streamline
Pro

User Guide
–Video Editor–

VERSION 12.5

ROSS

THANK YOU FOR CHOOSING ROSS VIDEO

You've made a great choice. We expect you will be very happy with your purchase of Ross Technology.

Our mission is to:

1. Provide a Superior Customer Experience
   - offer the best product quality and support
2. Make Cool Practical Technology
   - develop great products that customers love

Ross has become well known for the Ross Video Code of Ethics. It guides our interactions and empowers our employees. I hope you enjoy reading it below.

If anything at all with your Ross experience does not live up to your expectations be sure to reach out to us at *solutions@rossvideo.com*.

David Ross

David Ross
CEO, Ross Video
david.ross@rossvideo.com

Ross Video Code of Ethics

Any company is the sum total of the people that make things happen. At Ross, our employees are a special group. Our employees truly care about doing a great job and delivering a high quality customer experience every day. This code of ethics hangs on the wall of all Ross Video locations to guide our behavior:

1. We will always act in our customers' best interest.
2. We will do our best to understand our customers' requirements.
3. We will not ship crap.
4. We will be great to work with.
5. We will do something extra for our customers, as an apology, when something big goes wrong and it's our fault.
6. We will keep our promises.
7. We will treat the competition with respect.
8. We will cooperate with and help other friendly companies.
9. We will go above and beyond in times of crisis. *If there's no one to authorize the required action in times of company or customer crisis - do what you know in your heart is right. (You may rent helicopters if necessary.)*

About this Guide

- Ross Part Number: **7800DR-021-12.5**
- Release Date: July 11, 2025. Printed in Canada.
- Software Issue: **12.5**

The information contained in this Guide is subject to change without notice or obligation.

Copyright

Patents

Patent numbers 4,205,346; 5,115,314; 5,280,346; 5,561,404; 7,034,886; 7,508,455; 7,602,446; 7,834,886; 7,914,332; 8307284, 2039277; 1237518; 1127289 and other patents pending.

Warranty and Repair Policy

Ross Video Limited (Ross) warrants its Streamline Pro Server systems to be free from defects under normal use and service a time period of 15 months from the date of shipment:

If an item becomes defective within the warranty period Ross will repair or replace the defective item, as determined solely by Ross.

Warranty repairs will be conducted at Ross, with all shipping FOB Ross dock. If repairs are conducted at the customer site, reasonable out-of-pocket charges will apply. At the discretion of Ross, and on a temporary loan basis, plug in circuit boards or other replacement parts may be supplied free of charge while defective items undergo repair. Return packing, shipping, and special handling costs are the responsibility of the customer.

This warranty is void if products are subjected to misuse, neglect, accident, improper installation or application, or unauthorized modification.

In no event shall Ross Video Limited be liable for direct, indirect, special, incidental, or consequential damages (including loss of profit). Implied warranties, including that of merchantability and fitness for a particular purpose, are expressly limited to the duration of this warranty.

This warranty is TRANSFERABLE to subsequent owners, subject to Ross' notification of change of ownership.

Extended Warranty

For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your Streamline Pro Server system, contact your regional sales manager.

Environmental Information

The equipment that you purchased required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment.

To avoid the potential release of those substances into the environment and to diminish the need for the extraction of natural resources, Ross Video encourages you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials from your end-of-life equipment in an environmentally friendly and health conscious manner.

The crossed-out wheeled bin symbol invites you to use these systems.
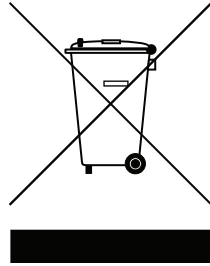
If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration. You can also contact Ross Video for more information on the environmental performances of our products.

Use of Hazardous Substances in Electrical and Electronic Products (China RoHS)

Ross Video Limited has reviewed all components and processes for compliance to:

"Management Methods for the Restriction of the Use of Hazardous Substances in Electrical and Electronic Products" also known as China RoHS.

The "Environmentally Friendly Use Period" (EFUP) and Hazardous Substance Tables have been established for all products. We are currently updating all of our Product Manuals.

The Hazardous substances tables are available on our website at:

http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

电器电子产品中有害物质的使用

Ross Video Limited 按照以下的标准对所有组件和流程进行了审查：

"电器电子产品有害物质限制使用管理办法"也被称为中国RoHS。

所有产品都具有"环保使用期限"（EFUP）和有害物质表。目前，我们正在更新我们所有的产品手册。

有害物质表在我们的网站：

http://www.rossvideo.com/about-ross/company-profile/green-practices/china-rohs.html

Company Address

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Email (Technical Support): techsupport@rossvideo.com

Email (General Information): solutions@rossvideo.com

Website: http://www.rossvideo.com

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Introduction

A Word of Thanks

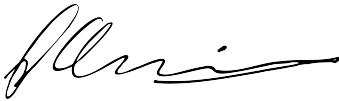Thank you for choosing Streamline Pro as your Ross Video media asset management solution.

We are committed to providing you with the highest level of customer satisfaction possible. If, for any reason, you have questions or comments, please call Ross Video at +1-613-652-4886 or send us an e-mail at techsupport@rossvideo.com.

We hope that you visit our website www.rossvideo.com to stay up to date with ongoing software releases, join our customer forum and learn more about the complete range of Ross Video products.

Note that software maintenance and extended warranties are available for your system to protect and extend the life of your investment. Our sales team is more than happy to provide further information on the plans available. Members of our sales team will promptly response to e-mails sent to: solutions@rossvideo.com.

Again, thank you for your purchase of a Streamline Pro media asset management solution from Ross Video. We are confident of your future pleasure with your choice.

Yours Sincerely,

Peter Abecassis
Director of Product Management - Production Workflow
peter.abecassis@rossvideo.com

About This Guide

This guide contains the following chapters that cover the use of the Streamline media asset management system:

1. **Introduction** — summarizes the guide and provides important terms, and conventions.

2. **Getting Started** — provides instructions on how to log into the Streamline Pro interface, summarizes the interface, and how to personalize the layout of the plugin within your NRCS system.

3. **Creating a Timeline** — shows users how to create timelines in the Timeline Editor.

4. **Adding Media to the Timeline** —provides instructions on how to use the Media Browser.

5. **Editing the Timeline** — provides instructions on how to perform edits and arrange your Timeline.

6. **Exporting the Timeline** — provides instructions on how to export your completed timeline.

7. **Ross Video Adobe Panel** — provides instructions on how to import your timeline into Adobe Premiere Pro.

8. **Glossary of Terms** — lists Ross Video and general broadcast terminology used in this guide.

If you have questions pertaining to the operation of Streamline, please contact us at the numbers listed in the section "**Contacting Technical Support**". Our technical staff is always available for consultation, training, or service.

Documentation Conventions

Special text formats are used in this guide to identify parts of the user interface, text that a user must enter, or a sequence of menus and sub-menus that must be followed to reach a particular command.

Interface Elements

Bold text is used to identify a user interface element such as a dialog box, menu item, or button. For example:

In the **Assets panel**, click **Delete**.

User Entered Text

Courier text is used to identify text that a user must enter. For example:

In the **Language** box, enter `English`.

Referenced Guides

Italic text is used to identify the titles of referenced guides, manuals, or documents. For example:

For more information, refer to the section "**User Role Configuration**" in the ***Streamline Configuration Guide***.

Menu Sequences

Menu arrows are used in procedures to identify a sequence of menu items that you must follow. For example, if a step reads "**File** > **Save As**," you would click the **File** menu and then click **Save As**.

Important Instructions

Star icons are used to identify important instructions or features. For example:

★ After upgrading Streamline software, you must obtain feature licenses from Ross Video Technical Support before users can access Streamline features.

Getting Help

The Ross Video product Online Help system is accessed by selecting **Help Topics** from the **Help** menu in the product. Alternatively, press the **F1** key while working in a client or dialog box.

