

## How to Use ShotPut Pro™ for Macintosh OS X



**IMAGINE**<sup>SM</sup>  
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*HD workflow solutions,  
From acquisition to archive!*<sup>SM</sup>

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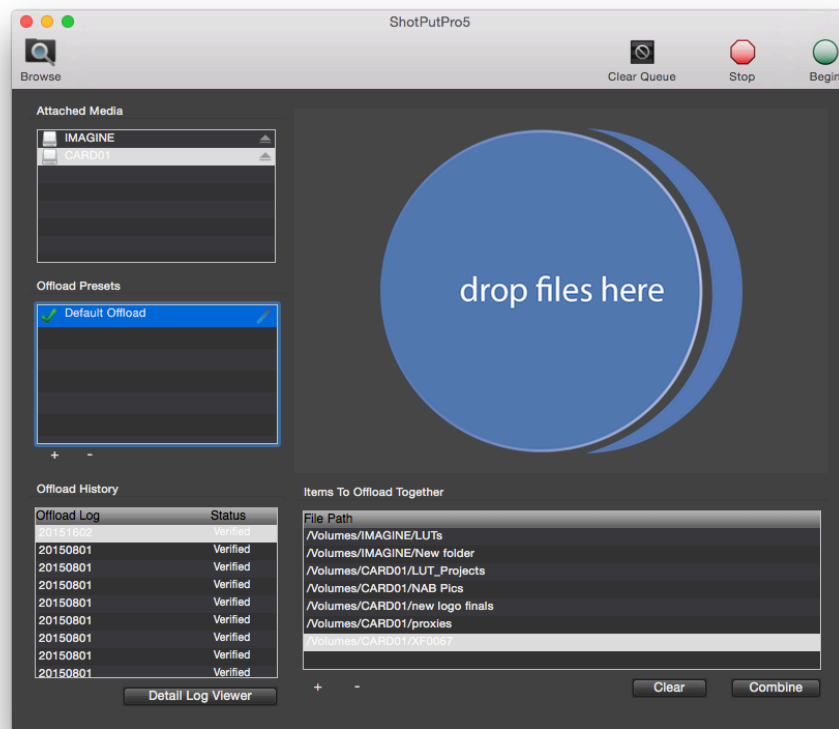
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## Welcome

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



ShotPut Pro™ works with a number of card formats including Canon EOS & XF, Panasonic P2 & AVCCAM, JVC HCSD, SxS & SxS Pro, RED, Sony XDCamHD & AVCHD, Arri and more. It may also be used to copy a SSD, HDD, folder, SD card, CF card or other card types or from digital disk recorders. Regardless of content, as long as the operating system sees and mounts the memory device.

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

## Overview

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

**HD Digital Video and Still Media:** ShotPut Pro offloads ANY media type. ShotPut Pro even offloads still image files from HCSD cards such as RAW, JPEG, TIFF and others.

**Entire Cards or Disks:** The contents of any mountable volume (card or drive) can be copied, or individually select just the material you want to backup and verify. Drag and Drop folders, cards or disks into the queue (process area).

**Fast Copying:** ShotPut Pro reads the source files once, and uses multi-thread technology to copy multiple files to multiple destinations simultaneously for the fastest possible offloading. Add as many output destinations as desired and select between them as desired. Adjustable memory buffer sizes (under Preferences) give you the ability to optimize performance for your equipment.

**Security:** Verify file-by-file sizes using checksum technology to ensure copies exactly match the originals.

**Verification Log:** Create a printable record of file transfer activity, how the copies were named, time, date, etc. Save complete details for project organization or just summaries for billable time. Select from a number of formats including Text, XML, CSV and HTML. Logs may be saved individually with offload data, or combined in a common folder with other logs.

**Checksum Utility:** Drop any file, or folders of files, any time into the Checksum Utility to verify they match. Use it to ensure file integrity of Post-production processing and files moved without the use of ShotPut Pro.

**Personalize Logs:** Automatically add your contact information to each offload report. ShotPut Pro can also prompt you to type in the Card ID or identifier. You can even type personal notes into a log.

**Automatic or Manual Process:** Setup an auto-naming scheme and use the auto-offload mode to begin copying cards upon insertion. For the manual process, select from a list of removable drives, or Drag and Drop individual folders into the processing window.

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

**Multi-Camera Support:** Multi-camera data wranglers will appreciate being able to switch between naming conventions without re-typing. Simply setup separate Custom Presets for each set of naming choices.

**Bundle Offloads:** New 'Offload Together' dialog lets you combine individual files or folders into one volume for copying.

**Error Checking:** **ShotPut Pro™** eliminates human errors and prevents accidental overwriting of existing folders. It checks for available space, duplicates, and even whether the media you're copying contains video files.

**Finishing Touches:** After offloading is finished, let ShotPut Pro automatically erase the card so it's ready to return to the camera. You can even have the software e-mail a notification and the verification log after each offload completes.

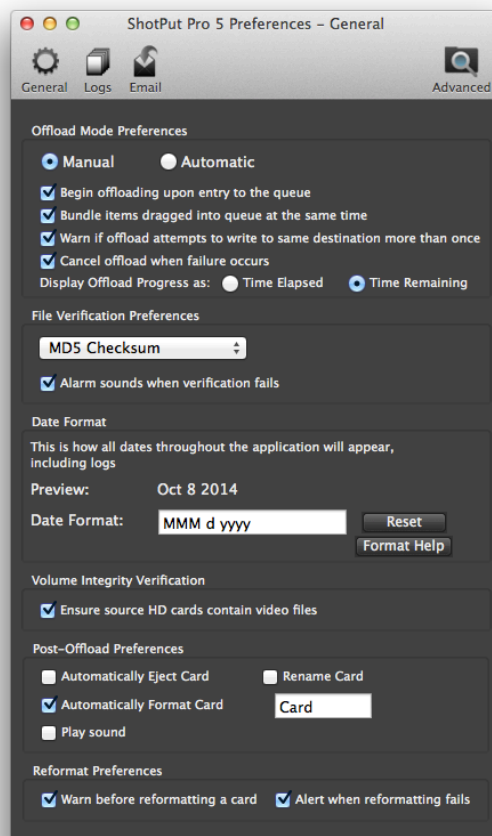
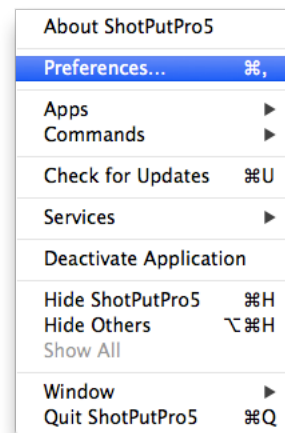
Additionally, ShotPut Pro is designed to work seamlessly with **HD-VU™** to instantly preview clips in original form, and with **ProxyMill™** to transcode copied clips into self-contained movies. (HD-VU2 and ProxyMill are sold separately.)



## Preferences

This section will help you enable the **ShotPut Pro™** settings needed to offload any media card or copy a local drive or folder.

If this is your first time starting ShotPut Pro, you will need to establish a few settings for your offloads. Infrequently changed choices are located in Preferences (under the Application Menu).



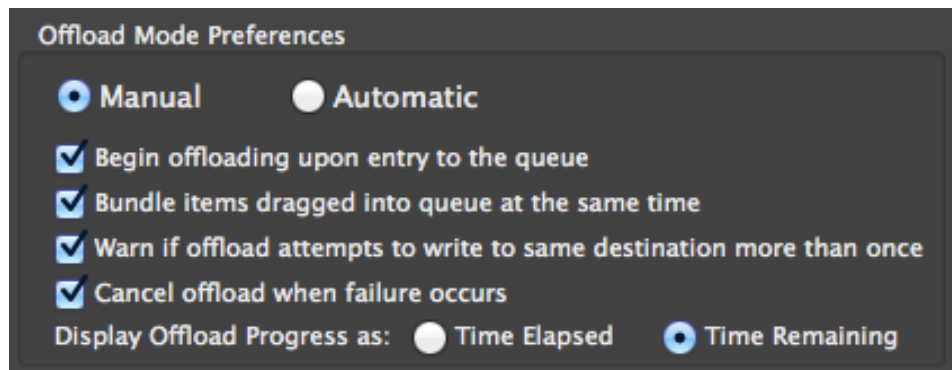
Preferences are organized in four groups by tabs.

