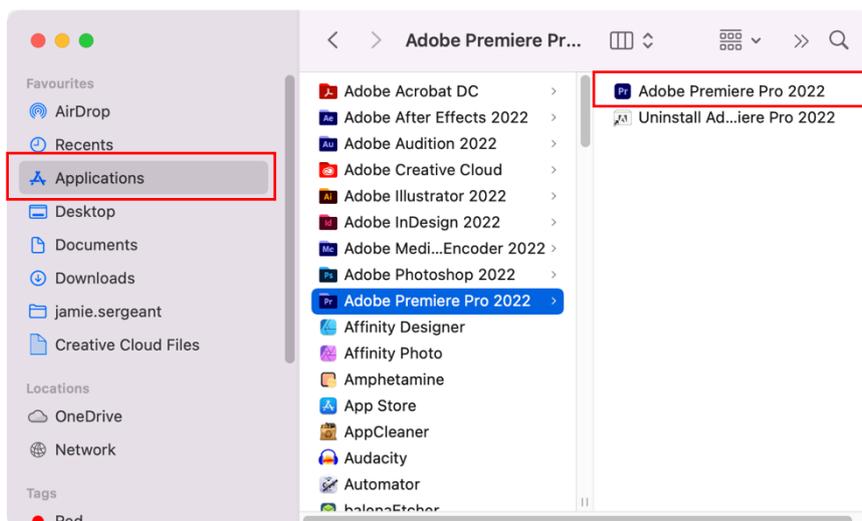
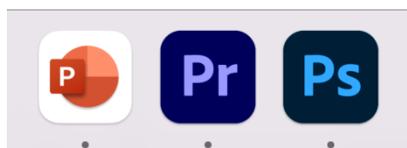
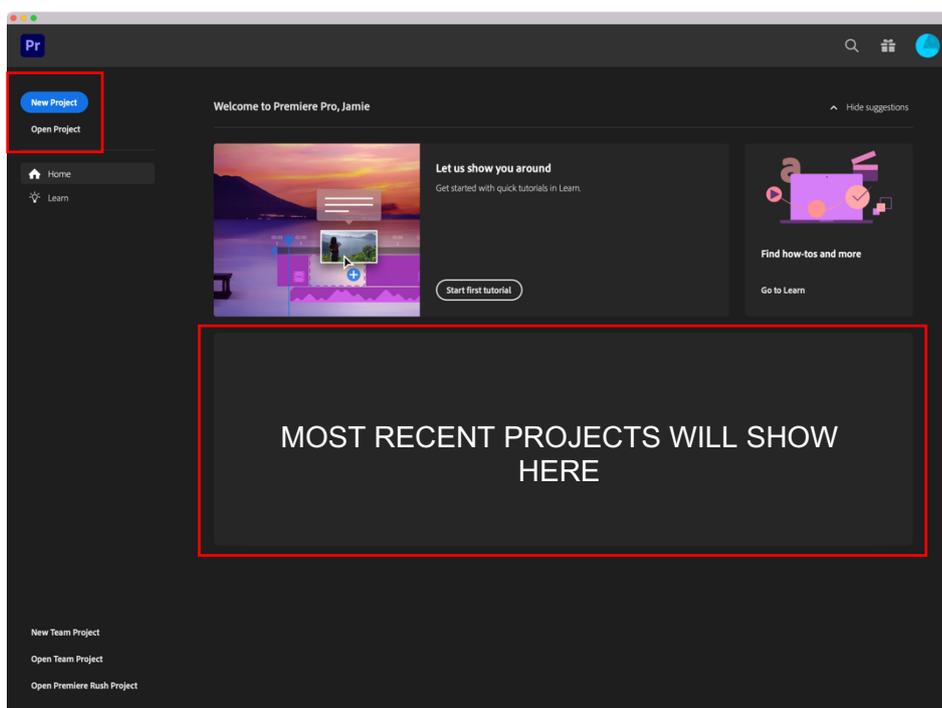


Getting Started in Premiere Pro

1. Launch Premiere Pro from the Dock or in the 'Applications' folder in the Finder 



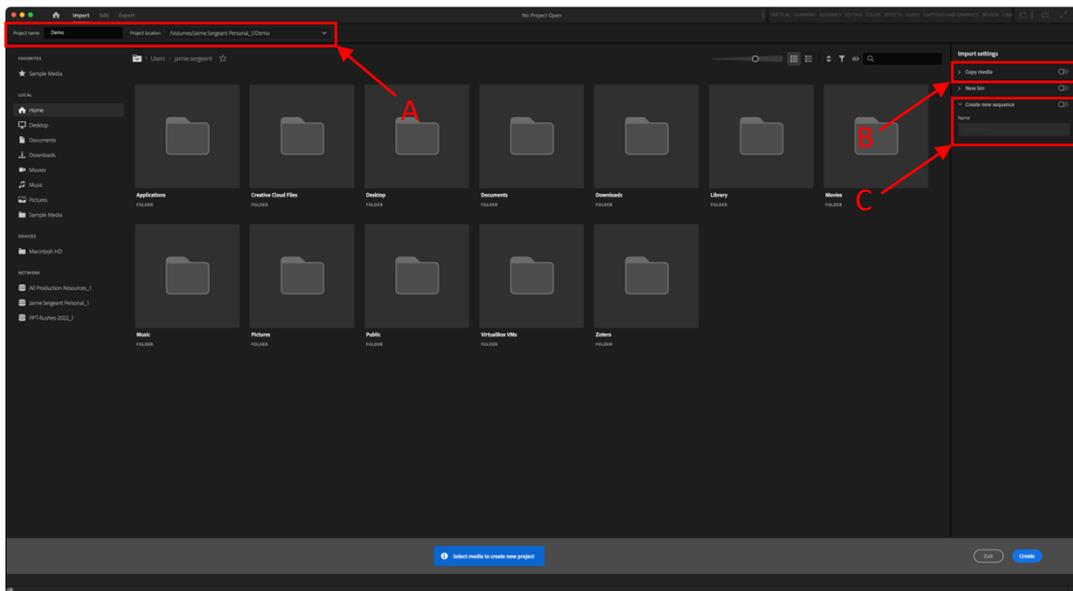
2. On the Welcome Page, click 'New Project' or 'Open Project.' (There may also be a list of the most recent projects.)



