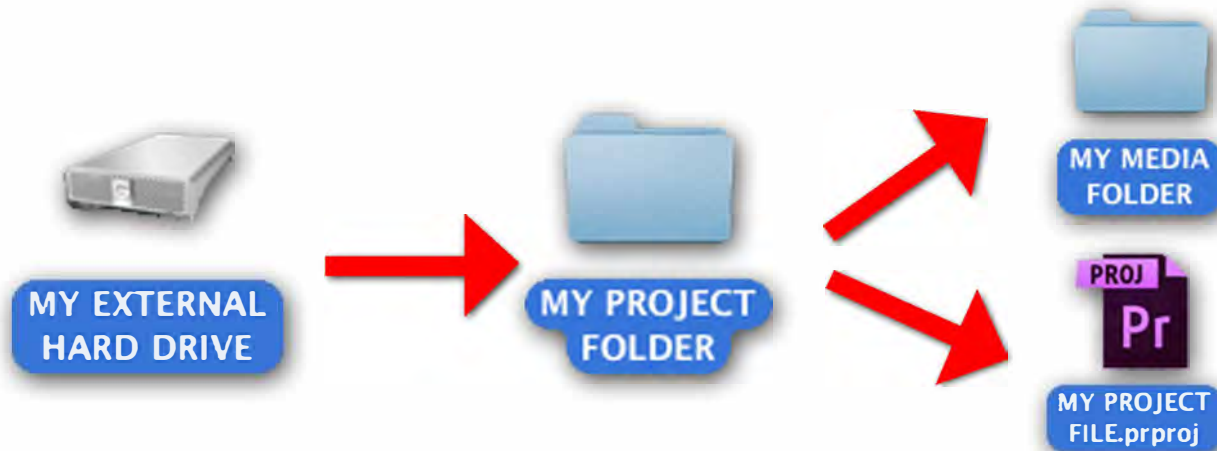


## Introduction to Adobe Premiere CC

page 1

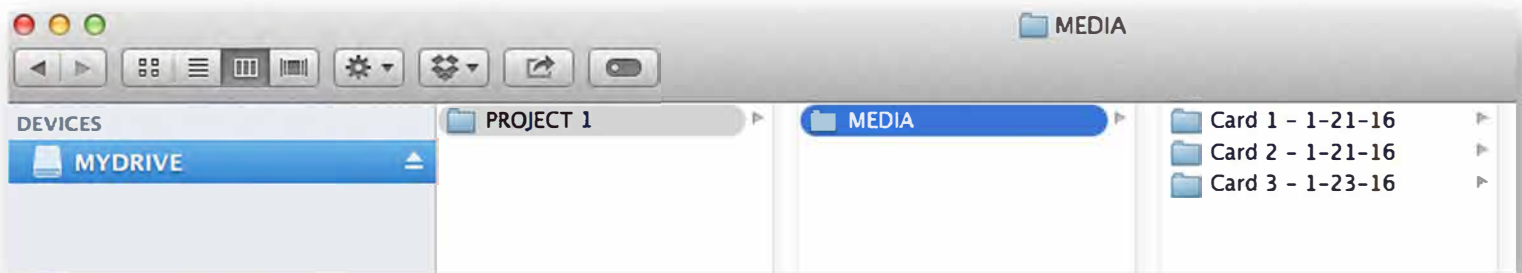
### Step 1: Media Management

Before you even open Premiere, you have to make sure that all of your footage is organized. **Never** edit directly from your memory card. Copy it to your external hard drive first, using the organizational structure outlined below. **If you don't have an external drive**, create a folder on your computer's desktop that mimics the organizational structure below:



Create a folder on your external hard drive where all of the files related to your editing project will be saved. Within that folder, create another folder where just your media (video, photo and audio files) will be saved and then label it as such. Within that folder, create a folder for each memory card you have used. One of the best ways to stay organized is to label them chronologically and to include the date you copied the footage in the folder name.

**Your folder structure should look like this:**



**Now, drag all of your media files from your memory card into the appropriate folders.** Make sure that you copy *the entire contents of your card* to its appropriate folder. **DO NOT** pick and choose folders or files, and **DO NOT** rename any files or folders. **Drag the entire contents** and then repeat with any other memory cards you may have. **To be safe**, format your cards now so that you have fresh cards ready the next time you need to shoot. Always maintain a clear, consistent file management structure when editing, and **never rename or move files or folders once you've copied them to your drive.**

