

## AN INTRODUCTION TO ADOBE PREMIERE



Moving Image  
mp223@brighton.ac.uk

## BEFORE YOU START TO EDIT...

### ORGANISE A WORKFLOW!

It's a good idea to organise your files properly before you start to edit.

This will ensure that you can find clips easily and that Premiere does not 'offline' your clips (see TROUBLESHOOTING section) later in the edit.

### LOG/RENAME FILES

You may want to spend some time before you begin to edit viewing your files and familiarising yourself with the footage.

At this point your files may be named something like '1X3A9173.mov' so you may want to rename them before you begin to edit.

*TIP: never rename your files via Finder in the middle of an edit – this will cause your Premiere project to 'lose' your files!*

*TIP: Adobe Bridge is useful for browsing, organising and renaming files.*

### CREATE AN EDIT FOLDER

This will help later while navigating the project. This is especially important if you have lots of files or film on a number of separate occasions.

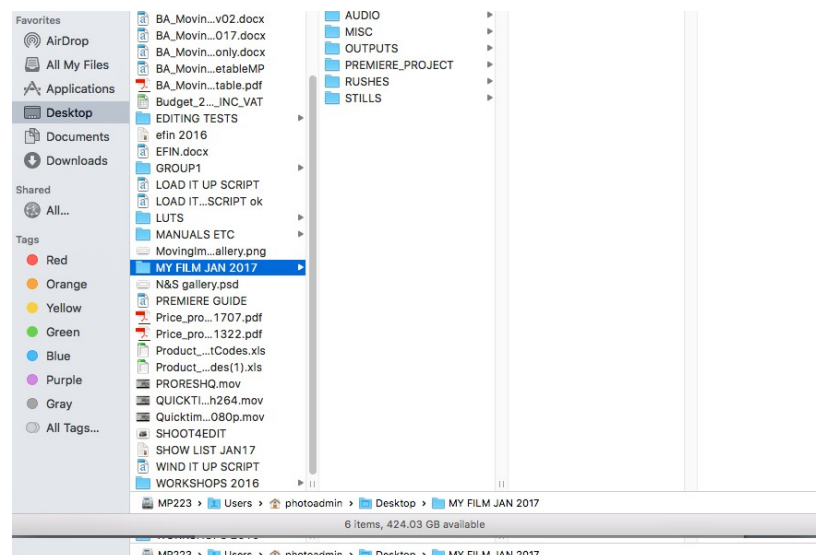
Set up a Master Folder (i.e. MY EDIT).

Within this folder add sub folders such as:

RUSHES, AUDIO, PREMIERE PROJECT, STILLS, MISC

*TIP: If you are shooting over different days consider creating folders for each day's rushes such as DAY1 DAY2 DAY3 etc.*

*This will make navigating and copying files much easier later on.*



## STARTING A NEW PREMIERE PROJECT

### Open Premiere

A splash screen will appear asking if you want to open a previous project or start a new project.

Click **Create New Project**

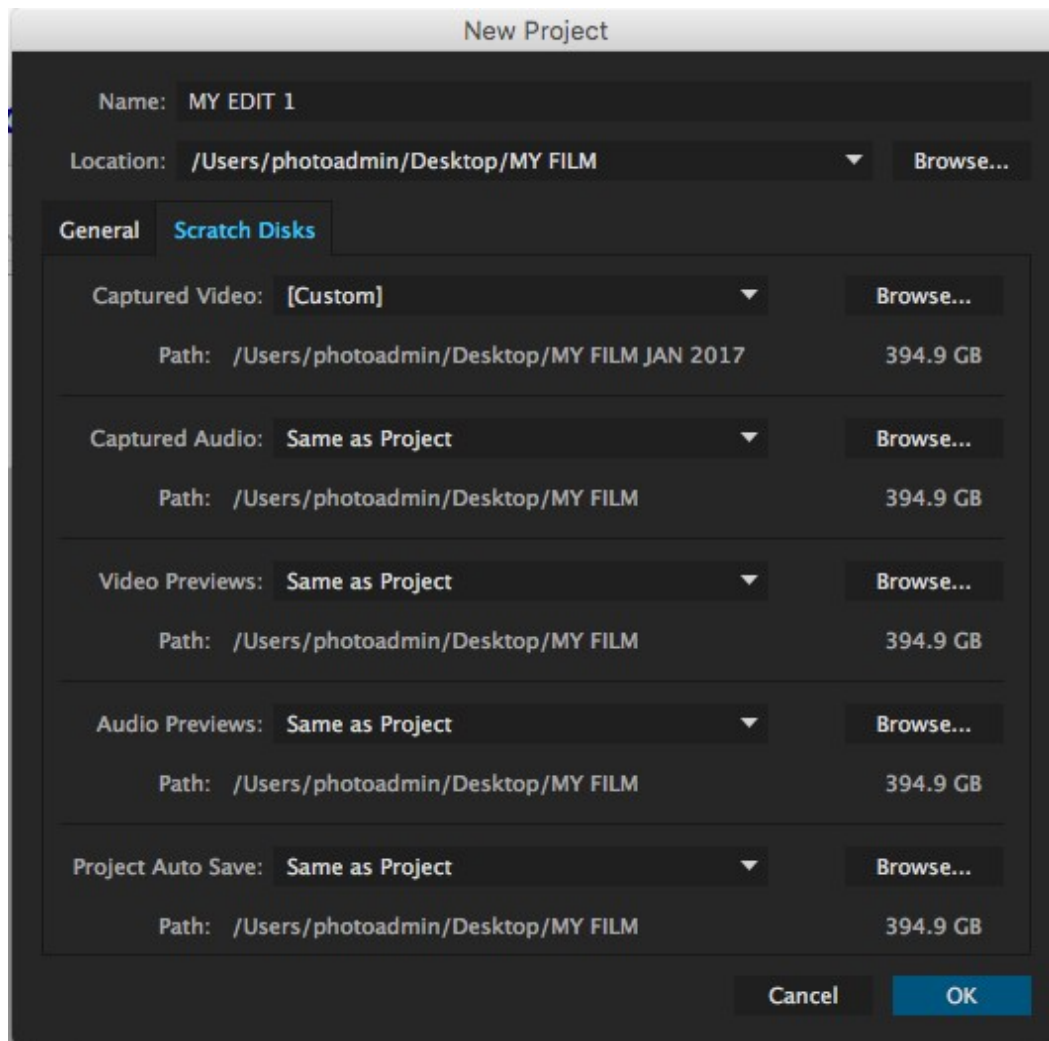
In the New Project dialog box set up the following:

**Name:** This is the overall name of your Premiere Project.  
Give it an appropriate name i.e. MY EDIT 1

**Location:** Click **Browse** and navigate to your folder

**TIP:** If you don't already have one create a **PREMIERE\_PROJECT** folder within your master folder and save the project file to this folder.

The other Scratch Disk locations should be set to **Same as Project**.



## WHAT IS A SCRATCH DISK?

As you edit, Premiere writes files in the background. These are movie effects files (render files) and auto saves (useful if the project becomes corrupted or is lost).

Click **OK** – Premiere will now create a new project.

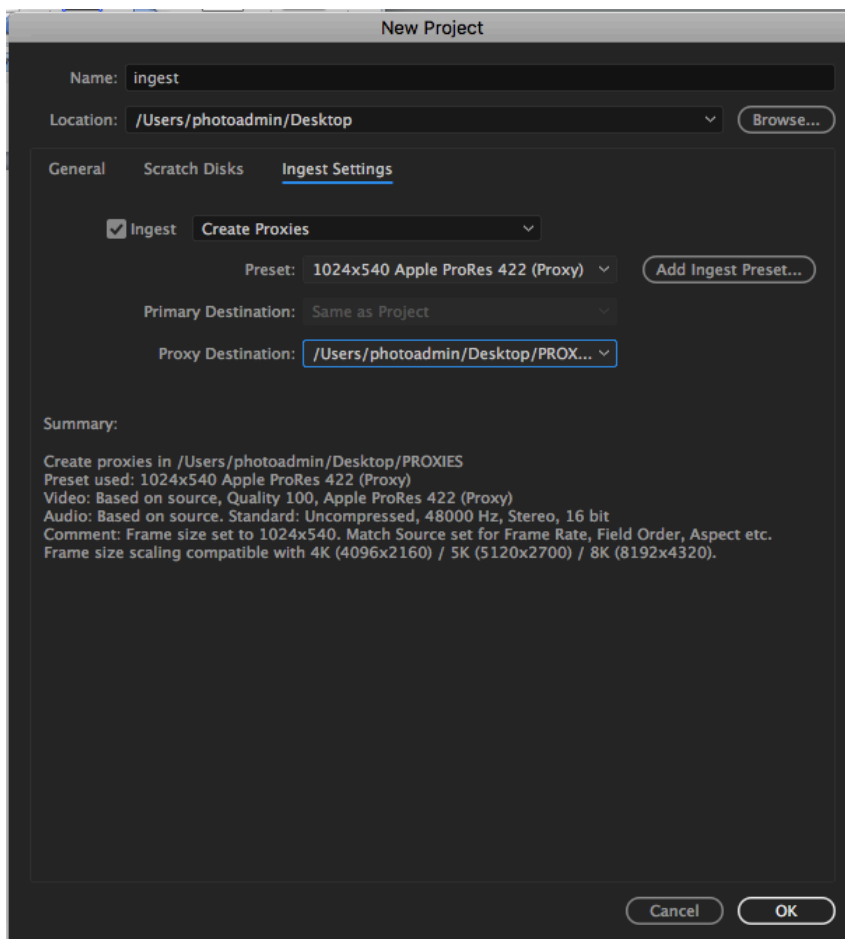
## IMPORTING FILES

Within the new project import the files you intend to edit.

