

"Film editing is why people like movies. Because in the end, wouldn't we all want to edit our own lives? I think everybody would like to take out the bad parts, take out the slow parts, and look deeper into the good parts."

- Bob Cohen, director

# Premiere

An introduction to video editing



## [Premiere Basics Video Tutorial](#)

(for those who like videos)

the video was made using an older version of Premiere so you'll see some differences.

CC **BASICS** Tutorial

CC 2022

v 22.4

# Editing With Adobe **Premiere Pro**

## Table **o f** Contents

TOPIC	PAGE
Preparing your project	<a href="#">3</a>
Set up Adobe Premiere	<a href="#">5</a>
Premiere Overview	<a href="#">8</a>
Importing Media	<a href="#">9</a>
Editing Basics	<a href="#">10</a>
Audio	<a href="#">17</a>
Reconnecting Media	<a href="#">23</a>
Color Correction	<a href="#">25</a>
Titles	<a href="#">33</a>
Exporting	<a href="#">34</a>
Sizing Images	<a href="#">38</a>
Transcribing and Captioning	<a href="#">40</a>
VR	<a href="#">44</a>

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

- Many of the terms we use in video editing come from the days of film and razor blades and linear,'do it by hand' editing.

- There are two kinds of people.Those with messy sock drawers and those who organize their socks. Multimedia requires you to organize your socks or pay the price later.

**Adobe Premiere** is a non-linear video editor.

You can edit your video in any order you want, and access the beginning, middle and end of your video simply and quickly.

It is also non-destructive.This means you can cut, delete, move, change, and adjust your audio and video happy in the knowledge you haven't destroyed anything.

This **tutorial** is designed as a get-started tutorial NOT a complete Everything You Always Wanted To Know About Premiere And Were Afraid To Ask tutorial. It is updated for **Adobe Premiere CC 2022**

## GET READY

Preparing yourself and Premiere

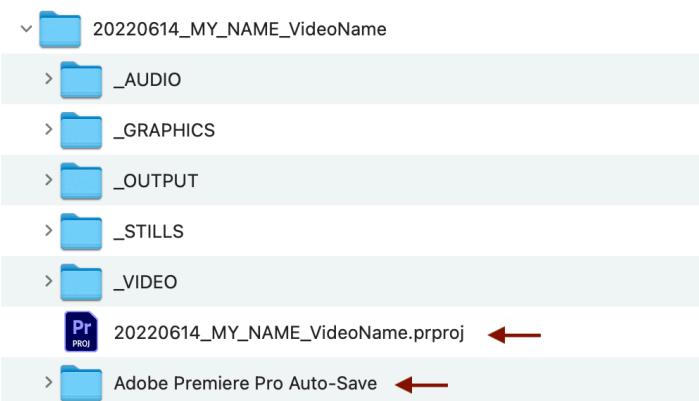
Before you open the program it is extremely important to get organized. Video editing is complicated.There are many files and folders and it is very easy to 'lose' stuff.

### Get Organized. Stay Organized.

you will thank me later.

\*Create a **Project Folder** for every, er, project.\*

This folder will hold everything associated with your project. Here is a sample system - the exact naming convention is less important than being consistent and logical:



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

TIP

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For bigger projects make subfolders. Break your video up by day shot and/or content by making subfolders in the \_VIDEO folder

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TIP

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I strongly recommend using a **fast external harddrive** to store your work. Solid state drives by Samsung among others are very reliable and durable.

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**FOLDER NAME:** It should include your name and a one-word description of your story. I use the year at the front to make it easy to find and sort.

**\_AUDIO:** Any audio captured separately from video. This could include interviews, nat sound, sound effects, music, etc.

**\_GRAPHICS:** Any graphics that will be used in your project. This could include title slides or elements created in programs such as After Effects or Photoshop.

**\_OUTPUT:** Where you will put your finished movie

**\_STILLS:** Any still photos that are part of your project - they could be yours or archival images from other sources

**\_VIDEO:** All your video content

**NOTE** the two files at the bottom. These are created by Premiere when you first save your project. **MAKE SURE** to save them to your project folder.

.prproj is your Premiere project file.

**Auto-Save** has backups of your project in case Premiere crashes. You can set the interval for auto saving in Premiere Preferences. By default, Premiere will save your project every 20 minutes.

**DO THIS** And your project will exist in a single place. You can copy it to another drive, give it to another person to edit.

**DON'T DO THIS** and files will get lost. Projects won't work and your harddrive will fill up and you will go crazy.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### TIP

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Copy your assets(video, stills, audio) off your camera's card.

*Eject the card and put it away before doing anything else.*

Don't leave your card behind.

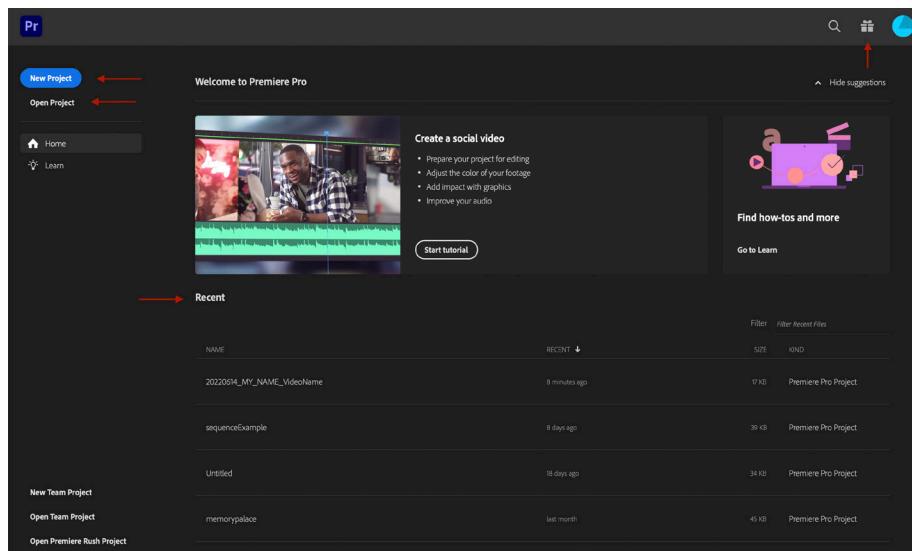
- 

## Project Workflow

1. Create a project folder and subfolders for ALL your assets.
2. Copy your video and other assets into your project folder (eject and put away your SD cards, etc.)
3. Launch Adobe Premiere and set up your project. Save the project file to the same folder
4. Organize assets in Premiere
5. Edit your assignment.
6. Tweak the audio.
7. Correct color.
8. Add any effects, titles, lower thirds etc.
9. Share (export your video).

## PREPARING PREMIERE

### Open Adobe Premiere



- **New Project** – select if you're starting a new project
- **Open Project** – select to continue working on a project
- **Recent Projects** – select from the list of most recent projects
- **Learn** – access to tutorials on using Premiere (the gift box icon)

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### TIP

- REMEMBER. Create a single folder for each project and save **EVERYTHING** to that folder. Put all your original content in that folder along with all your Premiere files and folders.

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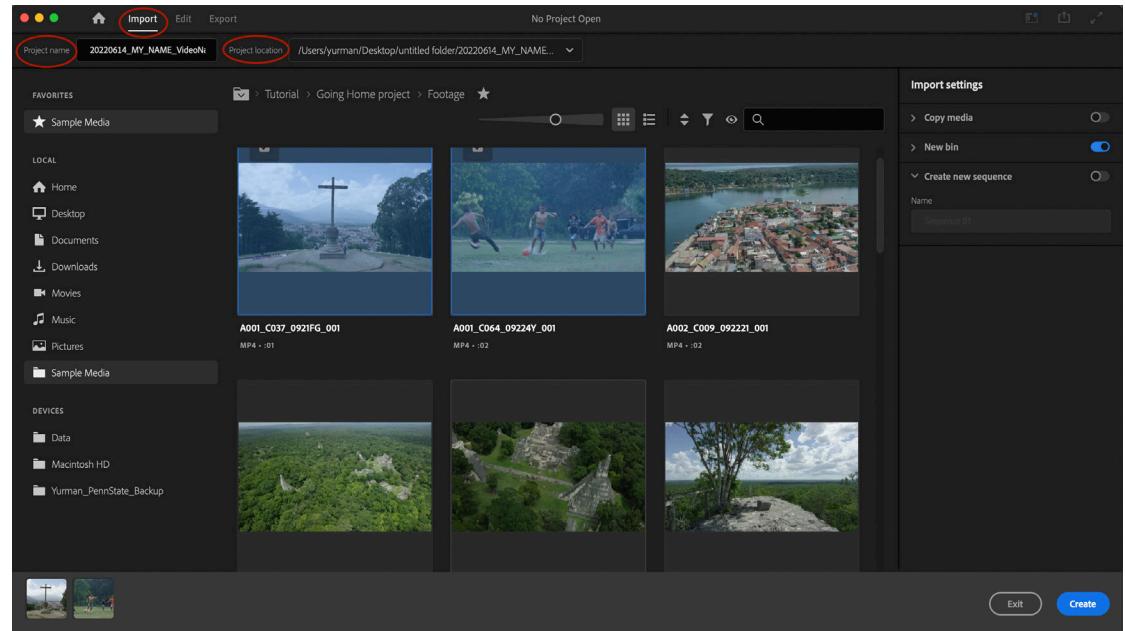
### And back it up!!

Every hard drive fails. It's just a question of when.  
Save projects in at least two places.  
Get a second hard drive, use an online cloud storage service, do something to save your work.

- 

## Select New Project

If you are starting a new project, click the New Project Button and you will get this window.



**1. Project Name:** Name your project. Include the year, your name, and the project name. 20220613\_YourName\_ProjectName

**2. Project Location:** Select your project folder(which you already created). This way the Premiere project and all your video will be together.

**3.** Optionally, you can select your footage from this window. Browse to the video folder, and select the video files you want to edit. You can also do this step later.

**4. Import Settings:** You can choose to create a bin(Premiere's word for a folder) in your project, and have Premiere create a sequence of all your video.

## Click Create

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### TIP

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You could go through the steps to set your Sequence settings to match your video.

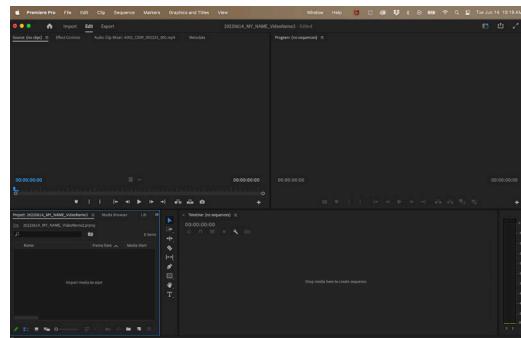
BUT it is much easier to do this automatically when we start editing.

### \*NOTE\*

If you are shooting only stills, not video, you MUST select the proper Sequence Preset manually. For audio slideshows generally you can select the DSLR 1080p30 setting

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If you didn't select any clips, you'll get a blank editing window and will need to import your media.



Option A: you didn't select any clips



Option B: You selected your video clips

From here, you'll import your assets - video, stills, audio etc.

Then, you'll create a sequence or timeline and begin to edit.

A **VERY important** early step is to make sure that your sequence is set to match your video. You don't want your HD video squished, or if you've moved to 4K have it not fit in a HD window.

As you'll see, you can manually set the properties of a new sequence.

OR, you can simply drag a piece of video onto the timeline and it will be created for you.

If you choose this method, **MAKE SURE**, you tell Premiere to change the sequence settings to match the video if asked.

If you selected clips to import, and told Premiere to create a sequence, you can begin editing. You can also add content at any point.

Watch a [3:15 video](#) on starting a project in Premiere

# Editing With Adobe **Premiere Pro**

## PREMIERE OVERVIEW

### Tips & Tricks

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- BEFORE** you import your content, **consider renaming and organizing** your files. If you create folders, Premiere can import your content in those folders.

For example, you could put your interviews in one folder; your b-roll in another; your tight details in a third. Or, you could create separate folders for separate interviews.

Spending the time to organize your clips and other content in advance can save you a LOT of time once you begin editing.

A program like Photo Mechanic or Lightroom will let you look at all your material and rename in batches. A big time saver.

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Below, an example of what a video project looks like.



Note how Premiere is organized into **four panes** plus tool bars. This is a pretty standard video editing environment.

**SOURCE:** This is where you will look at all your 'stuff' - video, stills, etc. and decide what you want to use in your story.

**PROGRAM:** This is where you see your story as you build it on the timeline below. The Program window shows you what is on your timeline, and will play back your video.