## Introduction to Adobe Premiere

page 2

**Now you're ready to open Premiere. Make sure you open the latest version.**

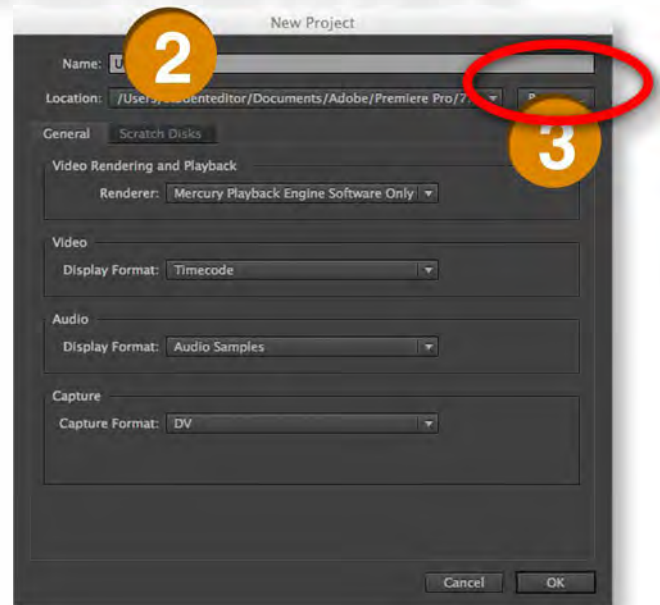
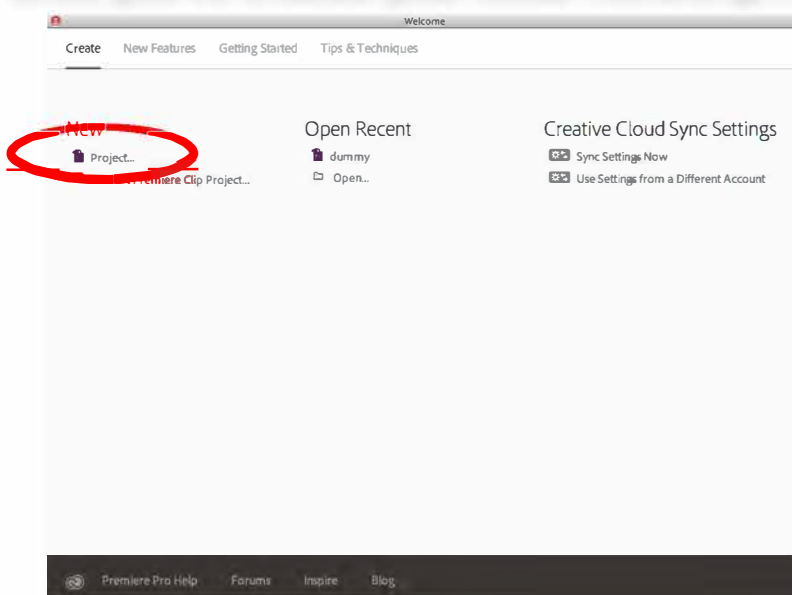
**When you open Premiere,** a window might appear that looks like this:



**Click OK** and continue.

## Step 2: Creating a Project File

**Once you've created your folder heirarchy,** you're ready to create your project file.



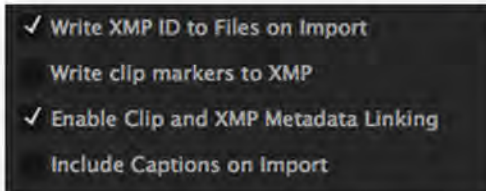
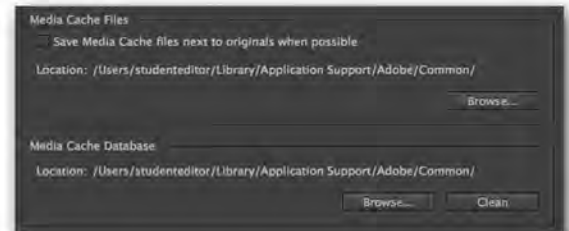
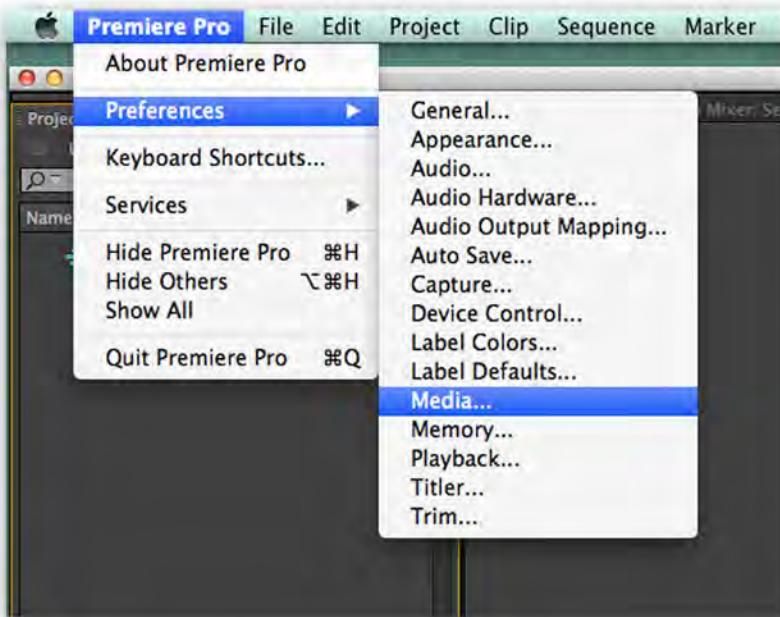
1. When you first open Premiere CC, you will see the screen above. **Click "New Project."**
2. **Give your project a name.**
3. **Select the location on your external hard drive where your project file will be saved.**  
Your project file is what you will use to access your editing project from now on. All of the edits you make will be associated with that project file.
4. Unless you're capturing from a tape and/or know what you are doing, ignore the remaining settings in this window.

