

How to Use ShotPut Pro™ for Macintosh



IMAGINE
PRODUCTS, INC.®
*HD workflow solutions,
From acquisition to archive!™*

Imagine Products, Inc.
Indianapolis, Indiana 46240 USA

Phone: (317) 843-0706
E-mail: support@imagineproducts.com

www.imagineproducts.com (fastest technical support)

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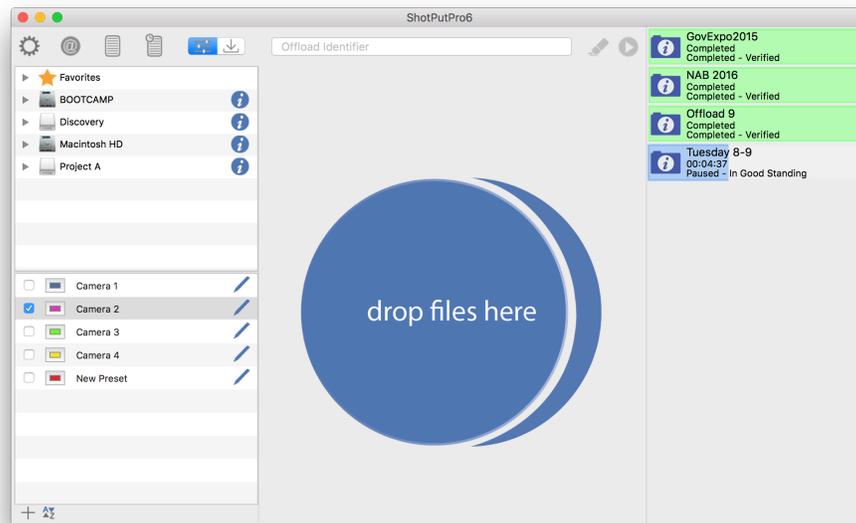
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Welcome

We're pleased that you've chosen ShotPut Pro™ to securely backup your HD media. We hope getting results is easy without looking at the documentation.



ShotPut Pro™ works with any camera or audio files regardless of manufacturer including ARRI, Black Magic, Canon, GoPro, JVC, Panasonic, RED, Sony and more. It may also be used to copy from digital disk recorders such as AJA, Convergent Design or CineDeck or entire Solid State Drives, Hard Disks, or just folders or individual files. Use it with Lexar, SanDisk, Sonnet or any number of HCSD, CF, CFast or P2 card readers. Regardless of content, as long as the operating system sees and mounts the card or memory device, ShotPut Pro can securely copy it!

NOTE: This application is for late model 64-bit Macintosh systems. Features and dialogs may vary slightly between them. Imagine Products also offers a Windows version of ShotPut Pro with similar functionality.

Overview

ShotPut Pro™ for Macintosh is an automated copy utility application for HD video and photo files. It makes secure, auto-named copies of a card's contents, entire hard disks or selected files to multiple locations simultaneously.

Version 6 for Macintosh introduces a new user interface with a color-coded progress window, faster copy speeds, in-depth folder naming options, pause and resume processing, 'video aware' reports with thumbnails, Finder tags and more.

HD Digital Video, Audio and other Media: ShotPut Pro offloads ANY media or file types.

Entire Cards or Disks: The contents of any mountable volume (card or drive) can be copied, or individually select just the material you want to backup and verify.

Fast Copying: ShotPut Pro reads the source files once, and uses multi-thread technology to copy multiple files to multiple destinations simultaneously for the fastest possible offloading. Add as many output destinations as desired and select between them as desired. Adjustable optimization options help you get the best performance from your equipment.

Security: Verify with checksum technology to ensure copies exactly match the originals. You can also save a checksum file with offloads to be sure they still match the originals anytime during your downstream workflow processes.

Offload Reports: Create a printable record of file transfer activity, how the copies were named, time, date, etc. Save complete details for project organization or just summaries for billable time. Select from a number of formats including Text, CSV and PDF. Reports may be saved individually with offload data, or combined in a common folder with other reports and created automatically.

Video Thumbnails: Choose from two different PDF report styles for impressive reports. PDFs support up to four extracted frames (sampled towards beginning, middle and end of clips) or one (beginning only) from over 20 known camera types.

Personalize Reports: Automatically add your contact information (notes) and company logo to each offload report. ShotPut Pro also titles reports using the Offload Identifier you can easily customize.

Automatic or Manual Processes: Setup an output folder auto-naming scheme and use the auto-begin mode to copy cards upon insertion. Or Drop cards or folders into the processing queue to be copied according to the Preset settings. Alternatively, Drag and Drop files directly to output locations without creating any additional folder names.

Easy Folder Naming: Improve consistency and organization by letting ShotPut Pro auto-name copy folders. Select from various custom naming conventions such as card name, time/date information, project name with auto-numbering, etc.

Advanced Folder Naming: Organize offloads by nested (sub) folders, and label them using concatenated naming conventions such as dates, project names, locations, etc.

Pause and Resume Copies: ShotPut Pro lets you gracefully Pause copy processes and Resume where you left off. This feature is perfect for temporarily stopping a big offload job on set when you need to relocate.

Status at a Glance: Offload tasks have both progress bars and are color-coded to indicate status (copying, verifying, finished). They may be named for more clarity, and individually removed from the task list or paused/resumed. Double-click on the offload to open its details in PDF report format.

Offload Presets: Multi-camera data wranglers will appreciate being able to easily switch between folder naming conventions and designated output locations without re-typing. Simply setup separate Custom Presets for each set of naming choices. Presets can be sorted alphabetically, by status and assigned color code.

Error Checking: ShotPut Pro helps eliminate human errors by preventing accidental overwriting of existing files and folders. An audible alert warns if a card or hard disk is disconnected during an offload. And ShotPut Pro checks for available space on the output disks and whether you're accidentally trying to copy blank video cards or attempting to needlessly offload a card again that's already been offloaded.

Finishing Touches: After offloading is finished, ShotPut Pro can play a notification sound and automatically eject source cards for your convenience. You can even have the software text a notification or e-mail the verification report after each offload completes.

ShotPut Pro™ is designed to work seamlessly with **HD-VU™** to instantly preview clips in original form, and with **ProxyMill™** to transcode copied clips into self-contained movies. Both feature Watch Folder technology to monitor ShotPut Pro output location(s). (HD-VU2 and ProxyMill are sold separately.)

Preferences

This section will help you enable the **ShotPut Pro™** settings to perform in the manner you want when offloading media cards, drives or just files and folders.

If this is your first time starting ShotPut Pro, you will need to check a few default settings.

The most frequently changed settings are grouped in 'Quick Select' menus at the top left of the application toolbar.



Each of these has a link to the full Preferences menus of infrequently changed choices. You can also access the full Preferences menu, including Advanced Preferences from the ShotPut Pro applications menu.

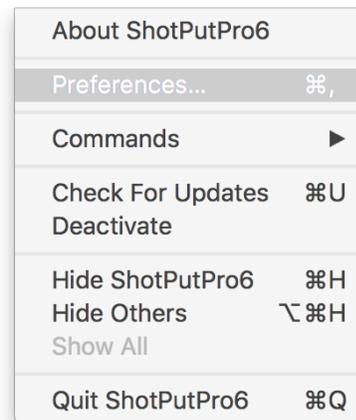
Additionally, refer to **Offload Presets** in the next chapter of these instructions for configuring presets and using automatic folder creation if you plan to use the **Preset Mode** for offloading (versus **Destination Mode** where files and folders are dropped directly between mounted drives).

