KENNESAW STATE
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TECHNOLOGY SERVICES

Premiere Pro 2021 Essential Skills

Adobe Premiere Pro 2021 CC

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University Information Technology Services

Premiere Pro 2021 Essential Skills

Adobe Premiere Pro

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Introduction

Adobe Premiere Pro CC is a powerful timeline-based video editing application. Using Premiere Pro, you can edit video and audio clips into sequences, apply effects and transitions, export your sequences for sharing with others, and more. Premiere Pro also works hand-in-hand with other Adobe Creative Cloud apps, such as Audition, After Effects, and Photoshop.

This booklet is the companion document to the Adobe Premiere Pro: Essential Skills workshop. The booklet demonstrates the basic skills needed to create, edit, and export a sequence in Premiere Pro.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Navigate the Premiere Pro interface
- Create a project
- Import and organize media
- Compose a sequence
- Apply edits to video and audio clips
- Add text and shapes to a sequence
- Add transitions and effects to a sequence
- Export a sequence for upload to the web

Preparing a New Project

A project in Premiere Pro encompasses all the files you will use to create your final product. This includes many different files, such as video, audio, graphics, music, and special effects. Before beginning a new project, it is important to create an organizational system for managing these assets. Maintaining this system streamlines the editing process, allows Premiere Pro to run smoothly, and prevents misplacement of files.

It is best practice to keep all your project assets in the same location, whether it be a local hard disk, external hard drive, USB drive, network drive, or cloud storage. Always maintain a backup of your data in a secure location, especially if you are using an external drive, which can be misplaced or suffer physical damage.

Note: Data transfer rates from network drives and cloud storage is dependent upon network connectivity and speed. This may affect performance when working with large files.

Storing a Project on OneDrive

If you plan to use OneDrive to house your project files, check that you have installed the desktop sync client. This client will allow you to access files as if they are stored locally on your computer.

Note: The OneDrive desktop sync client is not available in computer labs. If you are working in a computer lab, you may save your project locally and upload it to OneDrive through the o365 web portal at o365.kennesaw.edu.

Project File Management

It is up to you to decide how to organize your project files. Needs can vary between projects. Below is an example of a basic folder structure:

1. **Final Renders** – Contains rendered sequences from the project
2. **Graphics** – Contains images and stills
3. **Project Files** – Houses the .prproj file created when you create a new project in Premiere Pro
4. **Video** – Contains video clips
5. **Sound** – Contains sound effects or audio tracks separate from video clips
6. **Music** - Contains music tracks

Premiere Pro Interface Overview

The Start Screen

When you launch Premiere Pro, the Start screen loads. From here, you can create a new project or open a previous one. The Start screen is as follows:

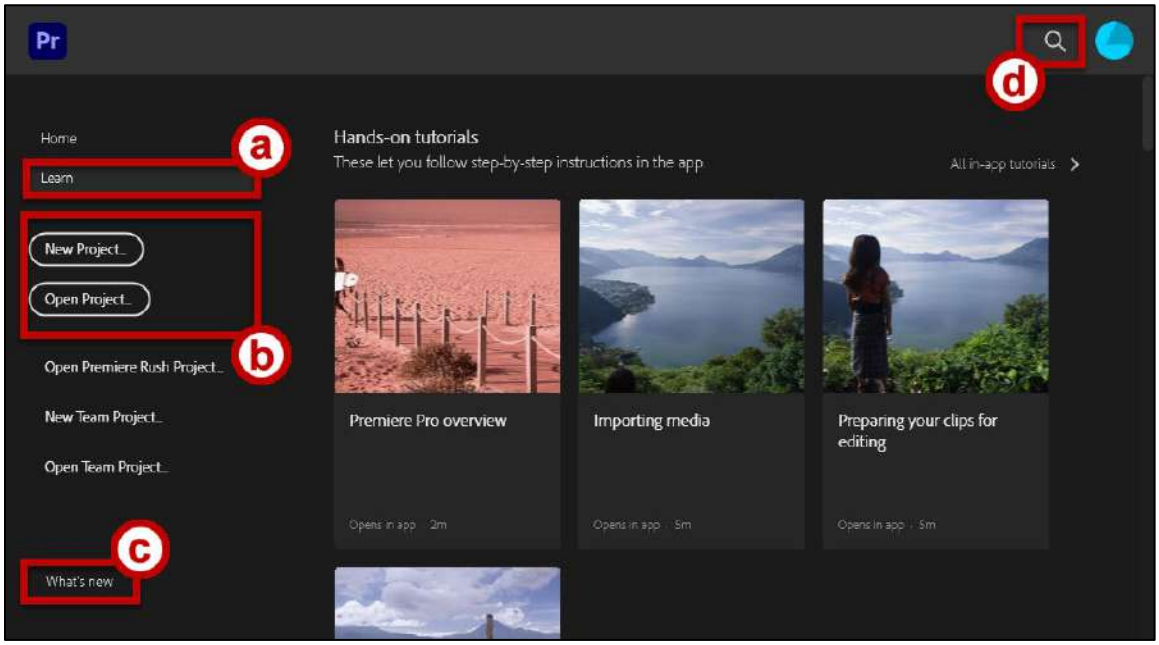

Figure 1 **- The Start Screen**

a. **Learn** – Access Premiere Pro tutorials and guides (See Figure 1).
b. **Projects** – Create a new project or open an existing one (See Figure 1).
c. **What's New** – Discover the latest features and updates (See Figure 1).
d. **Search** – Search for previously opened projects (See Figure 1).

Create a New Project

The file you will create in Premiere Pro is called a project. Projects contain all the assets you will use to create and edit your videos, such as video clips, audio files, and graphics. The following steps describe how to create a new project:

1. From the Premiere Pro *Start* screen, click **New Project**.

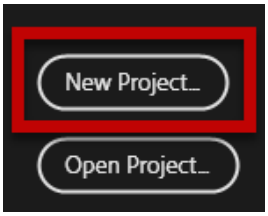

Figure 2 - New Project

2. The *New Project* dialogue box launches (See Figure 3).
    a. **Name** – Set the name of your project file (See Figure 3).
    b. **Location** – Determine where the project file will be stored (See Figure 3).

Note: If you followed the suggested folder template above, select the *Project Files* folder.

3. If needed, determine **advanced settings**, such as timecode, scratch disks, and ingesting. For the purpose of this guide, we will leave these settings set to default (See Figure 3).
4. Click **OK** to create your project (See Figure 3).

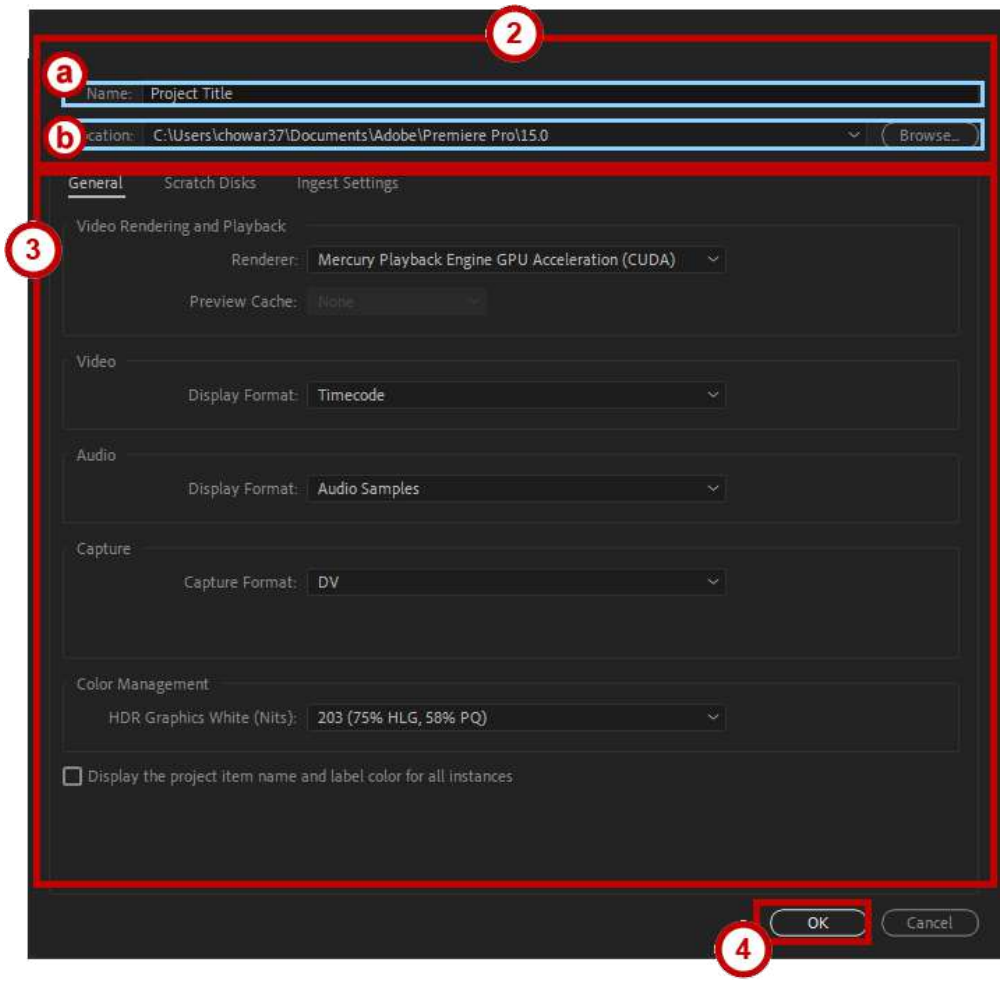

Figure 3 **- New Project Window**

The Workspace

There are eight default workspaces: Assembly, Editing, Color, Effects, Audio, Graphics, Captions, and Libraries. These can be customized to personal workflow. The workspaces are accessible from the *Workspace Control Bar*, located at the top of the Premiere Pro application window (See Figure 4).

