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1 Introduction

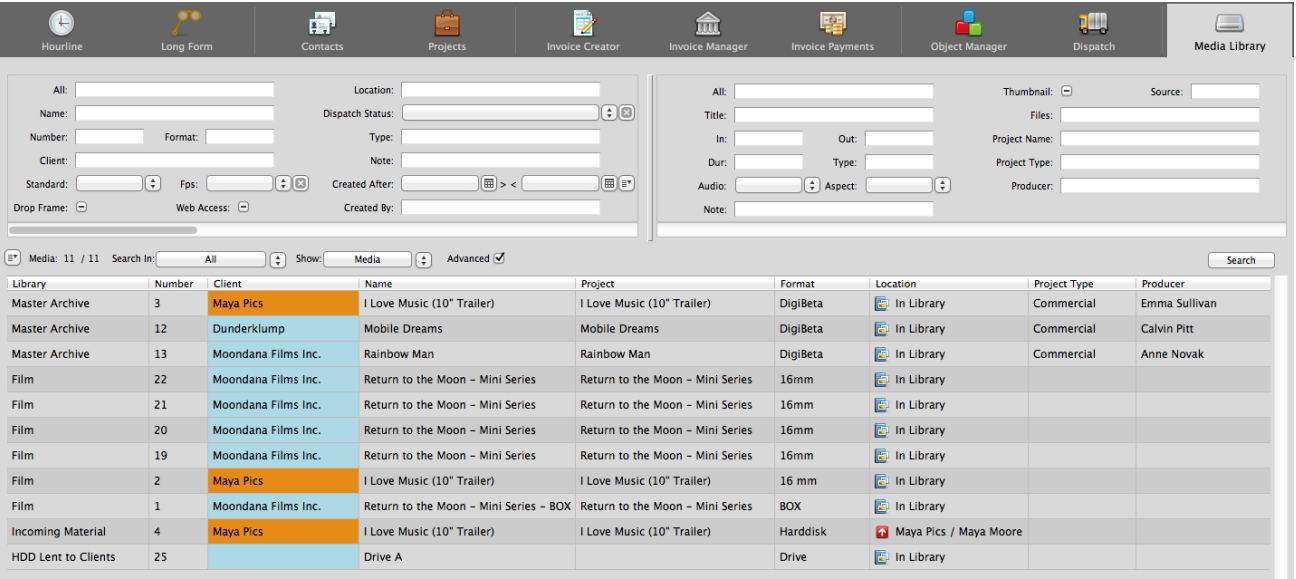
The Media Library provides a convenient and powerful way to manage one or more Libraries. Complete media details can be recorded, including time code information and format type as well as cataloguing an unlimited number of Media records, Entries, files and clips.

The search tool allows multiple users to search the Media Libraries on any field related to a Media or Entry simultaneously.

2 Access To Media Library

Users with the correct permissions can access the Media Library module through the farmerswife Client.

The quick access shortcut to the Media Library is CTRL+TAB keys pressed simultaneously on the keyboard. Else use the Media Library button on the navigation bar at the top of the Client application window.

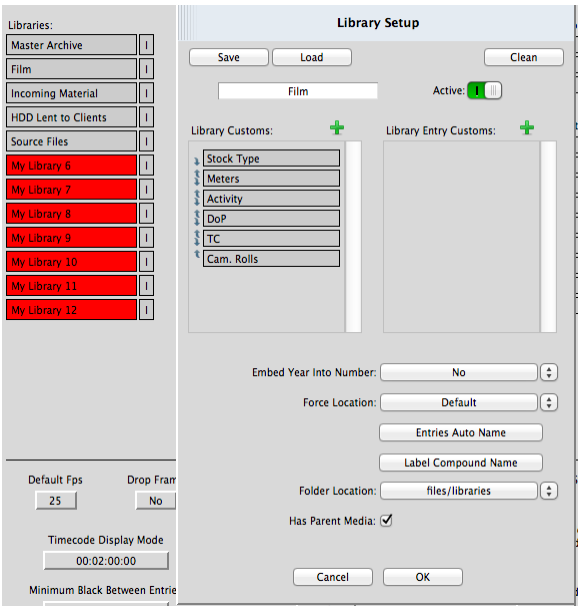


3 Library Setup

Up to 12 Libraries can be defined and personalized in the Server Setup > Media Library. Inactive Libraries are shown in red and active Libraries appear in grey.

To create a **new Library** click on one of the inactive libraries to open the **Library Setup** window.

Activate it, define the **Library name**, e.g. Master Archive and configure the rest of the Setup options:



**Clean**

This will remove all Media from that Library – USE WITH CAUTION.

**Save & Load**

To re-use the Library and Entry custom fields created for a Library, click on the Save button. The Select File To Export To window will open to select a location to save the file (e.g. it can be saved on the Desktop), type a name for the file and click on Save. Next, open the Library where these fields are to be copied and click on the Load button. The Select File To Import From window opens to allow searching for the required file. Once selected, click on Open and the custom fields will be loaded to this new Library.

**Library Customs**

Define the Library customs which will be associated with the Media. Click on the green plus icon to create new custom fields. See details on how to create custom fields in the Server Setup Manual.

**Library Entry Customs**

Define the custom fields that will be associated with the Media Entries. See details on how to create custom fields in the Server Setup Manual.

**Linking Two Selector Custom Fields**

There is the possibility of combining two Custom Fields of the type Selector Widget, so that the field in the Media acts as a filter for what the second field in the Entry is to display.

See this example, where the field at Media level contains a list of Car Companies and the field at Entry level contains a list of Models:

Car Company	Model
Audi	A3
	A4
	A5
Volkswagen	Passat
	Tiguan
	Touareg
Peugeot	207
	307
	407

Under Library Customs, create a Selector Widget Custom Field containing the main filter values:

Custom Fields: Add New

Type: Selector Widget

Label: Car Company

Mandatory: No

Values (Selector Only): Audi  
Peugeot  
Volkswagen

Default Value:

Allow Other: No

Allow Multiple Selections: ☐

Cancel OK

Under Library Entry Customs, create a Selector Widget Custom Field containing the values that will be related to the Custom Field at Media level.

Use the examples below to indicate which value from the Entry is related to which value from the Media:

A3 <<Car Company=Audi>>

A4 <<Car Company=Audi>>

A5 <<Car Company=Audi>>

207 <<Car Company=Peugeot>>

307 <<Car Company=Peugeot>>

407 <<Car Company=Peugeot>>

Passat <<Car Company=Volkswagen>>

Tiguan <<Car Company=Volkswagen>>

Touareg <<Car Company=Volkswagen>>

Here is how the values are presented when creating a new Media within the Library containing these Custom Fields:

## Embed Year Into Number

If the year is to be included into the Media number, set this option to Yes / Padding: to pad as many 0 as necessary between the year and the Media number. For example, padding:5 will show the year and then the Media number: 2014-00001, and the maximum number of Media records for this Library in 2014 will be 99999. The media number is re-set to 1 every year.

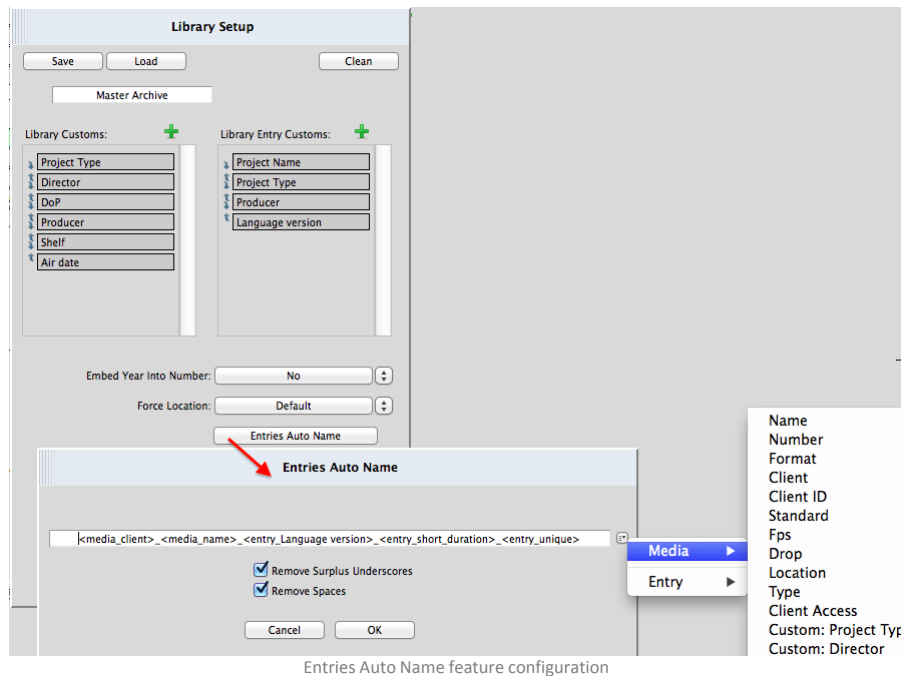
## Force Location

Select a default Location for new Media created in this Library. See more information about Location further down.

## Entries Auto Name

Configure this feature to generate fully dynamic Media Entry Titles, which will be built by creating a mask by selecting different fields from the Media and from the Entry.

Click on the Entries Auto Name button to open the configuration window.



Entries Auto Name feature configuration

Click on the drop-down arrow to the right of the field to display the available options for building the mask. The list consists of standard and custom Media and Entry fields. When an option is selected, it will be displayed with the format <entry\_fieldname> or <media\_fieldname> in the Entry Auto Name field. Select as many options as necessary. Each option can be separated by a space, an underscore, or by any character or word.

**Remove Surplus Underscores:** If underscores are used to separate the different fields making up the Entry name and one of these fields is empty, the surplus underscore will be removed. This is to avoid an underscore immediately followed by another underscore due to the field value between them being empty.

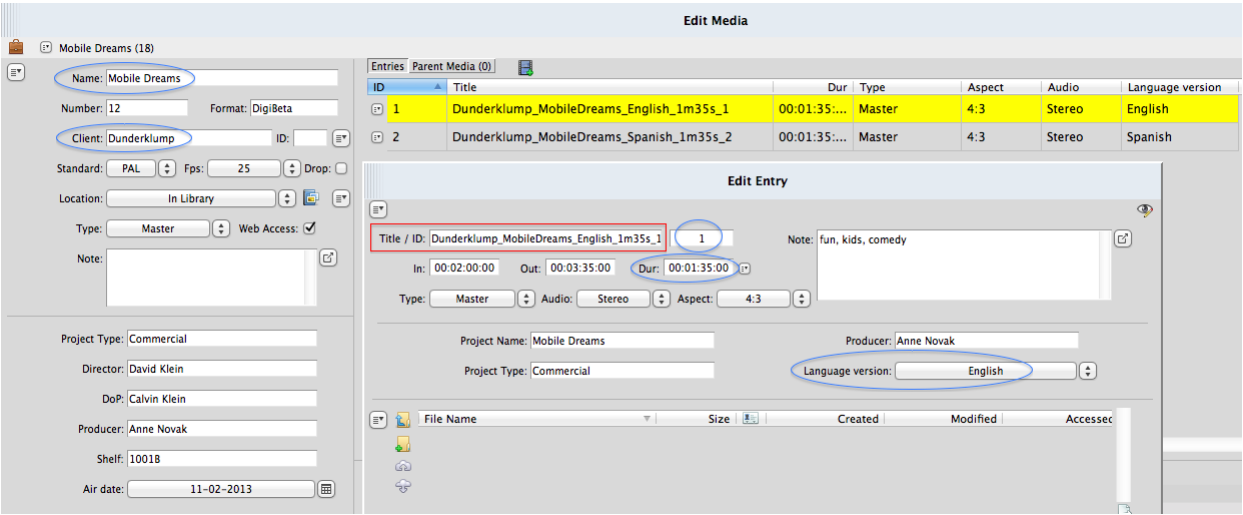
**Remove Spaces:** If a field making up the Auto Name contains more than one word, this option will remove the space separating them.

Hit OK to save the changes.

A dialog will warn the User that An Auto Entry Name Mask Has Been Setup For This Library. The Update Process Will Take Some Time. Please, Confirm The Action. When confirmed, all Entries belonging to different Media within that Library will be updated according to this configuration.

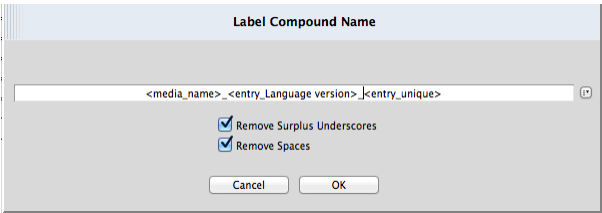
Next, a second dialog will warn that It Is Highly Recommended To Remove All Active Shares From The Wife Folders, And Make Sure That No Folders Are Being Locked By Any Other Applications. This means that Farmers WIFE renames all the Library folders according to the new configuration. Therefore it is important that no file is open, as this would lock the files preventing the renaming. And that is why it is also recommended to remove all Active Shares, which means stop sharing the folders, so that there is less risk of files being locked.

Finally, once an Entry Auto Name has been configured for a Library, Users will no longer be able to change the Entry Title manually, as the feature will build these dynamically. Instead, the Entry Title will be updated by modifying any of the fields that are part of the mask. See an example here below:

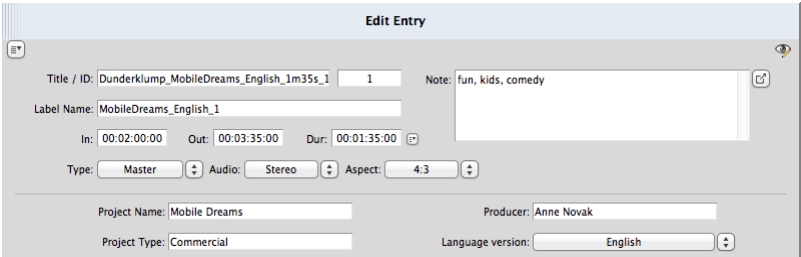


Label Compound Name

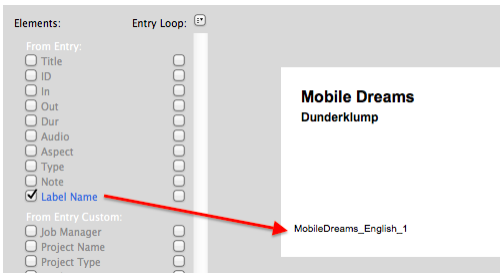
Configure this feature to generate fully automatic Media Entry Label Names, if these are going to be different from the Entry Title. This option will be available in the Label Print Design as well as in Media Reports Print Design. Follow the same steps as explained above for the Entries Auto Name feature. See the following example:



Label Compound Name feature configuration



Label Name field within an Entry



Label Name field when designing a Label Template

Folder Location

By default, all Media Library Folders are stored in the farmerswife "files" folder, in "files/libraries". See more details under [File Structure Options](#). This option makes it possible to move the storage location of each Active Media Library to a different drive. E.g. to store masters or current work on one high-speed network drive, and store less important material on a bigger, cheaper network drive.

