

# Introduction to Premiere Pro CS4

## Getting started

### System requirements

Video editing requires higher hardware requirements than many other computer applications. The following are the **minimum** requirements recommended for running Premiere Pro CS4 for standard DV editing (HDV editing requires more):

- 2GHz processor (PC) or Intel Dual Core (Mac)
- Microsoft Windows XP with Service Pack 2, or Vista (PC) or Mac OS X 10.4.11 (Mac)
- 2GB of RAM
- Local (not network based) hard disk with a lot of available space (20GB+)
- DVD burner (optional for DVD creation)
- Firewire/iLink/IEEE1394 port for DV tape capture, or USB 2.0/flash card reader

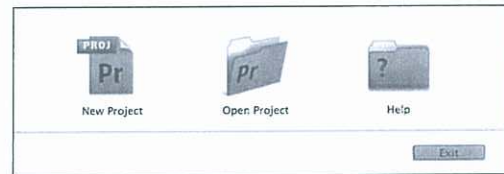
### Launching Premiere Pro

From the *Start* menu (PC) or *Dock* (Mac) choose *Adobe Premiere Pro CS4* or double-click the application icon.



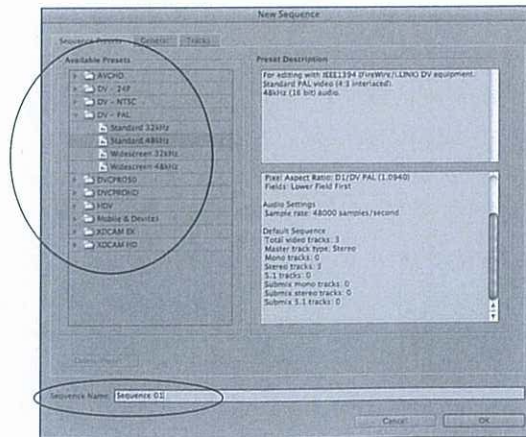
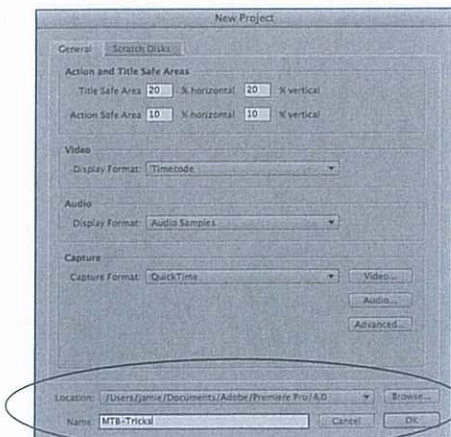
### Setting up a new project

- 1 When Premiere Pro has launched you will be presented with options for loading existing projects or creating a new one. Choose *New Project*.



**Note:** If this dialog box does not display or you already have another project open, you can create a new project by choosing *File > New > Project*.

- 2 The *New Project* dialog box will appear. Generally the default settings should be fine. At the bottom click *Browse* to choose a location to store the project and any captured or processed video and audio clips. These files can be very large so you may need to choose a different hard disk or partition for these files. Check with your tutor or system administrator about this. Also enter a *Name* for the project and click *OK*.
- 3 In the *New Sequence* dialog box you would normally choose the settings that match your video camera settings, typically this will be *DV-PAL > Standard 48kHz* or *Widescreen 48kHz*, which will create a DV sequence with PAL settings (the video standard used in New Zealand and Australia). If you have a high definition (HDV) video camera, refer to its instruction manual to help you choose a suitable HDV preset.
- 4 Enter a *Sequence Name* (or leave the default 'Sequence 01' if you like) and click *OK*.

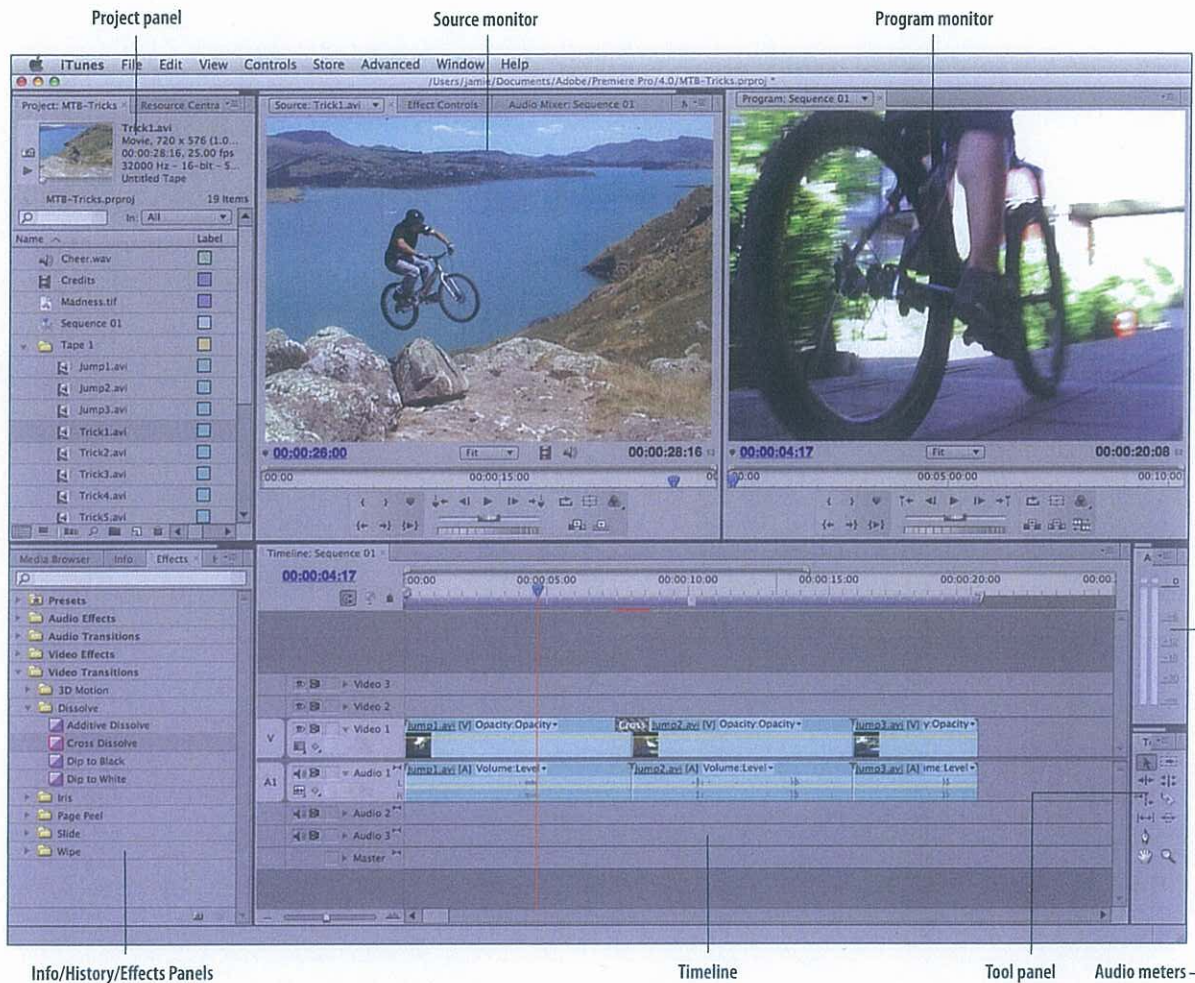


**Note:** The interface will probably look darker on your monitor than in these illustrations. To improve readability in print a lighter interface colour has been set. The interface appearance can be adjusted in the application preferences.

# The workspace

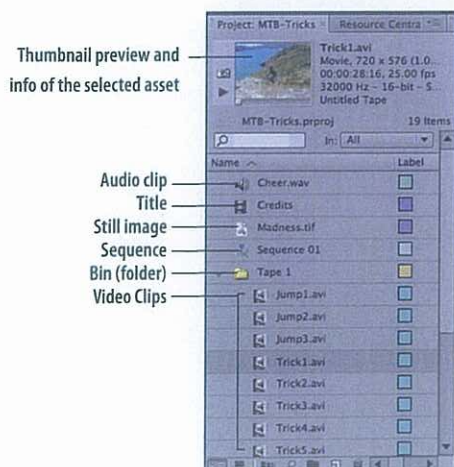
A new project will not have any content, except for an empty sequence.

The following illustrations show a project with some content to provide an overview of the Premiere Pro workspace—you will add content yourself later on.



## Project panel

The *Project panel* lists all the assets in your project. A typical project will contain audio and video clips, still images, sequences and titles. Assets can be grouped in bins (folders) to help keep a project organised. Only one project can be open at a time. Double-click a media clip in the *Project panel* if you want to open it in the *Source monitor*.



You can display thumbnail images of media clips by choosing the **Icon mode**.  
 ⌘/Ctrl-double-click a bin to view its contents in this mode.



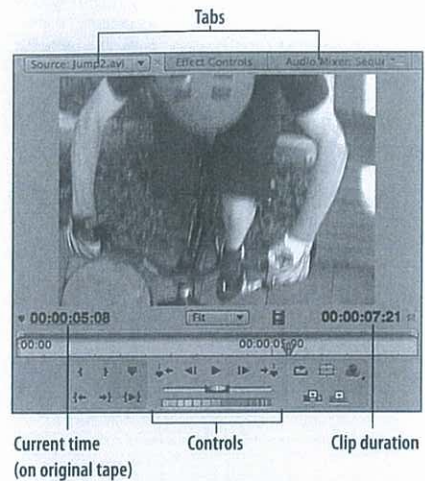
List mode Icon mode

## Source monitor

The *Source monitor* is where you'll preview clips, set in and out markers, adjust effect/transitions and audio levels.

