

# USER MANUAL

## Xedio Importer

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Version 4.40 - November 2013



Xedio.





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## Regional Contacts

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# What's New?

In the user manual, the icon **NEW !** has been added on the left margin to highlight information on new and updated features.

The sections updated to reflect the new and modified features on Xedio Importer from Xedio Suite 4.40 (compared to Xedio Suite 4.35) are listed below.

## **Active Directory Integration**

The Xedio workstation may be integrated into an Active Directory domain.

- See section "Opening Xedio Importer" on page 2.







# 1. Introduction

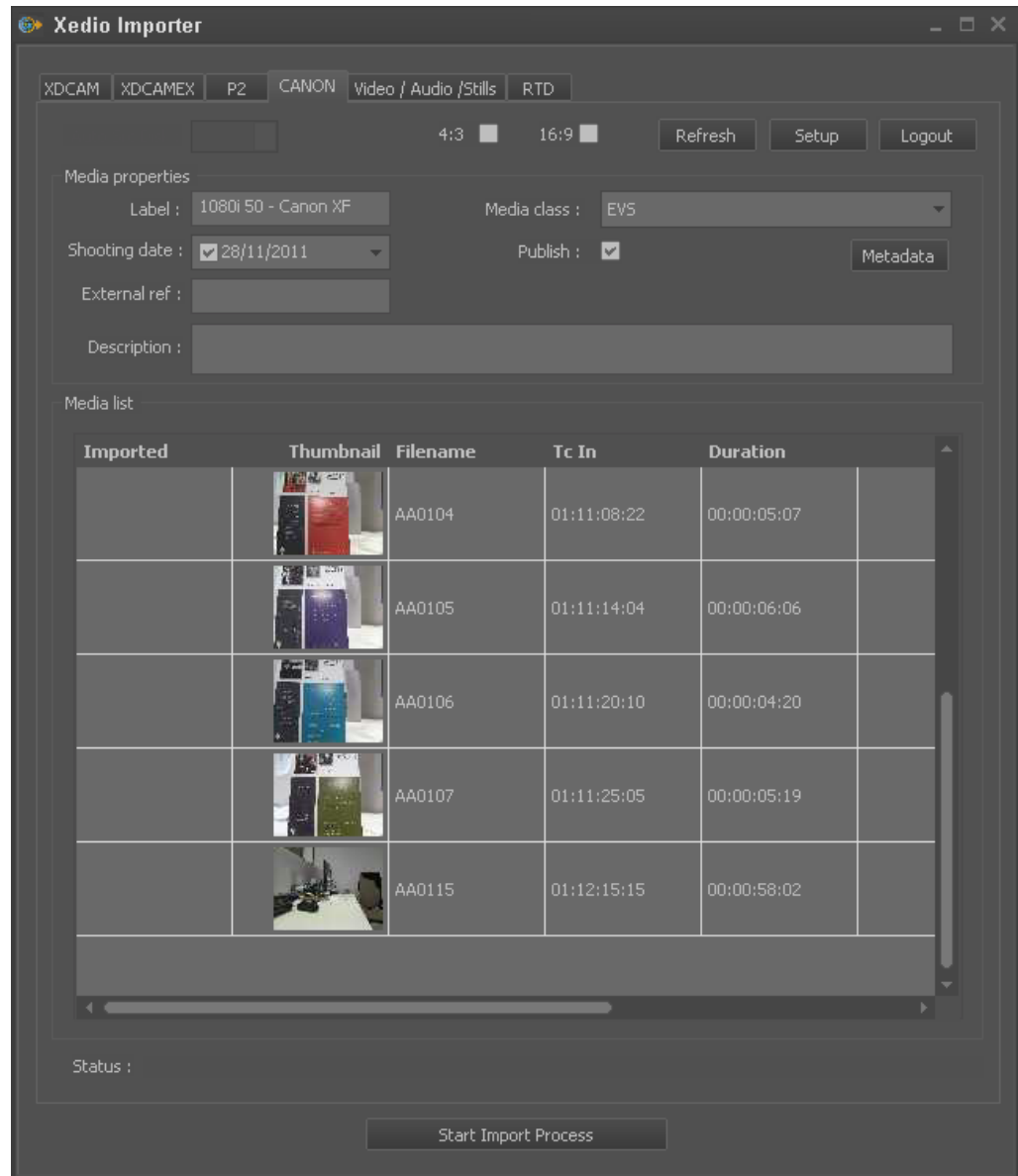
## 1.1. Product Description

In the Xedio suite, the Media Importer tool offers a way of acquiring media files for use within the system. Authorized users may import, into the Xedio database, media that have already been recorded and are in a file format that can be used by Xedio. P2, XDCAM and XDCAM EX, music, graphics or existing mpeg and dv files are some examples.

Once the files are imported and set to "Publish", they become available in the Media Manager.

The Media Importer tool is available as:

- a separate application: Xedio Importer
- as a module built in CleanEdit, and available in the Media Importer tab.
- as a module built in Xedio Manager, and available in the Media category.

**Note**

The color of some user interface elements may vary with the Xedio skin installed.

## 1.2. Opening Xedio Importer

To start the Xedio Importer application, select the application from **Start > Programs > EVS Broadcast Equipment** or click on the **Xedio Importer** shortcut icon on the desktop.

**NEW !**

The Xedio workstation may be integrated into an Active Directory domain. In this case, Xedio Importer will automatically open without requesting additional access codes when the user starts it.

The user group the user belongs to in the Windows domain must be linked to a user role in Xedio Manager. This determines the set of user rights and user settings the user will have in the application. In case a user belongs to several Windows groups, the system retrieve them in alphabetical order and checks whether the first group matches a user role. The use of Windows authentication must have been enabled in Xedio Manager. See the Xedio Manager user manual for more information.

In case the auto-log off mode is activated and the Windows authentication by Active Directory mode is used, the auto-log off becomes an auto-quit function.

If the Xedio workstation is not integrated into an Active Directory domain, a login screen will display, where users have to enter their own Xedio username and password.

## 1.3. Importable Media

The Xedio Importer main window allows you to select media to import.

Different tabs can be displayed, provided that they have been selected from Xedio Manager: **Softwares > Parameter Profiles**.

They are used to set the parameters for the different types of media which can be imported into the system:

- **XDCAM, XDCAMEX, P2 and CANON tabs:** to import media files recorded on Sony XDCAM and XDCAMEX, Panasonic P2 and CANON cameras
- **Video/Audio/Stills tab:** to import media files, images or audio files
- **RTD tab:** to import video containing transitions
- **EVS Server tab:** to import media files available on an EVS video server on the same network as the Xedio suite. In this case, Xedio does not import the file content into the Xedio storage system, but creates a reference to the server files in the Xedio database.

## 1.4. General Import Process and Mandatory Fields

The import process is similar in all tabs. However, the file-related information you can provide depends on the file to import.

The mandatory field names are displayed in red in the user interface as long as you do not define a value for them.

Warning messages are also displayed at the bottom of the tab to tell the user which fields should be filled in.

