Recommended Workflow – editing

1. Maintain a single folder that holds all media files pertaining to the project. Do not allow the computer to select where audio, video, still picture, render, preview, audio capture, and other files are going.
2. As soon you have shot your video, remove the tape from the camera, and immediately push the write/protect tab to the position that won't allow anymore content to be recorded on the tape.
3. Clearly label all tapes to designate the shoot and the camera. For instance, ONB Camera A.
4. Go through the actual log and capture sequence rather than dumping all the video into the computer and throwing it away later.
5. Remember: an Adobe Premiere Pro 1.5 bin is **NOT** where the media actually is. The bin only points to the location of the media on the particular computer you are using.
6. For multiple camera shoots, use the clapboard, clearly labeled, and synchronize the clips in Adobe Premiere 1.5 so you don't have to worry about audio drift or pulling the files out of sequence.
7. Edit in Adobe Premiere Pro Sequences.
    a. Each package is a sequence in itself.
    b. Each package may have additional sequences. For instance the introduction, main storyline, and closing may be separate sequences, especially if one or the other involves elaborate effects.
8. Edit in the following order.
    a. Lay down the A track on the first video line (this is the main storyline).
    b. Use simple cuts throughout, no transitions at this time.
    c. Do not add titles or lower thirds at this time.
    d. In general you do not want to add anything at this point that will require rendering. Rendering takes time and disk space, and it slows down the computer. Besides, you often have to move or remove pieces later anyway, and each move may mean a new render.
    e. After the main storyline is complete add B-roll on the 2nd video track.
    f. Add effects if necessary.
    g. Add titles and lower thirds.
    h. Add music tracks.
    i. Add transition if necessary. Remember that less is more here.
    j. If you have more than one sequence, combine sequences.
    k. Render.
9. Snap is your friend. Use it to align clips.
10. Use time code and snap to align synchronized clips.
11. Use Adobe Premiere Pro 1.5's Project Manager to export a project or sequence.