



## SYNAESTHESIA® 1.0 MANUAL

<http://synaesthesia.surrealroad.com>

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## Finding your way around the interface

Synaesthesia is designed to be as streamlined as possible. The majority of tasks can be performed with the mouse (or by using keyboard shortcuts), with only advanced functionality hidden in menus.

### Toolips

Hover the mouse over any button to get a tooltip with a brief description of the button's function.

*Note: Tooltips can be enabled or disabled in the [System Preferences](#) window.*

### Status bar

The status bar is located near the bottom of the window and will provide feedback as you use the application.

### Header & footer buttons

Some functions are available throughout the interface at the top and bottom of the window.



#### *System Preferences*

Click to view or change some of Synaesthesia's settings.

Keyboard shortcut: ⌘ ,

#### *Manage Assets*

Click to open the [Asset Manager](#).

Keyboard shortcut: ⌘ M

#### *Scratchpad*

Click to open the Scratchpad note. Anything you type into this note will be available regardless of the production.

#### *Shooting Mode*

Click to enter Shooting mode (see “[Shooting Mode](#)” below).

START    BACKUP NOW    VIEW TRASH    SYNC WITH SHOTGUN

### **Start**

Click to return to the [Start screen](#).

### **Backup Now**

Click to immediately save a backup of all your productions.

*Tip: Backup settings can be configured in the [System Preferences](#) window.*

### **View Trash**

Click to view all trashed items in the current production.

*Tip: When on the [Start screen](#), this button shows trashed items for all productions.*

### **Sync With Shotgun**

Click to synchronise the current production with a Shotgun server (see “[Shotgun integration](#)” below).

*Note: This button is only available if Shotgun integration has been enabled and configured in the [System Preferences](#) window.*

## Information panels

-  You'll encounter information buttons through the application.  
Click them to get summary information for the related item.

### Tasks

#### Add a tag to the item

From the information panel, click "Add tag".

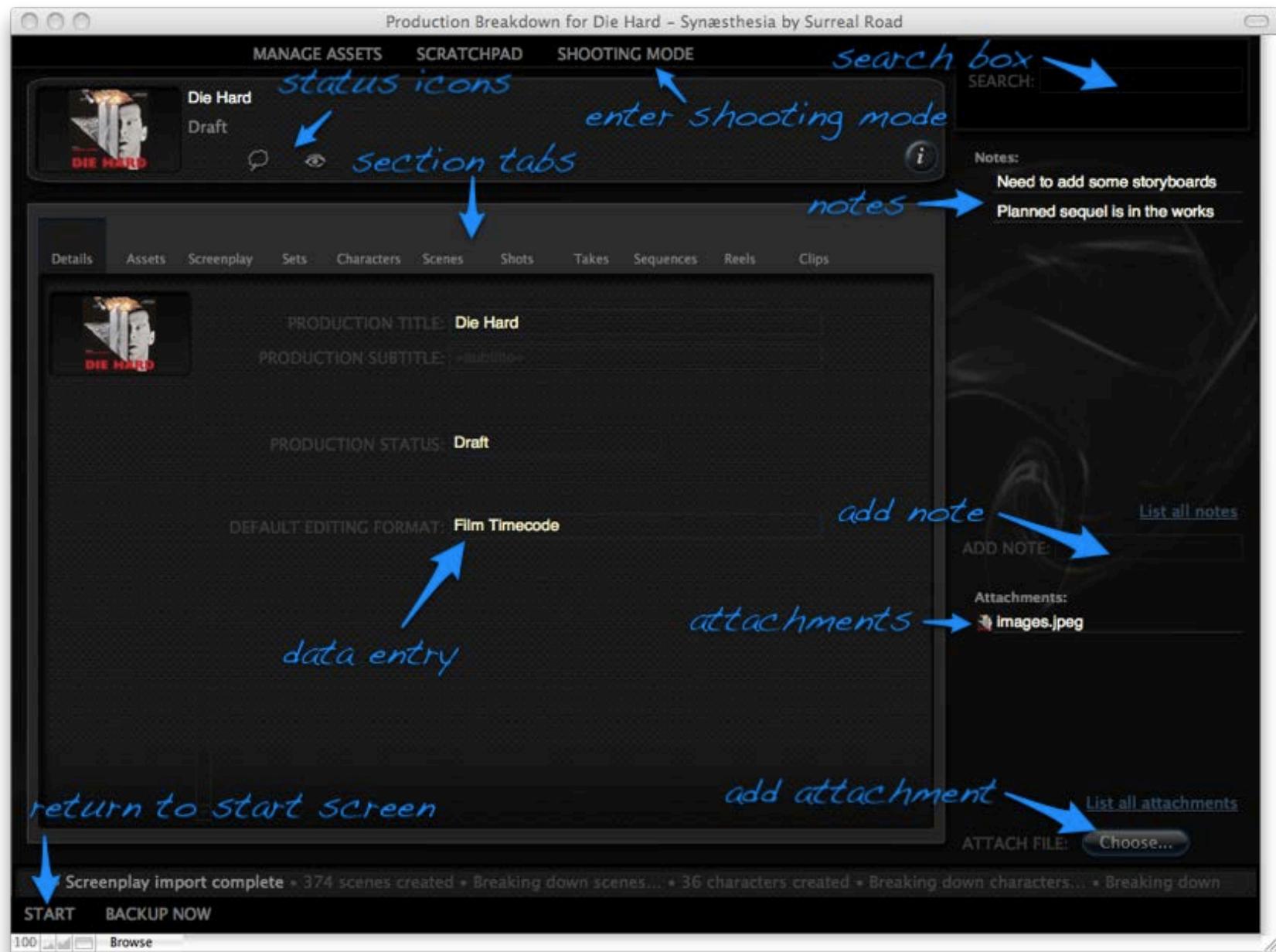
#### Lock the item

From the information panel, click the "Locked" switch to lock or unlock the item.  
Locked items cannot be edited.

#### Protect the item

From the information panel, click the "Protect" switch to protect or unprotect the item.  
Protected items cannot be deleted.





## Item breakdowns

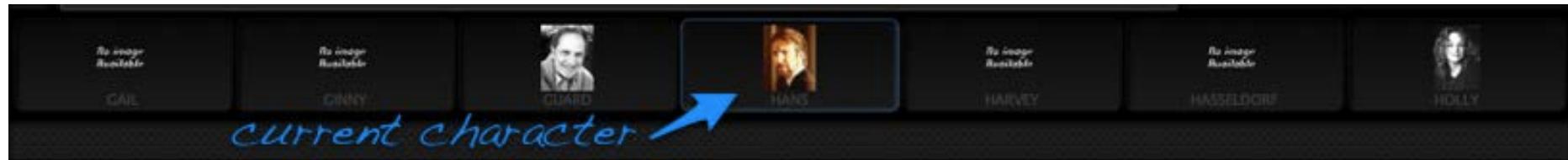
Almost every element type in Synaesthesia has a “breakdown” screen. These share many features, regardless of the type. They each have several tabs along the top containing different information related to the item.

### Tasks

#### Navigate between items of the same type

Click the thumbnail of the item to view in the filmstrip along the bottom of the window.

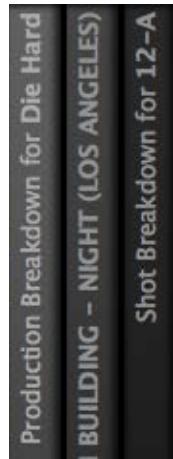
Keyboard shortcuts: ⌘← (previous) ⌘→ (next) ⌘↑⌘← (first) ⌘↑⌘→ (last)



#### Navigate between items of different types

Click the section buttons along the left edge of the window.

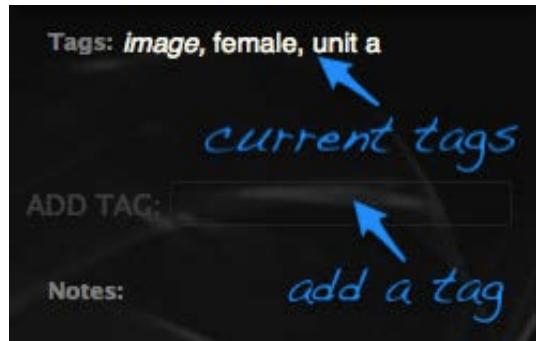
Keyboard shortcut: ⌘↑



### Add a tag to the item

Type a tag into the “Add Tag” field and press enter.

Keyboard shortcut: ⌘G



### View a list of tags

Click “List all tags” under the tags list.

### Remove a tag

Click “List all tags” and then click the delete button next to the tag to remove.

*Note: This action is permanent and cannot be undone. Some tags are added automatically and cannot be removed.*

### Add a note to the item

Type a note into the “Add Note” field and press enter.

Keyboard shortcut: ⌘N

### View a list of notes

Click “List all notes” under the notes list.