In each tab and for all import sessions, the mandatory steps and information are the following:

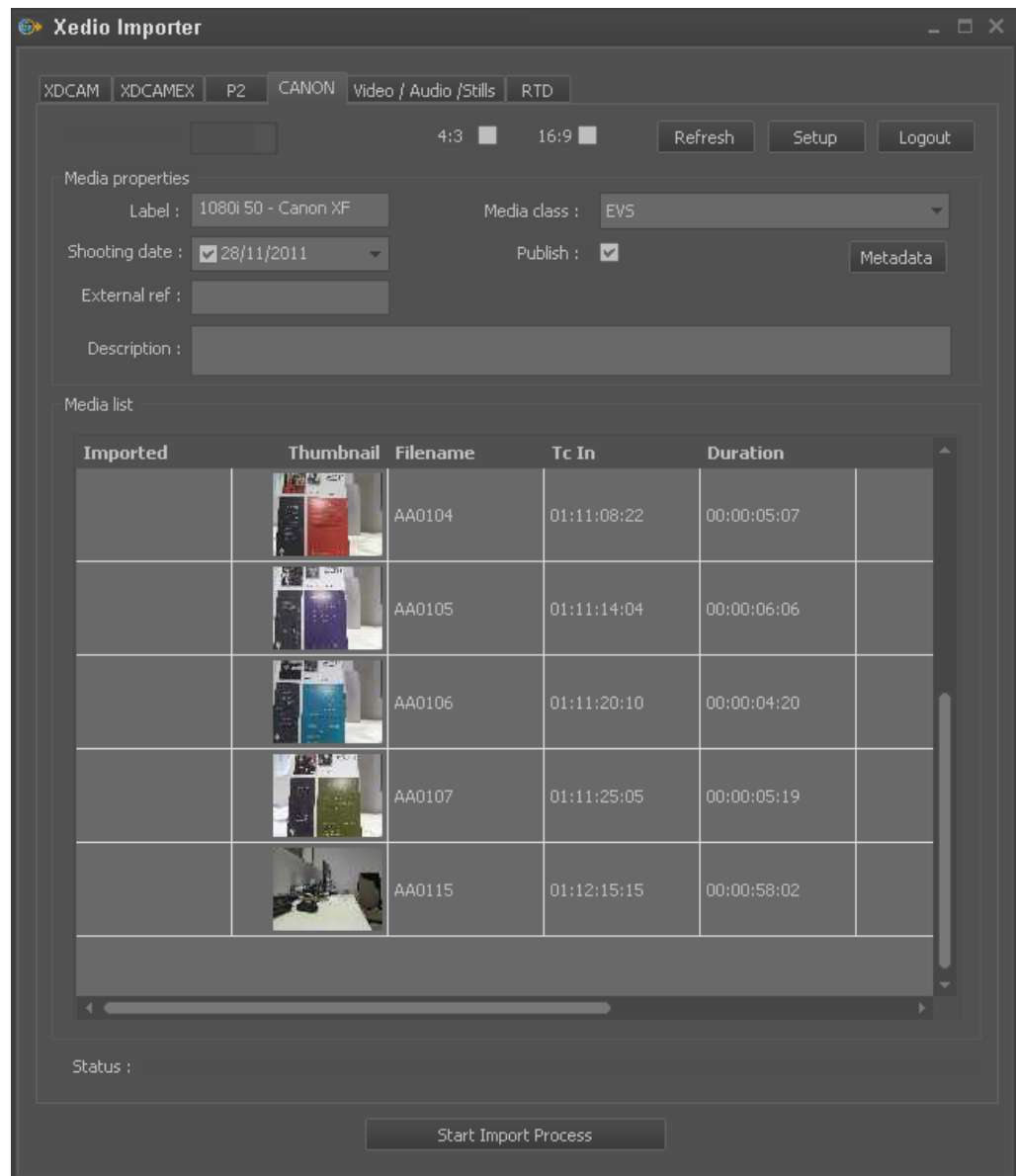
1. Specify where Xedio Importer will find the source files to be imported.
2. Specify the **Label** field, that is to say the name of the media when it will be imported into Xedio CleanEdit.
3. Tick the **Published** check box to make the media available and visible to all users.
4. Click the **Start Import Process** button at the bottom of the window.

Once imported, the files will be available in CleanEdit, in the Media Manager tab.

## 2. Importing XDCAM, XDCAMEX, P2 and CANON Files

### 2.1. Introduction

The XDCAM, XDCAMEX, P2 and CANON tabs allow importing media files created with a XDCAM, XDCAMEX, P2 or CANON camera. The source files can be retrieved from a camera directly connected to the CleanEdit workstation or are made available via an FTP server.



## 2.2. Import Process

To be able to import files from XDCAM, XDCAMEX, P2 and CANON cameras, you need to proceed as follows:

1. In the **Setup** window you can access by clicking the **Setup** button, define:
  - the source and destination locations,
  - the default values for the properties of the imported files,
  - the audio channel assignment.
2. Specify the **Label** field, that is to say the name of the media when it will be imported into Xedio CleanEdit.
3. If requested, change the file properties before you perform a given import.
4. Ensure that the **Published** check box is ticked to make the media available and visible to all users.
5. Select the files you want to import from the **Media List**:
  - Press **CTRL** + click on the files for a selection of multiple non-contiguous files.
  - Press **SHIFT** + click on the first and last file for a selection of multiple contiguous files.
6. Click the **Start Import Process** button at the bottom of window.

At the end of the import process, a message specifies how many files have been successfully imported. Once imported, the files are available in CleanEdit, in the Media Manager tab.

## 2.3. Fields in the XDCAM, XDCAMEX, P2 and CANON Tabs

### General Properties

Field	Description
<b>Auto Src Disk</b>	List of disks detected when the source files are searched on disks using the Auto Src Disk process (selected in the Setup).
<b>Aspect Ratio</b>	Check box to select how the aspect ratio of the imported files will be chosen. Possible values: <ul style="list-style-type: none"> <li>• <b>4/3</b>: all the files with 4/3 aspect ratio are automatically imported.</li> <li>• <b>16/9</b>: all the files with 16/9 aspect ratio are automatically imported</li> <li>• <b>4/3 and 16/9</b>: all the 4/3 files and the 16/9 files are automatically imported.</li> <li>• <b>"No aspect ratio selected"</b>: you need to manually select the files to import in the Media List.</li> </ul>



Field	Description
<b>Refresh</b>	Button to force the data to be refreshed when the setup parameters have been changed.
<b>Setup</b>	Button to access the setup parameters.

### Media Properties

Field	Description
<b>Label (mandatory)</b>	Name assigned to the files when they are imported to the Xedio database.
<b>Shooting date (mandatory)</b>	Date when the media was recorded by the camera. Default: current date
<b>Media Class (mandatory)</b>	Class categorizing the media as defined in Class Manager in Xedio Manager. Default: Undefined
<b>Publish</b>	Check box that allows you to see the imported media in the client workstations database lists. You need to check it if you want to use the media in CleanEdit.
<b>External Ref.</b>	External reference of the source support, for example a barcode identifying a tape of a VTR.
<b>Description</b>	Optional text to describe the media.

