

How to Create Project Folders

1. Media Drive HD → News Shows → Month → Create Folder with Date of the Show (EX. 10-02-08)



2. Copy and Paste or option + drag any graphics, Music, Photos, QuickTime etc. to the dated folder

3. Launch Final Cut Pro → Rename Sequence to Date of show

4. Click Final Cut Pro on menu bar → System Settings → 1st "set" → Go to Media Files or Drive HD → News Shows → Month → Date of show → Choose → Ok

5. File → Save Project → Name File the date of the show → Where: Media Drive HD → News Show → Month → Date of Show