



# Ross Video Adobe Premiere Pro Panel User Guide

VERSION 10.2.0

**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](mailto:solutions@rossvideo.com).



David Ross  
CEO, Ross Video  
[david.ross@rossvideo.com](mailto: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-017-10.2.0**
- Release Date: May 7, 2025. Printed in Canada.
- Software Issue: **10.2.0**

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

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## 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

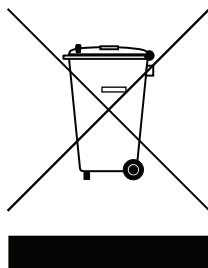
For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your Streamline Pro Server system, contact your regional sales manager.

## 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 (General Information):** [solutions@rossvideo.com](mailto:solutions@rossvideo.com)

**Website:** <http://www.rossvideo.com>



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# Introduction

## A Word of Thanks

Thank you for choosing Ross Video Xchange Suite as your 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](mailto:techsupport@rossvideo.com).

We hope that you visit our website [www.rossvideo.com](http://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](mailto:solutions@rossvideo.com).

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

Yours Sincerely,



Alan Dabul  
Product Manager - MAM + Media IO  
[adabul@rossvideo.com](mailto:adabul@rossvideo.com)

## About This Guide

This guide contains the following chapters that cover the use of the Xchange Suite MAM Panel for Adobe Premiere Pro:

1. **Introduction** — summarizes the guide and provides important terms, and conventions.
2. **Getting Started** — outlines the steps required to set up the Xchange Panel in Adobe Premiere Pro.
3. **Projects** — outlines the steps required to download your company Xchange Project template and begin using it in Premiere Pro.
4. **Managing Large Projects** — outlines the steps required to add media assets to large Projects and how to organize them.
5. **Importing Assets** — outlines the various methods used to import assets and the steps involved.
6. **Creating Xchange Project Bins for Each Card/Reel** — outlines the steps required to properly create Xchange Project bins and set up the required metadata.
7. **Actions in the Xchange Panel** — outlines the various Actions that are available to users in the Xchange Panel, including Import Media, Replace Project Media, Export Sequence to Disk, Export Sequence to Xchange, Register Media to Xchange, and Saving an Adobe Project to Xchange.

If you have questions pertaining to the operation of Xchange Suite, please contact us at the numbers listed in the section ““**Contacting Technical Support**” on page 1–3”. 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 “**Managing Large Projects**” in the *Xchange Suite MAM Panel User 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 Xchange Suite software, you must obtain feature licenses from Ross Video Technical Support before users can access Xchange Suite features.

## 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](mailto: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 Primestream Xchange™ Panel for Premiere® Pro is an Adobe® extension used to access the Xchange MAM via Adobe Premiere Pro. The Xchange Panel enables users and teams to create, share and collaborate with post production projects using a built-in plugin for Adobe Premiere Pro. Users can organize raw footage, or final edited programs with various languages within a single workspace.



Figure 2.1 — Xchange User Interface

This chapter discusses the following topic:

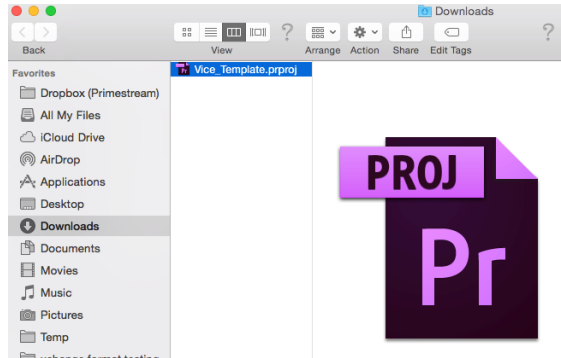
- Setting Up the Xchange Panel in Adobe Premiere Pro

## Setting Up the Xchange Panel in Adobe Premiere Pro

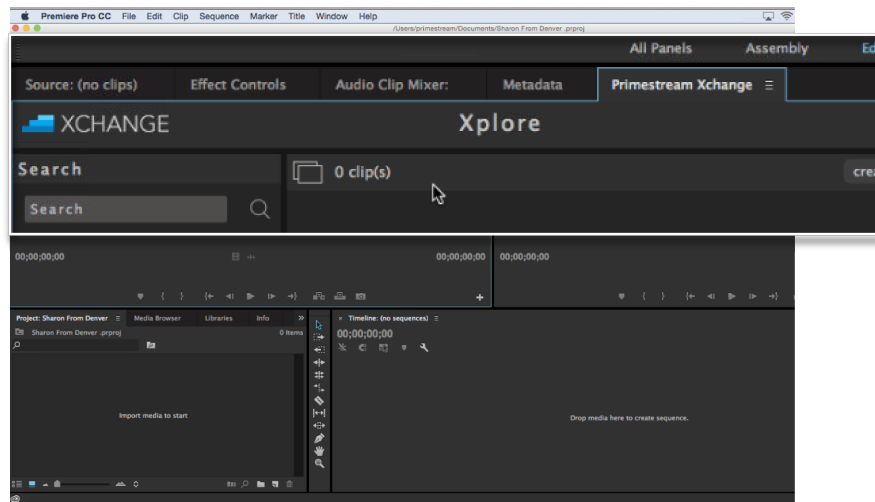
To begin using the Xchange Panel, there are some steps that you must take to get the extension set up and ready to use in Adobe Premiere Pro.

### To set up the Xchange Panel in Adobe Premiere Pro

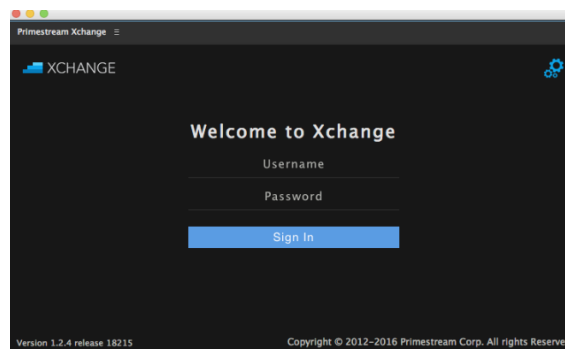
1. Open the Premiere Project Template initially provided through the Xchange Project.



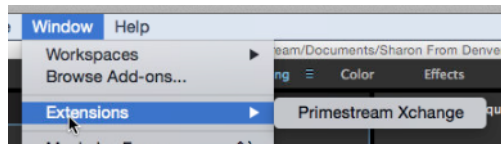
2. Inside Premiere Pro, click on the Project File Template tab named **Primestream Xchange**.



