

Editing with Adobe Premiere Pro

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Class Objectives

- Learn good file management skills
- Learn the basics of editing with Adobe Premiere Pro
- Learn to edit a short video using a-roll, b-roll, music, and still images

Again, the primary focus of this curriculum is to ensure that you assemble your projects correctly and that you understand where all your files are saved so that you never lose your work. The more advanced and aesthetic aspects of editing are best to learn on your own or in our advanced editing class.

If you follow these instructions while working in class or on your own, you will never lose your work, and your project and files will be organized in a way that makes sense. Please follow them closely, even if you think you already know how to capture and organize your projects.

Getting Started

Basic Components of Workstations

- Keyboard
- Right-clicking
- Volume
- Headsets

File Management

- Create a new file on the desktop that is titled Adobe Premiere Pro Workshop
- Inside this folder, create two more folders
 - Media Files - the folder that will hold the “ingredients” for your program - video files, clips you capture from your DV tapes, photos, music, etc.
 - Project Files - the folder that will hold your project file, which is the “recipe” of your program and show how the “ingredients” are used

Opening Adobe Premiere Pro

Click on this icon, located in your computer's dock



(When you first open Adobe Premiere Pro, you may be prompted to reset your scratch disks. If so, please refer “Setting your Scratch Disks” below.)

Creating a New Project

- Upon opening, Adobe Premiere Pro will automatically open a new window.



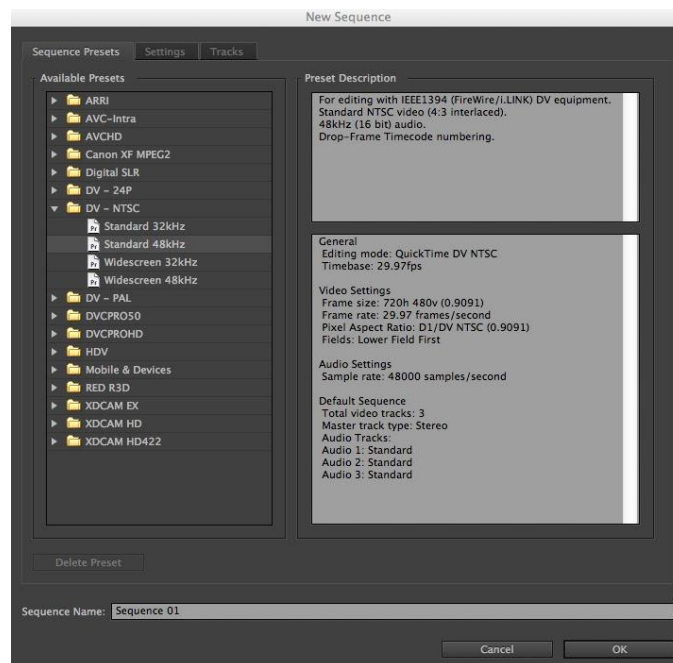
- Select New Project.
- Premiere will open a new window:
 - If you are going to be working with Standard Definition footage, click on the **Capture Format** drop-down menu and choose **DV**
 - If you're working in High Definition, select **HDV**.
- In the **Location** area, click **Browse**, navigate to the **Project Files** folder inside the folder you created on the desktop, and select **Choose**. This will save the Adobe Premiere project file here. Enter a project file title under **Name**. For the purposes of this class, save your project as the last names of the individuals working on the project.

Setting the Scratch Disks:

- Navigate to the **Scratch Disks** tab.
 - Scratch disks allow you to set permanent destinations for subsidiary files created while you are working in Adobe Premiere Pro that will help your project stay organized.
- Select the **Browse** button under the **Capture Video** section, navigate to the **Media Files** folder inside the folder you created on the desktop, and select **Choose**.
- Set the same destination for the scratch disks under **Captured Audio, Video Previews and Audio Previews**.
- Continue by clicking **OK**.

New Sequence Settings

Premiere will direct you to this window. This window will allow you to set settings for the sequence you will be editing momentarily. It features several presets that will easily customize the sequence to match common types of video footage.



If you are absolutely sure of the format that you are working in, you can select it here. Otherwise, click **Cancel**. You will be able to create a sequence directly from your captured or imported footage at a later point. Otherwise, name your sequence under **Sequence Name** click **OK** to continue.

Saving Project Files

You should then immediately ensure that your project is saved in the Project Files folder that you created on your desktop (**File > Save As...**).

Resetting the Premiere Pro Workspace

You can reset the workspace to its default appearance by clicking on **Window > Workspace > Reset Current Workspace**.

Understanding the Adobe Premiere Pro Workspace

There are 4 main windows in Adobe Premiere Pro.

Project (bottom left): This window holds a list of your master media clips, sequences and bins (folders for your media). This window also holds the **Media Browser**. Click the tab next to Project to open the Media Browser. You can browse the computer for media. You can drag and drop files from here to the project window to import them.

Source (upper left): Window used for viewing clips and also for adjusting filters and other aspects of these clips. This is the window that displays information specific to the clip that you have selected.

