

# How to Use

## *DV Log Pro*<sup>TM</sup>

*for Windows*<sup>®</sup>

### Images at Work!

Registration Name and Code: \_\_\_\_\_

Imagine Products, Incorporated  
12220 North Meridian Street, Suite 130  
Carmel, Indiana 46032-6936 USA  
(317) 843-0706 Facsimile: (317) 843-0807  
**<http://www.imagineproducts.com> (fastest technical support)**  
E-mail: [imagine@imagineproducts.com](mailto:imagine@imagineproducts.com)

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# **Chapter 1: Overview**

IEEE1394 (FireWire) enabled video decks and digital camcorders may be controlled from the computer to view shots and make decisions. Preview clips, mark timecode and digitize a frame with a click of the mouse or short-cut key.

When DV Log Pro is launched a blank file is open ready for logging. To open an existing file, choose Open from the File menu. Only one file at a time may be opened.

The video preview and control buttons are located on the Monitor controller and include timecode marking and frame grab functions.

The toolbar provides shortcut buttons to frequently used DV Log Pro commands. When the mouse “hovers” over a button its function and keyboard shortcut(s) are displayed at the bottom of the screen. The button’s function is also displayed in a tip box, a highlighted box immediately beneath the button.

The log file display is divided into two data windows. The upper view displays an index to all log Clips as a table. Columns for Timecode IN, Clip Name, Scene, Take and aggregate Duration (running total) are shown.

A MARK button is located in the left column. Pressing this button check marks [✓] the clip. DV Log Pro refers to this as a “Marked Clip”. Mark clips for any desirable purposes such as: the best shots, all the shots of Bob, etc. DV Log Pro commands that operate on all log clips (e.g. Print and Export) will also allow operation on “Marked Clips”. Check Marks [✓] are saved with the log file.

The bottom view displays one clip and is used for data entry. Navigate between fields using the Tab key or by clicking the mouse in the desired field. Data for each clip includes: JPEG Frame Grab, Frame Grab timecode, Timecode IN, Timecode OUT, Duration, Total Duration, Scene, Take, Clip Name and Description as well as grading of the Clip [✓].

Timecode IN and Timecode OUT are Auto-Marked with each new clip. Alternatively, you may mark or adjust the timecodes using the buttons on the Monitor controller or with short cut keys. The field doesn't need to be selected to mark timecode. You can also manually type in the or adjust the numbers. Duration is automatically calculated and can not be manually entered. They will be indicated in red if unreasonable values are present.

Type into any of the fields as desired. Text within the Description field may be formatted with carriage returns and scrolled up and down with the cursor or slider. Text entries are not limited in length however certain export files will truncate the data as necessary to conform to the target editor's limitations.

The head frame of video is normally Auto-Grabbed with each new Clip. You may replace the frame by clicking the camera button on the Monitor controller. The frame's timecode is displayed beneath it. Red indicates it's out of the Clips timecode IN/OUT range.

Clips may be logged automatically using Auto-Capture Technology, Imagine's patented scene detection methodology. Click on the ACT bar on the Monitor controller and press Start. Adjust sensitivity using the slider. The intuitive scene detection determines clips' IN and OUT points and the most representative frame--automatically--just load the tape and walk away!

In the lower-right corner of the application window, information appears about the number of clips in the log file (for example "78 of 200").

Quickly find the clips you need using "Search" and "Sort" features.

When logs are saved, DV Log Pro creates an accompanying folder containing the picture (JPEG) files. If the log file is moved to another location be sure to move this folder as well.



## **Chapter 2: Logging**

This section describes logging procedures for entering data, marking timecode and frame capture. Data related functions such as searching, sorting, and editing are discussed. Read the operations overview in Chapter 1 prior to this chapter.

- A NEW file is automatically opened with the application
- Select open to browse for an existing log file
- Press New button to add clips
- Timecode and first video frame are automatically captured with each new clip
- Replace timecodes anytime with mark buttons, or type in values
- Replace video frame anytime with camera button
- Use control buttons or shortcuts for basic transport functions
- Press and hold Back Up button to shuttle reverse then play
- Auto Capture Technology creates clips based on scene changes
  - Adjust sensitivity of detection with slider
- Check-Mark best clips for file and print outputs
- Sort clips in upper view by selected field.
  - Sort again to change order
- Type in text to Search, jumps to words within clips

### **Log Files**

Files produced by DV Log Pro are saved in special binary form. Basic file operations are discussed in this section. Skip this section if you are familiar with traditional Windows style file dialogs.