The General tab has settings for Offload Mode, Verification types, Date Format, Volume Integrity and Post-Offload activities.

## General Preferences

### Offload Mode

Under 'Offload Mode', choose how offloading will be initiated.

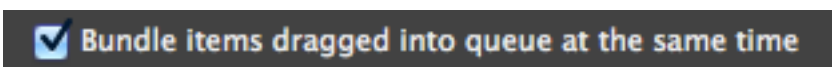


In Manual mode, you can explicitly select cards, local drives, folders or files to offload—just drag them into the Offload Queue processing area.

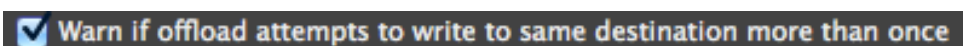
Check the box to immediately 'Begin offloading upon entry to the queue' if you prefer copying to start without manually pressing the 'Begin' button on the main window.

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

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



To quickly combine several items into a single offload folder check the Bundle items preference. This does the same function as "Items to Offload Together" on the main screen of ShotPut Pro.



ShotPut Pro will NOT OVERWRITE files. Instead, if you copy into the same output location the application will automatically append a -1, -2, etc. to your naming convention. Check the warn preference to be notified when this is going to happen.

Cancel offload when failure occurs

Should a failure or error occur during offloading, you have the choice to immediately terminate the copy processes or just be alerted.

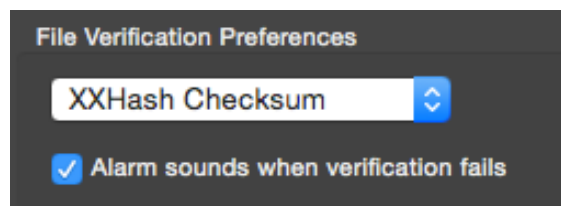
**CAUTION!** It's usually best to Cancel the Offload entirely if a failure occurs. Determine the cause of the problem and correct it.

Display Offload Progress as:  Time Elapsed  Time Remaining

You have the choice of displaying Estimated Time Remaining or Elapsed Time beneath items in the queue.

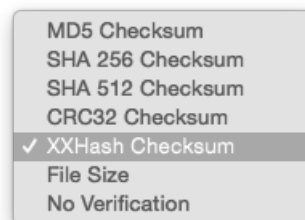
## File Verification

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



File Size Comparison uses operating system provided byte count information about the source and copy to determine whether they match. This type comparison is both fast and a good general-purpose choice.

Checksum type verifications (such as XXHash, MD5, CRC & SHA) use algorithms that calculate a binary value for the bytes of a file. While similar to a file size comparison, the idea of checksums is to also identify any misplaced or changed position bytes in which case a file size may match but a checksum would not. It takes a little longer to process than file size comparisons but gives an added layer of confidence.



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

**NOTE:** A 'No Verification' option is included for situations such as copying to a RAID or similar archive device that is spooling files and automatically moving them to a different location. In such cases, ShotPut Pro's normal file

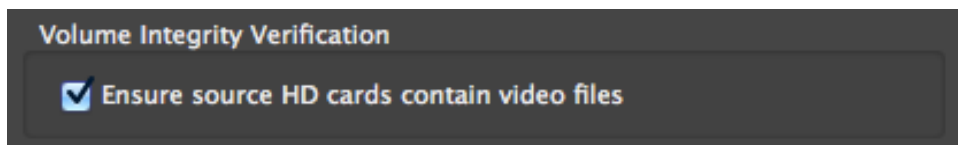
verification may report an error because the destination no longer matches the original source before copying is complete. However, the “No Verification” option will report any system copy errors such as the destination going offline before copy is complete, etc. (Even this option is more secure than simply using Finder.)

‘Alarm sounds when verification fails’ enables a very annoying car horn alert as an added method of getting the user’s attention to a problem. A warning prompt will also appear when an error occurs and it will be noted in any saved logs.

**TIP:** You will have the opportunity to Cancel the offload entirely, or skip an offending file to continue copying. At the end of the offload session you’ll have the opportunity to re-try skipped files or make a note of them.

## Volume Integrity Verification

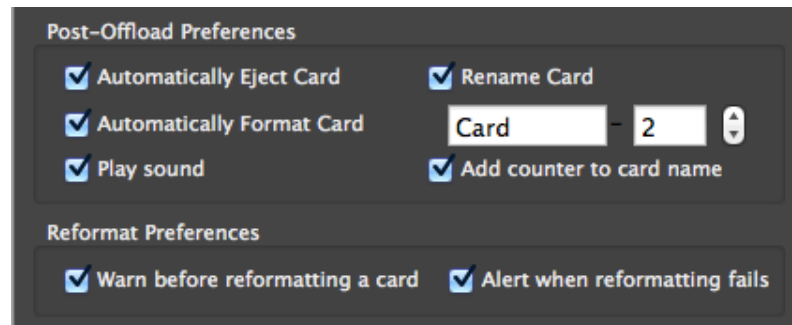
As an additional helpful check, let **ShotPut Pro™** ensure the card you’re copying actually contains video files (not an accidental card that’s already been copied and reformatted).



Of course, don’t check this option if you’re cloning generic hard disks or digital still images, etc.

## Post-Offload

These options instruct ShotPut Pro what to do when finishing an offload. You can save time by letting the software automatically eject the card, format the card, and rename the card(s). You can also play a sound to indicate that the copies are finished.



ShotPut Pro automatically determines card types by their folder/file structures. If it doesn't recognize the type, you may still offload with the software but it won't be able to reformat for you.

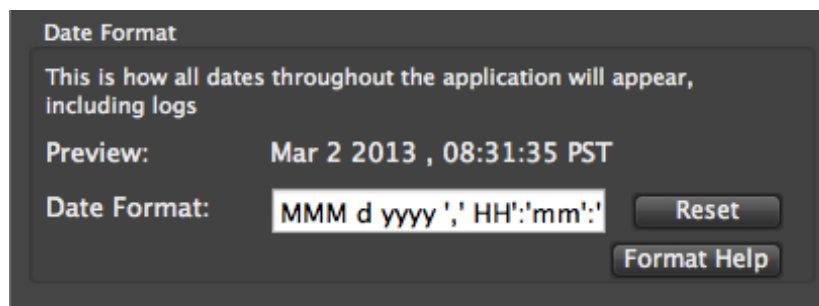
**TIP:** It's a good idea to occasionally reformat cards in the camera or accessories for best long-term performance.

Check the 'Warn before reformatting a card' to have an opportunity to check the copy's contents manually before continuing with reformatting. Consider using **HD-VU™** for this task. (Don't use this option if you're trying to create a fully automatic workflow.)

**TIP:** Reformatting and renaming require the card to be physically unlocked (not write protected). Certain card readers may not allow file changes (such as using the camera as a reader), so test the reformat option with your equipment setup before designing a workflow that depends on it.

## Date Format

Dates may be formatted in custom variations of International standards (e.g. DDMMYYYY, YYMMDD, etc.).