Timeline (lower center):

The Timeline shows your audio and video clips in a linear sequence and lets you edit and arrange them. This is where the majority of your editing should take place. While some trimming can be done in the Source, we encourage you to get used to trimming and editing within the Timeline.

Program (upper right): The program window is used for viewing the results of the work you have done on the Timeline. This will be the final output of your video, including all effects, transitions, text, and so on.

To view the Title Safe and Action Safe frames of your video, select click **Safe Margins** in the drop-down menu in the upper righthand corner of either the Source or Program windows. The outlined boxes represent Title Safe and Action Safe. Some TVs will crop out the portion of your image that falls outside these boxes, so you will want to make sure all of the images that you care about reside within these guidelines.

In the workspace, you will also see these items.

Audio Master Meters (bottom right): Allows you to track audio levels and peaks as you play through your source footage or your edited sequences.

Tools (bottom center): This is the narrow window that holds the tools that you can use to accomplish various tasks. In this class, we will only be covering the **Selection Tool (V)** - used for moving clips on the Timeline), the **Razor Tool (C)** - used for cutting clips), and the **Ripple Edit Tool (B)** - used for trimming clips). These tools are the most useful when beginning to edit, with the others becoming more useful as you get more comfortable with the program.

Creating Bins

It is wise to keep your Project window well organized in a way that lets you find specific clips quickly and easily. Create a bin by holding down the “control” key and clicking the mouse in the Project window and selecting **New Bin**, or by clicking the **New Bin** icon at the bottom of the Project window. You can also use the keyboard shortcut **Command /**. Make as many bins as you need to organize your project and name them appropriately (ARoll, BRoll, Logos, Music, etc).

Importing Media

For this class, we will import media from the Editing Class Assets on your desktop. To import these files into Adobe Premiere Pro, go to the top menu screen in Adobe Premiere Pro and select **File>Import** or **Command I**. Use the pop-up window to find the file you wish to import and then click **Import**. The imported media will appear as clips in your Project window.

You can also import files by selecting them in the Media Browser and dragging them to the Project window.

Viewing a Clip

Double-click on a clip in the Project window, and it will appear in the Source window. Here you can trim it with the **I** (Mark In) and **O** (Mark Out) keys before bringing it into your Timeline.

While working in the Source you will notice that there are the Effect Controls tab, which allow you to manipulate both video and audio of the clip being viewed in the Source window.

Video and Audio Tracks

Once you start laying clips in your Timeline, you will notice a couple of different tracks. Your video tracks are displayed on top of the Timeline. Underneath these are audio tracks, displayed on the bottom.

Playhead

This is the red vertical line that is topped with a blue marker on the Timeline and cuts down through all of the tracks. This shows you which frame you are looking at on the program, and is key to navigating through the Timeline. (Please note: When navigating through the Timeline, click your mouse in the Timeline in the space that contains the timecode. This will allow you to easily place the playhead where you want to.)

Creating a New Sequence Based on Footage Settings:

If you already created your sequence using a preset at the beginning of the class, skip this step. If not, continue on here.

To create a sequence with settings that match your imported footage, drag one of your video clips (one that is representative of the type of how most of your video is shot) to the New Item icon in the bottom righthand corner of the Project window. This will create a new sequence containing that clip, but more importantly, with settings that correctly match your footage. Rename the sequence as you choose. This step also adds the clip to the Timeline, in case you want to delete it from there.

Editing

Well-edited projects are trimmed to get their message across as clearly and concisely as possible. They also contain a good amount of b-roll (cutaway footage) when appropriate and **only** use solid speaking points. So, our goal in this class will be to take a few interview clips, trim them down to the most essential, concise portions possible, and then cover the visuals with some interesting b-roll to illustrate the topic being discussed. We will then add logos, titles, and music.

Three-Point Editing

1. Start (or In) point on clip to be added
2. End (or Out) point on clip to be added
3. Start point on Timeline (where in the Timeline you want your clip to be added, usually determined by where you drag the clip)

Managing your clips on the Timeline:

To bring a clip onto the Timeline, drag it from Source window into the Timeline and drop it into the spot where you want it. Notice that you can place the clip on top of or next to another clip in the Timeline, as well as place the clip into different tracks.

Stacked Clips

- Video - If video clips are stacked on top of one another, only the top clip will be visible
- Audio - Stacked audio tracks will all play simultaneously when the playhead runs over them

Navigating Clips in the Timeline or Source Viewer

- Place the **playhead** at the beginning of the section you want to watch and press the **spacebar**. Press the spacebar again to stop.
- To control the motion of the playhead, you can use the keyboard keys **J** (play forward), **K** (stop), and **L** (play backwards).
- Press J or L more than once to increase the speed of forward/reverse playback.
- To advance the playhead one frame, press the **forward arrow** once.
- To move the playhead back one frame, press the **back arrow** once.
- To go to the beginning of the sequence or clip, press the **home** key.
- To go to the end of the sequence or clip, press the **end** key.

