

KeyFlow Pro 2

Quick User Guide

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KeyFlow Pro 2 Introduction

Must-have Media Manager

KeyFlow Pro 2. An affordable, easy and scalable media asset manager for you and your team. Edit, store, play, share, search, mark, tag, encode, upload and a whole lot more with KeyFlow Pro.

Today's users generate more video, audio, pictures, and project files than ever before. These files represent lifetimes of work and memories users can't afford to lose. Whether it's on a laptop, thumb drive, or even a large server array, KeyFlow Pro can keep the files that matter most online, searchable, and easily sharable.

Fully integrated with Final Cut Pro X

KeyFlow Pro operates seamlessly with Final Cut Pro X. Add Finder tags, annotations (markers, keywords, and favorites), assign roles, log notes, scenes, reels, takes and more to files in the KeyFlow Pro Library. KeyFlow Pro allows unique, on-the-fly FCP X project sharing by simply dragging between FCP X and KeyFlow Pro. You no longer need to export and import XML to share FCP X projects. FCP X collaboration has never been easier. The free FCP X Agent export plugin can return clip or timeline metadata edits back to KeyFlow Pro.

Key Features

- **All Media Types:** Supports a variety of video, audio, images, documents and extras. (i.e package, fonts and compressed files).
- **Manual or Auto Import:** Choose between Manual Import (Copy to library or Leave files in place) or Auto Import (Live Folders).
- **Preview Video:** Creates low-res H.264 preview files during import. Allows you to copy the preview files into one folder.
- **Advanced Search:** Supports various advanced search options such as Boolean Search, Annotation Search, Location Search, Metadata Search, and Path Name in Source Location.
- **Notification:** Allows the Notification Option for a Live Folder you to get macOS Notifications in real-time when new files are added.
- **Finder Tags Integration:** Finder tags can be sent to KeyFlow Pro when importing media, and can be added from KeyFlow Pro.
- **Annotations:** Screen and preview footage with markers and keywords in any video and audio clip for use in Final Cut Pro X.
- **Import Transcripts:** With "Import Annotations" feature, the transcripts (.srt, .fcpxml) are added to a clip as Notes in Annotations.
- **XML Support:** Easily send files with metadata to Final Cut Pro X or Final Cut Pro 7 from KeyFlow Pro or export XML for use in Premiere Pro CC.
- **Share Libraries:** Client users can search, preview, tag, upload media and edit metadata on the shared Library over the network.
- **Remote Upload:** Client users can upload media with "Copy to library" or "Leave files in place (or Store-to)".
- **Watch Folder:** Automatically import files to specific projects in your KeyFlow Pro Library using Watch Folders.
- **Drag & Drop:** Easily drag and drop media files from KeyFlow Pro to any application. Particularly, share FCPX projects or events on-the-fly using Drag-and-Drop between KeyFlow Pro and Final Cut Pro X.
- **Batch Relink:** When files are moved to the different volume or folder, batch relink will update the media location path.
- **User-Defined Workflow:** Create a variety of time saving actions like tag, encode and transfer with KeyFlow Pros workflow designer.
- **Custom Metadata Set:** Add user-defined metadata fields easily and configure custom metadata sets. Or use the default sets of EXIF, TIFF, IPTC, Final Cut Pro X and RED metadata.
- **Upgrade to Server (In-App Purchase):** With a purchase of "Server Expansion Pack", build a collaborative environment for your team. Clients can connect to the server over the network.
- **FCPX Agent for KeyFlow Pro (Optional):** Export a FCPXML file, or both FCPXML and a QuickTime movie from Final Cut Pro X to KeyFlow Pro with the free FCPX Agent plugin (provided separately).

About KeyFlow Pro Libraries

KeyFlow Pro organizes and manages your media assets within Libraries. Although KeyFlow Pro uses some terms used in Final Cut Pro X (such as Libraries and Projects), but the way they function are fundamentally different.

Key Terms of KeyFlow Pro

Libraries

Upon first opening of KeyFlow Pro, you need to create a new Library. Typically, each user has one Library, which can be stored anywhere (ex. local hard drive, DAS, SAN, or NAS). A Library can contain an unlimited number of Projects, Groups, and Media Assets. All Libraries amongst users can be shared simultaneously on a local network, but only one can be opened at a time. You can switch back and forth between different Libraries in your Library List with a single click.

Projects

A Project is a collection that holds Groups and Media Assets within the Library. The Media Assets can be easily moved around between the Projects as needed.

Groups

A Group is a subfolder that can hold Media Assets within the Project. The Group can be moved into another Group within the same Project.

Live Folders

A Live Folder is similar to a Watch Folder, as both can import Media Assets automatically on the Finder. However, while files in Watch Folders are moved into Projects, files in Live Folders are remained on the Finder and updated automatically as any changes occur at the Finder level.

Media Assets

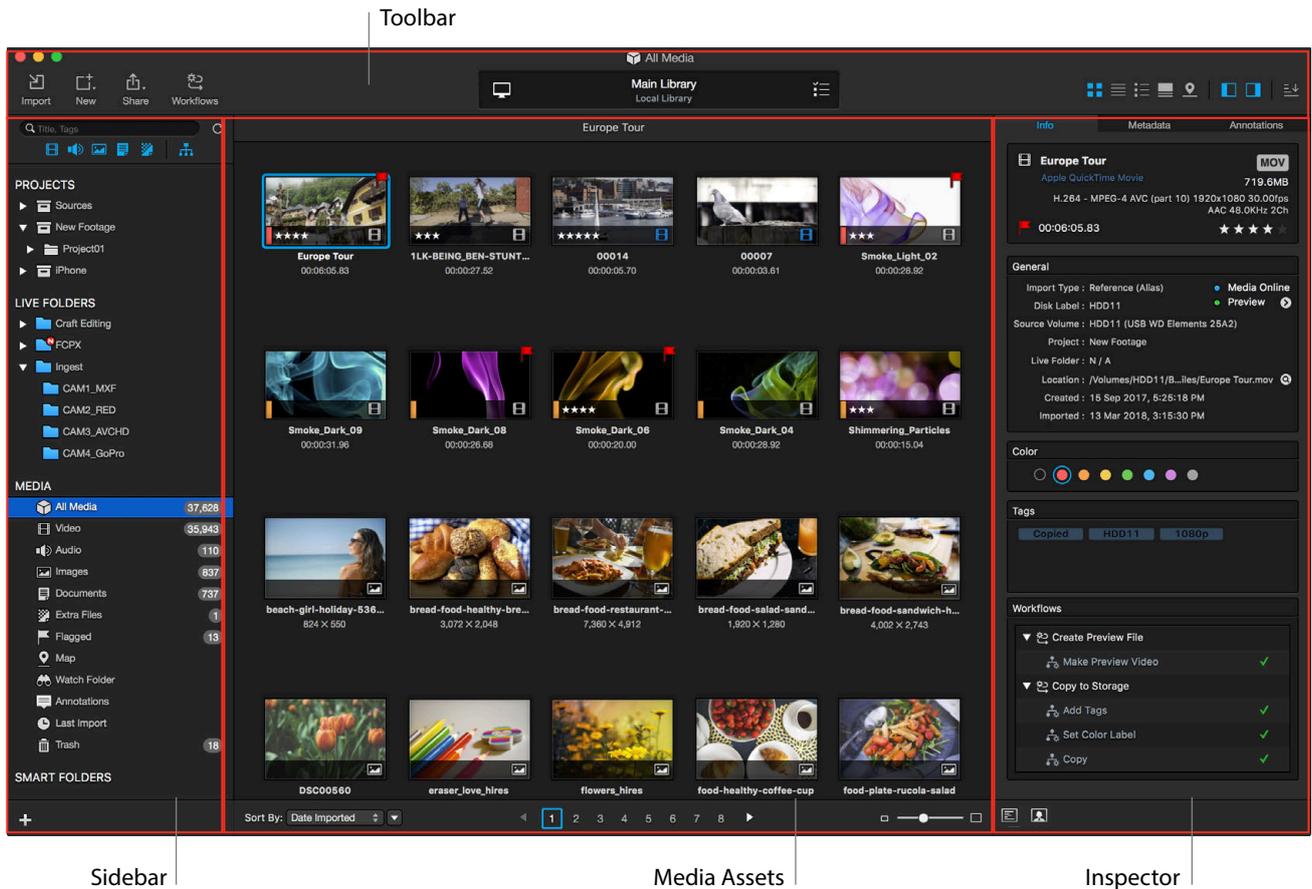
A Media Asset is the most fundamental element in the Library and is managed by KeyFlow Pro. KeyFlow Pro creates a Media Asset for every imported or uploaded media file, which can contain a copied media from source file or alias linked to source file, a thumbnail, a preview file (for video), and a metadata. You can use "Import" option to store Media Assets inside or outside of the Library.

There are two types of Media Assets:

- **Copy:** Copied Media Asset imported into the Library by using "Copy to library" option. It will be managed inside the Library, so will always remain online.
- **Reference (Alias):** Media Asset linked to file in its current existing location or in another location by using "Leave files in place" or "Store to" option. The source files of the Reference Media Assets will be managed from outside of the Library.

KeyFlow Pro User Interface

KeyFlow Pro has four primary sections shown below.



- **Toolbar:** Common tasks are on the left. The center displays current Library information, and a drop down list of all available connected or imported libraries. On the right, choose one of five view modes (thumbnail, list, hybrid, preview and map). Farther right are on/off toggles for the left Sidebar and right inspector. On the far right is the download list for quick access to any media downloaded from the KeyFlow Pro Library.
- **Sidebar:** Contains the primary Search box, Projects and Groups, *Live Folders, Media types, User generated *Smart Folders and list of connected Cameras and/or media cards.
- **Media Assets:** Presents all media assets in the primary center window. Displayed media is based on current selected project, group, media category or search results.
- **Inspector:** Contains Info (incl. Color, Tags, Workflows), Metadata, *Annotations of the selected file, Background jobs, and Active Sessions window.

* **Live Folders:** The ability to automatically detect, import and update any changes in the folder.

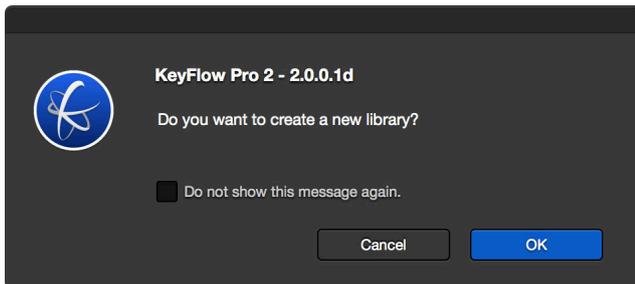
* **Smart Folders:** The ability to search desired media asset and categorize automatically by combining several search condition.

* **Annotations:** The ability to add markers, keywords and favorites based on the timecode on a single video or audio clip.

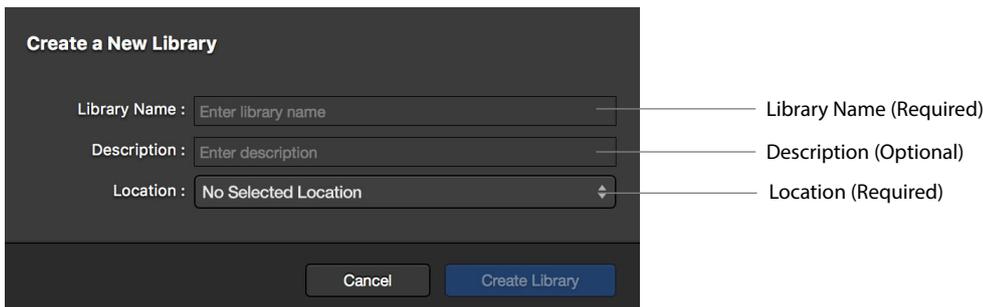
Getting Started

Creating a New Library

When opening KeyFlow Pro for the first time, the following dialogue box will appear.



After clicking OK, the following dialogue box will appear.



After selecting Create Library, a Library package file will be created (see below) in the selected location.



There are many ways to create Libraries, Projects and Groups.

To create a new KeyFlow Pro Library, do one of the following:

- Choose **File > New > Library** (or press Shift-Command-N).
- Click the **New** button on the Toolbar, then choose **Library**.
- Press the **large + icon** on the center of the screen in the Media Assets section.

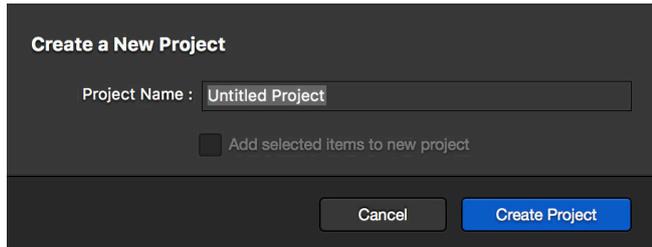
Creating a New Project

Projects organize media in KeyFlow Pro without affecting the file's Finder location.

To create a new project, do one of the following:

- Choose **File > New > Project** (or press Command-N).
- Click the **New** button on the Toolbar, then choose **Project**.
- Press + **icon** on the bottom left corner of the Sidebar, then choose **New Project**.
- Press the **large + icon** on the center of the screen in the Media Assets section.

In the "Create a New Project" pop up box, enter the name of the project and click "Create Project".



- **Add selected items to new project:** When checked, any media selected within an existing project or group will be moved into the newly created project.

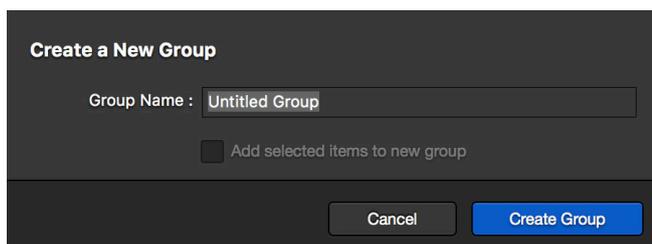
Creating a New Group

Groups organize media on an even deeper level. You can move files between projects and groups without affecting the file's Finder location.

To create a new group, do one of the following:

- Choose **File > New > Group** (or press Shift-Command-G).
- Click the **New** button on the Toolbar, then choose **Group**.
- Right-click a project (or group) and choose **New Group** from the pop-up menu.
- Press + **icon** on the bottom left corner of the Sidebar, then choose **New Group**.

Once the "Create a New Group" dialogue box appears, enter the name of the group and click "Create Group".



- **Add selected items to new group:** When checked, any media selected within an existing project or group will be moved into the newly created project.

Note: One Library can contain multiple Projects and Groups.

Importing Media

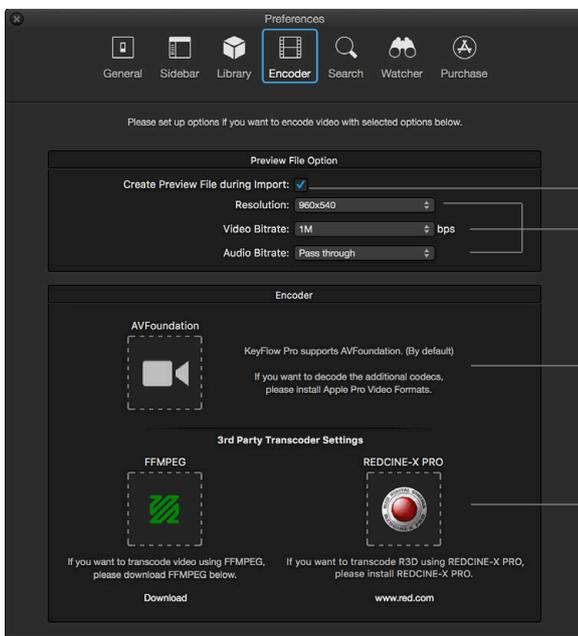
Once a Library and Project have been created, media can now be imported.

KeyFlow Pro supports all types of media: video, audio, images, documents and extra files (i.e package, fonts and compressed files).

For video files, if you set the preview file option in the Preferences before importing media, a low-resolution preview file will be created in the background through a built-in H.264 (MP4) transcoder during import. If necessary, the preview files can be copied into one folder.

To create a preview file:

- Choose KeyFlow Pro > Preferences (or press Command-),).
- Click Encoder pane.



“Create Preview File during Import” option is checked.

Resolution and Video/Audio Bitrate settings for Preview file.

Note: With Audio Pass Through option, Preview files can keep all the audio tracks in source video. (for MOV & MXF)

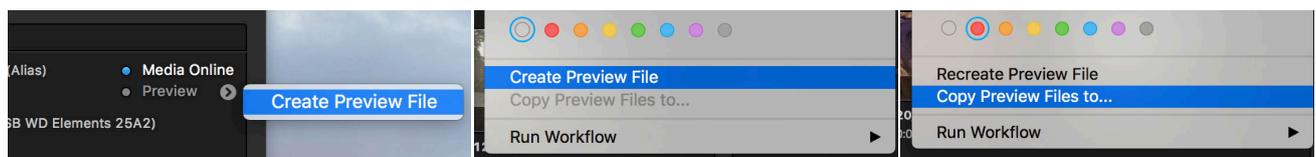
AVFoundation encoder (By default)

3rd Party Transcoder Settings (optional, if required)
- Ffmpeg encoder for MXF, AVCHD and XAVC
- REDCINE-X PRO encoder for R3D

KeyFlow Pro encodes video using AVFoundation encoder by default.

If you want to use any formats not supported by AVFoundation (such as MXF, AVCHD, XAVC, and R3D), you should install an additional 3rd party transcoder (FFmpeg and REDCINE-X PRO). After downloading each from the download links below, place each file into the Drop zones, and that's it.

Note: If you don't check the "Create Preview File during import" option, you can create one later as long as the media is online. And, KeyFlow Pro now allows you to copy and gather preview files into one folder. It also immediately removes the .mp4 extension automatically. This can greatly reduce the time required to upload proxy files over the network to a cloud service for proxy editing.



In addition, KeyFlow Pro supports not only “Recreate Preview File” feature with a new resolution and bitrate, but also “Restart Preview Generation” feature for failed jobs during import (batch processing supported).

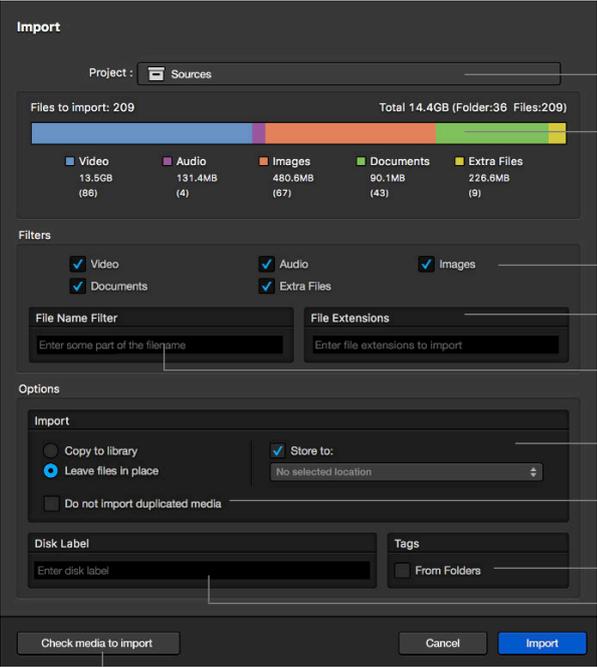
Importing from Hard Disk

You can import media from either an internal disk or an external hard disk.

To import media from a hard disk, do one of the following:

- Choose **File > Import Files to "Library Name"** (or press Command-I).
- Click the **Import button** on the left of the Toolbar.
- Press + **icon** on the bottom left corner of the Sidebar, then choose **Import Files to "Library Name"**.
- In Finder, **drag and drop** media into KeyFlow Pro directly. (Either folder or individual file is supported.)

Import media window will appear as shown below.



The screenshot shows the 'Import' dialog box in KeyFlow Pro. It features a 'Project' dropdown set to 'Sources', a progress bar for 'Files to import: 209' (Total 14.4GB), and a breakdown of file types: Video (13.5GB, 86 files), Audio (131.4MB, 4 files), Images (480.6MB, 67 files), Documents (90.1MB, 43 files), and Extra Files (236.6MB, 9 files). The 'Filters' section has checkboxes for Video, Audio, Images, Documents, and Extra Files, all of which are checked. Below this are 'File Name Filter' and 'File Extensions' input fields. The 'Options' section includes radio buttons for 'Copy to library' and 'Leave files in place' (selected), a 'Store to:' dropdown menu, a 'Do not import duplicated media' checkbox, a 'Disk Label' input field, and a 'Tags' section with a 'From Folders' checkbox. At the bottom are 'Check media to import', 'Cancel', and 'Import' buttons.

Choose New project or existing project.

Automatically calculate type and size of selected media. According to filters chosen below, it updates change immediately.

Filter by file type.

Filter by file extension. (for example, MOV, JPG, PDF)

Filter by text in File name.

Choose either *Copy to library or *Leave files in place (*Store to). (Default setting can be changed in Preferences.)

If checked, it does not import duplicate media in the Library.

If checked, it automatically brings folder name to tags.

If needed, enter disk label. (Automatically brings the Hard Disk's name)

Before importing media, you can preview the media, enter tags beforehand, and delete unnecessary media from the import list. (**Note:** In this case, import list of Check media to import will be applied first, and then filters setting will be considered in result.)

