

# P2 Media Management in the Field

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## Set up the external hard drive.

- Connect an external hard drive to the computer using a Firewire 800 cable.
- This will be the “A” drive.
- The drive will show up as an icon on the desktop and as a volume in the side bar of a Finder window.



## Create the Project Level Folder

- On the root level of the hard drive, create a new folder (cmd-shift-n).
- Name the folder using the following convention:

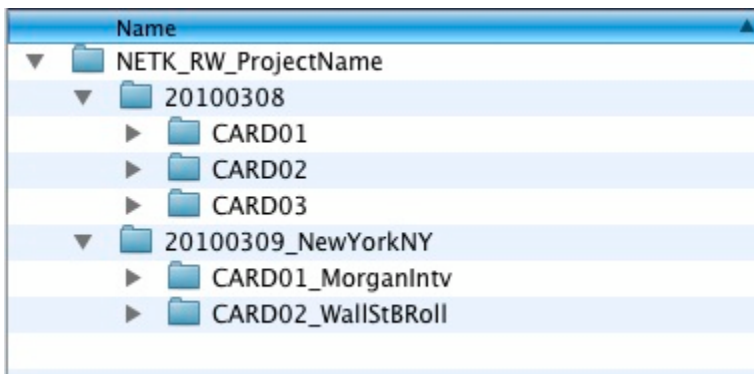
<NOLA code>\_<your initials>\_<project name> (ex.NETK\_RW\_AlbanCorruption)

## Create Session Level Folder

Inside the project level folder, create a new folder. Name the folder with the date the footage was shot, using the convention yyyyymmdd (ex.20100308). Optional: follow the date with an underscore “\_” and a very brief description of the content or location of the footage (ex. 20100308\_NewYorkNY or 20100309\_NanoTechConference)

## Create Card Level Folder

- Inside of the Session level folder, create a folder for each card shot in each session (day). Card level folders are named using sequential numbers matching the order in which the cards were shot.
- Naming convention: card<##>\_<optional brief description of card contents>. Use a leading zero for the first nine cards. (ex. card01\_MorganIntv0



## Guidelines for File/Folder names:

- Use ONLY the following characters in folder names:
  - English alphabet characters lowercase "a" - "z"
  - English alphabet characters uppercase "A" - "Z"
  - Numbers "0" - "9"
  - Underscore "\_"
- Never use any other character or symbol in a folder or file name
- Folder names should not exceed 24 characters
- Try to avoid using spaces in file/folder names. Instead try using CamelCase, which uses no spaces, instead EachNewWordStartsWithACapitalLetter. Underscores “\_”, are always ok to use for separating words or numbers in file/folder names.

# Transfer P2 Content to Hard Drive

Connect P2 Card Reader to the computer using a USB2 cable.

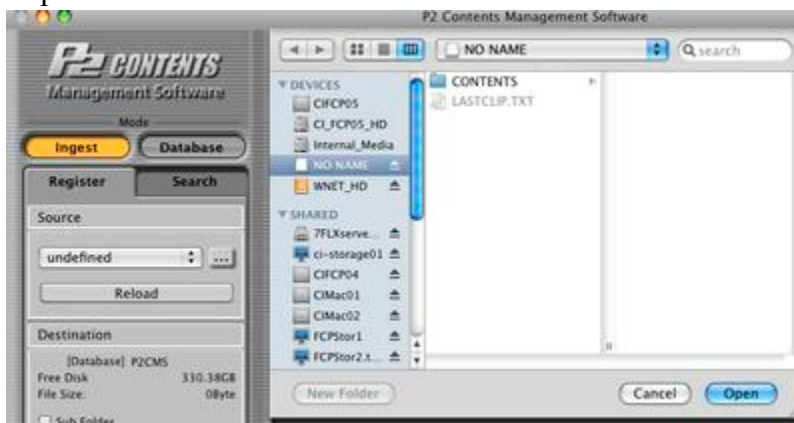
Insert a P2 Card into the reader

- Always engage the write protection tab on the card before inserting the card into the reader.
- The card will appear on the desktop and/or in a Finder window usually as a volume called NO NAME.