### Media List

This list automatically filled in with the detected source files that can be imported from the source location. Select the media to import from the list and click the **Start Import Process** button to import the files to the specified destination.

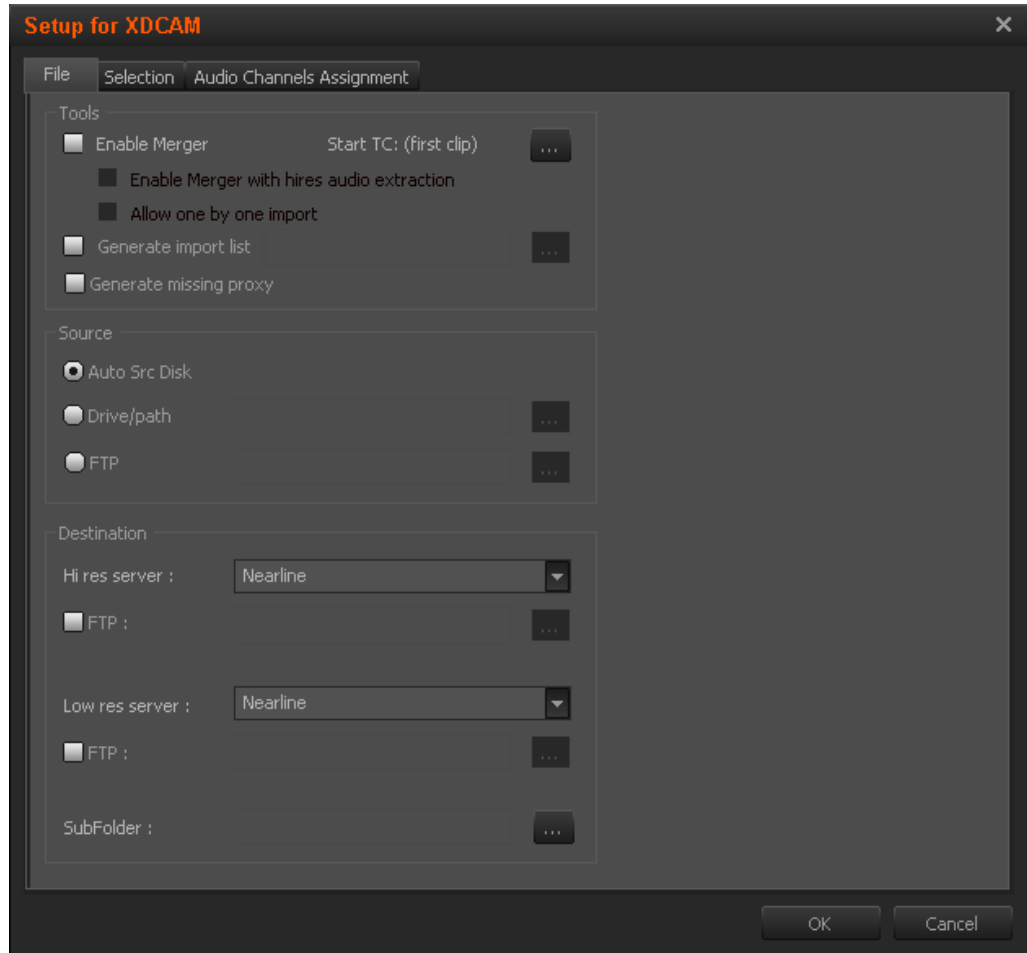
## 2.4. Setup Window

### 2.4.1. Opening of the Setup Window

Clicking the **Setup** button on the top right corner of the XDCAM, XDCAMEX, P2 or CANON tab opens the **Setup** window.

## 2.4.2. File Tab

### Overview



The information in this tab makes it possible to specify where and how the source file will be identified, and where the files will be imported to.

Field	Description
<b>Tools</b>	
Enable Merger	<p>This option is only available with XDCAM files. Select this option to enable the merger engine.</p> <ul style="list-style-type: none"> <li><b>Enable Merger with hi-res audio extraction:</b> Third-party engine that concatenates all source clips selected for import into a single media and that replaces the audio from the lo-res media by the audio from the hi-res media to improve the lo-res audio quality.</li> <li><b>Allow one-by-one import:</b> allows the import of clips one by one (file transfer mode) in case the merge cannot be done (clips of different types, codec or aspect ratio detected in the selection)</li> </ul>






Field	Description
Generate Import List	Select this option to generate an XML file with the list of clips at the end of the import process. Use the <b>Browse</b> button to select the destination folder to store the XML files.
Generate missing proxy	Select this option to generate the proxy when it is missing on the device during hi-res media import.
<b>Source</b>	Select the option to be used to detect the source files:
Auto Src Disk	Option to automatically scan the camera disks for new files to be imported.
Drive/path	Drive or path to access a camera or device connected to the Xedio workstation via a USB or FireWire connection (depending on the device).
FTP	FTP server used with some cameras or devices that are connected to the Xedio workstation via a GigE connection. The IP address, the login and password to connect to the FTP server need to be specified.
<b>Destination</b>	
Hi-res server	Media server that will be used to store the imported files. The list is retrieved from the media servers where a hi-res folder is defined in Xedio Manager ( <b>Media &gt; Servers</b> tool).
FTP	FTP server where the imported hi-res files will be stored. The IP address, the login and password to connect to the FTP server need to be specified.
Lo-res server	Media server that will be used to store the imported files. The list is retrieved from the media servers where a lo-res folder is defined in Xedio Manager ( <b>Media &gt; Servers</b> tool).
FTP	FTP server where the imported lo-res files will be stored. The IP address, the login and password to connect to the FTP server need to be specified.
Subfolder	Subfolder where the files will be stored on the Media server. The subfolders are created automatically during the import process. It is based on metadata fields selected from a list.

