

Communication Digital Media Lab 7 College Way (back of building)

Adobe Premiere Editing Instructions

(Note that these computers also have Windows Moviemaker. If you have problems with Adobe Premier, you can use Moviemaker for your projects)



A video tutorial of these step-by-step instructions is available on YouTube [here](#).

Get Connected

1. Log in on one of the Dell computers
2. With your camera turned off, connect the firewire cable from the computer to your camera's DV input
3. You will need to wear headphones to hear the sound. Connect to headphone jack in front of the computer's tower on the floor
4. Turn on the camera and the computer should automatically detect the connected device. Set camera to playback (not shooting mode).
5. A screen will appear on the computer asking which editing option you want: Movie Maker or Adobe Premier. Click on Adobe Premiere.
6. After Adobe Premiere loads, a screen will appear asking you if you want to start a new project or go to an existing one. If a new project, click on that and then name the project. Then press OK.
7. Next the program's editing interface screen will appear
8. To work on a project started previously, go to the Adobe Premiere icon on the computer's desktop or find it in All Programs

Capturing Video

9. To start to capture video, go to File—Capture on the top toolbar (or just press F5 on the keyboard, a short cut)
10. The black Capture screen will appear. From here use the play, rewind, FF buttons on that screen to play the tape in your camera
11. Very Important! In the Capture screen on the lower right side under Capture, click in the box marked Scene Detect. Doing so will capture your shots as you start and stop recording them, creating individual thumbnails that as you record will go into the Scene Bin along the left side of the interface.
12. With your tape playing and the video appearing in the Capture box, click the red record button to start capturing. Only capture b-roll and parts of interviews you think you will need for your story. It is OK to stop recording, then FF or rewind or put another tape in and start recording again.
13. When you are finished capturing, click the stop button next to record. All of the thumbnails will appear in the Scene Bin.
14. Then turn off your camera and disconnect firewire if you are done capturing (be sure to charge your camera battery)
15. Also click out of the Capture screen

Trimming Shots and Placing in the Storyboard

16. To see your thumbnail images, click the little black arrow at the top of the Scene Bin to the right of where it says Project.
17. In that menu click on Thumbnails then On. Then you can see thumbnail images. You can make the image size large, medium, small by going to that same menu
18. To trim/edit a shot, slide it (or double click) from the Scene Bin to the middle box marked Source.
19. Use the arrows in the middle box to play the clip.
20. To set the in point, which is where you want the trimmed shot to begin, click the left bracket directly under the middle screen. If you put the mouse cursor over the left bracket it will say Set In Point. So press the bracket to set the in point then the one next to it, the right bracket, to set the out point.
21. With the shot trimmed, slide it down into the Storyboard, into Video 1. The audio with the shot will go below it into Audio 1. Make sure the arrow next to Video 1 and Audio 1 is pointed down. Do so by clicking on it. Do the same thing with Video 2 and Audio 2.
22. Trim and place each shot in the Storyboard as you see fit to tell the story.
23. If you are doing voice-over speaking (for a news or feature package) then your audio will be trimmed the same way then put into Audio 2 which supersedes Audio 1. You can lower and raise the various audio levels by sliding up and down the yellow line within the audio track in the storyboard. Or right click on the Audio clip in the storyboard and go to Audio Levels
24. When during editing (and titling) you see a solid red line at the top part of the storyboard, this means that clip needs to be rendered or created. To do that go to the tool bar at the top, click Sequence then Render Work Area. The red line will then turn green meaning it is rendered.
25. Fading Audio—to smoothen audio/sound/music transitions from one clip to the next, go to Audio Transitions to the left of the Storyboard. Go to Cross Fade then Constant Gain. Slide Constant Gain between the two clips. It will fade out of the previous clip and fade in to the next clip.
26. Splitting Clips--Split a single clip or multiple clips-- You can use the Razor tool to split a clip into two clips, or to cut across clips in several tracks at once. Splitting a clip creates a new and separate instance of the original clip, and any linked clips. The resulting clips are full versions of the original clip, but with different In and Out points. Do the following:
 - Position the current-time indicator where you want to split the clip or clips, and choose Sequence > Razor At Current-Time Indicator.
 - To split only the audio or video portion of linked clips, Alt-click (Windows) or Option-click (Mac OS) with the Razor tool.