#### **Open...**

Select OPEN from the FILE menu (CTRL+O or folder button) to work with an existing log file. Recently used files are listed with their path at the bottom of the FILE menu. Click on the file name to open.

**NOTE:** Opening .TEP files will convert them to DV Log Pro format including bitmaps changed to JPEG.

#### **New...**

Select NEW from the FILE menu (CTRL+N or page button) to create a new log file. If an open file has been modified you will be prompted to save changes before closing.

### **Saving Files**

To save the current file to disk, select SAVE or SAVE AS... from the FILE menu (or click on the diskette button). Once a file name has been assigned, CTRL+S may be used to quickly save at anytime.

All DV Log Pro files are saved with the file extension \*.IMM. Each log file includes a path to a picture folder of the same name with a .BFD extension that contains the frame grabs.

**TIP:** Long file names cannot contain illegal file name characters such as backslash “\” that Windows assumes indicates a path command. Also, it is good practice to avoid names with spaces and periods as certain combinations may cause saving errors.

DV Log Pro saves files in special binary form. Always use the normal save option to preserve all log file attributes. Use Export formats only for transferring logs to editors.

## Editing Clips

In the lower view text, video frames and timecode may be entered, revised, recaptured or marked.

### New Clips

When a new log file is opened an empty (New) Clip awaits data to be typed in, marked or captured. Press NEW button (CTRL+E) to create another clip.

Timecode IN is automatically marked as each new clip is created. Progressively creating new clips also marks the Timecode OUT of the previous clip to equal Timecode IN of the new clip. The first frame of video is similarly captured with each new clip.

Each clip is numbered but need not contain data. The number of a single selected clip, and total number contained in the file appear in the lower right of the application. DV Log Pro files may hold up to 2400 clips.

The Scene field is an "auto-increment" field and is automatically filled in by the application starting at number "1". You may overtype these numbers as desired.

**TIP:** You can add new clips anywhere within the log file. Be aware that regardless of position the Scene number will be auto-filled with the next clip number. Use the Sort feature if it's desired to have clips re-ordered by Scene number.

### Delete Clips

Highlight the clip in the upper window and choose DELETE from the Edit menu (shortcut CTRL+D or Del button).

Because clips likely contain contiguous time code values it is often desirable to “add” a deleted clip’s time to the previous or next clip. Choose IGNORE AND DISCARD if you wish adjacent clips to be unaffected.

**CAUTION!** DELETE is a non-reversible operation (can’t UNDO).

## Capturing Video Frames

The beginning frame for each clip is automatically grabbed with each new clip. You can overwrite this frame anytime by clicking the camera button on the Monitor controller.

The frame's timecode value is automatically marked under the thumbnail. If the frame is grabbed outside the IN/OUT timecode values it will indicate out of range by turning red. Normal values are displayed in green.

**NOTE:** To capture video frames (frame grabs) requires a properly configured Microsoft 1394 driver.

**TIP:** Pictures are normally assigned unique names by the program. You may save copies of individual JPEGs for other purposes by right mouse clicking on the picture.

## Mark or Enter Timecode

When capturing timecode from the FireWire port, the timecode field need not be highlighted. For Timecode IN click the left button, or CTRL+[. For Timecode OUT click the right button or CTRL+]. Repeatedly marking timecode replaces the previous entry.

For manual entry of timecode preceding zeroes (00:00) and colons need not be typed. DV Log Pro fills from right to left, so entering "1212" creates a timecode value of "00:00:12:12". DV Log Pro also checks that numbers entered conform to maximums for the chosen Mode. For example, hours cannot exceed 23. Minutes and seconds cannot exceed 59, and frames cannot exceed 29 or 24 (depending on the standard specified). Also, invalid frame numbers for NTSC Drop-Frame are not allowed.

**TIP:** For manual entry, press TAB to leave the field. This invokes error checking and proper formatting of the values.

Timecode IN larger than OUT will cause a duration calculation based on a 24 hour clock. DV Log Pro will highlight the Duration field in red. File export error checking will also alert you to incorrect timecode values.