## How to Define the Storage Subfolder

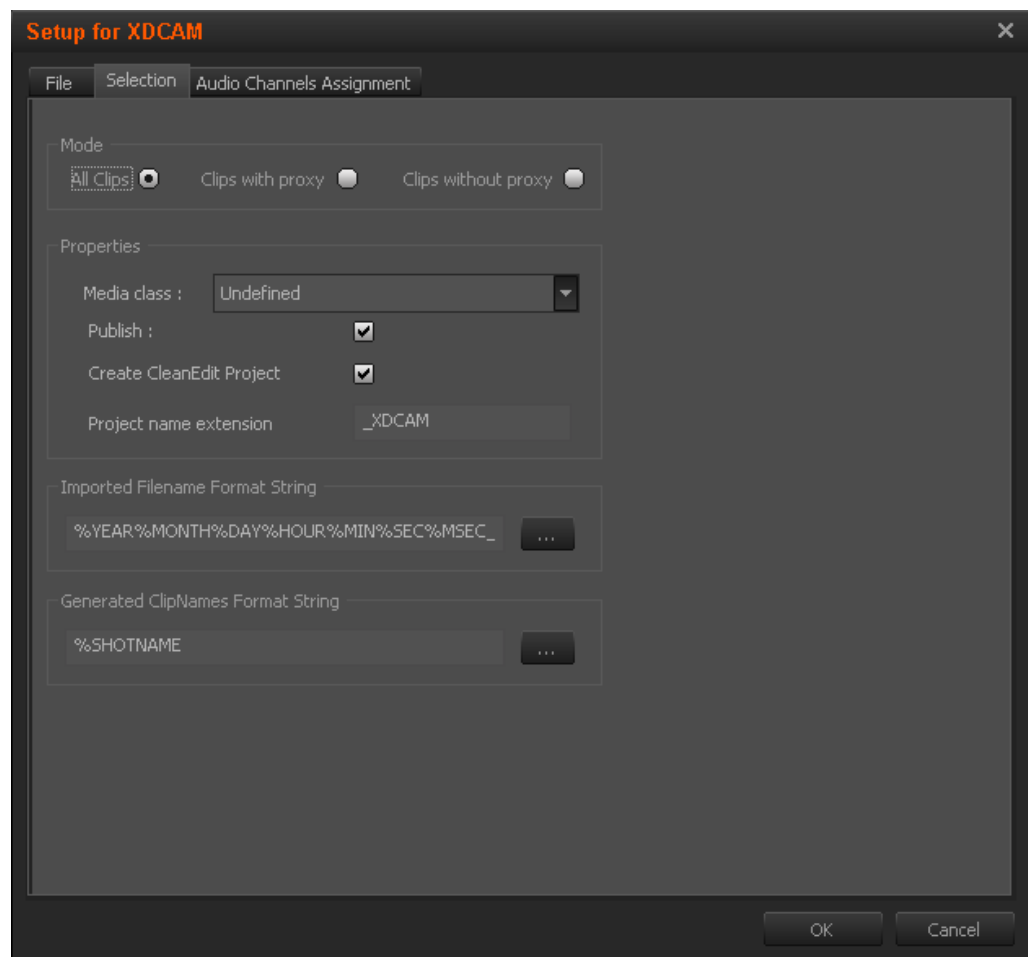
To define the subfolder where the files will be stored, proceed as follows:

1. Click the  button next to **Subfolder**.  
The Folder Auto Name window opens.
2. Select one of the options from the list of available items.
3. Click **Append** to add the selected item at the end of the folder string.
4. Repeat steps 2 and 3 for any new information type you want to add in the string.
5. Click **OK**.  
The selected string is displayed in the File tab.

## 2.4.3. Selection Tab

### Overview

The Selection tab makes it possible to identify default values, which can then be modified in the main tab.




Field	Description
<b>Mode</b>	Three options are available to set the clip type to be used in the clip list: <ul style="list-style-type: none"> <li>• All Clips</li> <li>• Clips with proxy</li> <li>• Clips without proxy</li> </ul>
<b>Properties</b>	Specifies the default values for some fields of the main XDCAM, XDCAMEX, P2 or CANON tab.
Media Class	Default media class selected in the XDCAM, XDCAMEX, P2 or CANON tab.



Field	Description
Publish	<p>When this option is selected, imported media is visible in the Media lists. When this option is not selected, imported media is only visible in Xedio Manager.</p> <ul style="list-style-type: none"> <li>Without merge option: the visible media are all the clips.</li> <li>With merge option, the visible media is the merged file.</li> </ul>
Create CleanEdit Project	<p>When the check box is ticked, a CleanEdit project will automatically be created for the logged user each time an import process is started. In case of automatic import, the CleanEdit project is created for all the media imported automatically.</p> <p>At the end of the import without merge, the Media bin of the new project is filled with all the clips transferred.</p> <p>At the end of the import with merge, the Media bin of the new project is filled with the merged file transferred and the Clips bin is filled with clips corresponding to the clips on the device.</p>
Project Name Extension	<p>Extension that will be used to name the project when it is automatically created. The project name will be the concatenation of the label and the project extension.</p>
Imported Filename Format String	<p>String used as a template to assign a name to the imported media files. It is based on metadata fields selected from a list.</p>
Generated Clipnames Format String	<p>String used as a template to assign a name to the clips generated in the database when importing a selection of files. It is based on metadata fields selected from a list.</p>

## How to Define the Filename or Clipname format string

To define the filename format string or the clipname format string, proceed as follows:

- Click the  button.  
The Media AutoName window opens.
- Select one of the options from the list of available items.
- Click **Append** to add the selected item at the end of the name string.
- Repeat steps 2 and 3 for any new information type you want to add in the name string.

## 2.4.4. Audio Channel Assignment Tab

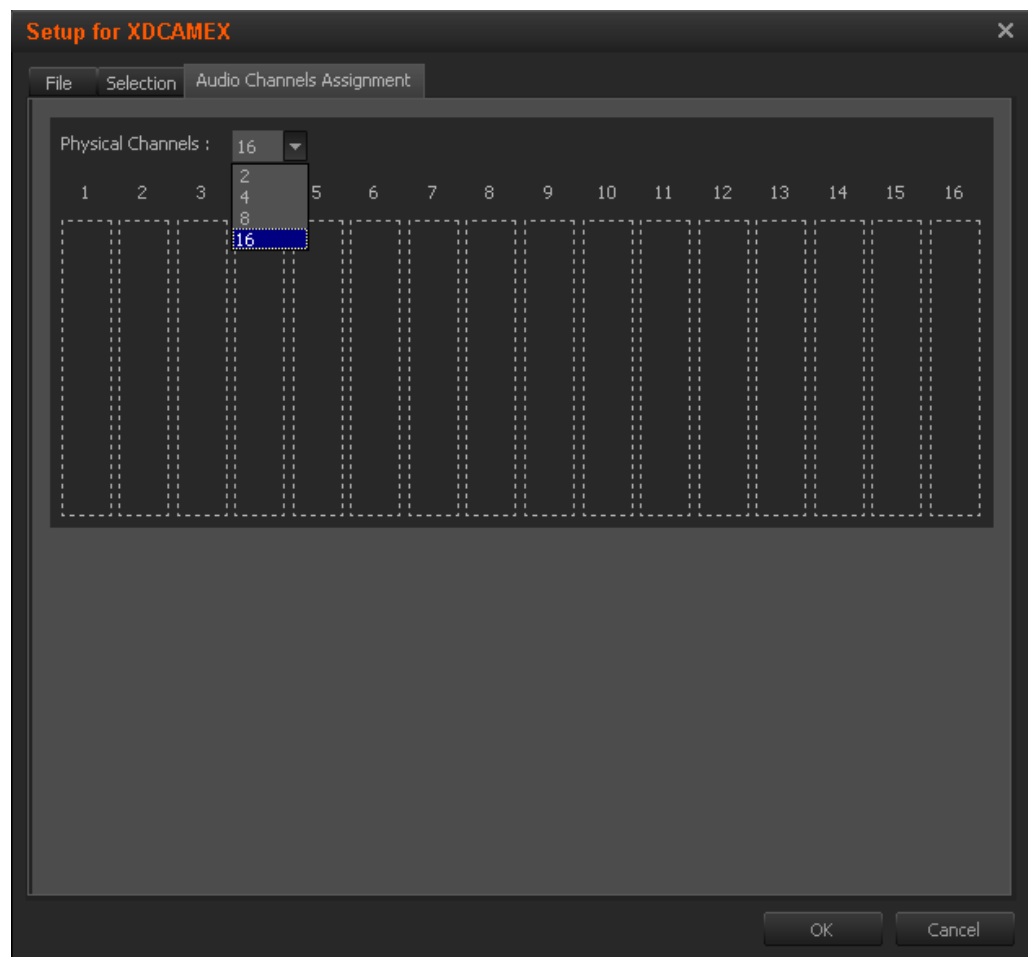
### Purpose

The Audio Channel Assignment tab makes it possible to specify how the audio stereo channels of the source file will be assigned in the CleanEdit audio configuration.



