

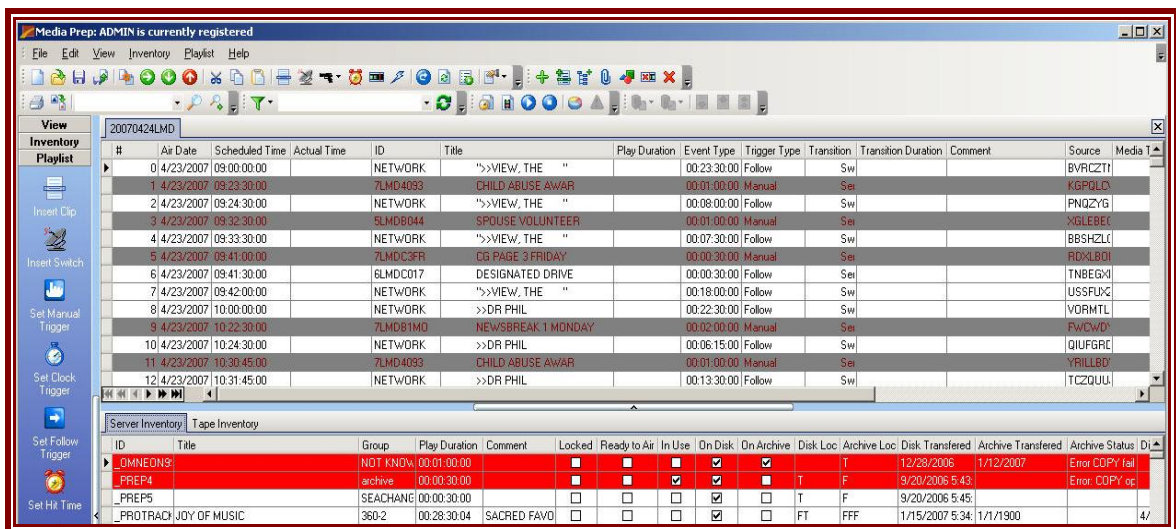
## Differences Between Media Prep v3 and Prep v4

Media Prep version 4.x has several changes and additions with which you should become familiar. This document helps acquaint you with most of the important changes that may affect your day-to-day use of Media Prep. For instance, many functions have new icons, locations, and shortcuts. For more information, contact [support@sundig.com](mailto:support@sundig.com) or call 972-444-8442, x2.

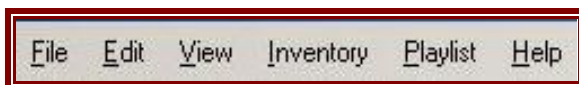
### Changes in Media Prep v4.x

The following functions have changed in version 4.x of Media Prep:

- One window view – You now use only one window for both inventory and playlist. The playlist appears at the top and the inventories at the bottom of the screen.



- Menu bar – The menu bar options have changed from the previous version.

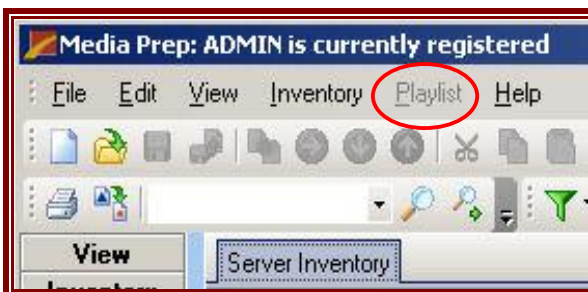


- Changed menu locations – Several menu functions have moved.

Function	v3.x	v4.x
Add FlexEvent	Playlist > Add FlexEvent	Playlist > Set FlexEvents
Archive server transfer	Inventory > Archive Server transfer	Inventory > Transfer (Archive Server)
Check server integrity	Inventory > Check server location integrity	Inventory > Transfer (Video Server)
Clips not ready to air	Playlist > View clips not ready to air	Playlist > Reports > All playlist clips not ready to air
Copy	Playlist > Copy	Edit > Copy
Custom filters	Inventory > Customized filters	Inventory > Filters > Edit customer filters