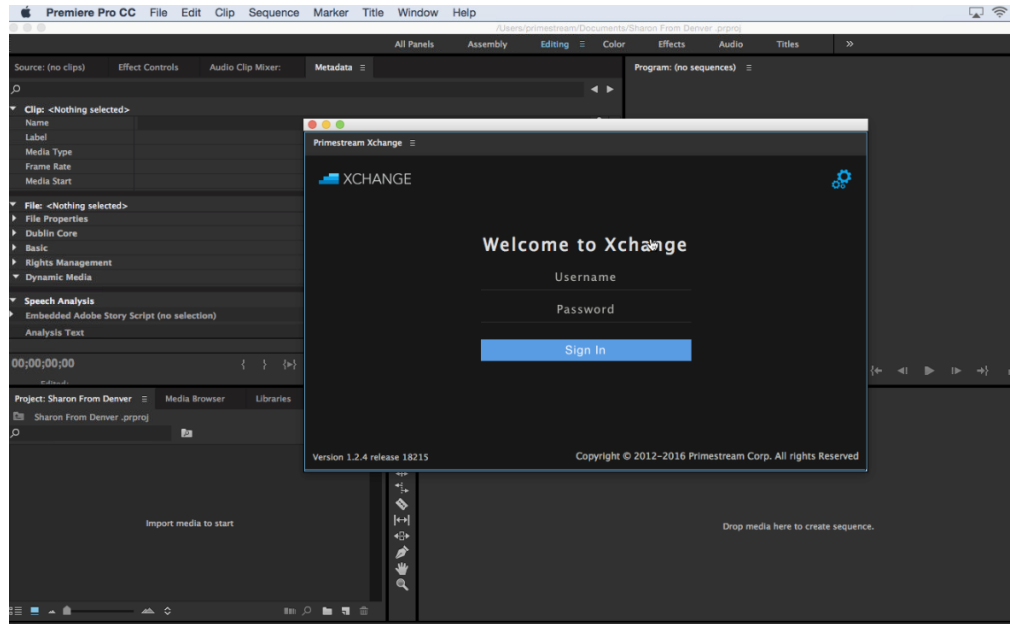
3. Log in with **first** and **last** name and use the same password as your email account.



4. If the Xchange panel window does not initially appear, you can launch it by navigating to **Window > Extensions > Primestream Xchange**.

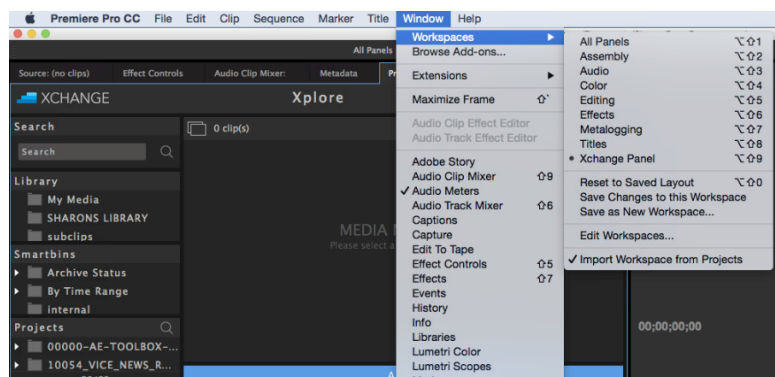


5. After selecting the Xchange panel, it will open on top of the Premiere application.



OPTIONAL — Drag panel into an Adobe Premiere Pro window to embed it as a tab in any workspace.

6. Save the Workspace in Premiere as Primestream Xchange





# Projects

“Projects” are containers that hold assets. [COMPANY NAME] has Xchange and Premiere projects. This workflow explains how Xchange Projects allow Premiere Projects to be standardized by templates, worked on locally and saved for back up or sharing.

This chapter discusses the following topics:

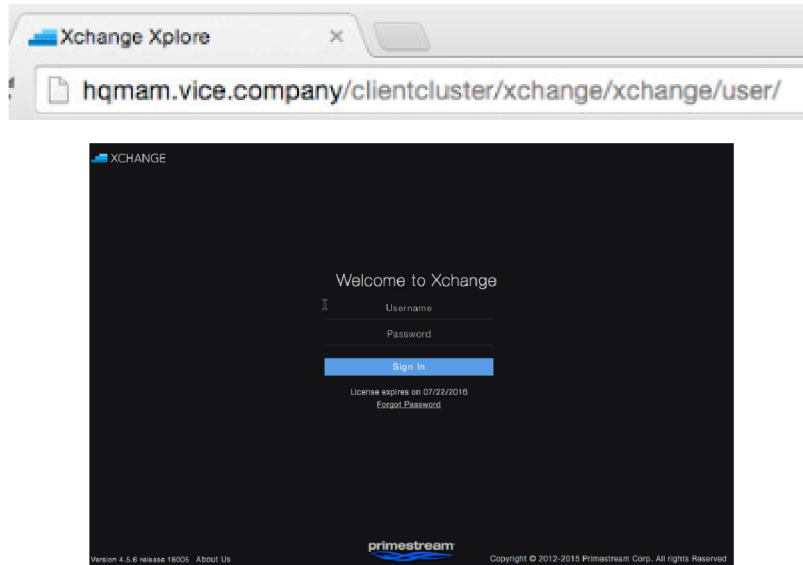
- Starting a New Premiere Project
- Saving a Project

## Starting a New Premiere Project

To begin working with the Xchange Panel in Adobe Premiere Pro, you will need to create a new Premiere Project to use. This Project will contain the assets used.

### To start a new Premiere Project

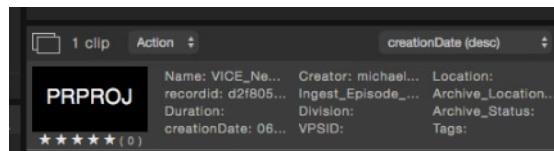
1. Using Chrome, navigate to [Your company web address].



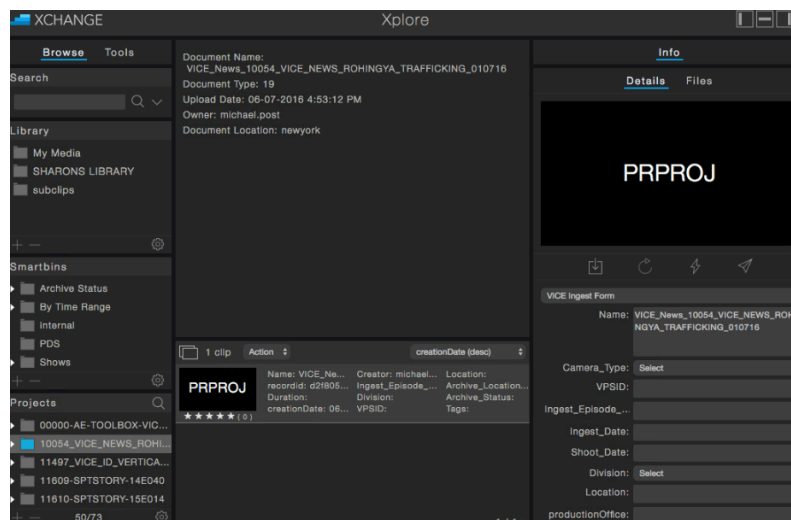
2. Login with **first** and **last** name and use the same password as your email account.

There is a [COMPANY NAME] approved template created in the root of each Xchange Project. The template is set up to Tech and Post's specifications and will be best for the [COMPANY NAME] environment.

