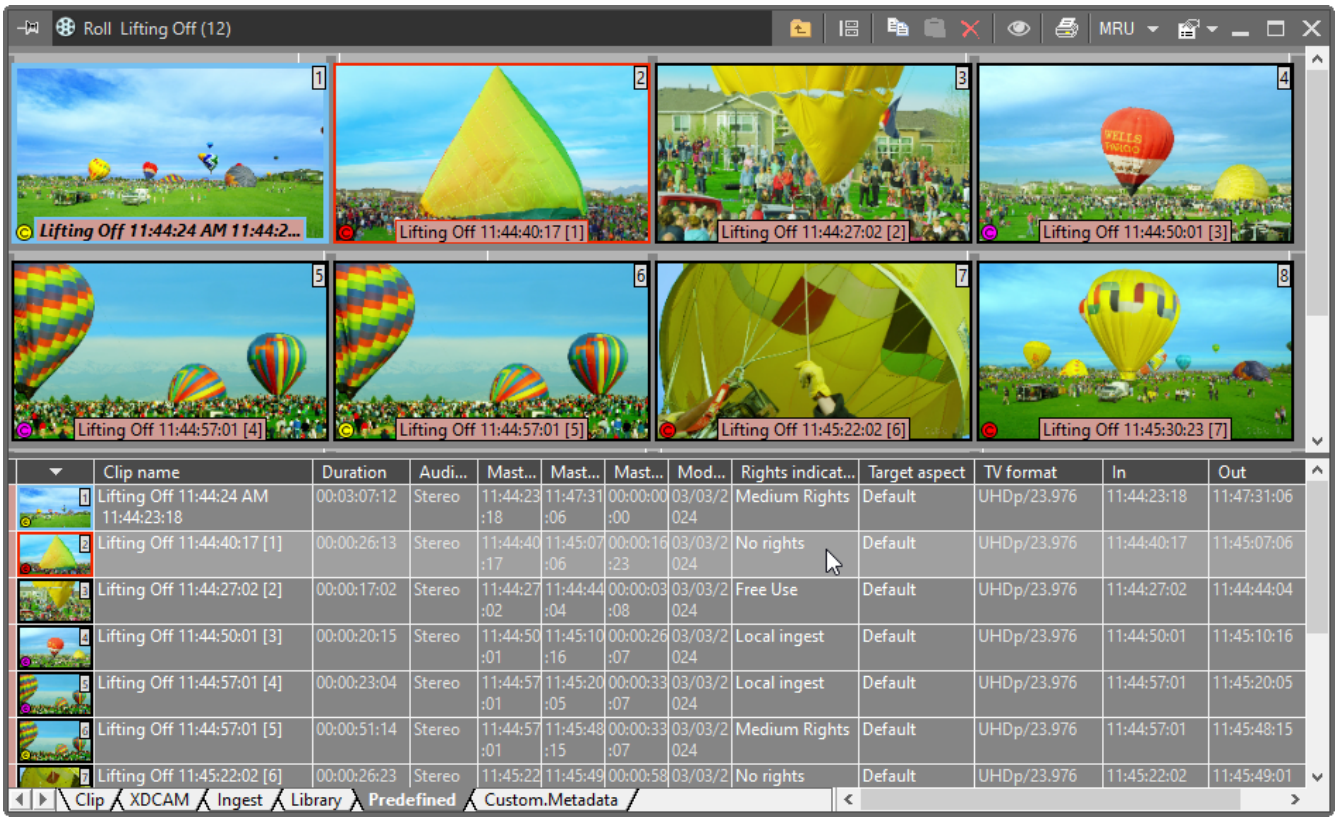


A confirmation dialog will appear to verify your action, as this operation is irreversible:



Rights Management

Cinegy Desktop provides copyright management for all the ingested video materials. Every clip can hold information about related copyright issues. You can mark a master clip as copyrighted simply by choosing an appropriate copyright level in the "Predefined" tab of the table view, with the "Rights indicator" field.



A corresponding colored copyright mark will be displayed on the master clip thumbnail.

Copyright permissions set for a master clip are propagated to the related clip. Further work with such a clip (editing effects, export in a Sequence, etc.) may be limited depending on the type of rights assigned to this master clip.

Rights Types

The rights indicator is set to free use; no copyright symbol appears, indicating that the material can be used freely.

The locally ingested material (i.e., voice-over, CD ingest, etc.) is marked with "local rights".

The "medium rights" sign indicates that there might be some rights management issues. The use of such material should be discussed with the owner.

The "strict rights" icon indicates that the use of this material is affected by strict rights issues. The use of such material should always be discussed with the respective owner.

The "no rights" indicator means that the use of such material is usually not allowed.

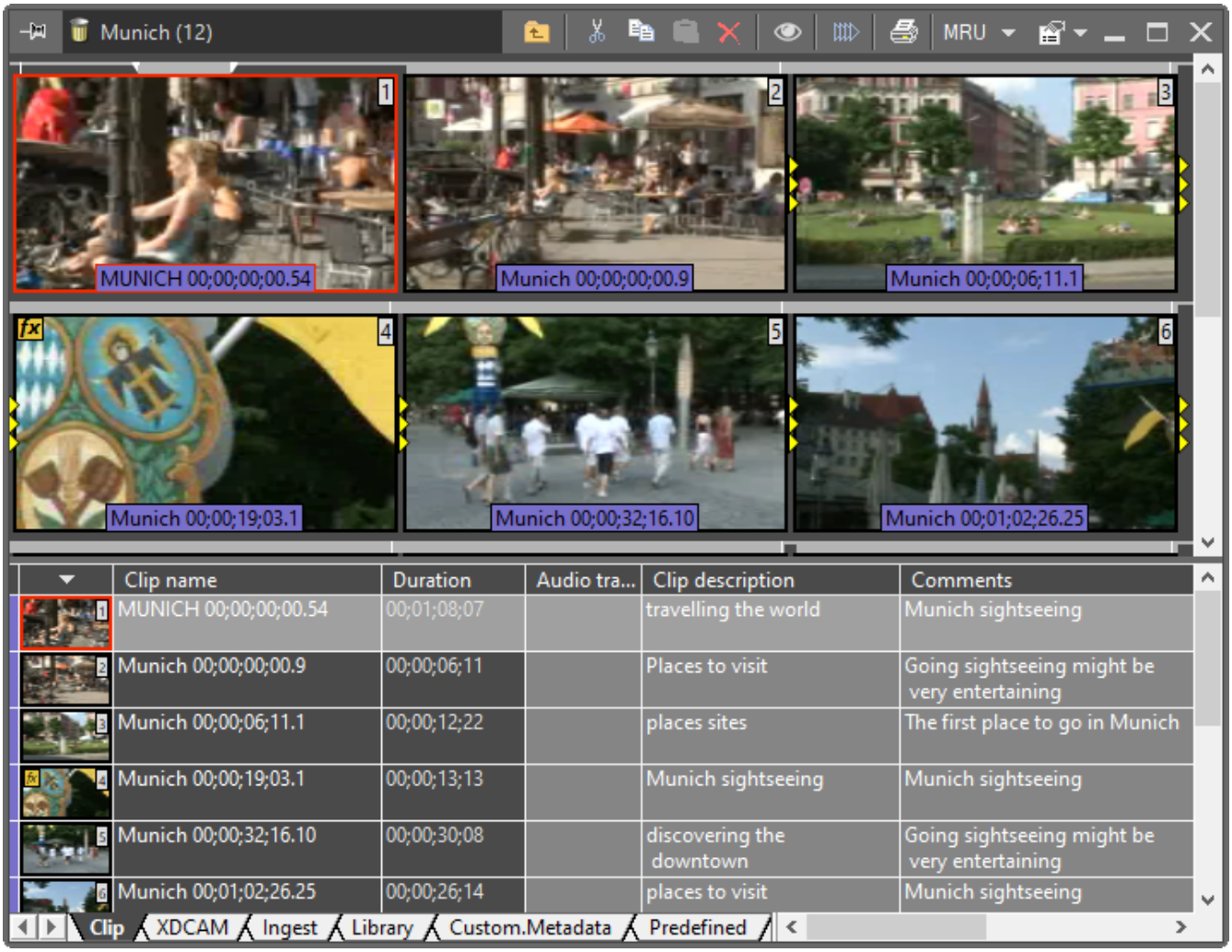
1.7 Working With Bins

Handling Bins

Double-click the corresponding bin icon in the explorer window to open the required bin.

By default, the bin will be opened in place of the previously opened bin. To open the bin in a new window, you have to shift-double-click the icon. To close the bin, press the ✕ button in the window caption.

The bin interface consists of two main parts: the storyboard view (on top) and the table view (at the bottom):

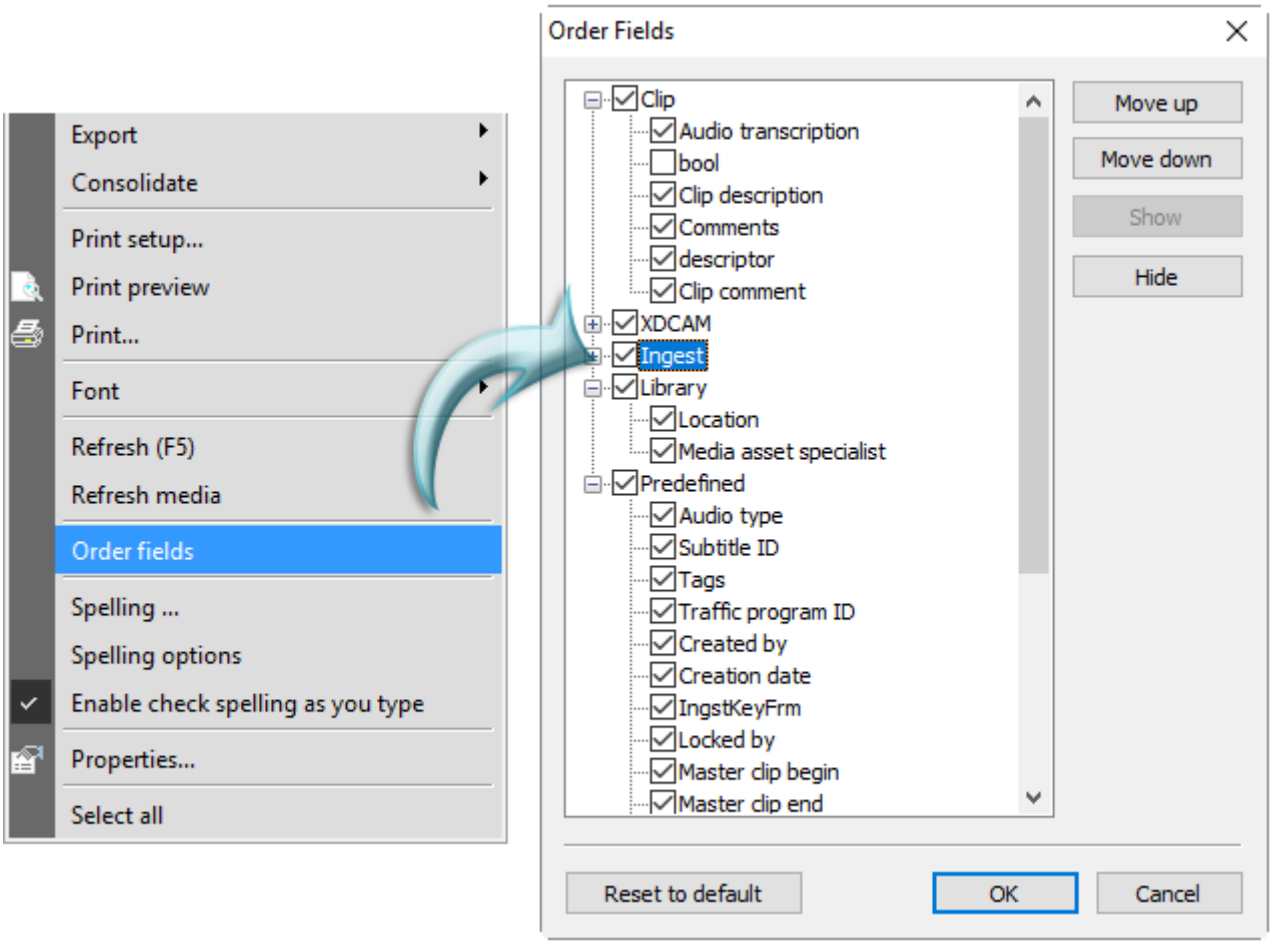


By dragging the splitter between the views and between the table columns, you can easily customize the appearance of the bin interface.

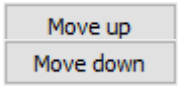
You can also maximize your bin window with the button or by double-clicking its caption.

Ordering the Fields

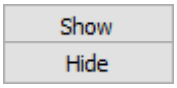
The view of fields and tabs can be customized on a per-user basis using the "Order fields" dialog. You can show/hide and sort any group or field according to your needs. To show this dialog, use the "Order fields" command from the Roll or ClipBin context menu:



Here check the fields and tabs you wish to be displayed in the bin.



Use the "Move up" and "Move down" buttons to reorder the fields and/or tabs in the bin.



Use the "Show" and "Hide" buttons to display or hide the fields and/or tabs in the bin.

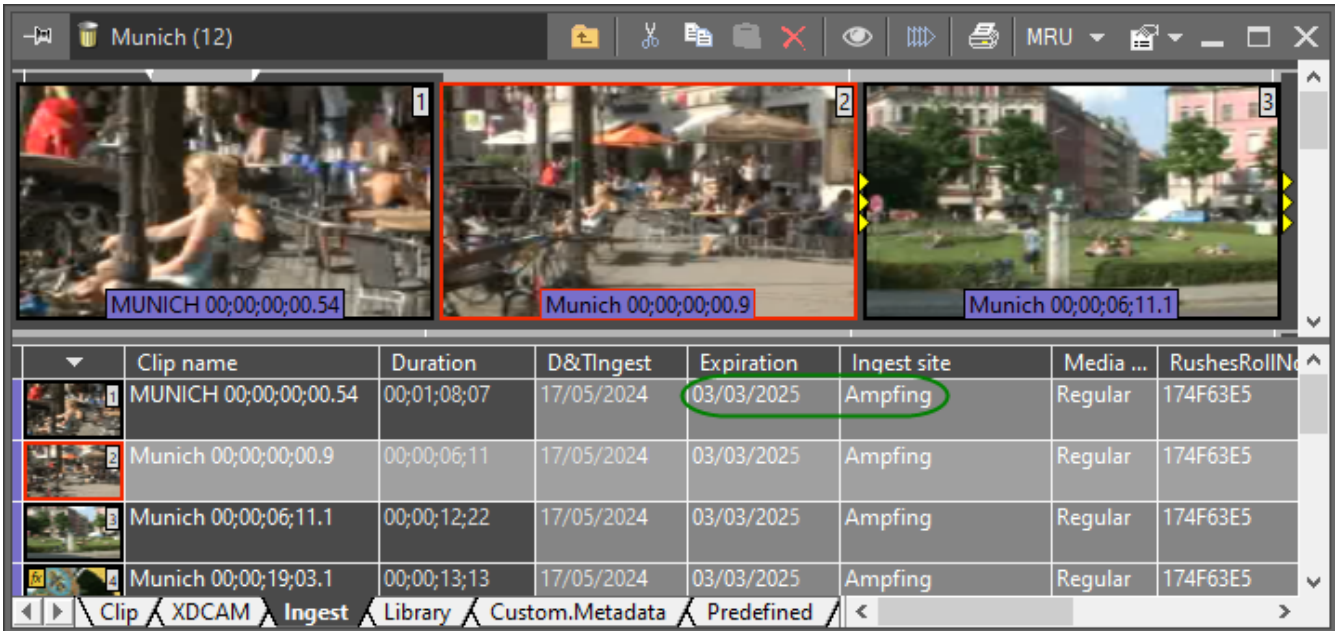


Press the "Reset to default" button to return to the default settings.

The specific fields can be read-only for certain user roles.

Refer to the **Descriptors, Presets** article of the **Cinegy Archive Manager Manual** for details about assigning a read-only permission to user roles.

In the example below, the "Expiration" and "Ingest site" fields cannot be edited, as they are read-only:



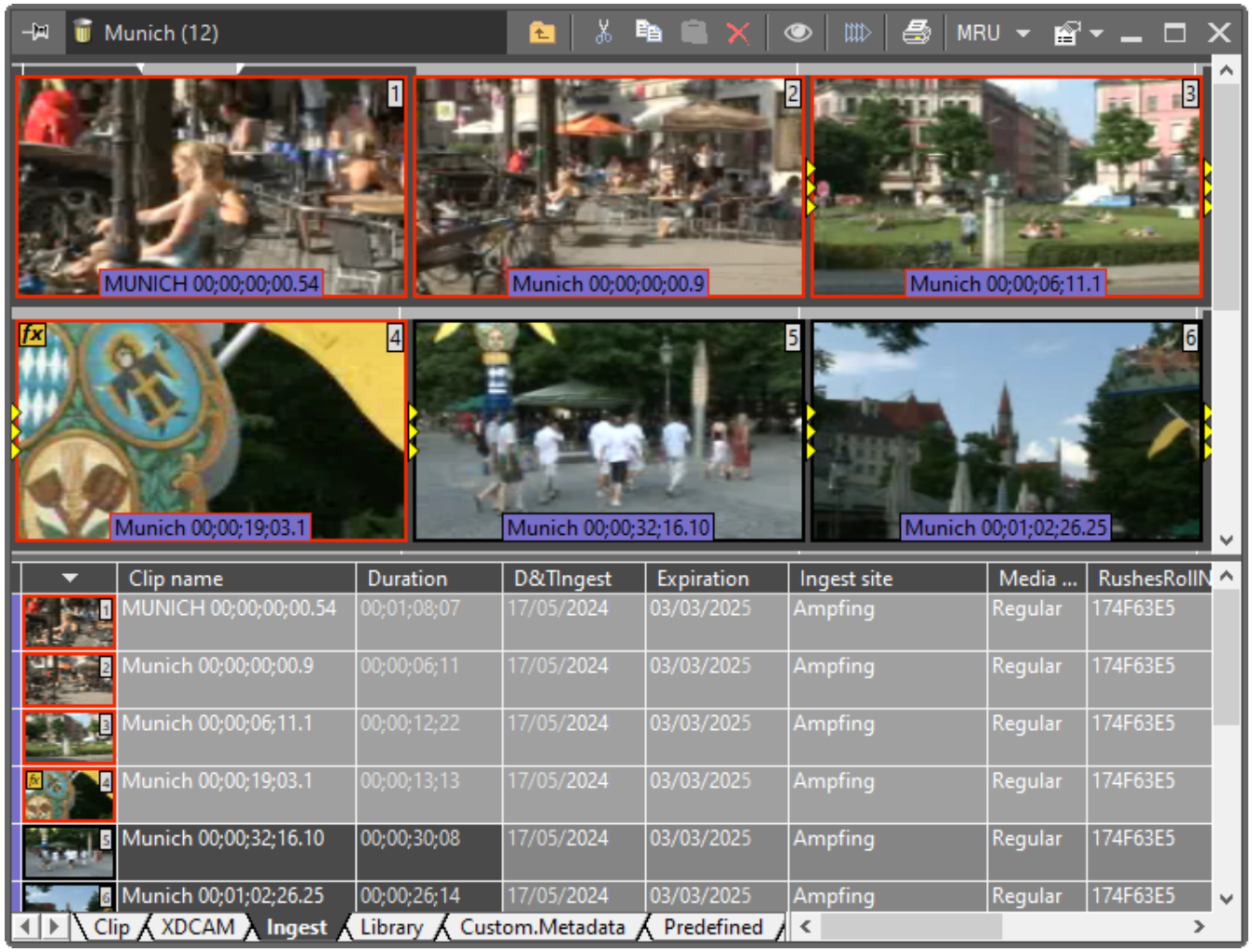
Selecting Items in the Bin

To select an item, you can click it with the mouse. A red frame appears around the selected item. You can move the selection to the nearby clips using the ← and → keys.

Multiple Selection

You can select multiple items in the bin to delete, copy, or rearrange them. There are different ways to extend the selection:

- `Ctrl`+`click` an item to add it to the current selection (or remove it if it is selected);
- `Shift`+`click` an item to select all the items between the last selected item and the clicked one;
- press `Ctrl`+`A` to select the entire bin.



The selected items are highlighted with a red frame.

Sorting Items in ClipBins and Rolls

The items in the storyboard view always have a natural order. In ClipBins, you can change the order of the clips by dragging them to the desired location. The master clips in the Rolls are always ordered as defined during the capture/import session.

The order in the table view can be customized by clicking on the column caption. This will re-sort the table by the selected column. To reverse the order, double-click the column caption again. To restore the natural order, double-click the caption of the first column.

Clip Aspect Ratio

Every ClipBin has its default aspect ratio. This is used to display clip thumbnails properly.



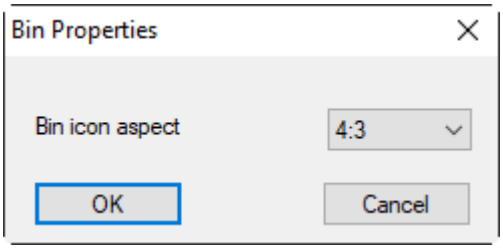
Here you can see 4:3 clips in a 16:9 bin



Here you can see 16:9 clips in a 4:3 bin

To set up the ClipBin aspect ratio:

1. Select the "Properties" command from the ClipBin main menu. The dialog box appears:

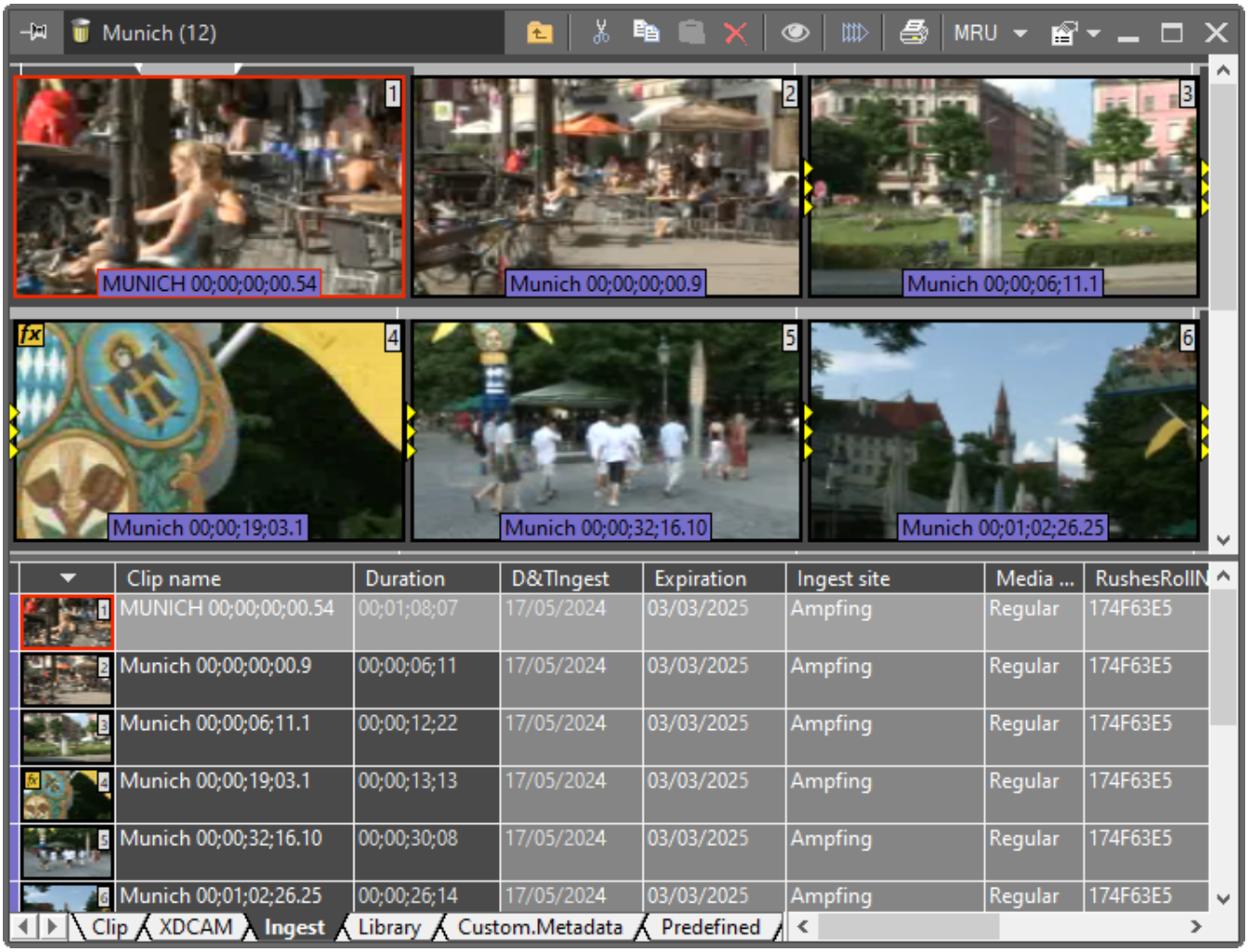


2. Choose the desired aspect ratio and press "OK".

The set of aspect rate options may vary depending on your database setup.

Clip Numbering

The clip number can be displayed in the upper right-hand corner of a clip in a ClipBin. This option can only be selected for the entire Cinegy Archive database in Cinegy Archive Manager. Please contact your local administrator if you wish to have the clip numbers displayed in your bins.



Printing Bin

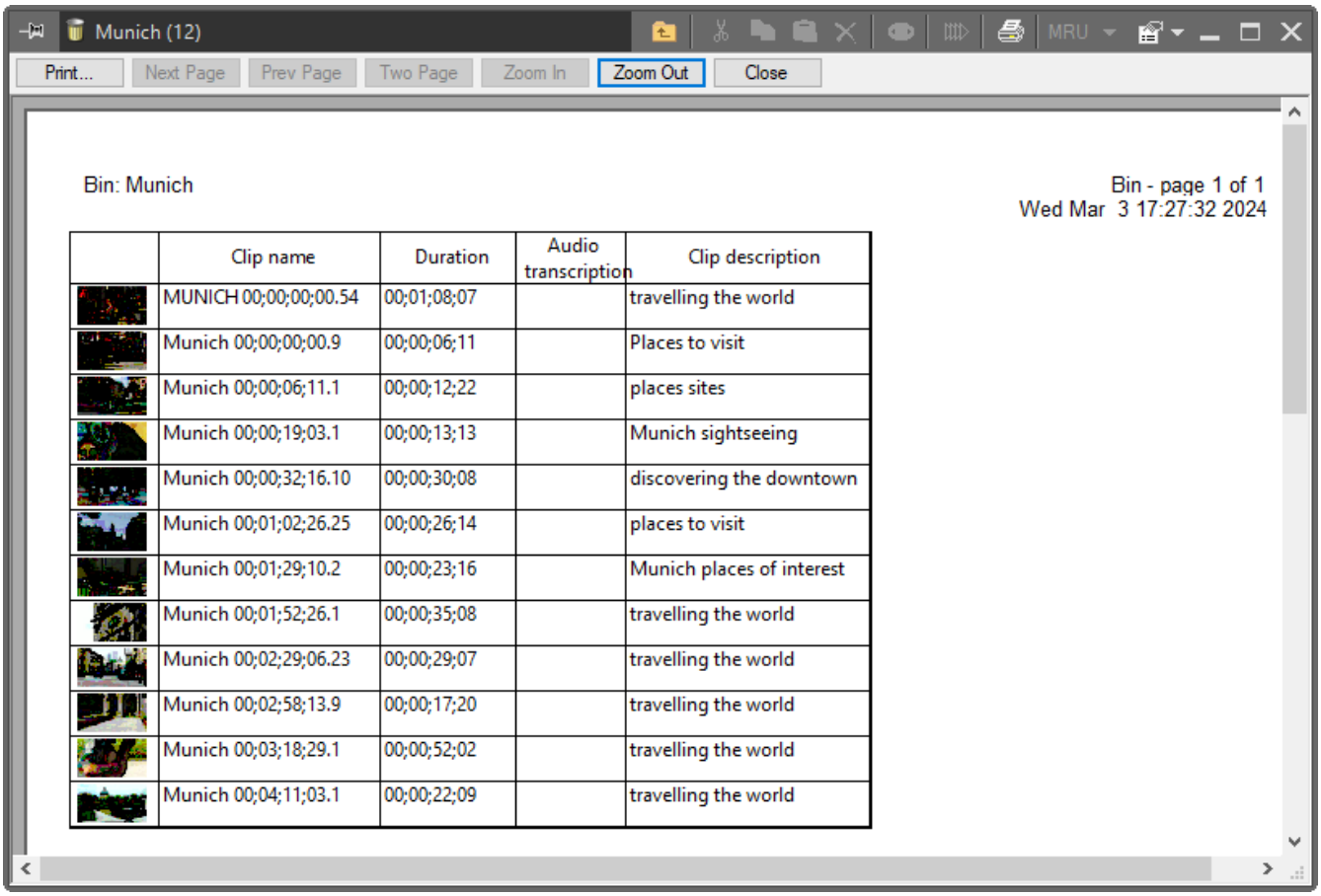
This command allows you to print the content of the currently opened tab of the table view.

Print Setup

This command allows you to select the printer and its parameters. This command opens the standard Windows "Print Setup" dialog box. Select the printer and its settings, paper size, and layout.

Print Preview

This command shows the print preview of the selected tab of the bin. The following window appears:



	Clip name	Duration	Audio transcription	Clip description
	MUNICH 00;00;00;00.54	00;01;08;07		travelling the world
	Munich 00;00;00;00.9	00;00;06;11		Places to visit
	Munich 00;00;06;11.1	00;00;12;22		places sites
	Munich 00;00;19;03.1	00;00;13;13		Munich sightseeing
	Munich 00;00;32;16.10	00;00;30;08		discovering the downtown
	Munich 00;01;02;26.25	00;00;26;14		places to visit
	Munich 00;01;29;10.2	00;00;23;16		Munich places of interest
	Munich 00;01;52;26.1	00;00;35;08		travelling the world
	Munich 00;02;29;06.23	00;00;29;07		travelling the world
	Munich 00;02;58;13.9	00;00;17;20		travelling the world
	Munich 00;03;18;29.1	00;00;52;02		travelling the world
	Munich 00;04;11;03.1	00;00;22;09		travelling the world

Use the buttons on the top to access print preview features:

Print... Press the "Print" button to start printing the current preview.

Next Page
Prev Page
Use the "Next Page" and the "Prev Page" buttons to navigate through the preview.

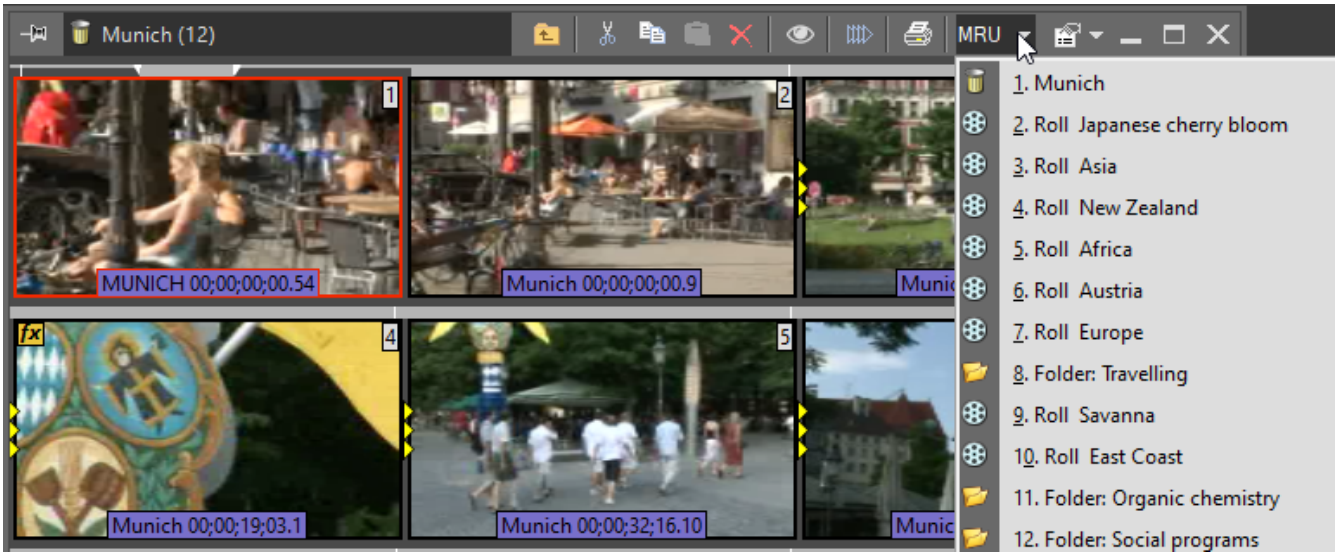
Zoom In
Zoom Out
Use the "Zoom In" and "Zoom Out" buttons to control the preview scale.

One Page
Two Page
Use the "One Page" or "Two Page" button to display one or two pages on the screen.

Close Press the "Close" button to quit this mode.

List of Most Recently Used (MRU)

This menu provides access to recently opened items. The icons in the list help you identify the type of items:



Exporting a Bin

There are different ways to export a bin. You can:

- consolidate and export to tape;
- consolidate and export to virtual VT;
- export to file formats (like AVI, AAF, EDL, etc.).

Refer to the **Cinegy Outgest Manual** to learn how to consolidate and export a bin.

Collaborating in Bins

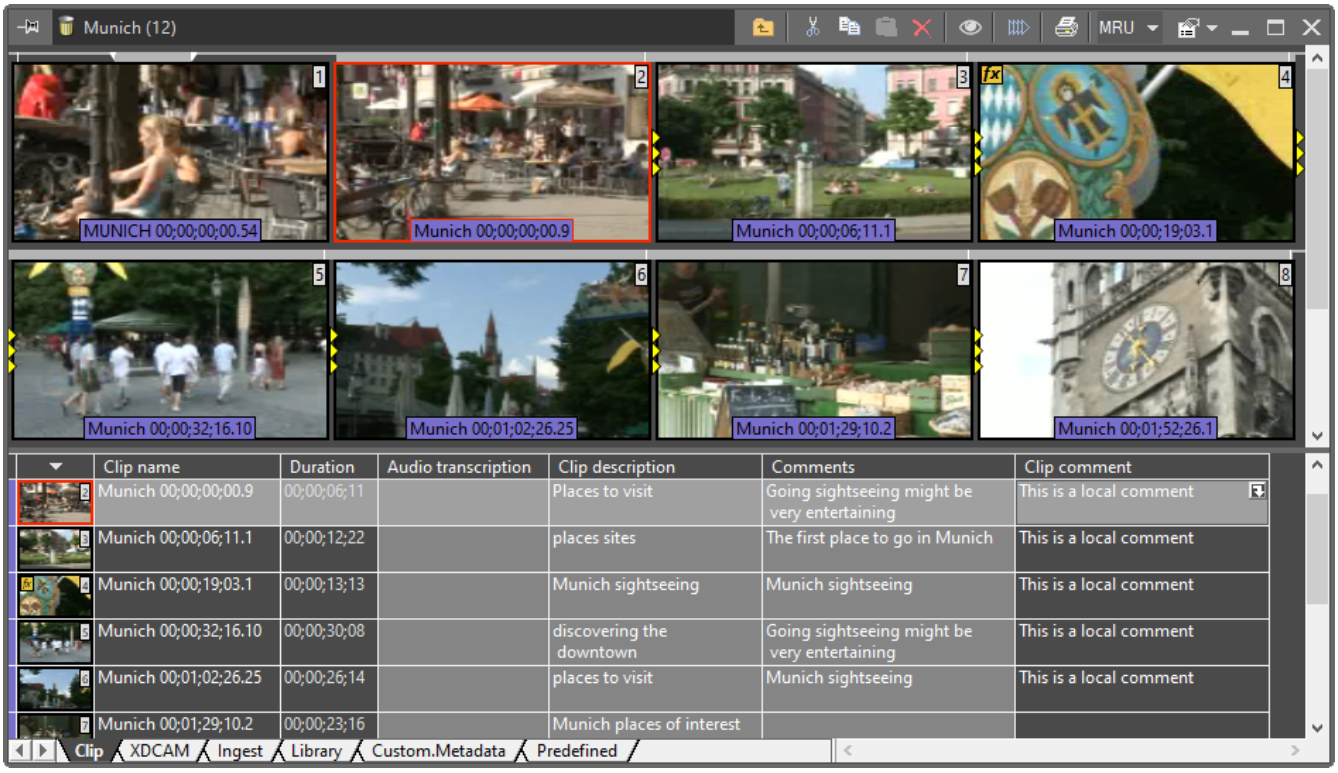
Cinegy Desktop is based on a client-server architecture. Any changes made to the database content are immediately stored on the Cinegy Archive server. If other clients have the same bin open on their machines, the change will immediately be reflected on their machines.

This structure enables user collaboration on the content of the bins and the quick selection and logging of the incoming material, for as many concurrent users as are licensed to use the system.

Collaboration is not possible in sequence mode of the bin. The bin is locked for exclusive use.

Local Comments

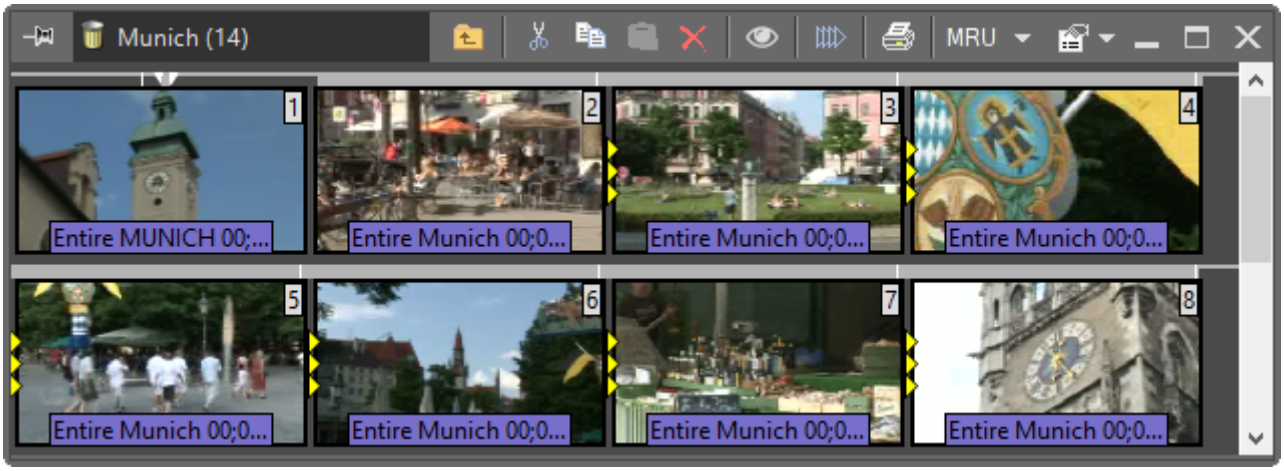
Unlike the Roll, the ClipBin has a different background color (gray). This indicates the local character of this bin. The "Clip name" and the "Clip comment" columns are not a part of the MOG (Media Object Graph), and the information is stored locally in this ClipBin rather than globally.

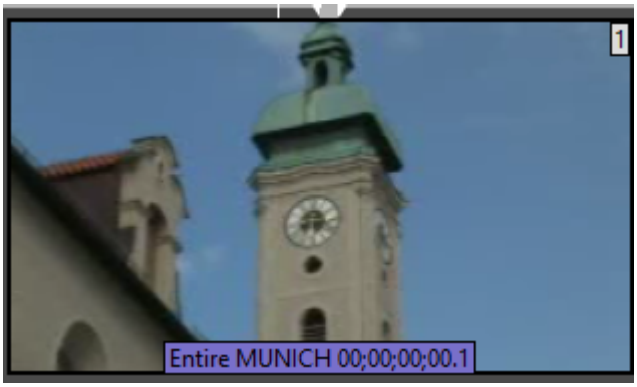


Storyboard View

The storyboard view allows you to preview, trim, sort, and play the entire Sequence and carry out many other vital operations.

The clips in the storyboard view appear in a natural order; this allows you to perform rough-cut editing.

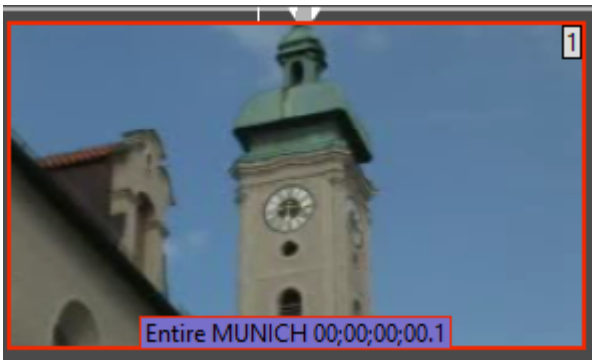




Clip Interface

The clip in the storyboard view is shown as a thumbnail.

A small timeline is displayed above the clip, showing the In and Out points of the clip and the position of the current thumbnail in the clip. The clip name is displayed at the bottom of the clip.



Clip Thumbnail

Thumbnails represent clips in the ClipBins and master clips in the Rolls. Cinegy Desktop defines thumbnails individually for each user. That is why, for different logins, the thumbnails can look different in the same bin.

By default, a thumbnail defined during the capture/import session is used. Usually, it comes from the automatic scene detector, which automatically finds the most representative frame.

To manually set up a new thumbnail for a clip:

- Play the clip with Clip Viewer in place.
- Shuttle to the desired frame and close the viewer.

The last played frame stays as your thumbnail.



To change the master clip thumbnail, you need to have permission to edit Rolls.

Unavailable Footage

When the footage is unavailable, the system displays the "Media Offline" text in Clip Viewer:



The media offline can occur in the following situations, when:

- the footage is deleted, and auto-degradation is disabled or not available;
- working in low-quality mode when only medium-quality footage is available;
- there is simply no footage at all.

	This does not affect playout. During playout, either a black screen or color bars, or the emergency footage will be shown (depending on the configuration).

Deleting a Clip

To delete a clip, select it and press the "Delete" button or hit the `Delete` key.

	Please note that no actual deletion of the video material is performed; only the corresponding database descriptors will be marked as deleted. This is important for effective undoing and redoing and for data security.

	If you fail to undo the deletion, ask your system administrator to recover the deleted object. Be aware – information on the person who has deleted it and the time of deletion is available to the system administrator.

Adjusting the Thumbnails Size

You can change the size of the clip thumbnails within a wide range. Simply drag the vertical line between the thumbnails to set up the desired size.

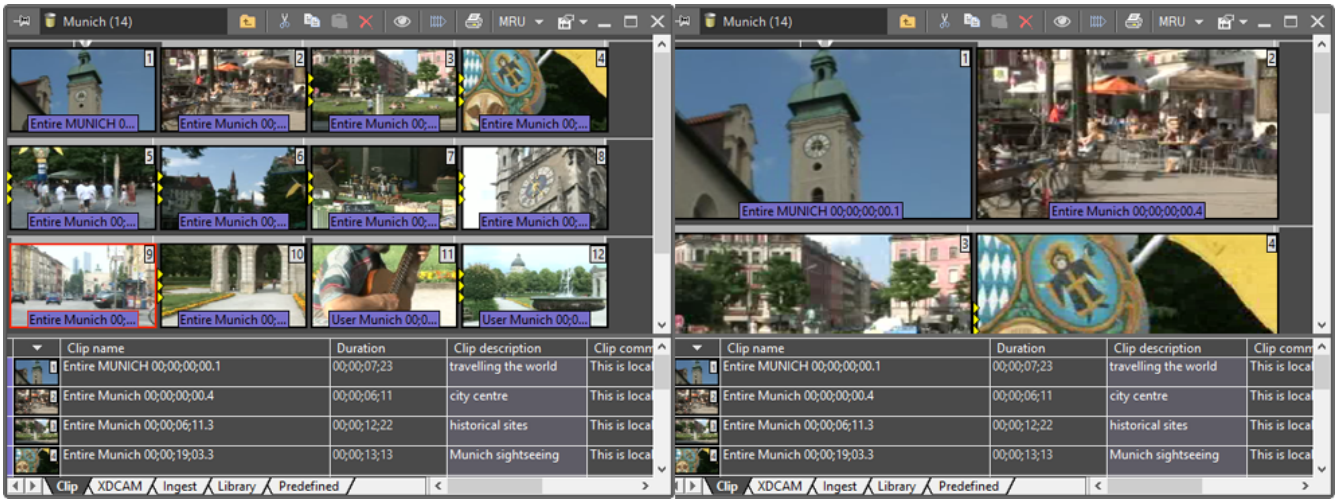
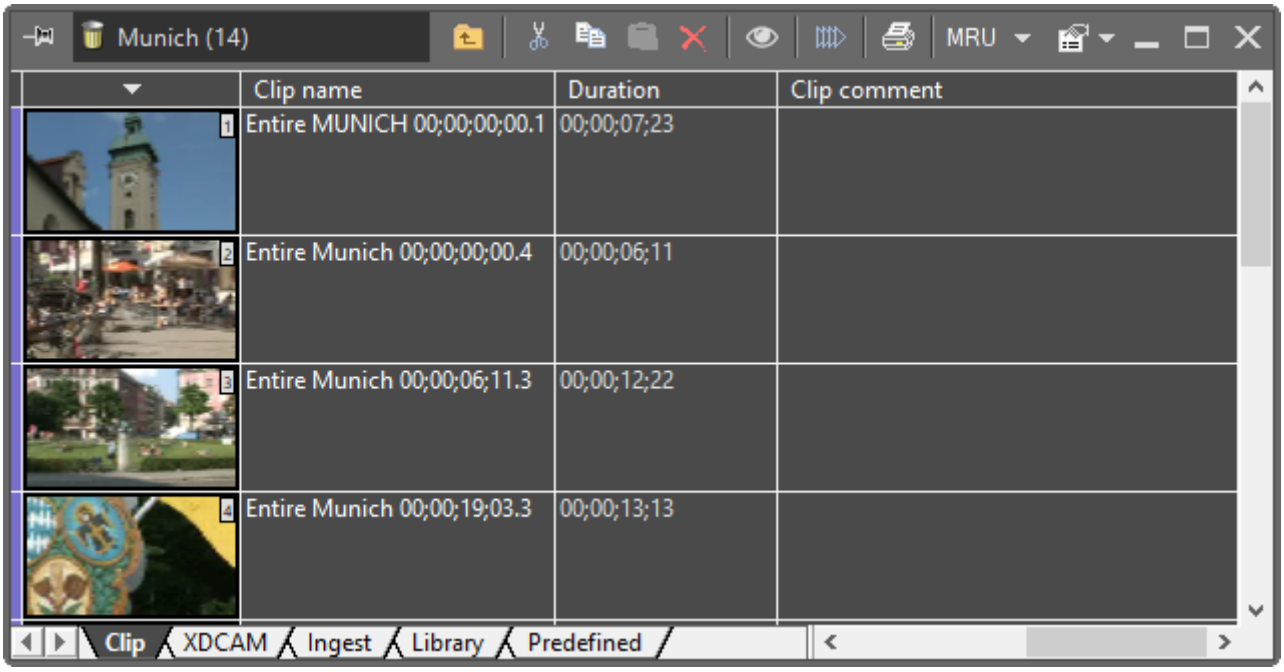


Table View

The table view provides a quick and easy way to work with metadata stored against the clips in Cinegy Archive. It resembles the familiar spreadsheet interface:



The tabs located in the bottom part of the window group the metadata fields into several separate spreadsheets.

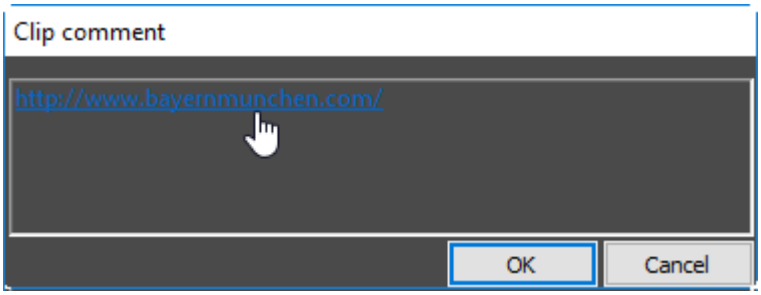
> The set of metadata fields and groups is installation-dependent and can be configured by your system administrator according to the requirements of your organization.

Accessing Metadata Fields

You can edit the metadata fields in the table the same way as you would in a spreadsheet. Simply click the desired field to edit it. The editing interface depends on the field type.

Some of the text fields can be very long. The setup of such fields depends on the configuration of your database. In addition to standard text editing inside the field, Cinegy Desktop provides a floating editor for the fields. When you select such a field, the button on the right of the field appears. Pressing the button will launch a floating window with the text editor.

If a URL reference is used instead of a clip description, it becomes highlighted, and clicking it opens the corresponding web page in your browser:

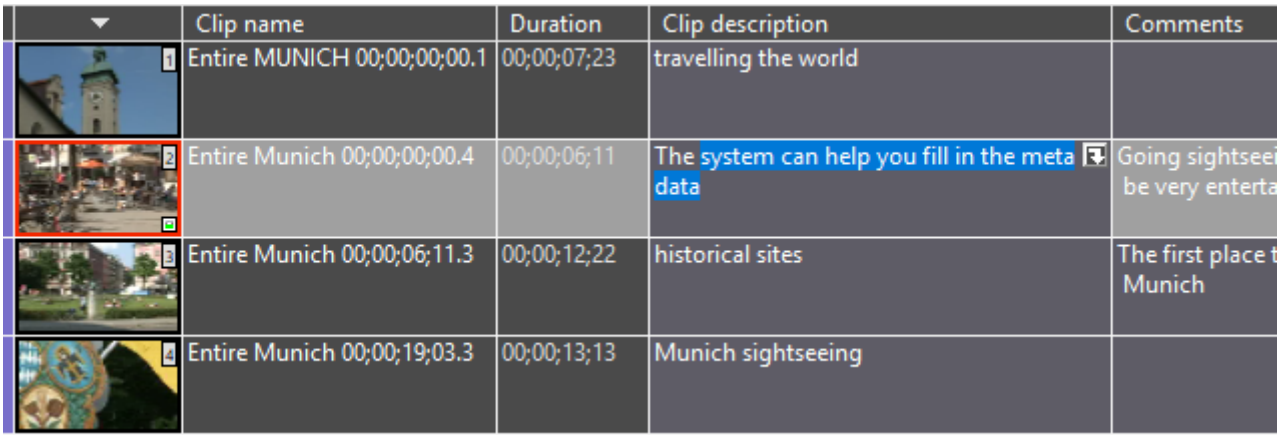


You can follow the URL reference and edit or remove the clip description in this dialog.

Auto Fill Functionality

The auto-fill functionality can be quite useful and a great time saver. When you start typing a description into a metadata field, the system will try to recognize the text based on what you have typed into previous metadata fields. Having recognized the text, the system will then offer its suggestion to you. If you are satisfied with the text suggested by the system, simply hit the `Enter` key to accept it.

If the suggested metadata text is not acceptable, simply keep on typing.

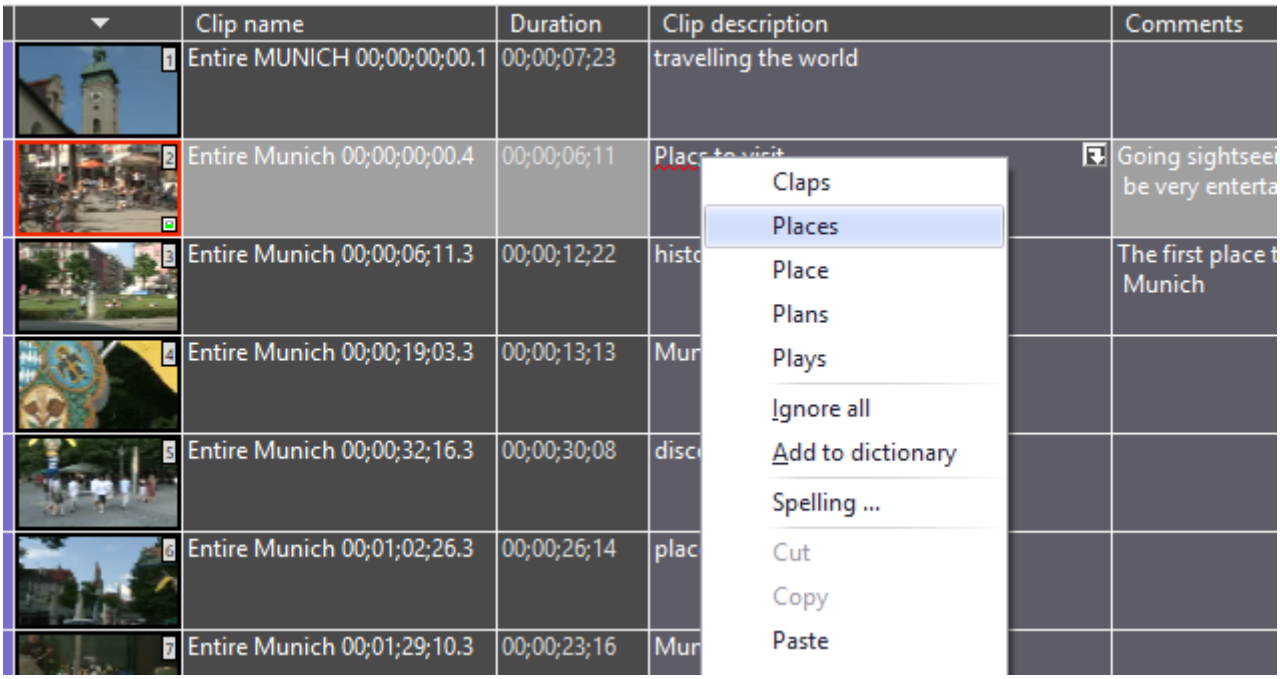


This feature is enabled only for simple fields of the "String" type.

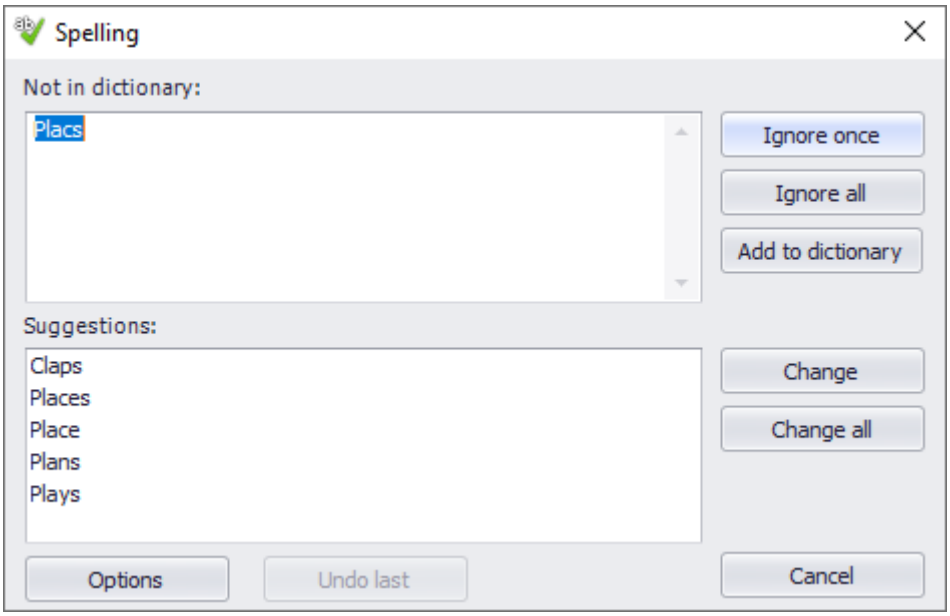
Spell Checking

The spell-checking option enables users to check the metadata spelling in Rolls and ClipBins. By default, the spell check is active (the "Enable check spelling as you type" option is selected in the text field context menu), indicating misspelled or unknown words with a red wavy underline.

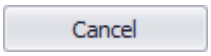
To correct the spelling, right-click the underlined word in the metadata field and choose the appropriate variant from the drop-down list. A user can also ignore the given word, ignore all instances of this word, or add the word to the dictionary by choosing the corresponding option from the context menu:



It is also possible to run the spell check manually. To do this, double-click the corresponding metadata field in the Roll or ClipBin and choose the "Spelling…" command from the context menu. The following dialog box appears:

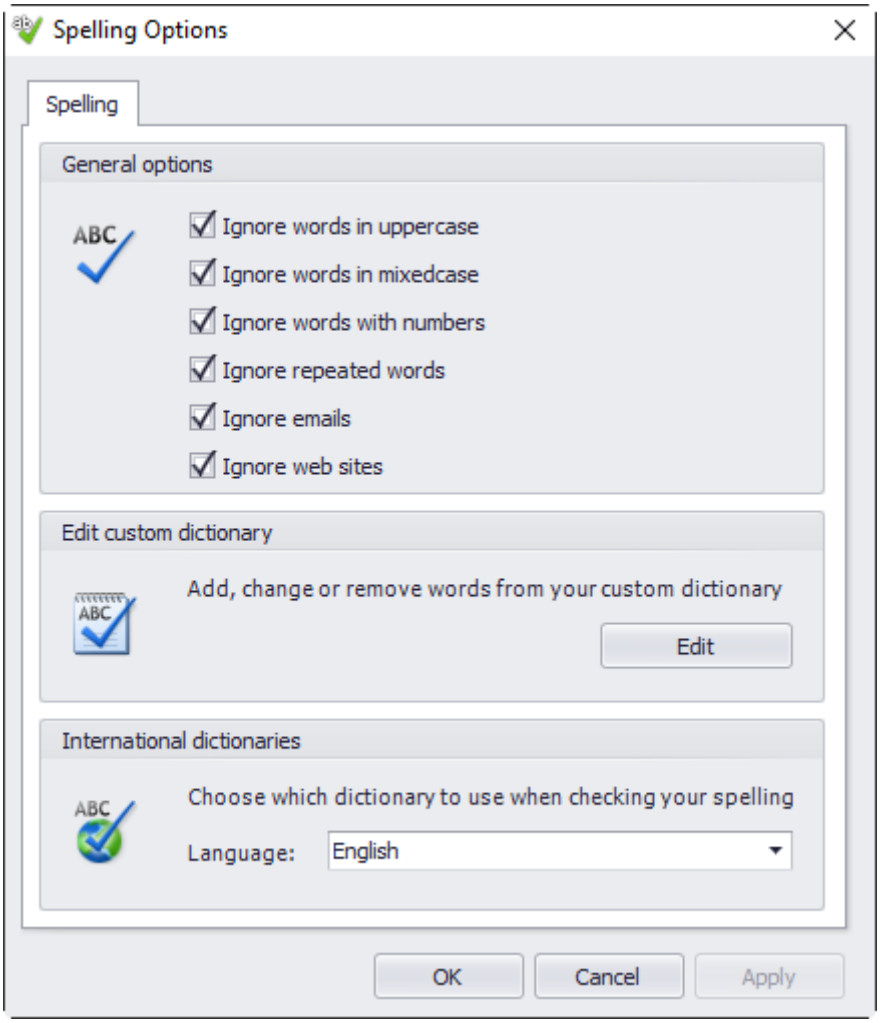


Ignore once	Press the "Ignore" button to ignore the word and jump to the next misspelled or unknown word.
Ignore all	Press the "Ignore all" button to ignore all the instances of the word.
Add to dictionary	Press the "Add to dictionary" button to add the word to the dictionary.
Change	Press the "Change" button to substitute the word with the selected suggestion from the list below.
Change all	Press the "Change all" button to substitute all the instances of the word with the selected suggestion from the list below.
Undo last	Press the "Undo last" button to undo the last action.



To skip the spell check in the current field and move to the next one, press the "Next" button. To cancel the spell check and close the dialog, press the "Cancel" button.

To configure the spell check options, press the "Options" button in the "Spelling" dialog or choose "Spelling options" from the context menu. The following dialog box appears:

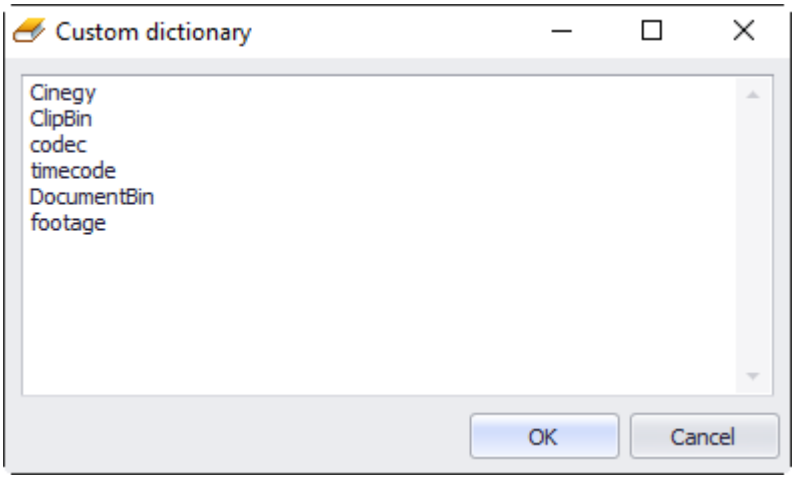


General Options

Select the corresponding checkbox to enable/disable the spell check of words in the upper and/or mixed case, repeated words, or the ones with numbers, emails, and websites.

Custom Dictionary Editing

To add, change, or remove words from the user's custom dictionary, press the "Edit" button and make all necessary changes via the keyboard in the following dialog:



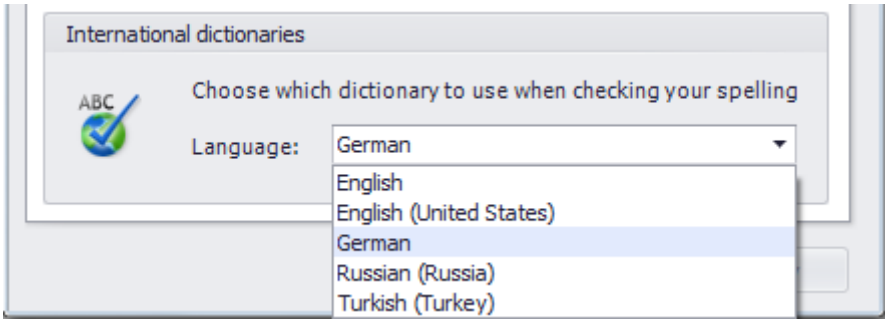
International Dictionaries

Choose a dictionary to be used for the spell check, selecting the corresponding language from the drop-down list.

The spell checker can use the **OpenOffice** dictionary.

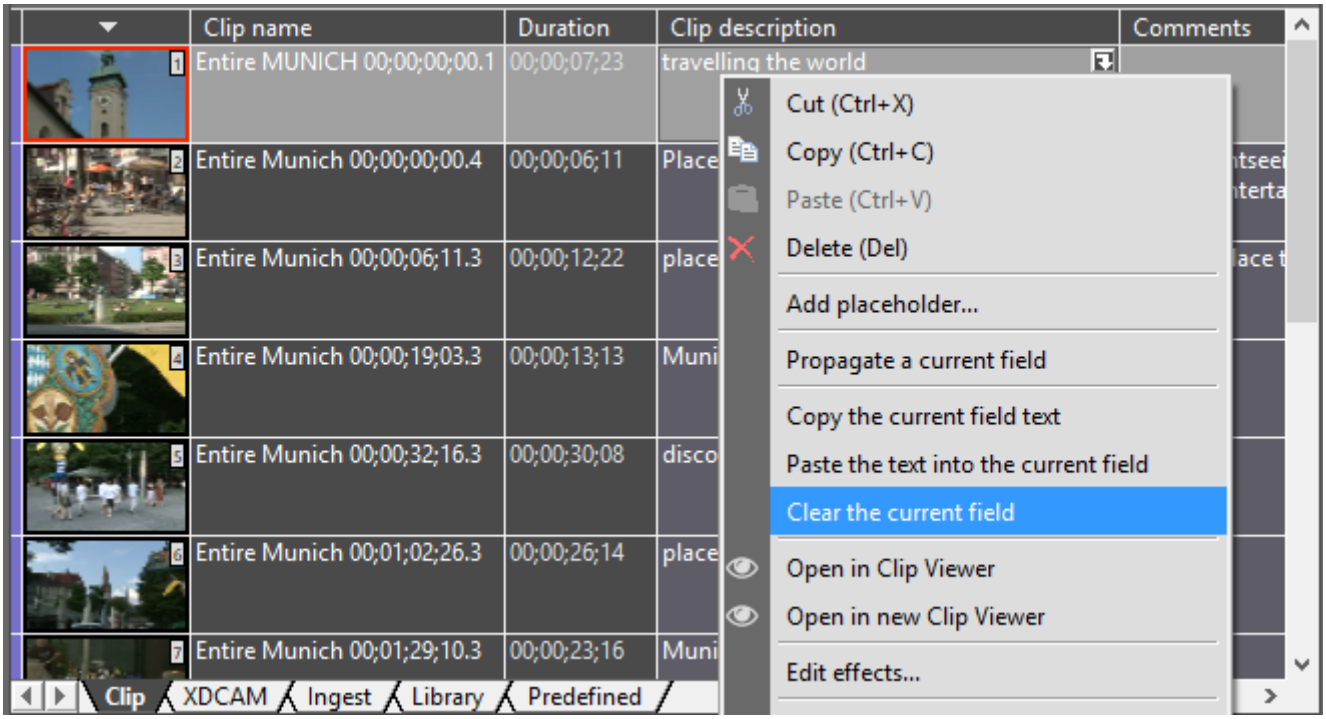
To add a custom spell checker dictionary, find the desired language package, download it, and open it with a file archiver, for example, the 7-Zip file archiver, as most language packages are in OXT and TAR formats. Copy the dictionary (*.dic) and affix (*.aff) files to the "dictionary" directory in your Cinegy Desktop installation folder.

The corresponding dictionary will appear in the drop-down list:



Clearing a Metadata Field

The "Clear the current field" command from the right-click menu deletes the metadata in the marked field:



This command is also available for Rolls.

This command will clear the metadata even if it is a preset field.

Adjusting the Cell Size

To adjust the width of the column, drag the border of its heading until the column is the width you want. Adjusting the first cell results in scaling of all the thumbnails and changes the height of all columns:

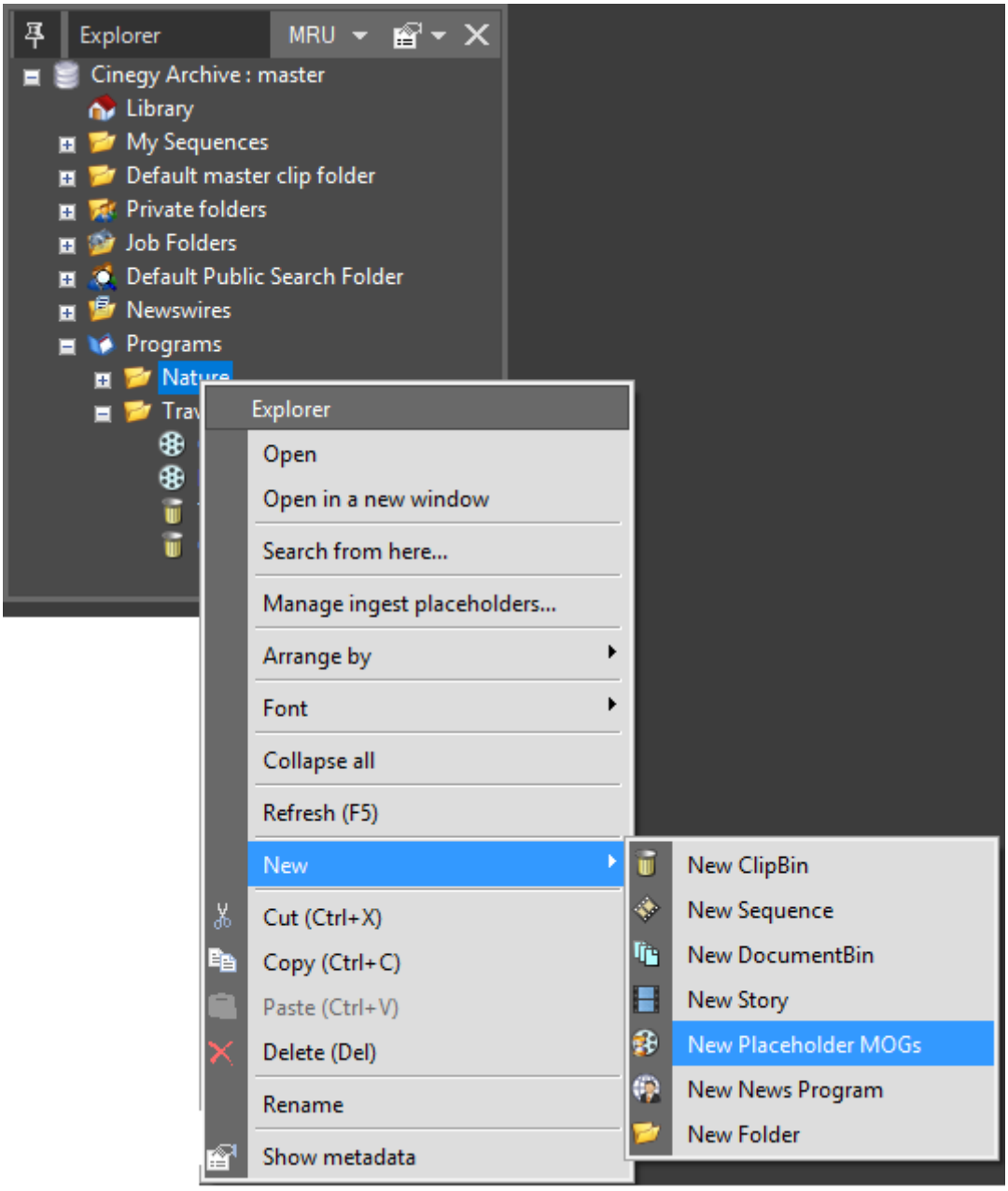


Placeholder MOGs

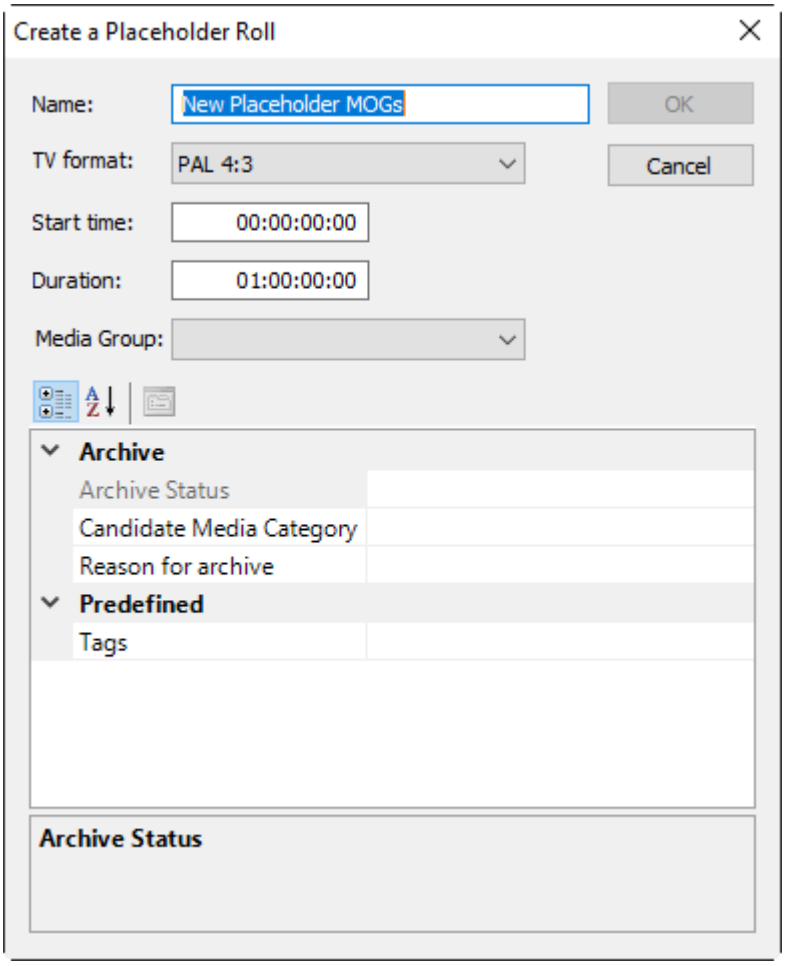
A placeholder MOG is a special type of Roll with a predefined TV format, start timecode, and duration. It is used as a temporary substitution for the source essence that has not been captured/imported yet.

Creating

To create a new placeholder Roll, right-click the folder in which you would like to create a new placeholder Roll and select the "New" > "New Placeholder MOGs" command:



The following dialog box appears:



The "Create a placeholder Roll" dialog view may be different depending on the set of metadata fields assigned to the placeholder MOG. Please refer to the **Node Metadata** article to learn more about node metadata.

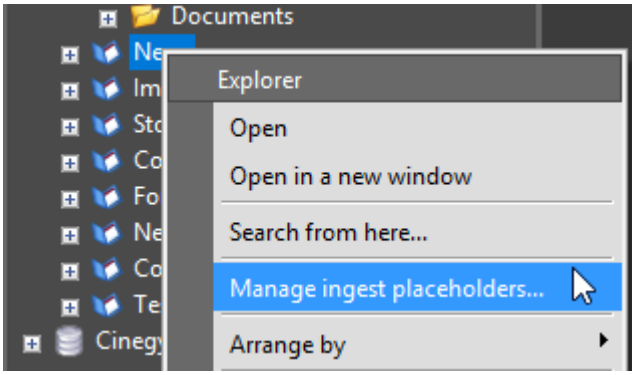
Then set up the following options for the placeholder Roll you are creating:

- **Name** – enter the name of the new placeholder Roll.
- **TV format** – choose the appropriate TV format from the drop-down list.
- **Start time** – enter the start timecode in the hours:minutes:seconds:frames format.
- **Duration** – enter the length for the placeholder Roll in the hours:minutes:seconds:frames format.
- **Media Group** – use the drop-down list to select the required media group.

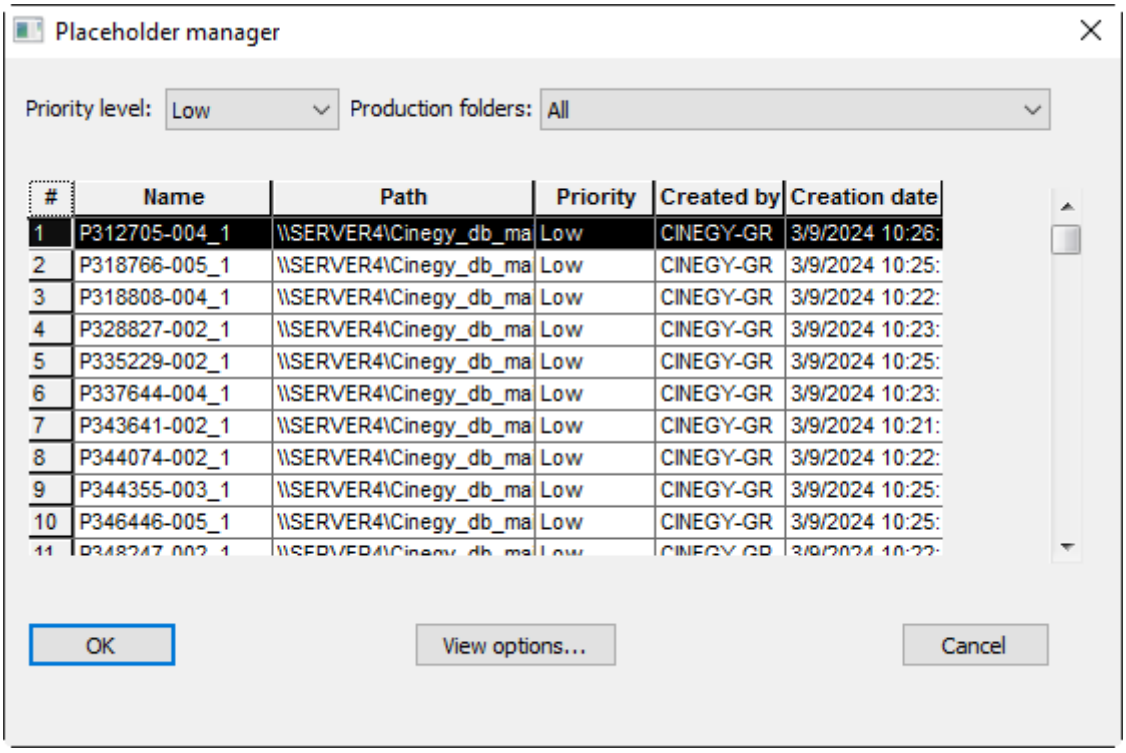
The list of media groups can be managed via Cinegy Archive Manager. Refer to the **Media Groups** paragraph in the **Cinegy Archive Manager Manual** for details.

Placeholder Management

You can open the "Placeholder manager" dialog from the Cinegy Desktop Explorer tree by using the "Manage ingest placeholders…" context menu command:



The following dialog box appears:



In this dialog box, you can set the following parameters:

- **Priority level** – choose between "Low", "Medium", and "High". In the table below, placeholder Rolls will be sorted and displayed according to the chosen priority level;
- **Production folders** – choose a production from the list of all the productions. All placeholder Rolls located in the selected production will be displayed in the table below.

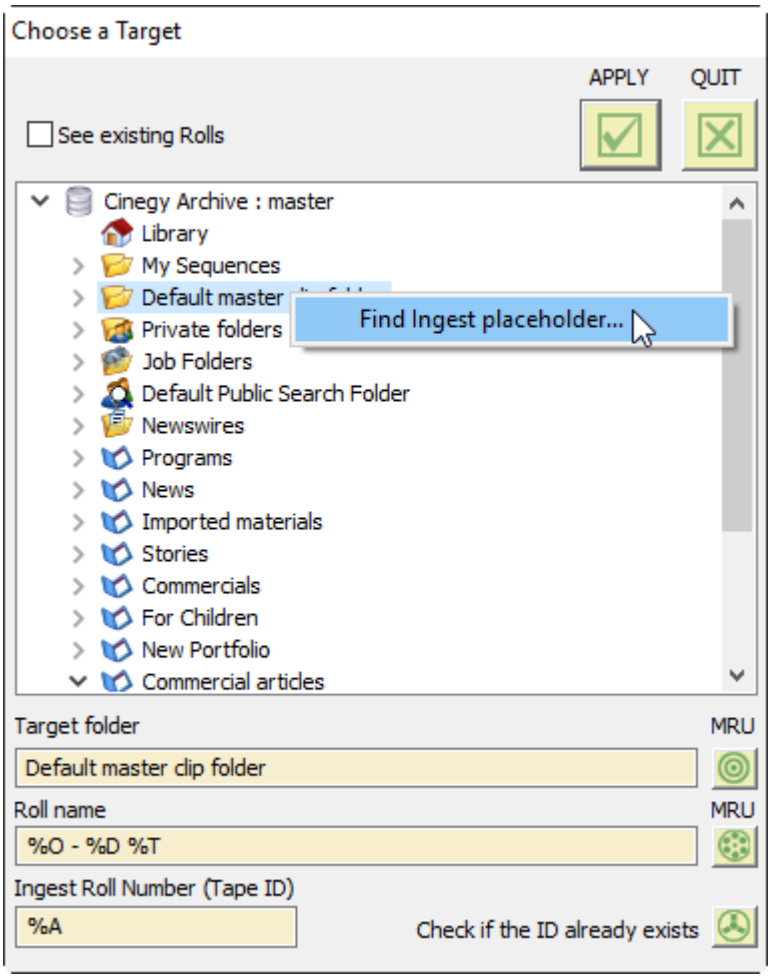
The middle part of the dialog box shows a table displaying the following parameters for each of the placeholder Rolls:

- **#** – the number of the placeholder Roll;
- **Name** – the name of the placeholder Roll;
- **Path** – the path to the placeholder Roll;
- **Priority** – the priority level of the placeholder Roll;
- **Created by** – the user who created the placeholder Roll;
- **Creation date** – the date when the placeholder Roll was created.

You can re-sort the placeholder Rolls by double-clicking on the column header of the table.

Use the "View options…" button to customize the set of displayed parameters for the placeholder Rolls.

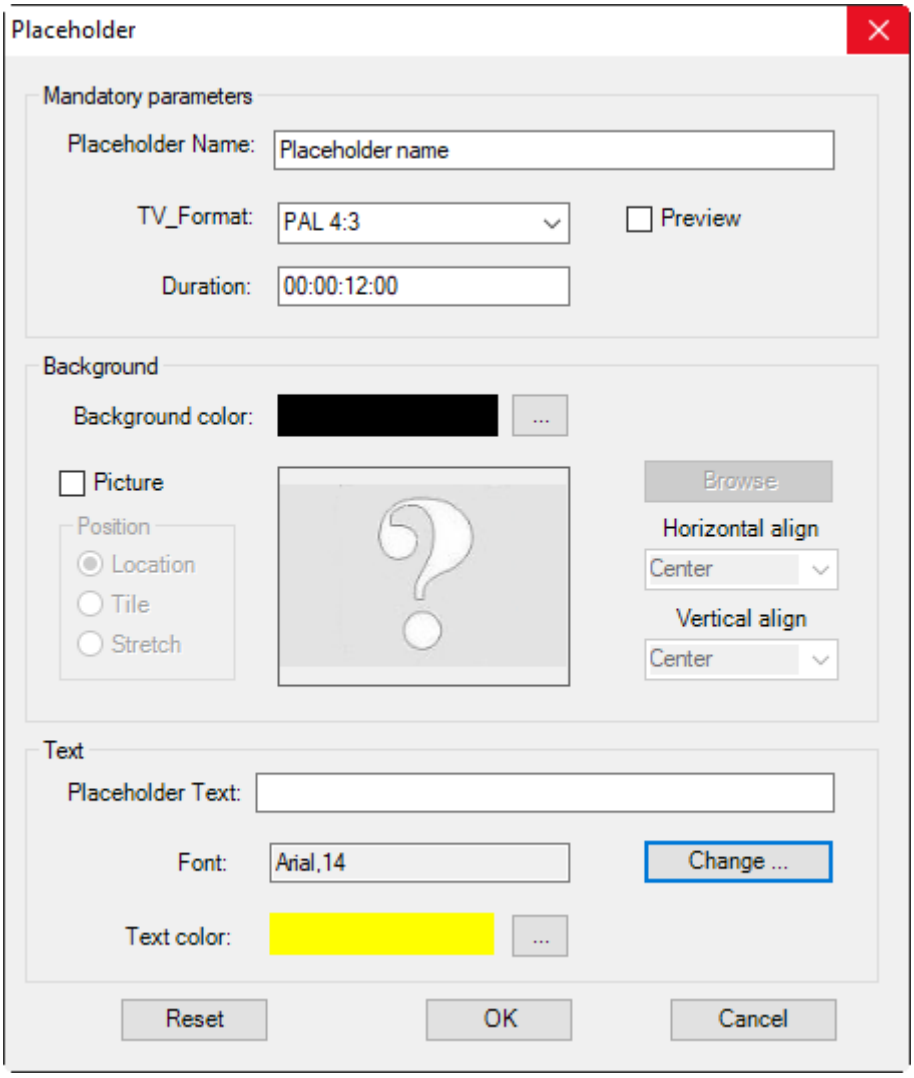
To search and select a target placeholder Roll for your capture/import session, you can also open the placeholder manager from the "Choose a target" dialog by selecting any folder node and choosing the "Find Ingest placeholder…" command from the context menu:



Placeholder Clips

A placeholder clip is a temporary blank clip with a predefined TV format, start timecode, and duration. It is used to reserve a place for a source clip that has not been captured yet, helping the user to organize the existing clips into the required sequence.

To add a new placeholder clip, open the ClipBin in which you would like to create it, and use the "Add placeholder…" command from the right-click menu. The following dialog box will appear:



Set up the following options for the placeholder clip you are creating:

- **Placeholder Name** – enter the name of the new placeholder clip.
- **TV_Format** – choose the appropriate TV format from the drop-down list.
- **Duration** – enter the length for the placeholder clip in the hours:minutes:seconds:frames format.

The "Placeholder Name", "TV_Format", and "Duration" parameters are mandatory and cannot be left empty.

- **Background color** – choose the background color to be displayed in the viewer for the placeholder clip.
- **Picture** – choose a graphic image from the DocumentBin within the current Cinegy Archive database to be used as temporary footage for the placeholder clip. The chosen picture will be displayed in the viewer as a still image. The position parameters can be defined here.
- **Placeholder Text** – enter the text for the placeholder clip to be displayed in the viewer. The font and color of the text can be defined here.

Reset Press the "Reset" button to reset your configurations and return to the default settings.

Having set up all the parameters, press "OK". A new placeholder clip will be created within the corresponding ClipBin. Placeholder clips (as well as common clips) can be played back in the viewer, trimmed, copied, moved, etc.

Multiclip Objects

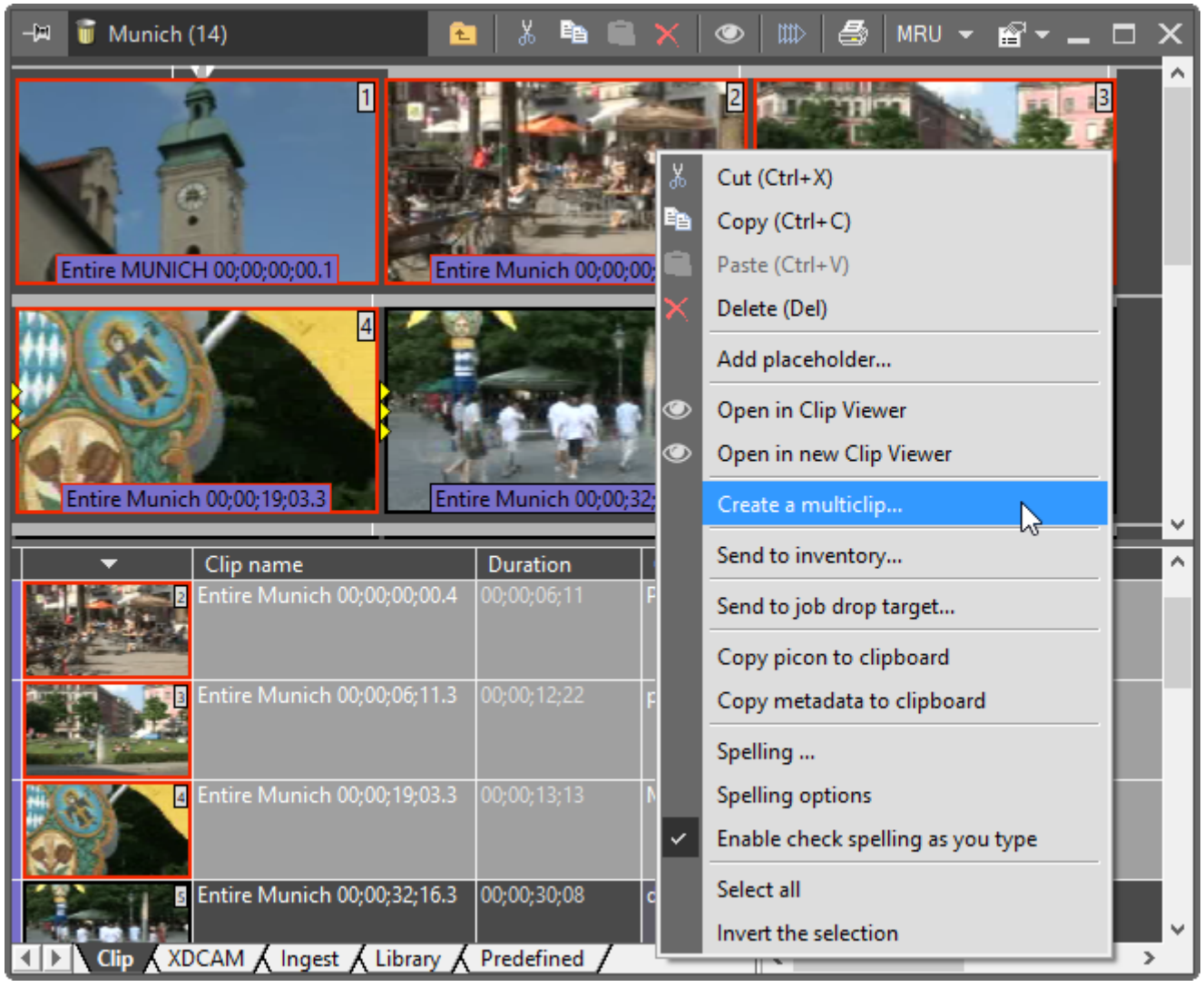
Concept

The multiclip functionality is a tool that enables simultaneous access to the essence from up to four cameras with synchronous real-time processing and preview. The operator can instantly switch between different footages (so-called angles) and thus select the most suitable angle to use. Using the multiclip functionality allows you to greatly reduce your media preparation time.

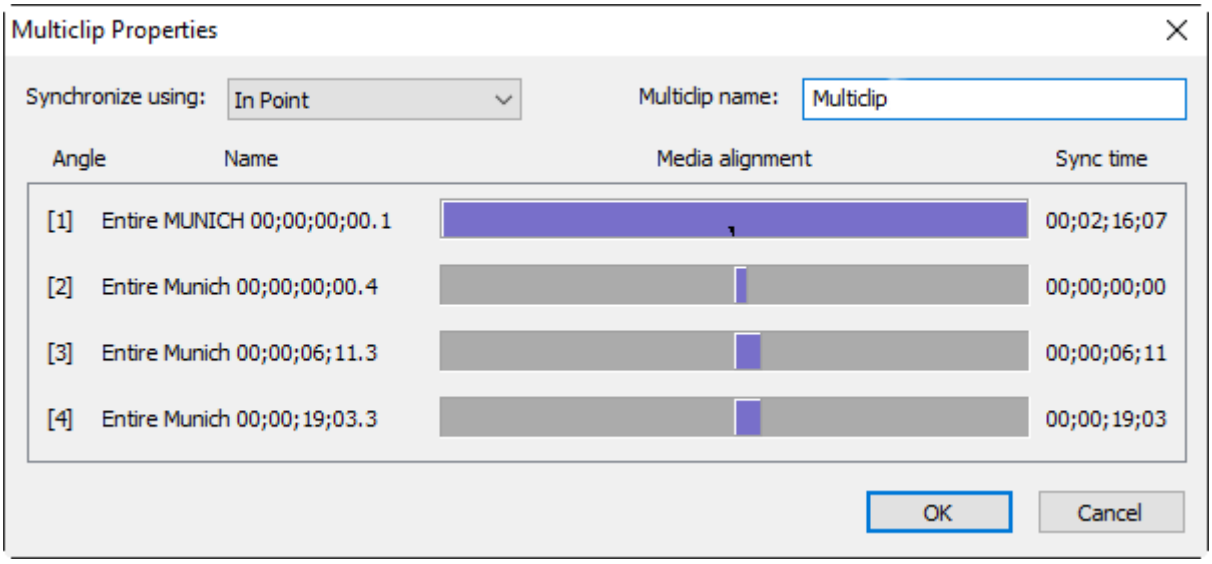
A multiclip is an object containing up to four source clips of the same TV format.

Creating Multiclip

To create a multiclip, select up to four clips in the MOG or bin, then right-click the selection and choose the "Create a multiclip…" command from the menu:



The following "Multiclip Properties" dialog box appears:



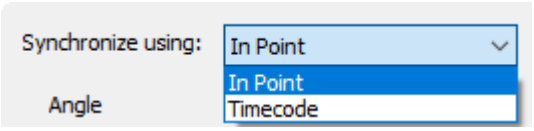
When more than four clips are selected, only the first four will be included in the multiclip.

Presetting

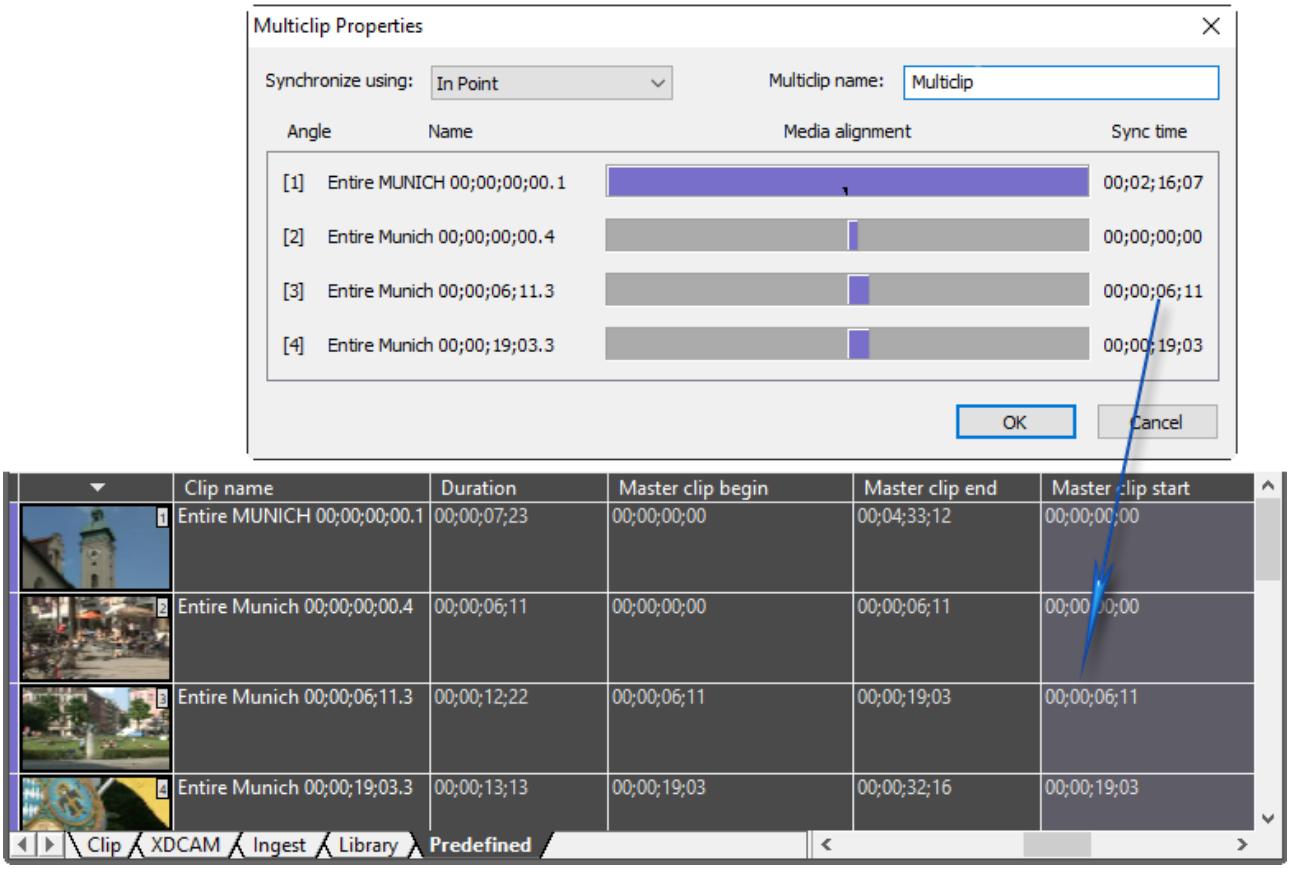
You can set up the parameters for a new multiclip in the "Multiclip Properties" dialog box.

Synchronize Option

To synchronize clips on the timeline, the following methods are available: "In Point" and "Timecode".



- **In Point** – angles are aligned using the In point of each clip as sync time:

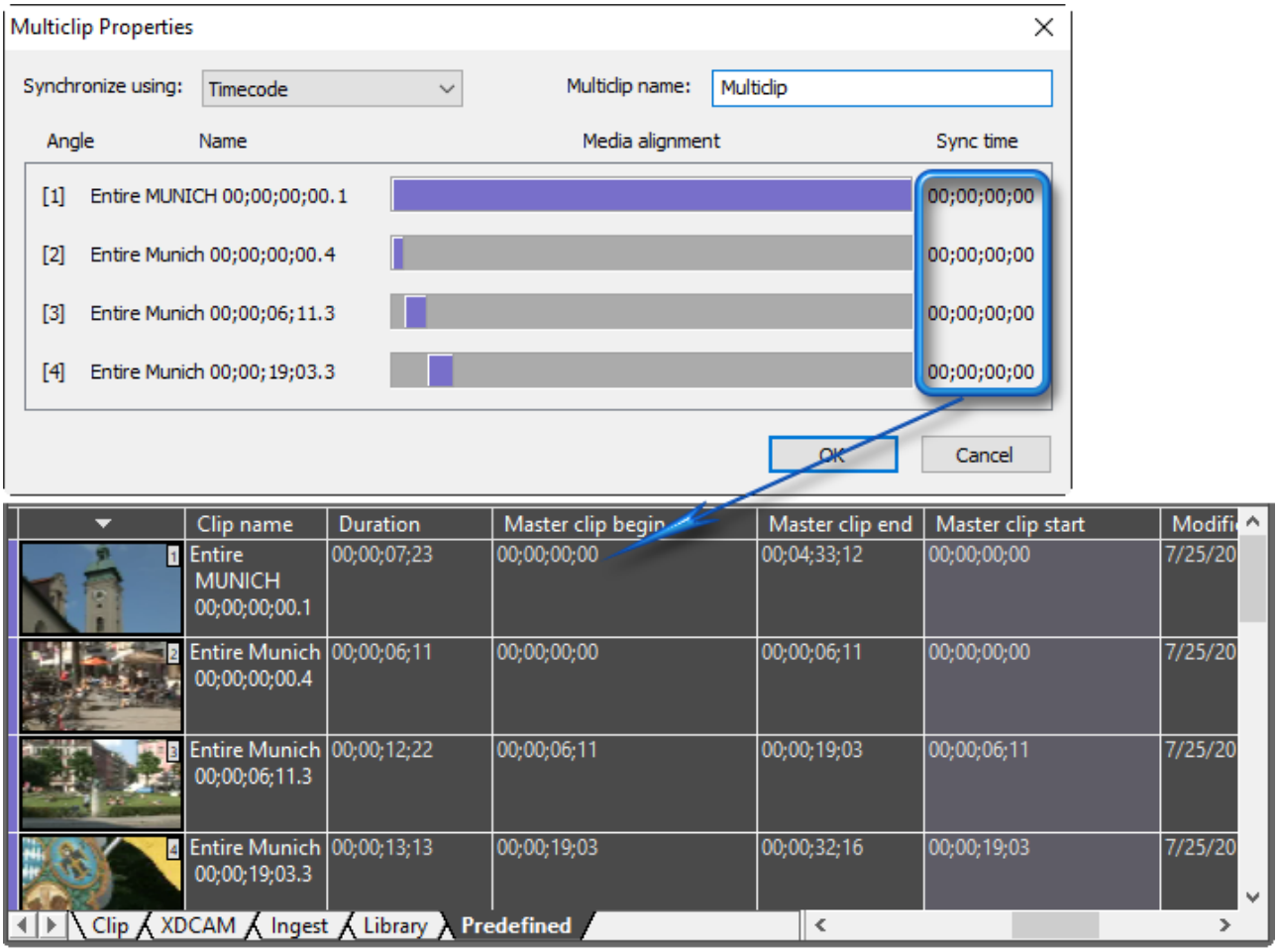


When the In point is not set, the start time of the corresponding master clip is used. This is shown in the picture above: the first two clips are synchronized by their In points, and the other two clips use their start time as the point of synchronization.

You can only set the In point for a clip from within the ClipBin.

- **Timecode** – angles are aligned by their timecodes.

  When this synchronizing method is used, the "Sync time" for clips is related to the clip with the lowest start time of its master clip:



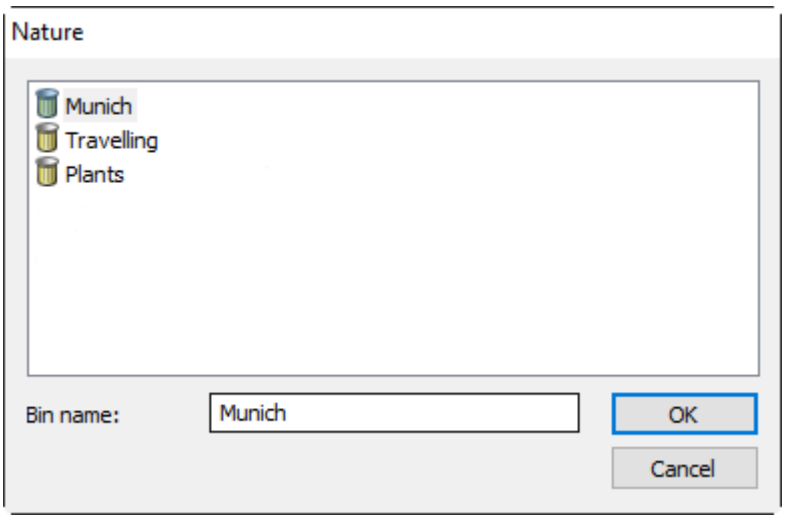
Please note, the synchronizing method cannot be changed after a multiclip has been created.

Multiclip Name

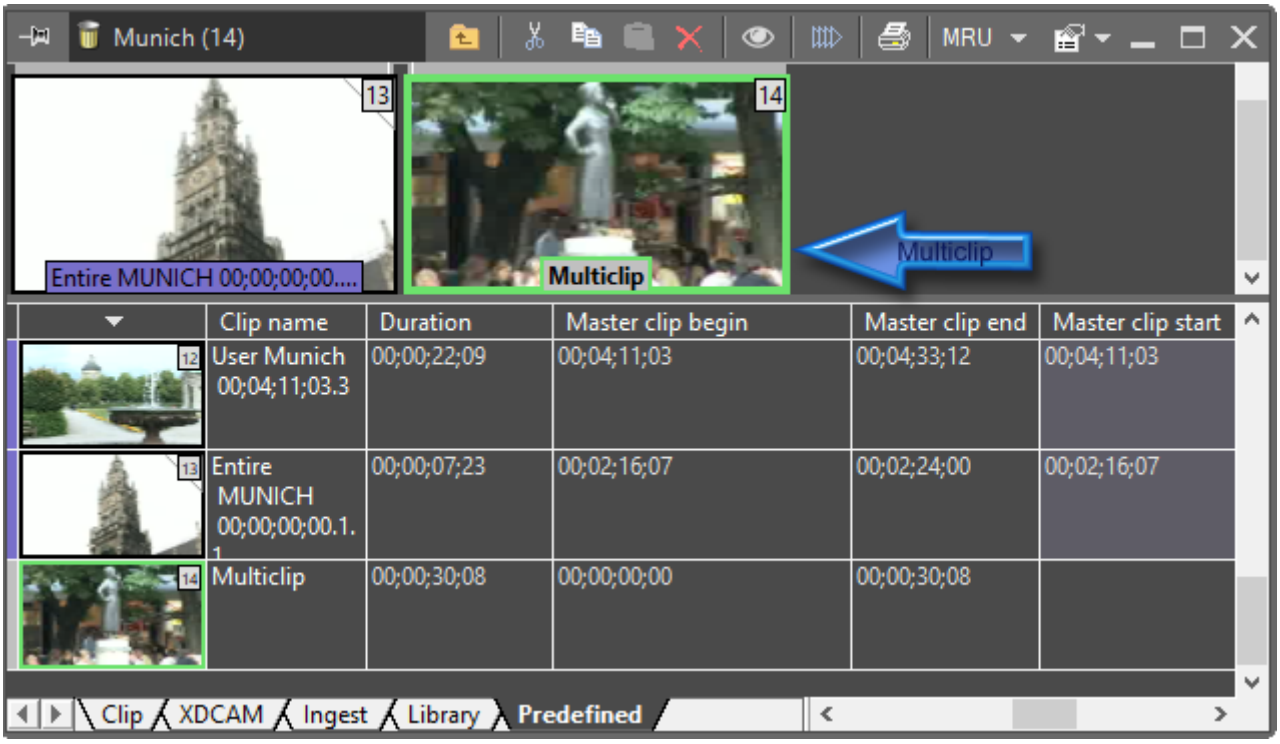
Enter the name of your multiclip into the "Multiclip name" field.

Choosing the Location

When you have specified all the desired parameters, press the "OK" button to create the multiclip. The following dialog box appears:



Choose the desired ClipBin and press the "OK" button. The newly created multiclip will appear in the defined ClipBin:



A multiclip object is shown with a thick light-green frame. When selected, a multiclip is highlighted with a thick red frame. The multiclip name is shown in bold against the dark gray background.

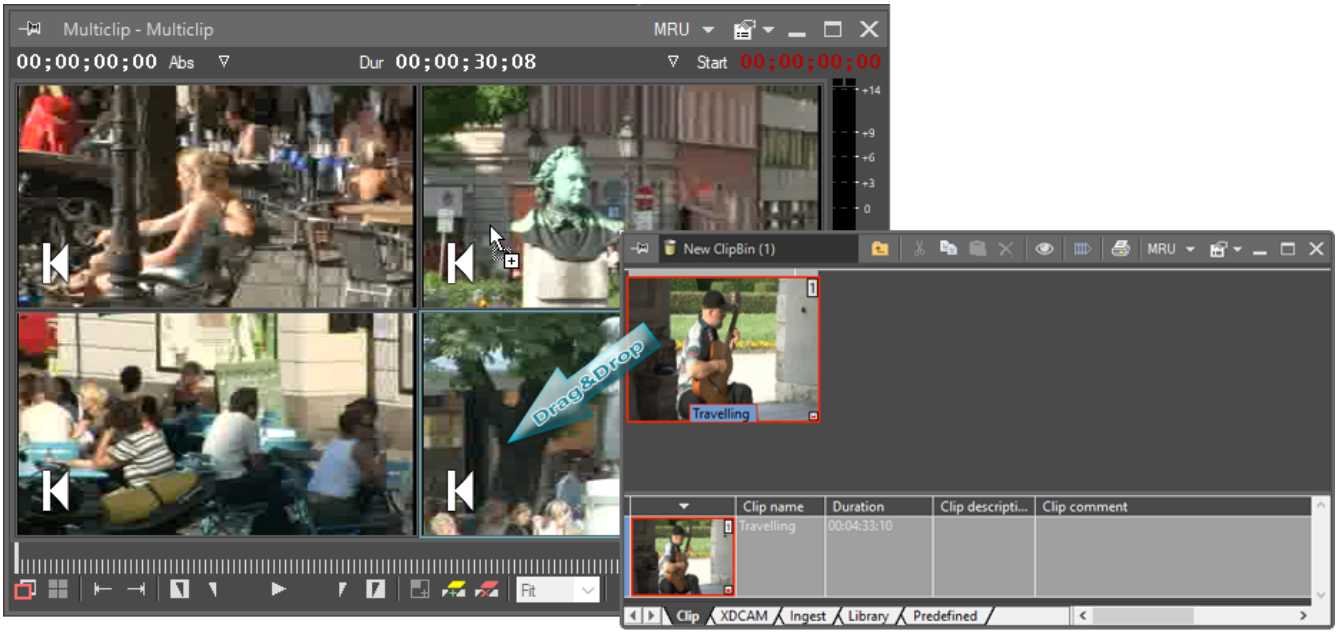
Refer to the **Previewing a Multiclip** paragraph to learn about multiclip viewing.

Multiclip Content Modification

Any clip included in a multiclip can be substituted with another one via dragging and dropping from the ClipBin.

All clips must be of the same TV format.

To do this, open the multiclip in Clip Viewer and drag and drop another clip from the Roll or ClipBin to the desired clip position within your multiclip:



If your multiclip contains fewer than 4 clips, you can add a clip in the same TV format to the empty clip position. To do this,

drag and drop a desired clip to the empty area within your multiclip. A new clip can also be added to the next empty location within the multiclip, if any.

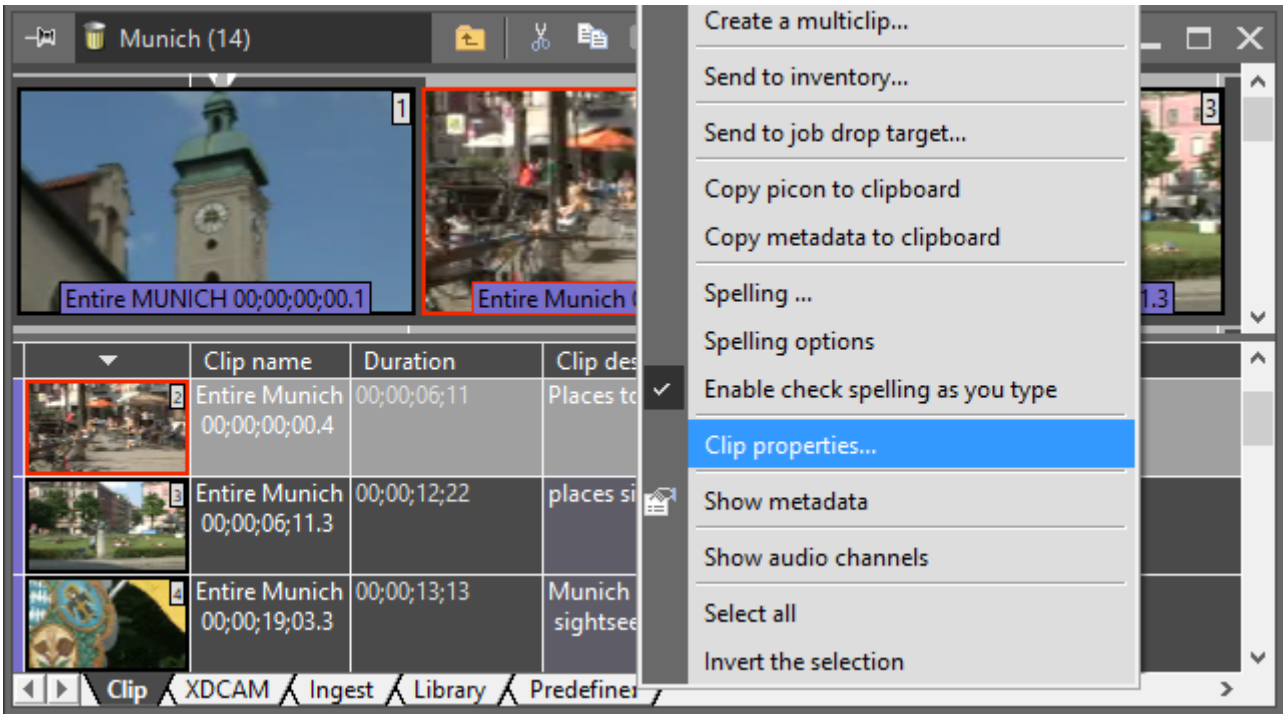
A new clip will be inserted into the multiclip according to the multiclip predefined synchronizing method.

	The clip with an active audio/video angle cannot be substituted.

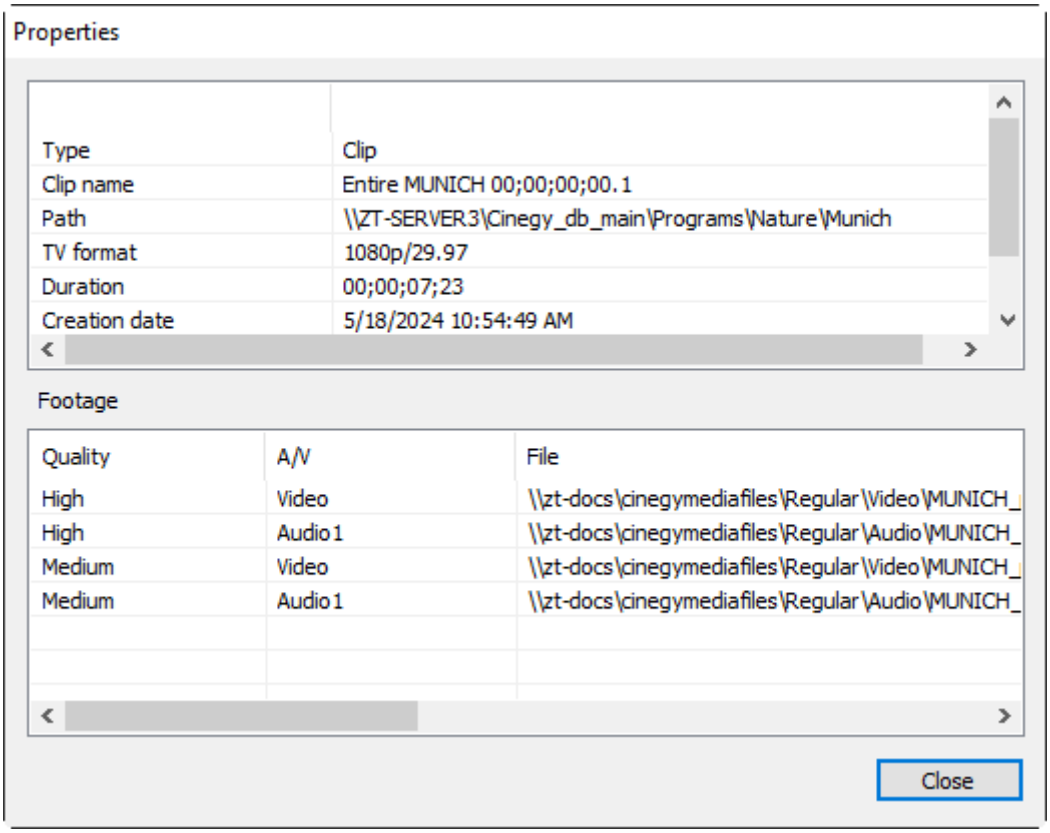
	Refer to the **Handling Multiclips** article to learn about multiclip active angles.

Clip Properties

To get detailed information on a master clip in a Roll or a clip in a ClipBin, you can use the "Clip properties…" command from the right-click menu of a clip:



The "Clip properties…" command launches a separate dialog box, revealing such properties as type, clip name, TV format, and so on. The lower part of the dialog shows the available footage and where it is physically stored.

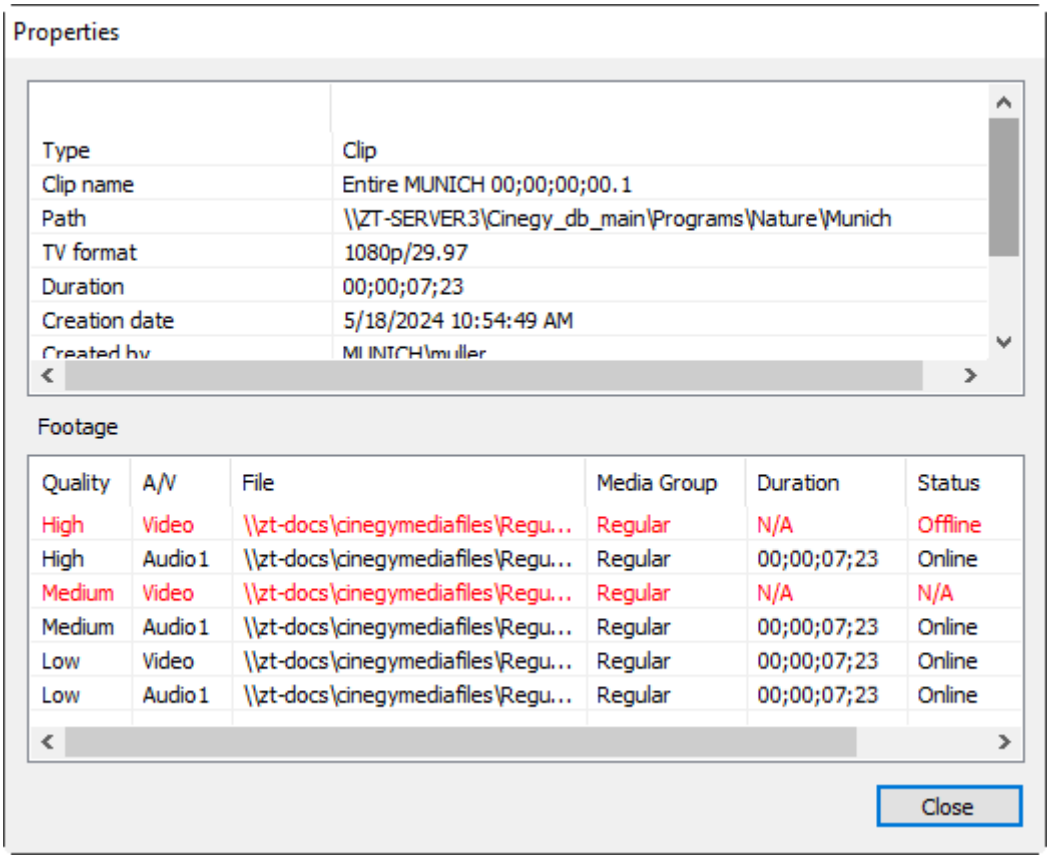


The background color depends on whether you are looking at properties for a clip or a master clip. Clips feature a white background, while master clips display a lighter peach shade. Also, the "Type" attribute indicates whether you are viewing properties for a clip or a master clip.

The information available in the "Clip Properties" dialog depends on the user's access rights. For example, non-administrative users will not see the actual media file URLs.

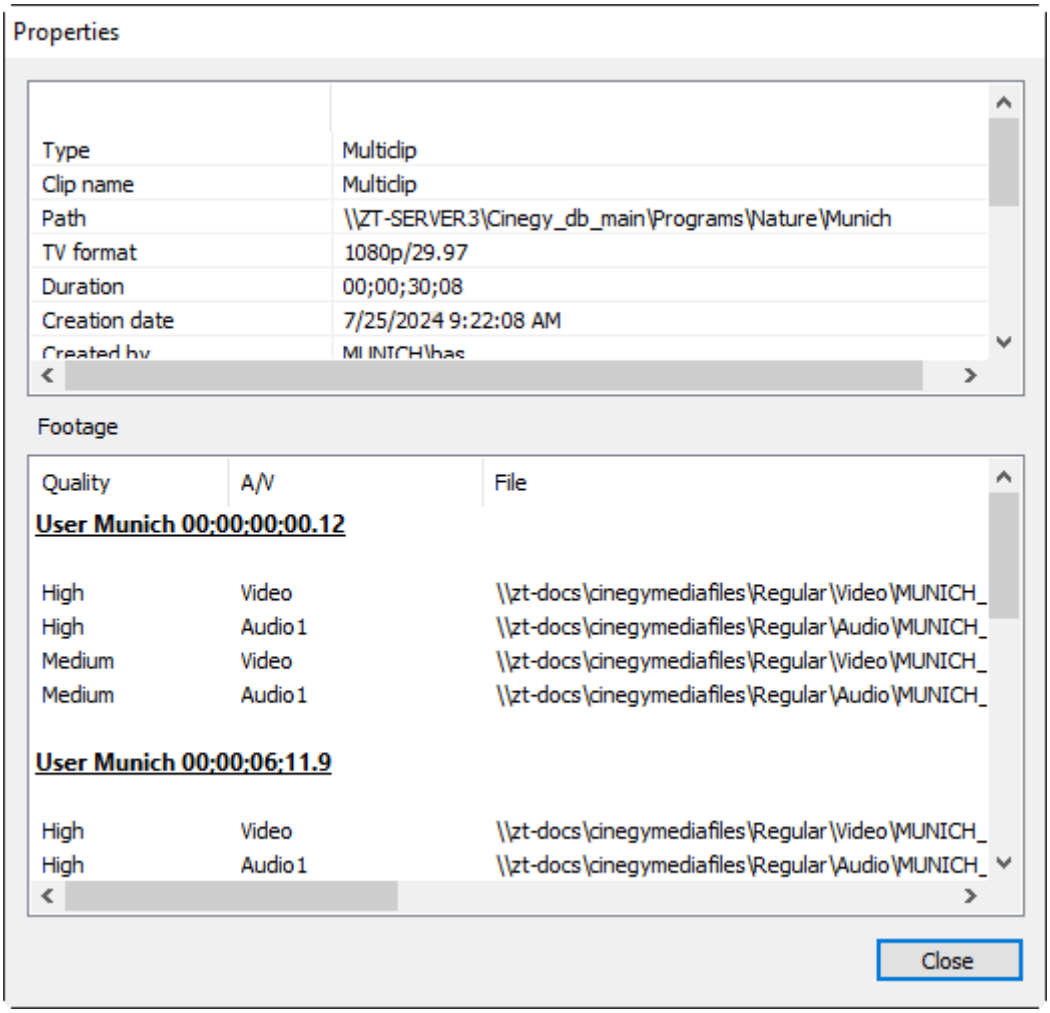
Status of Media

In the bottom part of the dialog, the "Status" field informs the user about the current status of the media. If the footage is labeled "Online", it means it is available, while the "Offline" status means the media is offline and cannot be accessed, and "N/A" means the footage is not available:



Multiclip Properties

Multiclip properties differ from clip properties due to the specific clip structure of the multiclip object. Launch the "Properties" dialog box as it is described above in the "Clip Properties" subsection:



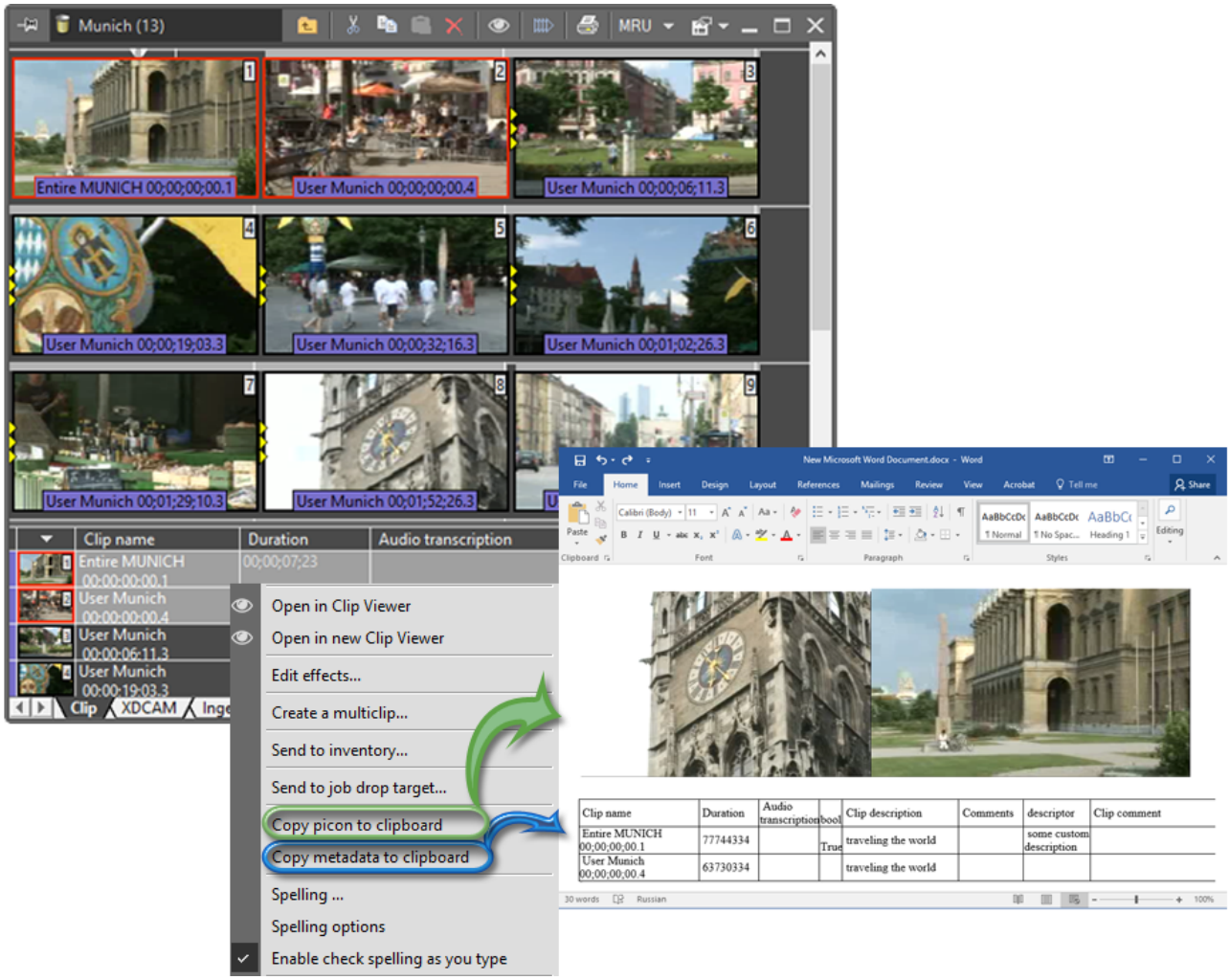
The multiclip "Properties" dialog box presents general information about the multiclip at the top and information about each of the four individual clips separately in the lower part of the dialog.

Interface with Microsoft Office Applications

Clipboard support provides the ability to copy picons, object properties, and text from Cinegy Desktop into the Microsoft Windows clipboard.

Copying of Picon and Metadata

Right-click a clip in the Roll or ClipBin and choose "Copy picon to clipboard" or "Copy metadata to clipboard". You can then paste the copied content into any compatible application that supports rich text or image input (e.g., WordPad, Microsoft Office applications).

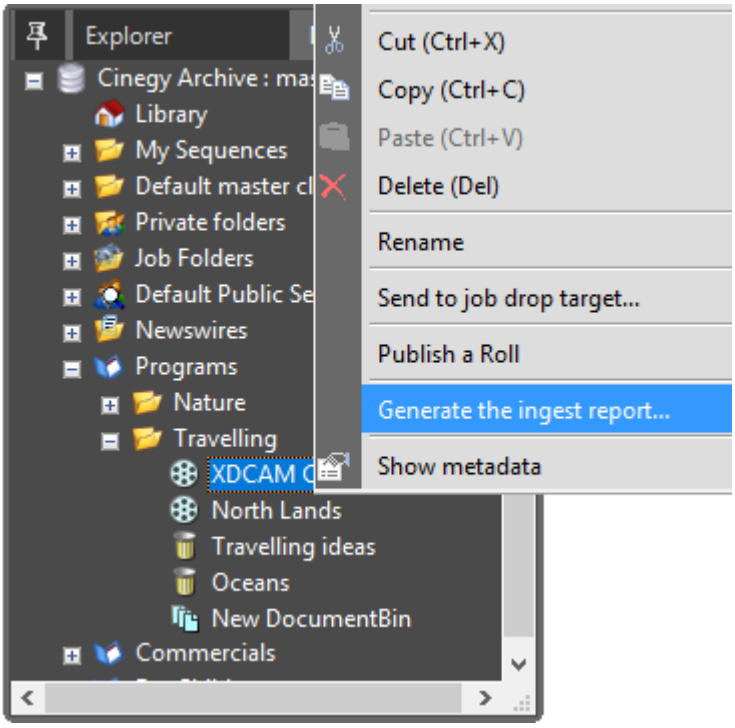


The selected clip picons are copied to the clipboard at the highest resolution possible. Use the standard "Paste" command to insert picons or metadata into the target application. The metadata from the currently selected descriptor group is inserted as a rich text format (RTF) table.

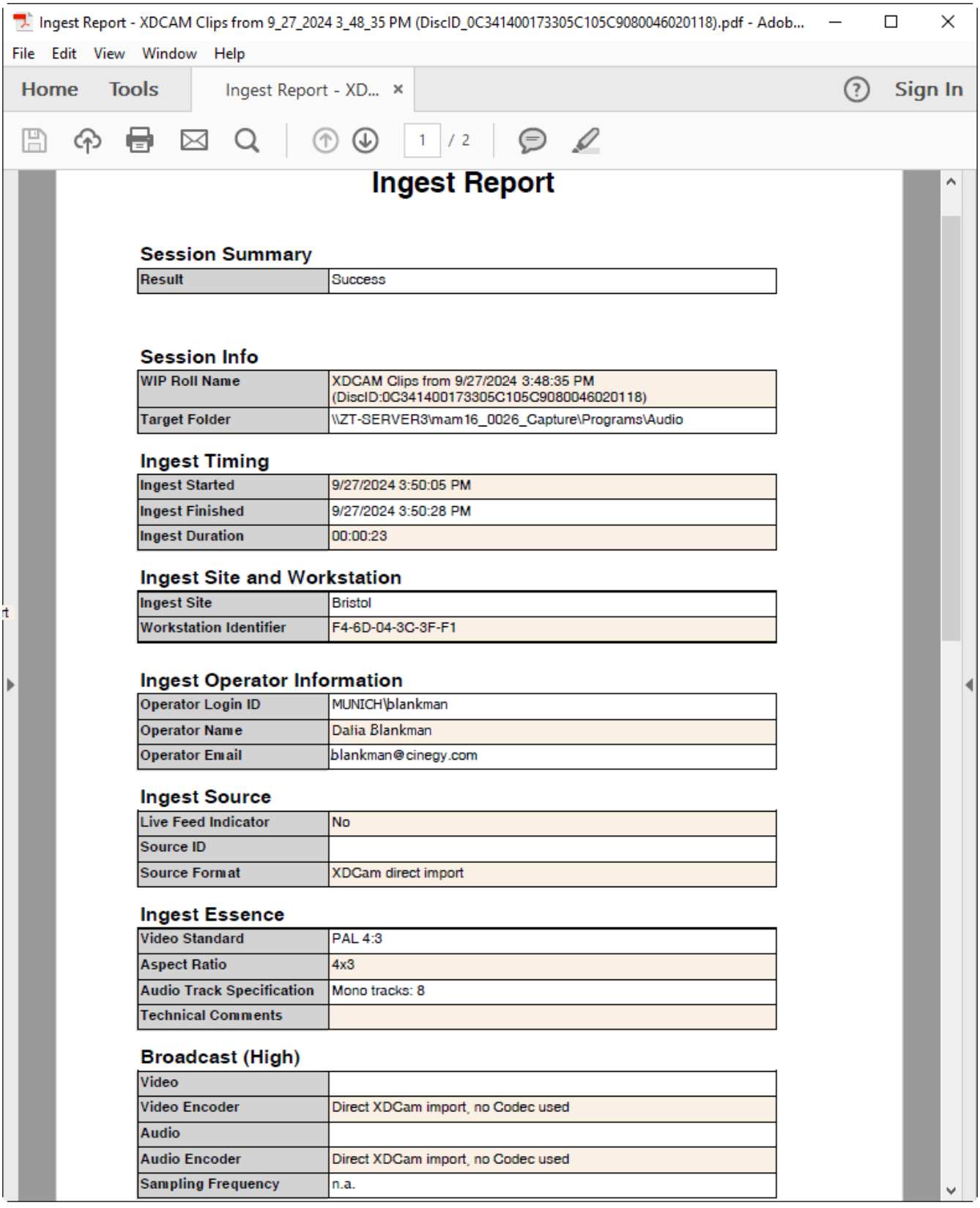
Ingest Reporting

The ingest report feature allows you to generate a specific report in PDF format for any imported Roll.

Right-click the corresponding Roll in the Cinegy Desktop Explorer tree and choose the "Generate the ingest report…" option from the context menu:



The ingest report starts generating. In a new window, you will see your ingest report in PDF format. The screenshot below shows page one of the two-page report:

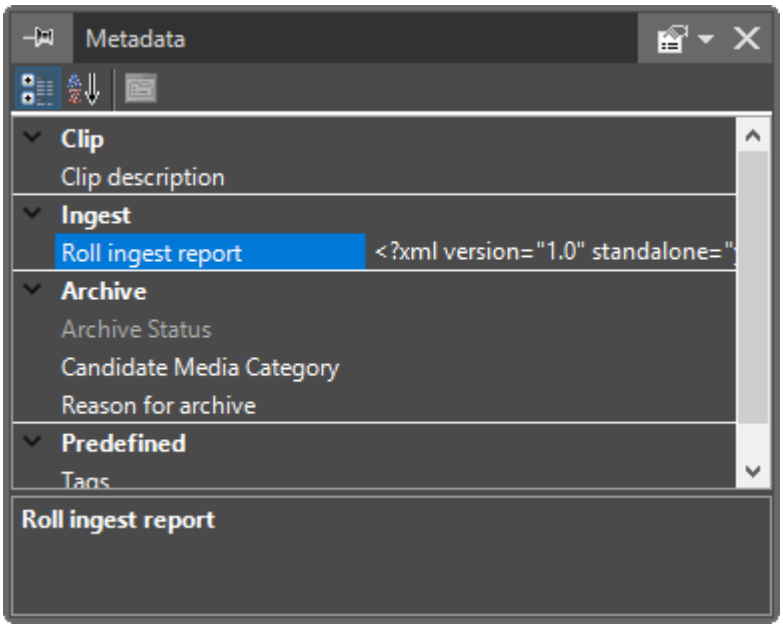


The ingest report consists of the following parts:

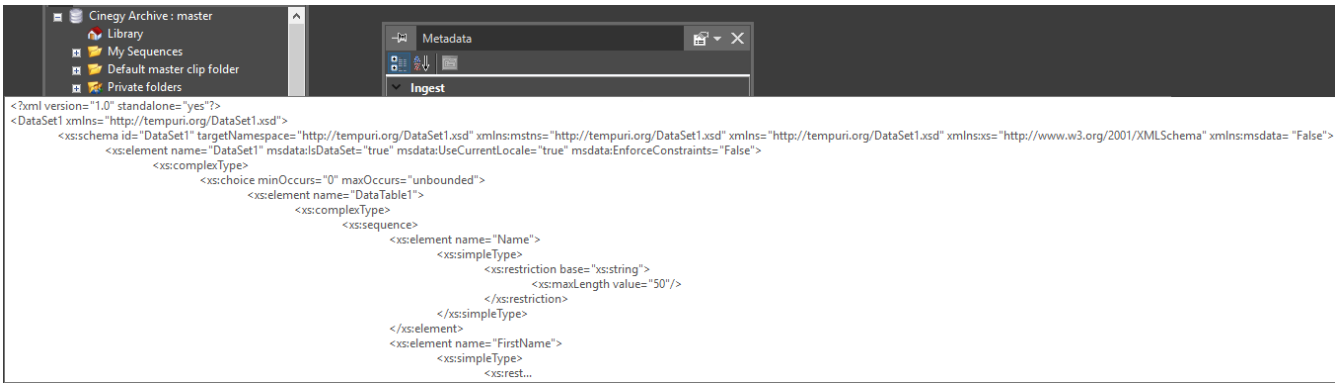
- **Session Summary** – the result of your ingest session: success or failure. If your ingest session failed, the error information will also be displayed;
- **Session Info** – the Roll name and the target folder path;
- **Ingest Timing** – the start, finish, and duration time of your ingest session;
- **Ingest Site and Workstation** – the ingest site and workstation identifier of your ingest session;

- **Ingest Operator Information** – the login ID, name, and email of the ingest operator;
- **Ingest Source** – whether live ingest mode was used, rushes Roll number and capturer used for the ingest session;
- **Ingest Essence** – TV format, aspect ratio, audio track specification, and technical comments about your Roll;
- **Broadcast (High)** – the broadcast media quality ingest parameters, such as video/audio encoders, the audio sampling frequency;
- **Focus (Medium)** – the medium media quality ingest parameters such as video/audio encoders, the audio sampling frequency;
- **Review (Low)** – the low bit rate media quality ingest parameters such as video/audio encoders, the audio sampling frequency;
- **Web Browse (WBF)** – web browse encoder used for the web browsing format;
- **Clips Ingested** – properties of the entire created within the ingested Roll: the clip ID, name, duration time, and description (if available);
- **Notification Information** – the date and time of the ingested Roll creation.

To view the ingest report in XML format, right-click the corresponding Roll and choose the "Show metadata" option; the following dialog box appears:



A detailed Roll ingest report in XML format is shown when you point the mouse cursor to the Roll ingest report data:



Previewing Clips

There are two main ways to preview a clip in a bin: either launch the Clip Viewer window or play it in place.

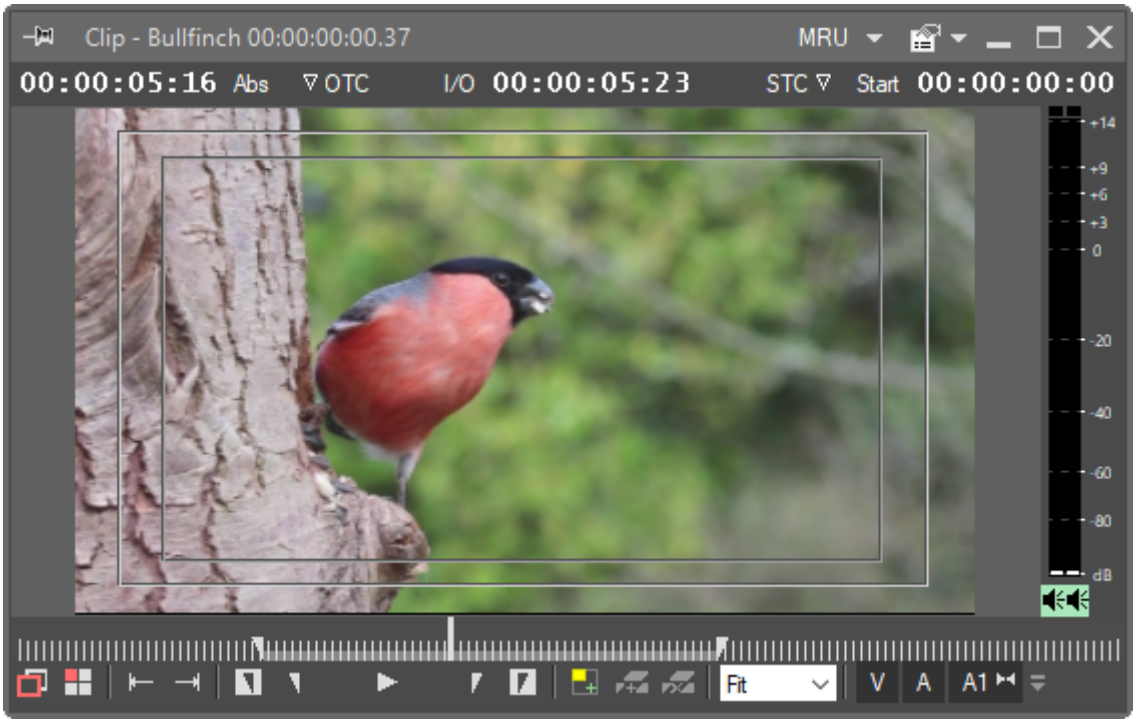


Refer to the **Viewing Video Material** section for more detailed instructions on the video playback control.

Playing in Clip Viewer



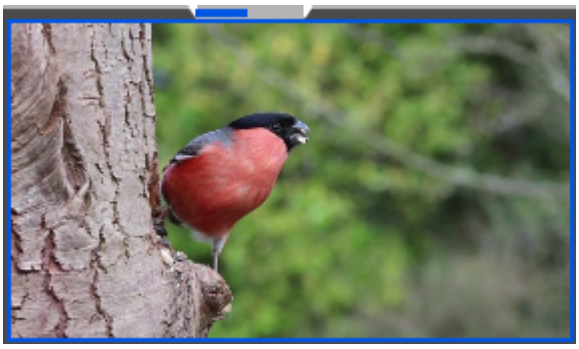
Double-click the clip you want to play, or select it and press the "Open in Clip Viewer" button in the toolbar. The "Clip Viewer" window appears. Press the "Play" button to play the clip in Clip Viewer.



By default, if Clip Viewer is already open, the clip will be played in the same window. If you want to launch an additional Clip Viewer, you can shift-double-click the clip or select the "Open in new Clip Viewer" command from the right-click menu of the clip.

Playing in Place

Select the desired clip in the storyboard or table view and hit the Space bar. The clip will be played in place. The clip timeline turns blue to indicate the mode. You can see the current progress of the playback with a blue bar in the clip timeline at the top of the clip.



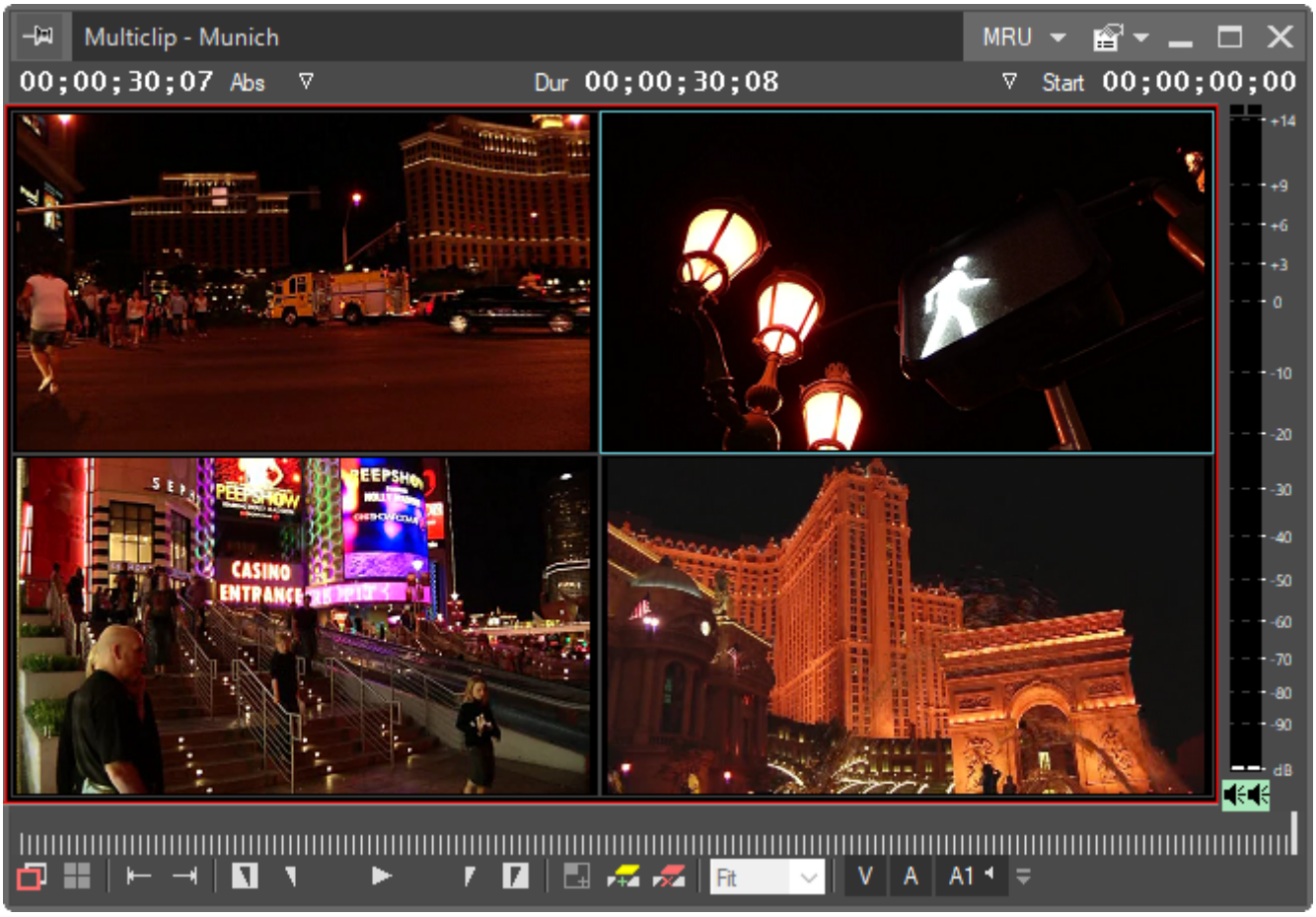
Hit the Space bar to toggle the playback. All the other playback control keys are the same as those used with Clip Viewer.

Hit the Esc key to exit playing-in-place mode.

You can use the full-screen playback with F12 in this mode. The in-place playback is not available when the thumbnail size is below a certain limit.

Previewing a Multiclip

A multiclip can be viewed both in Clip Viewer and in place, as it is described above in this section. When you play in place, you can only view the active clip of your multiclip. Open the multiclip in Clip Viewer to get advanced options for viewing the multiclip:



Here you can toggle between clips and select audio/video angles for displaying.

Refer to the **Viewing Video Material** section for more details concerning the playback control when viewing a multiclip.

Creating Story in Bin

Playing the Clips in Sequence

You can switch the bin to sequence mode by pressing the "Sequence mode" button. The content of the entire bin appears in Sequence Viewer.

This mode allows you to rough-cut a story directly in the bin.

This operation locks the content of the bin. Other users will not be able to access the bin while sequence mode is active. It is not possible to switch to sequence mode if the bin contains clips with different aspects and/or frame rates (you will be informed that this mode is unavailable).

If several bins are open in sequence mode (or if Timeline is on the screen), Sequence Viewer will reflect the content of the active window.

During the playback in Sequence Viewer, the clip being played is marked with the red frame, and the red progress bar appears, indicating the current position of the playback.

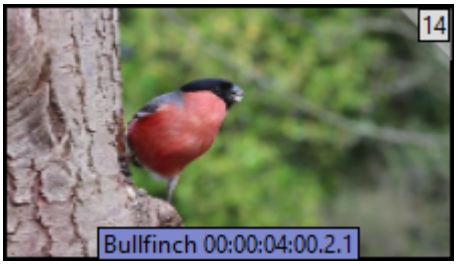
When you select a clip in sequence mode, Sequence Viewer shows the In point of the clip.

Creating a Subclip

When you mark the footage with the In and Out points, you can either save the clip along with the new boundaries or you can create a subclip based on the In and Out points you set to break longer clips into smaller segments.

Press the "Make subclip" button in the Clip Viewer toolbar. The new subclip will be placed in the bin where the current clip originates from, next to the original one.

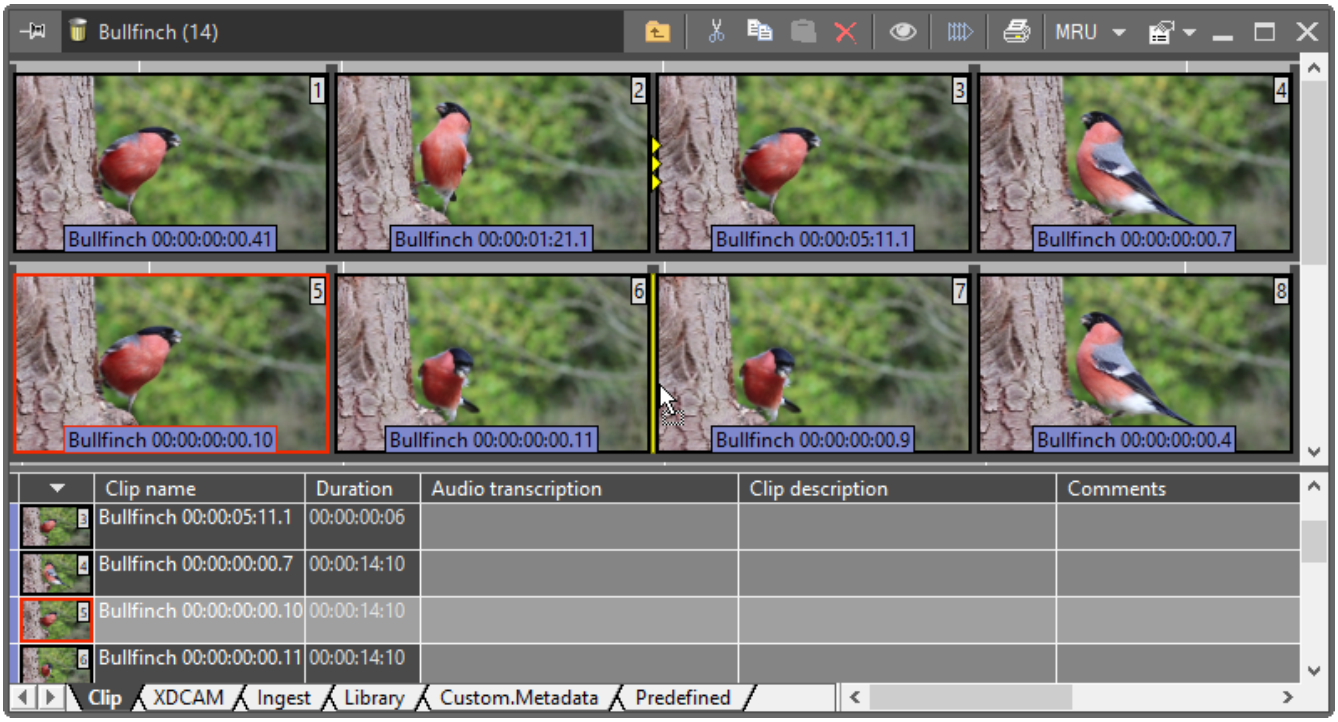
Clips in ClipBins that are created with the subclip function are marked with a translucent triangle in the upper right corner of the thumbnail:



You can also use the subclip function to create and log a new master clip in a Roll. Refer to the **Logging** article for more details.

Rearranging Clips in the ClipBin

Simply drag the clips to the desired position in the ClipBin. Cinegy Desktop shows the insertion point as a vertical yellow line. To add a clip, drag it from another ClipBin or a Roll:

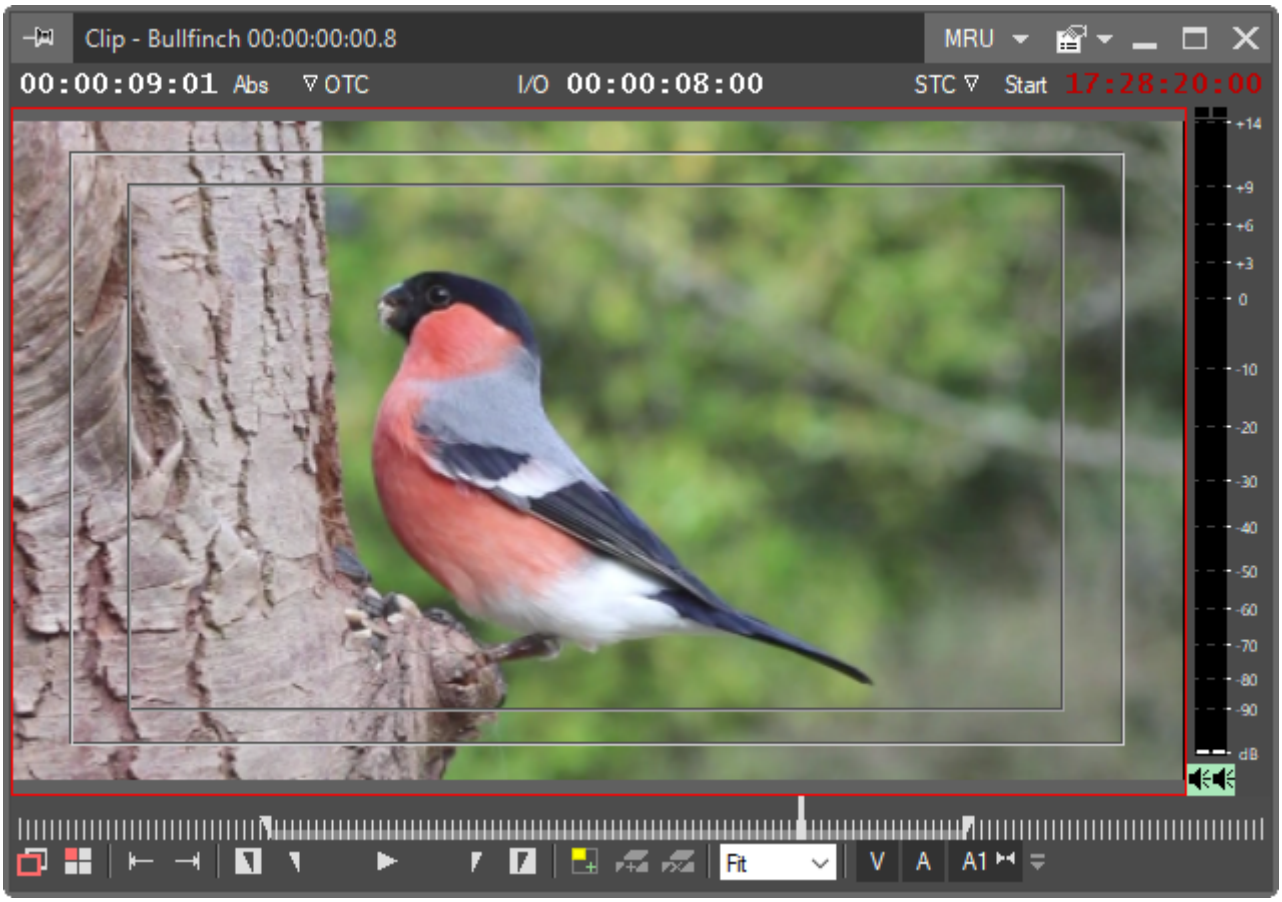


You can easily recognize if the original timecode (OTC) in the two consecutive clips in the ClipBin is continuous. In this case, yellow triangle markers are displayed between the clips, which ensures that the playback is seamless.

Trimming a Clip

Clip Viewer provides the means to trim the clip.

> The In point represents the beginning of the In frame, and the Out point represents the end of the Out frame (or the beginning of the next frame).



Press the "In" button or hit the I or E key to trim your clip from the left. To delete the In point, press the "Delete In" button (inverse In).

Press the "Out" button or hit the O or R key to trim your clip from the right. To delete the Out point, press the "Delete Out" button (inverse Out).

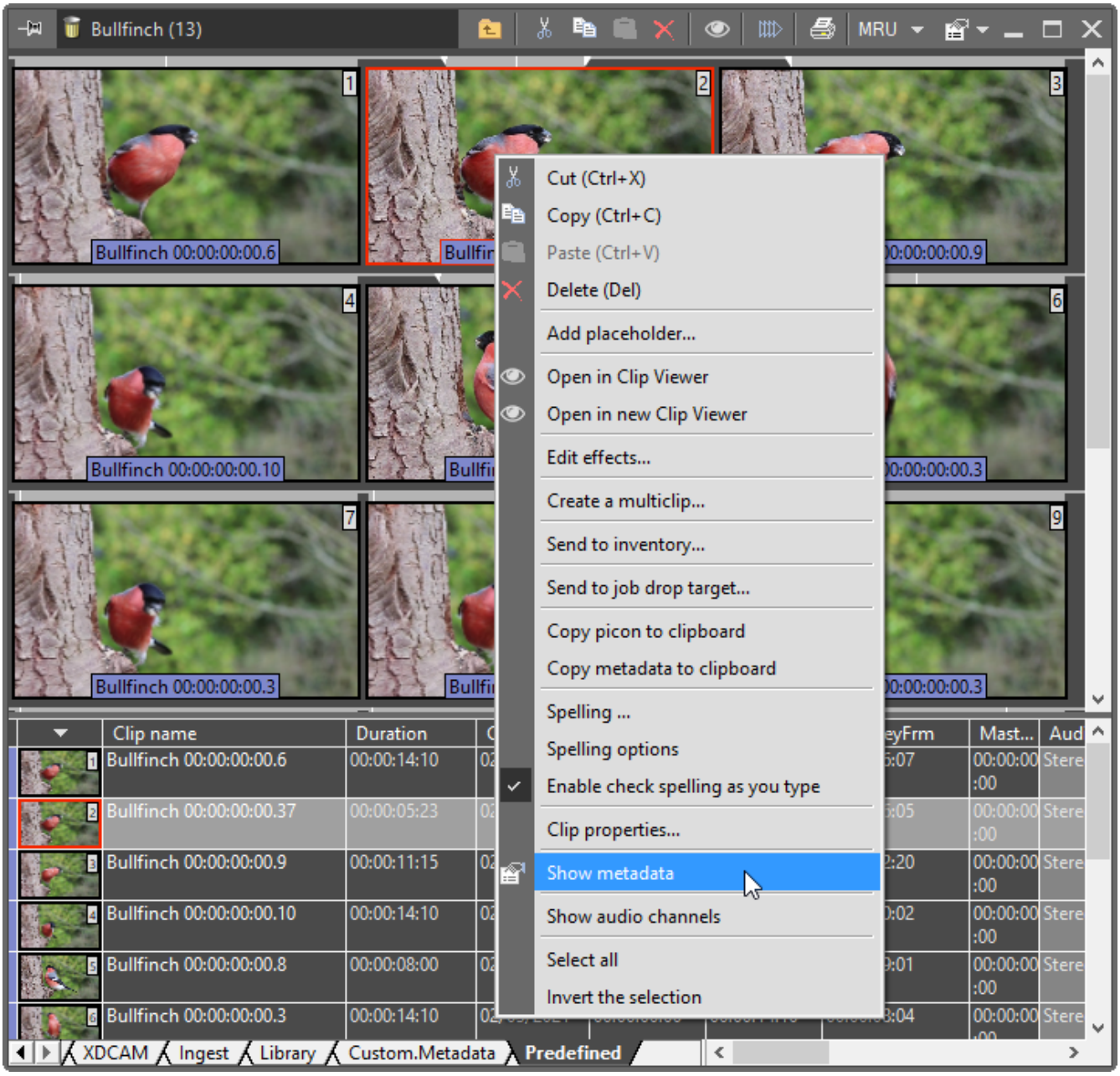
> You can hit the 6 key to play from In to Out.

Clips Editing

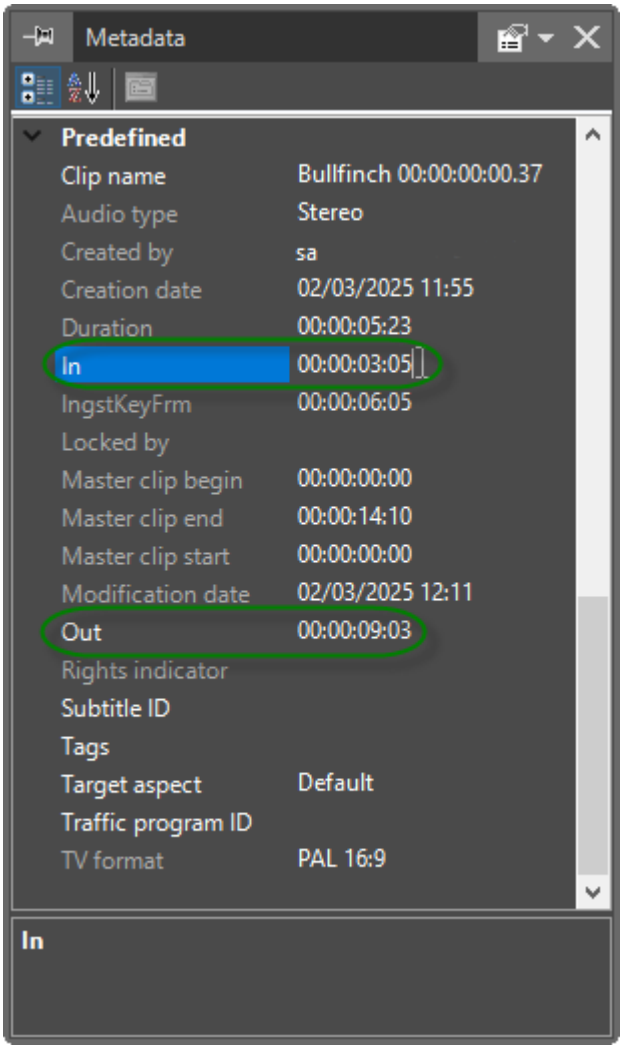
It is possible to set In and Out points manually for a certain clip in ClipBin.

> Editing of In and Out points is disabled by default. Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to find out how to configure global settings in Cinegy Archive Manager.

To do this, select the clip, right-click it, and use the "Show metadata" context menu command:

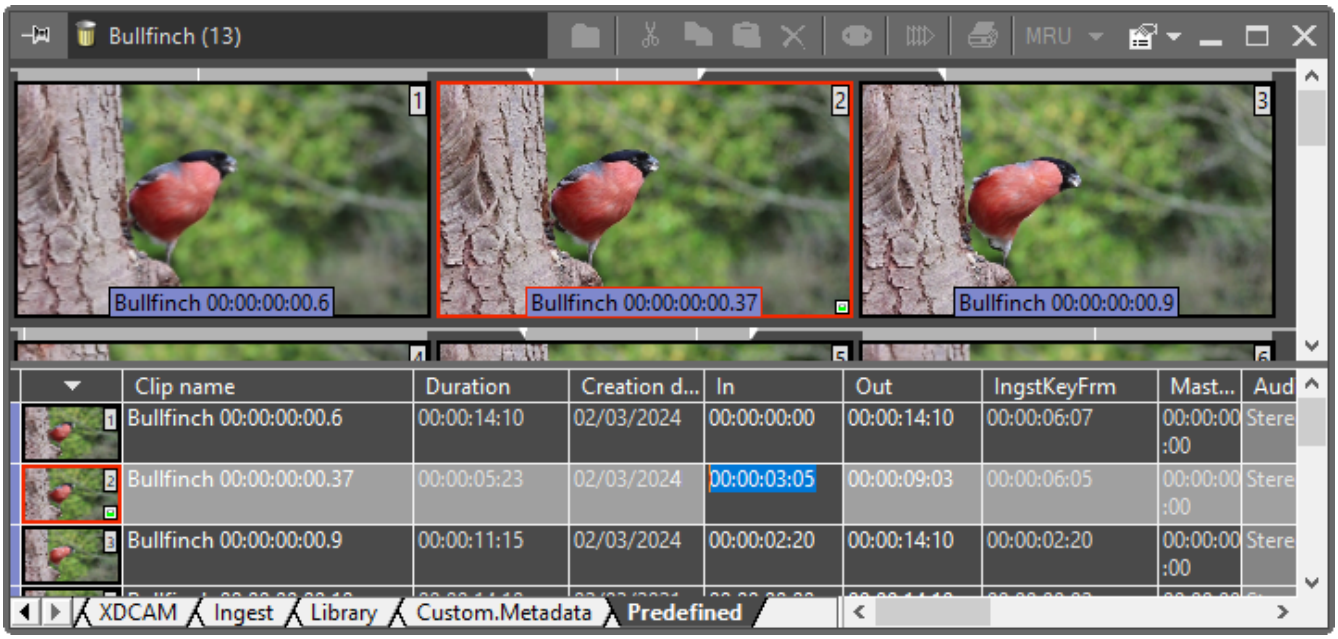


In the appeared window, navigate to the "Predefined" field and manually change the values for In and Out points:



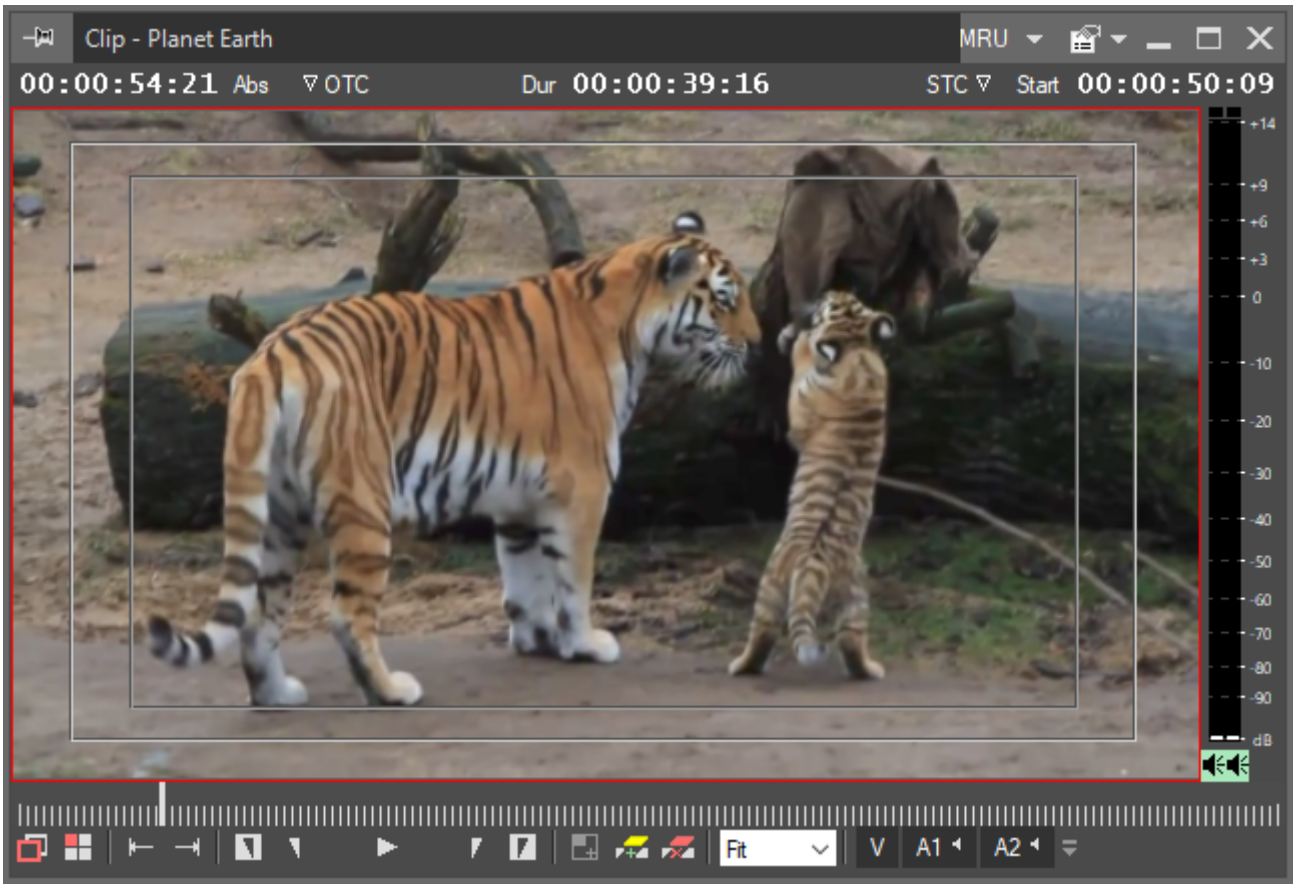
If a new In or Out value is out of range, the value just remains unchanged.

Alternatively, the In and Out points can be changed directly from the ClipBin grid by editing the corresponding metadata fields on the "Predefined" tab:



1.8 Viewing Video Material

Controlling Playback



There are various ways to control video and audio playback in Cinegy Desktop.

Playback Control with Mouse

Play/Stop Button



The "Play" button in all the viewers toggles playback mode.



The "Stop" button suspends the playback of the material.

Navigating through Material

In all the viewers, there is a ruler at the bottom, which allows the user to scroll to any desired location of a clip or Sequence.

It is possible to view any frame of the material by dragging the time slider.



Jumping to Events

You can use the "Jump to Event" buttons to move from event to event. Events are the beginning and the end of a clip, and the In and Out points. In Sequence Viewer, each clip is an event as well as the In and Out markers. Use:

 the "Previous event" button to jump to the previous event (the shortcut is A).

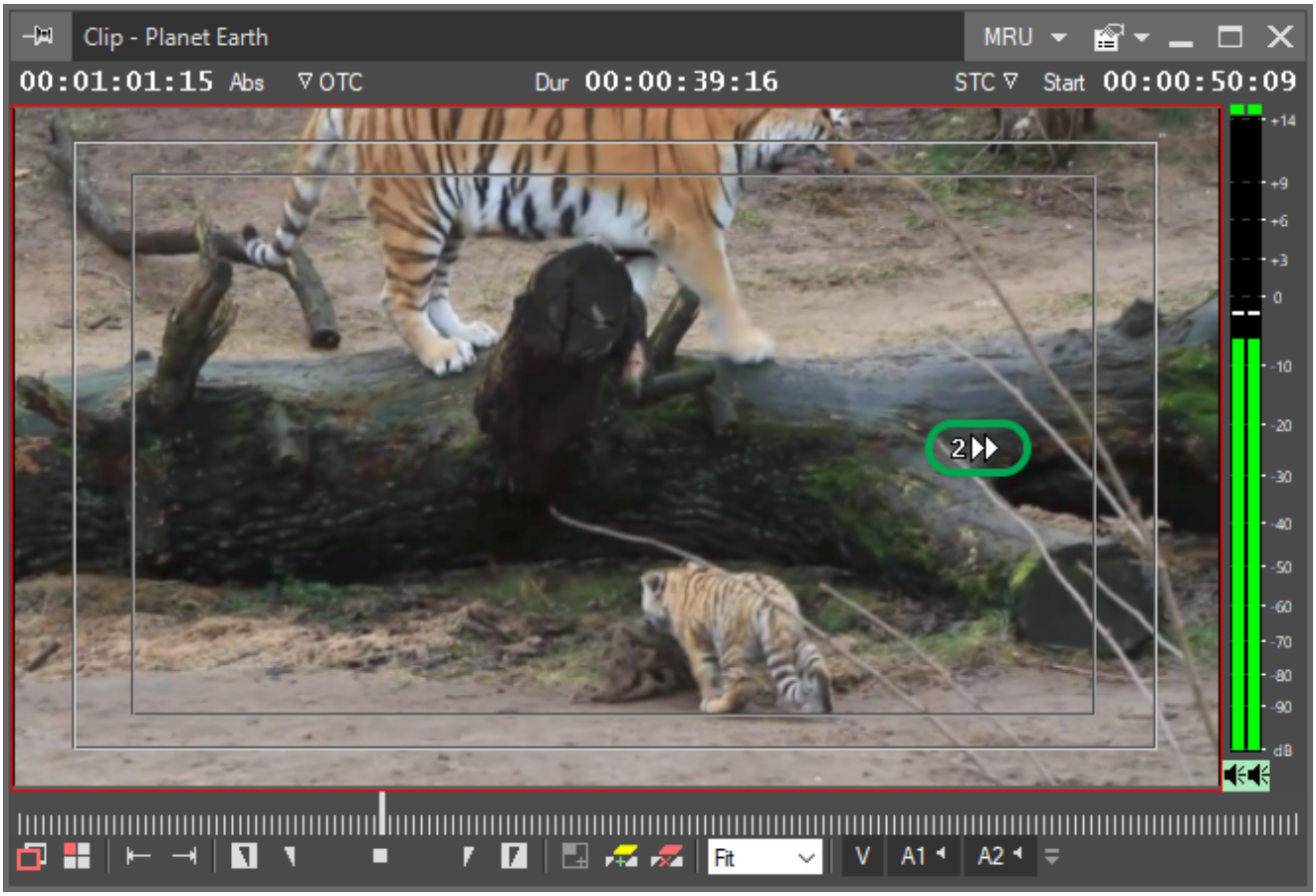
 the "Next event" button to jump to the next event (the shortcut is S).

Shuttling using Mouse in Viewer

Drag horizontally in the frame window on the viewer to shuttle through your material with the mouse. The playback speed and direction depend on the direction and intensity of your drag.

- Drag to the right to play forward.
- Drag to the left to play backward.

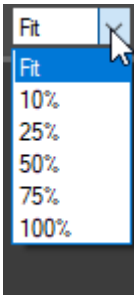
The mouse pointer will show you the current speed and direction of the playback.