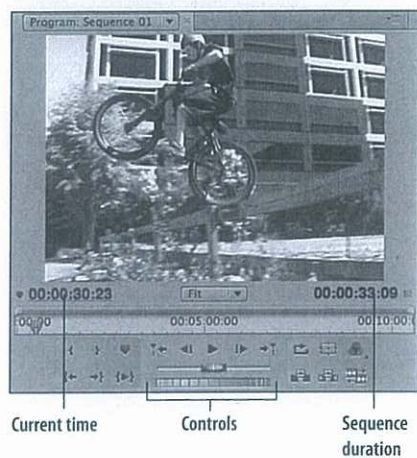
Other panels can be displayed by clicking the tabs along the top.

|                         |  |
|-------------------------|--|
| <i>Effects Controls</i> | contains controls for any effects or transitions which have been applied in a sequence.  |
| <i>Audio Mixer</i>      | provides control over volume levels and pans.  |
| <i>Metadata</i>         | allows you to enter additional information about clips and provides access to transcription features. You may need to widen the panel group to see this panel's tab, or choose <i>Window &gt; Metadata</i> . |



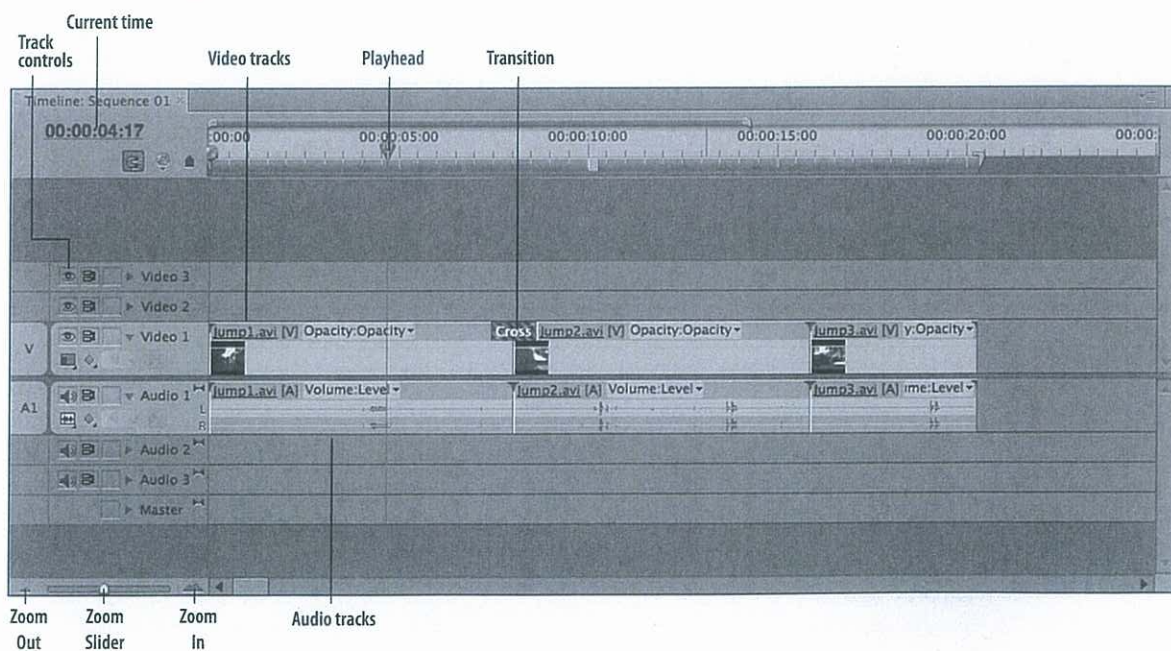
## Program monitor

The *Program monitor* panel looks similar to the *Source monitor*, but rather than displaying clips you have opened from the *Project* panel, it displays the sequence as you build it in the *Timeline*.



## Timeline


The *Timeline* is used to assemble video and audio clips which make up your video sequence. As the *Playhead* moves from left to right across the *Timeline*, the sequence is displayed in the *Program monitor* panel. A sequence can have up to 99 video and 99 audio tracks. The video tracks on top overlay the video tracks below, much in the same way layers work in applications such as Adobe Photoshop.



# Capturing video from a digital video camera

## Creating a logging bin

A logging bin is simply a folder to contain your captured video. You can create several bins to organise video clips when working on complex projects.

- 1 Click the *New Bin* button (  ) at the bottom of the *Project* panel.
- 2 Enter a suitable name for the bin and press *Return/Enter*.

You can double-click a bin name to edit it.



New Bin

## Connecting a camera



- 1 Connect the video camera to the computer using a FireWire / IEEE 1394 cable. The smaller plug fits into the camera, and the larger one goes into the computer.
- 2 Turn the camera on in *VCR* mode (sometimes labelled *VTR* or *Playback*).
- 3 Insert the tape into the camera.

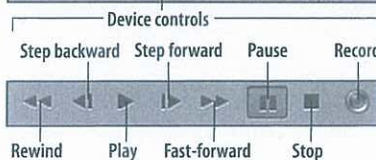
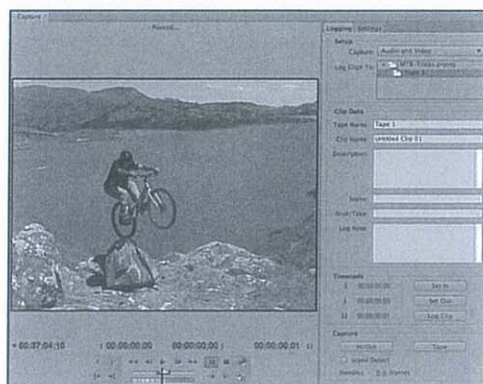
## Basic video clip capture

Use this method to quickly capture short video clips.

- 1 Choose *File > Capture (F5)*. Press *OK* to confirm the default capture settings if asked. You may also be asked to be asked for a tape name. Use a unique name for each tape.

The *Capture* window lets you control playback of the connected camera and capture video.

- 2 For the *Log Clips To:* option choose the bin you want to use.
- 3 Use the device controls (*Play, Rewind, Fast-forward, Pause, Stop*) to find the position of the tape just before the scene that you want to import and click *Play*.
- 4 Click the *Record* button (  ) to capture the video as it plays.
- 5 Press *Esc* or click the *Stop* (  ) button to stop the capture.
- 6 Enter a clip name and optional description and click *OK*.
- 7 Repeat this process to capture any additional clips.



## Whole tape capture

The *Tape* button will capture all of the footage on a tape from the current position. You will need to rewind the tape first to the point you want to capture from.

If you also choose the *Scenes Detect* option, then Premiere Pro will attempt to create a separate clip wherever the tape was paused/stopped and then resumed.



Click on this option if you want Premiere to attempt to detect and capture each scene to a separate clip.

## Marking, logging and capturing video clips

Use this method when you want to capture long video clips or many different portions of a video tape. You can rewind/fast-forward to the start and end (in and out points) of each clip, marking these points and then logging them for batch capture later on. Once you have logged several clips, you can leave Premiere Pro to capture these clips automatically, without you having to be present to start and stop the capture for each clip.

- 1 Choose *File > Capture (F5)*
- 2 Use the device controls to find the exact position where you want the clip to begin. To precisely cue to a specific frame of video you can use the *Shuttle* and *Jog* controls (refer to the next page).

### tip Camera control problems

With some cameras the *Capture* panel's camera controls may not work initially. If this occurs, try pressing the *Play* button directly on the camera. Sometimes this will automatically resolve the problem. If you are still having problems:

- 1 Click on the *Settings* tab.
- 2 Under *Device Control* check that *DV/HDV Device Control* is selected from the pop-up menu.
- 3 Click on *Options* and set details that match your camera. If your camera model isn't listed, try using the *Standard* type. Click *OK*.

**Note:** If video (especially HDV on a Mac) does not display in the *Capture* panel's preview, use the camera's LCD screen, or connect a TV to your camera as an alternative.

Dragging the *Shuttle control* slider left or right lets you play video backwards or forwards. The further from the centre you drag, the faster the playback. When released to the centre it will pause the video.







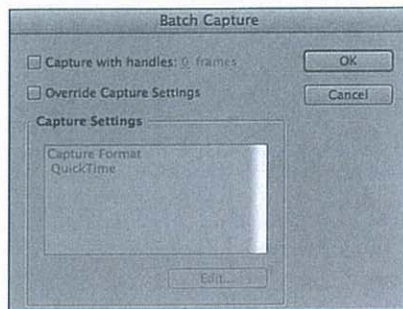
Shuttle control lets you play back video forward or backwards at varying speeds.

Drag the *Jog control* when the playback is paused to move frame-by-frame. This control represents a rotating wheel control found on traditional hardware based video editing devices. If you prefer you can use the left and right arrow keys instead of dragging the *Jog control*.



The Jog control lets you move between individual frames for precise control.

- 3 Click the *Mark In* button  to mark the current frame as the start of the clip.
- 4 Cue to the last frame of the clip and click the *Mark Out* button .
- 5 Either, click  to immediately capture the marked clip, or click  to store that clip information and continue marking additional clips.
- 6 If prompted, enter a name for the clip. You can also add notes about the clip if you like.
- 7 Repeat steps 2–5 to capture or log additional clips and then close the *Capture* window.
- 8 To capture any clips that you have logged, select them in the *Project* panel by clicking on the first one and then *Shift*-clicking the last clip. Next choose *File > Batch Capture (F6)* and then *OK*.  
Leave Premiere Pro until it has captured all of the clips.



