



**Adobe Premiere**

**Digital Media Commons**

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## Adobe Premiere

Adobe Premiere is a powerful non-linear video editing software package, designed for both professionals as well as amateurs. It is the primary editing tool for users who want a program similar to FCP7 and can be used to capture audio and video from a variety of sources, including HD & Mini DV.

This tutorial is targeted to assist a broad variety of users with different editing needs. However, in some cases this guide will give specific information on hardware currently in use in the Digital Media Center.

### I. Video Editing Terminology

The following list of video editing terms will help you become familiar with some of the basic concepts in video editing to help you get started with your video project.

**Bins:** Subfolders within your project. Bins are useful for organizing media clips.

**Clip:** a “media snippet”, a media file containing audio, video, graphics or other media for manipulation in Premiere

**DV:** digital video

**Firewire:** officially called the IEEE 1394 standard, is a way of linking electronic devices (such as computers or video cameras) so that they can transfer masses of digital information at very high speeds.

**Frames:** the series of still images that make up video. Video consists of a series of still frames put together to generate a motion in a film. A single frame is a still image. There are typically 30 frames in a second of video.

**In/Out points:** corresponds to the beginning and end of media as it will be used in a sequence; specifies which exact frames are needed. These can be set in the Monitor.

**Keyframe:** a point where a parameter for an effect changes. You can add and edit keyframes for special effects using the **Clip** menu.

**NTSC:** A video standard for the US, Japan, Mexico, and many other countries. NTSC isn't compatible with PAL, a different analog format that's popular in Europe.

**Project:** A Premiere file that stores references to all of your media clips and information about how you arranged and edited the clips. Everything used in your project will be accessible and organized in the Project Window.

# Video Editing

**Rubber Band:** this is a nickname for the graphical tool that allows you to change the volume of an audio clip as time progresses. By manipulating rubber bands you can make clips gradually go from loud to silent or vice versa.

**Subclip:** a portion of a clip defined by In and Out points

**Target track:** the media track you want to edit. Select your target track by selecting it in the Timeline.

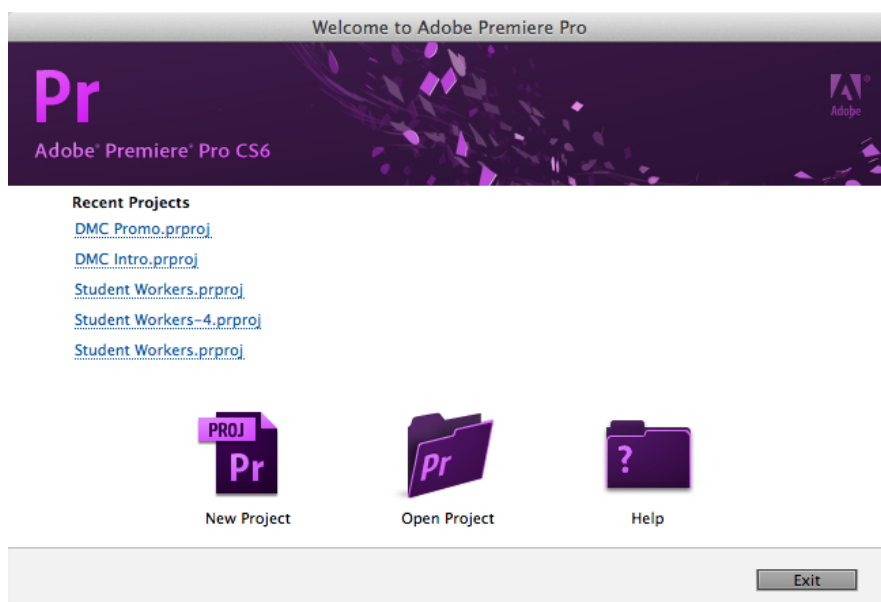
**Timecode:** the categorizing of time in video which allows you locate specific frames and navigate easily within video media. Adobe Premiere uses standard timecode, in the format of {Hours: Minutes: Seconds; Frames}. In NTSC (standard) format, 30 frames=1 second.

**Timeline:** this is the window where you can visually lay out and manipulate the order and duration of your media clips.

**Transition:** an effect used to create seamless transitions between clips.

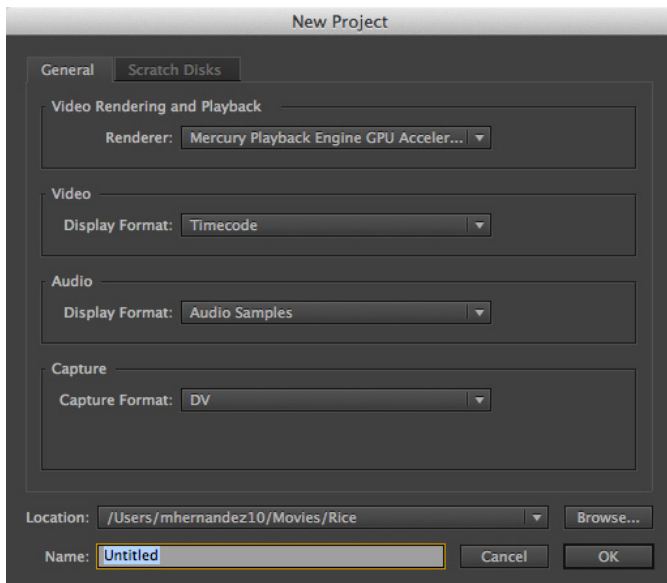
## II. Starting a Project

When you first launch Adobe Premiere you are presented with this window, asking where you would like to start. You can either create a New Project, Open Project or open a recent project if there are any available. If you create a new project you will be taken to the New Project window, where you choose the type of project you would like to work on.



