

## 1. Open Premiere and start a new project

In the New Project Window name your project and then click BROWSE to either create or locate a folder for the project. I recommend creating a Premiere Projects folder where you can save all of your premiere projects. Click OK!

## 2. Adjust your Workspace

Premiere will open up with whatever configuration of windows and palettes you last used. For the purposes of this exercise, we'll change the workspace.

Window Menu > Workspace > EDITING

## 3. Import some Video - The Program palette

Locate the window where you keep your video, audio and images is called the Project Window (or "Bin"). It's probably on your screen already but if not you can find it in Window Menu > PROJECT

## 4. Import some Video and Audio (2 ways)

You can import a single file or a whole folder of media either by going to (1) File Menu > IMPORT or (2) by dragging media into the Project palette.

## 5. Create a sequence

There's not much you can do with your clips unless you create sequence to add them to. With video, sequences are dependent on the kind of output you plan for your project.

Is it for the web? Is it for mobile devices? Is it for the big screen?

### • File New > SEQUENCE

Choose a sequence setting that makes sense with your final output and also the kinds of media you are using.

### • Name the sequence and click OK

## 6. The Timeline

You'll see your window change immediately. The timeline (or sequence window) becomes active.

## 7. Preview some audio and video

Double click a clip in your bin to listen to preview it in the Source Monitor.

### • The window on the top left is the SOURCE MONITOR. You can use this to preview clips, but importantly you can also select specific bits that you want to add to your sequences.

**This tutorial is specific to the a project run in the class Time by John Roach, but includes step by step instructions for some basic editing techniques.**

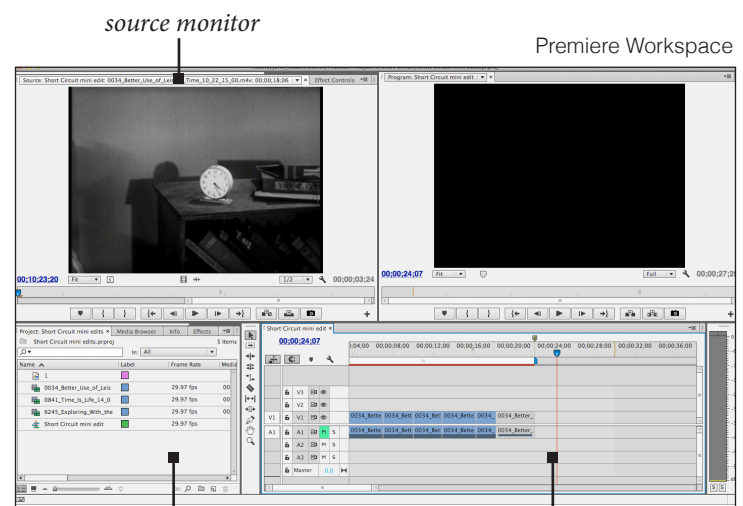
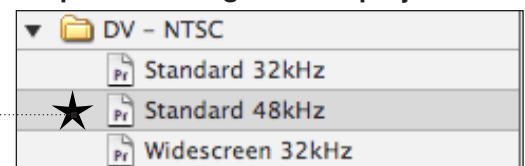
### **TIP: Reset your Workspace**

*Sometimes you move palettes around and screw up your window arrangement. To get back to square one, go to: Window Menu > Workspace > RESET CURRENT WORKSPACE*

### **Tip: File or folder?**

*Premiere will retain any folder structure you import so if you have your media sorted into folders it will organize it that way in the bin!*


### Sequence settings for this project




The Program Window:  
The Bin

The Sequence Window:  
The Timeline



## 8. Find a portion of a video clip to add to your sequence

- Double click a clip to open it in the source monitor. Play the clip with the play button  or tap the space bar.
- You can scrub through the clip by dragging the playhead through the clip.

