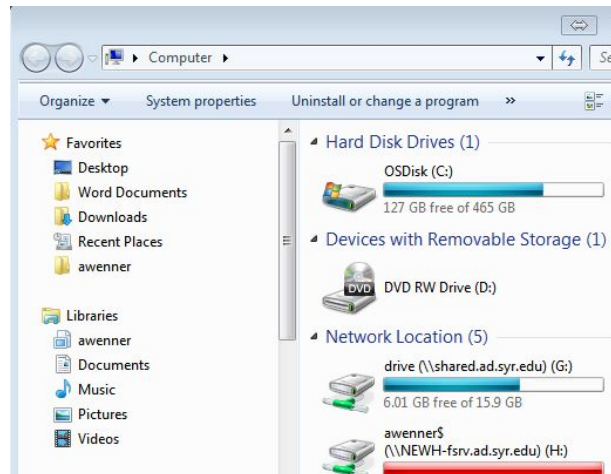


Premiere Pro CC File Management Checklist

1. Make sure you have enough space on your SU storage space:
 - a. On a BDJ lab computer, click the Windows START button (lower left), and click on COMPUTER
 - b. Check the available space on the drive that matches your NetID login (usually has a \$ after it):



2. In the above screenshot, there is no space at all on the **awenner\$ (H:)** drive; this can make weird things happen, including preventing Premiere from even opening.
 - a. Clean out all unnecessary files on that drive, especially old Premiere temp files you can find in these folders:
(your NetID) awenner\$ (\\NEWH-fsrv.ad.syr.edu) (H:) > Adobe>Premiere Pro>6.0 (or 7.0)>Adobe Premiere Pro Preview Files (or Temp Files)

OSDisk (C:) > Program Files (x86)>Adobe> Premiere Pro>6.0 (or 7.0)>Adobe Premiere Pro Preview Files (or Temp Files)
3. Finally, in Premiere Pro, make sure your projects all point away from the C: and H: drives (to your own portable drive)
 - a. Select **Edit>preferences>media**
 - i. **save media cache files...** – should be checked
 - ii. Do NOT save to anywhere on the C: or H: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive!
 - iii. then: under **media cache database**
 - iv. Do NOT save to anywhere on the C: or H: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive!
 - v. When asked "**move the existing media cache database to new location or delete it?**" Choose **Move other settings the same**, select ok
 - c. Select **file>project settings>scratch disks**
 - i. Choose "**same as project**" on all, select ok
 - d. save project again to maintain all you've just done