#### tip Capture with Handles

If you drag the *Handles* value in the *Capture* window, or choose the *Capture With Handles* option in the *Batch Capture* window, then extra footage before and after the in and out points of the clip will be captured. The resulting clip will automatically be trimmed at the chosen in and out points, but will have the extra footage available as a buffer. You can specify how much extra is captured, eg 25 frames = 1 second extra at either end.

## Importing media from disk or device

You may have media files on hard disk already, also if your video device has a hard disk or flash memory it is better to import that file directly from the device or its memory card rather than capturing it.

### Using the Import command

The *Import* command is perhaps the quickest method to import media if you know exactly where and what the media file is called.

- 1 Choose *File > Import (⌘/Ctrl-I)*.
- 2 Locate the file and click *Open*.

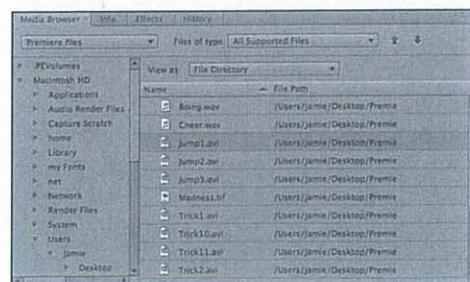
### Using the Media Browser

The *Media Browser* is a better choice if you need to browse and preview files first to find the media that you need. By default, the *Media Browser* is located in the bottom left of the workspace. If you cannot find it, choose *Window > Media Browser*.

- 1 Resize the *Media Browser* panel to make it wider by dragging its right edge.
- 2 In the left-hand column expand the directories to select the directory containing the media files.

**Note:** If you are accessing files from a camera device or its memory card, check to see if your device is available from the *View as* pop-up menu in the right-hand column and select it.


- 3 In the right-hand column double-click on a media item to preview it in the *Source* monitor (it will not be imported).
- 4 If you want to import the media item, drag it to the *Project* panel or place it directly into the *Timeline*.



## Organising captured and imported clips

All video clips captured or imported into a project are stored in the *Project* panel. Here you can preview, rename, organise into bins (folders), and delete unwanted clips.

### Previewing clips

- 1 Double-click the clip in the *Project* panel.  
It will appear in the *Source monitor*.
- 2 Press the *Play* button  in the *Source monitor* panel.


### Renaming clips

It is a good idea to rename each clip with a descriptive name.

- 1 Double-click on the clip's name in the *Project* panel.
- 2 Type a name and press *Return/Enter*.

### Arranging clips into bins

While clips do not necessarily have to be placed in a bin, it helps make things tidier and easier to find, especially when working with complex projects.

- 1 Click the *New Bin* button  at the bottom of the *Project* panel.  
Type a name for the bin and press *Return/Enter*.
- 2 Simply drag and drop clips onto their relevant bins.
- 3 To show/hide the contents of a bin, click the arrowhead beside it.

### Deleting clips

- 1 Click on the clip in the *Project* panel.
- 2 Press *Delete/Backspace*.

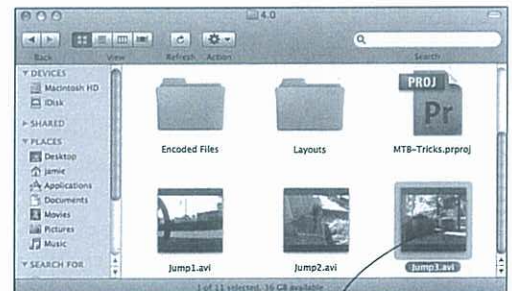
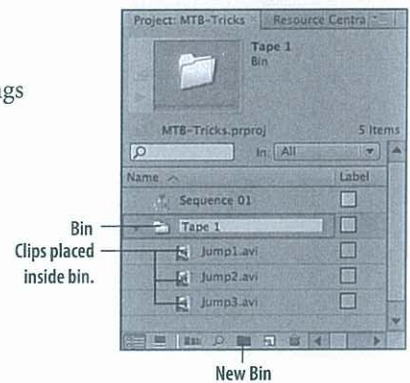
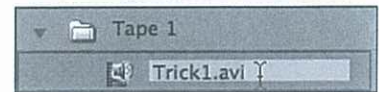
**Note:** If you have used a clip in a sequence you must not delete it from the *Project* panel otherwise the clip will no longer play in the sequence. You will be given a warning if a clip has been used.

### Deleting clips off the hard disk

When you delete a clip from the *Project* panel in Premiere Pro, the original media files on the hard disk are not deleted. You must delete these manually if you want to recover the hard disk space used by the clip.

These files are stored in the same folder as your project in the location specified when you created the new file.

Drag the unwanted media files to the *Trash/Recycle Bin* and empty it.



exercise

## 1 Capturing and previewing clips

- 1 Record some video footage with a digital video camera.  
This footage can be of anything you like, however, it will be best if you record several different shots, rather than one long one.
- 2 Create a new project file with settings that match camera equipment you're using.
- 3 Capture some of the footage. If you only want to capture certain portions of the tape, then use the logging method and batch capture the clips.
- 4 Rename the captured clips appropriately.
- 5 Preview the captured clips using the *Monitor*.



## Assembling a sequence of clips

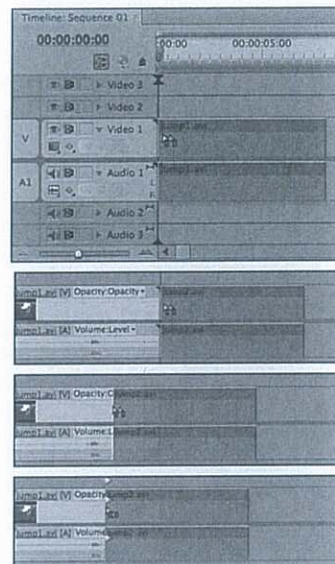
In Premiere Pro, a video sequence is made by assembling clips together along the *Timeline* in the order of playback from beginning to end. For complex productions, you can use multiple sequences for different scenes, each with its own separate *Timeline*.

To add a new sequence choose *File > New > Sequence* (⌘/Ctrl-N), choose appropriate settings, enter a name and click *OK*.

Double-click the sequence (in *Project* panel) that you want to work on.

### Adding clips to the Timeline



- 1 Drag the clip from the *Project* panel onto the *Video 1* track of the *Timeline*. As you drag, the position of the clip will shadow on the track. Typically you should butt the first clip up against the left side of the *Timeline* at (00:00).
  - 2 Drag in additional clips using any of the following techniques:
    - Butt the new clip up against the end of the previous clip. By default the clip will snap precisely to the existing clip.
    - Drop the new clip over a portion of an existing clip to overwrite that portion of it.
    - Hold down ⌘/Ctrl and drop the new clip over a portion of an existing clip to insert the new clip at that point. The remaining portion of the existing clip will be pushed along the *Timeline* to follow after the new clip.
- Note: This technique can also be used to insert between two clips.

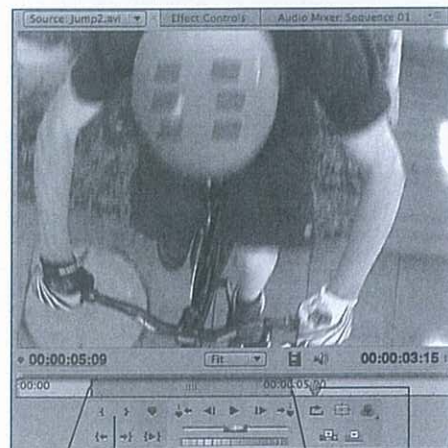


Indicators displayed when: butting, overwriting and inserting clips.

### Adding clips to the Timeline (with in and out points)

Use this method when you do not wish to place an entire clip in the *Timeline*.

- 1 Double-click the clip in the *Project* panel to display it in the *Source monitor* panel.
- 2 Use the controls in the *Source monitor* panel to cue the playhead to point where you want the clip to start and click the *Set In Point* button  or press *I*.
- 3 Cue to point where you want the clip to end and click the *Set Out Point* button  or press *O*.
- 4 Drag the clip from the *Source monitor* panel onto the *Timeline* using any of the techniques covered previously.
- 5 Repeat steps 2–4 if you want to place additional clip portions.

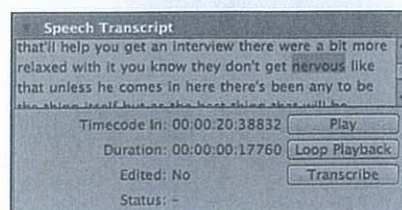


In point Set In/Out point buttons Out point Playhead

### Using dialogue transcription to help set in and out points

If you have a long video clip with clear dialogue you transcribe the speech into text and use this to quickly jump to required parts of a video by clicking on words in the transcript.

- 1 Select the video clip in the *Project* panel, then click the *Transcribe* button at the bottom of the *Metadata* panel (choose *Window > Metadata* if you can't find it).
- 2 Choose the *Language* that best matches the main speaker's and click *OK*.
- 3 When the *Adobe Media Encoder* appears, click *Start Queue*. You'll see the progress, often it is quite slow so be patient. When completed, switch back to Premiere where the transcript should now appear in *Metadata* panel. Expect some errors! You can edit the transcript if desired by double-clicking on incorrect words and typing a correction.
- 4 If you click on a word, the playhead in the *Source* monitor will shift to the time where that word is spoken (this is easier to see if you first drag the *Metadata* panel (by its tab) to different panel group). Pressing the *Play* button will start playback a little bit before the word.



