

# ADOBE PREMIERE PRO BASICS

## Part 1: STORING & ORGANIZING MEDIA

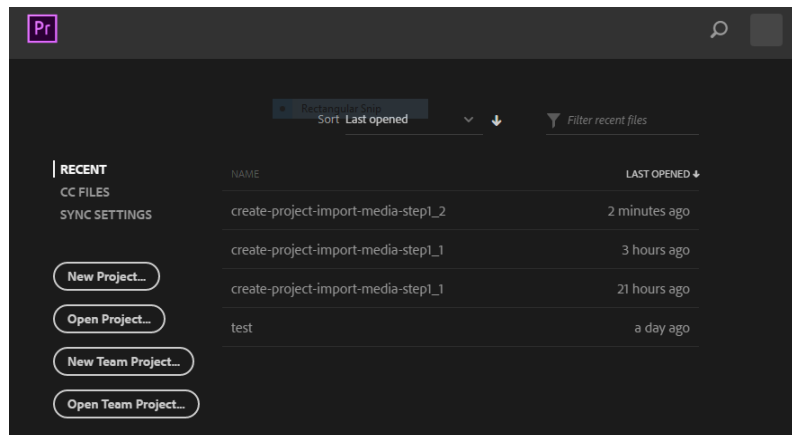
Create a folder on your computer or external hard drive to store all the media you will be using for your project. If you are working on a computer in the CCA Video/Film classroom, the best place to create this folder is the Local Share drive, which you will find on the computer's desktop.

Insert your SD card (or whatever device your media was recorded to) and copy all files needed to the new folder you created. It's recommended to create subfolders within this main folder to help keep your media as organized as possible (e.g. separate subfolders for Video, Audio, Music, etc.).

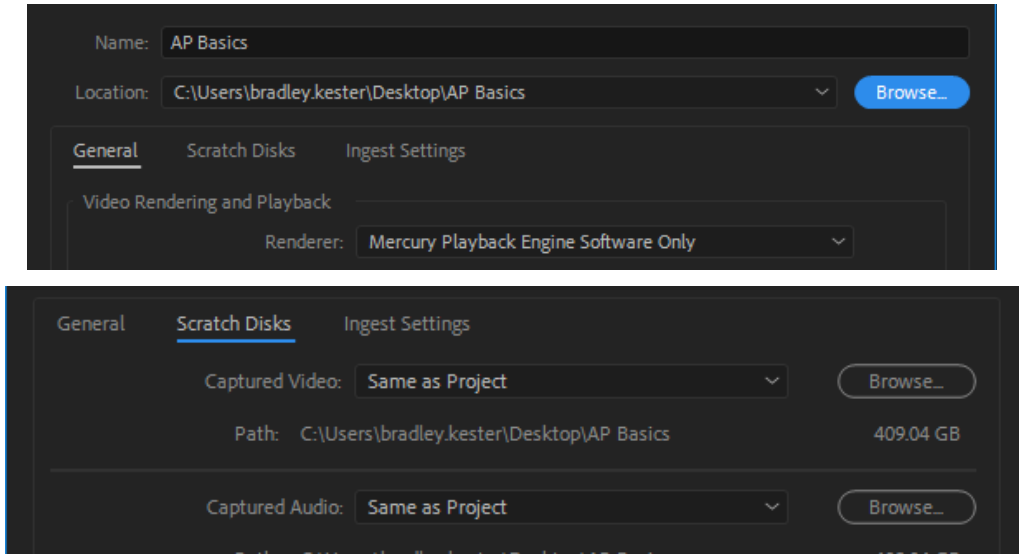
Once your files have transferred to your computer or external hard drive, you can eject the SD card and remove it from your computer.

## Part 2: STARTING A PROJECT

From the Windows Start menu, open Adobe Premiere Pro. A box will appear giving you the option to start a new project or open an existing one. Select the option that fits your needs.



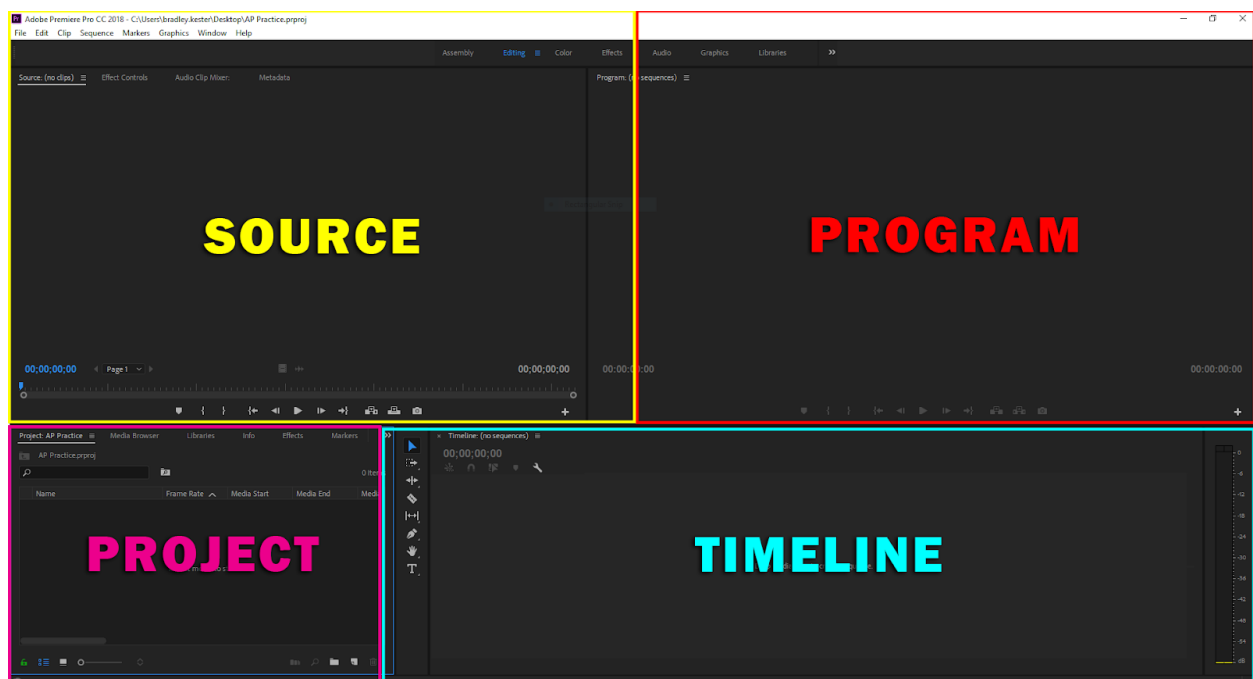
Next, you will be prompted to choose where to save your project. Give it a name (e.g. AP Basics), then click the *Browse* button to save it in the folder you created during Part 1. Before you hit *OK*, click the *Scratch Disks* tab to make sure all the dropdown options are set to "Same As Project". Then hit *OK* to proceed.



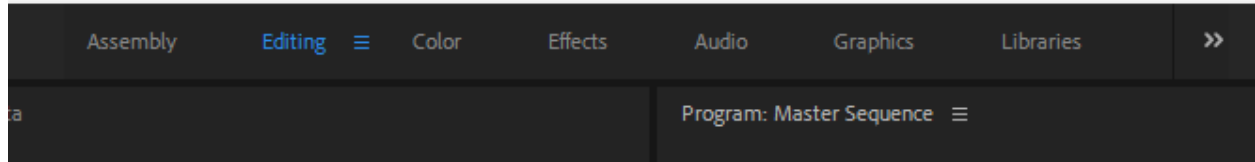
## Part 3: WORKSPACE OVERVIEW

In the default *Editing* workspace, there are four main panels:

- **Project Panel:** Where your imported media files are stored and organized (video, audio, music, graphics/text, sequences, and other media).
- **Timeline Panel:** Where you build and edit all the different clips that make up your movie from start to finish; a timeline is also referred to as a “Sequence”
- **Program Panel:** Shows what you’ve edited in the timeline
- **Source Panel:** Allows you to preview raw video, audio, and other media clips before adding them to the timeline



If your workspace looks different than the picture above, check toward the top of the screen to make sure you're in *Editing* mode. If it still doesn't look right, or if you accidentally close a panel, right click the three-line icon next to the *Editing* tab and select *Reset to Saved Layout*.

