# Kollaborate Plugin Pack



## User Manual

Kollaborate Plugin Pack is a group of free plugins to enable Kollaborate integration in your editing application and OS X.

Export plugins exist for both Adobe Premiere Pro for Mac and Final Cut Pro X that allow you to send to Kollaborate directly from your timeline.
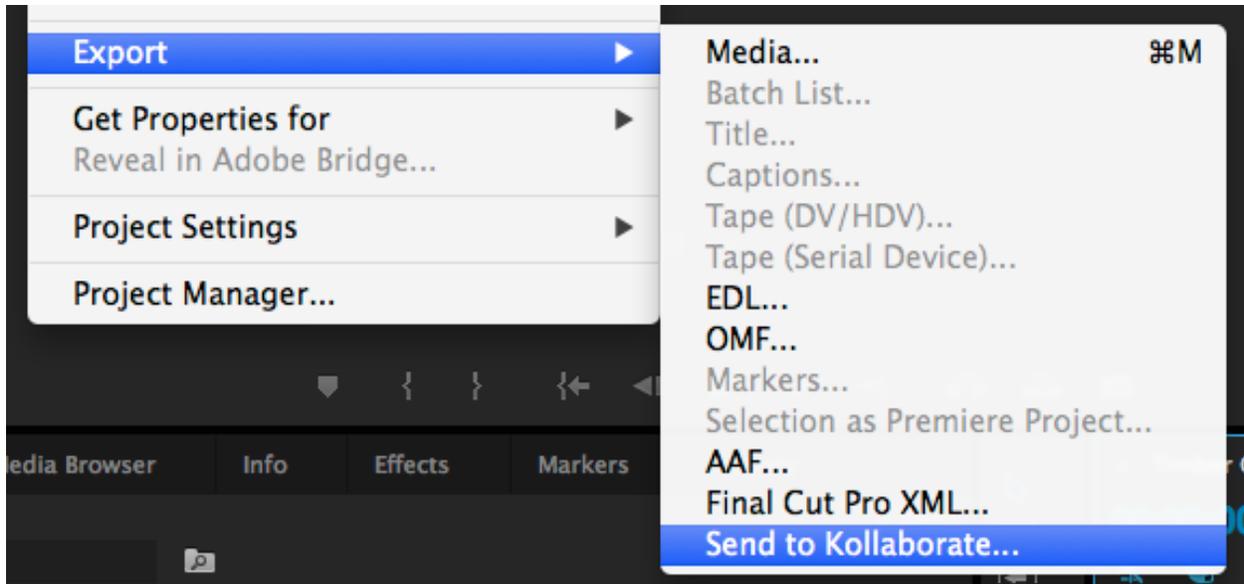
A Today plugin is available on OS X 10.10 and higher that allows you to see what's new within your project.
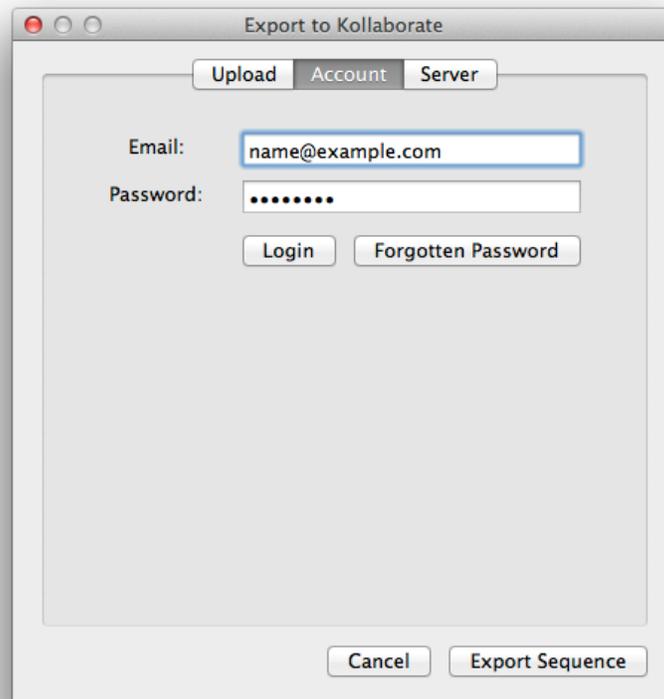
# Contents

