

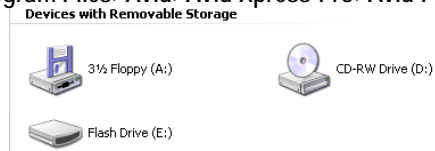
Susanne Kraft Rev. 10/18/05

To Consolidate a project in AVID:

This process only and only deals with media.

The AVID PROJECT file must be backed up separately to a CD, Flash Drive, Firewire Drive or Server.

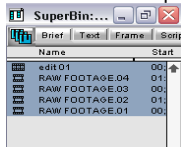
To do this go to the AVID Projects folder the folder is located on the "C" hard drive of the PC>Go to "Start">My Computer>Local Disk C>Program Files>Avid>Avid Xpress Pro>Avid Projects and copy the whole AVID project



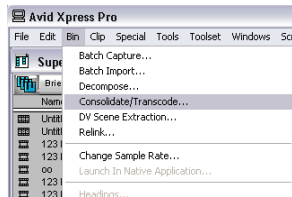
folder to the back up media.

Back up the project file after this consolidation process below has finished don't do it before because the project file will change after consolidation

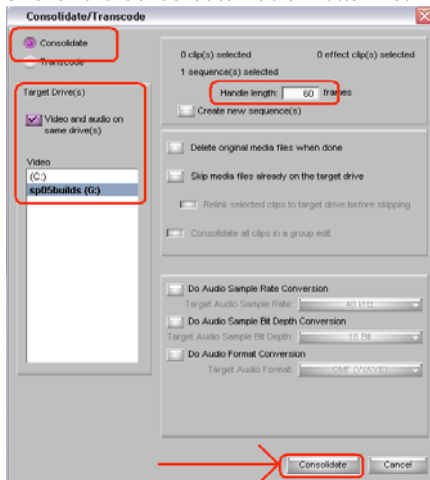
1. With the bin open, select the clips or sequence to consolidate.



2. Choose >Bin>Consolidate/Transcode and the consolidate window will open



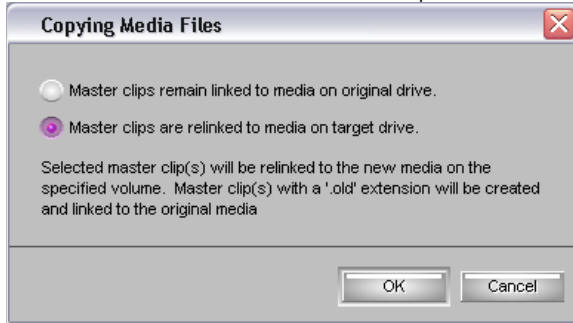
3. Click the Consolidate Radial Button not Transcode



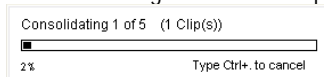
- In the Target Drive(s) area, select a drive to consolidate the media to and select to put Video and Audio on the same drive and enter in 30 to 60 frames of handle length
- Uncheck Create new sequence + Delete original media files when done + Skip media files already on target drive

- Leave all conversion boxes unchecked. Then Click Consolidate to start the process.

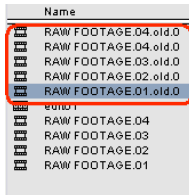
4. In the next window choose the second option "Master clips are relinked to media on target drive and click OK.



5. Consolidating will start and a progress bar will appear.



6. The clips will finish consolidating and the bin will have new master clips with a .old extension that were the old master clips they will not have media linked to them. The clips w/o the extension are linked to the backed up media on the firewire drive.



7. Now quit AVID and back up the project file as stated above before step 1.

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folder to the back up media.