**SEQUENCE:** This is your story. It is also called the Timeline. This is where you will edit and create your project. You can create multiple sequences to work on different parts of your project, or create versions of a single project.

**PROJECT:** This is where you can see all your content – video, stills, audio, etc. Premiere does not actually store your material – it simply points to wherever your material is stored. That is why you need to stay organized and not move material around or leave it on the wrong computer where Premiere can't find it.

**TOOLS:** The various tools you'll use when editing on the timeline.

## Tips & Tricks

- For older video cameras you may need to use the **Media Browser**.

For cameras that have a complicated file structure, the Canon Vixias, Panasonics, etc., the best way to import is to use the Media Browser in the Project Pane

Select the Media Browser Tab

- Navigate to your media:  
It can be displayed as either thumbnails or in list view
- Media Browser should automatically detect the types of files

- Select the clip(s) you want to use
- Control Click (right click) and select Import
- 

## IMPORTING CONTENT

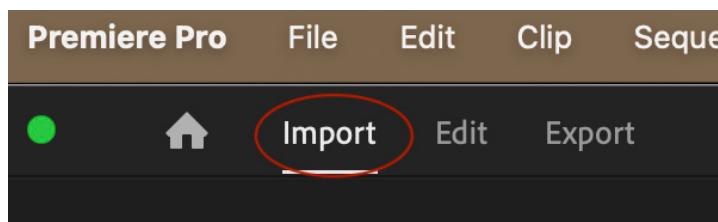
You can import your content when you first start a project. But you can add content at anytime as well.

There are multiple ways to bring your assets into Premiere.

You can click **File>Import (⌘-I)**.

You can right-click or double click in the Project window

You can switch to the import window using the tabs at the top left.



## MEDIA TYPES

**There are many types of files that you can import into Premiere.**

Audio files may be .mp3, aif, wav

Still images could be jpeg, tif, psd among others

Video files can be .mov, mp4, flv, AVCHD among many others

[Watch a 3:20 video on importing content into Premiere](#)

## Tips & Tricks

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Learn to use the keyboard shortcuts and you will save time.

Among the most import, **⌘-S** (command S) to save your project.

Premiere does autosave on a regular basis, but saving your work as you go will save you time when(not if) Premiere crashes while you're editing.

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Another GREAT shortcut is the tilde key ~. The key makes whatever pane you're working in full screen. Want a close up of your Media Browser or timeline? The ~ key is the answer.

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## EDITING BASICS

1. Use the Project Pane and Source window to look at your content
2. Select which clips or parts of clips you want to use
3. Place clips on the timeline (sequence)
4. Cut, move, edit, arrange clips on the timeline

**Editing** starts with deciding what to include and what not to use in your project.

You shot a lot of video, maybe took a lot of photos – but you won't use everything. You can look at all your material in either the Project Pane or in the Source Pane.

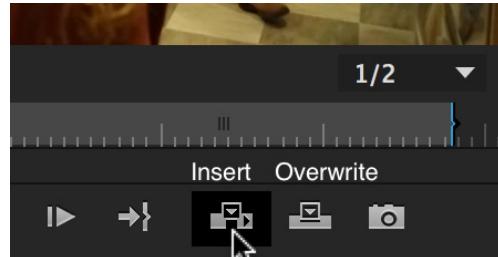
After looking through a clip you will make a decision:

1. You don't want anything from the clip. That's easy, just ignore it
2. You want all of the clip on your timeline
3. You want part of the clip (or parts)

Getting an entire clip (or still image) onto the timeline can be done in several ways.

1. You can drag it directly to the timeline from either the Project or Source Panes, place it wherever you like and release.

2. Use the Insert or Overwrite buttons to place the clip on the timeline. This only works with a clip in the Source Pane.



The first button is the **Insert button**. This will put the clip on the timeline, starting at wherever you have placed the playhead on the timeline and push all other content forward, out of the way.

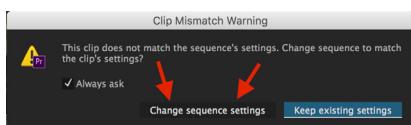
# Editing With Adobe **Premiere Pro**

## Tips & Tricks

The **FIRST** clip you place on the timeline **MUST** be video.

Because we are using this clip to set the timeline to match your video format.

You will get this box:



You DEFINITELY DEFINITELY DEFINITELY want to select "Change Sequence Settings"

This will set the sequence to the proper settings for your video. If you drag audio or stills first, your timeline will be wrong.

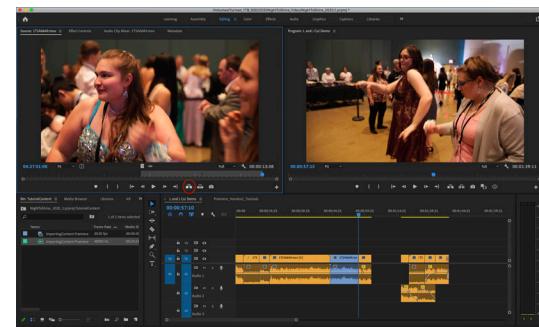
[Watch a 1:44 video on 'Changing Sequence Settings'](#)

The second button is the **Overwrite button**. This will put the clip on the timeline starting at the playhead, but overwrite(erase) whatever is underneath it.

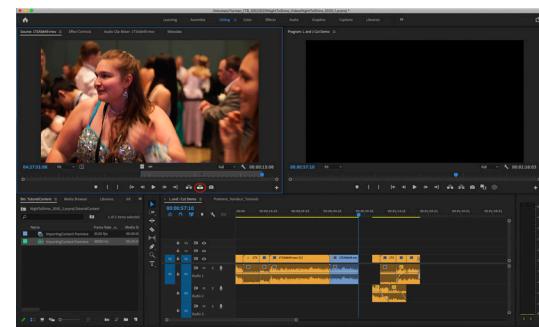
**PLEASE PLEASE** read the tip on this page. It is VITAL that the first clip you place on your timeline be video NOT a still photo or audio (unless you are editing a slide-show with no video of course)



For this example I made the video on the timeline orange to make the change more noticeable.



The middle image shows the insert button in action. The existing video is pushed forward to make room for the new (blue) clip.



The bottom image shows the overwrite button at work. The new (blue) clip covers up existing content and replaces it.

The video below should help make sense of this.

[Watch a 1:40 video on using the insert and overwrite buttons](#)

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

**Using part of a clip. Often, we only want part of a particular clip – a key quote or moment.**

**IN** and **OUT** points

Select part of a clip using IN and OUT points. In the Source window, as you play the video, use the 'I' and 'O' keys to establish the start (In) and end (Out) of the video you actually want to use.

More SHORTCUTS

**Space Bar** - will stop and start a video in either the Source pane or on the Timeline

OR

Use the **J,K,L** keys to control the play of video.

J - play in reverse

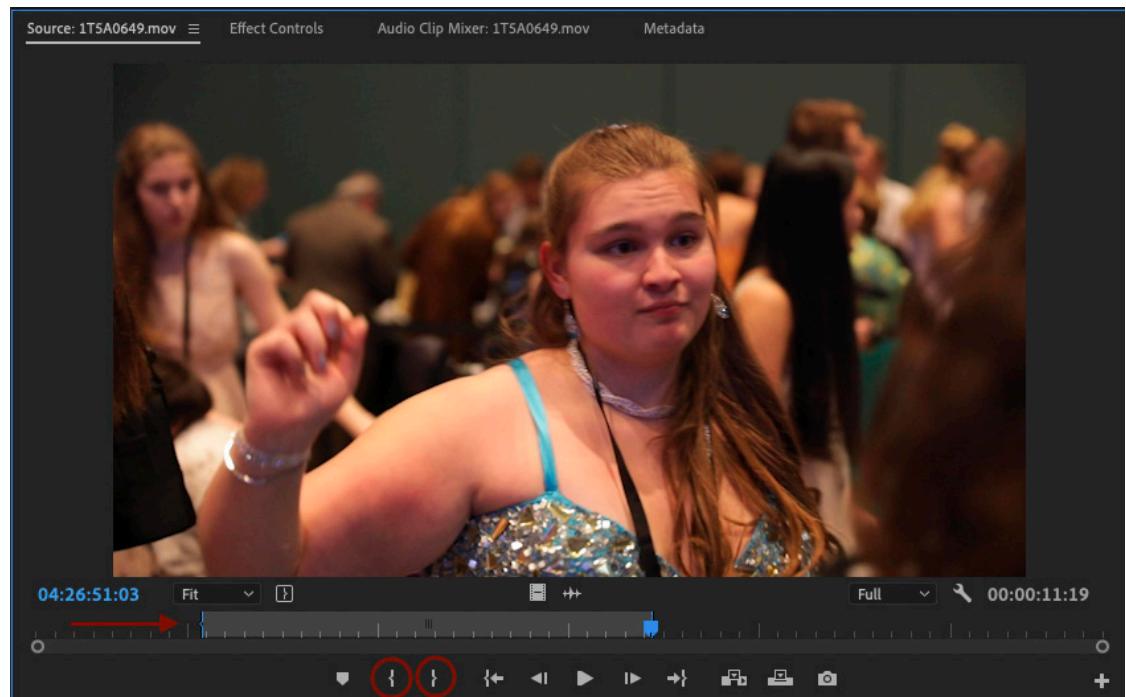
K - stop

L - play forward

BONUS POINTS

Hit the J or L keys multiple times to speed up the video playback

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The lighter grey bar shows the selection made using the In and Out points. It is a subset of the full clip. You can use the buttons to set In and Out, or the I and O keys on the keyboard.

Change either point by playing the video and reselecting I or O.

### IMPORTANT

Premiere is non-destructive. Even though you select part of a clip, it is easy to use more or less of that clip once it is on the timeline.

So don't worry about making this edit perfectly precise. It is easy to change later.

[Watch a 2:19 video on setting an in and out point](#)

## Tips & Tricks

## Tools

Tools are nested inside each other. The small arrow next to a tool indicates you can click to access other similar tools.

Another good reason to learn the quick key shortcuts and save on mouse clicks.

More **J,K,L** goodness::

Hold the **K** key, then tap the **J** or **L** keys to advance or retreat one frame at a time.

**OR**

Press the **K** and **L** keys at the same time to play in slow motion



Note the small arrows next to most of the tools.  
Click on the arrow to reveal other similar tools.

## All the tools, their uses, and shortcut keys



Selection tool (V)	Selection Clips, menu items, etc.
Track Select Forward Tool (A)	Selects all tracks forward. (Shift-A to select one track)
Track Select Backward Tool (Shift + A)	Selects all tracks backward. (Shift-A to select one track)
Ripple Edit Tool (B)	Trims the In and Out points of an edit on the timeline
Rolling Edit Tool (N)	Changes the edit point between two clips
Rate Stretch Tool (X)	Changes the pace of a clip
Razor Tool (C)	Cuts a clip
Slip Tool (Y)	Changes the start and end of a clip without changing its position or length.
Slide Tool (U)	Moves a clip and also trims the clips around it
Pen Tool (P)	Add keyframes for adjusting audio and video
Hand Tool (H)	Move the timeline
Zoom Tool (Z)	Zoom in on the timeline or Option-Z to zoom out

## Tips & Tricks

Name your clips on the timeline

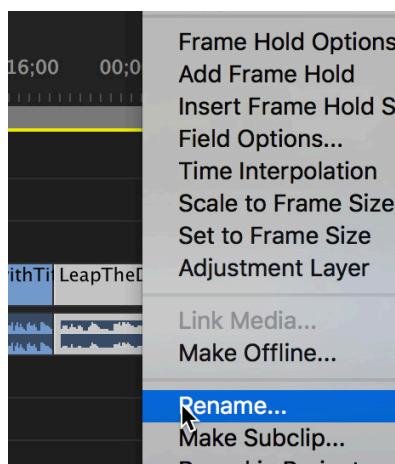
Want to organize a lot of clips on the timeline?

Can't remember which is which?

Have an interview broken up into a dozen pieces?

Control click on a clip on the timeline and select 'Rename Clips.'

Use keywords or phrases to stay organized.



## Basic Editing

- **Trimming**
- **Cutting**
- **Moving**

**Trimming** is shortening (or lengthening) a clip from either end.

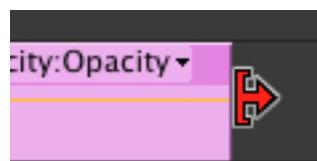
Use the Select Tool (V). Place it at the edge of a clip. Click and drag to shorten or lengthen the clip.

**Cutting** is dividing a clip into two or more pieces

Use the Blade Tool (C) to cut a clip. Place the playhead at the location you want to cut and click the blade tool. Alternatively, you can stay with the Select Tool and use ⌘ K to cut.

