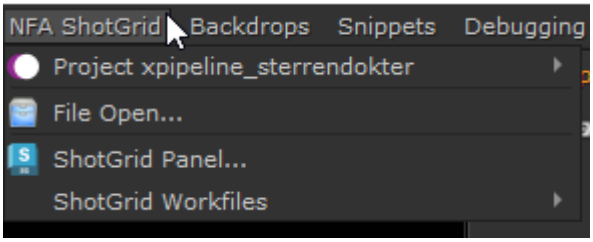
# ShotGrid - Pipeline - File management

> This page shows examples in Nuke, but the same workflows apply to all software you can launch using the ShotGrid launcher.

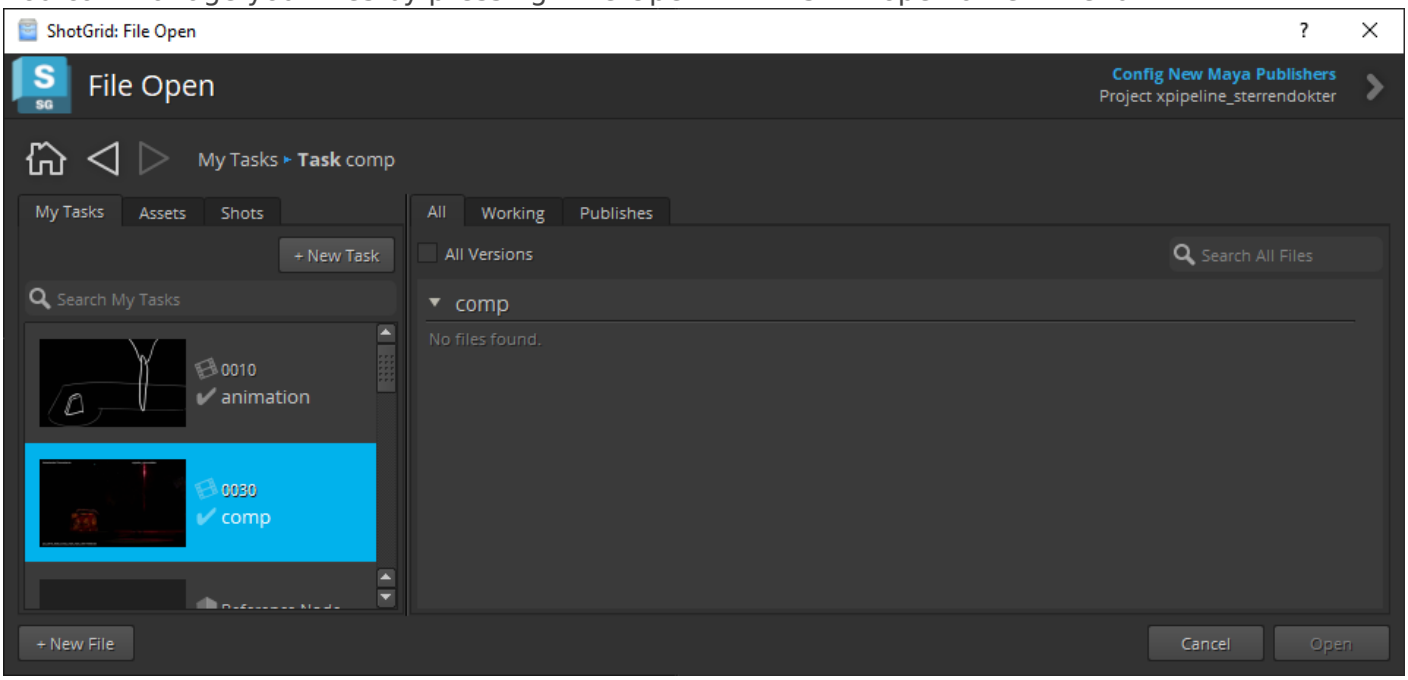
A new menu bar item titled "ShotGrid" appears when you open software using the ShotGrid launcher. This is the menu you'll use for pretty much all file related stuff.




At first this menu will be largely empty, this is because you haven't opened or created a file using the ShotGrid tools yet.

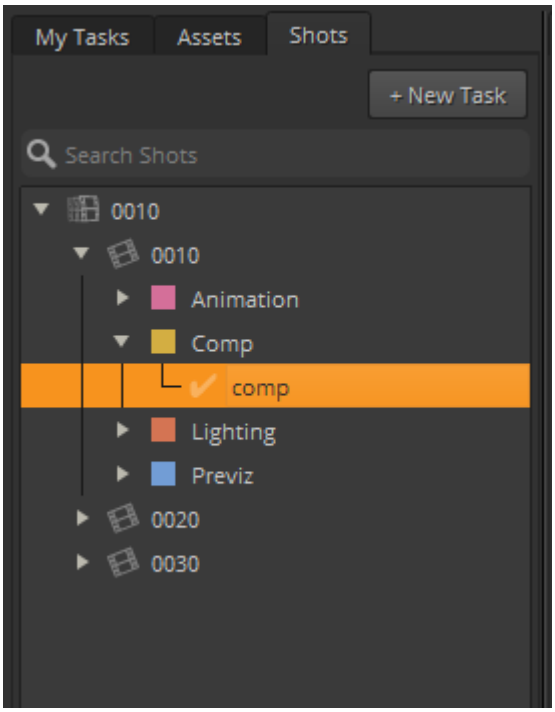
## Creating/opening files

You can manage your files by pressing "File Open...". This will open a new menu:



On the left you'll find the tasks you are currently assigned to. This makes it easy to get started right away, just select the task and press "+ New File" in the bottom left corner. You can also manually browse to a task if you're not assigned to one. Click on the Assets or Shots tabs and select a task there.

