



A Guide A Guide to Editing With Adobe Premiere Pro CS6

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THE EDITING SYSTEM

Editing Software: Adobe Premiere Pro CS6
C:\programme files\adobe\premiere

Premiere Pro CS6 can open projects from earlier versions of Premiere, a CS6 project should open in CS5 version of Premiere, but you cannot save a CS6 project as an earlier version.

The HELP MANUAL can be accessed in the program at:
HELP > ADOBE PREMIERE PRO HELP

USE IT! Here you can find out very useful information.

If you are connected to the internet you will be able to access further information from here.

BEFORE STARTING A NEW PROJECT

- Your working drive for Premiere Pro files is best on the internal D drive.
- Use an external drive for backing up your complete project.
- Create a folder for 'Premiere Editing' if it does not already exist.
- It is sensible at the end of a project to back up your Project folder containing ALL your working files.
- Premiere Pro needs enough space on the C drive to work efficiently so avoiding putting too many other programs on the computer.
- It is also sensible to have a folder on the C drive (i.e. on a separate section of the computer) where you back up your *project file* at the end of each editing session. You can also save this project file on a separate external drive on even a 'pen drive'. This is in addition to the auto-backups which Premiere Pro creates.
- These archive backups can be used to re-create a project if your computer crashes.
- Use a separate hard drive to create archives of your camera footage.

IF YOU ARE TRANSFERRING FROM VIDEOTAPES...

- Do you need the camera attached (and switched on)?
Either because you need to input footage or because you need to output the finished programme onto videotape.
- It is better to power the camera from mains when you are editing preferably plugged into a UPS in case the power fails.
- Connect the camera to the computer (before going into Premiere) using the four pin firewire cable. Ensure the camera is in playback mode.
- The computer will recognise the camera and you can control the tape from the computer.

WHEN YOU START PREMIERE PRO

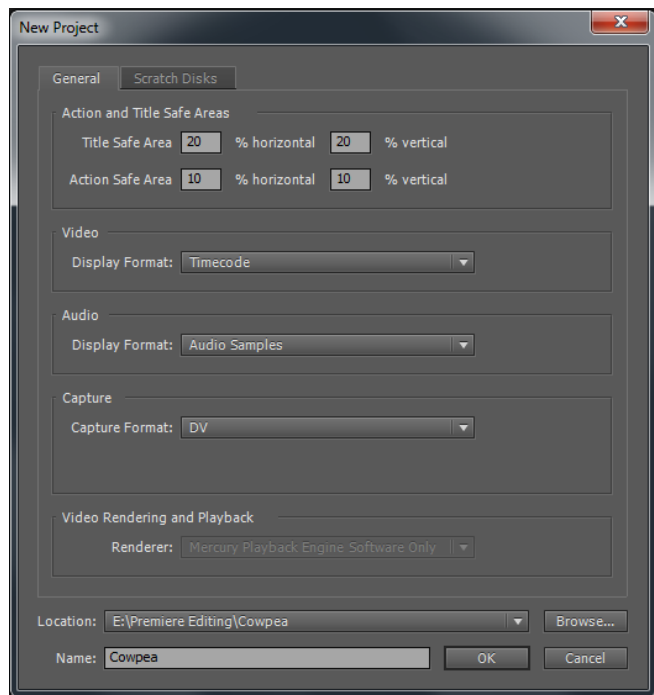
If this is a **new project** double click on the Adobe Premiere Icon on the desktop, select 'new project' from the opening screen.

In the NEW PROJECT SCREEN there are 2 tabs: General and Scratch Disks

At the bottom of the screen there is information for the location and name of the project.

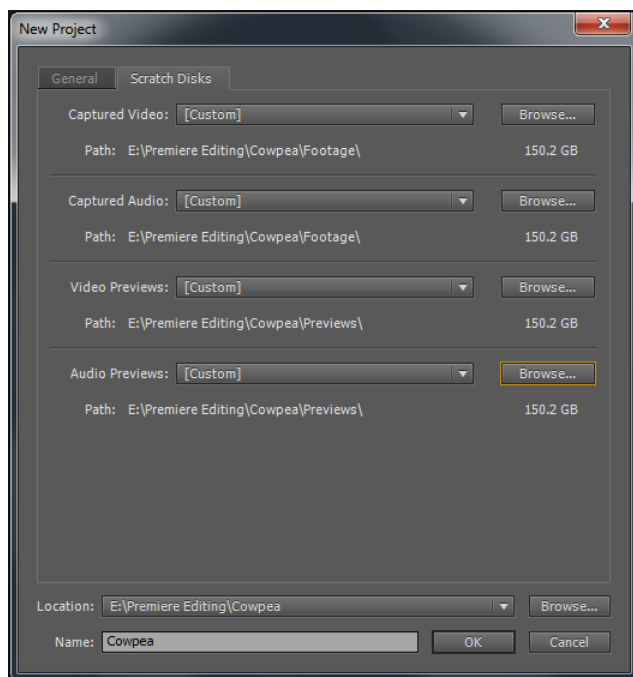
At **LOCATION**: select the folder Premiere Editing and create a folder for the whole PROJECT.

At **NAME**: give a name to the project (usually the same as the project folder).



In the GENERAL tab:

- For LOCATION: browse and select the Premiere Editing folder on the D (or E) drive, and create in this a *working folder* for your PROJECT (the name of the project).
- For NAME: Type the name of the project and select the location of the *working folder* that you created.
- Ensure Video, Audio and Capture tabs are correctly selected.



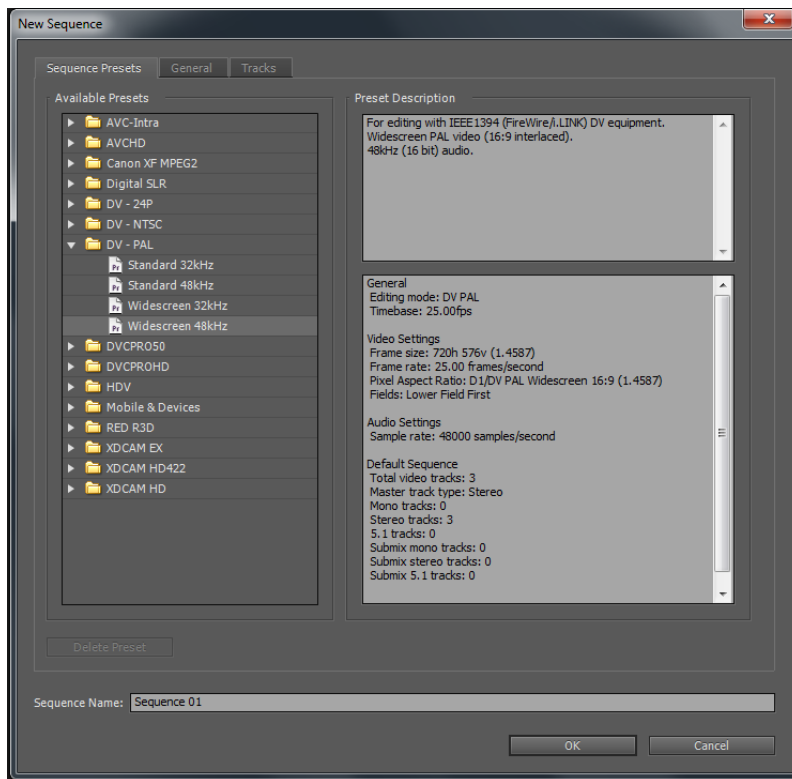
In the SCRATCH DISKS tab:

- For *Captured Video*, select the project folder you created and then within this, make a new folder called FOOTAGE.
- For *Captured Audio* select the FOOTAGE folder you have just created.
- For Video Preview, select the project folder you created and then within this, make a new folder called PREVIEWS.
- For *Audio Previews* select the PREVIEWS folder you have just created.

These settings can also be accessed within the Premiere screen by going to :
Project > Project Settings

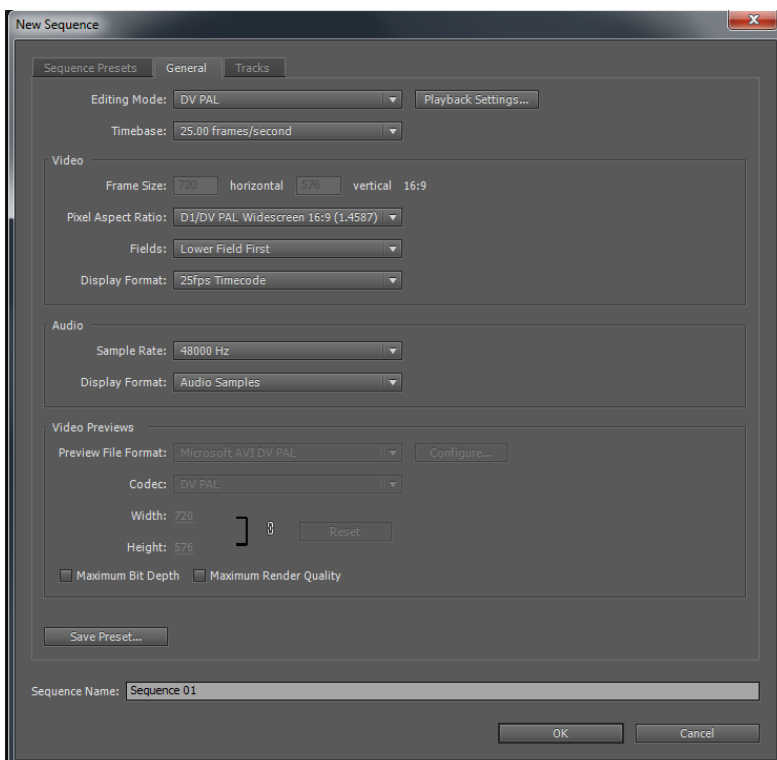
When you click OK the screen goes through to the NEW SEQUENCE options window.

In the NEW SEQUENCE SCREEN there are 3 tabs:
Sequence Presets, General and Tracks



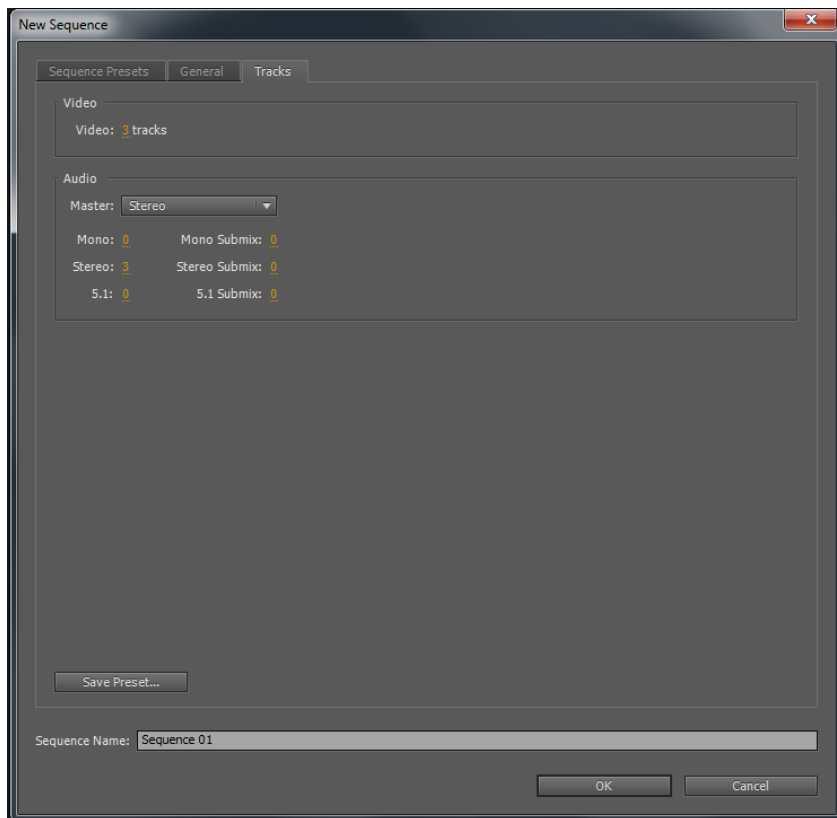
In the SEQUENCE PRESETS tab:

- Select the correct sequence format :
- For SD AVI footage files use **DV-PAL Widescreen 48Khz** (or *Standard 48Khz* if you are working in a standard 4:3 format)



In the GENERAL tab:

- Ensure the settings are correct for working with PAL (25 frames/second)



In the TRACKS tab:

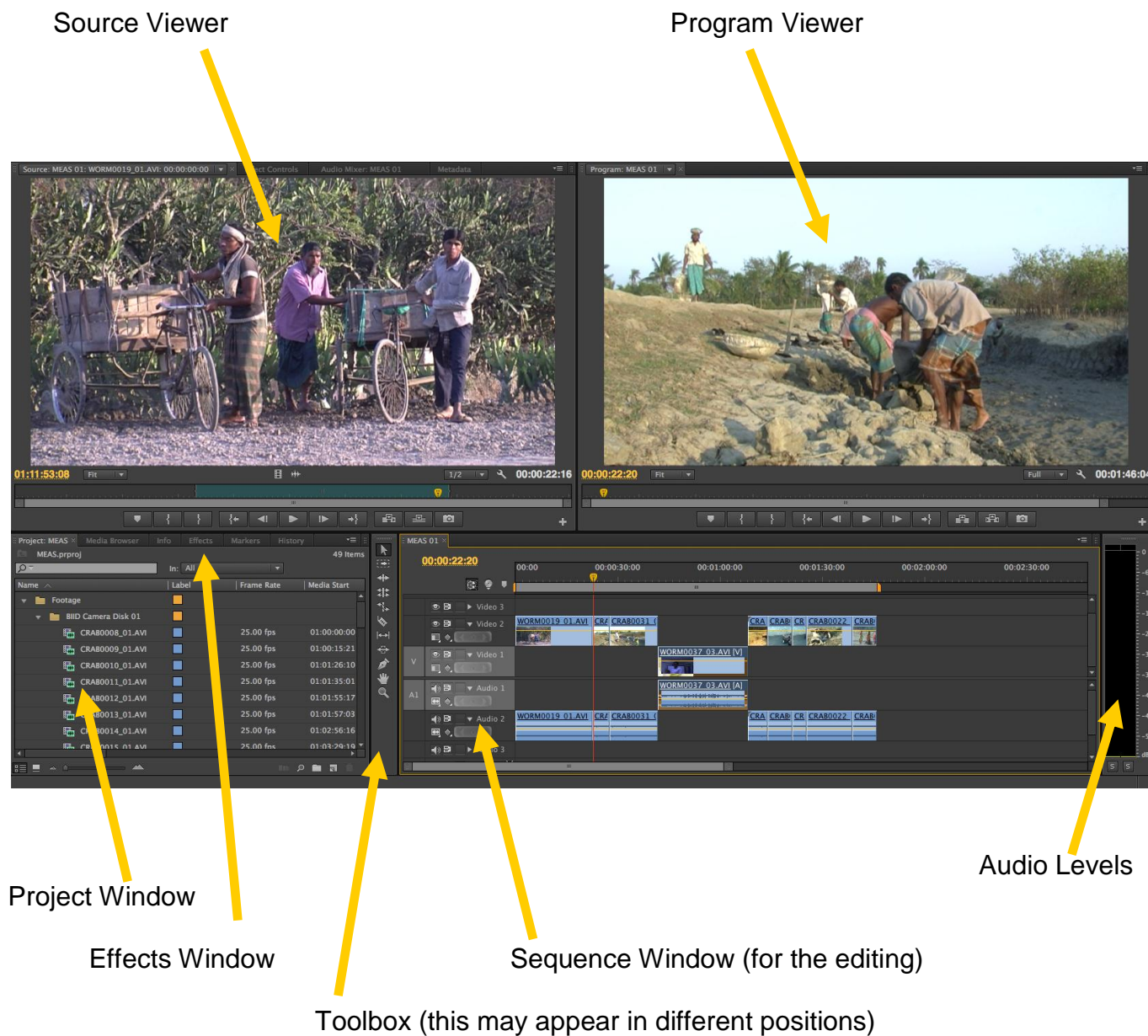
- Select how many video and audio tracks you want in your sequences
- As standard there are 3 Video and 3 Stereo Audio

When you click on OK, the screen will open up in Premiere

N.B.

If you are opening an **existing project** go to the project working folder on whichever drive you are using and **double click the Premiere Project Icon** for that project.

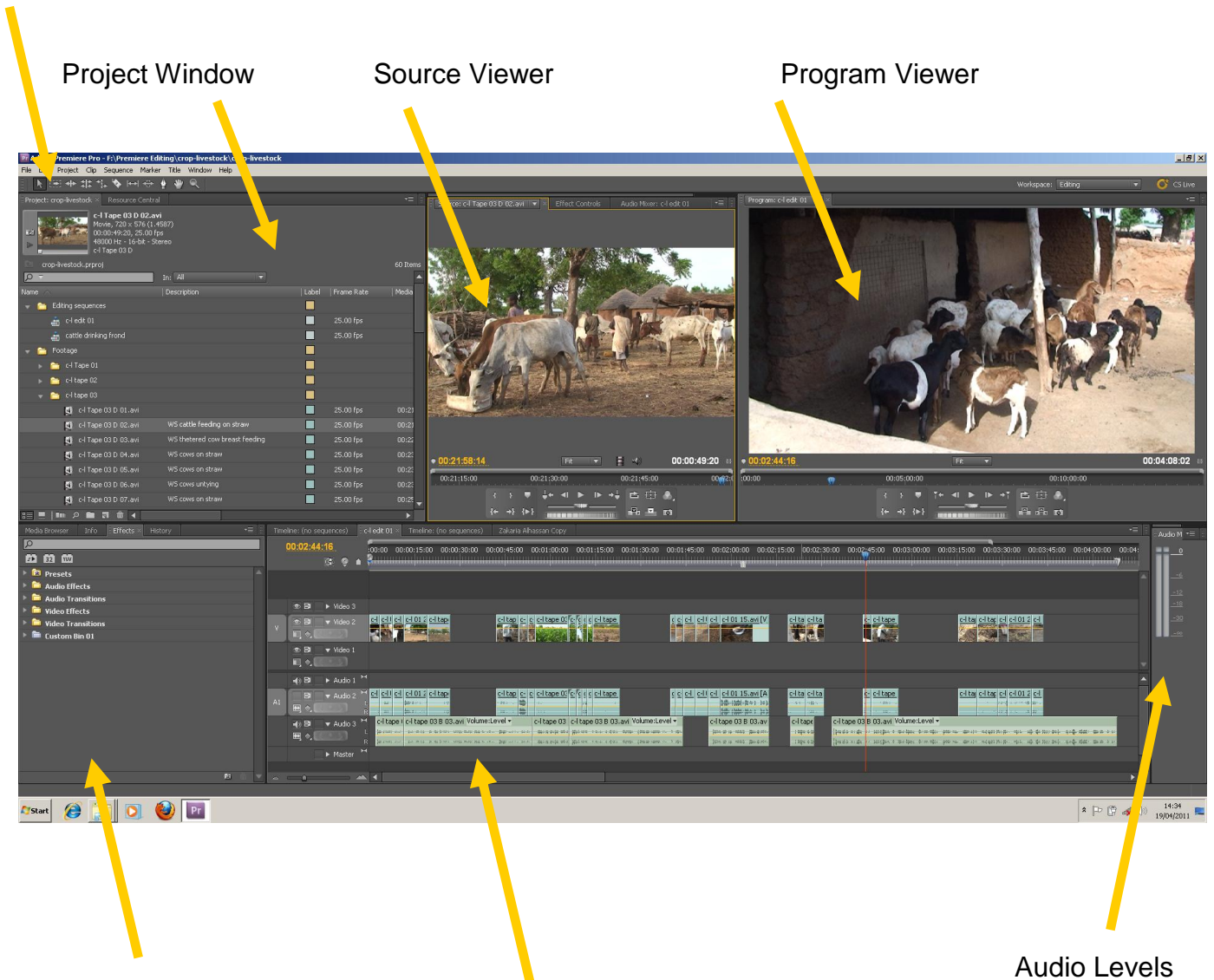
PREMIERE SCREEN LAYOUT (Editing CS6)



If the Project window (bottom left) is not visible, select it.
The name of the other windows are: *Media Browser, Info, Effects, Markers* and *History*

PREMIERE SCREEN LAYOUT (Editing CS5.5)

Toolbox (this may appear in different positions)



Effects Window

Sequence Window (for the editing)

If the Project window (top left) is not visible, select it.