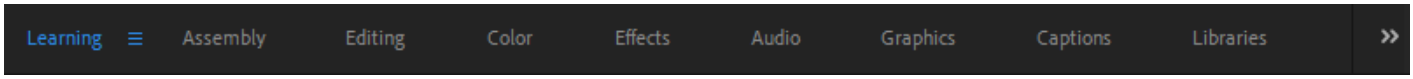

Figure 4 - Workspace Control Bar

Panels

The Premiere Pro interface organizes editing tools and features thorough *panels*. For example, the Timeline panel allows you to arrange your clips in a sequence. Panels can be:

- Resized
- Undocked and rearranged
- Grouped together within the same area

In this *Essential Skills* guide, we will work in the *Assembly, Editing,* and *Graphics* workspace layouts. Note that some panels, such as the Timeline panel, are shared across workspaces.

Importing and Organizing Media

The *Assembly* workspace is optimized for importing, previewing, marking and subclipping media, as well as assembling rough cuts of sequences.

The *Assembly* workspace is as follows:

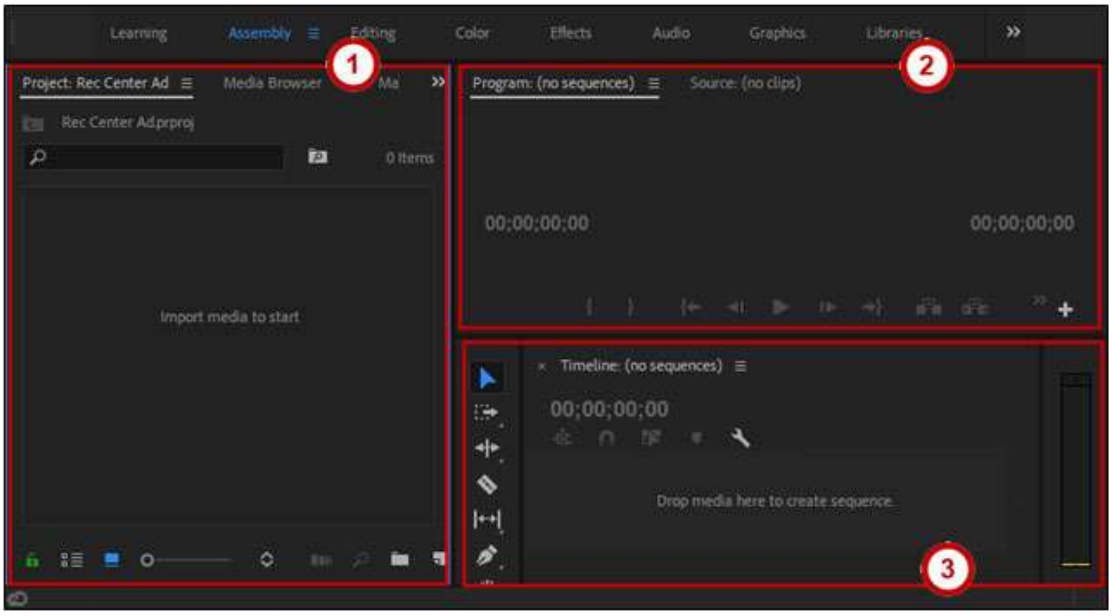

Figure 5 **- Assembly Workspace**

1. **Project Panel** – Import and organize your project assets (See Figure 5).
2. **Source Monitor Panel** – Preview the clips you've imported before editing (See Figure 5).
3. **Timeline Panel** – Arrange your clips in a sequence that is played from left to right (See Figure 5).

Importing Assets

The first step of any Premiere Pro project is importing the project files, or *clips*, you will be using. These clips are called **assets**.

Note: When you import a *clip*, the *clip* points to the source file. It is not recommended you move your source files after they are imported into the project, as Premiere Pro will be unable to find them.

The Assembly Workspace

Use the *Assembly* Workspace to organize your files and create a sequence, or a compilation of clips arranged from left to right. While you can also import clips within the *Editing* workspace, the *Assembly* workspace presents a larger **Project panel** for easier clip sorting, organizing, and placing clips into a sequence.

The following describes how to import assets into your project:

1. Open the *Assembly* workspace by clicking **Assembly** in the *Workspace Control Bar*.

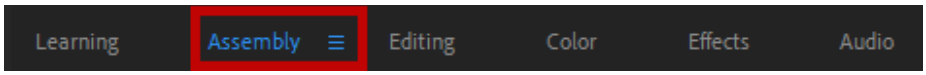

Figure 6 - Assembly Workspace Tab

2. Double-click in the center of the **Project Panel** where it says "Import media to start."

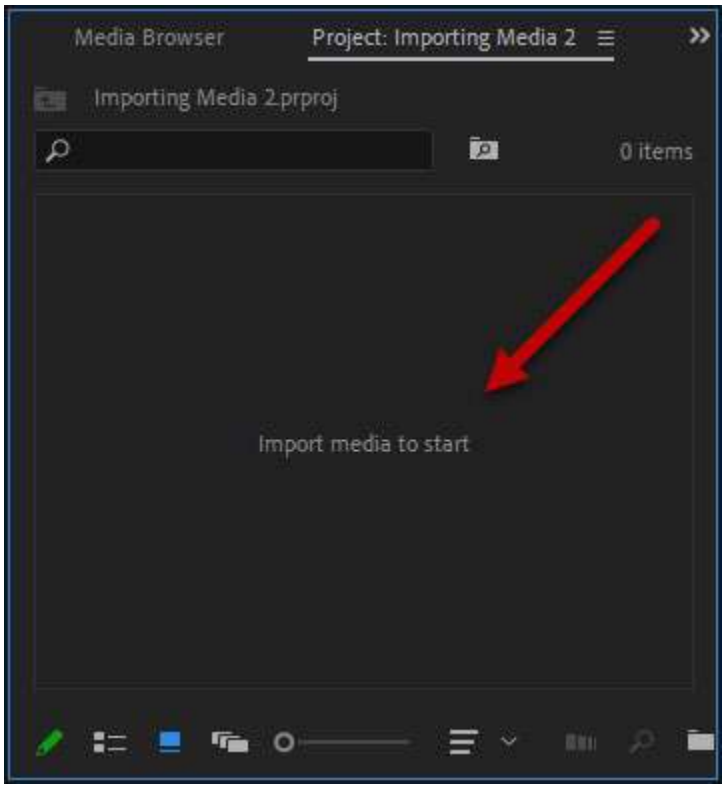

Figure 7 - Project Panel

Note: If you do not see the *Project panel*, click the **hamburger menu icon** (three stacked horizontal lines) at the panel's top right corner to access all panels within the panel group.

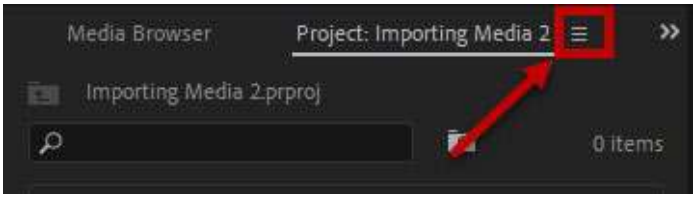

Figure 8 – Hamburger Menu Icon

3. Your device's file management windowwill open. Select the **files or assets** you wish to import into the *Project Panel*.

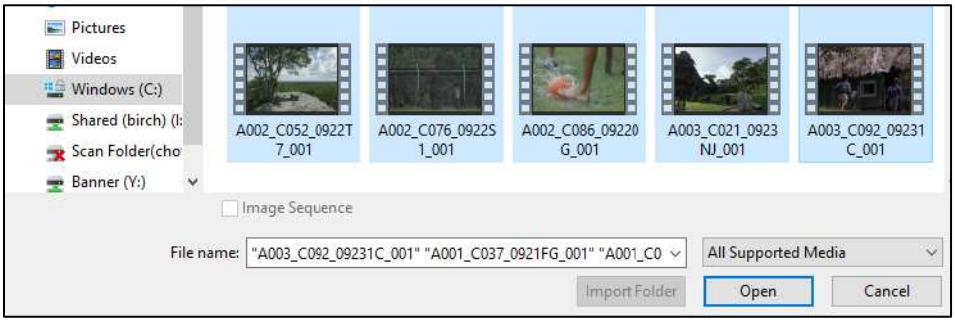

Figure 9 - Import Media

4. Click **Open** to import the files.

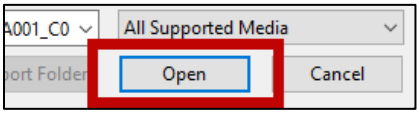

Figure 10 – Select Open

5. The assets are imported into the project. You may now access these assets in the *Project Panel*.

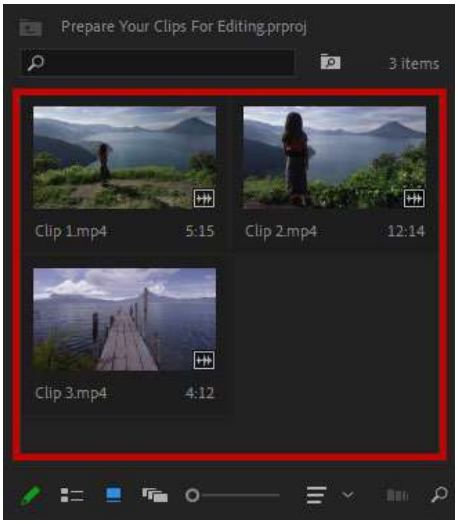

Figure 11 - Imported Clips

Organizing Assets

When beginning your video project, it is important you **organize your assets** before creating a sequence – especially if you are working with several clips. Assets can be organized into folders, or *bins*, which are useful for keeping files organized by type, placement, or other groupings.