Fast forward at 200% speed

Controlling Zoom in Viewer

Initially, the video material display size is set to fit the viewer window size. To use the divisible scales, press arrow down in the combo box on the bottom of the viewer:



Choose the required zooming size in percent, with 100% being the original size, pixel by pixel, depending on the current interlacing options. To scale to half the original size, use 50% or hit `Ctrl+2`. Use `Ctrl+1` to reset to the original size.

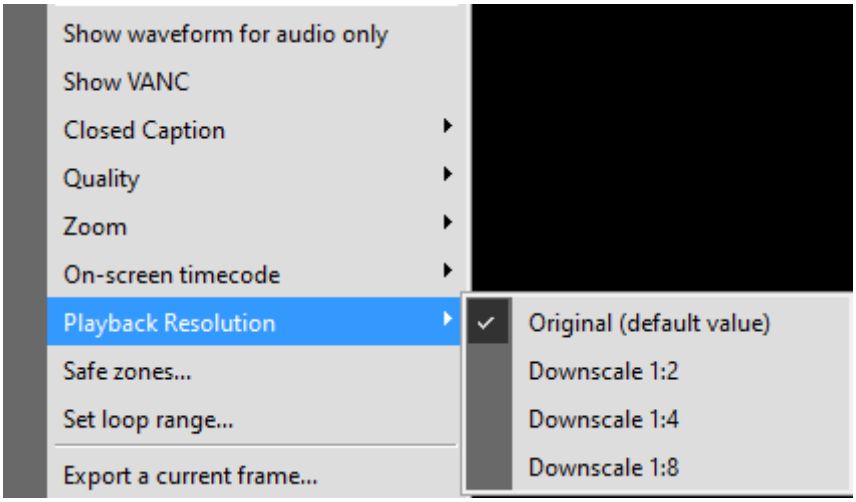
The same options are available in the "Zoom" submenu of the viewer context menu.

It is also possible to set a custom percentage by placing the pointer on the combo box field, entering the desired value via the keyboard, and hitting `Enter`.

Playback Resolution

You can make the playback speed better while decreasing the viewing quality by changing the playback resolution.

In the Clip / Sequence Viewer context menu, choose the "Playback Resolution" command and select one of the following values from the drop-down menu:

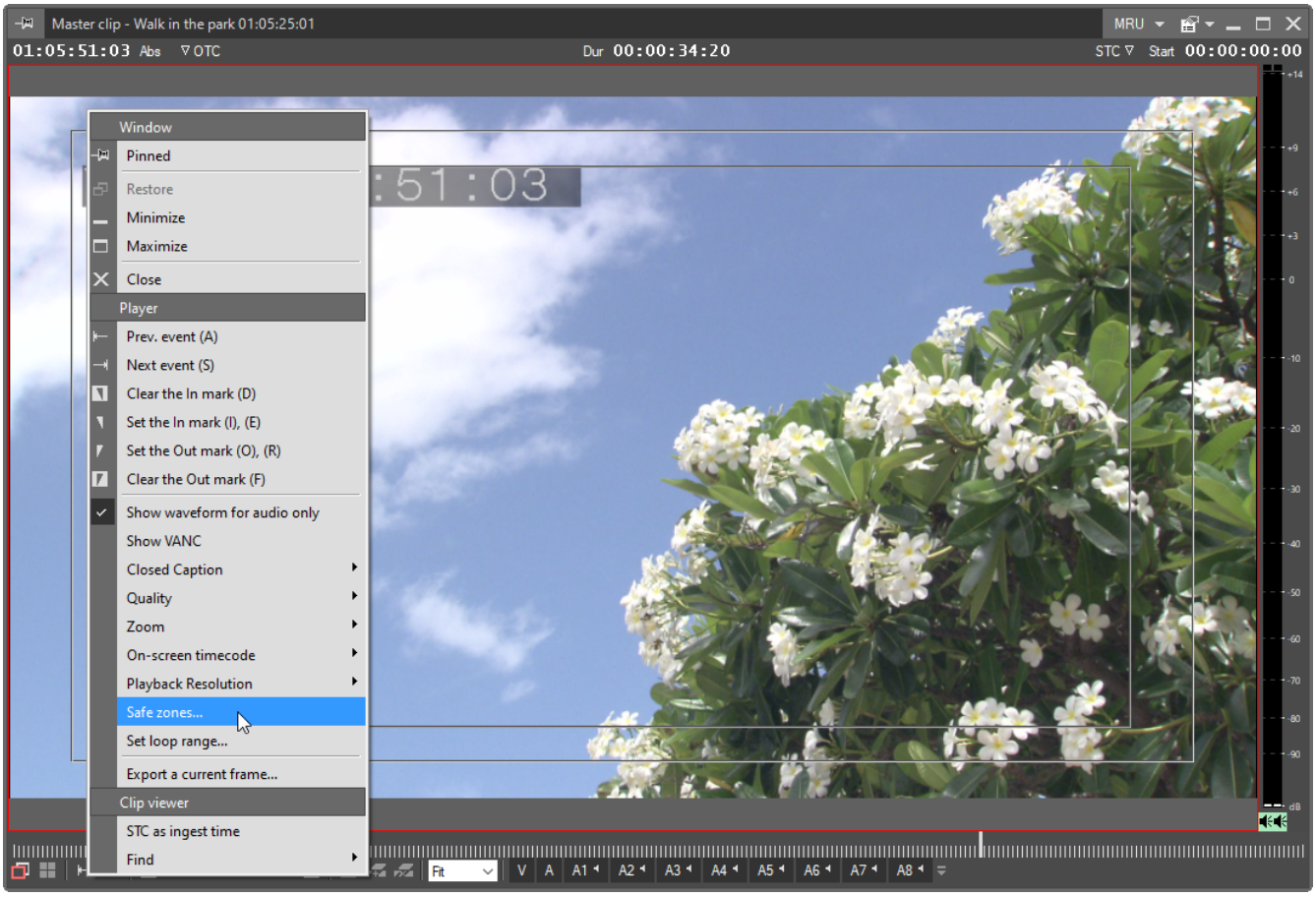


- **Original (default value)** – preserves the original Clip / Sequence resolution.
- **Downscale 1:2** – downscales the resolution two times less than the original.
- **Downscale 1:4** – downscales the resolution four times less than the original.
- **Downscale 1:8** – downscales the resolution eight times less than the original.

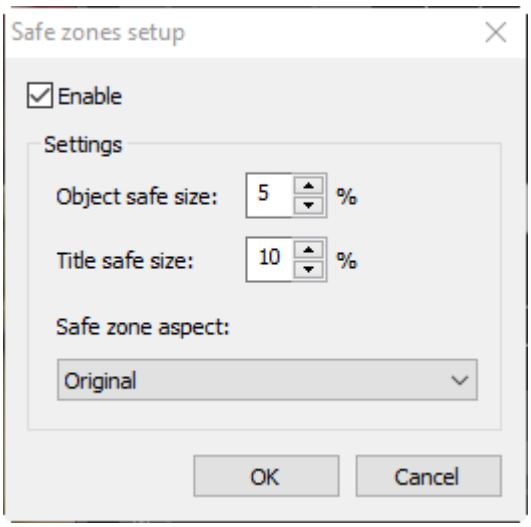
Safe Zones

A safe zone is an area of the television picture where objects placed inside it can be seen on most television screens. Once the settings for safe zones are chosen, the canvas displays the rectangular area with one red and two grey boxes. The red box is the margin of the frame, the grey ones are the object-safe and title-safe areas.

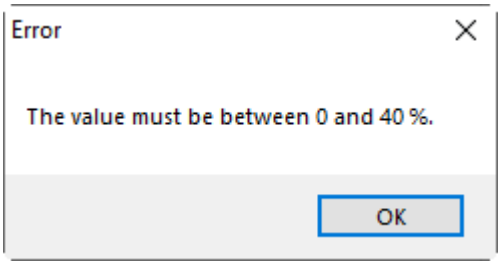
Call the clip/sequence viewer context menu and choose "Safe zones".



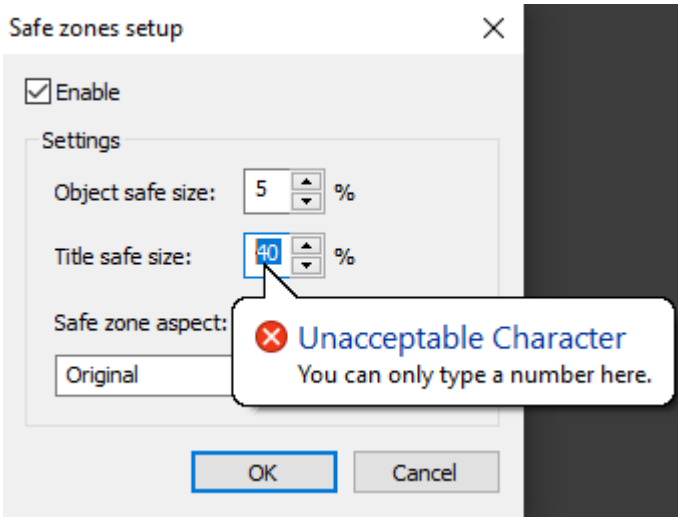
In the dialogue box that appears, configure the safe zones display. Tick the checkbox “Enable” to show the safe zones in the viewer.



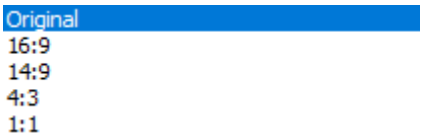
In the Settings section, you can toggle the safe zones size of Object and Title in percent relative to the frame area. Increase or decrease the size of both zones in the range from 0% up to 40% by 5 % in one step, or enter the necessary value manually. Attempting to set the numeric value exceeding the range will trigger the error message:



and if you try to enter non-numeric symbols:

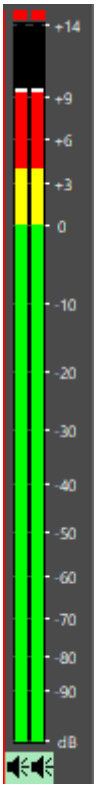


Choose the necessary safe zone aspect:



It is possible to manually enter the custom aspect ratio value for the safe area markers. Type in the value in the "Safe zone aspect" field and press "Enter" to apply it. The list of up to 10 custom aspect ratio values is saved in the "Safe zone aspect" drop-down list.

Audio VU Meter



The VU meter is shown on the right of Clip Viewer.
It shows peak and integrated audio levels in the dB scale.
It shows the master output for all the enabled audio channels mixed together.

The speaker buttons allow the user to mute an individual left/right audio channel or both audio channels simultaneously.

To learn how to use the VU meter and set up its scale, refer to the **Working with Audio** section.

Using Keyboard

Your keyboard settings may vary depending on your setup.

Hit the Esc key to close Clip Viewer.

To switch to full-screen mode, hit the F12 key. All of the control keys and the jog-shuttle are available in full-screen mode.

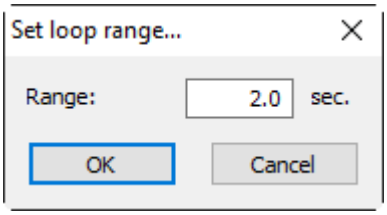
Hit the Esc key to return to normal mode.

The following keys control the playback:

- The Tab key plays the video in a loop.
- The Space bar toggles play/stop mode.
- To loop play from In to Out, hit the 6 key.
- To loop play according to the loop range, hit the 5 key.
- To playback the video back and forth, "Ping-Pong", hit the ~ key.

Loop Range

The loop range defines the duration of the loop playback in seconds and is triggered by hitting the 5 key on the keyboard. To set up the loop range, right-click the viewer and select the "Set loop range…" command:



The loop range can be found in all viewers and can range from 0.5 seconds up to 15 seconds.

J-K-L Shuttle

It is possible to shuttle through the material by using the <J-K-L> keys on the keyboard. Use the following keys to shuttle at varying speeds:

- Hit the L key to move forward through the footage at normal speed.
- Hit the J key to move backward at normal speed.
- Hit the K key to pause the shuttling.
- To stop the shuttling, hit the Space bar.
- Hit the K+L keys together to slow forward.
- Hit the K+J keys together to slow backward.
- Hit the L or J key several times to increase the speed according to the following table:

Hit the J or L key	To play at speed	PAL rate	NTSC rate
2 times	2x normal speed	50 fps	54.94 fps
3 times	3x normal speed	75 fps	89.91 fps
4 times	5x normal speed	125 fps	149.85 fps

Hit the J or L key	To play at speed	PAL rate	NTSC rate
5 times	8x normal speed	200 fps	339.76 fps
6 times	12x normal speed	300 fps	359.64 fps
7 times	16x normal speed	400 fps	479.52 fps

Home, End, and Arrow Keys

In addition, you can use the following keys on your keyboard to navigate through clips and Sequences:

- The Home key takes you to the beginning of a clip or a Sequence.
- The End key takes you to the end of a clip or a Sequence.
- The ← or 3 key moves one frame backward.
- Pressing Alt+← or 1 key moves 10 frames backward.
- The → or 4 key moves one frame forward.
- Pressing Alt+→ or 2 key moves 10 frames forward.

Working with In and Out Points

You can use the following shortcuts to work on your In and Out points:

- The I or E keys set up the In point.
- The O or R keys set up the Out point.
- The D key deletes the In point.
- The F key deletes the Out point.
- The G key deletes both the In and Out points.
- The 6 key loop plays from the In to Out.
- The Shift+A plays the first 5 seconds from the In point.
- The Shift+S plays the first 5 seconds before the Out point.

Using Mouse

You can use the mouse wheel to scroll in any player, Sequence window, or Timeline.

Using the Jog-Shuttle



Cinegy Desktop supports any jog-shuttle device that can emulate keyboard input. Refer to the documentation of your jog-shuttle device to find out how to configure the shortcuts. To program some special functions, Cinegy Desktop provides additional "hidden" shortcuts, which you can find in the following table:

Shortcut	Play backward (speed)
Shift+Ctrl+Alt+Q	12.5%
Shift+Ctrl+Alt+W	25%
Shift+Ctrl+Alt+E	50%
Shift+Ctrl+Alt+R	100%
Shift+Ctrl+Alt+T	200%
Shift+Ctrl+Alt+Y	400%
Shift+Ctrl+Alt+U	16000%
Shift+Ctrl+Alt+I	64000%

Selecting Tracks for Playback

Use the track selectors in Clip Viewer to select the tracks you want to play. The track selector in Clip Viewer shows the video and audio channels available in the clip.



Depress the "Video" button to switch off the video track. Only the audio is played. The keyboard shortcut is 8.



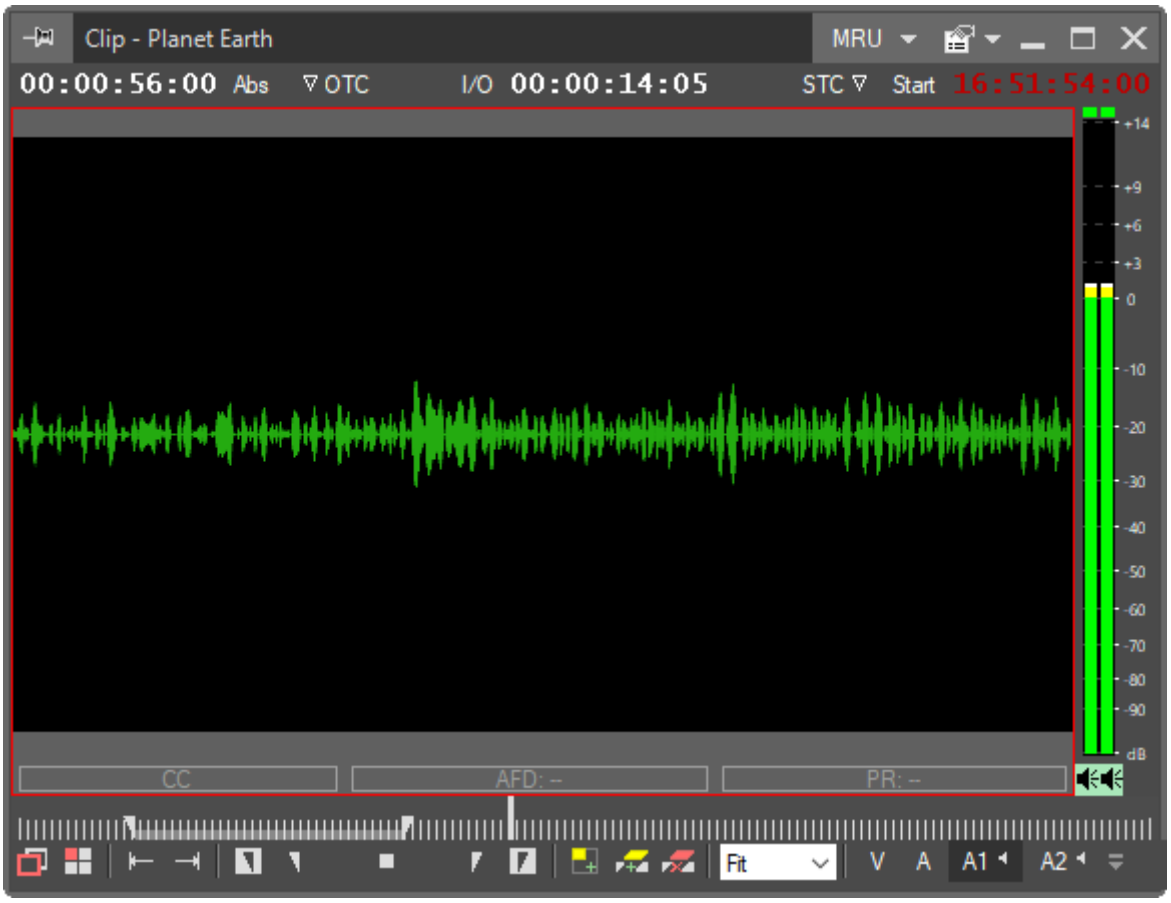
Depress the "Audio" button to switch off all the audio tracks at once. Only the video is played. Press this button to select all deselected channels after working with individual audio channels.

If the clip contains a large number of audio channels, they are presented in the drop-down list:



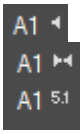


Deselect the corresponding "Audio n" button of the desired audio track to switch off its playback. Shift-click the desired audio track to enable playback of this particular audio channel only. All other available audio channels will be deselected.



A1 only channel playback, the viewer shows the waveform of this audio channel

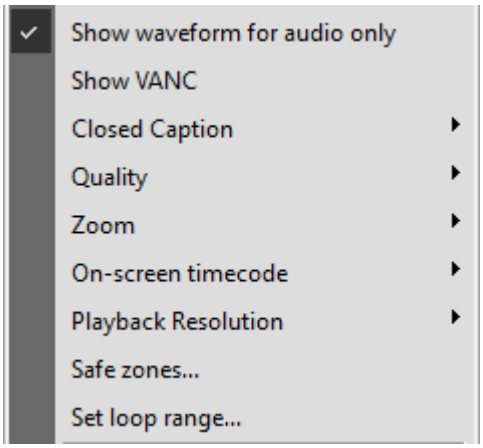
The waveform shows all the enabled channels mixed together.



Depending on the audio channel type, the track selector will show the audio buttons of the corresponding type: Mono, Stereo, or 5.1 Surround.

Displaying the Waveform for the Audio Clips

The "Show waveform for audio only" option enables the waveform display for the audio clips. When the option is disabled, the black frames are shown instead. This option can be found in the Clip Viewer main menu or in the right-click menu anywhere within the Clip Viewer window:



Playback and Video Boards

The video player within Cinegy Desktop uses the YUV overlay feature of your video board to provide maximum quality for on-screen playback. The standard achieved by this feature is extremely dependent on your hardware and driver.



Refer to the documentation of your video board to learn how to set up the device.

TV Output

If you have adequate TV out equipment installed, you can get the parallel TV signal on an external TV monitor. The equipment can range from simple YUV buffer devices (like ATI, NVIDIA, or Matrox video boards) up to professional SDI boards. However, as Cinegy Title Editor is an embedded plug-in of Cinegy Desktop, we recommend using only NVIDIA video boards.

Selecting the Proper Output Options

Your source material can have different properties. For example, some of the clips can have the audio format 16-bit at 44100 Hz, some can have 24-bit at 48 KHz. DV material always has the field order bottom first, different from that of Digibeta, that has upper first. You have to set up the output options that correspond to your material and output device properties for proper conversion and deinterlacing.

On-Screen Deinterlacing

The computer screen is progressive and may not display interlaced video correctly.

Cinegy Desktop uses the built-in deinterlacing features of your video adapter. Therefore, the quality of the deinterlaced image may vary depending on your board and driver.

Video Boards and Drivers

Every video board has its own peculiarities, depending on the board model and the driver version. Here we will describe the most popular families of video boards.

The standard video boards with video out provide video quality in the range from very bad to quite acceptable. The result depends greatly on the combination of the hardware and the installed driver. If you need professional-quality video output and perfect A/V synchronization, consider using professional SDI boards.

Video Boards based on NVIDIA Chipset

Make sure you have "Full Hardware Acceleration" enabled; otherwise, the YUV overlay will not be created, and the player window will be black.

Depending on the model, NVIDIA boards may have additional TV outputs (CVBS, S-Video, HDMI, or even SDI) that you may use.



TV out may be supported by some of the boards, but the current models do not support fielded video properly, so some artifacts may be expected.

DVS SDI Boards

This professional option provides the best preview quality. DVS cards allow you to output video and audio via SDI. You may use the same board as the capture input and preview output device simultaneously.

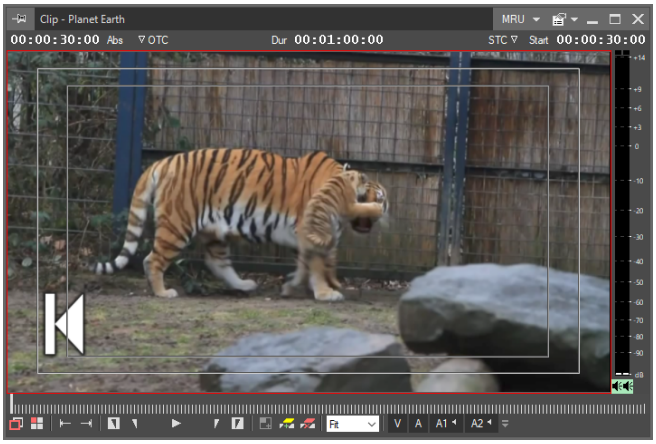
Blackmagic Design Boards

These boards provide a good combination of price and quality. The same Blackmagic Design board cannot be used as the capture and preview device simultaneously.

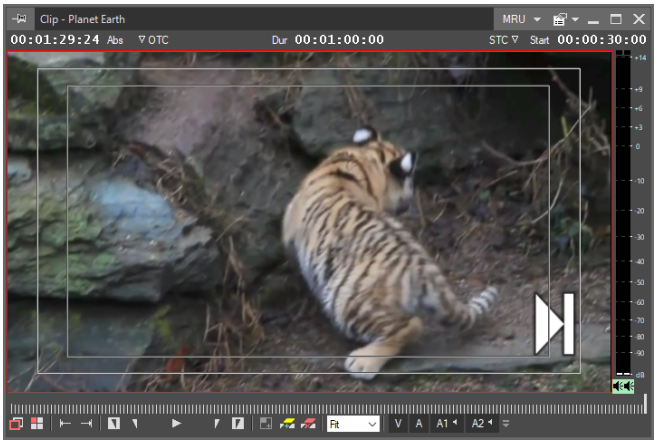
Start/End Clip Hints

This feature is enabled/disabled via the "Show Start/End Hints" option in the Cinegy Desktop Configurator.

When you are at the very first or very last frame of the clip or Sequence, Cinegy Clip Viewer draws a hint marker on the frame.



Start frame marker



End frame marker

When you see both hints simultaneously, this means the clip is empty.

Finding Clip Origin

There are several commands in Clip Viewer to help you find the origin of the clip. They can all be found in the cascaded "Find" command in the right-click menu of the viewer. The "Find Bin" and "Find Shot" commands can also be found as icons in both Clip Viewer and Sequence Viewer.

The first three functions are only available for clips in bins and Sequences. The success of the operation depends on your access rights. For example, if you have no rights to view the Rolls and master clips, then the result of the search cannot be displayed.

Find Bin

The "Find Bin" command locates and opens the bin containing the original source of the currently active clip.

This function is especially useful for clips on Timeline. You can also use the button in Sequence Viewer; the clip at the current time will be used to find the bin.

If the bin cannot be found (for example, it was deleted), the command will find the original Roll for the clip.

Find Shot

The "Find Shot" command opens the original master clip in a new Clip Viewer window, with the playhead positioned to correspond to your current location within the clip.

This function is especially useful for clips on Timeline. You can also use the button in Sequence Viewer; the clip at the current time will be used to find the master clip.

Find Roll

The "Find Roll" command opens the Roll with the original material. The proper master clip will automatically be selected.

Find Next and Previous Shot

The corresponding master clip will be opened in a new Clip Viewer window.

These two commands are especially useful on Timeline when you need to extend a clip beyond the In and Out points.

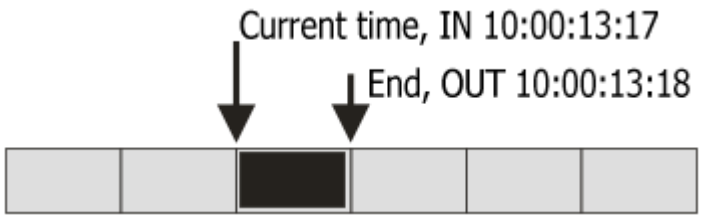
Working with Timecodes

Cinegy Desktop displays the system timecode as well as the original timecode in the viewers.

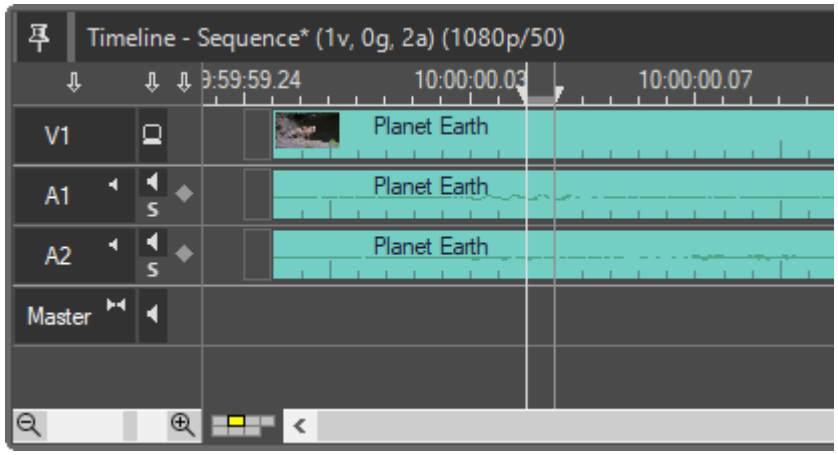
Understanding Timecode of System Events

The following timecode conventions are used throughout Cinegy Desktop plug-ins (such as viewers, Timeline, and Cinegy Import):

The END and Out events are related to the end of the respective frame. All the other events (START, In, current time, etc.) are at the beginning of the respective frame.

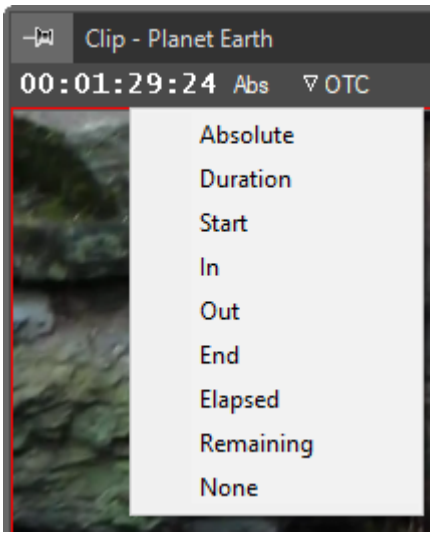


Therefore, if you mark the same frame as In and Out, the duration of the segment will be 1 frame. That is why, if you go to the end of a clip, the END mark is always displayed 1 frame greater than the current time.



Original Timecode (OTC)

The original timecode (OTC) is the timecode read from the tape (or from the time generator, in the case of a live capture session).

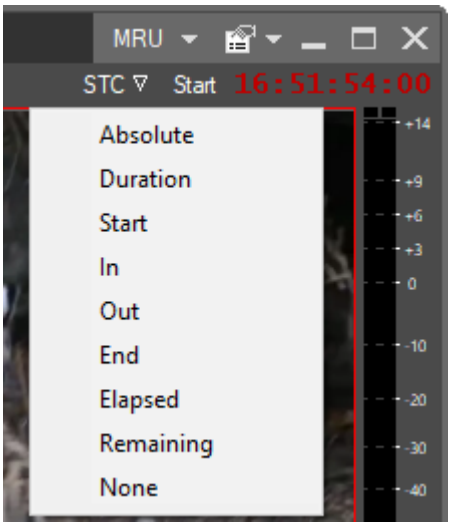


There are several different display options for the OTC. The default mode is "Absolute".

Display Mode	Function
Absolute	TC for every frame corresponding to the original material
Duration	Duration of the clip
Start	Start TC
In	In TC
Out	Out TC
End	End TC
Elapsed	Time passed from the In point represented as TC --:--:--:-- is displayed instead of TC before playback reaches the In point. With no In point, TC for every frame is displayed starting calculation from the clip start.
Remaining	Time left to the Out point represented as TC --:--:--:-- is displayed instead of TC after playback reaches the Out point. With no Out point, TC for every frame remaining to the clip end is displayed.
None	No display

System Timecode (STC)

The system timecode (STC) is the timecode assigned to the material during capture/import. Typically, it starts from 00:00:00:00 and is always continuous throughout the entire session. Technically, the STC is the frame number in the corresponding video files.



Display modes for the STC are the same as for the OTC

Displaying STC as the Ingest Time

You can switch the STC display to the capture/import start time. This can be done by choosing the STC as the "Ingest Time" option from the Clip Viewer menu. The STC will be displayed in red in this mode.

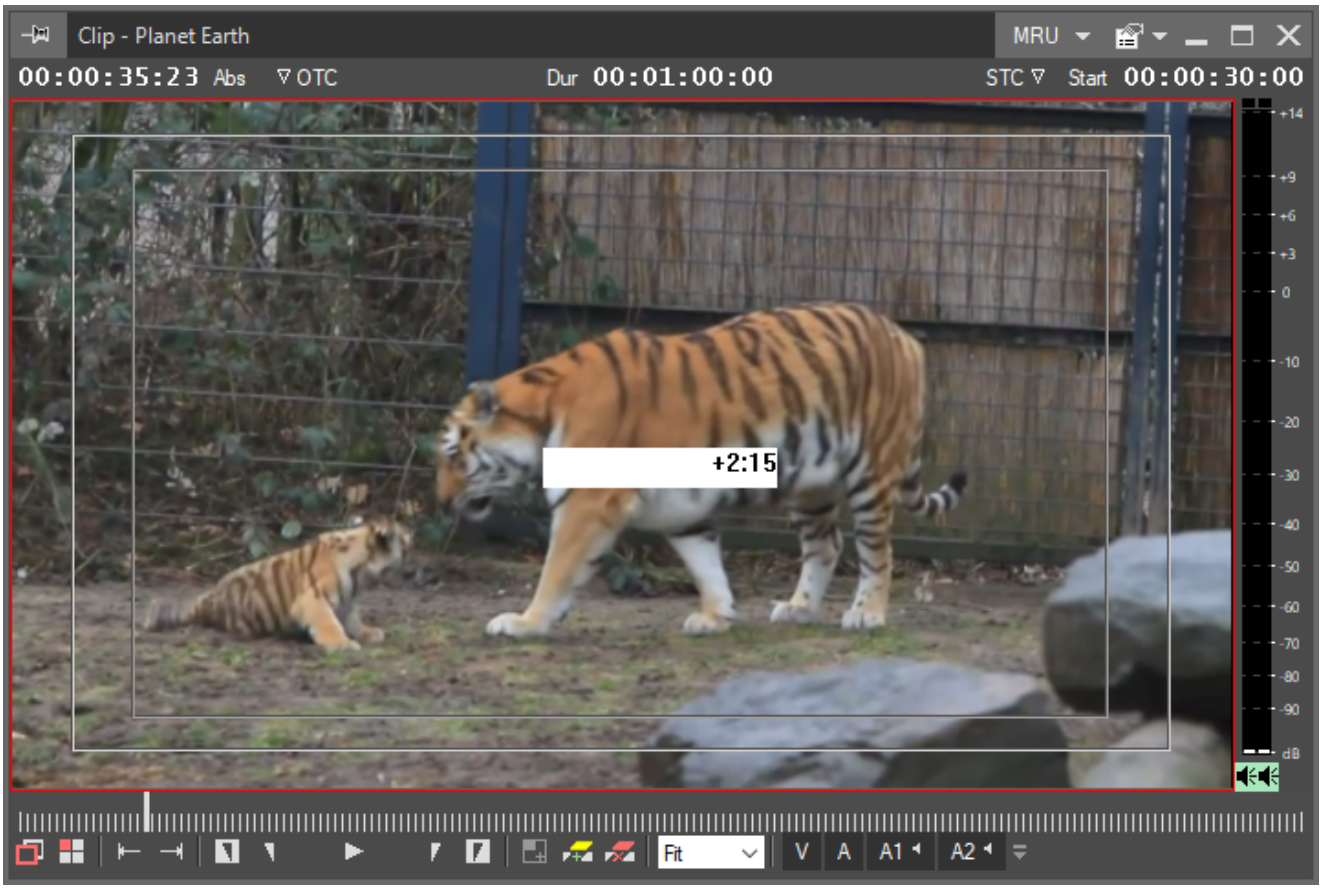
Clip Duration

In the middle of the upper panel of Clip Viewer, the current duration of the clip is always displayed.

Using Timecode to Find a Frame

Any time during editing, you can enter a timecode value (using the numeric keypad on the right side of the keyboard) to navigate through a loaded clip or Sequence to a specific frame. In addition, you can cue forward and backward from the current position of the clip by a specified number of minutes, seconds, and frames using positive or negative frame offset values.

- To cue to a frame based on a known timecode, enter the timecode using the numeric keypad. You can also enter the timecode value into the corresponding field on the timecodes panel.
- To cue forward from the current position, enter + and the offset amount using the numeric keypad.
- To cue backward from the current position, enter – and the offset amount using the numeric keypad.



In the example above, the current viewing position will be moved forward to 2 seconds and 15 frames

Cinegy Clip Viewer and Sequence Viewer support the timecode drag-and-drop feature. It works across any multiple viewers within Cinegy Desktop.

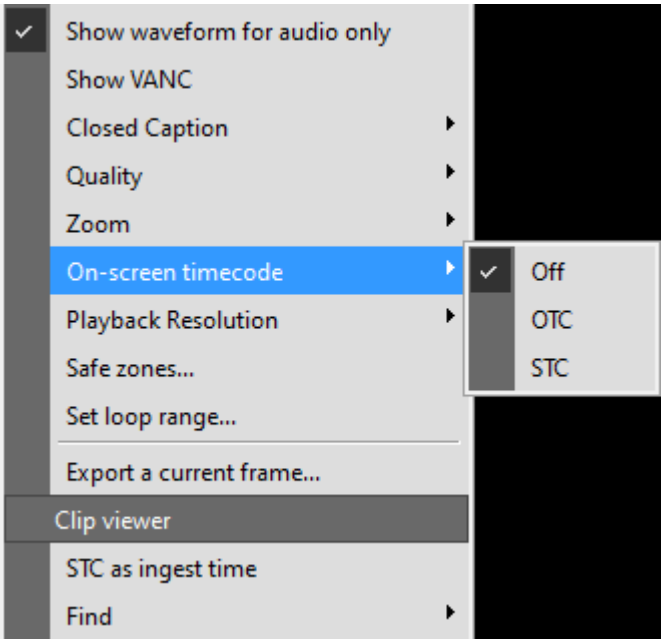
For example, you have the open Master clip in one viewer window and its subclip in another Clip Viewer window. If you drag and drop the timecode from a subclip to the master clip window, it will be applied as the OTC pointer position in Master Clip Viewer:



Please note, if you are trying to drag and drop a timecode value that does not exist in the destination clip, the corresponding warning message will appear.

On-Screen Timecode

To display the timecode in the form of a running clock over the material in any Cinegy Desktop viewer, right-click on the viewer window and choose the OTC or STC to show the original timecode or system timecode accordingly:



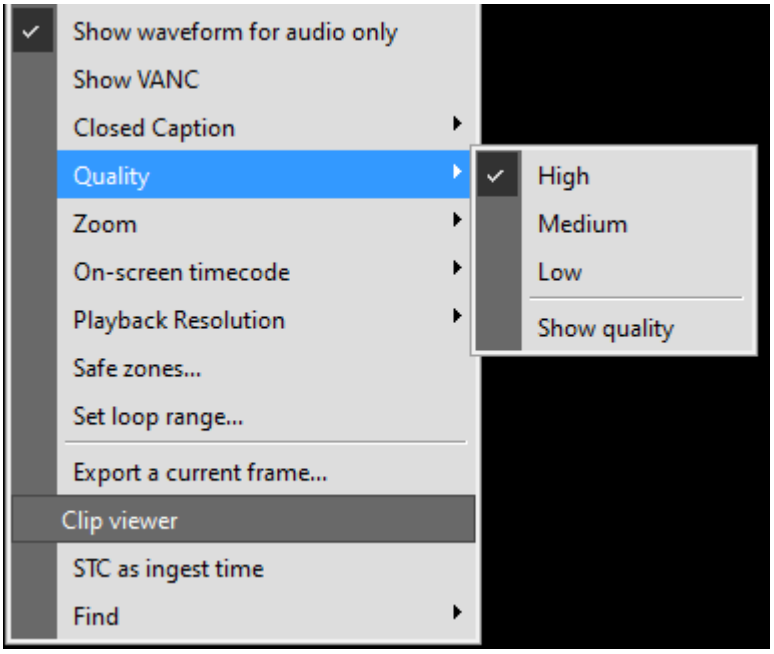
The timecode will be displayed over the clip being viewed in the hours:minutes:seconds:frames format:



For not showing the on-screen timecode, choose "Off" from the "On-screen timecode" drop-down context menu.

Playback Qualities

The clip can be viewed in the different qualities that were defined during capture/import. Open the viewer menu, select the cascaded "Quality" menu, and choose the required quality from the "High", "Medium", and "Low" options.



The "Show quality" option enables displaying the quality indicator in the upper right-hand corner of the clip. If the chosen quality is available, the indicator will be displayed in green:



If the clip is not available in high quality, the clip is shown in medium quality, and the indicator will display "Medium" in red. If you choose the "Low" quality and this media is not available, the viewer will display the "Media Offline" message, and the indicator will display "Low" in red.

Quality Building

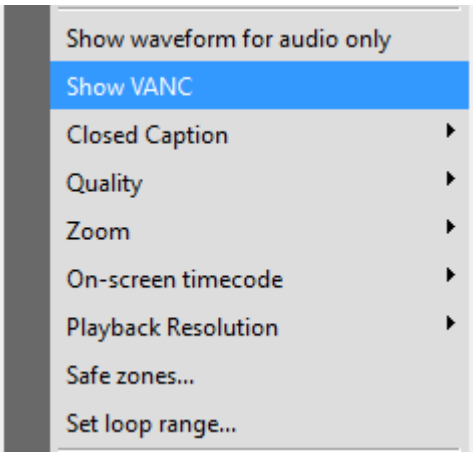
To create a non-existent quality or qualities, for a Roll that has already been captured, use the quality builder job folders that can automatically create qualities from the highest Roll quality available.



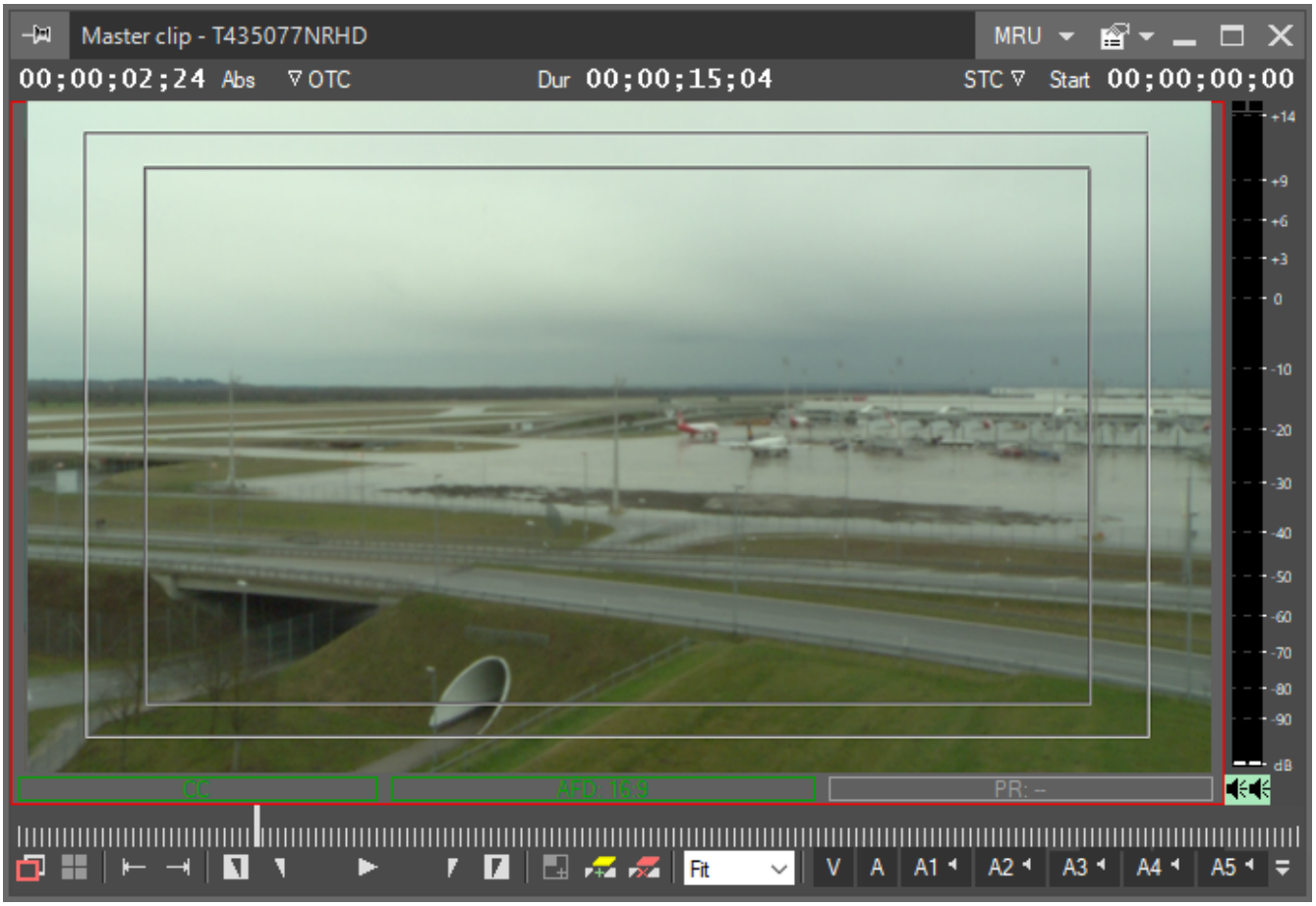
Refer to the **Quality Builder** in the **Cinegy Convert Manual** for details.

VANC Data and Closed Caption Display

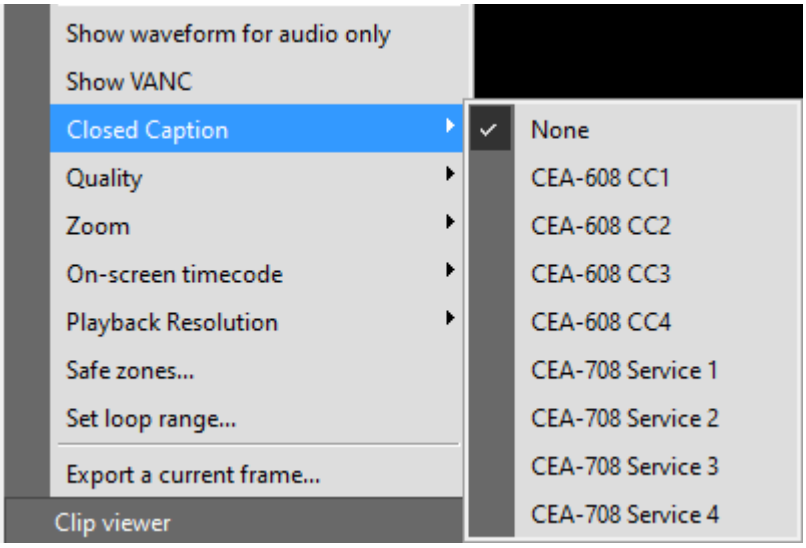
Clip Viewer can be set up to show the VANC data indicators. For this, select the "Show VANC" option from the Clip Viewer menu:



If the clip contains the VANC data, the VANC indicators will display the corresponding values:



It is possible to display embedded closed captions in Cinegy Clip Viewer. To do this, right-click anywhere within the Clip Viewer window and select the corresponding closed captions channel in the "Closed Caption" cascaded menu:



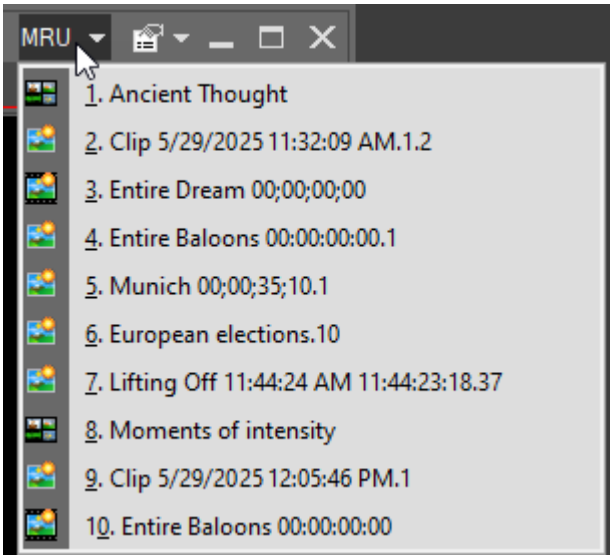
The clip being previewed should contain the proper VANC track with CC data inside to be displayed. Otherwise, no CC will be shown.

The video display will include the closed captions text:



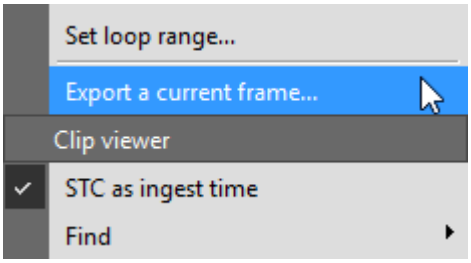
Most Recently Used (MRU) List in Clip Viewer

This drop-down list provides access to the last clips that were open in the viewer. This is very convenient when you want to view clips from other bins or capture/import sessions without having to find the bin and then the clip you recently used.

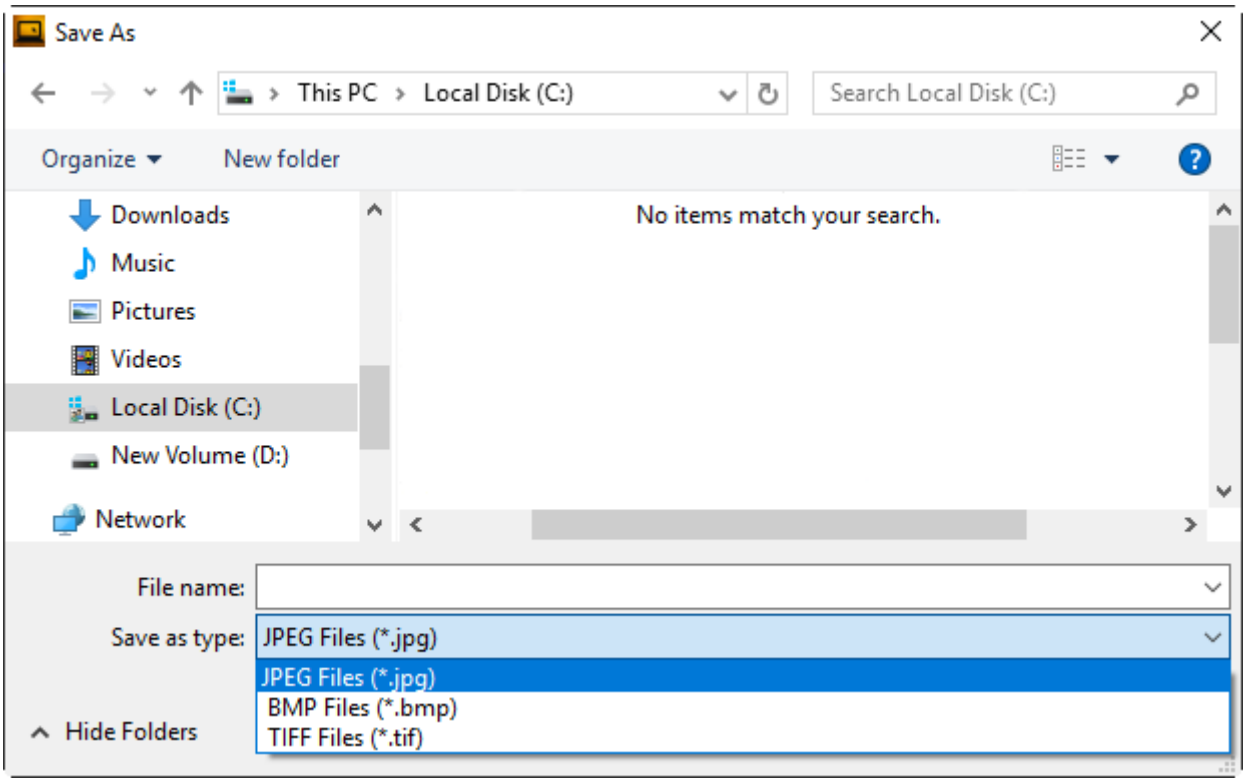


Export Current Frame from Viewer

In all viewers, it is possible to export the current frame to a file. The file formats supported are JPEG, BMP, and TIFF. Right-click in the viewer window and select the "Export a current frame…" command.



The "Export a current frame…" command launches the standard file dialog box:



Navigate to the location where you would like to save the file. Enter an appropriate filename and select the file type from the drop-down list.

The image will be stored in the native frame size without deinterlacing with the maximum compression quality available.

The user must have appropriate rights to be able to export media to files. Refer to the **Permissions and Security** in the **Cinegy Archive Manager** to learn how to assign rights to user roles.

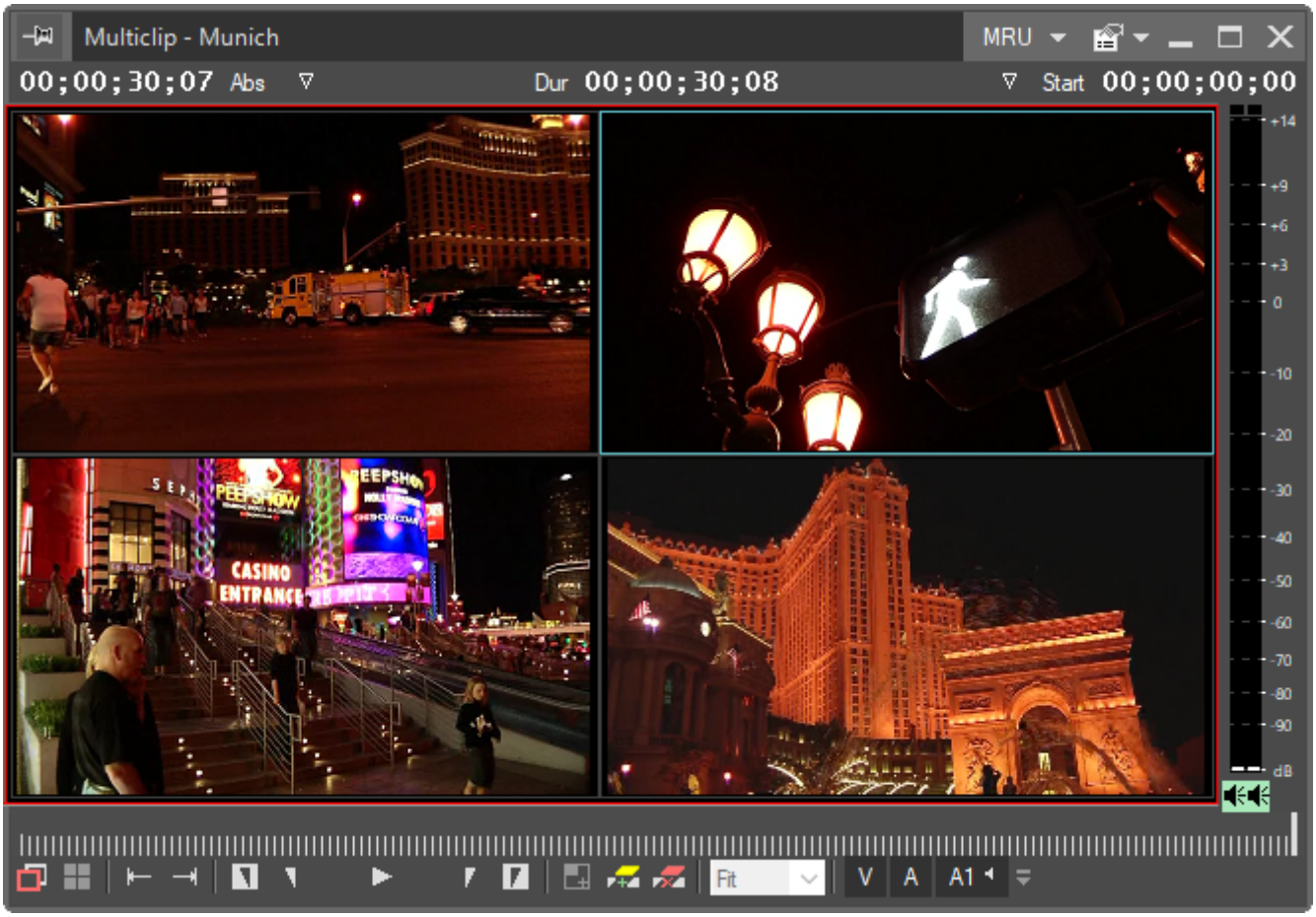
Handling Multiclips

Handling multiclips is very similar to handling standard clips.

Refer to the **Previewing Clips** article for more details about how to work with clips.

Working in Clip Viewer

To open the selected multiclip in Clip Viewer, use the "Open in Clip Viewer" command from the context menu or simply double-click the multiclip.

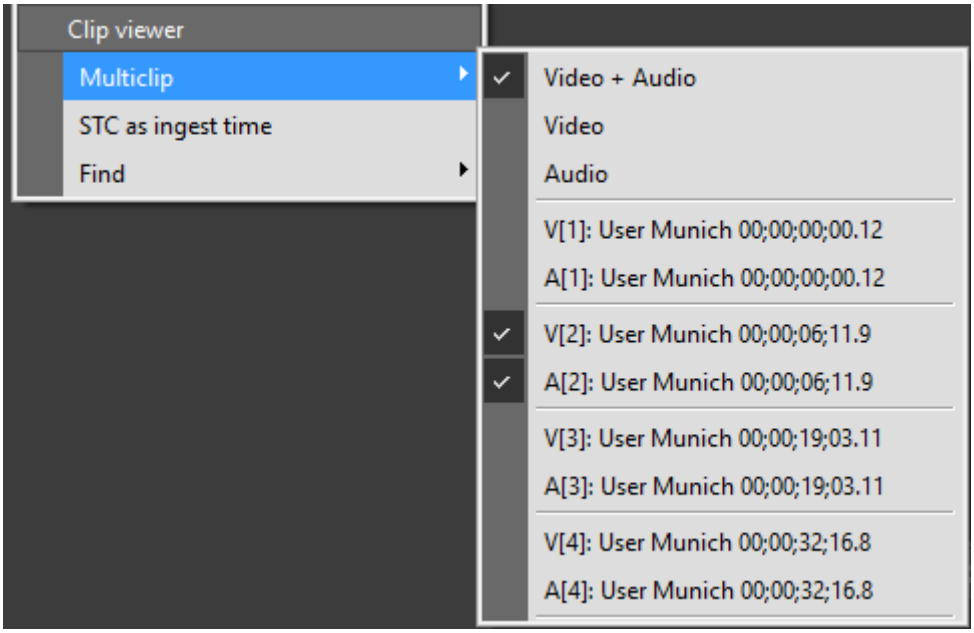


The number of clips that appear in Clip Viewer corresponds to the number of clips included in the current multiclip. The empty clip locations are left black.

The active video source is shown with a cyan border, and the active audio source is shown with a light-green border.

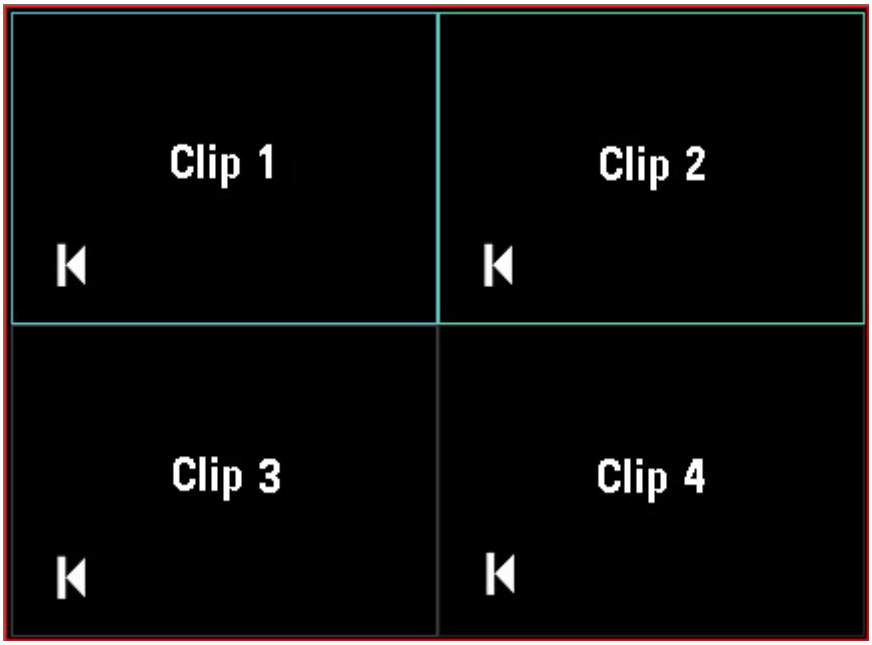


To toggle between angles, use the "Multiclip" pull-down menu in the context menu:

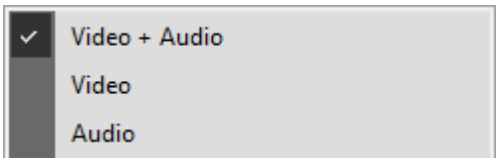


Here you can select the desired audio and video angles for the corresponding clips.

Clip numbering within the multiclip is ordered from left to right and from top to bottom, starting from the left top clip:



You can also toggle between the angles by clicking the mouse on a desired clip. In this case, video, audio, or both video and audio angles of the selected clip will be changed depending on the settings defined in the "Multiclip" context menu:



- **Video + Audio** – both audio and video angles are changed when you toggle with the mouse between clips;
- **Video** – only the video angle is changed when you toggle with the mouse between clips;
- **Audio** – only the audio angle is changed when you toggle with the mouse between clips.

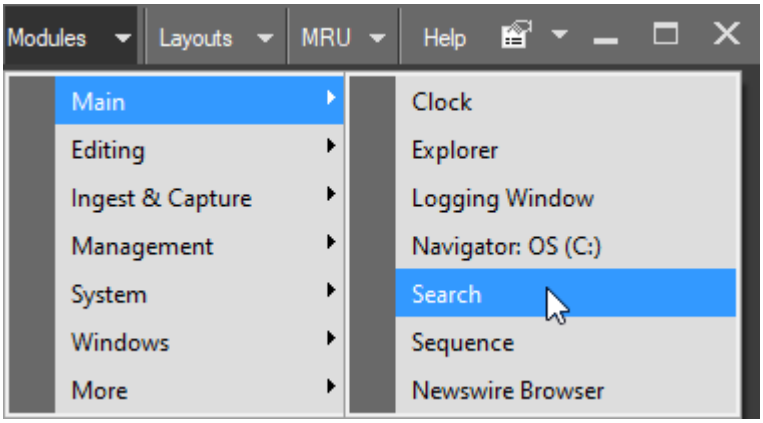
When you begin viewing a multiclip, the video angles of all included clips start displaying in sync in separate previews of Clip Viewer according to their timecodes. Audio playback is performed from the specified audio angle.

1.9 Search

As your Cinegy Archive database grows, potentially very quickly, you'll need a powerful and flexible search engine to locate the video content and documents you're looking for. Cinegy Desktop includes a built-in, fully integrated search tool designed to meet this need.

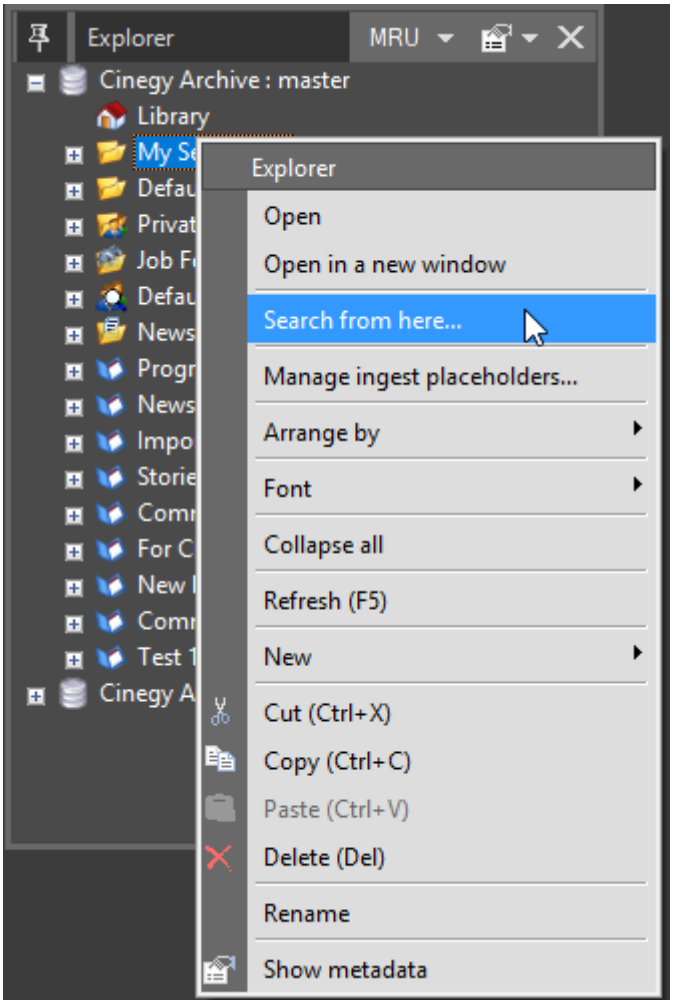
There are two main ways to access the search feature:

- From the main toolbar, select "Search" via the "Modules" > "Main" context menu:



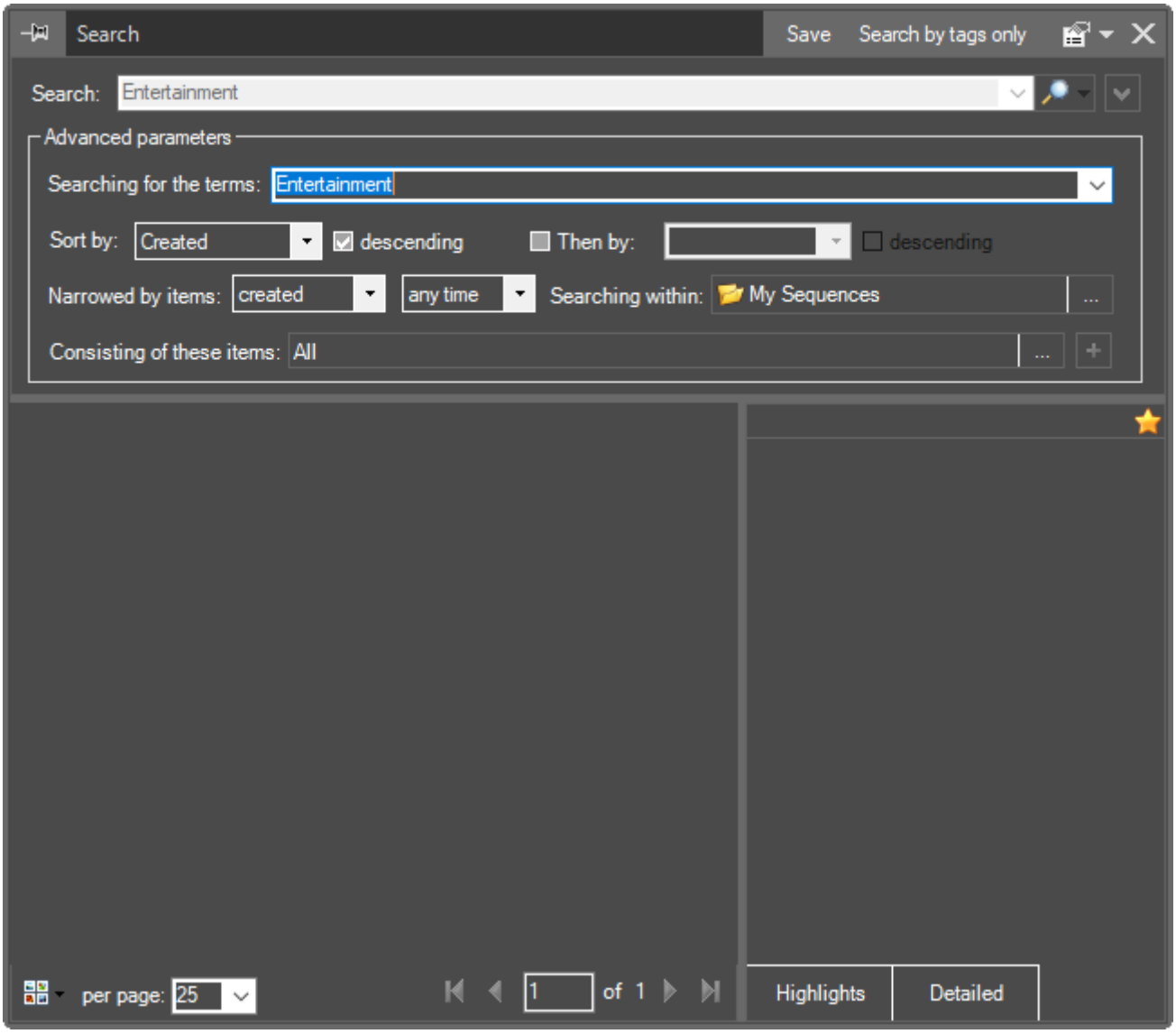
In this case, the search is performed across the entire Cinegy Archive database.

- Right-click the desired node in the Cinegy Desktop Explorer tree and choose "Search from here…" from the context menu:



This limits the search to the selected folder or node in the Explorer tree:

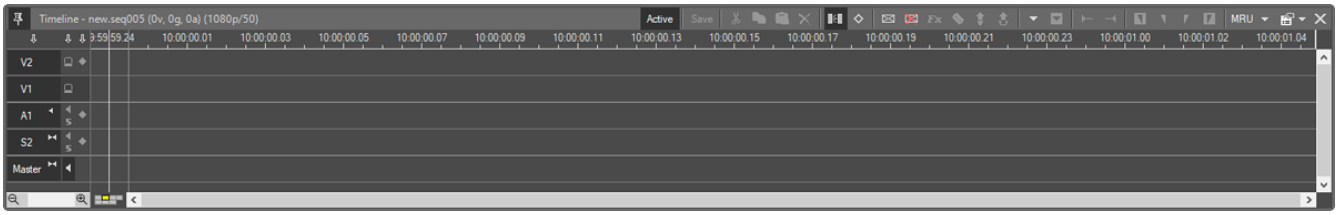
Both methods open the same search window:



Refer to the **Cinegy Search** article for a complete overview of the Cinegy search workflow, including database preparation and techniques for crafting effective search queries. It will help you make the most of your search capabilities in Cinegy Desktop.

1.10 Timeline

Timeline Interface



Toolbar

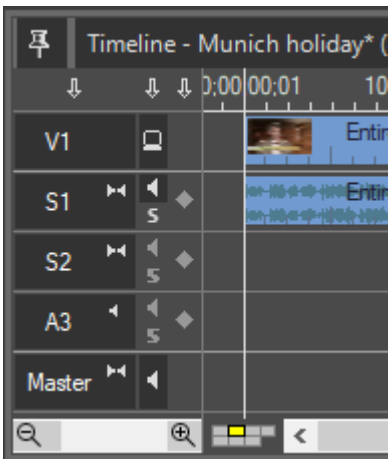
A quick overview of the toolbar:



Button	Action
	Press the "Active" button to activate the Sequence. This will lock the Sequence for other users and enable the editing functions of Timeline. The keyboard shortcut is Ctrl+Enter.
	Press the "Save" button to save all the changes made to the Sequence. All saved modifications are visible only to the current user. To enable the saved modifications for other users, release this Sequence via the "Active" button. The keyboard shortcut is Ctrl+S.
	Press the "Cut" button to relocate the selected object within the same Timeline. The keyboard shortcut is Ctrl+X.
	Select an object on Timeline, press the "Copy" button to copy it, and press "Paste" to insert the object into the position of the Timeline slider. The keyboard shortcuts are standard: Ctrl+C and Ctrl+V.
	To remove an object, select it and press the "Delete" button or hit the Delete key.
	Select "Snap to Edges" for easier positioning of objects so that they automatically align with other Timeline objects. The keyboard shortcut is Ctrl+E.
	To enable the rubber band on audio and video objects, press the "Rubber band" button. The keyboard shortcut is Ctrl+B.
	Position the Timeline slider near the edit and press the "Add a mix" button to place a mix. The keyboard shortcut is \.
	Position the Timeline slider over the mix you want to remove and press the "Remove an effect" button. The keyboard shortcut is Ctrl+\.
	The "Edit effects…" command opens the Effect Editor window. It is enabled only when a video track is selected.
	The "Add an edit" command allows you to cut a clip at the current time slider position. You can also use the P shortcut to add a new edit. If the clip has linked audio, it will be cut too.
	To remove a segment and close the gap, mark the segment with the In and Out points in Sequence Viewer and press the "Extract" button. The keyboard shortcut is X.
	To remove a segment and leave the gap, mark the segment with the In and Out points in Sequence Viewer and press the "Lift" button. The keyboard shortcut is Z.
	Move the Timeline slider to the position you want to place the marker and press the "Add a marker" button. The keyboard shortcut is H.
	To remove a marker, place the Timeline slider over the marker and press the "Delete a marker" button. The keyboard shortcut is Ctrl+H.
	The "Previous event" button is used to jump to the previous event – the beginning and the end of an object or a marker. The shortcut is A.
	The "Next event" button is used to jump to the next event – the beginning and the end of an object or a marker. The shortcut is S.
	This function will remove the existing In point. The keyboard shortcut is D.
	This function will set the In point, and this will be shown in the time bar of Timeline and in Sequence Viewer. The keyboard shortcut is I or E.
	This function will set the Out point, and this will be shown in the time bar of Timeline and in Sequence Viewer. The keyboard shortcuts are O or R.

Button	Action
	This function will remove the existing Out point. The keyboard shortcut is F.
	The MRU menu gives access to the previously opened Sequences. The keyboard shortcut is Alt+Insert.
	The Timeline menu gives access to features like "Consolidate", "Export", the audio recorder, and many more.
	Close Timeline.

Track Selector



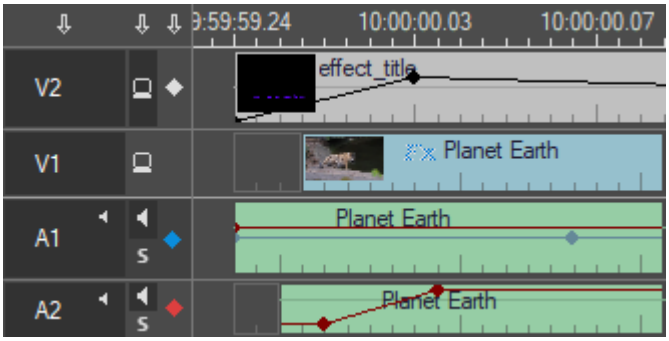
While working with multiple tracks, you can use the track selector to assist in performing the following actions:

- Select
- Manipulate
- Delete
- Lock
- Monitor

 The arrow buttons at the top of each column allow you to reset the status of all the buttons in the column.

Keyframe Column

The "Keyframe" column is used to set different keyframes.



The black diamond represents opacity in video tracks. The red diamond represents the audio volume in audio tracks, and the

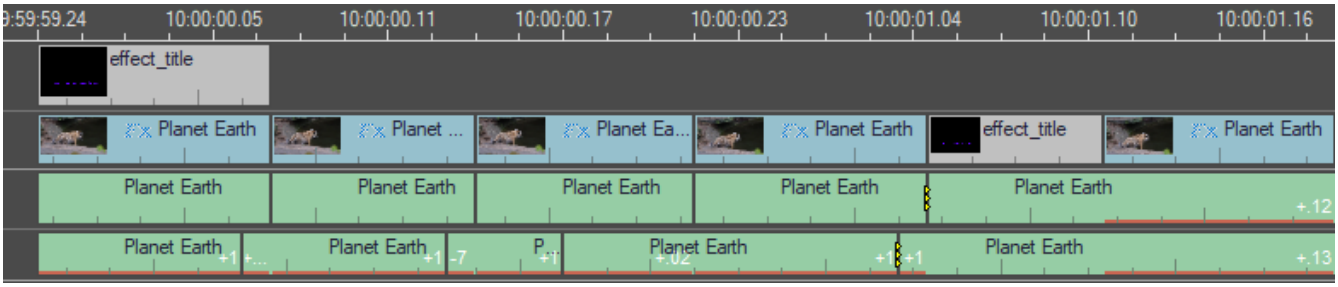
blue diamond also represents the pan/balance value in audio tracks.

The arrow button at the top of the "Keyframe" column sets and clears all the keyframes at the current time slider position.

The rubber-band line can be edited only when clip mode is enabled in Audio Mixer.

Refer to the **Working with Audio** section for more information about working with keyframes.

Editing Area



The editing area displays the corresponding clips of the Sequence in the respective video and/or audio track.

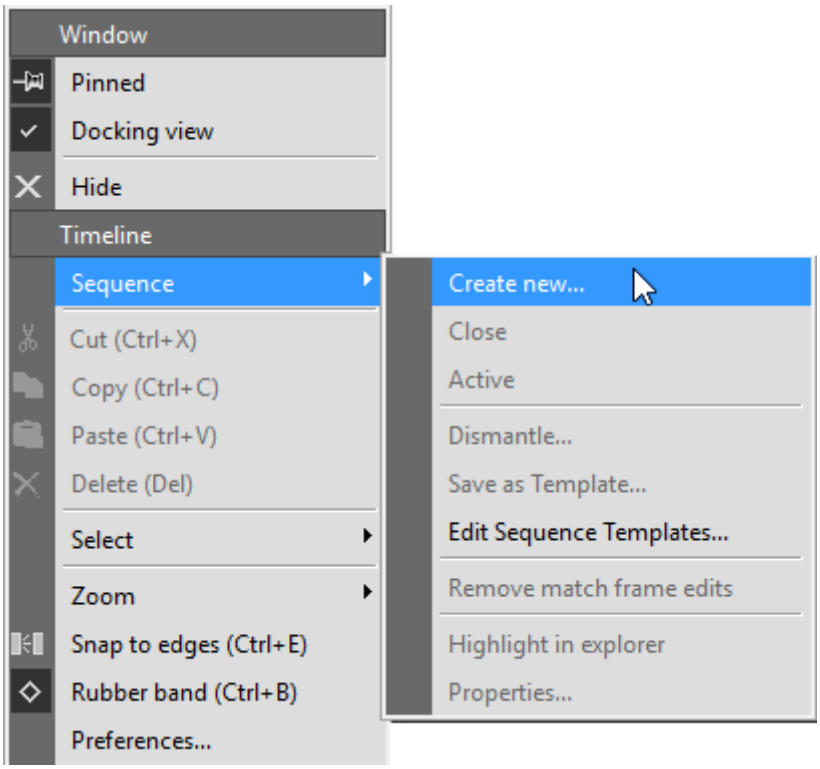
Getting Started on Timeline

First, to familiarize yourself with Timeline, create a Sequence according to the following description.

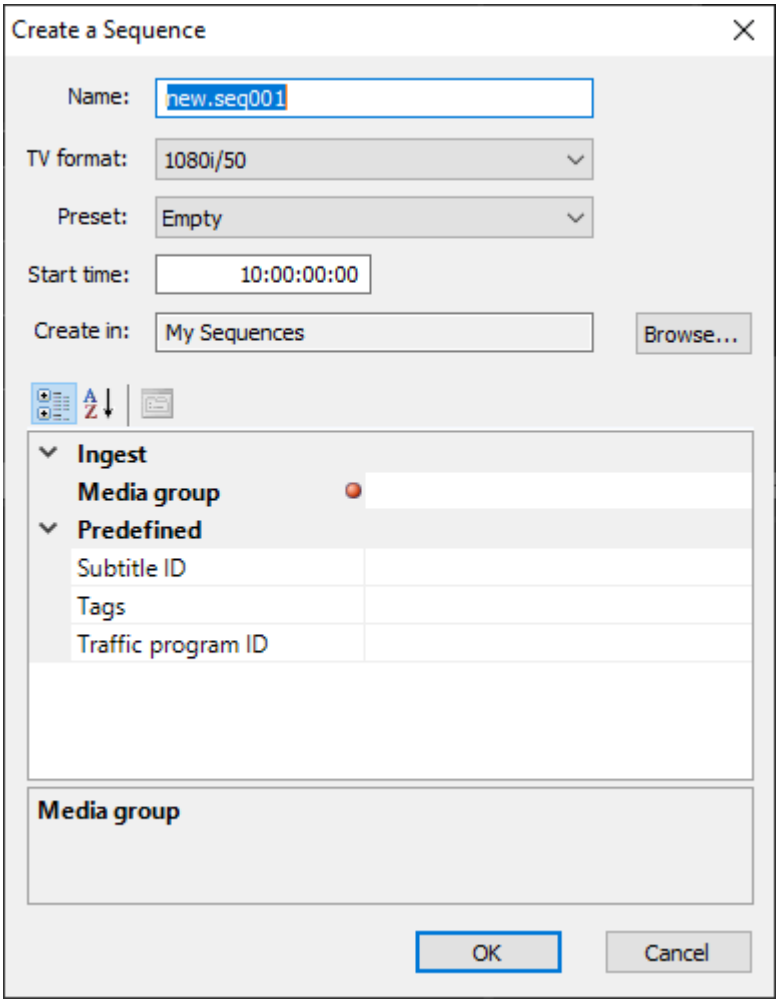
Creating a Sequence from Timeline

To create a new Sequence:

1. Right-click on Timeline and select the "Sequence" > "Create new" command.

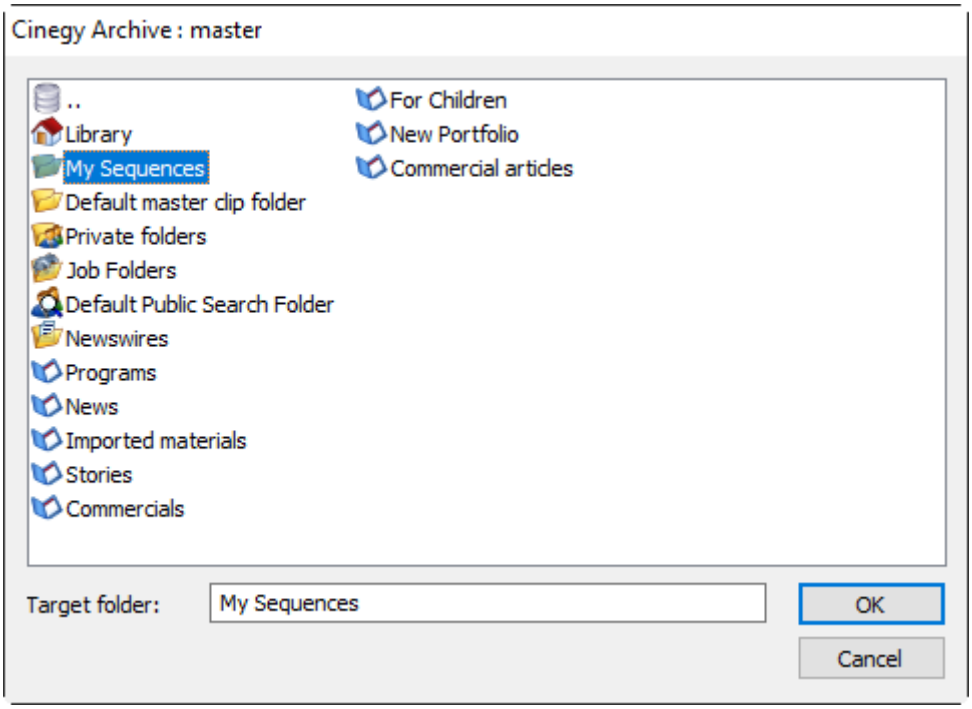


The following dialog box appears:



The "Create a Sequence" dialog view may be different depending on the set of metadata fields assigned to the Sequence. Please refer to the **Node Metadata** section in the Exploring the Database chapter above to learn more about node metadata.

2. Enter the name of the new Sequence, choose the desired TV format and Timeline preset from the corresponding drop-down lists, and define its start time.
3. To select the desired location of your Sequence in the Cinegy Desktop Explorer tree, press the "Browse" button. The following dialog box appears, allowing you to set up the destination folder:



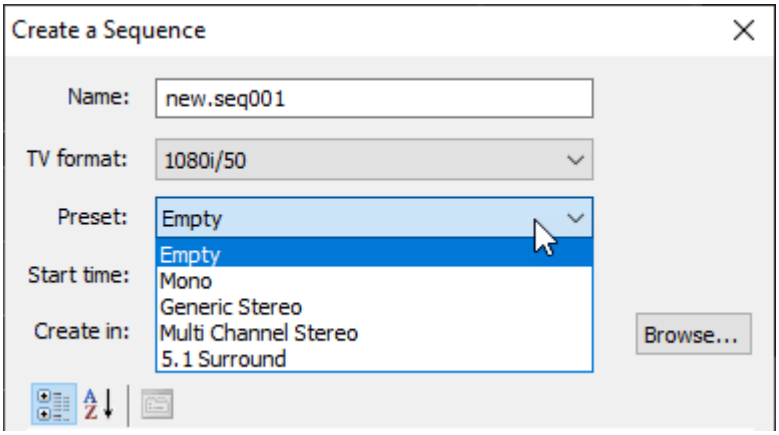
4. Choose the destination folder and press "OK".

A new Sequence will be opened on Timeline, and you can start working on it.

> The newly created Sequence will automatically be highlighted in the Cinegy Desktop Explorer window.

Timeline Presets

To make the Sequence creation process easier and faster, a set of predefined Timeline presets can be used.



The Timeline preset contains the specific audio tracks, output channels, and audio mapping settings. The most common scenarios are covered.

> For more information on audio mapping, refer to the **Output Audio Channels and Mapping** section later in this manual.

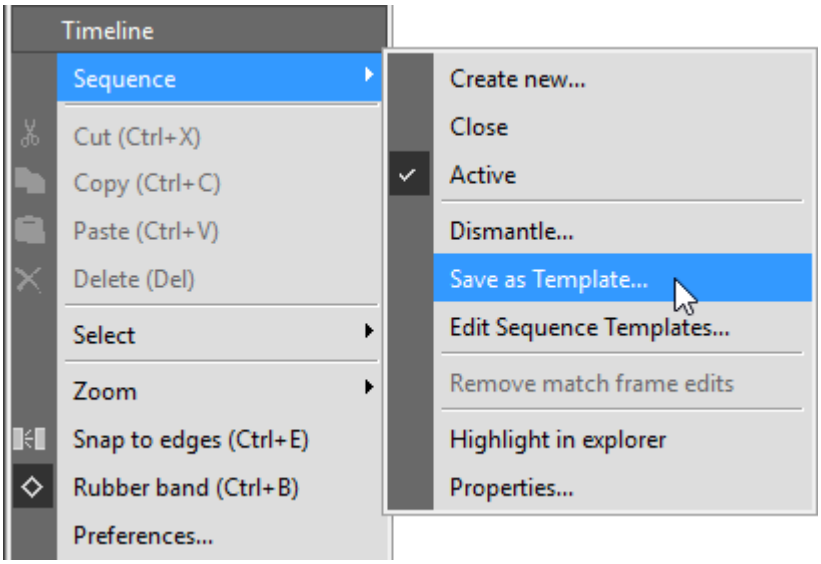
- **Mono Production**. Four generic mono tracks and four mono output channels will be created on Timeline with one-to-one mapping. This scenario is suitable for the Avid integration when the incoming clips are mono, which are then exported to Avid.
- **Generic Stereo Production**. Four generic stereo tracks and one stereo output are created; all the tracks will be mixed down to the stereo output.

- **Multi-Channel Stereo Production**. The same, but four stereo output channels are created with one-to-one mapping.
- **5.1 Surround Production**. One 5.1 Surround track and one 5.1 Surround output channel are created with the proper mapping.

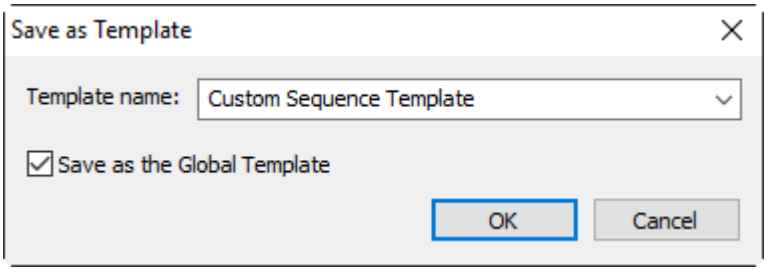
Custom Sequence Templates

> You need to have appropriate rights to create and edit Sequence templates. Refer to the **Permissions and Security** section in the **Cinegy Archive Manager Manual** to learn how to assign rights to user roles.

It is possible to create custom presets. For this, create the Sequence with the desired configuration of audio tracks, output channels, and mapping rules, and select the "Save as Template…" command from the "Sequence" submenu of the Timeline context menu:

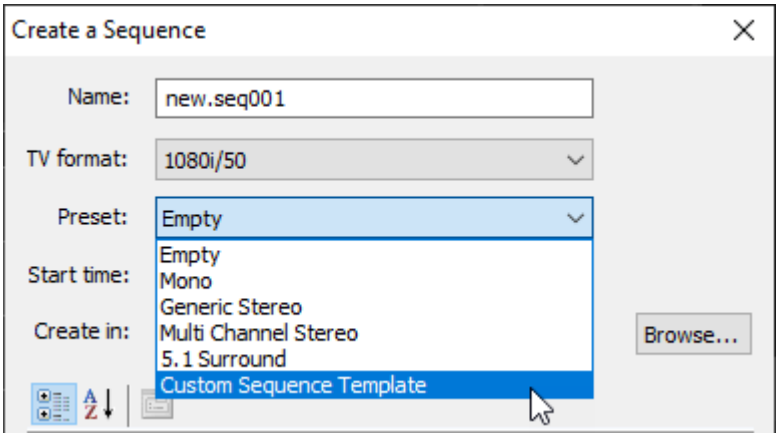


In the following dialog, you will be asked to specify the name of your custom Sequence template:

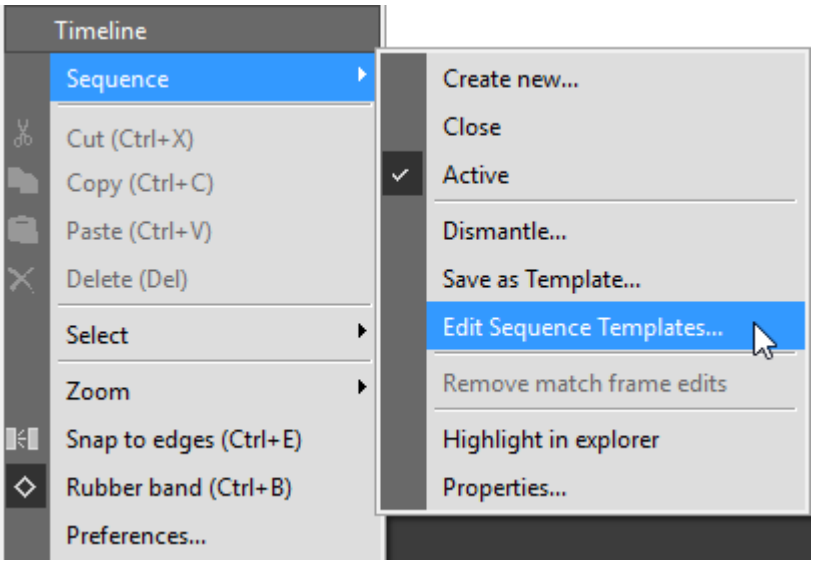


Select the "Save as the Global Template" checkbox to make the template available for all users. Otherwise, it will be created as a private Sequence Template available only for its creator.

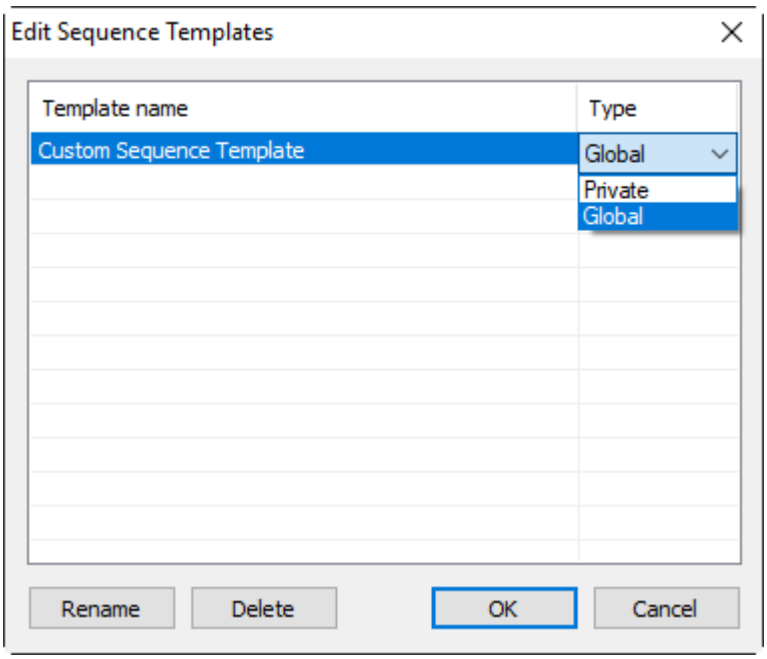
The saved Sequence template will be added to the list of Timeline presets.



To be able to edit custom Sequence templates, select the "Edit Sequence Templates" command from the Timeline context menu:



The following window opens:



In this editor, you can rename Sequence templates, change their type (private/global), or delete them using the corresponding controls.

Creating a Sequence from the Explorer

You can create your Sequence in the Cinegy Desktop Explorer window.

1. Right-click the folder where you would like to create the new Sequence.
2. Select the "New" > "New Sequence" command.
3. Enter the name of the new Sequence and choose the desired TV format and Timeline preset from the corresponding drop-down lists.
4. To select the desired location of your Sequence in the Cinegy Archive tree, press the "Browse" button and choose the destination folder.

Opening a Sequence from the Explorer Window

To open an existing Sequence, navigate to its location in the Cinegy Desktop Explorer window and double-click the Sequence. It will be opened on Timeline and in Sequence Viewer.

Activate a Sequence



When opened from the Cinegy Desktop Explorer window, the Sequence is inactive. In this state, the "Active" button is depressed, and the mouse pointer is shaped as a large double-headed arrow. In this mode, you can only view the Sequence.



Press the "Active" button or use the `Ctrl+Enter` keyboard shortcut to activate the Sequence. This will lock the Sequence for other users and enable the editing functions of Timeline.

If the Sequence is already being edited by another user, the Timeline caption indicates which user is holding it. In this mode, you cannot activate the Sequence.



It is recommended to use **Cinegy Messenger** to communicate with the holder of the Sequence if you want to get it released.

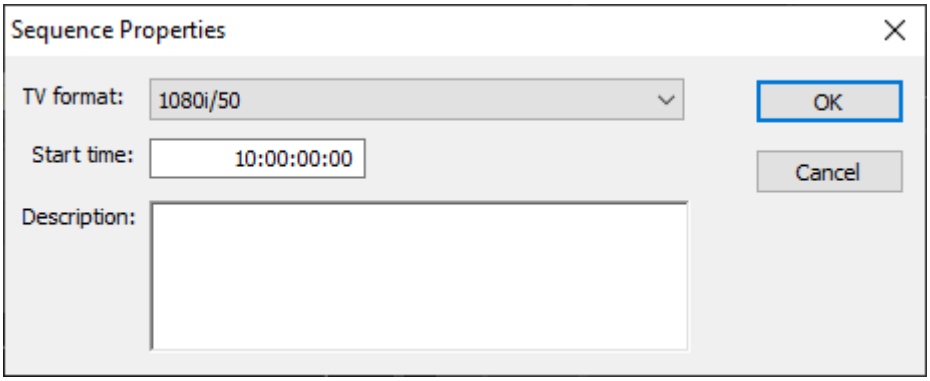
Timeline Menu



Press this button to get the full list of available commands. You can also right-click an empty space in the editing area to get the menu. All available commands are described in the **Timeline** section.

Setting Sequence Properties

To set up the Sequence properties, choose the "Properties" command from the main Timeline menu. The following dialog box appears:



TV Format

You can only change the setting for an empty Sequence. When you insert the first clip, the TV format will be set automatically according to the clip properties.

Start Time

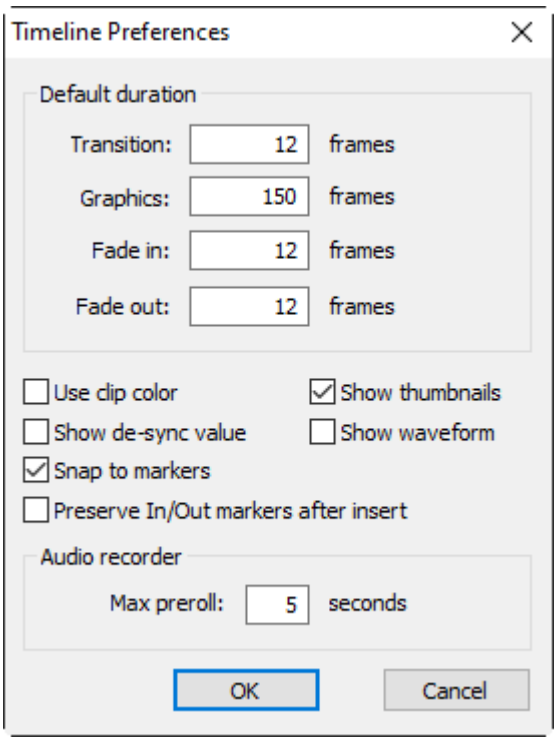
This field is used to change the start timecode of the Sequence. For example, if you want your program to start at 10:00:00:00 and you are using a 30-second lead, then you can set up the start timecode as 9:59:30:00.

Description

Enter any text to comment on your Sequence.

Timeline Preferences

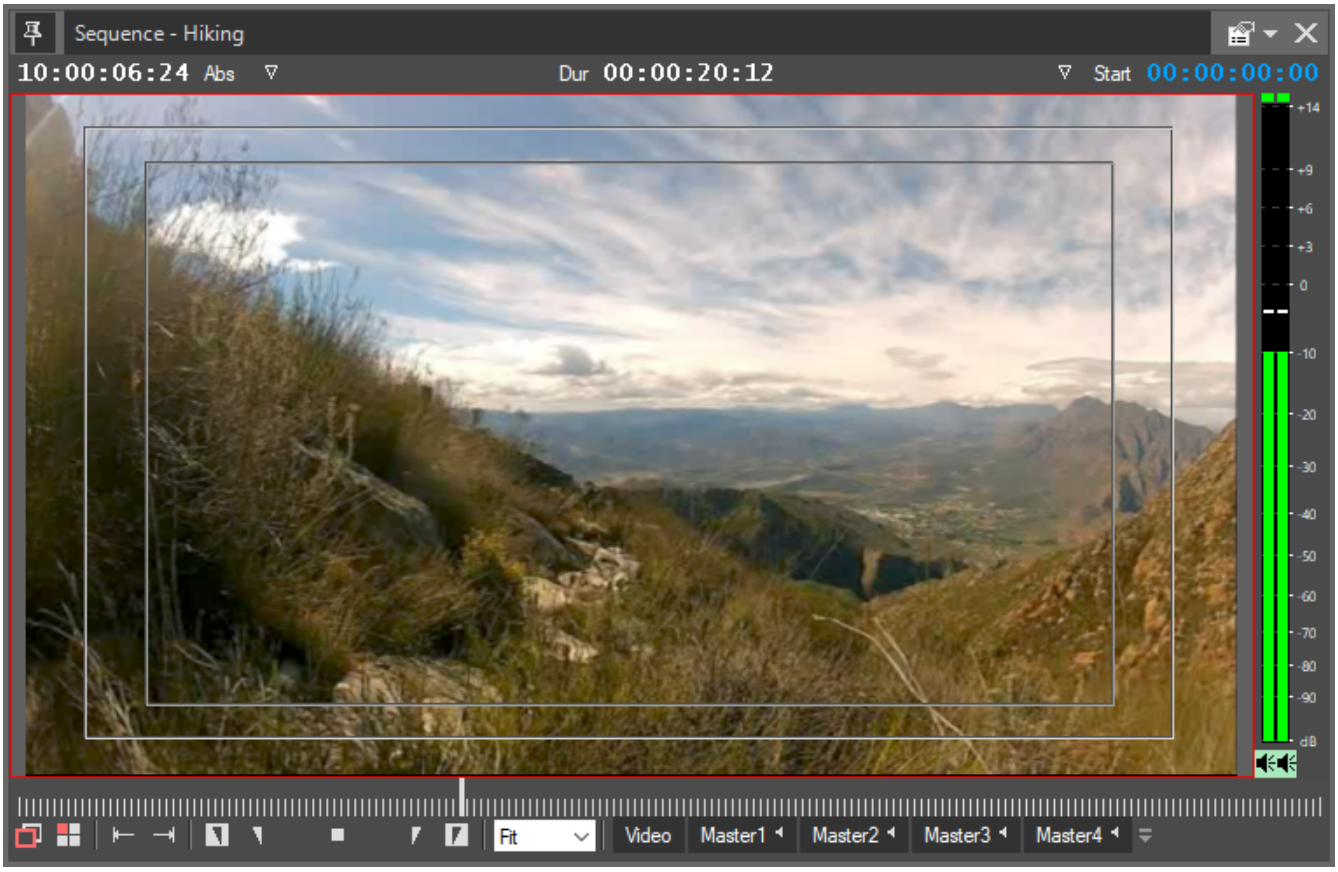
To set the default durations for transitions and graphics, open the "Timeline Preferences" dialog by right-clicking Timeline or open the Timeline main menu and choose the "Preferences" command. Here you can also set the default values for fade in and fade out, as well as the display of clip thumbnails, clip color, and de-sync value.



One second of NTSC footage equals 30 frames; one second of PAL footage equals 25 frames.

Sequence Viewer

Sequence Viewer always works together with Timeline.

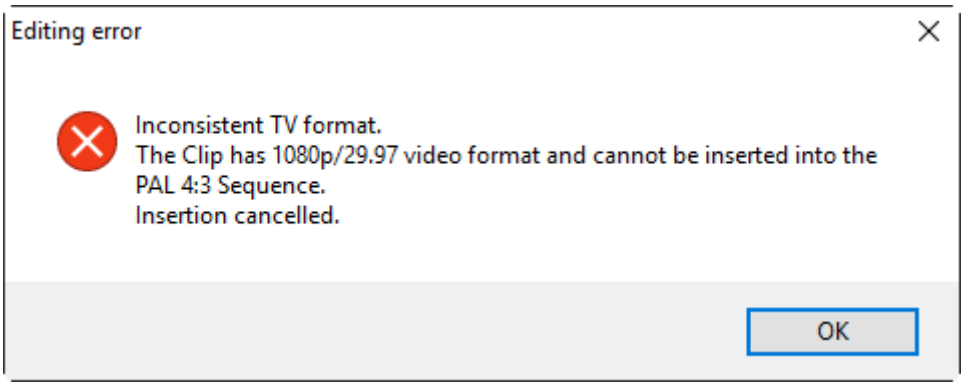


Sequence Viewer always displays the current project on Timeline; all the changes happen immediately, and all the effects are rendered in real time.

All the playback control details described in the **Viewing Video Material** section are fully applicable to Sequence Viewer. Please refer to that section for information about controlling the playback.

Inserting Clips into Timeline

Cinegy Desktop supports the insertion of clips in different resolutions (SD and HD) and aspect ratios within the Timeline project, but not a mixture of frame rates. The system automatically converts the source clips you are adding to the Timeline project to the format determined by the Sequence. If the frame rate of the clip you are adding is inconsistent with the format of the Sequence, the error appears, and the clip insertion is canceled:

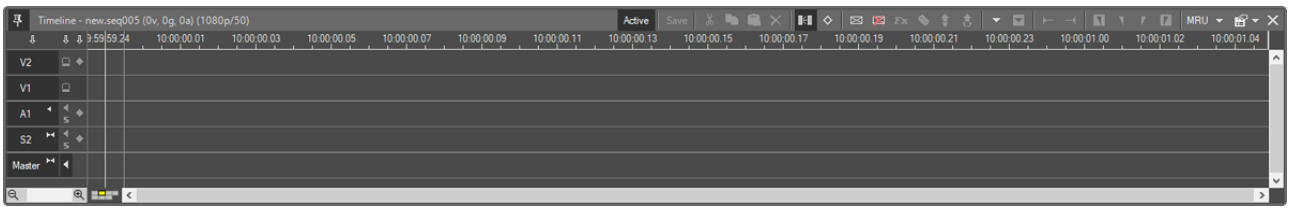


You can use various ways to add new material to the Timeline project.

Inserting Directly from ClipBins

Open the ClipBin where you have your clips or multiclips prepared for further editing. Now you can insert your clips and/or multiclips into the new Sequence.

1. Select one or more clips and/or multiclips in the ClipBin. Make sure the aspect ratio and the video system of the clip(s) and multiclip(s) are all the same.
2. Drag the clip(s) and/or multiclip(s) from the ClipBin to the Timeline editing area.
3. Drop the clip(s) and/or multiclip(s) on the upper (video) track of Timeline.



4. The clips and/or multiclip(s) appear on Timeline. You can see the video and audio tracks of the clips.
5. The Sequence settings (the aspect ratio and the video system) are automatically set to that of the clip(s) inserted into the empty Timeline.

You can also drag master clips directly from a Roll, or you can even drag-and-drop clips from a search result bin to Timeline. The color of the bars representing the clips is defined during capture/import. Every capture/import session has its own color to provide easier navigation through the projects.

> You can use the "Sync Sequence" feature to synchronize the start timecode of a Sequence with the start original timecode of the clip.

> The "Use clip color" option in the "Timeline Preferences" dialog does not affect multiclip coloring. Multiclip bars are always colored gray.

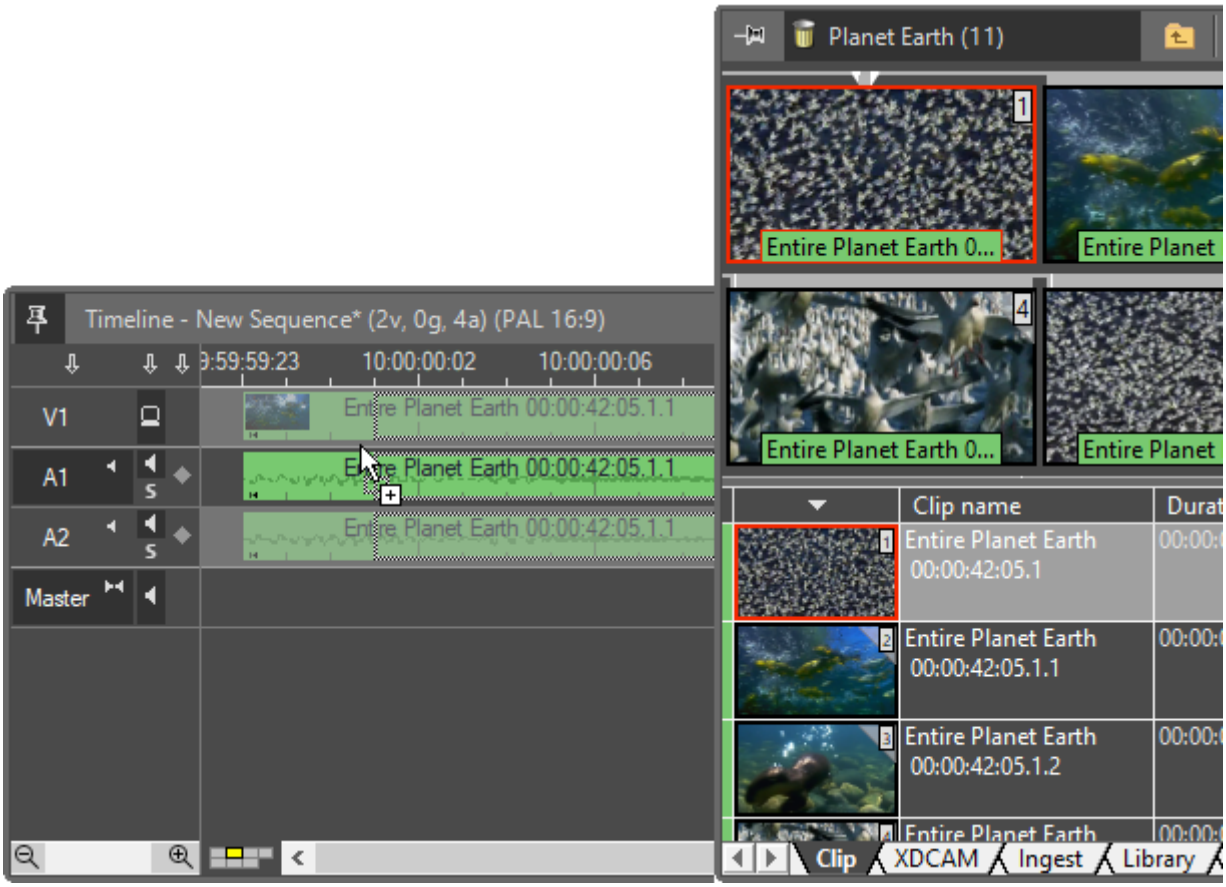
The gray vertical lines on Timeline mark the boundary of the project. Video and audio layers are separated by a white horizontal line.

> The result of your drag-and-drop depends on the Insert and Overwrite Modes enabled on Timeline.

The ⏮ ⏭ hints indicate that the clip starts from its first frame and ends with the last frame, respectively. The corresponding hint display is removed once the clip is trimmed from either side.

Adding a Clip to Defined Tracks

You can add a clip directly to the defined tracks. To do this, select only that track or those tracks you want your clip to be added to. Drag-and-drop the selected clip(s) from the Roll or ClipBin into Timeline as shown below:



In the example above, only the A1 track is available for adding a clip

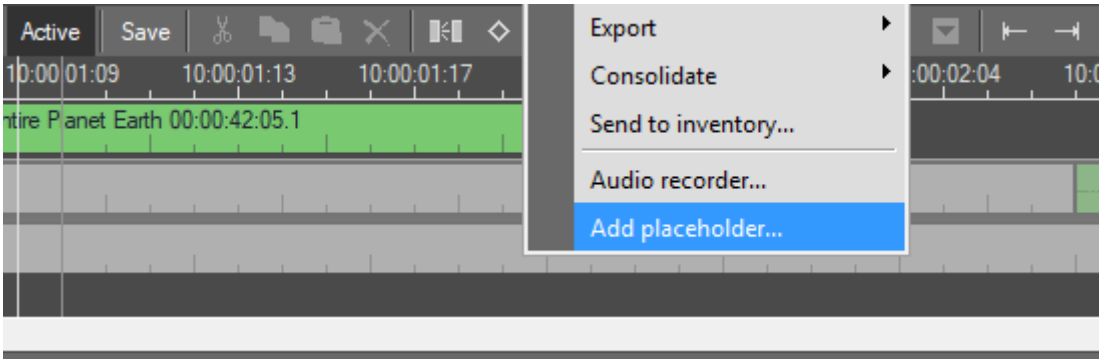
The audio tracks should be of a corresponding type (mono, stereo, or 5.1 Surround).

The behavior differs for clips with audio channels of a different type. If you are adding a clip containing audio channels of a different type than audio tracks already present on Timeline, the track(s) of the corresponding type will be created automatically. For example, if a clip that contains mono audio channels is dragged and dropped to Timeline with only stereo tracks, the mono tracks will be automatically created on Timeline. If a clip with stereo audio channels is dragged and dropped into Timeline with stereo tracks, the audio will be placed in the available stereo audio tracks, or you need to manually add the destination stereo track.

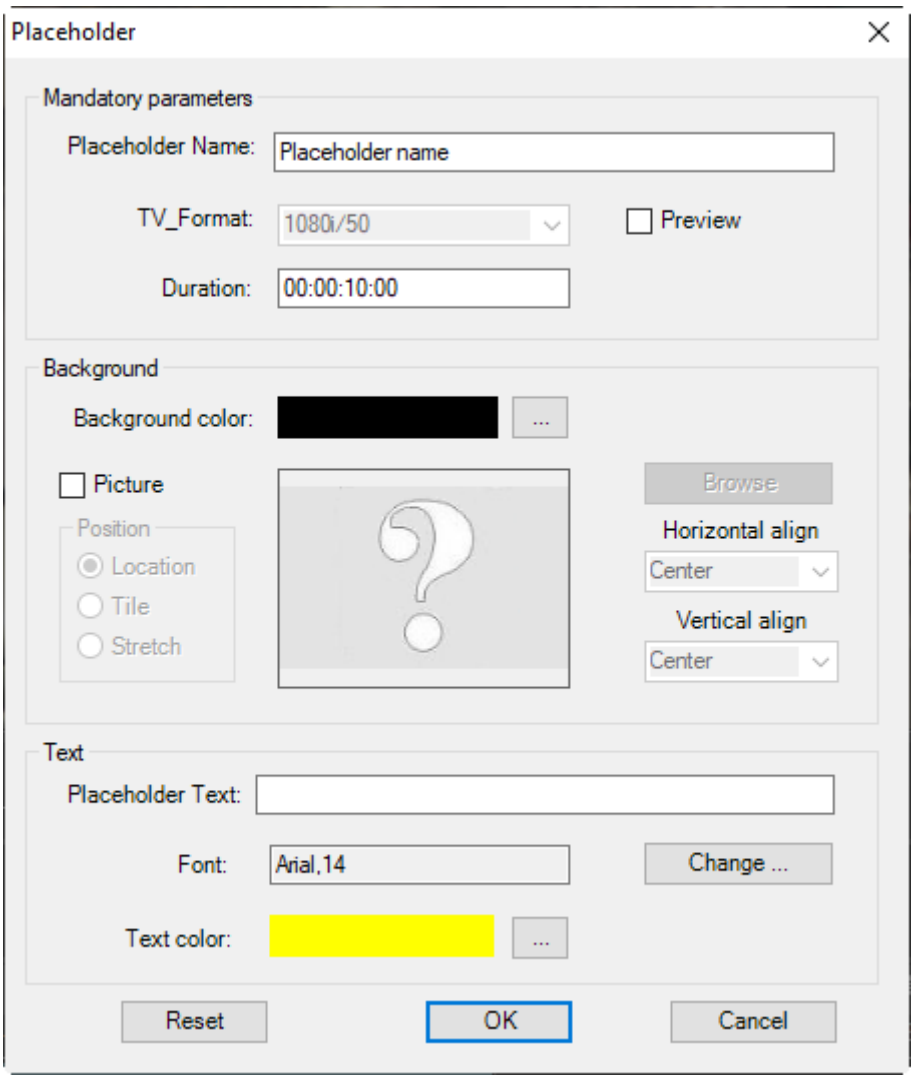
Adding a clip into an empty Timeline (with no Timeline presets applied) will always cause the automatic addition of the audio tracks of the corresponding type.

Creating a Placeholder Clip

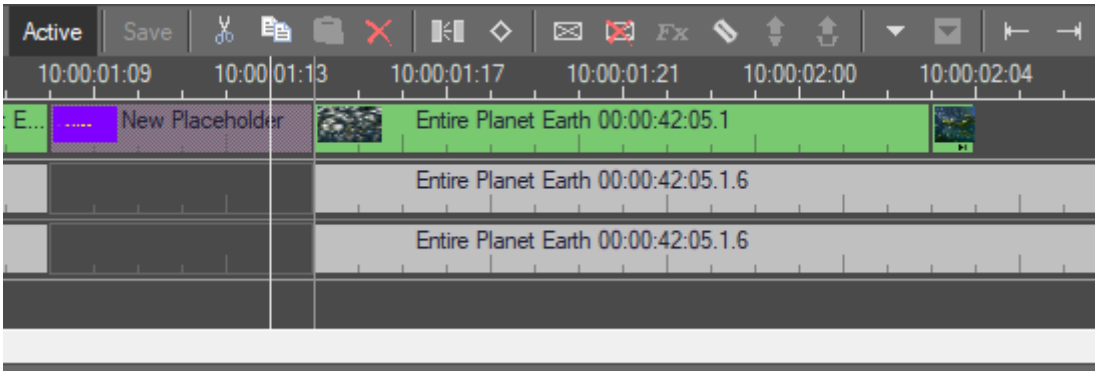
You can add a placeholder clip to the Timeline project. A placeholder clip is a temporary blank clip with a predefined TV format, start timecode, and duration used to reserve a place within a Sequence for a source clip that has not been captured/imported yet.



To add a placeholder clip, activate the desired Sequence on Timeline and drag-and-drop an existing placeholder clip from the ClipBin or use the "Add placeholder…" command from the right-click menu to create a new one:

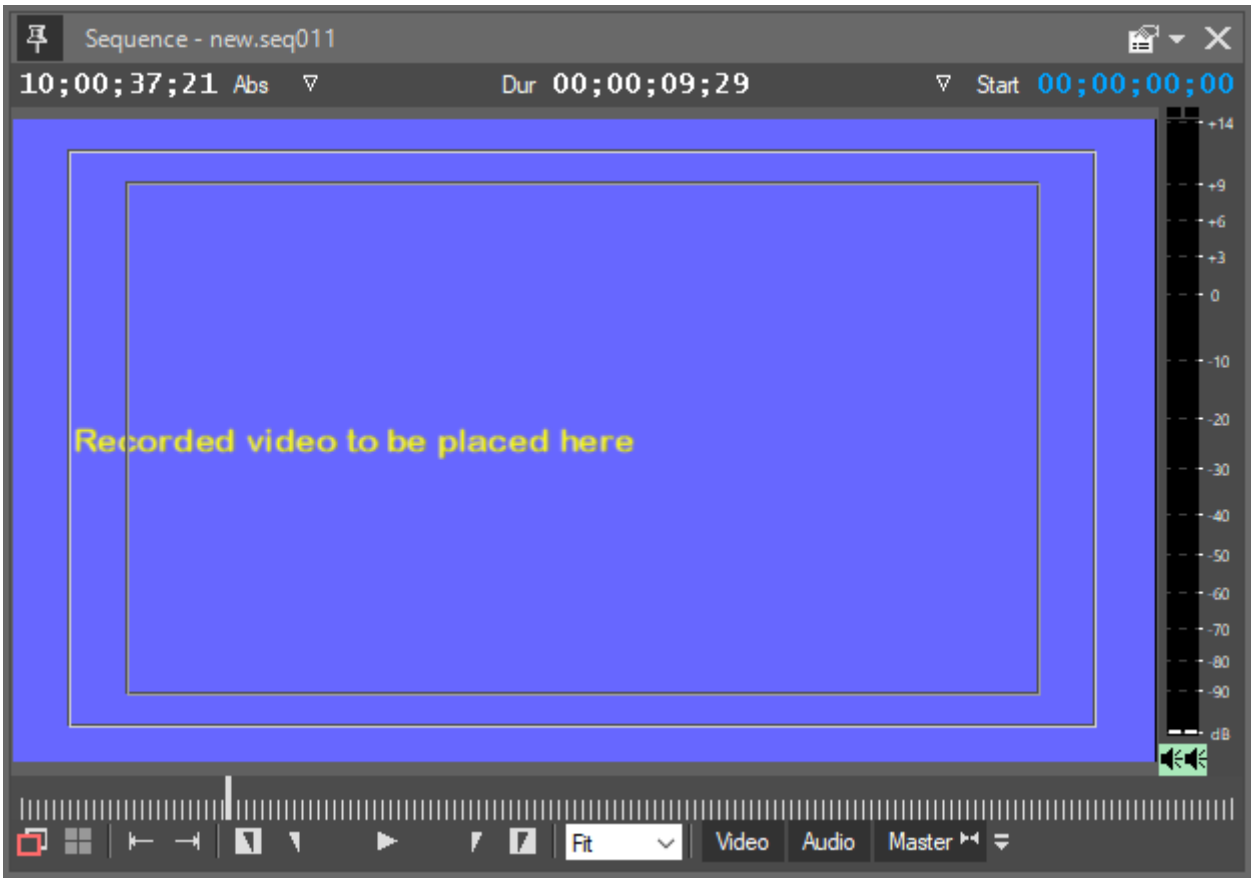


A new placeholder clip will be created in your Sequence starting from the position of the time slider.



Refer to the **Placeholder Clips** article for details about setting up the placeholder clips configuration.

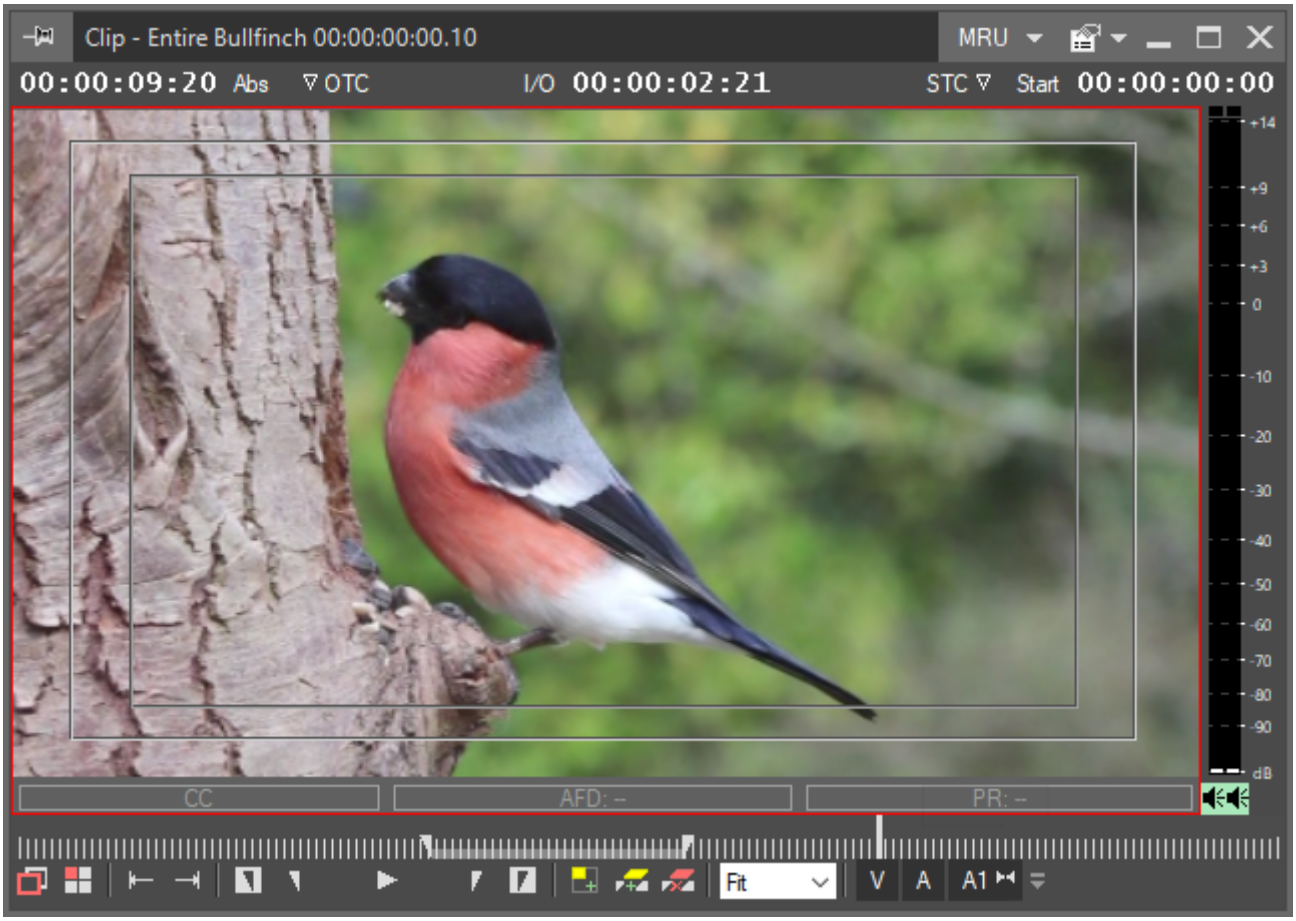
Working with placeholder clips on Timeline is similar to managing the common clips. When a placeholder clip is played back in the viewer, the corresponding text, graphics, and background color defined for the placeholder are displayed:



To change the settings of the existing placeholder clip, select it in your Sequence and use the "Edit placeholder…" command from the right-click menu.

Using Clip Viewer to Insert into Timeline

You can use Clip Viewer to insert your clips or multiclips in the Timeline project in several different ways.



Insert

Use the "Insert" button to insert the currently open clip or multiclip into Timeline. The keyboard shortcut for this operation is V.

The "Insert" button always inserts the clip to the current position, regardless of which Timeline mode is set.

It is also possible to insert multiple clips. For this, select multiple clips in ClipBin or Roll and open them in Clip Viewer using the "Open in Clip Viewer" or "Open in new Clip Viewer" context menu command. All the clips can be previewed in sequence mode. Press the "Insert" button to insert the clips into Timeline.

If In and Out points are set for the clip, the In-Out interval will be inserted into Timeline. For the clips in sequence mode, inserting the In-Out period results in the first clip involved being inserted starting at the In point, any completely contained clips in the middle, and then the last clip trimmed to stop at the Out point.

Please note that the "Insert" button is also used for inserting clips into the Story Editor timeline. If Story Editor has been in use later than Cinegy Desktop Timeline, the clip will be inserted into a currently opened Story. Refer to the **Story** article for more information about Story Editor.

Overwrite

Use the "Overwrite" button to overwrite the current project on Timeline, according to the In and Out points of the currently open clip or multiclip. The keyboard shortcut for this operation is B.

The "Overwrite" button always overwrites the space under the clip being inserted, regardless of which Timeline mode is set.

Handling clips with the In-Out points set is the same as described in the previous section.

Drag-and-Drop

Drag the clip directly from Clip Viewer into Timeline. Drop it in the desired place. This is the same procedure as drag-and-drop from ClipBins, as described previously.



Adding a multiclip to Timeline directly from Clip Viewer via drag-and-drop is not possible.

Copy and Paste

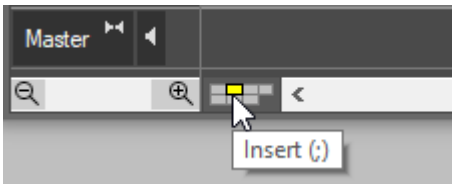
Select video and/or audio tracks on Timeline and use the "Copy" and "Paste" commands either from the right-click menu, the main Timeline menu, or simply use the usual key combinations `Ctrl+C` to copy and `Ctrl+V` to paste the copied track into Timeline. Use the `Ctrl+click` command to do multiple selections and copy them to Timeline as described above.



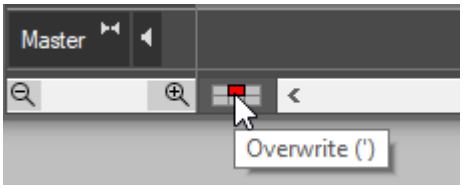
Copying among Sequences is also possible as long as the frame rate and aspect ratio are the same.

Insert and Overwrite Modes

Timeline has two main modes; these two modes are found in the bottom left corner of Timeline. The default setting is insert mode:



Press this button to switch to overwrite mode:



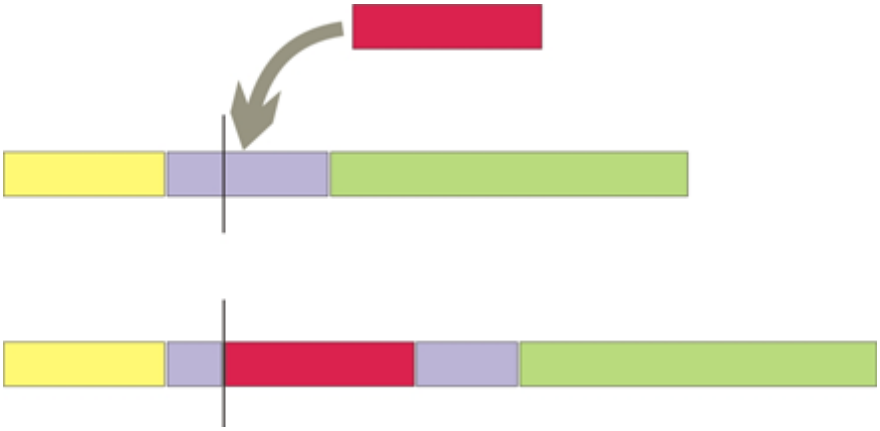
Holding the `Ctrl` key when inserting the clip into the Timeline, changes the previously set mode to the opposite one, although the mode-indicating icon remains the same. Releasing the `Ctrl` key automatically switches to the previously set mode.



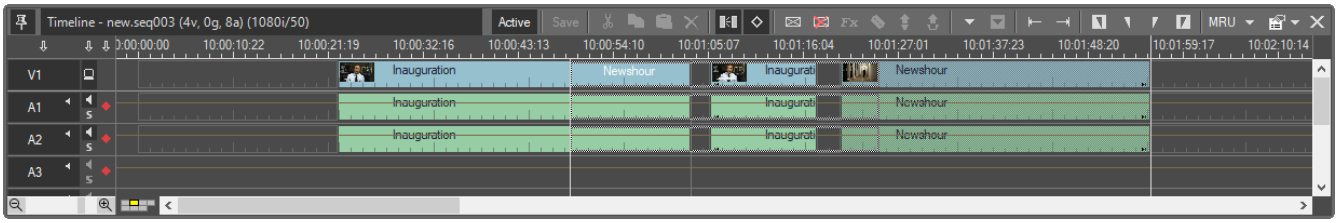
The coloring of the Timeline interface elements differs depending on selected mode.

Insert Mode

Insert mode creates a new edit at the current insertion point (the current time in case of a non-drag-and-drop insertion) and moves the rest of the project accordingly.



When moving an item over another item in insert mode, the cut is executed on all active tracks; the vertical line over all tracks is displayed to show the insertion point.



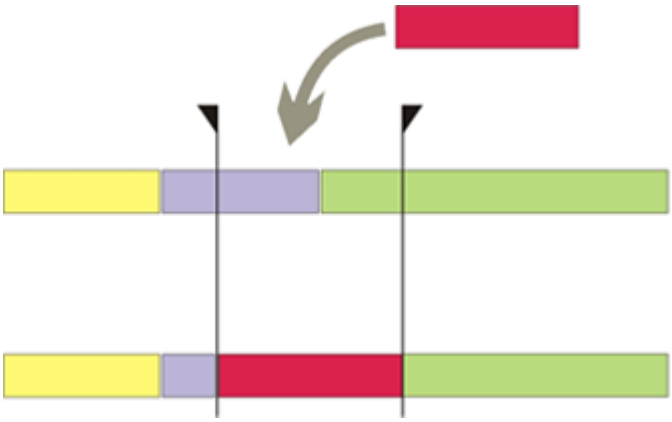


In some cases, it might not be possible to perform the operation because of the positions of other clips. You will be prompted to unlink some clips, if necessary.

After moving item(s) to the right, items on all active tracks are moved left on the value of the moved item duration area, or less if this could cause asynchronous behavior of the grouped items.

Overwrite Mode

Overwrite mode makes a new edit at the current insertion point (the current time in case of a non-drag-and-drop insertion) and replaces the corresponding part of the project with the inserted clip.



Overwrite mode takes the current In and Out markers into consideration:

- If both In and Out are present, the clip will be inserted starting from In. If it is longer than the In-Out interval, the clip will be trimmed.
- If only In is present, the clip will be inserted from the In position.
- If only Out is present, the end of the clip will be positioned to the Out point.
- If both In and Out points are not present, the insertion will be performed at the current time slider position.

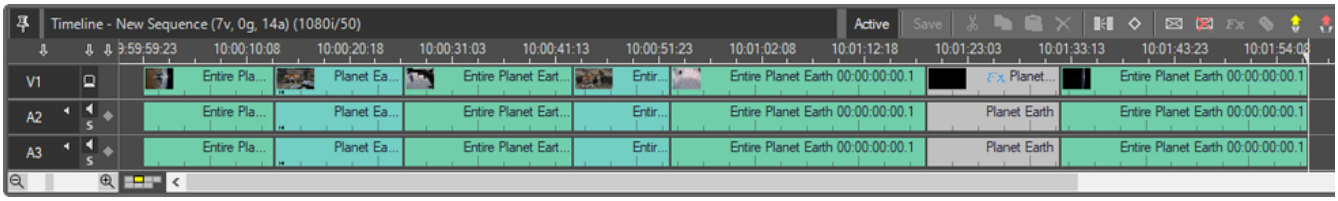
- If both In and Out points are not present, the insertion via drag-and-drop will be made at the position where you drop the clip.

In some cases, it might not be possible to perform the operation because of the positions of other clips. You will be prompted to unlink some clips, if necessary.

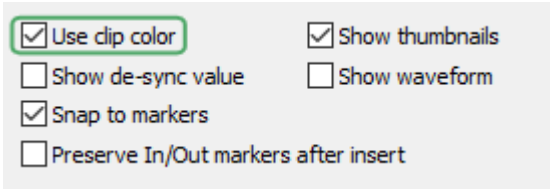
Features and Functions

Clip Colors on Timeline

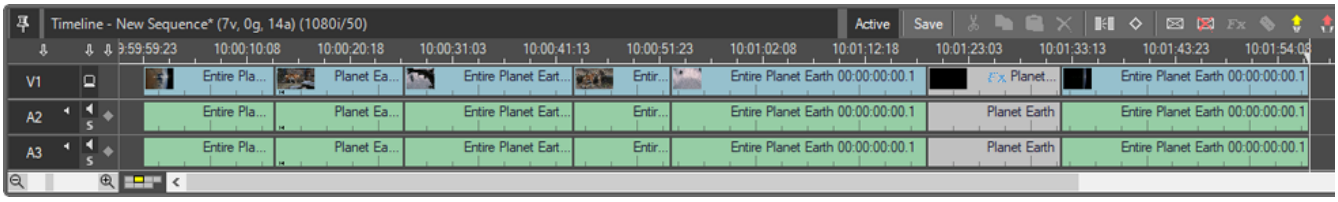
The colors of the clip are defined during capture/import. When adding a clip to Timeline, the clip bars are displayed in your predefined colors:



You can disable the use of different colors on Timeline by deselecting the "Use clip color" option in the Timeline preferences:



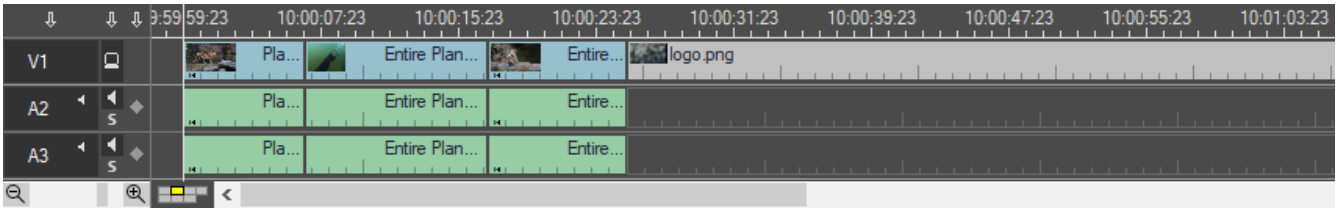
When this option is disabled, the video and audio tracks bars will be displayed in two predefined colors accordingly:



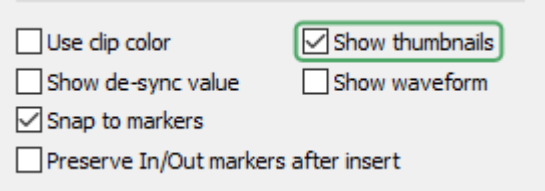
Refer to the **Colors** section in the **Cinegy Archive Manager Manual** to get more information on assigning colors to the clips.

Clip Thumbnails

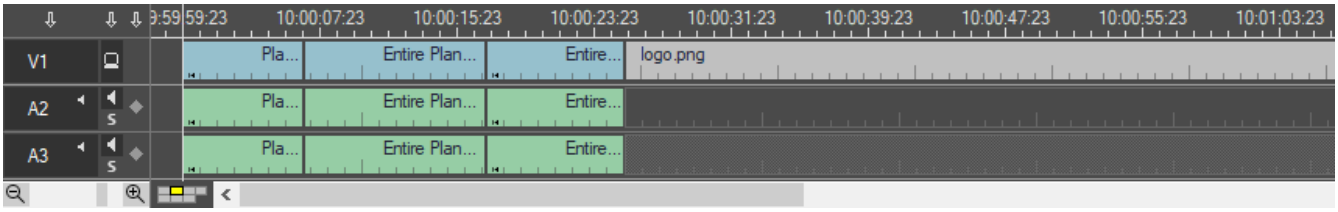
The thumbnails of the clips and graphic images are displayed on Timeline within the corresponding video tracks:



To disable the display of the thumbnails, deselect the "Show thumbnails" option in the "Timeline Preferences" dialog box:

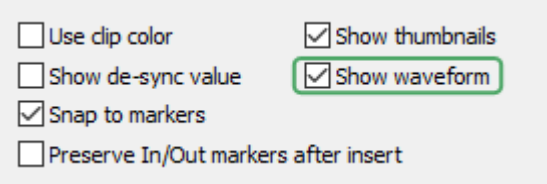


Timeline will be displayed as follows:

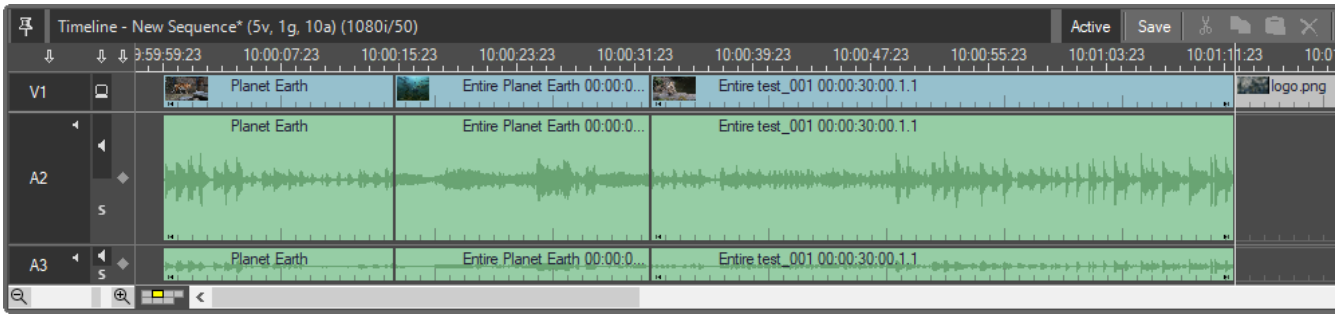


Audio Waveform

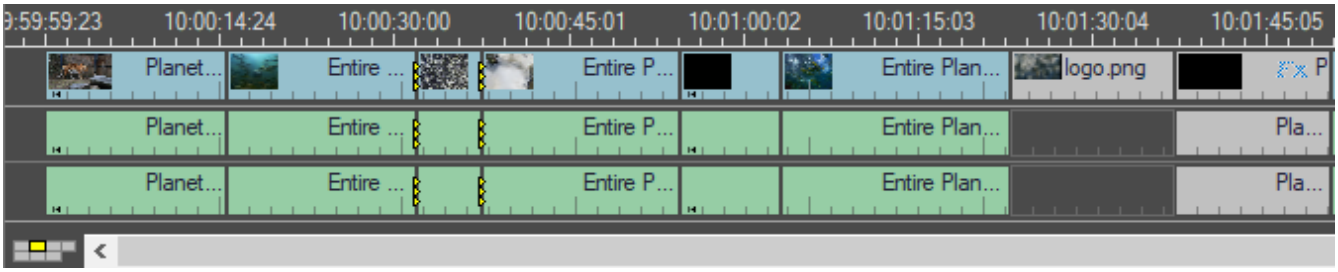
To display the audio waveform on Timeline, check the "Show waveform" option in the "Timeline Preferences" dialog box:



The audio tracks waveform will be displayed as follows:

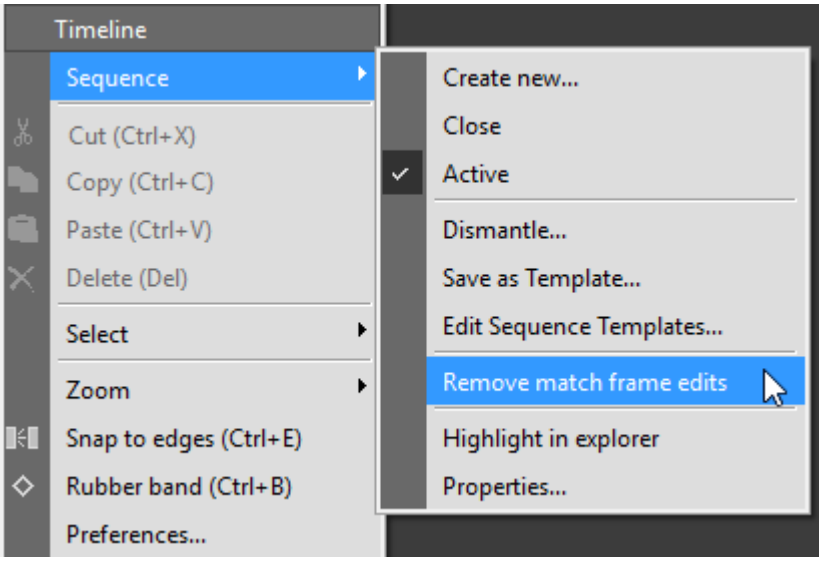


Match Frame Indicator on Timeline



If two adjacent clips come from the same capture/import session and can be played seamlessly, yellow triangle markers are displayed between the clips to indicate seamless playback.

Removing match frame indicators from Timeline will merge the adjacent frames and extend the clip to the entire. To do it, simply use the "Remove match frame edits" command from the Timeline menu:

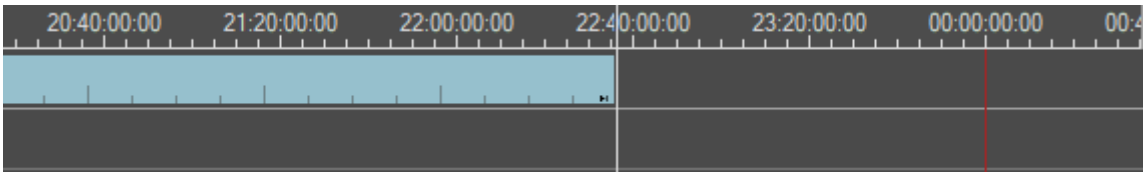


The "Remove match frame edits" command is disabled for the match frame with a mix effect applied.

This command is not available for multiclip objects inserted into Timeline.

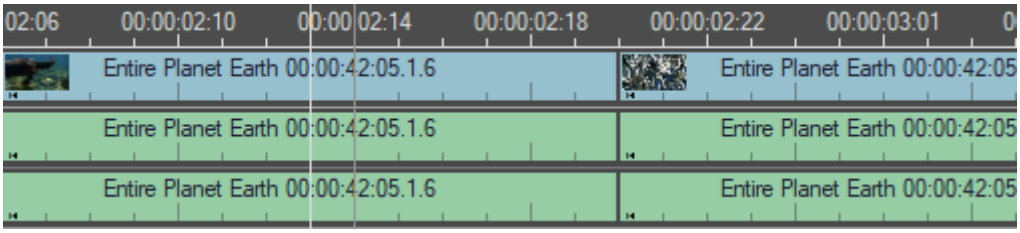
24-Hour Boundary for Sequences

The Sequences cannot be longer than 24 hours, as this would make any EDL or AAF export impossible. A red line marks the 24-hour boundary on Timeline.

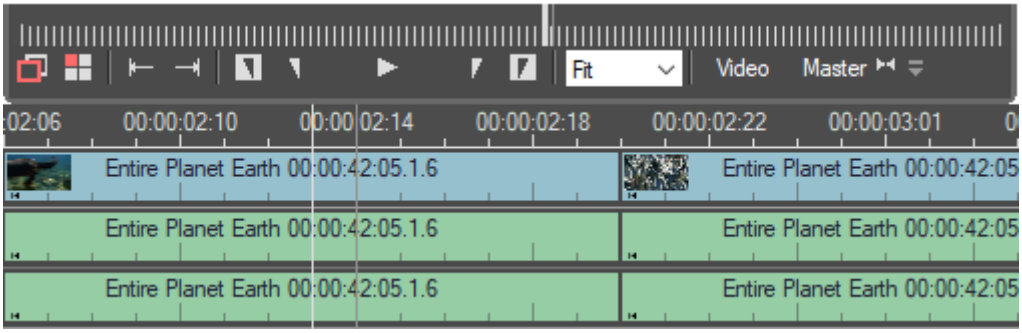


Moving the Time Slider

To change the current position of the time slider, simply click the time ruler.



The current frame will be displayed in Sequence Viewer; the Sequence Viewer and Timeline time sliders will move synchronously. The two lines represent the edges of one frame (the beginning and the end). The gap between the lines corresponds to the zoom level. Usually, all actions are applied to the beginning of a frame, marked by the white line. (Exception: "Mark Out" applies to the end of the frame.)



Setting the Time Scale

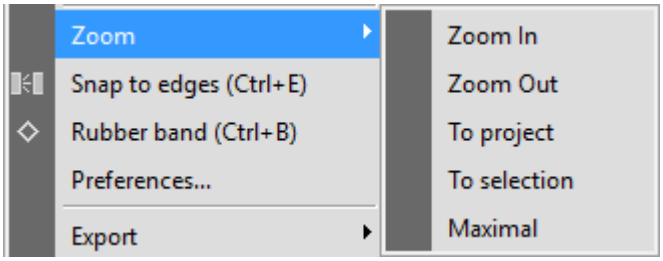
In the bottom left corner of Timeline, there is a time scale control.



Drag the slider to change the time scale on Timeline. You can also use the ↑ and ↓ keys to step the time scale up and down accordingly.

The minimal scale is selected to fit the entire Sequence into Timeline.

You can also scale the zoom factor by scrolling with the pressed mouse wheel.



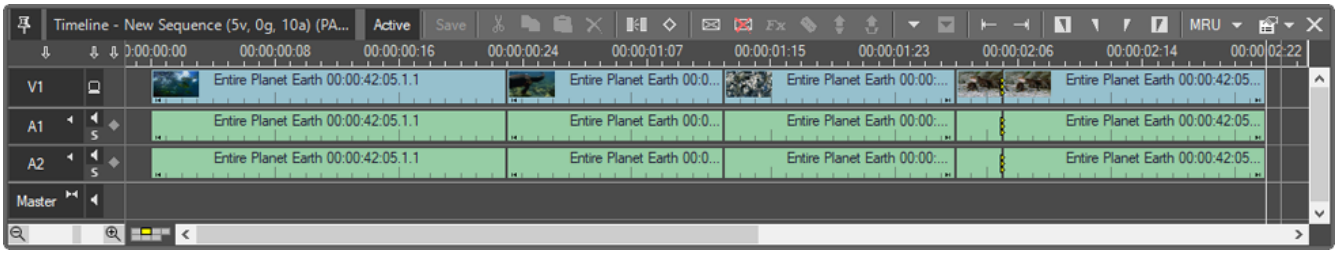
In the Timeline menu, you will find the zoom commands: "Zoom In", "Zoom Out", "To project", "To selection", and "Maximal".

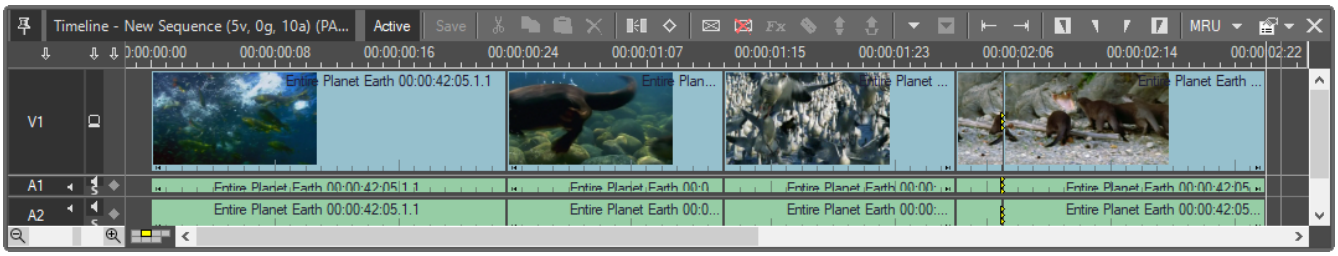
Right-clicking the time scale control also gives you the zoom options mentioned above.

Shortcuts	Zooming
Up	Zoom out
Down	Zoom in
Ctrl+Up	Zoom to project
Shift+Up	Zoom to the selection
Ctrl+Down	Zoom to the current position
Shift+Down	Zoom to the previous zoom level

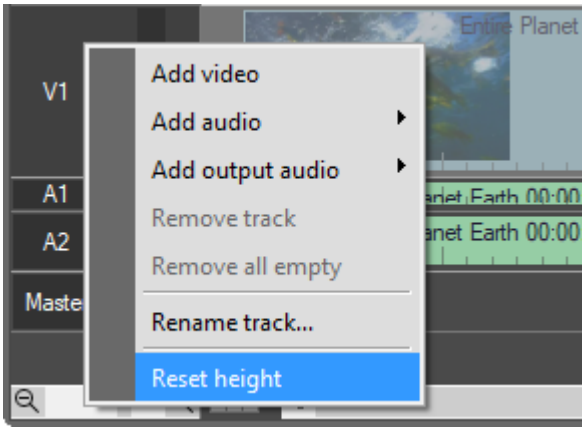
Changing Track Height

Simply drag between the tracks in the left part of Timeline to change the height of the desired track.





To reset the height of all the tracks to the default value, right-click the track selector on Timeline and choose the "Reset height" command.



Selecting Clips

You can select a clip or multiclip on Timeline by simply clicking it.

If the video and audio tracks in the clip are linked, all the corresponding tracks will be selected.

Selecting a Range of Clips

You can also select a range of clips and/or multiclips at once by dragging the mouse from an empty space on Timeline. A rubber band appears. All the clips intersecting with the rubber band will be selected when you release the mouse.

Selecting Multiple Clips

You can use `Ctrl+click` to select several arbitrary clips and multiclips on Timeline.

A repeated `Ctrl+click` deselects the clip/multiclip.

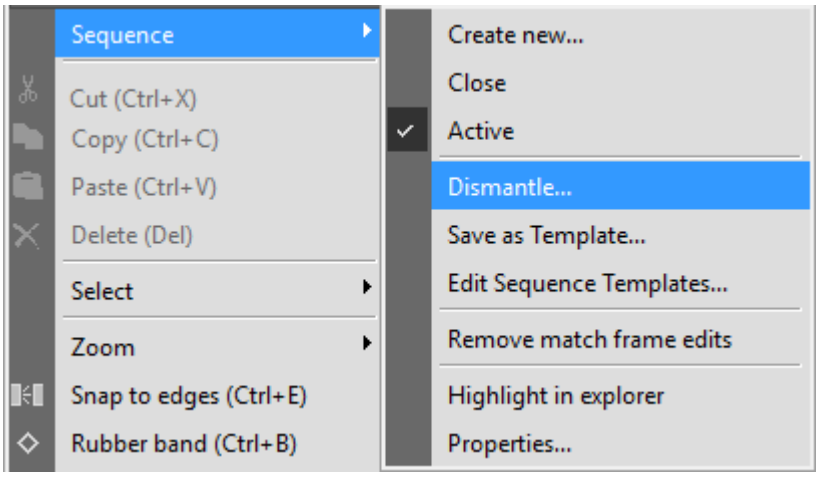
Selecting from Timeline Menu

You can also select a range of clips and/or multiclips by choosing one of the commands from the Timeline menu. The "To end" and "From start" commands depend on the cursor position.

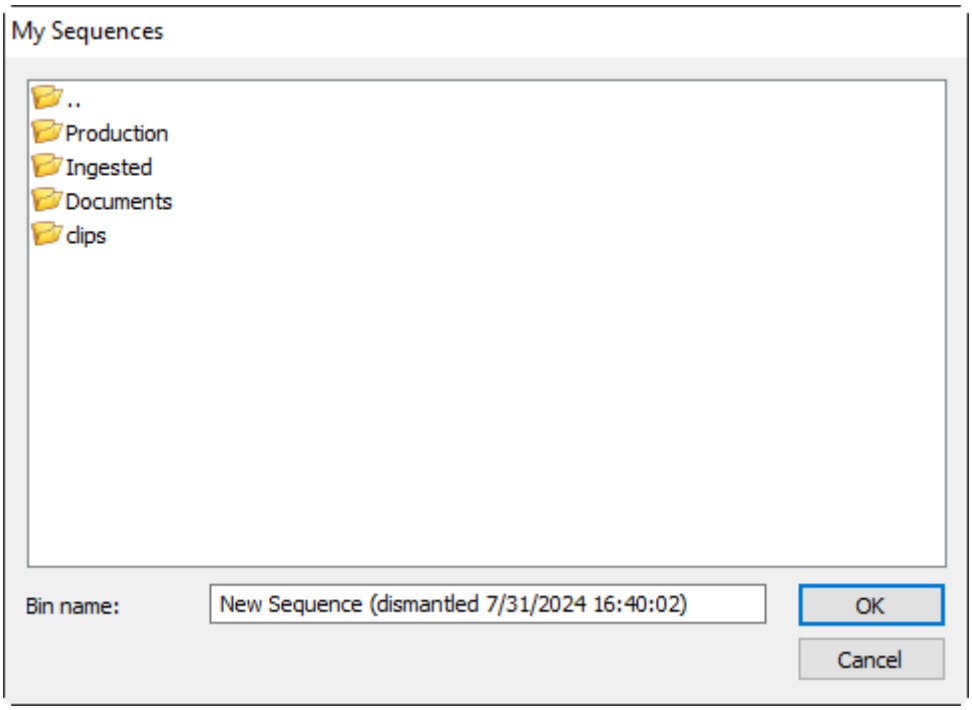
You can also use the `Ctrl+A` shortcut to select all items on Timeline.

Dismantling Sequence

You can gather all clips (including placeholder clips) you have used in the Sequence in one bin via the "Dismantle" command from the Timeline menu:



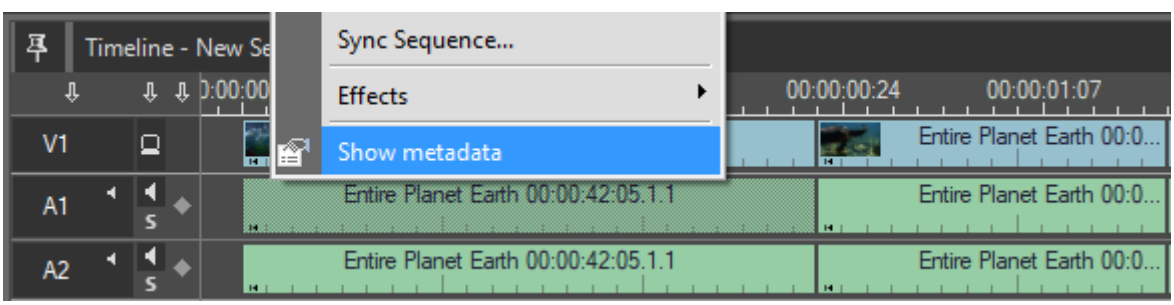
Define the ClipBin used for dismantling:



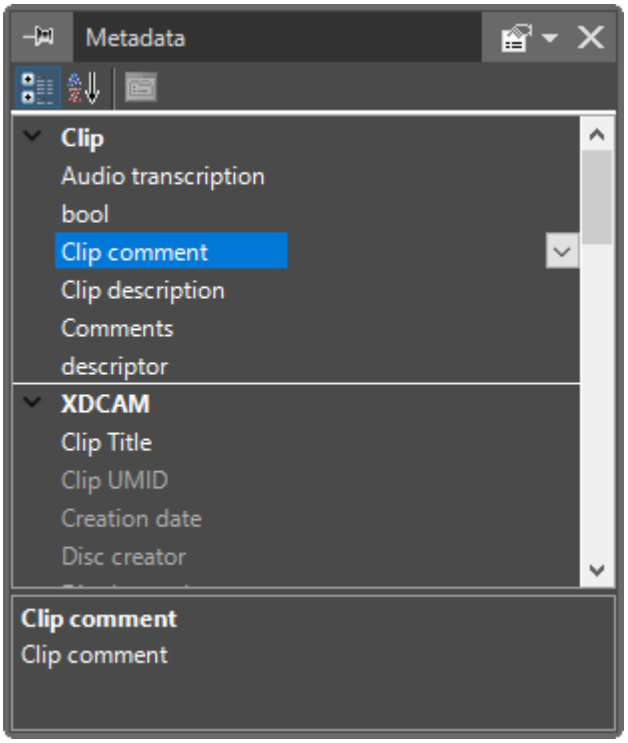
As a result, a new ClipBin will be created containing all clips used in the Sequence.

Show Metadata

To view the clip metadata on Timeline, select the desired video or audio track, right-click it, and select the "Show metadata" context menu command:

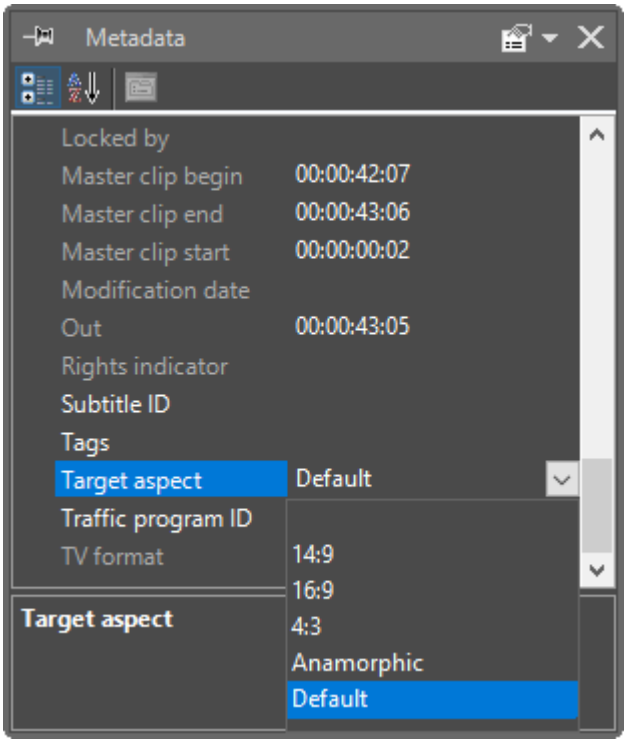


The following metadata dialog box appears:



Aspect Ratio Changing

Cinegy Desktop supports the ability to change the aspect ratio for any clip within the existing Sequence. To do this, select the required video clip on Timeline and open its metadata properties as it is described in the previous section. Then locate the "Target aspect" field and choose the required format from the pull-down list:

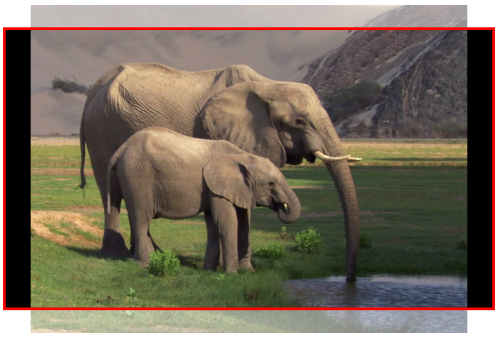
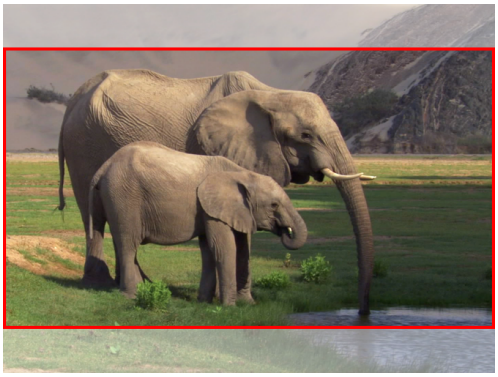


Changing the aspect ratio affects only the Timeline project and does not modify the original master clip.

If the "Default" value is selected, it means that the target aspect ratio is the same as the physical clip aspect.

Aspect Ratio Conversion

The effective picture area of the clip will look different after the aspect ratio conversion. See the table below for a detailed and pictorial explanation of all possible cropping scenarios:

Original Aspect Ratio	Target Aspect Ratio	Description	16:9 Sequence Aspect Ratio
4:3	4:3	The 4:3 video is placed in the center of the 16:9 screen. The vertical black bars (pillars) are added on each side of the frame.	
	14:9	The 4:3 video is placed in the center of the screen. The top and bottom of the original frame are cropped to 14:9, and black bars are added to either side.	
	16:9	The top and bottom of the original frame are cropped to the 16:9 aspect ratio.	
	Anamorphic	The original frame is stretched horizontally to fill the entire frame, resulting in distortion of the image.	

Original Aspect Ratio	Target Aspect Ratio	Description	4:3 Sequence Aspect Ratio
16:9	4:3	The widescreen video is cropped on the left and the right. Only the main part of the image is shown.	
	14:9	The widescreen video is placed in the center of the screen. The sides of the image are cropped to 14:9, and narrow black bars are added to the top and bottom.	
	16:9	The black pillars are added above and below the image, preserving the entire 16:9 video.	
	Anamorphic	The original frame is stretched vertically to fill the entire frame, resulting in distortion of the image.	

Moving Clips

To move a clip/multiclip on Timeline, just drag and drop the selected one to a new position.

Snap to Edges



When enabled, this feature pulls the mouse pointer to the events on Timeline (i.e., clip start and end). For a multitrack Sequence, when dragging the edge of one track, it snaps to the position of the static edge of the other track.



When moving a group of multiple objects, snapping is performed for the object under the mouse pointer the moment you grab the group. The behavior may differ depending on which object of the group was grabbed.



Use the `Ctrl+E` keyboard shortcut to enable/disable "snap-to-edges" mode.

Deleting Clips



You can delete a selected clip/multiclip with the "Delete" button in the toolbar or by selecting the "Delete" command from the right-click menu of the clip.

Add an Edit



The "Add an edit" command allows you to cut a clip/multiclip at the current time slider position. You can also use the P shortcut to add a new edit. If the clip/multiclip has linked audio, it will be cut too.

Moving to Next and Previous Edit Point



Use the "Previous event" button to navigate through the previous edit events (i.e., clip start / In point / Out point of clips or multiclips). You can also use the A key to jump to the previous event.



Use the "Next event" button to jump to the next edit event (i.e., clip end / In point / Out point of clips or multiclips). You can also use the S key to jump to the next event.

Markers

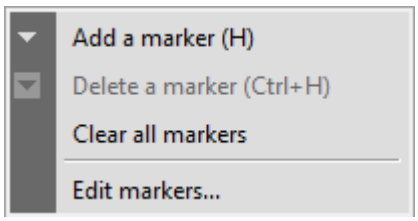
Markers can be used to mark specific events in your project, making it easier to find a certain point or helping to place objects.

Add Markers

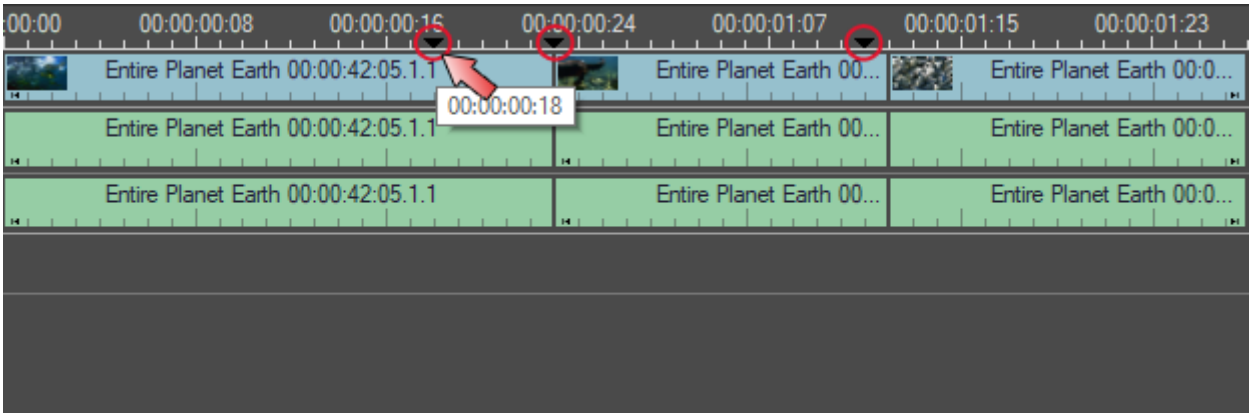
1. Move the Timeline slider to the position where you want to place a marker.



2. Press the "Add a marker" button or use the H shortcut. Alternatively, you can right-click the Timeline ruler and select the "Add a marker" command:



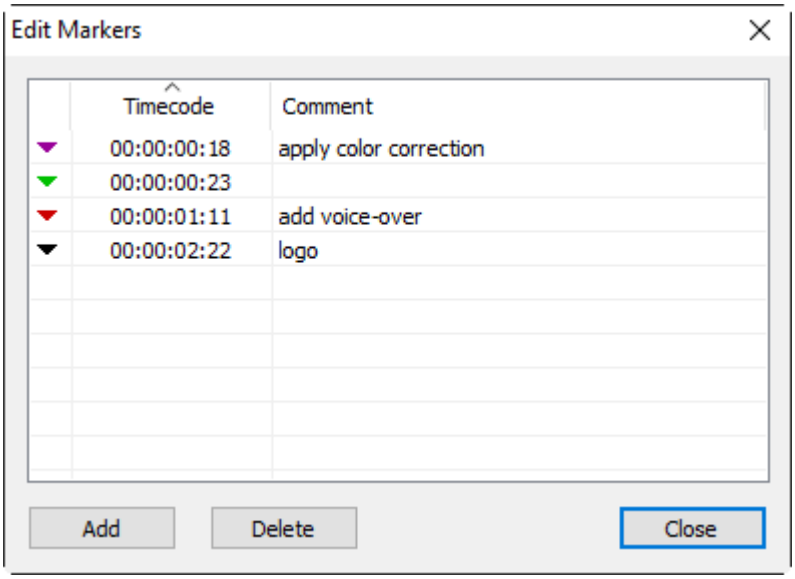
The marker points to the beginning of the frame:



Edit Markers

Right-click the Timeline ruler and select "Edit markers" or double-click a marker. Double-clicking a marker will select the marker in the "Edit markers" list automatically.

The following window appears:

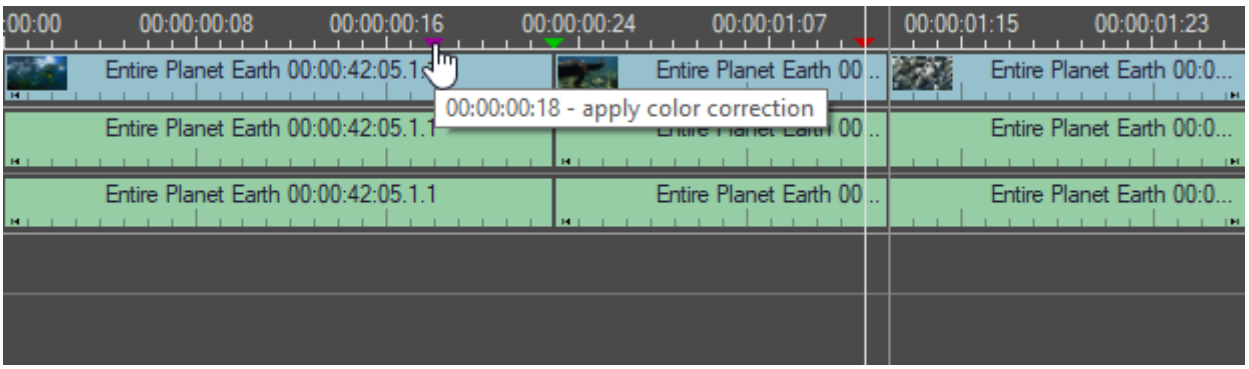


Add a Timecode

Press the "Add" button, enter the timecode, and hit the `Enter` key.

Add a Comment

Click into the desired comment column and enter your comment. The comment will be shown as a tooltip (including the timecode) when you move the mouse cursor over the marker.



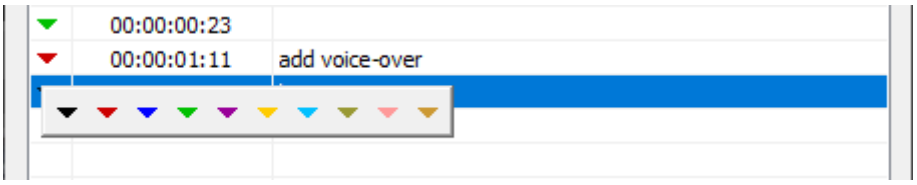
Delete a Marker

To remove a marker, select it and press the "Delete" button.

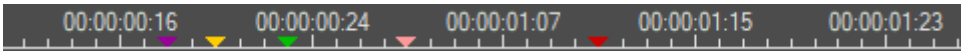
Changing Timecode

To move a marker, select it in the "Edit markers" dialog and enter the new timecode. Alternatively, you can point to a marker on Timeline, hold the left mouse button, and drag it.

Changing Marker Color



The standard color of the marker is black, but it can be changed – choose between 10 different colors to highlight an event.

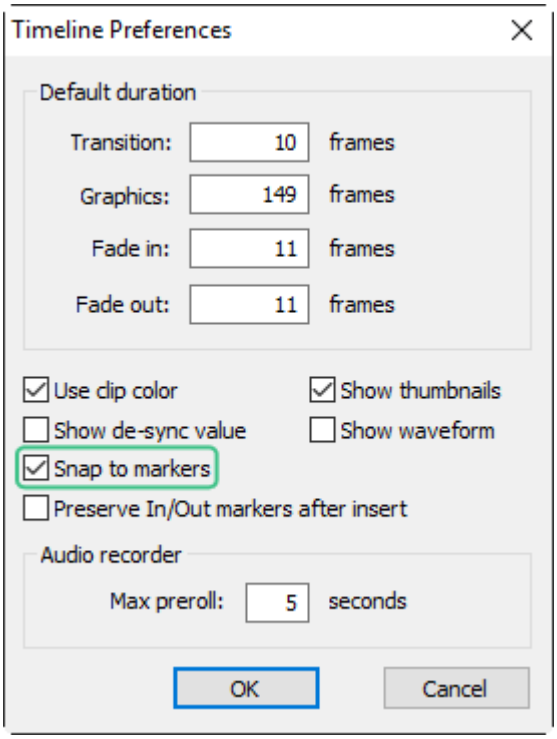


Markers and the Timeline Event List

The markers are included in the Timeline event list. This means it is possible to snap to them and that they are recognized by the "Next event" and "Previous event" navigation features.

Snap to Marker

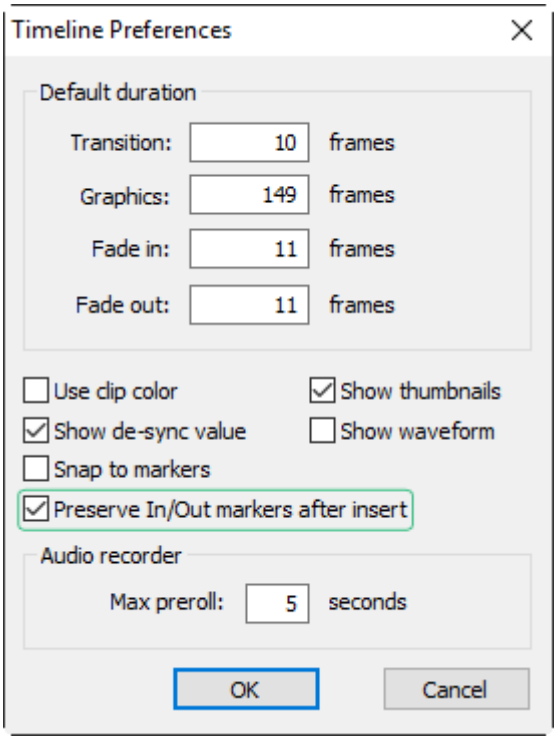
To enable this feature, select the "Snap to markers" option in the "Timeline Preferences" dialog box and enable snap-to-edges mode using the `Ctrl+E` keyboard shortcut.



To deactivate snapping, remove the selection of the "Snap to markers" option.

Preserve Markers after Insertion

To preserve the In and Out points of the copied element on the Timeline, select the "Preserve In/Out markers after insert" option in the "Timeline Preferences" dialog box. If this option is deselected, the In and Out points of the copied element are not displayed after the "Paste" operation.



Creating a Blank Sequence

It is possible to create a blank Sequence of a predefined duration for use in specific scenarios.

This can be achieved by creating a new Sequence and defining its duration by adding a marker at the required position on the Timeline. After that, save and deactivate the Sequence. The Sequence is now ready for further use, for example, for adding to a Cinegy Air playlist.

You can then work with this Sequence as usual: fill it as needed in Cinegy Desktop, and then update the referenced item in the Cinegy Air playlist.