The name of the other window in this area is: *Resource Central*

If the Effects Window (bottom left) is not visible, select it.

The other windows in this area are: *Media Browser, Information and History*

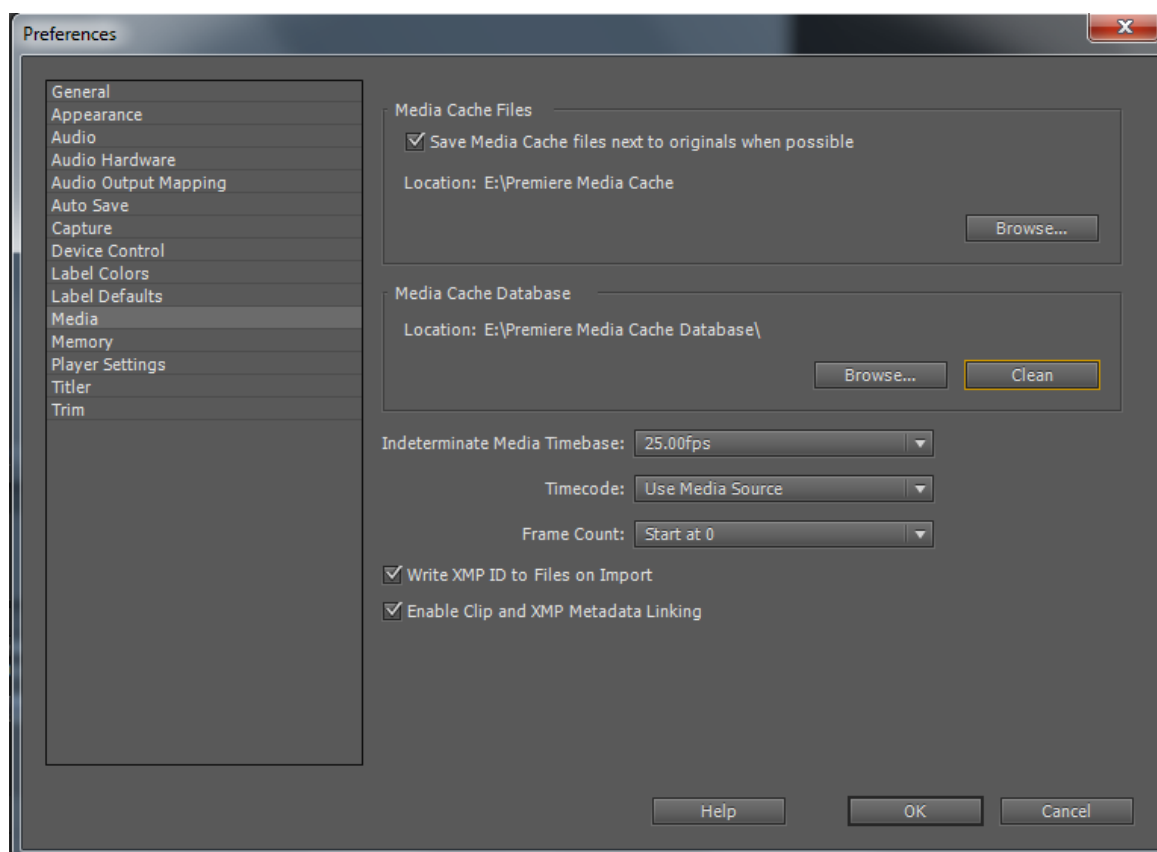
Once the Premiere programme is open, it is sensible to always check the following settings:

Edit > Preferences > Autosave

- Autosave a project every 5 or minutes (you can do a lot of work in 5 minutes!)
- maximum 15 or 20 saves

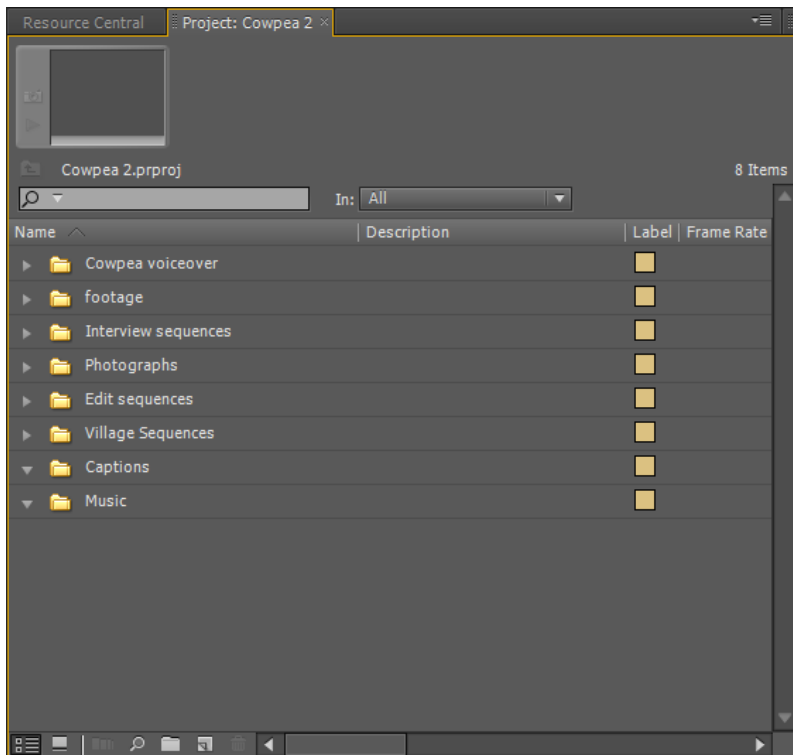
Edit > Preferences > Media

- *Media Cache* :
Tick: Save next to originals if possible
Create a file on Drive D for *Premiere Media Cache*
- Create a file on Drive D for *Premiere Media Cache Database*
- **'Clean' from time to time the Media Cache Database**, particularly when you start a new project, or if you have problems during the edit.



AFTER OPENING A NEW PROJECT IN PREMIERE

- Sort the positioning of the different information columns in the PROJECT SCREEN if necessary (they can be dragged across), a sensible layout is shown below.



- Now create a bin (right click in the project area and select NEW BIN) and label the bin.
- Create bins in the Project so that you can separate the different items e.g. Footage Voice Over, Interviews, Sequences, Captions, Music etc.
- Bins can be opened and closed using the small triangle.

TO IMPORT FOOTAGE FROM VIDEOCARDS

- Change your workspace layout to ***Metalogging***
Window > Workspace > Metalogging
- In the *Project Window* select the footage bin
- In your *Media Browser* window find the folder where you transferred the files to
- Select this folder, right click and select IMPORT
- The folder (as a bin), and all the files, will now be in the footage bin
- If you did not select the footage bin, you can move the new folder (bin)
- Now open each clip in the source window (by double clicking), check what is on the clip and write a **description** for the clip
- When you have described the clips, create more sub-bins so that you can group clips according to the subject

IF YOU ARE CAPTURING FROM VIDEOTAPE

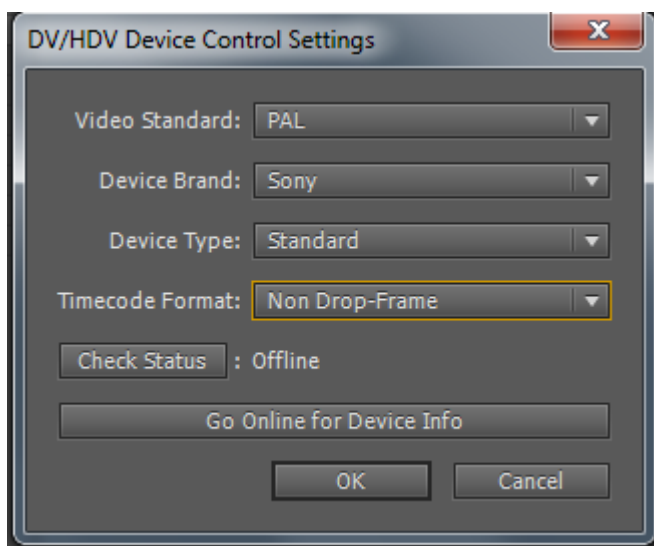
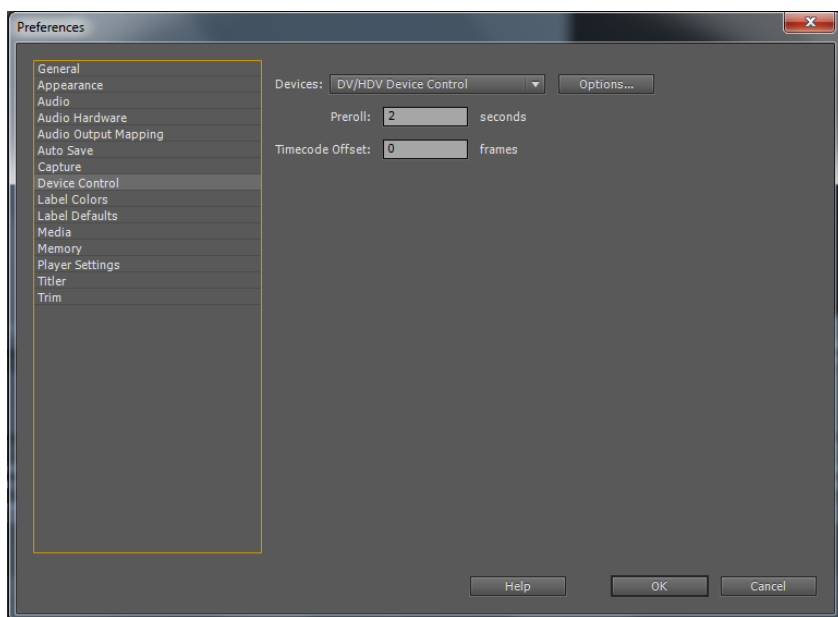
Once the Premiere programme is open, always check the following settings:

Edit > Preferences > Capture

- Normally tick the top 3 options on this screen
- **If you know you have a *problem with dropped frames* on the footage, then *untick* the option for abort capture on dropped frames, but realise that this will create a problem with editing**

Edit > Preferences > Device Control

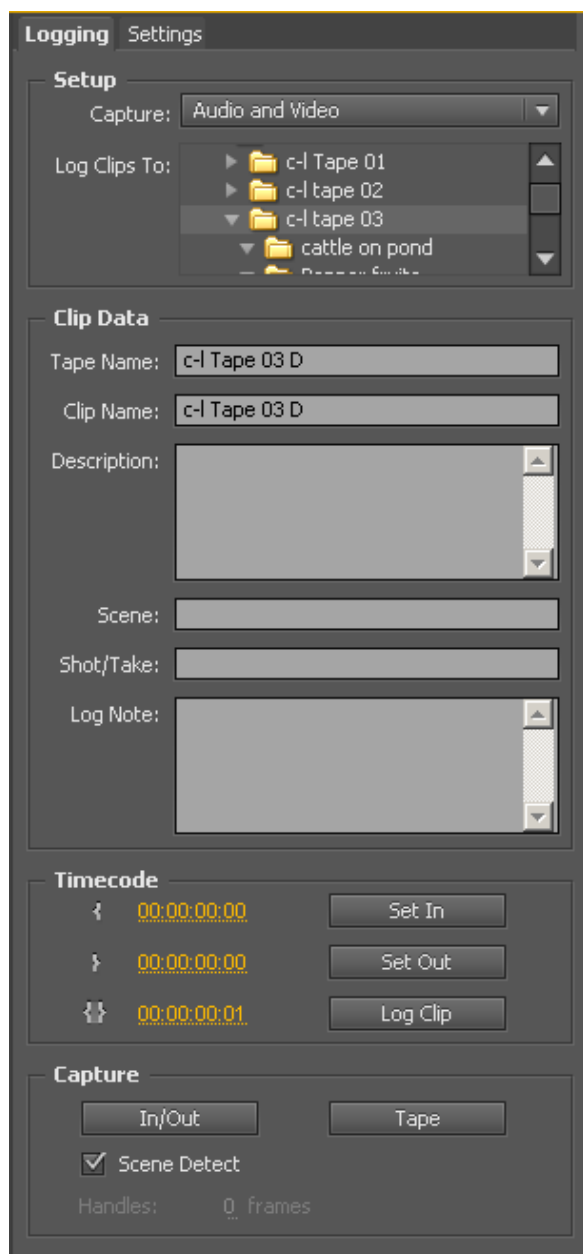
- Devices: set for DV/HDV Device Control



- Go to OPTIONS:
- Video Standard : make sure you have the correct video system (PAL) this is VERY important as it will affect the controls when you are capturing footage.
- Device Brand : Select the brand name of your equipment.
- Device type: set to standard.
- Timecode Format :
Non drop frame

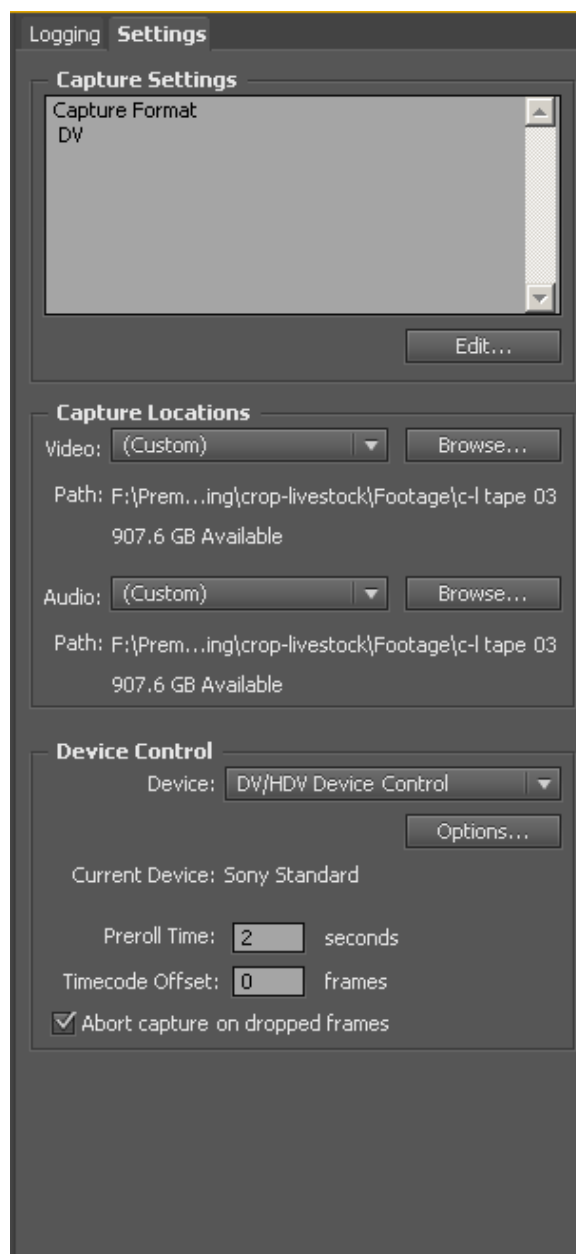
TO CAPTURE FOOTAGE FROM VIDEOTAPE

- Open your Capture Window (*File > Capture*, or use the key F5).
- The Capture Window allows you to monitor the incoming video.
- You can use the controls below the screen to control the videotape in the camera.



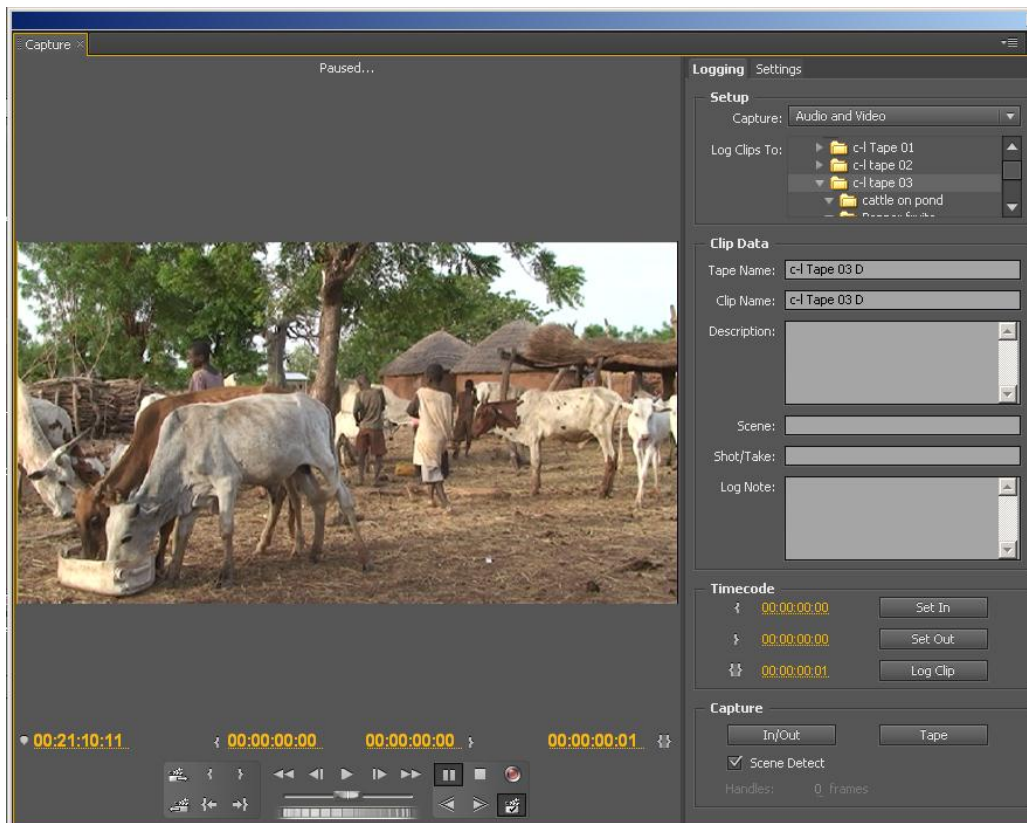
In the LOGGING tab area check:

- **SETUP:**
Capture: Audio and Video
Log clips to: Select the correct bin
- **CLIP DATA:**
Tape Name: Insert the Tape name
Clip Name: Use the Tape name
- **CAPTURE:** SCENE DETECT



In the SETTINGS tab area check:

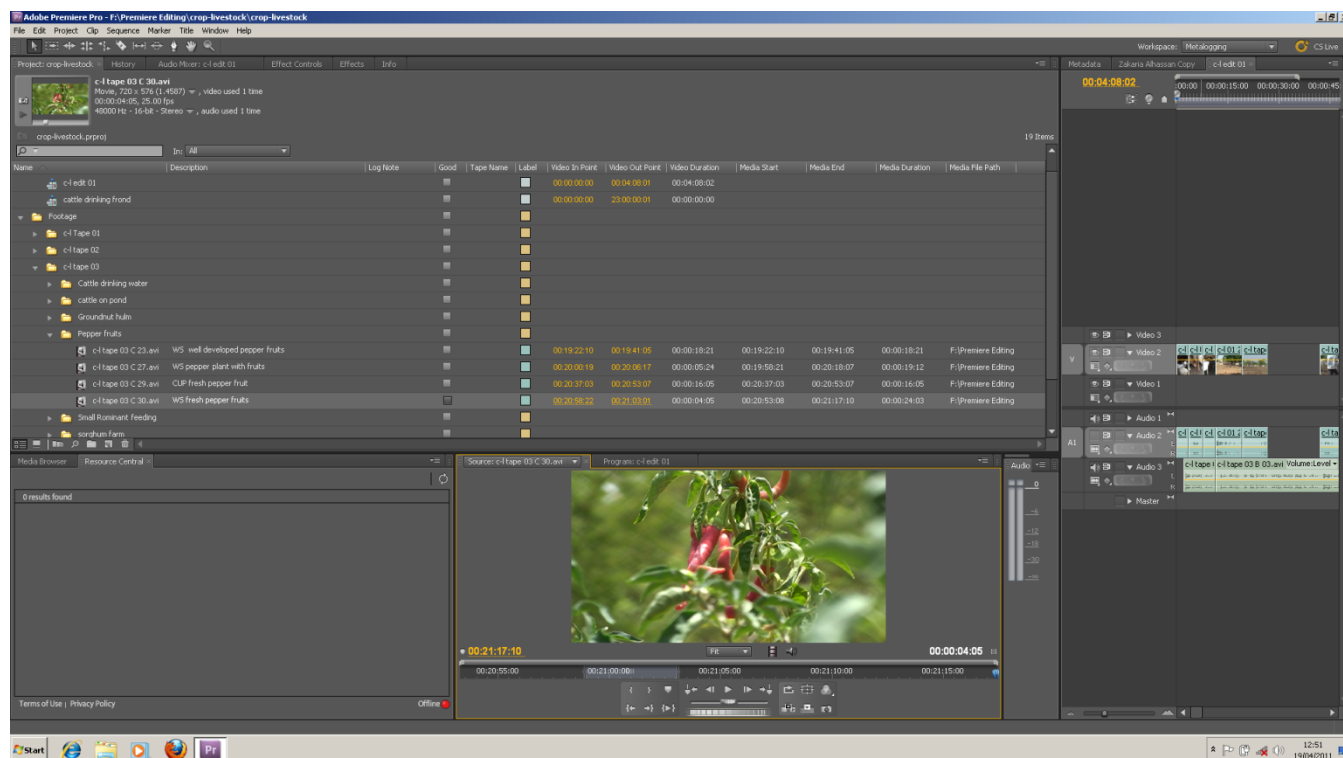
- **CAPTURE LOCATIONS:** ensure Video and Audio is set to the correct **tape folder** in the FOOTAGE and PROJECT folder
- Use BROWSE and create a new folder **for each tape**



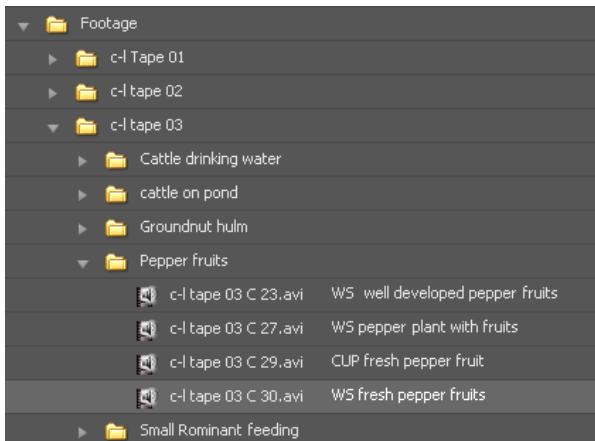
- Go back to the LOGGING tab.
- Ensure the correct videotape is in the camera - **and rewind it.**
- Play the videotape for a few seconds so you are certain you have picture, sound and timecode being captured.
- Now in the CAPTURE section of the screen, click on TAPE.
- The tape will be input into Premiere. As SCENE DETECTION is on, wherever the tape has been paused or stopped, a new clip will be created.
- ***N.B. Scene detection will ONLY work if the date and time have been set in the camera***
- While the tape is being captured the STATUS AREA at the top of the Capture Window will show details of the current capture (Clip Name, Capture Duration, Remaining Disk Space).
- If you do not see this detail changing then stop the capture as you probably have forgotten to select SCENE DETECT.
- When the tape gets to the end of the timecode (either the end of tape, or if there is a break in the timecode on the tape) it will stop capturing.
- If it is because the timecode has ended, a window opens with the message: *Capture stopped because blank tape was detected*
- If you do not see this message, click somewhere else on the Premiere screen and the message will reappear, or use ALT+Tab key to reveal this window.
- Click OK to the message.
- If you have recorded more footage on the same tape and you now want to input the new material, enter the tape number **with 'B' after the number**, and the same with the clip number, make sure you are capturing TO THE CORRECT FOOTAGE FOLDER and to the CORRECT BIN.
 - Line the tape up at the point from where you want to capture
 - Make sure SCENE DETECTION is selected
 - Then select TAPE for capture

THE WORKING WINDOW LAYOUT FOR LOGGING

- Select the METALOGGING layout.
At the top of Premiere go to: WINDOW > WORKSPACE > METALOGGING
- Or on the top right of the screen you can select the workspace layout directly.
- Open up the bin to log the footage.



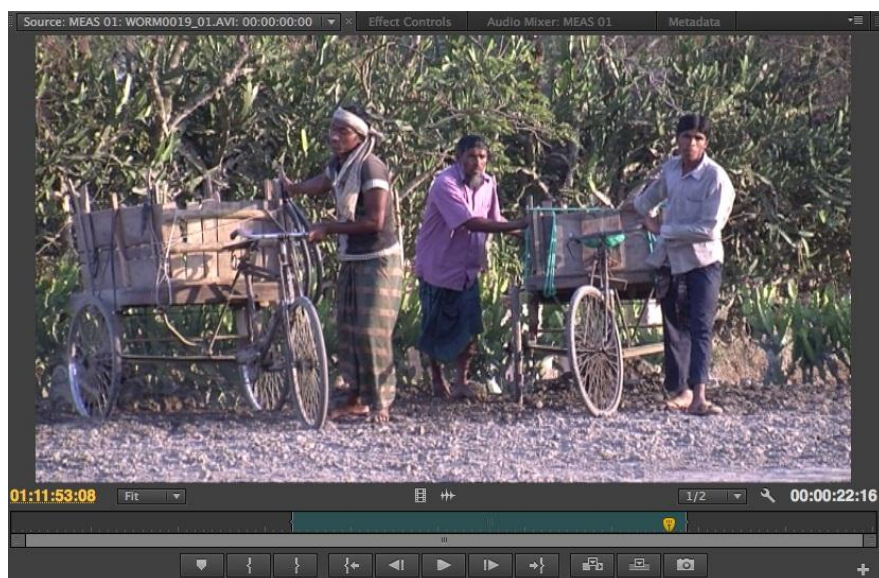
- For each clip, double click on the icon to open the footage in the viewer, look at the clip – you can use the scroll line to view quickly.
- Decide on your description (use LS, MS, CU etc to describe the size of the shot) and then type in a description for any clips that are *usable* – this not mean you will use them, but they are usable....
- Tick if the clip is good.
- If the clip is no good or is not going to be used, leave the description blank.
- After you have put a description for each usable clip, you can delete clips that are not needed:
 - Select the clip, check it is definitely to be deleted !
 - Right click and select *Make Offline*
 - Now select the option for DELETE the media from the computer
 - Click OK, and on the next screen click OK again
 - Now go to the bin (notice the icon by the clip name has now changed) and delete the clip from the bin by using the DELETE key, or the BACKSPACE DELETE key.













- When all the clips have a description, create SUB BINS within the Tape Bin for different subject matters or topics.
- Move relevant clips into these bins by selecting the clips and then dragging and dropping, or you may find it easier to select the clips and use cut and paste (CTRL+X and CTRL+V).

THE WORKING WINDOWS FOR EDITING

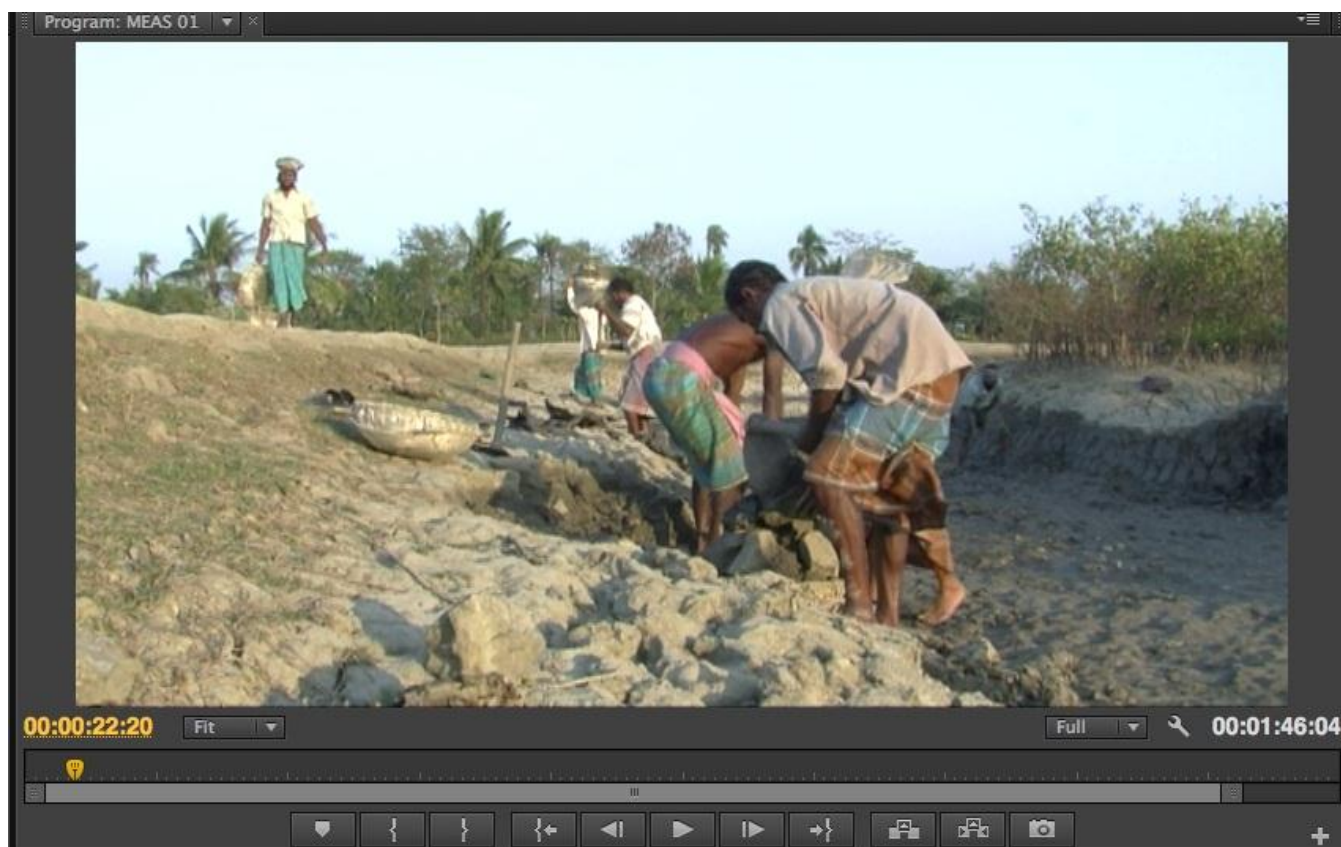
THE SOURCE VIEWER



- In the Project Window, open a bin and double click on a clip to open it in the Source Viewer.
- You can use the YELLOW SCROLLER to quickly move through the video in the clip.
- The numbers on the left in yellow show the TIMECODE at the blue scroller position.

- You can select IN and OUT points using  and  buttons (or I and O keys).
- You have IN and OUT points set, the **numbers on the right** in white show the DURATION.
- You can play between these clips using LOOP – this option is available in settings .
- You can delete an IN or OUT point by right clicking in the scroll bar and selecting *CLEAR CLIP MARKER > IN AND OUT, or IN or OUT*
- You can go directly to the IN POINT using this key  and directly to the OUT POINT using this key .
- You can MARK points on the source clip using this button . You can GO DIRECT to these points using the GO TO option available when you right click in the scroll bar.
- The clip can be placed on the timeline by using the OVERLAY  or INSERT  buttons (bottom right beneath the source window), or by **dragging and dropping** the clip from the source window onto the timeline.
- If you are dragging and dropping and you only want to use the VIDEO from the clip, drag the video icon  from just below the picture.
- If you only want to use the AUDIO, drag the audio icon  from just below the picture.
- OVERLAY will cover up whatever is on the tracks which have been selected at the editing or IN POINT.
- INSERT will move the pictures and sound to the right of the editing point further up the timeline (unless the tracks have been locked).


THE PROGRAM VIEWER

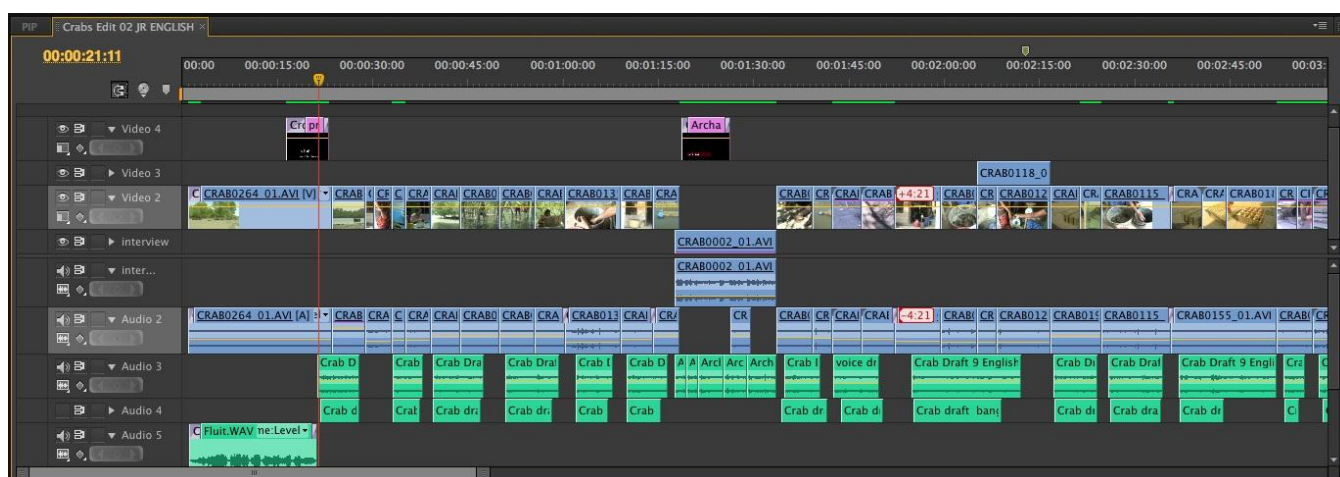


- The **Program Viewer** shows the image from the Sequence (wherever the yellow cursor is located).
- The controls for the Program Viewer are the same as for the Source Viewer.

THE SEQUENCE WINDOW

To create a new sequence

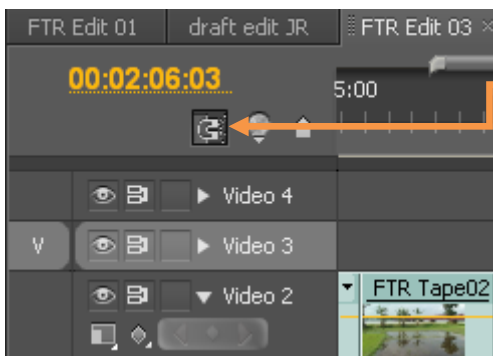
- Select the Timeline bin
 - Go to: **FILE > NEW > SEQUENCE**
 - Select the DV Widescreen 48Khz sequence (or whatever format is suitable for your footage) and give the sequence a name (it can also be renamed at any point).
 - Now click OK, the new sequence will be created in your Sequence bin and will open automatically in the Sequence Window.
 - You can also create a new sequence by selecting the 'new item' icon on the bottom of the project window.
- You can **DUPLICATE** a sequence by right clicking on the sequence name in the Sequence Bin, then select **DUPLICATE**.
 - The sequence will be duplicated in the Sequence Bin with the word **COPY** beside the name.
 - **RENAME** this duplicated sequence (sequences can be renamed at any time).
 - This is useful when working on a new version of the edit or creating different language versions.
 - Open a sequence in the Sequence Window by double clicking on the icon in the bin.
 - Sequences can be closed by clicking the small cross beside the name. 




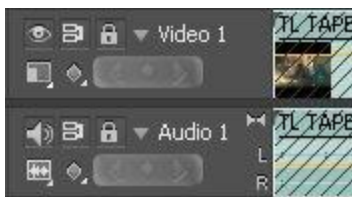
- The Sequence Window is where the clips are assembled to create the programme.
- More tracks can be added by right clicking in the track name area of this window.
- The tracks can be expanded by clicking on the small triangular arrow by the track name.
- The tracks can be **RENAMED** by right clicking where the name is on the track and selecting **RENAME**.
- You **make the tracks ACTIVE** for editing by clicking near the track name (the track information area turns light grey).
- You **select the target tracks** for insert and overlay editing by moving the V and A1 tabs to the intended track, the tracks **MUST** be active.

- There are initially **3 video tracks** and **3 stereo audio tracks**, more can always be added.
- More tracks can be added by right clicking in the track name area of this window and selecting the tracks to add.
- It is important to be organised when editing and keep similar items on the same timeline.
- A practical way of working is shown below :


V4				Captions
V3			Background pictures	
V2		Background pictures		
V1	Interview pictures			
A1	Interview sound			
A2		Background sound		
A3			Voice Over 1	
A4				Voice Over 2



- This symbol is the SNAP tool . If it is switched on, when you move, or drag and drop clips, it makes the clip 'snap' to the edit point. Usually it is best to keep the snap tool 'on' and only switch it off when you specifically want to.



- **Locking a track** by using the padlock symbol located near the track name can also be used to 'protect' the track from being affected by insert edits or the 'ripple delete' function.
- The locked tracks are indicated by slanted lines over the track area.

- A track can be locked so that the audio or video of a clip can be deleted or altered without affecting the other part.
- Check that the track sync lock symbol on the video and audiotracks are selected. 
- **An audio track can be muted** by clicking on the loudspeaker symbol.
- **A video track can be switched off** by clicking on the 'eye' symbol.
- The selected sequence can be started and stopped from the timeline by using the spacebar.

