Premiere
Quick Reference

Created By:

Kyle Culpepper

6/26/2018

Premiere Quick Reference Guide
Set Up Workspace and Introduction

Sections:

1. Getting Started
2. Adjusting Audio
3. Selection tools
4. Titles
5. Effect Controls
6. Export as Video

6/26/2018

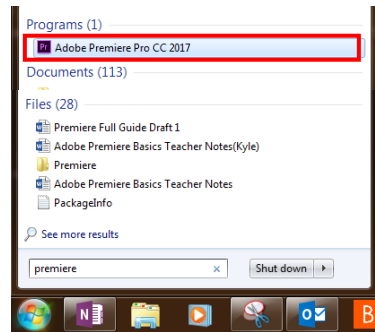# Section 1: Getting Started

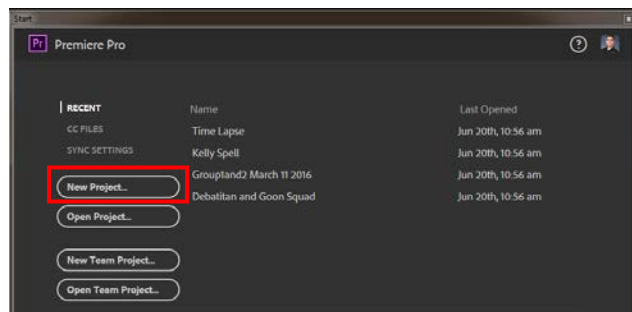|	
Open: Adobe Premiere Pro CC **Note:** Click the Windows button to search for Premiere on your computer Type "premiere" and make sure "Adobe Premiere Pro CC xxxx" is highlighted, where xxxx denotes the year the version you are using was released. Press enter on the keyboard.	
Starting a new project: **Note:** You will be greeted with the Start menu. Here you can decide to open a recent project or start a new project. We will proceed by selecting "New Project"	
The "New Project" window is where you will name your video, and choose where it will be stored. Click **browse** to navigate and select a location on your computer to store your project file. **Note:** It will be important to stay organized and work from a project folder you create where you store all of your asset files for this video project. You can name your project in the **name** field. Click **OK** when done.	
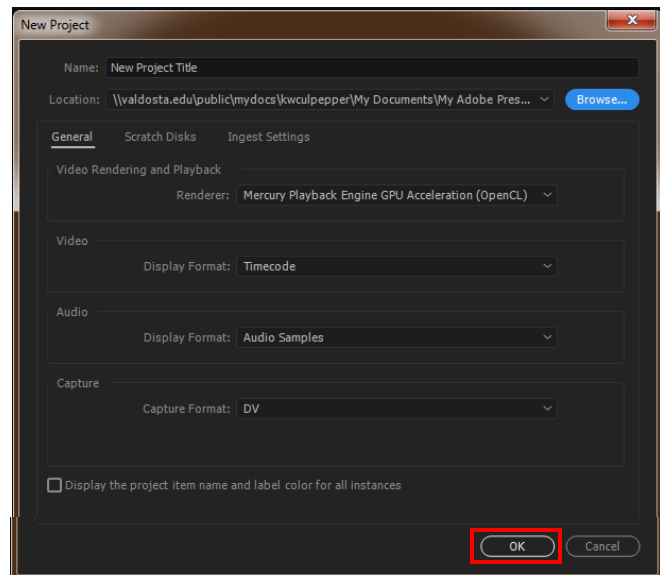
Defining the Workspace: **Workspace for Editing Mode**
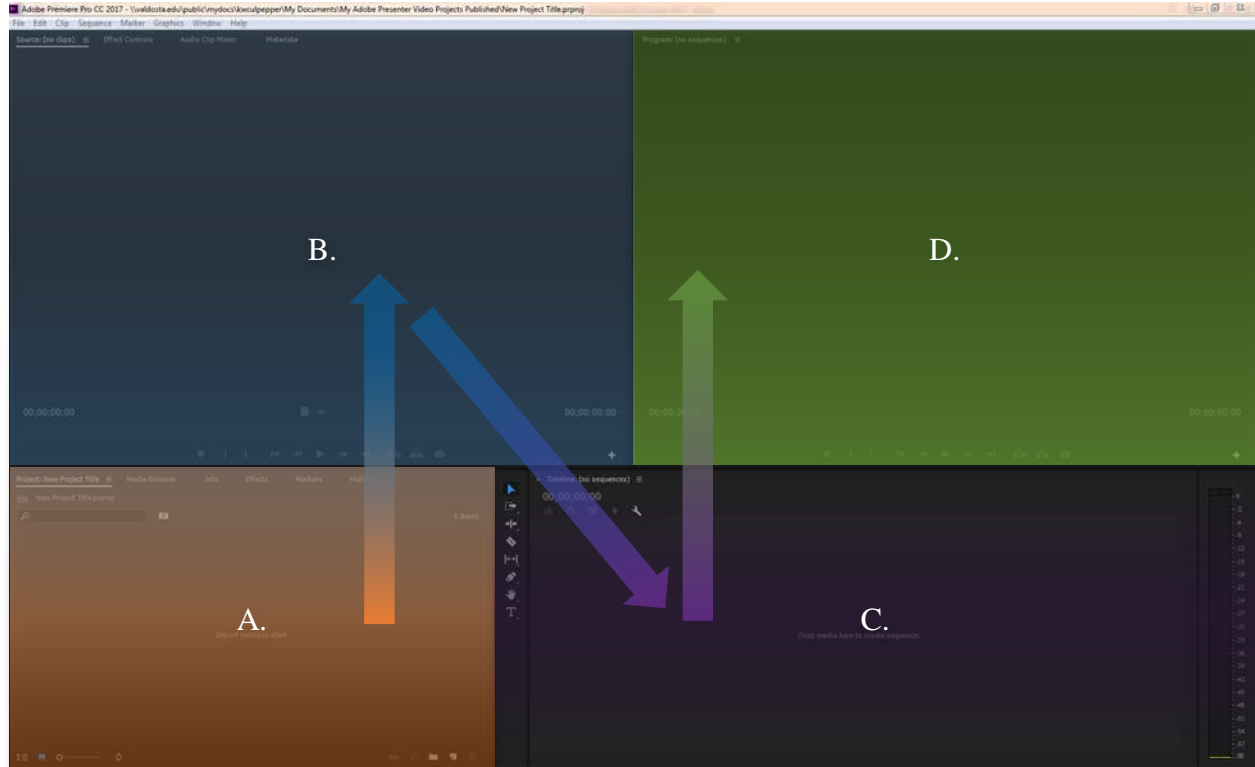
Note: The order in which the four panels are presented in this guide is to show a common workflow that you may encounter when starting a video project.

