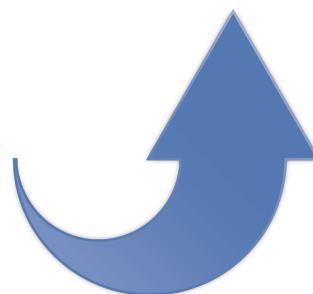


# How to Use PreRollPost<sup>TM</sup>



for Macintosh OSX



**IMAGINE**  
PRODUCTS, INC.®

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

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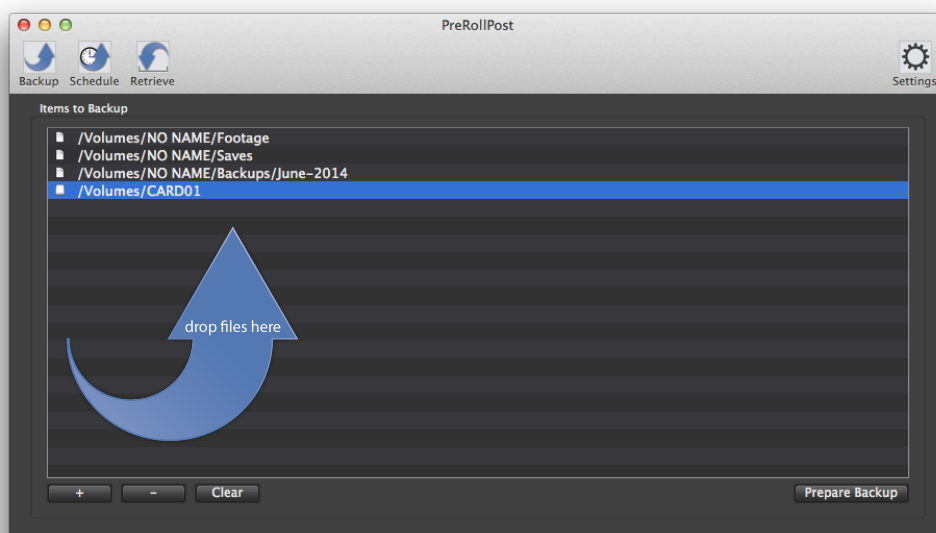
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## Welcome

## Overview

We're pleased that you've chosen **PreRollPost™** to archive your video assets. **PreRollPost™** is an application that automates indexing your video projects and camera originals, complete with thumbs, proxies and metadata, while backing up full resolution, unaltered media to long-term LTO tape, Optical Disk Archive (ODA) or a local disk or server.

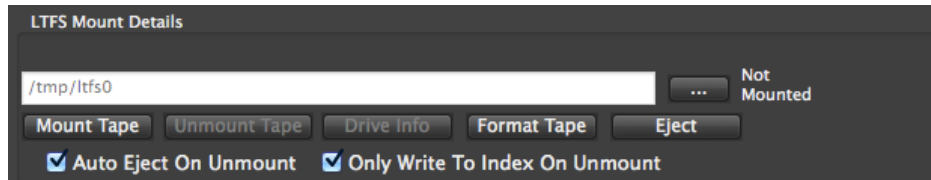


The software takes advantage of the Linear File Transfer System (LTFS), developed by IBM and supported by HP, Quantum, Tandberg and other tape drive manufacturers.

LTFS mounts a tape as a user defined read/write volume within the computer operating system. This makes it possible to write and read from the tape as if it were a disk and save files in their original format. It also makes PreRollPost hardware independent—you can use it with any Ultrium® LTFS compliant LTO-6 or LTO-5 tape drive.

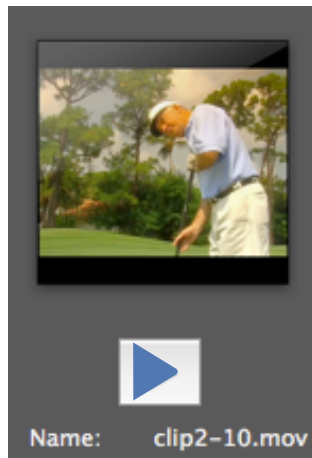
To save to tape, File and Folder names must comply with LTFS acceptable characters. These rules can be problematic for direct Finder users. But with PreRollPost, for your convenience non-compliant characters are automatically changed for tape storage then reinstated by PreRollPost's retrieval process.

**PreRollPost™** controls deck functions and copy operations onto LTO tape with a simple, easy to use interface.



With the software you may choose to make an additional copy of your assets onto a LTO drive and local hard disk (server) at the same time. Copies may be verified using checksum integrity algorithms (e.g. MD5, SHA256, SHA512, XXHash) in addition to the LTFS write verification process.

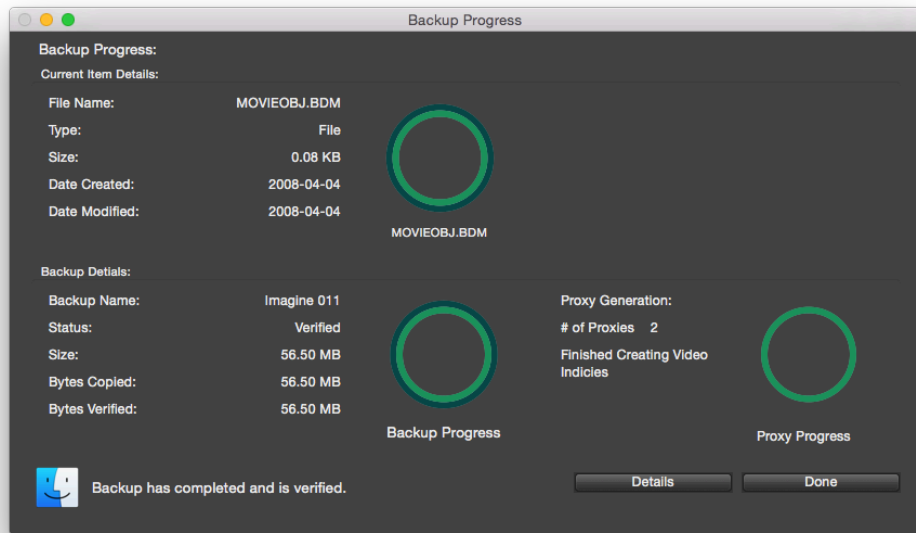
All PreRollPost indices are saved into a database on your computer under Application Support. We recommend backing this up to the cloud, a server or external drive occasionally that can be accomplished on an automatic scheduled basis.



The backup process is not specific to HD video files; however it is optimized for that purpose. It can create thumbs and proxies (using ProxyMill™, sold separately), as well as extract video metadata for later search/retrieve purposes.

The proxies may optionally be stored on the LTO tape itself. These make great client deliverables.

Archiving to tape is easy. Simply format a tape then drag files to be copied into the queue. Click 'Prepare Backup' and PreRollPost will index and analyze your files and begin writing them to tape. It will calculate checksum values and make preview proxies in the background while presenting progress information on these activities.



When the session is complete you'll see a 'Done' button and have the opportunity to view Details if desired. Use the Retrieve window to save or print reports if desired.

PreRollPost can automatically span tapes if your data exceeds the capacity of one tape. When this happens, the software will attempt to divide the data in a manner that doesn't create a dependency between tapes. In other words, known video volumes or data folders will not be split between tapes if possible.

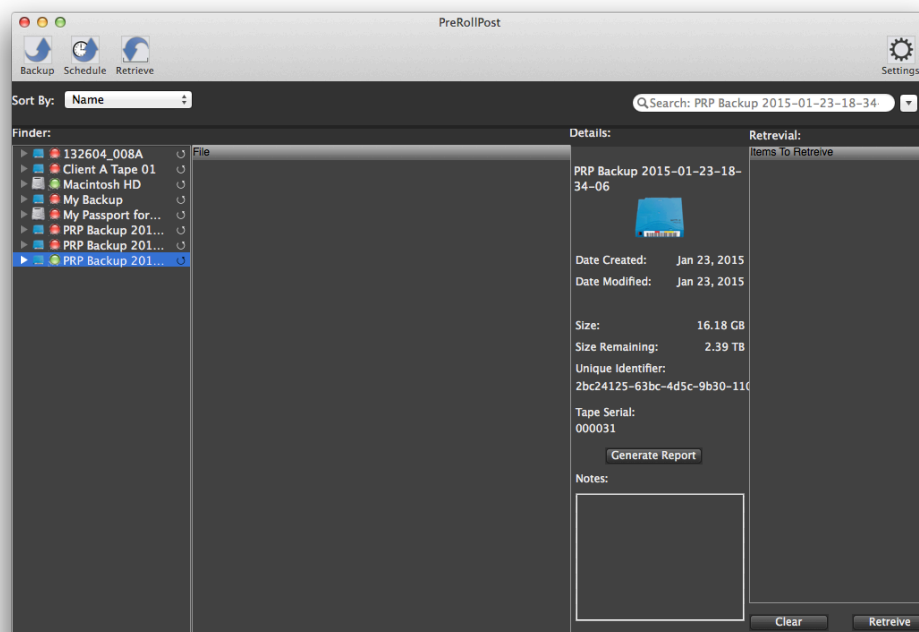


PreRollPost can also make scheduled incremental backups that can be full backups or just incremental ones. Select the Schedule button and set a watch folder (or more than one) and the start time, frequency and type of backing up (full or incremental). In incremental mode, each time the backup is invoked the watch folder(s) will be analyzed to determine which files are new or different from prior backups and only those will be copied.

**PreRollPost™** requires an Ultrium LTO-6 (or LTO-5) tape drive. LTO drives are typically connected via Thunderbolt directly or by a mini-SAS (Serial Attached SCSI) port, depending upon the manufacturer.

**NOTE: ProxyMill™, HD-VU™ and ShotPut Pro™ are optional applications sold separately.**

To restore files from tape, click the Retrieve view. There you'll see all your tapes in the left column that may be sorted by names and dates, etc. Browse or use the simple search to locate desired files. If they're video files you may play the proxy clip using HD-VU by simply clicking on the Play icon. There's also an advanced search to help narrow results.



Drag files or folders to retrieve into the far right column, and then click the 'Retrieve' button below. You'll be prompted where to save the files, and to mount another tape should your selection not be available on the currently mounted one.

## Settings



After installation, a few settings must be put in place. With the tape drive connected and ON, click the Settings button at the top right of the main window.

**NOTE:** Please make sure the tape deck or Optical Disc Archive is ON before starting PreRollPost. This will ensure that the tape or cartridge shows up.

**NOTE:** You **MUST** have **ADMIN** privileges to use this application. Some Settings may not be accessible while a backup is in progress.

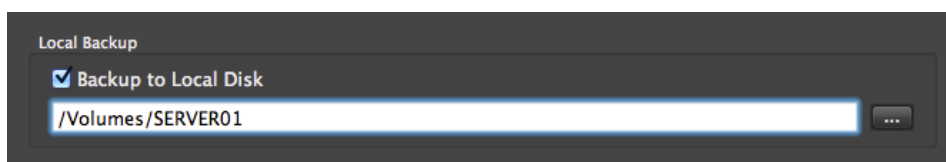
## Locations



Click SETTINGS, then LOCATIONS button (far left).

