

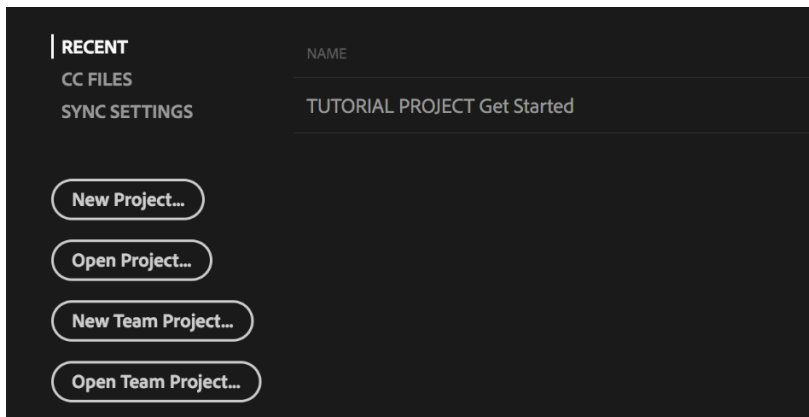
# Adobe Premiere Pro CC

## Tutorial for JO706 Digital Toolkit

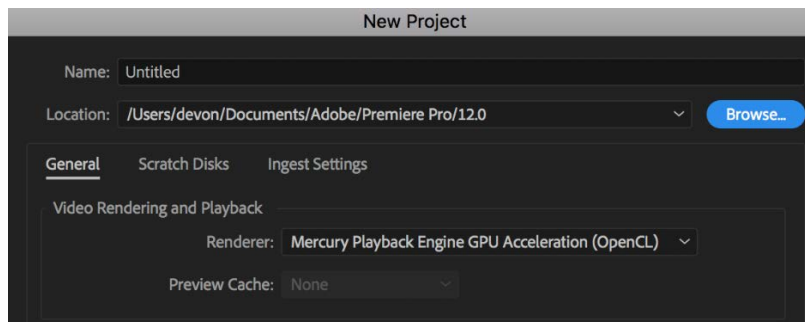


# 1. Start

1. Start a new project or open an existing project.



2. Specify the name and location of your project.



3. Your project progress will be saved to this prproj file. To access your project again, open this file from the location folder.

(It contains a timeline that is comprised of video and audio clips and includes titles, special effects, and other applied edits.)