# Video Editing

1. A dialog box will appear asking you for your project settings:



**GENERAL TAB:** Settings regarding the fundamental characteristics of the video program.

**Video Rendering & Playback:** for best performance leave set to “Mercury Playback Engine GPU Acceleration.”

**Video:** Controls the display format for the video, leave set to “Timecode”.

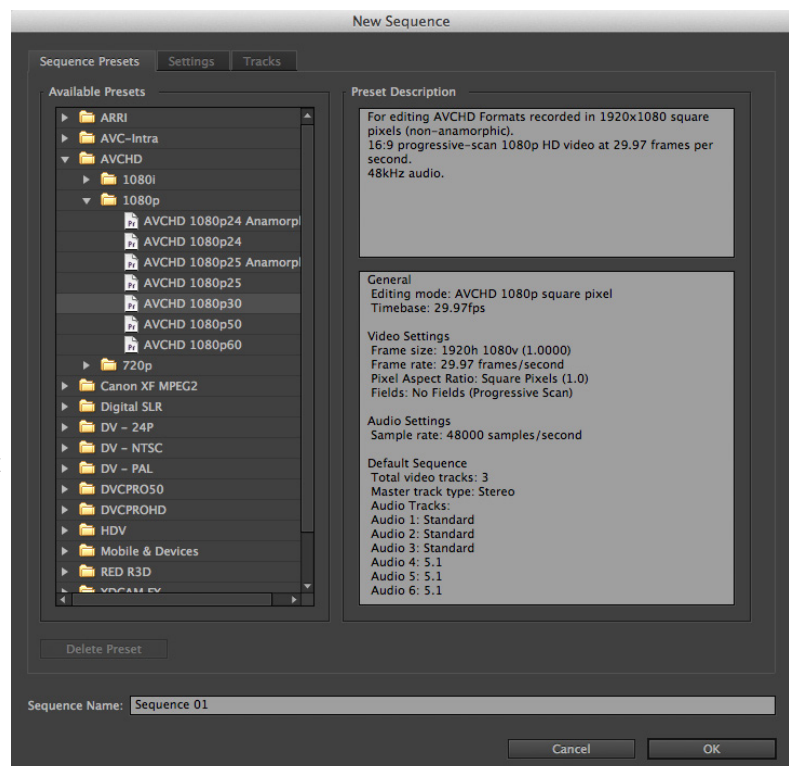
**Audio:** Controls the display format for audio.

**Capture Settings:** Controls how Premiere transfers video and audio from a camera. See Capturing Digital Video for more info.

**SCRATCH DISKS TAB:** Settings regarding the location of saved Captured Video/Audio and

Preview Video/Audio. Would recommend leaving it the same as project.

2. Click **OK** and the Sequence Settings window will open.
3. Select the format that your movie file was filmed or exported in.
4. Click OK to begin working on your project.
5. To save your project select **File >> Save As.**
  - It's a good idea to create a new folder just for your project so that the component files don't get lost or deleted. Type in a name, and click **Save**
  - Remember to continue to save while you are working on the project so you don't lose your work.

