

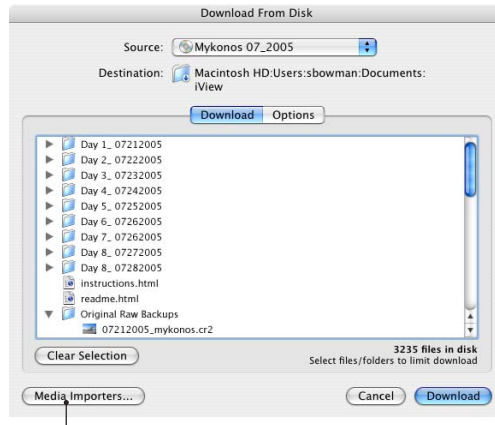
Import from disk

Download settings

1. **Open your catalog** or create a new one.
2. **Choose a Source disk:** In the *Source* drop-down menu, select the disk you want to import media from. MediaPro will import media from removable storage media such as CD or DVD.
3. **Choose a Destination folder:** Click the *Destination* folder icon. In the dialog, choose or create a folder for files that are downloaded from the disk.
4. **Optional - Filter media types:** To constrain an import to only image file formats, click on the *Media Importers* button and check only the *Images* box. This will prevent non-image files from being imported into the catalog. Imports can be filtered by any of eight different media file type groups.

Options

5. **Place in:** *Download folder* will place downloaded files in the destination folder. *Today's folder* will place downloaded files in a folder named after today's date in the destination folder. *Original folder hierarchy* will place downloaded files in copy of the folder directory hierarchy on the web server in the destination folder.
6. **Rename:** Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.
7. **Actions:** *Skip files with same name* prevents you from writing over existing files with the same name. *Lock downloaded files* turns on the desktop's *Lock* status for all downloaded files. *Delete originals after downloading* move original files to the recycle bin (trash) after they have been downloaded to the destination folder. This option will only work on rewritable storage media.
8. **Annotate:** Choose a metadata template from



Import Items from Disk: Example of downloading media from a CD-ROM. To constrain this import to only image file formats, click on the *Media Importers* button and check only the *Images* box. This will prevent non-image media files from being imported into the catalog.



Import Items from Disk: Options panel.

this drop-down menu to apply a group of predefined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.

9. **Download:** Click the *Download* button and MediaPro will download all files from the disk, and store it in the destination you defined.