



Back Up Final Cut Pro Projects

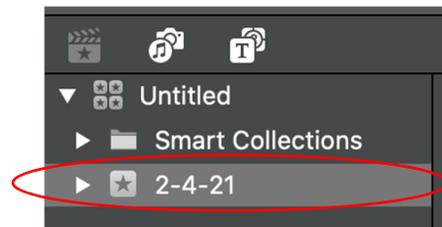
Final Cut stores your work in libraries. A library includes events and projects. Events contain the media files [audio, images, video clips]. The project is the timeline - your editing decisions and the metadata. It is important to back up the library to ensure that the project can be worked on at another location and that there will be no missing clips.

We recommend:

1. Before using Final Cut, place media files in one folder on the Mac; back up the folder to an external drive, SD Card, or cloud storage. External hard drives and thumb drives **MUST** be formatted to be compatible with the Mac OS.
2. When importing from devices such as camcorders directly into Final Cut, backup the footage or preserve the footage on the SD Card.
3. When creating a Final Cut project, select a unique name. Do not use “Untitled”.

Back up steps:

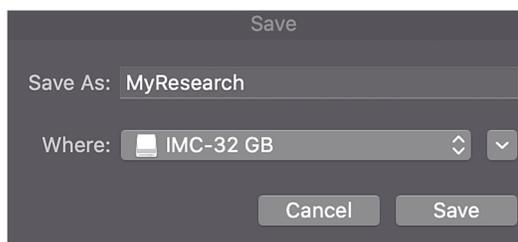
1. Select the event.



2. From the top line menu select **File > Copy Event to Library > New Library**.

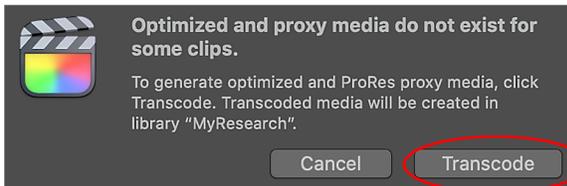


3. **Save As:** If you have not already saved the file with a unique name, do it now.



Where: Select a Mac formatted external hard drive, USB thumb drive, or SD card. Another option is to upload to the OneDrive for Business cloud storage.

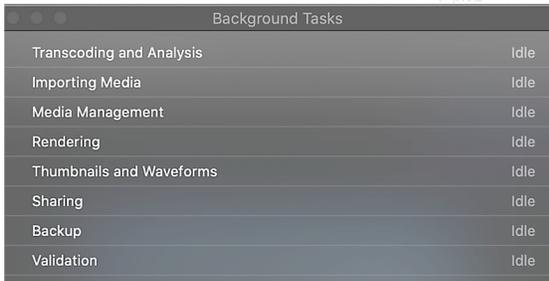
4. Confirm that proxy media is selected. Consider additional options. Select **OK**



If this message displays, select Transcode.



You can monitor the process by reviewing the background tasks. Open your background task viewer.



When tasks are idle, your project is backed-up.

Your library is visible with a Four-Star Icon located in the destination location.



To view what is in the library, right click or press Ctrl/click. Select show package contents. Media files are stored in the event folder.