> Can't find the tasks you're supposed to work on in the *My Tasks* section? Ask your supervisor to properly assign you to your tasks and make sure they set the task status to *in progress.*



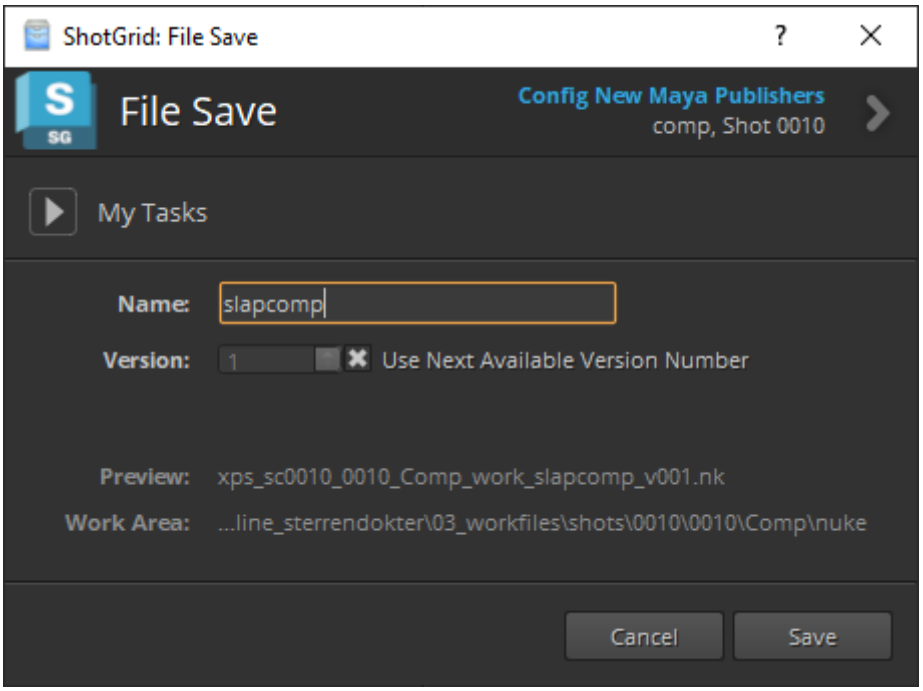

> You can only create a new file when you select a *task*. A task has the little checkmark grey checkmark next to it. The "+ New File" button will be greyed out when you have a *step* selected, which are the items with the colored boxes next to them.

You can open files you've previously saved using the same interface.

# Saving files

> Do not save files using the regular saving tools of the software you're using! When working in our ShotGrid pipeline you *always* use the ShotGrid tools instead.

You should save your file right away after creating it. You can do this with the "File Save..." button which has appeared under the ShotGrid menu item. This will open a new menu:

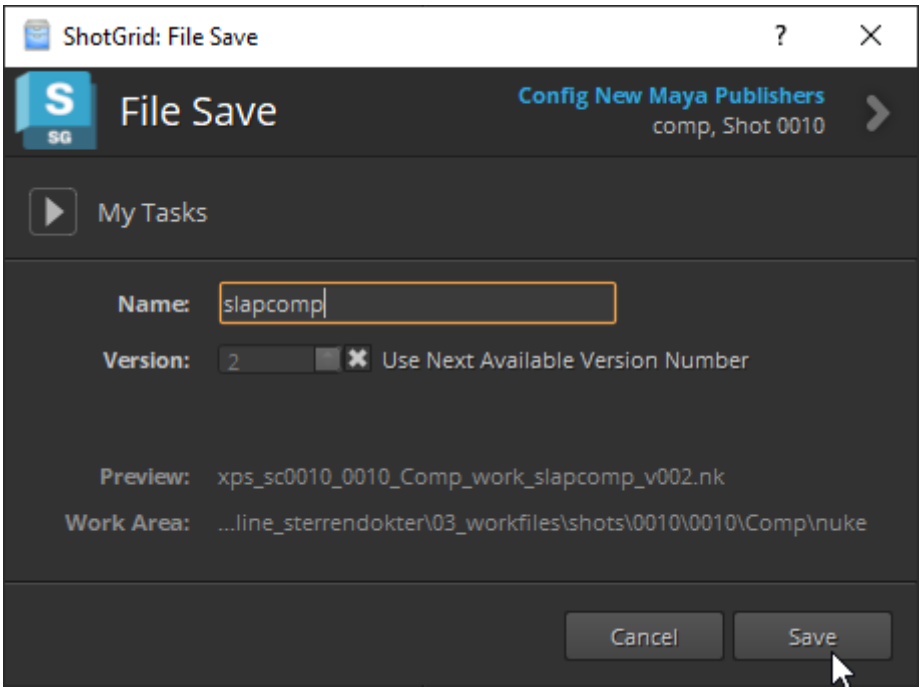



You only have to fill in a name and press save, as file paths are handled automatically. Feel free to leave the name on "main" if it's the main file for that task, but do give it a more descriptive name if it's not. After this your file is now saved in a special location, so the ShotGrid tools will be able to find it in the future. Once this is setup you can save your files just regularly using ctrl+s, however sometimes you'll have to go up a version when you save...

# Versioning files

You should up the version of your file when example when you've made some big changes but still want to keep previous iterations. You can do this by simply pressing "File Save...", you'll see the version go up by one, after which you can press save.

> Again, do not use the default "version up" shortcuts or buttons in the software you're using. Use the ShotGrid tools instead.




You can also press the little triangle next to "My Tasks" to save your file on another task.

File management tools largely unchanged from ShotGrid base implementation.

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