## Rearranging clips in the Timeline

Clips that have been placed can be rearranged by dragging them to a new position along the *Timeline*. If you overlap a portion of another clip, that portion of the clip will be overwritten.

Hold down  $\mathbb{C}$ /*Ctrl* before you release if you want to activate the insert mode.

**Note:** Avoid dragging on the yellow line that runs through the clip as this will only adjust the sound level (covered later).

## Removing clips from the Timeline

To remove a clip, select it and press *Delete/Backspace*.


**Note:** The original clip will still be available in the *Project* panel.


## Reviewing the movie sequence

You can review the sequence of clips at any time.

### To playback the sequence

The *Program monitor* panel is used to playback the current sequence.

- 1 Drag the *Playhead* in the *Program monitor* or *Timeline* to the position where you want the playback to start.
- 2 Click *Play*  in the *Program monitor* or press *Spacebar*.
- 3 Click *Play* or press the *Spacebar* again to pause the playback.

**Note:** To quickly playback the entire sequence (or between the in and out points) click the *Play In to Out* button .

### Full screen playback to TV screen

If you have a DV camera attached, and then a TV monitor attached to the camera's AV port, you can view the playback on a TV monitor.

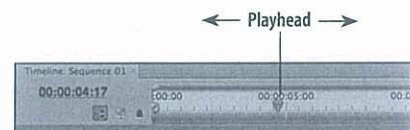
### Scrubbing the movie

Scrubbing lets you view the video at any speed forward or backward. It also provides a quick fast-forward and rewind function.

Simply drag the *Playhead* in either the *Timeline* or *Program monitor*.



Current time    Play In to Out    Play    Sequence duration  
Playhead



exercise  
2

## Importing, arranging and playing clips

This is the first part of an ongoing exercise that progresses throughout this guide using the exercise files provided (mountain bike tricks). You may, however, choose to complete the exercises substituting your own video clips. Ensure that you save your project at the end of each exercise as it will be required by other exercises.

- 1 Create a new Premiere Pro project file and save it to an appropriate location.
- 2 In Finder/Windows Explorer, copy the provided exercise files to your project folder.
- 3 In Premiere create a new bin called *Clips*.
- 4 Import all of the AVI video files provided. You can  $\mathbb{C}$ /*Ctrl*-click to select more than one file at a time.
- 5 Preview some of the clips that were imported using the *Source monitor*.
- 6 Add several of the clips to the *Timeline* and arrange them in an order that you like. Practice using the different insertion methods that you have learned.
- 7 Playback the movie sequence. Practice scrubbing the movie.
- 8 Rearrange the order of the clips until you are happy with the sequence.
- 9 Save the project — you will need it for *Exercise 3*.



## Editing clips in a sequence

Often you will find that after placing your clips in the sequence they will need further editing. You may have too much video footage and need to trim it back, or the cross over point between two clips may not quite look right. Premiere Pro has many ways to make edits to refine your video sequence.

### Trimming a clip in the Timeline

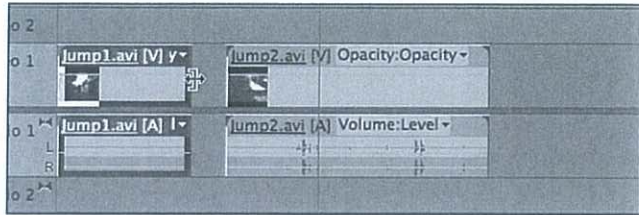
This is the basic method to reduce or extend a clip at either end. However, you can't extend a clip that has other clips butting up against it, and when you reduce a clip's length it will leave gaps in the *Timeline*.

1 Using the *Selection* tool  click on the clip that you want to trim.

2 Drag either the left or right edge of the clip inwards to reduce, or outwards to extend.

**Note:** You can only extend a clip if it was previously trimmed and has unused footage.

3 To fill any gaps you can reposition the other clips by dragging them.



### Repositioning multiple clips

If you need to close up a gap in the *Timeline* and you have several individual clips that follow, you can use the *Select Track Forward* tool.

1 Choose the *Select Track* tool  from the *Tool* panel.

2 Click on the first clip after the gap. All the following clips will then be selected too.


3 Drag the first clip inwards to fill the gap, and the others will follow.

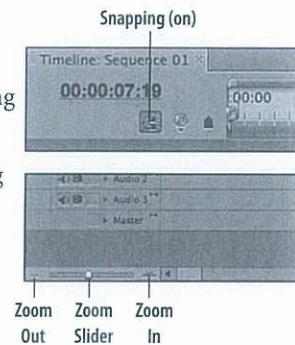
### Fine-tuning edits

You will have noticed how Premiere Pro automatically 'snaps' to the edges of clips.

This is a useful feature as it helps prevent tiny gaps appearing in the sequence.

However, if you decide to trim back a clip slightly, then you will find that the snapping function will prevent you! Use the following techniques when making fine edits:

- Zoom in by dragging the *Zoom slider* at the bottom of the *Timeline*, or by clicking with the *Zoom* tool. 
- Turn off snapping by clicking the icon in the top right of the *Timeline*.



### Splitting a clip

Splitting breaks a clip into two separate clips. The unwanted part can then be deleted or used in another part of the movie.

1 Select the *Razor* tool  from the *Tool* panel.

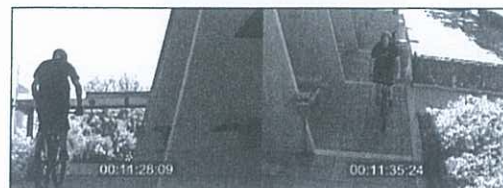
2 Click at the point where you want to split the clip.

### Rolling edits

If you have two trimmed clips butting together, you can use the *Rolling Edit* tool to adjust the transition point between the two clips. As you move the transition point, one of the clips is trimmed, while the other is extended. It is very useful when you have shots from multiple camera angles and want to decide at which point of the action the camera view will change.

1 Select the *Rolling Edit* tool  from the *Tool* panel.


2 Drag the edit point between the two clips.



As you drag the Roll tool the new out and in points are displayed together in the Program monitor to help you choose the right moment to change camera angles.

## Ripple editing

The *Ripple* tool allows you to trim or extend a clip without leaving gaps or affecting the length of other clips. The surrounding clips automatically move accordingly.

- 1 Select the *Ripple Edit* tool  from the *Tool* panel.
- 2 Using the *Ripple Edit* tool, drag the edges of a clip to trim it.

## Using the Trim monitor

The *Trim monitor* provides a more visual way to perform the functions of the *Rolling Edit* and *Ripple Edit* tools.

- 1 Click the *Trim monitor* button  at the bottom of the *Program monitor*.

The *Trim monitor* appears displaying a preview image of the out and in point of the two clips. Directly below each preview is a scrubber bar showing the *Out* and *In* markers.





- 2 Do either of the following:
  - Drag between the two preview images to perform a rolling edit.
  - Drag directly on one of the preview images to perform a ripple edit on that clip.
  - Drag one of the three jog controllers.

**Note:** You can make quick 1 or 5 frame adjustments by using the *-5*, *-1*, *+1*, *+5* buttons.
- 3 Click the *Play Edit* button (or press the *Spacebar*) to playback of the affected portion of the *Timeline*.

## Slip and Slide tools

You might find a use for these two advanced editing tools:

The *Slip* tool  lets you reposition the content of a trimmed clip without affecting the duration of the clip itself or any other clips.

The *Slide* tool  lets you reposition a clip that is sandwiched between two other clips. The surrounding clips are automatically trimmed and extended to suit the new position of the middle clip. The surrounding clips must have sufficient unused footage (called handles).

## Adjusting the speed of a clip

You can speed up a clip to simulate high speed or to suggest the passing of time, or have a clip playback in slow motion to exaggerate some action details, etc.

- 1 Select the clip in the *Timeline* using the *Selection* tool.
- 2 Choose *Clip > Speed/Duration* (⌘/Ctrl-R).
- 3 Enter a *Speed* value less than 100% to slow down the motion, or more than 100% to speed it up.

**Note:** *Reverse Speed* will reverse the clip and can be used with a speed of 100% if required. *Maintain Audio Pitch* helps prevent the sound from becoming higher or lower pitch as it slows down or speeds up.

- 4 Click *OK*.



### Exercise 3

## Editing a sequence of clips

- 1 Create a new sequence in your project called "Jump".
- 2 Place the following clips in the *Timeline*, one after the other: *Jump1*, *Jump2*, *Jump3*.
- 3 Play the sequence.

You will notice that the clips are of the same piece of action but taken from different angles. The aim of this exercise is for you to trim these three clips appropriately so that the action is displayed only once and flows continuously between all three clips.

- 4 Use the *Ripple Edit* tool to perform a rough edit, trimming away excess footage in each clip. The first clip should show the initial run-up, the second should show part of the run-up and then the first half of the jump, while the final clip should show the second half of the jump and the landing.
- 5 Open the *Trim Monitor* and use roll and ripple editing techniques to refine the transition points between the three clips to create a continuous action sequence.
- 6 Select the last clip and copy it by choosing *Edit > Copy* (⌘/Ctrl-C), then position the playhead to after it then choose *Edit > Paste* (⌘/Ctrl-V). Drag the duplicated clip so that it butts against the other.
- 7 Adjust the speed of the duplicate clip to play at 30%. It will be like an action replay.
- 8 Play the final result and save the project.