Managing a Multiclip

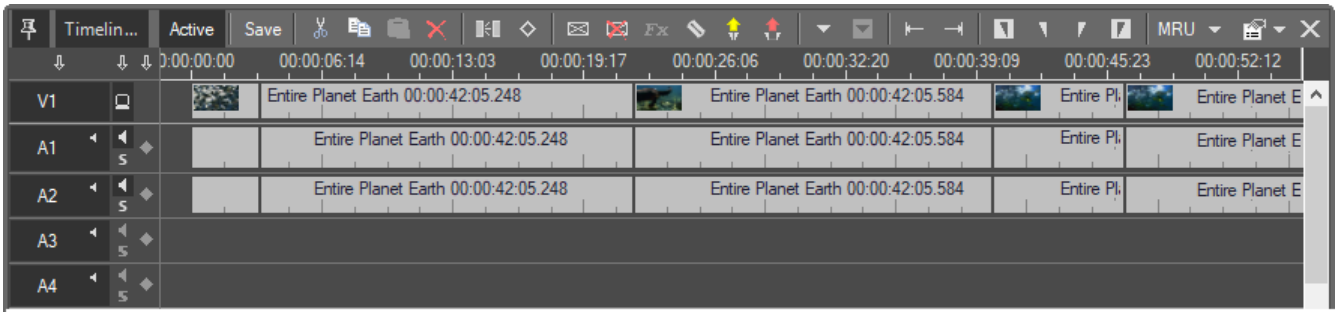
Switching the Angles During Playback

The multiclip inserted into Timeline can be processed to display various angles during different periods of time.

To switch the active angles of the multiclip on Timeline, follow the steps:

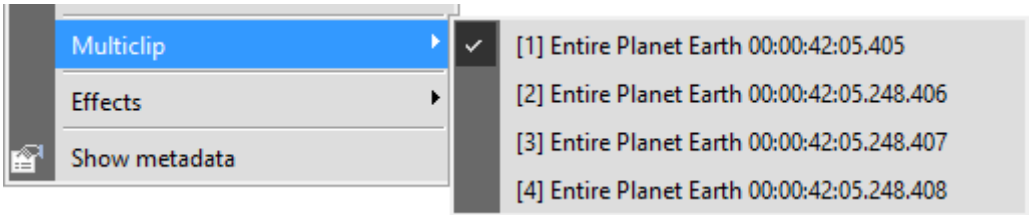
1. Double-click a multiclip on Timeline. This will open the multiclip in Clip Viewer.
2. Start playback of the multiclip. During playback, activate the desired angle by clicking it.
3. Close Clip Viewer.

The vertical lines in the multiclip mark points where the angles switch:



Switching the Angles within Timeline

You can change a multiclip active video/audio source directly on Timeline. To change the active video (or audio) source on Timeline, select the desired video (or audio) angle from the context "Multiclip" menu:

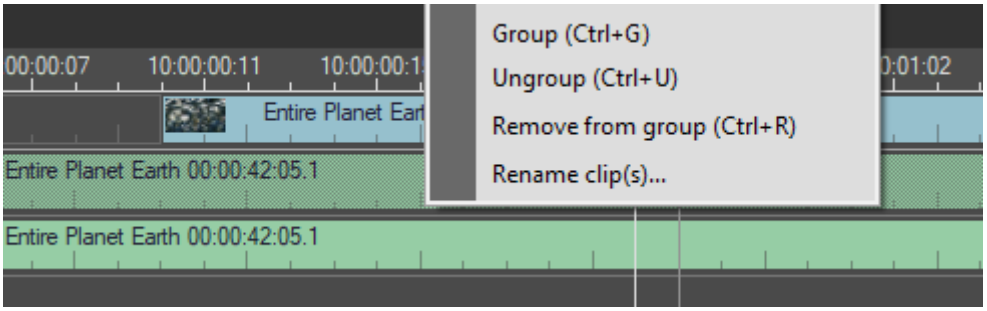


The "Multiclip" command is only available when the Sequence is active.

To change the active angle for the clip, double-click to open it in Clip Viewer. Select the angle you wish to be activated.

Grouping and Ungrouping Clips

When a video clip is added to Timeline, any corresponding audio will be grouped to the video clip. This is to prevent unsynchronized video and audio on Timeline. It is also possible to add further video and/or audio clips to a group. Moving a group of clips means that all the grouped clips will be moved on Timeline. This is very useful for preventing audio from getting out of sync and clips from being separated when playback needs to be seamless:

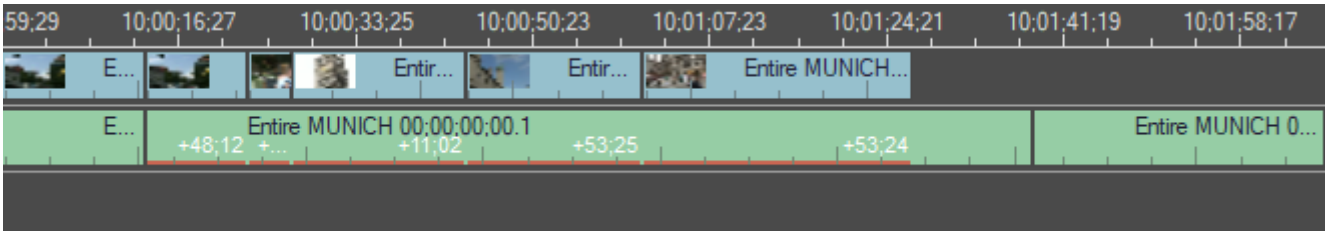


- Select more than one video/audio clip and use the "Group" command to combine the selected clips into a group. The "Group" command also works when selecting an existing group plus other clips; alternatively, you can select several groups to form a new group. Use `Ctrl` to select multiple clips.
- The "Ungroup" command releases all clips (video and audio) from a group.
- Use the "Remove from group" command to release only the selected clip(s) from the group. To select clip(s) to be removed from the group, click it(them) while holding the `Ctrl` key down.

It is also possible to add empty parts of Timeline, "holes", to a group. In this case, the "Remove from group" command is unavailable.

Moving Segments

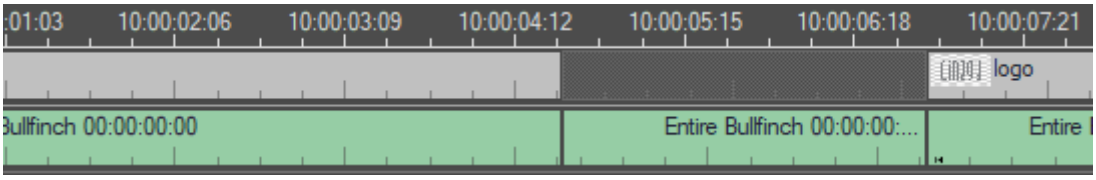
To move clip segments on Timeline, simply left-click a segment and keep the left mouse button pressed while dragging it to a new position. Usually, video and audio are linked together and will be moved correspondingly. Depending on the track selection (the track selection is mentioned in the next chapter), you can move video and audio tracks individually. The resulting offset is displayed in the clip segment.



It is possible to move a single clip horizontally and vertically on Timeline.

You can move two contiguous audio tracks selected together either vertically or horizontally.

Besides adding video and audio segments to the selection, it is also possible to include "holes". The empty part of Timeline, the "hole", is then grayed out to indicate that it is selected and will then also be moved along with other selected segments.



Extracting Material

There are several ways to remove a segment from the project.

To extract (i.e., remove and close) a segment of your project on Timeline, do the following:

1. Mark the segment with the In and Out points.
2. Press the "Extract" button.

> Insert/overwrite mode currently enabled does not affect the result of this operation. To exclude certain tracks from the operation, deactivate them with the track selector.

Lifting Material

To lift (i.e., remove and leave an empty space) a segment of your project on Timeline, do the following:

1. Mark the segment with the In and Out points.
2. Press the "Lift" button.

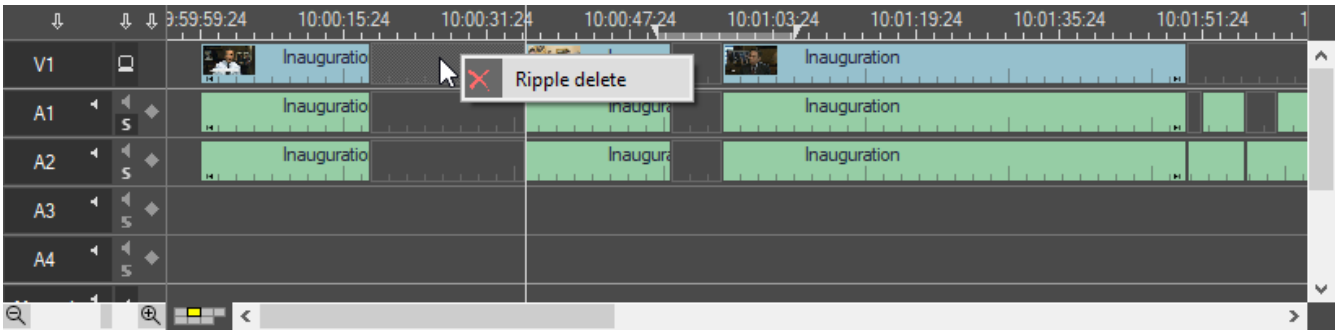
Handling Segments and Gaps

If items (clips, CG templates) are not adjacent on the Timeline, a gap exists between them and is handled as an independent object. A gap may also appear between two segments after lifting the previous material.

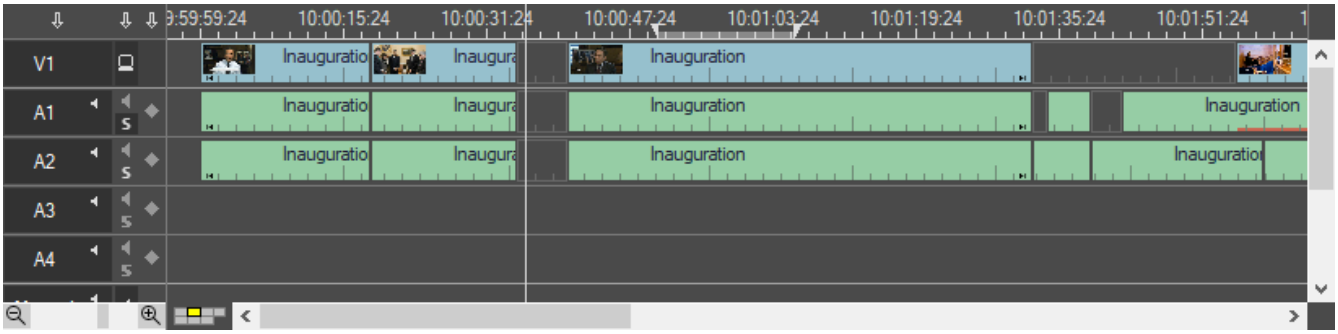
You can select and delete, but neither move nor copy a single gap, as well as it is not possible to select two or more gaps.

When you select several segments on the Timeline with a gap in the middle, the gap is selected automatically, but you cannot select segments and unconnected gaps together.

To remove the gap, right-click it and choose "Ripple delete":



All the items placed further from the starting point of deletion will be shifted to the left by the duration of the deleted gap.



If the "Ripple Delete" command is disabled for a selected gap, deactivate the unaffected tracks using the track selector so that the operation is performed only on the required track(s).

When overwrite mode is on, moved and pasted items replace the corresponding parts on tracks. If two or more discontinuous items (with gaps between them) are inserted, parts of existing objects are overwritten by inserted items where they overlap each other. Parts of existing objects are preserved at the gaps between inserted clips. The relative position of inserted clips is preserved.

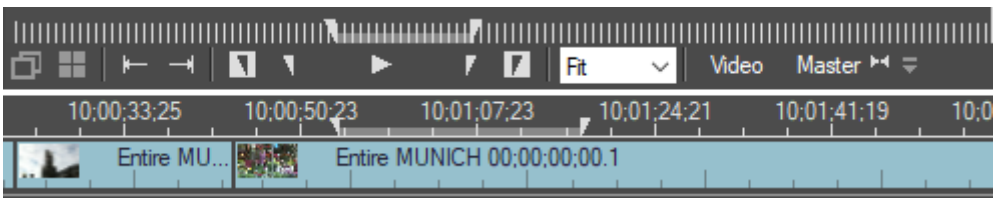
Setting In and Out Points

Use the "In" button to set up the In marker in your Timeline. The keyboard shortcuts are `I` or `E`.

Use the "Out" button to set up the Out marker in your Timeline. The keyboard shortcuts are `R` or `O`.

The In-Out interval is shown in gray on the Timeline ruler, as well as in Sequence Viewer. You can use the interval for various operations on Timeline.

The In and Out points in Sequence Viewer are always the same as on Timeline.



You can hit the 6 key to play from In to Out.

Automatic In and Out Points

The T shortcut automatically creates In and Out points at the beginning and the end of the selection of objects.

If selected, gaps are considered as objects.

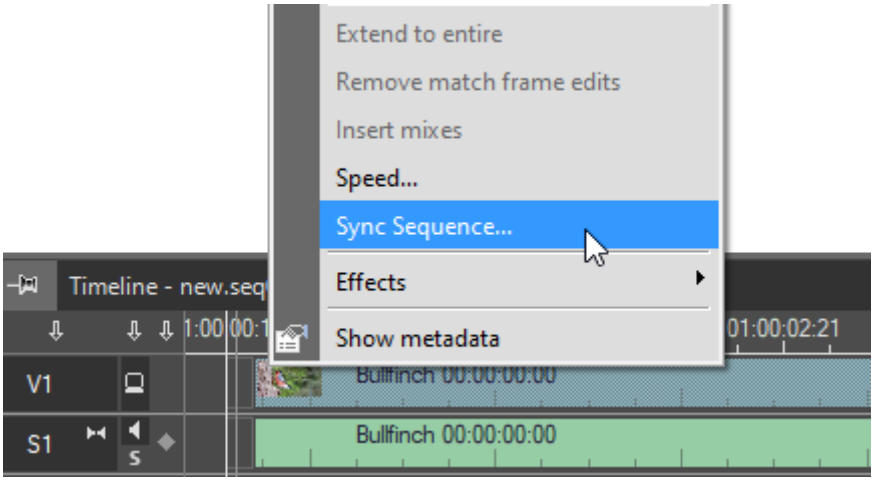
Deleting In and Out Points

Use the "Delete In" button to remove the In marker. The keyboard shortcut is D.

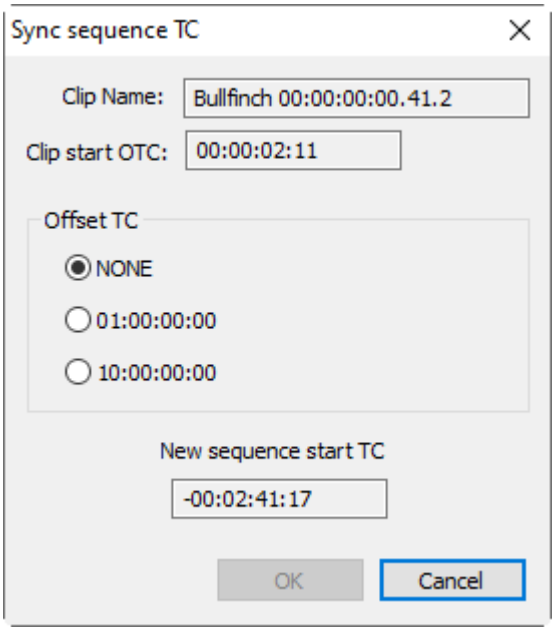
Use the "Delete Out" button to remove the Out marker. The keyboard shortcut is F.

Sequence Synchronization

When a subclip is inserted into a new blank Sequence, its start timecode inherits the Sequence start timecode. You can synchronize the start timecode of a Sequence with the start original timecode of a clip using the "Sync Sequence" command from the Sequence context menu:



The following dialog box will appear:



Here you can see the clip name and the start original timecode. In the "Offset TC" section, choose one of the following options:

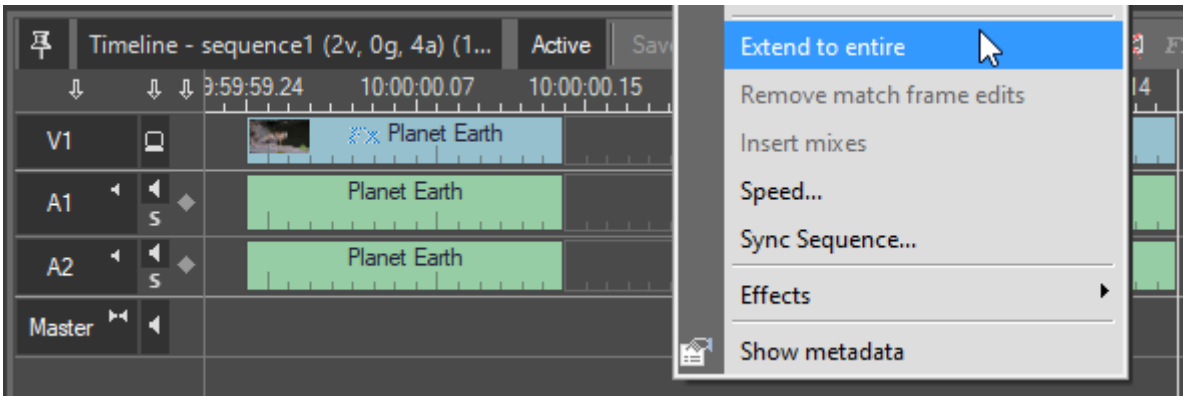
- **NONE** – no offset is used, so the start original timecode obtained from the clip is used.
- **01:00:00:00** – the start timecode of the Sequence is 01:00:00:00.
- **10:00:00:00** – the start timecode of the Sequence is 10:00:00:00.

The "New sequence start TC" field below displays the new start timecode of the Sequence.

Extend to Entire

The "Extend to entire" command is used for replacing the reference of the selected clip to its "Entire" clip, while keeping the segment as a fragment of the "Entire" between the In and Out points.

Right-click the required segment on Timeline and select the "Extend to entire" command:



This command is unavailable with the required segment being open in Clip Viewer.

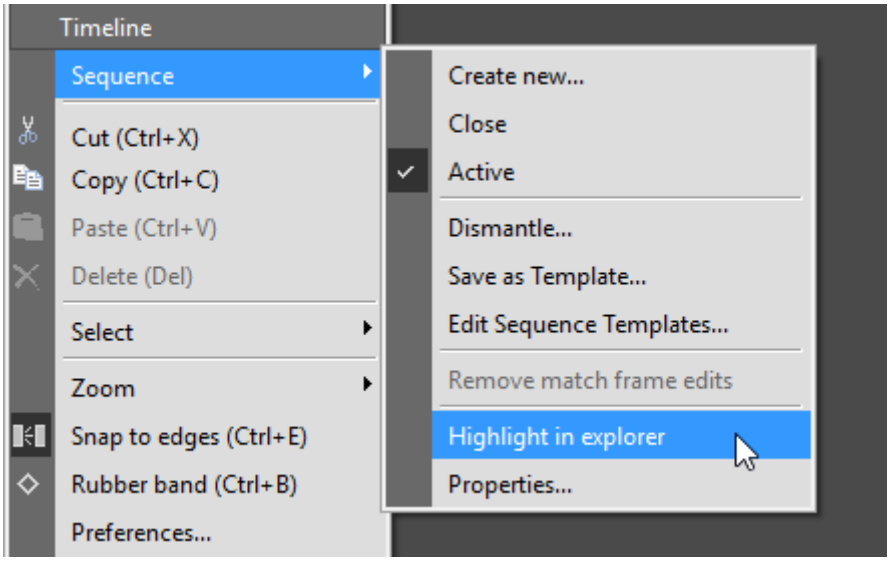
The In and Out points can be adjusted or removed if necessary.

This command can be applied to the currently selected segment(s) or to grouped segments on Timeline.

Often clips can be a result of manual trimming; so, trim removing can be dangerous as some unwanted material can squeeze itself back into the project.

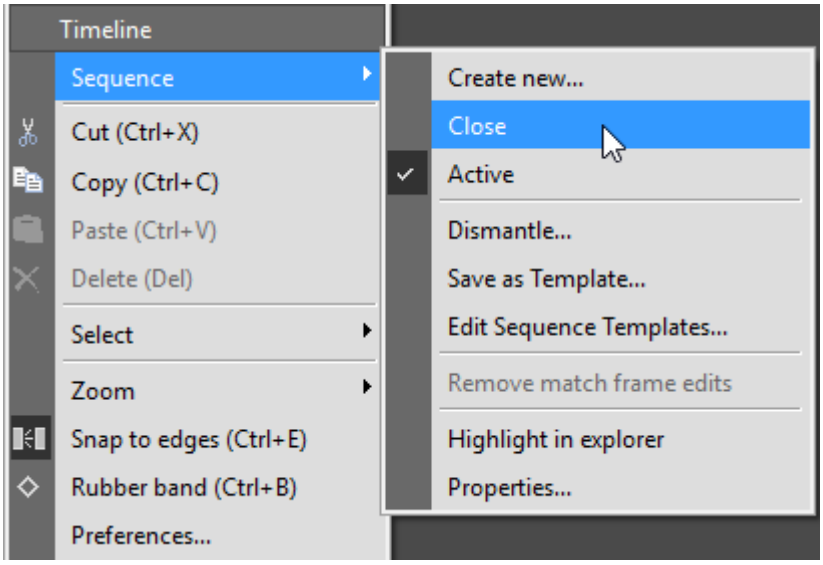
This command is not available for multiclip objects inserted into Timeline.

Locating a Sequence



The "Highlight in explorer" command opens the corresponding folder in the Cinegy Desktop Explorer window and highlights your Sequence.

Closing the Sequence



Choose the "Close" command to close and deactivate your Sequence. Timeline will be empty after selecting this command.

Most Recently Used Sequence List (MRU)



Select your recent projects from the drop-down list. Use the `Alt+Insert` keyboard shortcut to access the MRU list.

Using Track Selector

The track selector is located on the left side of Timeline. It has the following controls for every track:

- "Source track" button
- "Lock" button
- "Select track" button

- "Monitor" buttons

The arrow buttons on top of every column allow you to reset the status of all the buttons in the column.

You can select the tracks for editing with the "Select track" buttons or using the `Ctrl+7` ... `Ctrl++` keyboard shortcuts. You cannot edit the deselected tracks.

Press the column header button to select or deselect all the tracks at once.

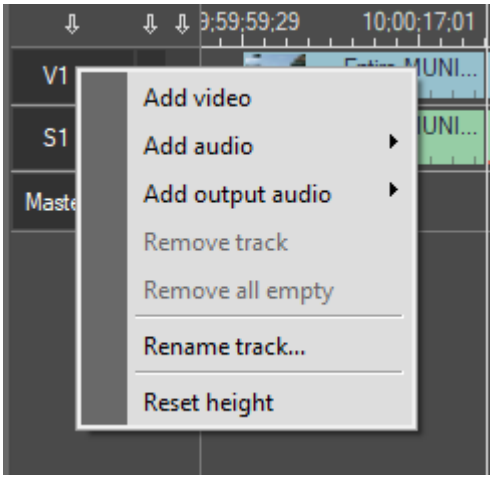
Timeline tracks can be rearranged and moved up or down to a desired position via drag-and-drop.

Adding and Removing Tracks

Cinegy Desktop supports adding up to 256 audio and video tracks to Timeline.

To add a video track, select the "Add video" command from the track selector right-click menu.

To add an audio track, select the required type from the "Add audio" submenu.



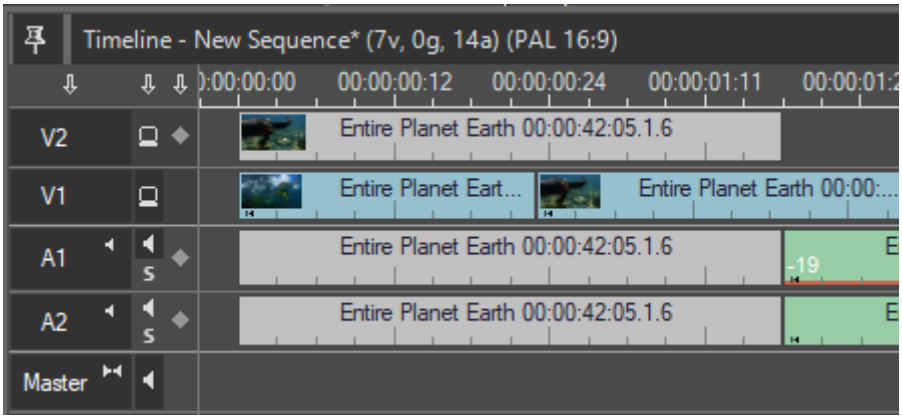
To remove a video or audio track, highlight one or several tracks by clicking it(them) and select the "Remove video" or "Remove audio" command(s) from the Timeline "Tracks" menu. The "Remove all empty" command removes all empty video and audio tracks. The remove commands are only available when additional video and/or audio tracks are empty.

Renaming Tracks

The default track name can be changed using the "Rename track…" command from the track selector right-click menu.

Monitoring Tracks

You can establish track monitoring by pressing the buttons in the "Monitor" column. The following illustration shows tracks V2 and A2 deselected from monitoring.



Monitoring Video

Deselect the "Video monitor" button (the one with the small TV set or the V1…Vx button in Sequence Viewer) to monitor the content of the current video channel.

Monitoring Audio

The "Track monitor" button defines whether you hear audio during playback. You can turn the audio off by deselecting all the audio tracks (the buttons with the small loudspeaker).

To add a certain audio track to the playback, select its "Monitor" button.

Solo Audio Monitoring

To be able to single out the specified audio track and listen to it individually, press the "Solo" button. All other tracks will be muted. Several tracks can be solo'ed.

The "Track monitor" and "Solo" buttons determine the exporting of tracks. The disabled on the track selector panel audio tracks will not be exported!

Collaborating on Sequences

Sequences in Cinegy Desktop are always stored in Cinegy Archive. Therefore, all changes you make to a Sequence will be visible to all permitted users, although they have read-only access to the Sequence when it is locked by you.

Active

If a Sequence is locked by another user or by yourself, it is important to realize that any changes made to the project will be saved and made visible to all network users once the Sequence has been deactivated (i.e., when the "Active" button has been depressed). You can use the `Ctrl+Enter` keyboard shortcut to activate/deactivate the Sequence.

Any changes made to the Sequence while it is locked are only visible to other users once the background saving operation has been performed and the user has reloaded the Sequence.

Save

You can save the current changes by pressing the "Save" button or using the `Ctrl+S` keyboard shortcut. All saved modifications are only visible to the current user. To make the changes available to other users, release this Sequence via the "Active" button.

Please note that the background saving operation is done by the database and cannot be influenced externally.

You can use Cinegy Messenger to communicate internally with different members of the collaborating group.



Refer to the **Cinegy Messenger** article for more information about the Cinegy Messenger plug-in.

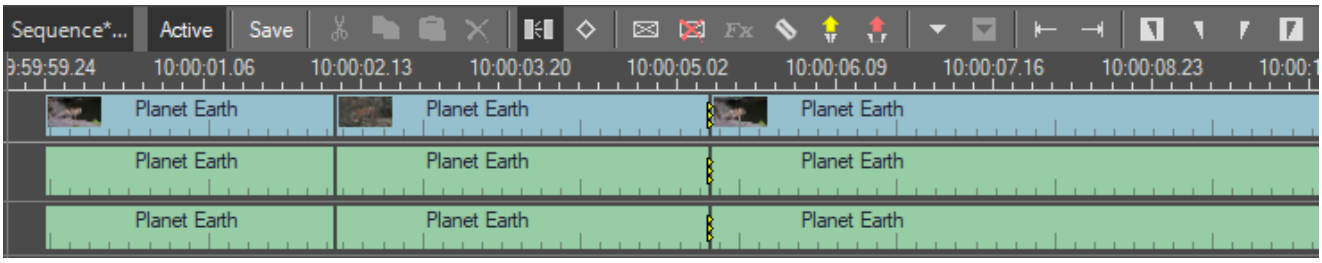
Trimming on Timeline

Simple Trimming

The simple way to trim a clip is to use Clip Viewer. Do the following:

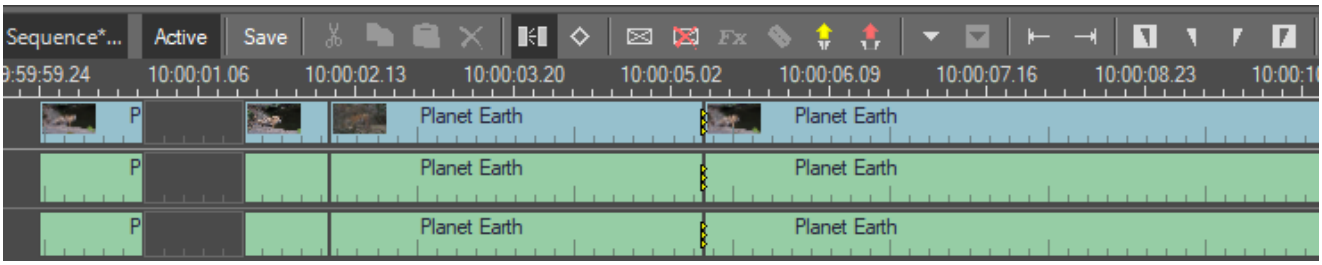
1. Double-click the desired clip on Timeline.
2. Clip Viewer opens, containing the clip.
3. Change the In and/or Out point and close the viewer.
4. Your changes will be shown on Timeline. The result depends on current insert/overwrite mode enabled.

Insert mode will have the following effect: the clip is cut at the set In and Out points; the beginning of the clip is defined to the new In point and shortened to the new Out point.



The Sequence remains seamless after trimming in insert mode

Overwrite mode will trim the clip to a new size defined by the In and Out points; however, if the trim is done in the middle of a clip, this will create a hole in the Sequence.



The hole in the Sequence after trimming in overwrite mode



Refer to the **Insert and Overwrite Modes** article for further information about insert and overwrite modes.

Cutting in Clip Viewer

To cut an item at the specified point,

1. Double-click the desired clip on Timeline.
2. Clip Viewer opens, containing the clip.
3. Shuttle to the desired cut point.

You are only allowed to cut the clip inside the current In and Out points. If the time is set to the In or Out points or outside the range, the "Razor" button is grayed out.

4. Press the "Razor" button.
5. The clip will be cut at the specified point on Timeline. Clip Viewer closes.

To exclude certain tracks from the operation, deactivate them with the track selector.

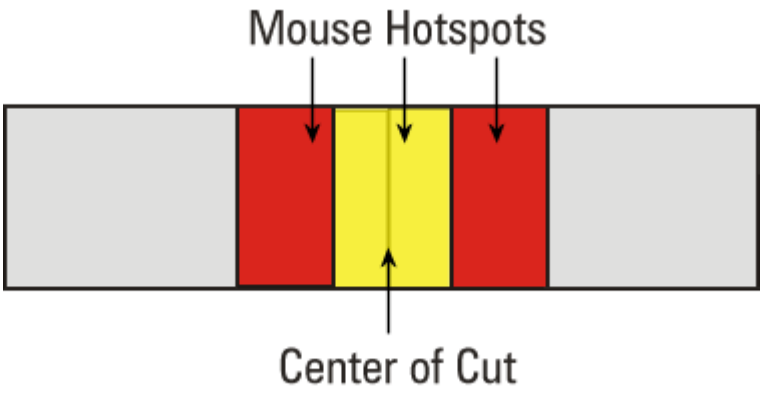
Two-Point Trimming

To start trimming, click the beginning or the end of the clip you want to trim. If you have two clips, one after another, click between the clips. Timeline and Sequence Viewer will switch to trim mode.

You can also hit the [key to start trimming the cut nearest to the current time position. Hit the] to close trim mode.

We will refer to the "Sequence Viewer in trim mode" simply as the "Trim" window.

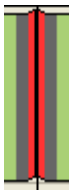
If you hover the mouse over a cut on Timeline, it will display three transparent, colored hotspot areas:



There are two different modes of two-point trimming. Every colored hotspot corresponds to one of the modes, this depends on whether insert or overwrite mode is active. When insert mode is active, the colored hotspots are yellow and dark gray; if overwrite mode is active, the colors are red and dark gray.



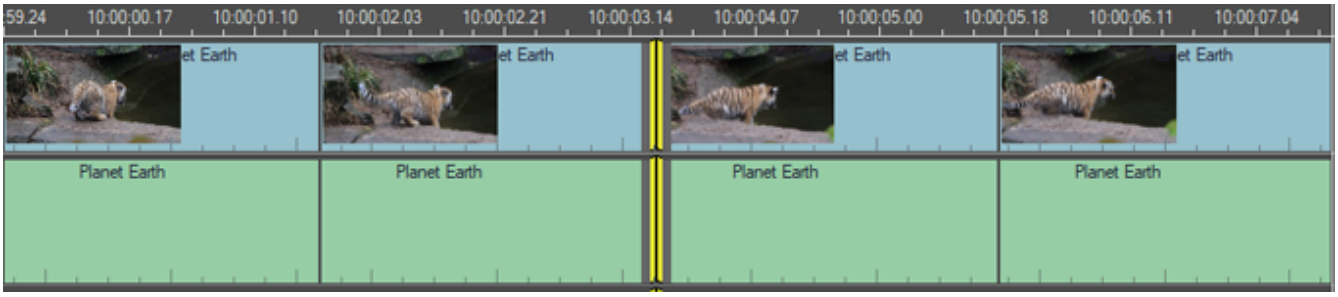
Insert mode colors



Overwrite mode colors

Trim Center

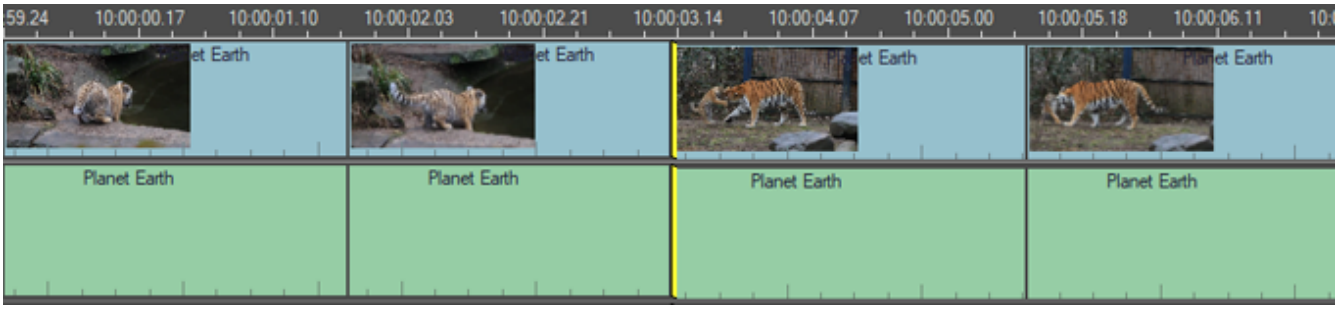
Select only the center of the cut.



Moving the cut to the left will shorten the outgoing clip and extend the incoming clip. Moving the cut to the right will extend the incoming clip and shorten the outgoing clip. This trim mode is non-destructive.

Trim Right

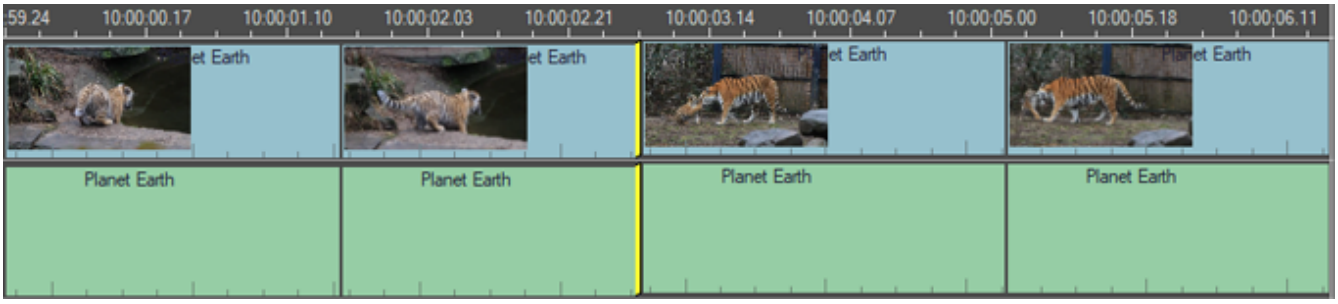
Select a clip on the right side of the cut.



The incoming clip will not move while the outgoing clip will be lengthened or shortened. This trim mode is destructive.

Trim Left

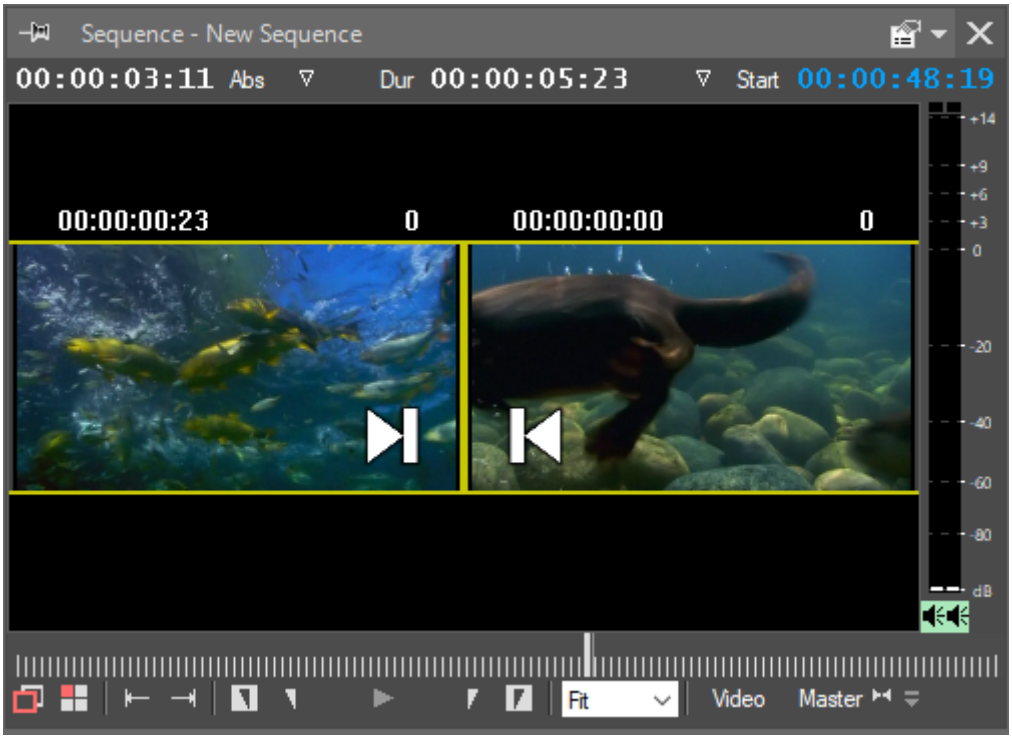
Select a clip on the left side of the cut.



The outgoing clip will not move while the incoming clip will be lengthened or shortened. This trim mode is destructive.

Two-Point Trimming in the "Trim" Window

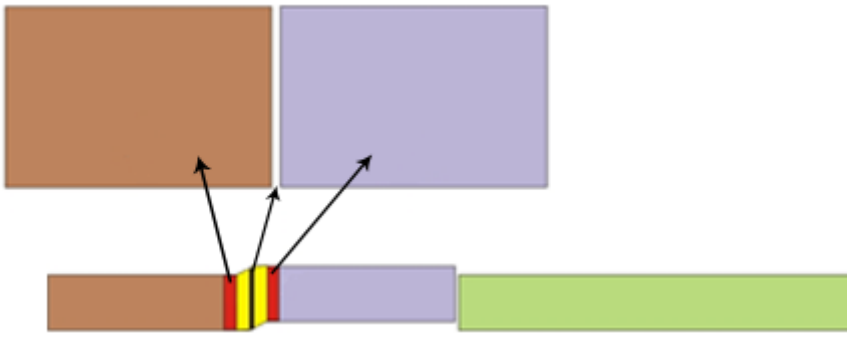
When you start two-point trimming, Sequence Viewer turns into the "Trim" window and enters two-clip mode. You can trim in the "Trim" window with the mouse, the keyboard, or the jog-shuttle.



Depending on which mode is currently active (insert or overwrite mode), the active cuts will be highlighted with a yellow border indicating insert mode or a red border indicating overwrite mode. Near each frame, you can see the corresponding In or Out timecodes.

The number of cut frames will be displayed on top of the frames.

The two frames in the windows correspond to the two clips being trimmed, so you can always see the cut. In the illustration below, you can see how the two frames in the viewer correspond to the trimmed clips on Timeline.



Using the Mouse in the "Trim" Window

The two frames and the space between them in the "Trim" window represent the mouse hotspot structure on Timeline.

Left trim – to activate and drag the left frame;

Right trim – to activate and drag the right frame;

Trim center – to drag between the two frames.

The mouse pointer always changes to the appropriate icon to indicate the result of the current operation:

 Trimming In

Trimming Out

Trimming In and Out

Four-Point Trimming

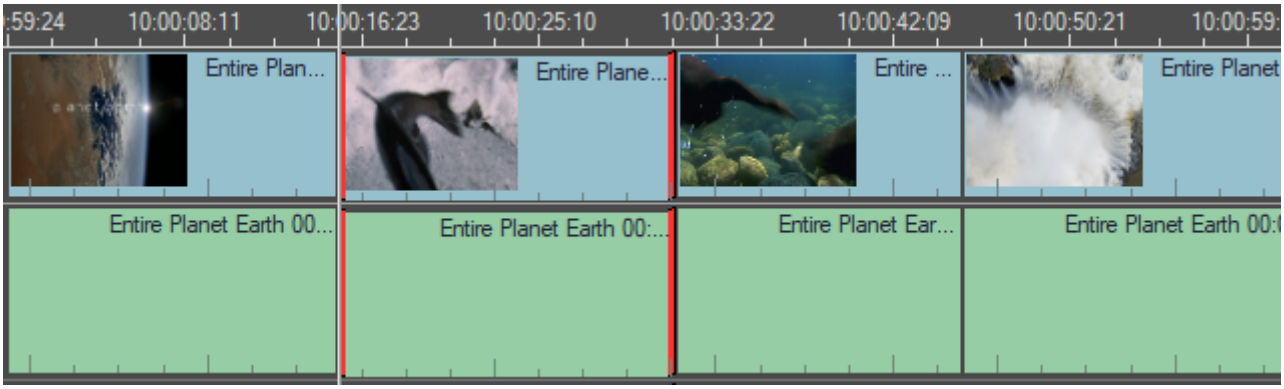
To start four-point trimming:

- `click` between the clips to start the two-point mode;
- `Ctrl+click` again on the other side of one of the two clips to add the second cut to the trim.

Timeline and Sequence Viewer enter the four-point trim mode.

Roll Trim

Drag one of the hotspots inside the four-point selection.

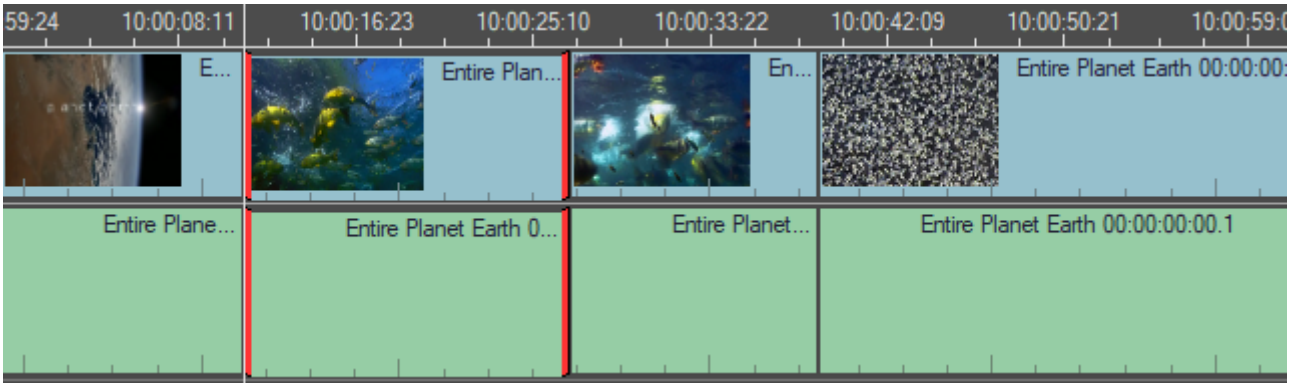


This trim mode will allow a clip to maintain its length but be moved either up or down a Sequence. Both the In and Out points of the clip will be adjusted synchronously.

This trim mode is non-destructive.

Slide Trim

Drag one of the red hotspots outside the four-point selection.



This trim mode will allow the clips to be adjusted simultaneously without affecting the Out point of the outgoing clip or the In point of the incoming clip. This trim mode is non-destructive.

Four-Point Trimming in the "Trim" Window

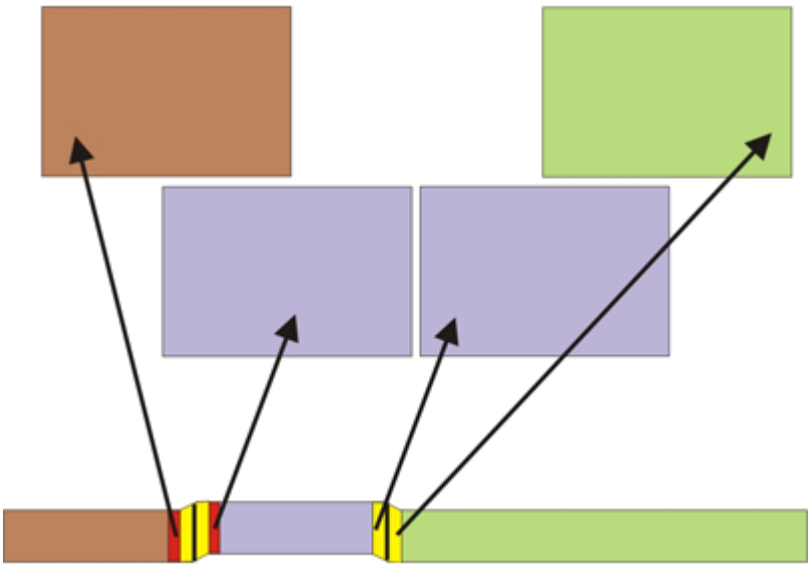
When you start the four-point trimming, Sequence Viewer turns into the "Trim" window and enters four-clip mode. You can trim in the "Trim" window with the mouse, the keyboard or, the jog-shuttle.



The active cuts will be highlighted with a red or yellow border, depending on whether insert or overwrite mode is active. Near each frame, you can see the corresponding In or Out timecodes.

The number of cut frames will be displayed at the top of the frames.

The four frames in the window correspond to the In and Out points of the three clips being trimmed, so you can always see the two cuts. In the illustration below, you can see how the four frames in the trim viewer correspond to the trimmed clips on Timeline.



Using Mouse in the "Trim" Window

Four frames in the "Trim" window represent the mouse hotspot structure of the four-point trim on Timeline. The mouse pointer will help you determine which operation is taking place.

- To roll, drag the bottom frames.
- To slide, drag the top frames.

The mouse pointer always changes to the appropriate icon to indicate the result of the current 4-point operation:

 Roll

 Slide

Things to Note when Trimming

- It is not possible to switch from insert to overwrite mode or vice versa when Clip Viewer has already been launched from Timeline.
- It is only possible to change the set of edits for the current trim before you start trimming; otherwise, the new edit selection will open.

Using Insert Mode

- The In point always stays at its original position.
- There are no limitations on the trim positions.

Using Overwrite Mode

- It is not possible to remove trimming beyond a clip's end.
- The timecode of the clip in relation to Timeline will stay as it is, i.e., the clip will not be moved.

Trimming with Convenience

There are some additional features to control your trimming in Cinegy Desktop:

- **Trimming with the keyboard** – you can use all the keys on the keyboard intended for navigation through the material to move your current trim point.
- **Trimming with the jog-shuttle** – the way your jog-shuttle controls the trimming depends on the settings in its driver.
- **TV Output during trimming** – one of the frames in the "Trim" window (of 2 or 4, depending on the mode) will be displayed on your TV monitor if you have the proper TV out equipment. The changing trim point will be displayed. If there are two changing points, the left one will be displayed.

 Refer to the **TV Output** paragraph to learn about the output device setting.

1.11 Video Effects

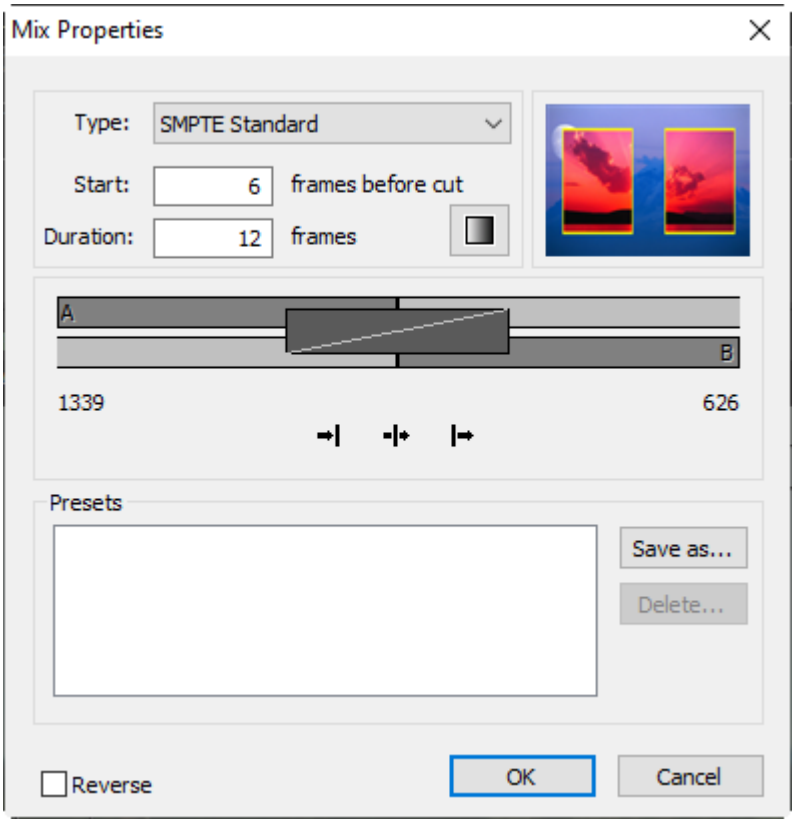
Mixes

Cinegy Desktop provides you with the means to create real-time transition effects in your Timeline project.

Please note that mixes are only available for the first video track.

Adding a Mix

Position your time slider close to the edit where you want to create a mix. Press the "Add a mix" button; the following dialog box appears:



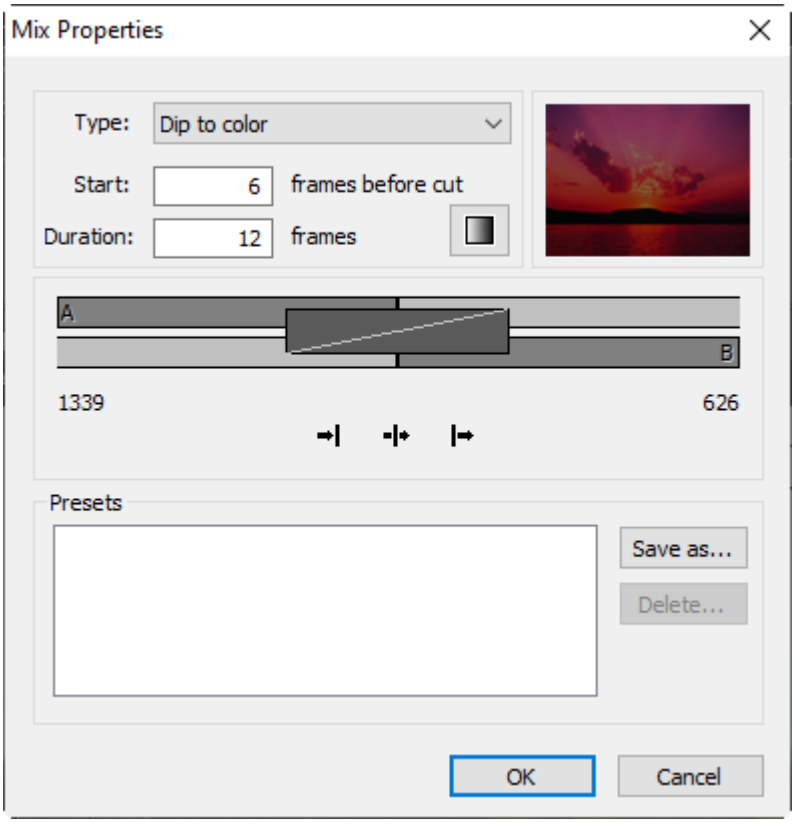
Type

You can select from three different mix types. To the right of the mix type, you will see a small preview of the mix currently selected.

The "SMPTE Standard" type supports reversing the effect, meaning the same mix is performed in a reverse direction. To enable the reverse, select the "Reverse" checkbox located at the bottom of the dialog box.

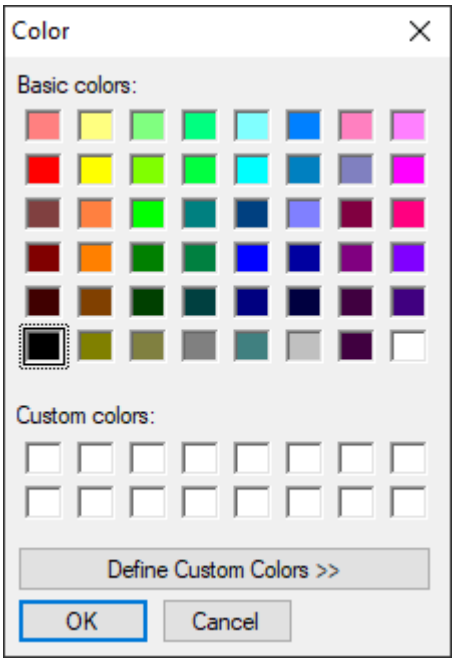
Dip to Color

This mix fades from one clip to a solid color and then fades from the solid color to the next clip.

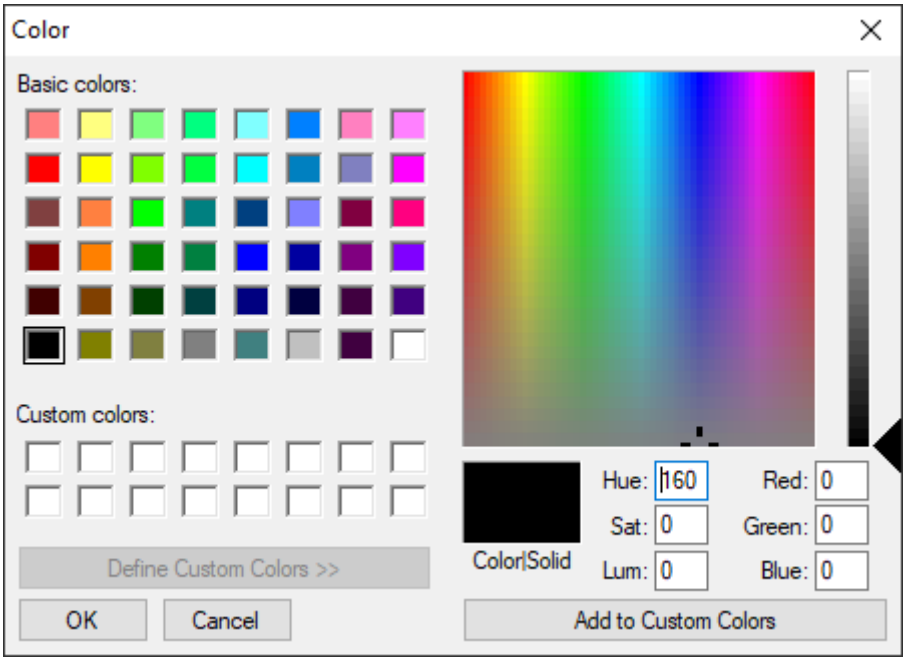




You can select the color to be used for the transition by pressing the "Settings" button. The following dialog box appears:



Select a color or define your own by pressing the "Define Custom Colors" button to extend the color palette.



Define a new color by selecting the desired shade from the color range palette or entering the numeric values of the color. Once the desired color is picked, press the "Add to Custom Colors" button. The custom color is transferred to the "Custom colors" palette. Having selected the color, press the "OK" button to confirm your choice. The result of the color choice is shown in the small transition preview.

Dissolve

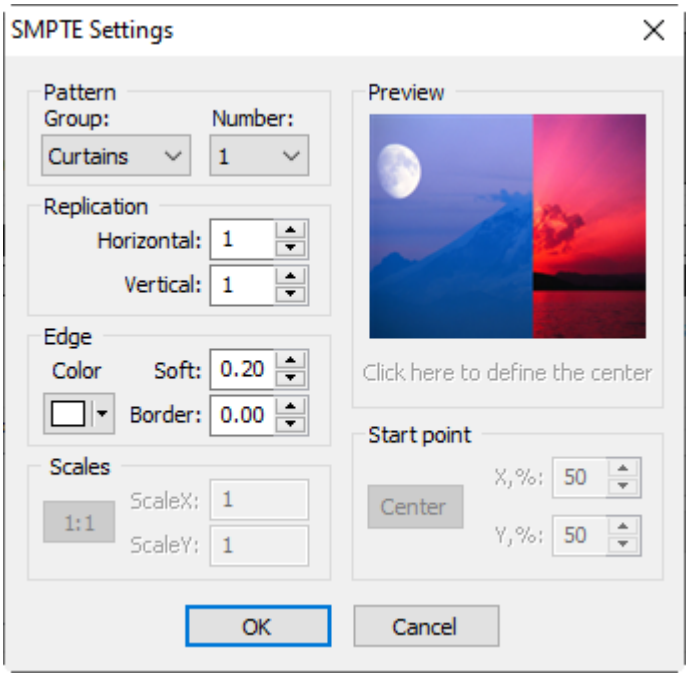
The dissolve transition does not have any additional options; a simple dissolve is created from one clip to the next defined by the edit chosen.

SMPTE Standard

These transitions are created based on the SMPTE standard. At present, you can select among the most common transitions used; new SMPTE transitions will be added in the future, so all the available transitions might not be described in this manual. In any case, it is recommended to try out the transitions and experiment with the settings to achieve the transition that suits your needs.



Press the "Settings" button. The following dialog box appears:



Here you will find a wide range of options to create a variety of transitions.

At present, you can choose between three different patterns, each of these patterns also has different variations. The following transition groups are available from the "Pattern Group" drop-down list:

- SMPTE – Curtains
- SMPTE – Figures
- SMPTE – Reamers
- Replication
- Edge
- Scales
- Start Point

SMPTE – Curtains

At present, there are 34 variations of the "Curtains" transition, and each of these can be adjusted to your needs, as it is explained below. Here is an overview of several "Curtains" transitions:



1
Left
to right



2
Top
to bottom



21
Center
to left and right



22
Center
to top and bottom



41
Top left corner
to the bottom right corner



42
Top right corner
to the bottom left corner



47
Cross from
center out edges



61
Triangle from
top to bottom



71
Zig Zag from
left to right

The numbers beneath each sketch correspond to those found in the "Number" drop-down list.

SMPTE – Figures

At present, there are 26 variations of the "Figures" transition, and each of these can be adjusted to your needs, as it is explained below. Here is an overview of the main "Figures" transitions:



101
Square shape
expands outwards



102
Diamond shape
expands outwards



119
Circle
expands outwards



128
Star
expands outwards



130
Heart
expands outwards



131
Keyhole
expands outwards

The numbers beneath each sketch correspond to those found in the "Number" drop-down list.

SMPTE – Reamers

At present, there are 39 variations of the "Reamers" transitions, and each of these can be adjusted to your needs, as it is explained below. Here is an overview of the main "Reamers" transitions:



201
Wipes clip
clockwise with the
triangular shape



205
Wipes clockwise
with the two triangular
shapes



213
Wipes the clip from top
to center and from
the bottom to center



221
Wipes from top
to the bottom with the
triangular shape



241
Wipes from top
left to the bottom right corner
with the triangular shape



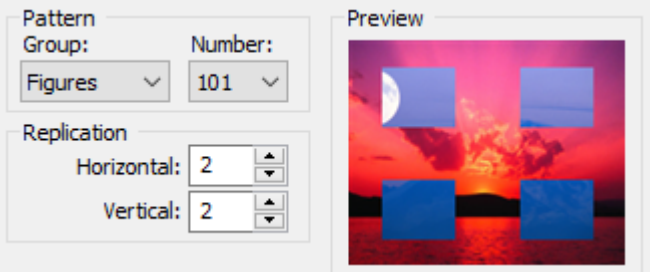
251
Wipes from top
corners to the bottom
with the triangular shapes

The numbers beneath each sketch correspond to those found in the "Number" drop-down list.

Once a pattern is selected, it is possible to make further adjustments in the following sections: Replication, Edge, Scales, and Start point.

Replication

Here you can state how many instances of the pattern, horizontal and/or vertical, should be used. Here is an example based on Figures pattern number 101, using two horizontal and two vertical instances of this pattern.



The result is shown instantly in the preview window.

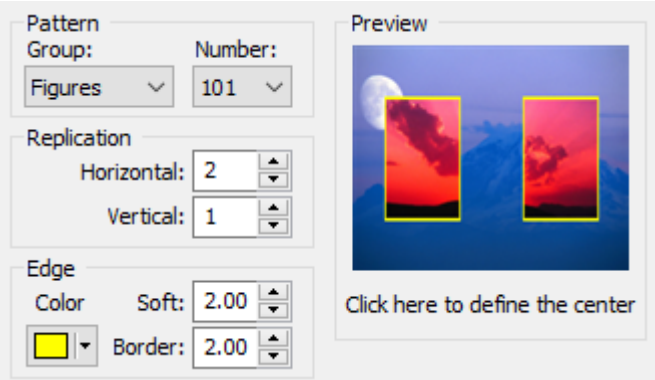
Edge

It is also possible to add a border to a transition pattern. You can define the border color by pressing the "Color" button (the default color is white). A color palette appears. Select a color or define your own by pressing the "More colors" button; the color palette is then extended, and you can define your own custom color.



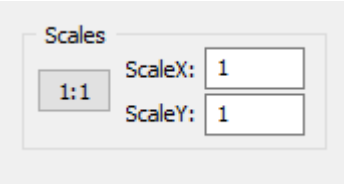
Refer to the **Dip to Color** paragraph earlier to find out how to define custom colors.

The colored border width is defined by the "Border" value. Increase the "Soft" value to create a softer edge to the border, or decrease the value so that the edges become clearly defined.



Scales

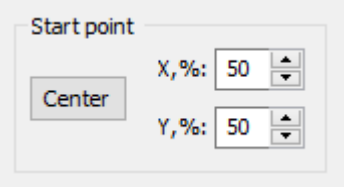
The X and Y scales influence the size of the transition object:



The "1:1" button sets the values back to the default settings of ScaleX = 1 and ScaleY = 1.

Start Point

Using the X and Y parameters, you can define the starting point of the transition, i.e., where the pattern should appear as soon as the transition begins.



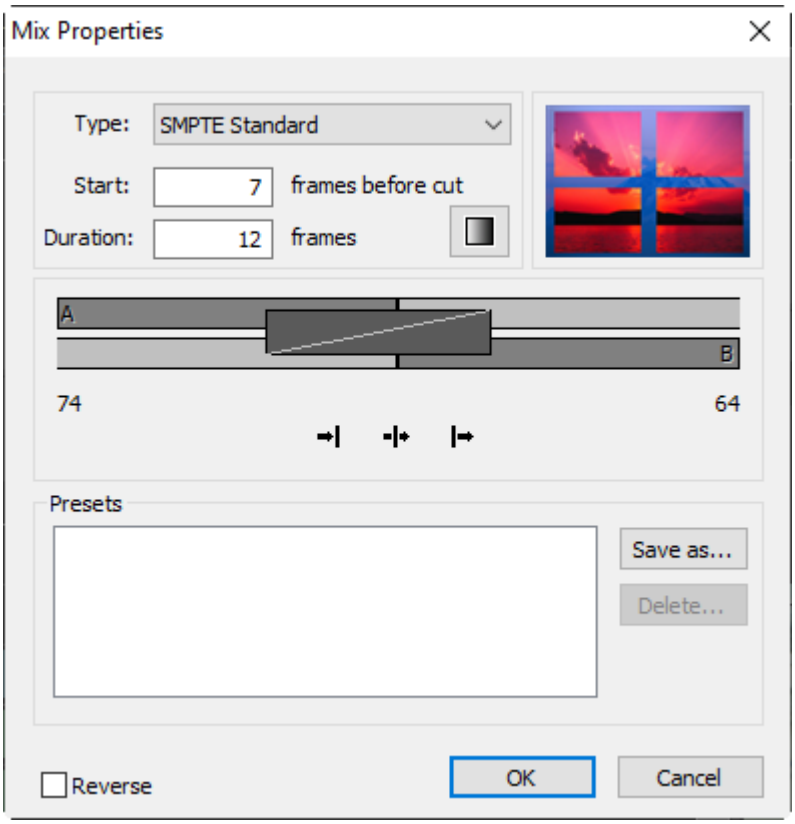
The "Center" button will bring back the pattern to the default position, x = 50 and y = 50.

You can also use the preview window to set a different center for your transition pattern. Simply click on the desired position in the preview, and the x and y positions are automatically altered to the new values.

The "Scales" and the "Start point" parameters are not available for the "Curtains" and "Reamers" patterns.

Once you have adjusted all the settings to meet your needs, press the "OK" button to save your settings. The preview window in the "Mix properties" dialog will show the new settings.

Start and Duration Frames



The default frame values shown in the dialog depend on the settings of the Timeline preferences and the material available for transition. The possible length and position of your mix depend on the amount of material available from the clips being mixed.

Refer to the **Timeline Preferences** paragraph for more details.

One second of NTSC footage normally equals 30 frames; one second of PAL footage equals 25 frames.

You can either enter the frame values into the text boxes for "Start" and "Duration" or drag the graphically represented mix with the mouse. The maximum number of frames available for the mix is displayed. In this case, clip **A** offers 74 frames for the mix, and clip **B** offers 64 frames.

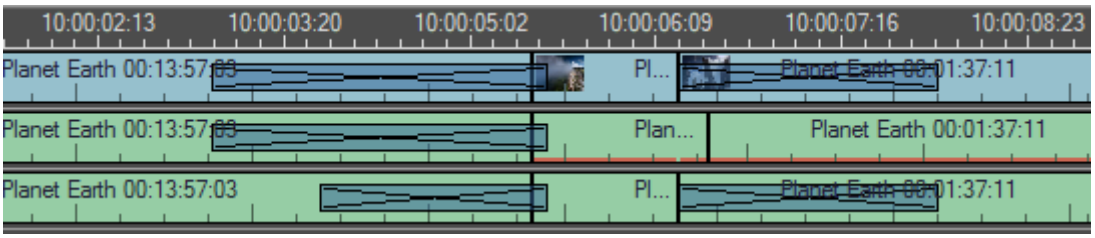
Define the position of the cut by pressing one of the following buttons:

The "Ending at cut" button fades the video on the outgoing A-side to zero so that it ends at the cut point.

The "Centered at cut" button creates a crossfade.

The "Starting at cut" button creates a fade from the B-side and starts from the cut point.

Once you have set up the mix properties, press the "OK" button; the video mix is created. If your cut includes audio tracks, an audio mix is also created in the form of an audio fade.

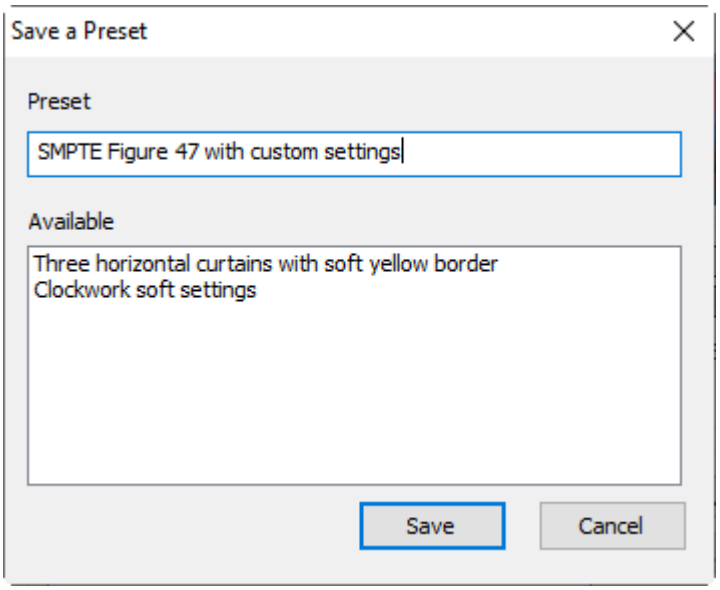


You can see two mixes in this project

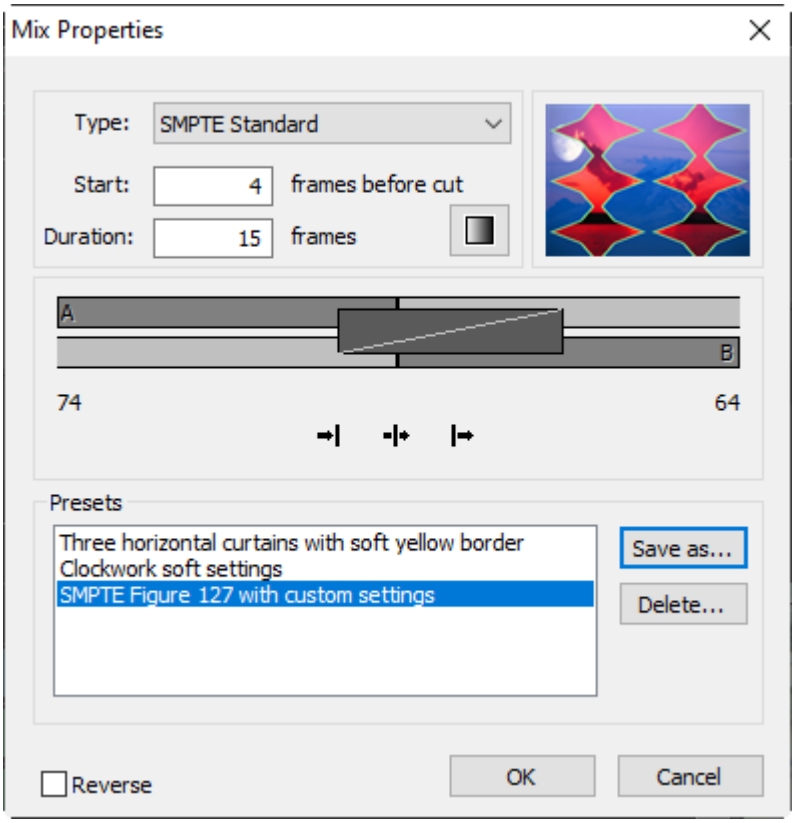
If you apply a mix to just one clip, it will be mixed to black (as a mixed clip is always replaced by black video). Mixes can also be added to the edges of a clip.

Mix Presets

Having defined all your settings, you can save them as a mix preset to make these settings available at any time. To do this, select the "Save as…" button. The following dialog box appears:



Enter a suitable name for your mix preset and press the "Save" button. The new preset will appear in the list:



To use a transition preset, simply select one from the list. The settings defined in this preset appear in the preview window, so you can check them before applying the transition. To confirm your choice, press the "OK" button.

Editing a Mix

To change the length and the position of a mix,

- drag the ends of the mix on Timeline to change its duration;
- drag it as a whole to change the center of the mix.

Mix Properties

To edit a mix, you can also use the "Mix properties" dialog again:

1. Position the time slider close to the mix.
2. Press the "Add a mix" button.

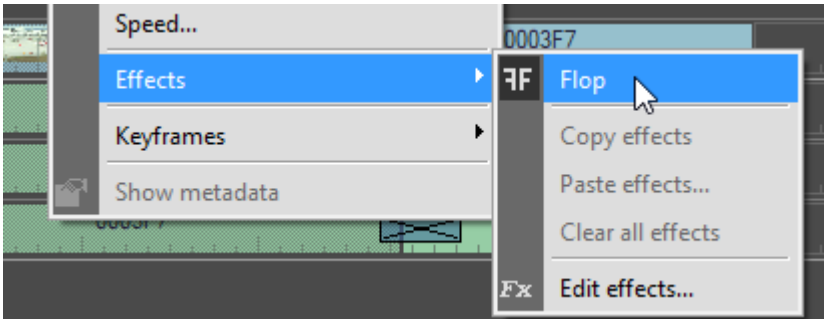
Removing a Mix



To remove a mix, position the time slider on it and press the "Remove a mix" button.

Flop

Right-click the clip you want to flip and choose the "Flop" option from the "Effects" context menu to enable/disable the effect:

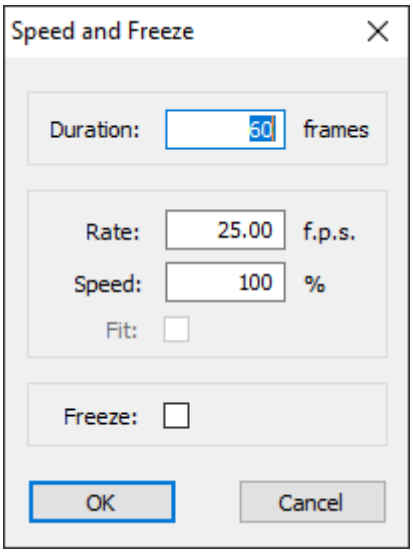


This effect flips the clip frames horizontally.

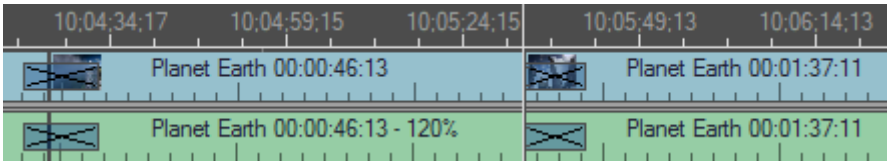


Change Clip Speed

To change the clip speed, right-click the desired clip and choose the "Speed" command. The following dialog box appears:



You can use different ways to control the clip speed. The speed settings will be shown near the clip name on the Timeline tracks:



	The clip will change its length as a result of the operation. The project on Timeline will be adjusted depending on current insert/overwrite mode.

	This command is not available for multiclip objects inserted into Timeline.

Changing the Speed/Duration

Change one of the following parameters; the other two will be automatically recalculated to reflect the change.

- Set up the clip duration in frames.
- Change the frame rate in frames per second.
- Change the frame rate in percent.

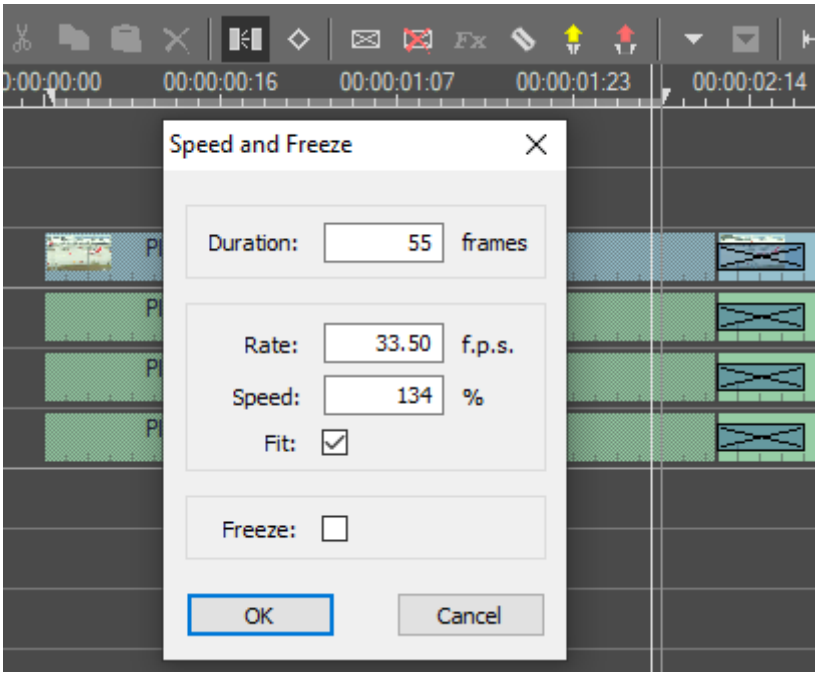
Changing the Speed of a Group of Clips

The "Start", "Duration", and "Speed" parameters of all the selected clips or a group of clips must be the same to be able to use the "Speed" command. If all the parameters are the same for all clips, you will only need to alter "Speed" once to change the speed for the entire group of clips.

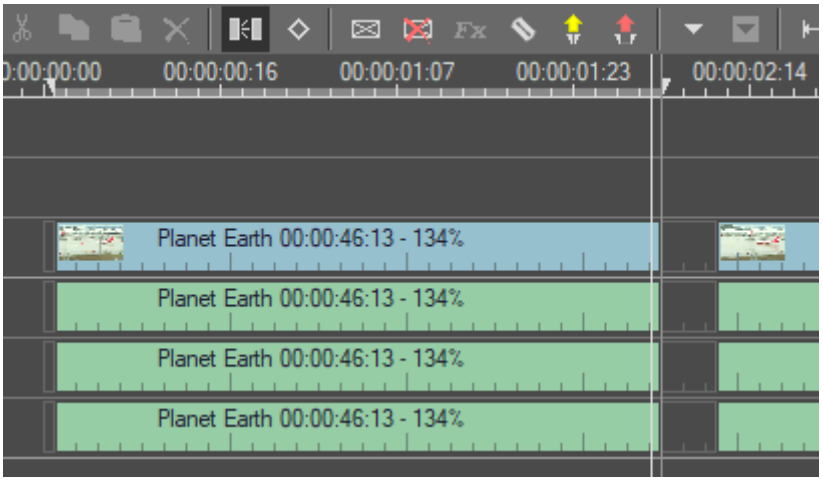
Fitting the Clip to In-Out

To fit a clip to a certain time range, follow the steps:

1. Mark the range with In and Out points. Use the "Go to Next/Previous Edit Point" buttons to link the points to other clips in the Sequence.
2. If you are stretching the clip, make sure there is space on the relevant tracks for the clip to grow.
3. Choose the "Speed" command and check the "Fit" option. The duration and speed values will reflect your current In-Out selection:



4. Press "OK" to complete the operation.



If the In or Out marks are not set, this option is disabled.

Freezing a Frame

To freeze a certain frame in a clip, do the following:

1. Trim the clip so that the desired frame is the first in the clip.
2. Choose the "Speed" command for the clip. The "Speed and Freeze" dialog box appears.
3. Check the "Freeze" option to freeze the first frame.
4. Adjust the duration of the clip on Timeline.

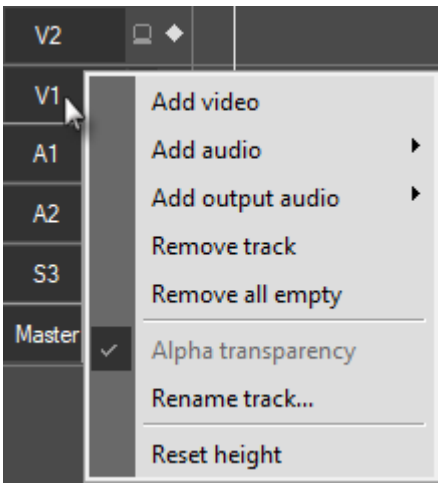
If there is audio in the clip, it will be muted after the "Freeze" command is applied.

Video Opacity Adjustment

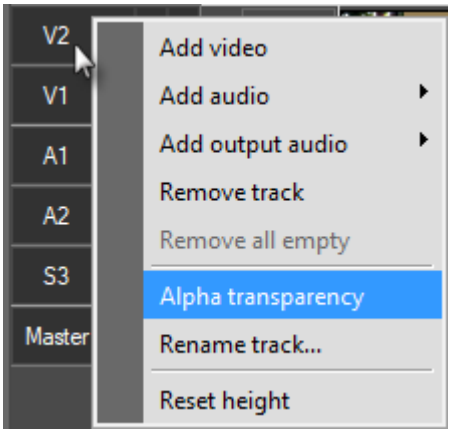
The video track opacity can be adjusted by adding and manipulating the keyframes (KF) using the rubber banding Timeline feature.

The objects added to the V1 video track are always non-transparent, so video opacity adjustment is not available within the V1 track.

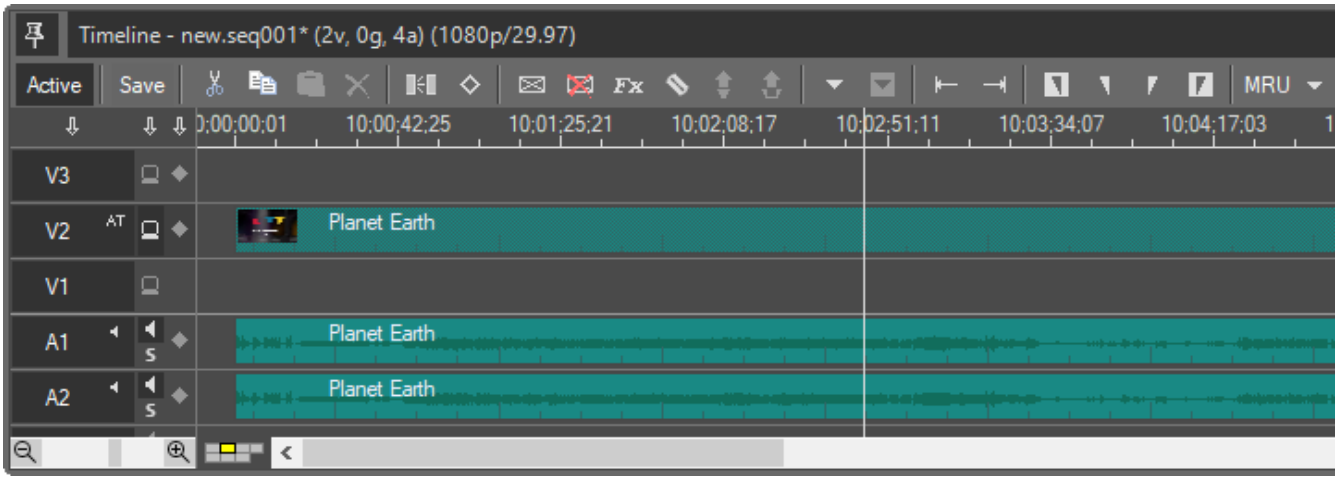
By default, all V1 video tracks have "Alpha transparency" mode disabled. The corresponding information is displayed in the context menu while right-clicking the V1 track name:



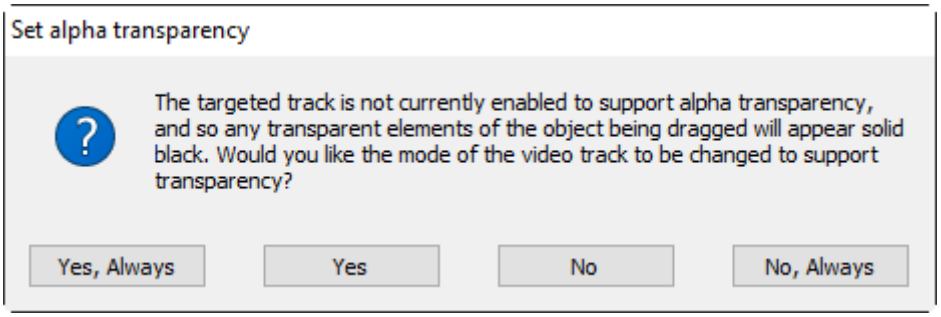
For other video tracks, "Alpha transparency" mode is disabled by default. To enable "Alpha transparency" mode for a video track, right-click the required track name and select the "Alpha transparency" option from the context menu:



If the "Alpha transparency" is enabled, the corresponding "AT" icon will be displayed next to the track name, allowing you to work with video opacity rubber banding:



If you drag and drop a Cinegy Title template or an image into a regular track without "Alpha transparency" mode enabled, the following message appears:

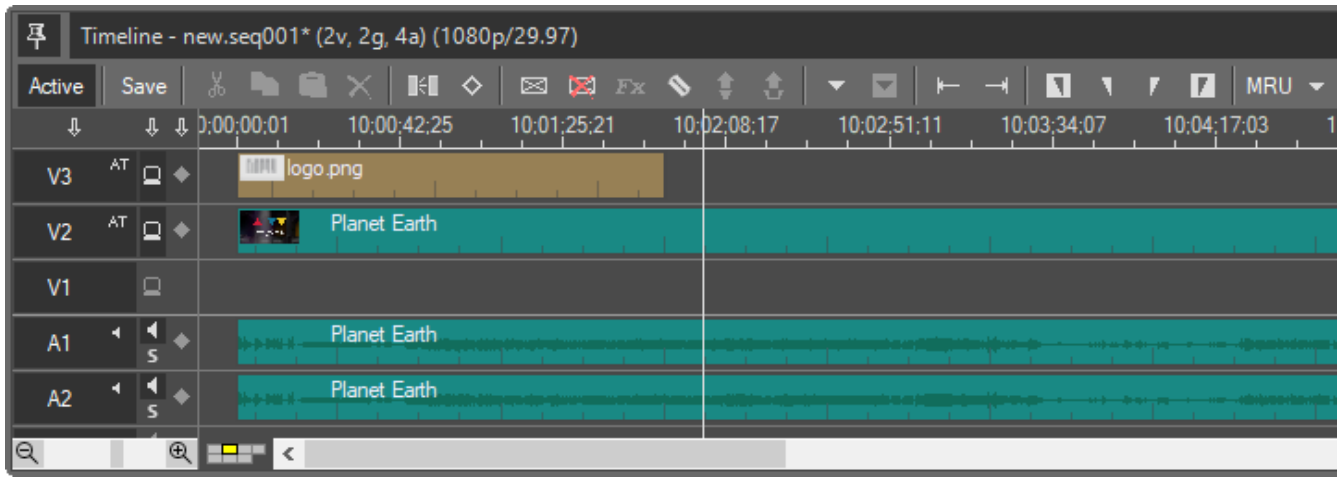


The following options are available:

Yes	Add a Cinegy Title template or an image with "Alpha transparency" mode enabled.
Yes, Always	Add a Cinegy Title template or an image with "Alpha transparency" mode enabled for this and all subsequent operations.
No	Add a Cinegy Title template or an image without "Alpha transparency" mode enabled.

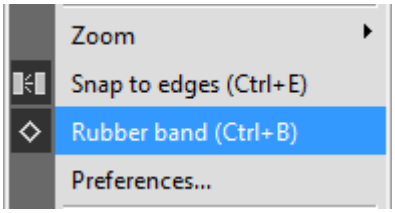
No, Always	Add a Cinegy Title template or an image without "Alpha transparency" mode enabled for this and all subsequent operations.

Once drag-and-dropped with "Alpha transparency" mode enabled, the image will be displayed on the timeline, allowing you to work with the video opacity rubber banding:



To start working with the video opacity rubber banding, do the following:

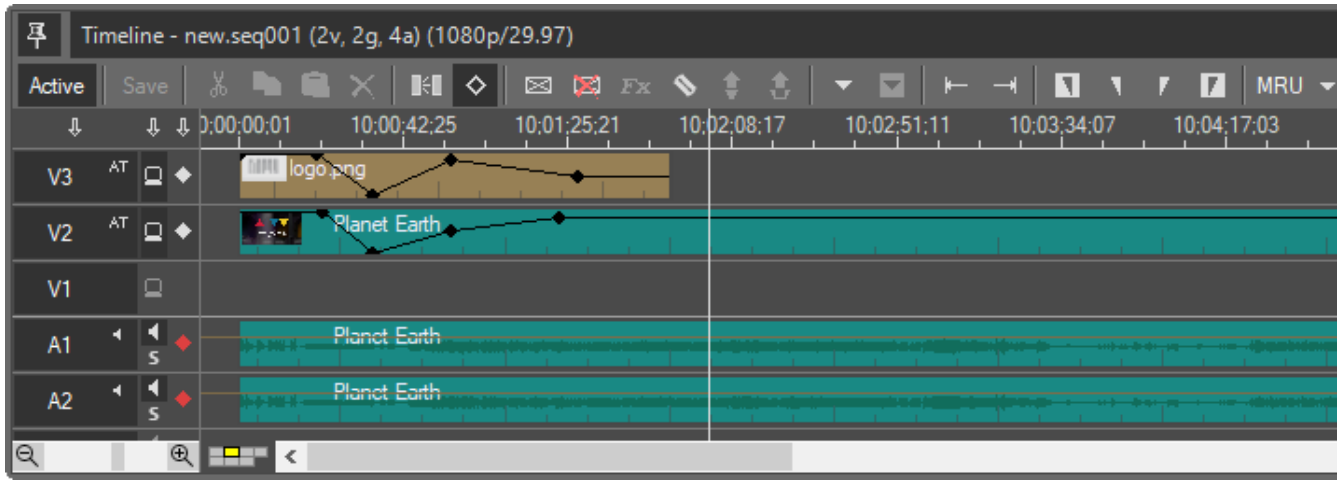
1. Use the `Ctrl+B` keyboard shortcut or enable the "Rubber band" command in the main Timeline menu:



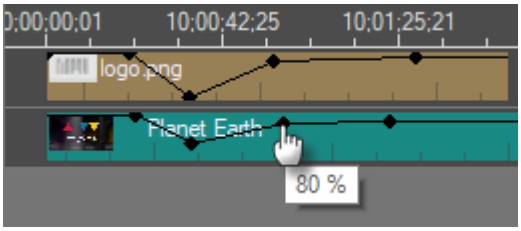
The rubber-band line will be displayed on V2, V3.

2. Move the time slider to the position where you want to change the opacity.

3. Press the "Add/Remove keyframe" button or use the `N` shortcut. The new keyframe appears on all the objects of activated tracks at the current position. The track mode is automatically changed to support transparency, with the corresponding icon displayed next to the track name:



4. Drag the key to obtain the desired effect. The opacity gain will be shown in percentage as a tooltip during dragging:



The video opacity change will be immediately reflected in Sequence Viewer.

1.12 Effect Editor

Interface

The Effects Editor panel provides the user with a set of powerful tools for adding video effects to the clips. Adding effects can bring a special visual characteristic to the clip. You can edit and preview the clip in real time, without waiting for rendering. The strength and position of any applied effects are determined by the values you control.

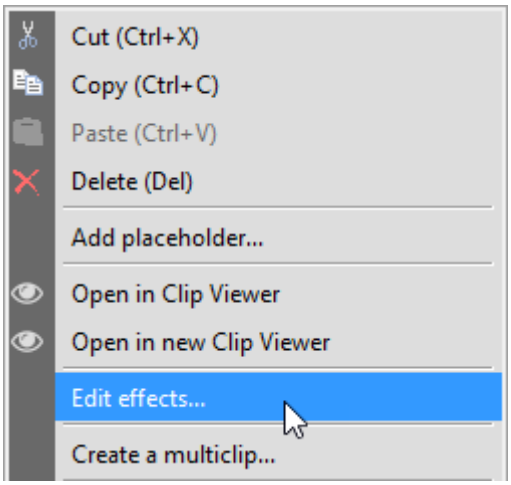
The same video effect can be applied multiple times to the same clip with different settings.

Choose the "Effect Editor" command from the "Modules" > "Editing" menu to open the "Effect Editor" window. Initially, the window does not contain any loaded clip for adding or editing effects, which is indicated by the following message:

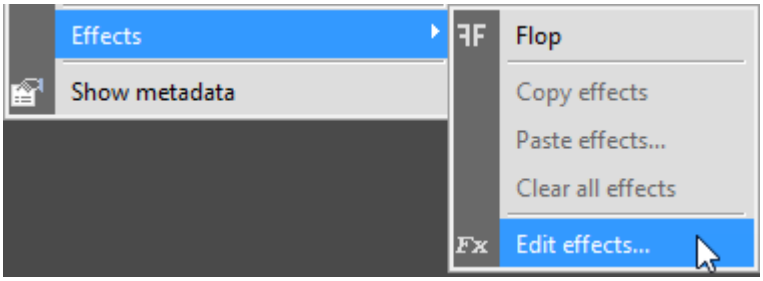


Clips can be enabled for editing effects via drag-and-drop directly to the "Effect Editor" window.

Alternatively, to load a clip from a ClipBin, right-click the desired clip and select "Edit effects":



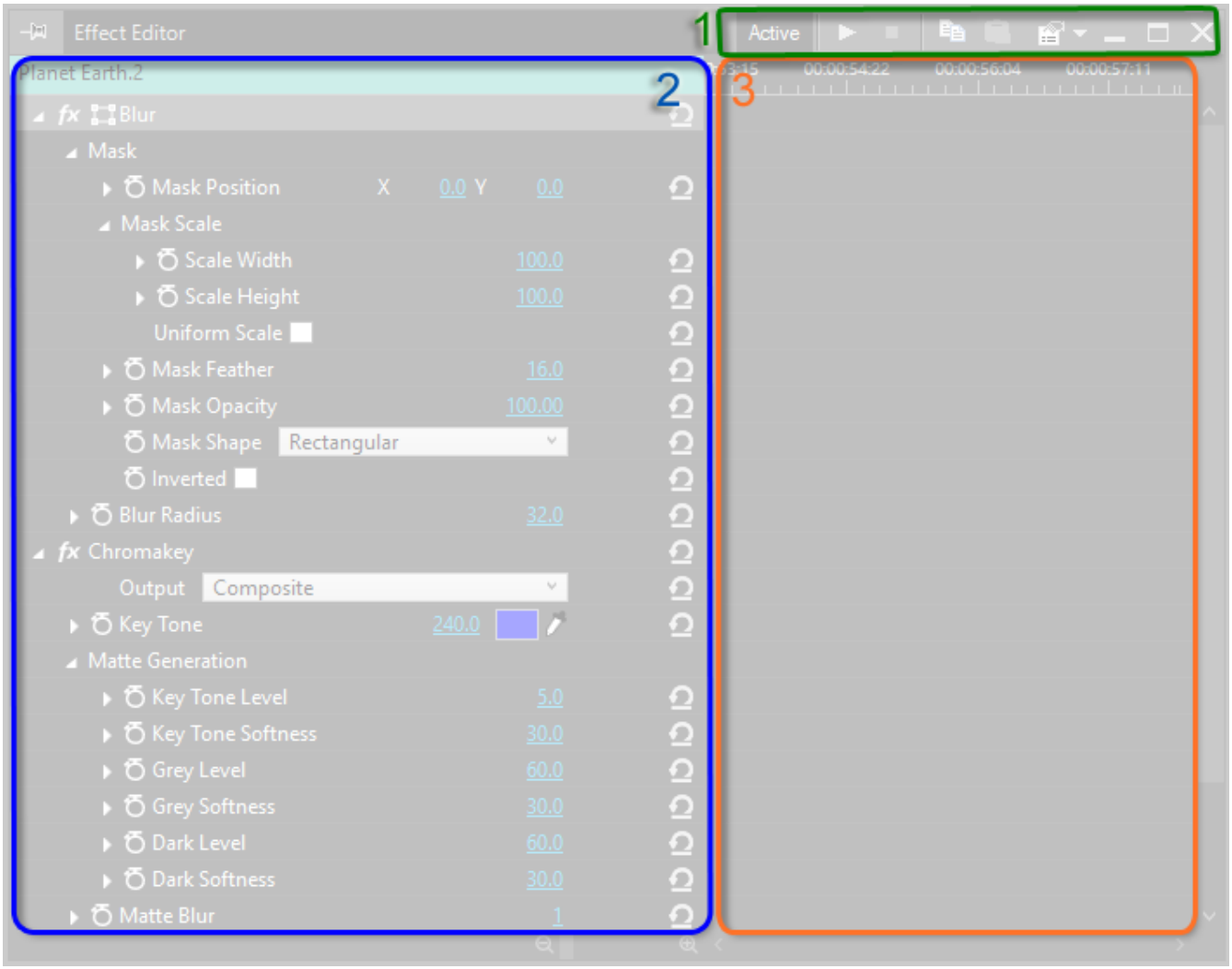
You can also add and edit effects within a Sequence on clips inserted from Rolls and ClipBins, as well as on CG templates or image/video files inserted from the DocumentBins. To do this, position the slider over the desired object in the Timeline and select "Effects" > "Edit effects" from the context menu:



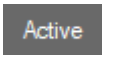
To use this command, ensure the Sequence is activated for editing.

After that, the clip or media file appears in the "Effect Editor" window, ready for adding or adjusting effects.

The interface consists of two main panels:



1. **Toolbar** – controls for managing Effect Editor:



Press the "Active" button to activate the clip and start editing the effects.



Buttons for toggling media file playback in the viewer to preview the applied effects.



Buttons for copy-paste operations with keyframes.

You can use the key combinations Shift+Delete to cut, Ctrl+Insert to copy, and Shift+Insert to paste selected keyframes.

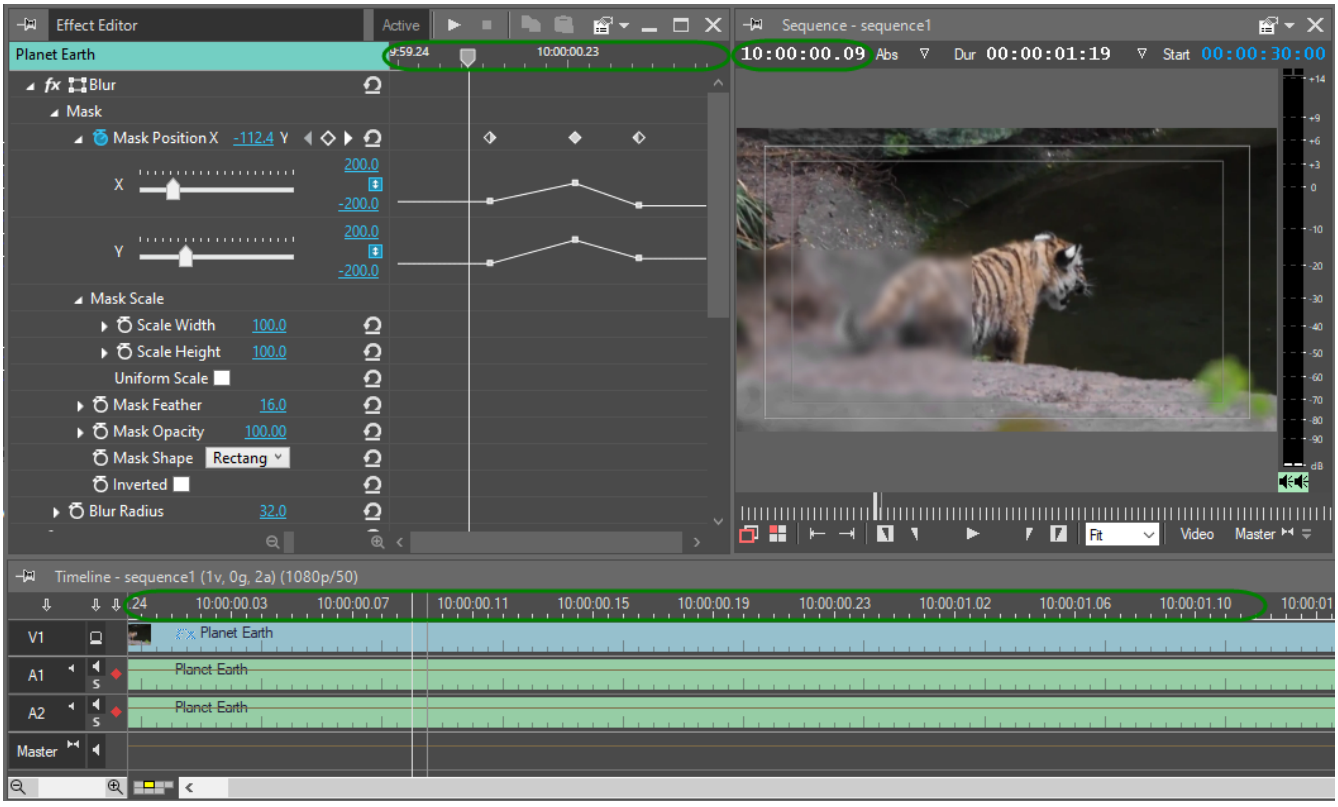
 The Effect Editor menu.

2. **Control panel** – provides means for adding effects and managing their parameters;
3. **Timeline** – a visual representation of effect keyframes used for animation.

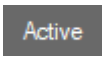
The width of panels is interdependently adjustable: increasing the width of one panel narrows down the other panel. To change the width of panels, hover the mouse pointer over the panels' grid on top; it will turn into ⫶. Drag the resizing tool right-left to change the width of panels:



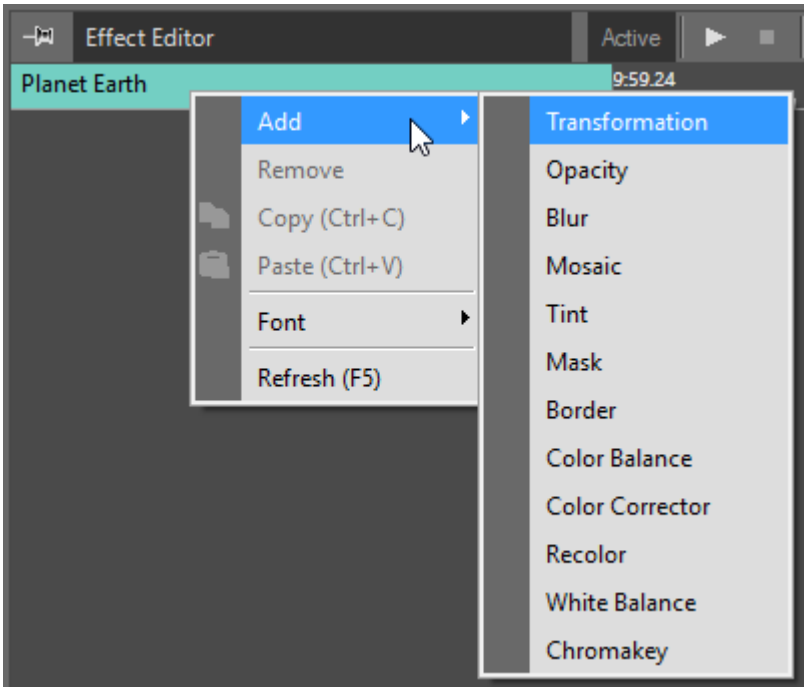
The timescale slider on top of the timeline panel indicates the current playback position, which corresponds to the one in Clip Viewer (when editing effects in a clip from a ClipBin) or on Cinegy Desktop Timeline and in Sequence Viewer (when editing effects in clips from a Sequence). The change of playback position applies to all of them synchronously:



 The timeline can be zoomed in and out via the scale control at the bottom.

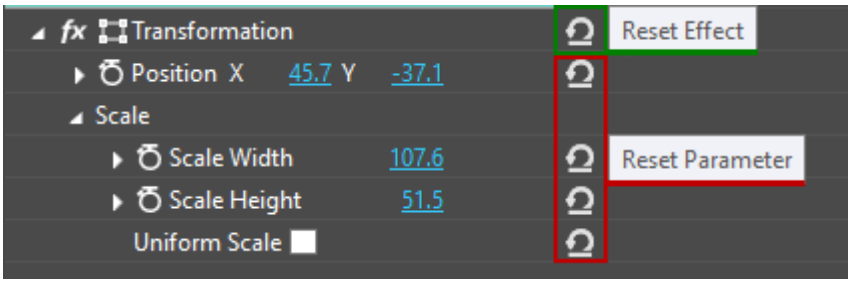
 Initially, all controls for effects editing are locked; press the "Active" button to activate the clip and start editing the effects.

Right-click the clip name and select the effect you want to add from the "Add" submenu:



Parameters of all effects are configured individually in the corresponding effect settings sections that appear.

Pressing the button next to an effect parameter resets its changes. To reset all parameters for an effect, press this button next to the effect title.



Effects and their parameters on the control panel are collapsible via the buttons or a double-click.

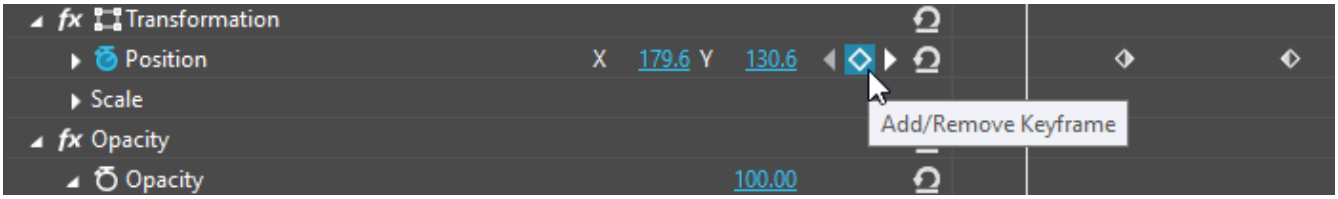
Toggling Animation

Effect Editor supports making effects added to a clip animated with the help of keyframes. A keyframe is a frame in which a change of an effect parameter is defined. To create a simple animation, at least two keyframes are needed – one for the initial parameter value and another for the new value. The parameter values between two keyframes are interpolated, i.e., automatically calculated to be distributed along the span. By default, this distribution is an even span. For more elaborate animations, you can add extra keyframes between the start and end keyframes.

Adding Keyframes

To add animation to an effect, move the timescale slider to the position where the animation should start, and press the button. When pressed, the button turns into .

Once a keyframe is added, it will be graphically represented on the Effect Editor timeline:




It is possible to add multiple keyframes for the animation to take effect. Reposition the slider to a different location on the timeline and press the "Add/Remove Keyframe" button.


The "Add/Remove Keyframe" button displayed in blue means that an existing keyframe is currently selected.


Press the "Go to Previous Keyframe" button to select the previous keyframe on the timeline.


Press the "Go to Next Keyframe" button to select the next keyframe on the timeline.

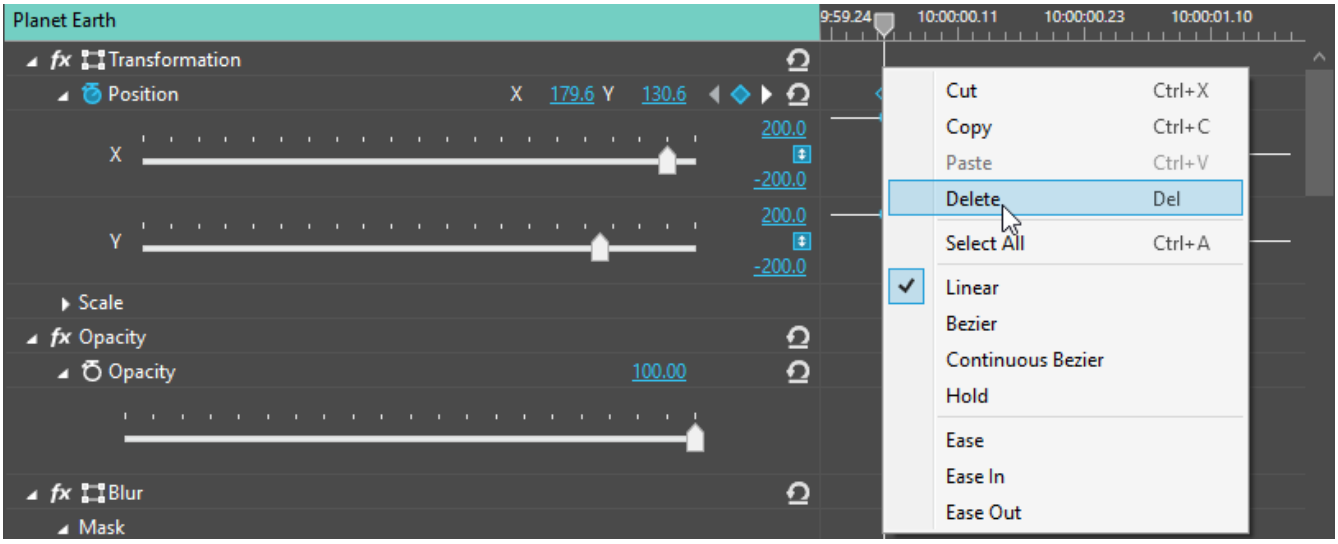

You can use the key combinations `Shift+Delete` to cut, `Ctrl+Insert` to copy, and `Shift+Insert` to paste the selected keyframe.

Deleting Keyframes

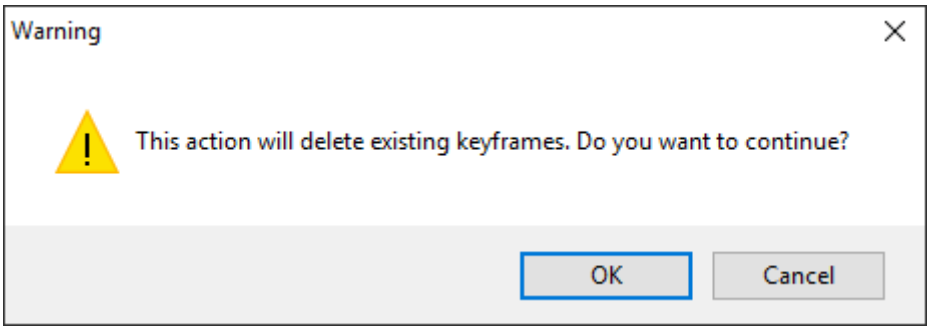
There are several ways to delete keyframes on the timeline.


Select the required keyframe on the timeline and press the "Add/Remove Keyframe" button.

Alternatively, you can use the "Delete" command from the selected keyframe context menu:



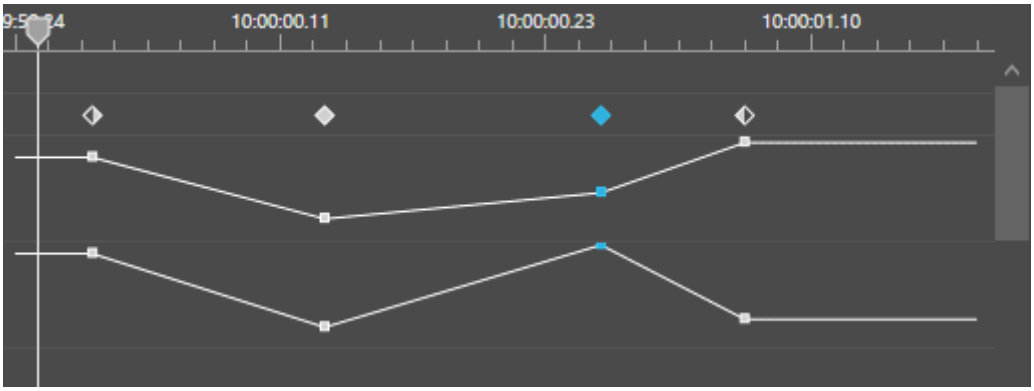
All keyframes for a certain effect parameter can be deleted simultaneously by pressing the button. You will be asked to confirm the keyframes deletion in the following warning message:



Manipulating Keyframes on Timeline

The added keyframes can be manipulated directly on the timeline. In the following table, the use of the keyframes indication and coloring is explained:

Indicator	Meaning
	The keyframe animation starts with
	The keyframe animation ends with
	The keyframe in the middle of the animation
	The selected keyframe
	Points indicating the keyframe position on the X and Y axes

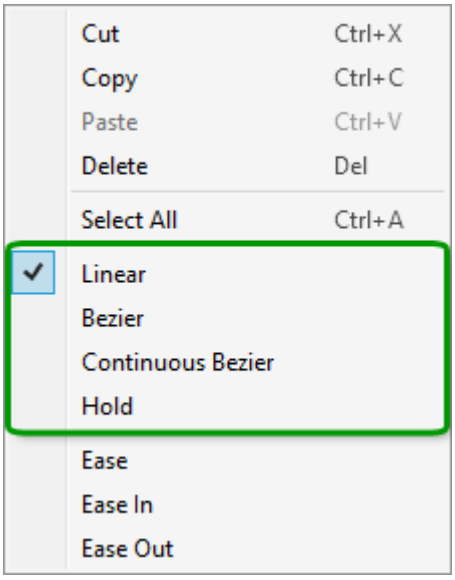


You can drag and drop the points on the X and Y axes up and down directly on the timeline to change the keyframe position.

Keyframes Transition

The keyframes interpolation can be changed and adjusted for more precise control over the rate of changes in your animations. You can choose either an interpolation type from a context menu, or you can directly change one keyframe type to another by manually adjusting the keyframe or the handles.

The following interpolation methods are available in the keyframe context menu:

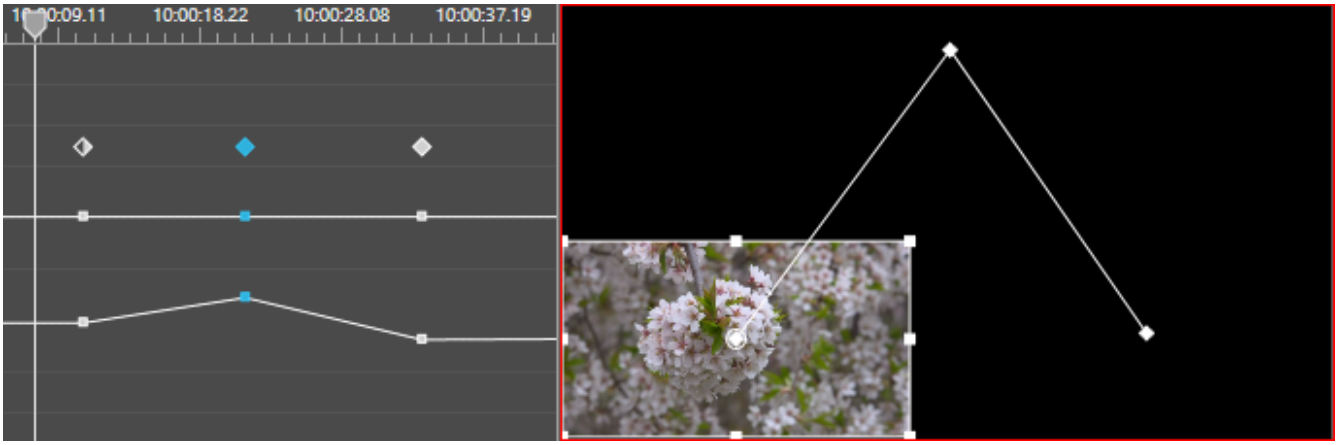


All keyframes are displayed on the Clip / Sequence Viewer window and can be managed with the mouse.

Below are the illustrations of all interpolation methods applied to and effect parameters given as graphics representation on the Effect Editor timeline and in Clip Viewer.

Linear

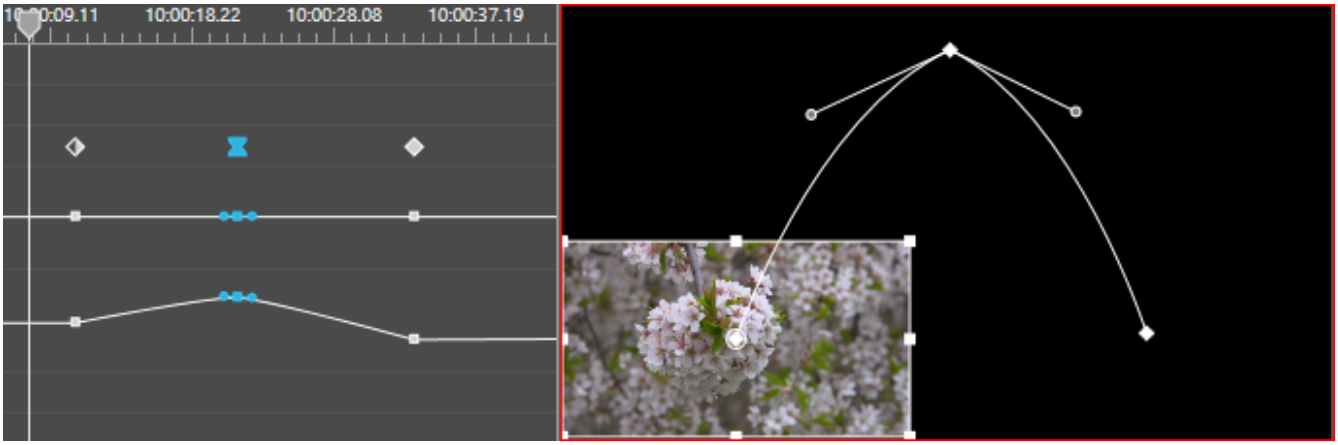
Linear is the basic interpolation method used in Effect Editor by default. It creates an even transition from one keyframe to another.



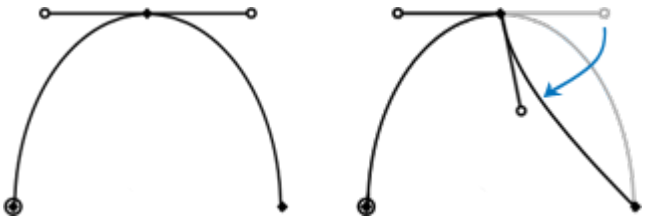
In the linear interpolation method, only the position of keyframes is adjustable.

Bezier

The Bezier interpolation method allows for manually adjusting the shape of the motion graph with controls on both sides for modeling curves of a keyframe.

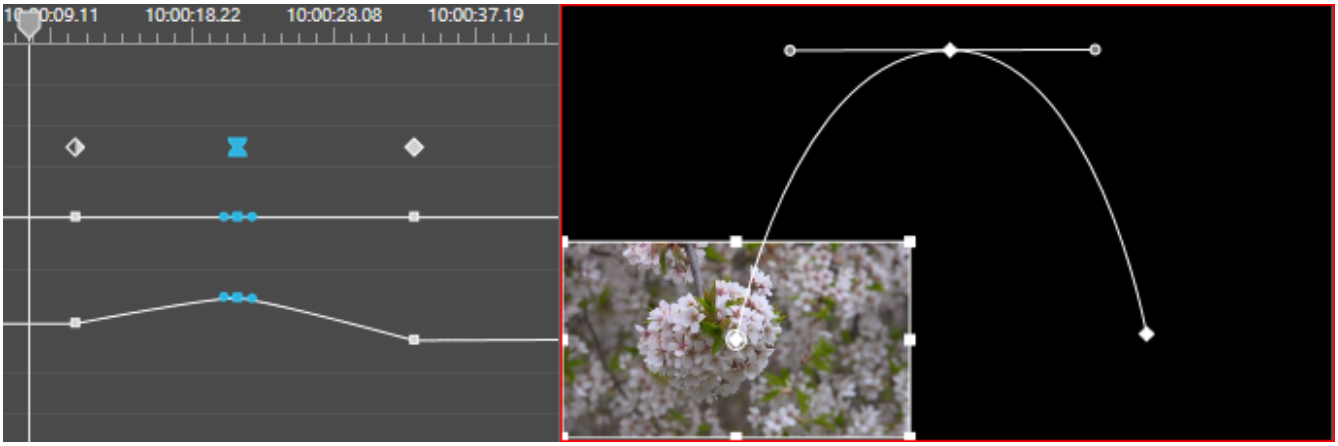


Special handles appear on both sides of a keyframe with this method of interpolation applied. Each of them can be adjusted independently.

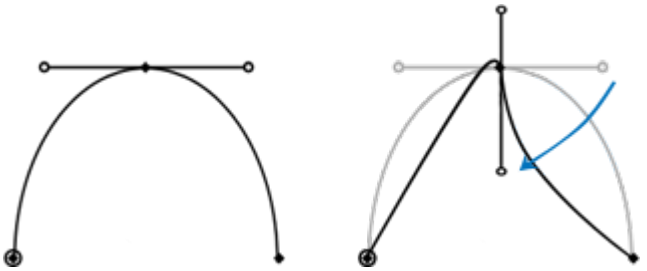


Continuous Bezier

This method enables a smooth transition between keyframes, where changing the graph shape on one side of a keyframe changes the shape on the other side to create a smooth curve.

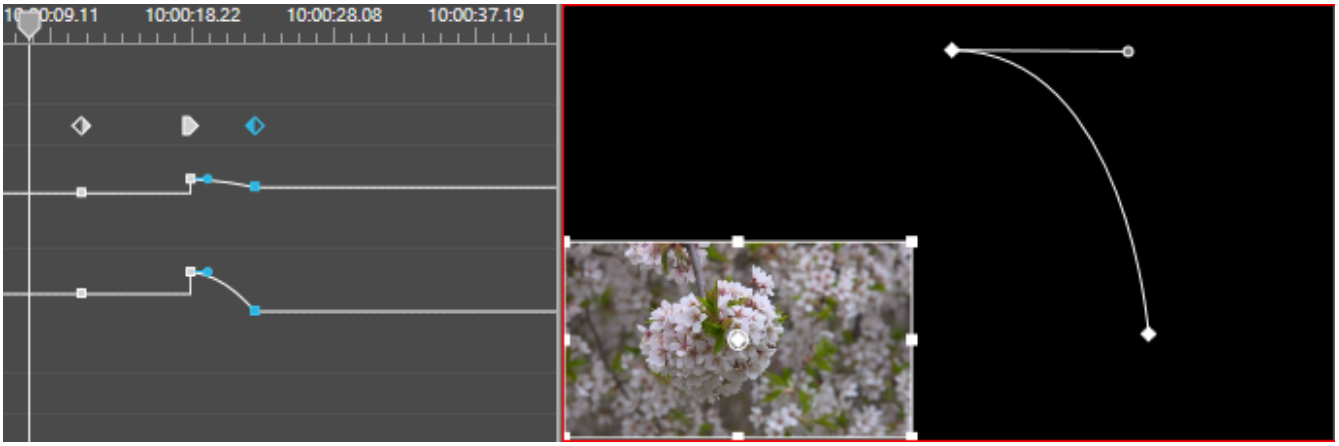


Changing the position of one of the handles will automatically move the other handle position so that they remain a continuous line, whereas their length can be changed individually.



Hold

The Hold method creates a sharp transition from one keyframe to another to allow sudden effect changes in a project.



For a keyframe with this method applied, the motion graph looks like a horizontal straight line from the previous keyframe coordinates abruptly shifted to a specified position. The right-hand handle allows you to adjust the transition to the next keyframe.

Operating from the Viewer Window

The "Position", "Scale", and "Rotation" parameters that are available for some effects can be adjusted directly from Clip or Sequence Viewer. Selecting an effect from the list in the Effect Editor control panel, or double-clicking on the effect area in the viewer window, activates effect editing mode:



Resizing

You can adjust the height and width of the effect application area by hovering the ⟺, ⇕, or ⤢ cursor over the edges of the image and dragging the resize tool vertically, horizontally, or diagonally:



Moving

You can change the position of the effect application area on a particular frame by dragging it with the cursor:



If animation is enabled for the "Position" parameter, any position change will force a new keyframe to be created at that particular frame, if there was none. In the viewer window, you will see the trajectory of all located keyframes, and when you start playing a media file, you can track the current position of the effect application area by its center point on the graph:



All keyframes displayed here can be manipulated with the mouse. Drag a keyframe with the cursor to reposition it in the viewer window. For those keyframes that have handles, dragging the handles with the cursor sets curves to define the keyframe transition pattern.

Refer to the **Keyframes Transition** section for more information about keyframe manipulation.

Rotation

It is possible to rotate a clip clockwise or counter-clockwise directly in the viewer using the cursor:



Typically, a clip is rotating around its anchor point located in the center of the "canvas". You can move this point using the cursor, and then rotate the clip around that point:



Effects

The following effects can be applied to a loaded clip:

- Transformation
- Opacity
- Blur
- Mosaic
- Tint
- Mask
- Border
- Color Balance
- Color Corrector
- Recolor
- White Balance
- Chromakey

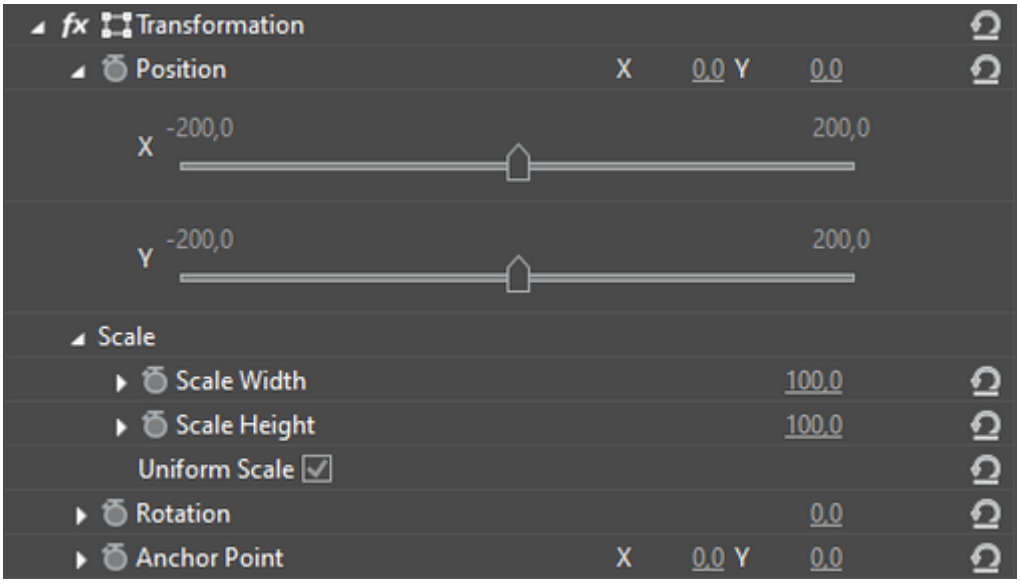
Below is the detailed description of effects and their parameters with examples of each effect applied to a video clip in a sequence with a Cinegy Title template on the lower layer for better visual comprehension.

Transformation

Using the transformation effect, you can adjust the position and size of the video.

Position

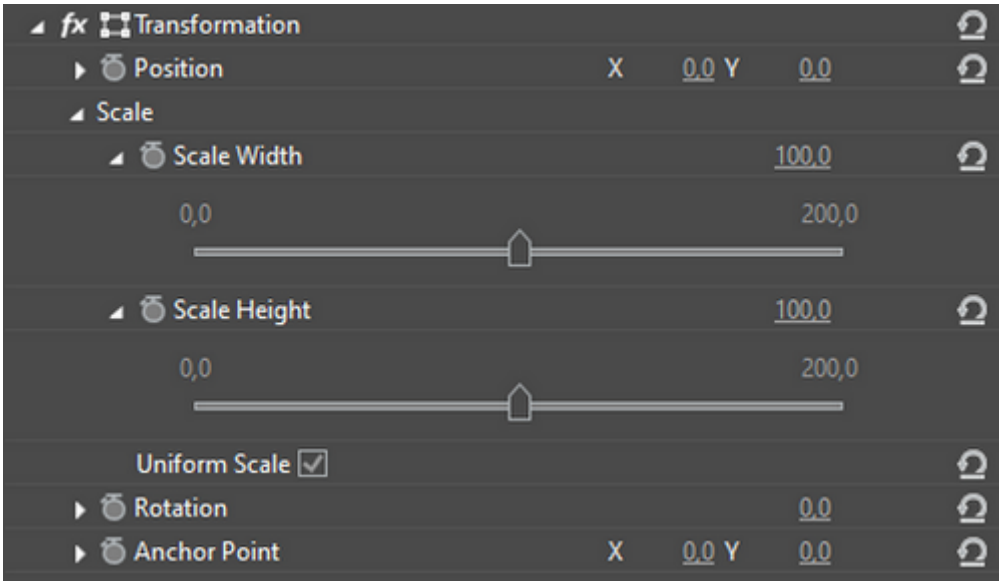
The "Position" parameters allow moving video material vertically and/or horizontally.



Drag the slider on the X-axis to move the clip to the left or right and on the Y-axis to move it up or down. Alternatively, you can enter the precise values for position on both axes in the relevant fields and hit `Enter` to apply them.

Scale

Use the corresponding sliders of the fields to change the width and height values for the clip:



The "Uniform Scale" option is checked by default, meaning that changing values of any two parameters will adjust the other one, so that the video proportions are preserved. Uncheck the box to define custom values for the width and height parameters.

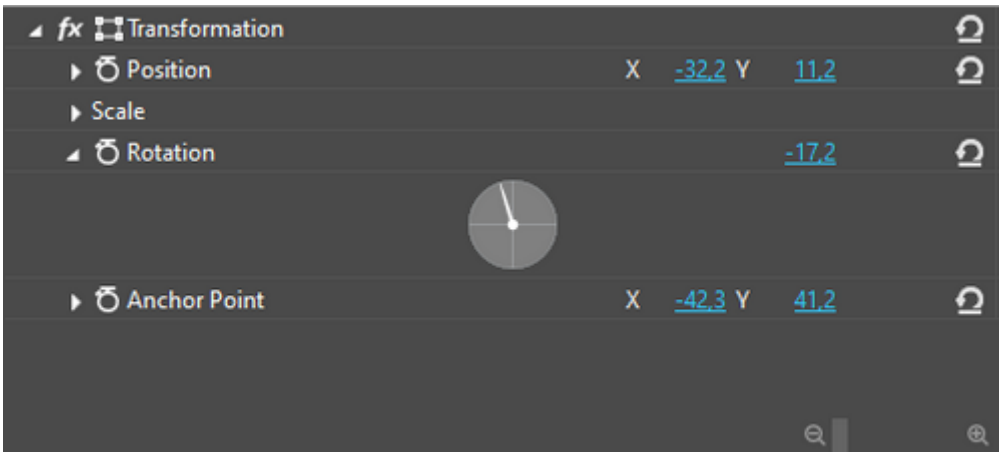
Before *After*



Rotation

This effect makes the clip rotate in a specified manner. Rotating the clip means turning around its transformation point located in the center of the "canvas".

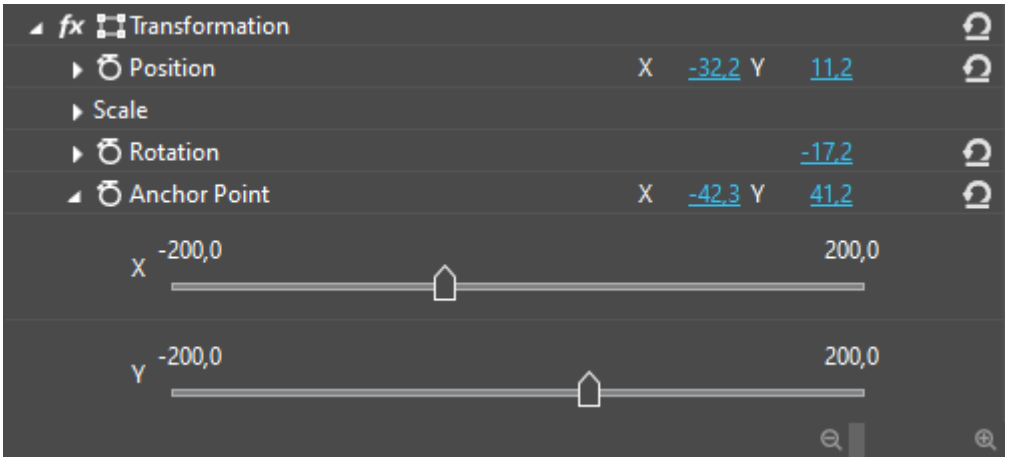
By changing the rotation angle parameter or dragging the needle on a directional compass dial to the desired position, you can rotate the image clockwise or counter-clockwise:



The result of rotation can be simultaneously observed in Clip Viewer. Clip Viewer also supports interactive object rotation in its "canvas".

Anchor Point

An anchor point determines where your video scales and rotates from. Use the corresponding sliders to move the horizontal and vertical axes of the video material:



Opacity



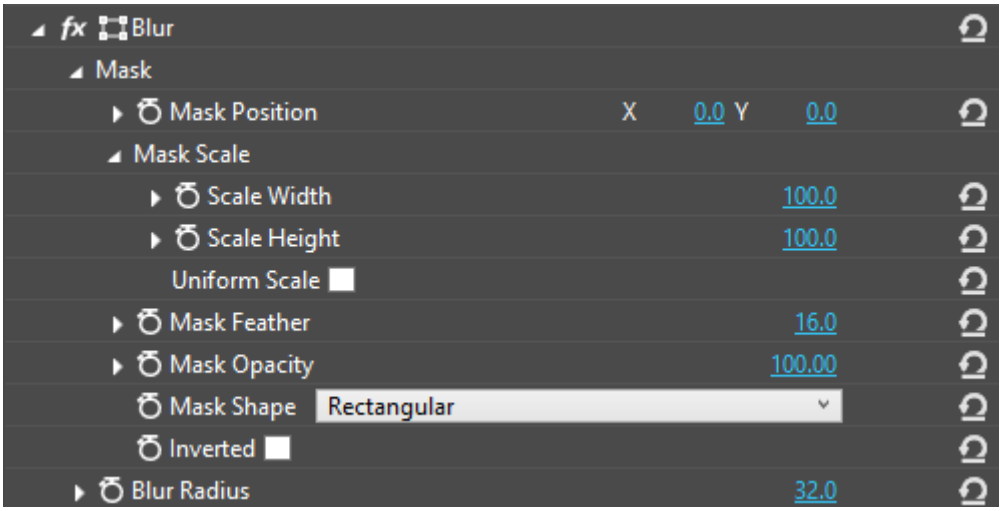
Drag the slider to the left to add opacity to the clip. The 0 value means the clip is completely transparent.

The example below illustrates how the back layer becomes visible through the transparent video file image:

Before *After*



Blur



This effect adds blur to the clip.

Mask

The mask parameters define the area of a clip where blur is applied.

- **Mask Position** – change the values on the X-axis to move the mask horizontally, and on the Y-axis to move it vertically.
- **Mask Scale** – use the corresponding sliders to change the mask height and width. The "Uniform Scale" option selected will change the mask size proportionally.
- **Mask Feather** – changing this parameter will adjust the softness of the mask edges.
- **Mask Opacity** – this parameter adds opacity to the mask.
- **Mask Shape** – use the drop-down list to define the mask shape: rectangular or elliptic.

- **Inverted** – check this option to invert the area where the effect is applied.

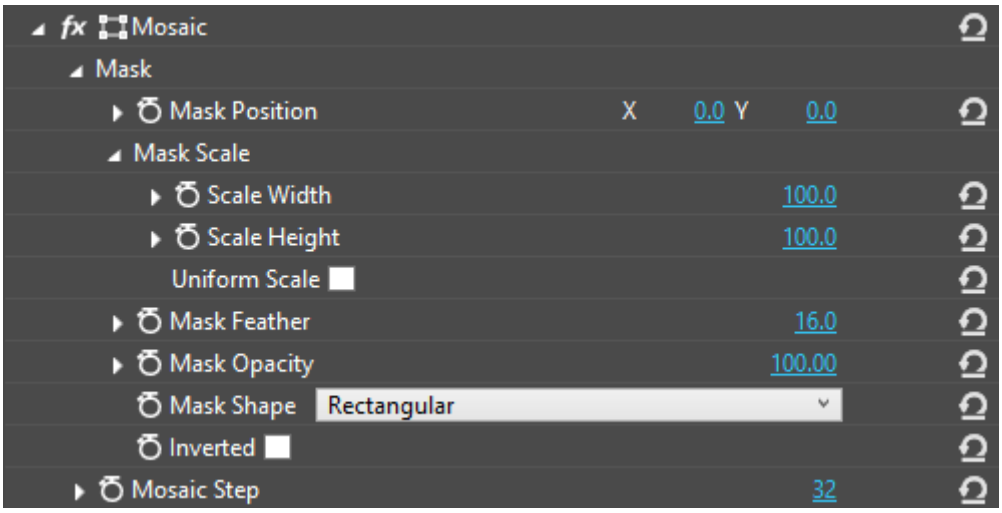
Blur Radius

Changing the blur radius value increases/decreases the spread radius for the blur mask starting from its center point.

Before *After*



Mosaic



This effect makes the image pixelated.

Mask

The mask parameters that define the area of a clip where the mosaic is applied are set up as described above.

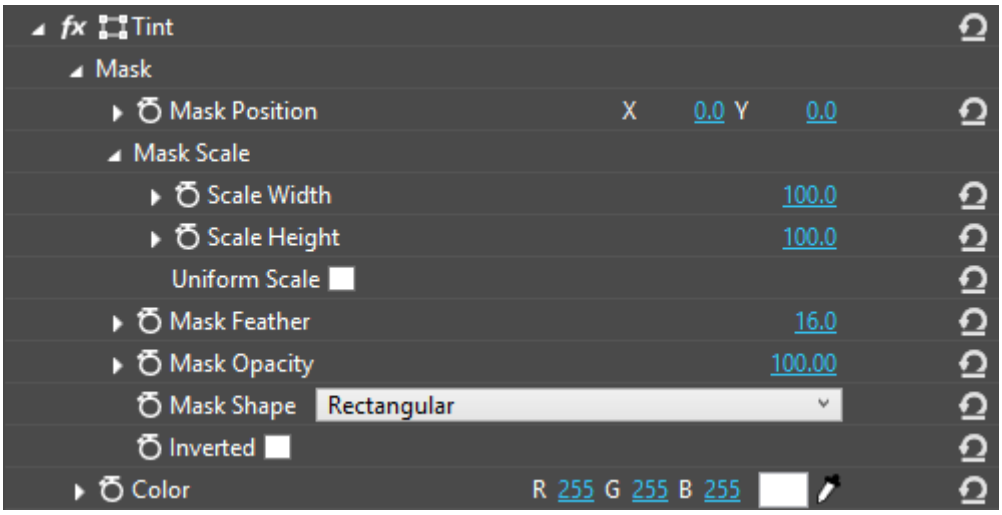
Mosaic Step

Drag the slider right to increase the size of the mosaic steps or right to decrease it.

Before *After*



Tint



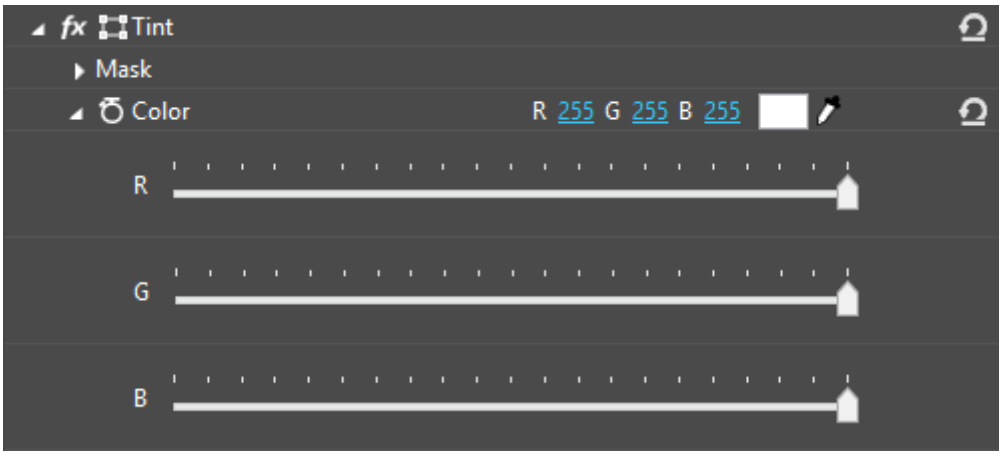
This effect adds a color tint to the image.

Mask

The mask parameters that define the area of a clip where the tint is applied are set up as described above.

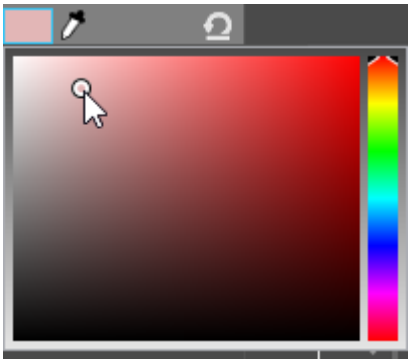
Color

The default tint color is white.



Drag the sliders to adjust the red, green, and blue primary colors to mix them according to the RGB color model. Alternatively, the corresponding color values of 0–255 can be defined in the respective fields via the keyboard.

You can also change the tint color using the palette that appears when clicking the color selection box:

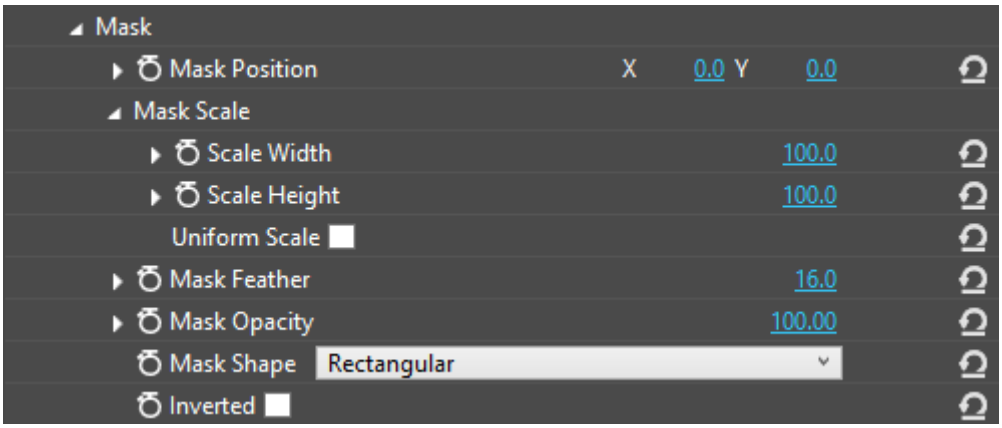


To use a color from the active image or from anywhere else on the screen, you can also click . The mouse pointer will turn into a color picker tool. The color of a screen area with the tool hovered over is sampled in the color selection box with the corresponding color values automatically detected. Once a required color is selected, the regular mouse pointer replaces the color picker tool.

Before *After*



Mask



This effect is applied to allow partial or complete exclusion of an image from display during playback.

The parameters for this effect are set up identically to other effects as described above.

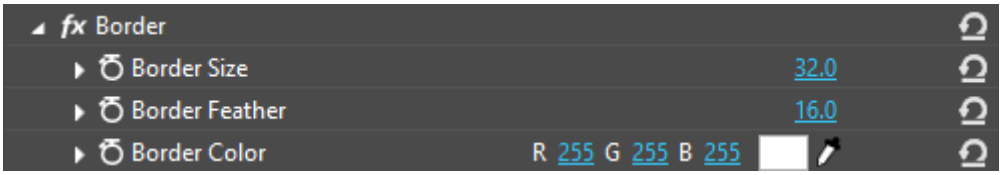
Before *After*



Before *After* (with the "Inverted" option applied)



Border



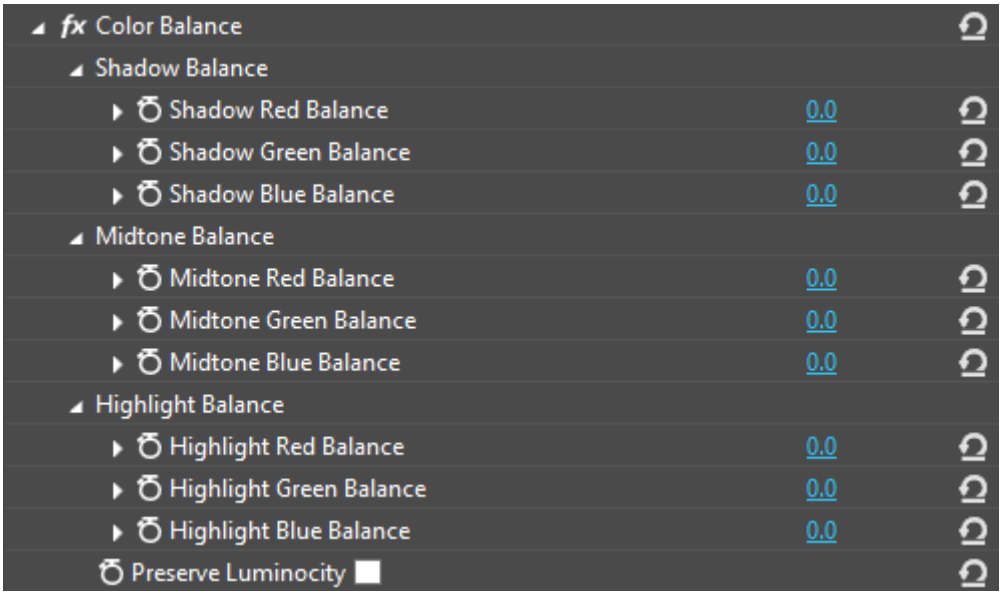
This effect adds a border to the clip and has the following parameters:

- **Border Size** – defines the border width;
- **Border Feather** – adds blur to the outer border edges;
- **Border Color** – defines the border color, which can be adjusted as described above.

Before *After*



Color Balance



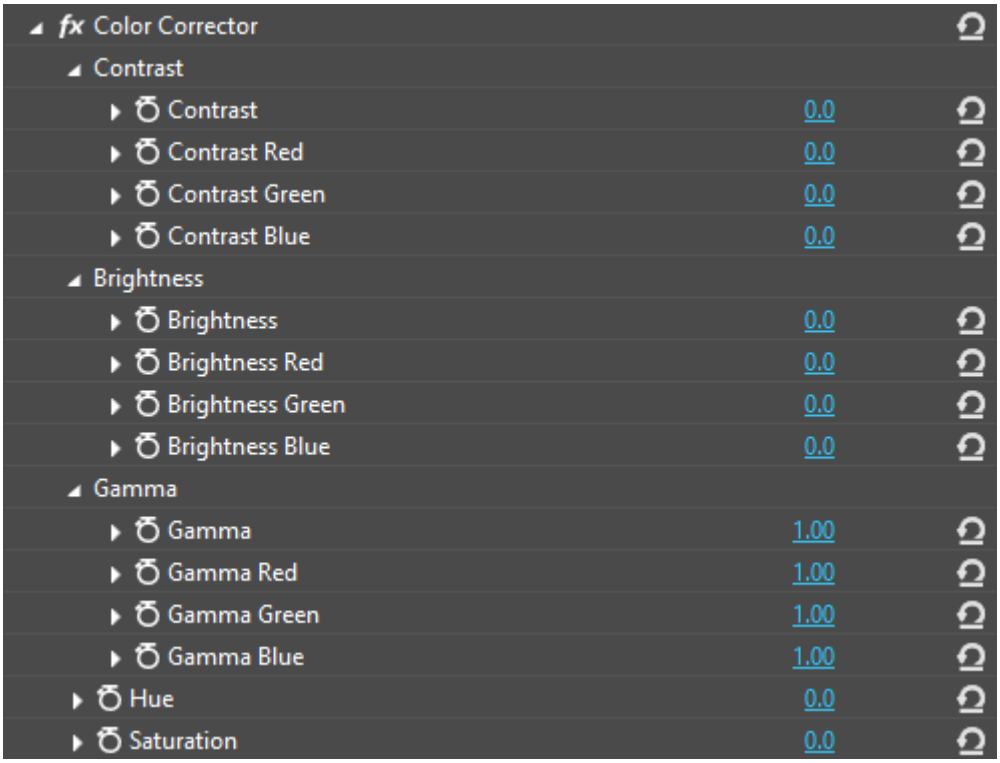
This group of parameters is used to reduce or strengthen the color intensity within the ranges of colors with the primary red, green, and blue. You can adjust the color balance in shadow, mid-tone, and highlight areas using the corresponding sliders under the respective sections.

Check the "Preserve Luminosity" option to save the original lightness of the image:

Before *After*



Color Corrector



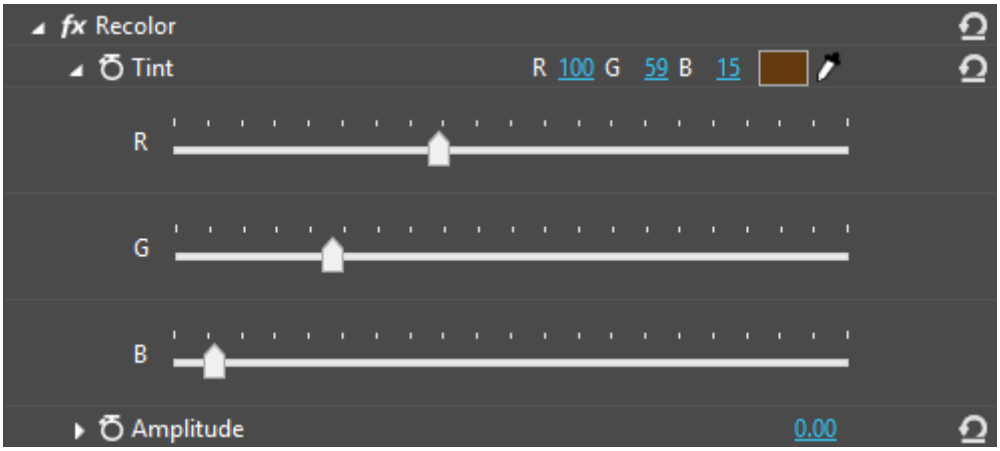
The color corrector provides you with the tools for the color correction of a clip.

- **Contrast** – parameters of this section allow defining the amount of contrast in the image. You can use the "Contrast" slider to adjust the overall contrast of the image or set the amount of contrast for colors with the primary red, green, and blue via the separate sliders.
- **Brightness** – the image brightness is adjusted here. Use the corresponding sliders to set the overall image brightness or the brightness of colors separately with the primary red, green, and blue.
- **Gamma** – these parameters are used for the correction of luminance and optimization of the perceptual performance of a limited number of bits in each RGB component or in the whole image; the default value of 1.00 represents no change to the image.
- **Hue** – shifts the color of all the pixels in the clip; the 0.0 value represents no change to the image.
- **Saturation** – specifies the intensity of the color; the 0.0 value represents no change to the image.

Before *After*



Recolor



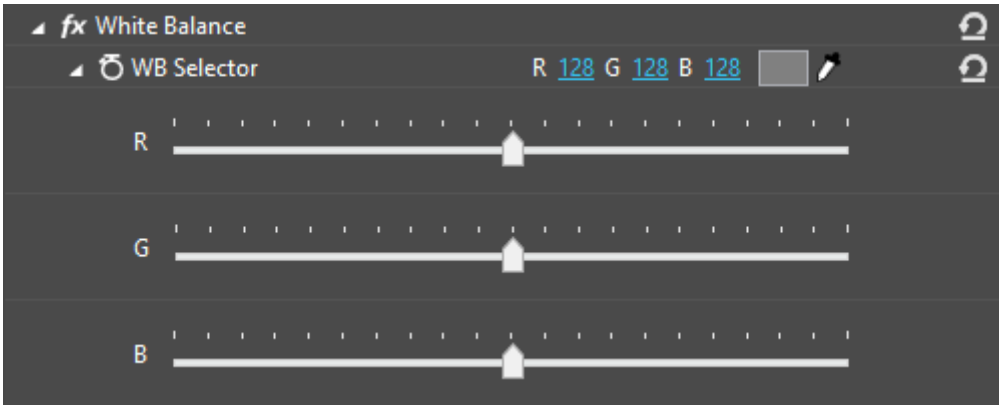
This effect allows you to replace the colors of the clip by adding tint and setting the amplitude.

- **Tint** – click the cell with the color sample or use the color picker tool as it is described above to choose the tint color. Alternatively, you can define the amount of tint for each RGB component by dragging the respective sliders. The RGB decimal code used for tint color by default is (100, 59, 15).
- **Amplitude** – this parameter is intended to improve the colors that appear to be either too weak or too saturated after the tint color has been applied, and the image looks.

Before *After*



White Balance

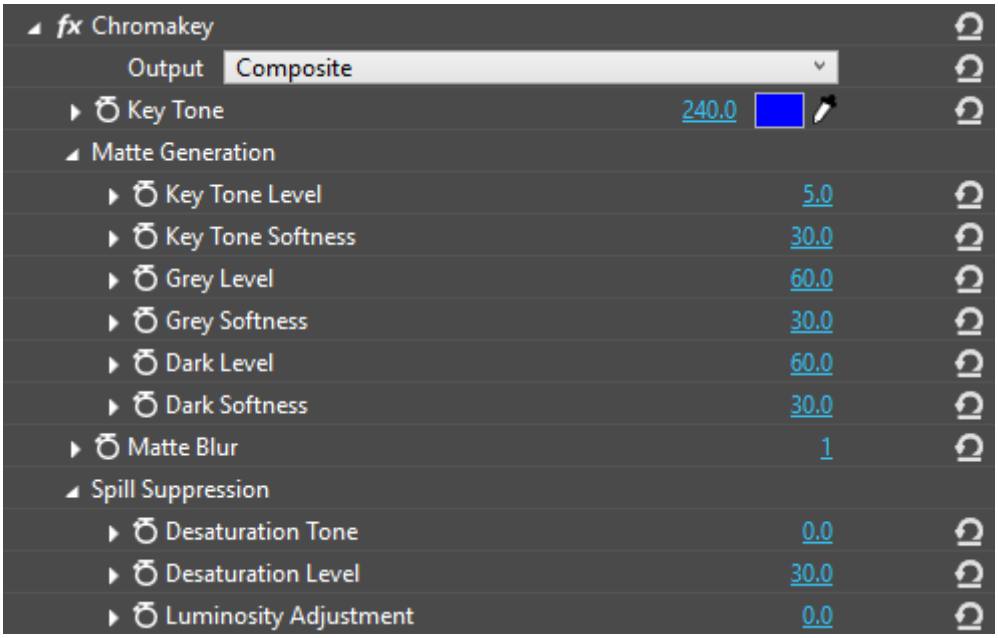


If the white balance of the image needs to be adjusted, you can define the colors to be rendered by using a color picker or a standard color palette as it is described above. The color you choose becomes white, and the other colors are adjusted to correct the whole image.

Before *After*

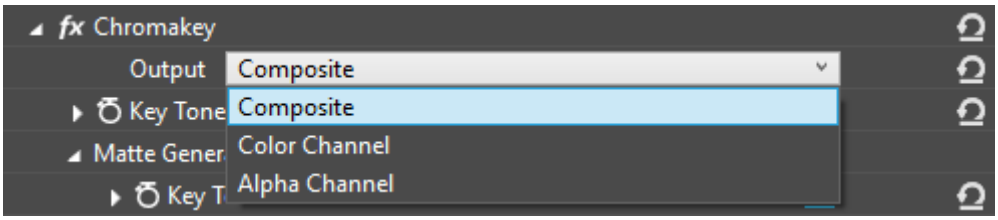


Chromakey



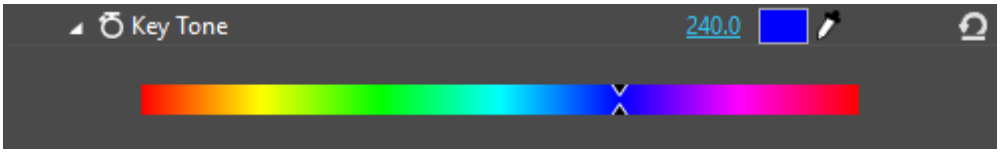
The Chromakey effect allows you to set transparency for the background and reveal another image behind it. This effect is useful for replacing the background of the video with another video footage, for example, for weather forecast broadcasts when the presenter is standing in front of a map.

Choose one of available output modes from the corresponding drop-down list:



- **Composite** – creates a colored image with a transparent area instead of the selected key color.
- **Color Channel** – creates a colored image with the key tone replaced with a color from the black and white range.
- **Alpha Channel** – creates the alpha channel with determined transparent and visible areas of an image.

Select the color you need to make transparent using the "Key Tone" color picker or by dragging the slider on the color palette bar:



Use the "Matte Generation" settings group to add matting to outline the foreground object(s) so that they look realistic in the new composited image. Adjust the "Matte Blur" parameter if it is required to soften the edges of the foreground object(s).

The "Spill Suppression" settings groups allow you to define desaturation tone and level, as well as adjust luminosity using the corresponding sliders. These parameters will remove the color spill of the foreground object and preserve its original colors.

Before *After*



1.13 Working With Audio

Working with Waveform

Audio Preview in Clip Viewer

The channel selectors in Clip Viewer allow the user to select/deselect the video and/or audio channels of the clip for viewing.

Depress the "V" or "A" button to play only audio or only video, respectively. It is possible to enable/disable the individual audio channels for previewing.



Audio Preview in Sequence Viewer

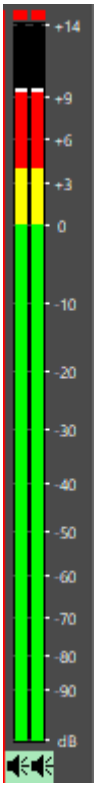
The channel selectors in Sequence Viewer allow the user to select/deselect the video channel and/or output audio channels of the clip for viewing.

Depress the "Video" button to monitor only output audio tracks and the "Audio" button to monitor only video tracks, respectively. Each audio track can be selected to be monitored individually. The waveform shows the selected output audio track(s) when the video is disabled.



The audio outputs are mixed down to a single stereo pair for preview.

Audio VU Meter



The VU meter appears in many Cinegy modules: viewers, voice-over, etc.
This instrument is intended to help program producers maintain consistent volume levels across all the program elements.
The scale has the following areas for the instant level display (the values here are in the user's scale):

- Green – below 0 dB
- Yellow – 0 to 4 dB
- Red – above 4 dB

In addition, there are integrated (1000 ms) levels shown with the white bars.

At the top of the scale, there is an additional color indicator. It shows the integrated status of the signal (during approximately

the last 1.5 seconds). The following states are indicated (note, the value here is absolute, in dBFS, or dB Full Scale):

- Black – digital silence (below -120 dBFS)
- Green – signal below -6 dBFS
- Red – signal above -6 dBFS

The zero level of the VU meter is adjustable to the requirements of your organization.

At the bottom of the scale, there are two speaker buttons that you can use to mute audio channel(s). To mute an individual left/right audio channel, press the corresponding speaker button or both buttons to mute both audio channels simultaneously.

Adjusting the Zero dB Level

Use the Cinegy Archive Manager utility to set up the zero dB level for the VU meter. The centralized control of this setting provides consistency within the organization.

Open the "Global Settings" dialog and set up the audiometer zero (dB) parameter. This value indicates the distance in dB between the maximum digital level and the zero of the VU meter. In the illustration above, the parameter is set to -14 dB.

	Refer to the **Global Settings** article within the **Cinegy Archive Manager Manual** for more details.

	The typical values for the parameter in broadcasting are -20 dB for NTSC and -18 dB for PAL.

Output Audio Channels and Mapping

The audio mapping defines the set of rules for the audio rendering engine, which will mix the Timeline audio tracks to the output channels based on these rules.

The Sequence may have a lot of audio tracks on Timeline, but each of them should be assigned to the output track.

	Each audio track can be mapped to only one output channel.

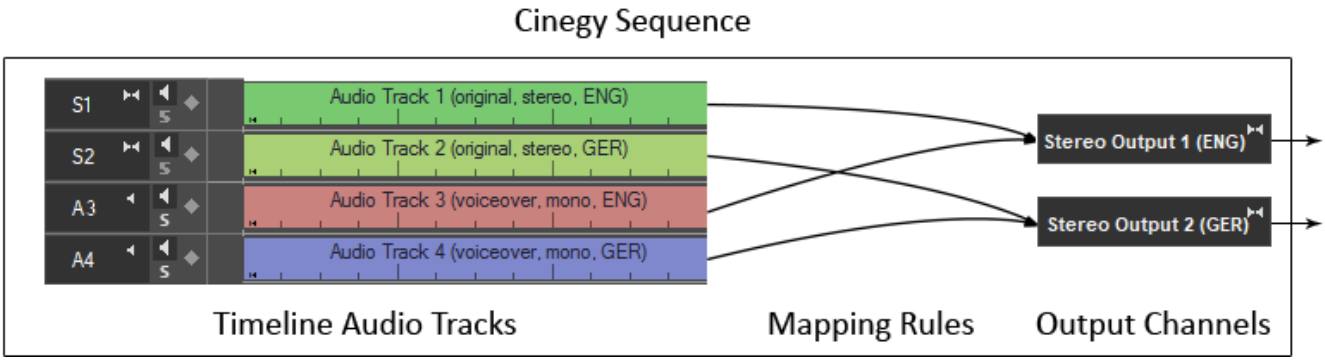
The output channels define how many audio outputs are visible from outside (e.g., for the playout engine).

By default, audio tracks are mapped according to the selected Timeline preset. Using Audio Mixer, you can add additional audio tracks and output channels and change their mapping rules.

	Refer to the **Timeline Presets** paragraph for more details about the audio allocation setup.

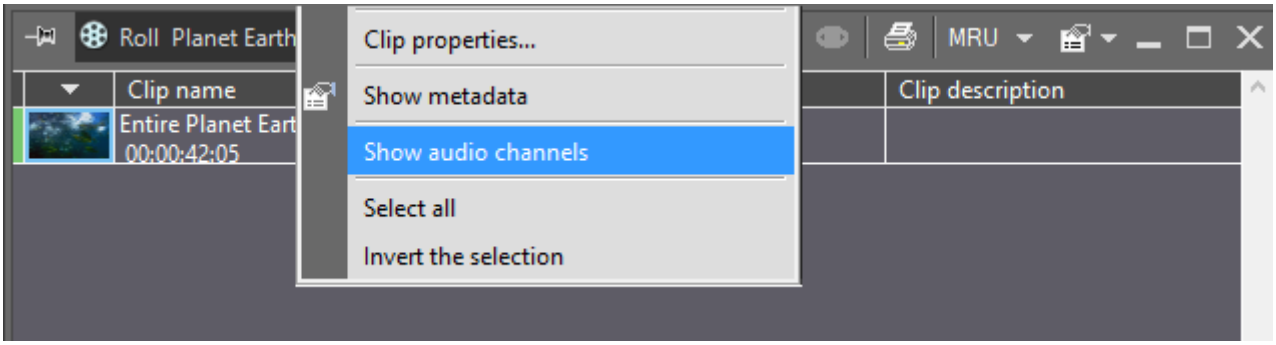
	Refer to the **Audio Mixer** article for detailed information about managing audio tracks and output channels in Audio Mixer.

The Sequence in the following illustration has four audio tracks of different types (stereo and mono) mapped to two stereo output channels. This Sequence will be recognized as the source with two stereo audio channels.

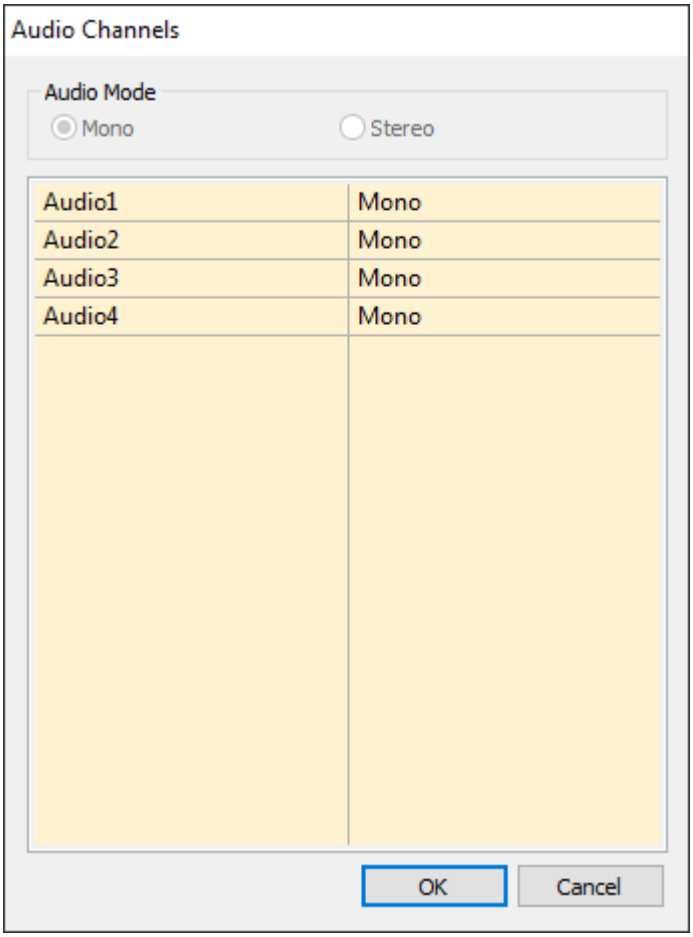


Audio Channels in Clips

To view the audio channels available in the clip, use the "Show audio channels" command from the clip context menu in Roll:

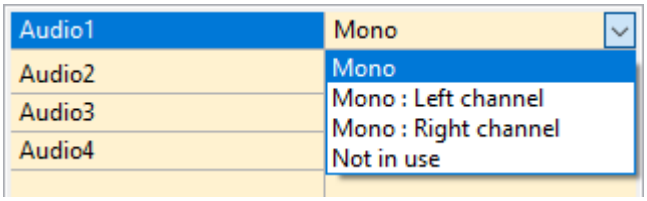


The following window will be open:

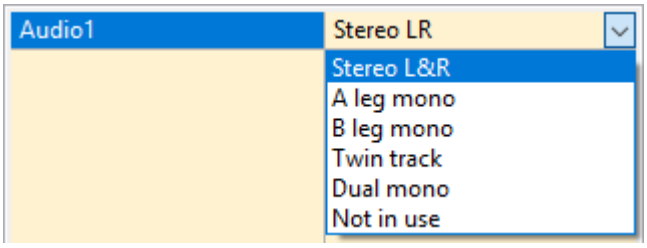


In this window audio mode defined during capture/import is shown at the top, and all audio channels available in this clip are displayed in the table view.

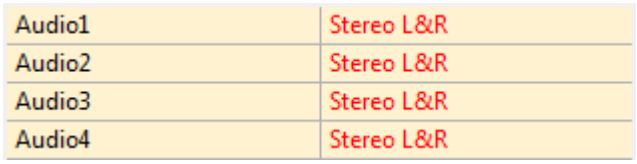
For each audio channel, it is possible to define the type of the audio channel or disable it by selecting the "Not in use" option:



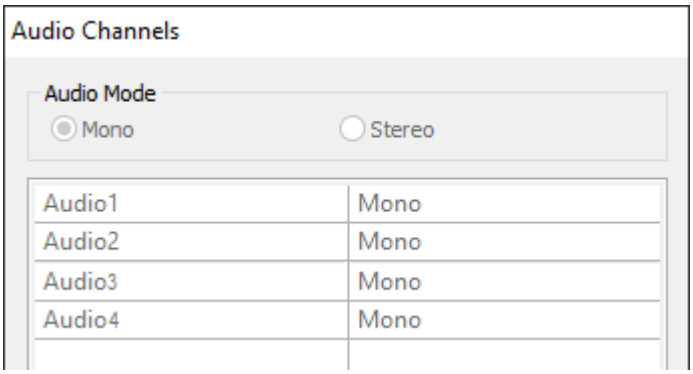
For stereo tracks, the following options are available:



If the audio settings are incorrect or the audio channel is missing, the channel type will be displayed in red in the table view:

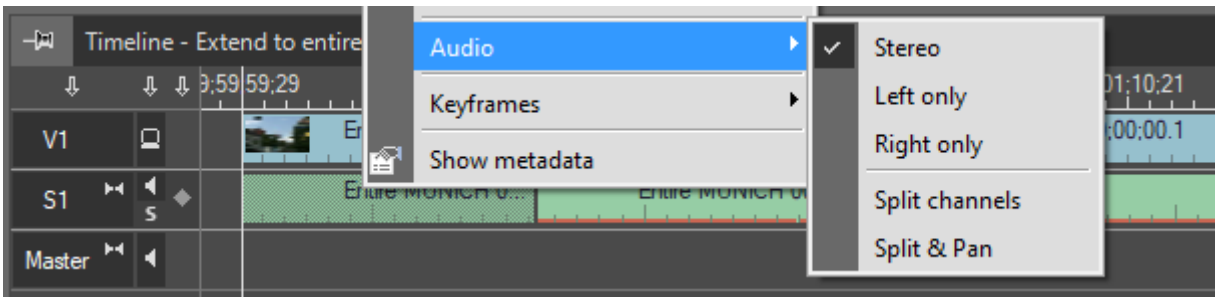


For the clips in ClipBin, the audio channels are displayed without the possibility to change their type:



Audio Tracks on Timeline

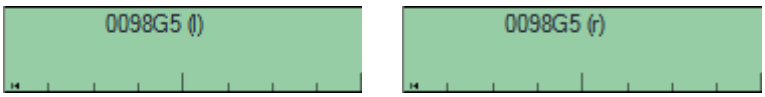
Right-click the stereo audio track on Timeline and choose a desired command from the "Audio" menu.



This command is not available for mono and 5.1 tracks.

Left Only and Right Only

Choose from the "Left only" or "Right only" commands to set the attribute "Left only" or "Right only" to the selected audio track. You can see if the audio track is left only by the "(l)" next to the clip name or right only by the "(r)" next to the clip name.



Split Channels

The "Split channels" command creates a copy of the clip and assigns "left only" – "right only" attributes to both clip instances. The first available audio track is used to place the copy of the track.

If there are no empty tracks available, the "Split channels" command fails.

The "Split channels" command does not balance the left and right audio tracks; the audio balance is kept centered. To adjust the audio balance settings, you will have to use Audio Mixer.



When working with stereo audio channels, use the "Split & Pan" command described below to automatically balance the left and right audio channels.

Split & Pan Channels

If you are working with stereo audio clips and you want to split the channels, use the "Split & Pan" sub-command from the right-click audio channel menu. The "Split & Pan" command has the advantage that the left and right channels are balanced accordingly. The result can be seen in Audio Mixer:

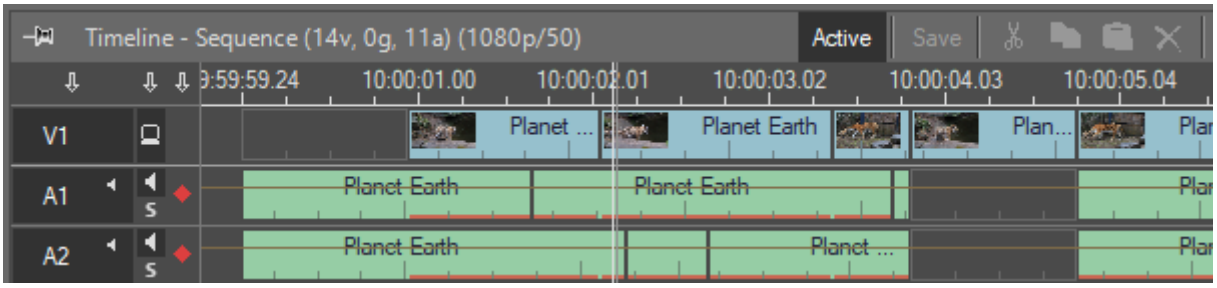


Refer to the **Audio Mixer** article to find out more about adjusting audio channels.

This command works only in clip mode of Audio Mixer.

