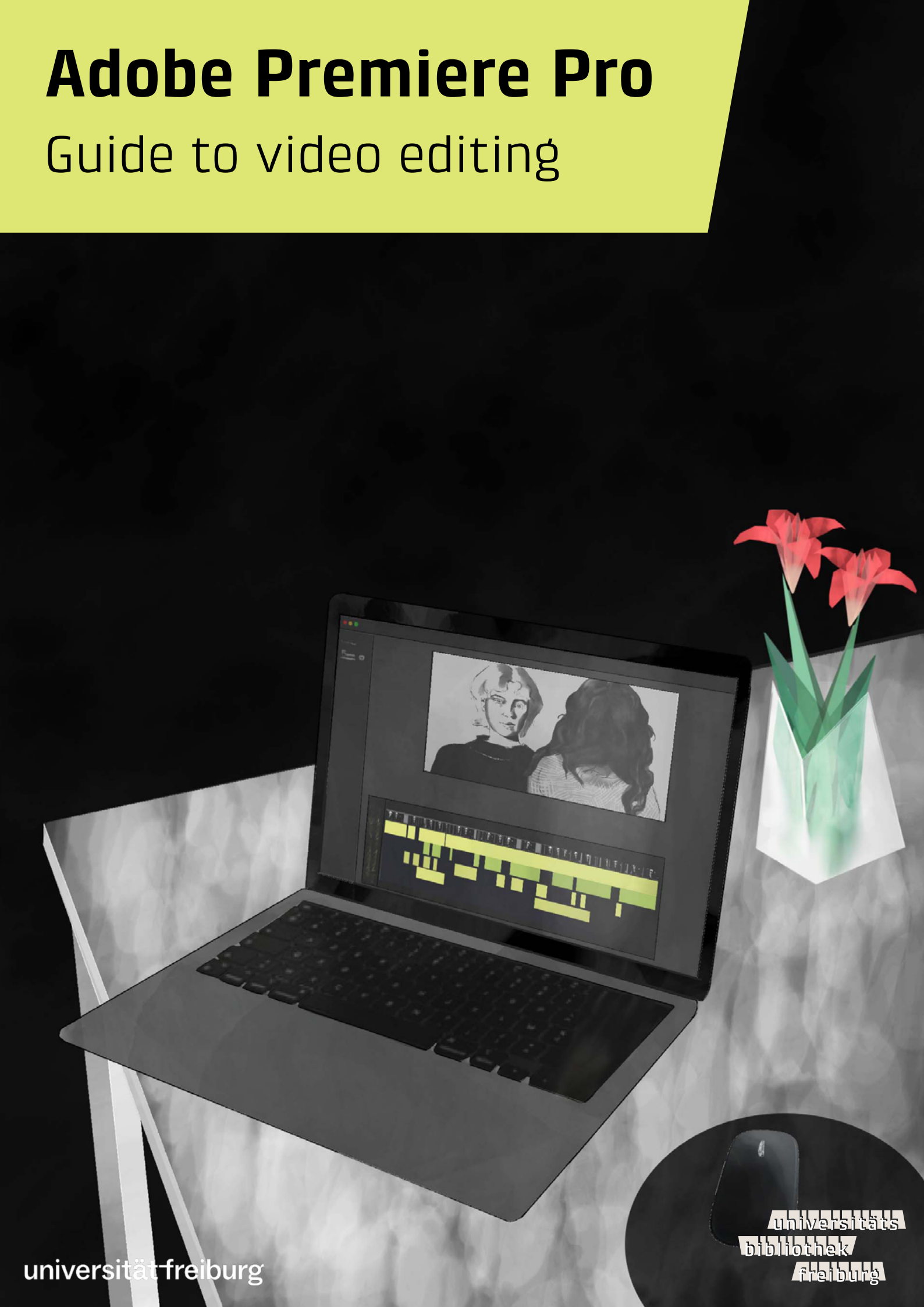
# Adobe Premiere Pro

## Guide to video editing



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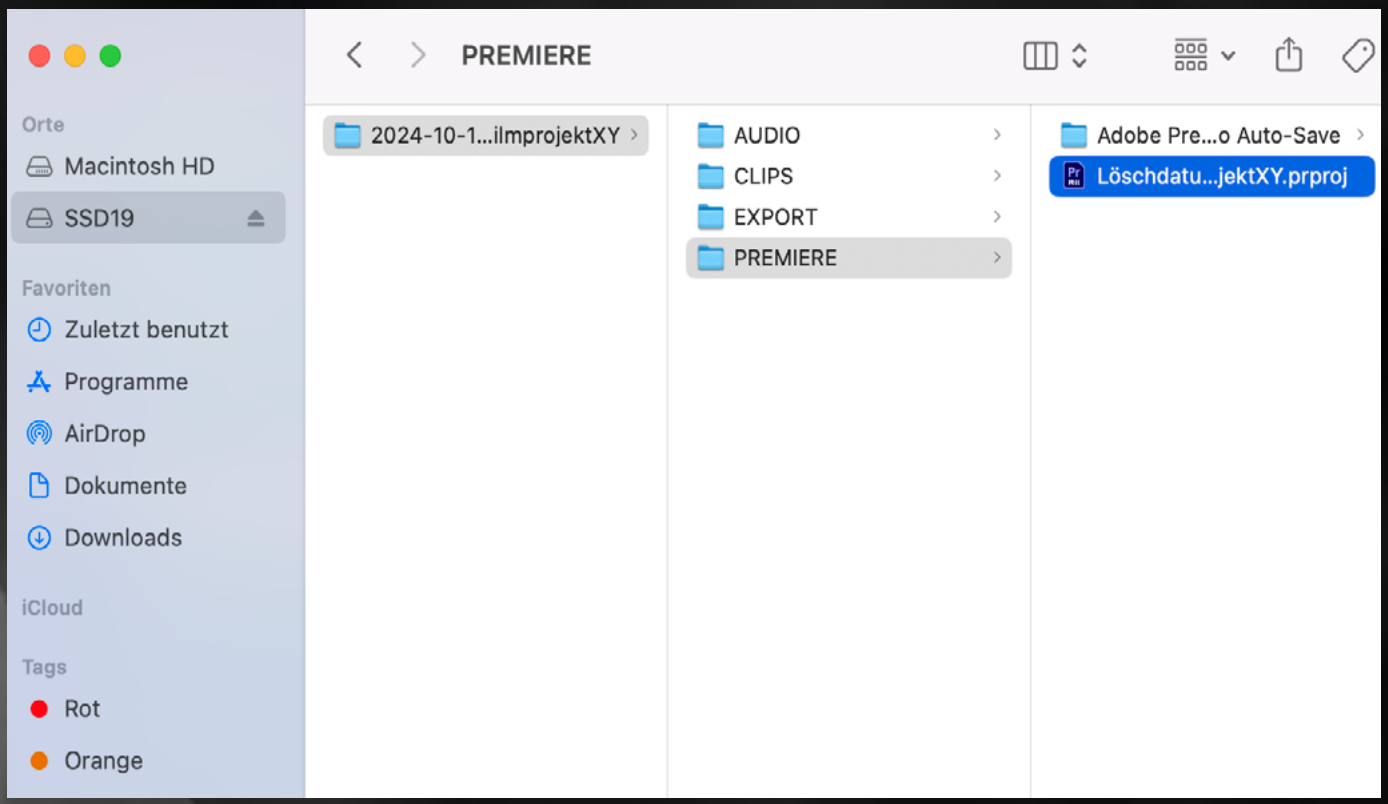
# 1. Prepare project

