Using Final Cut Server

1. **Three STARTALK groups have been set up.**
   1. manager_STARTALK - this group can do anything within the STARTALK device (add, delete, change tags, etc.).
   2. browser_STARTALK - this group can see anything on the STARTALK device, but can't make any changes.
   3. approved_STARTALK - this group can only view items that have been approved for publishing.
2. **How to get started.**
   1. System requirements include Quicktime and Java. You will need admin rights to install these on Windows computers. If you don't have admin rights to install this software, do a help desk request to proceed.
   2. Go to media.nflc.org and follow the "Get Final Cut Server" link.
   3. Click the download link and follow the onscreen instructions to install.
   4. You must have a username and password created to use this system. There's link to request one at media.nflc.org.
3. **Uploading new media**
   1. Hilight "Assets" in the upper left corner.
   2. Drag a new file to the asset window and you will see a box like the one on the right
   3. Change the settings as shown.
      1. Destination: StarTalk
      2. Metadata Set: StarTalk_Asset
      3. Enter Keywords and Description as appropriate
      4. Change all the settings in the STARTALK_MD_Group appropriately
      5. Turn off versioning for large media files.
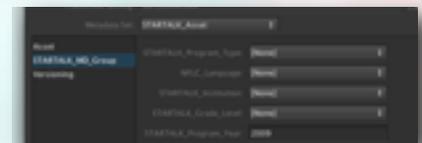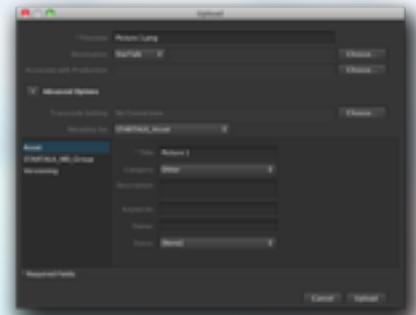
4. Viewing media

1. Icons in the Assets window tell you what kind of asset you're looking at.

   1. is a video file
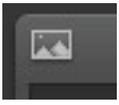
   2. is an image or photograph
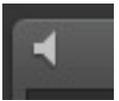
   3. is an audio file

   4. is some other kind of document (Word file, PDF, etc.)

2. Double clicking a file will open a window that will allow you to do different things depending on the kind of file.

   1. Some capabilities are common to all media types
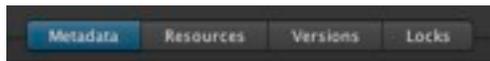
      1. Change Metadata
      2. View resources associate with that file (ie. hi res, low res, and thumbnails for videos)
      3. View different versions of files (if versioning is enabled for that file)
      4. See if someone has the item locked.

   2. Some capabilities vary with media type most of these hide under the gear icon.

      1. You can download a copy of an item (hi rez or low rez)
      2. You can delete an item
      3. You can check out an item (this keeps other from using it while you work on it.
      4. You can duplicate an item

Using Final Cut Server

3. In the case of video, you can also add annotations. That capability hides under the annotation icon

   1. First, play the video in the annotation window
   2. Set an In point and Out point to mark the section of interest

   3. Type and add your annotation in the box below the media controls and click "Add Annotation". Your note will be added to the list on the right, and will be available to others who view the video.
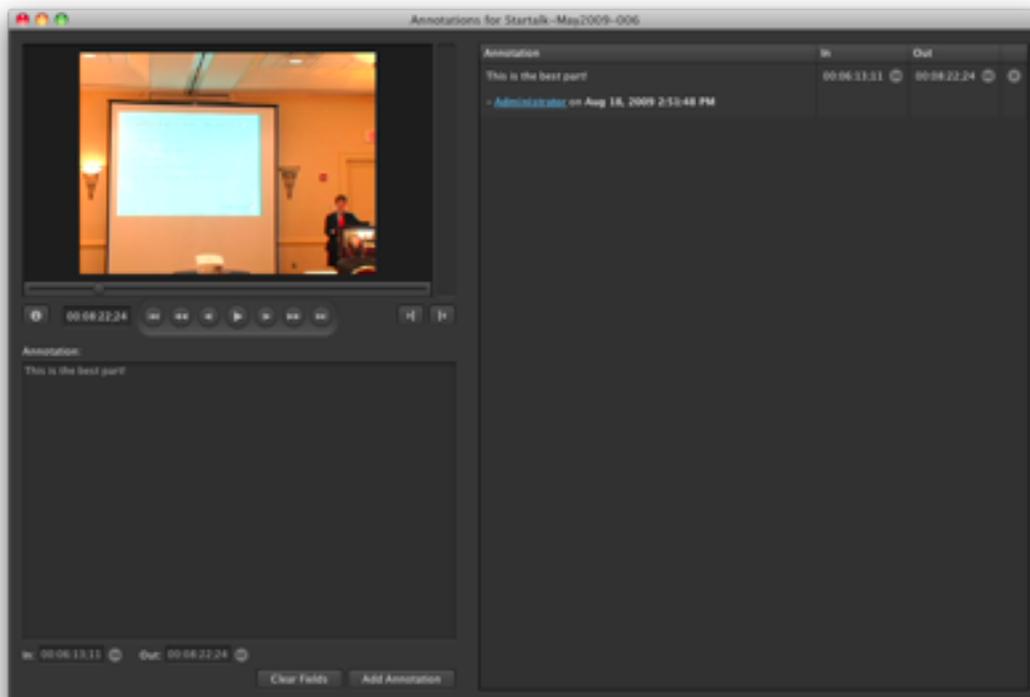
Using Final Cut Server

1. How to reassign a new metadata group to an asset that's already been cataloged.
   1. Right-click on the asset > Delete
   2. Click "Remove Asset". This removes it from the database but doesn't delete the file itself
      1. NOTE: You will loose all the metadata previously associated with the asset when you do this.
2. How to add an asset to the catalog without waiting for a scan to take place.
   1. Choose "Search Devices" from the menu.
   2. Search the device where the new file is stored.
   3. Right-click the file in question > Catalog Asset