

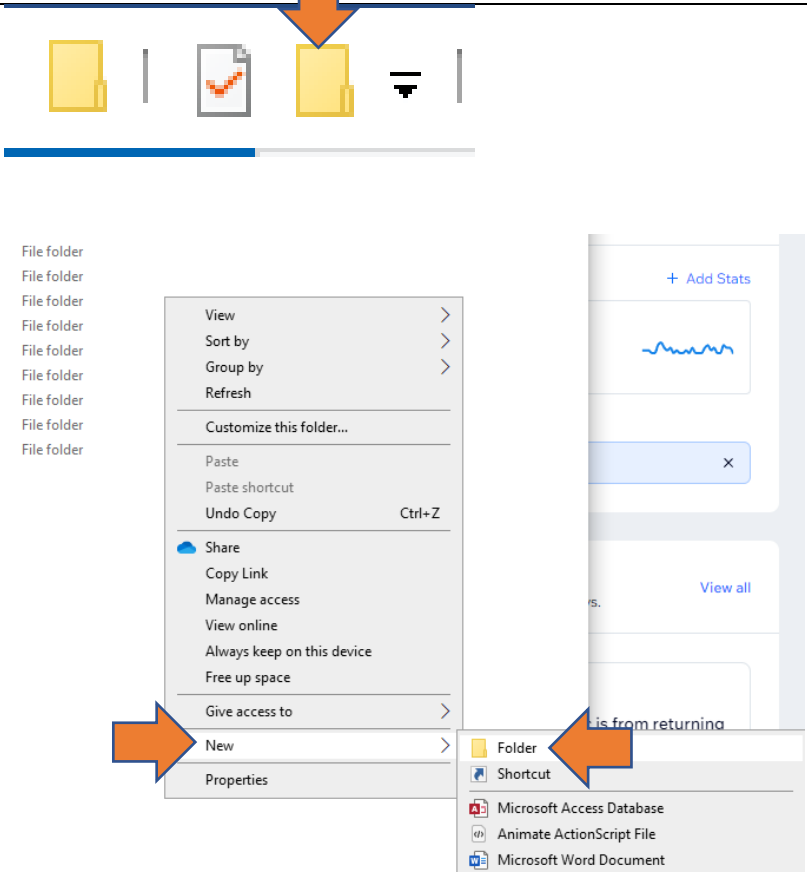
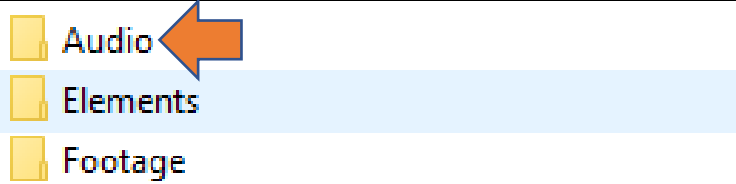
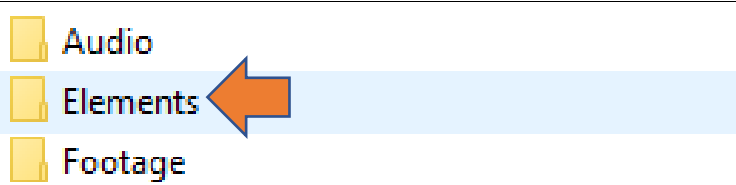
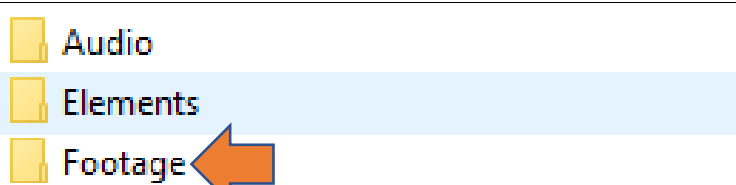
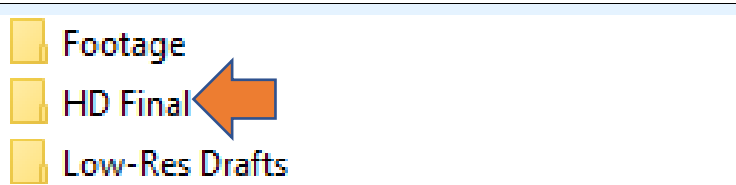
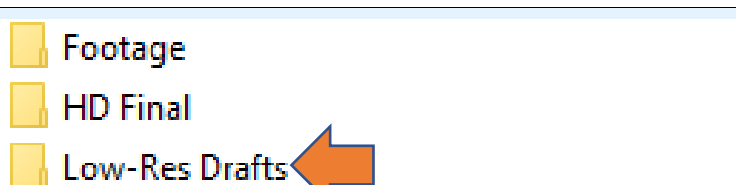
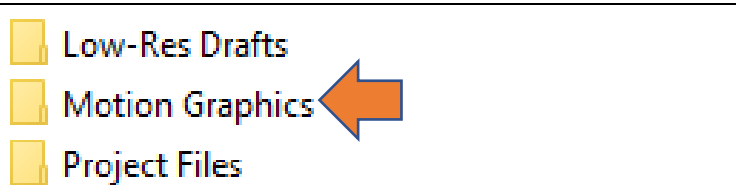
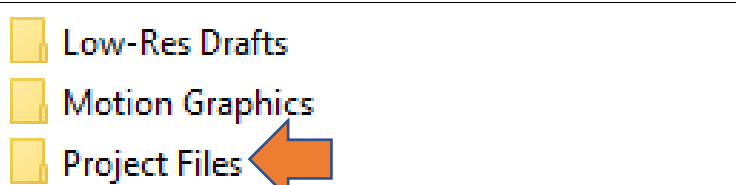
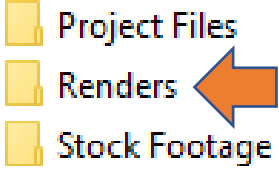
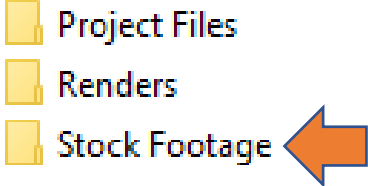


