Adobe Premiere

Video Editing
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Contents
Introduction .......................................................................................................................... 3
Objectives ........................................................................................................................... 3
Prerequisites ....................................................................................................................... 3
Setting Up Premiere Project ............................................................................................... 4
  Project Folder .................................................................................................................. 4
  File management ............................................................................................................. 5
Importing Footage ............................................................................................................. 7
Basic Editing ...................................................................................................................... 9
  Adding Clips to the Timeline ......................................................................................... 11
  Editing Footage on the Timeline .................................................................................. 12
  Saving your Premiere Project ....................................................................................... 13
Audio ................................................................................................................................. 13
  Adjusting the Volume of a Clip ...................................................................................... 13
  Recording A Voice-Over in Premiere ............................................................................. 14
Exporting Your Project in Premiere .................................................................................. 16
Support Contacts .............................................................................................................. 18
Introduction

Adobe Premiere is a professional video editing program available for use in most labs on campus at ABAC. Students and Faculty should be able to use this program to edit videos including making cuts from clips, adding transitions, and adjusting volume. This guide will assist users get started using Adobe Premiere with best practices in creating a project importing footage basic edits audio adjustment and exporting. Please note that all instructions in this guide will use the editing workspace layout unless otherwise noted.

Objectives

The following objectives are covered in this document

- Know how to create and keep a project organized
- Know how to import footage into the project
- Understand basic editing techniques
- Know how to adjust audio
- Have the ability to export your final video

Prerequisites

- User must have access to a PC with Premiere Pro CC 9.2 or later installed.
Setting Up Premiere Project

Project Folder
Before you get started editing in Premiere, you need to create a file system to save all your video and Premiere project files. One method for this is as follows, create a folder on the desktop and name it something specific to your project like, **ABAC VIDEO PROJECT DEMO**.

Once you’ve created your **ABAC VIDEO PROJECT DEMO** folder, you will want to create a few subfolders inside to keep your project organized. I typically create a folder for the Premiere project files called **PREMIERE**, a file for my audio and video and image assets called **ASSETS** and a file for my exports called **FINALS**. You can organize your files with other folder names or add additional folders as needed.
File management

The next step is to upload your assets to the folder on your desktop. If you already have a location and organization structure for your larger assets feel free to keep those files in place. It is recommended that you do not work on files saved to a flash drive or memory stick due to transfer speeds and asset security. Make sure you back up your assets to an alternate location.

You are now ready to open ADOBE PREMIERE. When you first open Adobe Premiere, you will need to select NEW PROJECT on the left-hand side of the pop-up window to create your video project.
Once you’ve selected **NEW PROJECT**, you’ll be taken to a new pop-up window where you will change a few settings before getting started with editing. First, name your project by typing in a title at the top of the window in the **NAME** title box, for example **ABAC VIDEO DEMO**. Second, change the location of your project file to the **ABAC VIDEO PROJECT DEMO/ PREMIERE** folder you created on your desktop by clicking **BROWSE** on the right-hand side of the pop-up window and selecting your folder.

You don’t need to change any of the other settings on this screen for most projects where footage is already digitized. You are now ready to work within the Adobe Premiere interface. Click **OK** to continue.
Importing Footage

When you are ready to import your footage into your project, go to the main menu at the top of your screen and select FILE then from that menu, select IMPORT toward the bottom of the pop-out menu.
Next, you’ll want to choose the files you want to import. Remember, when you first set up your project, you added your video files to your project folder. Browse to your project folder on your desktop and choose the files you’d like to import. Then click **OPEN** at the bottom right corner of the pop-out window.

To view your newly imported files, click the **PROJECT ASSETS** tab in the bottom left hand quadrant of the screen. You can toggle between list and thumbnail view by clicking on the icons in the lower left corner of the project assets tab.
Basic Editing

When you are ready to start editing your project, you’ll need to move your video clips from project assets to the **TIMELINE WORKSPACE** and onto a **SEQUENCE**. The timeline workspace is in the lower right-hand quadrant of the editing interface.

Creating a Sequence

Sequences can be created in various ways. The easiest way to create a sequence is to select a clip and drag the clip to the new item icon at the bottom of the **PROJECT ASSETS** tab. This will create a new sequence that matches the parameters of the selected clip both in name and settings. This method will also place the selected clip or clips in the sequence in full. (Typically, when you drag footage to the New Item icon a closed hand will appear with a plus icon as you hover. The capture program could not capture that image.)

You can also create a sequence that matches your footage by right clicking on a clip in your project bin and choosing **NEW SEQUENCE FROM CLIP** from the menu.
If you are working with various types of footage (most common when using various capture sources), or if you have particular settings you would like to achieve with your final video you might prefer to manually select the sequence settings. To create a new sequence simply click on the **NEW ITEM** icon and select **SEQUENCE**.

You will now see the **NEW SEQUENCE** settings dialogue box. Choose the settings that match the primary footage you will be using in your sequence. Please note this feature should be used by advanced users under special circumstances.
Adding Clips to the Sequence

Adding footage to your sequence can be as easy as clicking on the clip in your **PROJECT ASSETS** and dragging it to an open track in your sequence. Remember that many video files also contain linked audio and you need to ensure both audio and video tracks are empty for the duration of the clip. You can use the **TRACK SELECT FORWARD** or **TRACK SELECT BACK** tool to make room in your sequence before adding the clip. After the footage is in your timeline you can use the **SELECTION** tool to adjust the in and out points by dragging the handles of the clip.

