

*"Film editing is why people like movies. Because in the end, wouldn't we all want to edit our own lives? I think everybody would like to take out the bad parts, take out the slow parts, and look deeper into the good parts."*

- Bob Cohen, director

# Adobe **Premiere**

## CC **BASICS** Tutorial

v. 1.0

College of Communications

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PENNSTATE



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# Editing With Adobe **Premiere Pro**

## Tips & Tricks

- Many of the terms we use in video editing come from the days of film and razor blades and linear, 'do it by hand' editing.
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- There are two kinds of people. Those with messy sock drawers and those who organize their socks. Multimedia requires you to organize your socks or pay the price later.
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**Adobe Premiere** is a non-linear video editor.

You can edit your video in any order you want, and access the beginning, middle and end of your video simply and quickly.

It is also non-destructive. This means you can cut, delete, move, change, and adjust your audio and video happy in the knowledge you haven't destroyed anything.

This **tutorial** is designed as a get-started tutorial NOT a complete Everything You Always Wanted To Know About Premiere And Were Afraid To Ask tutorial. IT is specifically written for **Adobe Premiere CC 2014**

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## GET READY

Preparing yourself and Premiere

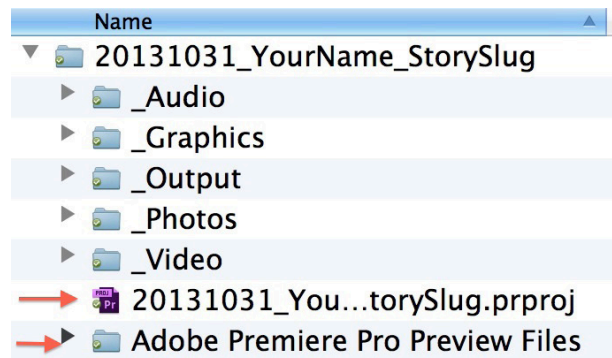
Before you open the program it is extremely important to get organized. Video editing is complicated.. There are many files and folders and it is very easy to 'lose' stuff.

### Get Organized. Stay Organized.

you will thank me later.

\*Create a **Project Folder** for every, er, project.\*

This folder will hold everything associated with your project. Here is a sample system - the exact naming convention is less important than being consistent and logical:



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

TIP

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For bigger projects make sub-folders. Break your video up by day shot and/or content for example by making subfolders in the **\_VIDEO** folder

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TIP

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For students working in Lubert at Innovation Park:

Store your project folder on the **SAN**

For all other students:

We strongly recommend using a **fast external hard-drive** with Firewire 800 or USB 3.0

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**FOLDER NAME:** It should include your name and a one-word description of your story. I use the year at the front to make it easy to find and sort

**\_AUDIO:** Any audio captured separately from video. This could include interviews, nat sound, sound effects, music, etc.

**\_GRAPHICS:** Any graphics that will be used in your project. This could include title slides or elements created in programs such as After Effects or Photoshop.

**\_OUTPUT:** Where you will put your finished movie

**\_STILLS:** Any still photos that are part of your project - they could be yours or archival images from other sources

**\_VIDEO:** All your video content

**NOTE** the two files at the bottom. These are created by Premiere when you first save your project. MAKE SURE to save them to your project folder.

.prproj is your Premiere project file.

The preview files folder holds files Premiere creates to run the program.

**DO THIS** And your project will exist in a single place. You can copy it to another drive, give it to another person to edit.

**DON'T DO THIS** and files will get lost. projects won't work, your harddrive will fill up and you will go crazy.

## Project Workflow

### Tips & Tricks

TIP

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Copy your assets(video, stills, audio) off your SD card.

*Eject the card and put it away before doing anything else.*

Don't leave your card behind.

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1. Create project folder and subfolder for ALL your assets.
2. Copy your video and other assets into your project folder (eject and put away your SD cards, etc.)
3. Launch Adobe Premiere and set up your project. Save the project file to the same folder
4. Organize assets in Premiere
5. Edit your assignment.
6. Tweak the audio.
7. Correct color.
8. Add any effects, titles, lower thirds etc.
10. Share (export your video).

## PREPARING PREMIERE

### Open Adobe Premiere



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

TIP

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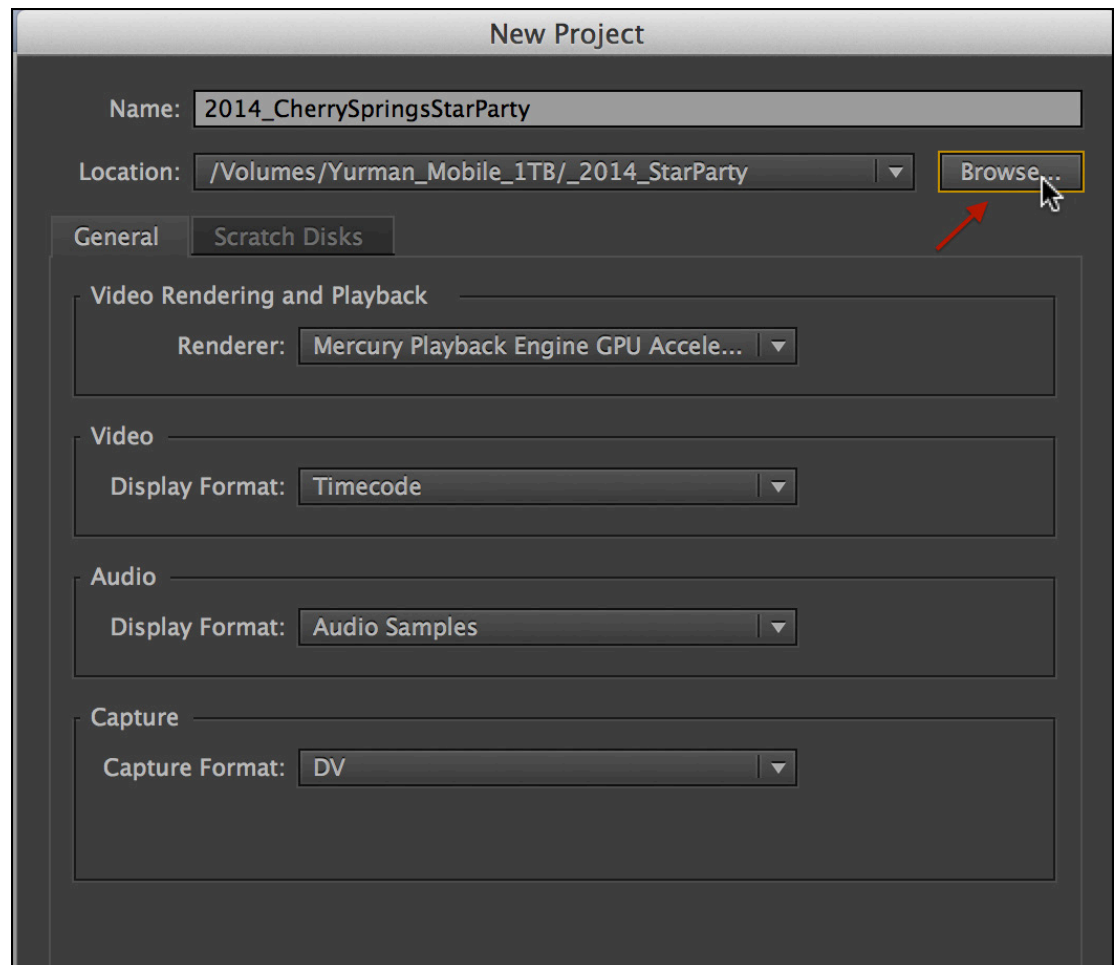
REMEMBER. Create a single folder for each project and save EVERYTHING to that folder. Put all your original content in that folder along with all your Premiere files and folders.

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- **New Project** - select if you're starting a new project
- **Open Project** - select to continue working on a project
- **Recent Projects** - select from the list of projects

## Select New Project

FOR New Projects you will get this window next



You only need to set the **location** and **name**.

- 1. Location:** Click the Browse button and set the location to your Project folder
- 2. Name:** Name your project - make sure to include YOUR name

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

TIP

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You could go through the steps to set your Sequence settings at this point to match your video.