The Online Help system contains the following navigation tabs to locate information contained in the Online Help topics and *User Guide*:

• **Contents** — table of contents
• **Index** — keyword reference
• **Search** — full text search
• **Favorites** — preferred information storage and access

Ross Video product guides are also supplied as print-ready PDF files on the Ross Video product Software.

Contacting Technical Support

Technical Support is staffed by a team of experienced specialists ready to assist you with any question or technical issue.

Ross Video has technical support specialists strategically located around the globe to ensure a prompt response to technical inquiries. Our primary technical support center is located in Ottawa, Ontario, Canada. In addition, we have offices in The United Kingdom (London), Australia (Sydney), and Singapore with satellite locations in New York City, The Netherlands, and China. As we expand our presence globally, we are constantly evaluating other key locations to have a local technical support specialist in order to better service our customers.

North America

Our North America center located in Ottawa, Ontario, Canada and is open Monday to Friday 8:30 a.m. to 6:00 p.m. EST, with 24/7/365 on-call service after hours.

Our telephone number is: +1-613-686-1557

Toll free within North America: +1 844-652-0645

EMEA

Our EMEA center is open Monday to Friday 8:30 a.m. to 5:00 p.m. GMT. After hours support is provided by our North America location.

Our telephone number is: +44 (0)1189502446

International toll free: +800 3540 3545

If the local support specialist is not available, your call will be transferred automatically to our North America center.

Australia

Our Sydney, Australia office is located in Alexandria, NSW.

Our local support telephone number is: +1300 007 677

If the local support specialist is not available, your call will be transferred automatically to our North America center.

Online

E-mail: techsupport@rossvideo.com

Website: open a support request using the link http://www.rossvideo.com/support/tech-support.html to open a support request.

Getting Started

The Streamline Pro Web Video Editor is an HTML friendly online video editor that can be accessed from any supported web browser. Hundreds of daily headlines, teases, and voice-overs can be edited 30% faster, at half the cost of a traditional craft editor, and with no additional hardware. The user-friendly web-based video editor is lighter, faster and integrates seamlessly with the existing Streamline workflows, allowing more users to create more content from anywhere. Streamline Xchange users can access it from the **Video Editor** tab or directly from their bookmarked Streamline Pro Video Editor URL.

This chapter discusses the following topics:

• Starting the Streamline Pro Web Video Editor

• Streamline Pro Video Editor Workflow

• Exploring the Streamline Pro Web Video Editor Interface

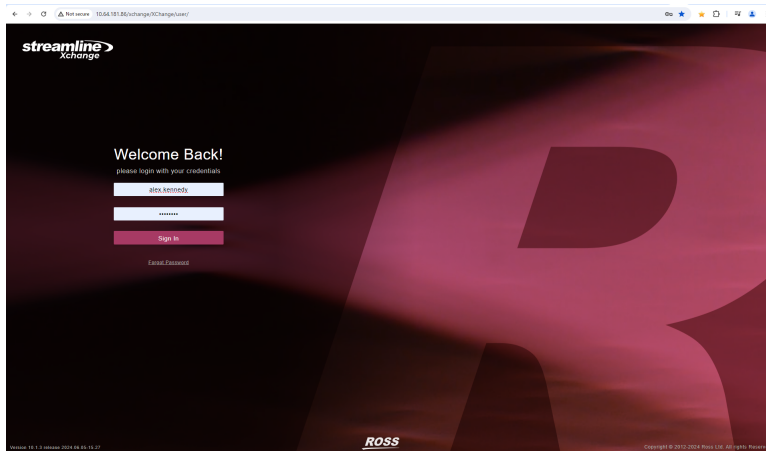# Starting the Streamline Pro Web Video Editor

You can open the Streamline Pro Web Video Editor from the Streamline Xchange MAM user interface.

★ **NOTE:** If you do not see a Video Editor tab in your Streamline Xchange expanded menu, please contact your system administrator. An enabled Streamline Pro Video Editor license is required.
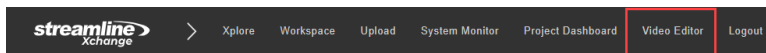
To open the Streamline Pro Web Video Editor

1. Use one of the following supported web browsers to open the Streamline Xchange Web Editor provided by your Streamline administrator:

    › Google Chrome™ 126.0 and later

    › Apple Safari® 17.4.1 and later

   *The Streamline Xchange Sign In page opens.*

2. Enter your Streamline Xchange credentials in the **Username** and **Password** boxes.

3. From the top menu of Streamline Xchange, to expand the menu select the button.

4. Select **Video Editor** to launch the Streamline Pro Web Video Editor.

    The Streamline Pro Web Video Editor opens in a new Tab.

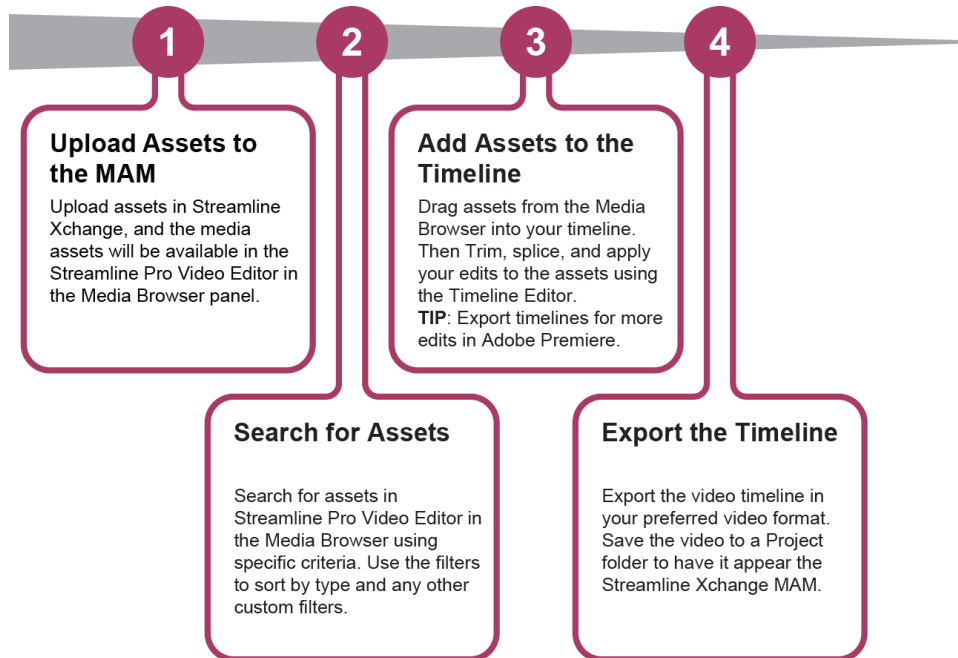5. Bookmark the Streamline Pro Web Video Editor page in your web browser.
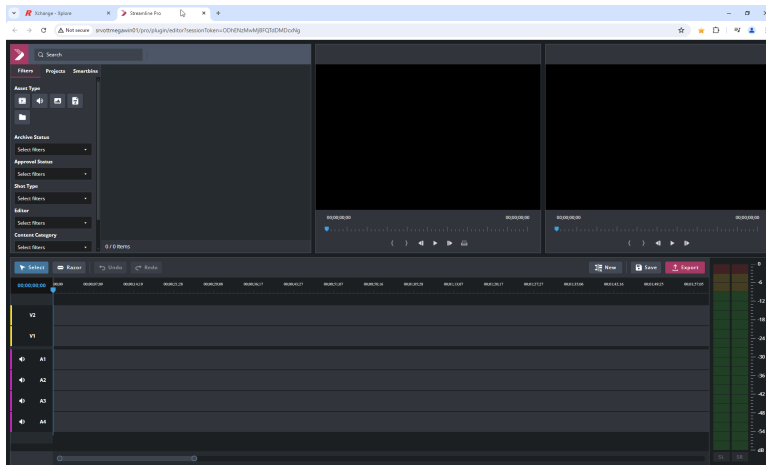
★ For your security, Streamline automatically logs you out after 30 minutes of inactivity. If you sign in from another device or browser tab, this session will automatically log you out.