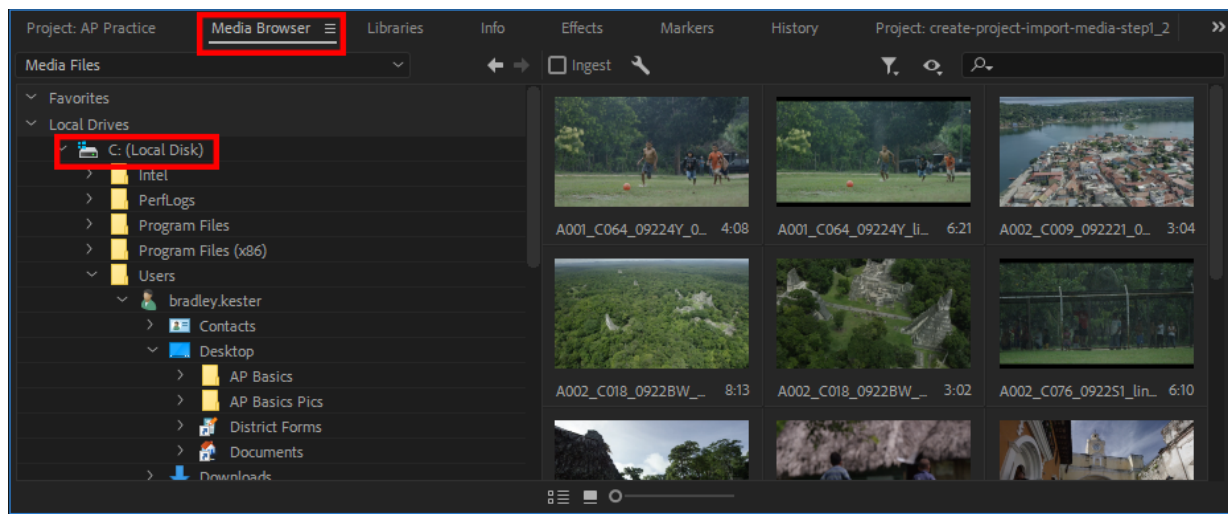


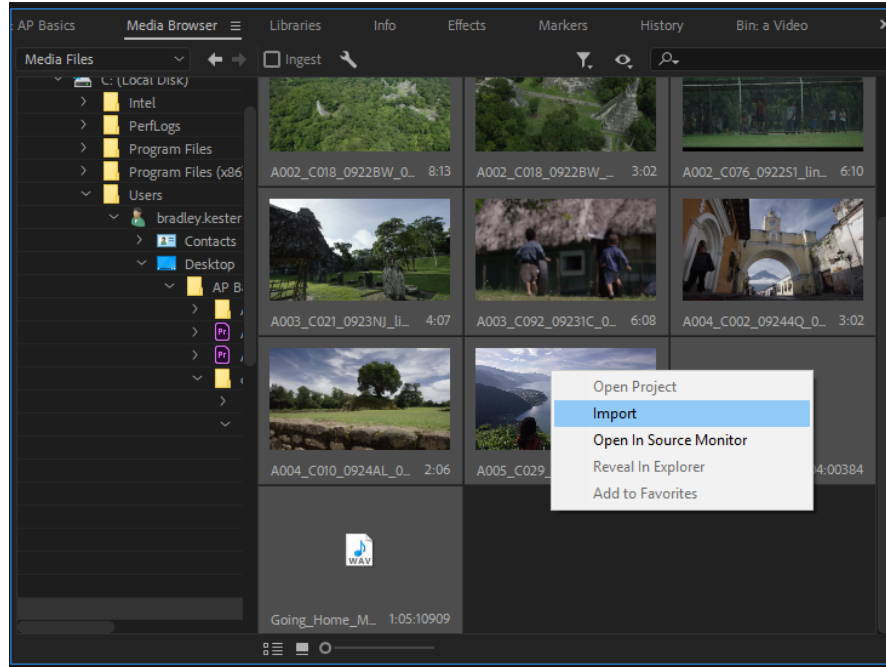
## Part 4: IMPORTING MEDIA

### Method 1: Media Browser

In the *Project* panel, select the *Media Browser* tab.

A column on the left side of the panel will allow you to navigate through the different hard drive disks connected to your computer. Locate the disk and folder(s) associated with your project. Next, highlight the clip(s) you want to import, then right-click and select *Import* from the popup box. A progress bar will appear, indicating that importing has begun.

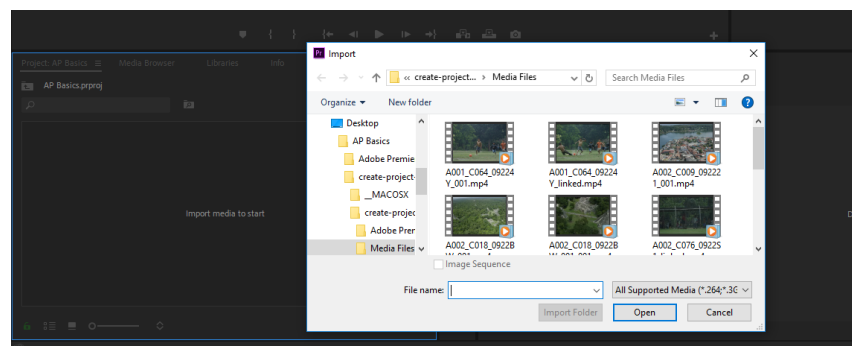




You can import multiple clips at once by holding SHIFT while clicking to select a range of clips, or by holding CTRL while clicking to select/deselect individual clips.

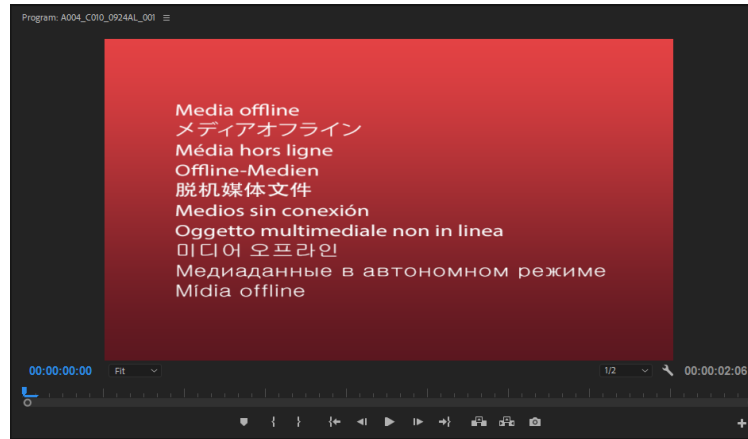
### Method 2: Double Click

You can also import clips simply by double-clicking an empty area in the *Project* panel. A new Window will open allowing you to select and import the media files you want. This method is sometimes easier for importing a small number of files, like a music clip or a still image.



### IMPORTANT: Avoiding Offline Media

Whichever importing method you choose, it's very important the files are imported from a destination folder that won't get moved or deleted during the editing process, otherwise your media will become disconnected or "offline". For example, if you were to import clips directly from an SD card (rather than copying them to the computer's hard drive as in Step 1), you will only be able to access those clips when the SD card is connected. When the SD card is removed from the computer, your clips would be replaced in Premiere by a red "Media Offline" screen. This is one reason why editing directly from an SD card is not recommended.