**NOTE:** DV-video is normally Drop Frame for NTSC systems. However, the mode is not automatically sensed from the video stream. Non-Drop is supported for import/export of non-DV video logging files (such as imported TEP logs).

## Enter Text

Use the tab key to move between fields and type in data. Clip Name, Scene and Take fields are single line entries. You can type Carriage Returns into the Description field for clearer formatting. These are omitted from export files and do not affect list outputs.

Basic word processing edit functions are available including Right mouse functions.

**TIP:** While typing into any selected field is virtually unlimited be aware that data may be truncated during printing or export according to page or editor limits.

## Marking

Marking is a convenient, practical way of indicating desirable clips for output. Simply click the left check box [✓] in the upper view. Marks are saved with the log file from session to session.

## Sort Clips

To assist in locating or grouping existing Clips, the SORT CLIPS command allows reordering of Clips.

Click in the field you want to sort by, then select SORT from the EDIT menu. The displayed Clips will be rearranged in numeric and/or alphabetical order according to values in the field selected. An indicator arrow in the field column header shows the current sort field and direction of the sort (top to bottom, or bottom up).

**TIP:** TEXT fields containing numeric values will be sorted according to the first data character (1, 10, 2... ). To obtain a correct numeric sort enter preceding zeros (01, 02, 10, 20...).

## Search

SEARCH is a useful option to quickly locate specific text within a log file. Type in the string of characters and press the Search button. The cursor will highlight the next occurrence.

Searches are performed for matches without regard to case sensitivity. For example, a search for “A” will match clips containing “a”.

**NOTE:** Searches are performed from the selected Clip to the bottom of the file. To search the entire log file, be sure to select the first Clip.

## Deck Control

Active only if an active FireWire port and attached device is present, the usual transport control commands are available: Play, Pause, Stop, Fast-Forward, Rewind, Shuttle Left and Right. All of these have keyboard short cuts.

The Monitor controller buttons reflect device status. For example, when the video is in “play” the PLAY button is highlighted and “depressed”.

One special function is the BACK UP button (CTRL+ENTER). Hold the button or keys down to Shuttle Reverse the deck. Then release to begin Play from that point. This is a handy control for transcriptions to repeatedly back up a few seconds of tape.

## Auto Capture Technology (ACT)

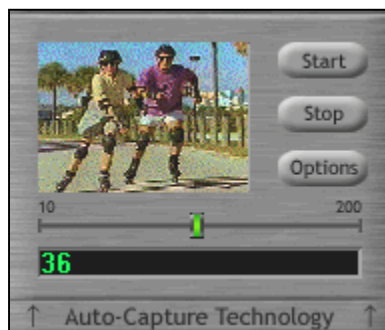
Auto Capture Technology is a patented scene detection process designed to take the drudgery out of logging. With it, you can:

- Auto-grab timecode and most representative thumbnail based on scene changes
- On-Line Annotating: Type in descriptions as ACT determines more clips
- Periodic sampling/thumbnail grab

With ACT you can create a log file of all Clips on a tape by letting the software sense their starting and ending points and grab the most representative video frame.

Scene detection determines timecode IN and OUT points for clips based upon the degree of shape and color change from frame to frame. It singles out the most representative frame in a Clip based on the least amount of change between frames.

- Select ACT at bottom of Monitor controller
- START button activates play mode and begins capture
- Use SENSITIVITY slider to adjust detection frequency--higher % is more sensitive
- The last frame and number of grabs in this session are displayed
- STOP button pauses device and ends detection mode
- Click OPTIONS to:
  - Set THRESHOLD--how many frames to look ahead to ensure validity of the sensed change IN/OUT Timecode
  - Choose LEAST CHANGE setting for grabbing the most representative frame--or--
  - Choose TIMECODE IN to grab head frames of each clip
  - Adjust STOP criteria if other than defaults are desired
- ACT parameters (sensitivity, threshold, etc.) are saved from session to session



SENSITIVITY sets how much change between frames is needed before DV Log Pro decides that a scene change has occurred. Setting this high will generate many scenes. The default is 100%.

**TIP:** It is better to grab too many frames than not enough because removing Clips and merging with adjacent ones is easier and faster than adding new ones manually.

