CCMC TRAINING GUIDE

EDITING

-STARTING A NEW PROJECT
-WINDOW LAYOUT
-IMPORTING FOOTAGE/IMAGES/MUSIC
-ORGANIZE BINS
-SEQUENCE NAVIGATION
-GETTING CLIPS ONTO THE SEQUENCE
-CLIPS: MANEUVERING AND MANIPULATING
(*Opacity, Volume Level, Move Clips, Trimming, Razor Tool, Ripple Delete*)
-ADJUST AUDIO LEVELS
-ADD A TRANSITION
-CREATE A TITLE
-EXPORT SHOW

Editing

The following is training on how to edit videos in Adobe Premiere.
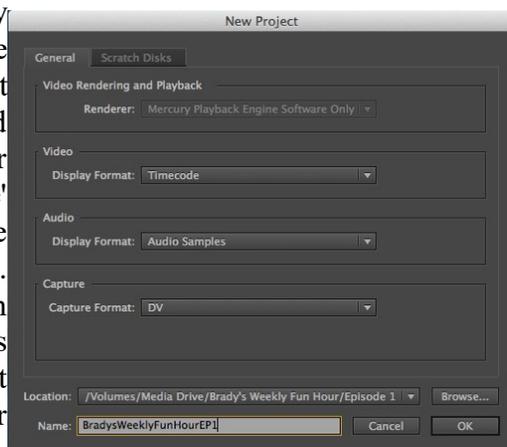
Starting A New Project

To create a new project, click on the **Premiere icon** on the bottom of the screen.
The splash screen will appear with a few options. On the left are previously opened projects, or to create a new project. For starting a new project, click **New Project**.
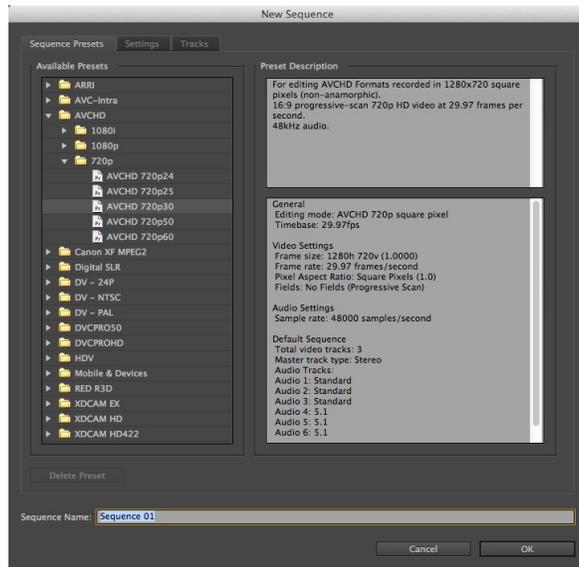
(NOTE: *To open a project you've already created, simply find the .prproj file in your folder where you saved it.*)

