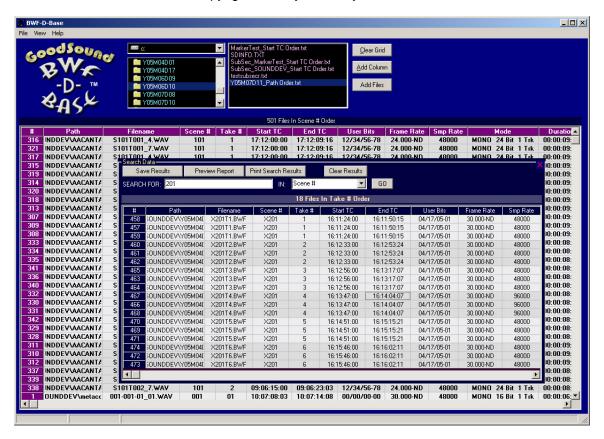


OPERATING INSTRUCTIONS

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Overview

BWF-D-Base is a companion program to BWF-Widget and BWF-Widget Pro that is designed to work with the Tab Delimited data files saved by both of those programs. Unlike BWF-Widget, the actual sound files do not need to be accessible in order to work with the metadata that was read from them and saved in the data files. You can load any number of the data files from any number of disks into a single grid. The Data files do not have to have the same fields in the same order in order to properly categorize the data from the different disks or folders. Once you have all the data files loaded into the grid you can sort the data on any field, or bring up the search window to create sub-Grids which contain specific data you are looking for. Search results can be saved as new data files or printed as reports. As in BWF-Widget and BWF-Widget Pro, the saved data files are simple text files with Tab delimited fields with a single Carriage Return at the end of each record. These compound files can be loaded back into BWF-D-Base at a later time or they can be imported to any spreadsheet or database program.

Loading Files

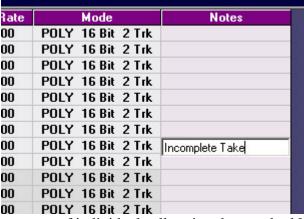
After launching the program you start by using the Drive list, directory list and file list box to navigate to the location of your data files. Select all the files you want to add in the file list and click the Add Files Button.



Clicking the Add Files button will open all files selected and add their metadata to the grid. The field names and their associated data will be parsed and placed in the right columns. If you make a mistake or want to deal with a new set of data simply click the Clear Grid button to clear all the data from the grid.

Editing and Arranging

Once you have all the files loaded that you want to include, you can re-arrange the columns and re-sort the data on any field. As in BWF-Widget Pro you can drag the columns left and right by using the mouse to Right-Click on the field title and drag it to the position you want it go appear... You can also delete columns if you don't need to see that particular field in your reports. To delete a column just select the column by clicking on the top of the column and pressing the Delete Key. You can also add columns by clicking on the "Add Column" button. You will be prompted for a title for



the new column and then it will be created in the last position on the right. To edit or add new data to any cell just double-click on any cell to bring up the edit box.

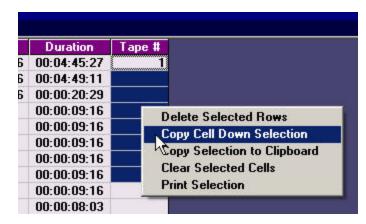
Type whatever new text you want to add in the entry box and Press Return to accept your new entry. Pressing "Esc" exits the entry box and leaves any data that was there before unchanged. You can also Copy, Cut and Paste the

contents of individual cells using the standard Microsoft hot-keys of Ctrl-C, Ctrl-X, and Ctrl-V for Copy, Cut and Paste respectively.

You can sort the data in the grid on any field by double clicking on the column title for that field. Double Clicking on the Grid Title will cause the grid to automatically adjust all the column widths to accommodate the widest entry in each column. You can also manually adjust the column widths using the mouse to click and drag the dividers in the header labels.

Copy Cell across Selection

You may want to enter the same data in a number of rows, such as when adding an additional column for Tape Number or Roll # to your database. To enter the same text in a number of Cells in a column, first enter the text in the first cell. (See Above). Then Select that cell and extend the selection down the column by dragging the mouse pointer down the grid. Once the key cell and a group of cells in a single column are selected you can Right-Click on the selection and choose "Copy Cell Down Selection" from the popup menu.



The item in the first cell will be copied into all the cells selected in the column. You can copy Up or Down with the Key cell being at the top or bottom of your selection. You can also use the Shift Key + Cursor Up/Down or Page Up/Down to extend your selection longer distances.

This menu Item only appears when you have a number of cells selected in a single column.