**Create a project folder for all files on your external hard drive!**

Name of the project folder: **Start Date_Project Title** or **Start Date_Last Name_First Name**

- The Premiere project and all clips, sounds, images, etc. that you want to use are **saved** in the project folder on the hard drive **before** they are **imported** into the project (see 3).

**For a better overview on the hard disk, we recommend the following folder structure:**



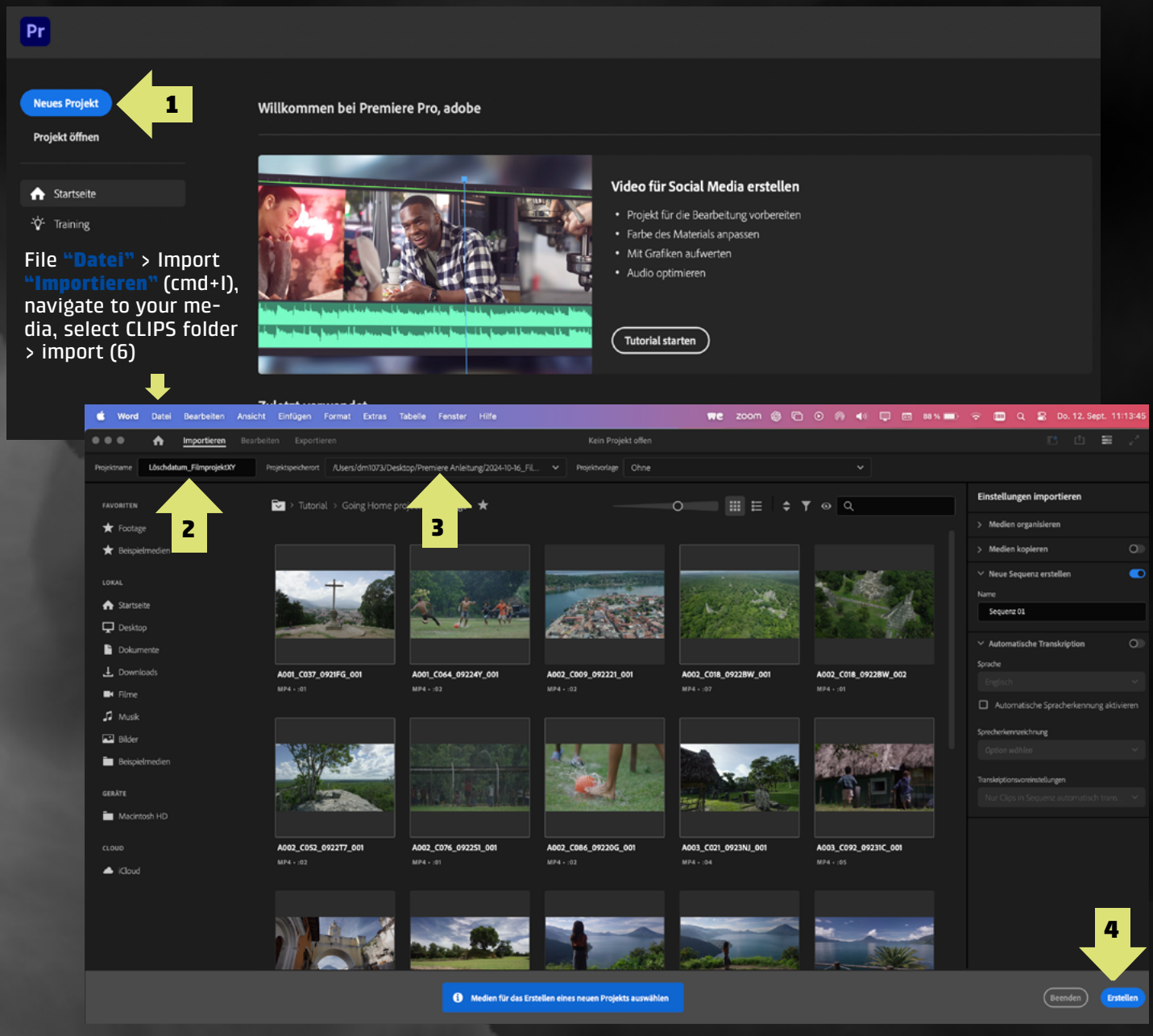

- **CLIPS**: Video clips are stored here
- **AUDIO**: Audio tracks are stored here if audio has been recorded externally
- **PREMIERE**: For the Premiere project (see next step)
- **EXPORT**: The edited videos are stored here

**Note:** Premiere works with links to the media used. The program only remembers the name of the files and the path. To avoid data loss, all media used should therefore be stored in one place (external hard disk, project folder). After importing, these files should not be moved or renamed, otherwise Premiere will no longer be able to find them.