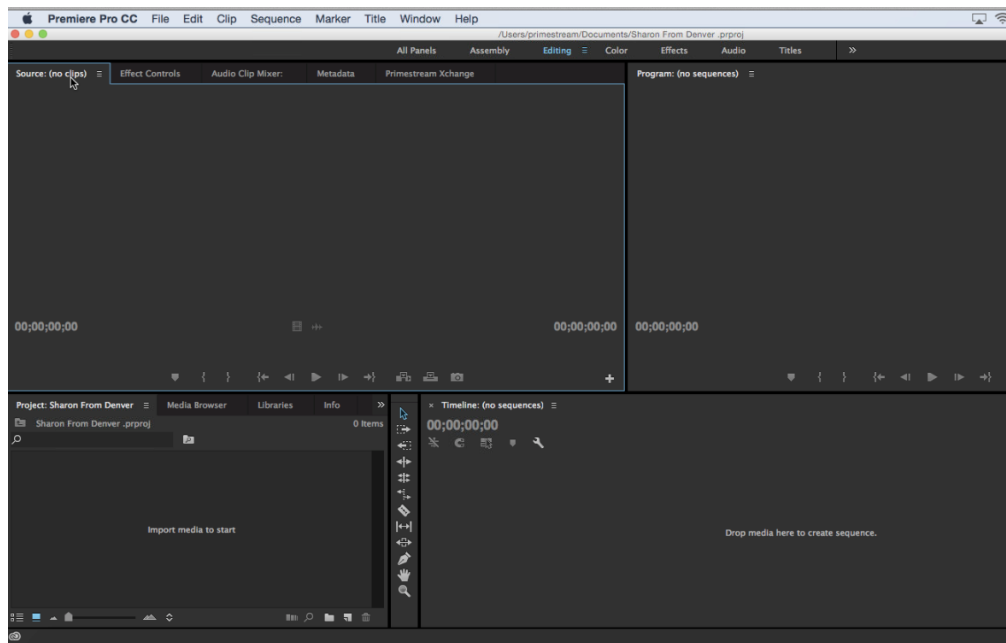
3. Download the [COMPANY NAME] approved Project template.



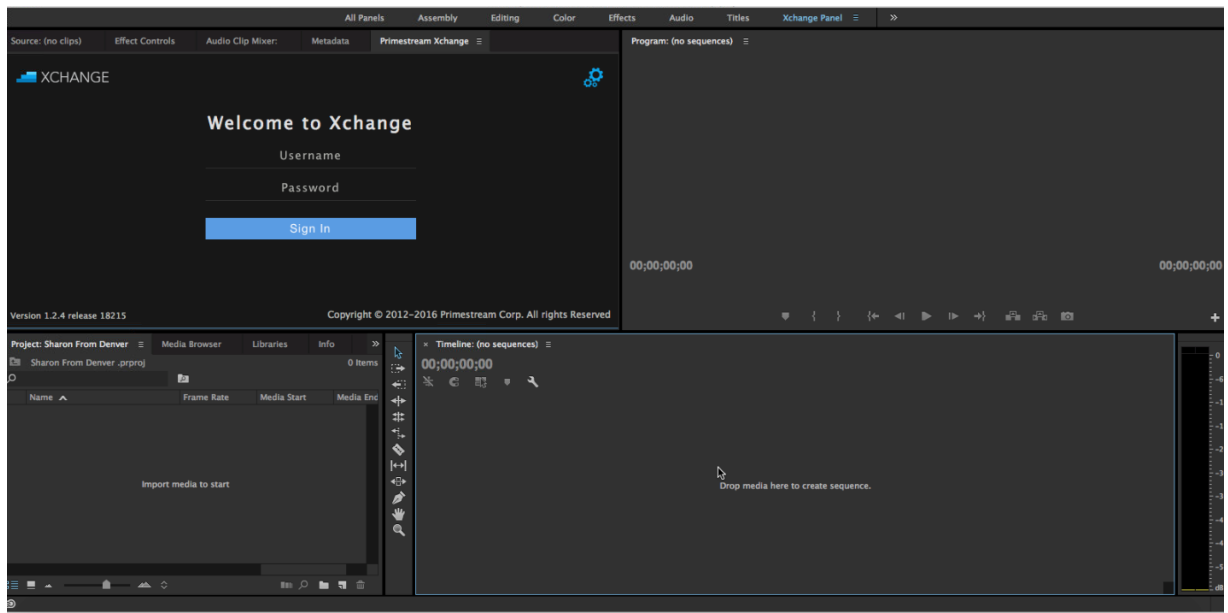
4. Navigate to the Xchange Project for the episode. Selecting the episode asset will bring up the **video preview window** and **info panel** on the right side of the interface.



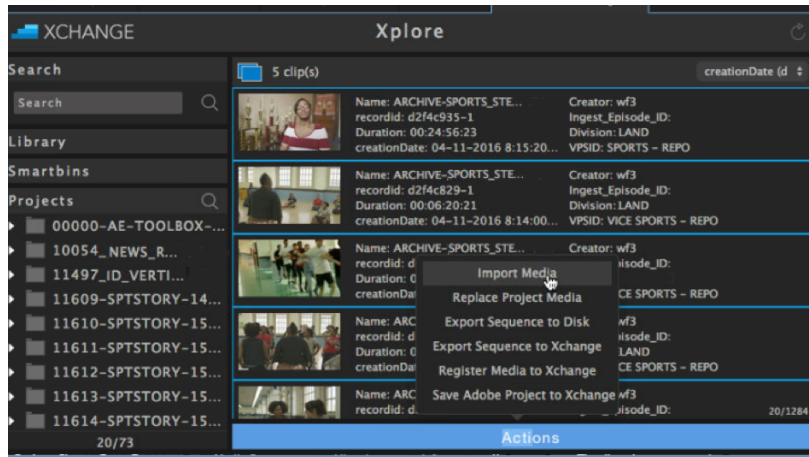
5. Download the Premiere Project to a local drive, preferably in a documents folder or somewhere it can be easily retrieved.
6. Using Adobe Premiere Pro, open the Premiere Project and work with it locally. This improves performance and prevents multiple users from accessing the same project simultaneously.



7. Once Premiere is open and with the episode appropriate project, log into the Primestream Xchange Panel using the same email log in and password.



- Navigate back to the same Xchange Project that held the Premiere Project. Source media should be loaded in there as well. Highlight all the media needed for the edit and go to **Actions > Import Media** to pull in all the organized media.

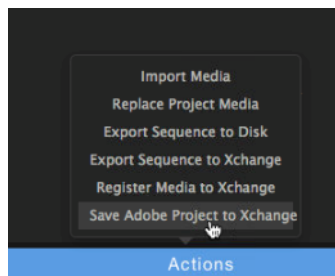


## Saving a Project

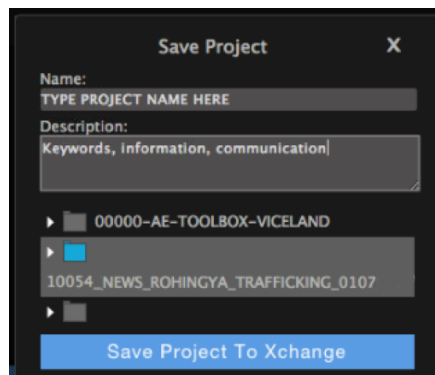
Premiere Projects begin as a template within Xchange and during editing, live on local hard drives. Saving a Premiere Project in Xchange provides a backup system at any step along the way. Premiere Projects saved in Xchange can be accessed by other users to tag team edit, share assets or review completed or work in progress.

