



Workflow experts, from acquisition to archive – we've got your back(up)!



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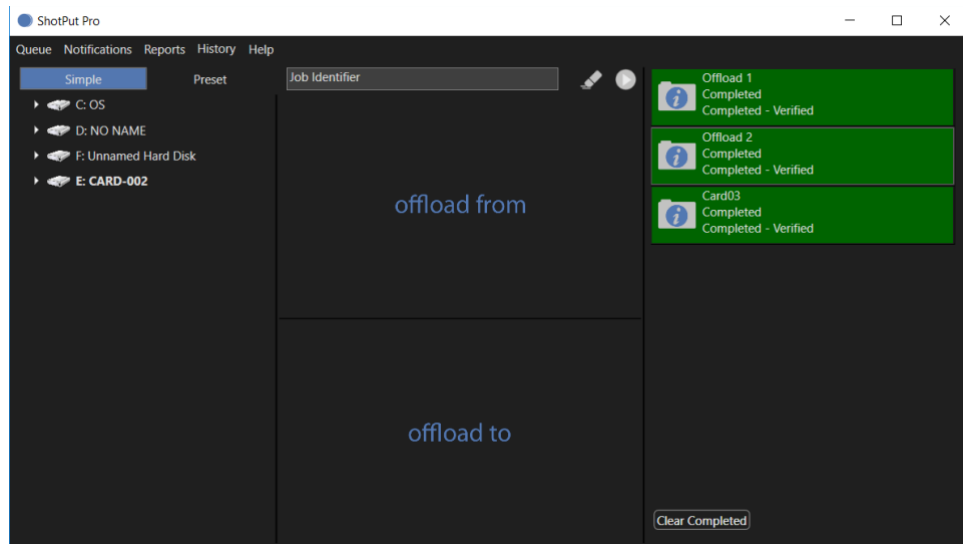
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Welcome

We're pleased that you've chosen **ShotPut Pro**® to securely backup your media files. We hope getting results is easy without looking at the documentation.



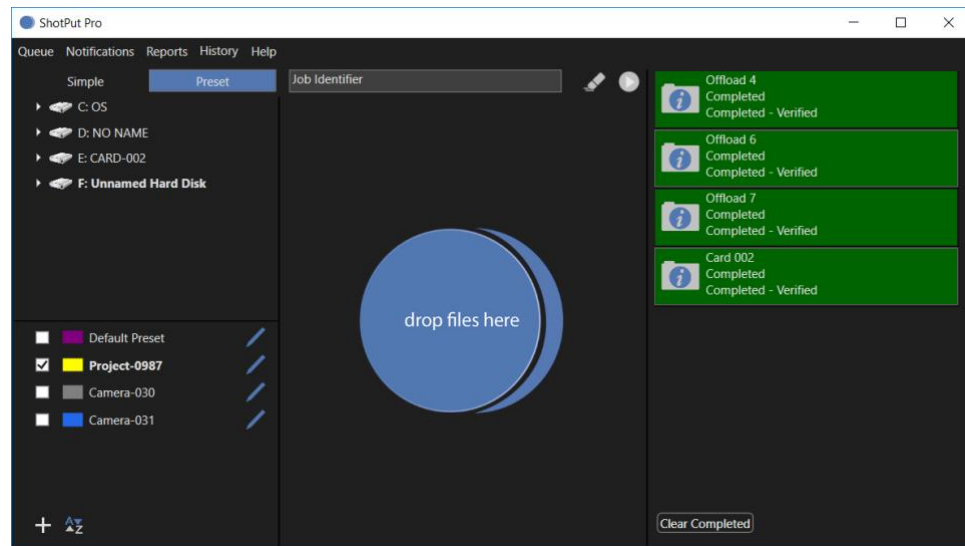
ShotPut Pro works with any camera or audio files regardless of manufacturer including ARRI, BlackMagic, Canon, GoPro, JVC, Panasonic, RED, Sony and more.

It may also be used to copy from digital disk recorders such as Atomos, AJA or Codex or entire Solid State Drives, Hard Disks, or just folders or individual files. Use it with Lexar, SanDisk, Sonnet or any number of HCSD, CF, CFast or P2 card readers. Regardless of content, as long as the operating system sees and mounts the card or memory device, ShotPut Pro can securely copy it!

NOTE: Imagine Products also offers a Macintosh version of ShotPut Pro with similar functionality.

Overview

ShotPut Pro® for Windows is an automated copy utility application for video and photo files. It makes secure, auto-named copies of a card's contents, entire hard disks or selected files to multiple locations simultaneously.



Its simplified user interface offers a color-coded progress status, fast copy speeds, in-depth folder naming options, pause and resume processing and 'video aware' reports with thumbnails and metadata.

Digital Video, Audio and other Media: ShotPut Pro offloads ANY media or file types.

Entire Cards or Disks: The contents of any mountable volume (card or drive) can be copied, or individually select just the material you want to backup and verify.

Fast Copying: ShotPut Pro reads the source files once, and uses multi-thread technology to copy multiple files to multiple destinations simultaneously for the fastest possible offloading. Add as many output destinations as desired and select between them. Adjustable optimization options help you get the best performance from your equipment.

Security: Verify with checksum technology to ensure copies exactly match the originals. You can also save a checksum or **MHL file** with offloads to be sure they still match the originals anytime during your downstream workflow processes.

Offload Reports: Create a printable record of file transfer activity, how the copies were named, time, date, etc. Save complete details for project organization or just summaries for billable time. Select from a number of formats including **Text**, **CSV** and **PDF**. Reports may be custom named and saved individually with offload data, or combined in a common folder with other reports and created automatically.

Video Thumbnails: Choose from two different **PDF** report styles for impressive reports. PDFs may include metadata and extracted frames (sampled towards beginning, middle and end of clips) from over 20 known camera types.

Personalize Reports: Automatically add your contact information (notes) and company logo to each offload report. ShotPut Pro also titles reports using the **Offload Identifier** you can easily customize.

Automatic or Manual Processes: Setup an output folder auto-naming scheme and use the auto-begin mode to copy cards upon insertion. Or Drop cards or folders into the processing queue to be copied according to the Preset settings.

Simple Mode allows *FAST* Drag-and-Drop copies directly to existing output locations with the security of verification and reports of all offloads.

Easy Folder Naming: Improve consistency and organization by letting ShotPut Pro auto-name copy folders. Select from various custom naming conventions such as card name, time/date information, project name with auto-numbering, etc.

Advanced Folder Naming: Organize offloads by nested (sub) folders, and label them using concatenated naming conventions such as dates, project names, locations, etc.

Pause and Resume Copies: ShotPut Pro lets you gracefully '**Pause**' copy processes and '**Resume**' where you left off. This feature is perfect for temporarily stopping a big offload job on set when you need to relocate.

Status at a Glance: Offload tasks have both progress bars and are color-coded to indicate status (copying, verifying, finished). They may be named for more clarity, and individually removed from the task list or paused/resumed. '**Double-Click**' on the offload to open the report.

Offload Presets: Multi-camera data wranglers will appreciate being able to easily switch between folder naming conventions and designated output locations without re-typing. Simply set up separate custom **Presets** for each set of naming choices. Presets can be sorted alphabetically, by status and assigned color code.

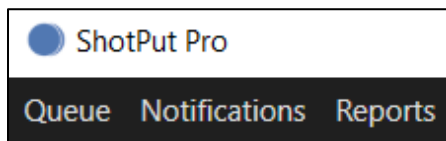
Error Checking: ShotPut Pro helps eliminate human errors by preventing accidental overwriting of existing files and folders. An audible alert warns if a card

or hard disk is disconnected during an offload. And ShotPut Pro checks for available space on the output disks.

Finishing Touches: After offloading is finished, ShotPut Pro can play a notification sound and automatically eject source cards for your convenience. You can even have the software text a notification or e-mail the offload report after each offload completes.

