

Adobe Premiere 6.5 Tutorial

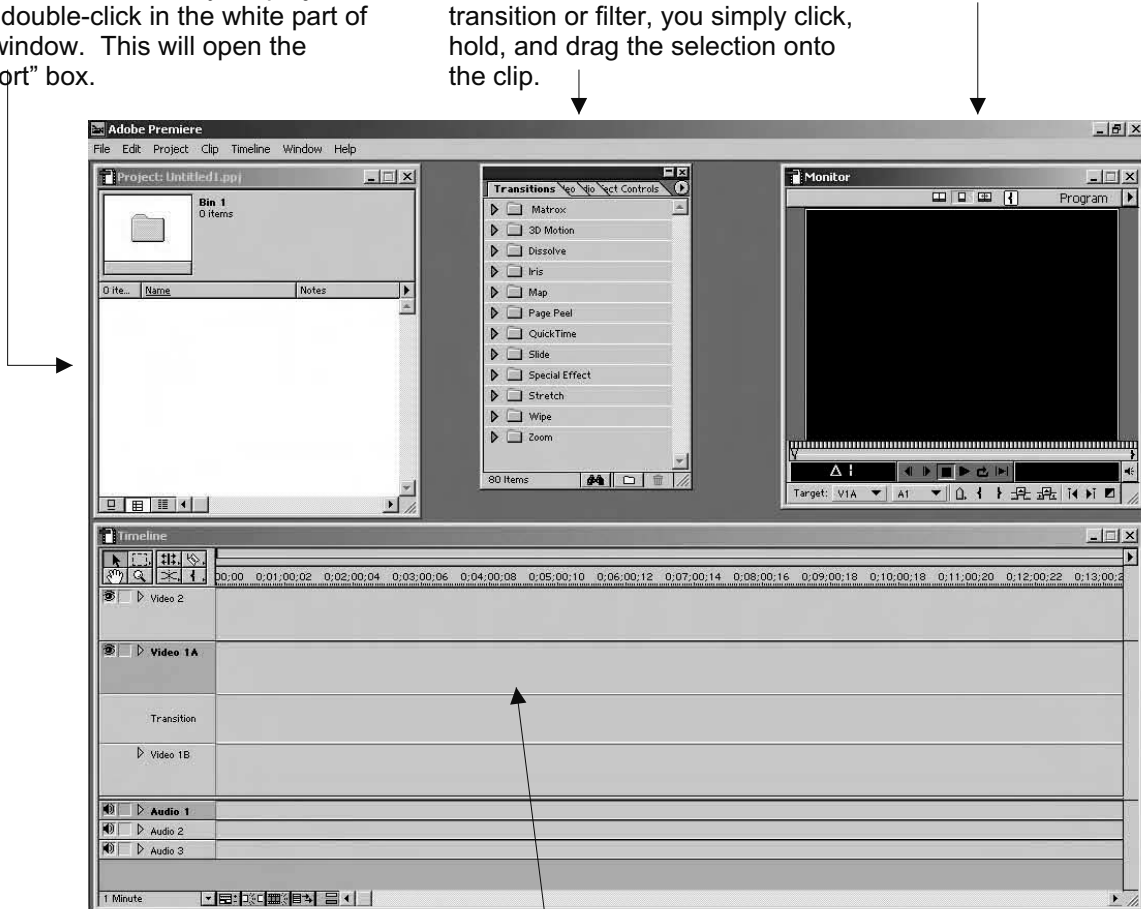
 **Digital Overdrive 4.0**
Teacher Edition

The Screen Layout

Project Window: The Project Window is where your clips get loaded into to be used in editing. When you capture a clip, Premiere will automatically add it to your Project Window. A simple shortcut for importing new clips, graphics or audio into your project is to double-click in the white part of the window. This will open the "Import" box.

Transitions & Filters: All of the transitions and filters that are available in the program are now listed in categories instead of alphabetical order. You click on the triangle to the left of the folder to reveal its contents. To add a transition or filter, you simply click, hold, and drag the selection onto the clip.

Monitor Window: This is where you can view clips and your final video. The window works like a VCR with a "Play" and "Stop" button, as well as "Frame Back", "Frame Forward", "Mark In", and "Mark Out".