A. Project Bin

- "**Project**" tab houses video, picture and audio assets that are imported into your project bin or Timeline. Here you can preview your asset before deciding whether or not you want to use all or some of it. Scrub the play head on the thumbnail version of your video clip or click the spacebar on your keyboard after selecting a video asset to briefly preview the clip to determine what to do with it.
- "**Media Browser**" tab will allow you to navigate your computer for the various asset files that you may want to use in your project. If you are working from one central file on your computer then using the Media Browser will be less cumbersome.
- "**Info**" tab will provide asset metadata like file type, aspect pixel dimensions, and audio and video sample rate. If a video file is selected in the Project tab then this asset's information will be displayed here.
- "**Effects**" tab will provide many effect options that you can drag and drop onto your video clip that is being worked on from within the Timeline.
- "**Markers**" tab is where you can view the points along the timeline where you inserted a marker at. A marker can be defined in multiple ways based on how you plan on using it. Markers can be used for commentary reasons for an editing team,

segmenting a video into separate components, or as a section for adding a URL for the selected time.

- "**History**" tab allows for the ability to undo specific tasks performed in your project Timeline during the CURRENT SESSION you are working in. After closing the project out and re-opening Premiere, the History tab will be re-set.

B. Source Monitor

- "**Source Monitor**" tab allows for a larger preview of the video clip you want to work on. Here you can select an **in** (start point for a video clip) and **out** (end point for a video clip), add **markers** to your video clip, and **insert** your selection onto the timeline.
- "**Effect Controls**" tab is where you can alter the video clip you are working on via available audio and visual effects. Here you can explore **scaling** your video, applying a **zoom and pan** motion and perform **basic audio manipulation**. For more advanced effects, you will need to apply these from the Effects menu found under the Project panel (see Project Bin section above). One feature to learn and understand while in this tab is the ability to add **Key Frames**.
- "**Audio Clip Mixer**" tab provides a sliding audio bar for volume control per audio track available in the Timeline. Choose to modify audio for the entire track or make modulations via **Key Frame** integration.

C. Timeline

- The "**Timeline**" panel houses your sequence and Timeline tools.
- **What is a Sequence?** Essentially a sequence is like your canvas material type. The same way a painter would choose to use oil or acrylic paint to better define vividness or texture of their work, a video has its own settings for the desired picture you want to depict. The sequence is how your video is defined based on settings like your video's pixel resolution (e.g. 1280 x 720 pixels, 1920 x 1080 pixels…), frames per second, and audio bit depth. Often times you will work on a video using the same sequence settings as the camera you shot with. However, if you are working with two different camera equipment types or just different setups for the same camera device then your Premiere project will have areas along the timeline that need to be rendered out. More will be discussed on this subject at a later time. For now, just think of it as if you are using two different paint types to work with that need to be meshed together to match.
- The "**Timeline tools**" are located on the left side of the Timeline and they include the razor tool, slip tool, and pen tool. Your mouse will take on the tools attributes when you have selected that tool. You will know it is selected if the tool is highlighted in blue. More will be shared on this at a later point.
- **"Video & Audio Tracks"** are broken up into different rows where the video component of a file will lie in the top rows labeled as V1, V2… and the audio clips will reside on the lower rows labeled as A1, A2…. Some videos contain audio and will automatically be linked with the video asset when inserted to the timeline. This will allow the video and audio to always be in sync and allow for ease of use when moving the video clip to a desired location.

