

- Determine what kind of camera you used to film for your project.

This document has been written to accommodate the **JVC** and **CanonHD** cameras we check out in regard to filming, editing, and exporting of video (formats). JVCs record footage in **.mov** format, while CanonHDs record in **AVCHD (.mts)** format.

Both of these camera types require you to have your own **SD card (Class 6 or higher)** in order to record footage.

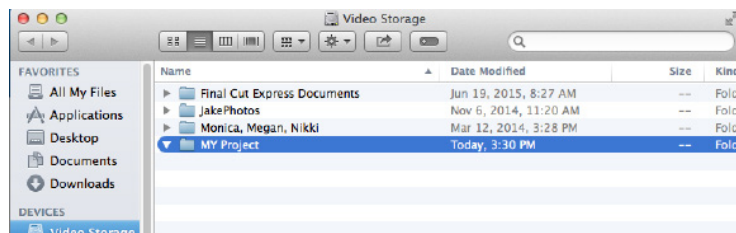
- Carefully **insert** your SD card into the slot on the **right-hand side** of the monitor. Make sure that the label is facing you, and that you are not putting the SD card into the CD drive by accident. The SD card can often get stuck in the CD drive and it may take some time to recover it.
- Move your clips into your project folder on **Video Storage**. It is helpful to copy all of your folder/ clips from the card into video storage at this point. (Don't burrow around or redo file structure.)

## Beginning a New Project

- Open Premiere Pro
- Create a new project

You will need to choose where this project will be saved (eg your Project Folder created earlier on Video Transfer).

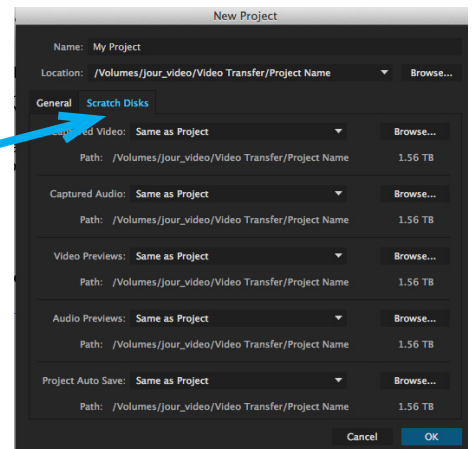
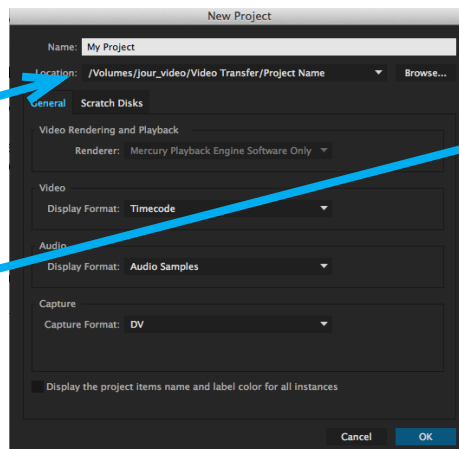
Create a folder on Video Storage and load all of your footage into it.



Give your Project a name, click browse and navigate to the folder you created in the last step.

Check that scratch disks are the same folder.