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Timeline: The Timeline consists of 3 video tracks and 3 audio tracks. The number of tracks can be increased if needed. Video 1A and 1B are where your clips are placed in order to build a video with transitions. The Transition track separates the 2 main video tracks. Video 2 is a superimpose track that allows you to add graphics over top of video. Audio 1, 2, & 3 are where your audio is. Audio 1 will hold the sound from the clips on Video 1A, Audio 2 will have sounds from Video 1B, and Audio 3 is usually used for music.

The Project Window

Project Title: The name of the project you are currently working on. The default name is "Untitled1.ppj". "PPJ" is the file extension for a Premiere Project.

Clip Preview: Whenever you click on a clip in the project window, it will show up in the preview area. The "play" button allows you to preview the clip.

Clip Information: This area tells you important details about the clip that is selected like the name, the type of file it is (movie, audio, still image), the frame size, the duration, the frames per second, the quality of audio, and the average data rate. Digital video averages about 3.6MB per second.

Thumbnails: Each picture or "thumbnail" represents a movie, audio, or still image. These can be added to the timeline by clicking and holding on them and dragging them to the position you want. Each thumbnail also will tell you the name of the file, what it is (black video, movie, audio, still image), and the dimensions of the file if it is a still image or movie.

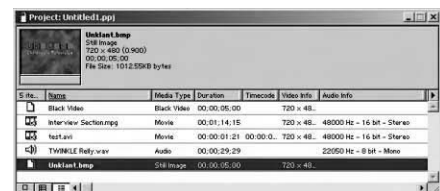


Window View Type: If you want to change the way your clips are displayed, you can change from thumbnail view to either "list" or "icon" view.

Icon View



List View



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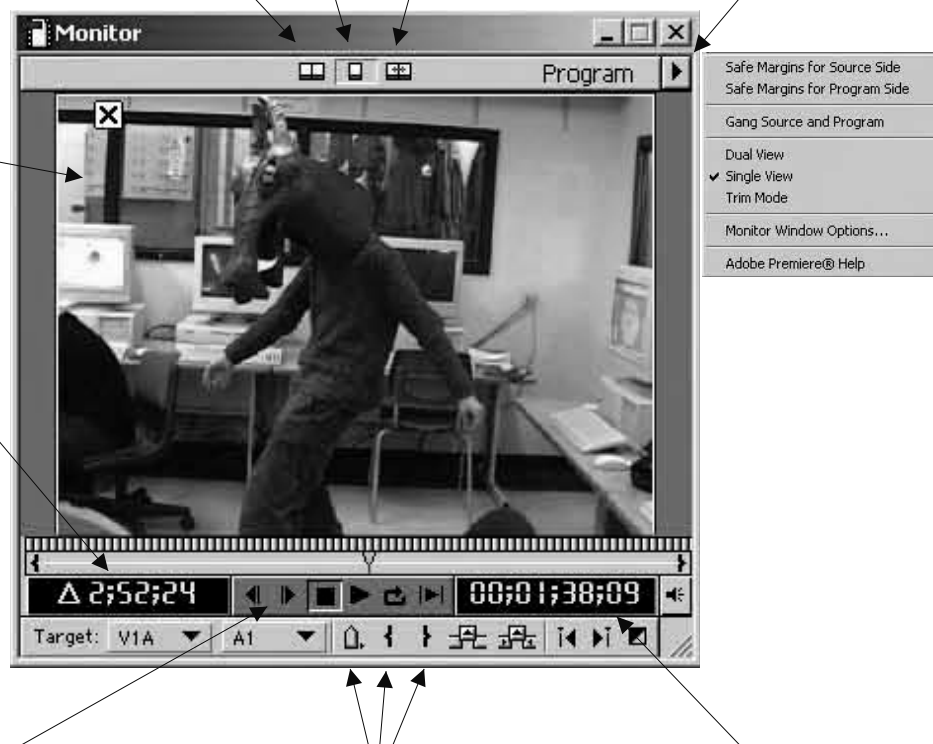
The Monitor Window

Monitor View Type: You can switch your monitor between “dual view”, “single view”, and “trim mode”. Most users keep it in “single view” so they can view their final video in the window.

Quick Options: The sideways triangle indicates that the window has additional options by clicking on it. The options allow you to display the safe margins (where titles should be placed in order to be seen on a TV and not cut off), and access “Monitor Window Options” (how your monitor window displays information).

Video: Your video that you are creating is displayed in the main area. If playback is choppy, de-activate sending your video to the camcorder under “Project”, “Project Settings”, “Playback Settings”.