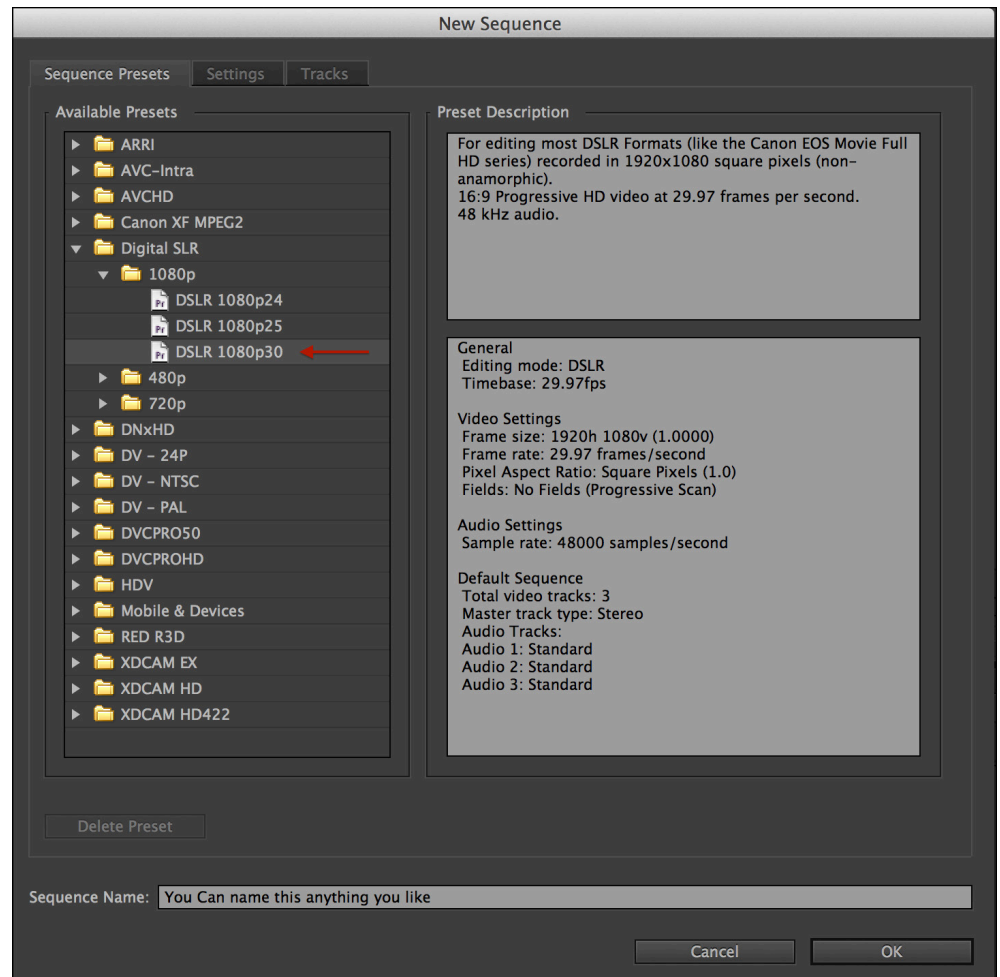
BUT it is much easier to do this automatically when we start editing.

### **\*NOTE\***

If you are shooting only stills, no video, you **MUST** select the proper Sequence Preset manually. For audio slideshows generally you can select the DSLR 1080p30 setting

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**Click OK** You should see this 'New Sequence' window.  
(If not, create a new sequence File>New>Sequence)



A very confusing window with MANY options. This window is where we tell Premiere what format we want to edit our video in.

Thankfully we can ignore this window and just click OK. We will set the timeline automatically when we begin editing.

You can pick a setting closest to what you think OR **do NOTHING** and Simply **click OK** and continue.

## PREMIERE OVERVIEW

### Tips & Tricks

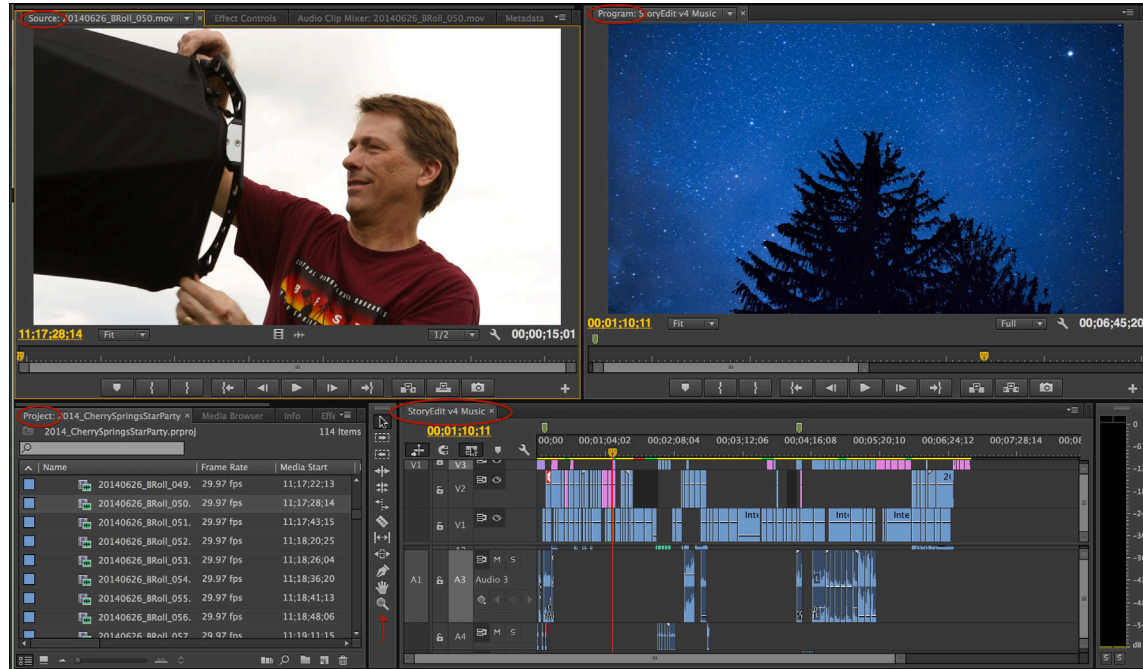
**BEFORE** you import your content, **consider renaming and organizing** your files. If you create folders, Premiere can import your content in those folders.

For example, you could put your interviews in one folder; your b-roll in another; your tight details in a third. Or, you could create separate folders for separate interviews.

Spending the time to organize your clips and other content in advance can save you a LOT of time once you begin editing.

A program like Photo Mechanic will let you look at all your material and rename in batches. A big time saver

Below, an example of what a video project looks like.



Note how Premiere is organized into **four panes** plus tool bars. This is a pretty standard video editing environment.

**SOURCE:** This is where you will look at all your ‘stuff’ - video, stills, etc. and decide what you want to use in your story.

**PROGRAM:** This is where you see your story as you build it on the timeline below. The Program window shows you what is on your timeline, and will play back your video.

**SEQUENCE:** This is your story. It is also called the Timeline. This is where you will edit and create your project.

**PROJECT:** This is where all your content and assets are stored. Premiere does not actually store your material - it simply points to wherever your material is. That is why you need to stay organized and not move material around or leave it on the wrong computer where Premiere can't find it.

**TOOLS:** The various tools you'll use when editing on the timeline.



## Tips & Tricks

There are keyboard shortcuts for many actions in Premiere. Learn the shortcuts and you'll be a much faster video editor.

⌘ S = Save (Remember to save your project frequently as you work)

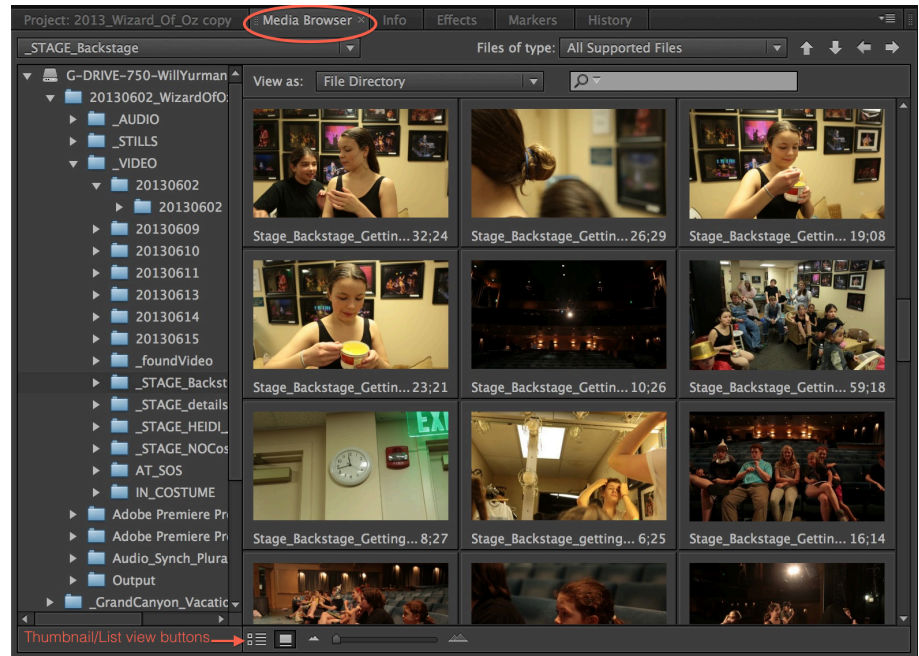
Another GREAT shortcut is the tilde key ~. The key makes whatever pane you're working in full screen. Want a close up of your Media Browser or timeline? The ~ key is the answer.

## IMPORTING CONTENT

There are multiple ways to bring your assets into Premiere.

The easy way: You can simply click **File>Import**. This works well for stills, audio and DSLR video.

**But** this won't work for all file types. For cameras that have a complicated file structure, the Canon Vixias, Panasonics, etc., the best way to import is to use the Media Browser in the Project Pane



Select the Media Browser Tab

- Navigate to your media: It can be displayed as either thumbnails or in list view
- Media Browser should automatically detect the types of files
- Select the clip(s) you want to use
- Control Click (right click) and select Import

## Tips & Tricks

REMEMBER. If you just use the File>Import command you won't be able to import from cameras like the Vixia and Panasonic.

Use the Media Browser

**SETTINGS:** If you're working in Lubert 115 at Innovation Park take note and set the following preferences:

Preferences > Audio Hardware  
> Default Device > Built in  
Line Output

Preferences > Audio > Default  
Audio Tracks > Stereo Media:  
Use Mono

## MEDIA TYPES

**There are many types of files that you can import into Premiere.**

Audio files may be .mp3, aif, wav

Still images could be jpeg, tif, psd among others

Video files can be .mov, mp4, flv, AVCHD among many others

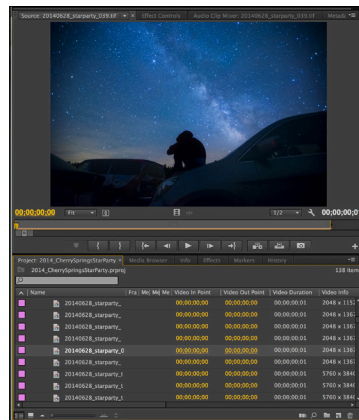
### IMPORTANT

Some video cameras - including the Canon Vixias and Panasonic video cameras we use - create a complex file structure.