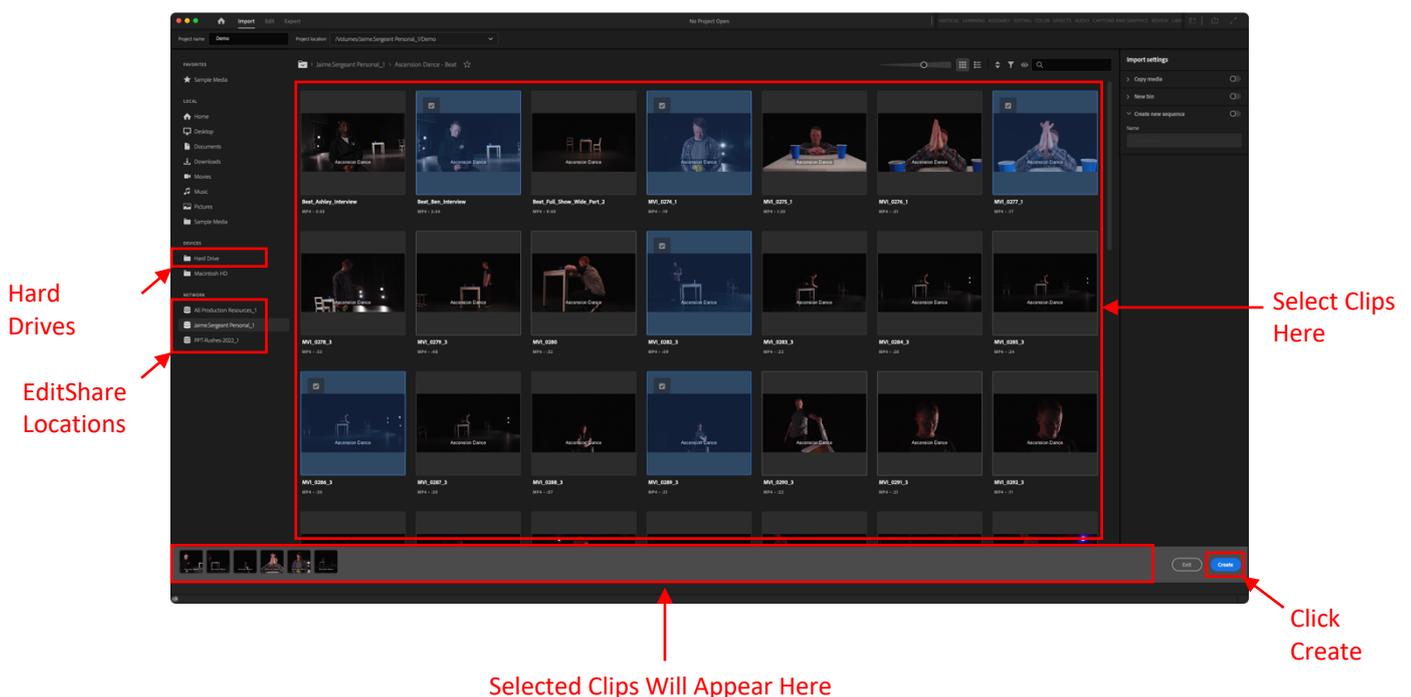
Getting Started in Premiere Pro

3. Using the 'Import' window:

- Name the project and set the project location. (Save either onto EditShare or external hard drive. **DO NOT** save onto the computer).
- Make sure 'Copy Media' is OFF.
- Turn OFF 'Create New Sequence.'

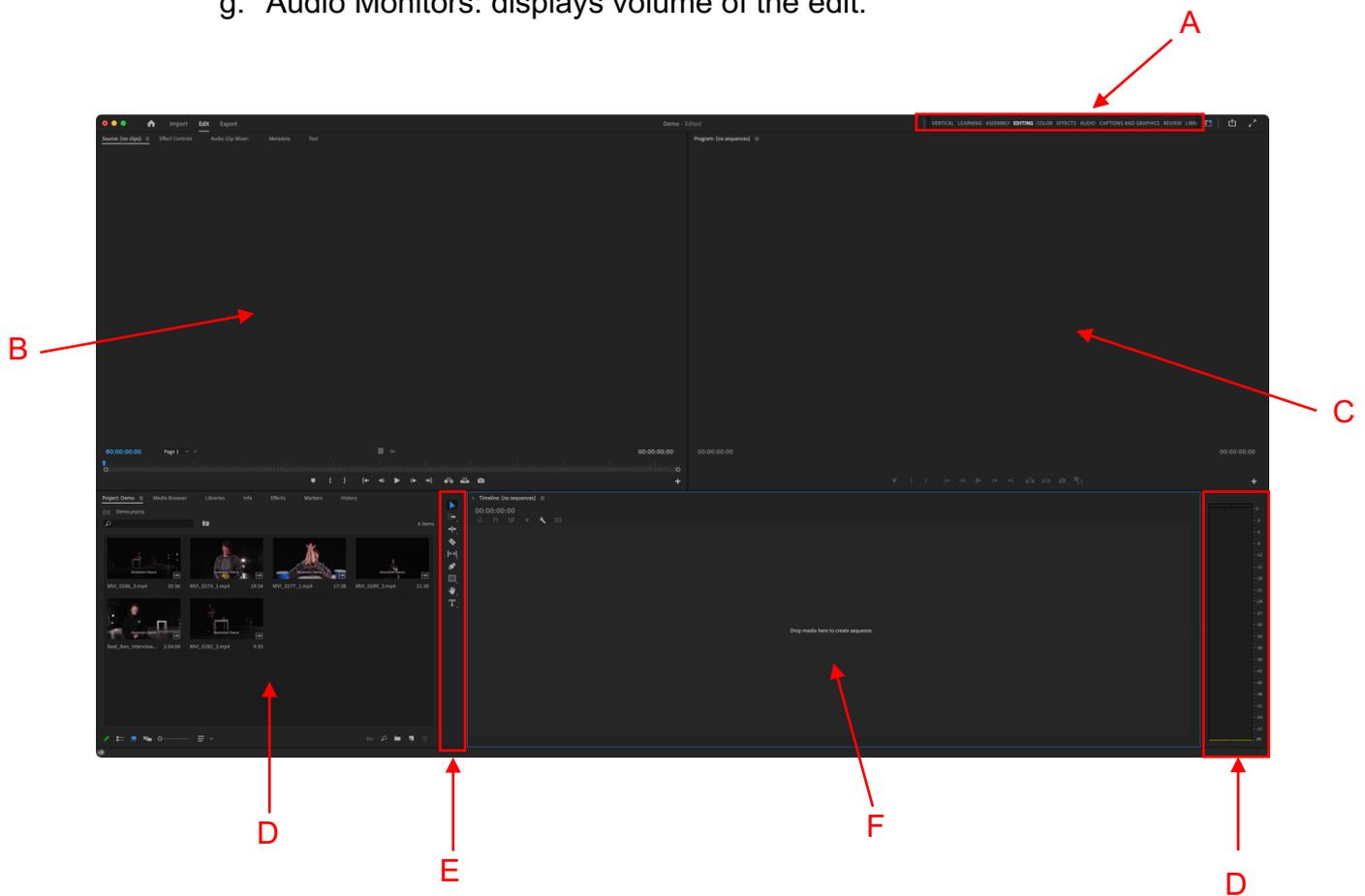


4. Select footage from either an Edit Share or a Hard Drive location. Clips can be added from multiple folders; the selected clips will be shown in the bottom bar. Once the clips have been selected, click create. (Don't worry, you can add more clips later.)



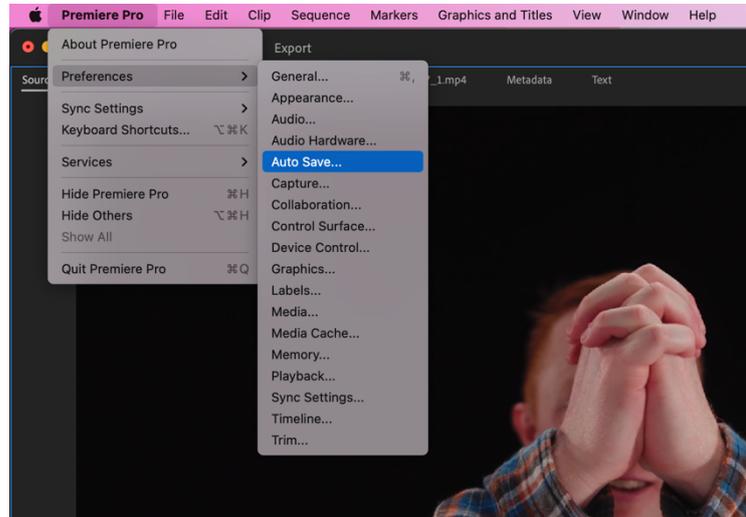
Getting Started in Premiere Pro

5. The main interface of Premiere Pro will open. Some things to take note of are:
 - a. Set workspace to 'Editing.'
 - b. Source: previews clips when selected.
 - c. Program: playback of the timeline.
 - d. Project Viewer: contains the imported media. (Note the tabs along the top which allows access other functions such as 'Effects' and History.)
 - e. Tools: Allows access to the cutting tool, add text tool, and other functions.
 - f. Timeline: Assembly of the edit is done here.
 - g. Audio Monitors: displays volume of the edit.