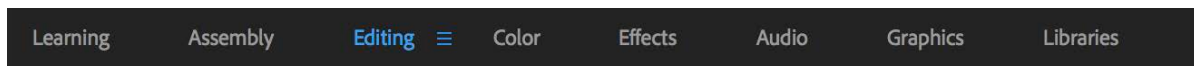


Untitled.prproj

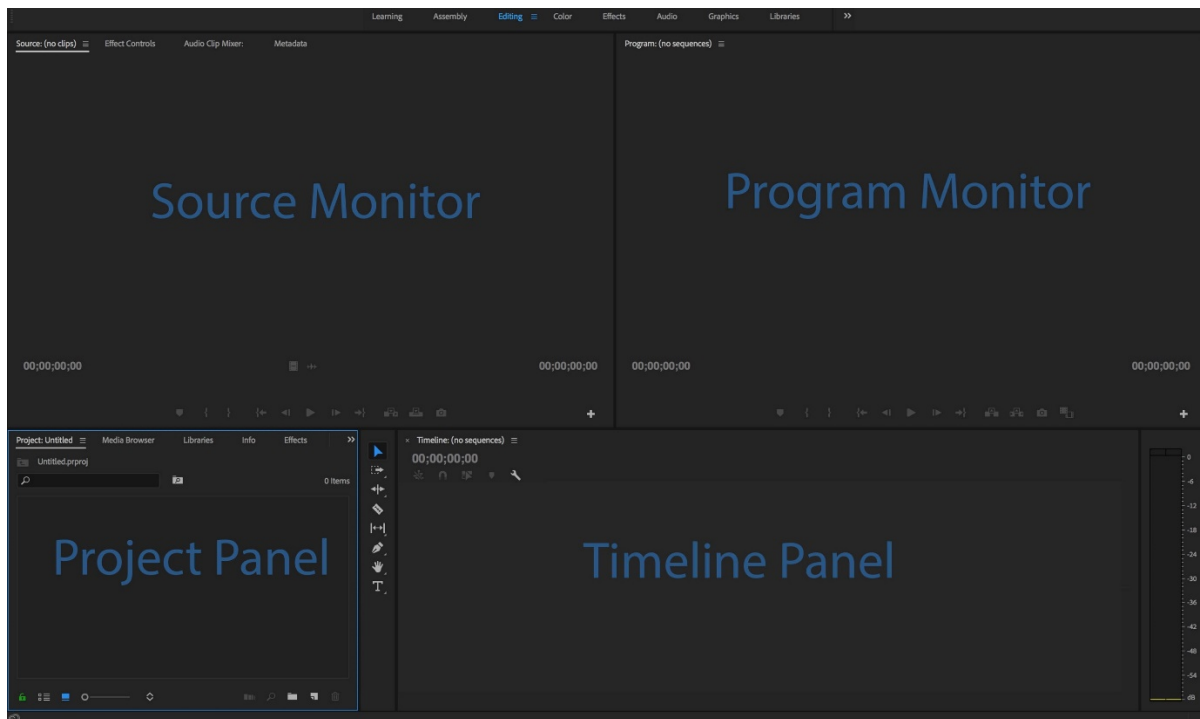
## 2. Workspace

### 2.1 Understanding the interface

Adobe Premiere Pro uses panel-based interface, the whole interface configuration is called workspace. The default editing workspace has four major panels: Source Monitor, Program Monitor, Project Panel and Timeline Panel.



(You can choose other configurations on the top bar based on your preferences or customize your own.)



Source Monitor plays back individual clips. You prepare clips that you want to add to a sequence. You set in points and out points, and specify the clip's source tracks (audio or video). You can also insert clip markers and add clips to a sequence in a Timeline panel.

Program Monitor is your live monitor, it is used to playback and preview only the clips on the Timeline.

**Project panel** contains references to all the footage files (video, audio, and images) that you have imported into Premiere Pro in addition to the sequences, titles and other supporting material you create in the application.

**Timeline panel** is where you perform the majority of your editing work, including adding clips, positioning them, and changing their properties. You can also use the Timeline to add effects and transitions to the video and audio clips in your project. Each sequence in the project is a separate, independent Timeline. When multiple Timelines are visible, the panel uses a tabbed display similar to a web browser to separate each.

## 2.2 Understanding the Tools



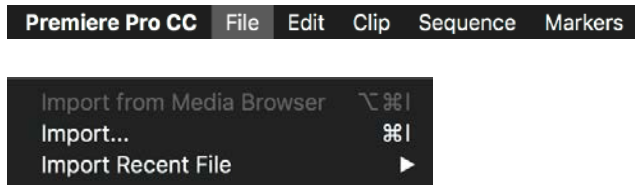
- ▶ **Selection Tool (V)** The standard tool for selecting clips, menu items, and other objects in the user interface.
- ▶ **Track Select Forward Tool (A)** Select all clips on a track from a given point, or select multiple tracks.
- ▶ **Ripple Edit Tool (B)** Adjust an edit point and move other clips in the timeline to compensate.
- ▶ **Razor Tool (C)** Cut a clip into two clips.
- ▶ **Slip Tool (Y)** Move a clip's in and out points by the same amount simultaneously, so the rest of the timeline is not affected.
- ▶ **Pen Tool (P)** Create control (anchor) points to adjust volume transparency etc.
- ▶ **Hand Tool (H)** Drag the timeline view left and right.
- ▶ **Type Tool (T)** Add Titles to your clips

# 3. Assets

## 3.1 Importing assets to your project

There are two ways of importing files in Premiere Pro, you can import files by using the Media Browser or the Import Commands.