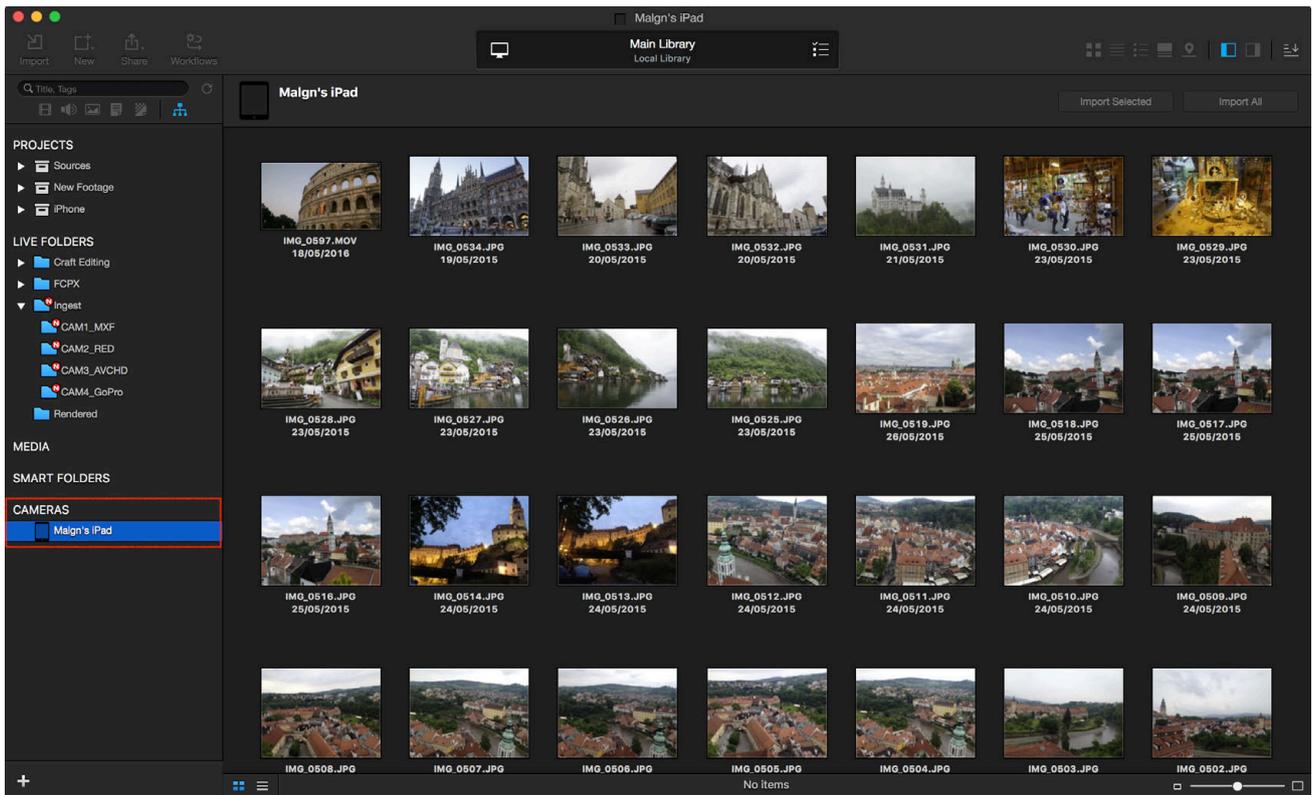
Click "Import" on the bottom-right to import media into the selected project.

Note: Finder tags are visible by KeyFlow Pro on import, and Tags entered within KeyFlow Pro are detectable in Finder.

-
- * **Copy to library:** Stores the media inside the Library. In this case, KeyFlow Pro keeps all your media assets within the packaged Library file.
 - * **Leave files in place:** Creates reference files that simply point to the source media without copying them. Enables the use of external devices for media storage.
 - * **Store to:** Gives you the power to organize your media externally on import. Select a Finder location for KeyFlow Pro to copy the imported media to.

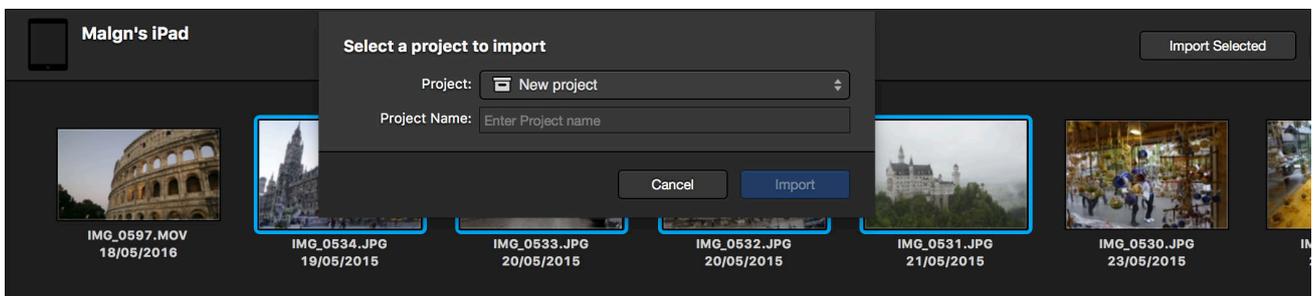
Importing from Cameras

If you connect a camera, KeyFlow Pro will automatically mount it to the bottom-left of the Sidebar.



You can either import all or only selected media. (Only "Copy to library" option is supported to import from cameras.)

After selecting the media to import, a pop-up window will appear.



Choose either a new or an existing project, and then click "Import".

Note: Generally, all cameras (including iOS devices) that are supported by Mac OS X (or macOS) can be detected. If using a tapeless camcorder or camera, mount it on Finder first, and then bring in the media as if you're importing from an external hard disk.

Adding Live Folders

Live Folders automatically detect, import, and update the changes made in the Finder.

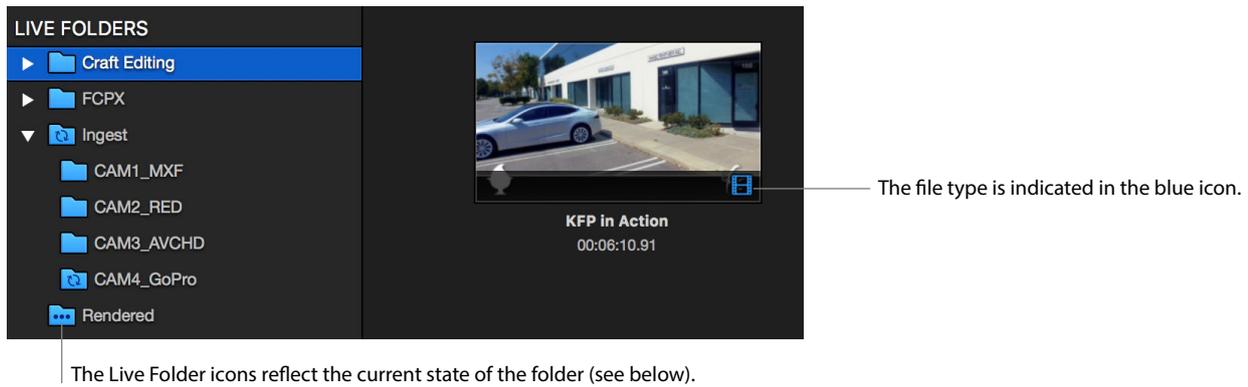
You can set the frequently updated folders on the Finder as Live Folder.

To add the Live Folders from the Finder, do one of the following:

- Choose **File > New > Live Folder** (or press Shift-Command-L).
- Click the **New** button on the Toolbar, then choose **Live Folder**.
- Right-click an existing Live Folder and choose **New Live Folder** from the pop-up menu.
- Press **+** icon on the bottom left corner of the Sidebar, then choose **New Live Folder**.

Then select the folder you want to import as a Live Folder.

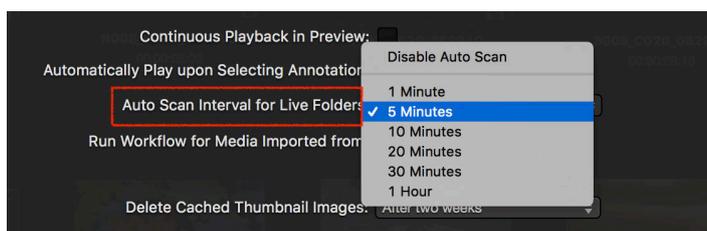
All media in Live Folders and changes in the Finder level are imported and updated automatically. Because your current folder structure remains unchanged, you can manage Live Folder media files at the Finder level.



The icons displayed in the Live Folders are:

| Icon | Description |
|---|---|
|  | Successfully scanned |
|  | Currently scanning |
|  | Waiting to be scanned |
|  | Offline (Occurs when the top level folder name has been changed or when the disk with the Live Folder has been disconnected. The Live Folder will be Online when the top level folder name has been returned to its source or the disk has been reconnected.) |
|  | An error occurred |
|  | Notification Option turned on (macOS notification will alert you in real-time when and what is added into the Live Folder.) |

KeyFlow Pro additionally supports both an interval-based Auto Scan and a Manual Scan (“Disable Auto Scan”) in Preferences. (See more details about these options on [page 44.](#))



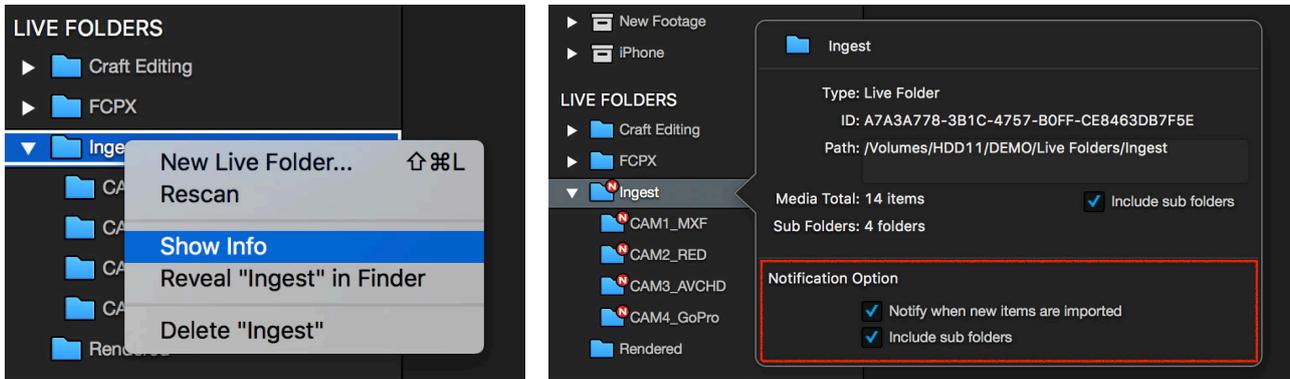
Note: The library should be stored into the Server’s local hard disk for the optimal scanning performance of the Live Folders.

Setting Notification

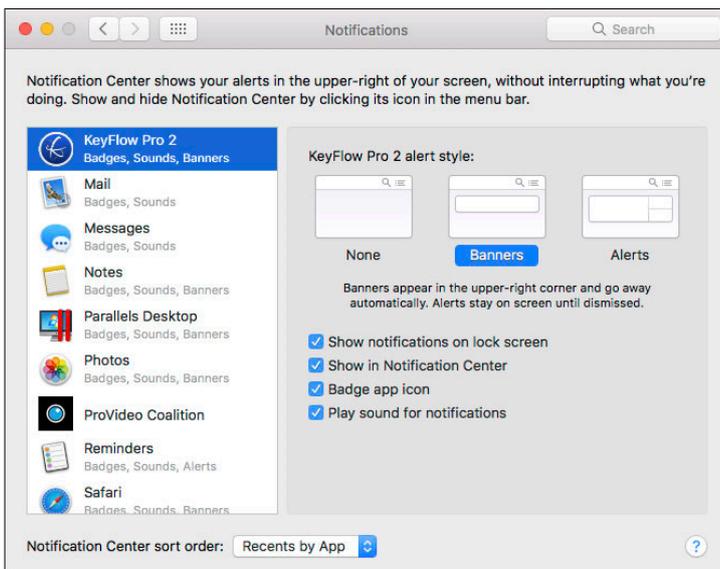
With macOS Notifications integration, now your collaborative workflow can be faster and smarter than ever. Once you set the Notification Option in each desired Live Folder, the macOS notifications will alert you in real-time when and what is added into the Live Folder, even while you're working on other apps. This means you no longer need to manually notify your collaborators each and every time a new file is added.

To set the Notification Option, do the following:

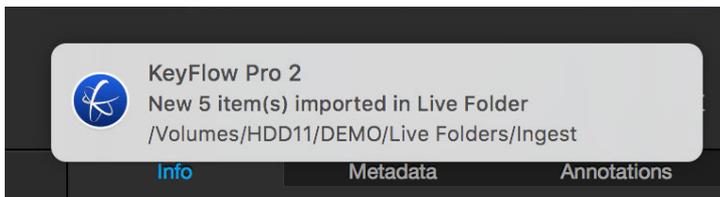
- Choose the desired Live Folder, right-click and select **Show Info**.
- Select and check the options in the **Notification Option** you want.



Note: In order to use this feature, make sure that KeyFlow Pro alert style in the Notification Center in System Preferences. You now can also take advantage of the various options within the Notification center.

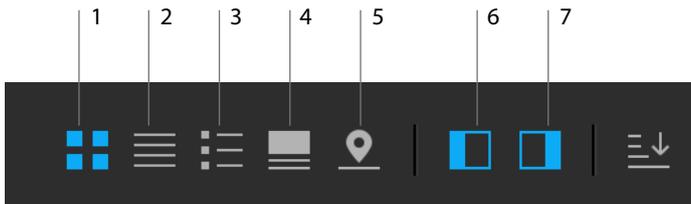


When new files are added to the Live Folder where you set the notification option, the macOS notification will alert you in real-time.



Previewing Media Assets

KeyFlow Pro provides five view modes for the Media Assets section, and for convenience, toggle switches for the Sidebar and Inspector are available.



1. Thumbnail view (Command-1): View media as thumbnail images. You can adjust size of the images by moving slide bar at the bottom-right of the Media Assets section.

2. List View (Command-2): View media as a list. This allows for easy sorting by media info.

3. Hybrid View (Command-3): A combination of the Thumbnail view and List view.

4. Preview View (Command-4): For images, the preview window shows the source file. For video, preview window will play either a preview file, or the source. Annotations are available in the Preview view mode.

5. Map View (Command-5): Integrated with Apple Maps Service, media with GPS location info can be indicated on the map. In the Map category on the left Sidebar, you can find media taken from specific locations through searching by city or street address.

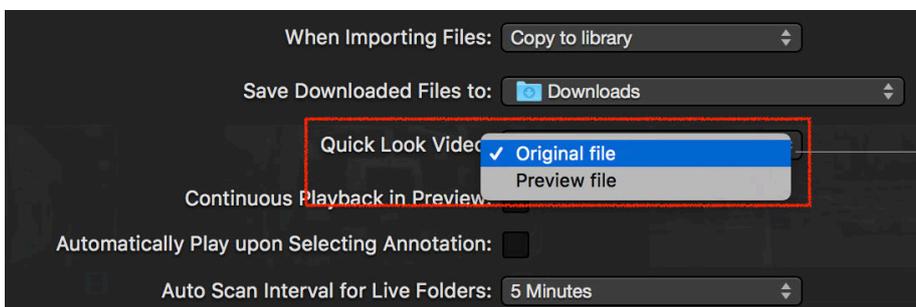
You can widen your Media Assets section by using the show/hide toggle buttons for the Sidebar and Inspector.

6. Hide or Show Sidebar (Command-)]: Hide or show Sidebar on the left side of the Media Assets section.

7. Hide or Show Inspector (Command-)]: Hide or show Inspector on the right side of the Media Assets section.

Note: KeyFlow Pro supports *Quick Look for fast and easy previews.

By default, you can use Quick Look to view source files in Thumbnail view by using the Space bar. For video files, press "Space bar" to view source media, and press "Option-Space bar" to view the preview file (if created during import).



You can set the Quick Look Video default option. If you set to the Preview file, you can see the preview file instead of original file by using Space bar.

* **Quick Look:** Supported in Mac OS X (or macOS) Space bar enables you to quickly preview files on Finder.

Preview Video

Double clicking a video clip in any view mode will switch it to Preview mode. Then, the video clip will be automatically started.

You can playback video through the built-in video player and add annotations(markers, keywords and favorites) as needed.



When in Preview mode:

1. **Play/Pause:** You can play or pause a video clip by clicking the Play / Pause icon or by pressing "Space bar".

Note: KeyFlow Pro supports a variety of playback features and a Timecode Viewer has been provided for user convenience.

2. **Current Timecode:** Displays the timecode of the frame at the current position of the playhead.

Choose one of the three viewing options: Standard, Timecode or Frame number.

3. **Timecode Viewer:** Choose View > Show Timecode Viewer (or press Control-T).

4. **Playback Speed:** Supports the J-K-L playback with speeds up to 16x normal speed (1x, 2x, 4x, 8x, 16x).

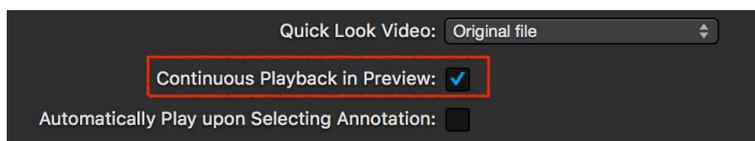
Note: You can view a video frame by frame by using the left and right arrow keys. You can also hold down Shift-Left or Right Arrow keys to move forward or backward 10 frames at a time.

5. **Duration:** Displays the length of the video clip.

6. **Adjusting Volume:** Click and drag from side to side to adjust the volume, and click once to mute.

7. **Solo / Mute:** Isolate audio tracks for the video with multi-track audio (Only when preview file is encoded with audio "Pass Through").

8. **Continuous Playback:** Toggle (On/Off) Continuous Playback. You can set Continuous Playback as the default in Preferences as below.

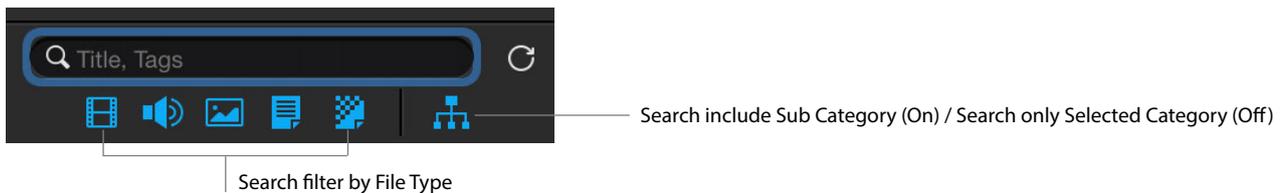


9. **Set Poster Frame:** Position the playhead at the frame where you want to change the poster frame, then click the icon.

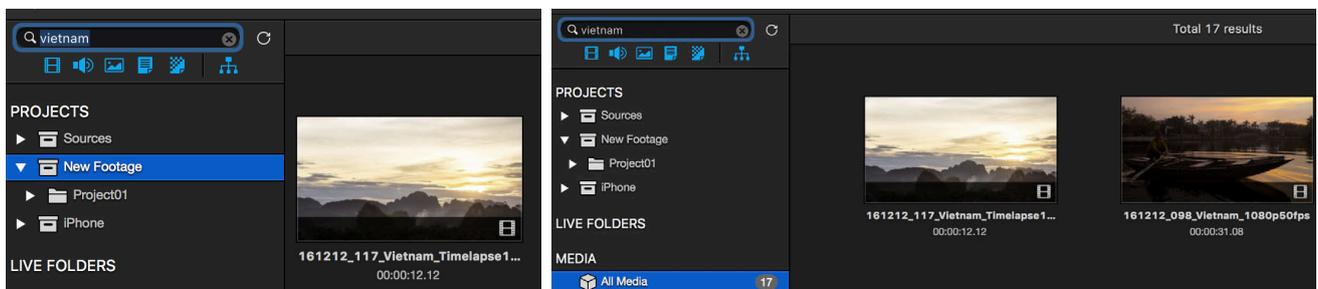
10. **Export Still Image:** Position the playhead at the frame where you want to export to Still Image, then click the icon. (JPG, PNG, or TIFF)

Searching for Media Assets

The Search Box supports inquiries by Title, Tags, and Extension.



Search within the desired range by selecting a particular Project/Group or by selecting All Media.



Note: KeyFlow Pro supports various advanced search options such as Boolean Search, Annotation Search, Location Search, Metadata Search, and Path Name in Source Location.

KeyFlow Pro supports Boolean (AND, OR) and phrase searches using quotation marks (" ").

- **AND search:** Search for media which includes both A and B. Do one of the following:

A B
A and B
A AND B

- **OR search:** Search for media which includes either A or B. Do one of the following:

A | B
A or B
A OR B

- **Phrase(" ") search:** Search for media which perfectly corresponds to words (phrases) between quotation marks (" ").

"A is B"

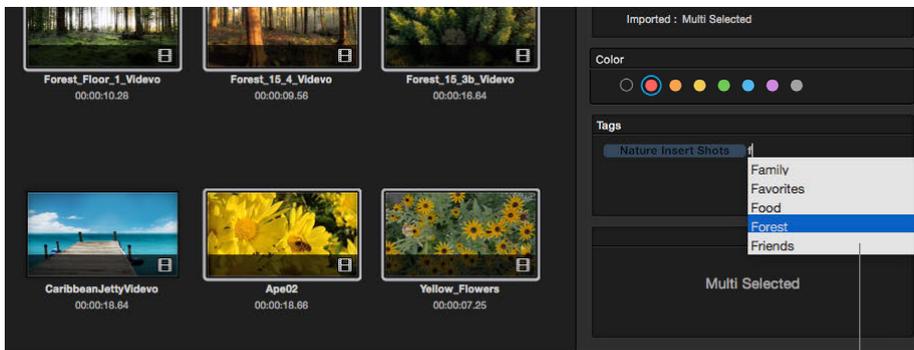
Note: KeyFlow Pro cannot perform both AND and OR searches at the same time. For phrase searches, you must use a pair of quotation marks (" "). NOT search isn't currently supported.

Organizing Media Assets

You can change the general info (filename, tags, color) of the media asset and the Project/Group. Changing filenames in the Info tab does not change the source filename. Also, you can delete(Move to Trash) particular media assets or the entire project/group. Any files deleted from KeyFlow Pro will not affect the external location of the media.

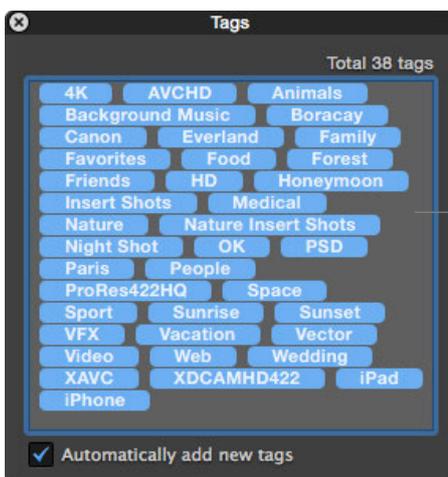
Entering Tags

You can enter in multiple tags to one or more media assets at a time.



Auto-complete enables easy and quick tagging.

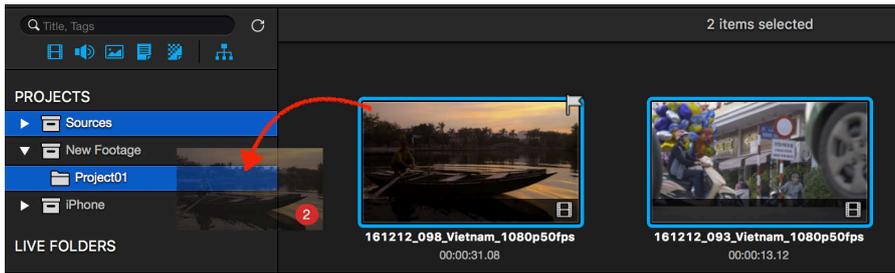
Note: Choose Mark > Show Tags Editor (or press Control-G) to manage the tags you entered in the current Library.



You can enter tags beforehand and if "Automatically add new tags" is on, tags entered from Tags section on the Info tab will be automatically added to the Tags Editor.
(Note: in this case, the tags are saved in local database and therefore cannot be shared with a user on the network.)