You will now see the New Project window. We'll pay attention to the Location and Name option toward the bottom. For **Location**, click the '**Browse...**' button, and select the location you'd like to save your project file to. You should save it in a location that is clearly labeled, example; In your Producer folder, you should make a folder called 'Show Title' and then save your show under that folder. Next you will type in a name for your project in the Name option at the bottom. **Stay organized.** If your show is called 'Brady's Weekly Fun Hour', name your folder inside your Producer folder 'Bradys Weekly Fun Hour Ep 1' and then name your project file that you are saving inside that folder, 'Bradys Weekly Fun Hour Ep 1'. Whatever way is easier for you to stay organized. When finished, click OK.
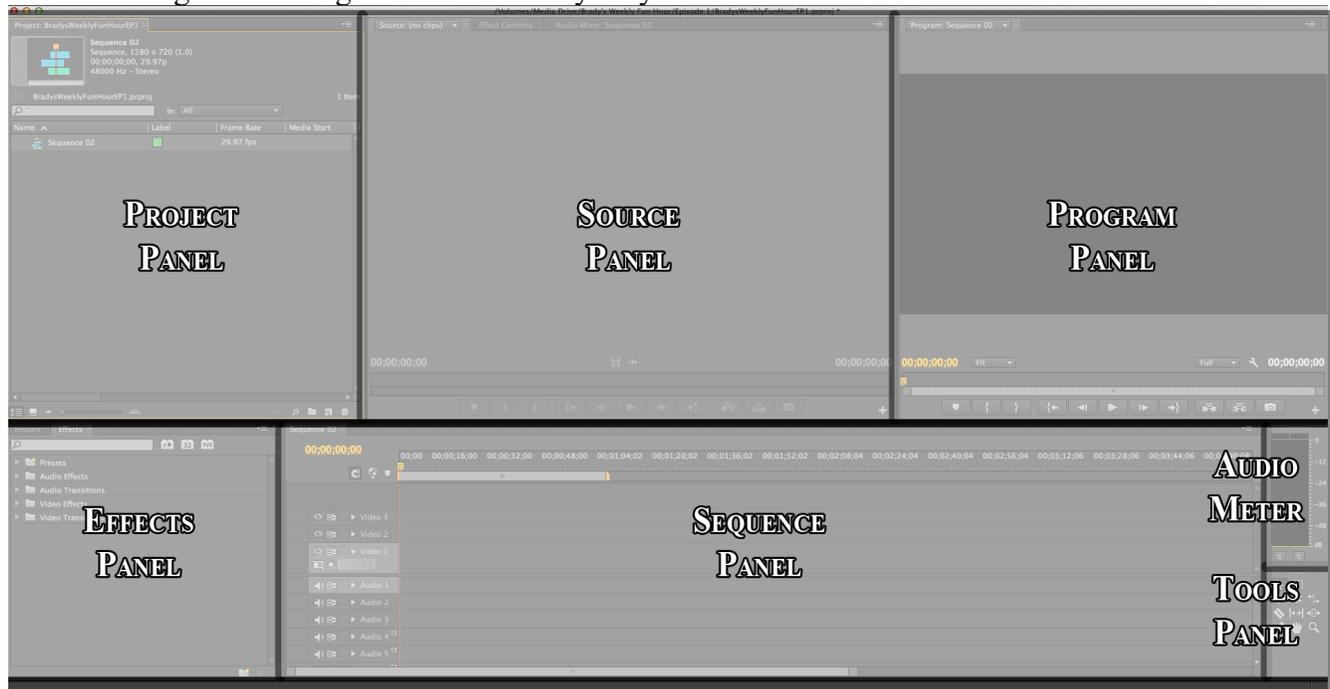
Next you will see the **New Sequence** window. If you are editing your show from **old MiniDV tapes**, choose the following from the drop down options on the top left; 'DV – NTSC → Standard 48kHz'. If you are editing your show from the **SDHC memory cards**, choose the following from the drop down options on the top left; '**AVCHD → 720p → AVCHD 720p30**'. Click OK.

Window Layout

The following is a labeling of the window layout you will encounter in Premiere.
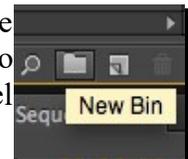
Importing Footage/Images/Music

To import footage or images or even music, go to the top left corner of the screen and choose '**File →**
Import...'. From here, you can navigate to where you saved the desired footage, image, or music. If
you want to import an entire folder of items, just select the folder and click '**Import Folder**' on the
bottom of the window.

Once footage is brought into Premiere, there will be a **yellow loading line on the bottom** right hand
corner of the screen. **Wait** until Premiere is done loading until you begin to work on anything else.
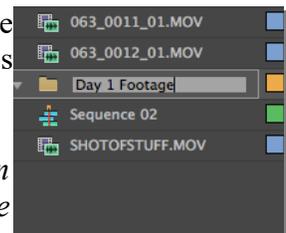

Organize Bins

Over in the **Project panel**, you will see all of your video clips, audio clips, and picture
files. To better organize these files, you can create folders, or '**Bins**'. To create a bin, go
to '**File → New → Bin**' or click the '**New Bin' icon** on the bottom of the Project panel
(shaped like a folder).