### Import Commands

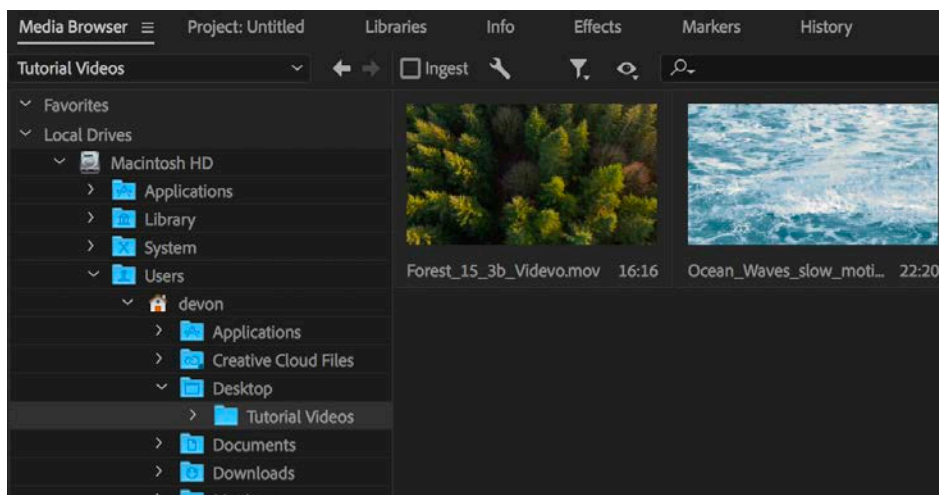
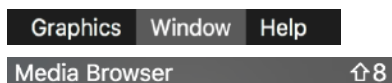


Click 'File' from Menu Bar and scroll down to Import...or you can just use the shortcut <Command ⌘ + I>.

(With the Import Commands, you just need to choose the files you need and hit the import button, it's great for small projects with not too many related files.)

### Media Browser

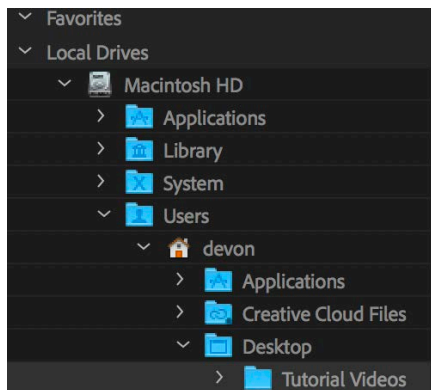
In the default Editing workspace, the media browser should show up in the project panel on the bottom left of the window. If you could not find it, go to Window menu and hit Media Browser or just use the shortcut <Shift ⌘ +8>.



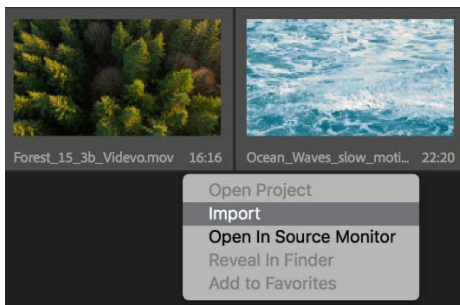
The Media Browser is the easiest way to look through your assets. Unlike the import command, Media Browser is a docked panel where you can sort your files by name, type and directory. It gives you quick access to all your assets while you edit.