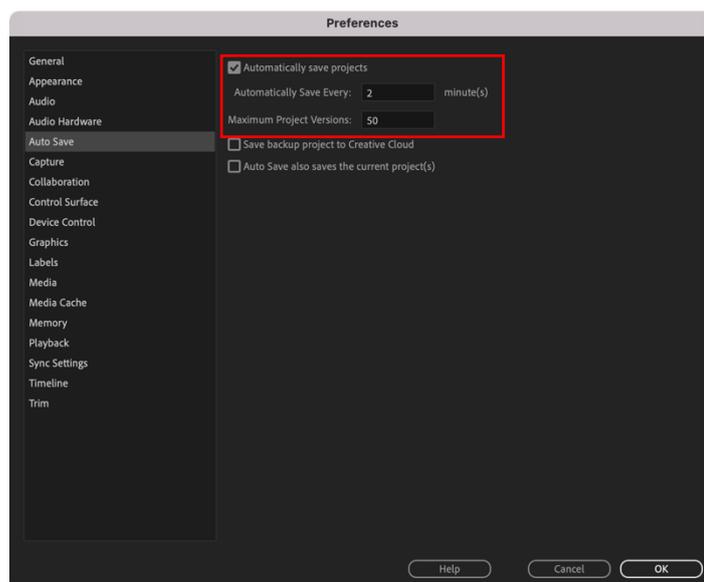


Getting Started in Premiere Pro

6. Before starting any work in Premiere Pro, be aware that Premiere Pro is notoriously prone to crashes. To mitigate the loss of data, it is advised that the autosave preferences are set to frequently create backups. To do this, navigate to the menu bar: Premiere Pro > Preferences > AutoSave.



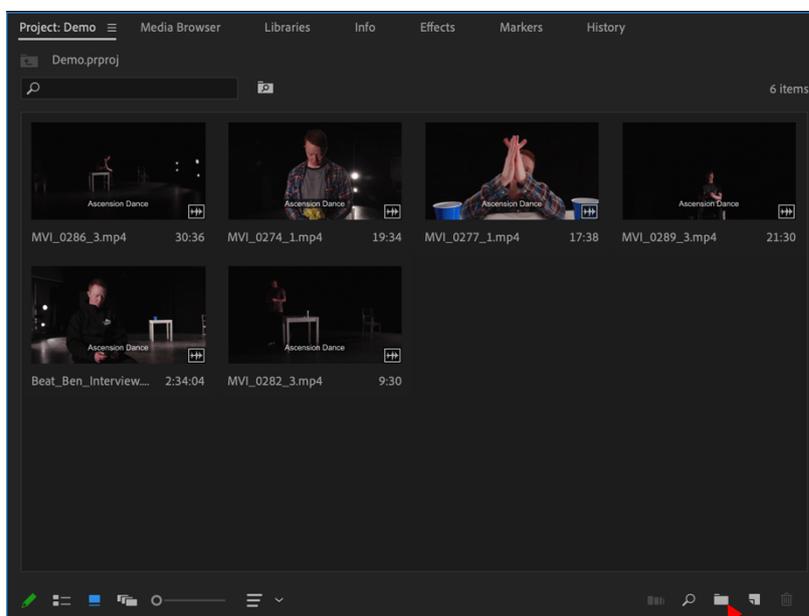
Set the Autosave feature to be more frequent. Any frequency can be chosen and the amount of autosaves premiere will keep can be as high as you like; The more frequent the better, although keep in mind space requirements. (Every 2 minutes with 50 version saved is a good rule of thumb.)



PLEASE ALSO SAVE OFTEN BY PRESSING COMMAND + S (MAC) OR CONTROL + S (WINDOWS)!

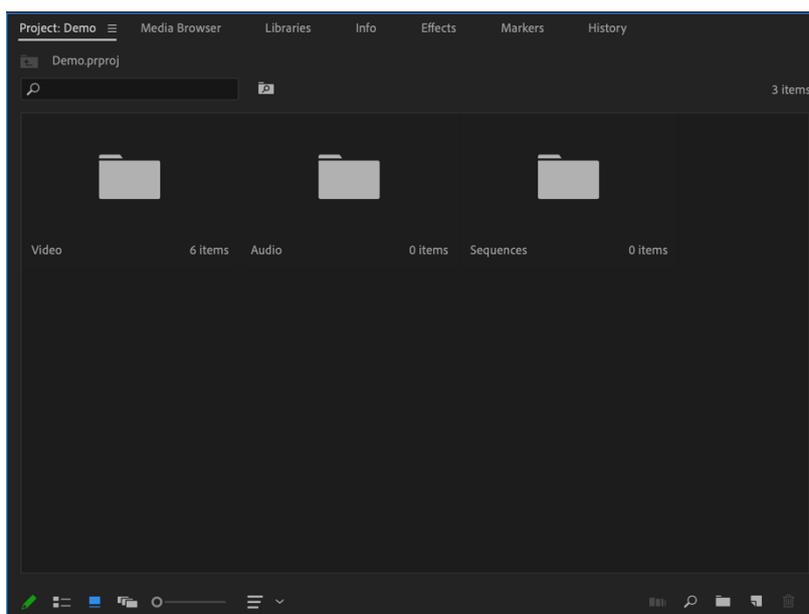
Getting Started in Premiere Pro

7. Within the project window, organise the footage into 'Bins' (Folders). Footage can be organised via shoot days, locations, media type, etc. Being organised will save time in the long run!



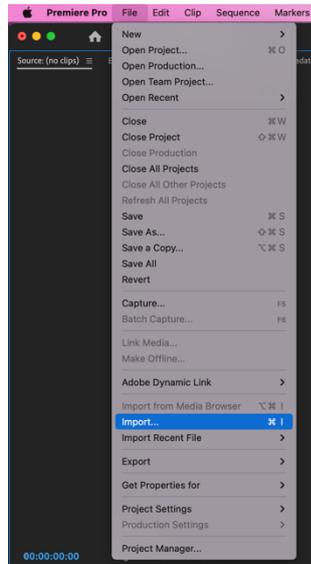
Add folder(s) here

Drag the corresponding clips into the bins that were created.