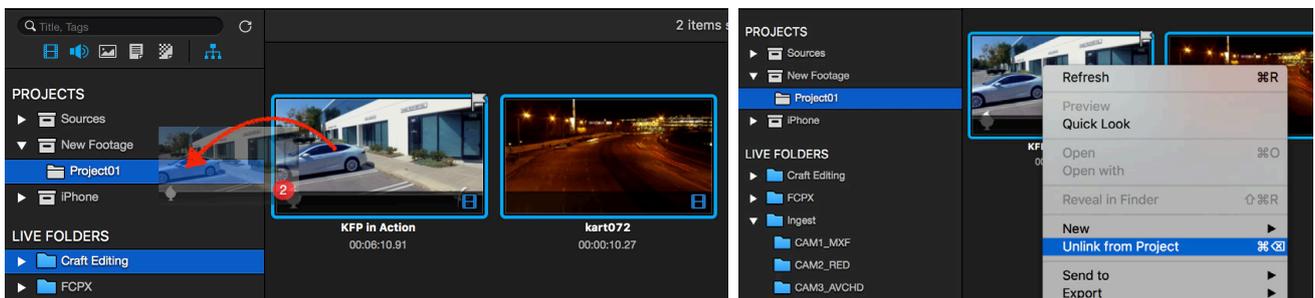
Moving Media Assets

You can easily drag and drop media assets from one Project (or Group) to another.



Note: The media assets in a Project (or Group) cannot be moved to a Live Folder.

However, media assets in Live Folders can be dragged-and-dropped into a Project (or Group), and will exist in both locations. If the Live Folder is deleted from the list, they will remain in the Project (or Group) as reference files. If you'd rather have the media assets only in the Live Folder, right click and choose "Unlink from Project."

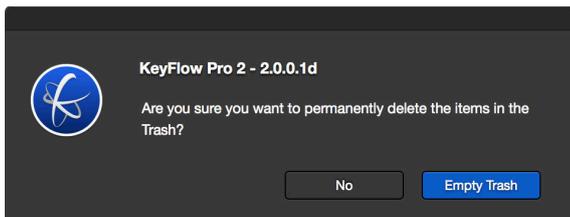


Deleting Media Assets

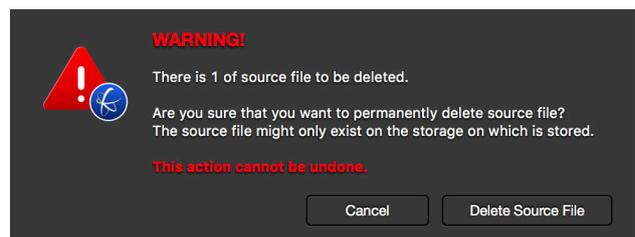
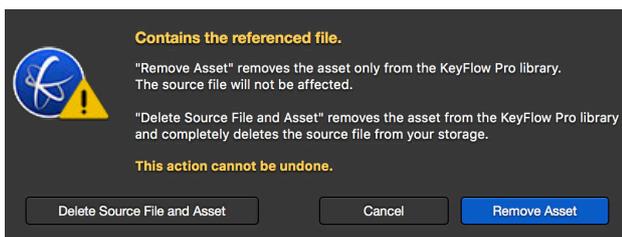
To delete the media assets, do one of the following:

- After selecting media assets to delete, choose **Media > Move to Trash** (or press Command-Delete).
- After selecting media assets to delete, **right-click** and choose **Move to Trash**.
- **Drag and drop** media assets to **Trash** on the Sidebar.

Deleted media assets are safely moved to the Trash and by Empty Trash, database related to media assets will permanently be deleted.



Note: Be careful! Any copied source file imported into KeyFlow Pro Library using "Copy to library" will be deleted by Empty Trash along with its relevant metadata. For media imported using "Leave files in place", you will have the option to delete only the assets (its relevant metadata) or both the source file and metadata. If you select "Remove Asset" option, only the relevant metadata is deleted and the source file remains intact. However, if you select "Delete Source File and Asset", you must be very careful because both the source file and related metadata will be permanently deleted. This action cannot be undone.

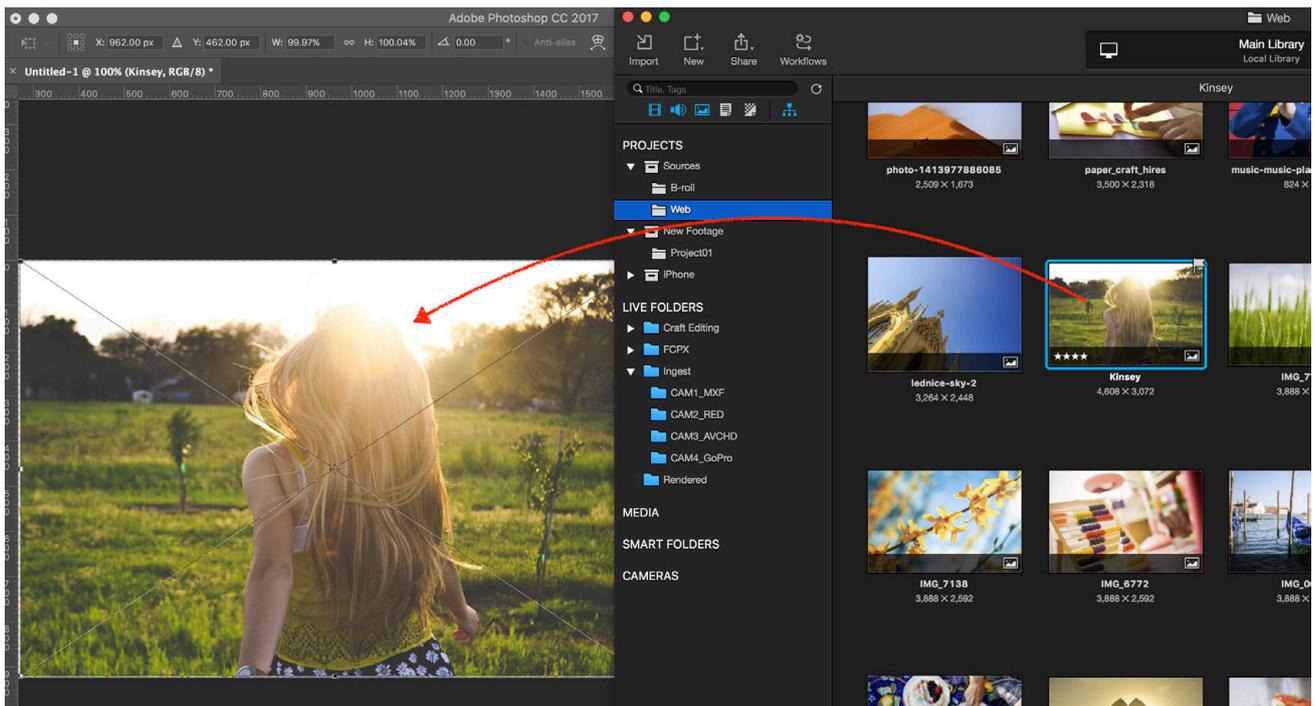


If needed, you can select specific media assets to restore before emptying the Trash, only if the project/group in which the restored media assets are located exists. And, the media assets in Live Folders can only be deleted from the Finder.

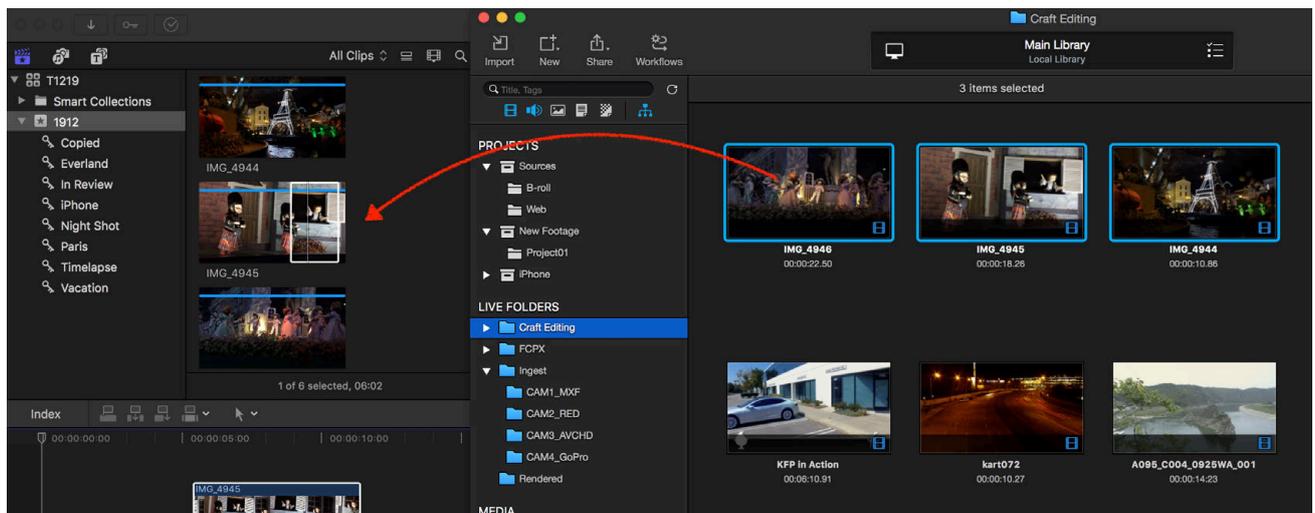
Dragging and Dropping to Other Applications

Media assets can easily be sent to any application by simply dragging and dropping.

- Photoshop



- Final Cut Pro X



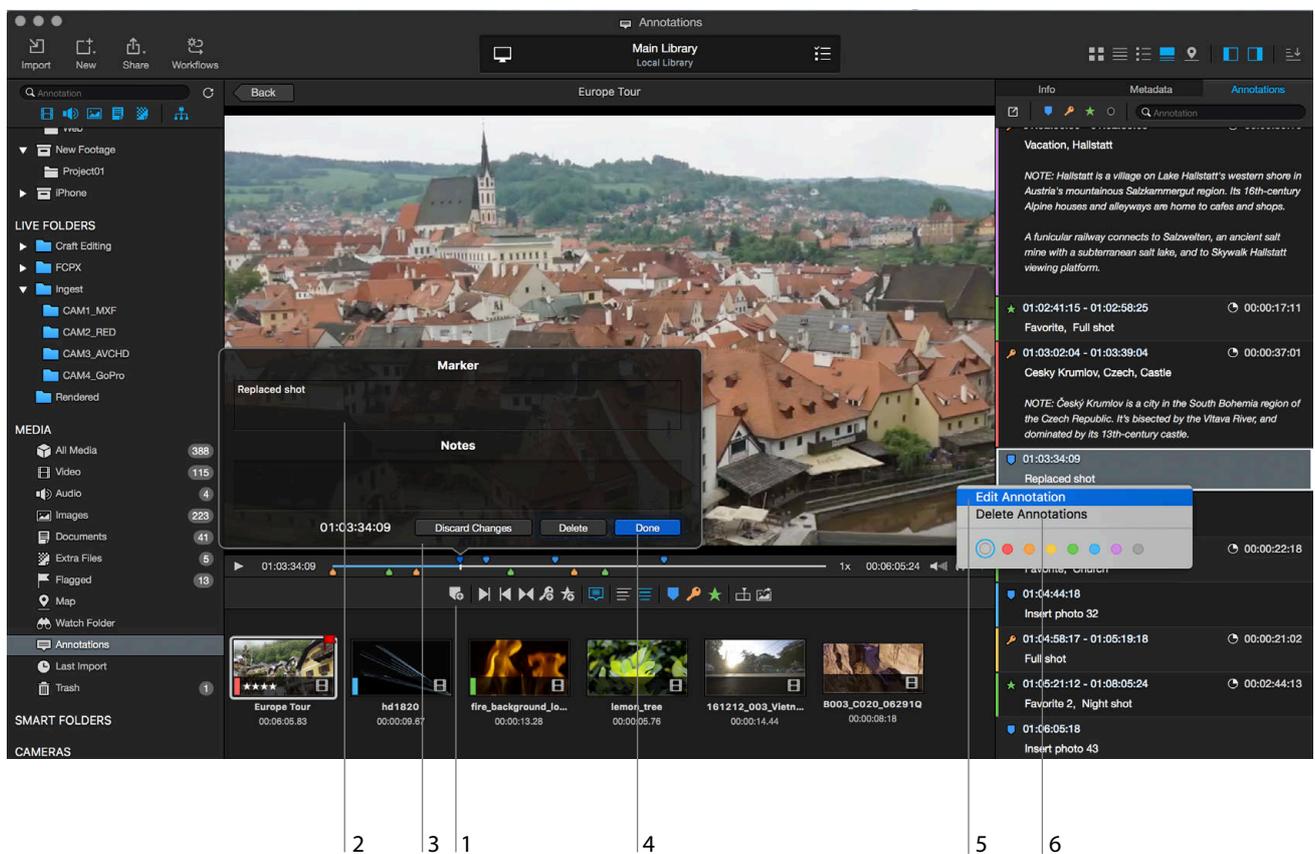
Note: Only possible if media is online.

Annotations

The Annotations feature enables you to add markers, keywords and favorites based on timecode to a single video or audio clip.

To begin, click the Annotations tab in the Preview view mode. The marker can be added to a specific frame, the keyword and favorite can be added within a selected range between an "In" and "Out" point. Annotations are compatible with other applications such as Final Cut Pro X, Final Cut Pro 7, Premiere Pro CC and Numbers by exporting in XML or CSV format.

Markers



How to add a Marker:

- 1. Add Marker:** Position the playhead where you want to place the marker, then add a marker by clicking the marker icon or by pressing M.
- 2. Marker Window:** Enter the marker. Multilingual and multiline text are supported. Press "Option-Return" to separate paragraphs.
- 3. Marker Timecode:** Indicates the timecode location of the current marker.
- 4. Save Marker:** After entering the marker, click "Done" or press the Return key.

How to edit a Marker:

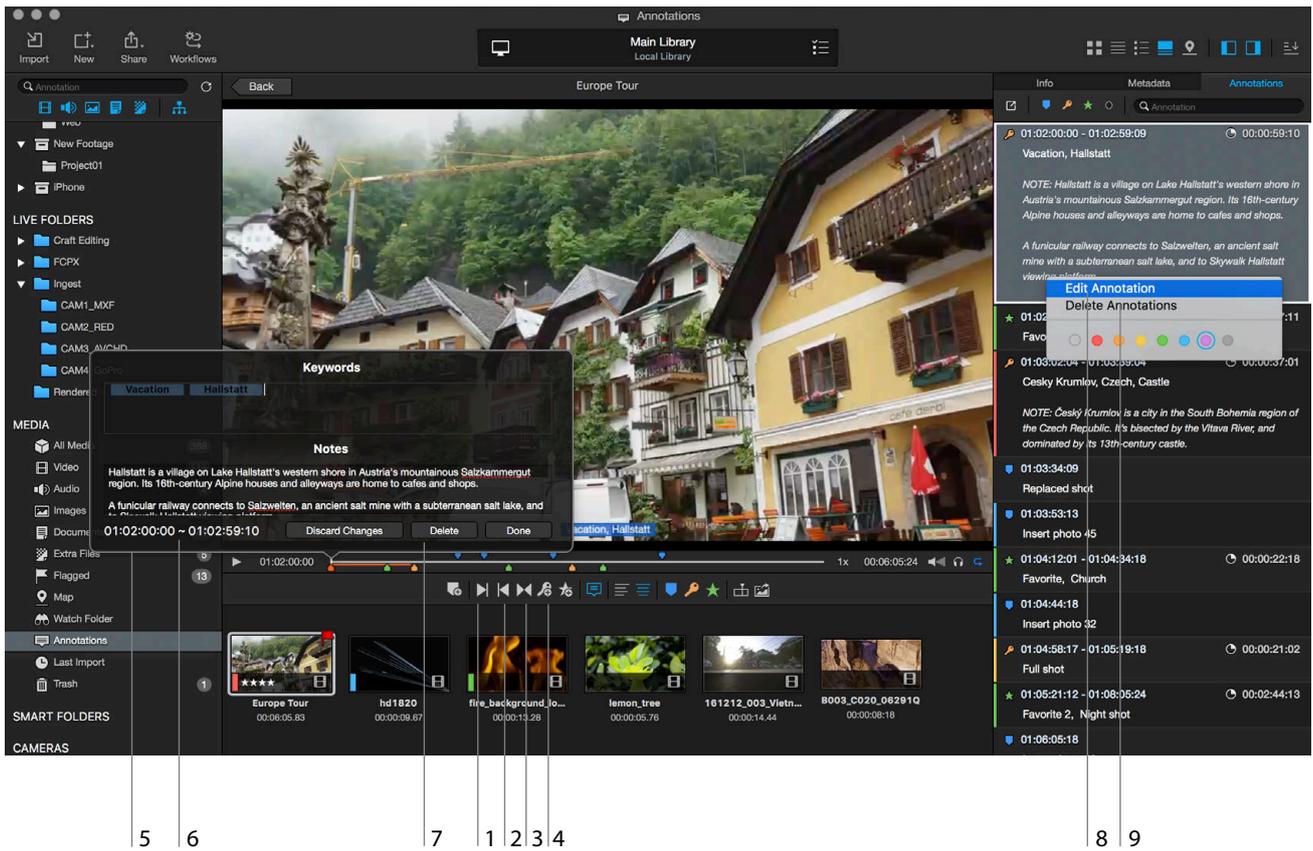
- 5. Edit Marker:** Double click the marker in the Annotations tab or right-click and select "Edit Annotation."

After editing a marker, click "Done" or press the Return key to save any changes.

How to delete a Marker:

- 6. Delete Marker:** After selecting marker in the Annotations tab, right-click and select "Delete Annotation" or press the Delete key.

Keywords



How to add a Keyword:

1. **Set Range In:** Position the playhead where you want the keyword selection to start, click "Set Range In" or press I.
2. **Set Range Out:** Position the playhead where you want the keyword selection to end, click "Set Range Out" or press O.
3. **Set Clip Range:** Sets the range selection to the entire clip. Click "Set Clip Range" or press X. (press Option-X to Clear Selected Range)
4. **Add Keyword:** After selecting the keyword range, click "Add Keyword" or press KK.
5. **Keywords Window:** Enter the Keywords. (in tags, not in sentences.)
6. **Keyword Timecode:** Indicates the timecode duration of the keyword range.
7. **Save Keywords:** After entering the keywords, click "Done" or press the Return key.

How to edit a Keyword:

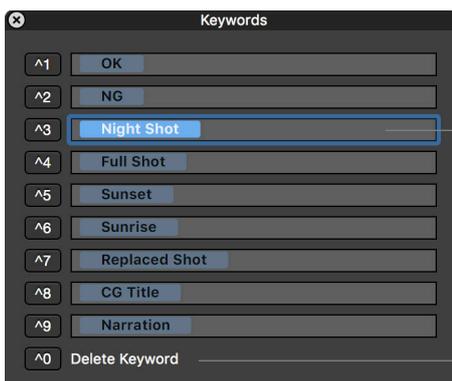
8. **Edit Keyword:** Double click the Keyword in the Annotations tab, or right-click and select "Edit Annotation."

After editing a keyword, click "Done" or press the Return key to save any changes.

How to delete a Keyword:

9. **Delete Keyword:** After selecting keyword in the Annotations tab, right-click and select "Delete Annotations" or press the Delete key.

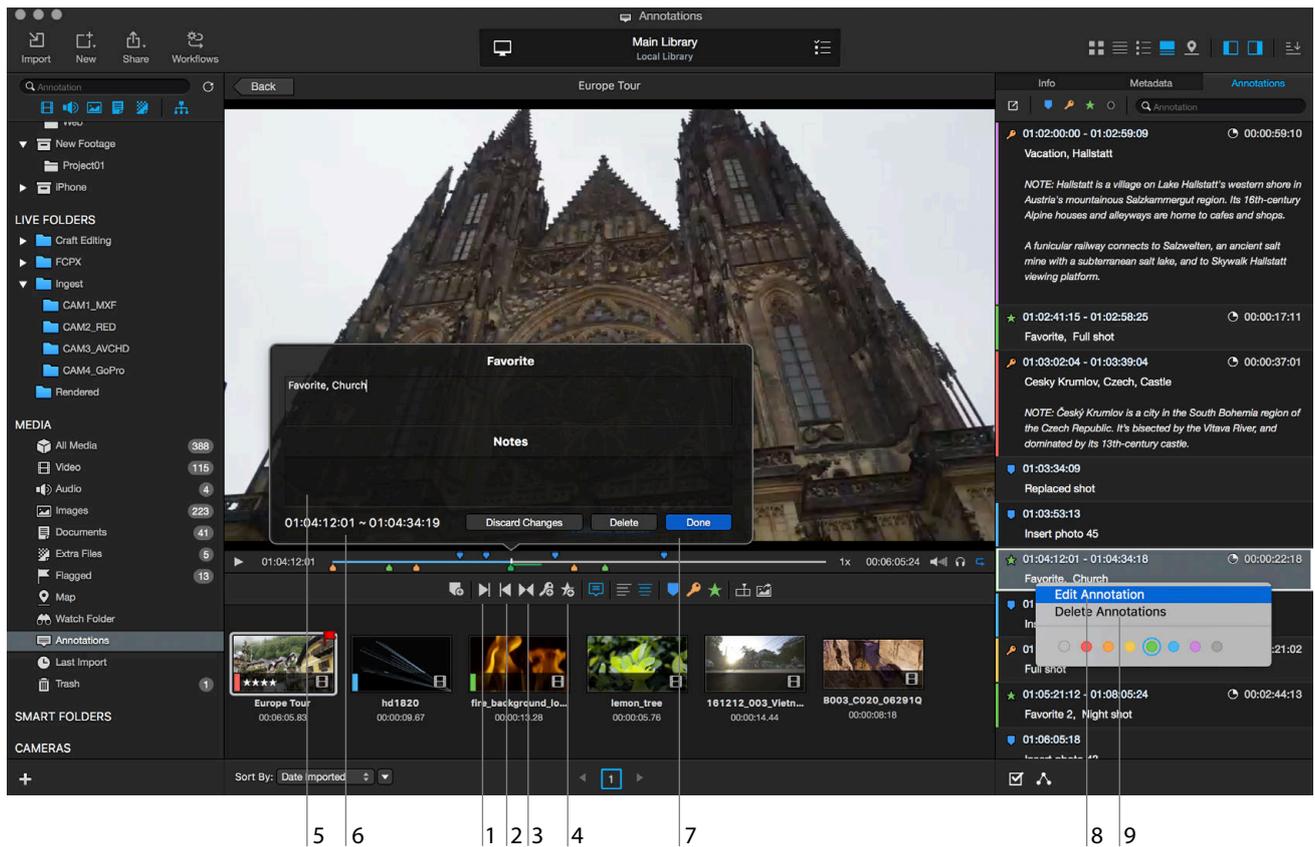
Note: Choose Mark > Show Keyword Editor or press Control+K to set Keyword Shortcut Keys to add Keywords quickly.