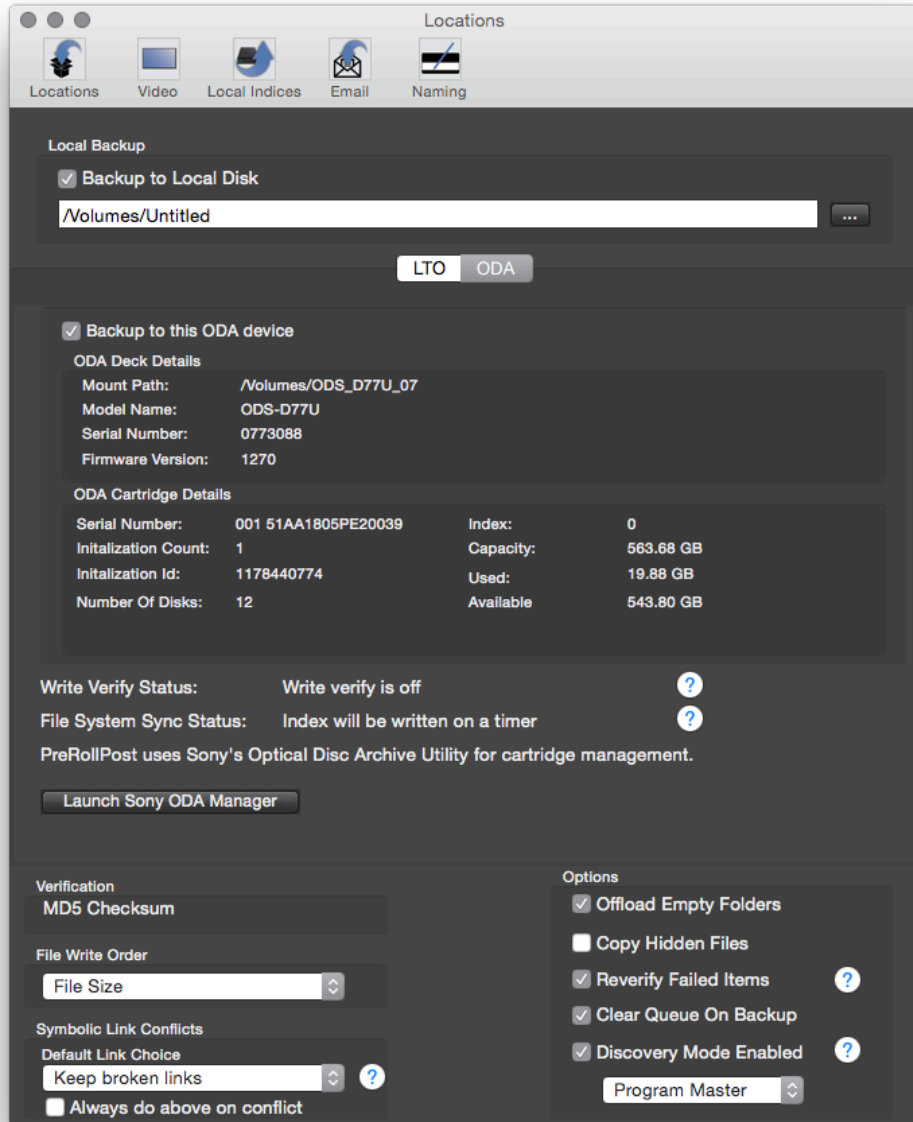
## Local Disks or Servers

To make copies to a local disk or server, check the box to '**Backup to Local Disk**' then click the browse [...] button to select the folder on the drive.



## Optical Disc Archive (Sony ODA)

PreRollPost is optimized for use with Sony's Optical Disc Archive. With Sony's Optical Disc Archive Manager (utility) installed on your computer, select the ODA tab, top center of the window.



## LTO Tapes

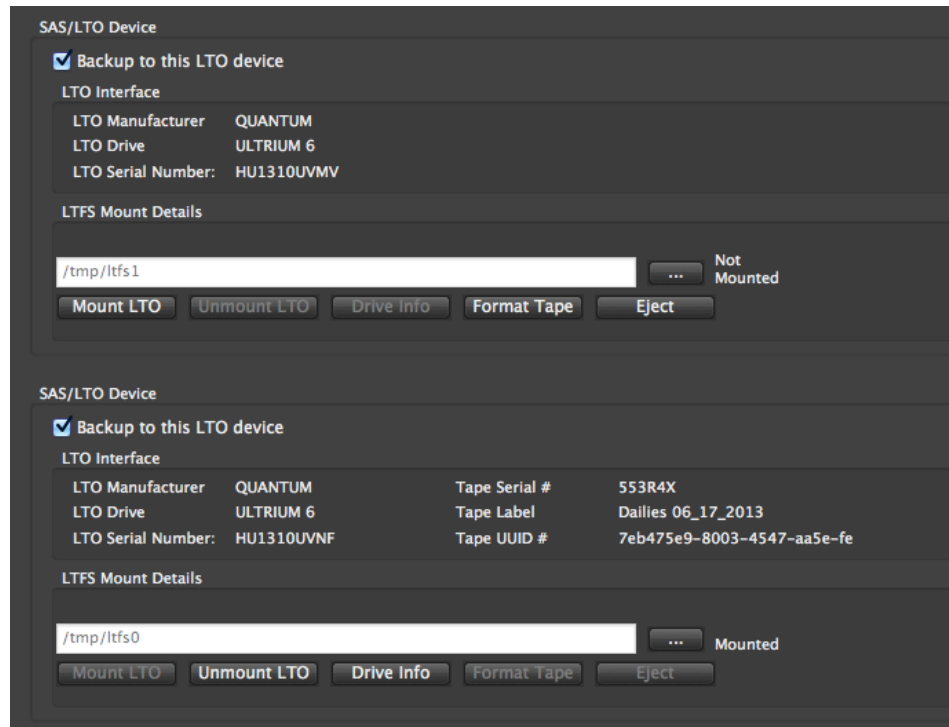
To **backup to a** Thunderbolt or SAS connected **LTO device** (tape drive), select the LTO tab, top center of the window.



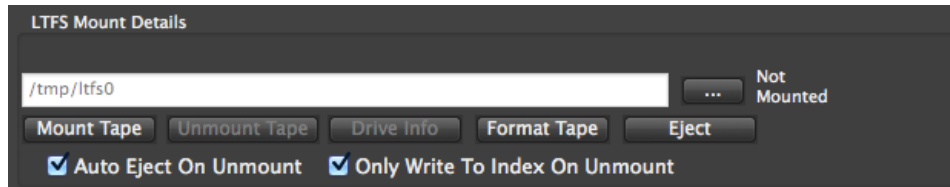
Then check the box to '**Backup to this LTO device**'. PreRollPost can mount two or more tape drives as long as they are the same make and model (same LTFS version).

The deck must be connected and ON in order to select it. You should be able to see the drive details in this dialog (if the LTO drive is not shown refer to Trouble Shooting).

Formatting a new tape automatically mounts it in LTFS when finished. If you're using an already formatted tape, click MOUNT LTO.



**NOTE:** The LTFS Mount Path is inserted automatically by the system. The default path for a single drive is [ **/tmp/ltfs0** ]. If you have more than one LTFS device connected to your computer (e.g. two tape drives), click the [...] button to browse to the other tape drive if needed.

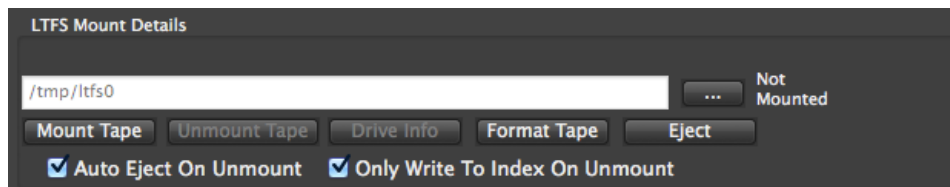


**CAUTION! DO NOT attempt to change the LTFS mount path if your computer has only one tape drive or SAS connection attached.**

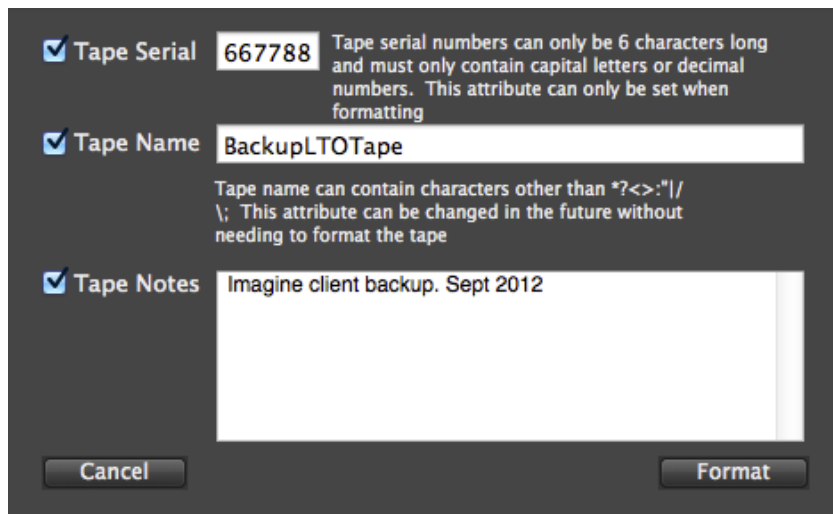
## Format Tapes

Ultrium LTO tapes are supplied in an unformatted state. The first time you load a tape in the drive **PreRollPost™** will detect whether the tape is properly formatted for LTFS use; and specifically for PreRollPost. If not, you'll be prompted whether to allow the formatting and to input a tape serial number and other information.

**NOTE:** You cannot MOUNT a tape until it has been FORMATTED.



Click FORMAT TAPE. The dialog will populate with suggestions based upon selections within the Settings/Naming area (see Session & Tape Naming).



User defined format information include Serial, Name and Notes. Tape Serial numbers are limited to 6 (capital) alphanumeric characters.

**CAUTION!** Tape Names cannot contain any special characters (e.g. ~, #, \$, \, /, \*, etc).

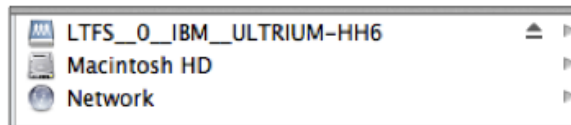
**TIP:** For best organization, we recommend using a consistent simple serial number for your tapes. As your library of archives grows, this will facilitate sequential shelving and finding the correct tape when retrieving files.

A unique Tape UUID is assigned by the drive during formatting. This is an un-editable field.

Once formatted, the tape will mount automatically.

**NOTE:** While PreRollPost may use LTFS formatted tapes created by other means, Discovery mode will not automatically place the metadata.xml file into the tape's index track unless PreRollPost has formatted it.

Once a tape is formatted and mounted it's contents may be viewed in Finder as a mounted device.



**NOTE:** The tape drive will not be visible until a tape is inserted and mounted.

To show the tape on your Desktop, go to Finder Preferences and select Show these items on the desktop: '**Connected servers**'.

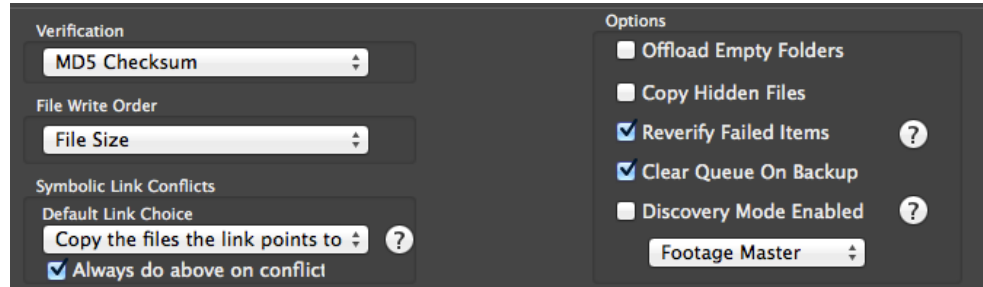


**CAUTION:** Adding items to the tape using Finder view will not index them within PreRollPost's database. They will not appear in the Retrieve dialog.

