

NON-LINEAR EDITING IN ADOBE PREMIER PRO

(Note: Adobe provide abundant tutorials for editing with Premier Pro CS6 on their website at <http://tv.adobe.com/show/learn-premiere-pro-cs6/>)

1) Starting A New Project in Adobe Premier Pro (APP)

- a) click on the APP icon on lower part of Desktop (note: if APP icon isn't present in that program bar, then open McIntosh HD, locate the APP icon and drag it to Desktop program bar)
- b) open APP and click on the New Project icon in the message window
- c) once APP opens you will see the program, but with no sequence yet. You have to create the sequence by right clicking in the **Project** window. In the menu that subsequently appears, select **New Item**, then **Sequence**. This opens up the sequence settings window. From there you select the format you wish to use for this project. The settings you choose must match the format of the content you're editing, thus AVCHD 1080i/60i, for example, if the record format in the camera used this format. Alternatively, you might have used AVCHD 1080p/24p. Whatever the record format, this will determine your sequence settings.

2) Importing Content

- a) In the lower left **Project** window, right click or double click then select **Import**
 - i) locate the file or individual clips you wish to import
 - (1) if you're importing a folder, select the desired folder and click Import Folder
 - (2) if you're importing individual clips, select the clips you wish to import and click Open
 - ii) Note: It's helpful to set the view for the **Project** window to List. Do this by clicking on the List View icon in the lower left corner
- b) to import any sound clip follow the same procedure

3) Pre-setting Sequence for SD Content

- a) If you're working with clip content that was shot in SD/4:3, then you'll need to first set APP to accommodate that aspect
 - i) before starting the edit click on **File** in the top menu bar in APP, then **New**, then **Sequence**, then open the **Settings** tab in the new window
 - (1) select **DV-NTSC** and **Standard 48 kHz**

4) Inserting a Clip into the Timeline

- a) double click on the desired clip (this places the content in a **Source** window just above the **Project** window)
 - i) the clip can now be played using the controls at the bottom of the window or the keyboard of the computer, or it can be searched using the yellow playhead (hold down left click on mouse and drag)
- b) Mark and In point for the clip
 - i) drag the playhead to the desired point where you want the clip to begin
 - (1) either click on the Mark In button just below the video clip or simply press the "I" key on the computer keyboard
- c) Mark and Out point for the clip
 - i) drag the playhead to the desired point where you want the clip to end
 - ii) either click on the Mark Out button just below the video clip or simply press the "O" key on the computer keyboard
 - (1) **Hint:** You can advance clips frame by frame in either the **Source** or **Program** window using the right/left arrow buttons on the computer keyboard
- d) insert the clip into the timeline by either clicking on the Insert button just below the clip or by

grabbing it with the mouse, then dragging and dropping into the timeline itself

- i) **Hint:** You can zoom into (magnify) the clips in the Sequence Timeline by dragging the scroll bar just below the timeline to either left to decrease clip size or right to increase, or by simply pressing the + key on the keyboard to increase size and the – key to decrease size.
- e) follow the same procedure for subsequent clip insertions
 - i) **Important:** With each new clip ensure the timeline playhead is located where you want that clip to be inserted (This will most often be at the end of the clip you just laid in, thus the playhead needs to be at the end of that clip.)
 - ii) **Important:** To ensure clips snap into place so they make a frame-accurate cut with the previous clip, you need to have the **Snap** button on in the timeline. That's the "C" looking button just below the timecode counter in the upper left of the timeline itself.
 - (1) **Hint:** Hitting the up arrow on the computer keyboard takes you to the exact beginning of the clip the playhead is on at that moment while hitting the down arrow takes you to the end of the respective clip
- f) Inserting a clip between two existing clips in the timeline
 - i) establish In/Out Points for the new clip you will insert in same manner as above
 - ii) locate the timeline playhead where you want the new clip to insert
 - iii) click the Insert button below the new clip in the **Source** window
 - (1) **Note:** The new clip may be inserted at the beginning or end of the existing clip in the timeline, or at any point within an existing clip in the timeline (such as for cutaways during an interview.
- g) Overwriting an existing clip in the timeline with a new clip
 - i) establish In/Out Points for the new clip you will insert in same manner as above
 - ii) locate the timeline playhead where you want the new clip to overwrite
 - iii) click the Overwrite button below the new clip in the **Source** window (the new clip now covers up any pre-existing clip in the timeline)