The following steps describe how to create a bin and move assets into it:

1. Right-click in the *Project* panel to display the pop-up menu. Click **New Bin**.

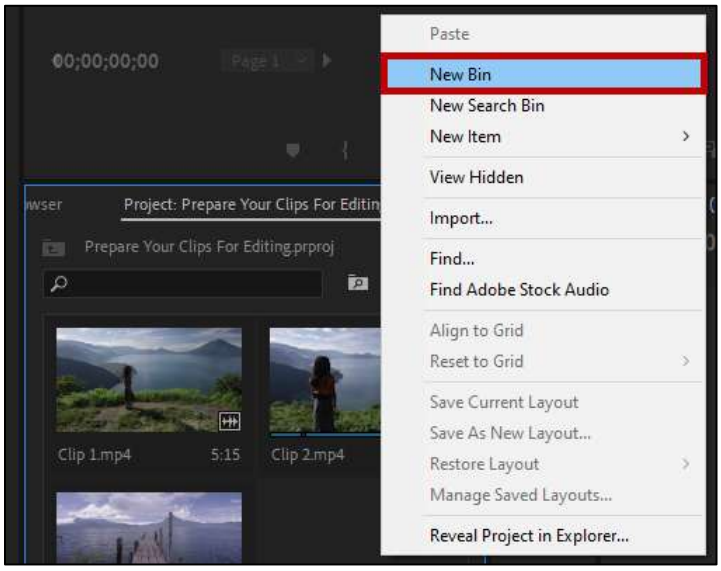

Figure 12 - New Bin

2. A new folder will appear. Enter the **name** of your new bin.

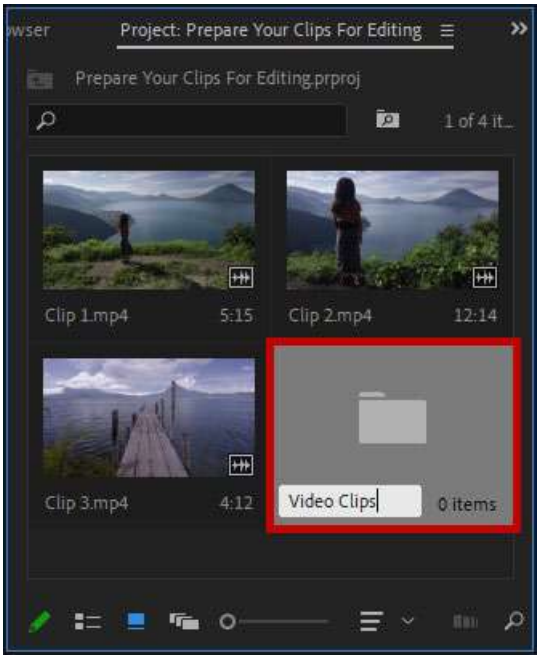

Figure 13 - Name Bin

Note: You can also create a *bin* first, then import your clips or assets into your *bin*.

3. Click and drag to select the asset(s) you would like to move into the bin (See Figure 14).
4. Drag the asset(s) over the bin you created. When you release the click, the assets will drop into the bin (See Figure 14).

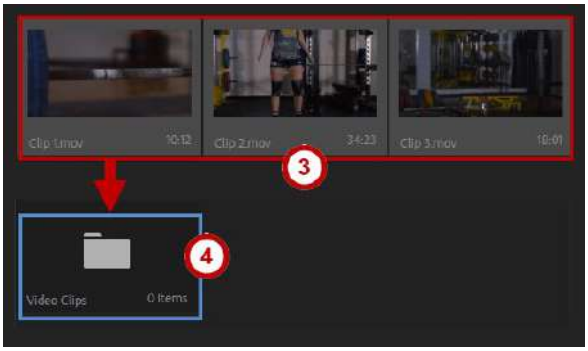

Figure 14 - Drag Assets

Note: **Shift + click** will allow you to select multiple clips at once.

Preview & Playback Video Clips

You can preview your video clips using the *Source Monitor*. The Source Monitor is located within the *Source Monitoring Group.* The components of the Source Monitor are as follows:

The Source Monitor Panel Interface

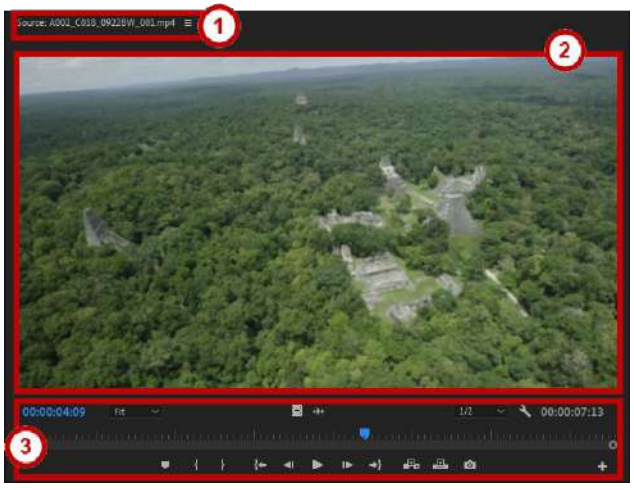

Figure 15 - Source Monitor Panel

1. **Source Monitor Panel** – Preview and mark clips before inserting them into a sequence (See Figure 15).
2. **Clip Preview** – Displays the active clip (See Figure 15).
3. **Playback Tools** – These tools allow you to navigate through and review a clip (See Figure 15).

Previewing Clips

The following steps describe how to preview clips:

1. Navigate to the *Project* panel and navigate to the assets you wish to preview.
2. Double click the **clip preview thumbnail** (See Figure 16).

Figure 16 - Clip Preview Thumbnail

3. The clip opens in the *Source Monitor.* Using the **playback tools**, you can preview and mark your clip.

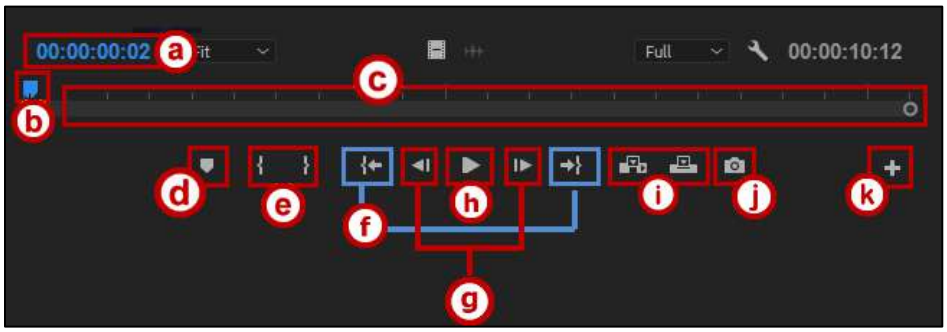

Figure 17 - Playback Tools

a. **TimeCode** – Uniquely identifies each frame using a time stamp. By default, Premiere Pro uses the SMPTE code: hours, minutes, seconds, and frames (See Figure 17).
b. **Playhead** – Shows the location of the current frame in the *time ruler* (See Figure 17).
c. **Time Ruler** – Displays the duration of a clip. Tick marks indicate units of time (See Figure 17).
d. **Marker** – Add comments or notes to a clip (See Figure 17).
e. **Mark In/Out** – Select a portion of the clip (See Figure 17).
f. **Go to In/Out** – Snaps the playhead to the clip's In/Out point (See Figure 17).
g. **Step Back/Forward One Frame** – Move between frames one at a time (See Figure 17).
h. **Play/Stop** – Starts and stops the clip at the playhead (See Figure 17).
i. **Insert/Overwrite** – Applies an insert or overwrite edit of the clip into the sequence (See Figure 17).
j. **Export Frame** – Saves the frame at the location of the playhead as an image (See Figure 17).
k. **Button Editor** – Customize the button layout (See Figure 17).

Creating a Video Sequence

Once you have imported assets, you can begin arranging them into a *sequence*. Sequences are built and refined in the *Timeline* panel. The Timeline panel can be accessed through most workspaces. In the steps below, we will access the Timeline panel through the *Assembly* workspace.

The Timeline Panel Interface

To simplify this panel, we will break the panel down into three groups: the *Timecode Group*, the *Track Options Group*, and the *Sequence Group*. Each contains tools and options for creating a sequence.

Figure 18 - The Timeline Panel

1. The Timeline Panel features the following tools:
   a. **The Timecode Group** (See Figure 18).
   b. **The Track Options Group** (See Figure 18).
   c. **The Sequence Group** (See Figure 18).

The Timecode Group

Figure 19 – The Timecode Group

1. **Timecode** – Indicates the current position of the playhead within the sequence (See Figure 19).
2. **Insert Sequences** - Insert a sequence into the current one (See Figure 19).
3. **Snap** – Eliminates gaps between clips in the *Timeline* (See Figure 19).
4. **Link Selection** – When enabled, clicking a linked clip in the *Timeline* selects all linked tracks (See Figure 19).
5. **Marker** – Add a marker to the Timeline at the playhead (See Figure 19).
6. **Timeline Display Settings** – Adjust visible elements in the *Timeline* (See Figure 19).

The Track Options Group

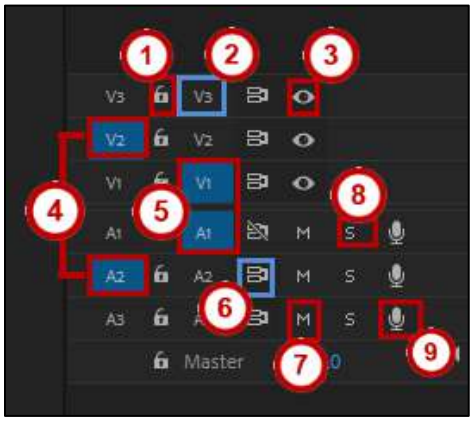

Figure 20 - Track Options Group

1. **Track Locking** – When enabled, disables all edits and adjustments to a track (See Figure 20).
2. **Track Number** – Displays the track number and type, Video (V) or Audio(A) (See Figure 20).
3. **Track Visibility** – Hide or view a video track (See Figure 20).
4. **Source Indicators** – Create insert and overwrite edits in the selected tracks (See Figure 20).
5. **Track Targeting** – Paste copied clips onto selected tracks (See Figure 20).
6. **Sync Lock** – Locks tracks together so movement in the Timeline applies to each (See Figure 20).
7. **Mute** – Silences an audio track (See Figure 20).
8. **Solo Track** – Mutes all other audio tracks (See Figure 20).
9. **Record** – Record audio directly into the Timeline (See Figure 20).