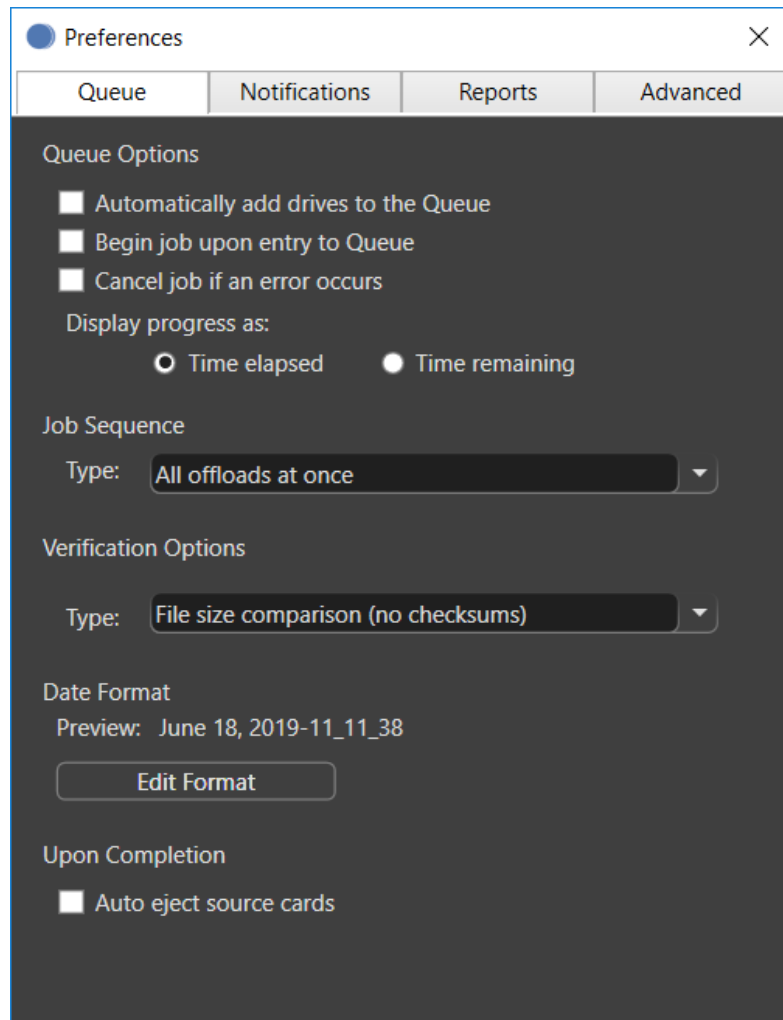
Preferences

This section will help you enable the ShotPut Pro settings to perform in the manner you want when offloading media cards, drives or just files and folders. If this is your first time starting the application you will need to check a few default settings.



The most frequently changed settings are grouped in '**Quick Select**' menus at the top left of the application toolbar.

You can also access the full '**Preferences**' menu, including '**Advanced Preferences**',

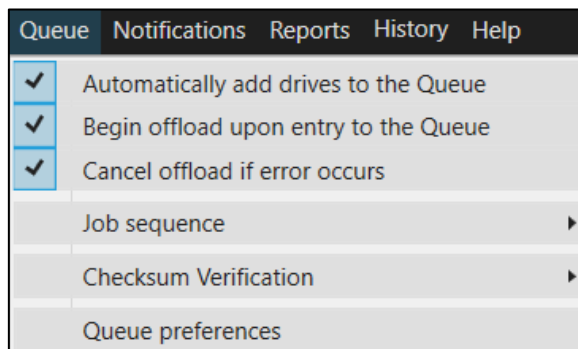


from each of the quick preference menus.

Refer to **Offload Presets** in the next chapter of these instructions for configuring presets and using automatic folder creation if you plan to use the **'Preset Mode'** for offloading (versus **'Simple Mode'** where files and folders are dropped directly between mounted drives).

Queue Options

Click on the **'Queue'** button (top left of the application toolbar) to choose how offloading will be initiated.



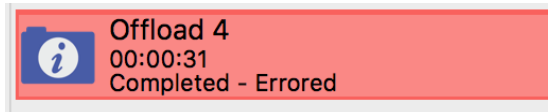
Select **'Automatically add drives to the Queue'** to immediately begin offloading when any new removable drive or card is detected. In other words, in this mode ShotPut Pro will ignore already attached drives and mounted volumes, but when a new card is sensed it will begin offloading that one (e.g. when a new card is inserted in a reader).

CAUTION! Do not plug in an external hard disk while in automatic mode unless you intend to copy its entire contents!

Check the box to immediately **'Begin offloading upon entry to the Queue'** if you prefer copying to start without manually pressing the **'Begin'** button on the main window.

TIP: To automate **Simple Mode** add the **'Offload To'** destination(s) first then drag in the **'Offload From'** items.

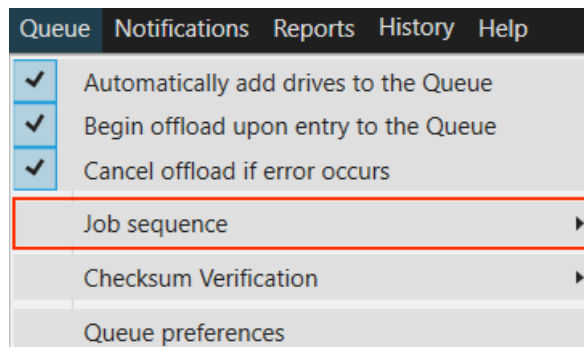
'Cancel offload if error occurs' will immediately terminate the copy processes should a failure happen. If this option is not enabled you will just be alerted that an error occurred but copying will continue with the remainder of the offload.



NOTE: An error during offload will be indicated in the status and the progress will turn **RED**. If you've chosen not to cancel on errors (unchecked this option) ShotPut Pro will attempt to fix any copy or verification issues for you. If it's unable to correct the problems, the offload will finish what it can and all reports will include **Error Warnings**.

Job Sequence

The job sequence options are designed to give you more control over drive use.



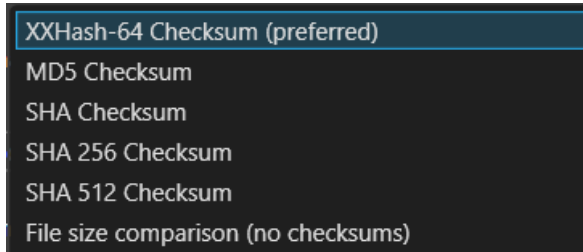
'One at a time' simply performs the offloads in the queue in the order in which they were added.

'All at once' means any queued offloads are all started at the same time when you click **'Begin'**. It also means all offloads will likely complete at about the same time.

TIP: Generally the 'All at once' option should only be used in situations where both source and output drives are random access (not spinning media) and the connection ports have ample bandwidth to handle the data.

Verification Options

Though it's rare to experience errors, video files are usually highly valued and therefore copies should be verified. ShotPut Pro offers a number of verification types to choose from depending on you and your client's needs.



Checksum type verifications (such as XXHash, MD5 & SHA) use algorithms that calculate a binary value for the bytes of a file. The idea of checksums is to also identify any misplaced or changed position bytes in which case a file size may match but a checksum would not.

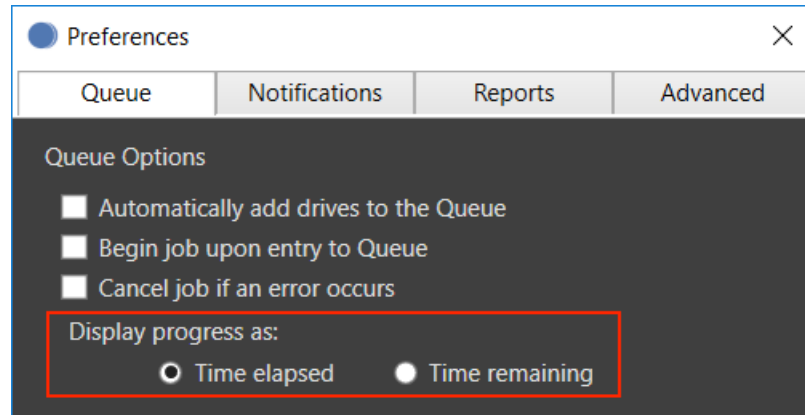
TIP: XXHash-64 is a new checksum method that employs near RAM speeds for processing. It can speed up verification to near read access and significantly improve throughput for RAW and other media with large quantities of files.

For faster overall offloads '**File Size Comparison**' offers a less intensive verification option. This verification relies on the operating system's report that the files made it to the output destinations correctly and each match the source file size.

TIP: Enable the option under **Reports Preferences** to output **MHL Reports** or '**Separate file of checksums**' and you'll be able to determine if the copied files still match the originals in downstream workflows.

Queue Preferences

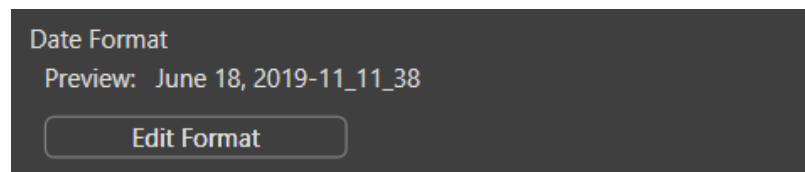
Additional options regarding the queue functions are found under expanded 'Queue Preferences'.



