Checking FCP Projects In and Out of Final Cut Server

Operating System: Mac OS X 10.6.x
Required software: Final Cut Server, Final Cut Pro

If your Final Cut Pro project file has previously been uploaded to the Final Cut Server library, you must "check out" the file to edit it.

The first half of these instructions will walk you through the check out process. The second half will walk you through the "check-in" process.

*If your FCP project file has not yet been added to Final Cut Server, please see the DMC Help(!)Sheet "**Adding a New Project to Final Cut Server**".*
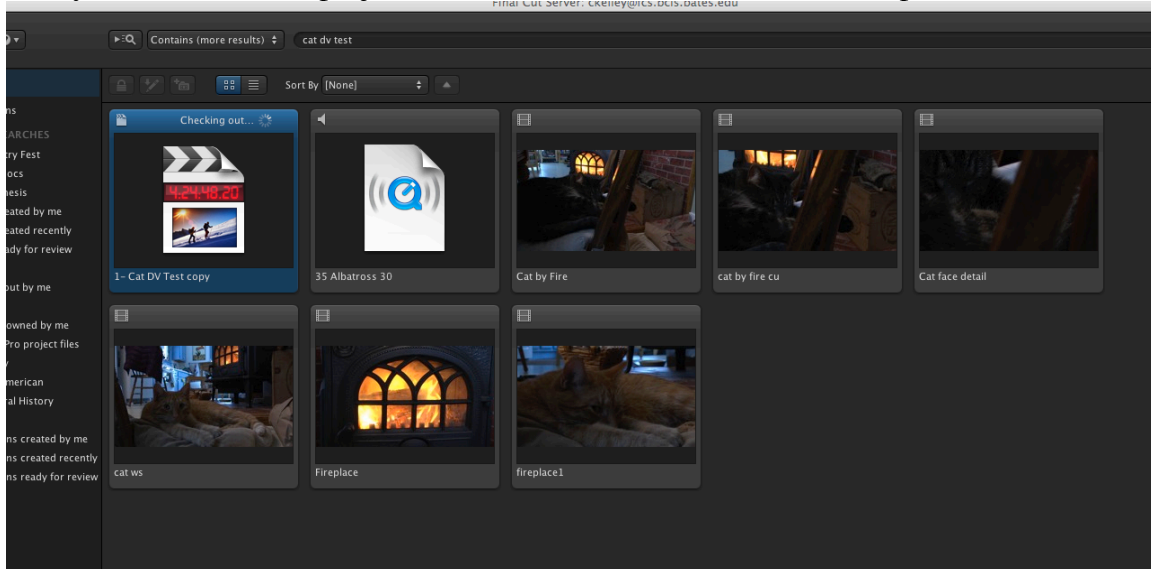
The "Check Out" Process

First: Open up Final Cut Server by double clicking on the Final Cut Server icon on your desktop.