## Has Parent Media

If checked, then Media in that library can be parents of other Media (from any library). E.g., this could be used for registering which tapes are inside which boxes. But it could also be used for organizing files, where one file can be stored on multiple hard drives. See details under Creating A New Media chapter, under [Parent Media](#).

## 3.1 Import To Libraries

The built-in Import Wizard allows easy imports of Media data from existing systems. By exporting your vault/library from your current system to a CSV file, you can easily import it to farmerswife.

### CSV files

Prepare separate CSV files containing the information of each of your Libraries following these structural recommendations:

	A	B	C	D	E	F	G
1	Tape Name	Project Type	Producer	Entry Name	Language	Note	Format
2	Fun in the Sun	Commercial	Emilien Tornby	Tan like Me (short)	English	without pool scene	Beta
3	Fun in the Sun	Commercial	Emilien Tornby	Tan like Me (short)	French	without pool scene	Beta
4	Fun in the Sun	Commercial	Emilien Tornby	Tan like Me	English	standard version	Beta
5	Desert Racing	Documentary	Carol Langdom	Nairobi	Spanish	final competition	Beta
6							

Row 1 should contain the column headers, which are the field names to be imported. The order is irrelevant, however if you have two columns with the same header, for example Name; please rename them to specify what they belong to, like Tape Name and Entry Name.

This first row will not be imported into farmerswife.

Each Media should be listed on a row of its own.

If the Media contain Entries, each Entry should be listed on separate rows with the Media name designated in one of the columns.

Check the information in each of the CSV files before the importing. This will save you having to make amendments later within farmerswife Library.

Save each CSV file locally or make them accessible through the network.

### Media Library Configuration

Make the necessary configurations in the Media Library settings before importing the CSV files.

Create the necessary Custom Fields in the Library Configuration for any headers from the CSV file that do not currently exist among the standard fields of the farmerswife Media Library.

### Import Media

**IMPORTANT:** Run a backup before starting this process: click on Backup Now button in the Server window.

Click on the I (Import) button next to the Library where the CSV file is to be imported.

A dialog will remind about backing up the database. Select Yes.

The Select File To Import From window opens to select the CSV file. Once selected, hit Open.

A window opens to enter the Separator Character used in the CSV. Always set it to comma (,); farmerswife will not allow you to continue the Import if the separator is incorrect. Hit OK.

The Import Media window opens for mapping the fields used as column headers in the CSV with the fields in the farmerswife Media Library.



**Import Media**

Tape Name >

Entry Name >

Entry Duration >

Note >

TC IN >

TC OUT >

Client >

Format >

csv file with data for the import

	A	B	C	D	E	F	G	H
1	Tape Name	Entry Name	Entry Duration	Note	TC IN	TC OUT	Client	Format
2	Fun in The Sun	Tan like Me (Short)	00:21:22	without pool scene	00:02:00:00	00:02:21:22	Tropicana	Beta
3	Fun in The Sun	Tan like Me	00:29:24	standard version of two	00:06:00:00	00:06:29:24	Tropicana	Beta
4	Desert Racing	Nairobi	00:28:21	comptetion final, red, fast	00:02:00:00	00:02:28:21	National Geographic	Beta

☐ Clear All Tapes In Library When Importing

Tape Identifier

☒ Re-Number Tapes When Importing    Re-Number Starting From:

### Available fields in farmerswife Media Library that can be mapped from a CSV file

Ignore	Select this option to ignore mapping a field from the CSV file.
Media: client	Refers to Client contact.
Media: client_id	Refers to Client ID.
Media: dropframe (0,1)	Refers to Drop Frame. When configuring the CSV file enter a 0 for No, and enter a 1 for Yes.
Media: format	Refers to the Media Format.
Media: fps (24,25,30,50,60 (i))	Refers to the Frames Per Second.
Media: http (0,1)	Refers to the Web Access option. When configuring the CSV file enter a 0 for No, and enter a 1 for Yes.
Media: Created (dd/mm/yyyy)	Refers to the Media Creation Date. When mapping, select this option if the date in the CSV is entered with this format: dd/mm/yyyy. But note that when importing the values under this column, the format will be as configured under General tab.
Media: Created (mm/dd/yyyy)	Refers to the Media Creation Date. When mapping, select this option if the date in the CSV is entered with this format: mm/dd/yyyy. But note that when importing the values under this column, the format will be as configured under General tab.
Media: Modified (dd/mm/yyyy)	Refers to the Media Modification Date. When mapping, select this option if the date in the CSV is entered with this format: dd/mm/yyyy. But note that when importing the values under this column, the format will be as configured under General tab.
Media: Modified (mm/dd/yyyy)	Refers to the Media Modification Date. When mapping, select this option if the date in the CSV is entered with this format: mm/dd/yyyy. But note that when importing the values under this column, the format will be as configured under General tab.
Media: location	Refers to Media Library Locations.
Media: name	Refers to the Media Name.

Media: note	Refers to the Media Note.
Media: number	Refers to the Media Number.
Media: owner	Refers to the Created By information at the bottom left of the Edit Media window.
Media: std	Refers to the Media Standard.
Media: type	Refers to Media Type.
Media Customs: ...	Each Media Custom Field will appear at the bottom of this list.
Entry: aspect	Refers to Aspect Ratios on an Entry.
Entry: audio	Refers to Audio Types on an Entry.
Entry: id	Refers to Entry ID. Map this field, only if Auto Numbering On Entries is set to Yes in the Server Setup.
Entry: in_fr	Refers to the In Frames for each Entry, which can be entered in the CSV without the need of using the Time Code format. For example: 24
Entry: in_tc	Refers to the In Time Code for each Entry. Use this format in the CSV file: 00:00:00:00
Entry: note	Refers to the Entry Note.
Entry: out_fr	Refers to the Out Frames for each Entry, which can be entered in the CSV without the need of using the Time Code format. For example: 31
Entry: out_tc	Refers to the Out Time Code for each Entry. Use this format in the CSV file: 00:00:00:00
Entry: title	Refers to the Entry Title. Map this field, only if not using the Entries Auto Name.
Entry: type	Refers to Entry Type.
Entry Customs: ...	Each Entry Custom Field will appear at the bottom of this list.

**Clear All Tapes In Library When Importing:** If selected, this option will delete all Media from the Library where the import is taking place BEFORE importing.

**Tape Identifier:** The list is displaying each of the column headers from the CSV file. The selected column name will be treated as an identifier, and all rows in the CSV file containing the same value on this column will be considered as Entries belonging to a same Media. The identifier is often the Media Name.

**Re-Number Tapes When Importing and Re-Number Starting From:** If the CSV file does not contain a column with a number for each Media to be imported, tick the checkbox to Re-Number Tapes When Importing. In the Re-Number Starting From field enter the first number to be used in the re-numbering. If, during the Import, farmerswife finds some Media already existed in that Library, farmerswife will automatically use the next available number.

**Save / Load:** At the bottom right corner, there is a Save button to save this mapping and re-use it on the same or on another similarly configured Library. To re-use the saved mapping click on the Load button and select the saved file.

When all the mapping and Import settings have been done, hit OK and the Test Import window will display the mapping.

**Test Import**

My Library 6

Name: Tape Name  
 Number: 27 Format: Format  
 Client: Client ID: ID  
 Standard: PAL Fps: 25 Drop:   
 Location: In Library   
 Type: Master Web Access:   
 Note:   
 Producer:   
 Director:   
 Car Company:   
 OK Cancel

Entries	Parent Media (0)	Title	In	Out	Dur	Type	Aspect	Note	Audio	Source
Entry Name			00:00:00:00	00:00:00:00	00:00:00:00	Master	4:3	Note	Stereo	None

**View Entry**

Title / ID: Entry Name Note: Note  
 In: 00:00:00:00 Out: 00:00:00:00 Dur: 00:00:00:00  
 Type: Master Audio: Stereo Aspect: 4:3  
 Models:   
 OK

History: Filter: None

Importer (04-12-2014 / 10:42)

If everything is fine, hit OK to finish the import process. Otherwise hit Cancel to start the import process again.

## 3.2 Library Configuration

**Libraries:** Master Archive, Film, Incoming Material, HDD Lent to Clients, Source Files, My Library 6, My Library 7, My Library 8, My Library 9, My Library 10, My Library 11, My Library 12

**Media Types:** Master, Dub, Rushes, Archive, Mixed, Bestlight, Original Neg., Re-recorded Neg., Entry Types: Master, Clean, TX Master, Director's Cut, Don't Use

**Standards:** PAL, NTSC, HD, FILES, Aspect Ratios: 4:3, 16:9, 14:9, 1:85, 1:66, Audio Types: Mono, Stereo, Other, None, Dolby Stereo, S:1, Multi Mono

**Library Locations:** In Library, Erased, Unknown, Manual Formats: BetaSP, DigiBeta, HDCam, MiniDV, DVCam, 16 mm, 35 mm, LTO, Harddisk

**Audio Auto Custom Fill-In:** Mono > Audio CH1 > Pgm Mono, Mono > Audio CH2 > Pgm Mono, Stereo > Audio CH1 > Pgm L, Stereo > Audio CH2 > Pgm R, None > Audio CH1 >, None > Audio CH2 >, Other > Audio CH1 > See Notes, Other > Audio CH2 > See Notes

**Barcode String:** Number, Standard Field, Shelf, Custom Media Field

**Media Types:** Define all the Media Types that will be available for selection within each Media (Master, Dub, Rushes, etc.) by clicking on the plus icon. To set a default value, click on the D (default) on the right. The default value will appear in green.

**Entry Types:** Define all the Entry Types that will be available for selection within each Media Entry (Master, Clean, Director's Cut, etc.) by clicking on the plus icon. To set a default value, click on the D (default) on the right. The default value will appear in green.

**Standards:** Define all the Standards that will be available for selection within each Media (PAL, NTSC, HD, etc.) by clicking on the plus icon. To set a default value, click on the D (default) on the right. The default value will appear in green.

**Aspect Ratios:** Define all the Aspect Ratios that will be available for selection each Media Entry (4:3, 16:9, 14:9, etc.) by clicking on the plus icon. To set a default value, click on the D (default) on the right. The default value will appear in green.

**Audio Types:** Define all the Audio Types that will be available for selection within each Media Entry (Mono, Stereo, Dolby Stereo, None, etc.) by clicking on the plus icon. To set a default value, click on the D (default) on the right. The default value will appear in green.

**Library Locations:** Define all the possible Locations for Media belonging to your Libraries that will be

available for selection (In Library, In Use, With Client, etc.) by clicking on the plus icon. It is possible to associate an Icon to each Location. The default Location will be the one at the top of the list.

**Manual Formats:** The format selection list within each Media will be taken from the Materials created under Extras. But if a list different from the Materials is to be used, new formats can be added here by clicking on the plus icon.

**Audio Auto Custom Fill-In:** This option allows filling in information automatically into Entry custom fields, depending on the Audio Type selected. Click on the plus icon to add more. The Select Trigger window will display all Audio Types (that you have configured) as trigger options. When a Type is selected, the Select Custom Field window opens to display all custom fields created at Entry level. Next, a window opens to add the value that will be automatically filled in.

**Barcode String:** Barcode strings can be defined to add on Media Labels. These strings are compiled from information in farmerswife and enclosed with meta characters which tell the computer that input will come from a barcode reader. To define a new barcode string, click on the Create New icon and define which information from the selector is to appear in the barcode string. Once done, hit OK to save the barcode string.



Re-ordering: The order of any of these values can be changed by dragging a value up or down and dropping it above or below another value, according to the direction of the arrow.

### 3.3 Library Preferences

The screenshot shows the Library Preferences window with the following settings:

- Default Fps: 25
- Drop Frame: No
- Timecode Display Mode: 00:02:00:00
- Minimum Black Between Entries: 00:00:24:00
- New Entry Increment To Next: 00:02:00:00
- Library Start Tc: 00:02:00:00
- Library Password: (empty field)
- Allow Duplicate Library Numbers: No
- Use Auto Numbering: Yes
- Add Users Division ID To Media Number: No
- Auto Number From All Libraries: Yes
- Auto Numbering On Entries: Yes - Unique Within Media (Start From)
- Mandatory Client: No
- Must Link To Existing Client: N/A
- Search All Fields In Navigator: No
- Include Closed Projects In Name Selector: No
- Use Media Order Status Option: No
- Block Media Numbers: No
- Default Web Access: No
- Remove "Entry Has Files" Warning: Yes
- Show Entries Search Field In "Select Sources For Media Order" Window: No
- Check Folders On Startup: No
- Always Make Folders / Allow Empty Folders: No
- Use Strict Ascii In Folder Name: No
- Use Only Number In Folder Name: No
- Padding In Number To Folder Name: Yes: 6
- Entry Folder Name: Start Timecode - Title
- Set Entry Title Length: 80
- Entry Title Max Length 80 Characters: Limit Length To 80
- Web Proxy: sorenson.mov
- Web Proxy: Generic Quicktime, Audio, AVI

**Default Fps:** The default number of frames per second (24, 25, 30) for a Media.

**Drop Frame:** Select Yes or No.

**Timecode Display Mode:** Select the mode in which time codes are to be presented in a Media, an Entry or a Report.

**Minimum Black Between Entries:** Define the minimum amount of 'black' between Entries in the Media (Barn related.)

**New Entry Increment To Next:** The time to increment between Entries.

**Library Start TC:** Specify the start time code of the first Entry in any Media.

**Library Password:** Set a password for the Media Library. It will be requested whenever a user with access to the Media Library tries to remove or make modifications to a Media.