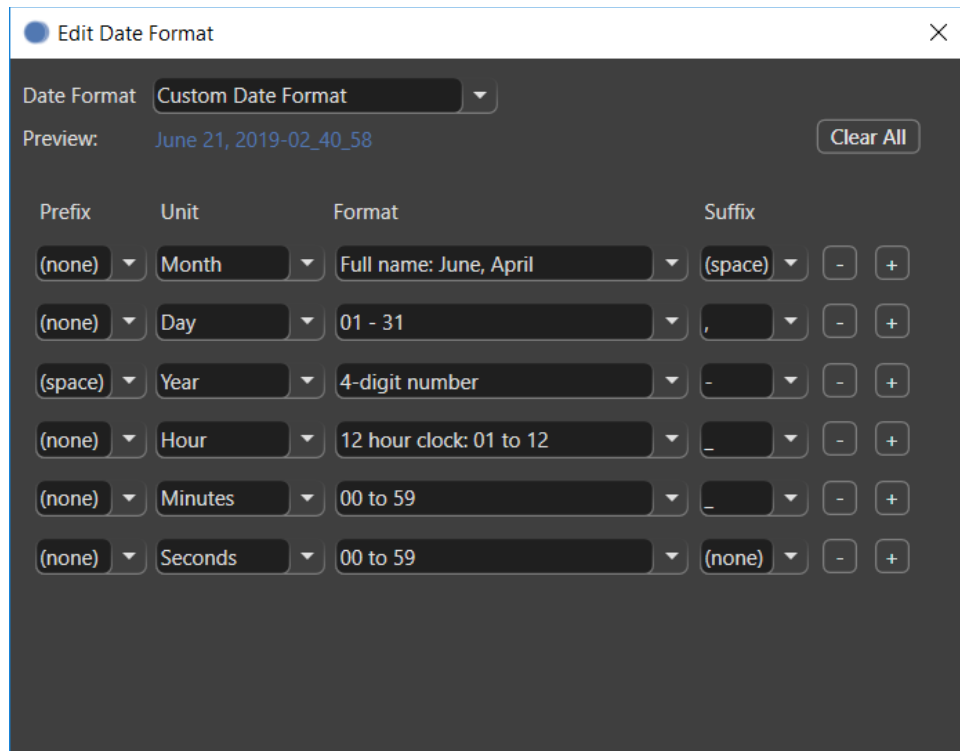
Progress may be displayed as '**Time elapsed**' estimated or '**Time remaining**'. The '**Time Remaining**' option will attempt to project how long overall copying and verification may take and then count down the displayed time.

Date Format

Choose the '**Date Format**' for **Reports** and **Notifications**. The '**Standard American Date**' includes hours_minutes_seconds suffix.



There are two **American** and two suggested **European** formats, or you can **customize** your own. To build a Custom date format, choose the prefix, unit and suffix. Click the plus (+) button to the right to add more items. The preview is displayed near the top of the dialog.

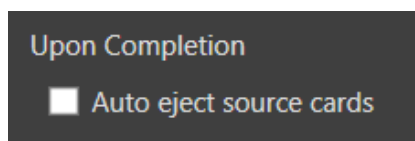


The date format set here is used across the application as the default.

TIP: You may override the date formatting within individual Presets without affecting this setting.

Upon Completion

You can save time by letting the software '**Auto eject source cards**' (or disks) from the Desktop upon completion of the offload.

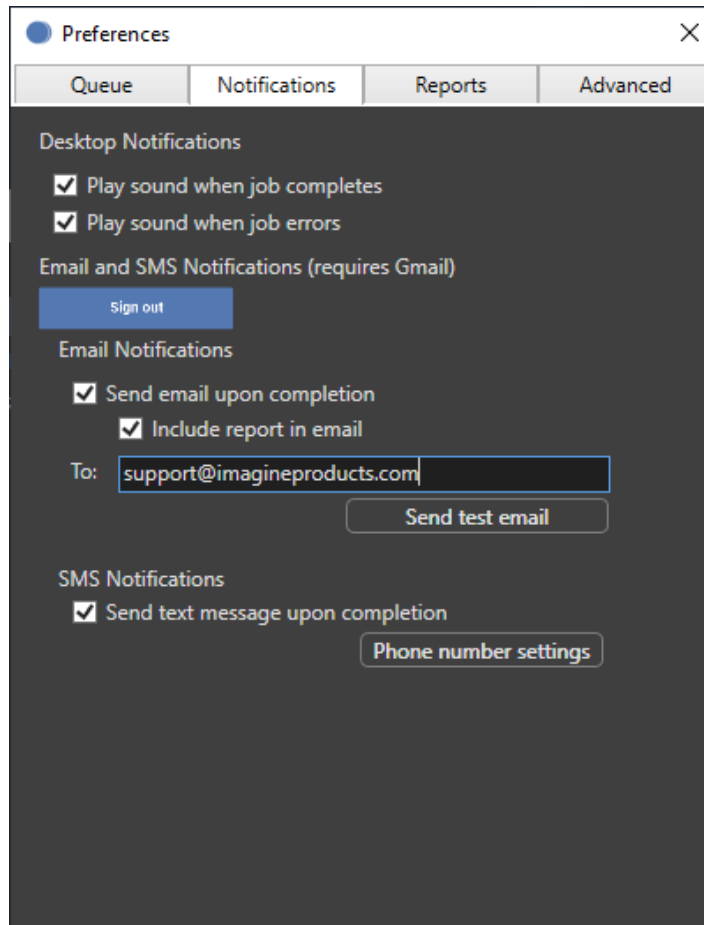


This simply makes it ready to unplug from your computer.

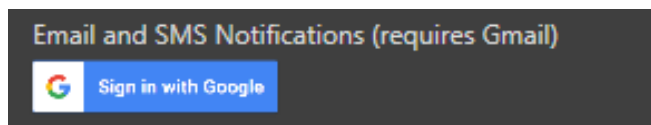
NOTE: Sources may not eject until Offload Reports are complete.

Notifications

ShotPut Pro features several automated notifications to inform you about offload progress. Select **'Notifications'** from the toolbar to open frequently changed notification options.



For desktop notifications choose **'Play sound when job completes'** and **'Play sound when job errors'**. ShotPut Pro can also send job completion status information via email or SMS text.



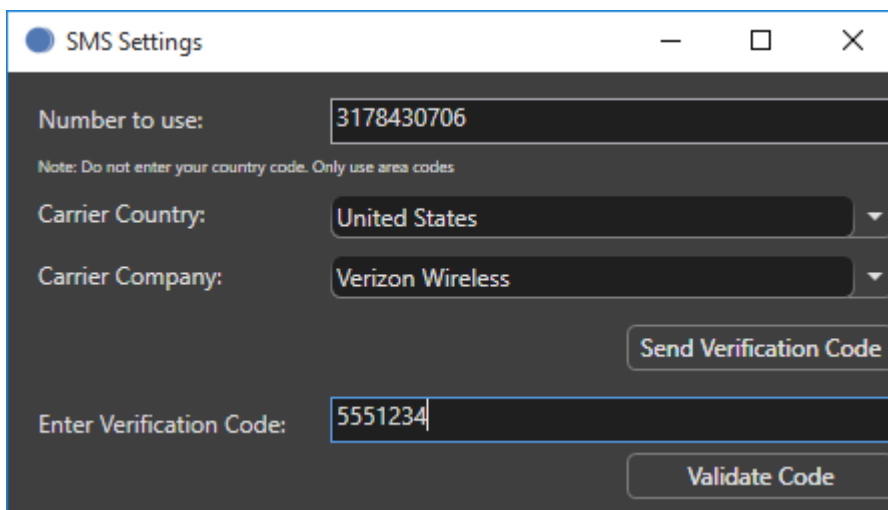
To set these up you must first link the application to a Gmail account. If you don't have one, create one—they're free. **(This is a 'send only' application so it will have no effect upon your other email communications.)**

Next, choose whether to send notifications by email, text, or both. With email you may also include offload reports.

Enter the **'TO'** email address. Note you may send the notifications to yourself if desired, or a different account. **Send Test Mail** to ensure it's working properly.

TIP: You may send to multiple recipients – just separate email addresses by a comma.

SMS Texting also uses Gmail (instead of your computer's Mail application). To send texts, choose the country and carrier and the number to send to. **'Send Verification Code'** then enter the received code into the box and click Validate Code. **You MUST validate before using this option.**



The screenshot shows a window titled "SMS Settings" with a dark background. It contains the following elements:

- Number to use:** A text input field containing "3178430706".
- Note:** A small text note below the number field: "Note: Do not enter your country code. Only use area codes".
- Carrier Country:** A dropdown menu currently showing "United States".
- Carrier Company:** A dropdown menu currently showing "Verizon Wireless".
- Buttons:** A "Send Verification Code" button is located to the right of the carrier company dropdown.
- Enter Verification Code:** A text input field containing "5551234".
- Validate Code:** A button located below the verification code input field.