Click **FILE>IMPORT** and choose the files or folders you want to edit.

*TIP: You can also select files via the Media Browser tab but it's often quicker just to import files.*

## INGEST SETTINGS



The Ingest Settings tab allows you to automatically create copies of all your files before you start to edit. You are only likely to use this if you are working with large (UHD or 4K) files and need to create smaller 'Proxies'. Or if you want to copy files/back up from an SD Card automatically. (Which you should generally do before you start Premiere anyway).

## ORGANISING THE BIN

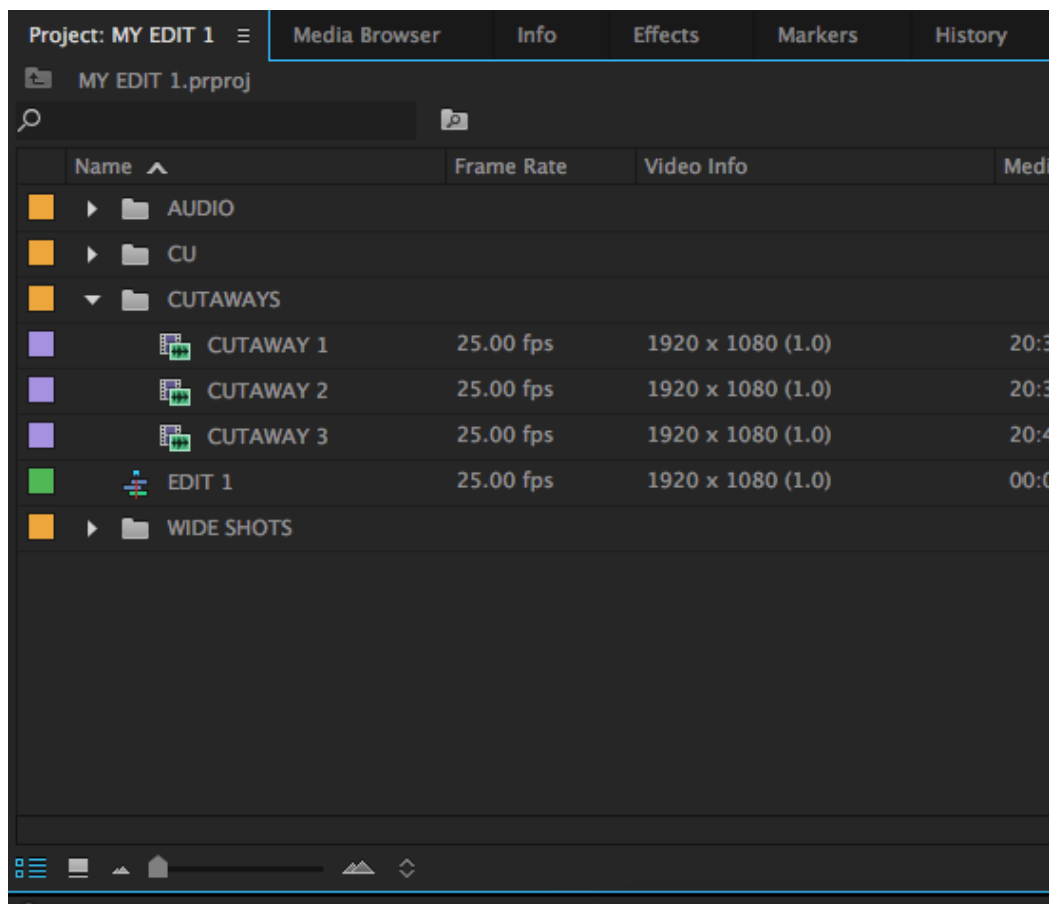
The bin should be in the bottom left of the screen.

This is where you can select your movies, audio, stills, sequences etc.

If you haven't already organised your files, or want to sort them further you can do this within the bin.

## RENAMING CLIPS

Select the clip name, press enter and type in a new one.



## CREATING NEW FOLDERS WITHIN THE BIN

Click the **New Bin** icon to create a new folder within the bin.

*TIP: Renaming files and folders within the bin will not rename them on the hard drive – you can sort or rename them in the bin as often as you like.*

*TIP: To switch between list and thumbnail view select the icons in the bottom left of the bin.*

*TIP: You can search for files in the bin by using the search bar at the top of the bin.*

## STARTING AN EDIT & CREATING A SEQUENCE

### WHAT IS A SEQUENCE?

A sequence is a timeline that runs from 0 seconds to however long your film is.

Within this timeline you can cut clips, add effects, audio etc.

It is, in effect, your edit.

You can have as many sequences open in a project as you like.

### SEQUENCE SETTINGS

A sequence has various settings. It's important that you match up your files to have the same settings (size, frame rate, aspect ratio) as your sequence, otherwise the image could be distorted or less than full quality.

However, Premiere makes it simple to create a new sequence based on your file/s...

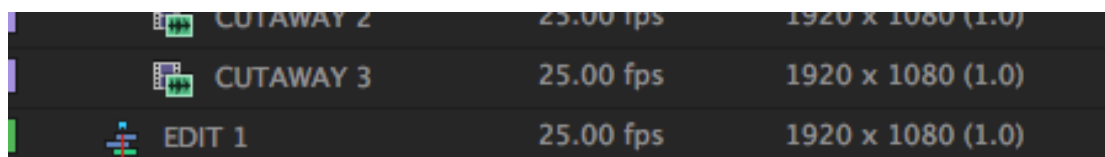
### CREATING A NEW SEQUENCE

To create a new sequence drag one of your clips from the bin into the blank timeline window.

This will create a new sequence based on the clip's size, frame rate, aspect ratio etc.

This new sequence will save into your bin. Its name will be based on the clip you dragged into the timeline – you may want to rename this i.e. EDIT 1.

***TIP: You can double check that the sequence settings correctly match your footage by checking the attributes for a clip and the new sequence in the bin (see below).***



CUTAWAY 2	25.00 fps	1920 x 1080 (1.0)
CUTAWAY 3	25.00 fps	1920 x 1080 (1.0)
EDIT 1	25.00 fps	1920 x 1080 (1.0)

***TIP: You can also create a new sequence from a clip by right clicking on a clip in the bin and selecting Create New Sequence From Clip***

***TIP: You can duplicate a sequence (right click>Duplicate).***

***This is very useful if you want to radically change an edit whilst still having the original to refer back to later.***

## BASIC EDITING

Double click the first clip that you want to use in the bin.

This will open up the clip in the Source Window (top left).

Within this source window you can choose which part of the clip you want to add into the edit.

Play the clip by clicking the **PLAY** button (or **SPACE** on the keyboard).

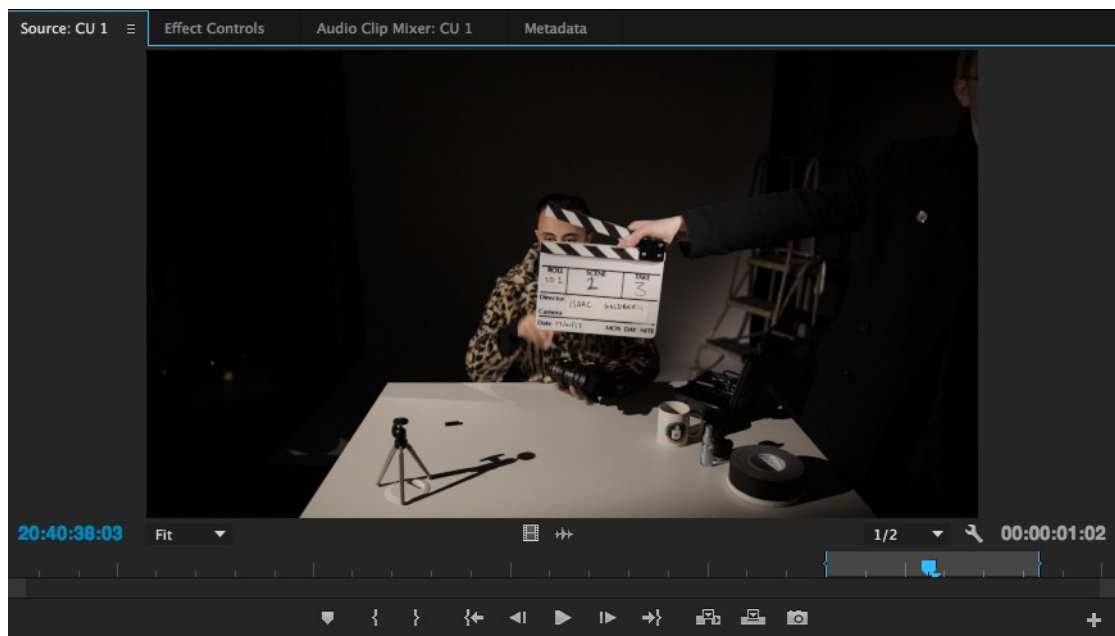
To do this use the blue scrub tool to navigate to the point you want to start from (this is called the **IN POINT**).