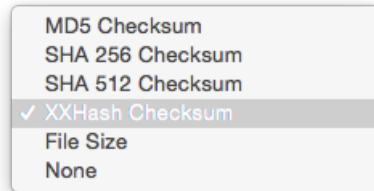
## Copy Verification & File Options



Click SETTINGS, then LOCATIONS button (far left). At the bottom of the dialog are various options pertaining to the copy functions.



Choose from several file verification methods. MD5 checksum is a general-purpose type hash method that's frequently used as a standard throughout the production community to ensure moved or copied files still match the originals without modification.



PreRollPost also employs checksums to ensure restored files still match those prior to copy to the tape. It also uses checksums to match up proxies with corresponding full resolution videos.

**NOTE:** MD5 checksums are required as part of the metadata within Discovery Channel LTO delivery specifications. When you invoke one of the Discovery modes, PreRoll Post will automatically switch to MD5 checksum verification.

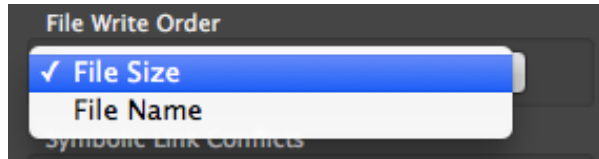
A new checksum type is XXHash. This is a 64-bit hash method that utilizes RAM for processing. Therefore, it can run much faster than other CPU based checksum types. And, if you have a newer MacPro can run even faster due to the faster RAM offered in those computers.

Alternative Checksum types, SHA 256 & 512, are offered for those organizations that have standardized on them for all of their IT needs and demand them. Typically they may be found in large LINUX servers, etc.

With the checksum options, each source file's value is calculated when read. After copying to tape (or disk) is complete, the software will rewind the tape and cue to each file to ascertain it's details and calculate the copied file's checksum. Then PreRollPost compares the two values and stores the results in the database.

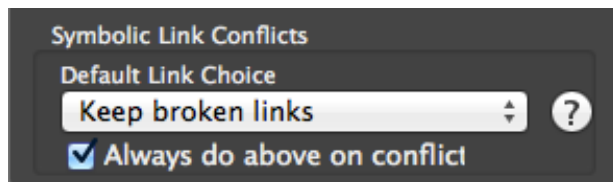
Alternatively, you may also select a simple “File Size” comparison that uses the LTFS/OSX reported sizes of source and copies, but does not delve into byte locations within the files. This is a faster method of verification but offers only the certainty that files exist on the tape and match the sizes of the originals.

You may also select no verification. This option uses only the LTFS provided system responses that the file transfers were successful. This method is fastest because the tape doesn’t need to re-read the files to determine sizes or byte counts, but provides no assurance that restored files match originals.



You may choose the File Write Order on the tape. Default is by Size, which is faster and optimized for the tape writing mechanism.

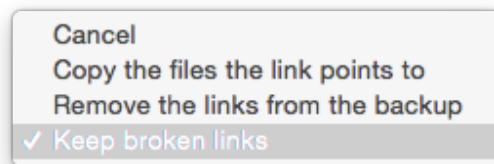
Alternatively, choose ‘File Name’ for the write order if you’re making tapes for use in other LTFS systems that require this formatting.



Symbolic Link Conflicts refers to a specific type file that contains references to files not contained in your archive session.

Typically these files are created by NLE’s (e.g. FinalCut Pro) and are used to locate the media files associated with a project. However, if the media files themselves are not included in your backup session, or the symbolic link file contains absolute paths instead of relative paths, these type files will generally fail because the copy routines try to follow the embedded paths to non-existent files.

Choose the action you wish PreRoll Post to perform when a Symbolic Link file is encountered.



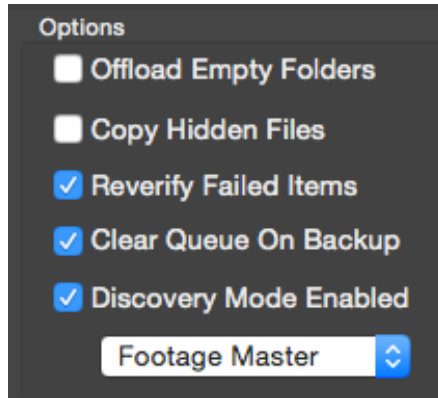
**‘Cancel’** means stop the archive preparation and report the error. Use this option to manually resolve problems before beginning the backup.

**‘Copy the files the link points to’** will attempt to add those media files to the backup. Keep in mind this will increase the overall space required on the tape and may exceed it’s capacity. NOTE: Any cyclic links will be removed to prevent an infinite loop.

**‘Remove the links from the backup’** is a safe option, but you may not be able to rebuild the retrieved project if you haven’t saved the media elsewhere.

**'Keep broken links'** means the symbolic link file will be included in the backup "as is" regardless of whether referenced media files are valid links.

## Other File Options



**'Offload Empty Folders'** should normally be unchecked for better performance, unless the file types you're backing up require empty folders to load correctly into edit systems, etc.

For example, a card volume (a copy of a card's contents) may require certain folders be present to be considered valid, even if those folders are empty.

There is no harm in backing up empty folders, it just means the backup session will take a bit longer to complete.

**'Copy Hidden Files'** should also normally be unchecked for best performance. Hidden files include such items as Spotlight indices or files marked for deletion but still present at the source.

**'Reverify Failed Items'** should be enabled in most cases. This option causes PreRoll Post to run a second checksum verification of any files that report an error. This helps ensure any reported errors aren't falsely identified.

**'Clear Queue on Backup'** removes all items from the queue list once the backup is complete. With this unchecked, they will remain listed in the queue between sessions which is handy for example if you're making a second tape of the same contents.

PreRollPost features Discovery (Channel) Modes for Footage Master, Graphics Master and Program Master tapes. Enabling any of these modes invokes automatic compliance with Discovery's HD footage delivery specifications and affects some functionality.

**NOTE:** Enabling any of these modes replaces the need to use the Discovery Metadata Editor or Discovery Web Based Editor. At the end of the backup, PreRoll Post will automatically prompt to fill in certain data fields and then create the Metadata.xml file and place it in the Index partition when the tape is unmounted.

**TIP:** To use the Discovery Tape Verifier utility you must first remount the tape for the index partition to be updated. **TAPES MUST BE FORMATTED USING PREROLL POST IN ORDER TO USE DISCOVERY MODES.**

## Video Proxies

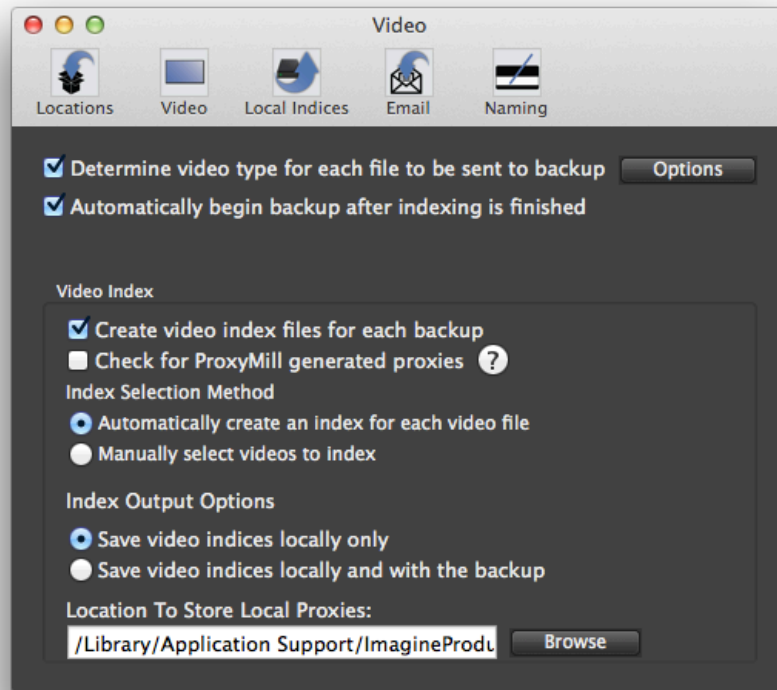


backed up.

Click the VIDEO button on the Settings dialog. With a copy of Imagine's ProxyMill on your computer PreRollPost offers the option to create Video indices (proxy preview clips) of movie files being

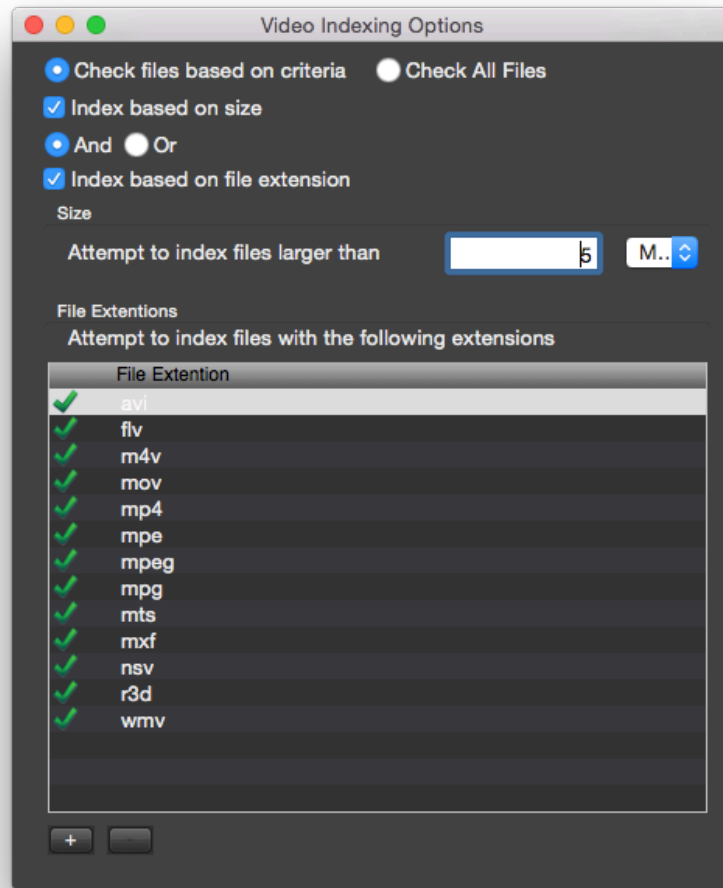


A video index may consist of 5-second preview clips (for all video files, or just those manually selected). Or use **ProxyMill™** ahead of archiving to create full-length proxies with the built-in PreRollPost Preset. These can be played within the search/retrieval dialog using **HD-VU™**. (HD-VU™ and ProxyMill™ are sold separately).



**To create proxies and thumbs** check the box beside “Determine video type for each file to be sent to backup”. This option causes PreRollPost to investigate the source material to compare with known file types (e.g. .MOV or .MXF, etc.) and also determine format types by known folder structures (e.g. P2, XDCam, AVCHD, etc.). The determination is necessary prior to creating proxies and is also used in presenting source files as playable with HD-VU links.

Click the **'Options'** button to set advanced video processing options.



**TIP: If you are not backing up video files, or don't wish to create thumbs or proxies, turn off video indexing to significantly speed the backup process.**

With video determination ON, you may choose whether to automatically begin backup (writing to tape or disk) once the proxies are finished. With this option unselected, you'll be required to click to proceed in order to continue with the backup (could take a long time if you have many video files!).

