

AVID: PROJECT SET UP + ARCHIVE

CREATING A NEW AVID PROJECT

STEP 1

- Launch the **NEXIS** Client Manager
 - System: Double Click Nexis
 - Username: Assigned Number
 - Password: Oasis #
 - Workspaces: Double Click Assigned Workspace to Mount on Desktop
- Create a new folder on your assigned workspace: **Avid Projects**
 - Check the Media Resolution (what's the majority of the media)
 - For example: 1920x1080 / 23.976fps

STEP 2

- Launch Avid
 - User Profile – Create a new Profile
 - Editing ID: **Your Name**
- Select External
 - Navigate to the Avid Projects folder on the Nexis Workspace
- Select New Project
 - **Unique name:** Project_Lastname
 - **Format:** (majority of footage) - Example: 1920x1080 / 23.976fps
 - Select OK
 - Select **OK** to launch your project

* **ALWAYS** launch your project from the Avid Project Window. Navigate to your Project folder using External or Shared.

* **NEVER** launch your project by double-clicking the .avp file in your project folder. Doing so can cause corruption.

ARCHIVING YOUR PROJECT AND USER

STEP 1: NEXIS WORKSPACE

- Create a **Project Archive** folder
 - Project Archive
- Create a **Dated** folder for each edit session
 - Project Archive > 20180914
- Copy the Project Folder from either the Avid Projects folder on your NEXIS Workspace or the Shared Avid Projects folder on the workstation's desktop to the Dated folder.
 - Project Archive > 20180914 > **Project_Lastname**
- Create an Avid User folder
 - **Avid User**
- Copy your User Profile from the Shared Avid Users folder on the desktop to the Avid User folder on your Nexis Workspace
 - **Avid User > Your Name**

STEP 2: CLOUD

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- The Post Center recommends you also archive your Project and User to the Cloud.