

# Adobe Premiere Pro

Guide to video editing



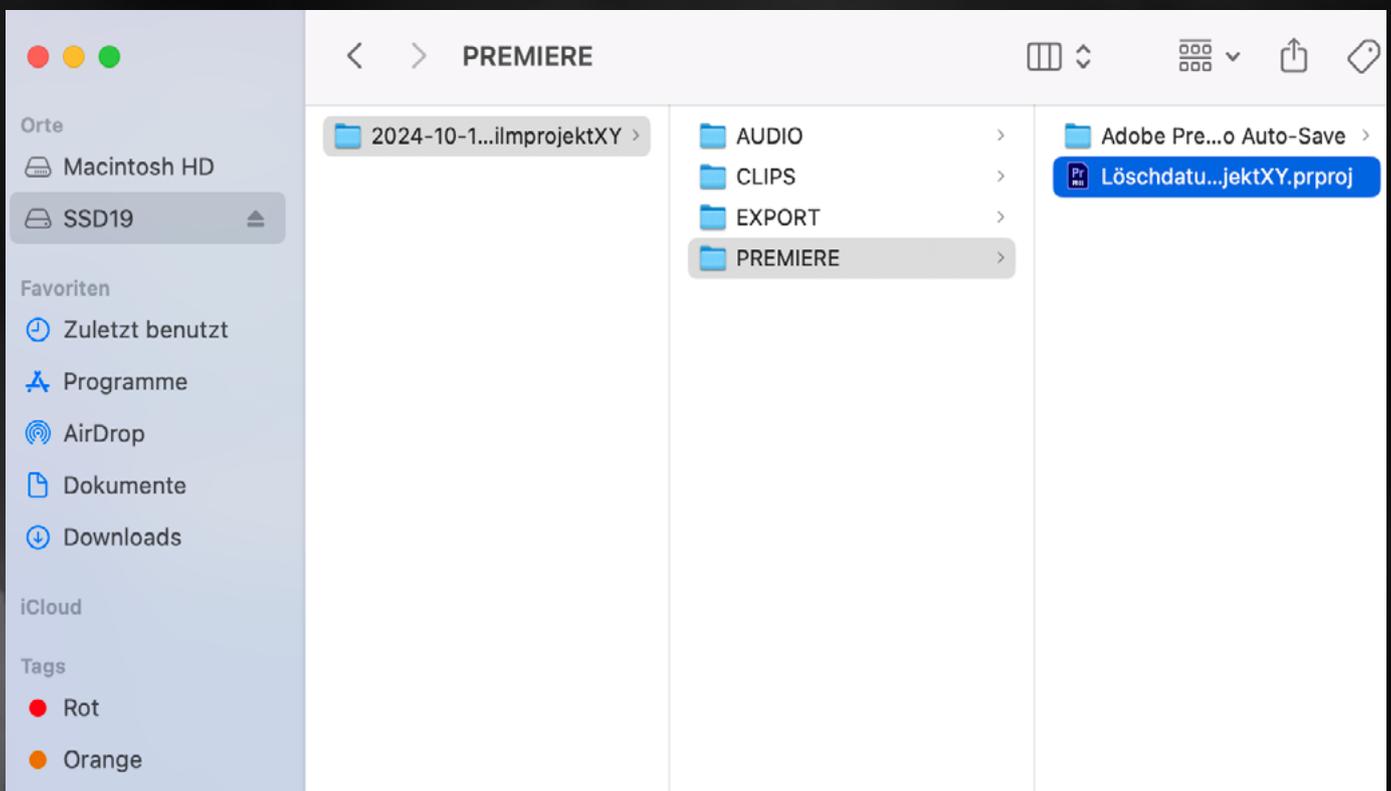
# 1. Prepare project

## 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.



Pr

Neues Projekt **1**

Projekt öffnen

Startseite

Training

File "Datei" > Import "Importieren" (cmd+I), navigate to your media, select CLIPS folder > import (6)

Willkommen bei Premiere Pro, adobe

Video für Social Media erstellen

- Projekt für die Bearbeitung vorbereiten
- Farbe des Materials anpassen
- Mit Grafiken aufwerten
- Audio optimieren