Click the left bracket icon (or **I** on the keyboard) to mark this as the IN POINT.

Navigate to the point you want to end the clip and click the out bracket icon (or **O** on the keyboard).

***TIP: To move through the footage one frame at the time use the LEFT and RIGHT keyboards keys. Holding SHIFT at the same time as LEFT & RIGHT shuttles 5 frames backwards or forwards.***

Drag the clip from the middle of the source window and drop it onto Track V1 in the sequence. The clip is now part of your edit.



***TIP: Drag the Frame or Audio icons below the Source Window to just drop video or audio into the sequence.***

Continue to set IN and OUT points for each clip and drag them into the sequence next to each other to create a rough edit.



## NAVIGATING WITHIN A SEQUENCE

The PROGRAM window (top right) plays back your edit.

To play and pause press the PLAY button in this window or SPACE on the keyboard.

To zoom into the sequence press + to zoom out press –

This helps to navigate the entire sequence or to zoom right in for fine-tuning of edits, effects etc.

*TIP: To play the edit full screen press CTRL and ` at the same time. Use SPACE to play, J K L to shuttle through and ESC to return to Premiere.*

## MOVING CLIPS

Make sure the Selection Tool (looks like an arrow – shortcut **v**) is selected and click and drag the clip. To select multiple clips drag a box around the clips and move.

## DELETING CLIPS

Select the clip and press backspace.

## REMOVING AUDIO FROM A CLIP

To remove the associated audio from a clip hold ALT on the keyboard, select the audio track and press backspace.

(Use this method to delete the video if you just want to use the audio).

## TRIMMING THE START/END OF A CLIP

Using the Selection Tool hover over the start or end of the clip. Click and drag in or out to make the clip shorter or longer.

*TIP: Make sure snapping is on (top left of the sequence looks like a magnet icon) – this will ‘snap’ clips when moving or cutting within the sequence.*

## RAZOR TOOL

To cut a clip in the sequence select the Razor tool (**C**) and ‘cut’ the clip.

(Useful for quickly creating ‘jump cuts’.)

## CLOSING GAPS

To close a gap in your sequence (a black space) either:

Right click in the space and select **Ripple Delete**.

Select the Track Selection Forward Tool (**A**)

*TIP: The Ripple Edit tool (B) allows you to extend or trim a clip while dragging the rest of the edit behind it - no annoying gaps to close in the sequence!*

## UNLINKING VIDEO AND AUDIO IN A CLIP

Right click on the clip and select **Unlink**.

The clip's video and audio are now independent of each other and you can move them separately.

## VIDEO TRACKS

Premiere sequences consist of 3 video and 3 Audio tracks as default.

Tracks work in a hierarchy i.e. any clip placed on Track V2 will play instead of a clip placed below it on V1.

## ADD/DELETE VIDEO TRACKS

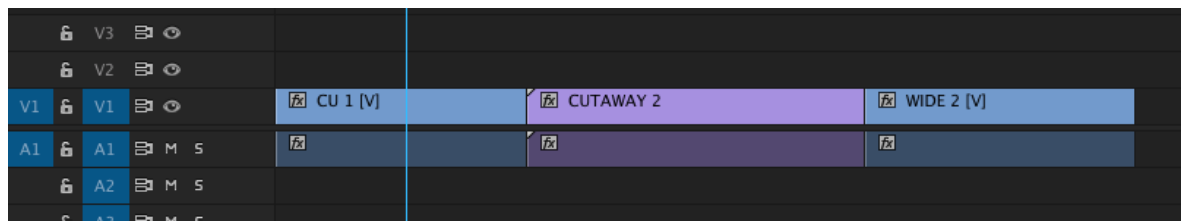
Right click in the grey space to the right of the Eye icon and select **Add or Delete Track**.

## TURN TRACK ON/OFF

To temporarily turn tracks on or off click the **Eye** icon next to the track.

## LOCK A TRACK

This may be useful when you are working on another track and don't want to mistakenly change another track – click the **padlock** icon next to the track to lock it.



*TIP: You can also mute or solo a track using the **M + S** icons next to each track. This is useful if you want to edit just one piece of audio without hearing other tracks, for example.*

## ADDING MARKERS

Markers are useful for pinpointing an exact point in a sequence or track, for example when editing to an audio track. To add a marker in the sequence click the playhead to the exact point and press M on the keyboard. To set a marker on a clip make sure the clip is selected, navigate to the point and press M

## EFFECTS - THE BASICS

### CHANGING THE SCALE AND POSITION OF A CLIP

Each clip has a number of basic attributes related to it. These are:

**Motion** – Relates to the scale, position and rotation of the clip.

**Opacity** – Relates to the transparency of the clip.

*These basic parameters can be changed by selecting the clip and selecting the Effect Controls tab in the top left window.*

Each parameter has a number next to it. Changing these numbers (either by holding the cursor over the number, clicking and dragging left or right or typing in a new value) results in the clip looking, or behaving, differently.

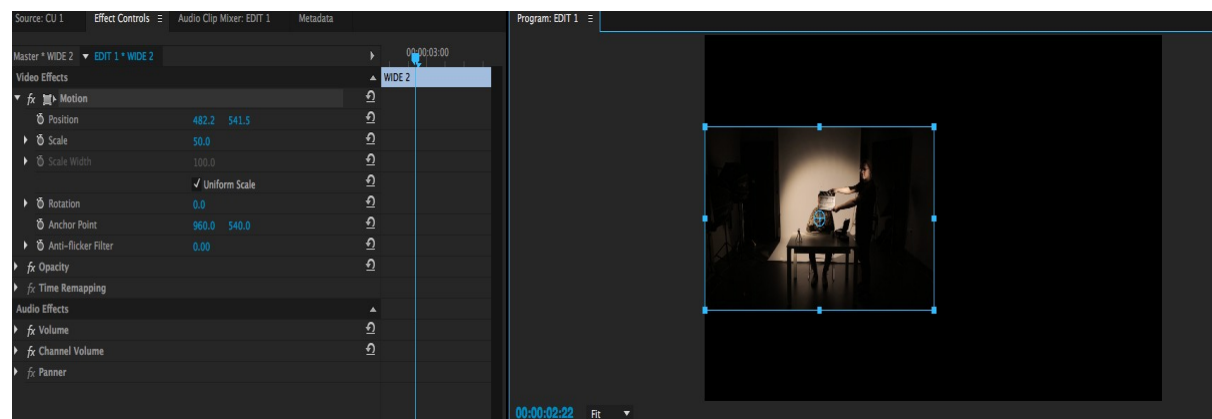
For example, if you want to change the scale of a clip to half it's size and move it to the left of the screen you would:

Select the clip in the sequence

In Effect Controls tab change:

**Scale = 50**

**Horizontal Position = 480**



**TIP:** To physically move a clip around the screen (and to drag it's handle to change it's size) make sure the 'Motion' heading is selected – the clip will now display a blue boundary box allowing you to click and drag it.

## EFFECTS – CREATING DISSOLVES + FADES

You can use Premiere's built in transitions (Effects>Video Transitions) but these can be tricky to modify and control.

A better option is to use the opacity clip handles:

### TO FADE A CIP IN AND OUT

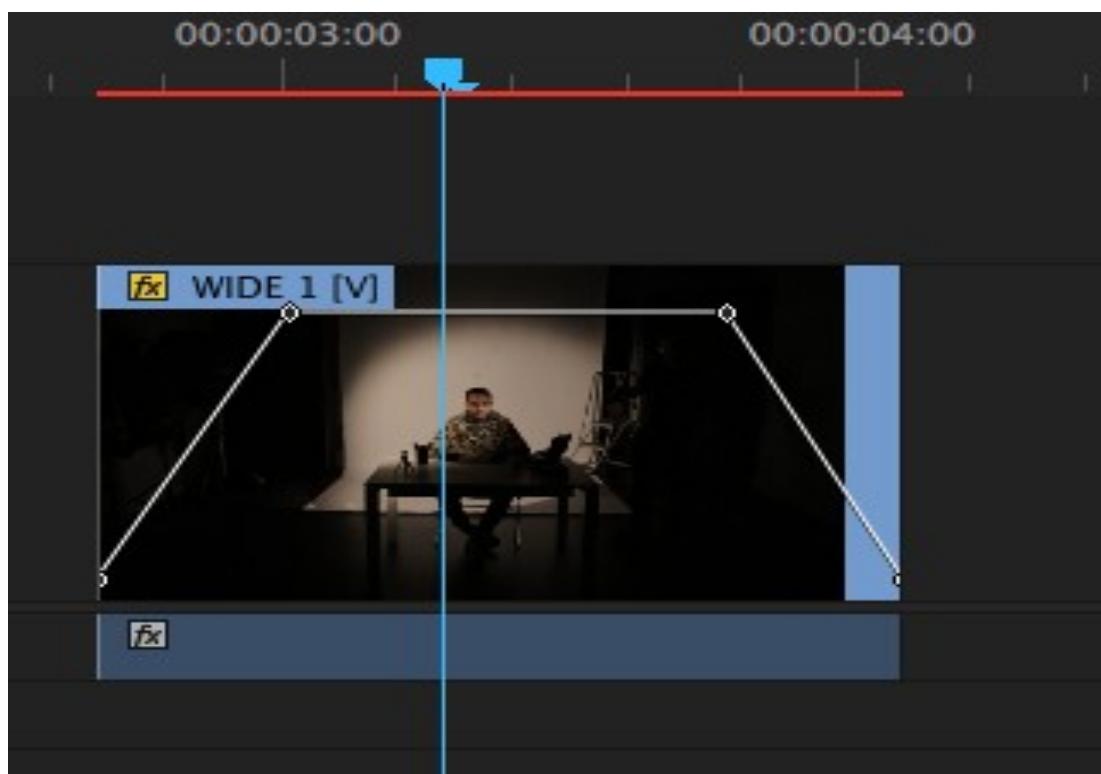
1/ Select the clip you want to apply the fade to in the sequence.

