

Adobe Premiere Pro 2.0

“How To’s...”

What we will go over:

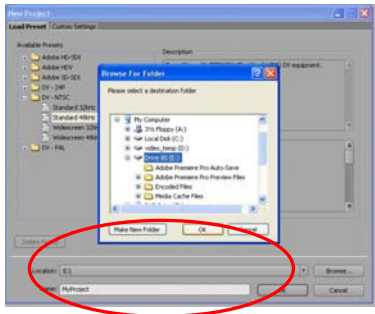
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Premiere Pro is a complex video editing software. There may be many different ways to do the same thing. You will find {shortcuts} all throughout this tutorial to help you.

STARTING A NEW PROJECT



1. Open Premiere Pro2 and click NEW PROJECT.



2. Name your project and save it onto your hard drive.

SETTING UP THE VCR FOR CAPTURE FROM mini-DV or VHS TAPE THROUGH THE “FIREWIRE” CONNECTION

Set-up for Capturing Mini-DV:

1. If it's not already set, set the “Channel” on the VCR to F1 (Not L1.)
2. Use the Capture Window's VCR controls in Premiere to control the mini-DV deck.

Set-up for Capturing VHS OR S-VHS TAPE:

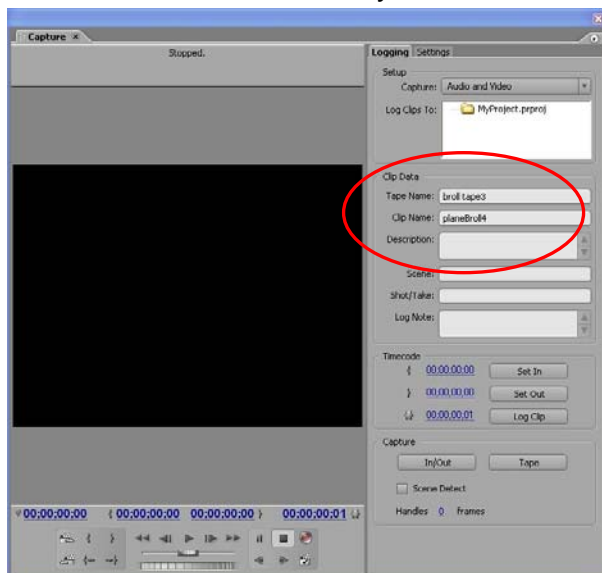
If you are capturing video from the VHS side of the VCR, you need to send the video from that side (right) of the deck to the fire-wire connection on the left side of the deck.

To send the video from the VHS side of the fire-wire:

1. Make sure all decks are stopped.
2. Press the round S-VHS button under the VHS side of the deck.
3. Press the S-VHS Arrow button on the left side of the deck.
4. If it's not already set, set the “Channel” on the VCR to F1 (Not L1.)
5. To control the deck, you must use either the controls on the deck or on the remote. You can't use the controls on the capture window in premiere when using a VHS.

Capturing the Video after Set-up

1. Go to FILE->CAPTURE {F5}.
2. Click on the SETTINGS tab and look at the CAPTURE LOCATION.
3. Make sure this says SAME AS PROJECT.
4. Click on the LOGGING tab.
5. Under CLIP DATA, name your tape and your clip.
6. Click Play in the capture window and find where you would like to start capturing.
7. When ready, click the RECORD button in the CAPTURE window to begin capturing.
8. End recording by hitting the ESC key, or by clicking the STOP button on the Capture window.



IMPORTING AUDIO

To import audio from an external source, there are many paths to follow. First you need to have the audio on the same hard-drive as the project and other clips.

Audio from a CD

To import audio clips from a clip, you must first “rip” them from the disc and save them into a folder on the same drive as your project.

1. First you want to create an audio folder inside your project folder. Navigate your way to your project, through my computer. RIGHT CLICK>NEW>FOLDER. Rename the folder to: AUDIO.
2. Insert your CD and open ROXIO EASY MEDIA CREATOR.



3. Click on COPY TRACKS FROM AUDIO CD.
4. Under SELECT SOURCE in the middle column, choose your CD.
5. Check the tracks you would like to copy.
6. Click on COPY TRACK FROM AUDIO CD.
7. Click BROWSE and navigate to your AUDIO folder.
8. Under FILE TYPE you may choose to create an MP3 or a .WAV.
9. Click start.
10. Now your tracks have been “Ripped” from the CD.

