ORGANIZING YOUR FILES

Before filming or editing, it is very important to have an organizational plan for your files so that you can find them later and know which files were the files you liked best.

Here is what we recommend:

- Create a dedicated folder for all files related to your project, e.g., "My_MachinEvo_Video."

- Create different subfolders for the videos, pictures, sounds, etc. that will be imported to the editing software project.

- Paste a COPY of the original files (videos, pictures, sounds, etc.) you want to use in these folders.

- Give each file you add to the folders a distinctive name that describes what's in it and when it was shot, e.g., "Alice_Act_1_Take_1." Typically, your last take is the take you are most satisfied with, so you want to have the takes numbered to let you easily find these last takes.