Program Duration: How long your current video is from start to finish.



Play Controls: Allow you to move through the video (in order)frame by frame, stop the video, play the video, loop the video, or play from the in point to the out point.

Edit Points: The three functions found here set markers on the timeline for you, can mark in an edit point and mark out an edit point. These rarely get used but some users like to have access to them.

Program Location: How far into the video the current picture is located. This example is 1 minute, 38 seconds, and 9 frames into the video.

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The Timeline

Editing Tools: There are 8 tools visible in your toolbox at all times. If the icon has a little triangle in the bottom right corner, that means that there are more options for that tool if you click and hold on the icon.

ROW 1

Selection Tool
Range Select Tool
Rolling Edit Tool
Razor Tool

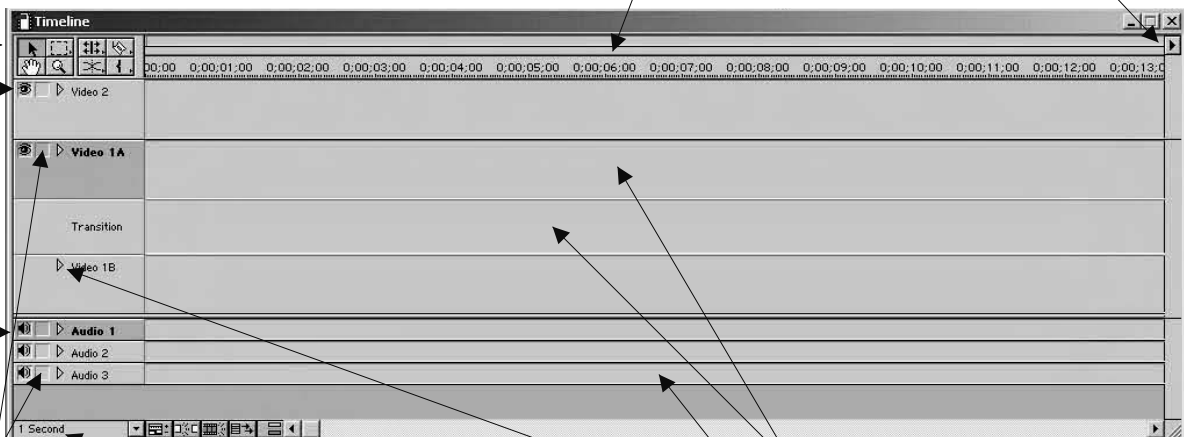
ROW 2

Hand Tool
Zoom Tool
Crossfade Tool
In Point Tool

Quick Options: The sideways triangle indicates that the window has additional options by clicking on it. The most common options that you will use in this window are “Add Video Track” and “Add Audio Track”. This is a quick way to add another track of video or audio into your project. The menu to the right is what pops up when you click on the triangle.



Time: The timecode for your video given in the standard SMPTE format of hours, minutes, seconds, and frames



Lock Track: Locks the track so it cannot be changed. This is great to use if a track is done and you don't want to erase something by accident.

Toggle Track Output: Turns the video track on and off. If the track is off, it won't play.

Track Tools: These toggle options include Track Option Dialogue, Snap to Edges, Edge Viewing, Toggle Shift Track Option, and Sync Mode.

Time Zoom Level: Tells you how far in you are zoomed. Each square on the timeline for a video clip will represent the zoom level amount. If it is 1 second, then each square represents 1 second of video.

Video Tracks: Where you place your video clips to build your video.

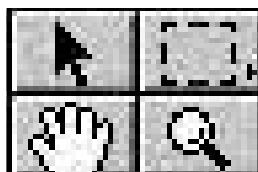
Audio Tracks: Where you place your audio clips for your video.

Collapse/Expand Track: This arrow when clicked will reveal more options for a track if they are available. For example, on Video Track 2 and above, it will reveal a line that will let you dissolve the video on that track in and out.

A Closer Look at the Most Used Toolbox Tools

Selection Tool: Click on a clip with this tool to select it. This is an all-purpose tool that lets you move clips from the project window on to the timeline, as well as move them on the timeline.

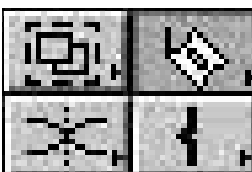
Hand Tool: Click, hold, and drag the hand tool on the timeline to move across it in small amounts. This tool is an alternate for using the scroll bar at the bottom of the timeline.