### To import files from Media Browser

1. Locate your folder where you keep your video materials.

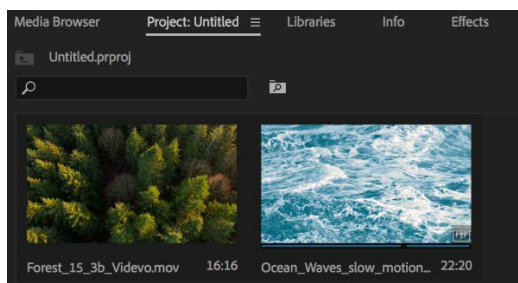


2. Select one or more files from your destination folder.  
(To select more than one non-contiguous file, Command-click the filenames. To select more than one contiguous file, Shift-click the filenames.)
3. Drag your desired file to timeline or right click the file and select import.



(You can click on files to have a preview on source monitor.)

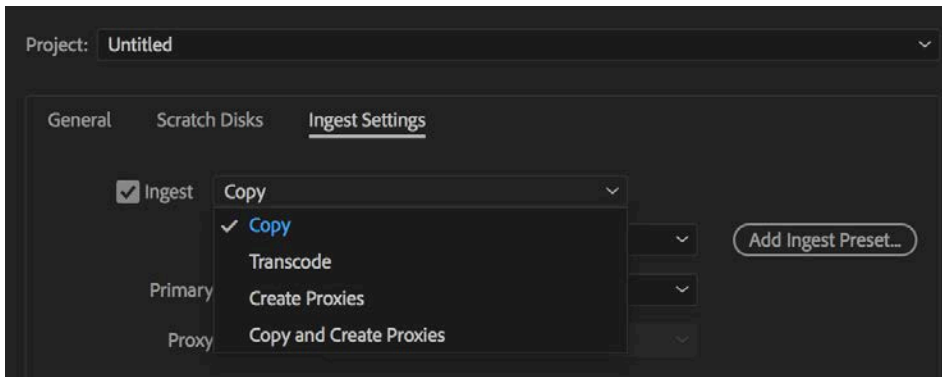
4. The Media Browser will import the files to the Project panel.



(The file you drag to the timeline also shows up here on the project panel.)

## Ingest

There is an ingest checkbox on the Media Browser panel, ingest allows you to ingest media automatically in the background while you are editing. And the setting button next to it allows you to adjust the ingest settings.



Copy: Copy the media to the new location. (It helps if you are using files on a removable device, copy allows you to duplicate the files to your local drive.)

Transcode: Transcode files into a new format in a new location

## Locate Missing Files

Moving your files around, renaming or deleting them will lead to missing files within the project. The prproj file records the location of your assets. Once you move your assets around, you will have to relocate these files in the project. Otherwise you will see the Missing File Warning.



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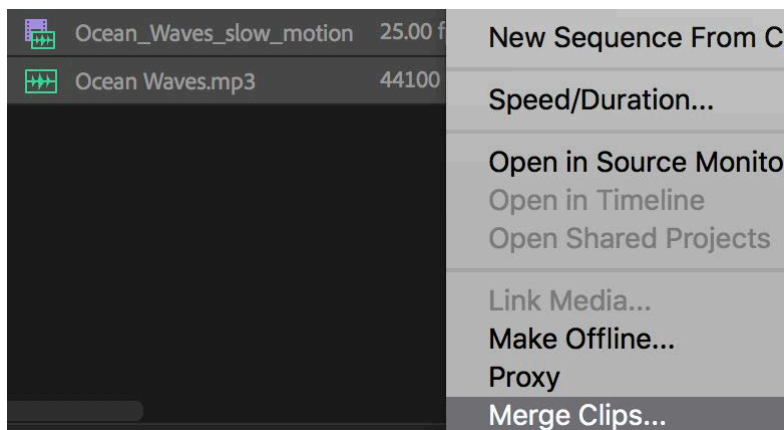
# 4. Audio