### Remove a note

Click “List all notes” and then click the delete button next to the note to remove.

*Tip: Removed notes may be recovered later from the trash. See “[Viewing and restoring trashed items](#)”.*

### View or edit a note

Click on the note excerpt. See “[Note details](#)” below.

### **Attach a file to the item**

Click “Choose...” next to “Attach file” and choose a file, or  
Drag a file from the Finder onto the breakdown window.

Keyboard shortcut: ⌘F

*Tip: Attaching a document (such as a PDF file) will automatically index it, making it searchable from any breakdown. Attaching an image or video file will automatically add it as an available thumbnail for that item.*

### **View a list of attached files**

Click “List all attachments” under the attachments list.

### **Remove a file attachment**

Click “List all attachments” and then click the delete button next to the attachment to remove.

*Note: The associated file is not removed from disk.*

*Tip: Removed files may be recovered later from the trash. See “[Viewing and restoring trashed items](#)”.*

### **View or edit a file attachment**

Click on the file attachment name. See “[File attachment details](#)” below.

### **Change the current thumbnail**

Click an available thumbnail along the left side to set it as the current thumbnail for that item.

### **Search the entire production**

Type a search term into the “Search” field and press enter. The results will be shown in a new window.

Keyboard shortcut: ⌘F

*Tip: To search across all productions, perform the search from the [Start screen](#).*

Scene Breakdown for 06/S. INT. GENTS TOILETS – DAY (INT. GENT'S TOILETS) (Stock) – Synesthesia® by Surreal Road

SYSTEM PREFERENCES MANAGE ASSETS SCRATCHPAD SHOOTING MODE

06. INT. GENTS TOILETS - DAY  
Pending

SEARCH: Advanced search  
Tags: day, note, image, master scene, interior  
[List all tags](#)

ADD TAG:

Notes:  
TG has different boundaries from  
the line "well i could tell you but  
i'm tempted to say that if we split  
it is when TG starts to talk in terms  
there's a point we think he's  
[2 more notes](#)

ADD NOTE:

Attachments:  
 \_MG\_0004.jpg  
 storyboard--006.jpg  
[List all attachments](#)

Production Breakdown for The Toilet Guy  
Set Breakdown for INT. Gents toilets

**Shots**

Details Assets Screenplay Characters Shots Takes

**FILTER:** SELECT: All None Inverse

**all shots**

*day Selected*

*stock tag*

*empty*

*wild Single*

*filter by tag*

*add new*

*remove selected*

*view in list*

*filter items*

*select multiple*

*Selected item*

**Items:**

- 6-A (overhead)
- 6-B (through door crack)
- 6-C (signature/master)
- 6-D (in urinal's face)
- 6-E (two shot)
- 6-G (phone breaking against wall)
- 6-H (wrath face against door)
- 6-J (close on no-smoking sign)
- 6-K (close on bolt drawn back)
- 6-L (close on cigarette in urinal)
- 6-M (cu wrath undoing zipper)
- 6-N (close wrath smoking)
- 6-P (cu wrath facing wall)
- 6-Q (cu wraths eyes / flames)
- 6-R (between legs close on broken phone)
- 6-S (2 shot by urinal)

**Bottom Buttons:**

- + -
- Export Selected

03. INT. GENTS TOILETS 04. INT. GENTS TOILETS 05. INT. GENTS TOILETS 06. INT. GENTS TOILETS 07. INT. GENTS TOILETS - DAY 08. INT. MANSION (SC1) 09. INT. GENTS TOILETS - DAY

\* note moved to trash \* Attached 1 file \* \_MG\_0004.jpg attached to 06. INT. GENTS TOILETS - DAY \* Attached 1 file \* storyboard--006.jpg attached to 06. INT. GENTS TOILETS - DAY

START BACKUP NOW VIEW TRASH

100 Browse

## Breakdown lists

Some breakdowns can link to many other items. For example, a set might be used for dozens of scenes. In this case a breakdown list is shown with a list of all the associated items.

### Tasks

#### Go to the breakdown for an item in the list

Click the item's name.

#### Select an item in the list

Click the selection button next to the item's name.

#### Select multiple items in the list

Click "Select: All", "Select: None", or "Select: Inverse".

#### View the list in a separate window

Click the View In List button:



#### Filter the list by item tag

Click the tag's name.

#### Filter list by item name

Type the text to filter into the "Filter" field.

#### Add a new item

Click the "Add" button :



#### Remove the selected items

Click the "Remove" button:





## Start screen

After Synaesthesia has loaded, the first screen you will see is the “Start” screen. This shows the currently selected production.

### Tasks

#### Create a new production

Click “New Production” and give the new production a name.

Keyboard shortcut: ⌘N

#### View available productions

Click “List Productions”.

Keyboard shortcut: ⌘O

*Note: The “List Productions” button is not visible when there are no available productions.*

#### Change the current production

Click “List Productions” and then click a production from the list.

#### Trash a production

Click “List Productions” and then click the delete button next to the production to trash. This removes it from the list of available productions.

*Tip: Trashed items may be recovered later. See “[Viewing and restoring trashed items](#)”.*

#### Go to the current production’s breakdown

Click the production’s name.

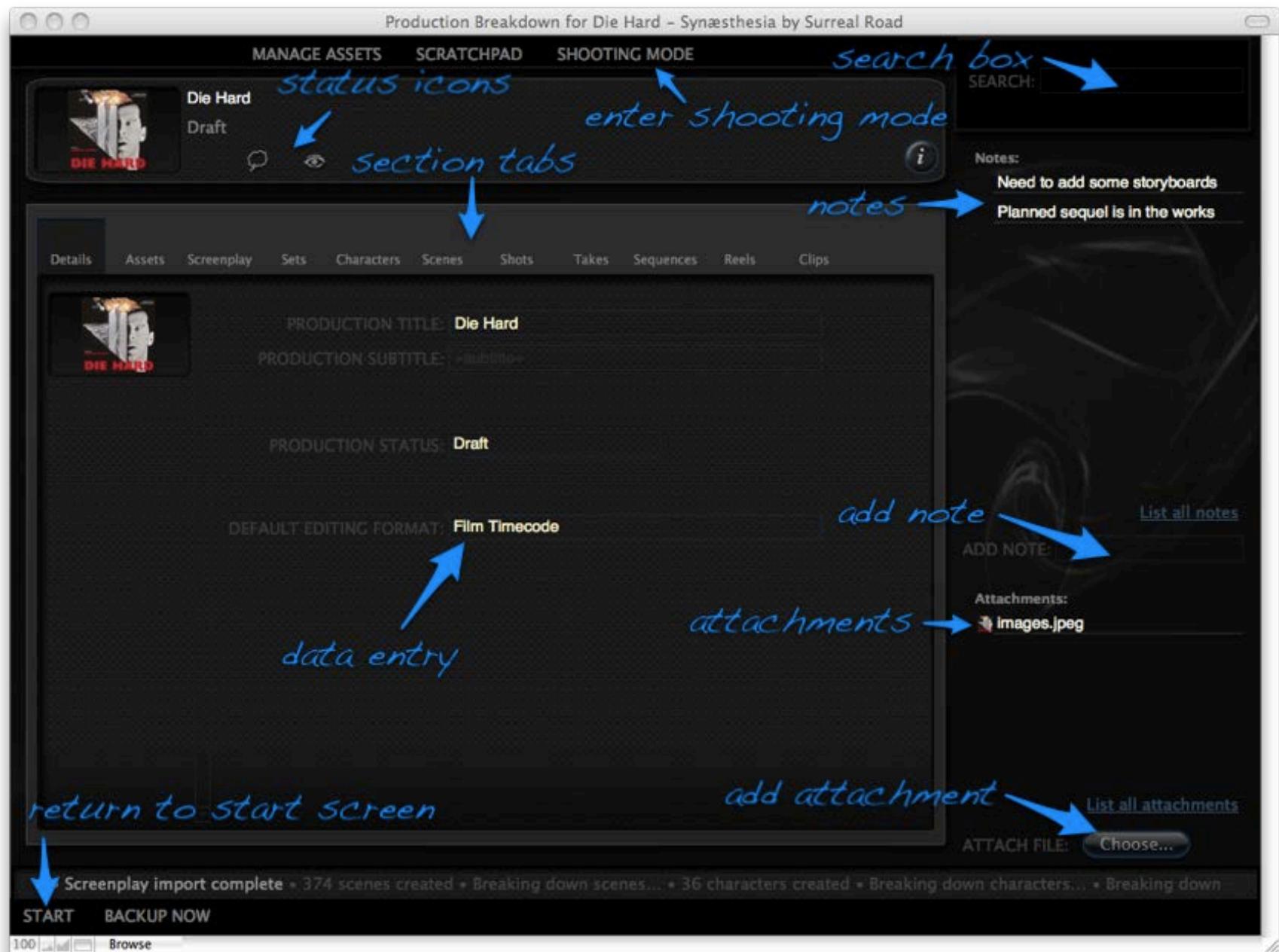
#### Import production data

Click “Import Production” (see “[Sharing data with other users](#)” below for more information).