When copying your content from your SD card to your project folder you **MUST copy the entire folder and subfolders**. DON'T delete any of the subfolders. DON'T rename any of the subfolders.

## EDITING BASICS

1. Use the Project Pane and source window to look at your content
2. Select which clips or parts of clips you want to use
3. Place clips on the timeline (sequence)
4. Cut, move, edit, arrange clips on the timeline



Double click on a clip in the Project Pane and it will appear in the Source Window

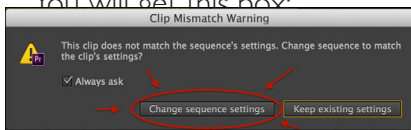
# Editing With Adobe **Premiere Pro**

## Tips & Tricks

The **FIRST** clip you place on the timeline **MUST** be video.

Because we are using this clip to set the timeline to match your video format.

You will get this box:



You **DEFINITELY DEFINITELY DEFINITELY** want to select "Change Sequence Settings"

This will set the sequence to the proper settings for your video. *If you drag audio or stills first, your timeline will be wrong.*

**Editing** starts with deciding what to include and what not to use in your project.

You shot a lot of video, maybe took a lot of photos – but you won't use everything. You can look at all your material in either the Project Pane or in the Source Pane.

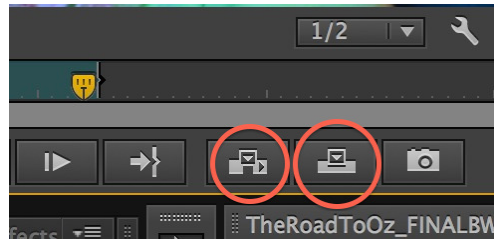
After looking through a clip you will make a decision:

1. You don't want anything from the clip. That's easy, just ignore it
2. You want all of the clip on your timeline
3. You want part of the clip (or parts)

Getting an entire clip (or still image) onto the timeline can be done in several ways.

1. You can drag it directly to the timeline from either the Project or Source Panes, place it wherever you like and release.

2. Use the Insert or Overwrite buttons to place the clip on the timeline. This only works with a clip in the Source Pane.



The first button is the **Insert button**. This will put the clip on the timeline, starting at wherever you have placed the playhead on the timeline and push all other content forward, out of the way.

The second button is the **Overwrite button**. This will put the clip on the timeline starting at the playhead, but overwrite(erase) whatever is underneath it.

**PLEASE PLEASE** read the tip on this page. It is **VITAL** that the first clip you place on your timeline be video **NOT** a still photo or audio (unless you are editing a slide-show with no video of course)

## Tips & Tricks

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More SHORTCUTS

**Space Bar** - will stop and start a video in either the Source pane or on the Timeline

OR

Use the **J,K,L** keys to control the play of video.

J - play in reverse

K - stop

L - play forward

BONUS POINTS

Hit the J or L keys multiple times to speed up the video playback

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**Using part of a clip. Often, we only want part of a particular clip – a key quote or moment.**

**IN** and **OUT** points

Select part of a clip using IN and OUT points. In the Source window, as you play the video, use the 'I' and 'O' keys to establish the start (In) and end (Out) of the video you actually want to use.



The lighter grey vbar shows the selection made using the In and Out points. It is a subset of the full clip. You can use the buttons to set In and Out, or the I and O keys on the keyboard.

Change either point by playing the video and reselecting I or O.

## IMPORTANT

Premiere is non-destructive. Even though you select part of a clip, it is easy to use more or less of that clip once it is on the timeline.

So don't worry about making this edit perfectly precise. It is easy to change later.

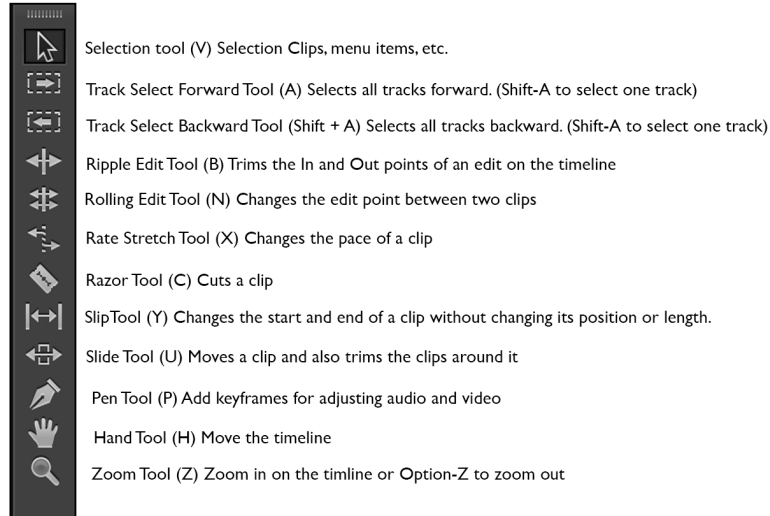
## Tips & Tricks

More **J,K,L** goodness::

Hold the **K** key, then tap the **J** or **L** keys to advance or retreat one frame at a time.

**OR**

Press the **K** and **L** keys at the same time to play in slow motion



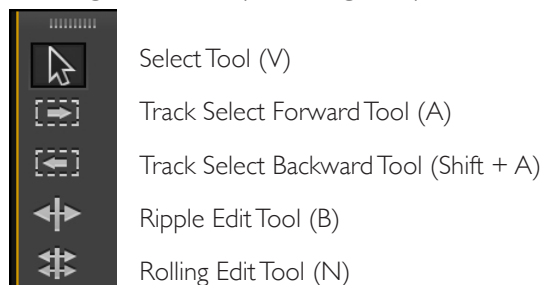
## Basic Editing

- **Trimming**
- **Cutting**
- **Moving**

**Trimming** is shortening (or lengthening) a clip from either end

**Cutting** is separating a clip in the middle

**Moving** is, obviously, moving a clip to a new position on the timeline



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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It's worth learning as many keyboard shortcuts as you can to speed up the editing process.

Fast editing means more time for other things like shooting (or sleeping)

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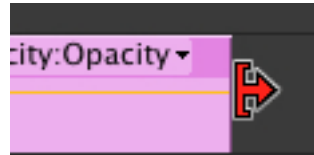
Another cool shortcut – for the Rolling Edit Tool.(N). If you know exactly where you want to move your edit point to, put the playhead at the new point, and press 'E'. Your edit point will move to that point. Cool.

Especially useful for audio slideshows and still images.

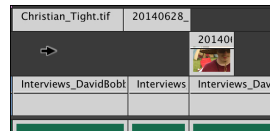
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Use the standard **Select Tool(V)** to lengthen or shorten a clip from either end. With this tool, shortening a clip will leave a gap, lengthening a clip over another clip will overwrite that second clip. NOTE: If you reach the end of your clip, you obviously won't be able to make it any longer.

The cursor turns to a red arrow symbol when using the standard Select Tool(V) to trim.



**The Track Select Tool(A or Shift+A)** allows you to select all the tracks ahead of or behind the cursor. This is useful if you want to move multiple clips at the same time. By default, the tool selects all clips on all tracks ahead of (or behind in the case of Shift+A) the cursor. Hold down the Shift key to select all the clips on just one track.



The **Ripple Edit Tool(B)** lets you shorten a clip and at the same time remove the gap that would be created – two steps in one.

NOTE: The Ripple Tool changes the duration of your video.

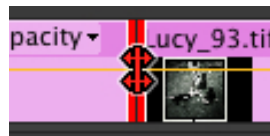
The cursor turns to a yellow arrow symbol for the Ripple Edit Tool(B).



The **Rolling Edit Tool(N)** is used to change the edit point between two clips. If one clip, for example, were too long, and the next clip too short or you're concerned about where the edit is for timing or other reasons, you can easily move that edit point to better balance the length of the clips.

NOTE: the Rolling Edit Tool(N) does NOT change the duration of your video, It simply moves an edit point.

This cursor is for the Rolling Edit Tool(N).



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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The best way to learn is by doing. Shoot, edit, and then go shoot again.

There are also nearly limitless tutorials online. Lynda.Com is a great and free resource for Penn State students.

And some great books on the subject of filmmaking.

One of my favorites is “In The Blink Of An Eye” by the amazing film editor Walter Murch

To **begin editing**, start with the basics (Imagine Julie Andrews singing Do Re Mi)

Use The **Select tool(V)** to move clips around and shorten and lengthen them from the ends.

Use the **Blade tool(C)** to cut clips, breaking them into parts or cut out a section in the middle - get rid of that annoying 'um' or longer sections that distract or go off point.

Those two tools (remember the keyboard shortcuts – V for the select tool and C for the blade tool) will allow you to do most of your basic editing.

In writing, words sentences and paragraphs are your building blocks.

In video it is clips and sequences and edits.

The **clips** are your basic content - if you didn't shoot good material, or enough material, you will struggle, and do better next time.

**Sequences** are a series of clips that connect together the way words form sentences form paragraphs – It forms the narrative of the story.

You need to avoid the basics mistakes such as jump cuts, but you also need to create something that makes sense narratively.

And finally, the edit establishes the rhythm of your piece – think about the sound, and the narrative. Cuts between shots should feel natural and be invisible to your viewer. The transition between shots and between scenes establishes a rhythm and feel for your video.