MOVING AROUND THE SEQUENCE

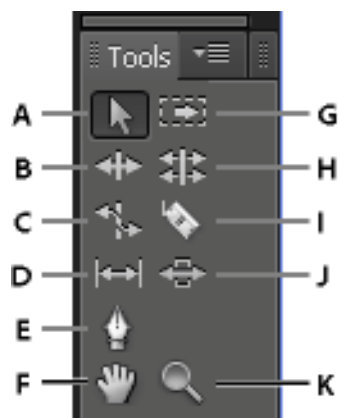
- To move along the sequence, use the yellow scroller attached to the red line.
- You can use the keys **L** and **J** to play the sequence forwards and backwards, and the **K** key to pause.
- If you press L or J twice the footage will play faster.
- Use the **+** and **-** keys to expand and reduce the sequence view.
- The slider on the bottom left of the window can also be used to expand or reduce the size of the sequence view.

- The yellow timecode numbers on the top left of the sequence indicate the exact position of the yellow scroller.

**You can copy and paste a picture on the time line
using CTRL+C and CTRL+V keys**

**You can cut and paste using
CTRL+X and CTRL+V keys**

THE TOOLS WINDOW



A.	Selection tool
B.	Ripple Edit tool
C.	Rate Stretch tool
D.	Slip tool
E.	Pen tool
F.	Hand tool
G.	Track Select tool
H.	Rolling Edit tool
I.	Razor tool
J.	Slide tool
K.	Zoom tool

Selection Tool (Key V)

- This is the tool that is used most of the time.
- ALWAYS return to this tool after using any of the other tools.

Track Select Tool (Key A)

- Select this tool (a black arrow) 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 that track, click the clip.
- Holding the *Shift* key with *Track Select Tool* switched on changes the *Track Selection Tool* into a *MULTI-TRACK Selection Tool* (two black arrows), this enables **all tracks** to the right of a selected clip to be selected.
- If a track has been locked it cannot be selected.
- If you use the *Track Select* tool, return afterwards to the *Selection* tool.

Razor Tool

- Select this tool to make one or more incisions in clips in the sequence. Click a point in a clip to split it at that precise location. To split clips in all tracks at that location, hold the *SHIFT* key down.
- If you use the *RAZOR* cutting tool to cut an edit, return to the *SELECTION* tool afterwards to avoid accidentally cutting another edit. Also make sure you have the correct track selected for cutting.

If you want to cut a shot *exactly* where the scroller bar is located in the sequence use :

CTRL+K keys

This is the fastest and most accurate way of cutting a shot. Only ACTIVE tracks (pale grey) will be cut.

ADJUSTING AUDIO

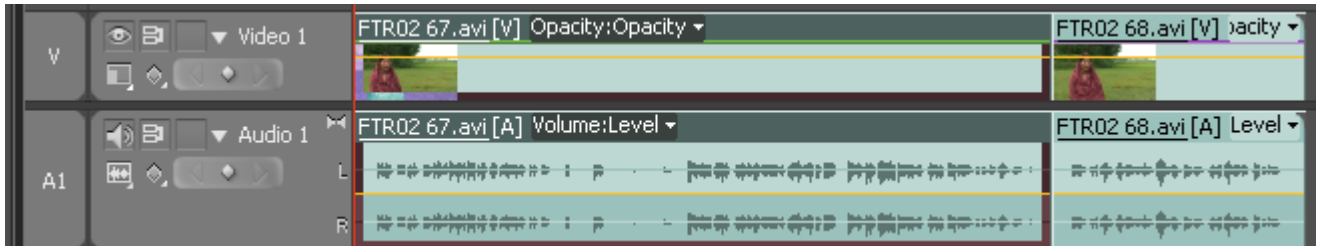
THE AUDIO MIXER

- Audio for a whole track can be adjusted using the AUDIO MIXER (a tab for accessing this is found beside the Source Window).



- Use the fader to increase or decrease the audio level *across the whole track*.
- This option is mostly used for the BACKGROUND audio, as generally this will all need to be decreased.
- It is also useful for increasing a recorded voice track where the voice is at level that is low.
- When playing back your programme before final output to tape or DVD, have the Audio Mixer window up so that you can visually check that none of the sound levels are too high.

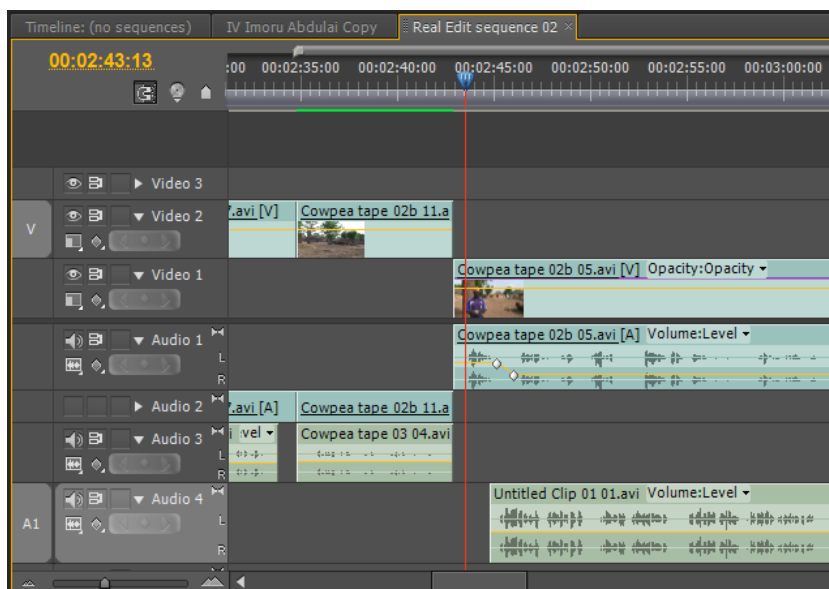
ADJUSTING AUDIO FOR A CLIP



- To adjust audio for an individual clip you need to expand the relevant audio track (using the small triangle by the track name).
- If you move the mouse pointer over the yellow line *on the audio track* you will see it change shape to indicate a flat line, whilst in this format you can increase or decrease the audio level of that clip.
- Hold the left button of the mouse down when altering the audio level of a clip.
- Altering the sound level of an individual clip is still possible even if the audio mixer has been used to lower or raise the sound level of the whole track.

ADJUSTING AUDIO USING KEY FRAMES

- Audio will need to be adjusted using key frames particularly where there is an interview in one language and there is the translation voice on another track.
- Ideally you should hear the interviewee talking in their language first, this then fades to a lower level before the translation voice is heard.
- Two key points need to be added before the translation voice so that the level can be lowered.



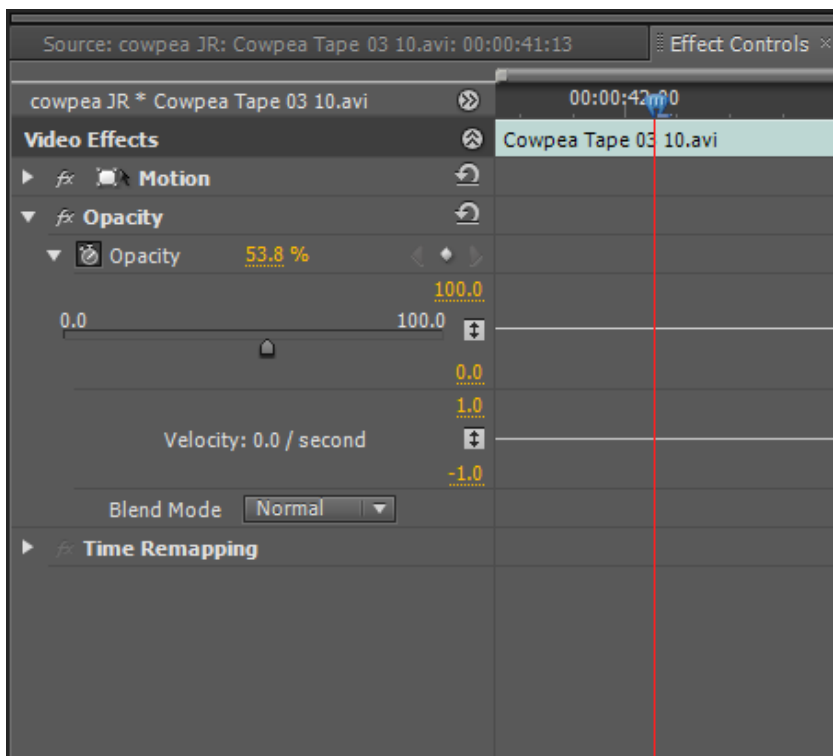
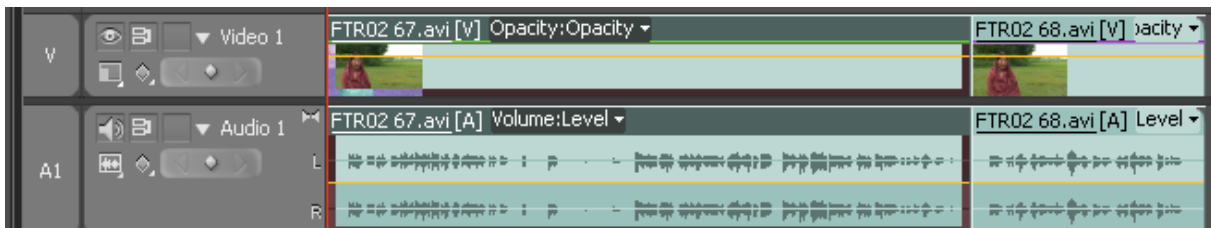
- Select the clip. Add a key point by positioning the blue scroller bar at the point for the key point, then click on the key point tab. Move to the next position for the key point and do the same. Lower the sound level for the clip after the two key points and you will see a visual interpretation

If the translation voice is shorter than the interviewee actually speaking, you can enter two more key points and raise the interviewee voice at the end of the interview.

ADJUSTING VIDEO

EFFECT CONTROLS

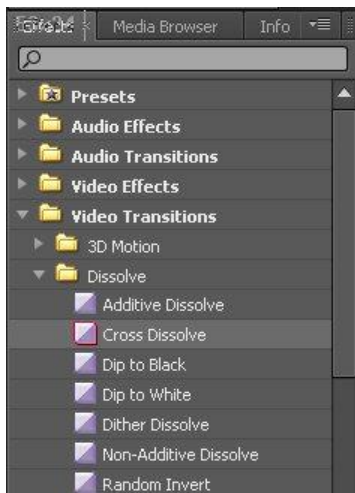
- There are three effects which can be altered in a video clip without adding an effect from the effects panel, these are:
 - MOTION
 - OPACITY
 - TIME REMAPPING
- **MOTION** will be described later in the section on INSETTING A CLIP.
- You may want to adjust VIDEO **OPACITY** for an individual clip to make it darker so that you can use it as a background for captions.
- Expand the relevant video track (using the small triangle by the track name).
- If you move the mouse pointer over the yellow line on the video track you will see it change shape to indicate a flat line, whilst in this format you can alter the opacity level of the clip.
- Hold the left button of the mouse down when altering the opacity level of a clip.



- By selecting the altered clip and then clicking on the EFFECTS CONTROL window next to the source window you will be able to see exactly the opacity level you have set. You can also alter the level directly in this window.

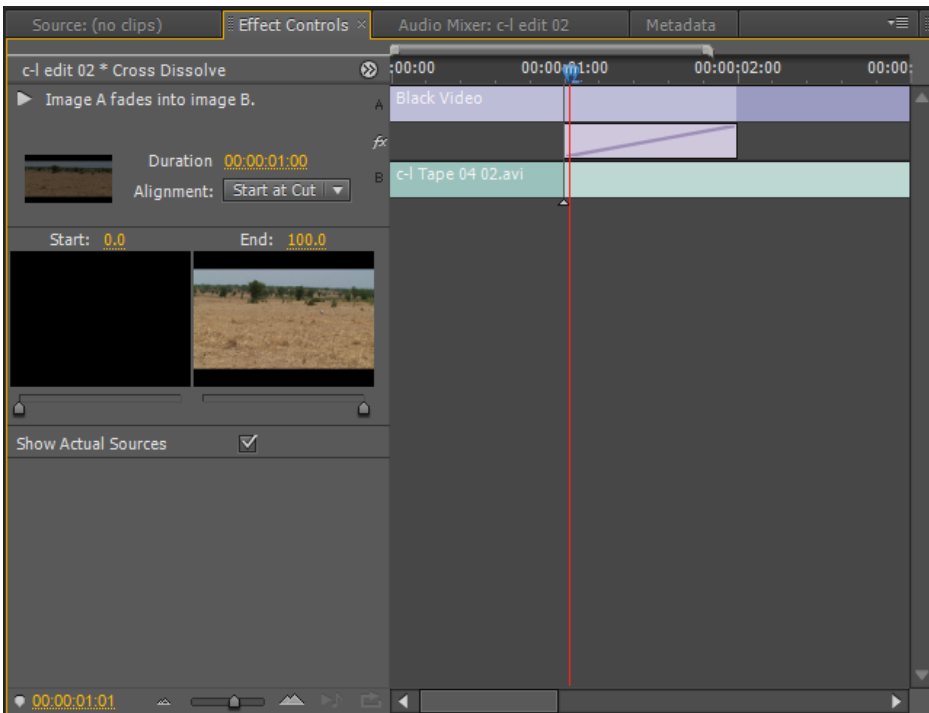
TIME REMAPPING is an advanced feature and is rarely used.

APPLYING A VIDEO or AUDIO TRANSITION or EFFECT



- Open the EFFECTS PANEL on the left of the Sequence Window.
- Open the bins to select a transition (or effect).
- Drag and drop the transition (or effect) on to your clip.

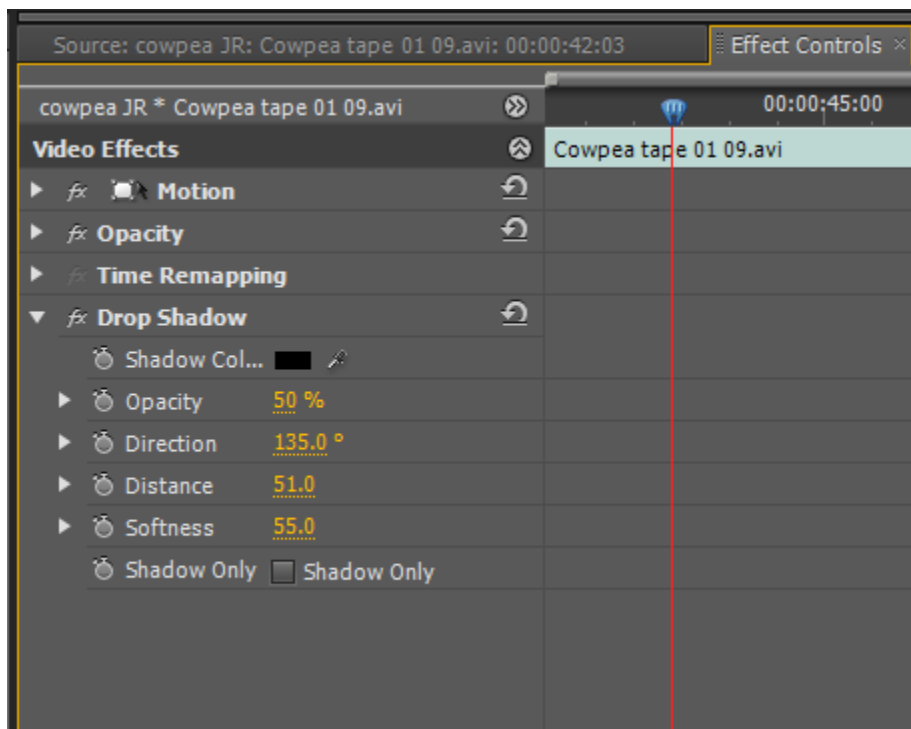
TRANSITIONS




- If you applied a **TRANSITION**, double click the transition in the timeline and then go to EFFECTS CONTROL PANEL.
- Tick SHOW ACTUAL SOURCES so you can see the effect with the actual pictures.
- You can alter the transition duration and other parameters here.

- To DELETE A TRANSITION, click on the transition in the clip and use the DELETE key.

EFFECTS



- If you applied an **EFFECT**, click on the clip where you have applied the effect and then go to the **EFFECTS CONTROL PANEL**.
- Click on the small triangle to open and view the effect.
- You can then adjust the effect (example on the left shows a **Drop Shadow** effect).

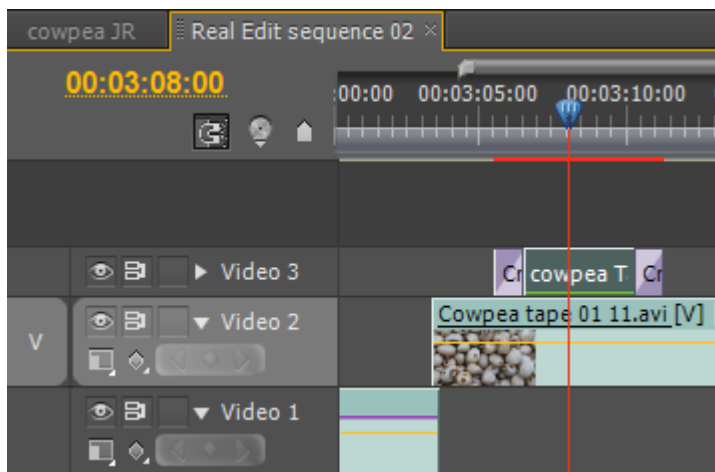
- Reset an effect by clicking the **RESET** symbol  on the right of the effect.
- Switch an effect **OFF** by clicking the **fx** symbol beside the effect.
- **DELETE** an effect by clicking on the effect name and hitting the **DELETE** key.

- You can **COPY AND PASTE** an **EFFECT** from one clip to another by :
 - Selecting the clip with the effect
 - Copying it (**CTRL+C** or right click and select **COPY**)
 - Go to the clip (or clips) where you want to apply the effect, select the clip
 - Right click and then select **PASTE ATTRIBUTES**
 - All effects from the original clip will be applied to the new clip

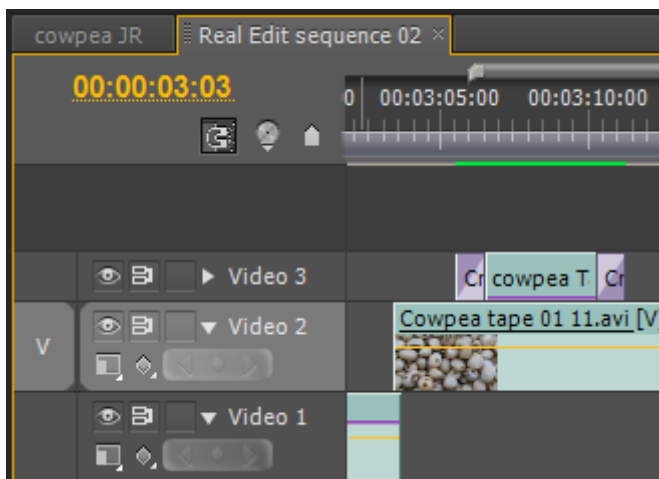
AUDIO TRANSITIONS and EFFECTS

- **AUDIO EFFECTS AND TRANSITIONS** work in similar ways, but do not usually have to be rendered (see next page).