#### Note

Once the audio track assignment has been defined in Xedio Importer or AutoFile Importer, these values will always be used on the workstation instead of the default ones defined in Xedio Manager.



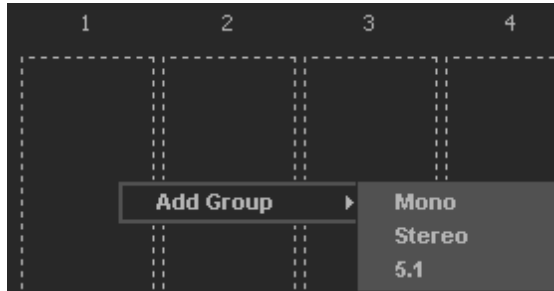
### How to Define Audio Channel Assignment

It is possible to define the audio channel assignment to be taken into account for the selected type of media file, XDCAMEX in this example.

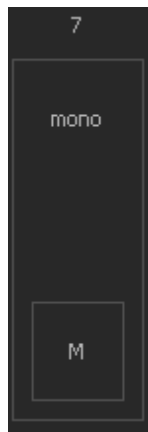
To do so, proceed as follows.

1. From the **Physical Channels** list, select the required number of channels.  
As many blocks as audio channels selected are displayed in the window.
2. Right-click an audio channel field.

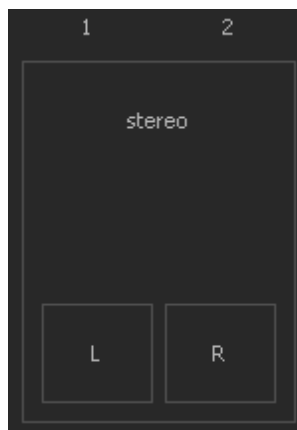
The following contextual menu appears:



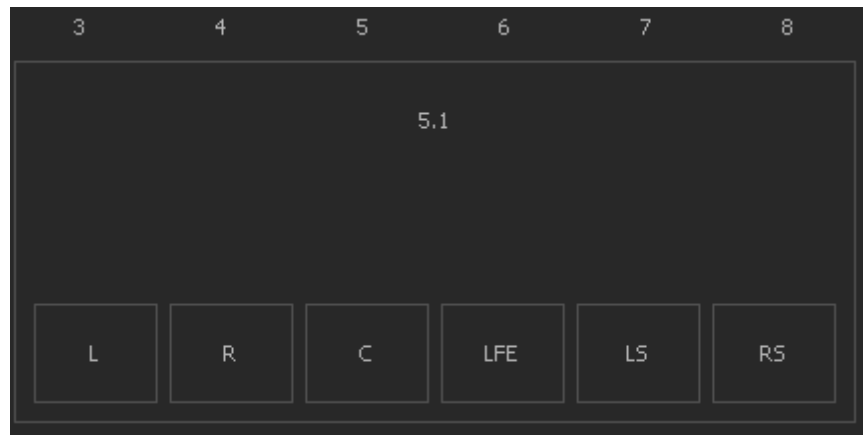
3. Select one of the options:
  - **Mono:** one audio channel is used.



- **Stereo:** two audio channels are used



- **5.1:** six audio channels are used



4. Repeat the 2 last steps for the remaining channels.

## How to Change the Order of Channels inside a Track

If required, you can re-assign the order of the channels inside a group.

To do so, proceed as follows:

1. Right-click an audio channel box.

One of the following contextual menus appears:

- Mono:

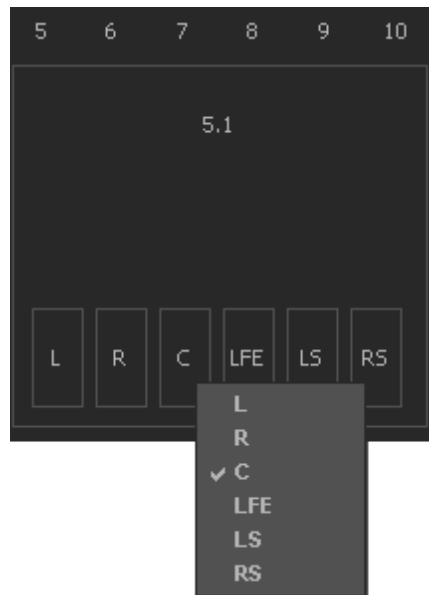


In this case, there is no other choice.

- Stereo:



- 5.1:



2. Select one of the options.

Consequently, two channels will have the same name within a group. So the group name is displayed in red.

You will not be able to save the changes until this is solved.

## How to Remove a Track Assignment

To cancel the assignment of a track, proceed as follows:

1. Right-click the audio track block.  
A contextual menu is displayed.
2. Select **Remove Group**.

The corresponding blocks are empty and available again.

## How to Change the Order of Tracks Assignment

If required, you can modify order of the channels between them.

To do so, proceed as follows:

1. Right-click an audio track block.  
A contextual menu is displayed.
2. Select **Move Group Down** to move the track after the next one, or **Move Group Up** to move the track before the previous one.





# 3. Importing Video / Audio / Stills Files

## 3.1. Introduction

To import new video in an architecture working with high resolution and low resolution files, the two corresponding files must be imported at the same time from the Video/Audio/Stills tab.

The high resolution file will be used for high resolution workstations and the low resolution files will be used on the lo-resolution workstations.

The import process will reference this new media in the database based on common timecode range in both files.

The imported low resolution files must be compatible with the high resolution files. If they are incompatible, an error message will be generated. During a batch import, incompatible files are not imported.

The following compatibility table lists the high resolution video standards and the corresponding low resolution proxies

High resolution video standard	Low resolution proxy video frequency
HD1080i @50	@25 or 50
HD1080i @59.94	@29.97 or 59.94
HD720p @50	@25 or 50
HD720p @59.94	@27.97 or 59.94
PAL SD	@25
NTSC SD	@29,97

## 3.2. Single File or Batch Import

### Introduction

There are two ways to import media inside the system:

- The first one is a single file import that allows you to specify a label for the item.
- The second one, the “batch import”, allows you to import the content of entire folders but uses the original file names as the name for the media (label).

In both cases, you can apply the general import process defined in section "General Import Process and Mandatory Fields" on page 3 to import the requested files.