#### Export production data

Click “Export Production” (see “[Sharing data with other users](#)” below for more information).

*Note: The “Export” button is only visible when a production is selected. This function is not available in the trial version of Synaesthesia.*



## Production Breakdown

The production breakdown holds information and settings for the whole production, as well as lists for all the other items types.

### Tasks

#### Set the default editing format

From the “Details” tab, click the “Default Editing Format” field and choose a format.

*Note: This is used for integration with editing and post-production systems.*

#### Import a screenplay

From the “Screenplay” tab, click “Import” and choose a screenplay document.

*Note: Importing a screenplay will also create or update any sets, scenes, characters and shots it contains.*

*Tip: For best results, import a Final Draft® 8 document.*

#### Export the production screenplay

From the “Screenplay” tab, click “Export” and choose a format and location for the file.

#### View the production’s screenplay

From the “Screenplay” tab, click “Page View”. The screenplay opens in a new window.

*Note: The screenplay cannot be edited in this window. To edit the screenplay, go to the appropriate [Scene breakdown](#).*

#### View or modify the production’s assets

Click the “Assets” tab.

#### View or modify the production’s sets

Click the “Sets” tab.

#### View or modify the production’s characters

Click the “Characters” tab.

#### View or modify the production’s scenes

Click the “Scenes” tab.

#### View or modify the production’s takes

Click the “Takes” tab.

**View or modify the production's sequences**

Click the "Sequences" tab.

**View or modify the production's reels**

Click the "Reels" tab.

**View or modify the production's clips**

Click the "Clips" tab.

Refer to "[Item breakdowns](#)" and "[Breakdown lists](#)" for other tasks.

Locale Breakdown for INT. Gent's Toilets – Synaesthesia® by Surreal Road

SYSTEM PREFERENCES   MANAGE ASSETS   SCRATCHPAD   SHOOTING MODE

Production Breakdown for The Toilet Guy

**INT. Gent's Toilets**  
Ealing Town Hall, UK

SEARCH:

Tags: *image, interior*

[List all tags](#)

**SET NAME:** INT Gent's Toilets

**DESCRIPTION:** *restroom*

**Notes:**

**ADD TAG:**

**ADD NOTE:**

**Attachments:** room\_01.jpg

[List all attachments](#)

**ATTACH FILE:**

NO IMAGE AVAILABLE   NO IMAGE AVAILABLE   NO IMAGE AVAILABLE   **NO IMAGE AVAILABLE**   NO IMAGE AVAILABLE   NO IMAGE AVAILABLE   NO IMAGE AVAILABLE

EXT. CUBICLE/OFFICE   INT.   INT. GENT'S - LATER   **INT. GENT'S TOILETS**   INT. GENT'S-AIR VENT   INT. - GENT'S/CUBICLE - END   INT. TOILET-GUY'S PLACE

START   BACKUP NOW   VIEW TRASH

100% Browse

## Set breakdown

The set breakdown contains information for individual sets (or other shooting locations) used in the production.

### Tasks

#### **View or modify the location for a set**

From the “Location” tab, click the location field. See “[Location details](#)” below.

#### **View or modify the set’s assets**

Click the “Assets” tab.

#### **View or modify the set’s scenes**

Click the “Scenes” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.

Character Breakdown for Toilet Guy – Synesthesia® by Surreal Road

SYSTEM PREFERENCES   MANAGE ASSETS   SCRATCHPAD   SHOOTING MODE

Toilet Guy (David Lee)

SEARCH:  Advanced search

Tags: *protected, test, major character*

List all tags

Production Breakdown for The Toilet Guy

Details   Assets   Scenes

CHARACTER NAME: Toilet Guy

ALSO KNOWN AS:

ACTOR: David Lee

DESCRIPTION:  character description

MAJOR CHARACTER: Yes

ATTACH FILE: Choose...

Notes:

ADD TAG

ADD NOTE

Attachments:

TOILET GUY

THEY ALL TURN AND STARE   NO IMAGE AVAILABLE

THROUGH QUICK AS A DOG   NO IMAGE AVAILABLE

TO THE SIGHT AND THE WALL   NO IMAGE AVAILABLE

TOWARDS A LITTLE CAMP   NO IMAGE AVAILABLE

TOWARDS THE JEERING VOICE   NO IMAGE AVAILABLE

TRYING TO MAKE IT BACK   NO IMAGE AVAILABLE

START   BACKUP NOW   VIEW TRASH

100% Browse

## Character breakdown

The character breakdown contains information for individual characters used in the production. A character can be set as a minor character, in which case it will appear at the bottom of lists.

### Tasks

#### Assign an actor to the character

From the “Details” tab, click the “Actor” field. Choose a contact from the list.

*Tip: Click the field again to change the assigned actor, or the “X” to clear it.*

#### Set the character as a major or minor character

From the “Details” tab, click the “Major Character” switch to toggle between major or minor characters.

*Note: Newly created characters are major characters by default.*

#### View or modify the set’s assets

Click the “Assets” tab.

#### View or modify the set’s scenes

Click the “Scenes” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.

Scene Breakdown for 06. INT. GENTS TOILETS – DAY – Synesthesia® by Surreal Road

SYSTEM PREFERENCES   MANAGE ASSETS   SCRATCHPAD   SHOOTING MODE

**06. INT. GENTS TOILETS - DAY**

Pending



**i**

SEARCH:   
[Advanced search](#)

Tags: day, note, image, master scene, interior

[List all tags](#)

**ADD TAG**

Notes:

TG has different boundaries from  
the line "well i could tell you but  
i'm tempted to say that if we split  
it is when TG starts to talk in terms  
there's a point we think he's

[2 more notes](#)

**ADD NOTE**

Attachments:

 [\\_MG\\_0004.jpg](#)

 [storyboard--006.jpg](#)

[List all attachments](#)

ATTACH FILE

  
03. INT. GENTS TOILETS – DAY

  
04. INT. GENTS TOILETS – DAY

  
05. INT. GENTS TOILETS – DAY

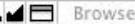
  
06. INT. GENTS TOILETS – DAY

NO IMAGE AVAILABLE

NO IMAGE AVAILABLE

NO IMAGE AVAILABLE

START   BACKUP NOW   VIEW TRASH

100  Browse

## Scene breakdown

The scene breakdown contains information for individual scenes used in the production.

A scene can be set as a “sub-scene”, in which case it inherits the set and time from the previous “master” scene.

A scene can also be “omitted”, in which case it will be hidden from the screenplay.

### Tasks

#### Assign a set to the scene

From the “Details” tab, click the “Scene Location” field. Choose a set from the list.

*Tip: Click the field again to change the assigned set, or the “X” to clear it.*

#### Set the scene as a master or sub scene

From the “Details” tab, click the “Master Scene” switch to toggle between master or sub scenes.

*Note: Newly created scenes are master scenes by default.*

#### Omit the scene

From the “Details” tab, click the “Scene Status” field and choose “Omitted”.

*Tip: Change the status to something else to undo this change.*

#### View or modify the scene’s assets

Click the “Assets” tab.

#### View or modify the scene’s screenplay

Click the “Screenplay” tab.

*Tip: Changing the scene’s screenplay after importing it will be reflected with an asterisk (\*) in the scene’s name.*

#### Revert the screenplay to the imported version

From the “Screenplay” tab, click the “Revert” link.

#### View or modify the scene’s characters

Click the “Characters” tab.

#### View or modify the scene’s shots

Click the “Shots” tab.

**View or modify the scene's takes**

Click the “Takes” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.

Shot Breakdown for XW7-A (Establishing) – Synesthesia® by Surreal Road

SYSTEM PREFERENCES MANAGE ASSETS SCRATCHPAD SHOOTING MODE

XW7-A (Close)  
Pending

SEARCH:

Tags: modified text, wild, multicam [List all tags](#)

ADD TAG:

Notes:

Production Breakdown for The Toilet Guy

Scene Breakdown for 7\*. EXT. CUBICLE/OFFICE

Details Assets Takes

SHOT NUMBER: 7-A  
SHOT NAME: Close  
IN SCENE: 7\*. EXT. CUBICLE/OFFICE [x](#) [i](#)  
SHOT STATUS: Pending

DESCRIPTION:

MONTAGE:  No  
MOS:  No  
WILD FOOTAGE:  No  
WILD SOUND:  Yes  
WILD TRACK:  No

ATTACH FILE: [Choose...](#)

ATTACHMENT PREVIEW: XW7-A (CLOSE)

START BACKUP NOW VIEW TRASH

100 Browse

## Shot breakdown

The shot breakdown contains information for individual shots (or “setups”) used in the production.

### Tasks

#### Assign the shot to a scene

From the “Details” tab, click the “In Scene” field. Choose a scene from the list.