## 9. Mark some points of interest in your clip

- its hard to find those great moments in a video clip over and over again, so put some markers in your video to make it easier!
- Scrub through the video until you find spots you want to remember for later.
  - Click the Marker Icon  in the Source window. This drops a green marker above the clip.

## 10. Select an in and out point for your edit

- **Mark In** ( the i key)  
position your playhead on the frame where you want to begin. Click the Mark In button 
- **Mark Out** ( the o key)  
position your playhead on the frame where you want to end. Click the Mark In button 

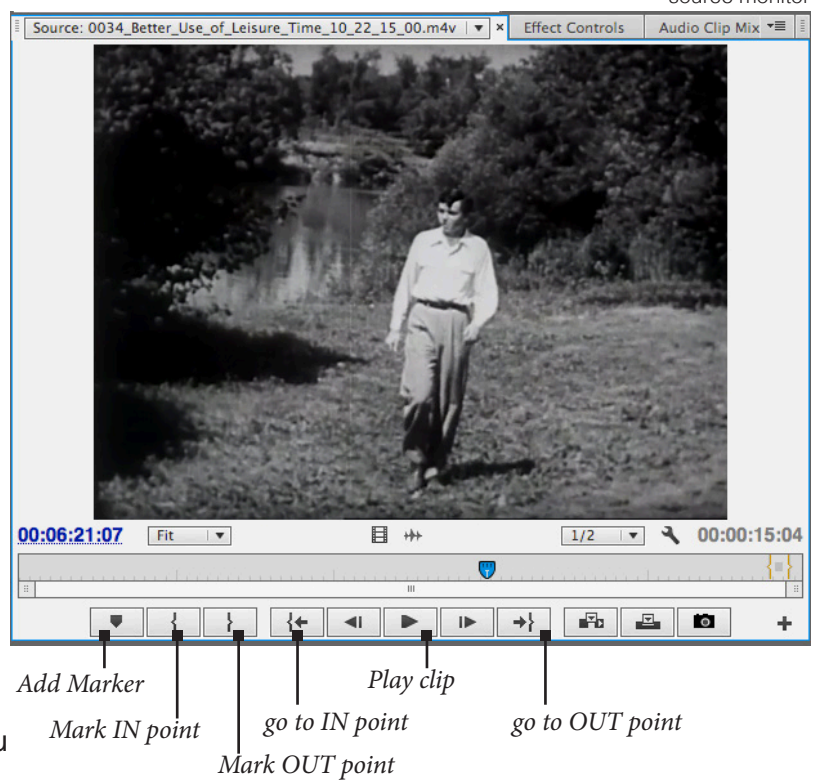
## 11. Add the clip to your sequence - The drag

There are many ways to do add a clip to your timeline, but here is a simple method and its especially helpful when you are building a new sequence.

- Just grab the video (with IN and OUT points marked), right from the middle of the image in the source window and drop it into your timeline.
- Notice that as you drag it into the timeline that you have a choice of which pair of Audio and Video tracks to put your clips in.
- Locate a few more clips to begin to build a sequence.

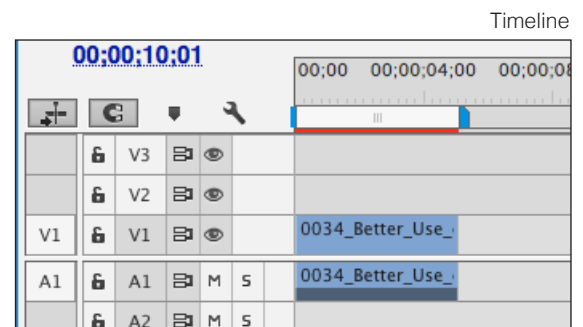
## 12. View your edit

- Drag your playhead to the beginning of your sequence and hit play in the Program Monitor or tap the space bar.



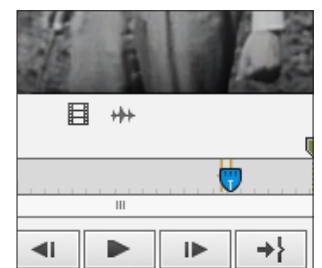
### TIP: Go slow!