2/ Drag the grey scroll bar down (it's in the right hand side of the sequence window)

3/ This should 'expand' the clip – at this point you should see a white line at the top of the clip – (if you don't click the spanner icon and select '**Show Video Keyframes**')

4/ Using the Pen Tool (**P**) or by holding **CMD** click 2 points to create 2 keyframes on the line (see image below) – drag one of these down so the opacity line slopes upwards. This creates a fade up.

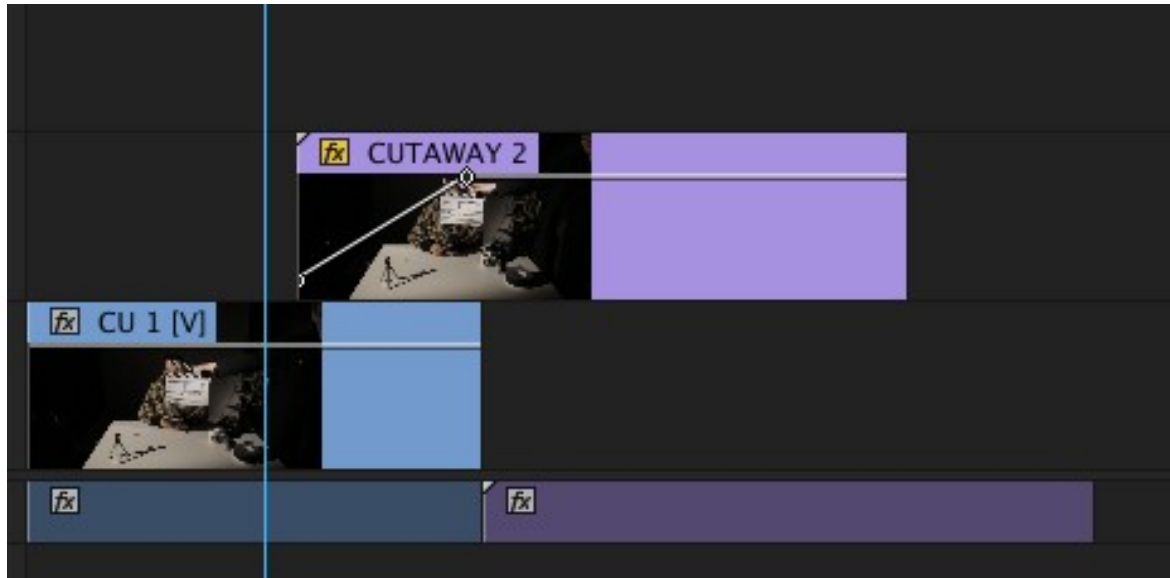
5/ To change the duration of the fade pull the keyframes left or right.



## TO DISSOLVE 2 CLIPS TOGETHER

1/ Make sure the clips overlap – one on V1 & one on V2

2/ Fade up the clip on V2 from the point where it overlaps with V1 (see image below)



**TIP:** To create a smoother fade or dissolve select the keyframe/s, right click and select 'Auto-Bezier).

## THE EFFECTS LIBRARY

Premiere's Effects are accessed in the Effects tab (lower left of the screen).

They are organised into categories i.e. Color Correction, Stylize etc.

To apply an effect drag it directly onto the clip.

The effect is now applied to the clip (although you may have to change it's parameters to see any changes).

Change the effects parameters by clicking the clip in the timeline and selecting the effect's various percentages/numbers etc.

**TIP:** To find an effect easily type in the effect name into the search bar at the top of the Effects tab.

**TIP:** To delete an effect select it in the Effects tab and press backspace. To temporarily turn it on or off click the fx icon next to the effect name.

## KEYFRAMING

Keyframing allows you to create basic animations and change the value of an effect over time.

### KEYFRAME EXAMPLE 1

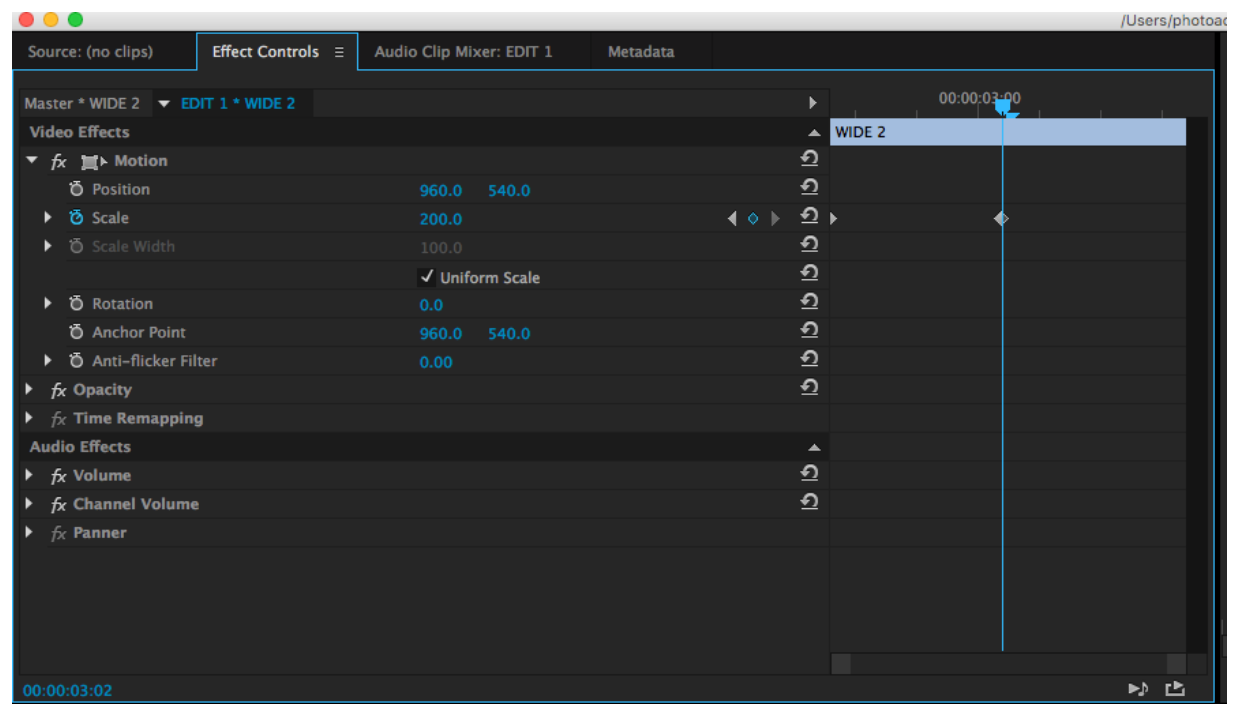
Gradually zooming into a clip

- 1/ Select a clip in the sequence. Move the playhead to the beginning of the clip.
- 2/ In the Effect Controls tab make sure **Scale** is set to 100.0 and click the **stopwatch** icon once. This creates a keyframe at this time with the value set to 100.0
- 3/ Move along to the middle of the clip with the playhead. Set the **Scale** to 200. This creates a keyframe value of 200 at that point in the clip.
- 4/ Play the clip back. The image should now zoom in.

To change the speed of the zoom move the keyframes closer together or further apart.