## Tips & Tricks

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**SETTINGS:** If you're working in Lubert 115 at Innovation Park take note: the following preferences have been set on those computers:

*Preferences > Audio Hardware  
> Default Device > Built in Line  
Output*

*Preferences > Audio > Default  
Audio Tracks > Stereo Media:  
Use Mono*

## File Types

If you're not sure what kind of file you're working with, video or audio, control or right click on the file in the Project Window and select 'properties...'

## Audio

Your audio may be part of a video clip or recorded separately. In either case you can edit and adjust your audio in Premiere.

By default, Premiere imports stereo audio on one track. If you set your preferences to fit our style (see tip at left), your audio should be on two tracks - this allows you to edit each track separately.

Useful if you have recorded with two different mics, or at different levels.

If your stereo audio is on **one track** and you need to split it, control click on the file in the Project Window and select **Modify>Audio Channels**. (fig. 1)  
Change the 'Preset' from 'Use File' to 'Mono' (fig. 2)

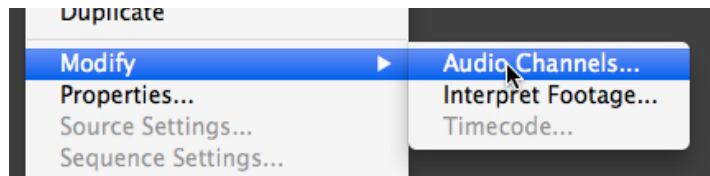


fig. 1

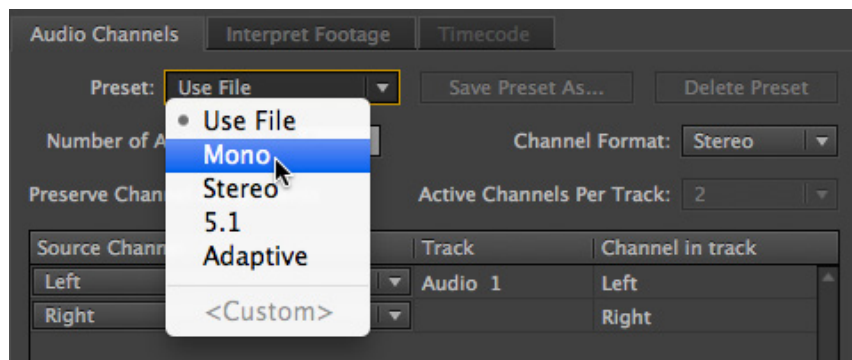
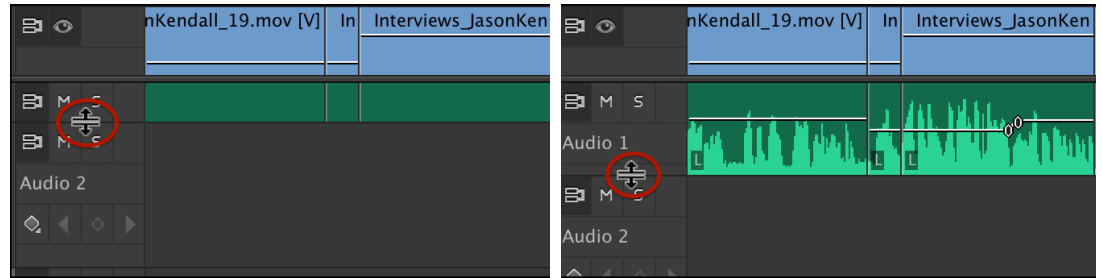


fig. 2



## Tips & Tricks

## Adjusting Audio on the Timeline



If you can't see the waveform of the audio, deepen the height of the track. Note how the select tool changes shape and allows you grab the edge of the track and pull down.

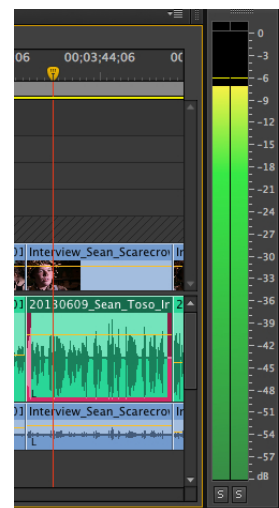
You can turn off the volume, 'mute' a track by clicking the speaker icon.

The white line controls the volume of the track. Click and drag it up to make a track louder; down to make it quieter. IF you don't see that white line, click on the diamond icon and select 'Show Clip Keyframes'

Your goal is to have your audio adjusted so it is consistent throughout your video. You don't want listeners screaming in pain as they rip off headphones because of blaring sounds, nor do you want them missing critical sounds because everything suddenly became too quiet.

For the web, we aim for our audio to peak around -6db. Use the audio meter in Premiere to monitor your clips. Click and drag the yellow line on the waveform to raise or lower the volume.

The waveform will bounce as your audio plays. You want your typical sounds to hover around -6db.



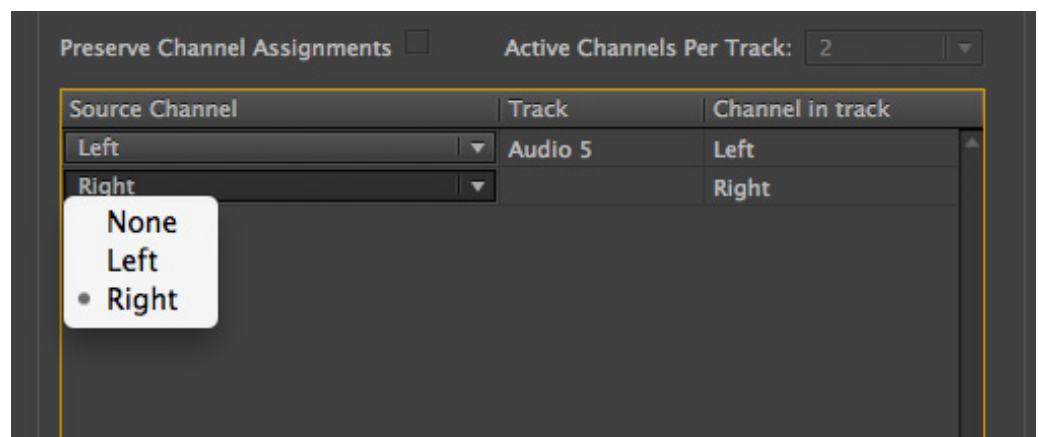
## Tips & Tricks

### Balancing Audio

If your audio is only in one channel. (you only hear it in one speaker, and only see audio in the meter on one channel):

Find the clip or audio file in in your project pane and open it in the Source Pane.

Go to Clip>Modify>Audio Channels



If, for example, you only had audio on the left channel, you would change both Source Channels to the 'left'. Then your sound should come out both speakers.

## Tips & Tricks

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Another shameless plug for being organized. IF you set up your project folder properly, and made sure to place all your assets – video, audio, graphics, stills, whatever – in your folder,...well...

...then I don't get to tell you 'I told you so'.

This problem most commonly happens when we have sloppy work habits and leave files on the desktop, or on our SD cards.

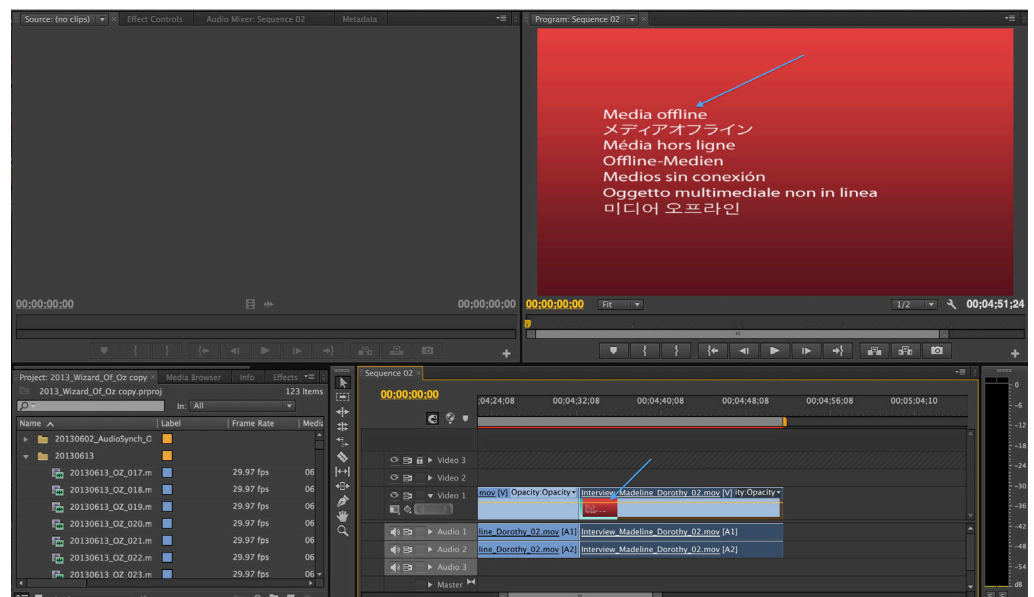
Stay organized.

If you're working at Innovation Park, keep that project folder on the SAN in your student folder.

## Reconnection Media

Remember that an Adobe Premiere project doesn't actually contain all your video/audio/image files. The project simply points to those files.

If those files get moved or renamed, and Premiere can't find them, you will need to 're-connect' the media to the project.



Note the various warnings: 'Media Offline' in bright red and the question marks next to each file in the Project Panel. Bad news.

**Assuming the files were just moved and not deleted**, it is easy to reconnect them.

Typically, when you open a project, if media is 'offline' or 'disconnected' you'll get a dialogue box asking you to find the missing media.

