**Establishing a Logical File Structure for Editing in BDJ 465**

For BDJ 465, we’ll be using the “Z” drive for editing stories rather than the personal external hard drives you used in BDJ 464. To create a logical file structure for editing, do the following:

1. Login to NEXIS (“Z” drive). See your professor for username and password. Typically, the format is: Username = 465\_1 (Course/Underscore/Section) Password = Lewis (Prof’s name)

*(If the Avid Nexis Client Manager window is not on your screen already,* *type “NEXIS” in the search window in the lower left corner of your screen to bring up the AVID NEXIS Client Manager. Click “NEWH-NEXIS” to bring up the login window. Then under “Workspace,” click on your section of BDJ 465 to connect to the Z drive.)*

2. Once logged in, navigate to your personal folder on the Z drive that you created in your introductory lesson.

3. Add a new subfolder called “CNN Newsource Downloads” (or something like that).

 You will use this folder for storing CNN videos you have downloaded. Details to follow.

4. Copy the BDJ Sample Project Folder -- right-click, select “Copy.”

5. Now, right-click, select “Paste,” so you have two versions of the folder.

6. Relabel the second version. I’d suggest using the date, like “091422” or “14Sept22”

*TIP: Since you know which day of the week this semester will be a newscast day, go ahead and repeat Steps 5 & 6 to set up folders for the rest of the term now. (21Sept22, 28Sept22, 05Oct22, etc. Just remember when exporting video, the naming convention will be to write the date in six digits: 092122, 092822, etc.)*

**Working With CNN Newsource Video**

9. If you are downloading video from CNN Newsource to edit with, do the following:

 Login to <http://newsource.cnn.com/> Username: **SCU** Password: **mint**



10. Click on the profile icon in the upper right corner of the website. Then click on “Preferences.”

11. Click on “Select Download Location” and choose the “CNN Newsource Downloads” folder you created earlier. (Make sure you download video as **HD 1080i NTSC**.)

12. Once the video is in your “CNN Newsource Downloads” folder, you can relabel the file to something simpler to help you remember what it is.

**Upon Returning to the Newsroom from a Story**

1. Before doing anything else, **reboot your computer** (control-alt-delete). The Newhouse IT folks recommend this so that when you log in, it clears anything that might be leftover on the PC from the previous user, so to speak.

2. Navigate to your personal folder on the Z drive.

3. Open the folder that you created earlier corresponding to today’s date.

4. Within this project folder, you should have a “Footage” subfolder to place your raw video depending on how it was shot (“Smartphone,” “XF705,” “Zoom,” etc.). **Upload your raw footage here before moving forward with other tasks!**

*NOTE: If you are working with CNN Newsource video, the video files you need should be saved in your “CNN Newsource Downloads” folder, and you can keep them there.*

5. Below the “Footage” subfolder, you should see a “Premiere” subfolder. Open it. Find the “BDJ Class Preset CC” project within this subfolder. Relabel the project with a story slug, then open it to start your edit. This should launch Adobe Premiere Pro.

6. Before doing anything else, we are going to set some preferences in Adobe Premiere Pro.

Go to File > Project Settings > Scratch Disk. Reset all of the default settings to your “Scratch Disk” subfolder within your main folder labeled by current date (ex: “091422”) on the Z drive.

7. Set your Auto Save. Go to Edit > Preferences > AutoSave. Set “Automatically Save Every” to the recommended “3 minutes.” This will now store backup copies of your project to the project’s Scratch Disk folder. (You probably don’t need 20 backup copies, so I’d recommend setting this to something more reasonable like 5 or 10.)

8. Now you should be ready to import video into your Premiere project and start editing!