## Introduction to Adobe Premiere

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**Before you can begin editing, there are a few important settings you have to change.**

1. Navigate to the Premiere Pro menu and follow Preferences>Media
2. In the window that appears, find the Media Cache Files box. Leave the box unchecked, and then click the BROWSE button. Navigate to the main directory of your external hard drive (the area you see when you first open your external drive) and click CHOOSE. This will create a folder on your external drive where Premiere will save important data.
3. Back in Premiere, in the Media Cache Database box, follow the same steps - click browse, navigate to your external hard drive's main directory, and click CHOOSE.
4. A window will appear once you press CHOOSE. Select MOVE and the window will disappear.



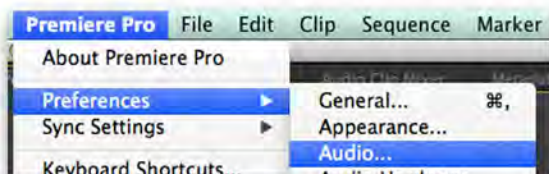
Completing these steps will create two folders on your external hard drive. **Never move, rename, or alter the contents of these folders.**

5. Make the check boxes below look like what you see to the left.

## Step 3: Program Layout and Settings

Before you start, make sure your workspace is organized in a way that makes sense. At the top of your screen, go to Window>Workspace and select "Editing" (not Editing CS5.5). Then, go back to Window>Workspace and select "Reset Current Workspace," and select "Yes." This will return your workspace to its default configuration.

Then, navigate to the audio menu:



(See next Page)



## Introduction to Adobe Premiere

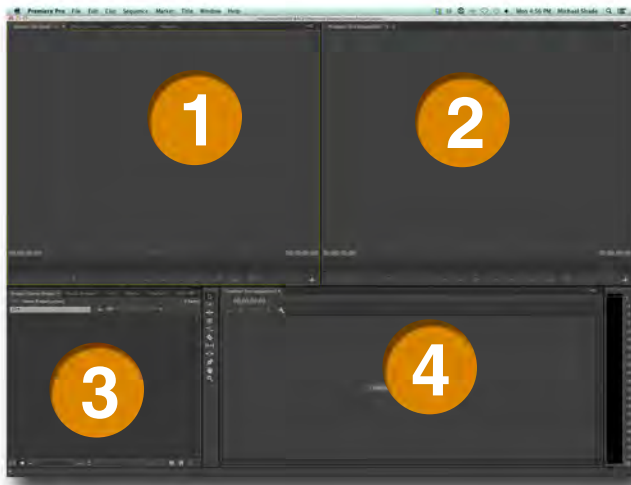
page 4



Set all of your Default Audio Tracks to mono. This will allow you to independently edit the volume of video files with stereo audio tracks.

Before you continue, save your project file by navigating to File>Save. **Make sure that your project file is saved in the folder that you created for this editing project, and make sure that all of your media has been copied into your project's media folder on your external hard drive.**

You should now see the following on your screen:



**Here are the four main areas of your workspace:**

**1. The Source window**

Shows you a preview of your raw media before it is edited

**2. The Program Window**

Shows you what your edited video will look like when you play it back on your timeline

**3. Project, Media and Effects Browser Window**

Shows you a list of your project files, raw media files and effects (among other things)

**4. Timeline**

This is where your media files – images and sounds – will be arranged in a chronology

Notice that within each window, there are several tabs. A complete list of tabs can be found by clicking on “Window” at the top of your screen. The windows with check marks next to their names are the windows that currently are open on your screen. As you become more comfortable with the program, you can experiment with the combinations of windows you use at any given time.

## Step 4: Importing Footage

In order to correctly play your media, every media file must be imported using Premiere's Media Browser function. To make sure your Media Browser tab is open, at the top of your screen, click on Window and then locate Media Browser in your list. If there is no check mark, click on Media Browser to open it. Then find it in your windows (it should appear in the bottom-left).

## Introduction to Adobe Premiere

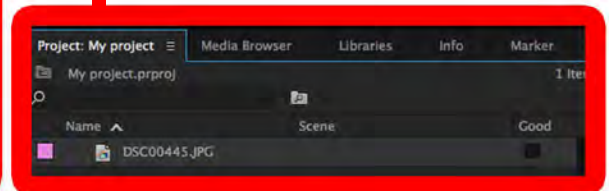
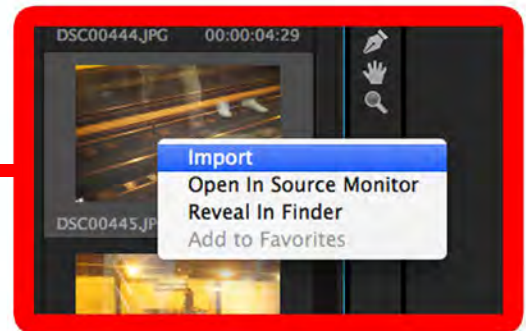
page 5