If you get this warning while working, or skip that message, you can open the reconnect box by right click (control click) on any of the files in the Project folder and select 'link media'. You will get a dialogue box asking you to find the 'missing media'.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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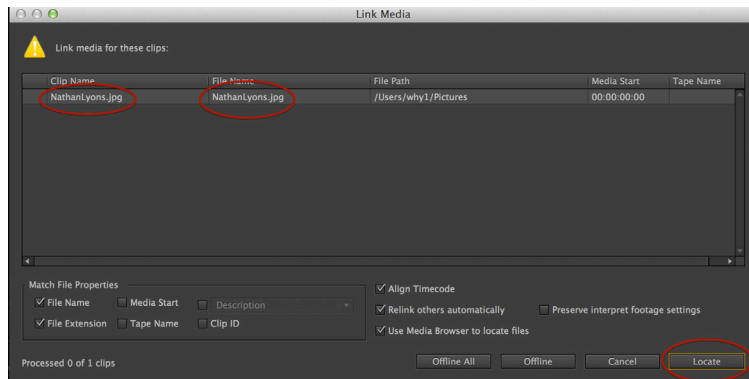
If you have many 'missing' or 'disconnected' files, select them all in your project panel.

Then, right click (control click) on one of them and select 'Link Media'.

When you reconnect that one file, Premiere will automatically reconnect all the missing files in that folder.

If you have other folders, you will need to reconnect those files manually.

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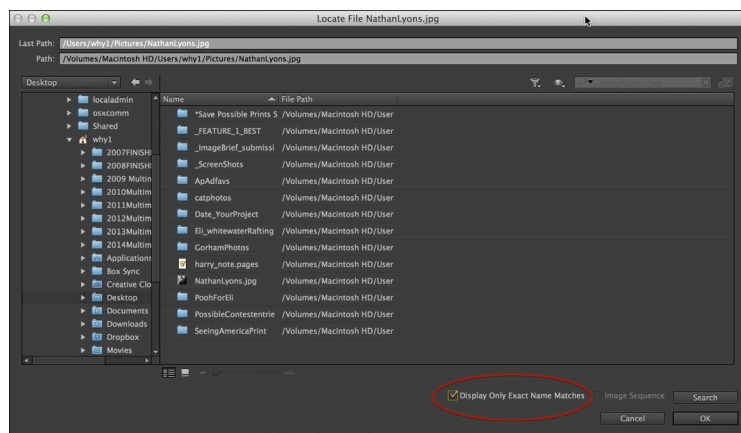


At the top of the box is the name of the missing clip and its original file name. (In this case they are the same)

**Offline:** Tells Premiere to stop bothering you about this missing file

**Offline All:** Tells Premiere to stop bothering you about all missing files

If Premiere can't find the missing file, click '**Locate**'



By clicking the 'Display Only Exact Name Matches' only files with that exact name (or folders) are active..

Simply select the file, and click 'OK' to reconnect the file to the project.

NOTE: This requires that you know where the file is!!! If you can't find the original media file you are in a mess of trouble.

## Tips & Tricks

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With great power comes great responsibility.

Premiere is a very powerful video editor complete with many special effects, gadgets and super powers.

Just because you can make your video spherize, swirl, wave warp, and turbulent displace, doesn't mean you should.

Edit with purpose. Avoid those special effects unless there is a compelling reason to use them.

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## Color Correction

Ideally of course, you shot your video at the perfect exposure, with your white balance exactly right. Yes?

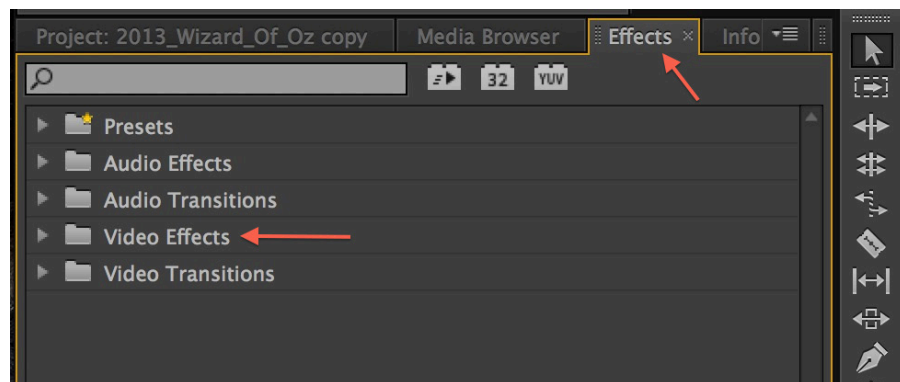
Hmmmm.....No? Your footage is underexposed? Your colors don't look right?

Premiere allows us to correct some mistakes in our video - but NOT all mistakes are fixable. It's definitely true that you'll get the best results by starting with the best original material - so remember to set your exposure and white balance before you shoot.

There are many, many, many, did I say many, ways to adjust your video. I will show you some very basic techniques.

### Video Effects

Video effects in Premiere can be found under the effects tab in the Project Panel in the lower left of the screen.



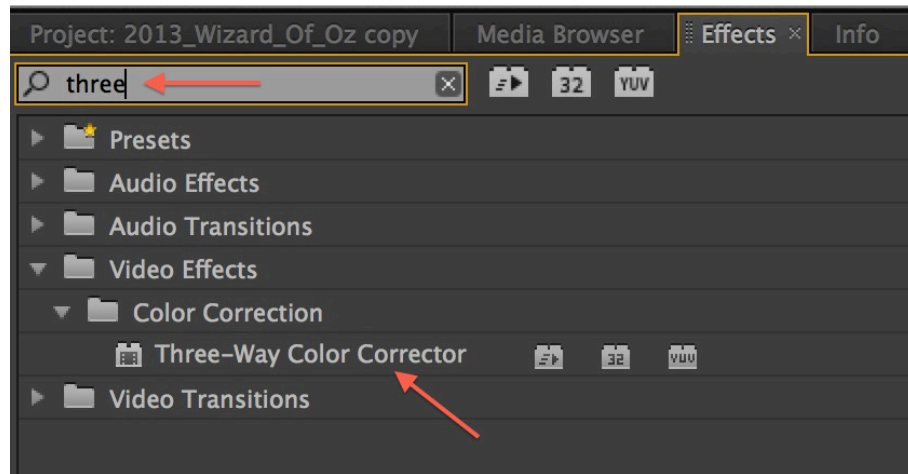
Click on the Effects Tab. For color correction we will be looking in the Video Effects folder. BUT note the search box!! Great way to find what you need.

We will be using the Three-Way Color Corrector.

NOTE what happens when we type 'three' in the search box:

# Editing With Adobe **Premiere Pro**

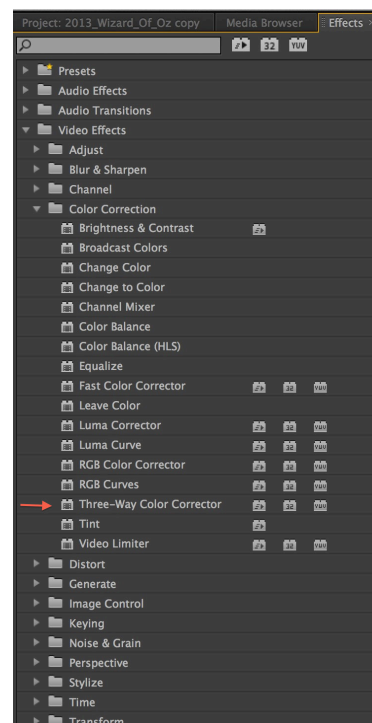
## Tips & Tricks



Type in 'three' and our three-way color corrector is magically revealed.

Or, if you prefer,  
open the Video Effects Tab,  
open up Color correction,  
scroll down to Three-Way Color  
Corrector....

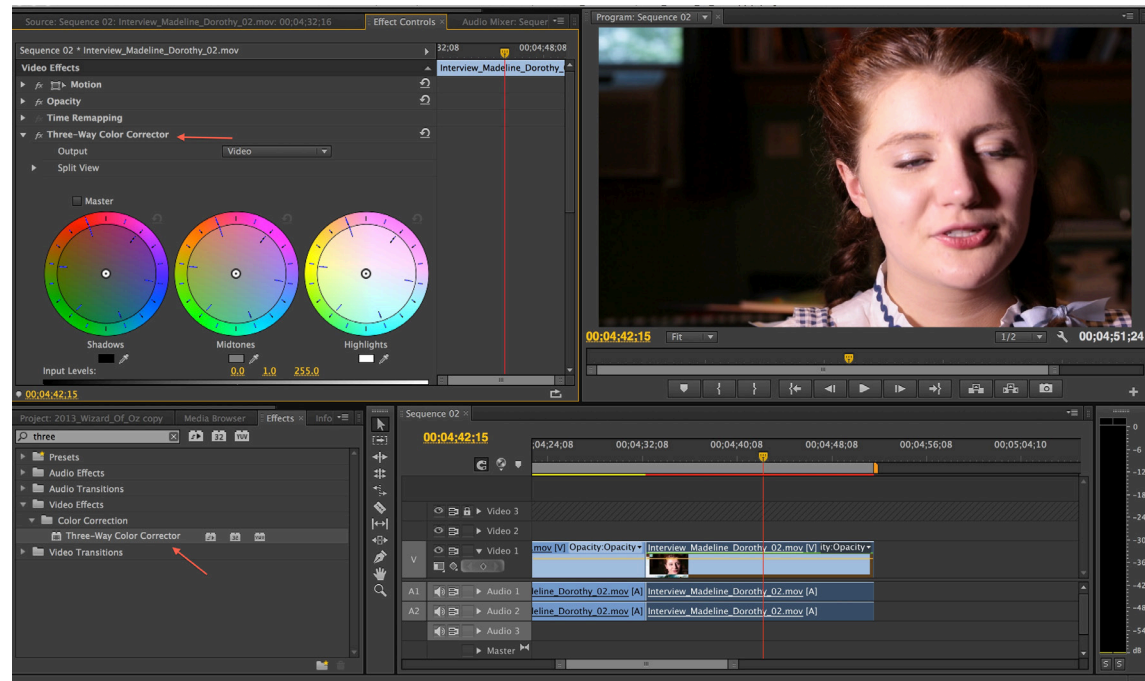
To apply any filter to a clip, simply  
drag it from the list onto the clip  
in the timeline.



