

## Chapter Six: File Bin





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The File Bin lets you move effortlessly between directories and file types. A graphical interface, which is easy to read, promotes quick navigation around the drives connected to your system. In the File Bin display, you can move through levels to see the drives on your system, the folders in each drive, and the contents of each folder. When you want to load files into Video Toaster panels, like ToasterEdit or the Digital Disk Recorder, you can drag and drop the files from the File Bin into the panel.

The sections that follow review the basic interface and functions offered in the File Bin. Use this information to work with the File Bin to organize your files.



**Figure 6.1.** The File Bin panel.

## GENERAL USAGE

The File Bin works like any file requester: it's the depot where you organize your directories by creating folders, deleting, and moving files. A Hotlist on the File Bin lets you jump directly to the folders that you use most often.

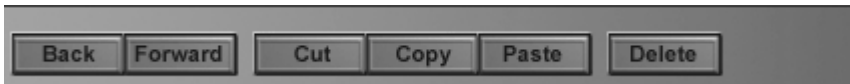
When you first launch the File Bin, Video Toaster defaults to the My Computer directory, which shows the drives available on your system. As you continue working with Video Toaster, the File Bin opens in the directory that you used most recently.

To access files from the File Bin, you double-click on the drive to display its contents. The File Bin works just like your typical Windows file requester, it just has a more graphical look. The icons in the File Bin represent files and additional folders, and they are clearly displayed and labeled. When you right-click on any screen in Video Toaster and select the **Load** option, Video Toaster launches the File Bin.

## OPTIONS

### NAVIGATING AND EDITING

If you're familiar with a Web browser, then you'll be comfortable with the navigation buttons for the File Bin. The **Back** button moves you back to the parent directory and the **Forward** button moves you into the first folder in the directory or the folder that you just left.



**Figure 6.2.** Back and Forward buttons for navigation; common editing buttons.

The buttons at the top of the panel give you some limited editing functions. You can cut, copy, paste, and delete folders and files.

To use these buttons, you choose a folder or file and click on the editing action that you want to perform:

- The **Cut** action copies the file or folder and removes it from the current directory. When you use the **Paste** action, Video Toaster pastes the file or folder in the new directory that you choose.
- The **Copy** action copies the file or folder and leaves a copy in the current directory. When you use the **Paste** action, Video Toaster pastes the file or folder in the new directory that you choose.

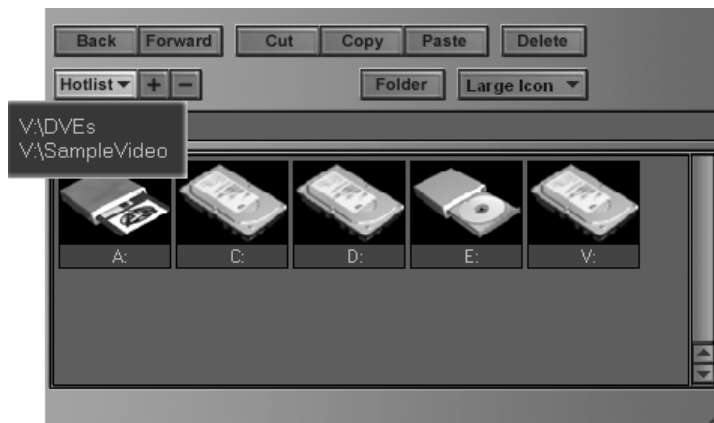
- The **Paste** action works with **Cut** and **Copy**. When you use the Cut or Copy action to save a file or folder to the clipboard, **Paste** places that file in the directory that you choose.
- The **Delete** action permanently deletes a file or folder from the current directory and from your hard drive. You cannot undo this action. However, Video Toaster launches a confirmation window when you delete items, and gives you the option of permanently deleting the item or placing it in the Windows Recycle Bin.

## HOTLIST

For quick access to directories you use often, you can create a Hotlist. The **Hotlist** is a way to customize the File Bin so you avoid clicking through multiple directories to find files. You quickly access the directories you specify by keeping the address to the directory available in a list. It's just like making a bookmark or favorite in your Web browser.

In Video Toaster [2], you can give a meaningful name to the paths you add to the **Hotlist**, by using the **Alias** property. For example, you can name a directory full of special effects "Effects" in the **Hotlist**.

By using a descriptive name, you simplify working with the **Hotlist**; rather than reading the entire path, you see a useful label. When you browse for your folders, this naming convention is a plus.



**Figure 6.3.** Directories in the Hotlist menu.

### To add a folder or directory to the Hotlist

- 1 Browse to the folder that you want to add.
- 2 Double-click on the folder to open it, so you see its contents.

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- 3 Once you are in the folder, click the (+) beside the **Hotlist** button, to add the folder.