# 2. Create project

**Open Premiere Pro**
**(1) Create new project („Neues Projekt“)**
**(2)** Define project title (**„Projektname“**): **start date_project title**
**(3)** Define the project location: (**„Projektspeicherort“**)
**Select path… > Select project folder** (**PREMIERE** subfolder)
on the **external hard drive**
**(4)** Click on Create (**„Erstellen“**)

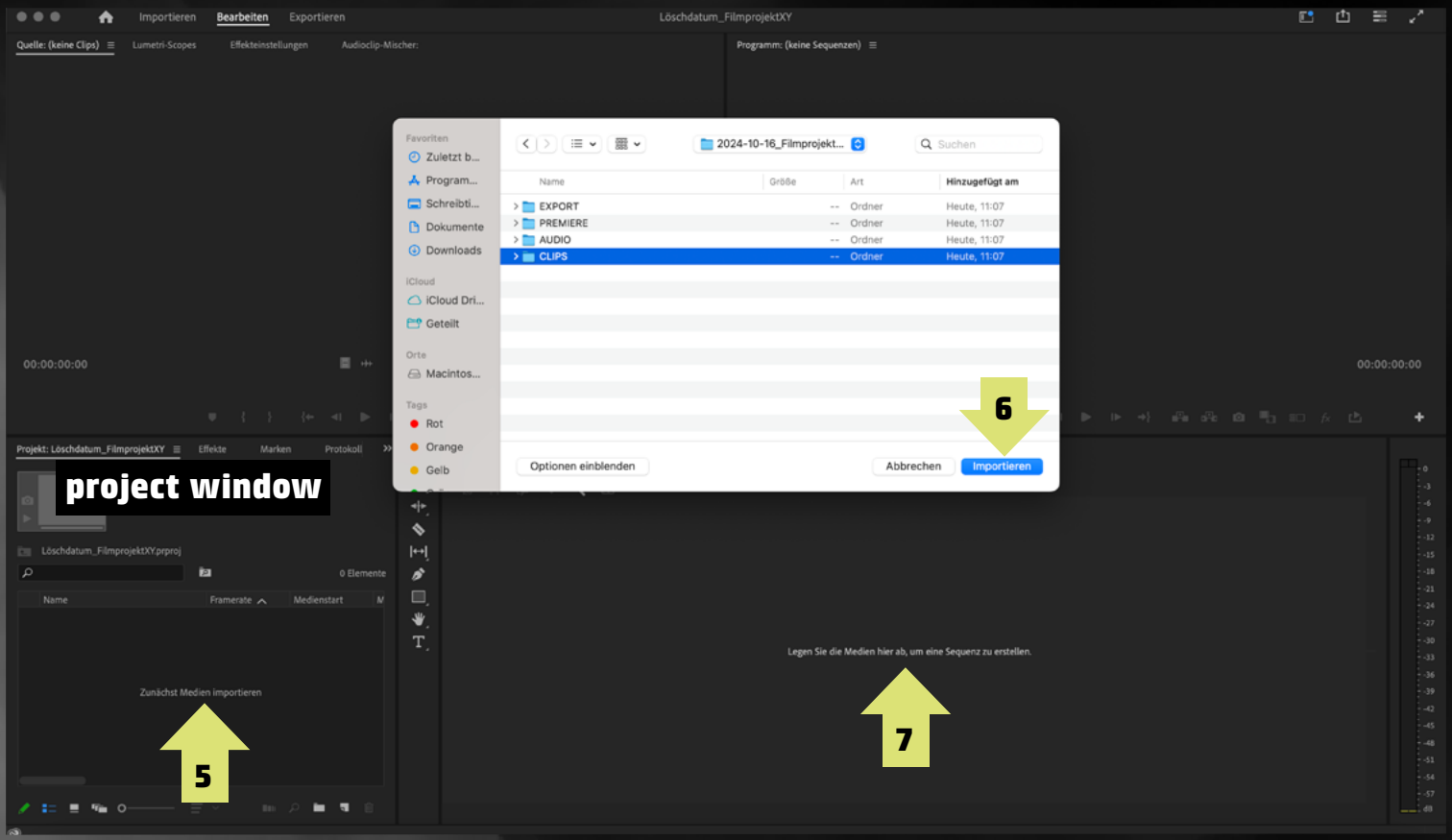
**Note:** It is possible to import clips at this point. However, it is recommended that you do this in the next step to better organise your material in Premiere.



# 3. Import clips

- **In the project window „Projektfenster“:** Doubleclick on first import media **„Zunächst Medien Importieren“ (5)**, navigate to your media, highlight **CLIPS folder > import (6)**
- **Alternative:** Use drag and drop to drag media from the **CLIPS folder** into the project window in Premiere **(5)**

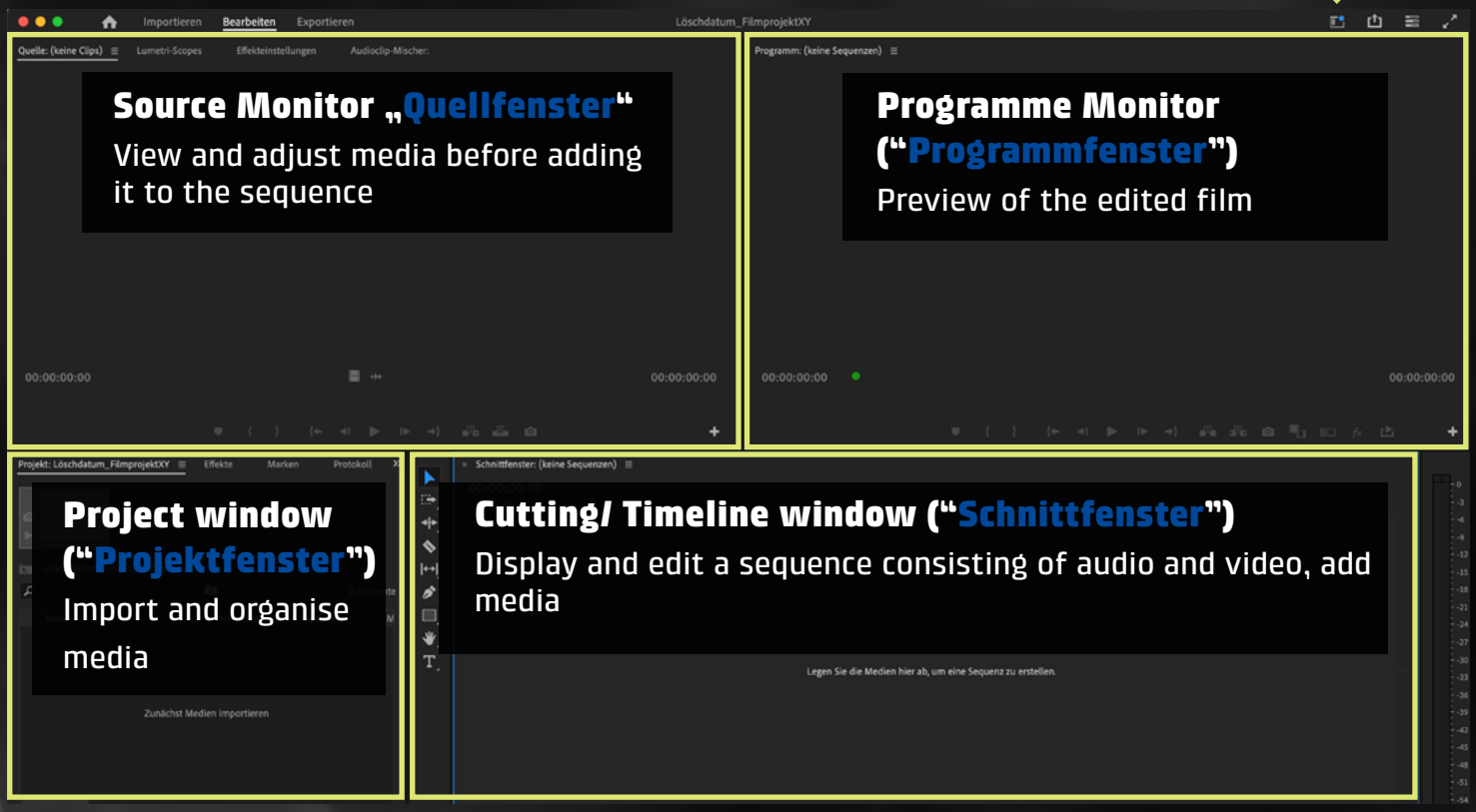
**Note:** This step can be carried out in exactly the same way for the audio folder (and any other additional folders containing media).