*Tip: Click the field again to change the assigned scene, or the “X” to clear it.*

#### Omit the scene

From the “Details” tab, click the “Shot Status” field and choose “Omitted”.

*Tip: Change the status to something else to undo this change.*

#### View or modify the shot’s assets

Click the “Assets” tab.

#### View or modify the shot’s takes

Click the “Takes” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.

Take Breakdown for XW7-A (Close) tk2 – Synaesthesia® by Surreal Road

SYSTEM PREFERENCES MANAGE ASSETS SCRATCHPAD SHOOTING MODE

Production Breakdown for The Toilet Guy  
Scene Breakdown for 7\*. EXT. CUBICLE/OFFICE  
Shot Breakdown for XW7-A (Close)

XW7-A (Close) tk2  
Good take

SEARCH:

Tags: modified text, good take, tail slate, wild [List all tags](#)

ADD TAG:

Notes:

ADD NOTE:

Attachments:

ATTACH FILE: [Choose...](#)

Details Assets Clips

TAKE NUMBER: 2  
IN SCENE: 7\*. EXT. CUBICLE/OFFICE [X](#) [i](#)  
IN SHOT: XW7-A (Close) [X](#) [i](#)  
GOOD TAKE: Yes

RECORDED ON: 09/01/2012 AT: 19:10:00

MIS-SLATED: No  [No](#) RUNNING PICKUP: No  [No](#)  
NO SLATE: No  [No](#) FALSE START: No  [No](#)  
TAIL SLATE: Yes  [Yes](#) INCOMPLETE: No  [No](#)

XW7-A (CLOSE) TK2 XW7-A (CLOSE) TK2

START BACKUP NOW VIEW TRASH

100 Browse

## Take breakdown

The take breakdown contains information for individual takes acquired during the production.

A take may be for a scene or shot (or both), or just a production.

Takes are numbered sequentially depending on the element scene or shot they belong to, but the number can be set explicitly.

### Tasks

#### Assign the take to a scene

From the “Details” tab, click the “In Scene” field. Choose a scene from the list.

*Tip: Click the field again to change the assigned scene, or the “X” to clear it.*

#### Assign the take to a shot

From the “Details” tab, click the “In Shot” field. Choose a scene from the list.

*Note: If the take is already assigned to a scene, only shots assigned to that scene will be available.*

*Tip: Click the field again to change the assigned scene, or the “X” to clear it.*

#### Set the take number manually

From the “Details” tab, click the “Take Number” field and set the desired number.

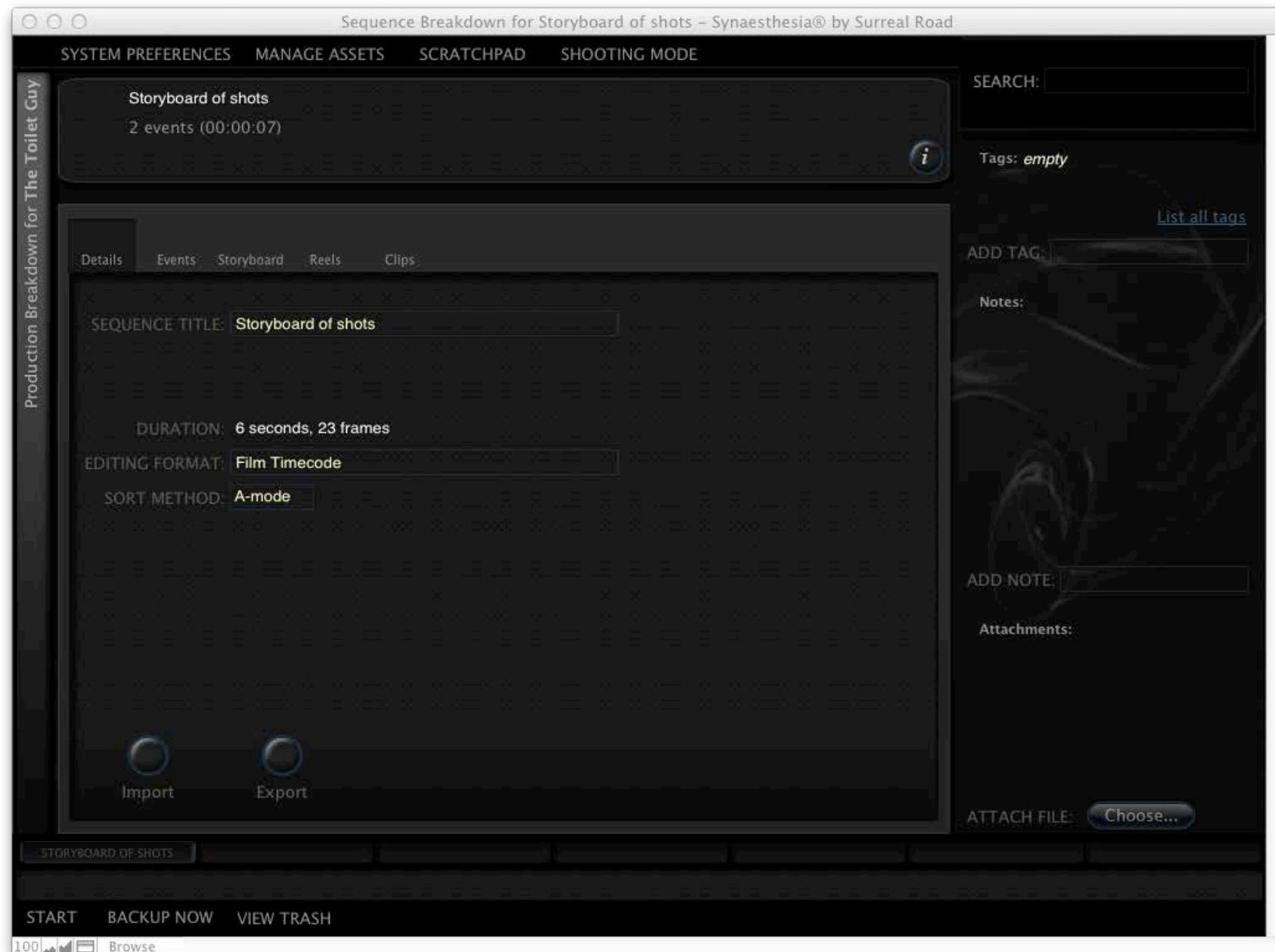
#### View or modify the take’s assets

Click the “Assets” tab.

#### View or modify the take’s clips

Click the “Clips” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.



## Sequence breakdown

The sequence breakdown contains information for individual sequences (or “edits”) belonging the production.

A sequence contains a number of “events” (or “cuts”), which are displayed in a format familiar to editors.

Sequences can be imported from (and exported to) editing and post-production systems, or constructed as “storyboards” using clips logged in Synesthesia.

### Tasks

#### Import a sequence

From the “Details” tab, click “Import” and choose a file to import.

#### Export the sequence

From the “Details” tab, click “Export” and choose a format and location for the file.

#### Set the editing format for the sequence

From the “Details” tab, click the “Editing Format” field and choose a format.

*Tip:* Newly created sequences use the “Default Editing Format” specified in the [Production breakdown](#).

#### View or modify the sequence’s events

Click the “Events” tab. See [“Sequence event details”](#) for more information.

#### View or modify the sequence’s events as a storyboard

Click the “Storyboard” tab.

#### Create a new event from a clip

From the “Storyboard” tab, click the “Add clip” button.

#### Add handles to the sequence

From the “Modify” menu, choose “Add Handles...” and enter the number of handles to add.

*Tip:* Enter a negative number to remove handles.

#### Modify timings for the sequence

From the “Modify” menu, choose “Transpose Times...” and set the options accordingly.

### **Regenerate record times for the sequence**

To regenerate record times for the sequence (for example, to remove overlapping events), from the “Modify” menu, choose “Regenerate Record Times...”.

*Note: This cannot be undone.*

### **Renumber events in the sequence**

To renumber all events in a sequence sequentially, from the “Modify” menu, choose “Renumber...” and specify a starting number.

### **Validate the sequence**

To validate a sequence and its events, from the “Modify” menu, choose “Validate”. The results will be saved in a note attached to the sequence.

*Tip: Individual events that fail validation will be automatically tagged as “not valid”.*

### **View the sequence’s reels**

Click the “Reels” tab.

### **View the sequence’s clips**

Click the “Clips” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.

## Sequence event details

The sequence event details window shows information and timings for a specific event in a sequence.

### Tasks

#### Set the reel for the event

Click the "Reel" field and choose a reel from the list.

