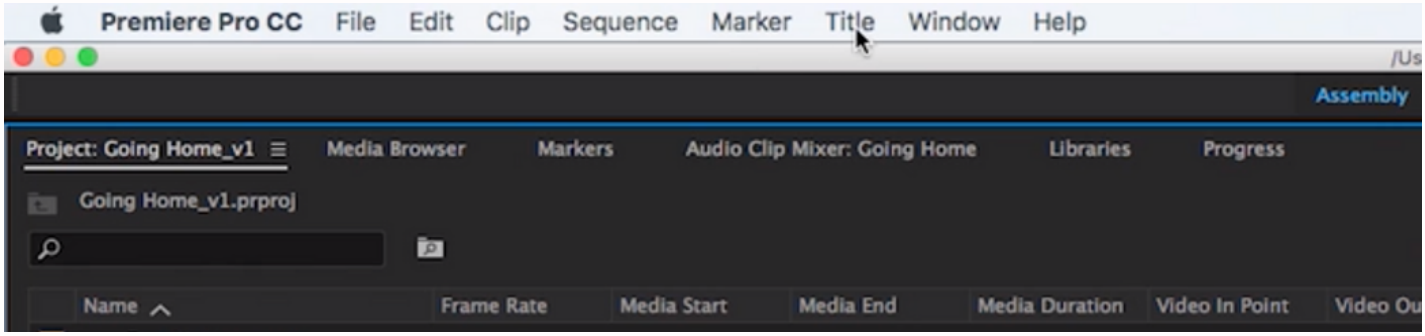
HOW TO USE PREMIERE PRO

How to use Premiere Pro
include a step by step guide
and links to video resources and supports

1. Create new project
2. Import Media
3. Organising Media
4. Manipulating media

Create a new Project and Import Footage

1. Open the Software and select **New** project in the file menu and name. Select target drives and save project.
2. RIght click on project window background and select and name new bins - video, image.and audio

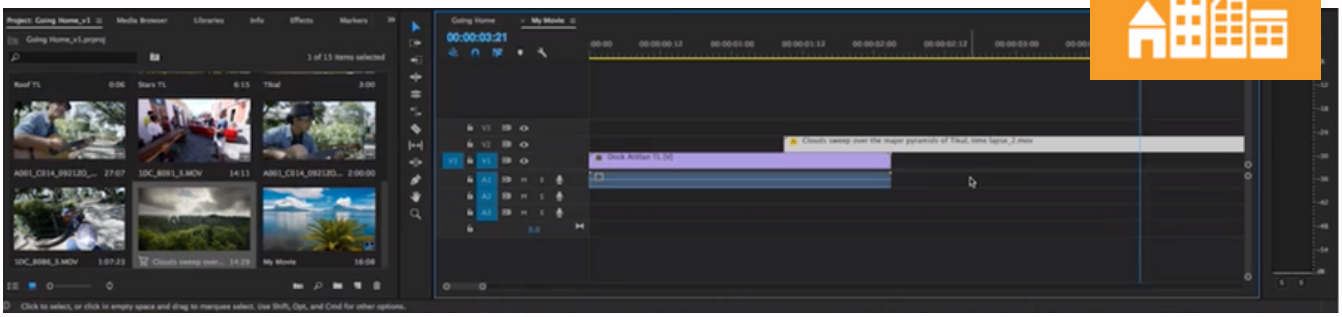


1. Click on Assembly to open the workspace and click on Media browser and you will see your source material. This may be saved as files on a hard drive or you can also import from the camera's memory card..
2. You can select from the list or click at the bottom of the window to view as thumbnails
3. Once selected, click INGEST (under media browser) this insures the files are taken into your project folder rather than being linked to your source. This will save re-attaching later as the media will go offline if you remove the card or source drive..
4. FInally, right click selected files and click import
5. Click project folder to see your media or view as a list.
6. If you want to import Adobe Stock images you can select libraries (if libraries not visible click on window to make active). You can save to your library and right click to license it or add a watermarked version of the asset to add to the media files.
7. Return to the Project folder and you can see all your assets which you can double click to add to your source panel where you can play it.

Importing audio: All Premiere audio files are imported at 32-bit quality, providing maximum quality and editing flexibility, to ensure consistent audio across the project.

1. Right click on project window background and click import and select audio file. More on this later.

VIDEO EDITING RESOURCES



Create a sequence

1. Click Editing at the top of the screen to make sure you are in the editing workspace.
2. To create a new sequence click and drag a media asset into the timeline
3. If you have a sequence open right click the media asset and select new sequence from clip
4. A new clip will match the existing sequence and will have the name of the clip as the sequence name. To change it change the name of the media clip.
5. If you drag a clip into the timeline and it seems longer / larger right click to open a menu and choose set to frame size.