If the offload session fails or contains errors you'll receive notice of these as well as successful completion messages.

NOTE: Texting does not allow attachments due to size constraints. The SMS texting uses your carrier's incoming email server, use charges may apply. **Some cell carriers no longer offer this option (text messages via email). Use email instead if necessary.**

CAUTION! Turning the email/text option **ON** with improper settings may cause perceived processing delays when offloading, or error messages.

Report Preferences

Offload reports can be an important bookkeeping and even billing record of your data wrangling activities. Click the **'Reports'** button to setup.

The screenshot shows the 'Reports' tab of the 'Preferences' dialog box. The dialog has a title bar with a close button (X) and four tabs: 'Queue', 'Notifications', 'Reports', and 'Advanced'. The 'Reports' tab is active and contains the following settings:

- Destination-only reports:**
 - MHL
 - Separate file of checksums
- Standard reports:**
 - PDF
 - TXT
 - CSV
- Formatting:**
 - Summary
 - Detailed
- Name:**
 - Use Job Identifier
 - Custom
- Location:**
 - Save with job
 - Save in reports folder
- Add note to reports:**
 - Add note to reports:
- Additional PDF Formatting:**
 - File info for all files
 - Video Metadata
 - Thumbnails per clip: 1 2 3 4
 - Customize Header Image
 compay_logo.PNG

TIP: You may manually export reports at a later date from the **'History'** list (see next section of this manual).

Verification Files

ShotPut Pro can output two different types of checksum verification files. Select an industry standard Media Hash List (**MHL**) type or a simple text list of files and checksums.

These are called '**Destination-only reports**' because they must be saved as 'sidecars' to the offload material in order for their reference links to function properly.

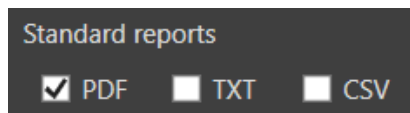
MHL files adhere to the organization's formatting and naming standards (see www.mediahashlist.org/mhl-specification). MHL lists contain relative paths to files and their original checksum values. These are always saved with output copies in the Destination location(s).

Text Checksum Files are named by the verification type (e.g. **md5ChecksumFileSPP.md5**).

With either of these type files, you can check the integrity of your video files throughout your workflow and network.

Standard Reports

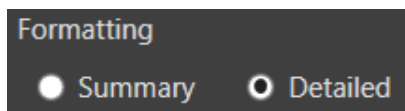
ShotPut Pro offers several standard report formats including '**PDF**', '**Text**', '**CSV**' and types. The Text type is a simple human readable form, while **CSV** (comma separate values) is a format that's readily compatible with spreadsheets.



PDF is a Portable Document Format used by Adobe Acrobat readers.

When you select a report type it will automatically be generated without further prompting after offloading has finished.

Report Formatting



Select how much detail your report will contain.

'**Detailed**' type reports contain a more thorough listing of each file's information including full path names, the name of the folders created, duration of each file's transfer, validation results, etc.

The '**Summary**' type report shows only aggregate information such as number of files copied, total size and session information.

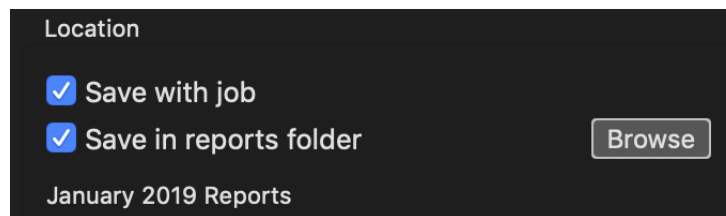
Report Name

Choose how to name the reports. They may be labeled automatically by the **Job Identifier** or you can type in a **Custom** name.



Report Location

'**Save with job**' places reports in a Report Folder in the root of the offload destination.

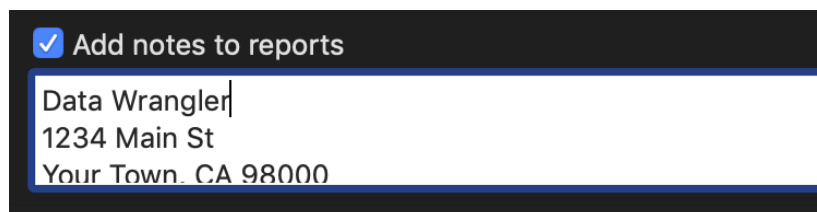


'**Save in reports folder**' allows you to browse to an existing location on your computer or attached drives to save all your reports together.

TIP: You may choose to save a report in both places—with the job and in a reports folder.

Notes

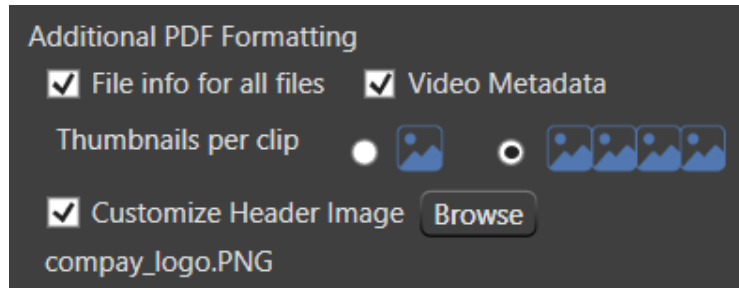
You may automatically '**Add notes to reports**'.



For example, this might be contact information, project details, etc. The notes will appear in each report at the bottom of summary information.

Additional PDF Formatting

ShotPut Pro is "video aware" and can extract file metadata and thumbnails for over 20 different camera/video formats including MOV, MXF, MTS, MPEG, AVI and more.

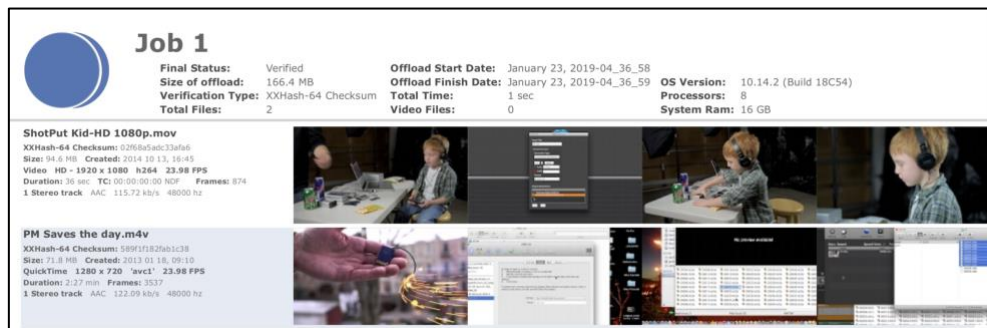


With PDF report type enabled above, choose whether to include information about 'File info for all files' and 'Video Metadata'.

Information for All Files means the report will include file system offload details about all files offloaded, not just video clips.

Video Metadata means camera reported details such as timecode, format type, frame rate, etc. These may vary from camera type to camera type. The metadata includes thumbnails. Choose one or four sampled video frames. These are sampled based on percentage locations within the clip.

NOTE: Frame based image sequence files such as RAW will be treated as if they're one continuous clip and sampled accordingly.



Customize Header Image

PDFs may be customized to include your own company logo if desired.