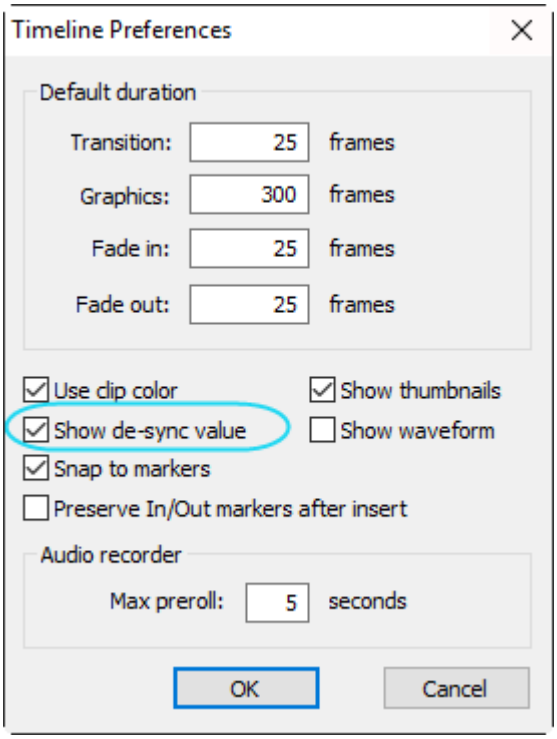
Sync Indicator

The audio tracks are synced with the video track. The system checks that the audio is in-sync with the video via the STC (system timecode). A thin red line will appear beneath the audio clip ruler.



The actual shift of each de-sync is shown rather than the global video de-sync.

It is also possible to show the out-of-sync value by choosing the "Preferences…" option from the timeline context menu. Open the "Timeline Preferences" dialog box from the Timeline menu and select the "Show de-sync value" checkbox.



When the "Show de-sync value" function is enabled, the sync values are displayed in white; negative values are displayed at the beginning of the red bar; and positive values are shown at the end of the red bar.

If Timeline is not active, then the de-sync indicator is not visible, and the values are not shown either.

Tracks that are deselected from monitoring will be ignored by the de-sync indicator.

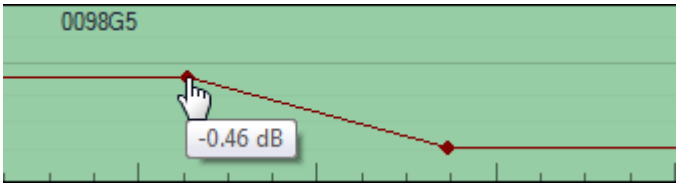
Audio Volume Adjustment

The audio volume rubber-banding feature allows you to change the volume of a segment by adding or manipulating keyframes (KF) on Timeline. To start working with the volume rubber banding, enable the "Rubber band" command in the main Timeline menu. The rubber-band line appears on the audio objects.

The rubber-band line can be edited only when clip mode is enabled in Audio Mixer.

Position the time slider where you want to change the volume and press the "Add/Remove keyframe" button or use the N shortcut. The new keyframe appears on all the selected objects. Without the selection, the keyframe will be created in all audio objects at the current position.

Drag the key to obtain the desired effect. The volume gain will be shown in dB as a tooltip during dragging.



The volume change will be immediately reflected in Sequence Viewer. While dragging the keyframe, a dB value is displayed next to it.

To facilitate audio adjustment on Timeline, the dB grid is drawn on the clips.

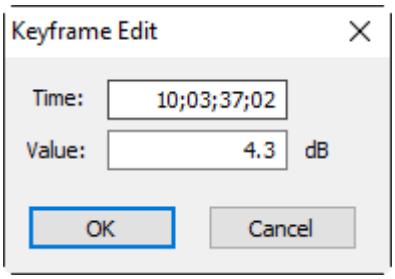
- The grid is shown in rubber-band mode only.
- The grid values are +9, +3, 0, -3, -12, and -30 dB.
- The number of lines shown depends on the width of the track. 0 is always shown.

The grid scale is nonlinear; the greatest "magnification" is in the -3 to +3 area. That is why the newly created node is not always positioned on the line between the two nearest keys.

You can use the track selector to exclude certain audio tracks from creating the keyframe.

Editing Volume Keyframes

In addition to dragging the keyframe to the desired position, you can also use the "Keyframe Edit" dialog to change the position and the volume of the keyframe. Double-click on the keyframe, and the "Keyframe Edit" dialog box appears:



Now you can enter the timecode to change the position of the keyframe. To change the volume level, you need to enter a dB value into the text box. Enter a positive value to increase the volume or a negative value to decrease the volume.

Deleting Keyframes

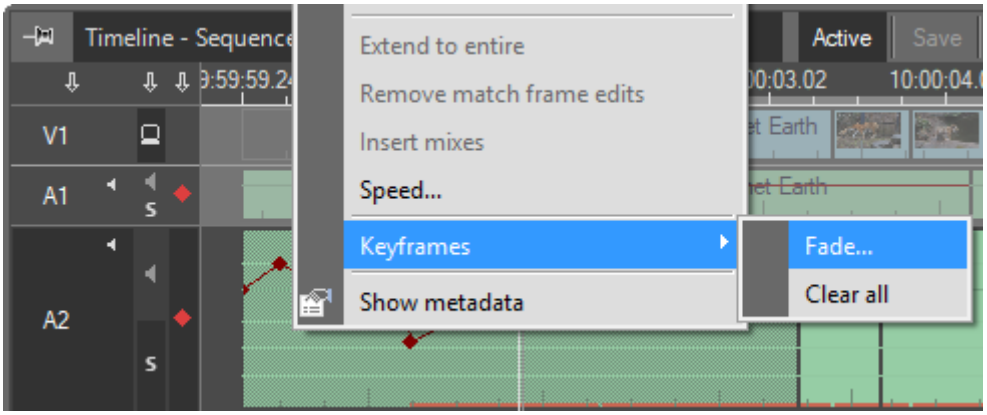
To remove the keyframe, drag the keyframe below the object, and it will disappear.

Alternatively, position the current time slider over the desired keyframe and then press the "Add/Remove keyframe" button to remove the keyframe in the selected audio object.

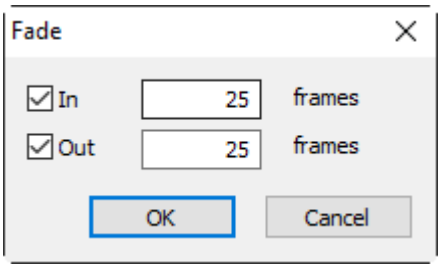
The rubber band must be enabled to see and remove the keyframe.

Create Fades with Keyframes

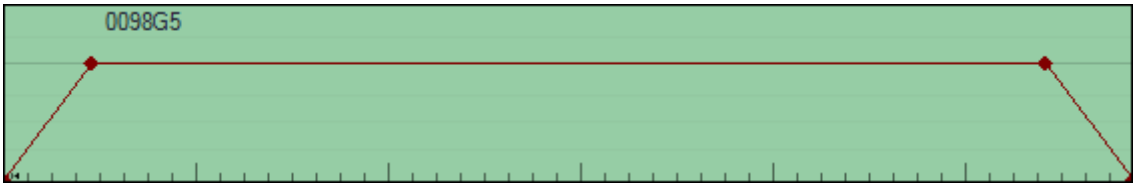
To fade an existing keyframe, right-click the appropriate track segment and choose the "Fade…" command from the "Keyframes" menu:



The following dialog box appears:



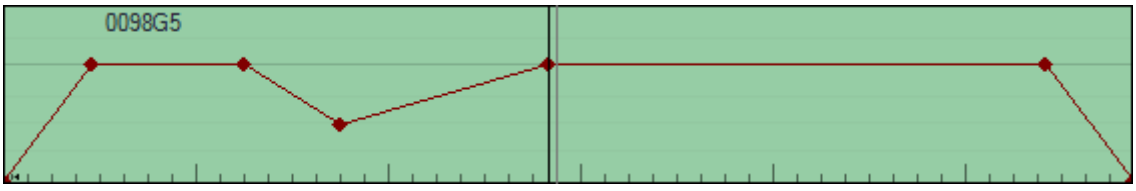
Enter the desired frame fade values or accept the default values suggested. Press the "OK" button to create the fade-in and fade-out effects.



The fade-in and fade-out effect

The default values are defined in the "Timeline Preferences" dialog.

If there are any keyframes in the middle of the clip, these will not be affected by the fade effect:



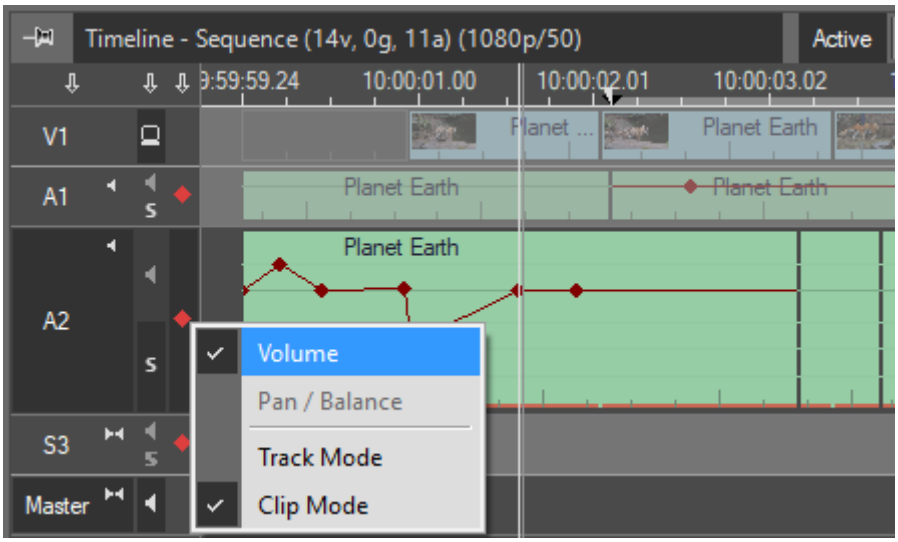
The "Fade" command also works with Vx tracks, creating transparency fade-in/out.

The "Fade" dialog does not allow you to enter values that exceed the duration of the selected clip.

The "Clear all" command clears all existing keyframes in the zone of the applied "Fade in" / "Fade out" effects.

Audio Balance Adjustment

You can change the audio balance by changing keyframe mode on Timeline.

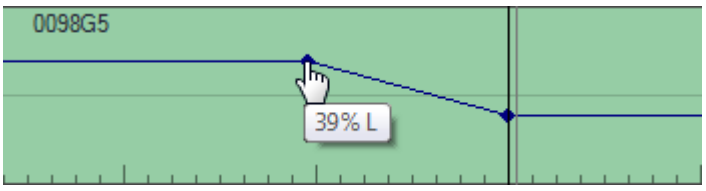


Switch to track mode and choose the "Pan/Balance" command from the right-click menu as shown above. The keyframe diamond color then changes from red to blue. The term "Pan" is used for stereo, and the term "Balance" is used for mono.

To start working with the balance rubber banding, do the following:

1. Enable the "Rubber band" command in the main Timeline menu. The rubber-band line appears on the audio objects.
2. Position the time slider where you want to change the balance.
3. Press the blue "Add/Remove a keyframe" button or use the N shortcut. The new keyframe appears on all the selected objects. Without the selection, the keyframe will be created in all the audio objects at the current position.
4. Drag the key to obtain the desired effect. The pan/balance will be shown in dB as a tooltip when dragging.

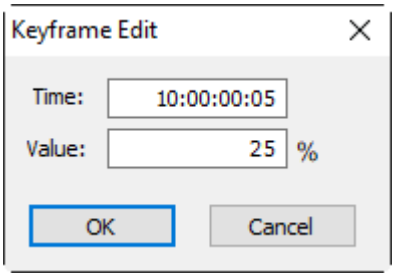
The pan/balance is measured in %, from "100% L" to "Center" to "100% R"; the left channel is above the middle line:



Every audio track can use different mode, e.g., track S1 could use volume adjustment mode, while track S2 could use pan/balance mode.

Editing Pan/Balance Keyframes

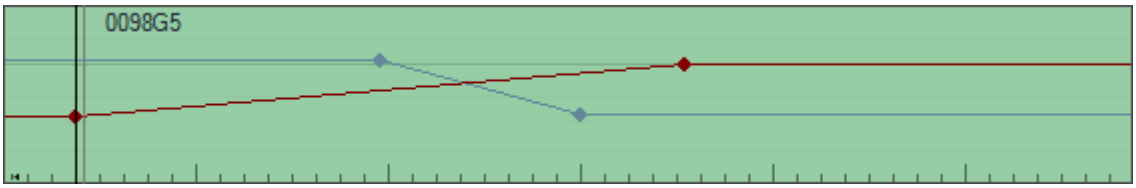
In addition to dragging the keyframe to the desired position, you can also use the "Keyframe Edit" dialog to change the position and the pan/balance value of the keyframe. Double-click the keyframe; the "Keyframe Edit" dialog box opens:



Now you can enter the timecode to change the position of the keyframe. To change the pan/balance level, you need to enter a % value into the text box. Enter a positive value to shift the pan/balance to the right channel or a negative value to shift the pan/balance to the left channel.

Dual Rubber Band Display

The inactive rubber band (volume or balance) is displayed in a paler color on Timeline and thus is not editable.

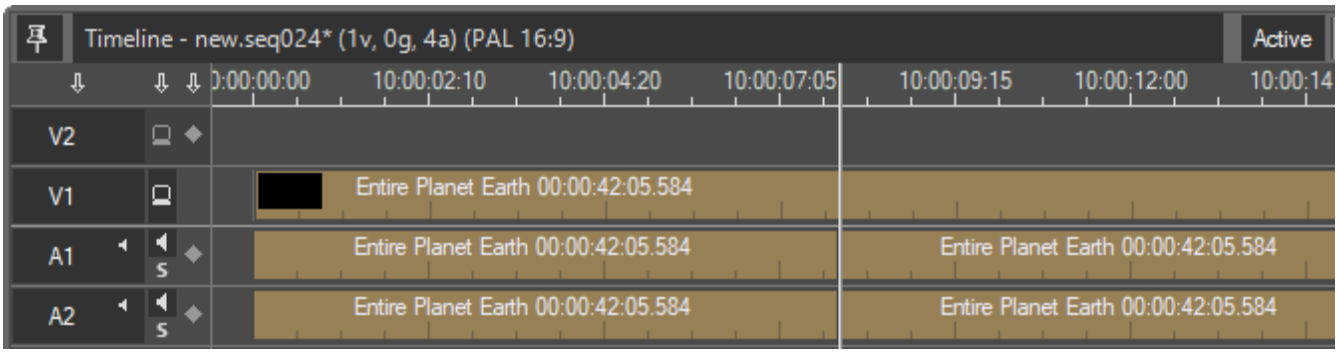


Use the diamond button on the left-hand side of the audio track on Timeline to switch between the volume and balance rubber-band modes.

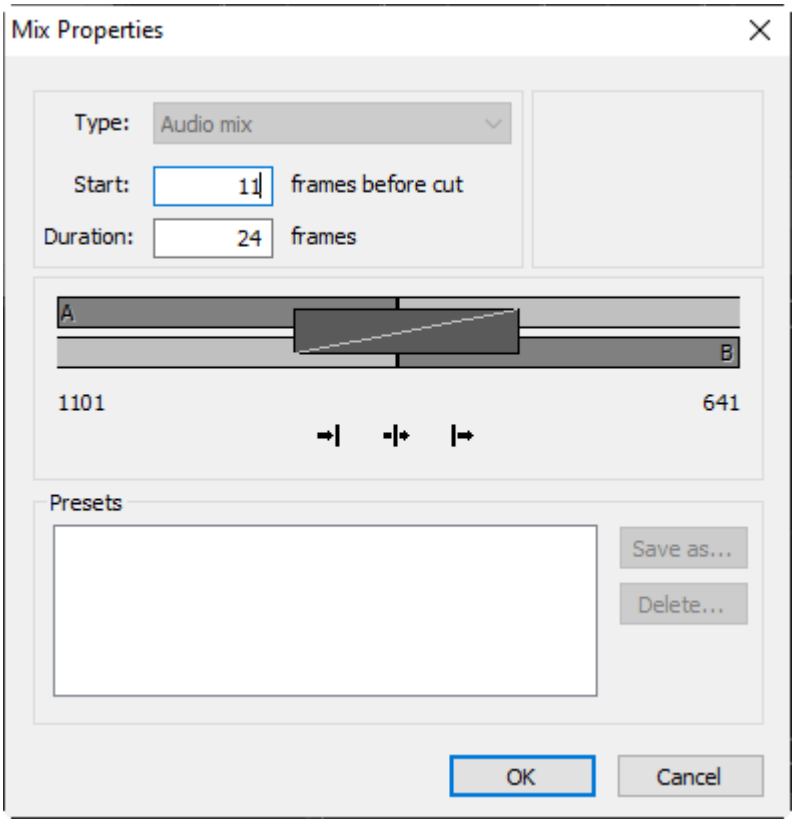
Audio Mixes

Adding an Audio Mix

Audio mixes are always created as dissolves. To create an audio mix, position your time slider close to the edit where you want to create the mix.



Press the "Mix" button if the selected edit is only represented in the audio channel as shown above; the following dialog box appears:



If the edit also includes a video, then a video mix is created, and the dialog box shown above will also include the video mix properties.

Refer to the **Mixes** article for more details on video mixes.

The default frame values shown in the dialog box depend on the settings of the Timeline preferences.

One second of NTSC footage equals 30 frames; one second of PAL footage equals 25 frames.

You can either enter the frame values into the text boxes for "Start" and "Duration" or you can drag the graphically represented mix with the mouse.

The possible length and position of your mix depend on the amount of material available from the clips being mixed. The maximum number of frames available for the mix is also displayed. In this case, clip **A** offers 200 frames for the mix, and clip **B** offers 641 frames.

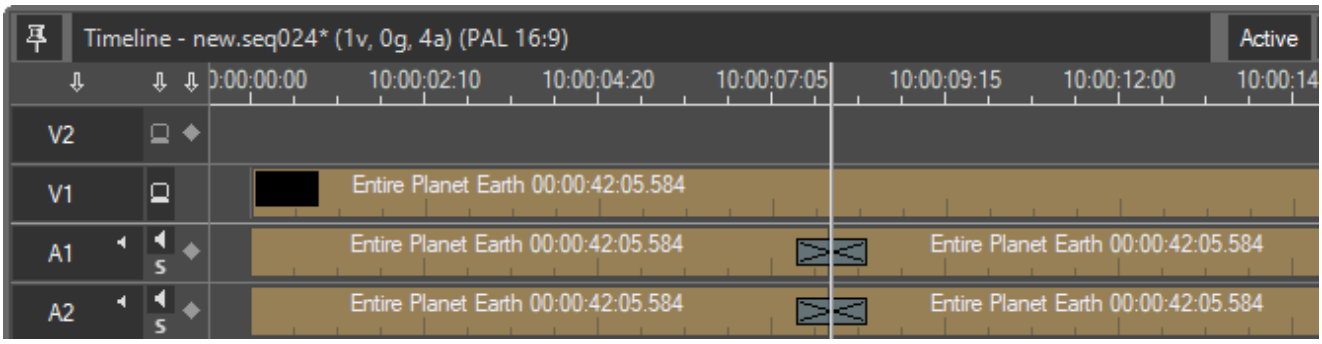
Define the position of the cut by pressing one of the following buttons:

Ending at cut – this fades the audio on the outgoing A-side to zero so that it ends at the cut point.

Centered at cut – this will create a crossfade.

Starting at cut – this creates a fade from the B-side and starts from the cut point.

Once you have set up the mix properties, press the "OK" button, and the audio mix is created.

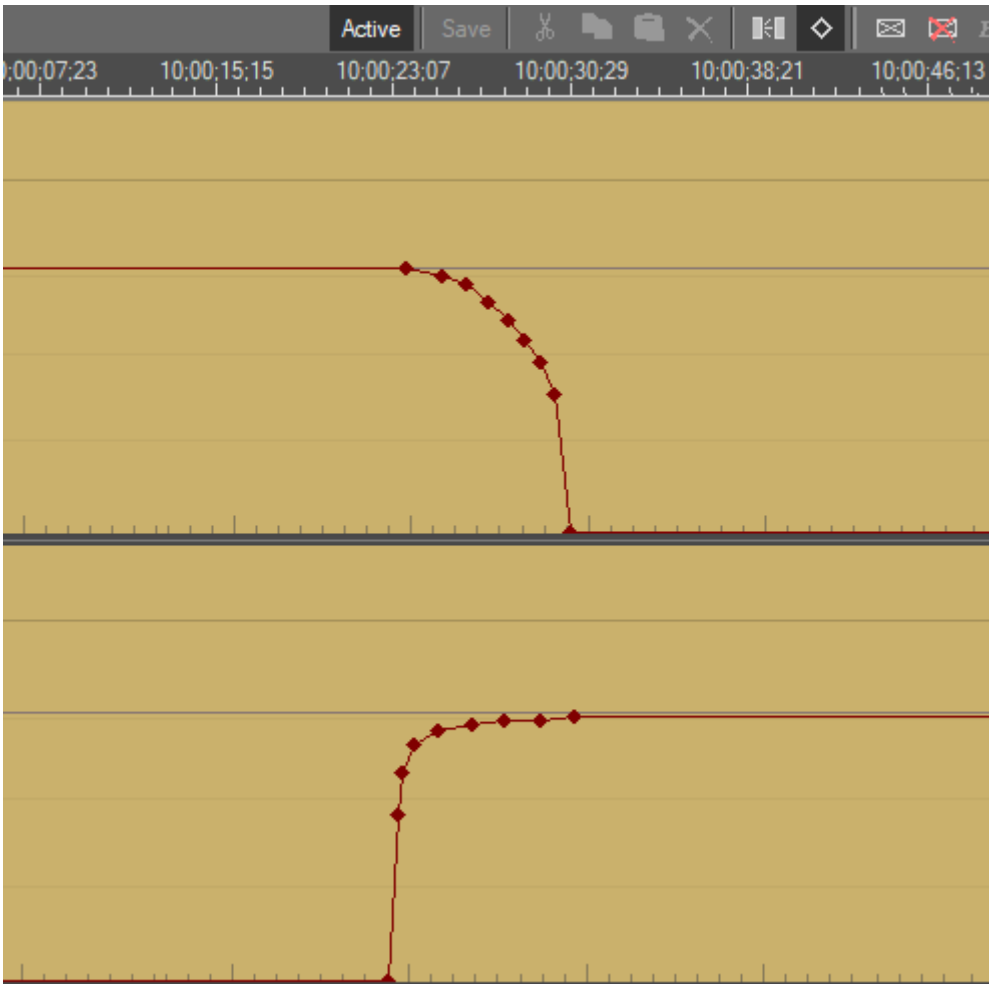


Audio mix

Audio Mix or Rubber Banding

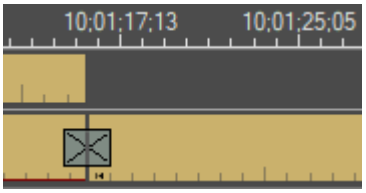
The volume rubber band is designed to facilitate on-the-fly volume control, using the on-screen or external audio mixer. Use this feature to achieve the desired volume for the tracks.

Sometimes you need to achieve a seamless mix between two soundtracks. Trying to get the perfect result with the volume rubber band, you may end up with something like this:



This approach is rather labor-intensive and does not always yield the desired result. That is why the audio mix was designed to provide a mathematically perfect mixing of non-coherent audio signals.

If you wish to mix just two different noise signals on Timeline, it is incredibly difficult to do this task manually, almost unachievable. However, by just dropping an audio mix between the two signals, it can be done instantly:

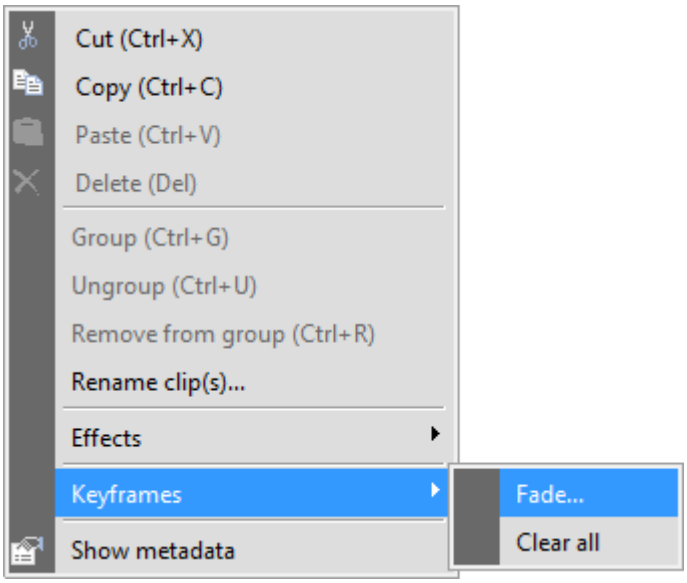




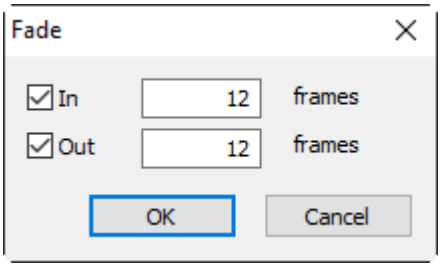
After inserting the mix, you can still use the volume and balance rubber bands to do some fine-tuning on top of the mix, if necessary.

Creating an Audio-Video Fade

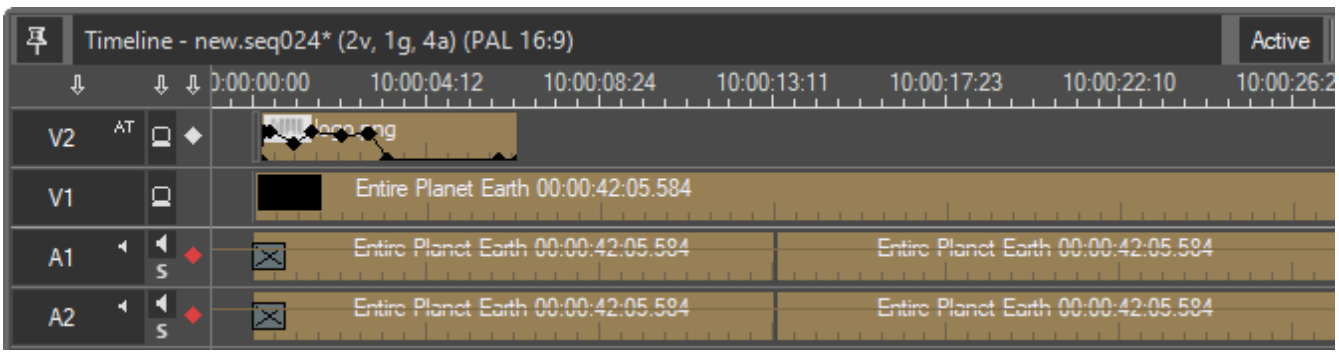
Sometimes it is necessary to introduce a visual object (a title, image, or video) synchronous with the audio clip. When adding an image to a clip, use the "Fade…" command from the context menu to create the fading in-sync with the audio file:



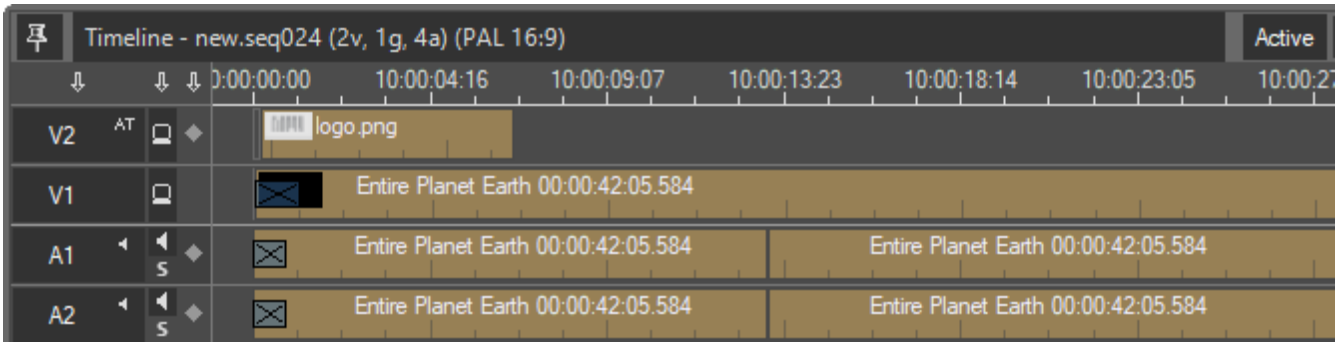
Define the Fade "In/Out" values on the window that appears, or accept the default values suggested. The fade "In" value defines the time in frames from the beginning of the clip, the "Out" value defines the time in frames left before the end of the clip.



Once the Fade "In/Out" values are defined, press the "OK" button to apply changes:



Use video and audio mixes to create the desired audio-video fade.



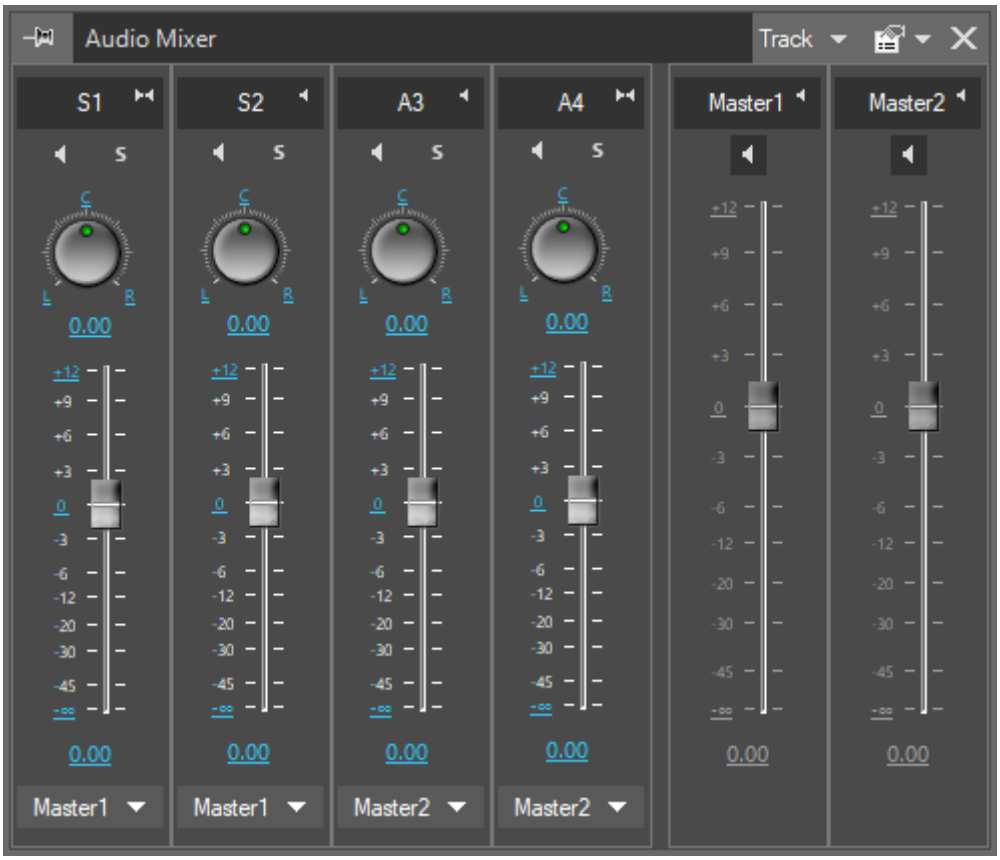
Refer to the **Mixes** article for more details on video mixes.

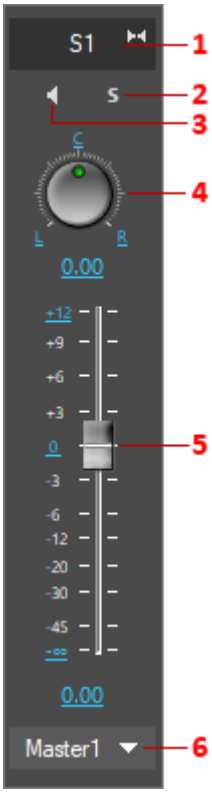
Audio Mixer

The "Audio mixer" tool provides you with the full range of audio functionality for each audio channel in use.

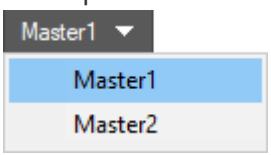
It allows you to control basic audio track parameters like volume and pan/balance for the selected audio effect target – clip or the whole audio track. Audio Mixer can also map the audio output from Timeline to the output audio channels.

Each mixer track corresponds to the audio track on Timeline of the currently active Sequence. It also displays the master fader for the output channel(s).





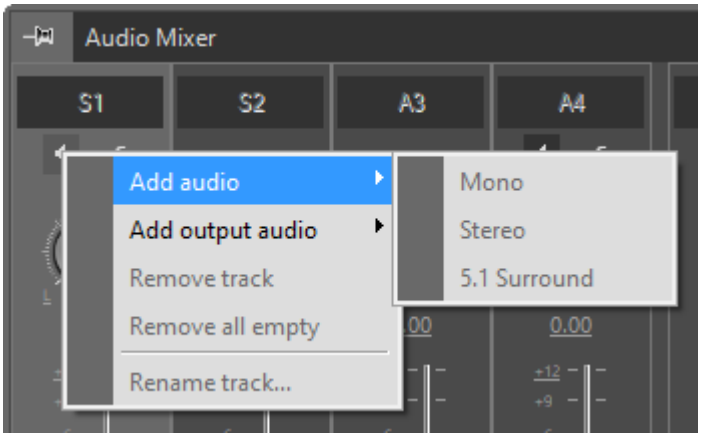
1. The audio track name button. Its look depends on the track type (mono, stereo, or 5.1 surround).
   To activate or deactivate audio tracks that are in use, simply press the button of the corresponding track. If some tracks are grayed out, this means that they are not in use (empty) and cannot be activated or deactivated.
2. The "Solo" button. It is used to single out the specified audio track and listen to it individually. All other tracks will be muted. Several tracks can be solo'ed.
3. The "Mute" button. Press it to mute the sound or to turn the sound back on again for the corresponding audio channel.
4. The content-sensitive "panner" panel.
5. The volume fader. Drag its handle to the desired position or enter the value into the decimal display below it.
6. The output channel selector defines the output channel to which this track will be mapped.



Tracks Handling

The basic operations with tracks can be done directly in Audio Mixer.

To add more audio tracks, right-click anywhere within the Audio Mixer window and select the desired audio track type from the "Add audio" submenu.



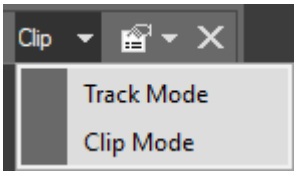
You can add as many output audio channels as needed, similarly by using the "Add output audio" submenu.

To remove a track, select it and choose the "Remove track" context menu command. The "Remove all empty" command can be used to delete all unused empty tracks on Timeline.

The track name can be changed using the "Rename track…" command.

Audio Mixer Modes

Audio Mixer allows you to select the audio effect target – clip or the whole audio track.



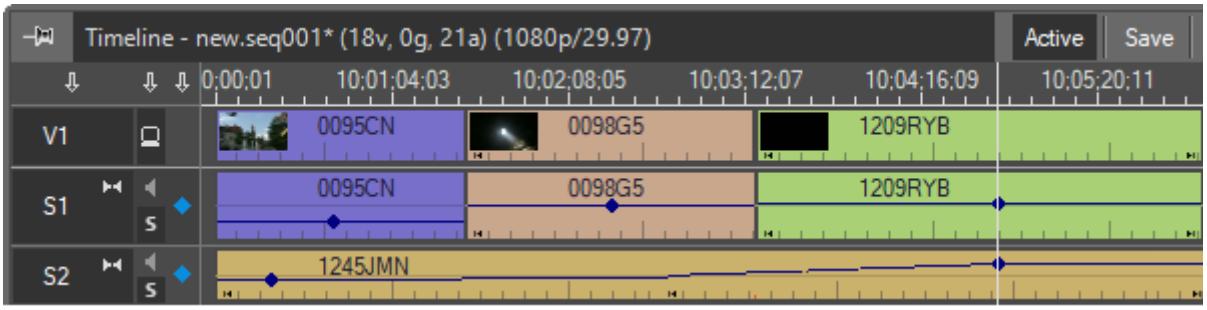
The Track/Clip selector on the caption bar defines whether the effect is applied to the clip or the whole audio track. This allows you to use Audio Mixer to adjust clip effects as well as manage audio tracks.

Panning and Balancing in Audio Mixer

At first, you should specify whether you want to change the pan/balance of the clip or the whole track by selecting the corresponding Audio Mixer mode.

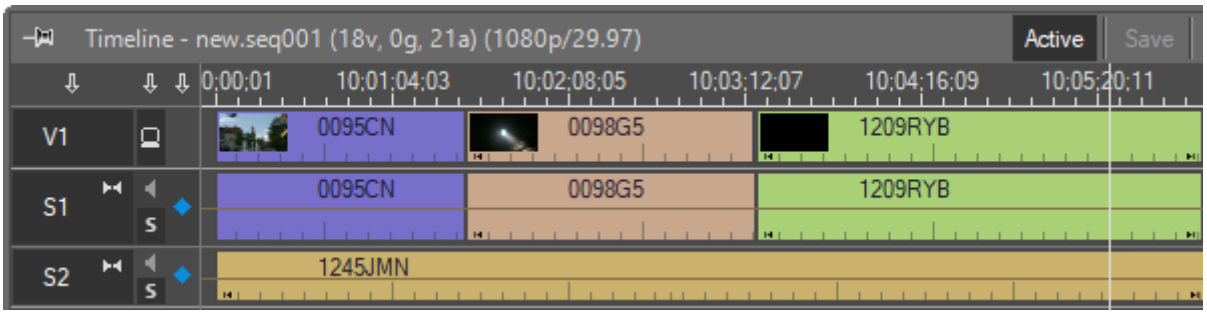
To pan the audio balance of the stereo track, use the adjustment knob of the respective audio track. While keeping the left mouse button pressed, move the mouse left or right; the current value is shown as a decimal below the adjustment knob. If you want to create a 100% left or right channel, simply press "L" or "R"; by pressing "C", the audio channel will be centered. It is also possible to enter the values directly into the decimal display or use the ← and → buttons on the keyboard to change the balance values.

The result of this action can be seen on Timeline as keyframes will be set:



Pan audio balance keyframes on S1 and S2 after the adjustment in Audio Mixer in clip mode

The keyframes are set according to the position of the Timeline slider.



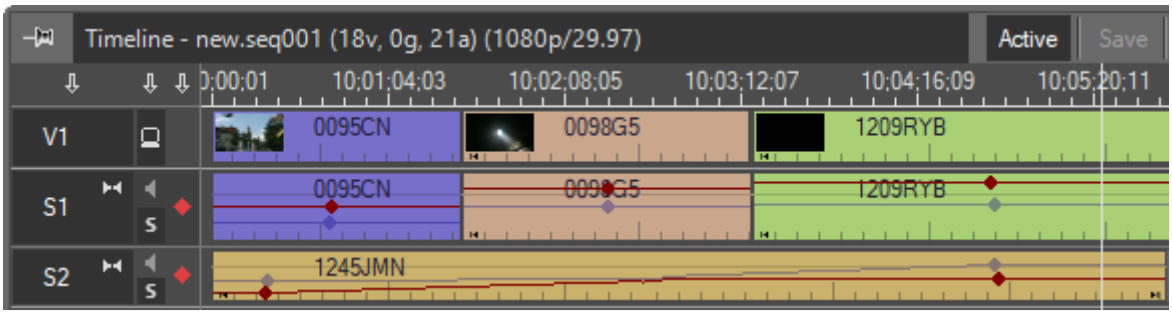
Pan audio balance keyframe levels on S1 and S2 after the adjustment in Audio Mixer in track mode

Adjusting Volume Levels

At first, you should specify whether you want to change the volume of the clip or the whole track by selecting the corresponding Audio Mixer mode.

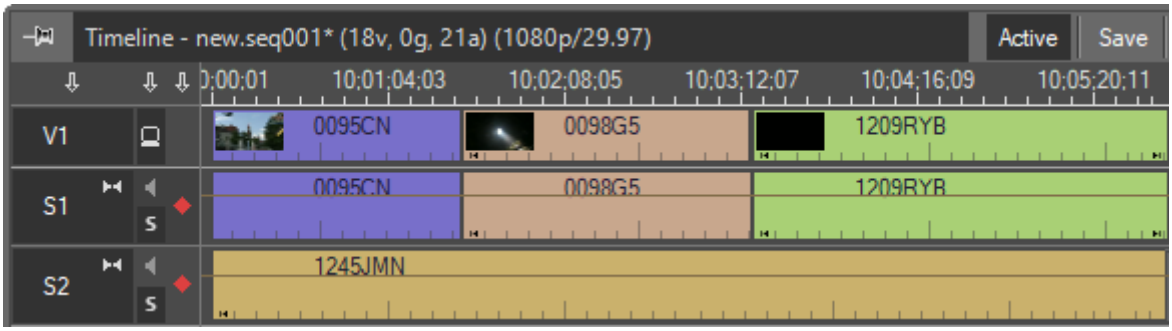
To adjust the volume of the audio clip, use the volume fader of the respective channel. It is also possible to enter the values directly into the decimal display beneath the volume fader or use the up and down arrows on the keyboard to change the

volume value. Volume changes are also displayed by keyframes on the audio clip(s) or Timeline tracks.



Volume keyframes on S1 and S2 after the adjustment in Audio Mixer in clip mode

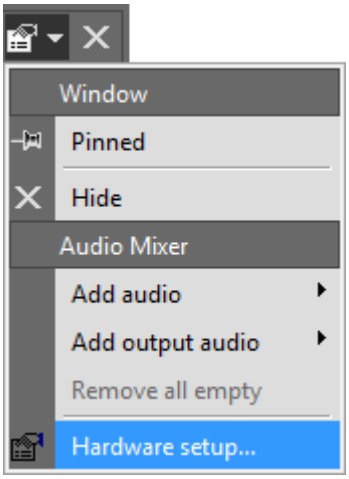
The keyframes are set according to the position of the Timeline slider.



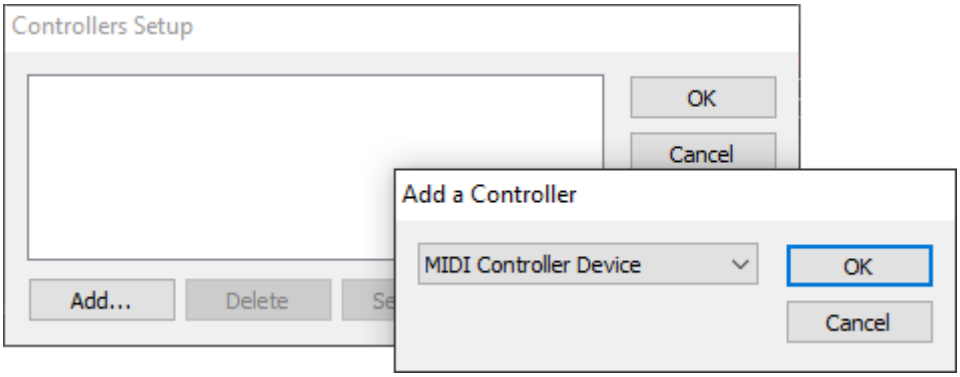
Volume keyframe levels on S1 and S2 after the adjustment in Audio Mixer in track mode

Hardware Setup

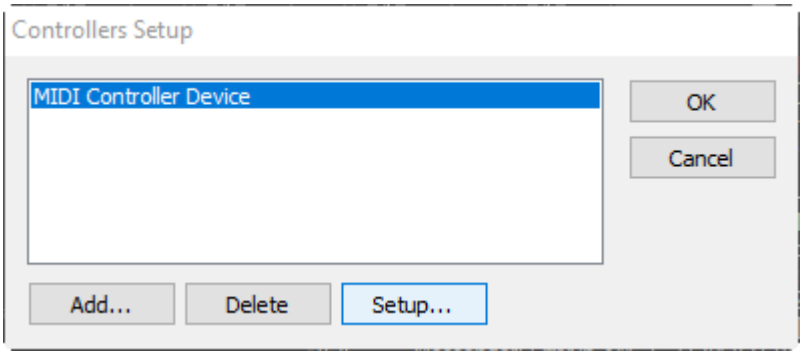
External MIDI controllers can be connected to control Audio Mixer. Use the "Hardware setup…" option from the Audio Mixer main menu to set up the MIDI controller:



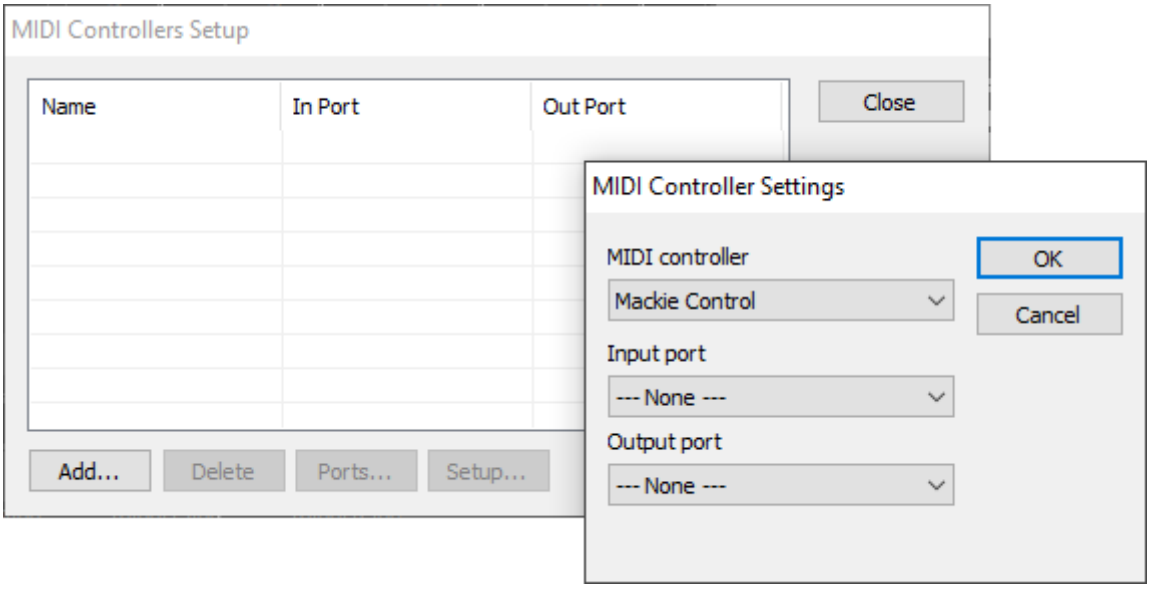
On the window that appears, press the "Add" button to add a MIDI Controller Device:



You can also set up the added controller device using the "Setup…" button:



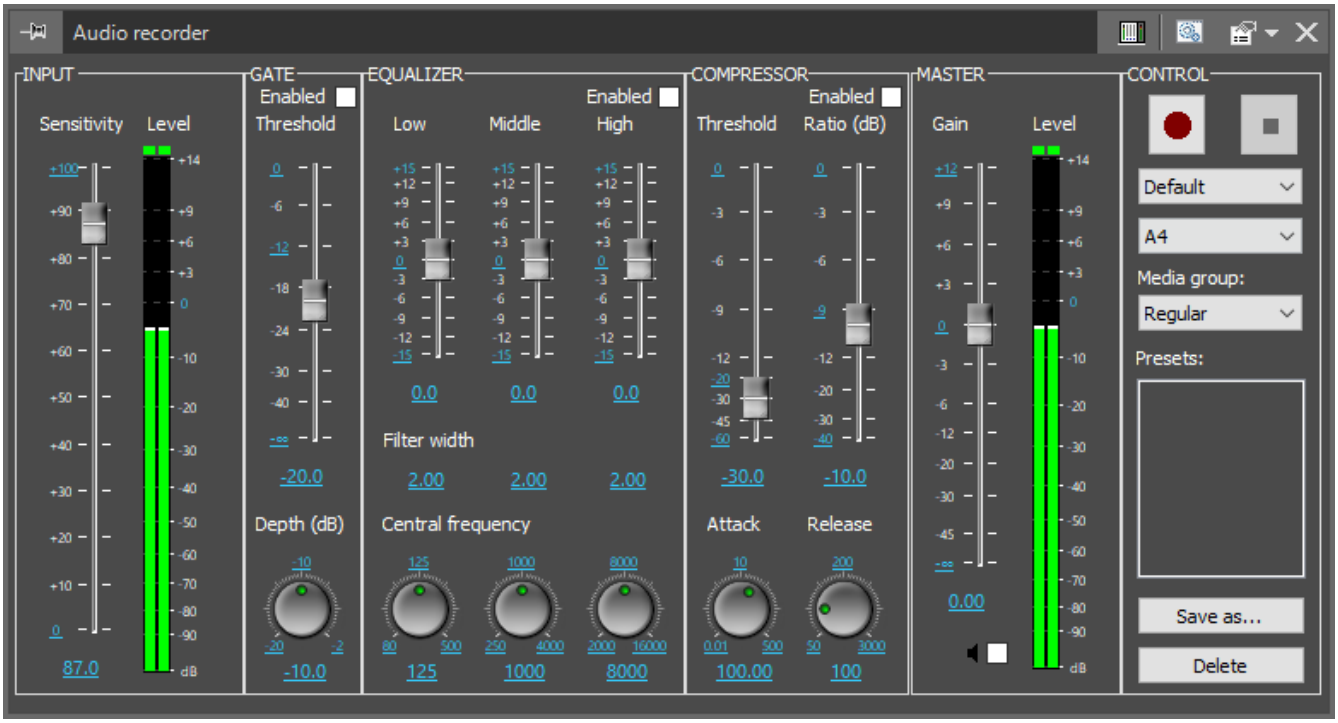
Select the control name from the drop-down list, define the Input and Output ports, and press the "OK" button to save changes:



Creating Voice-Over

The voice-over feature allows you to record a stereo signal directly to Timeline. This saves the extra steps of recording and digitizing the narration and inserting it into the project.

You can access the voice-over feature from the Timeline main menu with the "Audio recorder…" command. The "Audio recorder" window appears:

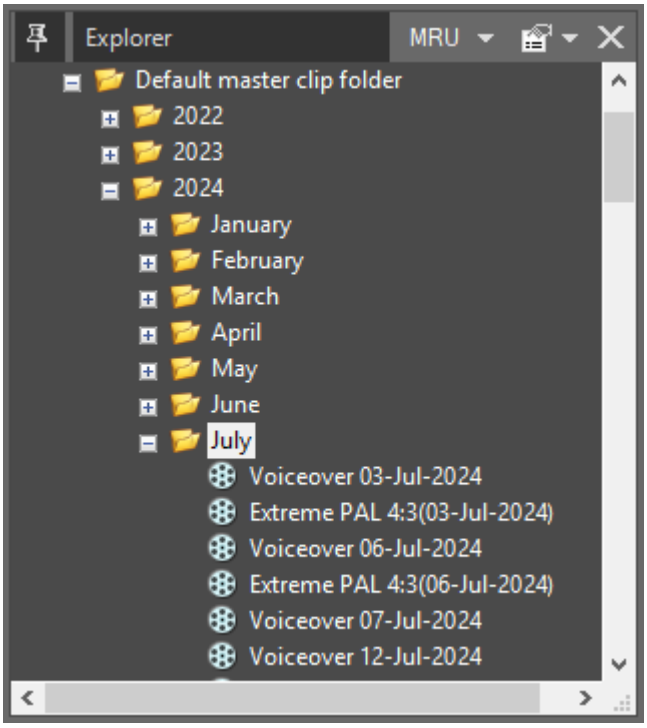


The voice-over is recorded, and new audio clips are immediately created in your bin.



The audio is recorded as Wave Stereo 16-bit 48kHz to High quality only.

The recorded audio clip is also saved to the daily Roll inside the default folder assigned as a default voice-over Bin. A daily Roll, containing the current date in its name, is automatically created every day when you start the Cinegy Desktop application for the first time:



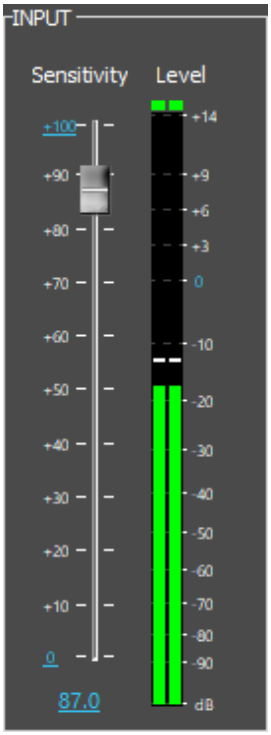
You can select a different directory via Cinegy Archive Manager.



Refer to the **Default Folders, Bins** paragraph in the **Cinegy Archive Manager Manual** for details on defining the default voice-over Bin.

Please note that the user starting Cinegy Desktop for the first time on the current date should have the corresponding "Modify" rights for the folder assigned as the default voice-over Bin.

Input



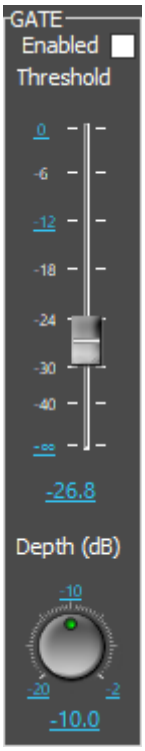
The input sensitivity level directly controls the selected audio board input. The level indicator shows the actual input level. Sensitivity:

- 0% = OFF
- 100% = max sensitivity

You can use the slider to regulate the sensitivity level or enter a desired value into the numeric text field.

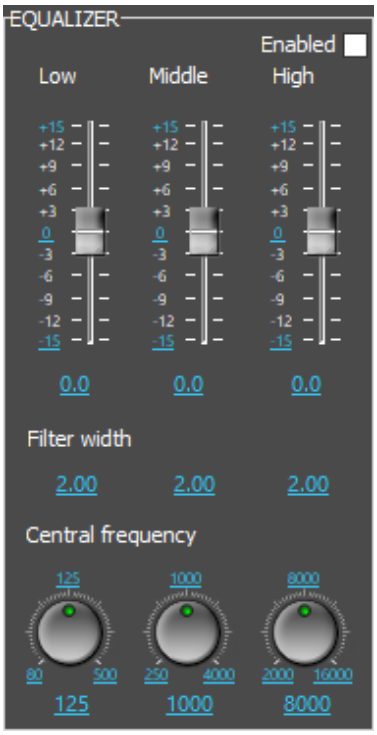
The 0 level is calibrated by the Cinegy Archive Manager settings.

Gate



To eliminate noise during a pause in audio recording, set the threshold level to the desired input signal level. An input signal below this level will then be processed. The depth of the "Gate" setting can be adjusted by clicking on the "Depth" adjustment knob. While keeping the left mouse button pressed, move the mouse left or right; the current value is shown as a decimal below the adjustment knob. The minimum, maximum, and middle values can be set simply by clicking on the desired value displayed around the adjustment knob. If you wish to ignore the "Gate" settings during voice-over recording, deselect the corresponding checkbox, and the recorder will bypass these settings.

Equalizer

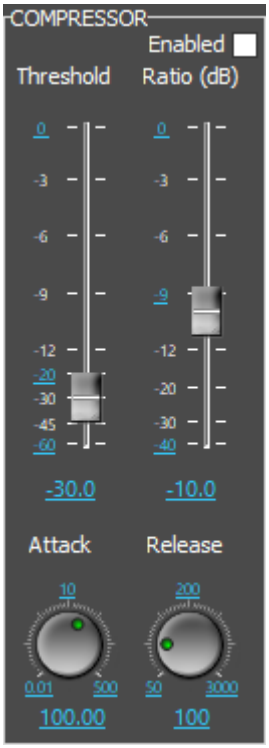


The equalizer is set up in three parts, letting you adjust the "Low", "Middle", and "High" frequencies. Every frequency band has the following parameters:

- **Gain (main vertical control)** – amplification of the signal at the center frequency. Use the sliders to adjust the values or enter a decimal value under the level meters.
- **Filter width** – the filter Q, expressed in octaves (from 1/12 up to 3 octaves).
- **Center frequency** – the resonance frequency of the filter in Hz. While keeping the left mouse button pressed, move the mouse left or right; the current value is shown as a decimal below the adjustment knob. The minimum, maximum, and middle values can be set simply by clicking on the desired value displayed around the adjustment knob.

If you wish to ignore the equalizer settings during voice-over recording, deselect the checkbox, and the recorder will bypass these settings.

Compressor

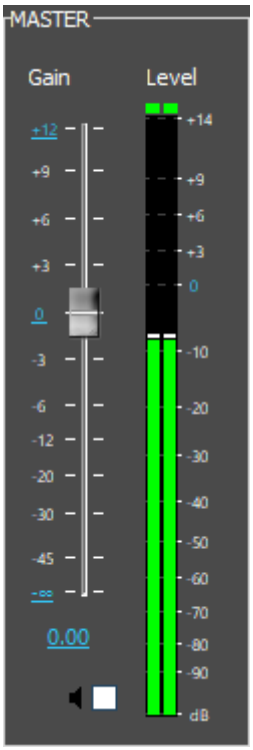


The compressor device allows you to narrow the dynamic range of the voice to automatically provide linear volume to the voice recording.

- **Threshold** – the threshold value that initiates the compression process, in decibels.
- **Ratio** – the compression ratio, in decibels.
- **Attack** – the time before compression reaches its full value, in ms.
- **Release** – the speed at which compression is stopped after input drops below the threshold, in ms.

If you wish to ignore the compressor settings during voice-over recording, deselect the checkbox, and the recorder will bypass these settings.

Master



Here you can adjust the amplification of the output signal, in dB. The level meter shows the level of the actual output signal.

The 0 level here is calibrated by Cinegy Archive Manager settings. Use the "speaker" control to hear the signal on the board output.

Make sure you have muted monitoring of all the board inputs!

Control



- The source drop-down list allows you to choose from the available audio inputs.
- The destination drop-down list allows you to select the destination audio track for your recording.
- The "Media group" drop-down list is used to select the required media group.

The list of media groups can be managed via Cinegy Archive Manager. Refer to the **Media Groups** paragraph in the **Cinegy Archive Manager Manual** for details.

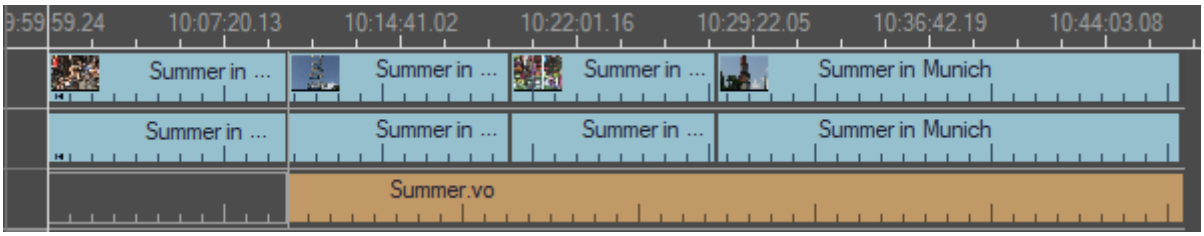
- If there are no In and Out points set, the voice-over will be recorded from the current position.
- If there is only an In point set, the voice-over will be put into the project starting from the In point.

If both In and Out points are set, the voice-over will be inserted into the project at the In point; when the time reaches the Out point, the recording will stop automatically. The voice-over object is always colored light brown.





Press the "Record" button to start the recording.

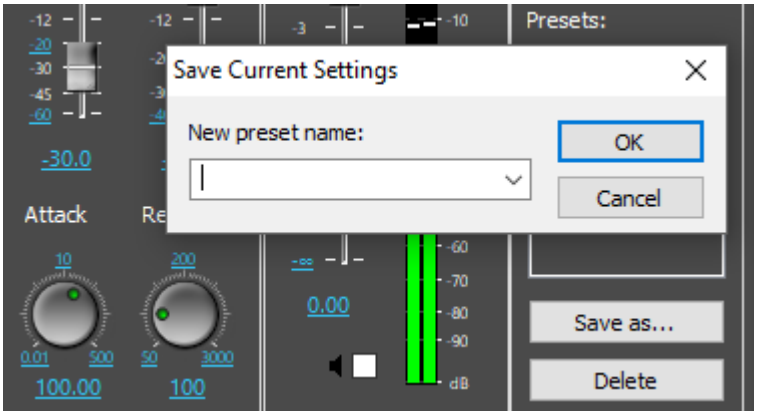




Press the "Stop" button to stop the recording.

Audio Recorder Presets

You can save your current settings as audio processing presets. To do this, simply press the "Save as…" button and then enter a name for your new preset.





If you have unchecked one or more checkboxes regarding the "Gate", "Equalizer", and "Compressor" settings, this is also saved in your audio recorder preset.

Press the "Delete" button to delete a currently selected preset.

Recommended Audio Hardware Setup

We recommend using the following hardware components:

- Microphone
- Audio mix device
- Sound card
- Headphones

The minimum hardware requirements are:

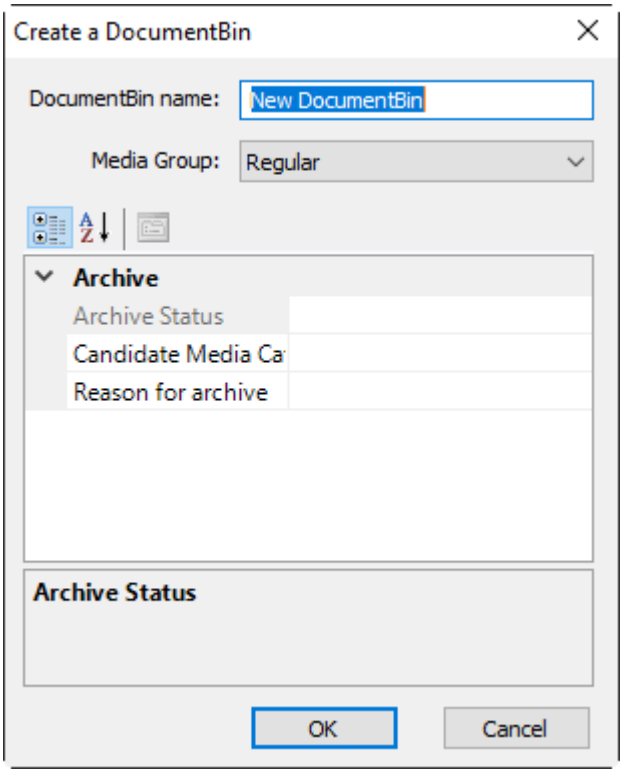
- Headphones with a microphone or a separate microphone
- Sound card

1.14 Working With DocumentBin

A DocumentBin is a container for different files, documents, and pictures to work with inside Cinegy Desktop.

Creating a New DocumentBin

To create a new DocumentBin, right-click the folder where you want to create it, then select "New" > "New DocumentBin" from the context menu. The "Create a DocumentBin" dialog box will appear:

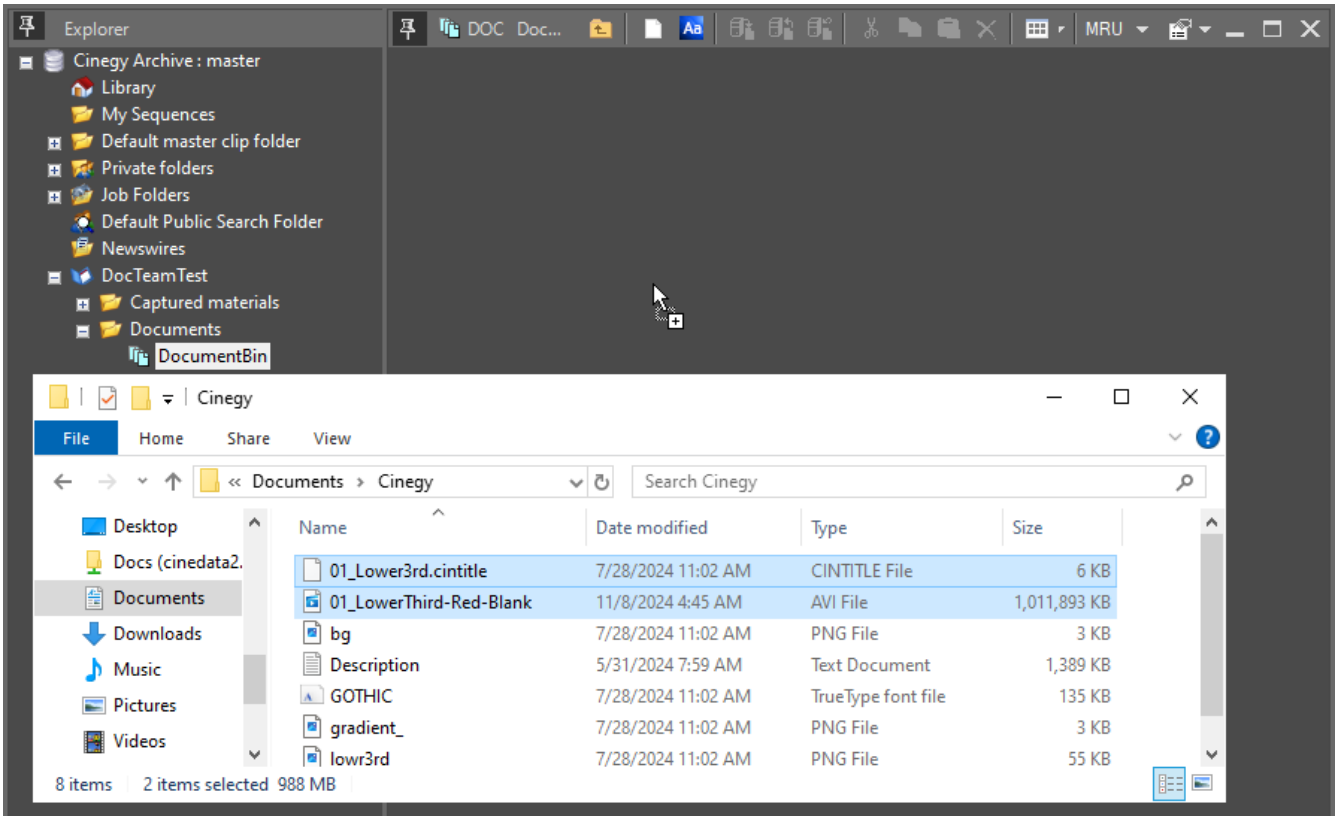


The view of this dialog box may vary depending on the set of metadata fields assigned to the node.

The new DocumentBin appears in the Cinegy Desktop Explorer. Double-click the DocumentBin to open it.

Registering new Documents

To add documents, such as media files, text documents, pictures, etc., to the DocumentBin, just drag and drop one or more files from the Windows File Explorer directly into the DocumentBin:



You can also copy and paste the documents from the Windows File Explorer into the DocumentBin using standard `Ctrl`+`C` / `Ctrl`+`V` shortcuts.

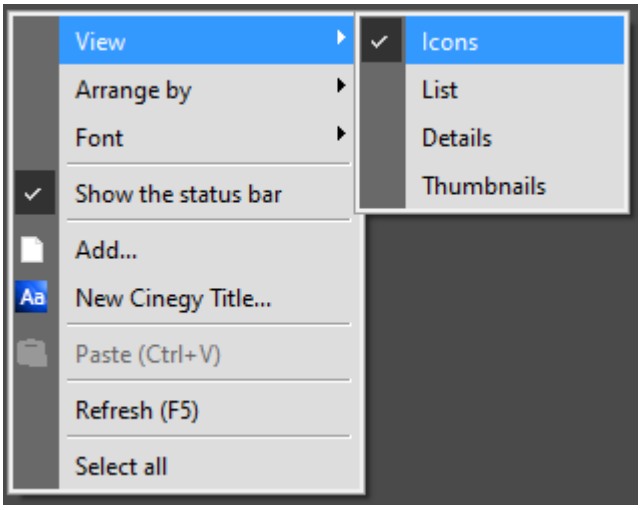
Alternatively, you can click the "Add" button in the DocumentBin toolbar or select the "Add" command from the context menu. A standard file dialog box will appear, allowing you to choose the required file(s). After selecting the file(s), click "OK", and the document(s) will be added to your DocumentBin.

The documents you have added will be copied to the Cinegy Archive document server and registered in the Cinegy Archive content server.

To create a new Cinegy Title template, press the "New Cinegy Title" button in the DocumentBin toolbar or use the "New Cinegy Title" command from the context menu. In the "New Title" dialog box that appears, define a name for the template and choose the appropriate TV format. Having assigned all the parameters, press "OK". The Cinegy Title template will be created in the DocumentBin.

Selecting a View for the DocumentBin

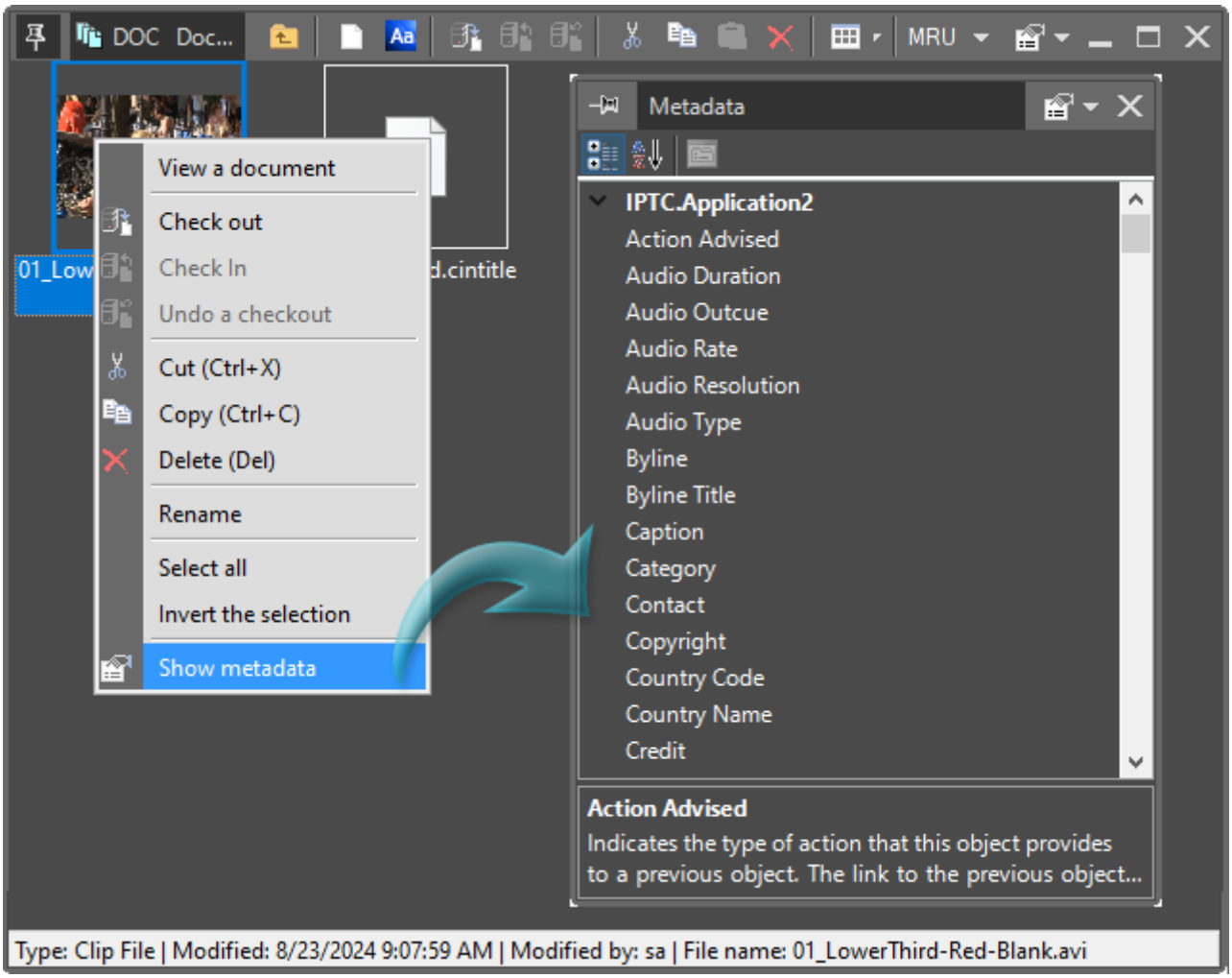
In the main DocumentBin menu, choose the "View" command, which offers several options: icons, a list, details, and thumbnails:



Show Metadata

To view the metadata of the object added to the DocumentBin, do the following:

1. Select the desired object.
2. Select the "Show metadata" command from the object's context menu.
3. Fill in the fields in the "Metadata" dialog that appears:



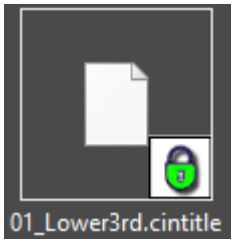
Each document type can be associated with its own list of metadata fields. Refer to the **Metadata Fields** article within the **Cinegy Archive Manager Manual** for details about the object metadata setup.

Working with Documents

Locking a Document

Before editing the document, you must lock it, which grants you exclusive editing rights and prevents others from making simultaneous changes. While locked, the document can only be edited by you, with all other users having read-only access. This ensures the document's integrity and avoids the creation of conflicting versions.

To lock a document, select it and click the "Check out" button in the DocumentBin toolbar or choose the corresponding command from the context menu. The locked document will be displayed with the green lock:



If the document is already locked, you can find out who locked it by switching the DocumentBin to the details view.

You can use **Cinegy Messenger** to communicate with the person holding the document you need to edit.

Editing a Document

During the locking process, the document will be copied to your local disk. Once locked, double-click the document to open it in the default associated editor, or use the "Edit a document" command from the context menu.

Unlocking a Document

After finishing your edits, you can unlock the document to make it available for editing by other users.

To unlock the document, select it and click the "Check in" button in the DocumentBin toolbar or choose the corresponding command from the context menu. The document will be copied back to the Cinegy Archive document server as a new version and will then be made available to all other users.

The "Undo a checkout" command releases the file for all other users without saving changes to the master file in the database.

Deleting a Document

To delete a document, select it and click the "Delete" button in the DocumentBin toolbar, or choose the corresponding command from the context menu, or hit the `Delete` button.

You are not allowed to delete the documents locked by other users.

Document Thumbnails

The document thumbnail availability and the way the document is presented depend on the installed thumbnail plug-ins.

The basic plug-in comes with Windows, some of them may come with Cinegy Desktop, and some of them may be available as third-party commercial products.

Searching for Documents

The search for documents is performed with the general search procedure, in parallel with the video assets.

1.15 Working With Titles

Cinegy Title allows you to add multiple layers of automation-controlled, template-based titles, logos, animated graphics, and more. This module addresses simple requirements, such as logo insertion, right through to complex branding with templated information and animated video plates.

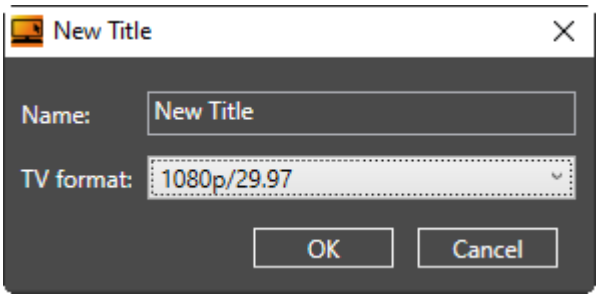


Ensure that the user role you are working under has the "Edit a CG Template" permission enabled. This is required to create, edit, or import Cinegy Title templates. For more details, refer to the **Permissions and Security** article in the **Cinegy Archive Manager Manual**.

Creating a Template

To create a new Cinegy Title template, follow the steps:

1. Open the DocumentBin in which you want the template to be located.
2. Choose the "New Cinegy Title …" command from the right-click menu or press the Aa button in the menu bar of the DocumentBin; the "New Title" dialog box appears:



3. Enter a name for the Cinegy Title template.
4. Choose the appropriate TV format for the template. It must be the same format as that of the Sequence in which it will be used; otherwise, you will encounter an insertion error.
5. Having assigned all the parameters, press "OK". The Cinegy Title template will be created in the DocumentBin.
6. Now you can start working with your new template. Double-click it in the DocumentBin, and the following window will be opened:



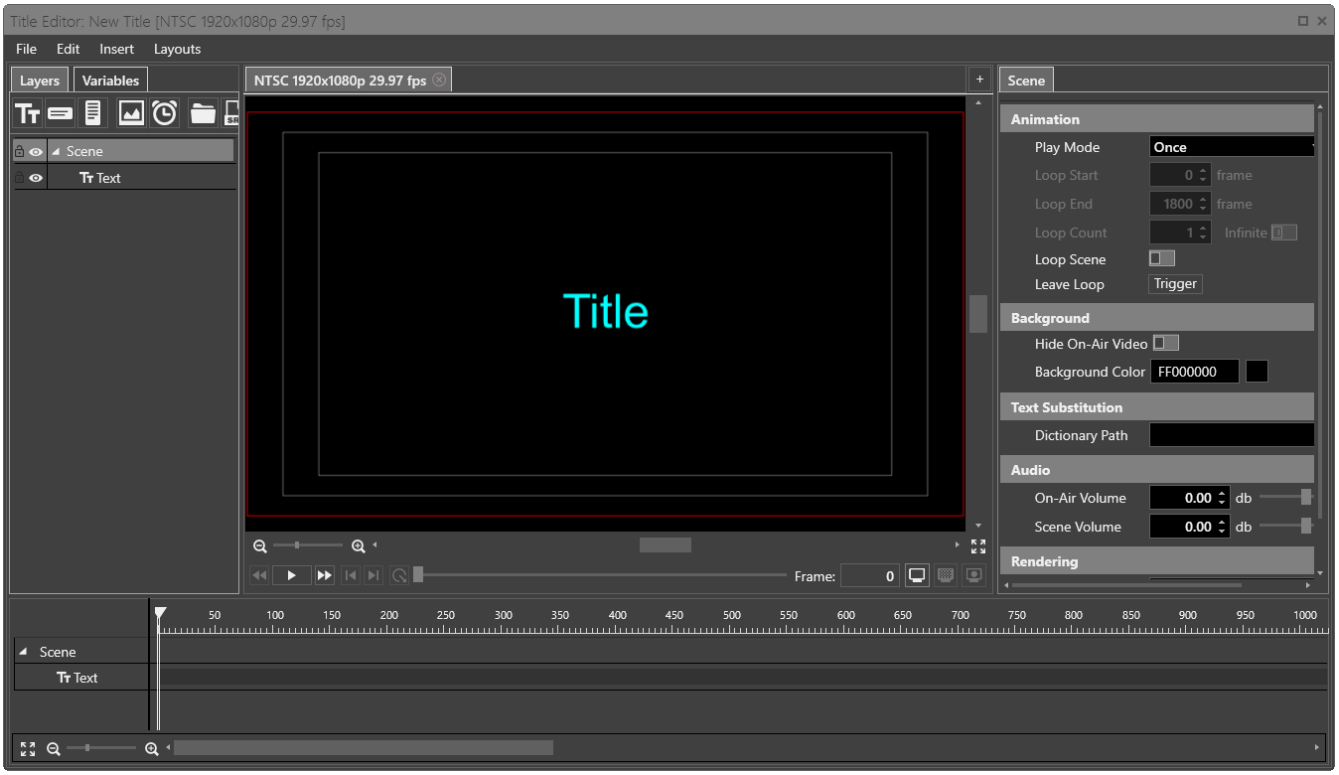
This Title plug-in window allows you to edit the template or import the previously created Cinegy Title template. These two options are described in detail below.

Editing Cinegy Title Template

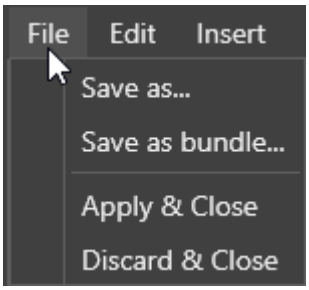
After creating the Cinegy Title template, you can edit it using the Cinegy Title Editor, which must be installed separately on your computer.



Press the "Edit template" button, and the full-featured Cinegy Title Editor will be launched, allowing you to modify any parameter of your Cinegy Title template according to your needs.



To save the Cinegy Title template file, use the "Save as…" command from the "File" menu. The Cinegy Title template can also be saved as a bundle, i.e., the full package containing the Cinegy Title template file and all its related assets will be created. For this, use the "Save as bundle…" command.



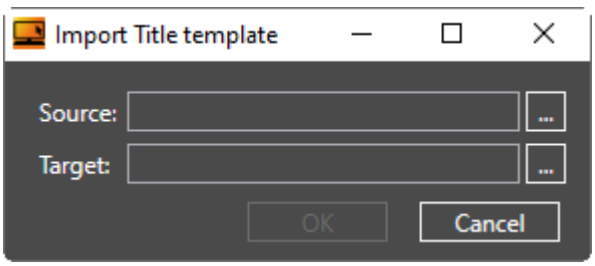
Having made changes in the Cinegy Title template, you can apply them by using the "Apply & Close" command from the "File" menu. The external Cinegy Title editor will be closed, and changes will be applied to the template in the DocumentBin. If you do not want to apply changes, use the "Discard & Close" command.

Cinegy Title Template Import

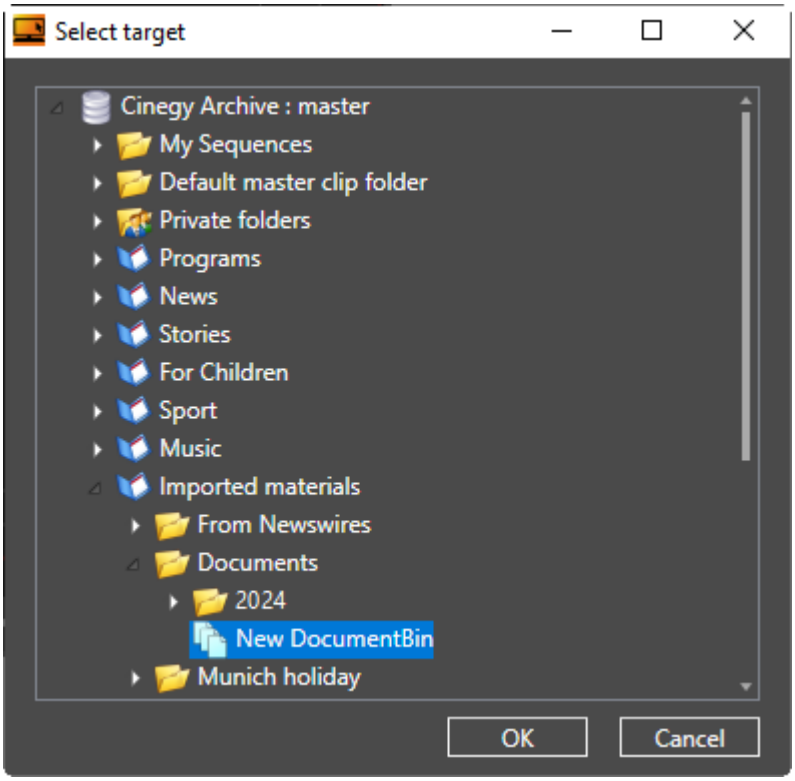
If you have previously created Cinegy Title templates, they can be imported for further use in Cinegy Desktop.



Use the "Import" button on the plug-in toolbar, and the following dialog will be opened:

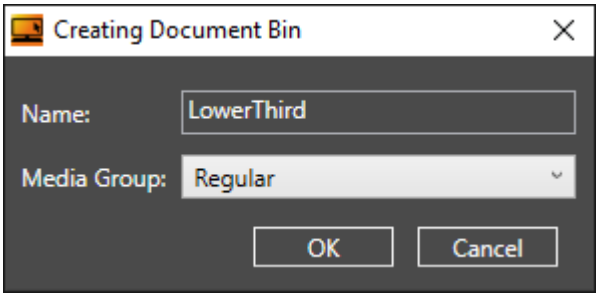


In the "Source" field, define the path to the previously created Cinegy Title template. You can do this manually or via the "…" button. Then press the "…" button near the "Target" field, and the following "Select target" window will be opened:



Here navigate to the previously created DocumentBin where the Cinegy Title template will be imported. Press "OK" to select the DocumentBin.

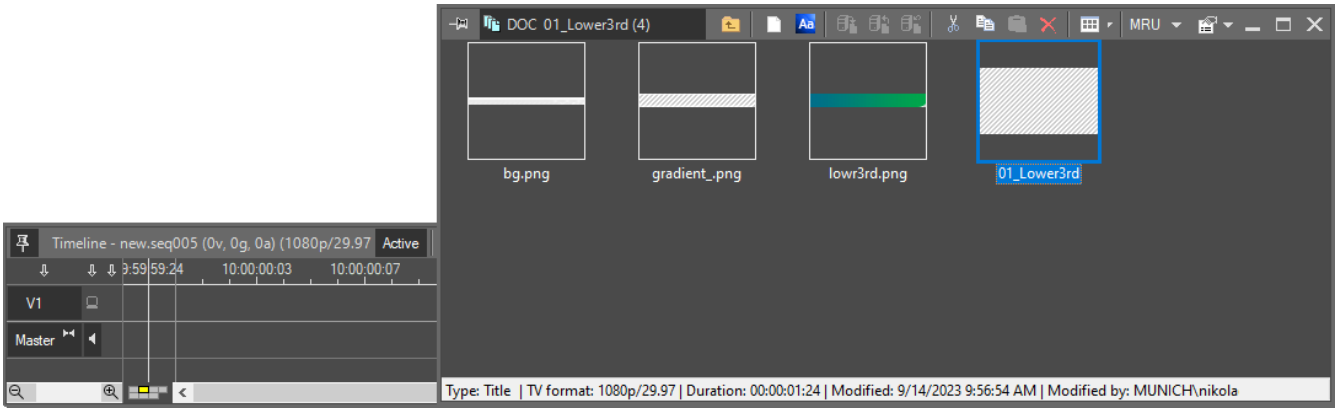
It is possible to select a folder as a target. In this case, a new DocumentBin will be created in the selected folder. In the following dialog, specify the name and media group for the new DocumentBin.



Having defined all parameters, press "OK" to start the import. After import is finished, the Cinegy Title template, along with all media files used in this template, will be placed in the defined DocumentBin.

Adding Template into Sequence

To add the Cinegy Title template to the Sequence, open the DocumentBin containing the Cinegy Title template(s) and drag-and-drop the desired template to Timeline:

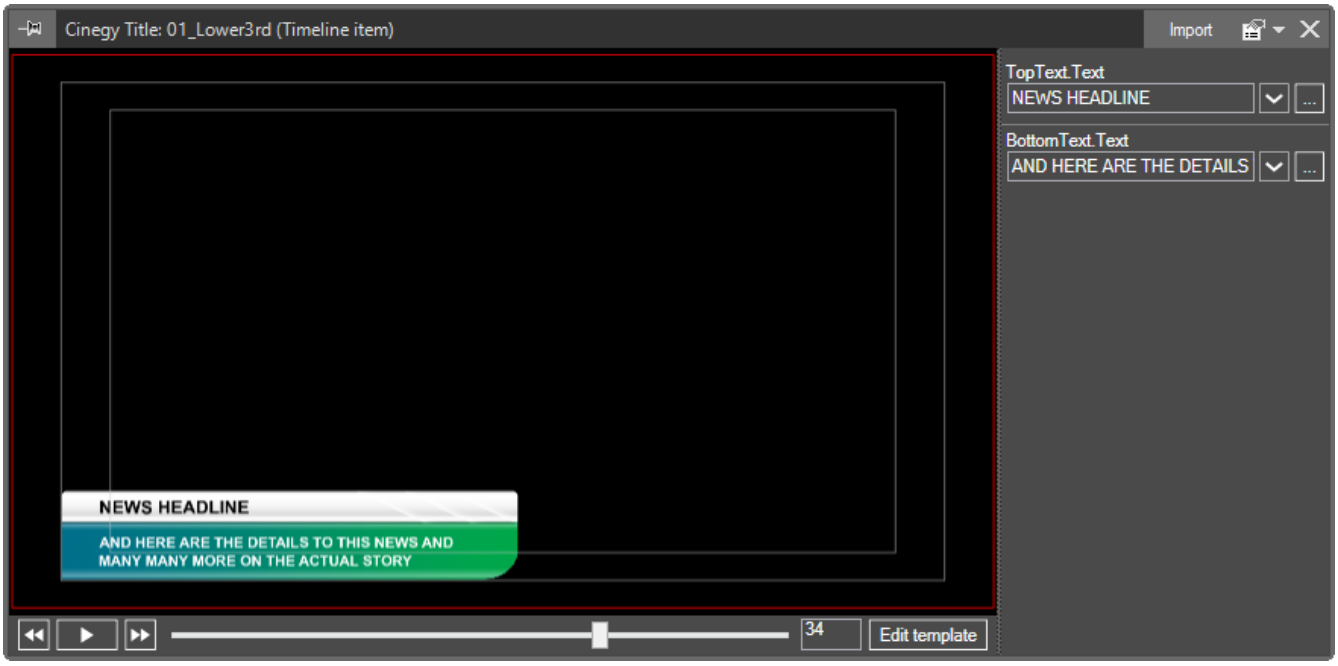


It will be added to the video track you select on Timeline.

Template Editing on Timeline

Cinegy Title templates added to the Timeline project can be edited directly from Timeline. This will not affect the original Cinegy Title object in the DocumentBin.

Double-click the CG scene on the corresponding track on Timeline to open it in the integrated Cinegy Title plug-in:



Here you can preview the template using playback controls at the bottom of the window or open the external Cinegy Title Editor for template editing using the "Edit template" button. The panel on the right contains the list of all variables available in the Cinegy Title template.

If a variable is not linked to any parameter in the Cinegy Title template, it is disabled for editing in the Cinegy Title plug-in within Cinegy Desktop.

1.16 Working With Stories

Story



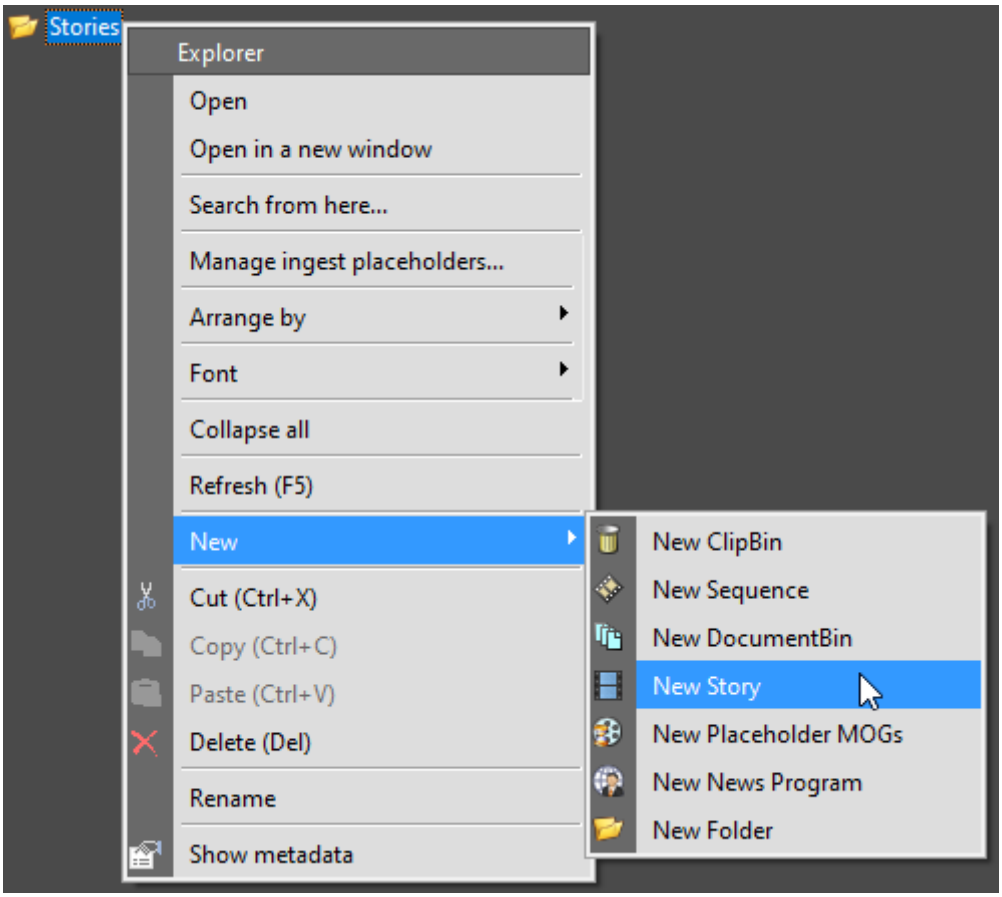
A Story is the basic element of a news program. It contains scripts and media attachments covering a separate news story.

Creating a Story

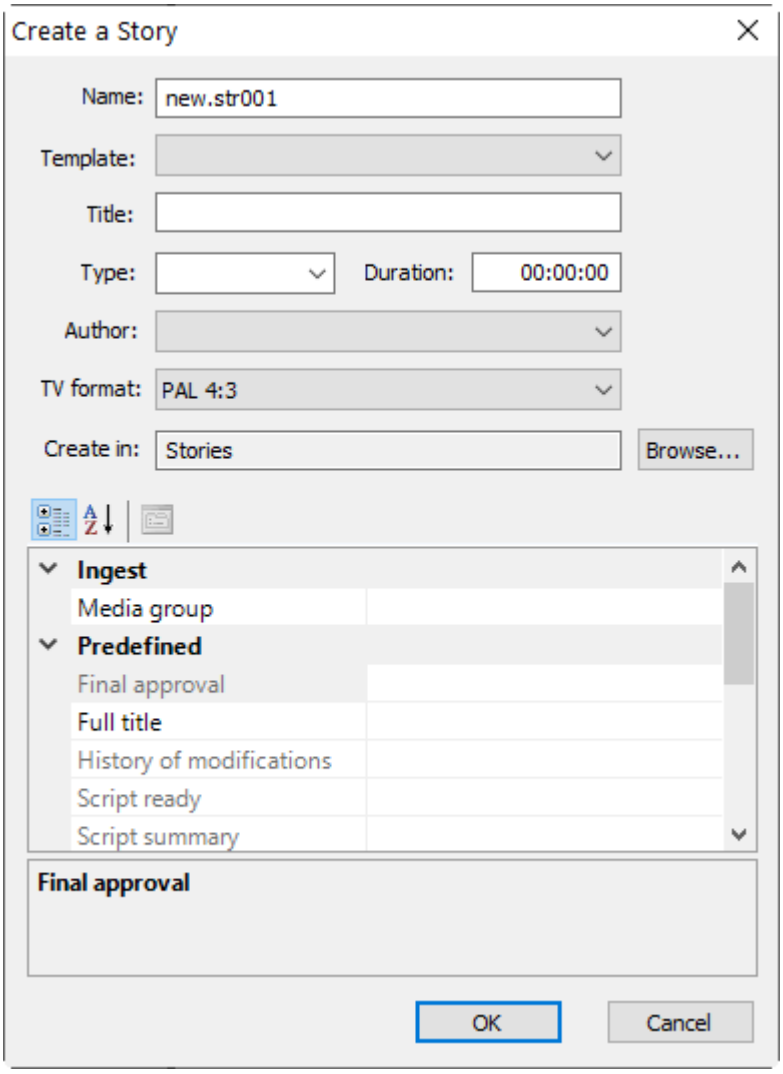
Stories can be created either from the Cinegy Desktop Explorer or directly in News Program Manager.

To create a Story in the Cinegy Desktop Explorer, follow the steps below:

1. Right-click the folder in the Cinegy Desktop Explorer in which you would like to create a new Story.
2. Select the "New" > "New Story" context menu command:



3. Enter the required parameters of a new Story:



- **Name** – the name of the Story object.
- **Template** – the previously created Story template.
- **Title** – the Story material title.
- **Type** – the type of the Story object.

> Refer to the **Story Types** article in the **Cinegy Archive Manager Manual** to learn how to create different Story types for the Story objects.

- **Duration** – the desired duration of the Story.
- **Author** – the narrator's name.

> Refer to the **News Options** article in the **Cinegy Archive Manager Manual** for details on how to create and configure the list of authors.

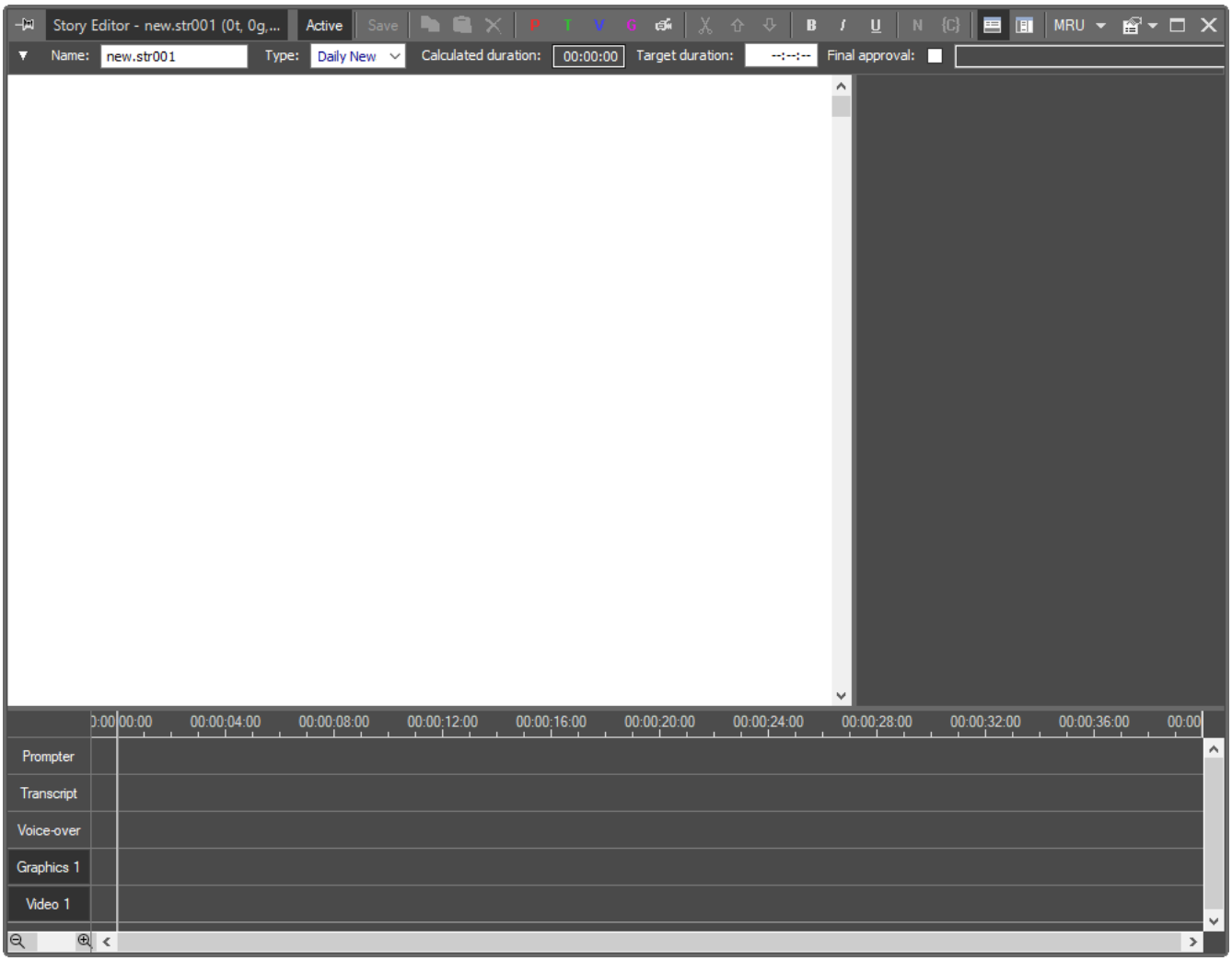
- **TV format** – the Story TV format.
- **Create in** – the created Story location. To select the desired location of your Story in the Cinegy Archive database, press the "Browse" button and choose the destination folder.

4. Fill in the metadata fields, if necessary, and press the "OK" button to finish the process of creating the Story object.

The content of this dialog may vary depending on the set of metadata fields assigned to the specified node. Refer to the **Cinegy Archive Manager Manual** for details about the object metadata setup.

Story Editor Interface

The following Story Editor window appears after a new Story object has been created:



Toolbar

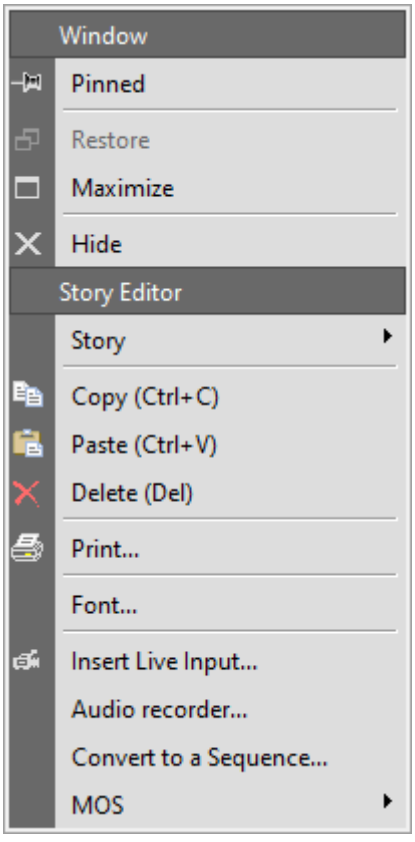
The main toolbar of the Story Editor window contains buttons that perform the most frequently used commands. Here is their quick overview:

Button	Action
Active	Press the "Active" button to unlock Story Editor and enable the editing functions. This will lock the Story for other users. The Story is activated automatically when a media file is added via drag-and-drop. When activating a Story previously created via Story Editor within Cinegy Desktop v10, the program will suggest converting it to the new format. Simply press the "Ok" button, and the story will be automatically converted and enabled for editing.

Button	Action
Save	Press the "Save" button to save all the changes made to the Story.
	The buttons for copying, pasting, and deleting.
	The buttons for creating Presenter, Transcript, Voice-over, Graphics blocks, and adding a Live Input item.
	The buttons for splitting blocks and moving them up or down.
	The buttons for formatting commands.
	The buttons for comment commands.
	The buttons for changing the Story Editor window layout: horizontal or vertical.
MRU	Gives access to the list of previously opened Stories.
	The Story Editor menu.

Story Editor Menu

Press this button to get the full list of available commands. You can also get access to this menu by right-clicking anywhere except the script panel.



Window Arrangement

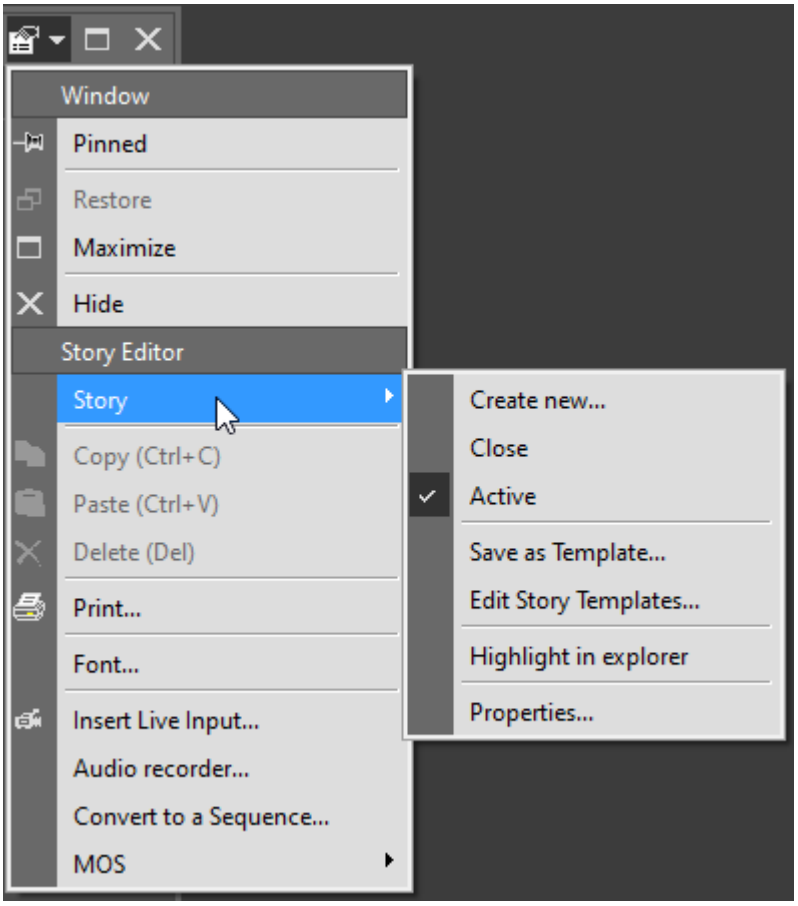
The "Window" group contains the plug-in window arrangement commands:

- **Pinned** – fixes the size and position of the window on the screen.
- **Restore** – restores the original size of the window.
- **Maximize** – opens the window in full-screen mode.
- **Hide** – closes the Story Editor window.

> These commands are also available as toolbar buttons.

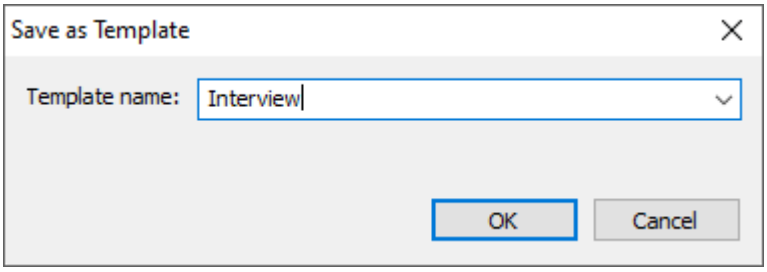
Story Commands

The "Story" submenu contains commands for working with Story objects:



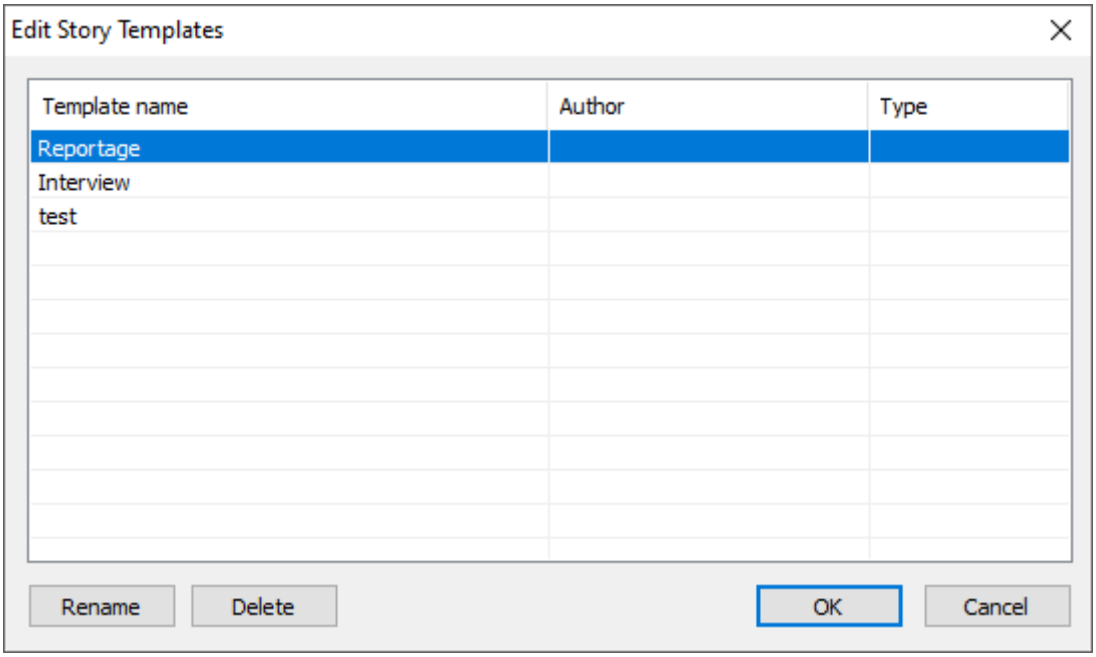
- **Create new** – launches the dialog for creating a new Story object.
- **Close** – closes and deactivates the Story.
- **Active** – activates/deactivates the Story for editing.
- **Save as Template** – saves the data of a certain Story as a template.

  Having selected this command, define the template name:



You will be notified about template creation with the corresponding message.

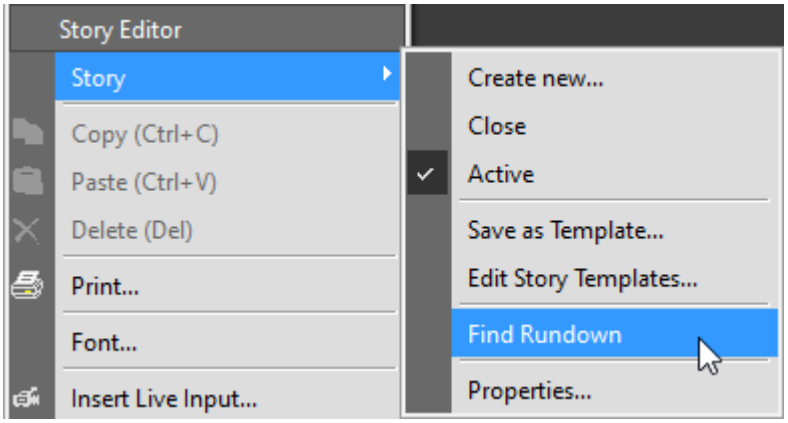
- **Edit Story Templates** – launches the dialog for managing Story templates:



Here you can rename and delete previously created Story templates.

- **Highlight in explorer** – shows the location of the Story in the Cinegy Desktop Explorer tree.

Once a Story from the Cinegy Desktop Explorer is added to the Rundown, all the modifications are saved in News Program Manager without affecting the original Story. Thus, when it is opened from News Program Manager, the "Highlight in explorer" command is replaced by "Find Rundown":



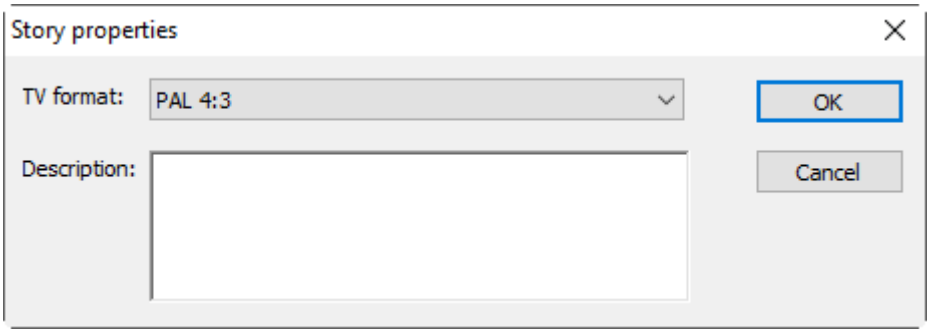
When this command is selected, News Program Manager will load the Rundown containing the Story.



Refer to the **News Program Manager** chapter to learn how to work with News Program Manager.

Story Properties

To set up the Story properties, choose the "Properties" command from the Story Editor menu. The following dialog box appears:



You have to activate the Story to be able to edit its properties.

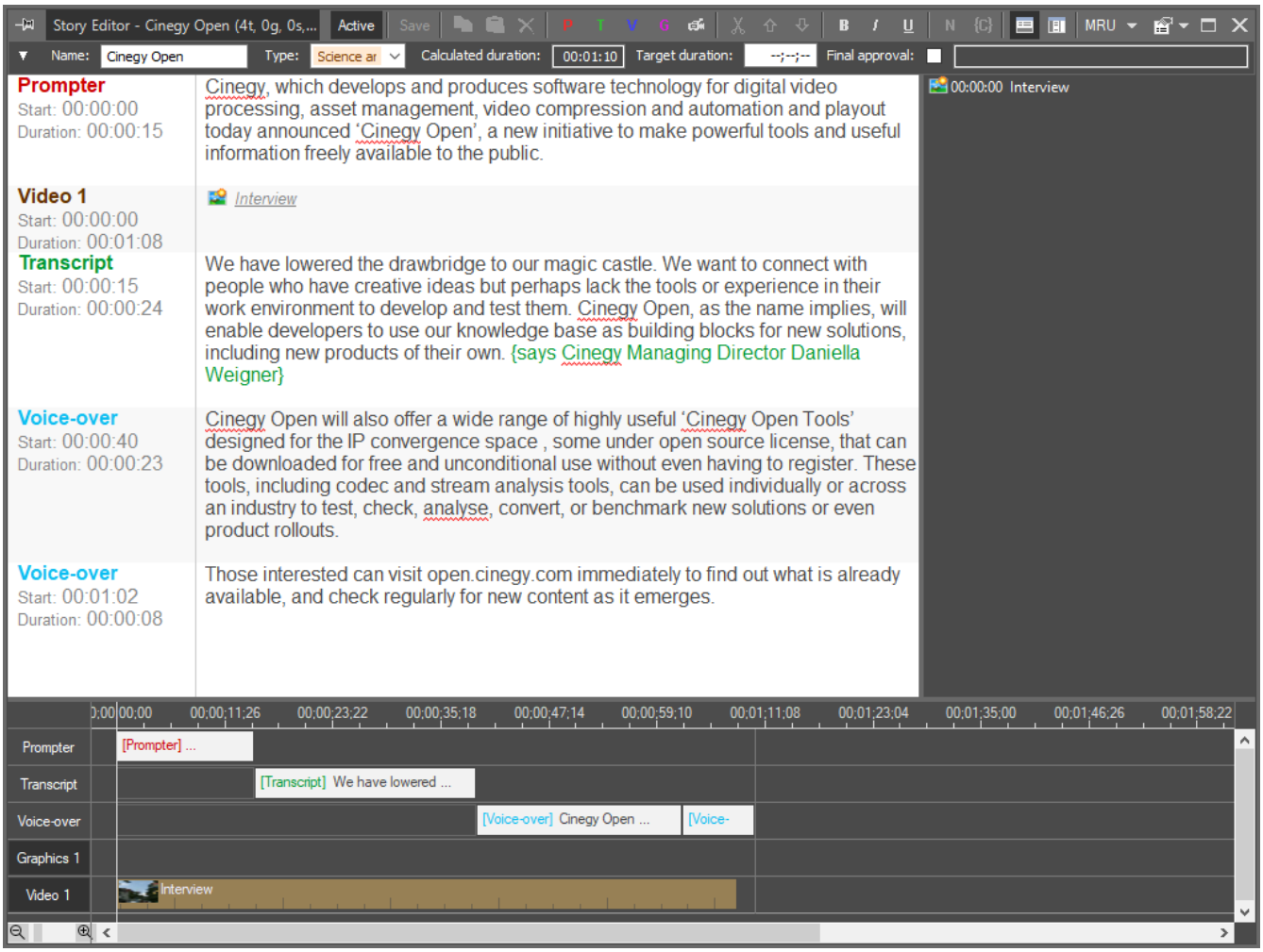
- **TV format** – define this setting at the stage of the Story object creation (for an empty Story). Otherwise, this field will be read-only.
- **Description** – enter some information describing your Story.

Story Editor View



Story Editor can work in two different layouts: horizontal view and vertical view. To switch between layouts, use the "Vertical view" and "Horizontal view" buttons on the window toolbar. The horizontal view is selected by default.

Horizontal View

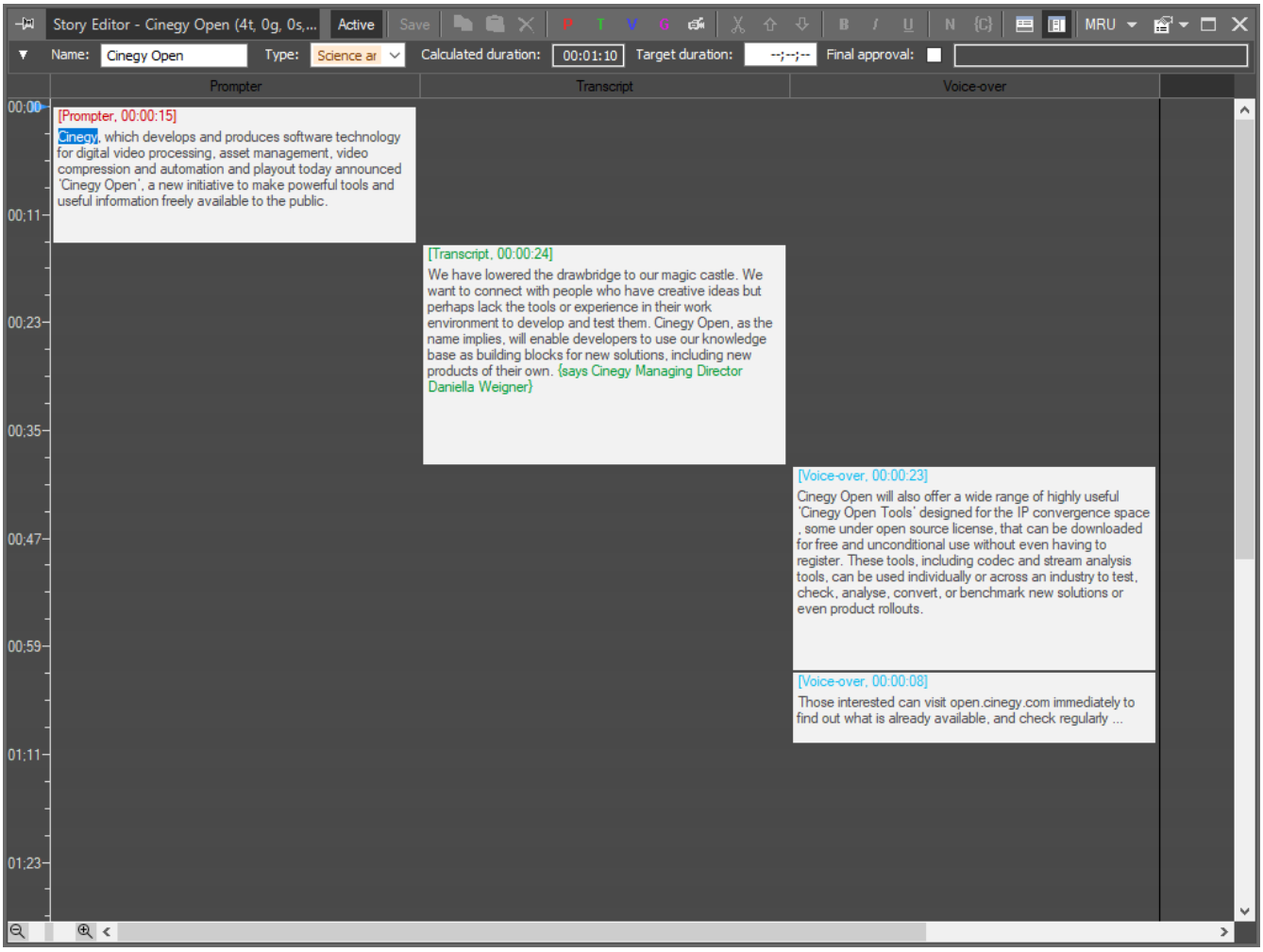


The Story Editor interface in the horizontal view consists of the following panels:

- **data panel** (at the top);
- **script panel** (on the left);
- **assets panel** (on the right);
- **timeline** (at the bottom).

Vertical View

In the vertical view, the timeline is represented as vertical bars for different types of media material included in the Story: script, graphics, and video. The time scale ranges from top to bottom.



Vertical view mode allows you to see how all the components of the Story are synchronized. During the Story playback, the words of the script are highlighted according to the defined reading rate as they should be spoken by the presenter. It makes this mode convenient for previewing ready Stories and making final editing.

To add, delete, and move blocks, select them within the script column and use the corresponding button on the toolbar. Double-click the text block to be able to edit the text, change its formatting, or split the block.



It is not possible to merge text blocks in the vertical view. Merging blocks is explained in the **Working with Scripts** article.

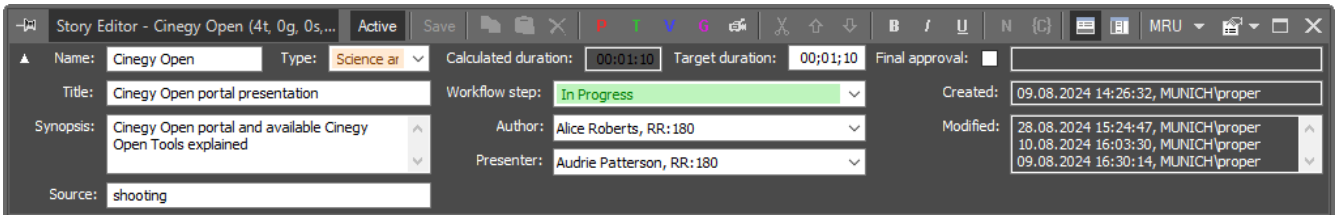


The Story Editor description further in this manual represents the workflow in horizontal view mode.

Story Data

The data panel allows you to specify the extended information about the Story and set its working status.

To expand the panel, press the ▼ button in the upper left corner:



The first group of fields holds detailed information about the Story material:

- **Name** – the name of the Story object.
- **Type** – the type of the Story. Usually, each company has its own set of types to differentiate stories. The Story types list is empty by default.

> It is possible to add, edit, and remove Story types in Cinegy Archive Manager. Refer to the **News Options** article in the **Cinegy Archive Manager Manual** to learn how to manage Story types.

- **Title** – the Story material title.
- **Synopsis** – a brief review of the Story.
- **Source** – the source of the material.

The following group of fields specifies the persons working on the Story:

- **Author** – the person narrating the Story.
- **Presenter** – the person who introduces a show, links items, and interviews guests.

> The list of authors and presenters can be created in Cinegy Archive Manager. For more information, refer to the **News Options** article in the **Cinegy Archive Manager Manual** to learn how to manage Story types.

- **Created** – shows date, time, and the user who has created the Story.
- **Modified** – shows the list of users who have modified the Story and the time of modification.

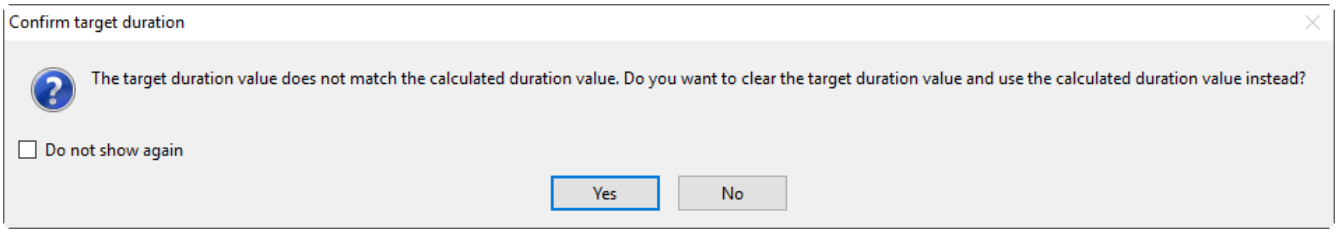
The next group of fields gives you control over the Story duration and working status:

- **Calculated duration** – shows the calculated duration of the material in the Story.
- **Target duration** – the desired Story duration.
- **Workflow step** – shows the stage of Story completion. There are four workflow steps available in Story Editor by default:
  - Blank – used for the newly created Story;
  - Pending – used for Stories ready for final approval;
  - Declined – used for Stories, which are not approved or require improvement;
  - In Progress – used for work-in-progress Stories.

> It is possible to add, edit, and remove workflow steps in Cinegy Archive Manager. Refer to the **News Options** article in the **Cinegy Archive Manager Manual** to learn how to manage workflow steps.

- **Final approval** – when checked, it indicates that the complete Story is ready and approved. It also shows the user confirming this.

When calculated and target duration values are 5 or more seconds desynchronized, you will be suggested to use the calculated duration value instead of the target one before setting the "Final approval" mark:



The user must have appropriate rights to be able to set the "Final approval" mark. Refer to the **Permissions and Security** in the **Cinegy Archive Manager** to learn how to assign rights to user roles.

If the Story was modified after the "Final approval" mark had been set, the data in the "Final approval" field is displayed in red.

Working with Scripts

The script panel contains the entered information about the Story material: words of the narrator, dialogues, titles, commentaries, etc. It is divided into two columns, where the first one displays the block caption in the following order:

<block type>

<block start time>

<block duration>

The duration of each block is calculated automatically as described below.

The second column contains the text of the blocks as well as the information about the video and Cinegy Title templates.

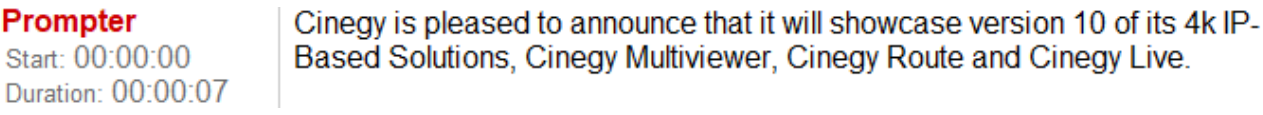
Script Blocks

All the information is contained in the corresponding text blocks. Each block of a particular type has its own color. The description of the following available block types is given below:

- Prompter
- Transcript
- Voice-over
- Graphics
- Video
- Live

Prompter Block

The Prompter block contains narration intended to be read by an anchorperson.



This text will be automatically sent to Cinegy Prompter to be displayed on the teleprompter device. See the **Cinegy Prompter Manual** for detailed information about Cinegy Prompter.

The duration of this block depends on the presenter's reading speed.

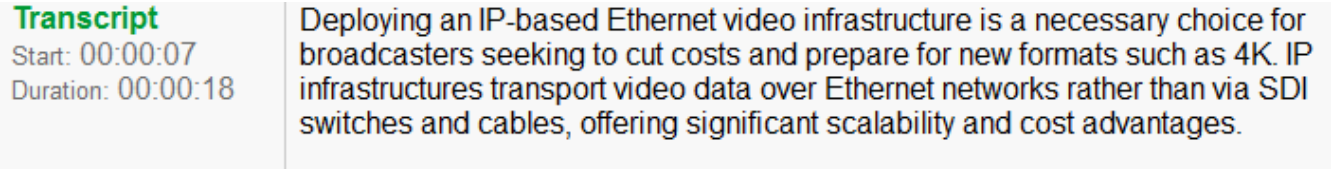
If the prompter is not defined or the reading rate for the selected prompter is set to 0 words per minute in Cinegy Archive Manager, the block duration will be calculated according to the default reading rate.

The default reading rate value is used for calculating the duration of Transcript blocks, as well as Presenter and Voice-over blocks with no Prompter/Voice-over selected. This value can be changed. Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to learn how to set the default reading rate value.

The reading speed is set for each presenter individually. Refer to the **News Options** article in the **Cinegy Archive Manager Manual** to learn how to manage the list of presenters.

Transcript Block

Transcript is a block containing spoken words of those appearing on screen.



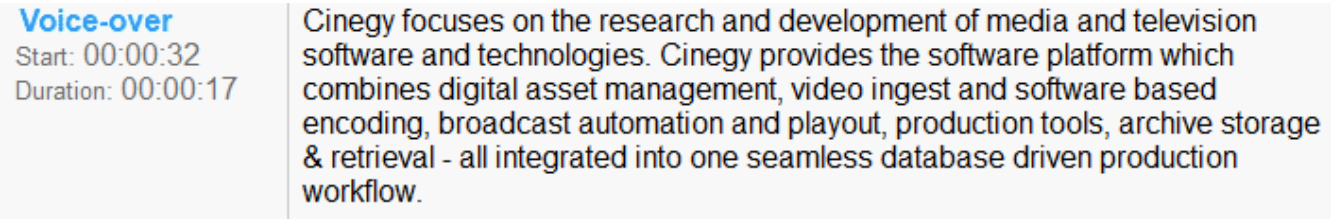
This block is included in a newly created Story by default. Its duration is calculated according to the default reading speed value.

You can also add a new Transcript block to the Story by drag-and-drop a news item from Cinegy Newswire Browser.

Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to learn how to set the default reading rate value.

Voice-over

Voice-over is a block with commentary (usually off-screen) recorded on top of the video material.



The duration of this block is calculated automatically depending on the narrator's reading speed.

If the voice-over is not defined or the reading rate for the selected presenter is set to 0 words per minute in Cinegy Archive Manager, the block duration will be calculated according to the default reading rate. Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to learn how to set the default reading rate value.

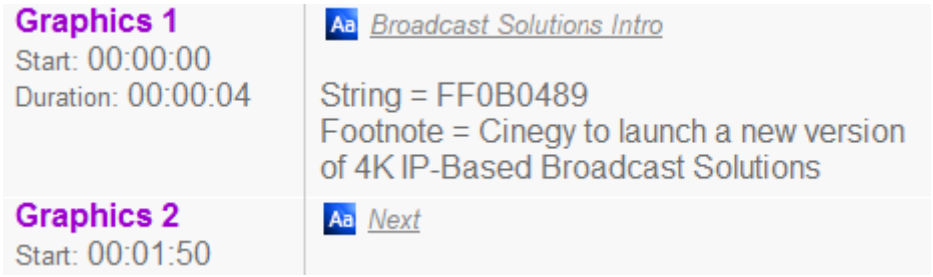
Graphics Block

This block can be used in the Story script in two ways: it can contain either simple text (Graphics text) or a Cinegy Title template (Graphics 1…5), created via Cinegy Title Editor.

The block with text has zero duration. Its type cannot be changed.



The title of the block with a Cinegy Title template corresponds to the Graphics track on the Story Editor timeline where this template is placed:



For information on the Story Editor timeline tracks, refer to the **Timeline Tracks** paragraph.

The duration of the block is equal to the template duration.

Adding Graphics Objects

To add a Cinegy Title template, open a DocumentBin containing it and drag and drop the template to the desired position on the Story Editor timeline graphics track. The position will be highlighted while dragging.

A Cinegy Title template can also be dragged and dropped to the assets or script panel. If the template is dragged and dropped to the assets panel, its position in the list of objects will be highlighted with a horizontal marker.

You can edit the Cinegy Title templates added to the Story directly from Story Editor. This will not affect the original Cinegy Title object in the DocumentBin. The full-featured Cinegy Title editor will be launched, allowing you to modify any parameter of your Cinegy Title template according to your needs.

The template editing window can also be launched by double-clicking the Graphics object on the corresponding track in Story Editor.

Refer to the **Cinegy Title Manual** for details on how to work with the Cinegy Title application.

Video Block

This block cannot be created manually, it is created when the video is dragged and dropped into the Story. Once the video is removed, the block is automatically deleted. The title of the block corresponds to the Video track on the Story Editor timeline where the video is placed (Video 1…3):



For information on the Story Editor timeline tracks, refer to the **Timeline Tracks** paragraph.

The block contains the object icon and the name of the video material. The duration of the block equals the video object duration. A video clip can be dragged and dropped to any position on the timeline. The position will be highlighted while dragging:

It is also possible to drag and drop the video material to the assets panel. In this case, the position in the list of other objects will be highlighted with a horizontal marker.

On both timeline and script panels, if a video file is dragged and dropped to the position where a different video object has already been placed, it will be replaced with the new one.

On the script panel, this block contains an object icon (clip, master clip, Sequence) and its name. It cannot be edited; its type cannot be changed. To view a clip, double-click it on the assets panel or timeline; it will open in Clip Viewer. It is also possible to view or edit the Sequence – double-click it directly in Story Editor, and it will open in Cinegy Desktop Timeline for editing. To replace one video with another, drag and drop the necessary file to the Video block on the script panel or timeline.

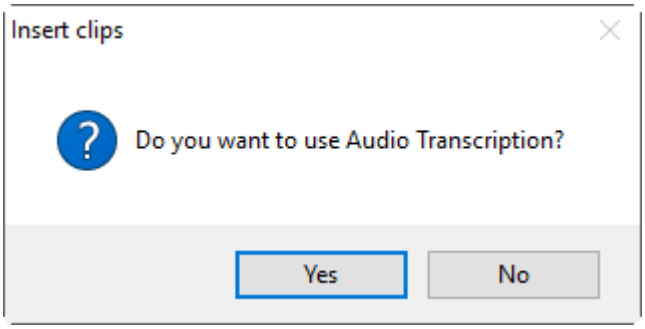
Adding Video Materials

The duration of the video material to be added cannot be less than 2 seconds.

Adding Clips

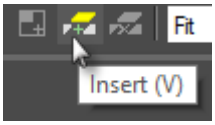
To add a clip (master clip) to your Story, locate the desired object in the ClipBin (Roll) and drag-and-drop it to the desired position on the timeline video track, to the script panel, or assets panel. The position will be highlighted while dragging.

The Roll may contain the "Audio transcription" descriptor for the clip. This descriptor presents the clip text entered via the keyboard in Cinegy Desktop. If there is the "Audio transcription" descriptor for the clip, you will be suggested to use it as a separate Transcript block:



If you press "Yes", a new Transcript block will be created. It will be grouped with the inserted clip and have the same duration and timecode as the clip.

It is also very convenient to add a clip to the Story via drag-and-drop directly from the Clip Viewer window or using the "Insert" button:



You can either insert the whole clip or set In and Out points and then insert the fragment between them. The clip will be added to the selected video track in the activated Story.

Please note, in the case when there are nodes active for editing in both Cinegy Desktop Timeline and Story Editor, the clip will be inserted into the editor most recently used.

Adding Sequences

To add a Sequence, locate it in the Cinegy Desktop Explorer tree and drag and drop it to the desired position on the timeline video track, to the script panel, or the assets panel.

If the Sequence is being edited when you add it to the Story, it will be marked with the green lock sign on the timeline.

If the Sequence is locked for editing by another user, it will be marked with the red lock sign on the timeline.

A clock sign indicates that the original Sequence is changed after it has been added to a Story.

Objects from the timeline and assets panel can be copied directly from Story Editor to Cinegy Desktop Timeline, for example for editing or adding effects. A new Sequence will be created without applying changes to the original Story material. This Sequence can then be added to the Story.

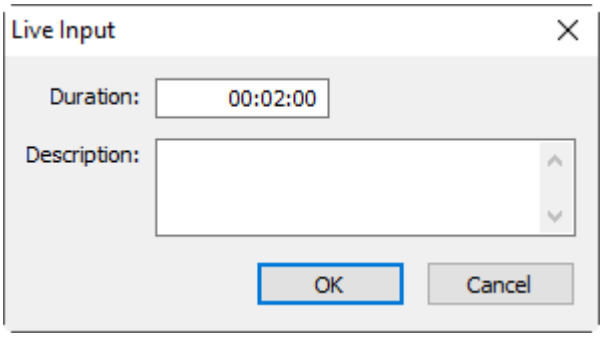
Live Block

This block is created when a Live Input item is added to the Story. Once it is removed, the block is automatically deleted. The title of the block corresponds to the Video track on the Story Editor timeline where the Live Input is placed (Live on 1…3):



For information on the Story Editor timeline tracks, refer to the **Timeline Tracks** paragraph.

When a Live Input item is added to the Story, the "Live Input" preferences dialog appears:



In the "Live Input" dialog, the following parameters can be specified:

- **Duration** – set the duration value of the Live Input item in the hh:mm:ss format if necessary. The default duration value of a Live Input item is 00:02:00.

The Live Input item duration cannot be less than 1 second.

- **Description** – enter the item name or comment; it is displayed in the right column of the script panel.

The "Live Input" dialog can also be launched by double-clicking either the left column of the live block on the script panel, the timeline, or the assets panel.

A Live Input item is placed at the time slider position. It is possible to move it or place it on a different video track on the timeline via drag-and-drop. The position will be highlighted while dragging.

On the script panel, the block contains the object icon and description.

Depending on your Cinegy Studio playback configuration, a live signal goes from the defined input device or from IP (if the "Use RTP/UDP input" option is enabled) to the output without being affected by Cinegy Studio.

Refer to the **Cinegy Playout Manual** for details about setting up the input and output devices.

When a Live Input item is played back in the viewer, the camera icon is displayed against the black background. The Live Input item can be copied and pasted with the corresponding context menu commands or the standard `Ctrl+C` and `Ctrl+V`

shortcuts. If the timeline is used to perform these actions, the item is pasted to the time slider position of the selected video track. Alternatively, it can be pasted after a certain script block if it is selected on the script panel. If the item is deleted, a gap of the corresponding duration appears between the previous and the following object on this track.

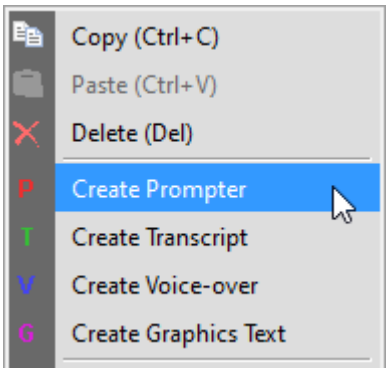
Creating Blocks

There are two ways to add a new script block.

1. Using the buttons on the toolbar:



2. Right-clicking the left column of the script panel and choosing the desired block type from the context menu that appears:

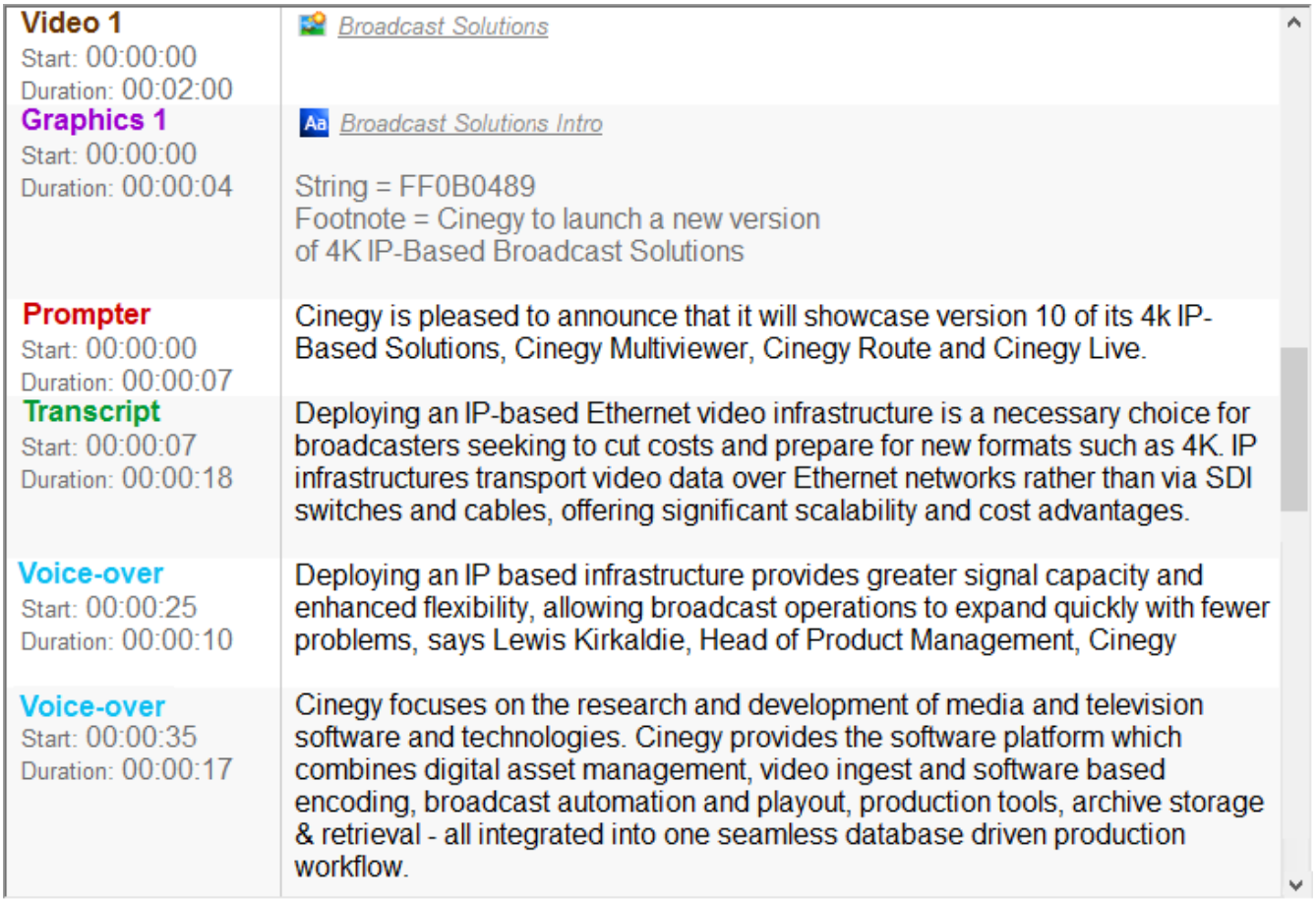


A Live Input item is created by selecting the "Insert Live Input…" command from the context menu.

	Empty Presenter, Voice-Over, and Transcript blocks can be created by double-clicking the end of the script track in the vertical view of Story Editor. Note that in the vertical view, the empty blocks of zero duration value are not displayed. To start filling in the newly created block, it is necessary to switch to the horizontal view.

	The reading speed is set for each presenter individually. Refer to the **News Options** in the **Cinegy Archive Manager Manual** to learn how to manage the list of presenters.

Fill in the necessary text blocks of your script:



It is possible to create several blocks of each type. When created or copied, they are placed in a particular order on the timeline and script panel. The insertion position of a newly created block depends on several factors: block type, whether the currently selected block is on the same or different track, and whether another block is placed in the insertion point. If no block is currently selected, the playhead position will be taken as a new block start. If a text block is currently selected, the new text block will be inserted after it, but a Live item will be inserted with the same start timecode.

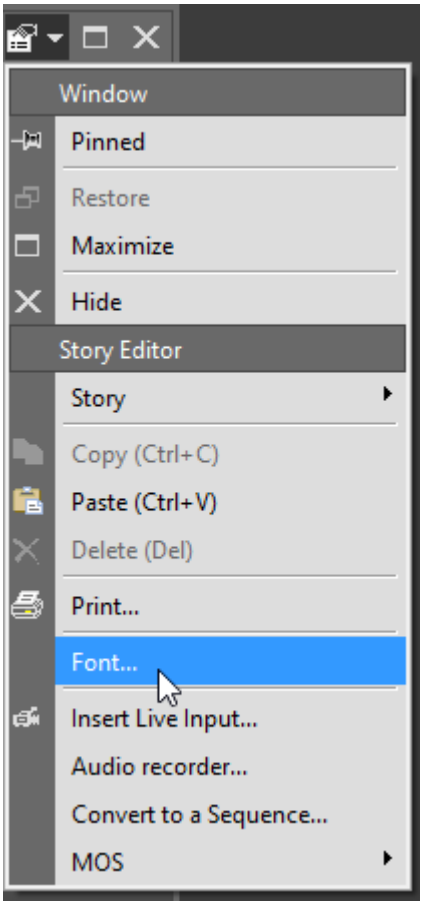


You can use "Copy", "Paste", and "Delete" commands either from the Story Editor menu or the toolbar to perform the corresponding operations.

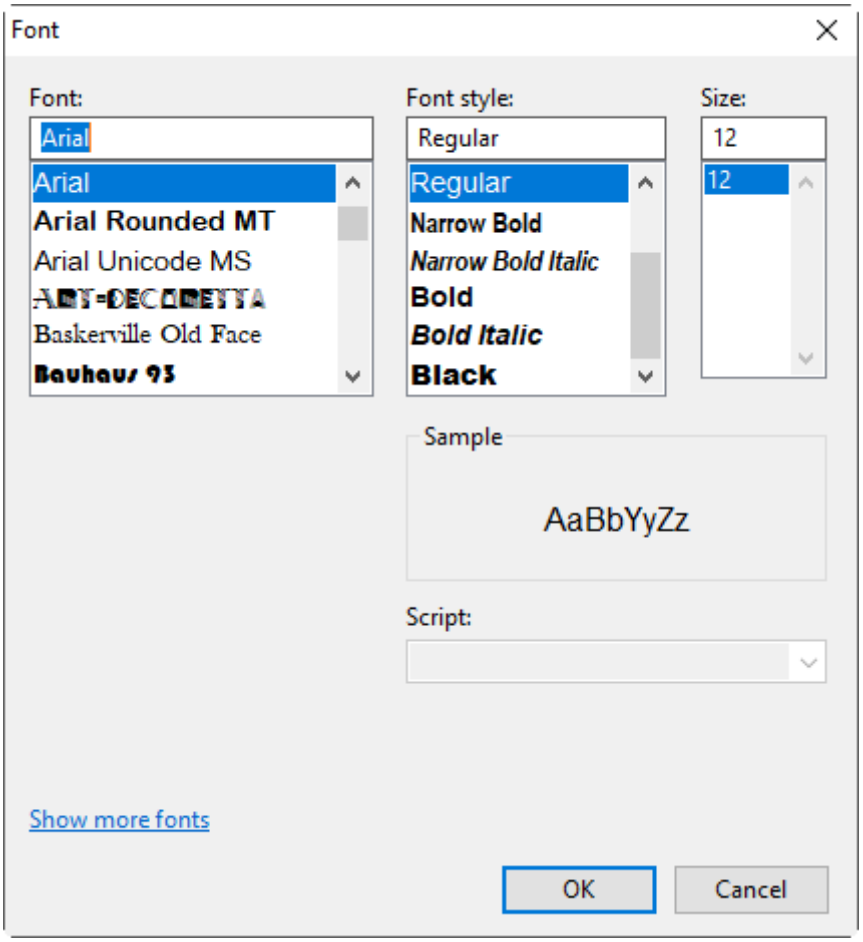
A new script block can be created with the information already present in one of the existing blocks. To do this, highlight the needed text and press the corresponding script block button. The highlighted data will be automatically inserted into a new block.

Changing Font

The default font (Arial, regular, size 12) can be changed according to your requirements. To do this, use the "Font" Story menu command:



The following dialog appears, allowing you to adjust the font settings:



Define the font family and style using the corresponding drop-down lists. Specify the font size via the keyboard. The selected

font preview is displayed in the "Sample" field.



Clicking the "Show more fonts" reference opens the default fonts storage folder on your machine.

Press "OK" to save the changes and exit the "Font" dialog.

Formatting



The text on the script panel can be formatted using the corresponding buttons on the main toolbar.

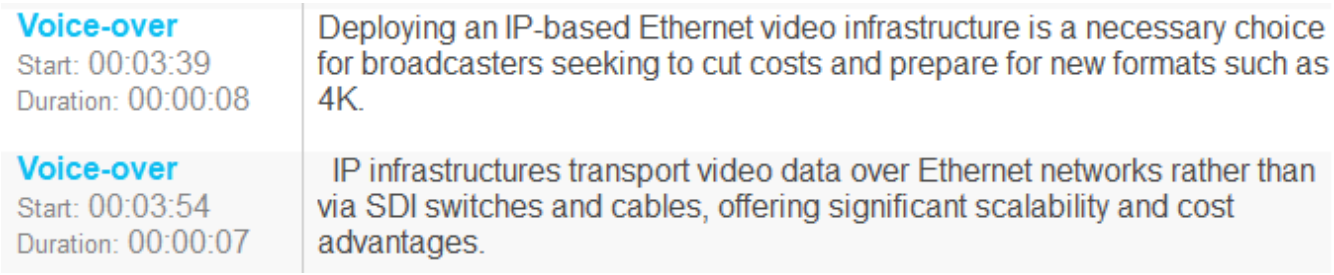
The formatting can be performed by using these commands separately or in any combination.



Adding Comments



The text can be marked as a comment using the "Mark as comments" button on the main toolbar:



Thus, it will not be included in the time calculation:



When the text is enclosed in braces, it will also be marked as a comment. The comment color is the same as the color of the name of the text block containing it.



To convert a comment back into regular text, select it and choose the "Mark as normal" command from the toolbar, or simply remove the braces.

If you need to add comments for the author's personal use – to keep drafts, make self-notes, etc. – put the text either inside double slashes or between double slashes and the end of the text block:



The text will be displayed in dark gray color. It is not included in the time calculation, it will not be printed or sent to Cinegy Prompter. If the comment in braces is placed inside the comment in double slashes, it becomes a part of it:

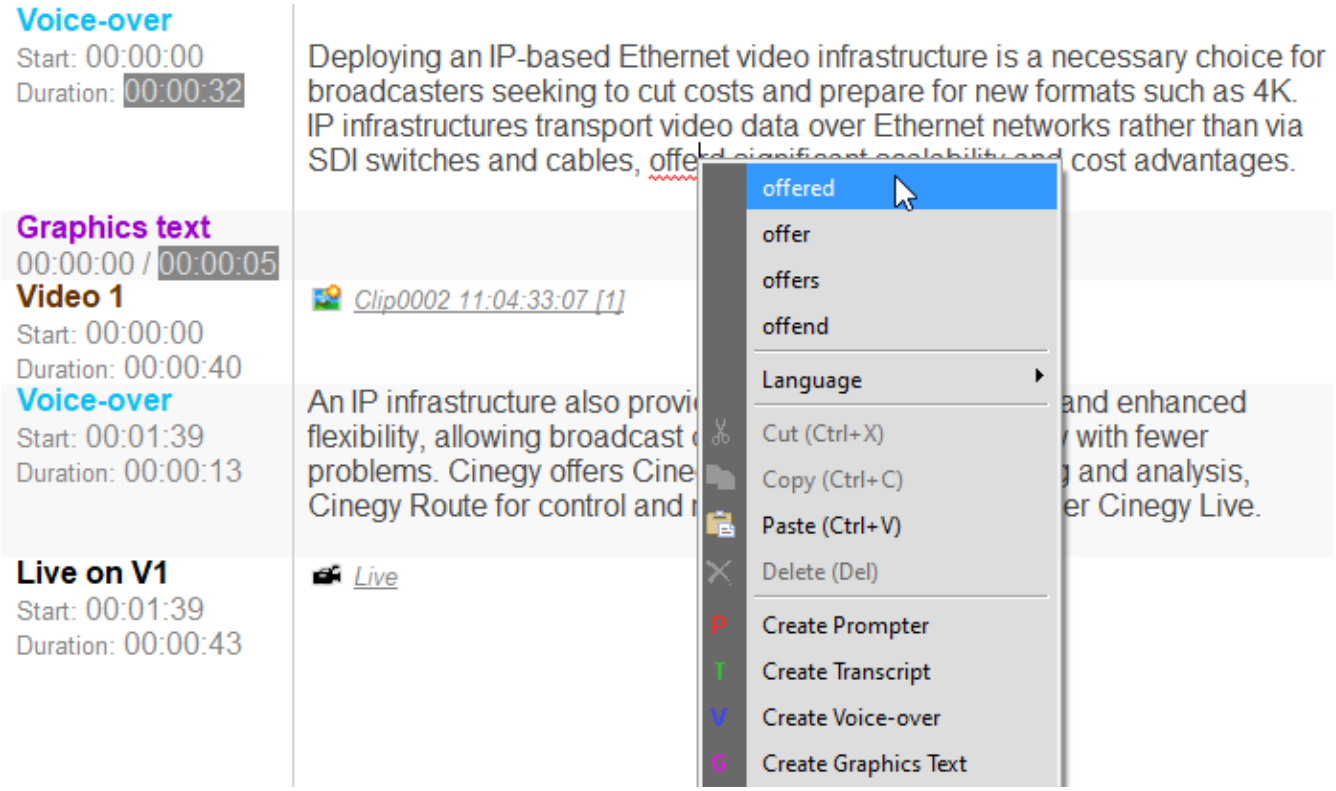


To convert a comment back into regular text, simply remove the slashes.

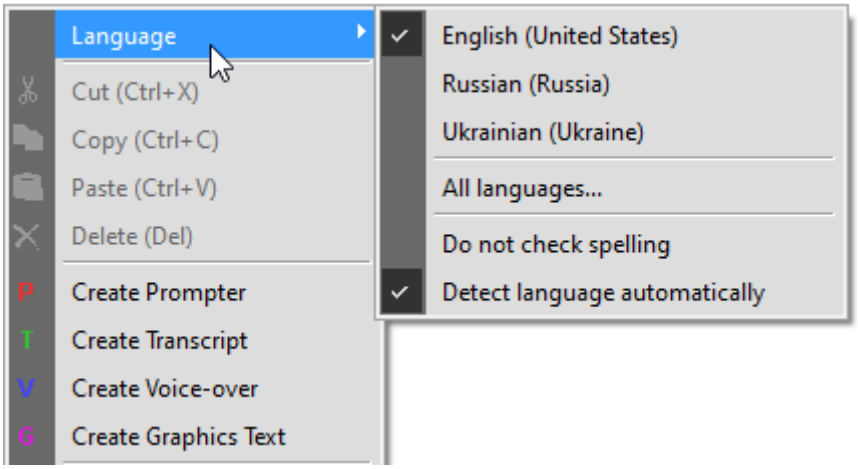
Spell Checking

The spell-checking option enables the user to check spelling in the script blocks. By default, the spell check is active, indicating misspelled or unknown words with a red wavy underline.

To correct the spelling, right-click the underlined word in the script block and choose the appropriate variant from the suggestions list:



In the "Language" menu, you can define the text language. Choose one of the suggested variants or press "All languages" to choose from the full languages list. If the "Detect language automatically" option is selected, the system defines the text language.

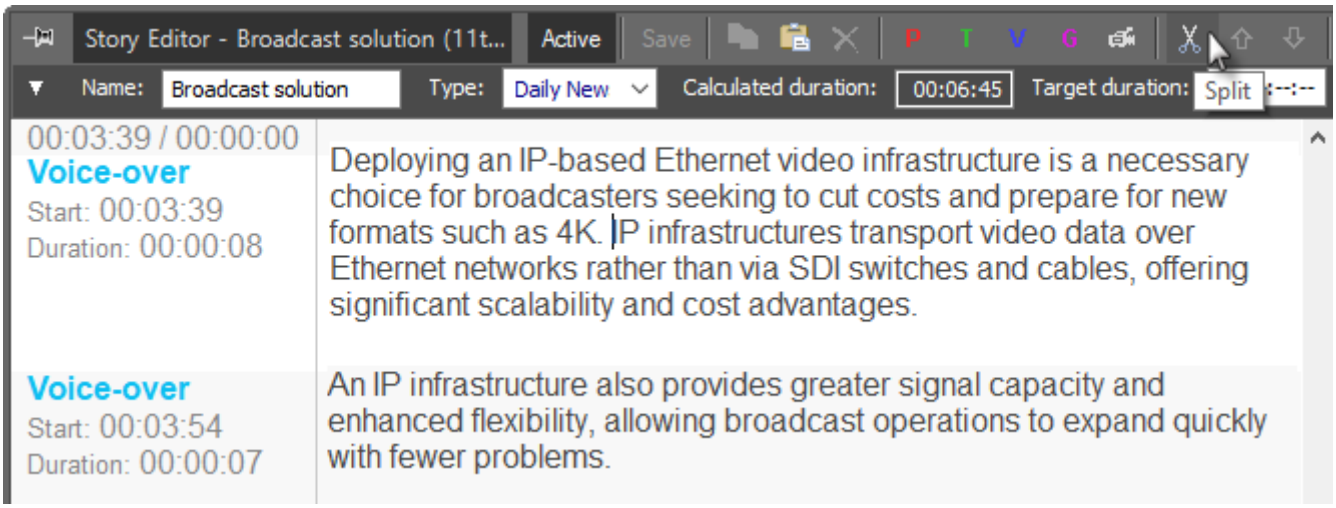


Select the "Do not check spelling" option to disable spelling checks in the script blocks.

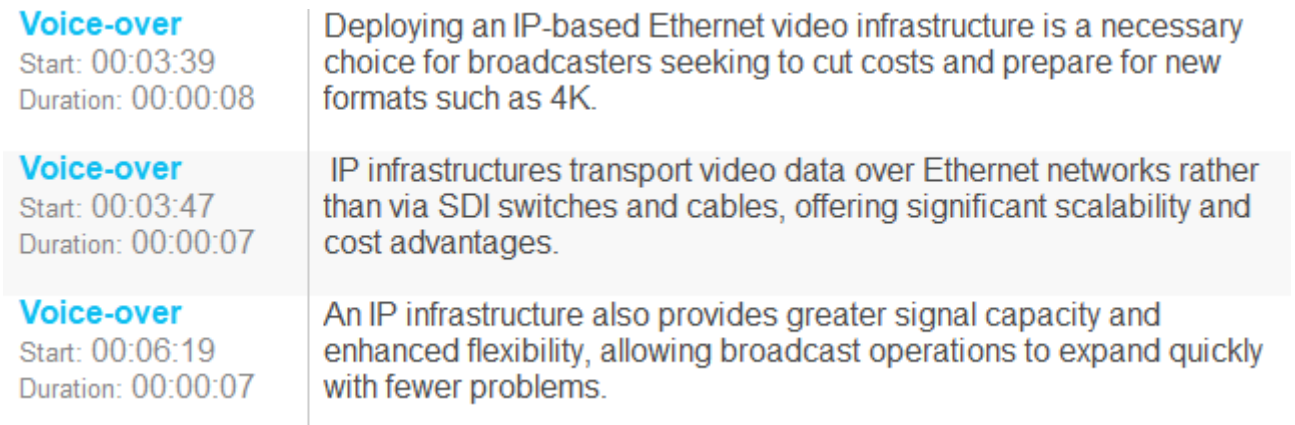
Splitting and Merging Blocks



The text block can be split into two blocks of the same type, starting from the current cursor position. To do this, place the cursor at the desired position and press the "Split" button on the toolbar:



In the example above, the split block will look as follows:

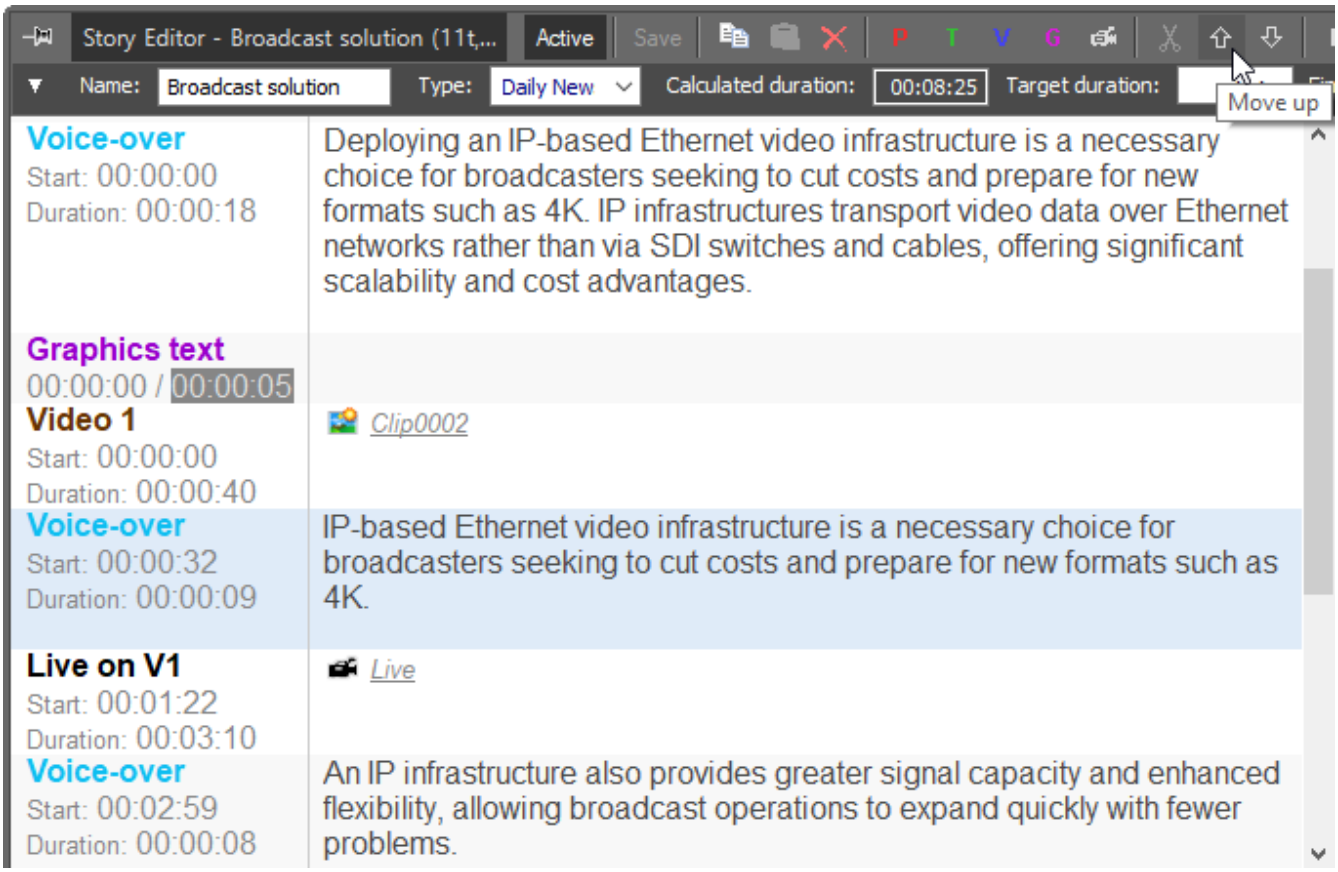


It is also possible to merge adjacent blocks of a similar type. To do this, simply place the cursor at the beginning of the second block to be merged and hit the "Backspace" key.

Moving Blocks



It is possible to swap script blocks of the same type on the script panel. To do this, select a block on the script panel and press the "Move up" / "Move down" buttons on the toolbar:



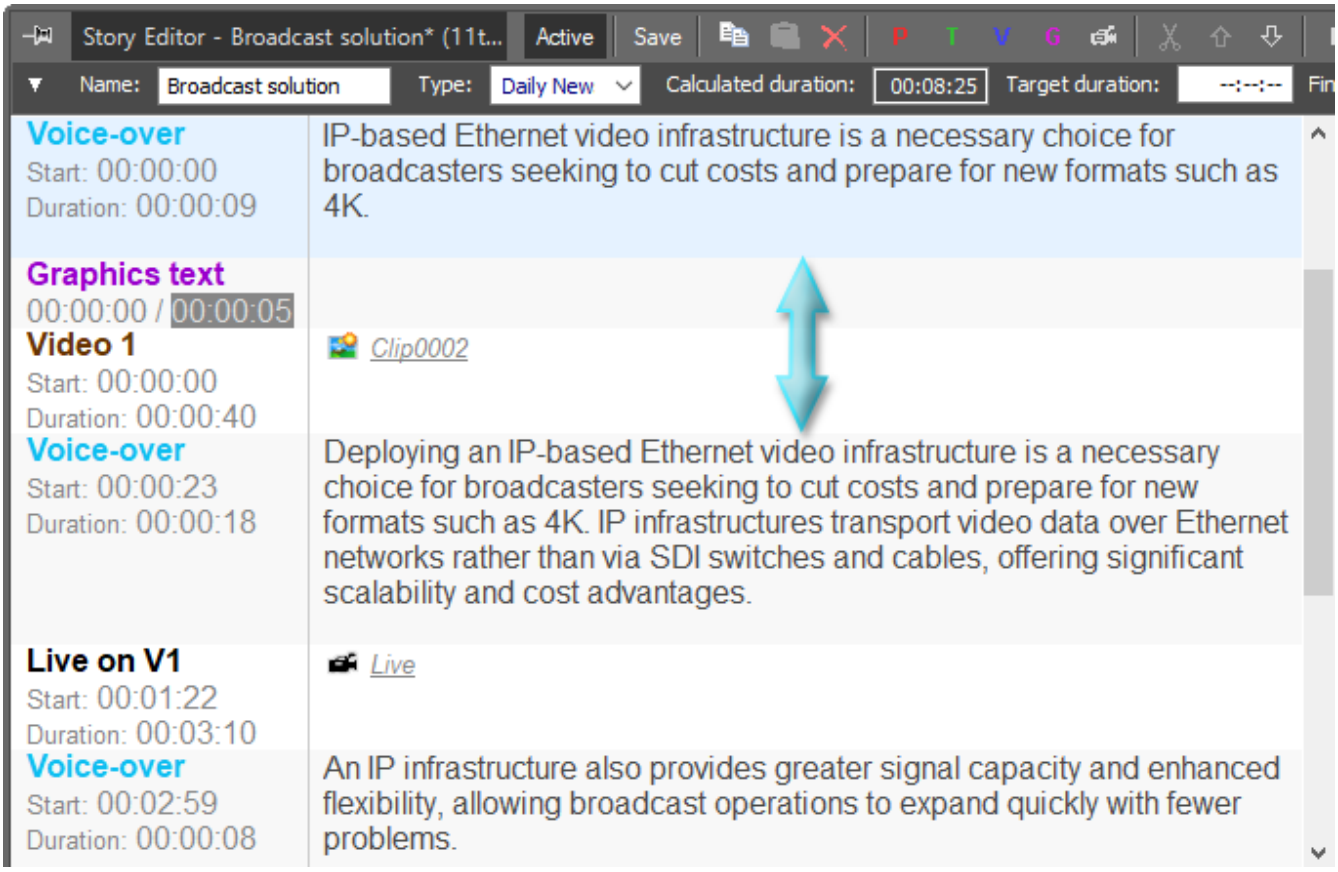


The Video blocks cannot be moved as they are placed on the script panel according to their position on the timeline.



The other possible way to perform these actions is to right-click the left column of the text block on the script panel and select the necessary command from the context menu.

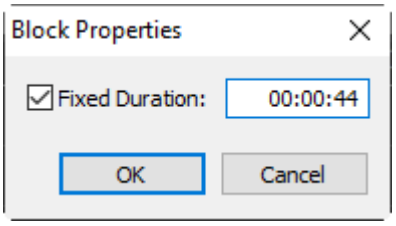
As a result, the block will change places with the previous/next one depending on the selected command:



Also, the positions of video/audio objects can be swapped within the same track. For this, select a video/audio file on the assets panel and press the "Move up" or "Move down" button, respectively.

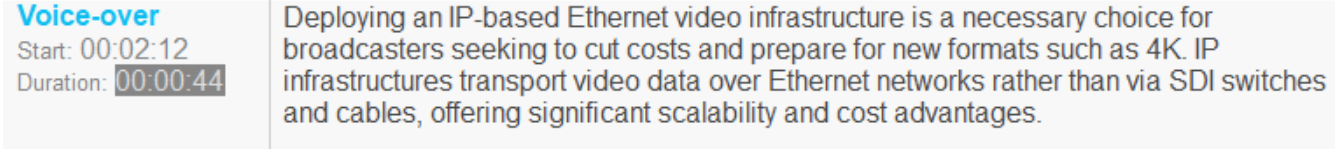
Block Duration

It is possible to change the fixed duration of a block if necessary. Double-click a block in the left column on the script panel or timeline to launch the "Block Properties" dialog and specify the desired duration value in the "Fixed Duration" field:

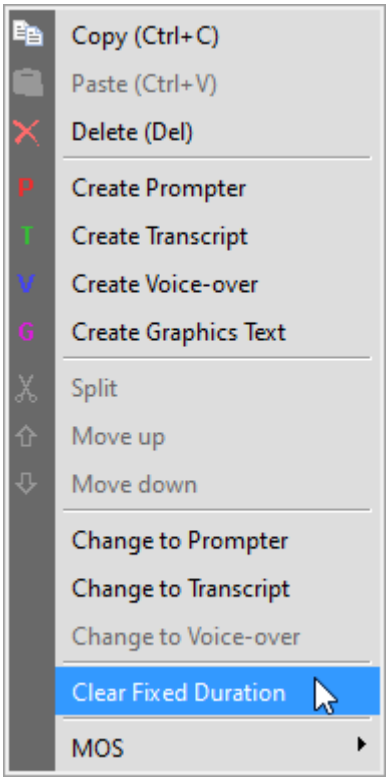


There are no properties for Graphics and Video blocks.

As a result, the automatically calculated duration of the text block is replaced by the specified value, and the reading rate of the person reading the text is recalculated according to the time indicated in this field. The changed time is highlighted in grey:



To reset the automatically calculated duration of the text block, right-click the left column of the blocks and select the "Clear Fixed Duration" command:



Alternatively, the fixed duration can be changed by trimming text blocks on the Story Editor timeline. A mouse pointer hovered over the edge of a block turns into a trimming tool.

Drag the left trim tool to trim a block from the start.

Drag the right trim tool to trim a block from the end.

The blocks can be extended only to the empty track space.

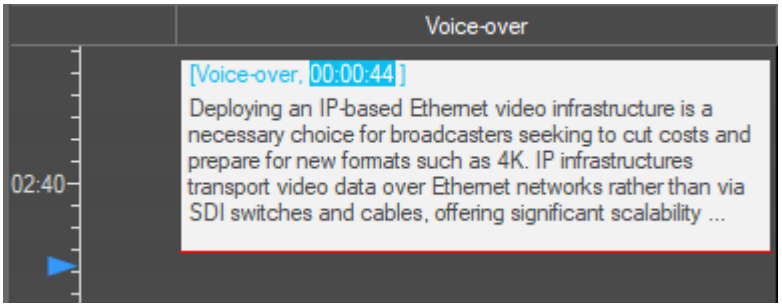
Refer to the **Timeline** article for details on the Story Editor timeline.

The calculated duration on the data panel is refreshed automatically.

As the Cinegy Prompter engine scrolls the text with speed respective to the reading rate from 10 to 2000 words per minute, if the recalculation due to the change of fixed duration brings the reading rate beyond these limits, the text scrolling during playback automatically becomes equal to this min/max value correspondingly.

Refer to the **Speed Presets** article in the **Cinegy Prompter Manual** to learn about the speed of text scrolling in Cinegy Prompter.