Range Select Tool: Click and hold on the timeline with this tool and drag over all of the clips you would like to move together. Every clip it touches, it will select. Once you let go, find a clip, click and hold on it, and drag everything you have selected to the place you want it.

Zoom Tool: Allows you to zoom in closer to clips on the timeline. To zoom in on an area, simply click on the timeline where you want to zoom in. Hold down the ALT key and click to zoom out.

Block Select Tool: This tool is used to create a "Virtual Clip". You can click, hold, and drag this tool on the timeline. Everything within the block can then be copied to another part of the timeline by clicking and holding inside the block and moving the area somewhere else.

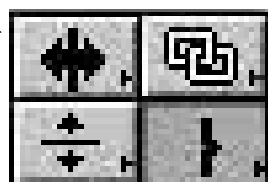


Razor Tool: Click on a clip where you want to separate it with this tool. You can split a clip in two pieces allowing you to move the parts separately.

Mark In: Allows you to click on a clip at a certain point where you would like it to start. The program will instantly edit the clip's starting point.

Cross Fade Tool: Click on one audio clip, follow by another that overlaps it to create a cross fade. The first audio clip will fade out while the second audio clip will fade in creating a more natural audio transition.

Ripple Edit Tool: This tool allows you to click and hold at the start of a clip and drag the in point to a different location. When you let go, the gap that is normally left is deleted immediately. All clips past that point are also pulled down the timeline as well.



Link/Unlink Tool: Use this tool to link and unlink video and audio clips from each other. To Unlink, click on the video followed by the audio with this tool. The two will become separate clips that can be moved independently. To Link, click on the video clip followed by the audio clip. Now when the video is moved, the linked audio will come with it.

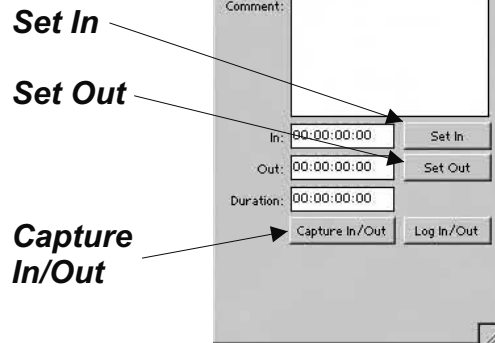
Fade Adjustment Tool: When an audio track is expanded, there is a red line that represents the overall volume level of the audio clip. To change the entire clip, click and hold on the red line with this tool and adjust the volume up or down.

Mark Out: Allows you to click on a clip at a certain point where you would like it to end. The program will instantly edit the clip's ending point.

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How to Capture Video in Premiere

1. Go to “File”, “Capture”, then “Movie Capture”. The Movie Capture box will appear.
2. Change the location of where your clips will be stored by clicking on “Edit” in the Preferences area. Where it says “Captured Movies”, change the folder to the one you are using and click on “OK”.
3. Click on the “Logging” tab to program your in and out points. *Note:* if you are not programming points and are capturing manually, simply press play in the Movie Capture window and then on Record when you want the computer to start capturing. Hit the ESC key to stop capturing and go to Step 7.
4. Click on the Play button to start your playback device. When you find the “in point” (where you want the computer to start capturing, press Pause. Click on “Set In”. The timecode for that location is transferred to the numbers beside that button.
5. Click on the Play button to start your playback device once again. When you find the “out point” (where you want the computer to stop capturing, press Pause. Click on “Set Out”. The timecode for that location is transferred to the numbers beside that button.
6. Click on “Capture In/Out” to start transferring the footage to the hard drive. The playback device will rewind and then play. Once it is finished, it will stop.
7. You will then be asked to enter a name for the clip. Give it a name that either corresponds to your storyboard or describes the shot. Click on OK or hit Enter.
8. Repeat the process for all your clips until everything you want is captured.



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The Basics of Premiere

Opening your Premiere project

Projects are always opened, not imported in. Simply go to “File”, then “Open”. Find your project file and click on “open”.

Bringing in new clips to your project

When you capture clips, they are automatically put into your project window. But sometimes, you need to bring more clips into your project than just the ones you have captured during that session. To do this, you must “import” the clips you want. There are 2 ways to this. The first way is to go to “File”, “Import”, and “File”. This will bring in one clip at a time. The shorter way is to double-click in a white area in the project window. This will automatically open up the Import box. Just find the clip you want and click on “Open”. This works for video files, audio files, and graphics.