To close the Streamline Pro Video Editor

1. In **Streamline Pro** tab, click the close icon ✕ to end the Streamline Pro Video Editor web session.

2. Go to the Streamline Xchange **Xchange - Xplore** tab, from the expanded menu click **Logout**.

Streamline Pro Video Editor Workflow

Streamline Pro is a premium Media Asset Management (MAM) solution that streamlines your content creation and live graphics workflows. Streamline Pro integrates seamlessly with the Ross ecosystem - leveraging workflows with the Ross Video Inception newsroom (NRCS) system, Streamline Xchange (MAM), and Media I/O playout system. The Streamline Video Editor is a lightweight video editor that can be purchased with your Streamline Pro and Streamline Xchange system.

1 — Upload Assets to the MAM

Upload assets in Streamline Xchange, and the media assets will be available in the Streamline Pro Video Editor in the Media Browser panel.

2 — Search for Assets

Search for assets in Streamline Pro Video Editor in the Media Browser using specific criteria. Use the filters to sort by type and any other custom filters.

3 — Add Assets to the Timeline

Drag assets from the Media Browser into your timeline. Then Trim, splice, and apply your edits to the assets using the Timeline Editor.
TIP: Export timelines for more edits in Adobe Premiere.

4 — Export the Timeline

Export the video timeline in your preferred video format. Save the video to a Project folder to have it appear the Streamline Xchange MAM.

Required Components

Deployment Options

- On Premise:
  › Streamline Xchange MAM Server
  › Streamline Xchange MAM Web Client
  › Shared Storage Device (such as Ross EVO Storage)
  › Archive
- Remote or At Home:
  › Remote MAM Web Client
  › Remote Adobe Suite Clients
- Cloud Services:
  › Cloud Archive
  › AI Services

Optional Components

- XPression MOS Plugin
- Media I/O Video Server for Ingest and Playout

Required Licenses

The Streamline Pro Web Video area requires a license to enable the Video Editor. You can purchase a Video Editor license from a Ross Video Sales Representative.

Minimum Hardware Requirements

Database Server

• Windows Server 2019 64-bit

• 32GB Memory

• Intel Xeon E-2144G 3.6GHz or higher

• 2x480GB SSD SATA 6Gbps

Media Processing Server

• Windows Server 2019 64-bit

• 64GB Memory

• Dual Intel Xeon Silver 4214 or higher

• 2x480GB SSD SATA 6Gbps

Supported Browsers

Currently supported web browsers include:

• Google Chrome 126.0 and later

• Safari 17.4.1 and later

Supported Media Formats

The following sections describe the media formats supported by the Streamline Pro system.

Thumbnail Viewing

Streamline Pro supports the following image formats for thumbnail viewing:

• BMP

• GIF

• JPG

• PNG

• TGA

• TIF

• WBMP

A PNG thumbnail is generated when Streamline Pro encounters one of the support formats. This thumbnail is scaled down to fit within a 256x144 image.

For More Information on...

• The Streamline Xchange MAM Server, see the ***Streamline Xchange User Guide***.

• The Inception Newsroom, see ***Inception User Guide***.

Video Playout

Streamline Pro supports video playout within your web browser using Flowplayer for the following formats:

Table 2.1 Supported Video Formats for Playout

Format	Video Codec	Audio Codec
F4V	H.264	AAC
FLV	Sorenson H.263	MP3
MP4	H.264	AAC

Metadata Collection

Streamline Pro supports the gathering of structural metadata using the MediaInfo tool. Refer to the MediaInfo website for a list of analytics and supported file formats.

Exploring the Streamline Pro Web Video Editor Interface

You can add media, audio, and still image clips to your video, and arrange elements temporally along the Timeline. This includes configuring visual elements and audio tracks. You can preview assets you are considering adding to your video, and set In and Out Points to choose a specific segment. Once you've finished trimming you can preview and modify your video. You can review your video while on the go and export using one of the many supported Streamline Pro export presets.

The Streamline Pro Web Video Editor consists of a **Media Browser**, an **Asset Preview Player**, a **Timeline Preview Player**, and a **Timeline Editor**.

★ A blue highlight around a panel indicates that it is the actively selected panel, and that your changes will be applied to this panel.
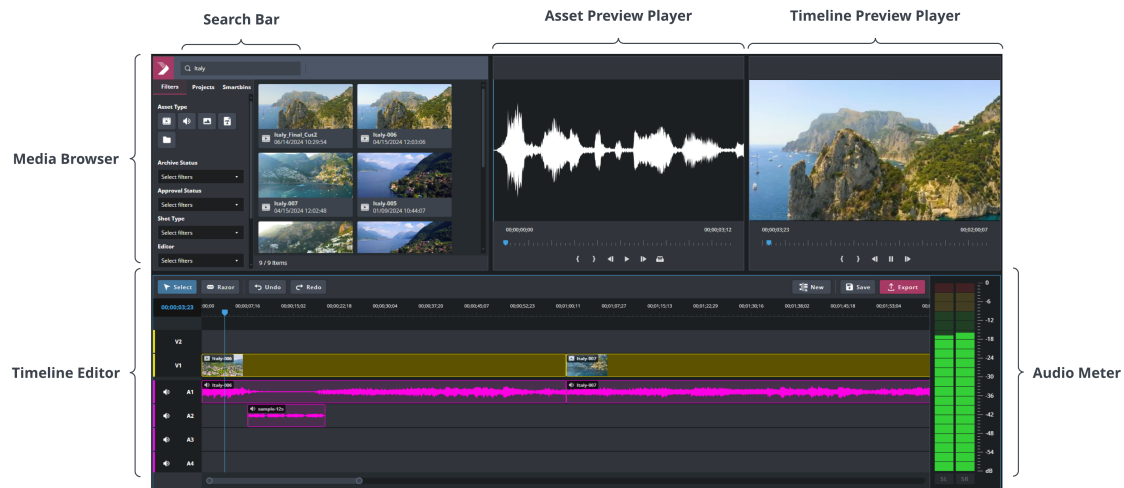
Figure 2.1 Overview of the Streamline Pro Web Video Editor

Overview of the Media Browser

The Media Browser allows you to search for assets, filter by type, archive status, category, approval status, editor, location, and additional custom fields. You can also navigate to Projects or Smartbins to locate a specific asset. It is located in the top left quadrant of the Streamline Pro Web Video Editor.

The Search View displays assets that match your specified criteria and filter settings. Any matching assets that have been uploaded to the Streamline Xchange MAM will appear, allowing you to quickly access individual assets or search the Streamline Pro system for specific assets. The displayed search results are listed by upload date (from most to least recent). From the Search View, you can drag and drop an asset directly into the Timeline Editor. Alternatively, you can double-click to preview the asset in the Asset Preview Player.
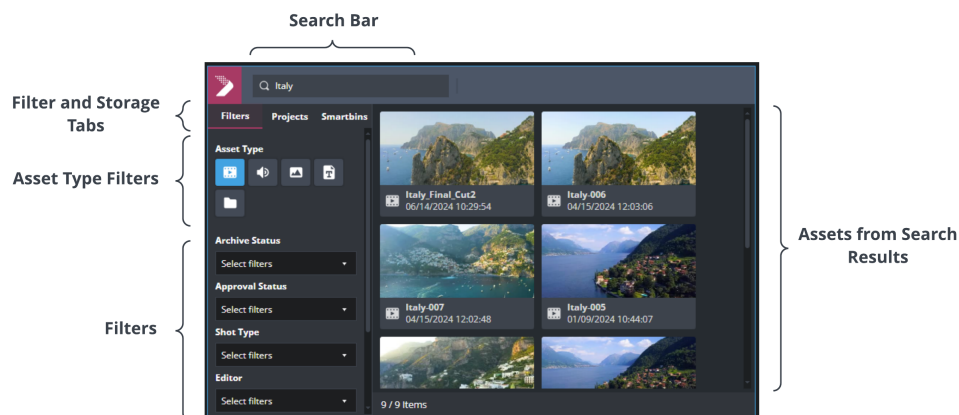

Figure 2.2 Media Browser Interface

The Media Browser toolbar contains the following icons:

Table 3: Media Browser Toolbar Icons

Icon	Name	Description
🎞	**Video**	Enables you to filter your search results by asset type for video assets.
🔊	**Audio**	Enables you to filter your search results by asset type for audio assets.
🖼	**Image**	Enables you to filter your search results by asset type for image assets.
📄	**Document**	Enables you to filter your search results for documents.
📁	**Project File**	Enables you to filter your search results for project files.
📁	**Folder**	Opens the project folder in the **Projects** tab.
🗃	**Smartbin**	Opens the Smartbin folder in the **Smartbin** tab.

