



CCMC TRAINING GUIDE

FILE SAVING

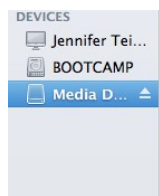
- PRODUCERS FOLDER LOCATION**
- CREATING FOLDERS**
- IMPORTING FOOTAGE FROM SDHC CARDS**
- IMPORTING INTO PREMIERE**
- HOW PREMIERE SAVES FILES**
- EXTRA NOTES**
- (creating template projects)*

File Saving

The biggest issue people have with editing is 'organization'. You MUST know where your files are at all times. Each time you save a file or create a file, stop and think about where you're going to save it.

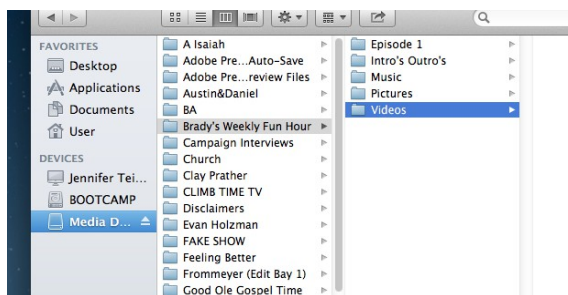
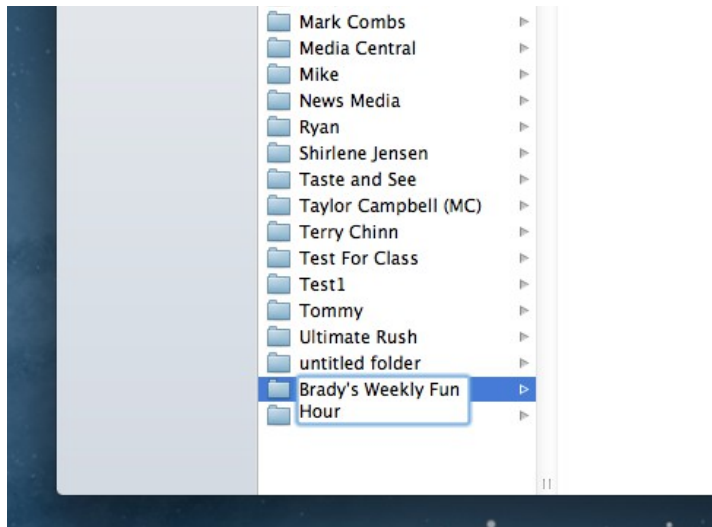
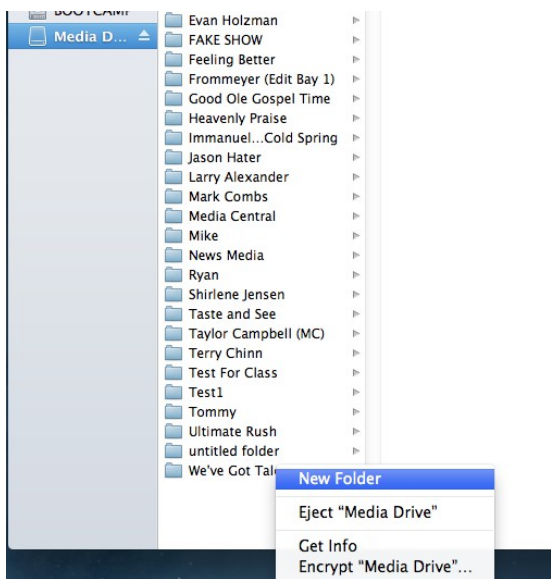
Producer Folders Location

Every producer that uses the Edit Bay will have their own folder located on an external hard drive called 'Media Drive' that is connected to the computer. To find the 'Media Drive', first click on the 'Finder' application located at the bottom of the screen. Then, once the Finder window is open, you can find 'Media Drive' located on the far left column, under the title 'Devices'.



Creating Folders

Every producer will have their own folder under the 'Media Drive'. To create a folder in OS X, right click inside a Finder window and choose "New Folder"



We will create a folder for you on the Media Drive. Lets say our show is called 'Brady's Weekly Fun Hour'. Inside of that folder, we will create other folders to further organize everything that has to do with the Brady Weekly Fun Hour.