Tutorial starten

Word Datei Bearbeiten Ansicht Einfügen Format Extras Tabelle Fenster Hilfe

Importieren Bearbeiten Exportieren Kein Projekt offen

Projektname: Löschtatum\_FilmprojekXY Projektspeicherort: /Users/dm1073/Desktop/Premiere Anleitung/2024-10-16\_FIL... Projektvorlage: Ohne

FAVORITEN

- ★ Footage
- ★ Beispielmedien

LOKAL

- Startseite
- Desktop
- Dokumente
- Downloads
- Filme
- Musik
- Bilder
- Beispielmedien

GERÄTE

- Macintosh HD

CLOUD

- iCloud

Tutorial > Going Home pro

A001\_C037\_0921FG\_001 MPA - 01

A001\_C064\_09224Y\_001 MPA - 02

A002\_C009\_092221\_001 MPA - 02

A002\_C018\_0922BW\_001 MPA - 07

A002\_C018\_0922BW\_002 MPA - 01

A002\_C052\_0922T7\_001 MPA - 02

A002\_C076\_092251\_001 MPA - 01

A002\_C086\_09220G\_001 MPA - 02

A003\_C021\_0923NJ\_001 MPA - 04

A003\_C092\_09231C\_001 MPA - 05

Einstellungen importieren

- > Medien organisieren
- > Medien kopieren
- Neue Sequenz erstellen
- Name: Sequenz 01
- Automatische Transkription
- Sprache: Englisch
- Automatische Spracherkennung aktivieren
- Sprecherkennung: Option wählen
- Transkriptionsvoreinstellungen: Nur Clips in Sequenz automatisch transkribieren

Medien für das Erstellen eines neuen Projekts auswählen

Beenden Erstellen **4**

### 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).



project window

Name	Größe	Art	Hinzugefügt am
EXPORT	--	Ordner	Heute, 11:07
PREMIERE	--	Ordner	Heute, 11:07
AUDIO	--	Ordner	Heute, 11:07
CLIPS	--	Ordner	Heute, 11:07

Zunächst Medien importieren

Legen Sie die Medien hier ab, um eine Sequenz zu erstellen.

