

## Syncing Projects in Chronosync

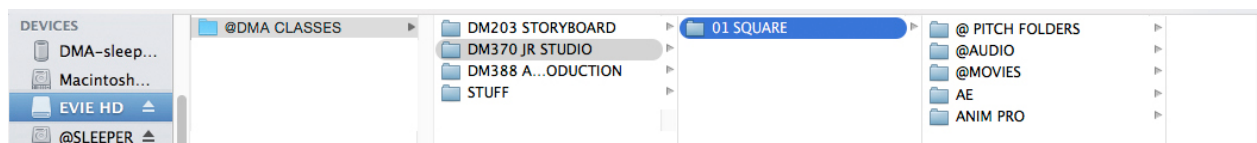
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### A. Organizing Project and Class Folders on your Personal Hard Drive

**Organization and Workflow:** Adhering to an organized file structure on your personal hard drive is the first step in establishing a workflow that is both safe for your assets and time/cost effective.

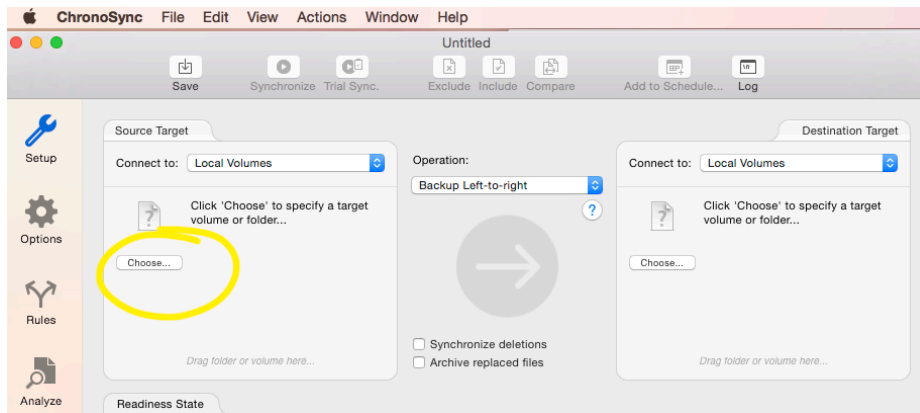
It is strongly recommended that you set up a file structure on your personal hard drive dedicated to your DMA classes. The file structure below has a single folder dedicated to each class with a separate project file structure for class project.



For single user projects you will be working directly to your hard drive and then backing up your work to your class folders on Firefly using ChronoSync.

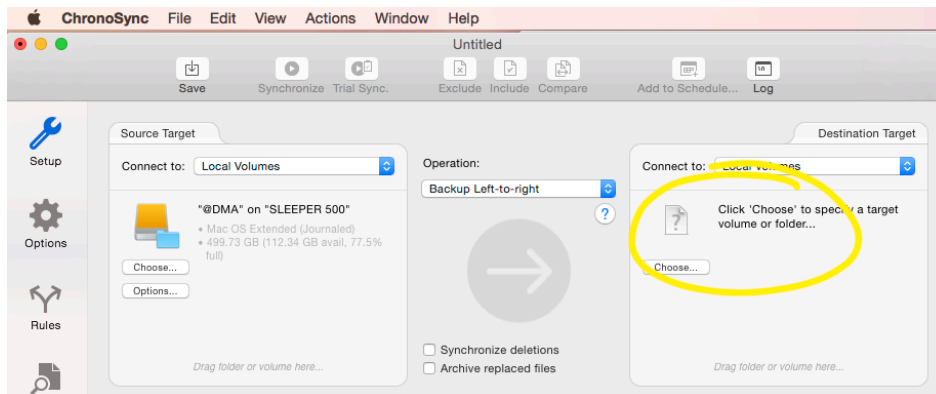
### B. Setting up ChronoSync for Single User Projects.

1. Click on ChronoSync to open it. A new window named "Untitled" will open.
2. Go to the tab marked "Left Target," click the "Choose" button and browse to the folder on your computer that you want to sync from. Alternately, you can just drag this folder to the "Left Target" area.