NOTE: *When creating a bin, make sure you do not have another bin selected or an item inside of a bin
selected, or it will create a bin inside of another bin, unless this is your intentions. To make sure you
have nothing selected, click anywhere in some dead space in the Project panel, usually just below the
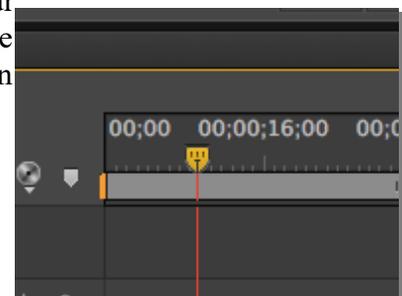last item in your list.*

Once you have a bin created, you can **click on the name** to highlight the title
of the bin, and **rename it**. Press Enter when done. Simply **drag and drop** clips
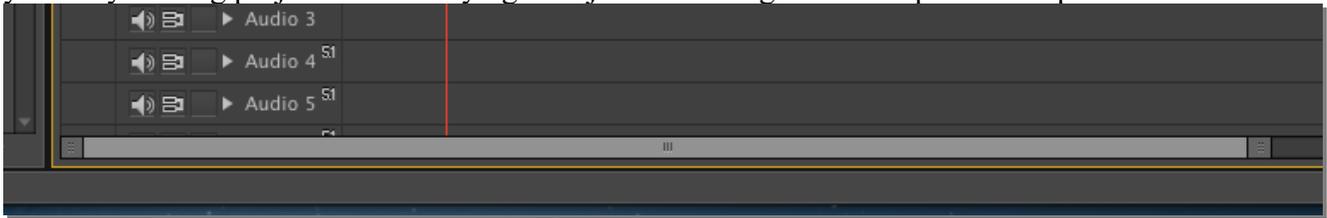into the bin to organize.

NOTE: *Always remember, if you move something to the wrong place, you can
always undo your actions by choosing '**Edit → Undo**' from the top of the
window.*

Sequence Navigation

In the Sequence panel, drag the **Yellow Jewel** icon across the sequence to reveal what your video looks
like on the **Program panel**. You can press the **spacebar to play** your
sequence, and press the spacebar again to pause. You can also use the
left and right arrow keys on your keyboard to go frame by frame on
your sequence.

To **Zoom in and out** of your sequence, **grab the front end or back end of the slider** below the sequence and **click and drag** it in or out to adjust your view. This comes in handy when trying to find your way in a big project or when trying to adjust something small in a particular spot.

Make sure **Snap Mode** is turned on. To check this, look at the top left corner of the Sequence panel and make sure the **icon with a magnet is pressed in**. If this is pressed in, your clips will snap together when moved in close proximity to each other.

Getting Clips Onto The Sequence

There are two different ways of getting your footage onto the sequence.

1. **Double click** on the icon for the clip you'd like to bring in. After double clicking the clip, it will show up in the **Source panel**. Once in there, you can **click and drag** the video itself down onto your sequence and place it where you'd like. This will bring the entire clip down (from beginning to end). If you want to bring down only a portion of your clip, you can slide the **Yellow Jewel** icon from left to right to skim through your video. When you find the beginning of your clip you'd like to bring in, **press the 'I' key** on the keyboard for your In Point mark. Then drag the Yellow Jewel icon to where you'd like your clip to end, and **press the 'O' key** on the keyboard for your Out Point mark. Now when you click and drag the video down into your sequence, it will only bring down the portion you selected. (*To clear your In Pout and Out Point, right click anywhere on the sequence of your Source video and choose Clear Clip Marker → In and Out*).