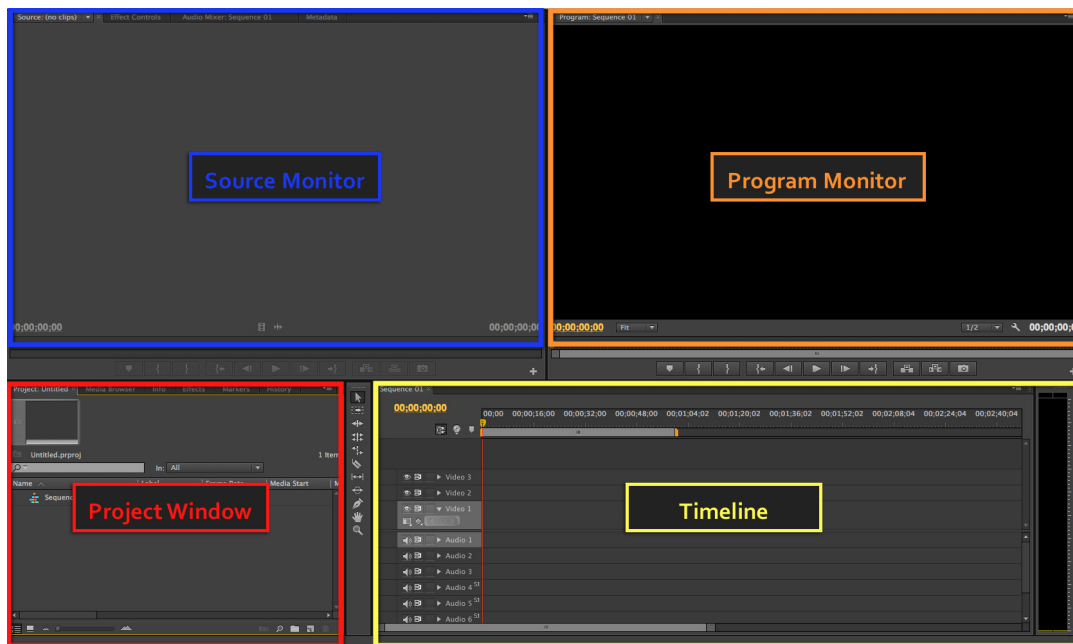


## Windows Users Please note:

- Adobe Premiere cannot import .m4v or .mp4 directly. For making a PC-compatible video, export the file as .mov on Mac station, import into Adobe Premiere and re-export as Windows Media File.
- .m4v and .mp4 are closely related but PC stations cannot recognize .m4v well. The best option is to rename the extension to “.mp4”. When you use the new file extension, Windows will automatically use Quicktime to play the file.

## III. The Premiere Workspace

In order to edit video efficiently, you must first become familiar with the layout of the basic working windows in Premiere. These windows can be moved about, but most of the time they will be in the default layout. Premiere’s editing interface consists of three primary windows: the **Project Monitor**, the **Source Monitor** and the **Timeline**. We will need to look a little closer at each of these three windows.



- There are two primary windows you will use in the workspace: the **Source Monitor**, which displays your source clip on the left, and the **Program Monitor**, which displays your edited sequence on the right.
- You can type directly into the timeframe display to jump directly to any frame in a clip or the entire project. Select the digits you want to change and type new digits. Hit **Enter** and the monitor will jump to that particular frame.
- If one of these windows is not present, you can rearrange the workspace to the default display shown above by navigating to **Windows >> Workspace >> Editing**. If this has already been selected, navigate to **Windows >> Workspace >> Reset Current Workspace**.

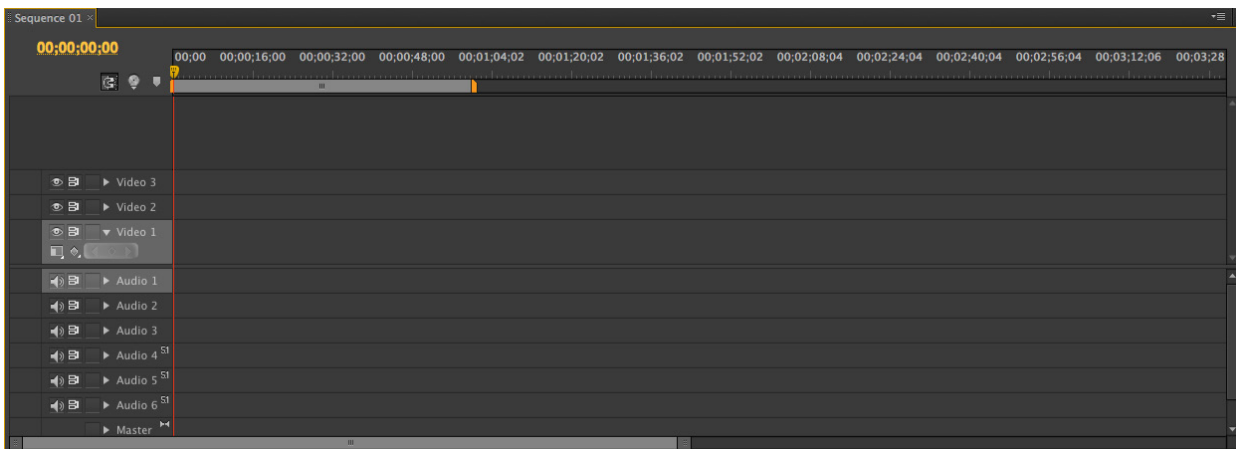
## The Project Window

The Project window (located on the left) organizes and accesses all of the source material contained in your project. **Bins** are sub-folders within your project that are used for organizing media clips. In a large project it is convenient to create a different bin for each type of media or for different categories of camera shots.

### To create a new Bin:

1. Select **File >> New >> Bin**.
  2. Enter a name for your bin and click **OK**.
  3. You can now drag clips into your bin, or capture them directly to it.
  4. Don't be afraid to move clips between different bins. This will not affect their place on the Timeline.
- You can work with any of the clips contained in the Project window simply by dragging them into the Timeline or Monitor.

## The Timeline



The **Timeline** is where you compile and edit your clips to form your movie. The Timeline also provides an overview of your video layout, showing you where certain clips end and others begin, where transitions are located, etc. You can change the time display options for the timeline window on the bottom left corner.

Once you have material in the Timeline, there is still a great deal you can do with it. This section is going to briefly go over each of the tools found in the the upper left corner of the Timeline. These basic tools are:

# Video Editing

## The Tools

**Selection:** Lets you select clips or transition points. You use this tool to tell Premiere what material it should act on when you select filters or transitions, or if you want to move clips around in the Timeline.