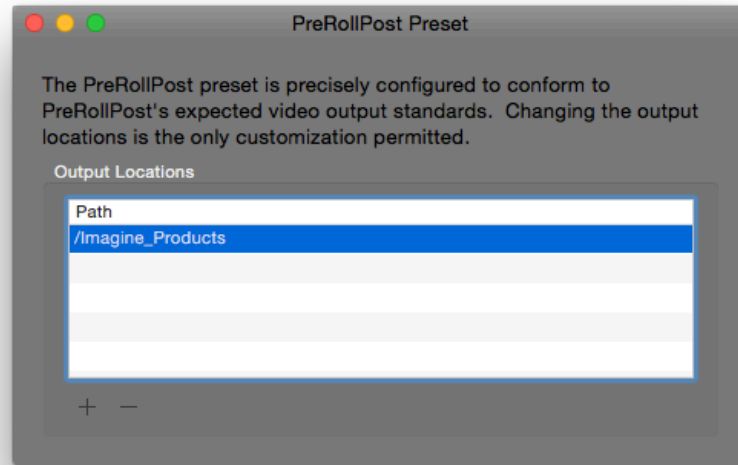
The Video Index process can be automated, or you may choose to manually select specific videos to create proxies. Save these proxies to just your computer or also save proxies onto the tape (or with the backup on disk).

ProxyMill can process a wide variety of video file types, including converting camera originals, into low-resolution H.264 clips. It is therefore a handy way to create a visual index of the tape contents.



**NOTE: ProxyMill™** (sold separately) must be installed and launched prior to beginning the backup. Preview proxies are created in H.264 type and limited to 5-seconds for fast processing and to ensure manageable sizes.

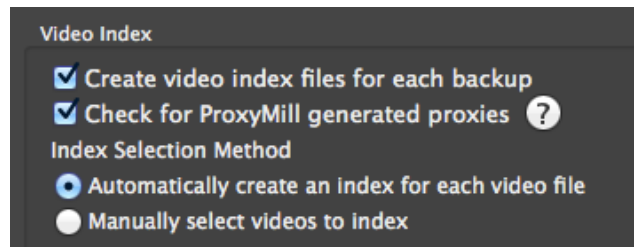
**If full-length proxies were previously made using the default PreRollPost Preset within ProxyMill, these will be substituted in place of the 5-second proxies during the determination phase.**



ProxyMill keeps a local information table with the proxies location(s) and checksum values.

Then when you archive the source videos with Video Incides enabled, check the box to "Check for ProxyMill generated proxies". PreRollPost will match up checksum

values to the source files and link the full-length proxies in your backup.



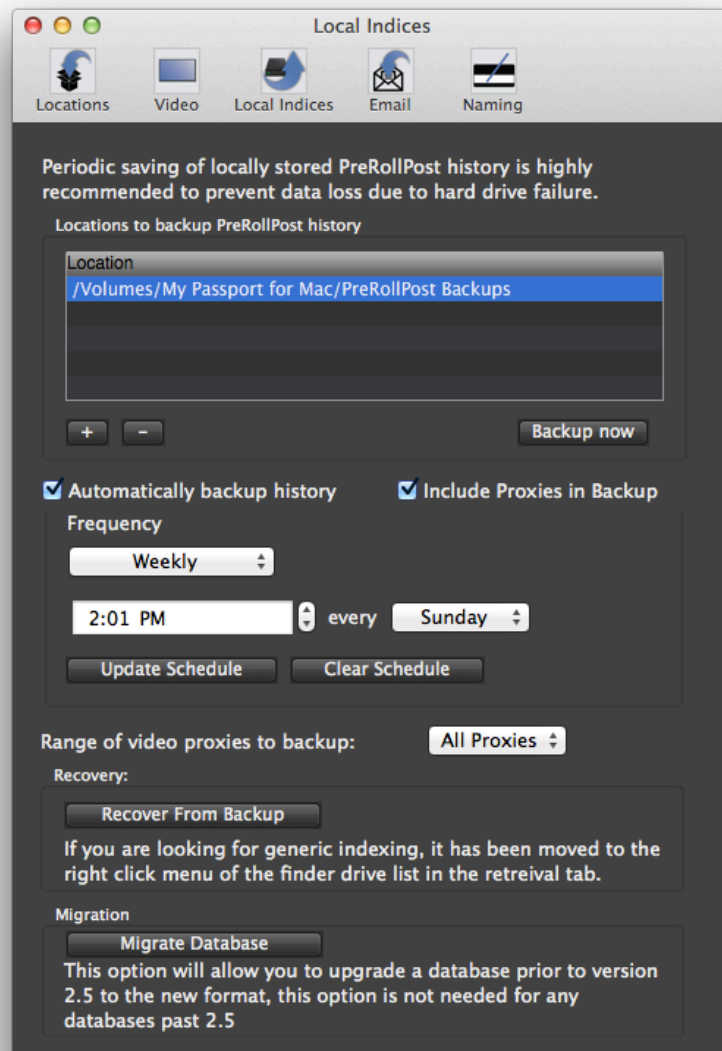
You may choose where to store the proxies associated with your PreRollPost database. The default is in the **...Library/Application Support/Imagine Products/PreRollPost/** area. However, you may change this to anywhere on your local computer if desired.

Regardless of whether a tape is in the drive, if you've created video proxies for all your tapes you'll be able to identify movie files and play the previews from any backup sessions within PreRollPost's Retrieve window (provided you have HD-VU).

## Local Indices



Backup Session indices are automatically stored in the SQLite database within the local Application Support folder on your computer. If you've created video indices the proxies will be in an accompanying folder (or other folder you've designated).



To prevent data loss in case of a hard disk failure, you'll also want to periodically copy this file to a remote location such as a server or backup disk.

Database files are relatively small compared to the full data files. PreRollPost allows you to save this file to multiple locations for redundancy.

Under Settings, click LOCAL INDICES. Click the plus [+] button to browse to a location where you'd like to create a copy of the database. You may add more than one if desired. To remove a location highlight it in the list and click the minus [-] button.

You may backup the file at any time by clicking the BACKUP NOW button. Alternatively, schedule an Automatic history backup in the future by checking that option. Choose from several Frequency types.

The screenshot shows a settings window with two checked options: 'Automatically backup history' and 'Include Proxies in Backup'. Below these is a 'Frequency' section with a dropdown menu set to 'Weekly'. Underneath, there is a time field set to '2:01 PM', the word 'every', and a day dropdown set to 'Sunday'. At the bottom of this section are two buttons: 'Update Schedule' and 'Clear Schedule'. Below the frequency section is a label 'Range of video proxies to backup:' followed by a dropdown menu set to 'All Proxies'.

Click UPDATE SCHEDULE to refresh the screen and invoke your choices.

Should you need to move PreRollPost to a different computer, use the 'Recover From Backup' option to rebuild the database onto your computer.

The screenshot shows the 'Range of video proxies to backup:' dropdown set to 'All Proxies'. Below this is a 'Recovery:' section with a button labeled 'Recover From Backup'. Underneath this button is a text box that reads: 'If you are looking for generic indexing, it has been moved to the right click menu of the finder drive list in the retrieval tab.' Below the recovery section is a 'Migration' section with a button labeled 'Migrate Database'. Underneath this button is a text box that reads: 'This option will allow you to upgrade a database prior to version 2.5 to the new format, this option is not needed for any databases past 2.5'.

When installing PreRollPost V2.5 and higher it will automatically backup your old database and migrate it to the new design.

If you need to Recover or Merge databases from older versions manually, click the 'Migrate Database' button and follow the prompts.

## Email Notification



Because backing up large files or entire hard disks can take awhile, PreRollPost™ offers an Email and Text notification upon completion feature.

**Email**

Locations Video Local Indices **Email** Naming

☒ **Send Email Message On Backup Completion**

To: preRollPostUser@mailServer.com Send Test Mail

☐ **Send Text Message (SMS) On Backup Completion**

Country your phone was issued: United States

Phone Carrier: AT&T Enterprise Paging

Your Phone Number: 3175551212  
Included area code but not coutry code

Send text to get verification code. Note you must verify this number to use it to get application messages. Send Test Message

Verification Code: JknBR431 Verify

If your computer has **Apple Mail** already setup enter the email to send to and Send Test Mail to ensure it's working properly.

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.

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

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

## Backup Session & Tape Naming



PreRollPost™ offers several naming conventions for the Backup Label Name including Default and automated formats, as well as a user defined “Custom Volume Name”.

The Naming settings dictate what is auto-filled when a new tape is formatted or a backup session is prepared. You may override these choices in the format dialog and backup preparation dialog.

The screenshot shows the 'Naming' dialog box with the following settings:

- Session Naming:**
  - Backup Label Name:** Set to 'Consecutive Numbering'. The current value is '005'. A 'Reset' button is next to it.
  - Prefix:** Checked. Value: 'Imagine'.
  - Suffix:** Unchecked.
  - Preview:** 'Imagine 005'.
  - Help Text:** 'Session label name can contain characters other than \*?<>:"|/\; This attribute can be changed after the offload via the retrieval finder.'
- Tape Naming:**
  - Tape Name:** Set to 'Default'.
  - Preview:** 'PRP\_Tape\_Index\_2015-01-29-20-55'.
  - Help Text:** 'Tape name can contain characters other than \*?<>:"|/\; This attribute can be changed in the future without needing to format the tape'.
- Tape Serial:**
  - Auto Numbering:** Checked.
  - Starting At:** '000109'.
  - Help Text:** 'Tape serial numbers can only be 6 characters long and must only contain capital letters or decimal numbers. This attribute can only be set when formatting'.

To ensure uniqueness automated methods are recommended. Defaults concatenate the date and GMT time of day (a preview is shown).

**CAUTION!** If a Custom Value is not changed between backup sessions, two logs will be written with the same name and may cause confusion later on in the Retrieve (search) dialog.

**NOTE:** You cannot change the tape's serial number once it has been formatted.

## Creating Archives

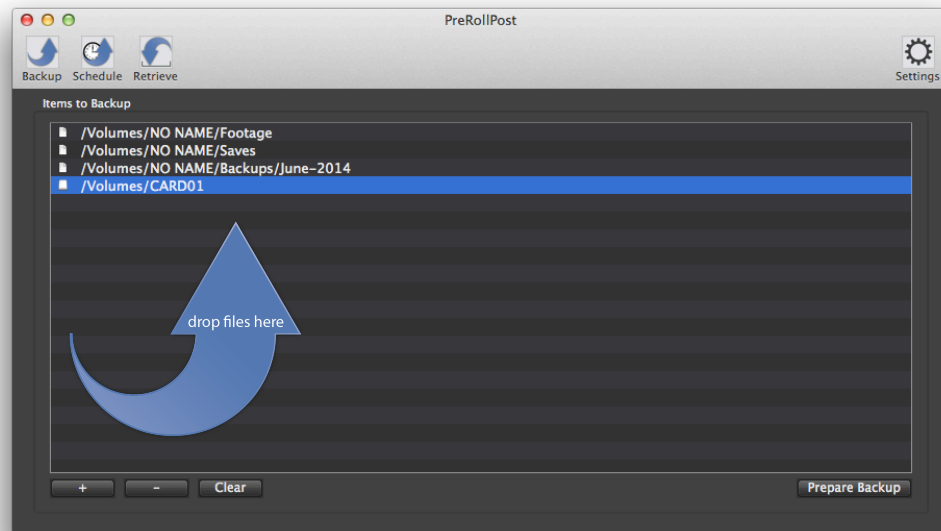
After configuring Settings, insert a tape in the drive (and format it if necessary).

### Items to Backup

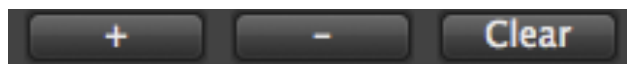


To begin copying files to the tape, click the Backup button.

Then drag mounted volumes or folders into the queue (Items to Backup) area. Alternatively, click the plus [+] button to browse to folders/files.



Items in the queue will constitute a backup session. To remove items, select (highlight) them in the queue and click the minus [ - ] button, or CLEAR to remove all items.



From time to time you may add as many backup sessions (groups of files) to the tape as you wish until it's full. There is no need to fill the entire tape in one session.