## 4. Premiere overview

### Work area configuration

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



### 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

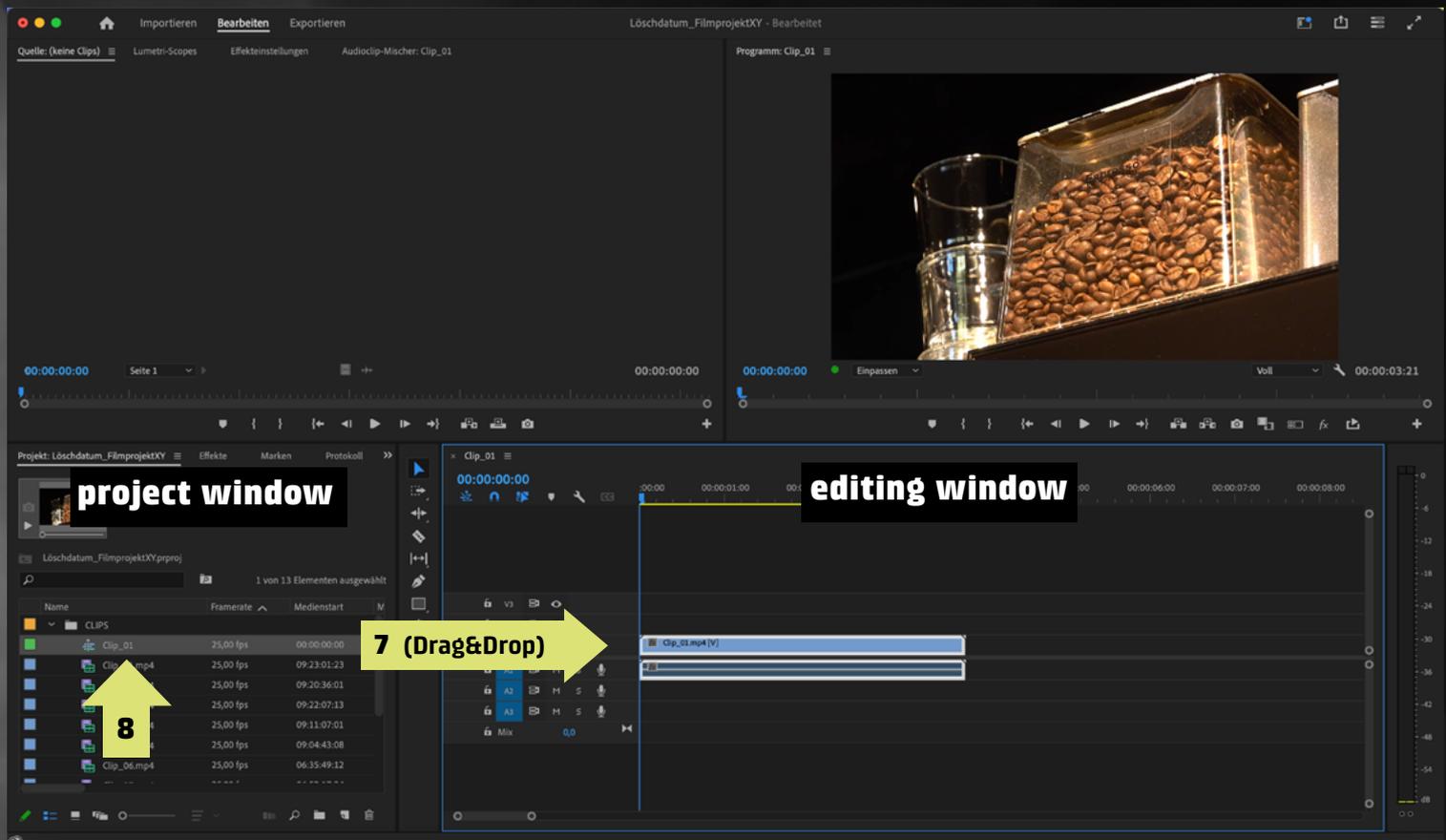
## Option 1

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)**

**Neue Sequenz**

Sequenzvorgaben    Einstellungen    Spuren    VR-Video

Verfügbare Vorgaben

- > Broadcast
- ▼ HD 1080p
  - ▶ HD 1080p 23.976 fps
  - ▶ **HD 1080p 25 fps** (10)
  - ▶ HD 1080p 29.97 fps
  - ▶ HD 1080p 50 fps
  - ▶ HD 1080p 59.94 fps
- > Social Media
- > UHD (4K) HDR
- > UHD (4K)
- > Vorgängerversion

Vorgabebeschreibung

HD 1920 x 1080 Bereitstellung in Rec. 709. 25 Frames pro Sekunde.

Allgemein  
Bearbeitungsmodus: Benutzerdefiniert  
Timebase: 25,00 fps

Videoeinstellungen  
Framegröße: 1920H 1080V (1,0000)  
Framerate: 25,00 Frames/Sekunde  
Pixel-Seitenverhältnis: Quadratische Pixel (1,0)  
Halbbilder: Keine Halbbilder (Progressive-Scan)

Audioeinstellungen  
Samplerate: 48000 Samples/Sekunde

Farbraum  
Name: BT.709 RGB Full

Standardsequenz  
Videospuren gesamt: 3  
Spurtyp mix: Stereo  
Audiospuren:  
Audio 1: Standard  
Audio 2: Standard  
Audio 3: Standard  
Audio 4: Standard

Vorgabe löschen

Sequenzname: **Sequenz 02** (11)