RENDERING EFFECTS AND TRANSITIONS



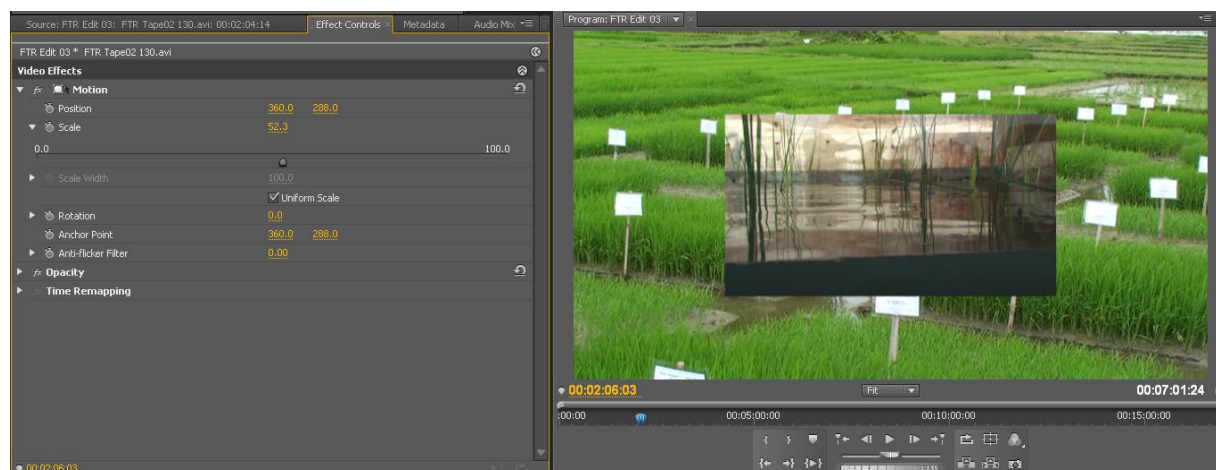
- Most effects and transitions will play on the sequence, but a red area above the sequence indicates that this section will have to be RENDERED before the programme is exported as an encode or recorded to tape.
- To render, first select the sequence.
- Make sure the work area bar is the same length as the sequence to be encoded



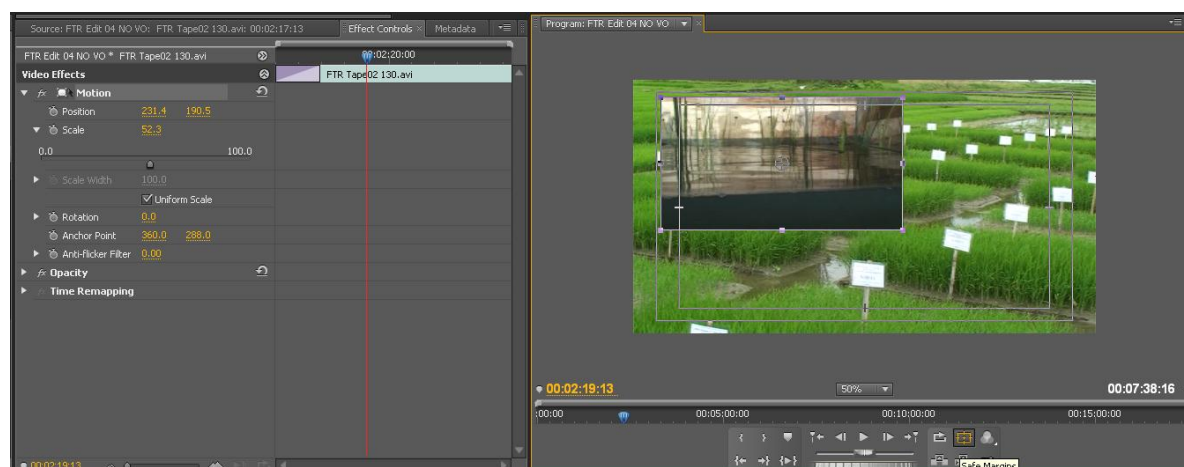
- Now click on *SEQUENCE* at the top of the Premiere screen and select *Render Effects in Work Area*.
- **Or** select the sequence to be rendered and use the ENTER key.
- After rendering the red line will now be green at the top of the sequence.

TO SCALE A SHOT and PLACE ONE SHOT WITHIN ANOTHER

- To scale a shot on the sequence, first decide what you want in the background when the picture is scaled down, the background needs to be on Video 1.
- The shot to be scaled must be on Video 2.
- Double click on the shot to be scaled so that it opens in the source viewer.
- Next click on the Effect Controls tab beside the source window.
- Click the small triangle beside **Motion** to see the motion options, including **Scale**.
- Then click on the triangle beside Scale.



- Now use the sliding scale (0.0 to 100.0) to reduce the picture size to the scale you want, or click on the numbers beside Scale and type the figure in direct.
- Now go to the timeline and play the effect. Adjust as necessary.
- The **position** of the scaled picture can also be changed.

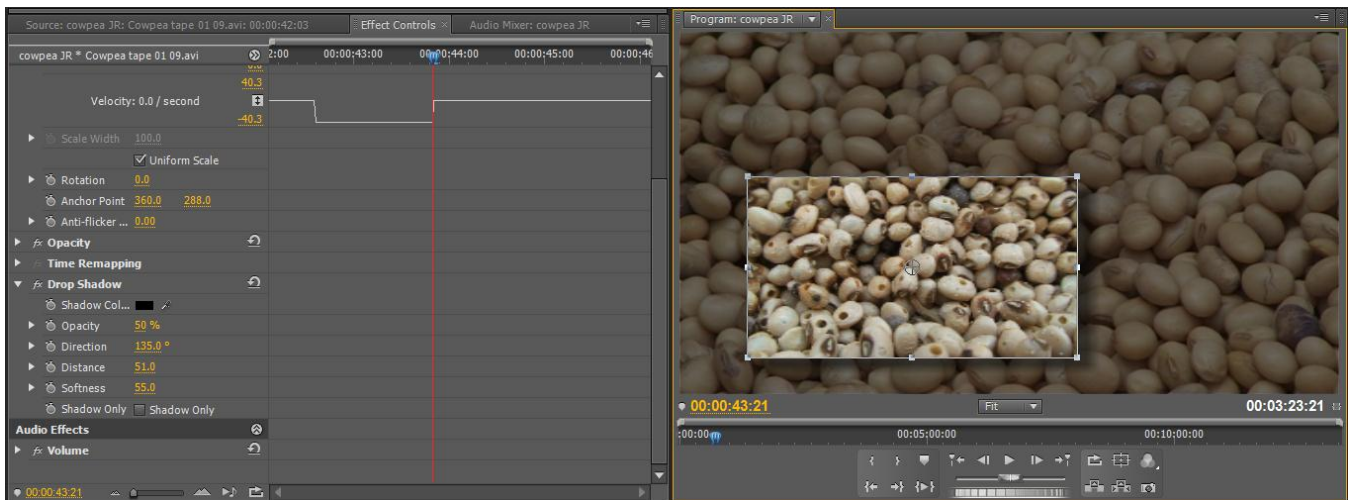


- Move to the program viewer and select the scaled down picture and move it to the position you want. Now play the effect on the sequence.
- Having **SAFE MARGINS** icon selected will make sure the inset picture is not too near the edge of frame.



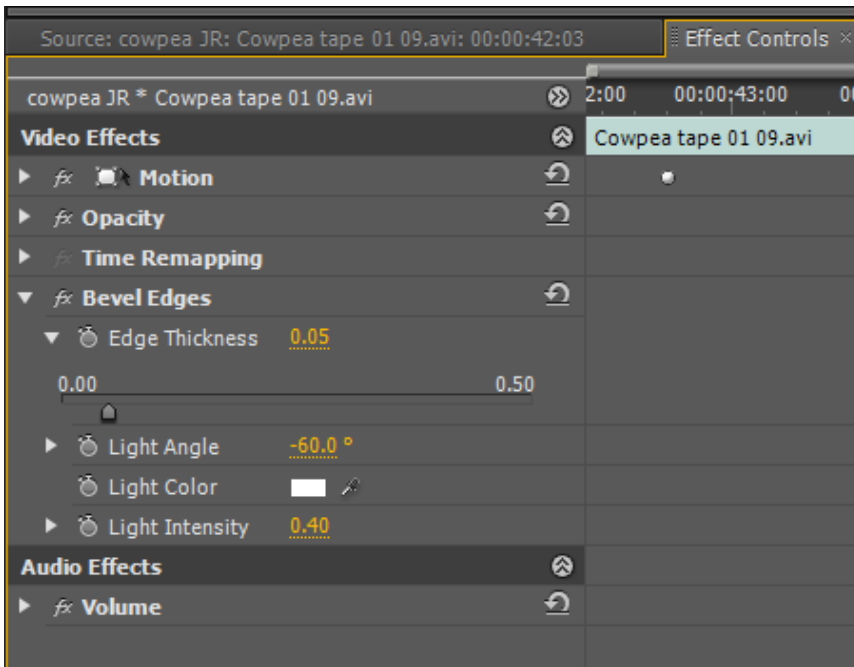
DROP SHADOW

- Next to make the inset picture look good and separate it from the background you can add a **DROP SHADOW** (see also Page 23).
- From the EFFECTS PANEL select :
 - VIDEO EFFECTS > PERSPECTIVE > DROP SHADOW
- Select the drop shadow effect and drag it on to the clip in the sequence.
- Go to the EFFECT CONTROLS PANEL and alter the drop shadow as you want.

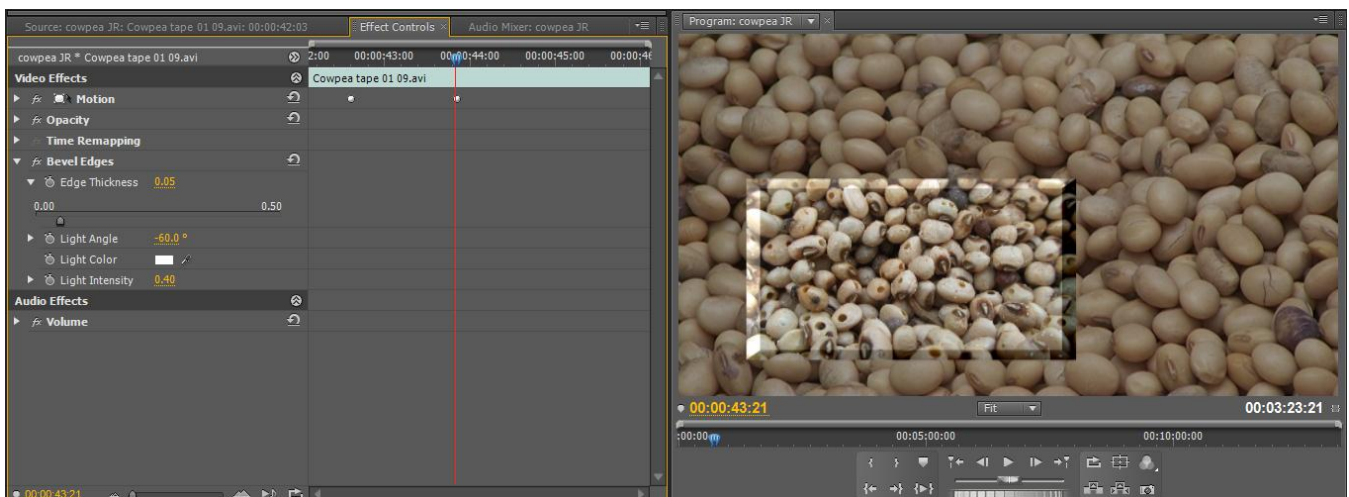


BEVEL EDGES

- If you want to make the inset picture stand out from the background, another easy way is to use **BEVEL EDGES**.
- From the EFFECTS PANEL select :
 - VIDEO EFFECTS > PERSPECTIVE > BEVEL EDGES



- Pick up this effect and drag it on to the clip on the sequence.
- Go to the EFFECT CONTROLS PANEL and alter the bevel edges as you want.



- It is possible to combine the effects of bevel edges and drop shadow.
- You can apply a fade up on the clip as well if you want.
- Don't forget to render the effect and save your project.

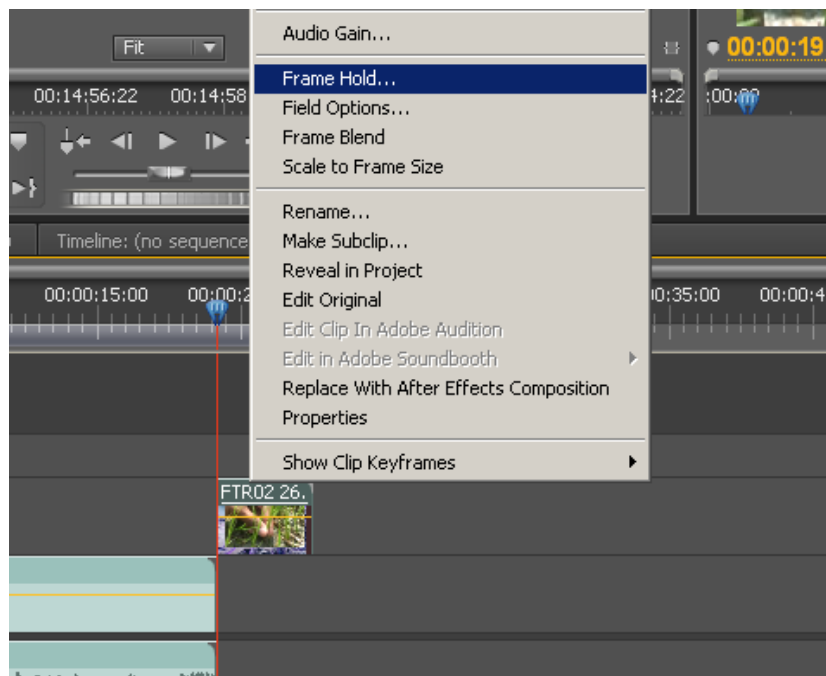
REMEMBER:

YOU CAN DELETE ANY EFFECT FROM THE EFFECT CONTROL WINDOW BY CLICKING ON THE EFFECT NAME AND THEN USING THE DELETE KEY.

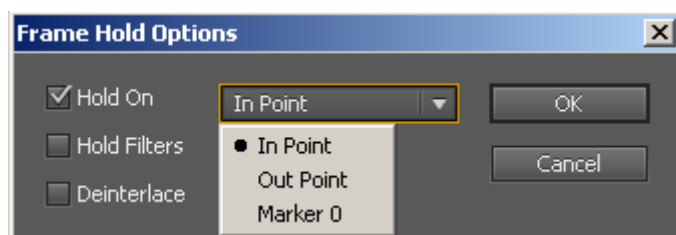
YOU CAN SWITCH OFF AN EFFECT TEMPORARILY BY CLICKING ON THE *fx* SYMBOL TO THE LEFT OF EACH EFFECT NAME.

TO CREATE A STILL FRAME

- Select the clip on the sequence that you want to make as a still frame.
- Right click and select: *FRAME HOLD*



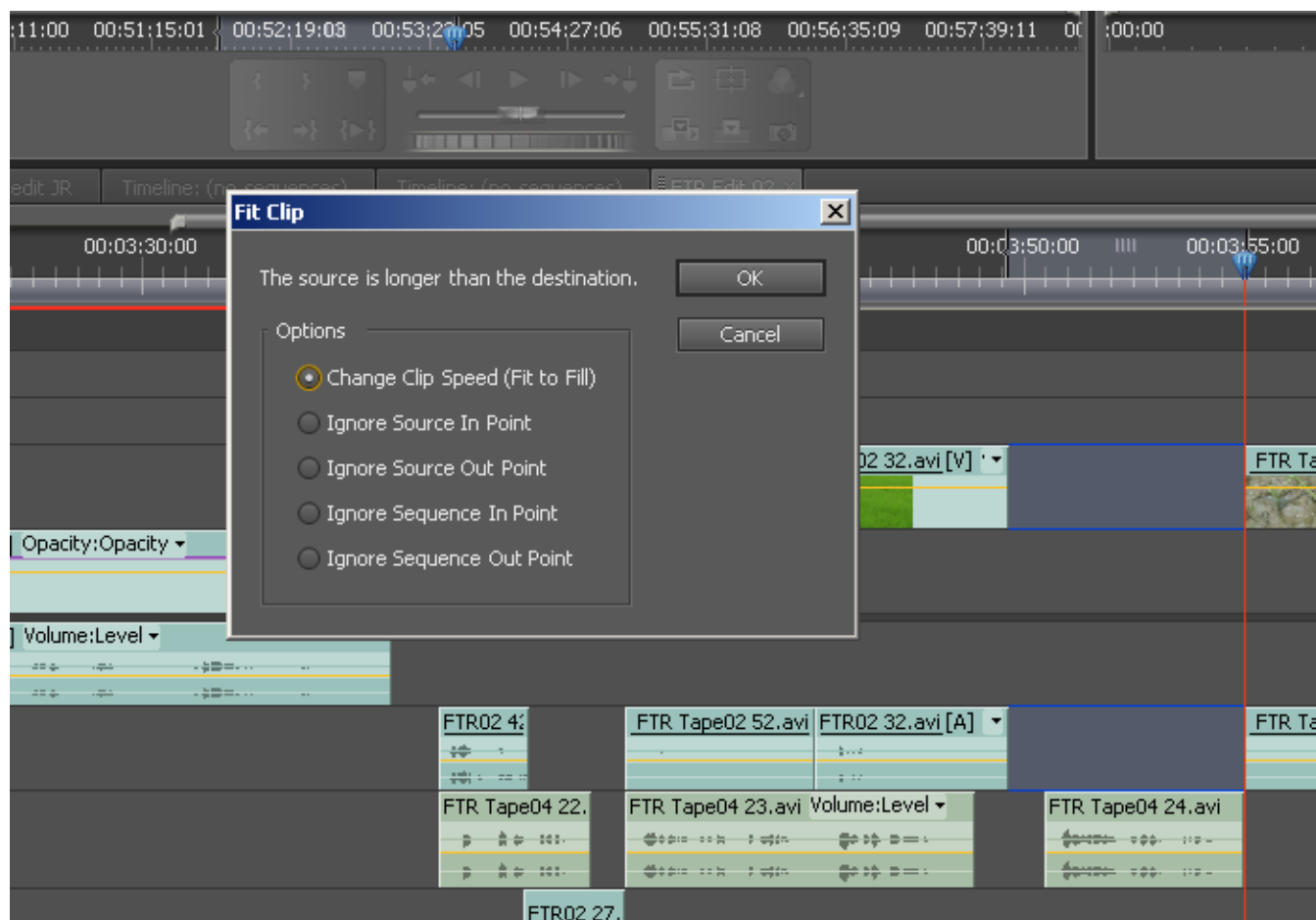
- In the Frame Hold Options Window, tick the HOLD ON box:
 - You can select to hold on *In Point*, *Out Point* or a *Marker*, the most usual would be IN POINT



- Click on OK
- You will have to render the still frame.