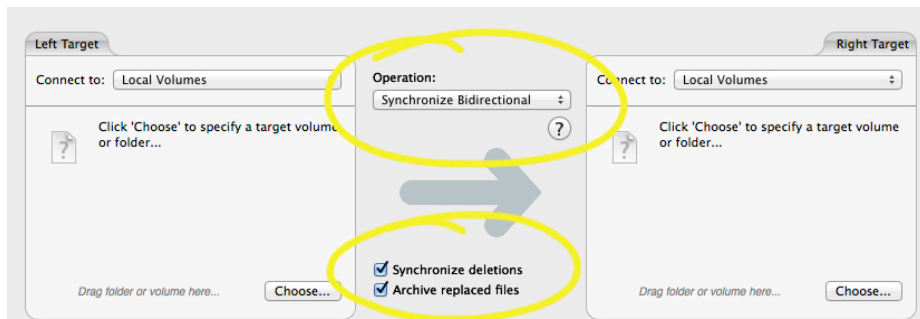


**Note:** For Single User projects the left target should be your personal hard drive and the right should be a class or project folder on Firefly.

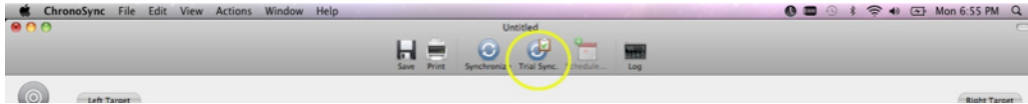
3. Next go to the tab marked "Right Target" area and click on that "Choose" button. Browse to the folder that you want to sync to on another computer or hard drive. You can also just drag this folder to the appropriate area.



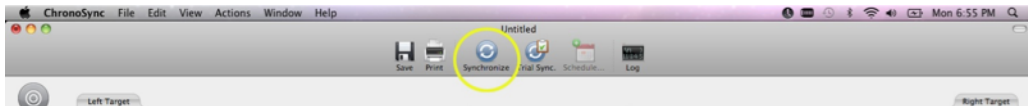
4. In the "Operation" drop down menu choose "Synchronize Bidirectional". This will replicate whatever folders/files in your left target in your right target destination. Also check both boxes below "Synchronize deletions" and "Archive replaced files".



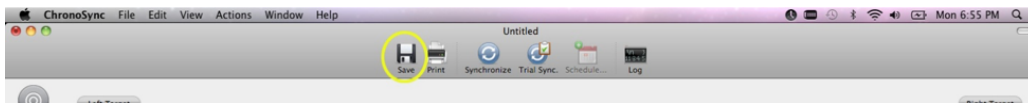
5. Click the icon on the top marked "Trial Sync." This will tell you if there are any problems with your setup, and what will happen when you actually do sync files, but no files will actually be synced.



6. Click the button marked "Synchronize" if everything is satisfactory. The files will sync. When the process is complete, a window will come up telling you so and reporting what was done. Click "OK" when you are finished.



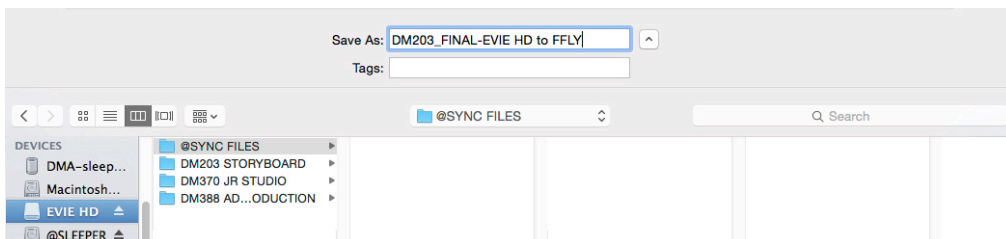
7. Click the "Save icon" and save and name your ChronoSync file where you will be able to access it on a regular bases.



I recommend you set up a Chronosync file for each Class (or any large project within a class) and save all of your sync files to a @SYNC FILES folder on your personal Hard drive along side of your class folders.

