

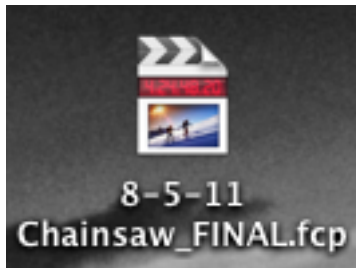
Adding a Final Cut Pro project file to the Final Cut Server Library.

These are instructions for adding a brand new, never before added Final Cut Pro project to Final Cut Server. If your project has already been uploaded to Final Cut Server, please see the DMC Help(!)Sheet “Checking Projects In and Out from Final Cut Server”.

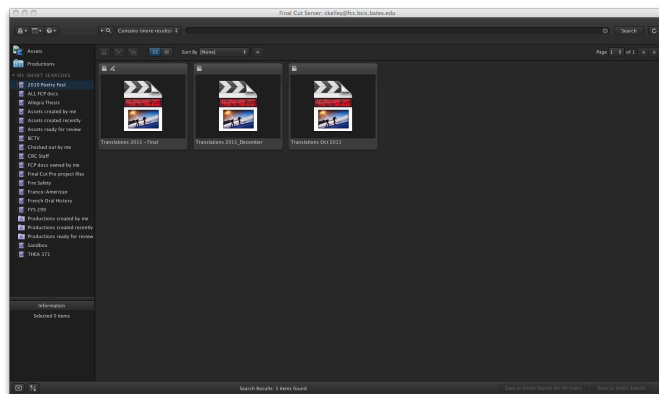
First: Save and quit Final Cut Pro.

Second: Open up Final Cut Server.

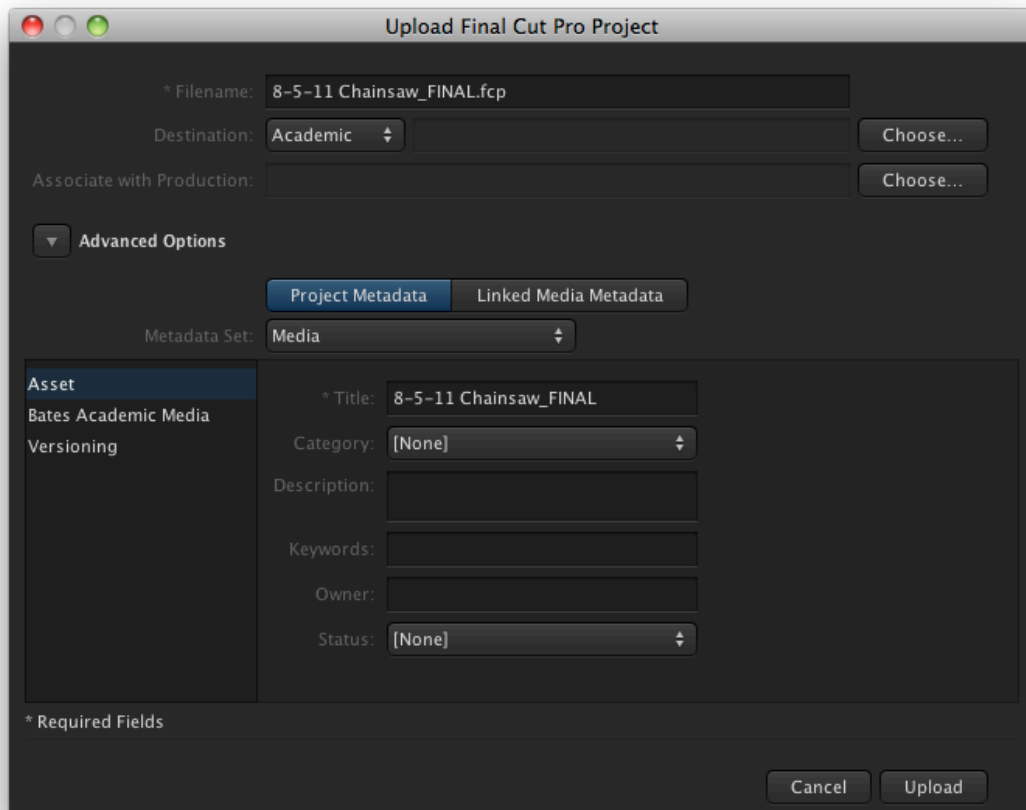
Now: Grab your Final Cut project file.



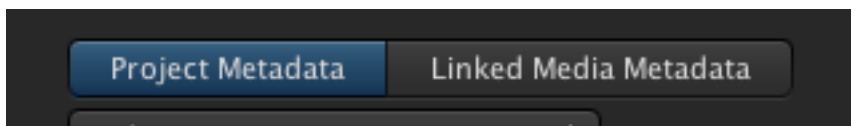
And drag it into the Final Cut Server “workspace.”



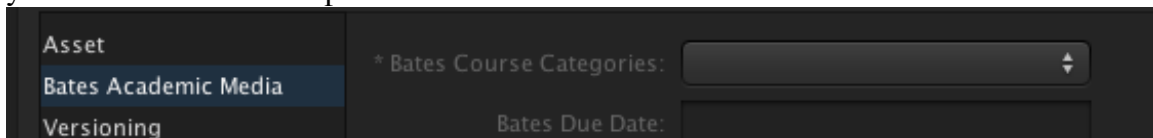
The Upload Final Cut Pro Project dialogue box opens up.



There are two tabs – Project Metadata and Linked Media Metadata

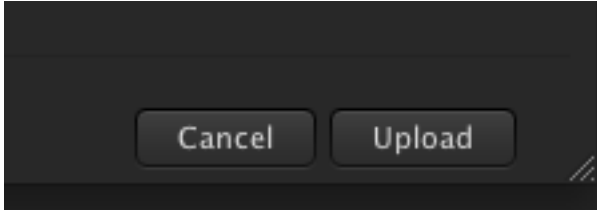


Under both tabs, you must go to “Bates Academic Media” on the left column and choose your course from the dropdown menu.

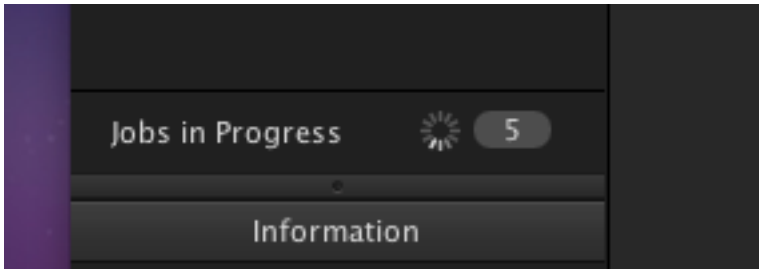


Adding Projects to Final Cut Server

Click upload



Final Cut Server now “ingests” your project file – uploading both your project file and any all media associated with it.



Once the spinning “Jobs in Progress” wheel on the left hand column has stopped, you may close Final Cut Server and log out. Your project has been added to the Final Cut Server library!