### To save a Project

- In the Xchange panel, go to **Actions > Save Adobe Project to Xchange**.



- Name the project something that will provide metadata for later searches. Consider adding dates or versions into the name to later search them easily in Xchange.



- Add descriptions for additional searchable metadata.

4. Select the appropriate Xchange Project to receive this copy of the Premiere Project.
5. Click **Save Project To Xchange** for Premiere to make a copy of the currently open Premiere Project into the Web based Xchange Project.

This puts a copy of the Premiere Project, in its current state, into the Xchange project. It is a great tool for versioning, backing up work and a quick way to collaborate.

- When the edit resumes, launch Premiere Pro.
  - Open the project within Premiere Pro and continue to edit.
- ★ This function DOES NOT move the currently working project file. It's a versioning tool, and a way to share project files in a central location.



# Managing Large Projects

Adobe Premiere Pro Projects accumulate multiple assets quickly. When a Project that you are working on grows large, you may find that changing how you approach a task is needed for efficiency. Keeping the files organized and clutter-free will also help when working with large Premiere Projects.

This chapter discusses the following topics:

- Adding Additional Assets to a Large Premiere Project
- Organizing an Adobe Premiere Pro Project

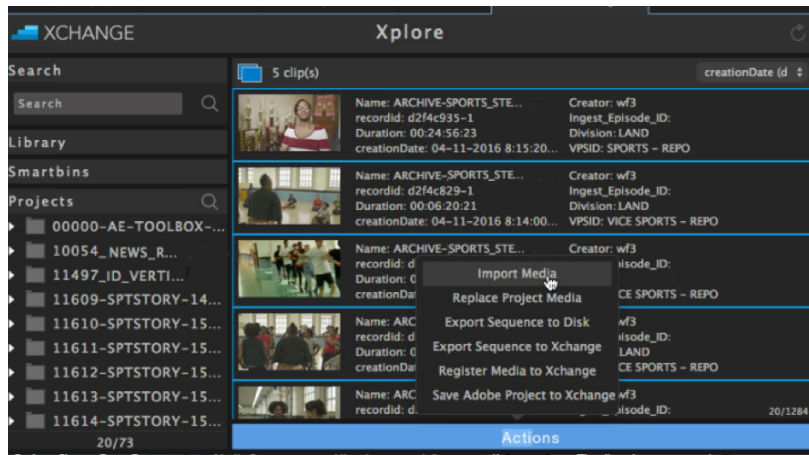
## Adding Additional Assets to a Large Premiere Project

Once a Premiere Project is large, adding more clips from the MAM (even just one) requires a scan that can take a great deal of time. [COMPANY NAME] has created a customized work around for this specific situation. AE's or Editors adding assets will follow this protocol.

### To add additional assets to a large Premiere Project

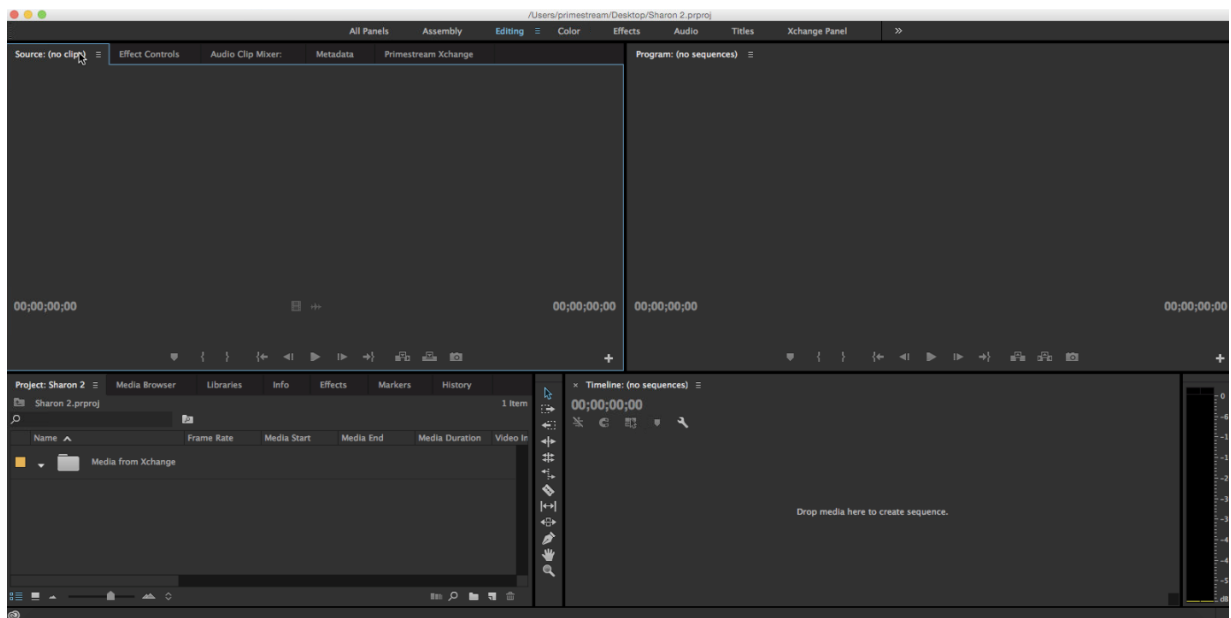
1. Open a blank Premiere Project.
2. Log into the Xchange Panel and import the new assets from Xchange into the blank Premiere Project.

With a few assets, it takes very little time. As the number in the “blank” Premiere Project grows, importing from Xchange will slow down. Try not to make the addition as large as the original Premiere Project or this workaround is not effective.

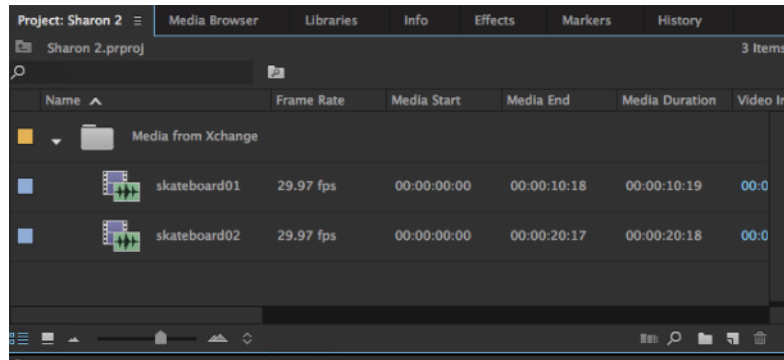


3. **Save** the Premiere Project. Name it something recognizable that relates to the original project. Remember where that is saved for later retrieval.
4. Send the location or the Premiere Project file to the editor who needs to add the assets.