**Allow Duplicate Library Numbers:** Set to Yes to allow duplicate Media numbers.

**Use Auto Numbering:** Set to Yes to allow auto-numbering of Media.

**Add Users Division ID To Media Number:** When set to Yes, the Division ID of the User who creates a Media will be embedded into the Media number. It will apply to new Media.

In Server > Setup > General, set up your Division ID's.



Note that Divisions is a licensed module. But even without a Divisions license, you can still set up a single Division ID that will be embedded into the Media number.

**Auto Number From All Libraries:** Set to Yes to include all Libraries in the same auto-numbering sequence. Set to No to have separate auto-numbering for each Library.

**Auto Numbering On Entries:** There are four options for auto-numbering Entries:

- **Yes - Unique Within Media (Start From 0):** The auto-numbering sequence will start from 0 and will be unique for each Media.
- **Yes - Unique Within Media (Start From 1):** The auto-numbering sequence will start from 1 and will be unique for each Media.
- **Yes - Unique Within Library:** The auto-numbering sequence will start from 1 and will be shared among all Media within each Library.
- **Yes - Unique Within All Libraries:** The auto-numbering sequence will start from 1 and will be shared among all Media in all Libraries.

**Mandatory Client:** Set to Yes if a client must be defined on a Media. This information will be auto populated when linking a Media to a Project.

**Must Link To Existing Client:** Select if New Media must always be linked to an existing client from the contact database. This information will be auto populated when linking a Media to a Project.

**Search All Fields In Navigator:** This option is for the old Farmers WIFE Core.

**Include Closed Projects In Name Selector:** Set to Yes to be able to attach Media to closed Projects.

**Use Media Order Status Option:** This setting causes an Active checkbox to appear on the left side in the Modify Media Order window, below Assigned To; and adds an extra status filter for Media Orders in Toolbox, called 'Closed But Not Invoiced' (status between Done and Invoiced). Used in the following workflow: User A moves a Media Order to Done once finished; User B (could be the Project Manager) checks it and sets it to Active:NO; User C invoices it.

**Block Media Numbers:** Set to Yes to block numbers after creating a new Media. If more than one user enters new Media in the Library, a new Media created will take the next available number which will be blocked until the Media is finally saved or canceled. If in the meantime, another user is entering a new Media at the same time, it will take the next available number. If the first Media is canceled before saving it, that number will then not be in use unless it is manually added to a Media.

Set to No to get the same available number in two or more Medias being created at the same time. The first Media to be saved will finally get that number. When the second Media is saved, there will be a warning that the number allocated is now in use and the Media will be re-numbered using the next available number. If using this option, it is always recommended to first save a newly created Media (click OK) and then re-open it for printing reports and labels.

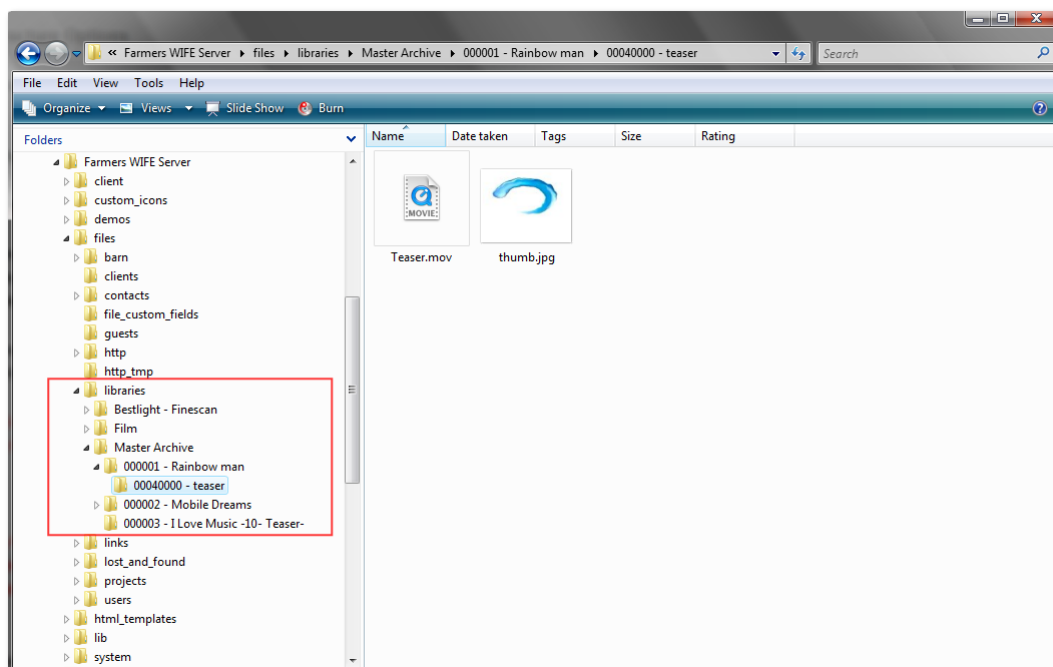
**Default Web Access:** Set to Yes if all Media in all Libraries should by default be available in the Legacy Web Client.

**Remove “Entry has Files” warning:** Set to Yes so a warning appears when removing Entries containing Files.

**Show Entries Search Field In "Select Sources For Media Order" Window:** Set to Yes, to enable searching for Entries (ID and title) in the Select Sources For Media Orders window, when generating a new Media Order.

### 3.4 File Structure Options

Files uploaded to Entries are saved within the following farmerswife Server folder structure: '`...\Farmers WIFE Server\files\libraries\(Library folder name)\(Media folder name)\Entry folder name`'



Files can be uploaded, downloaded, modified, deleted from here or from the farmerswife Media Library Module. And these are the related configurations:

#### General options

**Check Folders On Startup:** If enabled the system will check the folders/files in the file structure of the Media Libraries to verify that the directory structure matches the Media Library Entries, moving any unreferenced folder to the 'files\lost and found' directory.



Supported on Windows OS and Mac OS X.

**Always Make Folders / Allow Empty Folders:** If enabled, farmerswife will create the corresponding folder in the file structure every time a new Entry is added to a Media.

**Use Strict Ascii In Folder Name:** Enable this function if the default ASCII characters are to be used in folder names.

**Web Proxy:** Feature under development – please contact the Support Team for more information.

**Web Proxy List:** The Web Proxy list decides which Media Entry file formats can be viewed through the

Legacy Web Client. Click on the Add New icon to specify the Web Proxy formats. To set a default Web Proxy, click on the D (default) on the right: the default Web Proxy will appear in green.

### Media folder name

**Use Only Number In Folder Name:** Enable this function if only the number is to be used in Media folder names.

**Padding In Number To Folder Name:** Define the padding to be used to standardize the Media folder name. For example 'Yes:5': 00001

### Entry folder name

**Entry Folder Name:** Select one of the three options to define how to display Entry folders names: Start Timecode – Title; Start Timecode; or Title.

**Set Entry Title Length:** The default limit is set to 80 to ensure folder path length integrity on Windows OS.

**Entry Title Max. Length 80 Characters:** If the setting above is set to 80, choose one of these two options:

- **Limit Length To 80 (default):** When the Media Entry Title is longer than 80 characters, a pop-up warns that the Entry Title will be reduced to 80 characters (this warning only pops up once per entry and session).
- **Only Warn If Longer:** When the Media Entry Title is longer than 80 characters, a warning pops up allowing the user to decide to reduce the length to 80 characters, or to keep the length.

## 4 Barcode Setup

Barcodes can be used to speed up searches when looking for a tape and to easily track media. The Barcode Reader replaces the need to manually type long numbers by reading the code (the lines) and translating the barcode lines into numbers. This number will appear in the farmerswife field where the cursor has been placed e.g. the Number field in the Media Library.

### 4.1 Download & Install Barcode Font

First download and install a barcode font from one of the suggested links below:

For Windows:

- 3 of 9 barcode font: <http://www.squaregear.net/fonts/free3of9.shtml>

For Mac:

- free3of9: <http://www.barcodesinc.com/free-barcode-font/> [Shows as 'New' in the Font Book]
- 3of9\_New: [http://www.adams1.com/shareware/3of9\\_new.zip](http://www.adams1.com/shareware/3of9_new.zip) [Shows as '3 of 9 Barcode' in Font Book]



From the author Matthew Welch: '3 of 9 (sometimes called "code 39") [is] a widely used barcode standard that includes capital letters, numbers, and several symbols. [...] Most kinds of barcode scanners will recognize 3 of 9 just fine. [...] Two versions of 3 of 9 are included. The font called "Free 3 of 9" is the basic 3 of 9 standard. It includes letters and these symbols: \$ % + - . and /. The font called "Free 3 of 9 Extended" covers the extended 3 of 9 standard. It includes all the ASCII characters.'

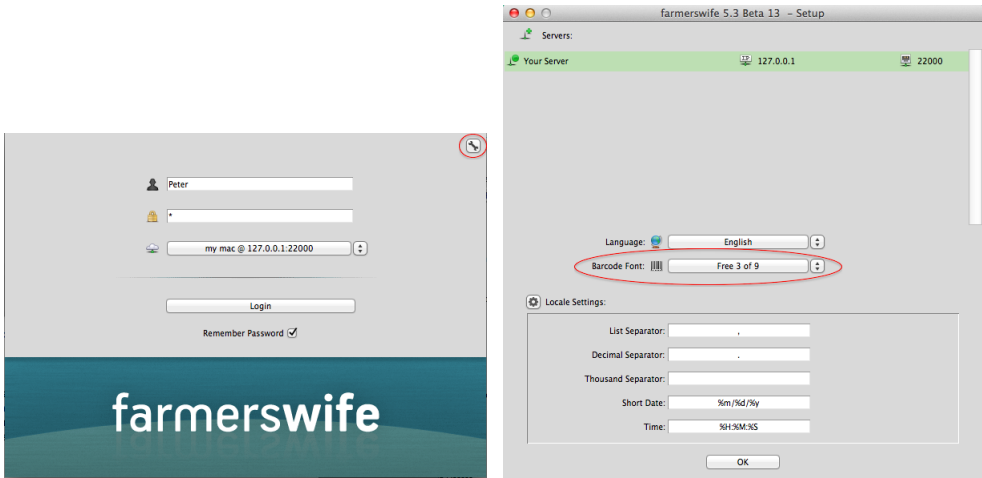
Install the font on every computer with a farmerswife Client installation that has a Barcode Reader connected or that will be used as a label generator.

On Windows: Unpack the zip folder onto your desktop then copy and paste the files into the Font folder which is usually accessible from the Start Menu > Settings > Control Panel > Fonts.

On Mac OS X: Unpack the zip file onto your desktop. Then go to the Finder > Services > Font Book. In the Font Book, click on the plus sign at the bottom of the Font column. Select the fonts from the folder downloaded and unzipped to the desktop.

4.2 Select The Barcode Font

After the barcode font has been installed on the machine it has to be configured in the farmerswife Client. Therefore run the farmerswife Client and click on the Set Up button.



To select the installed barcode font click on the selector bar below Barcode Font and select the installed Barcode from the drop down list. Click OK to finish the operation.

4.3 Barcode Reader/Scanner

By default most barcode readers automatically enter a CR (Carriage Return) suffix after each correct read. Therefore when looking for a barcode scanner it is important that the reader can be set to NOT send the CR after each swipe, since farmerswife just expects number/characters. The input is confirmed by manually by pressing Intro or Return. At our farmerswife test installation we use the Metrologic MS9520 Voyager KB wedge barcode reader.

4.4 Barcode Reader Check Up

After the installation of the barcode font please follow the steps below to test the connection of the barcode reader and that the font is properly installed in your system.

First check that a barcode reader is correctly connected to the computer. Check also that the correct drivers (if any) are installed and that the barcode reader has lights on to indicate that is operational.

To perform the test please print this page first, then open a blank text file (Word Pad, MS word, notepad, and text editor) and test if the following barcodes can be read. Scan the codes and check if the numbers that appear in the text file match the numbers displayed next to the barcode:

135

\*135\*

5432

\*54321\*

1

123

\*12345\*

9743

\*974324\*



# 45 24

If these codes cannot be read, please check the configuration manual of the barcode reader, and check that it was properly set up and the use of the CR suffix is disabled. Check also with the manufacturer of the barcode reader if there is a known reason for non-operation of the hardware.

After disabling the use of the CR suffix of the barcode reader, please test that the barcode reader is setup correctly. Perform the test above again and after a few scans, a continuous string of characters should be seen, e.g. 1351234554321974324

If the test was successful, open a farmerswife Client and make sure that a code can be scanned as described above. Simply click in a field in farmerswife where the result of the barcode scan is to appear and then scan the barcode.

To create a correct output for the 3 of 9 Barcode font it is important to type an asterisk (\*) before and after the number e.g. \*153969\*. The barcode reader will in return not include the asterisks in the output but just give the number 153969.

Note from the author: A 'Special note to MS Word users: There is a default setting in Word that changes text surrounded by \*'s into bold text. This setting must be disabled for these fonts to work, otherwise the \* characters that are necessary for the barcode to scan properly will be lost and the thickness of the bars will be altered. I have a copy of Word '97. The setting might be found in a different place in other versions but this is how I disabled it. From the Tools menu open the AutoCorrect dialog box. On the AutoFormat tab uncheck the box for "\*Bold\* and \_underline\_".

## 4.5 Barcode Sounds

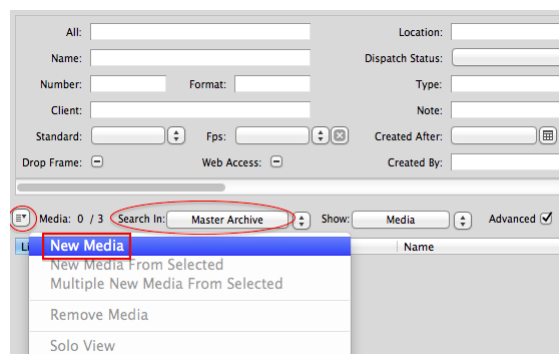
Please note that farmerswife requires QuickTime installed on the computer where barcode sound is to play.

