

**Communication Digital Media Lab**  
**7 College Way (back of building)**  
**October 2012**



## **Adobe Premiere Editing Instructions**

### **Version: Premiere CS6**

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

### **Get Connected**

1. Log in on one of the Dell computers
  2. Go to the computer's Start button (lower left corner of the screen) to access and open Adobe Premiere (purple icon with Pr in box).
  3. When the program begins to open it will ask you if you wish to start a New Project or Open Project (an existing one). Click on New Project
  4. Next screen asks you to name your project and to select the Capture Format (change from DV to HDV if your video is high definition. Then give your project a name and note where it will be stored by default: on the computer's E Drive (access through My Computer) in the Adobe Folder
  5. Next screen is Sequence Preset- give that the same name as your project name, then select which setting best matches your video whether Digital Video (DV), High Definition Video (HDV) or SLR Camera Video. Then make a selection within each folder. If you don't make this setting, then you may have some problems with your clips not fitting in the Program Monitor (this is the one that plays from your timeline/storyboard)
    - The name you give your Sequence will appear in your Scene Bin. If you click on this in the Scene Bin, it will bring up your settings in the timeline, i.e. your multiple audio and video channels, etc.
  6. You should see the editing program with the different parts: captured clips/scene bin, trimming/preview, timeline/storyboard (bottom channels), and timeline screen
  7. If you don't see all of these then you may need to reset the workspace. To do this go to Window in the top toolbar, then click Workspace, then Reset Current Workspace
  8. Proceed to Import Video section below—If your video and/or still shots are on a flashdrive, then before importing, move the folder with these clips from your flashdrive to a folder on the computer. My Movies is a good one for this.
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9. If your clips are on a tape, as opposed to an SD card and your camera is firewire compatible, then, with your camera turned off, connect the firewire cable from the computer to your camera's DV input
  10. You will need to wear headphones to hear the sound. Connect to headphone jack in front of the computer's tower on the floor
  11. Turn on the camera and the computer should automatically detect the connected device. Set camera to playback (not shooting mode).

12. A screen will appear on the computer asking which editing option you want: Movie Maker or Adobe Premier. Click on Adobe Premiere.
13. 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.
14. Next the program's editing interface screen will appear
15. To work on a project started previously, go to the Adobe Premiere icon on the computer's desktop or find it in All Programs

## **Importing Video**

1. The best way to do this with your camera is to have all of your clips on a flashdrive that you bring to the lab. Capture the video and photos on your home computer then to the lab bring only what you need to produce your report
  2. Instructions are below, as part of this section, if you want to capture video directly from your computer into the Adobe Premiere program.
  3. To import video from a flashdrive or from folders you have in the computer, go to File in the top toolbar, then Import.
  4. Find your video clips and double click on them or highlight them, then go to Open to bring into Premiere
  5. Go ahead and bring in all of the ones you think you may use at the same time
  6. After importing all of your video clips and stills, go to the next part, Trimming Shots and Placing in the Storyboard
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7. To capture video directly from your camera via the firewire or the cable that goes with your camera and connects to the computer with via USB, go to File—Capture on the top toolbar (or just press F5 on the keyboard, a short cut)
  8. The black Capture screen will appear. From here use the play, rewind, FF buttons on that screen to play the tape in your camera
  9. 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.
  10. 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.
  11. When you are finished capturing, click the stop button next to record. All of the thumbnails will appear in the Scene Bin.
  12. Then turn off your camera and disconnect firewire if you are done capturing (be sure to charge your camera battery)
  13. Also click out of the Capture screen

## **Trimming Shots and Placing in the Storyboard**

16. To trim/edit a shot, slide it (or double click) from the Scene Bin to the Source box above the Scene Bin

17. Use the arrows in the middle box to play the clip and you can stop its play with the space bar. (Remember to have on the headphones in order to hear the audio with the video)
18. To set the in point, which is where you want the trimmed shot to begin, click the left bracket that looks like this: {
19. Use the space bar or play button to play the clip to where you want to set the outpoint. Press this } to set where you want the clip to end. .
20. 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.
21. Trim and place each shot in the Storyboard as you see fit to tell the story.
22. 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
23. 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.
24. Fading Audio—to smoothen audio/sound/music transitions from one clip to the next, go to Effects located at the top of the Scene Bin next to your project's name, Media Browser, and Info. Click on Effects. In Audio Transitions, 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. Make sure you have two clips together and put the Fade icon in between the two clips
25. 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:
  - In the Storyboard/Timeline click on the Razor icon that is in the column to the left of the audio and video channels. Click on the icon then click on the clip where you want to split the clip. When finished, click back on the Up Arrow in the column of icons.

## **Transitions**

26. If you want to add transitions between shots such as fades, dissolves or spins, go to Effects located at the top of the Scene Bin next to your project's name
27. 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**

28. When the trimming and ordering (and transitions if used) are finished to your satisfaction then you should do the Titling.
29. Go to the toolbar at the top, click on Title then New Title then Default Still
30. Give the Title a name such as Stand Up Open or the name of a soundbite.
31. The Title then is formed in the Scene Bin on the left and the Title screen appears.
32. 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
33. Click in the Title interface to select where you want to title to begin and appear on screen.
34. 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)
35. 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.
36. 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)**

37. Once all of the editing and titling is finished you are ready to Export
38. In File, go to Export then Media
39. An Export Settings screen appears. Where it says Format go to MPEG 2 in the options list
40. MPEG2 is the video format that want the final project to be so click on OK
41. In Output Name give your video a name (if you don’t it will be filed by the default name, perhaps Sequence 1)
42. Then press Export at the bottom of the Export Settings screen
43. The rendering/creation process may take a few minutes, or several depending on the length of your video 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 go to Clip at the top of the screen then Speed/Duration. It will be at 100 percent, but reduce that number to make clip do slow motion and raise the speed past 100 percent to put in fast motion.
- 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. Go to the Razor tool in the column of icons to the left of the storyboard columns. 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

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## 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
- If after you trim your clips and put them in the timeline, they appear to large in the Program Screen, then you need to go back and change the settings in the Sequence Preset step. Close your project, start a new one, and change the Sequence Preset settings to better go with the size and type of video you are bringing into the project (HD, non-HD)

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