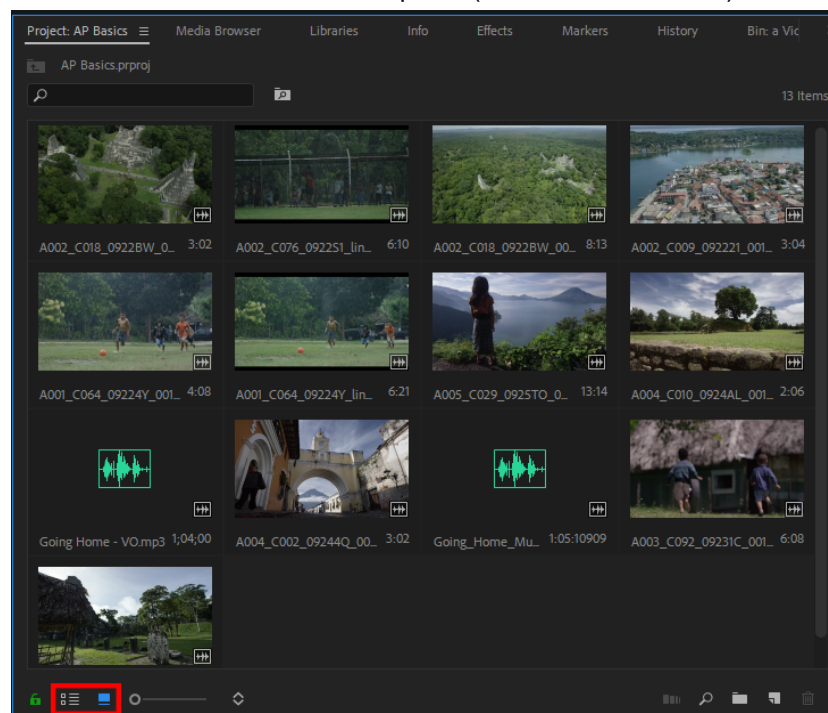


You should also avoid moving clips to different folders once they've been imported as that may also cause your media to go offline.

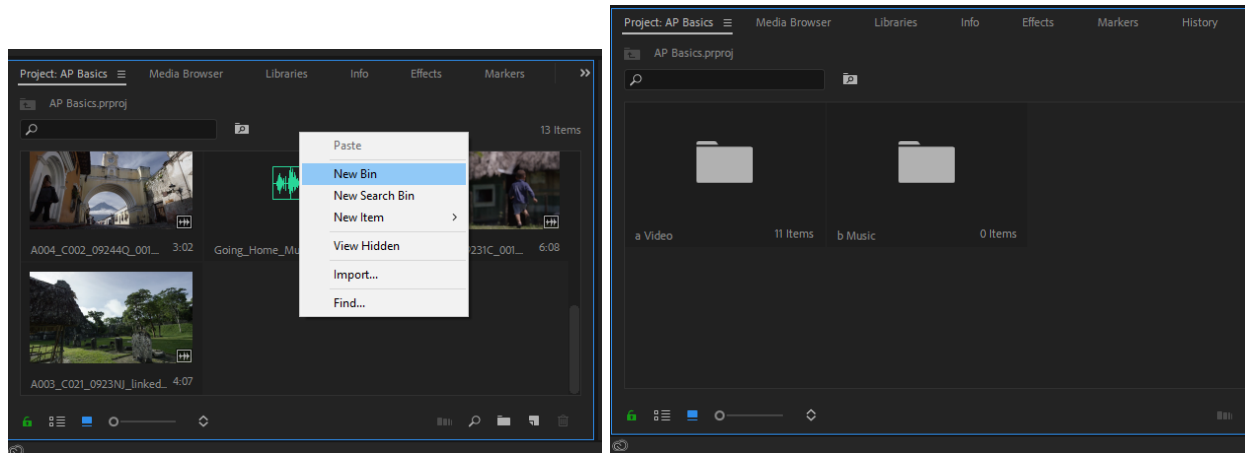
To find out how to reconnect clips that have gone offline, see Part 7: Relinking Offline Media.

## Organizing

When importing is done, your clips can be found by navigating back to the *Project* tab where you can organize them and start editing. You can choose to display them in *List View* or *Thumbnail View* by toggling the buttons in the lower left corner of the panel (outlined in red below).



Use “bins” to keep your different media files as organized as possible. Create a new bin by right-clicking an empty space in the *Project* panel, then selecting *New Bin* in the popup box. You can rename a clip, bin, or other item in the panel by selecting the file, then clicking once over the label.

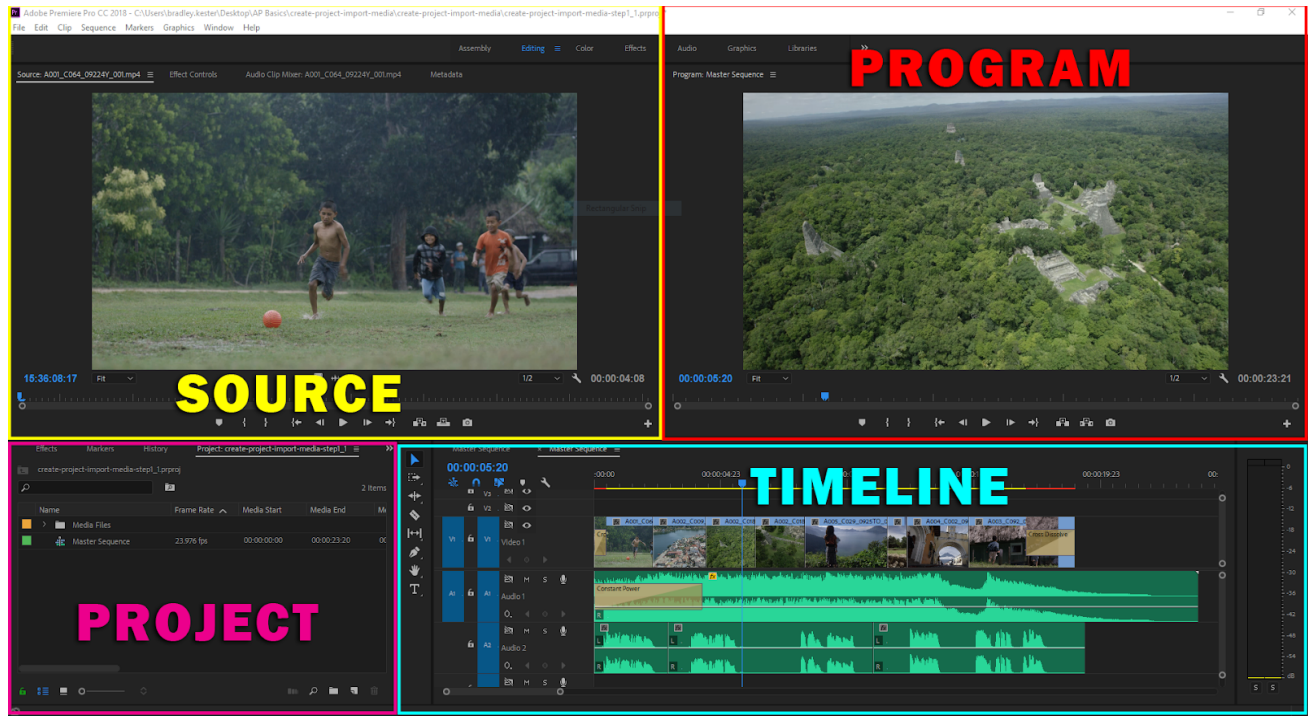


## Part 5: BASIC EDITING FUNCTIONS

As described in Part 3: Workspace Overview, the basic *Editing* workspace layout consists of four main panels:

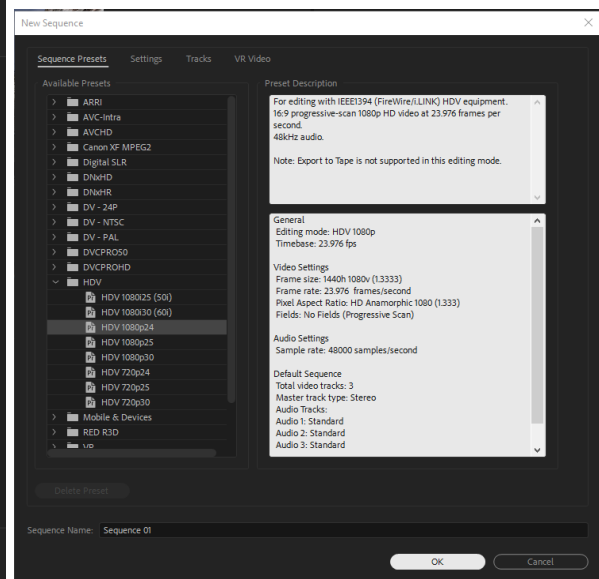
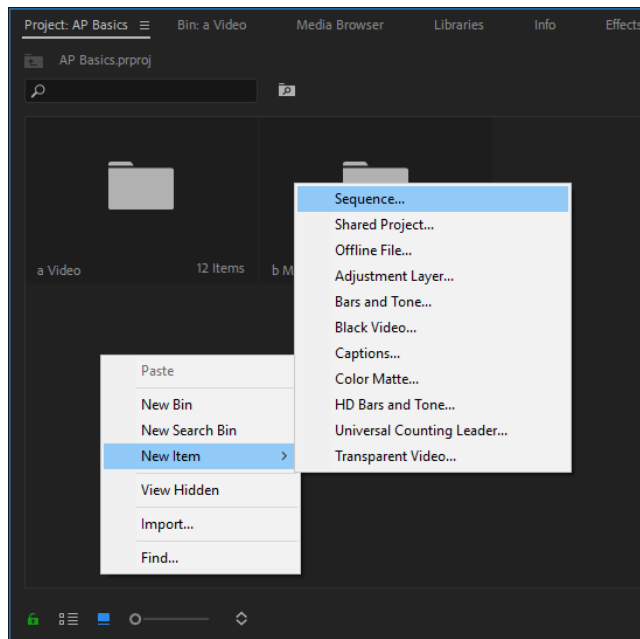
- **Project Panel:** Where your imported media files are stored and organized (video, audio, music, graphics/text, sequences, and other media).
- **Timeline Panel:** Where you build and edit all the different clips that make up your movie from start to finish; a timeline is also referred to as a “Sequence”
- **Program Panel:** Shows what you’ve edited in the timeline
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If your workspace layout doesn’t look right, refer to the troubleshooting tip in Part 3.



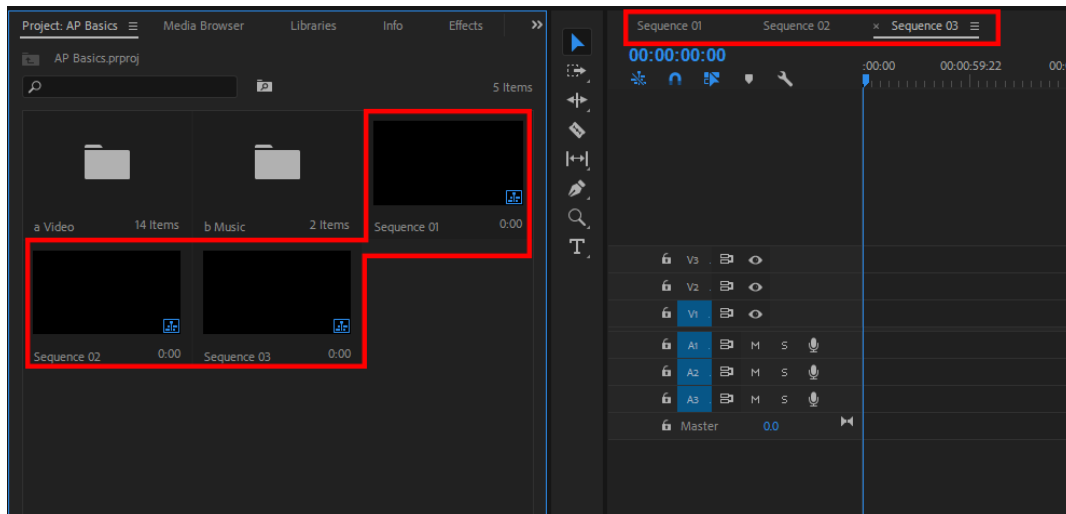
## New Sequence

To begin editing your clips in the *Timeline* panel, you must first create a “sequence” which is essentially a workspace within the *Timeline* where you can move around clips to make an edited movie. To create a sequence, right click an empty space in the *Project* panel and choose *New Item > Sequence*.

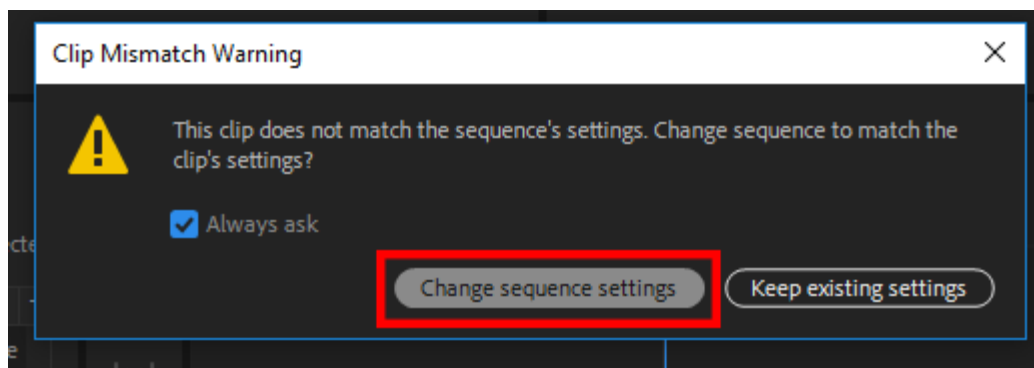


A new window will appear with many different sequence preset options to choose from. Premiere Pro will automatically match the correct settings for your video clips in a later step, so you don't need to worry about picking the right one at this stage. Just hit *OK*.

The new sequence will appear as a file in the *Project* panel and as a corresponding tab in the *Timeline* panel. If your sequence does not appear as a tab, double-click the sequence file in the *Project* panel. You can have unlimited tabs/sequences in a project which can be helpful for creating multiple drafts or breaking a long project into smaller sections.



Drag a video clip and drop it into a new sequence. A popup box will likely appear with a “Clip Mismatch Warning” message.



It's very important that your timeline settings, or “sequence” settings, match the settings of your video clip, otherwise you could experience a range of problems during the editing and exporting process. For proper setup, **always choose “Change sequence settings”**.

**Note that this prompt only appears with the first video clip added to a timeline. If you do not set it up properly at the start of a project and continue working in a timeline with mismatched settings, you may have to redo some of your editing work later in a new timeline.**