The Sequence Group

Figure 21 - Sequence Group

1. **Time Ruler** – Shows the portion of the sequence in the current view (See Figure 21).
2. **Sequence Playhead** – Use this playhead to navigate within a sequence (See Figure 21).
3. **Video Clips** – Video clips are arranged back to back on a track to create a sequence (See Figure 21).
4. **Audio Clips** – Audio clips show a waveform preview (See Figure 21).
5. **Scrollbars** – Navigate horizontally and vertically between tracks (See Figure 21).

The Toolbar

Though not part of the Timeline panel, the *Toolbar* contains the tools you will use to add and manipulate content within the Timeline. In the Editing workspace, it is located next to the Timeline.

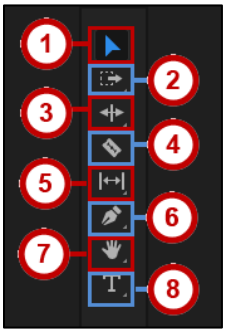

Figure 22 - The Toolbar

1. **Selection Tool** – Select clips within the *Timeline* and perform standard edits (See Figure 22).
2. **Track Select Forward Tool** – Selects a clip and all those following it in the *Timeline* (See Figure 22).
3. **Specialty Editing Tools** – Adjusts the In/Out points of your clips simultaneously (See Figure 22).
4. **Razor Tool** – Splits a clip into two (See Figure 22).
5. **Slip and Slide Tools** – Adjust the timing of edits (See Figure 22).
6. **Pen and Shape Tools** – Creates shapes directly on the Timeline (See Figure 22).
7. **Hand Tool** – Navigates horizontally through the Timeline (See Figure 22).
8. **Text Tool** – Adds text to the Timeline (See Figure 22).

Add Video Clips

Video and audio clips cannot be edited until they are placed in a sequence within the *Timeline panel*. Use the following steps to create a sequence:

1. Select the clips you wish to work with in the *Project panel*, then drag and drop them into the *Timeline panel* on to the area marked "Drop media here to create sequence."

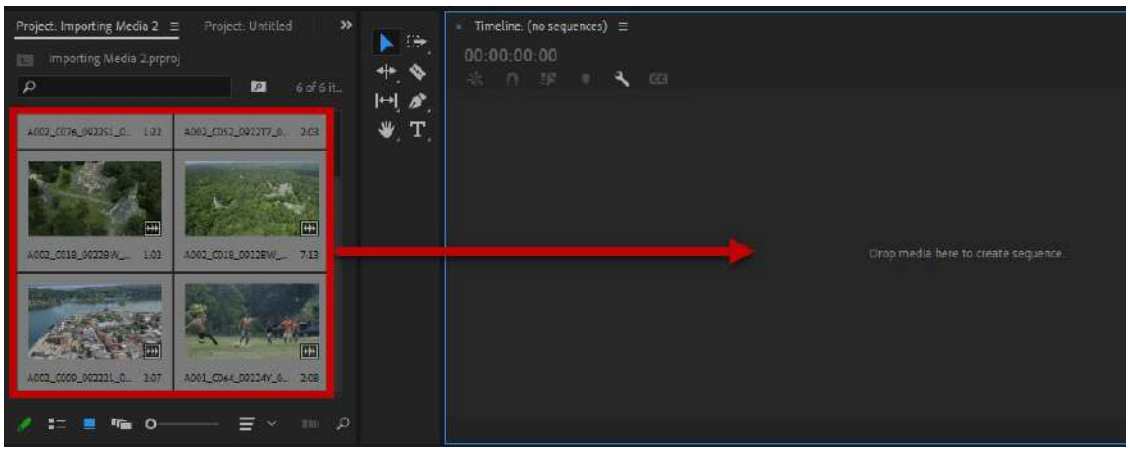

Figure 23 – Add Clips in Timeline Panel

Note: You will now see a new file in your *Project panel*, highlighted in gray. This file is called a **sequence**. A sequence is a group of clips added to your *Timeline panel* for editing.

Figure 24 – Sequence File

2. You should now see your **tracks**, the horizontal areas holding your video and audio files, displayed in your Timeline panel (See Figure 25).

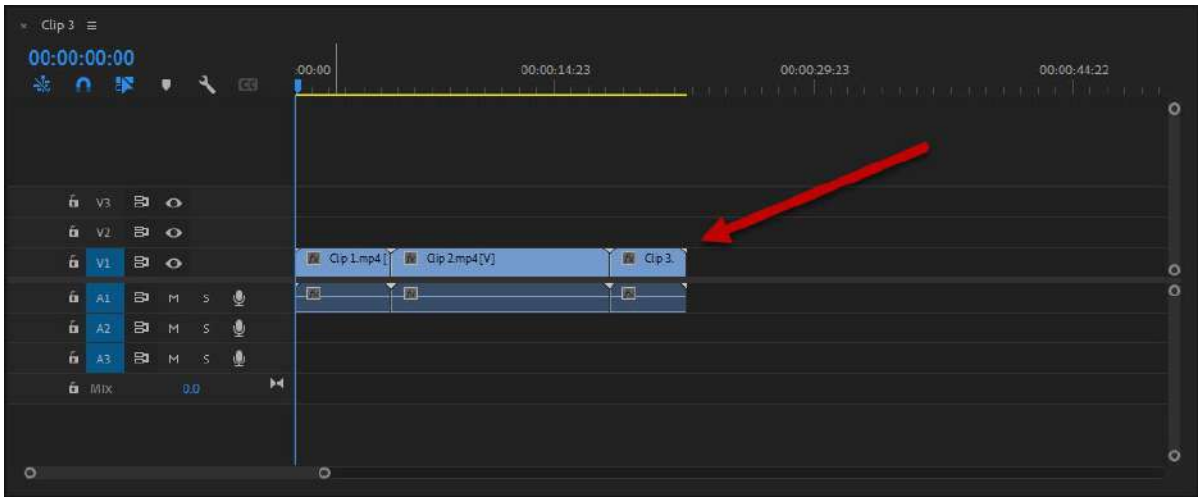

Figure 25 – Tracks

Note: Click on the *Timeline panel*, then use the **+** and **-** keys to zoom in and out of the tracks. You can use the **CTRL** and **+/-** keys to make the size of the tracks smaller or larger.

Moving/Rearranging Clips

1. While holding down **CONTROL**, click and drag the clip you wish to move.

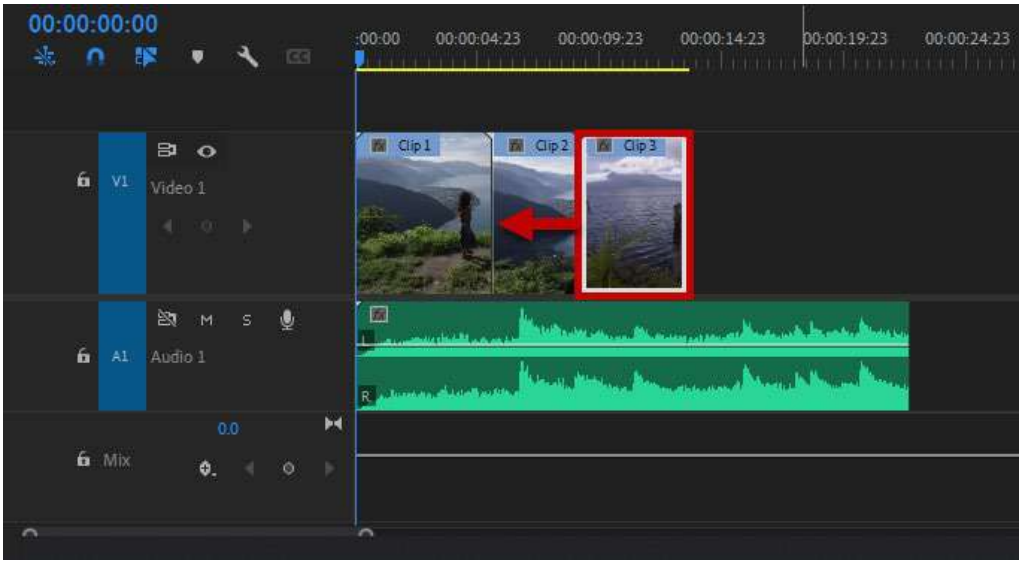

Figure 26 – Rearranging Clips

2. Release the mouse when your clips snaps into place (See Figure 27).

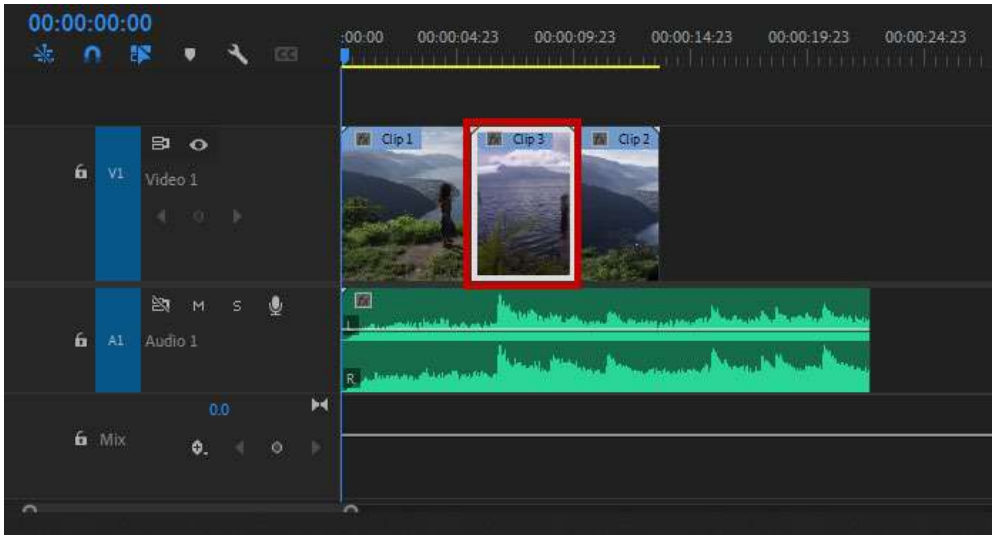

Figure 27 – Snap Clip in Place

3. Your clips are now rearranged.

Copy and Paste Media

Media can easily be copied and pasted onto a different track using **track targeting**. The following explains how to copy and paste a clip with audio onto a new track:

1. In the *Timeline*, click the **track target button** of the track you wish to edit.

Note: If the clip has audio and video, enable track targeting for a video and audio track.

