

Adobe Premiere Tutorial

I. Creating a New Project

- a) Each video you create in Premiere should start by creating a new project. The project file will contain references to the different media files you use to build your movie and the timeline sequence on which you arrange your video clips, add audio tracks, transitions, titles, etc.
- b) To create a new project, in the welcome box that appears when you launch Adobe select **New Project**.
- c) In the New Project dialog box, you can leave the default settings and just type in a **Name** for your project and a **Location**, such as a folder on a portable drive you use to store your video projects.
- d) Before you click OK, check the Scratch Disk settings.

Setting the Scratch Disks

- e) Click on the **Scratch Disks** tab at the top of the New Project dialog box. The scratch disk is the location on your computer where Premiere will store media and other files related to your project. By default the Scratch Disk will be set to the same folder that you set as the location for your new project, which is what we recommend.
- f) So after verifying the Scratch Disk settings, click on **OK**.

Sequence Settings

- g) You'll now get a **New Sequence** dialog box where you can choose settings for your project's sequence, which is the movie you'll be creating. You can change settings here to match the video format for the camera you used for this project.
- h) But you can more simply change the sequence settings to match your camera video settings later by just dragging a video clip into the sequence in the Timeline. That will then automatically adjust the sequence settings to your camera video settings.
- i) So we recommend you just click on **OK** to accept the default sequence settings for now and then later drag and drop a clip to the sequence to match the sequence settings to your camera video format.

II. Workspace

After you create a new project or re-open an existing project, the main workspace for Adobe Premiere will open on your screen divided into four sections or panes.

<p>Source pane <i>Upper left</i>, where clips you click on in the project pane are displayed</p>	<p>Program pane <i>Upper right</i>, where you can play the sequence of clips and other elements from your Timeline</p>
<p>Project pane <i>Lower left</i>, where your project files are listed</p>	<p>Timeline pane <i>Lower right</i>, where the sequence used to assemble the movie clips, transitions, text boxes, audio tracks, etc., are shown</p>

III. Importing

- a) There are several ways to import files into Premiere. The easiest is to use Premiere's Media Browser to navigate to the files on your computer that you want to import and then just drag and drop them into Premiere's Project pane area.
- b) To do this, in the **Project pane** in the lower left of the Premiere screen, click on the tab labeled **Media Browser**.
- c) You'll see the file directory for your hard drive displayed on the left. Navigate to the folder that has a file you want to use in your movie, and you'll see the file displayed on the right. Video files will appear as icons showing the first scene from the clip.
- d) You can preview a clip to make sure it's one you want to import by hovering your mouse over it and moving the mouse to the right or left to scrub back and forth through the clip. Don't click down on the clip; just hover your mouse over it to do the scrubbing. If you do click on the clip, then you can use the small scrubber bar to move through the clip.
- e) To import a file, click on it, hold down your mouse button and drag the file to the left until it hovers over the Project tab. That will open up the project files area below the project tab. Drag the file down to the project files area and release.
- f) Premiere then will import the file, which will appear in the project files pane.

IV. Splitting Audio into 2 Mono Channels

- a) We want to be sure that you have two separate channels of audio, so you can work with them separately (especially if you used a shotgun microphone on one channel and a lavalier on the other). To set your preferences, click on **Premiere Pro** in the main navigation and choose **Preferences** and then **Audio**.
- b) In the section labeled **Default Audio Tracks**, under **Stereo Media**, select **Mono** from the dropdown menu.
- c) Click **OK**.

V. Editing Clips with In and Out Points

- a) A clip you have in the Project pane can be displayed in the Source pane so you edit it and only move to your Timeline sequence the part of a clip you want to use in your movie. So you can edit out any bad or unnecessary footage and not have it cluttering up your sequence.
- b) In the Project pane, double click on the clip you want to edit to display it in the Source pane.
- c) Play the clip using the play controls at the bottom of the Source pane, or by pressing the **spacebar** on your keyboard (press the spacebar once to play and then again to pause the clip).
- d) You also can use the **jkl keys** on your keyboard to play the clip - *l to play, j to rewind, k to pause*. Or you can scrub through a clip by clicking on the yellow play head just under the clip and dragging that to the right or left.
- e) Select the part of the clip you want to move to the Timeline by setting clip in and out points.
- f) At the point where you want your clip to start playing press the **I key on your keyboard to set the In point**. Then, at the point where you want your clip to end press the **O key to set the Out point**.
- g) You will see a green area appear in the scrubber bar below the clip designating the area between your in and out points.
- h) The In and Out points also can be moved by clicking and dragging on either edge of the green section of the scrub bar.
- i) Once you've set the section of the clip you want in the In and Out points, you're ready to copy the clip to the Timeline.