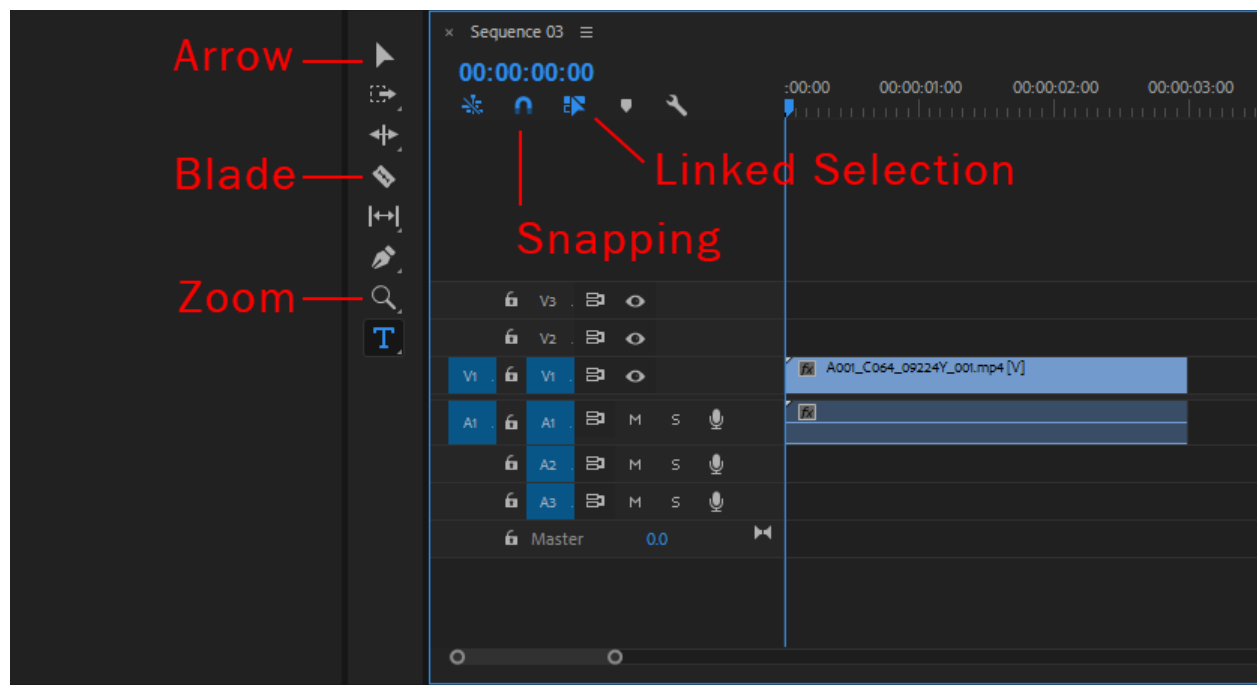
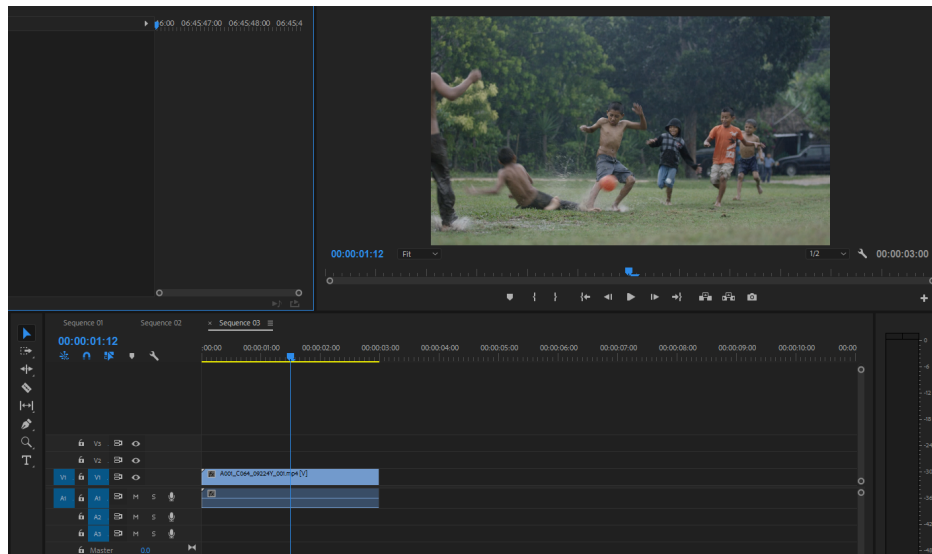


Also note that this prompt will not appear when adding an audio or music clip, even if it's the very first clip added. The prompt will only appear if you drop in a video clip first.

## Working In The Timeline

Continue dragging clips from the *Project* panel to the *Timeline* panel to build your sequence. The *Program* panel displays the video clips you add and any edits you make.

Clips in the *Timeline* will appear with the video and audio linked together — the video will be on an upper “track” (V1, V2, V3...) and the audio on a lower track (A1, A2, A3...). You can scrub through the clip by dragging the thin blue line, or “playhead”, through the *Timeline*.



The **Tool panel** on the left side of the *Timeline* gives you an assortment of tools to manipulate your clips. Most tools have a corresponding keyboard command, or “shortcuts”, that can really speed up the workflow when utilized.

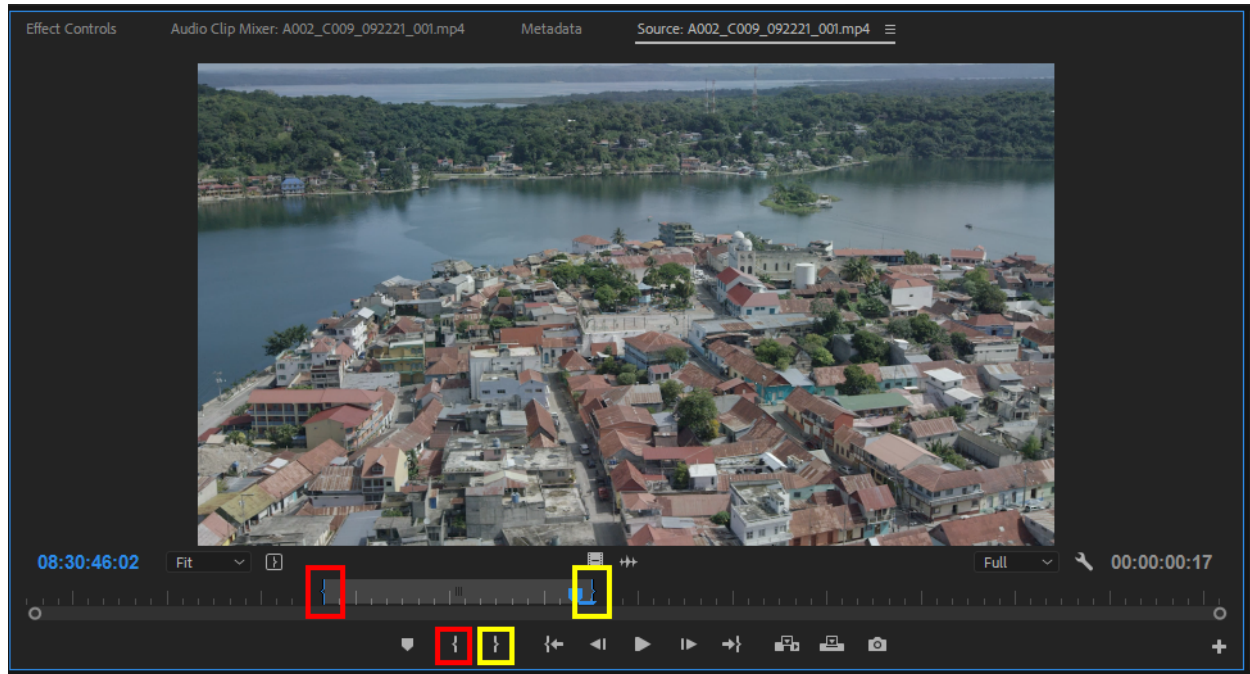
Below are some frequently used editing functions and their keyboard shortcuts:

- **Delete Clip (Backspace):** With a clip selected, hit *Backspace* on your keyboard
- **Snapping (S):** “Magnetizes” clips together when one edge is dragged near another clip or playhead
- **Linked Selection (Alt + Click):** *Turn off* to separate audio from video so you can move or delete them independently; *Turn on* if you want to select them as a set
- **Selection Tool (V):** (Default arrow) Makes selections, moves clips around
- **Trimming:** With the selection tool active, you can trim a clip by dragging the edges in to make the clip shorter, or dragging them back out to return to its full length
- **Blade Tool (C):** Splits a clip into separate clips, makes cuts anywhere you select
- **Zoom Tool (Z or +/- keys):** Zooms in and out of the timeline
- **Play/Pause (Space Bar or K):** Plays clips in the *Timeline/Program* panels, or the *Source* panel if it's selected
- **Fast Forward (L):** Plays the clips faster and faster the more you press L key
- **Forward 1 Frame (Arrow Right):** Moves playhead forward 1 frame at a time
- **Reverse (J):** Plays the clip in reverse faster and faster the more you press J key
- **Reverse 1 Frame (Arrow Left):** Moves the playhead backward 1 frame at a time
- **Copy (Ctrl + C):** Copies a media clip, sequence, or bin
- **Paste (Ctrl + V):** Pastes a copied media clip, sequence, or bin
- **Save (Ctrl + S):** Updates saved project file (do this often!)