5) To Insert Video or Audio Under an Existing Clip

- a) follow procedures 4a-c (above)
- b) select a separate track for either video, audio or both from the clip already in the Timeline
 - i) grab the "V" in the Timeline and drag it to another video track, then click on that track's dialogue box just to the right of the "V" which highlights that track
 - (1) **Note:** Don't forget to de-highlight the previous track you don't wish to use by clicking on it which removes the highlight.
 - ii) now return to the previous track where you don't wish to place the new clip and click on the "Toggle Sync Lock" button – make sure the little double bar icon isn't visible (This ensures that when you insert the new clip it won't move any of your pre-existing clips; they'll remain unaffected by this new clip insertion.)
 - iii) do the same with the "A"
 - (1) **Note:** In order to hear the new sound or see the new video in the new track you must open the track for playback by clicking on the "Toggle Track Output" option just to the right of the track names (Video 3 or Audio 2, e.g.).
- c) now you can also delete an existing audio or video track which you no longer want by following procedures identified in step 6 below

6) Removing Clips from the Timeline

- a) to remove combined clips (containing both audio and video)
 - i) click on a given clip (both video and audio portions of that particular track will be highlighted)
 - ii) press delete on the keyboard
 - (1) **Note:** When you do this you'll leave a gap where the previous clip was located in the

Timeline. Should you wish to not leave that gap, simply hold down the shift key as you hit the delete key and the gap will automatically close. This is called a Ripple delete.

- b) to remove either only the video or audio portion of a clip
 - i) press and hold the **ALT** or **Option** key on the computer keyboard
 - ii) click on the desired clip portion you wish to delete (it will highlight)
 - iii) press delete on the keyboard

7) **Removing a Portion of a Clip in the Timeline**

- a) Just to the left of the Timeline in the vertical column of icons, click on the razor blade icon.
 - i) Now click on any spot in a clip in the Timeline where you want to start cutting content
 - ii) Click again in the clip on any spot thereafter where you want to stop cutting content
- b) Navigate your mouse back to the vertical icon column and select the standard mouse pointer icon again
 - i) in the Timeline highlight the section of the clip between the two razor blade marks you previously established and delete
 - (1) **Note:** Refer to 5b (above) to do this to strictly the video or audio portion of a given clip alone

8) **Trimming Clips**

- a) Trimming a single clip in the timeline
 - i) locate the playhead on the clip you wish to trim and where you want to clip actually begin
 - ii) holding down the Control or Command key on the computer keyboard maneuver the mouse over the portion of the clip you wish to trim and you will see a yellow arrow-like icon – left click on that spot on the clip and drag the icon over to the playhead line until it snaps into place
 - (1) **Note:** This process works to trim both a clip's In Point or Out Point.
 - (2) **Note:** You will see the adjustments to the In/Out Point of the clip you're manipulating in the **Program** window above.
 - (3) **Note:** If you trim the front of any clip and don't want to leave a gap in the Timeline, hold down either the Control or Command key to produce the yellow arrow. This clip and all clips thereafter in the Timeline will shift to the left to take up the space created from the trim.

9) **Trimming Transition Points** (edit in/out points)

- a) While holding down the Control or Command key on the keyboard, navigate your mouse to the transition you wish to trim in the Timeline
- b) move the yellow arrow to either right or left depending on the direction you wish to trim
 - or-
- c) Double click on the transition point you wish to trim in the Timeline. A **Trim** window replaces the **Program** window and you can trim either a frame at a time either way or 5 frames at a time.
- d) To adjust the edit points of both clips simultaneously, select the Rolling Edit tool from the vertical column to the left of the Timeline (icon with double arrows on either side of a vertical bar). Position the tool over the transition in question and drag either left or right.

10) **Video Transitions**

- a) go to your **Project** window and click on the **Effects** tab at the top of that window
 - i) open up the Video Transitions selections, select the desired transition and drag and drop onto the desired transition in the **Timeline** window
- b) to manipulate the transition's effects
 - i) click on the transition itself in the timeline (transition effect will darken)
 - ii) in the **Source** window click on the **Effects Control** tab (at the top)