*TIP: To delete keyframes just select them and press backspace.*

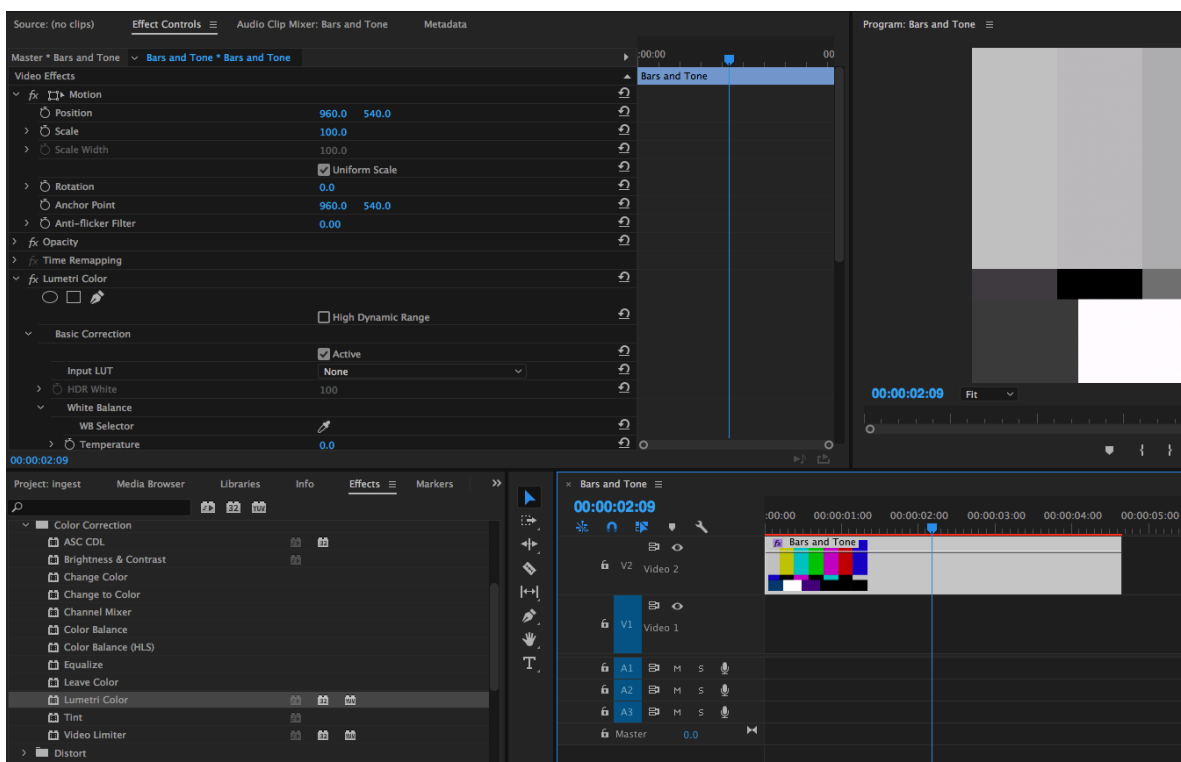
*TIP: To smooth the keyframe effect slightly select the keyframe (or a number of keyframes), right click and select **Auto Bezier**.*



## KEYFRAME EXAMPLE 2

Gradually reducing the colour in a clip to black and white.

- 1/ Select a clip in the sequence.
- 2/ Add the effect Lumetri Color **Effects>Color Correction>Lumetri Color** to the clip.
- 3/ Move the playhead to the beginning of the clip.  
In the Effect Control tab find the **Saturation** parameter under **Lumetri Color**. Make sure the Saturation value is set to 100 and click the stopwatch icon to set a keyframe.
- 4/ Move to the middle of the clip in the sequence.
- 5/ Change the Saturation value to 0.



## CHANGING THE SPEED OF A CLIP

Right click on the clip and select Speed/Duration.

In the dialog box type in a new value (i.e. 50% will make the clip twice as slow) or type a new duration into the **Duration Value**.

*TIP: Use the Rate Stretch tool (R) to manually stretch the clip in the timeline.*

## WORKING WITH SLOW MOTION FOOTAGE

You may have shot footage at 50fps or 60fps on a DSLR camera.

To view it's speed correctly follow these steps:

- 1/ In the bin right click on the clip and select **Modify>Interpret Footage**
- 2/ In the **Modify Clip** dialog box check **Assume this frame rate**



3/ Type in 25pfs

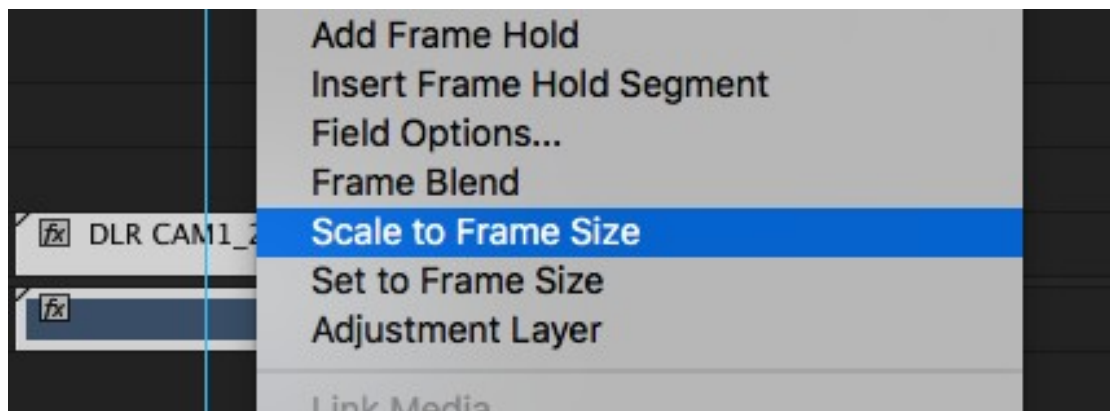
The clip should now play back in slow motion correctly.

*TIP: To smooth slow motion further right click on the clip in the sequence and select Field Options>Flicker Removal.*

## WORKING WITH MIXED MEDIA/DIFFERENT SIZE FOOTAGE

If you are working with different sized clips (i.e. old VHS, HI-8 and DSLR clips) it's best to start your sequence based on the largest file size you have (i.e. 1080p DSLR files) and scale up the smaller footage as appropriate.

*TIP: To automatically scale up a clip to the sequence size right click on the clip in the sequence and select Scale to Frame Size.*



*TIP: You can tell Premiere to automatically scale footage to the sequence size under Premiere>Preferences>General>Default scale to frame size.*

## SAVING AN EFFECT AS A PRESET

You may want to save a particular effect to use later on in a project. To do this right click the effect/s you want to save in the Effects Control tab and select '**Save Preset**'. You can now drag this saved preset from under the Presets folder in the Effects tab.

*TIP: To add an effect to an entire sequence create a new Adjustment Layer (File>New>Adjustment Layer). Drag this adjustment layer from the project bin to a track above all your clips and apply an effect to it.*

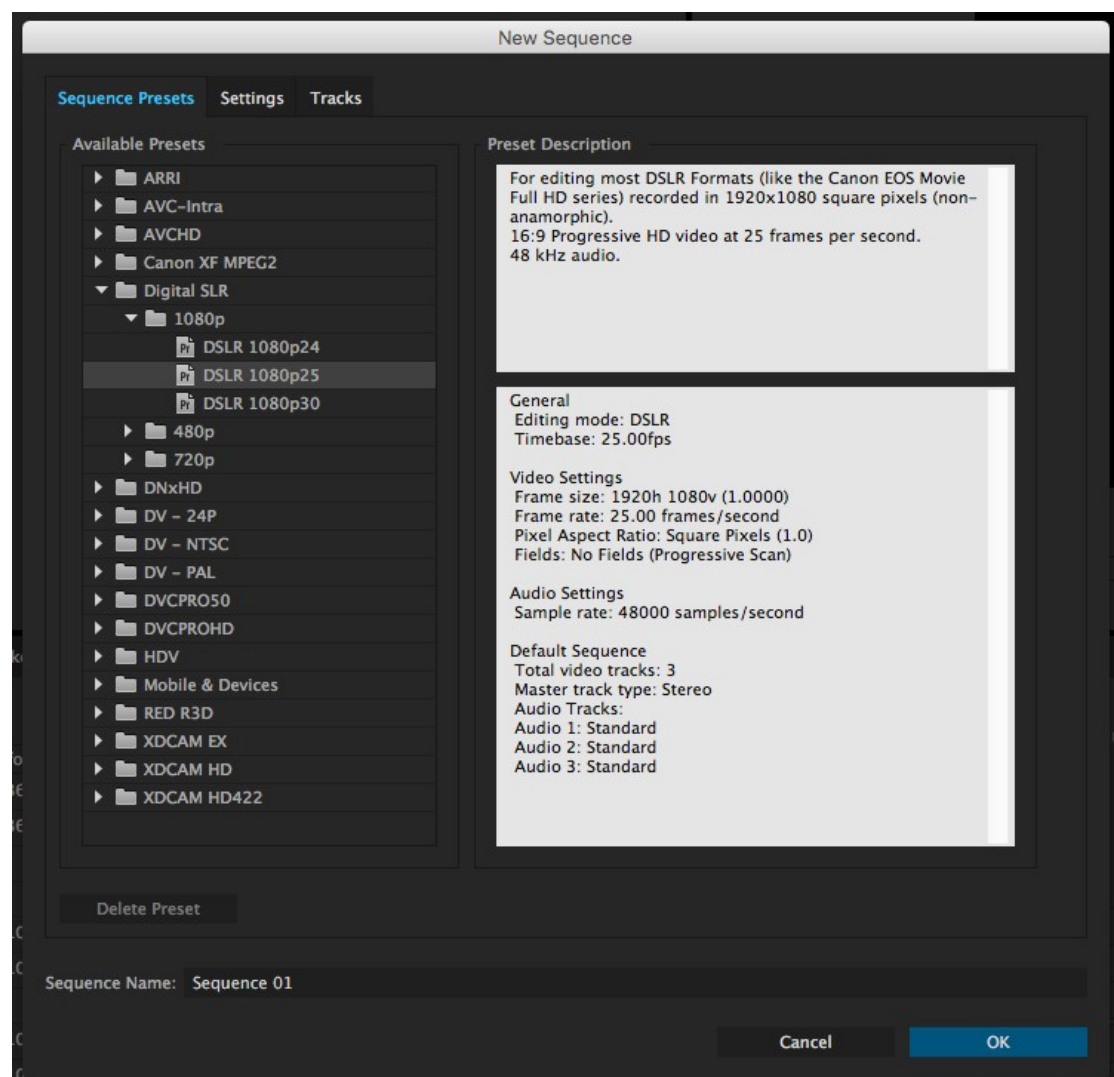
## WORKING WITH STILL IMAGES

Premiere accepts TIFFS, JPEGS, PSDs (but not RAW CR2 files).