## Source Panel

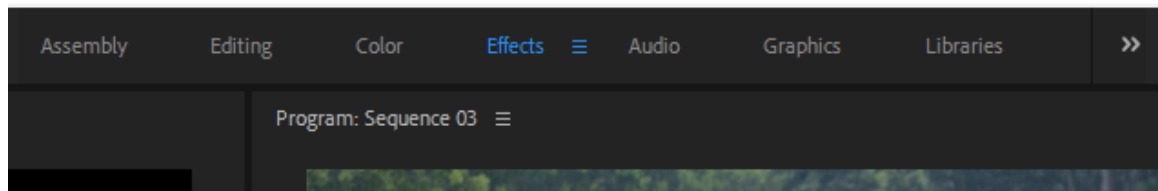
Double-click a clip to view it in the *Source* panel. This will display your raw media as you recorded it, allowing you to view a clip before adding it to your edit.

Use the *Mark In* and *Mark Out* buttons (or “I” and “O” on the keyboard) to select where you want the clip to start and end. With the “in point” and “out point” set, click and drag your clip from the *Source* panel to the *Timeline*. Only the portion of the clip you selected will be added to the sequence.

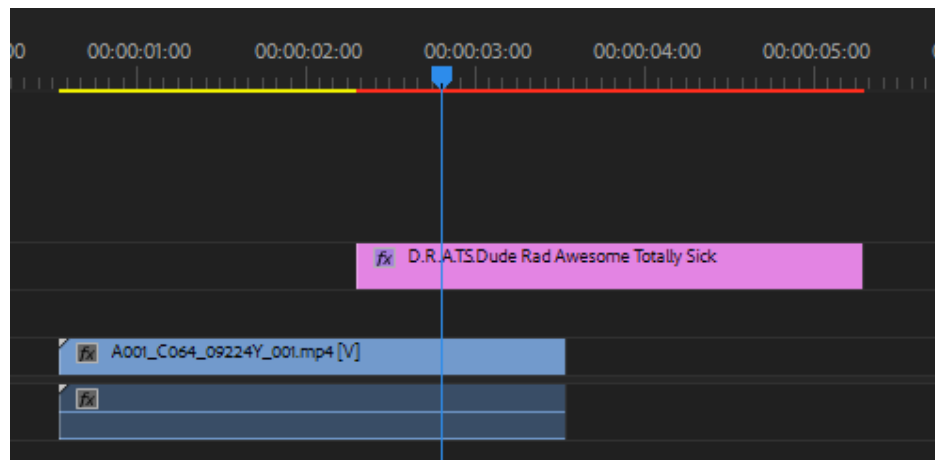


## Adding Text

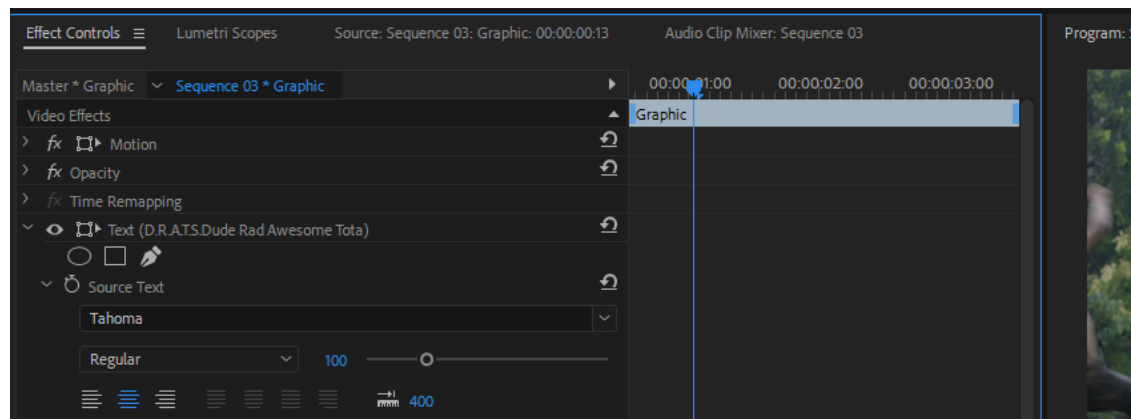
To add text, first click the *Effects* tab at the top of the screen to change to the *Effects* workspace.



Next, select the *Type Tool* from the *Tool* panel. Then simply click in the *Program* panel where you'd like to add a title. A new text box will appear allowing you to type. Notice that a new text clip has been added in the sequence.

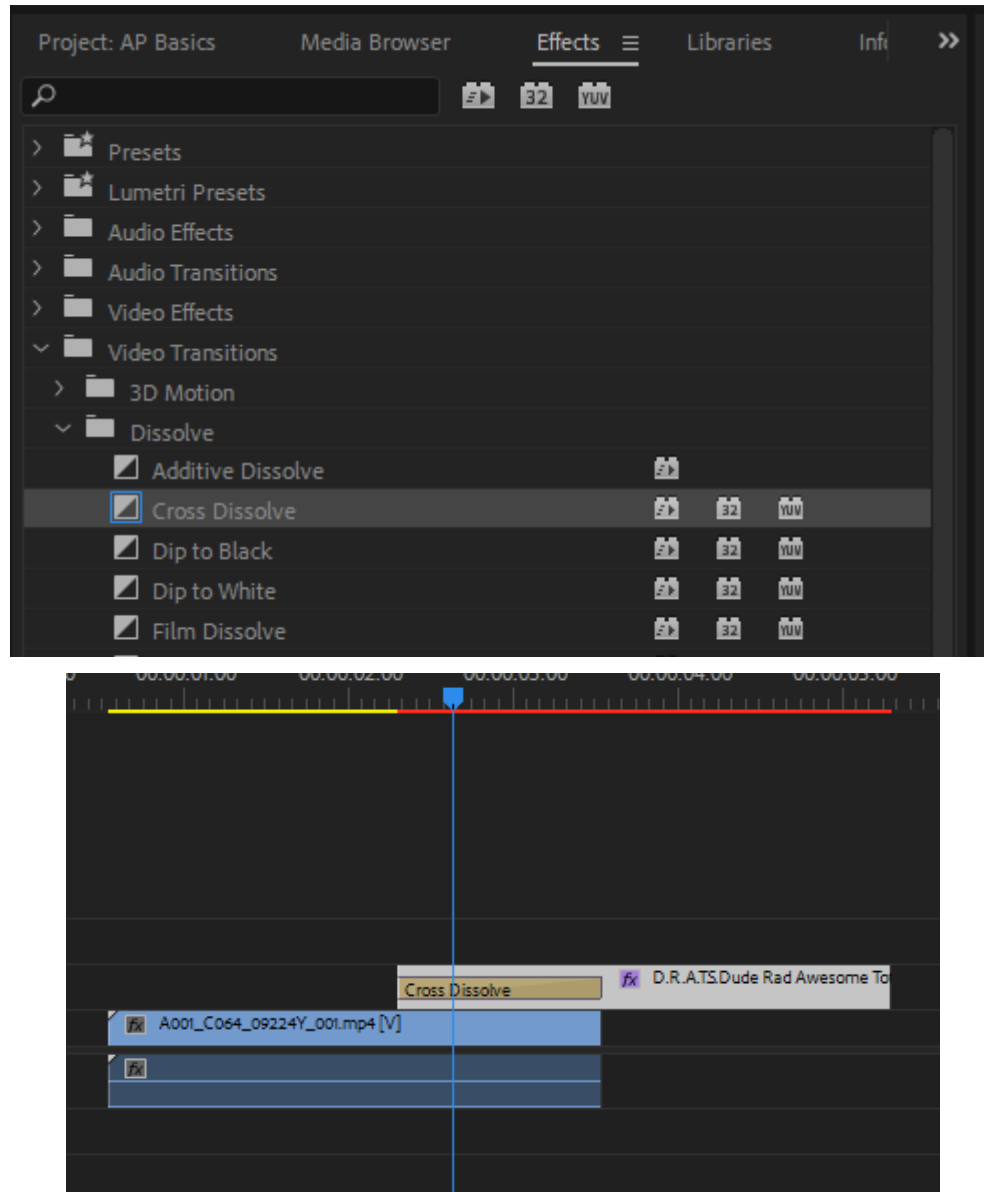


You can change the font, size, and other formatting in the *Effects* panel to the left (where the *Source* panel typically appears in the *Editing* workspace).