You can set up to 9 shortcut keys, Control-1~9. Keyword shortcut keys are for frequently used keywords to quickly enter them in with simple shortcuts. Similar to Final Cut Pro X's Keyword Editor.

To delete the Keyword, press Control+0.

Favorites



How to add a Favorite:

1. **Set Range In:** Position the playhead where you want the favorite selection to start, click "Set Range In" or press I.
2. **Set Range Out:** Position the playhead where you want the favorite selection to end, click "Set Range Out" or press O.
3. **Set Clip Range:** Set the range selection to the entire clip. Click "Set Clip Range" or press X. (press Option-X to Clear Selected Range)
4. **Add Favorite:** After selecting the favorite range, click "Add Favorite" or press F.
5. **Favorite Window:** Enter the name of the Favorite.
6. **Favorite Timecode:** Indicates the timecode duration of the Favorite range.
7. **Save Favorite:** After entering the Favorite, click "Done" or press the Return key.

How to edit a Favorite:

8. **Edit Favorite:** Double click the Favorite in the Annotations tab or right-click and select "Edit Annotation", or press FF.

After editing, press the Return key or click "Done" to save any changes.

How to delete a Favorite:

9. **Delete Favorites:** After selecting Favorite in the Annotations tab, right-click and select "Delete Annotations" or press the Delete key.

Note: You can selectively mark sections within a clip as Favorite (★) and send them to Final Cut Pro X directly using drag-and-drop. You can then use the sort options to show only specified portions of a long clip.

Tips for Annotations

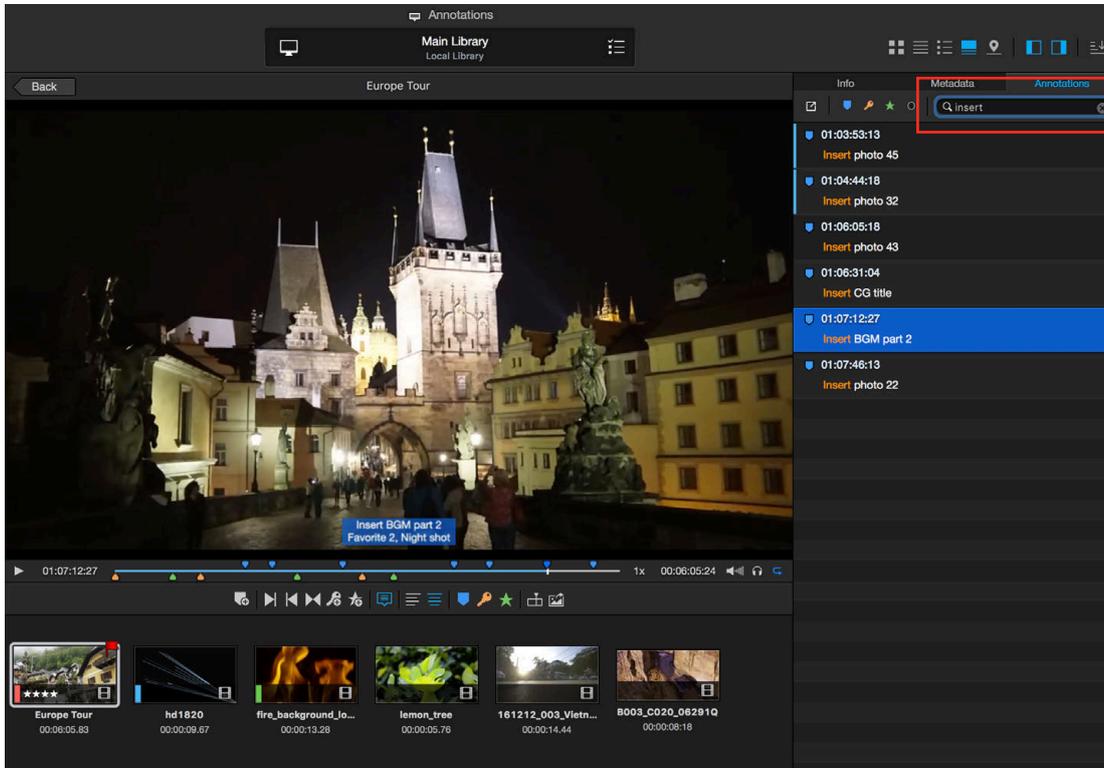
- **Copy and Paste Annotations:** In the Annotations tab, select the annotations (markers, keywords, and favorites) you want to copy and paste them into another asset. The copied annotations can be pasted into one asset at a time, and the timecode range of all of the selected clips must match.
- **Annotate Audio with Waveform:** KeyFlow Pro generates a waveform (AIFF and WAV), and allows the annotating of audio files.

Searching for Annotations

Annotations are searchable via the following methods:

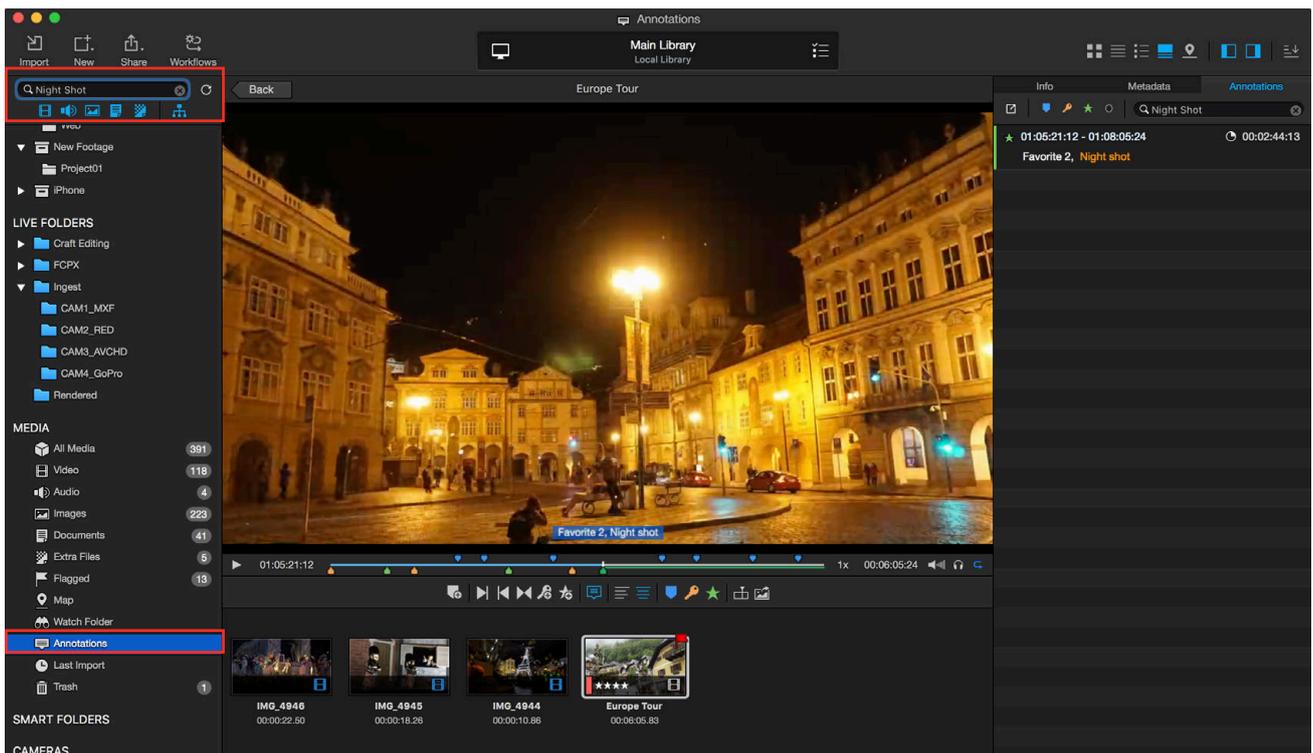
- Searching for specific Annotation within a single video clip

Within the search box in the Annotations tab, specific Annotation(marker or keyword) will be searched within the single clip.



- Searching for video clips using a specific Annotation

By selecting "Annotations" in the MEDIA section on the Sidebar, all videos that contain the Annotation will be searched. Use the main search box to then search Annotations across the whole Library.

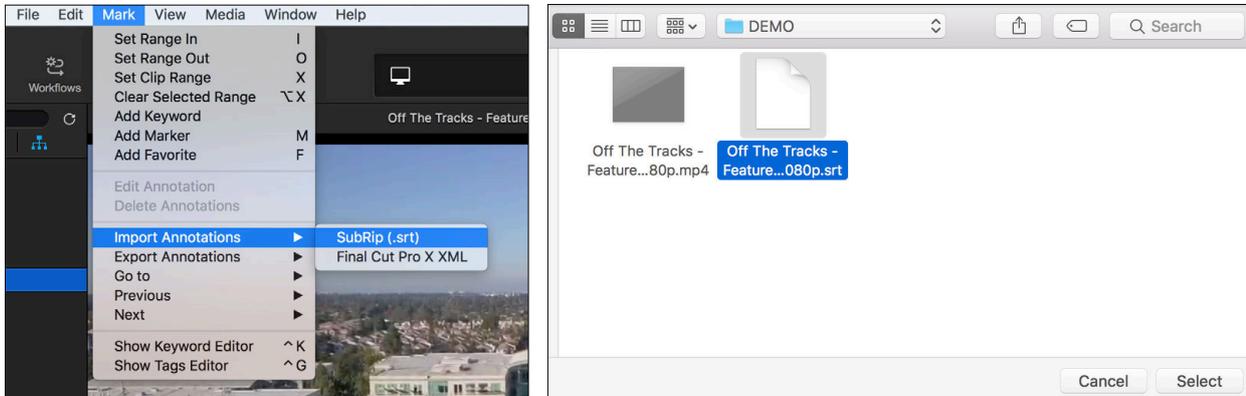


Importing Annotations

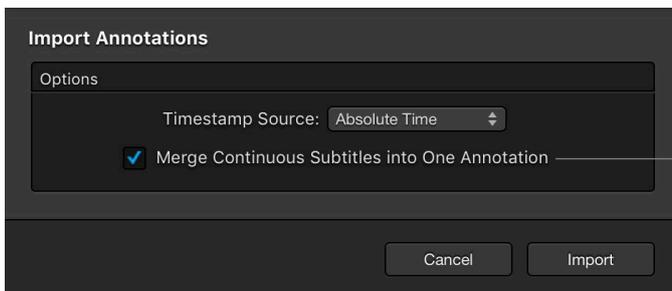
With "Import Annotations" feature, adding video subtitles or transcripts is easier and faster than ever!

To import the transcripts, do the following:

- Select a video asset.
- Go to **Mark > Import Annotations** and choose between SubRip (.srt) or Final Cut Pro X XML (.fcpxml).

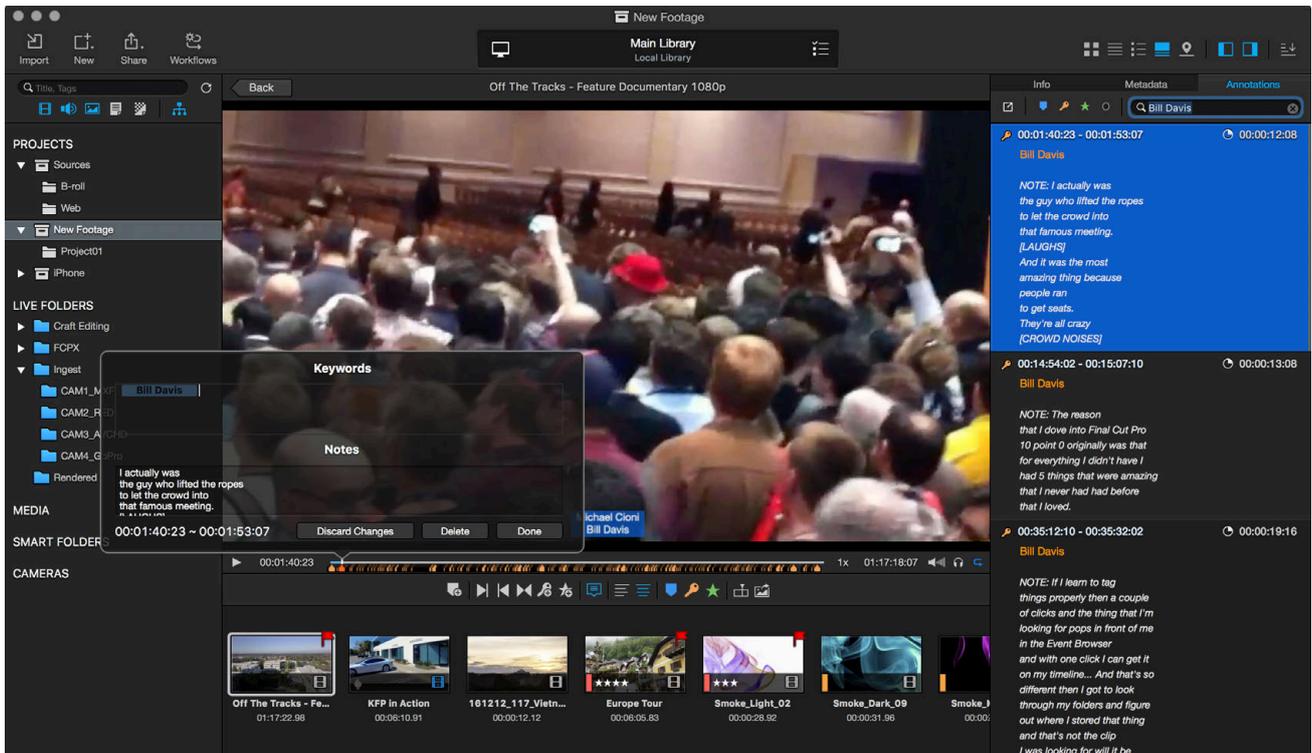


After clicking Select button, the following dialogue box will appear.



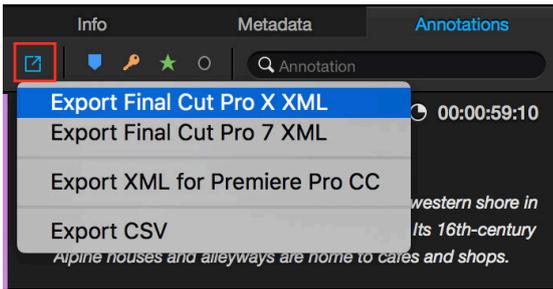
If you check this option, continuous subtitles can be merged into one annotation optionally.

As shown below, the transcripts are added to a clip as Notes in Annotations.

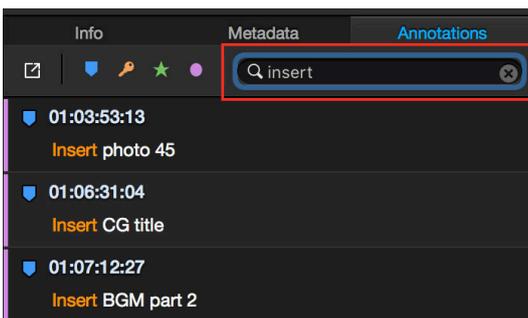
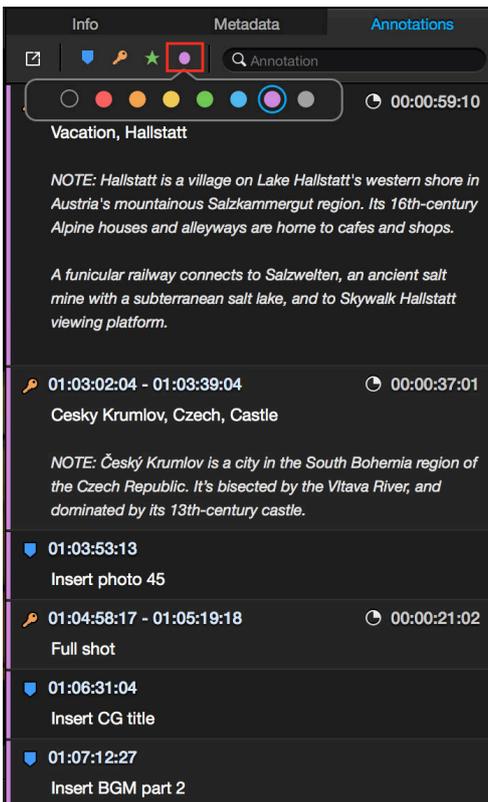
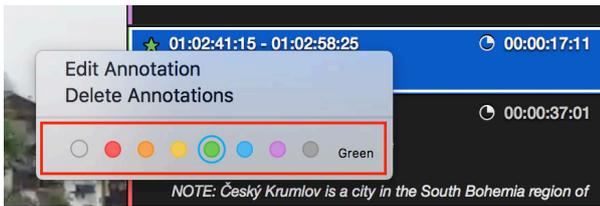


Exporting Annotations

You can export Annotation search results in XML and CSV format by using the Export Menu in the top left of the Annotations tab. Without searching, KeyFlow Pro will export all the Annotations.



Note: You can assign colors to Annotations for additional organization.



Color filtering and search within result are supported.

Sending to Other Applications

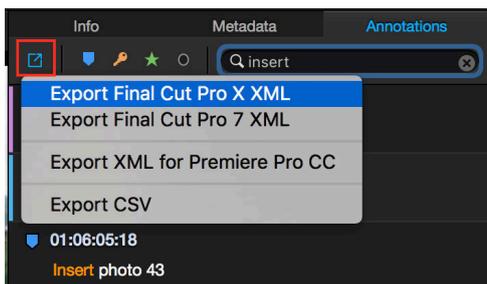
(1) Final Cut Pro X

To send Annotations to Final Cut Pro X, right-click then choose either “Send to > Final Cut Pro X” or “Export > Final Cut Pro X XML”.

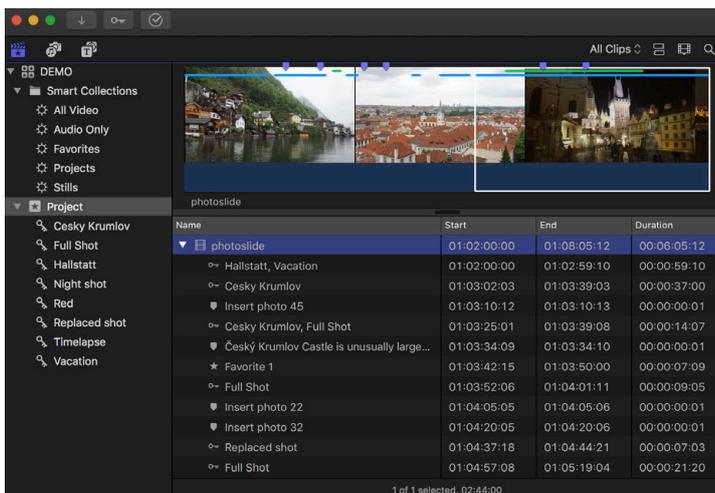
- Send/Export multiple video clips to Final Cut Pro X at once



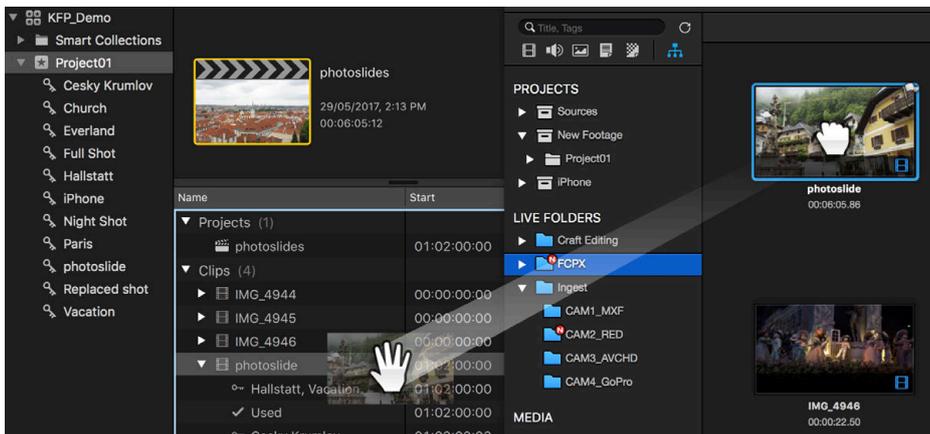
- Export an Annotation search result from a single video clip to Final Cut Pro X



Annotations sent to Final Cut Pro X are recognized as Markers and Keywords as shown below.



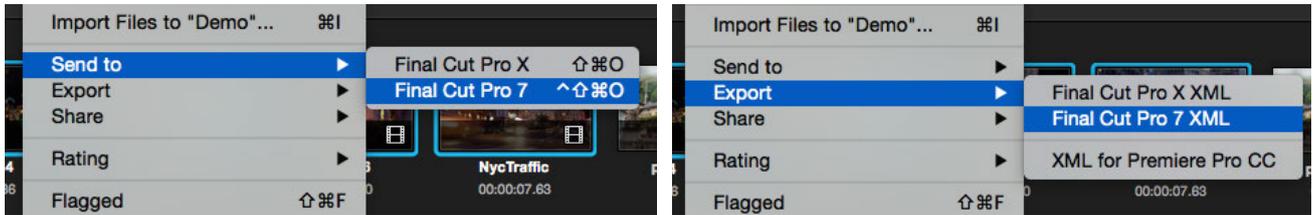
Note: All annotations entered in KeyFlow Pro can be sent to Final Cut Pro X by using the drag-and-drop feature. See more details on [page 36](#).



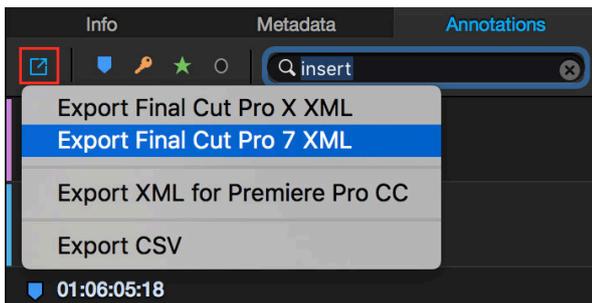
(2) Final Cut Pro 7

To send Annotations to Final Cut Pro 7, right-click then choose either "Send to > Final Cut Pro 7" or "Export > Final Cut Pro 7 XML".