The more descriptive a name you give to your ChronoSync file the easier it will be to remember what project or class it is for. In this case I named the file for the following:

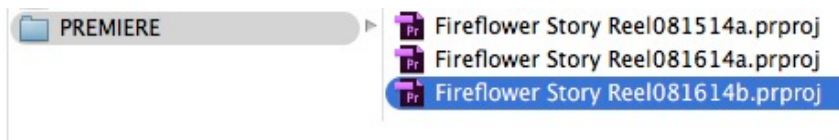
*Class Number\_Project-Source Drive to Destination Drive*



8. The next time you want to perform this same synchronization, just click on the file, and ChronoSync will open with this as the front window, so you can easily perform your synchronization.

### C. Best Practices and Daily Workflow

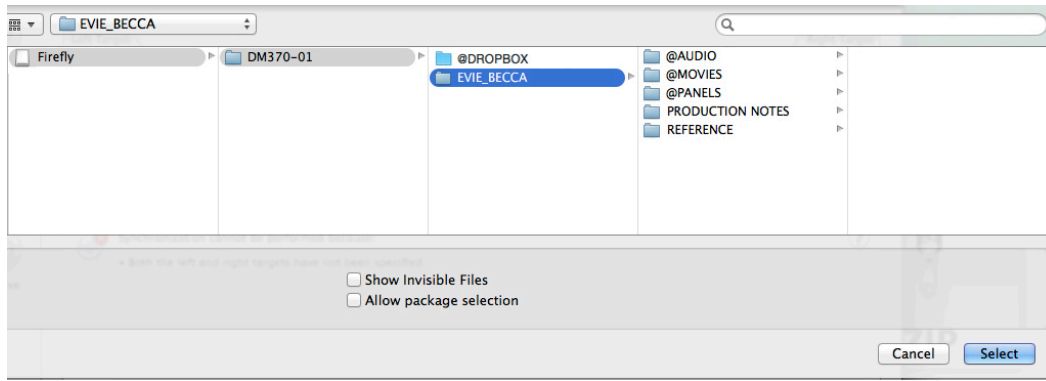
- 1. Daily Workflow:** Now that you have replicated your Project File Structure in two places (at least three for multi users projects. See **D. ChronoSync for Multi-user or Team-based Projects.**) and saved your sync files you can begin to actually work on your projects. :-) From now on the process should be seamless but you will have to adopt some work habits to keep your files safe and organized.
- 2. Always work on your personal hard drives.** The less the Firefly files are actually open the less risk of overwriting each other's work.
- 3. Sync after every working session.** Chronosync keeps track of the date on each file and updates only what has changed since the previous sync. When Chronosync detects a possibly conflict it will ask you if you want the newest version. Unless you have a good reason not to the answer will be “yes”.
- 4. Multi-user Teams should communicate when sharing files.** Don't work simultaneously in files to avoid conflicts and communicate regularly when sharing access to files
- 5. Save dated versions of your working files.** Get used to saving dated versions of your project files. For instance when working in Premiere, After Effects, or Maya I always tag a date to the end of my working files and "Save as" fairly often by putting a letter at the end of the file name. This helps to guard against file corruption and massive losses due to misshap.



### D. Setting up ChronoSync for Multi-user or Team-based Projects.

For Multi-user (or team based) projects each student on the team will work directly to their personal Hard Drives and will use ChronoSync to sync their files to a Master File Structure set up in the class folder on Firefly.

- 1. Set up Master Project File Structure on Firefly:** The first step is to set up a Master Project File Structure in the class folder on Firefly. Start with a basic line-up of folders that you know you will need in your project. Make sure the permissions for the new folders are set to “everyone”. Permissions can be set in the “Get Info” window by the author of the file.



- 2. Replicate File Structure:** Each student on the team will then replicate that structure on their personal hard drive by creating their own Chronosync file between their Personal Hard Drive and the Master Project on Firefly.
- 3. Sync your project:** At this point you can follow the steps to *B. Setting up ChronoSync for Single User Projects*
- 4. Managing your files:** The only caution with multiple users is that you are careful not to A. sync your work at the same time and B. do not work in the same files simultaneously or work will be lost. At times Chronosync may need you to clarify which of two files you want to keep. In this case you will choose the newest file.