Cut	Playlist > Cut	Edit > Cut
Default duration	Inventory > Default duration	Edit > Options > Inventory
Delete clip	Inventory > Delete clip from server(s) and/or archive	Inventory > Delete > Delete clip from server(s) and/or archive
Delete clip + metadata	Inventory > Delete clip + metadata from all servers and archive	Inventory > Delete > Delete clip + metadata from all servers and archive
Dub file	Inventory > View current dub file	Play list > Reports > Dub file
Insert ID	Playlist > Insert ID	Ctrl+I
Inventory report	Inventory > Run inventory report	File > Export
Modify groups	Edit > Modify Groups	Inventory > Edit clip groups
Paste	Playlist > Paste	Edit > Paste
Register user	Edit > Register User	File > Register User
Renumber	Playlist > Renumber	Playlist > Renumber and Reschedule
Reschedule	Playlist > Reschedule	Playlist > Renumber and Reschedule
SIDON devices	Edit > Sidon Devices	Edit > Options and click the SIDON tab
SIDON servers	Edit > Sidon Servers	Edit > Options and click the SIDON tab
Space used	Inventory > Space used	View > Server space used
Statistics	Inventory > Charts	Inventory > Statistics
Total duration	Inventory > Get total duration	View > Total playtime
Update playlist	Playlist > Update playlist window	Playlist > Update playlist metadata
Video server transfer	Inventory > Video Server transfer	Inventory > Transfer (Video Server)
View all FlexEvents	Playlist > View all FlexEvents on Playlist	Playlist > Reports > All playlist FlexEvents
View FlexEvents	Playlist > View FlexEvents	Playlist > Set FlexEvents

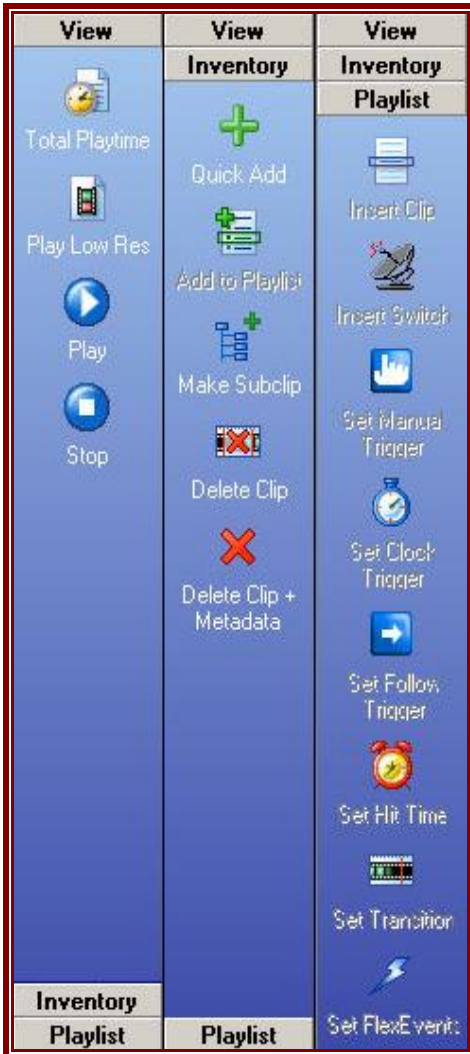
- Grayed-out Playlist menu - The Playlist menu appears grayed-out if you do not have a playlist open. You have to open or create a new playlist for the Playlist menu to become available.



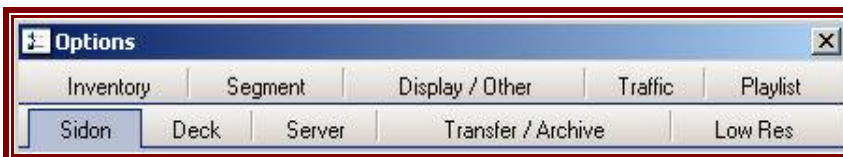
- Grayed-out Icons – Like the playlist menu, icons are also grayed-out when unavailable.



- Three side toolbars - More detailed toolbars appear on the left side of the Media Prep window. Click the tool bar header to view the available tools for View, Inventory, and Playlist.







































- Options window – Now you access the options window from the Edit menu. More tabs are in the Options window.



- New and changed icons – Many of the icons have changed and new icons have been added in version 4.

Name	3.x	4.x
Add clip to playlist		
Append a playlist		
Attach subclips to master clip		
Close current playlist		N/A <sup>1</sup>
Copy	N/A	
Copy selected clips	N/A	
Copy selected clips to archive	N/A	
Create new playlist		
Cut	N/A	
Delete clip and metadata from all servers and archive		
Delete clip from servers and/or archives		
Delete to top		
Edit clip groups	N/A	
Export to other format	N/A	
Filters	N/A	
Find		
Find next		
First clip		
Insert clip	N/A	
Insert ID		N/A <sup>2</sup>
Insert playlist		
Insert switch		
Last clip		
Make subclip		
Move selected clips to archive	N/A	
Next clip		
Next page	N/A	
Open a playlist		
Paste	N/A	
Pause clip	N/A	
Play clip		
Play from this point	N/A	