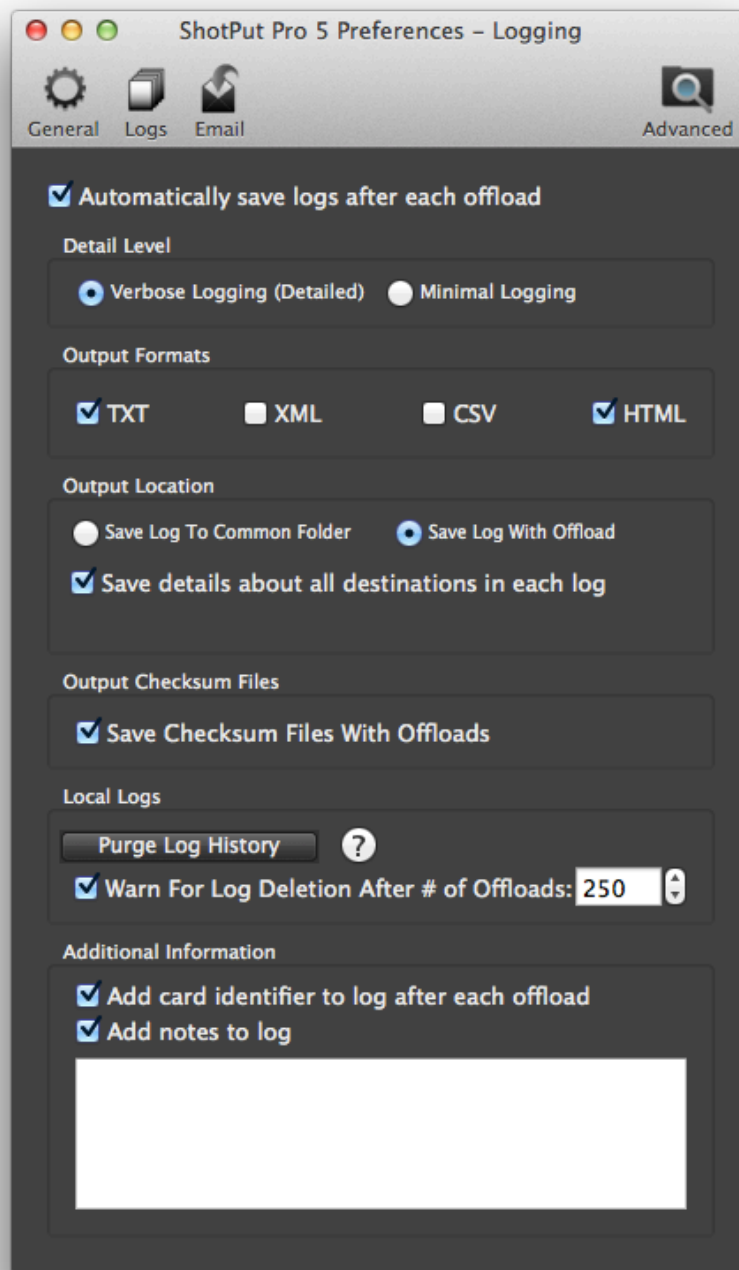


Type in the 'Date Format' box to change. The Preview updates automatically. Click 'Reset' to return to default type. HELP on this dialog displays a list of acceptable characters and what they represent:

Characters	Description	Examples
"y"	The year, from 0 to 99.	1/1/0001 12:00:00 AM -> 1 1/1/0900 12:00:00 AM -> 0 1/1/1900 12:00:00 AM -> 0 6/15/2009 1:45:30 PM -> 9
"yy"	The year, from 00 to 99.	1/1/0001 12:00:00 AM -> 01 1/1/0900 12:00:00 AM -> 00 1/1/1900 12:00:00 AM -> 00 6/15/2009 1:45:30 PM -> 09
"yyy"	The year, with a minimum of three digits.	1/1/0001 12:00:00 AM -> 001 1/1/0900 12:00:00 AM -> 900 1/1/1900 12:00:00 AM -> 1900 6/15/2009 1:45:30 PM -> 2009
"yyyy"	The year as a four-digit number.	1/1/0001 12:00:00 AM -> 0001 1/1/0900 12:00:00 AM -> 0900 1/1/1900 12:00:00 AM -> 1900 6/15/2009 1:45:30 PM -> 2009
"M"	The month, from 1 through 12.	6/15/2009 1:45:30 PM -> 6
"MM"	The month, from 01 through 12.	6/15/2009 1:45:30 PM -> 06
"MMM"	The abbreviated name of the month.	6/15/2009 1:45:30 PM -> Jun (en-US)
"MMMM"	The full name of the month.	6/15/2009 1:45:30 PM -> June (en-US)
"d"	The day of the month, from 1 through 31.	6/1/2009 1:45:30 PM -> 1 6/15/2009 1:45:30 PM -> 15
"dd"	The day of the month, from 01 through 31.	6/1/2009 1:45:30 PM -> 01 6/15/2009 1:45:30 PM -> 15
"ddd"	The abbreviated name of the day of the week.	6/15/2009 1:45:30 PM -> Mon (en-US)
"dddd"	The full name of the day of the week.	6/15/2009 1:45:30 PM -> Monday (en-US)

## Logging Preferences

**ShotPut Pro** keeps an extensive record of file transfer activity. Click the 'Logs' tab on the Preferences dialog to set report details and how to handle information about each offload session. (Detailed log history is available from the main offload window.)

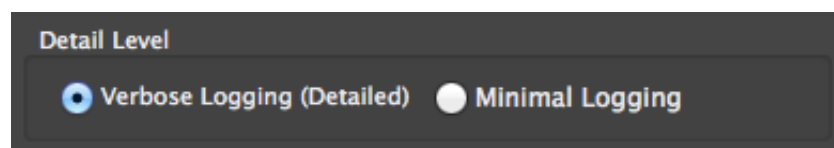


Offload logs can be an important bookkeeping and even billing record of your data wrangling activities. Check the box to 'Automatically Save Logs after each offload' if you want a log saved without further prompting after each copy is complete.

**TIP:** If you only occasionally save detailed logs, you can manually select them from the 'Detailed Log Viewer' on the main processing window.

## Log Detail Level

Select how much details your log will contain.

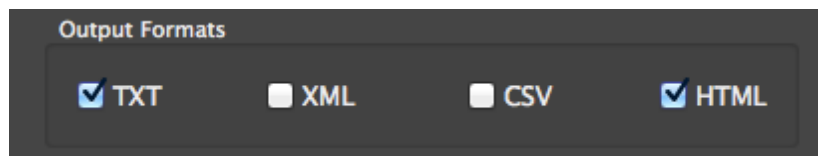


"Verbose (Detailed)" type logs contain a more thorough reporting of each file's information including full path names, the name of the folders created, duration of each file's transfer, validation results, etc.

The "Minimal" type includes a summary of the number of files copied and time/date stamp of each, along with total elapsed time.

## Output Formats

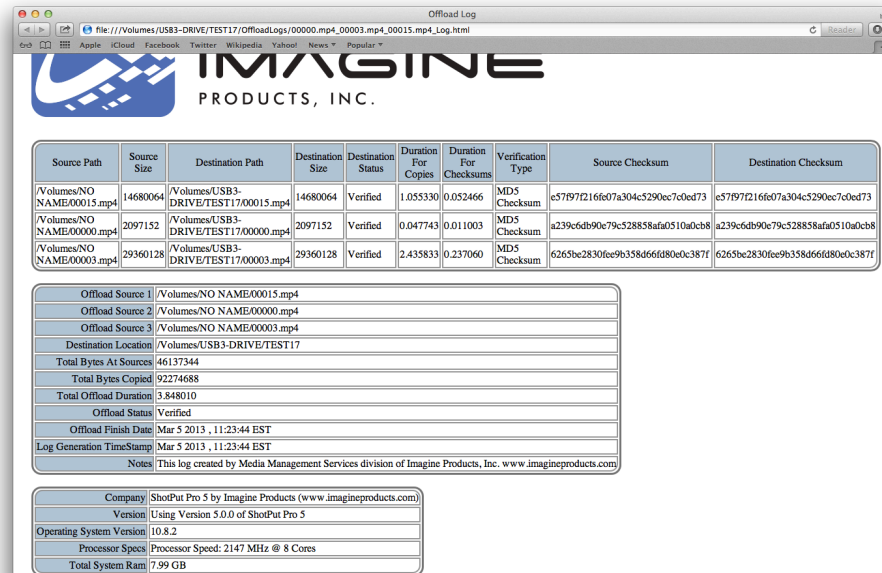
ShotPut Pro offers expanded file types for saving the logs. Choose the format that best suits your presentation needs.