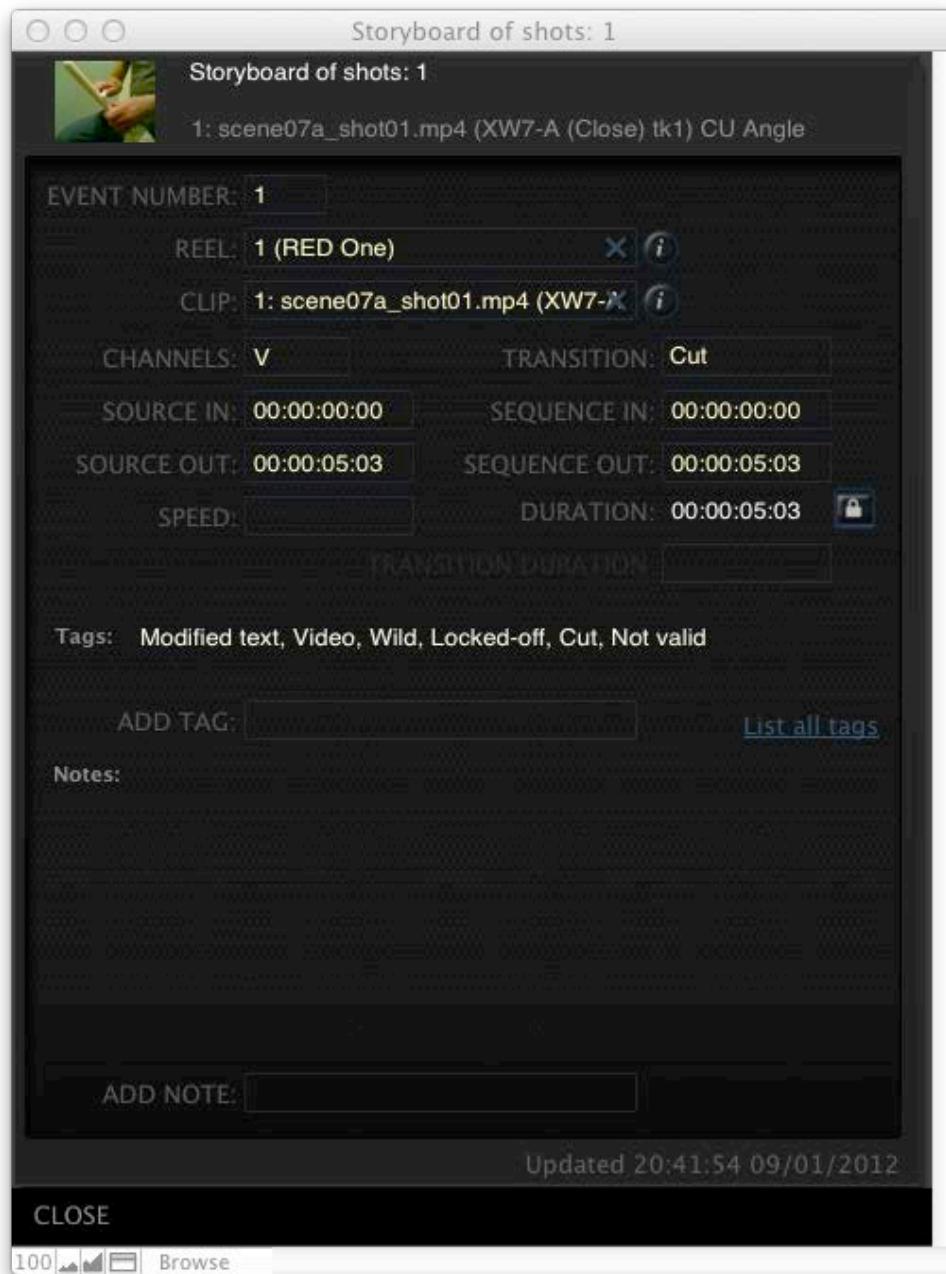
*Tip: Click the field again to change the assigned reel, or the "X" to clear it.*

#### Set the clip for the event

Click the "Clip" field and choose a clip from the list.

*Note: If the event is already linked to a reel, only clips on that reel will be available.*

*Tip: Click the field again to change the assigned scene, or the "X" to clear it.*



Reel Breakdown for 1 (Film Timecode) – Synesthesia® by Surreal Road

SYSTEM PREFERENCES MANAGE ASSETS SCRATCHPAD SHOOTING MODE

Production Breakdown for The Toilet Guy

1 (RED One)  
Video

REEL NAME: 1  
REEL TYPE: Video  
CREATION DATE: 22/12/2011  
RECORDER: RED One  
CAMERA CODE:  
MAGAZINE:  
REEL CAPACITY: 4 minutes (5% used)  
DURATION: 12 seconds, 1 frame  
EDITING FORMAT: Film Timecode  
START TIME: «set end time»  
END TIME: «set start time»

SEARCH:

Tags: video, audio, virtual reel, checked out

List all tags

ADD TAG:

Notes:

ADD NOTE:

Attachments:

ATTACH FILE: Choose...

1 (RED ONE)

START BACKUP NOW VIEW TRASH

100 Browse

## Reel breakdown

The reel breakdown contains information for individual reels (which can be physical, such as film, videotape, or digital media) used in the production.

### Tasks

#### Set the recorder for the reel

From the “Details” tab, click the “Recorder” field. Choose a recorder from the list.

*Tip: Click the field again to change the recorder, or the “X” to clear it.*

#### Set the editing format for the reel

From the “Details” tab, click the “Editing Format” field and choose a format.

*Tip: Newly created reels use the “Default Editing Format” specified in the [Production breakdown](#), or the “Default Editing Format” specified by the recorder.*

#### Set the capacity for the reel

From the “Details” tab, click the “Reel Capacity” field and enter a time.

*Tip: The available time for the reel is estimated based on this field and the length of the clips attached to the reel.*

#### View or modify the location for the reel

From the “Location” tab, click the location field. See “[Location details](#)” below.

#### Check out a reel to a contact

From the “Location” tab, click the “Check Out” button and choose a contact.

#### Check a reel back in

From the “Location” tab, click the “Check In” button.

#### View or modify the reel’s clips

Click the “Clips” tab.

Refer to “[Item breakdowns](#)” and “[Breakdown lists](#)” for other tasks.

Clip Breakdown for 1: scene07a\_shot01.mp4 (XW7-A (Close) tk1) – Synesthesia® by Surreal Road

SYSTEM PREFERENCES   MANAGE ASSETS   SCRATCHPAD   SHOOTING MODE

Production Breakdown for The Toilet Guy  
Reel Breakdown for 1 (RED One)  
Take Breakdown for XW7-A (Close) tk1

1: scene07a\_shot01.mp4 (XW7-A (Close) tk1) CU Angle  
00:00:00:00 – 00:00:05:02

SEARCH:

Tags: modified text, video, audio, note, image, wild, locked-off, cut, black, not valid  
[List all tags](#)

ADD TAG:

Notes:  
QuickTime metadata imported:  
[List all notes](#)

ADD NOTE:

Attachments:  
scene07a\_shot01.mp4  
[List all attachments](#)

ATTACH FILE:

Details   Digital   Color   Timing   Audio

CLIP NAME: scene07a\_shot01.mp4  
ON REEL: 1 (RED One)    
FOR TAKE: XW7-A (Close) tk1

DURATION: 5 seconds, 2 frames  
EDITING FORMAT: Film Timecode

FRAMING: CU  
ANGLE: Angle  
FOCAL LENGTH: 50mm   ASPECT RATIO: 4:3

LOCKED OFF: Yes

1: SCENE07A SHOT01   1: SCENE07A SHOT02

START   BACKUP NOW   VIEW TRASH  
100    Browse

## Clip breakdown

The clip breakdown contains information for individual clips (individual pieces of footage) used in the production. Clips can (and should) be linked to corresponding footage files on disk. Doing so will also import any metadata stored in the file.

### Tasks

#### Set the reel for the clip

From the “Details” tab, click the “On Reel” field. Choose a reel from the list.

*Tip: Click the field again to change the recorder, or the “X” to clear it.*

#### Set the take for the clip

From the “Details” tab, click the “For Take” field. Choose a take from the list.

*Tip: Click the field again to change the recorder, or the “X” to clear it.*

#### Set the editing format for the clip

From the “Details” tab, click the “Editing Format” field and choose a format.