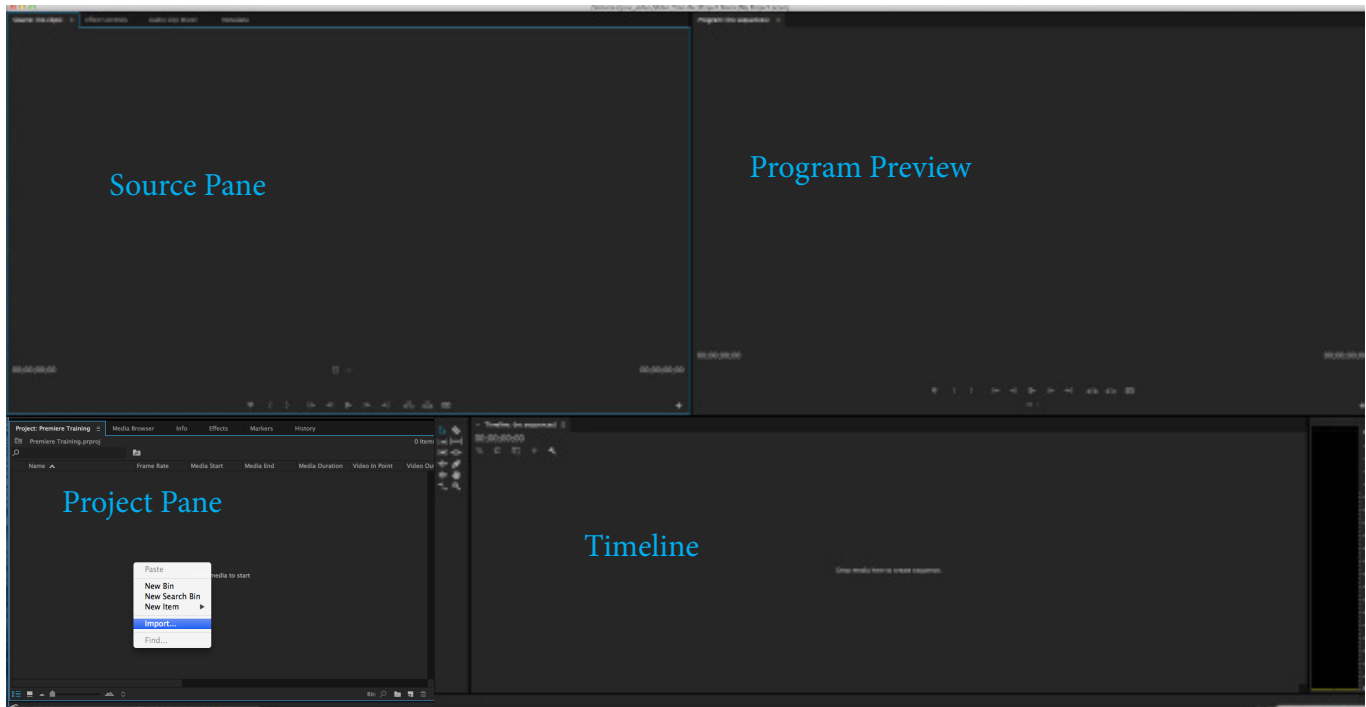
Hit OK.



(In Premiere, there is no need to transfer or convert files; however, errors have been reported using AVCHD formats. Check the Apple forum for the latest fix if you have trouble. <https://forums.adobe.com/community/premiere>)

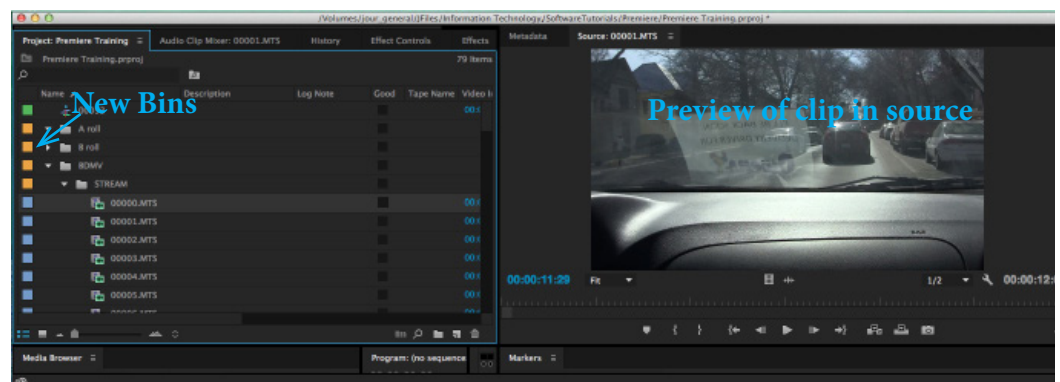
## Importing Media

- On Menu bar, select **File > Import (CMD I)**. Navigate to your project folder. All video and audio files will then appear in your project Pane. You can view these in either list or icon view (bottom of ProjectPane).