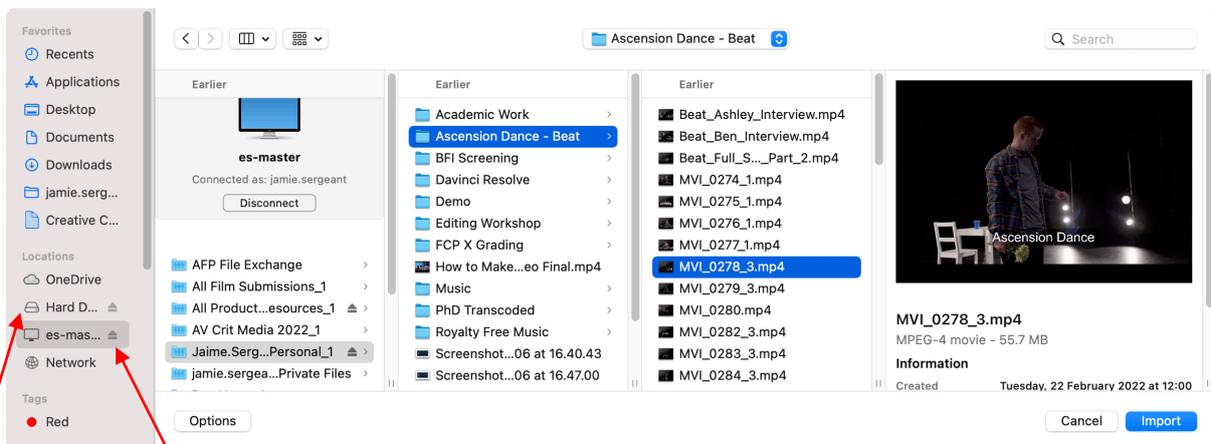


Getting Started in Premiere Pro

8. To import more footage: File > Import (Or ⌘ I)



Then navigate to the footage and select import:

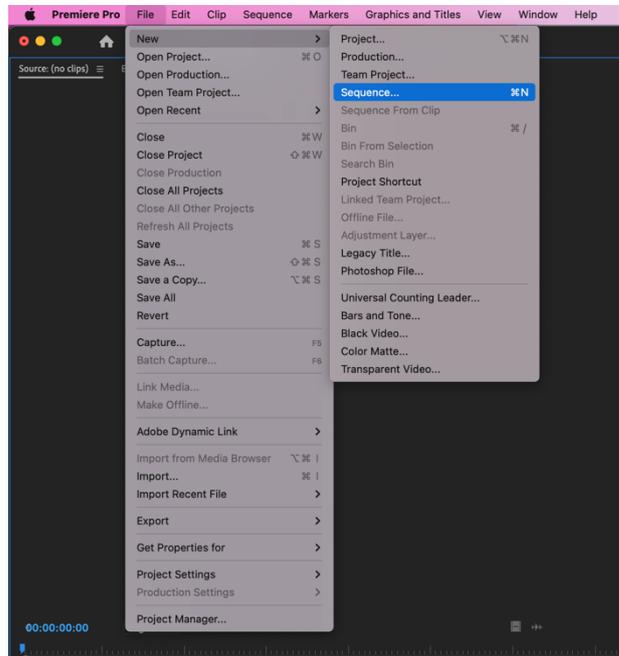


Hard Drive

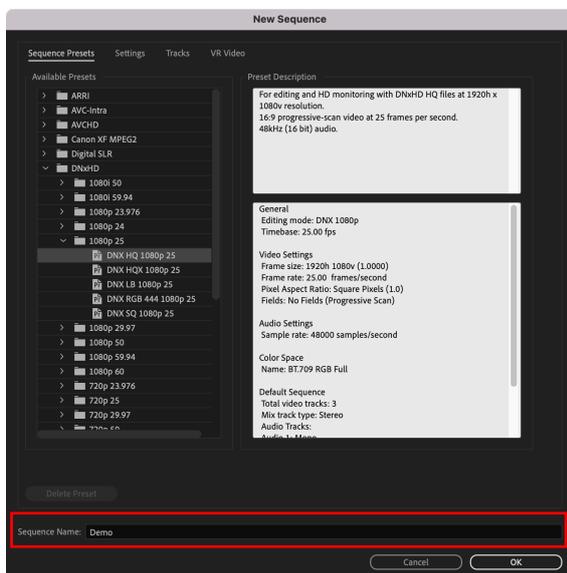
Edit Share Locations

Getting Started in Premiere Pro

9. Create a sequence: File > New > Sequence (or press ⌘N).

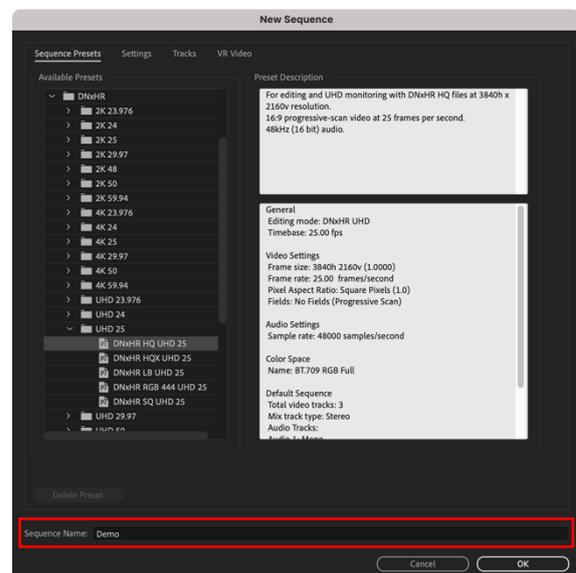


For HD footage select:



DNxHD>1080p 25>DNx HQ 1080p 25

For 4K footage select:

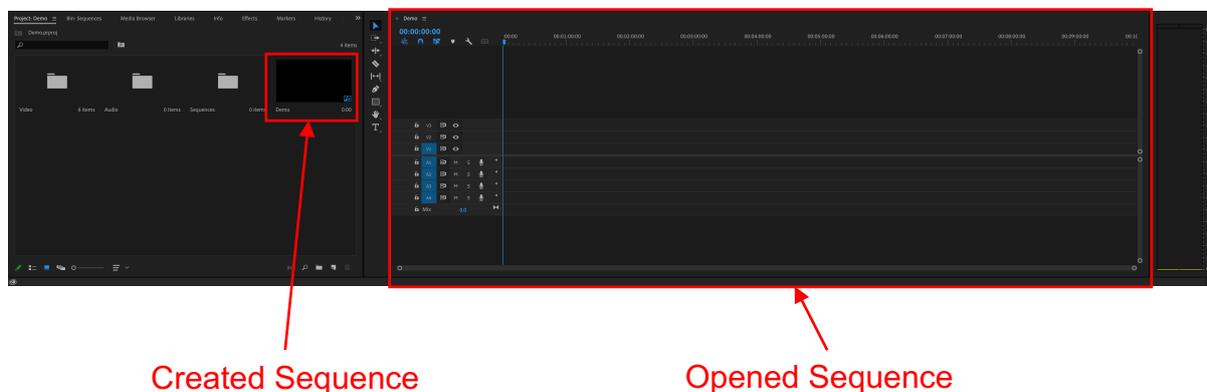


DNxHR>UHD 25>DNxHR HQ UHD 25

Name the sequence and click 'OK.'

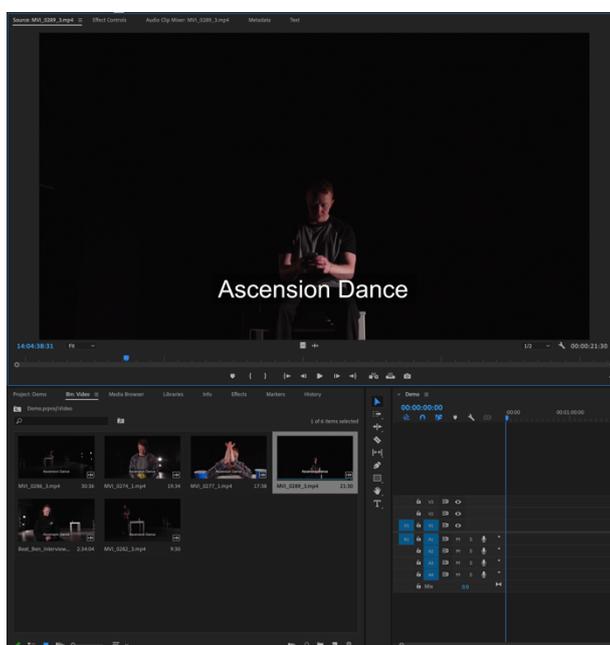
Getting Started in Premiere Pro

A sequence will be created which can be opened in the timeline by double clicking the sequence thumbnail in the Project Viewer:



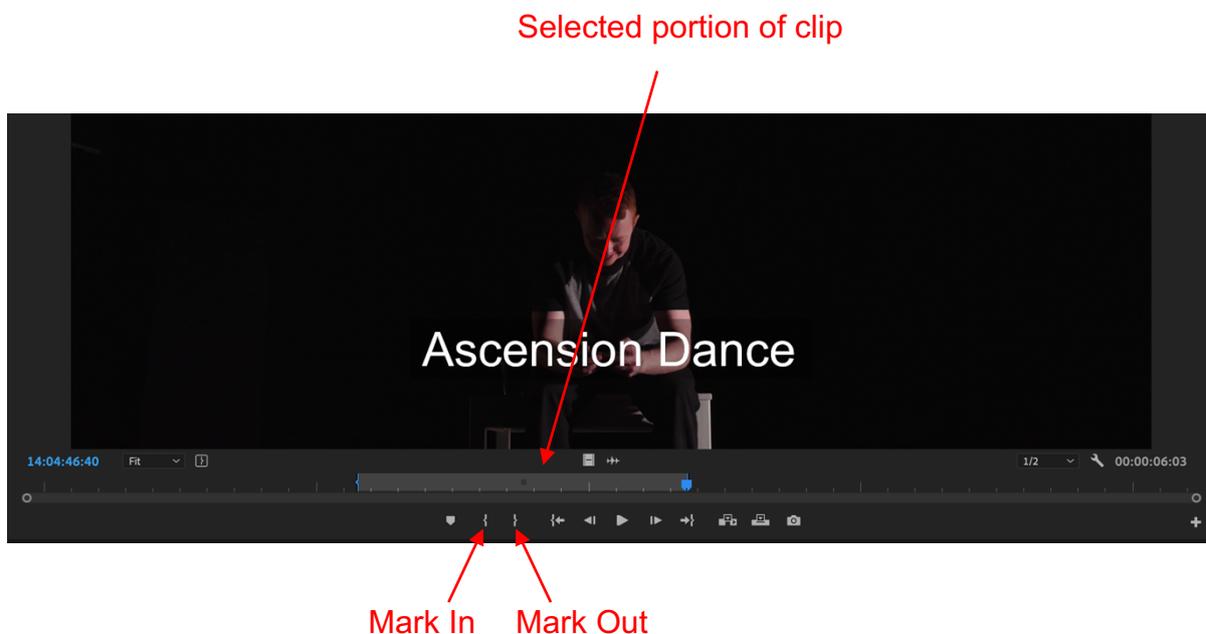
Drag the created Sequence into the 'Sequence' Bin to keep things organised.

10. Double click on a clip to load it into the source monitor.

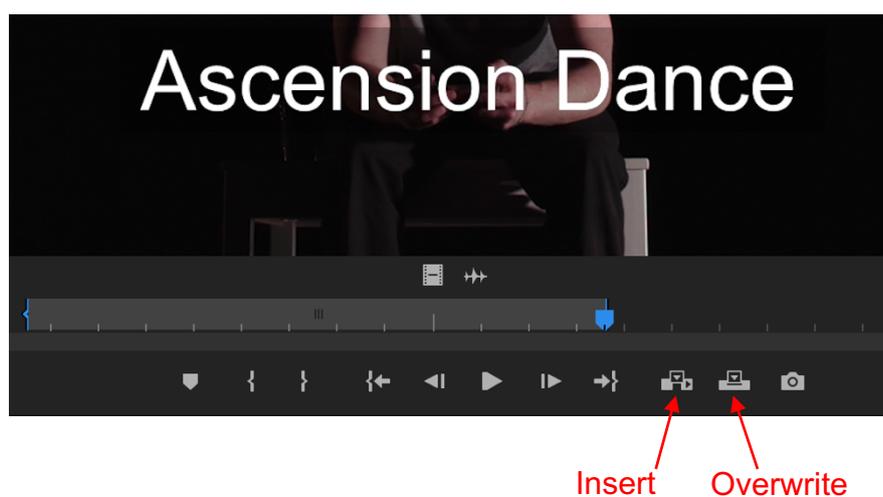


Getting Started in Premiere Pro

11. Find the useable starting point of the clip select 'mark in' (or press the 'I' key on the keyboard). Then find scrub through the clip to end point of the useable footage and select 'mark out' (or press the 'O' key on the keyboard.) Only the selected portion of the clip will be inserted into the sequence.

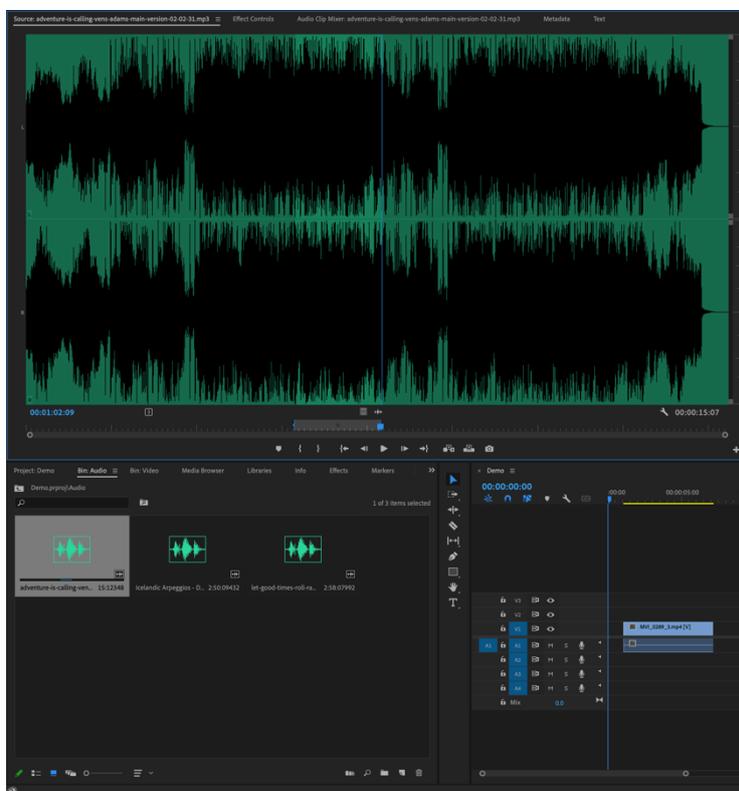


12. Then click 'insert' (,) or 'Overwrite' (.) to add the selected portion of the clip to the sequence. Or drag the clip from the source into the sequence.

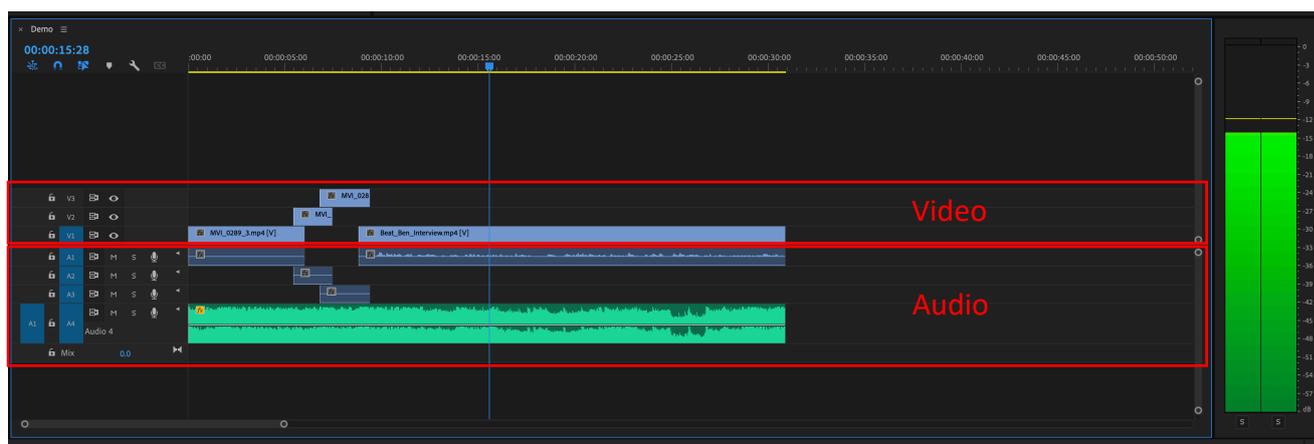


Getting Started in Premiere Pro

This works the same way for audio.