DSLR stills are often very large compared to video files (a typical 5D jpeg may be anything up to 5000 x 3700 pixels large) so stills ideally need to be resized to fit into a typical 1080p project.

If possible resize your stills beforehand to 1920 x 1080 pixels (72 dpi is fine).

1/ In Premiere create a new sequence (**File > New Sequence**) and use the preset **Digital DSLR > DSLR 1080p 25**



2/ Import the stills you want to use – drag the image/s into the newly created sequence.

3/ At this point the images will probably be blown up in the Program window – right click and select **Scale to Frame Size**.

4/ Tweak the scale etc. under the **Motion** tab in the **Effect Control** tab.

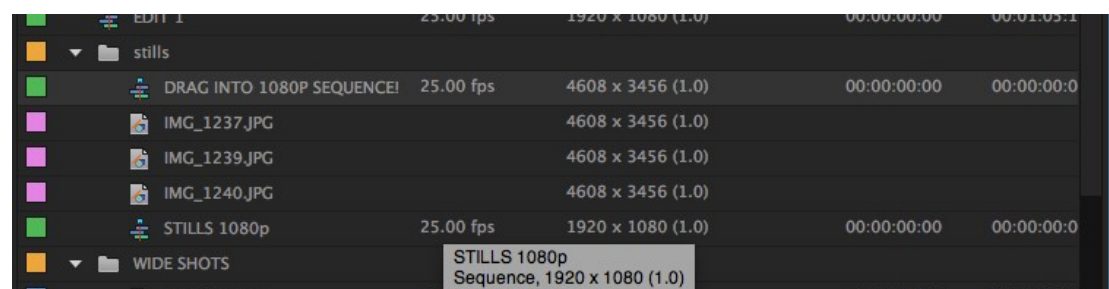
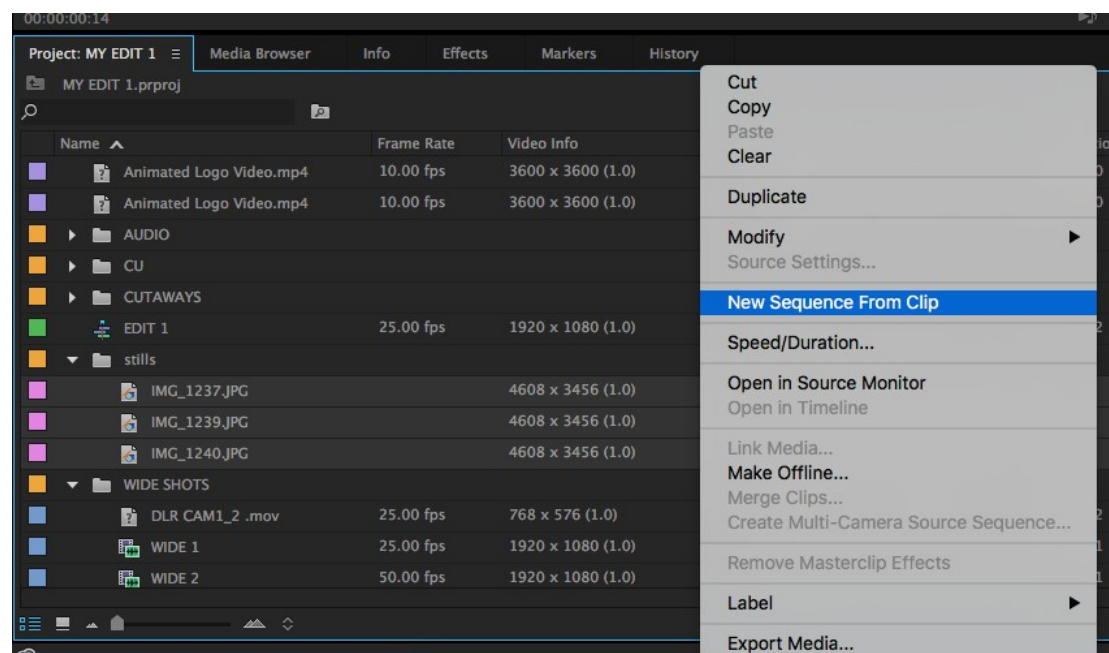
5/ Change the still's duration by either dragging the edge of the clip in the sequence or right clicking and selecting ***Change Speed/Duration***.

*TIP: Premiere's default still duration is usually 5 seconds. To change this select **Premiere Pro>Preferences>General** and change the still image duration to at the desired duration. (You may have to restart Premiere for this to take effect).*

## WORKING WITH STILLS TO CREATE A TIMELAPSE

(the below assumes your stills are much larger than 1920 x 1080 pixels! It also assumes that your files are numbered sequentially.)

- 1/ Import all the stills into the sequence.
- 2/ Select all the stills in the bin.
- 3/ Right click and Select **New Sequence From Clip** – this will create a new sequence containing all the stills (running sequentially) at the same size as your stills.
- 4/ Create a new 1080p 25fps sequence (see above)
- 5/ Drag the sequence you created with the stills from the bin and drag this into the 1080p sequence.
- 6/ If a dialog box pops up select **Keep Existing Sequence Settings**
- 7/ The new 1080p timeline should contain all your clips – scale down the sequence in the timeline + change the speed for the right results.



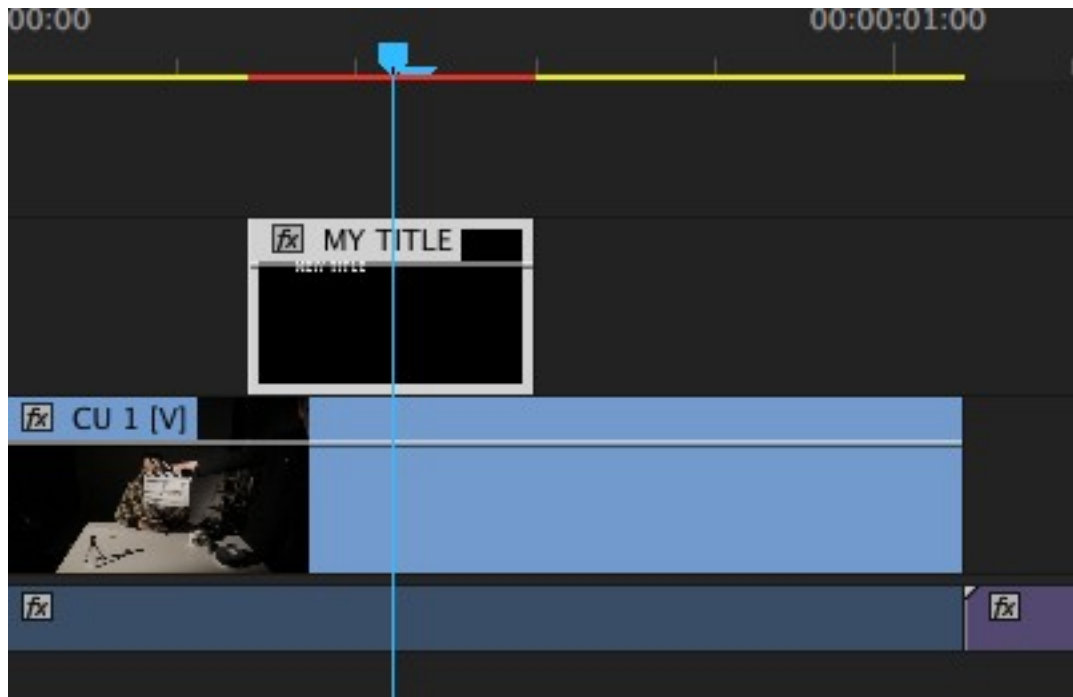
## TITLES

To create a title Click **Graphics>New Layer>Text**

A new title will be created in the timeline.

In the Effects Control tab you can now alter the font, text, size, colour etc.

To display the title over the top of a clip drag it to the track above the clip.



