Organizing your video footage is essential in ensuring a smooth editing process.

If you will be using Adobe Premiere Pro for editing, (Final Cut Pro may have a different workflow - you can look here https://digitalfilms.wordpress.com/2015/08/07/final-cut-pro-x-organizing-tips/ for tips) it is good practice to organize your files the following way. Create the following folders on your hard drive:

Root of hard drive:

- Media Cache DB
- Project Name (ex: MTS)
  - Control
  - Export
  - Source

Control folder: Here is where you save your project file (.prproj, .fcpx, .fcp, etc.)

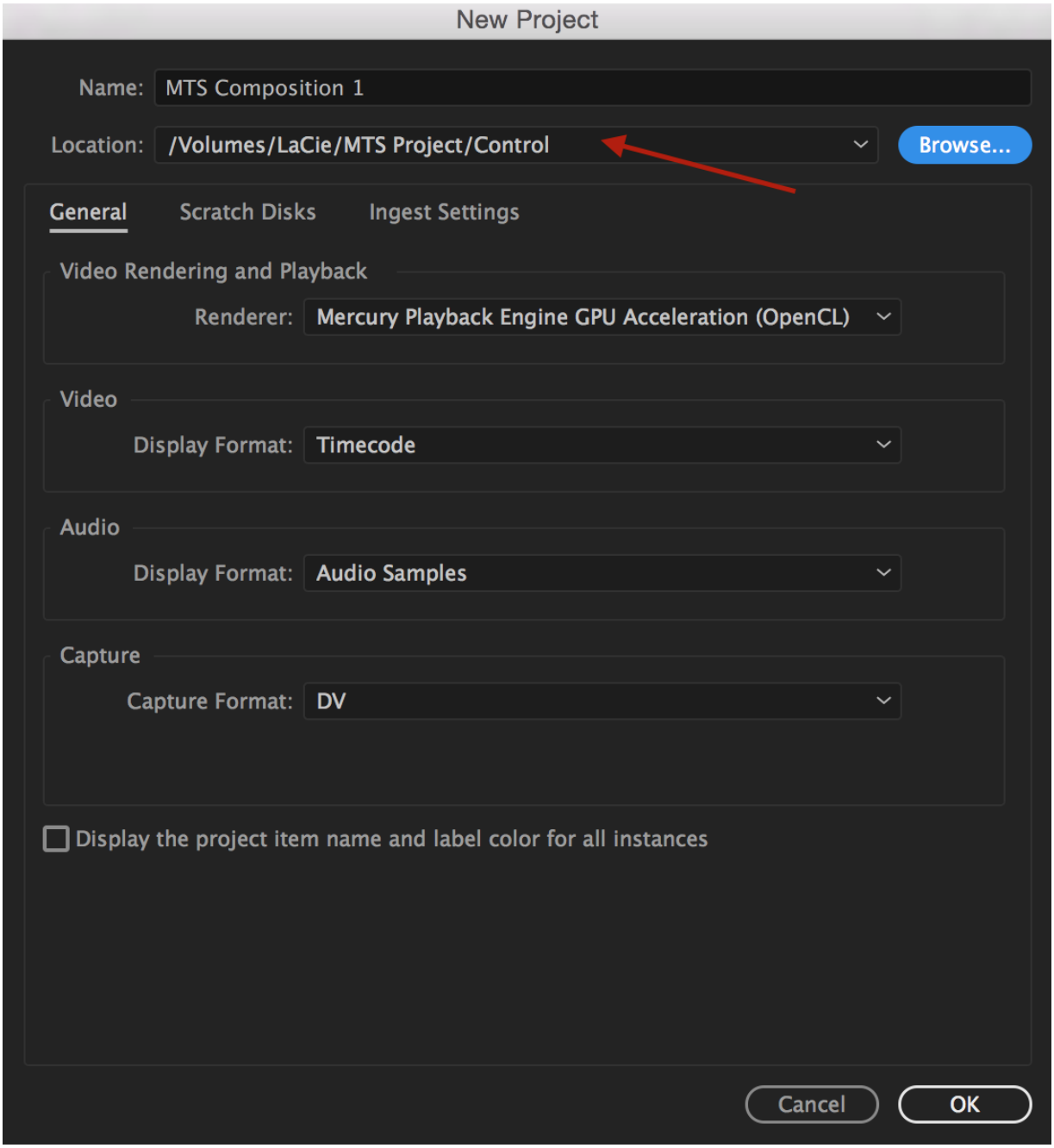
Export folder: This is where you will export your movie once it's edited (.mov, .mp4, etc.)

