Unlike browsing inside a project via the Media Browser, when you open multiple projects, they are all editable. This means you'll want to be careful not to make unwanted changes, particularly if you're opening someone else's project using shared network-based storage to copy some contents from it.

Managing collaboration

The option to import other projects, and to open multiple projects, presents novel workflows and opportunities for collaboration. You could, for example, share work on different parts of a program between different editors, all using the same media assets. Then, one editor could import all the other projects to combine them into a completed sequence.

Project files are small—often small enough to email. This allows editors to email each other updated project files, open them and compare, or import them to do a side-by-side comparison in the project, provided that each editor has a copy of the same media files. You can use local-folder file-sharing services to update a shared project file that links to duplicated copies of local media files. You can also share files using Creative Cloud.

You can add markers with comments to a Timeline. When updating a sequence, consider adding a marker to highlight changes for your collaborators.

Be warned: By default, Premiere Pro does not lock project files when they are in use. This means two people can access the same project file at the same time. This could be creatively dangerous! As one person saves the project file, it updates. As the next person saves the file, it updates again. Whoever saves last defines the file, replacing changes made by the last editor. If you intend to collaborate, it's usually best to work on separate project files or manage access to one project file carefully.

▶ **Tip:** Although it is beyond the scope of this book, check out Adobe Creative Cloud for Teams for more advanced collaborative project-sharing workflows.

There are several dedicated media servers made by third parties that help you to collaborate using shared media files. These allow you to store and manage your media in a way that is accessible by multiple editors at the same time.

Keep these questions in mind:

• Who has the latest version of the edited sequence?

• Where are the media files stored?

As long as you have simple answers to these questions, you should be able to collaborate and share creative work using Premiere Pro.

Premiere Pro allows you to export a selection of clips and sequences as a new Premiere Pro project. This streamlined project file makes collaboration easier because it allows you to focus on precisely the content that matters.

To export a selection as a Premiere Pro project, select items in the Project panel, and choose File > Export > Selection As Premiere Project. Choose a name and location for the new project file, and click Save.

The new project file will link to your existing media files.

Using the Libraries panel

The Libraries panel gives you direct access to stock assets, graphics, Motion Graphics Template titles, and LUTS created elsewhere and shared via Creative Cloud, inside Premiere Pro.

You can also place media files in your Creative Cloud Files folder, which will automatically populate Creative Cloud Files folders on other computers if you are logged in to your Creative Cloud account on those systems.

It's easy to share folders with other users too, so the Creative Cloud Files folder is a useful way to share project files.

Managing your hard drives

Once you've used the Project Manager to create a new copy of your project or you have completed your project and finished with its media, you'll want to clean up your drives. Video files are *big.* Even with large storage drives, you'll quickly need to think about which files you want to keep and which ones you want to discard. You might also want to move your project media to slower, larger archive storage to keep as much fast media storage available as possible for current projects.

To make it easier to remove unwanted media when you've finished a project, consider importing all media files via your project folder or via a specific location on your media drive for your project. This means putting copies of your media into a single location before importing because when you import media, Premiere Pro creates a link to it wherever it is on your computer.

By organizing media files before you import them, you'll find it much easier to remove unwanted content at the end of the creative workflow because everything is conveniently located in one place.

Remember that deleting clips in a project, or even deleting the project file itself, will not delete media files. Remember, also, to account for proxy files if you have used them. It's possible your proxy files will be stored in a different location to your full-resolution original media.

Removing cache and preview files

The Premiere Pro media cache uses storage space when you import new media files to your projects and they are analyzed. Also, each time you render effects, Premiere Pro creates preview files.

To remove these files and reclaim extra space on your hard drive, there are several options.

- Choose Edit > Preferences > Media Cache (Windows) or Premiere Pro CC > Preferences > Media Cache (macOS), and click Delete Unused in the Media Cache Files section. This will remove cache files that are no longer referenced by a project.
- Delete render files associated with your current project by choosing Sequence > Delete Render Files.
- Locate your Preview Files folder by checking under File > Project Settings > Scratch Disks. Then delete the folder and its contents using Windows Explorer (Windows) or Finder (macOS).

Consider carefully when choosing the location of the media cache and your project preview files. The total size of these files can be significant, and the speed of the drive will impact playback performance in Premiere Pro.

Review questions

1 Why would you choose to make a clip offline?

2 Why would you choose to include handles when creating a trimmed project with the Project Manager?

3 Why would you choose the Project Manager option called Collect Files And Copy To A New Location?

4 What does the Remove Unused option in the Edit menu achieve?

5 How can you import a sequence from another Premiere Pro project?

6 Will the Project Manager collect Dynamic Link assets, such as After Effects compositions, when creating a new project?

Review answers

1 If you're working with low-resolution copies of your media files, you'll want to make your clips offline so you can recapture them or reimport them at full resolution.

2 Trimmed projects include only the parts of your clips used in sequences. To give yourself the flexibility to adjust your edit points later, you'd add handles; 24 frame handles would actually add 48 frames to the total duration of each clip because one handle is added at the beginning and end of each clip.

3 If you have imported media files from lots of different locations on your computer, it can be difficult to find everything and stay organized. By using the Project Manager to collect all the media files into one location, you'll make it easier to manage your project media files.

4 When you choose Remove Unused, Premiere Pro removes any clips from your project that are not used in a sequence. No media files are deleted.

5 To import a sequence from another Premiere Pro project, import the project file as you would import any media file. Premiere Pro will invite you to import the entire project or selected sequences. You can also browse inside project files with the Media Browser, or even simply open the other project file to copy and paste between the two projects.

6 The Project Manager does not collect Dynamic Link assets when creating a new project. For this reason, it's a good idea to create any new Dynamic Link projects in the same location as your project folder or in a dedicated folder for your project. That way, it's easier to locate and copy the assets for the new project.