Files saved onto tape need not be unique, however if you're copying to disk they should not be duplicated. For this reason, PreRollPost will allow same name files to be copied onto tape, but if you're also copying onto disk it will add a "-1, -2" as needed.

LTFS is a little more restrictive than OSX about "illegal characters" in the file or path names. Therefore, PreRollPost will warn should your source material contain non-compliant names, and propose to substitute them with underscores (\_). If you agree to the substitutions, you'll still be able to restore files and folders with the original characters. PreRollPost keeps track of them in it's database and automatically replaces during the Retrieve process.

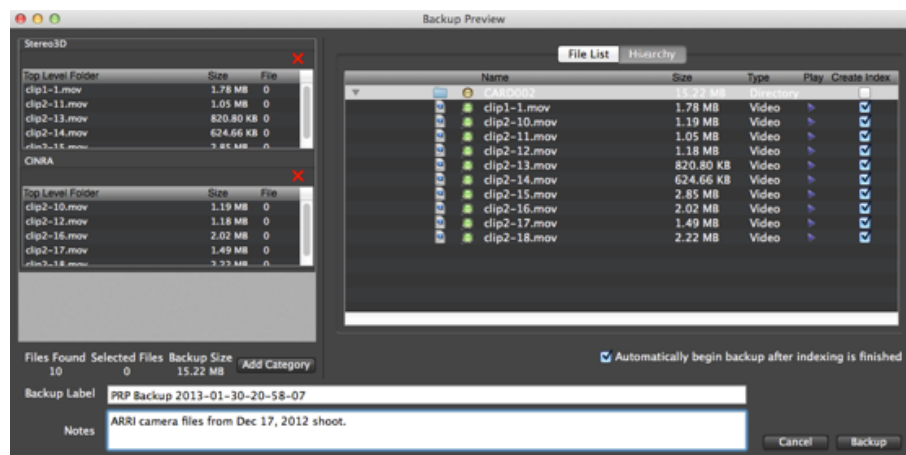
**TIP:** If you've used **ShotPut Pro™** to offload your camera material onto an external hard disk the card images will already be organized in uniquely named "legal" folder names.

**NOTE:** The LTFS format consists of two partitions—one for the indices and one for the actual data files. The index partition takes up 5% of the tape's capacity. Remaining usable space for data is further reduced another 5% by PreRollPost for a safety margin. The safety margin is determined at the beginning of each backup session, so it becomes progressively smaller as more sessions are added to the tape.

## Backup Preview

### Prepare Backup

Once you've added all the files you want to backup in this session, click the 'Prepare Backup' button. The next dialog will present all of the files and folders you've included and some information about them.



Here you may de-select files you don't wish to copy. PreRollPost presents only the file name for easier viewing (not the entire source path).

**NOTE:** With a Discovery mode selected this dialog changes slightly to help you place items into appropriate categories. (see Discovery section of this guide)

File Name	Size	File Type
-----------	------	-----------

**TIP:** Files are presented in the order they appear in volumes dropped into the backup queue. Click the column header to sort the list for easier browsing.

Files Found	Selected Files	Backup Size
22	19	67.59 MB

The number and aggregate size of the selected files being copied are also presented. **NOTE:** The number of selected files may differ from total files due to hidden files and folders not being copied (option in Settings>Locations).

### Preview/Select Clips

Type	Play
Directory	
Video	▶
Video	▶
Video	▶

You may preview movie files (that HD-VU recognizes) to help decide whether to include them in the backup.

Recognizable video types appear with a PLAY button beside them (see Settings>Video Indices to enable this option).

The preview plays files in original format from hard disk (not proxies as they haven't been created yet). Therefore the speed of the disk connection to your computer may affect playback results.



**NOTE:** In order to preview clips in this dialog, **HD-VU™** must be installed and running (HD-VU is sold separately).

**TIP:** Check the box in the far right column to 'Create (video) Index'. This option controls whether a video proxy is to be created for the video file. Smaller or already compressed movie files may not be appropriate to create proxies for.

### Backup Label & Notes

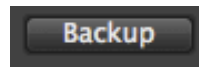
You may edit the Backup Label name or use the suggested one (based on your Settings>Naming selections).

Backup Label	PRP Backup 2013-01-30-20-58-07
Notes	ARRI camera files from Dec 17, 2012 shoot.

'Notes' are not required, however they and the label name are searchable fields in the Retrieval dialog.

**TIP:** In the Retrieval dialog you also have an opportunity to edit the Backup session Notes as well as add notes for each individual file. (see Retrieval)

## Processing Backups



Once the preview has been edited as desired, click the Backup button to begin writing files to tape.

Selected output locations will at this point be checked for sufficient space. PreRollPost will indicate if more than one tape will be required to archive all the material.

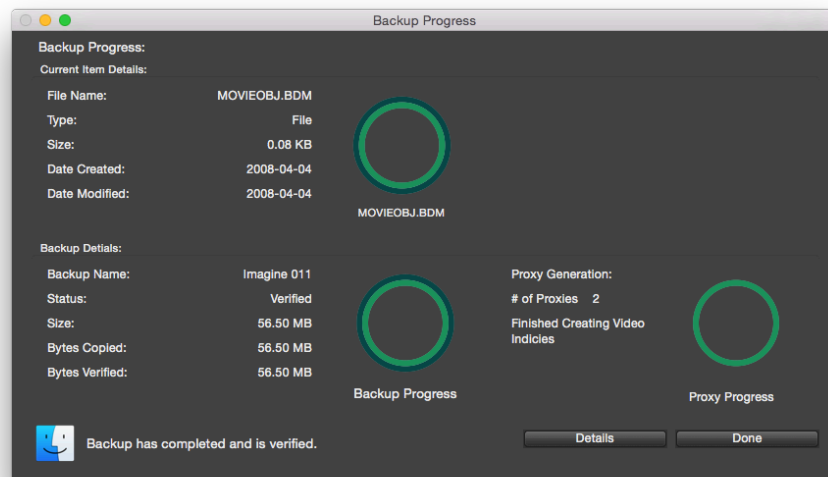
Check the option to 'Automatically Begin backup after indexing is finished' to avoid this Preview Backup step on the next archive session.

**TIP:** If you plan to span tapes, it's a good idea to pre-format the tapes so they're ready for use.

**NOTE:** Deleting files from a LTO tape will not free up space without reformatting the entire tape.

PreRollPost will create video proxies (if selected and with **ProxyMill™** installed and active) and begin writing the data files to the tape. Once copying is finished, the verification phase begins and each file will be read from the tape to ascertain it matches the source checksum values. If any files fail verification you will be notified.

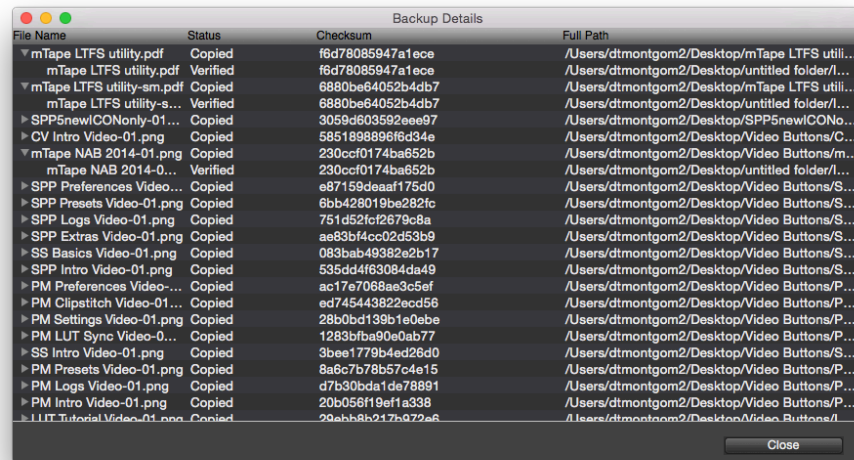
The finishing phase is creation of the tape's index file and update of the local database on your computer. You'll be informed of progress by the backup dialog.



**CAUTION! Do not Quit the application or force Eject the tape while a backup session is being processed.** Doing so may create incomplete files or even damage your LTO tape. Click the CANCEL button to terminate the backup.

Notice you may click the Finder icon to browse to the copies.

Click on the '**Details**' button to see individual file information. Source file information is displayed. Click on the down arrow to the left of a file's name to see the corresponding file information from the tape.



File Name	Status	Checksum	Full Path
▼ mTape LTF5 utility.pdf	Copied	f6d78085947a1ece	/Users/dtmontgom2/Desktop/mTape LTF5 utili...
mTape LTF5 utility.pdf	Verified	f6d78085947a1ece	/Users/dtmontgom2/Desktop/untitled folder/l...
▼ mTape LTF5 utility-sm.pdf	Copied	6880ba64052b4db7	/Users/dtmontgom2/Desktop/mTape LTF5 utili...
mTape LTF5 utility-s...	Verified	6880ba64052b4db7	/Users/dtmontgom2/Desktop/untitled folder/l...
▶ SPP5new/CONonly-01...	Copied	3059d603592ee97	/Users/dtmontgom2/Desktop/SPP5new/CONo...
▶ CV Intro Video-01.png	Copied	5851898896f6d34e	/Users/dtmontgom2/Desktop/Video Buttons/C...
▼ mTape NAB 2014-01.png	Copied	230ccf0174ba652b	/Users/dtmontgom2/Desktop/Video Buttons/m...
mTape NAB 2014-0...	Verified	230ccf0174ba652b	/Users/dtmontgom2/Desktop/untitled folder/l...
▶ SPP Preferences Video...	Copied	e87159deaa175d0	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ SPP Presets Video-01.png	Copied	6bb428019be282fc	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ SPP Logs Video-01.png	Copied	751d52fcf2679c8a	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ SPP Extras Video-01.png	Copied	ae83bf4cc02d53b9	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ SS Basics Video-01.png	Copied	083bab49382e2b17	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ SPP Intro Video-01.png	Copied	535dd4f63084da49	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ PM Preferences Video...	Copied	ac17e7068ae3c5ef	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ PM Clipstitch Video-01...	Copied	ed745443822ecd56	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ PM Settings Video-01.png	Copied	28b0bd139b1e0ebe	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ PM LUT Sync Video-0...	Copied	1283bfba90e0ab77	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ SS Intro Video-01.png	Copied	3bee1779b4ed28d0	/Users/dtmontgom2/Desktop/Video Buttons/S...
▶ PM Presets Video-01.png	Copied	8a6c7b78b57c4e15	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ PM Logs Video-01.png	Copied	d7b30bda1de78891	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ PM Intro Video-01.png	Copied	20b056f19ef1a338	/Users/dtmontgom2/Desktop/Video Buttons/P...
▶ LUT Tutorial Video-01.png	Copied	29abb8b217c972e8	/Users/dtmontgom2/Desktop/Video Buttons/l...

**NOTE:** Files can fail verification if their size is zero (invalid) or they're simply a reference or pointer file. (see Settings>Locations>Symbolic links)

At this point, PreRollPost will also attempt to send a notification email or text message if you've selected this option. (see Settings>Email).

**TIP:** Improperly configured email options may fail to send causing an error at the end of the backup process. Always test your email settings when setting up this option.

