

DAVINCI: PROJECT ARCHIVE

ARCHIVING YOUR DAVINCI PROJECT

STEP 1: NEXIS WORKSPACE

- 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 **Project Archive** folder
 - Project Archive
- Create a **Dated** folder for each color session
 - Project Archive > 20180914
- **Export** the Project to your NEXIS Workspace
 - File > Export Project
 - Save: Navigate to the dated folder on your Nexis Workspace
 - Project Archive > 20180914 > Project LastName.drp

STEP 2: CLOUD

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