The editor should browse to the Premiere Project location and try to open that Premiere Project within the main Premiere Project.



Premiere can't have two projects open simultaneously. The assets from the second Premiere Project appear in the **media browse** window and can be opened into the original Premiere Project.



This workflow maintains the Log Notes to switch between assets in the future, but avoids the wait time to import more assets into a large project when doing it through Xchange.

## Organizing an Adobe Premiere Pro Project

Delete miscellaneous files and move everything to the reel/card root folder. The Premiere Project should look clean and simple.

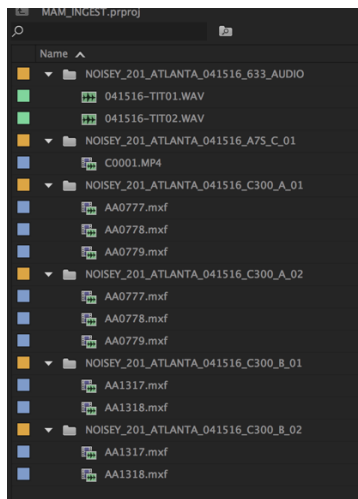


Figure 4.1 — Example of a Premiere Project file that has been organized

If the Primestream Xchange panel isn't open, you can launch it by navigating to **Window > Extensions > Primestream Xchange**.

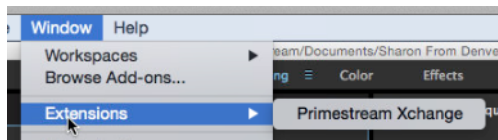


Figure 4.2 — Menu sequence to manually launch Xchange



# Importing Assets

Importing is the process that copies clips on shared storage while placing the assets in the Xchange Media Asset Manager. There are two methods to import, through Xchange on a Web browser such as Chrome or through the Primestream Xchange Panel in Adobe Premiere Pro. Both methods produce the same results. Which method is used partially depends the type of media being imported.

This chapter discusses the following topics:

- Importing Assets Into Xchange from Premiere Pro
- Importing Through the Premiere Panel

## Importing Assets Into Xchange from Premiere Pro

- ★ Importing assets should not begin until a Project has been made in Xchange to receive the incoming clips. Xchange Projects are made in the Xchange Web interface.

### Xchange Project Creation

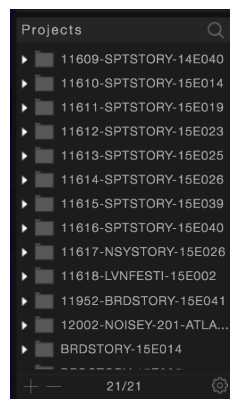
Xchange Projects are buckets or receptacles for all assets used in an episode. Check Xchange Projects to see if one already exists for the episode about to be imported. If it is there, this can be skipped - otherwise...

#### To create an Xchange project

1. Login to Xchange by visiting [http:// \[Your company web address\]](http://[Your company web address]) and login with your Active Directory (AD) credentials.

The bottom left of the interface has a project panel. The bottom of the panel has a + and a - button.

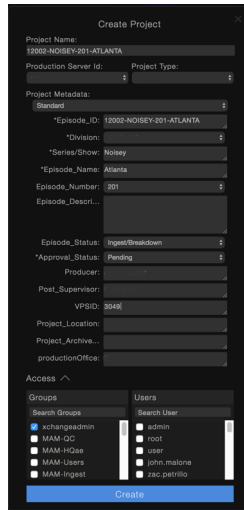
2. Hit the + button to create a new project.



3. Once the dialogue pops up, input the information below. Star icons indicate MANDATORY information to get the project started, but the Ingest Operator is responsible for filling out ALL FIELDS.
  - **Project Name** — This is always (EPISODEID)-(SHOW)-(EPISODE#)-(EPISODETITLE), EPISODEID must be obtained before ingest. If it's not already piped into the MAM, request it from your administrator.
  - **Production Server Id** — [Your company Server iD]
  - **Project Type** — [Your company Project type] The project drop-down is referencing Premiere Project File Templates on the grid.
  - **Project Metadata** — Standard
  - **Episode ID** — [Your Episode iD]
  - **Division** — Select the appropriate division.
  - **Series/Show** — This will eventually have a drop-down, but right now it'll be specific to whatever is dropped off. If there is any confusion about what this should be, work it out with DEE creating the Xchange Project.
  - **Episode\_Name** — Self Descriptive.
  - **Episode\_Number** — Mostly relevant for TV, but will eventually become essential for other series.
  - **Episode\_Description** — Not mandatory at this time, and should eventually pipe in from Insider.
  - **Episode\_Status** — You can switch this to Ingest.
  - **Approval Status** — Pending
  - **Producer** — Should be on INGEST/PPS Form when dropped off to avoid confusion.
  - **Post\_Supervisor** — Should be on INGEST/PPS Form when dropped off to avoid confusion.
  - **Project\_Location** — Don't worry about this field
  - **Project\_Archive** — Don't worry about this field
  - **productionOffice** — Brooklyn, NOT NYC, NOT BK NOT NY. Must be Brooklyn

## Access:

- a. Under **Groups** — MAM-Ingest
- b. Under **Users** — Designate to the Post Super and the AE of the project only at this time.



## 4. Push Create

The Xchange project will now appear in the list, with an Adobe Premiere Pro project inside. Now there is a container to receive newly ingested material.

## Importing Through the Premiere Panel

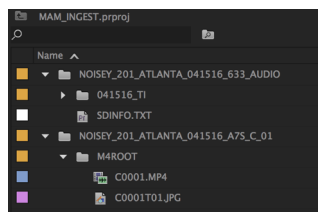
Importable Media — Any self-contained asset such as AUDIO or FS7 or A7S footage can be imported through Primestream Xchange panel, no spanned media can be imported directly through Xchange. Lightspeed must first be used to stitch clips together.

Mandatory Criteria — There are four critical pieces of information that must be available before importing begins. These represent the mandatory metadata that will be on the ingest form:

- VPSID
- EPISODE ID
- PRODUCER
- LOCATION

### To import through the Premiere Panel

1. Open the MAM\_INGEST Premiere Project.



2. Drag and drop media from the source or origin (local drives, cards) into the Premiere Project.

Several junk files appear. For example, in the AUDIO folder, the SDINFO.TXT and a folder deeper down that contains the audio. In the A7S folder, there is the M4ROOT folder and the camera-created thumbnail.



# Creating Xchange Project Bins for Each Card/Reel

Each card/reel will have its own bin in the Xchange project. The name of that bin should be the same name coming from the original media. The names are in the Premiere Project.

This chapter discusses the following topics:

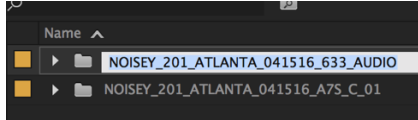
- Creating Project Bins
- Adding Metadata
- Batch Metadata Duplication
- Xchange (MAM) Upload Email

## Creating Project Bins

To use media in a Project, you must have Project Bins where you can store the files. Once media has been imported to the Project, it is contained in bins for the different batches.

