

# MANAGING A COLLABORATIVE PROJECT WITH WEVIDEO

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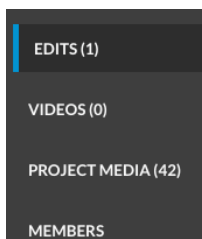
If a Collaborative Project does not yet exist, start with Step 1. Otherwise, proceed to Step 2 or 3.

## Step 1. If the Collaborative Project Does Not Yet Exist, Create It

1. After logging in to WeVideo, hit the "+ Create New" box from the HOME area.
2. Select the "Project" option, when asked if you want to create a video or project. Hit the "Next" button.
3. Give your video a descriptive title, e.g., "Andrea story," and select the "Collaborative" project type. Hit the "Next" button.
4. Click Select members/groups. Hit the "Next" button.
5. Click once on a user's name to add them to the project, adding all members of your team, plus Lisa.
6. If you have already added project media to the MEDIA area, select it at the next screen. If not, hit the "Next" button.
7. Click "Finish."

## Step 2. Upload Audio and/or Photos for the Project to Your Media Area and Then Share These Items to the Collaborative Project

1. Click on the MEDIA tab in the top menu of WeVideo.
2. Click the Blue + sign, and select "New Folder."
3. Name the folder in a way associated with the project, e.g., "LPCS Media."
4. Double-click on the newly created folder.
5. Click the green UPLOAD button, and either use "Browse to Select" to find media on your computer to upload, or, drag and drop media in the upload space.
6. When all media items you have are uploaded, you may add these items to an already-created Collaborative Project by clicking on the first media item in the window, holding the SHIFT key, and clicking on the last item. All media items should have a check-mark. Right-click, and select "Share to project."
7. If you created the Collaborative Project, you can find the project under "My Projects." If Lisa or a team member created the project, you'll find it under "Projects shared with me." When you've navigated to the project title, hit the blue SHARE button. All of the media you have shared should now be accessible to all in the project.
8. You can double check by going to PROJECTS in the top menu of WeVideo, finding the project you've shared the media to, and looking at the PROJECT MEDIA link in the left sidebar. You should see a number in parentheses next to that link (in image below, it's 42), and if you click on it, you should see the media that you just uploaded and shared, along with any media shared to the project by other team members.

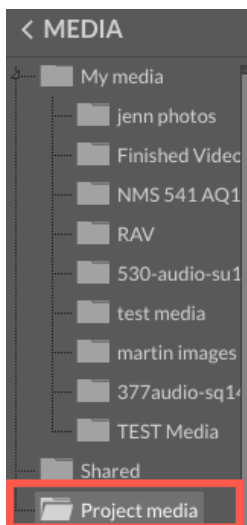



### Step 3. Sharing Additional Media to the Collaborative Project

1. Click on the MEDIA tab in the top menu of WeVideo.
2. If you have created a folder to organize this project's media (see Step 2, items 2–4), double-click on it. Otherwise, just upload the file into your own MEDIA space.
3. Follow Step 2, items 5–7 above to share the new media item(s) to an existing project.

### Step 4. Collaboratively Editing the Project

1. Find the collaborative project under the PROJECTS tab in the top menu of WeVideo, and sidebar item SHARED WITH ME.
2. If you or a team member created the project, you may have concurrently created a new Video Edit. If so, it will be visible in the project under EDITS. Double-click on that edit if it exists.
3. If there is no video edit yet created, click the NEW VIDEO EDIT button. Name the project something that represents its content.
4. Start working on the video. **Remember that the project media may not be immediately visible: find it by clicking on the “Project media” folder in the MEDIA sidebar.**



5. There are two options for team workflow, both of which have pros and cons:
  - **Option 1:** One person works on the video, and when done, saves and closes out of the project. The next editor can open the same Edit and continue working. Also, each time a user hard saves—hits CMD-S on the Mac or CTRL-S on the PC—their project edit will be saved and accessible under the “Revisions” option of the top-left hamburger menu .

With this method, if someone does a bad edit, the team can revert back to an earlier version via “Revisions.” The disadvantage here is that if an editor forgets to hard save, their edit may be lost. Also, if an editor forgets to log out, the edit can lock to other team members (though if you send Lisa an email, she can unlock it).

- **Option 2:** Each time a new person edits, they duplicate the video and rename it (With the edit open, click hamburger menu > Make a copy > rename (e.g., “Andrea story v2” or “Andrea story Lisa edit 10.16.16”)), and work on the duplicated edit. This will create

multiple versions of the video edit, with the newest at the top of the list under the EDITS link in the sidebar.

The advantage of this method is that different edits are clearly demarcated and it's easy to revert back to an older edit done by a particular person. The disadvantage is that it creates a lot of working files, and can get confusing. It's also possible that two people on a team could simultaneously create duplicate edits and be simultaneously editing, unbeknownst to the other person.