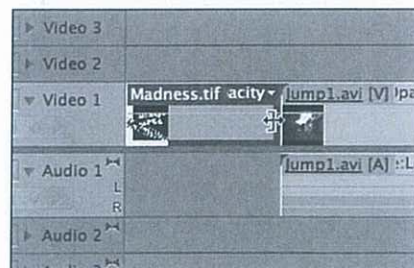


## Adding still images

You can add still images or photographs to your video. This is useful for adding title screens designed in another application, higher quality stills taken with a still camera, or scanned images. Premiere Pro could potentially be used for creating slide shows.

### Importing images

- 1 Choose *File > Import > Files* (⌘/Ctrl-I). Locate and select the file and click *Open*. The image will be placed in the *Project* panel.
- 2 Drag the image clip onto the *Timeline*.
- 3 Trim the image clip to the duration required.



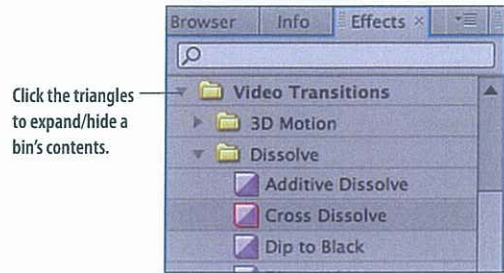
Still images can be placed in the *Timeline* and trimmed just like a video clip.

# Transitions

Transitions are effects that gradually ease one clip into another. These can be used instead of a jump cut. Premiere Pro has many transitions to choose from, however, that doesn't mean you should use them all in the same project! Subtle transitions are often more effective than extravagant ones.

## Adding transitions

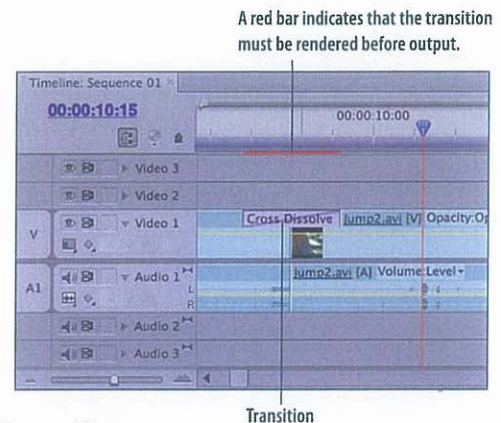
For proper application of a transition between two clips, the clips must have unused video (called handles) that has been trimmed back at that transition point. This ensures that the transition can overlap footage. When there are insufficient handles still video will be used during the overlapping portions, which may or may not be suitable. You will be warned when this occurs.



- 1 Click the *Effects* panel tab (below the *Project* panel).
- 2 Click the triangle beside the *Video Transitions* bin to expand its contents and then the triangle of the sub-bin that contains the type of transition that you want to apply.
- 3 Drag a desired transition onto the *Timeline* at the point between the clips.

The transition is represented by a light purple bar overlapping the top portion of the clips and its length indicates the duration of the transition effect.

If a red bar appears at the top of the *Timeline* above the transition this indicates that the effect must be rendered before final output. Unrendered video can still be previewed, but the full quality may not be shown and complex transitions may play slowly.



- 4 To render video, choose *Sequence > Render Work Area*, or press *Return/Enter*.

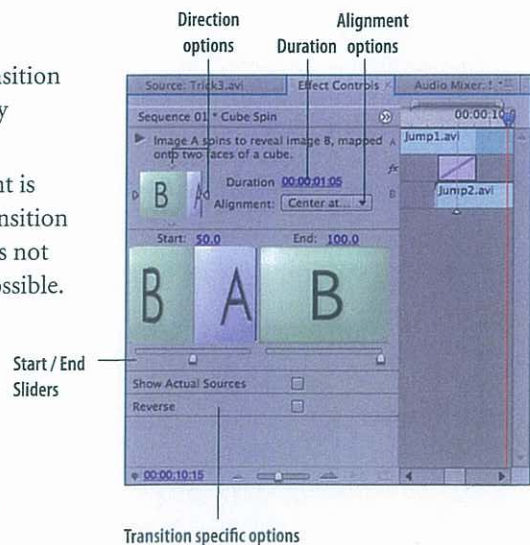
**Note:** Rendering may take some time to complete. If a transition is modified, it will need to be re-rendered.

- 5 Play the sequence to view the results of the transition effect.

## Modifying transitions

Depending on the pace of your project you may find that a transition feels too slow or too quick, or its effect could be modified slightly to improve it.

- 1 Double-click a transition to display its controls.
- 2 Make any of the following modifications.
  - Drag the *Duration* value to adjust the length of the transition period. This can also be done directly in the *Timeline* by dragging the edges of the transition bar.
  - Choose a different alignment option. Centred alignment is often preferable and means that the duration of the transition will occur evenly over both clips. If one of the clips does not have a sufficient handle centre alignment will not be possible.
  - Adjust the *Start* and *End* sliders to limit the range of the effect, eg a 50% *Start* value with a *Cube Spin* transition will mean that the transition will begin half way through its spin movement.
  - Choose a direction option (if applicable).
  - Adjust any of the transition specific options, these vary depending on the chosen transition.



## Removing transitions

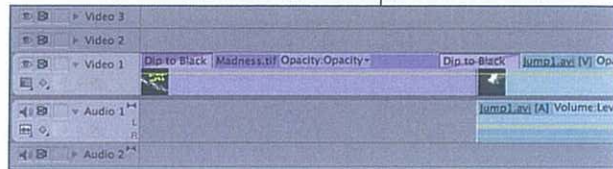
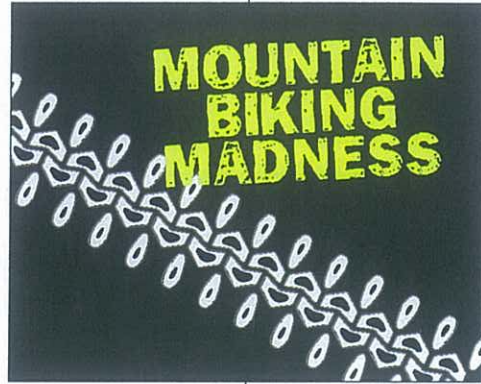
To remove a transition, select it in the *Timeline* and press *Delete/Backspace*.

Exercise

### 4 Adding stills and transitions

For this exercise you will add a title screen that fades in and out at the beginning of your “Jump” sequence. Then you will add various transitions to separate additional clips.

- 1 Import the provided image file *Madness.tif*. Alternatively you can create your own title screen in an image editing application such as Adobe Photoshop. Just make sure that it is 720 × 576 pixels in size.
- 2 Insert the image at the beginning of the *Timeline*.
- 3 Trim the image clip so that it has a duration of about 4 seconds.
- 4 Add the *Dip to Black (Dissolve)* transition to the start of the image clip and set the duration to about 1 second.
- 5 Add another *Dip to Black* transition between the image clip and the first video clip. Set the duration to about 2 seconds.  
**Note:** You may need to trim the start of the first clip by at least 1 second if you have not previously trimmed it.
- 6 Add a few of the other video clips from those provided and experiment with different transition types.
- 7 Playback the entire sequence to see how it is developing.
- 8 Adjust/remove transitions that do not work well.



## Special effects

### Applying video effects to video

Premiere Pro has a range of effects that can be used to manipulate video in many ways, from simple colour adjustments and sharpening, through to special effects. Most effects need to be rendered before they can be played back at full speed and the more complex effects can take a long time to render, therefore it is a good idea to apply effects after you have completed other basic editing tasks.

- 1 Click the *Effects* panel tab (below the *Project* panel).
- 2 Click the triangle beside the *Video Effects* bin to expand its contents and then click the triangle of the sub-bin that contains the type of effect that you want to apply.
- 3 Drag a desired effect onto a clip in the *Timeline*.

**Note:** You can apply a effect across multiple clips simultaneously if you select them first by *Shift*-clicking before applying the effect.

There are no obvious indicators that an effect is applied to the clip, except for the red bar that may appear to indicate that the clip needs rendering.

- 4 Render the clip if needed by clicking it and choosing *Sequence > Render Work Area (Return/Enter)*. Then play the sequence.



An *Echo* effect has been applied to this clip to exaggerate the effect of speed.

## Modifying an applied effect

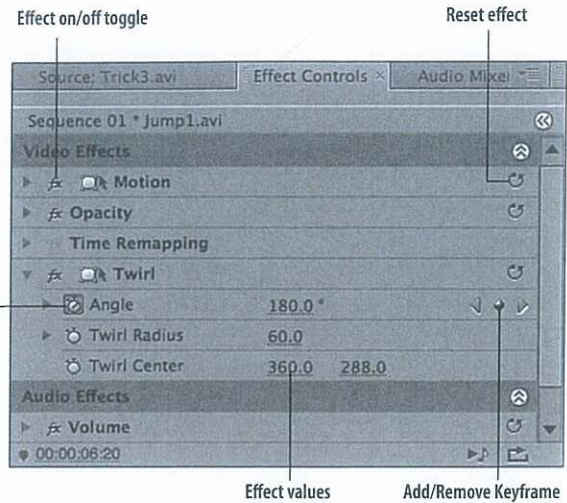
- 1 Click the *Effect Controls* tab (with the *Source monitor*). The *Effect Controls* panel lists any effects that have been applied to the clip and provides settings for modifying the effect.
 