- All of the Panes may be moved by clicking and dragging the tab. Hover over the edge of a pane, and click and drag to adjust size.
- Once clips are imported into the Project Pane, you can organize them. New bins can be created. Clips can be previewed in the source monitor and moved by dragging and dropping into the new bins.
- To return to the normal editing workspace, use the Window > Workspace > Editing

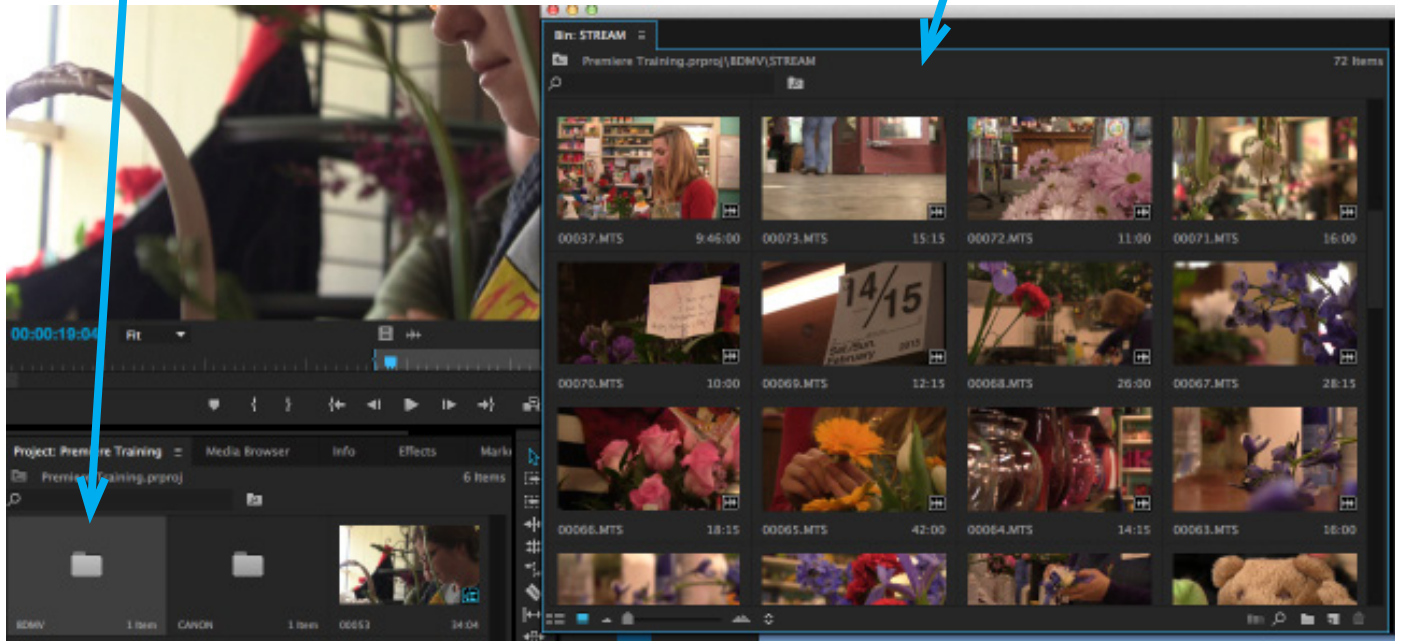
Tip: If you can not find/see a pane, all panes are listed under “Window” in menu bar.





Tip: Bins such as A-roll and B-Roll can be used to label clips. You can also add descriptions and select Good for clips that you want to use.