### Step 4: Importing Footage (continued)



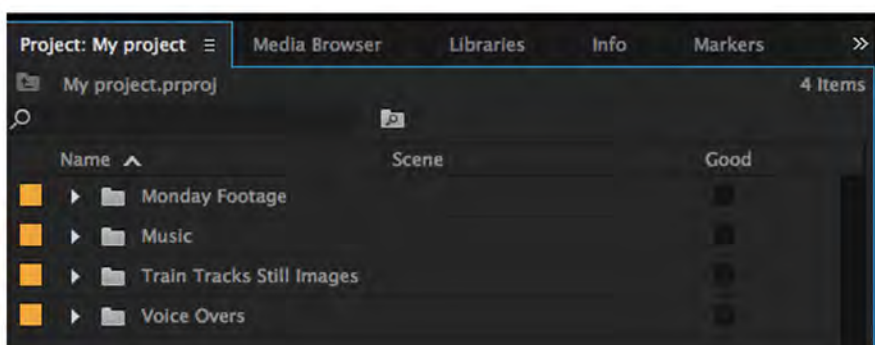
In Media Browser, navigate to the location on your external hard drive where you copied your media. You will see a list of your media files appear. In order to include those files and edit them into your project, you have to **import them**.

To do this, select an individual clip or group of clips, then right click on your selection and click "Import."



Once imported, your media will appear in your Project tab. The Project tab is where all imported media can be stored and organized within Premiere. Once you've imported media into your project tab, you're free to re-name it, re-organize it, put it in folders, or even delete it. Doing so will have no effect on the media stored on your hard drive. Before you begin editing, organize your material in Premiere in a way that makes it easy to use and find as you edit.

**Note: To create a new folder, go to File>New>Bin**



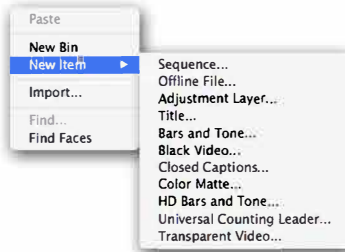
**At any point**, you can go back to the Media Browser and import any media that you may have missed, or media you've filmed/recorded after you started editing. The important thing is to start and remain organized.

## Introduction to Adobe Premiere

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### Step 4a: Creating a Sequence

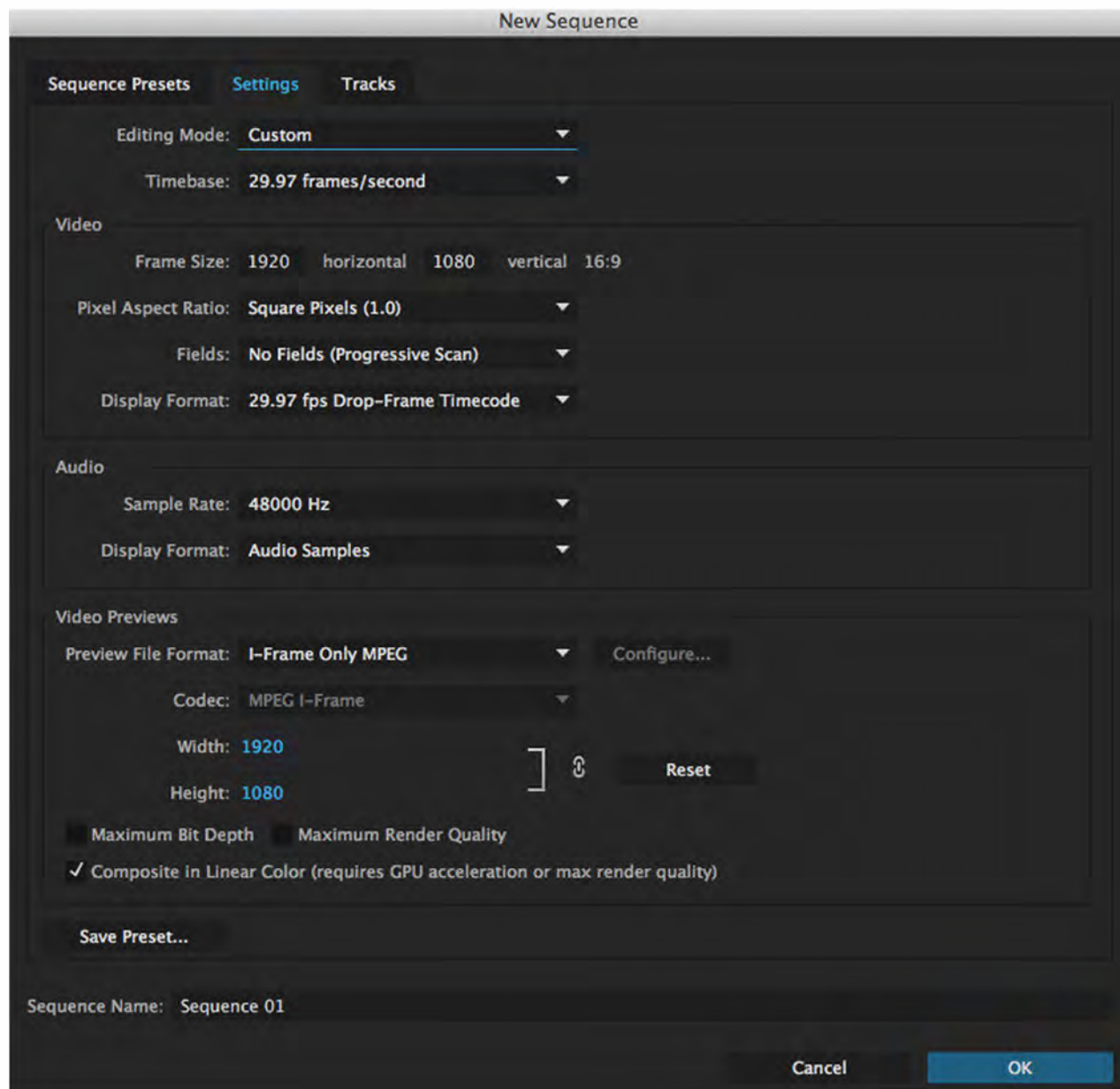
Before you can start editing, you have to create an **editing sequence**, which is where all of your editing will happen. Create a sequence by following these steps carefully:



At the top of your screen, go to FILE, select NEW> New Sequence

The tab you will see at first is the SEQUENCE PRESETS tab. Ignore this tab. Instead move to the SETTINGS tab.

**Unless you've been told or know otherwise**, you want your settings window to look exactly like the example below.

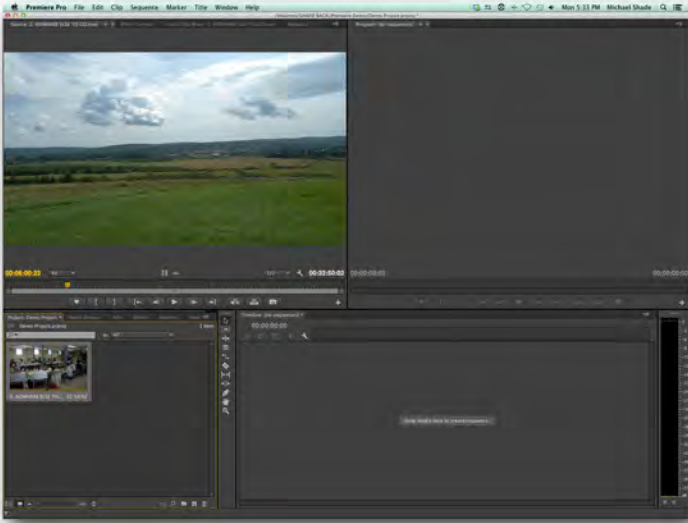




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Once you have created your editing sequence, you should see it in the PROJECT tab in the window in the lower left. A thumbnail for your sequence will appear in that window. You can double click on that sequence to open your editing timeline, which is where you will do your editing.



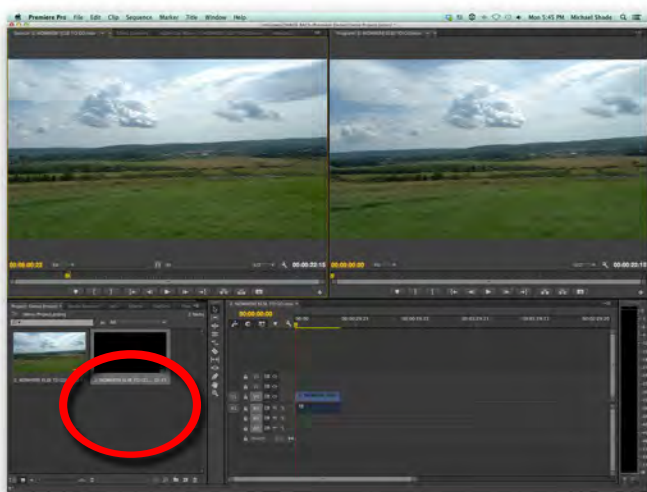
### Step 5: Adding Footage to the Timeline

Now that you have imported all of your media and created your sequence, you are ready to start editing. In your Project Window (3), find the media that you would like to appear first in your project. Double click on it, and look at it in the Source Window (1). If your media is a video, you'll see the entire length of the media file available in the source window.

If your file is a still photo you will see your still photo displayed over and over (as a video).

Using the playhead (the sliding vertical bar that determines which video frame is visible), select a point in time in the media file. Press **i** on your keyboard. This creates a media start point. Then, select a moment in time a few seconds later, and press **o** on your keyboard. This creates an out point. You now have a media selection that you can place on your timeline.

Click the image in the source window and drag it onto your Program Window (4).



You'll now see a new video preview in the Program Window. You'll also see your video represented in time on the timeline. If you scroll the Program window playhead back and forth over your media file, the Program Window will play back your original media selection.