Text is a simple human readable form, whereas XML may be useful to import the data into archive systems, etc. CSV (comma separate values) is readily compatible with spreadsheets.



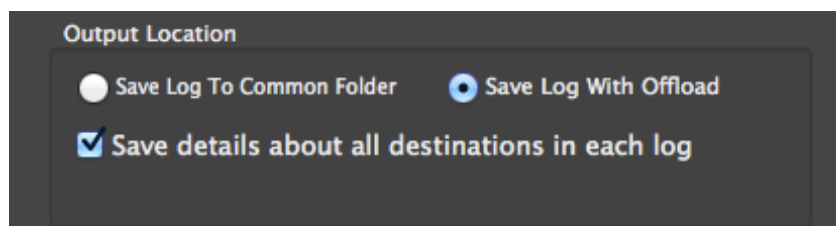
The HTML style pre-formats columns, rows and colors.



**TIP:** You can also Export Logs from within the Detail Log Viewer window. Log preferences are used to populate choices in that dialog the first time it's used, but can be over-written as needed.

## Output Location

Logs may be saved together in a Common Folder or individually with the offloaded data.

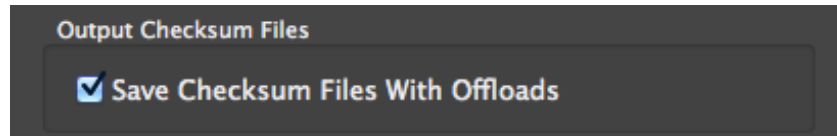


The common folder may be anywhere on your system, just browse to the folder location when choosing this option.

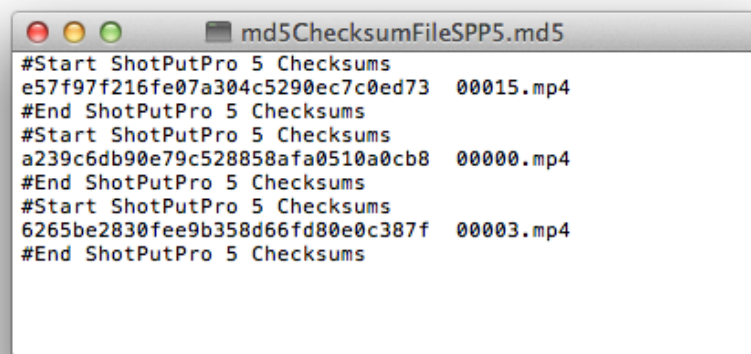
Check 'Save details about all destinations in each log' if you want the logs to show information about all outputs from the associated Preset. Otherwise, unchecking this option means the log will denote only files saved to the same location as the log itself.

## Output Checksum Files

ShotPut Pro allows you to save a .MD5 file along with offloads.



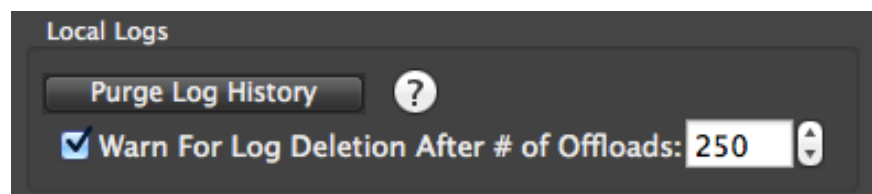
This simple text file contains file names and binary checksum values for each. With these values you can check the integrity of your files throughout your network.



By default, a file named 'md5ChecksumFileSPP5.md5' will be saved in the root of the Offload Folder. This is by design since this type .MD5 file is intended for use downstream in a Linux network environment.

## Local Logs

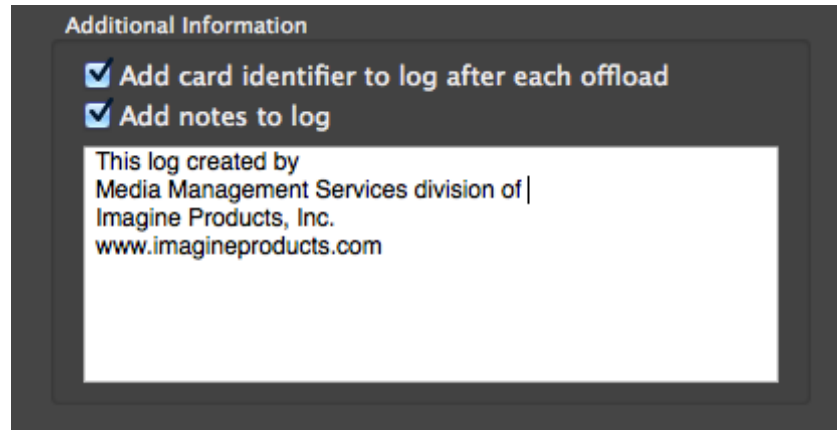
ShotPut Pro saves a history of your offloads in a simple SQLite file within your user profile information on the computer. This 'Local Logs' file can become cumbersome and bloated with no longer useful information. **For peak performance you'll want to occasionally 'Purge Log History'.**



**NOTE:** Purging Log History has no bearing upon log files saved with offloads or to a common folder. It only resets the session database information.

## Additional Information

When logs are created, you may automatically add other information to them.



For example, check the box to 'Add Notes to Log' then input the text you'd like to add to every log. This might be contact information, project details, etc.

We recognize that some multi-card productions track serial numbers or other labels on the card itself. Doing so can be helpful downstream should a card begin to fail to locate files that passed through that particular card.

Check the 'Add Card Identifier to Log after each Offload' to prompt when the log is being created with a dialog for you to type in the identifier.

## E-Mail Preferences

**ShotPut Pro™** can e-mail or text you a notification when the offload finishes. This is especially a handy option when copying large disks or using a multi-card reader. Click the 'Email' tab to open the preferences panel.



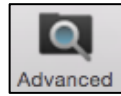
Check 'Send email upon offload completion' to enable this option. If you'd like to receive the offload log, check that box too. The e-mail option uses Apple's **MAIL e-mail application**. It's strongly encouraged that you send a test mail before relying on this option.

To send texts, choose the country and carrier and the number to send to. Send a test message to receive the Verification Code. You **MUST** verify before using this option.

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

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

## Advanced Preferences



Click on Advanced preferences tab, upper right, to open the panel. These are settings that generally are set correctly by default, but you may override as needed.



### Ignore Hidden Files

'Ignore hidden files and folders' omits hidden files and folders from offloading. Many camera manufacturers, and operating systems, create hidden files to assist in file system regulation (e.g. Spotlight or Trash files). These files typically have no value and no bearing on your media files. Often times attempting to offload hidden files can create offload errors and should not be offloaded at all. Therefore, it is advised to **keep hidden file copying off unless** it is needed.

### Disable File Caching

File caching is a way the operating system attempts to speed up file reads by putting recently used files into inactive memory. This inactive memory will be freed upon an application needing it, but on systems with low amounts of RAM this caching may cause some speed problems.

Caching does increase performance, sometimes significantly, with fast media such as Solid State Drives (SSDs). **It is advised that you leave this option unchecked unless** your system is running into a memory bottleneck. For more information on inactive memory please see the following site: <http://support.apple.com/kb/ht1342>

## Source Integrity Verification

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

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

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

## Error on Source Changes during Backup

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

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

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

## Buffer Size

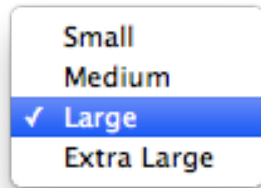
Read-buffer flexibility helps accommodate the endless workflow configurations currently being employed throughout the video industry while optimizing copy speed.