## 4.1 Merge Clips

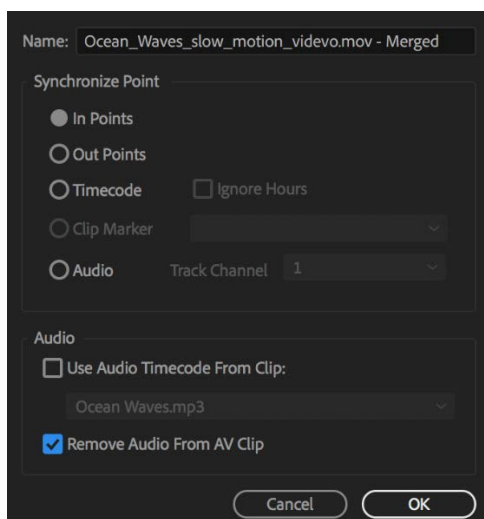
We need to sync audio and video because sometimes people record audio separately for better sound quality. There are two ways on syncing sound in Premiere, we can do it in both Project and Timeline Panel.

### Merge clips in the Project panel

Select the video clip and then Command click the audio clip. Right Click and then choose Merge Clips...



In the Merge Clips settings, you can adjust the synchronize point or the name of the merged clip. Also, you might want to check 'Remove Audio From AV Clip,' it removes the worse sound from the camera.





## Merge clips and Synchronize in the Timeline panel

Merge clips in the Timeline Panel is the same as merging clips in the project panel. You just need to right click on the two files you want to merge and choose merge clips. But Synchronizing clips aligns multiple clips in the Timeline panel instead of creating a new clip. Synchronizing is more like a job the computer does for you aligning the sound waveform.

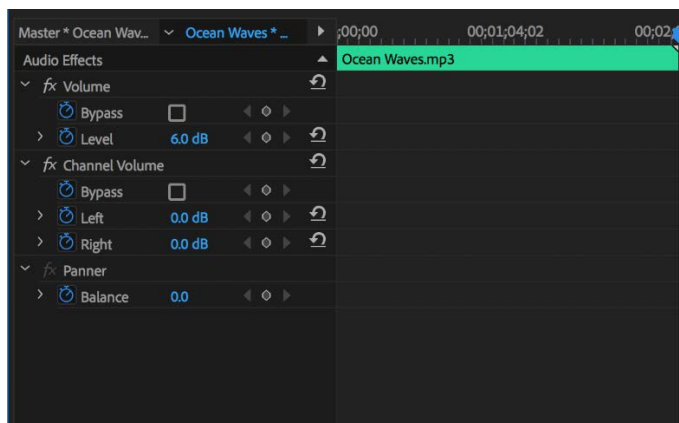
### 4.2 Adjust Audio Levels

You can monitor audio levels for clips in the Timeline panel, the audio VU Meter on the right side of the Timeline Panel shows you the volume.

Correct Audio Levels: The audio levels from the Tascam recording should be between -12 dB to -6 dB on the VU meter. It is okay for audio levels to peak once in a while to over -6 Db. That is marked by the bars turning yellow. At 0 Db and higher the bars turn red. Red colored bars not only mean your audio is too loud but the sound is also distorted. You need to play your audio and see where it falls on the VU Meter before you make adjustments to the volume of the audio.

Adjust Audio of A Specific Video Clip: You can adjust your volume to be within the acceptable range (-12 to -6db) by pulling your audio levels up or down

To adjust audio levels, go to Window > Effect Controls, this panel allows you to place keyframes and create fading sound.