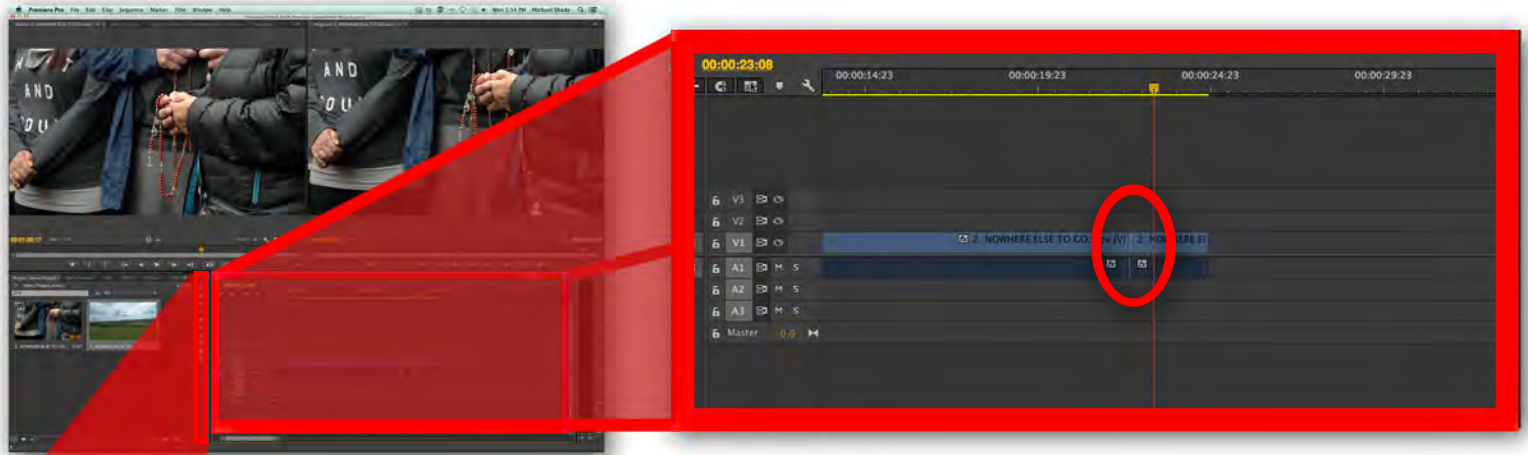
You have just added a clip to your **editing sequence**. Your sequence is the container for your editing timeline, and it's the space where all of your editing will take place.

## Introduction to Adobe Premiere

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### Step 6: Creating an Edit

Go back to your source media and make another selection, this time from a different moment in time in the media. Using the i and o keys, create another selection, and drag the media onto your timeline behind your first clip.

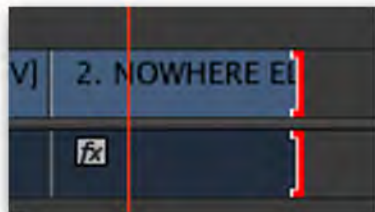


The point of conjunction (circled) between the two clips is called an “edit.”

Using the top arrow tool from the toolbar to the left of the timeline, click and drag each clip until you’ve changed their order. It may take several tries - use CMD+Z (undo), if you make a mistake.

Once you’ve rearranged your clips, you’re officially familiar with the fundamentals of editing: taking a video preview, making a selection, placing it on a timeline, and rearranging it.

### Step 7: Editing on the Timeline



You also can adjust the length of your clips within the timeline. Click on the end point of your last clip. Notice the red mark that appears. Click and drag the red mark to the left or right to shorten or lengthen your clip.



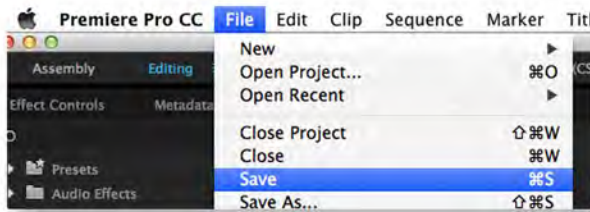
## Introduction to Adobe Premiere

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### Step 8: Saving Vs. Exporting

When you aren't finished editing your project, but you need to stop working and disconnect your external hard drive, you can **save** your project and return to it later. When you are finished with your project and want to upload it to the web, you need to **export** your project to a self contained media file, such as an .mov or .mp4 file.