D. Program Monitor

- **"Canvas"** This area is where you can view your video clip based on where the playhead is along the timeline below. Surrounding your canvas is primarily informational material.
- At the bottom left is a **timer displaying where your playhead is** currently located. This text is in blue.
- Next to the timer is a dropdown menu showing how well your video canvas fits in the program monitor for viewing purposes. This is not the same thing as scaling your video up or down. I normally leave this at the setting **"Fit"**.
- On the left corner of your video canvas is the **"Playback Resolution".** If you notice that your computer is having a difficult time playing the video in the canvas area then you may need to scale down the Playback Resolution to ½ or ¼ the original quality. Simply select the drop down option to try it out. Note: scaling down the playback resolution means that the view may look blurry during playback. This doesn't necessarily mean that it will be hazy when you make your final video production. This is just to help your computer process the data better during playback in Premiere.
- The **Wrench icon** provides a long list of options to further modify your canvas view. Here you can add in overlays and grids to help control framing your video assets. You are also welcome to enable or disable items like **"loop"** to allow your video to loop over and over a particular section of your clip you need to pay close attention to.
- The **"In/Out Duration"** is the white timer shown to the right of the wrench icon. Naturally if an in and out is not defined by you, then the last clip of your video will be considered the end. In general this timer shows how long your final video production will be.
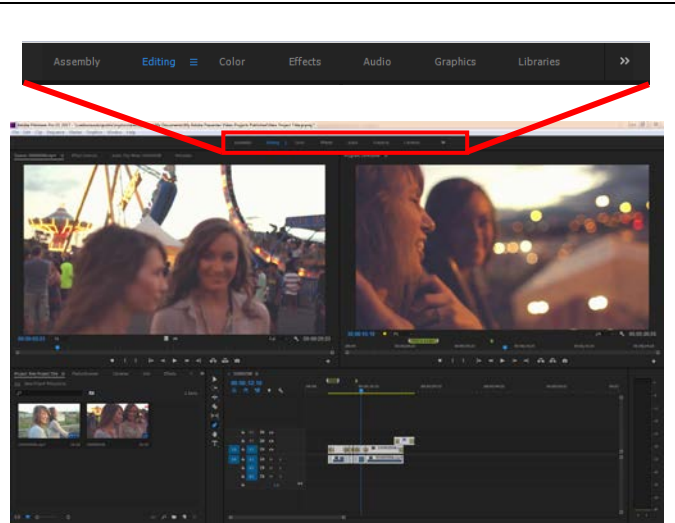
Workspaces:

- When working in premiere we will be exposed primarily to what is called the Editing workspace. However, there are several other workspace options available. Depending on what you are trying to do you can adjust your workspace to best fit your developing needs. Below I will outline the steps involved in changing your workspace.

Selecting a Workspace: The image on the right shows in general the **Editing** workspace. This is where you may initially start out working when doing a new project. Your workspace panel should contain a library of workspace options at the top middle of your project. Selecting the desired workspace will move you into the new layout that is predesigned to best suit the needs surrounding that workspace layout type.	
Assembly Workspace: Here you can easily pull together all of your media assets first to begin planning your video compilation. If you don't like using the Source Monitor section, then this may be a view you will enjoy more.	

