

# Video Editing Cheat Sheet

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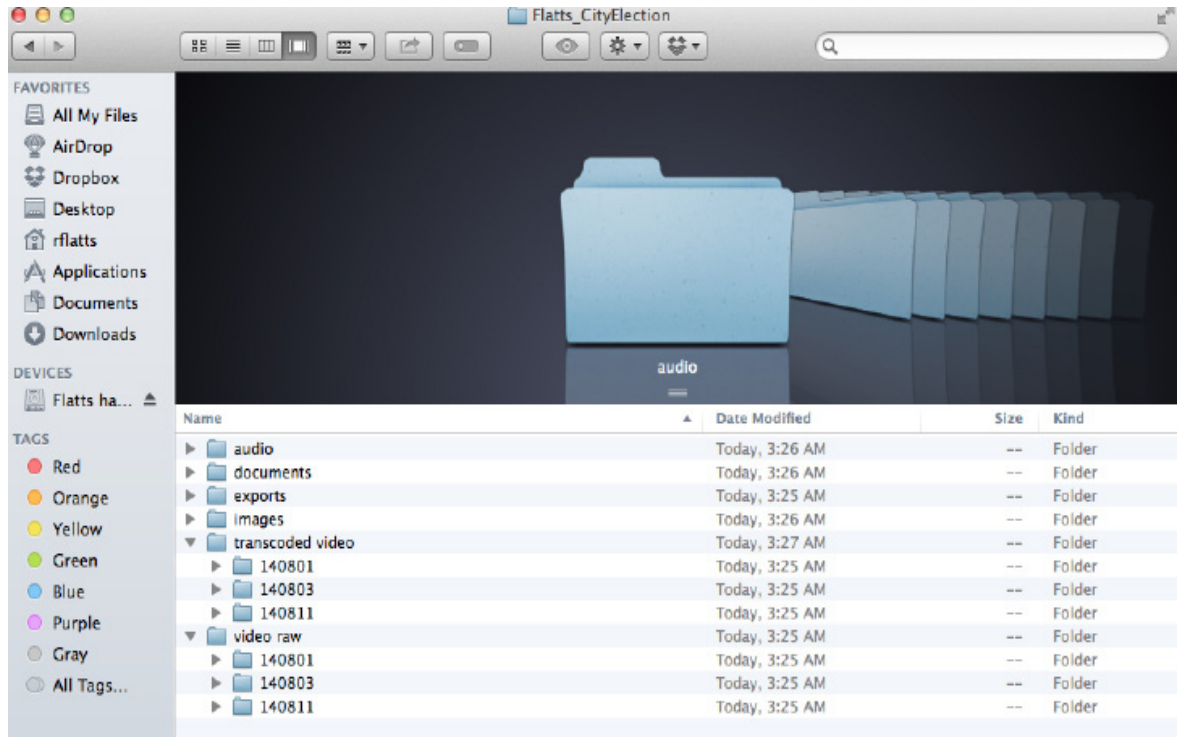
with Adobe Premiere Pro CC



## Setting Up the File Structure

Setting up a neat file structure is important because files can easily be lost if you don't know what folder you put them in. Here are some steps that you can take in order to keep your files in order.

- ① Connect your hard drive.
- ② Click on your hard drive icon and then create a new project file on your hard drive by going to file and then selecting **New Folder**.
- ③ Give the project folder a name. We recommend naming the folder by using your last name and the slug of your story: (Last Name\_Slug).  
Example: Flatts\_CityElection
- ④ Inside the new folder create the following subfolders:
  - Video Raw
    - subfolders within the video raw folder should be organized by the date of your footage: (yymmdd).
    - Example: 140801
  - Audio (music, taped conversations, ambient, songs)
  - Documents (transcripts)
  - Exports
  - Images
  - Transcoded Video
    - subfolders within the transcoded video folder should be organized by the date of your footage: (yymmdd).
    - Example: 140801



- ⑤ Insert the SD card into your computer.
- ⑥ Drag your video files (the “private” folder) onto your hard drive into the video raw folder that matches the date of your footage.