## Adding Transitions

Toggle back to the *Editing* workspace. Then, in the *Project* panel, select the *Effects* tab, twirl down the Video Transitions until you find the Cross Dissolve. Drag the Cross Dissolve to your sequence and drop it on the beginning or end of a clip. This will create a “fade-in” effect.





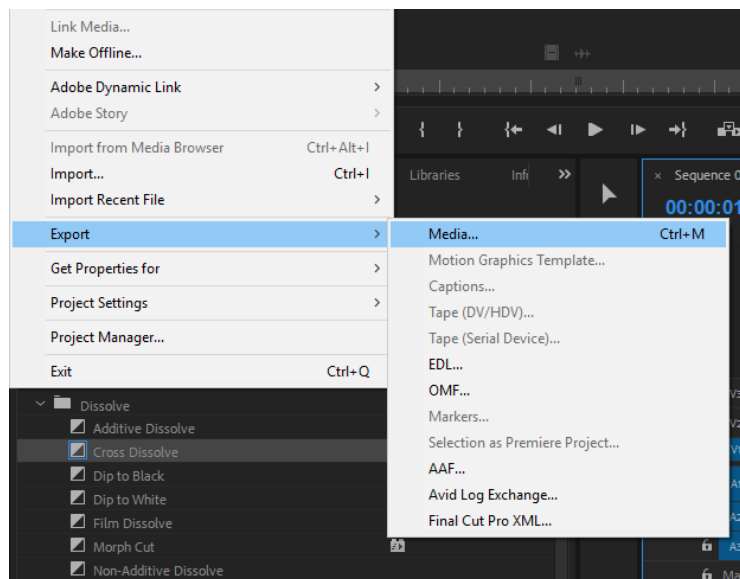
Try out other transitions but don't get carried away, they generally work best in moderation.

## Part 6: EXPORTING

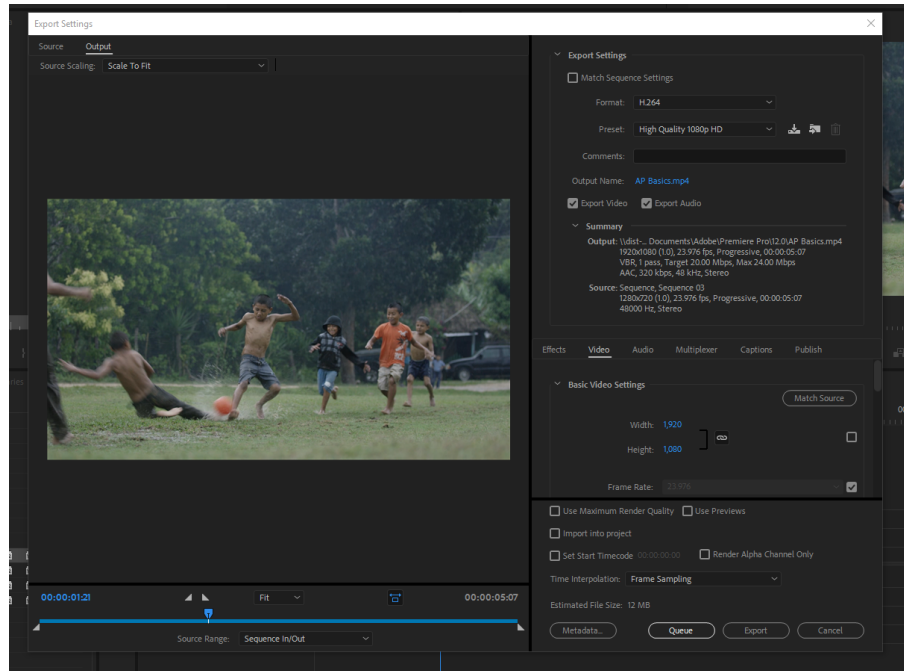
Before you export, first save your work (Ctrl + S).

Next, watch your whole movie from start to finish to ensure everything looks how you intended. Delete any stray clips hidden at the end of the sequence. If everything looks good, you're ready to export.

At the top toolbar, select *File > Export > Media*. If the options are greyed out, click anywhere on the *Timeline* to activate that panel then try again (a blue outline will let you know which panel is active).



A new window will open allowing you to choose your export settings.



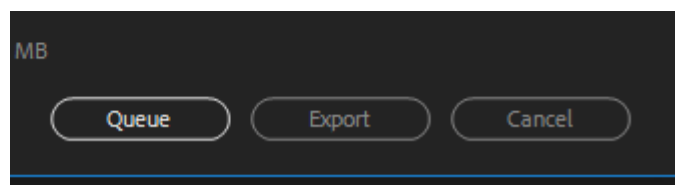
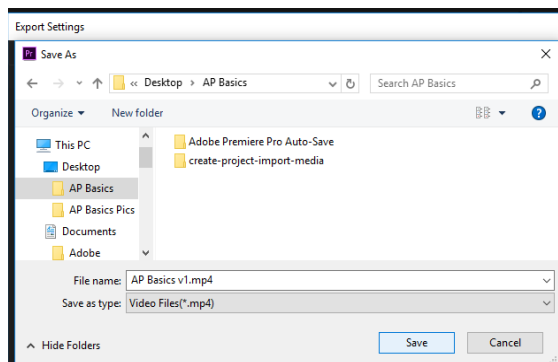
Choose the following settings:

- Format: H.264
- Preset: High Quality 1080p HD

Click on the blue letters next to “Output Source” to name the video file and choose the folder it will be exported to. Select the folder you created in Part 1.

Because it's common to export multiple drafts of a project, it's a good idea to label each version as you export (i.e. AP Basics v1, AP Basics v2, etc.). Labeling something as “final” is a bad idea as it can cause confusion later if you have to make changes (you don't want to end up with “final-final” or “the REAL final” or something similar).

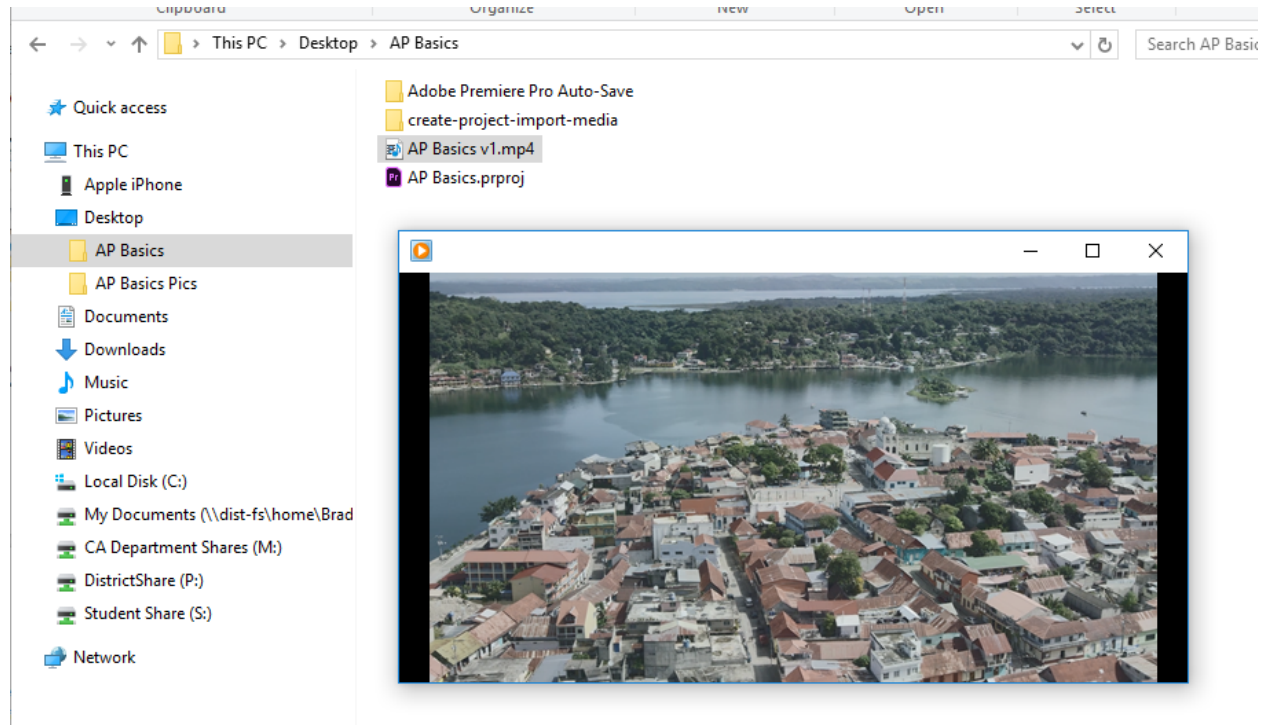
Click *Save* to go back to the main *Export Settings* window. At the bottom of the window choose *Export*. A progress bar will appear indicating that the exporting has begun. Exporting time will vary depending on the length and complexity of the project.