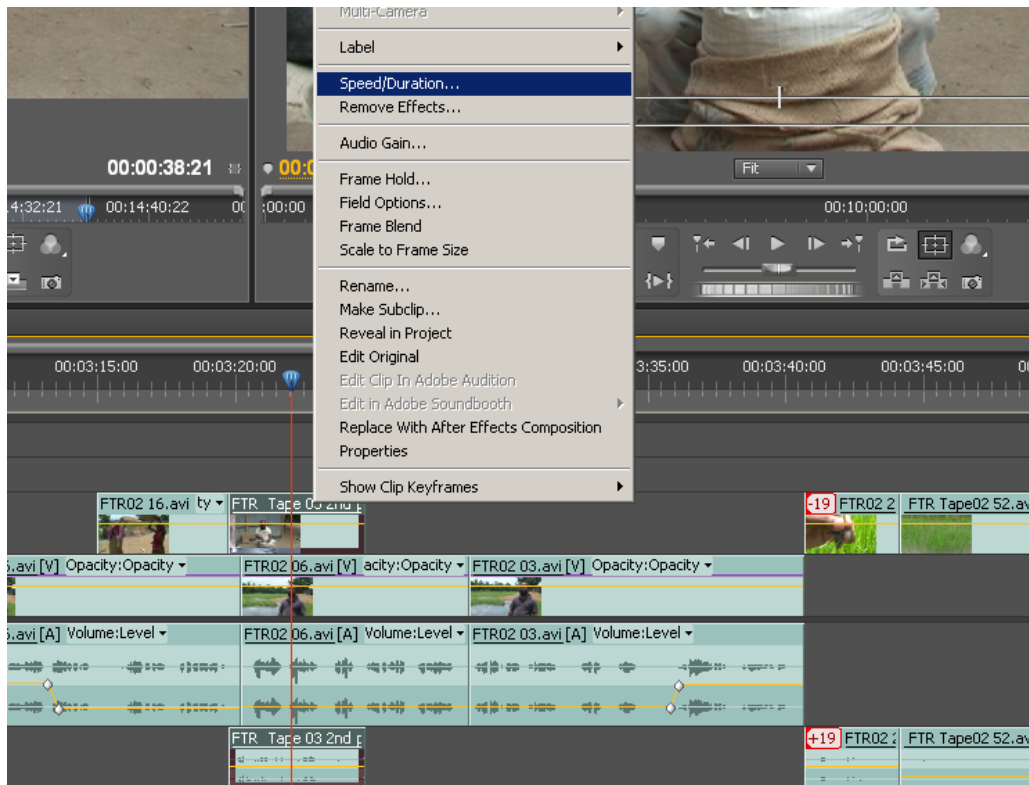
TO CHANGE THE SPEED OF A CLIP and REVERSE PLAY A CLIP

- One method to change the speed of a clip is to select an IN and OUT point on the sequence, and ALSO an IN and OUT point on the clip.
- When you click on OVERWRITE a window appears, select the top option : *Change Clip Speed (Fit to Fill)*

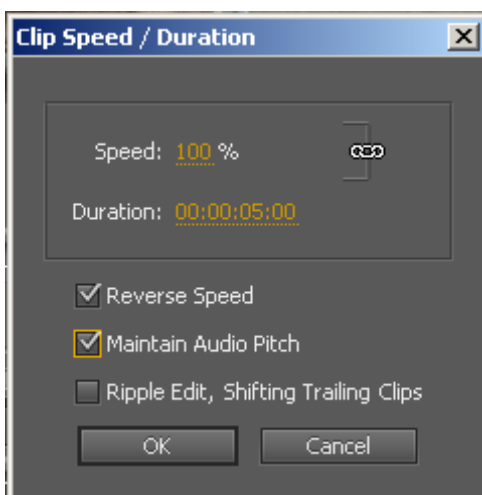


- Click on OK
- You will have to render the effect.

- An alternative method is to select the clip on the sequence, right click with the mouse and select : SPEED / DURATION



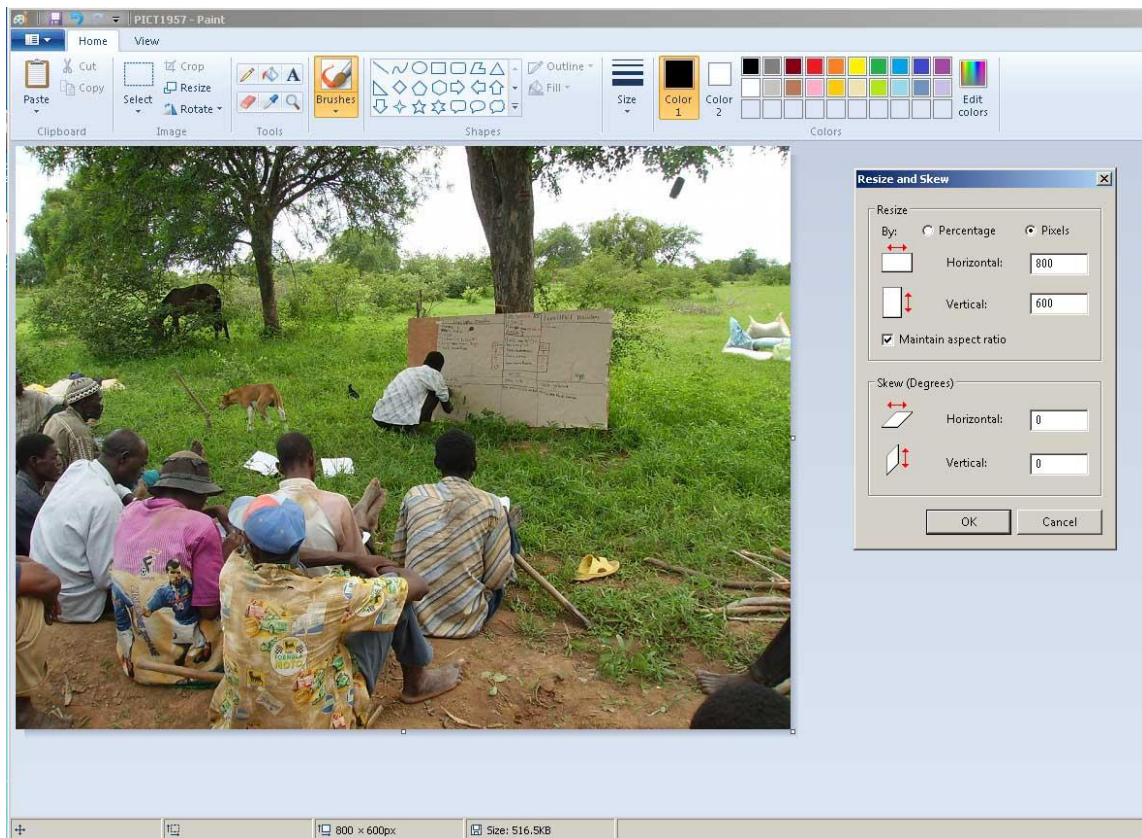
- From the Clip Speed / Duration window you can alter the speed of the clip, or even make it play in reverse.



- Selecting MAINTAIN AUDIO PITCH in this window means the audio will play at normal speed even if the video speed or direction is altered.

IMPORTING A GRAPHIC

- Select the bin you want to import the graphic into.
- Right click, select IMPORT and import the file you need.
- Many different formats of file can be imported.
- Once imported, double click the imported graphic and it will open in the source viewer (layered Photoshop files will work differently).
- Position the image on the timeline.
- You will probably need to alter the SIZE of the image on the sequence. The size is altered exactly like altering the size of any other clip.
- If you are importing a still photograph or graphic **which is very large**, the editing software may not work properly, if this happens, **resize the pictures/graphics before importing**.
- You can use the PAINT programme on your computer to resize an image (reduce the number of pixels).

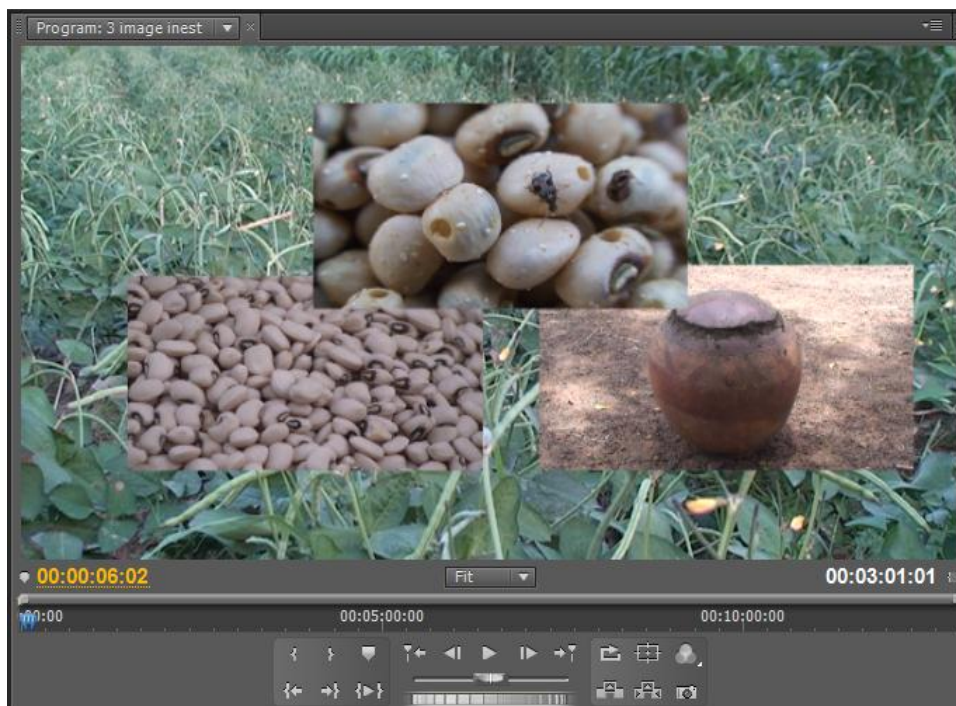


Note that the PIXEL size for

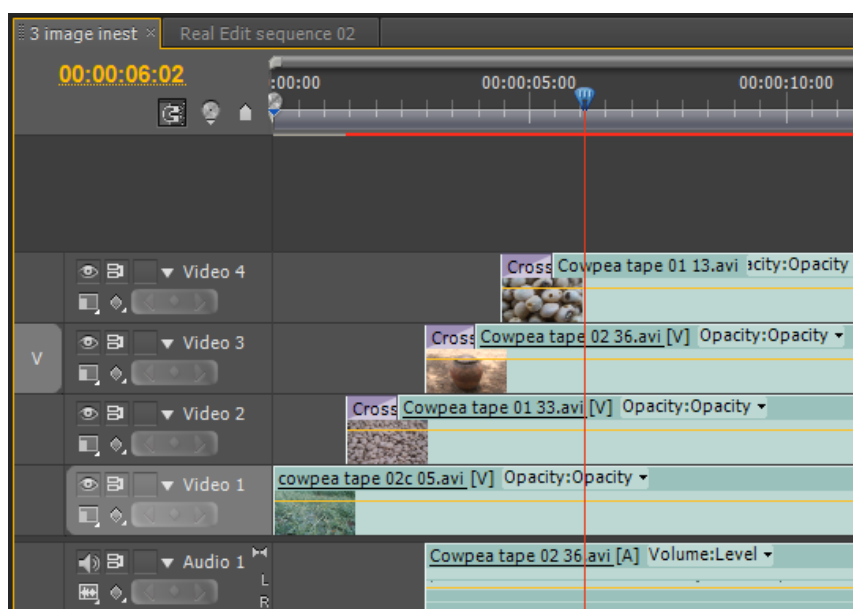
PAL 4:3 (standard) format is: 720x576
PAL 16:9 (widescreen) format is: 1024 x 576

HOW TO CREATE A SUB-SEQUENCE

- If you want to insert a number of images, like below, it is easier to create this in a different sequence.



- If you want the timing of the photos to be accurate to the voice, copy the relevant part of the voice from the main sequence.
- Then arrange the shots on different tracks.



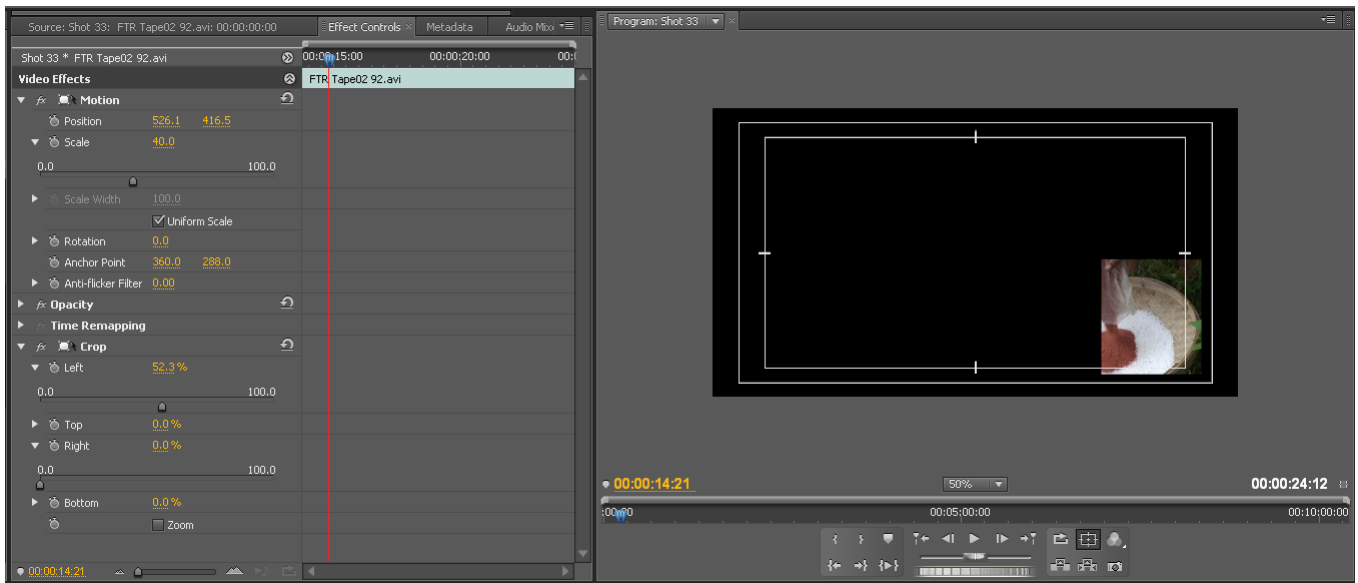
- Once you have created the sub-sequence, you drag and drop this sequence from the bin in the project window, and place it in the main edit sequence.

CROPPING

- If certain photographs or video clips need to be cropped, first select the clip in the sequence. Then go to the Effects Window and select :

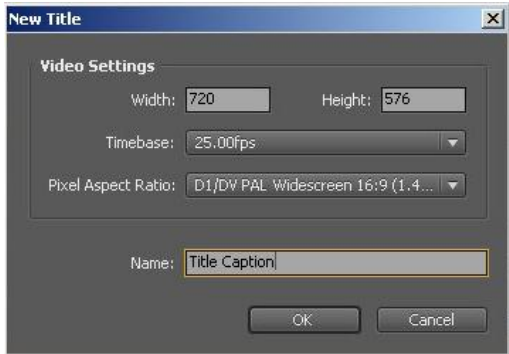
Video Effects > Transformation > Cropping

- Drag and drop the effect onto the clip or picture to be cropped.
- Double click on the clip to open it in the Source Viewer.
- Select *Effect Controls*
- Click on the small triangle next to Cropping and you can crop the clip.



TITLES and CAPTIONS

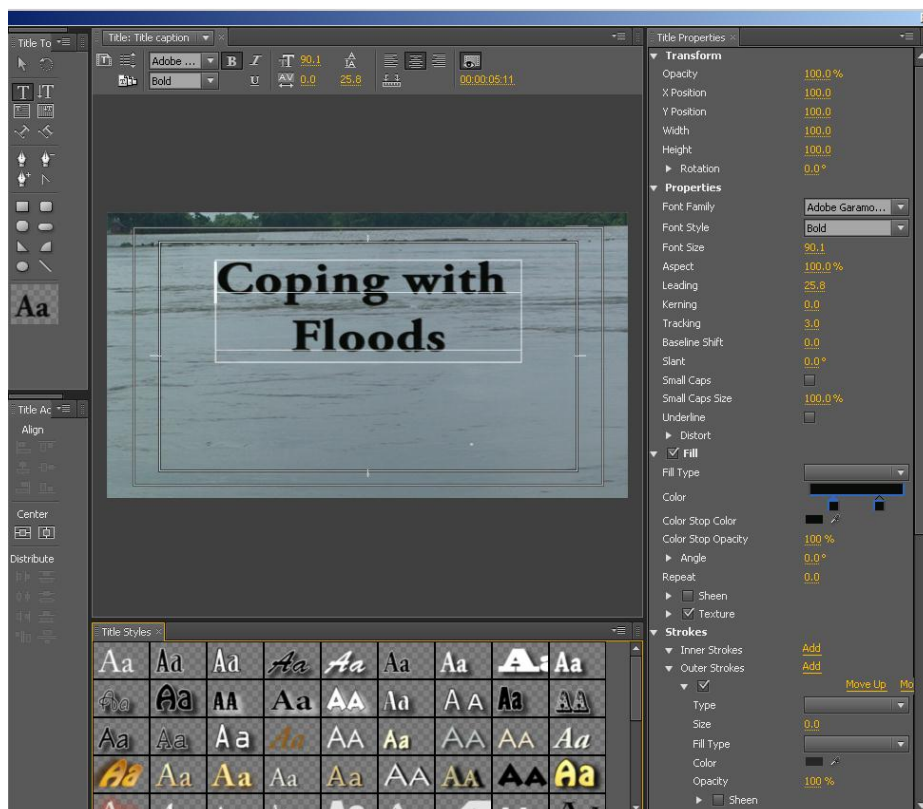
- There is a specific titling /captioning programme within Premiere.
- Before creating a caption, on your sequence, place the blue scroller bar at the point where you want the caption to appear.
- Go to the Project Window and create or select the **CAPTION BIN**.
- Go to: **FILE > NEW > TITLE** (or select the *New Item icon* and choose Title)



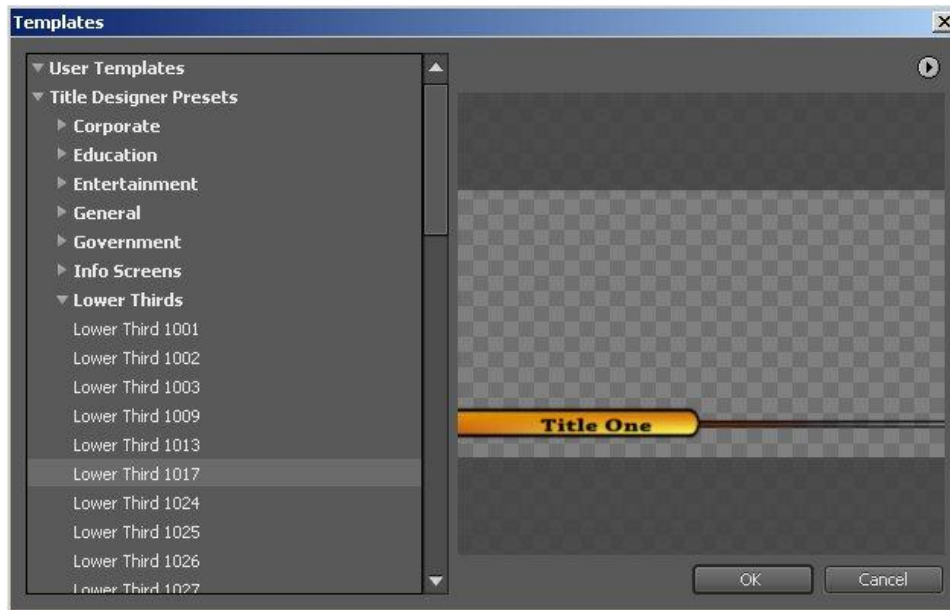
- A NEW TITLE window will appear.
- Enter the NAME for the caption you are creating, click OK.
- The CAPTION (TITLE) WINDOW will open with the background picture from the sequence.
- If the background picture does not appear, click on the Show Background Video button



- There are two thin lines in the Titling window:
 - the area outside the outer line is the CUT-OFF AREA and will not be seen if the video is shown on domestic televisions.
 - captions need to be placed *within* the TITLE-SAFE area (inside the inner line) to be certain they can be read and they will not be 'cut-off' or be on the very edge of frame.