*TIP: A slight blur effect can help take the digital 'edge' off a title.*

*TIP: For subtitles create a 'master' subtitle (do this via File>New>Legacy Title, duplicate it within the bin and change it, this keeps the format the same throughout the edit.*

## AUDIO

### ADDING AUDIO INTO A SEQUENCE

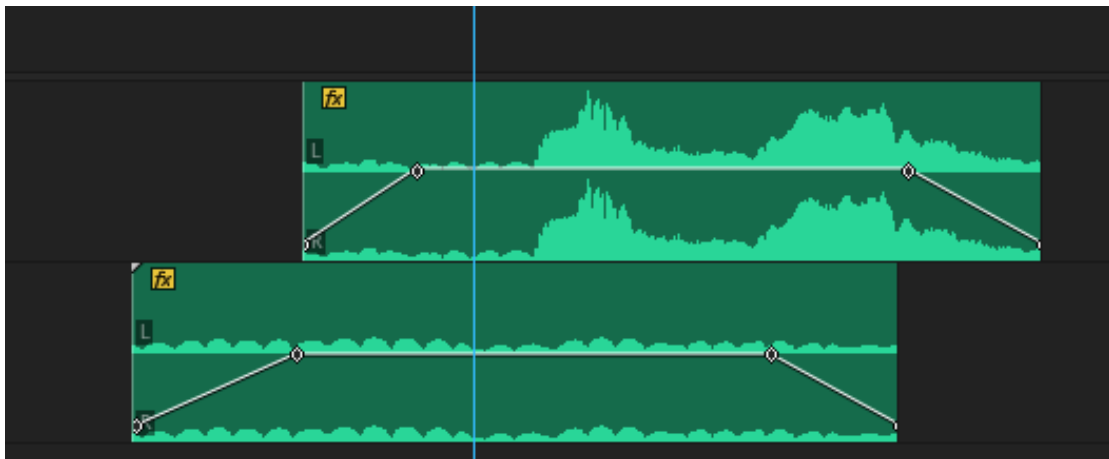
You can import various audio files (wav, mp3 etc) into a project and mix them into your sequence/s.

By double clicking an audio file in the bin it will open in the Source Monitor, displaying as a waveform. You can add **In** and **Out** points as you would with a video clip.

Use the waveform icon to drag the audio onto a free audio track (A1, A2, A3 etc.)

Change the audio level by ensuring the audio level is visible (do this by dragging the grey box to the right of the audio track down and ensuring that from the spanner icon **Show Audio Keyframes** is selected) and dragging the line up and down.

You can add keyframes as you would with video by selecting the Pen Tool (**P**) or **CMD** on the keyboard – fading the audio in and out as appropriate.



***TIP:** Ensure that your audio levels are peaking at around -12 in the Audio Meter panel. This is a suitable level for playback.*

### PANNING AUDIO

To pan audio from left to right:

- 1/ Right click on the **fx** logo in the top left of the audio track you want to pan in the sequence.
- 2/ Select **Panner** from the drop down list.
- 3/ By moving the audio line up this will pan the audio to the left track, moving down will pan to the right. Add keyframes to pan from left to right channel.

*TIP: If an audio track is Mono (i.e. just recorded to one channel) right click the audio clip in the sequence and select Audio Channels to duplicate one of the channels across both. The track will now be stereo.*

## FORMATS & CODECS

A FORMAT is a type of file (sometimes called a container).

A FORMAT is defined by it's extension i.e. .mov file is a movie file which opens in Quicktime player.

A CODEC is a way of compressing the movie file so the file size is relatively small but the image quality is still of a high quality.

For example, a Quicktime .mov file using h264 compression will be a smaller file (and less quality) than a Quicktime .mov file using Apple Pro Res HQ codec.

## EXPORTING A SEQUENCE

1/ Make sure you have the right sequence selected in the project window

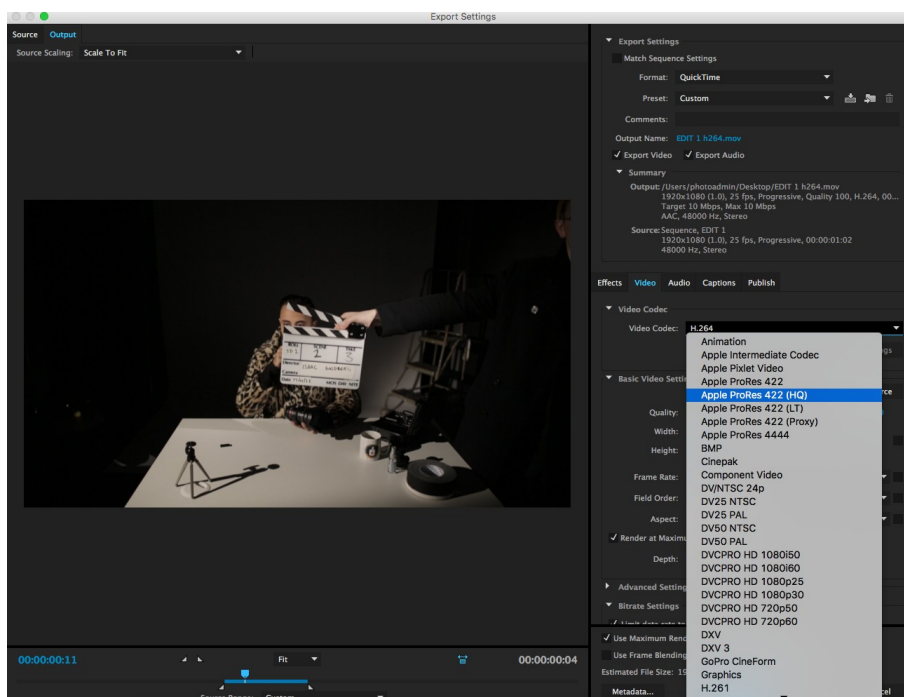
2/ Click **File>Export>Media**

3/ You can now specify which part of the sequence you want to export and adjust the settings

4/ To select just a part of the sequence set In & Out points in the **Source Range** bar (just below the image preview window) – otherwise leave the drop down Source Range to **Sequence In to Out**.

5/ Adjust the Export Settings (see below for examples), making sure the **Output** and **Source** under the **Summary** heading match up.

6/ Next to **Output Name** click and give the file a name and save to a location.







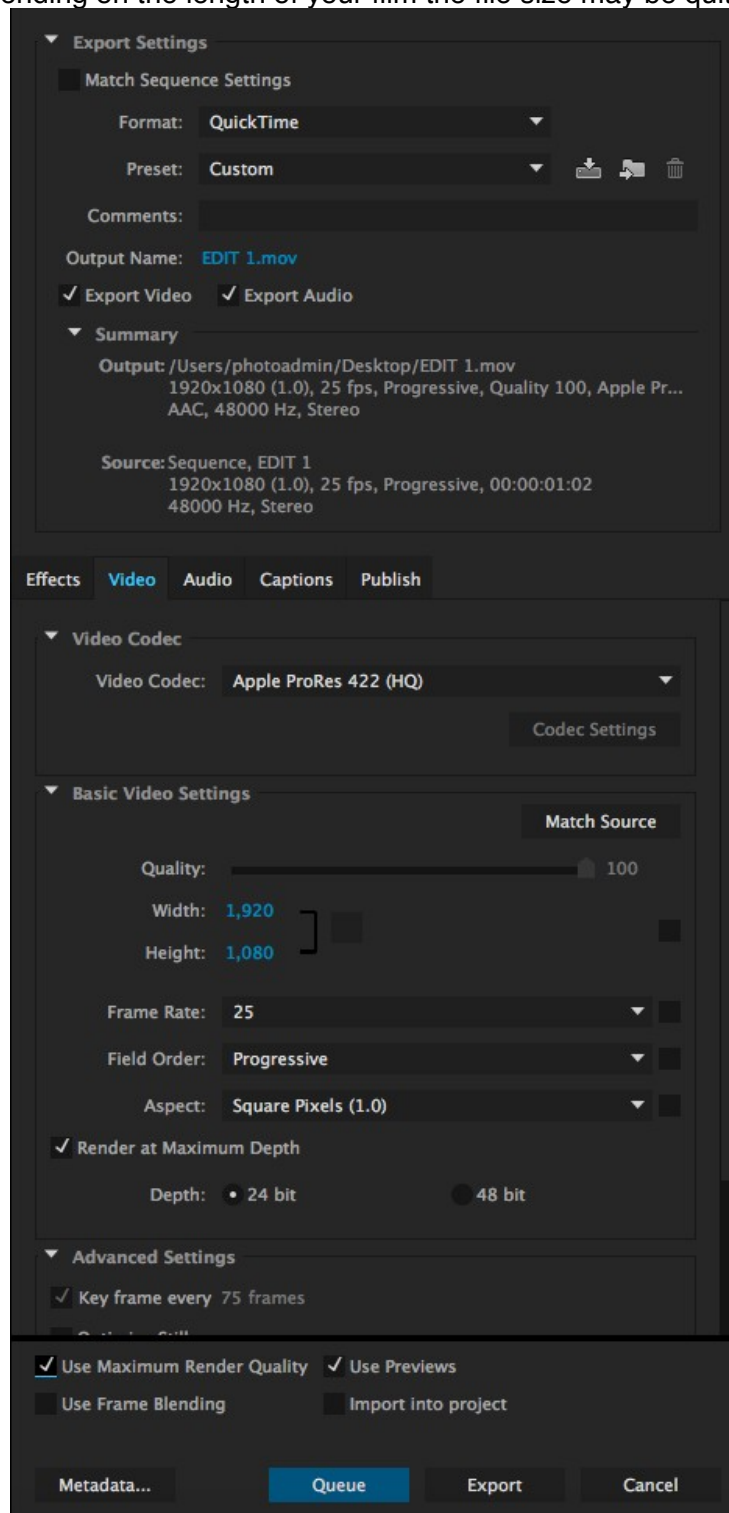
## FULL QUALITY EXPORT - EXPORTING TO A QUICKTIME PRO RES HQ

This setting will export a high quality .mov Quicktime.