## Single File Import

XDCAM P2 EVS Server Video / Audio / Stills RTD

Status :  Single File  Batch Import

Properties **Metadata**

Label :

Shooting date :  02-Dec-09  Media class :

Publish :  External ref :

Description :

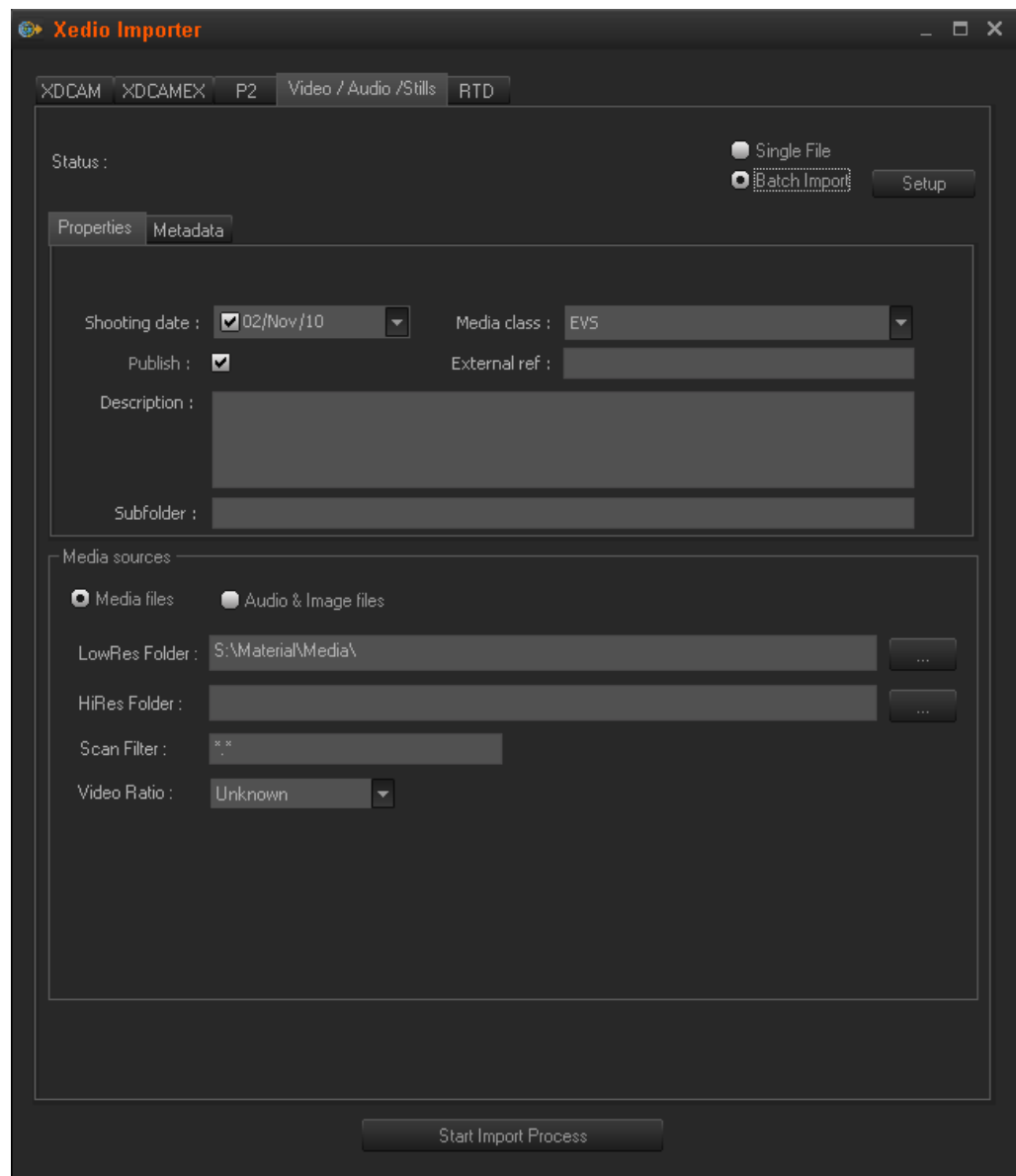
Subfolder :

Media sources

	LOW BITRATE	HIGH BITRATE
FileName :	<input type="text"/>	<input type="text"/>
Media Type :	<input type="text"/>	<input type="text"/>
TC In :	<input type="text"/>	<input type="text"/>
Duration :	<input type="text"/>	<input type="text"/>
PTS :	<input type="text"/>	<input type="text"/>
Video Standard :	<input type="text"/>	<input type="text"/>
Streams :	<input type="text"/>	<input type="text"/>
Ratio :	<input type="text"/>	<input type="text"/>
	<input type="button" value="Browse"/>	<input type="button" value="Browse"/>

Please enter a label!

## Batch Import



### 3.3. Setup

Before you start importing files, you need to specify the following parameters via the **Setup** button:


- The media server where the lo-res and hi-res files will be stored when they are imported.
- How the audio tracks in the source file will be assigned in the CleanEdit audio configuration. Up to 16 audio channels can be assigned.

## 3.4. Fields in the Video/Audio/Stills Tab

The following table describes the common fields that will be used when you perform a single file import or batch import:

Field	Description
<b>Properties sub-tab</b>	
Shooting date (mandatory)	Date when the media was recorded by the camera. Default: current date
Media Class (mandatory)	Class categorizing the media as defined in Class Manager in Xedio Manager. Default: Undefined
Publish	Check box that allows you to see the imported media in the client workstations database lists.
External Ref.	External reference of the source support, for example a barcode identifying a tape of a VTR.
Description	Optional text to describe the media.
Sub-folder	Sub-folder to use (or create) on the storage server.
Setup	Button to access the parameters for the imported files.
<b>Metadata sub-tab</b>	
The metadata fields from the default metadata profile for media are displayed and can be filled in with the requested values.	

The following table describes the fields specific to the single file import:

Field	Description
Label (mandatory)	Name assigned to the files when they are imported to the Xedio database.
Low Bitrate fields	The <b>Browse</b> button allows the selection of the lo-res file.
High Bitrate fields	The <b>Browse</b> button allows the selection of the corresponding hi-res file.
	 <b>Note</b> Both hi-res and lo-res files need to have a common range of timecode to be imported as a new media in the system.



The following table describes the fields specific to the batch import. They allow the definition of settings related to the source files:

Field	Description
LowRes folder	Folder where the source lo-res files are stored.
HiRes folder	Folder where the source hi-res files are stored.
Scan Filter	File format extension of the files to be imported. When the file extension is specified in this field, the application will scan for and import the files having this extension. It is recommended to use the scan filter in case of multi-file formats. For example, the scan filter will be *.mxf for OPAtom, and *.mov for QuickTime Ref.
Video Ratio	Video ratio of the source files, that is to say 4/3 or 16/9.

## 4. Importing Transition Effects (RTD)

### 4.1. Introduction

An RTD is a transition effect that can be used in Xedio CleanEdit between two video clips. RTDs are sequences of numbered files in TIFF format, designed with two keys. This tab makes it possible to convert a sequence of TIFF pictures into a transition effect file for CleanEdit. It is recommended to create RTDs not exceeding 1.5 seconds.



#### Warning

Inside an edit, the total duration of all different RTDs used in a timeline CANNOT exceed 4 seconds! Note that the same RTD can be used as many times as you need inside a timeline as soon as the total duration constraint is met.