In the vertical view of Story Editor, the text block with modified fixed duration will be marked with a red bottom line of the block; the changed time value is displayed *in italics*:

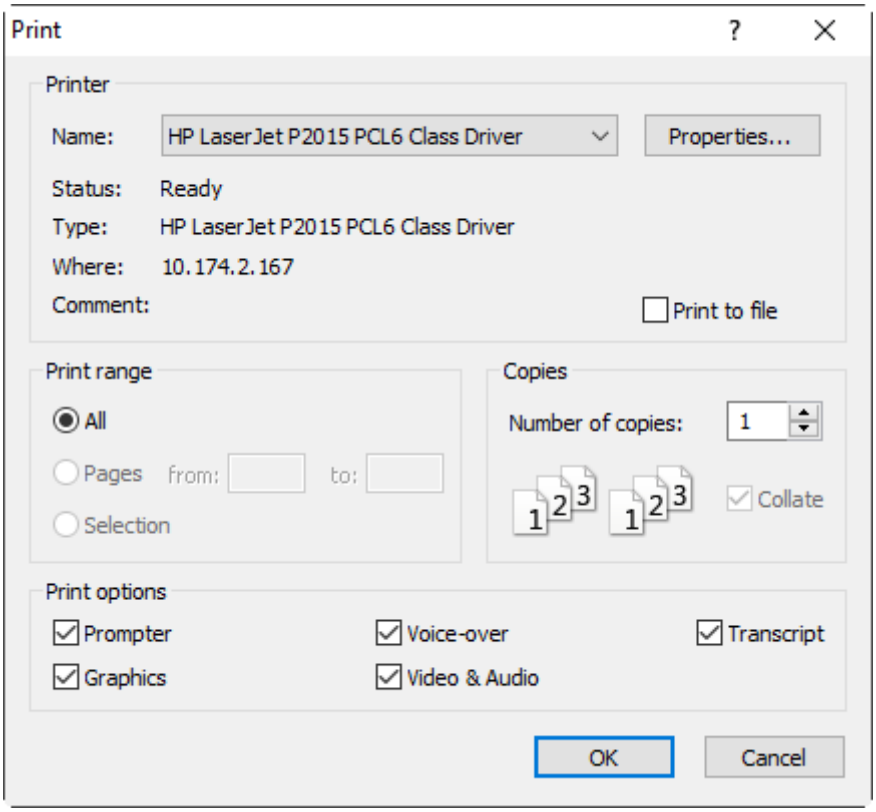


Printing Scripts



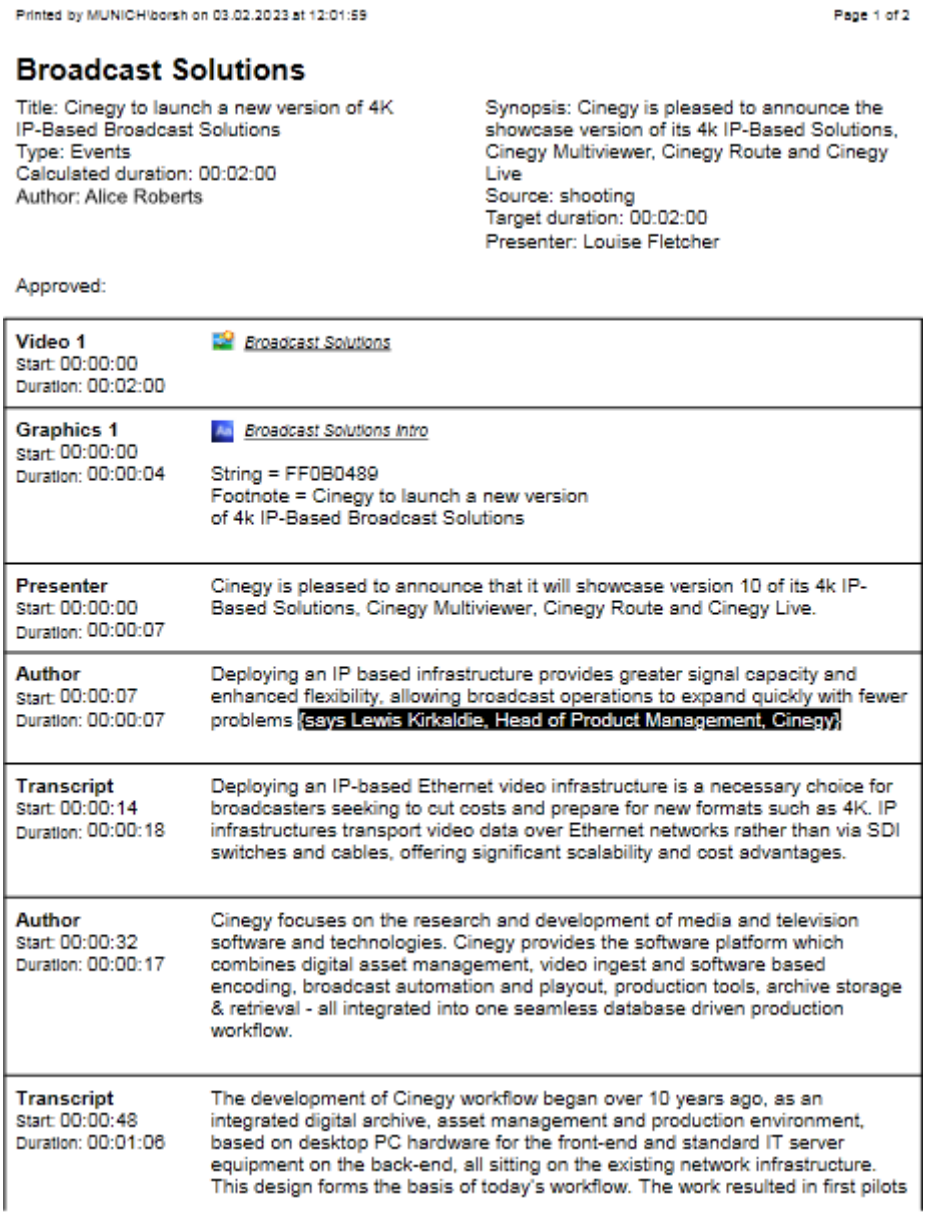
For your convenience, you can print your script text using the "Print…" command from the main Story Editor menu. This command is also available from the context menu of the timeline and assets panel.

A "Print" dialog will be launched, allowing you to set up the script printing options along with other common print settings:



In the "Print options" group, all the block types are selected by default. If you do not need to print any of them, remove the selection of the corresponding checkbox(es).

The printed document looks as follows:



Printed by MUNICH\borsh on 03.02.2023 at 12:01:59 Page 1 of 2

Broadcast Solutions

Title: Cinegy to launch a new version of 4K IP-Based Broadcast Solutions
Type: Events
Calculated duration: 00:02:00
Author: Alice Roberts

Synopsis: Cinegy is pleased to announce the showcase version of its 4k IP-Based Solutions, Cinegy Multiviewer, Cinegy Route and Cinegy Live
Source: shooting
Target duration: 00:02:00
Presenter: Louise Fletcher

Approved:

Video 1 Start: 00:00:00 Duration: 00:02:00	*Broadcast Solutions*
Graphics 1 Start: 00:00:00 Duration: 00:00:04	*Broadcast Solutions Intro* String = FF0B0489 Footnote = Cinegy to launch a new version of 4k IP-Based Broadcast Solutions
Presenter Start: 00:00:00 Duration: 00:00:07	Cinegy is pleased to announce that it will showcase version 10 of its 4k IP-Based Solutions, Cinegy Multiviewer, Cinegy Route and Cinegy Live.
Author Start: 00:00:07 Duration: 00:00:07	Deploying an IP based infrastructure provides greater signal capacity and enhanced flexibility, allowing broadcast operations to expand quickly with fewer problems {says Lewis Kirkaldie, Head of Product Management, Cinegy}
Transcript Start: 00:00:14 Duration: 00:00:18	Deploying an IP-based Ethernet video infrastructure is a necessary choice for broadcasters seeking to cut costs and prepare for new formats such as 4K. IP infrastructures transport video data over Ethernet networks rather than via SDI switches and cables, offering significant scalability and cost advantages.
Author Start: 00:00:32 Duration: 00:00:17	Cinegy focuses on the research and development of media and television software and technologies. Cinegy provides the software platform which combines digital asset management, video ingest and software based encoding, broadcast automation and playout, production tools, archive storage & retrieval - all integrated into one seamless database driven production workflow.
Transcript Start: 00:00:48 Duration: 00:01:06	The development of Cinegy workflow began over 10 years ago, as an integrated digital archive, asset management and production environment, based on desktop PC hardware for the front-end and standard IT server equipment on the back-end, all sitting on the existing network infrastructure. This design forms the basis of today's workflow. The work resulted in first pilots

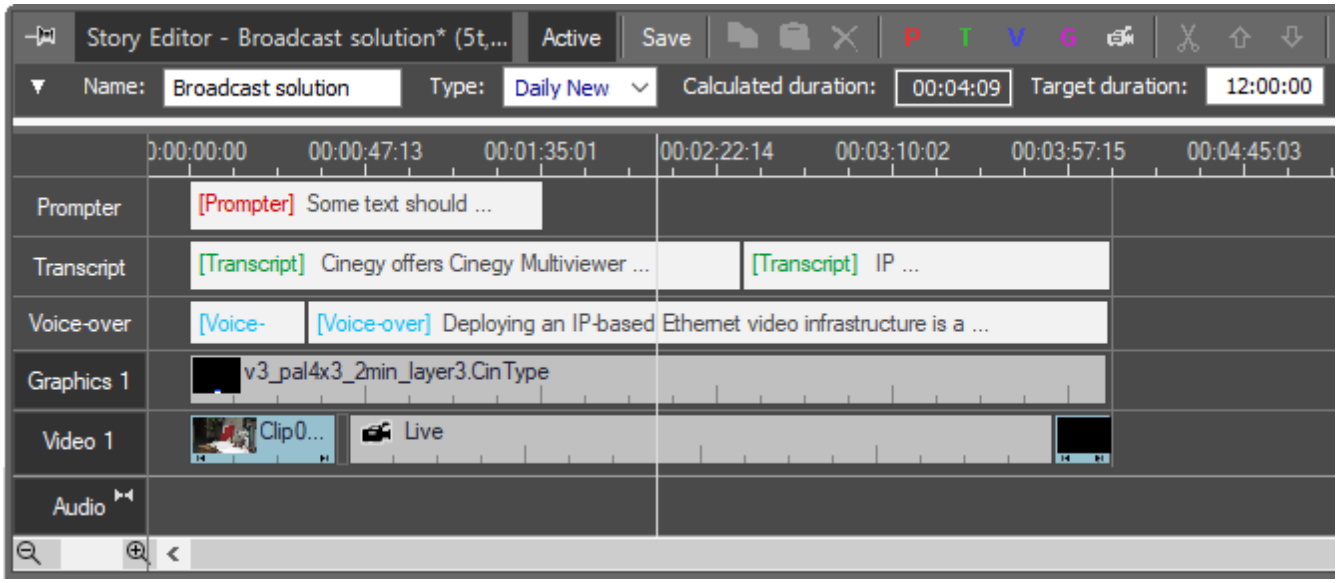
Timeline

At the bottom of the Story Editor window, the timeline is located. It shows various Story components placed over time.

It supports adding the following objects:

- master clips;
- clips;
- Sequences;
- Cinegy Title templates;
- Live Input items.

As soon as the object is added, its duration is automatically calculated. The black vertical line marks the overall duration of materials in the Story. The calculated value is displayed in the "Calculated Duration" field on the data panel. If the calculated duration is longer or shorter than the "Target Duration" value, it will be displayed in red. You can set the desired Story duration in the "Target Duration" field. This value is shown with a red line on the timeline:



Timeline Tracks

The timeline can contain the following tracks:

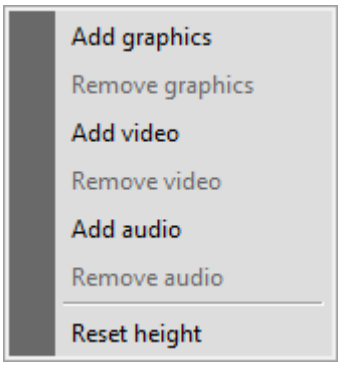
- prompter
- transcript
- voice-over
- graphics 1…5
- video 1…3
- audio

Only one video track and one graphics track are enabled by default. It is possible to enable two additional video tracks and four additional layers of graphics. It is convenient to use these tracks to have several video clips and graphics templates that can be played independently, on a second video server, or on several studio displays.



To play items from each Story Editor timeline video track, a separate Cinegy Playout Engine instance should be configured.

To enable or disable additional tracks, right-click the track title column and select the desired command:



The added tracks are numbered sequentially, the track numbers are displayed in their titles. To add an object to the additional track, drag and drop it directly to the desired position on the track.

If several video clips are placed in the same position, only the clip from the selected active video track will be displayed in the preview. Click a different track title to preview the video clip placed on it.

A copied video clip or Sequence is pasted to the selected video track at the position of the time slider. A copied Cinegy Title template or several templates (even from different graphics layers) are pasted to the first of the selected layers at the position of the time slider.

Additional video tracks and graphics layers can be removed starting from the latest ones. If the latest video track or graphics layer contains any objects, it cannot be removed, and the respective context menu commands will be disabled.

Scripts on Timeline

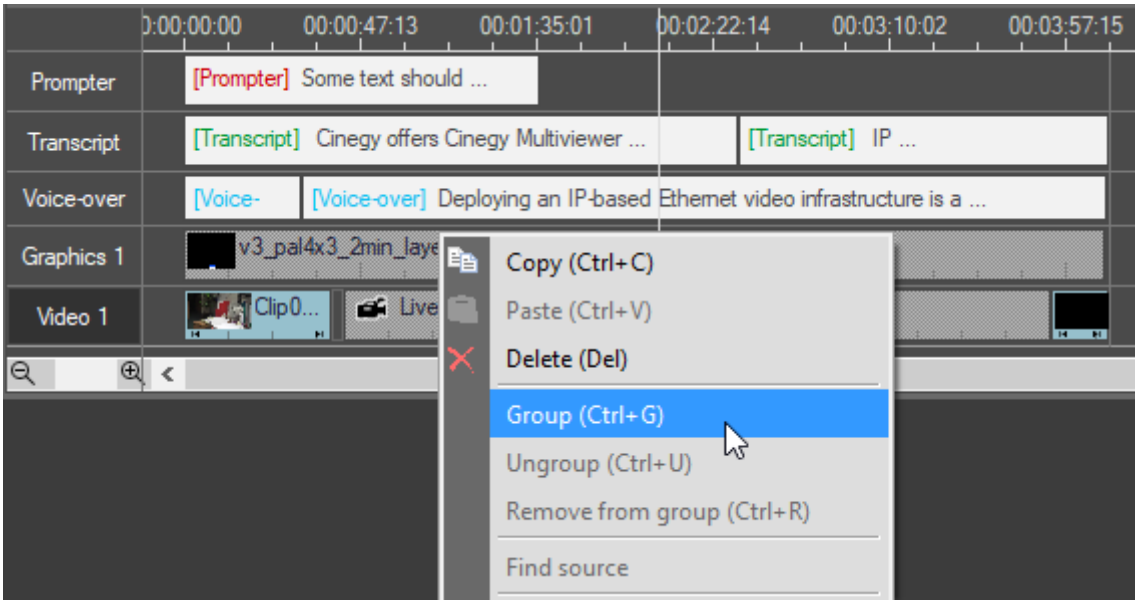
The timeline text track consists of all the script blocks defined on the script panel. At the beginning of each text block, its type is specified with the corresponding color in square brackets. The duration of blocks on the timeline is calculated according to the reading speed of the specified presenter and/or author.



Refer to the **Working with Scripts** article for more information on the script block duration.

Grouping

The segments on the timeline can be grouped to ensure their synchronization. Moving a group means that all the segments in the group will be moved on the timeline. This is useful for preventing text from getting out of sync with the video.



Select the required segments by clicking them with the `Ctrl` key pressed, and use the "Group" command or the `Ctrl+G` shortcut to combine them into a group. The "Group" command also works when selecting an existing group, plus other segments.

The "Ungroup" command releases all segments from a group. Use the "Remove from group" command to release just the selected segment from the group.

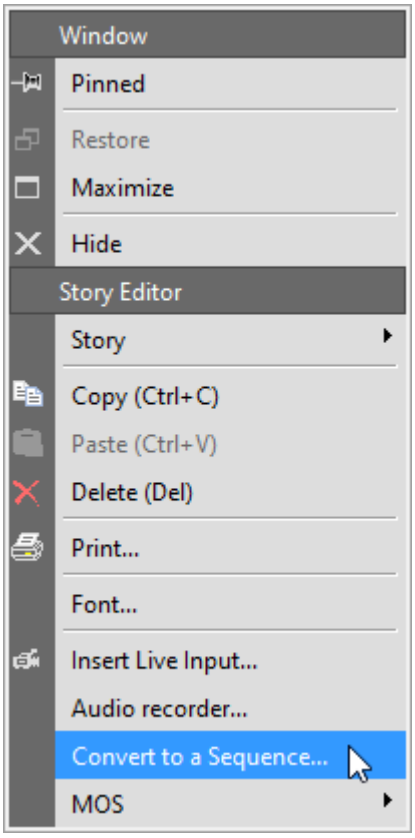
You can also group objects on the assets panel by selecting the required objects with the `Ctrl` or `Shift` key pressed and choosing the "Group" command from the right-click menu.



When selected on the assets panel, all segments inside the group will be highlighted.

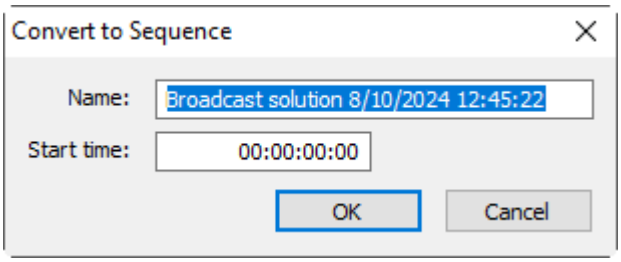
Converting to a Sequence

All the objects on the video and graphics tracks can be converted into a Sequence by using the corresponding command from the timeline context menu:



Please note that sequence-to-sequence conversion is also possible using the "Convert to Sequence..." command.

The "Convert to Sequence" dialog will appear:

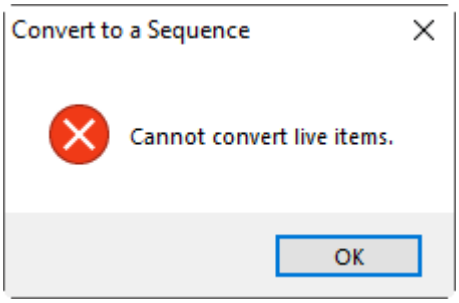


The following parameters can be specified here:

- **Name** – enter a name for the new Sequence. The suggested name contains the Story name and the current date and time.
- **Start time** – define the start timecode for the new Sequence.

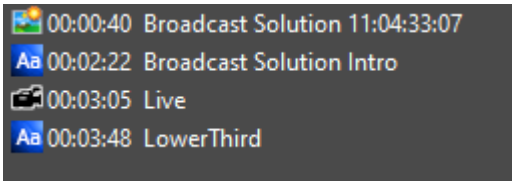
A separate Sequence will replace all the objects located on the selected video track and active graphics layers.

It is not possible to perform a conversion to sequence for Live items. If the selected track contains live input, the corresponding error message will appear:



Assets Panel

All the objects added to the Story are listed on the assets panel:

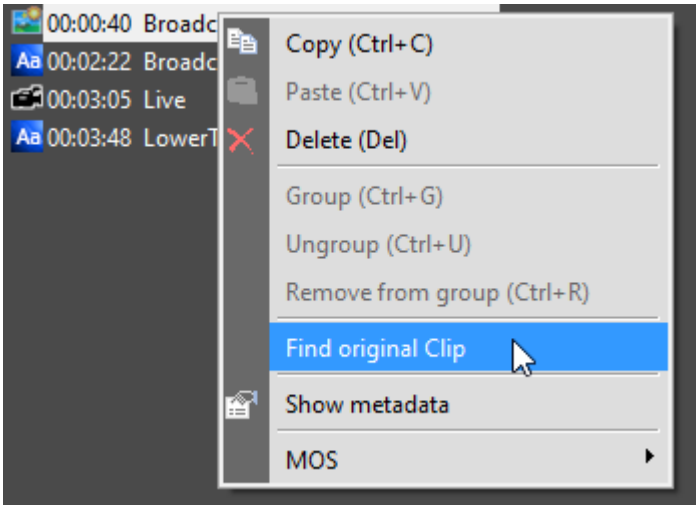


They are sorted chronologically by the start time.

To be included in the Story, media material can be dragged and dropped directly to the desired position on the assets panel.

Finding the Origin of the Material

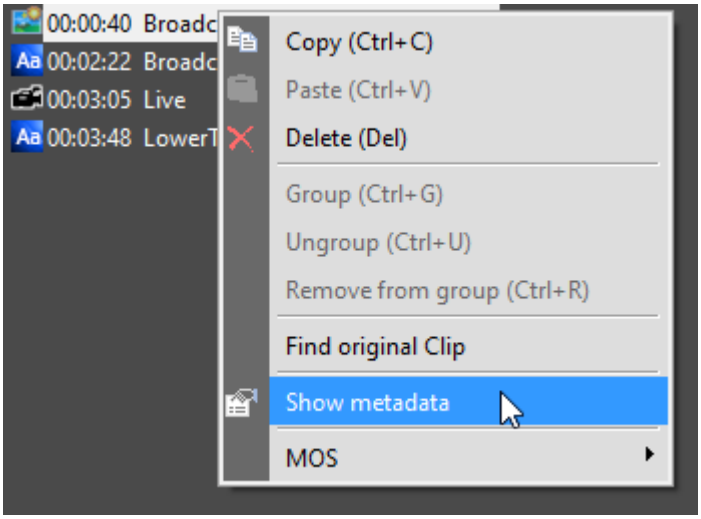
To quickly find the original container of the material added to the Story, use the "Find original Clip" or "Find original Sequence" commands, respectively, from the context menu on the timeline or the assets panel:



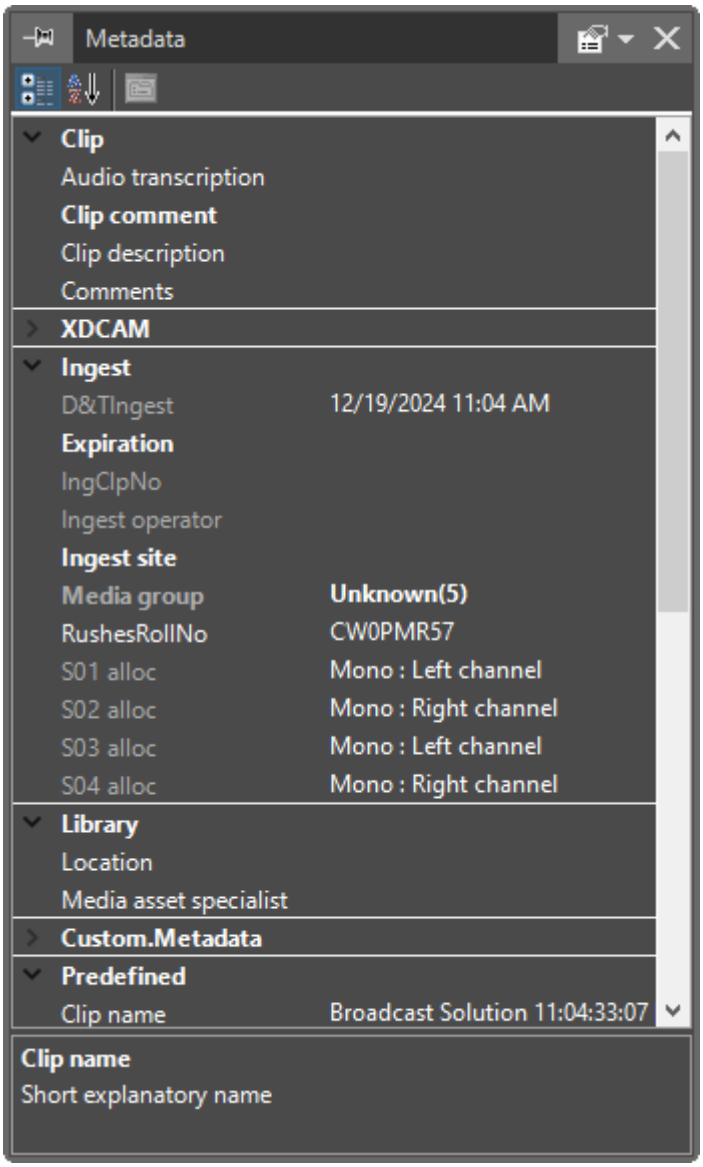
The original object will be opened in its respective container window (ClipBin or Roll for clips, Timeline and Sequence Viewer for Sequences), and highlighted in the Cinegy Desktop Explorer.

Metadata

To view the metadata of media material added to the Story, select it on the timeline or assets panel and choose the "Show metadata" command from its context menu:



The following window will appear:



The content of this dialog may vary depending on the set of metadata fields assigned for the specified node.

Refer to the **Cinegy Archive Manager Manual** for details about the object metadata setup.

Previewing Stories and Search

A complete Story, as well as video and graphic materials included in it, can be previewed at any time.

To preview the prepared Story, click the desired point on the timeline to define the playback start. The Sequence Viewer window will open, allowing you to start the Story playback.

To preview the video clips included in the Story, double-click the corresponding track; its content will be opened in the corresponding viewer. The Sequence will be opened in Cinegy Desktop Timeline.

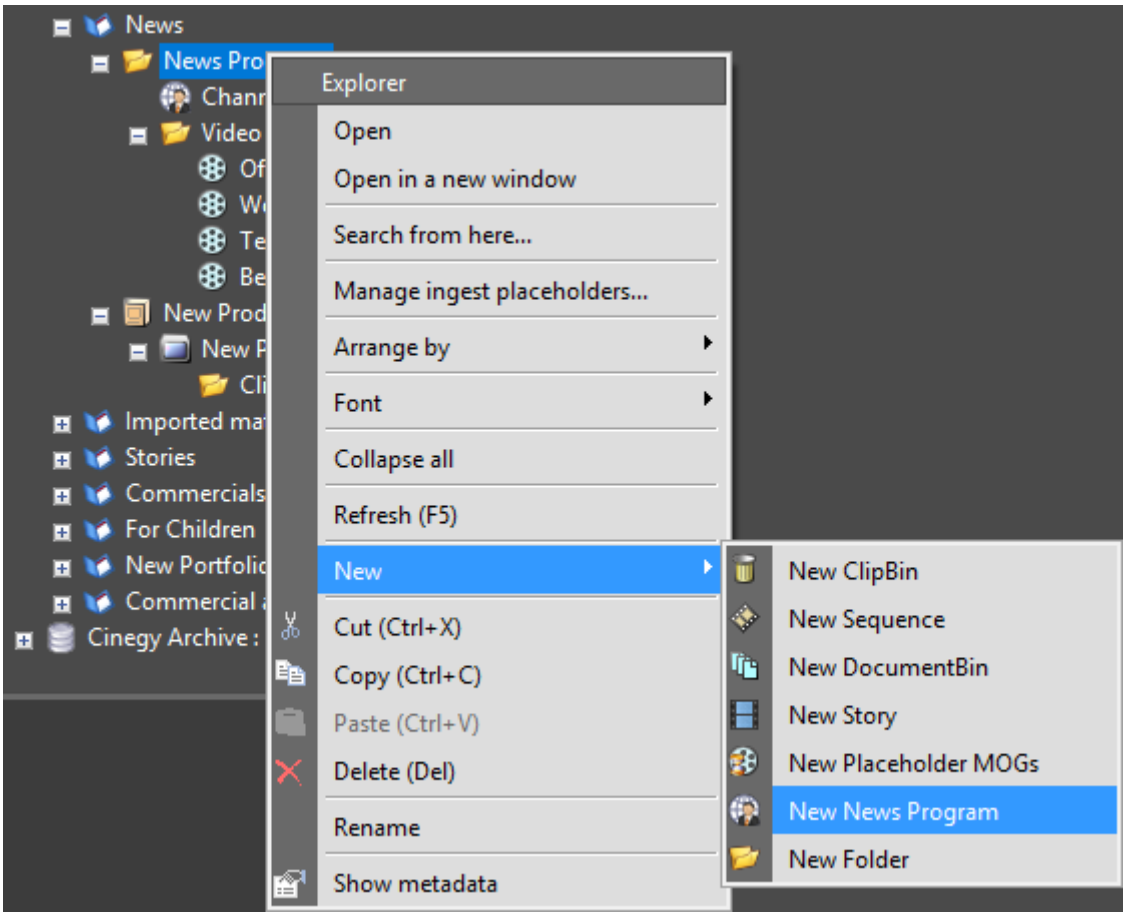
It is possible to use the Cinegy Desktop search engine to search for Stories throughout the database by their name, type, title, synopsis, source, author's and presenter's names, as well as the text of the blocks.

1.17 News Program Manager

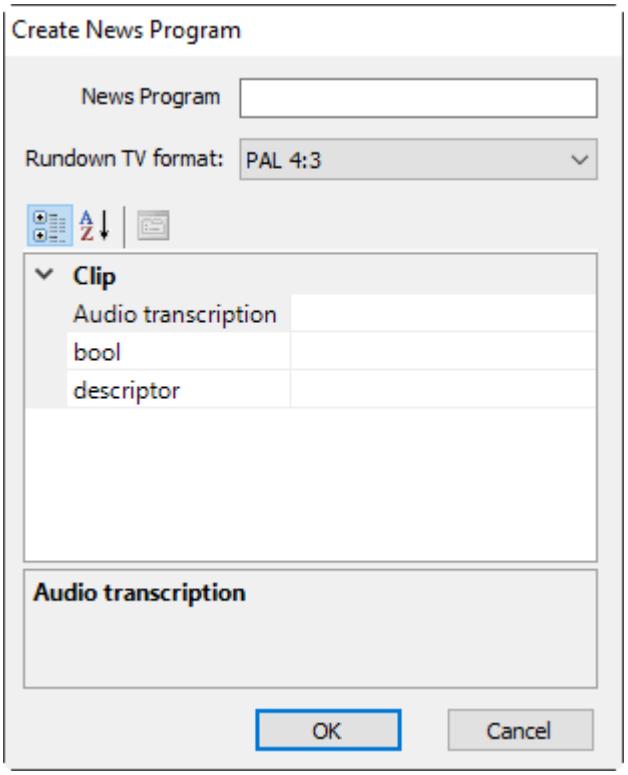
News Program

Creating a News Program

To work with News Program Manager, it is necessary to create a News Program first. To do this, use the "New" > "New News Program" command from the folder context menu in the Cinegy Desktop Explorer window:



Define the name of the News Program and the Rundown TV format. If necessary, fill in the metadata fields and press the "OK" button to finish creating the News Program.

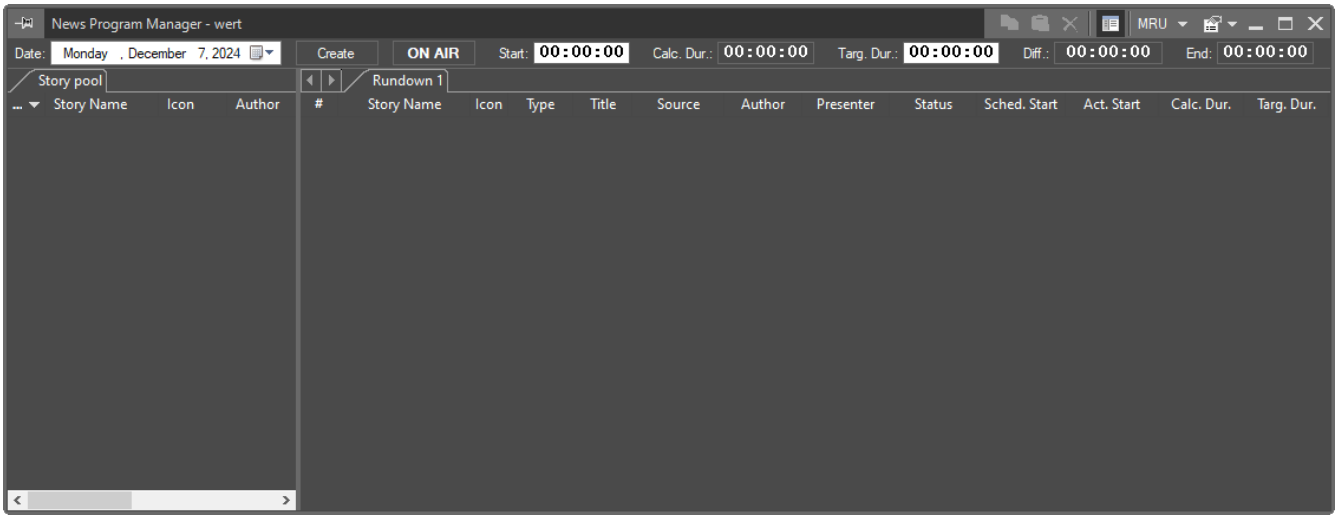


The list of metadata fields is displayed if they have been assigned to the News Program node type. Please refer to the **Node Metadata** article to learn more about node metadata.

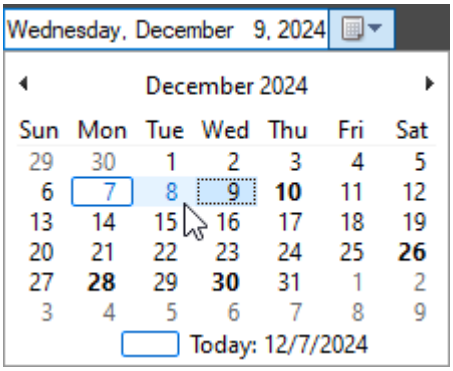
A News Program is the container for the Stories with video, audio, and text material inside.

News Program Manager Interface

Double-clicking the News Program node will start News Program Manager:



Select the date you want to compose a Rundown for:



The coloring provides a convenient way of managing Rundowns for the needed dates:

7 The current date is shown in blue font with a blue frame.

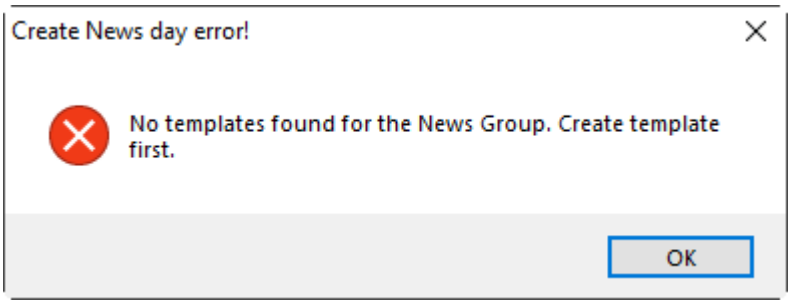
8 The date with the mouse pointer placed over is displayed in blue font and highlighted with a light-blue box.

9 The selected date is displayed in a light-blue box.

10 The bold font is used for all dates for which Rundowns have already been created.

Create To start composing a Rundown, press the "Create" button in the News Program Manager window. The new day will be activated, and a set of Rundowns according to the specified template will be created.

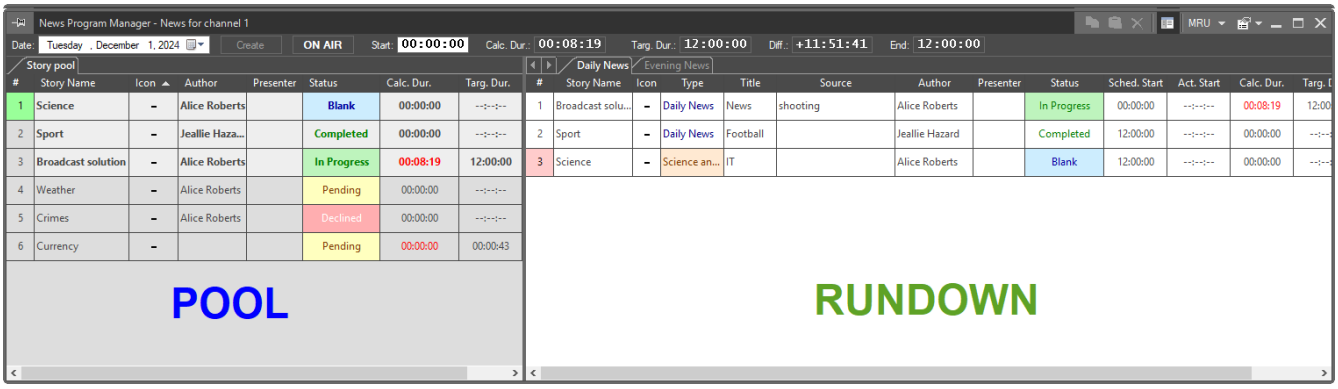
If no Rundown templates were previously created, you will be asked to create them first:



The "Create" button is disabled when previous dates are selected. It is possible to create a Rundown for a past date via the corresponding context menu command only if this date contains previously created Rundowns.

Refer to the **Rundown Templates** paragraph to learn how to create Rundown templates.

The table view of the News Program Manager interface provides a convenient way to work with Stories:



The News Program Manager interface consists of two main parts:

- **Pool** – the panel on the left, which is a storage for all the Story objects, is usually used for work-in-progress material.

  The pool displays the following Story parameters by default: Story name, icon displaying the status, author's and presenter's names, status, calculated, and target durations. It is also possible to enable the display of the "Type", "Title", and "Source" columns.

- **Rundown** – the panel on the right that contains the sorted material to be sent to air.

  > For each date, you can assign multiple Rundowns in different TV formats. The Rundowns are represented as separate tabs and sorted by their start time.

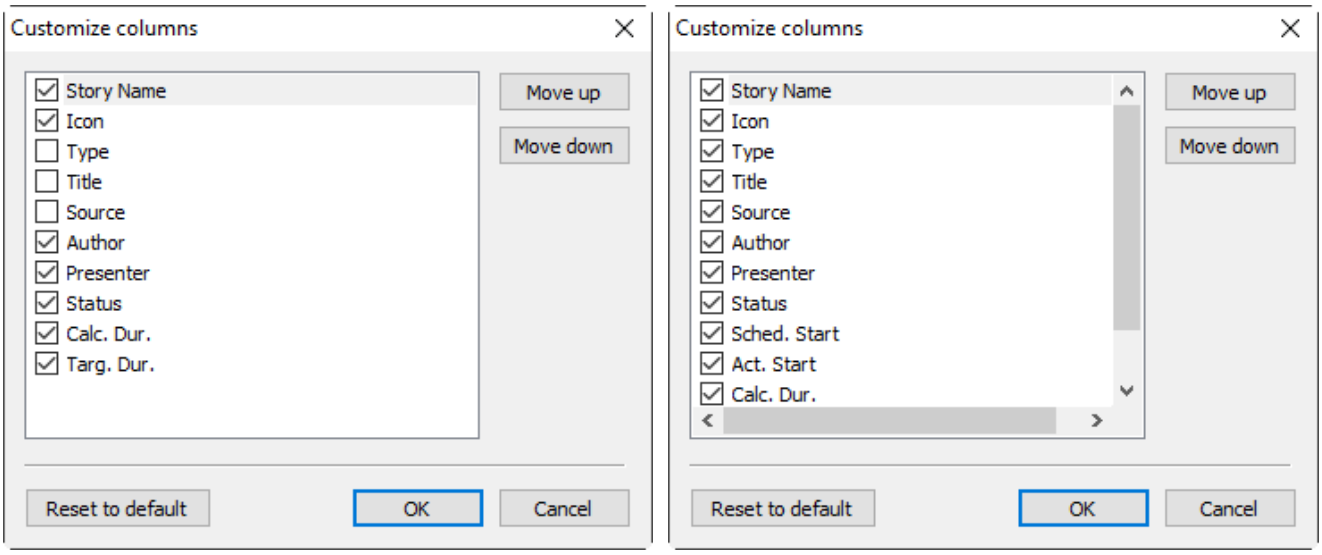
  The rundown contains the same Story parameters as well as the time of the planned and actual Story start. All of these columns are shown by default. The "Scheduled Start" column displays the planned start of each Story according to the calculation of values in the "Calculated Duration" column. When on-air mode is on, the "Actual Start" column displays the real start time for Stories being played back and for finished ones as well as the estimated start time for the rest of the Stories in the rundown. When on-air mode is disabled, the "Actual Start" column displays the real start time only for Stories that have been broadcast. For other Stories --:--:-- is displayed instead of the actual start value.

  > Refer to the **On-Air Mode** description within the **Cinegy Studio Manual** for more information about on-air mode.

Stories in the pool and rundown are numbered according to the order of their adding to the News Program Manager. However, it is possible to sort Stories in the pool by double-clicking the desired column header. You can also rearrange the sorted Stories in reverse order by double-clicking on the column header again.

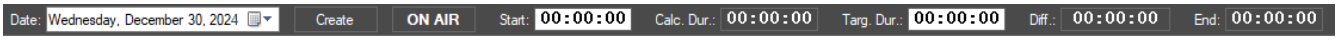
It is possible to customize the set and order of columns to be displayed for the pool and rundown by selecting the "Customize columns" command from the context menu of the pool and rundown, respectively. The following dialogs will appear:

Pool *Rundown*



Remove the selection of the columns you do not need to be displayed. It is also possible to define the order of the columns with the help of the "Move up" and "Move down" buttons. To restore the default settings, press the "Reset to default" button.

Main Panel



The main panel contains the following controls:

- **Date** – the date for the News Program Manager schedule. You can edit the News Program Manager schedule for any date.
- **Start** – the time of the Rundown start. You can define the start time of your show in this field.
- **Calculated Duration** – the total calculated duration of the currently open Rundown.
- **Target Duration** – the duration of the currently open Rundown. You can define the desired duration of your show in this field.

  If the target duration does not match the calculated duration, the latter will be displayed in red as follows:

- **Difference** – the difference between the target and calculated duration values of the currently open Rundown.
- **End** – the calculated time of the Rundown end.



The "On Air" button enables/disables on-air mode. When on-air mode is enabled, the "On Air" sign is displayed in red.

Please note that pressing the "On Air" button in News Program Manager also enables/disables on-air mode in Cinegy Studio and vice versa.

Color Coding and Status Icons

Depending on the status, Stories in the pool and rundown have color-coding and corresponding icons, making it easier to work with them.

Status	Icon	Description
	–	The "Status" column of the newly created Story is empty, and a dash is displayed instead of the icon.
Locked		The Story is being edited.
Approved	☑	The Story is marked with "Final approval".

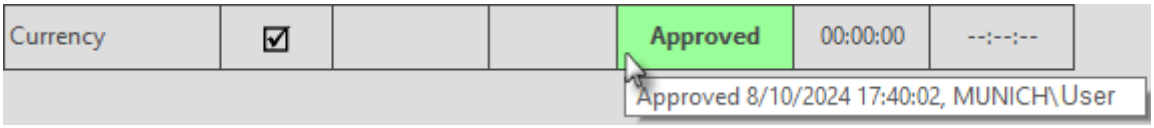
The following statuses, icons, and color coding are displayed in the rundown only when on-air mode is enabled:

Status	Icon	Description
Playing		The Story, any item(s) of which is currently being played in Cinegy Studio.
Cued		The Story, any item(s) of which is cued in Cinegy Studio and is not currently being played.
Finished		The Story, any item(s) of which has already been played and is neither played nor cued in Cinegy Studio.

When a Story has the "Locked" status, it is possible to see the user editing it by moving a mouse pointer to the "Status" column of this Story; a pop-up hint will appear indicating the user's name:



Moving the mouse pointer to the "Status" column of the Story also allows you to view a pop-up hint with the name of the user who has set the "Final approval" mark for the Story, as well as the approval date and time:



The workflow steps are used until the Story gets final approval, which is why they are displayed in the "Status" column. They also have their own coloring to make the work with them more convenient. For example:

Blank	The "Blank" workflow step is used for the Story on which work has not started yet
In Progress	The "In Progress" workflow step is used for work-in-progress Stories
Pending	The "Pending" workflow step means that the Story is ready for final approval

Declined	The "Declined" workflow step means that the Story is not approved or requires improvement
Completed	The "Completed" workflow step means that the Story is ready to be broadcast

Refer to the **News Options** article in the **Cinegy Archive Manager Manual** to learn how to manage workflow steps.

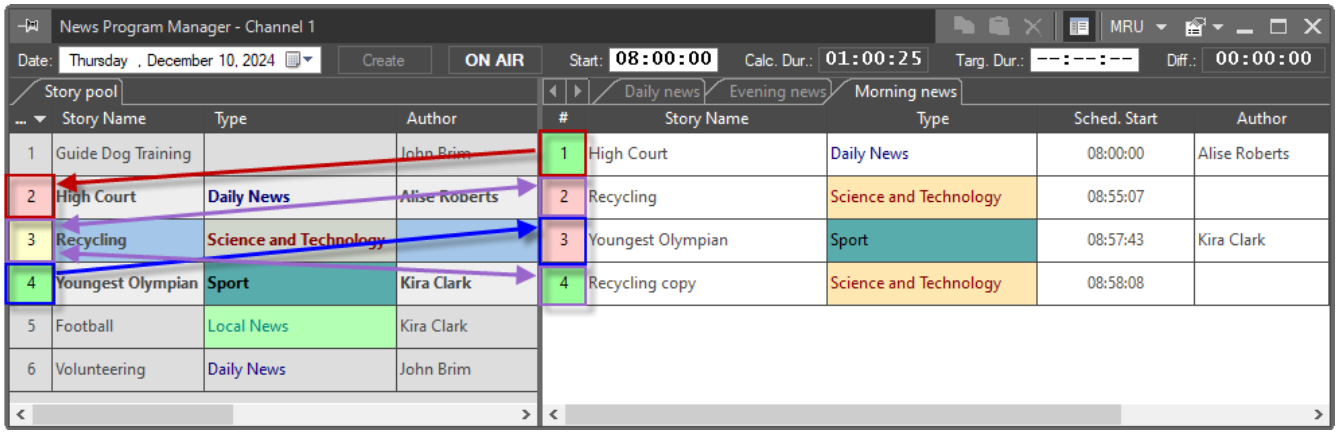
If the calculated duration of the prepared Story does not match the target duration (accurate to a second), its value will be shown in red:

Business	Cheryl Brooks	00:01:44	00:01:00
Tennis	Ryan Stewart	00:00:57	00:01:20

Please note that the interface displays timecodes rounded to seconds. All the internal calculations are performed by the system, including frames.

If a Story is copied from the pool to the rundown or vice versa, such Stories become related. Stories copied from the pool to the rundown are highlighted in bold in the pool.

If related Stories are no longer identical due to changes made to one of them, the newer Story is highlighted in green and the older one is highlighted in pink. A Story is highlighted in yellow if it has several related Stories with different modification dates, and their modification history is ambiguous.



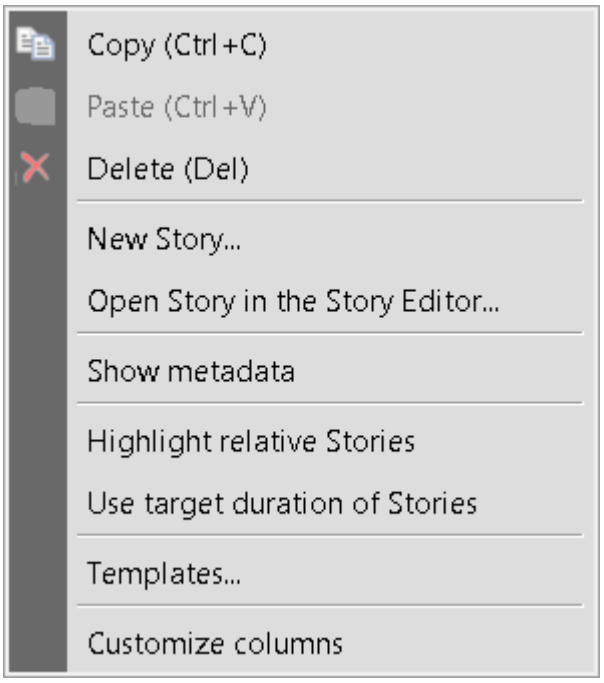
You can enable color indication of related Stories with changes using the "Highlight relative Stories" context menu option.

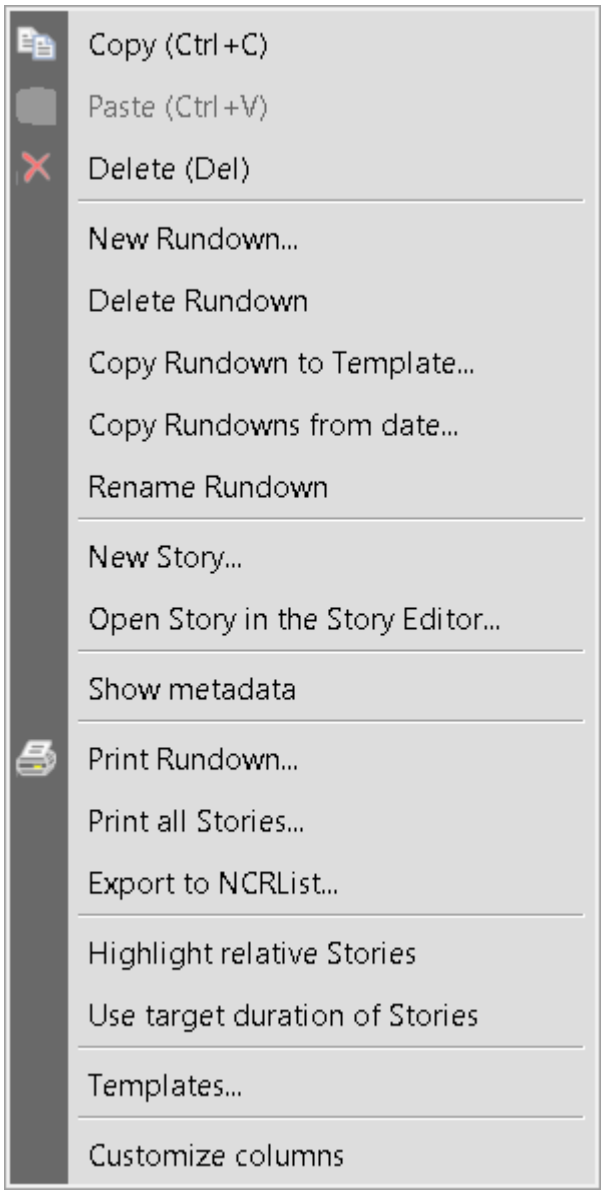
Context Menu

The context menus for the pool and rundown are different. The following menus appear when you right-click the pool or rundown panel, respectively:

Pool context menu:

Rundown context menu:



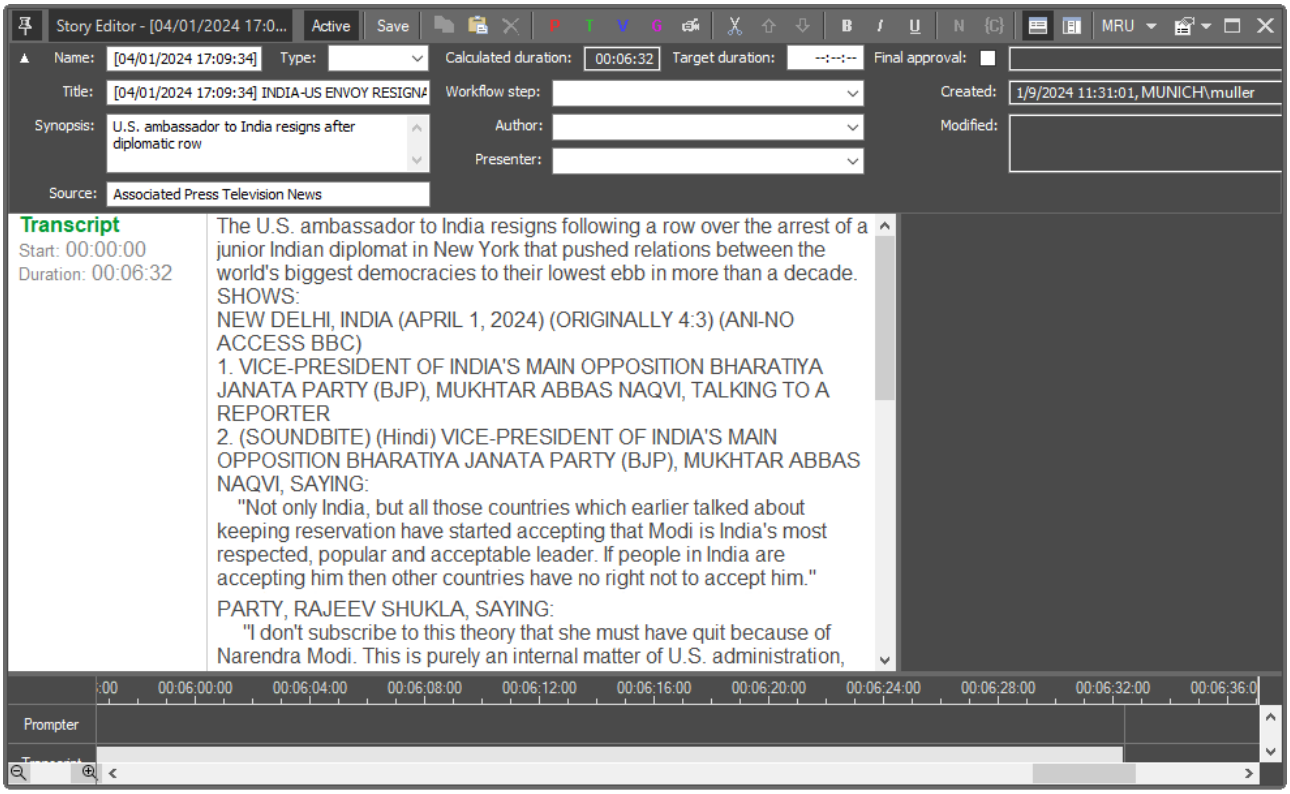


The following commands are available from the context menu:

- **Copy** – copies the selected Story or Stories to the clipboard.
- **Paste** – pastes the copied Story/Stories from the clipboard.
- **Delete** – deletes the selected Story or Stories.
- **New Story…** – creates a new Story in the pool or rundown correspondingly.

> The Story can also be added via drag-and-drop of a Sequence, clip, or Cinegy Title template to the pool or rundown area. A new Story will be automatically created and opened in the Story Editor, containing the dragged-and-dropped item on track Video 1 or Graphics 1, respectively. Please refer to the **Working with Stories** section for a detailed description of the Story Editor.

A quick way to add the Story is by dragging the existing news item into the News Program Manager, either to the pool or rundown area. The newly created Story will be opened in the Story Editor and become active. The Story Data fields, including name, title, synopsis, and source, will be populated automatically. The Transcript block will contain the text of the Story:



- **Open Story in the Story Editor…** – opens the selected Story in the Story Editor for viewing or editing.

> Refer to the **Working with Stories** section to learn how to work with the Story Editor.

- **Show metadata** – displays metadata of the selected Story.
- **Highlight relative Stories** – enables indication of the changes made in related Stories.

> When enabled, related Stories in both the pool and rundown are automatically selected when the user selects any of them.

- **Use target duration of Stories** – calculates the target duration for the Rundown.

> If the Story target duration is not configured, the Rundown target duration field shows the total target durations of all Stories, and the Rundown target duration cannot be edited – it is calculated automatically, giving priority to the Story target duration. If the Story target duration is configured, the Story timing for calculating the start time of the next Story is based on "Target duration", but not on the "Calc. Duration" value.

- **Print Rundown…** – prints the content of the Rundown. The "Print Setup" dialog box will appear, allowing you to define the common print settings.

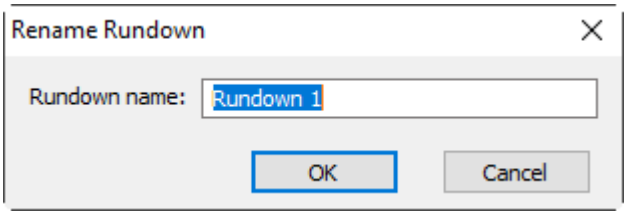
> Refer to the **Printing Rundown** paragraph to learn how to print the Rundown.

- **Print all Stories…** – prints the content of all the Stories included in the Rundown. The "Print Setup" dialog box will appear, allowing you to define the print settings.

> Refer to the **Printing All Stories** paragraph to learn how to print all Stories.

- **Export to NCRList…** – saves the current Rundown as a playlist in the NCRList format in the defined location.

- **New Rundown…** – creates a new Rundown.
- **Delete Rundown** – deletes the current Rundown.
- **Copy Rundown to Template** – copies the current Rundown with its content to the selected template.
- **Copy Rundowns from date** – copies all the Rundowns with their content from the selected date to the current day.
- **Rename Rundown** – allows changing the current name of the Rundown via the following dialog box:



Commands for interacting with Rundown are available only from the rundown context menu.

- **Templates…** – opens the "Templates" dialog box for the creation and management of templates.

Refer to the **Rundown Templates** paragraph to learn how to create and manage templates.

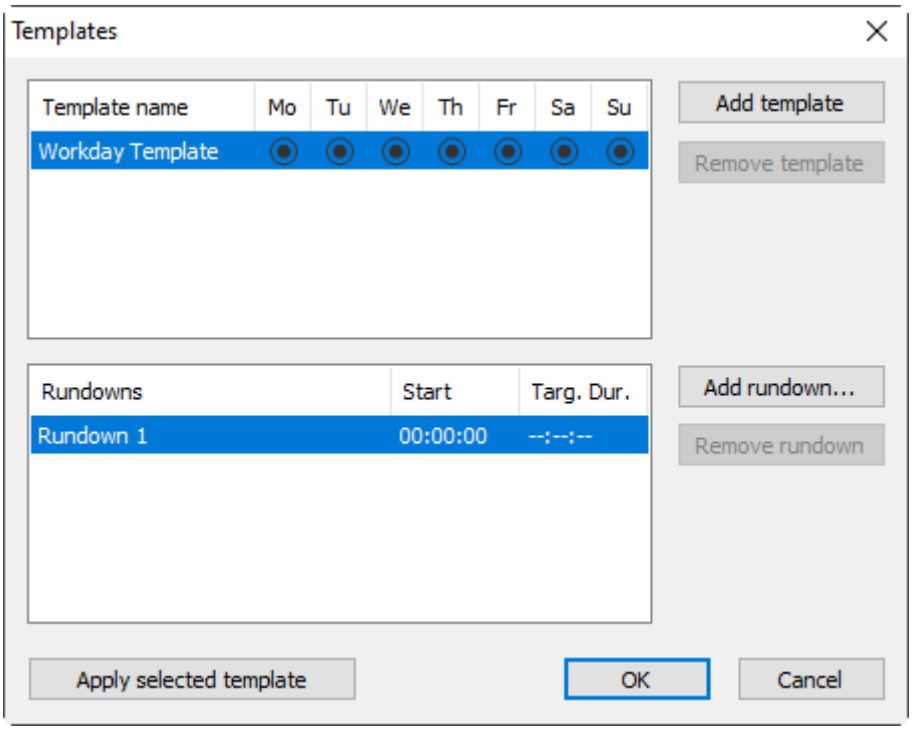
- **Customize columns** – customize the set and order of columns to be displayed for the pool and rundown.

Working with Rundowns

Rundown Templates

The rundown template defines which Rundown(s) should be applied on the specified day of the week.

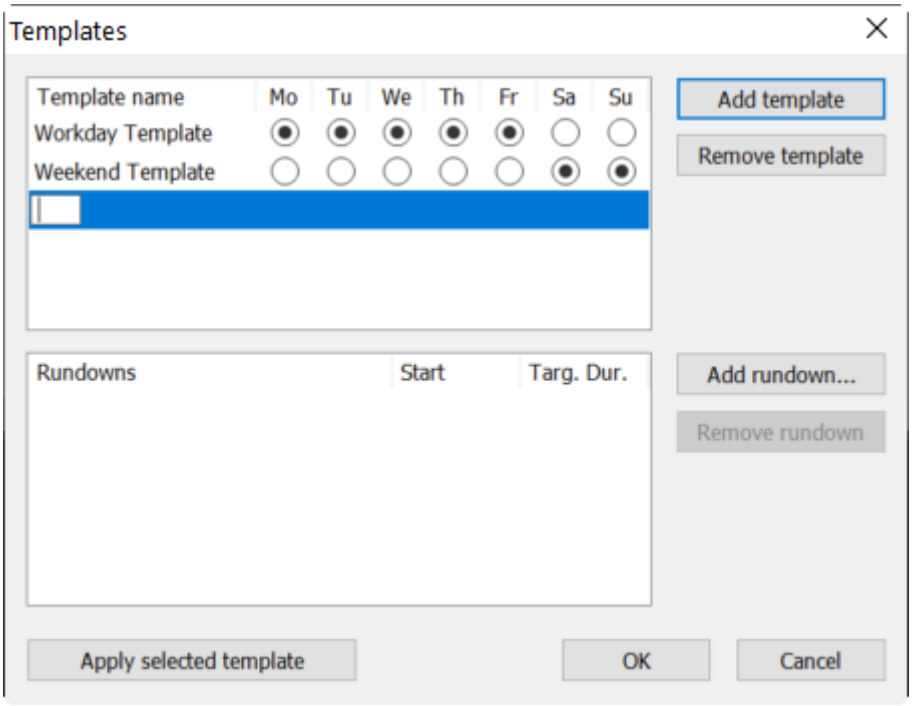
To manage the templates, use the "Templates…" command from the context menu of either the pool or rundown; the following "Templates" dialog box appears:



Here you can add new templates, edit and/or remove the existing ones, as well as add Rundowns for the specified template.

Add template

To add a new template for the selected date, press the "Add template" button and enter the name of the new template. Then specify the days of the week when this template will be applied:



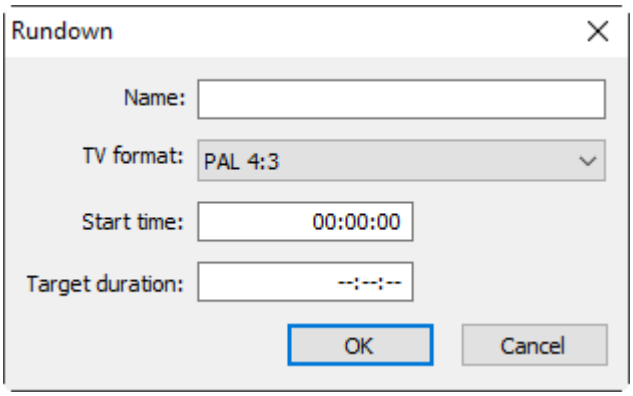
Remove template

Select a template and press this button to remove it.

For each template, you can assign a separate set of Rundowns, so for each day of the week, the specified set of Rundowns will be available.

Add rundown...

To add a new Rundown for the selected date, press the "Add rundown…" button. The following dialog will appear:



Enter the name of the Rundown being created, define its TV format, start time, and estimated duration; then press "OK".

Remove rundown

Select a Rundown and press this button to remove it.

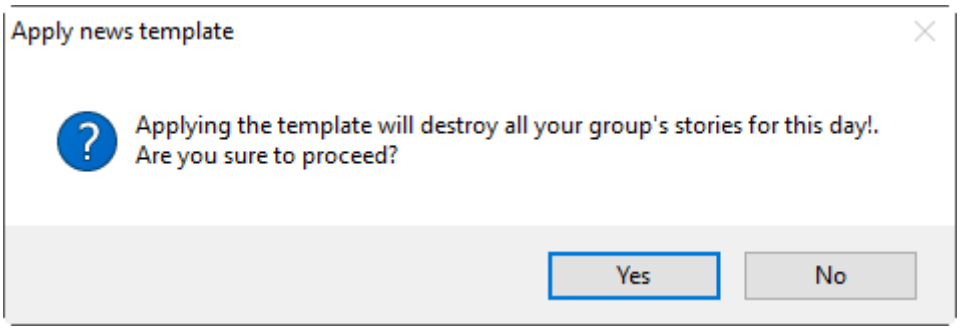
The last remaining template and Rundown cannot be deleted.

Apply selected template

Having added the necessary Rundown(s) to the template, you can apply the selected template for the defined date by pressing the "Apply selected template" button. This action is optional.

Press the "OK" button to save changes to the template without applying it, or press the "Cancel" button to exit the "Templates" dialog without changing the template.

When changing the active template, you will be asked to confirm your decision:



Please keep in mind that after applying the template, the lost Stories cannot be restored.

The selected template will be applied for each day of the schedule you edit.

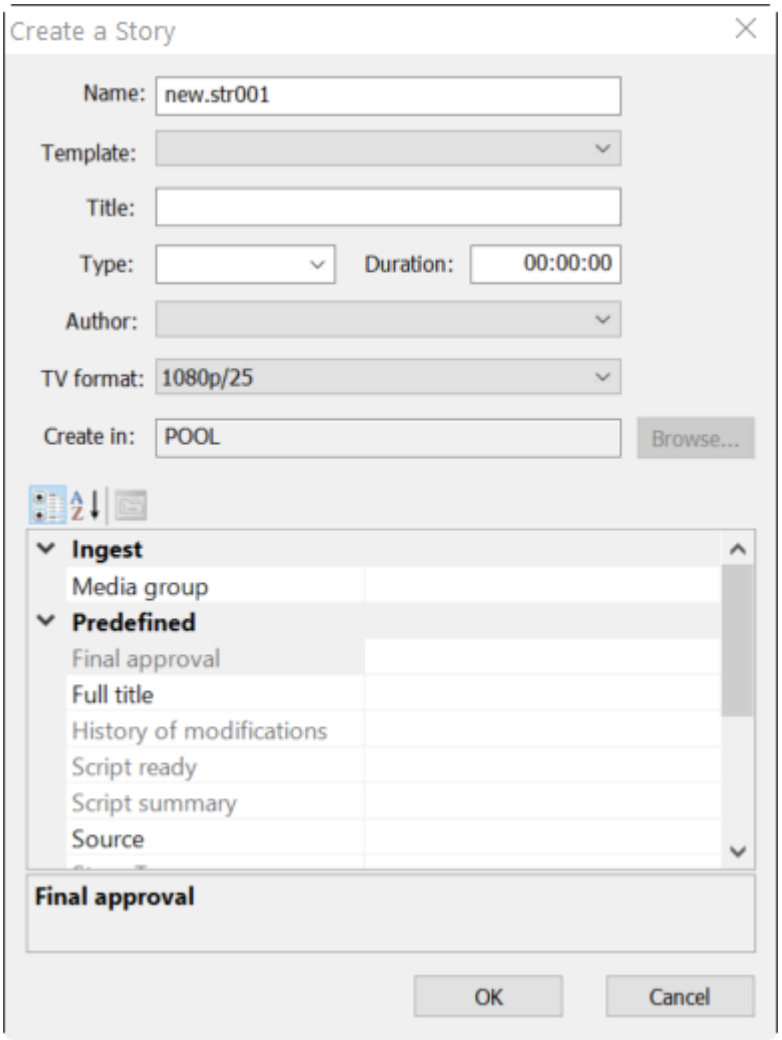
The next step is to fill the pool with the required Stories.

Adding Stories

Creating a New Story

To create a new Story within the current News Program, use the "New Story…" command from the context menu (either in the pool or directly in the rundown) in the News Program Manager window.

The following "Create a Story" dialog box appears:



Here define the following Story parameters:

- **Name** – the name of the Story object.
- **Template** – the template of the Story object.
- **Title** – the title of the Story object.
- **Type** – the type of the Story object.

> Refer to the **Story Types** article in the **Cinegy Archive Manager Manual** for details on how to create different Story types for the Story objects.

- **Duration** – the desired duration of the Story.
- **Author** – the narrator's name. If an authorized author is selected, the Story becomes "read-only" for everyone except this particular user/user group and the News director. The "Author" field can be left empty so that everyone can work with the Story.

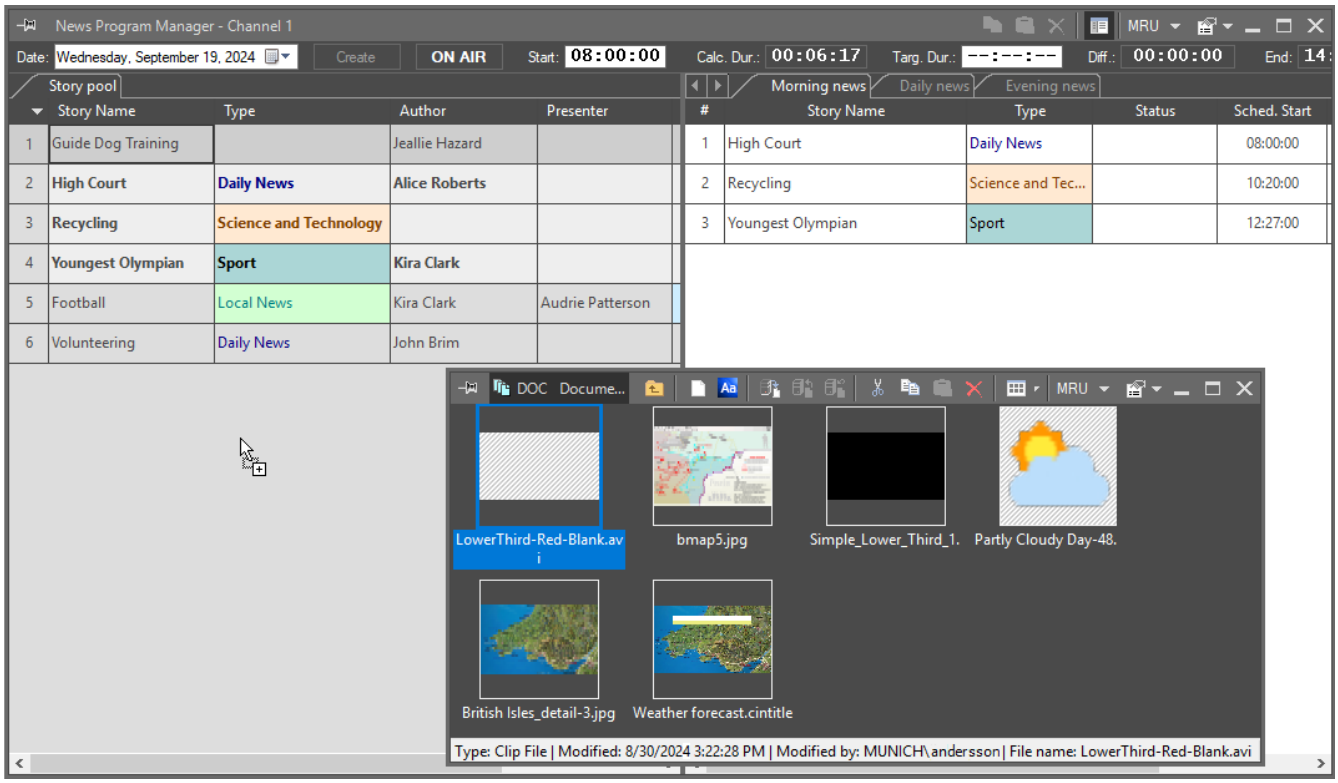
> Refer to the **News Options** article in the **Cinegy Archive Manager Manual** for details on how to create and configure the list of authors.

- **TV format** – this field is filled in automatically according to the defined News Program format.
- **Create in** – the location (either pool or rundown) of the Story creation. This field is read-only and cannot be edited by the user.

Fill in the necessary metadata fields and press "OK" to finish creating the Story; the Story Editor window will open.

See the **Working with Stories** section for detailed information on how to work with Stories.

A quick way to create a Story is to drag and drop a Sequence or a clip from a ClipBin / Roll, or an object from a DocumentBin directly to the pool or rundown area as follows:

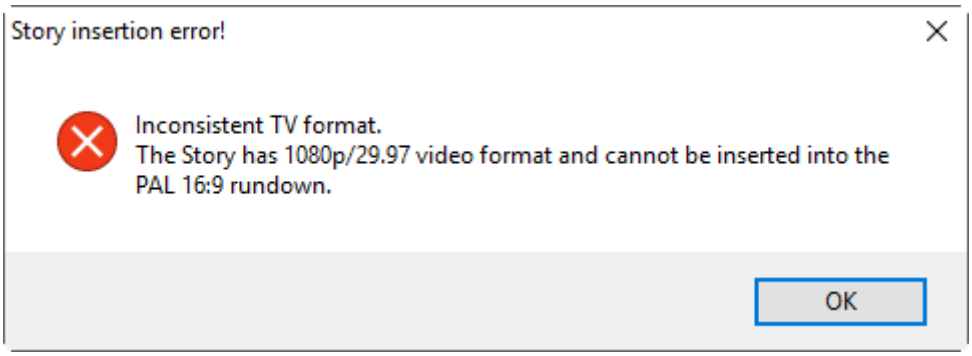


A common "Create a Story" dialog will appear. The created Story will contain the dragged object in the respective Story block.

Dragging and dropping of images and some videos is currently supported.

Adding Created Stories

Ensure that the Stories being added to the rundown are of compatible TV formats. Otherwise, you will receive the "Inconsistent TV format" error. SD Stories can be inserted into SD and HD rundowns; however, HD Stories cannot be inserted into an SD rundown.



To Pool

The pool is used as a container for the Stories in progress, waiting for approval, or completed ones.

To add a Story to the pool, select it in the Cinegy Desktop Explorer tree and drag and drop it to the pool panel of the News Program Manager window. You can also use "Copy" and "Paste" commands from the context menu.

The Story that has been added to the pool becomes a separate copy of the object; it can be further edited without any changes made to the original Story. So, several copies of the same Story can be inserted into the pool.

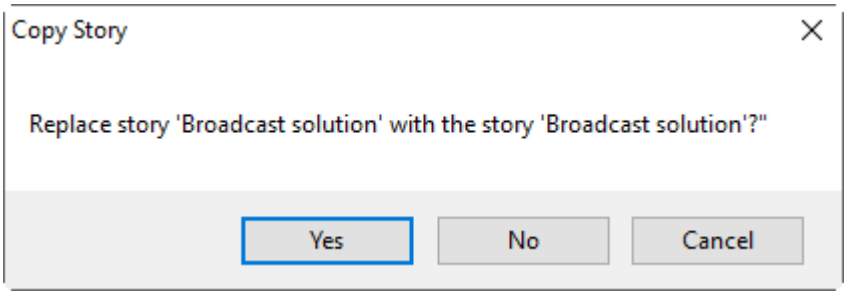
To Rundown

Having made all the necessary editing and approval of the Story in the pool, you can add it to the rundown. To do this, select the required Story either in the pool or in the Cinegy Desktop Explorer tree and drag and drop it to the desired position on the rundown panel. Once the Story is added to the Rundown, it becomes highlighted in bold in the pool.



Make sure that you have the appropriate rights to be able to edit rundowns. For details, see the **Permissions and Security** article in the **Cinegy Archive Manager**.

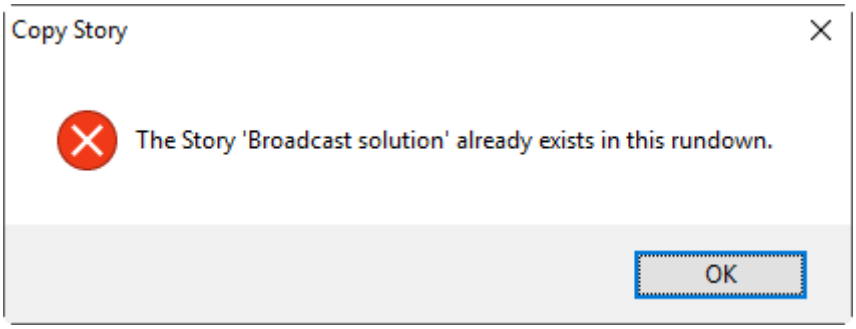
If more than one instance of a particular Story is copied into the rundown, the following window will appear:



Press "Yes" to overwrite the existing Story with the new one. Press "No" to create a separate copy; the name for it is generated automatically as follows: <Story name> copy:

1	Broadcast solution	-	Daily News	News
2	Broadcast solution copy	-	Daily News	News
3	Broadcast solution copy (2)	-	Daily News	News

It is not possible to copy a Story from the Rundown and paste it into the same Rundown. The following message will appear informing that this action cannot be performed:



It is also possible to drag and drop Stories to the rundown directly from the Cinegy Desktop Explorer tree.

Editing Stories

You can edit Stories, both those contained in the pool and those that are in the rundown area.

To edit a Story, use the "Open Story in the Story Editor" command from the context menu or simply double-click it. This will open the selected Story in the Story Editor for viewing or editing.

Refer to the **Working with Stories** section to learn how to work with Story Editor.

If the Story is already open for editing by another user, it becomes "read-only" and displays a "Locked" status.

Stories with an authorized author assigned are "read-only" for everyone except this particular user/user group and the News director.

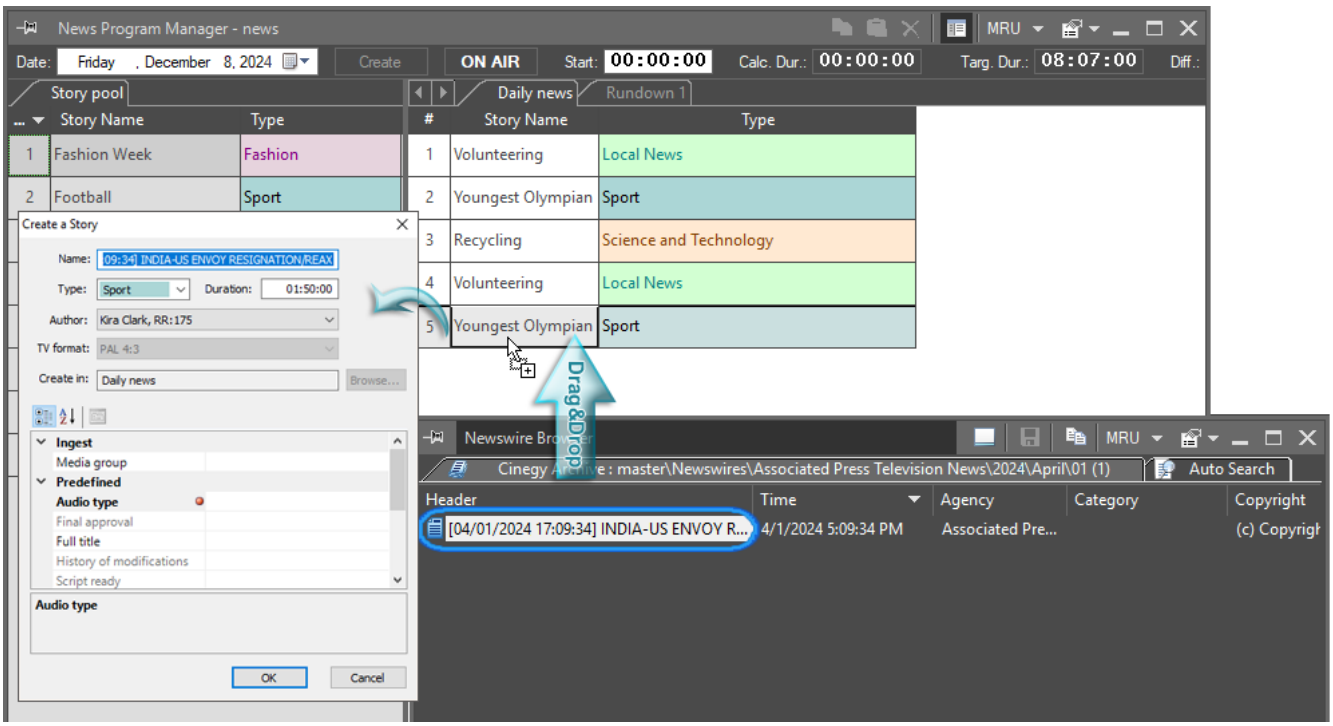
Refer to the **News Options** article in the Cinegy Archive Manager manual for details on how to create and configure the list of authors.

The Stories that receive the “Approved” status become read-only for everyone except the user with the "Edit Approved Story" role.

Replacing Stories

A Story existing in the Rundown can easily be replaced with another Story via drag-and-drop by holding the `Ctrl` key down.

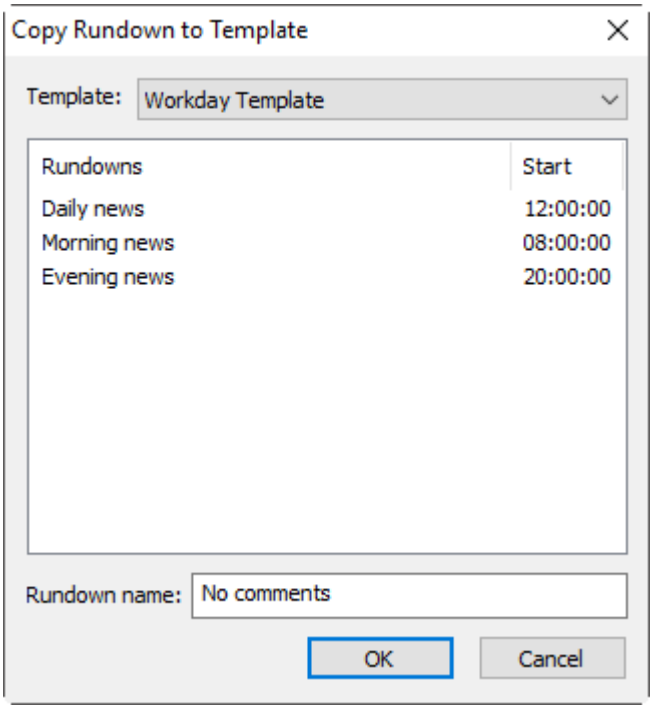
Similarly, you can substitute a Story with a news item, a Sequence, a clip from a ClipBin / Roll, or an object from a DocumentBin. In this case, the original type, target duration, and author are copied into the "Create a Story" configuration dialog, so there is no need to type them again:



Copy Rundown

To Template

To save a copy of the open Rundown with all its content to a template, select the "Copy Rundown to Template…" command from the rundown context menu. The following dialog appears:

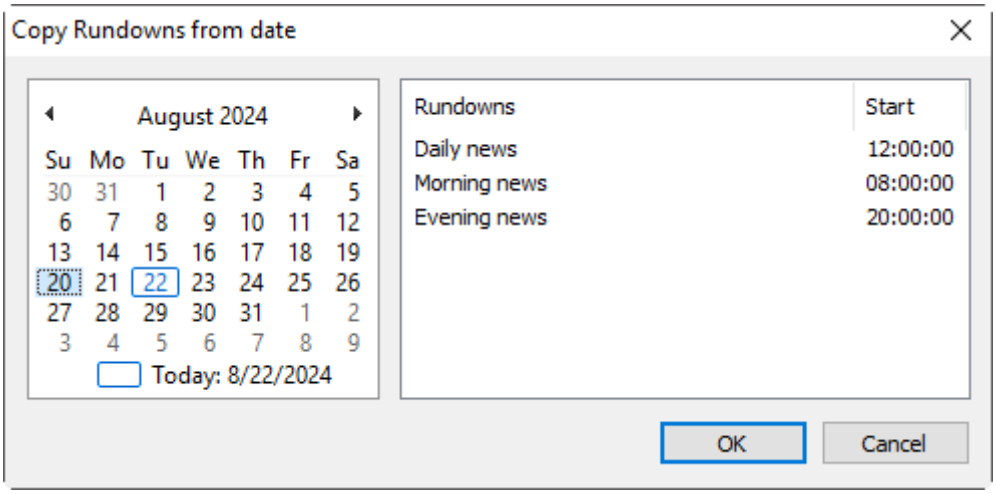


From the "Template" drop-down list, select the template for copying the Rundown and specify the name for it in the "Rundown name" field.

From Date

To copy all the rundowns with their content from the selected date to the current date, use the "Copy Rundowns from date…" command from the rundown context menu. The following dialog appears:

Choose the date in the calendar; all the rundowns for this date will be listed on the right. Having pressed the "OK" button, you will be warned that all rundowns for the current date will be lost:

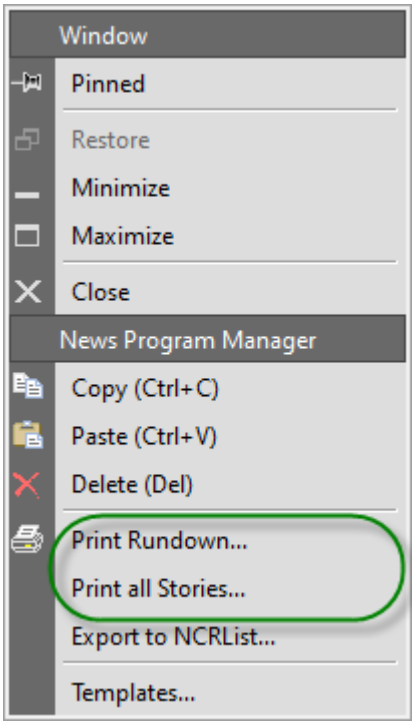


Press "Yes" to continue. All rundowns, along with their Stories, will be copied.

Printing Stories

To make your work with Stories more convenient, you can print your Story data.

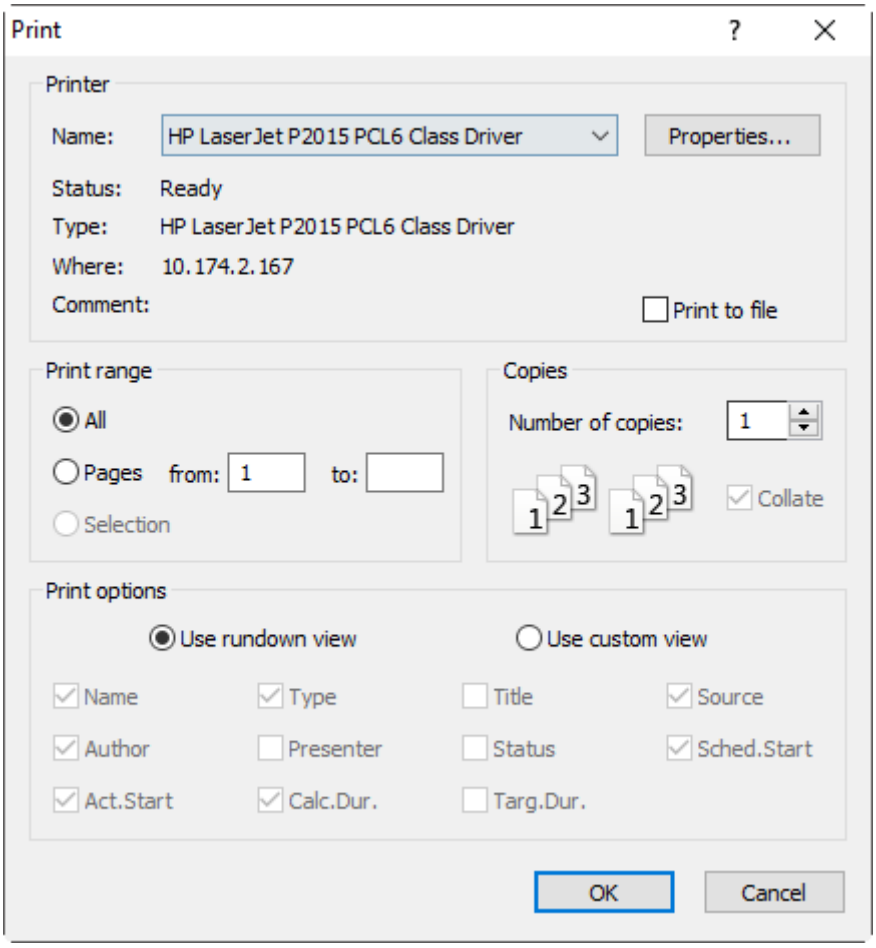
Use the corresponding commands from the News Program Manager menu:



These commands are also available from the context menu of the rundown panel in News Program Manager. The "Print Setup" dialog box will appear, where you can choose common print settings.

Printing Rundown

In the "Print options" section, choose one of the two options available – "Use rundown view" or "Use custom view".



If the "Use rundown view" option is enabled, the printed document will contain the News Program name, date, start time,

estimated duration, estimated end time, and the table with all the columns included in the Rundown view by default or customized by you according to your needs.

The printed document you receive using this option will look as follows:



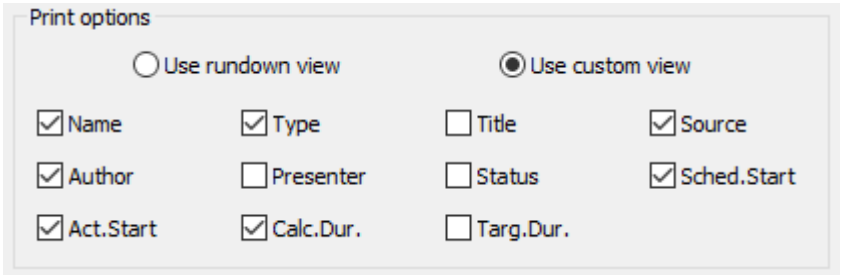
Printed by MUNICH\borsh on 05.02.2023 at 14:58:14 Page 1 of 1

Channel 1: Morning news

Date: 2/5/2023
Start time: 08:30:00
Estimated duration: 00:05:00
Estimated end time: 08:35:00

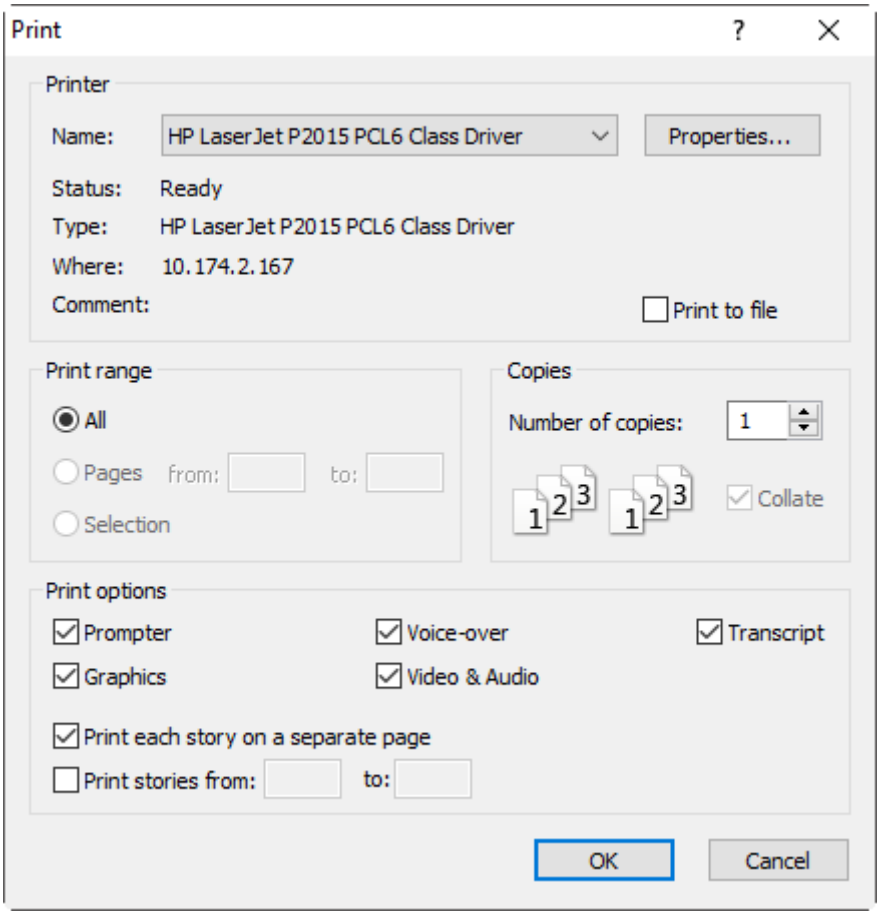
#	Story Name	Icon	Type	Title	Source	Author	Presenter	Status	Sched. Start	Act. Start	Calc. Dur.	Targ. Dur.
1	Broadcast Solutions	☑	Events	Cinegy to launch a new	shooting	Alice Roberts	Louise Fletcher	**Approved**	08:30:00	--:--:--	00:01:13	00:01:13
2	Zoo	☑	Events	Zoo welcomes trio of ...	shooting	Pam Smith	Louise Fletcher	**Approved**	08:31:13	--:--:--	00:01:18	00:01:18
3	Music	☑	Culture	Best Rock albums 201...	shooting	Frank Vejs	Mark Stokes	**Approved**	08:32:31	--:--:--	00:01:13	00:01:13
4	Weather	☑	Local news	Severe Weather Forec...	from stu...	Will Miller	Linda Young	**Approved**	08:33:44	--:--:--	00:01:16	00:01:16

With the "Use custom view" option enabled, you can choose which Story parameters will be printed by ticking off the necessary checkboxes:

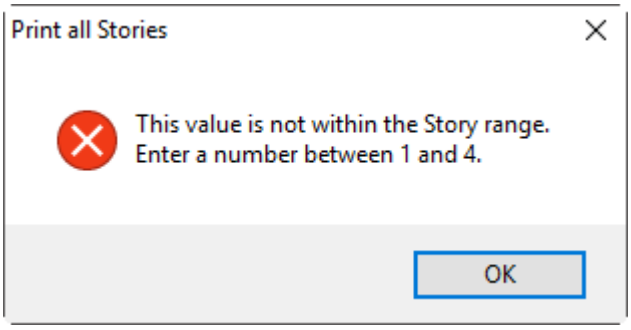


Printing All Stories

Choose the "Print all Stories…" option to print the content of all Stories included in the Rundown. Define the printing options in the following "Print" dialog:



In the "Print options" section, all the script blocks are chosen for printing by default. Deselect the checkboxes with the Story script blocks you do not need to be printed. The "Print each Story on a separate page" option is selected by default. If you need to print all Stories without page breaks, remove the selection of this checkbox. It is also possible to print a range of Stories. To do this, select the "Print Stories from" checkbox and define the numbers of the required Stories in the "from:" and "to:" fields correspondingly. To print only one Story, enter its number in both fields. If the option is selected, but any of these fields or both of them are left empty, or the entered numbers are higher than the total number of Stories in the Rundown, an error message appears:



The document will include the Story name, its title, synopsis, type, and source, calculated and target duration, the author's and presenter's names, and the table with text blocks you have chosen to be printed:

Printed by MUNICH\borsh on 03.02.2023 at 12:01:59 Page 1 of 2

Broadcast Solutions

Title: Cinegy to launch a new version of 4K IP-Based Broadcast Solutions
Type: Events
Calculated duration: 00:02:00
Author: Alice Roberts

Synopsis: Cinegy is pleased to announce the showcase version of its 4k IP-Based Solutions, Cinegy Multiviewer, Cinegy Route and Cinegy Live
Source: shooting
Target duration: 00:02:00
Presenter: Louise Fletcher

Approved:

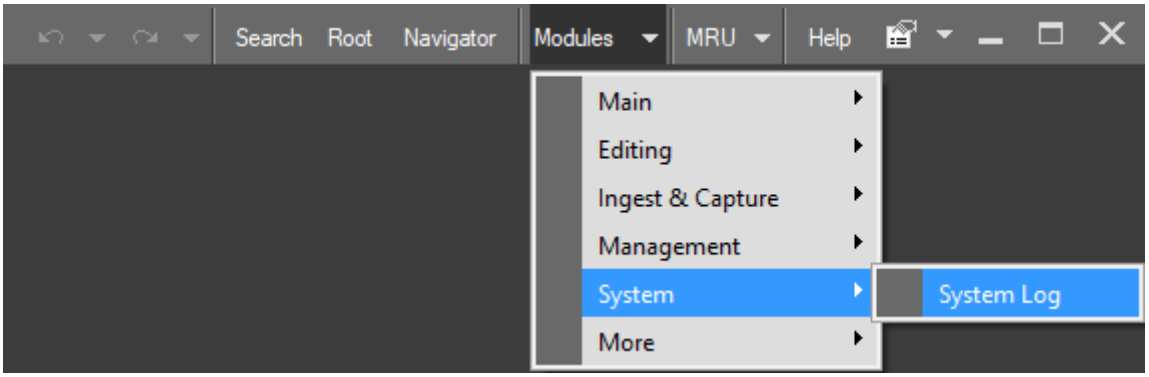
Video 1 Start: 00:00:00 Duration: 00:02:00	*Broadcast Solutions*
Graphics 1 Start: 00:00:00 Duration: 00:00:04	*Broadcast Solutions Intro* String = FF0B0489 Footnote = Cinegy to launch a new version of 4k IP-Based Broadcast Solutions
Presenter Start: 00:00:00 Duration: 00:00:07	Cinegy is pleased to announce that it will showcase version 10 of its 4k IP-Based Solutions, Cinegy Multiviewer, Cinegy Route and Cinegy Live.
Author Start: 00:00:07 Duration: 00:00:07	Deploying an IP based infrastructure provides greater signal capacity and enhanced flexibility, allowing broadcast operations to expand quickly with fewer problems {says Lewis Kirkaldie, Head of Product Management, Cinegy}
Transcript Start: 00:00:14 Duration: 00:00:18	Deploying an IP-based Ethernet video infrastructure is a necessary choice for broadcasters seeking to cut costs and prepare for new formats such as 4K. IP infrastructures transport video data over Ethernet networks rather than via SDI switches and cables, offering significant scalability and cost advantages.
Author Start: 00:00:32 Duration: 00:00:17	Cinegy focuses on the research and development of media and television software and technologies. Cinegy provides the software platform which combines digital asset management, video ingest and software based encoding, broadcast automation and playout, production tools, archive storage & retrieval - all integrated into one seamless database driven production workflow.
Transcript Start: 00:00:48 Duration: 00:01:06	The development of Cinegy workflow began over 10 years ago, as an integrated digital archive, asset management and production environment, based on desktop PC hardware for the front-end and standard IT server equipment on the back-end, all sitting on the existing network infrastructure. This design forms the basis of today's workflow. The work resulted in first pilots

1.18 Productivity Tools

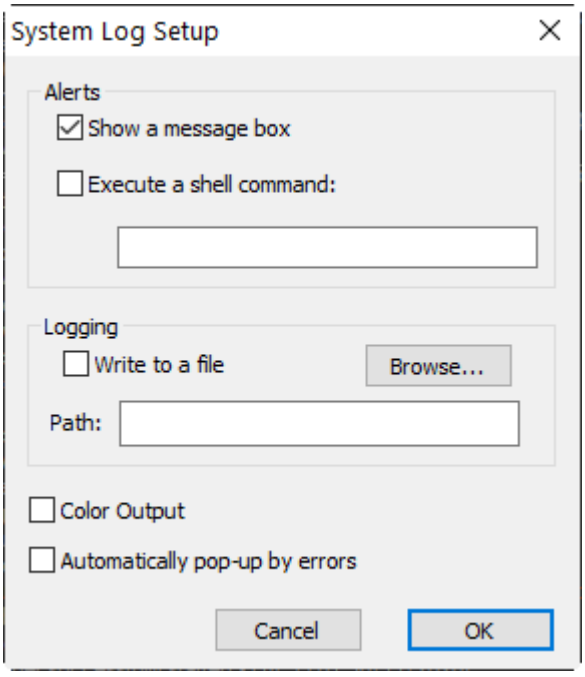
System Log Window

This window contains a record of events, including information messages, warning messages, and error messages from Cinegy Desktop. It can be useful if something goes wrong. Report any error messages to your system administrator.

Choose the "System Log " command in the "Modules" > "System" menu:

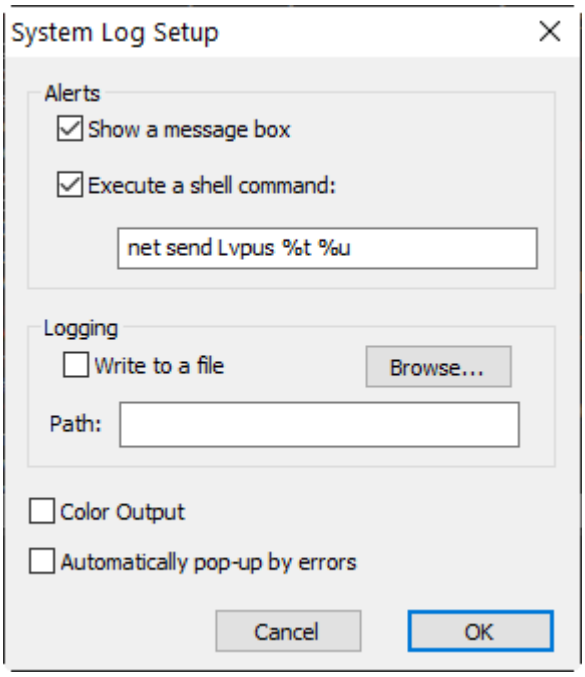


The "Setup" command raises the dialog box below:



For monitoring purposes, the "System log" window can re-send the error messages with the predefined "Alert" type for further processing/logging. The following macros are allowed in the "System log" window.

%T	%t	message
%B	%b	same as %T, %t, but with removed line breaks
%U	%u	user's name (including the computer name)
%C	%c	computer name



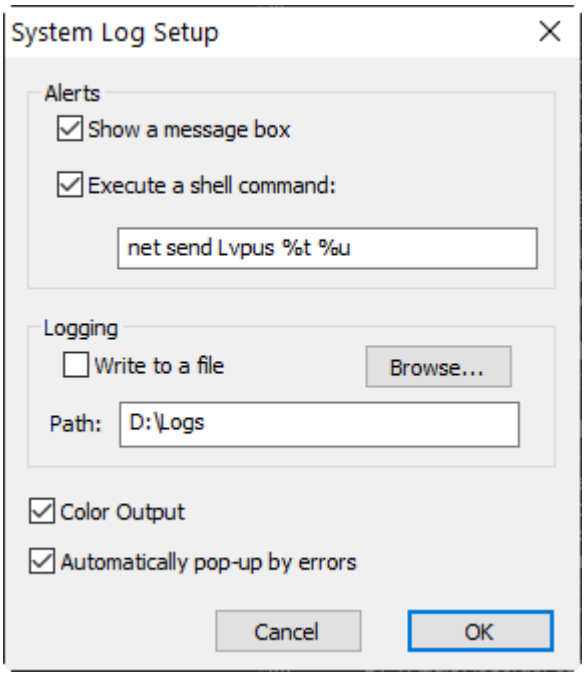
Please note that using the lowercase letter will display the item in inverted commas.

Typical usage is to invoke:

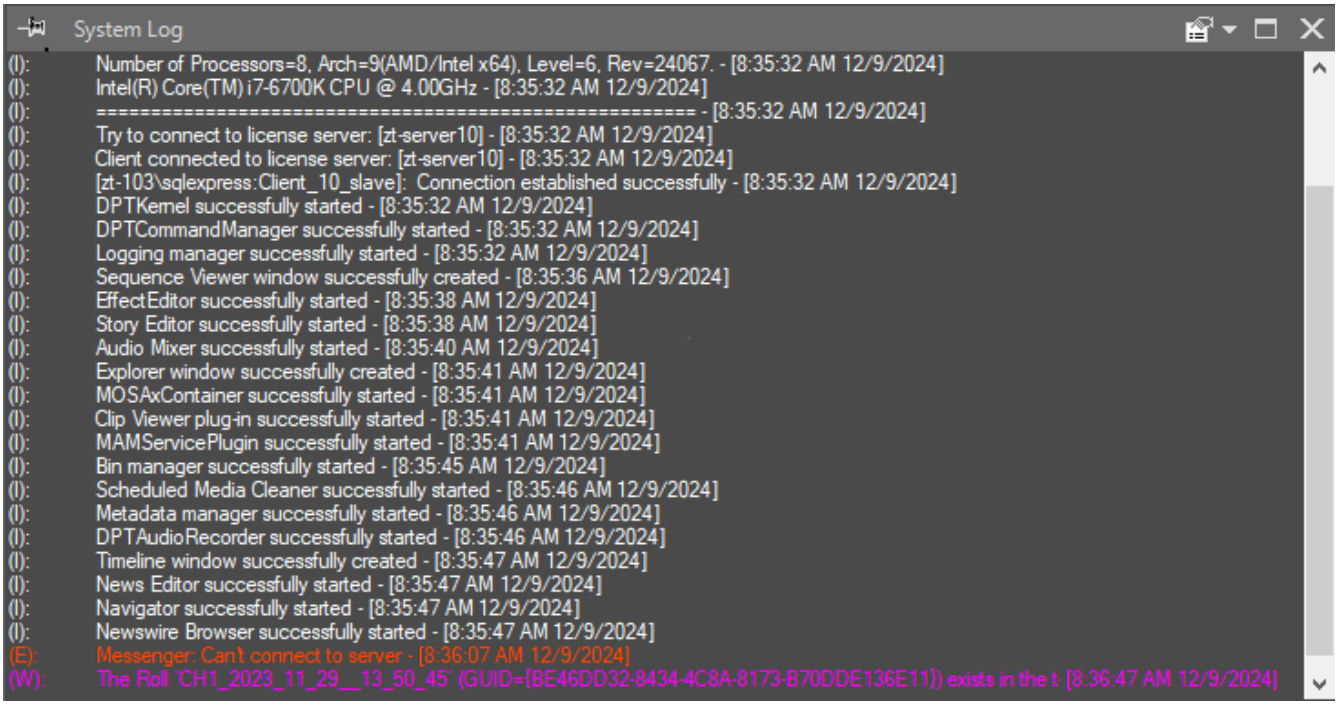
- NET SEND and other OS commands (to send, log, print, … the message);

- a batch file (for multiple OS commands or utilities);
- a utility (to email, SMS, etc.).

Logging



If "Write to a file" is active, the system log information will be written to a local file, the notation is: ` CinegySystemLog [COMPUTERNAME] YYYY-MM-DD.log `



When the "Color Output" checkbox is selected, the various types of notifications are highlighted with the following colors:

- white – (I) = Information only
- red – (E) = Error
- purple – (W) = Warning

If the "Automatically pop-up by errors" option is switched on, the system log window will reopen when any errors occur. If

the checkbox is not checked, the log window will not pop up in case of any errors.

Logging User Commands

If the user encounters a problem related to a certain command sequence, it is useful to log this command sequence.

Open the WIN.INI (located in your WINDOWS folder) and open the file with a text editor. Add the following lines at the end of the INI file:

```
[CinegyTestMode]
EnableCommandLogging=1
```



It is recommended to enable the "Write to a file" option of the system log.

Cinegy Messenger

The Cinegy Messenger tool allows you to exchange text messages between the Cinegy Desktop users as well as with any standalone user connected to the corresponding message server.



To use the Cinegy Messenger tool, its IP address and port should be specified in Cinegy Archive Manager. Otherwise, this plug-in will not be available in Cinegy Desktop. See the **Cinegy Messenger** paragraph in the **Cinegy Archive Manager Manual** for more information.

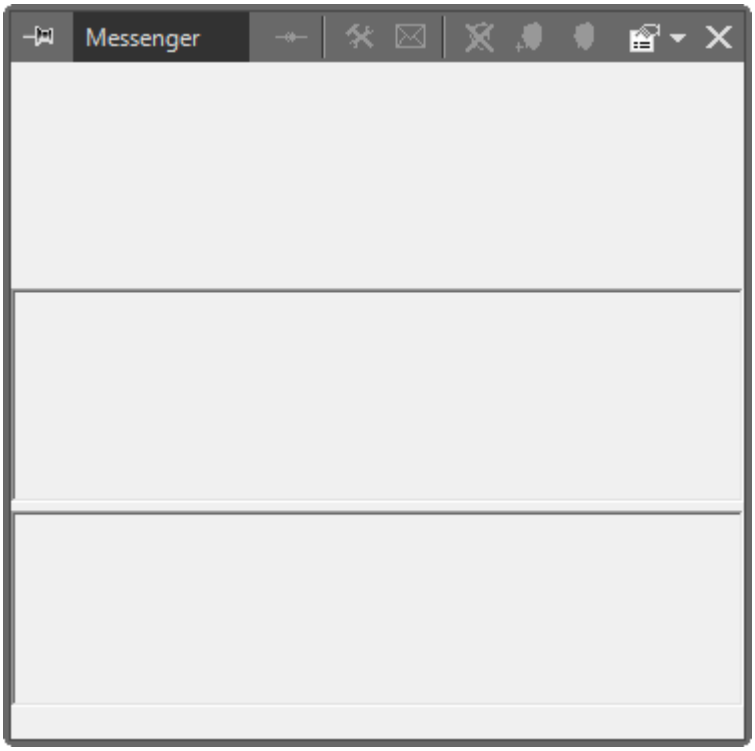


The Cinegy Messenger tool requires the installation of a real-time collaboration Open Source server. To learn more about the server installation and setup, please refer to the Openfire Server article.

Starting the Messenger

Choose the "Messenger" command from the "Main" category of the "Modules" drop-down list.

The following window appears:

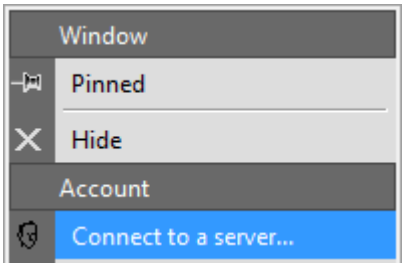


You have to select an appropriate Openfire server to use the Cinegy Messenger tool.

Selecting the Message Server

An administrator must first define the Openfire server in Cinegy Archive before a Cinegy Archive user can establish a proper connection.

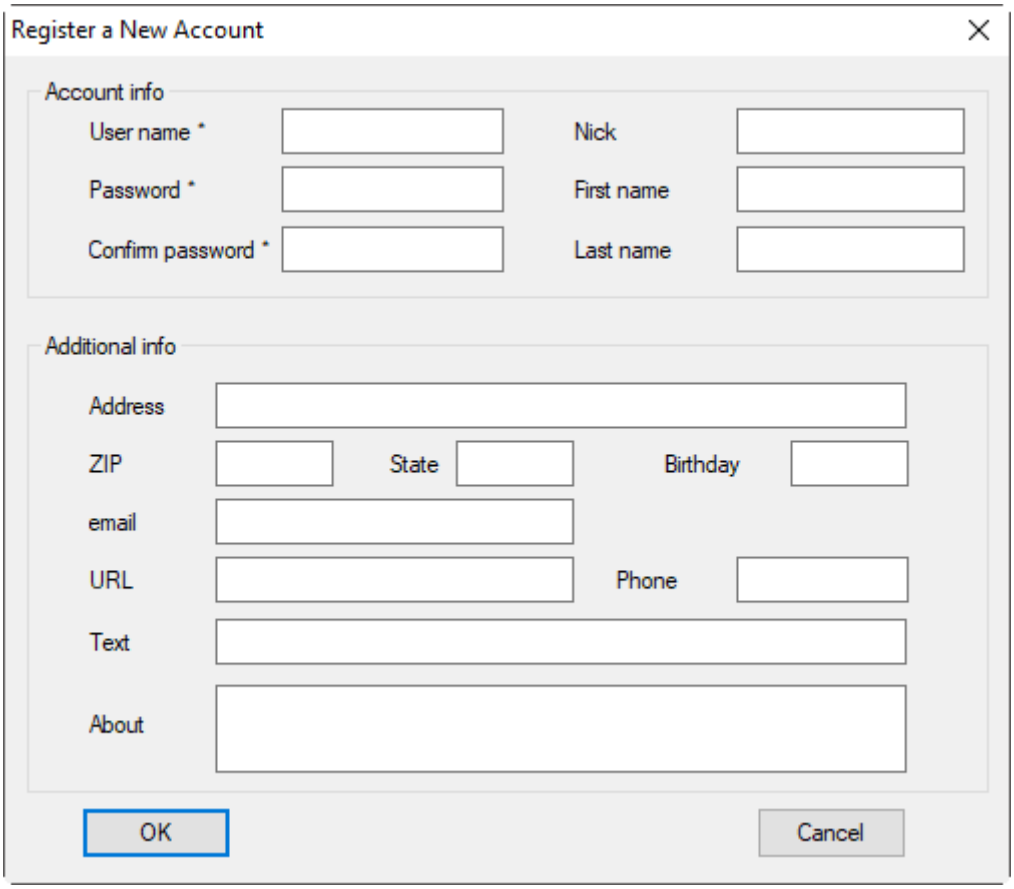
If the user loses the connection, open the "Messenger" menu and select the "Connect to a server" command.



Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** for more information.

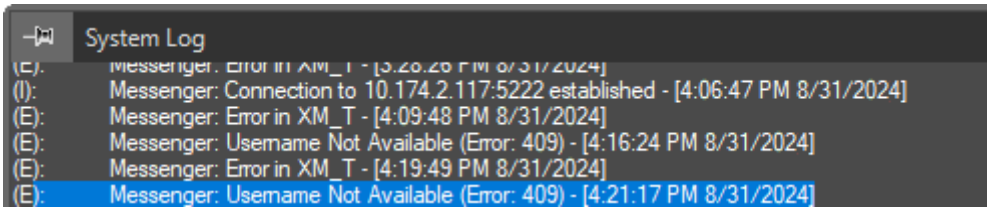
Creating a New Account

You have to register as a user at the selected Openfire server. Choose the "Create a new account" command from the "Messenger" menu. The following dialog box appears:

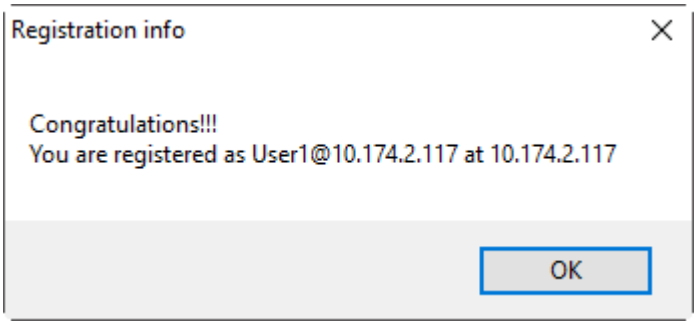


The fields marked with an asterisk are mandatory. Fill in the form and press the "OK" button to complete registering the account.

If you failed to create a new account, the corresponding error message will be displayed in the "System Log" window:



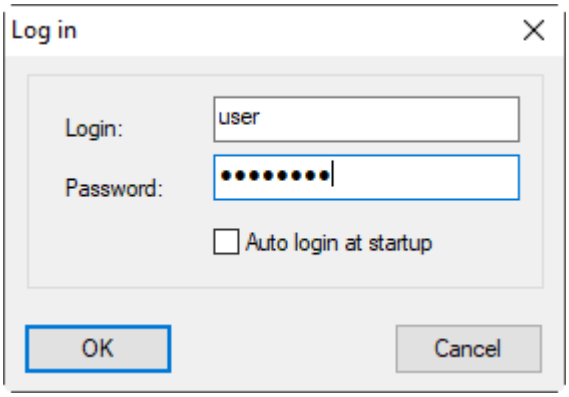
Once successfully registered, the following message appears:



In the future, use this account to work with the Cinegy Messenger tool.

Logging in

Choose the "Login…" command to log in to the server. The following dialog box appears:

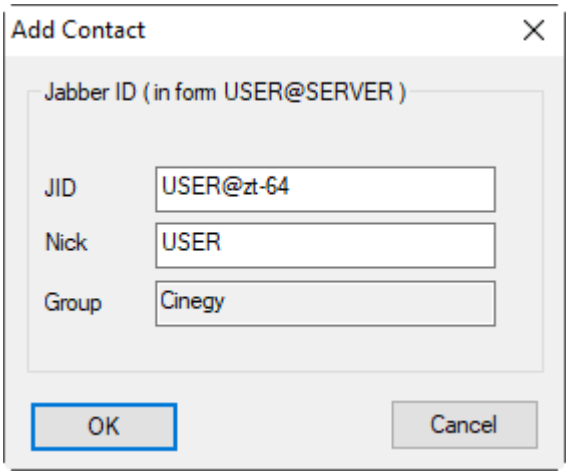


Enter your username and your password.

Adding and Deleting a Contact

To start a conversation with another user, you have to add the user's name and details to your contact list.

Choose the "Add a contact" command; the following dialog box appears:

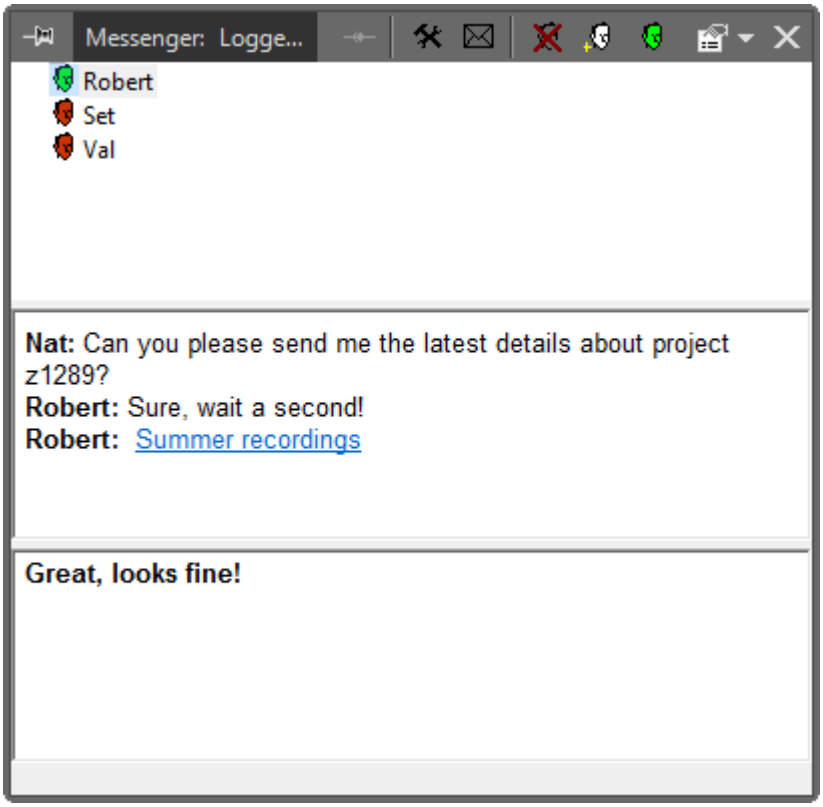


Enter the user's info and press "OK". Now you can start conversing with the user.

To delete a contact, press the "Delete a contact" command. You will be asked if you indeed want to remove the contact. Press "Yes" to complete the deletion.

Sending a Message

The upper panel of Cinegy Messenger contains the list of your contacts:



Any contacts who are online will have a green icon, and the contacts not online will have a red icon. Your contacts with unknown status will appear in gray. If you have an incoming message from a contact, the corresponding icon will blink.

Select a contact in the upper panel. The two lower panels will switch to the conversation with your selected contact.

Enter your message in the bottom message panel. Use the following keys to control the messages:

- `Enter` to send a message;
- `Shift+Enter` to start a new line.

Your conversation will appear in the middle conversation panel.

You can switch to a conversation with another contact that is online at any time simply by selecting the corresponding icon in the upper panel.

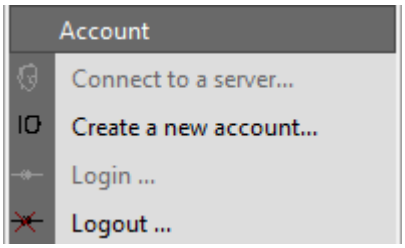
Filtering out Offline Contacts



Press the "Show only active users" button to filter out the contacts that are not currently online. Release the button to see all the online contacts.

Logging out

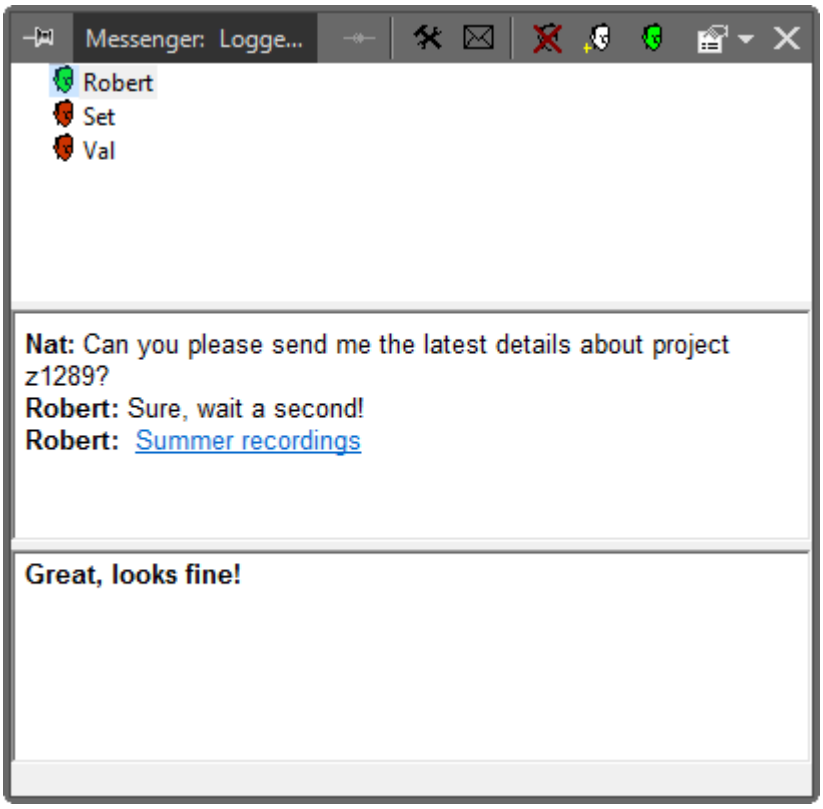
Choose the "Logout" command from the Cinegy Messenger menu to end the session.



Inserting Cinegy Objects in a Message

To send a link to a Cinegy Archive object (bin, clip, Sequence, etc.), simply drag the object into the Cinegy Messenger window and drop it in the appropriate place in the message. The link will be displayed as the blue underlined name of the object.

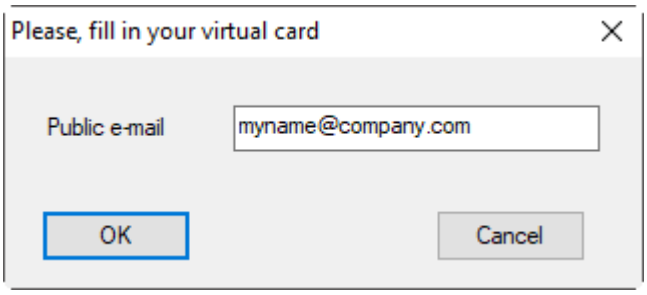
To open the received link, click it in the conversation panel.



The recipient must be connected to the same Cinegy Archive database as you to get access to the objects you send. The recipient must also have the required rights to access any objects you send.

Set up Email

Press the "Options" button to set up your email address. When another user selects your icon and presses the "Send an email" button, the email will be sent to the address you set up here.

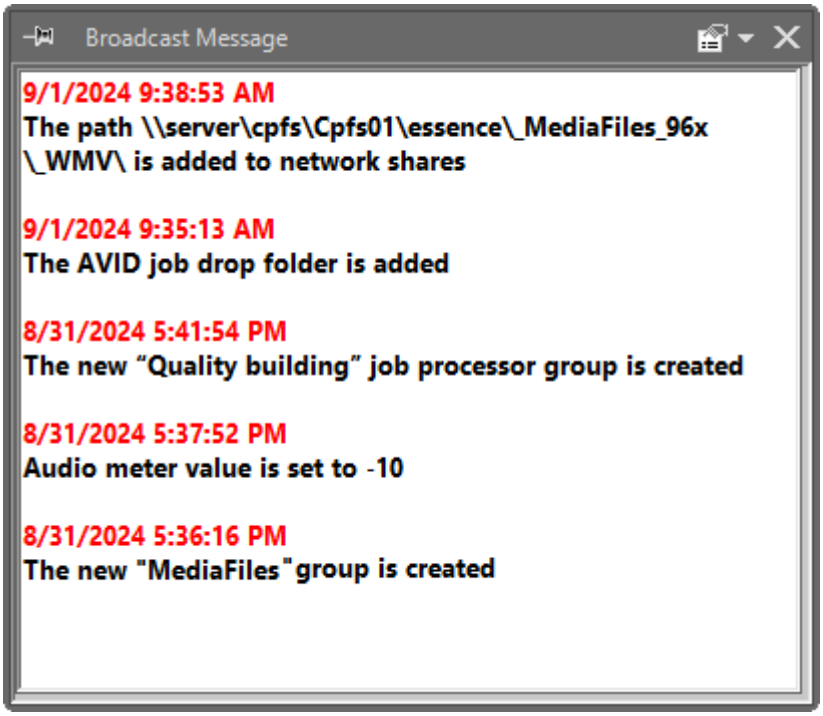


Send Email

Press the "Send an email" button to launch your email client. The email address of the user you have selected will be automatically placed in the "To:" bar.

Broadcast Messaging

The system administrator can broadcast messages to the Cinegy Desktop applications via Cinegy Archive Manager. Once a new broadcast message is sent, the following window containing this message appears in Cinegy Desktop for all the currently logged-in users:



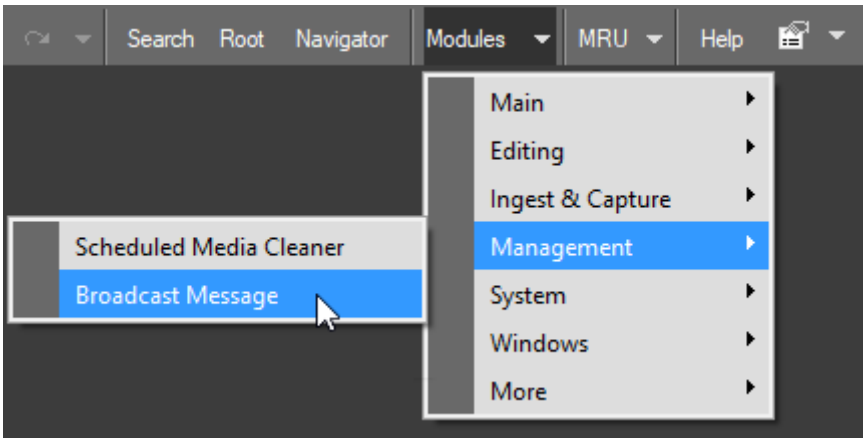
This window will also display all previously sent broadcast messages for the defined period of days.

The same window will be shown for all the Cinegy Desktop users on the application startup, with the list of recently broadcast messages.

The broadcast messaging tool can be configured via Cinegy Archive Manager. Refer to the **Global Settings** article in the **Cinegy Archive Manager Manual** to learn how to configure and use the broadcast message subsystem.

The messages in the "Broadcast message" window are ordered chronologically, with the most recently received message at the top of the list. The sending date and time are shown for each message.

Press this button to close the broadcast message window. To open it again, select "Broadcast message" from the "Management" category of the "Modules" drop-down list in the Cinegy Desktop main toolbar:



Cinegy Navigator

The Cinegy Navigator window is the file and Internet browser inside Cinegy Desktop. It is particularly helpful when used in combination with the Cinegy Archive document management system.

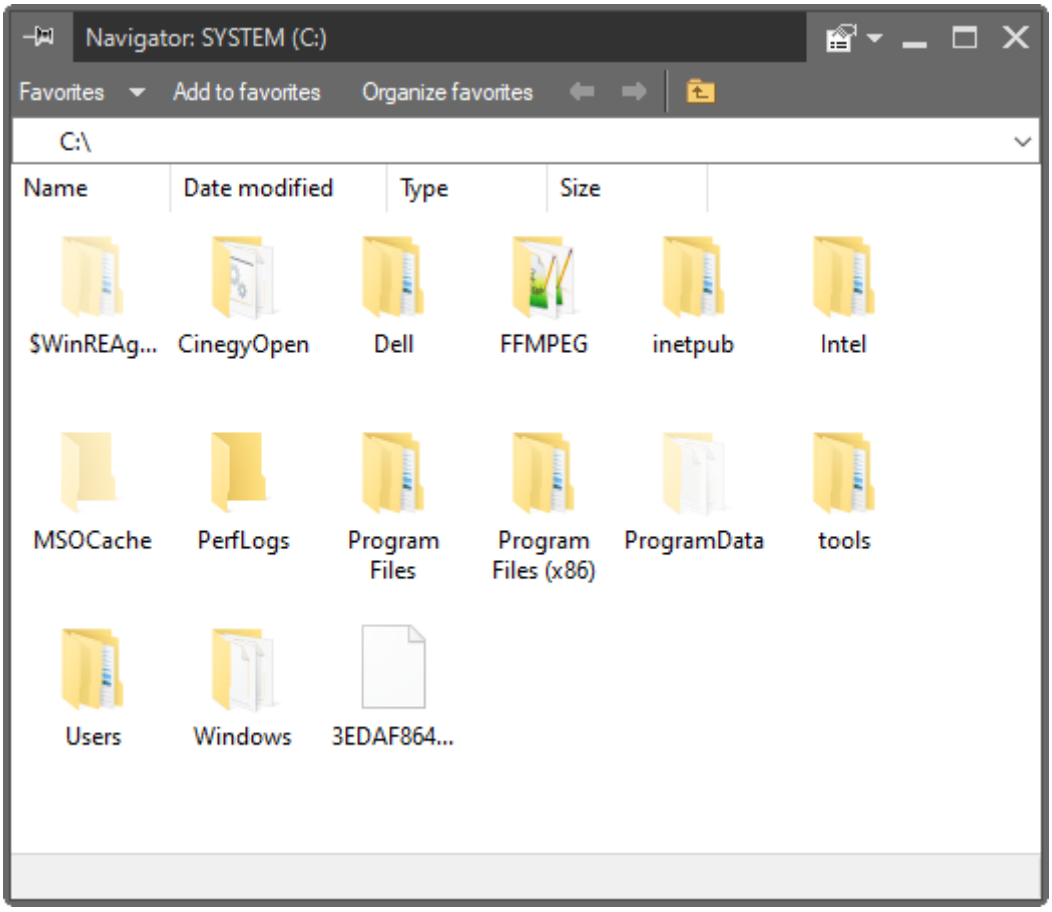
Cinegy Navigator is also a perfect tool to provide easy integration with web-based third-party applications, such as external search and media browsing.

Launching the Navigator

Press the "Navigator" button in the main menu.



Also, you can choose "Navigator" from the "Main" category of the "Modules" menu. The "Navigator" window appears:



The interface of Cinegy Navigator is very similar to the Windows File Explorer, to make operations easier for you.

Navigating the Sites

You can enter the desired location in the address line below the caption of the window. The drop-down control holds a list of your last locations.



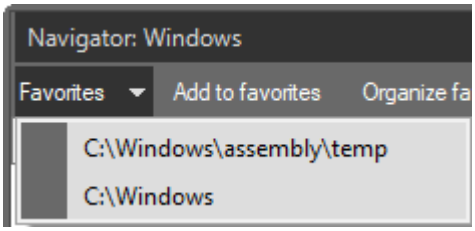
When you are connected to the Internet, use the "Back" button to go to the previous page, and the "Forward" button to unroll the back action.



When working with files, use the "Up" button to access the parent directory or drive.

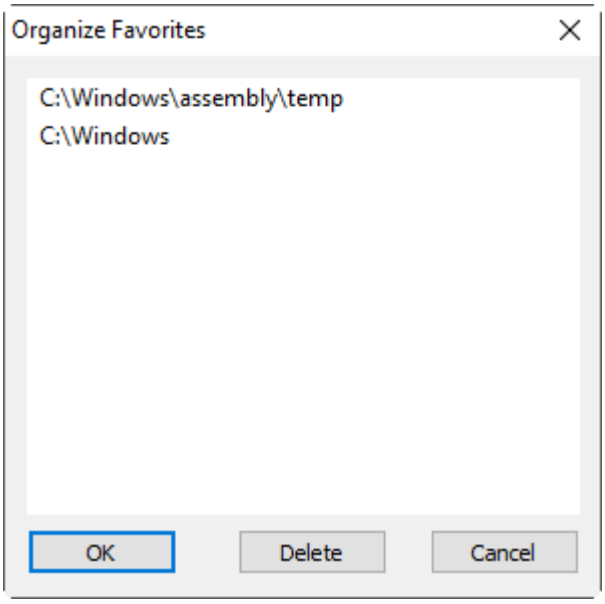
Working with Favorites

To add the current location to the Favorites, press the "Add to favorites" button. The list of current locations is available in the "Favorites" drop-down menu.



Managing the Favorites

Press the "Organize favorites" button. The following dialog box appears:



- You can drag and drop the items in the list to change the order.
- To delete a favorite, select it and press the "Delete" button or hit the `Delete` key.

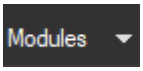
Metadata Manager

The Metadata Manager plug-in is a flexible tool for working with metadata from Rolls and ClipBins.

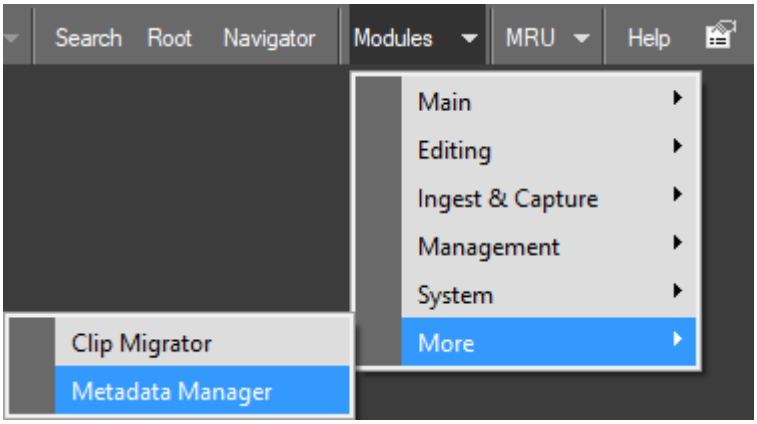
The Metadata Manager plug-in is included in the Cinegy Desktop package and can be accessed directly from the Cinegy Desktop interface.

The purpose of the Metadata Manager plug-in is:

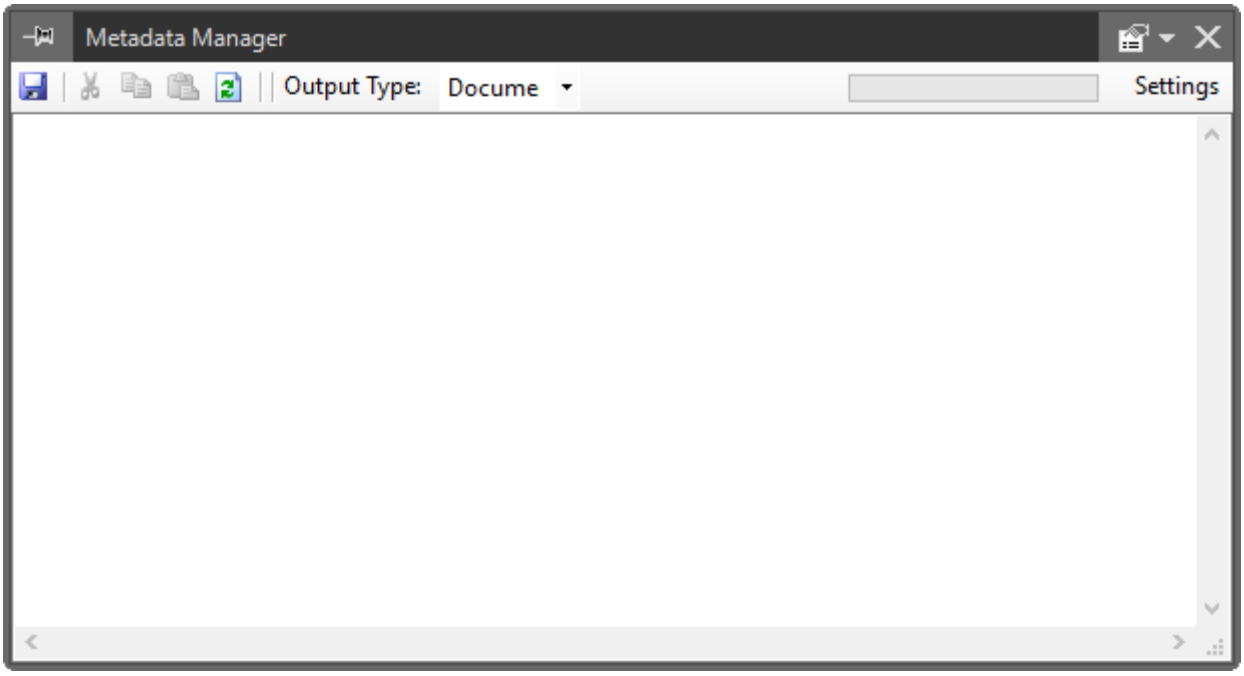
- to view metadata stored against an object;
- to export metadata to several different formats.



To access Metadata Manager, press the "Modules" button in the top right toolbar within Cinegy Desktop:



Select "Metadata Manager" from the drop-down list. This will open Metadata Manager:

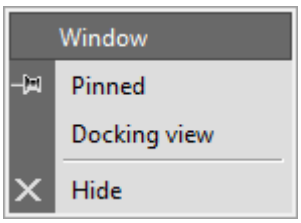


Metadata Manager Toolbar



The Metadata Manager toolbar provides a series of functions:

Button	Function
	Press the "Save" button to save a metadata file in the current format that has been selected in the "Output Type" field.
	Press the "Cut" button to cut the highlighted text to the clipboard.
	Press the "Copy" button to copy the highlighted text to the clipboard.
	Press the "Paste" button to paste the highlighted text from the clipboard.
	Press the "Refresh" button to refresh the current view. This will undo any copy, cut, or paste changes made during this session.
Output Type: Docume Document EDL ALE	Use this drop-down list to select the desired output format in which the metadata will be represented. You can select one of the following: - Document - EDL - ALE
Settings	Use this button to access the metadata manager settings.
	Press the "Pin" button to fix the size and position of the windows on the screen.
	Use the "More functions" button to toggle a drop-down list showing a choice of further functions.

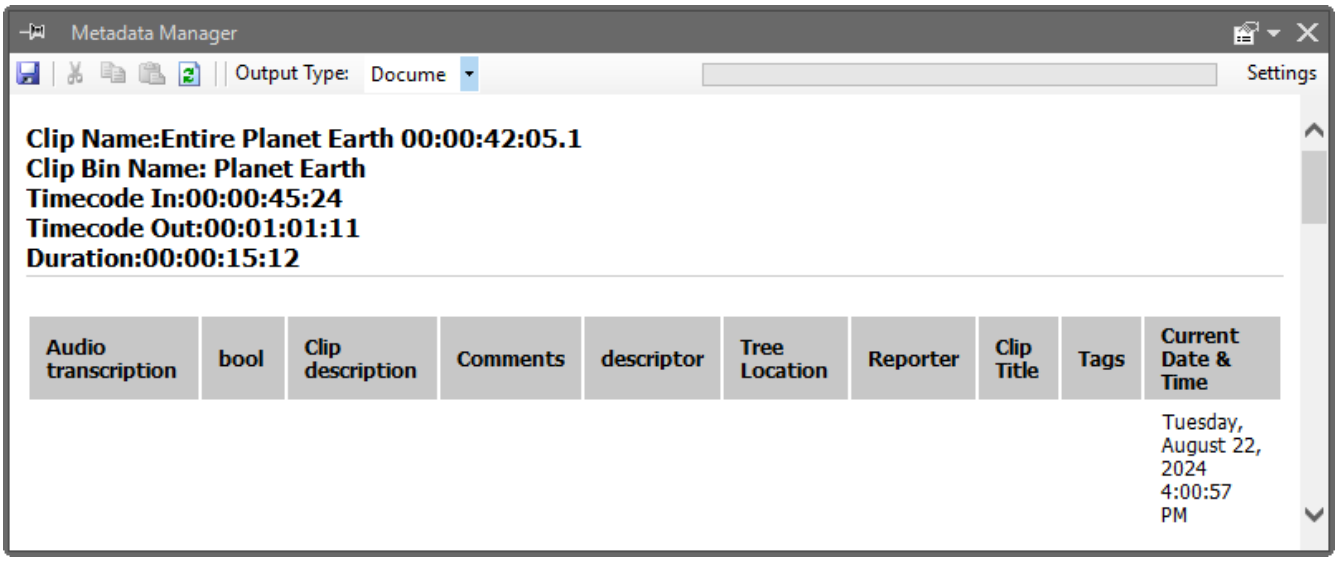
Button	Function
	Options in the "More functions" drop-down list: **Pinned** – fix the size and position of the windows on the screen; **Docking view** – not available for this window; **Hide** – hide Metadata Manager.
	Use the "Hide" button to hide Metadata Manager.

Operating Metadata Manager

Adding Media

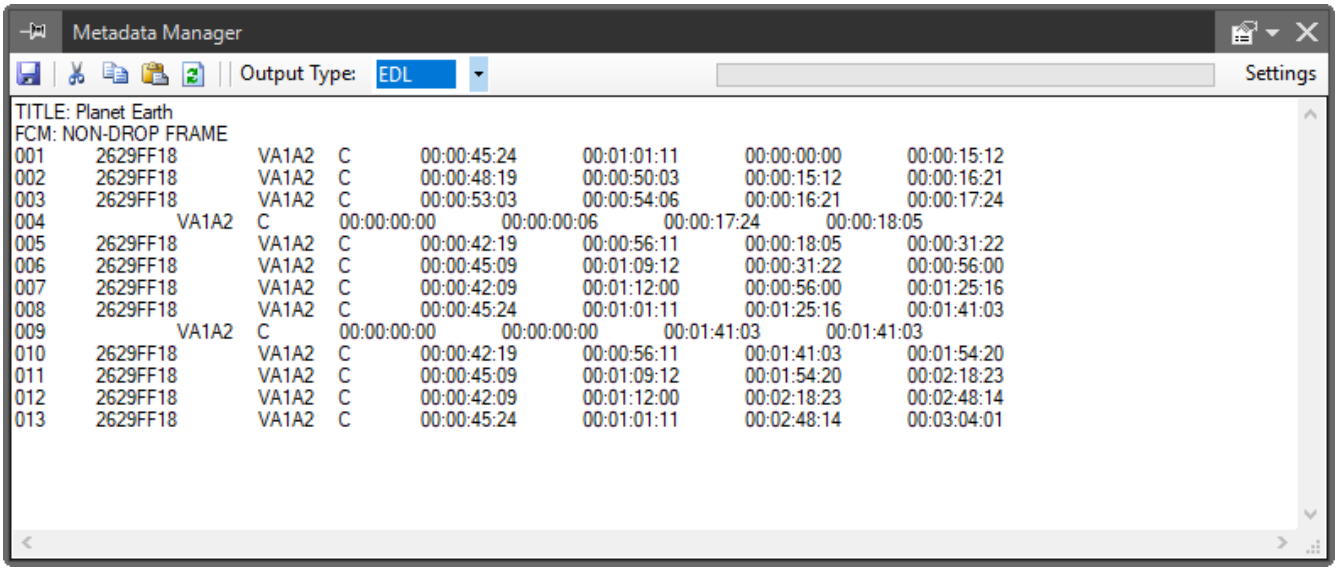
Drag and drop the desired Roll or ClipBin into the Metadata Manager window. The metadata will be presented in the format selected in the "Output Type" field.

The Document output type:

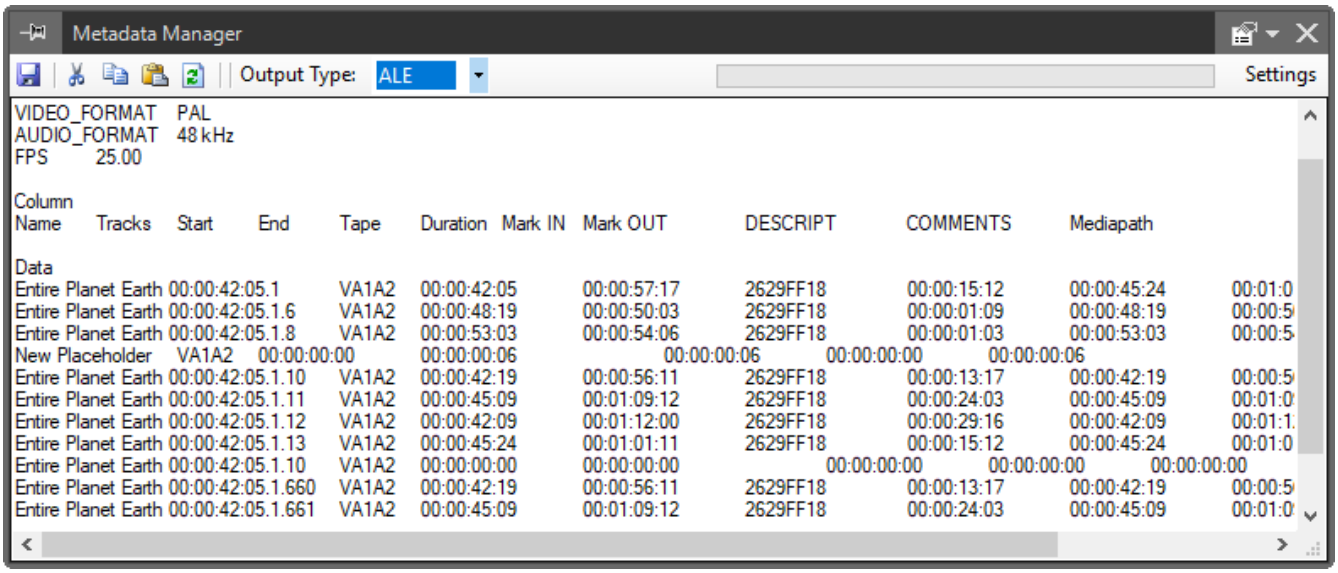


Launched for the first time, the Metadata Manager window with the selected Document output type can be empty. Choose the metadata to be displayed in the Document Tab using the metadata Manager Settings window.

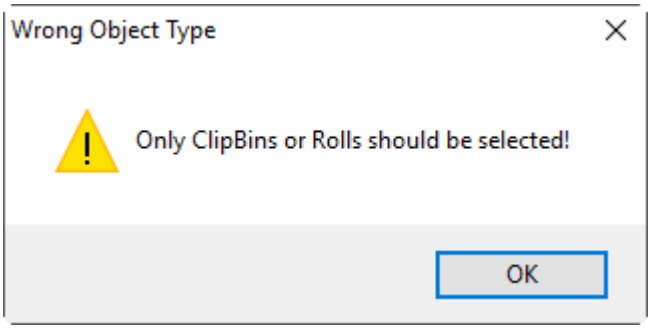
The EDL output type:



The ALE output type:

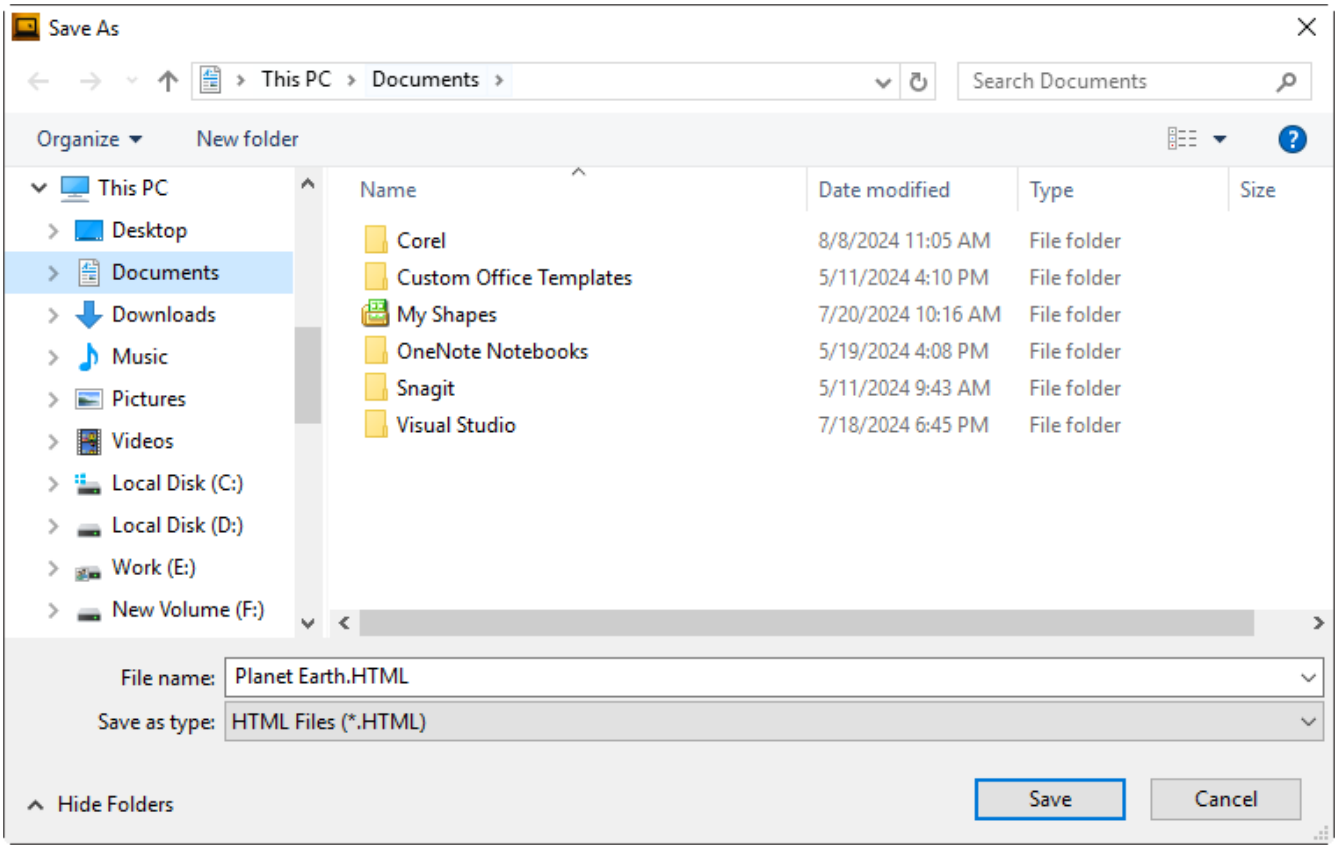


Metadata Manager can only process ClipBins or Rolls; if any other object type is selected, the following error message appears:



Saving the Metadata

Press the "Save" icon on the Metadata Manager toolbar to save the metadata. The common "Save as" dialog box appears:



Browse for the desired folder location and press "Save".

Depending on the selected output type in which the metadata is represented, the metadata file will be saved in the following file format:

Output Type	Metadata File Format
Document	*.HTML
EDL	*.EDL
ALE	*.ALE

Settings Use the "Settings" button to access controls that allow the user to configure the output parameters in more detail.

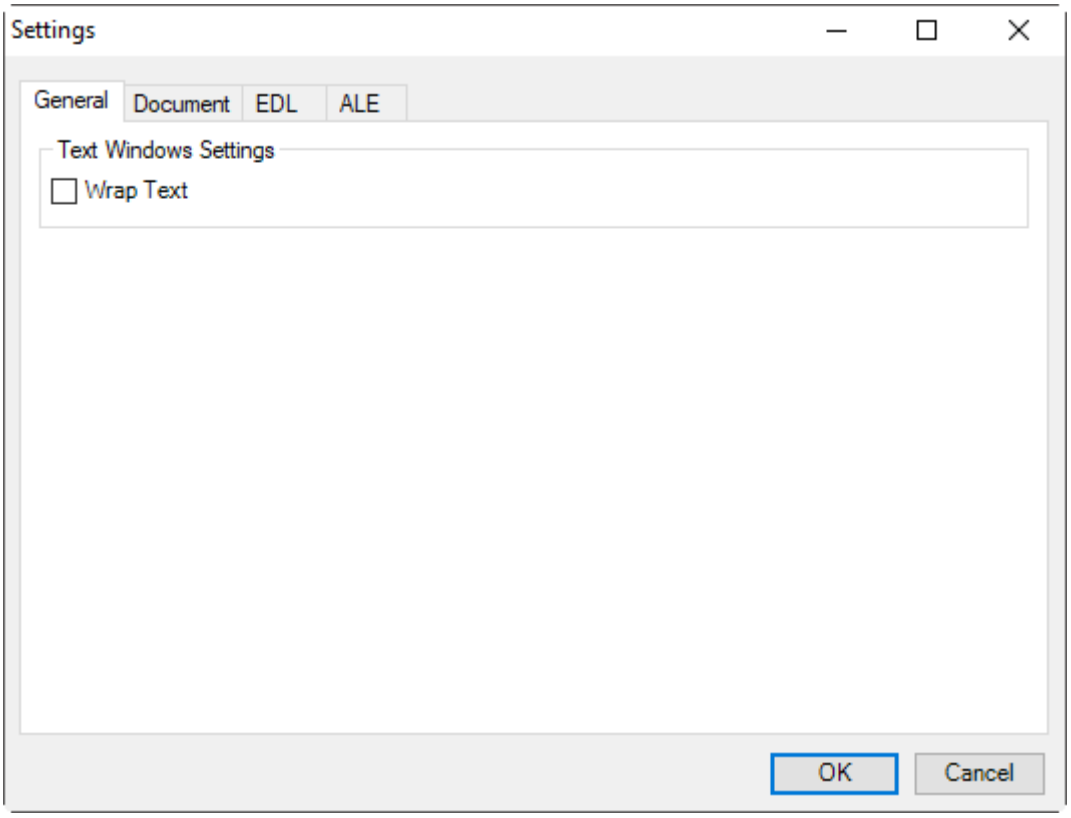
Metadata Manager Settings

The "Settings" dialog can be used to configure and control elements of the Metadata Manager behavior.

General Tab

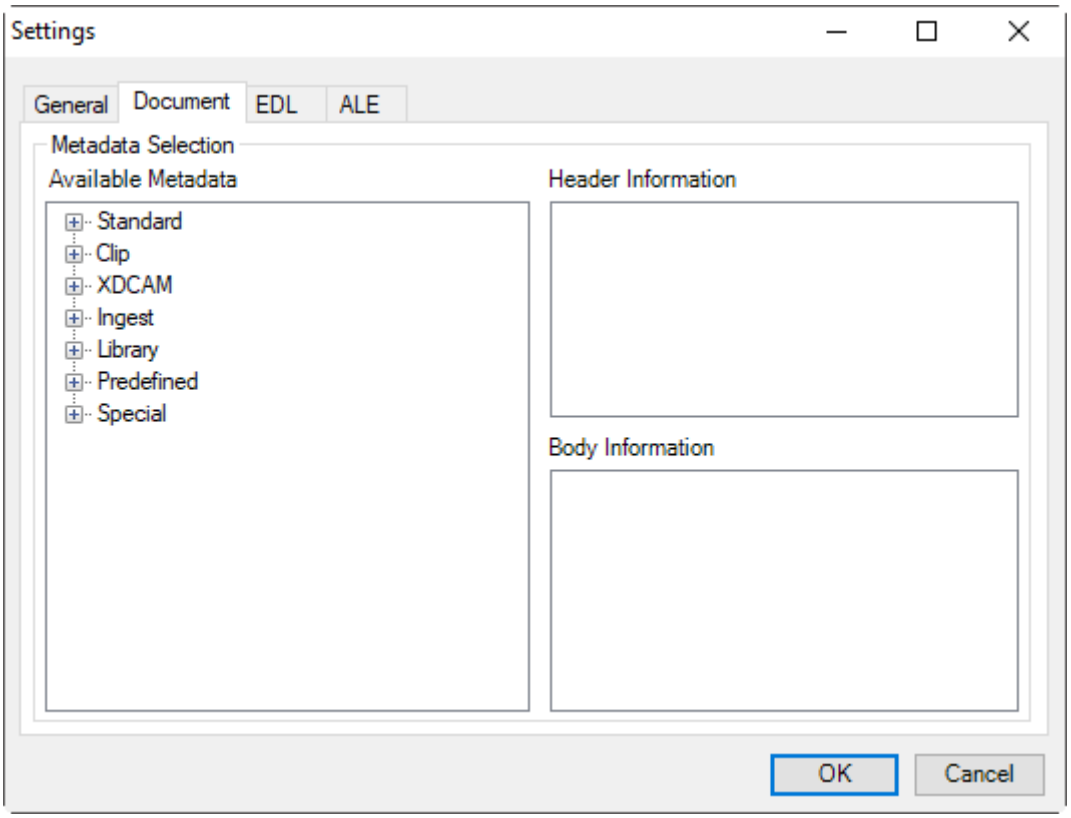
On the "General" tab, the "Wrap Text" checkbox can be used to control whether the text in the textbox within the main "Metadata Manager" window is wrapped to fit the window.

Select the checkbox to wrap the text, or leave the checkbox deselected to ensure the text is not wrapped.



Document Tab

The "Document" dialog allows the configuration of the document production facility within Metadata Manager.

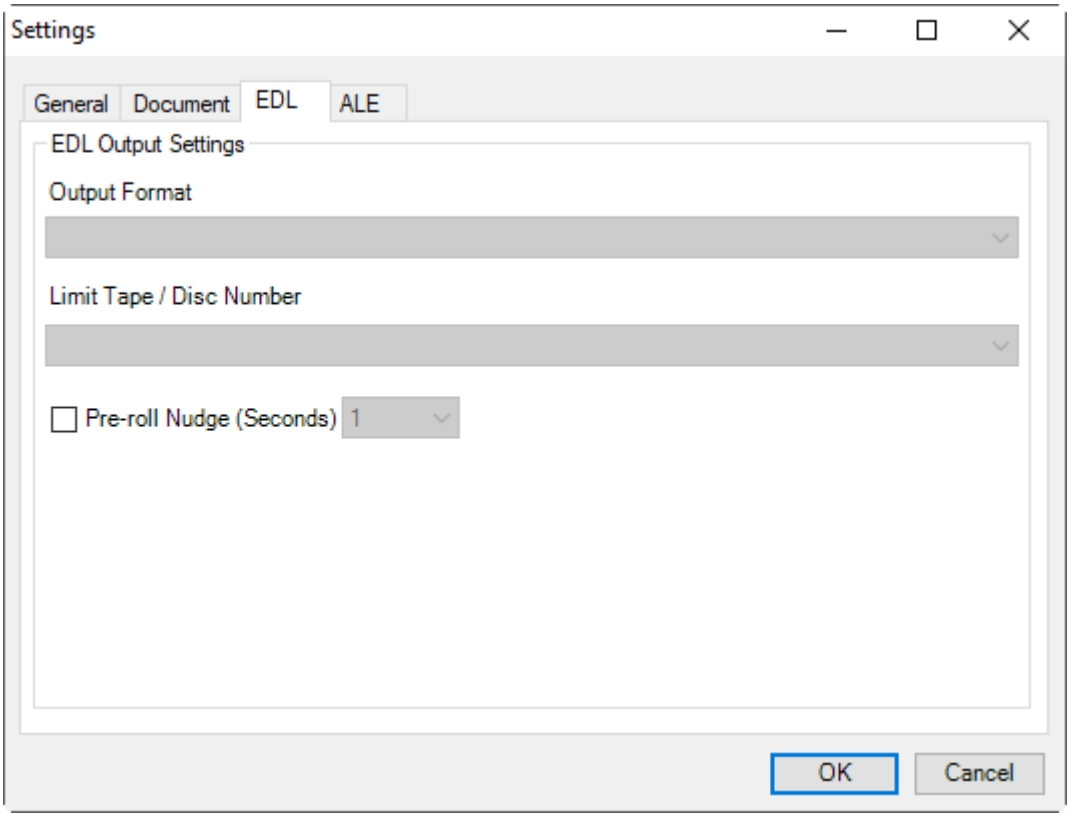


The "+" symbols inside the "Available Metadata" pane can be clicked to expand the metadata hierarchy. Once the desired metadata tag is in view, it can be dragged to the "Header Information" pane (if the tag is to be displayed as a part of the header) or to the "Body Information" pane (if the tag is to be displayed as a part of the body of the document).

After all the selections have been made, press "OK" to confirm them.

EDL Tab

The "EDL" dialog allows the configuration of the Edit Decision List (EDL) format for Metadata Manager:

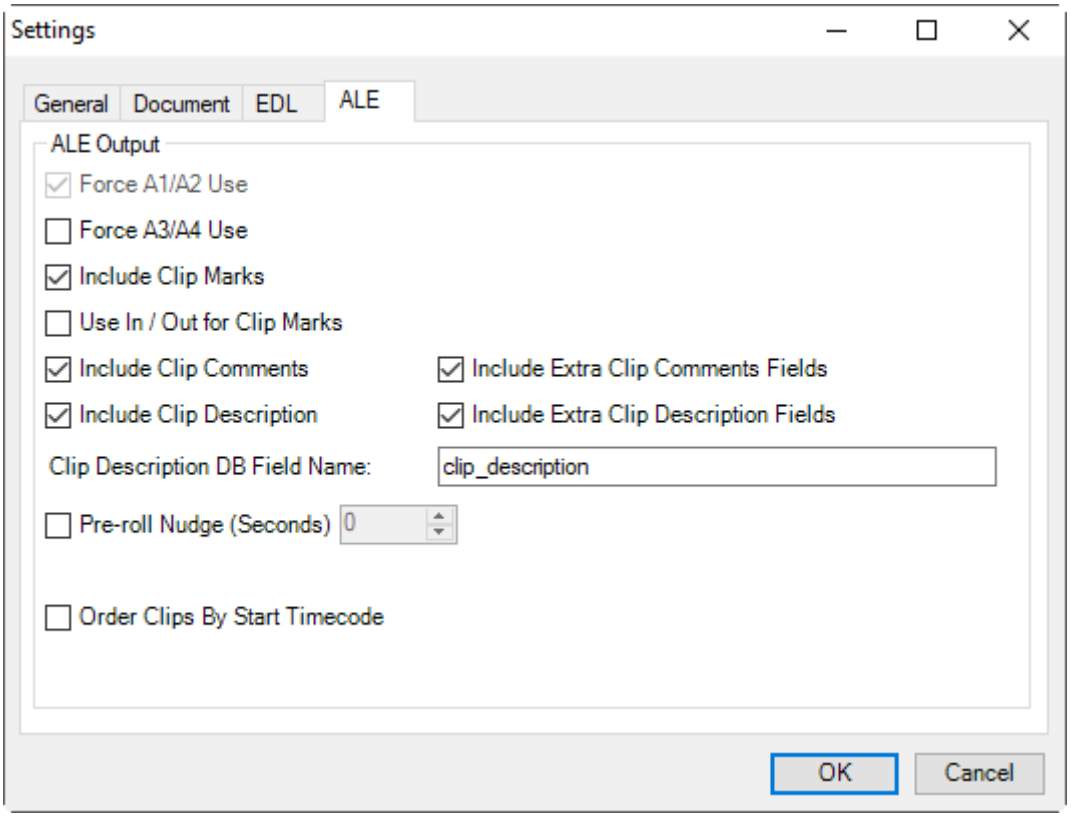


Choose the desired output format for your EDL from the drop-down list and set the length limit for the tape or disc number if you wish to truncate the text during the export.

Select the "Pre-roll Nudge (Seconds)" option and define the value from 0 to 10 to generate the time in seconds of the pre-roll.

ALE Tab

In the "ALE" tab, you can configure the ALE format used in Metadata Manager.

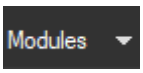


Select the features you want to enable to include the associated detail within the main Metadata Manager textbox, or deselect to remove the associated detail from the Metadata Manager textbox. The following ALE output options can be chosen:

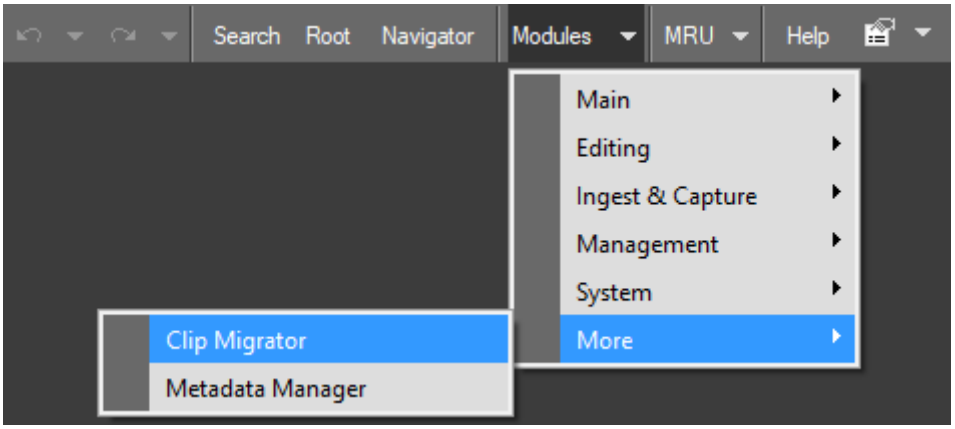
- **Force A1/A2 Use** – includes the information of the A1 and A2 audio tracks of the clip;
- **Force A3/A4 Use** – includes the information of the A3 and A4 audio tracks of the clip;
- **Include Clip Marks** – includes the information of the In and Out marks set for the clip;
- **Use In/Out for Clip Marks** – uses In and Out points as clip marks;
- **Include Clip Comments** – includes the clip comment. The maximal length is 255 symbols;
- **Include Clip Description** – includes the description from the specified metadata field of the clip. The maximal length is 255 symbols;
- **Include Extra Clip Comments Fields** – creates multiple extra clip comment fields split into fragments of 255 symbols per field to fit the clip comments longer than 255 symbols;
- **Include Extra Clip Description Fields** – creates multiple extra clip description fields split into fragments of 255 symbols per field to fit the descriptions longer than 255 symbols;
- **Pre-Roll Nudge (Seconds)** – generates the pre-roll delay in seconds;
- **Order Clips by Start Timecode** – automatically arranges clips according to the start timecodes.

Clip Migrator

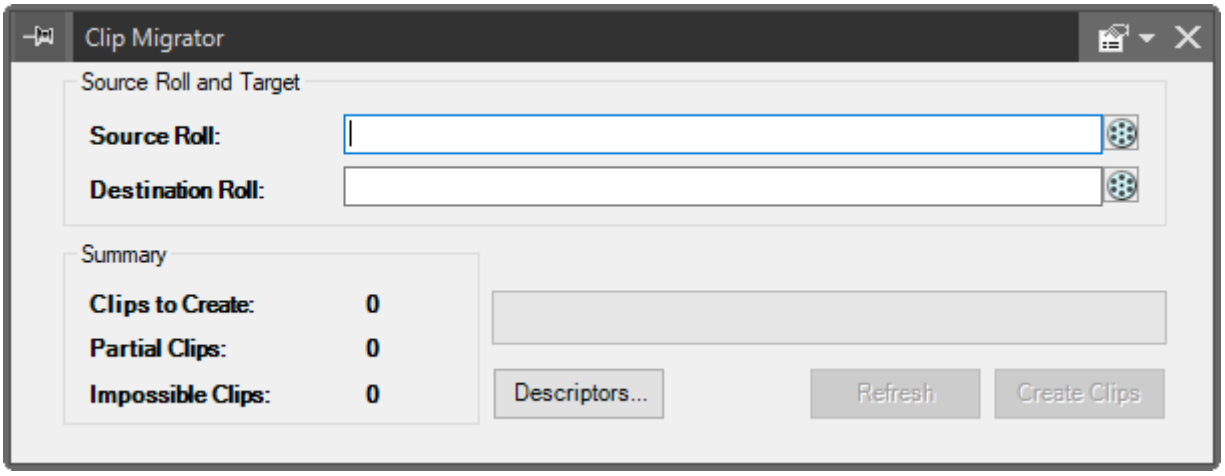
The Clip Migrator plug-in performs metadata migration from a source Roll to the destination Roll. The application compares source and destination Rolls to establish similar clips for which metadata can be migrated.



To access Clip Migrator, press the "Modules" button in the top-right toolbar within Cinegy Desktop and select "Clip Migrator" from the "More" category:

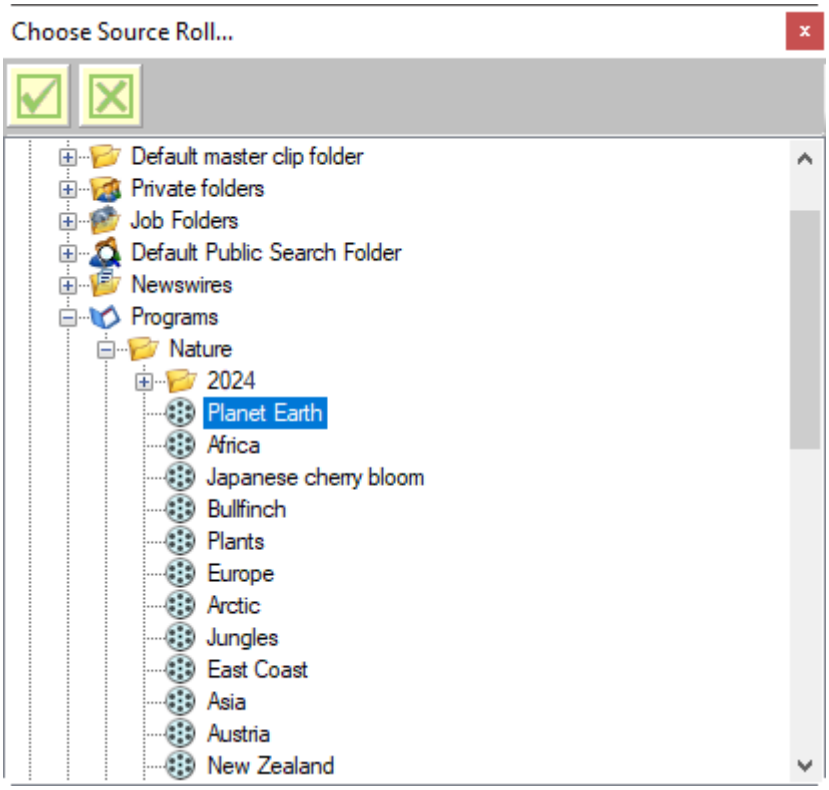


This will open the Clip Migrator plug-in:



Populating the Roll Fields

Press the button on the right of the source Roll field; the following "Choose Source Roll…" dialog appears:



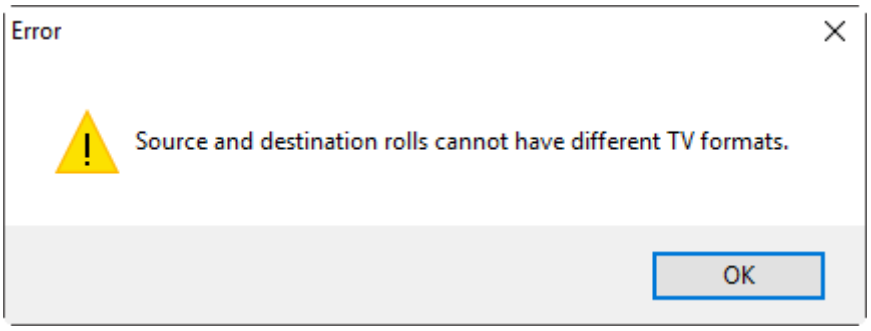
Select the desired source Roll and press the button to close the "Choose Source Roll…" dialog and populate the source

Roll field with the full path to the selected Roll.

Press the button on the right of the destination Roll field; the "Choose Destination Roll…" dialog will appear. Choose the destination Roll path in the same way as for the source Roll.

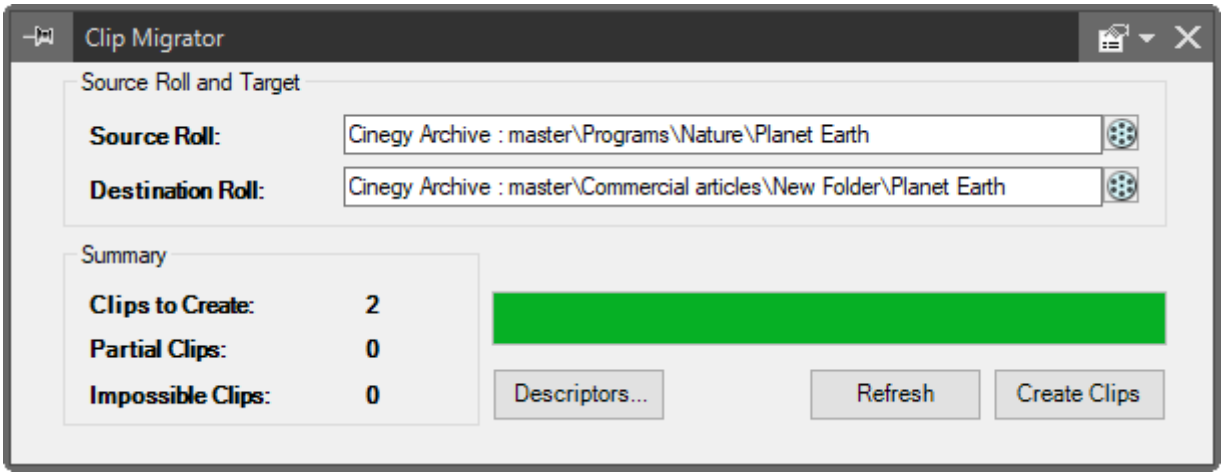
You can also choose the source and destination Rolls via drag-and-drop from the Cinegy Desktop Explorer tree to the corresponding field.