Razor Tool

- Park the playhead where you want to make the cut.
- Bring your mouse to the **Tools** menu and click on the **Razor Tool** (icon looks like a razor) or press **C**.
- Bring your mouse (which should now be shaped like the razor) back to the point on the clip where your playhead is and click.
- A **seam** (or edit) will appear where the cursor playhead is parked.
- After making all additional cuts, you must switch back to the **Selection Tool** (either by clicking in the tool palette or by typing V) to select the portions or the clip that you wish to delete.

Trimming in the Timeline

With the Selection Tool (V) selected, place the mouse on the furthest edge of the clip until the mouse arrow becomes a red bracket with small arrows pointing left and right. When this happens, click on your mouse and drag the edge of the clip to the desired point

Snapping

This button is in the top lefthand corner of the Timeline or you can simply tap the **S** key. When enabled, the playhead will “snap” to the closest edit point while you are trimming a clip.

Video Transitions

- Go to the Effects tab in the Project window
- Drop down the **Video Transitions** menu
- The disclosure triangle will twirl down showing a list of the various transition types that you can choose from; each of these options also has a submenu of more options you can choose from
- Select a transition
- Drag it over and then drop it in between the two clips you would like to apply the transition to
- The transition will appear on the Timeline as a purple stripe across the top of the edit seam.

Audio Levels

The easiest way to adjust audio levels is to drag the yellow line that crosses the audio on every track. Dragging it upwards will make the media play louder, dragging it down will soften it. **Aim to have your audio to ride between -12 and -6 dBs.**

Effects

- To add an effect to a particular clip, go to the Effects tab in the Project window
- Drop down Video Effects
- Each of these options will also have a submenu of more options you can try
- Select the effect you would like to try
- Drag it on top of the clip you want to apply it to in the Timeline

Once you have the effect applied to the right clip and rendered, right-click or control-click on the clip and select Copy. You can now paste this filter to other clips, by selecting the other clips, right-clicking or control-clicking on the group of clips and selecting Paste Attributes. This will apply all modifications, including added effects, to the other selected clips.

Titles and Text

- Go to **File > New > Title** or hit **Command T**. A new window will open that will allow you to set the size and name your title. Click OK.
- A window will appear with several title design options. Click in the window showing the video to start typing. You can change the text and adjust size, font, style and color under the title properties. You can select a title style under the title style tab.
- Under the title window tab, click on this button to select still, scroll or roll.
- Once you have entered the text, close the title window and drag the clip from the project to the Timeline. Place the text clip on a track directly above another clip and it will be transposed on the clip.
- If you wish to have a specific colored background, place the text over an empty portion of the Timeline, or insert a **Color Matte** by going to **File > New > Color Matte...** If you want a standard black background, you can select **Black Video...** from the same menu.
- Adjust the length of the text by dragging the ends in the Timeline.

Exporting Your Video for Denver Open Media

- Click **File > Export > Media...**
- Make sure the Source Range is set to Entire Sequence (or that you have properly selected the portion of your program that you want to export)
- Set Format to QuickTime
- Set Preset to HD 1080i 29.97, H.264, AAC 48kHz (if your program is in HD or high definition)
 - Bump quality up to 100%
 - Make sure data rate is set to 10,000 kbps
- Set Preset to NTSC, H.264, AAC 48kHz (if your program is in SD or standard definition)
- Click on Output Name to name your file and choose where to save it
- Make sure the Export Video and Export Audio boxes are checked
- Click the Export button

Exporting Your Video for Other Destinations

- Click File > Export > Media...
- Make sure the Source Range is set to Entire Sequence (or that you have properly selected the portion of your program that you want to export)
- Click on Output Name to name your file and choose where to save it
- Click the Queue button to open **Adobe Media Encoder**
- Select one of the System Presets (YouTube, Apple Devices, DVD, etc.) and drag it to the Queue on the left

- Click on the green arrow to bring the export

Extra Information

Creating DVD Chapters

If you want your DVD to have chapters, create chapter markers in the Adobe Premiere Pro sequence **before** exporting to DVD.

- In the sequence, make sure none of the clips are selected (if they are, click in a grey part of the Timeline to unselect)
- Move the playhead to the location where you want a chapter to begin
- Right-click or control-click in the timeline and choose Marker>Set Encore Chapter Marker; a dialogue box will appear
- You can name the marker; this name will appear in the DVD menu
- Click OK

Capturing Video Footage from Tape

- Connect your camera or deck
- Choose File>Capture
- Use stop, play, rewind, fast-forward buttons to search the footage
- Mark in and out points of where you want to start and end capturing of the footage that you want by using the bracket buttons (Set In point and Set Out point)
- In the Capture section of the window (bottom righthand corner), check Scene Detect; this will create a new file for every time there was a stop/start in recording on the tape
- Push the In/Out button to begin capturing

Version Control

If you want to keep different versions of your project (i.e., for different edit sessions that you work on your project), you can duplicate your sequence. Right-click or control-click on the sequence name in the Project window and choose Duplicate. You can name your sequences by date or sequentially, however you want to organize them.

Practice!