

# ADOBE PREMIERE PRO FOR COMPLETE BEGINNERS

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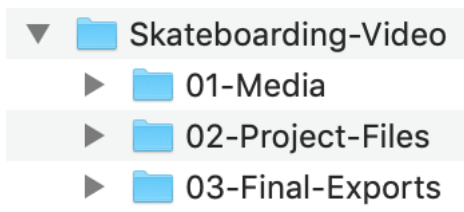
## WEEK 1 SUMMARY

### Download Media

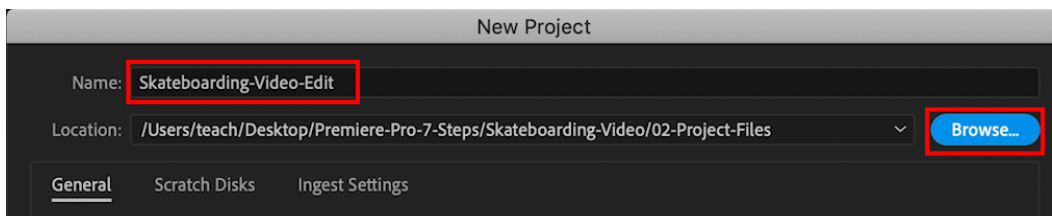
- Welcome to the course! Be sure to download the course media from the course page, which is contained in a ZIP file. You can access the course page by going to LearnPremiere.com and clicking on My Account.
- Then **unzip** the file and place the contents in an easy-to-find location on your computer such as your Desktop.

### STEP 1: Get Organized!

- Create a project folder and give it a descriptive name such as **Zoo-Video** or similar. In the example below the folder is called Skateboarding-Video.
- Inside the project folder, create several subfolders to keep the project organized. Here is an example:




- Place all your media inside the **01-Media** folder.
- Start Premiere Pro and create a new project file by choosing **File > New > Project** from the top menu.
- Click on the **Browse** button and navigate to the **02-Project-Files** folder.
- Give the file name a descriptive name such as **Zoo-Video-Edit** or similar.



## STEP 2: Import Media

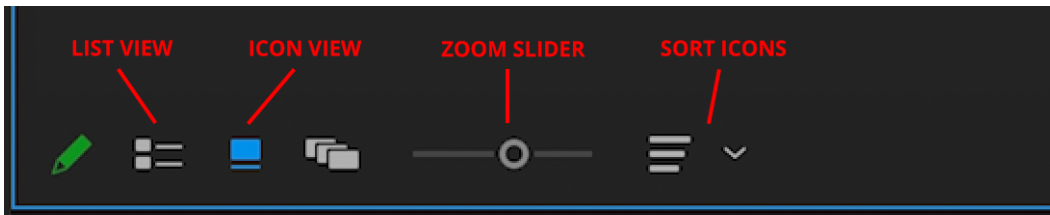
- Choose **File > Import > Media** and browse to the **01-Media** folder.
- Select all of the media files and import.
- To select a range of files, **click** on the first file then **Shift-click** on the last one.
- Each of the little windows inside Premiere Pro is called a **Panel**. And the arrangement of panels on the screen is called a **Workspace**.
- Change to the **Editing** workspace by choosing **Window > Workspaces > Editing** from the top menu.
- If necessary you can reset the workspace by choosing **Window > Workspaces > Reset to Saved Layout**.

## STEP 3: Browse Media

- Your media will appear in the **Project Panel**.
- Move your mouse over the Project Panel and use the **Accent/Tilde**  key to **maximize** the panel. This key is below the **Esc** key on many computers:

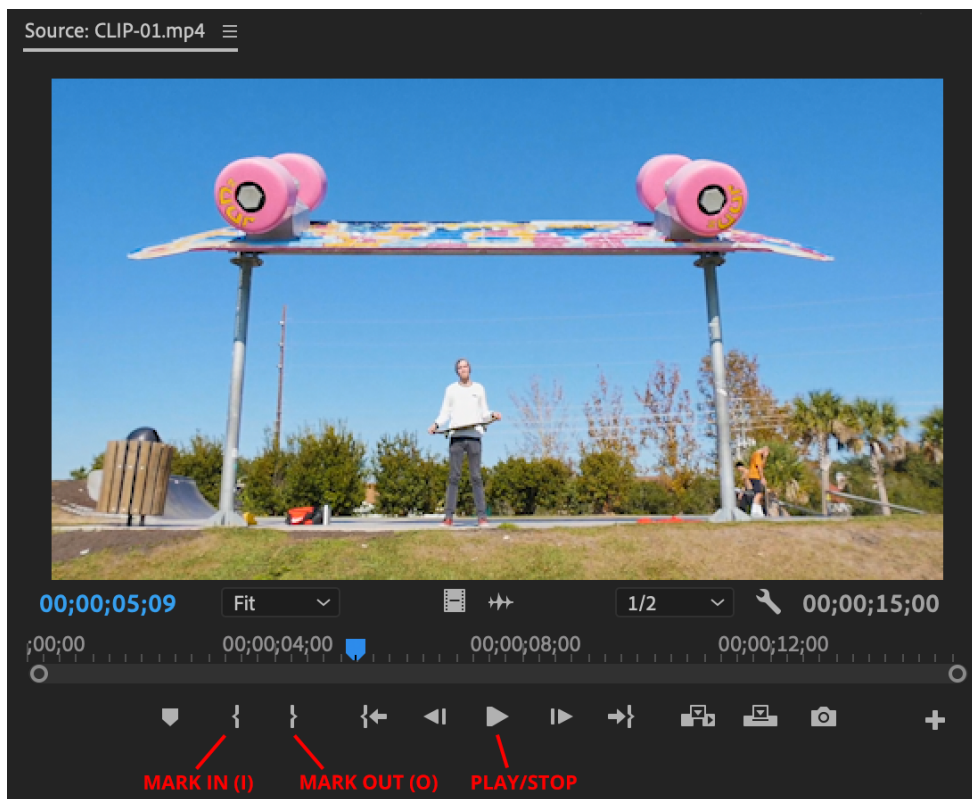



- Use the buttons at the **bottom** of the panel to switch between **List View** and **Icon View**.
- Drag the **Zoom Slider** to change the size of the icons.
- Use the **Sort Icons** button to change the sort order (only works in Icon view) and then choose **Name** to sort alphabetically by clip name.



- Move your mouse (without clicking) from left to right over top of a clip to preview it. This is called **Hover Scrub**.
- Single-click a clip to select it. Hover Scrub will not work, but you can drag the rectangular playhead to preview it.
- **Double-click** a clip to open it in the Source Monitor.

#### STEP 4: Select Media

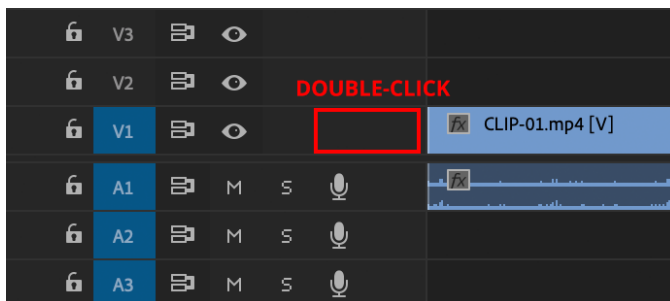


- Use the **Up** arrow key  on your keyboard to go to the beginning of the clip. The **Home** button will also work, if your keyboard has it.
- Use the **Spacebar** on your keyboard to play and stop the video. You can also use the **Play/Stop** button in the Source Monitor.
- Use the keyboard shortcut **I** or the **Mark In** button or to mark the beginning of your selection.

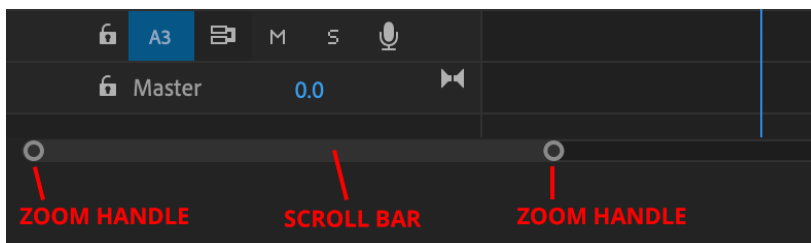
- Use keyboard shortcut **O** or the **Mark Out** button to mark the end of your selection.
- The times are in format hours:minutes:seconds:frames so 00:00:15:00 would be 15 seconds.

### STEP 5: Timeline

- Add a clip to the **Timeline** by dragging and dropping it.
- Increase the track height by **double-clicking** the empty space in the track header. See screenshot below:



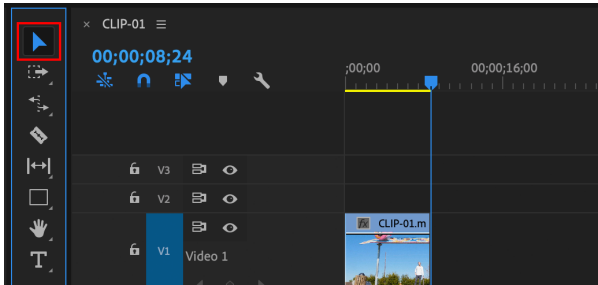
- The scroll bar at the bottom allows you to **move** and **zoom** in the Timeline.