Source folder: Here is where you will place all your raw video footage, images or additional audio files

Media Cache DB folder: In Premiere Pro, go to Edit (or Adobe Premiere Pro on Mac)--> Preferences -->Media and check and set the Media Cache Files AND Media Cache Database so each of these items point to your external hard drive folder Media Cache DB. Failure to follow this step can cause loss of media files (especially if you move the external hard drive from one computer to another for editing) and can cause significant slowness every time the project is opened.

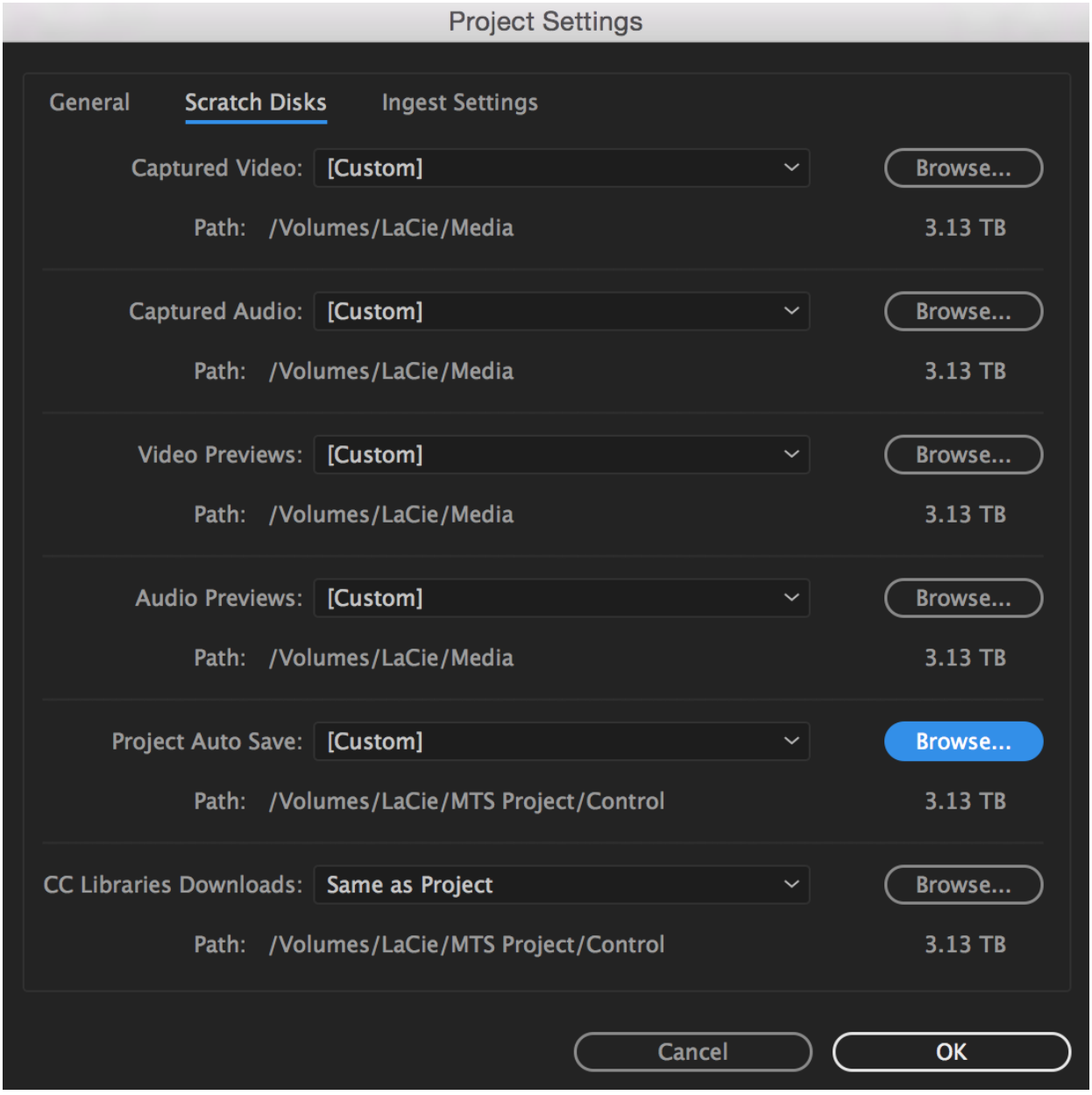
Starting a new project in Adobe Premiere Pro CC