Transitions

Transition effects blend the contents between two sequence clips over time, to smooth out an edit or add visual interest.Transition effects use the unused parts at the start or end of a clip, called handles, to overlap the content for the duration of the effect.

Basic effects panel

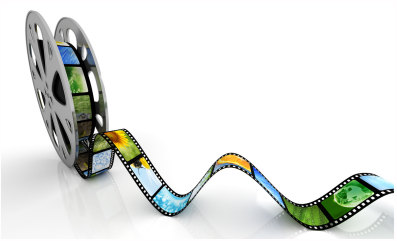
1. Ctrl + N (Windows) Command + N (Mac) - to open the effects panel
2. Browse for transition effects
3. Drag a transition effect onto the end of a clip in a sequence or between two clips.

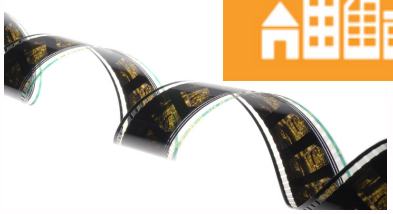
Keyboard shortcut

If more than one clip or edit is selected, you can use a keyboard shortcut to apply the default transition effect.

- Press Command+D (macOS) or Control+D (Windows) to apply the default video transition.
- Press Shift+Command+D (macOS) or Shift+Control+D (Windows) to apply the default audio transition.
- Press Shift+D (macOS) or Shift+D (Windows) to apply the default video transitions. This shortcut automatically adds video or audio transitions.
- Set the default transition effect In the Effects panel, right-click a transition effect and choose Set Selected As Default Transition.
- Remove a transition effect Select an effect in a sequence, and press Delete (macOS) or Backspace (Windows).