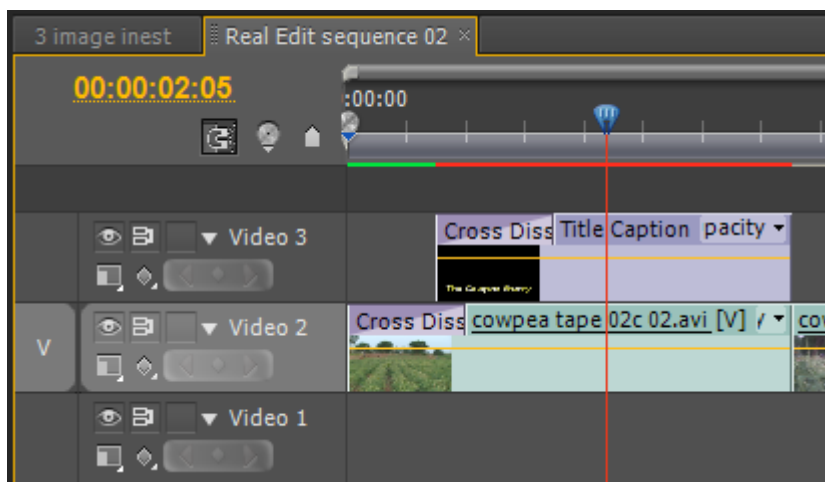


- Captions can either be created using the TITLER STYLES below the monitor window, the tools on the left of the monitor window, and Title Properties on the right, or you can create them yourself.
- Every caption can be easily altered and resized as in most graphics programs.
- There are a large number of TEMPLATE styles of titles and captions which can be adapted for your programme.
- To access the templates go to the symbol shown bottom right of these three symbols.



- One of the most useful selections is in the folder for LOWER THIRD CAPTIONS.

- Once your title or caption has been created, close the Title window (you do not 'save' as this is done automatically).
- The caption will appear in your CAPTION BIN.
- Drag the caption down onto the sequence and then place it on the video track for captions (usually Video Track 3).



- The duration can be altered by stretching the caption along the timeline.
- TRANSITIONS can be applied to the caption like any other clip.



To Create Another Caption by Altering an Existing One

- To create another caption by altering an existing one, go to the bin, select the caption you want to alter, right click and select **duplicate**, then give the duplicate caption a **new name**.
- Double click the newly named caption and then alter it within the Title Window.

To Export and Save a Caption for Use in Future Projects

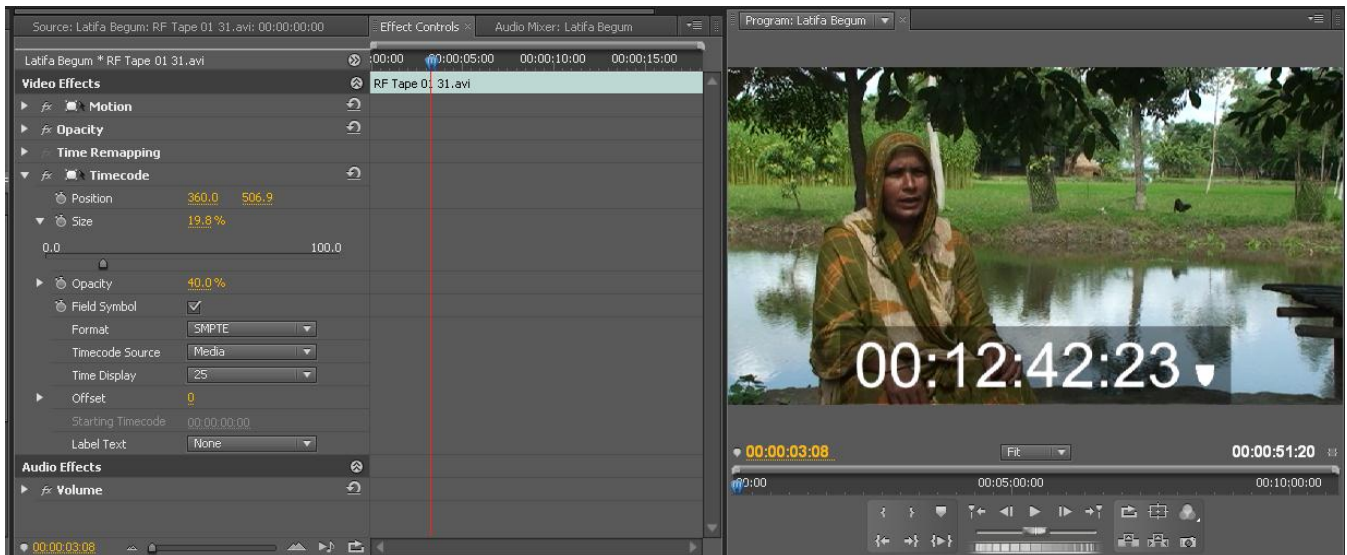
- To export and save the caption for importing into future projects select the caption to export.
- Go to FILE > EXPORT > TITLE
- In the export window create a *folder* to save the captions into (TITLES and CAPTIONS), make sure the name of the *file* you save is the same as the caption, then click SAVE.
- Your caption or title will be saved into the folder in a format which it can then be opened in another project.
- It is sensible to do this for ALL the captions you create for your project.

NOTE

**If you double click on a title or caption from within the sequence or bin,
it will open in the Titling Window**

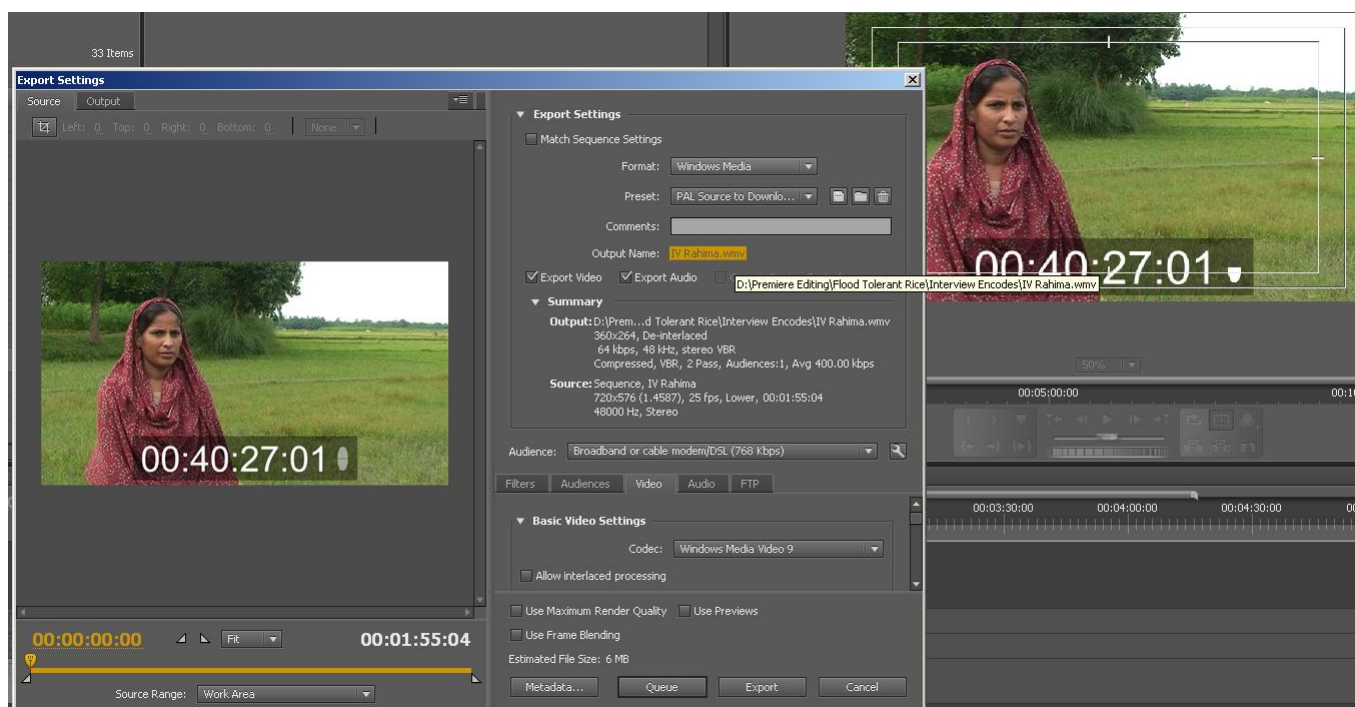
EXPORTING FILES for TRANSCRIPTIONS and TRANSLATIONS

- Have the relevant sequence open in the sequence window.
- If necessary, lower or increase the audio level using the audio mixer.
- Make sure the correct Sequence is selected (it will have a yellow line around it).
- Before exporting the sequence, go to the Effects Window :
From *Video Effects*, open *Video* and select : *Timecode*
- Drag and drop this effect on the first clip in the interview sequence interview.



- Open the effect in the Effect Controls window.
- Click on the small triangle next to Timecode and select :
Format : SMPTE
Timecode Source : Media (this is very important !)
Time Display : 25 (this is very important !)
- The clip in the sequence now shows the numbers from the timecode *of the original tape*.
- Now alter the SIZE of the timecode numbers :
 - Click on the small triangle beside Size
 - Use the sliding scale to alter the size of the numbers so they can be read easily
- Copy this effect on to all the clips in the sequence.
- Use COPY (CTRL+C) and then PASTE ATTRIBUTES :
 - To copy, select and then use or right click and select COPY.
 - Go to the clip you want to apply the effect to, or select all the clips.
 - Right click and select PASTE ATTRIBUTES.
- All the clips in the sequence should now show original timecode.
- The numbers will indicate timecode from the original cassette.
- If you are working in a language you do not understand you can use the timecode to identify exact points in the interview with the person who has transcribed and translated the interview.
- Now render each interview sequence (the redline will turn green).
- Now select the each sequence and go to :
FILE > EXPORT > MEDIA
- The *Export Settings* window opens.

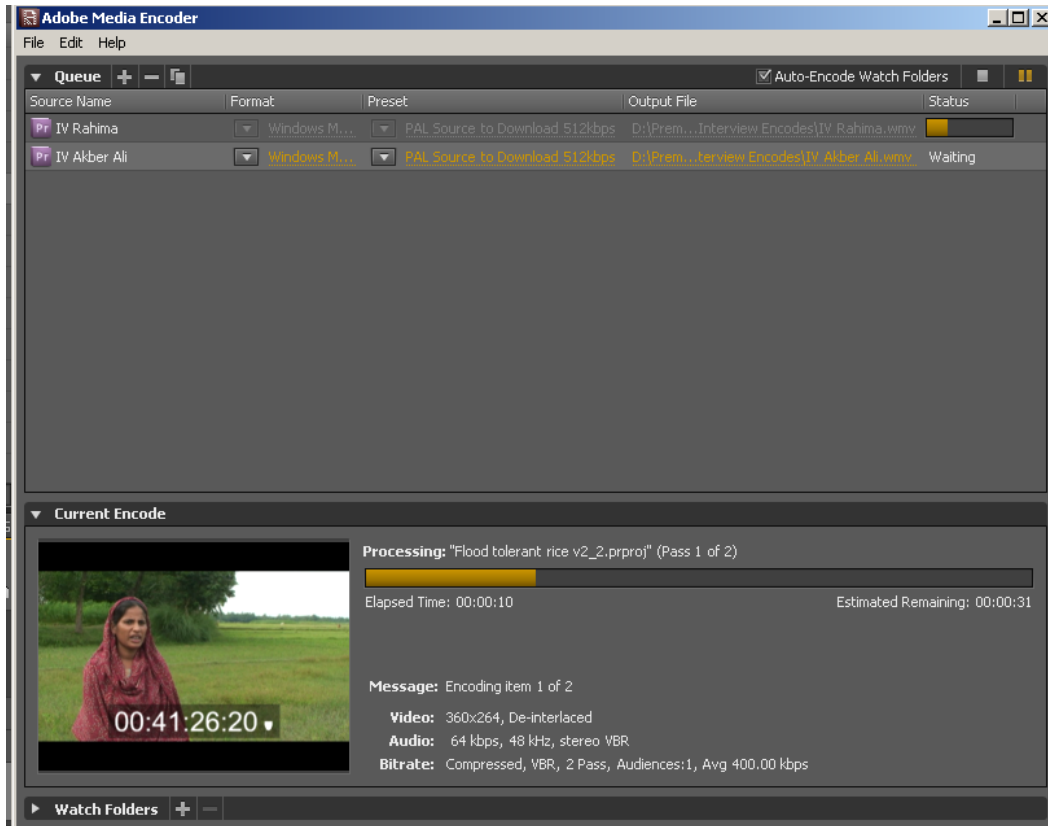
In Export Settings:



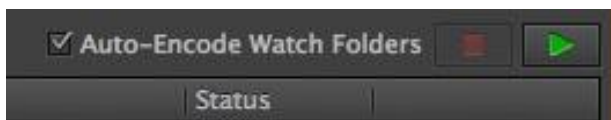
- For *Format*: select a useful format, e.g. Windows Media or FLV
- For *Preconfiguration* : select a useful preconfiguration
e.g. *PAL Widescreen Source to High Quality Download*
- For *Output Name* : click on the yellow output name and create or select the folder you want to save the file to (by default *the file name* will be the same as the sequence name)
- Now click EXPORT at the bottom of the *Export Settings* window.
- The sequence will now be encoded.
- IF you have a number of files to export, click on *Queue* instead of *Export*.
- **Adobe Media Encoder** will now open.

ADOBE MEDIA ENCODER

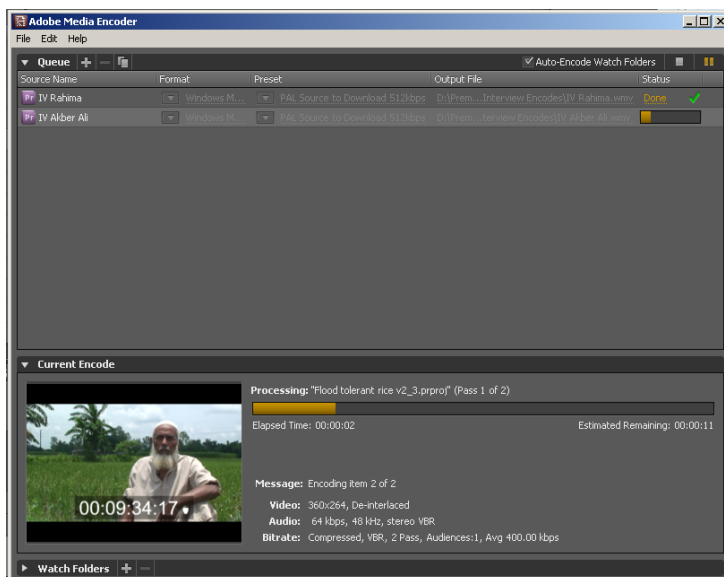
- If you have forgotten to save the file to a particular folder, or to give it the file name you want then you can still do this by clicking on the Output File.



- Now return to Premiere and select a new sequence to export, repeat the same actions.
- Now when you go to Adobe Media Encoder, you will find another file to encode.



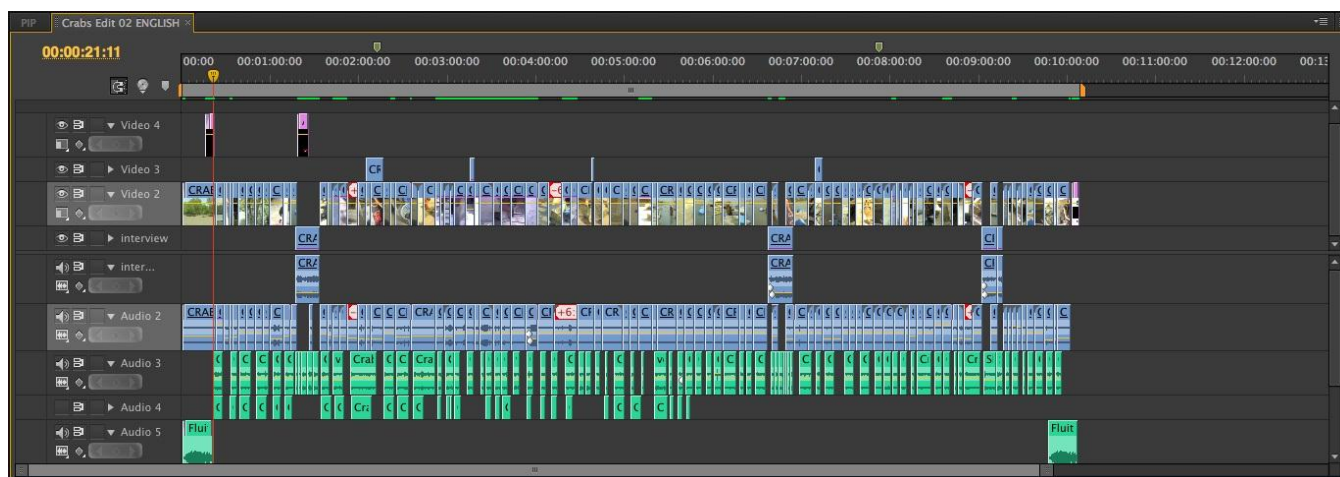
- When you are ready, click the small green triangle top right of the encoder screen.



- The sequences you have selected will now encode.
- A green tick will appear next to the file name when it has encoded.

HOW TO EXPORT A SEQUENCE

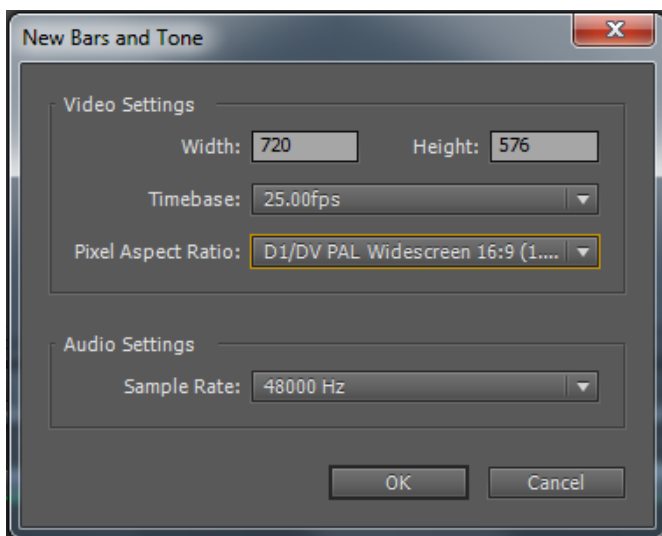
- Open and select the sequence you want to export.
- Before encoding a programme, make sure you have played through the programme and are certain that the sound levels are balanced (MAXIMUM levels should be -6db, voice levels should ideally be between -12db and -6db). For the balance of the audio channels, *make sure you are listening on headphones*, it is not good enough to only listen on speakers.
- Ensure that the grey work area bar covers the whole of the programme, this is the bar with yellow ends immediately above the top video track.