# 4. Premiere overview

**Work area configuration**

Set the work area to '**Editing**' ("**Bearbeiten**")
or reset it to the **saved layout** ("**gespeichertes Layout**")




**Source Monitor „Quellfenster"**
View and adjust media before adding it to the sequence

**Programme Monitor ("Programmfenster")**
Preview of the edited film

**Project window ("Projektfenster")**
Import and organise media

**Cutting/ Timeline window ("Schnittfenster")**
Display and edit a sequence consisting of audio and video, add media

## The most important tools

**Selection tool (V)**

**Select track to the right (A):** select all clips in the timeline to the right of the cursor

**Ripple Edit Tool (B):** move trim edges in the timeline without creating gaps or overwriting other adjacent clips

**Razor blade (C):** split individual clips and thus cut

**Move clip content (Y)**: 'Rewind' the content of a clip forward or backward without changing the actual cut edges

**Text (T):** Add Text

# 5.1 Creating a new sequence

*Option 1*

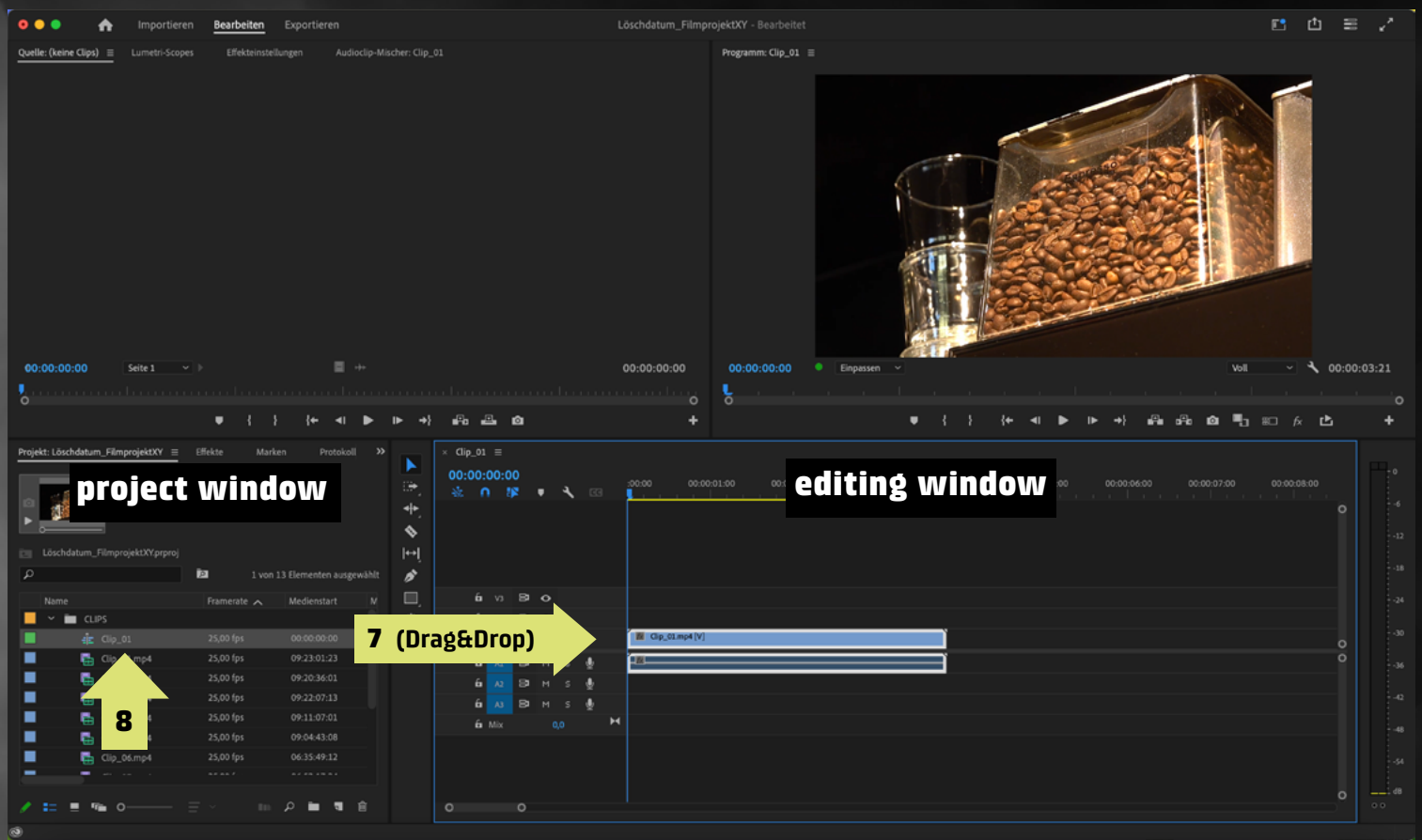
**There are several ways to create a new sequence.**