➔ When you start a new project, open Adobe Premiere Pro CC and select New Project
➔ Name your project
➔ Browse to your Control folder on your external hard drive to save the project file here

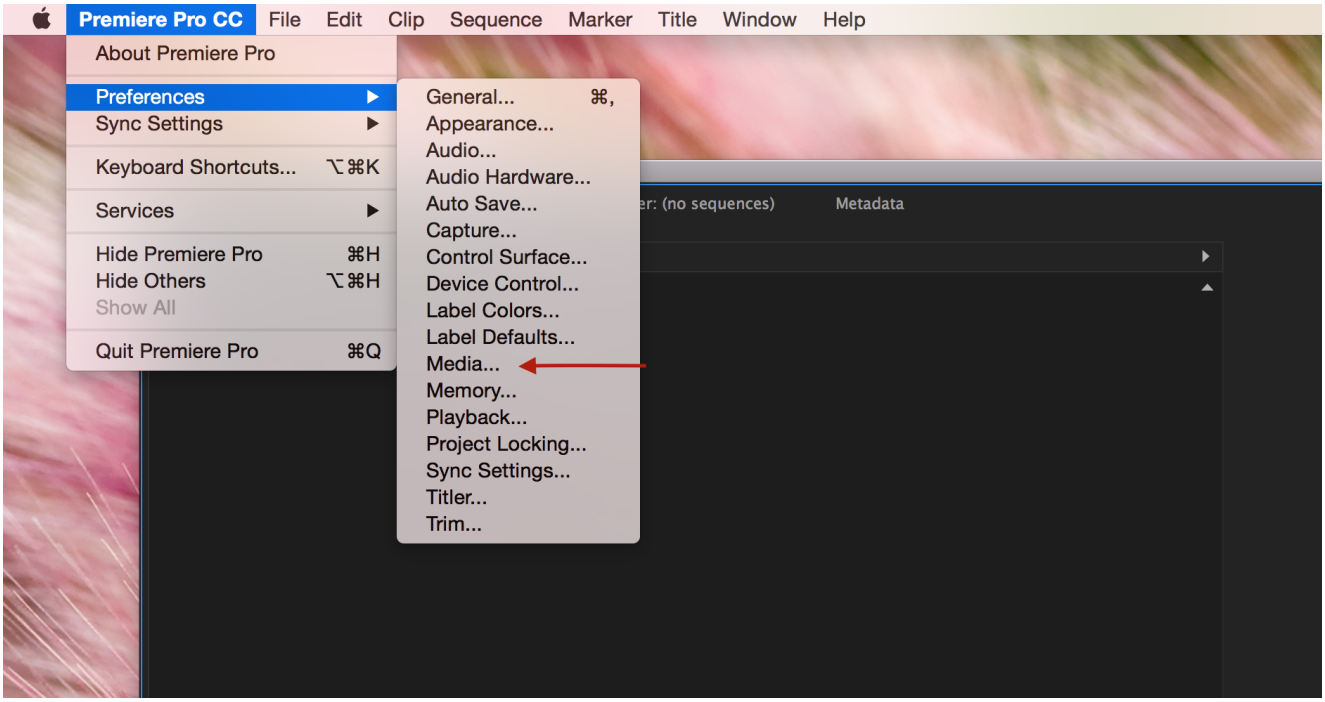


➔ Go to the Scratch Disk tab and browse to your Media Cache DB folder for the first 4 items: Captured Video, Captured Audio, Video Previews, Audio Previews