To move through a particular section very slowly to find just the right frame, use your left and right arrow keys on your keyboard.



### TIP: Drag only the audio or the video

Use the film icon  to just drag the video to the timeline or the waveform icon  to only drag the audio.

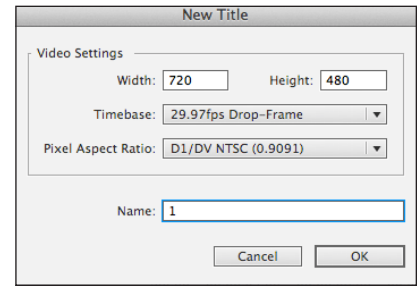


### 13. Create a title to add to your edit

Most frequently you will add a title sequence or credits to you edit once you are done, but in this case we will put one up front now.

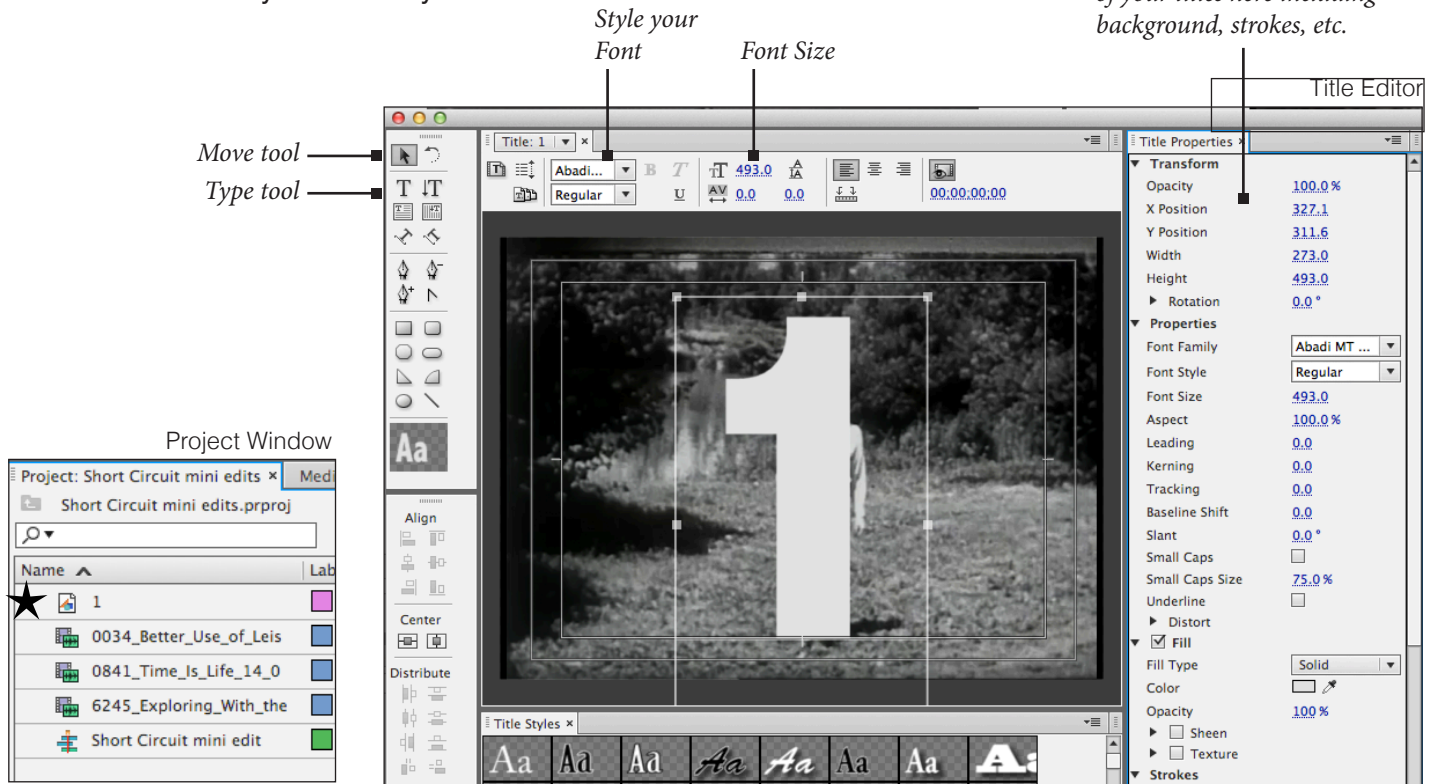
- drag your playhead to the beginning of your sequence. (we will insert a title at the beginning)
- Go to the Title Menu > DEFAULT STILL
- Give the title a name.  
this is very helpful because it will show up along with your other media in your Project Window/Bin.
- Presets  
Yes there are presets, but remember, if it looks cheesy it IS cheesy!