## Scheduled Backups



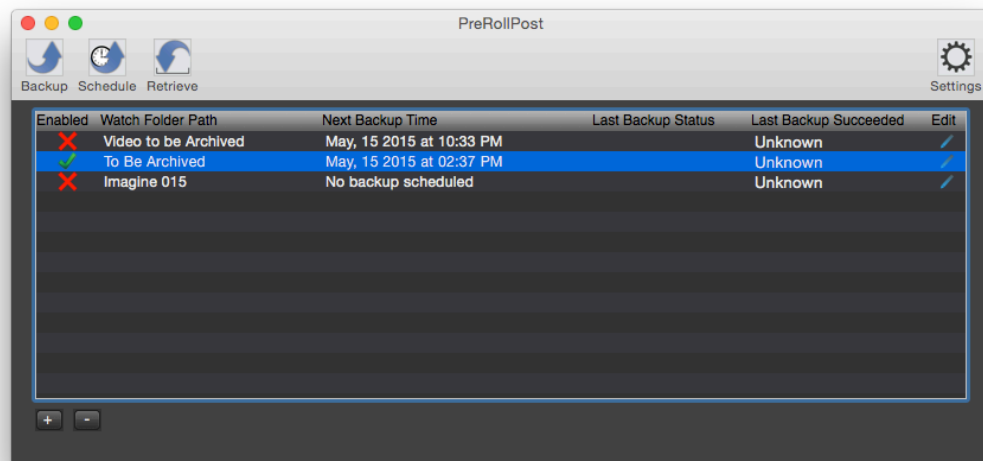
On the main screen click SCHEDULE.

You may instruct PreRollPost to automatically make Scheduled Backups of specified locations (watch folders). This option is a handy way to backup ingest folders or scratch work folders, etc. periodically or at a specified time.



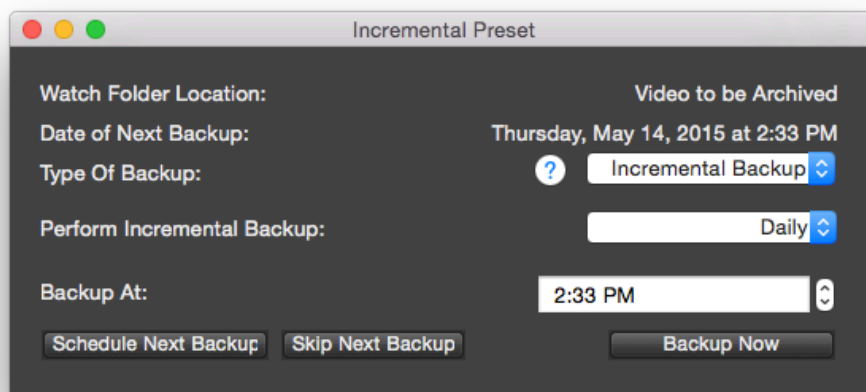
Press the plus [+] button at the bottom of the window to add a new Incremental Preset then browse to the Watch Folder.

You may schedule more than one backup, each with different attributes such as different locations and times. Make them **Active** or **Inactive** by checking the far left column.



To **Edit** a preset click the blue pencil in the far right column to open the backup details.

Select the Type of Backup: Incremental or Full. An incremental backup only archives the data at the specified location (watch folder) that has changed since the last scheduled backup.



PreRollPost uses a combination of file names, dates and checksums to determine new material. (e.g. if you replace a file in the watch folder with another of the same name it will determine it's a new item and will back it up)

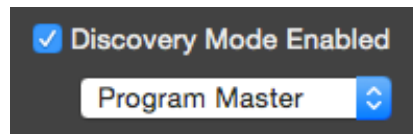
Scheduled Backups must begin at least 5 minutes in the future and should be limited in scope to easily fit on a mounted tape.

**CAUTION!** Scheduled Backups are Automatic and require no further prompts. Be sure this option is engaged only when you really want unattended sessions to occur. Obviously watch folder names and paths cannot change, and the folder must be accessible at the scheduled time.

## Discovery Modes



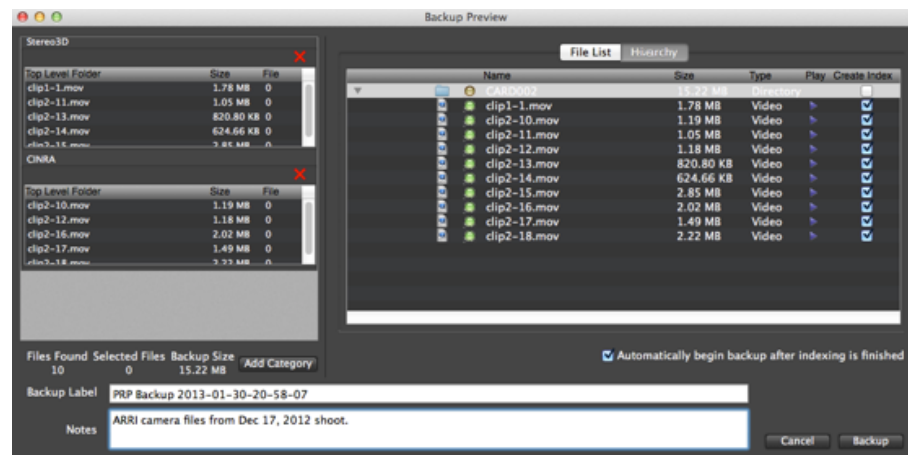
**PreRollPost™** features three Discovery Channel modes, plus a **Metadata Editor** and **Discovery Tape Verifier** utility to help make LTO tapes for delivery. PreRollPost automatically assists with metadata and categories (since it's "video aware").



Click Settings and then Locations tab. Check 'Discovery Mode Enabled' on the lower right and choose the type.

Enabling one of the Discovery modes (Field Footage, Program Master or Graphics Master) changes PreRollPost's functions to auto-format tapes according to Discovery specifications. It also creates the required Metadata.xml file and automatically places it in the index partition (during unmount).

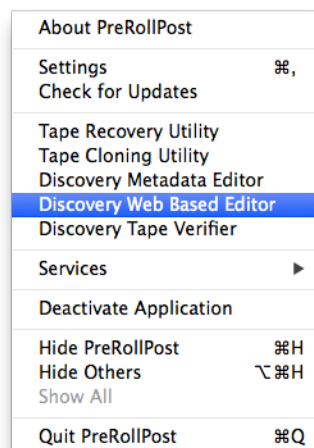
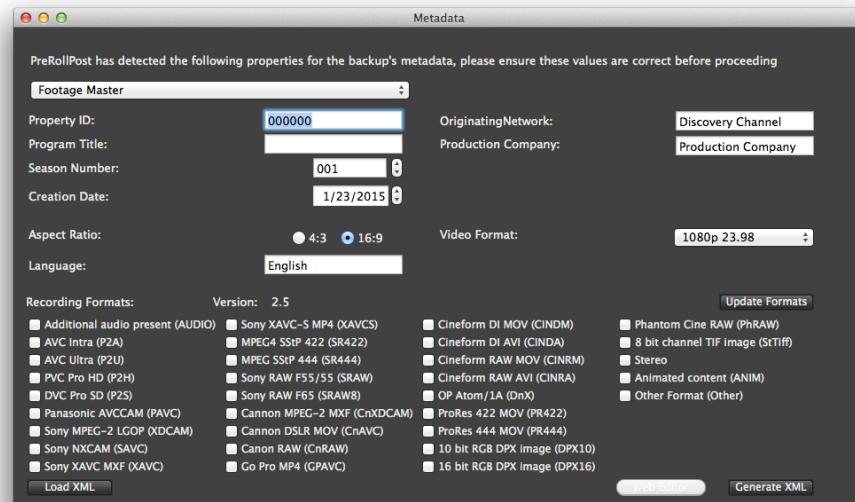
To author a tape for Discovery delivery, add files to the queue and click Prepare Backup. PreRollPost will attempt to organize your material into specific Categories (folders on the tape) according to the mode selected. You may manually add categories, remove them, and drag files into appropriate categories within the Prepare Backup dialog.



Items in the right column that have been placed into a category will show with a green status radio button. Those not yet included in the backup will be indicated by red status.

**NOTE:** Any red status items will NOT be backed up.

Upon completion of the copy and verification process, you'll be prompted to review the information that will be used to create the Metadata.txt file.



Alternatively, the metadata files can be created before starting the backup process (open **Discovery Metadata** utility from the application menu, or use Discovery's Web Based Editor).

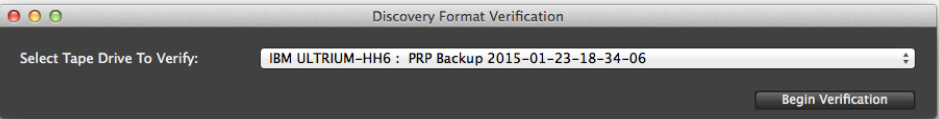
To add the metadata file to tape just include it in your backup files, or drop it into the root of the tape via Finder view.

When the tape is un-mounted, the Metadata.xml file will automatically be moved to it's proper location within the Index partition on the tape, as long as the LTO tape has been formatted using PreRollPost. (Formatting with PreRollPost sets up the LTFS rules that Metadata.xml files belong in the index.)

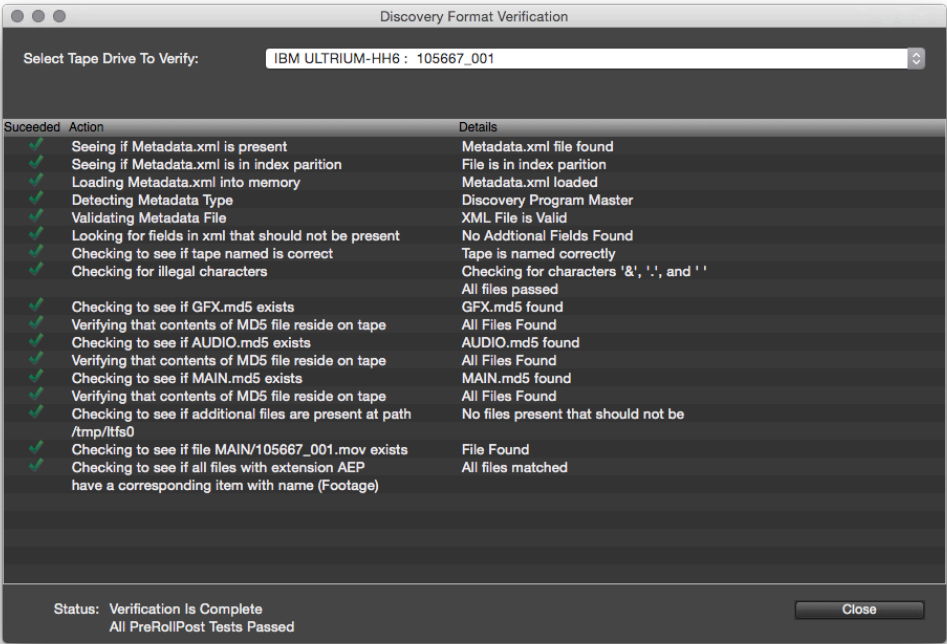
## Discovery Tape Verifier

Another popular utility is the Discovery Tape Verifier. It may be used on any LTO tape being prepared for Discovery delivery, whether made by PreRollPost or some other means. The verifier emulates the compatibility checks that Discovery will perform on your tapes upon receipt, and flags potential problems that may need addressing.

Select Discovery Tape Verifier from the applications menu. Then mount a tape and select it in the Format Verification dialog and click Begin Verification.



The analysis is fairly quick because the important information is located in the metadata XML file and tape indices. The interface uses color-coding and graphics to help you identify what's acceptable and where there are problems.



**NOTE:** To use **Discovery Tape Verifier** utility the tape must be freshly mounted. If you’ve just made a tape in Discovery mode, you **MUST** un-mount the tape and remount it before using the verifier to move the Metadata.xml file into the index partition.

## Search & Retrieve

One of the key advantages of LTFS is the ability to browse tape contents in Finder (or Explorer on Windows computers). However, Finder doesn't present much information nor create an intelligently sorted retrieval list for efficient tape cueing. Neither can you perform Spotlight or detailed searches.