**Moving** is, obviously, moving a clip to a new position on the timeline

Use the Select Tool (V). Click and drag a clip. You can drag it up and down to a new track. Be careful not to place it on top of an existing clip. This would delete the existing clip.



Use the standard **Select Tool(V)** to lengthen or shorten a clip from either end. With this tool, shortening a clip will leave a gap, lengthening a clip over another clip will overwrite that second clip.  
NOTE: If you reach the end of your clip, you obviously won't be able to make it any longer.

The cursor turns to a red arrow symbol when using the standard Select Tool(V) to trim.

## Tips & Tricks

- It's worth learning as many keyboard shortcuts as you can to speed up the editing process.

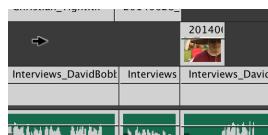
- Fast editing means more time for other things like shooting (or sleeping)

- Another cool shortcut – for the Rolling Edit Tool.(N) and the Ripple Edit Tool(B). If you know exactly where you want to move your edit point to, put the playhead at the new point, and press 'E'. Your edit point will move to that point. Cool.

- Especially useful for audio slideshows and still images.

## A Little Beyond the Basics

Other tools can make editing quicker. What might take several clicks with the basic tools can be done with a single click or keystroke if you learn to use the proper tools.



**The Track Select Tool(A or Shift+A)** allows you to select all the tracks ahead of or behind the cursor. This is useful if you want to move multiple clips at the same time. By default, the tool selects all clips on all tracks ahead of the cursor.

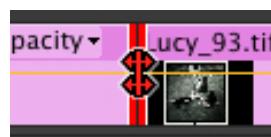
Shift +A at the same time reverses the direction  
Hold down the Shift key to select all the clips on just one track.



**The Ripple Edit Tool(B)** lets you shorten a clip and at the same time remove the gap that would be created – two steps in one.

NOTE: The Ripple Tool changes the duration of your video.

The cursor turns to a yellow arrow symbol for the Ripple Edit Tool(B).



**The Rolling Edit Tool(N)** is used to change the edit point between two clips. If one clip, for example, were too long, and the next clip too short or you're concerned about where the edit is for timing or other reasons, you can easily move that edit point to better balance the length of the clips.

NOTE: the Rolling Edit Tool(N) does NOT change the duration of your video, It simply moves an edit point.  
This cursor is for the Rolling Edit Tool(N).

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### Cool shortcut

**K** - **K** will cut a clip at the playhead. Saves you having to switch to the blade tool! Those seconds of time add up!

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The best way to learn is by doing. Shoot, edit, and then go shoot again.

There are also nearly limitless tutorials online. YouTube is a great and free resource.

And some great books on the subject of filmmaking.

One of my favorites is "[In The Blink Of An Eye](#)" by the amazing film editor Walter Murch

To begin editing, start with the basics  
(Imagine Julie Andrews singing Do Re Mi)

Use The **Select tool(V)** to move clips around and shorten and lengthen them from the ends.

Use the **Blade tool(C)** to cut clips, breaking them into parts or cut out a section in the middle - get rid of that annoying 'um' or longer sections that distract or go off point.

Those two tools (remember the keyboard shortcuts – V for the select tool and C for the blade tool) will let you do most of your basic editing.

In writing, words sentences and paragraphs are your building blocks.

In video it is clips and sequences and edits.

The **clips** are your basic content - if you didn't shoot good material, or enough material, you will struggle, and do better next time.

**Sequences** are a series of clips that connect together the way words form sentences which form paragraphs – It forms the narrative of the story.

You need to avoid the basics mistakes such as jump cuts, but you also need to create something that makes sense narratively.

And finally, the edit establishes the rhythm of your piece – think about the sound, and the narrative. Cuts between shots should feel natural and be invisible to your viewer. The transition between shots and between scenes establishes a rhythm and feel for your video.

[Watch this 8:36 video on using the edit tools](#)

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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### SETTINGS:

I prefer that my stereo audio be on two tracks so each track can be edited separately. To do so, set your preferences like this:

Preferences > Timeline >  
Default Audio Tracks > Stereo  
Media: Use Mono.

If you need to edit the tracks separately you will then unlink them from each other.

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### File Types

If you're not sure what kind of file you're working with, video or audio, control or right click on the file in the Project Window and select 'properties...'.

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## Audio

Your audio may be part of a video clip or recorded separately. In either case you can edit and adjust your audio in Premiere.

By default, Premiere imports stereo audio on one track. IF you set your preferences to the tip at left, your audio should be on two tracks - this allows you to edit each track separately.

Useful if you have recorded with two different mics, or at different levels.

IF your stereo audio is on **one track** and you need to split it, control click on the file in the Project Window and select Modify>Audio Channels. (fig. 1)  
Change the 'Preset' from 'Use File' to 'Mono' (fig. 2)

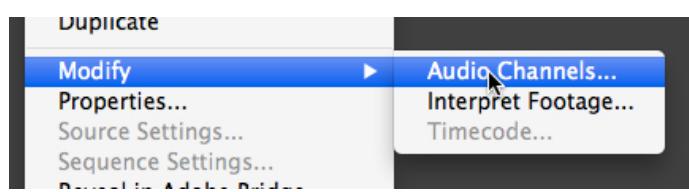


fig. 1

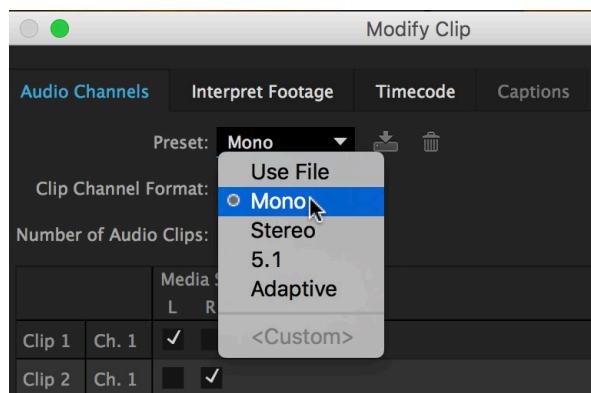


fig. 2

# Editing With Adobe **Premiere Pro**

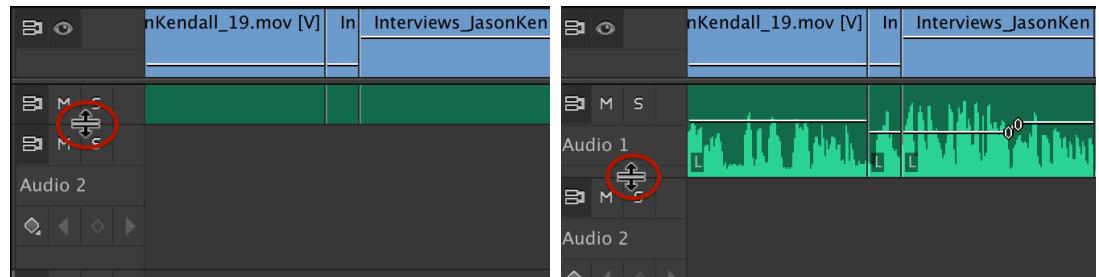
## Tips & Tricks

- Adjust your audio volume by watching the audio meters NOT just by listening through your headphones.

You can turn up and down your headphones. You want a more consistent measure of good audio levels.

The waveform will bounce as your audio plays. You want your typical sounds to hover around -3 – -6dB. DON'T let your audio hit 0 or it will become distorted.

## Adjusting Audio on the Timeline



Generally, you want to **see the waveform** - the visual representation of the audio. It will make editing easier - you can see the pauses, and breaks in words which are logical edit points.

If you can't see the waveform of the audio, increase the height of the track. Note how the select tool changes shape and allows you grab the edge of the track and pull down.

You can also turn off the volume, 'mute' a track by clicking 'M' or play only that track by clicking 'S' for solo.

The white line should become visible when the track is deep enough. IF you don't see that white line, click on the wrench icon and select 'Show Audio Keyframes'

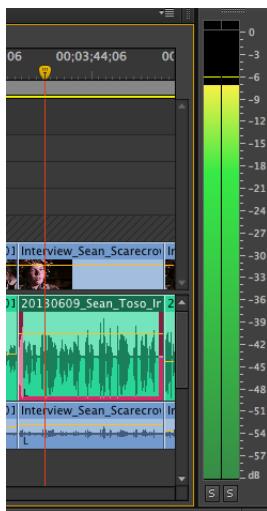
Click and drag the white line up and down to adjust the volume of the audio.

Your goal is to have your audio adjusted so it is consistent throughout your video. You don't want listeners screaming in pain as they rip off headphones because of blaring sounds, nor do you want them missing critical sounds because everything suddenly became too quiet.

For the web, we aim for our audio to peak between -3 – -6dB. Use the audio meter in Premiere to monitor your clips. Click and drag the white line on the waveform to raise or lower the volume. (The levels will be different from broadcast television)

OR

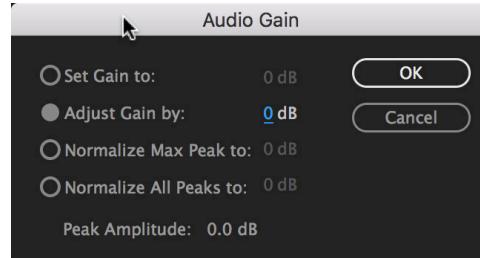
There are other ways to adjust your audio levels. Using the white line limits you to



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

increasing your audio by 15dB. For more control, control-click on the audio file and select 'Audio Gain' from the menu. You can adjust your audio by a specific decibel amount or let Premiere adjust the clip to a preset level of your choosing.

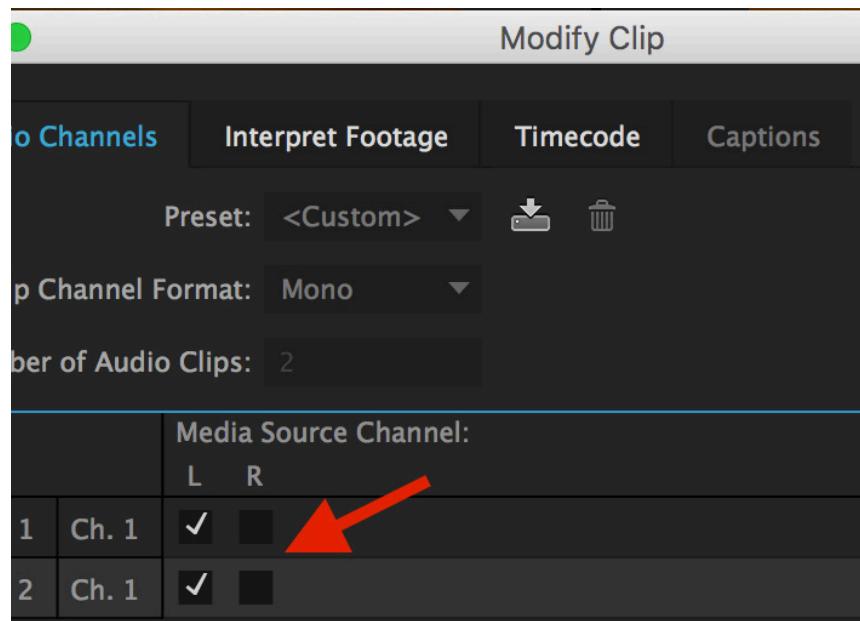


### Balancing Audio

If your audio is only in one channel. (you only hear it in one speaker, and only see audio in the meter on one channel):

Right click (or Control Click) on the clip in the timeline

Go to Modify>Audio Channels



If, for example, you only had audio on the left channel, you would change both Source Channels to the 'left'. Then your sound should come out both speakers.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### **Deleted your audio??**

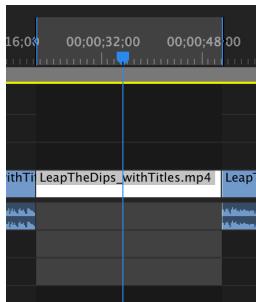
If you put a clip on the timeline and delete the audio because you only wanted the video, you might find a time you change your mind.

How to reconnect the audio is not obvious.

Here is a quick shortcut/trick.

Put the playhead over the clip and press X.

This should mark the clip.



Click F for match frame. This will match the clip on the timeline with the same clip in the Source Window.

Click . (period) to overwrite the clip with the same clip plus audio!!

This is WAY easier than any other method.

## “Fixing Audio”

NOTE THE QUOTE MARKS. There are real limits to what you can fix in bad audio.

It is very difficult to remove sounds such as background noise or hiss. And if your audio was recorded in a stairwell or outside on a windy day, you're probably stuck.

Premiere has some filters/effects that can be used. And you have the option of importing audio in Adobe Audition and applying more extensive filters.