New Title Window



Title Properties

You can control many aspects of your titles here including background, strokes, etc.

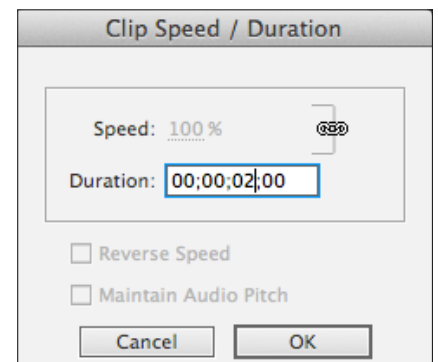


Speed/Duration Window

### 14. Add a title to the beginning of your sequence

We will create a very brief on screen title, since it's only one number in this case. Just 2 seconds.

- Look in your Project Window, you'll see your new title there.
- To specify the duration of the title, just control-click or right-click the title in the Control window, choose Speed/Duration.
- Drag the title from your project window into your sequence. Add it to a different video track than your other clips!




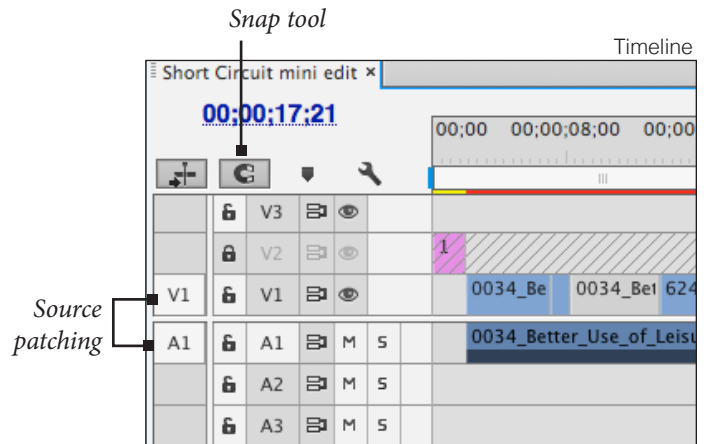
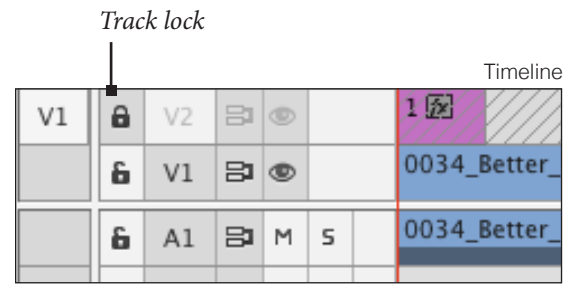
#### TIP: Duplicate a Title

To save the trouble of reformatting each title, go to the Project Window, select a Title file, control or right-click and select **DUPLICATE**

## 15. Create space at the beginning of your sequence for your 2 second title.


You will notice that the title is actually overlapping your video clip. This is fine, and often you may want to superimpose titles on top of your video, but we just want these on black.

