

VIDEO: HOW TO FILE AND SAVE YOUR RAW FOOTAGE EASILY! CHEAT SHEET



RENAMING FILES

Take your time

- It's best to watch your different shots to identify which were the good takes and which you can delete - this frees up space and will allow you to only have the best footage to edit.
- Always export your footage immediately after filming - don't leave it to do all at once at the end. Do it while the shoot is fresh in your mind.

How to rename your files

- Once exported to your computer, your video files will have generic names like *MVI_1029_1*. Consider your editing process and rename each one in a way that helps you know what they're about.

Identify usable footage

- You may have more than one take of a particular shot. Saving all of them together will allow you to easily make decisions when you're editing your footage.

FOLDER STRUCTURES

Suggested Structure:

Here's a suggested folder structure for your raw footage:

- Intro Folder
- Act/Topic 1
- Act/Topic 2
- Act/Topic 3
- Outro
- Audio Files
- Working Files (for editing files)

Storyboard Structure

- Your Folder Strucutre can also reflect your Storyboard - this makes editing super easy because your files are already grouped accordingly.

STORAGE (HARD DRIVES & CLOUD)

USBs & Hard Drives

USBs & Hard Drives are great back up devices for saving down your raw footage. Your computer will have a maximum capacity for storage, so if you save your video files to an external Hard Drive, you'll reduce the risk of filling your computer's storage.

Hard Drives are also good because:

- They're portable (you can carry your video files with you)
- You can allocate a Hard Drive to each video project (and create a collection).
- You'll always have a back up, in case your computer crashes.

Cloud Storage

Online storage options are great if you have a solid internet connection. They're just like having a hard drive, only you don't have to carry around a tangible item.

Instead, all of your files sit in a secure online storage system that you can access at anytime on any device.

Three recommended Cloud Based Storage Providers are:

- Vimeo (made for videos)
- Google Drive
- Dropbox