Use this setting for screening work/handing in files.

This setting is also useful for preserving a 'Master' file you can go back to a later date when all your project rushes have been deleted.

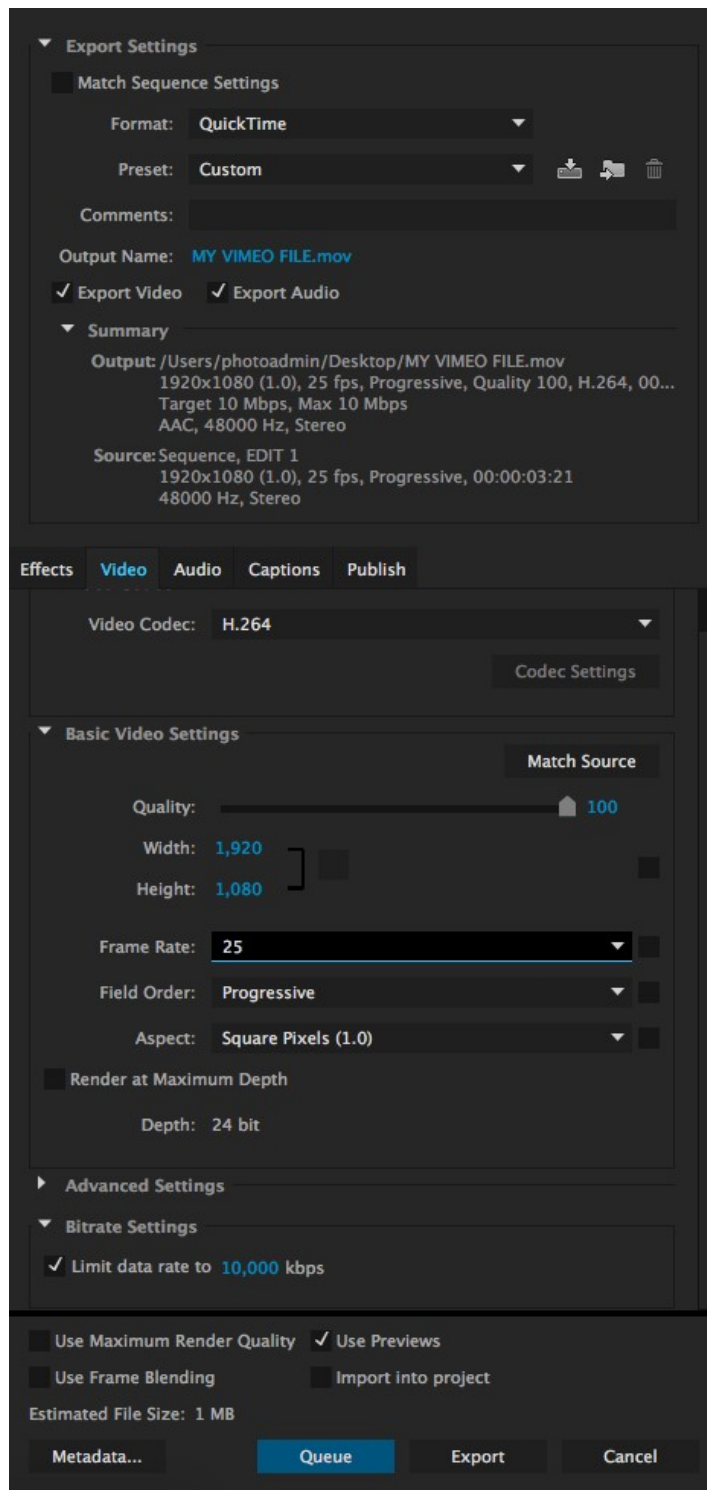
Note that depending on the length of your film the file size may be quite large.



## VIMEO/MEDIA PLAYERS - EXPORTING TO A QUICKTIME h264 FILE

This codec (h264) will compress the quicktime file slightly but retain most of the image quality and colour within the file.

These export settings are useful for uploading to Vimeo or playing via a media player without losing too much image quality.



*TIP: To find the exact export settings for Vimeo and Youtube either visit:*

<https://vimeo.com/help/compression>

<https://support.google.com/youtube/answer/1722171?hl=en-GB>

*TIP: A free Vimeo account restricts you to an upload limit of 500MB per week and restricts you to 1280 x 720 size - 10 mins max.*

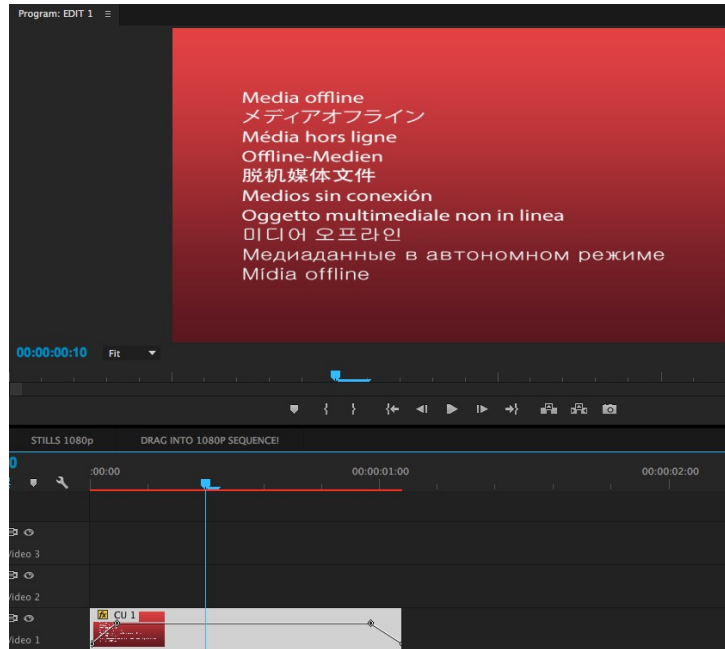
*TIP: If you are exporting a long or complex film always test 30 seconds or so and check the image quality before you commit to exporting the whole project! Before you export check for any gaps in the timeline, typos or slight mistakes – it will save you time in the long run!*

## **EXPORTING TO BLU RAY & DVD**

This involves exporting to Mpeg2 and using Encore to burn the disc. See the separate document on Studentcentral.

# TROUBLESHOOTING

## MEDIA OFFLINE!



If a clip has been moved or renamed on your hard drive the message **‘Media Offline’** will appear when you try to play it back in the project bin or sequence.

To relink the clip:

Right click on it (either in the sequence or project bin) and select **Link Media**  
In the dialog box click **Locate** and browse to the missing file.

This will relink the file and any other missing clips.

## CLIPS PLAYING BACK SLOWLY OR DISTORTED IN A SEQUENCE

This may be due to the clip not being rendered properly in the sequence (rendering is the process of ‘working out’ what an effect on a clip looks like).

Click **Sequence>Render In to Out**

**TIP:** To render a specific clip or part of the sequence mark **In and Out** points in the sequence.



**Red Line** = Unrendered – clip may play back slowly or display a distorted image

**Yellow Line** = Clip will play back in real time but possibly not at full quality

**Green Line** = Clip will play back in real time and full quality

### CLIPS CROPPED OR DISTORTED IN SEQUENCE

Check the sequence settings match the clips you are working with (see ‘Creating a New Sequence’).

### FINAL EXPORTED FILE LOSSY/BAD QUALITY

Ensure you are exporting as a .mov with Pro res HQ codec (see ‘Exporting’ section).

### WORKSPACE CONFUSING/WINDOWS NOT OPEN

To reset the Premiere workspace click Window>Workspace>Reset Current Workspace.

### AUDIO ONLY PLAYING ON ONE CHANNEL

Make sure you are wearing headphones and that they are working properly.

In the sequence right click on the clip’s audio and select Audio Channels.

Tweak in this dialog box until the sound is copied across both channels.

### CAN’T SEE THE OPACITY LINE FOR FADING ETC

Click the spanner icon in the top left of the sequence and make sure *Show Video Keyframes* is selected.

## FURTHER RESOURCES

**Lynda.com** <https://www.lynda.com/>

Extensive online resource with video tutorials ranging from Photoshop, After Effects and Premiere. A good starting point for beginners.

**Creative Cow** <https://forums.creativecow.net/adobepremierepro>

Some video tutorials but the Premiere forums are very useful.

**Adobe Forums** <https://forums.adobe.com/community/premiere>

Extensive forums covering all aspects of working in Premiere.

**Vimeo** <https://vimeo.com/blog/post/ep-1-introducing-adobe-premiere>

Video tutorials covering various aspects of digital editing, including Premiere.

**No Film School** <http://nofilmschool.com/search/premiere>

Website covering various areas of film production with plenty of articles focusing on editing.