If you want to just bring the video only or audio only, click and drag the Film Strip or Speaker icon at the bottom of the Source panel window.
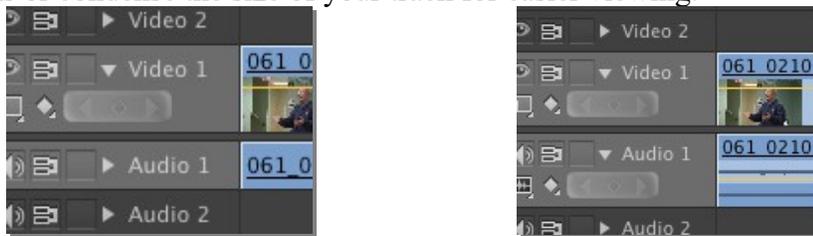
2. **Click and drag the icon** for the clip from your Project panel down onto the sequence. This will bring the entire clip down from beginning to end with audio and video.

NOTE: *If you want to bring an audio file into the sequence, you can either click and drag the icon from the Project panel down into the sequence, or, if you preview it in the Source panel, you will need to drag and drop the audio only (speaker) icon down onto the sequence.*
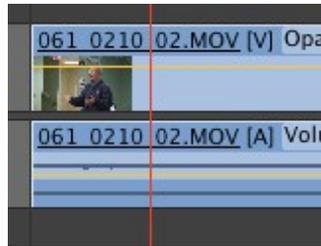
Clips: Maneuvering and Manipulating

When you see your clip on the sequence, it is separated into two parts, or **tracks**; video and audio. The video is always on top, and audio is always on bottom.

To expand a track, press the triangle icon located to the left of the name of the track. This will help you view track options or condense the size of your track for easier viewing.
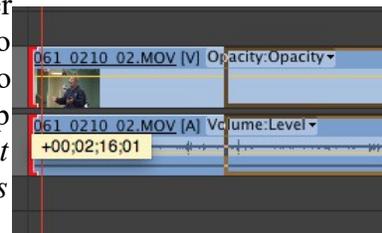

There is also a **yellow line** that goes through the video tracks and the audio tracks. When adjusting the yellow line on the **video tracks, it adjusts the opacity of the video** (how see though it is). Leave this at 100 to be a solid video. On the **audio tracks, the line will adjust your volume level**. Drag up to increase audio, drag down to decrease.

To drag your clip to a different location on the sequence, simply click and drag the clip and leg go when it is placed in the desired spot (NOTE: *Make sure not to click and drag on the yellow lines on the tracks, or this will just adjust the opacity or volume level, and NOT move your clip*).
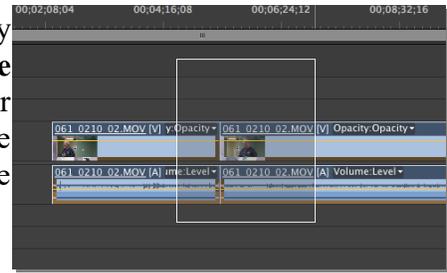
To **Trim** up front or back end or your clip, **hover your mouse** over the end or front of the clip; your pointer icon should change to represent you are now in Trim mode. **Click and drag** in order to reveal or hide footage from the front end or back end of your clip (NOTE: *This is non-destructive editing, so if you trim up the front of your video to far, you can trim it back again. Your footage is never lost*).
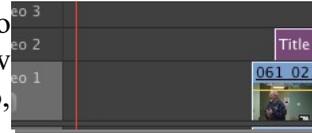

To **cut your clip into multiple clips**, choose the **Razor Tool** from the Tools panel. Then place your mouse over the desired spot to cut your clip (*for more accuracy, place the Blue Jewel icon where you would like to cut first, then use the Razor Tool*), and click once. After you are done cutting your clip, you can go back to the Tools panel and select the Selection Tool again.
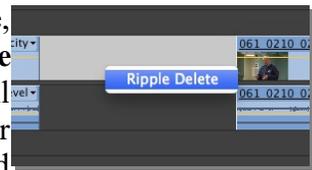
To **move multiple clips**, click and drag starting from an empty space in the sequence, and **drag a box over every clip you'd like to select**. Let go of the left click button on the mouse once your clips are all selected. You will notice now that all these clips are now selected, and when you move one, they all move simultaneously.

