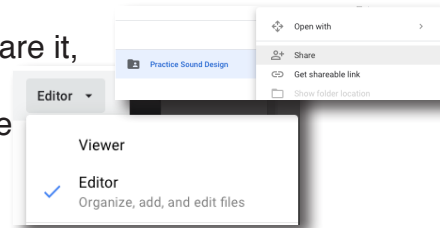


## Sharing Project files in Google Drive



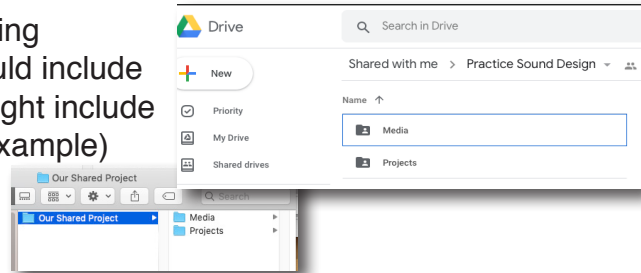
***Project and media files can be shared to collaborate on a project***

A member of your team will create a Google folder, and share it, with edit privileges, with the other members of the team. Every subfolder created within it will also share those same sharing privileges.

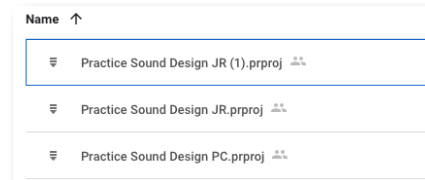


In any project, the top two elements you will be using are *Project Files* and *Media Files*. Project files would include a Premiere project file, for example. Media files might include video files, sound files, or still images (jpegs, for example)

To keep things organized, match the file structure on your own computer to the folders on the shared Google drive. It will help you locate updated (or missing) files more easily.

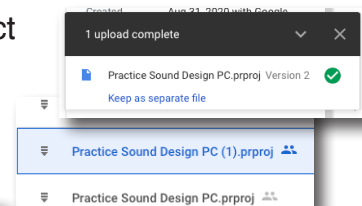


Since you are collaborating on the same project, it is a good idea to personally identify your projects-using your initials is one way. As you can see here, a revised project by “JR” was uploaded, indicated by the (1).

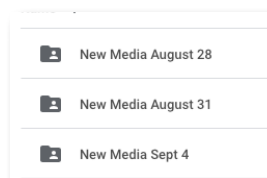


This helps everyone identify the most recent version of a project file that has been uploaded.

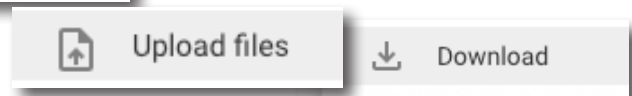
To be sure that this indication occurs when uploading your project file, click the green check mark icon to “Keep as separate file”, and your newly uploaded version # will be recorded.



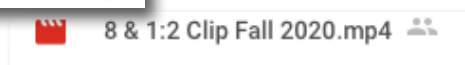
To help your team keep track of new media items you have added to the project, upload them to a newly created dated folder within the Media folder.



A note about Uploading and Downloading Media Files:



Be aware of what you name your files. In some instances, a symbol used in a file name might change when uploaded, and then change again when downloaded.



Avoid symbols in your file naming. Underscores \_ are safer, as are periods .

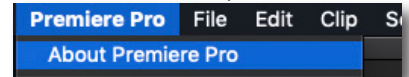
## Sharing Projects in Premiere

### *Sharing projects- or sequences- with another project*



As a first step when collaborating on a project, make sure you are both using the same version of Premiere. A newer version can open an older project, but it doesn't work the other way around.

With Premiere open, from the top menu select Premiere Pro>About Premiere Pro, and compare the version numbers in the window that opens.

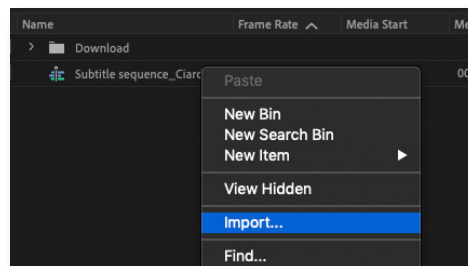


It's important you have your sequences clearly identified in your project, and the same is true with the editor you are collaborating with. Clearly identified sequences will help you distinguish between the different sequence files you'll be sharing and working with.