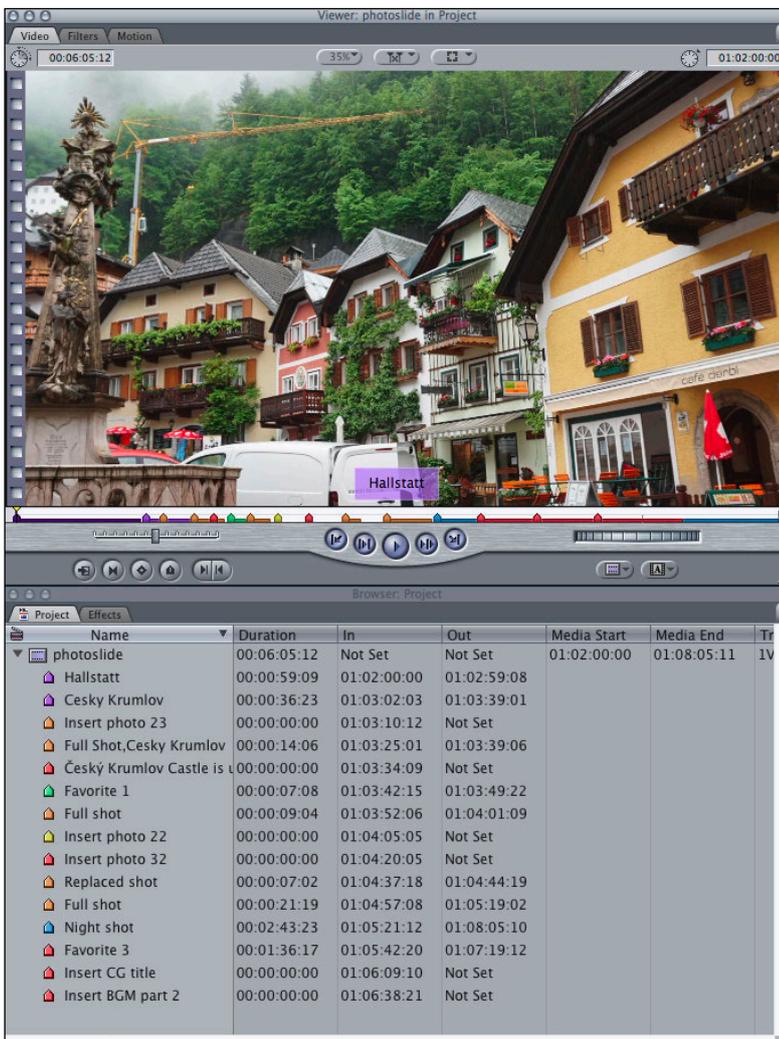
- Send/Export multiple video clips to Final Cut Pro 7 at once



- Export an Annotation search result from a single video clip to Final Cut Pro 7



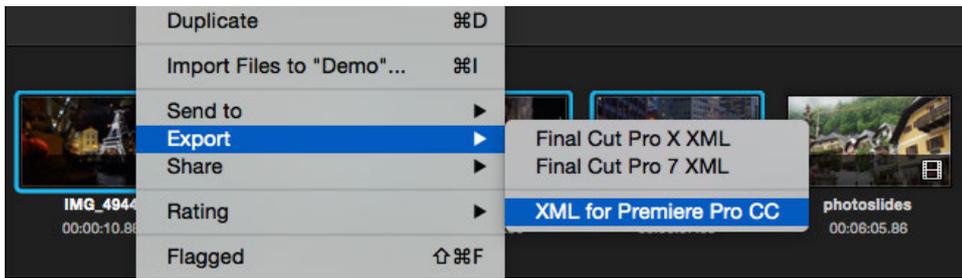
Annotations sent to Final Cut Pro 7 are recognized as Markers and Duration Marker(Keywords and Favorites) in Final Cut Pro 7 as below.



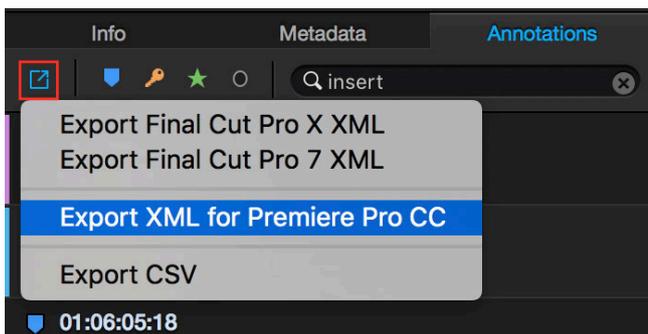
(3) Premiere Pro CC

To send Annotations to Premiere Pro CC, right-click then choose "Export > XML for Premiere Pro CC".

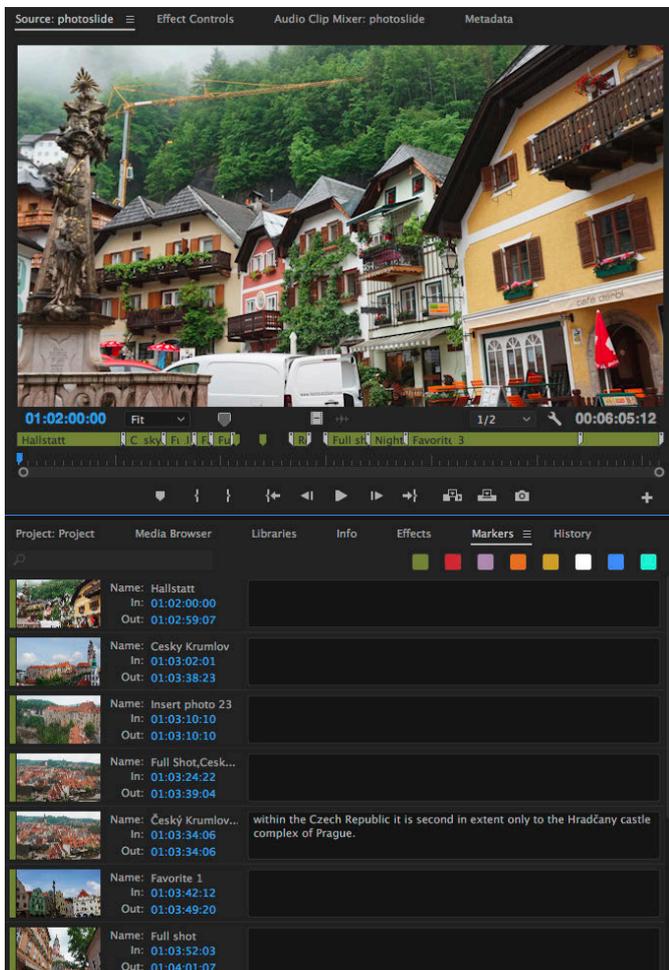
- Export multiple video clips to Premiere Pro CC at once



- Export an Annotation search result from a single video clip to Premiere Pro CC

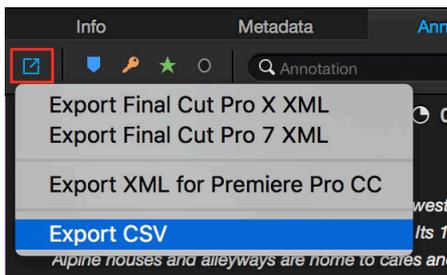


Annotations sent to Premiere Pro CC are recognized as Comment Markers(Markers) and Comment Markers with Duration(Keywords and Favorites) in Premiere Pro CC.



(4) Numbers

Exporting a CSV file is only available in the Annotations tab. It can export Annotations (all or search results) from a single clip.



Possible to edit and print in 3rd-party application which supports Exported CSV file format. (e.g. Apple Numbers, Microsoft Excel, etc.)

A screenshot of the Apple Numbers application. The spreadsheet is titled 'Table 1' and contains a table with 6 columns: Type, Start, End, Duration, Comment, and Marker Color. The table lists various annotations such as keywords, markers, and favorites with their corresponding timecodes and descriptions.

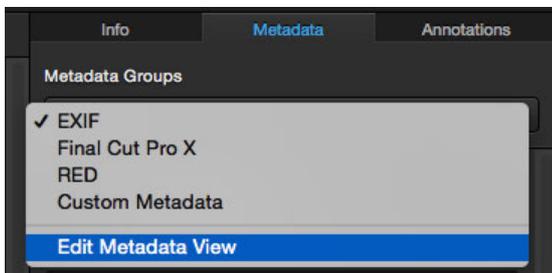
| Type | Start | End | Duration | Comment | Marker Color |
|----------|-------------|-------------|-------------|---|--------------|
| Keyword | 01:02:00:00 | 01:02:59:09 | 00:00:59:10 | Hallstatt | Purple |
| Keyword | 01:03:02:03 | 01:03:39:02 | 00:00:37:00 | Cesky Krumlov | Purple |
| Marker | 01:03:10:12 | 01:03:10:13 | 00:00:00:01 | Insert photo 23 | Orange |
| Keyword | 01:03:25:01 | 01:03:39:07 | 00:00:14:07 | Full Shot,Cesky Krumlov | Orange |
| Marker | 01:03:34:09 | 01:03:34:10 | 00:00:00:01 | Český Krumlov Castle is unusually large for a town of its size; within the Czech Republic it is second in extent only to the Hradčany castle complex of Prague. | Red |
| Favorite | 01:03:42:15 | 01:03:49:23 | 00:00:07:09 | Favorite 1 | Green |
| Keyword | 01:03:52:06 | 01:04:01:10 | 00:00:09:05 | Full shot | Orange |
| Marker | 01:04:05:05 | 01:04:05:06 | 00:00:00:01 | Insert photo 22 | Yellow |
| Marker | 01:04:20:05 | 01:04:20:06 | 00:00:00:01 | Insert photo 32 | |
| Keyword | 01:04:37:18 | 01:04:44:20 | 00:00:07:03 | Replaced shot | Orange |
| Keyword | 01:04:57:08 | 01:05:19:03 | 00:00:21:20 | Full shot | Orange |
| Keyword | 01:05:21:12 | 01:08:05:11 | 00:02:44:00 | Night shot | Blue |
| Favorite | 01:05:42:20 | 01:07:19:13 | 00:01:36:18 | Favorite 3 | |
| Marker | 01:06:09:10 | 01:06:09:11 | 00:00:00:01 | Insert CG title | |
| Marker | 01:06:38:21 | 01:06:38:22 | 00:00:00:01 | Insert BGM part 2 | |

Metadata

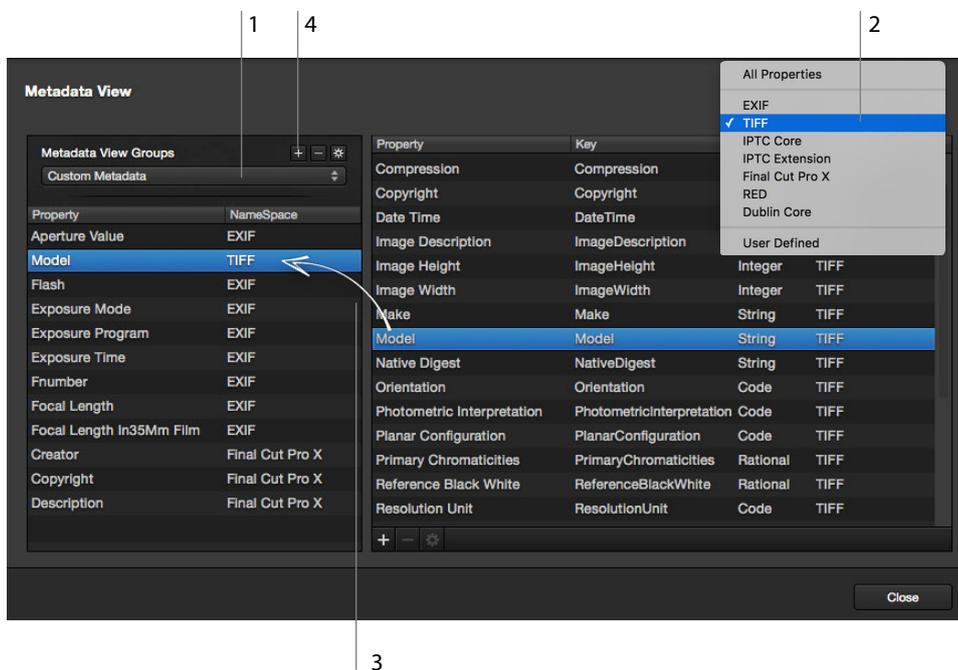
KeyFlow Pro helps users to easily and conveniently organize and manage Custom Metadata Groups by using drag and drop methods. User-defined Metadata can be created to add to these Custom Metadata Groups (Built-in EXIF, TIFF, IPTC, Dublin Core, Final Cut Pro X, and RED Metadata).

Organizing Custom Metadata Group

Click 'Metadata' tab in the Inspector, and choose 'Edit Metadata View' from the Metadata Groups.



The Metadata View window will appear.



1. Selecting Metadata Group: Select "Custom Metadata" Group from Metadata View Groups.

2. Selecting Metadata Properties: Select one of the metadata EXIF, TIFF, IPTC, Final Cut Pro X, RED, Dublin Core or User Defined.

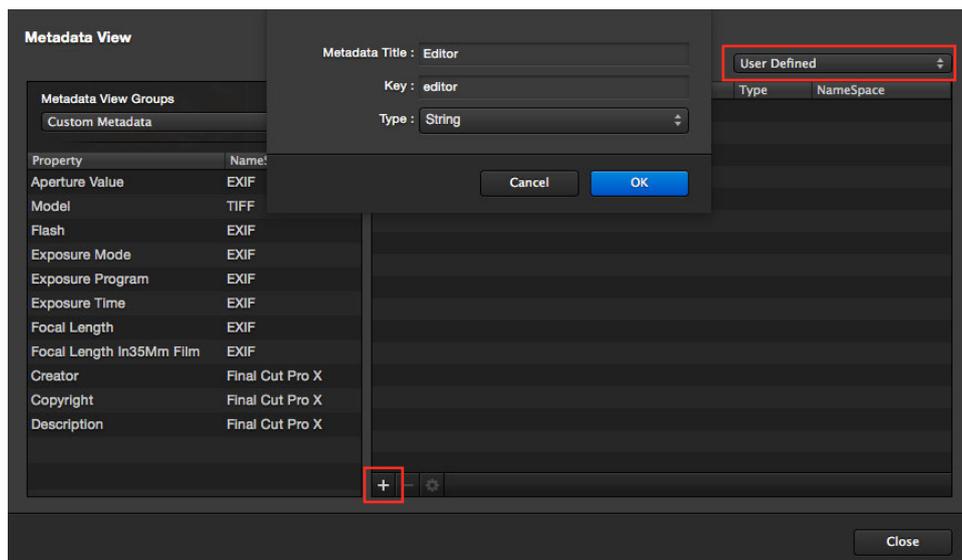
3. Adding Metadata Field: Drag and drop selected Metadata Field to Custom Metadata Group.

Note: To delete a Metadata Field from the Custom Metadata, simply drag it out of the list.

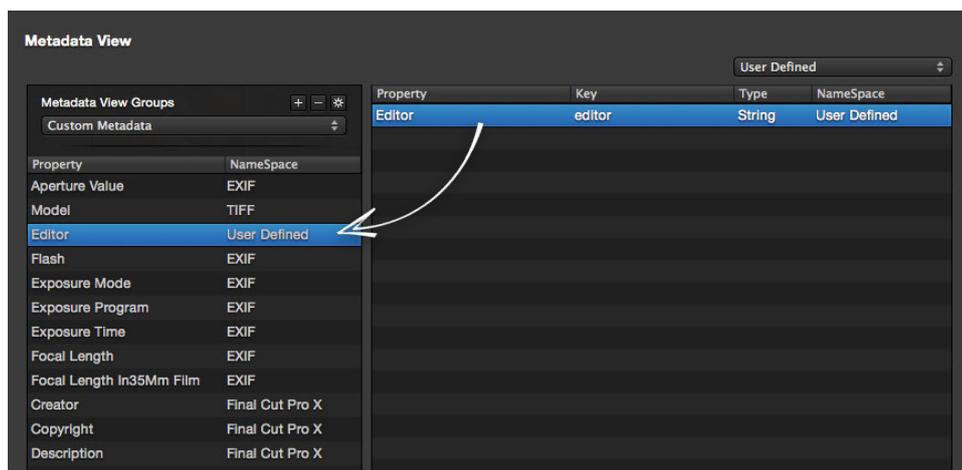
4. Adding Custom Metadata Group: If needed, you can create multiple Custom Metadata Groups.

Creating User-Defined Metadata Field

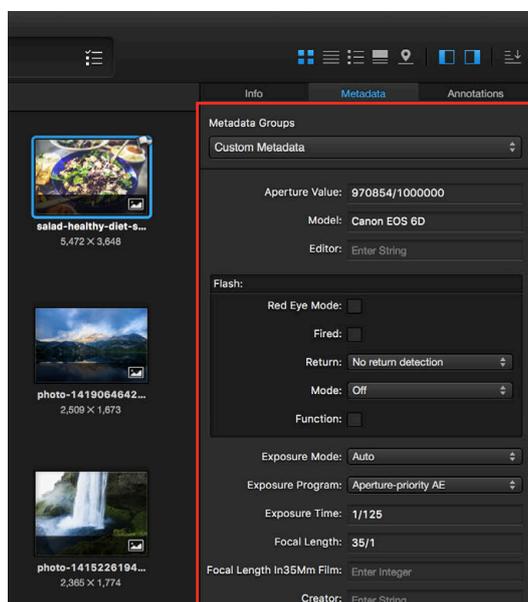
Choose "User Defined" from Properties on the top-right of the Metadata View window and click "+" in the bottom to create new fields.



After inserting User-defined Metadata, click "OK" button to save. Then drag and drop it to your Custom Metadata Group to add.

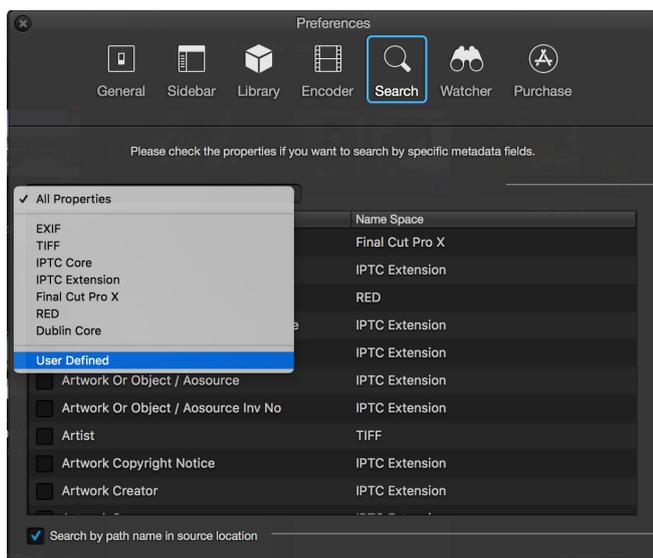


You can manage media assets through User-defined Metadata as shown below.



Advanced Search using Metadata

If you want to search using specific metadata, select which metadata you want and add it to a search condition as shown below.



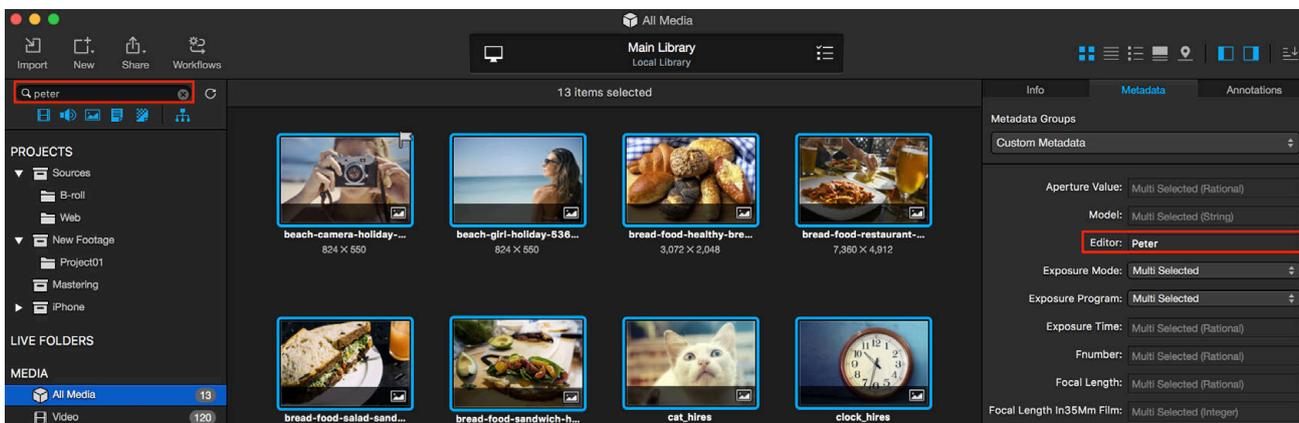
Select from Menubar KeyFlow Pro > Preferences (or shortcut key Command-,) and move to Search pane.

Press Properties and select Metadata properties to be included in search condition.

You can search for Media Assets using Editor names as shown below.



If checked, it is possible to search by path name in source location (Reference type)

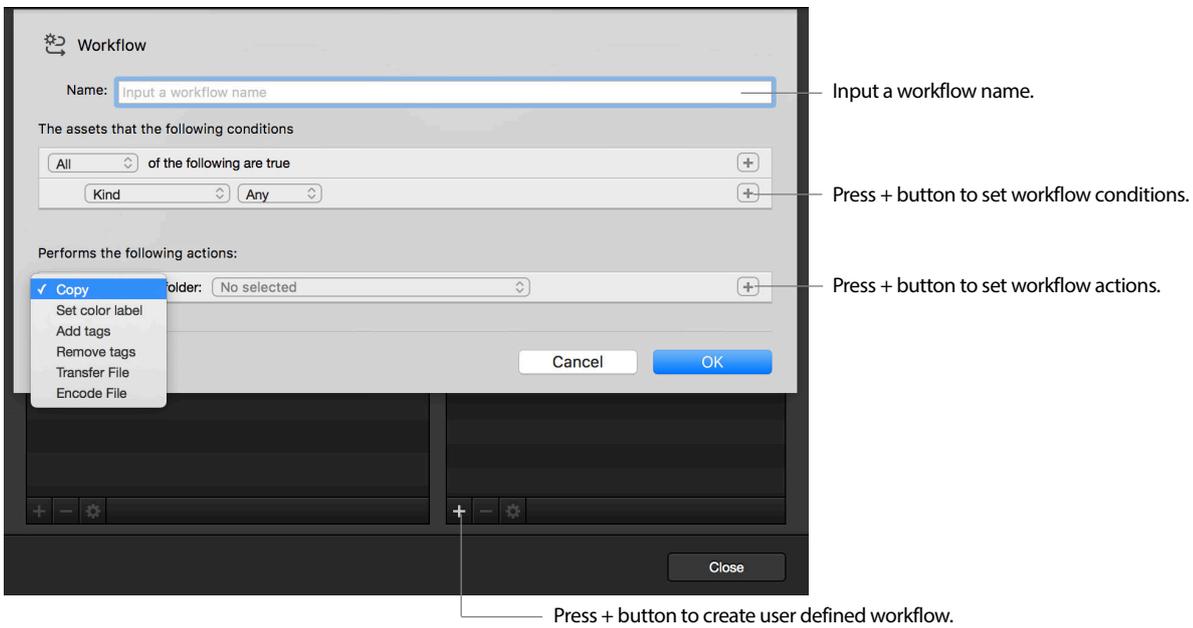


Workflow Automation

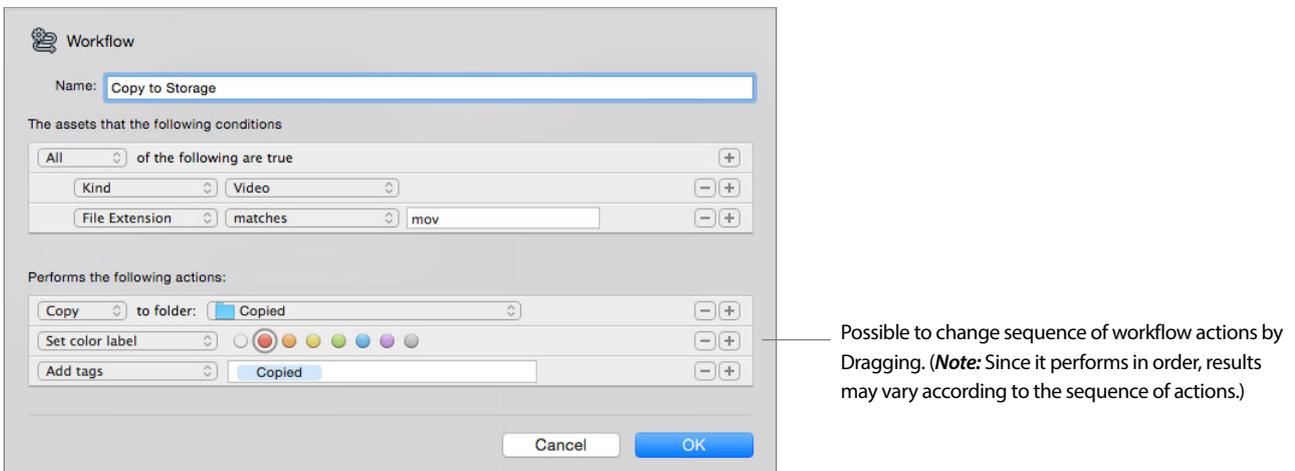
KeyFlow Pro allows for User-defined Workflows by utilizing a combination of various Workflow actions. Created Workflows can be applied to specific Projects or selected media assets. This Workflow Automation enables users to prevent repetition of the same tasks.