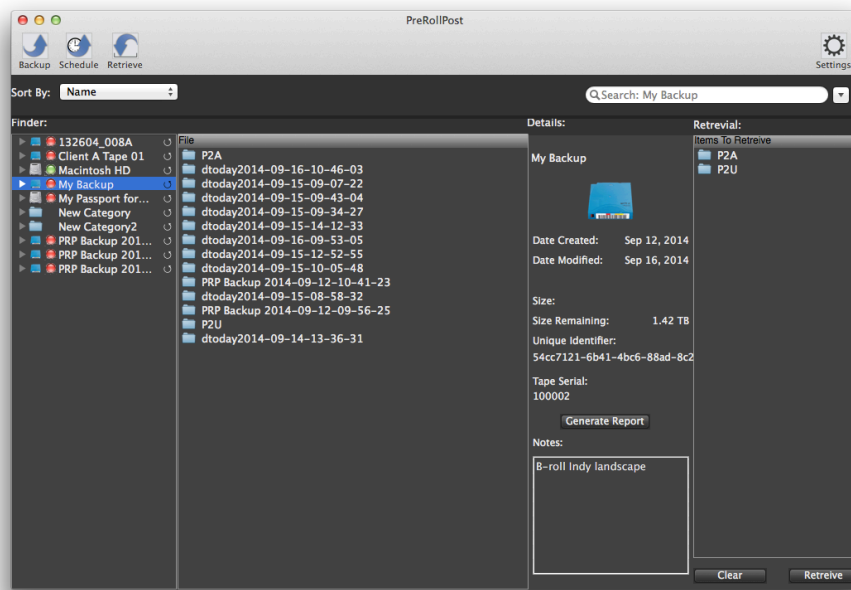
PreRollPost's powerful search and retrieval window overcomes these deficiencies with a simple, familiar interface.



Click the RETRIEVE button to open the search dialog.

## Browse

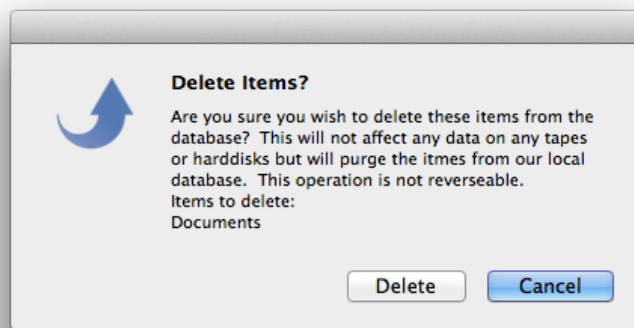
Files are organized by location on the far left then sequentially in the nested columns to the right.



Browse or search tapes, disks or ODA cartridges whether mounted or offline. Likewise you may drill down to specific backup sessions or files within an index.

You may delete entire tapes, sessions or individual files or folders from the Retrieve view. Select the item in the far left column and press the Delete button on your keyboard, or right mouse click and choose Delete File.

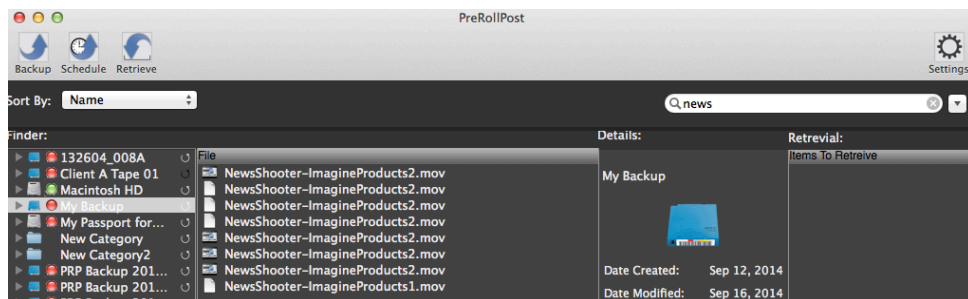
**CAUTION!** Doing so only removes the information from the Retrieve view; it does not remove any files from the tape or medium where saved.



**TIP:** To add items back to the Retrieve view, mount the tape or drive and right mouse click it in the Retrieve view and choose '**Import Files**'. This process may also be used to import generic LTFS tapes, that were created by another application, into your PreRollPost database.

## Simple Search

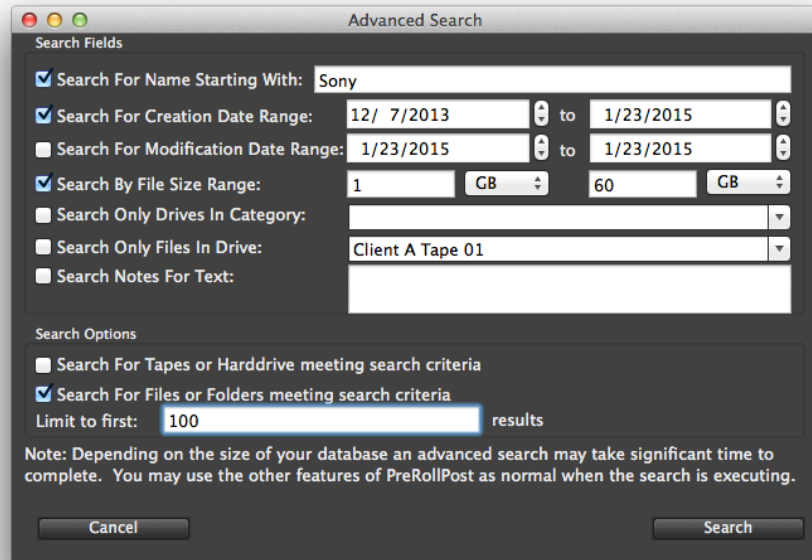
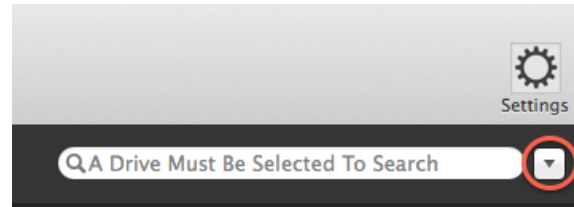
In the upper right corner, type in the first few letters of desired file names or other metadata.



Select items from the list to get further information or run a preview clip, etc.

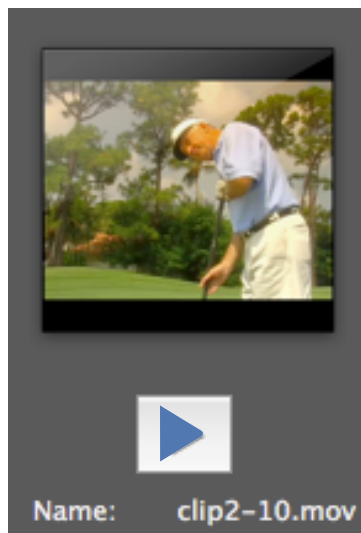
## Advanced Query

Click the down arrow just to the right of the simple search text box to build a complex query (Advanced Search). There you may narrow results by dates, sizes, tapes/drives, Notes, etc.



**NOTE:** The purpose of the Advanced Search is to narrow results, so each criteria entered must be true of matched files.

## Play Clips



Video files are indicated by thumbnail and a play button. If proxies were created for the backup, you'll be able to preview a short (5-second) preview or the full-length clip (see Video Settings).

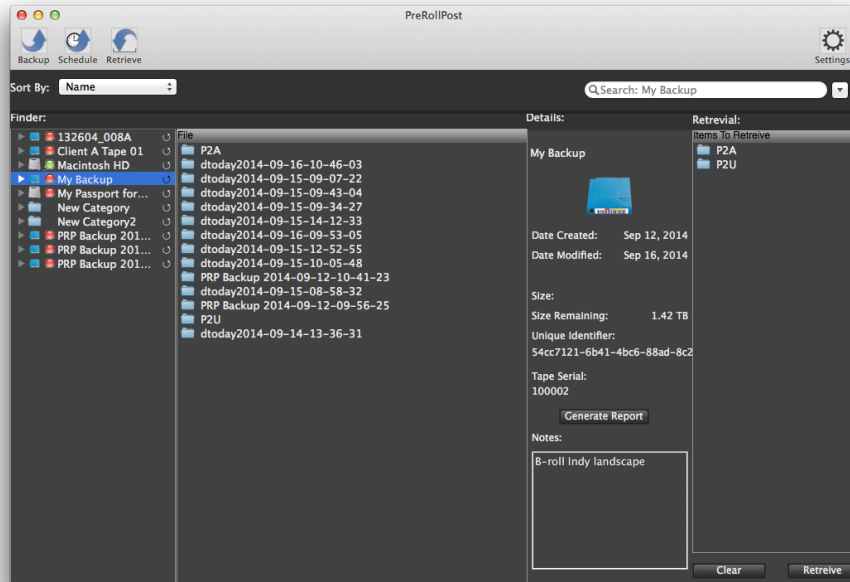
Since HD-VU2 is called in order to play clips, any file type it recognizes will be available to play. You may also play files that are stored locally in full resolution.

**NOTE:** While you may also play proxies from a tape because they're small enough and LTO is fast enough to do so, in general you'll not be

able to play full HD files smoothly until they've been retrieved onto a local disk.

## Restoring Files

Drag items to retrieve into the far right column. Once you've collected all the files you want to restore, click the RETRIEVE button, lower right.

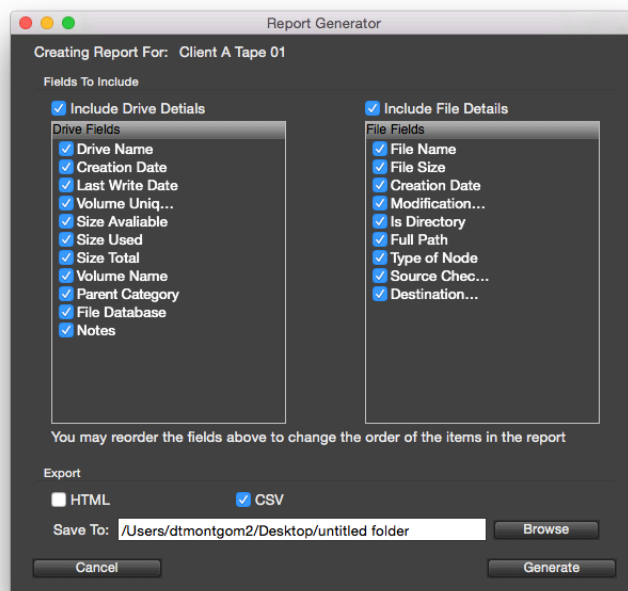


PreRollPost™ will then sort the list and prompt where to save the files.

If some of the files you're attempting to restore are not currently mounted you'll be notified.

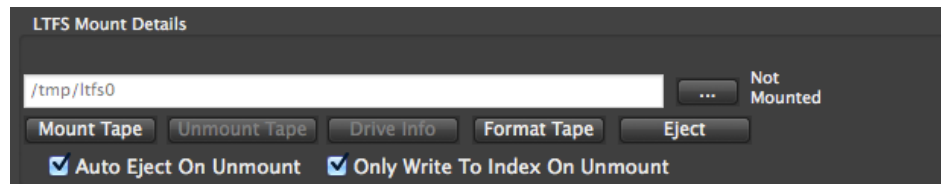
For any backup session or entire tape you can export or print a report. Click **'Generate Report'**.

Then choose the details to include. You may save in HTML or CSV format.



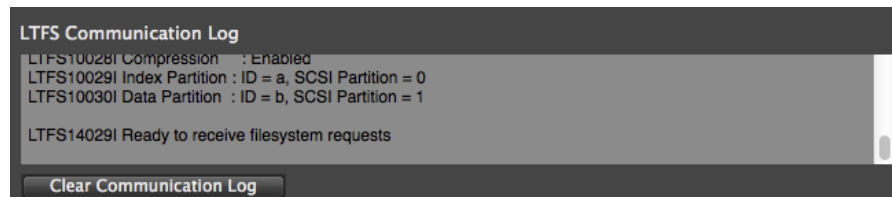
## Tape Controls

Certain LTFS tape commands are available from within **PreRollPost™**.