**Track Select:** Provides an easy way to select from the playhead to the end or beginning of a track

**Ripple Edit:** Moves the In and/or Out points where two clips touch.

**Rolling Edit:** Moves the In and/or Out points where two clips touch.

**Rate Stretch:** Lets you adjust the duration of a clip.

**Razor:** Cuts a single clip into two separate clips.

**Slip:** Moves the In and Out points of a single clip

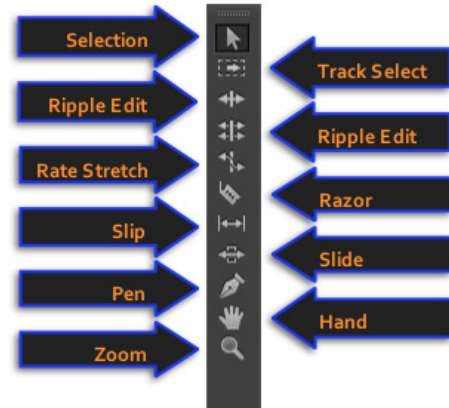
**Slide:** Moves the In and Out points of a single clip

**Pen:** Sets, removes and smooths keyframes and paths (for motion control). This tool is very useful when you are performing any operation over time (such as controlling audio levels, or moving items across the screen).

**Hand:** Lets you move around the Timeline.

**Zoom:** Lets you magnify the Timeline.

Most of the tools have sub-tools that are available by clicking and holding on the main tool itself. These sub-tools provide modifications to the basic tool.



## IV. Importing Media and Capturing Digital Video

### Importing Media from HD Flash Camcorder

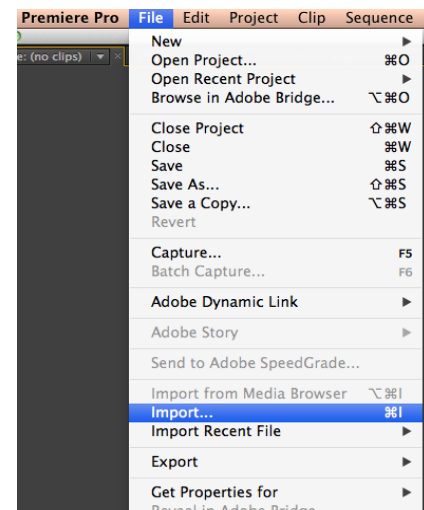
The Canon Vixia Camcorders used at the DMC save files in **.MTS** format. Adobe Premiere can import this file format directly, without any need for conversion.

1. Before you import, it is important that you transfer the **.MTS** files from the Canon camcorder onto the computer hard drive as Premiere Pro will reference the clip from the source you imported it from.
2. After transferring the **.MTS** files to the hard drive, select **File >> Import >> File**.
3. Navigate to **file path where you saved your .MTS files**.
4. Now click **Open**
5. The file will be added to your Project window.

### Importing Media Files From Computer

Premiere supports a wide variety of media formats, including many types of audio and video, as well as still images and animations. To import media files:

1. Select **File >> Import >> File**.
2. Select a file, and click **Open**.
3. The file will be added to your Project window.
4. You can organize the imported media by dragging it into a specific bin in the Project Window.
5. Importing a folder will create a new bin with the same name.
6. Importing a project will give you the option of inserting an entire project at different points within your open project.



Capturing video is the procedure you will use to get media clips from your camera into the computer to edit.

### Capture From JVC Duel Deck/DV Camcorder

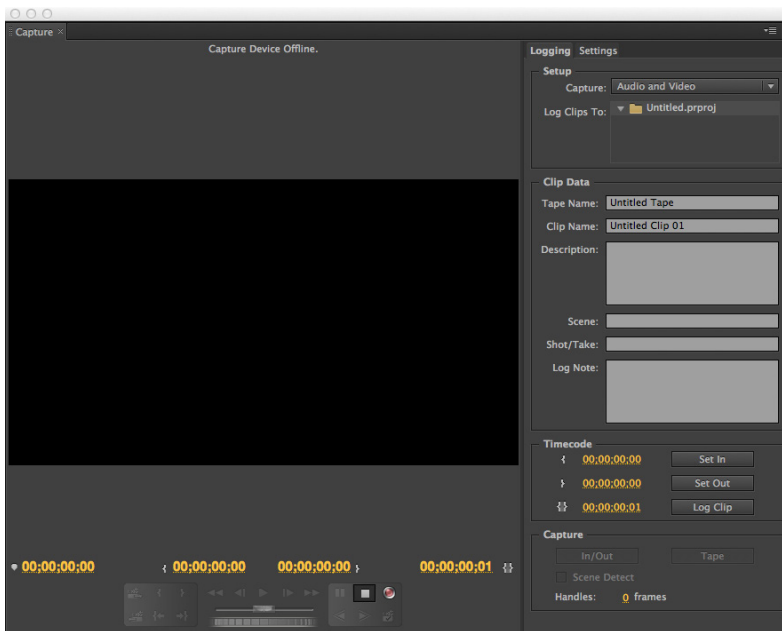
Most often, you will be placing files in the Project window through capturing video (it places the files there automatically after a capture). To capture video, select **File >> Capture (F5)** from the toolbar. This will bring up the capture dialog box.



## Logging clips

You can capture every clip by hand by manually hitting the play and record buttons at the bottom of this dialog box, but this can be tedious. It is much easier to use the logging feature of Premiere. The logging feature allows you to mark all the clips you want to capture to a job list so that the program can capture them later (without you having to sit there). On the right hand side of the dialog box you will see several fields:

### A. Capture Window



### B. Setup

**Capture:** Allows you to choose to import audio, video or both.

**Log Clips To:** Shows you where your capture clips will be saved.

### C. Clip Data

**Tape Name:** The name of the tape you are capturing from (whatever you have titled it, this will become important later).

