

## Organizing original files

**Move to Recycle Bin** (Toolbar): Removes selected files from the catalog and moves the originals to the Recycle Bin. MediaPro does not empty the Recycle Bin. If you change your mind, you can always open the Recycle Bin and move files back to their original location.

**Transfer to Folder** (Action menu): Gives you three options for copying and moving files.

- **Move files:** Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder.
- **Copy files:** Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder.
- **Duplicate files:** Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

**Folders Panel** (Catalog Index). Drag-and-drop any file from your catalog onto a folder in the Folders Panel. This moves the location of a file to a different folder on your computer. The path to the file is automatically updated in the catalog.

**Finder Properties:** These commands allow you to manipulate various attributes of files that determine how the Finder displays and opens them, as well as the accessibility or visibility of files by other users.

### In the Action menu (Mac only)

- **Set Creator:** For changing the 4-character file creator that the media file is associated with. For example, it's useful for changing files with QuickTime creator to a Photoshop creator. This will allow you to double-click the files and open them with Photoshop.
- **Desktop icons:** For easy identification of files within the application or in the Finder, this will replace generic desktop icons with image icons of original files.
- **Media Thumbnails** exports and embeds a small thumbnail into original referenced files outside the catalog. This preview can be read by a number of media editing applications which use built-in thumbnails in their



**Finder Properties (Mac OS X):** A media file's Finder info, with lock status and icon created by MediaPro.

opening dialog for quick identification.

- **Lock Status** will lock or unlock files in the Finder.
- **Delete Resource Fork** will remove the resource fork, which can contain thumbnails, icons and various metadata, from a media file.

### In the AppleScript-Files menu (Mac only)

- **Set File Comment** will save the Caption field inside the file's comment field, visible in the Finder and the *Get Info* window of original files. When the operating system indexes your files on the desktop, your media file captions will now be part of your Spotlight search index.

**Version Control** (Image Editor): This is useful both for individuals and small work groups to browse and track different versions of the same files. This is particularly useful as a backup as well as for reverting to different versions (see section on *Version Control*, page 134).