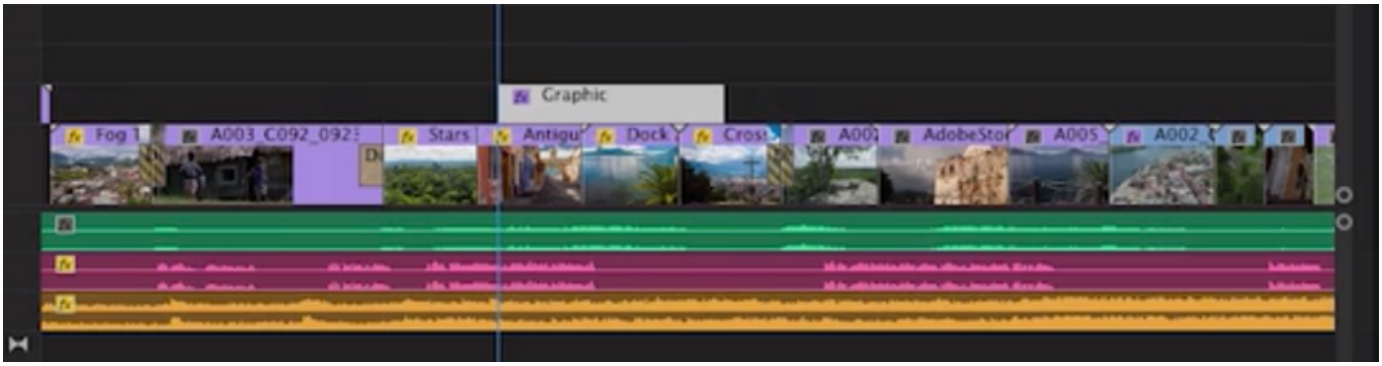
VIDEO EDITING RESOURCES





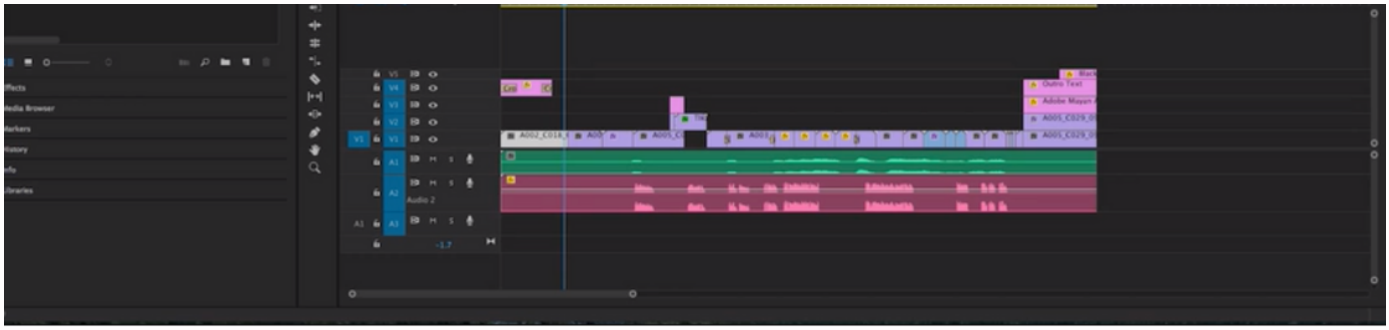
CREATE A TITLE

1. Position the playhead at the point in the sequence where you want the title to appear.
2. Click the word graphics to the top of the screen to open the graphics workspace
3. Select the text tool click and type your title as this will add a text clip to the sequence.
4. Click selection tool until you see a blue box around the text now you can change font, size colour, opacity, position and more .
5. You can reposition the text by dragging, extend the duration by pulling or right click either end of a title to apply a transition.



AUDIO, AUDIO LEVELS AND AUDIO EFFECTS

1. Click the word audio at the top of the screen
2. Drag an audio clip into the timeline
3. Click the audio track mixer at the top of the screen. You can use the controls at the bottom of the screen; you can play, stop and fast forward
4. As the sequence plays, you can move the slider up and down to control each audio track and insure all levels are in the 'green' zone to avoid clipping or distortion,
5. Or slide the master control to adjust all tracks



VIDEO EDITING RESOURCES

Premiere Pro

- Premiere Pro tutorial - https://www.youtube.com/watch?v=JGobj8RGMs4
- Adobe Premiere Pro Tutorial: Basic Video Editing https://www.youtube.com/watch?v=vw1KghlK_zE
- https://helpx.adobe.com/premiere-pro/how-to/easy-video.html

Common Keyboard Shortcuts

Results	Windows	Mac OS
New Project	Ctrl+Alt+N	Opt+Cmd+N
New Sequence	Ctrl+N	Cmd+N
Import Media	Ctrl+I	Cmd+I
Export Media	Ctrl+M	Cmd+M
Save	Ctrl+S	Cmd+S
Save As	Ctrl+Shift+S	Cmd+Shift+S
Play/Stop	Space	Space
Shuttle Left	J	J
Shuttle Right	K	K
Render Effects in Work Area	Enter	Return
Selection Tool	V	V
Razor Tool	C	C
Ripple Edit Tool	B	B
Ripple Trim Previous	Q	Q
Ripple Trim Next	W	W
Ripple Delete	Shift+Del	Shift+Del
Extend Selected Edit to Playhead	E	E
Speed/Duration	Ctrl+R	Cmd+R
Zoom In	=	=
Zoom Out	–	–
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Shift+Z	Shift+Cmd+Z
Copy	Ctrl+C	Cmd+C
Cut	Ctrl+X	Cmd+X
Paste	Ctrl+V	Cmd+V

VIDEO EDITING RESOURCES

Common Keyboard Shortcuts

Results	Windows	Mac OS
New Project/Production	Ctrl+Alt+N	Opt+Cmd+N
New Sequence	Ctrl+N	Cmd+N
New Bin	Ctrl+B	Cmd+B
Title	Ctrl+T	Cmd+T
Open Project/Production	Ctrl+O	Cmd+O
Browse in Adobe Bridge	Ctrl+Alt+O	Opt+Cmd+O
Close Project	Ctrl+Shift+W	Shift+Cmd+W
Close	Ctrl+W	Cmd+W
Save	Ctrl+S	Cmd+S
Save As	Ctrl+Shift+S	Shift+Cmd+S
Save a Copy	Ctrl+Alt+S	Opt+Cmd+S
Import from Media Browser	Ctrl+Alt+I	Opt+Cmd+I
Import Media	Ctrl+I	Cmd+I
Export Media	Ctrl+M	Cmd+M
Get Properties for Selection	Ctrl+Shift+H	Shift+Cmd+H
Exit/Quit Premiere Pro	Ctrl+Q	Cmd+Q
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Shift+Z	Shift+Cmd+Z
Cut	Ctrl+X	Cmd+X
Copy	Ctrl+C	Cmd+C
Paste	Ctrl+V	Cmd+V
Paste Insert	Ctrl+Shift+V	Shift+Cmd+V
Paste Attributes	Ctrl+Alt+V	Opt+Cmd+V
Clear	Delete	Forward Delete
Clear In & Out	Ctrl+Shift+X	Opt+X
Ripple Delete	Shift+Delete	Shift+Forward Delete
Duplicate	Ctrl+Shift+/	Shift+Cmd+/
Select All	Ctrl+A	Cmd+A
Deselect All	Ctrl+Shift+A	Shift+Cmd+A
Find	Ctrl+F	Cmd+F