Saving your project

If this is the first time you are saving, go to “File” and then “Save As”. Give your project a name that is easily identifiable for the next time you work on the video. All Premiere projects are stored with the file extension “PPJ”. Remember that a project file just stores instructions. The file lets the program know where all of your clips are located on the computer as well as what transitions or filters you have used. Never delete your video clips from the hard drive or move them to another location. If you do this, when you open your project file, the program will not be able to find your clips. It will ask you to search for the new location.

Making your video into one clip (Rendering)

When you have completed your video, you will want to make it into one big clip. To do this, go to “File”, “Export Timeline”, then “Movie”. Click on the “Setting” button and check to make sure that the Range is set to Entire Project. Click on OK. Give the file a name and make sure you put it into the proper directory. Click on “Save” and the video will start rendering. The process may take awhile depending on the number of transitions and filters you have. When it is done, a box will appear that will allow you to watch the completed video.

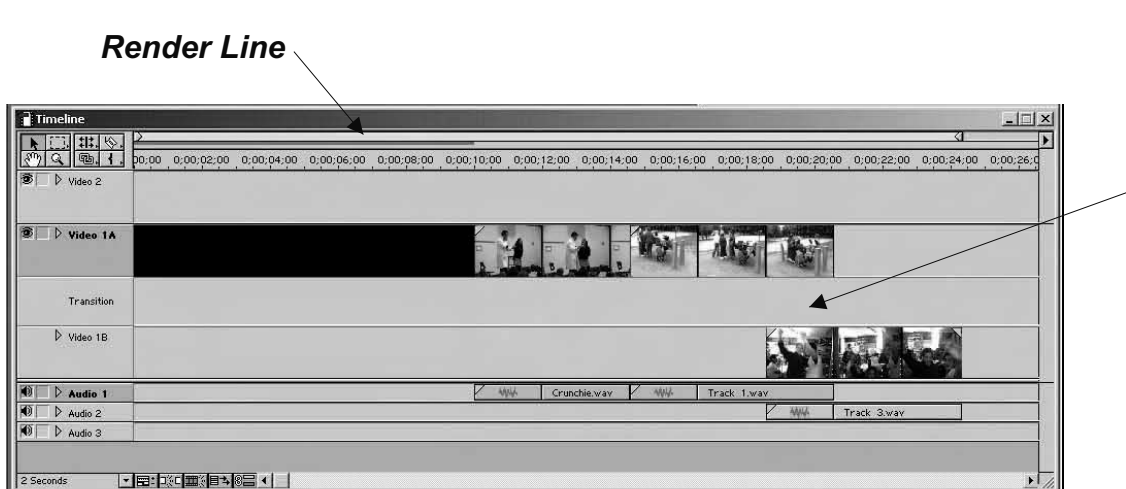
NOTE: *Digital video takes up a lot of space. If you are using Windows 98, the longest movie you can render is 9 minutes and 30 seconds. This is because Windows 98 has a 2GB file size limit. Operating systems created after that do not have this limitation. Mac OS's will also be fine.*

Editing Video in Premiere (Tutorial)

1. Go to “File”, then “New Project”. The “Load Project Presets” box will appear. You will select under the DV-NTSC folder, the “Standard 48kHz setting or which any other preset that is already set-up for class. Click on OK.
2. Capture your video clips. Use the instructions on the seventh page of this chapter to capture.
3. Once all your clips are captured, you need to add in one more clip. That would be black video. All videos start and end with ten seconds of black. To get black, go to “File”, “New”, then “Black Video”. This will be added to your project window.
4. Set your zoom level to 2 seconds by using the zoom tool to move in or by clicking and holding on the Time Zoom Level at the bottom left of the timeline and selecting 2 seconds.
5. Put you black video onto the timeline at the beginning by clicking and holding on it in the project window and dragging it to the timeline. Place it on Video 1A. When you let go, the clip will stay on the timeline.
6. Right click on the clip and go to “Duration”. Change the duration to 10 seconds. The quick way to do this is to leave the numbers highlighted and just type in 1000 and hit enter. The black video will now be 10 seconds long exactly. Use the Duration function to make clips an exact length.
7. Now take one of the clips you captured and place it on the timeline right after the black on Video 1A. By doing this, we create a straight cut with no transition.
8. Edit it to length you want by either changing its duration or by placing your Selection Tool over the end of the clip. Notice that the tool changes shape. It looks like a bracket with an arrow pointing in the direction that the edit will take place. If you click, hold and drag, you can shorten the clip. When you do this, the Monitor Window will show you what you are trimming. When you get to a good spot, let go of the mouse button. This can also be done with the start of a clip. When you edit the start of a clip, be sure to move the clip back to the edge of the previous clip.
9. Now that the first edit is done, repeat this process for one more clip. Add it to Video 1A and edit it to the length you want.
10. Now, we want to add in a transition. Put a clip on to Video 1B and edit it to the length that you want. Once you have the right length, we need to move it