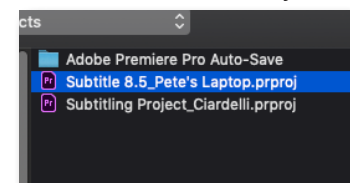
Also, you both will be working with the same media. It's best to arrange those media files so you both have matching media folders. This will make it much easier to link files as you work.

Create your own project file in Premiere, saving it to your Projects folder on your computer. Have your collaborator give you access to the Google folder that will contain the project and media files for your shared project. Download their project file (and any associated media files) to your computer, matching the folder structure on the Google Drive.

Now, within your Premiere Project, choose File>Import



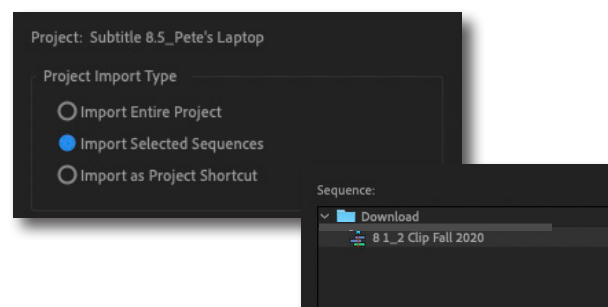
and select that Project file



You could import the entire project, but it is likely that you are interested in one specific sequence.

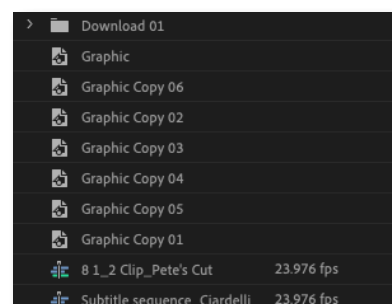
Select *Import Selected Sequences...*

and locate the sequence you wish to import. This is where clearly named sequences in your fellow editors project will be very helpful.



The sequence will appear in your project window along with a folder containing any items used in that sequence.

In this case, we have a collection of title files used in the sequence just imported...



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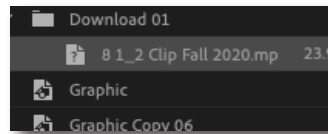
## FILM AND MEDIA STUDIES TECHNICAL SUPPORT

### Sharing Projects in Premiere

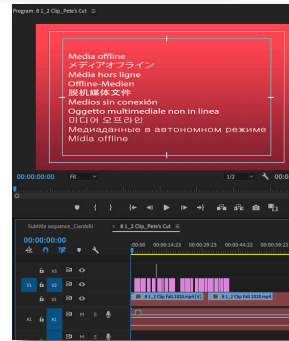


#### Sharing projects- or sequences- with another project

...as well as the media file. This is the same media file you are using, but in this new case it appears as “unlinked” or “offline”...

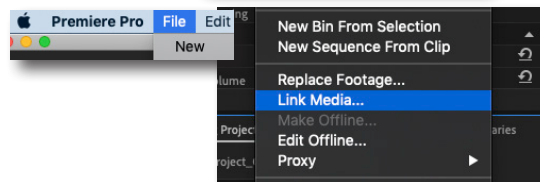


and if we open the newly imported sequence, we see the very intimidating “Media offline” indications both in the Program window and in the timeline (offline files are indicated by their maroon color)

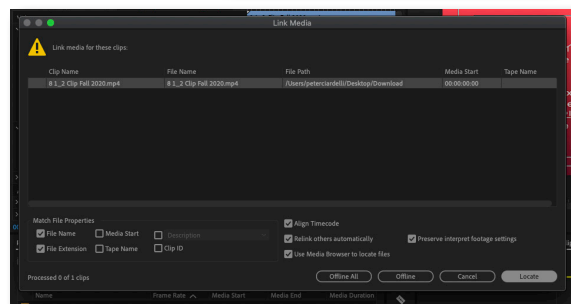


This makes sense- the sequence you have imported was on another computer, and so the path to which it connects to its media has now changed.

Select the unlinked media clip and either right-click on it or go to the Top Menu and choose File>Link Media.



This window guides us to the media on your computer to relink it.



The **Locate** button (bottom right) will open new window, to help you navigate to the missing unlinked media.

Using the file tree on the left, navigate to your own media folder- which should match that of your fellow editor- and select the media file.

Sometimes it's helpful to check the box near the bottom for *Display Only Exact Name Matches*. But remember that sometimes in Google Drive symbols can be changed ( “/” becomes “:”, for ex.), which would result in the *exact match* failing.

Once you have found the media, select it and click the OK button; the media associated with the imported sequence should relink and be available to you.

You can now view your collaborator's sequence within your own project.