6/26/2018
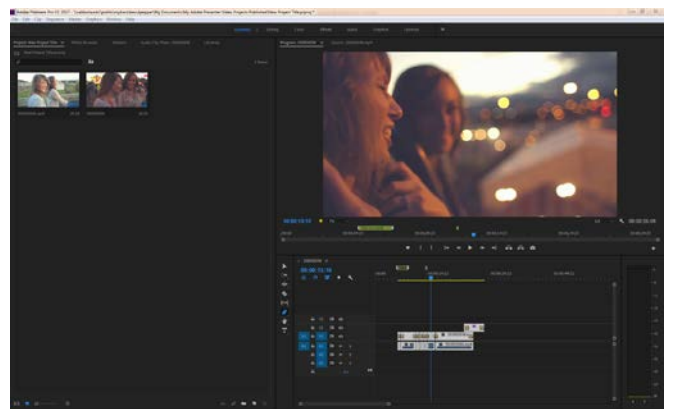
Color Workspace: A new panel titled **"Lumetri Color"** will be made available here. This allows you the ability to apply LUTs to your video. LUTs essentially are the color modes that best work with the camera you shot with. This is very handy to get you started out on the right path prior to taking on a full color correction process. The Lumetri Color panel has Basic Color correction features for brightness, contrast and white balancing. To more advanced features like light curve adjustments for light, mid, and dark tones per color channel.	
Effect Controls Workspace: This workspace allows for the Effects Control section to take over for what was the Source Monitor as your starting tab. Apply the general effects available to you like position, scale, and opacity. Play with key frames to transition the effects smoothly across your clip.	 Key frames for scale & position
Audio Workspace: Here we can switch between amplifying and choosing which channel needs more sound on the fly for either the selected clip or the entire track using the **Audio Clip Mixer** or **Audio Track Mixer**. Also available is the **Essential Sound panel**, where you can control each track or individual selected clip to modify the audio based on what type of audio file it is (i.e. ambient, background music, or narration).	
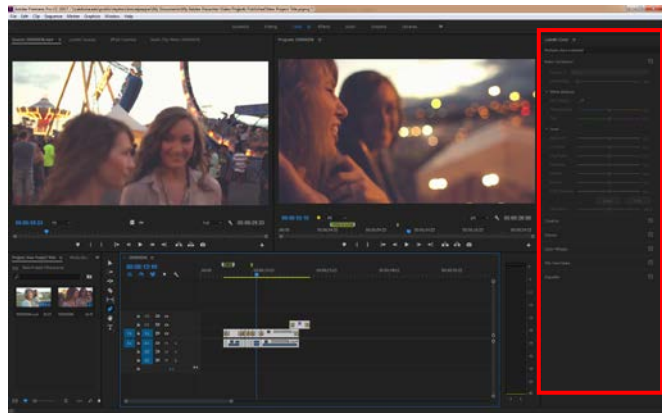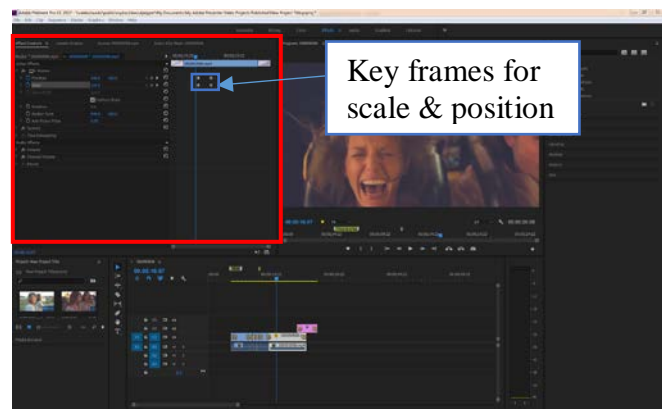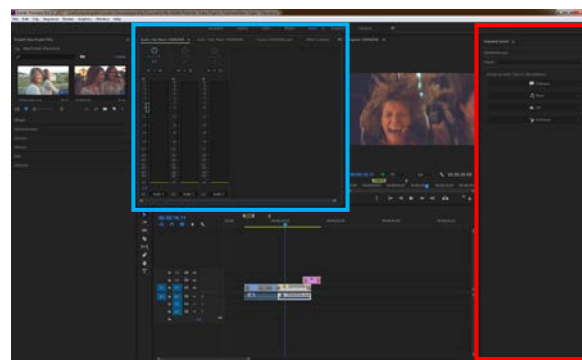
Graphics Workspace If you need to add a title to your video or apply a lower third, what you may normally see to introduce someone or show a chapter change in your video, then you will now have the ability to do that here in the **Essentials Graphics** panel.	
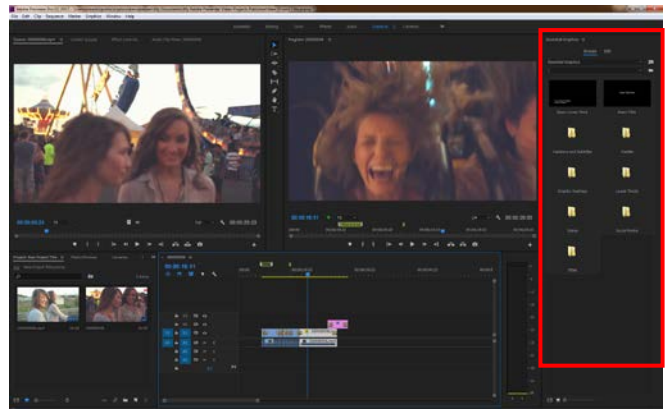
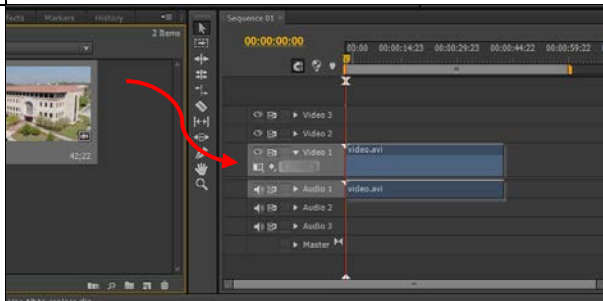|	
Importing your media to Project Window: Right click in the empty space available of the project window and select import.	
Importing Cont'd Browse for audio, video, or images you want to use	
Insert to Timeline Once you have some media in the project window you can add the video to the timeline by clicking and dragging.	
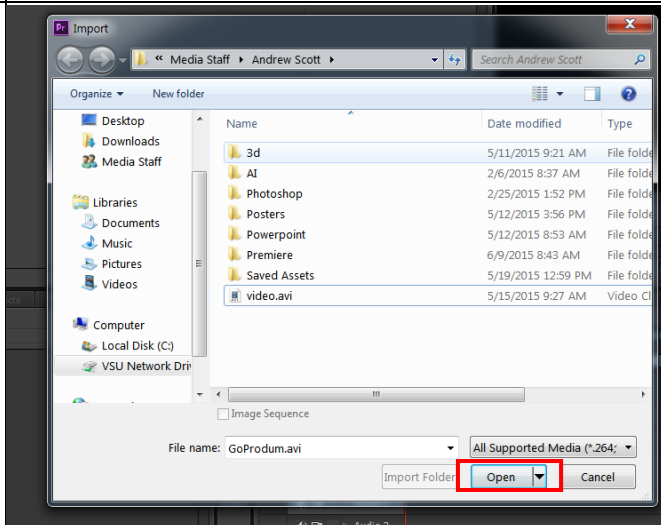
Insert to Timeline Cont'd