**Option 1** (recommended): **Automatically create a sequence from a clip**

▶ Drag the desired clip from the **project window** to the empty button on the right '**Drop media here to create a sequence**' ("**Legen sie die Medien hier ab um eine Sequenz zu erstellen**") **(7)** in the **editing window** using **drag and drop**

▶ **Alternatively**: Right-click on the clip in the **project window > New sequence from clip** ("**Neue Sequenz aus Clip**"). The new sequence appears in the **project window** list **(8)**, with the same name as the clip used. (It is recommended to rename the sequence)

**Note:** with this method, the sequence's parameters are automatically set to those of the clip used to create it. If the raw material consists of different formats (resolution & CODEC), it makes sense to create/configure the sequence manually (see option 2).

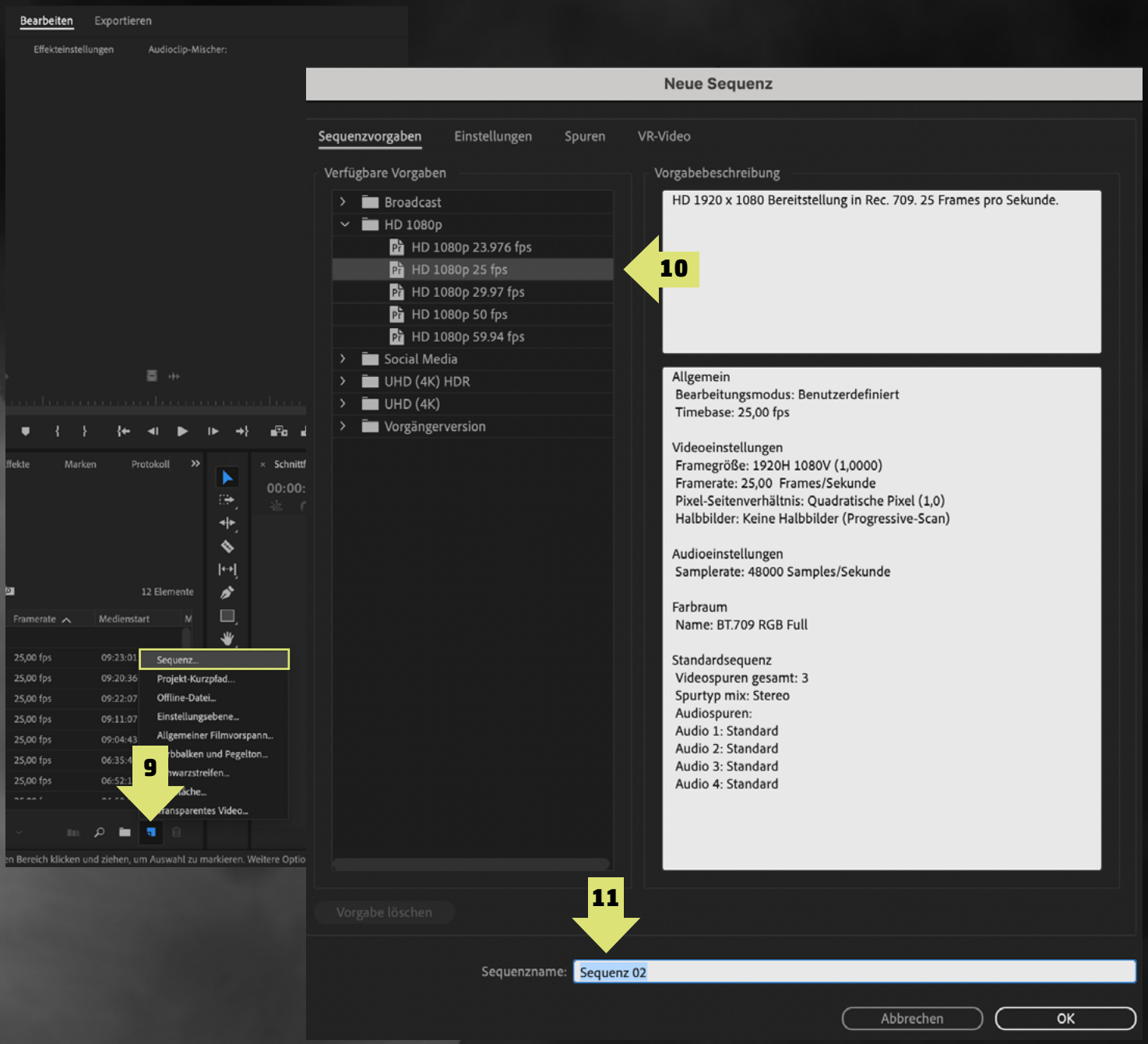


# 5.2 Creating a new sequence

*Option 2*

**Option 2: Create sequence manually**

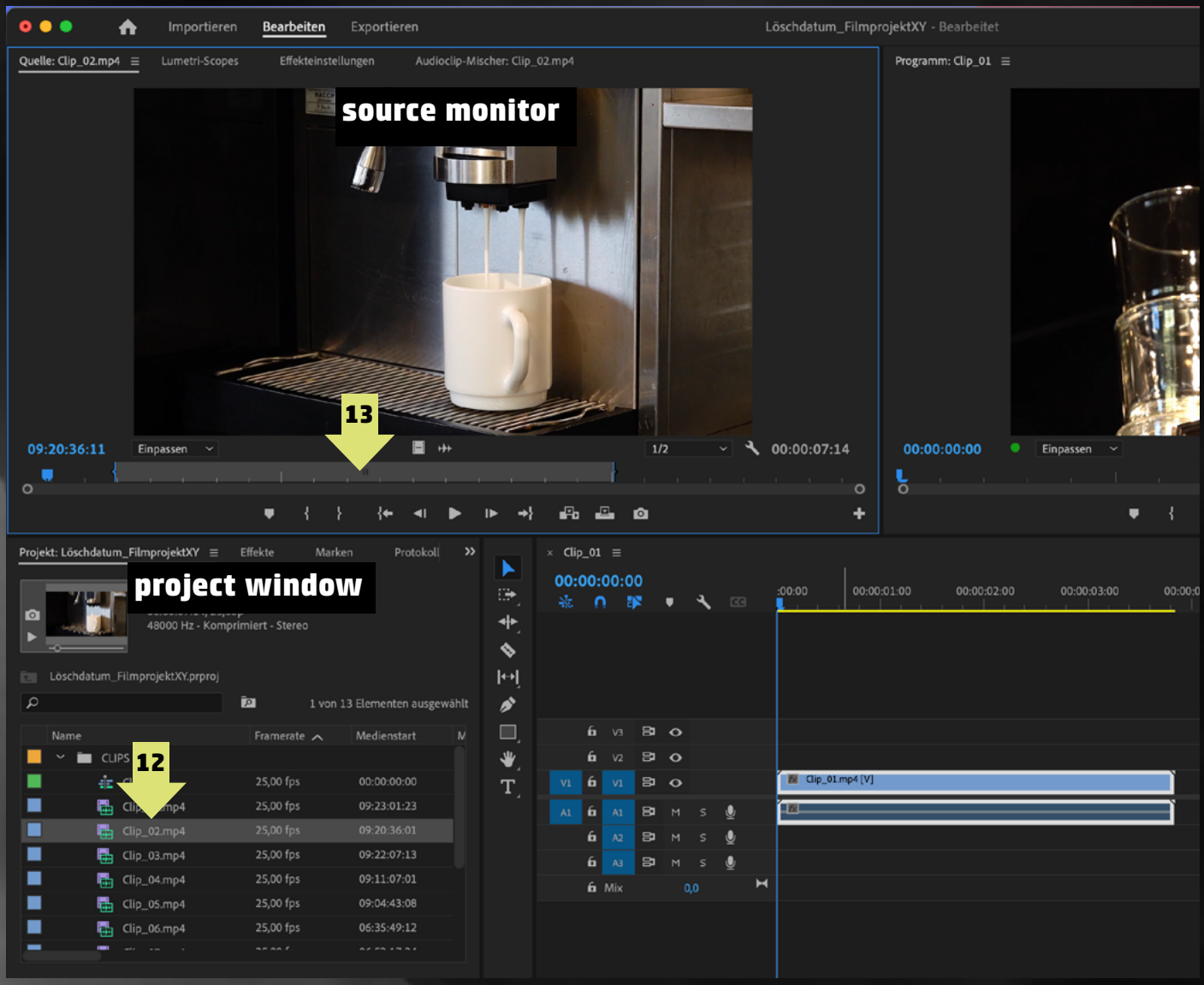
- ▶ Click on **new object "Neues Objekt" > Sequence „Sequenz" (9)**