When the exporting is finished, locate your exported file by minimizing Premiere Pro and navigating to the folder you exported to.

Watch your completed video from start to finish to make sure no errors occurred in the exporting process and that everything plays back the way you intended.

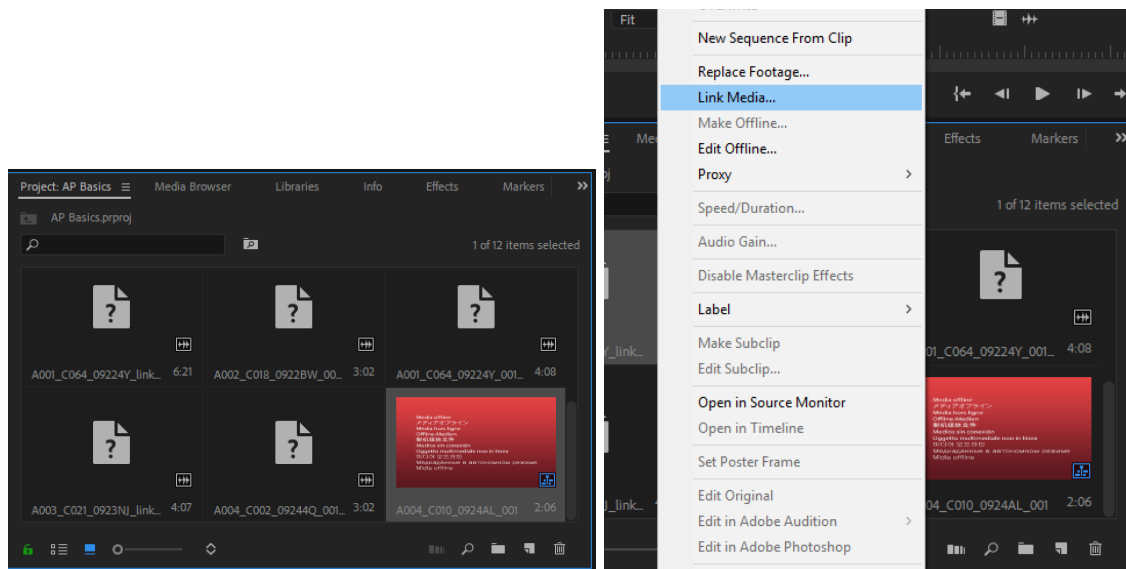




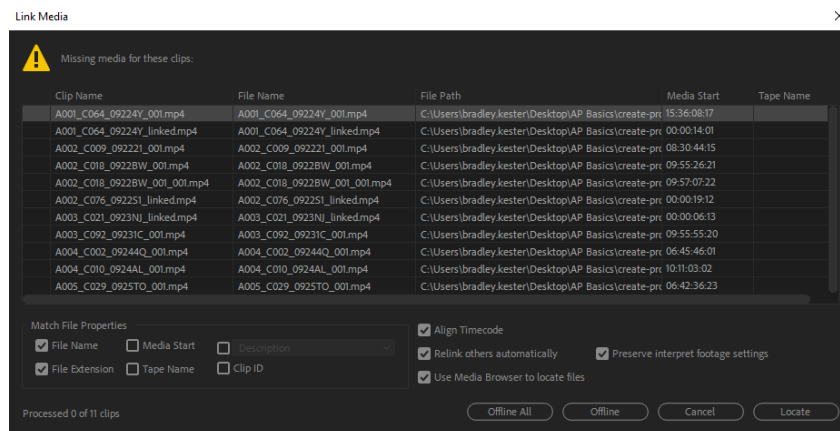
## Part 7: RELINKING OFFLINE MEDIA

If your media files show up as “offline”, it usually means the source files were either moved or deleted from the folder on your computer they had been stored in when you imported the clips into Premiere. In order to relink, you will need to locate the source files.

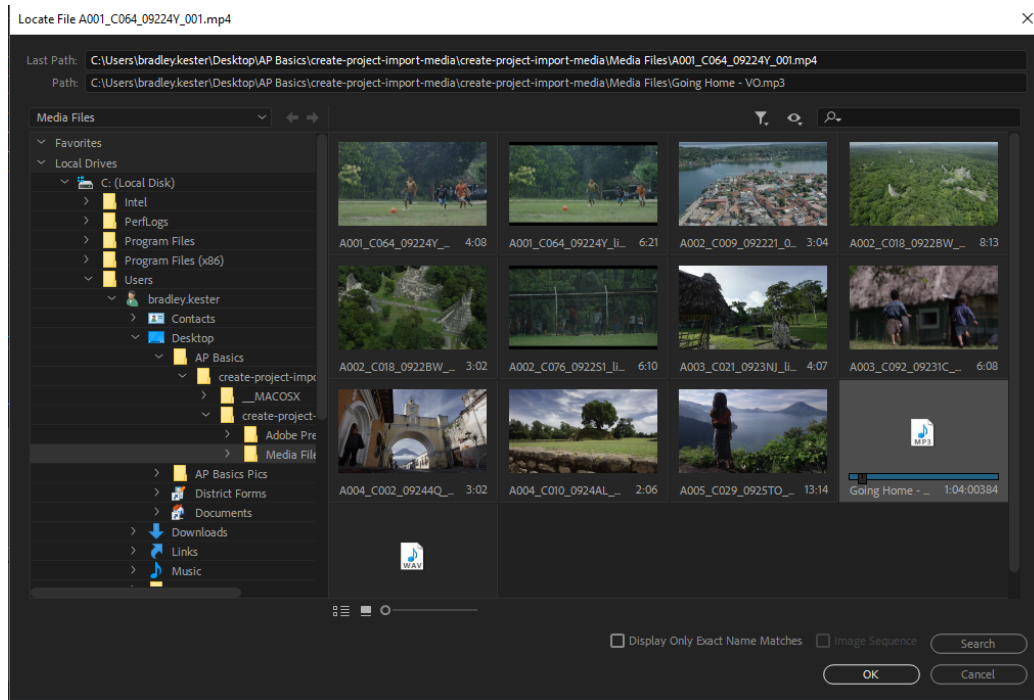
Search your computer to see if they have been moved to a different folder. If you find them, move them back to their original location or, if you want, you can choose a new location as long as it won't get moved or deleted later. If you don't find them, you will need to re-save them to the computer from whatever source they came from (SD Card, download from the internet, etc.). Once you have re-saved them, make sure they are stored back to their original location or choose a new location as mentioned above. **You can only relink offline media if you still have access to the files somewhere. If they have been permanently deleted from all sources you cannot get them back.**



Once you have located your files and stored them in a safe spot, navigate back to Premiere. Highlight the offline clips in the *Program* panel (you can reconnect multiple clips at once), then right-click and choose *Link Media*.



In the *Link Media* window you will find a list of all the offline files you've selected. The highlighted file at the top of the list will need to be relinked first. After that, every other file within the same folder will be automatically relinked.



At the bottom of the *Link Media* window, select *Locate*. Navigate to the first clip on the list, select it, and hit *OK*. Your clips should immediately be restored. Repeat the process for any remaining offline clips.