The next time you open the File Bin, you can click on the **Hotlist** button and scroll down to the folder you want, highlight it, and the File Bin jumps right to the contents of that folder.

### To give an Alias to a Hotlist item

- 1 Select the folder that you want to name with an Alias.
- 2 Right-click on the folder and choose **Folder Properties**. The Properties panel appears.
- 3 In the **Alias** field, enter a name for your folder. Then click on the **Apply** button. The Alias is now assigned to your folder and its name in the **Hotlist** updates as well.

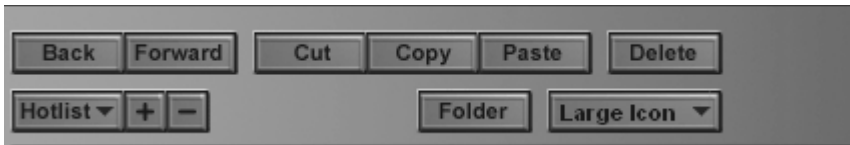
### To remove a folder from the Hotlist

- 1 Highlight the folder you want to remove from the Hotlist.
- 2 Click on the button with the (-).

The folder is permanently removed from the Hotlist. This action cannot be undone, so you will need to follow the procedure to add a folder again if you want the folder back in the Hotlist. However, you do not lose any files from your drives, you delete only the path to the folder in the Hotlist.

## NEW FOLDER

The **Folder** button creates a new folder in the File Bin. You can create the new folder and then move files into it, or you can select files and click the **Folder** button to move the files into the folder as you make it. You use the **File Properties** item in the context menu to give a name to the new folder.



## FILE BIN CONTEXT MENU

When you right-click in an open area of the panel, you see a list with options for Layout Management and options for handling panel configurations.



**Figure 6.4.** The context menu for the File Bin panel.

The Layout Management options let you launch a new File Bin window, create a new folder, or open the Properties panel. When you launch a new window, it opens in the current directory from which you launched it. When you open the Properties for the File Bin, you get information such as folder size and last modified dates.

When you right-click while a folder or file is selected, the options you see in the context menu may vary slightly. With a folder selected, you see file management and clipboard options. These options let you use the right-mouse button to open, cut, copy, and delete files and folders.

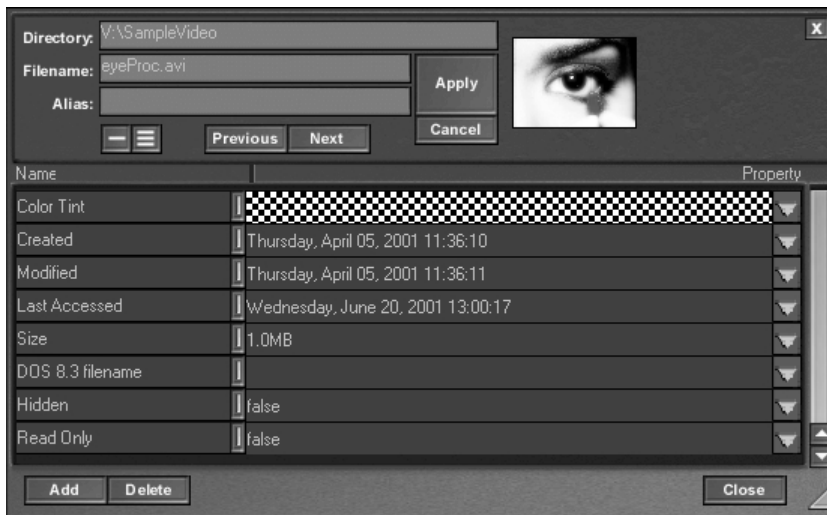
## FILE PROPERTIES

The File Properties panel gives you information such as the date the file was created, modified, and last accessed, the file size, the drive and directory where the file is located, and the file Alias. You can also change certain properties: you can hide the file or make it a read-only file and this limits the access others have to it. You can also tint a file so that you can identify it by color.

### To access File Properties

- 1 Select a file or folder and right-click.
- 2 Choose **File Properties** from the menu that appears.

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**Figure 6.5.** File Properties.

### To rename a folder

- 1 Right-click and select **File Properties**.
- 2 Enter a new name in the **File name** field and click on the **Apply** button.

### To color-code a file

- 1 Select the file that you want to color-code.
- 2 Open the Color Picker panel and choose a color swatch.
- 3 Drag and drop the swatch from the Color Picker onto the file to color code it.

You could use this tinting feature to paint all Proc Amp files blue and all DDR files red, or you could color-code files based on the project they belong to, and so on.

## ALIAS

The File Properties panel is also where you give a file an Alias, which is another feature that helps you track and organize your files. You can give a file a simple name for identification, much as you specify a descriptive name in the Hotlist. Throughout Video Toaster [2], all panels can access your file by this Alias.