### **Volume**

If your audio is too soft, you can raise the volume. Often, that will create more hiss in your audio.

If your audio is too loud - so loud it is distorted, there is little you can do to fix the problem. Lowering the volume won't eliminate the distortion. (Though it's still worth doing to save the ears of your audience)

### **Noise**

Hiss and other steady background noise can sometimes be filtered. Though it may degrade the overall audio quality of the clip. Audio quality can be adjusted in many ways that are way way way beyond the scope of this tutorial.

A good tutorial on using Audition to fix stuff [here](#)

Premiere has some built in tools as well.

In Premiere, select the clip and then go to the **Essential Sound Panel**  
**Window>Essential Sound**

Select the type of audio - dialogue, music, etc.

From there you can select to adjust or repair or modify the audio.

You can try to remove hiss or other noises, reduce the echo, tonal quality.

It is ALWAYS best to start with good audio. Garbage in/Garbage out is absolutely true when it comes to audio quality.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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Some good Premiere tutorials I've found for fixing audio glitches:

[Fixing thin audio from a phone or cheap mic](#)

[Remove background sounds like a fan or hiss](#)

[Another tutorial on getting rid of background noise](#)

[Getting rid of \(a little bit of\) wind noise](#)

## Essential Sound Panel



After opening the Sound Panel you can first select the type of sound: Dialogue, Music, effects or ambience.

Premiere then offers a host of adjustments, using simple sliders specific to the type of sound selected.

Under Repair, you can try and remove hiss, rumble, hum etc. Other tabs offer adjustment to sound quality and tone.

For more extensive audio control, control-click on the file and select Edit Clip in Adobe Audition. (Assuming you have Audition installed). This will open the file in Audition where you can apply more extensive 'fixes'.

[See this handout for a start on using Audition](#)

## Tips & Tricks

- You can change the length of the default transition.

- Simply grab the end and lengthen or shorten it as needed.

- If you apply the default transition to a clip, it will apply it to both the audio and video.

- Click on the video transition and delete it, unless you also want your video to fade in or out.

## Adjusting Audio

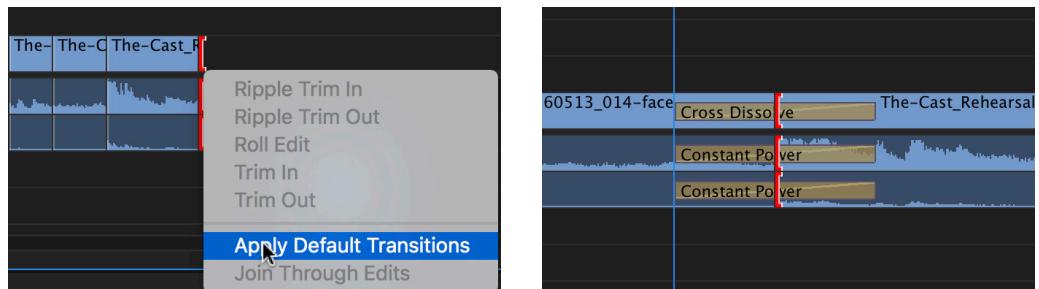
### Fading Audio

You may want to fade audio - to begin or end a clip for example. Or perhaps you'll have natural sound that you want to have linger underneath an interview.

There are multiple techniques available.

1. Place the Selection Tool over the beginning or trailing edge of an audio clip until the arrow turns to a red line. Control-Click(Mac) and select "Apply Default Transition"

This will apply a fade in at the beginning of a clip, a fade out at the end and if you select between two clips, it will create a cross-fade.



2. Use the Pen Tool(P) to create a custom fade pattern. Select the Pen Tool and click on the white audio volume line to create key points (called keyframes). You can then click and drag these to create a fades.



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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Another shameless plug for being organized. If you set up your project folder properly, and made sure to place all your assets – video, audio, graphics, stills, whatever – in your folder,...well...

...then I don't get to tell you  
"I told you so."

This problem most commonly happens when we have sloppy work habits and leave files on the desktop, or on our SD cards.

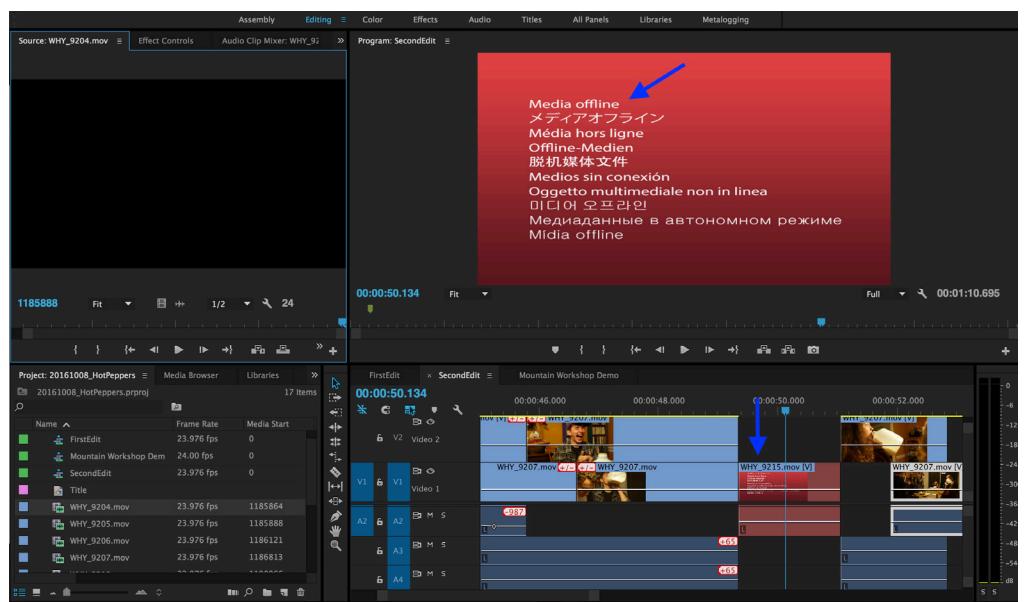
Stay organized.

- 

## Reconnecting Media

Remember that an Adobe Premiere project doesn't actually contain all your video/audio/image files. The project simply points to those files.

If those files get moved or renamed, and Premiere can't find them, you will need to 'reconnect' the media to the project.



Note the various warnings: 'Media Offline' in bright red and the question marks next to each file in the Project Panel. Bad news.

**Assuming the files still exist somewhere and were not deleted**, it is relatively easy to reconnect them.

Typically, when you open a project, if media is 'offline' or 'disconnected' you'll get a dialogue box asking you to find the missing media.

If you get this warning while working, or skip that message, you can open the reconnect box by right click (control click) on any of the files in the Project folder and **select 'link media'**. You will get a dialogue box asking you to find the 'missing media'.

# Editing With Adobe **Premiere Pro**

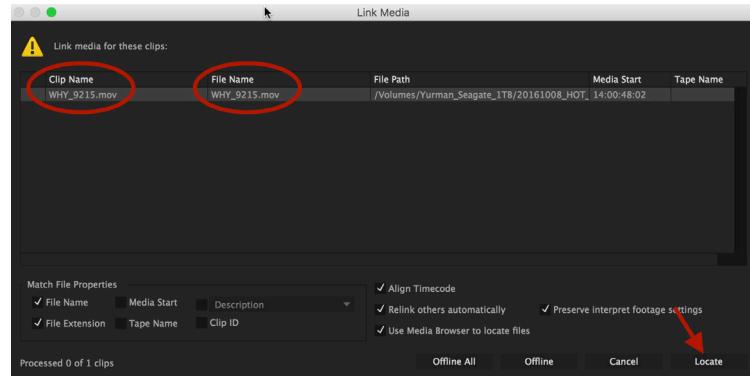
## Tips & Tricks

If you have many 'missing' or 'disconnected' files, select them all in your project panel.

Then, right click (control click) on one of them, and select 'Link Media'.

When you reconnect that one file, Premiere will automatically reconnect all the missing files in that folder.

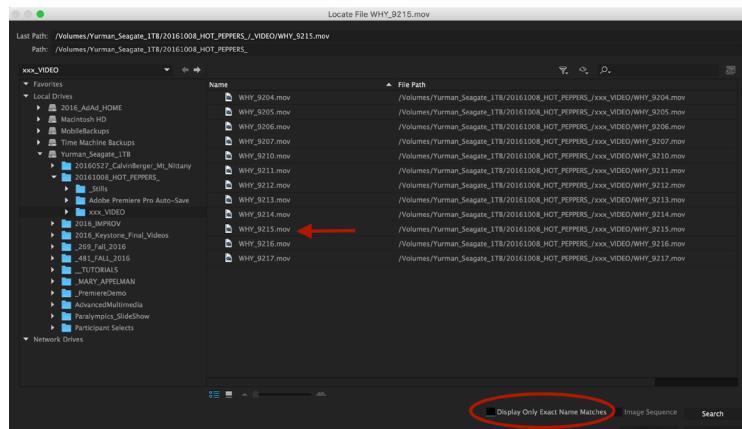
If you have other folders, you will need to reconnect those files by repeating the steps above..



At the top of the box is the name of the missing clip and its original file name. (In this case they are the same)

**Offline:** Tells Premiere to stop bothering you about this missing file.  
**Offline All:** Tells Premiere to stop bothering you about all missing files.

Click 'Locate'



By clicking the 'Display Only Exact Name Matches' only files with that exact name (or folders) would be displayed. Makes finding a file easier.

Simply select the file, and click 'OK' to reconnect the file to the project.

NOTE: This requires that you know where the file is!!! If you can't find the original media file you are in a mess of trouble.

[Watch a 3:30 video on reconnecting media](#)

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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With great power comes great responsibility.

Premiere is a very powerful video editor complete with many special effects, gadgets and super powers.

Just because you can make your video spherize, twirl, wave warp, and turbulent displace, doesn't mean you should.

Edit with purpose. Avoid those special effects unless there is a compelling reason to use them.

- 

## Color Correction

Ideally of course, you shot your video at the perfect exposure, with your white balance exactly right. Yes?

Hmmmm.....No? Your footage is underexposed? Your colors don't look right?

Premiere allows us to correct some mistakes in our video - but NOT all mistakes are fixable. It's definitely true that you'll get the best results by starting with the best original material - so remember to set your exposure and white balance before you shoot.

There are many, many, many, did I say many, ways to adjust your video. I will show you some very basic techniques.

### Color Correction vs. Color Grading

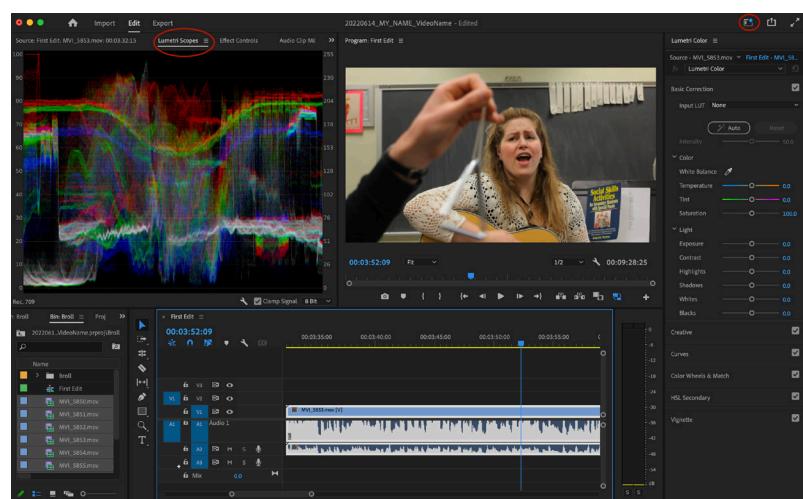
Correction is about fixing mistakes and making the video look as natural as possible.

Grading is about giving the overall video a particular look or feel. This tutorial only covers color correction.

### Lumetri Color

The Lumetri Color panel makes basic color correction much easier than in the past.

- Place the playhead over the clip you want to fix, and double click.
- Select the "Color" tab from the dropdown button in the upper right to enter this color correction workspace. Or, from the top menu bar, Window>Workspaces>Color
- Then click "Lumetri Scopes" in the source window.



# Editing With Adobe **Premiere Pro**

## Tips & Tricks

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Color correction can be overwhelming. It is a profession in its own right.

For basic correction keep it simple. Aim to get colors looking natural and consistent.

So as you move from one clip to the next there isn't an unnatural shift of color (unless you want one of course)

Using the Parade Display is a good place to start.

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## PASTE ATTRIBUTES

If a clip, or clips shot under the same light exist in multiple places on your timeline, you can correct one and then apply those settings to other clips.

