

# PREMIERE: PROJECT SET UP + ARCHIVE

## CREATING A NEW PREMIERE PROJECT

### STEP 1: LOGIN TO NEXIS

- 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: **Premiere Projects**

### STEP 2: GETTING STARTED IN PREMIERE

- Launch Premiere and choose **New Project**
  - **Name**: Project Title and your last name – **Project\_LastName**
  - **Location**: Select Browse and navigate to the Premiere Projects folder created on Nexis Workspace.
  - **Scratch Disks**: Double check that everything is **Same As Project** and is pointed to the project folder you created. This will ensure that all auto save and preview files are saved to your Nexis Workspace.
    - Once you begin editing, saving, adding effects, and rendering, a new folder – **Adobe Premiere Pro Preview Files** will be created alongside your Project File in your Premier Projects folder. This is a reflection of your Scratch Disk settings.
  - **Select OK**

## ARCHIVING YOUR PROJECT

### 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 File** from the Premiere Projects folder on your NEXIS Workspace to the Dated folder.
  - Project Archive > 20180914 > Project\_Lastname.prproj

### STEP 2: CLOUD

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