A few things to note. We are in the basic video editing mode at this point.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks



You can change that if you like by going up to the top of the screen: Window>Workspace>Color Correction. This will rearrange the panels and show more controls for color correction.

But for this tutorial we will stay in this view.

If you have correctly dragged the Three-Way Color Corrector filter onto your clip in the timeline, AND if the playhead is over the clip, you will see the clip in the Program window (top right).

You MAY also see it in the Source window, top left. To view the effects, click on the Effect Controls tab at the top of the Source window.

The Three-Way Color Corrector gets its name from the fact that you can control the shadows, midtones and highlights separately. (clever).

It's a powerful tool that will allow you to adjust brightness and contrast as well as color.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

There are so many ways to color correct and adjust your image. There are books on the subject and a million resources online. Lynda.com is a great place to start, and free to Penn State Students. lynda.psu.edu and log in to get started.

It can be our one-stop shopping for much of our work. Just a few basics, then just explore and see what you can do.



We will concentrate on this top half of the corrector.

The three circles correspond to the shadow, midtone and highlights of your clip.

You can control each separately OR click on the master button and work on the entire tonal range at once. This can be useful if you have an overall colorcast to your image for example.

Typically, it's best to adjust contrast and brightness BEFORE color correcting.

Use the sliders below the wheels. Drag the black 'input' triangle to the right to add black to your image. Or, the white triangle to the left to brighten the whites. By doing both you are making the image contrastier. The middle gray arrow can be used to brighten or darken the middle range of tones

The eye droppers next to each circle can set a neutral tone for that range. Use the white eyedropper on a white piece of paper, for example, to neutralize a colorcast in the highlights.



# Editing With Adobe **Premiere Pro**

## Tips & Tricks



The top image is the original version, and too yellow. By using the controls, in this case the midtone and highlights, we corrected the colorcast. We also adjusted the 'input' levels - adding some black and contrast back into the photo after color correcting.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### • 'Pasting Attributes'

If you have multiple clips, shot under the same conditions, you don't have to tone each one separately.

Tone one clip, then select it on the timeline and 'copy' it using command-c or Edit>Copy.

Select any similar clips.

Right click, (or Control Click) and select 'Paste Attributes'

This will apply the same corrections to any and all clips you have selected.

•



Notice the changes

I adjusted the black, midtone and white triangles on the Input slider. The middle one first, opened up the shadows on her face. The black and white sliders added some contrast.

THEN I adjusted the color, first using the eyedroppers and then manually moving the center circles within each tone to remove some of the yellow and orange color cast.

Two other things to note.

The little 'fx' symbol at top left is a button. Click it to disable the filter. You can 'turn off' the three-way corrector to see where you started. Leave it off if you don't want to apply the correction.

The circular arrow at top right will reset your filter, allowing you to start over if you don't like your current results.

## Tips & Tricks

•

Is this perfect? NO. Absolutely not.

The biggest problem is that the lighting is not very good to begin with - she is backlit by a very bright doorway and the light overhead is not daylight.

Mixed lighting, backlighting, poor lighting cannot be fixed in Premiere.

When possible, look for scenes with better light. Be aware of the direction and quality as you shoot.

•



Our Original, untuned clip



After adjusting and color correcting

## Converting to B&W

Creating a Black and White clip is one of many special effects that are possible in Premiere, and one of the least offensive.

One method that works well is to use three filters in combination.

- **Black & White** - converts a clip to B&W but has no adjustments. it's an all or nothing filter.
- **Equalize** - it controls contrast and separation between tones.
- **Three-Way Color Corrector** - our old friend.

All three filters are in the Video Effects folder.

Apply all three filters by dragging them, one at a time, onto the clip you wish to convert.

Use the Equalize filter to create the right amount of contrast and separation between different shades of gray

Use the Three-Way to open up midtones, add to the black or white and fine tune the 'look' of your clip.

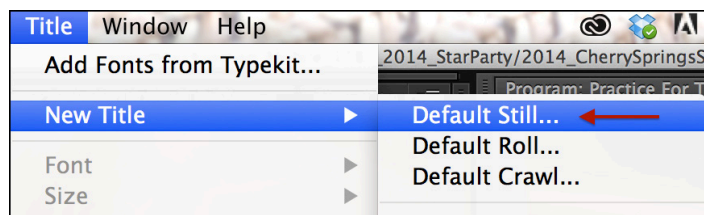
Then apply the Black and White filter

## Tips & Tricks

## Titles

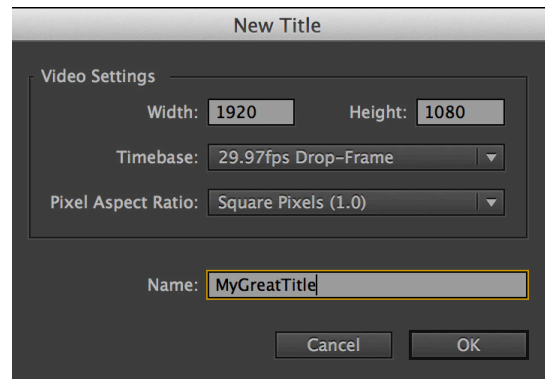
Adding type to your show is pretty easy. Premiere offers a powerful type tool. If you are interested in getting beyond the basics, you'll need to learn a program like Adobe After Effects.

The title tool is hidden at the top of the screen under the Title menu.



For a basic title, select Title>New Title>Default Still  
(Roll and crawl will create moving titles and the template is a place to start if you want something prebuilt)

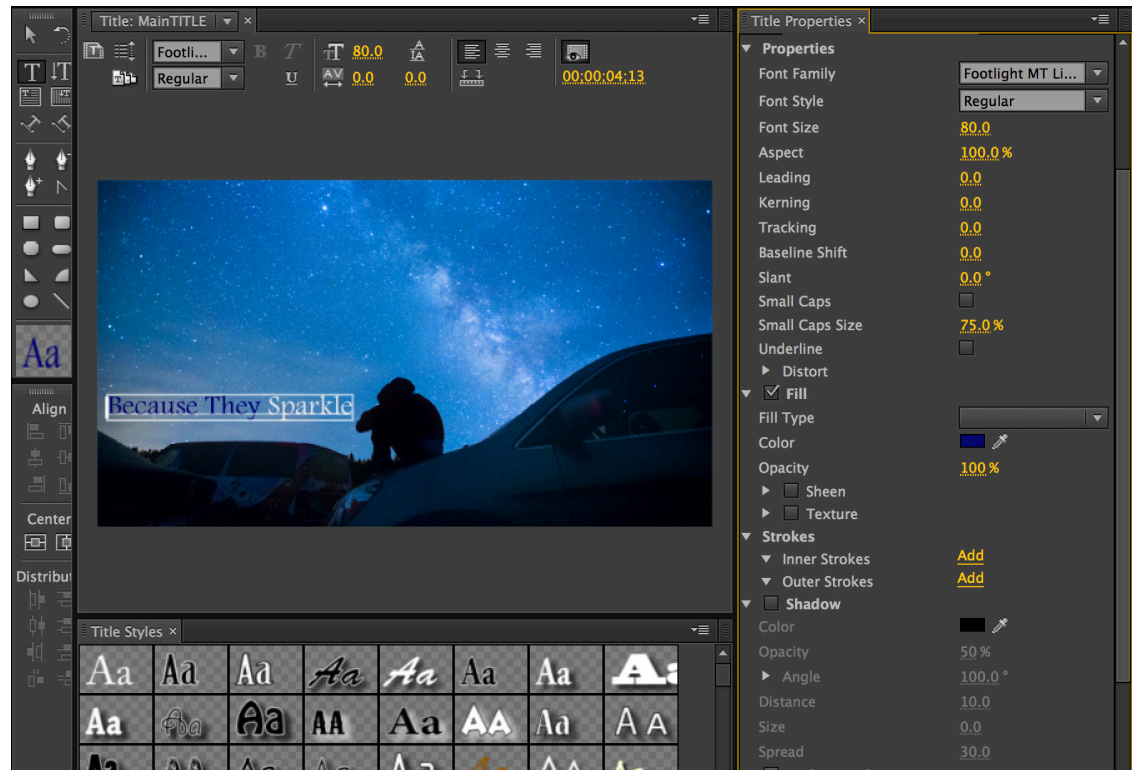
You should get this dialogue box



Name your title, so you can find it and remember it. The rest of the settings should simply match your existing project, so you can click OK and proceed.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks



This is the **Title Window**

It is full of tools for creating your titles, lower thirds, etc.

When you finish working on a title, just click the red button to close the window (top left). Your title will automatically be saved into your Project Folder.

NOTE: If you have selected a folder within your Project Folder, and then create a Title, it will be saved into that folder. (I have misplaced many a title this way)

After saving your title, drag it onto your timeline and place it on a track above your video.

### **A few basics:**

You can see the image behind your title by positioning the playhead on the timeline. If you find this distracting, click the little 'eye' icon at the top and the background video will be hidden.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

The two rectangles displayed inside the window are guides. For TV some information can be cropped off your image. So it is safest to keep your titles inside the boxes. On the web this isn't as important since we see the entire video. But it's probably a good rule to at least stay within the second box and not let your type go right to the edge.