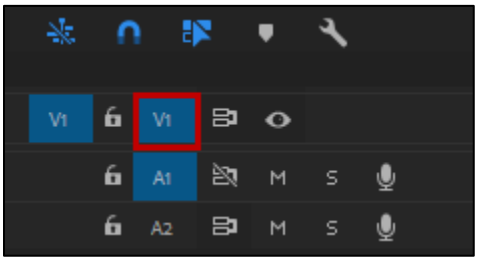

Figure 28- Enable Track Targeting

2. In the *toolbar*, click the **selection tool**.

Figure 29 – Selection Tool

3. Position the **playhead** where you wish to insert the copied media.

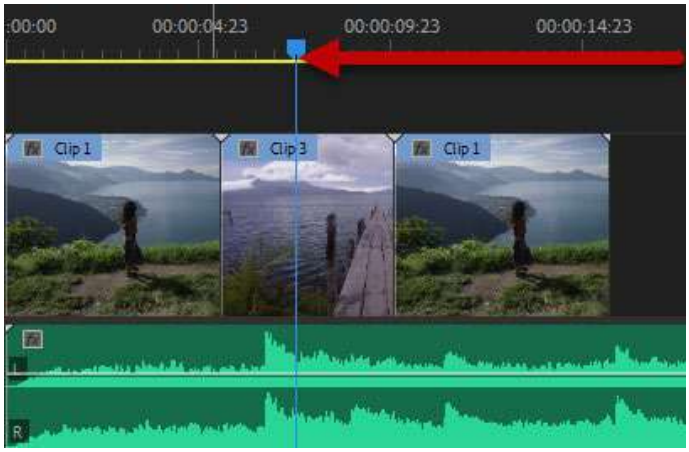

Figure 30 – Playhead

4. Select the clip and press **CTRL+C** (PC) or **CMD+C** (Mac) to copy it.
5. Press **CTRL+V** (PC) or **CMD+V** (Mac) to paste the clip onto the new track.
6. Your clip is now pasted onto the track.

Delete Media

There are two methods to remove media from a sequence. *Deleting* media removes the media from the Timeline, but leaves a gap the size the media previously occupied. A *ripple delete* removes media and gaps from the Timeline, reducing the length of the sequence.

How to Delete Media from a Sequence

The following steps apply to any content in the Timeline, including clips, audio, titles, and graphics.

1. In the *toolbar*, click the **selection tool**.

Figure 31 – Selection Tool

2. In the *Timeline,* click the media you wish to delete.

Figure 32 - Select Media

3. Press the **delete** key on your keyboard. Alternatively, you can right-click the clip and select **Clear** from the drop-down menu that appears.

4. The media is deleted and replaced with a gap.

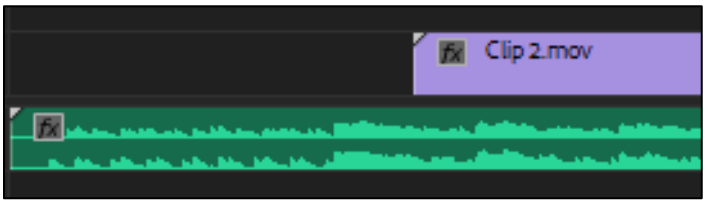

Figure 33 - Deleted Media

How to Apply a Ripple Delete to a Sequence

1. In the *toolbar*, click the **selection tool**.

Figure 34 – Sequence

2. In the *Timeline,* right-click the media or gap you wish to apply the ripple delete. Click **Ripple Delete**.

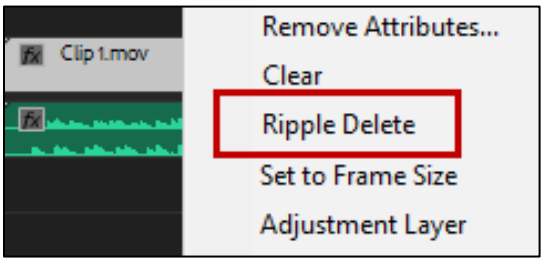

Figure 35 - Ripple Delete

3. The media or gap is deleted, and the length of the sequence is shortened.

Editing a Sequence

The *Editing* workspace is optimized for editing, trimming, and clipping your clips and sequences.

The following explains the *Editing* workspace:

1. **Project Panel** – Import and organize your project assets (See Figure 36).
2. **Source Monitor Panel** – Preview the clips you have imported before editing (See Figure 36).
3. **Program Monitor Panel** – Preview your project as you create it (See Figure 36).
4. **Timeline Panel** – Arrange and edit your clips to create your project (See Figure 36).

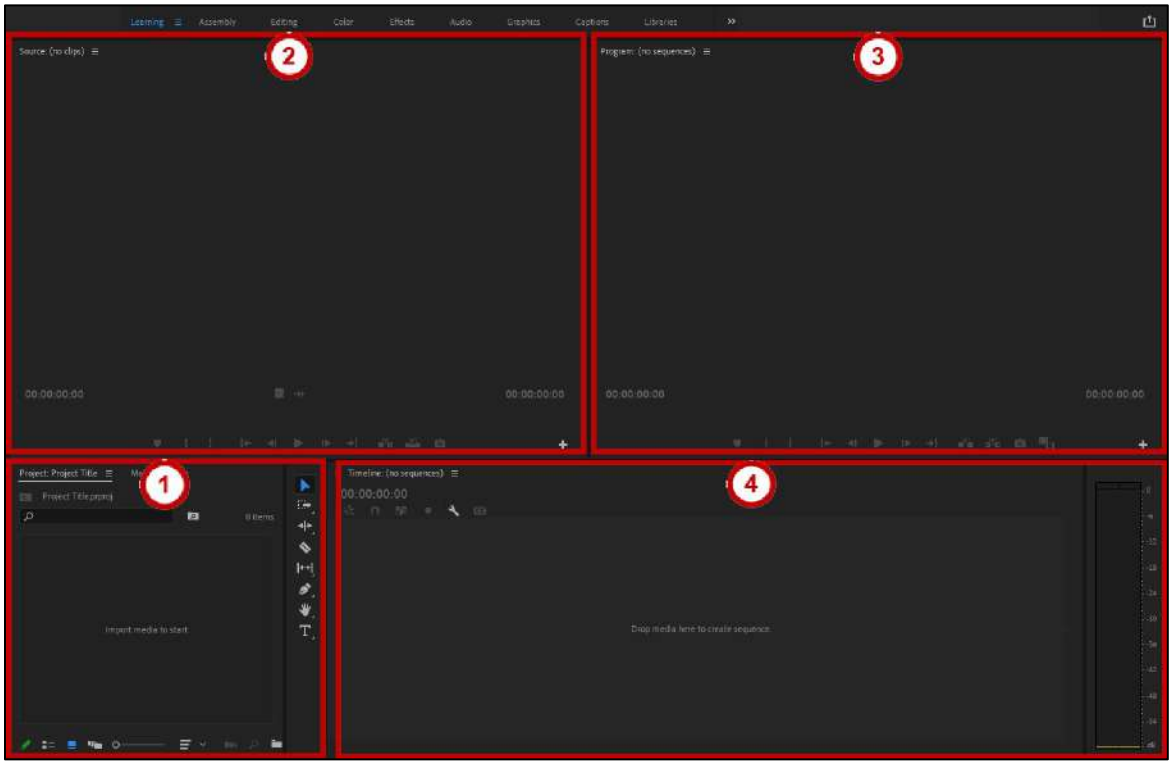

Figure 36 - Assembly Workspace

Trim and Edit Clips

Trimming is the process of adjusting a clip's In and Out points once it has been placed in the Timeline. To trim a clip, you must first select an edit point within the Timeline. An edit point is the intersection between a clip and the following element in a sequence.

Note: Edits are constrained by the overall duration of the source clip. Trimming and editing the clip does not affect the source file.

Make a Regular Edit

With the **Regular Edit** tool, you can adjust the In or Out point of a single clip. To make a regular edit, do the following:

1. From the *Editing* workspace, navigate to the **Toolbar**.
2. Click the **selection tool**.

Figure 37 - Selection Tool

3. Hover the cursor at the **edit point**, located at either end of the clip you wish to trim. The *Regular Edit* cursor appears.

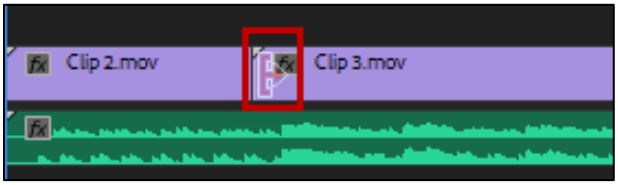

Figure 38- Regular Edit Cursor

4. Click and drag the cursor to the **new edit point**.
5. Release the mouse. The clip is trimmed to the new edit point.

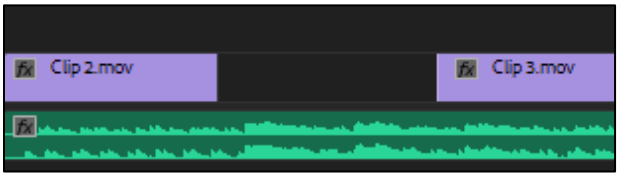

Figure 39 - Trimmed Clip

Make a Ripple Edit

A **Ripple Edit** is a trim tool used to trim a clip and "ripple" the remaining clips in the timeline, closing the gap between the two edit points. Ripple edits can shorten or extend a clip, which affects the overall length of the sequence. To create a ripple edit, complete the following steps:

1. From the *Editing* workspace, navigate to the **Toolbar** (See Figure 40).
2. Click the **Ripple Edit Tool** (See Figure 40).