How to Organize Project Files for a Premiere Project

<p>Open the File Explorer on your desktop (or Finder if you are using an Apple device).</p>																															
<p>Go to a folder where you want to create your subfolder for your project files.</p>																															
<p>Select the New Folder icon (or use CTRL/Command + N) to create a new folder, then give it a name.</p> <p>Alternatively, you can right click in the folder, scroll down to 'New', and select 'Folder' to create a new folder.</p>																															
<p>Rename the folder and repeat until you have the layout shown in the example on the right.</p> <p>You can add or remove different folder types to best fit your project's needs, but this is the format template we recommend.</p>	<table border="1" data-bbox="618 1411 1419 1877"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Audio</td> <td>✓ R</td> <td>2/29/</td> </tr> <tr> <td>Elements</td> <td>✓ R</td> <td>2/29/</td> </tr> <tr> <td>Footage</td> <td>✓ R</td> <td>2/29/</td> </tr> <tr> <td>HD Final</td> <td>✓ R</td> <td>8/25/</td> </tr> <tr> <td>Low-Res Drafts</td> <td>✓ R</td> <td>2/29/</td> </tr> <tr> <td>Motion Graphics</td> <td>✓ R</td> <td>8/25/</td> </tr> <tr> <td>Project Files</td> <td>✓ R</td> <td>2/29/</td> </tr> <tr> <td>Renders</td> <td>✓ R</td> <td>2/5/2</td> </tr> <tr> <td>Stock Footage</td> <td>✓ R</td> <td>8/25/</td> </tr> </tbody> </table>	Name	Status	Date	Audio	✓ R	2/29/	Elements	✓ R	2/29/	Footage	✓ R	2/29/	HD Final	✓ R	8/25/	Low-Res Drafts	✓ R	2/29/	Motion Graphics	✓ R	8/25/	Project Files	✓ R	2/29/	Renders	✓ R	2/5/2	Stock Footage	✓ R	8/25/
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<p>The Audio folder is where you will put audio and music files.</p>	
<p>The Elements folder is where you will put image files (JPG, PNG, etc.) that you use in your project.</p>	
<p>The Footage folder is where you will put RAW video files that you have recorded on a camera (not to be confused with stock footage).</p>	
<p>The HD Final folder is where you will put the final versions of your video projects.</p>	
<p>The Low-Res Drafts folder is where you will put rough drafts/cuts of your video projects (we name it 'low-res' because we recommend exporting drafts in lower resolutions to make file sharing faster).</p>	
<p>The Motion Graphics folder is where you will put graphics files, which can also include 'Alpha Channel' video files.</p>	
<p>The Project Files folder is where you will save your Premiere Project files to. This can also include project files for other programs you use such as After Effects or Photoshop.</p>	

<p>The Renders folder is where you will put rendered files created in Adobe but used for other projects (such as animated alpha layer video files).</p>	 <p>Project Files Renders Stock Footage</p>
<p>The Stock Footage folder is where you will put stock footage you have downloaded from stock footage websites.</p> <p>This is primarily for video files. Stock photos can go under the Elements folder.</p>	 <p>Project Files Renders Stock Footage</p>
<p>OPTIONAL (but recommended): Go back to the folder menu containing all the subfolders you have just created, copy and paste it, and rename the copy 'TEMPLATE' so that you have it pre-saved for future projects.</p>	
<p>Task Complete</p>	