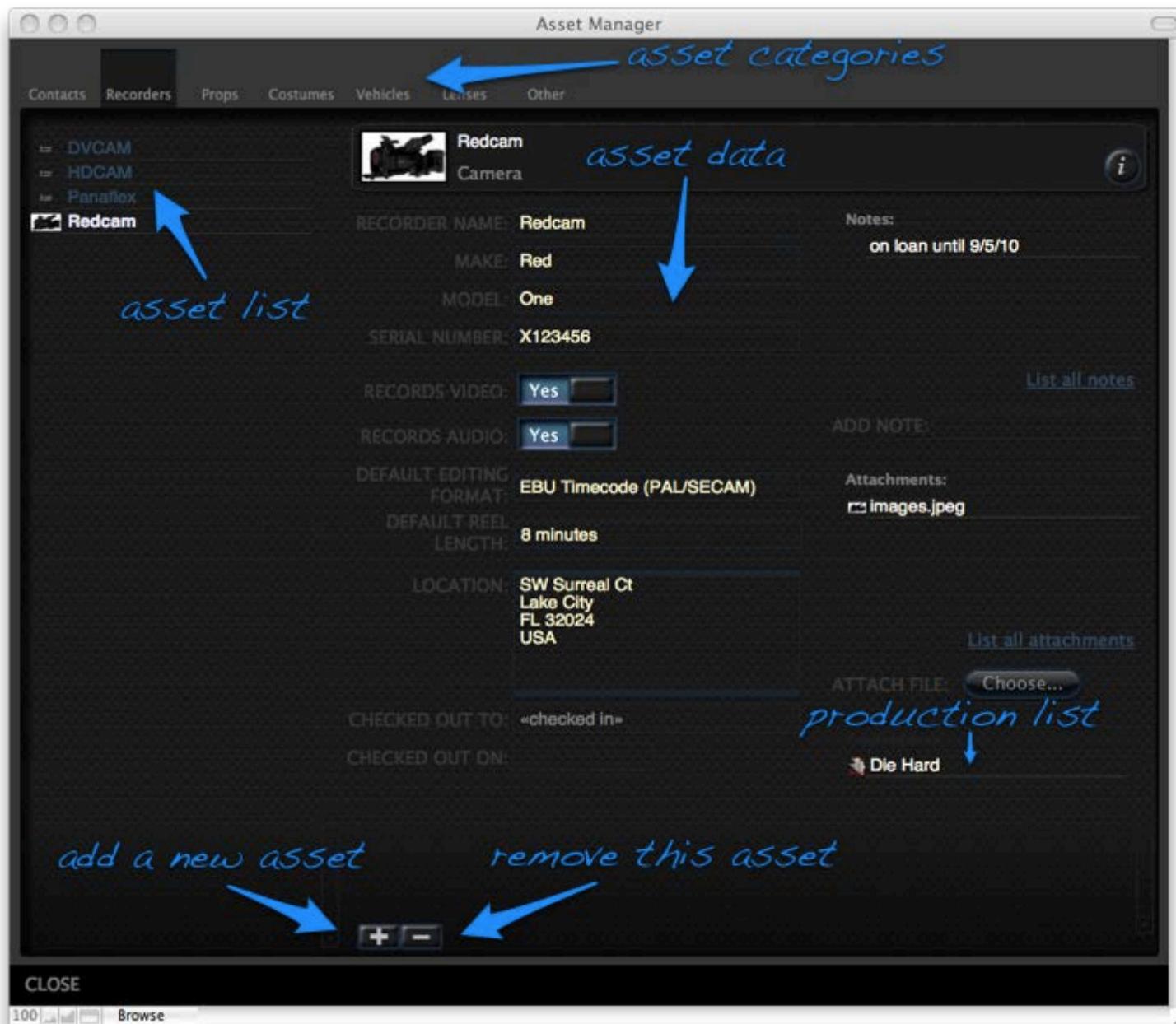
*Tip: Newly created reels use the “Default Editing Format” specified in the [Production breakdown](#).*

#### Set the file for the clip

From the “Digital” tab, click “Choose...” next to “File:” and choose a file, or

Drag a file from the Finder onto the Clip breakdown. When prompted, click to link the file to the clip.

*Tip: If available, all imported metadata will be saved in a note attached to the clip.*



## Asset manager

The asset manager contains information on different types of assets that can be used on a production. Assets may be shared between different productions.

### Tasks

#### **View a list of productions assigned to an asset**

Click “List all assignments” under the productions list. See “[Asset assignment details](#)” below.

#### **View, create or modify contacts**

Click the “Contacts” tab.

#### **Set a contact as a company**

From the “Contacts” tab, click the contact, and then click the “Type” field to toggle between “Individual” and “Company”.

#### **Set the default role for a contact**

From the “Contacts” tab, click the contact, click the “Default Role” field, and choose a role.

#### **View, create or modify recorders**

Click the “Recorders” tab.

#### **Set the default editing format for a recorder**

From the “Recorders” tab, click the recorder, then click the “Default Editing Format” field and then choose a format.

#### **Set the default reel capacity for a recorder**

From the “Recorders” tab, click the recorder, then click the “Default Reel Length” field and enter a time.

#### **View, create or modify props**

Click the “Props” tab.

#### **Set a prop as a hand prop**

From the “Props” tab, click the prop, and then click the “Type” field to toggle between “Stage prop” and “Hand prop”.

#### **View, create or modify costumes**

Click the “Costumes” tab.

### **View, create or modify vehicles**

Click the “Vehicles” tab.

### **View, create or modify lenses**

Click the “Lenses” tab.

### **View, create or modify other asset types**

Click the “Other” tab.

*Tip: Click the “Type” field and enter a custom type to further categorise it.*

### **View or modify the location for an asset**

Click the location field. See “[Location details](#)” below.

### **Check out an asset to a contact**

Click the “Check Out” button and choose a contact.

*Note: Contacts cannot be checked in or out.*

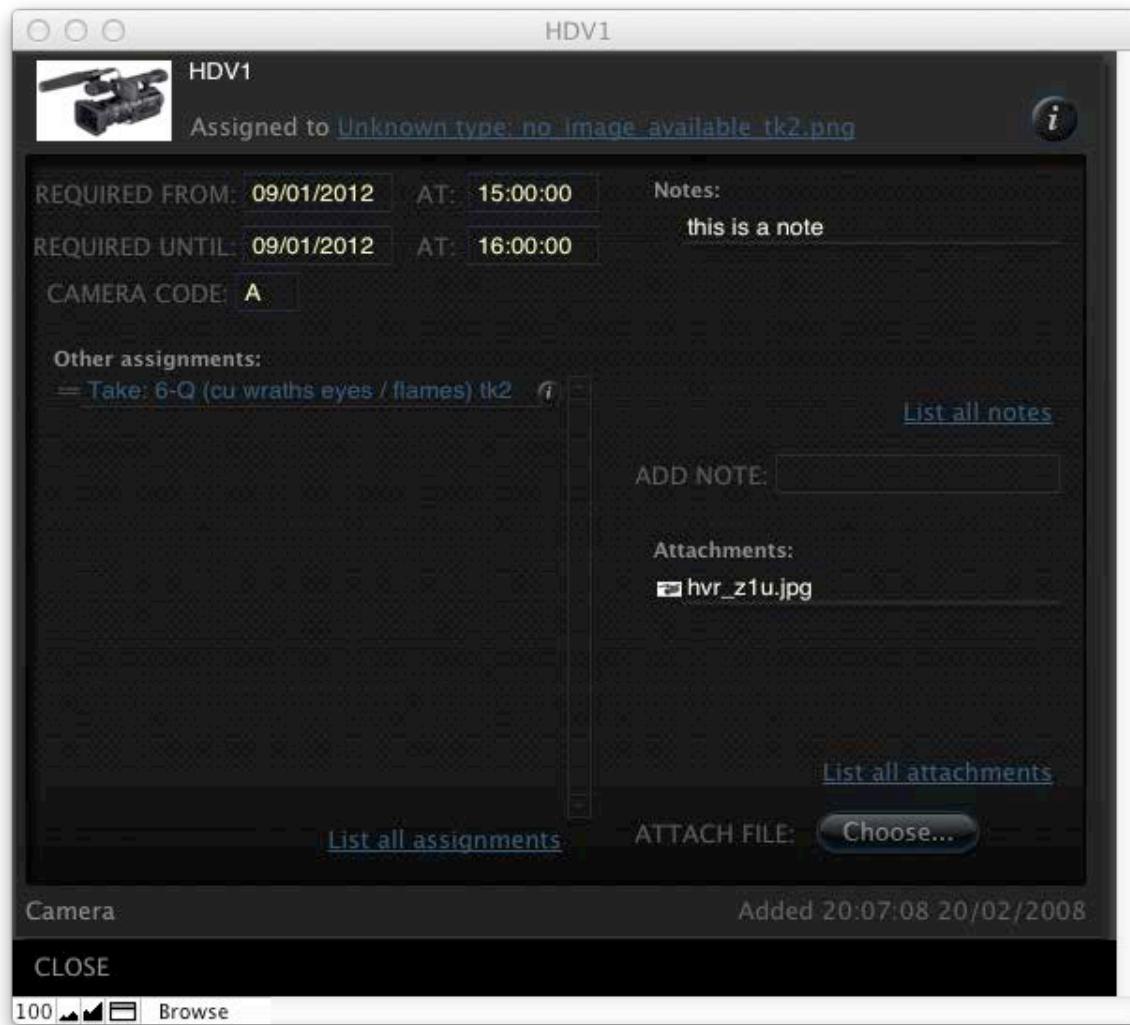
### **Check an asset back in**

Click the “Check In” button.