- (1) to see the actual video shots, check the box below in this window labeled Show Actual Sources
- iii) to change transition duration click on time code numbers next to Duration above the images
 - or –
- iv) simply locate the mouse cursor over those TC numbers and you'll see a hand icon appear with arrows on either side of it; if you press down the left mouse button you can increase/decrease the transition duration in this TC window
 - or –
- v) locate the mouse cursor at either edge of the transition in the timeline; the trim icon will appear and if you simply press down the left mouse button and drag either direction, you can change the transition's duration
 - (1) **Note:** You'll see the changes in the transition above in the **Program** window as you do this
- vi) transition alignment may be manipulated in the transition timeline in the **Effect Controls** tab
 - (1) **Note:** If this transition timeline isn't present in the **Effects Control** tab, go to the upper right hand corner in this window and click on the dotted arrow icon
- vii) if you use a transition such as a wipe or 3D Motion, particular effects such as border width and color may be manipulated in the **Effect Controls** tab (upper right)
- viii) for some transitions such as a wipe, you'll notice an image in the upper left corner of the **Effect Controls** tab surrounded by arrows; the arrows will determine the direction of the effect

11) Fade Transitions

- a) in the Timeline open up the options arrow for in the video line the clip is in to expose the yellow opacity line in the clip itself (e.g. Video 1; the options arrow is just to the left of "Video 2")
- b) move the playhead in the Timeline to point where you want the fade to begin
- c) open the **Effect Controls** tab in the **Source** window above the **Project** window where you store all your clips
 - i) click on the arrow next to **Opacity**
 - ii) for **Fade In**, set the percent number in yellow to 0.0; for **Fade Out**, set the percent number to 100
- d) move the playhead in the Timeline where you want the fade to end
- e) in the same **Effect Controls** tab (**Source** window) set the percent number to 100 for a **Fade In**, and 0.0 for a **Fade Out**

12) Video Effects

- a) most effects on video can be obtained by simply highlighting the desired clip you wish to manipulate then, using the **Effects** tab in the **Project** window containing all your clips, simply select the clip you wish to manipulate and the type of effect you wish to impose on it
- b) **Superimposition** between two video clips
 - i) insert a clip into the Video 1 line in the Timeline
 - ii) insert a clip into the Video 2 line in the Timeline
 - (1) **Note:** the only clip that will be seen will be the uppermost clip in the Timeline, in this case, the clip in Video 2
 - iii) open up the option arrow in Video 2 which will expose a thin yellow "opacity" line in the clip itself
 - (1) drag the clip to which ever percentage you wish the superimposition to take place (e.g. 50)
- c) **Coloring** a Video Clip
 - i) **in the Effects tab**, locate the **Fast Color Corrector** option under Video Effects and then Color Correction
 - ii) drag the **Fast Color Corrector** option over onto the desired clip in the Timeline

- (1) after you do this, click on that clip in Timeline
- iii) open **Effect Controls** in the **Source** window
 - (1) open the **fast color Corrector** option
 - (a) grab the inner dot in the color wheel with your mouse and move it to your desired color range (you'll see the color correction in the clip in the **Program** window to the right
 - (b) **Note:** the curved arrow button to the right of **Fast Color Corrector** will reset the clip back to its original coloring
- d) **Changing Speed and Duration** of a Clip
 - i) simply right click on the clip in the Timeline and select **Speed/Duration** from the menu.

13) Managing Sound

- a) **Note:** For video clips with accompanying synchronous audio, after you place the clip into the **Source** window you can bring up the waveforms in place of the video portion of the clip (this may help in tight audio edits)
 - i) in the **Source** window navigate your mouse to the settings tab in the far upper right of that window and open up the settings
 - ii) select **Audio Waveform**
 - iii) **Note:** To revert back to video view, in the **Source** window settings click on **Composite Video**
- b) Managing **Overall Sound Levels**
 - i) Method 1: Expand the audio track within the Timeline to expose the white line indicating audio level. Raise or lower the white line in the track itself which indicates its overall sound level while monitoring the VU meter to the right of the timeline.
 - ii) Method 2: Highlight the track in Timeline by clicking on it. In the **Source** window open the **Effect Controls** tab. Open **fx Volume** then **Level**. Be sure to uncheck the stopwatch icon to be able to manipulate the level for the entire clip. With the fader bar exposed, now move that fader bar either to the right to increase sound level or to the left to decrease sound level.
 - (1) **Note:** Maximum sound levels should be set to the -12 on the VU meter.
- c) **Adjusting Levels for only a Portion of the Track** (e.g. dipping levels or fading in/out sound)
 - i) Method 1:
 - (1) Expand the audio track within the Timeline to expose the white line indicating audio level.
 - (2) Just to the left of the Timeline in the vertical column of icons, click on the fountain pen icon. (This will allow you to place key frames onto the yellow level line.)
 - (a) Place key frames where appropriate, then navigate your mouse back to the vertical icon column and select the standard mouse pointer icon again.
 - (b) Now go back to the track with the newly-placed key frames and you can manipulate (raise/lower) levels in the portion of the track that is between two key frames.
 - (c) **Note:** You can also place these key frames by simply holding down the Control or Command key and clicking where you want the key frame to appear on along that yellow line. Also, key frames can be moved easily by grabbing it with your mouse and dragging to the desired location.
 - ii) **Method 2:**
 - (1) Highlight the track in Timeline by clicking on it. In the **Source** window open the **Effect Controls** tab. Open **fx Volume** then **Level**. Be sure the stopwatch icon is highlighted. This allows you to fade up/down only a portion of the clip. With the fader bar exposed, now move that fader bar either to the right to increase sound level for the desired clip portion or to the left to decrease sound level.
- d) **Separating Audio Tracks** (e.g. to eliminate unwanted sound from the camera mic). You have