Overview of the Asset Preview Player Controls

The Asset Preview Player displays assets from the Media Browser. Once an asset has been clicked, it opens in the Asset Preview Player, where you can preview it with the player controls, or set In and Out Points to select a sequence from a selected video or audio asset.
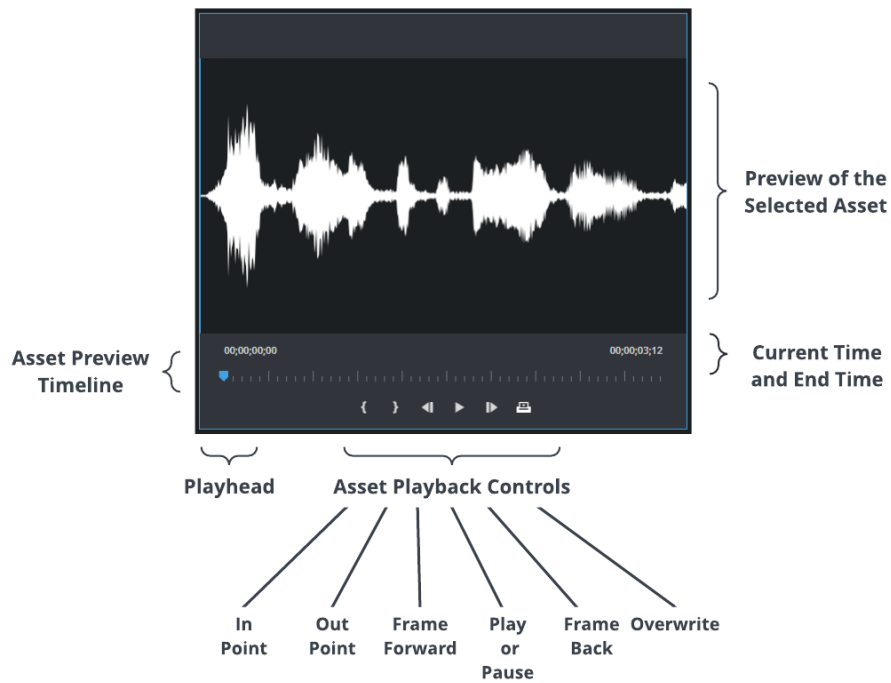
Figure 2.3 Asset Preview Player

The Asset Preview Player contains the following playback controls:

Table 4: Asset Playback Controls

Icon	Name	Description
🖨	**Overwrite**	Inserts the audio or video clip from the Asset Preview Player into the Timeline Editor at the playhead position. If In and Out Points have been marked, then only the indicated sequence will be inserted. • **NOTE**: If a media asset currently occupies the position next to the playhead (insertion point) in the Timeline Editor, then the previous media asset will be overwritten.
�	**Frame Forward**	Moves the playhead to the next available frame in the Asset Preview Player.
▶	**Play**	Plays the previewed asset. • **SHORTKEY**: Press the space bar to play or pause the actively selected window.
▮▮	**Pause**	Pauses the previewed asset. • **SHORTKEY**: Press the space bar to play or pause the actively selected window.
◀▮	**Frame Back**	Moves the playhead back a frame in the Asset Preview Player.
}	**Out Point**	Marks the Out Point to set where the clip playback will end.
{	**In Point**	Marks the In Point to set where the clip playback will begin.
▼	**Playhead**	Indicates the currently displayed frame of the asset. Click anywhere along the Preview Player timeline to drag the playhead to a new position.

Overview of the Timeline Preview Player Controls

The Timeline Preview Player displays a preview of your open Timeline track. You can preview it with the player controls, or set In and Out Points to choose a segment of the Timeline track that you wish to export. The playhead displayed in the Timeline Preview player is synchronized with playhead on the Timeline Editor.
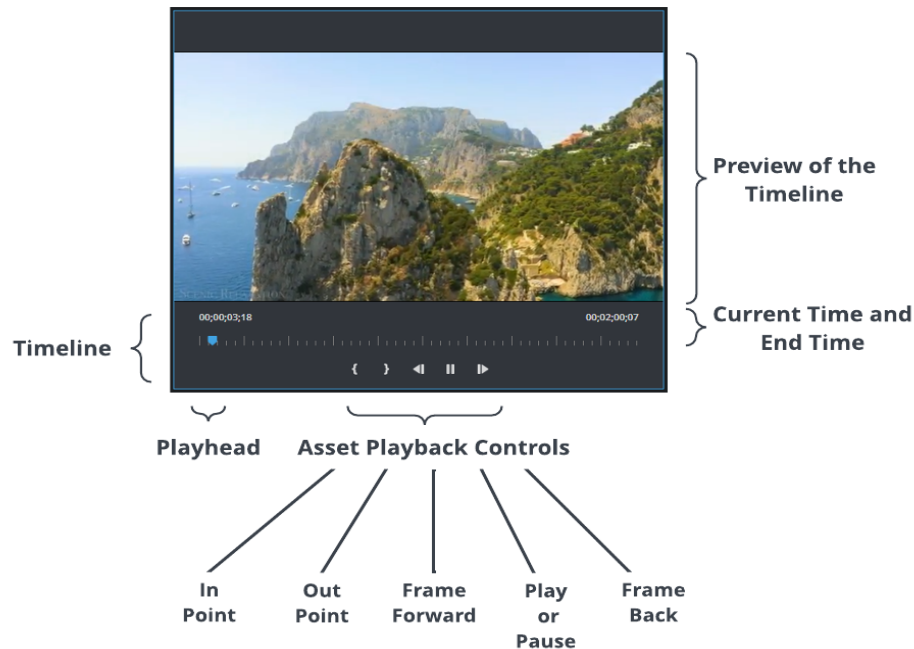

Figure 2.4 Timeline Preview Player

The Timeline Preview Player contains the following playback controls:

Table 5: Timeline Asset Playback Controls

Icon	Name	Function
�▸	**Frame Forward**	Moves the playhead to the next available frame in the Timeline Preview Player.
▶	**Play**	Plays a video preview of the open Timeline Editor track. **SHORTKEY**: Press the space bar to play or pause the actively selected window.

Table 5: Timeline Asset Playback Controls

| Icon	Name	Function
⏸	**Pause**	Pauses the video preview of the open Timeline Editor track. • **SHORTKEY**: Press the space bar to play or pause the actively selected window.
◁	**Frame Back**	Jumps to the start of the previewed Timeline Editor track.
}	**Out Point**	Marks the Out Point to set where the clip playback will end.
{	**In Point**	Marks the In Point to set where the clip playback will begin.
▼	**Playhead**	Indicates the currently displayed frame of the asset. Click anywhere along the Timeline Preview Player timeline to drag the playhead to a new position. **TIP:** You can also adjust the position of the playhead on the main Timeline Editor.

Overview of the Timeline Editor Toolbar

The Timeline Editor allows you to trim, split, and arrange assets over time. Once media assets from the Media Browser have been dragged in, the audio tracks will appear as A1, A2 and video tracks appear as V1, V2. These tracks can be reordered or trimmed as needed. You can edit with confidence knowing that your changes do not affect the asset source files stored in the Streamline Xchange MAM. Any unnecessary changes can be easily undone, or redone as you play your content in the Timeline Preview Player.

You can adjust audio gain by hovering over the audio track, and drag the white horizontal **Audio Level** line up or down. An audio meter allows you to monitor channel tracks.