General Preferences



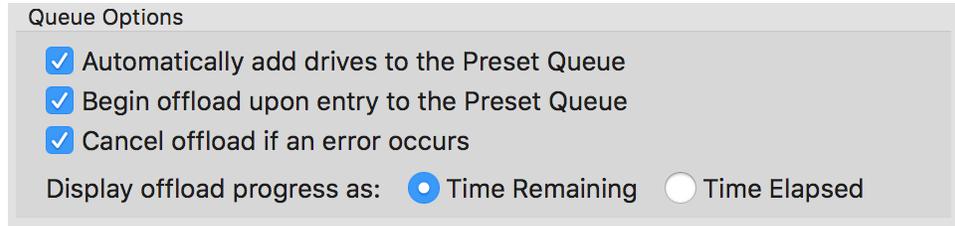
Click on the Settings button top left of the application toolbar to choose the Checksum algorithm, Offload sequence and Offload options.

Or go to Preferences from the ShotPut Pro applications menu to access all General Preferences.



Queue Options

Under 'Queue Options', choose how offloading will be initiated.



Select 'Automatically add drives to the Preset Queue' to immediately begin offloading when any new removable drive or card when it's detected. In other words, in this mode ShotPut Pro will ignore already attached drives and mounted volumes, but when a new card is sensed it will begin offloading that one (e.g. when a new card is inserted in a reader).

CAUTION! Do not plug in an external hard disk while in Automatic mode unless you intend to copy it's entire contents!

Check the box to immediately 'Begin offloading upon entry to the Preset queue' if you prefer copying to start without manually pressing the 'Begin' button on the main window.

Should a failure or error occur during offloading, you have the choice to immediately terminate the copy processes (Cancel) or just be alerted and continue with the remainder of the offload.

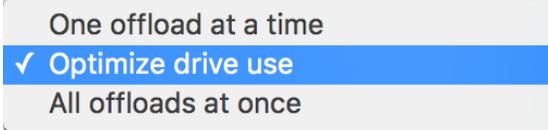


NOTE: An error during offload will be indicated in the status and the progress will turn **RED**. If you've chosen not to cancel on errors (unchecked this option) the offload will finish what it can and all reports, including checksum text files, will include Error Warnings.

You have the choice of displaying estimated 'Time Remaining' or 'Time Elapsed' in offloads progress status. The Time Remaining option will estimate how long overall copying and verification may take and then count down the displayed time.

Offload Sequence

The offload sequence options are designed to give you more control over drive use. Let ShotPut Pro determine the most optimized manner to copy files, or instruct it to perform the offloads in the sequence they were added to the queue.



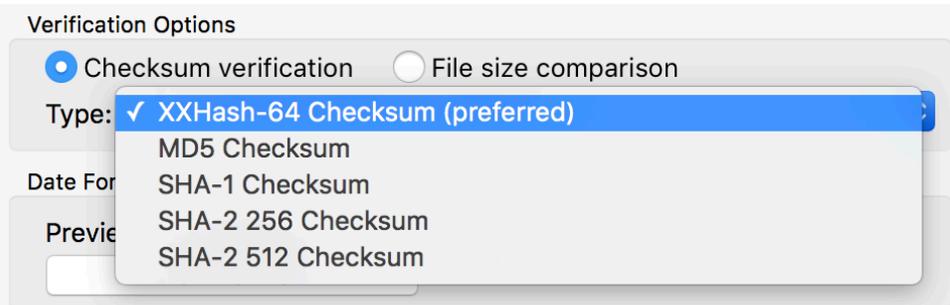
'One offload at a time' simply performs the offloads in the queue in the order in which they were added.

'Optimize drive use' allows the application to determine the most efficient use of both source and destination drives to prevent thrashing and ordering of activities at each.

'All offloads at once' means any queued offloads are all started at the same time when you click Begin. It also means all offloads will likely complete at about the same time. This option should rarely be used, especially with multi-card readers as it may seriously bog down ports.

Verification Options

Though it's rare to experience errors, video files are usually highly valued and therefore copies should be verified. ShotPut Pro offers a number of verification types to choose from depending on you and your client's needs.

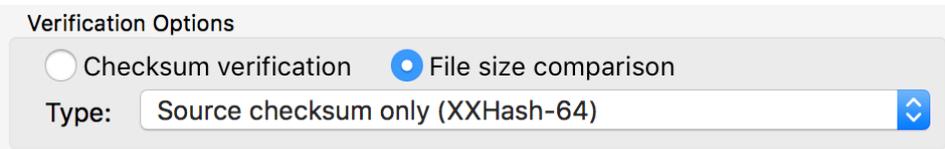


NOTE: If checksum verification is not enabled only operating system acknowledgement of copies will be used.

Checksum type verifications (such as XXHash, MD5 & SHA) use algorithms that calculate a binary value for the bytes of a file. The idea of checksums is to also identify any misplaced or changed position bytes in which case a file size may match but a checksum would not.

TIP: XXHash is a new checksum method that employs near RAM speeds for processing. It can speed up verification to near read access and significantly improve throughput for RAW and other media with large quantities of files.

For faster overall offloads you may choose a less intensive verification option called 'File Size Comparison'. This verification relies on the operating system's report that the files made it to the output destinations correctly and each match the source file size.

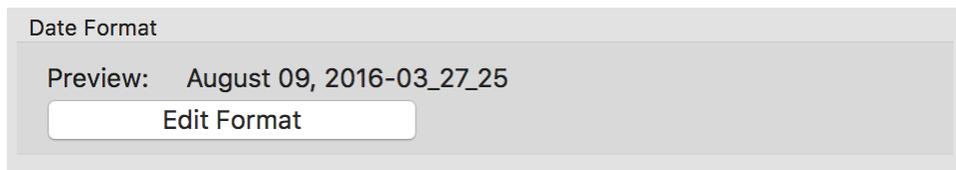


You can also obtain an XXHash checksum from the source.

TIP: Enable the option under Reports Preferences to 'Save Checksums with offload' and you'll still be able to determine if the copied files still match the originals in downstream workflows with applications such as **ShotSum™**.

Date Format

Choose the Date format for Reports and Notifications. The 'Standard American Date' includes hours_minutes_seconds suffix.



There are two American and two suggested European formats, or you can customize your own.

Volume Integrity Verification

As an additional helpful check, let ShotPut Pro™ ensure the volume (card) you're copying actually contains video files (not an accidental card that's already been copied and reformatted).

In general, this option should only be used when copying entire cards.

Post-Offload Preferences

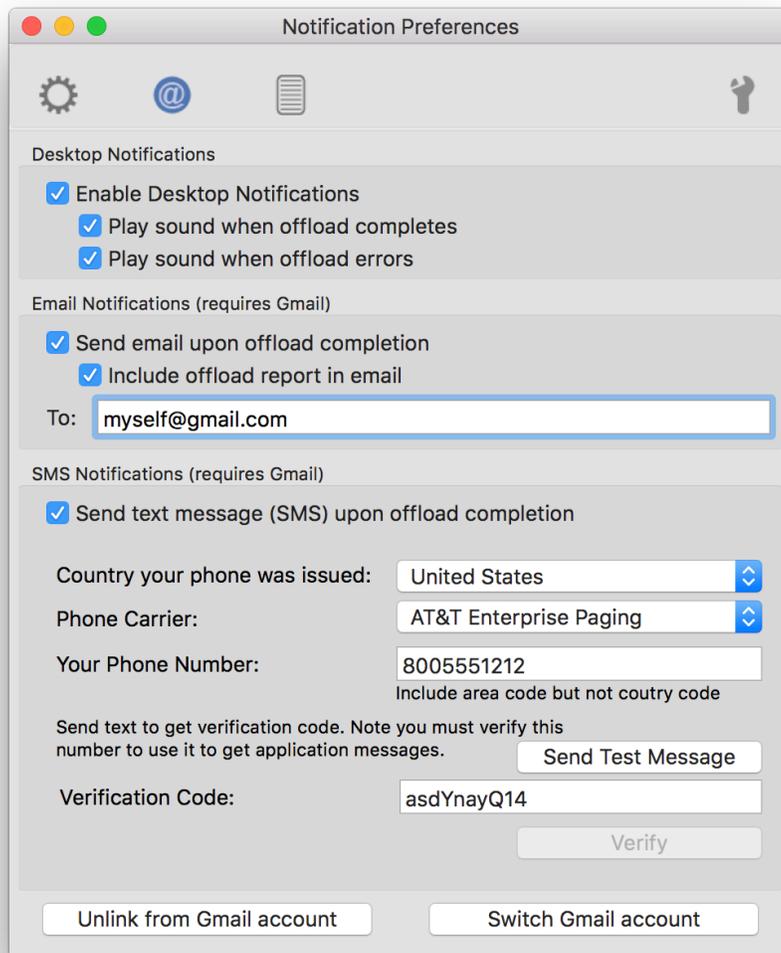
You can save time by letting the software automatically eject the source card or disk from the Desktop for you upon completion of the offload. This simply makes it ready to unplug from your computer.