![Image 1](image1.png)

To choose the segment of the clip you want to bring over to the timeline, without bringing over the entire clip, you’ll need to set the in and out points. To do this, first double click the clip with the desired segment. The clip will then appear in the **SOURCE WINDOW** directly above the Media Browser. Underneath the video clip is a timeline. You will set your in point by using the letter *I* (or the **MARK IN ICON**) on your keyboard at the place you want your clip to begin on the timeline. You can navigate through the clip by using the video navigation controls underneath the timeline. Set your out point by using the letter *O* (or the **MARK OUT ICON**) on your keyboard at the place you want your clip to end.

![Image 2](image2.png)

![Image 3](image3.png)
Once you’ve set your in and out points, click and drag the clip from the media browser window in the bottom left quadrant to the timeline in the bottom right quadrant.

**Editing Footage on the Timeline**

**Common Tools**

Many of the tools used when editing on the timeline are stacked vertically to the left of the timeline. The three most common are the selection, razor and the magnifying glass. The arrow at the top is the Selection Tool and is used to move clips around and; the Razor Tool about half way down the list is the tool used for splitting clips; and the magnifying glass at the end of the list is used to zoom in and out on the timeline.

Click on the tool’s icon to activate it. Alternately you can use the Keyboard shortcuts to activate a tool. The Selection tool is activated with the V key, the razor is activated with C, and magnification can be affected with the + and – Keys while hovering over the window. Other tool shortcuts can be located by hovering over the tool until a dialogue box appears that will give the tool name and shortcut key in parentheses.

**Splitting a Clip with the Razor Tool**

With the **Selection Tool** selected, first locate the area you want to split by using the play head bar and video controls. Place the play head at the location where you want to make a cut. Select the **Razor Tool**.
and click on the play head. This click will split both the video and audio track. To split a video track without affecting the audio or vice versa hold ALT when selecting the clip before switching to the razor tool.

You can now use the **Selection Tool** to rearrange clips, or delete a selection by selecting a clip and pressing the delete key. Arrange your timeline with video and audio clip segments until you have a rough cut. I recommend duplicating your timeline every time you reach an editing milestone and renaming your new timeline sequentially as you progress. Duplicate a timeline by right clicking on the timeline in the project assets and select **Duplicate** from the contextual menu that appears.

![Image of Premiere Pro interface](image)

**Saving your Premiere Project**

In addition to leaving breadcrumbs by duplicating your sequence and sequential numbering your edits it is a good idea to save frequently. Save your project by pressing the **Control and S** key simultaneously or clicking **Save** from the **File** menu.

**Audio**

**Adjusting the Volume of a Clip**

Select the clip on the timeline that you wish to increase or decrease the volume by clicking on it to select it.

Next, select the Effect Controls tab in the upper left-hand quadrant of the interface and scroll down to Audio Effects. Toggle the arrow to the left of Volume to show the two volume controls. Toggle the arrow to the left of Level to display the audio slider control. Next, drag the slider to the left to decrease the clip volume, or to the right to increase the volume.
Recording A Voice-Over in Premiere

First you will need to change a setting in the preferences menu. To access this menu, go to edit, then Preferences, and select Audio.

A second window will open up. In this window, look for the option that reads “Mute input during timeline recording” and click the check box next to it. Then click Ok. This will prevent feedback during the recording process.
Now you are ready to record your voiceover. To do this, go down to the audio track you would like to record on. You will first need to solo the track that you would like to record on by clicking the letter S that appears next to the track name. When Selected the S will be highlighted.

Once you have done this, all you need to do to begin recording is press the microphone icon on the audio track. If you do not see the microphone or S buttons you may need to add them by customizing your track settings. Simply right click on the audio track and select Customize in the contextual menu that appears.

In the Button Editor click and drag the buttons down into the track to make them available. If you drag them into the second row of track buttons you may have to expand your track to see them after clicking ok.

Once you are done recording, click the microphone icon again to stop and the voice-over will appear on the audio track you recorded on.
Exporting Your Project in Premiere

Before you export your project, it’s a good idea to save all of the changes that you have made.

Next you will need to open the export window. To do this, go to **FILE** at the top menu, then down to **EXPORT** and select **MEDIA**, you can also use the keyboard shortcut **CTRL + M**. You must have the Sequence you wish to export selected in the timeline workspace.

A new window will open allowing you to see the settings that your video will export with, in the top right-hand corner of this window. There are many variations on the settings you can choose from. In this guide I have chosen a generic format that will play with most video players, upload to most video sharing sites, and still give good compression that will provide a small file format.

First make sure that under the heading **FORMAT**, your project is set to **H.264**. Then under preset choose **VIMEO 720P HD**. Now you can choose where you would like to save your project and give the file a name. Click on the title of the file next to the heading **OUTPUT NAME**.
A window will come up allowing you to rename the file and select where you would like to save it. It is best to save this to the Desktop over to a flash drive so that you can easily access it and transfer speeds don’t affect the render time. Once you have re-named the file and chosen the location, press the Save button.
Now you are ready to export the project. Go to the bottom right hand corner of the window and press the Export button.

Your video will then begin exporting. Depending on how long the video is, this may take some time. Once it is done you will have a .mp4 file on the desktop that you can then use to upload or drag to another location on your computer for long term storage.

Support Contacts

At ABAC our goal is to provide you with the tools and resources you need to educate your students. If you need additional support or training please contact us.

**ABAC Faculty Support**
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