VI. Moving Clips to the Timeline

- a) Move a clip to a sequence in the Timeline by clicking on the clip in the Source pane and dragging it down to the Timeline pane on the lower right. Drag the clip to one of the video tracks such as Video 1 and release and the clip will be placed in the Timeline.
- b) When you move the first clip to the Timeline, you usually will get a "**Clip Mismatch Warning**" message box. This is asking you if you want to preserve whatever settings you made for the sequence in the Timeline when you first created this project, or if you want the sequence settings changed to match those of the clip you're importing.
- c) Usually you'll want to select **Change Sequence Settings** so the sequence matches the settings of the clip you're importing, such as the footage you shot on a video camera that will be used consistently in the movie you're creating.
- d) If there is audio with the clip you're moving to the Timeline, it will automatically be added as one or two new tracks of audio below the video track. You also can move an audio only track to your sequence by dragging it from the Source pane to an audio track on the Timeline.
- e) You can move additional clips to any point, *after* the first clip in the Timeline, by repeating the process - double clicking on a clip in the Project pane to load it in the Source pane, selecting In and Out points and then dragging the clip to the Timeline to the right of the original clip.

VII. Overwrite and Insert Edits

- a) If you want to put a new clip at a point in the Timeline where it will overlap with the existing clip, you have two choices:
- b) **Overwrite Edit**, in which the portion of the new clip that overlaps the old clip will replace the contents of the old clip. Thus you might have part of a video interview with someone that you want to overwrite with some "b-roll" footage of what the person is talking about.
- c) **Insert Edit**, in which the old clip will be split at the insertion point for the new clip and part of the old clip will be moved to the right on the Timeline to make room for the new clip. Thus you might split up a video clip of a scene by inserting a new scene in the middle of it. You can do Overwrite or Insert edits by moving a new clip to the same track in the Timeline as the existing clip or by putting the new clip on a new video track above the existing clip.
- d) If you do an Insert edit on a new track, it will still split the original clip on the track below. If you do an Overwrite edit on a new track, it will not change the original clip on the track below, but you won't see that video because the new video is on a track above it.
- e) The **Overwrite edit** is the default edit in Premiere, so simply drag a clip to the Timeline and Premiere will automatically overwrite the overlapping portion of the existing clip with the new clip.
- f) To do an **Insert edit**, press and hold down the **Command key** on the Mac keyboard and then click and drag the clip to the Timeline. That will split the existing clip on the Timeline and shove the right portion further out on the Timeline to make room for the new clip.

VIII. Working with Multiple Tracks

- a) By default, Premiere provides *three* tracks of video and *six* tracks of audio in the Timeline. If you need additional video or audio tracks, in the menu at the top click on **Sequence...Add Tracks**.
- b) If you have multiple tracks of video, whatever video is on the top track in the Timeline will be shown when the sequence is played, and any other video clips underneath will not be seen.
- c) If you have multiple audio tracks then all the audio will play simultaneously no matter which is above or below the others on the Timeline.
- d) If you want to hide the video from playing on the top track (or any track)-Turn off the video for a particular track in the Timeline by clicking on the **eye** icon button to the far left of the track to hide it.
- e) If you want to stop the audio from playing on a particular audio track-Turn off the audio for a particular track in the Timeline by clicking on the **speaker** icon button to the far left of the track to mute.

IX. Editing Clips in the Timeline

- a) Once you have your clips in the Timeline, you can move them to the left or right by just clicking and dragging them.
- b) You also can shorten clips in the Timeline by clicking on the edge of a clip and dragging it in.

- c) Similarly, if you have a clip you shortened in the Source pane before putting it in the Timeline, you can lengthen it in the Timeline by clicking on the edge of the clip and dragging it out.
- d) If you have a clip with both video and audio tracks, and you want to change one track without affecting the other (such as deleting the audio track), right click on the clip and select **Unlink** in the drop-down menu. You now can move the video and audio track clips independently of each other.
- e) By default, the Timeline is set up so that adjacent clips "snap" to each other, which makes it easy to align them without having one clip accidentally overlap the other or having an empty space between the clips.
- f) But if needed, you can turn off snapping by clicking on the **Snap** icon, which is in the top left of the Timeline, above the labels for the video tracks. If you pass your mouse cursor over the icon the word **Snap** will appear.
- g) If you want to delete a clip on the Timeline, just select it and press the **delete** key on your keyboard.

X. Audio

Audio tracks, either those associated with your video or tracks that are just audio, are displayed below the video tracks toward the bottom of your Timeline. If you want to stop the audio from playing on a particular audio track you can turn off the audio in the Timeline by selecting the speaker icon button to the far left.