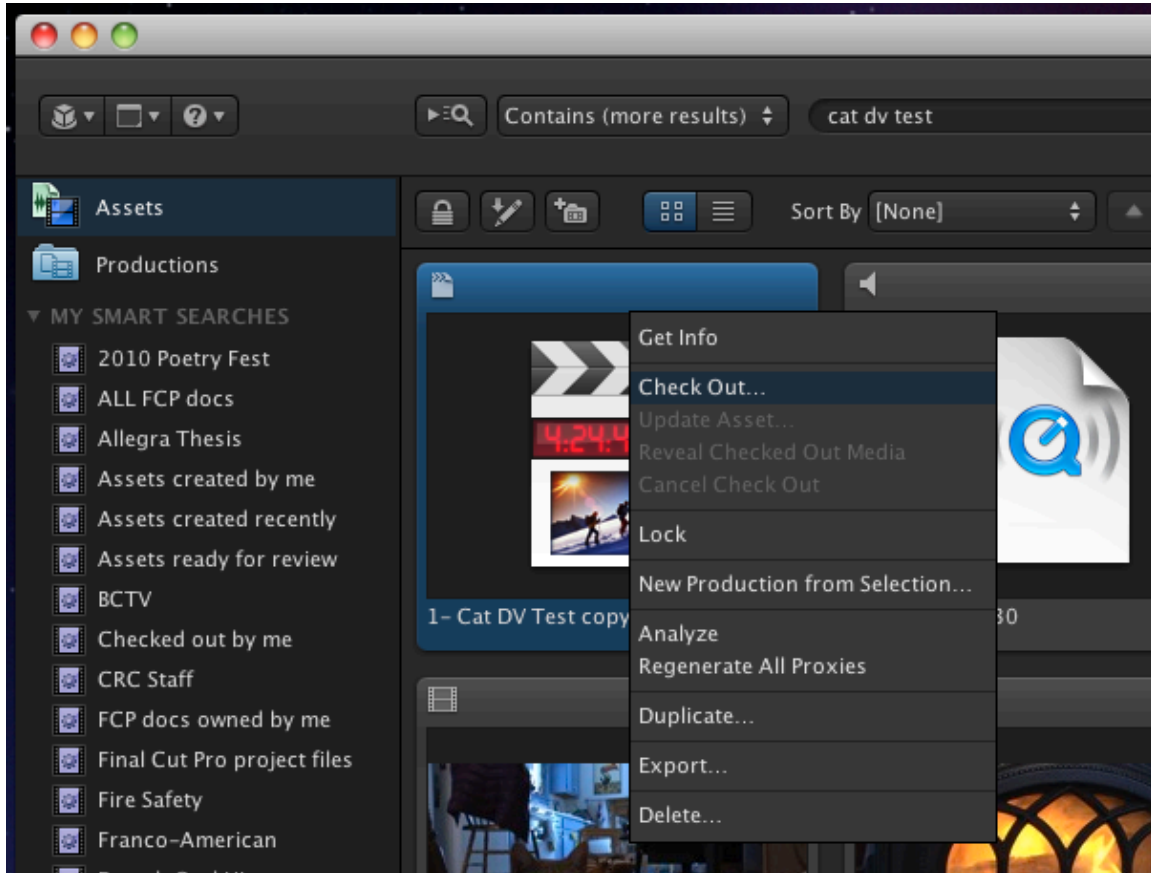*[If Final Cut Server is not on your desktop, you must first install Final Cut Server. A video explaining the install process can be found at: http://youtu.be/V9s7HQkZmdE]*
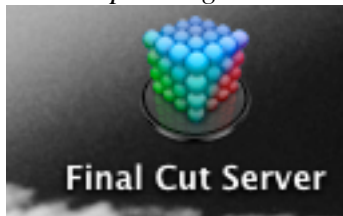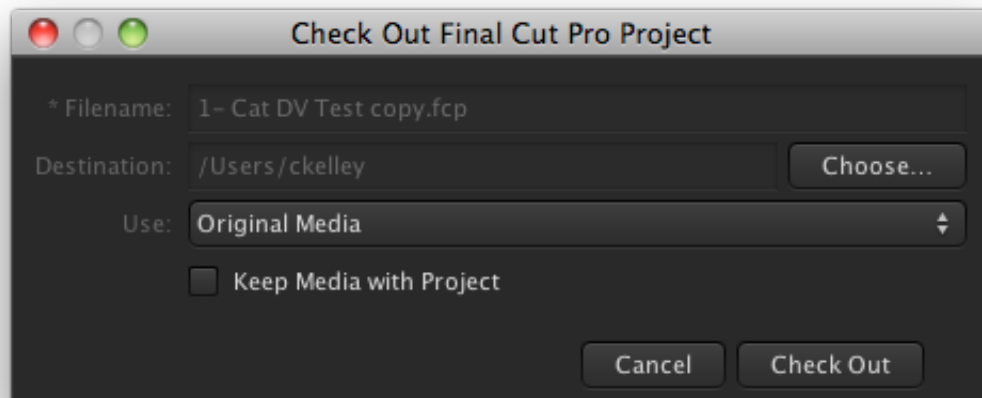

Find your Final Cut Pro project file **inside** the Final Cut Server workspace.

Right click (or control + click) on the desired project file's icon and choose "Check Out".

