#### **Kollaborate Plugin Pack**



**User Manual** 

Kollaborate Plugin Pack is a group of free plugins to enable Kollaborate integration in your editing application and OS X.

Export plugins exist for both Adobe Premiere Pro for Mac and Final Cut Pro X that allow you to send to Kollaborate directly from your timeline.

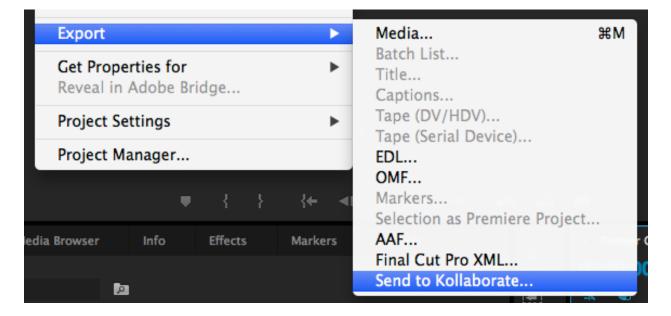
A Today plugin is available on OS X 10.10 and higher that allows you to see what's new within your project.

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### Sending to Kollaborate via Adobe Premiere

1. Select a sequence, the go to **File > Export > Send to Kollaborate**.



2. If you have not yet logged in (or not installed another Kollaborate app on your system), go to the Account tab, enter your login information and then click Login.

	Export to Kollaborate
Email:	name@example.com
Password:	•••••
	Login Forgotten Password
	Cancel Export Sequence
_	

If you are not using the cloud version and are instead using an in-house Kollaborate Server, go to the Server tab first and set the URL field to the URL of the server, which you can obtain from your system administrator.

(If you are not sure if you are using Kollaborate Server or not, keep the setting at the default to upload to kollaborate.tv.)

	Upload Account Server
💿 Default (	kollaborate.tv)
Custom	
Server	URL:
	Cancel Export Sequence

- 3. In the Upload tab, choose the project to upload to or create a new one.
- 4. Choose a specific department or folder as desired, then enter a name for the file.

If you wish, you can also choose to automatically send out links to a specific group of email addresses.

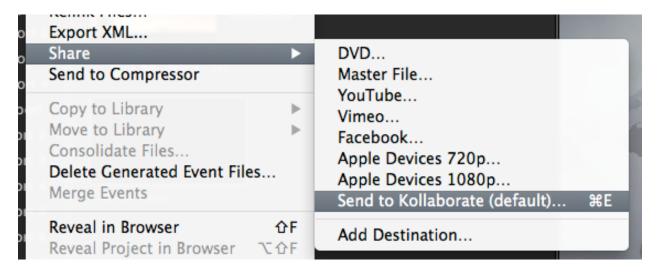
	Upload Account Server
Project:	Private Test Project \$
Destination	
Department:	(None)  \$
Directory:	(Root) ‡
Metadata	
Title:	Kollaborate 2015 Overview
Description:	
Status:	Needs Approval \$
	ther users to this file
	revision for matching files
Links	
Email To:	
🗌 Require	e password: j5lufex8
Allow c	omments
	ownload button
🗹 Make r	evisions accessible
Expires:	After 7 days ‡
	Cancel Export Sequence

5. Once you've finished adjusting the settings, click Export Sequence. Premiere will render the sequence first and then the Kollaborate plugin will take over and begin uploading. You can continue working in the background while your upload is taking place.

**Note:** due to limitations in Adobe Premiere, any in and out points / work areas in a sequence will be ignored upon export. To only export a specific portion of the timeline we recommend nesting your sequence. To do this, create a new sequence, drag the old one into it and then adjust the length of the corresponding clip.