- First, slide your edited clips over in the timeline to create a gap for the title.
  - \* Select the TRACK SELECT TOOL  This tool selects everything in the track from the point you click on to the end of the sequence.
  - \* Click from the beginning of the sequence and notice that it selects your video and audio, which is good because you can be assured it has selected everything, but it has also selected the titles. We need to change that. UNDO!
  - \* Notice the lock icon that is next to every track. Click the lock next to the title. This will lock this track so it can't be altered.
  - \* Now use the TRACK SELECT TOOL to move the audio and video to leave a gap for the title. Notice that it should magnetically "snap" to the end of your title clip.



## 16. INSERT footage between two clips in the timeline

The more complex your sequence becomes the more necessary it can be to "insert" footage into a track and, at the same time, be sure that it doesn't displace other clips.

- Locate the clip you want to insert in the source monitor, set in and out points.
- move your playhead to the place that you want to insert the clip.(see the tip to the right for a quick method)
- To INSERT the clip into the timeline, click the INSERT button at the bottom of the source window. 
- This will put the footage from the Source Monitor into the track and will move the rest of the track over. It will not overwrite or delete any material.

### TIP: jump to your edit points in your sequence


To quickly go to a cut in your sequence, hold down shift and click the down arrow key. To go back just click the up arrow key.

shift +



## 17. OVERWRITE footage when you add it to the timeline

This method of editing actually writes over the media when you add it to your sequence. So you can add video or sound and maintain the position of all of your clips in your tracks.

- Locate the clip, move your playhead to place that you want to add the media.
- To OVERWRITE the clip into the timeline, click the OVERWRITE button  at the bottom of the source window.

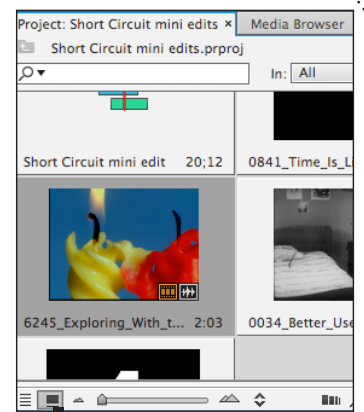
## 18. What if you only want insert or overwrite only video? Or only audio? Target exactly which tracks you want your video and audio to insert or overwrite.

- Source Patching click the SOURCE PATCHING buttons to target the tracks where you want to material to be added.



### TIP: Icon view in the project window

To see your clips and even scrub through them, switch to icon view.



Icon View



- Selecting only video means that the material will only go to that video track and not the audio track.
- **Track Locks**  
You can lock tracks in the timeline so your inserts and overwrites don't disrupt parts of the edit.

## 19. Unlinking Audio and Video

By default, Premiere maintains a relationship between audio and video that you add to your timeline together. This is linked footage, or synced footage

This is a very important part of editing. For example it keeps a persons lips in sync with the movements of their mouth as they talk.

Sometimes however you want to unlink the audio from its video track.

- Select the clip you want to unlink.
- Control-click and choose UNLINK  
(you can also find this in the Clip Menu)

## 20. Creating a split screen or scaling your video (single clip)

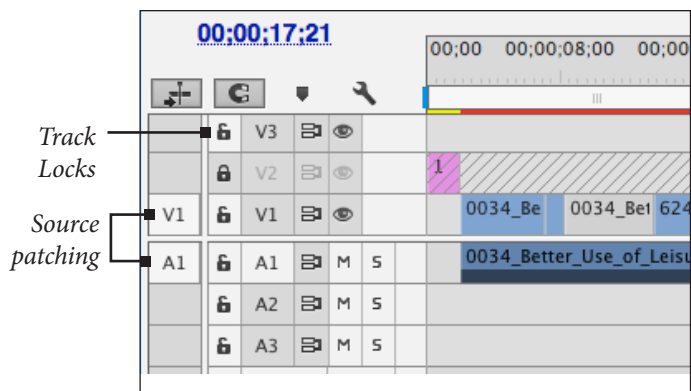
Sometimes you want two or more video clips to be visible on the screen at the same time. This means altering the scale of your clips and changing their position on screen.