## 5 Creating A New Media

There are different ways to create a new Media:

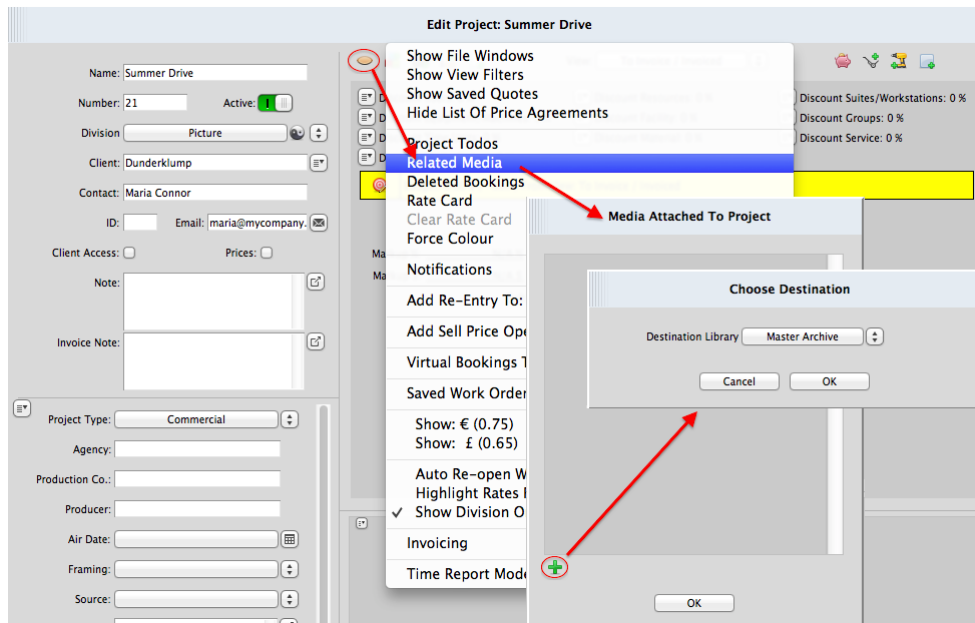
### From within the Media Library module

- Open the Media Library
- Select a Library in the Search In selector
- Right-click or click on the menu icon in the Results window and select New Media
- The New Media window opens



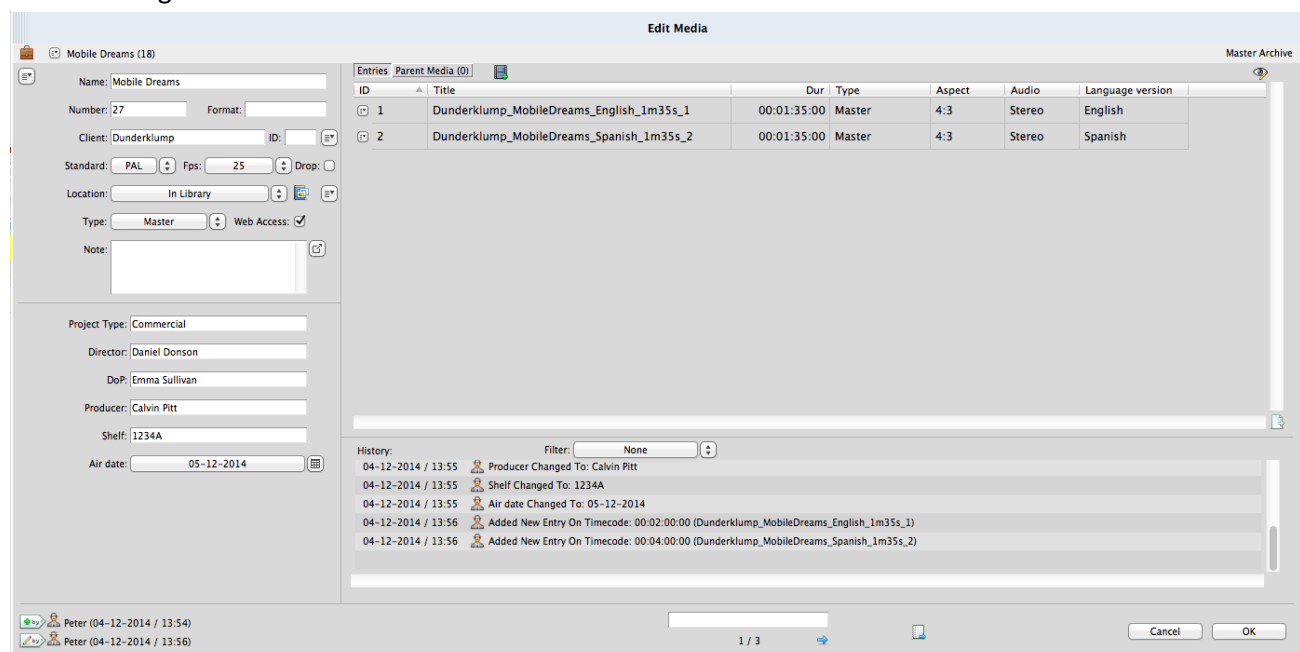
## Through the Edit Project window

- Open the Project that the new Media is going to be linked to
- Click on the Eye icon in the Edit Project window and select Related Media
- When the Media Attached To Project window opens click on the Create New icon
- The Choose Destination window opens to select the Destination Library
- The New Media window opens



## 5.1 Standard Fields

The following standard information can be defined for a Media.



**Name:** This field is not only used to name the new Media, but also to attach it to an existing Project.

Attaching Media to an existing Project: Click in the Name field and a drop-down list of Projects will display.

Once a Project is selected the Project Name will appear in the upper left corner to indicate that the Media is attached to this particular Project. To detach the Media from the Project; click on the menu icon next to the Project Name and select Detach From Project.

Once the Media is attached, the Media Name can be modified if required.

When a Media is attached to a Project, the Client information will be auto populated and any Media Custom Field that matches any Project Custom Field will automatically be filled-in if information exists at Project level. If the information is later modified at Project level, it will not change for the Media - to update it, the Media must be re-linked to the Project.

**Number:** This Number is consecutive by default and will depend on the configuration on the Server Setup i.e. if there is parallel numbering allowed for each library etc – see more details in [Library Preferences](#).

**Format:** Select a Format from the drop-down list.

**Client:** The Client name is auto populated when selecting the Project. This can be modified if required, by deleting the Client and selecting another from the drop down that appears. Note that a New Client can be created in the contact database by clicking on the menu icon next to ID.

**ID:** This field is related to the Client and will be automatically filled-in if the information exists for the selected Client.

**Standard:** Specify the Standard from the drop down list.

**Fps:** Specify the Frames Per Second from the drop down list.

**Drop:** Specify Yes or No for the Drop frame.

**Location:** Specify the Location of the Media from the drop down menu. If the Dispatch module is licensed a menu icon appears next to this field. For more details see the Dispatch Manual.

**Type:** Specify the Media Type from the drop-down menu.

**Web Access:** Select Yes to enable a client to view this Media through the Legacy Web Client (if licensed).

**Note:** To enter any general notes.



The following selection fields are configured in the Server Setup: Format, Standard, Location, and Type - see more details in [Library Configuration](#). Fps and Drop are hard coded due to their link with the additional module Barn.

## 5.2 Media Custom Fields

Below the Note there is a line separating the Standard Fields from the Custom Fields. These are the customized fields that are created in the Server Setup and will be different depending on the Library this Media belongs to.



if the Media is attached to a Project, all those Media Custom Fields matching Project Custom Fields will be automatically filled in if information exists for them at Project level.

## 5.3 Other Media Options

**Baskets:** A menu icon to the left of the Media Name allows the addition of the Media to a Basket. Please see more details on how to use Baskets in the Media Order Manual.

**Library:** In the upper right corner, the Library where this Media belongs is displayed. See further down under [Options In Results Window](#) how to move a Media to another Library.

**History:** The entire History of a Media from its creation to the edition of an Entry is recorded in the Media History Log. The History will display the modification date and time, the User who modified the Media and a general line describing what was modified.

**History Filter:** This selector allows the filtering of history lines related to Media Orders, Dispatches, or

Legacy Web Client access (if any of these are licensed).

**Created By / Modified By:** In the bottom left corner, there are two lines showing the User name, date and time when the Media was first created and when it was last modified.

**Search field:** At the bottom middle of the window, there is a Search Field where search criteria can be entered. If the Media was opened from the Results window in the Library Search, the left/right arrows can be used to move to the previous/next Media according to your search.

**Reports:** See chapter [Reports](#).

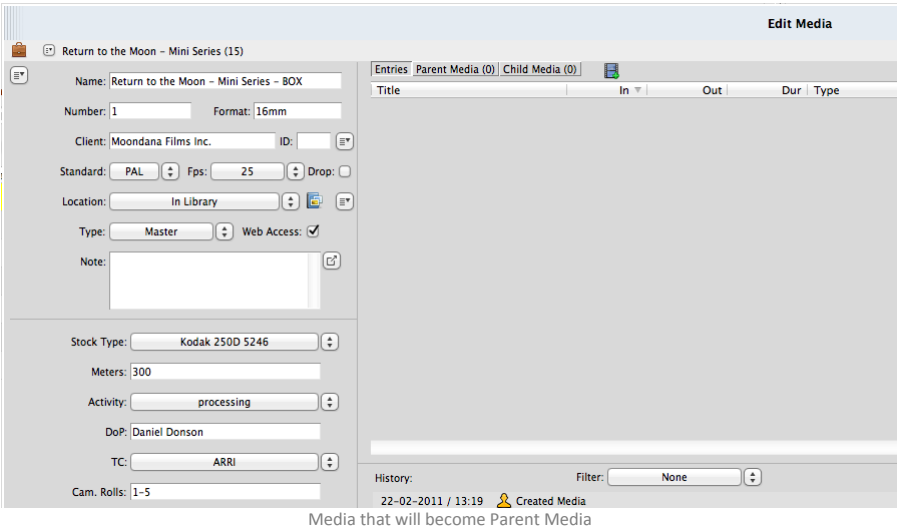
**OK / Cancel:** Click on OK to save changes and hit Cancel to cancel any changes done at Media level.

5.4 Parent Media

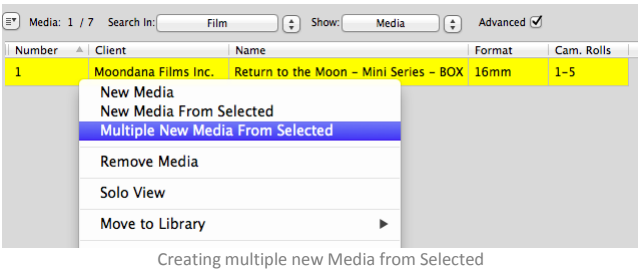
This option could be used for registering which tapes (Child Media) are inside which boxes (Parent Media); or for organizing files, where one file (Child Media) can be stored on multiple hard drives (Parent Media). Refer to the [Library Setup](#) for details on how to activate this option.

Example 1: A bunch of reels in a box

Create the Parent Media first. In this example the Name contains the word BOX at the end.



Next, create the reels that are within that box. These will be the so called Children. To make it easy, mark the previously created Media and in the dropdown menu select New Media From Selected, next select the quantity.



Next multi-select the Media for the reels and from the dropdown menu select Add To Parent Media, search for the Media and click on it to choose it.

Parent Media	Number	Client	Name	Format	Cam. Rolls
	1	Moondana Films Inc.	Return to the Moon - Mini Series - BOX	16mm	1-5
(1) Return to the Moon - Mini Series - BOX	19	Moondana Films Inc.	Return to the Moon - Mini Series	16mm	1
(1) Return to the Moon - Mini Series - BOX	20	Moondana Films Inc.	Return to the Moon - Mini Series	16mm	1
(1) Return to the Moon - Mini Series - BOX	21	Moondana Films Inc.	Return to the Moon - Mini Series	16mm	1
(1) Return to the Moon - Mini Series - BOX	22	Moondana Films Inc.	Return to the Moon - Mini Series	16mm	1
(1) Return to the Moon - Mini Series - BOX	23	Moondana Films Inc.	Return to the Moon - Mini Series	16mm	1

Adding many Media to a Parent Media

Then enter each separately and change the name if necessary and fill in the rest of the data. You can click on the Parent Media tab to see which Parent this Child belongs to. You can open the Parent Media from here.

Return to the Moon - Mini Series (15)

Name: Return to the Moon - Mini Series

Number: 19Format: 16mm

Client: Moondana Films Inc.ID:

Standard: PALFps: 25Drop:

Location: In Library

Type: MasterWeb Access: ☒

Note:

Stock Type: Kodak 250D 5246

Meters: 300

Activity: processing

DoP: Daniel Donson

TC: ARRI

Cam. Rolls: 1

EntriesParent Media (1)Child Media (0)

Number	Name	Client
1	Return to the Moon - Mini Series - BOX	Moondana Films Inc.

Add Media:

Child Media

When you open the Parent Media, you can click on the Child Media tab to see which Children belong to this Parent Media. To add more Child Media use the Add Media field at the bottom. To remove Child Media, click on it to highlight in yellow, right click and select Remove.