**Note:** *Motion* and *Opacity* effects are listed with all clips. These will be covered later.
- 2 Click the triangle beside an effect to display its settings if it has any (some effects do not have any settings and will not have a triangle).
- 3 Drag over the effect values to adjust the effect settings. These vary depending on the effect chosen, so you will need to experiment.
- 4 By default, effect settings will be applied uniformly across the entire duration of the clip. However, some settings can also be animated (varied over the duration of the clip).

Drag the *Playhead* in the *Timeline* to the position where you want the effect settings to be altered and click the *Add Keyframe* button. Set a specific value for the effect at that point of the clip's duration. Repeat this process adding at least two keyframes with different settings if you want to create a variation over time. Between the keyframes the settings values gradually adjust from the first to second keyframe values.

The arrows around the *Add Keyframe* can be used to quickly move between keyframes. Unwanted keyframes can be removed by clicking the *Add Keyframe* button again.

Each effect setting can be adjusted separately over time.



### tip Combine effects!

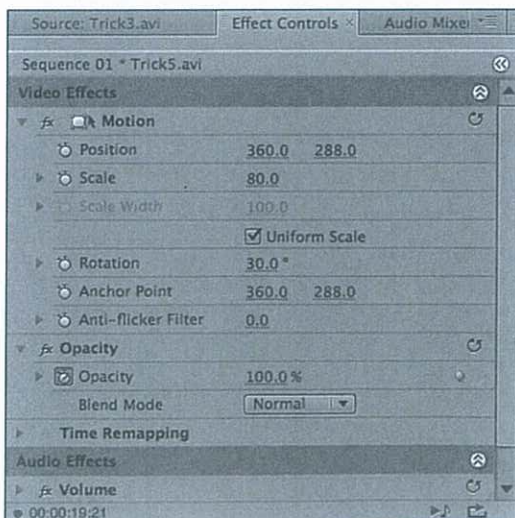
You are not limited to a single effect per clip. Simply drop other effects onto a clip to add to it. Each effect will be listed in the *Effect Controls* panel. You can click the triangle beside an effect name to show/hide its settings to reduce the clutter when working with more than one effect.

## Using Motion and Opacity effects

*Motion* and *Opacity* effects are automatically added to all clips. *Motion* effects allow you to reposition, scale and rotate clips. The *Opacity* effect lets you adjust the translucency of a clip.

- 1 Select the clip in the *Timeline*.
- 2 Click the *Effects* panel tab (below the *Project* panel).
- 3 Click the arrowheads to expand the *Motion* or *Opacity* effects and adjust the settings values.

Just like effects, you can also add keyframes to vary the effect over time.



### tip Enhancing still images with motion

When you are presenting a still shot in your video sequence or as a slide show, you can make it more interesting using this effect:

- 1 Set keyframes at the start of the clip.
- 2 Scale the image to larger than 100% with a slight rotation and off-centre it.
- 3 Add keyframes at the end of the clip duration and reset the *Scale*, *Rotation* and *Position* values back to normal.

**Note:** You can do this with video clips too.

## Compositing

Premiere Pro lets you layer many different tracks of video on top of each other. Just doing this alone is not very useful as you would only see the topmost video clip playing. However, by adjusting the size, position, rotation or opacity, you have the potential to have more than one visible video clip playing simultaneously. This is not only used for interesting special effects, but also simple things like overlaying titles or logos over video clips, as you would see on television news for example.

### Adding video tracks

By default, there are usually three video tracks that you can drop clips into. If you require more than these three, do either of the following:

- Simply drop a video clip into the space above the existing video track and a new track will automatically be added.
- Choose *Sequence > Add Tracks*, specify how many tracks and where you want them placed and click *OK*.

### Compositing with opacity and blending modes

By adjusting the *Opacity* effect settings you can create simple blending effects. However, for more advanced blends, the *Calculations* effect must be applied.

- 1 Drag the *Channel > Calculations* effect onto the a layered clip.
- 2 Select the clip and then in the *Effects Control* panel, expand the *Calculations* effect, and then the *Second Source* options.
- 3 Choose the video track that you want the clip to blend with from the *Second Layer* pop-up, eg *Video 1*.
- 4 Drag the percentage slider to *100%* to begin with (you can reduce this later if the blend is too strong).
- 5 Choose a *Blending Mode* from the pop-up list. Many of the blending mode options are similar to those found in Adobe Photoshop. Experiment with the different modes, the results depend on the content of the two tracks.

### Compositing images with transparency and alpha channels

If you import an image that has an alpha channel (such as a saved selection in Photoshop) or transparency, then Premiere Pro will use this information to create transparent areas. This is useful for adding logos or other graphics over video footage.

For transparency to work, in Photoshop you must discard the *Background* layer and save the file in a format that supports transparency, eg Photoshop (.PSD), or TIFF and ensure that you choose to include layers and transparency (or alpha channels).

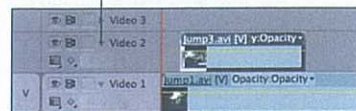
**Note:** If you place an image clip with transparency or an alpha channel, you can apply the *Keying > Alpha Adjust* effect if you want to ignore or invert the transparent areas.

### Compositing with keying

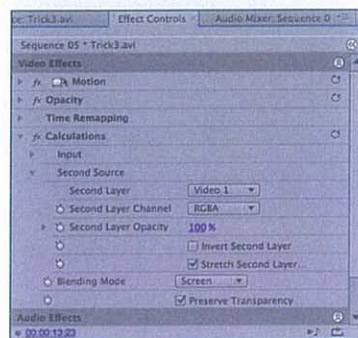
To create transparent regions in video clips you can apply *Keying* effects. The following are the most commonly used effects:

|  |   |
|--|---|
| <i>Blue Screen Key</i><br>(Windows only) | Use this if you have recorded action against a blue screen. The other sliders allow you to fine-tune the effect to create smoother, more natural blending of the edges.   |
| <i>Color Key</i>                         | Similar to <i>Blue Screen Key</i> , except you specify a colour in an image to become transparent. You can use the eye-dropper to select this colour directly from the video. Use the other sliders to fine-tune the range of tones that will become transparent. |


Click arrowhead to expand a video track to show more details on additional tracks.



The Screen blending mode has been used here to 'super impose' one video clip over another.



### Image Matte Key

This uses an image file to determine the transparent areas. First create an image in Photoshop (or other similar program). Paint black where you want transparency and white in opaque areas. Greys will create semi-transparent areas. When you apply the effect, click  to choose the image file that you created.

### Four/Eight/Sixteen-Point Garbage Matte


These key effects allow you to create 4, 8, or 16-point polygon shapes to specify the opaque areas of the video clip. When you apply the effect, circles will appear in the corners of the video preview. Drag these circles to form the polygon shape that you require.

## Compositing with motion effects

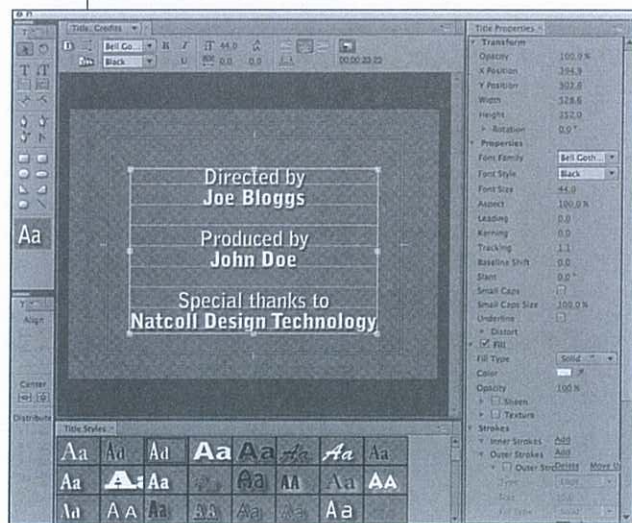
By adjusting the motion effect settings of clips (refer to the previous page), you can alter the position, scale and rotation so that multiple clips can be seen playing together. For example, you could create four video tracks, each one with a clip scaled down and positioned in different corners of the frame.

## Creating video titles

Premiere has a built in titler that can be used to create title screens, captions, credits, etc.

- 1 Choose **File > New > Title** ( $\mathfrak{A}$ /**Ctrl-T**).
- 2 Enter a name and click **OK**.
- 3 Click  near the top of the *Titler* to choose between still, rolling (up the screen), or crawling (across the page) titles, then click **OK**.
- 4 Use the text and drawing tools to create titles.
- 5 Once you have set the titles, close the window.
- 6 Drag the new title from the *Project panel*, onto the *Timeline*. If you place the title above another video clip, it will overlay the video, otherwise it will be placed against a black screen.

Click here first to choose the type of title that you want to create.



### exercise 5

## Enhance your project with special effects and titles

When you are working on a project with many short pieces of similar action, the sequence can become a little boring and repetitive. Adding some subtle effects to make each clip slightly different can help reduce the monotony.

- 1 Experiment with different effects (or combinations of effects) for each clip in your sequence. For example, try creating a trendy black and white clip with a 'gritty' film grain quality (use *Image Control > Black & White*, and *Noise & Grain > Noise HLS Auto*, and experiment with the effect controls to get a desirable effect).
- 2 Place four different (or you could use the same) action clips in separate tracks. Trim the duration of each clip to match. Then use the motion controls to adjust the scale and position of each clip to place each clip of action in a different corner of the *Program monitor*.
- 3 Experiment with compositing using different keying techniques.
- 4 Create a text overlay on the slow motion clip saying "Action Replay".
- 5 Create some scrolling credits at the end of the sequence. The names and other credits can be fictitious—thank your mum and tutor, acknowledge your pet, etc.
- 6 Render, playback and don't forget to save your project.