# Sending to Kollaborate via Adobe Premiere

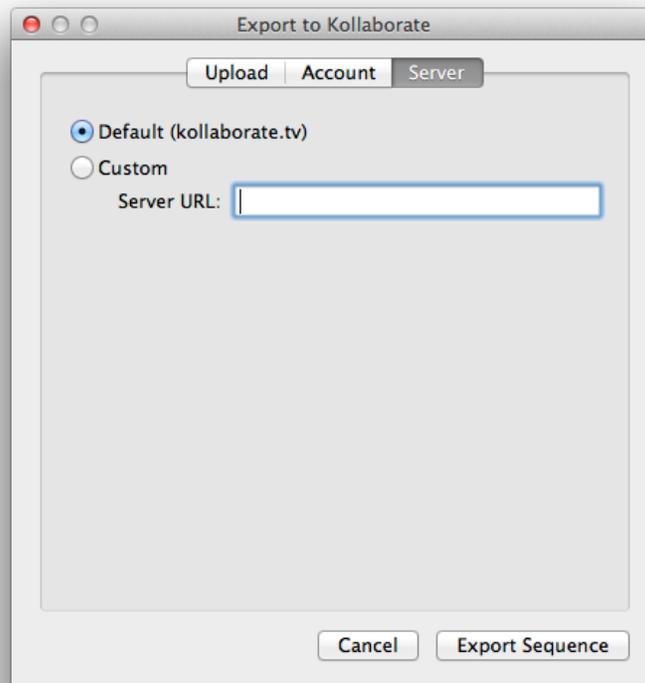1.    Select a sequence, the go to **File > Export > Send to Kollaborate**.



2.    If you have not yet logged in (or not installed another Kollaborate app on your system), go to the Account tab, enter your login information and then click Login.

If you are not using the cloud version and are instead using an in-house Kollaborate Server, go to the Server tab first and set the URL field to the URL of the server, which you can obtain from your system administrator.

(If you are not sure if you are using Kollaborate Server or not, keep the setting at the default to upload to kollaborate.tv.)



3.   In the Upload tab, choose the project to upload to or create a new one.

4.   Choose a specific department or folder as desired, then enter a name for the file.

   If you wish, you can also choose to automatically send out links to a specific group of email addresses.
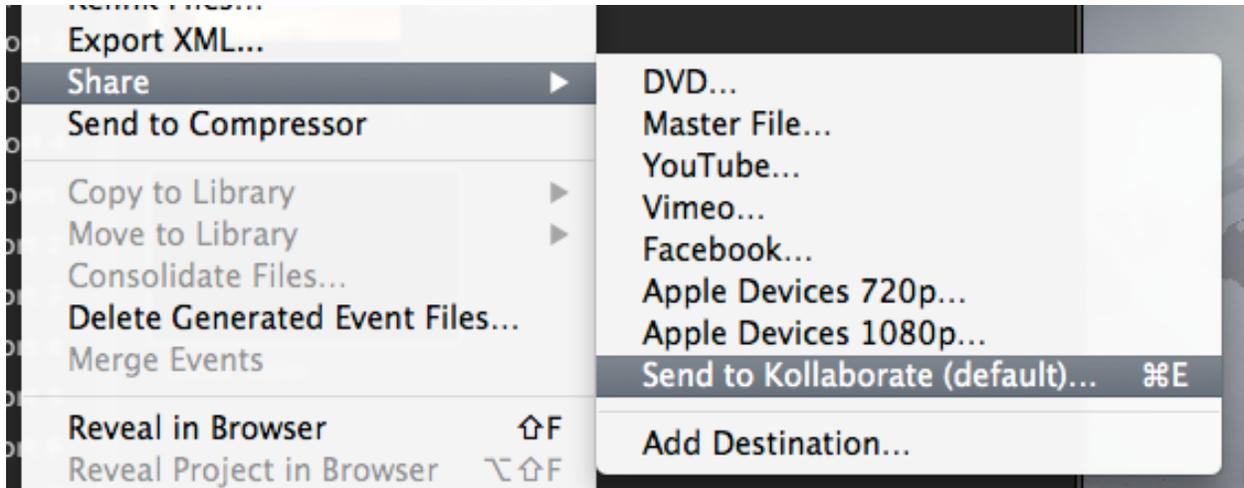
5. Once you've finished adjusting the settings, click Export Sequence. Premiere will render the sequence first and then the Kollaborate plugin will take over and begin uploading. You can continue working in the background while your upload is taking place.