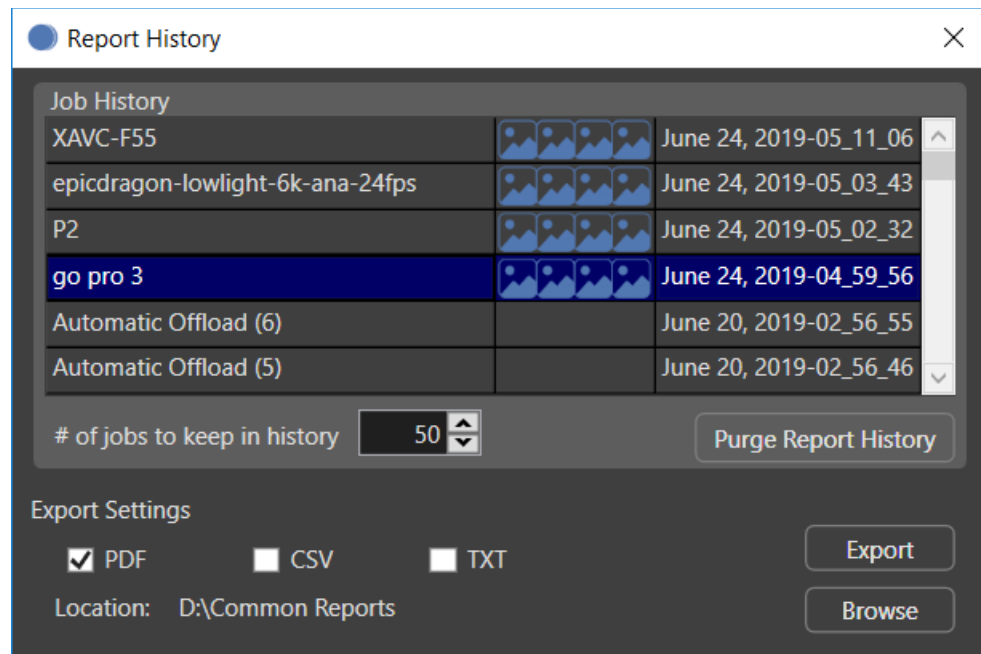
To replace the ShotPut Pro logo with yours, they must be PNG, JPG, TIF, GIF or BMP and 128x128 pixels. Larger files will be resized appropriately. Non-square files may be cropped or stretched to fit.

Enable the option and browse to the header image file.

TIP: To remove the header image, simply replace it with another. Or, you can **Reset** preferences factory defaults under '**Advanced Preferences**'.

Offload History

ShotPut Pro saves a history of your jobs and any video thumbnails sampled. PDFs can contain thumbnails only if the preference to collect them was selected during the offload process.



ShotPut Pro keeps as pool of recent offloads so you can manually generate reports at a later time. The '**Job History**' list includes the '**Offload Identifier**' and date/time stamp.

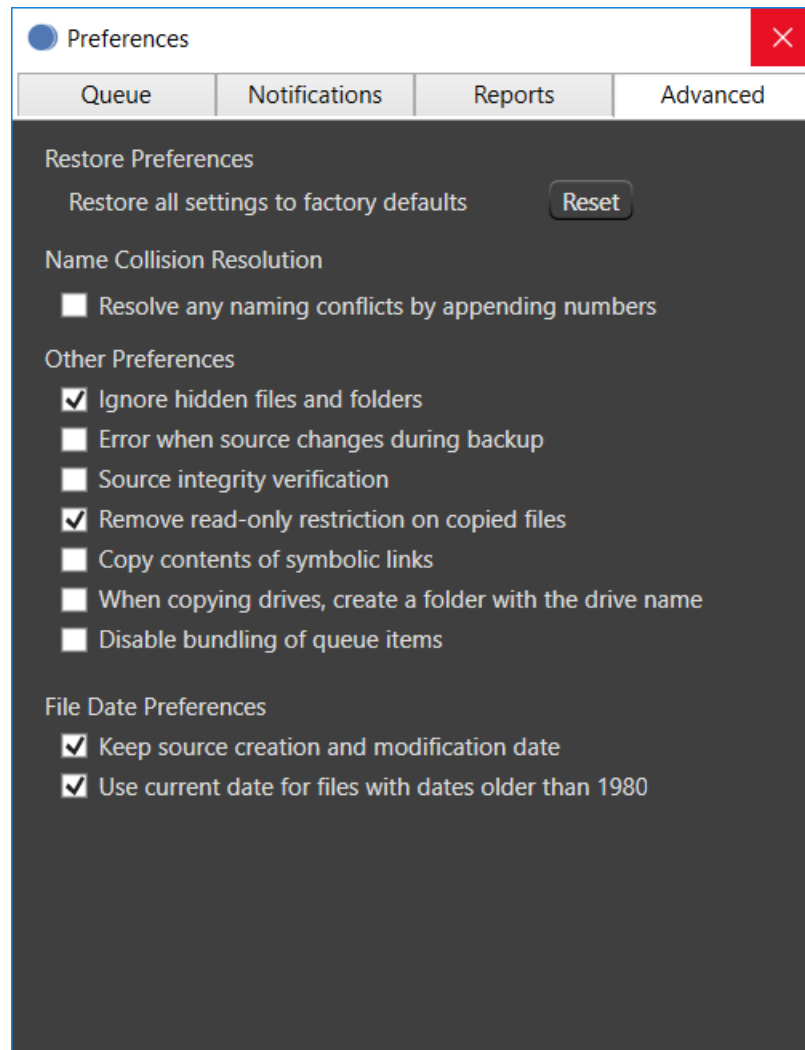
To export a report, select the job in the list, then choose the type report (PDF, CSV, or TXT) and browse to the location where you'd like to save them. Then click **'Export'**.

TIP: Set the maximum number of saved offloads history to zero if you do not want to keep any locally.

NOTE: **'Purge Report History'** has no bearing upon reports that have already been saved elsewhere. It simply reclaims used storage space on your computer's hard disk.

Advanced Preferences

'Advanced Preferences' are defaults that generally are not changed frequently.



Reset Preferences

Click the '**Reset**' button to reset all settings within the application to default values.

CAUTION! '**Reset**' applies to **all Preferences** not just **Advanced settings**. Be sure to review **Queue**, **Notifications** and **Reports preferences** after using the **Reset** function.

Name Collision Resolution

If you're copying multiple items to the same destination (output location) without creating unique folders, naming conflicts potentially exist.

You can instruct ShotPut Pro to **'Resolve any naming conflicts by appending numbers'**. This option retains the same named items and differentiates with an extension (e.g. -2, -3, -4).

NOTE: With this option **OFF** you'll be warned whenever duplicates are found to resolve manually.

TIP: Avoid the potential for file/folder name collisions altogether by using unique folder naming schemes in **Preset** copy mode.

Ignore Hidden Files and Folders

'Ignore hidden files and folders' omits hidden files and folders from offloading. Many camera manufacturers and operating systems create hidden files to assist in file system regulation. These files typically have no value and no bearing on your media files.

Often times attempting to offload hidden files, especially those containing file path information, can create offload errors and should not be included at all. Therefore, it is advised to **always 'Ignore hidden files and folders'** unless you're very, very sure they are needed.

Error on Source Changes

ShotPut Pro copies item contents at the instant they're placed into the queue.

Unfortunately, some virtual file media disk recorders are known to mount on the **Desktop** before their contents are fully indexed by the operating system. Therefore, should an offload be started too quickly, some files may not be copied!

'Error when source changes during backup' feature checks for any source mutations and alerts you at the end of the offload if any new files are discovered, or are missing or altered at the source.

Source Integrity Verification

Sometimes media card readers begin to fail, or the cabling to them is intermittent or faulty, etc. This option instructs ShotPut Pro to read the source a second time at the end of the backup session to ensure what it was given to copy was correct.

Any hardware failures may be detected in this manner, because a matching checksum isn't likely if anything is intermittent or changing.

This option does add a small amount of additional time to read the source again but is a strong insurance against bad files.

Read-only Files

Some camera files are purposely set as **Read-Only** to prevent accidental changes or erasures. This can be cumbersome when working with the file copies.

ShotPut Pro can '**Remove read-only restriction on copied files**' for your convenience.

Files containing Shortcuts

Files containing path information such as NLE project files may contain references to other media files that can cause copy errors.

While it's unlikely your data will contain such files, you can instruct ShotPut Pro to '**Copy contents of symbolic links**', meaning follow the links and include the referenced files in the offload copy.

Drive Name Inclusion

Normally users want to ignore the card or volume name and just copy its contents to the destination.

However, should you wish to incorporate the card or volume name as part of the output nested folder structure, enable the preference '**When copying drives, create a folder with the drive name**'.

Disable Bundling

For best performance ShotPut Pro automatically combines (bundles) all items dropped into the queue into one offload task.

If you prefer each item to be treated as a separate job, check the option to '**Disable bundling of queue items**'. For example, with feature enabled two cards dropped into the Preset queue will result two separate jobs with individual statuses.

File Date Preferences

Files copied from external drives or devices may incorporate the date the file was created at the output destination rather than original information.

Choose '**Keep source creation and modification date**' to instruct ShotPut Pro to override the system copy dates with those gathered from the source files.

NOTE: Not all cameras apply Volume Date information to files or cards! Please check the card information in **Explorer** before using this option. Missing creation dates may cause problems with file operations. You may choose to have ShotPut Pro '**Use current date for files with dates older than 1980**'.