if prompted with a clip mismatch warning, select change sequence settings to fix your project settings

Clip Mismatch Warning

This clip does not match the sequence's settings. Change sequence to match the clip's settings?

☑ Always ask

Change sequence settings   Keep existing settings
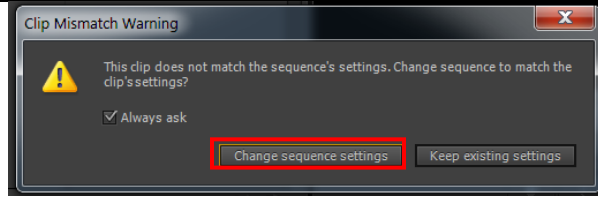
Program Monitor Another way to insert a clip is to move it through the Program Monitor Drag your media from the project window to the program monitor	
Program Monitor Cont'd While within the program monitor, you can select a specific part of any piece of media to add it to the timeline Use I and O on the keyboard to mark the In and Out points where your clip will start and finish. This marker can be clicked and dragged to the point where you want your clip to start or end	
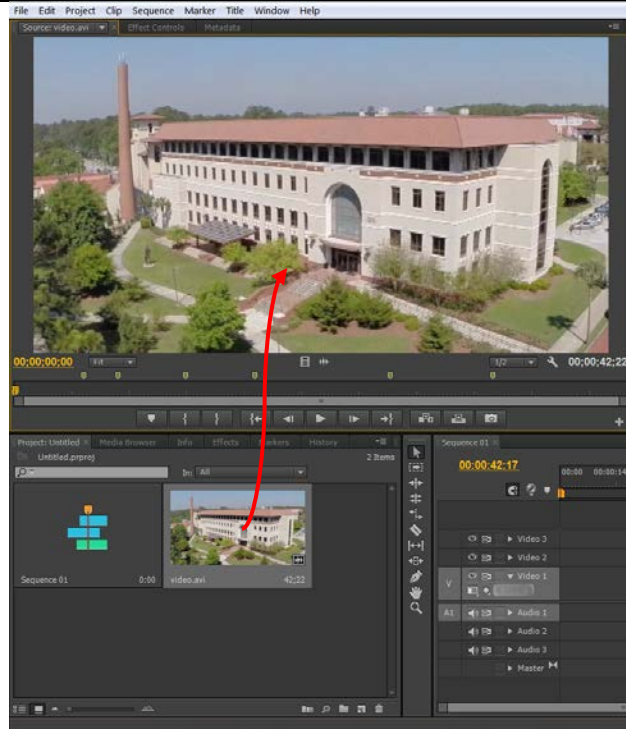
6/26/2018
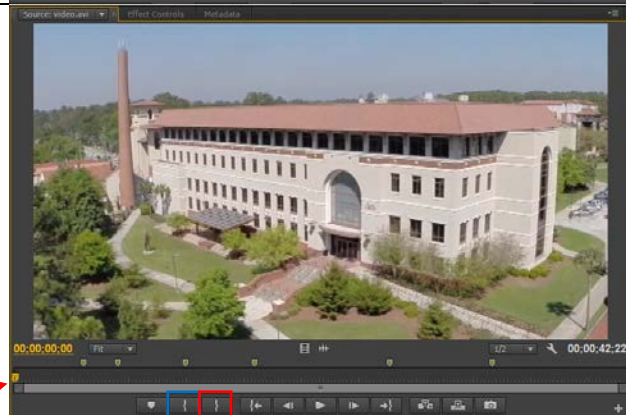
