

ADOBE PREMIERE PRO START GUIDE

Preparing Media for the Edit

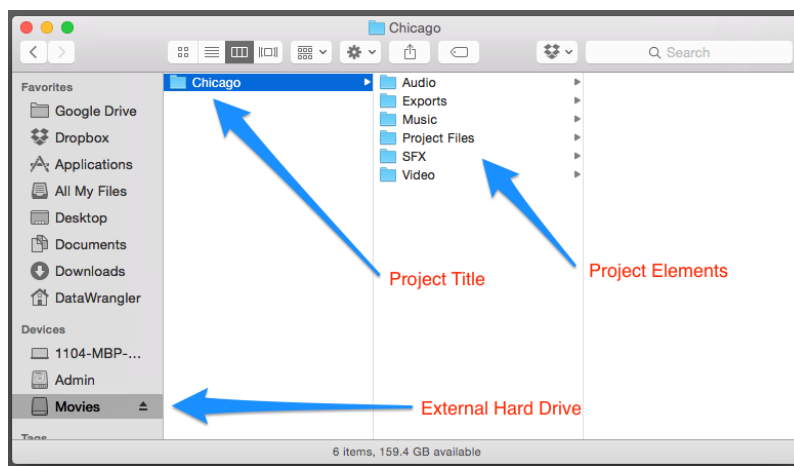
1. Create a Project Folder on your personal external hard drive or assigned Nexis Workspace. If you need a Nexis Workspace please inquire at The Post Center.

Inside the Project Folder create folders for the project's elements.

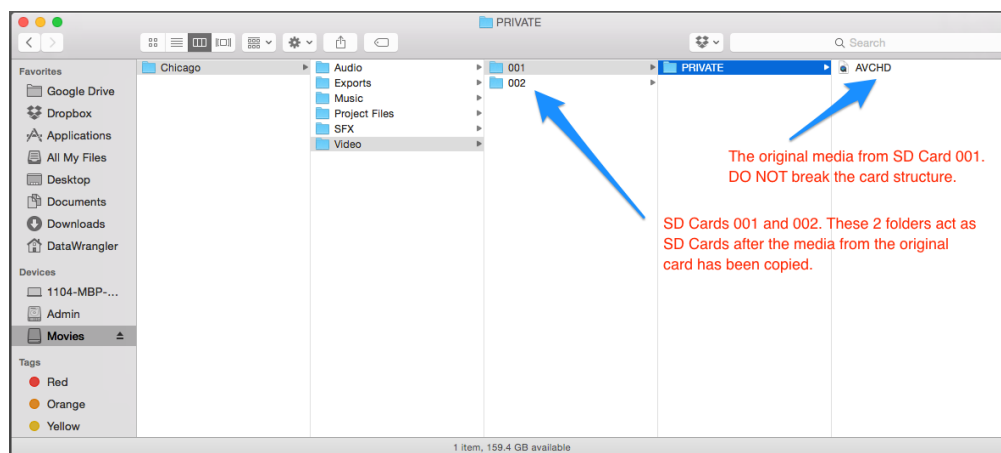
- a. For example: Audio, Exports, Music, Project Files, SFX, Video, ETC...

The Post Center suggests creating a folder for each individual project. So, if you have 4 projects for the semester then you should have 4 project folders on the root level of your workspace.

Creating a project folder for each project ensures that the elements for that project don't get lost or go offline. The project file will always be associated with that folder. And, when working with a partner, you can easily copy the project folder, and have the confidence that all the media will be available.



2. Media: Copy to the correct folder.
 - a. 2 SD cards
 - b. Create a folder for each card inside the **Video** folder – **001 / 002**
 - c. Mount SD card 001 and archive to Video > 001
 - d. Mount SD card 002 and archive to Video > 002
 - i. Copy everything. Never break the card structure. These folders will act as duplicate SD Cards.