### To give your file an Alias

- 1 Select the file that you want to name with an Alias.



- 2 Right-click on the file and choose File Properties. The File Properties panel appears.
- 3 In the Alias field, enter a name for your file. Then click on the Apply button. The Alias is now assigned to your file.

## RENDER FROM THE FILE BIN

You can render files in the File Bin to make a group of clips into one AVI, RTV, or other video file. Select the clips that you want to render, right-click to open the context menu and choose **Render**. The Render panel launches and you choose your codecs and resolution. For more information about Render options, see Chapter Eight: ToasterEdit. For more information about codecs and resolution, see Chapter Four: Capture.

## VIEW MODES

Because different users prefer different displays, you can change the view mode of the File Bin. Changing the mode is just a matter of choosing an option from the drop menu at the right.



**Figure 6.6.** View Modes available from the File Bin.

The default view is the **Large Icon** mode. For those who like a big display that's easy to read, the default view is the way to go. Your drives and files are shown with 3D icons, and your video clips boast animated icons.



**Figure 6.7.** Large Icon view mode.

The **Small Icon** mode lets you see files as icons, but much smaller than in Large Icon mode. You might choose this mode if you wanted to see a large group of files in a directory.



**Figure 6.8.** Small Icon view mode.

The **Name Only** mode lets you see only the file name and file information, without any icons at all.



**Figure 6.9.** Name Only view mode.

The **Icon Only** mode shows files with the icon only, without any information about the file.

Under the view menu, you can also choose a few options for displaying the file name. The **Show Alias** option displays the name that you defined as an alias for your file, which was discussed earlier. You can decide whether your files appear with their file extension or not, by choosing **Name with Extension** or **Name w/o Extension**. If you want to see the entire path to the file in the file name, you can choose **Show Full Path**—you show the file, its parent directory or directories, and the drive where that file lives. The full path usually looks something like: V:/steph/clips/dragonfly.avi.

You may be content with the look and arrangement of your files, and you just want more detail about one in particular. To get more details about a file, right-click the file or folder. This action launches the File Properties panel, discussed earlier, which displays details such as when the file was created, modified, and last accessed, the file size, whether the file is hidden or read-only, and whether it uses an animated icon.

## ANIMATED ICONS

Your video clips employ animated icons; when you hover the mouse button over a video file, the video plays in the icon. While this rollover preview is charming, it's also a good way to determine if your file is corrupt: a corrupt file will not play in the icon when you hover the mouse over it. However, before you assume that the file is corrupt, remember that you can turn the icon animation on and off.

When you play a rollover preview, the icon displays the current frame and the clip length. So, you can hover over any clip in the File Bin and learn its duration.

- Hold **SHIFT** during a rollover preview to fast forward at 10x speed. You can speed ahead to scenes in the clip, and then preview them at normal speed.
- Hold **ALT** during rollover preview to play backwards.
- Hold **ALT + SHIFT** to play backwards at 10x speed.

You turn off icon animation from the Preferences panel—you may want to do this if you are trying to conserve system resources. You can also turn off the feature that displays current frame and clip length. You might do this if you feel the info takes up too much screen real estate. See Chapter Three: Toaster Interface to get information for activating or deactivating the animated icon.

## DEFAULT ICONS

Default icons represent other files and folders. The familiar yellow folder represents a directory. Files that can be played and edited in Video Toaster may appear as film reels or as thumbnails of a frame from the video. Still images that you can insert into projects, such as bmp, jpg, and tif, appear as thumbnails of the actual image.

The icon for DVEs also exploits the animation phenomenon. The icon depicts a still concept of the DVE action. Hover the mouse cursor over the icon, and the DVE plays over a default background; you get to preview the DVE action.

## PLAY FROM THE FILE BIN

Double-click on a video or audio file in the File Bin, and you launch QuickPlayer. QuickPlayer is a mini digital disk viewer that holds one file for playback and replaces it as needed. You get a few minor controls over QuickPlayer: you can change the timecode from “time elapsed” to “time remaining,” and you can activate looping. Otherwise, just sit back and watch the clip play in ToasterVision.

## FILE BIN SHORTCUTS

A few keyboard shortcuts are available that let you work more efficiently with the File Bin:

BACKSPACE: Go up one folder

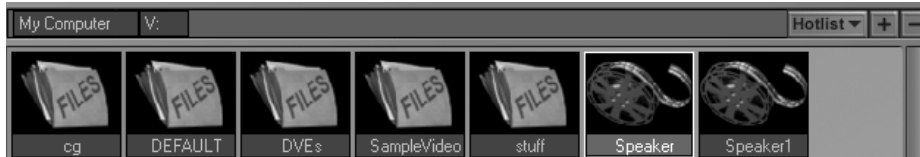
SHIFT + BACKSPACE: Return to the folder that you just came from.