Editing Video in Premiere (Tutorial Continued)

into the proper position to have a transition between your clip on Video 1A and the one on Video 1B. We do this by overlapping the 2 clips as shown below.

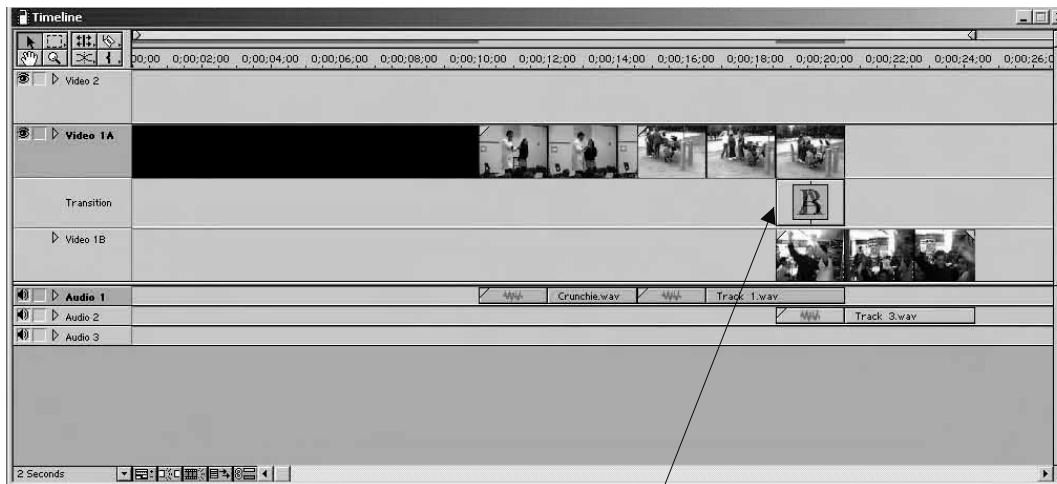


The more you overlap the 2 clips, the longer the transition will be. Remember that at our current zoom level, each square represents 2 seconds. Therefore, the overlap shown above would produce a transition that is 2 seconds long. If the 2 clips overlapped by 2 squares, then the transition would be 4 seconds.

11. Select the Cross Dissolve transition from the Transitions box. It is located in the Dissolve folder. Click and hold on the Cross Dissolve transition and place it on the Transition track between the 2 clips. It will automatically adjust its length to fit the overlap.
12. We now want to take a look at what we have created. In order to do this, we must Preview our video first. We do this by stretching out the Render Line (the yellow line above the timecode numbers) to fit over the area we want to look at. You click and hold on the grey tab on one end and place it at the beginning of the area you want to preview. Do the same for the grey tab on the right and place it at the end. We want to watch the whole thing so make sure the Render Line goes over everything as shown above. Press the "Enter" Key on the keyboard. This will start the Preview process. Once the black and transition are generated, the video will play in the Monitor Window. To watch it again, press Enter again. Once an area is previewed and no changes are made to that area, you can go back and play it at any time without having to wait for transitions or filters to be generated.