Return to the Moon - Mini Series (15)

Name: Return to the Moon - Mini Series - BOX

Number: 1Format: 16mm

Client: Moondana Films Inc.ID:

Standard: PALFps: 25Drop:

Location: In Library

Type: MasterWeb Access: ☒

Note:

Stock Type: Kodak 250D 5246

Meters: 300

Activity: processing

DoP: Daniel Donson

TC: ARRI

Cam. Rolls: 1-5

EntriesParent Media (0)Child Media (5)

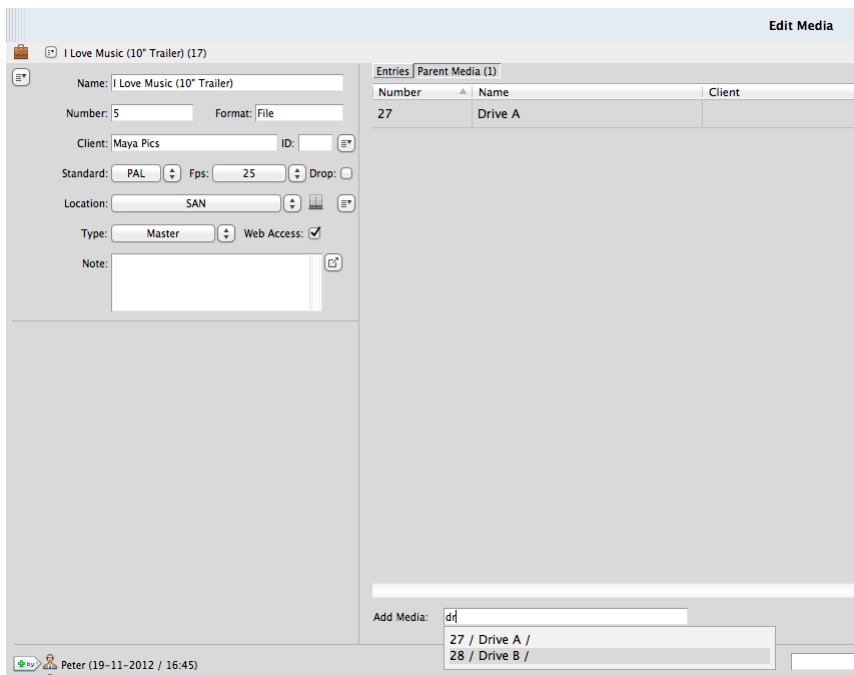
Number	Name	Client
19	Return to the Moon - Mini Series	Moondana Films Inc.
20	Return to the Moon - Mini Series	Moondana Films Inc.
21	Return to the Moon - Mini Series	Moondana Films Inc.
22	Return to the Moon - Mini Series	Moondana Films Inc.
23	Return to the Moon - Mini Series	Moondana Films Inc.

Add Media:

Parent Media

**Example 2: A file stored on multiple drives**

Once the file and the drives have been created - each as Media on the corresponding Library -, open the Media for the file, click on the Parent Media tab and use the Add Media field at the bottom to search and add the different drives where this file is stored on.



Adding Media to various Parent Media

**Dispatching**

When dispatching a parent Media OUT, farmerswife will ask if it should also add the Child Media to the Dispatch. This is because maybe you are dispatching the whole box of reels, and in that case the related Media are dispatched as well.

If you instead dispatch a child Media OUT, it will ask if it should remove the child Media from its Parent (e.g. remove the reel from the box).

If you dispatch a Media IN, it will ask if you want to add the Media to any Parent.

Likewise, when changing the Location of a Parent Media, the system also offers to change the Location of all its Child Media.

**6 Media Entries**

The content of a Media will be displayed as Entries, each of which can contain Clips and Files.

**6.1 Creating A New Entry**

To add a new Entry, click on the New Entry icon, next to Entries.

The following standard information can be defined for an Entry.

**Title:** When creating a new Entry, the Media name will be populated here. It can be modified if required.

Moreover the Auto-name feature can be configured to automatically name the Entry. This feature defines what information the string should be built with. See more information further up under [Media Library Configuration](#).

**Label Name:** This option will appear if configured in the Server Setup. Dynamic Media Entry Label Name will be generated according to the configuration. This Label will be available in the Label Print Designer as well as in Media Reports Print Design. See more information under [Media Library Configuration](#).

**In, Out & Dur:** As the time code for the start time (In) and end time (Out) of the Entry is filled in, the Duration will be automatically calculated. Alternatively the Duration can be typed directly in the field or selected through the menu icon. Every time a new Entry is entered, the In time code will automatically calculate the black in between according to the configurations in the Server Setup.

**Type:** Specify the Entry Type. The list is configured in the Server Setup.

**Audio:** Specify the Audio Format. The list is configured in the Server Setup.

**Aspect:** Specify the Aspect Ratio. The list is configured in the Server Setup.

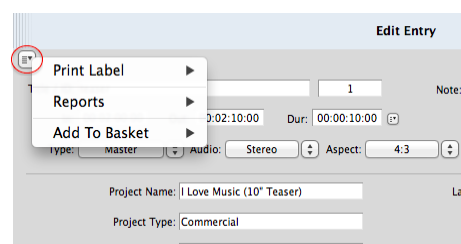
**Note:** Enter any additional Note.

### Entry Custom Fields

Below the Standard Fields there is a line separating them from the Custom Fields. These are the customized fields that were created in the Server Setup and will be different according to the Library this Entry belongs to.

## 6.2 Additional Entry Options

In the upper left corner of the Edit Entry window, there is a menu icon with the following options:



**Print Label:** The label templates designed under Label Print Designer will appear listed here for printing out. See further details under [Reports](#).

**Reports:** Select an html report from the drop-down list. See further details under [Reports](#).

**Add To Basket:** This option allows the addition of the Media Entry to a Basket. See more details on how to use Baskets in the Media Order Manual.

Moreover, there are two additional options through the Eye icon in the upper right corner of the Entry window:



**Show Files:** It is possible to associate clips and files with Entries through the File Transfer Manager window. These can be accessed by Users through farmerswife Client as well as through the Legacy Web Client (if licensed) if permitted. Clients can also access these files through the Legacy Web Client (if licensed) if permitted. See below for details.

**Show History:** The entire History of the Entry is recorded in the Entry History Log. The History will display the modification date and time, the User who modified the Media and a general line describing what was modified.

## 6.3 Files

### File Transfer Manager window columns

File Name	Size		Created	Modified	Accessed
farmerswife ad HD.mp4	9.85 MB	<input checked="" type="checkbox"/>	04-12-2014 / 1...	04-12-2014 / 1...	04-12-2014 / 14:07

**File Name:** File name as it is uploaded. This name can be modified by clicking on it, re-typing a name and hitting Enter to save the change.

**Size:** The file size.

**Client and Contact Access:** Check the box next to each file if it can be viewed by the Client or Contact through the Legacy Web Client (if licensed).

**Created:** The date and time when the file was uploaded.

**Modified:** The date and time when the file was last modified.

**Accessed:** The date and time when the file was last accessed.

### Icon options to the left of the File Transfer Manager window

**Go Back:** If folders are created, this icon allows going back to the root.

**New Folder:** Folders can be created to organize files.

**Upload:** To add clips and/or upload files to an Entry, click on the Upload icon.

**Download:** To download a file, select it and click on the Download icon.

### Other options

...by right clicking on an uploaded file or through the menu icon next to an uploaded file:

**Download:** To download a file, select it and click on the Download option.

**Upload:** To upload a file.

**Upload Directory:** To upload a directory.

**Cut, Copy & Paste:** To cut, copy and paste files, for example to move them to folders that have been



created to organize files.

**Delete:** To delete a file or a folder.

**Filter In History:** To find modifications for a specific file select this filter. All the related History will be listed under the History Log window and a button to Remove Filter will also show.

**Calculate Directory Sizes:** Select this option to calculate the size of a folder containing files. The size will appear in the Size column.

## 6.4 Thumbnail

To set a selected frame as a proxy for a clip, click on the Thumbnail window, select the desired frame, click on the menu icon, or right-click on the clip as it is playing, and select the option Set This Frame As Thumbnail.



**Save As:** This option allows saving the clip in a different format.

**Save Picture As:** To save the thumbnail in .JPEG or .BMP or other formats.

**Export:** This option allows exporting the clip - this is the same as the Download option.

**Add To Basket:** This option allows the addition of the Media Entry to a Basket. Please see more details on how to use Baskets in the Media Order Manual.

## 6.5 History

There are two filters to display:

**Only Media Orders:** If the Media Order module is licensed, this filter will display all movements related to the creation of a Media Order for this Entry. See more details in the Media Order Manual.

**Only Files:** This filter will show changes related to the File Transfer Manager.

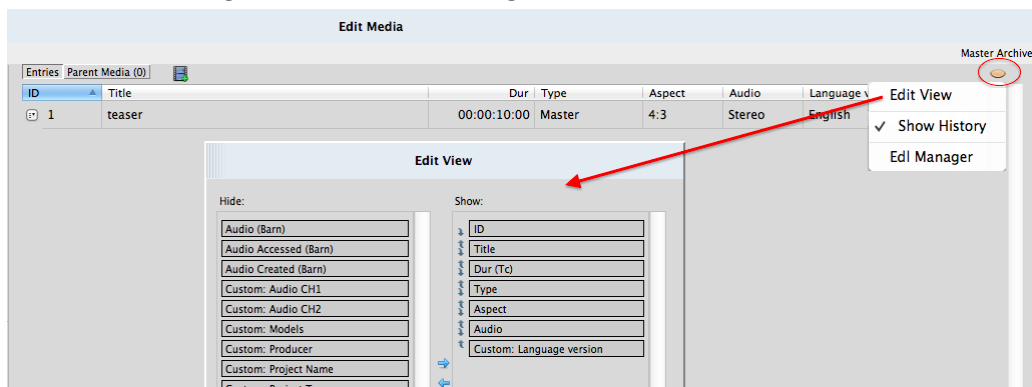
Once done, click OK to save changes or hit Cancel to cancel changes at Media level.

## 6.6 Entry Options In Edit Media Window

### Options through the Eye icon

On the top right corner, just below the Library name, there is an Eye icon with the following options:

**Edit View:** Use this option to select which columns to display in the Entries view. As the Edit View window opens, the columns that are Not Selected appear listed on the left side and the columns that are Selected (displayed) appear listed on the right side. Click on a column to move it from one area to the other. To sort the columns, click on the arrows next to the column name or drag and drop them up or down to the desired position. Hit OK to save changes or Cancel if no change was done.



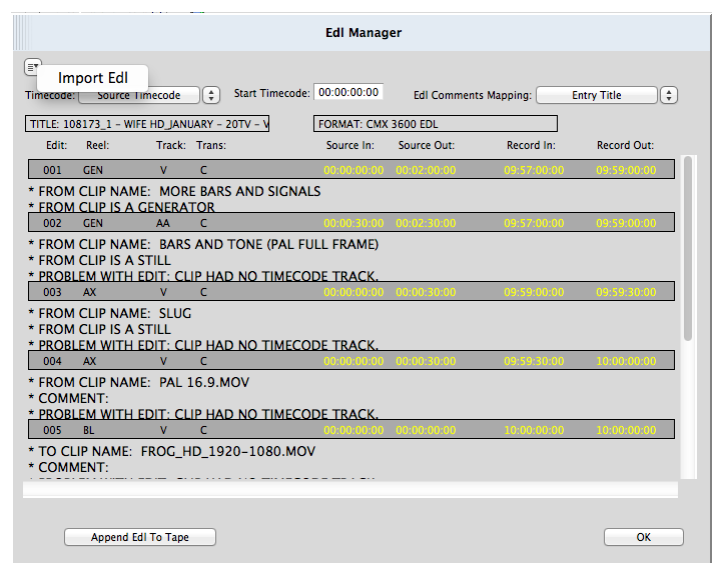
It is possible to click on any Column header in order to sort the Entries. The Media Report respects the sorting order of the selected column within the Edit Media window.

**Show History:** Use this option to hide or display the Media History window appearing at the bottom of the Edit Media window.

**Get Thumbnails:** Tick this option if thumbnails are to be displayed in the Entries view (only if the Thumbnail column has been selected in the Edit View).

**EDL Manager:** This option allows the creation of Entries by importing an EDL file.

In the Edl Manager window, click on the menu icon and select Import Edl. A window will open to allow searching and selecting an Edl file. Once done, the file will be imported displaying each Entry line with its related information regarding Edit, Reel, Track, Trans, Source In, Source Out, Record In and Record Out.



Other options to consider:

**Timecode:** Select Source Timecode or Record Timecode

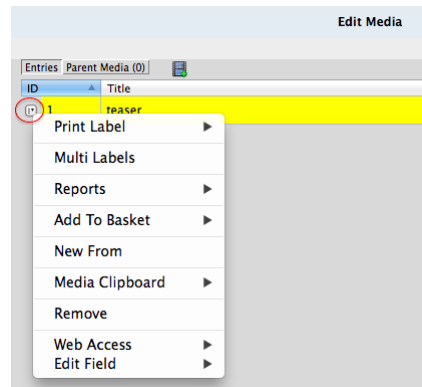
**Start Timecode:** Modify if necessary.

**Edl Comments Mapping:** Select the field where the Edl comments are to be mapped, either Entry Title or Entry Note.

**Append Edl To Tape:** Select the entry lines that you want to create as Media Entries and click on the Append Edl To Tape button.

### Options through the menu icons next to each Entry

These are the options accessed through the menu icons next to each Entry or by highlighting the Entry and right-clicking



**Print Label:** To print the default template as configured in the Label Print Designer. See further details under [Reports](#).

**Multi Labels:** To open the Multi Label Printing option. See further details under [Reports](#).

**Reports:** To print html reports. See further details under [Reports](#).

**Add To Basket:** (On Media that have no Entries, this option is available through mouse right-click or on the menu icon to the left of the Media name). This option allows the addition of an Entry to a Basket. Please see more details on how to use Baskets in the Media Order Manual.

**New From:** To create a new Entry from the selected one. All the information will be the copied to the new Entry, except the uploaded files and the In and Out time codes, which will be re-calculated.

**Media Clipboard:** (On Medias that have no Entries, this option is available through mouse right-click or on the menu icon to the left of the Media name). This option allows copying the selected Entry to the Clipboard and reuse it in another Media.

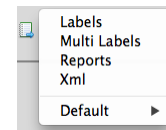
- **Copy To Clipboard:** It is possible to copy as many Entries as needed from this Media as well as from others.
- **Paste...:** Then click on Paste in the same Media or in another Media. The Paste Media window will open for 'Checking Elements To Replicate:' Select among:
  - **Time Code:** When pasting the Entries, the highest Out time code will be used to calculate the In time code of the pasted Entry and adding the defined increment to all following Entries.
  - **Files, Proxies and Thumbnails:** To include the files, proxies and thumbnails of the Entries when pasting.
  - **Uncompressed Media (Barn):** If Barn is licensed. Contact Support for further information.
- **Reset Clipboard:** This option is to delete any Entries copied to the Clipboard. The number of Entries saved is displayed in brackets.

**Remove:** (On Media that have no Entries, this option is available through mouse right-click). To remove an Entry.

**Web Access:** Yes/No: (Media that have no Entries, this option is available through mouse right-click). To select whether a Client or a Contact will be able to view the Entry through the Legacy Web Client (separate licensed module).