## Sending to Kollaborate via Final Cut Pro X

1. Select a project (sequence), the go to **File > Share > Send to Kollaborate**.



2. Adjust settings as necessary, then click Next.

Se	end to Kollaborate
	Info Settings
	Sintel Trailer
1	Description:
Star - A	This video is about Untitled Project
	Creator: Jon
1 Contant	Tags: 10-23-14
The second second	
🖾 960 x 540   24 fps 🛛 🕪 Stereo (L R)   48 kHz	🕒 00:00:52:05 📄 QuickTime movie 🖾 46.2 MB est.
	Cancel Next

The Kollaborate helper app will launch. If you have not yet logged in (or not installed another Kollaborate app on your system), go to the Account tab, enter your login information and then click Login.
 If you are not using the cloud version and are instead using an in-house Kollaborate Server, go to the Server tab first and set the URL field to the URL of

<ul> <li>Export to</li> <li>Upload Acc</li> <li>Default (kollaborate.tv)</li> <li>Custom</li> <li>Server URL:</li> </ul>	Kollabo count	Server	•	_
<ul> <li>Default (kollaborate.tv)</li> <li>Custom</li> </ul>	count	Server		
Custom				
Server URL:				
				_
(	Cance		Export Se	quence
	curice		-Aport Set	quence

the server, which you can obtain from your system administrator.

(If you are not sure if you are using Kollaborate Server or not, keep the setting at the default to upload to kollaborate.tv.)

- 4. In the Upload tab, choose the project to upload to or create a new one.
- 5. Choose a specific department or folder as desired, then enter a name for the file.

If you wish, you can also choose to automatically send out links to a specific group of email addresses.

6. Once you've finished adjusting the settings, click Export Sequence. FCPX will export the timeline first (to see progress go to Window > Background Tasks) and then the Kollaborate plugin will take over and begin uploading.

00	Export to Kollaborate
	Upload Account Server
Project:	Private Test Project \$
Destination	
Department:	(None) ‡
Directory:	(Root) \$
Metadata	
Title:	Kollaborate 2015 Overview
Description:	
Status:	Needs Approval ‡
_	ther users to this file
	revision for matching files
Links	
Email To:	
🗌 Require	e password: j5lufex8
Allow o	omments
🗌 Hide do	ownload button
🗹 Make re	evisions accessible
Expires:	After 7 days \$
	Cancel Export Sequence

## **Today plugin**

On OS X 10.10 and higher, a Today plugin is available that allows you to see recent events in your project from the Notification Center pane.

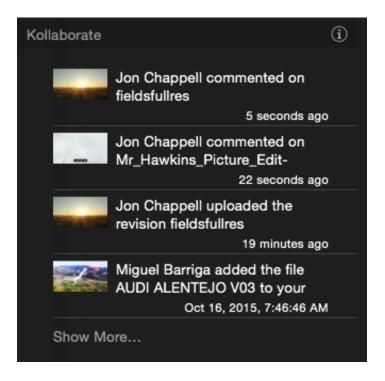
1. If you have not already logged into Kollaborate from another app, launch the Kollaborate Plugin Hub and login.

acco		a cloud workflow platform for media professionals. Login to your egin interacting with the cloud.
Em	ail:	name@example.com
Pas	ssword:	•••••
		Authorize Reset Password

2. Go to System Preferences > Extensions and tick the option named **Today** under **Kollaborate Plugin Hub**.

All All third-party extensions	See all extensions that you have installed on your Mac.
Actions Markup	<ul> <li>Dropbox</li> <li>Finder</li> </ul>
Finder Dropbox, KollabWatcher	<ul> <li>iTunes</li> </ul>
Share Menu Add to Reading List and 10 more Today Calculator, Calendar, and 3 more	<ul> <li>Today</li> <li>Kollaborate Plugin Hub</li> <li>✓ Today</li> <li>Kollaborate System Plugins</li> <li>Today</li> <li>KollabWatcher</li> <li>✓ Finder</li> </ul>

3. Click the Notification Center icon in the top right of the OS X menu bar and switch the view to Today if it's not already set. You should see an option marked Kollaborate that will show project events from the past two weeks.



If you don't see it, click Edit at the bottom and click the plus sign next to Kollaborate to add it.