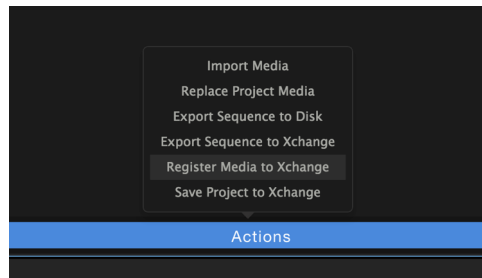
### To create a project bin

1. Copy the name of the first card to be ingested.



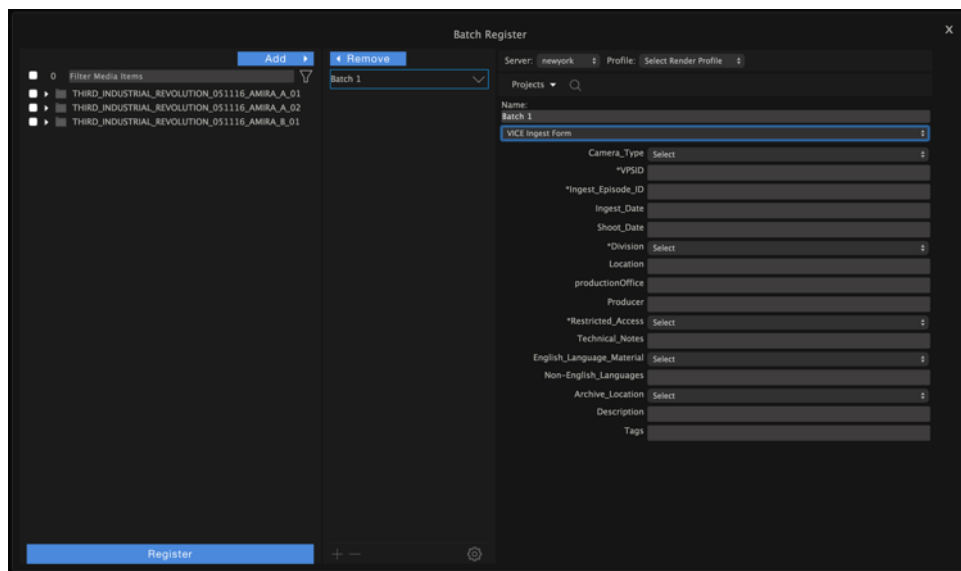
2. In the Primestream Xchange panel click on **Actions**, then select **Register Media to Xchange**.

“Register” refers to uploading or importing into the Xchange database. The media is about to be copied from its current source into Xchange and receive the appropriate information or metadata used as search criteria.

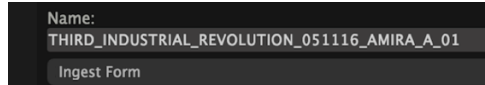


3. The left side of this panel we see the bins holding media in the open Premiere Project.

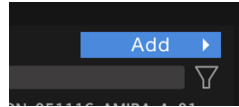
Each card or bin will be treated as an individual batch. Xchange recognizes these as files about to be registered. In the right panel confirm the **[COMPANY NAME] Ingest Form** is selected. Imported media attaches information or metadata from a form. In this configuration, once metadata is created, it can be applied to all other batches or cards being imported. This information must be correct otherwise the wrong metadata can carry across all batches.



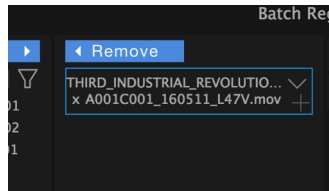
- Paste the copied reel/card into the **Name** field on the right.



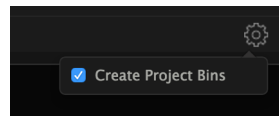
- Then, selecting only 1 reel at a time, check the reel/card in the list on the left. The checked reel card should be the same name pasted into the name column in the form on the right
- Click **Add** to make the selected reel "Batch 1" (which has been named whatever was copied and pasted).



A list of all the clips on that card/reel should populate under the batch.



- Navigate to the **gear wheel** at the bottom of the center panel. Check the **Create Project Bins** option.



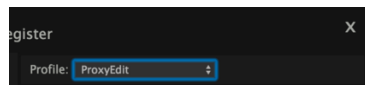
★ This will create Xchange project bins for each batch, automatically. If this option is NOT checked, bins will not be created. All clips will merge into one project and the bins will have to be created, and media needs to be dragged and dropped in manually. This must be checked before the final command to register is initiated.

## Adding Metadata

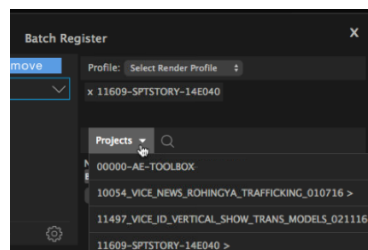
Including metadata is an important step that will help make your media easier to locate. By including as much detailed metadata as possible, it will be easier to distinguish between files and find what you are looking for.

### To add metadata

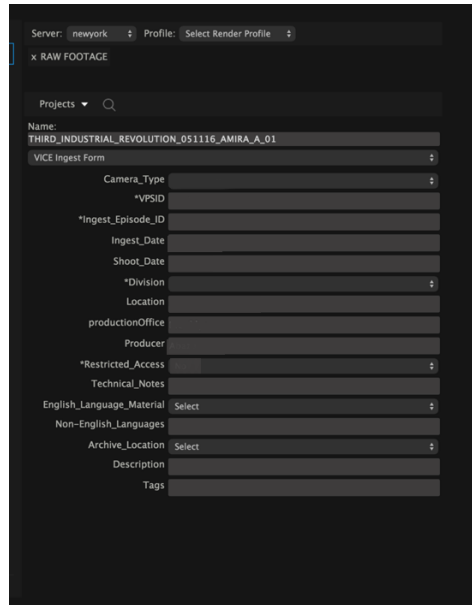
- Profile must be set to proxy edit.



- Navigate to the **Project** and **Raw Bin**. This tells Xchange where to create the new bin with the card name.



3. With the **Project** and Bin selected, fill out the **[COMPANY NAME] Ingest Form**. This incorporates the four pieces of mandatory information, noted by the stars.
- ★ **FILL OUT EVERY MANDATORY FIELD** and put in as much other information as possible. This is an opportunity to add searchable metadata to clips. Tags, locations and any other information provides criteria for quick and efficient searching in the future.



The only NON-mandatory fields are:

- **Technical\_Notes**
- **English\_Language\_Material**
- **Non-English\_Languages**
- **Archive\_Location**
- **Description**
- **Tags**

Non-Mandatory categories provide additional opportunity to insert common metadata on a group of clips making searching simpler. Once all possible information is filled in, double check EVERYTHING!

**Check list:**

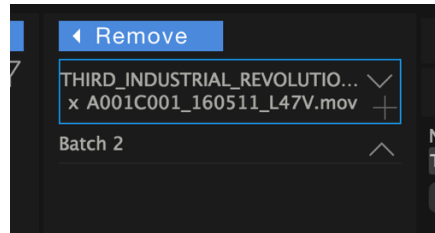
- Project assigned.
- Raw footage bin assigned.
- 1st Batch media added to middle Batch column.
- Complete the **[COMPANY NAME] Ingest Form** as soon as possible.