Use the tools at the left for creating shapes as well as type. The T tool for type, the arrow tool for moving your type around.

On the far right is a long list of attributes you can change - color, size, spacing, etc.

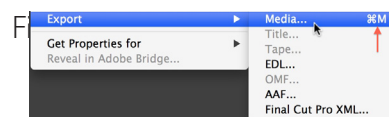
At the bottom are some preset effects - drop shadows, glow, colors.

LESS IS MORE. Don't go overboard with gimmicks.

Once you've finished a title, drag it from the Projects folder onto the top video layer of your timeline. To make changes, double click on the clip and reopen the Title editing window.

## Exporting

The last step is to export your video. Creating a playable movie file for all the world to see.



The export window is big and complicated. There are MANY options for exporting your video and the settings depend on what you need.

Are you creating a high quality archive for your files?

Do you need to post to a specific site such as YouTube, Vimeo or our Commedia web-



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

- A common mistake when exporting is to forget about clips you've left at the end of a timeline. Maybe you dragged them there 'just in case'.

Those 'orphaned' clips will make your export time very long, and create much embarrassment when you play back your piece and odd clips appear after the show is supposed to end. Setting a work area guarantees only what you want is exported

- 
- A work area can also be used when rendering. If you need to render a piece of your project, set the work area. This will allow you to render more quickly, by only rendering what you need at the moment.

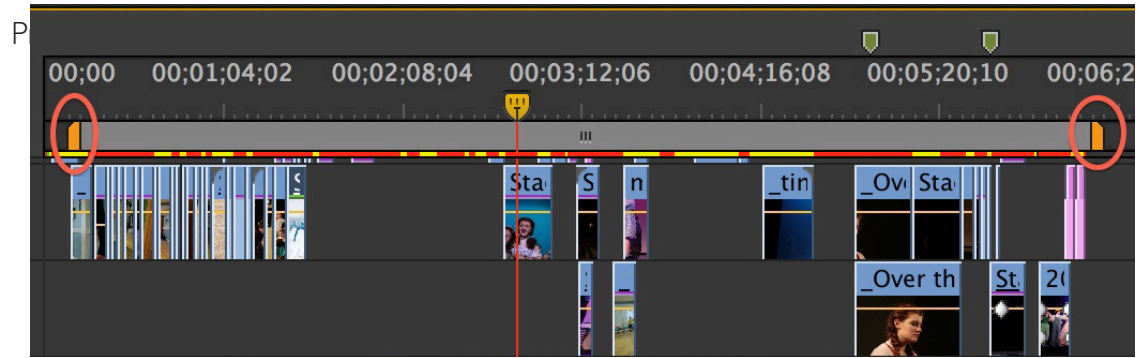
site?

Is it for broadcast on television?

Do you have a client with a specific need?

All of these will influence how you export your video.

Step one is deciding what to export. Do you want to export everything on the timeline, or just part of a project.



By dragging the yellow tabs you can select part of your timeline. This can be useful if you want to export a test of your project, or to just make sure you're only exporting the right part of the timeline.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

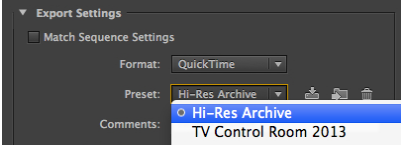
Export settings specific to the workflow in the classroom.

### FOR COMM 481

Export your video TWICE  
Once for showing in class and  
once for posting to Commedia

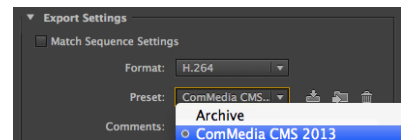
#### 1. FOR CLASS

Use Quicktime  
Select 'Hi-Res Archive'  
preset



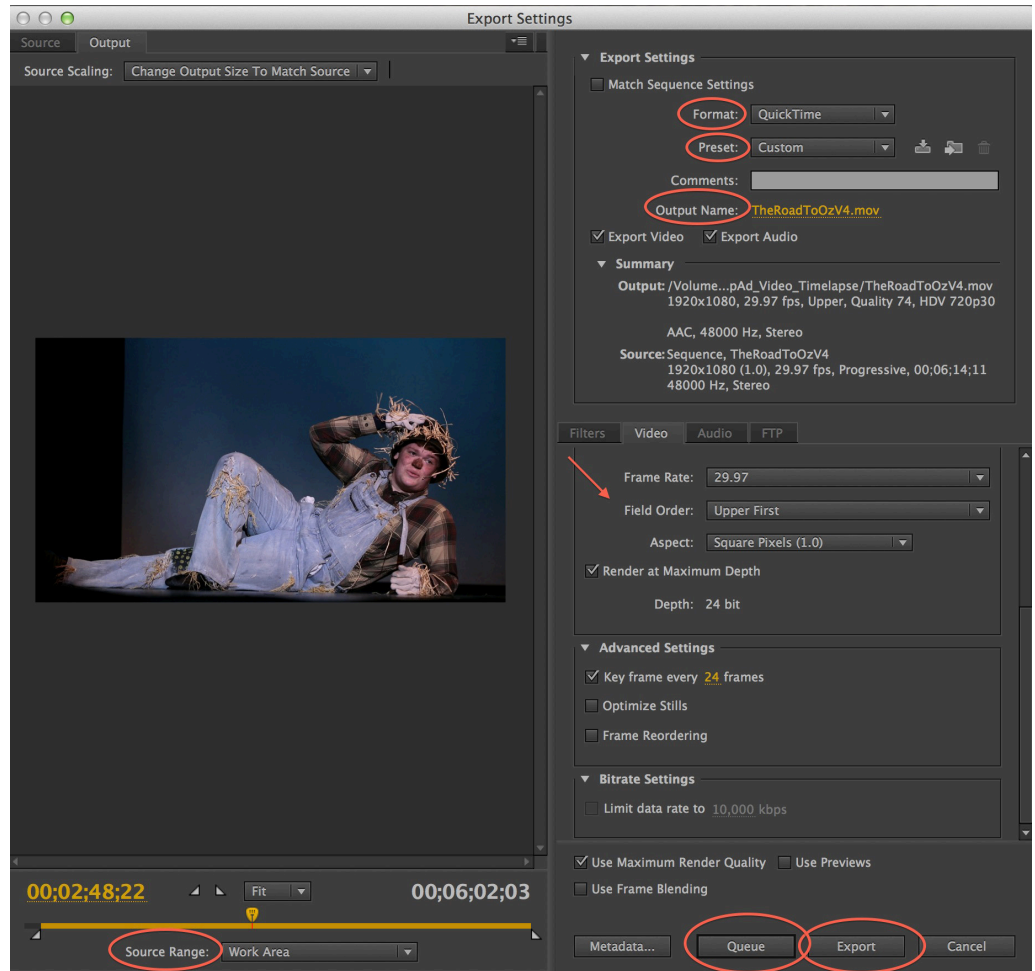
#### 2. For Commedia:

Use h.264  
Select ComMedia Preset



Other Export presets:  
Select H.264

**Vimeo** - specific for posting to  
Vimeo or YouTube



**Source Range:** Work area will export what you have designated. Other option includes Entire Sequence to simply export the whole timeline.

**Output Name:** Click to rename and set a destination for your video file. IF you're organized, you'll have an 'output' folder; in your project folder. Save your finished video there and you and your teacher can find it!

**Format & Preset:** Establishes the the file type for your exported movie. For Penn State Communication students, use one of the presets we've created, depending on your need:

**ComMedia CMS 2013** – for posting to the Commedia website



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

**Hi-Res Archive** – a high quality version for Comm 481 classes

**TVControlRoom** – specific to the needs in the Innovation Park control room

**Vimeo/YouTube** – an HD setting suitable for online services.

**Video Codec and Basic Video Settings:** If you want to change the presets, adjust settings here.

**Queue vs. Export** To start the export process, select either Queue or Export.

Export will start exporting immediately, using Premiere. This means you won't be able to do anything else in Premiere until exporting is complete.

Queue will open Adobe Media Encoder, a separate program. You can load up multiple exports (for example, you want a highest quality version for yourself, and a lower quality version for YouTube). You can then start Media Encoder and continue working in Premiere.

When it's finished exporting, watch it!! Make sure there are no mistakes including, but not limited to:

- typos
- dropped audio
- gaps between clips
- uneven audio
- bad edits
- bad color/toning
- extra clips at the end
- missing lower thirds
- missing titles
- missing credit
- things you don't like

Go back, fix them, reexport, and watch it again.

When it's perfect, you're done!!