Under OPTIONS, choose whether to use auto (scene) detection or grab frames based on time. Time based grabbing is designed for infrequently changing video such as interviews.

Auto-detection option allows further control as to how the representative frame is chosen. LEAST CHANGE grabs the frame in the scene that represents the least change between

frames, usually somewhere in the middle of the clip. TIMECODE IN grabs the representative frame when a new scene is detected.



THRESHOLD sets the number of frames a change must cover before DV Log Pro decides that it is a valid scene change. This prevents the program from capturing a frame when a dramatic change between frames is not actually indicative of a scene change (false grab). For example, a camera flashes at a press conference. Use the STOP DETECTION options if low hard disk space is a concern.

## **Chapter 3: Export Files**

This section describes step by step procedures for external file operations. You may create lists for your favorite NLE or save JPEGs and HTML files for Web publishing.

### **Save As HTML**

Under FILE menu select SAVE AS HTML to create a formatted file of the entire log. HTML files may be searched, printed, or emailed from within an Internet browser.

Because JPEGs from the log file are linked within the HTML page, a copy of the BFD folder will be saved with the HTML file. This folder will have the same name as the file with an extension "\_imgHTML". To upload to a web page be sure to include the \*.HTML file and the corresponding folder of JPEGs.

**TIP:** To create an HTML file of selected clips, save a copy of the log file under a different name and delete unwanted clips.

**TIP:** To email a log file, use the HTML option. Open within your Internet browser and select Mail options from within the browser. This will automatically include the pictures when sending.

### **Save Selected JPEG**

Use this FILE option to save a copy of the clip's JPEG with your own naming convention. You can also right mouse click on the frame grab to access this option.

Saving a copy with a user designated name will not affect the original log file or frame grab.

### **Exporting Files**

The EXPORT command creates batch digitizing text files for editors. Files are specially formatted according to the target editor's needs. Export files may be specified to contain All or Marked Clips. By default, DV Log Pro will append the file type to the output file name (e.g. gooney.ale for AVID Log Exchange).

**NOTE: DV Log Pro assigns the log file as the Tape or Reel.**

Data will automatically be truncated according to the target editor's specifications. Correct any timecode discrepancies or missing data that DV Log Pro detects to avoid lock ups at the editor.

Generally, editors treat shot logs separately from EDL imports. Refer to your editor's Help for specific instructions and the Trouble Shooting section of this guide if you experience problems loading lists into editors.

DV Log Pro outputs the following batch digitizing lists:

- Accom (Spheres)
- Adobe Premiere
- Avid (Log Exchange)
- Edit\* (Discreet Logic)
- Final Cut Pro (Apple)
- Media 100 (Power Log)

### **Avid Import Instructions**

- Create a new bin (or the file will append to the existing open bin)
- For Macintosh editors, copy .ALE file to the desktop. Double click and associate with Simple Text type.
- In the editor File menu, select Import
- Choose the .ALE file you have exported from DV Log Pro
- It is best not to select any of the import options at the right of the file selection menu
- The import will create a list of clips with accompanying descriptive information
- To create a sequence out of these clips, select (all or some of) them and drag them into the Record window while holding the Option key

### **Edit\* Import Instructions**

- Go to Tools, EDL Import, and Log Import.
- DO NOT GO UNDER FILE/IMPORT MENU. THIS IS FOR DISCREET FORMATTED FILES, NOT SHOT LOGS. YOU MUST GO UNDER TOOLS.
- Edit\* cannot bring the information from multiple files into separate bins. If you want to separate the files into separate bins, you need to enter the bin information into one of the import columns. Sort the clips by the bin information within Edit\* then pull the sorted clips into the different bins.

The description, scene and take information does not show up during the import. You see only the Automaster# designation (merged media usually representing more than one clip) until you the actual footage is digitized. When the material is digitized, the information you entered in the fields becomes visible.



## Chapter 4: Print

From the FILE menu, use the PAGE SETUP dialog to set preferences.

- Choose between 3 different styles:
  - Report (data entry format)
  - Table (columns and rows)
  - Storyboard (multiple frames per row)
- Select which clips to print
  - All Clips
  - Marked Clips
- Type in a Header and Footer that will appear on each printed page
- Enter margins appropriate for the paper size and printer model

Once set these selections become your defaults. You need not access them again unless you need to change something.