### STEP 6: Refine the Edit

#### Trimming Clips:

- Be sure to have the **Selection** tool active in the Tools panel.





- **Trim** a clip in the Timeline by dragging the edges of it. Look for the red arrow when trimming.
- Remove a gap by **right-clicking** it and choosing **Ripple Delete**. If you don't have a right-click, Ctrl-click often works.
- To extend a clip you may have to move a neighboring clip out of the way by dragging it. Select multiple clips by selecting them with your mouse and then dragging them.

### Using Razor Blade Tool to Trim

- Select the **Razor** tool from the Tools panel.
- Click directly on a clip to split it into two pieces.
- Select the Selection tool (black arrow) from the Tools panel.
- Click on any extra clips in the Timeline and hit Delete on your keyboard to remove it.

### Moving Clips:

- Be careful when dragging clips in the Timeline as you may overwrite or delete existing clips.
- You can move clips by using Cut and Paste.
- **Cut** a clip using **Edit > Cut**, or **Cmd-X** (Mac) or **Ctrl-X** (Windows).
- Move through the Timeline one clip at a time by using the **Up**  and **Down**  arrow keys on your keyboard.
- **Shift-drag** the playhead to snap to an **edit point**, which is the exact point where two clips meet.
- Paste the clip by using **Edit > Paste Insert**. Be sure you are at an edit point.
- The fastest way to move a clip is to hold down **Cmd** on Mac or **Ctrl** on Windows (keep the button held down), then **drag** a clip to a new location, **then** release the Cmd or Ctrl button.

## WEEK 2 SUMMARY

### List View

- In the Project panel, click on the **List View** button.
- Now you can see **metadata** for each clip including **Frame Rate** and the **Video Info**.
- The Video Info column will show the **frame size** or **resolution** of the media.

### Common Video Resolutions

- 3840 x 2160 - This is called UHD (ultra high definition) or 4K video.
- 1920 x 1080 - This is called HD (high definition) video
- 1280 x 720
- 640 x 360

### Common Frame Rates

- **30 fps**
- 29.97 fps
- **25 fps**
- **24 fps**
- 23.976 fps

### Trimming with Selection Tool

- With the Selection tool, move your mouse to the edge of the clip until your cursor becomes a red arrow.
- Then click and drag to make the clip longer or shorter.

### Trimming with Razor Tool

- Select the **Razor** tool from the Tools panel.
- Click directly on a clip to split it into two pieces.
- Select the Selection tool (black arrow) from the Tools panel.
- Click on any extra clips in the Timeline and hit Delete on your keyboard to remove it.

### Deleting Gaps

- Click on the gap and then hit **Delete** on your keyboard.
- Or right-click the gap and choose **Ripple Delete**.
- Or manually move clips in the Timeline to close the gap.

### **Adding an Interview**

- You would normally do this in the same manner as adding any other clip.
- Usually you will mark **In** and **Out** points before adding to Timeline, but this is optional.

### **B-Roll**

- This is additional or supplementary footage that is added to the Timeline.
- Your main footage will be on Video Track 1, and the b-roll will be placed on Track 2 or higher.

### **Unlinking Clips**

- By default, video and audio are **linked** together to form a clip. Where one goes, the other will follow.
- To unlink the audio and video, **right-click** the clip in the Timeline and choose **Unlink**.
- Now the audio and video will be separate, independent clips.
- You can now delete any unnecessary audio or video.

### **Still Images**

- You can add a still image to the Timeline like any other clip: Drag and drop.
- By default a still image will be 5 seconds long, but you can adjust this in the Timeline.
- Still images are often a different size than the video, either bigger or smaller, and can be resized to fit the video frame.

### **Resizing an Image**

- Select the clip (image) in the Timeline.
- From the top menu choose **Window > Effect Controls**.
- In the Effect Controls panel, locate the **Scale** property. You may have to click on the triangle next to the word **Motion** to see it.
- Increase or decrease the Scale value until you are happy with the size of the image.