Notification Preferences

ShotPut Pro features several automated notifications to inform you about offload progress. Select the [@] icon from the toolbar to open frequently changed notification options.

Select the checkbox to 'Enable Desktop Notifications'. Then choose sound alerts for completion and errors.

TIP: With sound options off, enabling Desktop notifications will present a pop up notice of activity when the application is minimized or behind other windows.



ShotPut Pro can send offload status information via email or SMS text.

To set this up you must first link the application to a Gmail account. If you don't have one, create one—they're free. (This is a 'send only' application so it will have no effect upon your other email communications.)

Next, choose whether to send notifications by email, text, or both. With email you may also include offload reports.

Enter the "TO" email address. Note you may send the notifications to yourself if desired, or a different account. Send Test Mail to ensure it's working properly.

TIP: You may send to multiple recipients – just separate email addresses by a comma.

SMS Texting also uses Gmail (instead of your computer's Mail application). To send texts, choose the country and carrier and the number to send to. Send Verification Code, then enter the received code into the box and click Validate Code. **You MUST validate before using this option.**

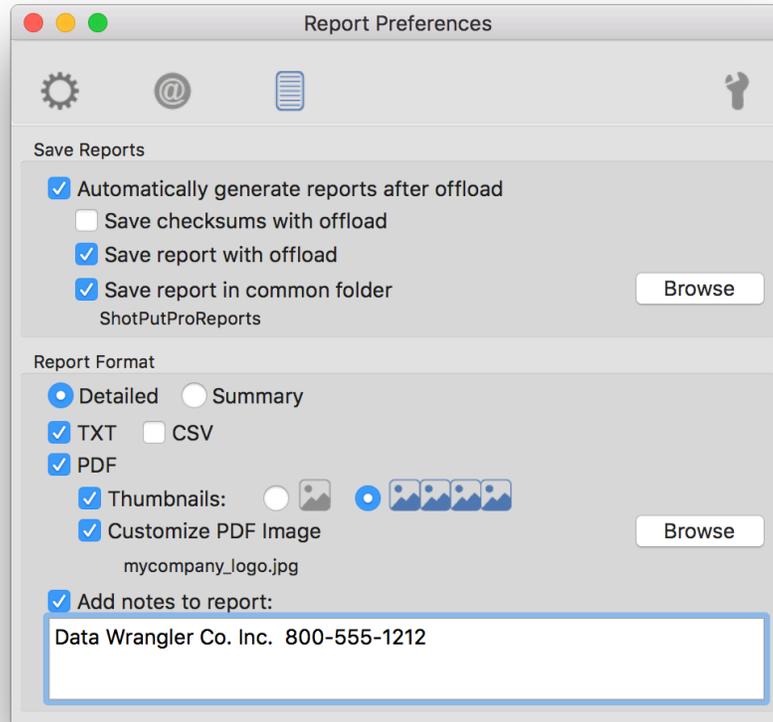
If the offload session fails or contains errors you'll receive notice of these as well as successful completion messages.

NOTE: Texting does not allow attachments due to size constraints.

CAUTION! Turning the email/text option ON with improper settings may cause perceived processing delays when offloading, or error messages.

Report Preferences

Offload reports can be an important bookkeeping and even billing record of your data wrangling activities.



Save Reports

Check the box to 'Automatically generate reports after each offload' if you want a report saved without further prompting after each copy is complete.



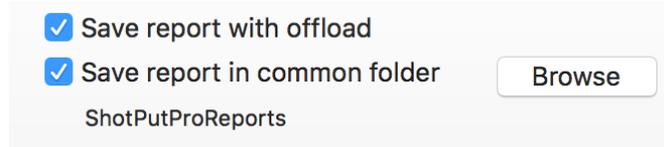
TIP: If not automatically saved, you may do so manually from the **Offload History** list (see next section of this manual).

ShotPut Pro allows you to save a checksum file along with offloads. This simple text file is *NOT* an offload report. It's intended for verification purposes and contains relative file paths and names and the binary checksum values for each. With these values you can check the integrity of your files throughout your network with applications such as **ShotSum™**.

Files are named by the verification type '**md5ChecksumFileSPP6.md5**' and

will be saved at the destination, outside of the Offload Folder.

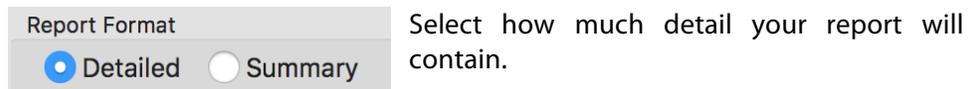
Offload Reports may be saved individually with the offloaded data, or together with other offload reports in a Common Folder.



Save report with offload
 Save report in common folder
ShotPutProReports

The common folder may be anywhere on your system, just browse to the folder location when choosing this option.

Report Format



Report Format
 Detailed Summary

Select how much detail your report will contain.

“Detailed” type reports contain a more thorough listing of each file’s information including full path names, the name of the folders created, duration of each file’s transfer, validation results, etc.

The “Summary” type report shows only aggregate information such as number of files copied, total size and offload session information.



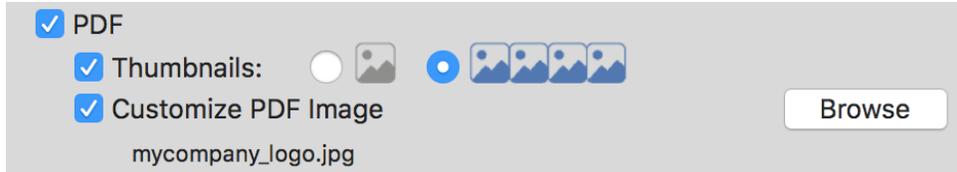
 ShotPutPro6 Offload Test
Offload Summary

Offload Details:
Final Status: Verified
Final Progress: Completed
Size of offload: 166.4 MB
Checksum Type: XXHash-64 Checksum
Offload Start Date: August 11, 2016-03_12_05
Offload Finish Date: August 11, 2016-03_12_06
Total Time: 00:00:00

System Details:
Operating System: Version 10.11.6 (Build 15G31)
Logical Processors: 8
Total System Ram: 16 GB

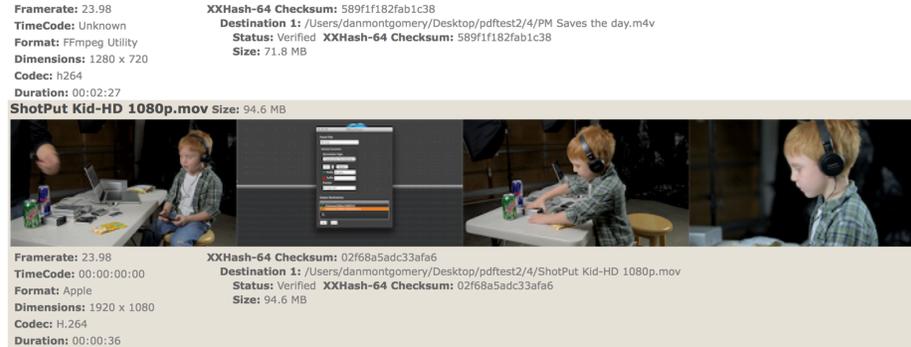
ShotPut Pro offers several report formats, including Text, CSV and PDF types. Text is a simple human readable form. CSV (comma separate values) is a format that’s readily compatible with spreadsheets.