**Note:** due to limitations in Adobe Premiere, any in and out points / work areas in a sequence will be ignored upon export. To only export a specific portion of the timeline we recommend nesting your sequence. To do this, create a new sequence, drag the old one into it and then adjust the length of the corresponding clip.
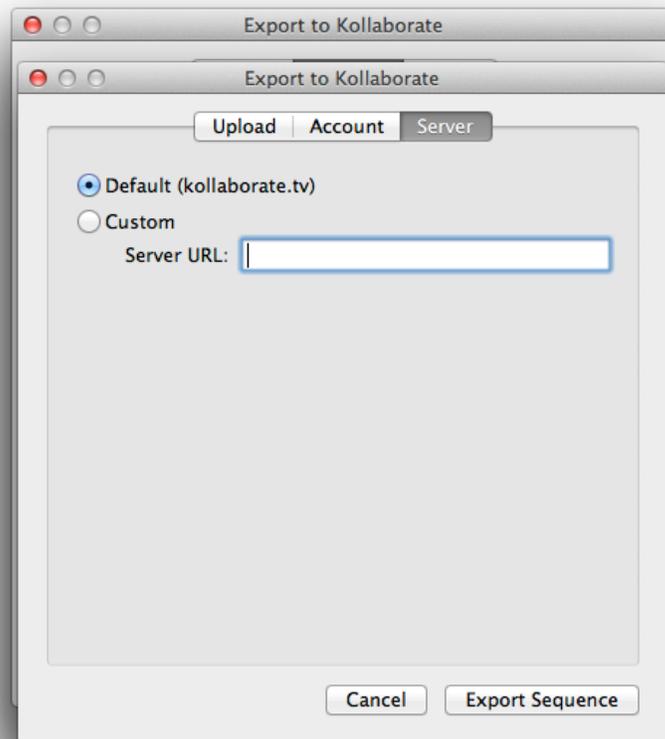
# Sending to Kollaborate via Final Cut Pro X

1.   Select a project (sequence), the go to **File > Share > Send to Kollaborate**.

2.   Adjust settings as necessary, then click Next.

3.   The Kollaborate helper app will launch. If you have not yet logged in (or not
     installed another Kollaborate app on your system), go to the Account tab, enter
     your login information and then click Login.
     If you are not using the cloud version and are instead using an in-house
     Kollaborate Server, go to the Server tab first and set the URL field to the URL of

the server, which you can obtain from your system administrator.

(If you are not sure if you are using Kollaborate Server or not, keep the setting at the default to upload to kollaborate.tv.)

4.    In the Upload tab, choose the project to upload to or create a new one.

5.    Choose a specific department or folder as desired, then enter a name for the file.

      If you wish, you can also choose to automatically send out links to a specific group of email addresses.

6.    Once you've finished adjusting the settings, click Export Sequence. FCPX will export the timeline first (to see progress go to Window > Background Tasks) and then the Kollaborate plugin will take over and begin uploading.

