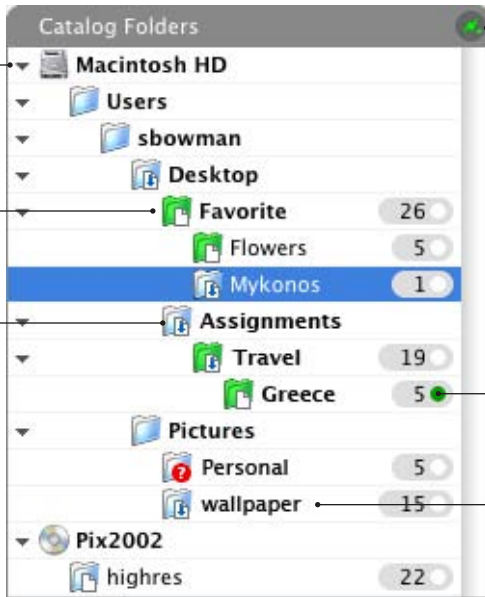


Catalog Folders: Click the Organize toolbar button to show/hide the Catalog Folders panel (Window menu).

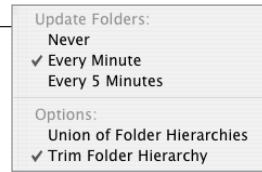
To expand all folders, Alt+Click (Mac: Option+Click) on the volume arrow.

Green folders indicate auto-update is on.

Blue arrows indicate that new, uncataloged images are in this folder. Select *Update Folder Now* to import these new items.



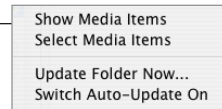
Folder Watching menu



Green indicates Folder Watching is on

Click the dot next to any folder to show only items in that folder in the media viewing area.

Individual folder menu : Reveal this menu by right-clicking (Mac: Option-Clicking) on the folder name.



Import with folder watching

MediaPro offers advanced folder watching to monitor all folders on a hard drive and local network which contain cataloged media. When new media appears in a watched folder, it can be manually or automatically imported to the catalog.

This is useful for a workflow in which:

- Images are being batch scanned and saved to a particular folder.
- A folder action is automatically downloading images off other computers or the Internet.
- Several users are contributing images to a shared network folder.

To turn on folder watching

- 1. Show Organize Panel** by clicking the Organize toolbar button, or choose Window › Display › Organize Panel. This will reveal the Catalog Folders panel (see figure above).
- To enable folder watching**, select an option from the catalog Folder Watching menu — either *Update Folders: Every minute* or *Every 5 minutes*.

3. Update folder: MediaPro will alert you when new images have been added to any folder by showing by a blue arrow on the folder icon. To import these new images directly to your catalog, select *Update Folder Now* from the individual folder's drop-down menu.

4. Auto-update takes folder watching to the next level by automatically importing from selected folders when new images are added. To enable this feature, select *Switch Auto-Update On* in the menu of the individual folder that you want to be auto-updated. When new images are added to that folder or any sub-folder, MediaPro will automatically import those images into to your catalog. New images will be added to the end of the catalog. Auto-update folders are shown in green. Select *Switch Auto-Update Off* to turn off the auto-update feature, but maintain folder watching.

5. To turn off catalog-wide folder watching, select *Never* from the catalog Folder Watching menu.

For more information, see page 83.