After mapping all your edits, you can export the full timeline or mark the In and Out Points to export a sequence using your preferred export settings in the **Export** wizard.
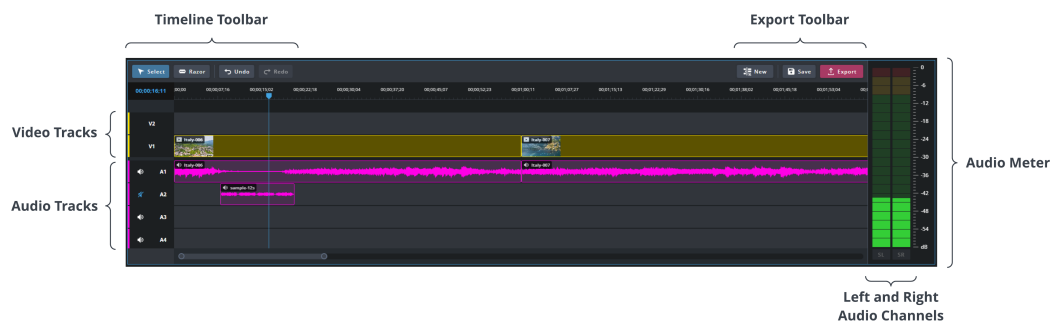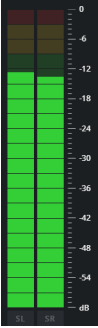
Use the Timeline Editor icons to apply your edits and export your video:

Table 6: Timeline Editor Toolbar Icons

Icon	Name	Description
	Select	Use this button to select and move assets in the Timeline Editor.
	Razor	Use this button to cut a clip.
	Undo	Use this button to undo the last change made.
	Redo	Use this button revert back to the most recent change that was made.
	New	Use this button to create a new Timeline. • **IMPORTANT**: Save the current Timeline before use, because it will delete the open Timeline.
	Save	Use this button to save the current Timeline track. A **Confirmation** notification appears.
	Export	Use this button to export the Timeline. • **TIP**: To export a segment of the timeline, select In and Out Points.
	Solo Left	Displays the audio level for the left channel.
	Solo Right	Displays the audio level for the right channel.
	Playhead	Shows the current timestamp of the timeline editor track, allows the user to navigate through the track.
	Video 1	A video clip on the Timeline. A V2 track displays above V1.
	Audio 1	An audio clip on the Timeline. An A2 track displays below A1.
	Unmute	Displays an unmuted audio track. Click this button to mute an audio track.
	Mute	Displays a muted audio track. Click this button to unmute the audio track. • **NOTE**: Muted tracks will not produce sound during playback and Timeline exports.
	Zoom Slider	Move the slider left to zoom in and move the slider right to zoom out.

Overview of the Audio Meter and Audio Leveler

The Audio Meter is a VU meter that allows you to monitor audio when using the Timeline Preview Player. If levels need to be adjusted, you can mouse over an asset to see the Audio Leveler tool appear.

	Audio Meter	The Audio Meter is a VU meter that allows you to monitor gain levels on a media asset or segment on the timeline. **TIP**: Use the Audio Leveler tool to adjust the gain.
	Audio Leveler	The Audio leveler allows you to adjust the volume up or down by moving the white Audio Level line on the track. It is measured in dB.

Creating a Timeline

A video timeline provides a starting point for you to arrange your video clips and plan out all the edits you'd like to apply. When you open the Streamline Pro Web Video Editor, a blank video timeline opens in the Timeline Editor panel. It provides a chronological view of your video project and the timestamp interval markers allow you to distribute media clips at exactly the right frame. As you add video clips, audio clips and other media you can move the playhead to the spot you wish to view, and use the Zoom Slider beneath the Timeline Editor to work with different areas of the timeline track more closely. Changes to assets on the timeline will not alter source assets in the Media Browser panel.

For More Information on...

• basic editing, see "**Editing the Timeline**".

 This chapter discusses the following topics:

• Creating a New Timeline
• Saving a Timeline
• Opening an Existing Timeline

Creating a New Timeline

When you open the Streamline Pro Web Video Editor, a blank timeline is already present in the Timeline Editor panel.

To Create a New Timeline

★ **IMPORTANT**: When you follow the steps below, your currently open timeline will be deleted when you click the **New** button.
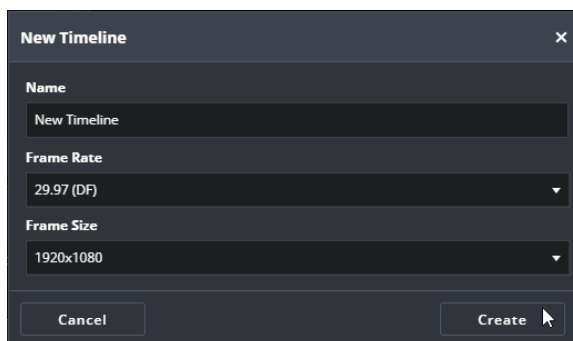
1. Go to the Timeline Editor menu, and to save your existing timeline, click 💾 **Save.**

    a. Enter a name for your timeline and select **Save**.

★ **CAUTION**:
   Following the next step will delete the currently open timeline.

2. To create a new timeline in the Timeline Editor menu, click the ⊞ **New** button.

    The New Timeline dialog opens.

3. If you do not wish to use the default timeline settings, please enter the following:

    - **Name** — Enter a name for the timeline.
    - **Frame Rate** — Select a **Frame Rate.**
    - **Frame Size** — Select a **Frame Size**.
    - Once your changes are made, select the **Create** button.
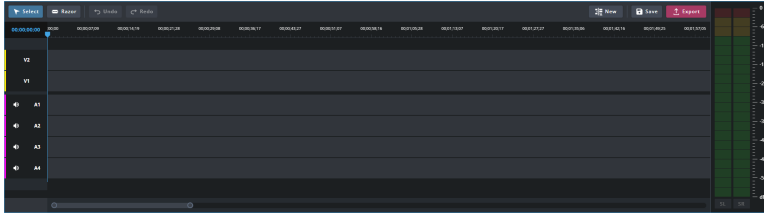
*Your new video timeline opens in the Timeline Editor.*

Saving a Timeline

After a timeline is saved for the first time it is unnecessary to save it again, because Streamline Pro enables an autosave feature. The **Autosave** button will replace the **Save** button on the Timeline Editor menu. If the **Autosave** button is displayed it is no longer necessary to save it. Saved timelines can be found in the **Media Browser > Projects** tab in the folder you selected.

✱ NOTE: If you exit or your session times out before saving, when you next sign in a prompt will ask if you wish to open your unsaved session.

To Save a Timeline

1. Click the **Save** button in the Timeline panel to save your timeline.
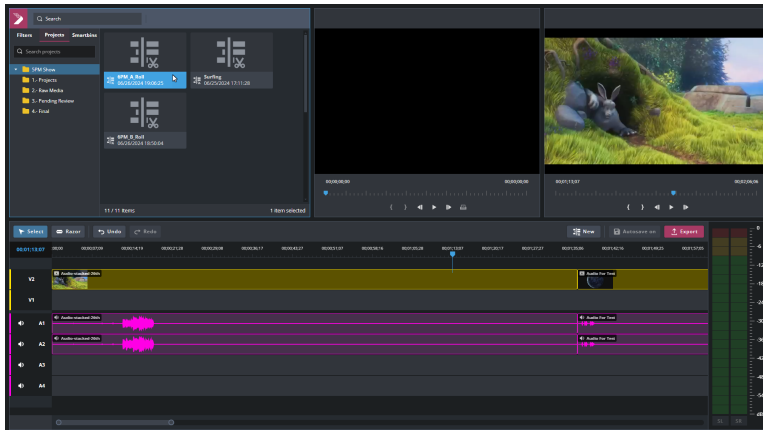   *The **Save As** dialog appears.*
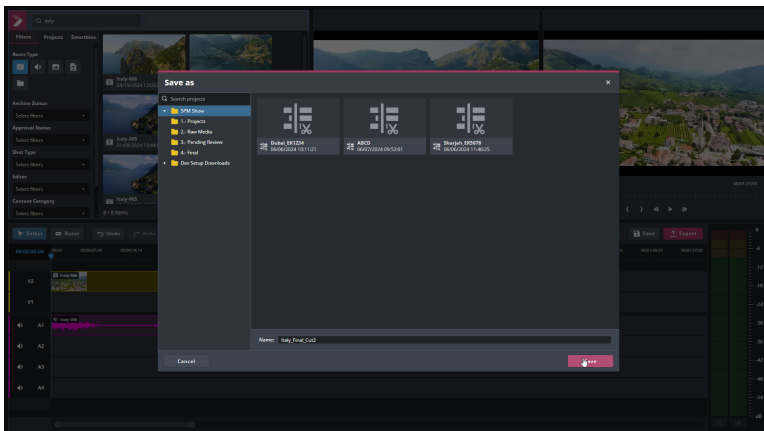
2. Choose a Streamline Xchange Project folder, or placeholder to save your timeline to.