Creating a User-defined Workflow

If you click the Workflows icon in the Toolbar section on top of the Main window, a Workflow window will appear as shown below.

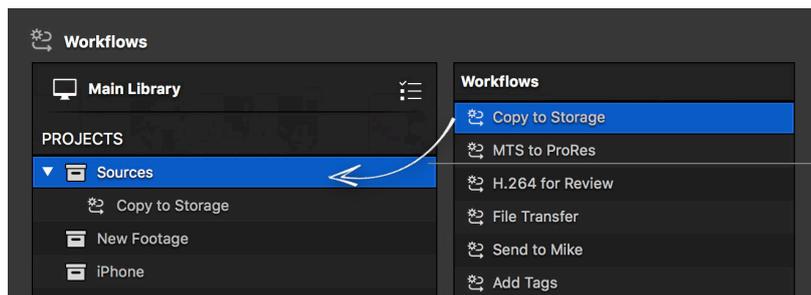


For example, creating a Copy to Storage workflow:



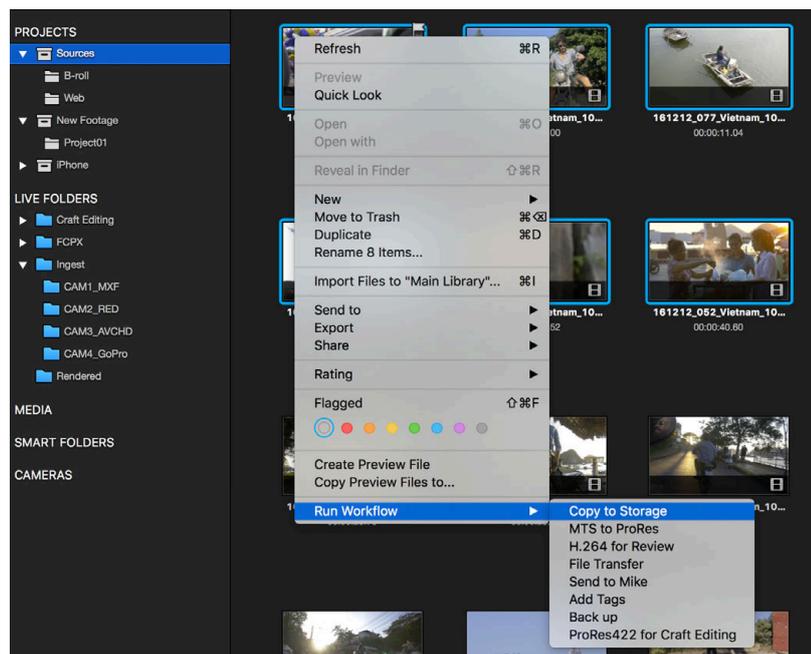
Applying the Workflow

(1) Applying to the Project



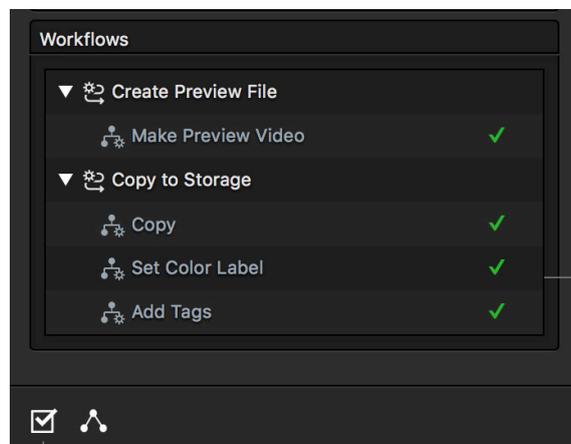
Apply created workflow to the Project by Drag and Drop. Then, workflow will automatically run when you import Media to the Project.
(Note: This cannot be applied to the Live Folder.)

(2) Applying to the Media Assets



Select the Media Assets, then right-click to select a workflow from the "Run Workflow" context menu. The selected workflow will be automatically applied to the selected Media Assets. **(Note: This can be applied in both the Projects and the Live Folders.)**

You can monitor the process of workflows in real time.



Monitoring Workflows

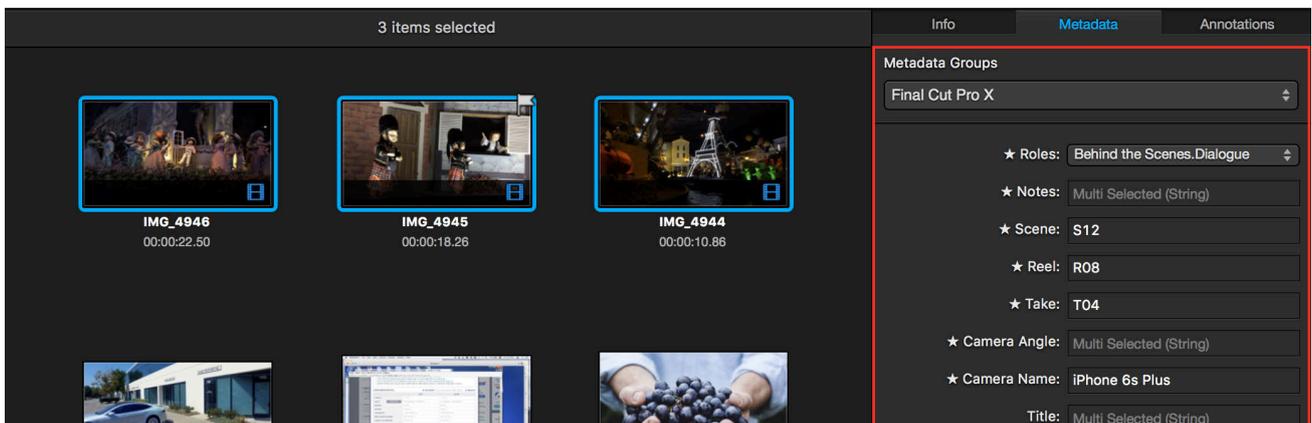
Monitoring background jobs

Interacting with Final Cut Pro X

KeyFlow Pro works seamlessly with Final Cut Pro X. You can send Media Assets - including Tags, Annotations, and Final Cut Pro X clip metadata (roles, notes, scene, reel, take, camera angle, and camera name) - directly from KeyFlow Pro to Final Cut Pro X by dragging and dropping Media Assets, and share current working Projects seamlessly in a single Event by dragging and dropping Project between Final Cut Pro X and KeyFlow Pro. The free FCP X Agent plug-in can then export clip or timeline (incl. metadata edits) back to KeyFlow Pro.

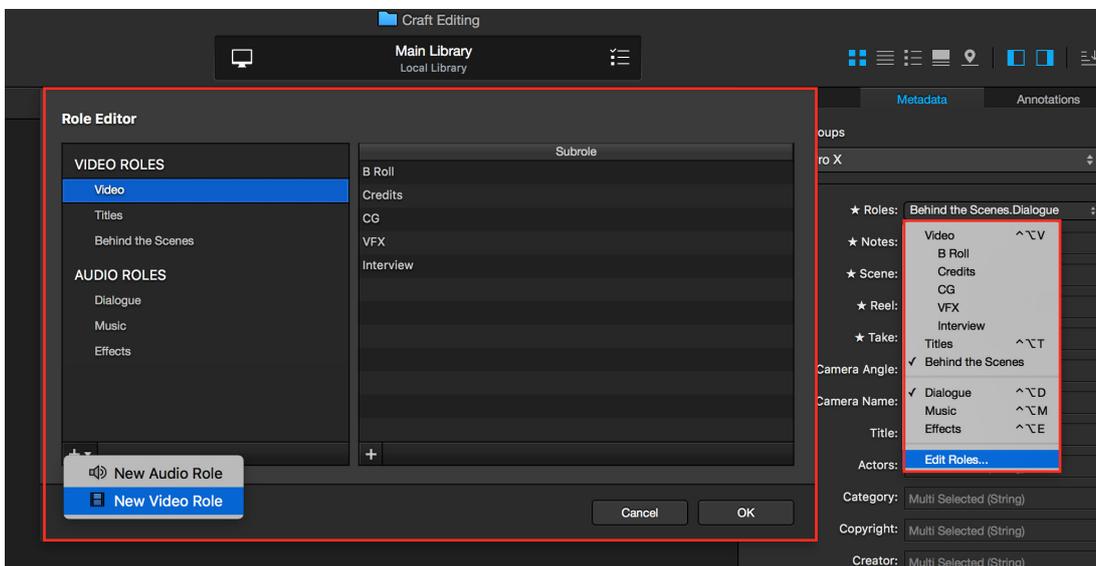
Adding Final Cut Pro X Clip Metadata

In KeyFlow Pro, you can add a clip's metadata (such as Roles, Notes, Scene, Reel, Take, Camera Angle, and Camera Name) before sending to Final Cut Pro X.



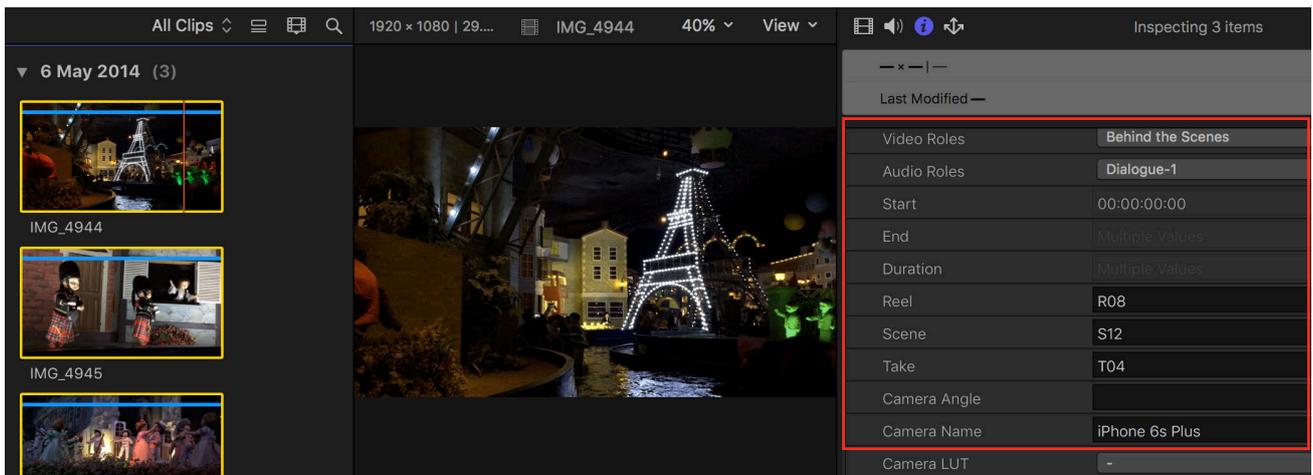
KeyFlow Pro also provides "Assign Roles" and "Edit roles" (with "Role Editor") features. This allows you to create new video and audio roles you need and conveniently assign them in KeyFlow Pro.

Note: Existing roles except the default five (Video, Titles, Dialogue, Music, Effects) can be removed from the Role Editor. If you have already assigned the roles to some Media Assets, the existing roles can be added back to the Role Editor when selecting a Media Asset in the search results window.



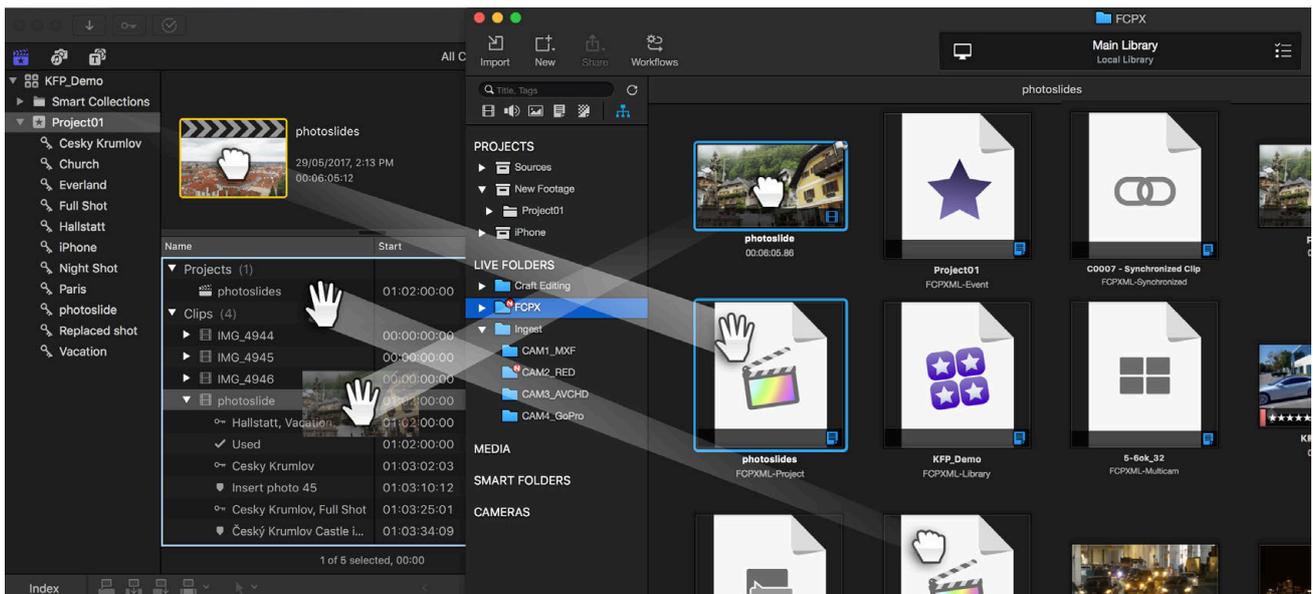
The clip's metadata entered in KeyFlow Pro are fully integrated with Final Cut Pro X.

Note: Final Cut Pro X clip metadata can only be sent from KeyFlow Pro to Final Cut Pro X. (Currently, vice versa is not supported.)



On-the-fly Project Sharing

In KeyFlow Pro, there are two ways to send media assets to Final Cut Pro X: using Drag-and-Drop or choosing Send to > Final Cut Pro X. With Live Folders, you can easily share Final Cut Pro X Projects between Final Cut Pro X and KeyFlow Pro by dragging and dropping.



The metadata and annotations in KeyFlow Pro can be sent to Final Cut Pro X when dragging and dropping media assets. You can also drag-and-drop clips from Final Cut Pro X to a Live Folder, where it will be automatically stored as FCPXML. In addition, multicam clips, compound clips, and synchronized clips are supported. Each displayed icon will indicate the type of the clip.

Projects, events, and even libraries can be shared seamlessly between KeyFlow Pro and Final Cut Pro X. You can drag-and-drop a Project stored in a Live Folder into an existing Final Cut Pro X Event. The Project will automatically be stored in a Live Folder as FCPXML. Only one FCPXML file can be dragged and dropped at a time.

Note: If a file name is duplicated when dragging and dropping a Project from Final Cut Pro X to KeyFlow Pro, both files are kept with automatic numbering. To backup the Final Cut Pro X Library itself, import it to KeyFlow Pro by using the "Leave Files in Place" option. It will be stored as a FCPBUNDLE (.fcpbundle) in KeyFlow Pro Project. Use the "Open (or Open with)" option by right-clicking the file to open the Final Cut Pro X library in KeyFlow Pro.

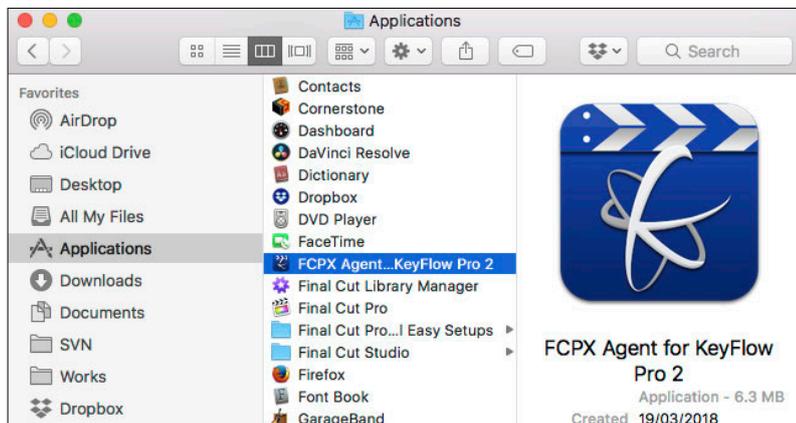
Exporting to KeyFlow Pro

Final Cut Pro X can export a single clip or a whole timeline to KeyFlow Pro with an FCPX Agent plug-in. It supports the integration of Tags, allowing Finder and KeyFlow Pro to detect and apply Tags from Final Cut Pro X.

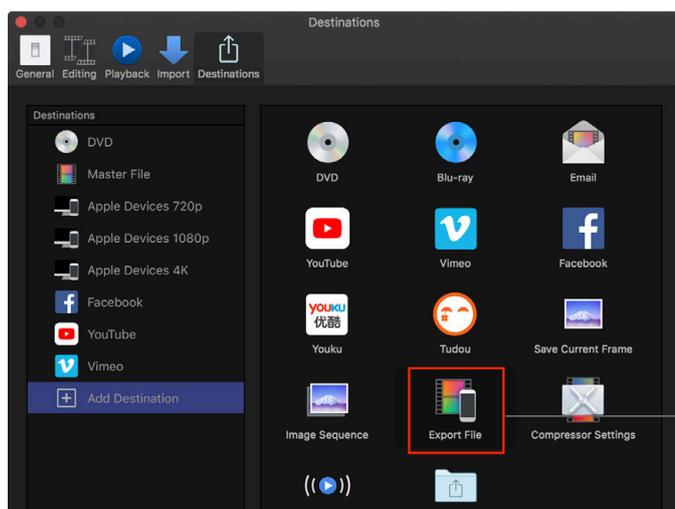
Installing FCPX Agent

You can download the FCPX Agent from the [Plug-in](#) page at www.keyflowpro.com.

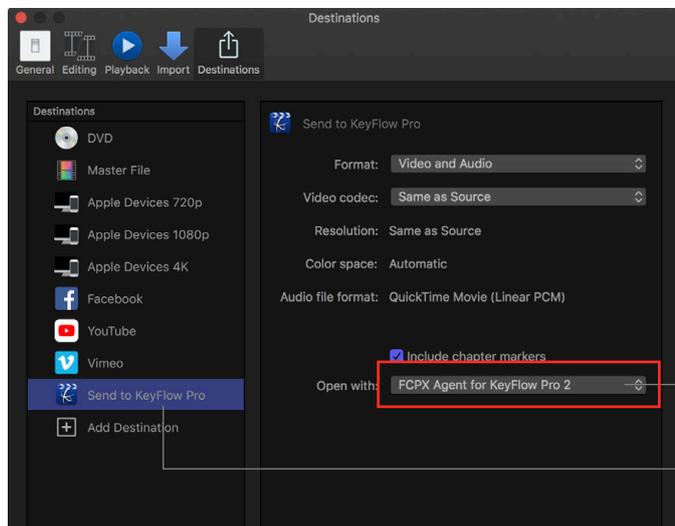
Drag and drop the FCPX Agent into the Applications folder.



Launch Final Cut Pro X and choose File > Share > Add Destination.

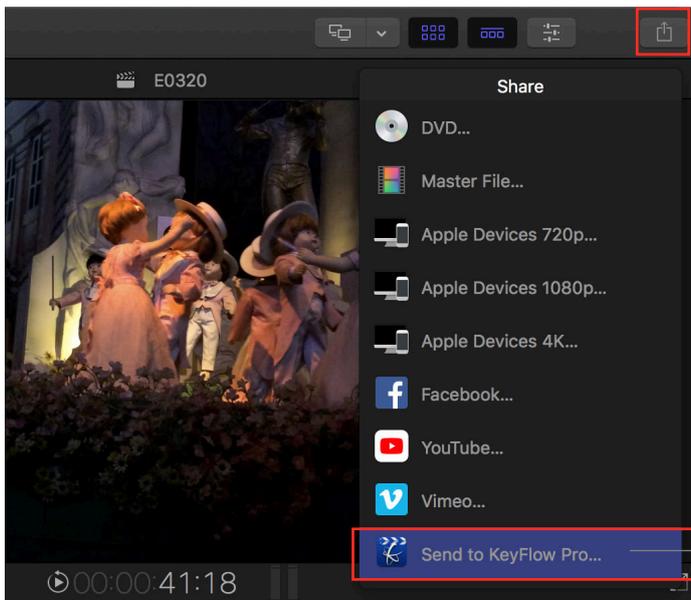


Double-click "Export File" or drag-and-drop into "Destinations" to add on to the list.