PDF (portable document format) reports incorporate more graphical elements and organizes file information by type. ShotPut Pro is "video aware" and can extract file metadata for over 20 different camera/video formats including MOV, MXF, MTS, MPEG, AVI and more.



Video files may be further represented by sampled thumbnails in this type report. Choose between one or four sampled video frames to be included. Additionally, with PDFs you may include your own company logo if desired.

Video Files:



To replace the ShotPut Pro logo with yours, they must be PNG, JPG, TIF, GIF or BMP and 128x128 pixels. Larger files will be resized appropriately. Non-square files may be cropped or stretched to fit.

Additional Information

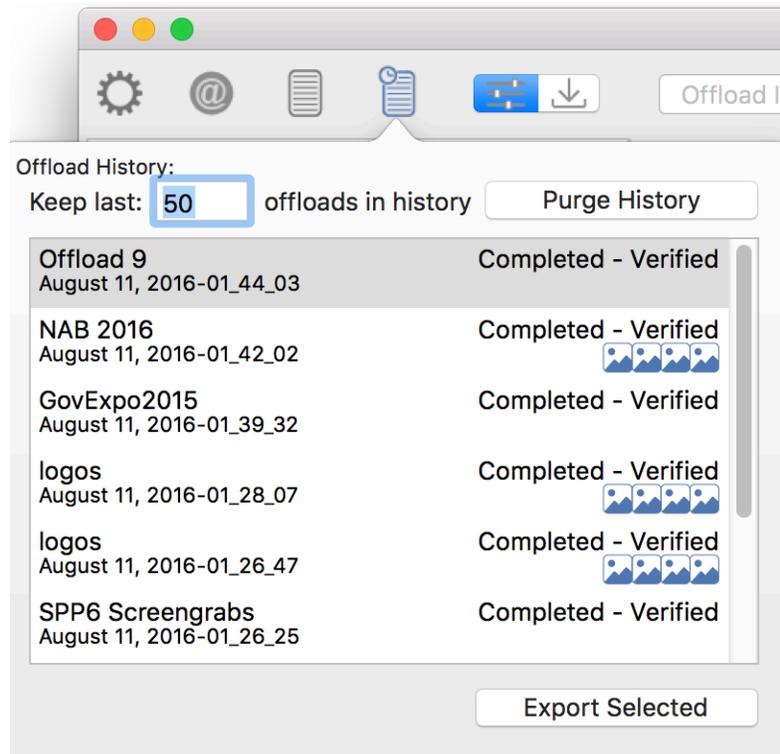
You may automatically add Notes to offload Reports.



For example, check the box to 'Add Notes to Report' then input the text you'd like to add to every report. This might be contact information, project details, etc. The NOTES will appear in reports at the bottom of offload summary information.

Offload History

ShotPut Pro saves a history of your offloads within the Application Support area of your user profile on the computer. This information and any video thumbnails sampled are saved for use in Reports.



ShotPut Pro keeps a pool of recent offloads so you can manually generate reports at a later time. Set the maximum number of saved offloads history to zero if you do not want to keep any locally.

NOTE: Purging Offload History has no bearing upon reports that have already been saved elsewhere. It simply reclaims used storage space on your computer's hard disk.

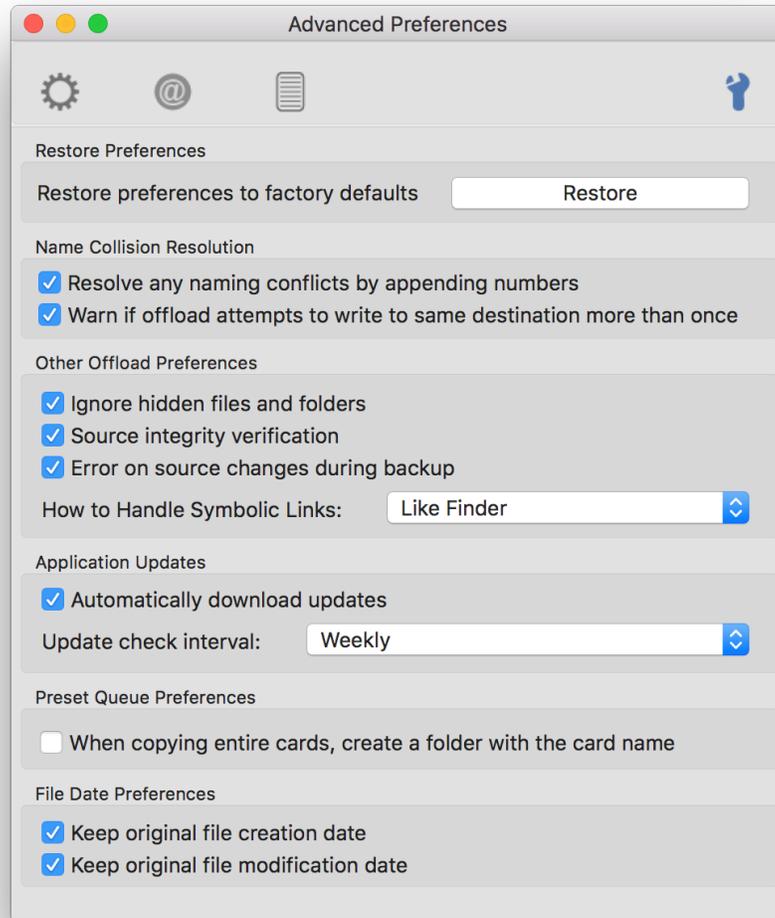
The history list includes the offload identifier, date/time stamp, status and indication if video thumbnails were sampled during the offload process.

NOTE: PDFs can contain thumbnails only if the preference to collect them was selected during the offload process.

Advanced Preferences

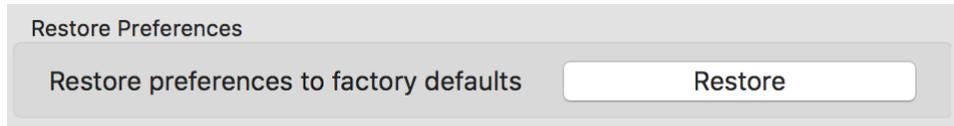


Click on Advanced preferences tab, upper right, to open the panel. The defaults here generally should not be changed unless you have a specific reason for doing so.



Restore Preferences

Click the “Restore” button to reset all Preferences back to default values.



CAUTION! Restore applies to all Preferences, not just Advanced settings. Be sure to review General, Notifications and Reports preferences after using the restore function.