Figure 40 - Ripple Edit Tool

3. Hover the cursor at the **edit point**, located at the intersection between the clip you wish to trim and the adjacent clip. The *Ripple Edit tool* cursor appears.

Figure 41 - Ripple Edit Tool Cursor

4. Click and drag the cursor to the **new edit point**.
5. Release the mouse. The new edit point is created. Note that your sequence is shortened or extended by the number of frames you adjusted.

Split a Clip

The **Razor Tool** is used to create a new edit point within a clip, splitting it into two. The following explains how to split a clip using this tool:

1. From the *Editing* workspace, navigate to the **Toolbar**.
2. Click the **Razor Tool**.

Figure 42 - Razor Tool

3. Hover the cursor over the location on the clip where you wish to insert the new edit point.
4. Click to create the **new edit point**.
5. The clip is split into two (See Figure 43).

Figure 43 - New Edit Point

Make an Insert Edit

To insert a clip into your sequence, complete the following steps:

1. Double click to open the clip you wish to insert in the *Source Monitor*.
2. In the *Timeline,* move the **playhead** where you wish to insert the clip (See Figure 44).
3. Click the **Source Patching** button (used for inserts and overwrites) of the track you wish to insert the clip into (See Figure 44).

Note: By default, track targeting is enabled for tracks V1 and A1.

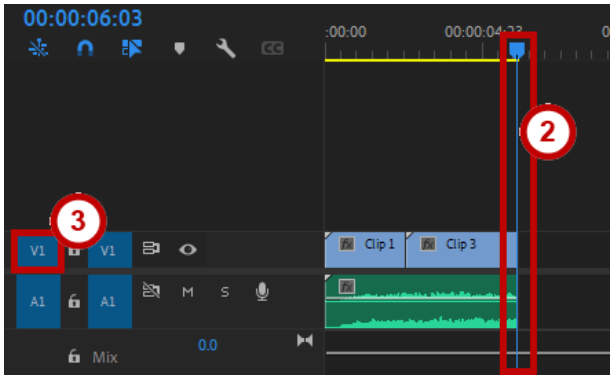

Figure 44 - Select Track and Position Playhead

4. In the *Source Monitor*, click the **Insert** button.

Figure 45 – Insert Button

5. The clip is inserted into the Timeline (See Figure 46).

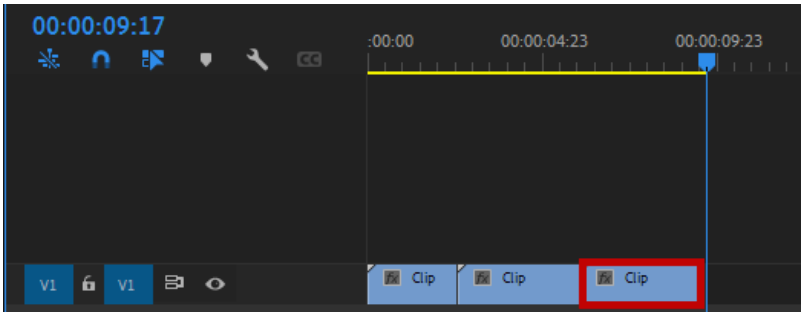

Figure 46 – Insert Clip in Timeline

Make an Overwrite Edit

An **overwrite edit** replaces any frames already in a sequence starting from the edit point and extending for the length of the clip.

Note: Overwrite editing is the default method when dragging a clip to a sequence or when rearranging clips in a sequence.

1. Open the clip you wish to insert in the *Source Monitor*.
2. In the *Timeline,* move the **playhead** where you wish to overwrite the clip (See Figure 47).
3. Click the **Source Patching** button (used for inserts and overwrites) of the track you wish to insert the clip into (See Figure 47).

Note: By default, track targeting is enabled for tracks V1 and A1.

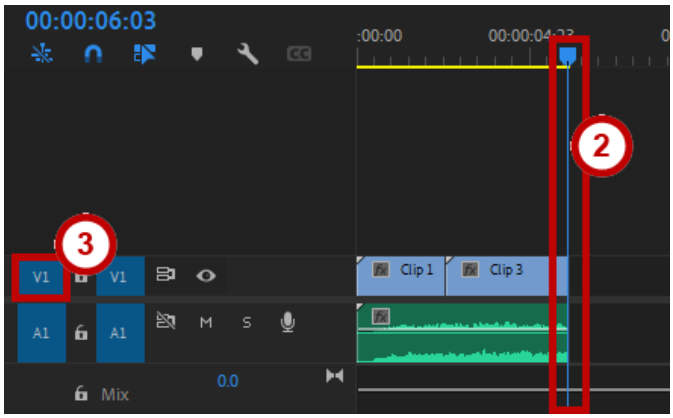

Figure 47 - Select Track and Position Playhead

4. In the *Source Monitor*, click the **Overwrite** button.

Figure 48 - Overwrite Button

5. The clip is inserted into the Timeline (See Figure 49).

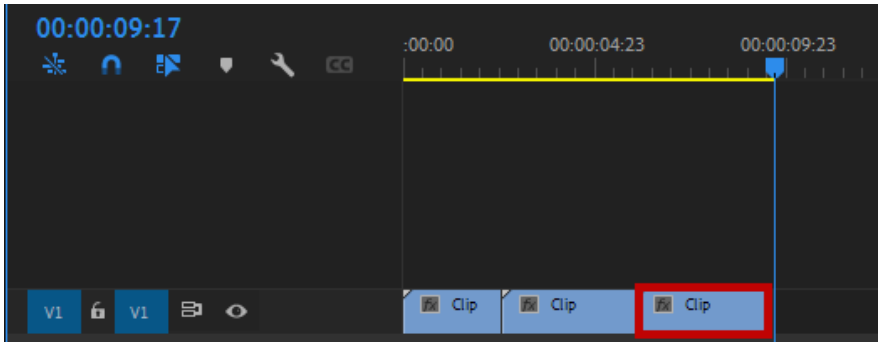

Figure 49 – Insert Clip in Timeline

Adding Audio In a Sequence

You can insert audio into your sequence and apply edits just as you would a video clip. The following describes how to adjust unique audio settings in the *Timeline* and the *Effect controls* panel.

Track Linking

If a video clip has audio, when it is imported, the video and audio tracks are linked. When a video and audio track are linked, when one track is clicked, both are selected. The steps below describe how to manually link and unlink an audio clip to a video clip.

Link Audio to a Video Clip

1. Navigate to the *Audio* workspace.

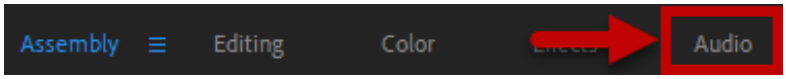

Figure 50 – Audio Workspace

Note: You can also edit audio using the Editing workspace.

2. With the **Selection Tool** selected, navigate to the *Timeline panel*. Press **shift** and click to select the video and audio track.

Figure 51 - Selection Tool

3. Right-click one of the tracks and select **Link**.

Figure 52 - Link Tracks

4. The tracks are linked.

Unlink Audio from a Video Clip

1. In the *Timeline*, select the linked video or audio track.
2. Right-click one of the tracks and select **Unlink**.
3. The tracks are unlinked and may be selected separately.

Adjust Volume Using Effect Controls

The *Effect Controls* panel allows you to adjust an audio track's volume.

Note: The following steps demonstrate accessing audio Effect Controls from the *Audio* workspace.

1. Using the *selection tool*, select the desired audio track.
2. Navigate to the *Effect Controls* panel (See Figure 53).
3. Click the drop-down arrow next to **Level** (See Figure 53).

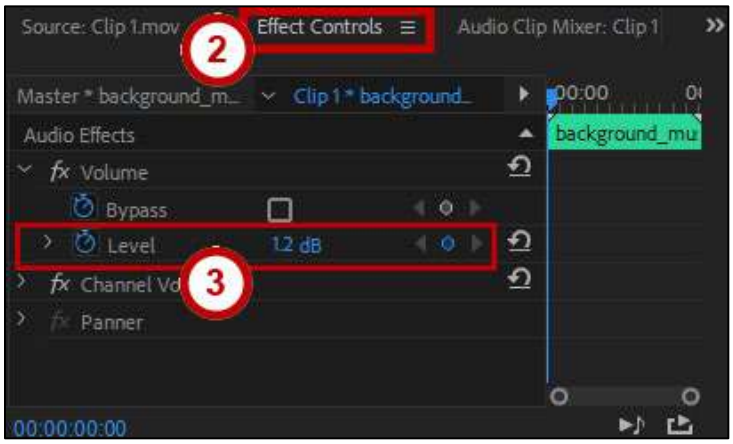

Figure 53 - Audio Effects

Note: You can adjust the volume using the dB listed next to **Level**.

4. Use the slider to adjust the volume (See Figure 54).

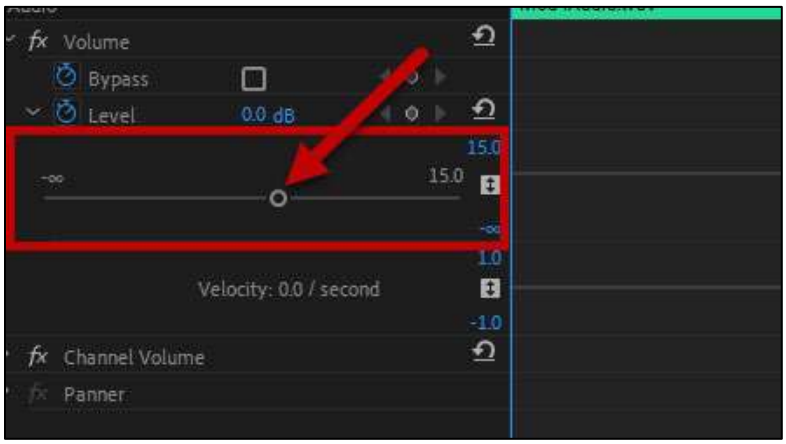

Figure 54 – Use Slider to Adjust Volume

Adding Text and Shapes

You can quickly add text and shapes to your sequences in Premiere Pro using the *Graphics* workspace.