WAY easier than fixing each clip manually.

After fixing one clip, copy it.  
**⌘-C**

Right-click on any other similar clip(s) and go

**Edit>Paste Attributes**

Click **OK** to apply the changes to all clips selected.

The **Lumetri Scopes** display shows information about the image - the amount of each primary color and the brightness. You can change the display by clicking on the small wrench at the bottom. This example shows the Parade display. It shows the amounts of the primary colors – red, green and blue.

The red is highest, showing the image has more red in it. A neutral image will have an equal balance of red, green and blue.

Other display options include Vectorscope, Waveform and Histogram. Each shows us something slightly different about the color and exposure.

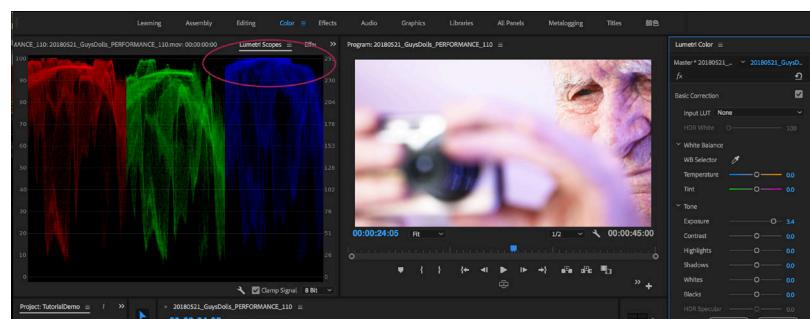
The Lumetri Panel lets you adjust color and brightness in multiple ways. It can get pretty overwhelming.

Start with the **basic panel**. Adjust your color first. Work your way down the list of tools as necessary.

Watch the scopes on the left as well as the image. Try to remove any color cast.

From there, use exposure, contrast, highlights, etc. Again, use the scopes to make sure you're not blocking up shadow detail or blowing out highlights.

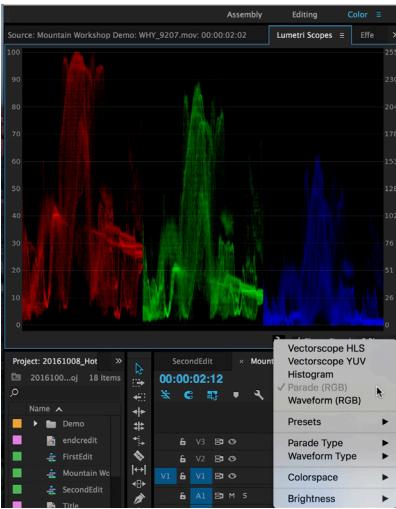
If a color hits the top of bottom of the scale, you've lost detail and have a pure black or white.



Note how the colors, especially the blue, hit the top of the graph - areas of the image are so overexposed as to have lost detail. This is generally not a good thing. Work to expose and your video properly in the first place and then adjust with care.

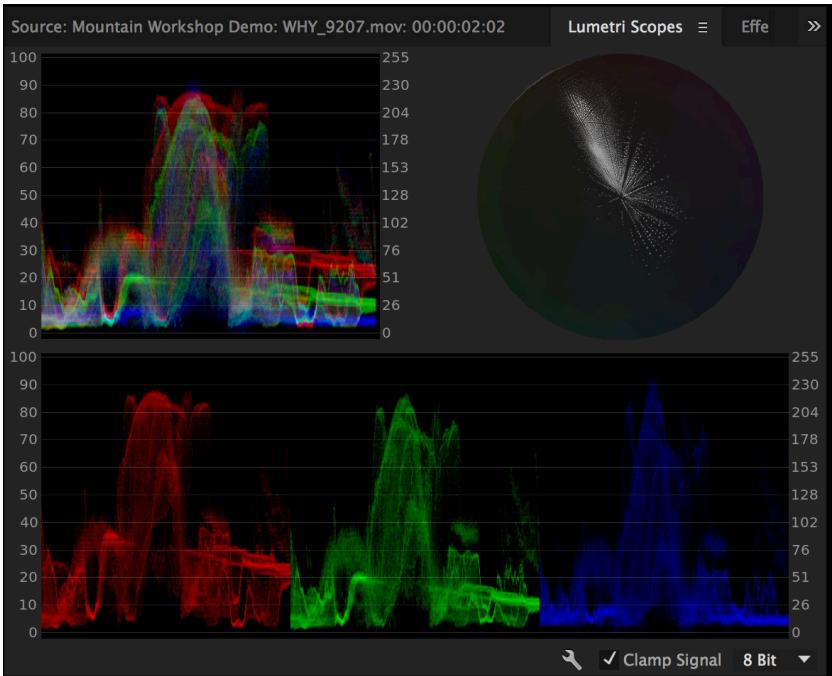
# Editing With Adobe **Premiere Pro**

## Tips & Tricks



You can select other displays by clicking on the small wrench tool. Each display shows you the color and brightness space in different ways.

The waveform is similar to Parade



The vectorscopes show brightness and intensity.

You can have multiple displays open at the same time.

Waveform, Vectorscope and Parade all displayed in the Source Window.  
Note this is after adjusting the clip so the red green and blue nearly equal.

# Editing With Adobe Premiere Pro

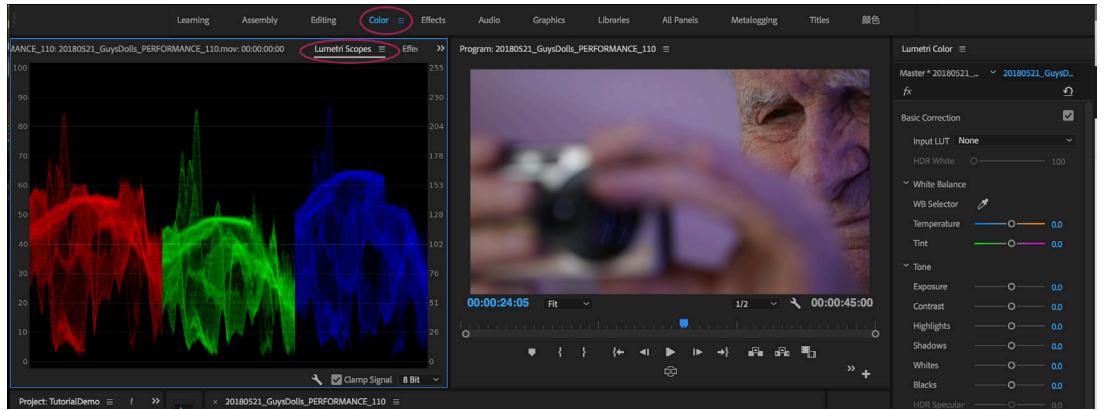
## Tips & Tricks

- There are so many ways to color correct and adjust your image. There are books on the subject and a million resources online.

YouTube is overflowing with free tutorials.

- Beyond fixing an individual clip, think about the project as a whole.

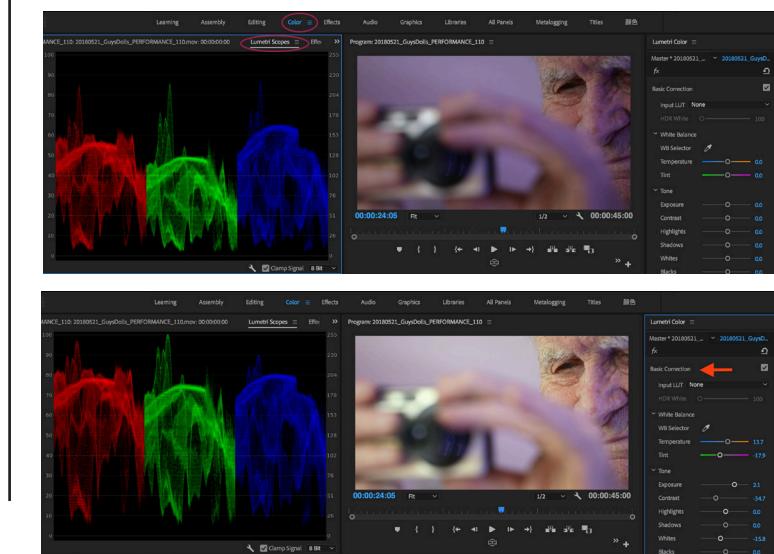
Try to keep a consistent look. Look at what clip comes before or after the one you're adjusting.



Your monitor might not be adjusted properly, or your eyes may be fooled by the image, the scopes don't lie. Rely on them.

Note above how all the colors in the scope are well below the top, this indicates the image is underexposed, too dark. The blue is the highest. If you know your colors, you'll know yellow is the opposite of blue. The blue is high, meaning there is not enough of yellow in the picture.

Also note how they are all shifted towards the bottom. There is a lot of room above each of the colors in the scope. This indicates the picture is too dark.



### BEFORE:

Notice how the red spikes and blue is much smaller in the parade scope.

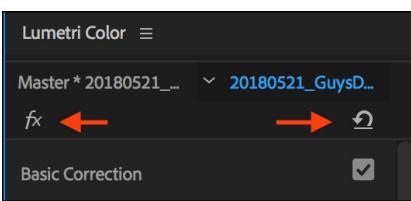
### AFTER:

The height of the colors in the Parade scope are more similar and the brightness of all three colors pushed up and spread out a bit. Overall the color is more natural and vibrant.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

You can toggle the effect or reset it directly in the Color Correction window



**Fx** will turn the effects on or off

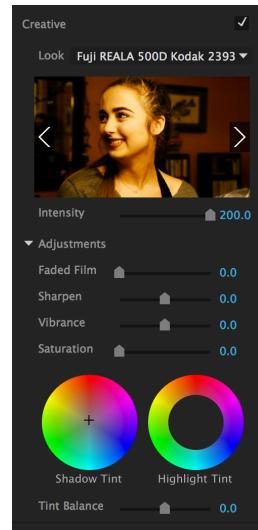
**The arrow** will reset all your changes and let you start over

•

You can match or compare clips, or changes within a clip. Premiere even offers an AI based automode for matching clips, with an emphasis on matching skin tones.

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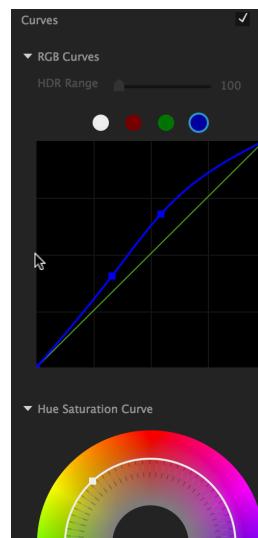
Other settings within the Lumetri Panel can give you more ways to control the look of your clips.



## The Creative Panel

You can select from preset looks in the dropdown menu - range of film simulations are available including B&W.

You can make custom adjustments using the sliders below.



## The Curves Panel

You can adjust curves and saturation for the master clip or for individual color channels



You can adjust color and brightness to the shadows, midtones and highlights separately.

[Watch a 6:48 video on color correcting in Premiere](#)

## Tips & Tricks

## Pasting Attributes

If you have multiple clips, shot under the same conditions, you don't have to tone each one separately.

Tone one clip, then select it on the timeline and 'copy' it using **⌘-C** or Edit>Copy.

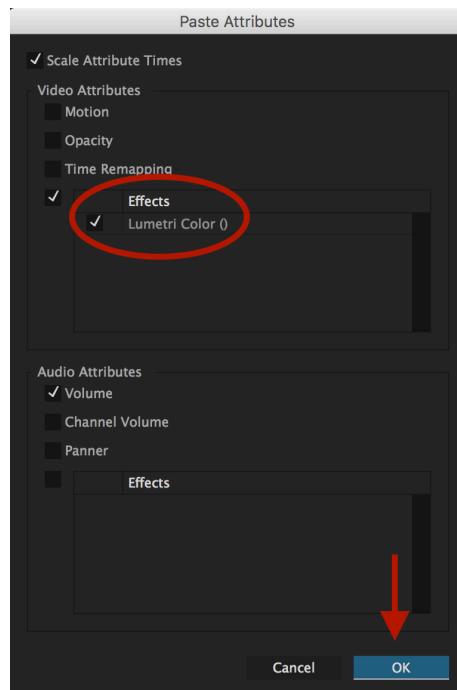
Select any similar clips.

Right click, (or Control Click) and select 'Paste Attributes'

Check which attributes you want to paste - for color correction using Lumetri, select that box.

Click OK

This will apply the same corrections to any and all clips you have selected.