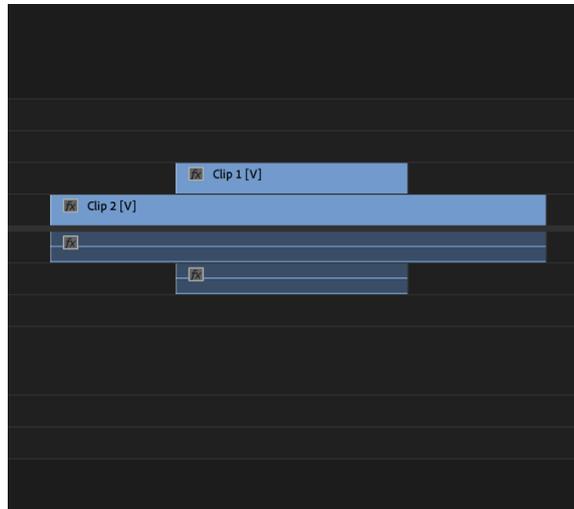


13. In the timeline, the top portion is for video and the bottom portion is for audio.

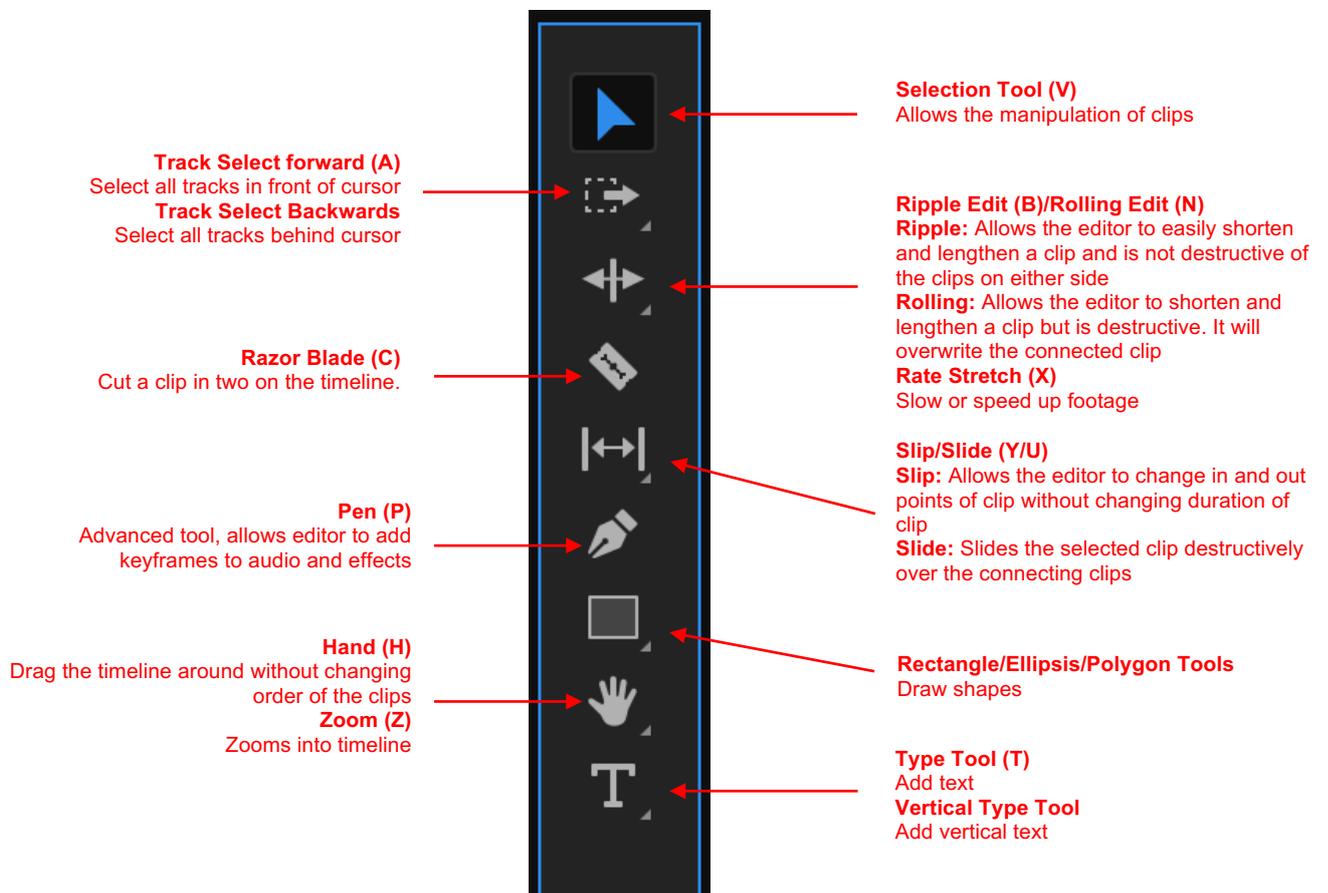


Getting Started in Premiere Pro

14. For video layers in the timeline, only the top layer is visible. In this example, 'Clip 2' will be visible until playback reaches 'Clip 1,' where 'Clip 1' will be overlaid. When 'Clip 1' finishes, 'Clip 2' will become visible again.

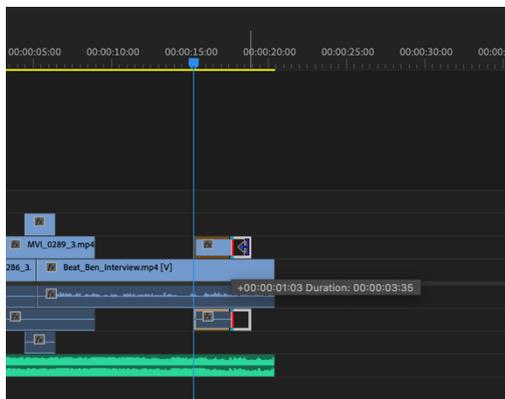


15. The 'toolbar' contains all the tools needed to cut a film successfully. Some are more advanced tools, which is beyond this handout, but it's good to know what each tool does. Any symbol with a triangle ▲ can be long pressed to uncover more related tools.