  **(Shortcut cmd + N)**
  *A window will open in which the format of the sequence can be selected*
- ▶ Select the correct **format (resolution & CODEC)** for the project **(10)**
- ▶ Name the sequence and click **OK (11)**



# 6. Rough cut

**Add clips to sequence:**

- ▶ Double-click **(12)** on the clip in the **project window**, the clip will then open in the **source monitor**
- ▶ Select the desired clip using the **I and O** (In und Out) shortcuts **(13)** and drag the image to the desired position in the editing window using **drag and drop**
- ▶ If you are inserting the clip between other clips, hold down the cmd key to prevent over-writing




**Note:** If the audio was recorded externally, synchronise the video and audio clips first (if you have any questions about this process, our media service will be happy to help).

# 7. Edit sound

▶ Expand audio track to see the waveform (or **Option/Alt** and **+/-**)

▶ Adjust volume manually:

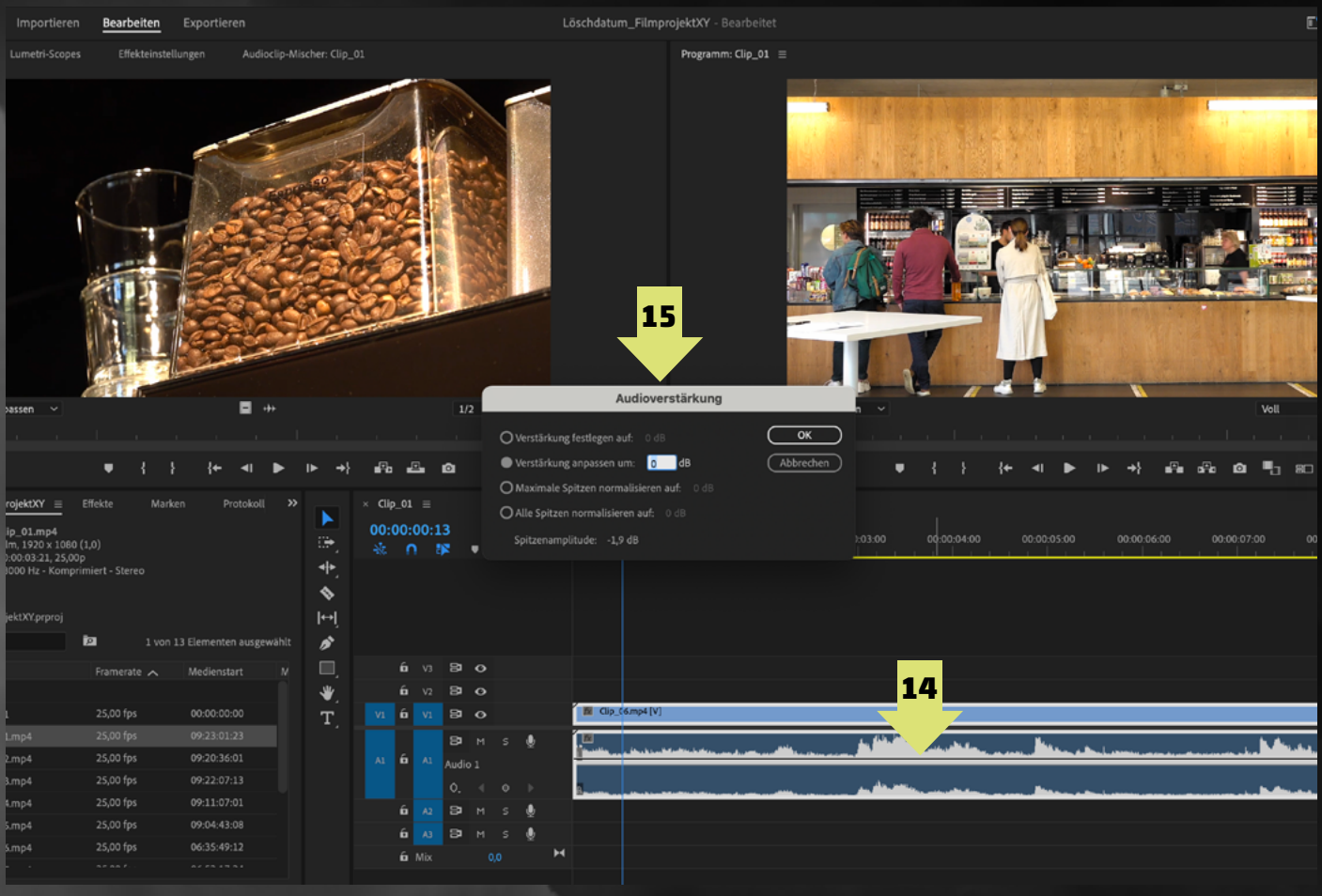
▷ Drag line up and down in audio clip **(14)** to adjust volume

