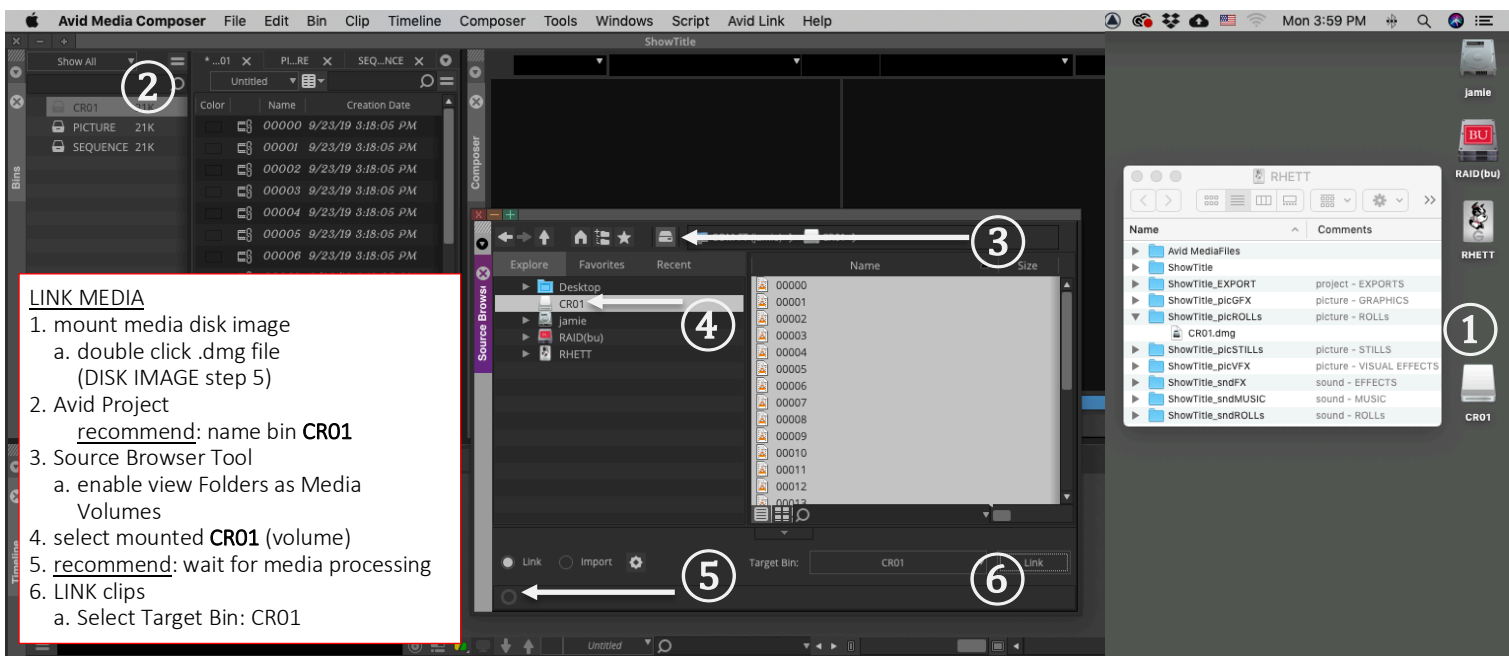


**FORWARD**  
**Volume:** Location of stored data.  
**Mount** a volume for content access.  
**Eject** a volume  
**Folder:** Categorized path within a volume.  
**Open** a folder for content access.  
**Close** a folder  
**Image:** Copy of Volume contents.

**DISK IMAGE**

1. create media folders
  - a. organize location of media on student hard drive
  - b. name media folders  
recommend: short project name as prefix  
 ShowTitle\_EXPORT (project – EXPORTS)  
 ShowTitle\_picROLL (picture – ROLLS)  
 ShowTitle\_picVFX (picture – EFFECTS)  
 ShowTitle\_sndROLL (sound – ROLLS)  
 ShowTitle\_sndFX (sound – EFFECTS)
2. mount media card
  - a. connect media card so it is visible on desktop
  - b. rename media card  
recommend: CR01, CR02, CR03... for camera rolls  
 SR01, SR02, SR03... for sound rolls
3. image media card
  - a. launch Mac Disk Utility  
 select rename media card  
 select File | Image from
  - b. save disk image  
 select Format: read only  
 select Encryption: none  
 file to student drive  
note: requires administrator user password  
recommend: back up image file to BU Google Drive
4. eject media card
5. mount media disk image
  - a. double click on newly created .dmg file  
 media accessible via NLE



**LINK MEDIA**  
 1. mount media disk image  
 a. double click .dmg file  
 (DISK IMAGE step 5)  
 2. Avid Project  
recommend: name bin **CR01**  
 3. Source Browser Tool  
 a. enable view Folders as Media Volumes  
 4. select mounted **CR01** (volume)  
 5. recommend: wait for media processing  
 6. LINK clips  
 a. Select Target Bin: CR01