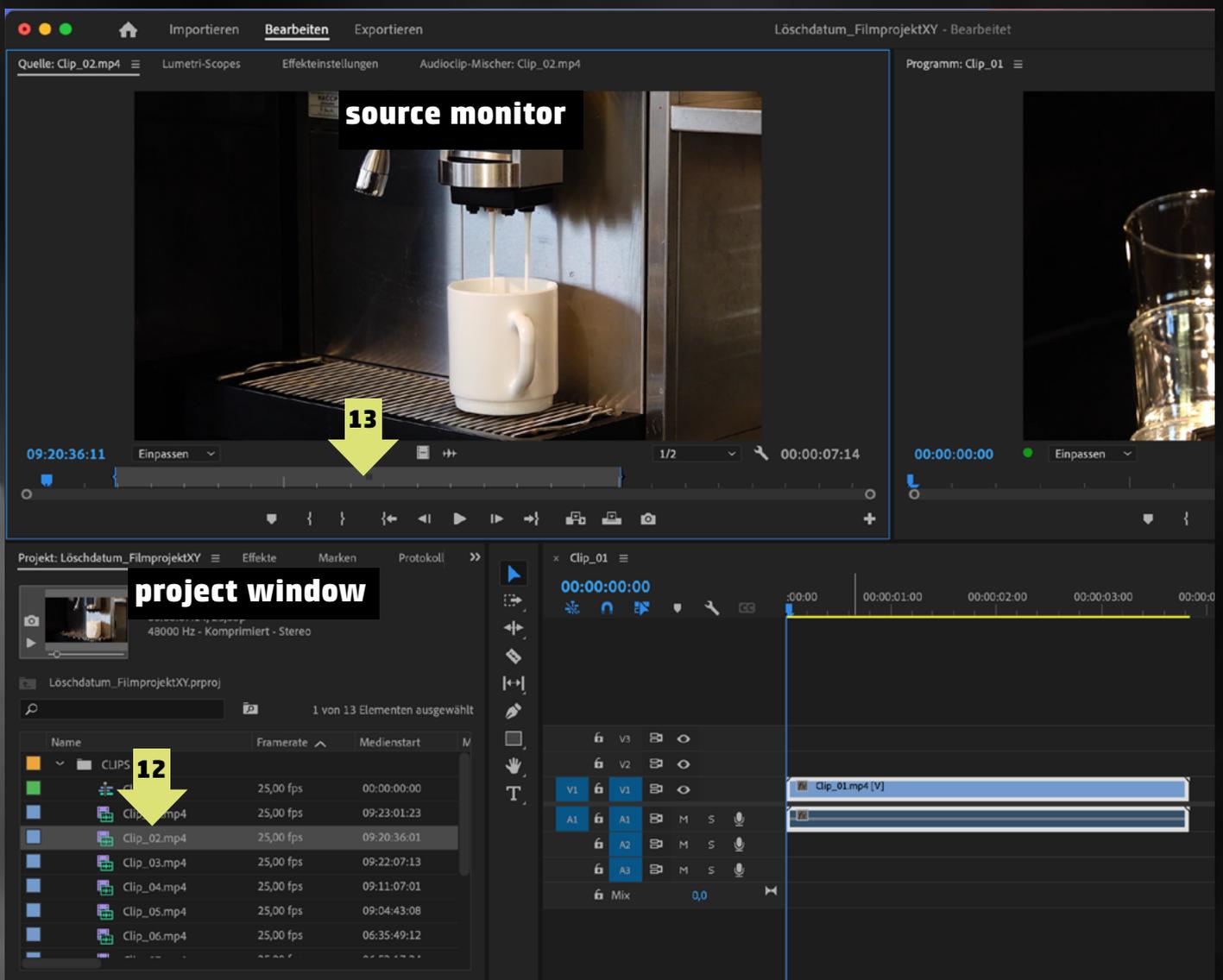
Abbrechen    OK

9

## 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 overwriting



**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

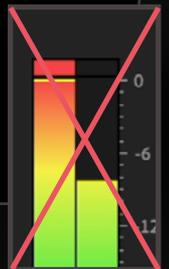
- ▶ Expand audio track to see the waveform (or **Option/Alt** and **+/-**)
- ▶ Adjust volume manually:
  - ▷ Drag line up and down in audio clip (**14**) to adjust volume
  - ▷ Press **G (15)** and adjust audio gain to set **exact dB** or to **normalize** (adjust audio to maximum volume without clipping)



**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.



The screenshot shows a video editing software interface with a video preview window at the top. The video shows a coffee shop scene. Below the preview, there is an 'Audioverstärkung' (Audio Gain) dialog box with the following options:

- Verstärkung festlegen auf: 0 dB
- Verstärkung anpassen um: 0 dB
- Maximale Spitzen normalisieren auf: 0 dB
- Alle Spitzen normalisieren auf: 0 dB

The 'Spitzenamplitude' (Peak Amplitude) is shown as -1,9 dB. There are 'OK' and 'Abbrechen' (Cancel) buttons.