[Watch a 1:42 video on pasting attributes](#)

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

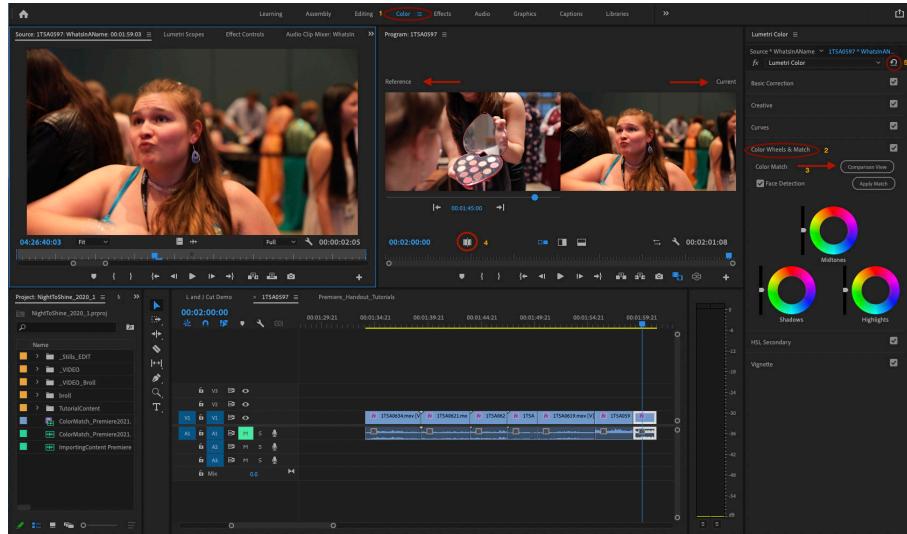
### Comparison View

Premiere now offers a few nice ways to match color or adjust color inside **Comparison View**.

You can use this feature in two ways.

1. If you're working on a clip, you can see before and after, side by side, to see your adjustments.
2. If you want to match two clips so they have the same color, you can compare and either automatically or manually adjust one clip to match the other.

Go to Color Wheels and Match in the Lumetri Color panel and select "Comparison View" to use the new feature.



1. Make sure you're in the color panel (top row of buttons)  
(If you don't see the Lumetri Panel on the far right, go to Window>Lumetri Color)
2. Select the *Color Wheels and Match* tab
3. Click *Comparison View* to enter the comparison mode
4. To compare before and after of a single clip click the Shot or Frame Comparison button.
5. Use the 'undo' button in the top right to reset a clip if you don't like the adjustments you've made.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

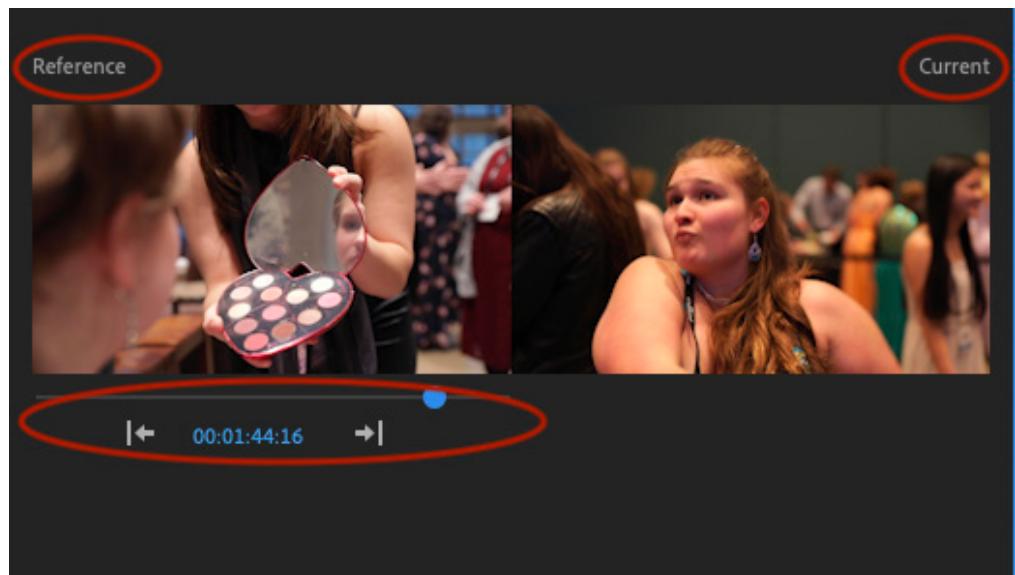
- According to Adobe, using Face Detection takes the program a bit longer to process.

- If there are no faces in the scene they suggest turning off Face Detection to save time.

- If you have faces, and don't like the look with Face Detection on, try turning it off to see if it looks better.

If you have multiple clips shot under similar lighting conditions that you want to match, set the best looking clip as the Reference Frame by using the slider underneath the Reference Frame to find it on the timeline.

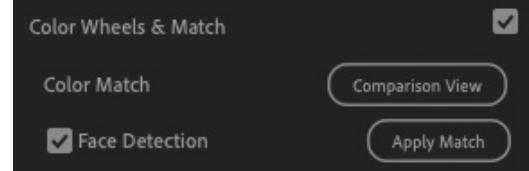
Then, place the playhead over the frame you want to match and click Apply Match. Premiere will do its best to match color and look. You can then manually further adjust the clip as needed.



The **Reference** clip is the clip that is correct. You will match to this clip. You can select it by dragging the slider below it through your sequence or by entering the time it appears in the sequence.

The **Current** clip is the one you want to fix by matching it to the Reference clip. In the timeline, simply slide the playhead over the clip you want to fix.

Once the clips are selected, click **Apply Match**. If there are faces in the scene, leaving the **Face Detection** box checked will prioritize the faces in Premiere's decision making process.



[Watch a 7:30 video on using the Comparison View features](#)

## Tips & Tricks

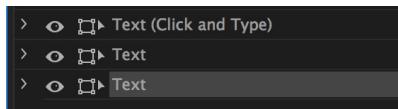
- 

Get in the habit of switching to the Selection Tool when you're not typing text for a title.

If you stay on the Title Tool you'll create a new empty Title with each click. Not a big problem, just annoying.

These can be deleted in the Effects Control Tab

- 



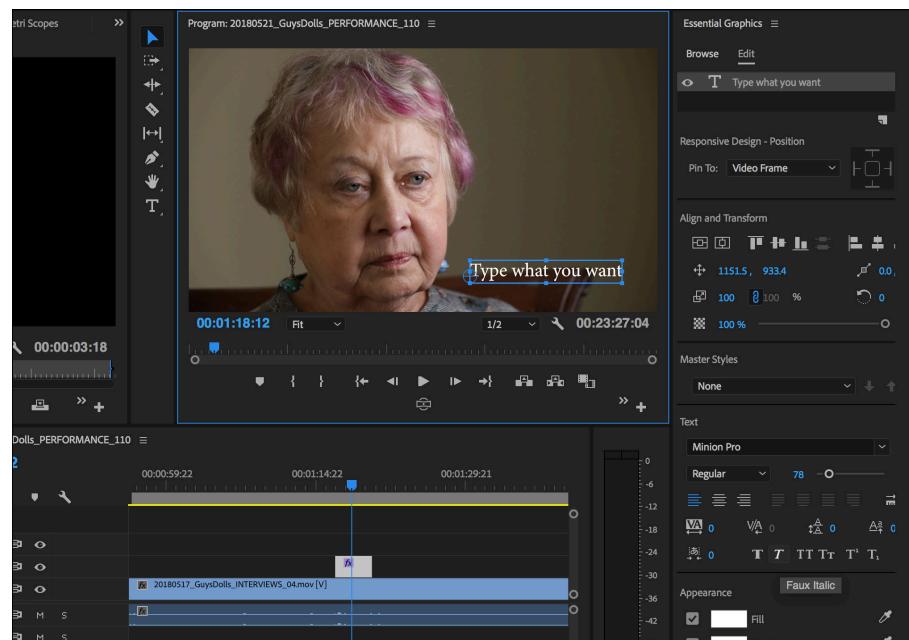
## Titles

Basic titles are created using the Text Tool, graphic elements can be added using the Rectangle tool. There are many pre-built templates available as well for titles and lower thirds in the graphic library.

It is not entirely intuitive, or doesn't feel that way to me yet, but once you get the hang of it, adding titles is not very tricky.

Place the playhead in your timeline where you'd like to place your title. (you can always move it later.)

Select the Type Tool (T) and click on the video and begin typing.

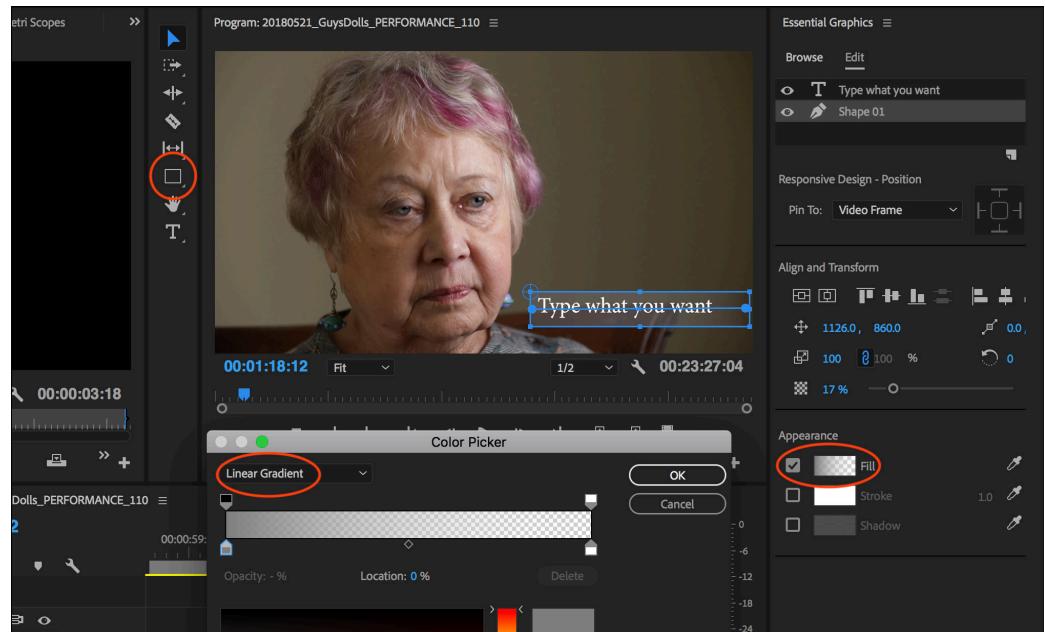


After typing in your title, you can change fonts, size, color, etc in the edit tab of the Essential Graphics Pane.

In addition to type you can add shapes, lines, etc. Select the Pen Tool (P) and use the dropdown menu to select the rectangle tool for example, to put a box around your type.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks



You can also create simple animation, fade in and outs, or change the size by using keyframes.

Again, you can change characteristics of the shape in the Effects Control Tab.

## COPY A TITLE SLIDE

If you want to copy a title slide, to keep a consistent look - simply hold down the option key as you click and drag the title slide to the left or right. Instead of moving it, you create a copy.

[Watch a 9:15 video on creating basic titles](#)

## Exporting

The last step is to export your video. Creating a playable movie file for all the world to see.

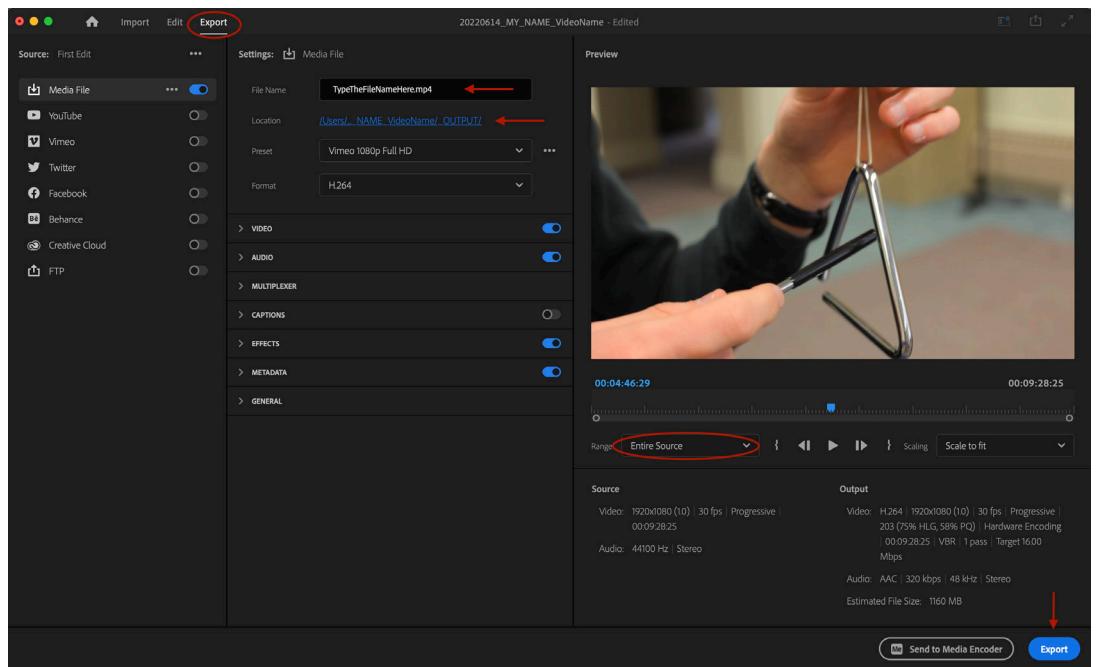
# Editing With Adobe **Premiere Pro**

## Tips & Tricks

- A common mistake when exporting is to forget about clips you've left at the end of a timeline. Maybe you dragged them there 'just in case'.