Offloading

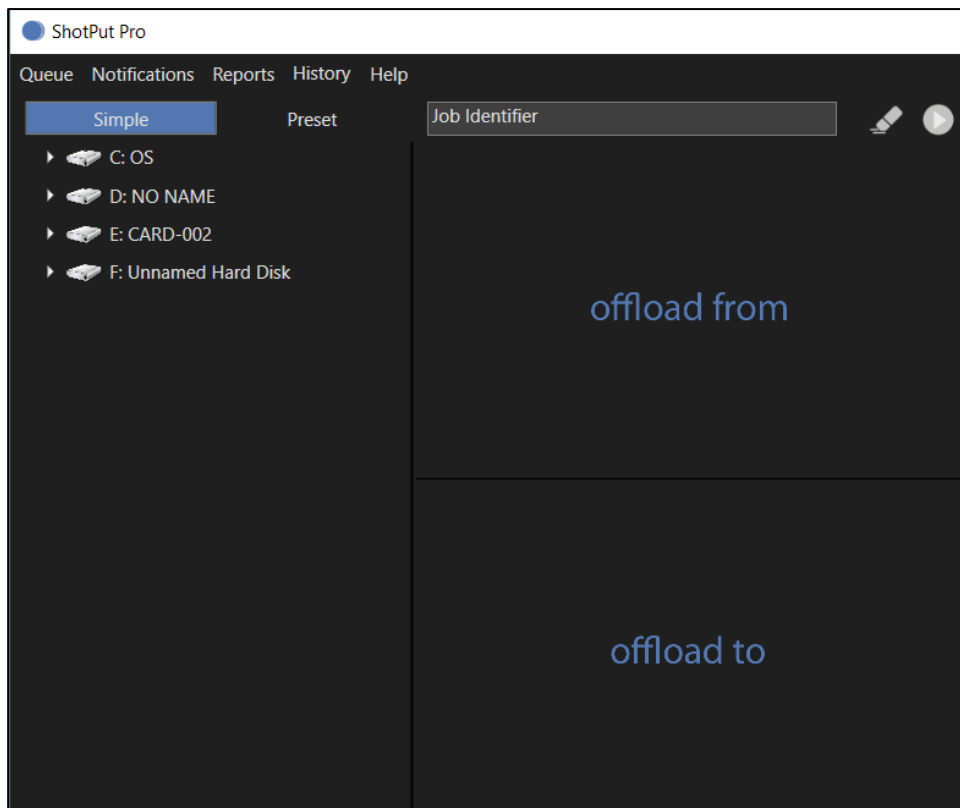
ShotPut Pro has two different offloading views; **Simple** and **Preset** modes.

Simple Mode



Use **'Simple mode'** to easily copy from one location to another without creating new output folders.

Simply drag files, folders or entire volumes from the left drive list into the top **'Offload From'** queue area. Likewise drag output destinations into the **'Offload To'** area. You may queue multiple 'From' and 'To' items.





Press the '**Begin**' button (upper right) to start the copy process.

Even though you're not creating new folders, file copies in this mode are treated as jobs too. You can type in a '**Job Identifier**' and save **Reports** and checksum files for any items copied in this manner.

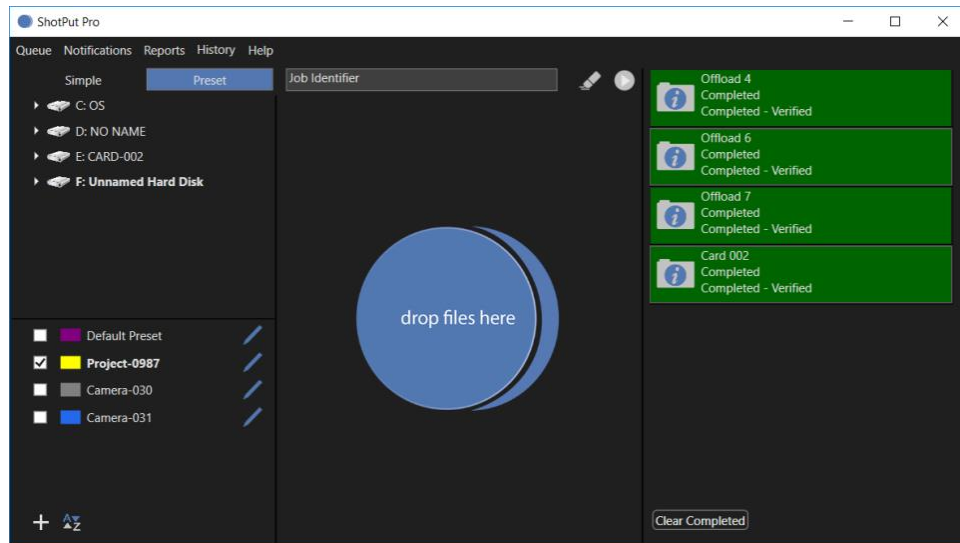
Right click on a queued item to '**Remove**' from Queue.

TIP: To automate starting copies, enable the option in Queue Preferences to '**Begin offloading upon entry to the Queue**' if you prefer copying to start without manually pressing the '**Begin**' button on the main window. In **Simple Mode**, add the '**Offload To**' destination(s) first then drag in the '**Offload From**' items.

Preset Mode

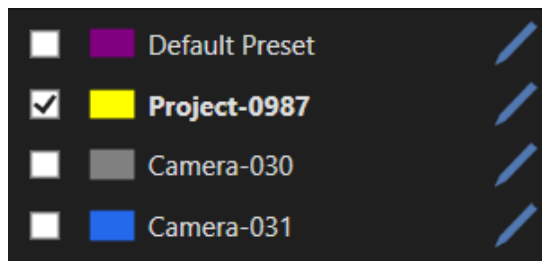


Preset mode automatically creates and names folder for you in the output destination(s). Simply drag-and-drop files or entire volumes to be copied into the queue area and let ShotPut Pro do the rest.



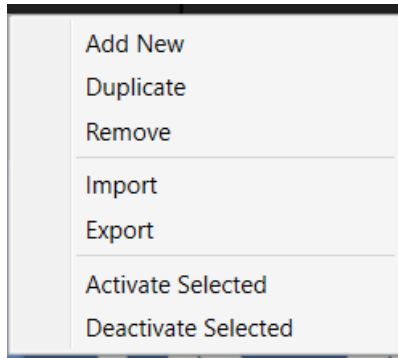
You'll need to set the locations where you'd like copies to be placed and how you'd like the folders containing your copies named. In ShotPut Pro these are organized by **Offload Presets**.

Create your own presets and turn them **'ON'** or **'OFF'** by the check box to the left of the name.



Click the **Plus [+]** button or **'Right-Click'** anywhere in the list the list to **'Add New'**.

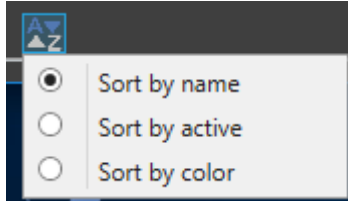
To delete a **Preset**, select it (or more than one) and **'Right-Click'** to **'Remove'**.



Other options available via **Right-Click** include Duplicating, Import, Export and activating or deactivating a preset.

Use the '**Duplicate**' function to make a copy of the selected preset then just change settings in it to make it unique.

