

CIT Lab How-To: Set up your Final Cut Pro project

When you start up the Final Cut Pro application, it will start with certain default settings. Even when you create a new project, it is important to change certain settings from the default, particularly settings that control where your video source files will be stored.

Note: If you require long term convenient access to your video files and projects, we recommend that you invest in your own external firewire hard drive. This also gives you the flexibility to quickly move your project from one computer to another.

If you do not take care of these settings, your video files may be deleted during regular CIT Lab maintenance.

Create a folder named after yourself:

1. Before you begin, be sure that you have a folder located on one of the hard disks connected to the computer that you are using. If you don't already have a folder named after yourself, create one. To create a folder in a given disk, double click the disk icon on the desktop, and from the **File** menu select **New Folder**.
 - a. On **Flanders**, create a folder on **FireWire 120 GB** or on **Rod**.
 - b. On **Moe**, create a folder on **Barney** or **Firewire 120 Gb**.
 - c. If you have your own external firewire hard disk, you can use it instead of a named folder on one of the lab hard disks. Apple Powerbooks may be able to act as external firewire hard disks (try starting up the Powerbook while holding down the T key).



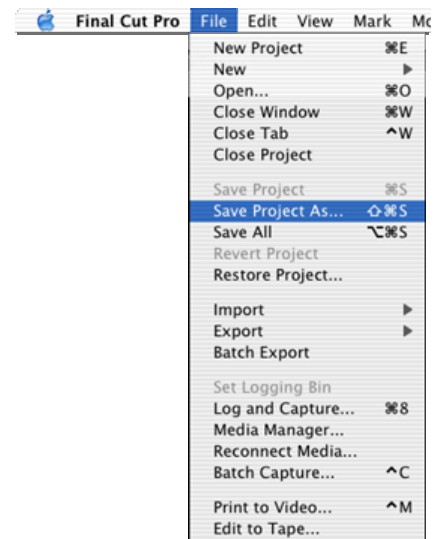
Figure 1: On the Macintosh named **Flanders**, there are two hard disks that appear on the desktop named **Firewire 120 GB** and **Rod**.

On the Macintosh named **Moe**, there are hard disks that appear on the desktop named **Barney** and **Firewire 120Gb**.

The rest of this document will assume that you have a named folder on the disk named Rod on the computer named Flanders, but your folder could be on any of the disks named above.

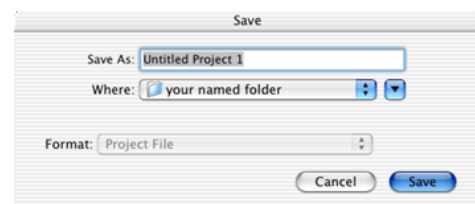
Create a new Final Cut Pro project:

2. If you are creating a new project in Final Cut Pro, you should run Final Cut Pro and from the **File** menu choose **New Project**. This creates a new project for you, however, it does not name the project and does not ensure that it is saved in the correct location. Immediately after creating a new project, you should go back to the **File** menu and choose **Save Project As**.



Expand the Save dialog window:

3. When you choose **Save Project As** from the **File** menu, you will be presented with a window for you to choose the location to save your project file. By default, the window will show the last folder that Final Cut Pro saved a project to, which may or not be your own named folder. To expand this window, click on the small blue button that has an arrow pointing down.



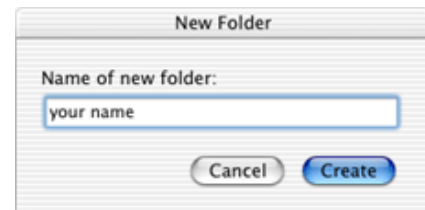
Locate the appropriate hard disk and your named folder:

4. In the expanded window, you will be able to see a hierarchical view of the folders and drives of the computer. You may need to use the blue scroll bars to find the disk and folder that you want.



*If you don't already have a folder named after yourself, you should first navigate to one of the approved disks (mentioned above, such as Rod) and once you have clicked on the appropriate disk to highlight it, then click the **New Folder** button.*

After clicking on the New Folder button, you are presented with a New Folder window, where you should type your name and then click the **Create** button. This should create a new folder within the disk that you had previously highlighted. It is this folder that you should use to store all of your projects and files when working on this particular CIT Macintosh computer.

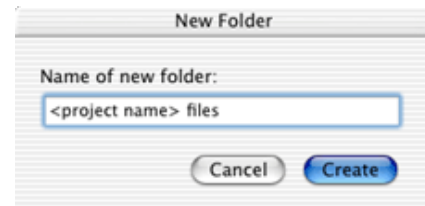


Create a project folder and save your project into it:

5. Once you have located your named folder and highlighted it, click on the **New Folder** button to create another folder in which to store your project files and video source files.