All other attributes of printing, such as included fields and positions, picture size, etc. are pre-set and are not adjustable.






**NOTE:** Long text descriptions may be truncated if they exceed one page. Automatic page breaks occur between clips only--not between fields. If the text of one clip exceeds one page some data may not be printed. Printing will however extend to multiple pages horizontally for Table Format if more fields are selected than fit on one page.

**NOTE:** Some printer's graphics mode may slightly reduce the printable area making the Preview different from the actual printable area.




## Report Format

The REPORT format prints each clip with a picture and text fields to the right. Clips are separated by a horizontal line.

	IN: 10:44:25.00 Clip Name: broad Scene: 1 Take: 1 Description: Goosey beds on Midway	DUR: 00:00:00.40	OUT: 10:44:25.40
	IN: 10:44:29.00 Clip Name: in flight Scene: 2 Take: 1 Description: blue sky, many Goosies on wing	DUR: 00:00:01.00	OUT: 10:45:00.00
	IN: 10:45:00.00 Clip Name: midway island Scene: 3 Take: 1 Description: Aerial shot of Midway, some cloud cover	DUR: 00:00:02.40	OUT: 10:45:24.00

## Table Format

The TABLE format produces rows and columns in spread sheet fashion.

	10:44:29.00	10:45:00.00	00:00:31.00	in	2	1	blue sky, many Goosies on wing
	10:45:00.00	10:45:24.00	00:00:24.00	flight	3	1	Aerial shot of Midway, some cloud
	10:45:24.00	10:45:33.00	00:00:09.00	island	4	1	Single Goosey, CU in flight. Bl
				goose			

## Storyboard Format

The STORYBOARD format places 3 pictures across the page. The amount of text included in each clip, paper size and margin settings determine the number of vertical rows.

		
IN 10:44:29.00 OUT 10:45:00.00 DUR 00:00:01.00	IN 10:45:00.00 OUT 10:45:24.00 DUR 00:00:02.40	IN 10:45:24.00 OUT 10:45:33.00 DUR 00:00:09.00

# **Appendix A - Installation**

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

## **Installing the Software**

Open Setup.exe from the Windows Start button. You may be requested to restart Windows to activate certain system resources.

## **User Name**

DV Log Pro will prompt for a Registration Name and Registration Code when first accessed. Both must be entered exactly, including capitalization and spacing. The code is based on the user name and must match.

## **Setup Configuration**

Certain default settings/configurations are invoked each time the program is accessed and are automatically saved.

- Timecode Mode
- Page Setup (printing) settings
- Export selections (editor type and clip selections)

**CAUTION:** Timecode mode is indicated at the lower right of the application screen. The default for NTSC is Drop-Frame. Mode is not automatically sensed from the video stream nor saved with the log file.

## **System Requirements**

DV Log Pro uses standard IEEE 1394 protocol for video feed-through and frame grabs. Windows98 SE, ME or 2000 operating systems with Microsoft Direct Show and Microsoft DV VCR driver for FireWire must be installed.

### **Memory Requirements**

Generally, at least 32MB should be installed to run DV Log Pro adequately.

### **Estimating Hard Disk Requirements**

DV Log Pro is intended as a logging tool that provides a visual database while using minimal hard disk space. Typical JPEGs are less than 10KB.

## **Upgrade Policy**

Any point upgrades occurring within 60 days of purchase will automatically be provided to registered users free of charge. You'll be notified by e-mail of availability and upgrade instructions.

Upgrades generally consist of a few changes and some new features, the version number will be increased on a "point" basis. Beyond the 60-day window, these types of upgrades are generally available to registered owners for a nominal fee and may be included as "running changes" prior to an official "point" upgrade.

Registered users may also be eligible for special discounts on new products. Regularly check our web page ([www.imagineproducts.com](http://www.imagineproducts.com)) for timely information. We appreciate suggestions too. If you have comments or things you'd like to see, let us know.

## **Appendix B - Trouble Shooting**

Throughout DV Log Pro reminders and error checks help to anticipate trouble spots in the program while preventing inadvertent data loss. If a message appears that is unclear, refer to the appropriate section of this Guide for further explanation. Some of the most common problems follow:

### **Video Errors**

OFFLINE message indicates there's no connection to the FireWire device.