To **place a photo or graphic over your video**, place it on the **Video 2 track** (*right above the Video 1 track*) so that your photo or graphic will appear above your video. If you placed it below your video track, your video track would cover up your photo, making it not visible to the viewer.

If you have a gap that you would like to fill in your sequence, right click in the empty space between the two clips. **Choose Ripple Delete**, and everything on the sequence to the right will now shift over to the left until they run into the next clip or object. All your footage, music, and images will stay in time and in sync.
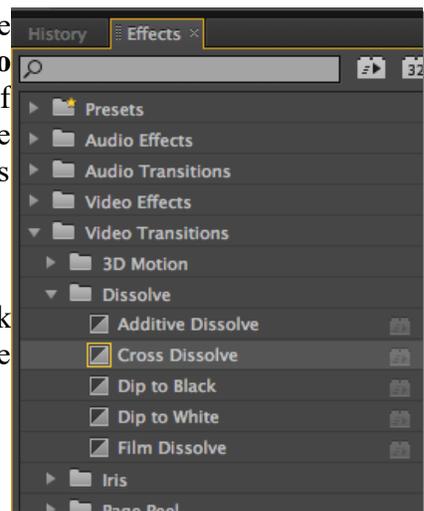
Adjust Audio Levels

To adjust the volume level on your audio track, **click and drag the yellow line up or down** until your desired level is reached. It is typical for most projects to have a constant volume level between 0db and -6db. If your audio level is peaking (*reaching the red section on the Audio Meter panel*), you may want to lower your audio. If your audio level is constantly at -12db or lower, you may want to raise your audio levels.
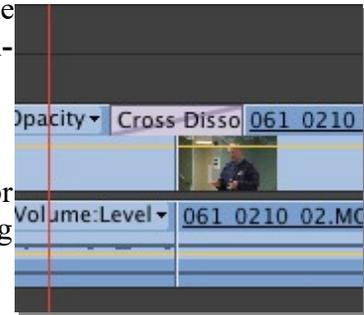
Add A Transition

To add a transition to your videos, images, or audio tracks, navigate to the **Effects panel**. For video transitions, go to the **Video Transitions** folder, and click the drop down triangle to the left of the folder icon. For the most basic cross dissolve, choose 'Dissolve → Cross Dissolve'. You can experiment with all the different types of dissolves to find what fits your video best.

To add an audio transition, go to the **Audio Transitions folder**, click the drop down triangle to the left of the folder icon, and choose 'Crossfade → Constant Power'.

To add the transition to your video, **click and drag the icon** for the desired effect, and **drop it either at the front end, back end, or in-between two connected clips**.

To adjust the length of this transition, hover your mouse over the front or back end of the effect and click and drag, just as you would for trimming video clips.

Create A Title

To create a title or shape, go to '**File → New → Title**'. This will open up the New Title prompt. From here, name your title file something specific like 'Lower Third – Brady'. Press Enter when finished.

The editor for titles will open. You can move the Yellow Jewel anywhere on your sequence to get a good preview of what your graphic will look like over a specific part of your video. This background that you see on the Title Editor window is not part of your graphic, it's simply a reference to your video.

Choose the **Text tool** on the left panel (*Title Tool panel*) and then move your mouse over the screen and click anywhere to begin typing your text. To adjust your text, highlight it and use the options on the top of the screen to select your font type, bold, italic, or underline, font size, and alignment. You can also highlight your text with the Text tool and use the far right panel, the **Title Properties panel**, to make further adjustments to your text (*ex. Fill (the color of the font), Strokes (outline of the font), and Shadow (drop shadow of the font)*).

To move your text around the screen, select the **Selection Tool** on the **Title Tool** panel on the left. Click and drag your text anywhere you want.