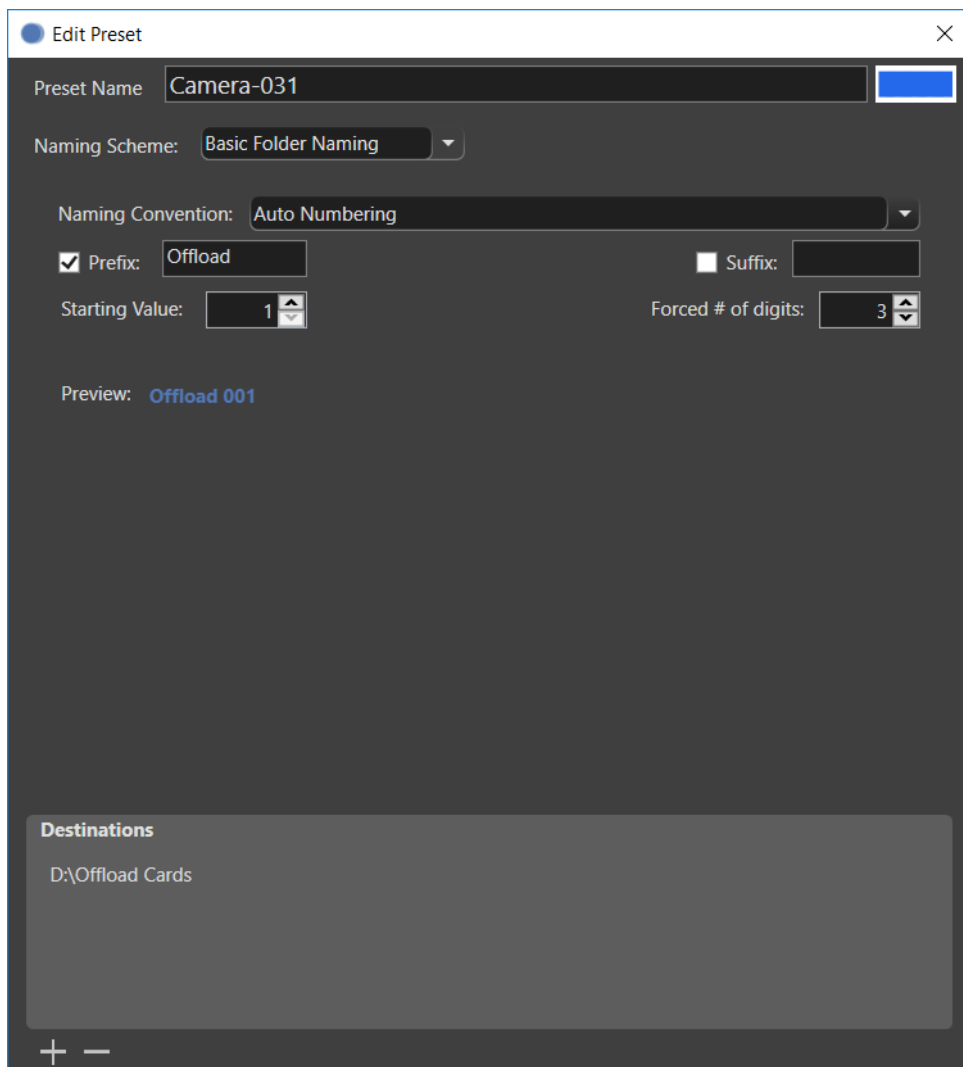
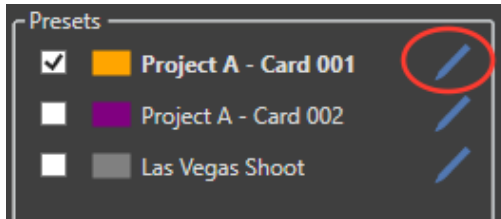
Presets may be **Imported** and **Exported** between computers and users for convenience and consistency.



Presets may be sorted by '**Name**', '**Color**' and whether they're **Enabled**. Click the '**Sort**' button below the list.

Edit Preset

To **Edit** an existing **Preset**, click the blue pencil button to the right of the name, or double-click on the preset to open it.



Type in a '**Preset Name**' that helps you differentiate between them. You may also use color to help group presets for easy reference.

Click the color box (upper right) to open a color selection dialog.

Naming Scheme

ShotPut Pro automatically creates folders for your copies. (There is no need to create folders manually ahead of time.)

Choose between '**Basic Folder Naming**' and '**Advanced Folder Naming**' schemes.

With **Basic Naming**, click on the '**Naming Convention**' to choose one parameter from common naming options.

Use '**Custom Value**', '**Card Name**', '**Auto Numbering**', '**Today's Date**', '**Date Drive Created**', '**Date Drive Modified**' or '**Job Identifier**'.

To type in a name select '**Custom Value**' and fill in the textbox.

TIP: Choose '**None**' for the naming convention if you do not want ShotPut Pro to create a sub-folder at the output location.

NOTE: Invalid path characters are not allowed in folder names (e.g. colon ":", "/", etc.).

ShotPut Pro will not automatically overwrite existing folders so the naming—whether typed in or automatic—should be unique. If the same name is accidentally chosen ShotPut Pro will prompt for user action.

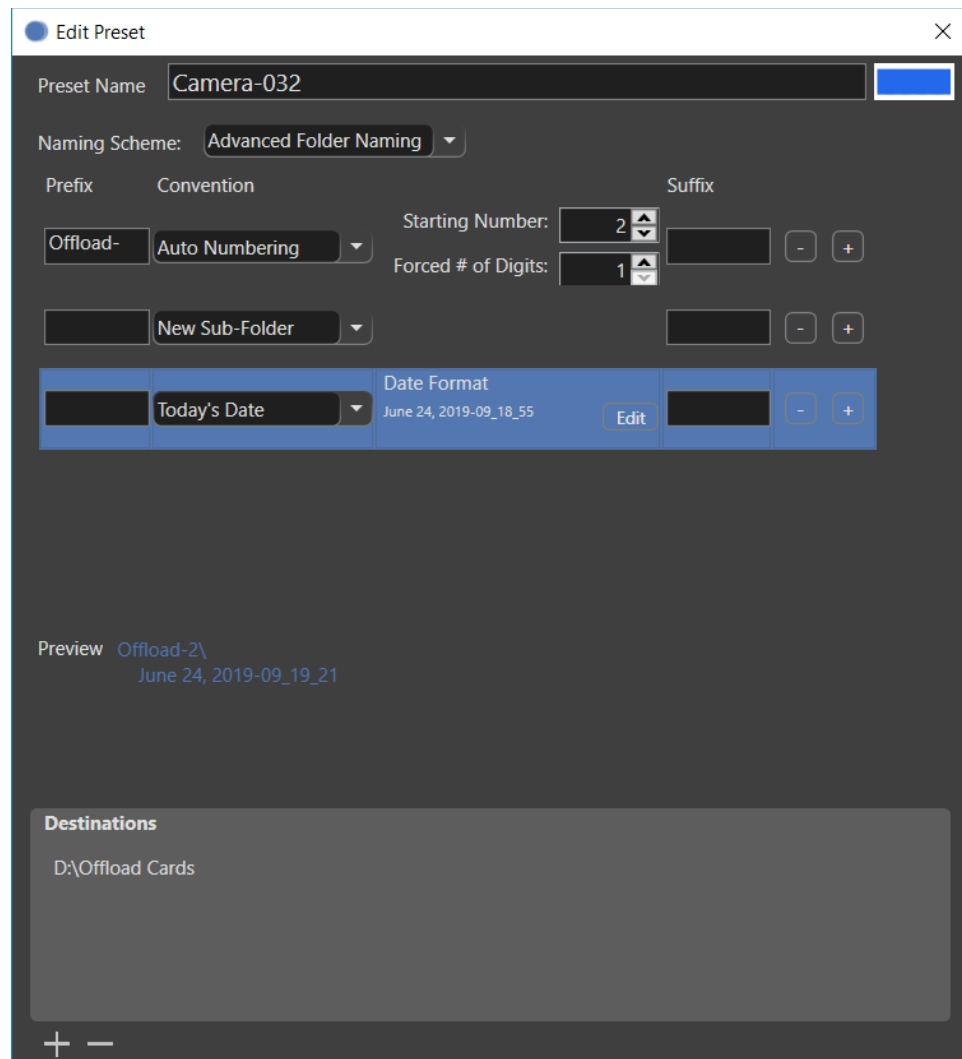
Output folder naming based on the date/time information can be useful to ensure unique labels as well as organizing your cards based on when they were shot (**provided that the card contains this information**).

You may override the global date format (set under Queue Preferences) on an individual Preset basis. Click '**Change Date Format**' to open the **Edit Date Format** dialog.

CAUTION! Not all cards support Drive Date information. Please check the card information in Explorer before using card date options.

Advanced Folder Naming

The **'Advanced Folder Naming'** scheme allows you to combine naming conventions into a single output folder name. You may also designate sub-folders, each using any of the naming convention types, prefixes and suffixes.



This is a powerful way to further organize media for complex projects.

Notice that the **'Preview'** shows how the path and folders will be created. Sub-folders are presented in an indented fashion to help visualize the structure.

Output Destinations

A **Preset** can offload to more than one location at the same time.

Click the **Plus [+]** button below the list to **Add** a root folder or drive where you would like sub-folders to be created. Click the **Minus [-]** button to remove paths.

You may add as many destinations as desired and just select (checkmark) those to use. At least one valid output destination must be active before you will be allowed to begin the offload using the preset.

At least one valid output destination must be specified and enabled before beginning an offload using the preset.

TIP: Avoid long path names (those approaching 250 characters or more) as these may exceed the Operating System limits.

Offloading Using Presets

Once you've enabled the desired **Preset(s)**, just drag & drop the items you want to offload into the queue (center part of the screen).



NOTE: For easy identification, only items names are shown without their full file paths.



Type in the '**Job Identifier**' if desired, and then click the '**Begin**' button on the toolbar to start copying.

If you don't assign a '**Job Identifier**', ShotPut Pro will default to the name of the card or volume in your offload. Or, if multiple items are included in a single offload, they will be named generically 'Offload 1', 'Offload 2', and so forth.