3. If desired, enter a meaningful name for the saved timeline.

4. Click the **Save** button to confirm.
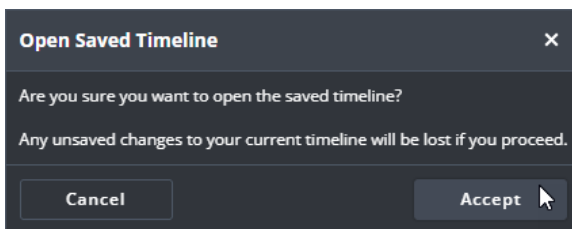
Opening an Existing Timeline

To Open an Existing Timeline

1. Go to the **Media Browser > Projects** and navigate the folder the timeline is saved in.

2. Double-click on the project to open it.

   The Open Saved Timeline dialog opens.

3. Click **Accept**.

   The timeline opens.

Adding Media to the Timeline

The media assets, such as project folders, videos, and images, that are available in the Media Browser search results allow you to access all the content that you've uploaded to the Streamline Xchange MAM.

You can enter search keywords and apply search filters to set a criteria for specific type content. Media Browser automatically updates the panel to display the results for a search. When a panel opens, it displays the results of the last search performed in that panel.

This chapter discusses the following topics:

- Searching for Assets
- Previewing Assets
- Loading Assets in the Streamline Xchange MAM

Searching for Assets

The media assets, such as video clips and audio clips, that are available in the Media Browser give you full access to all the content that you've uploaded to Streamline Xchange MAM.

You can enter search keywords and apply search filters to set a criteria for specific type content. The Media Browser automatically updates the panel to display the results for a search.

To search for a media asset

You can search for a media asset by name or unique ID. You can also filter by asset type or one of the options configured by your Streamline administrator (such as by archive status, approval status, shot type, the name of the editor, content category, and location).

1. To search for an asset, navigate to the Media Browser panel.

   a. In the **Search** field, enter the name, unique identifier, or custom field of the asset you wish to find.

   Tip: If you have a large number of assets with similar names, it is recommended that you search by unique identifier.

   b. To filter for a specific type of asset, use the filter buttons to select the asset type(s) of your choice.

   c. Select any additional custom filters that you wish to apply from the drop-down menus.

   d. To initiate your search, in the **Search** field press enter.

2. Scroll through the assets in the Search View and double-click on any you wish to preview.

3. *Assets, such as Video and Audio clips, are now visible and able to be selected based on your filters.*

To open assets in a project

1. In the Media Browser, navigate to the **Projects** tab in the asset panel.

2. Enter the name of the timeline in the **Search** field.

   TIP: Alternatively, search by project name, or navigate to the **Project** folder manually.

3. Select and drag any of the project's media assets from the Media Browser to the timeline.

To use smartbins

1. Navigate to the **Smartbins** tab in the asset panel.

2. Click on a **Smartbin** in the list on the left side of the panel.

3. Select and drag an asset from the smartbin to the timeline.

Previewing Assets

To preview assets

1. Navigate to the desired video or audio asset in the media browser. Double-click the asset to open it in the asset preview player.

2. Select the [▶] **Play** button to begin previewing the asset. Video clips will play in the panel, and audio clips will be visually displayed.

To insert an asset into the timeline from the Asset Preview Player

1. With a video or audio asset open in the asset preview player, position the Timeline Editor playhead to the location where you would like the asset to be inserted.

2. Click the [⎙] **Overwrite** button in the asset preview player to insert it into the timeline.

✴ **NOTE:** Upon replacing an asset with one from the asset preview player, the existing asset(s) on the timeline can be deleted to create space. To avoid this, drag and drop any assets located where you intend to insert the new asset to different locations on the timeline.
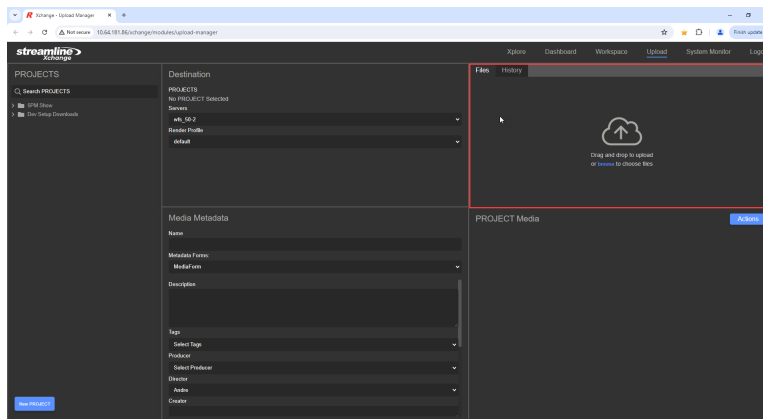
Loading Assets in the Streamline Xchange MAM

If you do not see the assets you need in the Media Browser, you must upload your assets in the Streamline Xchange MAM.

✴ For more information, refer to the Streamline Xchange User Guide.

To load assets in Streamline Xchange

1. From the top menu of Streamline Xchange, to expand the menu select the [>] button.

2. Select **Upload** to open the **Xchange - Upload Manager** page.

3. After selecting your preferred Project Folder, navigate to the **Files** tab on the upper right corner. Drag and drop the asset you wish to upload.

4. After uploading an asset, return to the Streamline home page in the **Xchange - Xplore** tab and select **System Monitor** to view the progress of the upload.

★ **NOTE:** If you can't see an asset you've uploaded in Streamline Xchange or in the Streamline Pro Web Video Editor, contact your Streamline administrator to ensure you have the proper permissions and to further troubleshoot the issue.

Editing the Timeline

The Timeline editor allows you to perform speedy edits to your media assets 30% faster than a traditional editor.

This chapter discusses the following topics:

• Editing Basics
• Editing Audio
• Editing Video
• Advanced Tips

For More Information on...

• exporting a sequence, see "**Exporting a Sequence or Segment from the Timeline**"

Editing Basics

Edit with confidence knowing that your changes will not affect source files.

To undo your changes

1. Locate the row of buttons on the top left of the Timeline panel.

2. Click the ↩ **Undo** button to go back to your last change.

To redo your changes

1. Locate the row of buttons on the top left of the timeline panel.

2. Click the ↪ **Redo** button to perform your last change.

Editing Audio

You can level audio by increasing or decreasing the audio on tracks that vary, as shown the figure below. You can also use the audio leveling tool to reduce background noise between speakers or to remove undesirable noises.
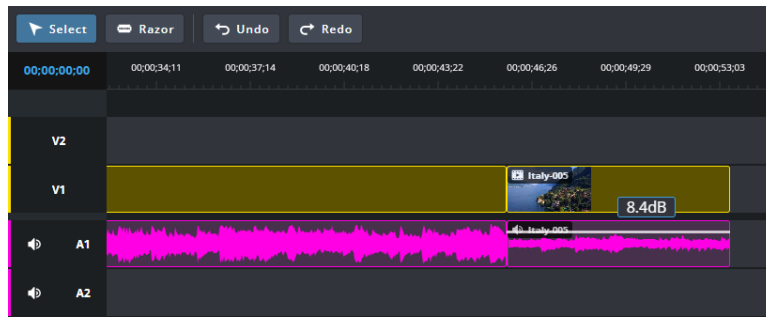
Figure 1.1 Increasing the volume of the clip on the right to match the first audio clip

NOTE: Even after the audio is leveled, the waves on the segments do not have their appearance altered to reflect these changes.