To create a shape, select any of the desired shapes on the bottom of the **Title Tool** panel on the left. Then click and drag on the screen to create the shape. You can then hover your mouse over the shape to adjust the size of it by dragging any of the anchor points that appear on the shape when hovering you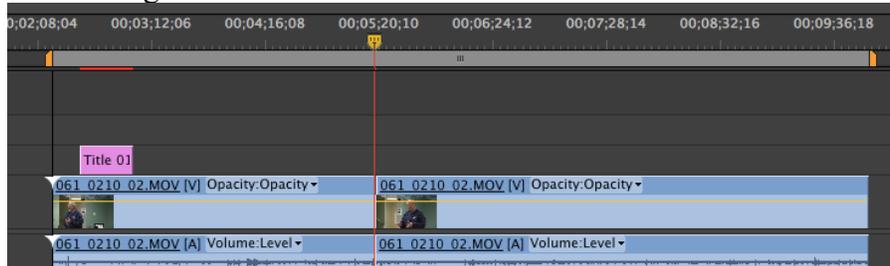r mouse over it. You can even rotate the object by hovering your mouse over the outside of any of the four corners of the object. You can then make color, stroke, and shadow adjustments in the Title **Properties panel** on the right hand side of the window, as long as you have your object selected. (NOTE: *If the Properties panel isn't viewable, click the drop down button at the top right corner of the window and select Properties.*)
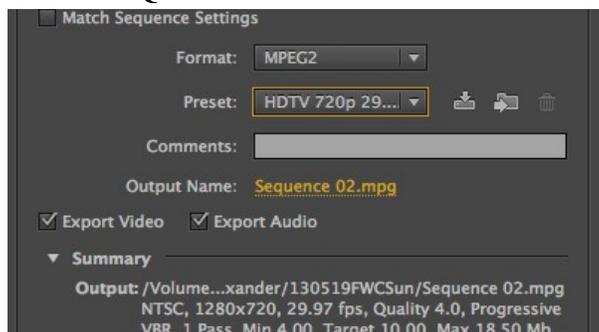
Once finished, **close out of the Titles Editor window**, and you will find your title in the **Project panel** on the left hand side of the screen. **Click and drag the icon** for the title onto your sequence and place it just above any video tracks you want to overlay this with.
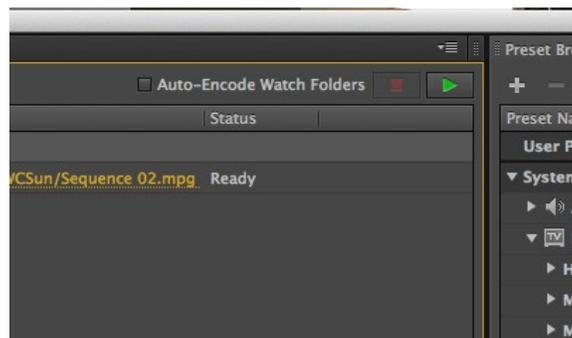
Export Show

To export your show, make sure you have your **Sequence panel selected** by clicking anywhere in your sequence. This will highlight your sequence in a yellow outline. Then make sure your **In and Out points for your sequence are covering your desired length of the show**. The In and Out point bar is located just below the Yellow Jewel. Drag and relocate the In and Out points if they are not where you would like your video to begin and end.

Once adjusted, go to '**File → Export → Media**'. For '**Format**', choose '**MPEG2**'. Set '**Preset**' to '**HDTV 720p 29.97 High Quality**' if it is not set to it. Click on the yellow outlined text next to '**Output Name**' to choose the name of your file and the location to save it to. You should save it to the folder that your project is in. Then click the '**Queue**' button at the bottom.

Media Encoder will now open up. Once Encoder opens up, **press the green play button** on the top right corner of the screen and your video will begin to encode.

Ask a staff member for a **flash drive** to turn in your show. When the show is finished encoding, you can connect the flash drive to the computer and simply **drag and drop the file onto the drive** (*usually called SUBMIT SHOW*).

Once it has transferred, you can eject the drive, turn it in to a staff member, and fill out any paper work needed for submitting the show.