Your optimum buffer size depends primarily on three aspects of your configuration:

1. Source media type(s).
2. Type of drive(s) to which copies will be sent.
3. Bandwidth of connections between computer and the drives.

Solid State devices generally can handle larger read-buffer chunks than a typical spinning disk drive. However, even these have a wide bandwidth range between HCSD & CF cards at the low end, to P2 & SxS cards, and SSD drives at the higher end.

Similarly, fast connection types (e.g. USB 3, eSata, Thunderbolt, etc.) have a far higher data transfer rate than slower counterparts (e.g. USB 2, Firewire, etc.) can handle.



For typical ShotPut Pro users, the “Medium” buffer setting will be the desired setting and provide excellent throughput. However, power users employing high speed configurations will find the “Large” or “Extra Large” provide a vast speed improvement over “Small” and “Medium”.

**TIP:** Although we have detailed some basic methods in identifying which buffer setting to use, it is very difficult to provide hard rules for an endless number of configurations. We recommended you try a few offloads using the different buffer sizes and figure out which settings works best for your configuration.

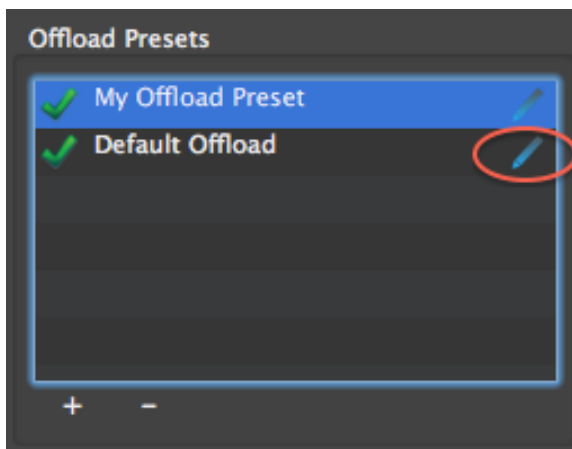
## Offloading

Before you begin adding files to the processing area (queue), you'll need to set the locations where you'd like copies to be placed and how you'd like the folders containing your copies named.

In ShotPut Pro 5 these are organized by Offload Presets.

### Select Offload Presets

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



Click the plus [ + ] button below the list to Add a Preset.

New Presets will automatically be named "Default Offload" until you change it.

To Delete a Preset, click the minus [ - ] button.

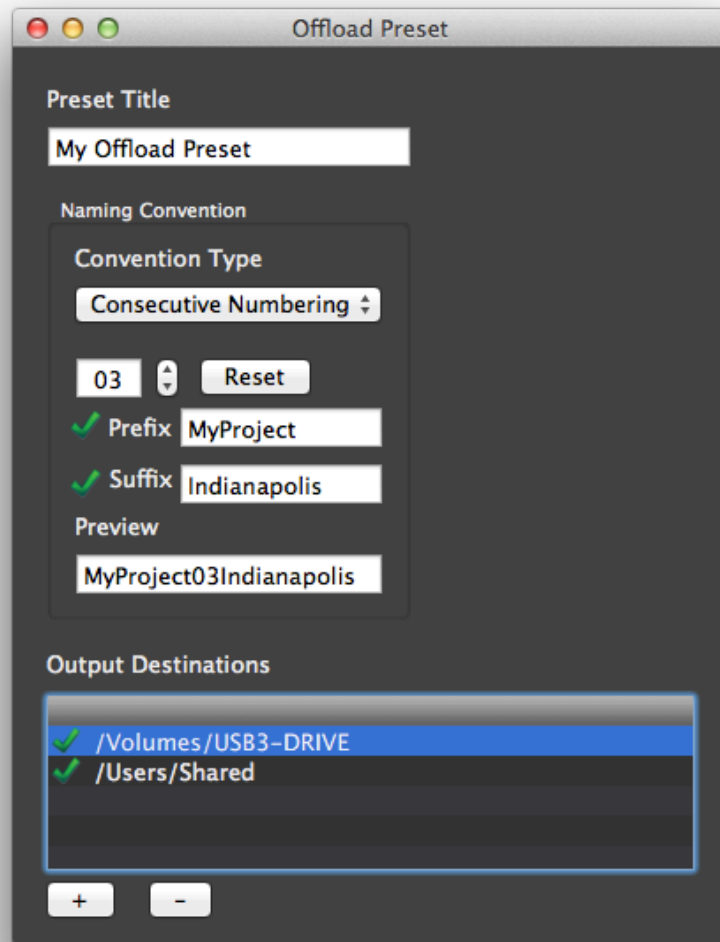
**To Edit a Preset, click the pencil button to the right of the name.**

#### Edit Preset Title

Click in the Preset Title box to type in a user-defined name that helps you to differentiate between Offload Presets.

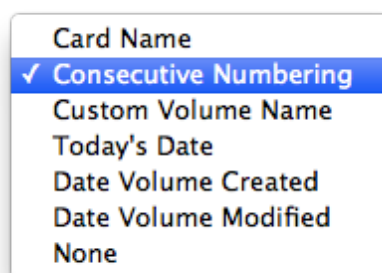
**TIP:** it is often helpful to think of a name that best describes the preset configuration and will allow you to easily identify the preset to select when you wish to begin offloading tasks.





## Edit Naming Convention

ShotPut Pro™ automatically creates folders for your copies. (There is no need to create folders manually ahead of time.)



Click on the 'Convention Type' to select from common naming options.

Use Consecutive Numbering, the Card Name, Today's Date, Date Volume Created, Date Volume Modified or None of these. You can type in the name by selecting "Custom Volume Name" and filling in the textbox below.

Add a prefix and suffix as desired. A preview of the folder name is displayed. ShotPut Pro will only use Prefix and Suffix when the checkbox(es) are selected.

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

**TIP:** Click anywhere in the dialog to refresh the naming convention 'Preview'. This will show you the name of the folder ShotPut Pro is going to create at the output destination(s). In the case of any timestamped convention a placeholder will appear with the text in " " representing where the timestamp will be placed (e.g. "Date Created").

ShotPut Pro will not overwrite existing Copy Folders, so the naming—whether typed in or automatic—should be unique. If the same name is accidentally chosen, ShotPut Pro will automatically append a "(2)" to the new folder.

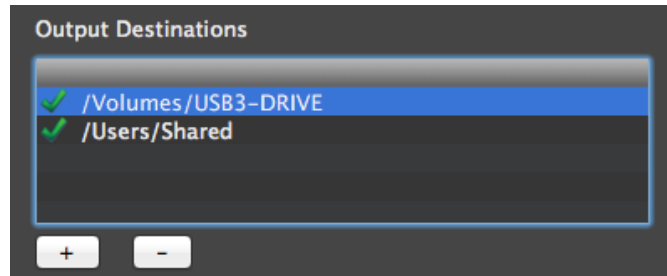
'Today's Date', 'Date Volume Created' and 'Date Volume Modified' selections name the copy folder based on the date/time information. This can be a handy way to ensure unique labels as well as organizing your cards based on when they were shot (**provided that the card contains this information**).

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

**CAUTION!** If 'None' is selected for the folder naming convention, the files will be placed directly into the destination folder without creating a sub-folder. Therefore the 'None' folder **MUST** be empty before offloading. You'll be prompted to browse to the location at the time of offload.

## Edit Output Destinations

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



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

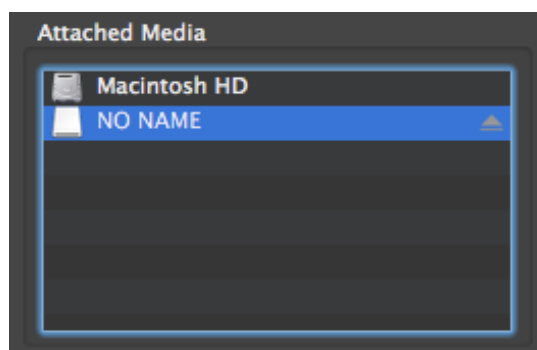
You may add as many destinations as desired and just select (checkmark) those to use.

