

Everyday - Create Project Folders

- 1. Media File → News Shows → Month → Create Folder with Date of the Show**
 - 2. Copy and Paste any graphics, Music, Photos, QuickTime etc. to the dated folder.**
 - 3. Open FCP → Rename Sequence to Date of show.**
 - 4. FCP on menu bar → System Settings → 1st “set” → Go to Media Files Drive → News Shows → Month → Date of show → Choose → Ok**
 - 5. File → Save Project → Name File the date of the show → Where: Media Files Drive → News Show → Month → Date of Show**
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