## Batch Metadata Duplication

Once all the metadata is reviewed and verified on Batch 1/Reel 1, duplicate the Batch Metadata to attach it throughout the remaining reels.

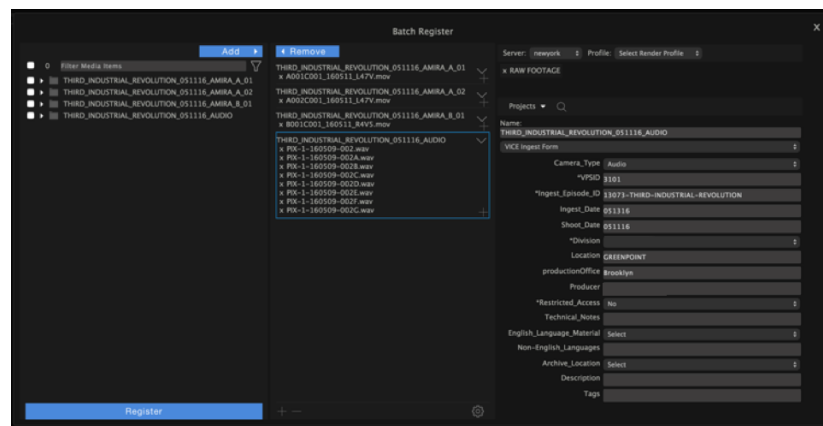
### To duplicate Batch Metadata

1. Hit the + sign at the bottom right of Batch 1 to create a new batch.



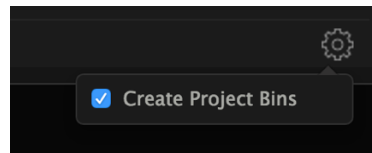
2. Change camera type or any specific metadata to match the new batch. If shoot dates are different (i.e.: several days of footage) change the **shoot date**.

This is what the panel looks like once all the batches are ready for uploading to the MediaGrid and Xchange (MAM).



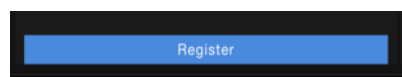
★ TRIPLE CHECK YOUR BATCHES! Make sure all clips are there.

3. Once all the data is correct, click the **gear icon** one more time to create individual bins within the Xchange Project.
4. Confirm the **Create Project Bins** box is checked.

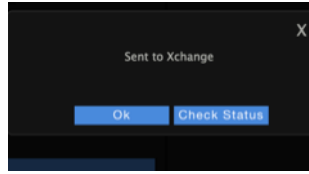


5. Click **Register** to import the media.

If there are more than 20 items, an alert dialogue may pop up.



6. Click **Ok** and continue.



## Xchange (MAM) Upload Email

Once all media is registered to Xchange, send an email to the relevant parties.

SUBJECT:

MAM UPLOAD | [Your company stills directory] | Show - Episode # - Episode Name - Ingest Date  
MAM UPLOAD [ | It will display the Episode #, Episode Name and the Ingest Date]

BODY:

Media is now available in the MAM.

EPISODE ID:

[Your company Episode iD]

STILLS:

/Volumes/ [Your company stills directory]

CONCLUSION:

Once the MAM UPLOAD email is sent, that's it! Media is now ready for teams to use.  
RAW media from workhorse drives will continue to be backed up on near-line Servers until further notice.

# Actions in the Xchange Panel

Actions in the Xchange Panel are steps editors take while working in Adobe Premiere to interact with assets in Xchange. Each action has a set of steps editors take to accomplish specific functions.

This chapter discusses the following topics:

- Import Media
- Replace Project Media
- Export Sequence to Disk
- Export Sequence to Xchange
- Register Media to Xchange
- Save Adobe Project to Xchange

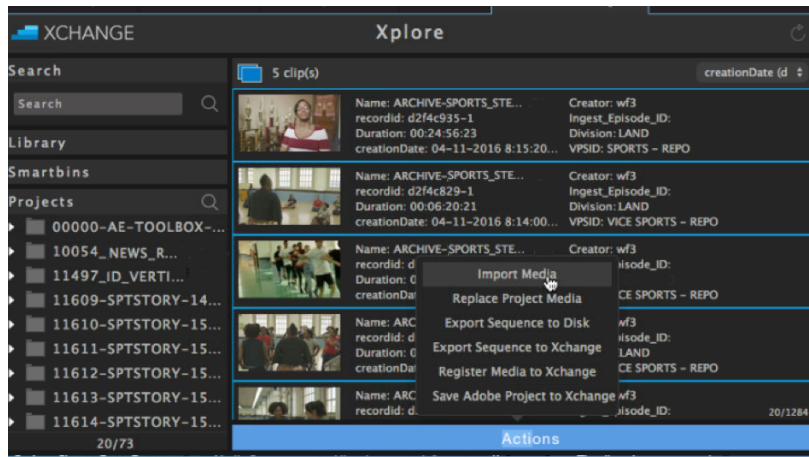
## Import Media

This import refers to media that already exists in Xchange.

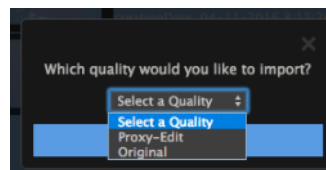
- ★ Media will be copied only when registering new assets into Xchange. When importing into Premiere Pro, media files will not be copied to the local station.

### To import media

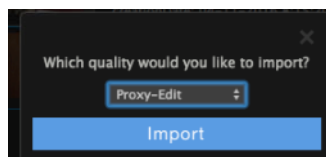
1. In the Xchange panel, select the media to be imported, and click the **Import Media** Action.



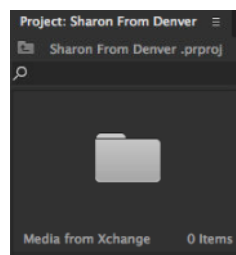
2. After selecting **Import Media**, select the quality to import.



3. Next, select **Import**.



Imports shouldn't take long since pointers are being directed but media is not being copied. When the assets arrive, a Premiere Bin named "Media from Xchange" appears with requested assets inside. Future imports will place assets into the same bin.



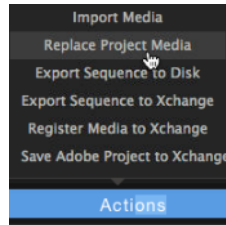
Refer to the **Importing Assets** chapter for more information.

## Replace Project Media

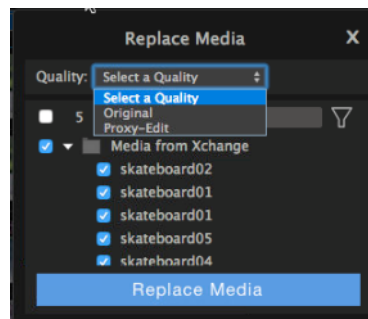
Editors often edit in one media format and later want to change that format within a sequence or project. Most commonly, editors work in proxy video for speed and simplicity, upgrading to original or high resolution before final output. “Replace Project Media” seamlessly allows this to happen.