You must select at least one location before you will be allowed to begin the offload.

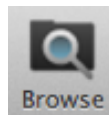
**TIP:** Avoid long path names (those approaching 100 characters or more) as these may exceed the Operating System limits with the addition of the card's volume name, subfolders and file names within.

## Select Media to Offload

If you selected Automatic mode in Preferences, just attach the card reader or insert a card and it should show up in the process area and begin offloading.



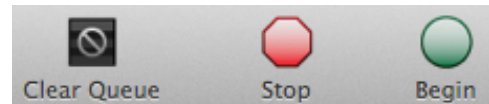
To manually offload mounted volumes (such as cards or entire hard disks) simply drag it from the 'Attached Media' list into the process area (queue).



You can also add folders or individual files. Click the “Browse” button on the toolbar to open Finder and select the desired item to drag into the process area.

**CAUTION!** When selecting cards using Finder (instead of choosing from the Attached Media list) be sure to select the card itself, not a sub-folder, to ensure all needed files are copied for a given format. For example, P2 cards have a ‘lastclip.txt’ file outside of the CONTENTS folder.

If you didn’t set Preference to automatically begin offloading when an item is added to the queue, click the ‘Begin’ button on the toolbar to start copying.



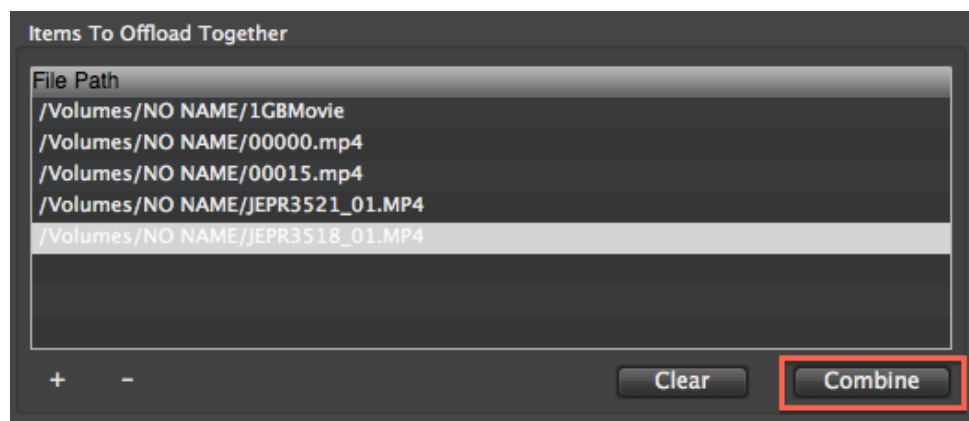
Click the ‘Clear Queue’ toolbar button to remove all items from the process area (queue). ‘Stop’ halts the copy process (as soon as permitted by the operating system).

**CAUTION!** Manually stopping the process will likely result in incomplete copies.

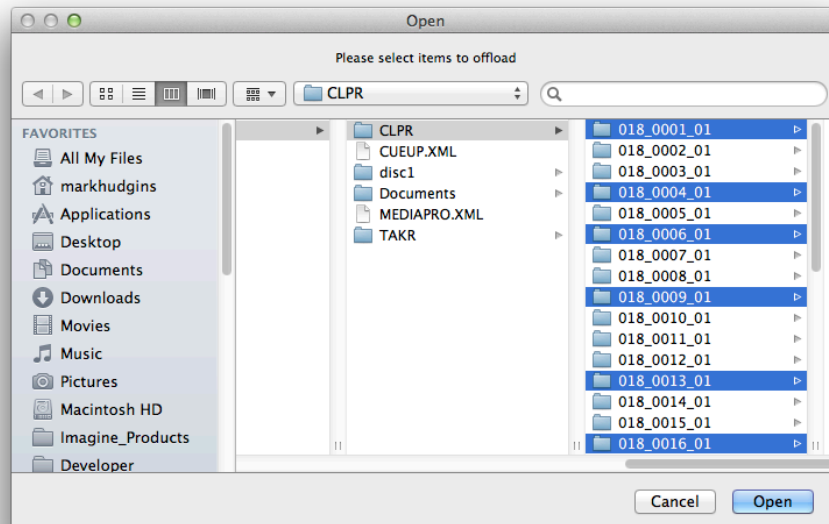
**NOTE:** If you’re offloading more than one item at a time, the copy folder name will automatically increment in each destination according to the “Consecutive Numbering” settings. If you’re using any other naming convention that results in potential same-named copy folders, ShotPut Pro will append “(2)”, “(3)”, etc. as needed to differentiate them.

## Bundled Offloads

Bundled offloads are a new feature in ShotPut Pro 5. This feature allows you to group several files or folders, potentially from different sources, into one cohesive offload. The advantage of this feature is it gives you the ability to pick and choose only the files and folders you wish to offload, and put them all into one folder (rather than individual folders for each file or source folder).



To add items to the bundled group, drag & drop paths into the list or click the plus [ + ] button to open a Finder window.



To remove specific items from the list, highlight those items in the list and click the minus [ - ] button, or press the 'Delete' key on your keyboard. To clear the entire list, press the 'Clear' button.

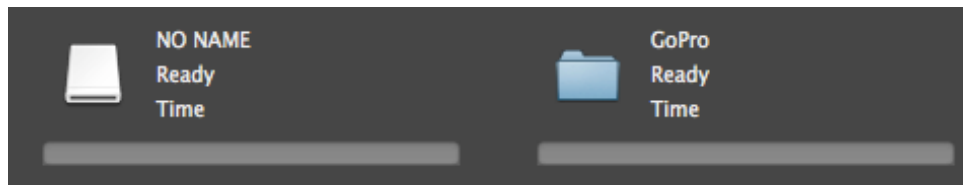
Once all items you wish to offload together are in the list, press the '**Combine**' button to place the group into the queue to begin processing.

**NOTE:** When bundling potentially disjointed items, you should be aware that if a timestamp-based offload preset naming is in use, the timestamp will **be based upon the first object in the list.**

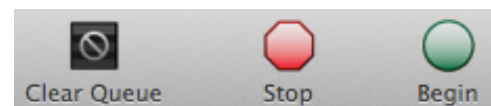
**CAUTION!** Use this feature with great caution when choosing videos from camera cards. Be very sure the selected items to offload are **ALL** of the important clips (and supporting metadata files) because it is very difficult to recover from camera cards once they're erased or reformatted.

## Begin Offloading

Source items to be copied are represented in the processing area (offload queue) graphically by type.



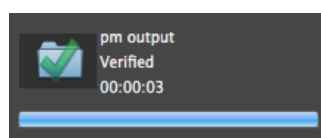
If you didn't set Preference to automatically begin offloading when an item is added to the queue, click the **'Begin'** button on the toolbar to start copying.



**NOTE:** For easy identification, only the item's name is shown without file path or extension.

The status is displayed below the name. This label has six possible values, which are detailed below:

- Ready:* The offload task is ready, but has not yet begun.
- Processing:* The task is active and currently offloading.
- Copied:* All offloading has completed successfully, but has not yet been verified.
- Verified:* The offload has completed and been verified. At this point all offloading tasks are finished.
- Canceled:* The offload has been canceled, either by the user or through invalid interface entries.
- Errored:* The task attempted to offload, but failed to finish completely or failed to verify.