Those 'orphaned' clips will make your export time very long, and create much embarrassment when you play back your piece and odd clips appear after the show is supposed to end. Setting a work area or in and out points guarantees only what you want is exported

- 



File>Export>Media... or or select the Export tab

The export window is a bit complicated. There are MANY options for exporting your video and the settings depend on what you need.

- Are you creating a high quality archive for your flies?
- Do you need to post to a specific site such as YouTube or Vimeo?
- Is it for broadcast on television or social media?
- Do you have a client with a specific need?

All of these will influence how you export your video.

Step one is deciding what to export. Do you want to export everything on the timeline, or just part of a project.

You can export the entire sequence or a just a portion. Designate a work area or use the In/Out settings to set the part of your timeline you'd like to export.

# Editing With Adobe Premiere Pro

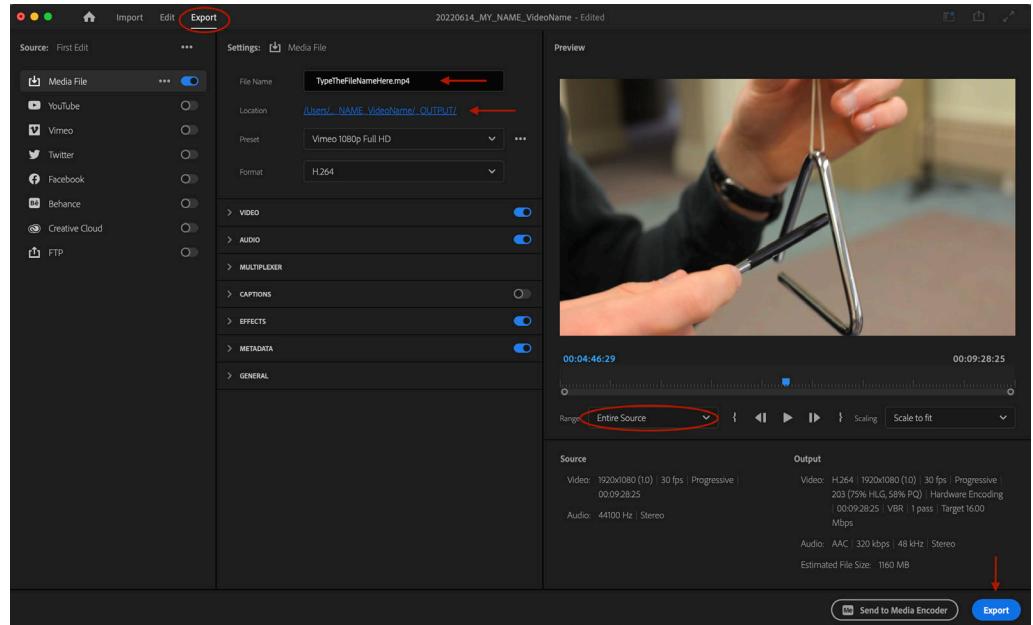
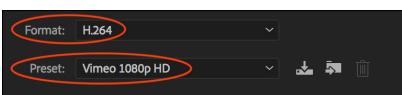
## Tips & Tricks

Export settings specific to the workflow in the classroom.

### I. FOR CLASS

Use H.264 Select:

Vimeo 1080HD



#### NOTE

If you export more than one version of a video, you MUST name them with distinct names.

ALWAYS put your name in the file name - so we know who created the video.

*Smith\_Circus\_HiRes.mp4*  
*Smith\_Circus\_Insta.mp4*

Would be a good way to name a video by Smith, about a circus. One high resolution version and one version specifically sized for Instagram, for example.

**Range:** Entire Source will export everything on the timeline. If you don't want that, you can set a specific area to export.

**File Name:** Name your file. A good rule is to always include your name in the file name.

**Location:** Select where to save the video file. If you created an Output folder in your project folder, use that.

**Format & Preset:** Establishes the file type for your exported movie. Generally, you'll use h.264 for the format.

Under preset select 'more presets' and scroll to Vimeo 1080p Full HD. Click the star and it will be added to the list. This is a decent all around good setting for most videos, but select other settings if necessary for your particular needs.

You can if you wish upload directly to YouTube, Vimeo, Twitter, etc. from the list on the left.

**Export:** Click export and your video will start exporting immediately using Premiere. This means you won't be able to do anything else in Premiere until exporting is complete.

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

**Queue:** will open Adobe Media Encoder, a separate program. You can load up multiple exports (for example, you want a highest quality version for yourself, and a lower quality version for YouTube). You can then start Media Encoder and continue working in Premiere.

### **When it's finished exporting, watch it!**

Make sure there are no mistakes including, but not limited to:

- typos
- dropped audio
- gaps between clips
- uneven audio
- bad edits
- bad color/toning
- extra clips at the end
- missing lower thirds
- missing titles
- missing credit
- things you don't like

Go back, fix them, re-export, and watch it again.

When it's perfect, you're done!!

[Watch a 5:01 video on exporting](#)

## Tips & Tricks

- You may have noticed two similar options for resizing images:

Set To Frame Size  
&  
Scale To Frame Size

They both will resize the image to fit the sequence settings.

**Scale to Frame Size** resizes the image to 100% so it fits perfectly. This reduces the burden on your computer processor; BUT it means that if you want to crop the image to fit the screen or make other changes you'll be resizing it above 100%.

**Set to Frame Size** leaves the image at its full resolution so you have the ability later to resize it.

As a rule, I'd use **Set To Frame Size**

## Sizing Video & Stills

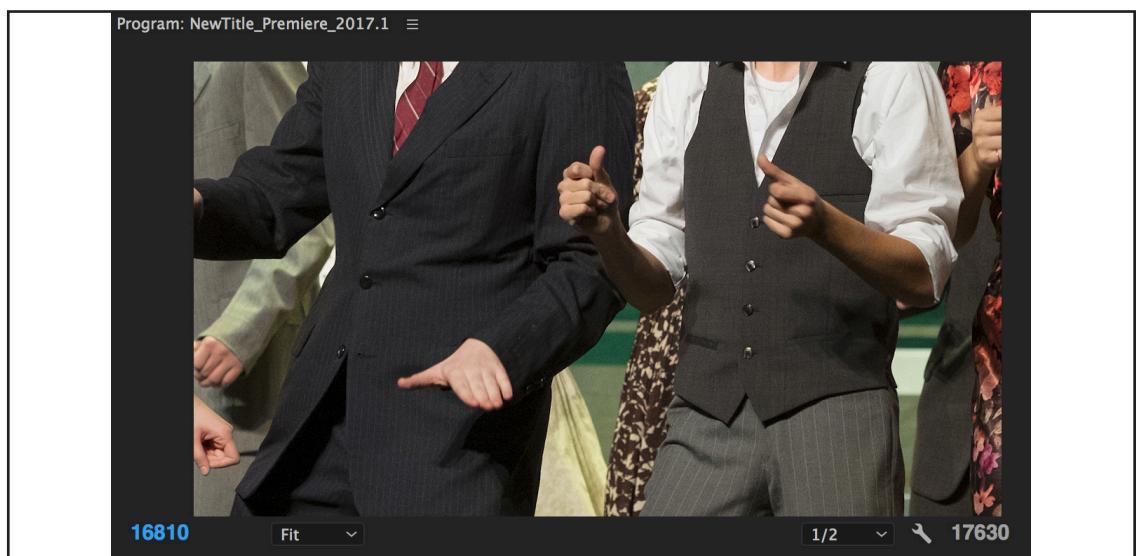
Sometimes it is necessary to change the size of your video or photographs.

Remember that your timeline is set up for a particular size – usually 1920 pixels x 1080 pixels.

If you import a high resolution still photo it will look cropped on the timeline and need to be resized.

You may also want to crop a video clip, or resize it for another reason.

**There are multiple ways to crop or change the size of an image.v**



In this example, I imported a photo, that is MUCH larger than the video. Placed on the timeline, it doesn't fit. The high resolution image has many more pixels than the 1920x1080 timeline.

Control or Right-Click on the clip on the timeline (NOT on the image itself)

Select "Set To Frame Size" from the drop down menu.

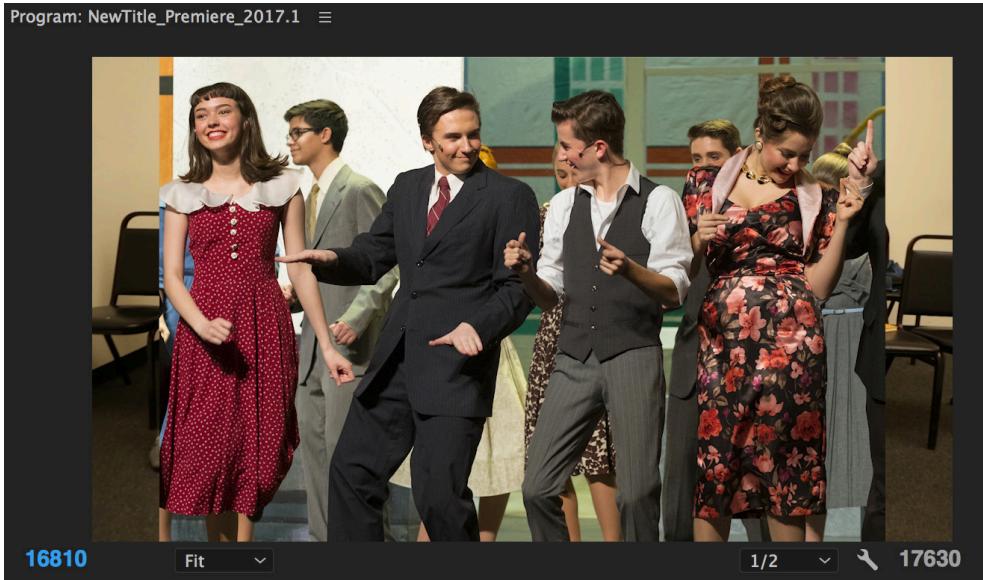
# Editing With Adobe **Premiere Pro**

## Tips & Tricks

### Bonus Tip!

You can set Premiere to automatically adjust all imported media to **Set To Frame Size or Scale To Frame Size:**  
Preferences>Media>Default Media Scaling>set to frame size but note that files that are small will be upsized and might not look great on the screen.

Notice that the image is resized so that it fits the screen.



NOTE: Photos are usually a different shape from video. So this photo doesn't fit the video window and we can see the edges of the underlying video.

To fix this, you will want to enlarge the image slightly - covering the edges of the video window.