Program Monitor Cont'd Once you have your in and outs set, you can drag it to the timeline in 3 different ways. Drag from the following start points to move different parts onto the timeline 1. Audio/Video Together 2. Audio Only 3. Video Only	
Source Monitor The source monitor in the upper right allows you to watch the video as it appears on the timeline so far. It is a rough rendering so you may see an improvement in quality after finalizing your video.	
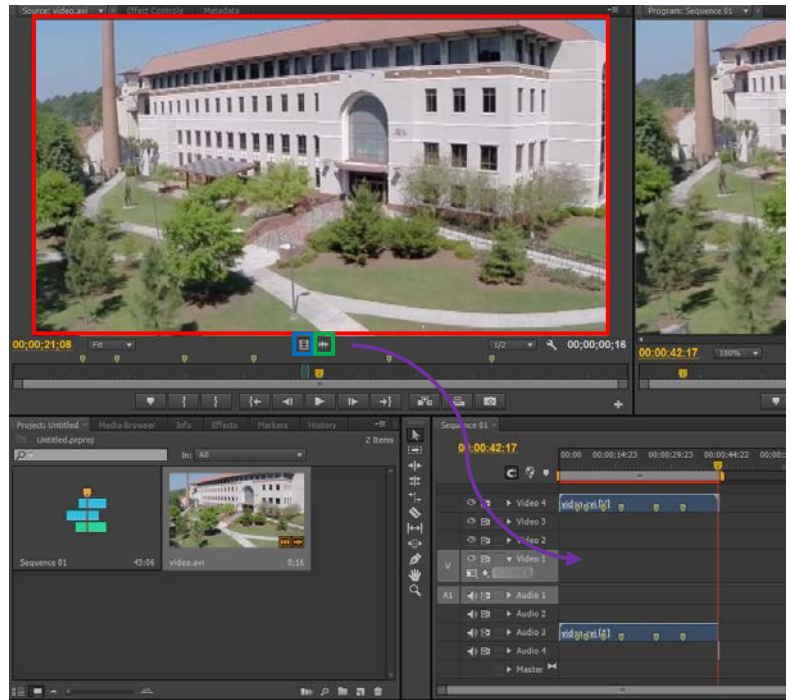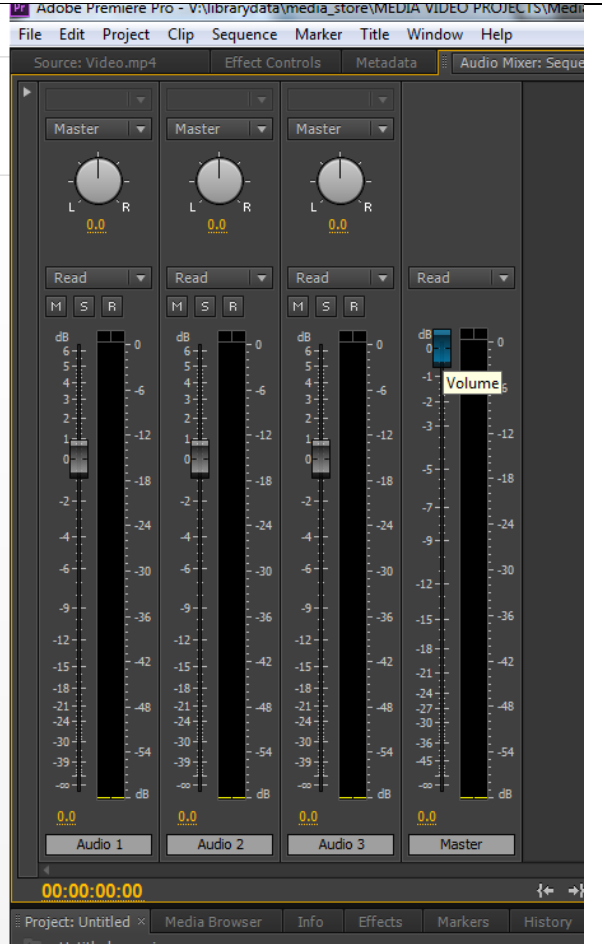
Steps	What You See
Select: The drop down arrow. **Note:** You can adjust the audio levels of your footage by clicking the drop down arrow ▼ and moving the yellow line up or down.	**Getting Started:**
Audio Mixer The audio mixer allows you to adjust the volume for each of your audio tracks individually. For instance, if you have a song "audio 1" and narration in "audio 2" you can move the volume bar on track 1 down and move track 2 up so that the narration is able to be heard over the music.	

