

- Whether you are uploading audio only or video and audio clips, you should consider these steps in starting in Premiere Pro.
- Begin by making sure you are logged in with your own **KU online ID and password**. If someone else is logged in, please log them out and login with your own account.
- Any files saved to the Desktop, Documents, Movies or Pictures folder in your home folder will be deleted upon logging out. Save everything to **cloud storage or an external drive**.

Creating your Folder

*These are supplemental to any specific instructions provided by your professor

- Create a new folder on the desktop by right clicking or selecting New Folder from the File Menu
 - Give the folder a name (EG WilliamAWhite's J-301 Project)
 - After you have your own folder open Adobe Premiere. If is not visible in your dock, search under the spotlight (magnify class in upper right corner of computer).
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Uploading ... From a card

- Copy the contents of your card fully and completely into your folder (created above) ... don't burrow around. **Copy the whole card contents**.
- Begin a New Project

From existing projects

- Open the project you have already created.
- If media can not be located, make sure you are logged into the network then browse using the **locate button** to find the files. (Once you find one 'missing' file, Premiere will link the others.)

Saving

- You will also save rendered projects to this folder.
- It is recommended to also save work to a USB/external hard drive for safekeeping.

Follow instructions on "how to import and edit with Premiere Pro" on beginning work within Premiere