Play low-res	N/A	
Playlist reports	N/A	
Print	N/A	
Prior clip		
Prior page	N/A	
Process traffic log		
Quick Add		
Refresh inventory		
Renumber and reschedule	N/A	
Retrieve selected clips	N/A	
Retrieve selected clips from archive	N/A	
Run inventory report		N/A
Save and close current playlist	N/A	
Save current playlist		N/A <sup>3</sup>
Save current playlist with a new name	N/A	
Server space usage		
Set FlexEvent	N/A	
Set hit time	N/A	
Set transition	N/A	
Set trigger	N/A	
Stop playing clip (Still)		
Total duration		
Update playlist		
Update scheduled times		N/A <sup>4</sup>
View current dub file		N/A <sup>5</sup>
Warnings		
Write playlist to DNF 3040		N/A <sup>6</sup>

Notes on icons:

1. Combined with the Save function in v4.
2. Use keyboard shortcut Ctrl+I in v4.
3. Combined with the Close function in v4.
4. Combined with the Renumber function in v4.
5. Use Playlist > Reports > Dub file in v4.
6. Use Playlist > Write to DNF 3040 in v4.

- View Dub File – You now access dub files under the Reports menu in the Playlist tab.



- Keyboard shortcuts – Most of the keyboard shortcuts are the same, but some have changed.

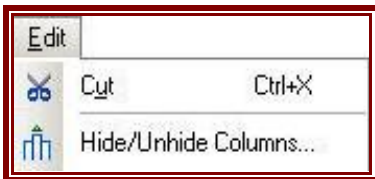
Shortcut	v3.x	v4.x
Alt+F,X	N/A	Exit the Media Prep application.
Alt+X	Exit the Media Prep application.	N/A
Ctrl+A	Display the Quick Add window.	Select all the clips in the playlist.
Ctrl+B	Add a line of black before a break, if the option is enabled.	Add a line of black before a break, if the option is enabled.
Ctrl+C	Copy a selected event to the clipboard.	Copy a selected event to the clipboard.
Ctrl+Click	Select more than one element.	Select more than one element.
Ctrl+D	Delete the selected event from the inventory and video server and/or video server(s).	Delete the selected event from the inventory and video server and/or video server(s).
Ctrl+Del	Delete the selected event from the inventory, the video server, and archive.	Delete the selected event from the inventory, the video server, and archive.
Ctrl+F	Find the selected text.	Find the selected text.
Ctrl+F4	N/A	Set manual trigger.
Ctrl+F5	N/A	Set clock trigger.
Ctrl+F6	N/A	Set follow trigger.
Ctrl+H	N/A	Set hit time.
Ctrl+Home	Jump to the beginning of the playlist.	Jump to the beginning of the playlist.
Ctrl+I	Display the Insert ID window.	Display the Insert ID window.
Ctrl+M	N/A	Make subclip(s).
Ctrl+O	View and set FlexEvents	View and set FlexEvents
Ctrl+P	Display the Log Process window.	Add to the playlist.
Ctrl+Q	N/A	Use Quick Add.
Ctrl+R	Renumber the open playlist.	Renumber and reschedule the playlist.
Ctrl+S	Select all records in the inventory.	Inserts a switch.
Ctrl+T	In the playlist, calculate update scheduled times of selected events.	Set transition

	In the inventory, transfer a selected spot to the open playlist.	
Ctrl+V	Paste an event from the clipboard, below the selected event.	Paste an event from the clipboard, below the selected event.
Ctrl+X	Cut a selected event from the playlist and place it in the clipboard.	Cut a selected event from the playlist and place it in the clipboard.
F3	N/A	Find the next instance in the Inventory tab or in the open Playlist.
F4	N/A	Calculate the total play time for the selected clips.
F5	Refresh the Inventory view.	Refresh the Inventory view.
F6	N/A	Play low-resolution version of the clip.
F7	N/A	Play the selected clip.
F8	N/A	Play from this point
Shift + Click	Select a range of elements.	Select a range of elements.

## Additions to Media Prep v4.x

The following functions are new in version 4.x of Media Prep:

- Hide/Unhide columns - The Edit menu now has an option for Hide/Unhide columns. Drag a column off of the grid to remove the column. To replace it, click Edit > Hide/Unhide columns and drag the column back into the grid. This allows you to choose which columns to appear in a report. Settings and preferences save for each user.



Hint: Create a user named "Print Inventory" and when you log in as that user all of your columns will be right where you need them to be for your print job.

- Export options – You can export the inventory into multiple formats.



## Revision History

Rev. Date	Author	Description
05/04/2007	Arroxane Ullman	Initial version