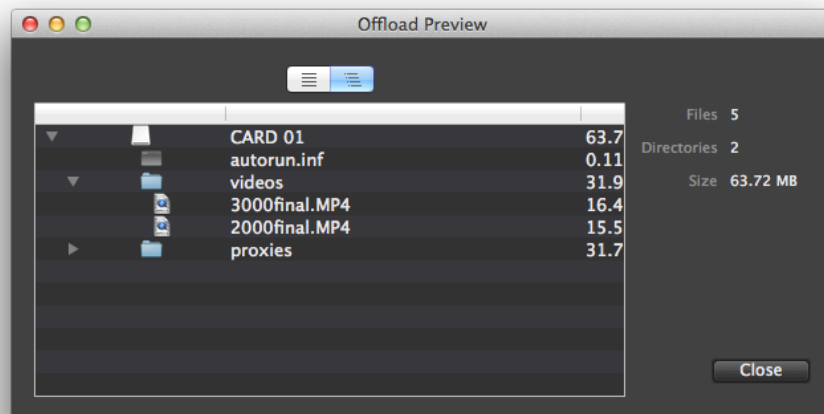
The third label is the time passed since offloading began.

A progress bar is beneath the item.

Once the bar is full, all items have been offloaded to their destinations without error, but have not necessarily been verified. Please wait until the status label reads **'Verified'** and a **green checkmark** shows when that item has completed.

## Offload Preview & Details

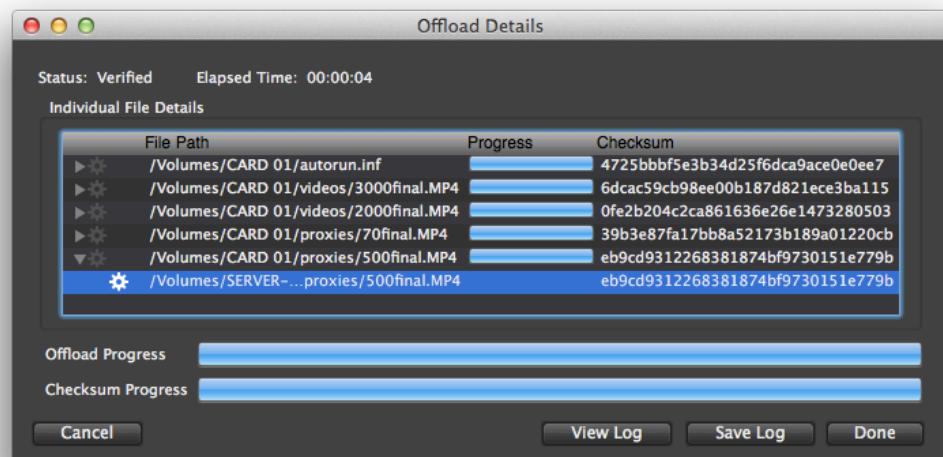
Double click an item in the process area (queue) to open its Details. If the item hasn't been offloaded yet, the preview list opens.



Click the button on the top to switch between List and Hierarchical views.

**NOTE:** You cannot edit the item's contents from this view.

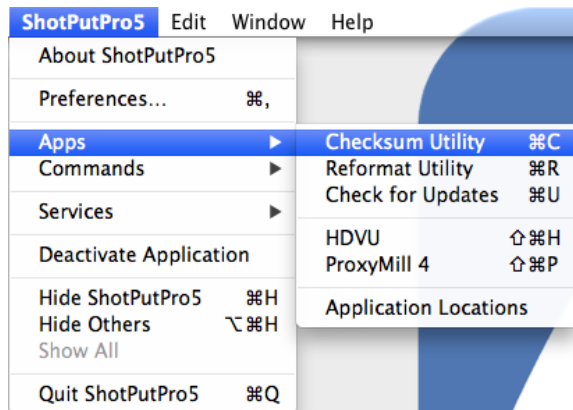
If the offload is in process or complete, double clicking the item opens Offload Details. Individual files' progress and verification checksums are shown, as well as the overall checksum progress.



## Apps (Utilities)

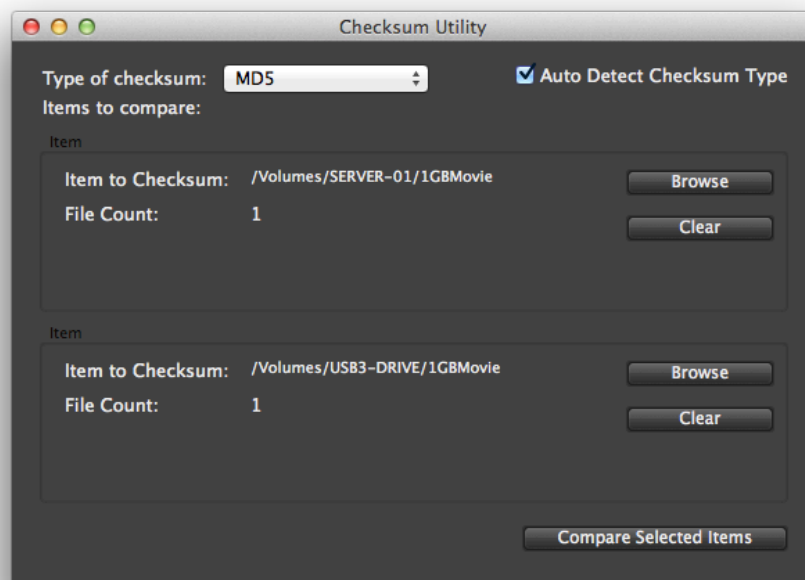
ShotPut Pro 5 has two new included utilities: Checksum & Reformat.

From the Applications menu, select Apps.



## Checksum Utility

The Checksum Utility is a handy way to ensure file integrity of Post-production processing and files moved without the use of ShotPut Pro.



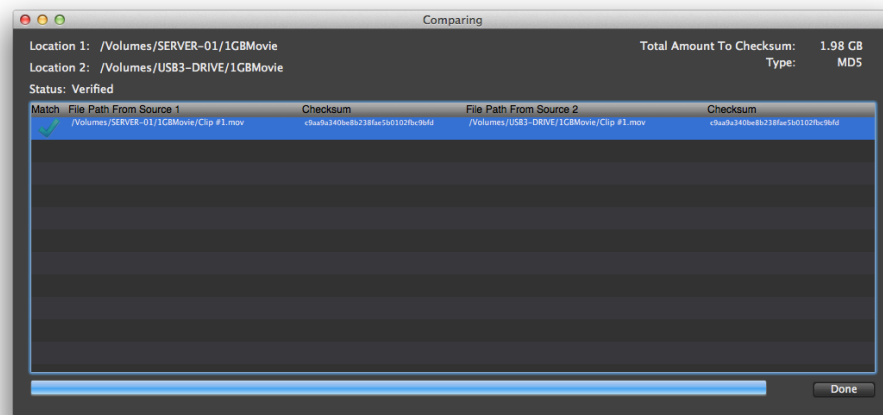


Select the type of checksum you'd like to perform (e.g. MD5, CRC32, SRSum, etc.). Then drag a file or folder of files into the top or bottom dialog; then the corresponding file(s) to compare with into the other items area.

The utility has an 'Auto-Detect' feature to assist you. With this box checked, when you drop in folders containing .MD5 or SRSums, or other checksum files along with the source files, the utility will automatically read these and use them for comparison.

For example, Sony files may contain the SRSum within the source files themselves. While ARRI video files may have an external .MD5 file that lists the file names and corresponding checksum values for each.

So, you can compare to the listed values, or one set of files to another. Click 'Compare Selected Items'.



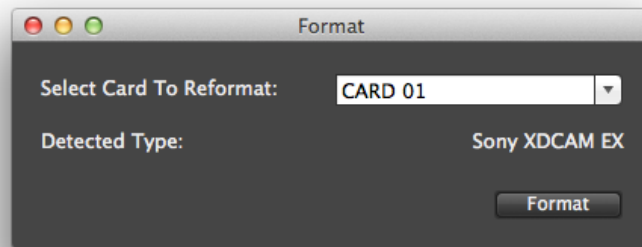
Matched items will show a green checkmark beside them in the list.

**NOTE:** If dissimilar files are compared no items will match, though checksums will be displayed in the column beside the file name.

**TIP:** For more robust checksum features, try our **ShotSum™** file-analysis application. It can compare entire contents of volumes and provide exportable reports of duplicates across several locations.