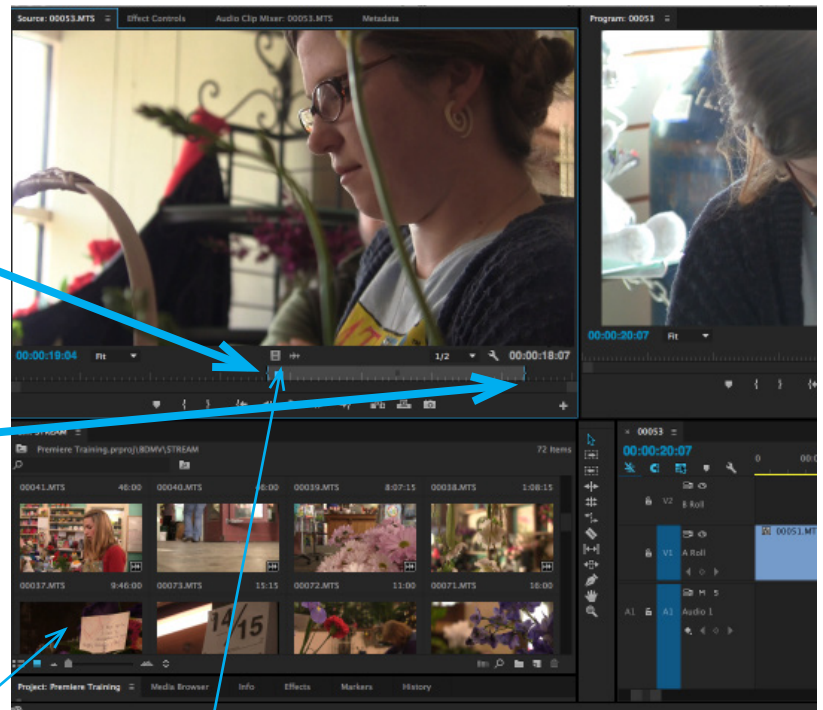
## Working with Clips

- Double clicking the file folder in the project pane will allow you to open a source bin. In the source bin (which can be docked) you can preview your clips and scrub over them with your mouse. Double clicking the clips will allow them to appear in the Source Pane.



## Building Sequences

- In the source pane, you can use the **blue playhead** to drag left and right to search the clip.
- You can use the keyboard shortcut **'I'** to make an **"in point"** (or where you would like to start the clip).
- Pressing the spacebar, you can play the clip and press the **'O'** to make an **"outpoint"** (or where you would like to end the clip).
- You can press **Option + K** to play the clip from In to Out.
- You can also mark In and Out via the Project Pane.
- The **video**  and **waveform**  icons at the bottom of the source pane can be used to drag either video or audio only onto the timeline.
- This clip can now be dragged onto the timeline. Click on the video in the Source Pane (left) and drag it onto the timeline.

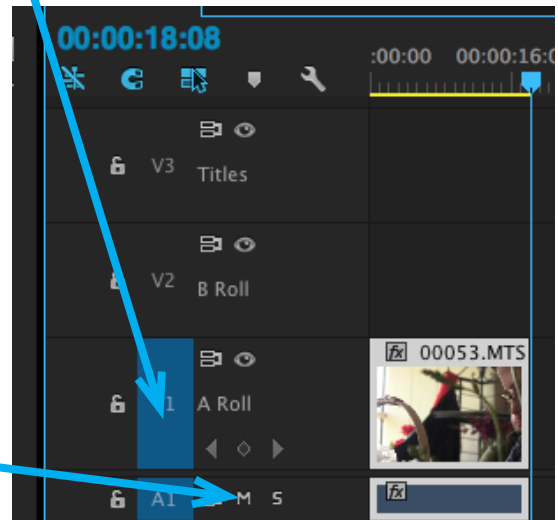
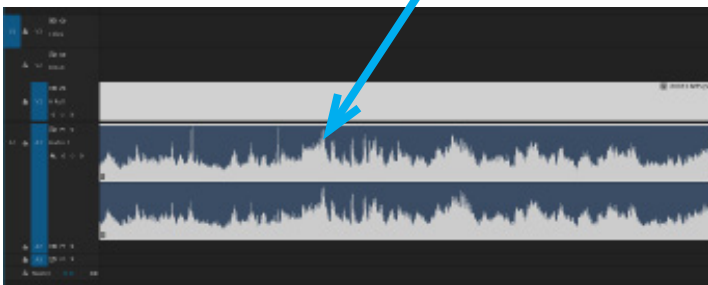