## TASK: FILE BIN INTERFACE

These procedures briefly introduce you to finding and managing files in the File Bin.

### BROWSE TO FILES

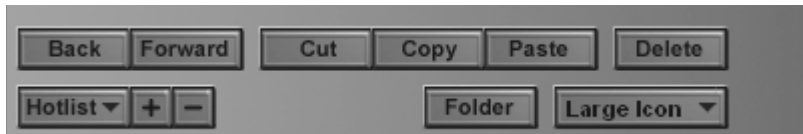
- 1 Click once on **File Bin** in the main menu to open the File Bin panel.
- 2 Double-click on the video drive where you captured video for the SPEAKER files in Chapter Four.
- 3 On this drive you should see your video clips, which may be named something like Speaker, Speaker1, and so on.



- 4 Move the mouse over a video clip, but don't click on it. The icon is animated, so you should see a thumbnail version of the video play in the icon.

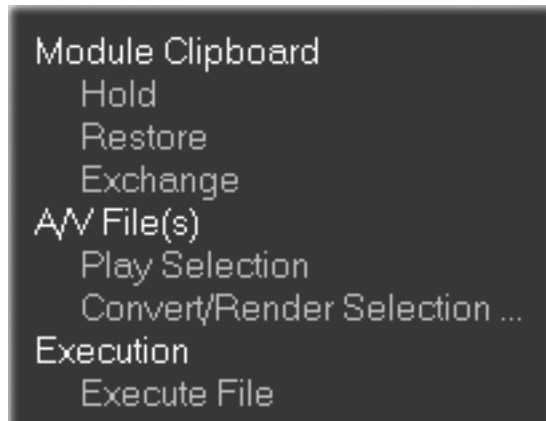
### MOVE FILES, CREATE A NEW FOLDER, AND HOTLIST

- 1 Continue from the task above.
- 2 Shift-click to select SPEAKER through SPEAKER5.
- 3 Click the **Folder** button to create a new folder. When Video Toaster creates the new folder, the files you selected are automatically placed in this folder.

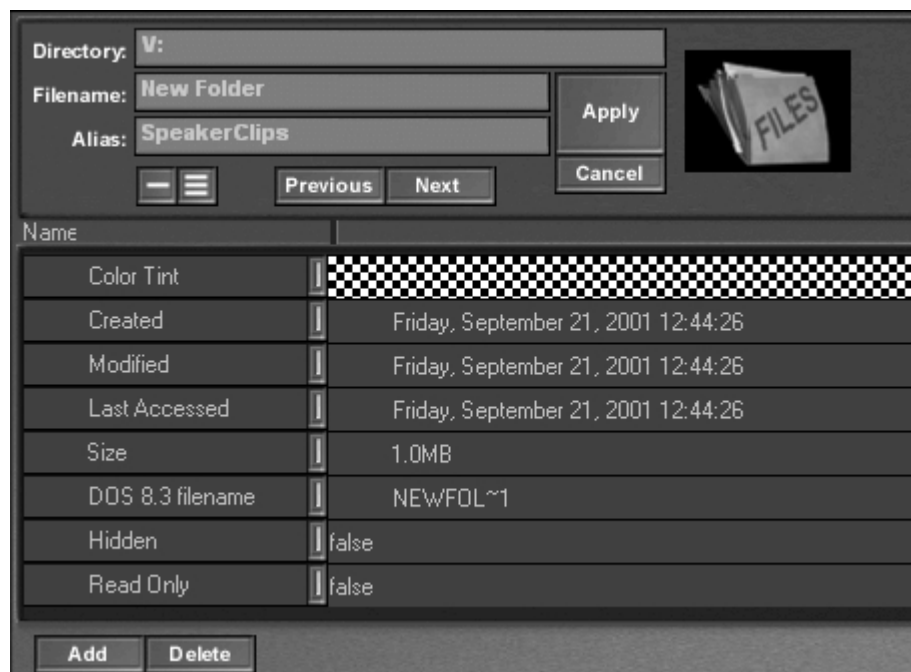


- 4 Double-click on the new folder to see its contents.
- 5 Choose the **Back** button at the top of the File Bin to return to the previous directory.

- 6 Right-click on the new folder and select **File Properties**.



- 7 In the **Alias** field, enter the name **SPEAKERCLIPS**. Click on the **Apply** button.



- 8 Let's color the new folder, too. Click on the **Color Tint** field and a Color Picker panel should launch. Choose a yellow swatch and the field will fill with yellow.

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- 9 Close the panel and you should see that you have renamed the folder. The name bar is tinted with the yellow color that you chose.
- 10 Double-click on the SPEAKERCLIPS folder once more. Click on the (+) beside **Hotlist**. Now when you open the Hotlist, SPEAKERCLIPS is available.