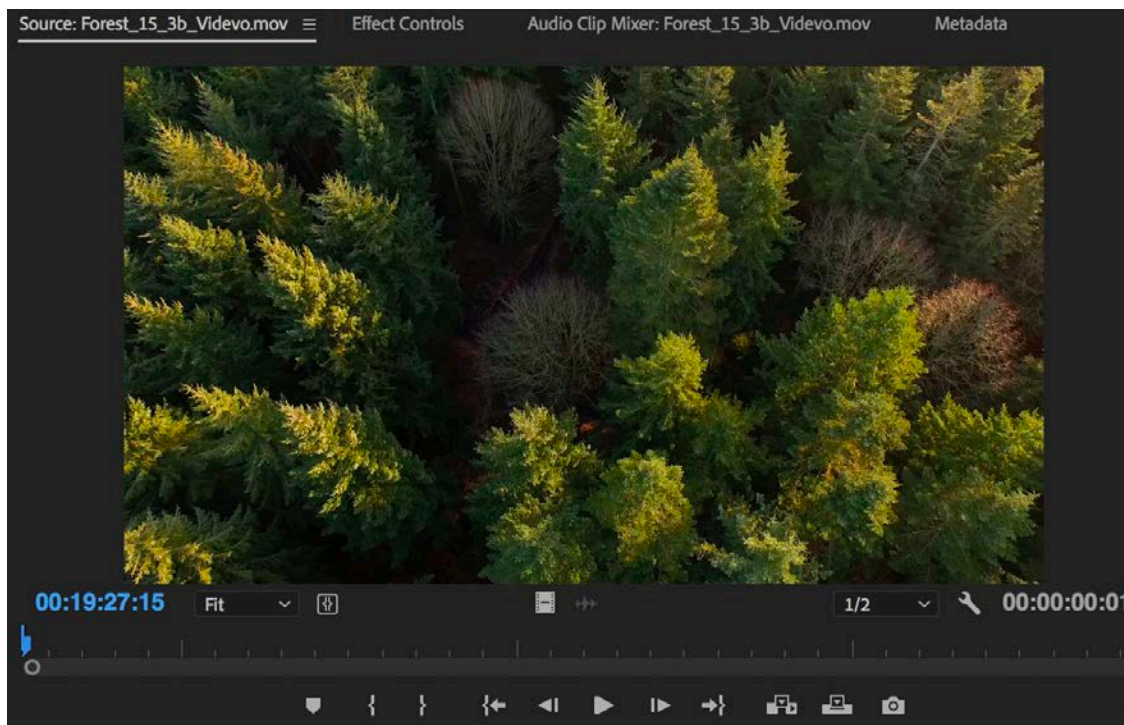
If you just want to adjust the overall volume, go to Window > Audio Clip Mixer. You can change the volume simply by moving the indicator.

# 5.Editing Clips

## 5.1 In and Out points

Before putting all clips into a sequence, we have to mark the part we need for later efficient editing. In and out points are used to locate (mark) a specific portion of a clip. In a typical workflow, we mark In and Out points for a clip in the Source Monitor.

To open a clip in the Source Monitor, double-click the clip in the Timeline panel.



To mark an In point, drag the play head to the frame you want and then click the Mark In button, or press the I key. To mark an Out point, drag the play head to the frame you want and then click the Mark Out button, or press the O key.

(We define the first frame we want to include in a sequence by marking that frame as the clip's In point and then define the last frame we want to include by marking it as the Out point.)

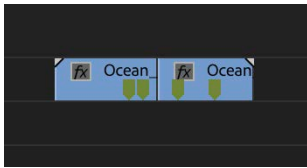
## 5.2 Moving Selected Video and Audio to Your Timeline

You can add clips to a sequence by dragging the clip from the Project panel or Source Monitor to a Timeline panel or the Program Monitor or using the Insert and Overwrite buttons in the Source Monitor to add clips to a Timeline panel.

## 5.3 Trimming

Trimming means adjusting the in and out points after we import the clip to the sequence. The most frequently used tools are the Razor (C), Selection (V).

The Razor Tool: Use the razor when you want to cut an audio or video clip at pre-decided points. A great example would be to use it to remove unwanted 'uhhhs' and 'umms' from your subject's sound bite. Find the sound wave of the word you wish to remove and use the blade to cut at the right spots. This is a non-destructive edit as it does not affect the original files. It's easy to undo or redo your edit points. Command Z, allows for a quick undo.