### 4.2. Background Information on TIFFs and RTDs

#### 4.2.1. Tiff Files Required for an RTD

Logo or stills with a key are supported under the TIFF and TGA file formats:



The **Tiff** files consist of three elements:

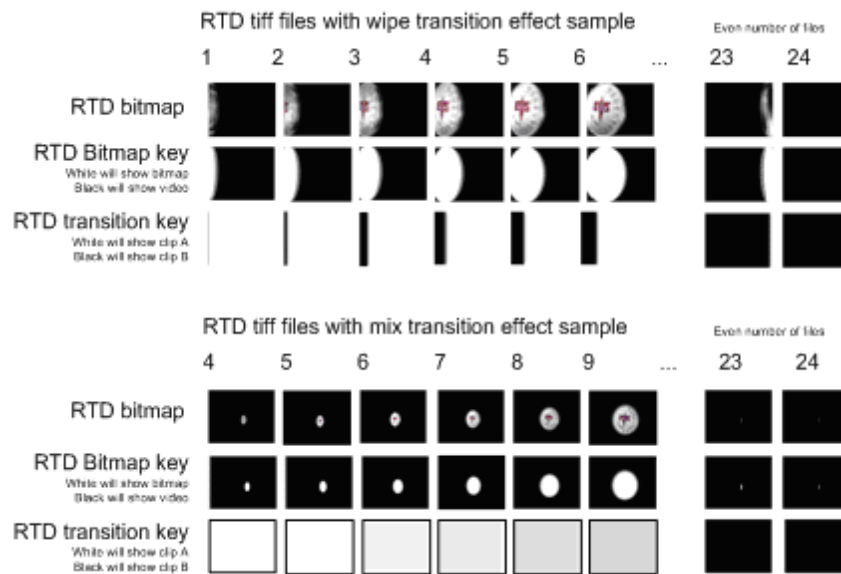
- the visible **bitmap**
- the **bitmap key**

In the bitmap key, white represents an area of the picture which will remain visible and black represents an area of the picture which will be transparent.

- the **transition key**

In the transition key, white represents the current picture and black represents the next picture.

This is represented in the picture below:



## 4.2.2. Requirements for TIFF Files

You need to have an even number of Tiff files for your RTD sequence.

The Tiff files used in an RTD sequence should be full size:

- in SD PAL: 720 x 576 pixels
- in SD NTSC: 720 x 480 pixels
- in HD: 1920 x 1080 pixels

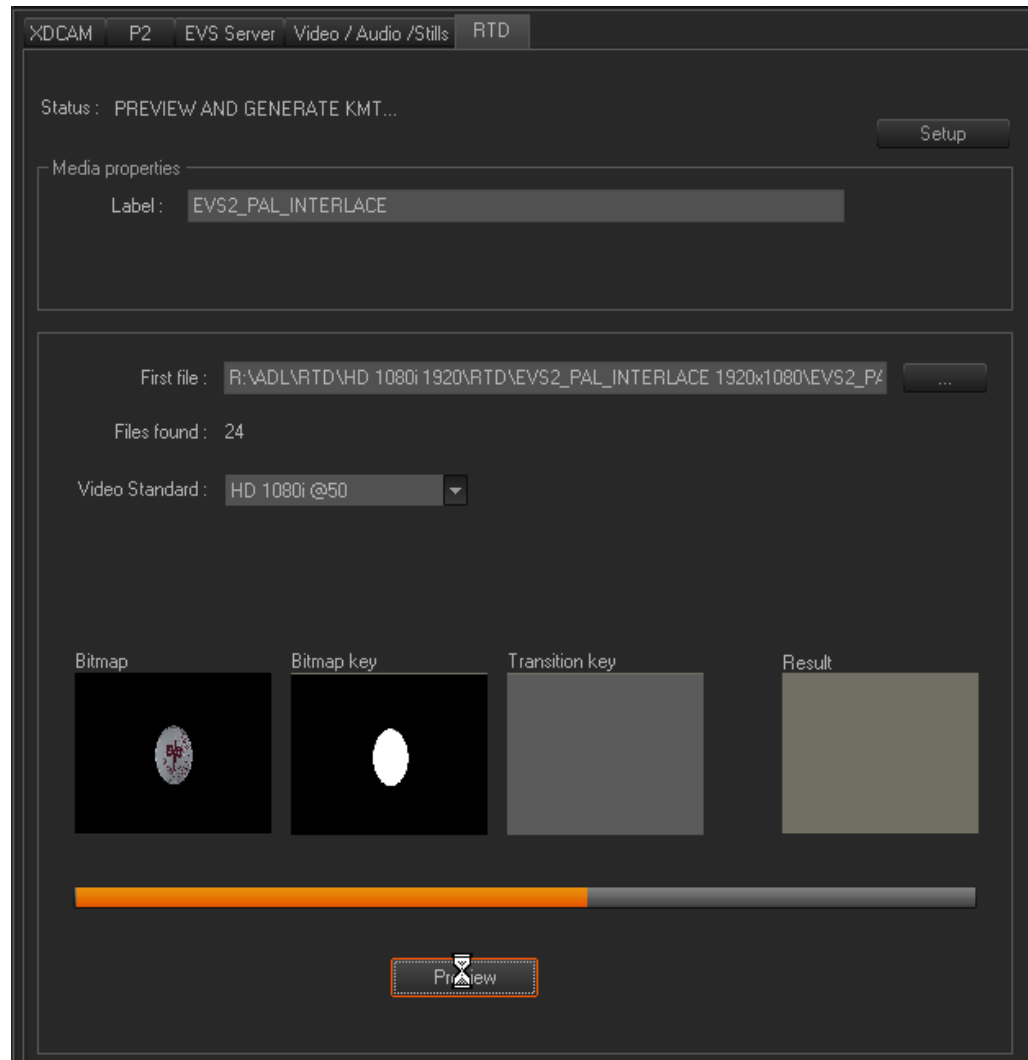
In PAL, the 768 pixel resolution is reduced to 720 in 4:3, and the 1024 pixel resolution to 720 in 16:9 to keep the aspect ratio.

The Tiff files should be done in RGB mode, 24 bits/pixels (8 bits/color), 2 keys.

## 4.3. Setup

Before you start importing files, you need to specify, via the **Setup** button, the media server where the lo-res and hi-res files will be stored when they are imported.

## 4.4. Fields in the RTD tab



To preview and import a RTD (Replay Transition Device) sequence, select the RTD tab, complete the following fields, then click on the **Start Import Process** button to copy the effect file on the storage server and add the effect in the database.

The following table describes the fields.

Field	Description
Label (mandatory)	Name assigned to the files when they are imported to the Xedio database.
First File	The <b>Browse</b> button allows the selection of one file from the sequence to be imported.
Files found	Number of files found in the same folder as the selected first file. You need to have an even number of .tiff files to import for your RTD sequence.