- a) Adjusting Volume for an **Entire Track**
 1. To adjust the volume for the entire track, on the left click on the tiny diamond **Show** button and select **Show Track Volume**.
 2. Then click on the yellow audio level line and drag it up or down to change the audio level for the entire track.
- b) Adjusting Volume for an **Individual Clip**
 1. To change the volume for an individual clip, on the left click on the tiny diamond **Show** button and select **Show Clip Volume**.
 2. Then click on the yellow audio level line on a clip and drag it up or down to change the audio level for that clip.
- c) Adjusting Volume at **Multiple Points in a Clip**
 1. You also can raise or lower the audio at multiple points in a clip to create fade ins and fade outs in your audio. To do this you need to add **key frames** to the audio level line for a clip.
 2. First on the left click on the tiny diamond **Show** button and select **Show Clip Key frames**.
 3. You create key frames by holding down the **Command** key on the Mac keyboard and then clicking on the yellow audio level line at the points where you want the audio to change (you also can select the **Pen** tool in the tool palette to add key frames).
 4. When you then move your mouse cursor back over a key frame you'll notice a little diamond icon appear to the lower right of the cursor arrow. This indicates you can

change the audio level at this point by clicking, holding down your mouse button and dragging the key frame point higher to increase the audio or lower to decrease the audio.

5. The yellow audio level line will change accordingly. If the audio level line slopes up from one key frame to the next, the audio will fade in. If the audio level line slopes down from one key frame to the next, the audio will fade out.
6. You also can move a key frame to the left or right to change the point for the change in audio volume by clicking on the key frame with the cursor and dragging it.
7. To delete a key frame, right click on it and select **Delete**.

XI. Transitions

- a) To add a transition between clips, such as a cross dissolve so the first clip gradually fades out as a second clip fades in, go to the **Project** pane and click on the tab for **Effects**.
- b) Then select **Video Transitions** to see a set of folders that have all the different transitions that are available.
- c) One of the most commonly used transitions is the cross dissolve. Open the **Dissolve** folder and you'll see the **Cross Dissolve** transition listed there.
- d) To add the transition between two clips in your Timeline sequence, position your play head between two clips, then click on a transition like the cross dissolve, hold down your mouse button, drag the transition to the Timeline and release it when positioned between the two clips. You'll see a gray area added between the clips — this is the transition.
- e) A quicker way to add a cross dissolve between two clips is to use a keyboard shortcut: position the play head between the two clips and press the **D** key on your keyboard. A transition will be added at that point.
- f) By default transitions are one second long. If you want to change the duration or move the transition slightly to the left or right, first click on the tiny **disclosure triangle** at the far left next to the title of the track you're working on (such as Video 1). This will expand the height of the track so the transition can be selected.
- g) Then double click on the gray transition area between the two clips. This will open up a box in the **Source** pane with settings for the transition.
- h) The existing **Duration** is displayed in the middle of the box and you can change it by typing in a new number (the time is displayed in hours:minutes:seconds:frames).
- i) You can shift the position of the transition so the first clip fades out earlier or later by manipulating the display in the upper right of the three thick colored horizontal lines. Click on the gray line in the middle and move it left or right to change the position of the transition relative to the two clips.
- j) If you want to get rid of the transition, click on it in the Timeline and press the **Delete** key on your keyboard.

XII. Titles and Text

- a) You can add titles and text to your sequence, such as a box with explanatory text or a "lower third" toward the bottom of a clip to identify the person in the clip.
- b) First position your play head over the approximate area in your Timeline sequence where you want the title to start.
- c) Then in the menu at the top click on **Title...New Title...Default Still**. Type in a file name for your title and click **OK**.
- d) You'll get a box with a lot of settings you can make when you create your title. Your title will be displayed over the frame of your video clip where you positioned your play head, so you can see how changes you make to the title settings will look against the appropriate background.
- e) To create the title click on the **Type** tool in the tools palette to the upper left, then click on the main screen and type the text for your title.
- f) Then use the settings menus above and to the right to change the size, font, color, etc. of the title text. You also can add a drop shadow, a stroke around the letters in the text or a gradient.
- g) To change the position of the title on the screen click on the selection/arrow tool in the tool palette (the keyboard shortcut is the **V key**) and click on the title to drag it around the screen.
- h) When you're done fine-tuning how your title looks, close the title creation box.
- i) Go to the **Project** pane and you'll see the title you just created listed as a file there. Click on it, hold down your mouse button and drag the title to a video track at the position on the Timeline where you want the title to appear. Release and the title you created will be displayed on the Timeline.
- j) If you need to change the title, double click on it in the Timeline and the title creation box will reappear with all the settings controls.