### Mount Tape

A tape may be present in the deck and not be mounted. Click Mount to load the tape. Unformatted tapes or ones with non-LTFS formatting should prompt to reformat.



### Format Tapes

Ultrium LTO tapes are supplied in an unformatted state. The first time you load a tape in the deck PreRollPost will detect whether the tape is properly formatted for LTFS use; and specifically for PreRollPost use. If not, you'll be prompted whether to allow the formatting and to input a tape serial number and other information.

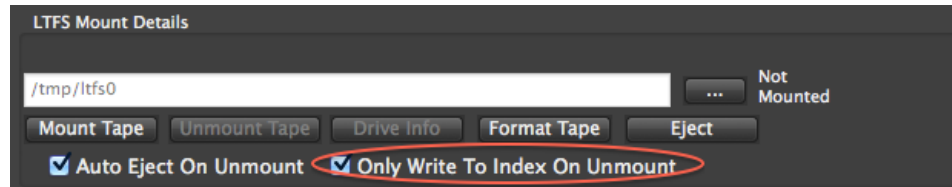
You may also choose to reformat a tape. Doing so erases all data and even resets the Tape UUID.

**NOTE:** You'll also need to sync with any server or remote index backups to update them as well.

**TIP:** If the tape will be used for delivery to Discovery Channel, be sure to format it using PreRollPost (rather than a generic LTFS format tool). This sets up LTFS 'rules' embedded on the tape that, among other things, instructs the automatic placement of the 'metadata.xml' file into the Index Partition upon un-mount.

## Un-Mount Tape

Un-mounting the tape disconnects it from LTFS control. This command does not eject the tape. However it does include final updates to the tape's index and PreRollPost database so please be patient.



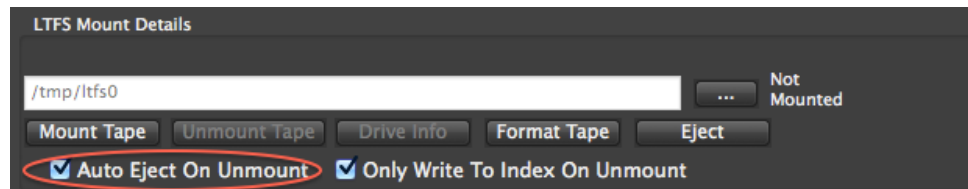
**TIP:** Check the box to 'Only Write to Index on Unmount' beneath the tape control buttons for best performance. If this box is not checked, the drive may automatically update the tape index periodically (IBM defaults to every 10 minutes!). This interrupts the copy process, takes time to cue up the tape, etc. With the box checked, PreRollPost will keep all updates until the end of the session updating indices only once for efficiency.

## Eject Tape

While the tape is idle (not being written to or searched) you may eject the tape. **PreRollPost™** will rewind to the beginning of the tape and expel it from the deck. This should take less than 2 minutes. Please be patient.

**CAUTION!** Do not eject the tape by simply pressing the button on the front of the deck until the tape has been un-mounted (via software command). Un-mounting includes final updates to the tape's index. If you remove the tape without this step it may become 'inconsistent' (data out of sync with the indices) and require repair. (see Tape Recovery Utility)

**NOTE:** LTFS tape commands (e.g. Eject, Mount, Reformat) will only work if the tape has previously been LTFS formatted.



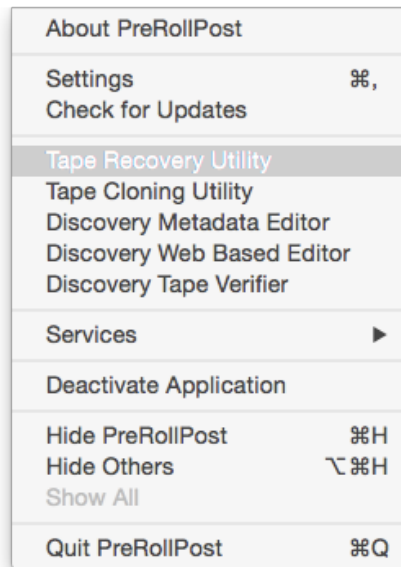
**TIP:** Check the box to 'Auto Eject on Unmount' beneath the tape control buttons for convenience. This feature will kick out the tape when you unmount it.

## Tape Recovery Utility

When you mount a tape with PreRollPost, it will ascertain the tape is properly formatted and the LTFS index is up to date. If the index is out of sync with the data contents, PreRollPost will automatically try to correct this “inconsistency error”.

Sometimes deeper restoration actions may be required in cases such as a power outage or the tape was force ejected or otherwise damaged. There are three LTFS tools to help recover your data. These are Terminal commands that we’ve taken the liberty of providing you with an easy interface to.

If you have trouble mounting a tape that is known to have content, under the Applications menu, select **Tape Recovery Utility**.



Try the **‘Full Recovery’** option first.

If that doesn’t work then go to **‘Deep Recovery’**.

Keep in mind recovery can take time—sometimes several minutes or even hours.

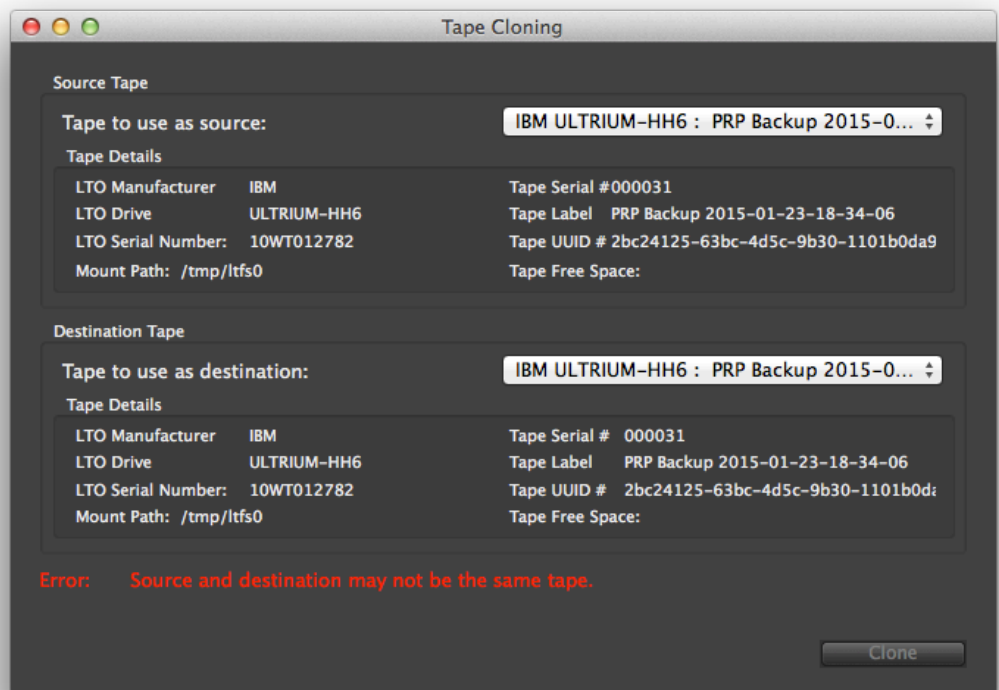
**CAUTION!** Do not interrupt once recovery is in progress!

## Tape Cloning

PreRollPost can control more than one LTO tape deck at a time. That means you can make two exact copies at the same during the backup process. Or you can use one tape as a source and copy selected portions of its contents to another tape.

Under the Applications menu there's also a **Tape Cloning Utility** to easily make a complete duplicate of a tape for archive purposes.

Be sure to format the blank tape before using this utility. Then in the Locations windows under Settings mount the two tape drives and select them.



Choose which is the Source and which is the Destination and click 'Clone'.

## Appendix A - Installation

### Installing the Software

Download the **PreRollPost™** disk image (.dmg) installer to your computer and double click to run. All the resources you need to run LTFS and PreRollPost will be installed via this single process.

Since some of the components are subject to independent EULs (end user licenses), apart from Imagine Products' EUL, you'll be prompted to accept the terms of each. This installer will add:

- PreRollPost application
- ProxyMill application (un-lockable demo)
- HD-VU2 application (un-lockable demo)
- OSX FUSE (with support for MacFUSE LTFS versions)
- LTFS (select by manufacturer: HP, IBM, mLogic, Quantum, Tandberg, etc.)
- ICU Framework

Once the components are installed you'll be prompted to **allow restarting of the computer to fully activate the OSX modifications.**

If any of the components are already present on your Macintosh, you'll be able to update or skip depending upon the various versions.

You may also need to install the SAS card and Thunderbolt adapter drivers from their respective manufacturers. (These are included with the PreRollPost installer for mTape.)

### Activation

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

Helper applications like ProxyMill and HD-VU2 need to be activated separately.

**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.

## **System Requirements**

The minimum **Macintosh** configuration is:

- Mac OS X 10.10 or 10.9
- 4 GB RAM
- 16 GB free disk space

## **How to Register**

If you've purchased from our webstore, you are 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 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 register the application to your account.

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!

**PreRollPost 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.

**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.

**PreRollPost™ is a single user license.** You may activate it on up to two computers for your personal use. If you're upgrading to a new computer, or need to transfer the software, be sure to DEACTIVATE the software for use elsewhere.

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

**Note:** Activation registration locks to your computer's hardware ID.

## LTFS Questions

**LTFS/LTO Drive Not Found.** Use the System Profiler tool (Applications -> Utilities) to check specific devices connected to your SAS controller. If the LTO-5 drive is not shown then check cabling, power etc. LTFS will not be able to operate until the drive is detected.

**Why doesn't LTFS work with my LTO-4 or earlier drives?** LTFS relies on a drive feature called partitioning, which was added to the LTO-5 & 6 formats. It is not part of the LTO-4 or earlier tape formats and they cannot be used. LTFS consists of two partitions: A) containing the file system metadata (index data), and B) the larger partition containing the file content itself.

**Can I use LTO-4 media in my LTO-5 drive?** LTO-5 & 6 drives can load and read LTO-4 media, but the LTO-4 format does not support partitioning so it's not compatible with LTFS. A LTO-6 drive however fully supports LTO-5 tapes.

**Does LTFS work with Write Once Read Many (WORM) media?** No, WORM media cannot be partitioned therefore it is not usable with LTFS.

**How long will it take to backup my media?** LTO-6 drives are rated at a sustainable transfer rate around 160MB/sec. However burst speeds up to double are not unusual. A 3 Gb/sec SAS card is capable of up to 375 MB/sec.

## 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 can provide answers quickly and in terminology that you can understand.

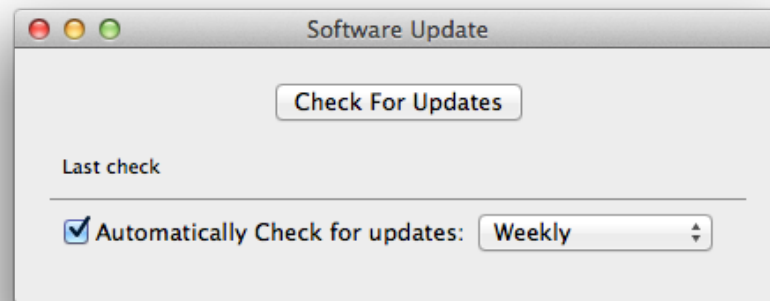
### Contacting Imagine Products

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 you may email support @ imagineproducts.com

### Check for Updates

From the application's menu, select CHECK FOR UPDATES to configure how often PreRollPost 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.

PreRollPost 'helper applications' such as HD-VU2 and ProxyMill for Macintosh should be periodically checked for updates as well.

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