▷ Press **G (15)** and adjust audio gain to set **exact dB** or to **normalize** (adjust audio to maximum volume without clipping)

**Note**: The following values can be used for orientation:

▷ Voice audio (dialog/interview): Normalize: with **G Audio Gain "Audioverstärkung" > Normalize all peaks to 0db** ▷ Background noise: by **-24dB**

*As a matter of principle, the sound should* ***never go above 0 dB****. This can be checked with an audiometer. If the upper rectangles light up red, it is clipping at some point.*

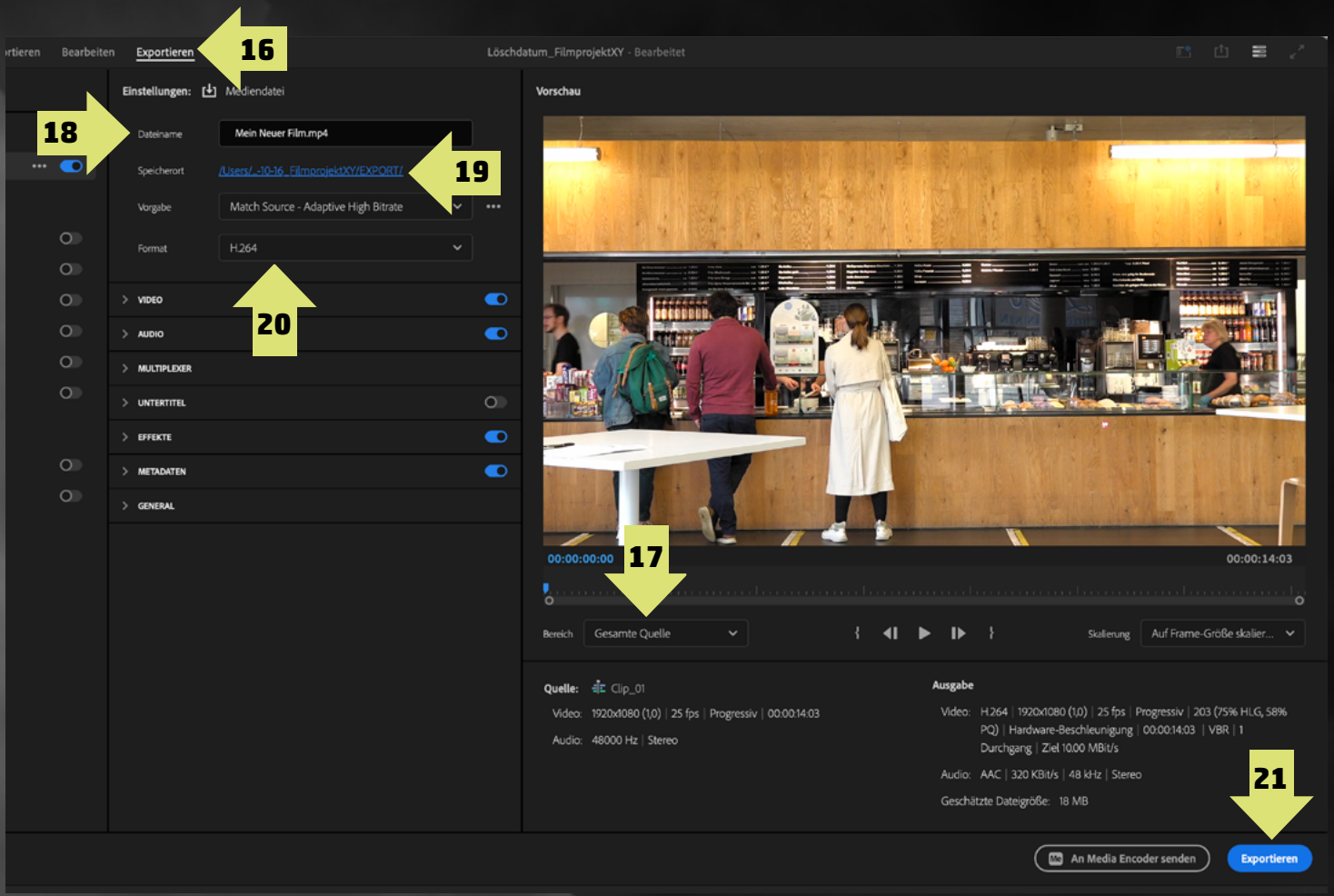


# 8. Exportieren

- ▶ In the menu bar, click on export "**Exportieren**" **(16)**
- ▶ Select Export Range "**Bereich**"
- ▶ Select name of the finished movie **(18)**
- ▶ Specify the storage location **(19)**
  (select the **EXPORT** folder on the external hard drive)
- ▶ keep the remaining settings **(20)**
  **(Match Source – Adaptive High Bitrate, H.264)**
- ▶ Click **export (21)**

**Note:** If only part of the sequence is to be exported, this area can be defined in the **Edit area**.

- ▷ Use the Shortcut **I and O** to mark the desired area in the editing window.
- ▷ Then select **Sequence In/Out (17)** for the Export Range ("**Bereich**").