Name Collision Resolution

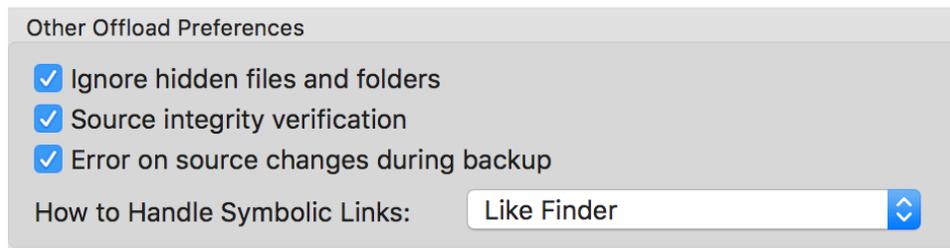
If you’re copying multiple items to the same destination (output location) naming conflicts potentially exist. You can instruct ShotPut Pro to “Automatically resolve naming conflicts by appending numbers”. This option retains the same named items and differentiates with an extension (e.g. -2, -3, -4).

With this option OFF you’ll be warned whenever duplicates are found.

“Warn if offload attempts to write to same destination more than once” helps prevent unintended co-mingling of files at an output location.

TIP: Avoid the potential for file/folder name collisions altogether by using unique folder naming schemes in Preset copy mode.

Other Offload Preferences



Ignore Hidden Files and Folders

‘Ignore hidden files and folders’ omits hidden files and folders from offloading. Many camera manufacturers and operating systems create hidden files to assist in file system regulation (e.g. Spotlight or Trash files). These files typically have no value and no bearing on your media files.

Often times attempting to offload hidden files, especially those containing file

path information, can create offload errors and should not be included at all. Therefore, it is advised to **always ignore hidden files** unless you're very, very sure they are needed.

Source Integrity Verification

Sometimes media card readers begin to fail, or the cabling to them is intermittent or faulty. This option instructs ShotPut Pro to read the source a second time, at the end of the backup session, to ensure what it was given to copy was correct.

Any hardware failures may be detected in this manner, because a matching checksum isn't likely if anything is intermittent or changing.

This option does add a small amount of additional time to read the source again but is a strong insurance against bad files.

Error on Source Changes during Backup

ShotPut Pro copies item contents at the instant they're placed into the queue.

Unfortunately, some virtual file media disk recorders are known to mount on the Desktop before they're contents are fully indexed. Therefore, should an offload be started too quickly, some files may not be copied!

This option checks for any source mutations and alerts you at the end of the offload if any new files are discovered, or are missing or altered at the source.

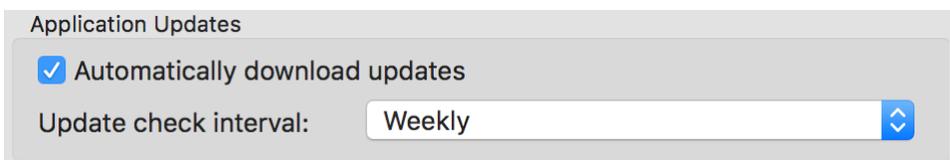
Symbolic Link Handling

Symbolic Links are files containing path information such as references to other media files, etc. Often symbolic links are "absolute paths" which means when copied they're no longer valid (because they're not relative paths).

While it's unlikely your data will contain such files, you can instruct ShotPut Pro how to handle these type files should they be encountered: Like Finder, Copy Original Item, Keep Link to Source, Cancel Offload.

Application Updates

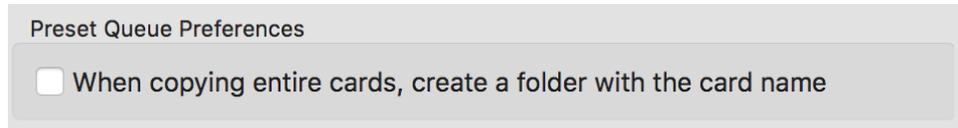
ShotPut Pro can automatically download updates for you, helping ensure you're always running the latest version. Choose to check for updates Hourly, Daily or Weekly.



TIP: With this option OFF, manually “Check for Updates” from the Application menu, just above Quit.

Preset Queue Preferences

Normally users want to ignore the card or volume name and just copy it’s contents to the destination.

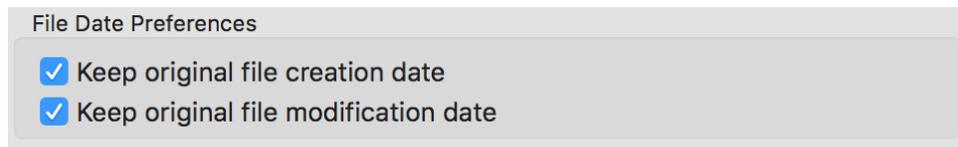


Should you wish to incorporate the card or volume name as part of the output nested folder structure, enable the preference “When copying entire cards, create a folder with the card name”.

File Date Preferences

Files copied from external drives or devices may incorporate the date the file was created at the output destination, rather than original information at the source location.

You may choose to “Keep original” file creation and modification dates in the copies. These options instruct ShotPut Pro to override the system copy dates with those gathered from the source files.



NOTE: Not all cameras apply Volume Date information to files! Please check the card information in Finder before using either of these options.

Offloading

ShotPut Pro 6 has two different offloading views, and two different color schemes.

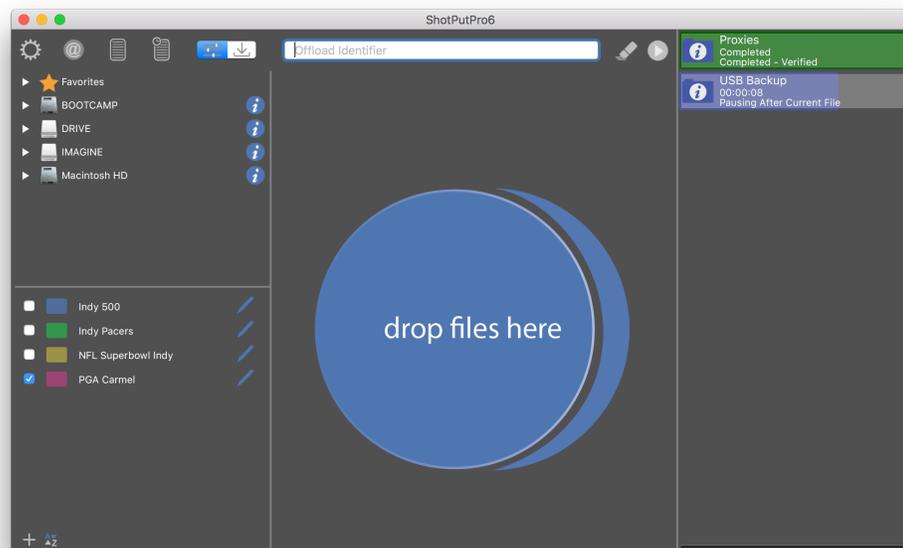


In **Preset mode**, simply drag-and-drop files to be copied into the queue area. ShotPut Pro 6 will create and name folders for you and copy the card contents into them.



Alternatively, use **Destination mode** to drill down into folders and copy selected files and folders directly from one location to another without creating new output folders.

You may also change the Color Motif of the application to a 'Dark Motif' under the Window menu, or using the short cut keys **SHIFT+D** for Dark (SHIFT+L for Light).



Preset Mode

To use **Preset mode**, you'll need to set the locations where you'd like copies to be placed and how you'd like the folders containing your copies named. In ShotPut Pro these are organized by Offload Presets.



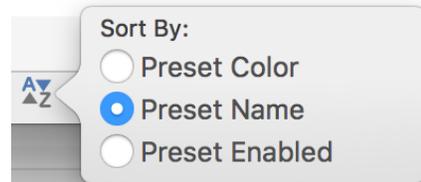
Create your own presets and turn them 'ON' or 'OFF' by the check or 'X' to the left of the name.

Click the plus [+] button or right-click anywhere in the list the list to Add a Preset.

To Delete a Preset, right-click on it and choose "Remove". Use the Duplicate function to make a copy of the selected preset, then just change settings in it to make it unique.