**Clip Name:** The name of the clip that you are currently logging.

**Description:** A description of the current clip can help you keep track of things later.

**Scene, Shot/Take, Log Note:** These fields are for additional identifying information that you may want to tag the clip with.

### D. Timecode

**Set In:** Set the in point of the clip (where it will begin capturing from).

**Set Out:** Set the out point of the clip (where it will stop capturing).

**Log Clip:** Logs the clip information for later use, and places an offline file in your Project window. Offline means that you have logged the clip but it is not captured yet.

## E. Capture

**In/Out:** Captures the previously logged in out points.

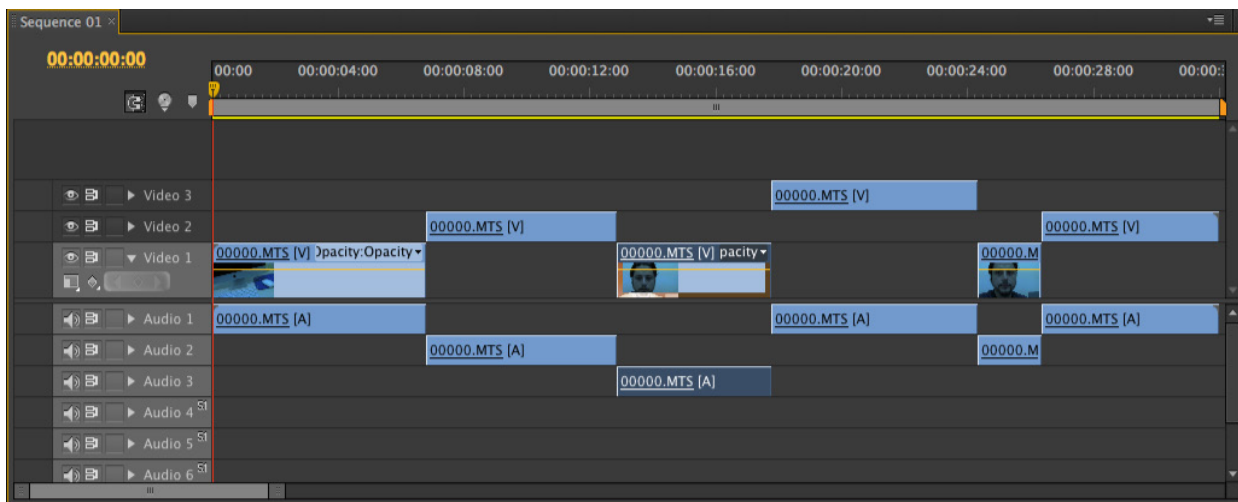
**Tape:** Captures the entire duration of the tape.

**Scene Detect:** Attempts to detect the break points on a tape and turn those into separate clips as it imports.

## Capturing and saving video:

1. Make sure that the camera is turned on, loaded with the right tape and set to VCR mode.
2. Open the capture window by clicking: **File >> Capture.**
3. Preview your video on the VCR or camera and decide on exactly what segment you want to capture. Rewind a few seconds before the beginning of where you want your video to start so you won't miss the beginning.
4. Click on **Record** in the Movie Capture window and press **Play** on the DV camera/player.
5. When enough video has been captured, hit the **Escape** key on the keyboard. A new window will open with your newly captured clip.

## V. The Rough Cut



To get started on your project, you'll create a **rough cut**. A rough cut is a series of clips arranged in the general sequence that you want. It will provide a basic layout for your sequence and give you a sense of where you want to apply edits, add transitions, and create effects. Use the following steps to create a rough cut. Don't worry about precise editing until later.

## Moving Media to the Timeline

The most basic way (and the most like iMovie) to put clips into sequence is to simply drag them from the Project window to the Timeline. You can then move the clips around in the Timeline to organize them as you wish. This, however is usually not very practical, as you will most often only want a part of each clip you have in your **Project window**.

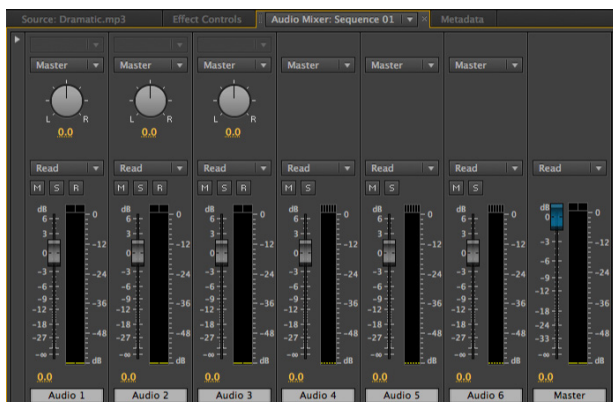
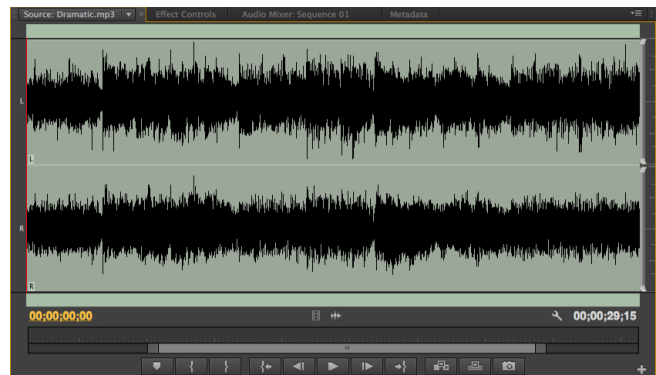
The more effective way to bring items into your **Timeline** is to set “**In**” and “**Out**” points for a clip in the **Source Monitor** (you can get a clip into the Source Monitor by dragging it there, or just double clicking on it).