## Working with audio

Premiere Pro lets you add music tracks, sound effects, voice-overs and adjust the audio of video clips. It is a good idea to get all the video clips positioned how you want them first, and complete the sound last—doing so makes it easier to synchronise the sound with the video. Audio clips are organised in the *Timeline* in audio tracks below the video tracks.

**Note:** An audio track doesn't always correspond the video track with the same number.

### Adding audio to your sequence

Premiere Pro can import any type of audio file that plays in QuickTime or Windows Media Player, such as .MP3 and .WMA however, it is best to use WAVE (.wav) or AIFF (.aif) formats as compressed formats need to be decompressed and then recompressed when the movie is output, which adds time and degrades the quality.

- 1 Choose *File > Import* (⌘/Ctrl-I), select the files that you want to import and then click *Open*.
- 2 (Optional) Organise imported audio clips into a new bin in the *Project* panel.
- 3 Drag an audio clip from the *Project* panel, onto an empty audio track.




**Note:** If an audio clip is not stereo, you'll find you cannot place it into one of the default stereo audio tracks, instead you'll notice that it will be placed in a new mono track.

You can use as many audio tracks as you need. Placing a clip below the last used track will automatically create a new track.



### Creating a voice-over

If you have a microphone attached (or built into) to your computer, you can record your voice directly into Premiere Pro. The movie will play as you speak so that you can synchronise the voice-over with the video.

- 1 Add a new audio track if there are no empty ones available.
- 2 Drag the *Playhead* along the *Timeline* to the frame where you want the voice-over to begin.
- 3 Choose *Window > Audio Mixer > (Sequence name)*.
- 4 Above the sound level slider of the audio track you want to record to, click the microphone icon. 
- 5 Choose from the microphone options pop-up, choose the microphone device that you want to use.
- 6 Press the *Record* button  and then *Play*  (at the bottom of the *Audio Mixer* panel).
- 7 Speak into the microphone. The *Level* meter should light up and you should hear yourself in the playback. If the meter barely lights up, speak closer to the microphone or louder. If the meter lights up dark orange to red it means you are speaking too loud or you are too close. If there is no movement in the levels, check that the microphone is plugged in, switched on and configured correctly.
- 8 Press the *Stop* button when you have finished recording.
- 9 If you record again over the same track it will be overwritten.

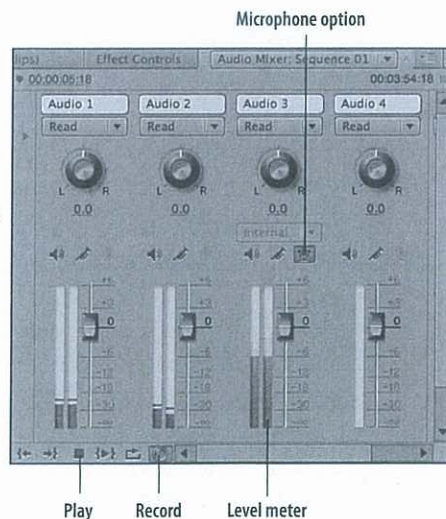
**Note:** If the mute button is on the levels meter will not light up, however, recording will still work. Using mute is useful if you don't want the distraction of hearing yourself.

#### tip Setting audio hardware preferences

If you cannot find your microphone listed or you get an error message, you'll need to adjust the *Audio Hardware* preferences.

On a Mac, choose *Premiere Pro > Preferences > Audio Hardware* and choose *System Default Input/Output*. Then if you need to, configure the *Input* options in the *Mac OS X System Preferences (Sound)*.

On a PC, choose *Edit > Preferences > Audio Hardware* then the *ASIO* button, to configure the microphone input device.



### Editing audio clips

Audio clips can be edited much like video clips in the following ways:

- Can be repositioned.

- Can be trimmed/split.
- Can be deleted.
- Can have their speed adjusted.
- Can have *Audio Transitions* and *Audio Effects* applied.

However, if you want to modify a video clip's associated audio track independently then you must first unlink the clips. Select the video clip and choose *Clip > Unlink*.

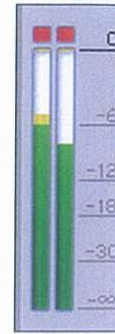
## Adjusting sound levels

The sound level of each clip can be adjusted individually to ensure that the overall sound level of the movie is balanced. You can even adjust the sound level at different time positions throughout a clip to fade the sound or boost the sound levels at points where the recording level was poor.

### Adjusting clip sound levels

- 1 Click on the triangle beside the audio track name to expand it (if needed).
- 2 Using the *Selection* tool, drag the yellow line that runs through a clip up or down to adjust its volume.

**Note:** As you drag the sound level line, a *dB* value will be shown. *0dB* is considered to be normal volume. Increasing above normal level is useful to boost quiet recordings, especially dialogue. Increasing the volume too much can add undesirable hiss and distortion, so should be used with caution.

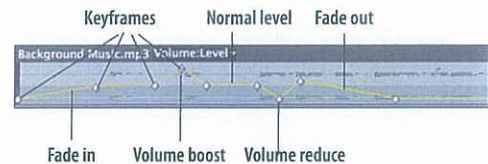


In the bottom right of the standard Premiere Pro screen is the Audio Meter. You can use this to assess the overall sound levels in a sequence as it is played back. Aim to keep the levels peaking around where the green turns to yellow. Peaking to the top is not ideal, nor are very low levels.

### Varying sound levels across a clip



Premiere Pro lets you add keyframes to vary the sound level along the duration of the clip to reduce or increase the sound volume where required. For example, you could have some background music that fades in to full volume, then lowers during dialogue, and then fades out at the end.

- 1 ⌘/Ctrl-click a point along the sound level line to add keyframes at the locations where the sound level will alter.  
**Note:** You need to create a minimum of two keyframes for a fade. To remove unwanted keyframes, right-click them and choose *Delete*.
- 2 Drag each keyframe to set the volume at that point.

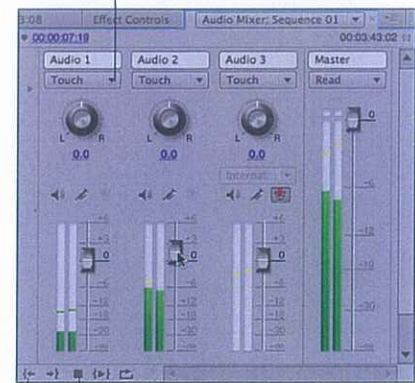


### Using the Audio Mixer

The *Audio Mixer* lets you dynamically adjust the sound levels as the sequence is played.

- 1 Choose *Window > Audio Mixer*.  
The *Audio Mixer* displays sliders for each sound track plus a master control. By default, the automation mode for each track is set to *Off*. This means that you can modify the sound level of each track as it plays, but changes are not saved.
- 2 To vary the sound levels and have keyframes automatically generated, from the automation mode pop-up list choose either *Write* (for full control) or *Touch* (if you want the audio levels to gradually shift back to their original values after you let go of the slider).
- 3 Start playing the sequence by using the controls at the bottom.  
If it helps, you can mute certain audio tracks by clicking their *Mute* button , or play only one audio track by clicking its *Solo* button .
- 4 Drag the sliders for each sound track as necessary to balance the sound levels. The bars beside the sliders will illuminate to represent the sound peaks. Ideally, normal sound levels, eg music or dialogue, should be peaking in the yellow zone. If they are peaking to the top, then you should reduce the levels. If they are low, then you should raise the levels.

Automation mode pop-up



Go to Play/Stop in/out



Choose this option in the Timeline to view/edit keyframes made by the Audio Mixer.

## Audio panning

The pan knobs in the *Audio Mixer* are used to adjust the volume balance between the left and right speakers. For example, you could have a dialogue track in one speaker and music in the other, or it can be used to create directional effects, eg a sound that moves from one speaker to the other.



Use the pan knobs to adjust the sound balance between the left and right speakers for individual audio tracks.

exercise

## 6 Adding and adjusting sound

- 1 Import the provided audio clips, *Boing.wav* and *Cheer.wav*. Place them in appropriate parts of the sequence. You can use other sound effects if you have them.
- 2 Import a music audio clip to run the length of the sequence. Music can be imported from CD via iTunes or Windows Media Player. The files are by default saved in your *Music* or *My Music* folder.
- 3 Adjust the sound levels of each of the audio and video clips to ensure that the overall sound level of the movie is consistent. The music track should be loud enough to replace the background noises, but not so loud that the other important sounds cannot be heard clearly, eg the sound of a bike landing or whirling past at high speed—perhaps lower the music level at these points.
- 4 Fade the sound in at the start of the movie and out at the end.

### tip Obtaining music to use legally

Be aware that you cannot legally use music from most music CDs in video productions—even for educational purposes. You may, however, find music on the internet that is in the public domain (freely usable), or with special conditions, eg must not be broadcast.

Check out this website as an example:  
<http://www.freeplaymusic.com>

## Exporting a completed project

Before you export any project, check that it is fully rendered by choosing *Sequence > Render Effects in Work Area (Return/Enter)*.

Premiere Pro uses very large files, and projects must be played back within the application, so it is not a good format to distribute or archive your completed movies.

