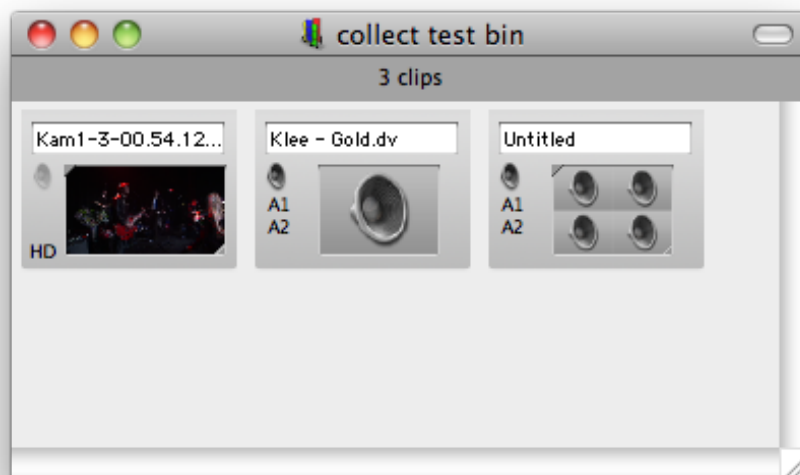


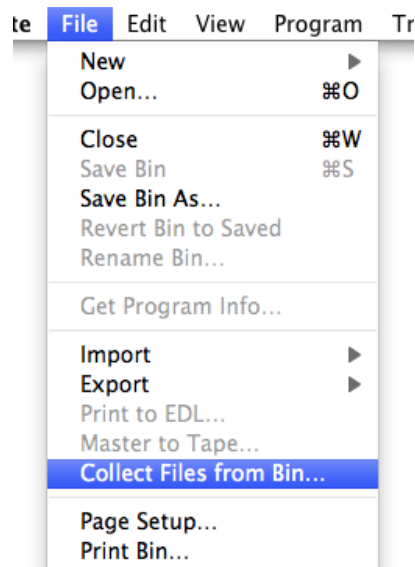
## Using the "Collect Files" feature to backup Bins and Programs along with all relevant media files.

Collect Files is a quick and easy way to make a copy of a Bin or Program along with all the relevant media files. It is useful for either backing up Bins and Programs for safe keeping or moving them to another edit system.

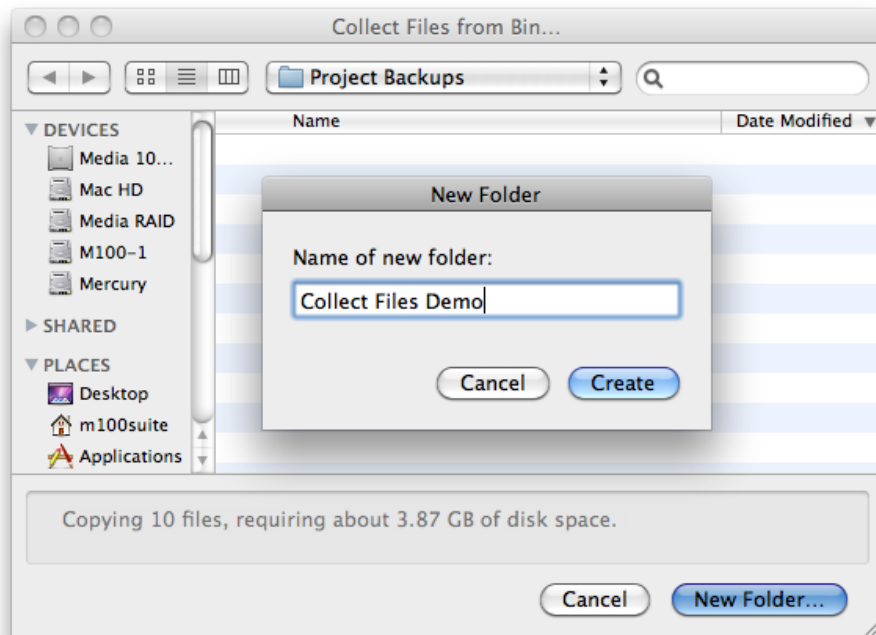
To use the feature, begin by opening the Bin or Program you'd like to collect the files for. In this example we'll use a Bin.



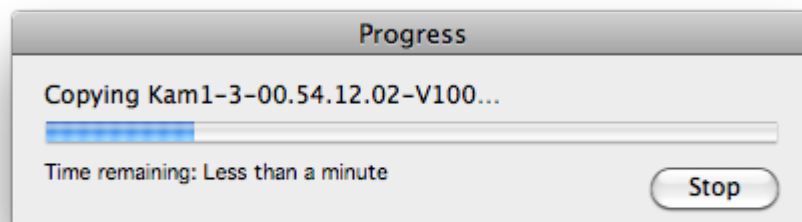
With the Bin as the active window, go to the File menu and choose, Collect Files from Bin...



Use the Collect Files dialog to navigate to the location where you want to save the copies and create a new folder to put them in.



A progress bar will appear with an estimate of the time remaining.



When it's finished, you will have a folder with a copy of the Bin and all the media files needed to relink the clips inside that Bin.