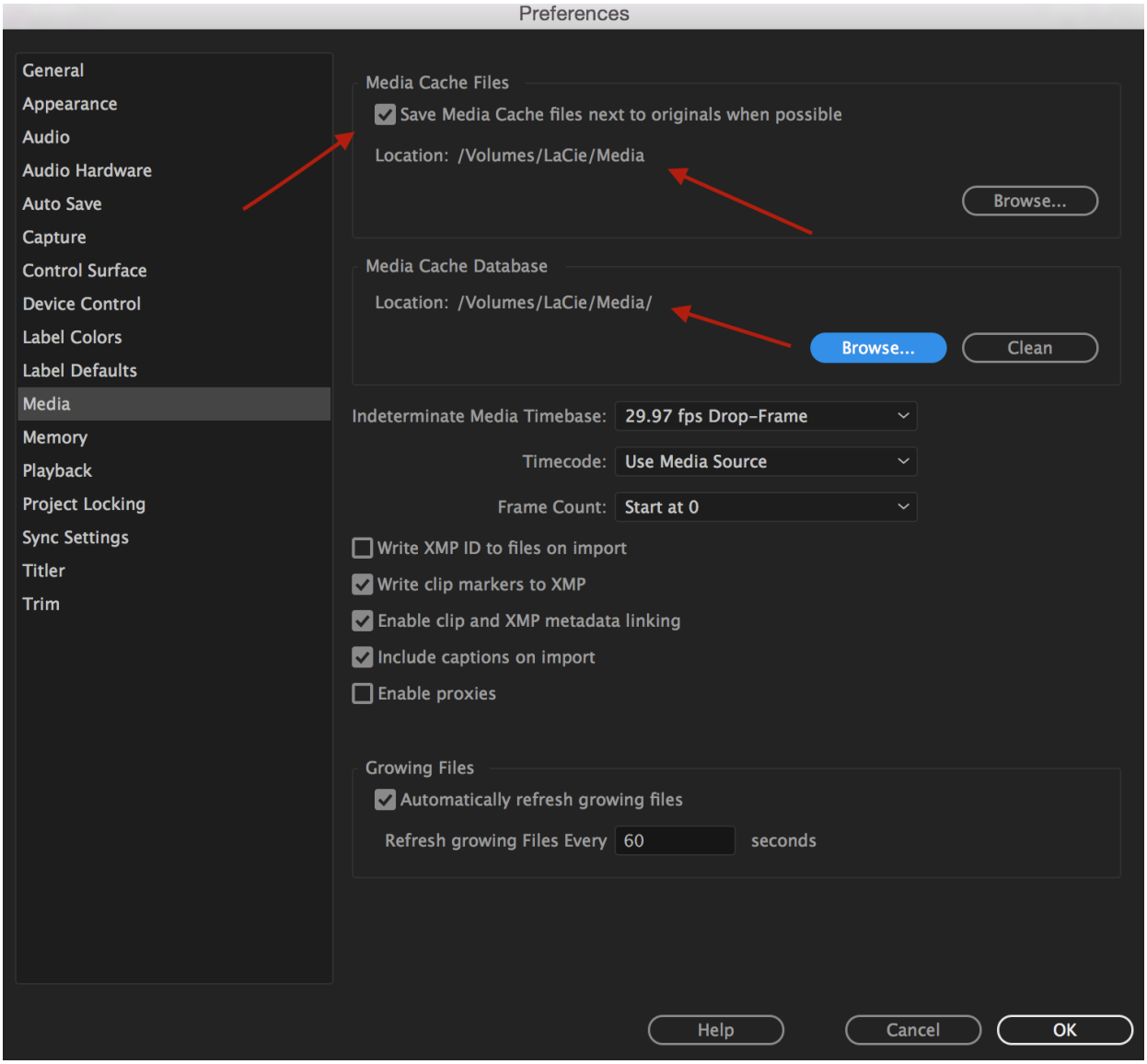
➔ Make sure the last 2 items point to your Control folder under your current project



➔ Finally, go to the main menu under Premiere Pro CC → Preferences → Media



➔ Under Media Cache Files, make sure the Save Media Cache files box is checked
➔ Browse to the Media Cache DB folder on your external drive
➔ Under Media Cache Database, point to your Media Cache DB folder



★ SAVE YOUR WORK OFTEN!!

★ If you don't have Adobe Premiere Pro CC, you can download a free 30-day trial which should be enough time for this project. You can then cancel the subscription: https://creative.adobe.com/products/download/premiere