Searching and creating Sub-sections

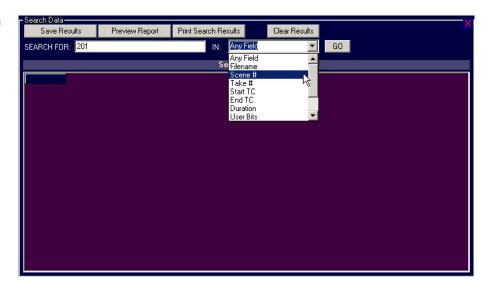


From the View Menu click on Search Window (or use the Hot-Key Ctrl+F) to open the search window.

The search window contains a second Grid that will collect the results form any searches you conduct.

Type a search term in the box at the top left of the screen and choose what field you want to search for that specific data.

If you don't choose a single field the program will search all fields for the data typed in the "Search For" box.



You can search for scene numbers, User Bits, Time Codes anything that would appear in the metadata in the main grid. Clicking the "GO" button or pressing Return in the Search box initiates the search. The metadata in the main grid will be searched and all Items that contain any of the matching data will be added to the Search Results grid. Just like the main Data Grid you can save these results as a data file, or print a report that includes only the data from this sub-search by clicking on the appropriate button at the top of the Search Data Window. You can also edit and re-arrange the data in the search Data Grid to include only the data you want in your reports.

If the search results contain items that you don't want to include you can use the Mouse to click and drag down the first column to highlight the rows you don't want and then Right-Click to and select Delete Selected Rows from the popup context menu. You can also choose to Clear selected cells, Copy the Selection to the Clipboard, or Print the selection or save the selection out to a new data file.. You can clear the results Grid by clicking on the Clear Results button. If you wish you can accumulate the results from several Different searches into the results grid.

Save Results		Preview Re	port I	Print Search Results	Clear R	esults				
EARCH	1 FOR: 201			IN: Scer	ne #	▼ GO				
26 Files In Take # Order										
#	Filename	Scene #	Take#	Start TC	End TC	Duration	User Bits	Frame Rate		
28	201T1.WAV	201	1	11:25:59:00	11:26:50:00	00:00:51:00	04/27/06-00	23.976-ND		
29	201T2.WAV	201	2	11:29:06:00	11:29:49:00	00:00:43:00	04/27/06-00	23.976-ND		
30	201T3.WAV	201	3	11:31:17:00	11:31:57:00	00:00:40:00	04/27/06-00	23.976-ND		
31	201T4.WAV	201	4	11:32:23:00	11:33:05:00	00:00:42:00	04/27/06-00	23.976-ND		
32	201T5.WAV	201	5	11:33:26:00	11:34:06:00	00:00:40:00	04/27/06-00	23.976-ND		
33	201T6.WAV	201	6	11:34:56:00	11:35:39:00	00:00:43:00	04/27/06-00	23.976-ND		
34	201T7.WAV	201 _	7	11:36:35:00	11:37:12:00	00:00:37:00	04/27/06-00	23.976-ND		
35	201T8.WAV	201	Delete 9	ielected Rows	1:37:43:00	00:00:25:00	04/27/06-00	23.976-ND		
36	201T9.WAV	201	Copy Selection to Clipboard		1:38:37:00	00:00:37:00	04/27/06-00	23.976-ND		
37	201T10.WAV	201	Clear Se	elected Cells	1:39:20:00	00:00:40:00	04/27/06-00	23.976-ND		
38	201T11.WAV	201	Print Se	lection	1:41:23:00	00:00:41:00	04/27/06-00	23.976-ND		
39	201T12.WAV	201	12	11:41:37:00	11:42:18:00	00:00:41:00	04/27/06-00	23.976-ND		
40	201T13.WAV	201	13	11:43:06:00	11:43:43:00	00:00:37:00	04/27/06-00	23.976-ND		
41	201T14.WAV	201	14	11:43:55:00	11:44:31:00	00:00:36:00	04/27/06-00	23.976-ND		
42	201T15.WAV	201	15	11:44:41:00	11:45:19:00	00:00:38:00	04/27/06-00	23.976-ND		
43	201T16.WAV	201	16	11:48:10:00	11:48:53:00	00:00:43:00	04/27/06-00	23.976-ND		
44	201T17.WAV	201	17	11:49:36:00	11:50:05:00	00:00:29:00	04/27/06-00	23.976-ND		
								•		

Save As ALE File for Metadata and File Import to AVID and Final Cut Pro

ALE is short for AVID Log Exchange format. It is a type of a ASCII Data file that is compatible with most AVID and some Pro-Tools Editing systems. Creating an ALE file will allow you to import the files and much of their metadata directly into an AVID editing project. To Save as an ALE file choose "Save Data File As" from the main File Menu. When the Save As dialogue box is displayed choose "AVID Log File (ALE)" in the dropdown selection box labeled "Save as type:" Then when you click the "Save" button the ALE file will be created and saved to the folder you selected.