## Reformat

You can reformat (erase) recognized card types at any time, not just during the offload process. Choose Reformat from the Apps menu. Click on the pull-down menu to select the mounted volume (card).



The utility will automatically sense the card type based upon its folder structure, etc. Click 'Format' to erase, reformat and auto-eject.

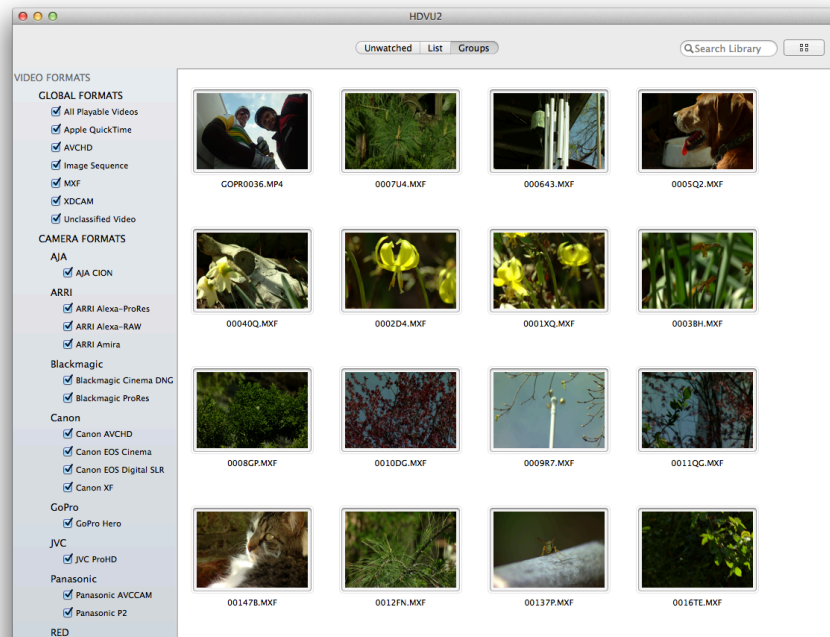
**NOTE:** Not all card types are supported. They must contain uniquely identifiable attributes for ShotPut Pro to determine how to reformat them.

## Playing Clips

ShotPut Pro is designed to work seamlessly with **HD-VU™** to instantly preview clips in original form. This 'all-in-one' player is a great tool to check copies or source material. Select HD-VU from the Apps menu to launch the player.



Upon first launch you'll be prompted to locate the application. If not already selected, browse to the HD-VU application (normally located by default in the Applications folder).



You may drag one file or folder at a time into HD-VU for playback, or setup a Watch Folder. To do that, select the "Grouped By" tab, then right-click on the Folders column and browse to the output location where ShotPut Pro is downloading. Check the box to "Watch Folder for New Video Files". HD-VU will then monitor the folder for incoming movies as they're added.

To play a clip in HD-VU, double click the thumbnail and a separate player window will open. (Refer to HD-VU User's Guide for complete details. **HD-VU sold separately.**)

## Appendix A – Installation

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

### Installing the Software

The installer comes in the form of a .dmg disk image file. Once downloaded, double click the file to mount it by Apple's Disk Copy application. Once mounted, drag the ShotPut Pro application into the Applications Folder (or wherever you wish to install it).

You may be asked for the administration password for the computer. The default location is the Applications folder.

**NOTE:** Click the ShotPut Pro application inside the Applications Folder to run. **DO NOT attempt to run the software from within the .dmg file.** Doing so will not retain settings or registration from session to session.

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

### System Requirements

The minimum **Macintosh** configuration is:

- Mac OS X 10.10 or 10.9 or 10.8
- Intel Mac only (64-bit systems)
- 2 GB RAM
- 16 GB free disk space

To access Panasonic P2, Sony SxS, or Arri Alexa cards you may also need to install the appropriate operating system driver provided by the camera manufacturer. Links to these may also be available from Imagine Products' website (Drivers link under the Support tab).

## Activation

Follow the on-screen prompts, or refer to MY PRODUCTS tab, top center of the website for activation procedure.

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

## How to Register

If you've purchased from our webstore, you're already registered in our system. If you purchased from a reseller or other method, we can transfer ownership to you. Please create an account on our website and e-mail the information to us along with the serial number(s) to transfer. We must have proof of purchase on file to give service and customer support.

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

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

Follow us on Social Media for timely and helpful information.  
On Twitter: @imagineproducts

## Appendix B - Trouble Shooting

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

### Frequently Asked Questions

#### I Can't Activate!

**Automatic ShotPut Pro activation requires web access** to our server to register the software for use. When you purchased the application, your software key was entered into our database. Upon first launch, the software will attempt to connect to our server to complete the process. Restrictive firewalls or virus protection software may prevent a connection. Generally you'll receive a message such as "Cannot Connect to Server". If you're unable to activate electronically, perform a manual activation.

**TIP:** If it's a portable computer, try using another Internet connection point. If you cannot connect, try unblocking port 3306. Otherwise request a manual activation.

**Use manual activation** if web access is not available or access to our server blocked for your computer. Log into your account on [www.imagineproducts.com](http://www.imagineproducts.com) and click "My Products" and follow instructions there.

**ShotPut Pro is a single user license.** If you're upgrading to a new computer, or need to transfer the software, be sure to run the Deactivate ShotPut Pro function in the Macintosh application menu.

If you do not have web access, contact Imagine Products support to report the deactivation code so the activation server may be reset for your serial number. Failing to do so will not allow the serial number to be used elsewhere.

**TIP:** If you forgot to Deactivate before removing the software, you can reinstall it and then deactivate to clear that computer's ID from the server.

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

**The software asks for activation each time it's launched.** Make sure you're not running the software from within the installer (.dmg) file. Drag the application onto your computer and run from the Applications folder. If you continue to have problems, check your Gatekeeper selections (Computer Settings/Security) to allow full installation of the software. If your profile doesn't have full Administrative privileges you may need to log in one time as the ROOT USER for the computer in order to accomplish installation and activation. (Refer to Apple Support documentation regarding ROOT User).

### **Application "Freezes" or "Crashes"**

**Do not unplug peripheral devices while the application is running.** Close the application before removing any peripheral hard disks or card readers. Never unplug devices without first stopping any copy in progress. Always eject cards before removing them.

**TIP:** If you experience repeated crashes, please send the crash logs to email support @ imagineproducts.com for assistance in determining what may be the cause. Crash reports are available on Macintosh computers from Applications>Utilities>Console. Click on the Logs List button, then FILES, ~/Library/Logs. Then select CrashReporter and look for ShotPut Pro logs. (Dialogs may vary depending upon your version of OSX.)

## Technical Support

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

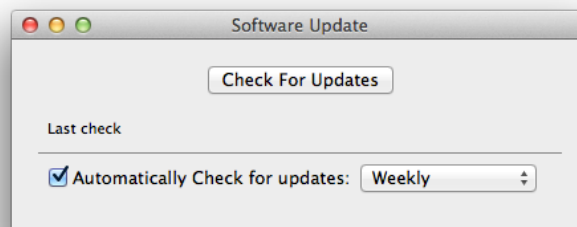
### Contacting Imagine Products

Visit Imagine's Web site to fill out a problem report <http://www.imagineproducts.com/> for fast, free service. Updated news and patches will be available on the page as well as Frequently Asked Questions under the Support tab on our site.

Alternatively contact us via email [support@imagineproducts.com](mailto:support@imagineproducts.com).

### Check for Updates

From the application's menu, select CHECK FOR UPDATES to configure how often ShotPut Pro should connect to our site and determine whether a newer version of the software exists.



Any updates will be supplied in the 'disk image' form (.dmg), meaning you'll need to open it from your Downloads folder and run the installer within. The installer may automatically open once download is complete depending upon your computer's configuration.

**NOTE: Full version upgrades (e.g. V4->V5) require purchase of a V5 serial number (older serial numbers will not activate newer software).**



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