## Source pane tools









## Working in the Timeline

- **IMPORTANT:** The first clip you drag into the timeline will establish your sequence settings, so make sure it is representative of the majority of your clips. (EG drag your HD clip in, not an archival SD clip). (If you drag a new clip and are prompted with “change sequence settings”, select “keep sequence settings”.)
- In the timeline, you can **select a track** and use your **mouse wheel to enlarge** the track area, allowing you to label tracks, hide, or lock them. You can also press the **~ key to view** the timeline as its own full screen window. Press the same key to exit.
- Use the **+ key** to zoom in to view waveforms more closely or hold Option and scroll.
- Hold **shift** while scrubbing playhead in timeline to **snap to beginning or end** of clip



### Track controls and functions

-  Toggle sync lock. Enabled by default on all tracks and ensures that all tracks are affected equally.
-  Make track invisible
-  Mute track
-  Solo audio from track
-  Record Voice Over
-  Prevent or enable changes for the track.

### Selection tool (Shortcut 'V')

Use to trim clips in timeline, move playhead, etc. Always return to this default key.

### Track Select tools (left and right)

Select all clips on a track from a given point, or select multiple tracks.

### Ripple Edit tool

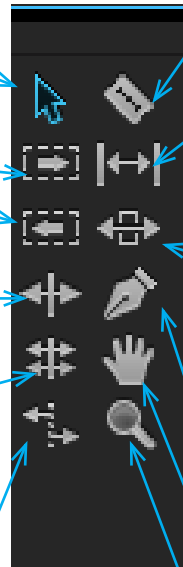
Change clips in or out point, lengthening or shortening clip and making entire sequence longer or shorter. Use when you want to shorten/lengthen clip without affecting other clips when you are not worried about overall sequence length.

### Rolling Edit tool

Changes clips out point and the nearby clips in point. Both clips change in equal proportion. Use when you want to change a clips in and out point and you don't mind if adjacent clip is affected but you don't want sequence length to change.

### Rate Stretch tool

Change the duration of a clip while simultaneously changing the speed to compensate.



### Razor tool (Shortcut 'C')

Cut a clip (or multiple clips) into two clips.

### Slip tool

Changes clips in and out points in same direction and same degree. Use when you want to change portion of clip included but don't want to affect any other clips.

### Slide tool

Changes position of clip in timeline without affecting length of clip. One adjacent clip becomes longer and the other proportionally shorter. Use when you want to change when a clip starts and don't mind adjusting adjacent clip's length.

### Pen tool

Create control (anchor) points.

### Hand tool

Drag the timeline view left and right.

### Zoom tool

Click in the timeline to magnify the view, or drag and select a rectangular area to zoom into.