## 7 Reports and Labels

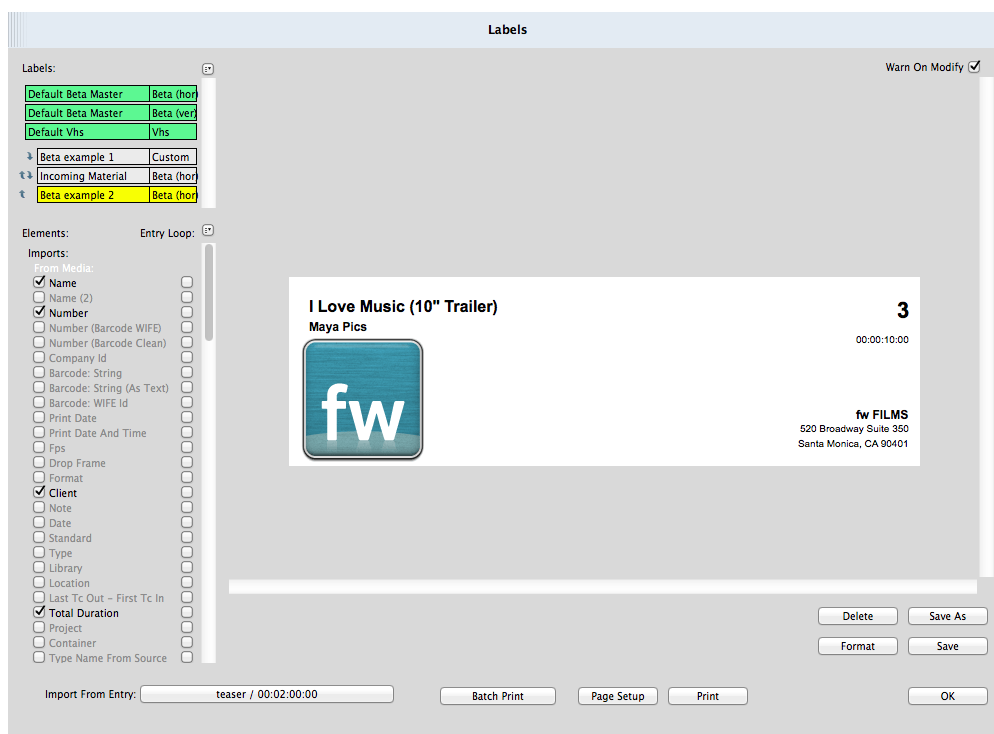
At the bottom of the Edit Media window, there is an icon to access different types of Reports and Labels.



### 7.1 Label Designer

farmerswife Media Library module contains a powerful solution for creating, managing and printing media labels.

To create labels enter the Label Designer by selecting Labels under the Report icon at the bottom of the Edit Media window.



Label Designer Interface

On the left hand window there are two sections: **Labels** and **Elements**.

The selected Label appears in the main window. Below it, there are various options for modifying and formatting the layout of the label.

The **Warn On Modify** in the top right corner of the window will, if ticked, give a warning to save changes before closing the Label Print Designer window.

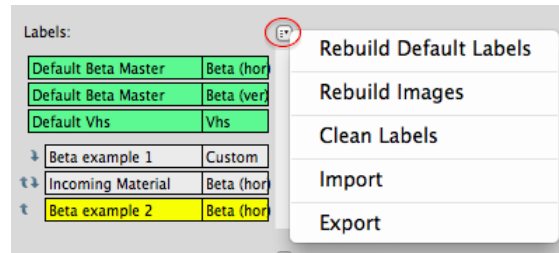
#### Labels

There are three Default Labels to choose from as templates when starting to work with the Label designer.

To create a new Label template, refer to next chapter: [Creating New Label](#).

#### Label Options

The menu icon next to Labels contains the following options:



**Rebuild Default Labels:** To reset the layout of all Labels to the default settings.

**Rebuild Images:** When the Server starts up, it looks for images in the label\_images folder in the Server folder structure. If an image is added or modified directly from this location instead of through the farmerswife Client, the system will not read it until the next restart. The Rebuild Images option reads the changes performed in the Server without requiring a Server restart.

**Clean Labels:** To remove those Custom Fields variables from the Elements section that have been removed from the Media Library configuration.

**Export:** To export Label templates click on Export, save the template on your system (file extension \*.liblabel).

**Import:** To import Label templates click on Import. Select the template file to import.

## Elements

These are all the options that can be displayed on the Label. To display or hide data click on the checkbox to the left of the Element name.

The list of Elements consists of multiple sections:

**Imports:** This section lists all the dynamic fields that will vary according to the Media from which the label is generated. The sub-sections are:

- **From Media:** To pull data from the Media.
- **From Media Custom:** To pull data from Custom Fields at Media level.
- **From Entry:** To pull data from the Entry.
- **From Entry Custom:** To pull data from Custom Fields at Entry level.
- **From Server:** To display data such as the Company Name or any other information from the Company details as configured in the General tab of the Server Setup (for more details refer to the Server Setup Manual).

**Texts:** To create new text click on the green plus icon.

**Rectangles:** Click on the green plus icon to create rectangles.

**Lines:** Click on the green plus icon to create lines.

**Images:** This section lists all the images uploaded to the label\_images folder in the Server Setup folder structure.

## Barcode related Elements (under Imports > From Media)

**Number (Barcode WIFE):** This option displays the Media Number with \* character and "X...Y" characters around it.

**Number (Barcode Clean):** This option displays the Media Number, ready for barcode: it has \* character around it, but no "X...Y" characters. When this option is added to a label and then printed out, you can put the cursor in the Number search field of the Advanced Library Search and then swipe the barcode to find the Media.

**Barcode: String:** The Barcode String is configured in the Server Setup (see [Barcode String](#) under the Library

Configuration chapter). This option will display the Barcode String in a barcode-ready format.

**Barcode: String (As Text):** If a Barcode String has been configured in the Server Setup (see above), this option will show it in a readable format.

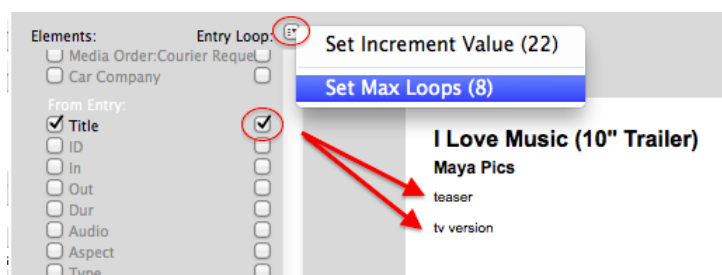
**Barcode: WIFE Id:** This option will display the internal farmerswife ID for the Media, with \* character and "X...Y" characters around it.

### Entry Loop for Elements

To the right of each Element there is a checkbox for the Entry Loop. Check the box of an Element to create a loop. This allows the display of multiple lines of data, for example the Entry Title, if there are multiple Entries in the selected Media. If un-ticked, farmerswife will only display the lines from the Entry selected under [Import From Entry](#).

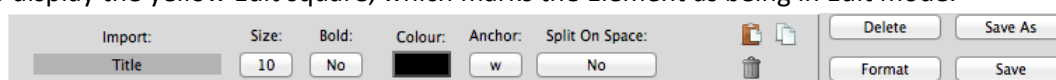
**Set Increment Value:** Set the quantity of pixels for the line height, which in this case is the separation between an Element and each Loop.

**Set Max Loops:** This option defines the quantity of loops to be displayed in the Label when selecting an Element in the Loop column. This option is mainly used for showing Elements related to Entries, e.g. Title or Duration. Therefore if a Media contains 8 Entries and all Titles are to be displayed in the Label, the Set Max Loops will be set to 8. Alternatively, leave the Max Loops at a high number to make sure all the Entries lines are always included.



### Editing Element options

To edit the Elements on the Label, either click on the Element on the Label or on the Element name from the list to display the yellow Edit square, which marks the Element as being in Edit mode.



To edit the text in an Element, double click on the yellow Edit square.

The coordinates next to the yellow edit square indicate the position of the Element on the Label in pixels. By default, when selecting an Element, it will be displayed in the 0, 0 coordinates (horizontal and vertical position). To change the position of the Elements drag the Element by the yellow square to the new position.

Depending on the section the selected Element belongs to, the following options will vary:

### Editing Elements from the Imports and Texts sections

- **Import/Text:** If the selected Element belongs to the Imports section, this option will be called Import. If the Element belongs to the Texts section, it will be called Text.
- **Size:** Select the Size of font by clicking on this tab.
- **Bold:** Select Yes to make the text bold.
- **Color:** By default the Elements are black. By clicking on the black bar the Color window opens to select a different color.
- **Anchor:** The Anchor means the centering of the element and is indicated by the position of the yellow Edit square: c, to the center; n, to the north (top); e, to the east (left); s, to the south (bottom); w, to

the west (right).

- **Split On Space:** (only available for Elements belonging to the Imports section) This option can be used if the Element contains more than one word. If set to Yes, a line break will be entered after each space. Further Yes Options indicate the minimum number of characters per line, before searching for the next space to break the line. For Text Elements the line break can be manually added in the Edit window.
- **Angle:** This option is available on Windows OS only and will set the Element at an angle. By default the Angle is set to 0. The rest of the options will rotate the Element 90°, 180° or 270° clockwise.
- **Reset Element:** To set the Element back to its initial position, font size and color.
- **Create Copy Of Element:** To copy Elements from the Imports/Texts section.
- **Delete Element:** To delete an Element.

### Editing Elements from the Rectangles and Lines sections

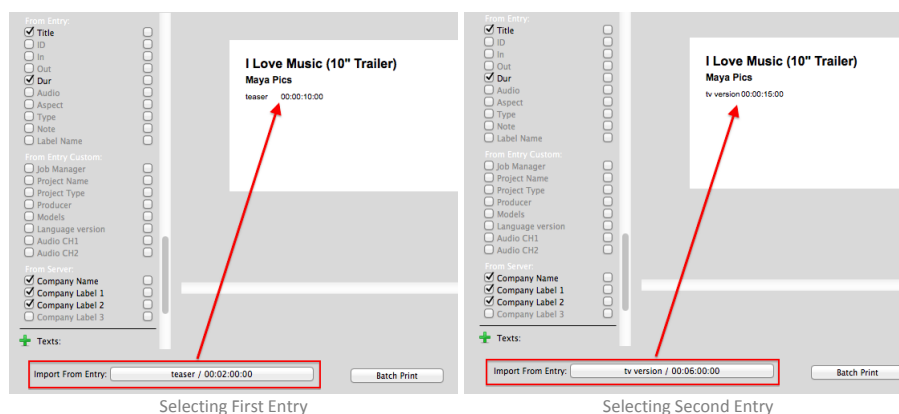
- **Color:** By default the Elements are black. By clicking on the black bar, the Color window opens to select a different color.
- **Reset Element:** To set the Element back to its initial position, font size and color.
- **Delete Element:** To delete an Element.

### Editing Elements from the Images section

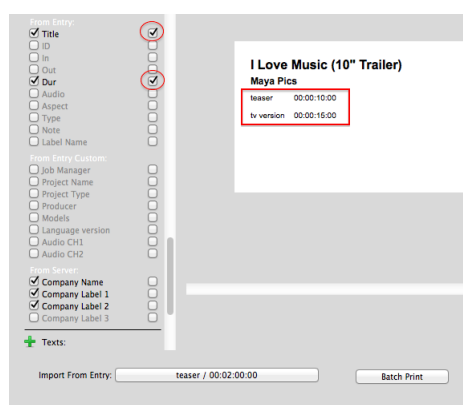
- **Image:** The image name will display here.
- **Reset Element:** To set the Element back to its initial position.
- **Create Copy Of Element:** To copy Elements from the Images section.
- **Delete Element:** To delete an Element.

### Import From Entry

This option is located in the bottom left corner. The information selected under Elements > From Entry and From Entry Customs will belong to the Entry selected here (unless Entry loop is being used). The drop-down list shows the Entry Title and the In time-code.







Applying Entry Loop

### 7.1.1 Creating New Label

To create a new Label template, select any of the existing Label Templates and click on the Save As button in the lower right corner (sufficient user permissions needed). Type A Name for the new label. Once done, it will appear blue in the available list of labels in the top left of the window.

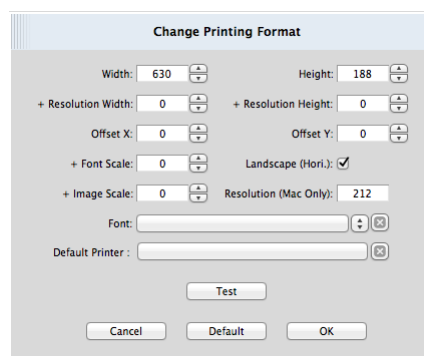
To add an element to the label, select the accompanying checkbox from the list. If adding images in the label templates, it is necessary to set up two separate templates for Windows and Mac, because image printing is handled differently by each of these operating systems. See chapter [Adding Logos to Labels](#).

To change the location of an element on the label, simply drag and reposition the yellow square. Element attributes such as text size, color can also be changed.

To edit the elements on the label, either click on the element on the label or click on the element name from the list. When the element can be edited the name is shown in a yellow color and the element is displayed on the label along with a yellow edit square.

### 7.1.2 Format

Clicking on Format will open a window where various default settings can be specified for the label. Most of these settings only take effect when printing the label - the preview of the label does not show the changes.



Label Format Settings

**Width/Height:** Define the width and height of the label which will be reflected as the white space in the preview area. The Width and Height must be entered in number of pixels. With the Printing Designer Ruler, it is possible to measure the size of the label and 'read' the amount of pixels that have to be set in WIFE as width/height. In farmerswife Label Designer templates with a Resolution Width/Height of '0' 80 pixels are approx. 1cm [~0,394 in]. Please request a Ruler and/or Print Designer Manual from farmerswife Support if required.



For detailed information on the Printing Designer Ruler see the separate Printing Designer Manual.



Download the Printing Designer Ruler template from the farmerswife Knowledgebase:  
<http://www.farmerswife.com/knowledge-base>





Default Template No Formatting

**Resolution Width/Height:** Changing the resolution will either stretch or condense the whole outcome of the label, including images but not the data/text fields. It is recommended to modify these values only when printing the label because a change in the resolution width/height will not affect the preview seen in the Preview area. By default these values are set to '0' [zero].