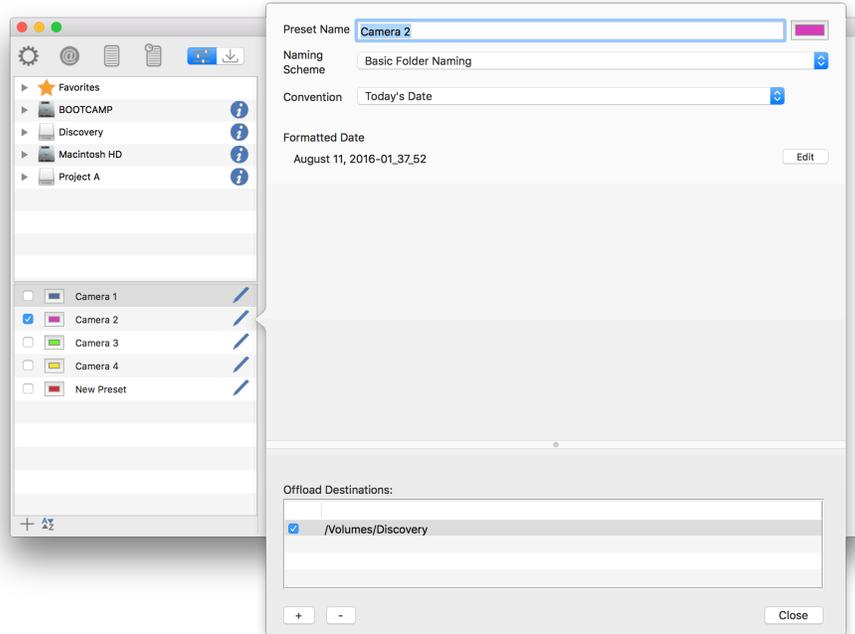
Presets may be Imported and Exported between computers and users for convenience and consistency.

Presets may be sorted by name, color and whether they're enabled. Click the sort button below the list.



Edit Preset

To Edit an existing Preset, click the blue pencil button to the right of the name.



Type in a user-defined name in the Preset Name box that helps you to differentiate between Offload Presets. Click the color box to open a color wheel selection dialog.

Naming Scheme

ShotPut Pro™ automatically creates folders for your copies. (There is no need to create folders manually ahead of time.) Choose between **Basic Folder Naming** and **Advanced** naming schemes.

With Basic Naming, click on the 'Convention' to choose one parameter from common naming options.

Use Custom Text, Card Name, Auto Numbering, Today's Date, Date Drive Created, Date Drive Modified. You can type in the name by selecting "Custom Text" and filling in the textbox below.

NOTE: Invalid path characters are not allowed in the volume name (e.g. colon ":", "/", etc.).

Add a prefix and suffix as desired. A preview of the folder name is displayed.

Preset Name: Camera 2

Naming Scheme: Basic Folder Naming

Convention: Auto Numbering

Starting Value: 14 (Reset)

Minimum Digits: 1 (Default)

Prefix Text: Offload-

Suffix Text: -Suffix

Preview: Offload-14-Suffix

Offload Destinations:

- /Volumes/Discovery

+ - Close

TIP: Click anywhere in the dialog to refresh the naming convention 'Preview'. This will show you the name of the folder ShotPut Pro is going to create at the output destination(s). In the case of any time-stamped convention a placeholder of the current time/date will appear in the preview.

ShotPut Pro will not automatically overwrite existing folders so the naming—whether typed in or automatic—should be unique. If the same name is accidentally chosen ShotPut Pro will prompt for user action.

'Today's Date', 'Date Drive Created' and 'Date Drive Modified' selections name the copy folder based on the date/time information. These can be useful ways to ensure unique labels as well as organizing your cards based on when they were shot (**provided that the card contains this information**).

CAUTION! Not all cards support Volume Date information, please check the card information in Finder before using either of these options.

Advanced Folder Naming

The Advanced Folder Naming scheme allows you to combine naming conventions into a single output folder name. You may also designate sub-folders. Each using any of the naming convention types, prefixes and suffixes.

Preset Name: Camera 2

Naming Scheme: Advanced Folder Naming

Prefix	Convention	Starting Value	Minimum Digits	Reset	Default	Suffix	New Folder
Offload-	Auto Numbering	2	1	Reset	Default	-Suffix-	<input type="checkbox"/>
	Today's Date	Date Format: August 14, 2016-02_27_14		Edit			<input checked="" type="checkbox"/>

Offload-2-Suffix-/August 14, 2016-02_27_27

This is a powerful way to further organize media for complex projects.

Output Destinations

A Preset can offload to more than one location at the same time.

Click the plus [+] button below the list to Add or browse to a root folder where you would like sub-folders to be created. Click the minus [-] button to remove paths.

Offload Destinations:

- /Volumes/Discovery

You may add as many destinations as desired and just select (checkmark) those to use.

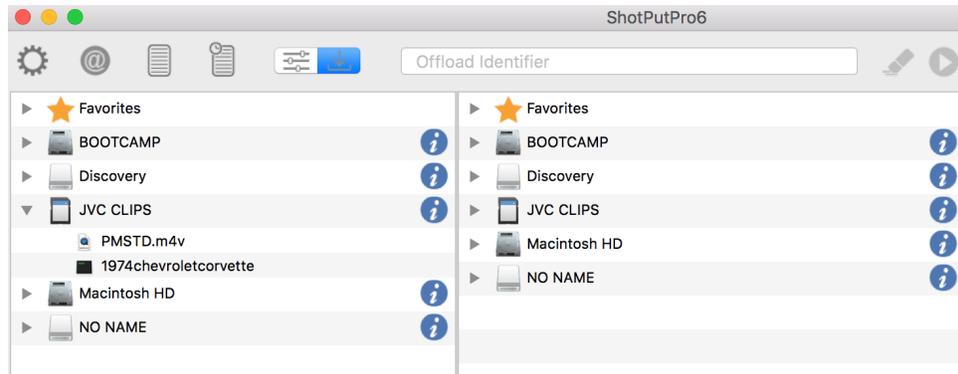
At least one valid output destination must be active before you will be allowed to begin the offload using the preset.

TIP: Avoid long path names (those approaching 100 characters or more) as these may exceed the Operating System limits with the addition of the card's volume name, subfolders and file names within.

Destination Mode



Use **Destination mode** to drill down into folders and copy selected files and folders directly from one location to another without creating new output folders.



Simply drag items from the left Attached Media List to the right column. Dragged items will appear in **BOLD** as being “queued”, and if you collapse the volume in the right column it will show as bold as well to indicate there are files being added to it that haven’t yet been processed.

You may queue multiple items before pressing ‘Begin’ to complete the copy process.

Even though you’re not creating new folders, file copies in this mode are treated as offloads too. You can type in an Offload Identifier and save Reports and checksum files for any items copied in this manner.

TIP: Right click on a queued item for more options (remove from the queue, rename, or go to the item or it’s source in Finder).

Favorites are a handy quick reference to often used locations. To add an item to Favorites, right-click on it in the left ‘Attached Media List’ and choose ‘Add to Favorites’.

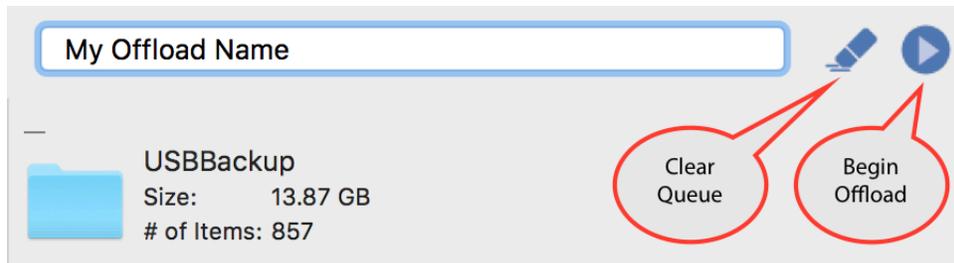
Offloading Using Presets

Once you've enabled the desired Preset(s), just drag & drop the items you want to offload into the queue (center part of the screen).



