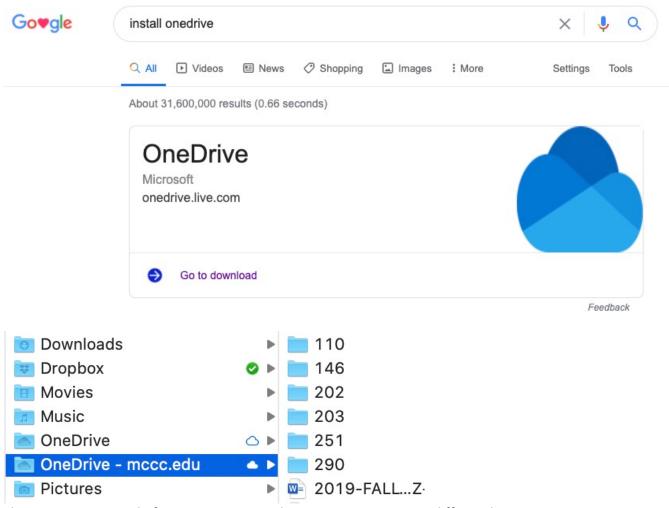
COLLABORATING ON A PREMIERE PRO PROJECT

Install OneDrive on your computers so that your drive shows up like all your other document folders in your finder window:



This is just an example from my mac your drive name may appear differently.

CREATE (OR COPY) A PREMIER PRO PROJECT INTO A ONEDRIVE FOLDER (you may have to tell your PP project where your files are after you copy it into a new folder)

- This will be the folder you share with others in your team

But Before you share your folder you have to set a preference in your movie project. Open your PP project and go to Preferences

| Premiere Pro | File Ed | it Clip | Sequence | Markers | Grap |
|----------------------|---------|--------------------|-----------------------|---------|------|
| About Premie | re Pro | | | | |
| Preferences | | | General | | |
| Sync Settings | | • | Appearanc | tings - | |
| Keyboard Shortcuts | | ∵жк | Audio Audio Harc | ungs - | |
| Services | | • | Auto Save. Capture | | |
| Hide Premiere Pro | | жн | Collaborati | | |
| Hide Others | | ТЖН | Control Su | | |
| Show All | | | Device Cor | ntrol | |
| Quit Premiere Pro XQ | | Graphics Labels | | | |
| | | | Media | | |
| | | | Media Cac | he | |
| | | | Memory | | |
| | | | Playback | | |
| | | | Sync Settin | ngs | |
| | | | Timeline | | |
| | | | Trim | | |
| | | | | | |

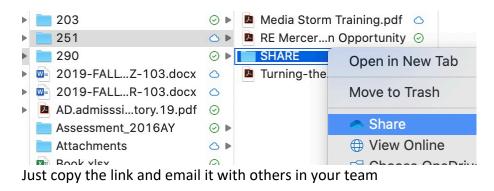
Go to Preferences - Collaboration

Turn on Enable Project Locking

| General Appearance | Collaboration System: | Team Projects | | | | | |
|-----------------------|--|---------------|------------|---------|--|--|--|
| Audio | Unshared Team Project Changes Share reminder every: 2 hour(s) | | | | | | |
| Audio Hardware | | | | | | | |
| Auto Save | ✓ Warn when closing the Team Project | | | | | | |
| Capture | Business and the | | | | | | |
| Collaboration | Project Locking | | | | | | |
| Control Surface | Enable project lo | cking | User Name: | daltonm | | | |
| Device Control | All projects must be closed before changes will be applied. | | | | | | |
| Graphics | | | | | | | |
| Labels | | | | | | | |
| Media | | | | | | | |

Now you can share the folder with your team, and they can edit the same project as you at different times:

Right-Click your project folder and select Share – Click on Copy Link and email that link to your team.





Make sure someone in your team is keeping a backup copy of the entire project folder. Maybe setup a schedule that at the end of every editing session, someone makes a copy of the folder on their computer that is not on Onedrive.