To adjust the audio levels on an audio clip

1. On the Timeline Preview Player, click **Play**, and use the VU meter to check your audio levels.

2. Isolate the audio clip that you wish to adjust the audio on by moving the playhead to the start of the segment, and click the **Razor** tool. Move the playhead to the end of the audio segment you wish to edit, and click the **Razor** tool.

3. Now that your audio segment is ready, mouse over the audio segment.

    A white horizontal Audio Leveler line appears. It measures the audio level in decibels (dB).

4. Move the Audio Leveler line up or down to adjust the volume.

Editing Video

To edit video clips

1. With a video clip already in the timeline, drag the desired video asset onto the timeline from the media browser.

2. Drop the new clip onto the preexisting clip.
    The preexisting clip will be cut to fit the new video asset.

To trim clips

1. Place your cursor on the left or right side of the clip on the timeline. Click and drag the border of the clip on either side to shorten it.

2. To trim the clip back to its original length, click and drag the border of the clip again. Drag the border away from the clip to add the trimmed length back.

To splice a clip

You can use the Razor tool to spice clips. After you're finished razoring clips, you must click the **Select** ◤ button to arrange clips on the Timeline.

1. In the timeline, move the playhead to the point at which you want to cut the clip.

2. Click the ⬭ **Razor** button.

3. Hover your cursor over the clips in the timeline. A vertical white line will indicate where the Razor tool is going to cut the clip. This indicator will snap to the playhead's position when the cursor hovers over it.

4. Click to cut the clip. Click the **Select** ◤ button again to move the newly separated clips.
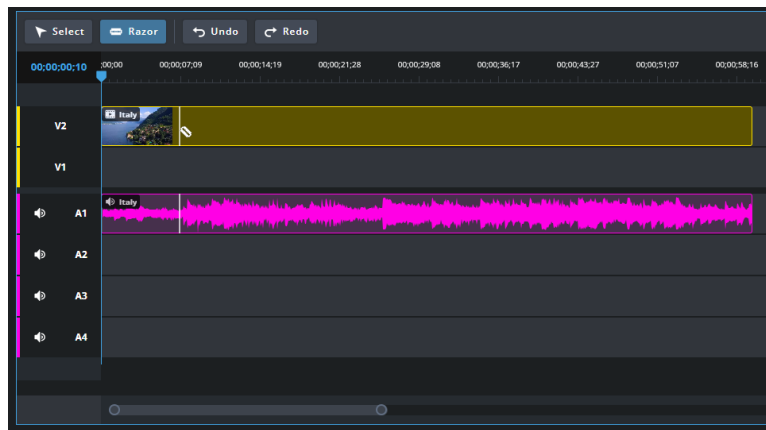
*Figure 1.2 The Razor tool splicing the video clip named **Italy**.*

To arrange a clip

1. Click and drag your desired clip on the timeline.

2. Drag the clip to a different point on the timeline, or to a different track.

★ **SHORTCUT**: To select all, press **CTRL + A**.

To remove a clip

1. In the timeline, click on the desired clip.
   The clip's border changes from yellow or purple to blue.

2. Press the Backspace key on your keyboard to delete the clip from the timeline.

To preview a clip

1. In the Media Browser in the Assets Panel, double-click a clip.
   The Asset Preview Player displays the clip.

2. Click the ▶ **Play** button in the Asset Preview Player to preview the clip without having it in the timeline.

Advanced Tips

You can use the Asset Preview Player to speed up your edits by inserting existing media on your timeline track exactly where you need it. It will overwrite any content occupying the space prior to insertion.

To insert audio or video media on the timeline

1. In the Media Browser panel, double-click on the video or audio asset you may wish to add to your timeline. *The asset opens in the Asset Preview Panel.*

2. In the Asset Preview Panel do the following:

    a. **To add the entire asset** - click the 🖶 **Overwrite** button to insert the previewed clip into the Timeline Editor at the playhead.

    b. **To add a select sequence** - use the buttons to mark { In and } Out points to mark the beginning and end points. Click the 🖶 **Overwrite** button to insert the previewed clip into the Timeline Editor at the playhead.

The media or audio clip will be inserted at the playhead, and if other media is already occupying that space, the inserted media will overwrite the previous audio track.

Exporting the Timeline

This chapter discusses the following topics:

• Previewing the Timeline
• Exporting a Sequence or Segment from the Timeline
• Exporting the Timeline

Previewing the Timeline

To Preview your Timeline

1. Upon placing an asset in the timeline, it will appear in the Timeline Preview panel.

2. Press the ▶ **Play** button to begin previewing the timeline. This will display the video clips in the panel and play the audio clips through the connected audio output device.

Exporting a Sequence or Segment from the Timeline

To Mark In and Out Points on the Timeline Preview Player

1. With assets placed on the timeline, move the playhead to where the In Point will be in the Timeline Preview Player.

2. With the playhead positioned, click the **{** **In Point** button on the Timeline Preview Player to create the In Point.

3. In the timeline or the timeline preview player, move the playhead to where the Out Point will be.

4. Click the **}** **Out Point** button to create the Out Point.

5. Now that your In and Out Points are set, you can proceed to "**Exporting the Timeline**" on page 1–2.

To Remove In and Out Points on the Timeline

1. In the Timeline Editor, right-click on either of the red bars that indicate the In and Out points, and from the dropdown menu select **Clear In & Out**.
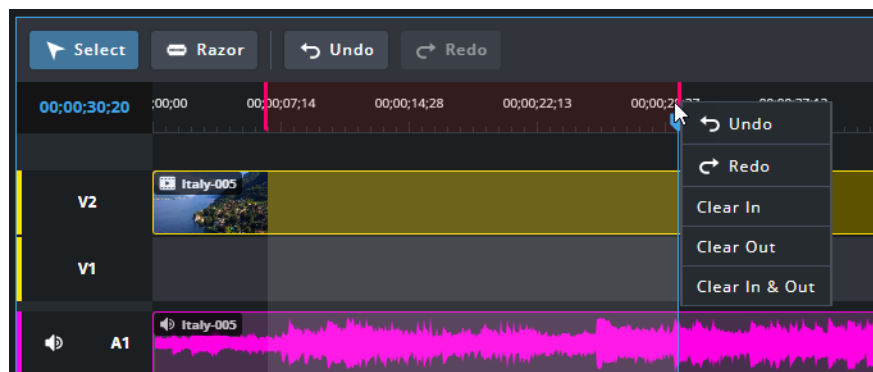
Exporting the Timeline

NOTE: If you attempt to export to a placeholder that is already in the process of exporting, you will see a 'Failed to Export' notification in the top right corner.

To export to a project, placeholder, or smartbin

1. Click the **Export** button in the timeline panel.

2. Under the **Select Destination** step, add **Filters** if necessary.

3. To export to a project, smartbin, or placeholder, follow the appropriate sub-step below:

   › To export to a project, click the **Projects** tab and select a project.

   › To export to a placeholder, click the **Projects** tab, navigate to the placeholder and select the file.

   › To export to a smartbin, click the **Smartbins** tab and select a smartbin.