6/26/2018

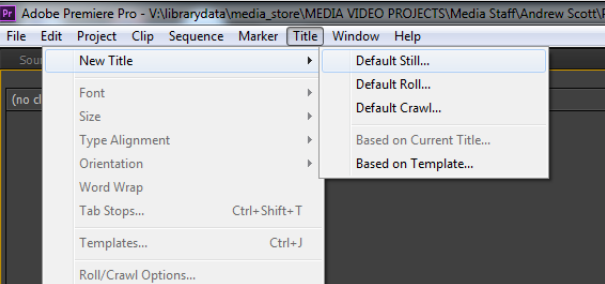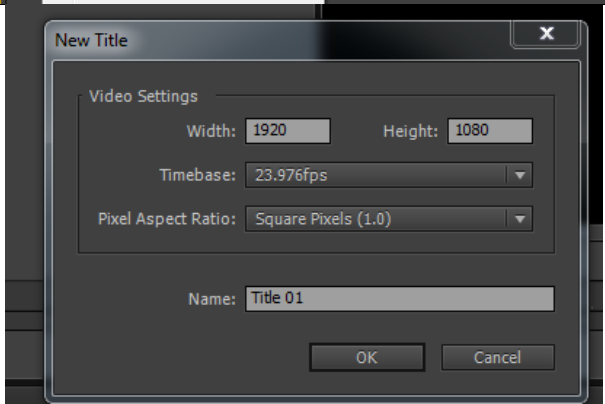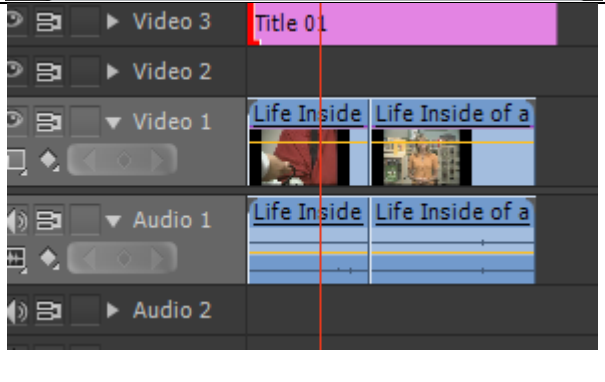| **Audio Mixer** The audio mixer allows you to adjust the volume for each of your audio tracks individually. For instance, if you have a song "audio 1" and narration in "audio 2" you can move the volume bar on track 1 down and move track 2 up so that the narration is able to be heard over the music.	

6/26/2018

Steps	What You See
Tools: 1. Select (V) 2. Track Select (A) 3. Ripple Edit (B) 4. Rolling Edit (N) 5. Rate Stretch (X) 6. Razor (C) 7. Slip (Y) 8. Slide (U) 9. Pen (E) 10. Hand (F) 11. Zoom (K)	
Select tool- This tool is designed to select anything within the Premiere interface. (Also allows you to move clips in the timeline around.)	
Track Select- Select this tool to select all the clips to the right of the cursor in a sequence. To select a clip and all clips to the right in its own track, click the clip. To select a clip and all clips to its right in all tracks, Shift-click the clip. Pressing Shift changes the Track Selection Tool into the Multi-track Selection Tool	

6/26/2018

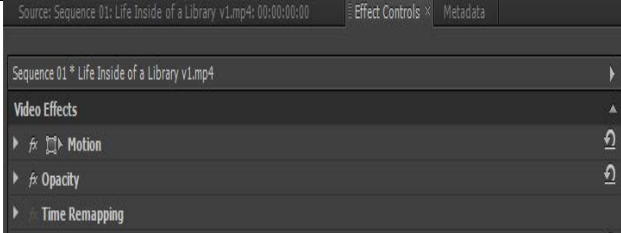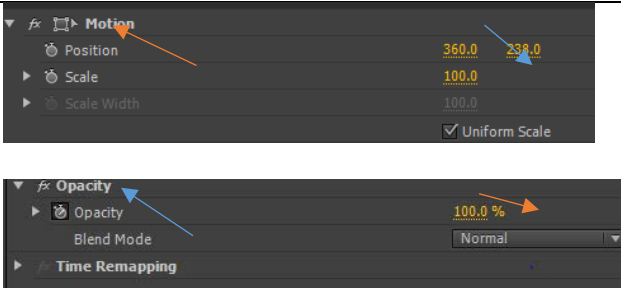|	
Ripple Edit- Select this tool to trim the In or Out point of a clip in a Timeline. The Ripple Edit Tool closes gaps caused by the edit and preserves all edits to the left or right of the trimmed clip.	
Rolling Edit- Select this tool to roll the edit point between two clips in a Timeline. The Rolling Edit Tool trims the In point of one and the Out point of the other, while leaving the combined duration of the two clips unchanged.	
Rate Stretch- Select this tool to shorten a clip in a Timeline by speeding up its playback, or to lengthen it by slowing it down. The Rate Stretch Tool changes speed and duration, but leaves the In and Out points of the clip unchanged.	
Razor Tool- This tool is designed to help give precise cuts to your footage while editing.	
Slip- Select this tool to simultaneously change the In and Out points of a clip in a Timeline	
Slide- Select this tool to move a clip to the left or right in a Timeline while simultaneously trimming the two clips that surround it	
Pen- Select this tool to set or select key frames, or to adjust connector lines in a Timeline.	
Hand- Select this tool to move the viewing area of a Timeline to the right or left. Drag left or right anywhere in the viewing area	
Zoom- Select this tool to zoom in or out in a Timeline viewing area. Click in the viewing area to zoom in by one increment.	