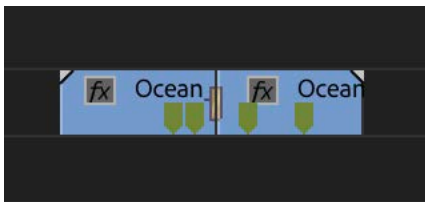


Selection Tool: Use selection to move around clips



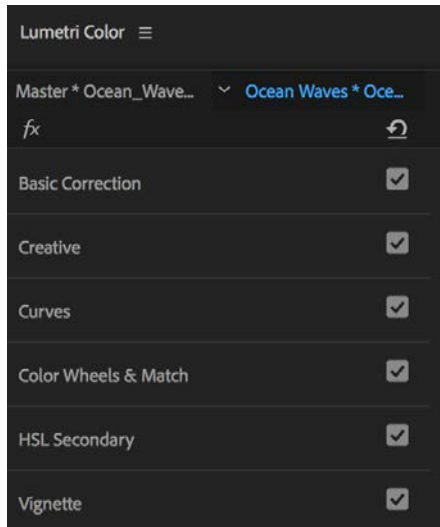
## 5.4 Dissolves and Transitions

Go to Window > Effects you'll find these video effects in the Effects Panel. Drag the transition to the cut line between two clips.



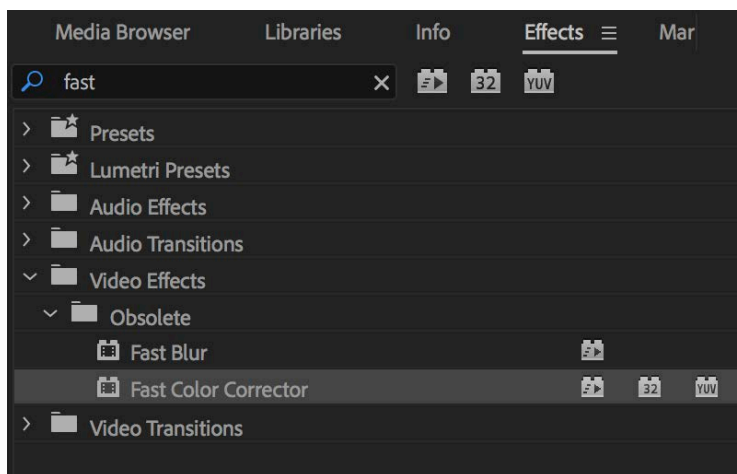
## 5.5 Color

To correct exposure and color go to Window > Lumetri Color. You can adjust all the color specs here, including exposure, saturation and curves...