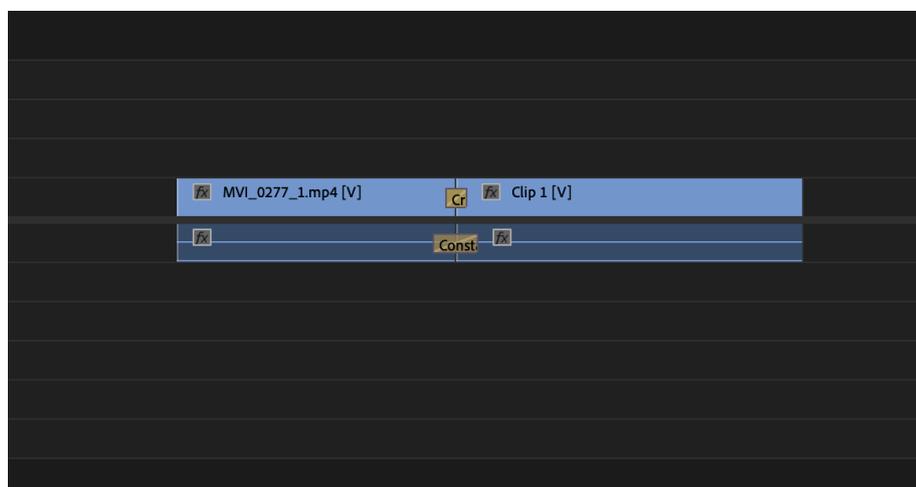


Getting Started in Premiere Pro

16. To easily expand or contract the duration of a clip in the timeline—with the selection tool selected—hover over the start or the end of a clip. The cursor will change and allow the editor to increase or decrease the duration of the clip.

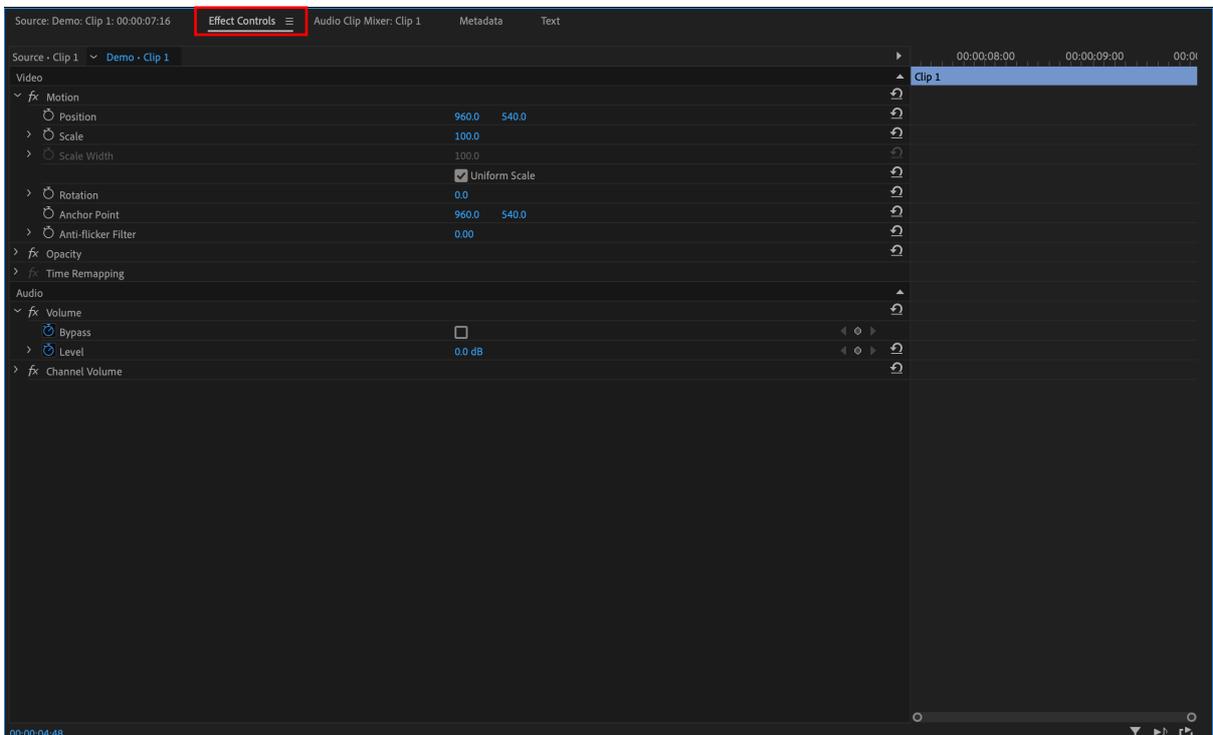


17. To add a cross dissolve to any two clips, select between the video clips and press 'Command + D' (Mac) or 'Control + D' (Windows), or right click and select 'Apply Default Transitions'—right clicking will add a cross dissolve to both the video and audio. The transition's timings can be increased and decreased the same way as manipulating the duration of a clip as shown above.

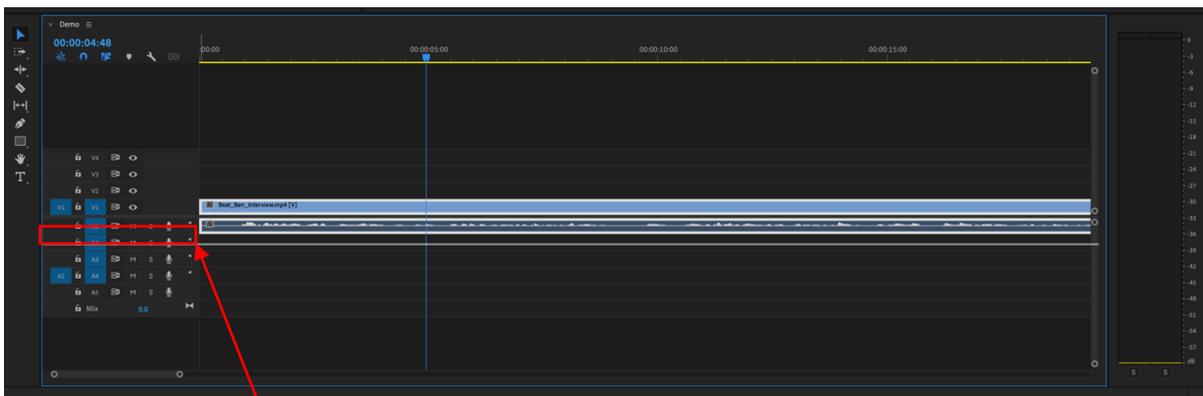


Getting Started in Premiere Pro

18. To manipulate any effects that may have been added to a clip, double click the clip in the timeline, and in the source monitor, select, 'Effects Controls.' In this section, the scale, position, and rotation of a clip can also be manipulated.



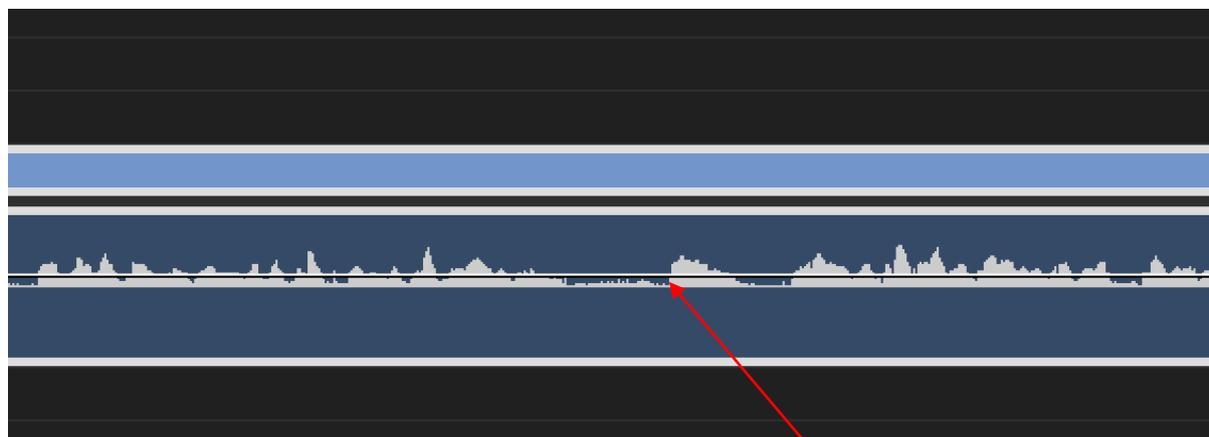
19. To increase or decrease the volume of a clip (including music), first expand the track that contains the audio by dragging the bottom of the track on the left-hand side of the timeline.