#### Saving

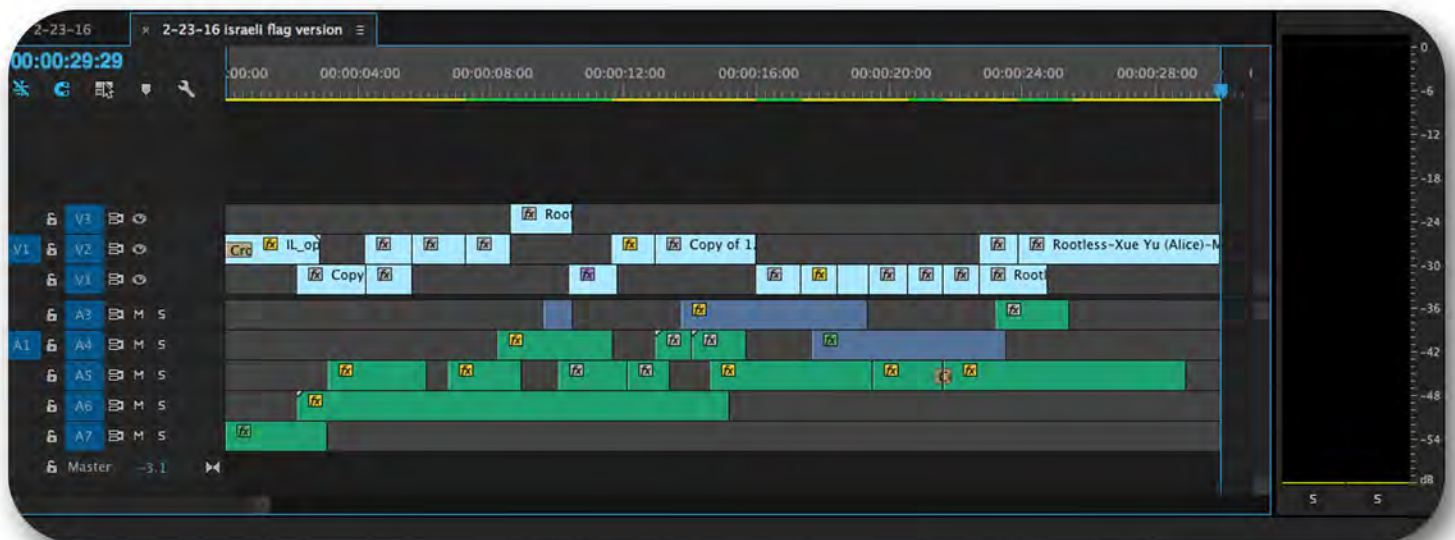


To save your file, simply go to File>Save. When you want to return to your project to continue editing, find your project file on your hard drive and double click on it. Then you can resume editing once it's open.

#### Exporting

##### 1. Set your In and Out points on your editing timeline

Before you export, go to the beginning of your editing timeline, and place your playhead at the beginning of your video. Hit I on your keyboard to set your in point. Then, set your playhead at the end of your project on your timeline. Hit O on your keyboard to set your out point. **Your exported video file will contain everything between your in and out points.**

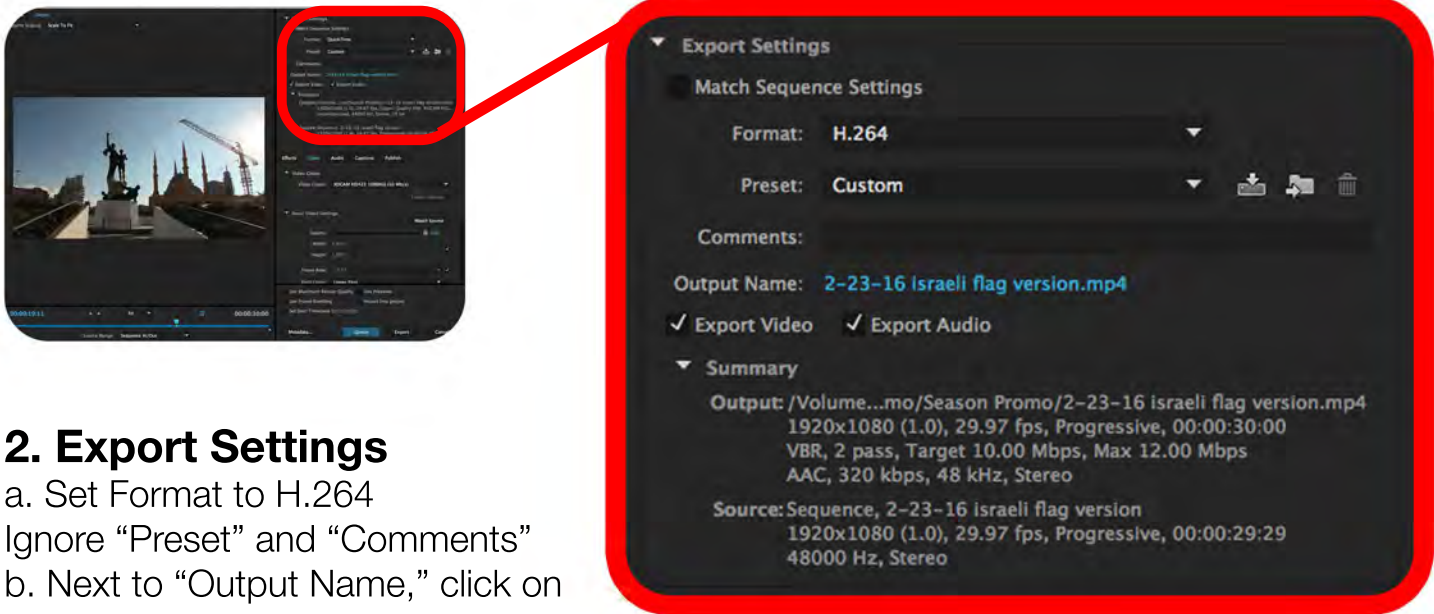


To export your project, go to File>Export>Media. You now will have to choose the settings of your exported file. Understanding these settings takes time. **For now, unless you know or have been instructed otherwise, use the following export settings.** They are designed to produce a manageable file size without compromising quality.