## Export to Kollaborate

**Upload** | Account | Server

Project: Private Test Project

### Destination

Department: (None)

Directory: (Root)

### Metadata

Title: Kollaborate 2015 Overview

Description:

Status: Needs Approval

☑ Alert other users to this file
☑ Create revision for matching files

### Links

Email To:

☐ Require password: j5lufex8
☐ Allow comments
☐ Hide download button
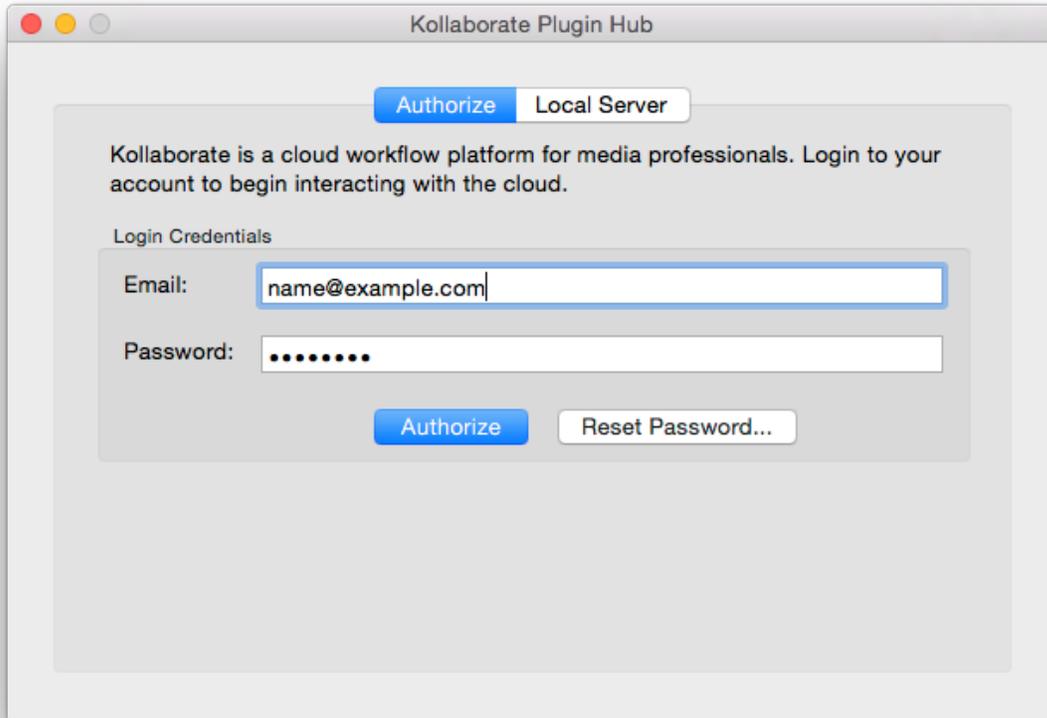☑ Make revisions accessible

