

# Optimizing Your Edit System

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How to set up your hardware, your OS, your file structure and your application settings so that they all compliment each other

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## **IDEAL STORAGE SETUP**

- 1 Hard Drive for SYSTEM & APPS
- 1 Hard Drive for PROJECT files & JOB files
- 1 Hard Drive for Back-Up Start-Up
- VIDEO & AUDIO Storage

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## **OS X SETTINGS**

- **SYSTEM PREFERENCES:**
- Energy Saver
- Screensaver
- Turn off indexing of volumes

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## **BACKUP STRATEGY**

- Use a consistent strategy of project file and folder locations
- Use a utility to Back-Up those folders regularly

# Optimizing Your Workflow

# **Optimizing Workflow**

Organizing your files and folders  
and keeping your workflow  
streamlined in order to

**find what you need  
when you need it**

# Optimizing Workflow

## **Main Considerations**

- Organizing Within Projects
- Logical Project Folder Structure
- Logical File Locations

# Optimizing Workflow

## Objectives

- Easily LOCATE any element for any project
- Easily ARCHIVE everything for a project
- In the event you need to recover a project, easily RETRIEVE everything related to the project