Audio from a jump drive/USB Drive

When bringing in audio from a jump drive or any other source, all you need to do is copy the audio into your project folder.

1. First you want to create an audio folder inside your project folder. Navigate your way to your project, through my computer. RIGHT CLICK>NEW>FOLDER. Rename the folder to: AUDIO.
2. Click on MY COMPUTER again, and open your jump drive.
3. CLICK and DRAG your audio clips from the jump drive to your AUDIO folder.

Importing your audio files into Premiere Pro 2

Once you have copied your audio files into a new AUDIO folder, on your hard drive, you must import them into Premiere Pro 2.

1. Once in Premiere, go to FILE>IMPORT {Ctrl+I}.
2. Navigate your way to your AUDIO folder. You may import the whole AUDIO folder at once by clicking IMPORT FOLDER. If you only want a few clips, click on the clip and choose IMPORT (you may grab multiple clips at once by holding Ctrl. and clicking.)

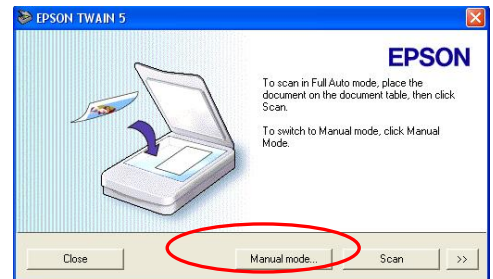
**When you import Audio, the waves need to “conform.” Every time you change computers. Your clips will have to “re-conform.” This may take some time if you have a lot of audio files.*

IMPORTING PICTURES INTO PREMIERE

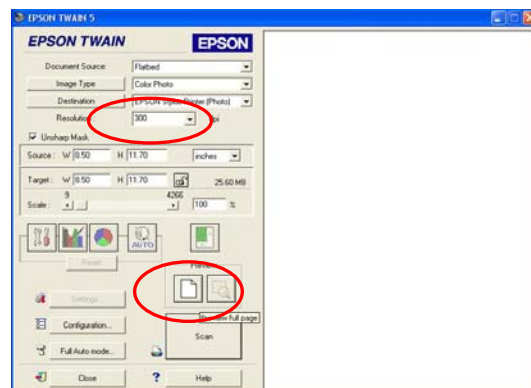
You may bring in many types of pictures, whether they are printed, digital, graphics, or off the web. For printed pictures, you must first scan in the pictures.

Scanning Pictures for Premiere

1. First, you must get on a computer with a scanner attached. Open the lid of the scanner and lay your picture face down.
2. On the desktop click on SCANNING AND GRAPHICS APPS folder>EPSON SMART PANEL (The light bulb icon.)
3. Click SCAN TO FILE (The middle icon.)
4. Once the scanner starts scanning, click CANCEL. This will take you to Manual mode where you can make better adjustments.
5. Click MANUAL MODE



6. Once you are in the Manual mode window, you may change your Image type to fit whatever it is you are scanning. You also need to change the RESOLUTION to 300DPI (this will give you a larger image, appropriate for Premiere).
7. Click the PREVIEW BUTTON.





8. Your image will appear on the right hand side. Now you must select what you would like the scanner to actually scan. When you put your mouse into the white window, it becomes a cross bar in which you may use to select the area you would like to scan.
9. Click SCAN.

10. Once the image is finished scanning, click the RED 'X' to close the image.
11. Click FINISH.



12. Choose the File Path and the File Format you want for your image, then click SAVE.

Importing Pictures into Premiere

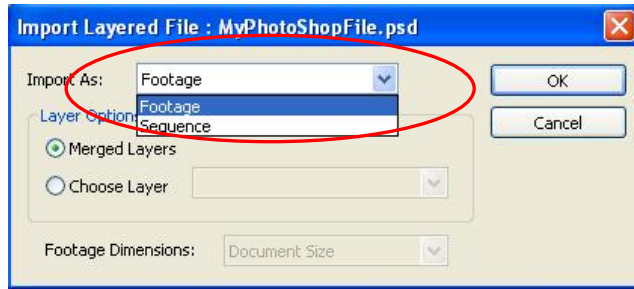
1. First you want to create a PICTURE folder inside your project folder. Navigate your way to your project, through my computer. RIGHT CLICK>NEW>FOLDER. Rename the folder to: PICTURE.
2. Drag and drop your images into the PICTURE folder.
3. Once in Premiere, go to FILE>IMPORT {Ctrl+I}.
4. Navigate your way to your PICTURE folder. You may import the whole PICTURE folder at once by clicking IMPORT FOLDER. If you only want a few pictures, click on the file and choose IMPORT (you may grab multiple files at once by holding Ctrl. and clicking.)