Transitions

27. If you want to add transitions between shots such as fades, dissolves or spins, open Video Transitions located in the bottom left portion of the interface

28. Simply slide the transition effect into the storyboard and place between two shots—then play to see how you like it. If you don't like it, just right click on the transition icon between the shots and delete it.

Titling

29. When the trimming and ordering (and transitions if used) are finished to your satisfaction then you should do the Titling.
30. Go to the toolbar at the top, click on Title then New Title then Default Still
31. Give the Title a name such as Stand Up Open or the name of a soundbite.
32. The Title then is formed in the Scene Bin on the left and the Title screen appears.
33. With this screen up, make sure in the storyboard the cursor/play line is stopped on the clip where you want the title/super to go
34. Click in the Title interface to select where you want to title to begin and appear on screen.
35. The print will be too large at first, so go to the "T" at the top of the Title screen and where it says "100" click on that to make smaller, try 40 (or set to smaller/larger sizes)
36. Once you type your information click on one of the templates to design the super's look (font style, color). Go for a professional look and one that is easy and clear to read for viewers.
37. Slide the Title thumbnail created in the Scene Bin...drag it onto Video 2 and put it over the shot where you want the title/super to appear. You can make the time it stays up longer or shorter by dragging it in or out

Exporting (finalizing as an MPEG2)

38. Once all of the editing and titling is finished you are ready to Export
39. In File, go to Export then Adobe Media Encoder at the bottom of that Export menu
40. An Export Settings screen appears that should say MPEG2 at the top left corner
41. MPEG2 is the video format that want the final project to be so click on OK
42. You will then be asked to name your file. Give it a name and have it stored in Local Disc D
43. The rendering/creation process will take a few minutes. You can watch the progress in the line representation showing percentage completion
44. Once it completes this process, you should put the final MPEG file on a flash drive and also upload it to your You Tube site.
45. You did it. Congratulations!

Additional Tips: Slow/Fast Motion and Audio Fading In/Out

- If you want to change a clip to slow motion or fast motion, click on the clip in your storyboard—then right click on it and a menu will appear. You see a slow motion/fast motion option. You will then have control over how slow or fast you want the clip to be
- For fading audio in and out, put the cursor on the audio clip in the storyboard where you want the clip to fade in or out. Then go to Sequence at the top tool bar and click on the razor tool. This will split the clip within the clip. Then on the

clip bring down the yellow audio level line. Play it back before the fade in/out clip and you should hear the fade

Trouble Shooting Tips

- **Computer Locks Up:** Turn off the computer using the power button on the tower, then turn it back on after 30 seconds or a minute
- **Premiere Pro Program Not Responsive/Not Working Properly:** Restart the program. If still not working properly, restart the computer
- **Getting Error Message When Trying to Capture Video:** You may have no control track. Look at the video through the camera's screen. If there's nothing there, then there's nothing for the computer to capture. Breaks in control track/black can occur when you look at video/interviews/standups after shooting them in the field. In camera wait until tape is back in video and start recording/capturing then
- **Can't See Video in the Computer's Capture Screen:** Is the camera connected to the firewire? Is the firewire connected to the camera's DV input? Is the firewire in the proper computer input? Is camera turned on and set to playback/VCR? Get to capture screen by going to File, then Capture or hit F5 on the keyboard.
- **Shots Not Going Into the Scene Bin Individually:** Make sure you check scene detect in the capture screen (lower right)
- **A "Low Disc Space" Warning Appears:** Ignore this. Click out of it to remove
- **Can't Hear Audio While Editing:** Make sure you have on the headphones and that they are connected to the tower's headphone jack
- **If you get an error message while capturing video that says something like "Not Recognizing Scene Detect"** that means your individual clips will not go into the scene bin. For some reason the program can't do Scene Detect if though you have that box clicked. You can still capture your video it just won't be broken up shot -by-shot as you'd like. Still can put story together it just probably will take longer because finding the clips/b-roll won't be as easy without Scene Detect working

Try a different computer if problems persist on the one you are using. Leave a note on the computer describing the problem.