### To Replace Project Media

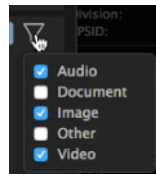
1. In the Xchange panel, go to **Actions > Replace Project Media**.



2. Select the media asset(s) which are to be replaced.

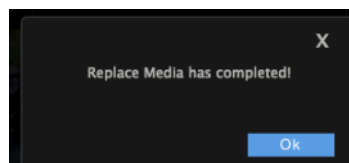


3. Select the **quality** the asset(s) will use after the replace.
4. Filters can be used to narrow down the selection.



5. Click **Replace Media**.

System will show the status and notify when replacement is complete.

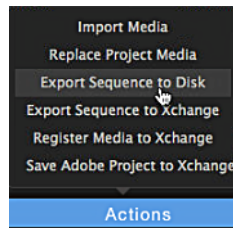


## Export Sequence to Disk

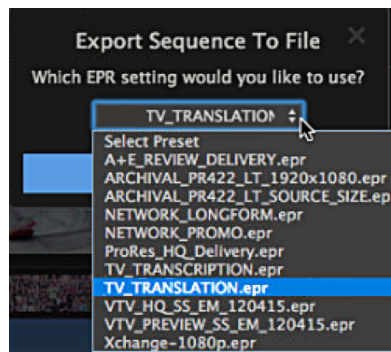
This action allows sequences to be exported to disk.

### To Export Sequence to Disk

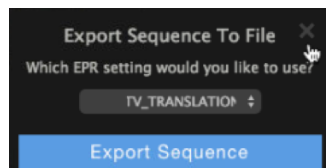
1. In the Xchange panel, go to **Actions > Export Sequence to Disk**.



2. Select appropriate EPR setting.



3. Click **Export Sequence**.



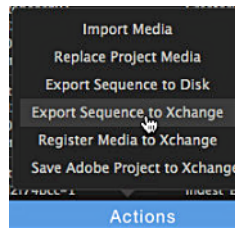
Adobe Media Encoder will now render the sequence to the preset chosen and place the file in the Export directory configured in the Xchange Panel. No media will be registered into Xchange in this action.

## Export Sequence to Xchange

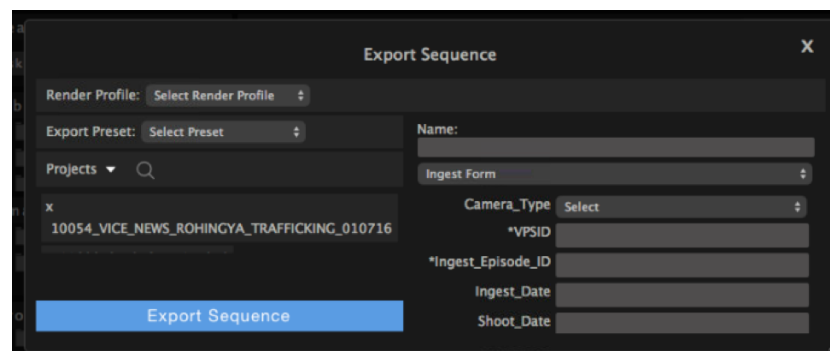
This action allows sequences to be exported to Xchange.

### To Export Sequence to Xchange

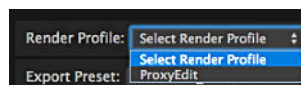
1. In the Xchange panel, go to **Actions > Export Sequence to Xchange**.



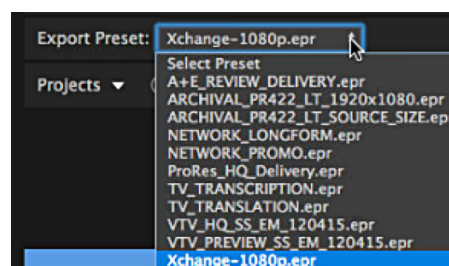
The Export Sequence window which allows metadata to be attached and steers the media to the correct Xchange Project will appear.



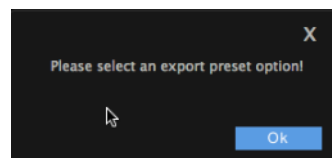
2. Select the appropriate **Render Profile**. Should be **Proxy Edit**



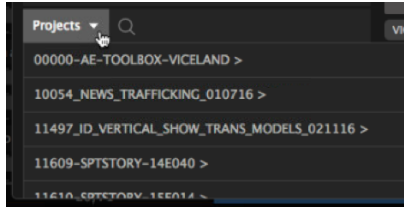
3. Select the appropriate **Export Preset**.



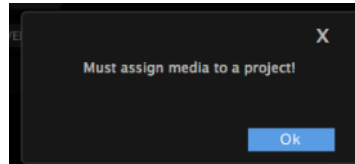
If this step is skipped, Xchange will prompt for a selection to be made.



4. Select the Xchange Project receiving the export.



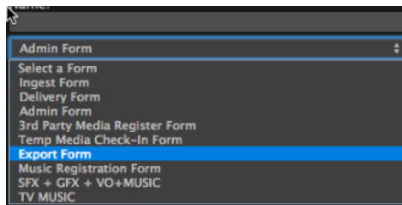
If this step is skipped, Xchange will prompt for a selection to be made.



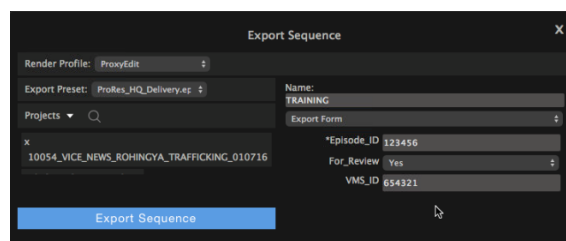
5. Name the media. This is a great opportunity to version work in case there is a reason to step backwards.



6. In the FORMS drop down, select the **Export Form**. This has all the fields necessary to add metadata to the sequence being exported.



7. Fill in remaining metadata fields. Any metadata field with a \* must be filled in for the export to work.
8. Click **Export Sequence**.



A copy of the exported Premiere Sequence will now appear in the designated Xchange Project.

## Register Media to Xchange

“Registering” refers to putting new assets into Xchange. Media can be registered to Xchange from cards, local drives or any other source. Media on common shared storage like MediaGrid, but not yet registered, can even be registered to Xchange. This action will create new media so editors must be aware of which copy is being used in a project to avoid media going offline.

This process has several critical steps. Refer to the chapters on “**Importing Assets**” and “**Creating Xchange Project Bins for Each Card/Reel**” for specific instructions.

## Save Adobe Project to Xchange

Premiere Projects begin as a template within Xchange and during editing, live on local hard drives. Saving a Premiere Project in Xchange provides a backup system at any step along the way. Premiere Projects saved in Xchange can be accessed by other users to tag team edit, share assets or review completed or work in progress.

Refer to the section on “**Saving a Project**” in the “**Projects**” chapter for specific instructions.