to first separate tracks as APP brings them into the timeline as a single, combined track. **THIS MUST BE DONE PRIOR TO INSERTING THE CLIP IN THE TIMELINE!**

- i) Place the clip from the **Project** window into the **Source** window.
 - ii) From the top menu, select **Clip**, then **Modify**, then **Audio Channels**
 - (1) in the new **Audio Channels** window, navigate to the **Clip Channel Format** window and change it from “Stereo” to “Mono”
 - (2) Also, change the **Number of Audio Clips** from 1 to 2.
 - iii) when you insert this modified clip into the Timeline, you’ll see separated tracks and you can isolate one for manipulation or deletion (see 5b)
- e) **Crossfades and other Transitions Between Clips**
- i) Use the same procedure identified in step 8 above, though this time use **Audio Transitions** and drag the desired transition onto the transition point between two clips
- f) **Audio Effects**
- g) Most effects on audio can be obtained by simply highlighting the desired clip you wish to manipulate then, using the **Effects** tab in the **Project** window, select **Audio Effects** and simply select the clip you wish to manipulate and the type of effect you wish to impose on it

14) **Rendering**

- a) Yellow or red lines just below timecode at the top of the Timeline window mean something needs to be rendered. You can still view the clips, but they may be jumpy or darkened, just not playing correctly. To remedy this go to the top menu bar and click on **Sequence**. There you can either render the entire work area (everything in the Timeline), just the effects in the Timeline or just the audio.

15) **Creating a Standard Text Box**

- a) line up your Timeline playhead over the clip where you want the text title(s) to appear.
 - i) press Control or Command and T on the keyboard which opens up the text window.

- or -

 - (1) go to the Title option on the top menu of Premier and click on “New Title” and choose your desired title option.
 - ii) the first window that appears will require you to title the text box you’re about to create
 - iii) the next window is the actual Title creation window:
 - (1) **Font Styles:** Premier supplies a group of ready-made font styles at the bottom of this window or you can select a font from the options in the font window above the clip.
 - (2) **Moving text with frame:** To move text line within the frame, simply drag the desired line of text with your mouse to the position you want it in the clip.
 - (3) **Font sizing:** To change font spacing or size, you can drag one of the points located along the box surrounding the text with your mouse, or use the options featured in the Title Properties box located to the right of the clip.
 - (4) **Font Coloring:** under “Fill Type” in the Title Properties panel of the Title window (to the right of the clip) select one of the options (solid, gradient, etc.).
 - (a) you can either eye drop to a color within the clip or select your color by clicking on the color window itself and then clicking “OK.”
 - (5) **Shadow Effect:** in the Title Properties panel, check the Shadow option and use the options available.
 - (a) To move shadowing use the Outer Stroke option.
 - (6) **Centering Text Box:** options for centering are located to the left of the clip.
- b) When you’re finished creating the text title, close the Title window and the title you just created will appear in your **Project** window (lower left) by the title you originally assigned it.
 - i) drag that title from the **Project** window onto an open video line in the Timeline above the clip where you want it to appear.

- c) **Note:** You can apply a fade in/out effect by clicking on the arrow next to the video line title (Video 2, e.g.) which exposes the yellow line, then follow the same procedure outlined in 13c (above)
- d) **Note:** To create reveal lists, create a text project for the first line of your reveal list. Once that's inserted into the Timeline, double click on that text box to place it in the **Source** window. From the menu bar at the top of APP, select **Title, New Title** then **Based On Current Title**. This brings up a new text project with the font style, size, etc. from the first box you created.