- To have two video clips visible on the screen at the same time, they need to be on separate video tracks and layered on top of each other in the timeline.
- To adjust the size of a clip, select the clip, go to the EFFECT CONTROLS palette (Window Menu) open up Motion.
- Modify scale. And in the position section, use the left value to modify the horizontal placement of the clip. Use the right value to modify the clip's vertical position.

## 21. Split screen or scaling your video (multiple clips)

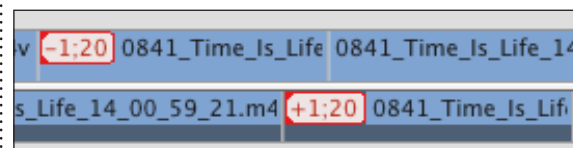
Of course you may have a number of clips in a track that you want to scale all together. You'll notice however that if you select them all, you can't use the Motion effects. You need to Nest the clips.

- Select all of the clips you want to effect.
- Go to Clip menu > NESTED SEQUENCE  
This will actually create a new Sequence in your Project Window and your timeline will just show a single clip that contains all of the nested elements in the track.
- Apply your scale and position effects to this track.

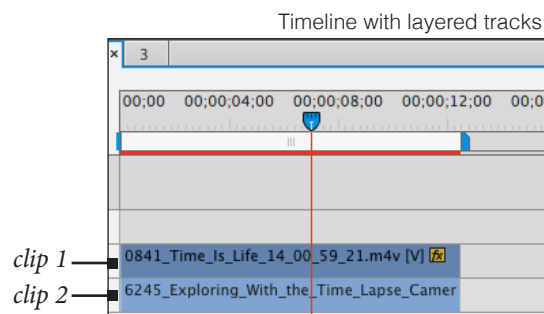


### TIP: Out of Sync!

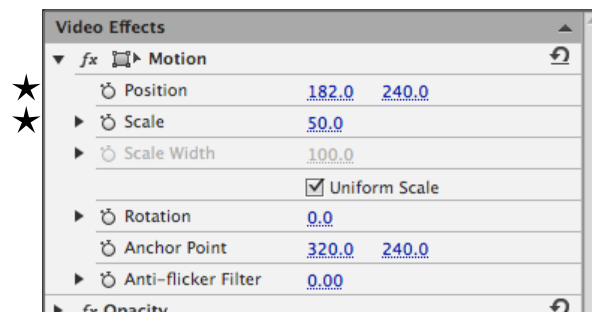
If you have audio and video that have fallen out of sync, Premiere warns you by showing you the amount the footage is out-of-sync.



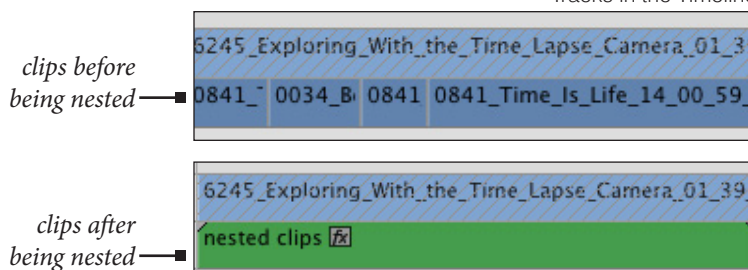
This clip is 1 second and 20 frames out of sync,



Effects Controls



Tracks in the Timeline



## 22. Combining edits from multiple sequences

Sometimes you may edit small “scenes” as separate sequences. This can be helpful to maintain the integrity of a complex sequence and keeping the image and sound in sync.

- Copy all of the media from a sequence.
- Return to the sequence that you would like to add this media to. Position your playhead where you would like to insert the media. Be sure any track locks are deactivated!
- Paste the content into the sequence.,