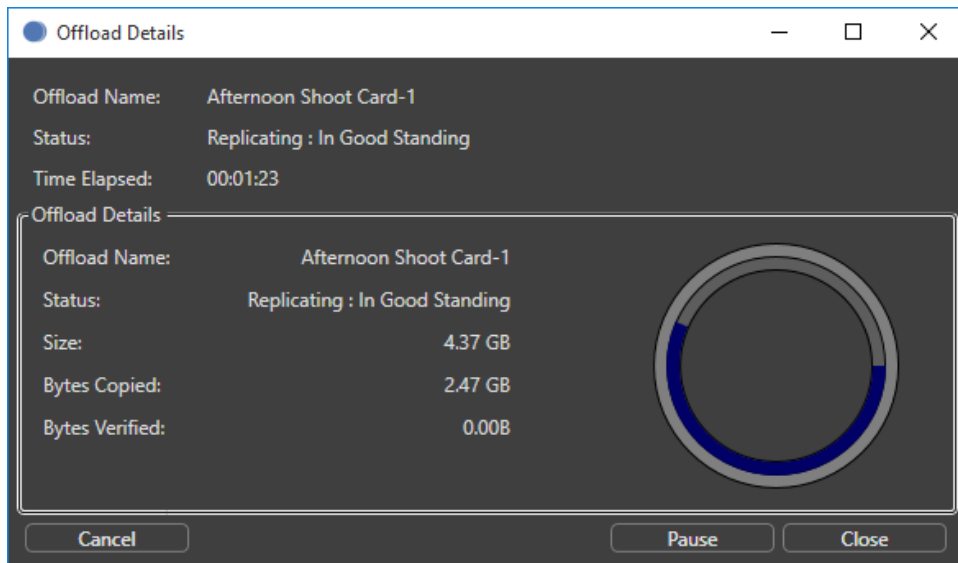
ShotPut Pro offers detailed information about offloads in progress or completed. Offload progress status are reflected by both color and text, and displays the estimated time remaining (or elapsed, depending upon preference settings).

'**Right-Click**' on the progress bar for more options such as '**Cancel**', '**Pause**', '**Resume**' and '**Clear**'. If you choose to '**Pause**' a job, the copy process will be suspended at a logical point (when the current file being copied is finished).

Jobs may '**Resume**' at a later time as long as the application has not been '**Quit**'.

Click **'Clear Completed'** to remove all executed offloads from the status list.

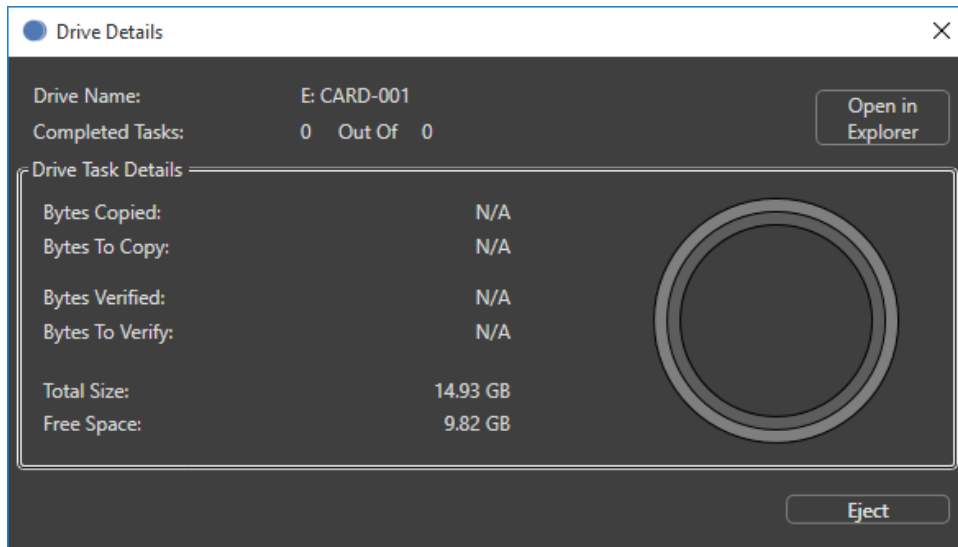
Click the folder-info button in the offload status to open **Details**.



CAUTION! When selecting cards be sure to select the card itself, not a sub-folder, to ensure all needed files are copied for a given format. For example, P2 cards have a 'lastclip.txt' file outside of the CONTENTS folder.

TIP: If you setup automatic options in **'Queue Preferences'**, just insert a card and it should show up in the process area then begin offloading automatically.

ShotPut Pro also offers rich details about any mounted volume. You can **'Get Info'** about any pending tasks involving the disk or card by right-clicking on the drive in the Drive List, and choose **'Drive Details'**.



TIP: Drives not currently in use may be **Ejected** from this **Drive Details** panel. This is a handy option for knowing when it's safe to release cards from a multi-card reader, etc.

Appendix A – Installation

This section details the initial required steps before using ShotPut Pro. Included in this section are instructions on installing the program, system requirements and registration. Skip this section if a registered copy of ShotPut Pro is already installed on your system.

Installing the Software

Download the ShotPut Pro installer to your computer and double click to run. You may be asked for the administration password for the computer.

For your convenience, a Desktop launch shortcut will be placed on the Desktop. **Double-click** it to run the application.

The application will periodically check for newer versions, but you can manually check at any time by clicking the **Check for Updates** link under the **Help** menu.

System Requirements

Windows 10 or 11 is required.
The minimum configuration is:

- 4 GB RAM
- 16 GB free disk space

Activation

ShotPut Pro activation requires web access to our server to register the software for use. When you purchased the application, a license seat was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt for you to activate.

TIP: Activation information is stored on the system level independent of user preferences, so multiple profiles on the same computer may access the application as long as you install under the **ADMIN** user profile for your computer.

Just enter your account email and password for fast, easy activation or enter the individual serial number.

If you don't have an Internet connection on the target computer you can perform a manual activation. Scan the QR code with your smart phone to quickly go to the appropriate page on our activation site to receive the manual activation code to type into the application.

ShotPut Pro is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to '**Deactivate**' from the ShotPut Pro '**Help**' menu. If you no longer have access to the prior computer you can Deactivate from the website. Click the edit pencil beside your license on the View Licenses page, then click Deactivate.

How to Register

If you've purchased from our webstore you are already registered in our system. If you purchased from a reseller or other method, ask the reseller to request transfer of ownership to you. You must first create an account on our website to receive the license into it.

Please sign up for our electronic news. Generally, we only notify of new products and trade shows, commentary and stories of interest from other users just like you. Let us know what you're up to (publishing your stories is an inexpensive way to network within the production community).

Follow us on Social Media for timely and helpful information.
On Twitter: @imagineproducts

Appendix B - Trouble Shooting

Throughout the program, reminders and error checks help to anticipate trouble spots in the program while preventing inadvertent data loss. If a message appears that is unclear, check the Help topics or refer to the appropriate section of this guide for further explanation.

Frequently Asked Questions

I Can't Activate!

Automatic ShotPut Pro activation requires web access to our server to register the software for use. When you purchased the application, a ShotPut Pro seat was added to your account on our website. Upon first launch, the software will attempt to connect to our server and prompt to activate.

Use your email and account password, or the assigned serial number to activate. If you don't have an Internet connection on the target computer perform a manual activation. Type in the license number, then scan the QR code with your smart phone to quickly go to the appropriate page on our activation site and receive the manual activation code to type into the application.

ShotPut Pro is a single user license. If you're upgrading to a new computer, or need to transfer the software, be sure to '**Deactivate**' from the '**Help**' menu.

When transferring the software, always download the most recent version from the link beside the license then activate normally.

Technical Support

This product was designed to be easy to use and we want you to feel at home as you navigate through it. This guide should address the most often asked questions along the way. However, should you need support the specialists at Imagine can provide answers quickly and in terminology that you can understand.

Contacting Imagine Products

Visit Imagine's Web site to fill out a problem report <http://www.imagineproducts.com/> for fast, free service.

Updated news and patches will be available on the page, as well as Frequently Asked Questions under the Support tab on our site.

Alternatively, you may email support @ imagineproducts.com

Check for Updates

From the Help menu, select '**Check For Updates**' to manually check now for any updates. Click '**Configure Updates**' to set how often the application should check automatically whether a newer version of the software exists.

You may also download updates or purchase an Update Plan from the website under ACCOUNT>VIEW LICENSES.

Diagnostic Logs

Should you experience crashes or other system problems you may be asked to supply us with the '**Diagnostic**' logs. You'll find them at the Diagnostics location under the '**Help**' menu.

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