- Complete all renders (SEQUENCE > RENDER EFFECTS IN WORK AREA and to be safe also RENDER AUDIO).
- You can also select the sequence to be rendered and use the ENTER key.
- Select the sequence, then select : FILE > EXPORT > MEDIA
- The Export Settings window will open.
- Now make your selections as described in the previous section.
- If you want to encode more than one sequence, use Adobe Media Encoder as described previously.

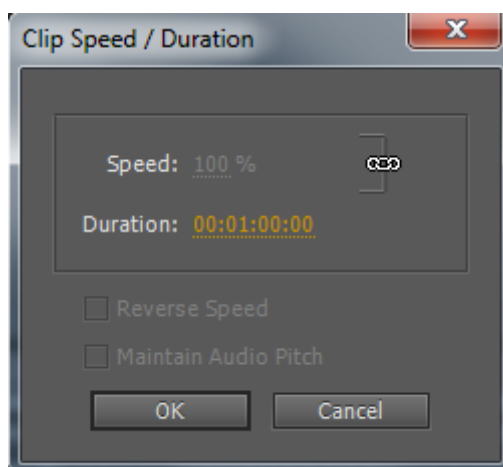
RECORDING TO DIGITAL TAPE

- Before recording a programme to digital tape, make sure you have played through the programme and are certain that the sound levels are good (MAXIMUM levels should be -6db, voice levels should ideally be between -12db and -6db).
- Also ensure that all renders have been completed.
- *Before connecting the camera for outputting the tape, insert the tape to record on to and record a minimum of 30 seconds of COLOUR BARS.*
- You do not want sound recorded on this, so plug in the external microphone but do not switch it on.
- Now put the camera into to PLAY/EDIT mode.
- Connect the camera with the Firewire cable.
 - It is ALWAYS better to connect the camera BEFORE going in to Premiere Pro
- Always have the camera running from mains when editing (preferably through a UPS)
- Now go into your project in Premiere.
- Go to the PROJECT WINDOW, right click and select *New Item > Bars and Tone* and then *New Item > Video Black*.
OR FILE > NEW > BARS AND TONE for Colour Bars and Tone
FILE > NEW > BLACK VIDEO for Black

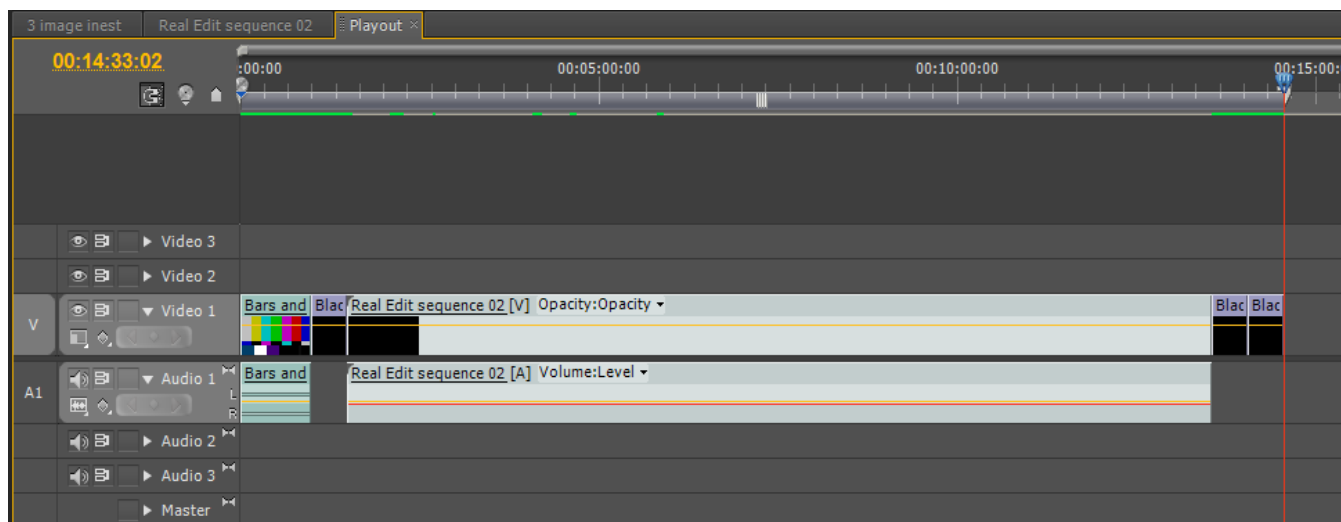


- In the window that opens, select :
D1/DV PAL Widescreen 16:9

- The duration of Bars and Tone and the Video Black can be changed by right clicking item in the bin, select *Speed / Duration* and then type the number of minutes and seconds as necessary.
- This example shows a duration of 1 minute.



- Create a NEW SEQUENCE in your sequence bin, name it as PLAYOUT.
- Open the Playout sequence in the Sequence Window.
- Place 60 seconds of COLOUR BARS on this timeline followed by 30 seconds of BLACK.
- Now drag and drop your EDITED SEQUENCE from the Sequence Bin onto the Playout Sequence – your edited sequence is 'NESTED' within the Playout Sequence.
- Now place 1 minute of BLACK at the END of the programme.



- The colour bars and tone are used for checking video and audio levels when making VHS copies of the programme.
- The black at the start is used to give a run-in to the programme and the black at the end provides a clean signal after the programme has finished.
- Make sure the work area bar covers the whole length of the programme
- Now go to: *Sequence > Render Effects in Work Area*
- Also render the audio : *Sequence > Render Audio*

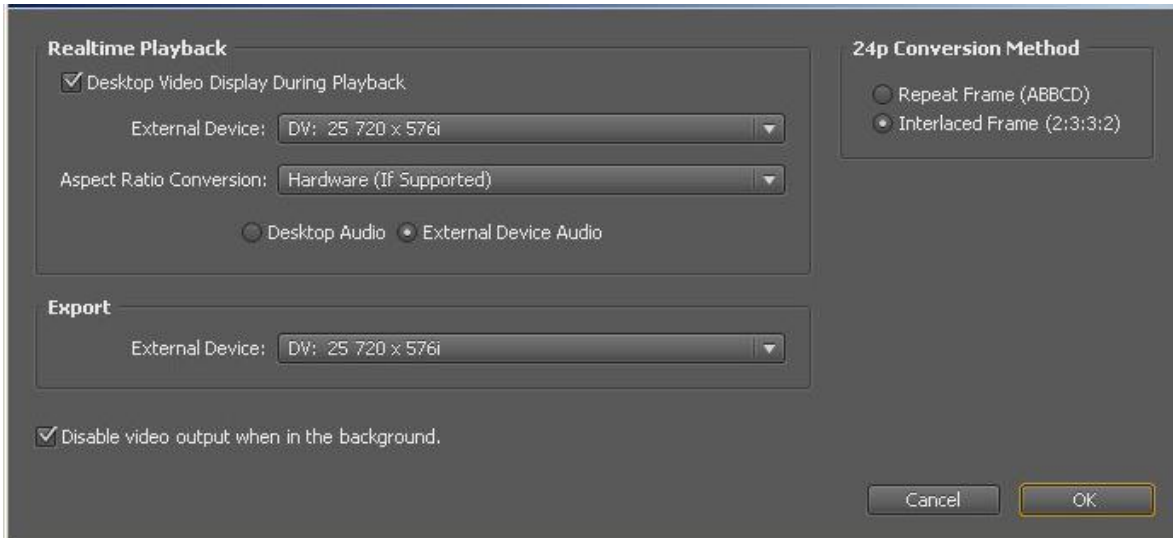
BEFORE RECORDING ONTO TAPE....

- Select the Playout sequence in the sequence window.
- Select: *Sequence > Sequence Settings > Playback Settings*
- Realtime Playback **CHANGE THE AUDIO SETTING TO**

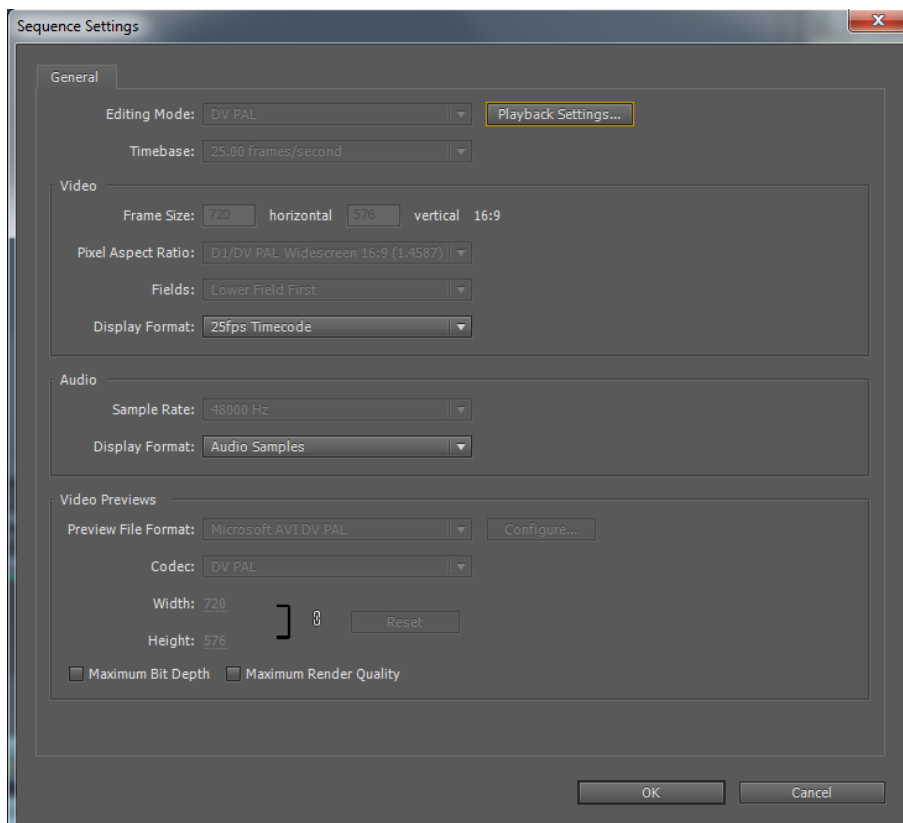
Desktop Audio External Device Audio

EXTERNAL DEVICE AUDIO

- *If you don't select this setting you will have NO AUDIO on the videotape!*

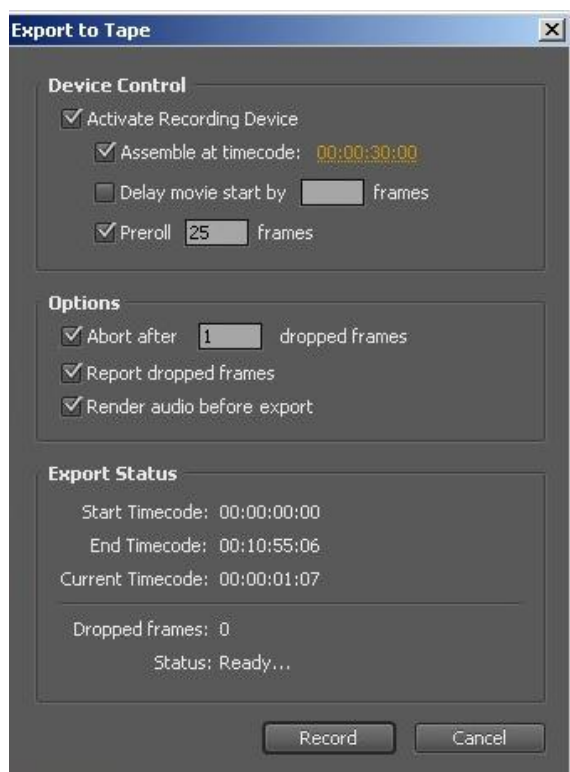


- Click on OK.



- In the window *Sequence Settings*, click on OK.

- Now select: FILE > EXPORT > EXPORT TO TAPE



- From this window select:
 - ACTIVATE RECORDING DECK
 - You can now set the timecode where you want the recording to start (in this example at 30 seconds)
 - If it is not a new tape, select a sensible timecode for the recording to start. If you are recording onto a tape that has other programmes then you may not need to have colour bars on your programme timeline – but you should always have some black before and after the programme.
- Now press the Record option and the computer will take over!

**ALWAYS make sure you have
TWO COPIES OF A MASTER PROGRAMME
(this is your ‘insurance’!)**

**AFTER RECORDING TO TAPE GO TO Playback Settings
AND SELECT *DESKTOP AUDIO***

MAKING MULTIPLE LANGUAGE VERSIONS of your PROGRAMME

- Before a new language version can be made, your programme must be translated **accurately** into the new language.
- Check your final script against the programme and make sure that the words on the script are accurate.
- **TIME each section** (shot) of voice, this timing should be noted on the script.
- It is best to make the script into a landscape format so that an extra column can be added for the translation, for example...

Script 02: Seed Sorting by Flotation

Draft: FINAL

Duration: 06'50"

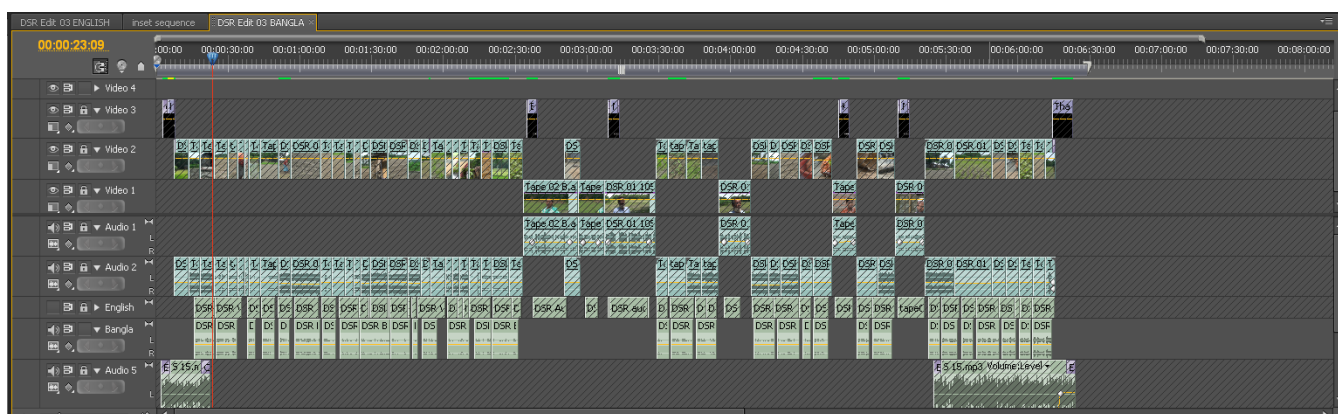
Word Count: 760

Date: June 30 2009

Shot	Video	Audio English	Audio LOCAL	Duration
1	Title Caption: Seed Sorting By Flotation			
2	Clean seed sample	Improving the quality of farmers' seed is very important for Bangladesh because more than 95% of the farmers use their own seed. But if you want a good yield, you must start with healthy seed.		18"
3	Sample with insect	Farmer-saved seed is generally of poor quality because of contamination, mostly from insects and diseases. Seed damaged by insects or unripe seeds are much lighter than healthy seed so it is easy to get rid of these light seeds.		20"
4		Let's have a look at how women in Maria village, near Bogra in Bangladesh, use a method called the seed flotation technique to improve their seed quality.		12"

- If possible the translation of the script should be done on computer, but there are times where the translation will have to be handwritten.
- Finding GOOD people to translate the programme **accurately** and then record the voice over in the new language is not easy. It is not worth taking shortcuts.
- Before recording, always check the translation of the programme with colleagues.
- The timings that have been noted for each part (shot) of the script are important when the voice is recorded so that you can be certain the new voice will be the same duration.
- If possible always record the voice in a proper sound studio, where the timings can be easily checked.
- If possible, record the audio files as 48KHz WAV files, as this is the format for digital video.
- 44.1Khz or mp3 audio files are also useable.

- The audio file(s) of the new voice can be transferred into the editing computer. Make sure you put them in a folder WITHIN your project folder.
- Import them into Premiere Pro: in a bin you have created, right click and select import.
- Before starting to make another language version of your programme, first **DUPLICATE** the final edited sequence. Select the sequence in the Sequence Bin, right click, select duplicate, then give this version of the programme a new name (the new language).
- Double click this new sequence to open it the sequence window.
- Lock the video and audio tracks (see *Page 18*). The aim is always to keep the programme the same length.



- Add a new audio track (see *Page 18*). The new audio files can then be placed on this track.
- Use the original voice track (usually in English or French) as your guide for placing the new voice files in the correct position.
- Once the new voice files are in the correct position, you can MUTE the guide track (see *Page 18*).
- Now check the audio levels of the new voice in relation to the programme. **USE HEADPHONES!!!**
- It is best to use the audio mixer to raise or lower the levels if necessary. Remember you can alter the audio level within an individual clip as well (see *page 20*).
- If during an interview, the interviewee was talking in the new language, then obviously this does not need translating, but the sound level for the interviewee must be brought up to normal levels so that people can clearly hear what they are saying (you will have to unlock the relevant audio track to do this).
Once all the new audio is in the correct place, and all audio levels have been checked and adjusted, then this new programme can be exported or recorded onto tape.

Why keep the translated programme the same length?

- Because when you are making multiple translations of programmes it is easier and less work if the programme is kept the same length.
- Because if a multiple programme / multiple language DVD is being made of the programmes, the aim is to keep the visual element of the DVD the same, and only the audio tracks change. This means that more programmes can be put on one DVD, therefore saving on duplication costs

Captions...

- **Changing captions is generally not needed.**
- If you want or need to change captions into this new language, first make sure you have all the captions correctly translated (and spelt).
- DO NOT just change the captions that are on the new timeline as you will be changing them in the original programme, you must first duplicate them and then alter them (see *page 40*).
- Then place the new captions either to replace the original ones, or on a new video track – and then ‘switch off’ the original caption track (see *page 18*).

ARCHIVING YOUR PROJECT

When you have finished the project you are working on it is sensible to archive your project so that you can recreate it if necessary at any point in the future.

Your working folder should contain:

- The Project file
- Any titles you have created.
- Any graphics you have used.
- You can also add to this a file for each bin in your project, this can be used when recapturing, but it is not essential to create it. If you want to create a bin file, select the bin, right click and select *Export Bin from Project*.
- Make sure you are in the correct working folder, then save the bin.

Now look at the folder where the video and audio files were recorded.

- Put any audio WAV files (particularly music files which do not have a timecode reference) for archiving as well.

Burn this working folder onto a CD or DVD – it is probably best if you use one disc per project.

USEFUL WEBSITES

www.adobe.com/support/contact

www.forums.adobe.com/community/premiere

http://premierepro.wikia.com/wiki/Adobe_Premiere_Pro_Wiki

www.creativecow.net (forums, blogs, training, tutorials)

www.dvinfo.net (forums, blogs, training, tutorials)

www.larryjordan.biz (forums, blogs, training, tutorials)

www.lynda.com (training, tutorials)

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