ORGANIZING YOUR FILES

When learning to use Adobe Premiere CC Pro, it is good practice to learn how to efficiently organize your media and files to make editing easier.

1. Create a folder on your computer for your project. If you are likely to use several computers to edit your project, create your folder in a large flash drive or external hard drive. Give it a name that you will remember. (Project 1)
2. Inside the file you just created, create folders for each form of media you are using (Videos, Audio, Images, etc.)
3. Dump your raw media files in each folder.
4. Go through your media and rename the files to something distinguishable. If you are editing a short film, you are likely to have several takes for the same shot. For example, for the first take of your second shot, name the clip “Shot 2 Take 1” or “2-1”.
5. Create a folder within the media folder (Video, Audio, etc), and name it “Selected”. Select the media files that you will or may use in your edit and move them to the “Selected” folder. This will help clear any clutter that you would have otherwise had in your Adobe Premiere CC Pro project that would have made the software run very slow.
6. After making this folders and organizing your files, you are ready to start your project on Adobe Premiere CC Pro. When creating a New Project, remember to change the saved location to your large folder (Project 1). If you expect to have multiple projects for this footage, you may want to create a new folder within “Project 1” and name it “Adobe Files”.

Now, all your files and projects are located in one folder, and can be easily used on other computers. Do not remove or move any files that are in use by your Adobe Premiere project, or Adobe Premiere will have a hard time locating your files.