The default resolution in the Printing Designer on Mac is 212 dpi. On Windows the default resolution is 96 dpi.



Resolution Height 600



Resolution Width 1000

**Offset X/Offset Y:** Changing the Offset Coordinates will move the location of the 0/0 Position together with all elements in the label to either the right/left (Offset X +/-) or up/down (Offset Y +/-). Modify these values only when printing the label. The printed output is not corresponding to the preview seen in the Preview area. To measure how the offset will be in the printed label, use the Printing Designer Ruler.

**Font Scale:** Modifying the Font Scale will only affect the printed outcome. The scale goes from -49 to +50. The position (coordinates) of the data/text fields and rectangles will remain the same. If choosing a bigger font scale the data/text fields can overlap in the print out. By modifying the Font Scale it will apply to all data/text fields instead of needing to select a larger font in each Edit window of all data/text fields. The font scaler will multiply all fonts by 10 meaning if you choose a font size of 20 in WIFE, on the printed label the font size will be 30pt; see example below:



Font Scale +10



If templates have been created in versions previous to 4.7 the Font Scale might have been used to enlarge font in print outs from Mac as the default resolution is different than on PC.

**Image Scale:** For enlarging and adjusting the size of the printed output of an image in the label with a scale from -9 to +99. The preview area will not show any difference. The calculation of the image is:

If image scale is 1 to 9 then the printed image size = size \* (1 + (scale / 10)). Example: Image Scale = 5 means the printed image will be enlarged by +50%.

If image scale is >10 then the printed image size = size \* (scale / 10). Example: Image Scale = 20 means the printed image size = size \* (20 / 10) = size \* 2 which means the printed image will be 200% of the original image size.

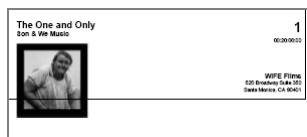


Image Scale +5

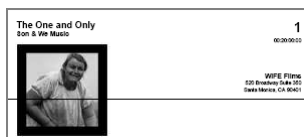


Image Scale +9

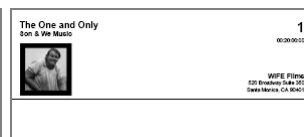


Image Scale +11

It is not recommended to use an image scale bigger than 9 because the quality of the printed picture will go down. Therefore we recommend to import a larger image with higher resolution to the farmerswife Server and restart the Server instead of scaling the image to a large extend. Ideally the correct picture size with the correct tested resolution is imported and selected per template. For detailed information see chapter [Adding Logos and Label Images](#).

**Resolution (Mac Only):** Change the default value to adjust the resolution of the selected template on a Mac. By default this value is set to 212. Min. value to be set is 10. Changing this value to a higher/lower

number will result in a minimization/magnification of the printed output. The difference will only be reflected when printing the label from Mac - the preview area will not show any difference



See further down for more information on the related new server setting "Use Windows Resolution in OSX Templates".

**Landscape (Hori.):** This setting gives the possibility to print the label in landscape (horizontal) style. Select Yes in the pop-up window Adjust The Page Size And Page Breaks to actually also see the Preview in Landscape.

**Font:** Select the default font for the text fields on the label. The font will apply to all text fields on the label except the barcode fields which will be shown as barcode strings if a barcode font has been set up on the machine and assigned in farmerswife.

**Default Printer:** Set the Default Printer for the label template here. If no printer has been predefined, the general printer extension window of the operating system will be displayed to select one every time the label is printed out.



Using a shared label printer as Default Printer for a label (OSX):

If there is a label printer called "printer\_name" shared from Mac A, when adding it to the list of printers on Mac B, the name will display "printer\_name@Mac\_A". The "@Mac\_A" part can be removed, but DO NOT change the name of the printer ("printer\_name"). This way, if Mac B chooses this printer as the default printer for a label, then Mac A and any other computer will be able to print out this label.

**Test:** The Test option directly opens the printer extension window to make a test print from the Format window, instead of needing to go out and to select Print from the Labels Designer window. It is possible to e.g print the label on a PDF to see how the label will look like.

**Default:** Clicking on Default will open a pop-up window to choose between 3 default label setups with predefined width and height: Beta Horizontal, Beta Vertical and VHS. The label elements previously chosen will remain, but depending on the layout that is chosen, they will have to be rearranged to fit the label.

**Ok:** Click 'OK' to save the changes and exit the Format window.

**Cancel:** Click 'Cancel' to exit the Format window without saving the changes.



Server Setting: "Use Windows Resolution in OSX Templates"

In version 4.7 a new setting "Use Windows Resolution in OSX Templates" was added to keep the existing configuration of Print Designer Templates font size on OSX. To use the same font size and layout for the Print Designer in both Windows and OSX this setting must be set to Yes (which is also the default configuration on a new farmerswife server installation). This setting simplifies and reduces the work to create Print Designer templates. New created templates layouts and images will be almost the same. In some few cases a separate Mac Template compensating these changes will have to be created (e.g. if images are used, the image size needs to be adjusted ; this is still handled differently on Windows and Mac).

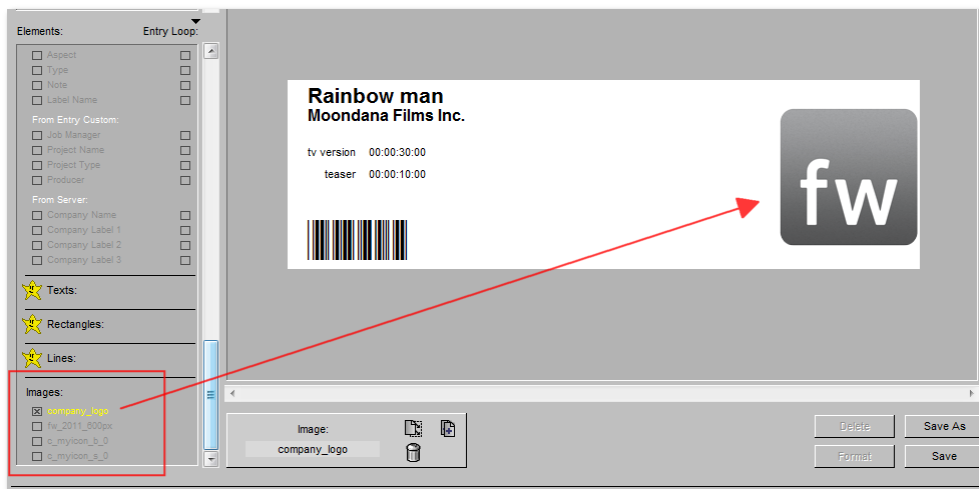
### 7.1.3 Adding Logos And Label Images

By default the 'company\_logo', which is the logo that can be imported in the Server Set Up under the General settings, is available in the Label Designer (and all Print Designers). This is a gif file with a maximum of 140 x 140 pixels. It can only be deleted or renamed in the General tab of the Server Set Up.

If needed, more logos and images with different sizes can be added to the system to be populated in the Label Designer (and all Print Designers). To add more logos, follow these steps:

1. Go to the computer where the farmerswife Server is installed.
2. Go to the 'label\_images' folder within the 'system' folder (typically located in "C:\Program Files\Farmers WIFE Server\system\label\_images").
3. Inside the 'label\_images' folder, paste (or save) all the needed images. There are no size restrictions, but they must be in gif format.
4. Once done, quit the farmerswife Server (remember to notify all users to log out before quitting the Server) and restart it. The Log Window will show the label images that have been imported.
5. After the Server has been restarted, log into farmerswife and go to the Label Designer. The imported

label images will be available for selection under the 'company\_logo' in the 'Images' section of the 'Elements'.



### 7.1.4 Label Printer

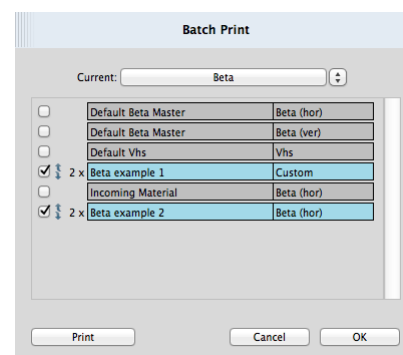
There are no known restrictions in the use of label printers. The following list consists of recommendations of label printers which are used by our customers:

- Smart Label 2
- Seiko Smart Label Print 100 (SII SLP100)
- Seiko Smart Label Print 200 (SII SLP200)
- HP Deskjet 5150
- HP Laser Jet 3390
- Primera Disc Burner/Labeller
- Seiko SLP
- Dymo LabelWriter 400

## 7.2 Batch Printing

This option allows batch printing of labels. Select it at the bottom of the Label Designer window.

Previously saved templates will appear listed under Current. Click on the bar, select a template and hit Print to batch print the Labels.



Batch Print is also available in OSX since version 4.10.

- **New:** Create new batch templates by clicking on the tab next to Current and selecting New.
- Type A Name For The Batch and the available labels will be appear listed below.

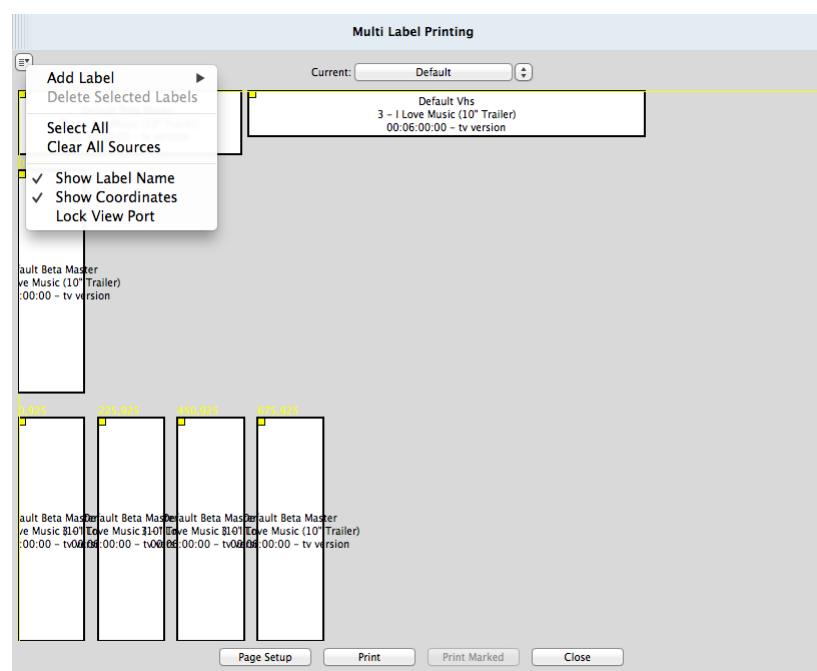
- Select the labels to be included in the template by ticking the corresponding checkbox.
- To amend the quantity of labels to be batch printed, hit the up/down arrows.
- **Lock:** Select a template and click on Lock to prevent modifications and deletions.
- **Rename:** Only available for unlocked templates. Select a template and click on Rename to change the name.
- **Delete:** Only available for unlocked templates. Select a template and click on Delete to get rid of an unused template.

Once done, hit OK to save changes or hit Cancel to cancel the operation.

## 7.3 Multi-label Printing

Select this function from the Reports icon at the bottom of the Edit Media window.

The Multi-label printing enables the building of templates with a certain layout using multiple labels from the existing list.



Click on the menu icon at the top left corner and the following options will be listed:

**Add Label:** Choose which labels to be included in the multi-label print template. Once selected move them to an appropriate position in the main window.

**Delete Selected Labels:** Select on one or more labels by holding the Ctrl key and clicking on them. Then select this option to delete them from the current template.

**Select All:** To highlight all labels from the current template.

**Clear All Sources:** This option will clear the Media information on all labels on the current template.

**Show Label Name:** Toggle this option on/off to view/hide the label names from the current template.

**Show Coordinates:** Toggle this option on/off to view/hide the label coordinates from the current template.

**Lock View Port:** Toggle this option on to turn the auto-zooming off.

In the central top part of the window, under **Current** there are some options for saving templates.

Click on the bar to select among saved templates.

Click on **Server Setup** to manage saved templates. Here the options:

**New:** To create a new template.

**Save:** To save changes to a template.

**Modify Setup:** To modify the Orientation; Landscape or Portrait. Type a name, click OK and then from the Printing window select the orientation. On Mac there's also the option to create a custom page.

**Delete:** To delete a template.

**Sort By Name:** To sort template names alphabetically.

At the bottom of the Multi Label Printing window, there are three buttons:

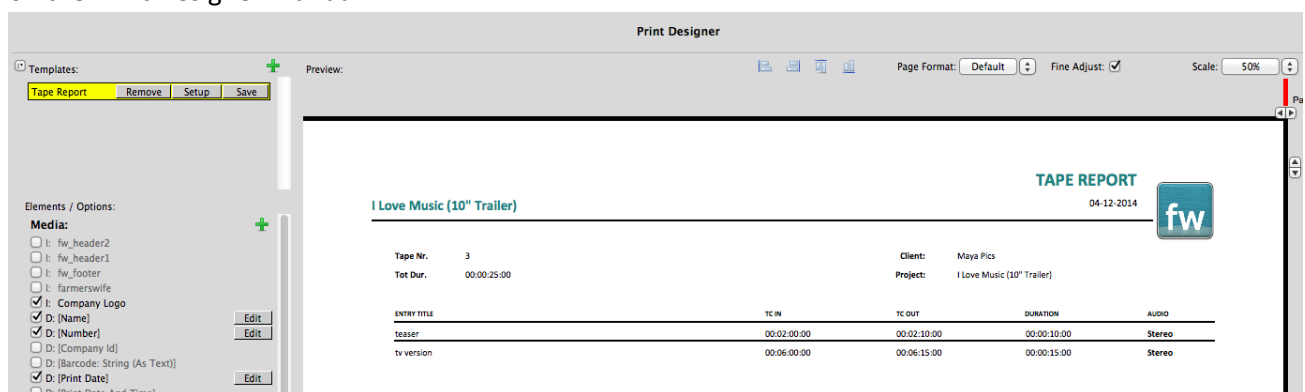
**Print:** To print out the current template. The Printer window will open to select a printer.