Or you can do auto color correction by following steps

1. Go to Window > Effects
2. Search Fast Color Corrector



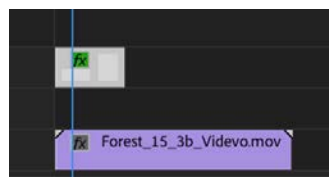
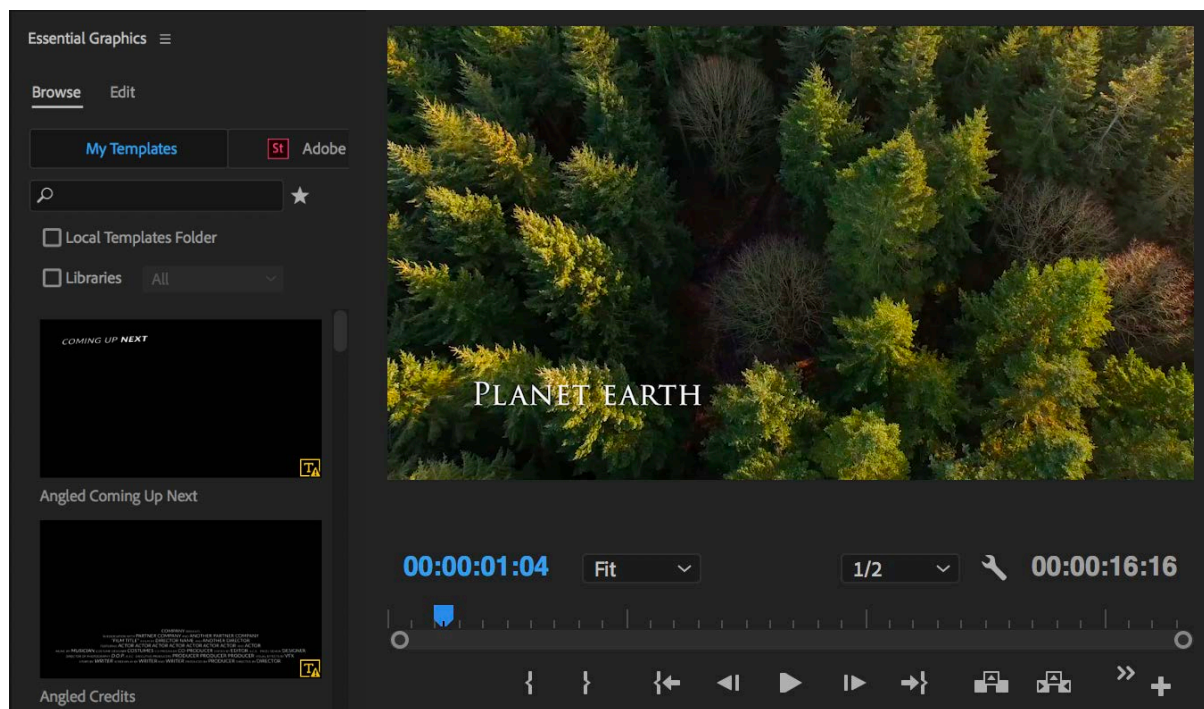
3. Drag it to onto your clip to apply the effect

# 6. Titles

## Essential Graphics panel and the Type Tool

### Essential Graphics

The default editing workspace does not include the Essential Graphics panel, to enable this feature. Go to Window menu and select Essential Graphics. Just simply drag the template to the timeline to wherever you want. You can then adjust the in and out points of the title effect just like how to trim your clips.



### Type Tool

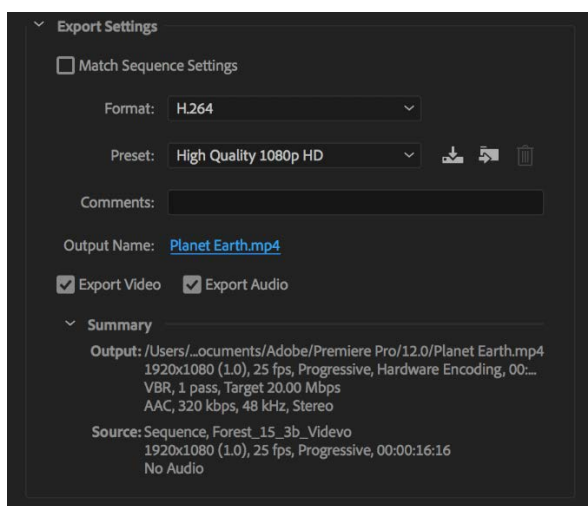
The Essential Graphics offers fixed title effects, but Type Tool enables you to design your own title effects. Choose the Type Tool from the Tool Bar and click on the frame that shows up on the Program Monitor, then you will be able to customize your own titles.

# 7. Export

## 7.1 Export Settings

After you finished editing, you will have to export your work. To export your media, go to File > Export > Media or use the shortcut <Command ⌘ + M>.

You will use H.264 and reduce the data rate to make file under 500MB, this codec gives great quality for online video and makes it possible to upload to Vimeo or YouTube.



If the final file size exceeds your expectation, you can also adjust the bitrate to get a smaller file. For 1080p videos, the bitrate range should be between 8Mbps to 12Mbps. Also, for the 1 pass encoding you set a fixed bitrate; for the 2 pass encoding, you set a range.