Ensure that both source and destination Rolls are of the same TV format. Otherwise, the following error message appears:



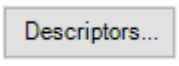
Clips Migration

Once both the source and the destination Rolls are chosen, Clip Migrator automatically compares their content, and the green progress bar indicates the progress:



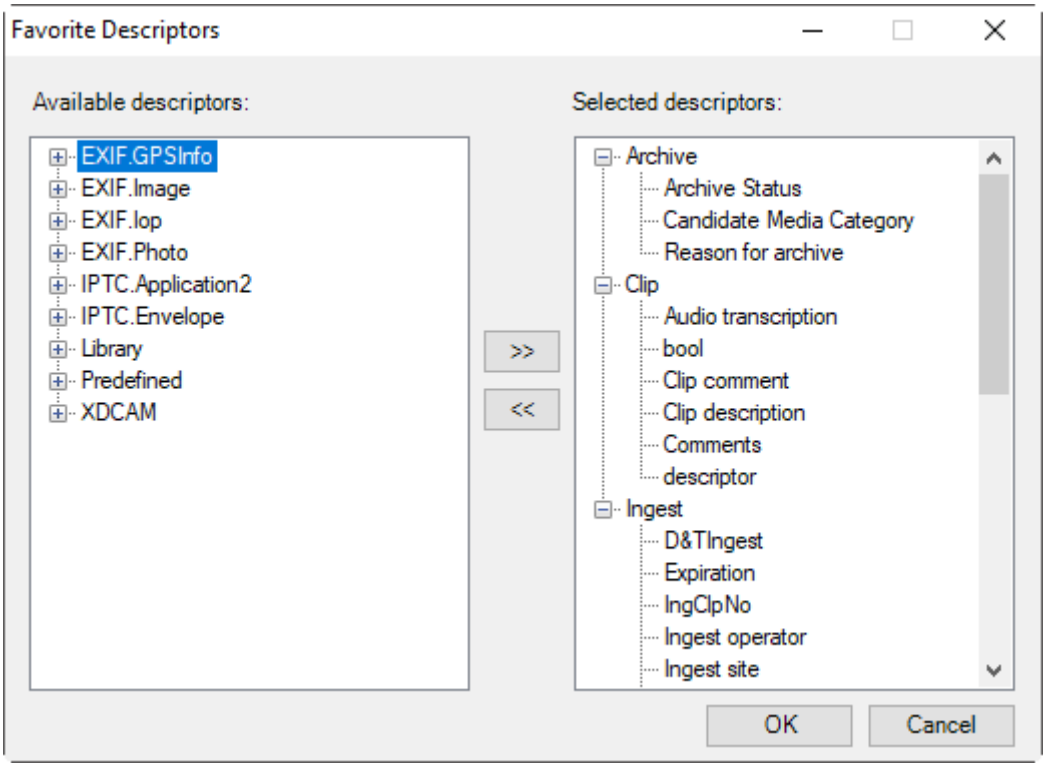
The "Summary" section displays the following clip statistics:

- **Clips to Create** – the number of clips that can be created in the destination Roll.
- **Partial Clips** – the number of clips in the source Roll that partially coincide with the destination Roll.
- **Impossible Clips** – the number of clips that cannot be created in the destination Roll.



Press the "Descriptors" button to select the metadata fields to be migrated from the source to the destination Roll.

The following dialog appears:

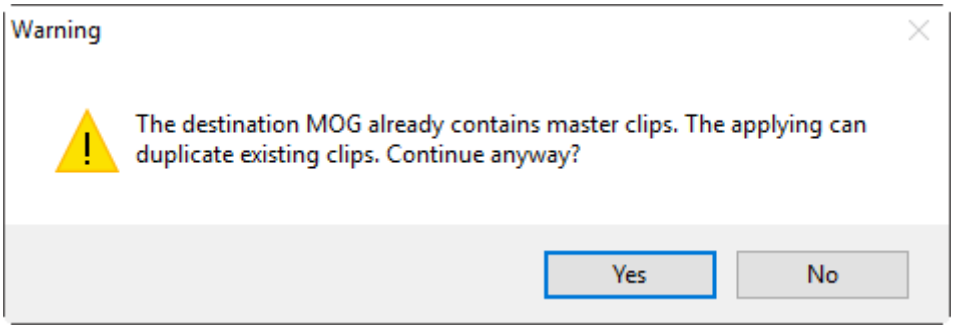


Use the arrow buttons to add or remove the desired descriptor(s) or entire descriptor group(s) to/from the "Selected descriptors" list. Press "OK" to include the selected metadata field(s) in the migration process.



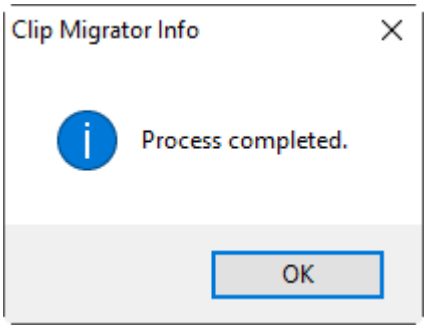
Press the "Create Clips" button to execute the clip migration.

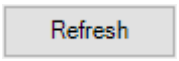
If your destination Roll already contains master clips, the clip migration may lead to duplicating the existing clips. You will be informed about it with the following warning message:



Press "Yes" to perform the clip migration or "No" to change the destination Roll.

Once the operation has been completed successfully, you will be informed with the following message:





Press the "Refresh" button to update the source and destination Rolls information from the Cinegy Archive database.

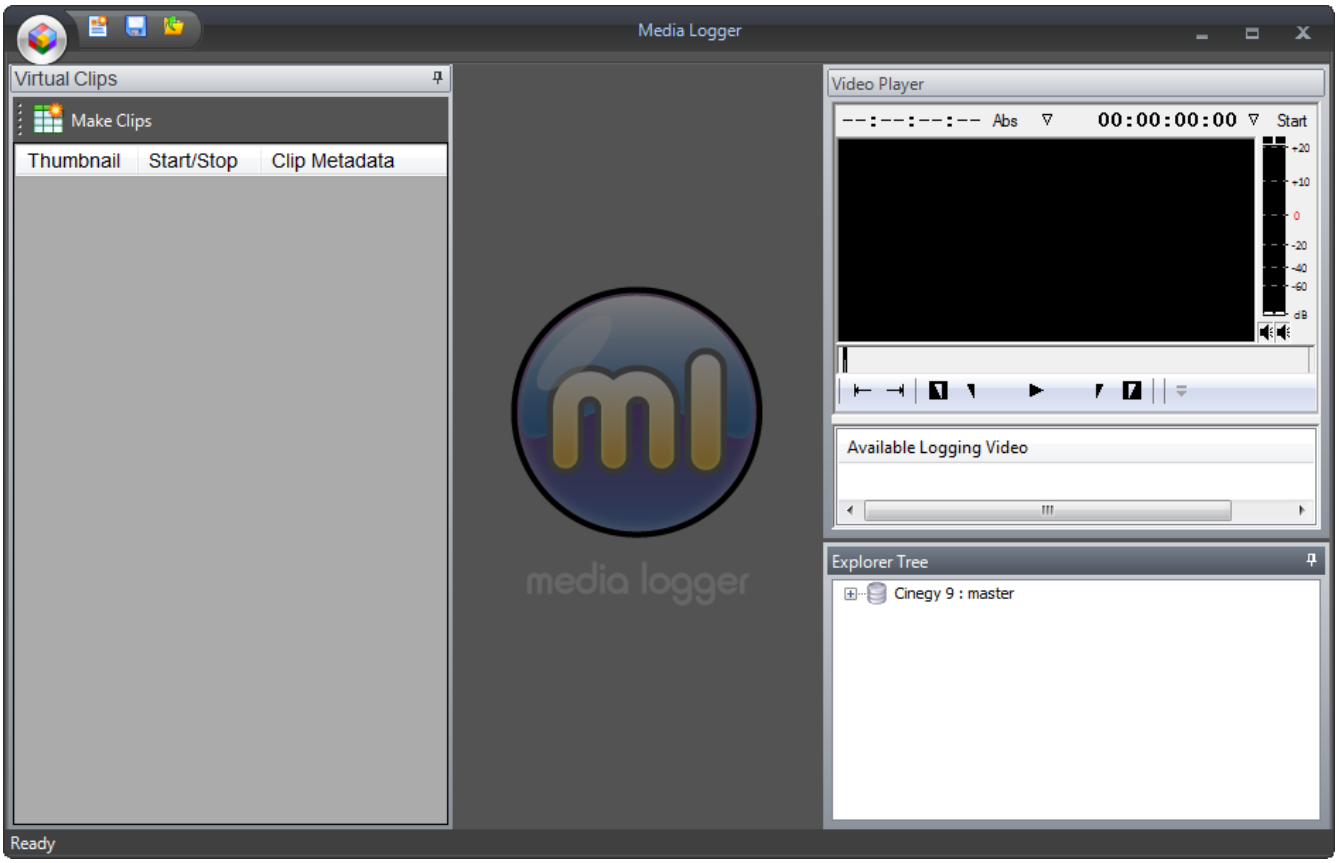
Media Logger

Media Logger is an easy-to-use instrument for associating a Roll with a script in RTF or TXT file format.

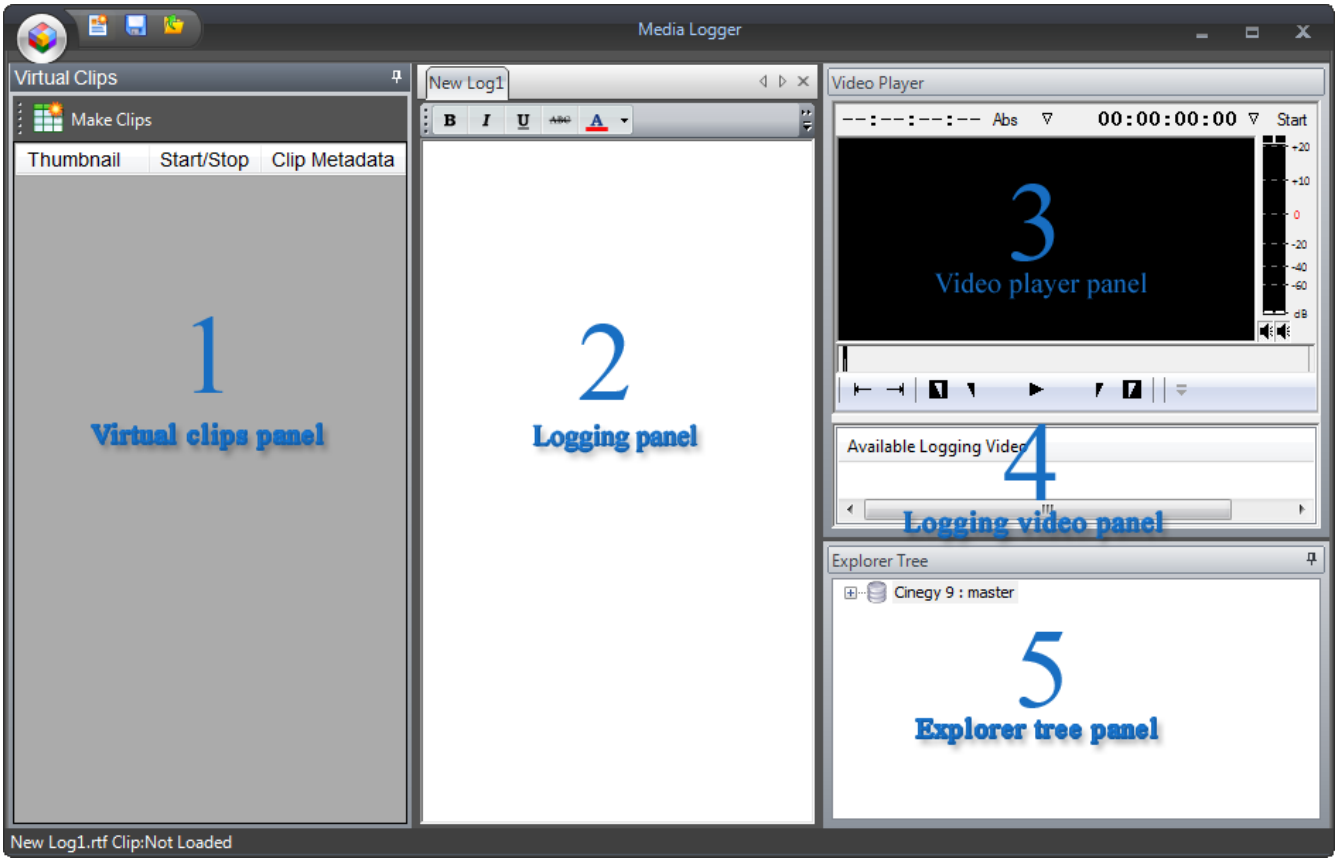
Interface



Media Logger can be launched with the MediaLogger.exe file or the "Media Logger" shortcut on the desktop. The following "Media Logger" window appears:



The Media Logger interface consists of the following panels:



1 – The virtual clips panel displays the list of virtual clips created according to the log file content.

2 – The logging panel is used for viewing and editing script files. Each script file is displayed in a separate tab.

3 – The video player panel provides a video player for viewing and handling the entire master clip.

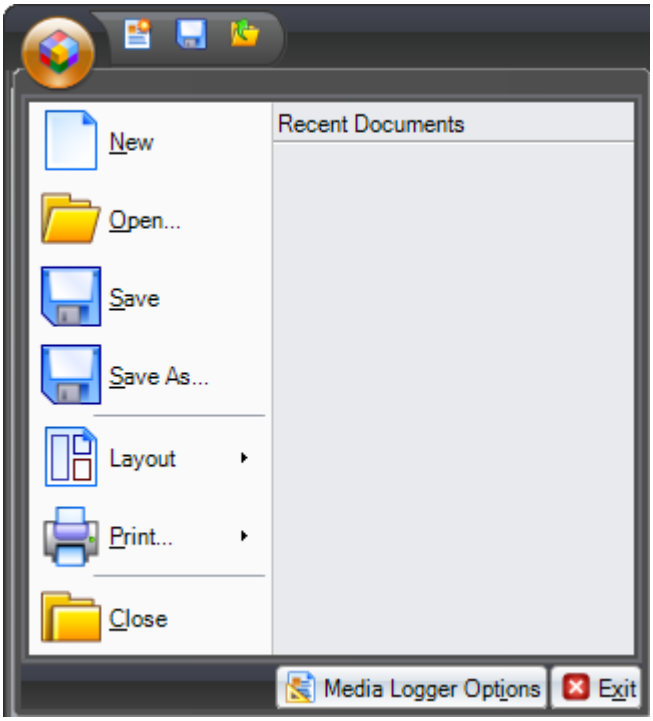
4 – The logging video panel displays entire master clips of the selected Roll.

5 – The Cinegy Desktop Explorer tree panel provides access to Cinegy Archive, where Rolls can be selected for logging. Media Logger supports working with multiple databases.

File Menu



Press this button located in the top left corner of the Media Logger window to get the "File" menu:



The commands available from the "File" menu are:

- **New** – creates a new script.
- **Open** – opens an existing script file.
- **Save** – saves an active script file.
- **Save as** – saves an existing script file with another name or in a different location.
- **Layout** – defines the layout view ("Widescreen" 16:9 or "Normal" 4:3).
- **Print** – previews or prints the current script file.
- **Close** – closes the currently active script file.

In the "Recent Documents" field, you can select the desired script file from the list of recently used scripts.

The "Media Logger Options" button opens the Media Logger setup menu.

Quick Access Toolbar



The quick access toolbar is located on the header of the Media Logger window and is used for quick access to the following functions:

 This button creates a new script.

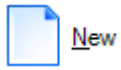
 This button saves an active script file.

 This button opens an existing script file.

Working with Media Logger

Creating a Script File

Creating a New Script File

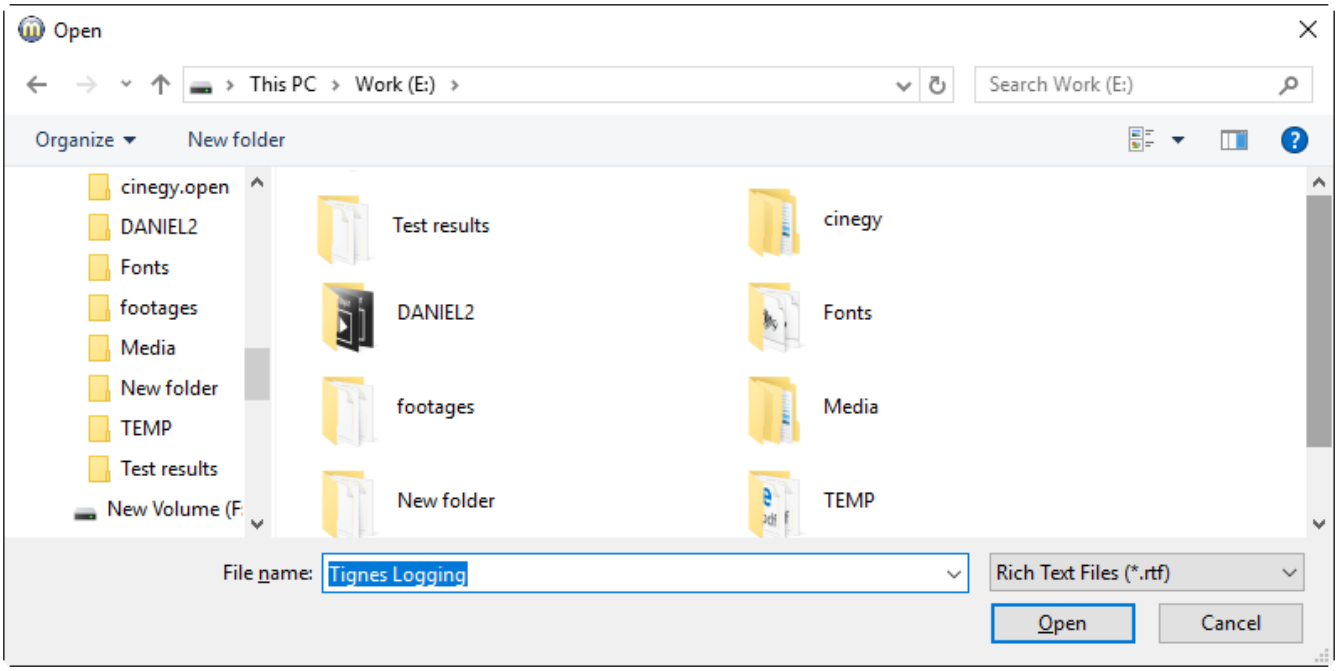


Click the "New" button in the file menu to create a new script file (the same command is available from the quick access toolbar). A new script will be created in the logging panel.

Opening an Existing Script File

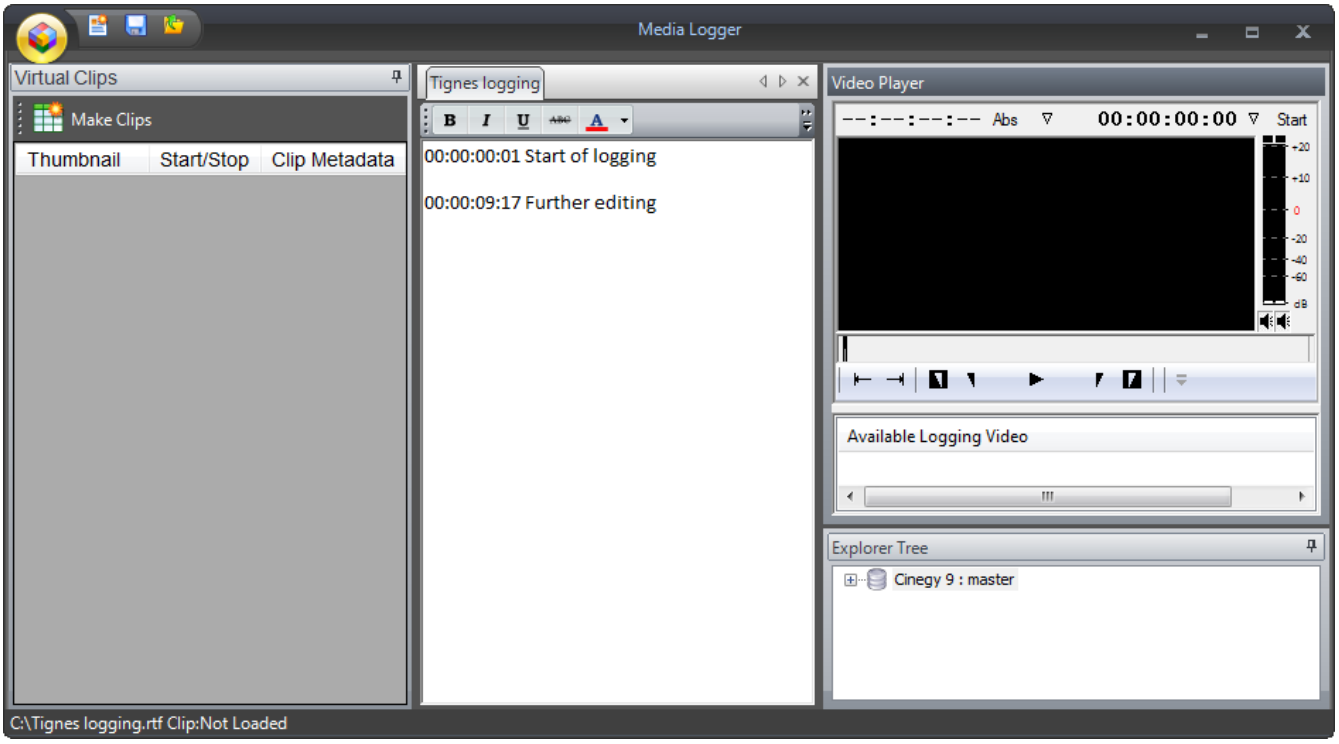


Click the "Open…" button in the file menu (the same command is available from the quick access toolbar). The "Open" dialog box appears:

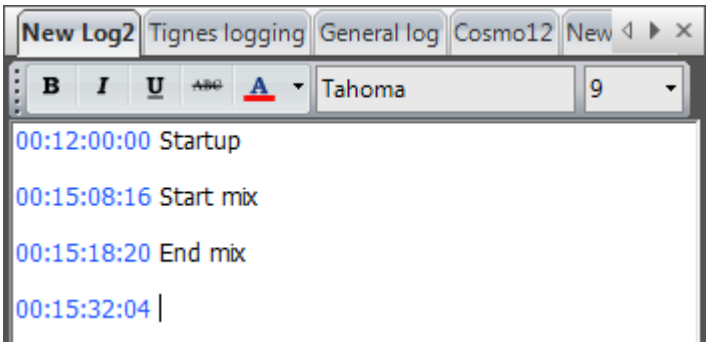


Browse for the desired location and select the file in *.rtf or *.txt file format.

The script file will be opened in the logging panel (2):



Media Logger allows the operator to use multiple script files simultaneously:



Click the caption of the desired script file to activate it, or use the buttons to navigate among script files.

Use the button to close the currently selected script file.

Script File Formatting

You can change the formatting of the selected text in the script file using the controls from the script file toolbar:



B	The "Bold" control applies **bold** formatting to the selected text.
I	The "Italic" control applies the *italic* formatting to the selected text.
U	The "Underline" control applies the underline formatting to the selected text.
ABC	The "strikethrough" control applies the strikethrough formatting to the selected text.
Tahoma	The "Font" box allows you to change the font of the selected text.

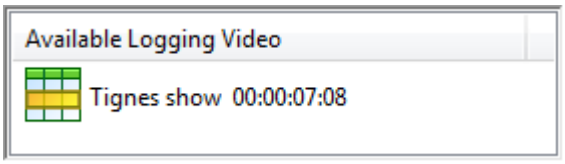


The "Font size" box allows you to change the font size of the selected text.

Selecting a Roll and Making Clips

To select the Roll, navigate through the Cinegy Desktop Explorer tree and double-click the desired one.

When a Roll is selected, the available logging video panel shows all the entire master clips available within that Roll:

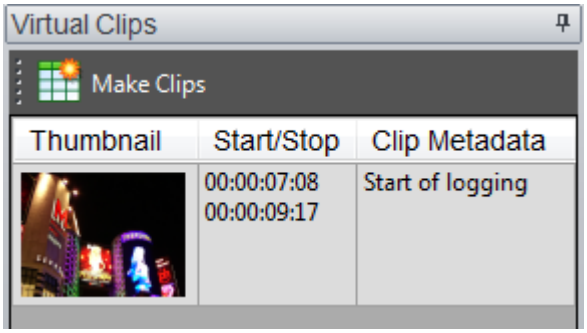


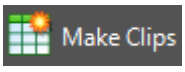
Click the entire master clip to associate the script file with it.

When the video is successfully loaded, Media Logger parses the script file and recognizes the timecodes within the entire master clip. Any script timecode recognized as valid will become a hyperlink and will be displayed as 10:01:05:16.

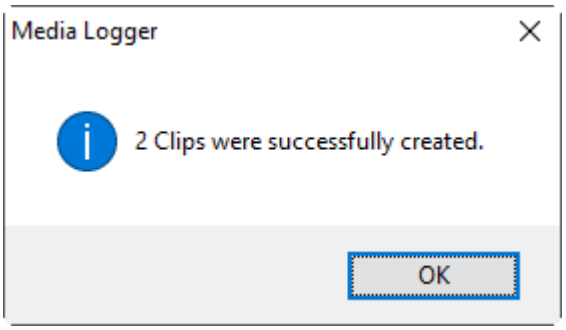
Clicking the hyperlink will move the slider of the video player to the selected timecode. The timecode is editable in the script; however, if the edit renders the timecode invalid, the hyperlink indication will be removed. Similarly, if the timecode is outside the bounds of the entire (before the start of the entire or after the end of the entire), the timecode is no longer displayed as a hyperlink and appears as plain text.

You can type a timecode manually or use the shortcut `Ctrl+T` to insert the timecode of the current slider position in the video player. The virtual clip will be created according to the specified timecode and will immediately appear in the virtual clips panel:

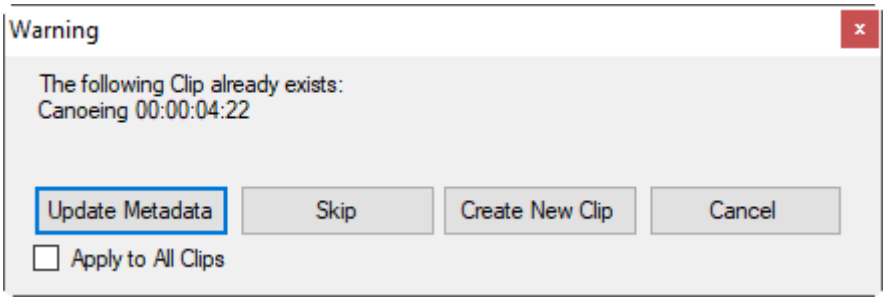




To create clips in the Roll, press the "Make Clips" button. You will be informed about the number of newly created clips with the following message:



If a user attempts to make a clip(s) from the same timecode(s) with an already existing master clip(s), the following warning dialog box appears:



Press the "Update Metadata" button to update an existing master clip.

Press the "Skip" button to ignore the creation of the master clip.

Press the "Create New Clip" button to create a new master clip instead of updating an existing one.

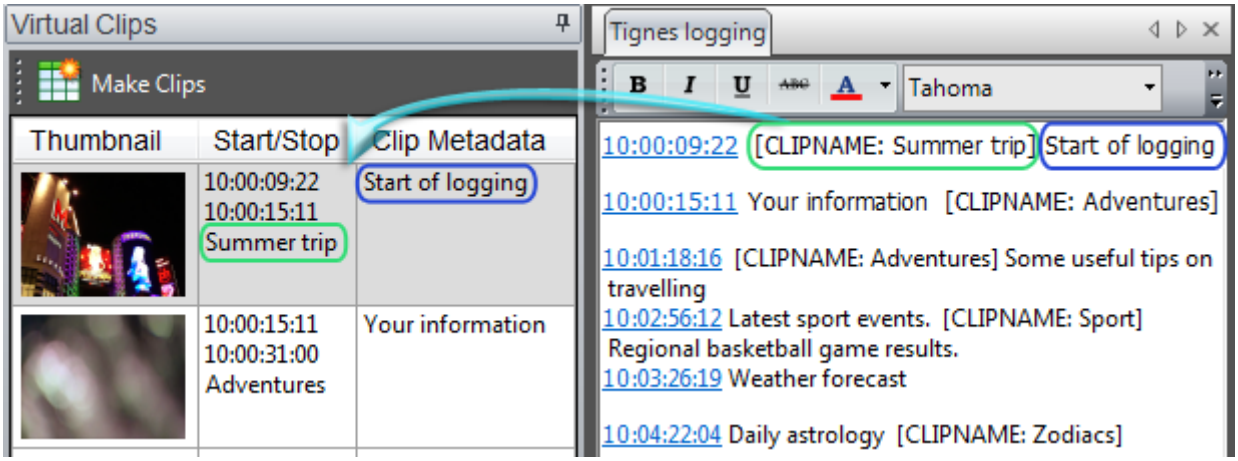
Press the "Cancel" button to cancel the operation.

Select the "Apply to All Clips" checkbox to apply the chosen option to all clips.

Adding Metadata to Virtual Clips

You can add metadata to a virtual clip by typing the relevant information after its timecode. This metadata immediately appears in the "Clip Metadata" field of the corresponding virtual clip.

Use the `Ctrl+N` shortcut to add a name tag to a virtual clip, entering the desired name within the CLIPNAME tag in square brackets. The entered virtual clip name immediately appears in the "Start/Stop" field of the corresponding virtual clip:



Please note that a CLIPNAME tag can be added anywhere in the metadata after the timecode value.

Handling the Video Player

The video player is used for viewing the Roll in the entire and specifying the In and Out timecodes for creating virtual clips.

You can drag the borders of the video player panel to scale the size of the preview display.

The video player will continue playing when the focus is on the text entry window. This enables the user to enter metadata in the text logger without having to stop the playback.

There are various ways to control video and audio playback in the video player.

Playback Control Using the Mouse

Play/Stop Button



The "Play" button starts/stops the playback of the Roll.

Navigating through the Material

There is a ruler below the frame in the player that allows you to navigate to any desired location within an entire file. You can view any frame of the material by dragging the time slider:



Jumping to Events

You can use the "Jump to Event" buttons to move from event to event. Events are the beginning and the end of a Roll and the In and Out points.



Use the "Previous Event" button to jump to the previous event (the shortcut is A).



Use the "Next Event" button to jump to the next event (the shortcut is S).

Shuttling Using the Mouse in the Video Player

Drag horizontally in the frame window on the viewer to shuttle through your material with the mouse. The playback speed and direction depend on the direction and intensity of your drag.

- Drag to the right to play forward.
- Drag to the left to play backward.

The mouse pointer will show you the current speed and direction of the playback.



Slow forward at 25% speed

You can use the mouse wheel to scroll frames in the video player.

Playback Control Using the Keyboard

Play/Stop Using the Keyboard

The following keys control the playback:

- To toggle play/stop mode, press the Space bar (or use the Ctrl+Space shortcut when focused on the "Logging" panel).
- To loop play from In to Out, press the 6 key.

J-K-L Shuttle

You can shuttle through your material by using the <J-K-L> keys on the keyboard. Use the following keys to shuttle at varying speeds:

- Press the L key (or Ctrl+L shortcut when focused on the "Logging" panel) to move forward through the footage at normal speed.
- Press the J key (or Ctrl+J shortcut when focused on the "Logging" panel) to move backward at normal speed.
- Press the K key to pause the shuttling.
- Press the Space bar to stop the shuttling.
- Press the K+L keys together for slow forward.
- Press the <K+J> keys together for slow backward.
- Press the L or J key several times to increase the speed according to the following table:

Press the J or L key	To play at speed	PAL rate	NTSC rate
2 times	2x normal speed	50 fps	54.94 fps
3 times	3x normal speed	75 fps	89.91 fps
4 times	5x normal speed	125 fps	149.85 fps
5 times	8x normal speed	200 fps	339.76 fps
6 times	12x normal speed	300 fps	359.64 fps
7 times	16x normal speed	400 fps	479.52 fps

Home, End, and Arrow Keys

In addition, you can use the following keys on your keyboard to navigate through the entire Roll:

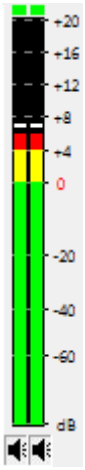
- The Home key takes you to the beginning of a Roll.
- The End key takes you to the end of a Roll.
- The ← or 3 key moves one frame backward.
- Pressing Alt+← or 1 moves 10 frames backward.
- The → or 4 key moves one frame forward.
- Pressing Alt+→ or 2 moves 10 frames forward.

Working with In and Out points

You can use the following shortcuts to work on your In and Out points:

- The I or E keys set up the In point.
- The O or R keys set up the Out point.
- The D key deletes the In point.
- The F key deletes the Out point.
- The G key deletes both In and Out points.
- The 6 key loop plays from In to Out.

Audio VU Meter



The VU meter is shown on the right of Clip Viewer.
It shows peak and integrated audio levels in the dB scale.
It shows the master output for all the enabled audio channels mixed together.
The buttons allow you to mute an individual left/right audio channel or both audio channels simultaneously.

Closing Media Logger

When logging is completed, you can save the script file with the "Save" button.

To close Media Logger, press the "Close" button on the window's header.

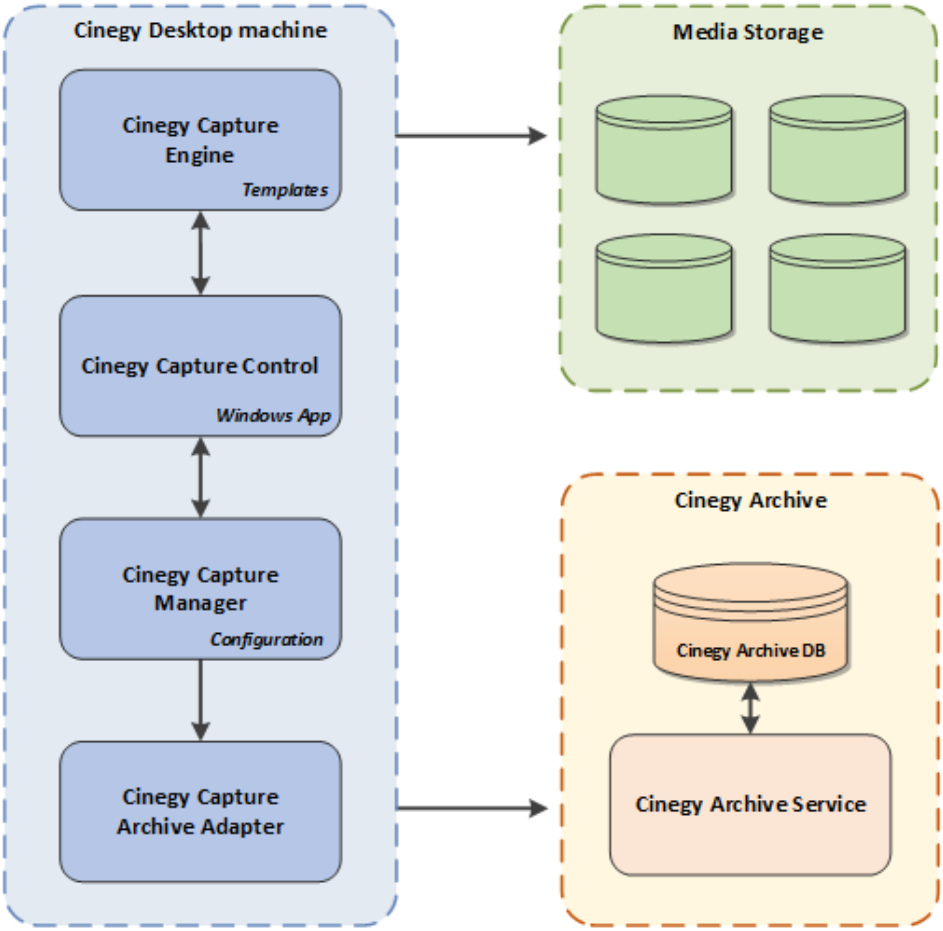
1.19 Capturing Media

Overview

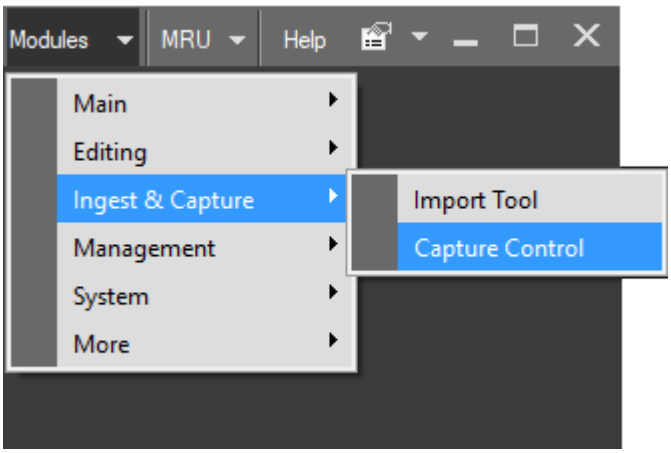
Cinegy Archive is a centralized media asset management system that allows simultaneous access and collaborative work with media assets for all users. New media assets can be registered in Cinegy Archive via Cinegy Desktop using the following methods:

- Live streams can be captured using the Capture Control plugin.
- File-based sources can be captured using the Cinegy Convert plugin.

The schematic interaction between Cinegy Archive and Cinegy Capture is illustrated below:



The Capture Control plugin is included by default in the Cinegy Capture installation package and should be installed on the machine where Cinegy Desktop is running. Once installed, it becomes available in the "Modules" section of the main Cinegy Desktop toolbar:



The Capture Control plugin launches the Cinegy Capture Control application in a separate window. Due to the licensing mechanism, it is required to keep Cinegy Desktop running when working with Cinegy Capture Control.

The Desktop edition of Cinegy Capture is a lightweight version of the full-featured standalone Cinegy Capture Pro and is linked to the Cinegy Desktop license. It is designed for basic ingest tasks and seamlessly integrates into the Cinegy Desktop workflow.

The Desktop edition of Cinegy Capture is a streamlined media ingest system that provides high-quality, multi-format recording capabilities and is accessed directly from Cinegy Desktop. It supports the simultaneous generation of high-resolution and low-resolution files and can automatically register the captured media as Rolls in the Cinegy Archive database. Once recorded,

these media assets become instantly available for collaborative use in Cinegy Desktop.

The Desktop edition of Cinegy Capture has the following functional limitations:

- Limited to a single Capture Engine per session.
- Live preview is not supported.
- Cinegy Capture Planner is not available.
- Gang control is not supported.
- Cinegy Capture Web Control is not supported.



Before using Cinegy Capture Control, make sure the Capture Engine is properly configured in Cinegy Capture Manager according to your production needs.

Capture Configuration

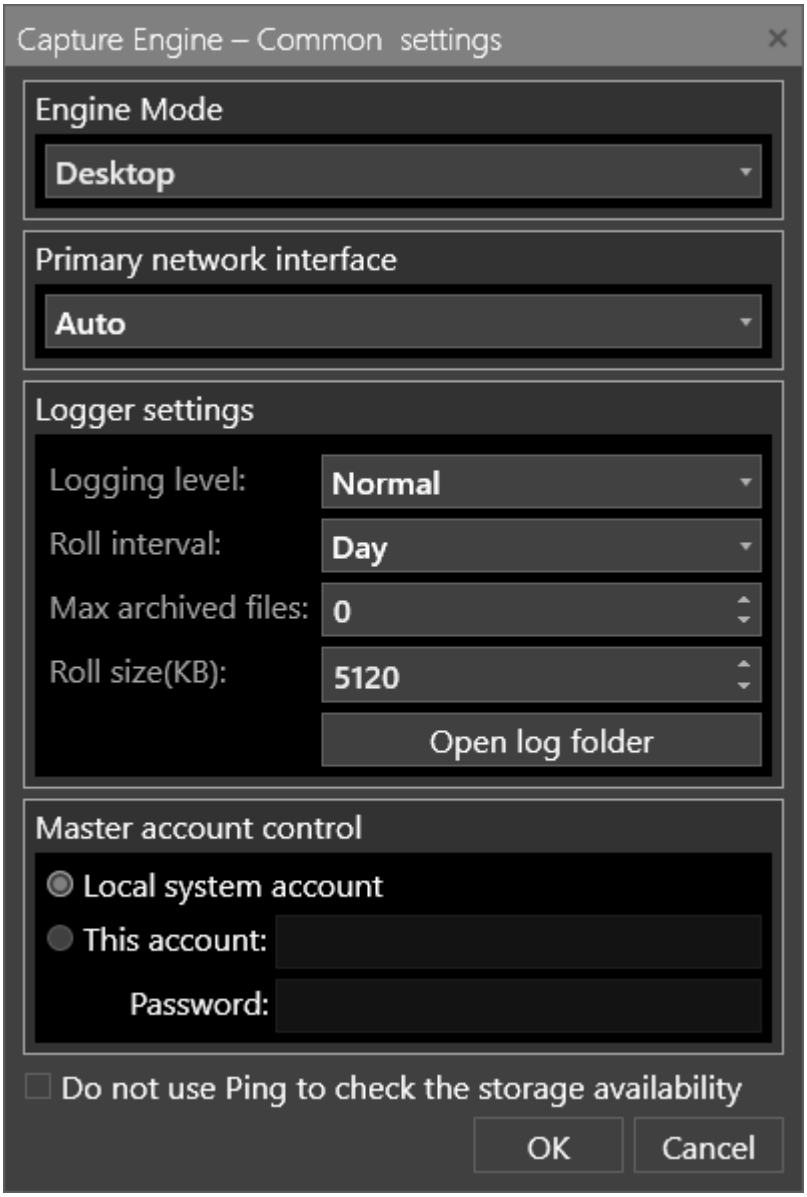
Launching and Configuration

To launch Cinegy Capture Manager, go to *Start* > *Cinegy* > *Cinegy Capture Manager*. The configuration procedure begins with creating a new database.



Refer to the **Database Configuration** article in the **Cinegy Capture Manual** to learn how to configure the database.

Proceed with the setup and define the main parameters of your capture session. Pressing the "Common settings" button opens the following dialog:



Here Cinegy Capture engine mode should be set to "Desktop".

The "Primary network interface" drop-down list contains all the IP addresses of the network adapters currently installed on the machine running Cinegy Capture Manager. Selecting the appropriate network adapter ensures stable network load balancing and should be based on the system administrator's recommendations.

Refer to the **Main Configuration** article in the **Cinegy Capture Manual** to learn how to configure the logging parameters of your capture session, along with managing accounts.

Adding a Service

Only a single Capture Service instance is allowed to run in the Desktop edition.

Press the "Add" button to add a new Capture Service. It will appear in the "Engine Service" panel informing you of not been installed yet. To install the Service, press the "Install" button.

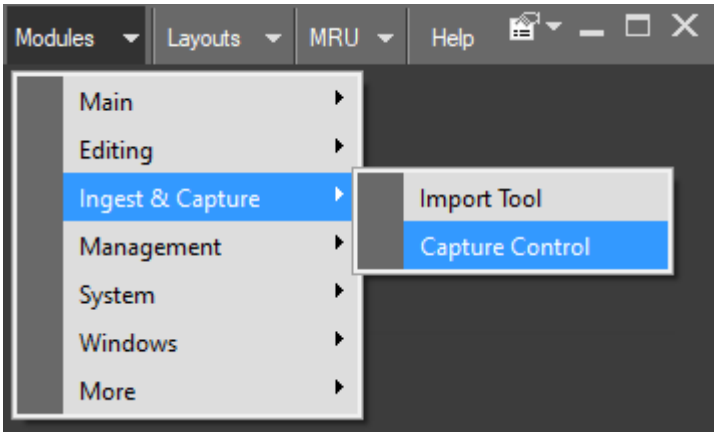
Press the "Configure" button and define the settings for your Engine Service, including common settings, audio and preview settings, as well as metadata and timecode settings.

To get detailed information on the Service configuration, refer to the **Service Configuration** section within the **Cinegy Capture Manual**.

At this step, it is also required to specify the video stream-capturing source type.

Refer to the **Capture Source** article in the **Cinegy Capture Manual** for the list of supported input devices.

Having performed the necessary Service configurations, select the "Capture Control" option from the drop-down list in the "Ingest & Capture" category in Cinegy Desktop:

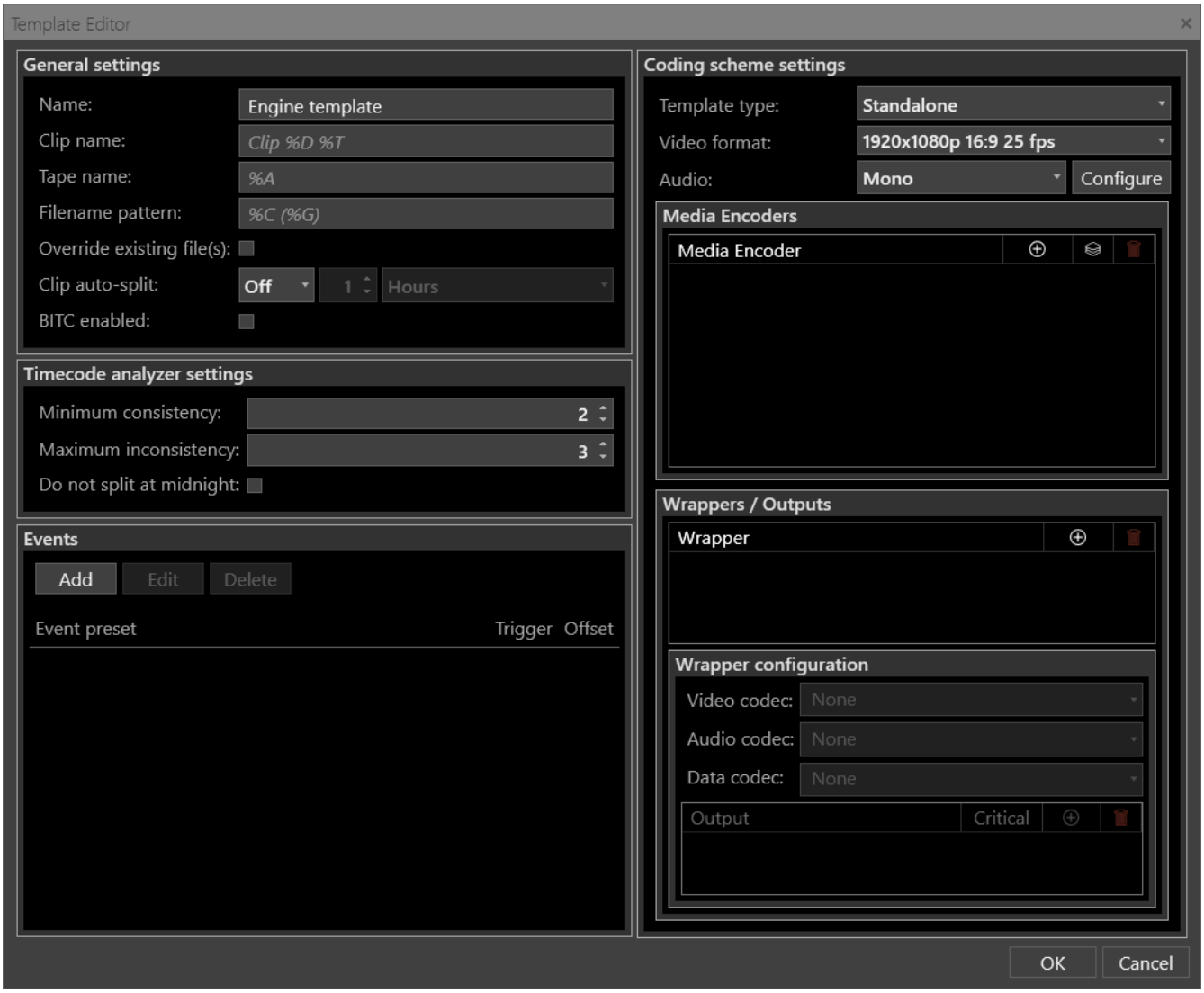


Cinegy Capture Control will be launched.

Setting Up a Capture Session

Before starting a capture session, at least one Cinegy Capture engine template must be prepared. Capture templates are customizable, allowing the user to define media encoding options such as video/audio formats, encoders, wrappers, and outputs for the captured media that will suit different production purposes.

Templates can be of archive or standalone type. They are created and customized on the Templates panel in Cinegy Capture Control. To create a new template for an engine, select the engine and press the button. Below is an example of a blank standalone template:



Refer to the **Templates Panel** article in the **Cinegy Capture Control Manual** to get information about the setup of templates.

Having specified all the necessary parameters for a capturing session, press the "OK" button to finish the template creation process. All the templates are automatically checked for validity and have a respective indication (valid or invalid). Hovering the mouse pointer over the "Invalid" indicator displays the tooltip describing a problem.

You can create as many engine templates as you need to meet your capturing requirements.

Once the capture session has started, the resultant growing Roll in Cinegy Desktop can be viewed, sub-clipped, added to a Sequence, and controlled using a common set of keyboard shortcuts. During viewing, IN and OUT points of the Clip/Roll can also be adjusted whilst still recording, if required.

Refer to the **Capture Panel** paragraph in the **Cinegy Capture Manual** for more information on controlling your capture session.

Licensing

Desktop edition of Cinegy Capture is a lightweight version of the full-featured standalone Cinegy Capture Pro and is tied to the Cinegy Desktop license. Therefore, Cinegy Desktop must be running when using Cinegy Capture Control.

The license name and its status are displayed in the "Main" panel of Cinegy Capture Manager:



If Cinegy Desktop stops running on the machine where a Capture Engine is operating in Desktop mode, all ingest functions in Cinegy Capture Control will be disabled after a 15-minute grace period. The Capture Engine will then be unable to start new recordings and will abort any ongoing recording session. This licensing issue is indicated by a "No license" status in Cinegy Capture Manager:



The Desktop edition of Cinegy Capture provides the same resource capabilities as the full Cinegy Capture Pro version, but with some functional limitations.

1.20 Importing and Exporting Files

Cinegy Convert Client

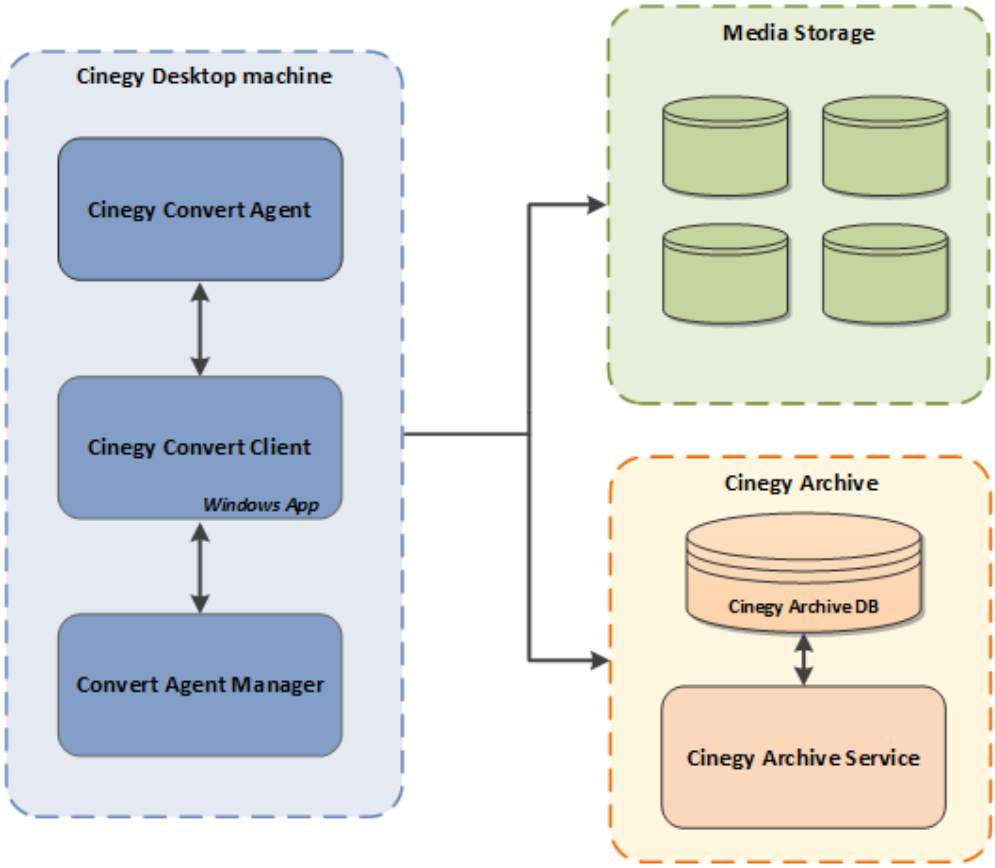
Cinegy Archive is a centralized media asset management system that allows simultaneous access and collaborative working with the media assets for all its users. New media assets can be registered in Cinegy Archive in the following ways:

- Live streams are captured using Cinegy Capture Desktop Edition;
- File-based sources are captured using Cinegy Convert Desktop Edition.

The Cinegy Convert plug-in provides convenient means to monitor the work of Cinegy Convert Client, create jobs manually, and perform repetitive tasks automation.

Its interface allows you to control the overall system status, submit tasks manually, and manage them. The content generated via specific task execution is "printed" to the predefined destinations in the Cinegy Archive database. With this extended workflow, the Cinegy Desktop client becomes a far more powerful tool for clients.

The general concept of the interaction between Cinegy Archive and Cinegy Convert is represented in the following diagram:

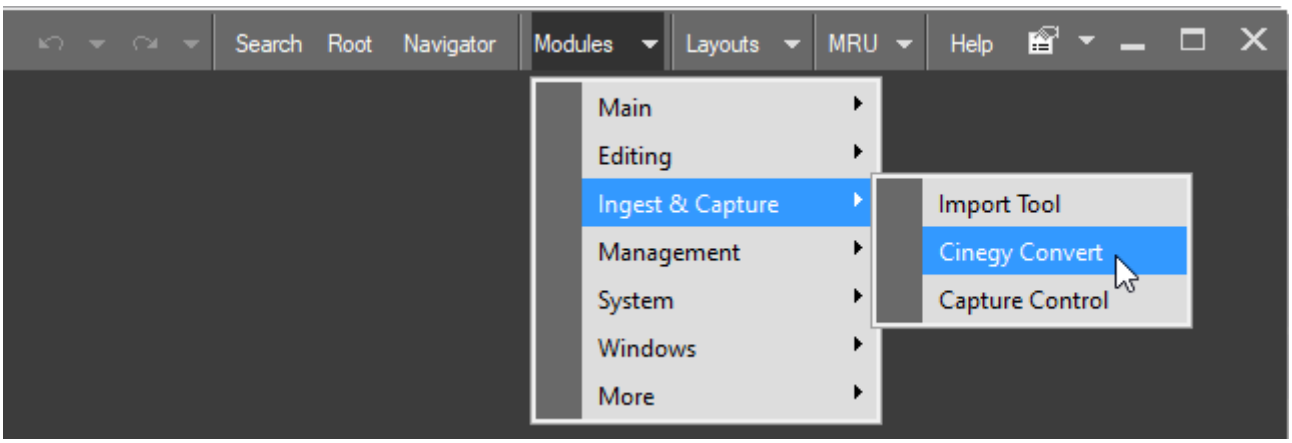


The Cinegy Convert plug-in is added to the Cinegy Convert Client installation package by default. The installation should be started on the computer where Cinegy Desktop is running.

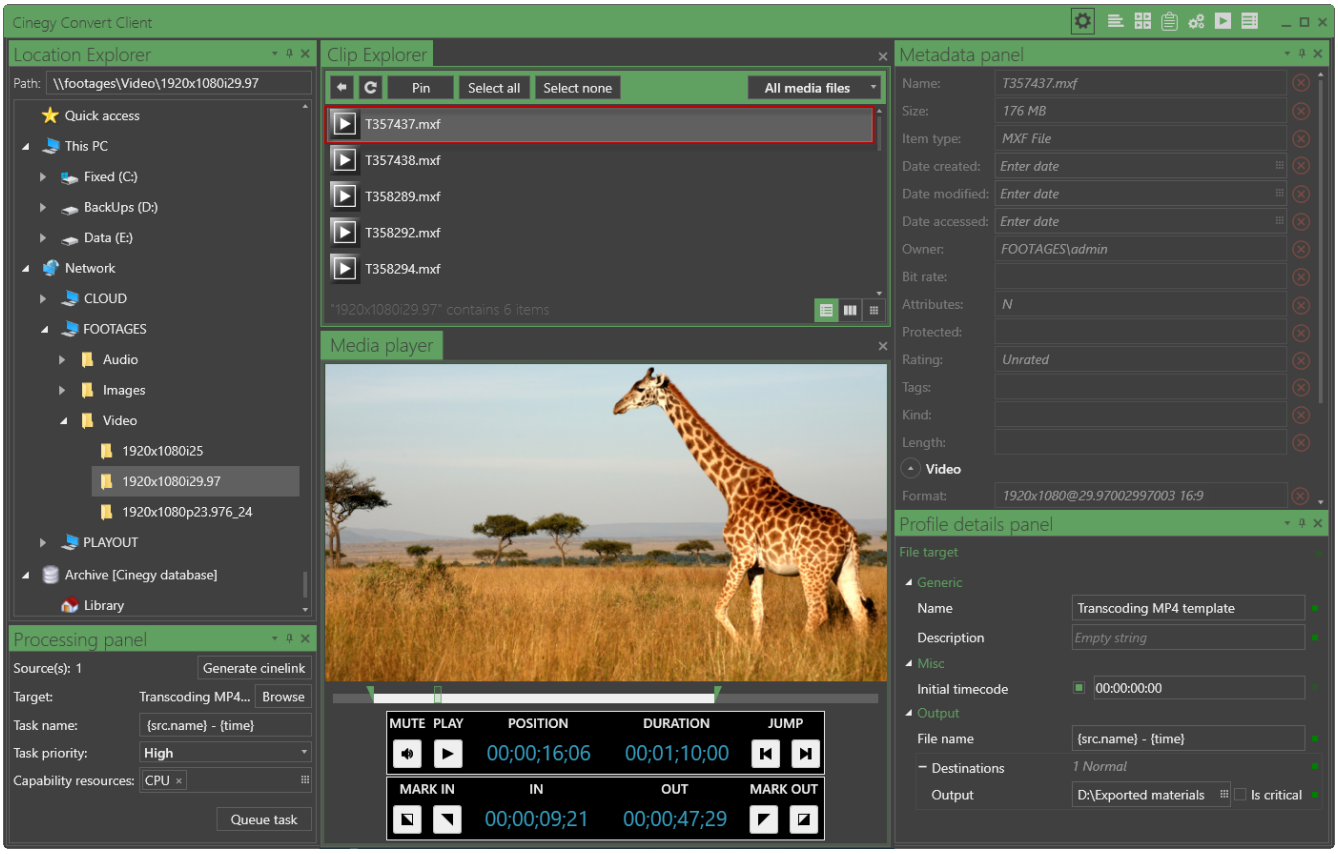
	Refer to the **Cinegy Convert Installation** manual for detailed information on the installation process.

	Before using the Cinegy Convert plug-in, refer to the **Cinegy Convert Profile Editor Manual** for details on configuring profiles and to the **Cinegy Convert Watch Service Manual** to get information on configuring the Cinegy Archive database job folders.

When the Cinegy Convert application is installed on the same machine where Cinegy Desktop is running, the Cinegy Convert plug-in becomes available in the "Modules" list on the main Cinegy Desktop toolbar:



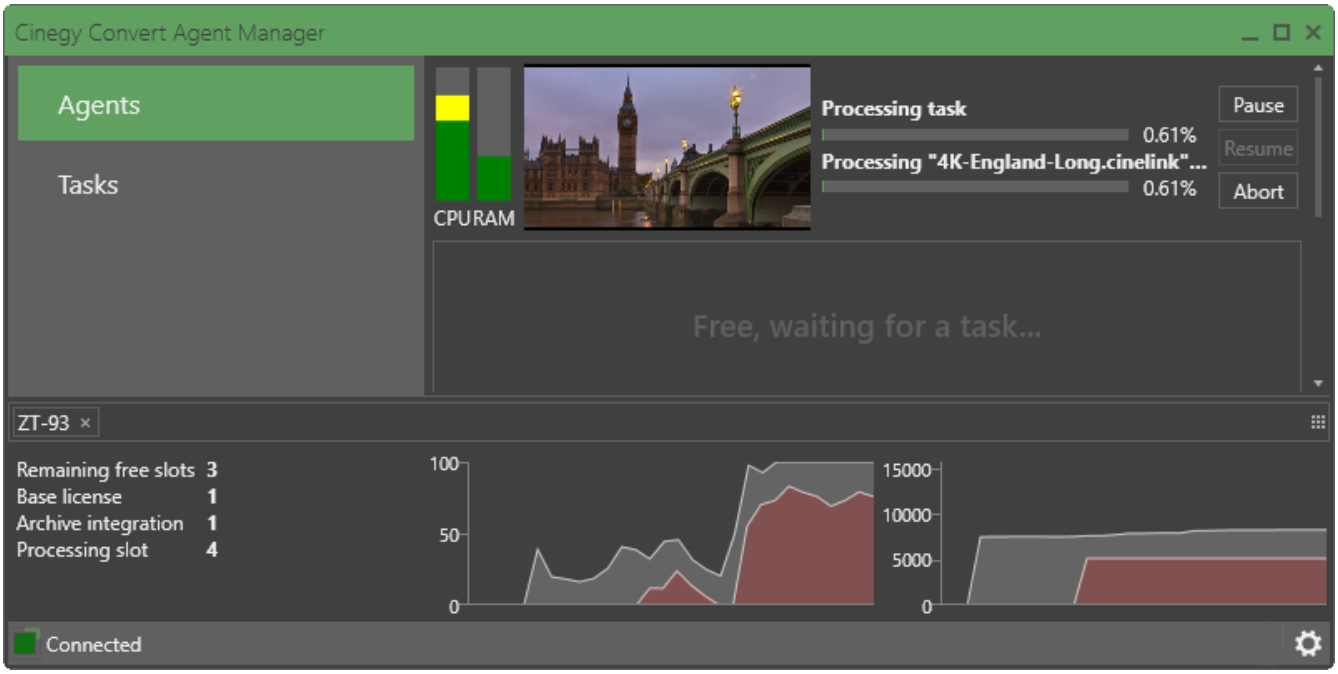
Selecting the "Cinegy Convert" plug-in launches the Cinegy Convert Client application:



Refer to the **Cinegy Convert Client Manual** for detailed information on the configuration and use of the Cinegy Convert Client application.

Having selected the clip(s) with the specified metadata and defined In/Out points, check the transcoding settings configuration and transcoding task properties. Press the "Queue task" button on the Processing panel. Depending on your transcoding settings, a single combined file with media from all clips or multiple files for each selected clip will be created.

The transcoding task will be started; its processing can be monitored via Cinegy Convert Agent Manager:



	Make sure the Cinegy Convert Agent Manager connection to the Cinegy PCS is established successfully. The indicator in the bottom part of the window shows the connection state.

	Refer to the **Cinegy Process Coordination Service Manual** for details on running and configuring the PCS.

Working with Job Folders

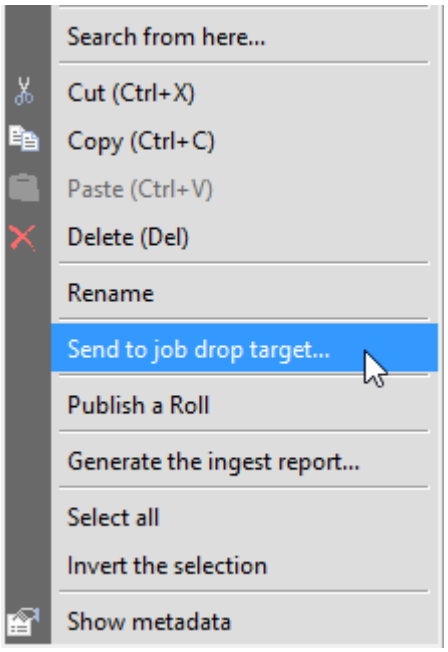
The Cinegy Convert job folder is a special type of folder in the Cinegy Archive database structure. Cinegy Convert uses different types of job folders for automated exporting, importing, and other specialized tasks.

Each job folder contains several job drop targets created and configured via Cinegy Convert. Cinegy Convert enables the server-based transcode and batch processing for repetitive export and conversion jobs, allowing you to "print" to pre-defined formats and destinations.

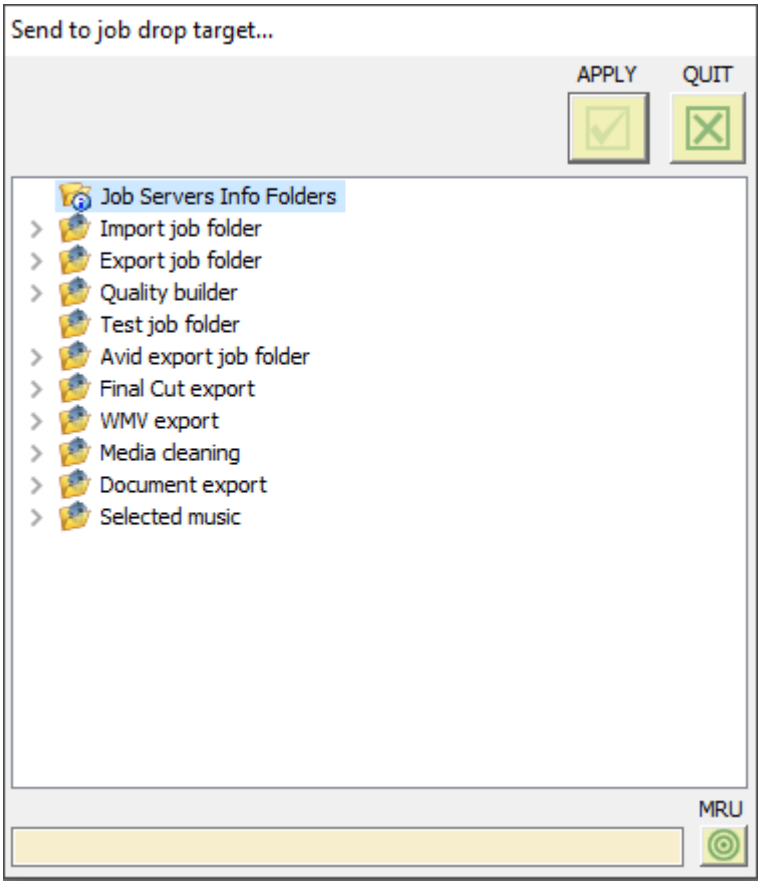
Generally, export job drop targets are used to automatically export material into different formats. Each export job drop target can be set up to perform specific repetitive actions with the objects inserted in that target.

Task Creation

The export Cinegy Convert tasks can be assigned via drag-and-drop of clips, Rolls, ClipBins, and Sequences into the job drop targets or using the "Send to job drop target" command:



The following dialog box appears:





Select the required job drop target from the list and press the "Apply" button.



If the selected job drop target cannot process the object intended for export, the "Apply" button remains grayed out.

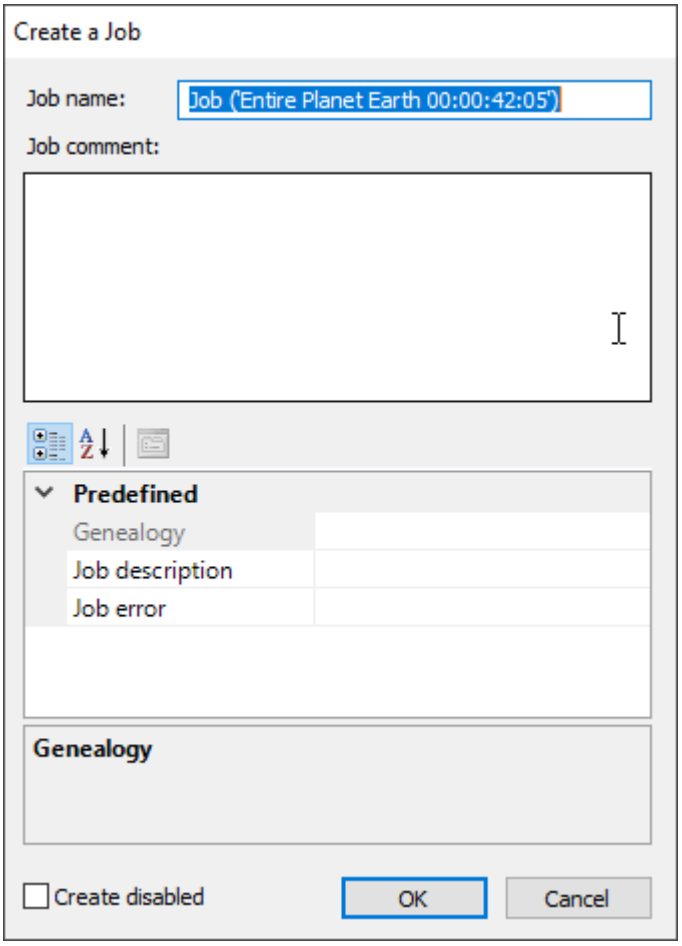


To access the list of most recently used job drop targets, press the "MRU" button and select the desired item from the list.



To leave the dialog without any changes, press the "Quit" button.

Once the required job drop target is selected and the "Apply" button is pressed, the following "Create a Job" dialog appears:



The "Job name" is generated automatically according to the name of the object sent to the job drop target, but you can edit it in this dialog via the keyboard as well as add a comment and metadata to the job being created.

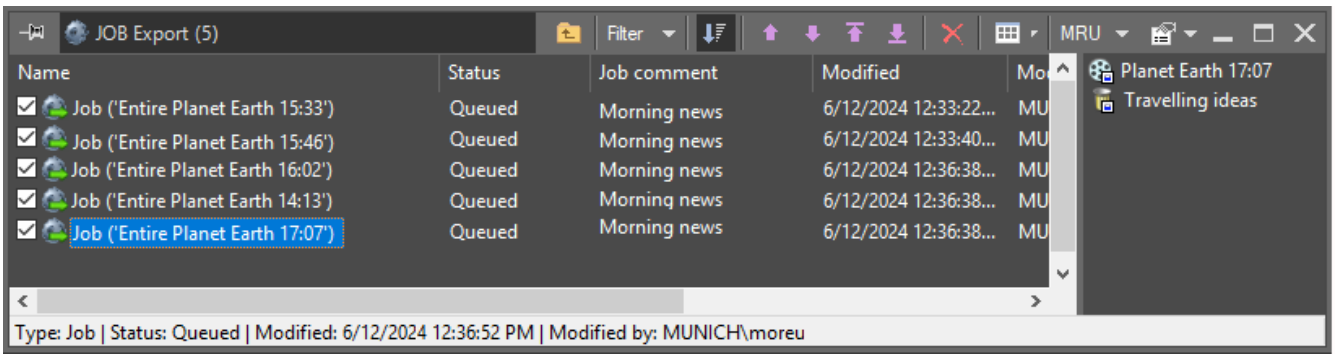
A set of metadata fields may vary for different jobs; they are assigned through the **Descriptors, Presets** configuration group in **Cinegy Archive Manager**.

By default, job processing by Cinegy Convert is performed automatically once the job is created. Select the "Create disabled" option to disable auto-processing of the newly created job. In this case, job processing should be enabled manually by selecting the checkbox next to the corresponding job name in the job drop target window.

If audio and/or video parameters of the object meant for export do not match the parameter(s) of the job drop target, you will be informed about this with the corresponding error message, and the job will not be created.

Tasks Management

Double-click a job drop target to open the window, in which you can view and manage the relevant tasks:



Cinegy Convert job drop target window

> The nodes that have been inserted into the Cinegy Convert job drop targets are read-only and cannot be edited or deleted until they are completely processed.

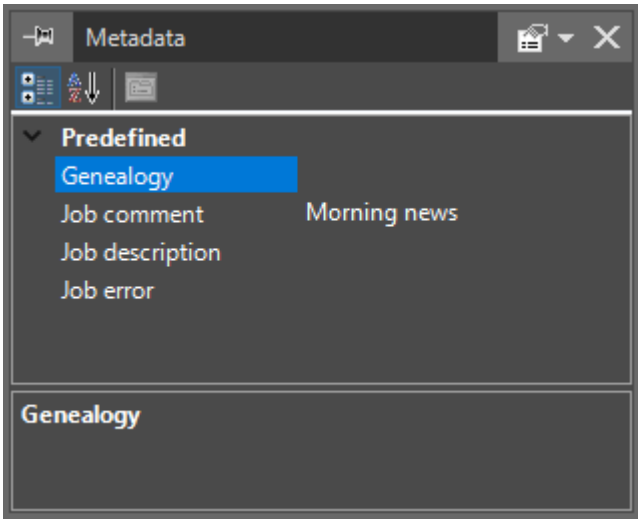
The job drop target window consists of two parts:

- **Job list (*on the left*)** – displays all the tasks created in this target. You can manage the tasks and see their current status (queued, processing, or completed).
- **Object list (*on the right*)** – shows all the objects (clips or ClipBins) included in the task, which is currently highlighted in the job list.

All the queued tasks that have been checked in the job list are now ready to be processed. The tasks will automatically be performed using Cinegy Convert.

Job Metadata

To view the metadata of a job, right-click the corresponding job and choose the "Show metadata" command from the context menu; the "Metadata" dialog box appears:

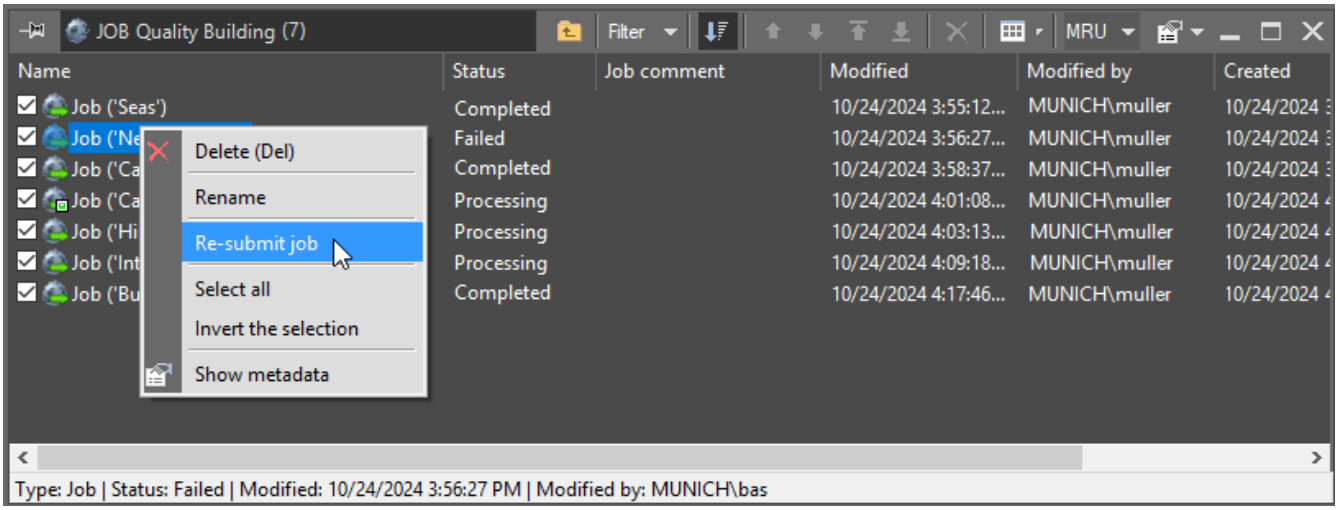


The metadata fields are filled in automatically during the job processing. You can also edit them in this dialog via the keyboard when needed.

The process parameters are taken from the job drop target settings stored in the database and set up via Cinegy Convert. Each job drop target type has its individual settings configured independently.

Job Re-Submitting

Cinegy Desktop supports the ability to resubmit a job with any status but queued. To resend the job to Cinegy Convert, right-click it in the job list of the job drop target window and choose the "Re-submit job" context menu command:

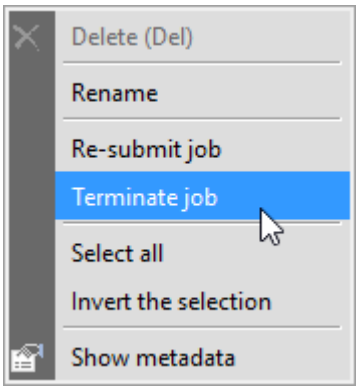


The "Create a Job" dialog appears, allowing you to edit the available metadata fields, if necessary.

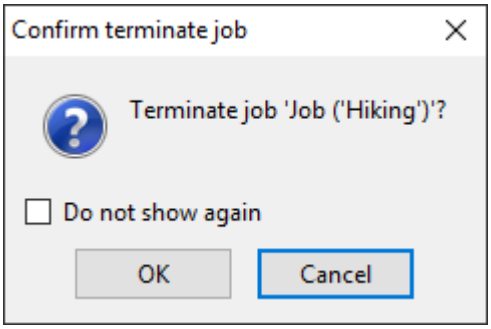
The re-submitted job will have the "Queued" status and will be automatically processed by Cinegy Convert according to the predefined settings.

Job Terminating

You can terminate the job that is being processed. For this, select the "Terminate job" command from the job context menu:



You will be asked to confirm your decision:



Press "OK" to terminate the job processing. The job status will change to "cancelled".

Multiple Jobs Submitting

You can create multiple jobs simultaneously in a single job drop target or across all targets within a job folder using drag-and-drop. To do this, open the ClipBin or Roll containing the clips, then select the desired clips by holding down the `Ctrl` key. Drag the selected clips directly to the corresponding job drop target or job folder.

After the items are added, a job is created for each item. When you drop the clips into a job folder, jobs are created in all the

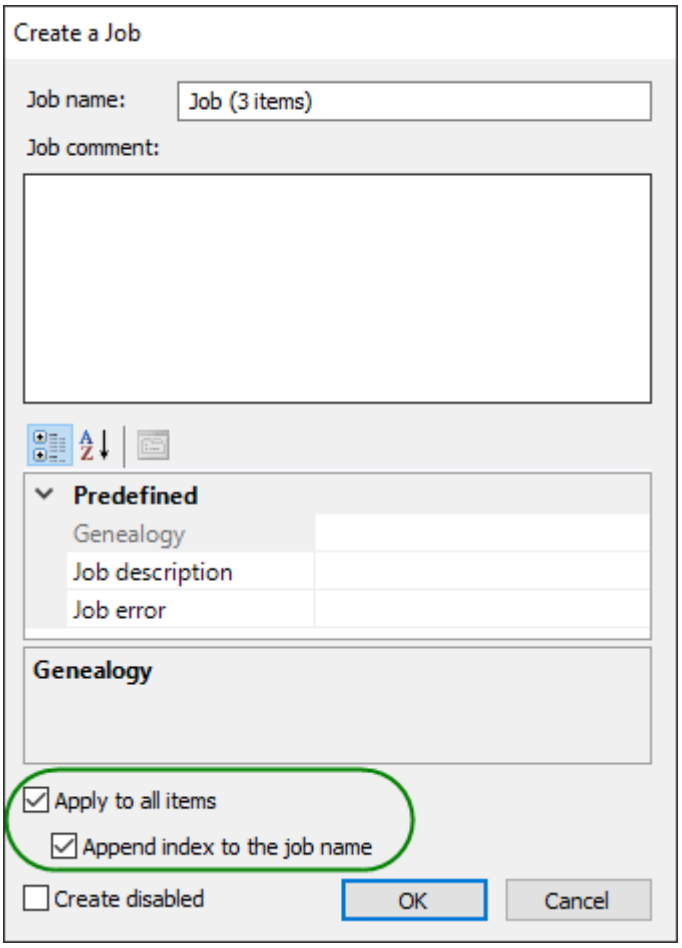
job drop targets inside that folder.

By default, the "Create a Job" dialog will appear for each source individually.

Once metadata settings for the first item are confirmed by the user and the "OK" button is pressed, a new job is created for the corresponding item. A separate "Create a Job" dialog appears for the next item.

> If the "Cancel" button is pressed at any stage of the process of creating multiple jobs, the jobs that have already been created remain in the queue.

When multiple jobs are created per one operation, the regular "Create a Job" dialog is complemented with the following additional options:



- **Apply to all items** – check this option to create all jobs for the added items using one common "Create a Job" dialog. All the jobs created in this session will have identical names specified in the "Job name" field and the same metadata set.
- **Append index to the job name** – with this option selected, the item index is added to the job name as follows:



> This option is available only with the "Apply to all items" function enabled.

Licensing

Cinegy Convert Desktop Edition mode licensing is based on the Cinegy Desktop application.

For Cinegy Convert Desktop Edition mode to be enabled, the Cinegy Desktop application should be running on the same machine.

If Cinegy Desktop is not running on the machine, all Cinegy Convert Desktop Edition mode functions are disabled. In case there are currently running tasks, they will be finished. New tasks will not be processed until the Cinegy Desktop application is started again on the same machine.



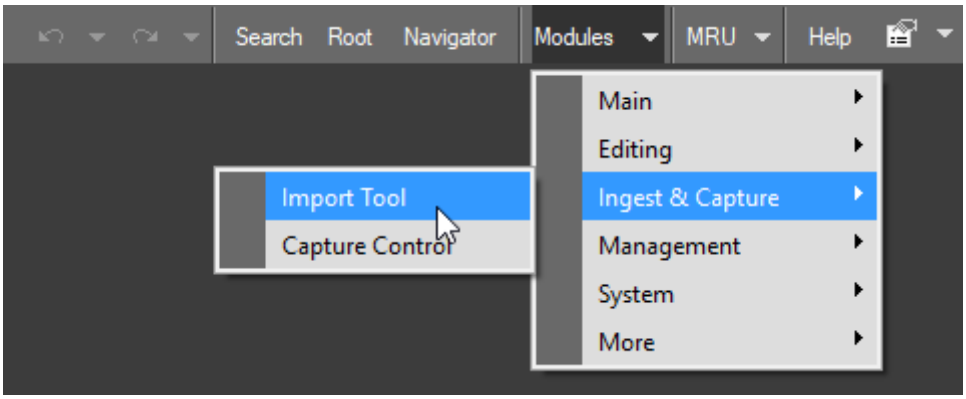
Cinegy Convert Desktop Edition mode provides the same set of features as Cinegy Convert Pro, but allows **only one local** task to be processed at a time.

1.21 Importing Files from Devices

Import Tool Interface

The Cinegy Import tool provides a convenient means to import media together with the internal metadata into Cinegy Archive. The Cinegy Import tool has its own plug-in subsystem to support many media formats, and it facilitates quick and easy extension of the task set.

To open the Cinegy Import Manager plug-in window, select the "Import Tool" command from the pull-down list in the "Ingest & Capture" category in Cinegy Desktop:



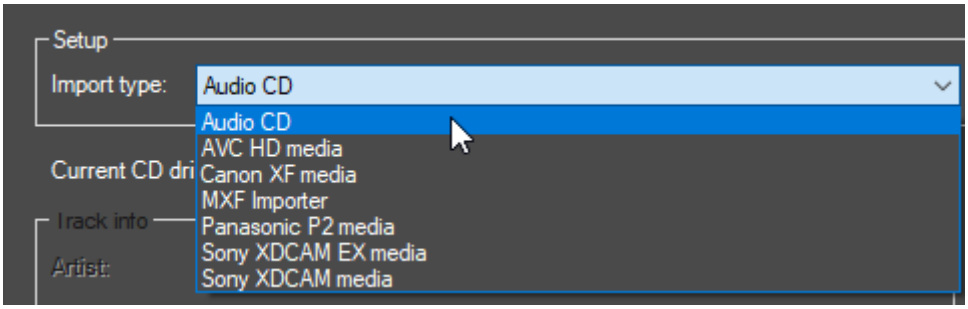
The "Import Tool" window appears:



The Cinegy Import tool supports different import plug-ins used for the import of various file formats, together with the associated electronic metadata.

Due to the possibility to fill out custom metadata specifically for a Roll, you can easily find footage based on certain criteria (time of year, city, etc.).

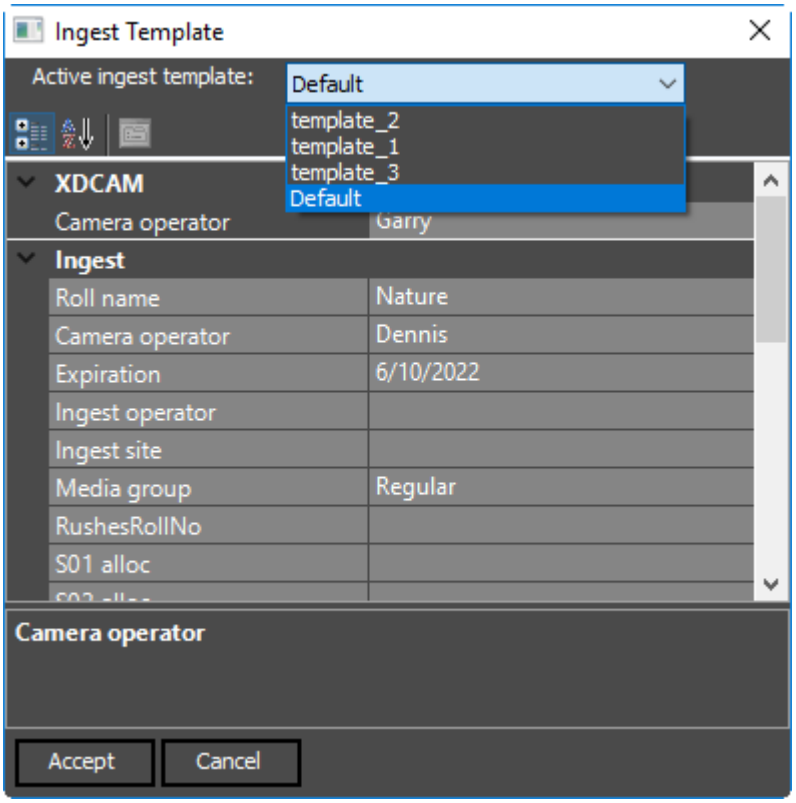
Choose the desired import plug-in from the pull-down list:



The most recently used import plug-in will be remembered by the system.

Template

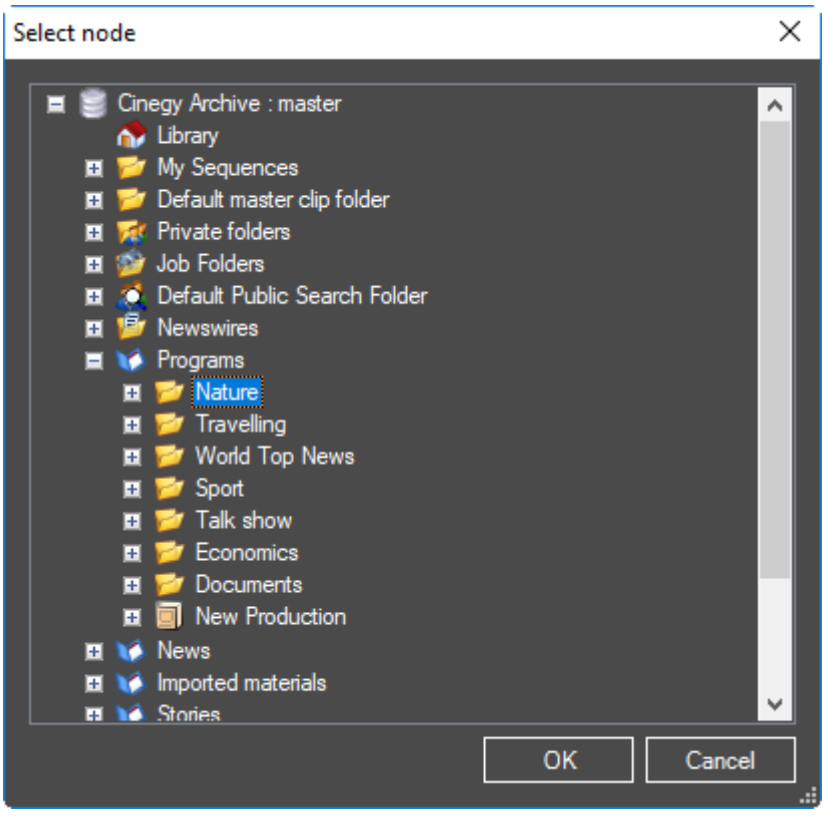
Press the "Template" button to select the desired ingest templates to be used for your import; the following dialog box appears:



Choose the desired import template from the "Active ingest template" drop-down list and fill in the required fields with the actual information.

Please choose the required media group before using the Cinegy Import tool for the first time. If the media group is not specified, the import procedure will not start.

Target Press the "Target" button to select the destination for the imported material. The following Cinegy Desktop Explorer window appears:



Folder Target



If a folder is selected as a target, a new Roll is created after the import process is complete.

Roll Target



If an existing Roll is selected as a target, a new Entire clip is created in this Roll.

Placeholder MOG Target



If an existing Placeholder MOG is selected as a target, it is transformed into a Roll after the import process is complete. The newly created Roll will preserve the duration of the Placeholder MOG selected as the import target, regardless of the imported video material duration. If the duration value of the imported material is lower than that of the Placeholder MOG selected as the import target, the end of the newly created Entire clip in the Roll will contain black frames. If the duration value of the video material is higher than that of the Placeholder MOG, the essence will be cut to this value, and another clip will be created in the same Roll with the full-length imported video clip.



Please note that the imported video material preserves its start timecode. In case it does not correspond to the start timecode of the Placeholder MOG, the essence of the created Roll may contain black frames.

If the TV formats of the imported material and the selected Placeholder MOG differ, the import cannot be executed, and an error message will be displayed.

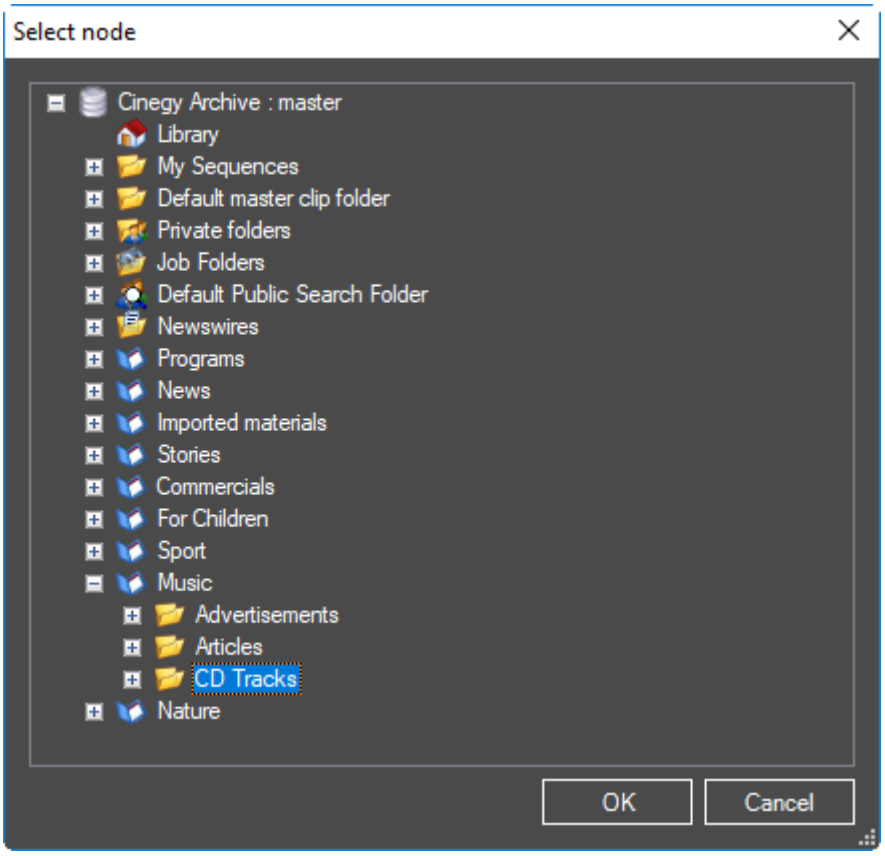
Audio CD Import

The "Audio CD" plug-in provides the user with the ability to import the audio CD tracks together with the associated metadata. The audio CD metadata can be retrieved from the Music Alliance database.

Configuration

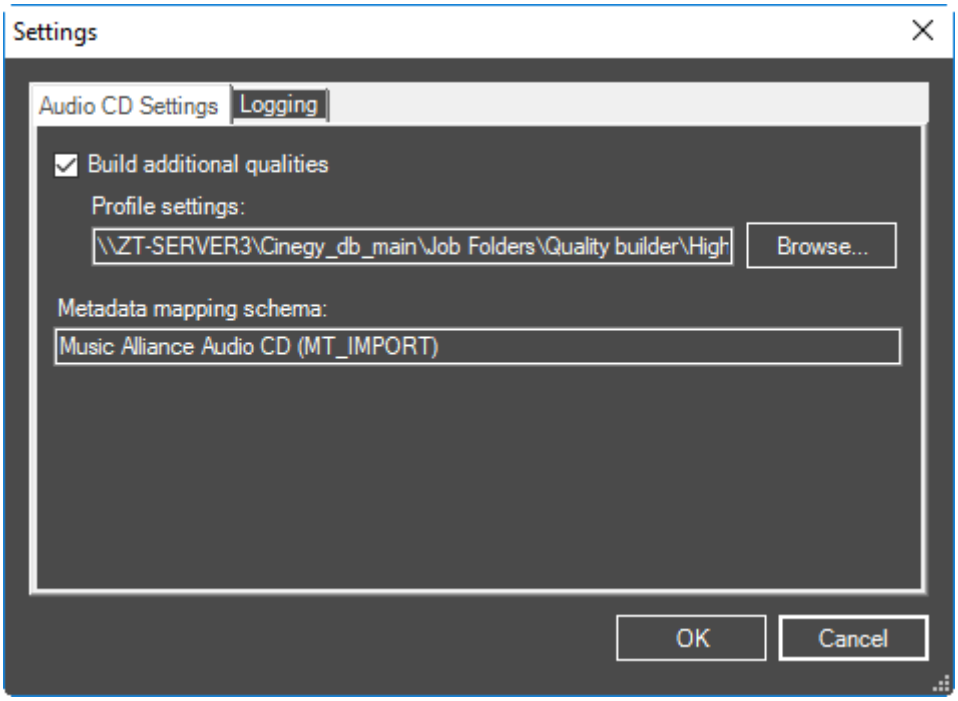


Press the "Target" button to select a destination folder for the imported media. The following dialog box appears:



Navigate to the desired folder in your Cinegy Archive database and press "OK".

Setup Press the "Setup" button to configure the import settings. The following dialog box appears:

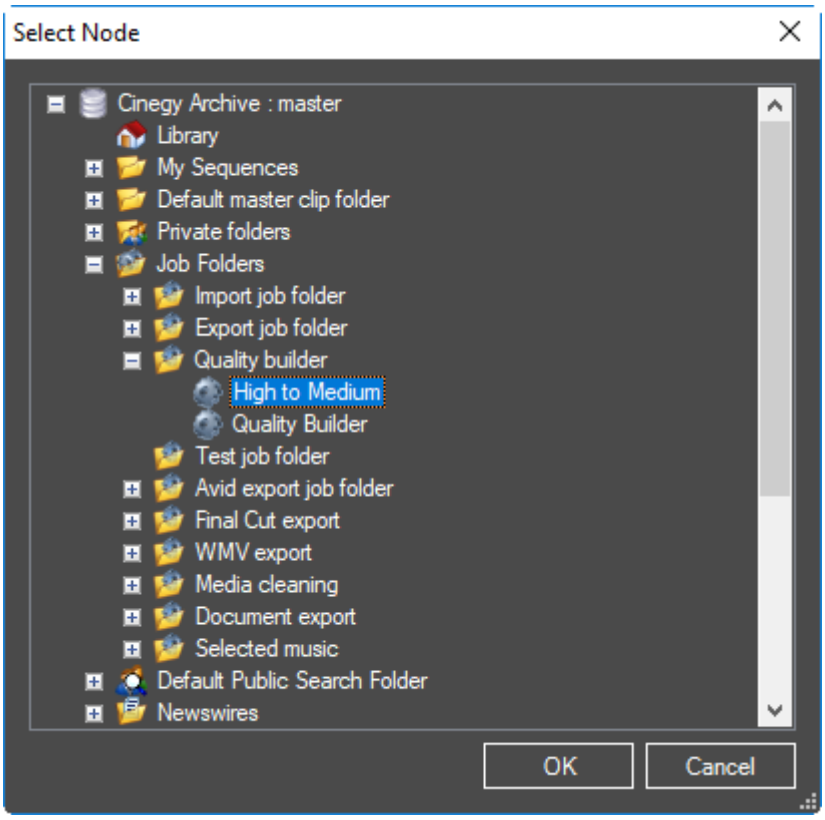


Refer to the **Quality Builder** paragraph in the **Cinegy Convert Manual** for details on the Quality Builder task type creation and configuration.

Audio CD Settings

Build Additional Qualities

To build extra qualities for the imported tracks, select the "Build additional qualities" checkbox and press the "Browse…" button to specify the required Cinegy Convert quality builder job drop target:



Press the "OK" button for confirmation.

Metadata Mapping Schema

The "Metadata Mapping Schema" field displays the schema assigned for the music import session. If the required schema is not found, the corresponding message will be displayed instead:

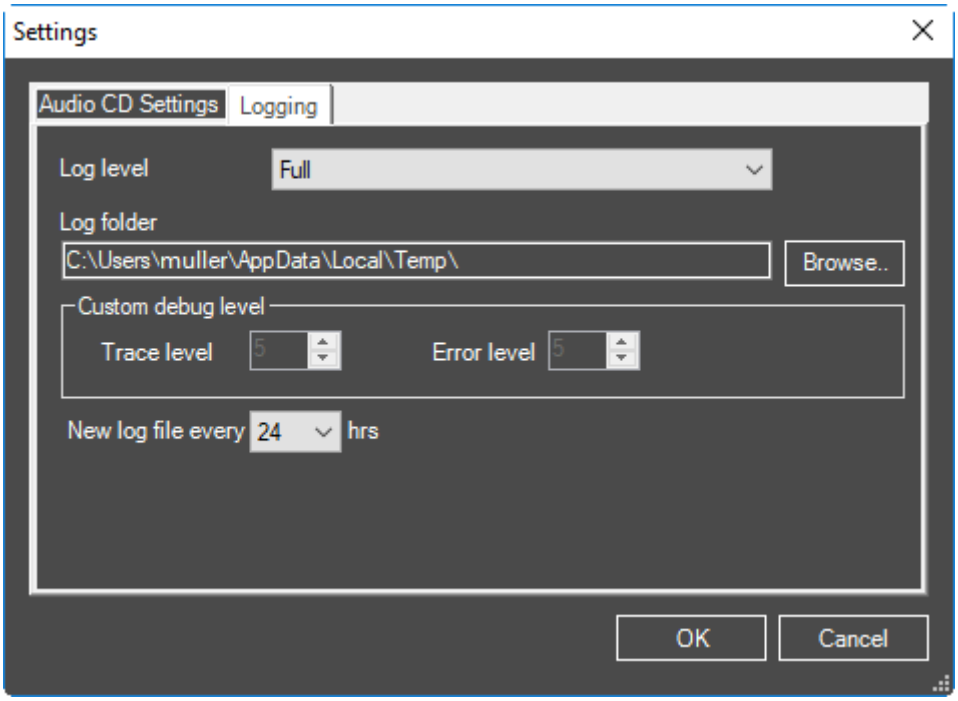




Refer to the **Metadata Mapping Schemas** article in the **Cinegy Archive Manager Manual** for details about the metadata schemas management via the metadata mapper editor.

Logging

On the "Logging" tab, set the logging parameters of your import session:



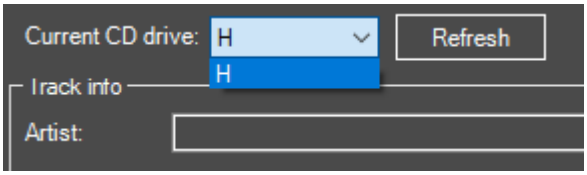
Here you can define the level of the import operation logging. The options available are full, partial, custom, or none for no logging. For the custom log level, you can manually choose the debug log level by changing the values of the trace level (0 – 10) and error level (0 – 10).

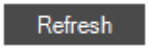
Press the "Browse…" button to define the folder where log files will be stored.

In the "New log file every" field, you can define how often a new log file is created.

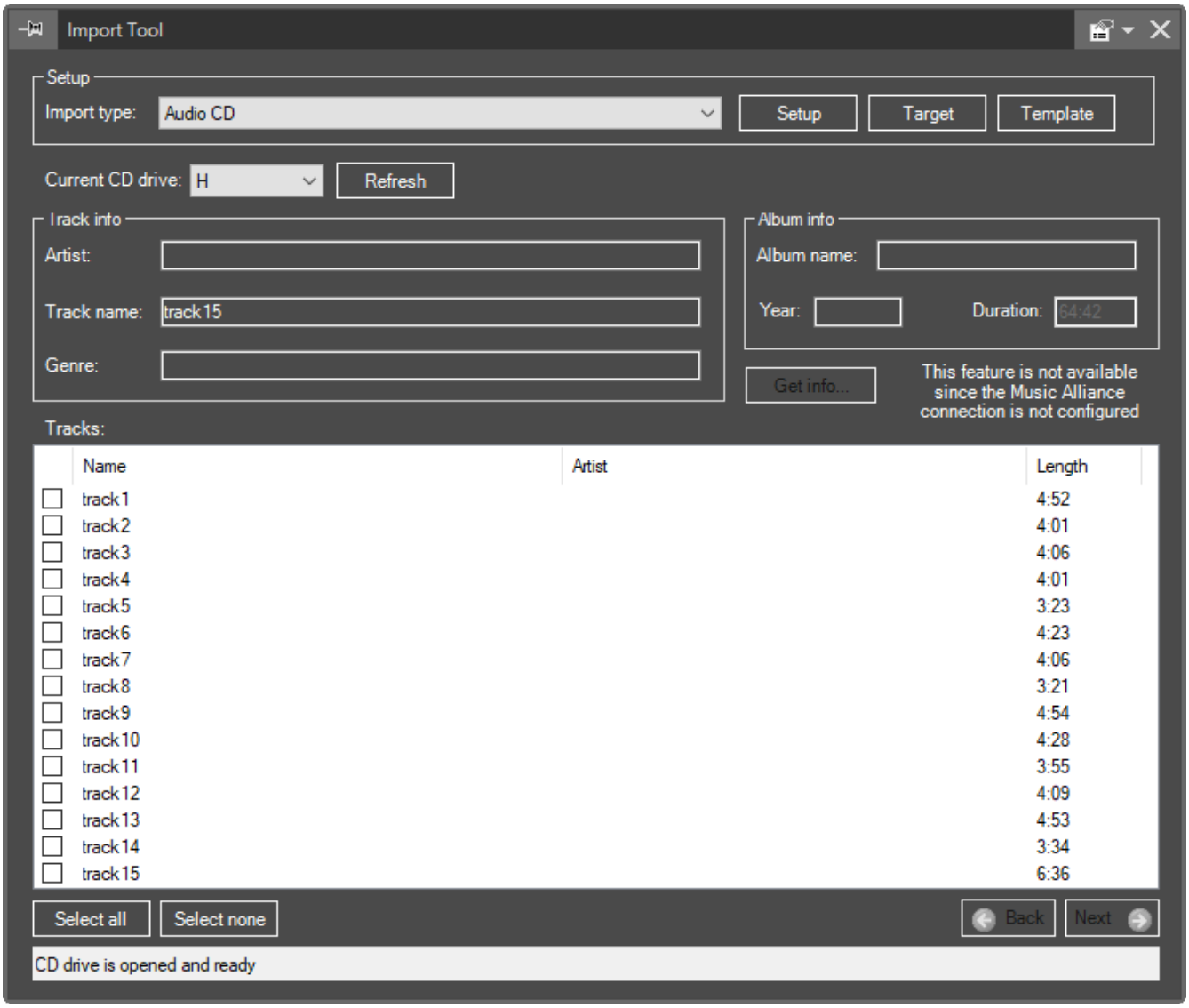
Audio Grabbing

Use the "Current CD drive" drop-down control to select the drive:





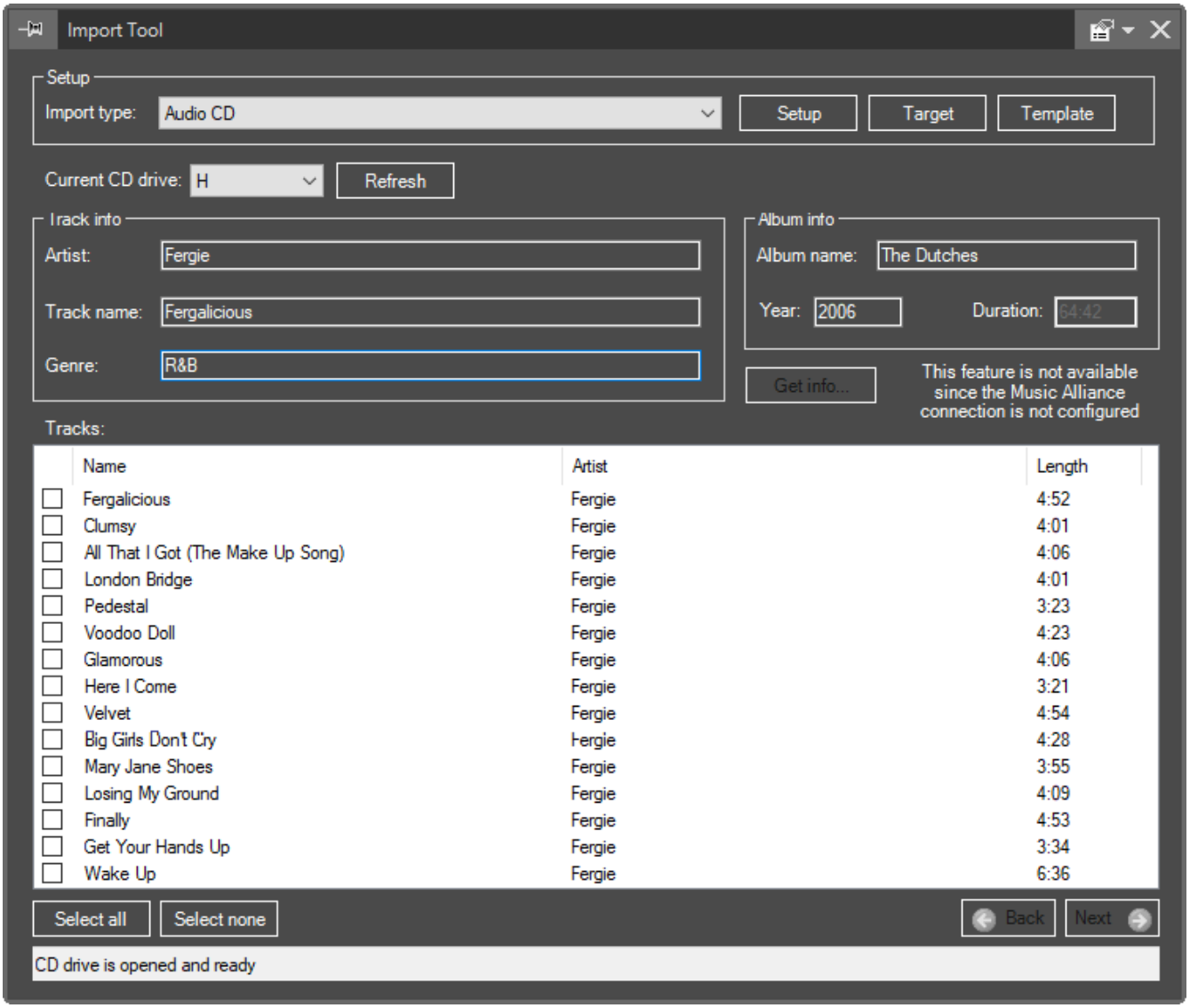
Select a disk and press the "Refresh" button. If the disk contains audio tracks, you will see them in the "Tracks" list:



The status of the CD drive is displayed in the field below the track list.

"Get info" is a deprecated functionality. It will be removed in future releases.

The retrieved music information will be logged to the corresponding fields in the import manager:



Enter the track and album information for your audio CD into the corresponding fields in the import manager. This music information will be logged to the corresponding metadata fields during import.

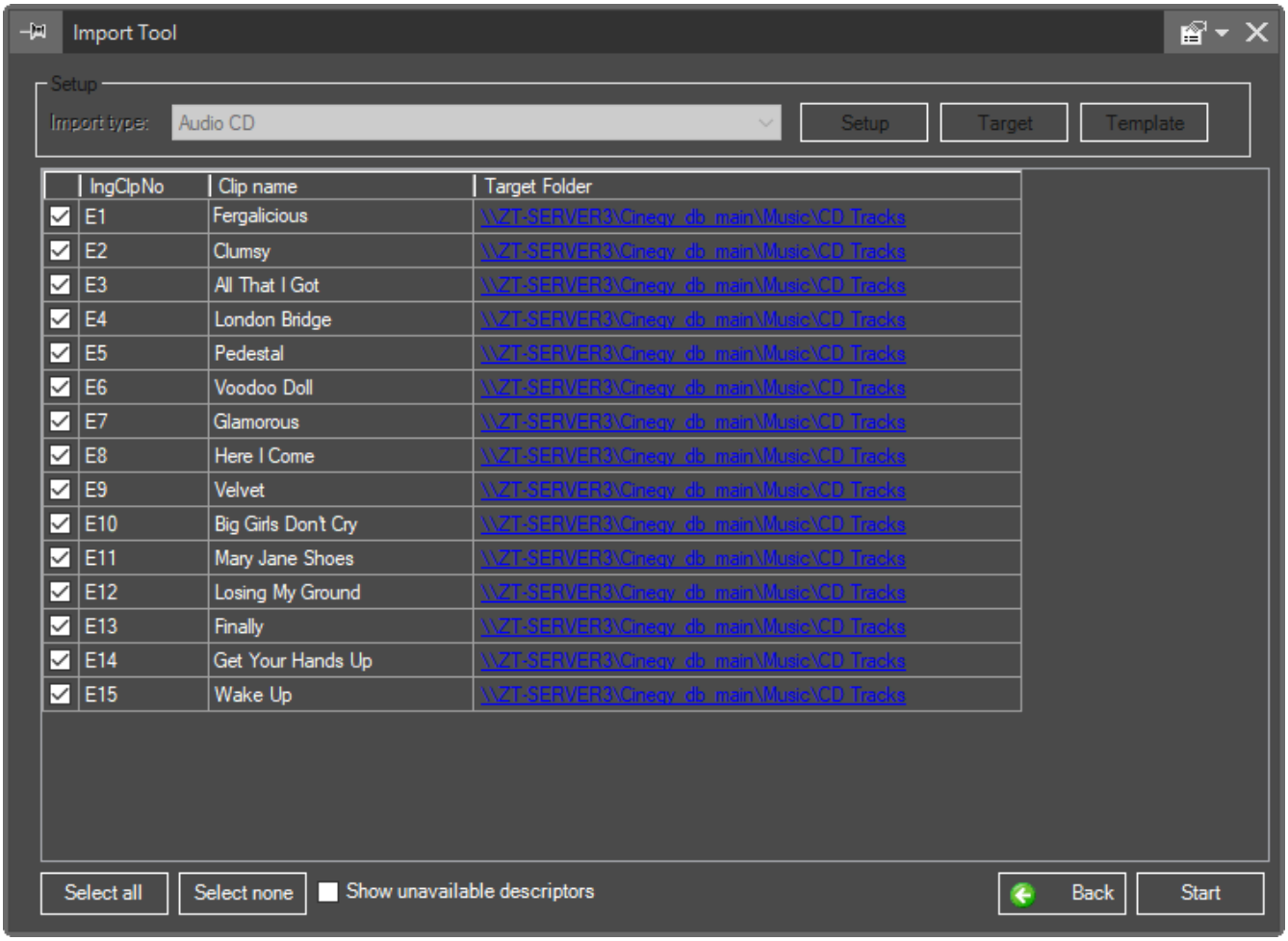
Select all — Select the required audio track(s) or use the "Select all" button to select all the tracks.

Select none — The "Select none" button will discard your selection.

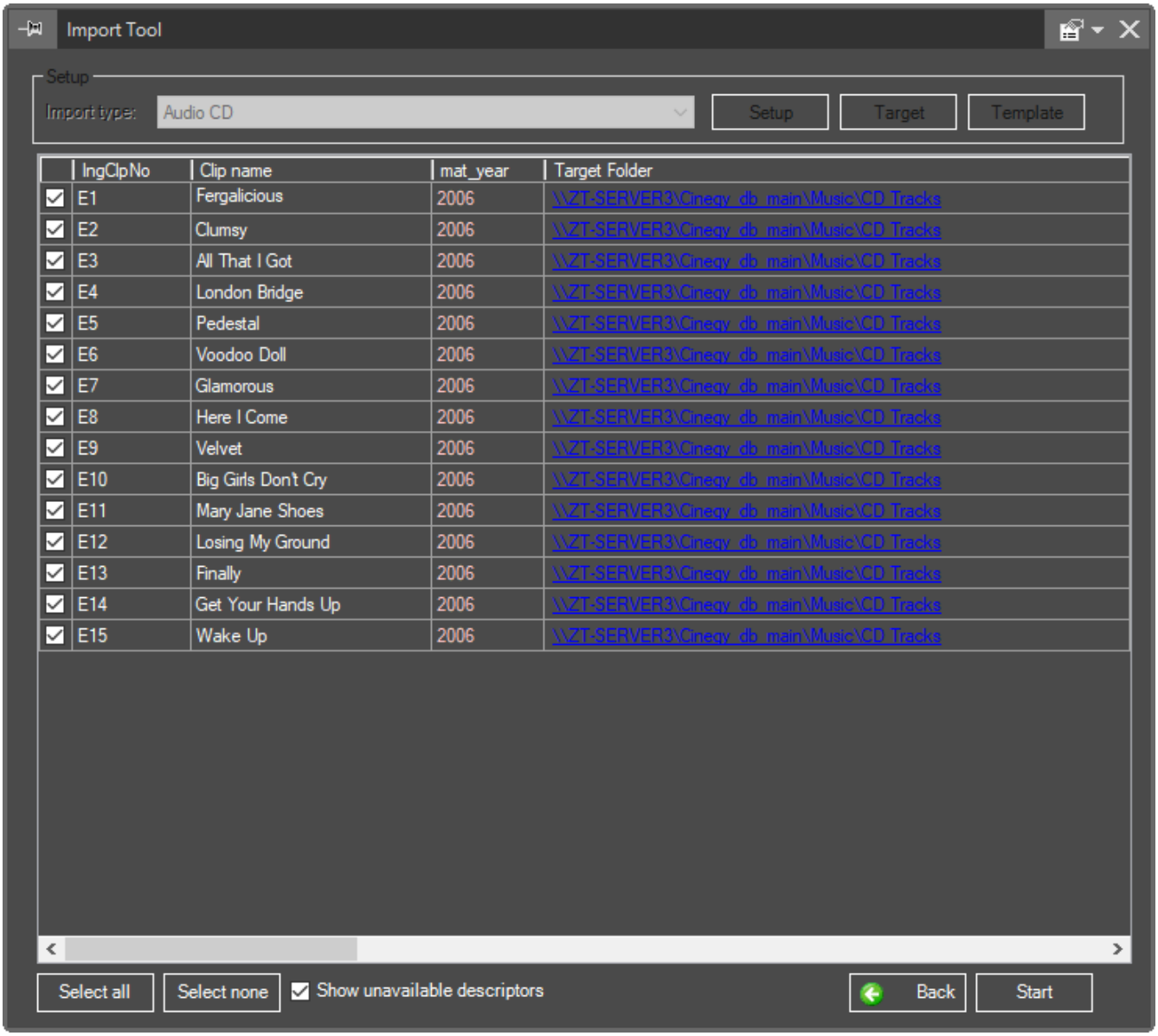
Next — Press the "Next" button to proceed with audio grabbing for the selected track(s).

Metadata Descriptors Management

You can manage the metadata descriptors on the second step of the import process:



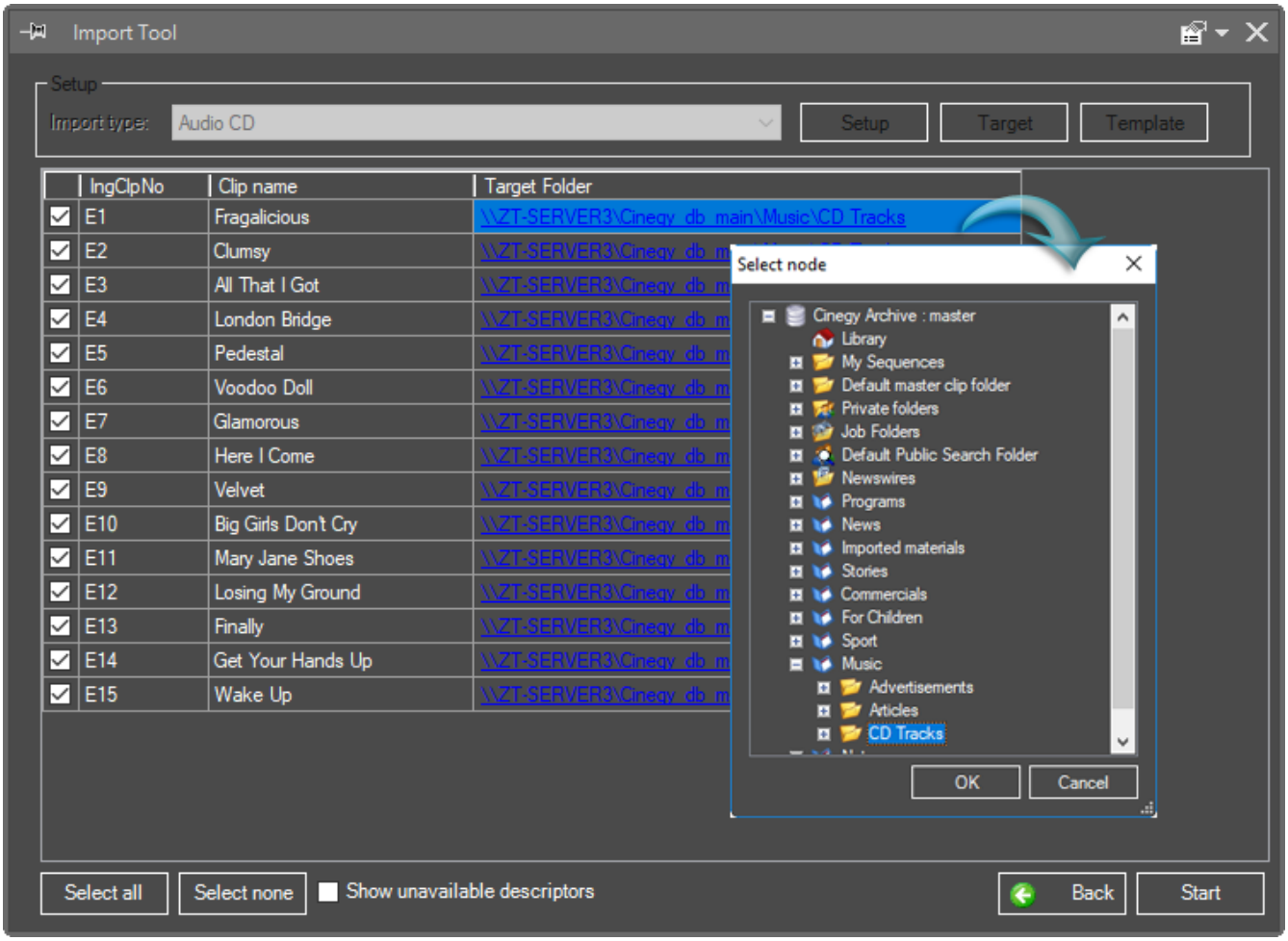
The "Show unavailable descriptors" checkbox appears if there are any schema metadata parameters that are not associated with the database metadata descriptors. To show unavailable descriptors, select the corresponding checkbox. The fields of unavailable descriptors are highlighted in pink:



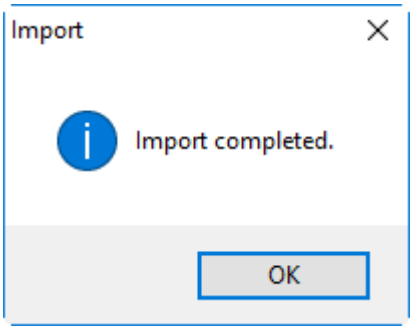
The unavailable metadata descriptors are ignored during the import. To enable them, create the corresponding descriptors via Cinegy Archive Manager as it is described in the **Descriptors, Presets** article within the same manual.

Here check the tracks to be imported or use the "Select all" button to select all the clips and edit the music information, if needed. Press the "Select none" button to discard your selection.

Furthermore, the destination folder for the imported media can be reassigned individually for each track in the rightmost "Target Folder" field:



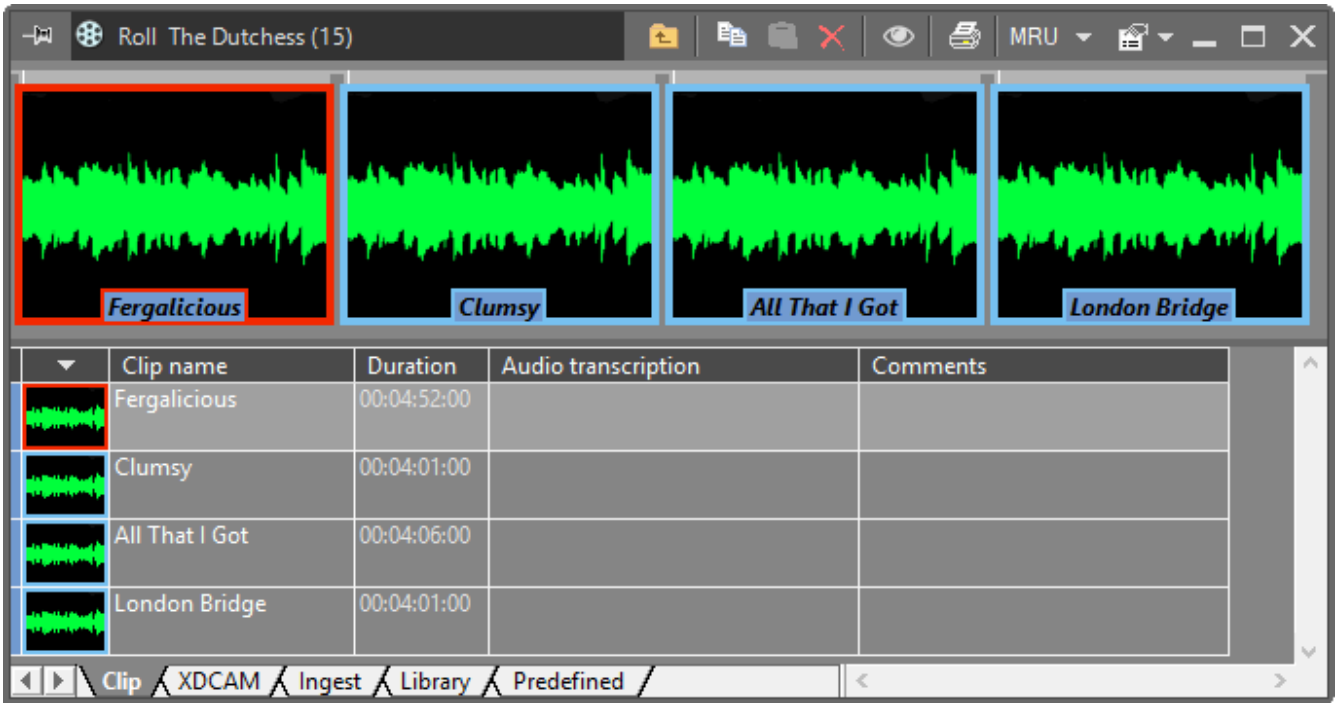
Start Press the "Start" button to start the import of the selected track(s). Once the import is completed successfully, the following message appears informing you about this:



The corresponding quality-building tasks will be created in the defined job drop target and Cinegy Convert will automatically process them according to the predefined settings.

Import Results

Once the import process is completed, the Roll containing all the track(s) imported as the master clip(s) together with the metadata retrieved from the web music database is created:

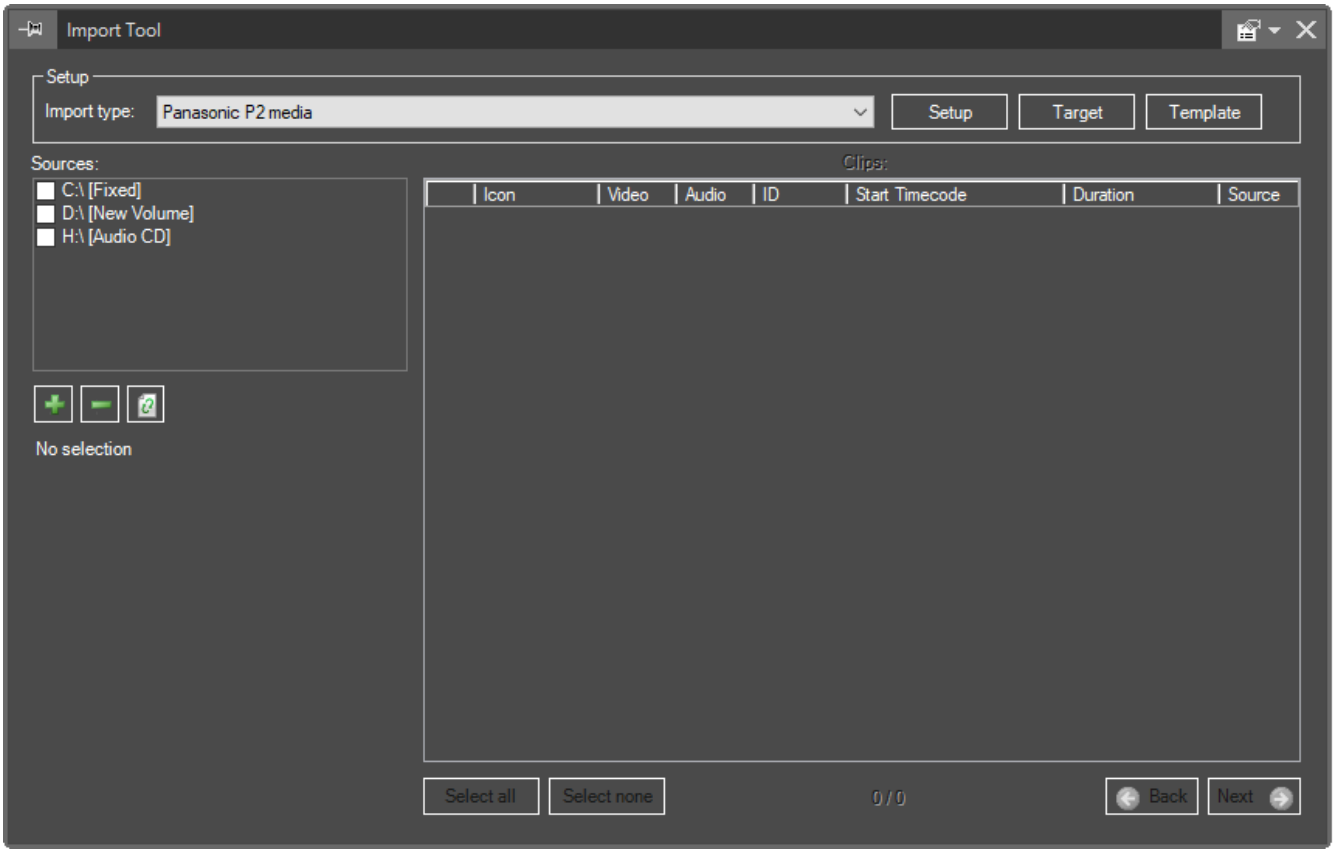


When more than one destination folder for the imported media is defined, the Rolls will be correspondingly created in the selected folders.

The Roll name is substituted by the music album name, while the name for each master clip is populated from the track name accordingly.

The metadata retrieved from the web music database is logged to the corresponding fields against the master clips. The relevant mapping for these metadata fields can be configured via Cinegy Archive Manager.

Panasonic P2 Media Import



The "Panasonic P2 media" plug-in allows the user to import the P2 card's video and audio content together with the associated metadata to the Cinegy Archive database through the common import process.

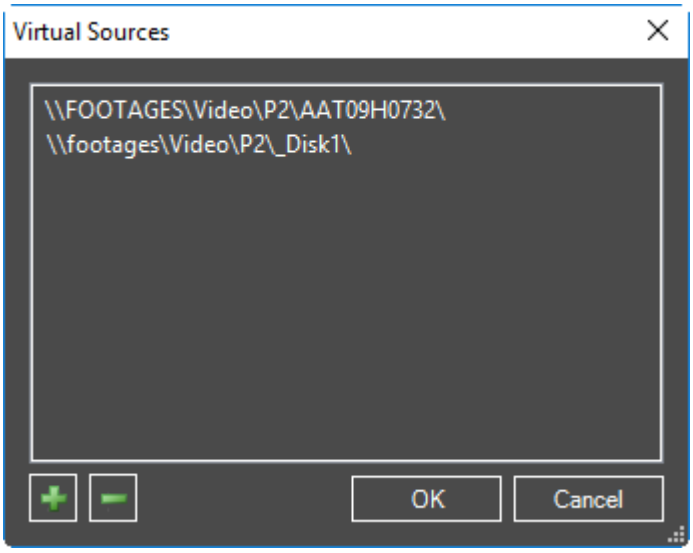


The configuration of "Panasonic P2 media" is similar to the "Audio CD" tool configuration.

P2 Import



The "Sources" field displays the list of your system drives. If you need to add or remove a virtual P2 card source (for example, network-shared storage with the P2 card content), press the corresponding button. The following dialog box appears:



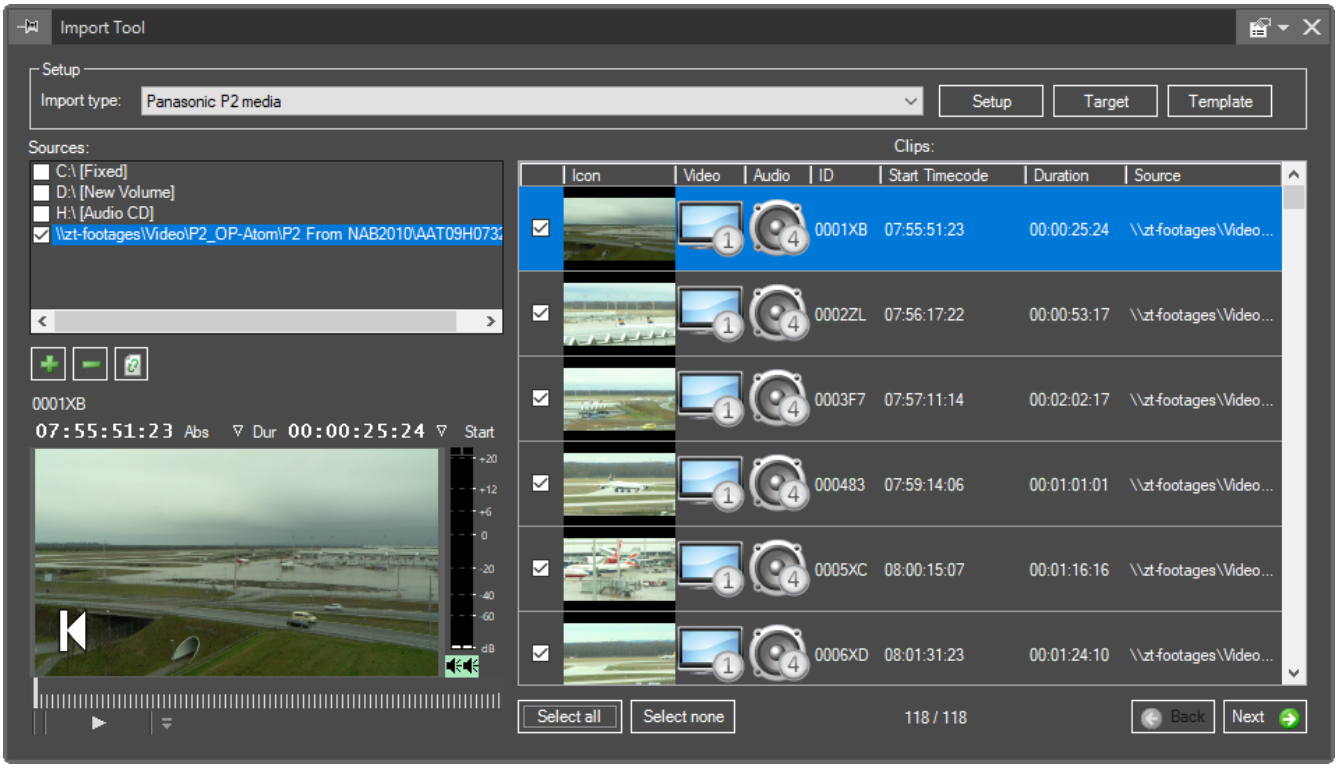
Use the + and − buttons to compose a list of virtual sources.

Press "OK" to add your virtual sources to the "Sources" list.

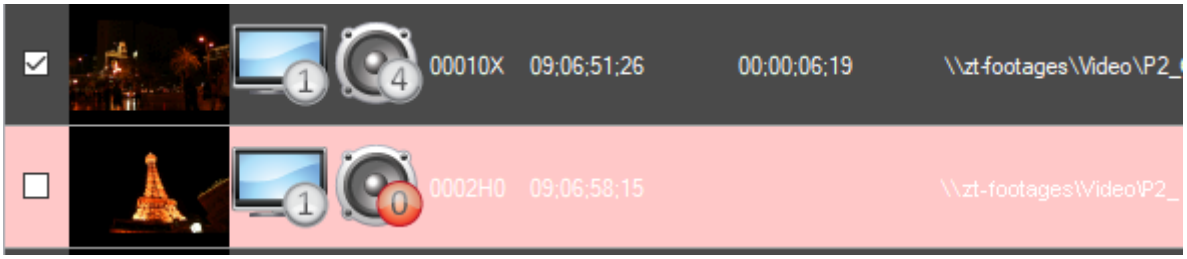


The "Refresh" button forces the "Sources" list to refresh.

In the "Sources" field, select the required P2 source or sources you want to load. If the P2 source is not selected, its content will not be used. The P2 cards' content will be loaded from the specified P2 sources automatically:



The icons in the "Video" and "Audio" columns inform the user about the presence or absence of audio and video content for each P2 clip. The red circle on the icon means the audio and/or video is not available. If audio or video is missing, the corresponding P2 source will not be available for the import:



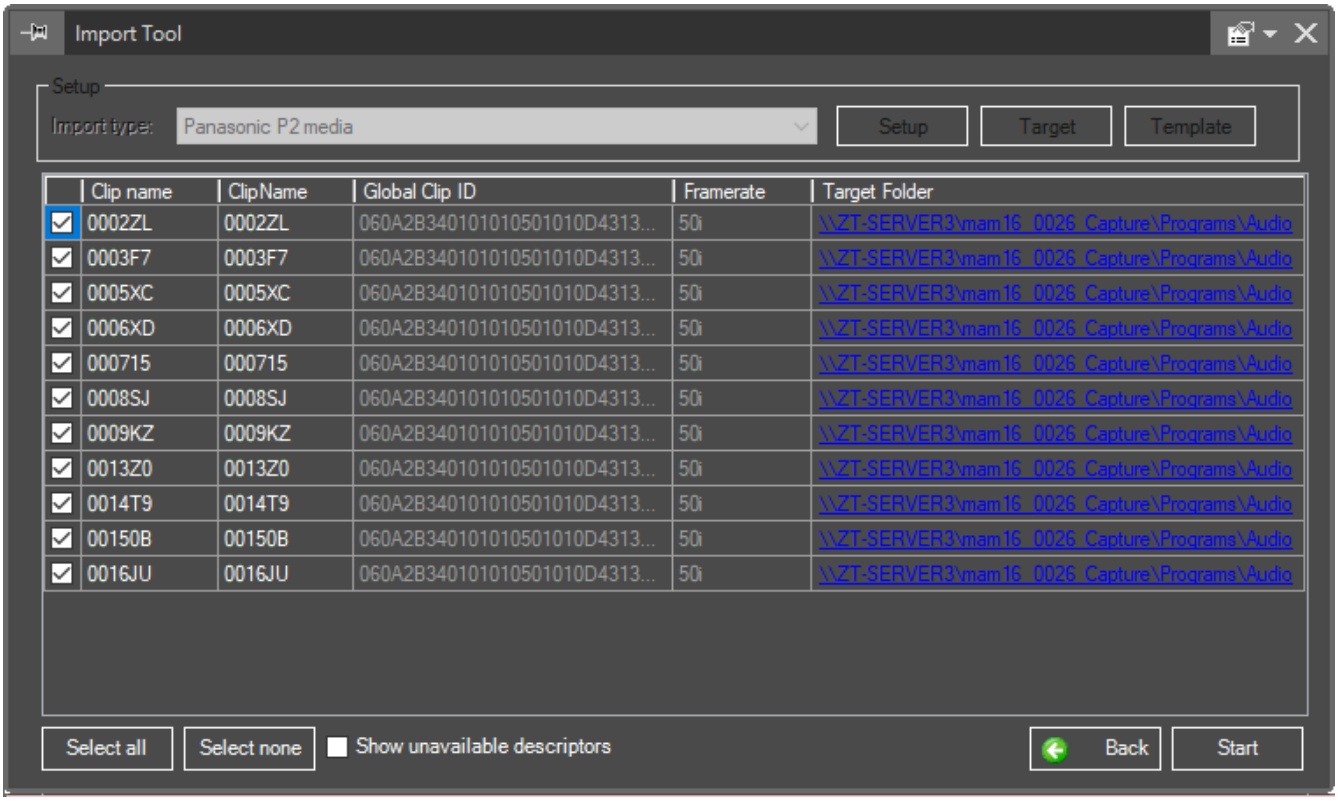
The number on the icons in the "Audio" and "Video" columns displays the number of tracks available in the corresponding P2 clip.

In the bottom left corner, there is Clip Viewer that allows you to preview the clip highlighted in the list.

Select all — Select the P2 clips you want to import, or use the "Select all" button to select all the clips.

Select none — Press the "Select none" button to discard your selection.

Next — Press the "Next" button to proceed with the P2 import for the selected clip(s):



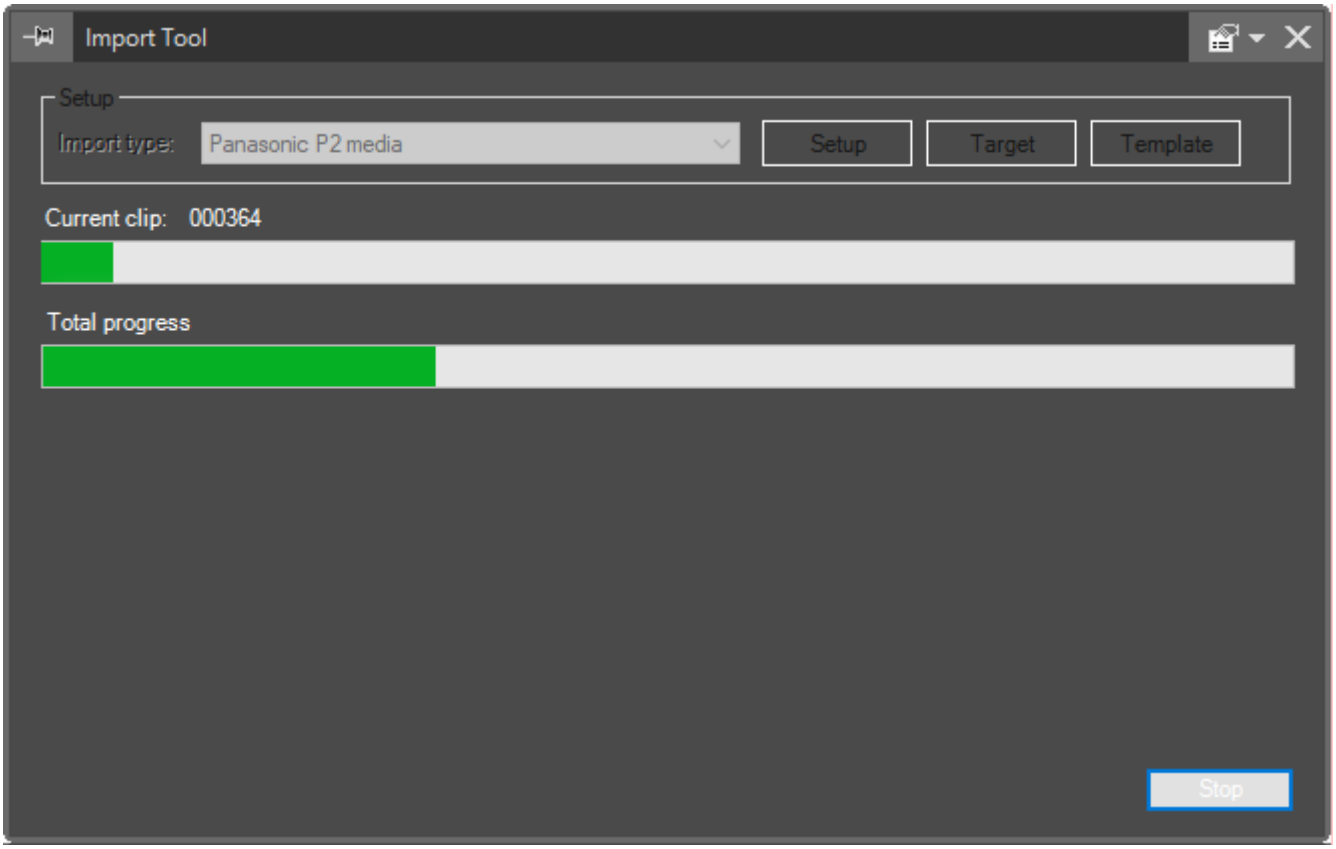
The metadata fields assigned in Cinegy Archive Manager with read-only permission are highlighted with a gray background and cannot be changed. Other metadata fields can be edited according to your needs directly in the "Import Tool" dialog.

Refer to the **Metadata Descriptors Management** paragraph for details about the importing process.

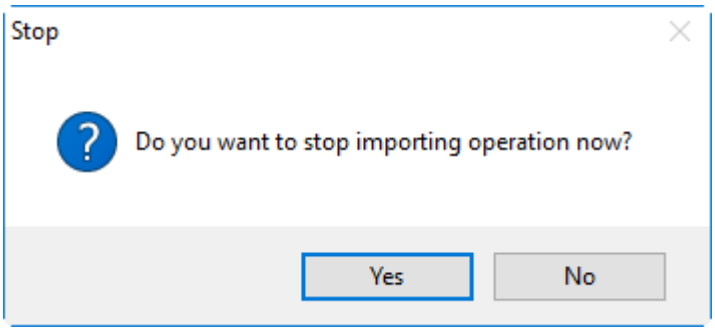
Here select the P2 clips to be imported and edit their metadata, if needed. The destination folder can be reassigned individually for each clip in the rightmost "Target Folder" field.

Start

Press the "Start" button to start the import of the selected clip(s). The import progress for each P2 clip will be indicated with the following progress bar:

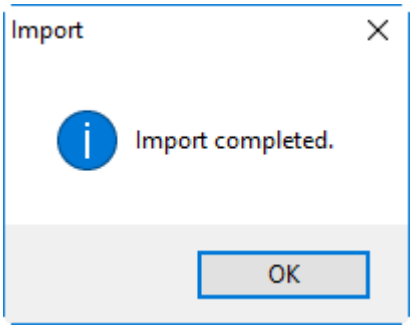


Stop Press "Stop" to stop the P2 import process. You will be asked to confirm your decision:



Press "No" to complete the current clip importing and then stop the operation. To stop the importing process, press "Yes".

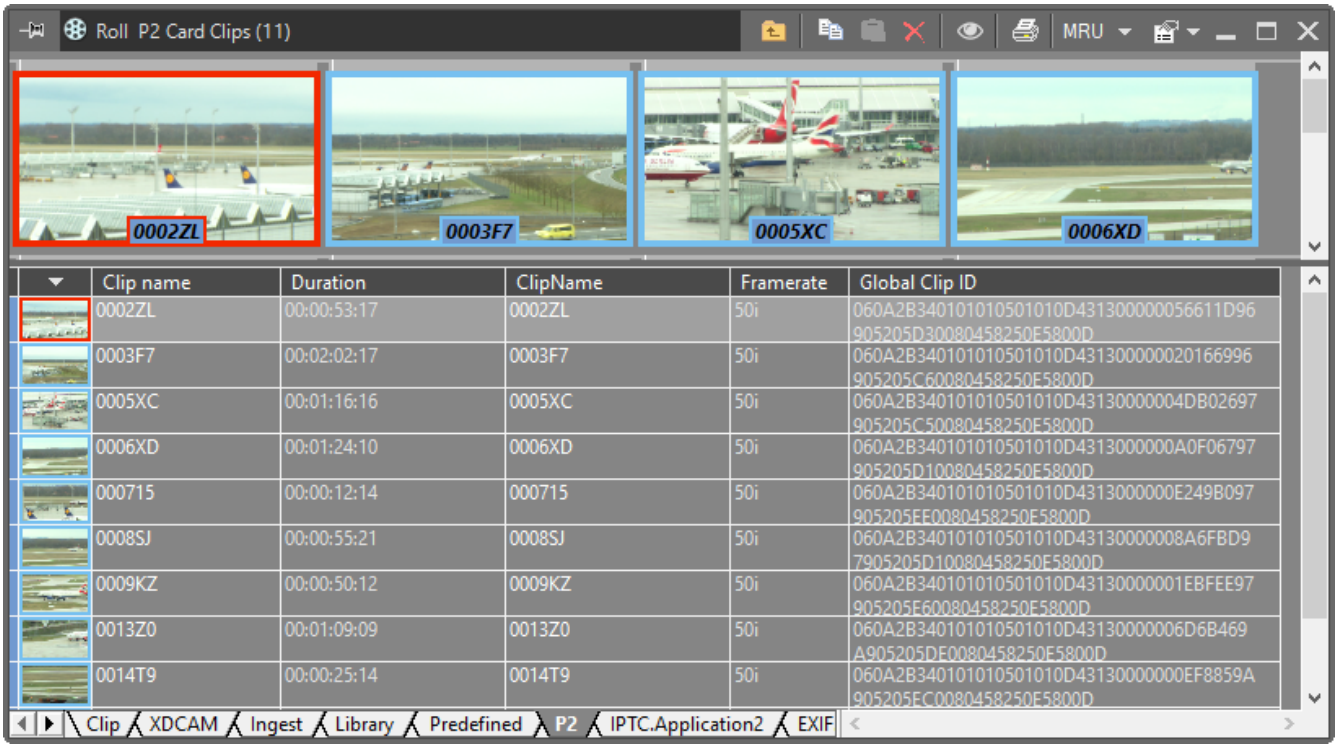
Once the P2 import is completed successfully, the following message appears informing you about the number of clips that were imported successfully:



You can start using the media material which is still being imported.

Once the import process is completed, the Roll containing all the P2 clips imported as the master clip(s), together with the

associated metadata, is created in the defined folder:

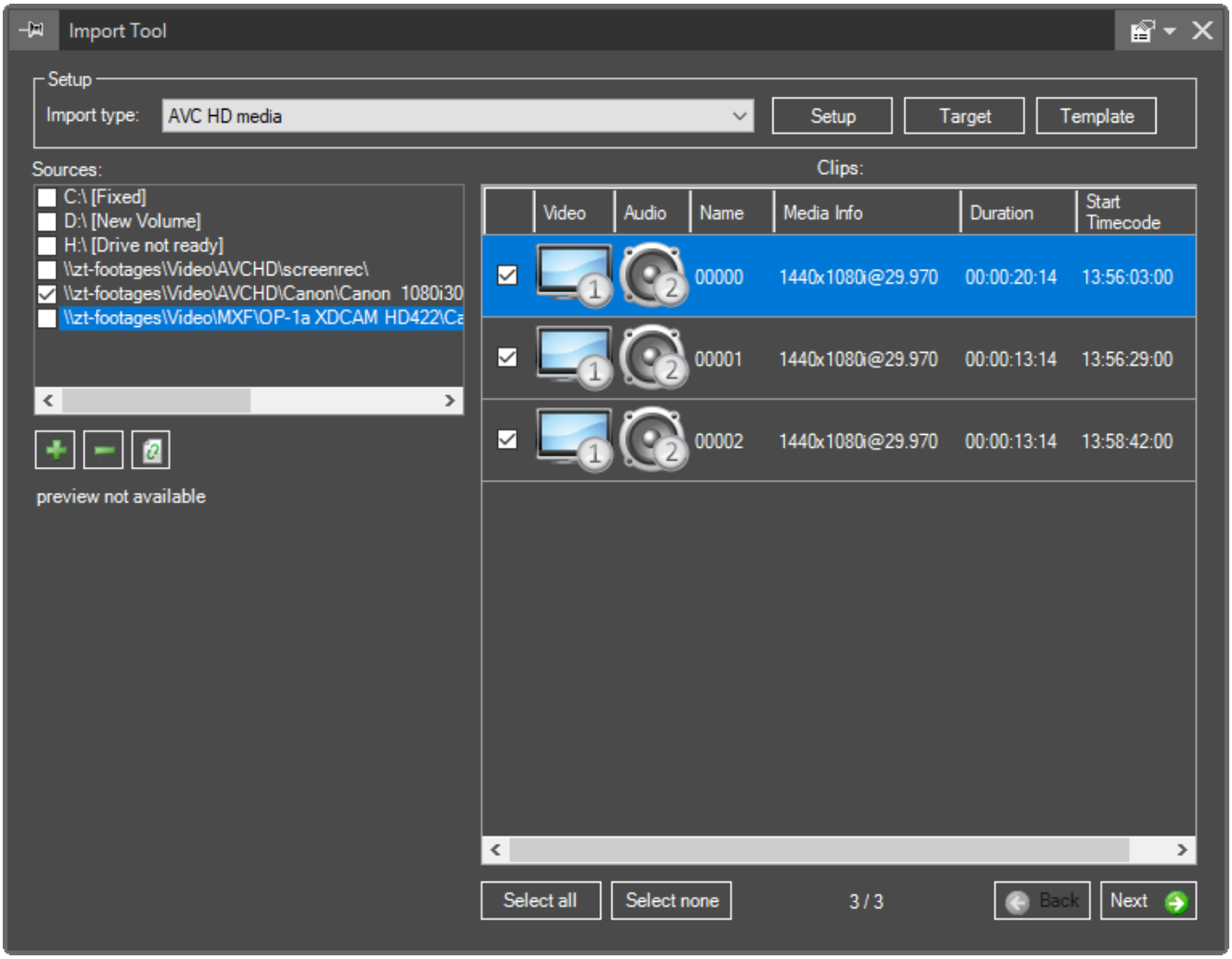


When more than one destination folder for the imported media is defined, the Rolls will be correspondingly created in the selected folders.

AVC HD Import

The "AVC HD media" plug-in is in the beta stage.

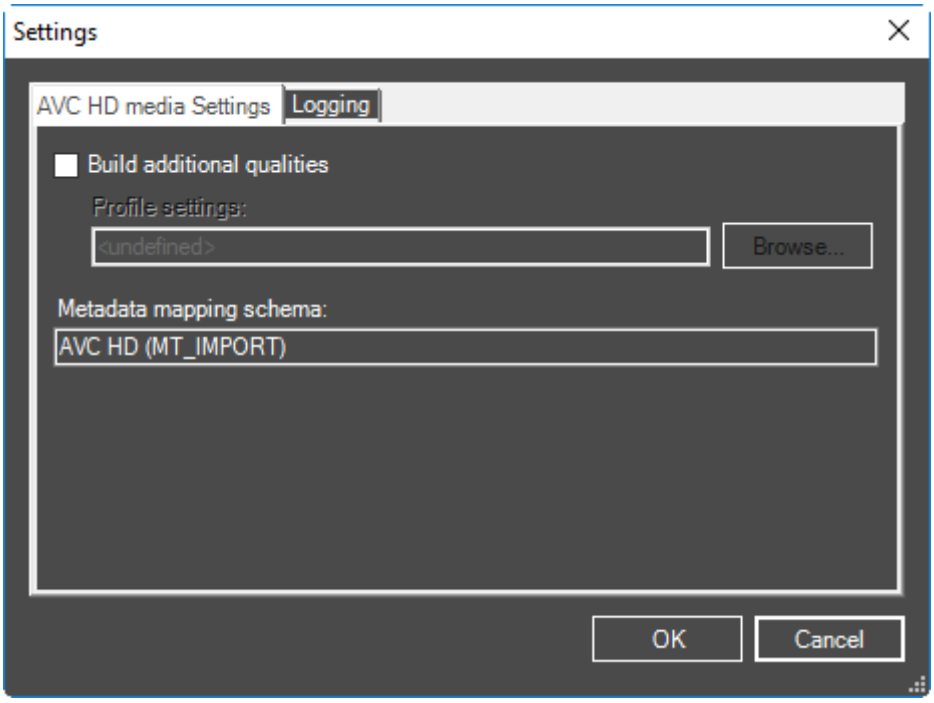
The "AVC HD media" plug-in provides the user with the ability to import the AVC HD files together with the associated metadata into the Cinegy Archive database through the common import process.





Use these buttons to add the AVC HD file(s) clips from your local drive(s) or network-shared storage and/or remove them from the "Sources" list.

The configuration settings of the AVC HD media import are as follows:



In this dialog, you can configure the AVC HD media settings and logging parameters of your import session in the same way as it is done for the Audio CD Import.

Select all Select the AVC HD file(s) you want to import or use the "Select all" button to select all the files.

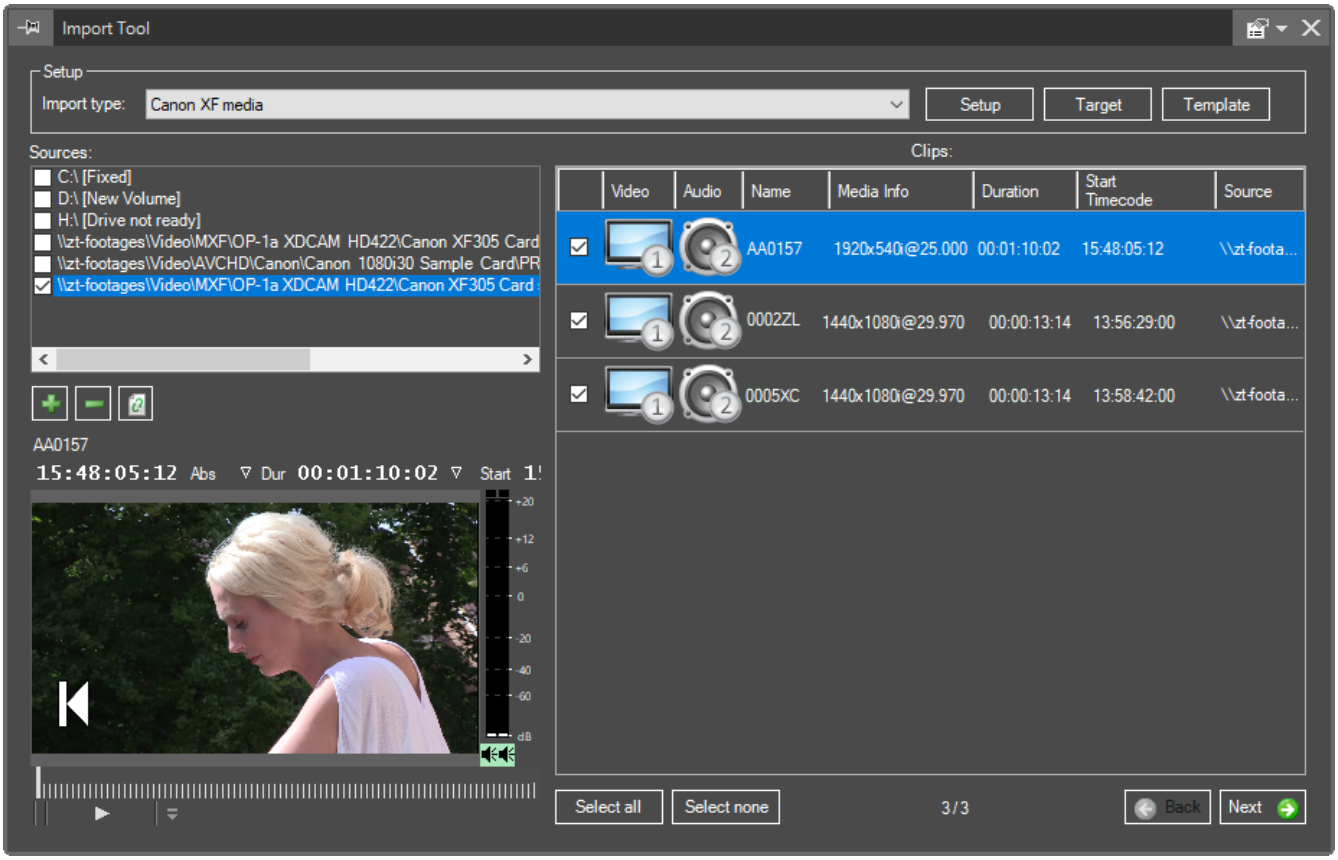
Select none Press the "Select none" button to discard your selection.

The configuration and import process management of the "AVC HD" plug-in is the same as for the Panasonic P2 Card tool.

Refer to the **Metadata Descriptors Management** paragraph for information on the import plug-ins management.

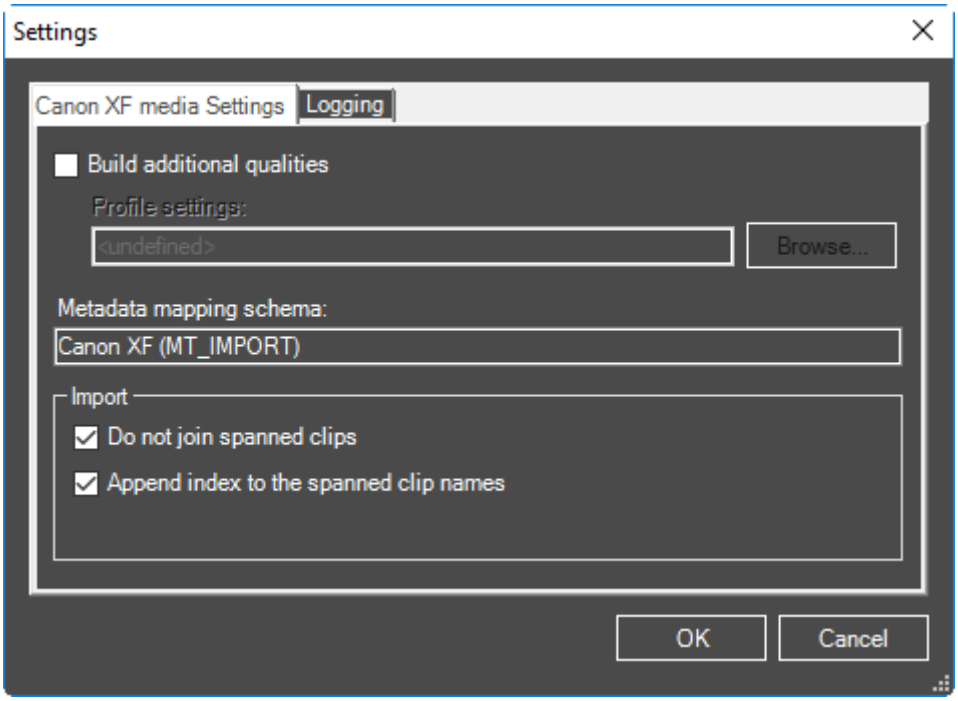
Canon XF Import

The "Canon XF media" plug-in provides the user with the ability to import the Canon XF card's video and audio content together with the associated metadata into the Cinegy Archive database through the common import process.



Use these buttons to add the Canon XF media clips from your Canon device(s), local drive(s), or network-shared storage, and/or remove them from the "Sources" list.

The configuration settings of the Canon XF media import are as follows:



The "Do not join spanned clips" option allows you to keep the clips spanned and be imported as separate clips afterward. When disabled, the spanned clip segments will be imported as a single clip. This option should be used only in case you are planning to use the batch import of high-quality clips after exporting the material from Cinegy Archive to Avid Media Composer.

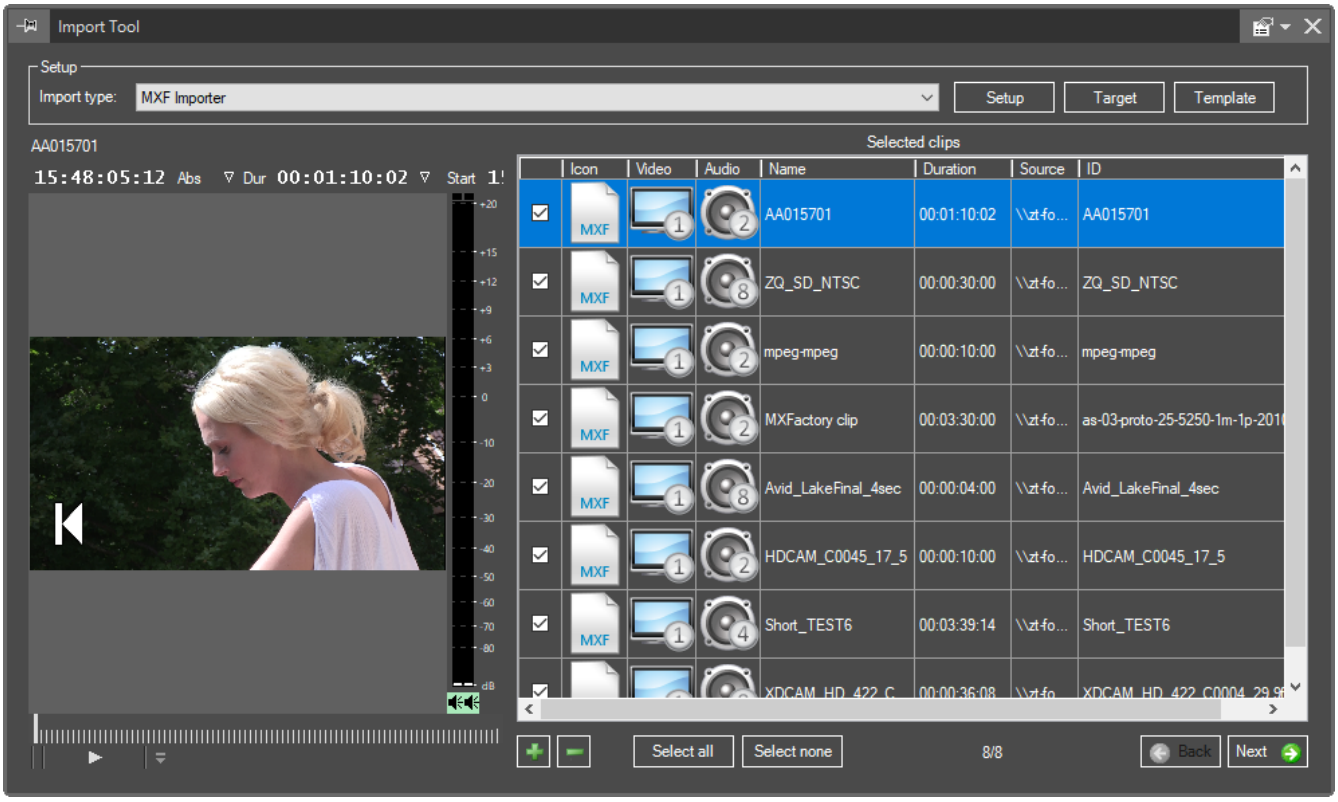
Choose the "Append index to the spanned clip names" option to add a consecutive index number to the imported clip name along with the ".mxf" extension to match the original file name, for example, AA00401.MXF, AA00402.MXF, and so on.

The import process management of the "Canon XF Import" plug-in is the same as for the Panasonic P2 Card tool.

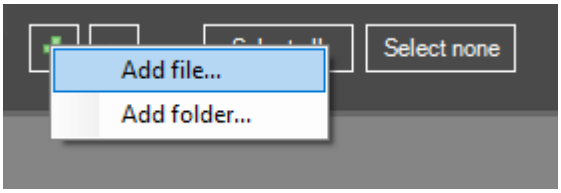
Refer to the **Metadata Descriptors Management** paragraph for information on the import plug-ins management.

MXF Import

The "MXF Importer" plug-in provides the user with the ability to import the MXF files together with the associated metadata into the Cinegy Archive database through the common import process.



Use the button to add the MXF file(s) or folder(s) from your local drive(s) or network shared storage by choosing the corresponding option from the drop-down menu:

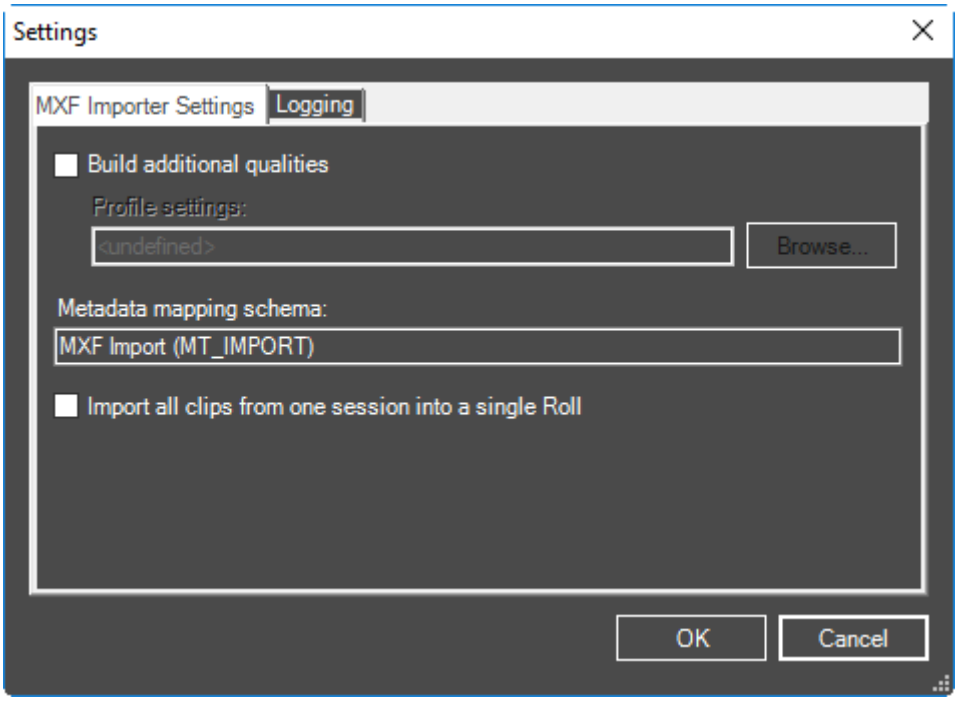


Use the button to remove the MXF file(s) or folder(s) from the "Selected clips" list.

On the left side of the window, there is Clip Viewer that allows you to preview the clip highlighted in the list.

Preview of MXF OP1a media files containing generic H.264 / AVC Long GOP essence is not currently available.

The configuration settings of the MXF import are as follows:



In this dialog, you can configure the MXF importer settings and logging parameters of your import session in the same way as it is done for the Audio CD Import.

To enable registering all the clips of the same TV format in one import session within a single Roll, select the "Import all clips from one session into a single Roll" checkbox.

Select all — Select the MXF file(s) you want to import or use the "Select all" button to select all the files.

Select none — Press the "Select none" button to discard your selection.

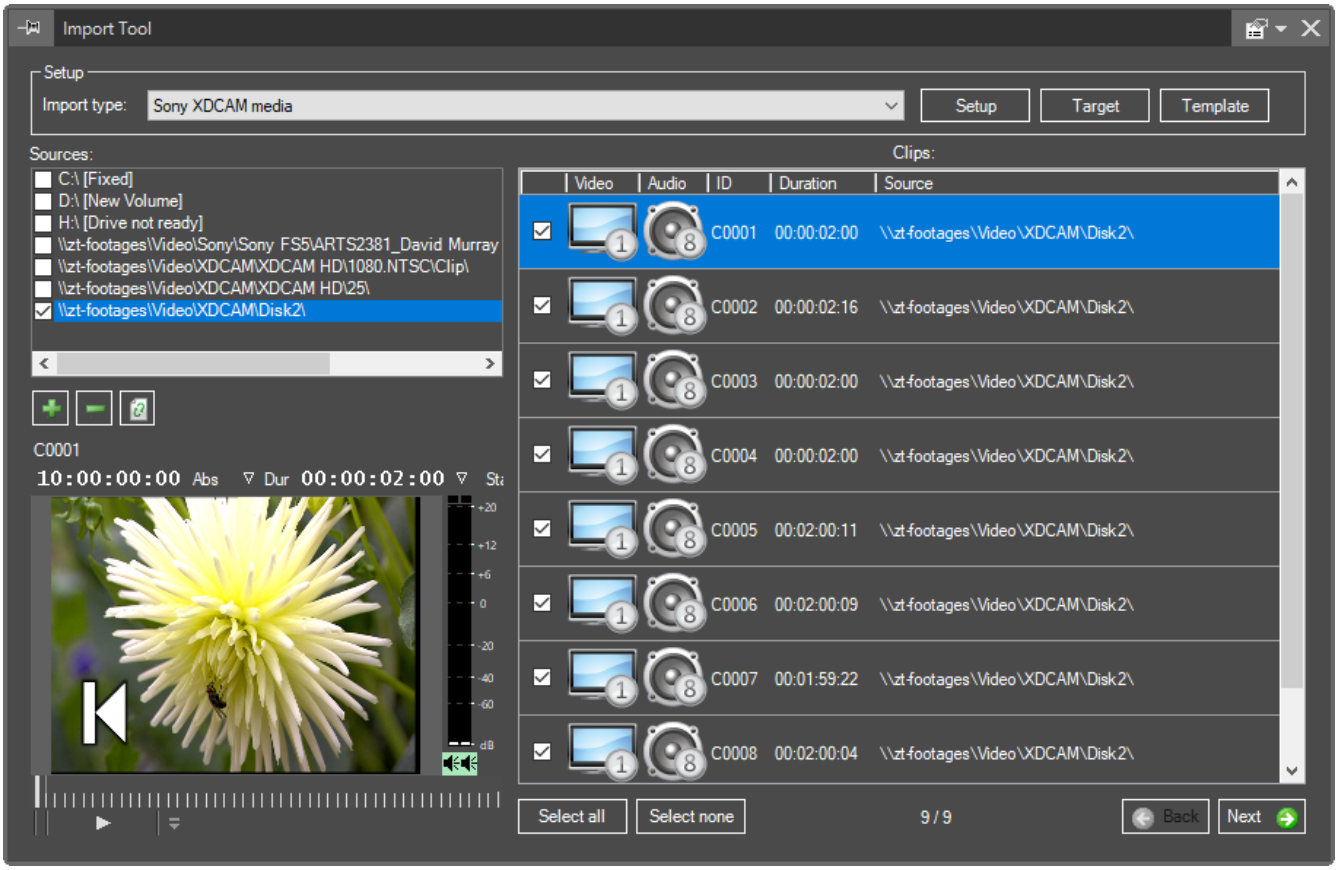
The configuration and import process management of the "MXF Importer" plug-in is the same as for the Panasonic P2 Card tool.