Add Text

Use the following steps to add text to a sequence:

1. Navigate to the *Graphics* workspace.

Figure 55 – Graphics Workspace

2. Select the **text tool**, or hold-click the text tool to select the **Vertical Text Tool**.

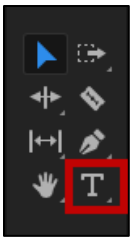

Figure 56 - Text Tool

3. Click the location on the *Program Monitor* where you want to add text. A single click creates a **text point**, whereas clicking and dragging creates a **text box**.
4. Begin typing to add your text.

Figure 57 - Text Box

5. You may use the **selection tool** to reposition your text or resize the text box.
6. To change the appearance of your text, use the **Edit** tab within the *Essential Graphics* panel (See Figure 58).

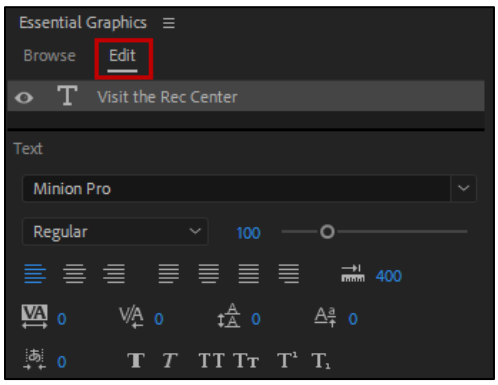

Figure 58 - Edit Tab

7. To continue editing your text, select the *text tool* and click the **text box**.

Create Shapes

The following explains how to add shapes to a sequence:

1. From the *Graphics* workspace, navigate to the **toolbar**.
2. Hold-click the **Pen Tool** to access the following options (See Figure 59):

Figure 59 - Pen Tool Options

   a. **Rectangle Tool** – Click and drag to create a square or rectangle (See Figure 59).
   b. **Ellipse Tool** – Click and drag to create a circle or ellipse (See Figure 59).

3. Click the location on the *Program Monitor* where you want to add your shape. In this example, we are using the **rectangle tool**. Click and drag to create your shape.
4. You may use the **selection tool** to reposition, rotate and resize your shape.

Figure 60 - Shape Behind Text

5. To change the appearance of your shape, use the **Edit tab** within the *Essential Graphics* panel.

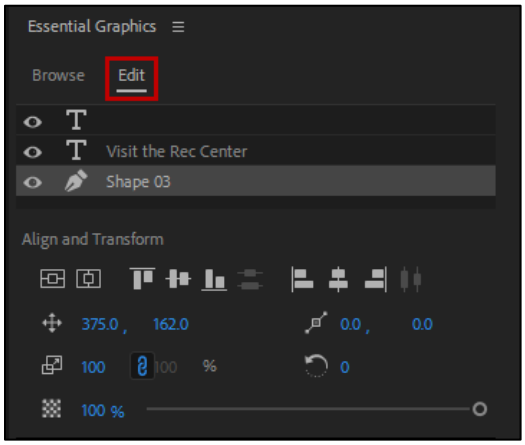

Figure 61 - Edit Shape

Applying Animations

You can apply animations to text and shapes such as rotation, scale, positioning, and opacity in the Effect Controls panel.

Text and shapes are animated using *keyframes*, which mark a specific parameter at a point in time. The following demonstrates how to apply a scaling animation to text, but the same steps apply to other animations, such as titles and shapes.

1. From the *Graphics* workspace, select the text you wish to animate.
2. Navigate to the **Effect Controls** panel, located within the *Source Program* panel group (See Figure 62).

Note: If you do not see the *Effect Controls* panel, you may need to click the drop-down arrow and select it from the drop-down menu.

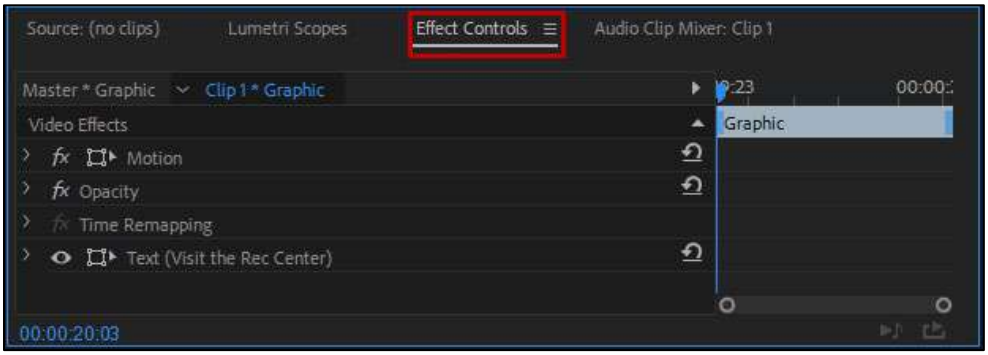

Figure 62 - Effect Controls Panel

3. Locate the text you wish to edit within the *layer list*. Click the **drop-down arrow** to access effect controls (See Figure 63).
4. Click the **transform drop-down arrow**. A list of available animations appears (See Figure 63).

Note: To access all options for *Scale, Rotation,* and *Opacity*, click the **drop-down arrow** next to them.

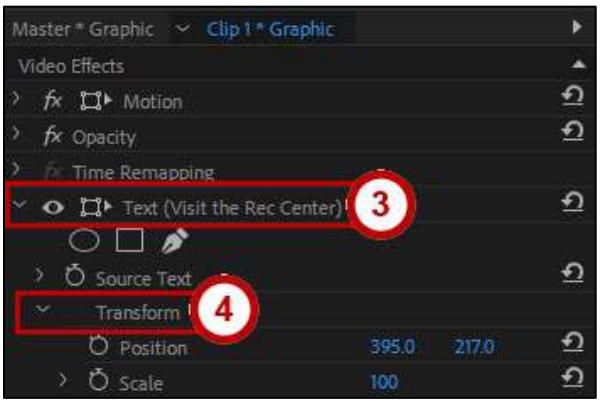

Figure 63 - Select Animation

5. Drag the **playhead** where the animation will start in the *Timeline panel.*

6. Click the **toggle animation** icon next to the animation you wish to apply. In this example, *Scale* is selected (See Figure 64).

7. The first **keyframe** in the animation is created. A keyframe is indicated by a diamond icon in the *Effect Controls Timeline* (See Figure 64).

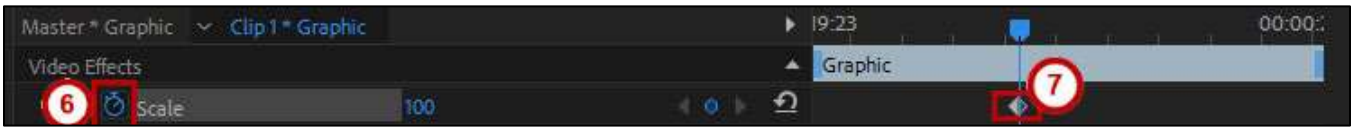

Figure 64 - Toggle Animation and Add Keyframe

8. Drag the **playhead** to the next point in your animation (See Figure 65).

9. Click the **Add/Remove keyframe** icon to create a new keyframe (See Figure 65).

10. Adjust the **settings** to reflect how the text should appear at the new keyframe. In this example, scale was decreased to 50% (See Figure 65).

Figure 65 - Add Keyframes

11. Continue adding keyframes as needed.

12. To delete a keyframe, click its location on the *Effect Controls Timeline*. Press **Delete** on your keyboard.

13. To preview the animation, scrub the playhead within the *Effect Controls Timeline*.

Adding Transitions and Effects

Effects and Transitions can be used to apply unique characteristics and preconfigured animations to your video and audio clips. *Effects* apply to the duration of a clip, whereas *transitions* apply only to the beginning or end. There are a number of transitions and effects that are packaged with Premiere Pro. The following describes how to apply these to your sequence.

Apply a Transition

Transitions can be applied to the beginning or end of a clip or two adjacent clips simultaneously. The following describes how to add a video transition to a clip:

1. From the *Effects* workspace, locate the **Effects panel** (See Figure 66).
2. Click the **drop-down arrow** next to *Video* or *Audio Transitions* to access available options. In this example, we select *Video Transitions* (See Figure 66).

Figure 66 - Select Transition

3. Select the **transition** you would like to apply and drag it onto the edit point on the *Timeline* where you wish to apply it (See Figure 67).

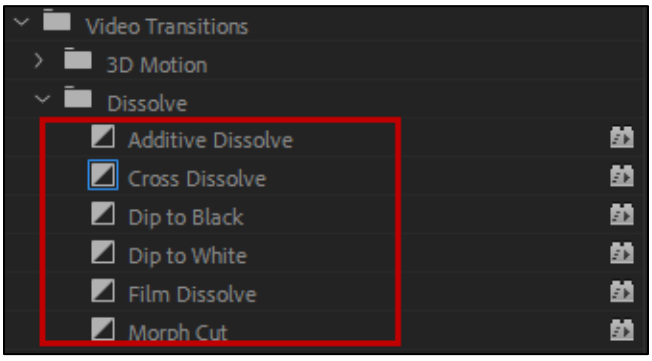

Figure 67- Select Transition

4. Before releasing the mouse, adjust your cursor to determine whether the transition rests on the end of a clip, the beginning of the next clip, or applies to the beginning and end of the adjacent clips. When satisfied, release the click.