# Typische Probleme und Lösungen

**▶ The window configuration is disrupted / windows are missing or there are too many:**

▷ Menu bar > Window (“ **Fenster**”) > Workspace (“**Arbeitsbereich**”)

▷ Check whether the “Editing” („**Bearbeitung**“) mode is activated

▷ if necessary: Workspace (“**Arbeitsbereich**”) > Reset to Saved Layout (“**Auf gespeichertes Layout zurücksetzen**”)

**▶ Media are offline:**

▷ save missing media in the project folder on the external hard drive

▷ Right-click on the missing clip in the project window > Link Media (“Medien verknüpfen”) > Search and Select

**▶ You cannot apply multiple effects to a single clip (e.g. stabilization and slow motion):**

▷ Right-click on the clip that already has an effect (e.g. Warp Stabilizer “**Verkrümmungsstabilisierung**”> Nest “**Verschachteln**”).

▷ The second effect can also be applied to the nested clip

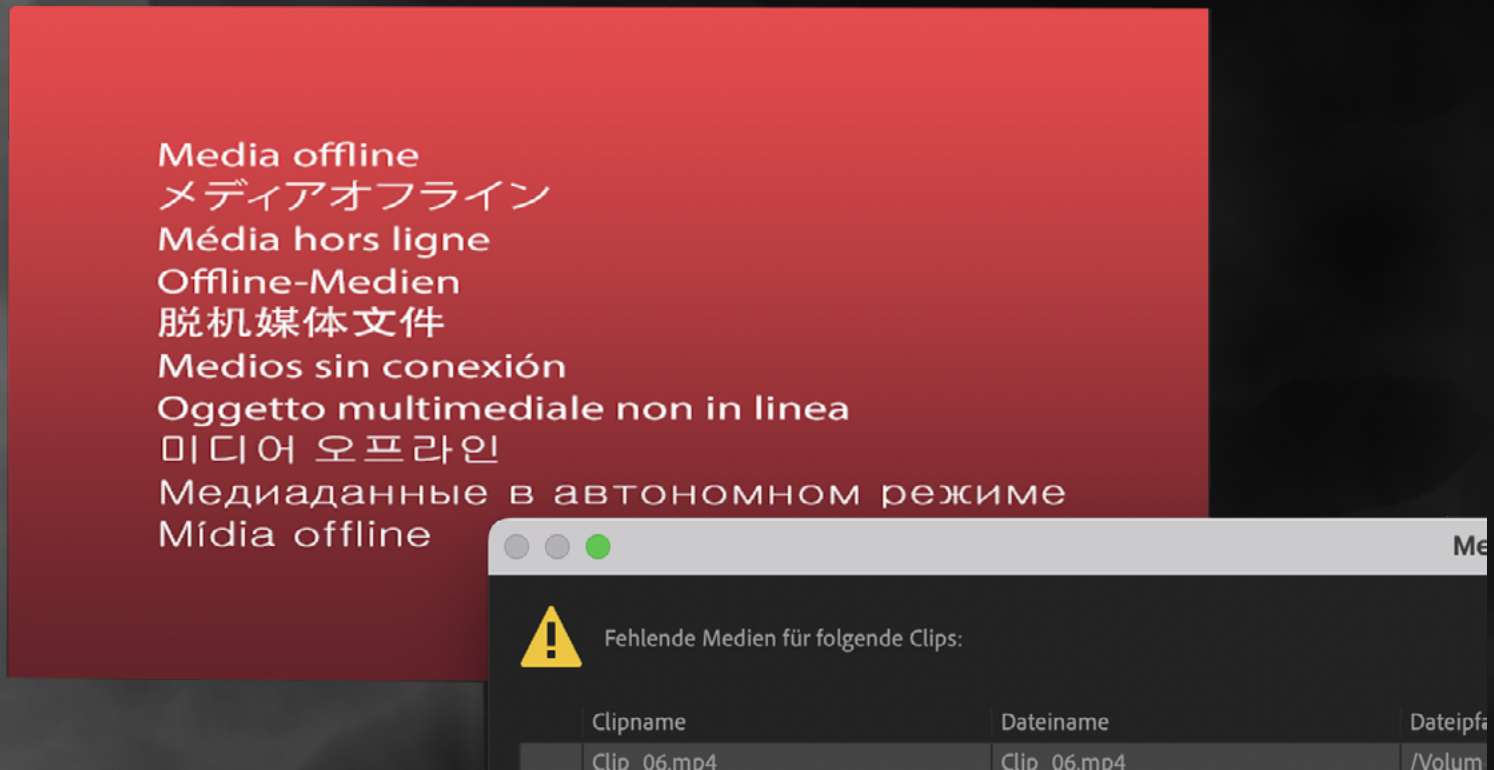
**▶ Preview does not play (smoothly) and the timeline is marked in red:**

▷ Mark the area with I and O

▷ Menu bar > Sequence (“Sequenz”) > Render effects in the In/Out area (“**Effekte im In/Out-Bereich rendern**”)

**▶ Clips cannot be dragged from the source window into the timeline or the audio does not come with them:**

▷ Activate source patching: Click to the left of the lock in the black area at the beginning of the track so that V1/V2... or A1/A2... appears on a blue background.



# Useful information and short cuts

| Function | Keyboard shortcut |
|---|---|
| **Zurückspulen, Pause, Abspielen** | **J, K, L** or **Space bar**, individual frames with **arrow keys** |
| **Set In and Out** | **I** and **O** |
| **Revoke last action** | **Cmd + z** |
| **Save** | **Cmd + S** |
| **Remove part of the clip behind the playhead** | **W** |
| **Open audio gain** | **G** |
| **Set cut / Cut** | **Cmd + K**, all tracks: **cmd + shift + K** |
| **Zoom in/ out sequence, widen/ narrow tracks** | **+/-** |
| **Changing the order of clips** | **Hold Cmd + alt / Option** (this ensures there are no gaps) |
| **(De)activate magnet/align** | **S** |
| **Add/ remove tracks** | **Right-click** on the black area at the beginning of the track |
| **Link (or unlink)** | **cmd+L** |
| **Group** | **cmd+G**, to cancel: **cmd+shift+G** |
| **Enlarge a window** | move the mouse pointer to the window **+ Ü** |
| **Change the track height** | **cmd** and **+/- (video track)**, **alt/ Option** and **+/- (audio track)** or **scroll in the black area** at the beginning of track |