# Editing in Premiere Pro

Load your video onto your computer or external hard drive. DO NOT edit directly off your SD card.

Open Premiere Pro.

Name your project something that will mean something to you.

When the program opens, import your video into your bottom left panel. If your project tab isn’t already selected in that space, arrow over to that tab to get it there. You can either drag & drop your vid or click on the import area and select your video.

**Nifty:** You can scrub through your thumbnails to find what you need.

## Start with audio if using a reporter track (PKG).

 A1: reporter track and soundbites.

 A2: natural sound from your b-roll

 A3+: everything else

**Reporter narrative track:** Start with your reporter track audio file, unless starting your package with a soundbite (in which case, jump to soundbites and then come back here). Double click your audio file in your project bin, and it will open in the window directly above. From here, you can play your track (spacebar), select an Inpoint (I) and an Outpoint (O). You can then drag just the audio down onto your sequence by choosing the audio peak icon directly below your timeline with the ins and outs. Continue to lay down your track until you hit a soundbite. You can also hit the period to lay down the subsequent reporter audio clips.

**Soundbites:** You will need the video with these. Double click the imported video clip from your bin and it will pop into the top left workspace. Choose your ins and outs (I) & (O) before you drop onto your timeline. Add to your timeline by hitting “.” (period) which is the overwrite shortcut command. If you ever need to insert something before another clip, you can hit “,” (comma) which will skootch (highly technical term) the rest of your video down on the timeline.

**Adding B-roll:** Same as above: double click video to put it into your upper left workspace. Choose in and out points. When dropping your nats in, make sure you drag the audio channel into A2 instead of over your A1 audio track. (remember CTRL or CMD Z is your undo friend!). You will add video by using OVERWRITE (.), which will marry your video to voice track AND take the nats.

## Smoothing it all out:

One of the reasons we widen the audio lines is to see the levels to be able to adjust them. You can then grab the middle white line within your audio channel and drag it up and down to get it where you need it.

If you need to adjust the audio more than what you do with the white line, you can right click and choose AUDIO GAIN from the drop-down menu to adjust more. If you have to do this with any regularity, you need to adjust how you are gathering your audio in the field.

**Adding dissolves or white flashes between edits**: Lower left window (where your project bin is) has a tab called Effects. Click to it. Go to Video Transitions. Cross Dissolve is your dissolve; dip to white is your white flash. Click and drag the effect over your edit in your sequence. You can adjust how long the dissolve (or white flash) is by dragging the ends of the effect in. I usually do 10 frames for a dissolve (unless a super sad serious story) and 8 frames for a white flash.

## Adding text to your story

Select “graphics” layout at the top of your Premiere Pro screen.

Scroll down to choose your preferred type of text. For most assignments, you’ll want one of the ones called “lower third” or perhaps “title,” unless we are using FSF style graphics.

Take your chosen template and drag it onto V2 (or another empty video channel if V2 is in use) in the area you want to add the font.

Hit the “T” to type the text. Hit the arrow to move it around on your screen.

To change colors, shadows, fonts, etc., highlight your text and look at the bottom of the graphics window for all of the usual options.

Remember: Light text over dark background; dark text over light background.

## Exporting

When you are done, save your work again. Actually, save early and often! **SAVE SAVE SAVE**! (CMD or CTRL + S)

When you are ready to export your completed video:

File – Export – Media (or CMD+M or CTRL+M)

Format: H.264

Preset: High Quality 1080p HD

Output Name: Name this something you will find again. Preferably, your slug name, if you have one. Choose a location you will find again.

Make sure “export video” and “export audio” are both checked.

Export.

Depending on the length and complexity of your project, it could take 30 seconds or 30 minutes or longer. For your projects here, it shouldn’t take more than a couple of minutes.

**Tips:**

**Tip:** To play, hit space. To stop, hit space.

**Tip:** I is inpoint, O is outpoint.

**Tip:** Option or CTRL+Shift (X) will remove your in and out points. Option or CTRL + Shift (I) will remove inpoint. Option or CTRL + Shift (O) will remove outpoint.

**Tip:** . is overwrite. , is insert

**Tip:** You can make your audio lines bigger on your sequence timeline, which will give you a visual representation of the file by hovering over the audio channel (A1 in this case), and then dragging the bottom down to make it wider.

**Tip:** + will zoom in, - will zoom out. \ will revert you to what the program thinks is the most usable zoom level for your project.

**Tip:** ` (the other mark on the tilde ~ key, upper left keyboard) will take your highlighted window fullscreen.

**Tip:** There are usually numerous ways of doing things. ☺

To clean up your audio at the beginning or end, you can just drag the ends in to the in and out you would like.

**Tip:** If you delete the wrong thing CTRL+Z (PC) or CMD+Z (Mac) will undo. Yay!

**Tip:** If you delete a segment and need to eliminate that gap in your timeline, right click - ripple delete will move all of your video and audio snug to the edit point.

**Tip:** C on your timeline will turn on the razor function. V puts it back to select.

**Tip:** L on the keyboard will fast forward. J will reverse. L+K will slow-mo forward. J+K will slow-mo backward.

**Tip:** Up and Down arrow keys will hop you from one edit on your timeline to the next.

**Tip:** Home and End keys will move you to the beginning and end of your timeline.

**Tip:** You will generally want your SNAP Tool ON. That is the one that looks like a magnet.