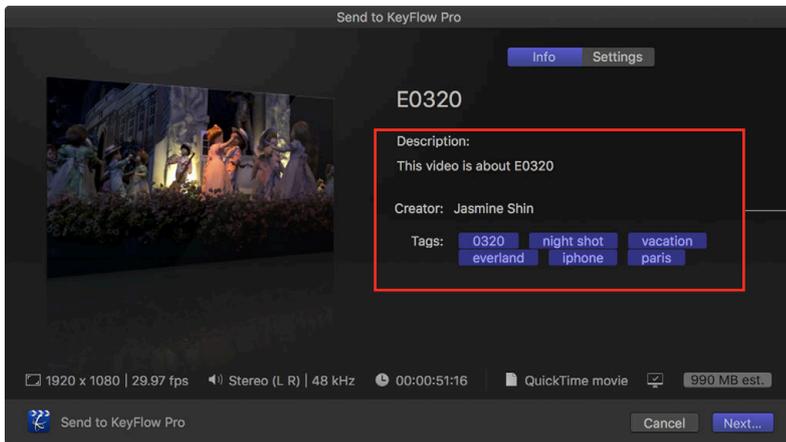
Press "Other" from Open with menu and select installed FCPX Agent from Applications folder.

Change the destination name. (ex: Send to KeyFlow Pro)

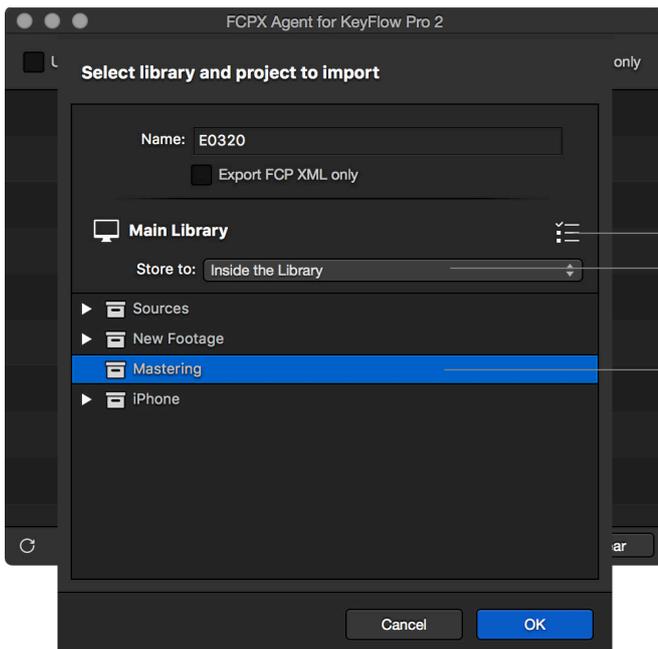


The "Send to KeyFlow Pro" option is added to the Share menu.

Using the "Send to KeyFlow Pro" option from the Share menu can export either a single clip or a whole timeline into KeyFlow Pro. You can add tags (keywords) from Final Cut Pro X and send them through the Share option as well.



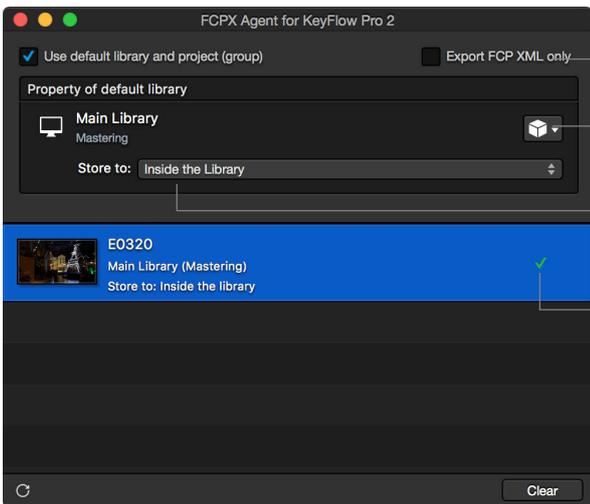
All of the attributes associated with the project or clip are sent to the Final Cut Pro X metadata in KeyFlow Pro X.



Click the Library List to choose a desired Library.

Designate the actual storage location of the exported media and manage externally.

After selecting Library, choose the Project to import media from. **Note:** Live Folders are not available.



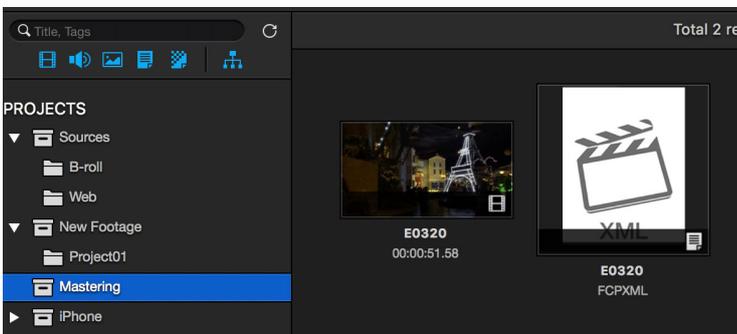
You can check the option to send only FCP XML files. QuickTime movies and FCP XML are exported at the same time by default.

The Project designated as the Default Library will receive all media unless changed.

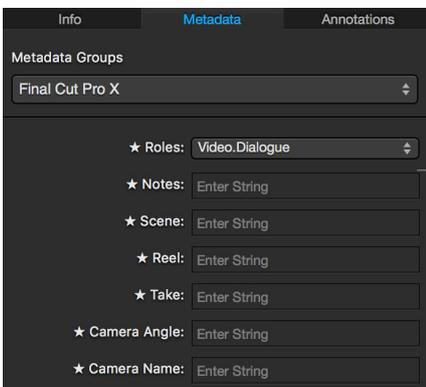
Set the "Store to" default path. If you don't set a storage location, the media will be saved inside the Library.

A green check mark appears when a clip or an entire timeline is sent to KeyFlow Pro completely.

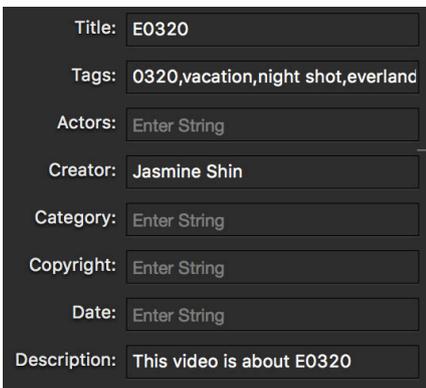
Once you have exported, you will be able to verify QuickTime movies and FCP XML files inside the Project in KeyFlow Pro.



To verify the entered metadata information shared during the export, select the Final Cut Pro X Metadata Group in the Metadata tab on the right.



The metadata fields marked with a star (*) cannot be retrieved from Final Cut Pro X. This metadata can only be sent from KeyFlow Pro to Final Cut Pro X.



The rest of the metadata fields cannot be retrieved from KeyFlow Pro. This metadata can only be sent from Final Cut Pro X to KeyFlow Pro.

Upgrading to Server

KeyFlow Pro 2 runs in standalone mode for single user by default. With a purchase of "Server Expansion Pack", build a collaborative environment for your team. When users connect to a shared server library as a client, they can search, preview, download, upload, annotate and edit metadata on the server library. Client users can quickly switch between shared or server libraries anytime, making KeyFlow Pro the perfect solution for local media management on an internal network. Media collaboration in small workgroups has never been easier.

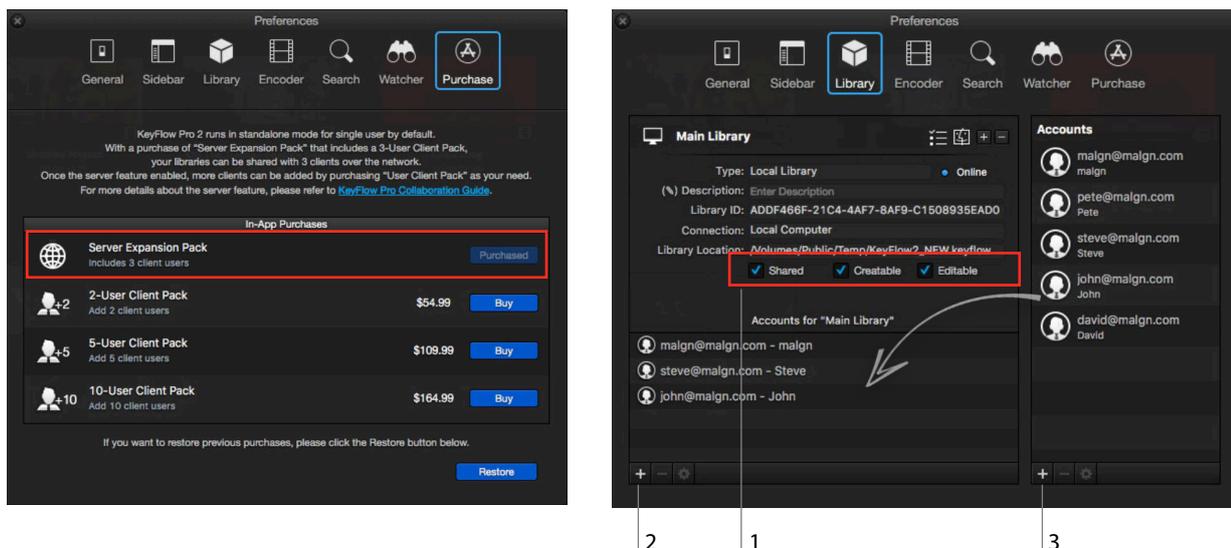
Configuring Shared Libraries

First, you need to purchase the "Server Expansion Pack" via In-App Purchases in Preferences.

In KeyFlow Pro (Host Server), choose KeyFlow Pro > Preferences (or press Command - ,) and click Purchase pane.

Then, you need to confirm that the Host Server options allow sharing.

In KeyFlow Pro (Host Server), choose KeyFlow Pro > Preferences (or press Command - ,) and click Library pane.



1. Setting server sharing option: Check options for Library sharing.

- **Shared:** Make the Library accessible to users on a network.
- **Creatable:** Users can upload and duplicate media on a shared Library. (**Shared** option must be checked.)
- **Editable:** Allows users to edit metadata or tags, add annotations and move media to Trash. (Only Library owners can empty trash.)

2. Adding accessible user account: Create an account which can access Shared Library. It will be automatically added to list of all users.

3. Adding general user account: Create a general user account. Drag and drop to accessible user list to give access.

Note: Library Permissions can be changed in at any time in the Library pane in the Preferences.

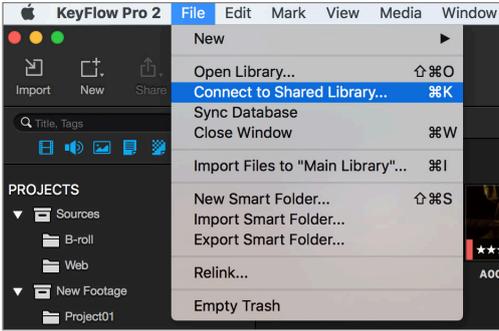
Client users cannot create Projects/Groups and Live Folders on the shared Library of the server. (Only Library owners of the server can create Projects/Groups and Live Folders.)

Connecting to Shared Library

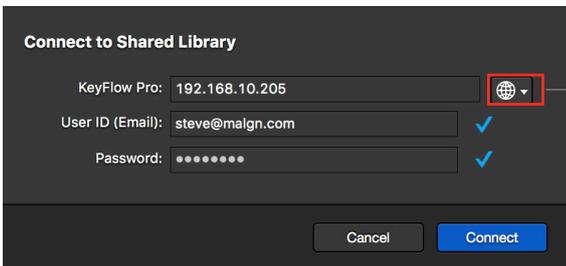
If “Shared” option is checked on the Server, other Client Users can connect to the Shared Library remotely.

Connecting to the shared Library is as follows:

- **File > Connect to Shared Library** (or press Command-K).

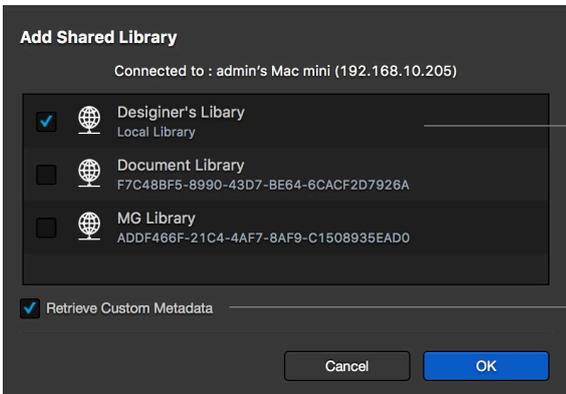


When “Connect to Shared Library” window appears, as shown below, enter server address and user account information.



Click icon and easily select Bonjour network user.
(Note: Click only once. Depending on network condition, it may take a while to appear a list.)

If multiple Libraries are available on server, you can select the ones you want and connect remotely.



Check a Library (or Libraries) to connect.
(Note: Possible to select several Libraries. Connected Libraries are listed in Library list of client. One Library at a time can be opened.

If this is checked (by default), the user-defined metadata fields on the server will be retrieved and added to your user-defined metadata list.

Click OK to immediately open the shared Library.

Note: KeyFlow Pro supports various Networks such as Bonjour, Wi-Fi, LAN, VPN, etc.

If using a static IP address or a set router port forwarding to KeyFlow Pro server, you can access the main server from the outside.

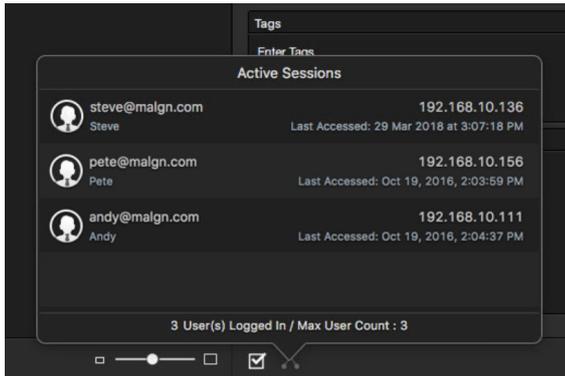
For example, if you can set a VPN, your team will all be working remotely from everywhere via KeyFlow Pro.

In this case, KeyFlow Pro works as a media management and logging solution. If you set one Mac as a server that holds a single shared KeyFlow Pro library, they will all be able to view existing media assets, add new metadata, download and even upload new files to the server from remote locations over the internet.

Uploading media using “Copy to library” is only available when both a folder where the shared library is located and a shared storage are mounted on the client. However, previewing media assets, adding/modifying metadata fields/annotations, and downloading media assets are always available, even if the volumes are not mounted on the client.

Active Sessions

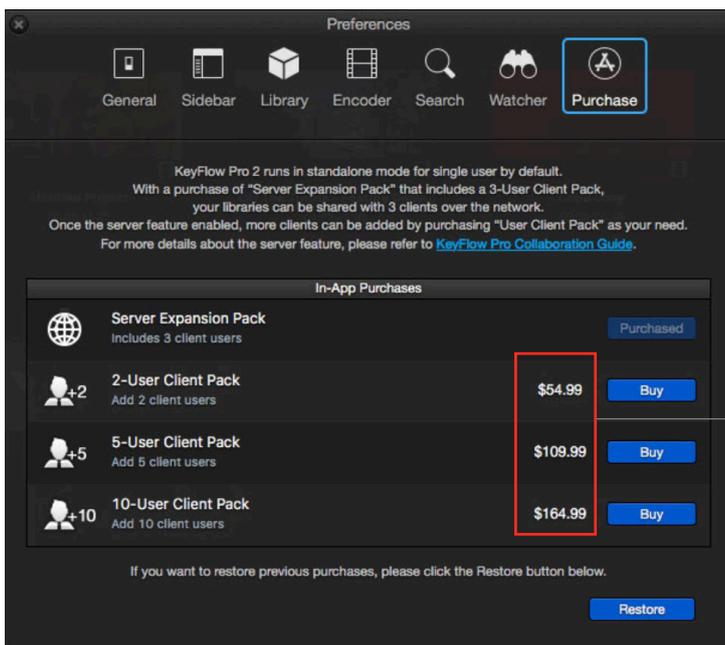
When sharing a Library, you can see all connected users in real-time with the Active Sessions. By default, 3 client users can connect to the server simultaneously without additional purchase.



Note: Two or more devices cannot be connected to the server with the same ID simultaneously. When connecting to the server from a second device, the user can choose which connection to keep active. For example, when an alert box pops up, click "OK" to disconnect the previous device and connect the new device to the server automatically.

In-App Purchases

In the Server, more concurrent client user licenses can be added through the In-App Purchases in Preferences.

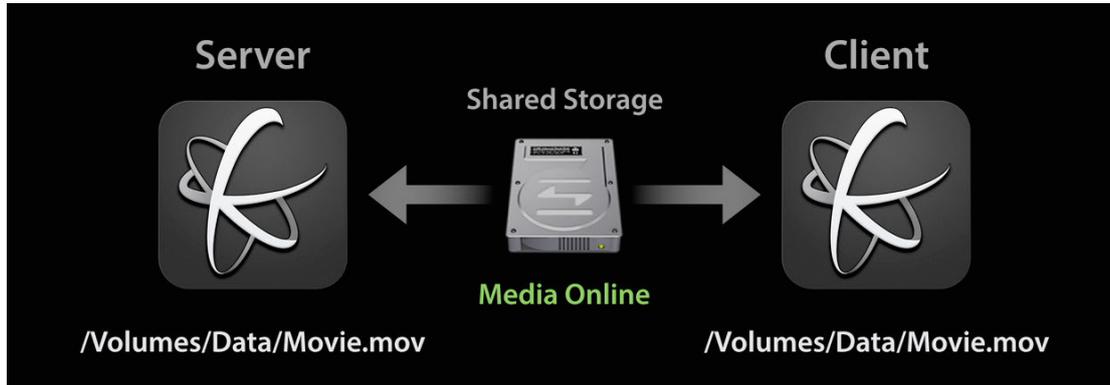


All prices will be converted into the local currency.

Working with Shared Libraries

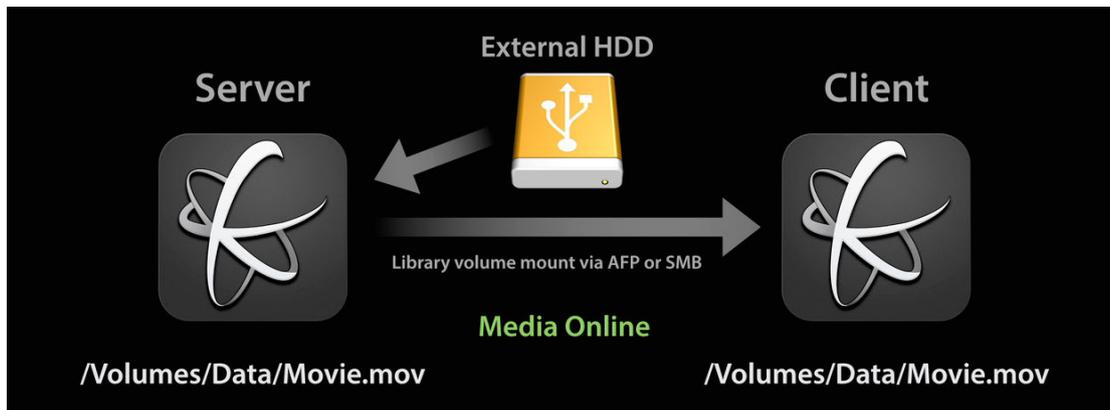
Using shared storage

Since shared storage is always mounted to both Server and Client, the location remains the same and media always stays online.



Not using shared storage

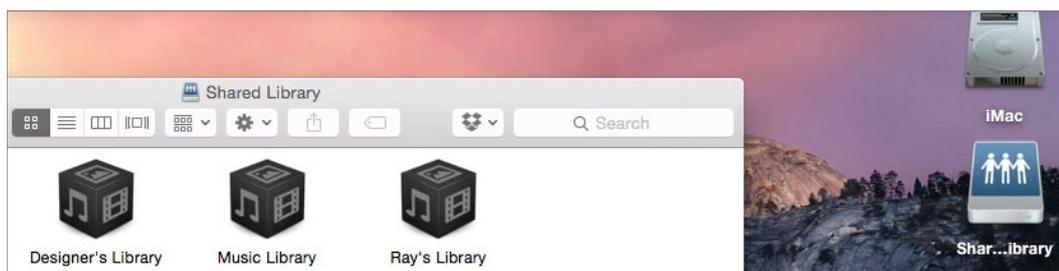
If you do not use shared storage, media will stay offline until both the shared storage and the volume path where the shared library is located are mounted to the Client.



Note: The point is that the volume path must be same between Server and Client. If the mounted volume path does not match, the media assets will appear offline even if the volume is mounted on the Client.

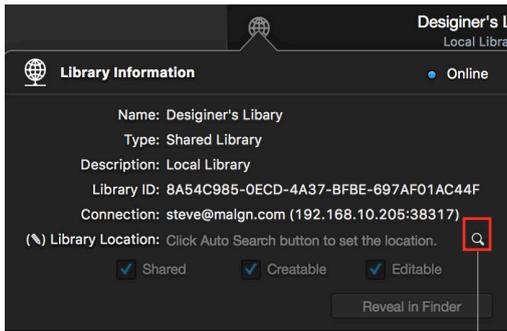
Mounting shared network volume to client

1. In Client Mac's Finder, open System Preferences and click Sharing.
2. Activate File Sharing and click + button to add folder where KeyFlow Pro Library is located.
3. Click + button to set user accounts and permission as needed. (To upload media to server, "Read & Write" permission is required.)
4. In Client Mac's Finder, choose Go > Connect to Server (or press Command-K). Then, use AFP, SMB or NFS file sharing protocol and enter server address. By entering user account info and allowing access, the shared network volume will be mounted in Finder.

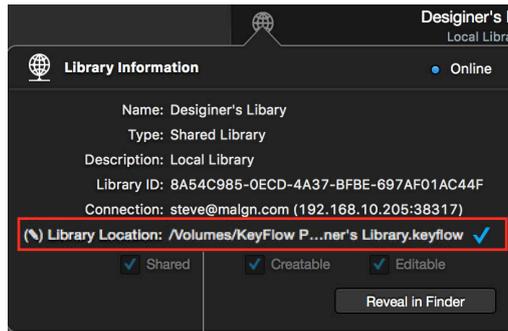


Note: Generally the shared storage is mounted with the same path on both Server and Clients, then KeyFlow Pro can automatically find the shared library's location. In this case, a folder that contains the shared library on the Server doesn't need to be shared via a network.

After the shared network volume is mounted, click the 'Auto Search' button (Magnifying Glass) in the Library Information.



Auto Search button



If the shared Library location is found successfully.

Running "Refresh" (or Command-R) will bring media online. (If the media on the server is online.)

Operations possible in Client Library depend whether or not the media is online.