Field	Description
Video Standard	Video standard to apply to create the transition: PAL SD, HD 1080i @50, HD 720p @50, HD 1080p @50, NTSC drop SD, HD 1080i @59,94, HD 720p @59,94, HD 1080p @59.94
Preview Button	Displays the corresponding pictures in the <b>Bitmap</b> , <b>Bitmap Key</b> and <b>Transition Key</b> fields and then converts the sequence to display it in the <b>Result</b> field.

## 5. Importing Files from EVS Servers

### 5.1. Introduction

#### Direct Access to the EVS Video Servers

The EVS Server tab makes it possible to have a direct visibility and access to the material on the EVS video servers (XT, XS or XL servers) via the Ethernet connection. The media you will import will be referenced in the Xedio Media server (but not physically imported) and its definition will be added to the Xedio database.

To be able to view the server content in the EVS Server tab, the servers need to be properly defined in the **Linx > EVS Video Server** tool in Xedio Manager.

#### Accessing Video Server Clips Versus Backup Files

When you use the direct access functionality, you will access the media directly on the EVS video server, as long as it has not been backed up. If it has been backed up via XFile (automatic or manual backup) or IPDirector (Send to a CleanEdit target), CleanEdit will open the backup file, instead of the clip on the EVS video server.

**Warning**

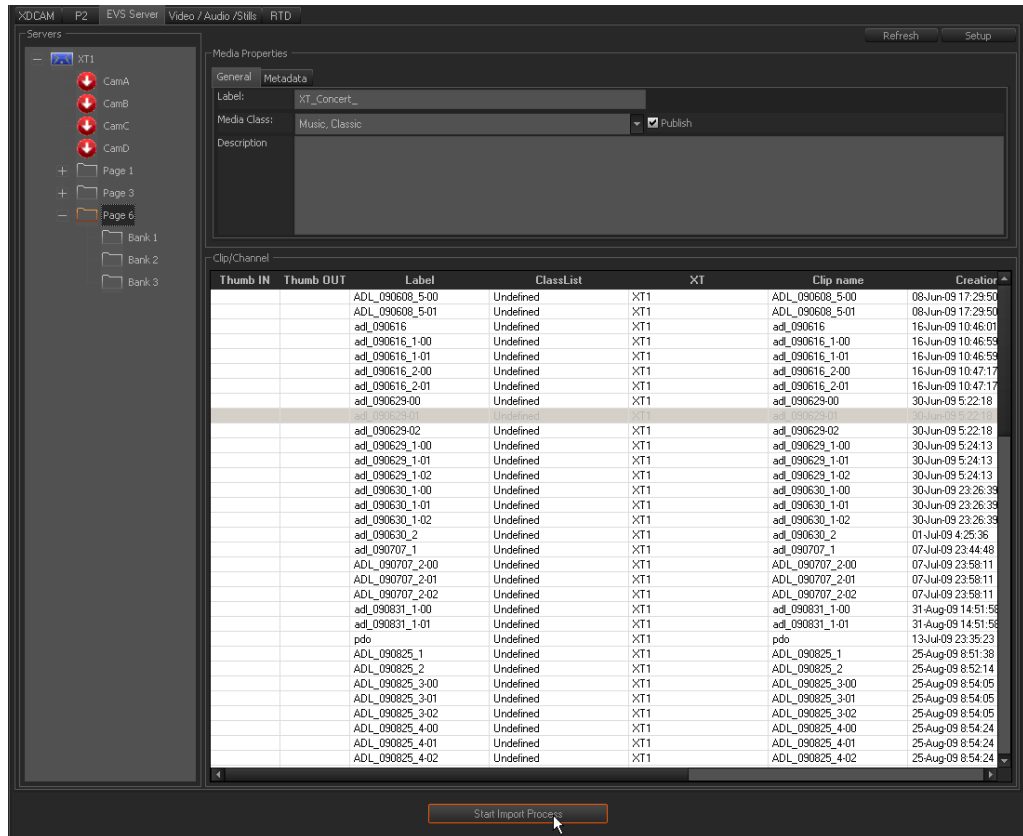
As clips are not protected from a manual deletion on the EVS video server, it is highly recommended to perform a backup in XFile or in IPDirector.

---



## 5.2. EVS Server Tab Description

### 5.2.1. Overview



The EVS Server tab contains four areas:

- Server Structure area
- Media Properties area
- Clip/Channel area
- **Setup** and **Refresh** buttons

### 5.2.2. Server Structure Area

In this area, the servers defined in Xedio Manager are visible, and the following items are displayed:

- the recorder channels that can be defined on the given server (not only the active recorder channels).
- the pages and banks where clips are available.

### 5.2.3. Media Properties Area

In this area, you will specify relevant information to identify the media in Xedio CleanEdit:

Field	Description
<b>General</b>	
Label (mandatory)	Name assigned to the XT clips as they are defined in the Xedio database. If no label is specified in this field, the XT clip name will be used. This will be <b>Clip Name</b> in the XT Clips tab or <b>Name</b> in the Media Manager tab.
Media Class (mandatory)	Class categorizing the media as defined in Class Manager in Xedio Manager. Default: Undefined
Publish	Check box that allows you to see the imported media in the client workstations database lists.
Description	Optional text to describe the media.
<b>Metadata</b>	
The metadata fields included in the default metadata profile defined in Xedio Manager will be displayed. You can change the default value or assign a value to these fields.	

### 5.2.4. Clip/Channel Area

In this area, you will view the clips corresponding to the selection in the Server Structure area. In other words:

If you have selected ...	You will see ...
a recorder channel in the Server Structure area	the clips created on this recorder channel.
a page/bank in the Server Structure area	the clips stored on this page/bank.

### 5.2.5. Setup

The **Setup** button makes it possible to specify the hi-res and lo-res media server where media or clips imported from the EVS servers will be referenced.

## 5.3. Using EVS Servers' Record Train and Clips

### Possible Actions

You have several possibilities to bring the EVS server material as media or clips into a project, using the EVS Server tab:

- Drag and drop a recorder channel from the Servers list in the EVS Server tab to the Media area of a project.  
This will make the corresponding record train available in the project as a media.
- Drag and drop a clip from the Clip/Channel area in the EVS Server tab to the Clips area of a project.  
This will make the corresponding clip available in the project as a clip.
- Import the clips created with the given camera or stored in the given page or bank, as explained here after.

### How to Import Clips From an EVS Server

Importing clips from an EVS Server into Xedio does not physically import the clip in the media server: it creates a virtual location on the media server, and stores the clip definition in the Xedio database. Consequently, the connection to the servers needs to be operational to be able to access the material itself.

It is possible to import all the clips created with a given camera, or stored on a given page or bank into CleanEdit, to make them available in the Media Manager and Edit Manager tabs.

To import clips from an EVS server, proceed as follows:

1. Select the requested camera, page or bank in the Server Structure area of the EVS Server tab.  
All the clips created with the selected channel or stored on the selected page or bank are displayed in the Clip/Channel area.
2. Specify the **Label** field, that is to say the name of the media when it will be imported into Xedio CleanEdit. By default, the clip name will be taken over.
3. Ensure that the **Publish** check box is ticked to make the media available and visible to all users.
4. Click the **Start Import Process** button at the bottom of the window.

Once imported, the files will be available in the Media Manager tab of CleanEdit.





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