Below the dialog box, the audio track is visible in the timeline. A yellow arrow labeled '14' points to the audio clip's volume line, which is being adjusted. Another yellow arrow labeled '15' points to the 'Audioverstärkung' dialog box.

## 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**”).



The screenshot shows the 'Exportieren' (Export) window in Final Cut Pro X. The interface is dark-themed. On the left, the 'Einstellungen' (Settings) panel is open, showing various export options. On the right, the 'Vorschau' (Preview) window shows a video clip of a cafe counter. At the bottom, the 'Quelle' (Source) and 'Ausgabe' (Output) specifications are displayed. A yellow arrow labeled '16' points to the 'Exportieren' menu item in the top bar. A yellow arrow labeled '18' points to the 'Dateiname' (Filename) field, which contains 'Mein Neuer Film.mp4'. A yellow arrow labeled '19' points to the 'Speicherort' (Storage location) field, which contains '/Users/~10-16\_FilmprojektXY/EXPORT/'. A yellow arrow labeled '20' points to the 'Vorgabe' (Preset) dropdown menu, which is set to 'Match Source - Adaptive High Bitrate'. A yellow arrow labeled '17' points to the 'Bereich' (Range) dropdown menu, which is set to 'Gesamte Quelle' (Entire Source). A yellow arrow labeled '21' points to the 'Exportieren' button at the bottom right.

Exportieren Bearbeiten **Exportieren** 16

Löschdatum\_FilmprojektXY - Bearbeitet

Einstellungen: Mediendatei

18 Dateiname Mein Neuer Film.mp4

19 Speicherort /Users/~10-16\_FilmprojektXY/EXPORT/

Vorgabe Match Source - Adaptive High Bitrate

Format H.264

20 VIDEO AUDIO MULTIPLEXER UNTERTITTEL EFFEKTE METADATEN GENERAL

Vorschau

00:00:00:00 17 00:00:14:03

Bereich Gesamte Quelle Skalierung Auf Frame-Große skalier...

Quelle: Clip\_01  
Video: 1920x1080 (10) | 25 fps | Progressiv | 00:00:14:03  
Audio: 48000 Hz | Stereo

Ausgabe  
Video: H.264 | 1920x1080 (10) | 25 fps | Progressiv | 203 (75% HLG, 58% PQ) | Hardware-Beschleunigung | 00:00:14:03 | VBR | 1 Durchgang | Ziel 10.000 MBit/s  
Audio: AAC | 320 KBit/s | 48 kHz | Stereo  
Geschätzte Dateigröße: 18 MB

21 An Media Encoder senden Exportieren

# 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

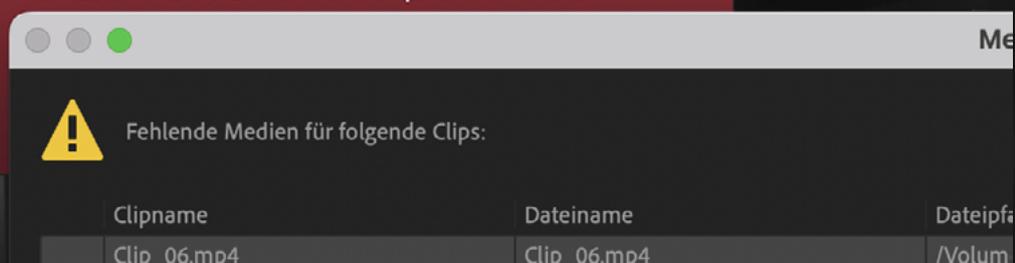
## ▶ Preview does not play (smoothly) and the timeline is marked in red:

- ▷ 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.

Media offline  
メディアオフライン  
Média hors ligne  
Offline-Medien  
脱机媒体文件  
Medios sin conexión  
Oggetto multimediale non in linea  
미디어 오프라인  
Медиаданные в автономном режиме  
Mídia offline



## Useful information and short cuts

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