Drag Here

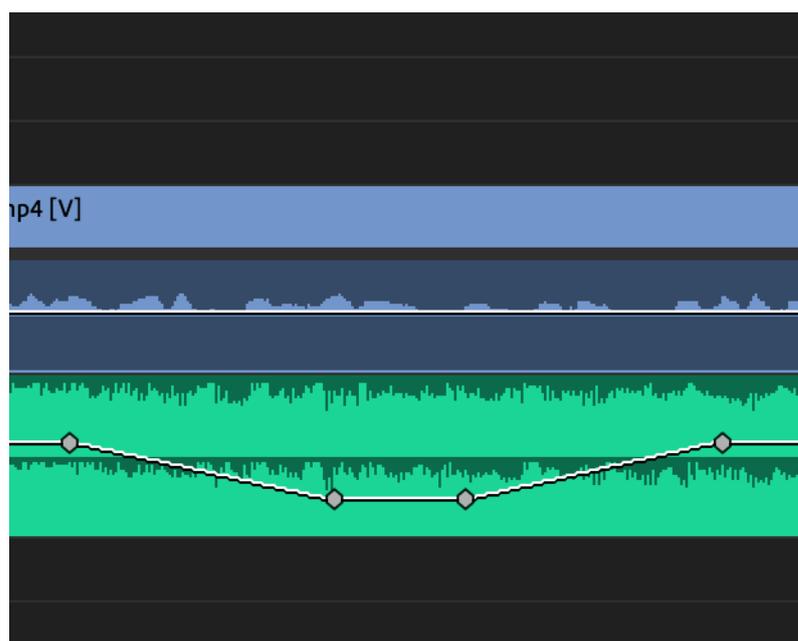
Getting Started in Premiere Pro

Once the view is expanded drag the volume line up or down to increase or decrease the volume.



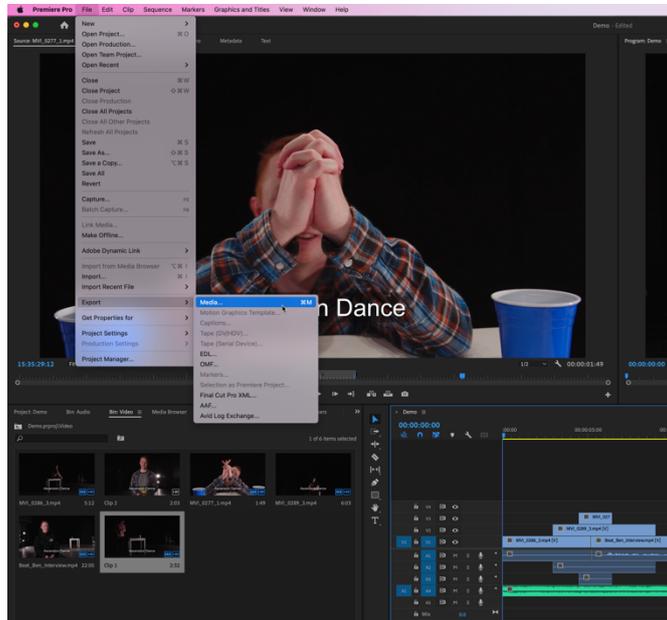
This line

To increase and/or decrease the volume for only a portion of the clip; for example, decreasing the volume of the music momentarily to better hear what an interviewee is saying. Command (Mac) or Control (Windows) click on the volume line to add a keyframe. Once four keyframes have been added to the track, drag down between the middle two keyframes to increase or decrease the volume, this will also add a gradual fade up and fade down to make the change less drastic.



Getting Started in Premiere Pro

20. To export the finished edit, navigate to: File > Export > Media

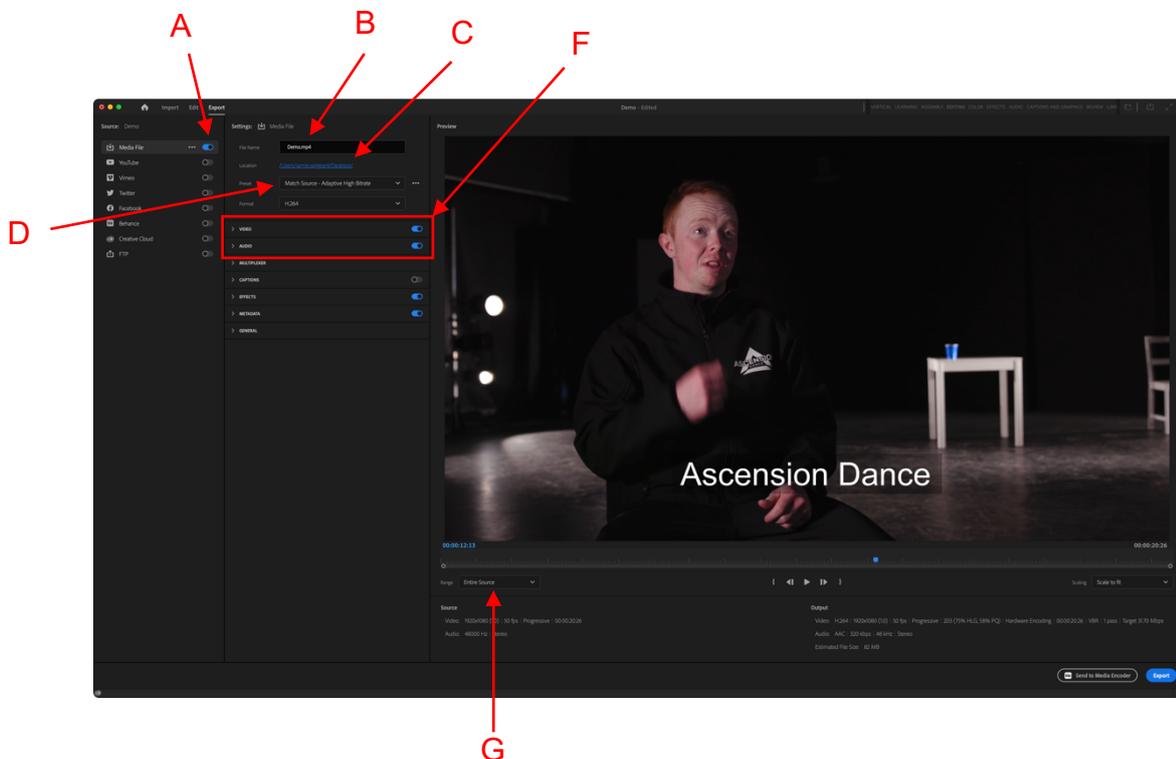


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Getting Started in Premiere Pro

21. The export window will open:

- a. Make sure the media file option is ON.
- b. Name the file.
- c. Set an export location by clicking and navigating to either the EditShare media space or your Hard Drive.
- d. Set the Preset: Any of the 'Match Source' options are ideal (if the sequence was set properly). The suffix denotes quality and file sizes i.e., High Bitrate is higher quality than Low Bitrate. Usually, aim to export in the highest quality possible.
- e. Format: Select H.264, this will ensure maximum compatibility.
- f. Check that Video and Audio options are on.
- g. Check that Range is set to 'Entire Source'



22. Click Export. The video file will be exported (it could take a while) to the chosen location.