Importing Photoshop files into Premiere

When working with Photoshop files with multiple layers, you have the choice to manipulate the different layers in Premiere. You can add animation to multiple layers, or you can bring the file in as one flat picture.

1. After you create your Photoshop file make sure you save it on your hard-drive that your premiere project is on. Open Premiere.
2. FILE>IMPORT {Ctrl+I} Browse to find your file. Click OPEN.

3. If you want to bring in the Photoshop file as one piece of video, choose FOOTAGE. If you want to manipulate the different layers in your Photoshop file, choose SEQUENCE.



4. If you chose footage, you may either bring in one layer (Click CHOOSE LAYER), or flatten your whole project (Click MERGED LAYERS).
5. Click OK.
6. Now, your Photoshop file will show up in your project Bin.






ASSEMBLING ITEMS ON A TIMELINE

First thing to know about Premiere is that there is a million different ways to do the same thing. Here is one way to cut your video together. Once you have all of your files in Premiere, you may start lying down your video on the Timeline. A default timeline gives you 6 layers. The top three are Video and the bottom three are Audio Layers.

Video Clips

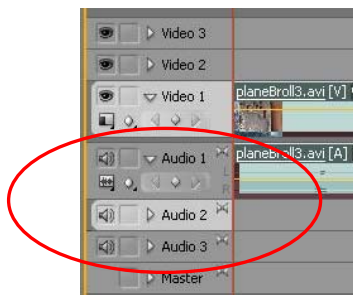
1. Double click in the Project Bin on the first piece of video you want in your sequence. The video will appear in the Preview Monitor. In this monitor you may scrub through the video by clicking and dragging the play-head on the mini timeline.
2. You may either move the blue PLAYHEAD to the beginning of where you want to start your clip or use the VCR controls to find the beginning of the



- clip. Once the play-head is at the start of where you want to clip to begin, you need to insert an INPOINT. Click INPOINT  {i}
3. Now you need an OUTPOINT to your clip. Move the PLAY-HEAD to the appropriate location and click OUTPOINT  {o}.
 4. Before you pull your clip down to the Timeline, you need to decide if you want the clip to be Audio, Video, or Both. Click on the  icon to toggle between Audio, Video or Both.
 5. To pull a clip to the Timeline, you may INSERT the clip, OVERLAY the clip or place it where-ever you want on the Timeline. Inserting or overlaying will help to keep your video together without gaps.
 6. Move the Play-head on the timeline to the appropriate location. To INSERT, click . This will split apart your video on the timeline where-ever the play-head is and insert your new clip. To OVERLAY the clip, click . This will write over what-ever video you had on the timeline starting at the point of the play-head. You may place the video where-ever you want on the Timeline by clicking on the Preview Monitor video and Dragging the icon onto the Timeline.
 7. Continue to add Clips by double clicking on a new clip in the Project Bin and repeating the past steps.

Music




1. Inserting music into your timeline is just like inserting video. Double click on your music clip in your Project Bin. When it opens in the Preview Monitor, Premiere knows it is audio, so it will open it as a waveform.
2. Set your IN & OUT POINTS.



3. Click to highlight the appropriate audio track you assigned to music.
4. INSERT, OVERLAY or CLICK & DRAG where you want your music to start.
5. You may put your cursor over the ending of the music clip once it's on the timeline and drag the ending of your clip to fine tune it.

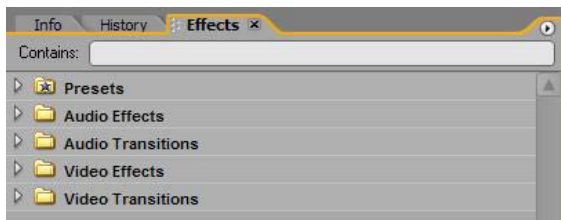
Titles

You may create text and titles inside Premiere.