Double click on the image and drag out the blue box to finish sizing the image.  
v

[Watch a 4:05 video on cropping and resizing in Premiere](#)

# Editing With Adobe **Premiere Pro**

## Tips & Tricks

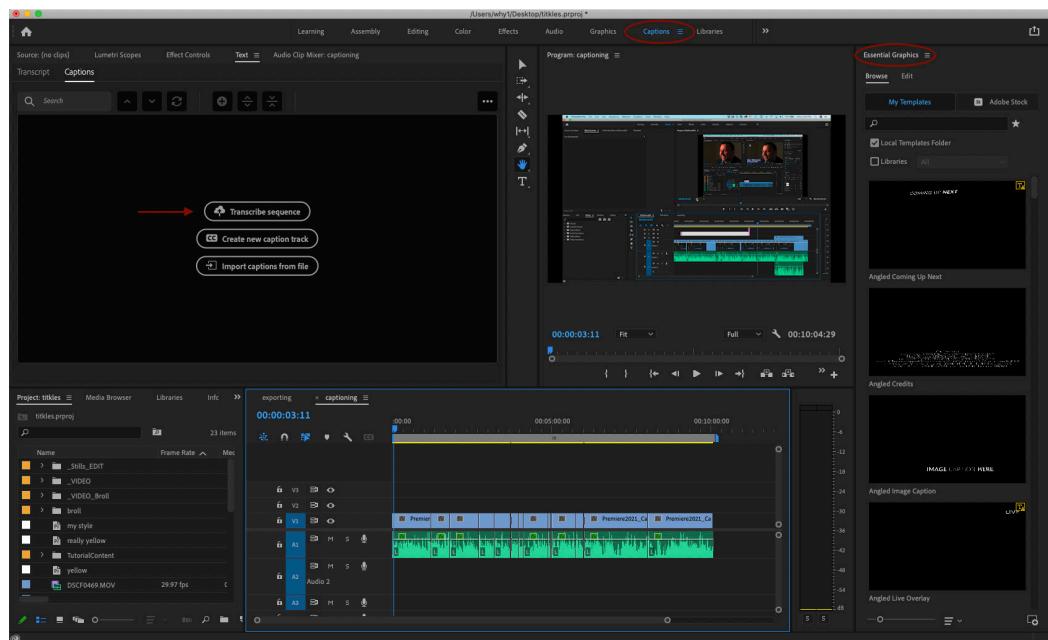
## Transcribing and Captioning

### Premiere offers transcribing and captioning

Many videographers and filmmakers transcribe their interviews. This allows them to edit to the edit the text on a screen. Some will even print it out and cut it up so they can experiment with rearranging the order of an interview.

Captioning can include closed captioning - the kind you can turn on and off on YouTube, Netflix, Hulu, etc. Or it can mean open captioning where the caption is burned into the video - something you see a lot on social media posts. Premiere can do both, simply and easily.

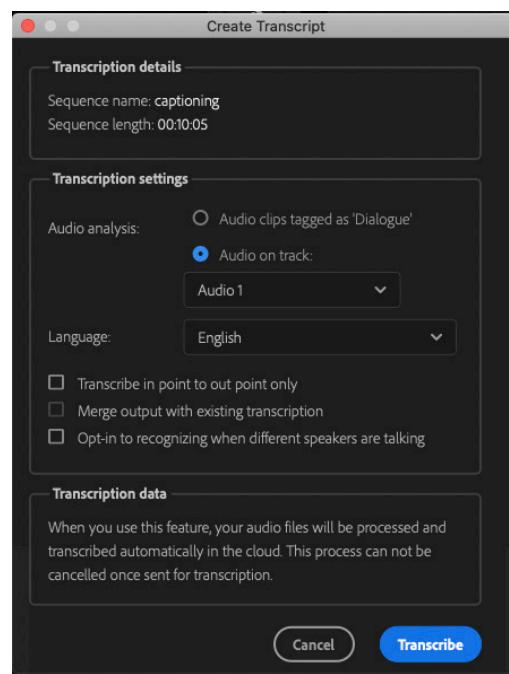
- First, place your audio on the timeline.
- Then select the Captions tab at the top.



- Click the Transcribe sequence button

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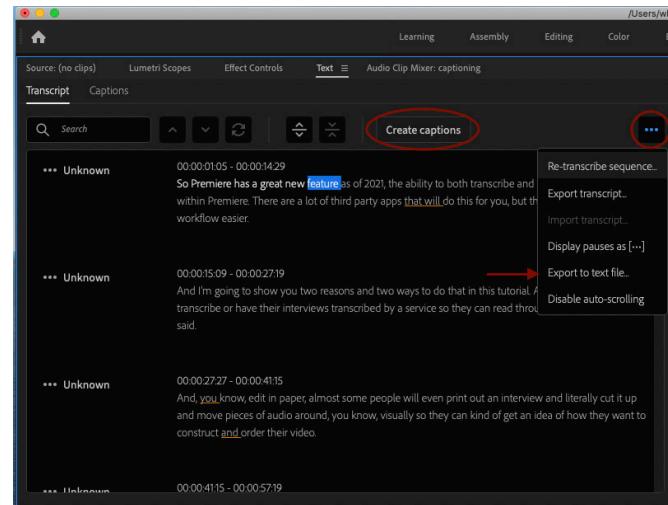
If you tagged your clips as dialogue, you can use that button.

But generally click the “Audio on track” button and then select which track you want to analyze from the dropdown box.

Select your language and choose the other options if you need to. Usually you can leave these unchecked.

Click “Transcribe.” NOTE that part of the process is uploading the audio to the cloud for analysis. You will need to be online to make this all work.

The longer the audio, and the slower your internet connection, the longer it takes.



Adobe generates this transcription window.

To export as text, click the the three dots in the upper right and select “Export to text file.”

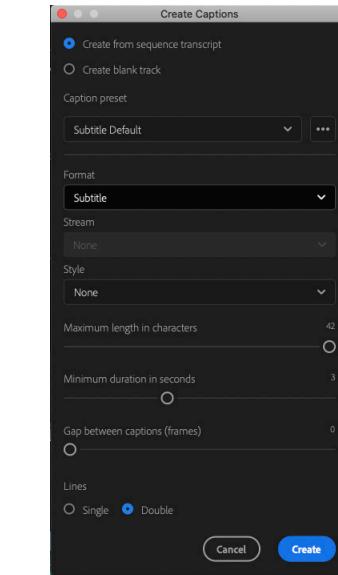
If you play your audio notice that the blue highlighted text will follow along.

You can double click on the text to make corrections or changes.

Click “Create Captions” to add a subtitle track to your video timeline.

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## Tips & Tricks



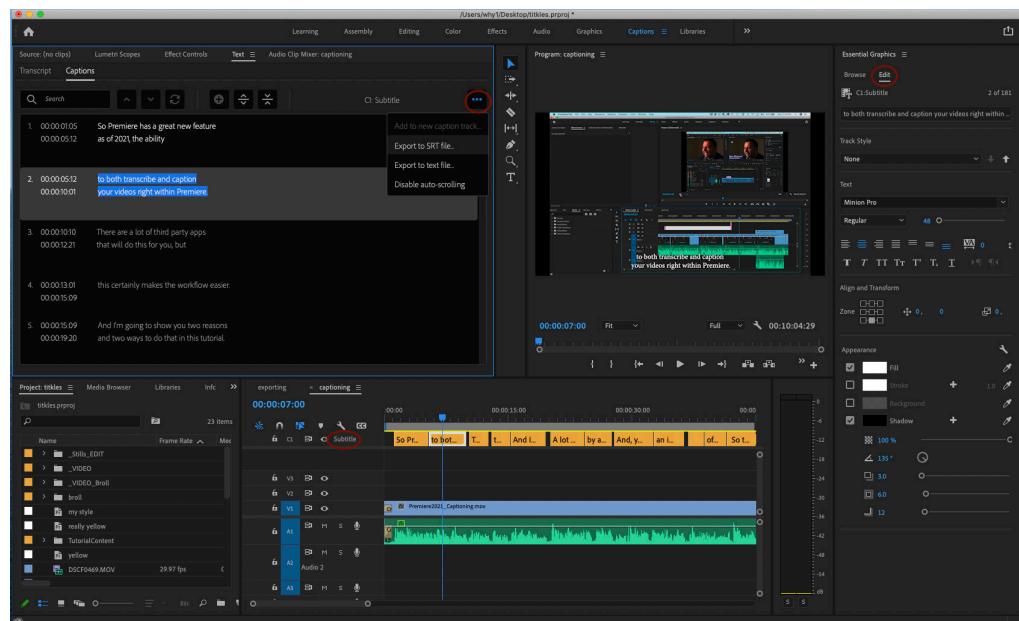
You can adjust these options as you see fit, but for the most part you'll probably use the default settings.

**Create from sequence** transcript means you want to use the transcript you just created.

**Caption preset** and **Format** should be Subtitle, unless you have a specific other purpose.

If you haven't set a **style** yet, leave it at None.

Click **z** and Premiere will process the transcription and add a track to your Timeline called "subtitle."



You can still edit the captions by changing the text in the top left Source window.

You can style the text by selecting one of the yellow subtitle clips and then change the look in the Essential Graphics panel on the right. Select the edit tab to get to the tools.

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## Tips & Tricks

After adjusting the text to your liking, save the settings under the **Track Style** dropdown menu as a custom setting. You can then apply this style to the entire project.

When you're done you have a few options.

Leave the captions visible as open captions. These would be permanently 'burned in' to your video. To do this, simply export your video as you would any video.

Create closed captions for a service like YouTube where the viewer could toggle captions on or off. To do this, 'hide' the subtitle track by clicking the 'eye' icon to make it invisible.

Then, export the subtitles as an SRT file using the dropdown menu. Upload this along with your video to a service like [YouTube](#) and your captions will be automatically processed.

[\*\*Watch this 10:05 video on using the Transcribing and Captioning features\*\*](#)

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## Tips & Tricks

## VR

### 360 VR Video

Premiere keeps adding support for 360 video.

You can view your video as a 360 inside of Premiere

You can export your video VR ready for YouTube, Facebook and other VR ready sites and applications.

You can adjust what is the 'front facing' view of your video,, drop in flat videos on top, etc.

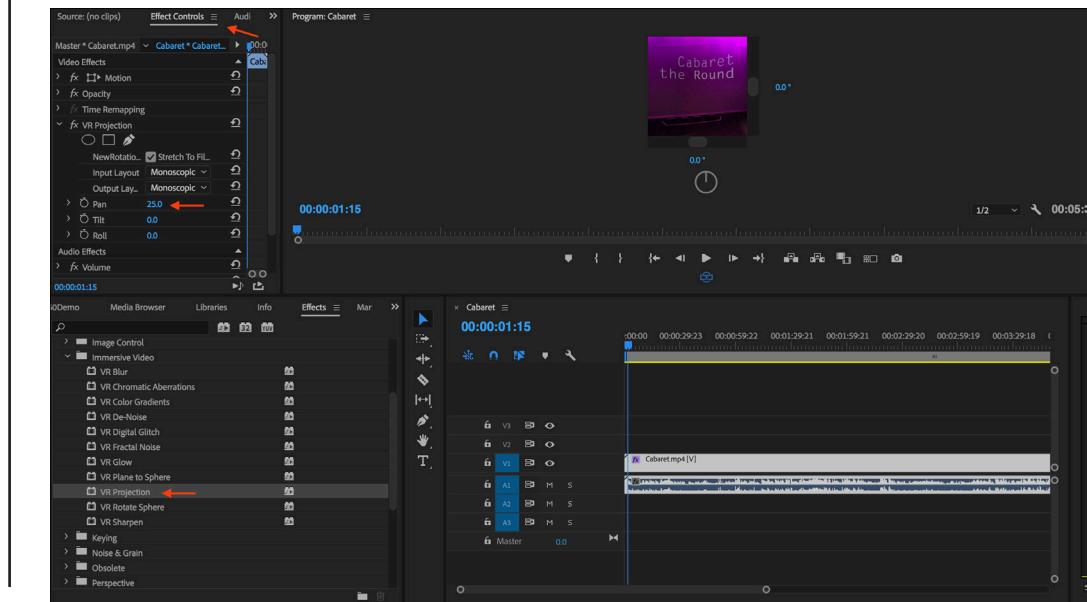
### Change Starting Point

By default your 360 video will start with where the front of your camera was pointing. If you want to change that in Premiere, use the VR Projection Effect:

### Effects>Immersive Video>VR Projection

Drag that filter onto the clip on your Timeline

Change the Pan to change the starting point



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## Tips & Tricks

- If you want to watch 360 video on your computer, without uploading it and watching it through your browser, use the free [GoPro VR Player app](#) from GoPro

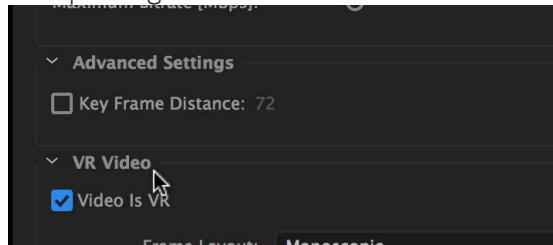
- Penn State has some [good tutorials](#) for basic editing of 360 VR footage.

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## Exporting VR

VR 360 video requires specific metadata embedded in the video file.

Luckily, Premiere will do that work for you. Make sure to select the Video is VR box when exporting.



Upload your video to YouTube, Vimeo, Facebook or other VR supported sites and it should be recognized automatically as a VR video.

[Watch a 4:39 video on editing and exporting VR video in Premiere \(based on an older version of Premiere. New features have been added\)](#)

If you have specific questions about this tutorial, or Premiere in general feel free to contact me.

If you're a current student, I hope you know how already!!

Email is the best option: [Will.Yurman@gmail.com](mailto:Will.Yurman@gmail.com)

There are a LOT of resources online for help as well.

- Will Yurman