- Check cable connections.
- Be sure the video device is turned on, in remote or VTR mode (if appropriate).
- Test for correct IEEE1394 driver using DV Detector utility (available from [www.imagineproducts.com](http://www.imagineproducts.com)).

DV Log Pro supports Microsoft IEEE1394 codec compliant devices. For this reason Imagine Products strongly recommends, and provides technical assistance only for, video devices sold by the company or listed compliant devices.

**NOTE: FireWire requires Windows98SE, ME or 2000.**

MISSING JPEGs are usually due to the BFD (bitmap folder) not being in the same directory as the \*.IMM Log file. This can happen when files are moved from one location or PC to another. The BFD directory must be named identically to the log file to allow DV Log Pro to find the corresponding frame grabs. Missing JPEGs can also occur if the file name within the folder has been manually altered.

### **Difficulties Loading Files into Editor**

EDITOR GIVES OUT OF MEMORY ERROR MESSAGE. This type message usually means that one or more clips for digitizing have improper timecodes or too long of duration. Check that all durations are reasonable. Is the aggregate duration displayed to the right reasonable? Also browse for zero duration or blank events. Unreasonable or missing timecode values are automatically checked whenever an export dialog is accessed in DV Log Pro. Correct any problem clips.

THE FILE DOES NOT APPEAR ON MACINTOSH BASED EDITORS TO IMPORT. Be sure you have exported the log file into the target editor's list format. Select "Import External Log File" rather than an "EDL Import" within the editor. The first time a PC created file is opened may require PC Exchange, Apple File Exchange, or similar "PC to Macintosh" file formatting software to be set to recognize the file extension as a text based digitizing list and properly format "end of line" parameters. Generally, Macintosh files contain only Carriage Returns <CR> with no Line Feed <LF> at the end of each line within a file.

## **DV Log Pro Won't Load Log Files**

BE SURE THE FILES ARE OF THE PROPER TYPE. DV Log Pro opens native \*.IMM and \*.TEP Log files.

IN CASE THE RUNNING EXECUTIBLE HAS BEEN CORRUPTED, restart DV Log Pro. It may be necessary to restart Windows if a communications related error has occurred or other "Illegal Operation" message has appeared.

## **Technical Support**

DV Log Pro was designed to be easy to use and we want you to feel at home. This guide or the On-Line HELP should address the most often asked questions along the way.

### **Fastest Support!**

Visit Imagine's World Wide Web site to fill out a problem report (<http://www.imagineproducts.com/>). Update news and patches, if any, will be available on the page as well as Frequently Asked Questions (FAQ).

**TIP:** You can contact us faster by clicking on the Imagine logo area in the ABOUT screen to launch your Internet service directly to our page.

### **Telephone Support**

Telephone calls to the Technical Support at (317) 843-0706 are charged on an incident basis. Please have your credit card ready when you call.

## **Special Keys Index**

Frequently used commands have shortcut keys. Descriptions of key functions are given below for further reference.

CTRL+N:	Opens a new file.
CTRL+O:	Opens an existing file (dialog).
CTRL+S:	Saves to disk all new work since last saved.
CTRL+P	Opens print dialog.
ALT+F4:	Quits application.
CTRL+Z:	Undo text operation.
CTRL+X:	Cuts highlighted text.
CTRL+C:	Copies highlighted text.
CTRL+V:	Pastes text.
CTRL+D:	Deletes Selected Clip.
CTRL+E:	New Clip.
PGUP/PGDN:	Moves to the next Clip.
CTRL+[:	Marks Timecode IN.
CTRL+]:	Marks Timecode OUT.
CTRL+=:	Grabs Video Frame
←↑↓→:	Arrows move cursor within text fields.

### **Transport Controls**

CTRL+Enter:	Backup. Press to reverse shuttle, release to Play.
CTRL+<	Rewind.
CTRL+←	Reverse Shuttle.
CTRL+;	Back one frame.
CTRL+Space	Stop.
CTRL+↓	Pause.
CTRL+↑:	Play.
CTRL+‘	Forward one frame.
CTRL+→	Forward Shuttle.
CTRL+>	Fast Forward.

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