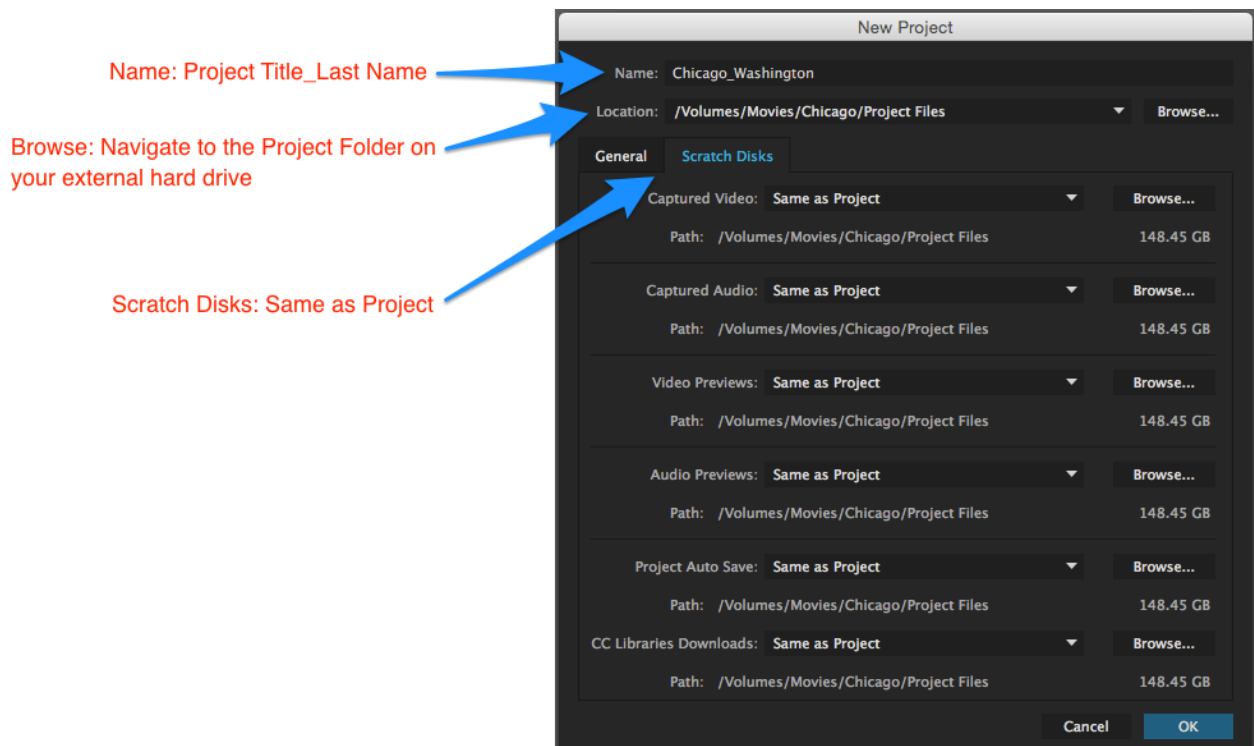
ADOBE PREMIERE PRO START GUIDE

Creating a New Premiere Project

3. Launch Premiere and choose **New Project**

- Name: Project Title and your last name – **Chicago_Washington**
- Location: Select Browse and navigate to the **Project Files** folder you created in your project folder on your workspace
- Scratch Disks: Double check that everything is **Same As Project** and is pointed to the project folder you created
- Select **OK**

Once you begin editing, saving, adding effects, and rendering, a new folder – **Adobe Premiere Pro Preview Files** will be created alongside your Project File in your Project Files folder. This is a reflection of your Scratch Disk settings.



Interface Tour (Quick Overview)

Project
Source
Program
Timeline

Preferences

Premiere Pro CC > Preferences > General
Walk through all

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Organizing Your Project – Spend time organizing, to save time during the edit.

4. Bins – What are they and how are they used?
 - a. Create Bins (Command B)
 - i. Active Sequence, Archive Sequence, Audio, Video, Music, SFX, VFX, Graphics, and anything else you may need. Project dependent.
 - b. Bin Views – List vs. Icon
 - c. Import media to correct Bin
 - i. File > Import
 - ii. Inside Project Window – Control Click (R-Click) > Import
 - iii. Inside Project Window – Command I

Basic Editing

5. Playing a clip in Source
 - a. Double click to open video in the Source Window
 - b. Space Bar, J/K/L, Left/Right Arrow Keys
 - c. Creating a sub-clip
6. Creating a Sequence – many different options
 - a. **R-Click** a video clip and select '**New Sequence from clip**'
 - i. Premiere creates a sequence based on the video clip attributes. Be sure to select a video clip that is representative of the majority of the media.
 - a. Example: 1920x1080p 23.976
 - b. **Re-name** the Sequence and move it to the **Active Sequences Bin**
 - i. The Post Center suggests projectname-version
 - a. Chicago-V1
 - c. *Duplicate/Re-name the active sequence each edit session. Re-name the duplicated sequence the next version (V2, V3, V4) and move the previous version to the **Archive Sequences Bin**. By duplicating your sequences each edit session, it ensures that you won't destroy the previous session's work and can easily access it if necessary.
7. Selecting clips and adding them to your Sequence
 - a. Drag & Drop from the **Project** or **Source** Window
 - b. **Insert** (,) or **Overwrite** (.) from the Source Window
 - c. Timeline track selection – How do your choices affect where the video/audio go?
8. Moving and editing clips in the timeline
 - a. Simple trimming
 - i. Ripple: allows both reductive and additive trim
 - ii. Roll Edit: local isolated change
 - iii. L and J Cuts – Why would you use it?

Basic Audio Editing

9. Stereo vs. Mono
 - a. Stereo: Different sounds coming from the L and R channel
 - b. Stereo Compressed: Started as dual mono - 2 mic sources (Lav and onboard) - 1 source is configured to the L channel and the other to the R channel

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10. Gain Vs. Loudness - both refer to the loudness of the audio
 - a. Gain - input level of the clips
 - b. Volume - output level of the clip

Adjust the gain first then the volume to make sure everything matches.

11. Keyframing Audio
 - a. Command click on the volume line to add keyframes or use the Pen (p) Tool
 - b. Use you left and right bracket keyboard shortcut if keyframe is selected
 - c. Effect Controls Panel - good for jumping between keyframes and setting the same level, otherwise cumbersome

Graphics

12. Creating Titles
 - a. File > Legacy Title

Delivery

13. Export
 - a. Select the **Sequence** or **Timeline** window
 - i. File > Export > Media (Command M)
 - b. **Canvas** Settings
 - i. Format: H264
 - ii. Preset: Medium Bitrate
 - iii. Output Name: Select, Re-name, and Save to Exports folder on Workspace
 - iv. Export
 - c. **Archive** Settings
 - i. Format: QuickTime
 - ii. Preset: Apple ProRes 422
 - iii. Output Name: Select, Re-name, and Save to Exports folder on Workspace
 - iv. Export

Best Practices: Archiving Your Project File After Each Edit Session

14. Project Archive
 - a. Create a **Project Archive** folder on your Personal External Hard Drive or Nexis workspace
 - b. Create a **Dated** folder for each edit session
 - i. Project Archive > 20190903
 - c. Copy (Option-Drag) the **Project File** from the current Project Files folder
 - i. Project Archive > 20190903 > Chicago_Washington.prproj

Lynda.com is a great resource. I suggest Premiere Pro CC 2019 Essential Training: The Basics <https://tinyurl.com/yxmjefcj>