Once the clip has its **In** and **Out** points set, you can drag it to the Timeline, and only the part of the video between those points will be copied to the **Timeline**. If you drag a clip from either the Source Monitor or the Project window to the Program window, then you get even more choices.

## VI. Working with Audio

In Adobe Premiere Pro, you can edit audio, add effects to it, and mix as many tracks of audio in a sequence as your computer system can handle. Tracks can contain mono, stereo, or 5.1 surround channels. To work with audio in Premiere Pro, you must first import it into your project or record it directly to a track.

You can import audio clips or video clips that contain audio. After the audio clips are in your project, you can add them to a sequence and edit them just like video clips. You can also view the waveforms of audio clips and trim them in the Source Monitor before adding the audio to a sequence.



You can adjust volume and pan/balance settings of audio tracks directly in the Timeline or Effect Controls panels, or use the Audio Mixer to make mixing changes in real time. You can also add effects to audio clips in a sequence.

## Synchronizing Audio to your Video:

In most cases it will be necessary to have the audio and video tracks of a clip perfectly synchronized. To make sure the sound and picture stay in sync it's necessary to **link** them.

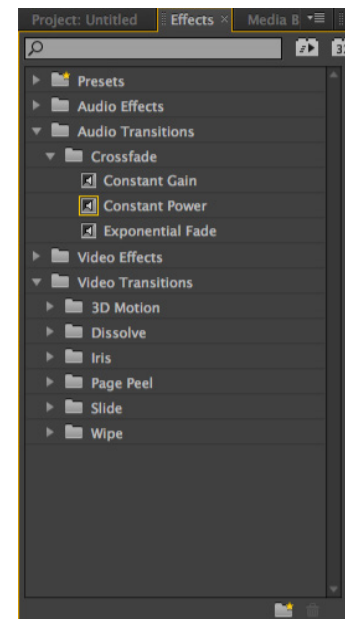
1. To link the clips, use the selection tool and highlight both clips you want to link.
2. Navigate to **Edit >> Link**. Alternatively you can right click on the clip and select **Link**.
3. Sometimes moving linked clips around on the Timeline can lead to them falling out of sync.
4. To correct this use the selection tool to drag the audio track while holding the **CTRL** key.
5. To unlink clips, select a linked clip, To unlink, navigate to **Edit >> Unlink** or right click and select **Unlink**.
6. To lock audio tracks (such as background music), click on the second box to the right of the speaker icon to lock the audio track.

## VII. Creating Transitions

Transition Effects are used to seamlessly link clips together. They are one of the key components of professional video editing. You can use transitions to create artistic effects, like fade in/fade out to signify the passage of time.

### To insert a transition:

1. There are two types of transition: Video and audio.
2. To apply a transition, expand the Video Transitions or Audio Transitions bin. Choose a transition to use.
3. Drag the desired transition to the timeline at the point where the two clips join.



## VIII. Special Effects

Premiere comes with a selection of video and audio effects which can be added to clips. Effects allow you to change the appearance of video or the sound of audio in many ways, from simple adjustments such as brightness and volume to complex special effects.

- To see the available effects, open the effects window.

### Adobe Premiere Effects

By default this is found in the project window. You can also open it by selecting **Window >> Effects**. To create a new window for the effects, drag the Effects tab away from the project window into an empty part of the workspace.

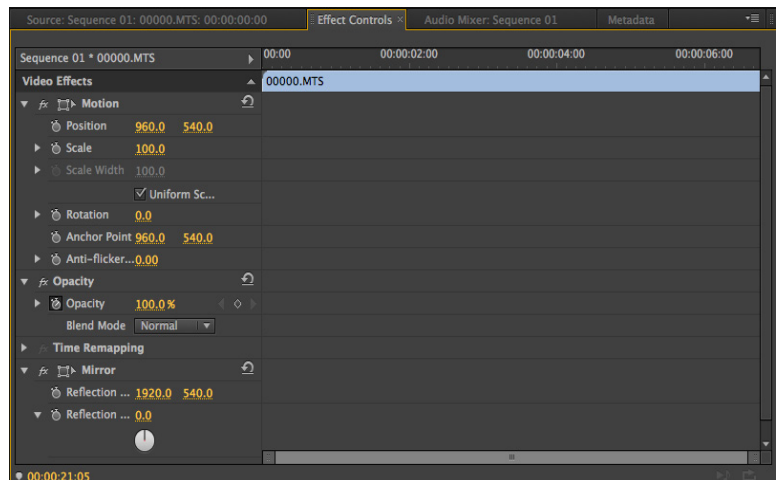
1. Expand the Video Effects or Audio Effects bins. You will see a selection of sub-folders containing effects in various categories.
2. To apply an effect, drag the effect from the effects window onto the clip in the timeline.
3. Once an effect has been applied, it will also appear in the Effect Controls window

By default, the Effect Controls window is found next to the preview monitor in the monitor window. You can view it by clicking the Effect Controls tab or selecting Window > Effect Controls from the main menu. Like the Effects window, you can create a new window for effect controls by dragging the tab to an empty space in the workspace.