6/26/2018

Premiere Quick Reference Guide
Titles

Steps	What You See
Creating a Title: 1. At the top menu click "Title" 2. Then click "New Title" 3. Next click "Default Still"	
4. Name Your title and click OK	
Title Cont'd Now you can insert title into timeline by clicking and dragging it to the timeline.	

6/26/2018

Premiere Quick Reference Guide
Effects Controls

Steps	What You See
Effects controls: With the Clip selected you can use various effects to customize it, such as resizing and making an object transparent. Here are a few to get you going!	
Effects Cont'd 1. Click the motion drop down arrow and move the scale from left to right to change size of your video. 2. The opacity drop down arrow lets you change the transparency of your video.	

6/26/2018

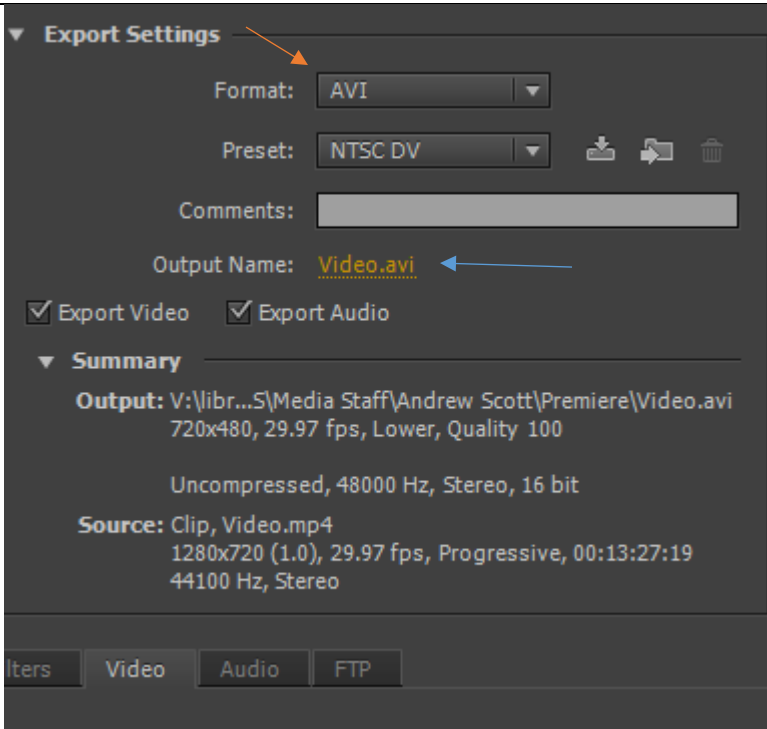| Steps	What You See
Exporting Your Video 1. At the top left corner click file. 2. Next go down to export and click the side arrow. 3. Then click Media.	
Exporting Video Cont'd You will then see another window pop up with export settings to the right.	

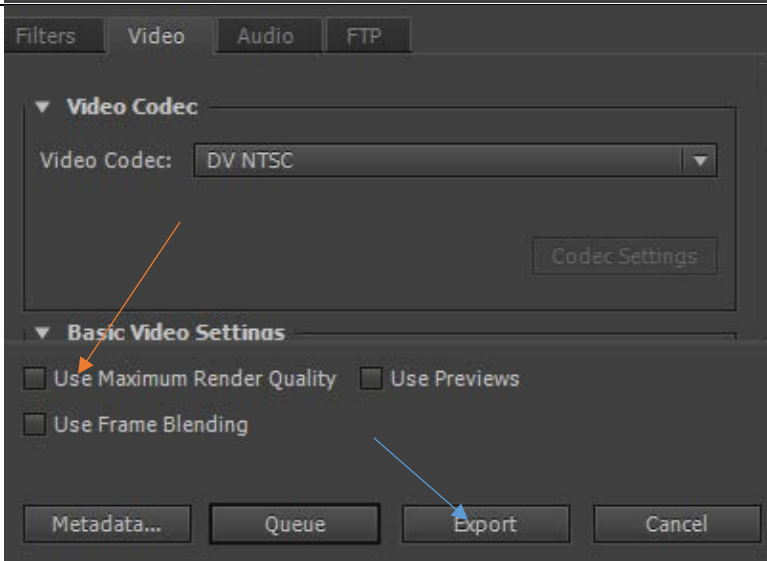6/26/2018

Exporting Video Cont'd • For Format options change AVI to a different preset like H.264. • Adjust the preset settings to match the final desired output source (i.e. YouTube, Vimeo, etc). The output name is where you change the name of your video and where it will be saved once finished exporting.	
Exporting Video Cont'd • Next click the "Use Maximum Render Quality Box. • Finally Click Export	
Exporting Video Cont'd Finally Your Video will Encode and finalize to the destination you appointed it to!	

6/26/2018