



Managing Final Cut Pro 10.1 Project Files

When using multimedia workstations in CL-240/245, files stored on the local hard drive are **automatically deleted upon log out**. To retain editable copies of your projects, you must copy the necessary files to an external hard drive before you leave the lab. Final Cut Pro v10.1 introduces a **new method for organizing media and projects** that simplifies this process.

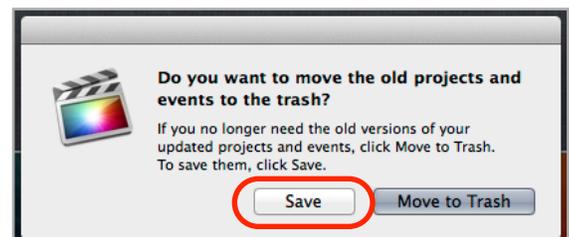
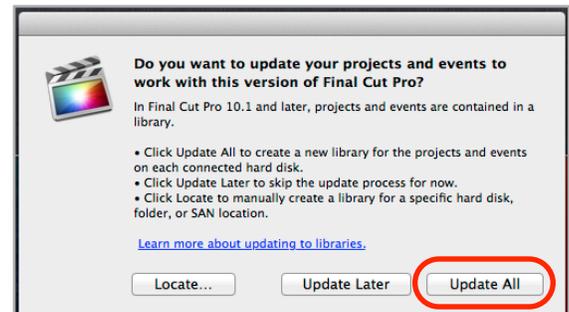
All project files are now consolidated into a single file called a **library**. This file includes projects, events, imported media, and rendered media. This new file management method makes it easy to organize, move, and backup projects. In the past, you could only copy project files and media from within the application and you had to work from an external hard drive that was formatted for “Mac only.” Now you can simply copy a single library file using the Finder, and you can work on hard drives formatted to work on both Mac and PC platforms (formatted as “ExFat”)!

1 Updating a project

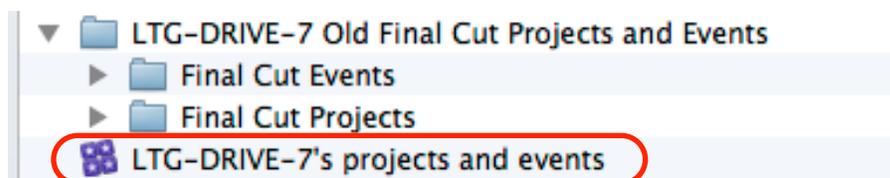
If you created a project in FCP version 10.0.9 or earlier, you will be required to “update” the project before you can open it with FCP version 10.1 or later (if you are starting a new project, skip to step 2 on the following page). Once the project is updated, you cannot open it again with an older version, so be sure to follow the steps below to **backup your original** when you update.

1. Connect your external hard drive to the workstation.
2. Open the Final Cut Pro 10.1 (or later) application.
3. The dialog window to the right will appear.
(If the dialog window does not appear automatically, choose “Update Projects and Events” from the File menu.)
4. Click the Update All button.
5. Another dialog window will appear, asking if you want to trash your old projects after they are updated, or save them. It is highly recommended that you click the **Save** button.
6. After the update is complete, FCP will open and your new library will appear in the Libraries panel.

NOTE: If you choose Move to Trash instead of Save, your original project will be moved to the trash and you will no longer be able to open your project with previous versions of Final Cut Pro.



This new library file will be saved to the same location as your original Events and Projects folders. The library file is represented by the **purple** icon shown below. Your original projects and event files are automatically collected and saved into a separate folder labeled “Old Final Cut Projects and Events.”

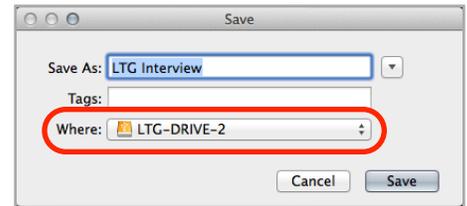


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2 Creating and opening a library file

If you are starting a **new project**:

1. Connect your external hard drive to the workstation.
2. Open Final Cut Pro 10.1 (or later) application.
3. From the File menu, choose New > Library.
4. Name the library file.
5. Choose your external hard drive as the save location.
6. Click the Save button.



If you already have a project on an **external hard drive**:

1. Connect your external hard drive to the workstation.
2. Open the folder containing the library file and double-click it.
3. Final Cut Pro 10.1 will automatically open and load your project.



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If you just **updated** an “old” project (see step 1 on previous page), your library will already be open!

NOTE: Do not use the “Untitled” library file that appears by default in the Libraries panel. This library is stored on the workstation’s local hard drive. To remove it from the list, right-click on it and choose “Close Library” from the pop-up menu.