The **Check Out Final Cut Pro Project** window opens. Change the Destination to "Desktop" by clicking the **"Choose…"** button and…

… select "Desktop" from the **Open** window. Once you've selected Desktop, click the Open button to return to the **Check Out Final Cut Pro Project** window.
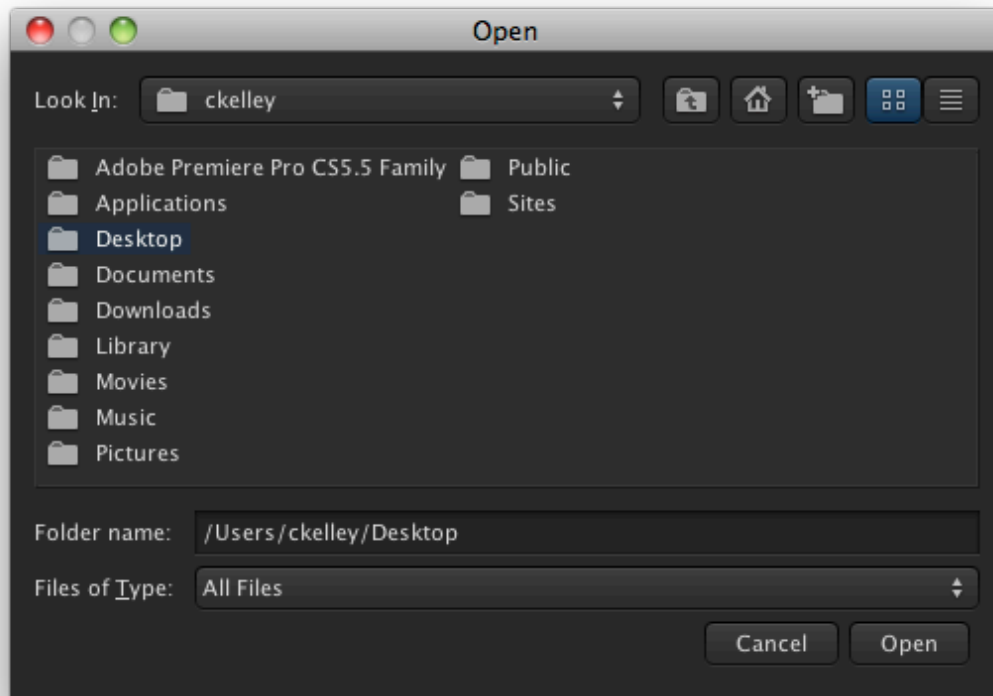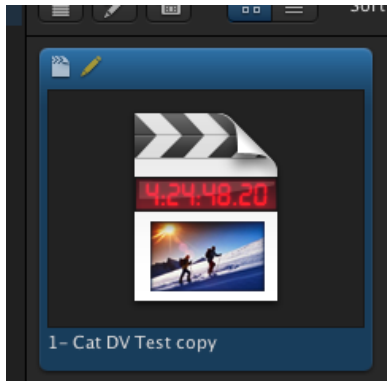
Now click the "Check Out" button. DO NOT check the Keep Media with Project box.
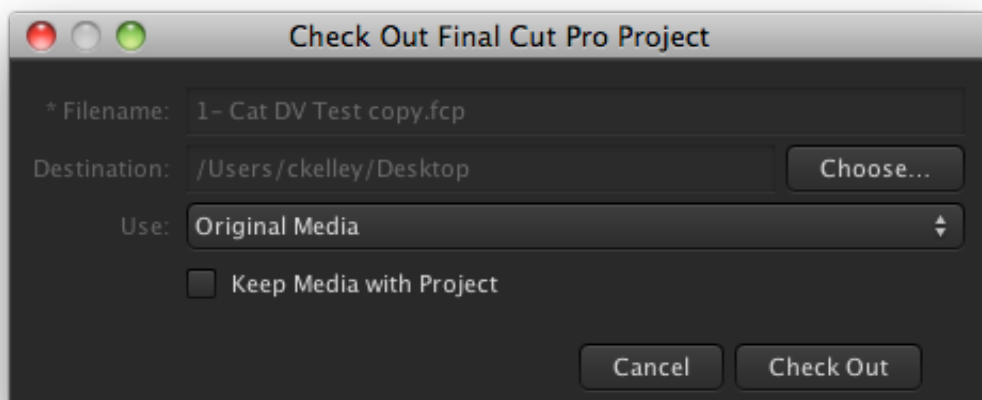
Final Cut Server moves your project file to the desktop and moves any project media to your "cache".