*Note: Contacts cannot be checked in or out.*

## **Asset assignment details**

The asset assignment details window lists the elements in a production that have been assigned that asset, as well as information specific to that particular assignment.



## Tasks

### Open the asset assignment details window

From any assets tab in a breakdown, click the asset, or  
From the asset manager, click the production, or

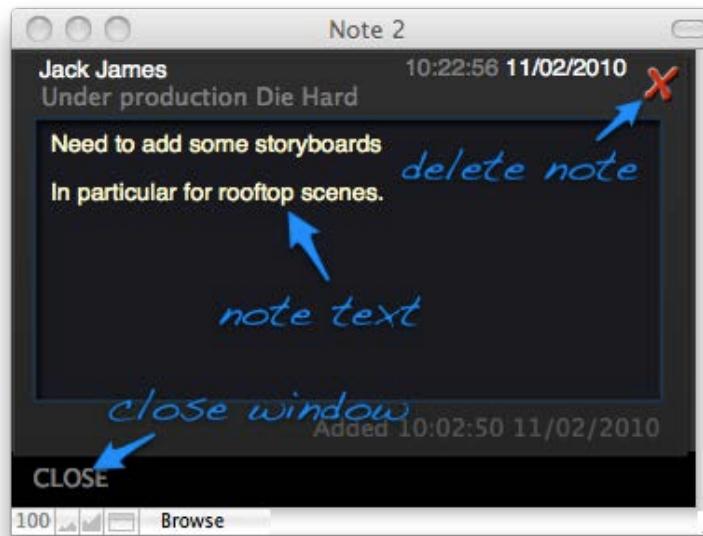
From an asset assignment details window, click a different assignment.

**[View a list of assignments](#)**

Click “List all assignments” under the assignments list.

## Note details

The note details window shows the note, as well as the author and the item the note is linked to.



## Tasks

### Open linked item breakdown

To open the breakdown for the item the note belongs to, click the item's name.

### Trash the note

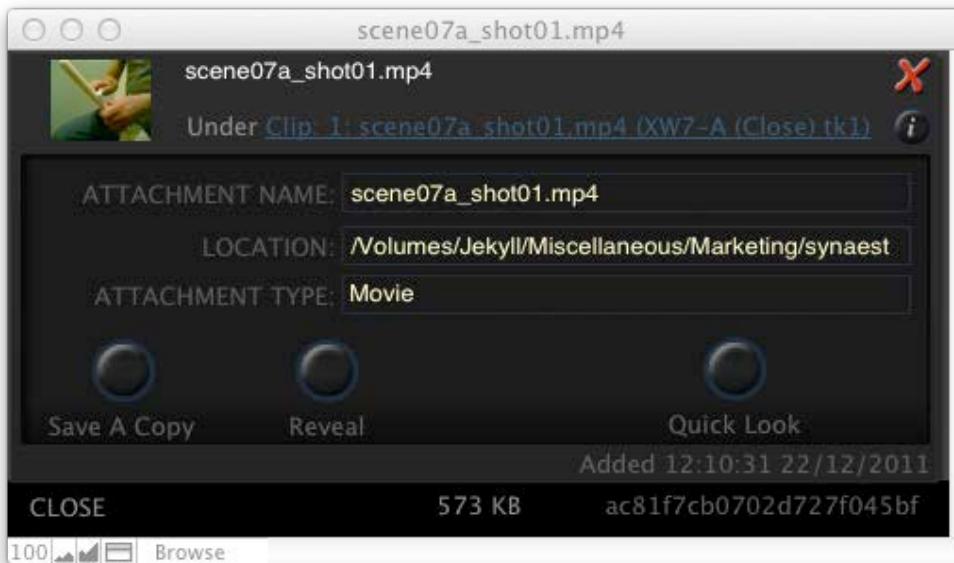
Click the delete button in the top right.

*Tip: Trashed items may be recovered later. See "[Viewing and restoring trashed items](#)".*

## File attachment details

The file attachment details window shows the file's location on disk, as well as the type and size.

*Tip: If the option is enabled in the [preferences window](#), the file's checksum is also shown.*



## Tasks

### Open linked item breakdown

To open the breakdown for the item the file attachment belongs to, click the item's name.

### Save a copy of the file

Click the "Save A Copy" button and choose where to save it.

### Reveal the file in the Finder

Click the "Reveal" button.

### **Quicklook the file**

Click the “Quick Look” button.

### **Trash the file attachment**

Click the delete button in the top right.

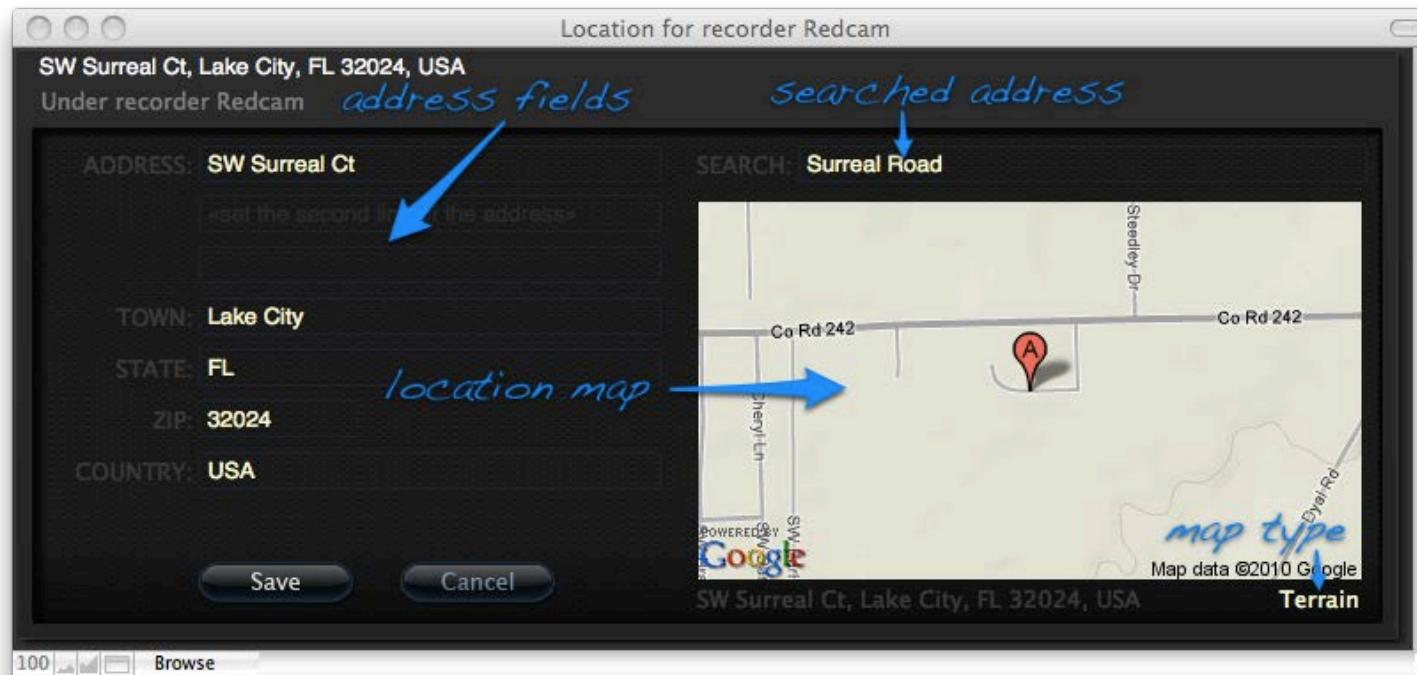
*Tip: Trashed items may be recovered later. See “[Viewing and restoring trashed items](#)”.*

*Note: The associated file is not removed from disk.*

## Location details

The location details window shows the address and map of a location.

Maps are provided by Google® Inc.



## Tasks

### Search for an address

Type a search term into the "Search" field and press enter. If a match is found, the address fields and map will be updated.