## Effect Controls Window

The Effect Controls window shows the effects for the currently selected clip in the timeline. As you select different timeline clips, the Effect Controls window changes to show the applicable range of effects.

**Fixed Effects:** are effects which are applied automatically to every clip. Fixed effects for video clips are Motion and Opacity. The fixed effect for audio is Volume.

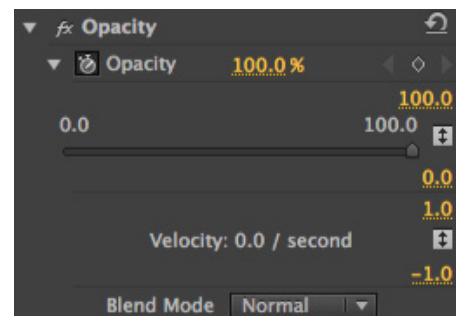


Other effects are known as **Standard Effects** and will appear below the fixed effects when applied to a clip.

## Adjusting Effects

**Note:** Effects can be the same throughout the clip or they can be set to change over time. To learn how to change an effect over time, see Premiere Keyframes.

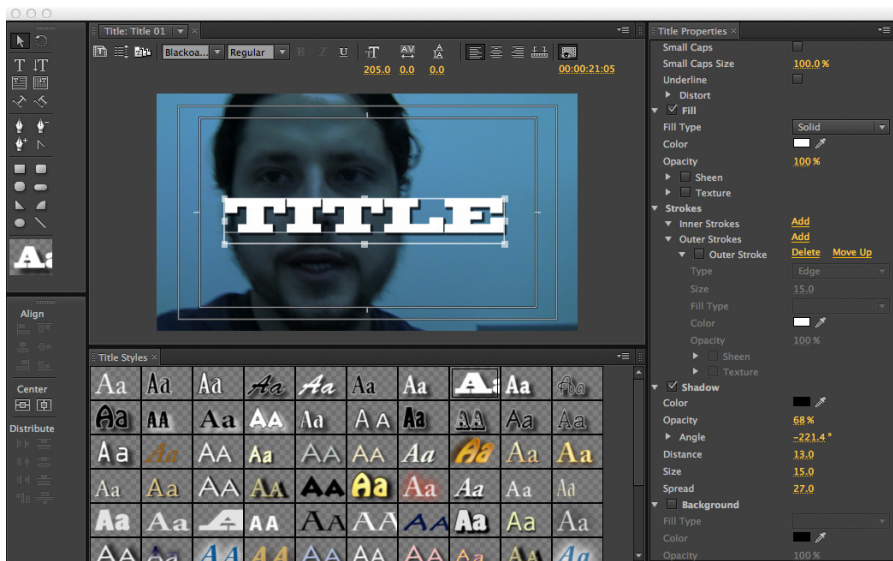
To make changes to an effect, click the triangular button to expand it. You will see various controls which look something like this example:



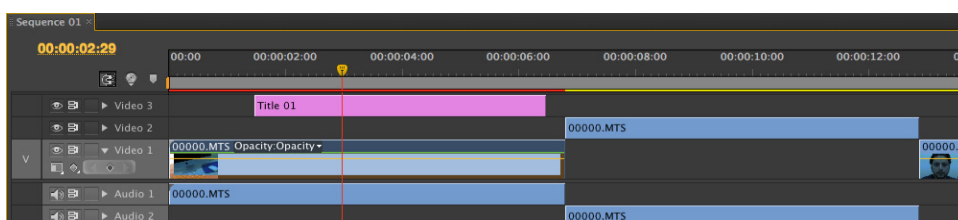
## IX. Titles and Images

### To add a title to your Project:

1. To open the Title Designer, select **File >> New >> Title**, or F9 on your keyboard.
2. Name your Title and keep it at the same resolution as your video then press "OK".
3. The title window appears as shown:



4. By default, the background of the title composition window shows the current frame in the timeline (i.e. the position of the scrubber). This allows you to see the video underneath the title as you create it. You can also select a different frame for reference if you like.
5. The title composition area also shows the safe areas - the television safe area (outer rectangle) and the title safe area (inner rectangle). For best results your title should fit inside the title safe area.
4. To add text, make sure the text tool is selected.
5. Click in the title composition area and enter your text.
  - Titles can be added to the timeline just like any other item.
  - Switch back to the Premiere Workspace from Title Window.
6. Double-click the title in the Project window, or drag it into the timeline.
7. Place the title composition in a layer above the main video you wish to have the title overlay.



