Syncing Your Working Project Files with Chrono-sync

A. **Setting up your Project on your Personal Hard Drive**
B. **Setting up ChronoSync**
C. **Best Practices and Daily Workflow**

A. Setting up your Project 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 effective.

Once you've set up a project-based file structure on your personal hard drive, the standard workflow is to work directly from your hard drive and then use Chrono-sync to send a copy of your working file structure to submit to Class Folders.

B. Setting up ChronoSync

1. Click on ChronoSync to open program. In the toolbar go to File and select New/Synchronizer. A new Synchronizer Task window will appear with "Untitled" already entered. Click cancel. The last thing we want to do is save this synchronizer file on the lab computer.

2. Once that window is closed you can now Save (cmd-S) and Chrono-sync will offer you a browser to save the Synchronization file in the folder of your choice. I recommend a folder named "syncFiles" stored with the rest of your files that serves multiple classes and projects.

   Name your ChronoSync file with a descriptive name so its purpose will be easy to remember. In this case I would name it for the project, the soure and the destination.

   Sync file naming: *workingTitle_hardDrive to 522 classFolders*

3. Next, go to the tab marked "Source Target" on the left and click the "Choose" button to browse to the folder on your hard drive that you want to sync from. Alternately, you can just drag this folder to the "Left Target" area. You'll want to select the parent folder of the project you plan to sync from.

   Note: The left target should be your personal hard drive and the right should be a corresponding project folder inside of *Class Folders*.
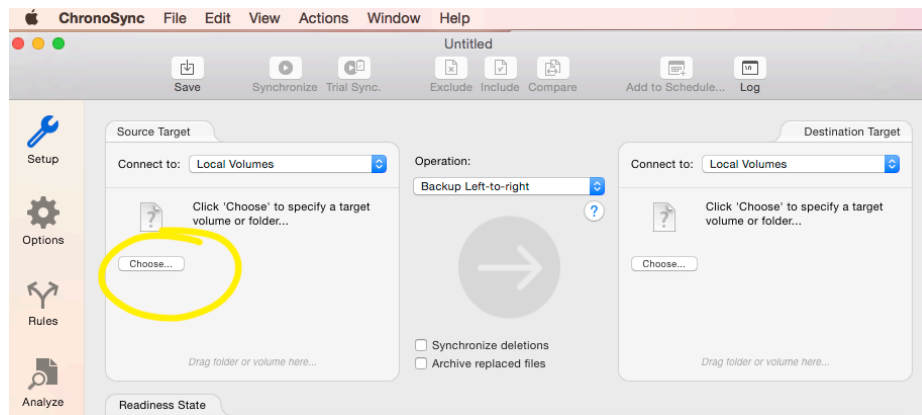
4. Next go to the tab marked "Destination Target" on the right and click on that "Choose" button. Browse to the appropriate Class Folder on the network (did I mention you'll need to be connected to Class Folders?) and use the "New Folder" button to create a new folder. Name this new folder with your last name, first initial and then your project name.

   Corresponding Project Folder on Class Folders: *simpsonB_workingTitle*
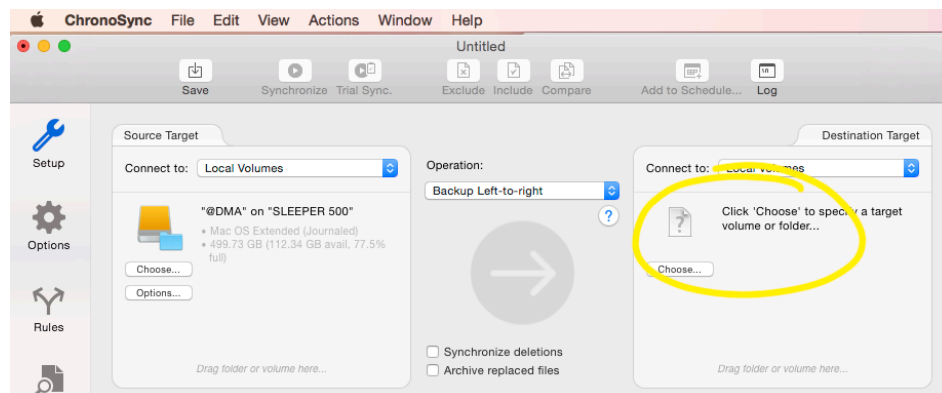
5. In the "Operation" drop down menu choose "Synchronize Bidirectional". This will replicate whatever folders/files in your left target in your right target destination.   Also check both boxes below "Synchronize deletions" and "Archive replaced files".
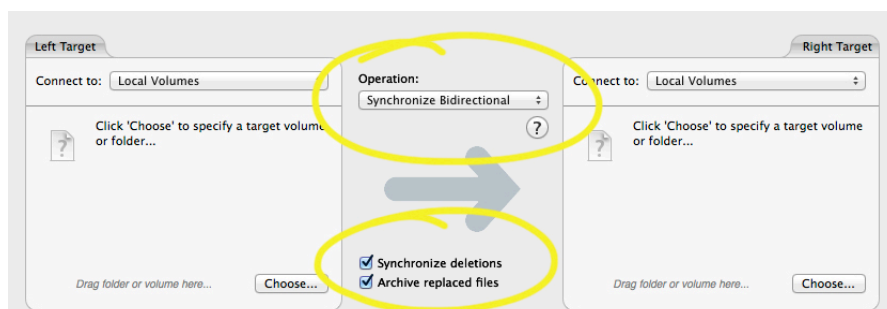
6. To sync your files, click the button marked "Synchronize" at the top (or the large arrow in the middle of the window) and Chrono-sync will automatically populate the new Class Folders project folder with your entire project.
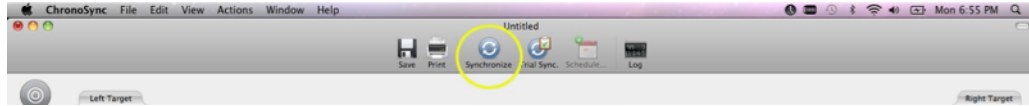
7. Then click save at the top of the window.
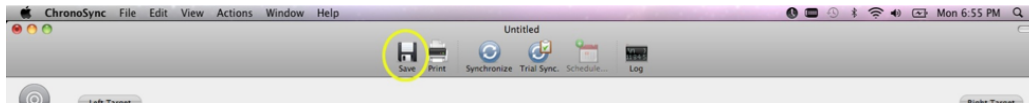
8. The next time you want to perform this same synchronization, open ChronoSync and it will open the *Chrono-sync Organizer* window. Click on the appropriate sync file and Chrono-sync will do the rest.

C. Best Practices and Daily Workflow

Now that you have replicated your working file structure in in Class Folders, the syncing process should be seamless. That said, you will have to adopt some work habits to keep your files safe and organized.

1. **Always work on your personal hard drives.**

2. **Sync after every working session.** Chrono-sync keeps track of the date on each file and updates only what has changed since the previous sync. When Chrono-sync 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".

3. **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 miss-hap.