NOTE: ALE files must have certain metadata to be legal. So make sure the following columns are in the Data Grid before you try to save an ALE file.

The following 4 data columns are the minimum required for ALE file creation:

1. Filename: 2. Mode 3. Start TC 4. End TC

The remaining metadata columns will be used as needed in the ALE file. The More metadata you include in the Grid the more complete the metadata in the AVID project will be. Especially useful are "Notes" and "Track IDs". Also make sure you fill in the Header data fields from the Report Header (see next section) before you Save an ALE file as some of this information is used to create the ALE formatted file.

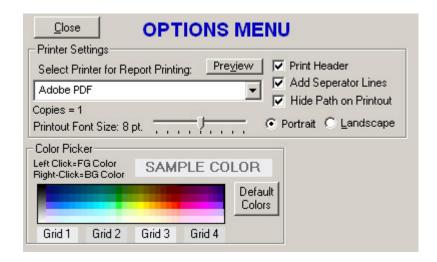
Save a selection from the Data Grid Or Search Results Grid to a file:

You can use the mouse to select a subset of the entire data grid. Click and drag across the column heads to highlight a series of columns within the grid or Drag down the Row Headers to highlight a series of row entries within the grid. Then Right-Click on the selection and Choose "Save Selected Data" in the pop-up menu. You can also select a block of data within the grid by holding down the mouse button on the cell for the upper left corner of the block and dragging down to the lower right cell of the block you want to select. This subset, along with the column heads will be saved to a file with the prefix "SubSect" and the name of the folder and the type of sort. Or you can use "Save Selection As" to rename the file and place it wherever you like. You can also use "Save Selected Data" to create an ALE file of just the selected takes. Simply choose "AVID ALE FILE" in the File Type Drop down in the Save As dialogue box before saving the selection.

Printing Reports

Before printing any reports you need to setup the printer in the Options Menu

From the View menu choose Options to reveal the options menu. The Printer settings control how your reports will be formatted. You first need to select a printer for Printing from the drop-down list.



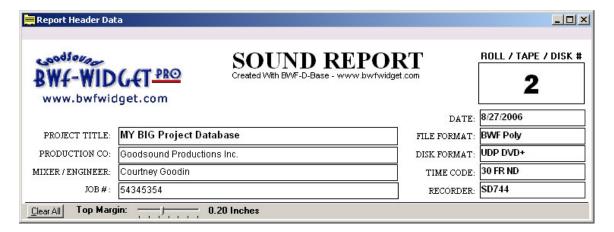
Choose paper orientation (portrait or Landscape) and the font-size for the data in the printout. If you preview the printout by pressing the preview button and the columns are

running off the right side of the page you need to reduce the Printout font size using the slider, or choose Landscape to allow for wider columns of data.

If the Print Header box is checked the data in the Header will be printed on the first page of any reports. If this box is unchecked only the data from the grid with the field titles will be shown on the printed reports. Separator lines will be added if checkbox is selected and whenever the color in the grid background changes from one color to another. That coloring indicates any changes that occur in the filed sorted on. Left click or Right Click on the Copies Label to increase or decrease the number of copies of the report you want to printout..

Setting up the Report Header

In the View Menu choose Report Header or use the Ctrl+H hot-key to bring up the Header layout window.



Enter the information you want to appear in your report header in the boxes.

Click on the Clear All button to clear all the fields in the header. Any entries will remain until they are changed or cleared. You can also edit the field labels to be whatever is appropriate for your reports. Hold down the Shift Key and Click on any field Label to change it. Adjust the slider to add a top margin to your reports (up to .5 inches) The top margin will be added to the top of the first page when printed. Use this only if your printer is clipping the top of the report.



You can have your own logo replace the BWF-Widget Pro logo by placing a bitmap file named "HeadLogo.bmp" of your logo that is approximately 400 pixels wide by 200 pixels high or bigger in the same folder as the BWF-D-Base Program file.

When you close the Report Header Window all your changes will be saved and will be used each time you print a report.

NOTE: The "DATE:" field automatically loads the current system date each time you open the Header Entry window. To disable this auto-date function simple change the field label from "DATE:" to something else. You can just add a space between the "E" in DATE and the ":" colon will change the field enough to disable the auto-Date entry. You may then manually enter the date or any other entry you may want in that field. To reenable the Auto-Date Function change the Field Label back to "DATE:".

Reports can contain just the Search results or the entire contents of the main Data grid.

Remember to save your search results or main collection of files if you want to re-load the source files without having to re-select all the individual files to merge again if you didn't save the collective file.