Once the check out process is complete: In Final Cut Server, you'll now notice a small pencil icon has been added to your project file. This signifies that the project has been checked out.

Now that your FCP project file has been successfully checked out, it's time to start editing! To edit your Final Cut Pro project file, find the project icon on your computer's desktop, open it up in Final Cut Pro and edit away!
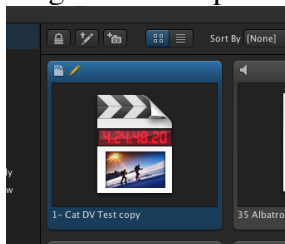
Checking your FCP Project back in to Final Cut Server.

Once you're done editing, you'll want to check your project back into Final Cut Server before you log off the computer.
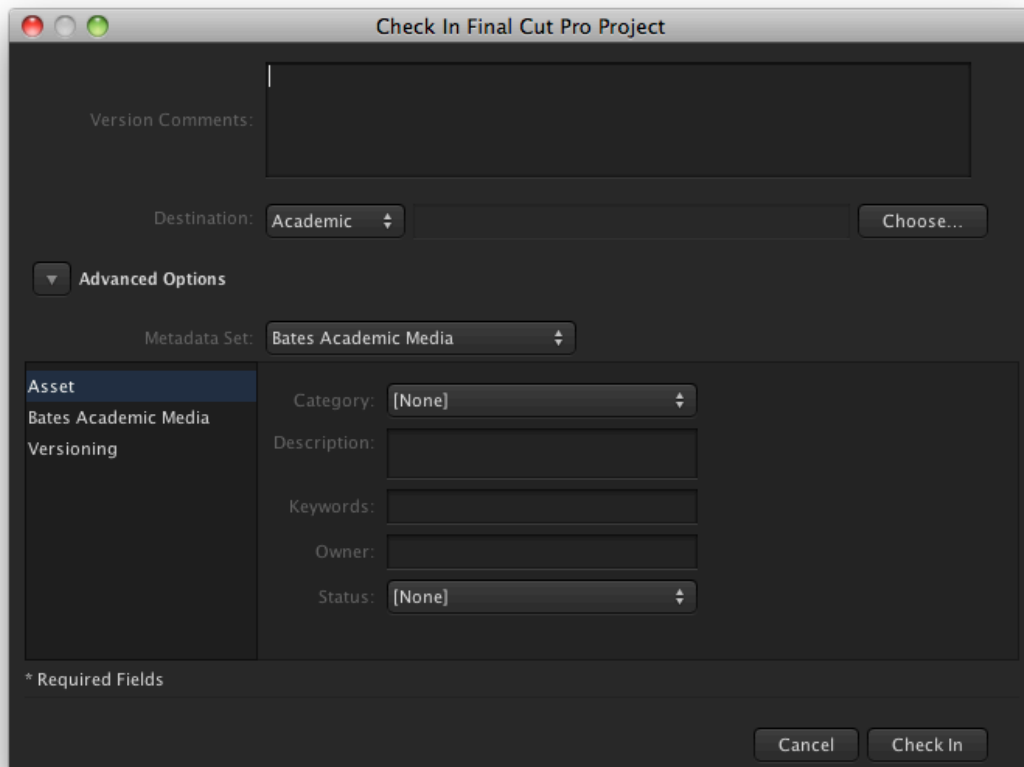
First: Inside of Final Cut Pro, Save your project and Quit Final Cut Pro.
Second: Open up Final Cut Server and find your project file.
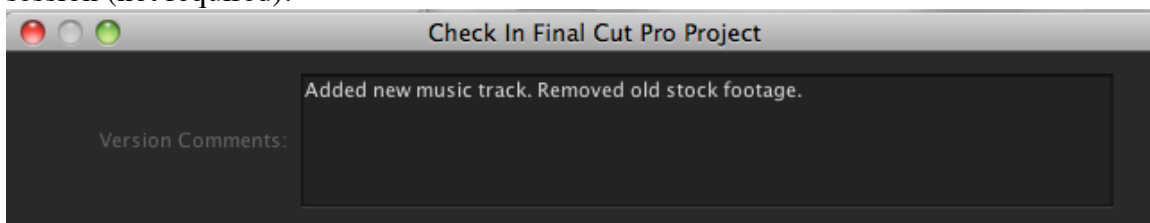
Single click the pencil icon.