1. FILE>NEW>TITLE {F9}
2. Name your title and CLICK OK.
3. Click and drag to create text boxes to type in. If your title adjustments depend on how the video looks underneath, then you may check the SHOW VIDEO button.  This video isn't included in your title; it's only there for placement purposes. The video it displays is where the play-head is currently placed on the timeline.
4. If you want to make multiple titles very similar, you may do so easily. Click on the NEW TITLE BASED ON CURRENT BUTTON . Repeat past steps.
5. Once you've made all of your adjustments, click the RED "X" to close the window.
6. If you ever need to change anything in your title after you've closed the title maker, just double click on the title and the title maker will re-open.
7. To insert the titles in your timeline, just CLICK & DRAG to the location where you want them. Use the RIPPLE EDIT TOOL  to CLICK & DRAG the title to the appropriate length.

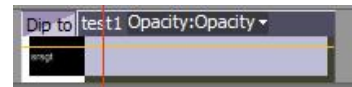
Adding Transitions

Once you are happy with the placement of your video clips, you may want to add transitions to help smooth out the look of your video.



1. Click on the EFFECTS TAB.
2. TOGGLE the VIDEO TRANSITIONS arrow.
3. The most popular transition is a CROSS DISSOLVE. You will find this transition under the Dissolve folder.

4. To choose a transition, CLICK, DRAG & DROP the transition onto the beginning, end or cut-point of your video clips.
5. Play the clip to decide if this transition is the right one for you. You may use the RIPPLE EDIT TOOL to change the length of the transition, by CLICKING & DRAGGING the end of the transition.



EXPORTING YOUR VIDEO

After your video is the way you like it, you will need to choose how you want to export the video. You may export the video for PowerPoint, the web, DVD or back to a tape.

POWERPOINT or Web

1. FILE>EXPORT>ADOBE MEDIA ENCODER.
2. Change FORMAT>WINDOWS MEDIA.
3. Under the VIDEO TAB, make sure the:
 - a. Frame Width is 320
 - b. Frame Height 240
4. CLICK OK.

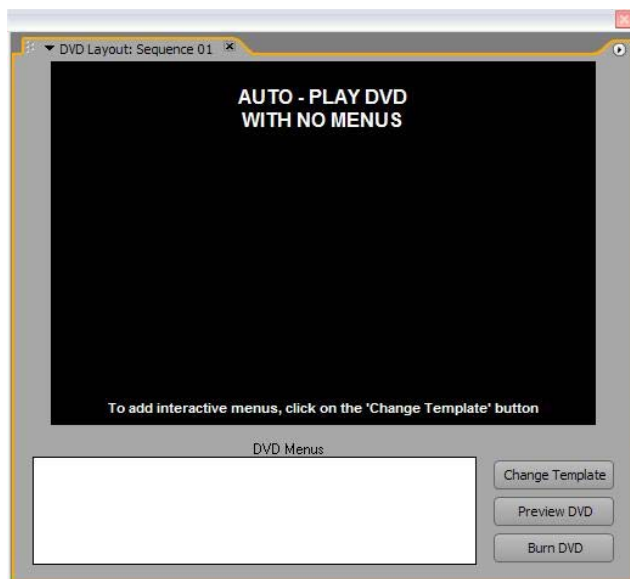
DVD Without Menus

1. If you want to create a DVD without menus: FILE>EXPORT>EXPORT TO DVD. CLICK BURN.

DVD With Menus

Note: If the sequence does not contain any DVD markers, the first time you select a DVD menu template, Adobe Premiere Pro asks you if you want to add DVD scene markers automatically.

1. Choose WINDOW > DVD LAYOUT, and then choose the sequence name you want to burn to DVD.



2. In the DVD Layout panel, CLICK CHANGE TEMPLATE.
3. SELECT Apply A Template For A DVD With Menus.
4. From the theme menu, choose a theme that contains menu designs you like.
5. Select the desired template, and CLICK OK. Adobe Premiere Pro links the buttons to the DVD markers in the sequence and inserts the DVD marker names

- for the button text.
6. If the sequence contains no DVD markers, you see a dialog box asking if you want to add scene markers automatically.

7. Click the small version of the menu in the bottom of the DVD Layout panel to view a menu. If necessary, use the scroll bar to scroll to the menu you want to view, or resize the window to view more side-by-side.
 8. After you choose a template in the DVD Layout panel, you can customize the menu, preview the DVD, or burn the DVD.
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