Expires: After 7 days
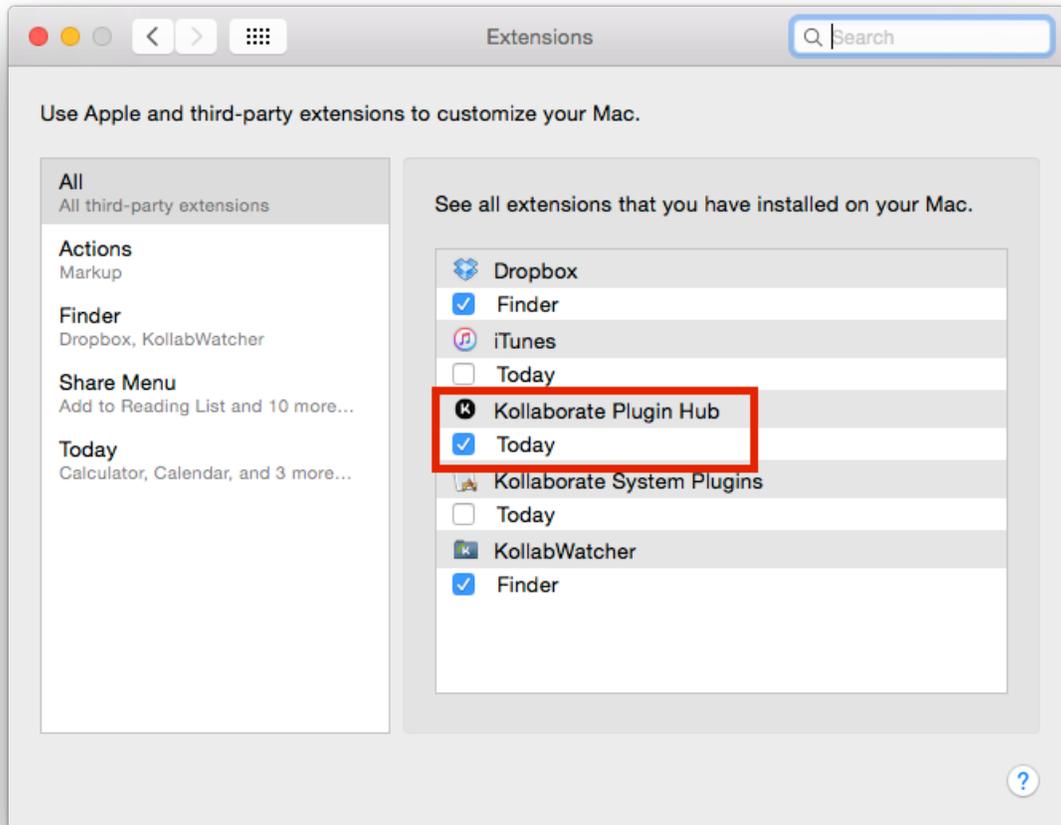
Cancel        **Export Sequence**

# Today plugin

On OS X 10.10 and higher, a Today plugin is available that allows you to see recent events in your project from the Notification Center pane.
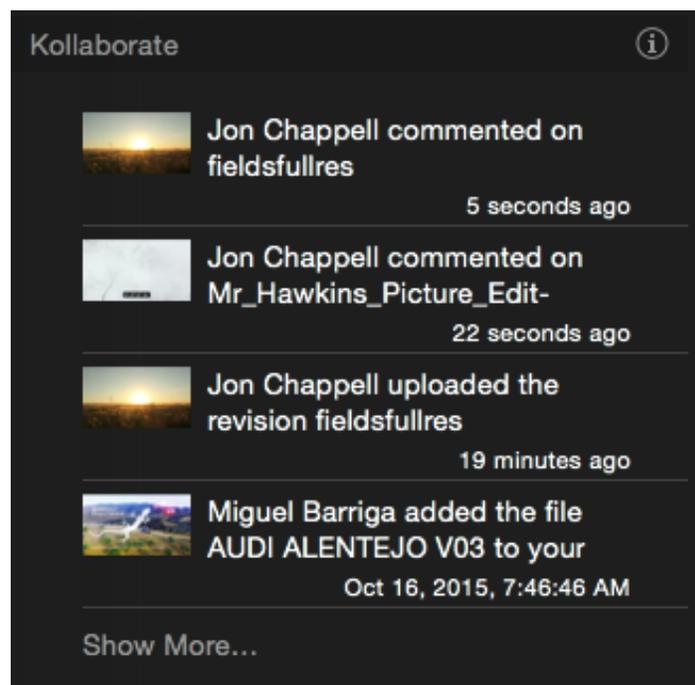
1. If you have not already logged into Kollaborate from another app, launch the Kollaborate Plugin Hub and login.



2. Go to System Preferences > Extensions and tick the option named **Today** under **Kollaborate Plugin Hub**.

3. Click the Notification Center icon in the top right of the OS X menu bar and switch the view to Today if it's not already set. You should see an option marked Kollaborate that will show project events from the past two weeks.

If you don't see it, click Edit at the bottom and click the plus sign next to Kollaborate to add it.