

# Media Management Tips

Filmmaking often involves managing many different media files: video clips, still images, audio files, text, and music, for example. There are some strategies teachers and students can use to properly manage these files and avoid filling up computer hard drive space.

- ★ Consider purchasing external hard drives to use for video projects. This is helpful for a couple of reasons:
  1. Students don't have to work on the same computer every time they are editing. They will need access to the same program, but can attach the external hard drive to any appropriate computer to edit.
  2. Video files are very large, and using external hard drives will save space on the computer's internal hard drive.
  3. Teachers should also consider purchasing an external hard drive to store all completed movie files. External hard drives provide hundreds of GB (gigabytes) worth of space for a minimal amount of money.
  
- ★ When students are saving video footage and other media to the computer, be aware of what folder it is being saved to (if it's on an external hard drive, students will have to browse to that hard drive location). Students should save all of their media for the project in the same place so it's easily accessible. A "project folder" set up on the computer desktop is ideal.
  
- ★ When projects are complete and saved, they are ready to be exported. Common exported movie file-types are Quicktime (.mov or .dv) and Window Media Video (.wmv).
  
- ★ Once your movie is exported, check its size to make sure it's the correct file. Anything under 10MB is probably not the correct file. To check the size on a Mac, hit the "ctrl" key and click on it. Select "Get info" to see how large it is. On a PC, right click on the file and select the "Properties" option.
  
- ★ To be certain that you've exported your file correctly, if possible, transfer it to another computer and make sure it plays.
  
- ★ It is highly recommended that you delete your media clips once your project is complete and your export has been created. This can save significant room on your hard drive. (*NOTE: You cannot edit an export, so be sure you are finished before deleting project files!*)
  
- ★ For some projects you might decide to create a DVD of your finished products. Occasionally DVDs can become scratched and unusable, so you might consider a back-up DVD. Also, if you have the exported file saved you can re-create the DVD if needed.
  
- ★ Consider purchasing a protective carrying case to store all your DVDs. This should help prevent them from becoming damaged.
  
- ★ Once you've created your DVD, you cannot pull data off of it.
  
- ★ Even if you've created a DVD of your projects, try to hold onto your exports as long as possible, just in case you'd like to put an end of the year compilation together.
  
- ★ Encourage students to bring in their own CDs/DVDs to make copies of their projects for friends and family.