**Print Marked:** One or more Labels can be selected by Ctrl-clicking on them in order to only print out the marked ones.

**Close:** To close the window.

## 7.4 Reports

Select Report from the Reports icon at the bottom of the Edit Media window to generate a Media Report. The report generated from the Print Designer allows the selection of any field associated with the Media or the Entries, whether they are standard fields or custom fields. See details on how to use the Print Designer on the Print Designer Manual.



## 7.5 Xml

Use this feature to export the Meta Data of the selected Entry/Entries (from System and Custom Fields) into an XML file. This XML file can then be used to import the according Meta Data of the Entry/Entries into other applications (e.g. Leporello/Ad Stream, etc.).

## 7.6 Default

A summary of the tape can be generated in an HTML file. The default HTML report will display variables such as Media Name, Number, Format, Client, location and who it was created by, as well as Entry Title, In, Out and Duration, etc.

The HTML file is stored in the Server structure in the folder "html\_templates\exports\library\_summary".

The Rainbow City (Report)

Library Report

General Info

Name: The Rainbow City

Client: WIFE Films

Number: 17

Location: In Use

Format:

Web Access: No

Fps: 30

Created By: Peter (26-11-2007 / 18:51)

Drop Frame: No

Modified By: Peter (31-08-2009 / 11:54)

Type: Master

Standard: NTSC


Project Type:

Producer:

Director:

Shelf:

Air date:

Farmers Wife ID: 

Note: 0123456789 0123

Entries:

Title:	In:	Out:	Dur:	Audio:	Clip:	Language	Audio CH1:	Audio CH2:	Audio CH3:	Audio CH4:	Audio CH5:
Downtown Rainbow	00:01:40:00	00:02:00:00	00:00:20:00	Stereo		English					
Rainbow Bridge	00:03:20:00	00:03:50:00	00:00:30:00	Stereo		English					

8 Media Library Search

Options

All:

Name:

Number:

Client: Moondana Films Inc.

Standard:

Fps:

Drop Frame:

Location:

Type:

Note:

Created After:

Created By:

Modified After:

All:

Title:

In:

Dur:

Audio:

Note:

Thumbnail:

Source:

Files:

Project Name:

Project Type:

Producer:

Media: 2 / 3

Search In:

☒ Show Entries ☒ Advanced ☒ Details

Client

Number

Name

Title

In

Dur

Audio

Location

Note

Project Na.

Moondana Films Inc.	1	Rainbow man	teaser	00:04:00:00	00:00:10:00	Stereo	In Library		
Moondana Films Inc.	1	Rainbow man	tv version	00:02:00:00	00:00:30:00	Stereo	In Library	colorful, bri...	

Search Dispatch Close

The Media Library is divided into the Search area at the top and the Results area below it.

The Search area

The Search area is sub-divided into the left side containing all possible search fields for Media, and the right side containing Entry search fields.

**Advanced:** Toggling this option off will reduce the amount of search fields.

**Search In:** Select the Library where the search is to be performed.

**Show:** This is to discriminate Media and Entry search results.

Enter the search criteria into the corresponding fields. Once done, hit the Search button on the right side of the screen below the search fields or hit Enter on the keyboard. The results for the search will be displayed in the Results area.

The Results area

Each line in the Results area contains details of information for each Media or for each Entry, and each column corresponds to Media or Entry information (see [Edit View](#) option below).

To the left of the Search In option, and depending on the selection under Show, the system will display the word Media or Entry followed by two numbers, separated by a slash. The first number is the quantity of Media or Entries found according to the search criteria. The second number is the total number of Media or Entries in the Library where the search is performed.

All:

Name:

Number:

Client: **Maya Pics**

Standard:

Drop Frame: ☐

Location:

Dispatch Status:

Format:

Fps:

Web Access: ☐

Type:

Note:

Created After:

Created By:

All:

Title:

ID:

In:

Dur:

Audio:

Note:

Thumbnail:

Files:

Out:

Type:

Aspect:

Source:

Project Name:

Project Type:

Producer:

Media: 1 / 5   Search In: **Master Archive**   Show: **Media**   Advanced ☒

Library	Number	Client	Name	Format	Location	Project Type	Producer	Created By
Master Archive	3	Maya Pics	I Love Music (10" Trailer)	DigiBeta	In Library	Commercial	Emma Sullivan	Peter

Searching for Media

All:

Name:

Number:

Client: **Maya Pics**

Standard:

Drop Frame: ☐

Location:

Dispatch Status:

Format:

Fps:

Web Access: ☐

Type:

Note:

Created After:

Created By:

All:

Title:

ID:

In:

Dur:

Audio:

Note:

Thumbnail:

Files:

Out:

Type:

Aspect:

Source:

Project Name:

Project Type:

Producer:

Entries: 2 / 10   Search In: **Master Archive**   Show: **Entries**   Advanced ☒

Library	Number	Client	Name	Format	Location	Project Type	Producer	Title	Dur	Created By
Master Archive	3	Maya Pics	I Love Music (10" Trailer)	DigiBeta	In Library	Commercial	Emma Sullivan	teaser	00:00:10:00	Peter
Master Archive	3	Maya Pics	I Love Music (10" Trailer)	DigiBeta	In Library	Commercial	Emma Sullivan	tv version	00:00:15:00	Peter

Searching for Entries

8.1 Options In The Results Window

On the top left side of the Results area, there is a menu icon (also accessed by right-mouse clicking) with the following options:

All:

Name:

Number:

Client:

Location:

Dispatch Status:

Type:

Note:

Created After:

Created By:

All:

Title:

ID:

In:

Dur:

Audio:

Note:

Thumbnail:

Files:

Out:

Type:

Aspect:

Source:

Project Name:

Project Type:

Producer:

<<Show Options In A List>>

New Media

New Media From Selected

Multiple New Media From Selected

Remove Media

Solo View

Media Clipboard

Move to Library

Move to Location

Web Access

Edit Field (Selection: 1)

Change Project (Selection: 1)

Change Client (Selection: 1)

Add To Basket (Selection: 1)

Delete Basket

Add To Parent Media (Selection: 1)

Remove From Parent Media (Selection: 1)

Dispatch (Selection: 1)

Print Label (Selection: 1)

Multi Label Printing

Html Summary Report (Selection: 1)

Remove Column Sorting

Edit View

Save View As

Load View

Remove View

Media Search Fields

Clear Search Fields

Entry Search Fields

Clear Search Fields

Maximum Hits When Searching :

Name
Mobile Dreams
Mobile Dreams
Mobile Dreams
Rainbow Man
Rainbow Man
Mobile Dreams
Mobile Dreams
I Love Music (10" Trailer)
I Love Music (10" Trailer)

**New Media:** Before selecting this option to create a New Media, make sure to have the appropriate Library selected (in the Search In selector).

**New Media From Selected:** This option will create a new Media with the same details as the selected

**Media.** Before selecting this option, highlight the Media from which the new one is to be created. A dialog will inquire whether to also copy files (if any).

**Multiple New Media From Selected:** This option is similar to New Media From Selected, but as you choose it a pop-up allows you typing quantity of copies you need.

**Remove Media:** To remove one or more Media from the system. A dialog will ask for confirmation for each selected Media to be removed.

**Solo View:** Once a search has been made, this option is useful to narrow even more the result by selecting one or more Media to keep in this Solo View. The rest of the Media will be hidden away from the view.

**Media Clipboard:** This option is available if the Show Entries option is toggled on. See chapter [Entry Options In Edit Media Window](#) for details.

**Move To Library:** To move Media to another Library. Select the desired Media and as the Move To Library option is selected, the Libraries available will be listed to select.

Two dialogues will pop up:

- 'Do You Want To Update The Tape Number To The Selected Library Number Series?'. Select one of the two options:
  - 'Original Media Library': to keep the number or
  - 'Selected Media Library': to modify the Media number in sequence with the selected Library number series.
- 'All Existing Custom Fields That Do Not Match The New Custom Fields, Will Be Lost'. This is because each Library can have their own Custom Fields configured in the Server Setup. Confirm to move the Media or Cancel to cancel the action.

**Move To Location:** To move Media to another Location. Select the Media and as the Move To Location option is selected, the different Locations will be listed to select.

**Web Access:** This option allows toggling the Web Access (for accessing the Legacy Web Client) option on/off.

**Edit Field (Selection: x):** To edit custom field values for multiple Entries in one go. Once one or more Entries are selected, choose Edit Field and the custom field that you need to modify.

**Change Project (Selection: x):** To change the Project to which the Media is attached. Select the desired Media and as the Change Projects option is selected the number between the brackets will display the quantity of Media selected and a window will pop up to allow searching for a Project. Search for a Project by entering the name or part of the name. As the Project is found, select it and hit OK. The Media will be now attached to the new Project, and it will be renamed after the new Project only if it was called the same as the old Project. But if the name had been changed to something different, it will not be modified.

**Change Client (Selection: x):** To change the Client linked to Media. Select the desired Media and as the Change Client option is selected, the number between the brackets will display the quantity of Media selected; a window will pop up to allow searching for a Client. Search for a Client by entering the name or part of the name. As the Client is found, select it and hit OK. Or hit Cancel to cancel the action.

**Add To Basket (Selection: x) and Delete Basket:** These two options are related to the Media Order module. It allows the gathering of selected media into a basket that can later be loaded in a Media Order. Please see the Media Order manual for a detailed explanation on the use of these two options.

**Add To Parent Media and Remove From Parent Media (Selection: x):** To add a Media to a Parent Media. See more details in the [Parent Media chapter](#).

**Dispatch (Selection: x):** This option is related to the Dispatch module. It allows the creation of a new Dispatch for the selected Media. Please see the Dispatch manual for a detailed explanation on the use of this option.



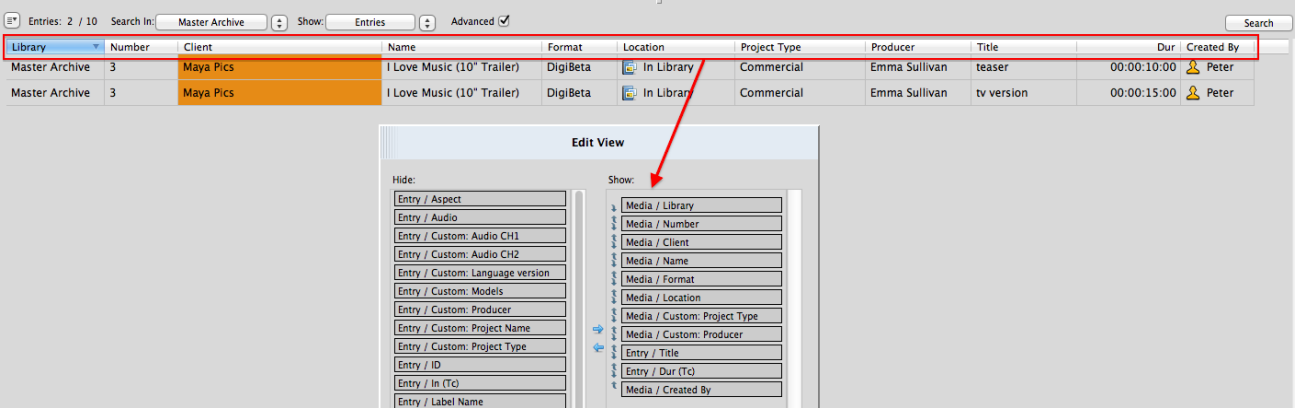
**Print Label (Selection: x):** Select the Media for which you want to print the same label, then choose Print Label and click on the Label you want to print. Each Label is sent to the printer on its own page.

**Multi Label Printing:** This function enables building layouts for multi-label printing. See chapter [Multi Label Printing](#) further up for a detailed explanation.

**Html Summary Report (Selection: x):** It is possible to view or save a Library summary based on the Media selection, in HTML format. Select View to open the report, or Save As to first save the report before viewing it.

**Remove Column Sorting:** It is possible to sort alphabetically by clicking on the desired column name. This option will remove that sorting.

**Edit View:** Each field in Media and Entries can be selected as a column header in the Results window. Select the Edit View option to select which columns to hide and which to show, as well as to modify the order in which they are displayed. As the Edit View option is selected, the Edit View window will display two areas: Hide and Show. Click on the fields to move them from one area to the other. Sort them by dragging and dropping up or down to a new position, or by using the up/down arrows to the left of each one. Hit Ok once done, or hit Cancel to cancel the changes.



**Save View As:** Each User can have their own saved views according to their needs. The view created through the Edit View option can be saved by selecting Save View As. A window opens to name the view. Give it a descriptive name and hit OK.

**Load View:** It is possible to toggle from one saved view to the other by loading them. Select Load View and all the saved views will be listed.

**Remove View:** This option allows removing saved views. Simply select the view to be removed and confirm deletion.

**Media Search Fields:** This option allows hiding some Media Search Fields and each User can have their own saved Media Search Fields.

These are the Options:

- **Edit Search Fields:** When selecting this option, the Choose Fields To Show window appears displaying two areas: the Not Selected and the Selected. Click on the desired fields to move them from one area to the other. Once done, hit OK.
- **Save Search View:** Select this option to save an edited selection. Give it a descriptive name and hit OK.
- **Delete Search View:** This option deletes the current Search View.

**Clear Search Fields:** Use this option to clear data entered in any Media Search Field.

**Entry Search Fields:** This option allows hiding some Entry Search Fields and each User can have their own saved Entry Search Fields.

These are the Options:

- **Edit Search Fields:** When selecting this option, the Choose Fields To Show window appears displaying two areas: the Not Selected and the Selected. Click on the desired fields to move them from one area to the other. Once done, hit OK.
- **Save Search View:** Select this option to save an edited view. Give it a descriptive name and hit OK.
- **Delete Search View:** This option allows deleting the current Search View.

**Clear Search Fields:** Use this option to clear all Entry Search Fields from data.

**Maximum Hits When Searching:** Specify the number of hit results to display when performing a search. Note that this setting also exists at Server Setup level and at Toolbox level. Thereby each User can modify the maximum hits for specific needs when searching in the Library. Every time they log out of the system and log in again, the number will have changed back to the default maximum, as set in the Server Setup or Toolbox.



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