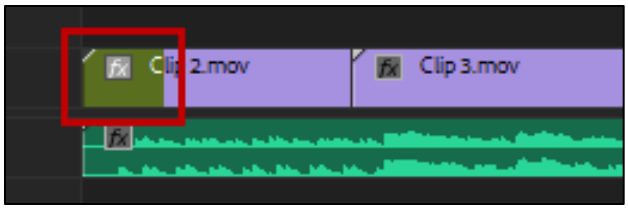

Figure 68 - Apply Transition

5. The transition is applied to the clip. Click and drag with the **selection tool** to adjust the length of the transition.

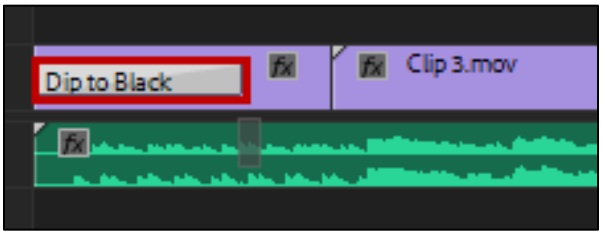

Figure 69 - Adjust Transition

6. If needed, make additional adjustments to the transition in the *Effect Controls* panel.

Applying an Effect

Effects can apply to the entirety of a clip. The following describes how to add an effect to an audio clip.

1. From the *Effects* workspace, locate the **Effects panel** (See Figure 70).
2. Click the **drop-down arrow** next to *Video* or *Audio Effects* to access available options. In this example, we select *Audio Effects* (See Figure 70).

Figure 70 - Select Effects

3. Click the **drop-down arrow** next to *Video* or *Audio Effects* to access available options (See Figure 71).

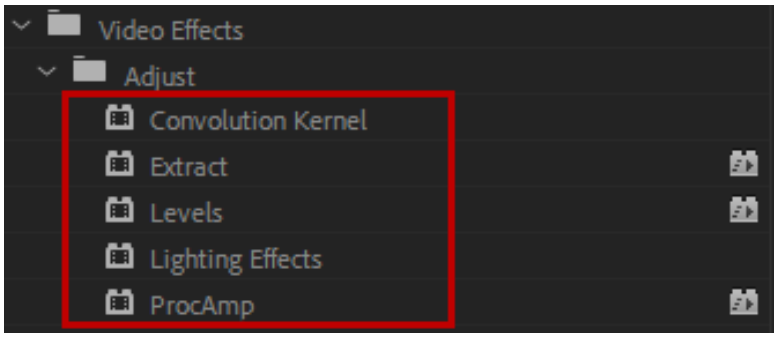

Figure 71 - Effect Options

4. Select the **effect** you would like to apply and drag it onto the clip on the *Timeline* where you wish to apply it.
5. Release the mouse to apply the effect to the clip.
6. If needed, make additional adjustments to the transition in the *Effect Controls* panel.

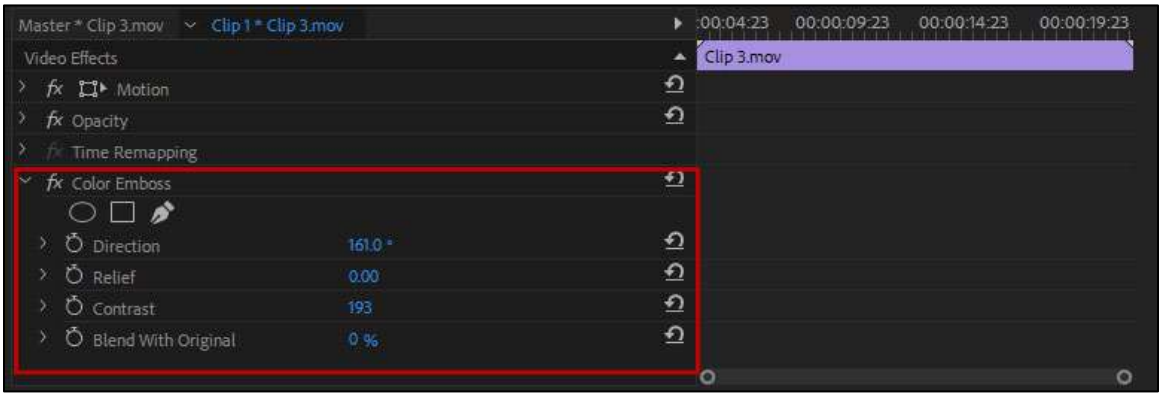

Figure 72 - Adjust Effect in the Effect Controls Panel

Saving a Project

Although Premiere Pro has a built-in autosave feature, you can also save your progress manually. The following describes how to save a project:

1. Navigate to the **file menu**.
2. Select **Save**.
3. Changes to your project are saved.

Exporting a Sequence

Once you have completed your sequence, the final step is to export it. The export settings you choose will depend on how you wish to share your final product. In Premiere Pro, you can choose from various export presets, or you can adjust these settings yourself.

The following explains how to access Export Settings and export your project for the web:

1. Click the **Timeline panel** to activate it. The panel is active when it is outlined in blue, as seen below:

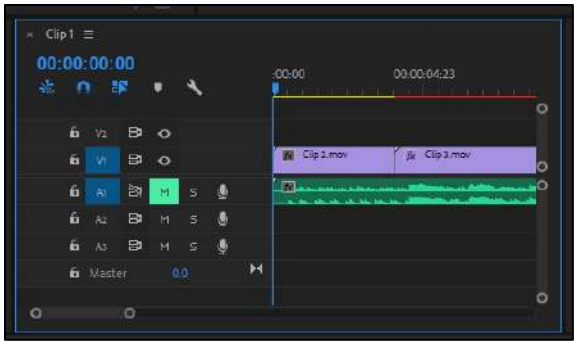

Figure 73 – Activated Timeline Panel

2. Navigate to the **file menu** (See Figure 74).

3. Select **Export > Media** (See Figure 74).

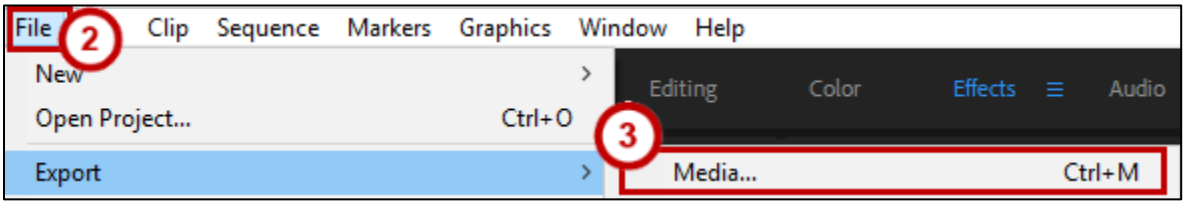

Figure 74 - Export Media

4. The *Export Settings* window appears. From this window, you select the settings Premiere Pro will use to render your sequence (See Figure 75).

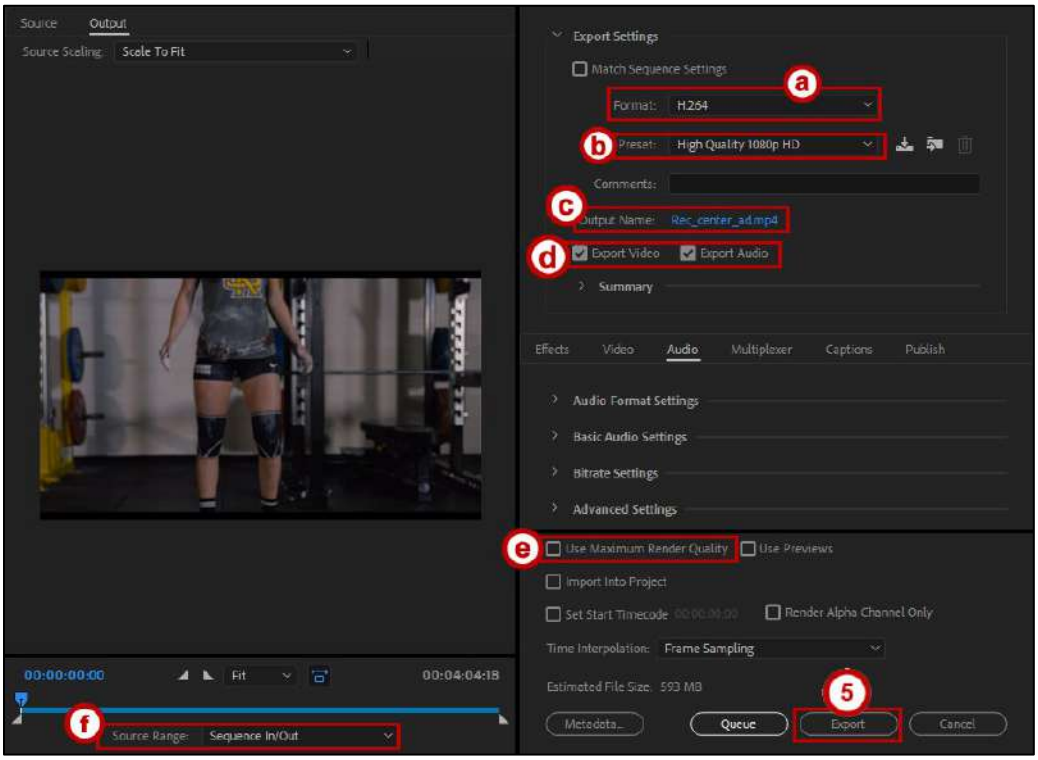

Figure 75 - Export Settings

a. **Format** – Select H.264, the recommended format for uploading video to the web (See Figure 75).
b. **Preset** – If you have a specific destination in mind, select it. In this example, we are selecting *High Quality 1080p HD* (See Figure 75).
c. **Output Name** – Name the clip and select the export location (See Figure 75).
d. **Export Video** and **Export Audio** – Assure both are checked (See Figure 75).
e. **Use Maximum Render Quality** – Checking this setting produces a higher quality export, but takes longer to render (See Figure 75).
f. **Source Range** – Select the portion of the sequence to export (See Figure 75).

5. Click **Export** (See Figure 75).

6. Premiere Pro will begin rendering your sequence. When the export is complete, it is ready to be uploaded to the web.