Refer to the **Metadata Descriptors Management** paragraph for information on the import plug-ins management.

Sony XDCAM Media Import

The "Sony XDCAM EX Disk" functionality is similar to the Sony XDCAM Disk.

The "Sony XDCAM media" plug-in provides the user with the ability to import the Sony XDCAM media video and audio content together with associated metadata into the Cinegy Archive database through the common import process.



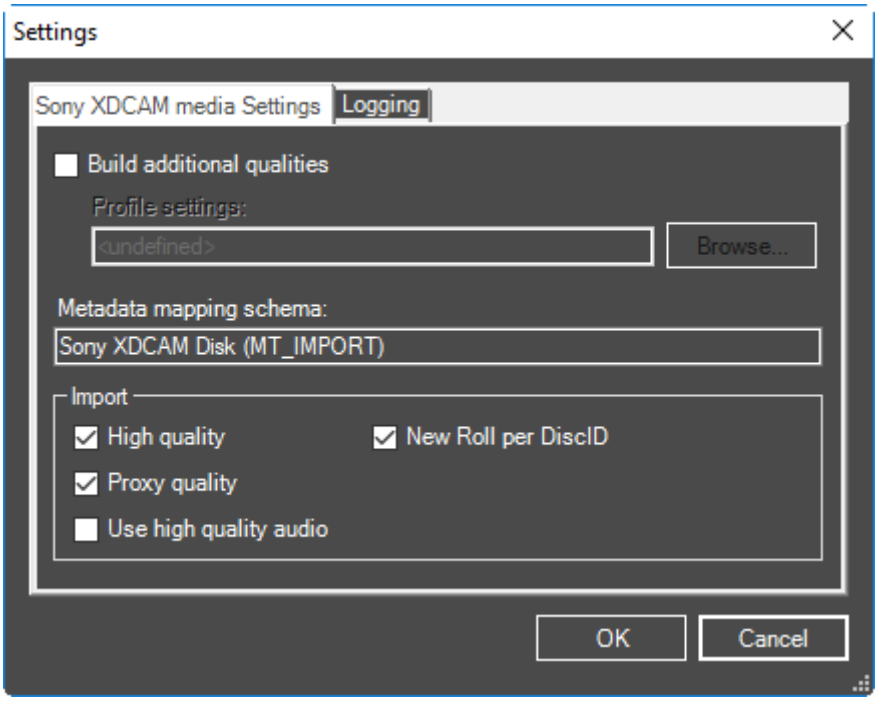
The interface, configuration, and import process management of the "Sony XDCAM media" plug-in are similar to the Panasonic P2 Card tool.



Refer to the **Metadata Descriptors Management** section for information on the import plug-ins management.

For the Sony XDCAM media import tool, it is possible to define the required media qualities to be imported.

Within the "Import" configuration, select the corresponding checkbox(es):



- **High quality** – only high-resolution footages will be imported for the currently selected clip(s).
- **Proxy quality** – only low-resolution footages will be imported for the currently selected clip(s).
- **Use high-quality audio** – low-resolution video footages will be imported along with the high-quality audio footages for the currently selected clip(s).
- **New Roll per DiscID** – when this option is enabled, all the clips of the same TV format, disk ID, and target folder will be imported into a separate Roll. The Roll name will include a certain disk ID postfix.

Export to Avid Media Composer

If you are importing the material and building the proxy quality for further transferring to Avid Media Composer, you have to define the User disk ID for your XDCAM disks. This field will be automatically imported to Cinegy Archive and transferred to Avid Media Composer on export. If this field is empty, the batch import functionality will not work on the Avid Media Composer side.

1.22 Logging

Basic Logging Functionality

The basic way of logging is to create new subclips in a Roll and then add metadata to the new clips.

1. Open an "entire" master clip in a Roll.
2. Set an In point and an Out point.
3. Press the "Make subclip" button to create a new master clip in the Roll.
4. Edit the necessary fields in the new master clip.

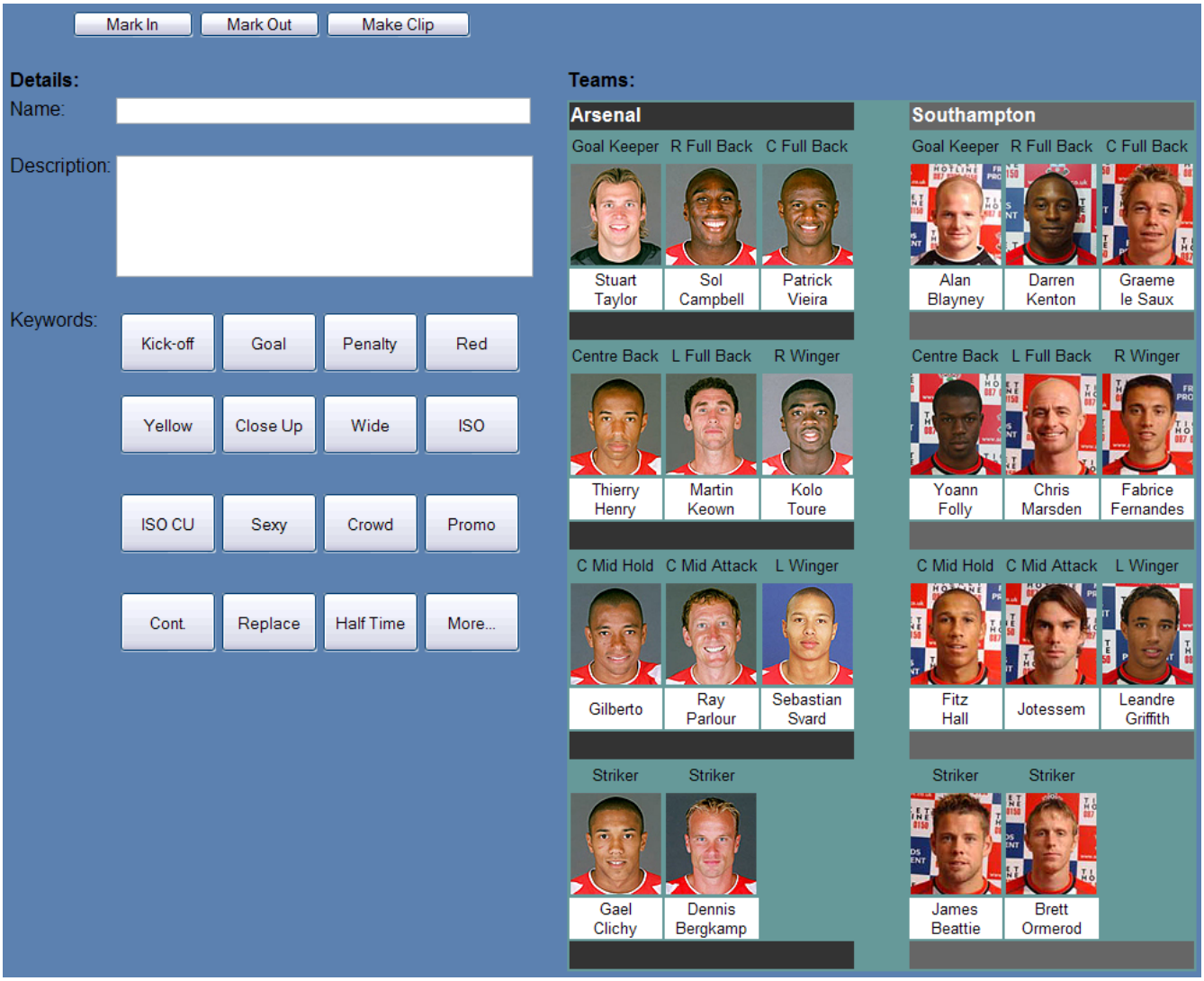


You need to have appropriate rights to edit the Roll for the creation of a new master clip.

Logging Plug-in

More advanced logging is done with the Logging plug-in, using dedicated logging templates customized for the specific task and material type.

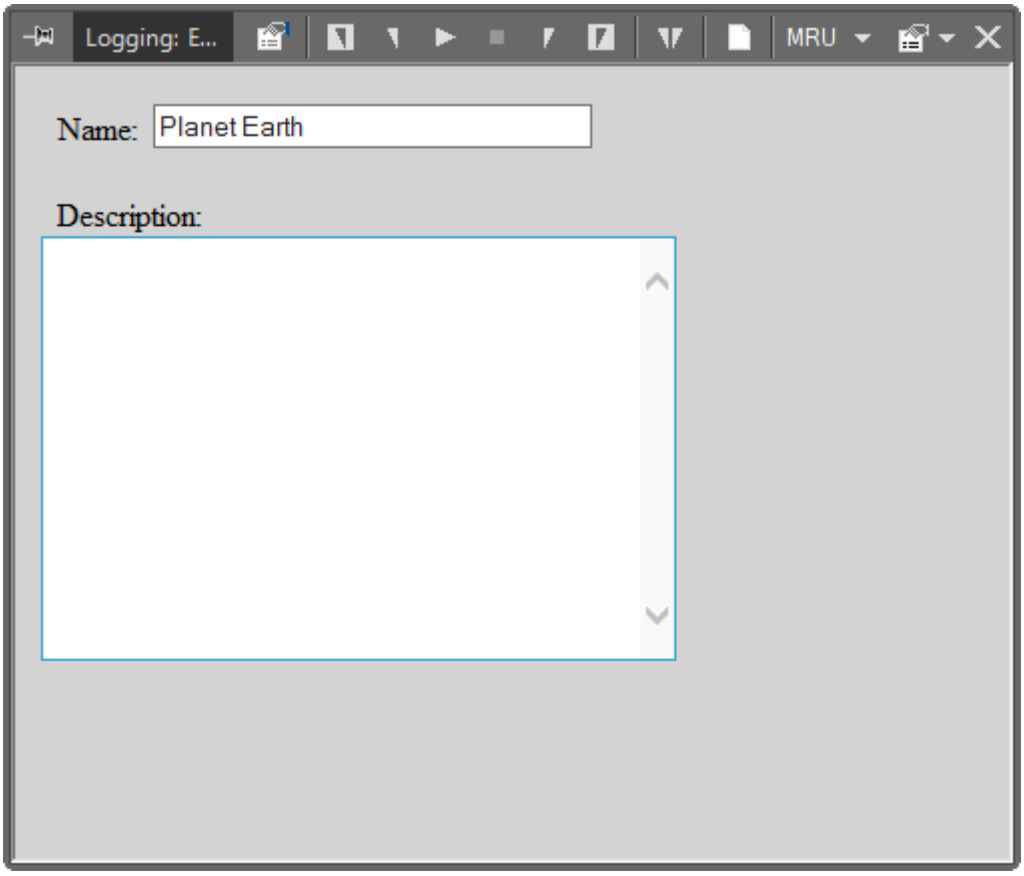
For example, a set of players' portraits can be used for soccer logging, making it possible to choose the players visually instead of typing the names. This approach works especially well with a touchscreen.



The Logging Procedure

To start logging an "Entire…" master clip in a Roll:

1. Right-click the "Entire…" master clip.
2. Choose the "Start logging" command from the menu.
3. The "Logging" window appears:



A sample logging template in the logging window

The layout of the "Logging" window is completely driven by the selected logging template.

The Logging Window

Many of the controls in the "Logging" toolbar duplicate the functions from Sequence Viewer, which is used together with the "Logging" window to view the material selected for logging.



The controls are (from left to right):

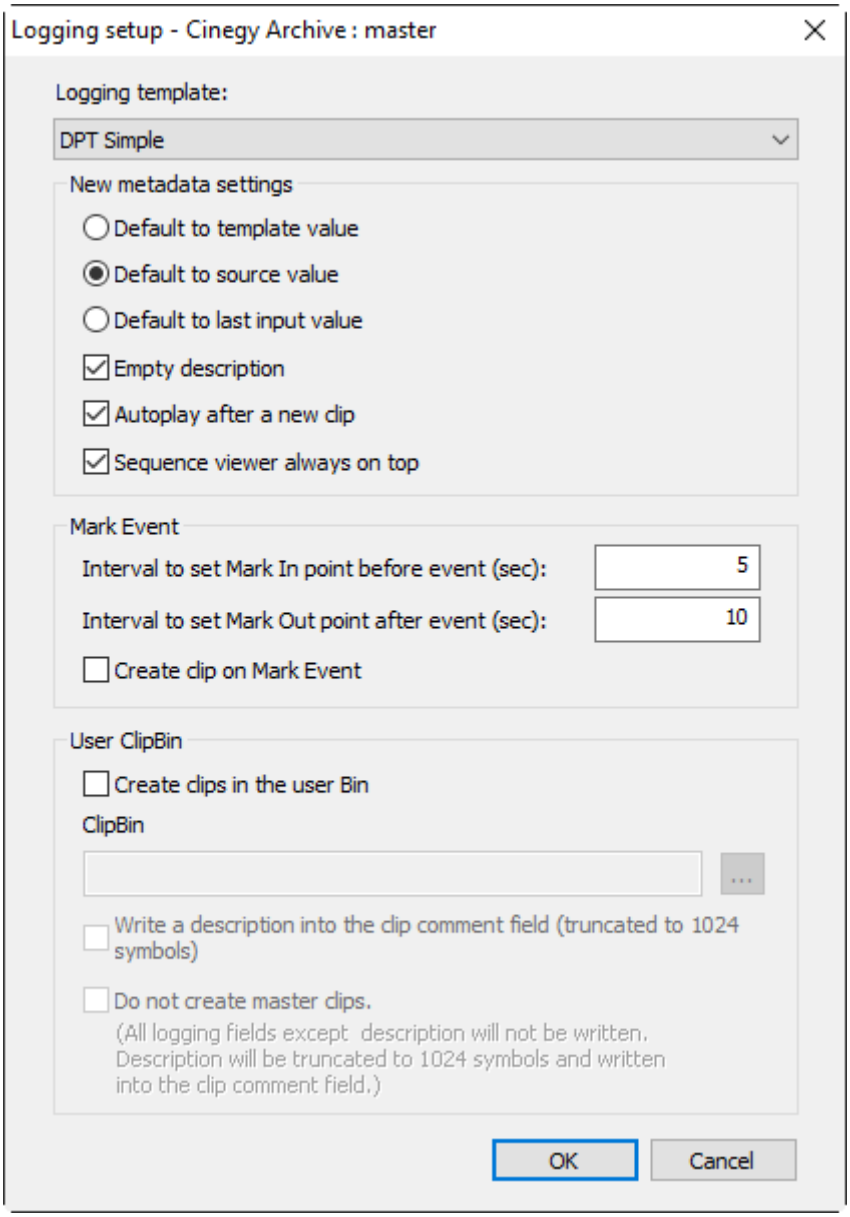
- Setup
- Clear the In mark
- Set the In mark
- Play
- Stop
- Set the Out mark
- Clear the Out mark
- Mark event
- Create a new clip
- MRU (Most Recently Used)
- The main menu of the plug-in

Selecting a Logging Template

Before you start the logging process, you will need to choose the logging template you would like to use for the logging session. The logging templates are HTML files, registered in the system. A designated HTML programmer creates and registers the templates according to the needs of your organization.

To start working with a logging template, perform the following:

1. Select the "Setup" command from the main menu of the logging plug-in or press the "Setup" button in the window toolbar.
2. The "Logging setup" dialog box appears:



3. Select your template from the drop-down list of available templates.
4. Choose the behavior of the edit boxes when creating a new clip in the "New metadata settings" section of the template setup:
    - **Default to template value** – the default value from the template will be used.
    - **Default to source value** – the value from the master clip that is being logged will be used.
    - **Default to last input value** – the value from the previous clip will be used.
    - **Empty description** – if the option is enabled, the main description field will be cleared when you define the new

master clip.

- **Autoplay after a new clip** – enable this option to apply automatic video material playing after a new clip has been created. Playing will start from the first frame after the Out point of the newly created clip.
- **Sequence viewer always on top** – if this option is enabled, the "Sequence Viewer" window will always be displayed at the top of any other open windows.

5. In the "Mark Event" section, define the intervals before and after the playhead position to set the In and Out points. Set the "Create clip on Mark Event" option to enable clip creation right after pressing the "Mark Event" button.
6. Select the "Create clips in the user Bin" checkbox to create an additional copy of the master clip in the selected ClipBin. The location for the ClipBin is defined in the "ClipBin" field. You can specify the following options as described below:
   - **Write a description into the clip comment field** – enable this option to apply the writing of the description into the comment field of the clip only, instead of into the master clip description field. All other metadata goes into the master clip fields.

     The description will be truncated to 1024 symbols.

   - **Do not create master clips** – enable this option to only create clips in the selected ClipBin. Master clips will not be created. Data from all logging fields except description will be ignored.

     The description will be truncated to 1024 symbols and written into the clip comment field.
7. Press "OK". Now you can start logging.

Logging Workflow

The main logging workflow depends on how your logging template is programmed. The main steps are as follows:

- You play and shuttle the content of the master clip in Sequence Viewer.
- You define the In and Out points of the new clips.
- You describe the new clips with your template.
- You create the new clips. They are placed in the same Roll.

These procedures are described in the following paragraphs.

Viewing the Material



The material selected for Logging is shown in Sequence Viewer. You can use the standard viewer controls to navigate the clip and to define the In-Out range. In addition, you can use the "Play" and "Stop" buttons from the "Logging" toolbar.

Your logging template can be programmed to provide playback control functions in its interface, if necessary.

If you are logging material while it is still being captured/imported, you can have access to the frames as soon as they are in the system. The length of the main object you are working on will grow automatically. You can shuttle to any available frame and play from that position.



Some of the playback shortcuts are used in the "Logging" window, so these are not available for control. For example, the Space bar is used to type the descriptions, and not to toggle playback.

Setting the New Clip Boundaries

Before you define a new clip in the selected Roll, you have to define its boundaries (i.e., the In and Out points).



Use the "Set the In mark" and "Set the Out mark" buttons in the logging toolbar or in Sequence Viewer to set up the new boundaries. Use the "Clear the In mark" and "Clear the Out mark" buttons to remove the points.

Marking Events



When the playhead is located in the desired position on the clip timeline, press the "Mark Events" button to automatically set the In and Out points according to predefined intervals before and after the event.

If the "Mark Event" button is pressed with less than the defined time available in front of the playhead, no Out point is created. If the "Mark Event" button is pressed with less than the defined time available behind the playhead, no In point is created. If both conditions are met, no action is taken. By default, the intervals are 5 seconds before and 10 seconds after the playhead position. You can change these values in the "Logging setup" dialog.

If the "Create clip on Mark Event" option is enabled and there is not enough time available in front or behind (or both) the playhead, the warning prompt will be displayed, and the clip will not be created.

The shortcut for this button is F9.

Describing the New Clip

The look and feel of the interface you use to enter the metadata for your logging depend only on how the HTML template is programmed.

For sports, for example, this can be a list of the players or typical game situations. For the documentary, it could be lists of weather conditions and Latin names of certain animals, as well as the camera shot sizes, etc.

Defining the New Clip



When you have defined the In and Out marks of the new clip and entered a description, press the "Create a new clip" button.

Depending on the logging settings, the new clip will be created in one or both locations:

- in the same Roll where you have selected the main master clip for logging;
- in the selected ClipBin.

Creating Logging Templates

The logging templates are used in the Cinegy Desktop logging window to provide a customized look and feel for the logging interface.



Refer to the **Logging Template** article to learn more about Cinegy logging templates.

1.23 Media Cleaner

Concept

Cinegy Media Cleaner is an indispensable tool for managing media, cleaning media storage, and creating hierarchical storage.

Unused data can be removed from the storage, old data can be copied/moved to the archive storage, and partially used Rolls can be compacted with this tool.

The Cinegy Media Cleaner tool provides direct access to Cinegy Archive and its footages.

Preparing for Garbage Sweeping

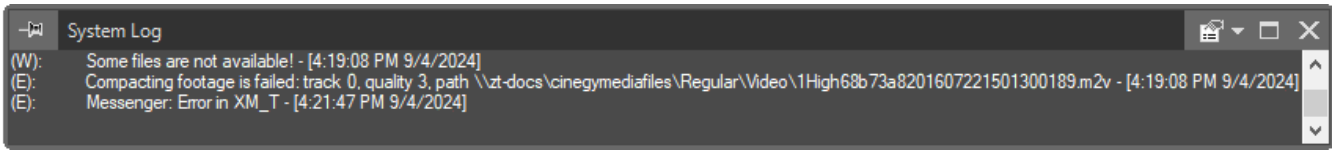
To start using Cinegy Media Cleaner, you need to set the "Garbage sweeping" permission in Cinegy Archive Manager.

> Refer to the **Relationship Roles/Actions** article within the **Cinegy Archive Manager Manual** for more details on permission settings.

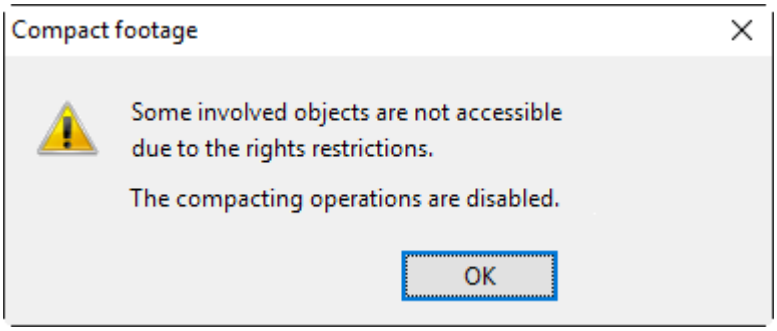
To enable the "Compact footage" function, you have to define the archive paths in Cinegy Archive Manager.

> Refer to the **File Type and Locations** article within the **Cinegy Archive Manager Manual** for more details on media storage settings.

If the archive paths are not set correctly, Cinegy Media Cleaner operations will not be completed, and the error will be reported in the system log:



The operator must have read and write access for all objects that use the loaded Roll to perform active media cleaning. If Cinegy Media Cleaner encounters a hidden or read-only object (e.g., a Sequence or a ClipBin), all the compacting operations are disabled, and the following message appears:



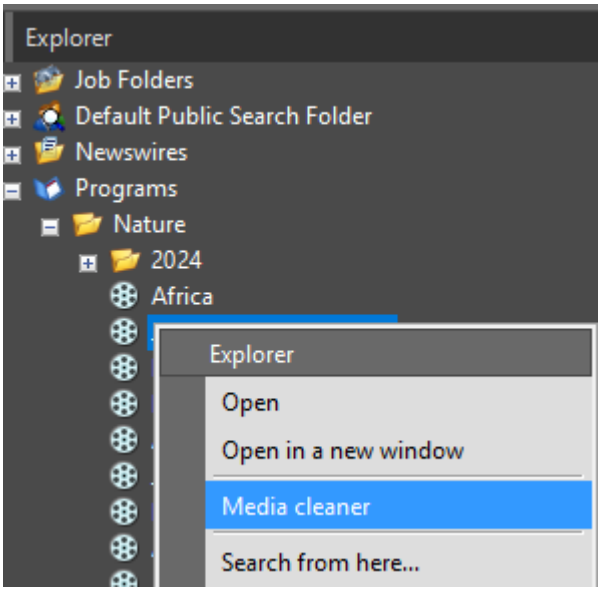
The same message appears when you try to perform the media cleaning operation for a Roll copied without footage.

> Refer to the **Working with Multiple Databases** section to learn about copying Rolls without footages.

Working with Media Cleaner

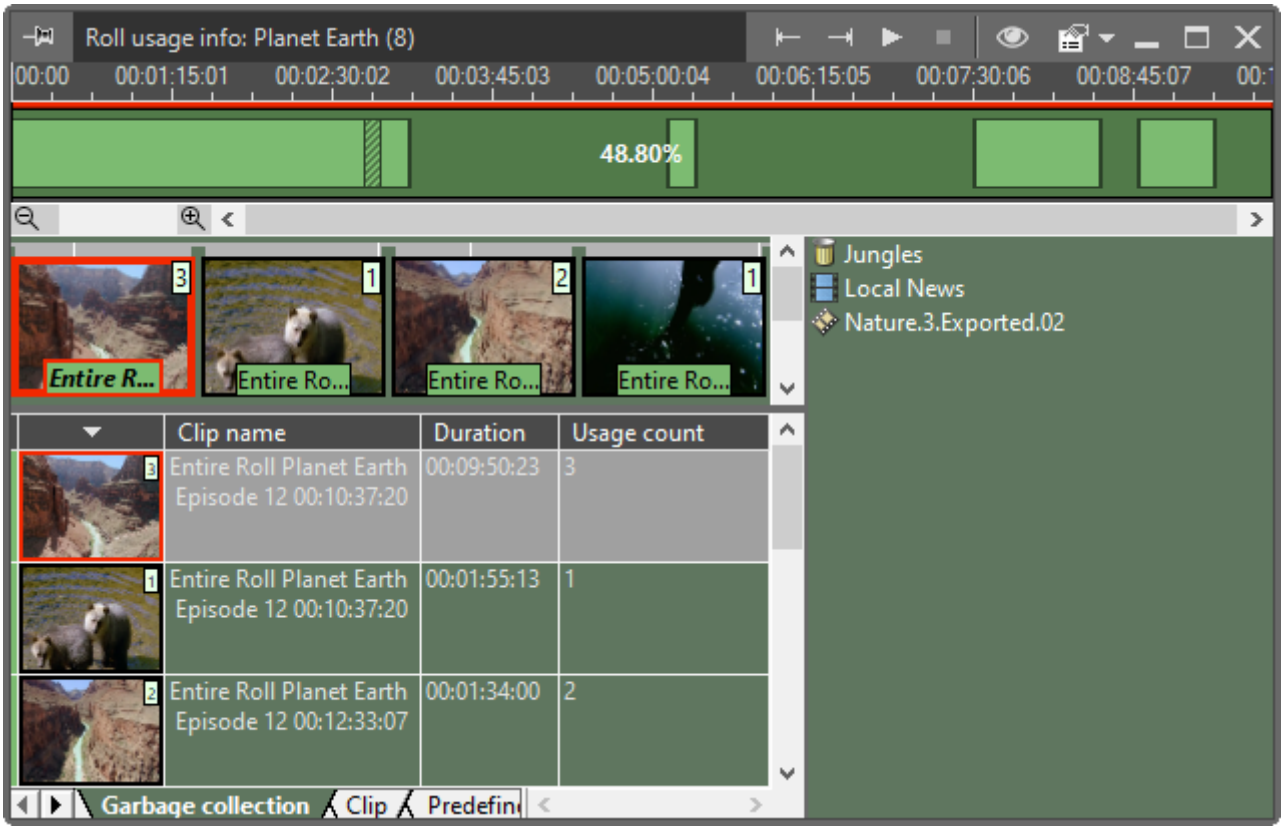
Opening the Tool

Right-click a Roll in the Cinegy Desktop Explorer window and choose the "Media cleaner" command:



The "Media cleaner" command is not available if your roles do not have the "Garbage sweeping" rights. Refer to the **Assigning Actions to Roles** paragraph in the **Cinegy Archive Manager Manual** for details on assigning rights to user roles.

The "Media Cleaner" window appears:



You can maximize your "Media Cleaner" window with the "Maximize" button or by double-clicking its caption.

Interface

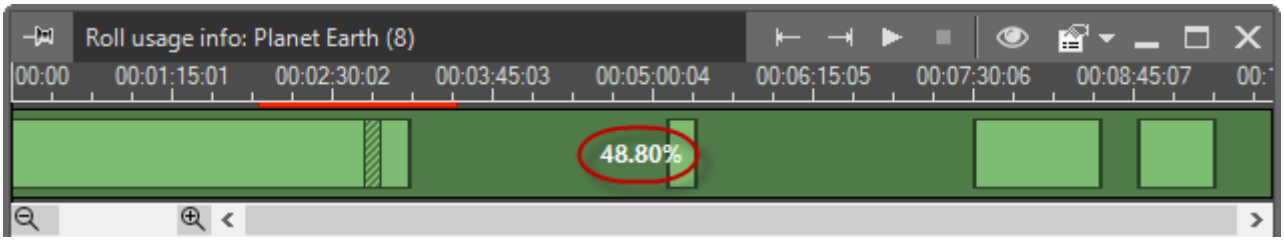
The "Media Cleaner" window consists of three main parts:

- media utilization (on the top);
- media bin (in the center);

- media references (the right panel).

Media Utilization Panel

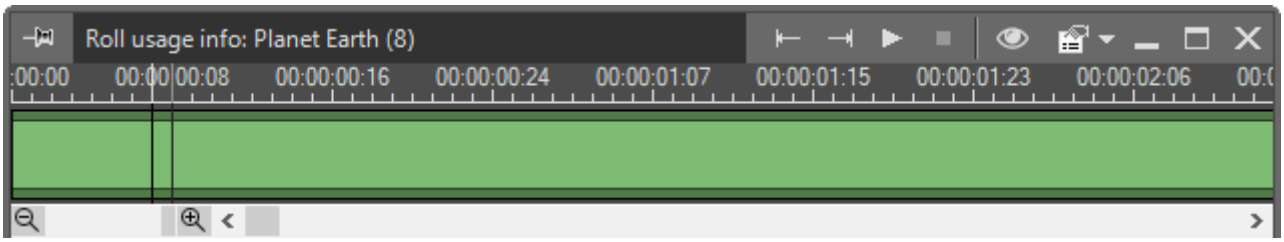
This panel represents graphically the overall usage of the footage throughout the entire system. In addition, the total usage of the essence is shown here:



Zero percent means the current Roll is not being used in any projects in the system.

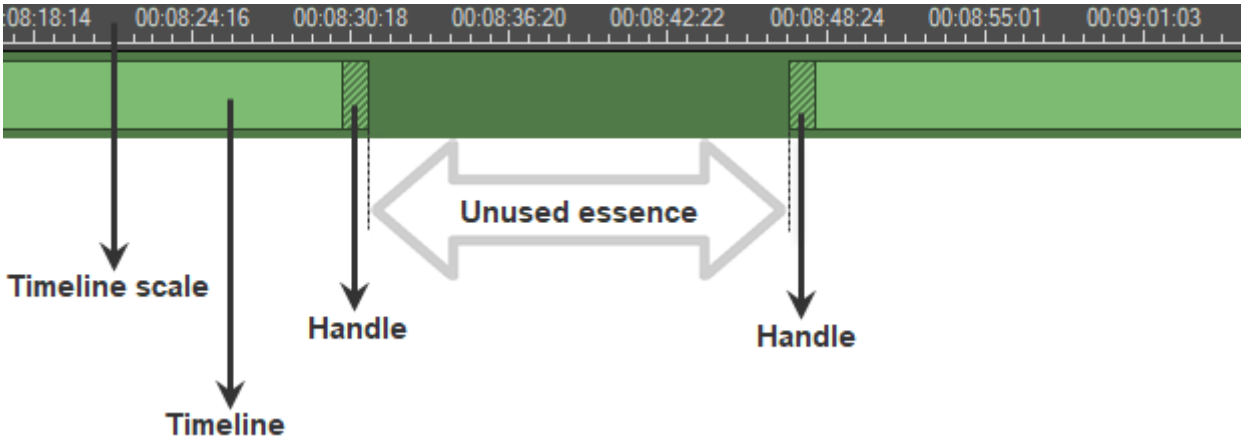
To change the current position of the time slider, simply click the time ruler.

The current frame will be displayed in the "Roll usage info" viewer, the time slider will move synchronously with the time slider in the media utilization panel, and when the timeline is scaled up, the time slider will be displayed as two lines representing the edges of one frame (beginning and end):



The region selected in the media bin panel is marked with a red line in the time ruler.

When a part of the essence is not referenced from any project, it is displayed as a darker "hole" on the timeline:



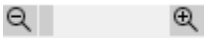
Unused data can be deleted from the media files (for all the qualities in parallel), thus decreasing its size in the storage.

The system adds "handles" on every boundary of the referenced material to allow the proper trim removal of the clips. These fragments are displayed with a hatched pattern.

The default handle duration is 1 second, and it can be changed via Cinegy Archive Manager. Refer to the Media Cleaner paragraph within the **Cinegy Archive Manager Manual** for details.

If the duration of an unused area is less than its handles, it will not be chosen for compacting.

The bottom left corner of the utilization panel contains the time scale control:



Set the scale to 100% to fit the Roll into the media utilization panel.

Generally, the media utilization panel is designed to be consistent with the main Cinegy Desktop Timeline. Refer to the **Timeline Interface** article for more details.

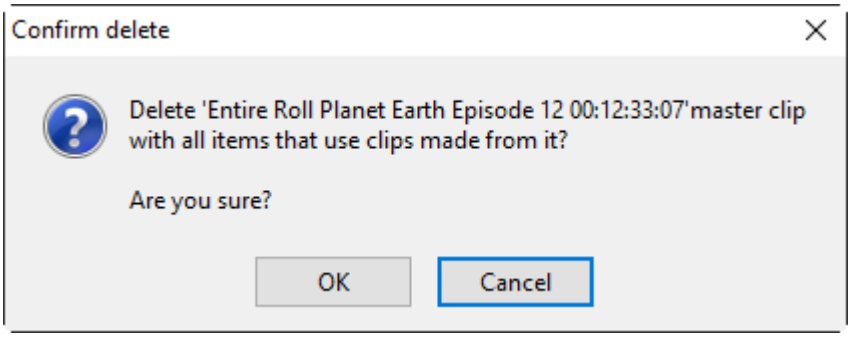
Media Bin



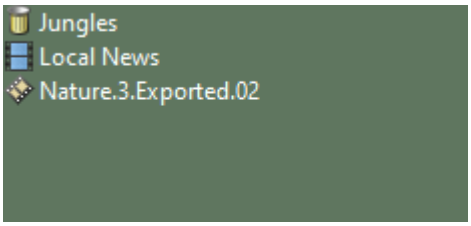
The interface of the Cinegy Media Cleaner media bin resembles the standard Cinegy Desktop ClipBin interface but has certain limitations (for example, the "Insert" and "Overwrite" operations are not available in Cinegy Media Cleaner).

Refer to the **Handling Bins** article to learn how to work with bins.

The upper right corner of a clip thumbnail shows the number of different objects throughout the entire database that refer to that clip. The red zero shows that the clip is not used. When deleting a clip from a media bin, you will be asked to confirm the deletion, which is mainly handy in case the selected node has references to other objects:



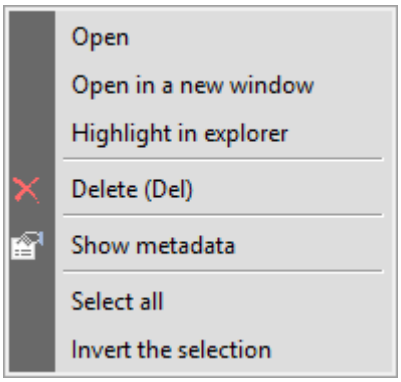
Media References Panel



All the nodes that use (i.e., refer to) the clips selected in the media bin are listed in the right panel.

To view the content of an object from the list, double-click it. The corresponding container will be opened. Now you can navigate through the material to decide whether to keep or remove it.

The same command is available from the context menu. This menu appears when you right-click the list in the media references panel:



The context menu contains the following commands:

- **Open** – opens the corresponding ClipBin or Sequence for viewing;
- **Open in a new window** – opens a bin in a new window if there is already at least one bin window open. You can also use the `Shift+double-click` combination to perform the same operation;
- **Highlight in explorer** – finds the corresponding item in the Cinegy Desktop Explorer window and highlights it;
- **Delete** – deletes the selected nodes;
- **Select all** – selects all the nodes in the list;
- **Invert the selection** – inverts the selection of the current object.

Toolbar



The toolbar represents the following commands:


The "Open in Clip Viewer" command opens the selected clip in Clip Viewer for preview.


The "Main tool" menu provides access to several functions for working with clips.


The "Minimize" button minimizes the "Media Cleaner" window.


The "Maximize" button maximizes the "Media Cleaner" window.

The "Close" button closes the "Media Cleaner" window.

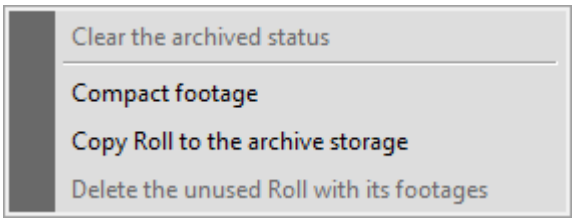
Main Tool Menu

The "Main tool" menu contains several commands similar to commands provided by the standard ClipBin and Roll context menus.

The "Delete" command removes the selected clips from the loaded Roll and all the objects referring to these clips.

Context Menu

Right-click somewhere in the media utilization area to get this menu:



Clear the Archived Status

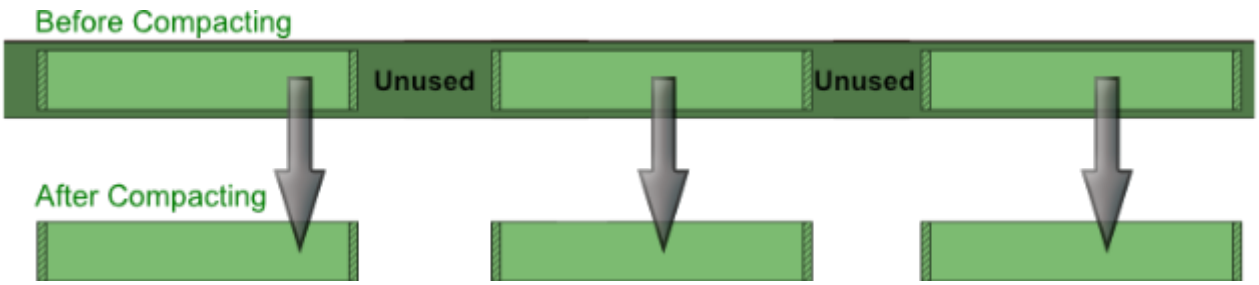
The Roll is marked with the archived status after it has been compacted and/or moved to the archive storage.

Press "Clear the archived status" to clear the archived status for the current Roll.

This function is only available for Rolls with the archived status.

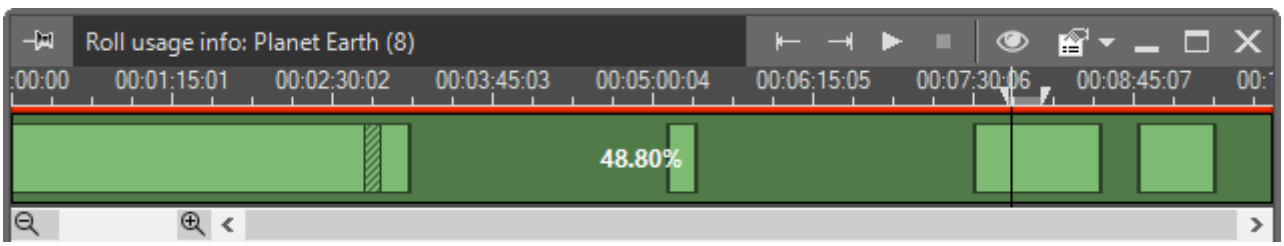
Compact Footage

The "Compact footage" function is used for cleaning unused essence data from the Roll, for audio and video in all qualities.

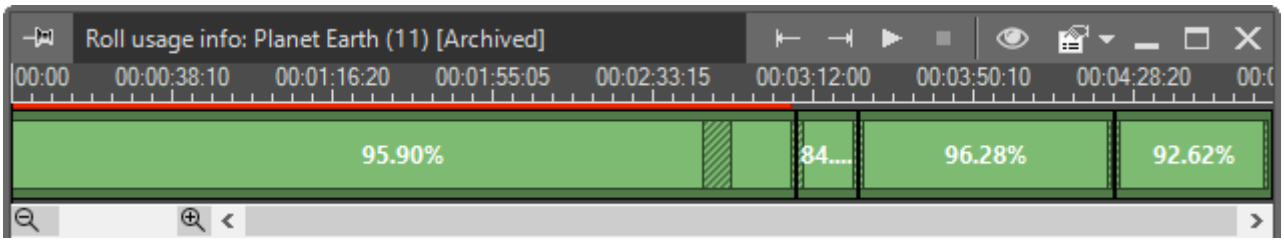


If the duration of an unused area is less than its handles, it will not be chosen for compacting.

This is how the Roll looks in Cinegy Media Cleaner before and after compacting:

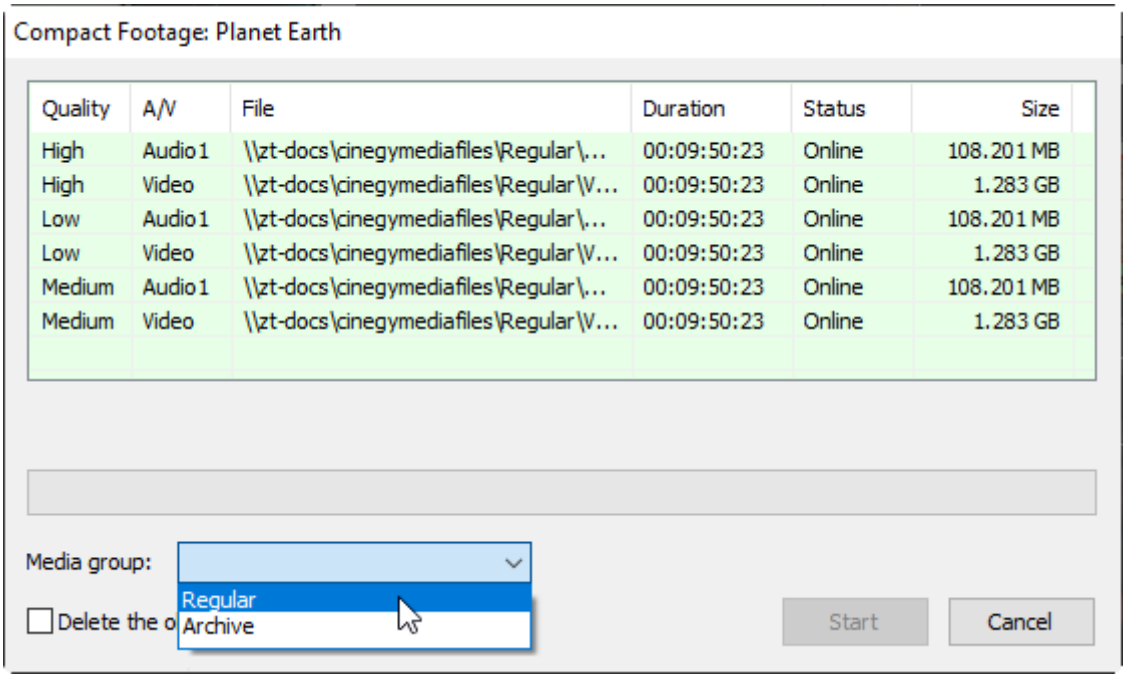


Before compacting

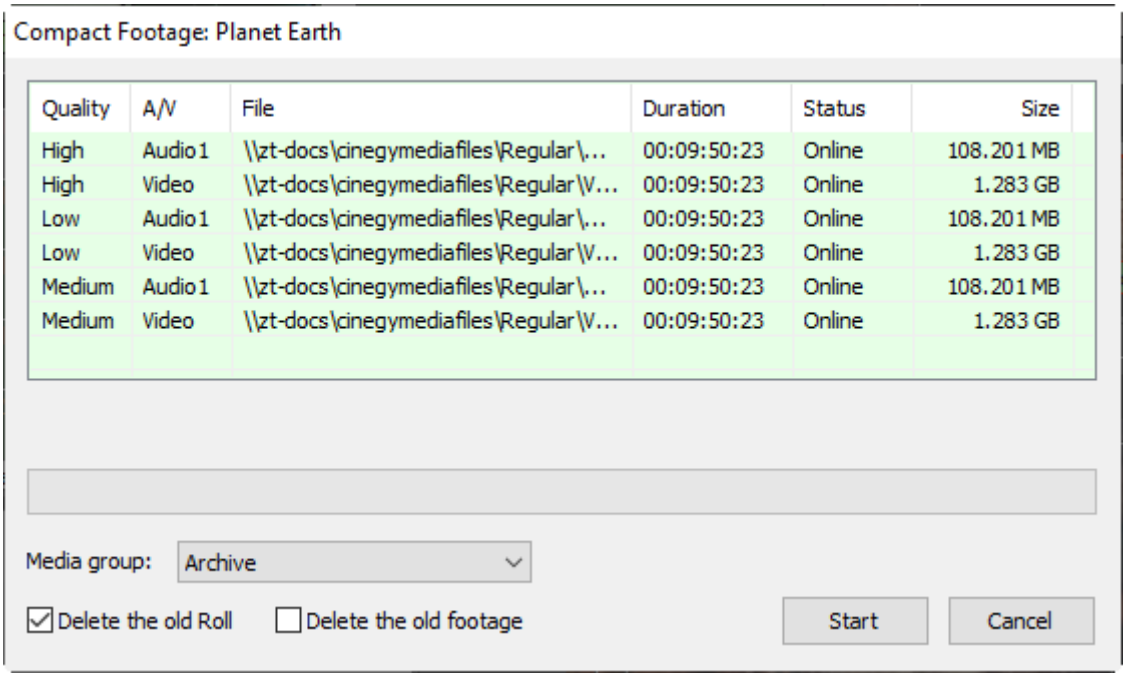


After compacting

The "Compact footage" command launches a separate dialog box displaying information about all existing media qualities. Select the Archive or Regular media group type from the drop-down list:

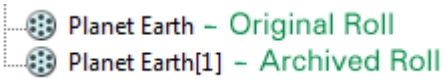


Select the "Delete the old Roll" checkbox to delete the current Roll after compacting has been completed:



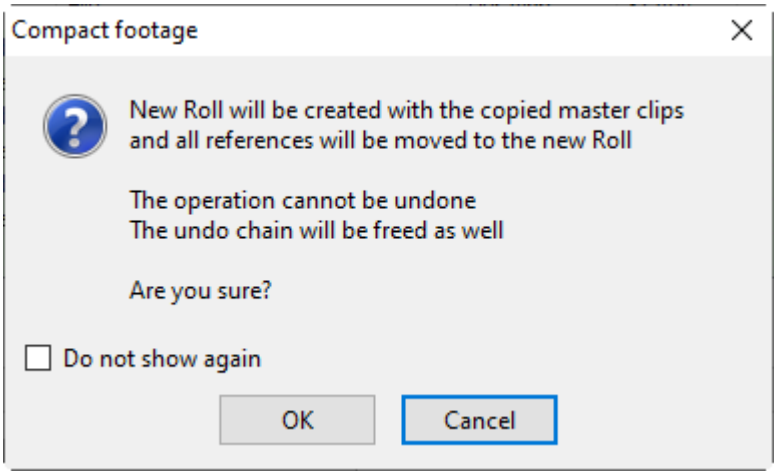
The new Roll will get the current Roll name.

If this option is not selected, the new Roll name will be identical to the original Roll name with the addition of a version number enclosed in brackets, as it is shown below:



Select the "Delete the old footage" checkbox to delete the current Roll footages after the operation has been completed. This option is only available when the "Remove original files" option is set to "True" in Cinegy Archive Manager.

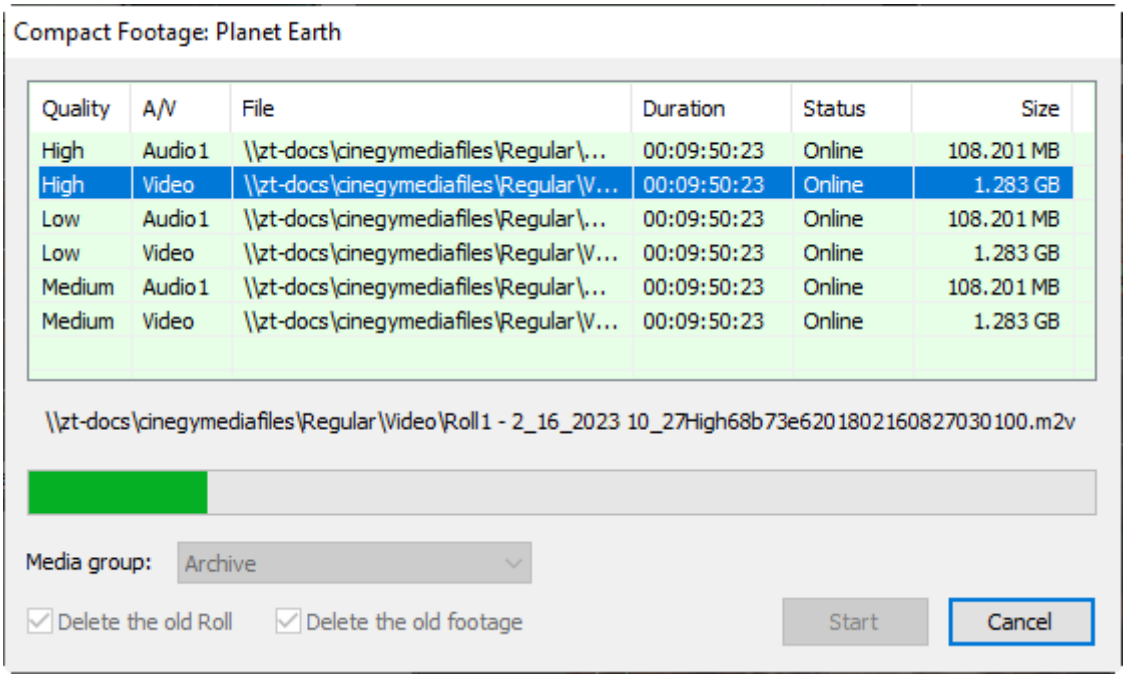
Press "Start" to begin the compacting operation. The confirmation dialog box appears:



This operation cannot be undone!

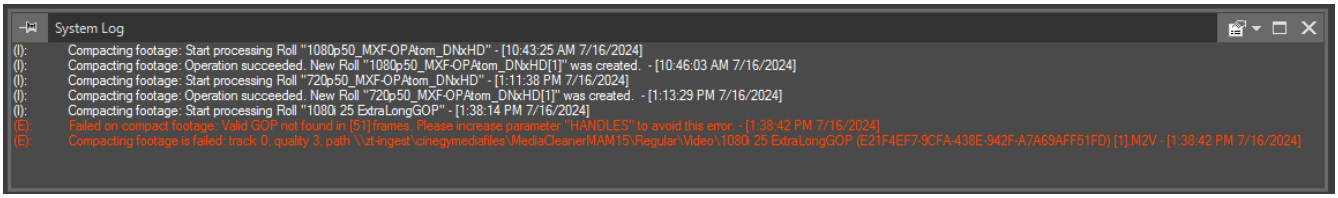
Press "OK" to continue.

The following window with the compacting operation progress appears:



The new Roll will have the archived status.

The compacting operation may fail for some specific media with the following error in the system log:



This means that handles of the referenced material should be increased to at least 3 seconds via Cinegy Archive Manager.

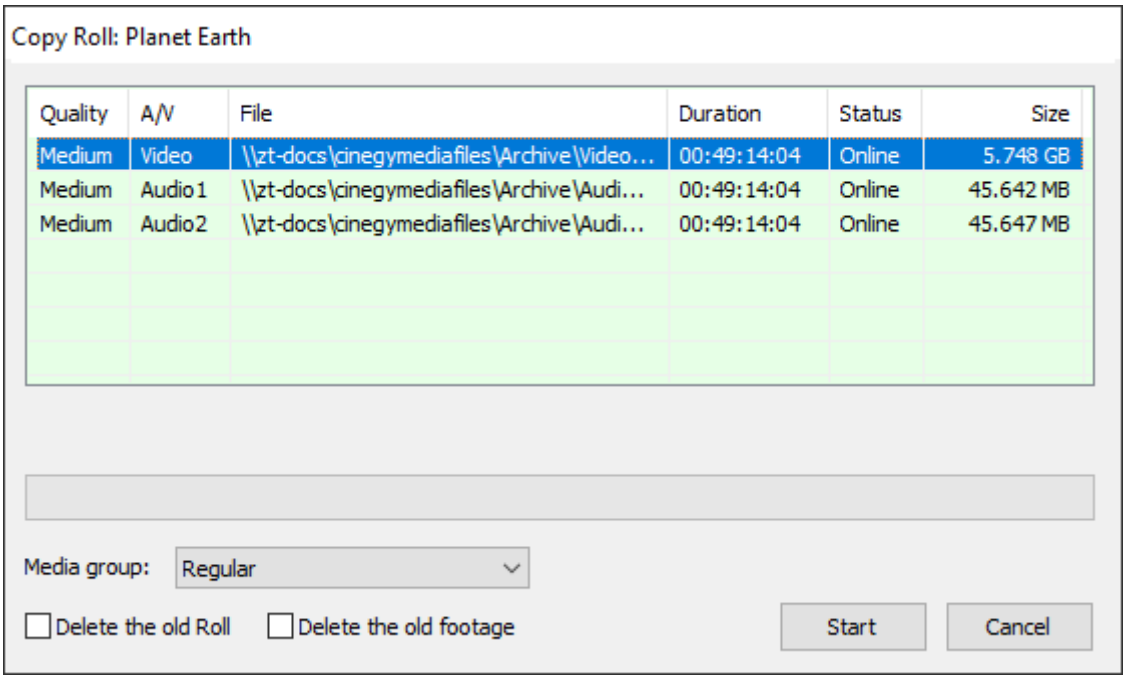


Refer to the **Media Cleaner** paragraph within the **Cinegy Archive Manager Manual** for details.

Copy Roll to the Archive Storage

This option is used for copying Roll essence data to the archive storage. Usually, you build cheaper and bigger secondary RAID storage to move the "outdated" footage into. This means that faster and more expensive primary storage can be used for capture/import and for "hot" clips.

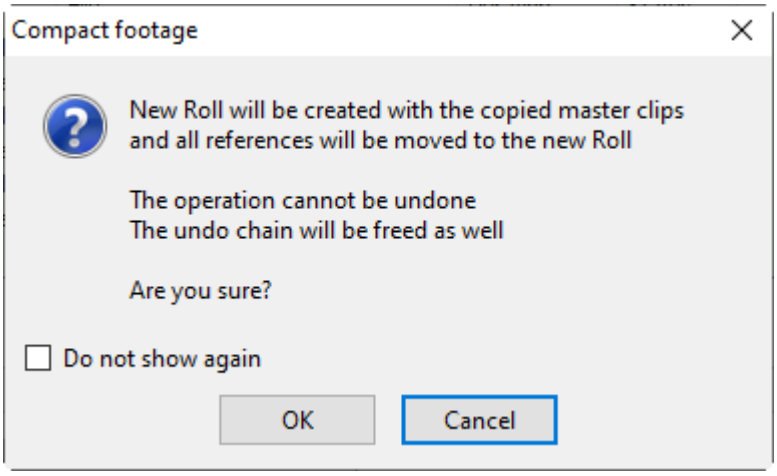
This command launches a "Copy Roll" dialog box:



From the drop-down list, select the target media group that will be used to copy the compacted media files. Select the "Delete the old Roll" checkbox to delete the current Roll after it has been copied.

Select the "Delete the old footage" checkbox to delete the current Roll footage after it has been copied.

Now press the "Start" button to begin the copying operation. The confirmation dialog box appears:



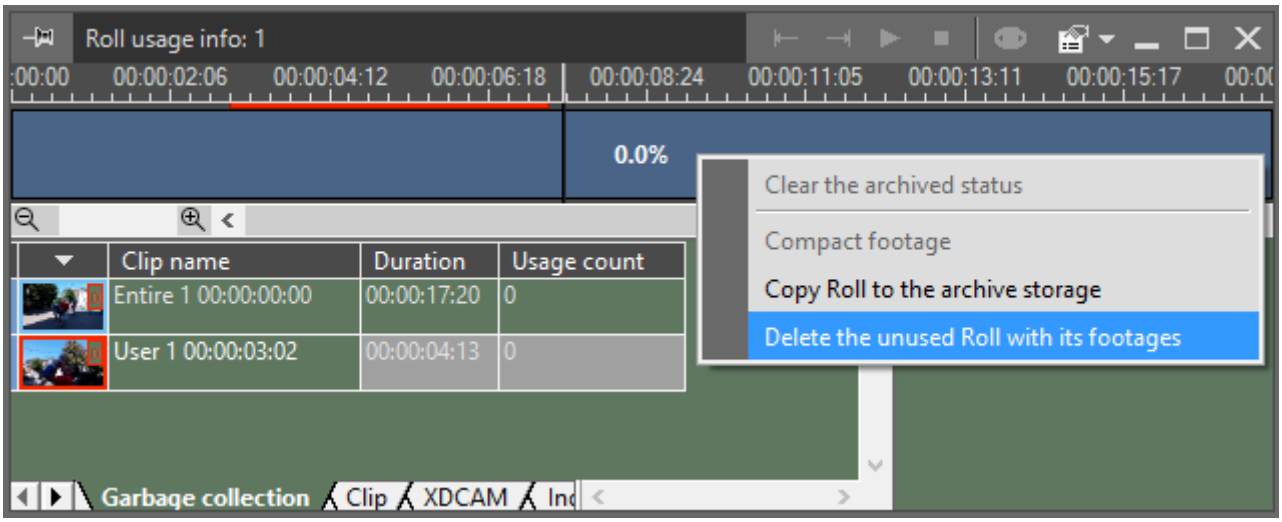
This operation cannot be undone!

Press "OK" to continue.

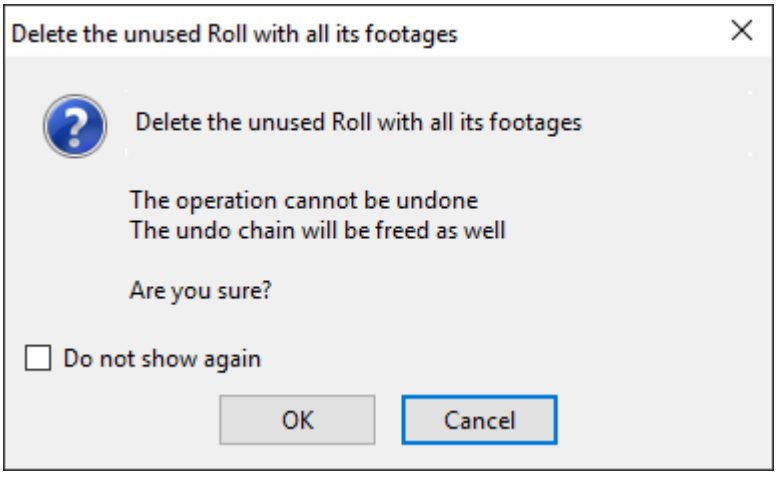
The new Roll will have the archived status.

Delete the Unused Roll with Its Footages

This command is only available for completely unused Rolls. Select the "Delete the unused Roll with its footages" command to remove the current Roll from your database along with all its media files from the Cinegy Archive storage:



Before the Roll is deleted, the confirmation dialog box appears:



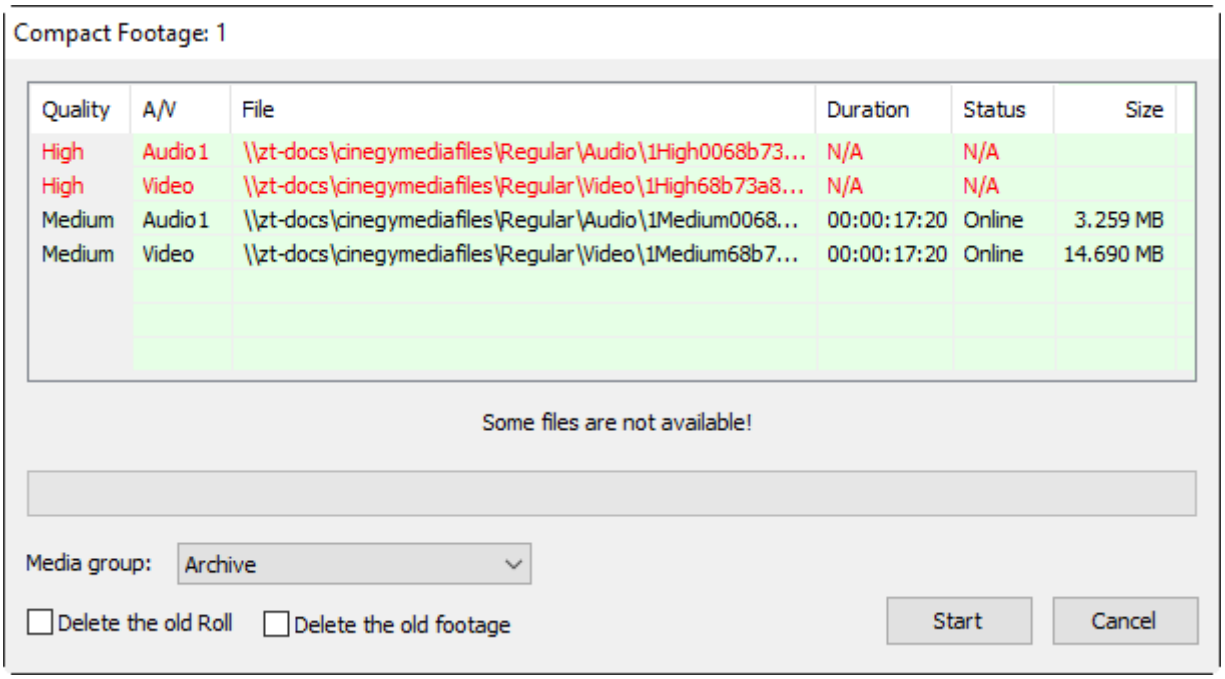


This operation cannot be undone!

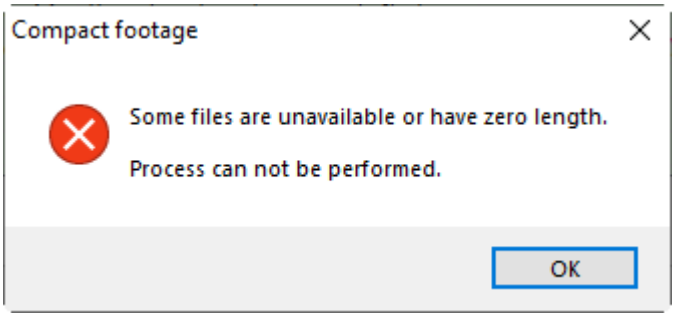
Press "OK" to confirm the deletion.

Missing Footage

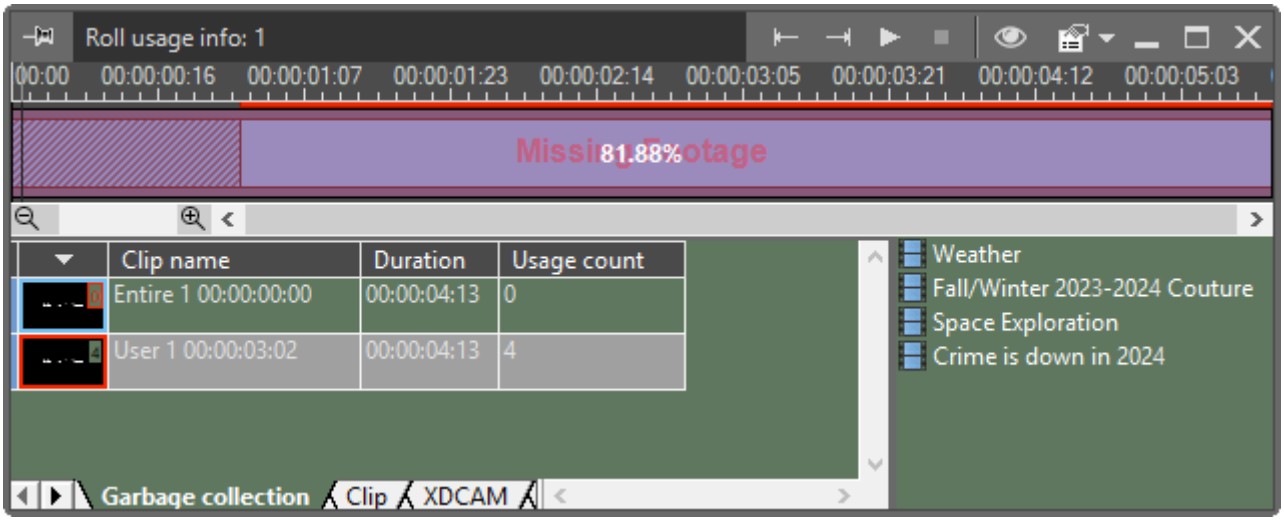
The unavailable Roll footages will be colored red and marked with N/A ("Not Available") in the clip properties and the "Copy Roll" or "Compact footages" dialog boxes:



If the footage you select to compact contains missing footage, you will be asked to confirm whether you would still like to proceed:



If all the Roll qualities are not available, the "Missing Footage" warning will be displayed directly in the media utilization area:



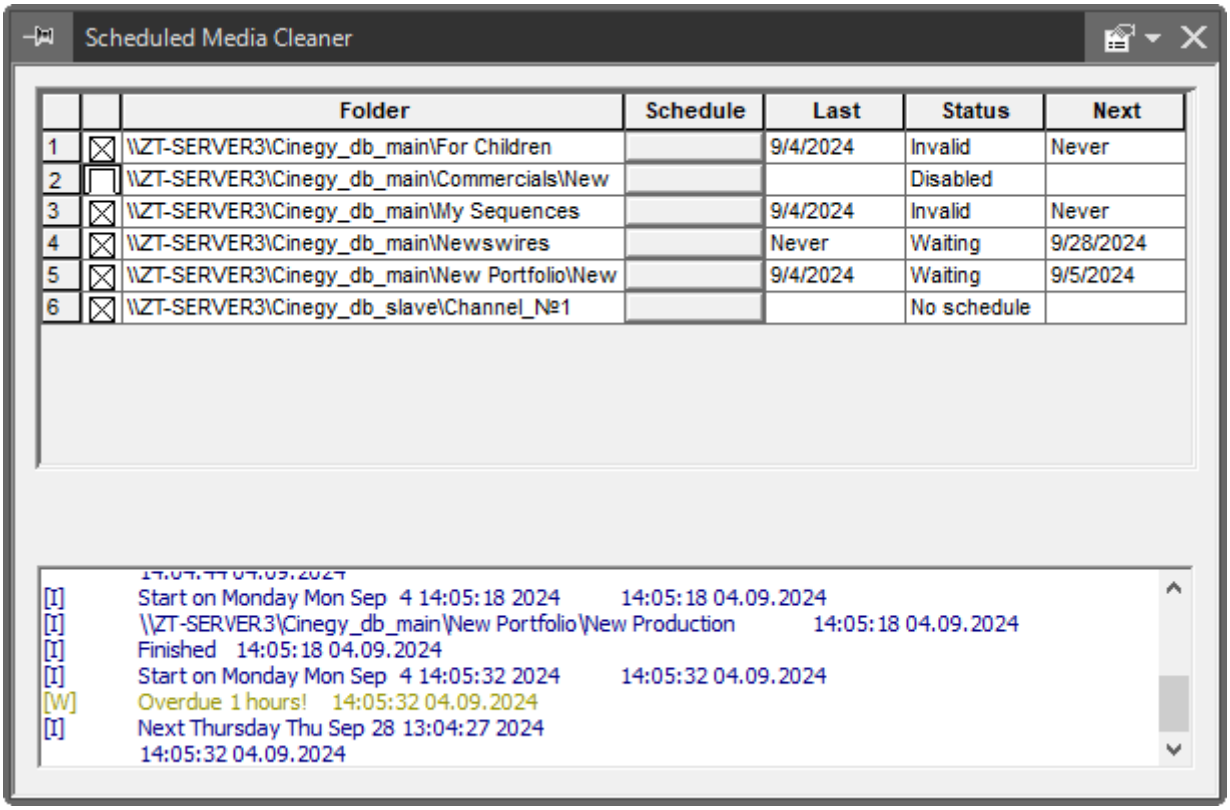
Scheduled Media Cleaner

The scheduled media cleaning process is performed automatically for each item in the list according to the individual cleaning time plans.

To launch this tool, select the "Scheduled media cleaner" command from the "Modules" > "Management" drop-down list in Cinegy Desktop. The "Scheduled Media Cleaner" window appears.

Interface

The scheduled Cinegy Media Cleaner interface consists of two panels: the task table (at the top) and the "Log" window (at the bottom).



The task table has the following columns:

- **Order numbering** – the item number.
- **Check/Uncheck** – the enabled/disabled status of the item.

- **Folder** – specifies the folder and which content that is scheduled for cleaning.
- **Schedule** – specifies the media cleaning schedule and options.
- **Last** – the last cleaning session date.
- **Status** – the item's current session status.
- **Next** – the scheduled date for the next cleaning session.

Status Modes Explanation

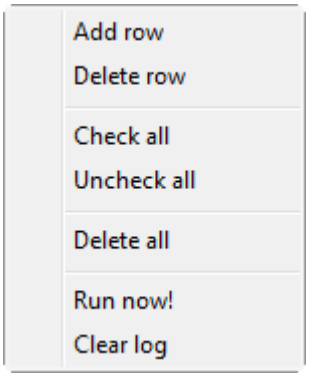
There are several possible status modes:

- **Disabled** – the item is not checked in the schedule.
- **No schedule** – no schedule for the next media cleaning session is defined.
- **Waiting** – waiting for processing.
- **Invalid** – incorrect item settings.
- **Finished** – the cleaning session has been completed successfully, and the next run is not scheduled.
- **Running** – the cleaning session is in progress.

The log window displays information about the media cleaning sessions.

Context Menu

Right-click on the task table to display the context menu:



This menu contains the following commands:

- **Add row** – adds a new row below the currently selected row.
- **Delete row** – removes the selected row from the task table.
- **Check all** – enables all items in the task table.
- **Uncheck all** – disables all items in the task table.
- **Delete all** – removes all rows and their contents from the task table.
- **Run now!** – runs the cleaning session for the selected item immediately, ignoring the specified schedule.
- **Clear log** – clears the contents of the log window.

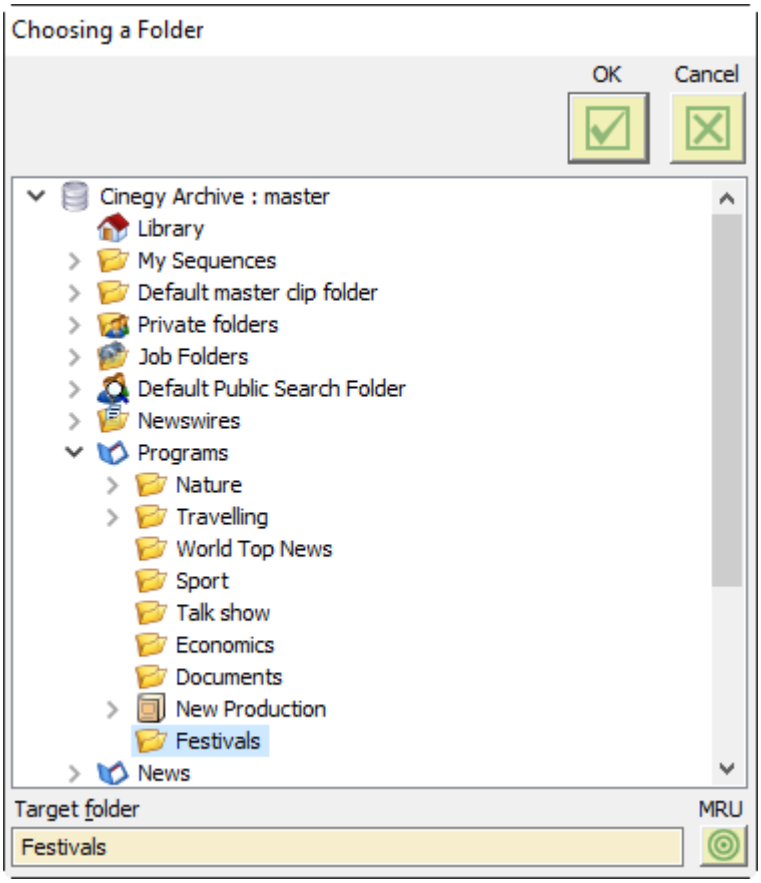
Schedule Managing

By default, the scheduler window contains a single empty row:

		Folder	Schedule	Last	Status	Next
1	☐				Disabled	

Folder Setup

To select a folder for the scheduled media cleaning, press the <...> button in the "Folder" column. The "Choosing a folder" dialog box appears:

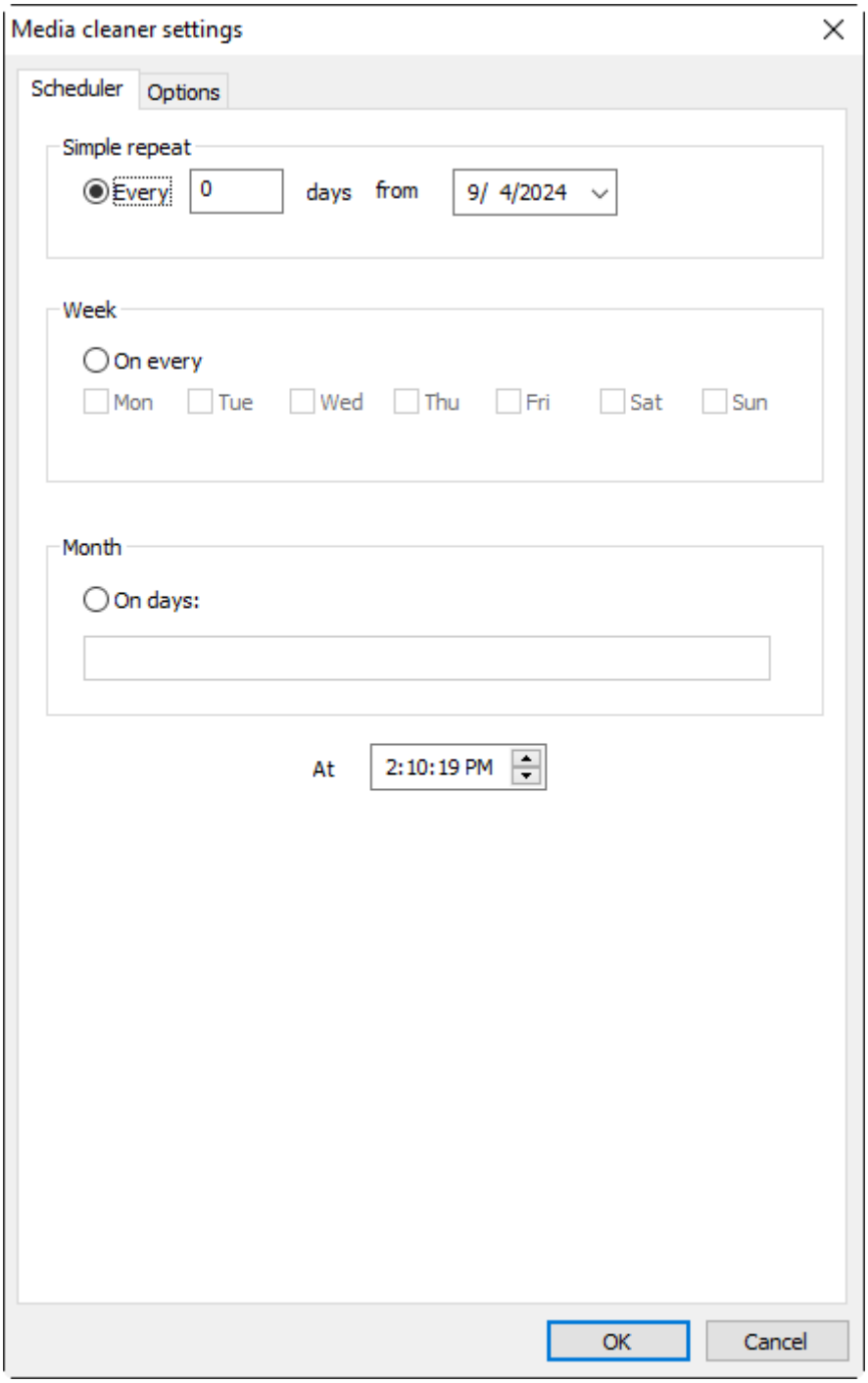


Choose the desired folder. You can also use the "MRU" button located at the bottom of the dialog box to get the list of the most recently used folders.

Schedule Setting

Press the button in the "Schedule" column for the desired item to define its schedule. The "Media cleaner settings" dialog box appears.

Scheduler Tab



Here you can specify the cleaning schedule for the current item. Choose one of the following schemes:

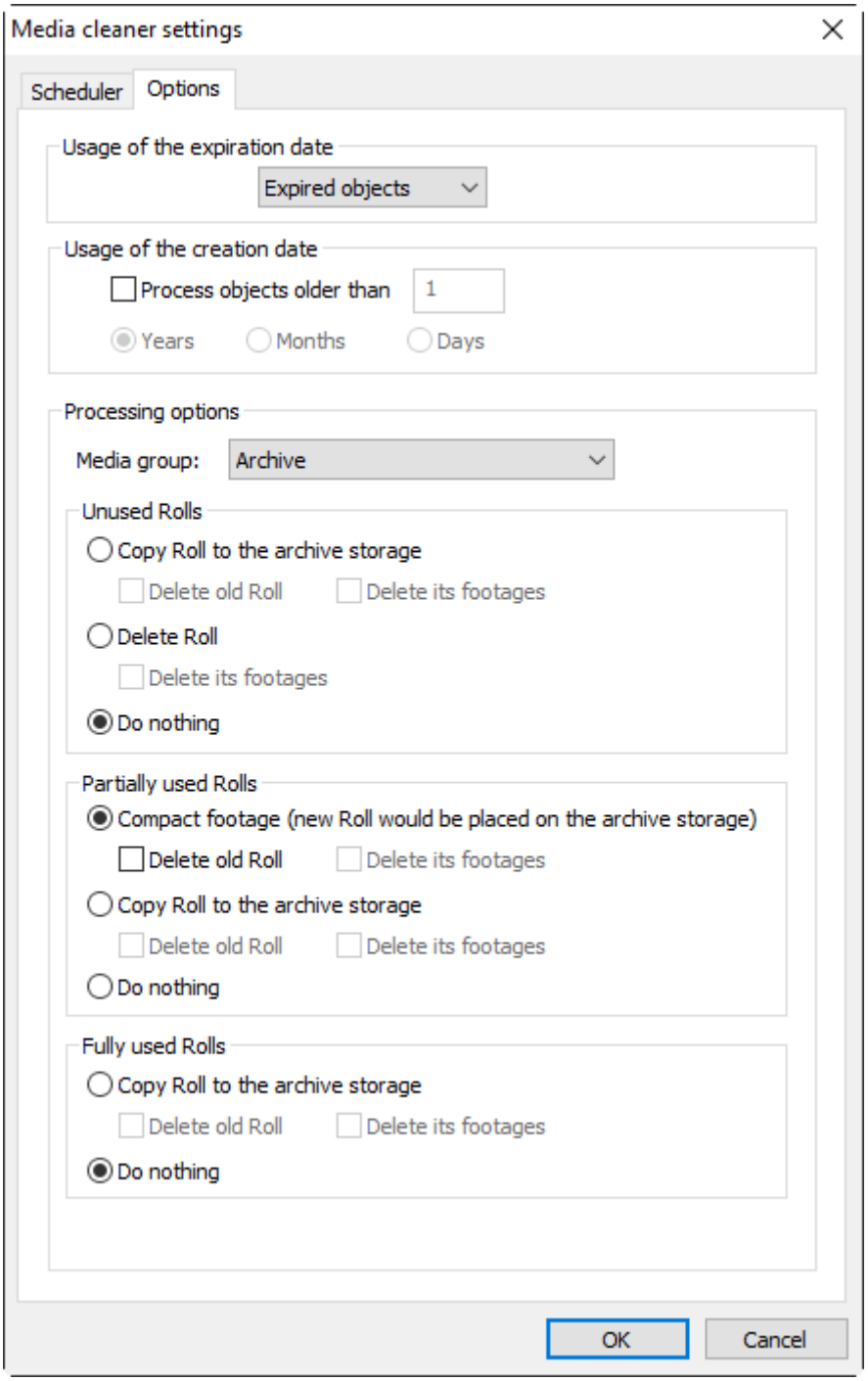
- **Simple repeat** – the cleaning session should be started every defined number of days, starting with the specified date.
- **Week** – the cleaning session should be started every week on specified days.
- **Month** – the cleaning session should be started every month on specified days.

To assign the desired scheme, set the corresponding radio button.

The specified session will start at the next occurrence of the time displayed in the "At" cell (24-hour format).

Options Tab

Additional options for media cleaning can be set up in the "Options" tab:



Usage of the Expiration Date

The "Usage of the expiration date" option controls how the expiration date metadata is used in the process:

- Set "Expired objects" to process only Rolls with expired dates.
- Set "Do not use" to ignore expiration dates.

Usage of the Creation Date

The "Usage of the creation date" option allows you to use the creation date information during a cleaning session. Check the "Process object older than" checkbox to enable this feature. Set the amount and the time scale (years, months, or days). Only Roll(s) created before the specified time will be processed.

Processing Options

The "Processing options" configuration allows the user to specify the media cleaning parameters on a case-by-case basis for unused, partially used, and fully used Rolls. The following processing options are available:

- **Media group** – defines the media group on the network share where the footages to be processed will be eventually placed. From the drop-down list, select Archive or Regular media group.
- **Copy Rolls to the archive storage** – automatically creates a new Roll and copies footages from the old one to the archive storage when the cleaning session is performed. Select the "Delete old Roll" checkbox to automatically delete the old Roll after it has been copied, and "Delete its footages" to delete the old Roll footages as well. The deletion of the footages is only available when the "Delete old Roll" option is enabled and the "Remove original files" option is set to "True" in Cinegy Archive Manager.
- **Delete Roll** – deletes any unused Roll when the cleaning session is performed. Select the "Delete its footages" checkbox to delete the Roll footages as well.

  The "Delete Roll" option is only available for the unused Rolls processing.

  Deleting footages is only available when the "Remove original files" option is set to "True" in Cinegy Archive Manager.

- **Compact footage** – automatically creates a new Roll and copies the used parts of the old Roll footages to the archive storage. This function is used for cleaning unused essence data from the partially used Rolls. Select the "Delete old Roll" checkbox to automatically delete the old Roll after it has been compacted, and "Delete its footages" to delete also the old Roll footages. Deletion of the footages is only available when the "Delete old Roll" option is enabled and the "Remove original files" option is set to "True" in Cinegy Archive Manager.

  The "Compact footage" option is only available for the partially used Rolls processing.

- **Do nothing** – ignores the corresponding Rolls during media cleaning.



The archived Rolls are skipped during the media cleaning process.

1.24 Appendix

Shortcuts

Global Shortcuts	
F1	Help
Ctrl+Tab	Switch between the open Cinegy Desktop windows
Ctrl+F4	Close the Cinegy Desktop windows
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+X or Shift+Del	Cut
Ctrl+Z	Undo
Ctrl+Y	Redo

Navigation in the Cinegy Desktop Explorer Tree	
Up	Move the selection to the upper item in the Cinegy Desktop Explorer tree
Down	Move the selection to the lower item in the Cinegy Desktop Explorer tree
Left or –	Collapse the selected container item in the Cinegy Desktop Explorer tree
Right or +	Expand the selected container item in the Cinegy Desktop Explorer tree
*	Expand the Cinegy Desktop Explorer branch for the currently selected node

Navigation in the Bin	
Left	Move the selection to the nearby clips in the bin
Right	Move the selection to the nearby clips in the bin
Ctrl+click	Select multiple items in the bin to delete, copy, or rearrange them. Add them to the current selection (or remove them if they are selected)
Shift+click	Select multiple items in the bin to delete, copy, or rearrange them. Select all the items between the last selected item and the clicked one
Ctrl+A	Select the entire bin
Tab	Toggle between the storyboard and table view of the bin
Ctrl+Page Up	Activate the previous metadata tab of the bin
Ctrl+Page Down	Activate the next metadata tab of the bin
Esc	Deselect the currently selected objects
Backspace	Navigate one level up from the ClipBin or Roll bin

Clip Viewer	
Esc	Leave mode, close Clip Viewer
V	Insert the In-Out interval into Timeline
B	Overwrite the In-Out interval into Timeline

All Player Windows and Timeline	
I or E	Set up the In point
O or R	Set up the Out point
D	Delete the In point
F	Delete the Out point
G	Delete both In and Out points
6	Play from In to Out points, loop from In to Out points
Mouse wheel with Ctrl key pressed	Zoom in or out

All Player Windows	
Space	Start playing. Hit Space again to toggle the playback
F12	Full-screen playback

All Player Windows	
Ctrl+1	The original 100% aspect ratio view
Ctrl+2	The 50% aspect ratio view
Ctrl+6	Start playback from the In point and stop on the Out point
A	Jump to the previous event (only by non-locked tracks)
S	Jump to the next event (only by non-locked tracks)
~	"Ping-Pong" playback
5	Loop playback (loops according to the "Loop range" setting)
F9	Set the mark event interval
L	Move forward through the footage at normal speed
J	Move backward at normal speed
K	Pause the shuttling
Press J or L to play at speed	
2 times	2x normal speed
3 times	3x normal speed
4 times	5x normal speed
5 times	8x normal speed
6 times	12x normal speed
7 times	16x normal speed
K+L	Slow forward
J+K	Slow backward
Home	Jump to the beginning of a clip or a Sequence
End	Jump to the end of a clip or a Sequence
← or 3	Move one frame backward
Alt+← or 1	Move 10 frames backward
→ or 4	Move one frame forward
Alt+→ or 2	Move 10 frames forward
Ctrl+Alt+Q	Play forward at 12.5% speed
Ctrl+Alt+W	Play forward at 25% speed
Ctrl+Alt+E	Play forward at 50% speed
Ctrl+Alt+R	Play forward at 100% speed
Ctrl+Alt+T	Play forward at 200% speed
Ctrl+Alt+Y	Play forward at 400% speed
Ctrl+Alt+U	Play forward at 1600% speed
Ctrl+Alt+I	Play forward at 6400% speed
Shift+Ctrl+Alt+Q	Play backward at 12.5% speed
Shift+Ctrl+Alt+W	Play backward at 25% speed

All Player Windows	
Shift+Ctrl+Alt+E	Play backward at 50% speed
Shift+Ctrl+Alt+R	Play backward at 100% speed
Shift+Ctrl+Alt+T	Play backward at 200% speed
Shift+Ctrl+Alt+Y	Play backward at 400% speed
Shift+Ctrl+Alt+U	Play backward at 1600% speed
Shift+Ctrl+Alt+I	Play backward at 6400% speed
Gray+	Cue forward from the current location
Gray -	Cue backward from the current location
Tab	Play the video in a loop
7	Enable/disable the V2 video channel
8	Enable/disable the V1 video channel
9	Enable/disable the S1 audio channel
0	Enable/disable the S2 audio channel
–	Enable/disable the S3 audio channel
=	Enable/disable the S4 audio channel
C	Create a subclip from the In and Out markers
F8	Create a subclip from the In and Out markers

Timeline	
Ctrl+Enter	Activate/deactivate the Sequence
Ctrl+S	Save changes in the current Sequence
Alt+Insert	Access the MRU list
H	Insert a new marker at the current time slider position
Ctrl+H	Remove the marker from the current time slider position
P	Insert a new edit at the current time slider position
T	Create In and Out points at the beginning and the end of the selection
M	Trim 10 frames left
<	Trim 1 frame left
/	Trim 10 frames right
>	Trim 1 frame right
X	Extract the selection from Timeline
Z	Lift the selection from Timeline
[	Start to trim the cut nearest to the current time position
N	Add/remove a keyframe
Ctrl+Alt+7	Add/remove a keyframe to the V2 video track
Ctrl+Alt+9	Add/remove a keyframe to the S1 audio track

Timeline	
Ctrl+Alt+0	Add/remove a keyframe to the S2 audio track
Ctrl+Alt+-	Add/remove a keyframe to the S3 audio track
Ctrl+Alt++	Add/remove a keyframe to the S4 audio track
Up	Zoom out
Down	Zoom in
Ctrl+Up	Zoom to the project, stretch to 100%
Shift+Up	Zoom to the selection, if no selection – to In-Out
Ctrl+Down	Zoom to the current position, max zoom to the current time
Shift+Down	Zoom to the previous zoom level
Ctrl+K	Decrease the width of all tracks
Ctrl+L	Increase the width of all tracks
\	Insert a mix at the current time slider position
Ctrl+\	Remove a mix from the current time slider position
Ctrl+E	Enable/disable the snap-to-edges mode
Ctrl+B	Enable/disable rubber-band mode
[	Start trim mode, switch among the trim regimes
]	Exit trim mode
; or Gray /	Switch insert mode on
‘ or Gray *	Switch insert mode off
Ctrl+A	Select all
C or Ctrl+C	Copy
Ctrl+G	Group
Ctrl+R	Remove from the group
Ctrl+U	Ungroup
A	Jump to the previous event
S	Jump to the next event
Ctrl+7	Select/deselect the V2 video track
Ctrl+8	Select/deselect the V1 video track
Ctrl+9	Select/deselect the S1 audio track
Ctrl+0	Select/deselect the S2 audio track
Ctrl+-	Select/deselect the S3 audio track
Ctrl++	Select/deselect the S4 audio track

Logging Window	
Alt+Space	Start/stop clip playback in Clip Viewer
Alt+F12	Full-screen playback

Logging Window	
Alt+I or Alt+E	Set up the In point
Alt+O or Alt+R	Set up the Out point
Alt+C	Create a subclip from the In and Out markers
Alt+D	Delete the In point
Alt+F	Delete the Out point
Alt+G	Delete both In and Out points
Ctrl+Alt+Q	Jump to the mark In point
Ctrl+Alt+W	Jump to the mark Out point
A or Alt+A	Jump to the previous event
S or Alt+S	Jump to the next event
Alt+Home	Jump to the beginning of a clip or a Sequence
Alt+End	Jump to the end of a clip or a Sequence
Ctrl+Alt+1	The original 100% aspect ratio view
Ctrl+Alt+2	The 50% aspect ratio view
Alt+~	"Ping-Pong" playback
Alt+5	Loop playback (loops according to the "Loop range" setting)
Alt+6	Play from In to Out, loop from In to Out
Alt+L	Move forward through the footage at normal speed
Alt+J	Move backward at normal speed
Alt+K	Pause the shuttling
Press Alt+J or Alt+L to play at speed	
2 times	2x normal speed
3 times	3x normal speed
4 times	5x normal speed
5 times	8x normal speed
6 times	12x normal speed
7 times	16x normal speed
Alt+K+L	Slow forward
Alt+J+K	Slow backward
← or Alt+3	Move one frame backward
Alt+← or Alt+1	Move 10 frames backward
→ or Alt+4	Move one frame forward
Alt+→ or Alt+2	Move 10 frames forward

Bins	
Ctrl+K or –	Decrease the width of all thumbnails

Bins	
Ctrl+L or +	Increase the width of all thumbnails
Enter	Open the player window with the current clip
Space	Start playing. Press Space again to toggle

Effect Editor	
Shift+Delete	Cut a keyframe
Ctrl+Insert	Copy a keyframe
Shift+Insert	Paste a keyframe

Glossary

Term	Definition
Author block	A Story script block with commentary (usually off-screen) recorded on top of the video material.
Cinegy Archive	The MAM (Media Asset Management) and archive solution for real-time collaborative workflow, short- and long-term archive, powerful search, and enterprise-level access, rights management, and control.
Cinegy Ingest	The process of capturing and registering audio-video materials and documents in the system. The source for Cinegy Ingest can be a tape, live feed, or a media file from the disk or another NLE package. The result of the Cinegy Ingest session is always a Roll.
Cinegy Title template	A template of a graphic scene prepared in the Cinegy Title Editor, which is used as a title.
Clip	A single instance of the essence: audio, video, or both. One or more media objects, each having the same start time datum and the same duration. A clip contains synchronized video, audio, and tape time data elements and has an In point and Out point that are determined automatically during the ingest process (typically using scene change detection).
ClipBin	A container for user clips. It can also be used to browse, collect, preview, and rough-cut media material.
Clip element	A single media object that forms a part of a clip. Codecs exist for all kinds of compressed video, including DV, motion-JPEG, MPEG-1, 2, and 4, and many others.
Consolidate	In Cinegy Desktop, export the project with "handles" (additional pieces of material from the left and right).
DocumentBin	A container for production-related documents stored in Cinegy Archive.
Dongle	An electronic copyright protection USB device that, when connected to a computer, unlocks software functionality for certain Cinegy products or services.

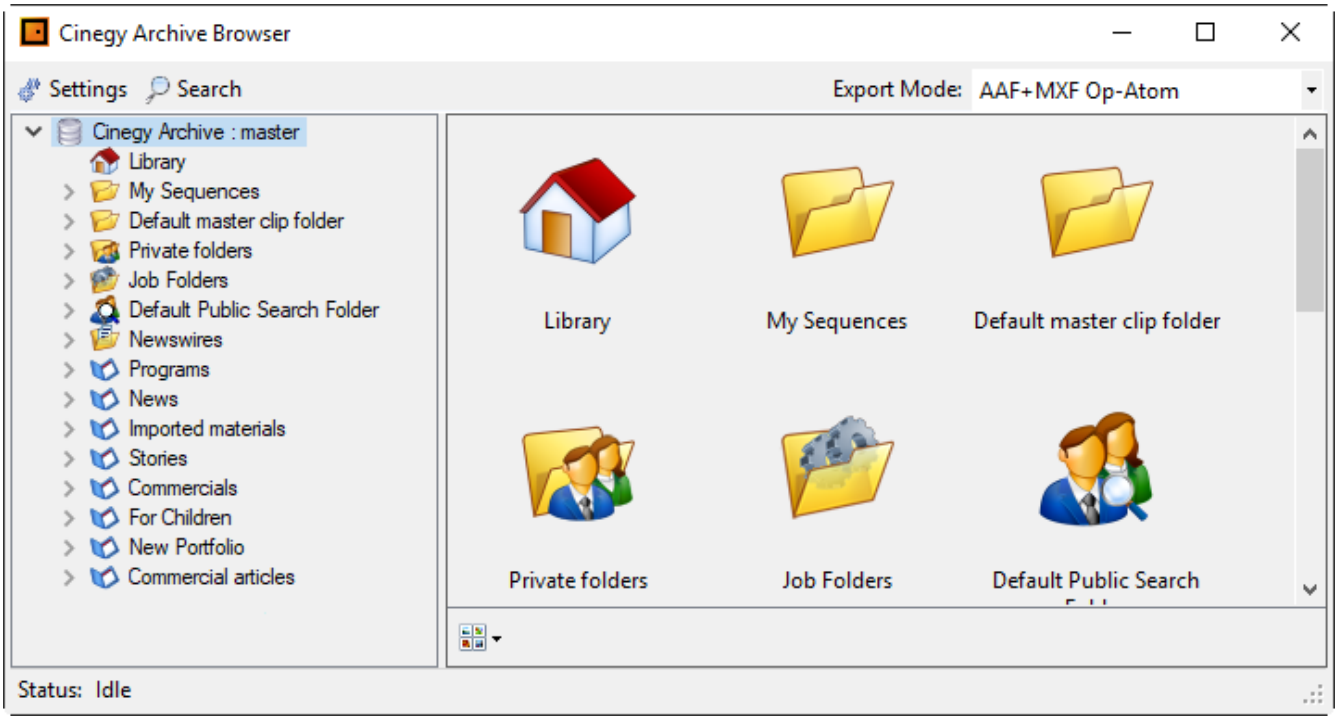
Term	Definition
Graphics text block	A Story script block containing a simple text.
Graphics 1…5 block	A Story script block containing information about the Cinegy Title template created via Cinegy Title Editor.
Ingest Cluster	Cinegy Ingest provides ways to connect several machines to the Cinegy Ingest cluster that works as a single machine combining, therefore, the power necessary to accomplish the task in real time.
Keyframe	It is used on Timeline for rubber banding to adjust the volume/balance of an audio object and the opacity of a video object.
Library	A special entry in the root of the Cinegy Desktop Explorer tree, which is used to store corporate materials such as logos or countdowns, as well as internal documents. Library folders are meant for storing objects according to the corporate rules of the organization.
Live on V1…3 block	A Story script block containing information about Live Input items.
Master clip	In Cinegy Desktop, a piece of the original material that is defined during the ingest or logging session. Master clips hold all the metadata values. They always reside in a Roll, created during the ingest session, and cannot be moved to another location. User clips (or simply "clips") are only references to master clips. Therefore, any change to the metadata in the original master clip will be propagated to all the relevant clips.
Media Cleaner	A tool for analyzing media usage and compacting usable video assets. All operations can be performed fully automatically as a scheduled process, allowing a high degree of automation and storage retention.
Media Logger	A tool for associating a script in RTF or TXT file format with a Roll, that provides easy and efficient Roll logging and filling it with metadata.
Multiclip	A multi-cam object containing multiple source clips of the same TV format. It enables simultaneous access to the essence from up to four cameras with synchronous real-time processing and preview.
News Program Manager	The Rundown manager within Cinegy Desktop, where News Programs are planned and Stories are created and edited.
News Program	A container for news Stories. It can be used to create, browse, collect, preview, and rough-cut Stories. Create Rundowns and templates for each date separately.
Placeholder MOG	A special type of Roll with a predefined TV format, start timecode, and duration. It is used as a temporary substitution for the source essence that has not yet been ingested.
Pool	The News Program Manager panel is usually used as storage for work-in-progress material.

Term	Definition
Presenter block	A Story script block containing narration to be read by an anchorperson.
Roll	A Roll is a container for master clips. The Roll normally represents one ingest session, i.e., a tape, a file, or a piece of live ingest.
Newswires Service	A standalone service that extracts items for RSS feeds from various websites and publishes them in Cinegy Archive for further use.
Rubber banding	The feature on Timeline that allows adjusting the volume of the audio objects with the keyframes.
Rundown	A list of Stories in the News Program to be played on-air and the News Program Manager panel containing sorted material to be sent to air.
Rundown template	A template created via the News Program Manager that defines the Rundown(s) to be applied to the specified day of the week.
Story script	Entered information about the Story material: words of the narrator, dialogues, titles, commentaries, etc.
Sequence	A string of one or more clips joined by the edit function. A Sequence may also be created without containing any clips or the essence.
Story	A basic element of a News Program. It contains scripts and media attachments covering a separate news Story.
Story Editor	A Cinegy news tool for creating and editing Stories.
Subclip	A virtual selected segment of a clip, no new essence created.
TDS	Track destination selector.
TED	Track enable/disable – A toggle-style button on Timeline that will activate and deactivate a track. Every track on Timeline has one.
Timeline	A module inside Cinegy Desktop that is meant for handling Sequences regardless of its size and complexity. Timeline contains separate tracks for video and audio material, as well as a wide range of tools for various manipulations.
Transcript block	A Story script block containing spoken words of those appearing on screen.
Trim window	Sequence Viewer mode, when trimming on Timeline is performed.
Video 1…3 block	A Story script block containing the video object icon and the name of the video material.

Cinegy Archive Browser

The Cinegy Archive Browser utility provides access to Cinegy Archive, allowing the user to navigate efficiently through the Cinegy Archive databases, search for specific nodes, and select Cinegy objects such as clips, Rolls, and ClipBins to drag and drop them into Avid Media Composer projects or create virtual AVI files.

Cinegy Archive Browser also traces the post folder – the network-shared folder intended to collect the AAF files generated by different sources (for example, Avid job folders).



Chapter 2 Introduction

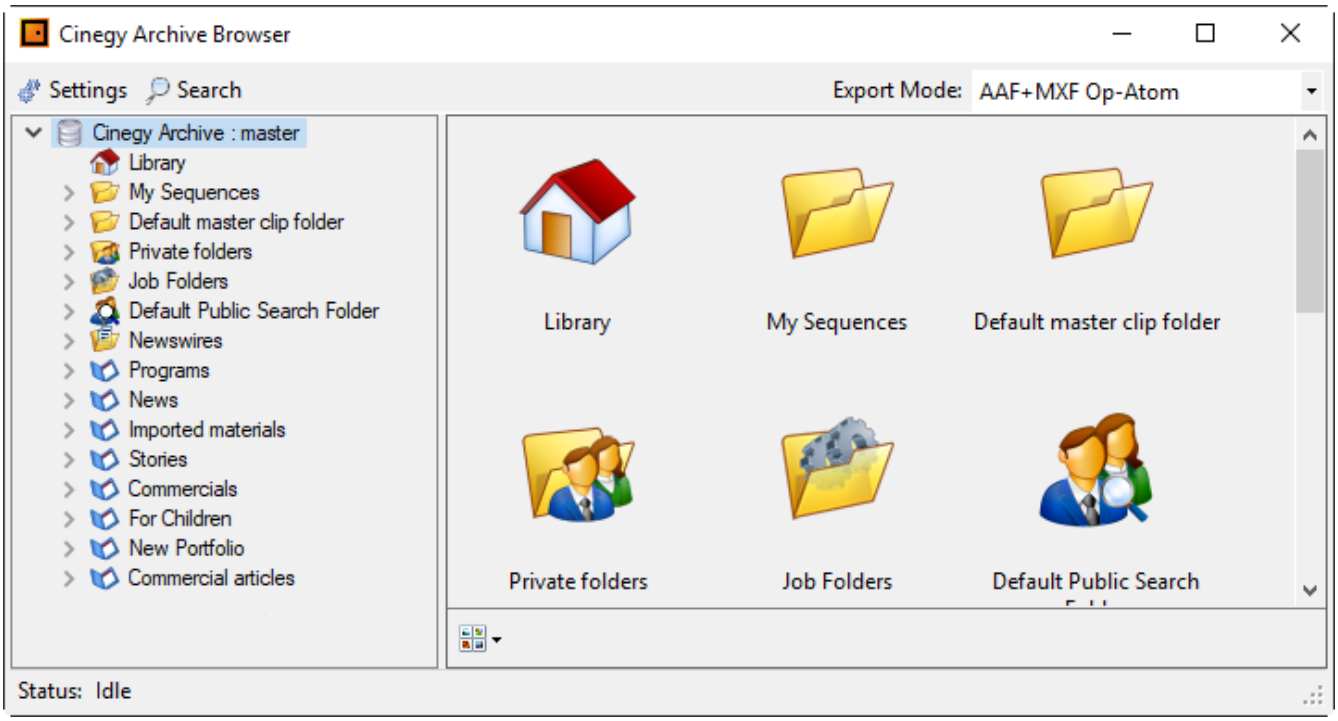
The Cinegy Archive Browser utility provides access to Cinegy Archive, allowing the user to navigate efficiently through Cinegy Archive databases, search for specific nodes, and select Cinegy objects such as clips, Rolls, and ClipBins to drag-and-drop them into Avid Media Composer projects or create virtual AVI files.

Cinegy Archive Browser also traces the post folder – the network-shared folder intended to collect the AAF files generated by different sources (for example, Avid job folders).

2.1 Cinegy Archive Browser Interface



To start the Cinegy Archive Browser utility, click its shortcut on the desktop or run it from *Start* > *Cinegy* > *Cinegy Archive Browser*. The appearance of Cinegy Archive Browser resembles the Windows File Explorer interface, with the search functionality available:

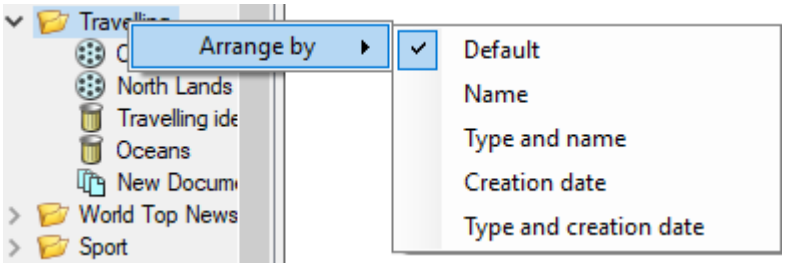


The content of the database(s) is presented in a tree-like structure in the left-hand panel of the window.



Refer to the **Cinegy Desktop Configurator** article for more details about the database configuration.

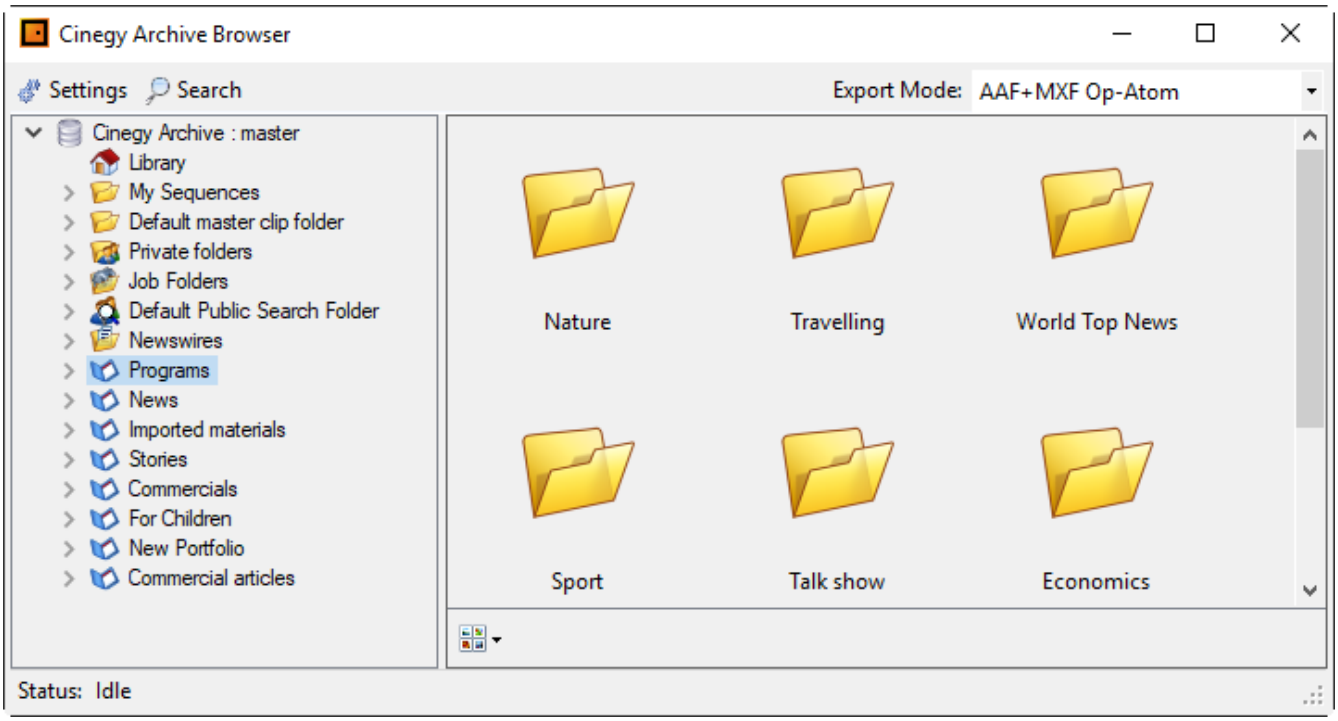
Each container can be expanded or collapsed by pressing the › and ⌄ buttons, respectively. The content of any expanded folder can be sorted by name, type and name, creation date, or type and creation date by selecting the corresponding option from the "Arrange by" context menu command:



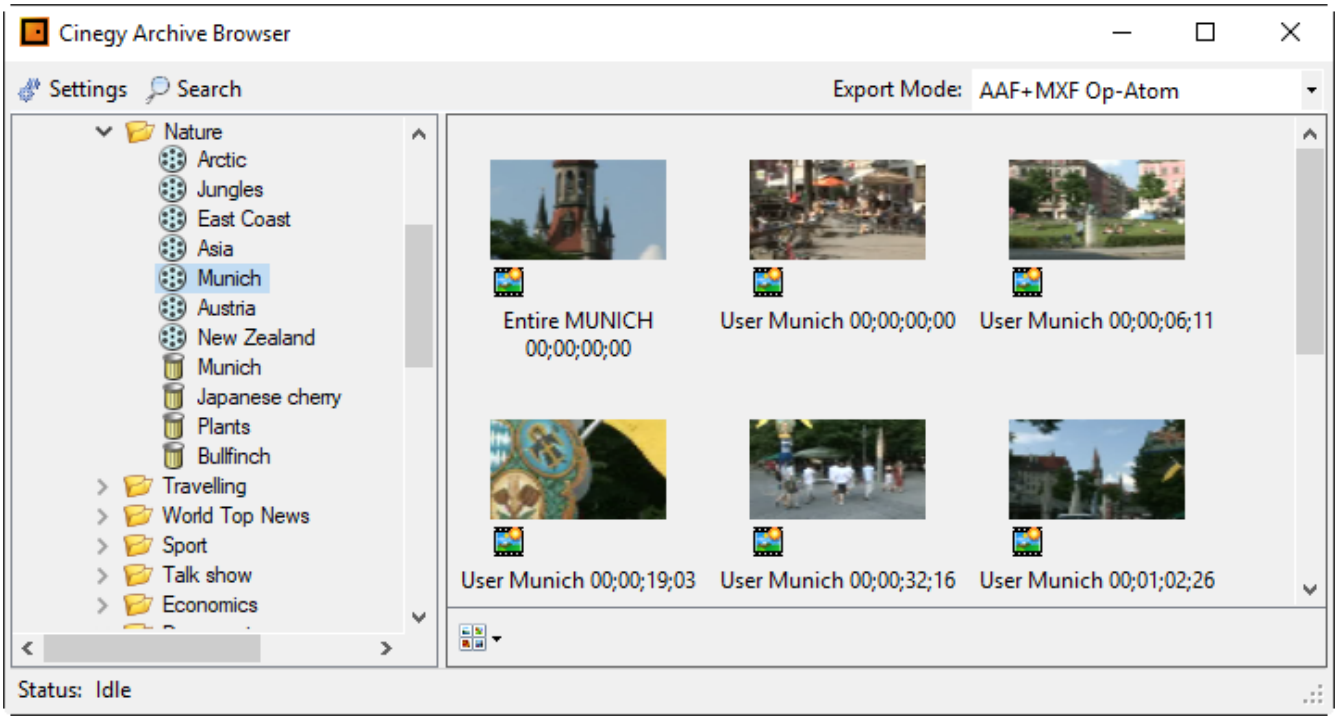
The content of collapsed folders cannot be sorted.

Node Explorer

On the right-hand panel, the content of each folder or bin selected in the database tree is displayed:



As soon as you click on a ClipBin or Roll, all clips with their corresponding thumbnails and detailed information will be displayed in this panel:





The audio-only clips are indicated with the waveform icon.



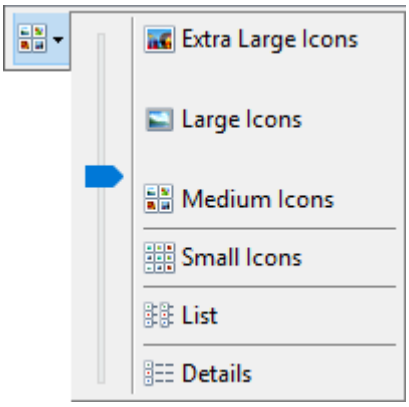
The media offline clips are indicated with the corresponding icon.



The documents with unavailable origins are indicated with the red crossed circle icon.

View

There are several view options to display the content of the folder or container (Roll, ClipBin, DocumentBin, etc.). To change the view, click the "Change your view" icon and select the corresponding option:



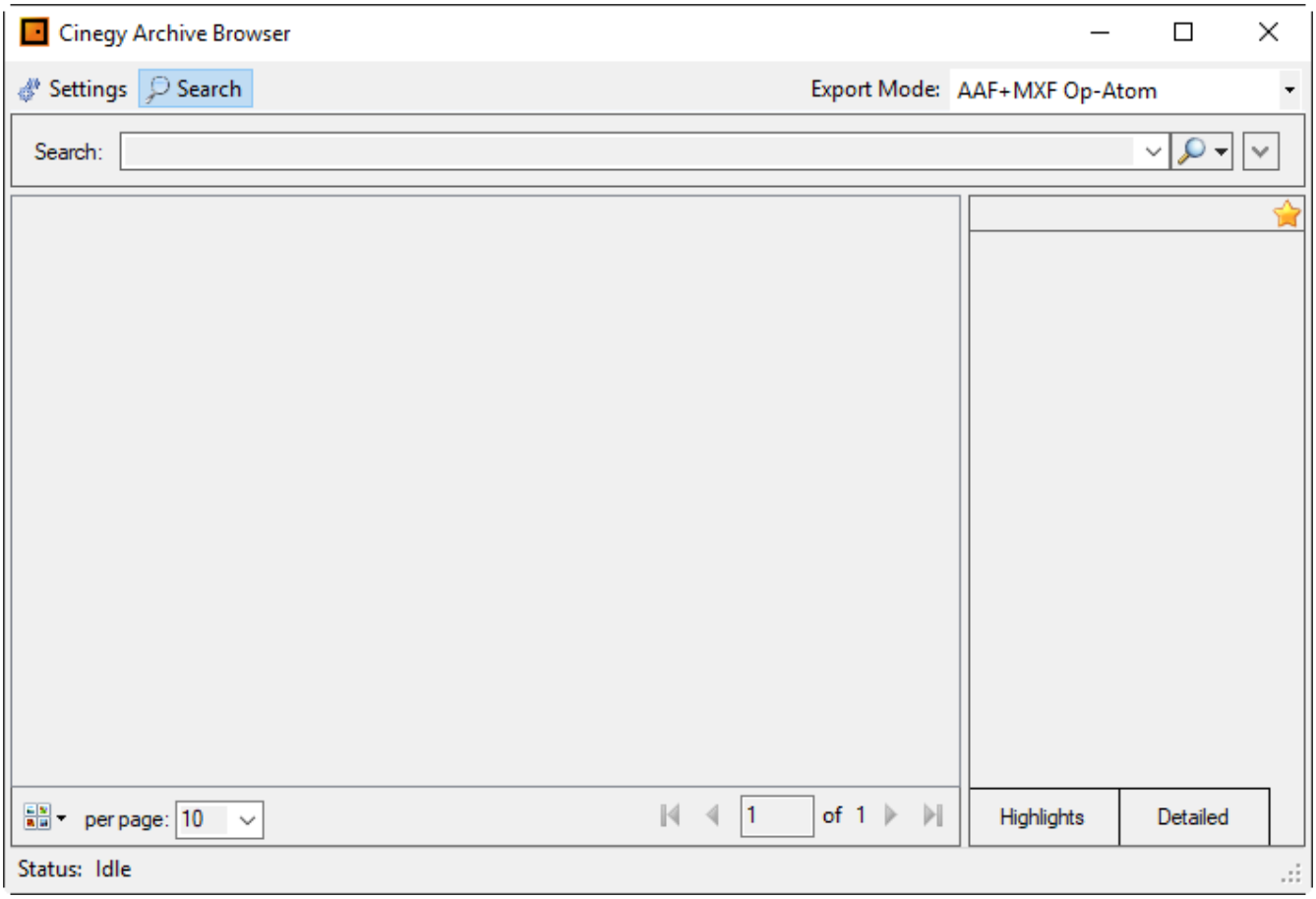
The "Change your view" icon will look different depending on the view you have chosen.

You can use the slider to manually change the scale of thumbnails between medium and extra-large icon sizes.

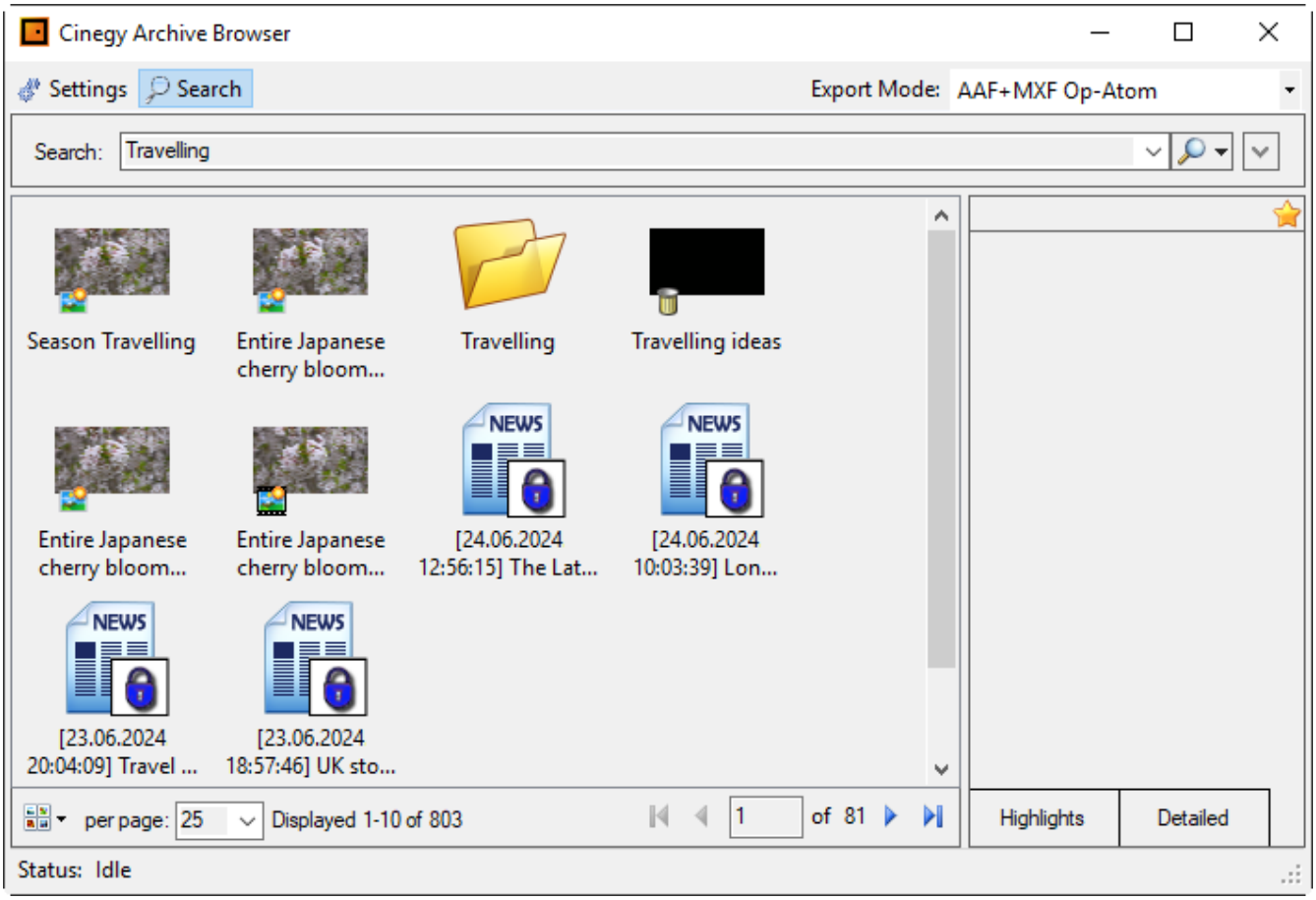
2.2 Searching in the Cinegy Archive Database

For detailed information on performing search operations, refer to the **Search** section.

To perform search operations in the Cinegy Archive database and view the search results, click the "Search" button on the menu panel. The "Search" window will be open:

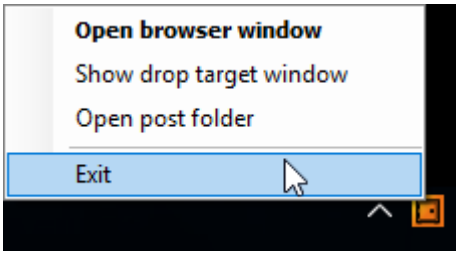


All the nodes found according to the search request will be listed here with their thumbnails and metadata.



2.3 Closing Cinegy Archive Browser

Having finished your work with Cinegy Archive Browser, right-click the Cinegy Archive Browser icon located in the notification area of the taskbar and choose the "Exit" command:



Alternatively, you can close Cinegy Archive Browser by pressing the × button in the main window.

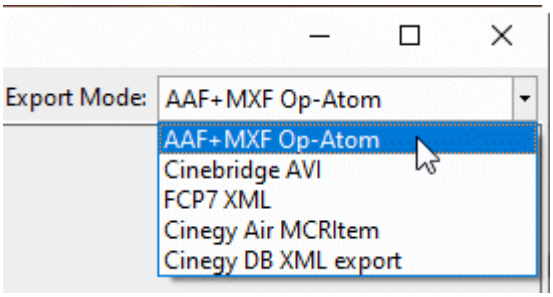
Chapter 3 Export Modes

The Cinegy Archive Browser utility supports the following export modes:

- AAF + MXF Op-Atom export
- Cinebridge AVI export
- XML for Final Cut Pro 7 export
- Cinegy Air MCRItem export
- Cinegy Database XML export

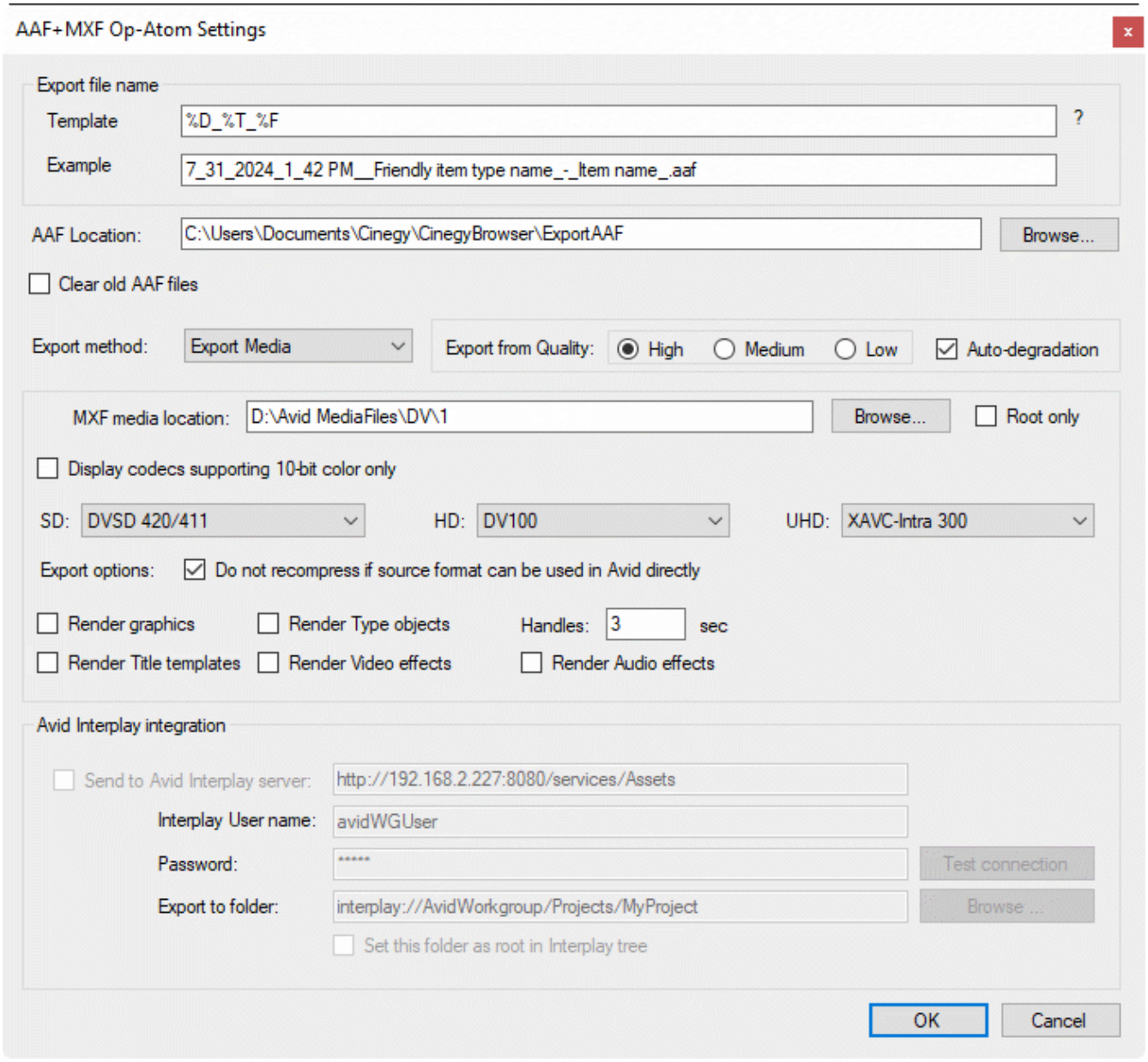
3.1 AAF + MXF Op-Atom Export Settings

To configure the export parameters, choose "AAF+MXF Op-Atom" mode from the "Export Mode" drop-down list:



and press the Settings button from the menu panel.

The following configuration dialog appears:



Here define the AAF + MXF Op-Atom export settings as described below.

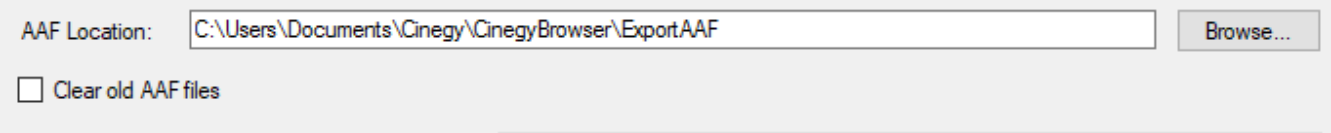
Export File Name

Enter a file name macro to automate the exported media naming. The name template macros are:

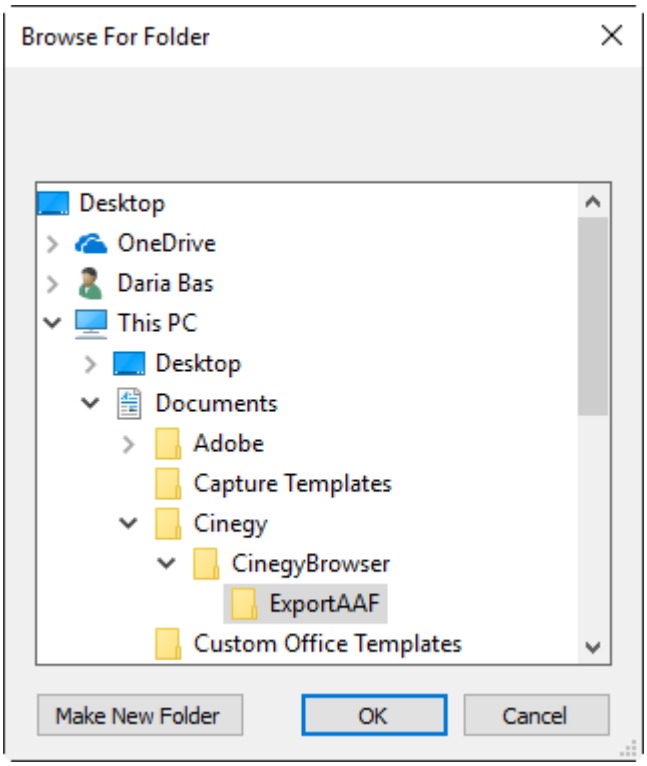
Macro	Meaning
%D	The export task creation date
%T	The export task creation time
%O	The export task owner
%F	The object name and type
%N	The object name
%V	The name of the video system

The file name preview is displayed in the "Example" field.

AAF Files Location



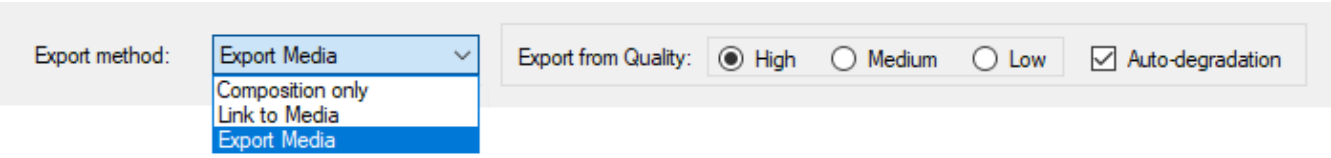
Press the "Browse" button to locate the folder where the AAF files are stored:



Select the "Clear old AAF files" checkbox to clear up the Avid media files folder of all currently existing AAF files before exporting.

Please note, files other than AAF, as well as all contents of the subfolders, if any, will be preserved.

Export Method



The following export methods can be configured here:

- **Composition only** – the AAF file with information about Cinegy Archive object(s) is generated without the generation and exporting of MXF media files.
- **Link to Media** – the AAF file with information about Cinegy Archive object(s) is generated with links to media files located on Cinegy Media Storage.

  If the "Link to Media" option is used, the third-party NLE application should natively support the formats of Cinegy Archive media files.

- **Export Media** – the MXF files are generated in the defined Avid media files location, and the AAF file with links to these

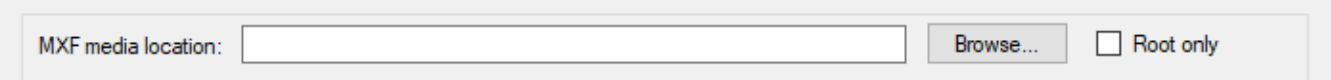
newly created MXF files is created.

Please note that Avid Media Composer natively supports only MXF OP-Atom files.

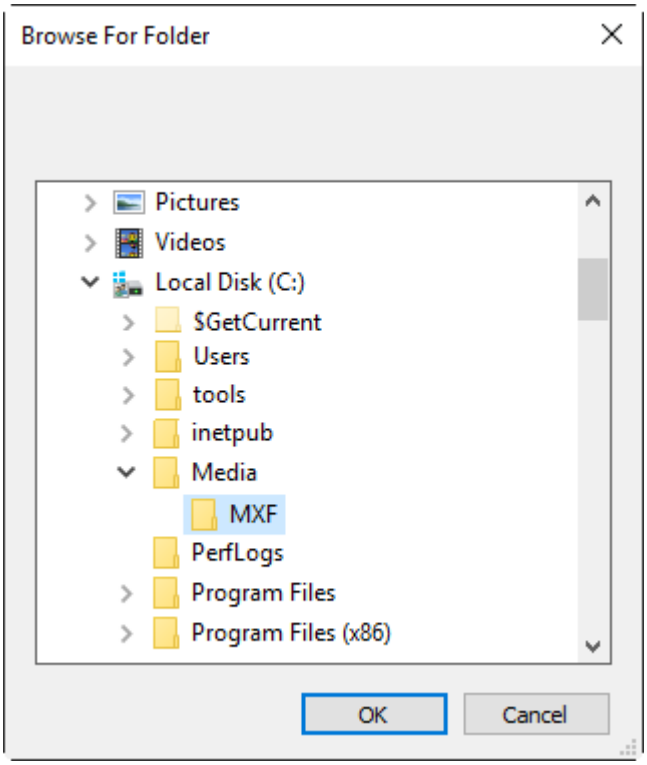
Export from Quality

Here, define the quality of source media used when exporting from the Cinegy Archive database. Set the radio button to "High" to use the high quality, to "Medium" to use the medium quality, or to "Low" to use the low quality. Select the "Auto-degradation" checkbox to enable switching to the next available lower quality.

MXF Media Location



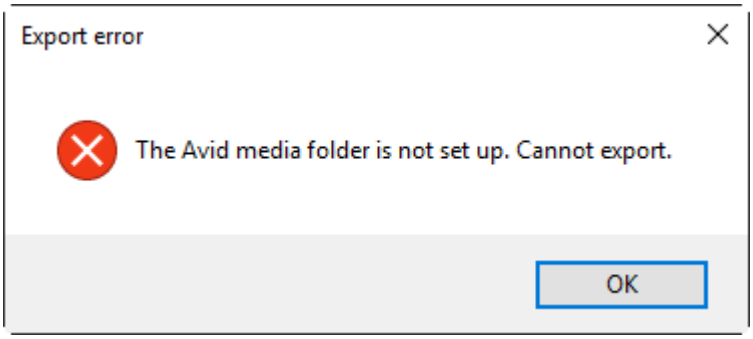
Press the "Browse" button to locate the folder where the Avid media files are stored:



The MXF files that are generated for the Cinegy Archive objects being exported will be automatically recognized by Avid Media Composer according to the links written in the imported AAF files.

The folder defined as a Media Directory for Avid Media Composer should be specified in the "MXF media location" field for automatic recognition of media files within Avid Media Composer.

Please define the Avid media folder; otherwise, export cannot be performed, and the following error message appears:



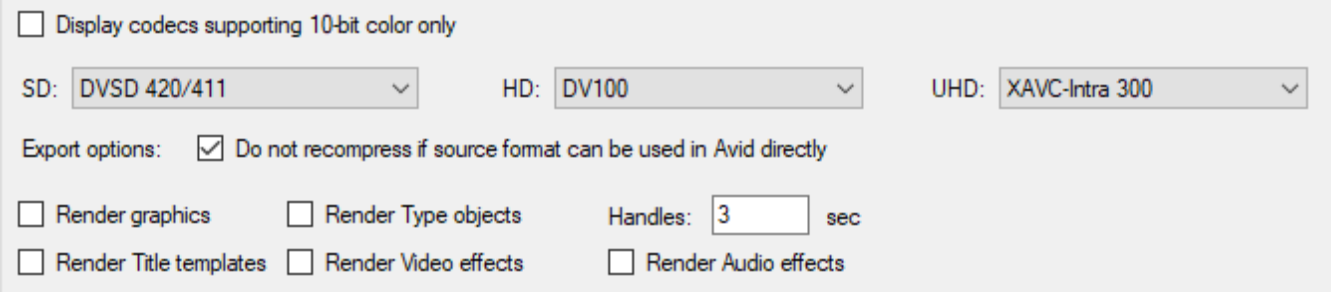
Use Only Root Folder

Use the "Root only" option to limit the creation of Avid media files folders to the specified Avid media folder only. Using this option will also speed up the multimedia export process, without the necessity to inspect every subfolder for the presence of already exported media, especially if you have numerous subfolders containing a large amount of previously exported media.

Encoders Selection

Select the media formats separately for files of standard, high, or ultra-high definition.

Export Options



- **Display codecs supporting 10-bit color only** – allows the user to narrow the list of codecs to only those with 10-bit color depth.
- **Do not recompress if source format can be used in Avid directly** – this enables skipping source media recompression if the media files are already in the native MXF OP-Atom format.
- **Render graphics** – enables the rendering of the graphics to separate files when exporting. Leave this option deselected to disable graphics rendering. In this case, the graphics will be replaced with fillers.
- **Render Title templates** – enables the rendering of Cinegy Title templates to separate files when exporting. Leave this option deselected to disable rendering of titles. In this case, titles will be replaced with fillers.
- **Render Type objects** – enables the rendering of outdated Cinegy Type templates to separate files when exporting. Leave this option deselected to disable the template rendering. In this case, they will be replaced with fillers.

  Cinegy Type is considered a legacy solution, and starting from Cinegy Desktop v25.3, support for CG templates created in Cinegy Type is disabled by default. If there is a critical need to use existing Cinegy Type templates, please get in touch with Cinegy Support to explore the possibility of importing the templates in the current Cinegy Desktop version. This fallback option will no longer be available in the next major version.

- **Render Video effects** – enables the rendering of video effects when exporting. Leave this option deselected to disable the rendering of video effects.

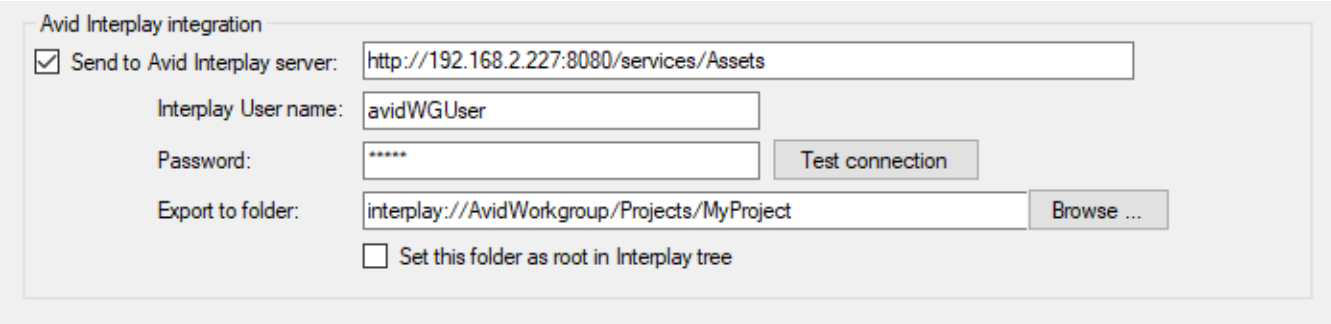
If the "Render Video effects" option is selected, the "Do not recompress if source format can be used in Avid directly" option becomes unavailable, and the effects are rendered to the defined format.

- **Render Audio effects** – enables the rendering of audio effects when exporting. Leave this option deselected to disable the rendering of audio effects;
- **Handles** – the export adds "handles" (if possible) of N second(s) on each boundary of the referenced material to allow trimming of clips.

Avid Interplay Integration

To activate Avid Interplay integration functionality, please contact your Cinegy sales representative.

To send the media files to the Avid Interplay server, select the "Send to Avid Interplay server" checkbox and set up the following parameters:



- **Avid Interplay server** – specifies the path to Avid Interplay Web-services.
- **Interplay User name** – specifies the user's name to connect to the Avid Interplay server.
- **Password** – specifies the password to connect to the Avid Interplay server.
- **Test connection** – press this button to verify that the connection to the Avid Interplay server is working.

Make sure that the "Export to folder" path is set up correctly and that you have entered valid login information for a successful test.

- **Export to folder** – specifies the path to the folder to store the media files. The folder can be chosen by pressing the "Browse…" button.
- **Set this folder as root in Interplay tree** – select this checkbox to set the specified export folder as a root folder in the Interplay tree.

Refer to the **Avid Interplay Integration** paragraph to learn how to work with Avid Interplay folders.

3.2 Cinebridge AVI Export

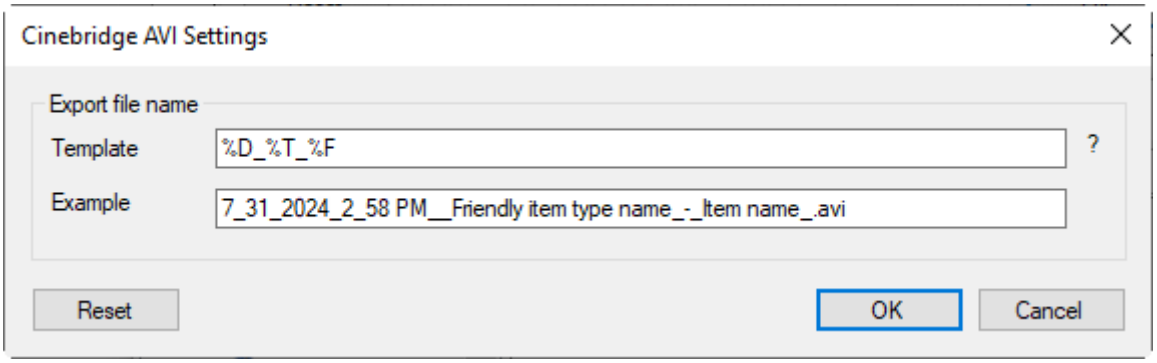
Cinebridge AVI export mode allows the user to create virtual AVI files that contain references to media files stored in the Cinegy Archive database, i.e., no actual export of video files takes place.

To create a virtual AVI file, drag and drop a Roll, clip, ClipBin, or Sequence from the Cinegy Archive Browser window to the desired folder on a disk or network share. This process is performed on-the-fly; virtually no storage space is required, and no conversion time is lost.

To work with virtual AVI files, you need to have a Cinegy Cinebridge decoder installed on your PC. Refer to the **Cinegy Cinebridge** manual for details.

The created virtual AVI file can be played back by Windows Media Player or imported into other AVI-compatible third-party NLE applications that can render AVI files.

To configure the Cinebridge AVI export parameters, choose "Cinebridge AVI" from the "Export Mode" drop-down list and press the "Settings" button on the menu panel. The following configuration window appears:



Configure the required parameters:

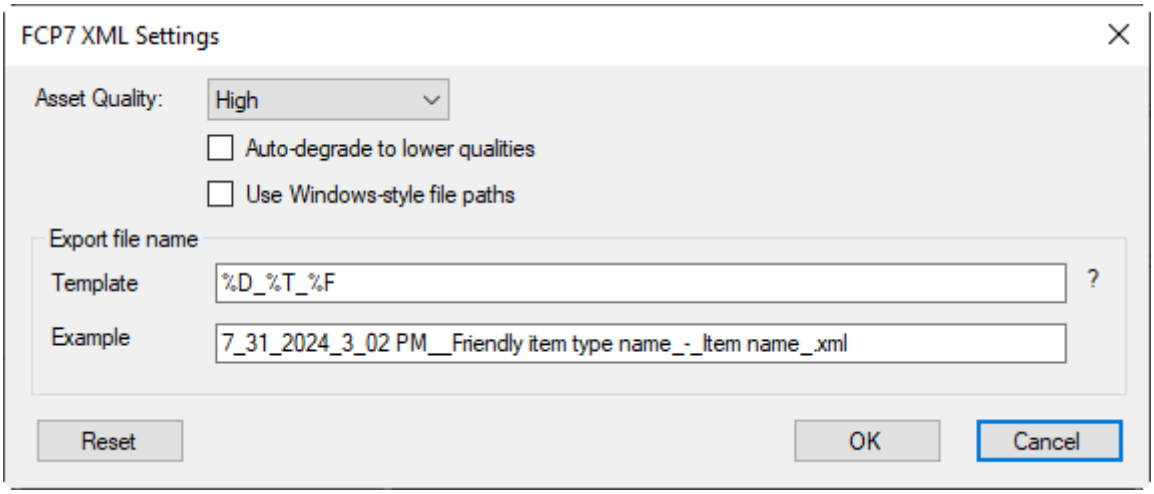
- **Template** – specifies a file name template. You can use the file name macros to automate the exported media naming.

  Refer to the **Export File Name** paragraph for the list of available file name macros.

- **Example** – displays the file name preview.

3.3 XML for Final Cut Pro 7 Export

The following settings are available for Final Cut 7 Export:



- **Asset Quality** – links to the media quality defined in this field are written to the XML file.
- **Auto-degrade to lower qualities** – if the media quality defined in the "Asset Quality" field is not available during the XML file generation, the link to the next available media quality will be written to the XML file if this option is selected.
- **Use Windows-style file paths** – defines whether the path to the clip will be written in the UNC format used by Windows applications, e.g., `\\server name\share name\folder\`. When this option is not selected, the path to the clip will be written in the Mac OS format, e.g., `file://localhost/Volumes/cinegymediafiles`.

- **Template** – specifies a file name template. You can use the file name macros to automate the exported media naming.

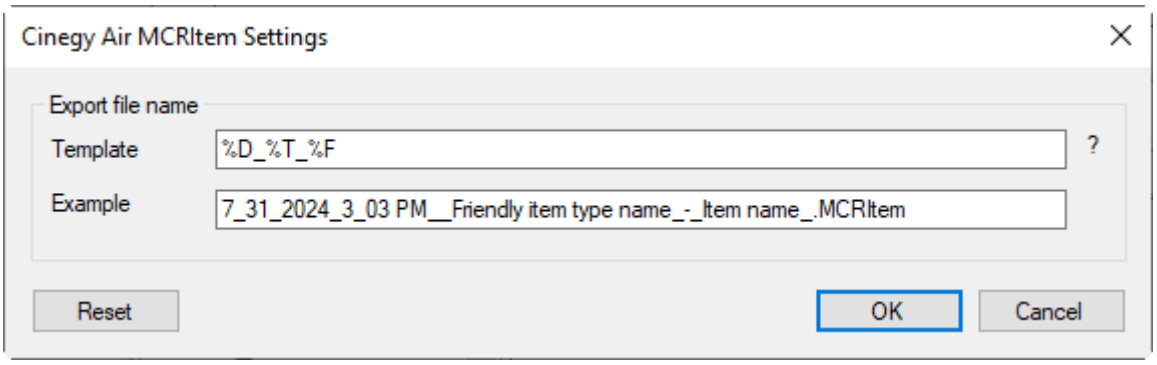


Refer to the **Export File Name** paragraph for the list of available file name macros.

- **Example** – displays the file name preview.

3.4 Cinegy Air MCRItem Export

To configure the Cinegy Air MCRItem export parameters, choose "Cinegy Air MCRItem" from the "Export Mode" drop-down list and press the "Settings" button on the menu panel. The following configuration window appears:



Configure the required parameters:

- **Template** – specifies a file name template. You can use the file name macros to automate the exported media naming.

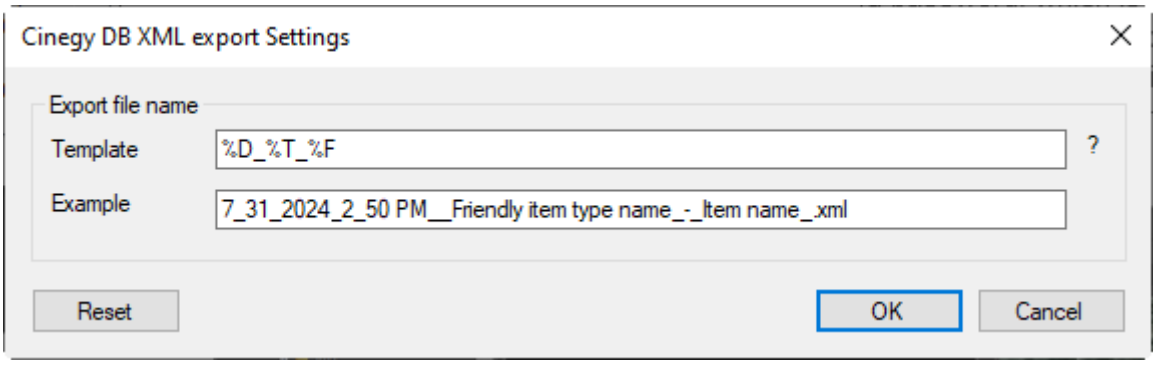


Refer to the **Export File Name** paragraph for the list of available file name macros.

- **Example** – displays the file name preview.

3.5 Cinegy Database XML Export

To configure the Cinegy database XML export parameters, choose "Cinegy DB XML Export" from the "Export Mode" drop-down list and press the "Settings" button on the menu panel. The following configuration window appears:



Configure the required parameters:

- **Template** – specifies a file name template. You can use the file name macros to automate the exported media naming.



Refer to the **Export File Name** paragraph for the list of available file name macros.

- **Example** – displays the file name preview.

Press "OK" to confirm the parameters and exit the settings dialog. Pressing the "Reset" button restores the default settings.

Integration with 3rd-party NLEs

Cinegy offers several workflows for integration with other non-linear editing systems (NLE).

The clips and Sequences prepared in Cinegy Desktop and stored in the Cinegy Archive database can be exported for further work using other video editing solutions. Cinegy Archive Browser is a utility that provides access to Cinegy Archive database content and has the functionality to define different export modes. Depending on your workflow and preferences, you can choose one of the following variants:

- Exporting to Adobe – FCP7 XML Workflows
- Exporting to Avid and Adobe – AAF+MXF Workflows
- Cinegy Cinebridge AVI export

Chapter 4 Integration via Cinegy Archive Browser

4.1 Export to Adobe (FCP7 XML workflow)

Cinegy Archive Browser has a dedicated mode for exporting projects from the Cinegy Archive database to 3rd-party NLEs that can import XML files created according to the XML for Final Cut Pro 7 specification.

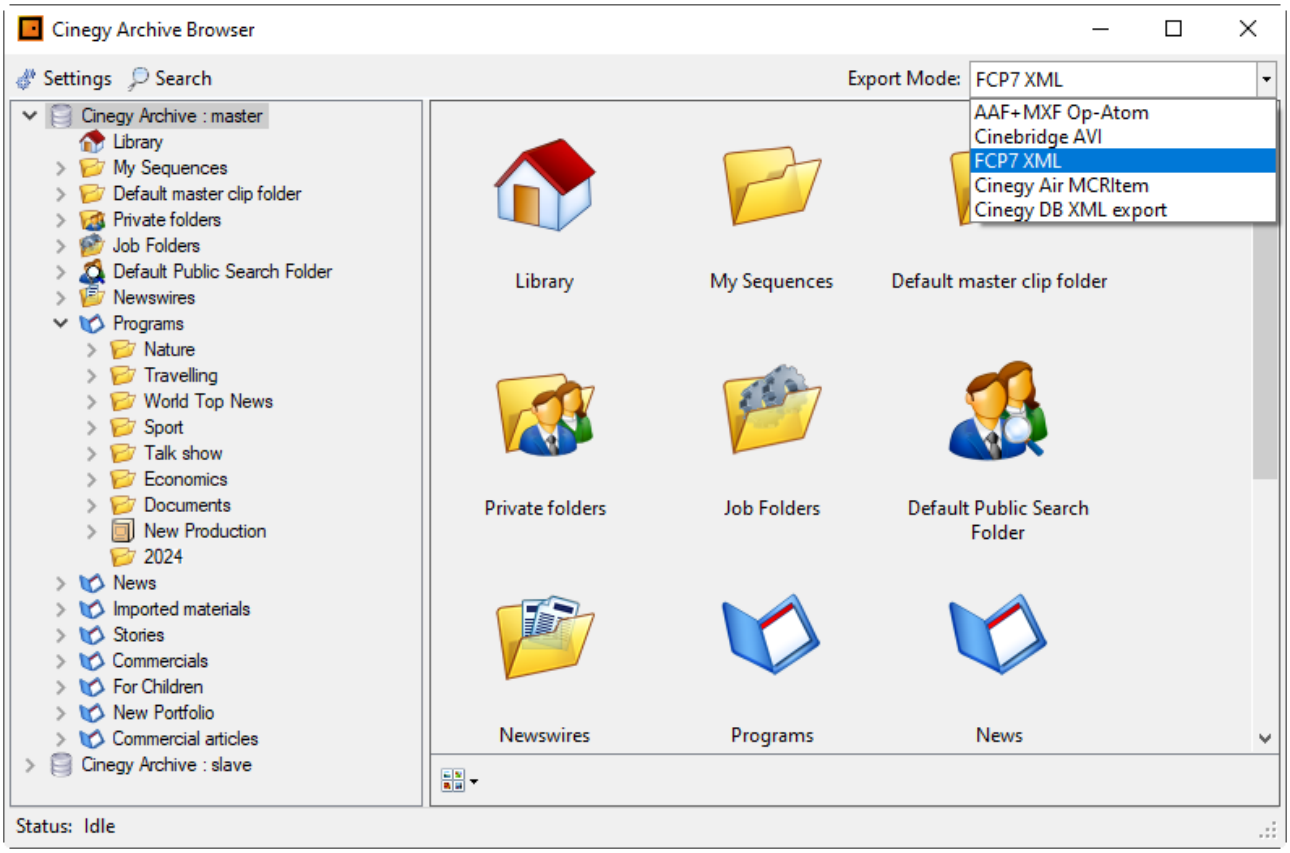
During the export, the XML file is generated containing the information about clips, tracks, effects, metadata, and links to the original media stored on Cinegy media storage. No media rendering takes place. Different NLEs that have the feature of importing Final Cut Pro 7 XML files will be able to open and work with the generated XML files. The ability to access and open media from Cinegy media storage depends on the operating system and components installed in it, and also on the internal media import modules of each particular NLE.

XML for Final Cut Pro 7 (not Final Cut Pro X) is generated during export.

Export from Cinegy Archive to Adobe Premiere

The following example shows how to export projects from the Cinegy Archive database via Cinegy Archive Browser to Adobe Premiere. This procedure is similar to other NLEs that support Final Cut Pro 7 XML import.

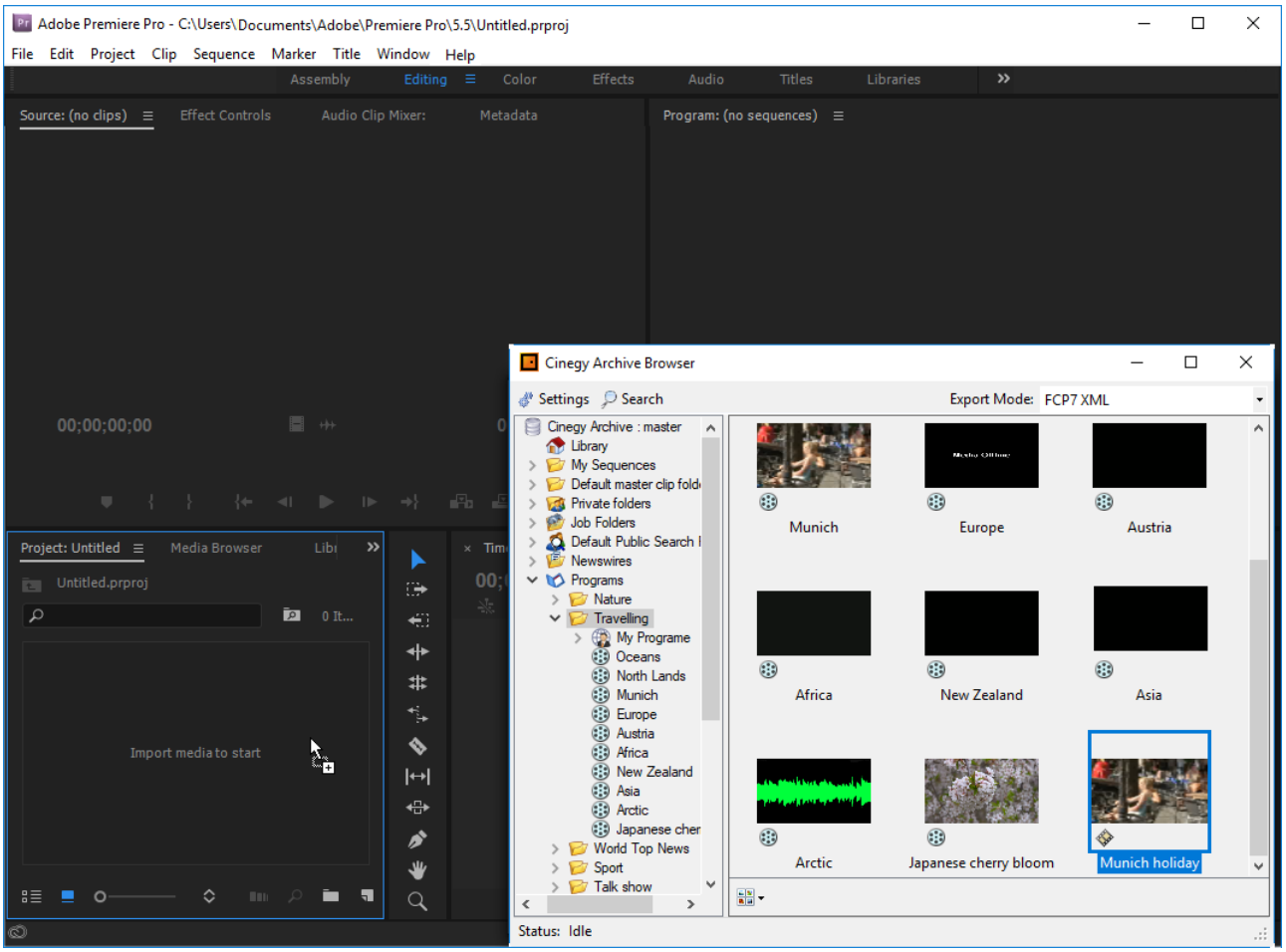
1. Configure Cinegy Archive Browser: set "Export mode" to "FCP7 XML".



To define the export parameters, press the Settings button from the menu panel. The parameters are described in detail in the **XML for Final Cut Pro 7 Export** paragraph.

If you intend to use XML files in the NLE that is run on a Windows OS-operated computer, make sure you have selected the "Use Windows-style file paths" option.

2. In Cinegy Archive Browser, select a clip, Roll, ClipBin, or Sequence you need to import and drag-and-drop the selected object into the Adobe Premiere project. The following screenshot illustrates the process of Sequence export to Adobe Premiere:



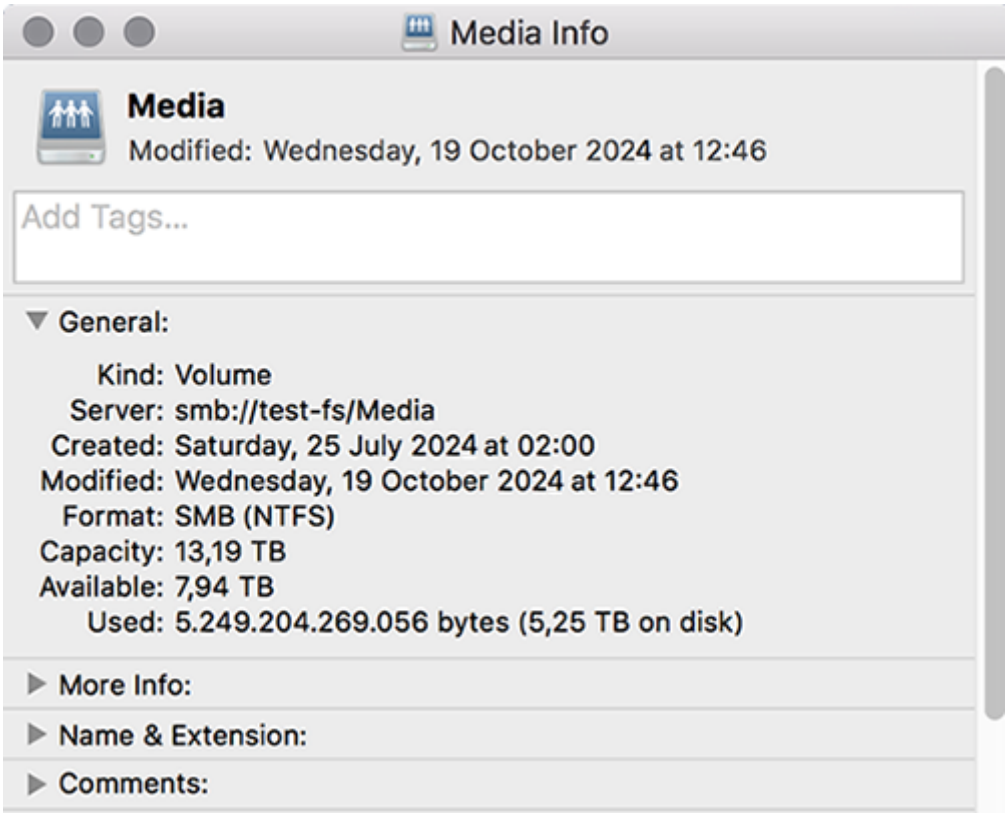
Working on Mac OS

If you are working on a Mac OS, the Cinegy network shares containing media files should be mounted as SMB shared Volumes (for example, using *GO > Connect to Server* Finder command).

The address string syntax is as follows:

`smb://<server_name>/<share_name>/`

In the following example, the `//test-fs/Media/` share is mounted as a volume on a Mac OS workstation, thus allowing access to the Cinegy Archive media files according to the paths written in the generated Final Cut Pro 7 XML file.



4.2 Export to Avid and Adobe (AAF+MXF workflow)

In "AAF+MXF Op-Atom" mode, Cinegy Archive Browser generates AAF and MXF files, which can be used in Avid Media Composer, Adobe Premiere, or any other NLE that supports such files. The MXF files are generated according to the settings in the configured folder. Only the points selected from the original media by the In and Out points are transferred. The AAF files contain information about clips, effects, additional metadata, and links to generated MXF files.



Refer to the **AAF + MXF Op-Atom Export Settings** paragraph of the **Cinegy Archive Browser Manual** for details on export settings.

The Cinegy Archive objects (e.g., clips, Rolls, ClipBins, or Sequences) can be dragged and dropped from Cinegy Archive Browser directly into the NLE workspace. This is convenient if both Cinegy Archive Browser and NLE are installed on Windows OS.

In case the NLE works on Mac OS, you can create the AAF and MXF files by dragging and dropping objects from Cinegy Archive Browser into any folder on Windows OS and then copy them to Mac OS or access them via network.

Export from Cinegy Archive to Avid Media Composer or Adobe Premiere

The example below shows the workflow in which media clips are sent from Cinegy Archive to Avid Media Composer.

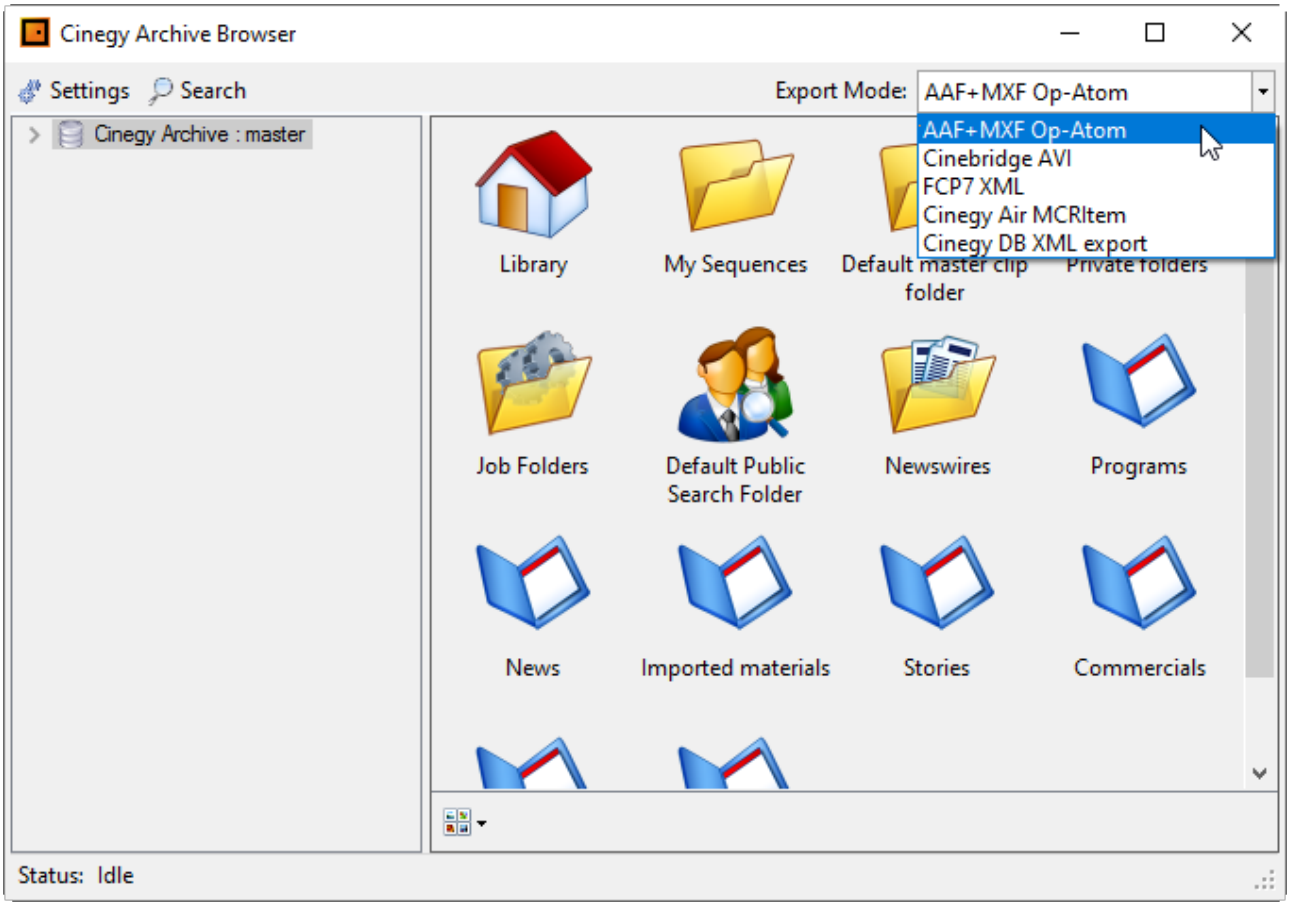


The same procedure works for importing files into Adobe Premiere.

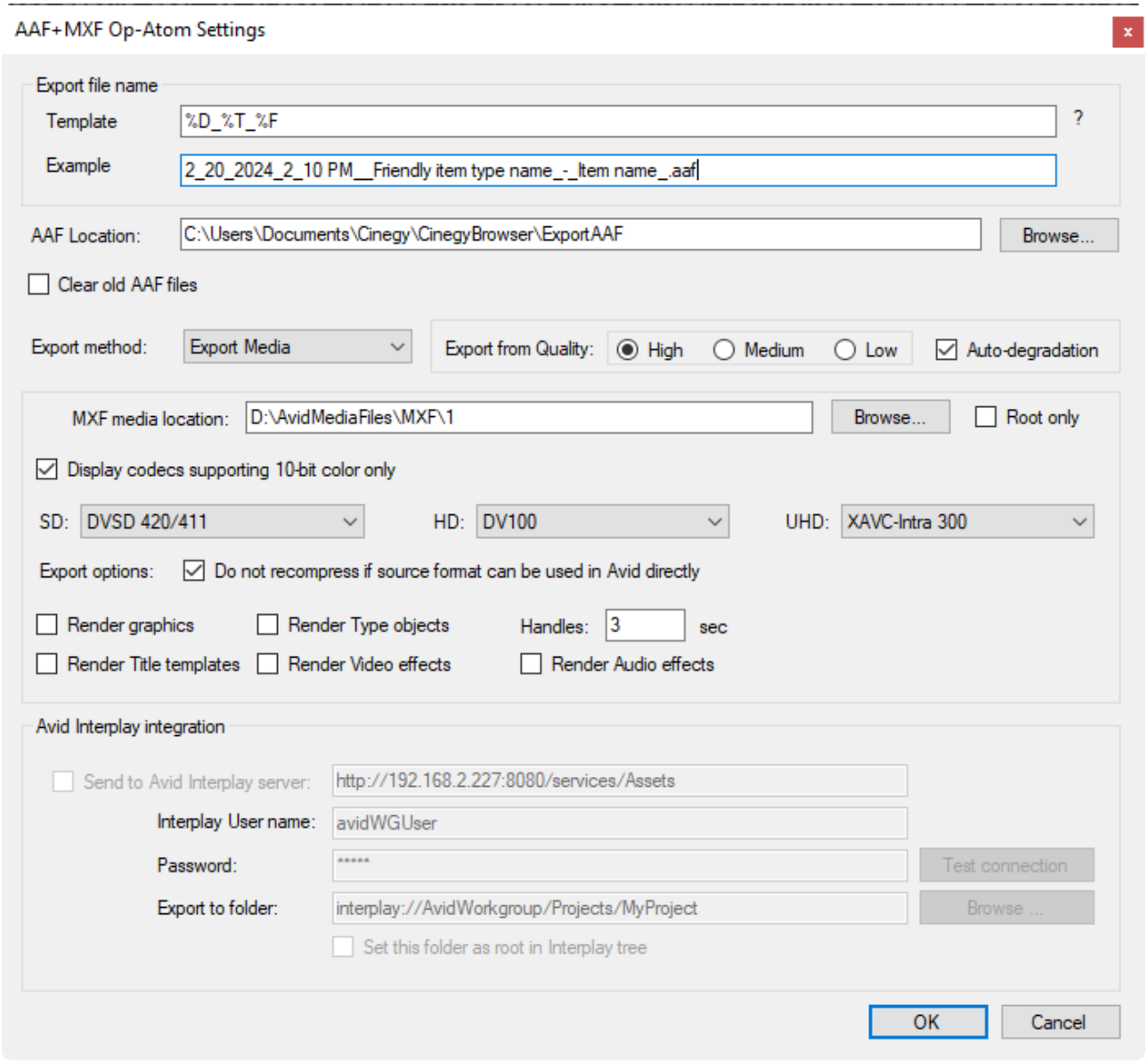
To set up this workflow, follow the steps:

1. Define the export settings.

   To configure the export parameters, choose "AAF+MXF Op-Atom" mode from the "Export Mode" drop-down list:

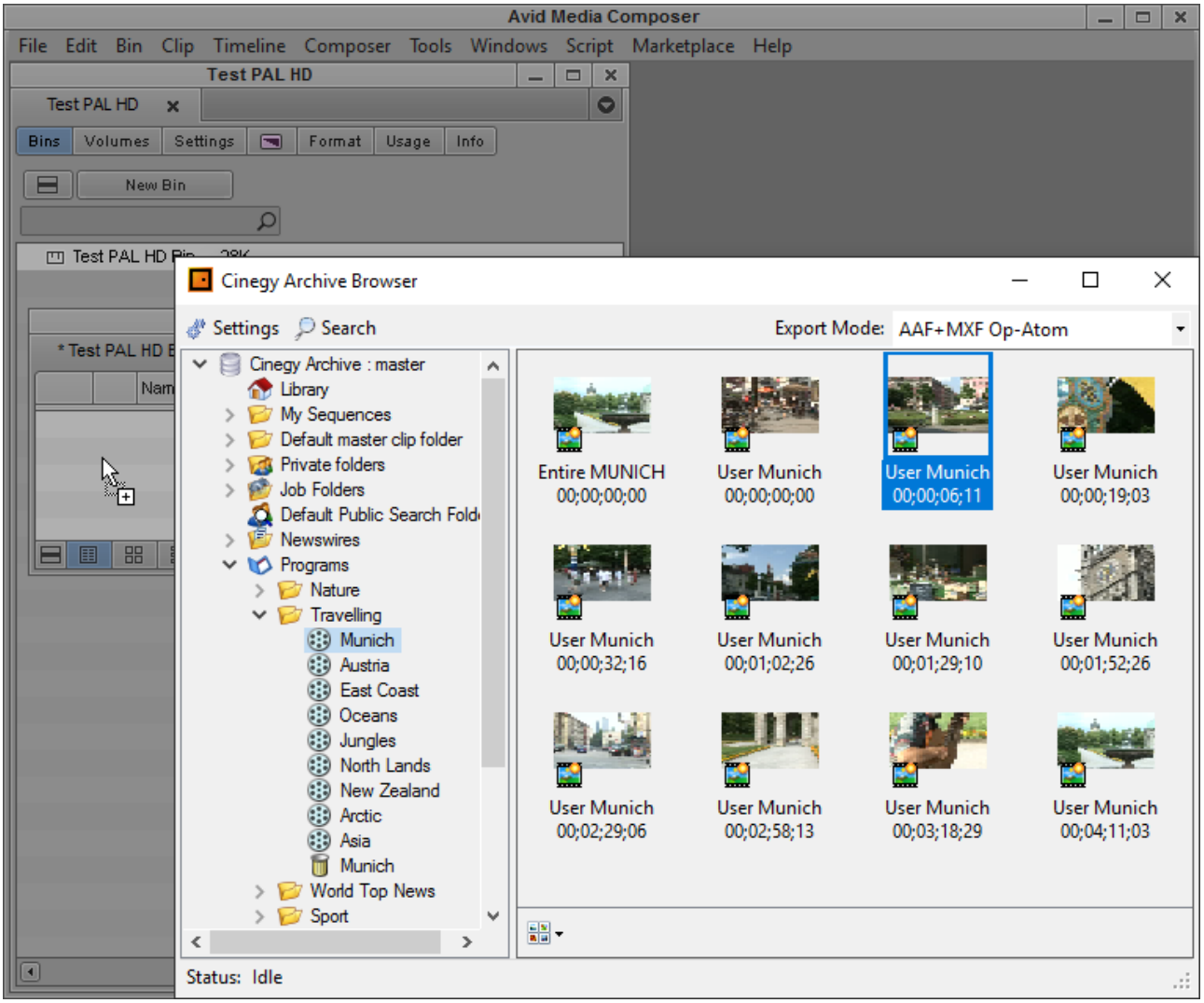


and press the Settings button from the menu panel.
The following configuration "AAF+MXF Op-Atom Settings" window appears:

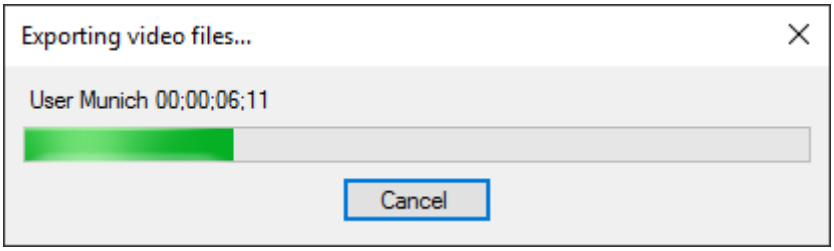


Refer to the **AAF + MXF Op-Atom Export Settings** paragraph of the **Cinegy Archive Browser Manual** for more details on the Avid export settings.