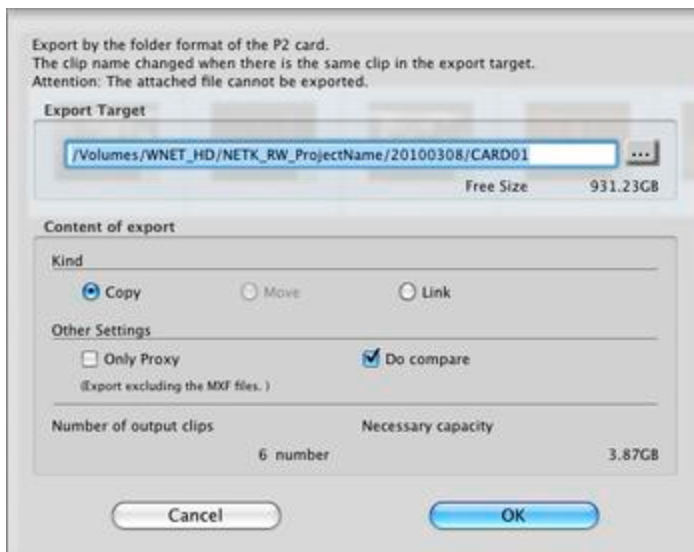


## Transfer P2 Directories to Card Level Folders

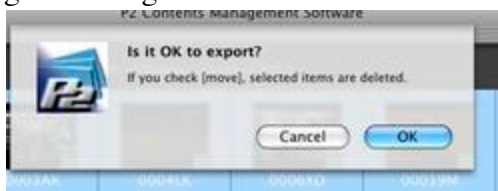
1. Open P2 CMS from the Dock bar or from the Applications folder.
2. Select the inserted P2 card by clicking the “...” button. Click on “NO NAME” in the side bar. Click “Open”.



3. Thumbnails for each clip on the card will appear in P2CMS. Click on a thumbnail and press cmd-a to select all the clips.
4. Go to File>Export, the Export window will open.
5. Under Export target, click the “...” button to navigate to the card level folder in which you want to copy the P2 media.
6. Under Kind, make sure “Copy” is selected.
7. Under Other Settings, make sure “Do Compare” is checked.
8. Click OK.



- Another window will open. Click OK. Since Copy was chosen in the previous window, this message can be ignored.



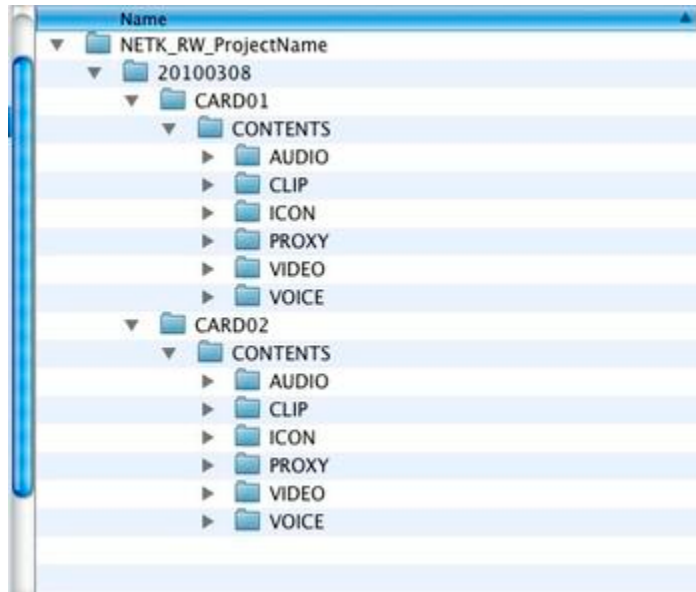
- A window will open to show the progress of the copy. Once the results window opens click OK.



### Transfer remaining cards

- Before removing the P2 card from the card reader, you must eject the NO NAME volume from the finder, by clicking the eject symbol next to NO NAME in the Finder sidebar (or by dragging the NO NAME volume from the desktop into the trash).
- After ejecting the P2 card from the reader, insert the next card.
- Export all cards to the appropriate folders using the directions above.

Transferred folders should look like this:



## Create a back-up of all P2 Media

Before reformatting (deleting) the media from the P2 cards, create a second copy of the media by copying all of the data on the A Drive to another drive.

### Connect a second hard drive

- A second hard drive can be connected to the computer via USB2 or Firewire 400.
- For faster data transfers “daisy chain” a second drive to the first drive using the second Firewire 800 port on the A drive (when available).
- This is the “B” drive.

### Copy all media to the B drive

- If this is the first transfer session for this set of drives, simply drag the Project Level folder from the root level of Drive A to the root level of Drive B.
- For subsequent transfer sessions, only copy the folders created during that session.
- At the end of each transfer session, Drive A and Drive B should be exactly the same.

### Verify Folder Sizes

- Once the copy is complete verify the copy by comparing folder sizes on both drives.
- Select a folder on the A drive. Press cmd-I to Get Info on the folder. The file size will be displayed in this window.
- Select the corresponding folder on the B drive, press cmd-I.
- The file sizes of the two folders should exactly match if the copy was completed successfully.

Now that there are 2 copies of the media, it is safe to re-format the P2 cards.

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