We'll have one folder for each show. Also, we'll have

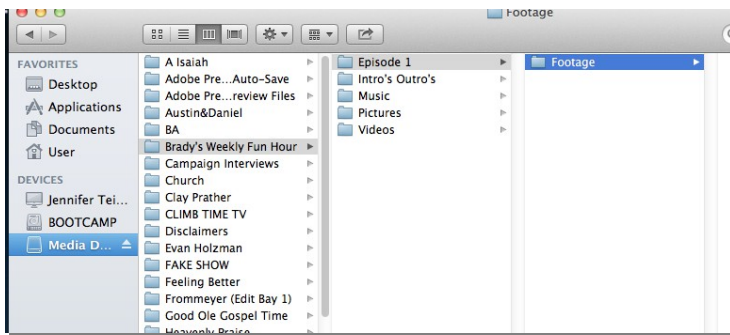
folders for other things we'll use for the show, which sometimes we'll use for every show. So we'll have a folder for Music, Pictures, Videos, and maybe even a folder for complicated Intro's or Outro's that we'll use again and again every week. It's all up to you.

In these auxiliary folders, we can have stuff that we will use for each and every show. In the folders that are unique for each episode, we'll only save the **project file** for that show, and the **footage** for that specific show. Later, you'll learn how to import these folders or files into your **Premiere projects**.

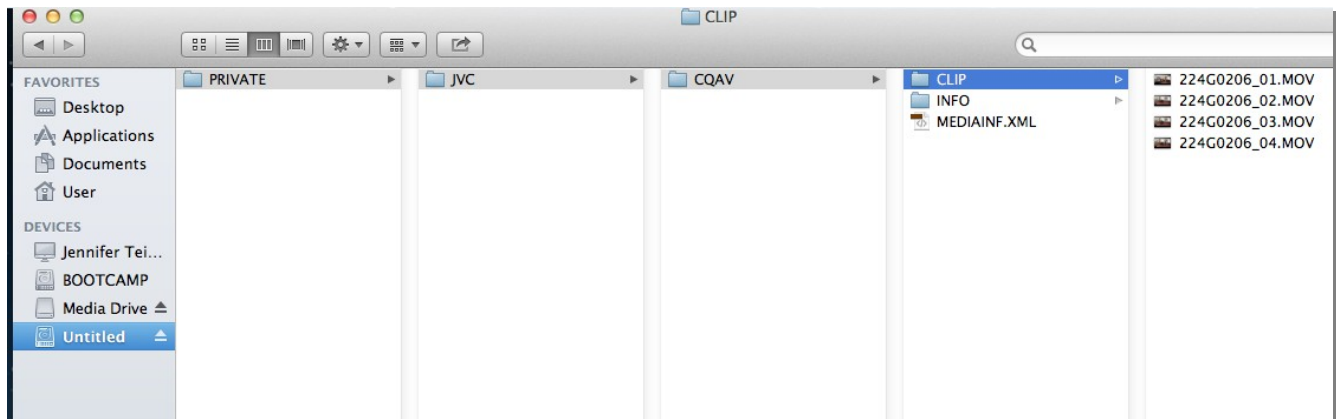
This makes it easy for later down the road when we start to run out of space on the computer and we need to ask you to delete old files. In that case, you can easily navigate your way to your oldest episodes folder and delete it. Yet your music, intro's/outro's, pictures, and other videos will not be deleted; only things unique to that specific episode will be deleted.

Importing Footage from SDHC Cards

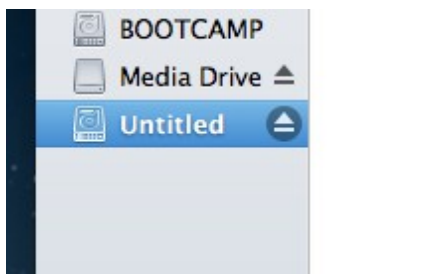
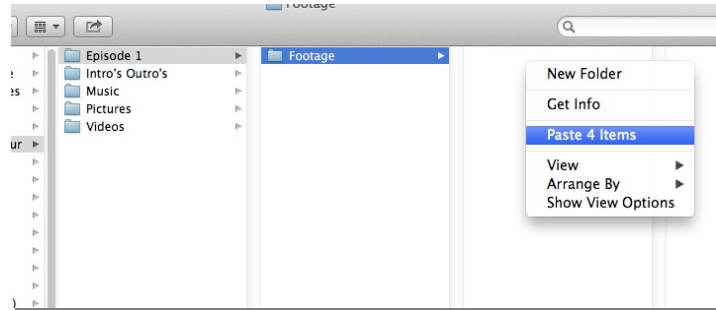
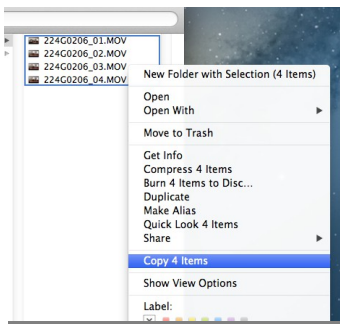
First create a new folder titled '**Footage**' inside the corresponding episode folder for your show.