The following are the main options for exporting a project:

- Record back to digital video (DV) tape using a digital video camera.
- Record to VHS video tape, via a digital video camera.
- Record to DVD.
- Save to a format suitable for playback on computers.
- Save to compressed formats suitable for email, or internet downloading/streaming.

### Recording to DV tape

Recording back to DV tape preserves the best possible quality.

- 1 Connect the camera to the computer and turn it on in *VCR* mode.
- 2 Insert a blank DV tape (or one without anything that you want to keep).
- 3 Choose *Export > Export to Tape*.
- 4 Check that the *Activate Recording Device* option is enabled, otherwise you will have to press the record button manually on the camera.
- 5 It is a good idea to activate the *Preroll* option. This will output blank video for a specified length of time to enable the device to get up to speed and not cut off the start of your movie. A value of 100 frames equals four seconds, which is usually sufficient.
- 6 Press *Record* and leave it to record. Once the recording is complete you will be given a message to let you know if it was successful. Click *Cancel* unless you want to make another recording.



## Recording to VHS tape





Unless you have a special VHS recording device connected to your computer, you must first record your movie to DV tape using the method above, and then plug the camera into a video recorder to dub the movie to tape.

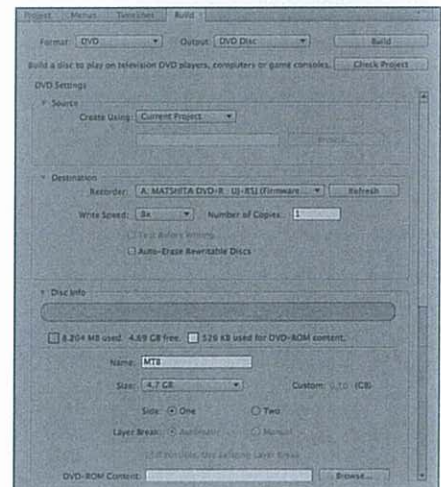
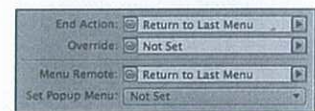
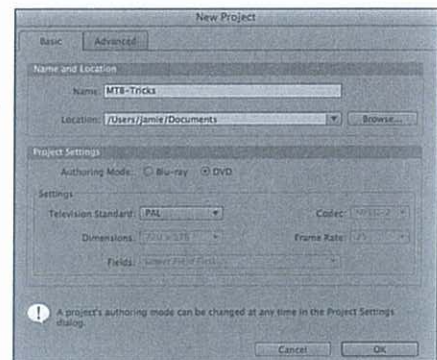
**Note:** Increasing the amount of *Preroll* recorded is useful when recording to VHS video tape as the first few seconds of the tape is often prone to damage and distortion.

## Recording to DVD or Blu-ray disc

If you have a DVD or Blu-ray disc writer you can create and burn your movie to a blank disc with the Adobe Encore application that comes as part of the CS4 suite. Or you can export DVD/Blu-ray compliant media files for disc creation in another application or on another computer that may have a suitable writer.

### Exporting to Encore

- 1 (Optional) Add DVD chapter markers to your project by positioning the playhead at different positions of the *Timeline* and then clicking the *Add Encore Marker* button  in the top left of the *Timeline*. Enter a name for the chapter and click *OK*.
- 2 Choose *File > Adobe Dynamic Link > Send to Encore*.
- 3 After Encore launches, enter a name and location for the DVD files.
- 4 Choose between *Blu-ray* or *DVD* and the settings, eg *PAL* for *Television Standard*, then click *OK*.
- 5 After the new project has been created, you can use Encore's features to create menus etc (refer to Encore's online help for more information). However, this guide will just cover the basics for creating a simple DVD/Blu-ray disc that will simply just play.
- 6 Click the *Preview* button  in the toolbar at the top-left of the workspace to see how your disc will play. Click the *Exit here* button to exit the preview.
- 7 In the *Properties* panel click  beside the *End Action* and *Menu Remote* properties and choose the *Return to Last Menu* option for each of these.
- 8 Click the *Build* tab to display the *Build* panel and choose the format, eg *DVD*.
- 9 Choose *DVD Disc* or *Blu-ray Disc* for the *Output* option (unless you want to create a folder or disc image for burning later, in such case you could choose the *Folder* or *Image* option).
- 10 Check the *Destination* options, eg *Recorder* and *Write Speed* (or the *Location* folder for disc files or image file).
- 11 Set the *Disc Info* options, such as *Name*, and disc size.
- 12 In the *Properties* click  beside *Title Button* and choose your sequence's first chapter.
- 13 Click the *Build* button and then when prompted insert a blank disc and click *OK*.



### Exporting to a DVD or Blu-ray compatible media format

If you want to create a disc using software other than Adobe Encore, or if you want to export several sequences to combine on a single disc with menus etc, then you must export the sequences using a specific media format using the *Export Media* feature (which is detailed over the page).

Choose the following options for the *Format*:

- for DVD choose *MPEG2-DVD*
- for Blu-ray choose either *MPEG2 Blu-ray* or *H.264 Blu-ray*.


#### **tip** Flash (SWF) output

When you go to choose the *Build* settings in *Encore CS4*, you'll see that there is also a *Flash* format option. This can be used to create compact downloadable videos complete with playback controls and the possibility of interactive DVD style menus.

## Exporting media to various file formats

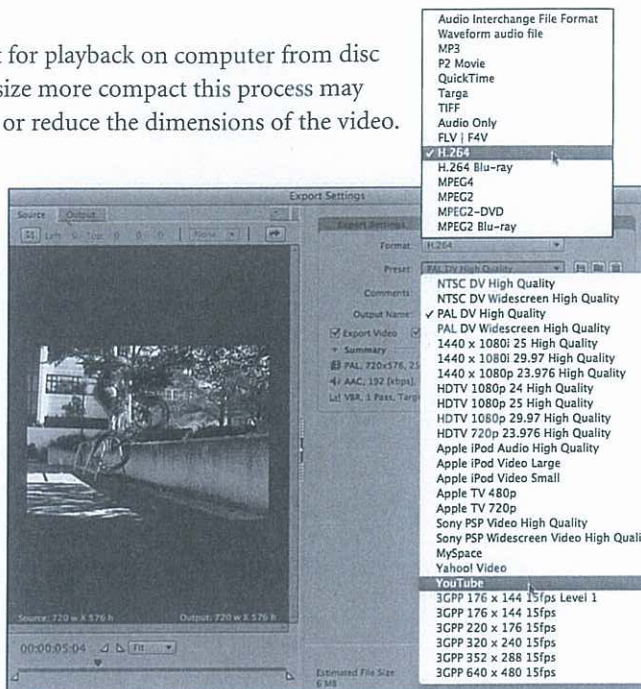
Premiere Pro can export to virtually any file format for playback on computer from disc or by streaming over the internet. To make the file size more compact this process may reduce the video and audio quality by some degree or reduce the dimensions of the video.

- 1 Choose *File > Export > Media*.
- 2 Choose the media *Format* from the pop-up list. The choice depends on what you intend to do with your video. A popular format that provides best quality to size ratio is *H.264*, however, if you are creating video for older computers *MPEG2* will be more compatible.
- 3 Choose a *Preset* that best matches the video size or the device the video will be played on. For example if you want to put your video on YouTube then you would choose the *YouTube* preset (with *H.264* format chosen first).

Alternatively if you cannot find a suitable preset, you can click  (found just above the *Summary*) to reveal the *Advanced Mode* settings. You can then click on the *Video* tab to access options to manually set the video size, frame rate, quality setting, etc.

- 4 Click on the *Output Name* to specify a file name and location then click *Save*.
- 5 Click *OK* to proceed. *Adobe Media Encoder* will be launched and the export job will be added to the queue. If you want to export the same sequence in several different formats you can click the *Duplicate* button and then choose a different *Format/Preset*.
- 6 Click *Start Queue* to begin the encoding process. A progress bar, elapsed time and estimated remaining time is displayed.

Note: Encoding video can often take a long time as the video and audio data may need to be heavily compressed.



**tip** Be cautious when exporting to QuickTime or Windows Media formats

*QuickTime* (Mac Premiere Pro only) is a popular format on the Mac, while *Windows Media Video* (PC Premiere Pro only) is popular on PCs. They are both good formats, however, they are not such a good idea to use if think your video is likely to be played cross-platform as an additional player, plug-in or codec must be installed in the other operating system. Meanwhile a format such as *MPEG* or *H.264* is more likely to be playable in the operating system's default media player.

## Discarding project files

Once you have successfully exported your project to the required format(s) and no longer require the original project files, you can delete the Premiere Pro project. This will free up the hard disk space for other projects.

- 1 Test the exported files to ensure that they play properly, that there are no mistakes that need fixing, and that they are of suitable quality for your requirements.
- 2 Choose *Premiere Pro > Quit* (Mac) or *File > Exit* (PC) to quit Premiere if it is still running.
- 3 Find the project files (including captured video files) on the hard disk and drag them to the *Trash/Recycle Bin* and empty it.

exercise  
7

## Output your project

- 1 Complete and save your project.
- 2 Playback your entire movie to ensure it is exactly how you like it.
- 3 Record your movie to DV tape.
- 4 Encode your movie to a format suitable for delivery to your friends/classmates.
- 5 (Optional) If you have a DVD writer, create DVD chapters/menus and export your movie to DVD.
- 6 Once you have successfully exported your project and are happy with the results, delete the Premiere Pro project and capture files.