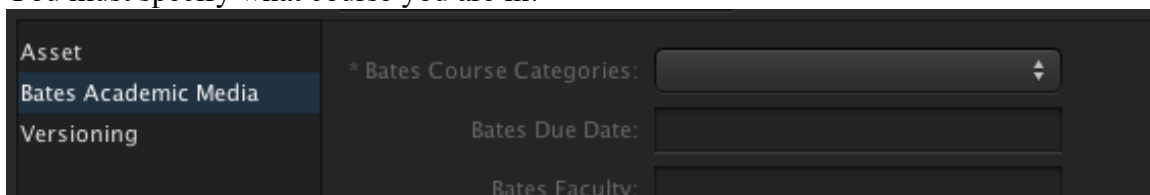The **Check In Project** dialogue box opens.

Here you may add any information about changes you have made during this editing session (not required).

You must specify what course you are in.

Click the "Check In" button.
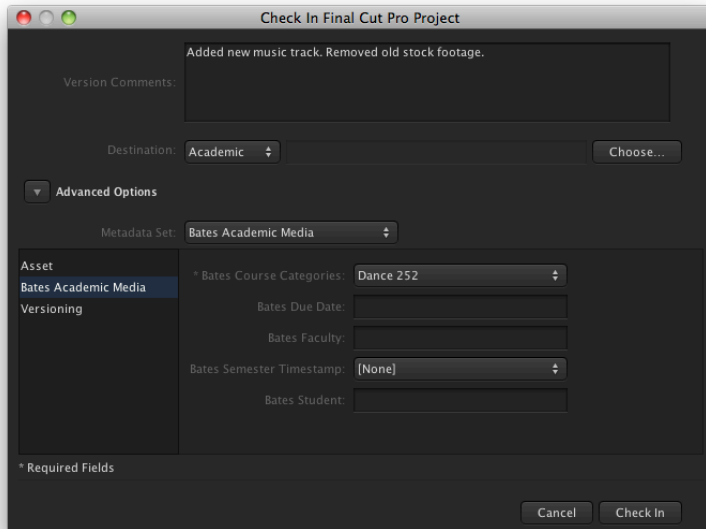
Final Cut Server now analyzes your project for changes. If you have added new media since your last "check-out", that media will be uploaded to Final Cut Server. If you have made any editing changes, these will also be saved on the server.
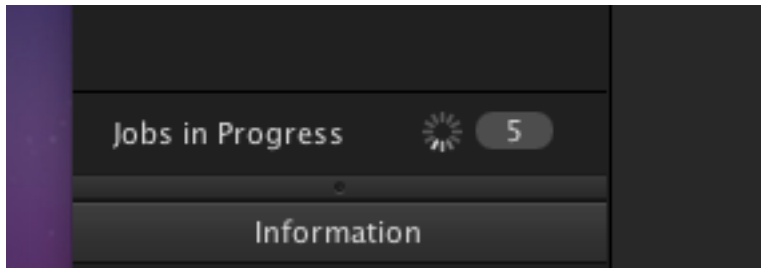
Once the "Jobs in Progress" bar has stopped spinning, you may quit/log out of Final Cut Server.

Your project is now safely saved in Final Cut Server!

Next time you need to edit this Final Cut Pro project file – Go ahead and repeat the processes outlined in this Helpsheet.

If you have additional questions, please contact the DMC Post-Production Manager at x6394.