After inserting the **SDHC** card into the side of the computer, navigate to your footage. First click on the **Untitled** device that will pop up on the left column on the Finder window. Then go to **PRIVATE/JVC/CQAV/CLIP**. In here, you will find all your **.MOV** video files.



Copy and paste those video files from the SDHC card, into your Footage folder you just created in the corresponding episode folder.



Once you have transferred your footage from your SDHC cards successfully, you now need to eject the SDHC card from the computer. To **eject the card**, first click the eject button located just to the right of the device you want to eject from the computer. After it has disappeared from the Finder window, you can now safely remove it from the side of the computer and return it to a staff member.

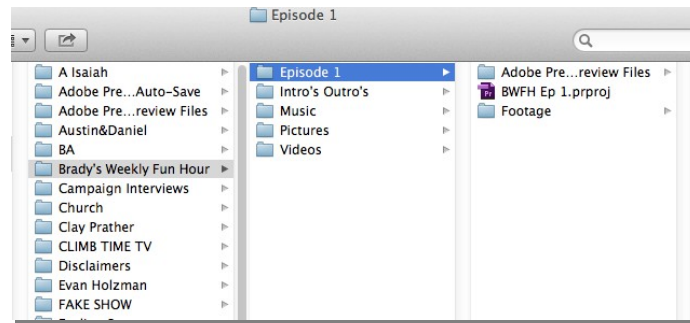
Importing Into Premiere

When you have your files saved in the corresponding folders on the computer, and you have your Premiere project opened, simply go to **File** → **Import**. From there, navigate your way back to your folder to find the files you would like to import. You can either import files individually, or import an entire folder at once by selecting a folder and choosing the 'Import Folder' button on the bottom of the Import window.

REMINDER – When you import your files into Premiere, they are actually reference files of the real files on the computer. If you delete the file in Premiere, it does not actually delete your file on the computer. (Exceptions: **Sequences**, **Titles**, or other things created inside of Premiere.)

How Premiere Saves Files

When you make a new project file in Premiere, you need to save it in a location, usually in the corresponding folder for that episode. Name the project file accordingly (EX. BWFH Ep 1).



Premiere will also save several other files and folders in there, including Encoded Files, Auto-Saved Files, and other background processing files that will appear in the folder. **DO NOT DELETE ANY OF THESE!** Never delete a file unless you know exactly what it is used for.

Extra Notes

If you find it helpful, you may also make new folders inside of your other auxiliary folders. Say you have lots of pictures for your **Pictures** folder. Inside that Pictures folder, you have a folder for the different types of pictures. For example, a folder for People, Animals, Buildings, Titles, and/or Designs.

Creating a Template Project

Sometimes you may want to use the same edited beginning clips, the same type of lower thirds, or titles, or credits every single week. Making a template project is the easiest way to save all that work and reuse it every time you make a new project.

To do this, create a Premiere project, create your intro, outro, and lower thirds, credits, etc..., then save the Premiere project file on your personal folder and title it 'Template'. Then close out of it.

Each time you start a new show, you can open this Template.prproj file, then immediately choose File → Save As, and then save in the corresponding folder for that episode. Then, continue working on your show.

DO NOT WORK WITH FILES FROM A USB DRIVE! If you have pictures or music or any other files you want to use on your project and you have them on a USB drive, drag and drop the files off the USB drive and save them in a corresponding folder on the Media Drive under your name. If you do not do this, and you remove your SD card, you will be removing your footage as well, since it only exists on the SD card. That is why you remove the footage from the card and place it on your drive. You will need to return your SD card as soon as you remove the footage from the card.