If media is online, users can do the following:

- Search, preview and download media in the shared Library
- Media Metadata editing, Annotation editing, Move to Trash (Only if "Editable" option is ON in shared library)
- Open media, Reveal in Finder, Send to Final Cut Pro X, Send to Final Cut Pro 7, use menu options related to Export, etc.
- Share with external applications using drag-and-drop

If media is offline, users can do the following:

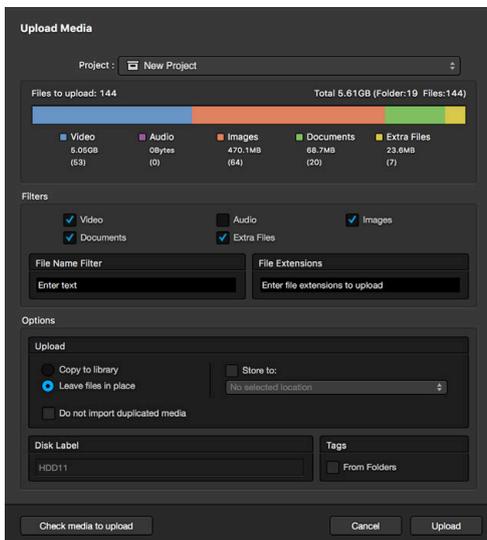
- Search, preview and download media in the shared Library (Only if the Media is still online on the server)
- Media Metadata editing, Annotation editing, Move to Trash (Only if "Editable" option is ON in shared library)

If a volume path where the shared library is located is mounted to the Client, the client user can then upload media using "Copy to library" option to the shared library. (Setting "Creatable" permission on the server is required.)

To upload media from a hard disk, do one of the following:

- Choose **File > Upload Files to Shared Library "Library Name"** (or press **Command-I**).
- Click the **Upload** button on the left of the Toolbar.
- Press + **icon** on the bottom left corner of the Sidebar, then choose **Upload Files to Shared Library "Library Name"**.
- In Finder, **drag and drop** media into KeyFlow Pro directly. (Either folder or individual file is supported.)

Upload media window will appear as shown below.

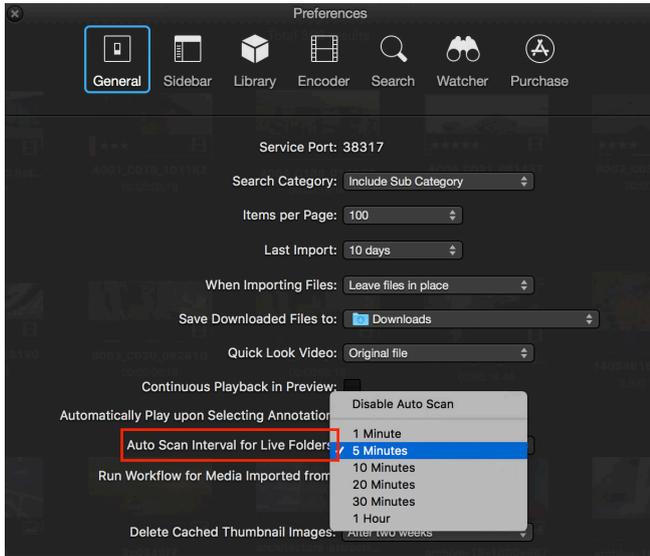


The options of the upload media window can be used in the same way as the Import media options.

Using Live Folders on shared storage

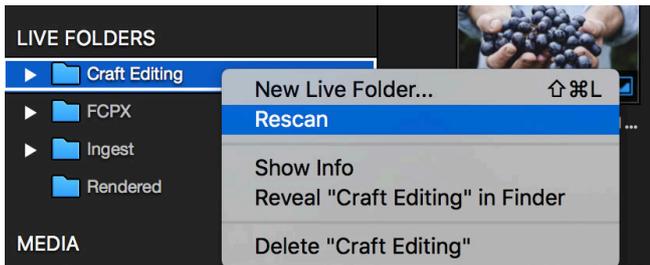
In a shared environment, the KeyFlow Pro library should be stored into the Server's local hard disk for the optimal scanning performance of the Live Folders.

In Server, you can set "Auto Scan Interval for Live Folders" as shown below.

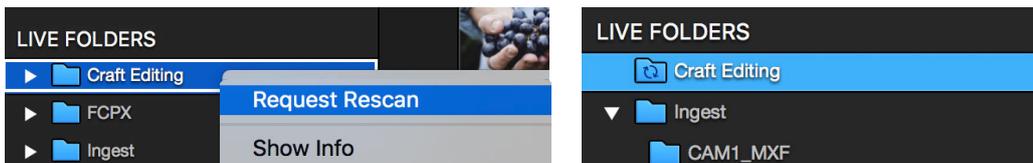


When Live Folders are being scanned, Auto Scan is in standby status. After all Live Folders have been scanned, the Auto Scan will begin after the premeditated interval time.

If you choose the "Disable Auto Scan" option in the server, you can manually rescan a selected Live Folder as needed.



If a client adds or changes Media Assets in the Live Folder, they must perform a "Request Rescan" to let the server detect the revisions. Then, the server will rescan the Live Folder requested to be scanned.



Note: As the Auto Scan interval begins counting at the completion of all Manual Scans, the Auto Scan may be in standby status if Manual Scans are performed frequently or if the chosen interval is too long.

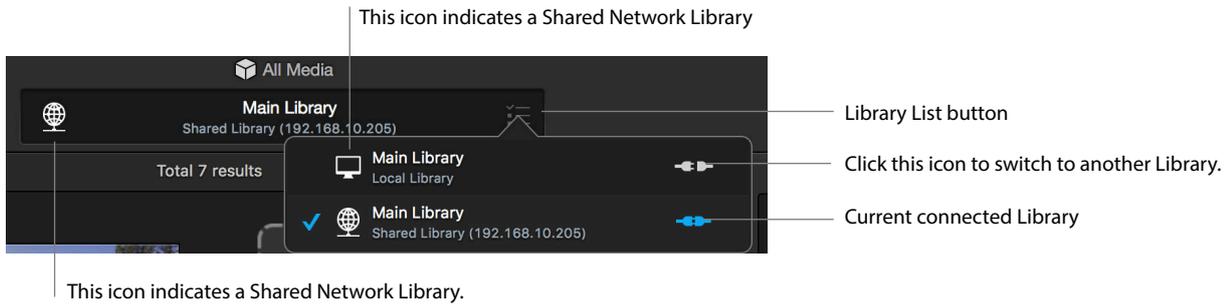
Renaming or moving folders affects many subfiles, so it is recommended that you avoid excessive altering of Live Folders as much as possible. A Live Folder will appear offline if its location has been changed or a top folder has been renamed.

Please note that if you delete a Live Folder from the list and then add it again, the previously entered metadata will be lost.

Do not add the top level folder of shared storage as a Live Folder, as it can cause system load-related performance and stability issues.

Switching Libraries

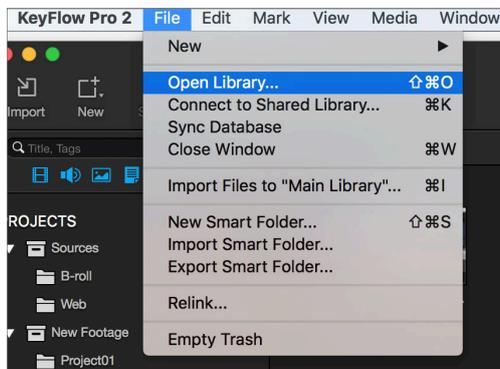
As shown below, if you click the "Library List" button, a list of connected Local Libraries and Shared Network Libraries appear.



Simply click Connect (Plug) icon on the Library List in order to switch to another Library.

Opening Local Libraries

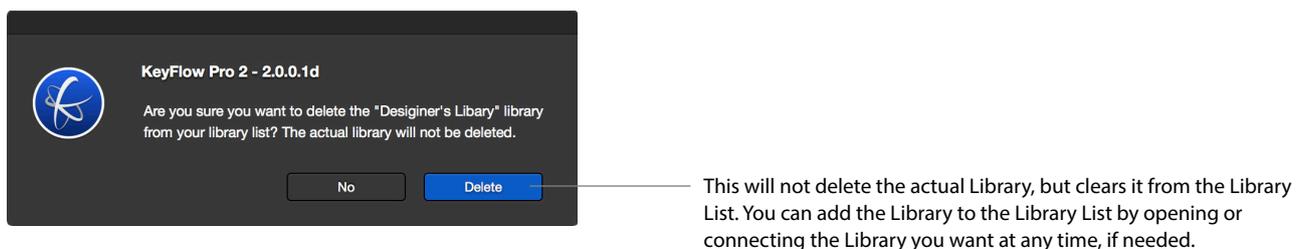
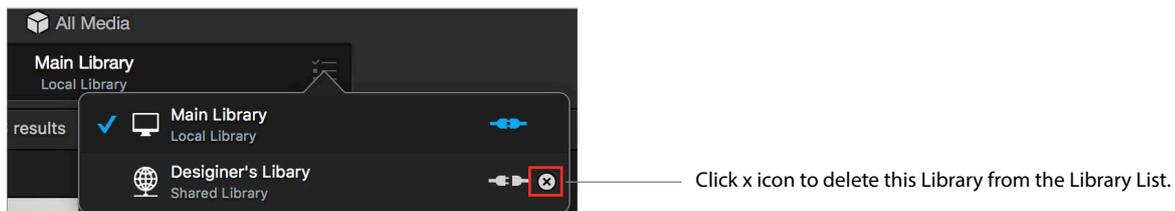
In order to connect to local libraries not listed in the Library List, choose **File > Open Library** (or press Shift-Command-O).



The newly imported Library will be added to the Library list.

Disconnecting Libraries

If you want to delete a specific Library from the Library List, click the x icon as shown below.



Additional Features

KeyFlow Pro provides various additional features for user convenience.

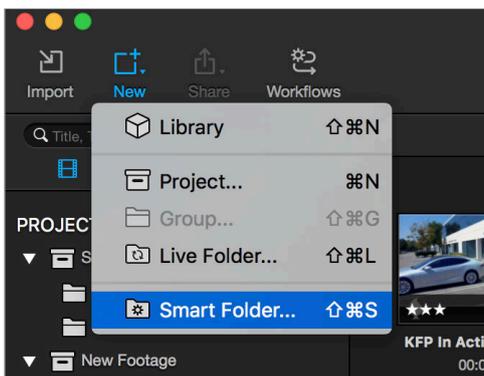
Smart Folders

Smart Folder is the ability to search desired media asset and categorize automatically by combining several search condition.

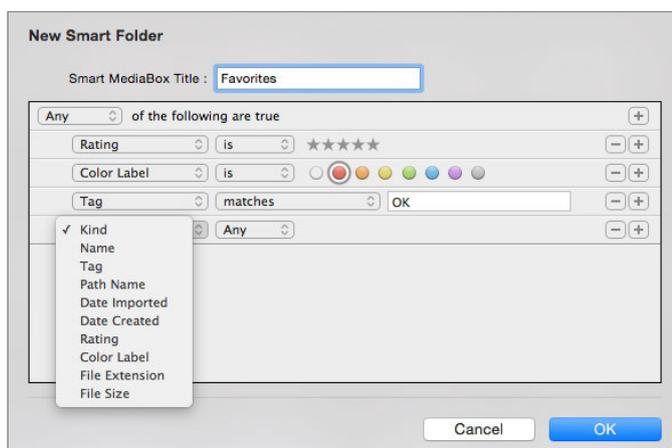
Smart Folders contain media files from the full Library which are set to user specified conditions.

To create a new Smart Folder, do one of the following:

- Choose **File > New Smart Folder**. (or press Shift-Command-S)
- Click the **New** button and choose **Smart Folder**.
- Press the **+** button on the bottom-left of the Sidebar and choose **New Smart Folder**.



A "New Smart Folder" window will appear allowing you to customize your desired parameters.



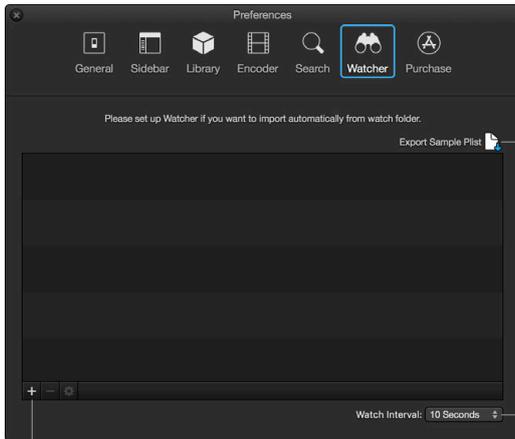
You can create multiple Smart Folders. To alter them, simply double-click to re-name or change the sorting parameters.

You can also change the order of Smart Folders in the list by dragging to your own desired placement.

Watcher

You can set Watch Folders on the Finder lever in order to import any media placed within them to a specific project automatically.

To set a Watcher, choose **KeyFlow Pro > Preferences** and click the **Watcher** button.

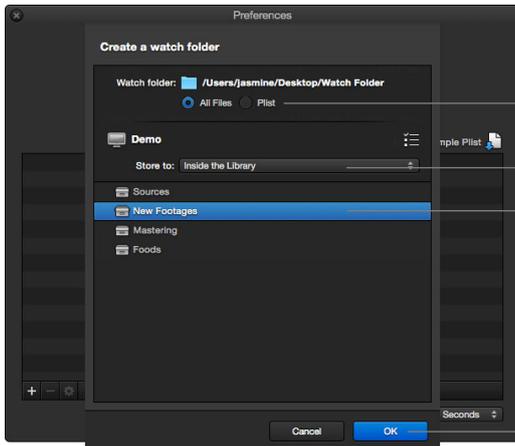


To connect from 3rd-party systems, KeyFlow Pro offers "Export sample Plist" function. After exporting the sample plist file, fill out the "Watch Folder Sample.plist" to comply with the format, and then apply it to the Watch Folder.

By default, Watch Interval detects Media every 10 seconds and imports it into KeyFlow Pro. Users can change this setting.

Click + icon to add Watch Folder.

Click the + icon on the bottom-left to add a new Watch Folder.

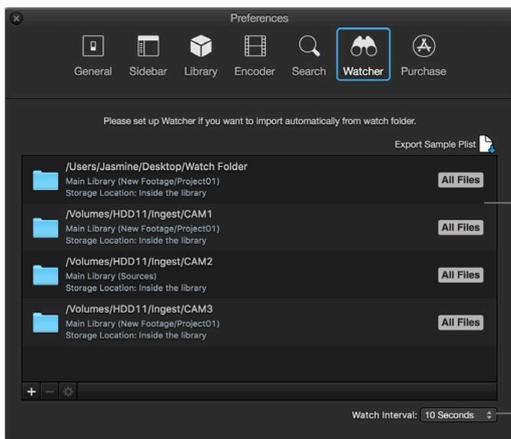


Select if you need to import Plist file from a 3rd-party system.

Designate the actual storage location of imported Media and manage as External Media. (Media stored inside the Library by default.)

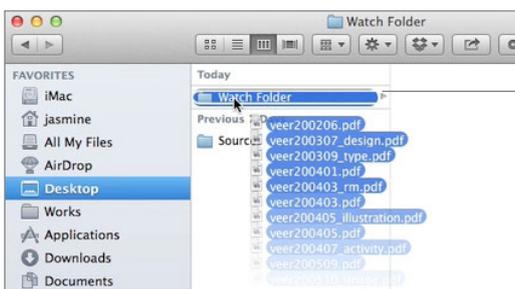
Select the Project in which imported Media will be located.

Click the OK button to set the Watch Folder.



You can set and manage all the various Watch Folders you create.

You can set the Watch Interval time.



Files placed in Watch Folders are automatically imported from KeyFlow Pro, it will automatically detect Media and import to the Project in user defined Library. (Note: Media in Watch Folder is not copied, but is **MOVED** and imported into the Library. Therefore, after the process is finished, Watch Folder remains empty.)

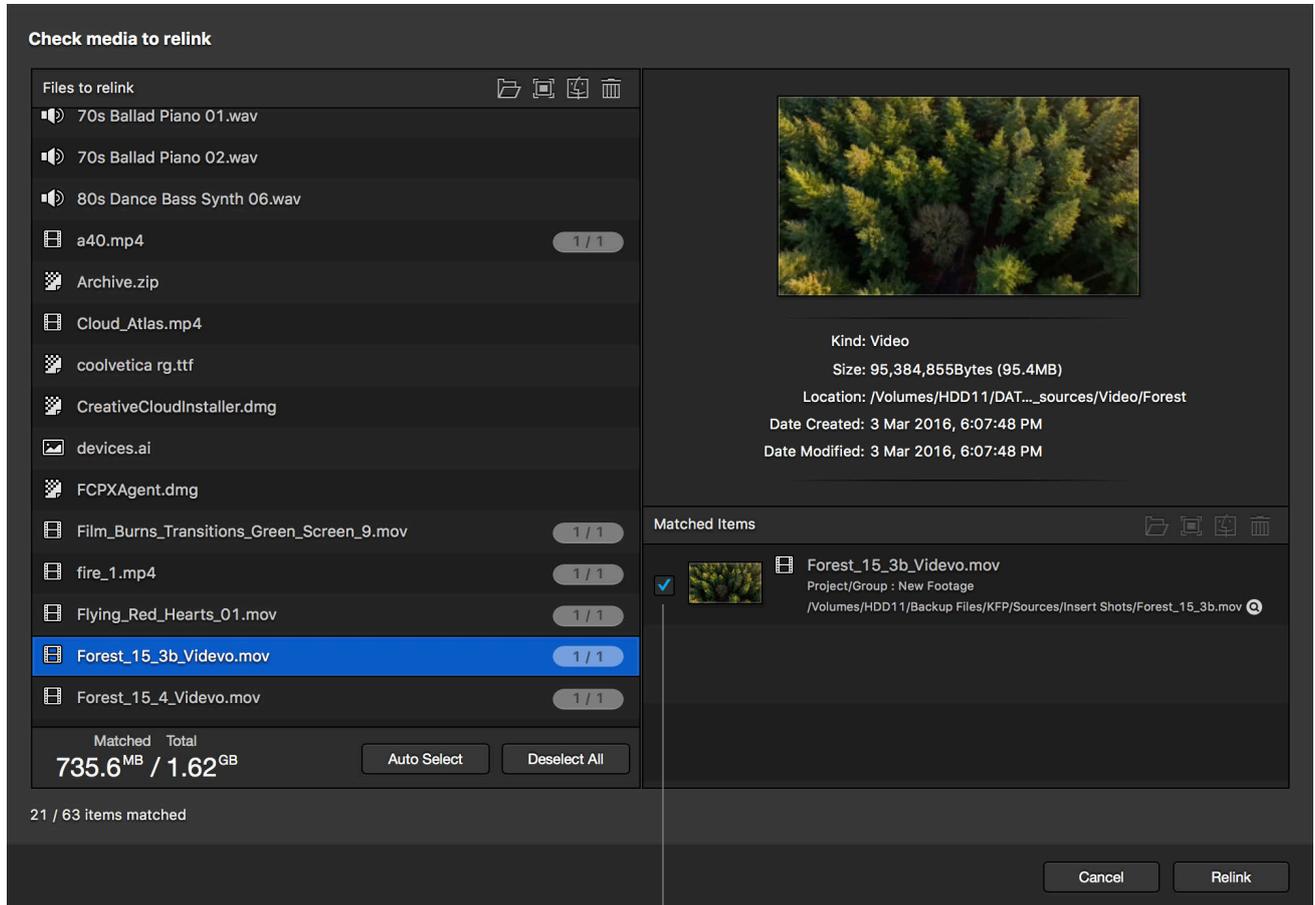
Batch Relink

When files are moved to the different volume or folder, batch relink will update the media location path.

Note: Batch Relink will work for referenced file (imported using “Leave files in place” option) type only.

To do a Batch Relink, choose **File > Relink**, then select a new location that need to be relinked .

After searching for matching files, “Check media to relink” window will appear as shown below.



If there are 2 files matched items, you can select a file you want to relink.

By default, KeyFlow Pro automatically selects the first file among the matched files.

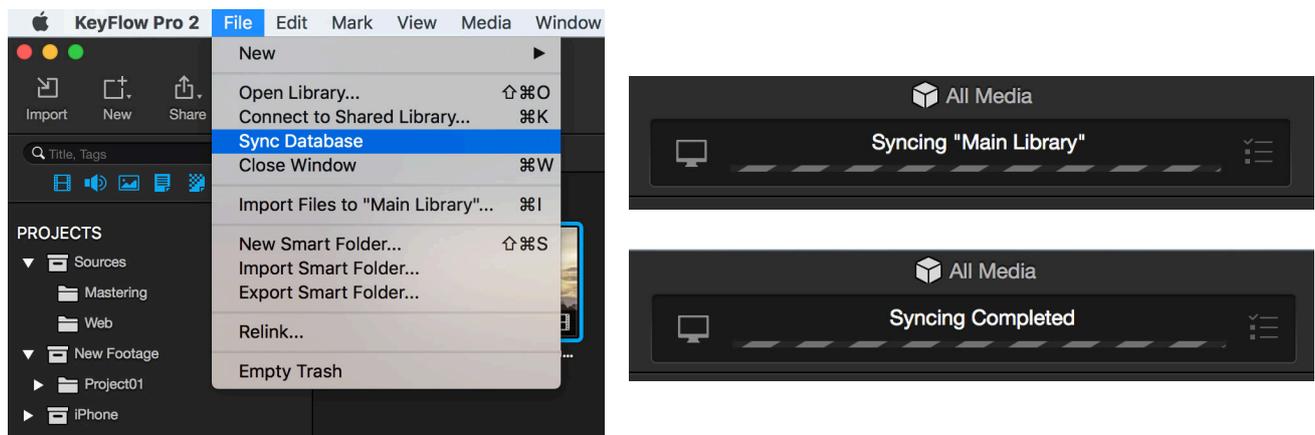
After selecting a file you want to relink, choose “Relink” button on the bottom right corner.

Then, the location of the media will be updated to the new location and the media will be changed to “Media Online”.

Note: In order to perform the Batch Relink, the file name and file size must match. The Batch Relink cannot be applied to the Live Folders.

Sync Database

KeyFlow Pro supports Manual Database Backup and Synchronization. If you want to copy the library to another Mac, you need to run "Sync Database" before copying it to another Mac so that the latest database is maintained.



Next, you have to QUIT KeyFlow Pro and then copy the library in the Finder.

In case of restoring the database required, please email our support team (keyflowpro@malgn.com) for specific instructions. Rule of thumb is to BACK UP your previous library in advance. You must be VERY CAREFUL when restoring databases because it is highly likely that the database can be mismatched between the Macs if you make a mistake.

Note: Regardless of where the library is stored, the latest database is stored first in the local disk on a Mac (or hosting the server) in order for the best update performance, and then it is backed up after 6 hours to inside the library. KeyFlow Pro supports "Automatic Database Backup (6-hour interval)" from the Mac's local disk to inside the library and "Migration" from inside the library to the Mac's local disk if the database does not exist on the Mac's local disk.

Official Website: <http://www.keyflowpro.com>

FAQ: <http://www.keyflowpro.com/help/FAQ.html>

How to Use: <http://www.keyflowpro.com/help/howtouse.html>

Technical Support: keyflowpro@malgn.com