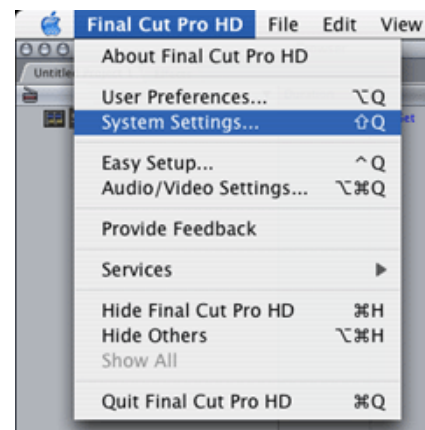
Enter a name for your project folder and click the **Create** button.

Now that you've created these folders, you still need to name your project and save it! At the top of the Save window, next to Save As, type in the name of your project, and then (making sure that your project folder is selected) click the **Save** button.



Set the System Settings:

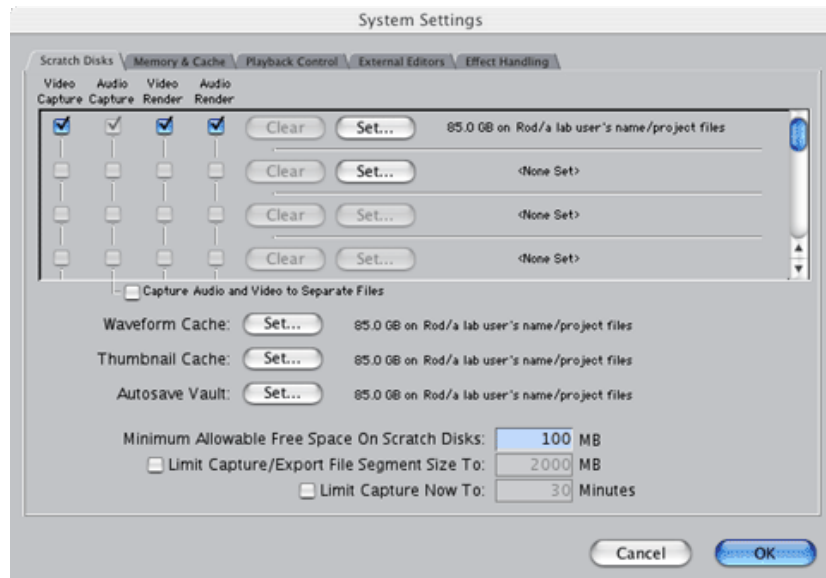
6. Having saved your project, you're still not done! You still need to specify where Final Cut Pro will save all the video files that are associated with your project. Go to the **Final Cut Pro** menu and choose **System Settings**.



The System Settings window will open and by default will display the Scratch Disks tab, which controls where video, audio, and render files for your project will be saved.

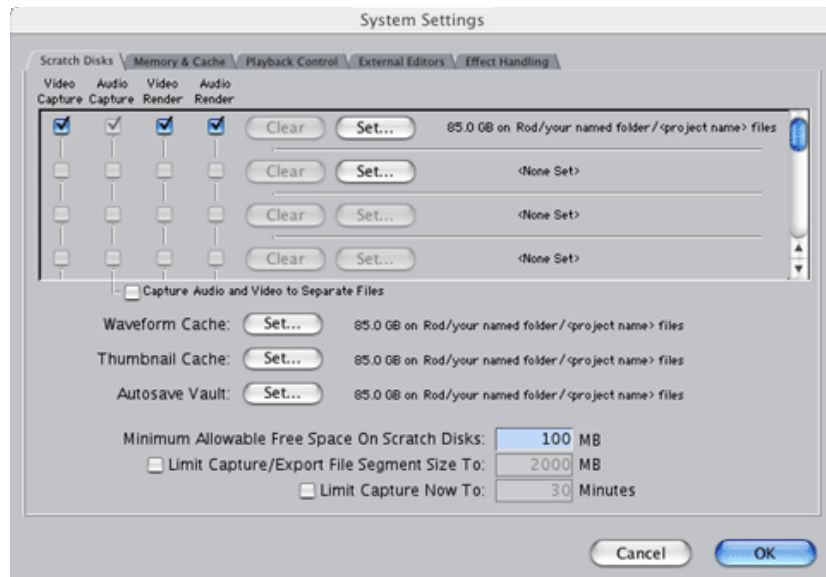
By default, these settings may point to another user's project folder, and not to your own!

You need to change these locations to your project folder (located within your named folder on one of the approved disks).



Click on the topmost **Set** button, and in the window that comes up navigate to your project folder and select it.

In addition, you'll need to make the same change for the Waveform Cache, the Thumbnail Cache, and the Autosave Vault. Once you've made these changes to your project, click the **OK** button, and then go back to the **File** menu and **Save** your project again.



Now you're done making sure that your project will save files appropriately on the CIT Macintosh computer. You shouldn't need to adjust these settings for this project again (although you will need to repeat these steps for each project that you create).

Note: If you move your video project from one computer's hard disk to another, you will have to go through these steps again. The exception is if you use your own external hard disk: if you save all your project files, capture files, and render files to your own hard disk, then you can easily move the entire project between any compatible computers.