4. Once you have chosen a project, placeholder or smartbin, click **Next**.

5. In the **Export Settings**, enter a meaningful **Name** and the select the preferred **Preset** you wish to use.

6. Select **Export** to export the timeline.

Ross Video Adobe Panel

The Ross Video Adobe Panel is a powerful tool that enables seamless integration between the Adobe suite and Streamline Xchange MAM. With the ability to search, edit, and export files directly from Adobe applications, this panel enables you to work quickly and efficiently from anywhere, whether on-premise or remote.
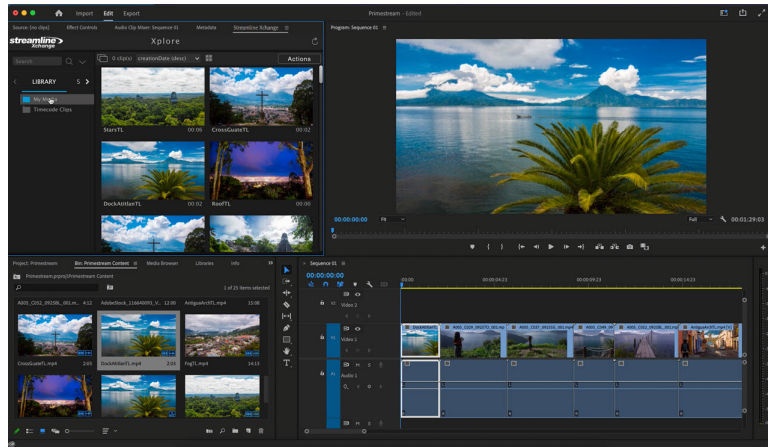
Figure 1.1 Ross Video Adobe Panel

This chapter discusses the following topics:

• Importing Timelines into Adobe Premiere Pro

Importing Timelines into Adobe Premiere Pro

You can import timelines from the Streamline Pro Video Editor into Adobe Premiere Pro for more touch ups using the Ross Video Adobe Panel.
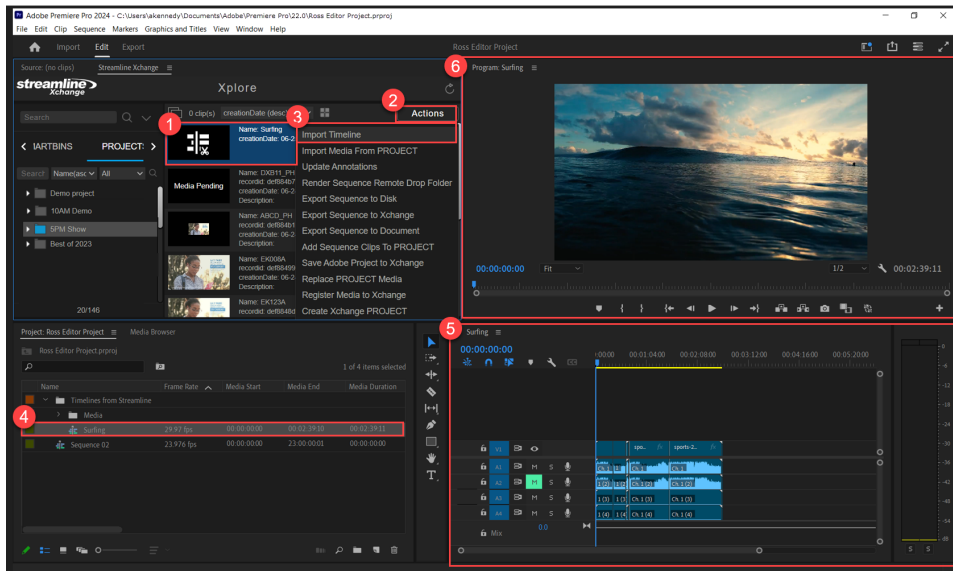
To import Streamline Pro Assets into the Ross Video Adobe Panel

1. In the Streamline Xchange - Explore pane, click or tap the **Project** tab, select the timeline you wish to import.

2. Click **Actions**.

3. Select **Import Timeline** from the drop-down menu.

    The timeline is imported into the Project pane.

4. In the Project pane, expand the **Timelines from Streamline folder**. Double-click the imported timeline.
    The timeline opens in the lower right quadrant.

5. Apply your edits in the timeline.

6. Preview the changes in the **Program** pane.

Glossary of Terms

A

Asset — a metadata container for content. An asset can have a single file associated which is called the essence. An asset without an essence is called a placeholder.

APC — this acronym stands for Automated Production Control, and in this document it is used to describe the Ross Video OverDrive (APC) system.

D

Default File Storage — the file storage used to store asset essences when a user does not select a file storage when they upload a media file to Streamline Pro.

Derived File — a file crated from another file, for example: scaled images, thumbnails, low res video proxy files, or formats created by a transcoder.

E

Essence — the primary file associated with an asset. An essence can have a thumbnail and proxy as previews for the associated Asset.

F

File — a single file stored on a Streamline Pro Server. A file can have one or more file locations, but only one file location can be the Primary file location. The first file location in which the file is stored becomes the initial Primary file location for the file. A file with no file locations is invalid and will be deleted from the Streamline Pro Server.

File Location — an instance of a single file in a file storage. Properties of the file, like path and name, must match the rules defined for the file storage.

File Storage — an extension of a file system that contains file locations for files. A file storage can be configured with rules to control the behavior of file locations in the file storage, for example: naming rules, pathing rules, and ingest validation.

File System — a defined location used to store files, for example: a local hard drive, cloud storage, FTP servers, or any other device that can be used to store data.

Format — a file derived from the original file that is considered interchangeable with the original. A format derived from the asset essence can be used in place of the Essence when pushing to file storages with incompatible ingest validation.

Fulfill — the process of storing a file in a placeholder asset. The file used to fulfill a placeholder becomes the essence of the asset.

I

Indexed File Storage — a file storage that the Streamline Pro Server monitors to discover files which the server has not yet ingested. Indexed files are ingested into the Streamline Pro Server to create new assets.

Ingest — the process of uploading a file into a Streamline Pro Server, usually to create an asset. Ingest can also refer to storing an existing file into another file storage.

Ingest Trigger — a defined event configured for a file storage to trigger a push to the file storage. Mirror is an example of an ingest trigger that will push to a file storage when a file location is stored on another file storage.

Ingest Validation — a condition that must be met for a file to be stored on a file storage. For example, the Require Asset Approval condition only allows files on the file storage where the associated Asset is approved.

M

Mapping Profile — a combination of metadata pairs from two different objects that are used to set data from one side of the pair to the other. For example: with an asset and file object pair, Streamline Pro uses metadata from the file to set the metadata for the asset associated with the file.

Metadata — a set of data that provides information for another piece of data.

MOS 4 — MOS 4 is the latest update to the industry standard communication protocol between newsroom devices and control systems. MOS 4 allows for direct and secure communication between OverDrive and NRCS systems located on different networks or in the cloud. This allows for more flexibility and reduced complexity when moving parts of your newsroom infrastructure off-site or to public or private cloud data-centers.

N

Naming Rule — a rule applied to the file name of file locations when a file is stored in a file storage. One or more naming rules can be configured for a file storage and are applied in sequential order. Example naming rules would set name casing or maximum length.

NRCS — this acronym stands for News Room Control System, and in this document it is used to describe the Ross Video Inception (NRCS) system.

P

Pathing Rule — a rule applied to the folder path of a file location when a file is stored in a file storage. One or more pathing rules can be configured for a file storage and are applied in sequential order. The resulting combination of all pathing rules are appended to the root of the file system set and will be the physical placement of the File Location.

Placeholder — an asset that does not contain an essence. Placeholders are typically used to hold metadata for a future file that will become the asset essence. Ingesting a file into a placeholder fulfills the asset.

Primary File Location — a special file location that cannot be deleted until all other locations of a file have been deleted, or the entire file or associated asset has been deleted. The Primary file location can be changed to another file location of the same file at any time.

Proxy — a preview for a video file. A typical proxy for a video file is a low-resolution version of the original file that can be played in a web browser.

Push — the process of sending a file to another file storage to create a new file location.

T

Task — an operation running in the background on the Streamline Pro Server.

Thumbnail — an image that represents a file. A typical thumbnail for an image is scaled down version of the original file.

W

Watch Folder — a configured location in a file system to watch for new files to ingest into the Streamline Pro Server. In contrast to a file storage, files are not kept in a watch folder for storage but are only used to discover new files to ingest into permanent storage.