8. Once in the timeline you can drag the edges of the title to adjust the length, and add transitions and other effects.
  - When you play the timeline, the program monitor shows the superimposed title:



## To animate text or images:

1. Select the clip you wish to animate.
2. Choose **Clip >> Video >> Motion**.
3. A preview of the motion path is displayed in the upper left corner of the dialog box.
4. Use the arrow pointer motion point arrow on the **Time bar** to insert **motion points**, which are analogous to keyframes for motion effects.
5. Change the settings for each motion point below the Time bar.
6. Click **OK** to apply your motion effects.
7. Preview your clip.

## Transparency

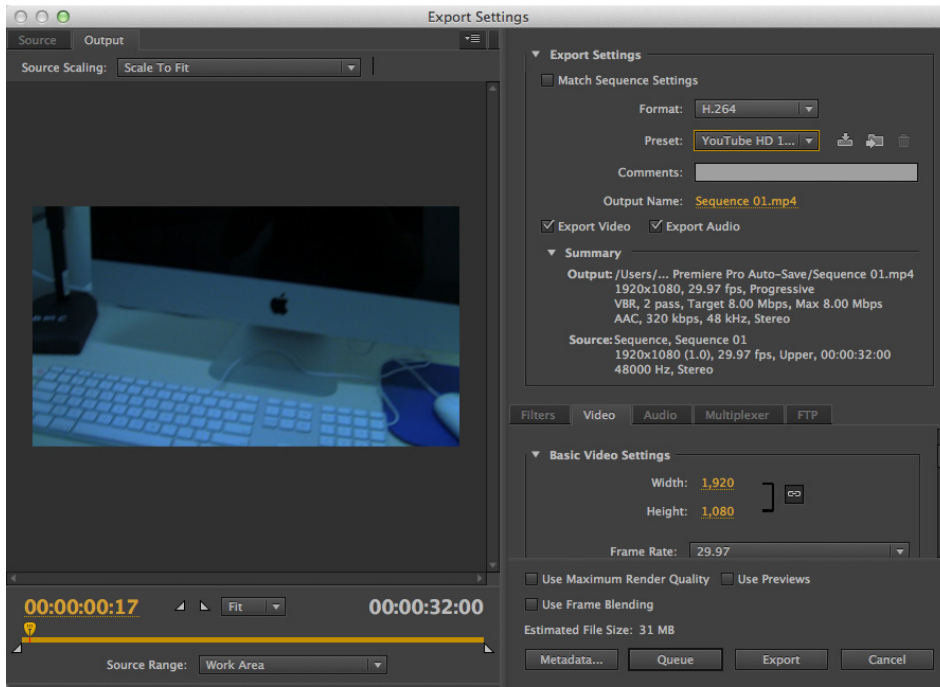
Titles created with Premiere Title Designer automatically have transparent backgrounds.

- See **Further Assistance** for more information.

## X. Exporting your Project

When you are finished with your project you will need to export it to a file. Premiere can take quite a while to render all of your transitions and effects, so don't freak out if it takes twenty minutes. From there, you can burn it to a CD, record it to a video tape, or compress it.

To export your finished movie as a file:



1. Choose **File >> Export** and then click **Media**.
2. You can export your movie in one of many different file formats, each with a different balance of compression vs. quality. To change the file type:
  - Click on the **Output** tab in the top left hand corner of the Export Settings window,
  - In the Export Settings pane (located to the right of the video) choose a **Format** option by clicking the drop down menu. *We recommend selecting the H.264 format as it is the format most heavily in use on the internet.*
  - Premiere Pro comes with presets for formats so that all your export settings are automatically set by Premiere Pro. Click on the dropdown menu under the **Preset** option and select a preset. *We recommend the YouTube presets, if HD 720p 29.97 & 1080p 29.97, if SD 480 29.97 as it keeps the quality high but the size small.*
  - Leave all other settings the same unless you are comfortable with your knowledge with video formats and codecs.
3. The output name will be the same as the sequence name and click **Export**.

NTSC DV Widescreen  
NTSC DV  
PAL DV Widescreen  
PAL DV  
TiVo Series3 HD & TiVo Series4 Premiere - HD 720p 23.976  
TiVo Series3 HD & TiVo Series4 Premiere - SD 360p 25  
TiVo Series3 HD & TiVo Series4 Premiere - SD 360p 29.97  
Vimeo HD 1080p 23.976  
Vimeo HD 1080p 25  
Vimeo HD 1080p 29.97  
Vimeo HD 720p 23.976  
Vimeo HD 720p 25  
Vimeo HD 720p 29.97  
Vimeo SD 23.976  
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YouTube SD 480p Widescreen 29.97



## To export to other file formats:

	Format	Preset
DVD	MPEG2 DVD	Match Source Attributes (High Quality)
Blu-Ray	MPEG2 Blu-ray	Match Source Attributes (High Quality)
To Edit in FCP	Quicktime	Pick the preset that matches your resolution
Mobile Device	H.264	Select the device you are outputting for
Web	H.264	Select the preset that best describes your purpose for exporting.

To export to another format the best fits your needs.

Follow the steps above and change the **Format** and **Preset** options by selecting the options, listed in the table, from the drop down menus.

## XI. Further Assistance

For further assistance using Premiere, other digital video editing software, or other digital media resources, come by the Digital Media Center and browse through our guide collections or ask a DMC staff member for assistance.