## Tips & Tricks

## ADVANCED AUDIO

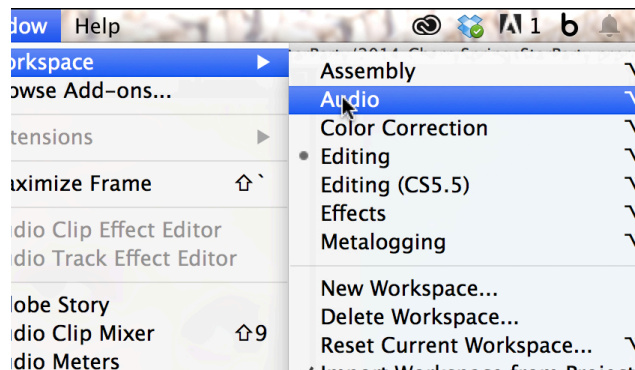
### Live Adjustments

You can adjust audio 'live', adding fades and adjusting levels while the track is playing. (And then fine tune it afterwards)

For the track you wish to adjust, select "Show Track Keyframe"



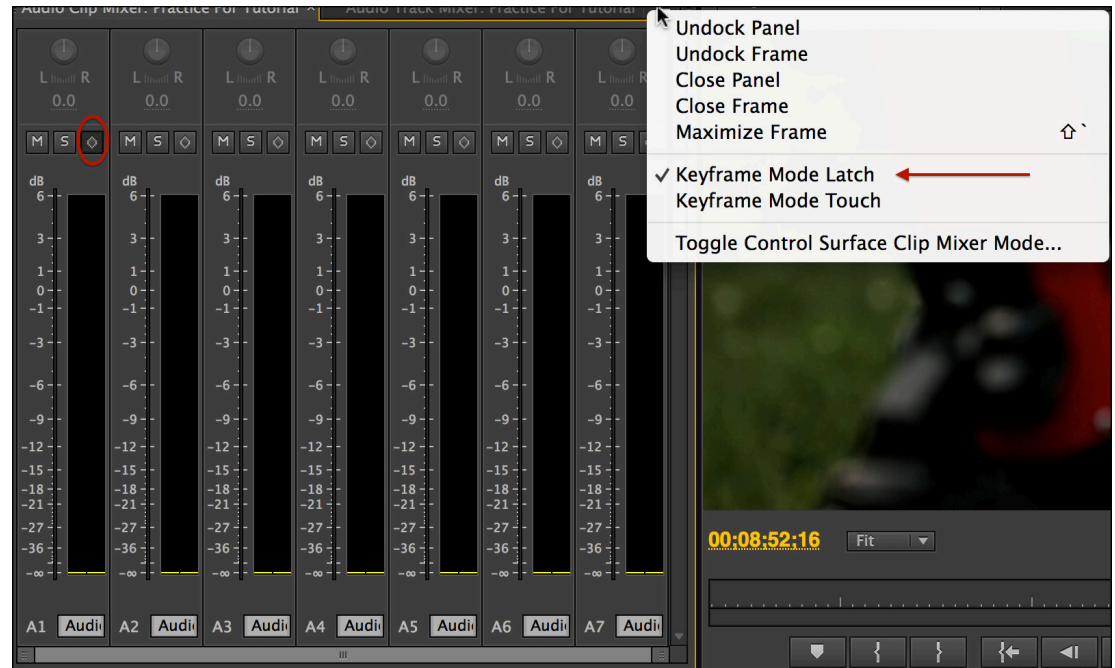
Change your Workspace to Audio:  
Window>Workspace>Audio



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

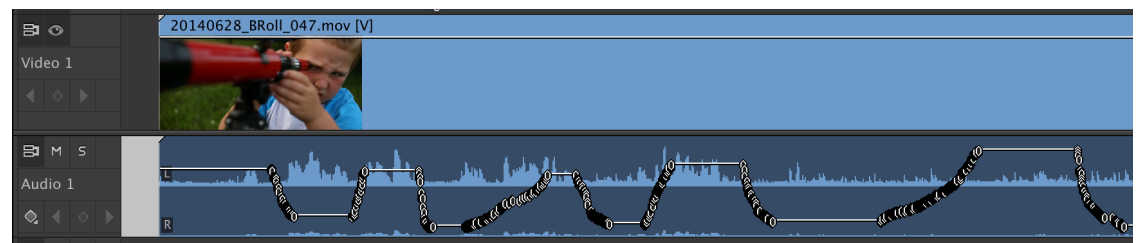
In the Audio workspace, make sure it is set to Keyframe Mode Latch, then select the 'write keyframes' button. While playing the track, use the volume control slider to adjust the audio 'on the fly'.



The adjustments you are making this way are applied to the track NOT to the audio itself.

If you decide to change audio (for example, it's a music track and you decide to substitute a different piece of music) the fades and adjustments will remain attached to the track.

When you stop the track, you will see that keyframes have been generated to match the changes you made.



Each keyframe can be manually adjusted or deleted to tweak what you've done.

To **delete multiple** keyframes (or all the keyframes and 'undo' what you've done) use the Pen tool to click and drag and select a range of keyframes. Then hit delete.

## Tips & Tricks

## Sizing Video & Stills

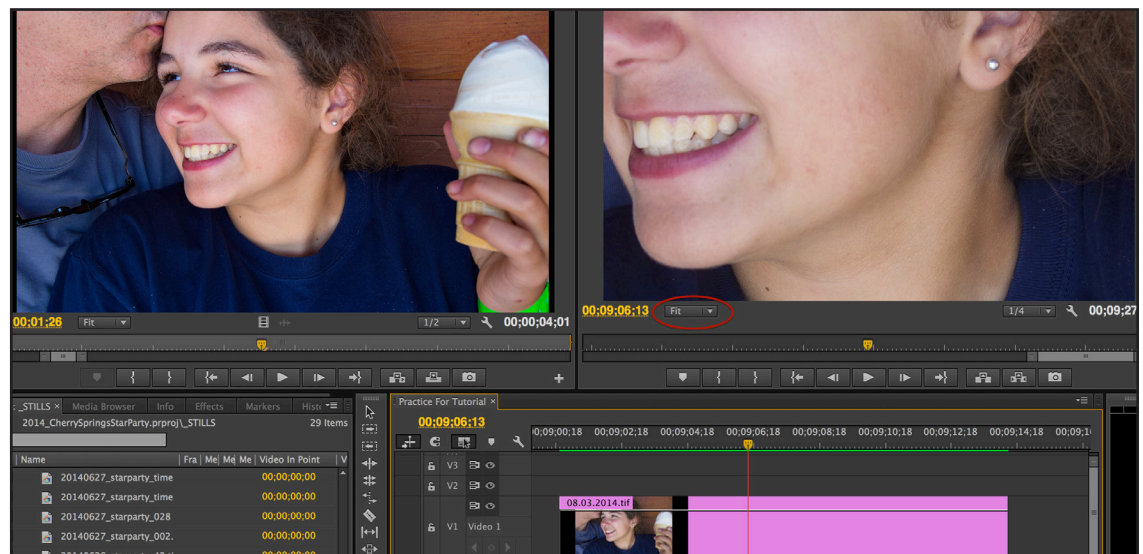
Sometimes it is necessary to change the size of your video or photographs.

Remember that your timeline is set up for a particular size – usually 1920 pixels x 1080 pixels.

If you import a high resolution still photo it will look cropped on the timeline and need to be resized.

You may also want to crop a video clip, or resize it for another reason.

The technique is the same for stills & video



In this example, I imported a photo, 09.29.2013.tif. You can see the whole image in the Source window on the left.

Placed on the timeline, it doesn't fit. The high resolution image has many more pixels than the 1920x1080 timeline.

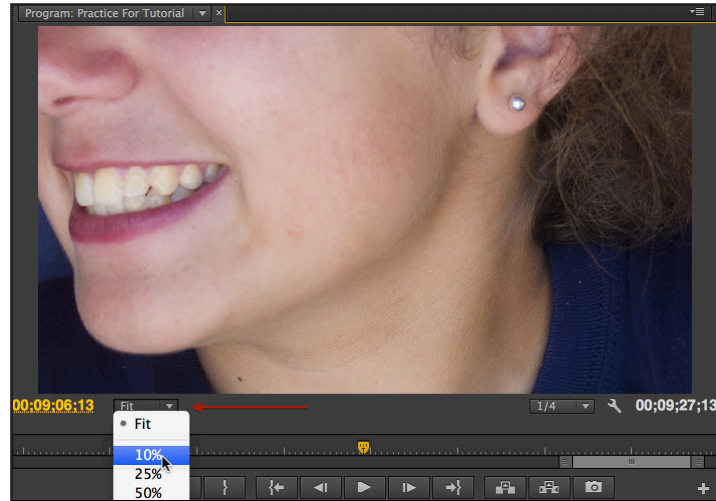
Notice the 'fit' button in the program window. This sets the window to fit the screen NOT the image itself.

We want to resize the image to fit the timeline.

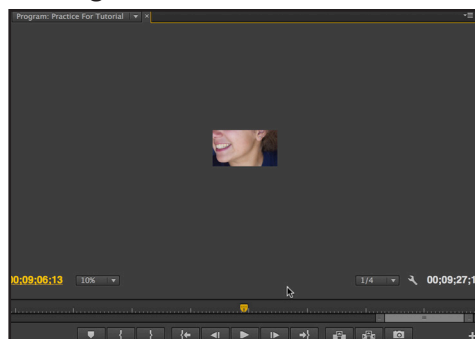
# Editing With Adobe **Premiere Pro**

## Tips & Tricks

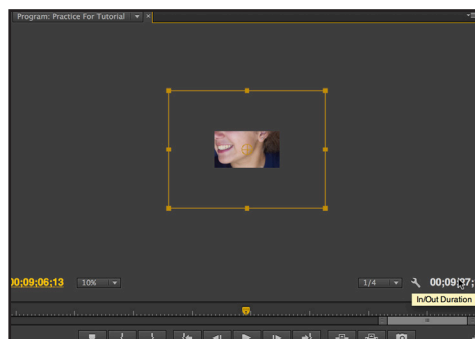
We want to resize the window so we can see the boundary of the entire image.



Click the 'Fit' button and change it to 10%



Double click on the image



click and drag a corner of the white box to resize your image

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

MOST photos are a different shape than our video. You'll probably need to crop a little off the top or bottom.

Don't show the black around the photo in the video window. We don't want distracting black borders showing up in our video.

Drag the white cropping tool just to the edge of the video window.

Re-select 'Fit' to make the video window big again.

Voila, you're done!