*Note: An Internet connection is required to use the address search. If one is not available, you will have to enter the address manually.*

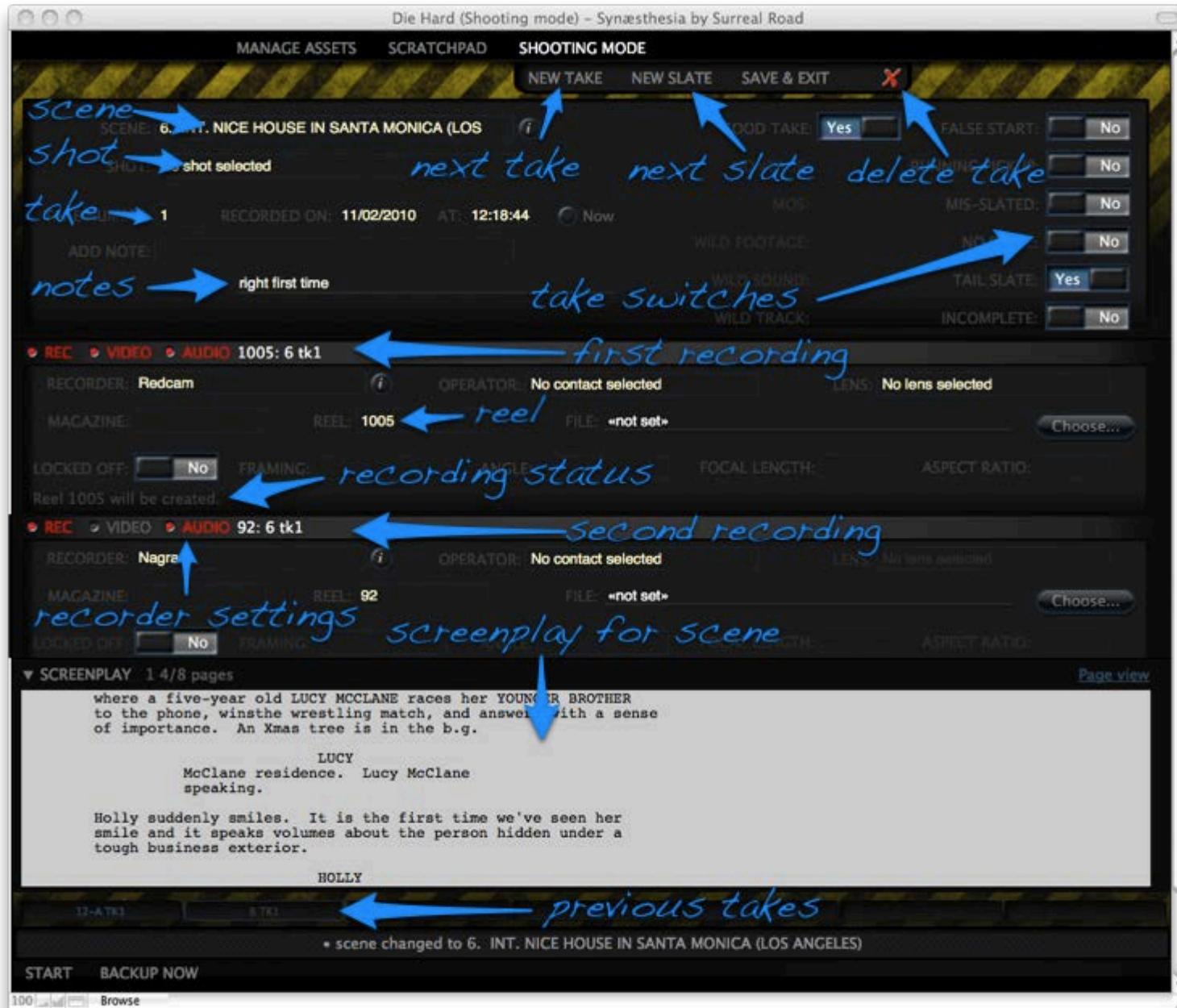
*Tip: To search for addresses outside of the US, include the country as part of the search term.*

### **Change the map type**

Click the label below the map to cycle between “Satellite”, “Map”, “Terrain” and “Hybrid” map types.

### **View the map in a browser**

Click the map.



## Shooting mode

Shooting mode provides a streamlined interface for capturing information during a shoot. Only the relevant information is displayed, and many elements are created automatically.

Shooting mode is automatically configured to use every recorder assigned to the production.

### Tasks

#### Set the scene for the take

From the “Details” tab, click the “Scene” field. Choose a scene from the list.

*Tip: Click the field again to change the assigned scene, or the “X” to clear it.*

#### Assign the take to a shot

From the “Details” tab, click the “Shot” field. Choose a scene from the list.

*Note: If the take is already assigned to a scene, only shots assigned to that scene will be available.*

*Tip: Click the field again to change the assigned scene, or the “X” to clear it.*

#### Create a new take

To create a new take within the same scene and shot, click the “New Take” button.

#### Create a new slate

To create a new slate (new take for a different scene and shot), click the “New Slate” button.

#### Set the take number manually

From the “Details” tab, click the “Take Number” field and set the desired number.

#### Enable and disable specific recorders

Click the “REC” button at the top of the recorder section to enable or disable it for that take.

*Tip: Enable or disable the “Video” and “Audio” buttons to indicate whether a recorder is capturing video and/or audio for a take.*

#### Set the recorder’s reel

Type the reel number into the “Reel” field.

#### Set the operator for the recorder

Click the “Operator” field. Choose a contact from the list.

*Tip: Click the field again to change the operator, or the “X” to clear it.*

### **Set the lens for the recorder**

Click the “Lens” field. Choose a lens from the list.

*Tip: Click the field again to change the lens, or the “X” to clear it.*

### **Set the file for the recording**

Click “Choose...” next to “File:” and choose a file.

## Sharing information with other users

Synaesthesia makes it easy to share production data with other users, by generating a “Synaesthesia Interchange” document that can be sent to others.

*Note: The entire production, including all notes and other data is shared when using this feature.*

### Tasks

#### Creating an Interchange document to share

From the [Start screen](#), select the production to share, and click export. If you are offered a choice of export formats, choose “Synaesthesia Interchange (synML)”, and then choose where to save the file.

#### Loading an Interchange document from another user

From the [Start screen](#), click import, and choose the file.

This will create a new production, with all of the information provided in the file.

*Note: If you make changes to this production and create a new interchange document to return to the user who sent you the file, that person will be able to update their production (without creating a new one) from your document. Likewise, if you are sent an updated document, that will just update the existing production.*

*Tip: To easily keep everything in sync with others, share your data regularly.*

## Viewing and restoring trashed items

Removing most items in Synaesthesia doesn't permanently remove them from the database. Instead they are "trashed" and can be recovered later if needed.

### Tasks

#### **View items in the trash**

At the bottom of the main window, click "View Trash". This will show a list of trashed items in the current production.

*Tip: When on the [Start screen](#), this button shows trashed items for all productions.*

#### **Show only items of a specific type**

Click the "Type" field, and choose a type.

#### **Restore a trashed item**

Select one or more items to restore from the list, then click "Restore" at the bottom.

#### **Permanently delete a trashed item**

Select one or more items from the list, then click "Delete Forever" at the bottom.

#### **Permanently delete all trashed items**

From the "Synaesthesia" menu, choose "Empty Trash..."

*Note: This removes all trashed items for all productions.*

*Tip: If you have a lot of trashed items, doing this can improve the performance of the database.*

## Shotgun integration

Shotgun is a customisable web-based production tracking systems for digital studios. Synaesthesia can synchronise some production data with corresponding Shotgun projects.

For more information about Shotgun, visit <http://www.shotgunsoftware.com>

For more information about the data that can be synchronised, visit <http://synwiki.surrealroad.com/main/technical/shotgun-integration>

*Note: An internet connection is required for all Shotgun integration functionality.*

Scene Code	Thumb	Status	Description	Assets	Shots	Type	Tags
10. INT. GENT'S TOILETS		Upload	Active				empty, interior, master
11. INT. TOILET GUY'S PLACE` - DREAM SEQUENCE		Upload	Active				empty, interior, master
12. INT. GENT'S-AIR VENT		Upload	Active				empty, interior, master
13. INT. - GENT'S/CUBICLE - END OF DAY		Upload	Active				empty, interior, master
1. INT. GENT'S TOILETS - DAY		Upload	Active				day, empty, interior, m
2. INT. CUBICLE/OFFICE/SANCTUARY		Upload	Active				empty, interior, master
3. INT. GENT'S - LATER		Upload	Active				empty, interior, master
4. INT. CUBICLE/OFFICE/SANCTUARY		Upload	Active				empty, interior, master
5. INT. GENT'S TOILETS		Upload	Active				empty, interior, master
6. EXT. CUBICLE/OFFICE		Upload	Active				empty, exterior, maste
7. EXT. CUBICLE/OFFICE		Upload	Active		XW7-A (Close) -		exterior, master scene
8. INT. CUBICLE/OFFICE/SANCTUARY		Upload	Active				empty, interior, master
9. INT. GENT'S TOILETS		Upload	Active				empty, image, interior,

## Tasks

### Enable Shotgun integration

From the [Synesthesia System Preferences](#) window, under “Integrations” enable “Shotgun Integration”.

### Configure Shotgun Integration

From the [Synesthesia System Preferences](#) window, under “Integrations” click “Configure” next to “Shotgun Integration”. You will need to provide your Shotgun URL, an authorised Script Name, and an Application Key.

Refer to the document at <https://support.shotgunsoftware.com/entries/21646-set-up-shotgun-for-api-access> for how to obtain your Application Key.

### Synchronise Shotgun data

At the bottom of the main window, click “Sync With Shotgun”.