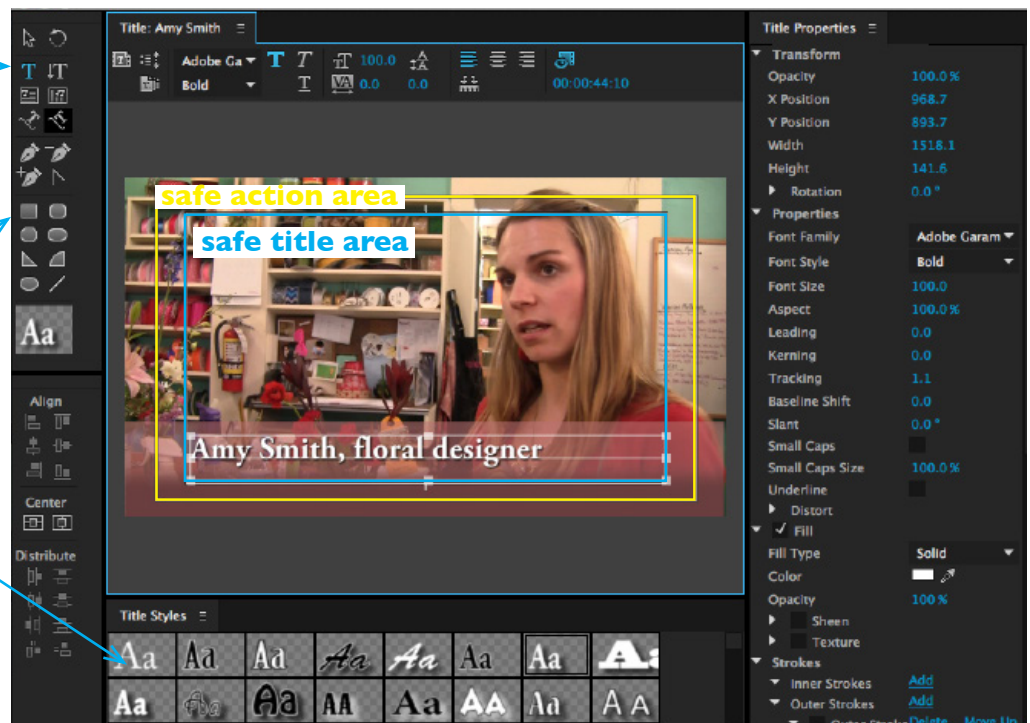
## Create a lower thirds

- **File > New > Title (Command T)**
- **Design** lower thirds
- When finished, **close the title** dialog box. The title will be saved into whatever bin you were last in the Project Pane.
- **Drag** the title clip to the timeline on to a video track above your footage.

Use 'T' Type Tool to create text box. Alter font in properties panel on right.

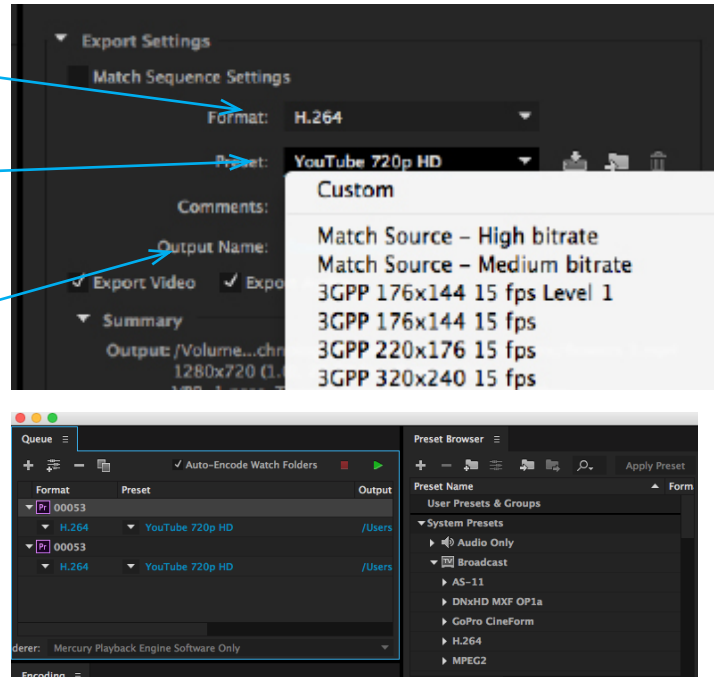
Use Rectangle Tool to create fill box. Change color and fill type in properties box.

Select default text features that can be altered in properties panel to right.



## Exporting - it would be wise to export to the project folder you created as well as to the necessary class or Video Transfer folder.

- You can export a single sequence by **selecting** it in your Project Pane or by selecting the Timeline.
- **File > Export > Media (Command M)**
- Next, think about where you will be sending the video. It is not recommended to choose Match Sequence Settings in the Export Dialog box as that would require the user having the necessary codec.
- The best setting for web codec is **H.264**. That can be selected from the drop down.
- Next you can choose your preset output. For example, selecting **YouTube 720 HD** would be appropriate for most J-School video projects.
- Click **Output Name** to name your file and direct it to your Project folder. **Select Export**.
- If you need to continue working, you can **select Queue** from the bottom menu this will open Adobe Media Encoder and allow you to continue work. When Encoder opens and you are ready to finally export, press the green play button.



## Troubleshooting

### Offline Clips

From the Timeline, you can right click the clip which is offline, select Link Media. You will then be directed to a browser where you can locate your missing media. Typically this means files are offline because a drive disconnected or content was moved.

### Project Won't Save

Make sure your drive is still connected, and that you have your project and scratch disks linked to the same location.

### Others

Use the Adobe Help Forums to help troubleshoot any problems <https://forums.adobe.com/community/premiere>

Visit [jschooltech.org](http://jschooltech.org) for video and advanced tutorials.

