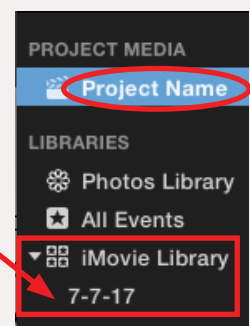




Since the editing stations in Jones are shared, your work **could easily be erased**. To guarantee that your project is saved properly, follow the steps below to set up an external hard drive. This will allow you to work safely on your project over several days and at any computer with iMovie installed. Note that iMovie automatically saves all media and project files imported to or edited in the application. It has no manual save button, making it important to save in the correct location from the start.

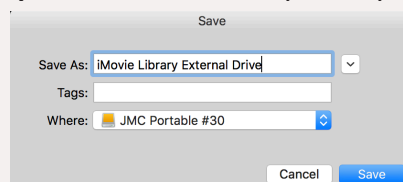
iMovie File Organization

- A **Library** contains all of your working files. Projects and Events are always associated with a Library.
- A **Project** contains only the files relating to one specific movie, including the movie itself and its associated media.
- **Events** organize media into folders, which is useful if you are working on a larger Project or want to use the same clips in multiple Projects.
- A Project encompasses all the clips and files you need for one specific movie, whereas an Event organizes clips independent of a Project or movie.

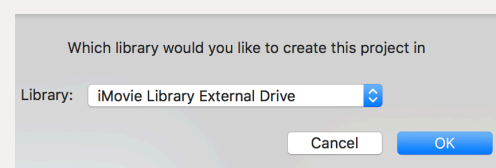
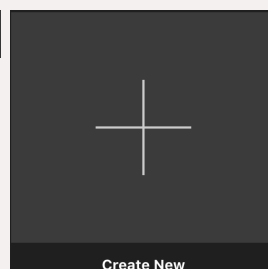


To Set up a Video Project on an External Drive

1. Connect an external drive to the computer (see Quick Reference *LaCie External Drives – Guidelines for Check-out & Setup*). To create or transfer projects onto an external drive, you need to create a new iMovie Library. To do this, in iMovie, choose **File > Open Library > New**. In the **Save** dialog box, enter a name for the new library and save it on the external hard drive. Make sure the name you use is **unique** so that the library is easy to identify on another computer.




2. The new library will have a single **Event** with the current date. To start a new Project/movie, select the **Projects** tab at the top of the display, then click **Create New** and select **Movie**. Select the Library on your external drive from the drop-down menu and click OK.

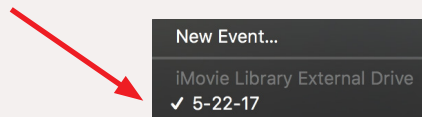


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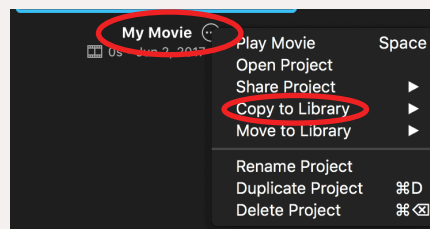
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- To import media into your project, click on the **Import**  button. **Note:** if you choose to create a new Event to organize the files you are importing, use the drop-down menu at the top of the toolbar to create the event on your external drive.

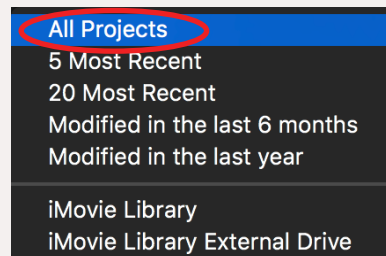


Transferring a Project From Computer to External Drive

To transfer a project from a computer hard disk to your external drive, select the project in the Project menu list and click the  button next to the project's title. Next, hover your mouse over "Copy to Library" and select the Library saved on your external drive.



- If your project is not displayed in the Projects menu, select **All Projects** from the drop-down menu at the top.



- If the Library saved on your external drive does not appear, open it by clicking **File > Open Library**, then copy the project to your Library.

IMPORTANT: Always check to see if you can open your project and access all of your media files on another computer before leaving the computer on which the project was first started. To open your work on another computer, plug in your external drive and double-click the Library saved on the drive to open it in iMovie.