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### Step 8: Exporting (continued)



#### 2. Export Settings

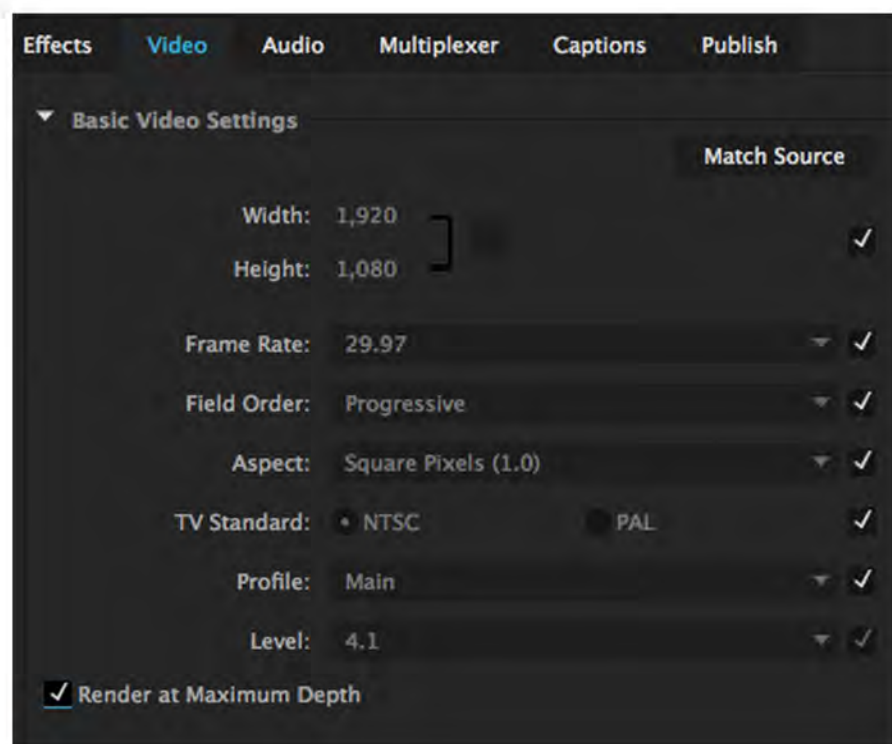
a. Set Format to H.264

Ignore "Preset" and "Comments"

b. Next to "Output Name," click on the blue text. This will allow you to

name your exported file and choose where it will be saved. You should save it on your external hard drive, ideally in a folder you've created marked "Exports." The important thing is that you know where your export will go.

c. Make sure Export Video and Export Audio are checked.



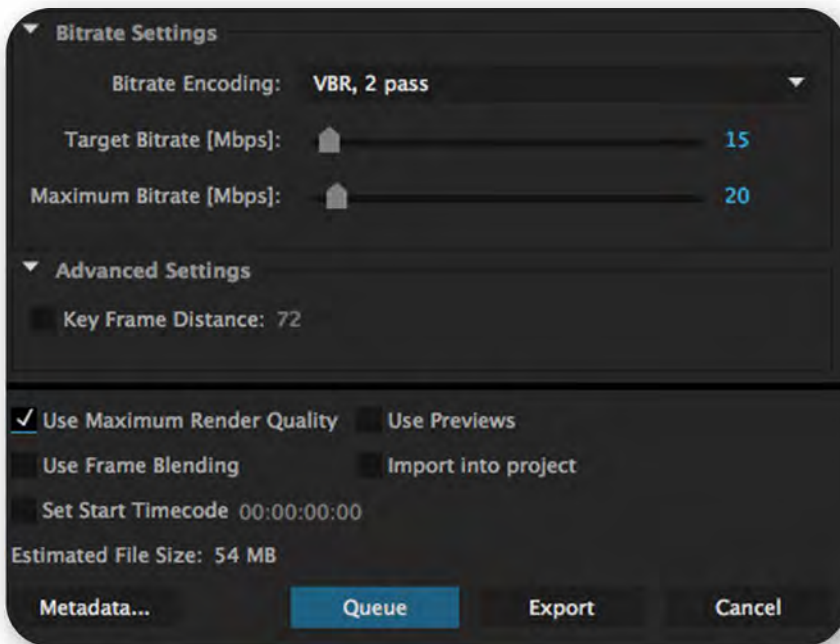
d. Click the Video tab. When you click the "Match Source" button, your export settings should change to match your sequence settings. **If your Width, Height, Frame Rate, Field Order, and Aspect are anything other than what you see here, then your sequence settings are wrong, and you have to exit the export menu, click Sequence at the top of your screen, and then change your sequence settings so that they match the settings in the instructions on page 6.** When you come back to the exporting menu, start at step 2a again.

e. Double check your settings, and select "Render at Maximum Depth."

## Introduction to Adobe Premiere

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### Step 8: Exporting (continued)



f. Set bitrate encoding to VBR, 2 Pass. (If you are in a hurry, which you shouldn't be when you're exporting, choose VBR, 1 pass).

g. Set your target bitrate to 15

h. Set your maximum bitrate to 20

i. Ignore advanced settings.

j. Select Use Maximum Render Quality, and uncheck each other box.

Premiere will indicate the estimated size of your exported file near the bottom of the page. If you need to reduce your file size, reduce "Target Bitrate" above, keeping in mind that your export quality will degrade as you lower your bitrate.

When you're ready to export your file, click Export. Depending on how long your project is, your export time will vary. **Because exporting can be time-consuming, don't wait until the last minute to export.**

### Step 9: Checking Your File

You always should watch your exported file all the way through before you submit it to your professor or upload it to the web.

Once you've exported and checked your file, you're done!