2. Open Avid Media Composer and create a new project.
3. In Cinegy Archive Browser, select a clip, Roll, ClipBin, or Sequence you need to import to Avid.
4. Drag and drop the selected object into the Avid Media Composer project bin window:



The following progress bar is shown during the exporting process:

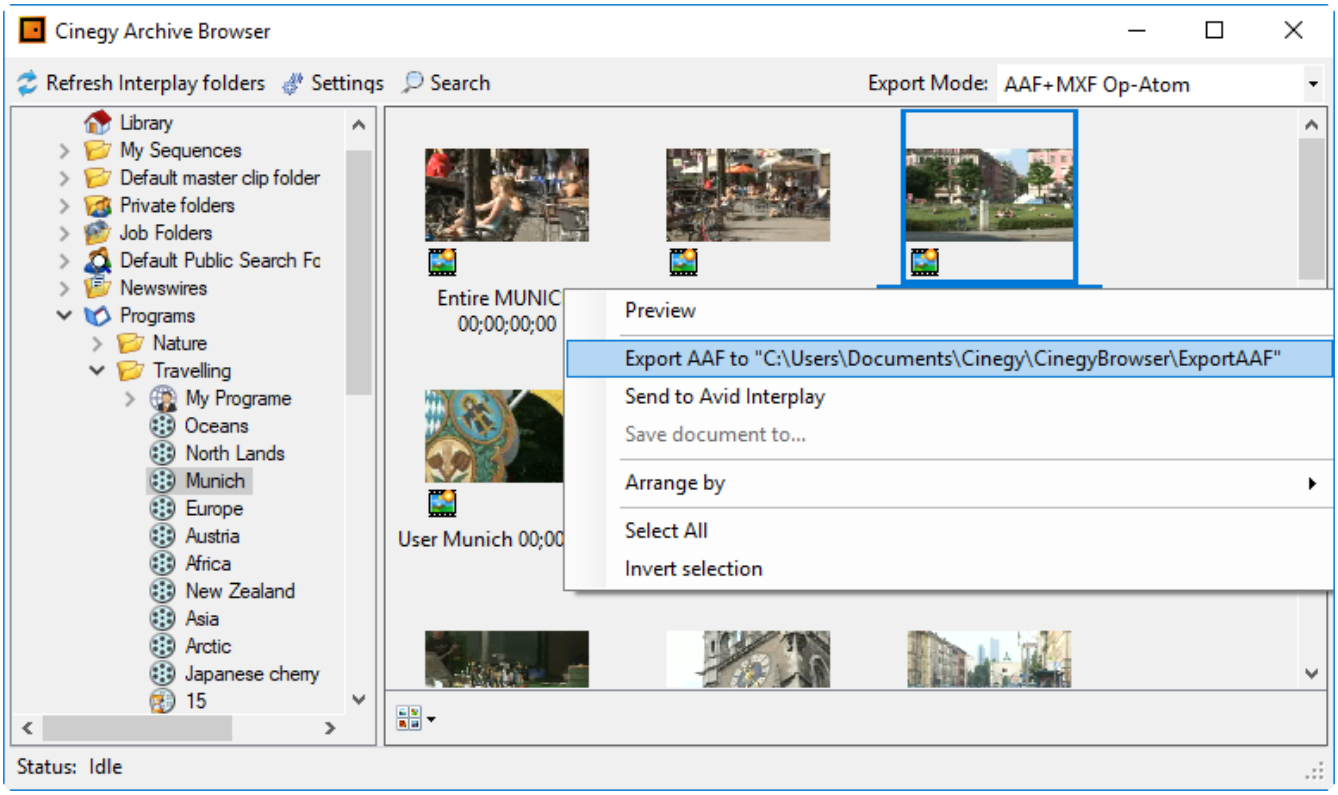


To abort the process in progress, press "Cancel".

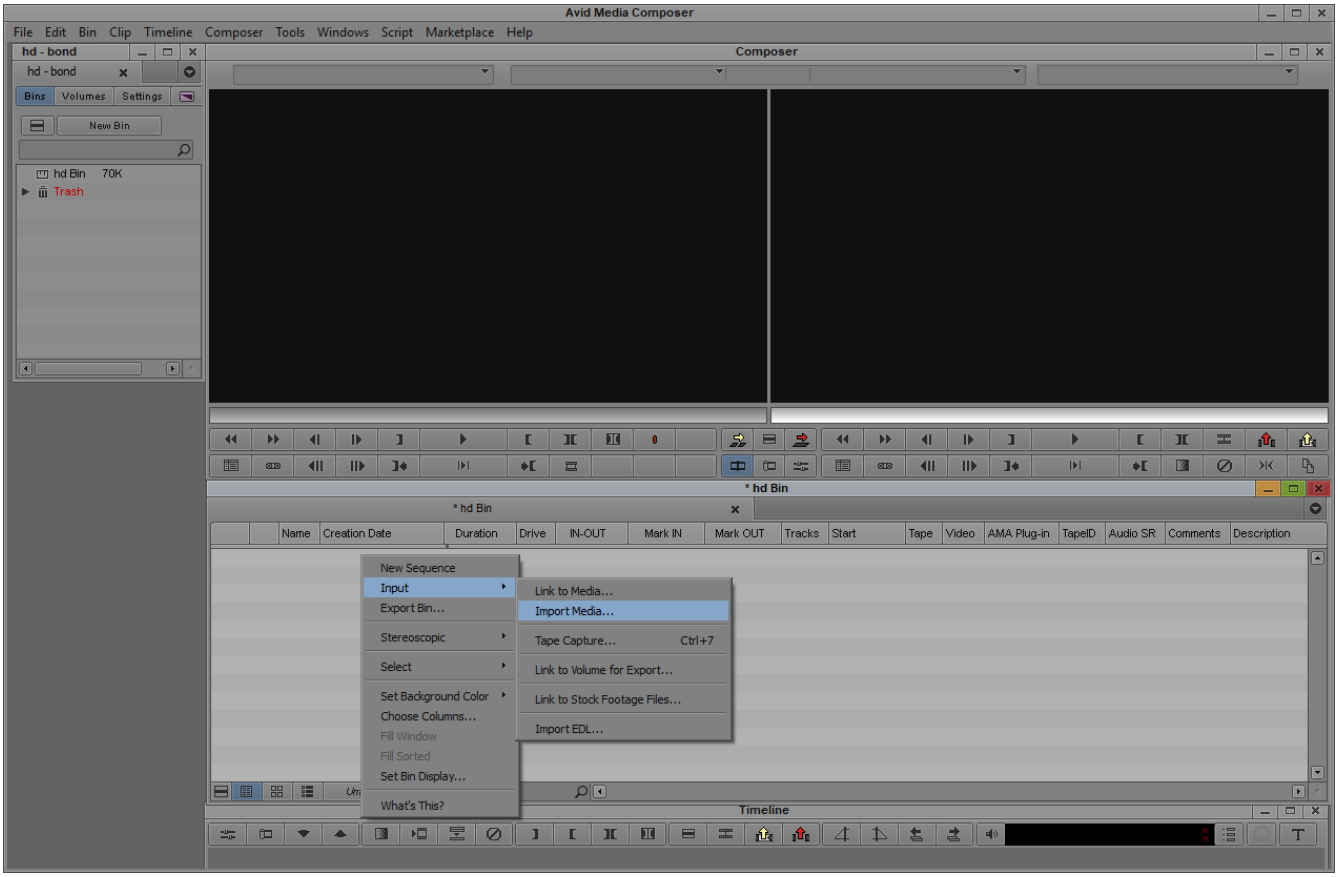
During the export, media is wrapped and saved into MXF files (MXF OP-Atom), and the project data, such as the arrangement of source clips, metadata, and effects information, is written to AAF files. The files are written to the locations defined in the "AAF+MXF Op-Atom Settings" dialog.

The same procedure works for importing files into Adobe Premiere.

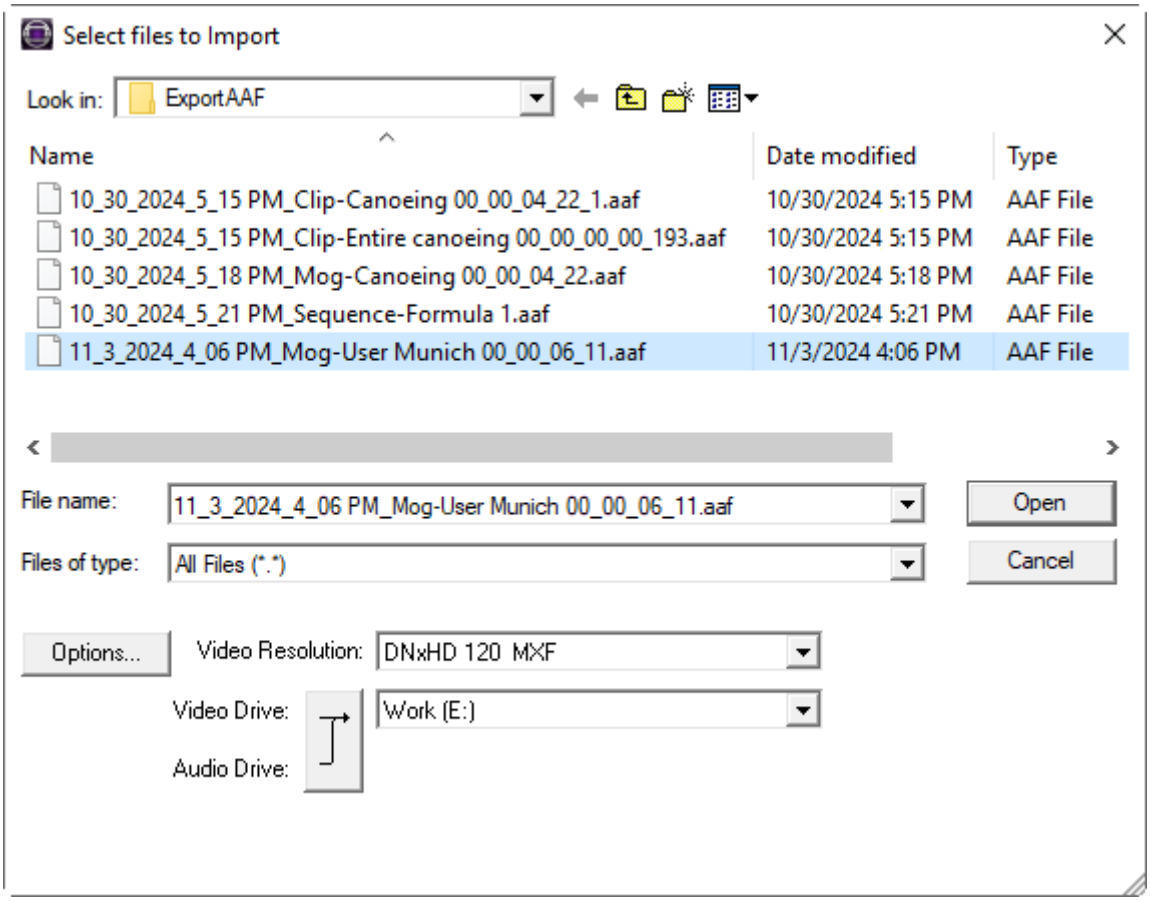
Alternatively, you can import the previously created AAF files using the "Import" command from the Avid Media Composer or Adobe Premiere main menu. To do so, right-click the selected Cinegy Archive object and choose the "Export AAF to …" command from the context menu:



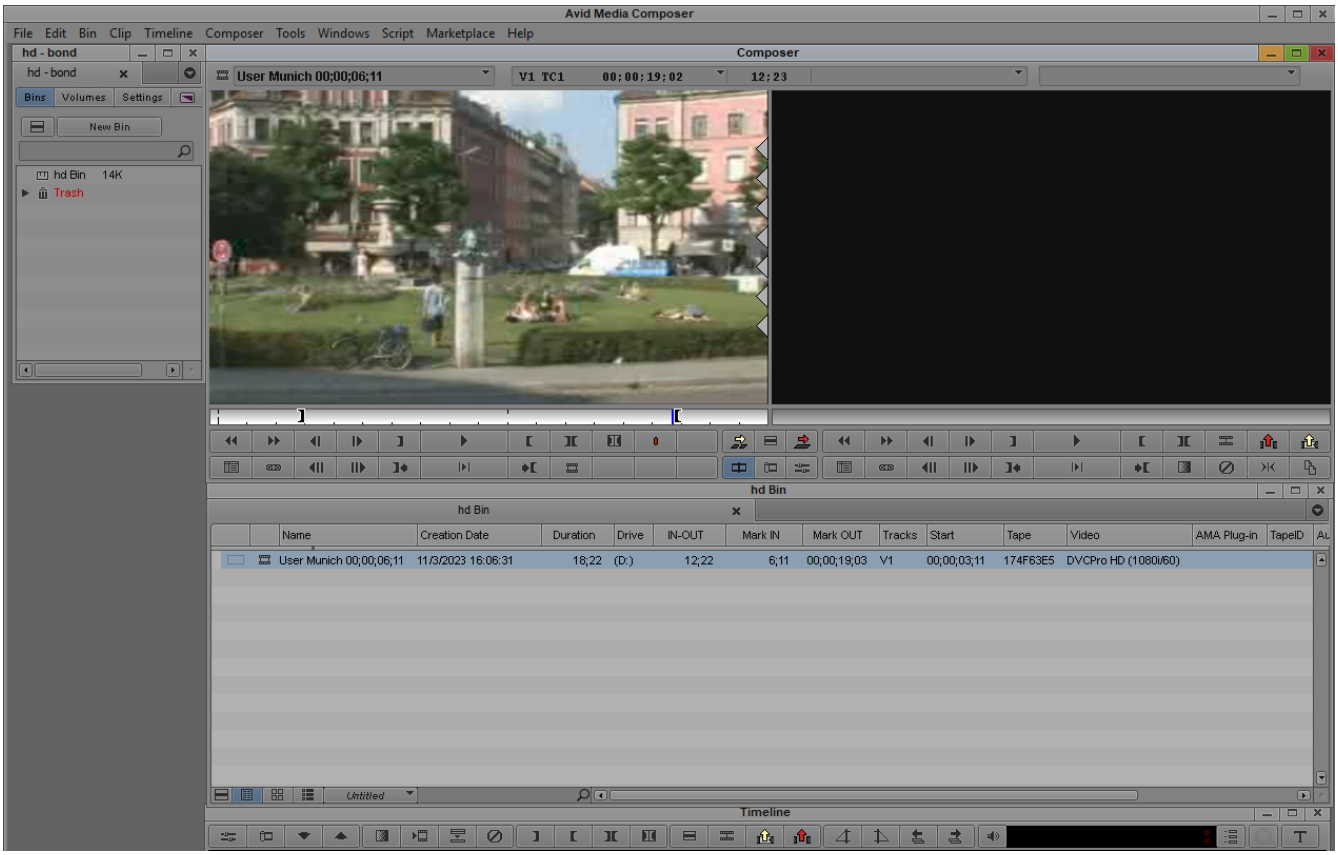
Launch the Avid Media Composer, right-click the media Bin window, and select the "Import Media" command from the "Input" submenu:



Select the imported AAF file from the folder previously indicated in the "AAF Location" field of the "AAF+MXF Op-Atom Settings" window:



Once selected, the exported clip will be added to the Avid Media Composer Bin:



4.3 Two-way Avid Media Composer Integration

You can import Cinegy objects to Avid Media Composer in three ways:

- directly from Cinegy Archive Browser (pull from Cinegy Archive);
- via the post folder in Cinegy Archive Browser;
- by Cinegy Convert Plugin of Cinegy Desktop (push model).

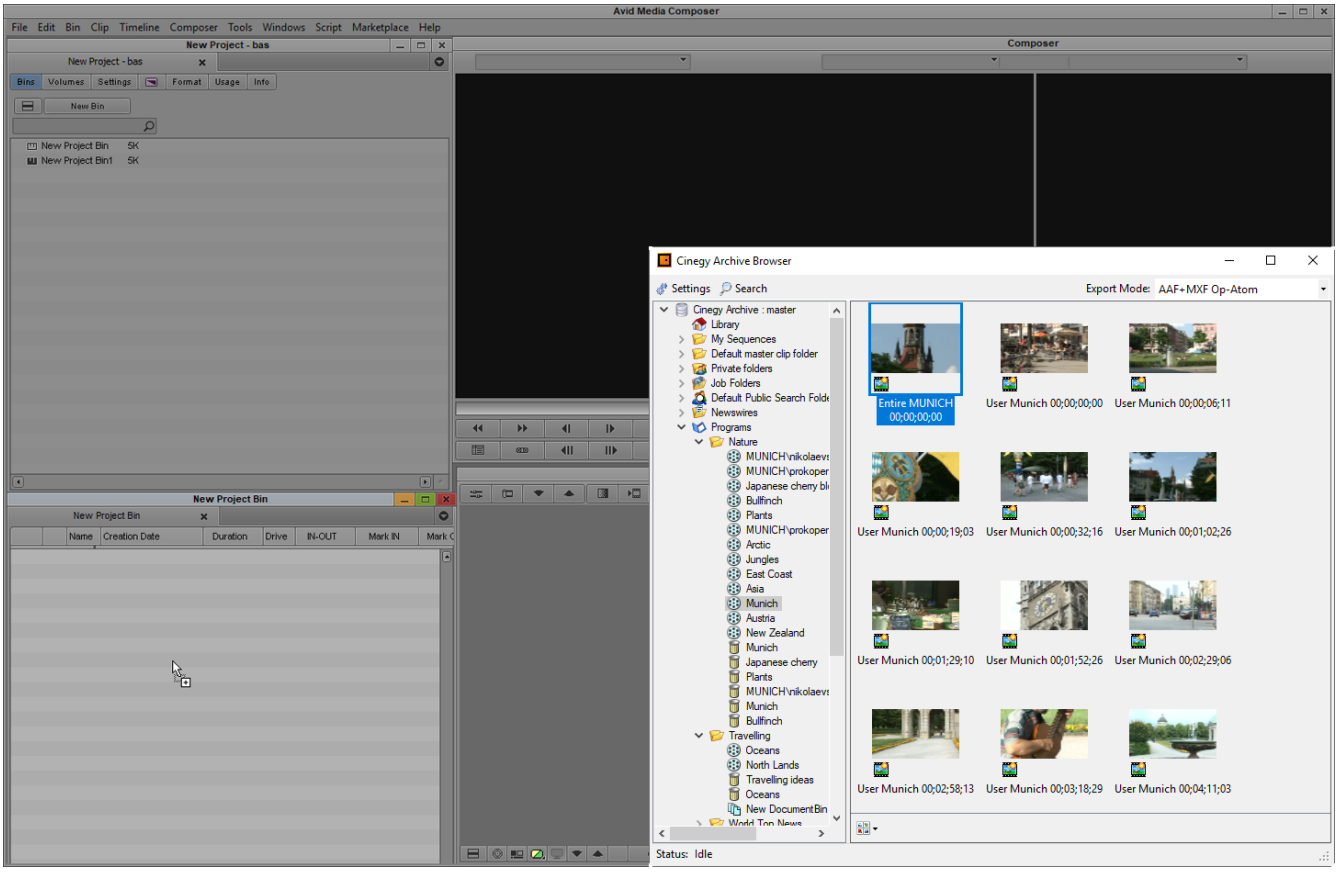
Import from Cinegy Archive Browser

You can import clips, Rolls, ClipBins, and Sequences from Cinegy Archive Browser directly to the Avid Media Composer project via simple drag-and-drop. To do so, follow the steps below:

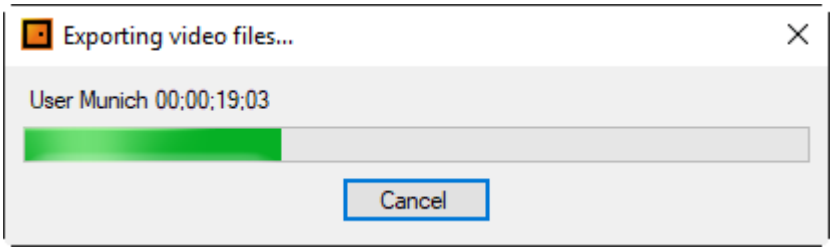
1. Open Avid Media Composer and create a new project.
2. Open Cinegy Archive Browser and select a clip, Roll, ClipBin, or Sequence you need to import to Avid Media Composer.

> Make sure that the selected media footage has the same format as the Avid Media Composer project.

3. Drag and drop the selected media footage into the Avid Media Composer project bin window.



The following progress bar is shown during the exporting process:



To abort the process in progress, press "Cancel".

Media for all the objects being exported are converted into MXF files, and the references for generated MXFs are written into a created AAF file.

Make sure that the "MXF media location" is set up correctly in the Cinegy Archive Browser options dialog; otherwise, the Avid Media Composer will not find the generated MXF files, and you will get the "Media offline" message.

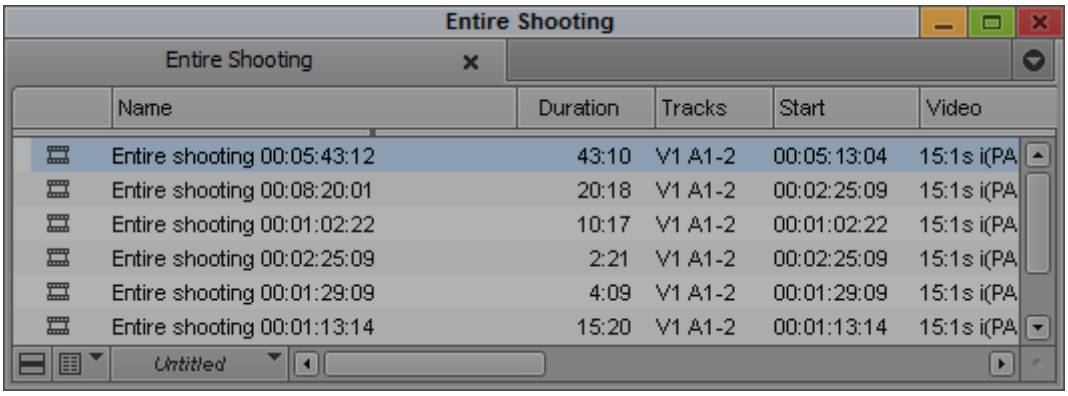
Refer to the **AAF + MXF Op-Atom Settings** paragraph within the **Export Modes** article for details on "MXF media location" configuration.

The following table shows the feature mapping when a Sequence is imported to Avid Media Composer:

Feature	Status	Description
Video clips	Fully supported	Video clips will be transferred with no changes.
Audio clips	Fully supported	Audio clips will be transferred with no changes.
Flop	Fully supported	The corresponding flop effect will be applied in the Avid sequence.
Dissolve	Fully supported	The corresponding dissolve mix will be applied in the Avid sequence.
SMPTE mixes	Coming soon	The feature is ignored during export.
Dip to color	Coming soon	The feature is ignored during export.
Speed	Fully supported	The corresponding speed effect will be applied in the Avid sequence.
Freeze	Special	The corresponding freeze effect will be applied in the Avid sequence for video clips. Audio clips will be replaced with fillers of the corresponding duration.
Title	Special	Media is exported without the alpha channel information (blended on the black background) or is replaced with fillers. To disable the rendering of Cinegy Title objects, uncheck the corresponding option in the **AAF + MXF Op-Atom Settings** dialog.
Pictures	Special	Media is exported without the alpha channel information (blended on the black background) or is replaced with fillers. To disable the rendering of graphic images, uncheck the corresponding option in the **AAF + MXF Op-Atom Settings** dialog.
Audio pan balance	Coming soon	The feature is ignored during export.
Video transparency keyframes	Coming soon	The feature is ignored during export.
Multiclip	Coming soon	The multiclip is replaced with a filler of the corresponding duration.
Color correction	Not supported yet due to technical limitations	The feature is ignored during export.

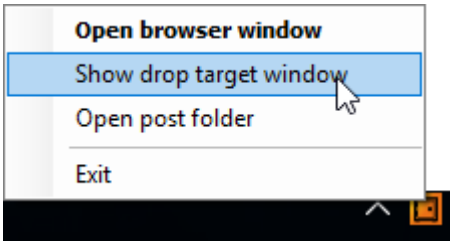
Feature	Status	Description
Inverse effect	Not supported yet due to technical limitations	The feature is ignored during export.

When the import is done, the items are ready to be used in Avid Media Composer:

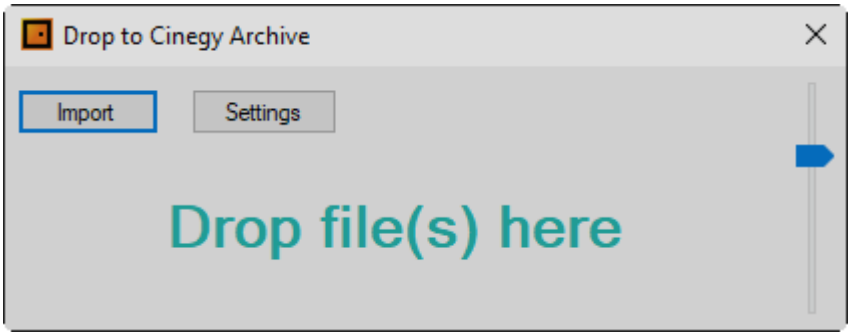


Export From Avid Media Composer to Cinegy Archive Using Drop Target Window

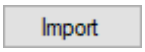
There is a special "drop target" window that supports the dragged-and-dropped items from Avid Media Composer Bins – AAF files. It can be launched via the "Show drop target window" command:



The following "Drop to Cinegy Archive" window appears:



The "Drop to Cinegy Archive" window always stays on top; you can change its transparency using the slider on the right side of the window.



Press the "Import" button to launch the standard "Open" dialog and select the file(s) for import.

Alternatively, you can drag and drop clips or compositions from the Avid Media Composer workspace into the "Drop to Cinegy Archive" window. The other way is to select the previously created AAF file(s) and drag and drop them into this window.

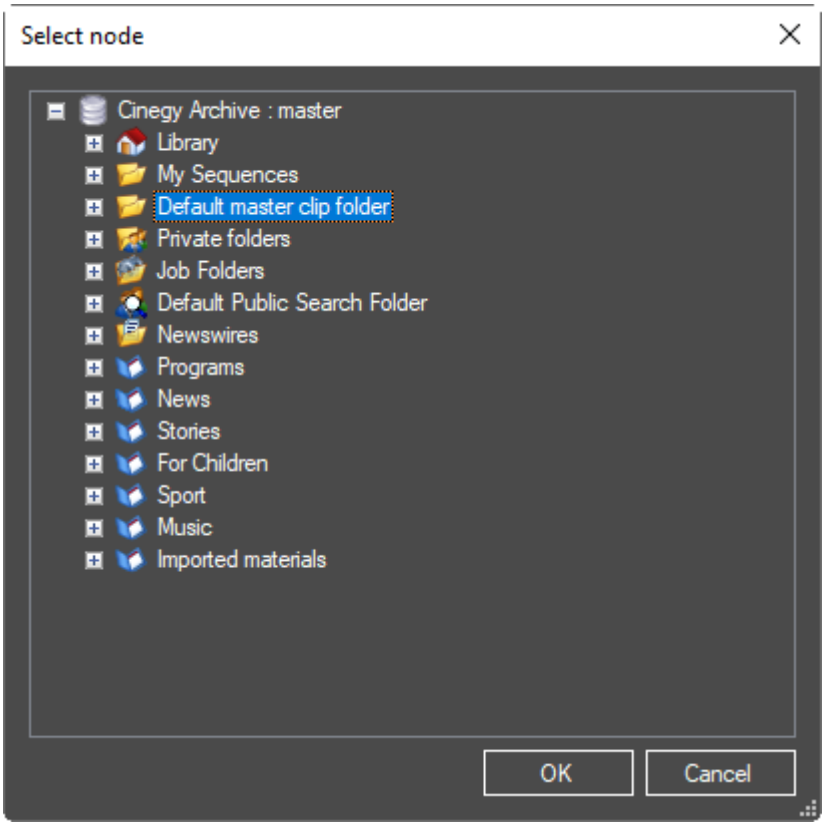
	The import is impossible unless the target location is defined in the "Target folder in Cinegy Archive DB" field on the "Main Settings" window.

	Only the AAF file format is supported for import into Cinegy Archive.

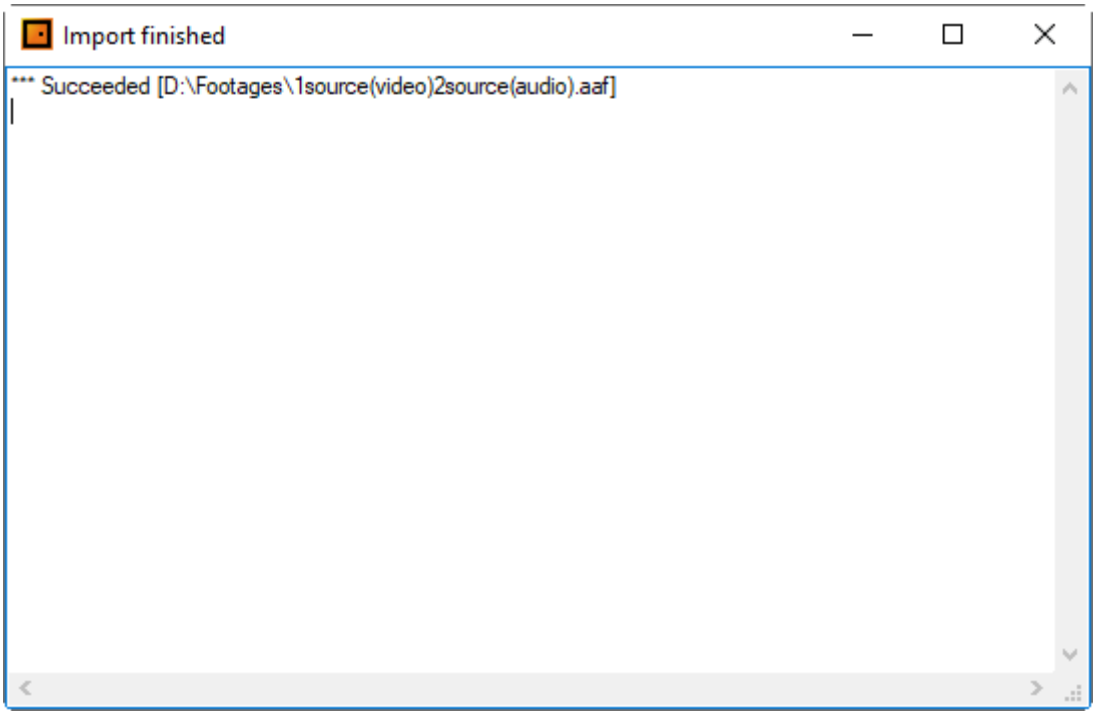
As soon as the files are added, the import session starts automatically. The window caption displays the import process details:



The "Select node" dialog box will appear, allowing you to define the target Cinegy Archive database location for importing media:



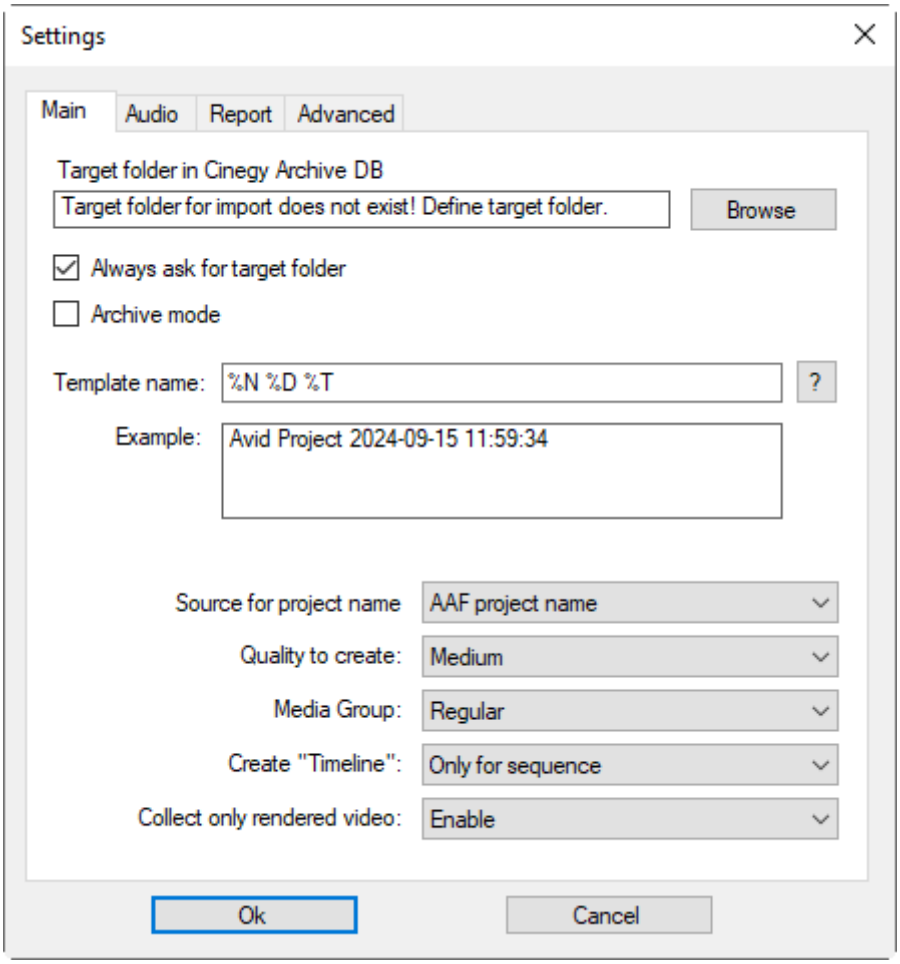
The following window informs whether the import process has finished successfully or failed and displays detailed information about the performed operations:



Settings

For successful import operations, the required settings should be properly configured.

Settings Press the "Settings" button and specify the settings in the following dialog that appears:



The groups of settings are split into separate tabs.

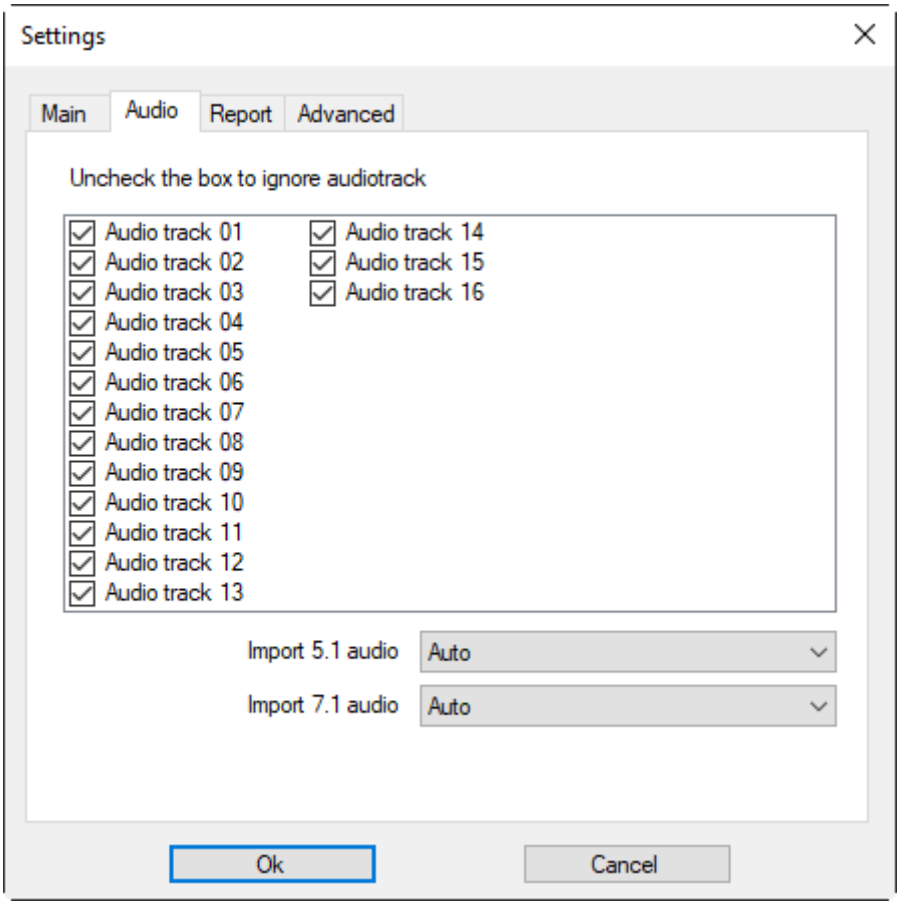
Main Settings

Define the following parameters on the "Main" tab:

- **Target folder in Cinegy Archive DB** – defines the target folder within the Cinegy Archive database where the imported media files will be placed.
- **Always ask for target folder** – if selected, the window with the database tree will be opened to select the target folder within the Cinegy Archive database, each time the new import operation is initiated.
- **Archive mode** – if selected, the DocumentBin containing *.aaf and *.aaf.archive files will be created while importing media files, which can be used to restore exported media in Avid Media Composer.
- **Template name** – defines a file name macro to automate the imported media naming. The file name preview is displayed in the "Example" field.
- **Source for project name** – specifies the source used to automate the naming of the destination folder for the imported material. This uses the name of the AAF file or a special tag with the name of the "Avid project" from the AAF file.
- **Quality to create** – the clips being exported from Avid Media Composer to the Cinegy Archive database will be assigned with the high or medium quality, chosen from the drop-down list.
- **Media Group** – defines the media group that will be assigned for the created Roll.
- **Create "Timeline"** – defines whether the sequence will be created.
- **Collect only rendered video** – if selected, only rendered video with changes applied in Avid Media Composer will be exported, without its original video file.

Audio Settings

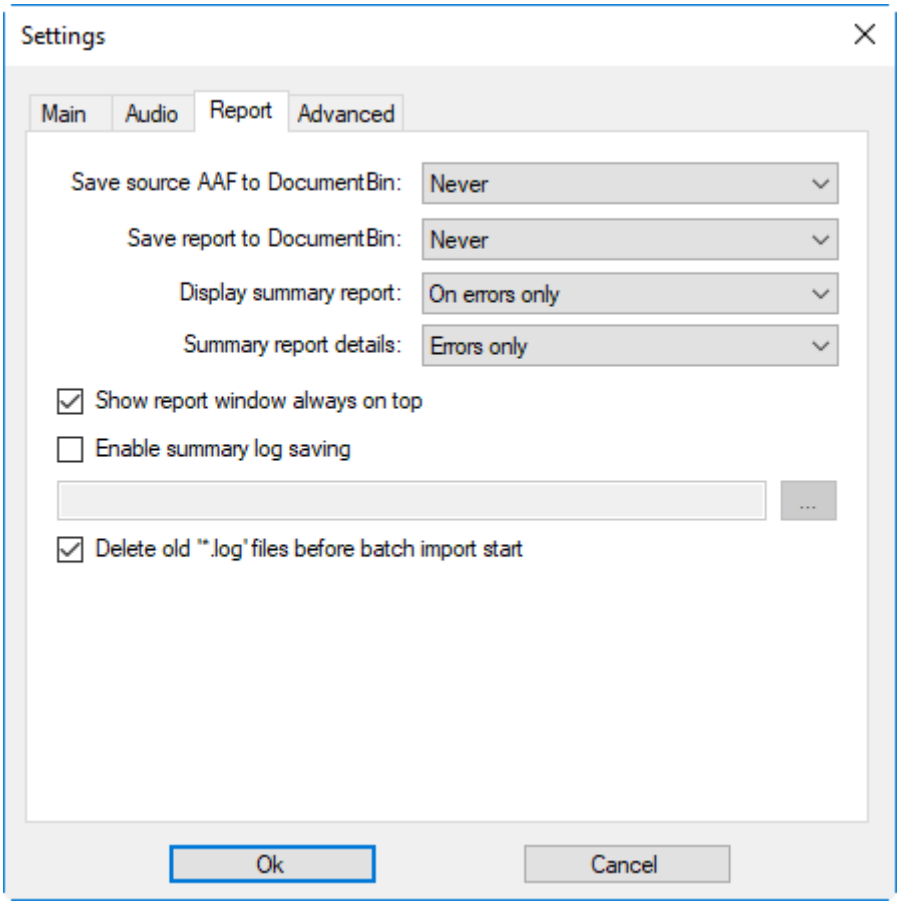
The imported media can contain up to 16 audio tracks. Deselect the check boxes next to the audio track(s) that should not be imported from the Avid Media Composer project:



- **Import 5.1 audio** – defines the path order for the 5.1 surround audio import.
- **Import 7.1 audio** – defines the path order for the 7.1 surround audio import.

Report Settings

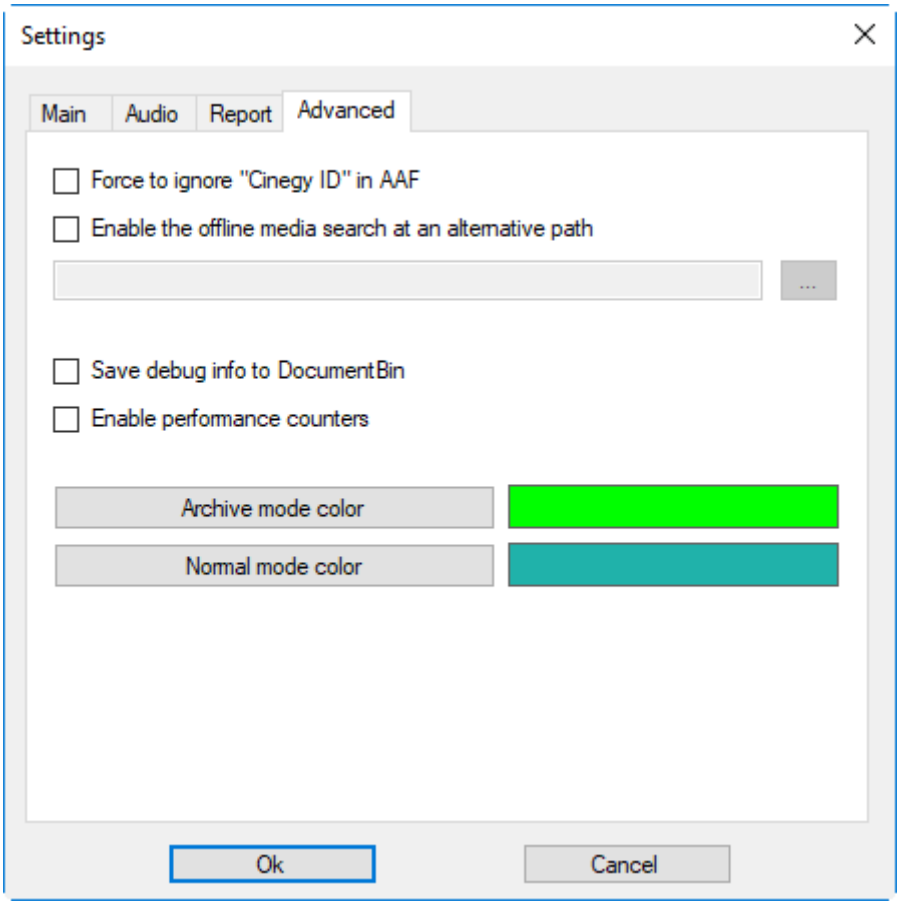
The following tab contains settings for report generation:



- **Save source AAF to DocumentBin** – defines when the source *.aaf file will be saved to the DocumentBin while importing media files: always, on errors only, and never.
- **Save report to DocumentBin** – defines when the report *aaf.log file will be saved to the DocumentBin: always, on errors only, and never.
- **Display summary report** – defines when the report *.log file will be automatically opened on the import operation end: always, on errors only, and never.
- **Summary report details** – defines the type of the summary written in the *.log report file: full or on errors only.
- **Show report window always on top** – if selected, the report *.log window will be displayed on top of all currently open windows after importing media files.
- **Enable summary log saving** – if selected, the save summary *.log file to the defined folder is enabled.
- **Delete old '*.log' files before batch import start** – if selected, the previous *.log files will be deleted and the latest one created before initializing the batch import session.

Advanced Settings

The following tab contains advanced settings for Avid Media Composer integration:

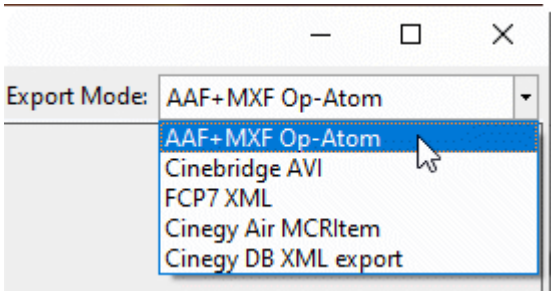


- **Force to ignore "Cinegy ID" in AAF** – if selected, links to the existing files in the database will be created. If not selected, new files will be created, containing one of the following Cinegy Archive objects: clip, master clip, ClipBin, Sequence, Roll, etc.
- **Enable the offline media search at an alternative path** – if selected, the offline media search at the alternative defined folder is enabled, in case the media was transferred.
- **Save debug info to DocumentBin** – if selected, the *.dump file will be saved to the DocumentBin.
- **Enable performance counters** – if selected, the performance statistics will be added to the report file.
- **Archive mode color** – press the button to define the text color within the "Drop to Cinegy Archive" window in Archive mode and choose the color from the basic colors set.
- **Normal mode color** – press the button to define the text color within the "Drop to Cinegy Archive" window and choose the color from the basic colors set.

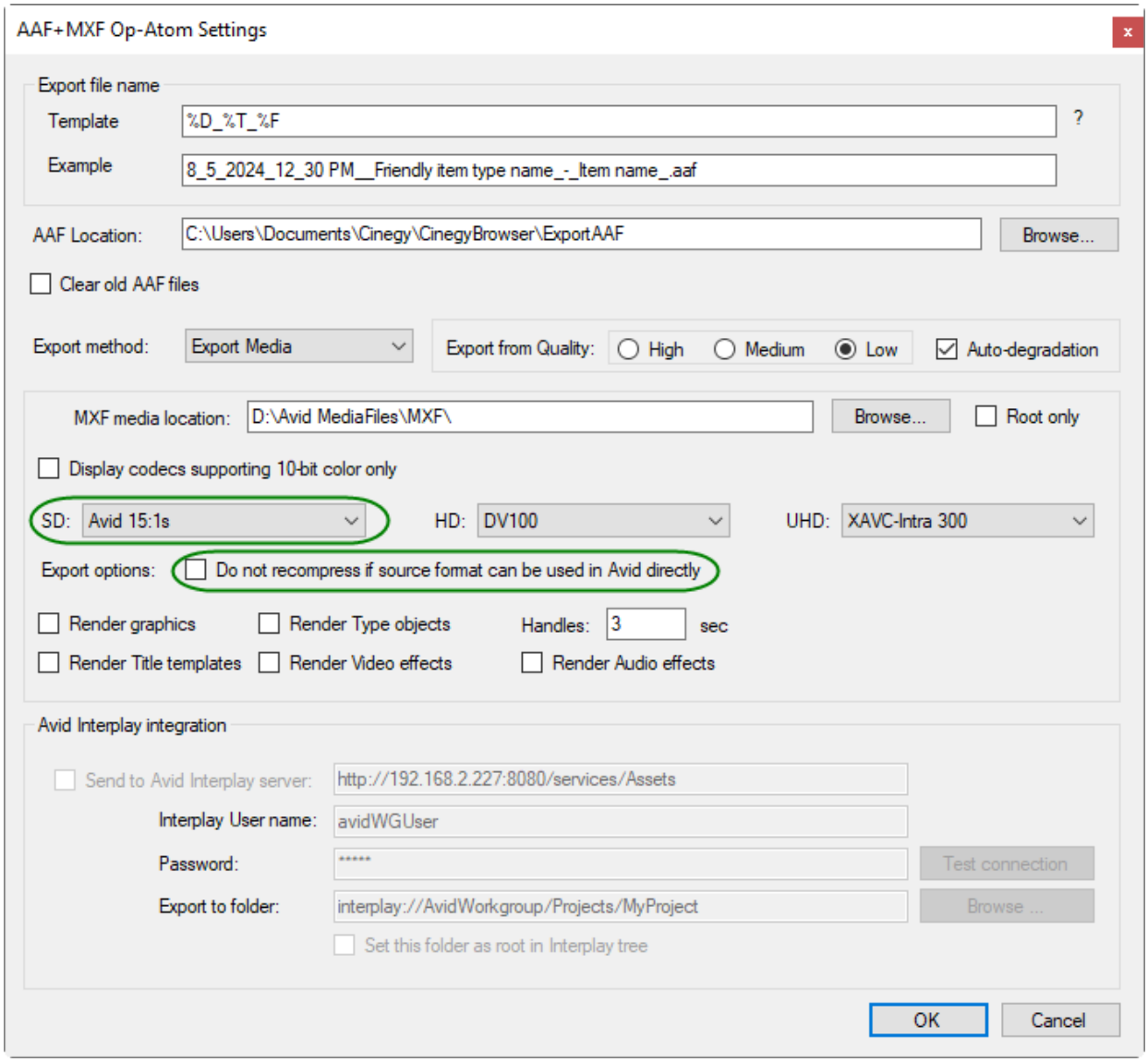
Sample Workflow

Cinegy Archive Browser allows exporting the proxy quality and then relinking it with the high quality. The following workflow represents the "push model" when the operator manually selects the Cinegy Archive object to be sent to Avid Media Composer. The steps below show the sample workflow for rough-editing of the proxy-quality files in Avid Media Composer and then relinking them to the high-resolution files:

1. Configure Cinegy Archive Browser:
    - set "Export mode" to "AAF+MXF Op-Atom":



- in the "AAF+MXF Op-Atom Settings" window of Cinegy Archive Browser, select the proxy quality from the drop-down list (Avid 15:1s) and deselect the "Do not recompress if source format can be used in Avid directly" option:



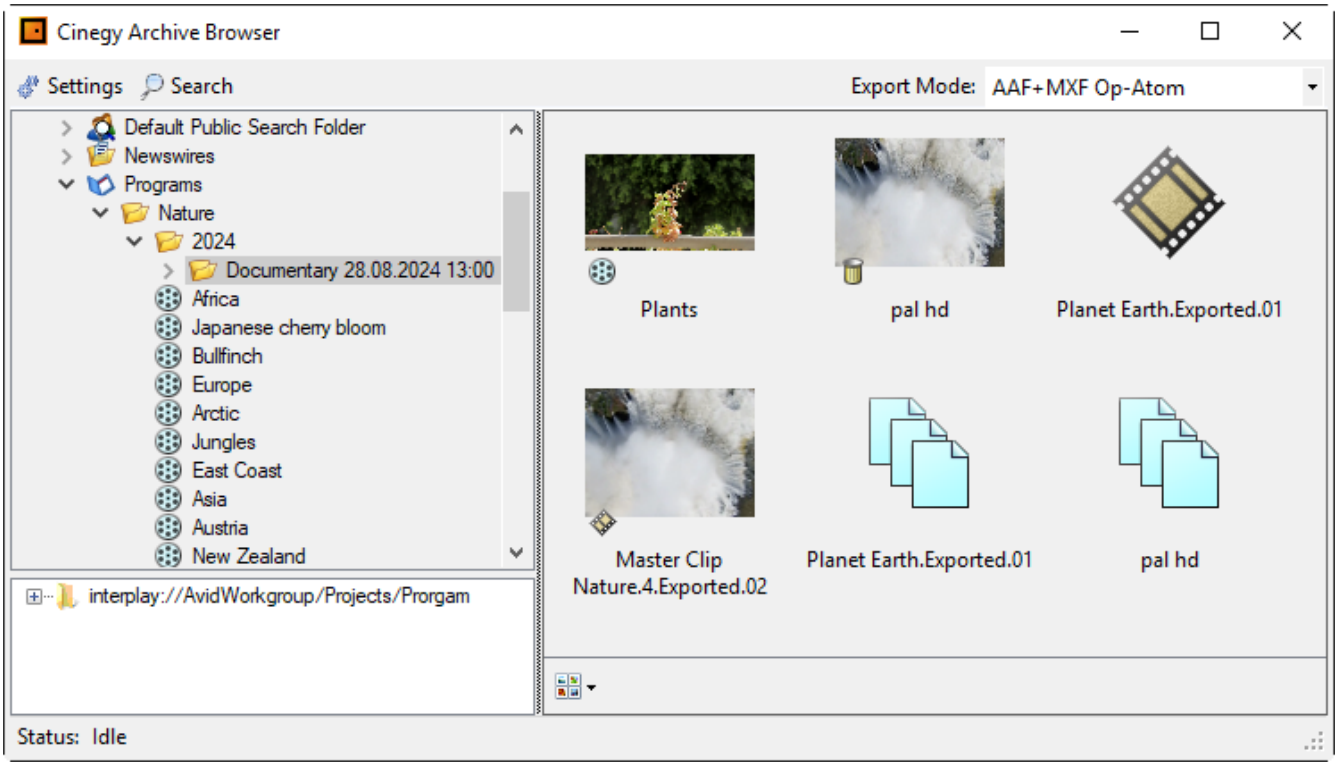
2. Drag and drop the specified objects from Cinegy Archive Browser into the Avid Media Composer bin.
3. Perform the desired editing operations in Avid Media Composer using these proxy-quality media.
4. In the "AAF+MXF Op-Atom Settings" window of Cinegy Archive Browser, change the settings of the format of media files to the desired high quality.
5. Select the same Sequence in the Cinegy Desktop Explorer tree and drag-and-drop the specified objects from Cinegy Archive Browser into the Avid Media Composer bin again.
6. When the export is completed, the new MXF files will be generated according to the specified settings. Now the object contains media of high and low quality.

7. Finalize your composition in Avid Media Composer using high-quality media. Link high-resolution files to files with the proxy quality to keep the media at its original resolution.

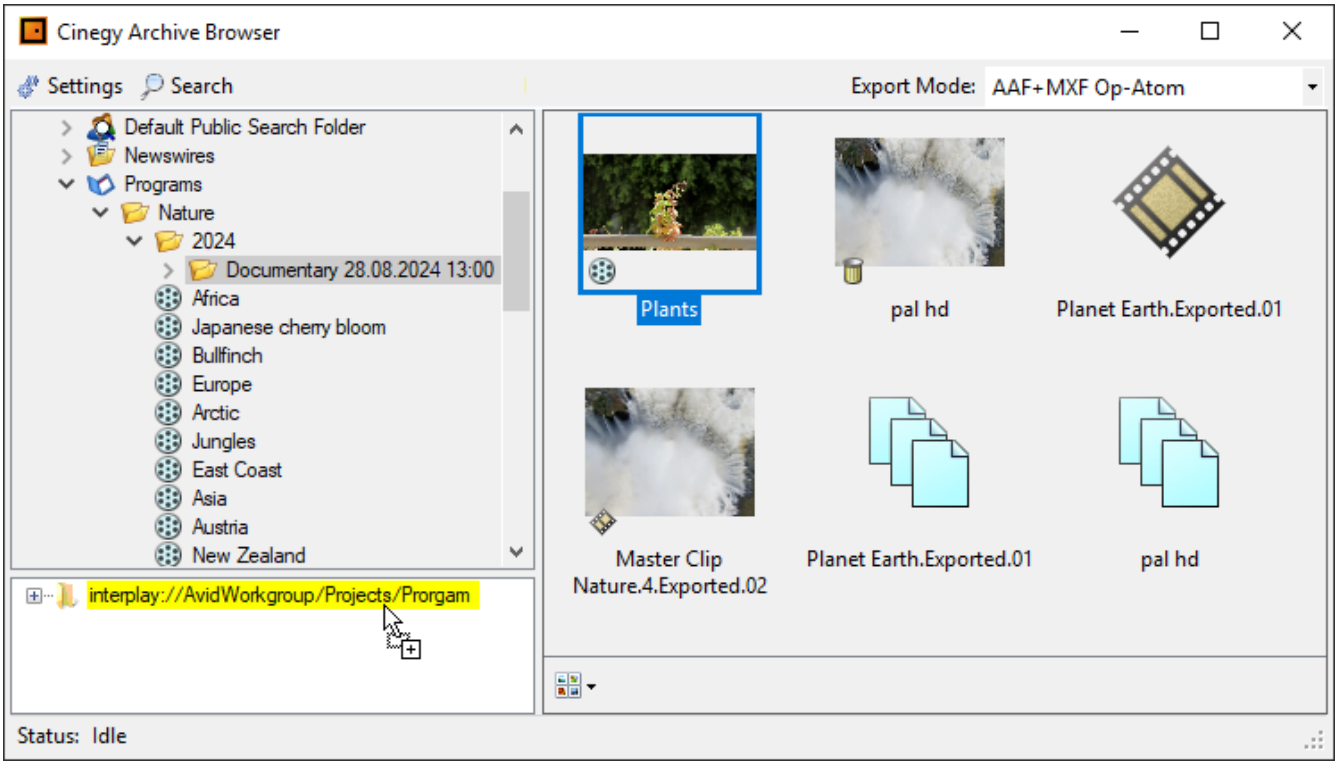
Avid Interplay Integration

To activate Avid Interplay integration functionality, please contact your Cinegy sales representative.

When all the necessary Avid export parameters are set up, the Avid Interplay folders tree panel will appear:



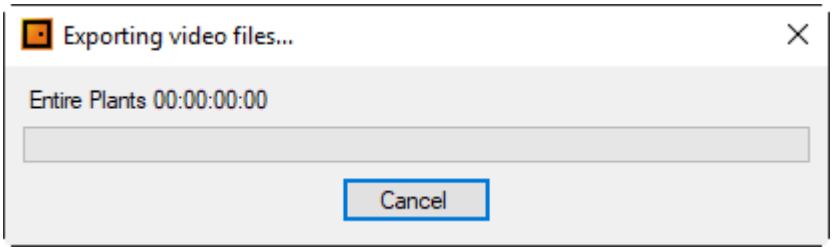
To send the object to the Avid Interplay server, select the object and drag and drop it to the desired folder in the Interplay tree:



Alternatively, select the "Send to Avid Interplay" command from the object's context menu.

Make sure that the "MXF media location" is set up correctly in the Cinegy Archive Browser options dialog; otherwise, Avid Media Composer will not find the generated MXF files, and you will receive "Media offline" messages.

The following window will inform you of the exporting progress:

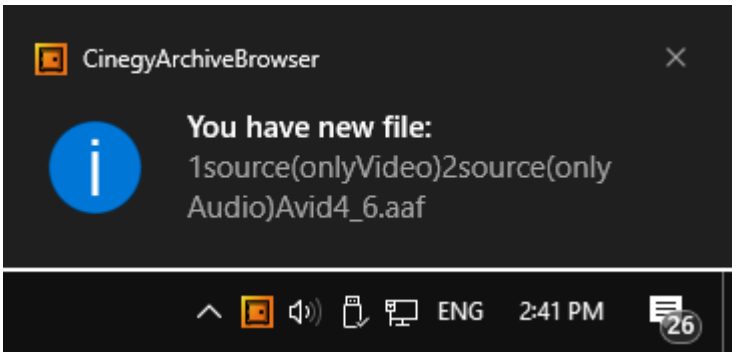


The files will be exported to the specified Avid media files folder.

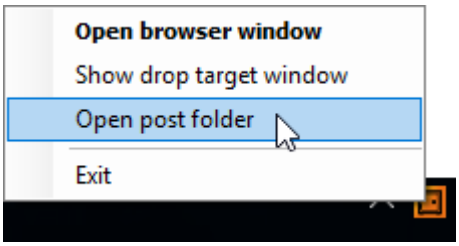
Working with Post Folder

The post folder is a special network-shared folder that checks for the appearance of new AAF files to be imported into the Avid Media Composer projects.

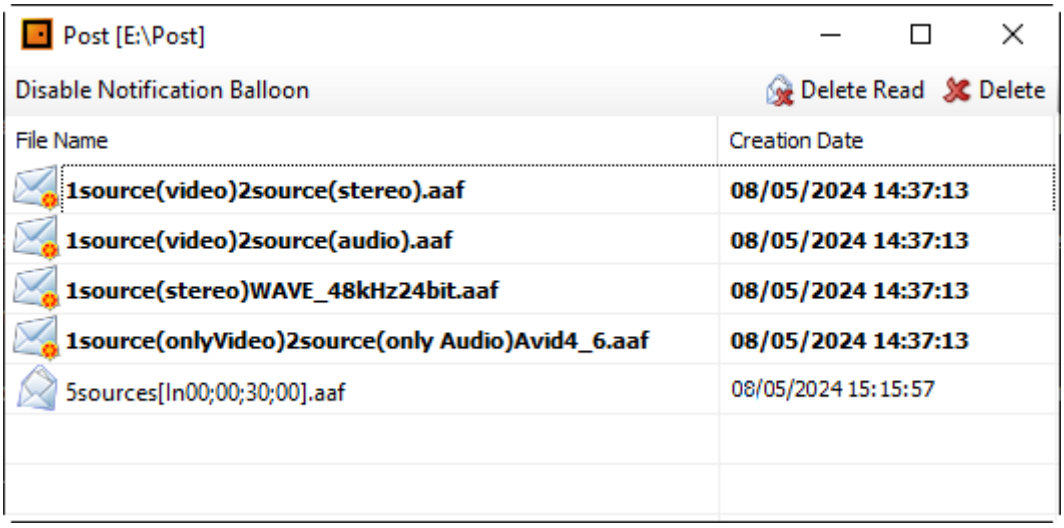
When a new AAF file is added, a message appears above the notification area of the taskbar, informing you about a new file:



The content of the post folder can be managed via the "Post" manager. To open it, right-click the Cinegy Archive Browser icon and choose the "Open post folder" command:



The following "Post" manager appears:



Here is displayed the list of AAF files (so-called "posts") contained in the post folder.

Those posts that have not been imported to Avid Media Composer are marked as unread.

The posts that have been imported to Avid Media Composer are marked as read.

To import a post to Avid Media Composer, select the required one and drag and drop it into an Avid Media Composer project.

Delete — Press the "Delete" button to delete the selected post(s) from the post folder.

Delete Read — Press the "Delete Read" button to delete all the read posts from the post folder.

Disable Notification Balloon — To disable the notification balloon, click the corresponding text box. When disabled, it has a blue border.

Chapter 5 Cinegy Cinebridge AVI Export

The Cinegy Cinebridge module is obsolete. The Cinegy Cinebridge decoder is not installed automatically during the Cinegy Desktop installation; make sure the Cinegy Cinebridge decoder is installed on your computer.

Cinebridge export mode allows the user to create virtual AVI files that contain references to media files stored in the Cinegy Archive database, i.e., no actual export of video files takes place.

5.1 Export from Cinegy Archive Browser

To configure the Cinebridge export parameters, choose "Cinebridge export" from the "Export Mode" drop-down list and press the "Settings" button on the menu panel.

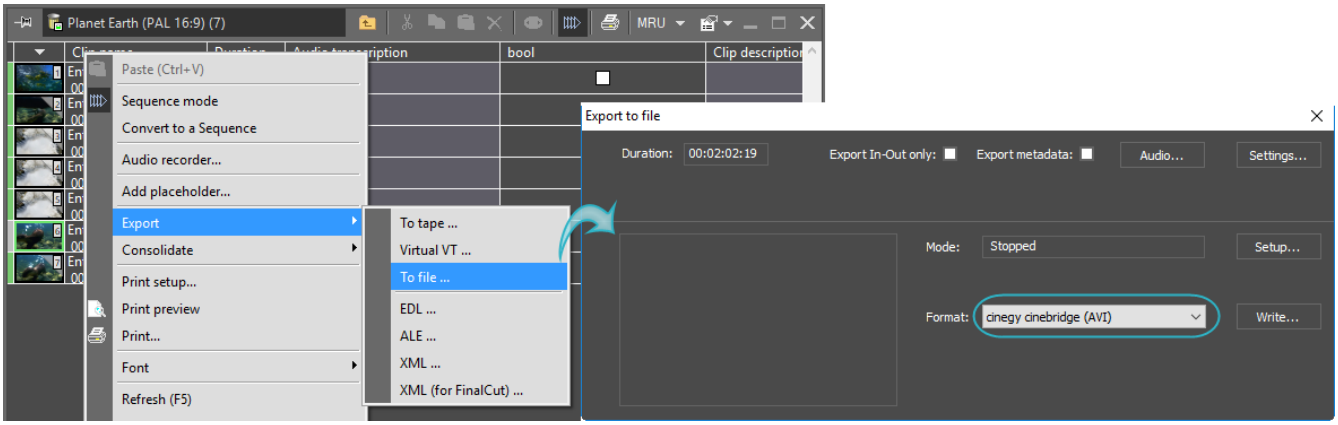


The export settings are described in detail here.

To create a virtual AVI file, drag and drop a Roll, clip, ClipBin, or Sequence from the Cinegy Archive Browser window to the selected Windows directory.

5.2 Export from Cinegy Desktop

The export of the Sequences and ClipBins to the virtual AVI files can be done by choosing the "Cinegy Cinebridge (AVI)" format for the export to file operation in Cinegy Desktop:



The virtual AVI file with the specified name will be created in the defined location.

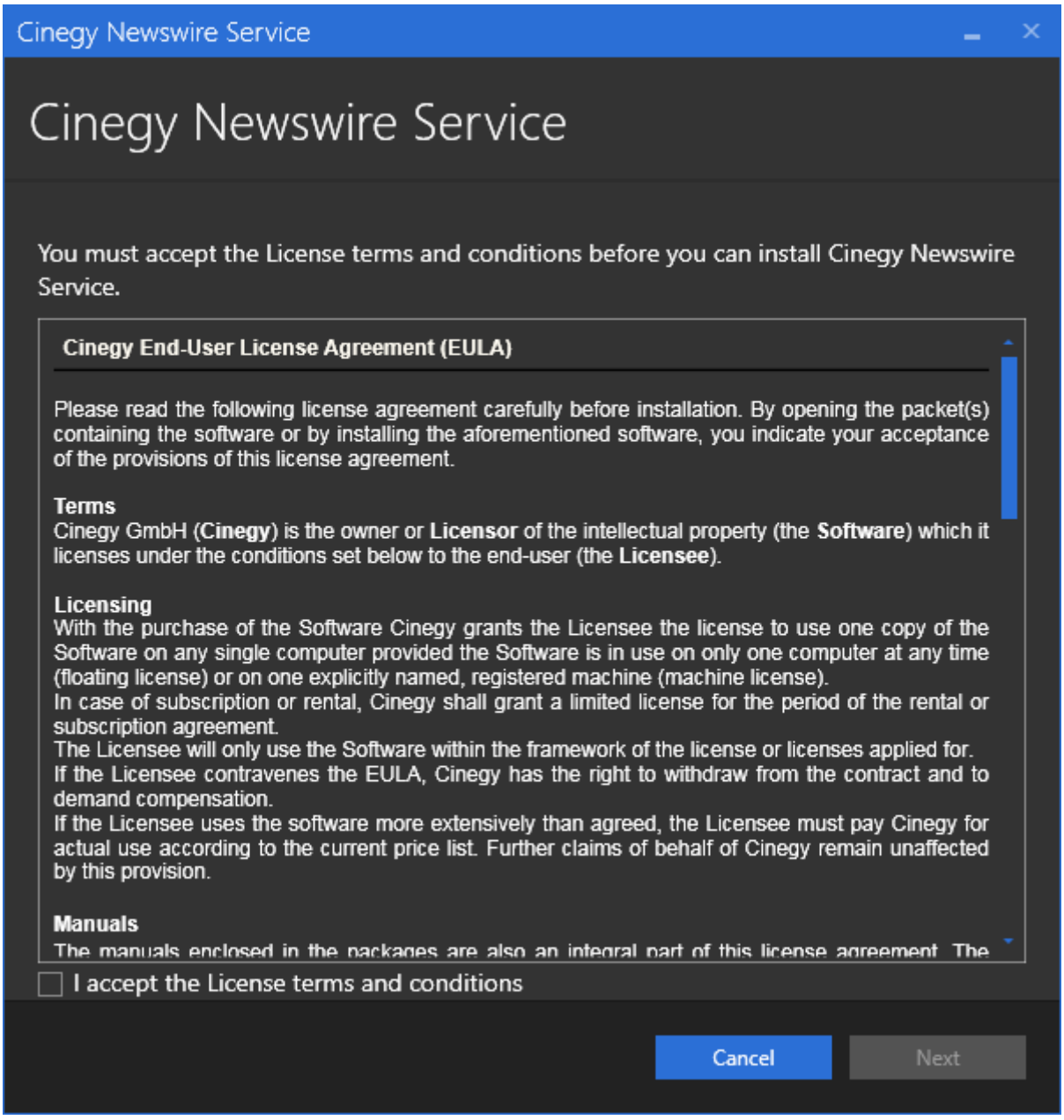
To check if the Cinegy Cinebridge decoder is properly installed and operational, simply play a virtual AVI via the standard Windows Media Player.

Cinegy Newswire

Chapter 6 Cinegy Newswire Installation

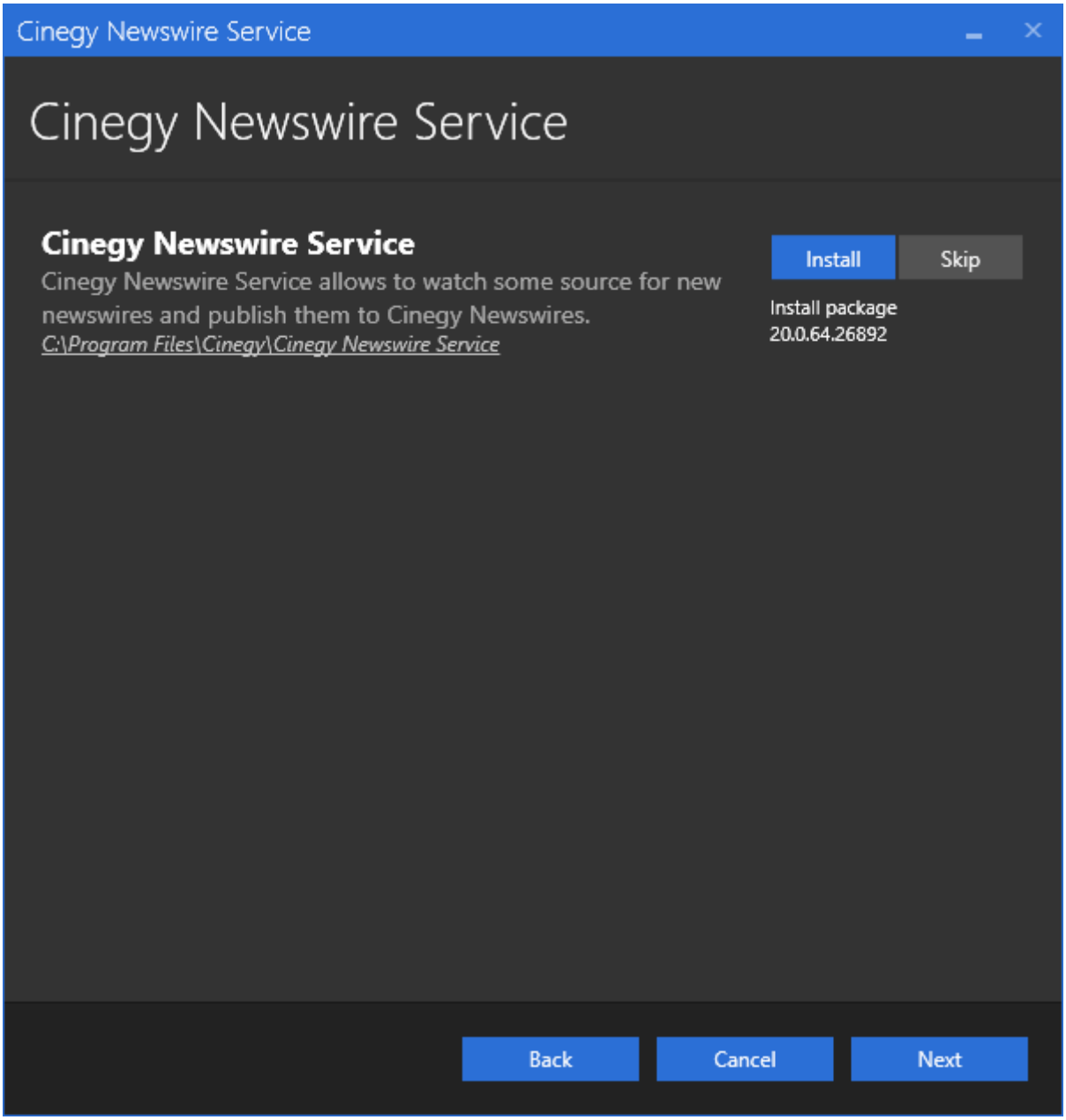
While tools for reading news items are incorporated in Cinegy Desktop, Cinegy Newswires Service is installed separately with its own installer.

To begin the Cinegy Newswire Service installation, run the Newswire.Service.Setup.exe file from your Cinegy Newswire Service installation package. The setup wizard will be started:



Read and accept the license agreement and press "Next" to proceed with the installation process or "Cancel" to abort and exit the setup wizard.

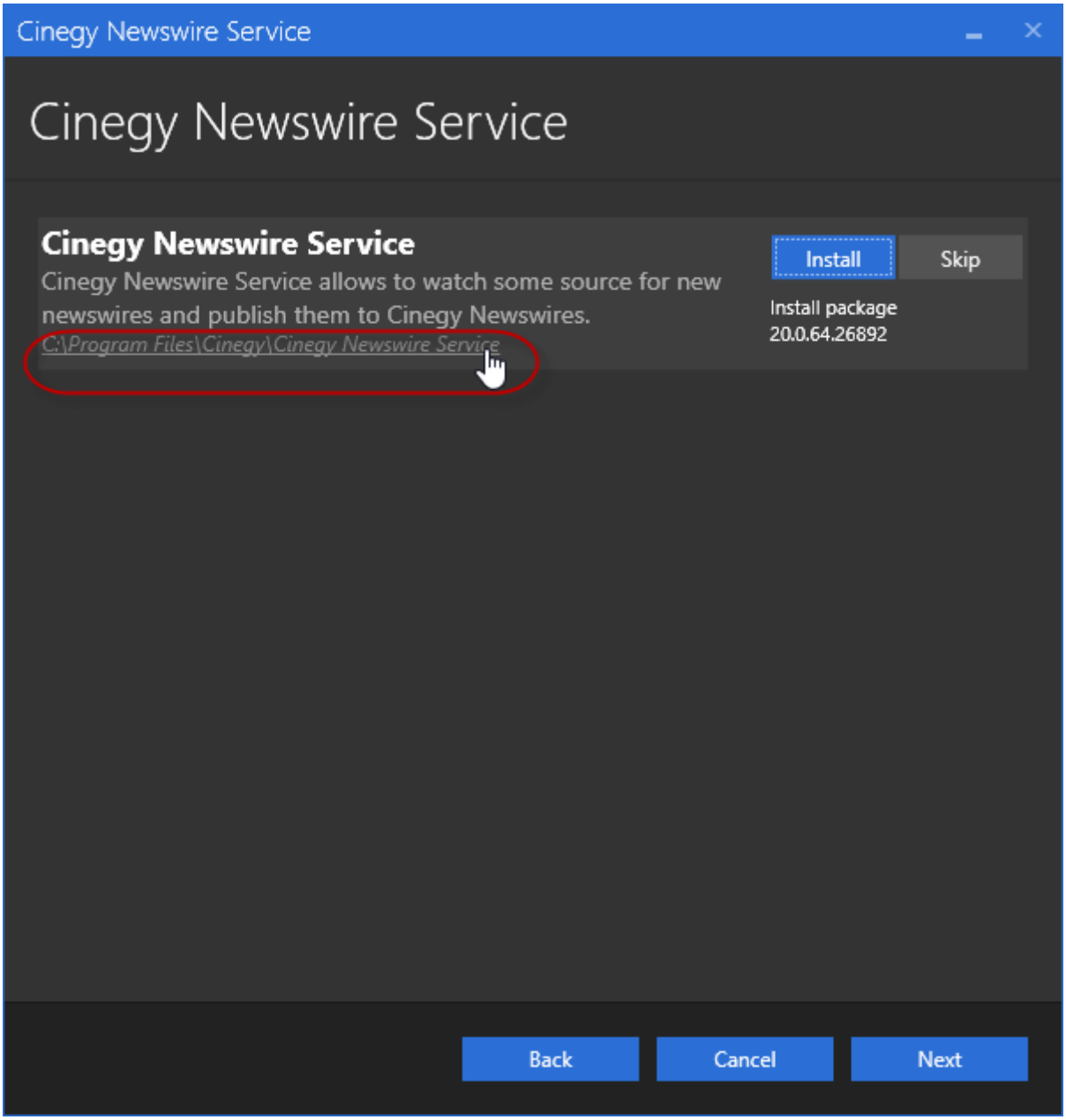
The package components available are listed in the following dialog:



Install — Enabled installation of the Cinegy Newswire Service package is indicated by the "Install" option selected and highlighted in blue.

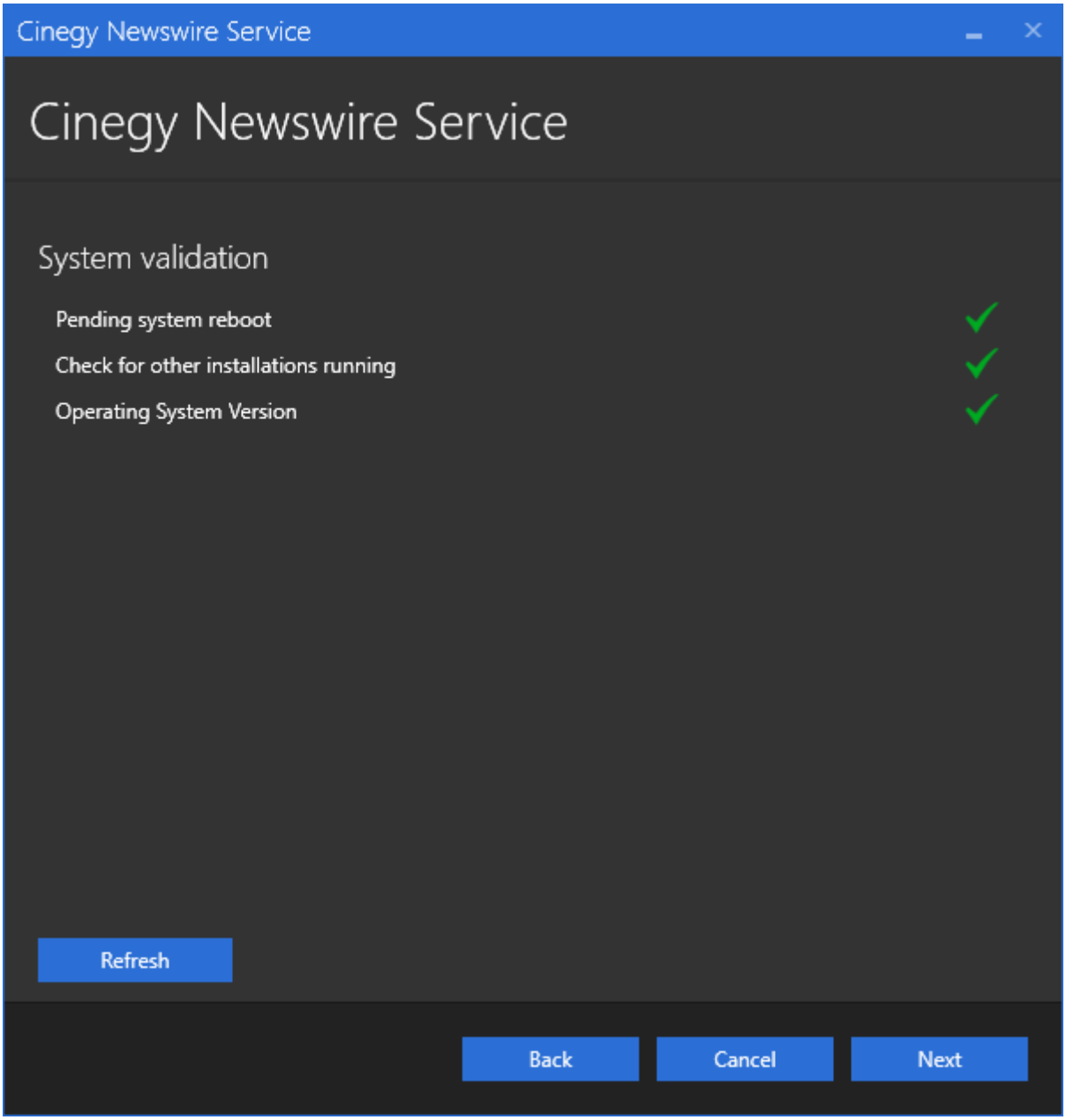
Skip — To skip the package installation, press the "Skip" button.

The default installation directory, which is indicated underneath the package component name, can be changed by clicking the path and browsing for a new destination folder.



Press "Next" to proceed with the installation.

Check whether your system is ready for installation in the following dialog:



The green tick indicates that the system resources are ready and no other processes may prevent installation. Clicking the validation entry field displays its detailed information.

While the system performs verification of any parameter, the checking progress is displayed.

If any validation reveals that installation cannot be started, the respective field becomes highlighted, and the red cross is displayed with detailed information on the failure reason below.

The explanation differs depending on the reason why the installation cannot proceed.

Refresh — Press the "Refresh" button for the system to recheck installation availability. Once the reason for prevention is excluded, you can proceed with the installation.

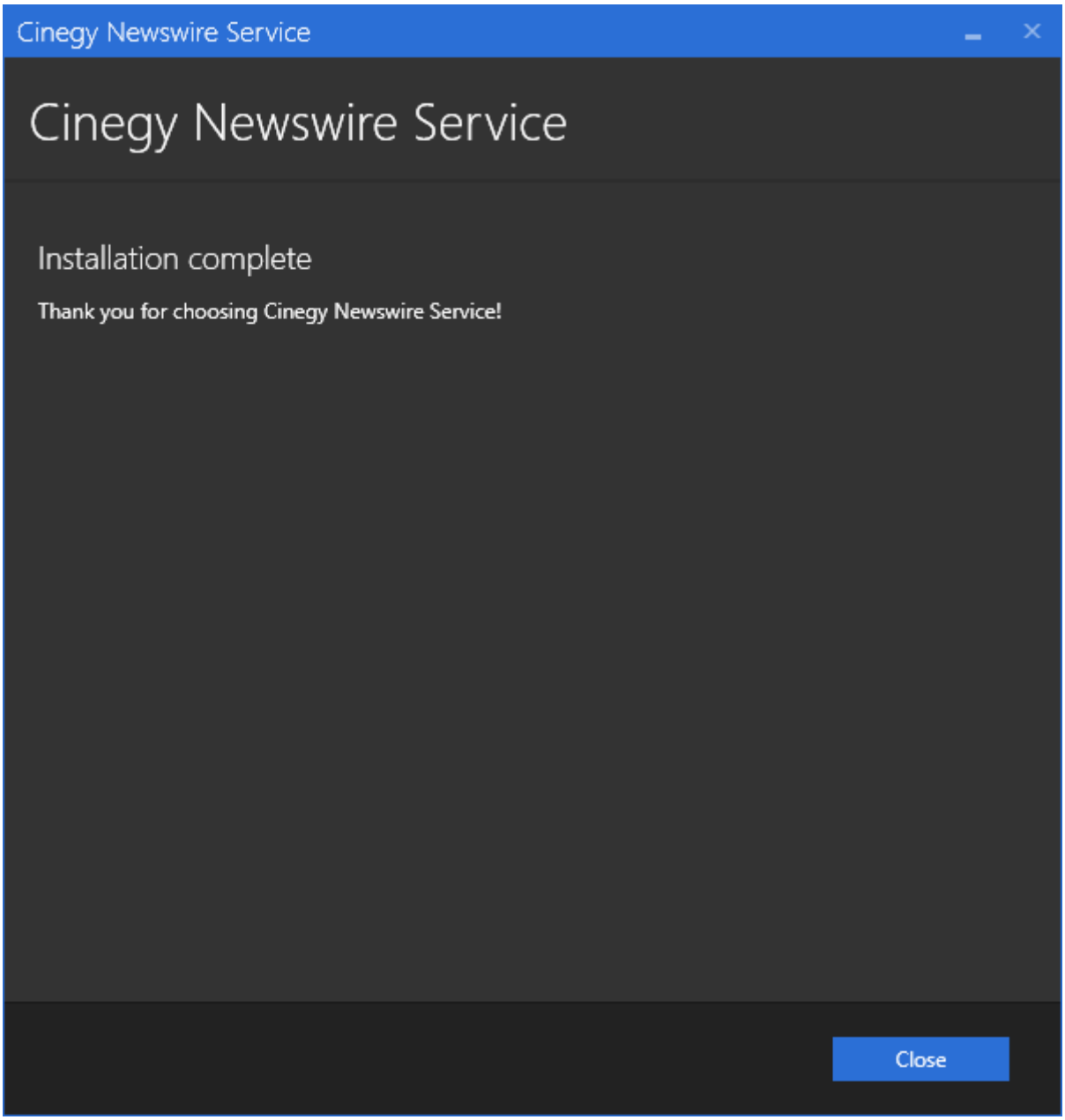
Back — Press the "Back" button to return to the previous steps of the installation wizard and make changes if needed.

Cancel — Press the "Cancel" button to abort and exit the setup wizard.

Next — Press the "Next" button to begin the installation.

The progress bar indicates the progress of the installation process.

The following dialog informs that the installation is completed successfully:



Close — Press "Close" to finish the Cinegy Newswire Service installation and exit the wizard.

Chapter 7 Cinegy Newswire Configuration



The Cinegy Newswire Service configuration is performed with the Newswire Service Configurator. The configurator can be launched from *Start > Cinegy > Cinegy Newswire Configuration*.

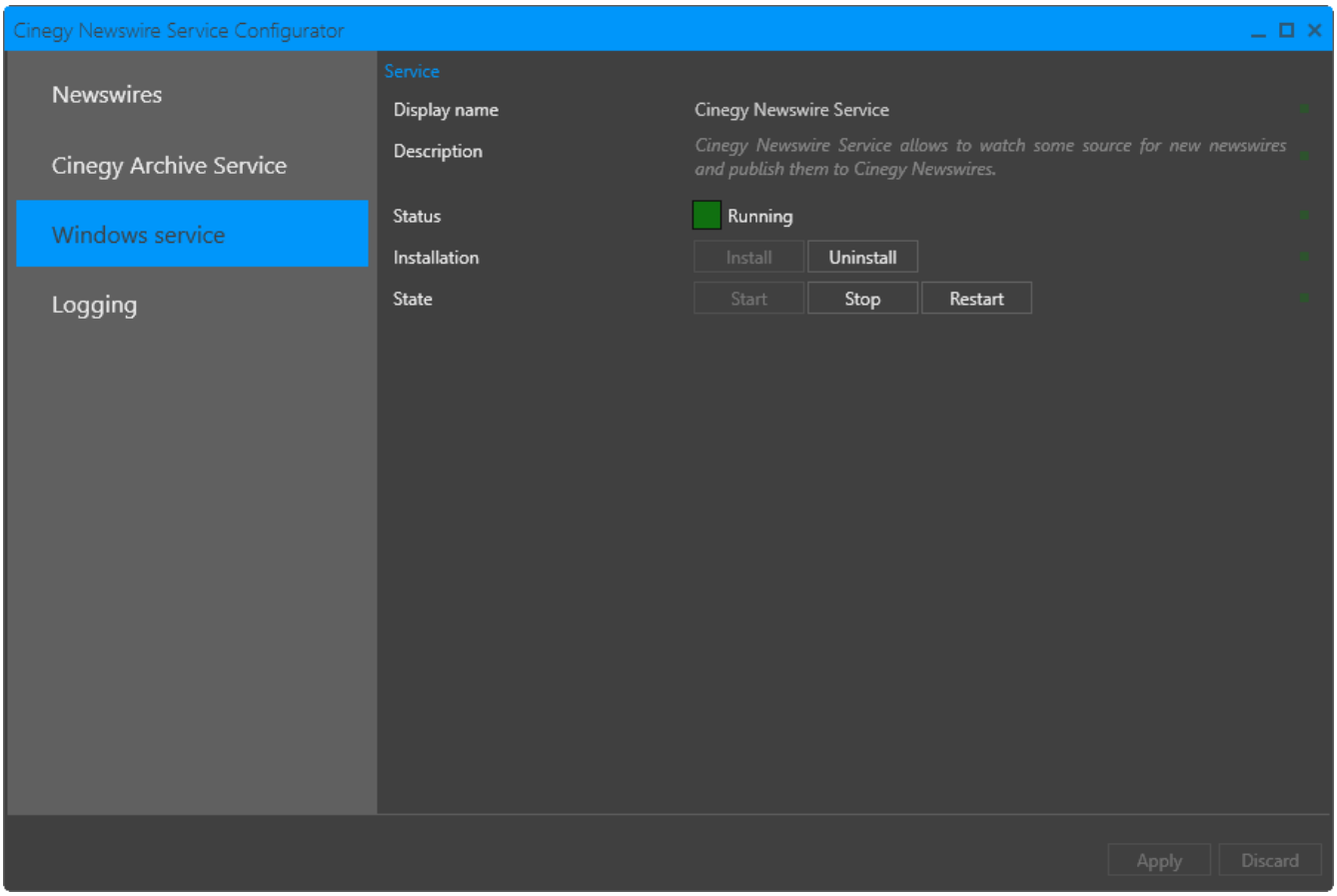
It has dedicated tabs for configuring newswires, Cinegy Archive Service, Windows service, and logging parameters.



It is required to launch the Cinegy Newswire Service Configurator using the "Run as administrator" command; otherwise, the service will not start.

7.1 Windows Service

To run the Cinegy Newswire Service as a Windows service, go to the "Windows service" tab of the configurator to install and launch the service:



The service display name and description are filled in by the system.

The status indication uses the following coloring:

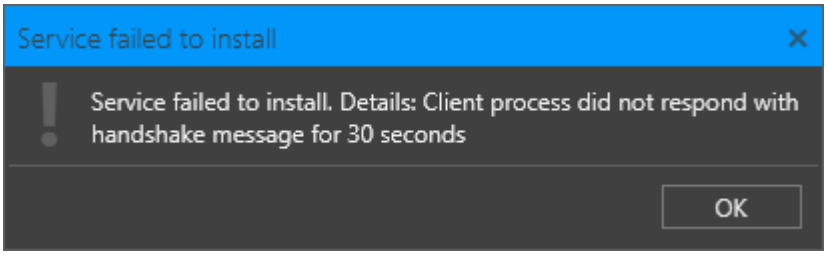
Color indication	Service status
	Service is not installed.
	Service is not started.

Color indication	Service status
	Service start is pending.
	Service is running.

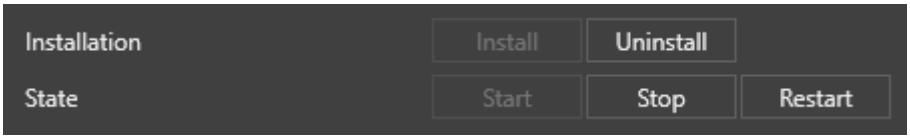
Install — Press the "Install" button in the "Installation" field.

Start — Once the service is installed, it should be started manually by pressing the "Start" button in the "State" field.

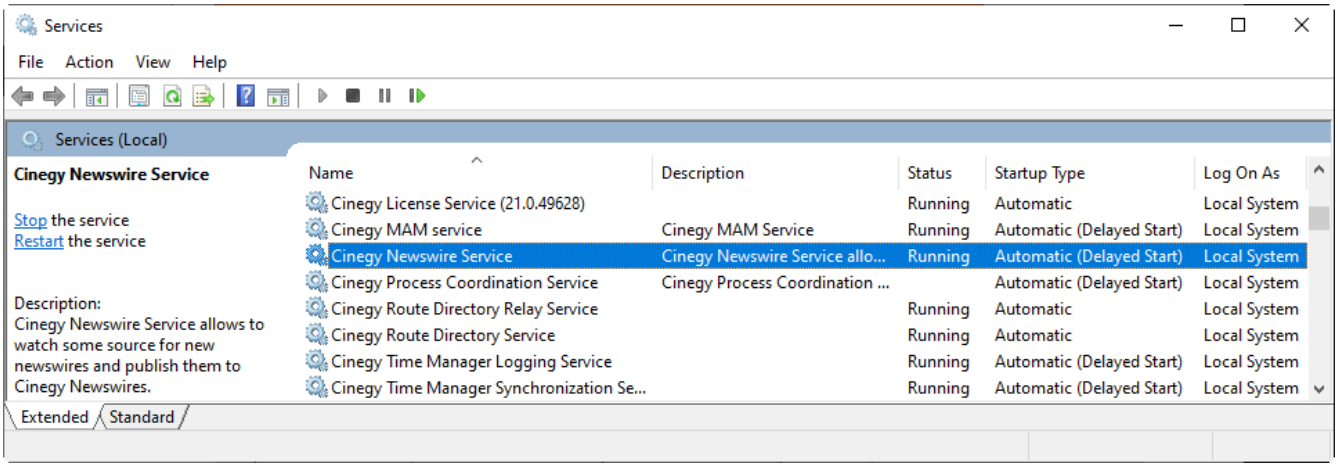
In case of failure to install/start the service, an error message with the reason for failure appears:



The service can be uninstalled, stopped, or restarted by pressing the corresponding buttons:

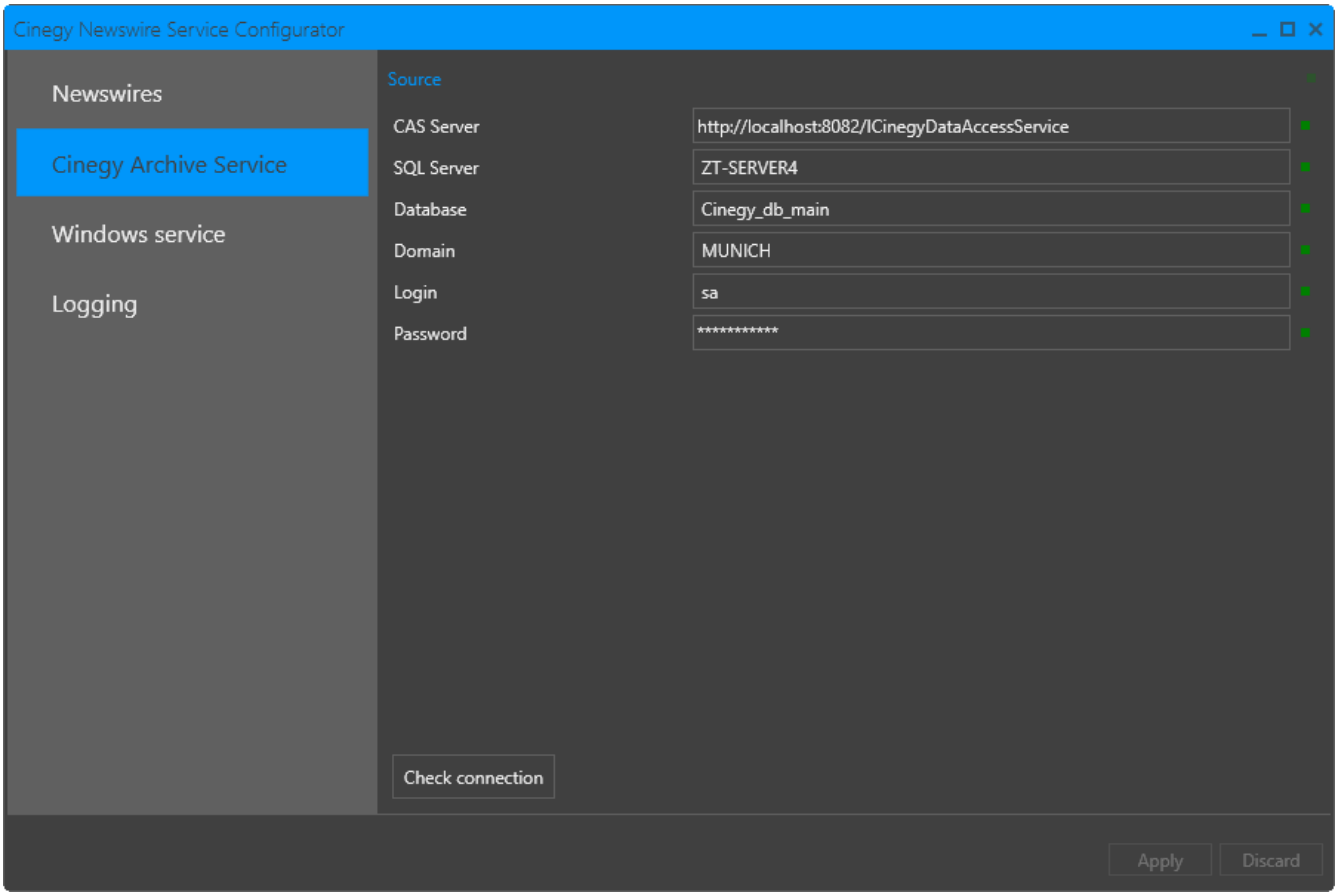


Cinegy Newswire Service can also be monitored as a standard Windows service:



7.2 Cinegy Archive Service

The Cinegy Newswire Service connects to the database via the Cinegy Archive Service. Specify all the necessary parameters on the corresponding tab:



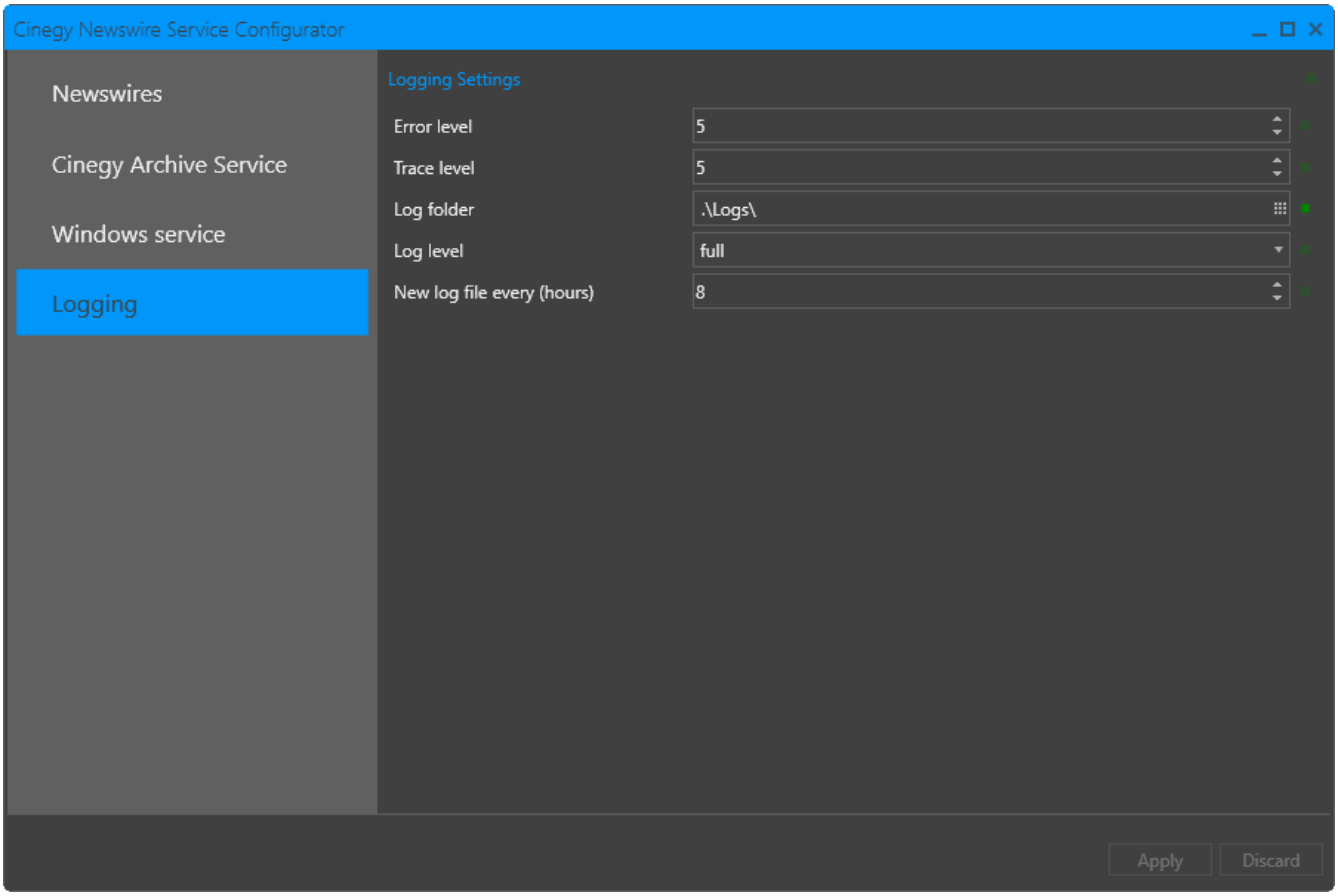
- **CAS Server** – the URL of the machine where the Cinegy Archive Service is running;
- **SQL Server** – the name of the SQL server hosting the current Cinegy Archive database;
- **Database** – the Cinegy Archive database name;
- **Domain** – the domain name;
- **Login** – the user's name;
- **Password** – the logon password.

Check connection Having specified all parameters, press the "Check connection" button to verify the connection.

If the settings are correct, the corresponding message appears; otherwise, the error message will be displayed.

7.3 Logging

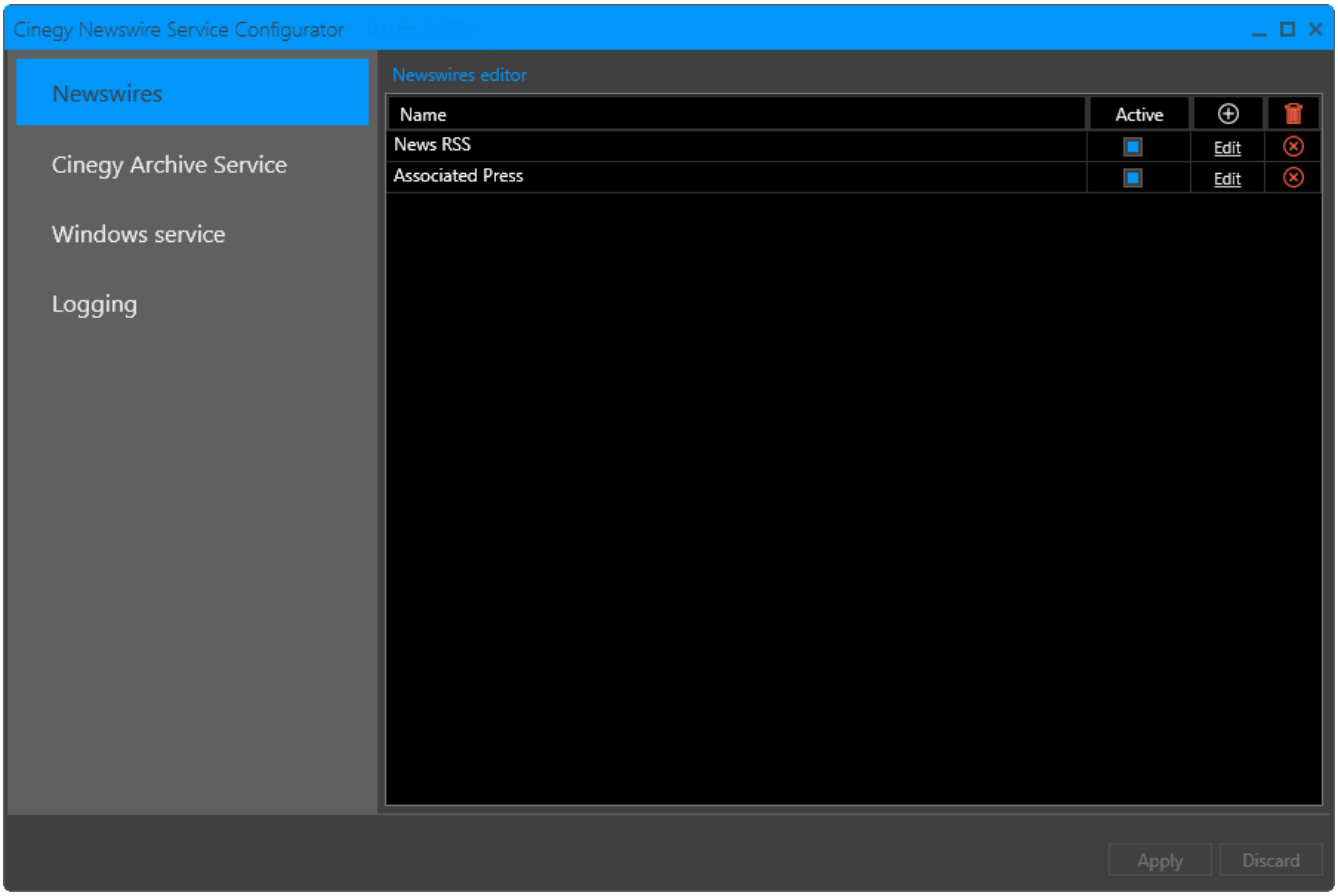
In this tab, the log files creation parameters are defined:



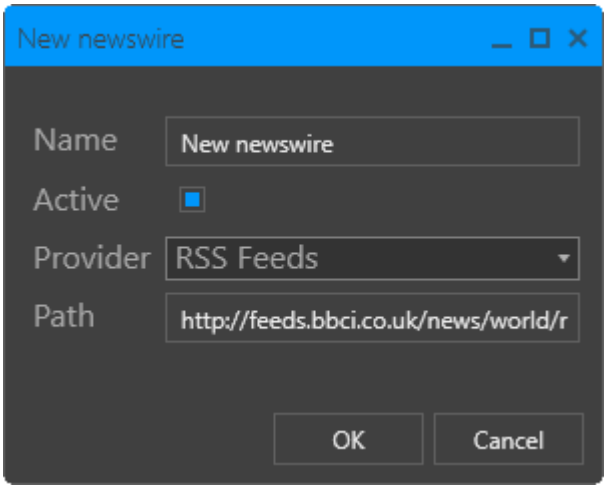
- **Error level** – select the necessary level of errors (0 – 5).
- **Trace level** – manually choose the debug log level by changing the value (0 – 5)
- **Log folder** – define the location of the log file where the sequence of operations is recorded. Initially, the default log folder defined by the system is indicated in the given field. To change it, press the button and select the folder where the debug log file in the text format will be stored, or simply enter a desired location path via the keyboard.
- **Log level** – define the level for the log file. You can choose between "Full", "Partial", "Custom" levels, or "None" for no logging.
- **New log level every (hours)** – define how often a new log file is created.

7.4 Newswires

This tab allows the user to add, edit, and remove newswires:



Press the ⊕ button to create a new newswire:



Specify the display name for the newswire and choose the news provider from the pull-down list:



To enable the newswire watching, select the "Active" checkbox.

For watching RSS feeds, select the "RSS Feeds" from the "Provider" drop-down list and specify the RSS feed URL address in the "Path" field.

	You can add as many newswires or RSS feeds as required.

Edit Press this button to edit the selected newswire or RSS feed.

Press this button to delete the selected newswire or RSS feed.

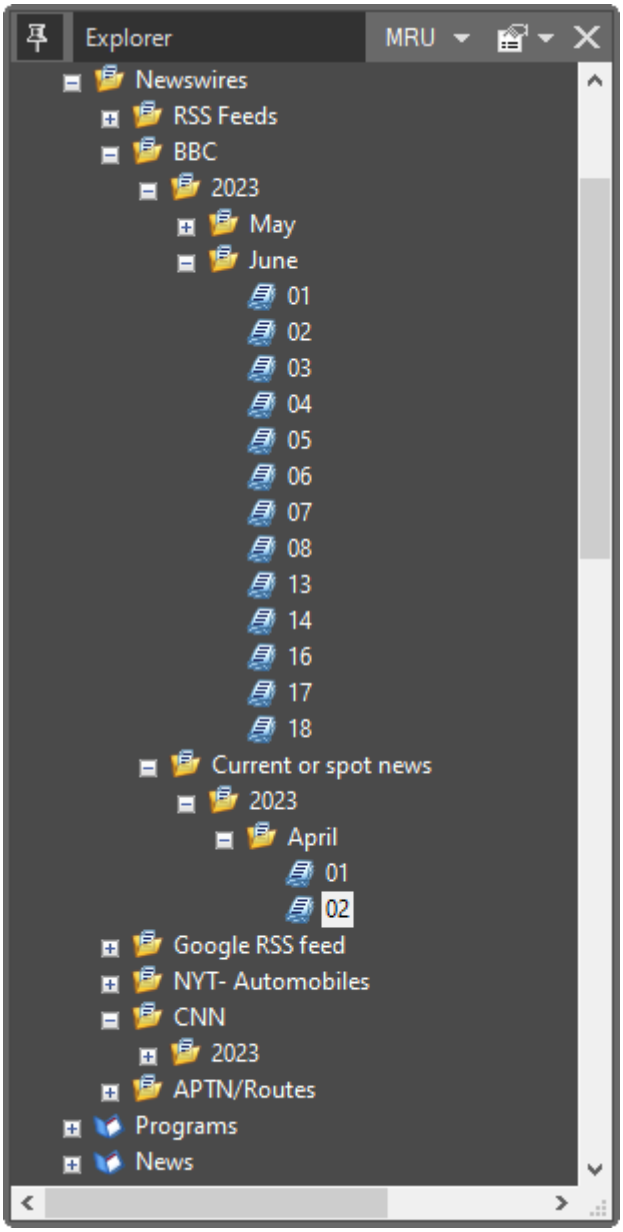
To clear all the newswires, press the button.

Having specified all the required parameters, press the "Apply" button to save changes.

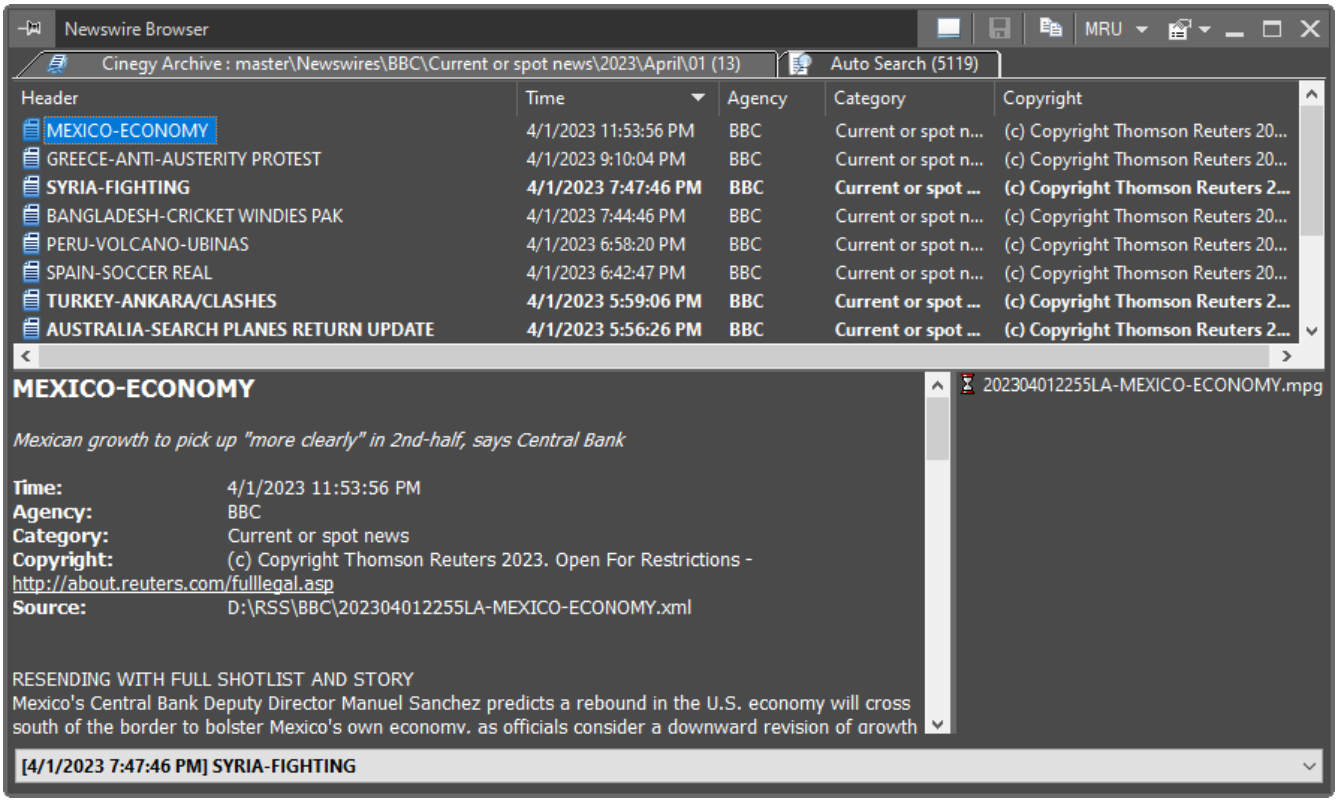
Chapter 8 Cinegy Newswire Browser

For effective work with newswire items, Cinegy Newswire Browser provides the interface to search, browse, and read all incoming news items in the Cinegy Archive database.

All news items are placed in a separate folder in the Cinegy Desktop Explorer tree and are structured by the agency folder, category, year, and month. The newswire provider name corresponds to the respective root folder inside the Newswires sub-tree. The structure may vary depending on the selected content provider:



Double-click the news item for the corresponding day to view the imported news content for that date:



Selecting the month or year subfolder in the Cinegy Desktop Explorer tree loads all news items for the corresponding period. To view all news for a particular agency, select the respective folder in the Cinegy Desktop Explorer tree; the full list will be loaded into Cinegy Newswire Browser.



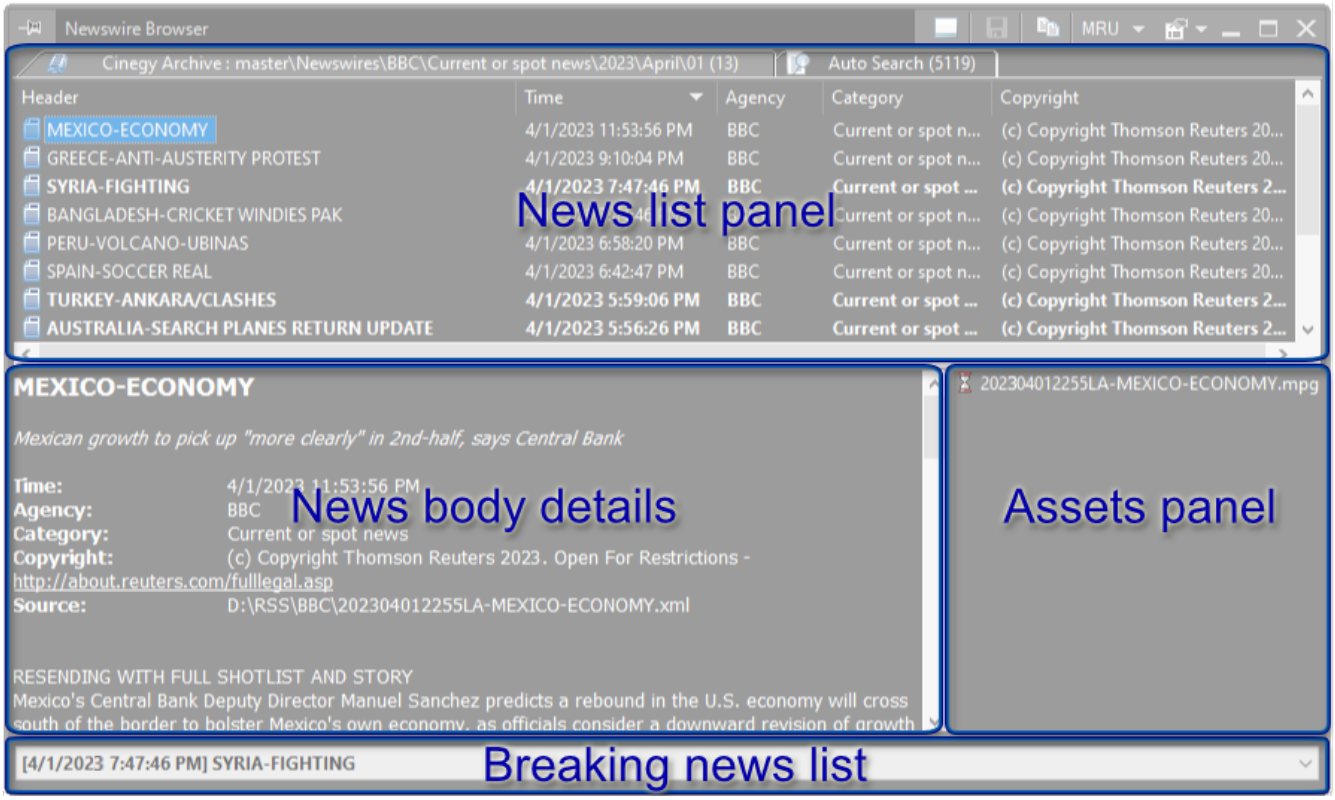
The breaking news is highlighted in bold in the news list.

Cinegy Newswire Browser provides two view modes: selected category and auto search.

8.1 Selected Category View

The selected category view provides access to the list of news, its content, and attached media materials.

The Cinegy Newswire Browser interface in the selected category view mode consists of the following panels:



- **News list panel** – contains the list of all news elements for the selected date, month, or agency;
- **News body details** – displays the text of the news element;
- **Assets panel** – displays the linked media materials;
- **Breaking news list** – this drop-down list displays the flash news.



To view only the list of news without any details, press the "Hide details" button on the menu bar of the Newswire Browser window. The news body details and assets panels will be hidden. To bring back the detailed view, press the "Show details" button.

News Body Details

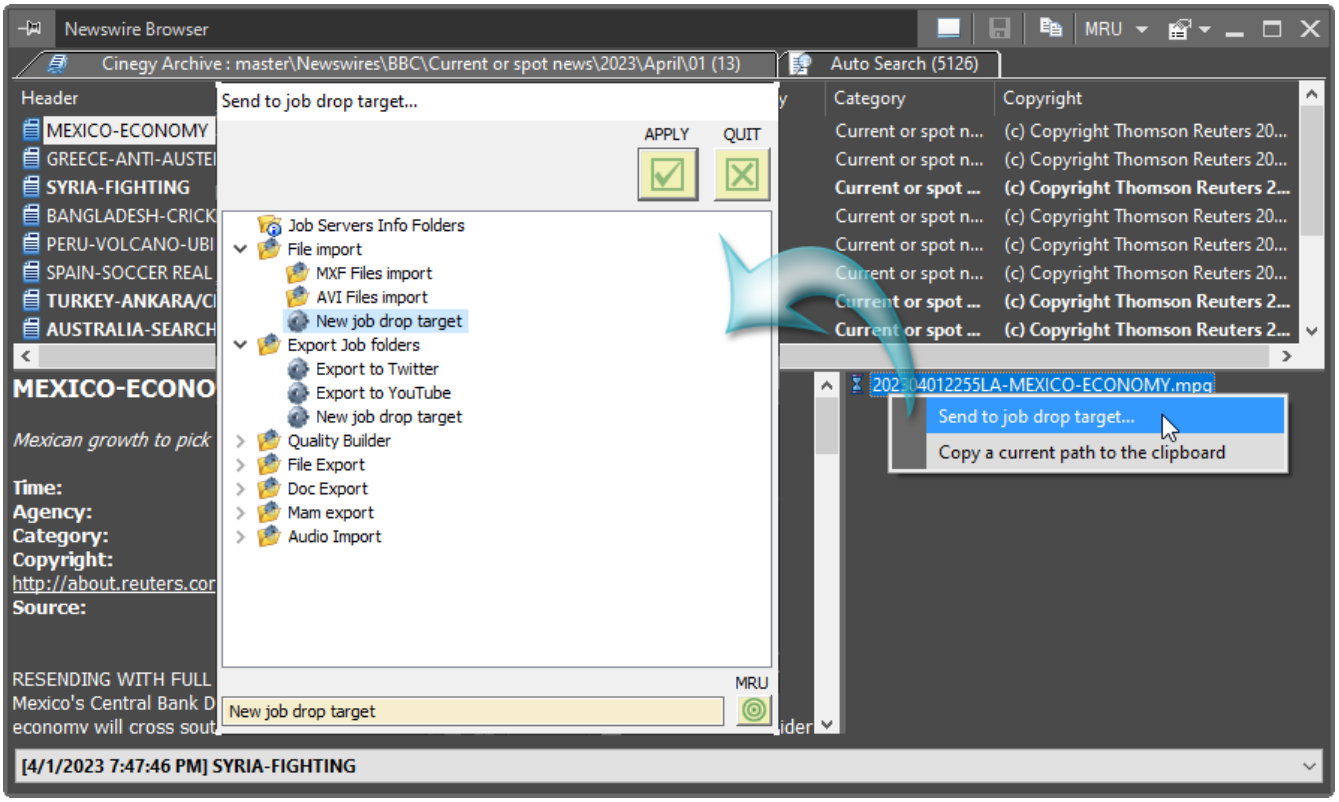
The given panel contains information about the source, category, and time of the relevant news element, as well as its heading and text. The related agency copyright information can be viewed here as well. Hyperlinks present in the text are highlighted and clickable.

Assets Panel

Sending Media to Job Drop Target

The media materials included in the news elements are listed on the assets panel. The availability of the assets panel depends on the provider. Usually, video files are supplied from providers under a special subscription, like the Associated Press Television News and Reuters. In this case, the Newswires Service monitors the share where the special .xml files are stored and where the path to video files is described. When the link to the file in Desktop is found, it is possible to import the file.

The media material can be sent to a job drop target by choosing the corresponding context menu command and defining the desired job drop target in the "Send to job drop target…" dialog that appears:



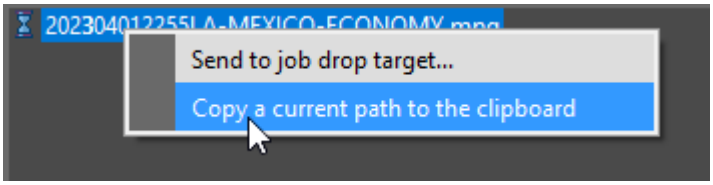
Select the required job drop target from the list and press the "Apply" button; in the "Create a Job" dialog that appears, define the required parameters.



Refer to the **Working with Job Folders** article to get more information on Cinegy Convert job folders.

Copy Path to the Clipboard

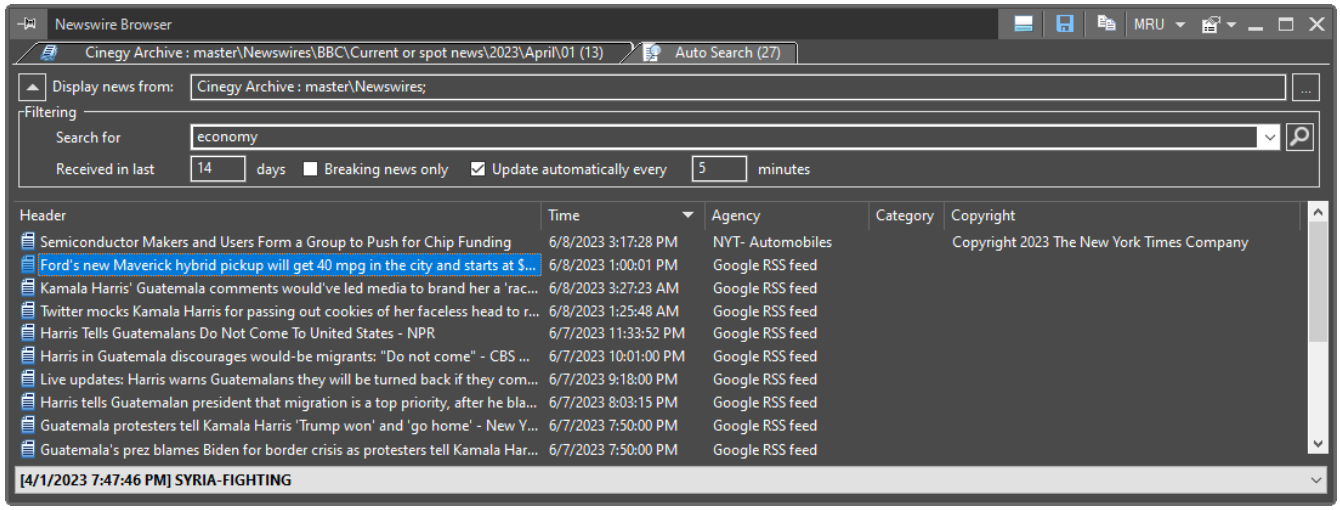
To copy a file path to the clipboard, right-click the media file and use the corresponding context menu command:



This copies the file location to the clipboard.

8.2 Auto Search View

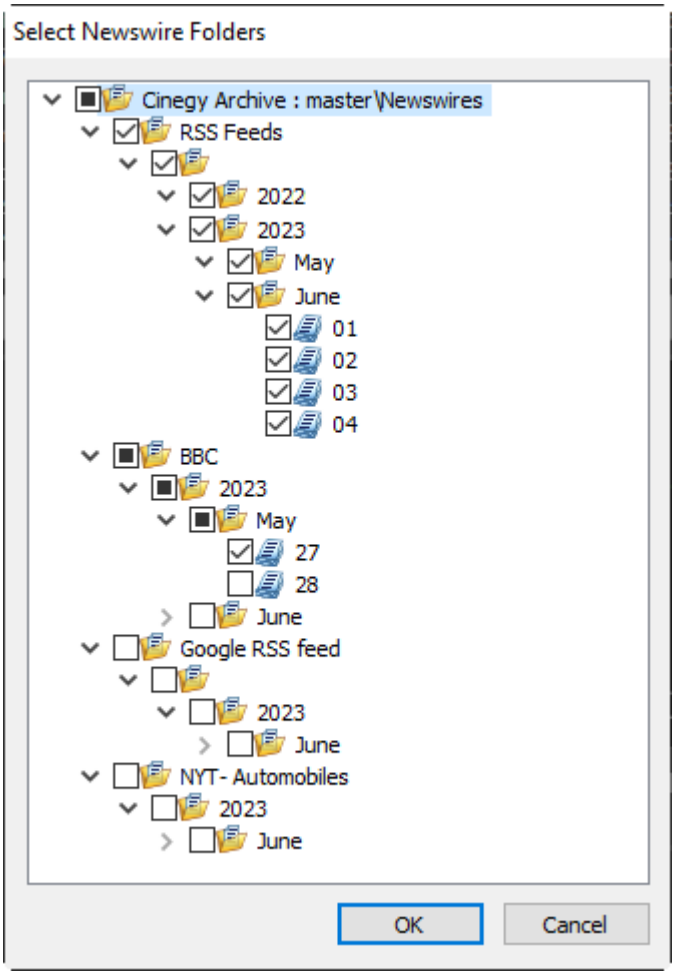
The Auto Search view is designed for working with newswire filters.



This view provides the possibility to create search queries to filter out the news matching the defined criteria. The results display is updated automatically or manually for immediate list update by using the button.

Filtering Parameters

The "Display news from" field specifies the folder(s) and subfolder(s) within the Newswires tree that will be included in the search. Press the ... button to define the folder(s):





The advanced filtering parameters within the "Filtering" section can be shown/hidden using the arrow button.

In the "Search for" field, enter the keyword or a phrase to be searched for.

There is an ability to narrow the search by the time of the arrival of the news element. Specify the number of days in the "Received in last" field to search within news received only in this scope of time.

Select the "Breaking news only" option to search only within breaking news text.

If the "Update automatically every" option is set, the search result will be automatically updated at intervals of a defined number of minutes.

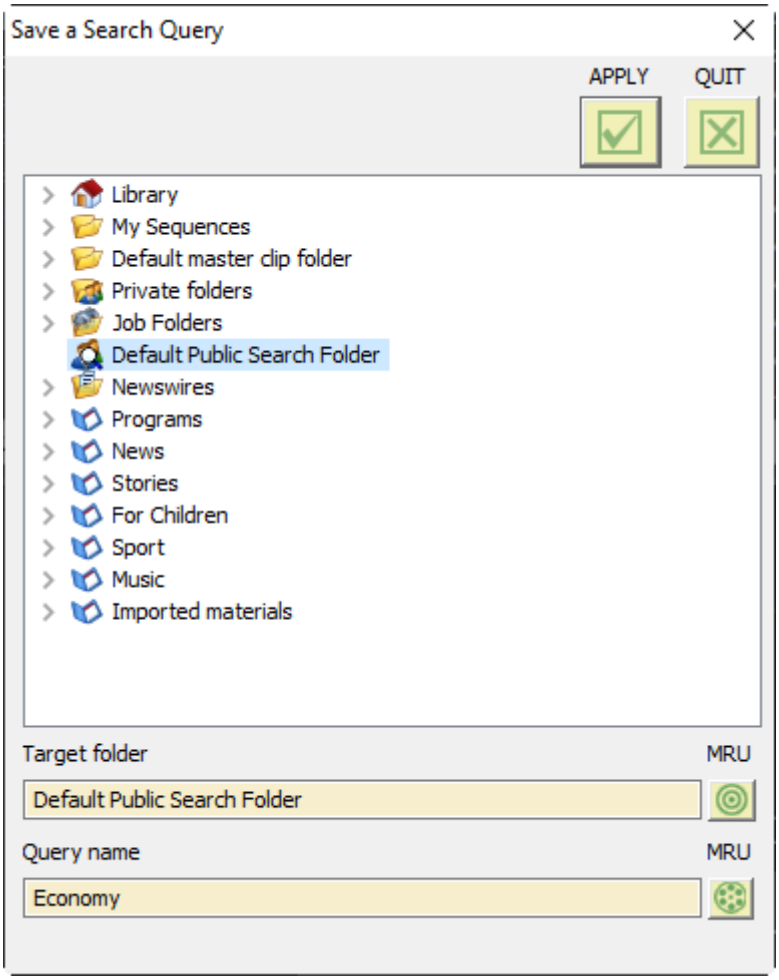


The search request syntax rules are similar to the rules used in the Search Window. Refer to the **Search Request Syntax** paragraph for a detailed description.

Search Query Saving

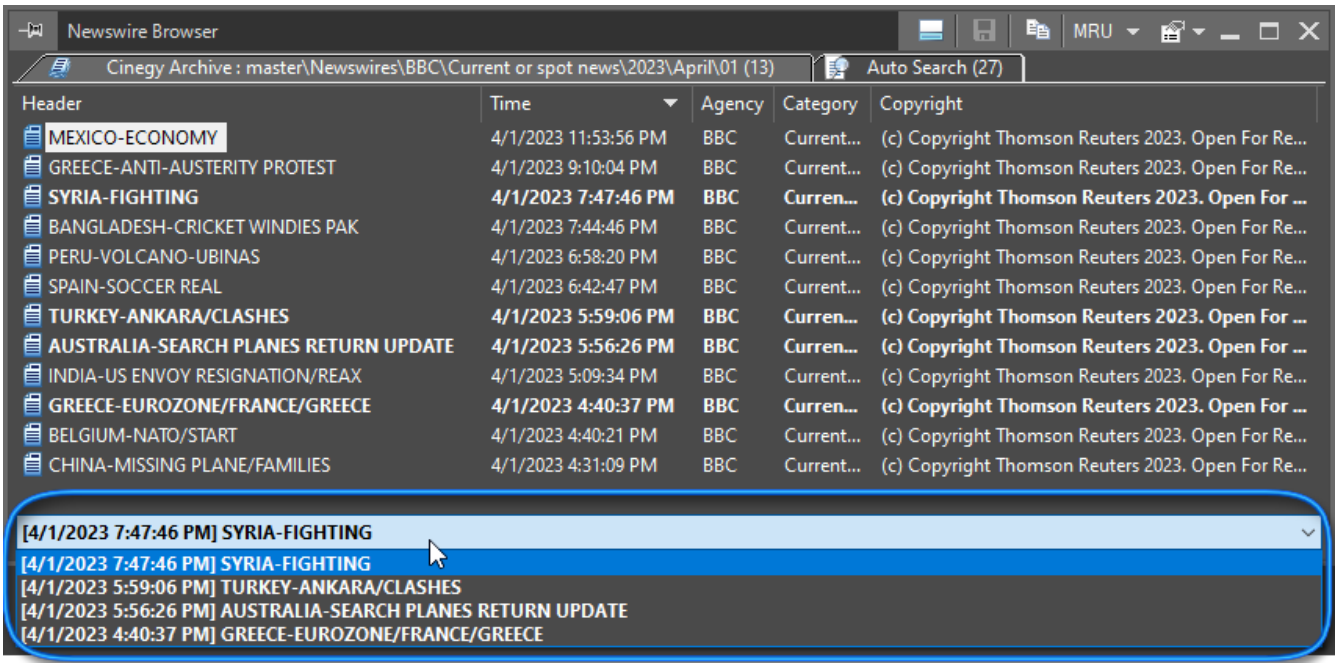


The search queries can be saved in the Default Public Search Folder and its subfolders or in the user's private search query folders.



In this dialog, define the query name and its target folder, then press the "Apply" button.

8.3 Breaking News



The bottom drop-down list is used to display the last *XX* flash (breaking) news. The XX value is defined in the Cinegy Archive database via Cinegy Archive Manager. When a new "flash" news arrives, the blue box appears around the collapsed breaking news list, and it continues blinking for 5 seconds to draw attention.

Refer to the **Global Settings** article to get information on configuring Newswires settings.

The breaking news is shown in bold font in the news list panel and within the breaking news drop-down list.

When selecting the item in the breaking news list, its content will be displayed in the Newswire Browser window.

Cinegy Outgest

Chapter 9 User Manual

9.1 General and Common Commands

Making the Commands Available



To make outgest possible, the ClipBin must be switched to sequence mode. To prevent modification of the Sequence during the outgest process, the Sequence must be locked. Pressing the "Sequence mode" button in the ClipBin main menu will lock the Sequence. This also ensures that all clips have the same aspect ratio and frame rate.



If you are viewing a Sequence and would like to export it from Timeline, then Timeline has to be active to prevent modifications of the Sequence during the outgest process. Press the "Active" button from Timeline or use the `Ctrl+Enter` keyboard shortcut to lock the Sequence for other users. This also ensures that all clips are of the same aspect ratio and frame rate.

Hardware Dongle

The Cinegy License Service installation is required to provide access to the information stored inside the hardware dongle. This service should be installed on the machine where the hardware dongle is installed and should be set to start up automatically. To perform the outgest operations, it is required to connect the hardware dongle with the corresponding license to the USB port of the outgest machine.



Without the dongle, the "Cinegy Demo Version" message will be imprinted over the output SDI frames.

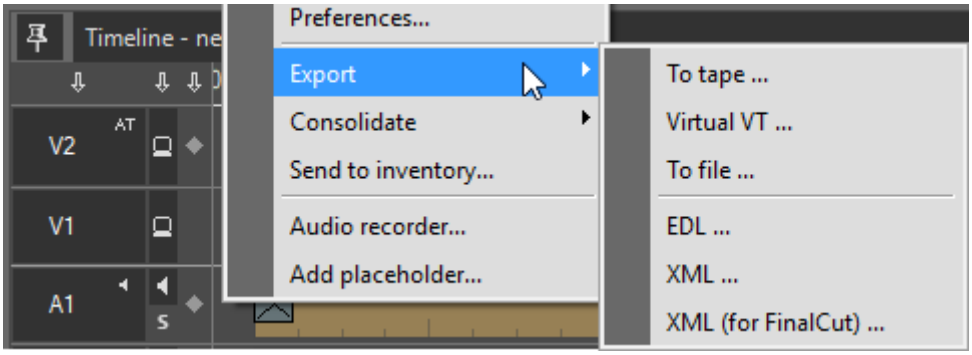
Export

"Export" means to output the project "as is" with all the applied effects and mixed audio. This feature is useful when you want to transfer the finished project.



The machine used to export your material must have enough power to calculate reliably all the effects and mixes in real-time, as well as a proper network connection to the Cinegy media archive servers to provide uninterrupted access to the essences.

All the "Export" commands are available from the Timeline and ClipBin main menus:



- To file

- **EDL**
- **ALE**

> The command "Export to ALE" is only available from the ClipBin or Roll main menu.

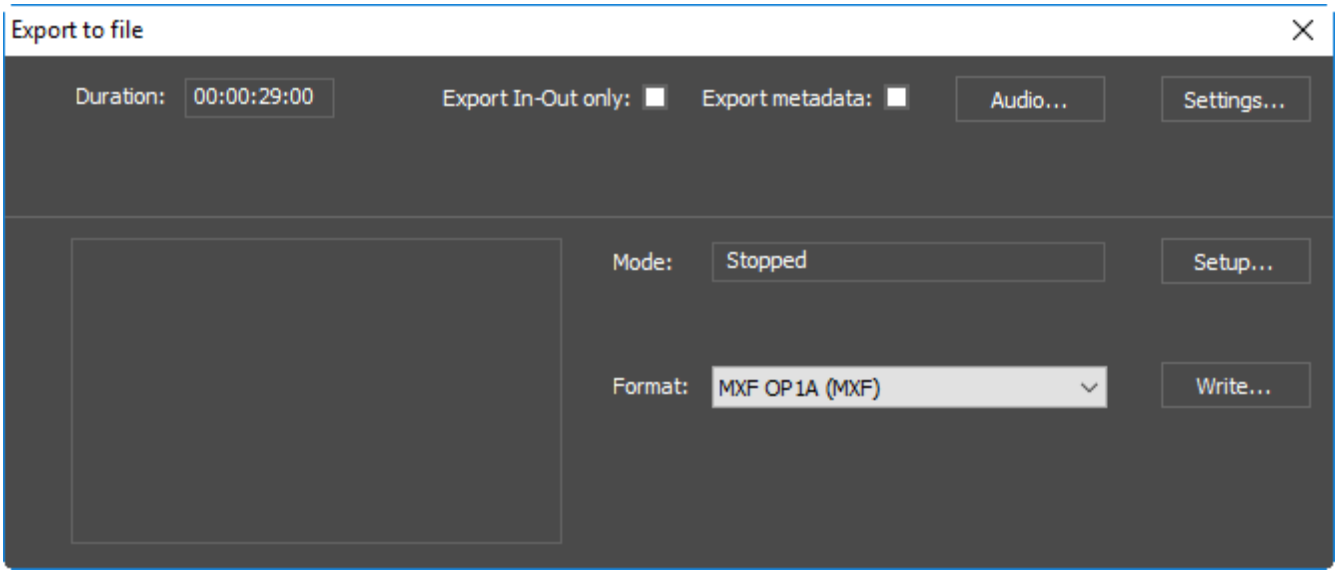
- **XML** and **XML for FinalCut**

9.2 Export

Export to File

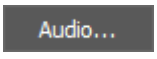
The "Export to file" command exports the project to a multimedia format, such as AVI or QuickTime, for publishing or further editing.

Select the "Export to file" command from the Timeline or ClipBin context menu; the following dialog box appears:

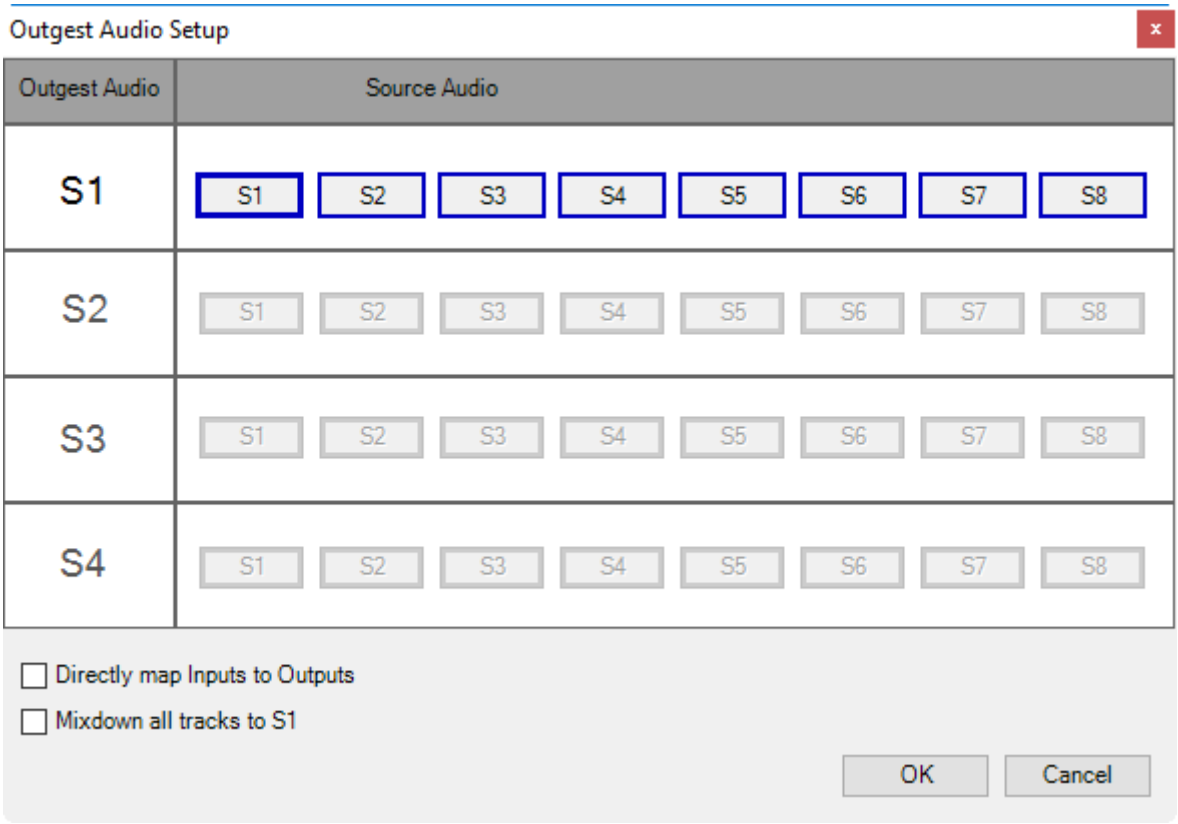


To export your project to a file, do the following:

1. Select the format you want to use for your export. The set of available formats depends on your system configuration.
2. Press the "Setup" button to choose the options for the currently selected format. The selected exporter plug-in predefines the "Setup" dialog box; so, this dialog box is different for each selected format.
3. Configure Audio settings.



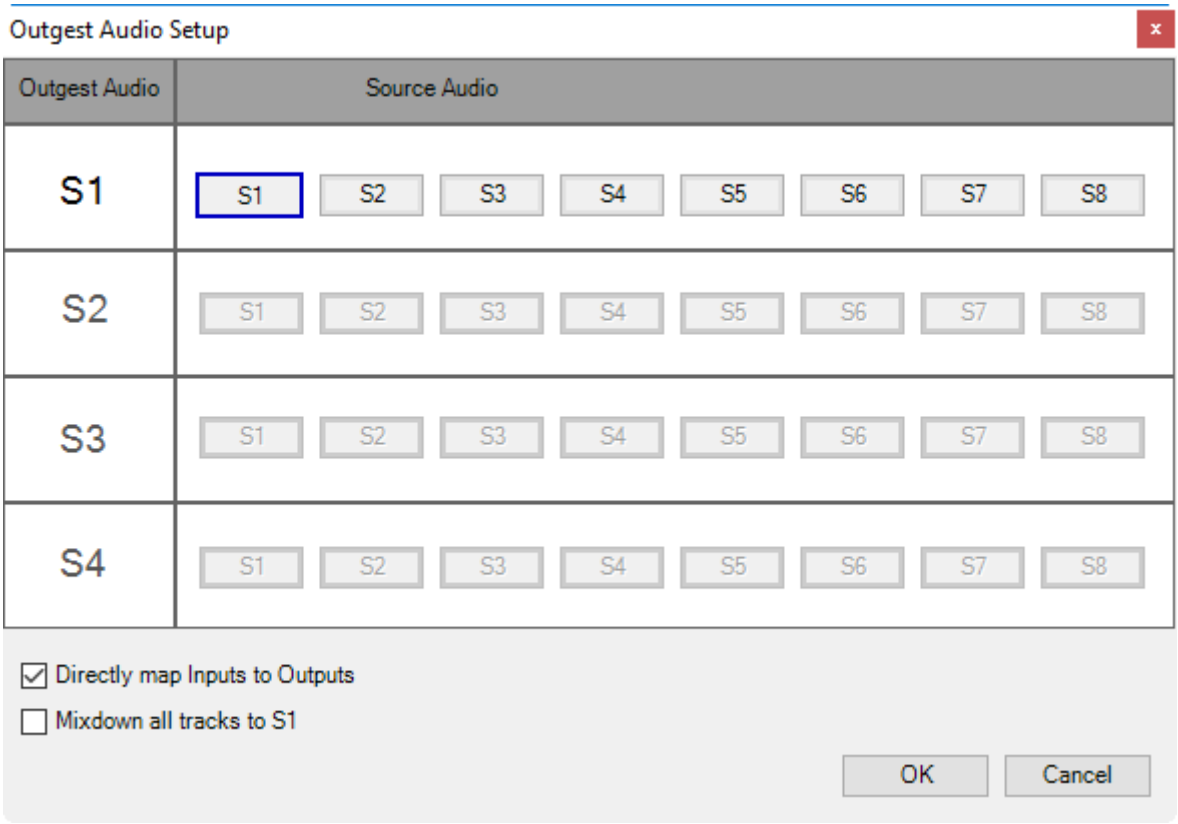
The "Audio" option can be found in all the export options dialogs. Press the "Audio…" button, and the following dialog box appears:



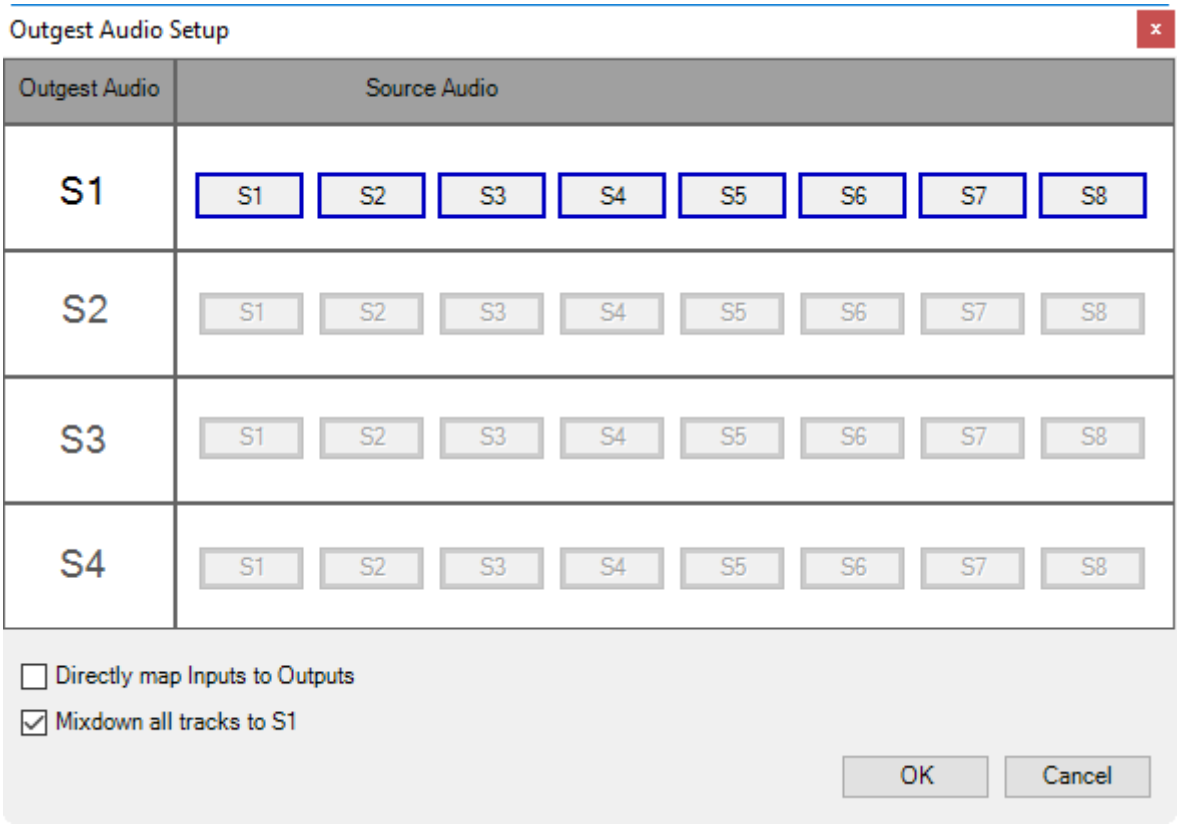
S1 – S4 stereo channels of the Sequence are displayed and routed within the "Outgest Audio Setup" dialog. In the case when the destination file or format supports less than 4 stereo channels, only applicable outgest channels will be enabled.

Here choose the audio tracks for each physical audio channel to accompany the outgest. The selected combination of audio tracks will be mapped to the defined outgest device.

Check the "Directly map Inputs to Outputs" option to map directly source audio tracks to the corresponding output tracks:



Check the "Mixdown all tracks to S1" option to mixdown all the source audio tracks to a single stereo output track (S1):

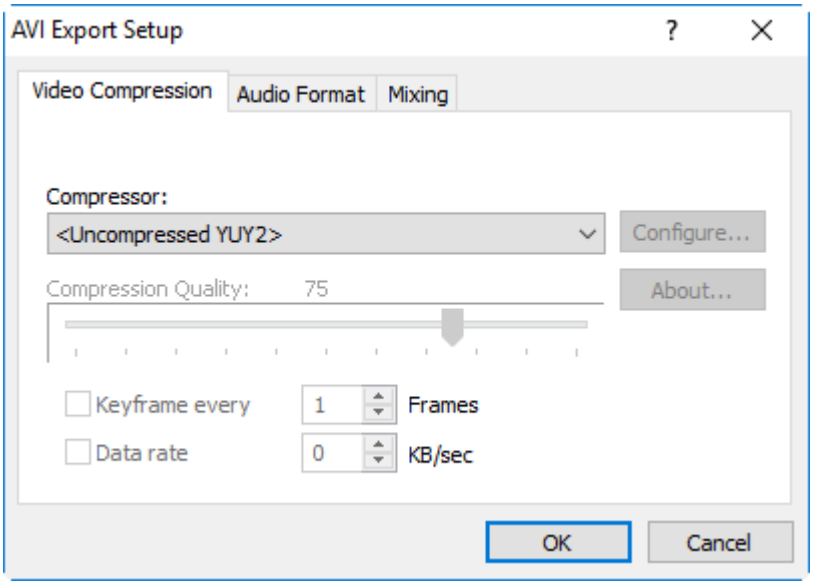


4. To export your project metadata, use the "Export metadata" option. The XML file will be generated with the same name as your media file and have the *.fidef extension.
5. Press the "Write" button. A common "Save as" dialog box appears. Choose your destination file and press "Save".

The export process might be time-consuming, depending on the format and settings. The system displays a progress bar when exporting.

Microsoft Video

Select "Microsoft Video (AVI)" from the drop-down list. Press the "Setup" button to set up the format:



In the "Video compression" tab, choose one of the installed codecs from the drop-down list and define its compression settings by pressing the "Configure…" button.

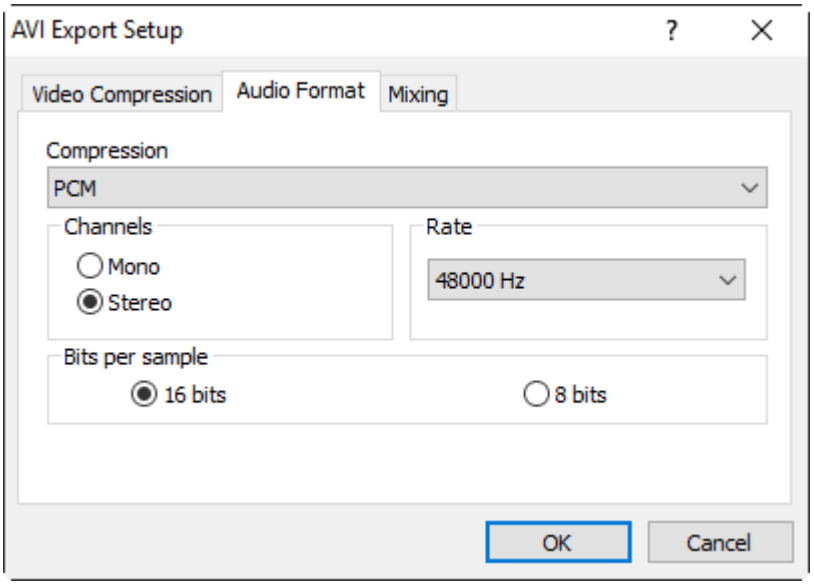
Press the "Configure" button to open the compression settings of the current codec. The compression settings are different for each codec.

You can manually set the compression quality if the chosen codec supports this feature. A high value leads to better quality and slower compression speed as well.

Check the "Keyframe every" option to set the frequency of the keyframe creation.

Check the "Data rate" option to define its value in kilobits per second.

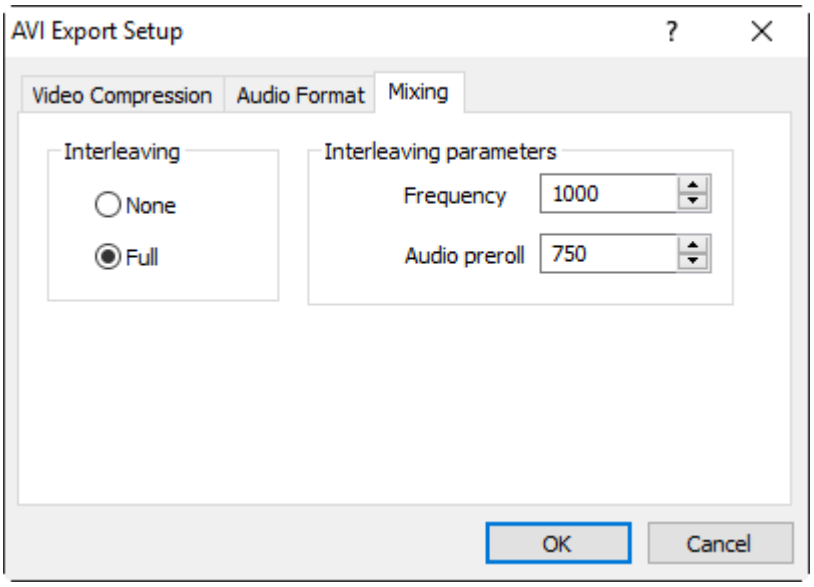
On the "Audio format" tab, configure the audio compression settings:



Choose one of the audio codecs from the drop-down list and configure its compression settings.

The compression settings are different for each codec.

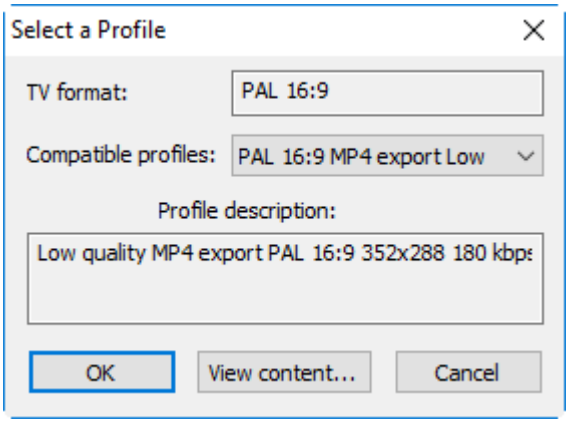
The "Mixing" tab provides you with the interleaving configuration for the exporting stream:



The "None" option disables the interleaving. To use the interleaving, set the radio button to "Full" and configure the interleaving parameters.

MP4 Flash

Setting up the MP4 Flash (MP4) export plug-in is similar to the MPEG export plug-in:

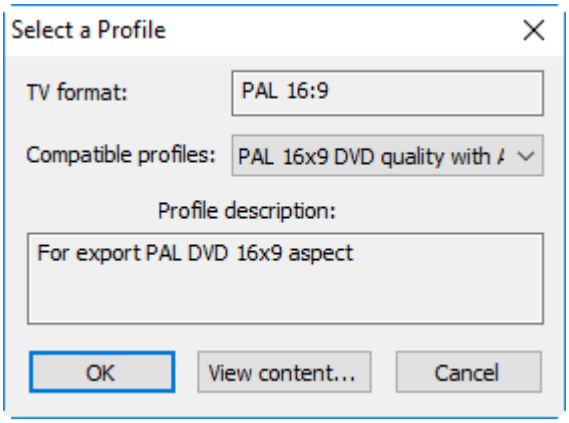


Here choose the H.264 export profile from the compatible profiles list.

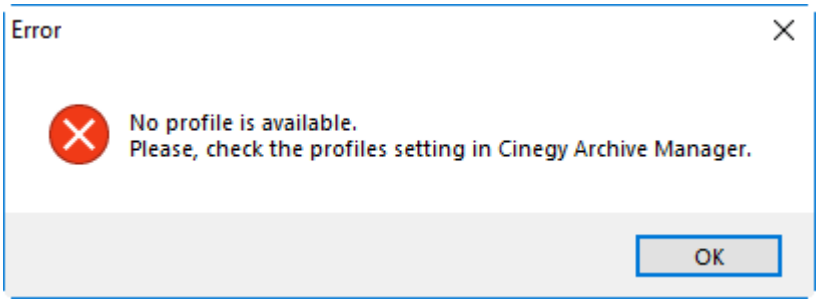
Press the "View content…" button to view the settings of the MP4 profile.

MPEG

The MPEG export plug-in is sensitive to the format of the Sequence or ClipBin. If the Sequence has the 16:9 TV format, the export will provide only the corresponding MPEG profiles.



If there are no MPEG profiles available for the current TV format, the following error message will appear:

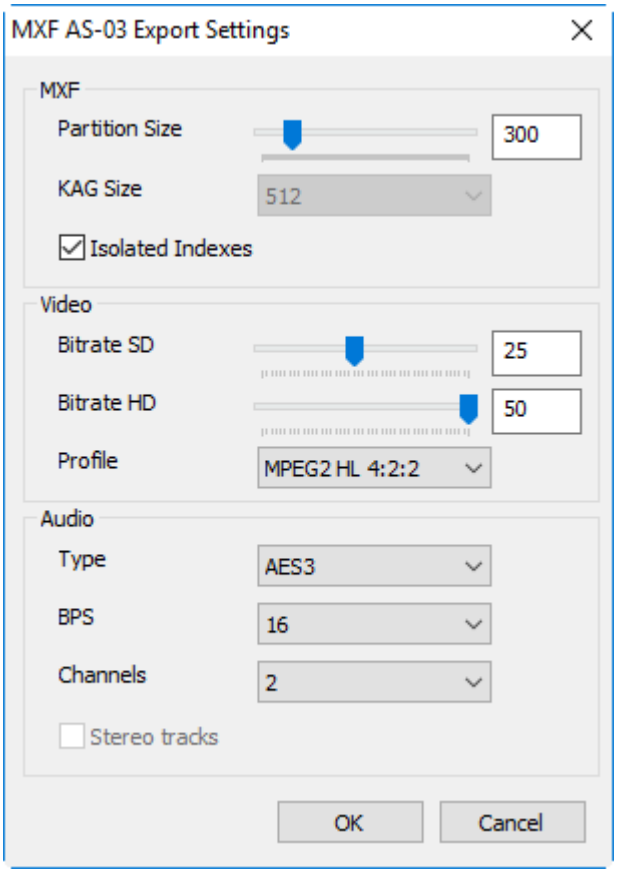


Refer to the **TV Formats, Profiles** section of the **Cinegy Archive Manager Manual** for information on assigning TV formats for MPEG profiles.

To view the settings of the MPEG profile, press the "View content…" button.

MXF AS-03

Select "MXF AS-03 (MXF)" from the drop-down list and press the "Setup" button to configure it. The following dialog box appears:



Here you can define the MXF, video, and audio settings that will be used for the MXF AS-03 exporting.

MXF

The "MXF" configuration group comprises the advanced MXF parameters:

- **Partition Size** – the size of the MXF partition. To define this parameter, drag the corresponding slider or enter the value from 50 to 1800 via the keyboard.
- **KAG Size** – the value of the partition alignment in the MXF file. This field is grayed out by default and cannot be changed by the user.
- **Isolated Indexes** – select the checkbox to write the indexes in a separate partition, as it is outlined in the "AS-03 MXF Program Delivery" standard. When the "Isolated Indexes" option is not selected, the indexes are written together in the same partition as the video.



Please visit amwa.tv/projects/AS-03.shtml for more information on the AS-03 MXF Program Delivery standard.

Video

Here define the bitrate for the SD and HD streams by dragging the corresponding sliders or entering the desired values via the keyboard.

Also, assign the MPEG-2 profile to be used for the MXF AS-03 exporting by choosing one from the drop-down list: MPEG2HL 4:2:0 or MPEG2HL4:2:2.

Audio

The "Type" and "BPS" fields are grayed out by default and cannot be changed by the user.

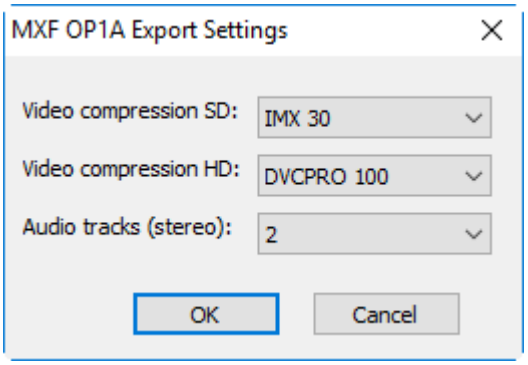
Here you can define the number of mono channels to be used in your MXF file. To do this, choose 2, 4, or 8 from the

"Channels" drop-down list.

The "Stereo tracks" option allows you to define the type of audio channels in your MXF file – mono or stereo. Select the "Stereo tracks" checkbox to receive 1, 2, or 4 (depending on your choice of channels) stereo tracks in the exported MXF file. Alternatively, the resulting MXF file will contain 2, 4, or 8 mono channels.

MXF OP1A

Select "MXF OP1a (MXF)" from the drop-down list and press the "Setup" button to configure it. The following dialog box appears:



Here you can define the standard definition (SD) and high definition (HD) video compression settings as well as the number of stereo audio tracks that will be used for the MXF OP1a exporting by choosing the desired values from the corresponding drop-down lists.

The following standard definition compression settings are available:

- IMX 30
- IMX 40
- IMX 50
- DVSD
- DV25
- DV50

The following high-definition compression settings are currently available:

- DVCPRO100

The MXF OP1a encoder supports the export of the material with up to 4 pairs of audio tracks.

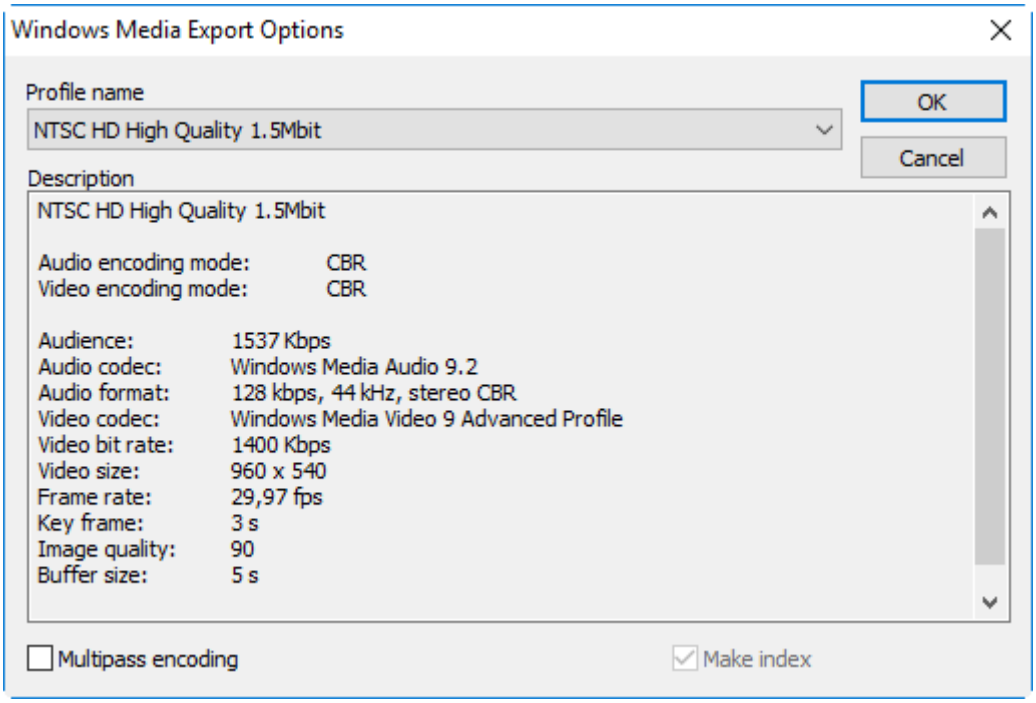
Sound Export

To export only sound, select the "Sound export (WAV)" plug-in and press the "Write" button.

The sound export has no settings.

Windows Media

To export Windows Media files, select "Windows Media (WMV, WMA)" from the drop-down list. To change the settings, press the "Setup" button, and the following dialog box appears:



Here choose the desired profile from the drop-down list. Below, you can view the description of the selected profile.

Select the "Multipass encoding" checkbox to enable multiple pass encoding.

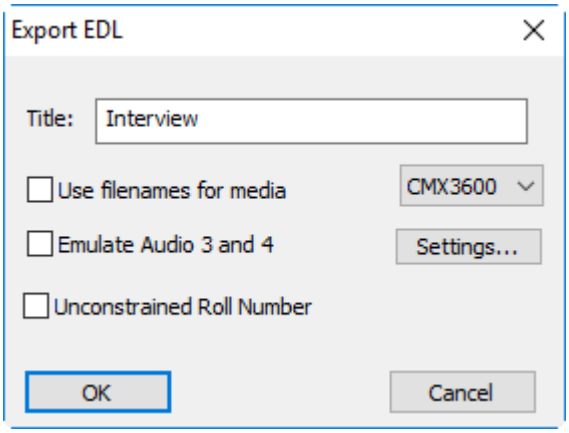


Refer to the **TV Formats, Profiles**, and Playout section of the **Cinegy Archive Manager Manual** to learn about Windows Media profiles.

Export to EDL

Cinegy Desktop can export the Sequences and ClipBins to the EDL (Edit Decision List) file format.

Choose the "Export" > "EDL" command from the Timeline or ClipBin context menu. The following "Export EDL" setup dialog box appears:



The "Title" parameter will be used in the EDL that can be generated for the recorded tape.

Define the EDL type by choosing one of the supported EDL formats from the EDL drop-down list.

Select the "Use filenames for media" option to create an EDL with a reference to the original audio and video files.

You can enable the "Emulate Audio 3 and 4" option if you are exporting more than 2 stereo audio tracks.

Select the "Unconstrained Roll Number" checkbox to remove the limitations on the rushes Roll number length.



Refer to the EDL documentation of your NLE system to learn the maximum allowed length of the Roll ID and the supported EDL formats.

Having set up the parameters mentioned above, press the "OK" button, and a file dialog box appears. Enter a file name and press the "Save" button to create the EDL file.

Export to ALE

Cinegy Desktop can export Bins to the ALE (Avid Log Exchange) file format to provide integration with Avid NLE.



The "Export to ALE" is only available for Bins, not Sequences.



Refer to your Avid documentation to learn more details.

Export to XML

Export to XML

This feature allows you to export all the metadata of a Sequence or a ClipBin to the XML file format. The resulting file can be used by third-party developers to make any kind of integration with other systems.

Select the "Export to XML" command from the Timeline or ClipBin main menu. The "Save as" dialog box appears; navigate to your desired destination folder and enter a name for your XML file. Press the "Save" button, and your file will be saved.

Export to XML (for Final Cut)

Export all the metadata of a Sequence to XML interchange format and import it into Apple Final Cut Pro.

Select the "Export to XML (for Final Cut)" command from the "Timeline" main menu. The "Save as" dialog box appears; navigate to your desired destination folder and enter a name for your XML file. Press the "Save" button, and your file will be saved.