3 Creating projects and importing media

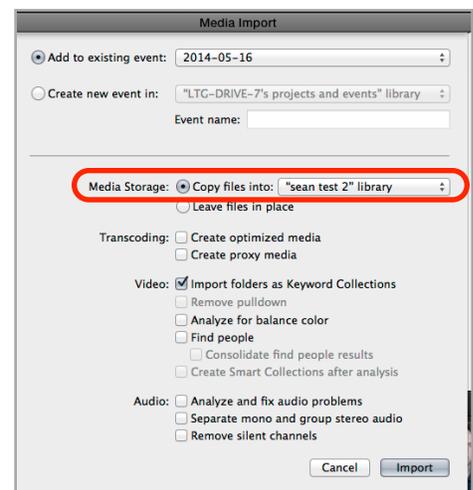
Once your library file is created on your external hard drive, you can create a project file and import media. A single library can contain multiple project and media files.

Create a project:

1. From the File menu, choose New > Project.
2. Name your project.
3. Select the event that is located within your new library (by default its name is the current date).
4. Click the OK button.

Import Media:

1. From the File menu, choose Import > Media...
2. Navigate to the location of your media.
3. Select the media you want to import and then click the Import Selected Media button.
4. From the “Add to existing event” drop-down menu, choose the event that is located within your new library.
5. **MAKE SURE** you select “**Copy files into**” and select your new library. You **DO NOT** want to “Leave files in place” because that could create links to the media, instead of copying the files into your library, and *you could lose your media when you leave the lab.*



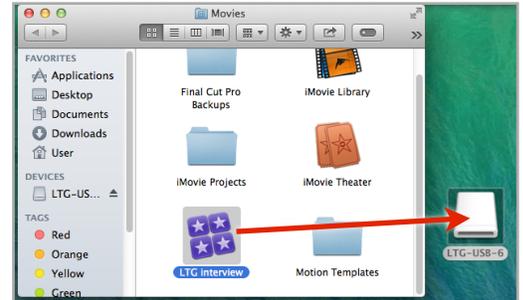
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4 Moving and archiving a library file

If you started a new project following the steps in part 2 and 3, then your library file should already “live” on your external hard drive. In this case, you do not need to move files before leaving the lab. **FCP saves your project automatically as you work.**

If you are working from the local hard drive, you **must move your library file to your external drive before leaving the lab:**

1. Right-click on your library from the Libraries panel within FCP and choose “Reveal in Finder.”
2. A new window will open, and your library file will be visible.
3. Click-and-drag to copy the library file from its current location, to your external hard drive.



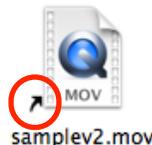
NOTE: To avoid having multiple versions of your projects, be sure to close Final Cut Pro after copying the library file to your external hard drive. When are ready to continue editing the movie, double-click the library file from your external hard drive.

5 Gotchas!

** Before you leave our lab, it is always a good idea to **connect your external hard drive to a different workstation and open the project to verify** that you have successfully managed your library and its associated files. If you see any of those “Missing Event” warnings in your project, you have a problem!



** Another way to verify the contents of your library file is to open it up and check inside. Within FCP, right-click on the library icon, and choose “Reveal in Finder.” Then, right-click on the library icon from the Finder window and choose “Show Package Contents.” **Locate and open the “Original events” folder to view its contents.** If any of your media is missing, or if any of the icons have small *shortcut arrows* attached to them (meaning they are linked), you have a problem!



** If you do notice a problem with your library file (i.e. the file size is uncharacteristically small, it contains missing or linked media), please contact LTG staff immediately. We can help you “**consolidate**” your library before copying it to your external hard drive. If you need to try this on your own, here are the steps:

1. Right-click on the library icon from the Libraries panel (click on the top-level library icon, not the events icon underneath it), and choose “Consolidate Library Files...”
2. In the dialog window that appears, select the name of your library, and then click the OK button.
3. The Background Tasks readout will track your progress. When the counter reaches 100%, consolidation is complete.
4. If your library is already stored on your external hard drive, you are done.



If your library file is on the local workstation’s hard drive, right-click on the library icon from within FCP, choose “Reveal in Finder,” and then **drag-and-drop to copy that library file to your external hard drive.**

6 Links and resources

- Libraries FAQ: support.apple.com/kb/HT5958
- Managing FCP Library white paper: www.apple.com/final-cut-pro/docs/Media_Management.pdf
- What’s new in FCP: www.apple.com/final-cut-pro/whats-new/
- “Edit Smarter with Larry Jordan” articles: www.larryjordan.biz/fcp-x-v-10-1-media-management-collection/