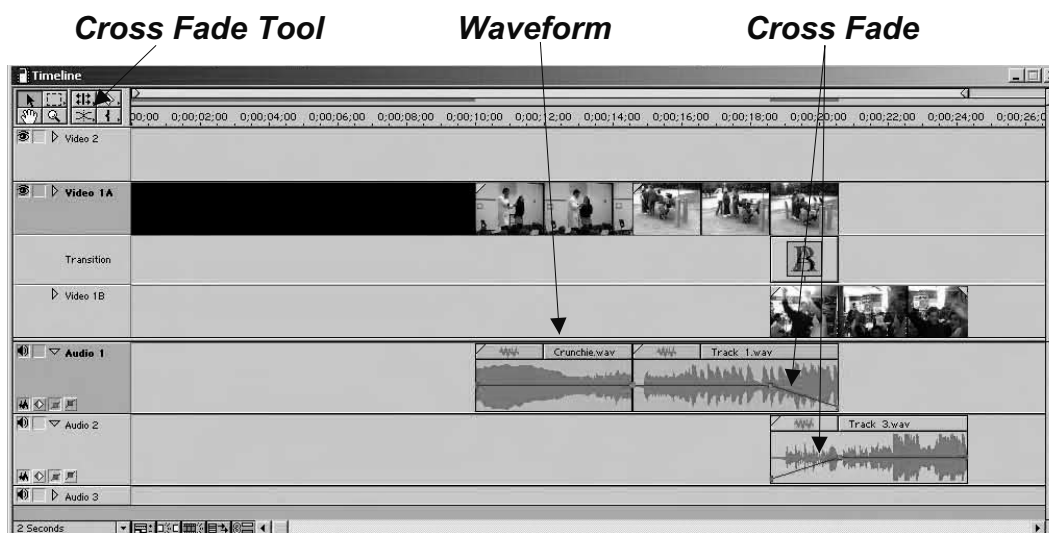
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Editing Video in Premiere (Tutorial Continued)



This is what the Timeline looks like with the Cross Dissolve transition added.

13. When you previewed your video, you may have noticed that the sound from Audio 1 and Audio 2 overlapped at one point and probably did not sound very good. To make a more natural transition from one audio clip to another, we use the Cross Fade Tool. This will fade Audio 1 out and fade in Audio 2. In order to see what is happening on the Timeline, let's first expand the audio tracks by clicking on the triangle beside the words Audio 1 and Audio 2. You will see that the waveform is now shown as well as a red line going across the audio clips. This is the volume level. Select the Cross Fade Tool from your toolbox. Click on the clip on Audio 1 followed by the clip on Audio 2. See how the red line changes to fade out the top clip and fade in the bottom clip. This is shown below. Preview your new audio by hitting the Enter key.



Editing Video in Premiere (Tutorial Continued)

14. You can also add filters to your video which will alter the look of the picture. You do this by selecting the filter you want from the "Video" tab located in the same box that the transitions are located. Click on that tab and find the folder that says "Image Control". Within that folder, located the filter called "Black & White". When this is applied to a clip, the video will have all colour removed. Click and hold on the filter and drag it onto the last clip on our Timeline. Let go once you are directly overtop of the clip. Another box called "Effect Controls" will pop up and the Black & White filter should be in the list. Create a Preview and look at your new filter. If you don't like it, you can take it out by clicking on the triangle in the circle in the Effects Control box and going to "Remove Selected Effect".
15. Audio filters are added the same way. Click on the Audio tab in your transition box and locate the "Reverb & Delay" folder. Open it and add the echo filter to your audio clip located on Audio 2. Preview your new audio by hitting Enter.
16. There are a few shortcuts for playing back your video as well. If you click on the Time bar, the Edit Line will appear. You can place this line wherever you want to and press play on the Monitor Window and your video will play from that point. If you have not Previewed clips that have transition or filters yet, they will not appear in your Monitor Window as they should. Be sure to Preview all areas to get an accurate look at your video.
17. Let's add more black to the end of our video. Find the Black Video in your Project Window and place it on Video 1B after your last clip. Make it 10 seconds long by right clicking on the black video and going to Duration. Preview your entire video. When you've finished previewing it, you can now put it back out on to digital tape.
18. To put it back on tape, go to "File", "Export Timeline", and "Export to Tape". A new box will appear. Check off the "Activate Recording Deck" box. Make sure your tape is cued to a spot you can record on to. Click on OK. The computer will automatically start the recording deck and your video will be recorded to the tape. When it is finished, it will stop so wait until that happens. If "Export to Tape" does not work well, try "Print to Video" instead and activate the recording deck yourself. When you see black appear on its screen. When it is done, wait until the black is finished and the computer screen comes back to showing the Timeline. Stop the recording at that point.

NOTE: *Your computer screen may go blank while recording your video back to tape. As long as there is a picture being displayed on the recording deck, then it is being recorded.*