NOTE: For easy identification, only items names are shown without their full file paths.

Type in the 'Offload Identifier' if desired, and then click the **Begin** button on the toolbar to start copying.



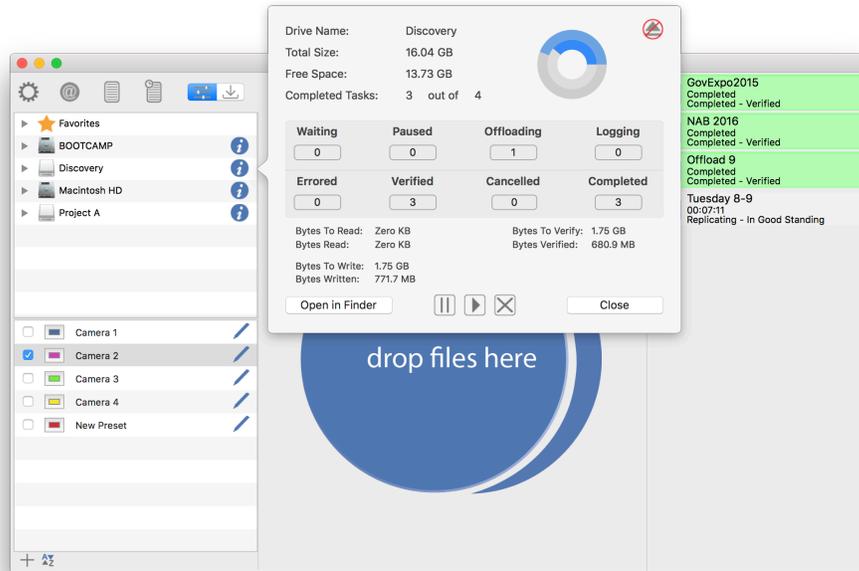
If you don't assign an offload identifier, ShotPut Pro will default to the name of the card or volume in your offload. Or, if multiple items are included in a single offload, they will be named generically 'Offload - 1', 'Offload -2', and so forth.



TIP: If you setup automatic options in Offload Preferences, just insert a card and it should show up in the process area then begin offloading automatically.

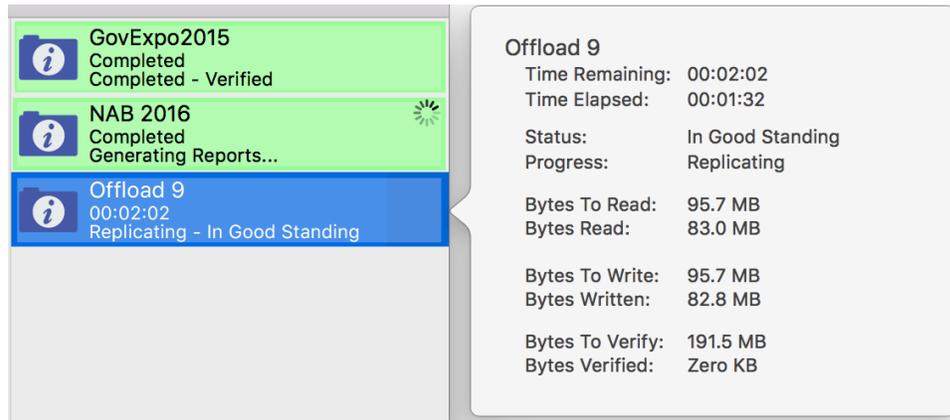
CAUTION! When selecting cards be sure to select the card itself, not a sub-folder, to ensure all needed files are copied for a given format. For example, P2 cards have a 'lastclip.txt' file outside of the CONTENTS folder.

 ShotPut Pro 6 offers rich details about any mounted volume. You can 'Get Info' about any pending tasks involving the disk or card by clicking the information button beside them.



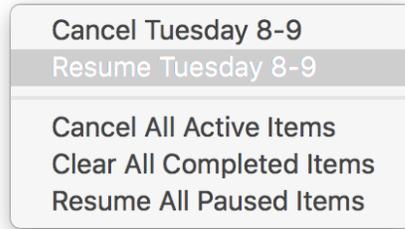
TIP: Volumes not currently in use may be Ejected from this Details panel. This is a handy option for knowing when it's safe to release cards from a multi-card reader, etc.

Likewise, ShotPut Pro offers detailed information about offloads in progress or completed. Offload progress status are reflected by both color and text, and displays the estimated time remaining (or elapsed, depending upon preference settings). Click the folder-info button in the offload status to open details.



Right-click on the progress bar for more options such as Cancel, Pause, Resume, or Clear.

If you choose to Pause an offload, the copy process will be suspended at a logical point (when the current file being copied is finished).



Offloads may Resume at a later time as long as the application has not been Quit.

External Apps

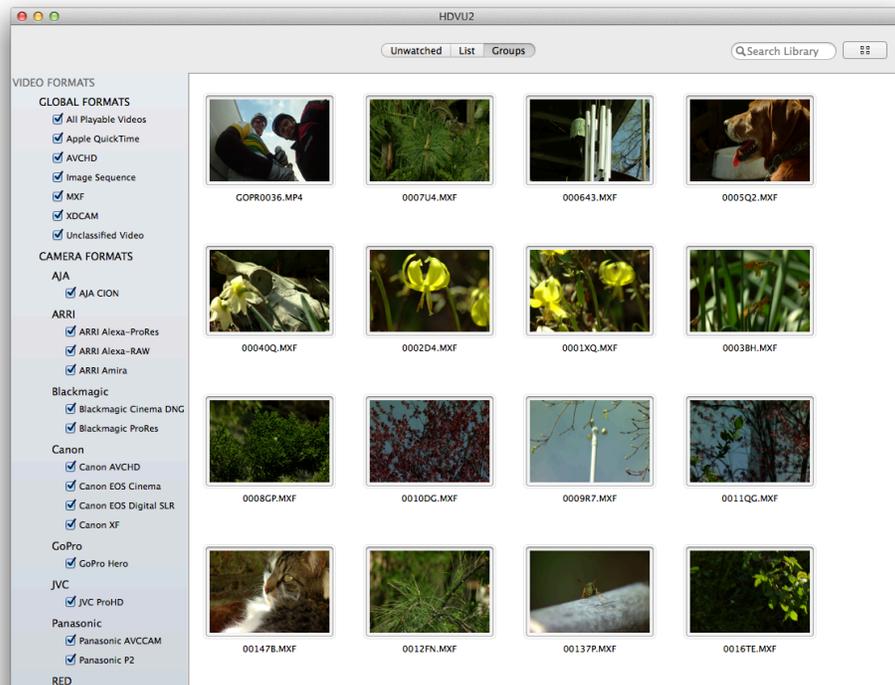
Playing Clips



HD-VU2™ is designed to work seamlessly with ShotPut Pro™ to instantly preview clips in original form. This ‘all-in-one’ player is a great tool to check copies or source material. **HD-VU2 is sold separately.**

You may drag one file or folder at a time into HD-VU2 for playback, or setup a **Watch Folder**.

To do that, select the “Grouped By” tab, then right-click on the Folders column and select **New Video Folder**. Then browse to a location where **ShotPut Pro™** is offloading. Check the box to “**Watch Folder for New Video Files**”. HD-VU2 will then monitor the folder for incoming movies adding them to the linked clips as they’re offloaded. To play a clip, just double click it.