16) **Creating a Text Roll**

- a) **Note:** It's advisable to first create the text in a word processing program first to create the spacing you desire for each line, then copy and paste later (see bii below)
- b) First follow step 15a above.
 - i) Just below the Title window showing the title of your roll effect, open the Roll/Crawl options window (icon with horizontal lines and arrows to the right of the lines) and select roll
 - ii) select the "T" icon to the left, click within your clip then paste in the roll text you created in the word processing program
 - (1) justification options are located above near the top of this window
 - (2) manipulations of text size, kerning, shadow, etc. are the same as described in step 15aiii above
 - (3) **Note:** the scroll bar to the right of the clip allows you to scroll up or down through your text
 - iii) When you're finished creating the roll effect, close out the Title window and the roll you created is once again in your Project window
 - (1) drag this new roll clip into an available video line
 - iv) **Note:** The duration of the roll effect can be adjusted simply by dragging on an end of the roll clip to lengthen or shorten it.

17) **Creating Text over Background**

- a) First create a new title a new title as explained in #16 above.
- b) Prior to writing in your text, create the background color for the text by selection the rectangle option from the shapes to the left of the text frame, then dragging that across the frame itself. Make sure you cover the entire frame.
- c) select **Fill** to the right of the frame under **Title Properties** and select the desired color or gradient.
- d) Now select the **T** text tool from the left panel and type in your text. You'll likely have to change your text color since it defaults to the color you selected for the BG.

18) **To Create a Simple Color Background**

- a) Select **File** then **New** from the top APP menu bar, and choose either **Color Matte** or **Black Video**.

19) **For Color Bars/Tone**

- a) Select **File** from the top menu in APP
- b) Select **New**, then **Bars/Tone** (don't select HD bars/tone)

20) **For RTV Countdown**

- a) click on "File" from top menu bar in APP
- b) click on "Import"
- c) click on "Desktop"
- d) click on "RTV Countdown"
 - i) this is now a clip in your Clips window to be dropped into timeline

21) Keyboard Shortcuts

- a) “Home” - returns playhead to start of sequence when Sequence Timeline is highlighted
- b) “End” - advances playhead to last shot/sound of the production when Sequence Timeline is highlighted
- c) Down Arrow - moves playhead forward to first frame of next edit when Sequence Timeline is highlighted
- d) Up Arrow - moves playhead to previous cut’s first frame when Sequence Timeline is highlighted
- e) Left Arrow - moves playhead one frame to left
- f) Right Arrow - moves playhead one frame to right
- g) I - sets inpoint
- h) O - sets outpoint
- i) L - fast forward
- j) K - stop
- k) J - rewind
- l) Hold K and L - slow motion forward
- m) Hold K and J - slow motion rewind
- n) Hold K and tap L - advance one frame at a time
- o) Hold K and tap J - rewind one frame at a time
- p) Control Z or Command Z – undo the last thing you did
- q) Control shift-Z or Command shift-Z – redo the last thing you did

22) PRINTING TO FLASH DRIVE

- i) Ensure you have proper leader
- b) Ensure project is saved as you wish it to appear on the Thumb Drive
 - i) click on “File” from top menu bar in APP
 - ii) click on “Save”
- c) Printing to the Flash Drive
 - i) go to **File** and **Export** from the top menu in APP, then select **Media**
 - (1) from the **Export Settings** area
 - (a) in the **Source Range** window (bottom left) select **Work Area**
 - (i) TO EXPORT IN INTERLACE/30 FPS:
 - 1. in the **Format** window check **H.264**
 - 2. in the **Preset** window set to **1080i 29.97**
 - (ii) TO EXPORT IN PROGRESSIVE/24p:
 - 1. in the **Format** window check **H.264**
 - 2. in the **Preset** window set to **1080p 23.976**
 - (iii) TO EXPORT IN DV NTSC
 - 1. In the **Format** window check **H.264**
 - 2. In the **Preset** window check **NTSC DV**
 - (b) click on the blue lettering next to **Output Name** (this will allow you to name your sequence differently and to select the destination for the piece...your flash drive)
 - (c) ensure both **Export Video** and **Export Audio** are both checked – this is important
- d) Now you can **Export** to the thumb drive
 - i) select one of two options from the lower right of the **Export Settings** panel:
 - (1) **Queue** will allow you to continue to work in APP while the sequence is exported. It will open a separate window called **Adobe Media Encoder** for this
 - (a) in this window, under **Output File**, click on the destination to locate your Thumb Drive
 - (b) when you’re ready, click **Start** button (green arrow) at the top of this window
 - (i) **Note:** you can stop or pause the encoding/transfer from this location also
 - (2) **Export** will directly send this sequence to your chosen destination, however this will also

tie up APP so you can't use it during the export