Transcoding Clips



ProxyMill™ is designed to work seamlessly with ShotPut Pro™ to transcode copied clips into self-contained, sharable movies. Make color-corrected, water-marked dailies for your clients at the same time you're offloading.

You may drag one file or folder at a time into ProxyMill, or setup a **Watch Folder** to automatically process clips as they become available.

To do that, simply open a Preset and add a Watch Folder path by browsing to one of the ShotPut Pro output locations and click Begin. As videos are detected in the watched location(s) they'll be processed according to the Preset's settings.

You can add LUTs, watermarks and burned in timecode to the proxies automatically.

ProxyMill™ is sold separately.

Appendix A – Installation

This section details the initial required steps before using ShotPut Pro. Included in this section are instructions on installing the program, system requirements and registration. Skip this section if a registered copy of ShotPut Pro is already installed on your system.

Installing the Software

Place the ShotPut Pro application into the Applications Folder (or wherever you wish to install it).

You may be asked for the administration password for the computer.

NOTE: Click the ShotPut Pro application inside the Applications Folder to run.

The application will periodically check for newer versions, but you can manually check at any time by clicking the “Check for Updates” link under the Application menu above Quit.

System Requirements

The minimum **Macintosh** configuration is:

- Mac OS X 10.12, 10.11 or 10.10
- 4 GB RAM
- 16 GB free disk space

TIP: To access Arri, Panasonic P2 or Sony SxS cards you may also need to install the appropriate operating system driver provided by the camera manufacturer. Links to these may also be available from Imagine Products’ website.

Activation

Follow the on-screen prompts, or refer to MY PRODUCTS tab under the Main Menu of the website for activation procedure.

ShotPut Pro activation requires web access to our server to register the software for use. When you purchased the application, a ShotPut Pro seat was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt for you to enter your **account wide key**.

Larger organizations may wish to issue **single use keys**, which are subsets of the overall account wide serial. Either account wide or single use keys may be used to activate the application; but keep in mind a single use key 'consumes' one of the allotted seats of ShotPut Pro from the account wide key.

NOTE: If the application is activated using a single use key the account wide key may no longer work to activate ShotPut Pro until the single key is deactivated or revoked.

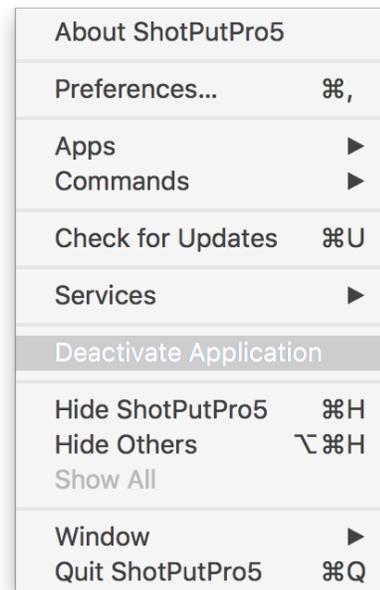
If you don't have an Internet connection on the target computer perform a manual activation. You may use a QR code reader app on your smart phone to quickly go to the appropriate page on our activation site to receive the manual activation code, or use the link provided to type in the computer ID.

ShotPut Pro is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to Deactivate from the Macintosh application menu, just above Quit.

TIP: Activation information is stored on the system level independent of user preferences, so multiple profiles on the same computer may access the application as long as you install under the ADMIN user profile for the computer.

How to Register

If you've purchased from our webstore, you're already registered in our system. If you purchased from a reseller or other method, we (or they) can transfer ownership to you. Please create an account on our website and e-mail the information to us along with the key information to transfer. We must have



proof of purchase on file to give service and customer support.

Upgrades are released from time to time and the only way you'll get these is to be registered.

We may also send you periodic electronic news. Generally we notify of new products and trade shows, commentary and stories of interest from other users just like you. Let us know what you're up to (publishing your stories is an inexpensive way to network within the production community).

Follow us on Social Media for timely and helpful information.

On Twitter: @imagineproducts

Appendix B - Trouble Shooting

Throughout the program, reminders and error checks help to anticipate trouble spots in the program while preventing inadvertent data loss. If a message appears that is unclear, check the Help topics or refer to the appropriate section of this guide for further explanation.

Frequently Asked Questions

I Can't Activate!

Automatic ShotPut Pro activation requires web access to our server to register the software for use. When you purchased the application, a ShotPut Pro seat was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt for you to **enter your account wide key**.

Larger organizations may wish to issue single use keys, which are subsets of the overall account wide serial. Either account wide or single use keys will activate the application; but keep in mind a single use key 'consumes' one of the allotted seats of ShotPut Pro from the account wide key.

NOTE: If the application is activated using a single use key the account wide key may no longer work to activate ShotPut Pro until the single key is deactivated or revoked.

If you don't have an Internet connection on the target computer perform a manual activation. You may use a QR code reader app on your smart phone to quickly go to the appropriate page on our activation site to receive the manual activation code, or use the link provided to type in the computer ID.

ShotPut Pro is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to Deactivate from the Macintosh application menu, just above Quit.

When transferring the software, always download the most recent version of the software onto the new computer and activate it normally.

The software asks for activation each time it's launched. Check your Gatekeeper selections (Computer Settings/Security) to allow full installation of the software. You may need Administrative privileges to allow activation information to be saved for your profile.

Application "Freezes" or "Crashes"

Be sure to EJECT peripheral devices before unplugging them. Never unplug devices without first stopping any copy in progress

Technical Support

This product was designed to be easy to use and we want you to feel at home as you navigate through it. This guide should address the most often asked questions along the way. However, should you need support, the specialists at Imagine Products, Inc. can provide answers quickly and in terminology that you can understand.

Contacting Imagine Products

Now you can send us feedback directly from within the application. Just click on HELP>Feedback. Or visit Imagine's Web site www.imagineproducts.com to fill out a problem report, or send us an email to support@imagineproducts.com.

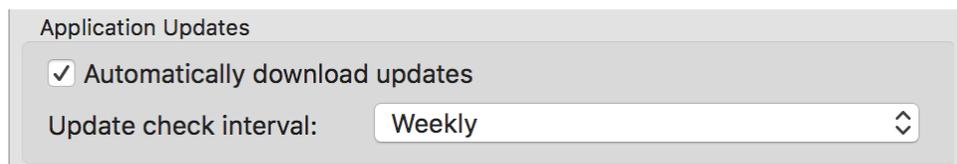
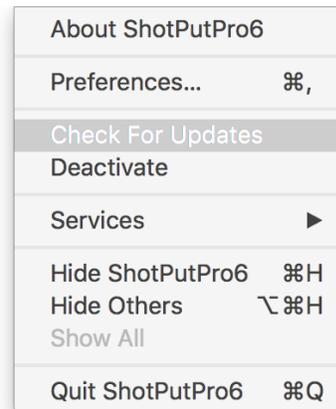
Please check for updates inside your application before contacting us. We may already have a fix for your problem!

Check for Updates

From the application's menu, select CHECK FOR UPDATES.

Updates may be supplied in the form of a zip file. The installer should automatically open once download is complete and prompt to drag the application to your computer's applications folder.

Go to Advanced Preferences to configure how often ShotPut Pro should connect to our site and determine whether a newer version of the software exists. There you may also choose to download automatically.



TIP: It's a good idea to keep ShotPut Pro up to date for best performance and to get all the latest bug fixes. Camera types and Operating Systems frequently change and are necessarily addressed in ShotPut Pro updates.

NOTE: Version 5 serial numbers will not activate new Version 6 software. Version 6 is not a free upgrade you must purchase it and receive an Account Wide Serial to use it.

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