## **WEEK 3 SUMMARY**

### **Moving Clips by Dragging**

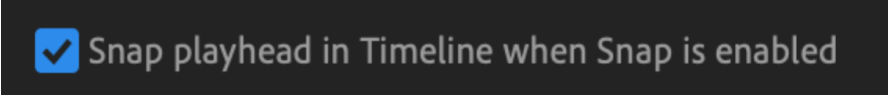
- You can drag clips around the Timeline. Just be careful because you will **overwrite** any clips in the way.

- So you may have to shuffle clips around to make space. This can be cumbersome in longer Timelines.

### Moving Clips with Cut and Paste

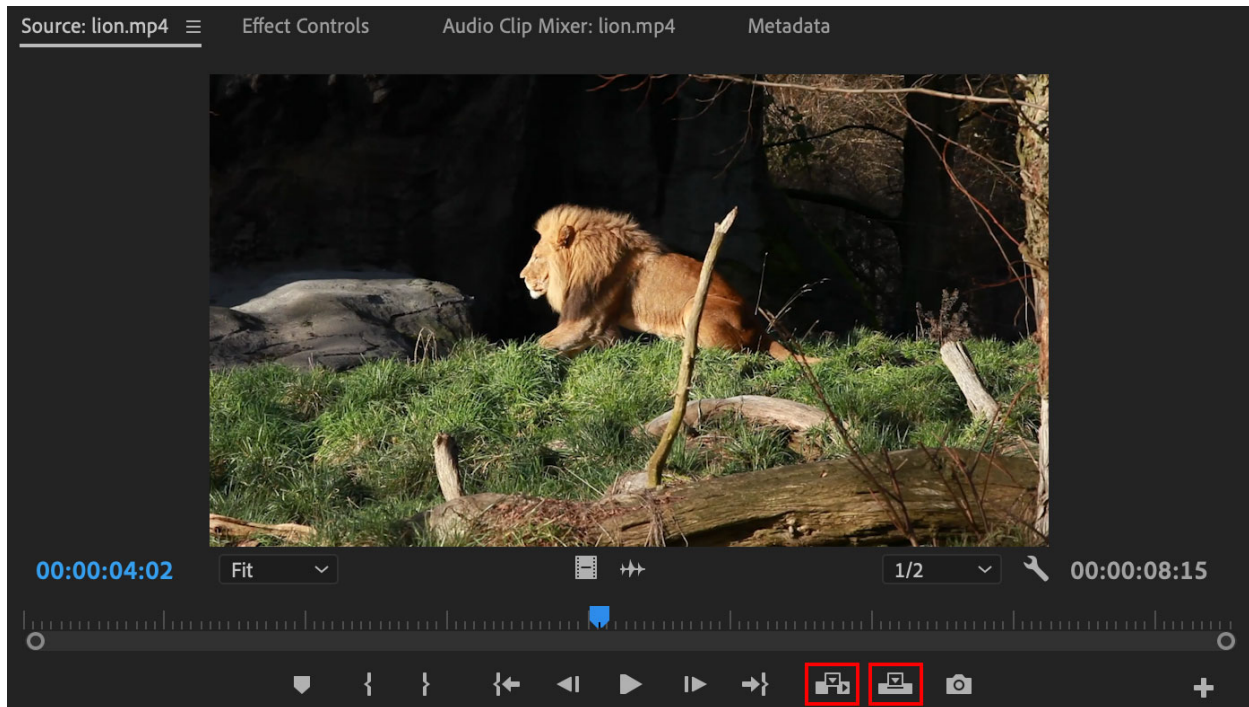
- **Cut** a clip using **Edit > Cut** from the top menu, or shortcuts **Cmd-X** (Mac) or **Ctrl-X** (Windows).
- Move to another point in the Timeline.
- **Paste** the clip with **Edit > Paste Insert** from the top menu. Shortcuts are **Cmd-Shift-V** (Mac) or **Ctrl-Shift-V** (Windows).
- When pasting, you will usually want to be at an edit point. An **edit point** (sometimes called an **edit**) is the exact point where two clips come together.
- You can jump from edit to edit in Timeline by using the **Up**  and **Down**  arrow keys on your keyboard.
- You can also **Shift-drag** the playhead in the Timeline to snap to an **edit point**.

### Useful Preference Setting

- From the top menu choose **Premiere Pro > Preferences > Timeline** (Mac) or **Edit > Preferences > Timeline** (Windows).
- Enable this setting:  

- Now when you drag the Playhead in the Timeline it will **automatically** snap to edit points. No need to Shift-drag.

### Insert and Overwrite Buttons

- These are located at the bottom of the **Source Monitor**, where you preview media.



### Overwrite Edit

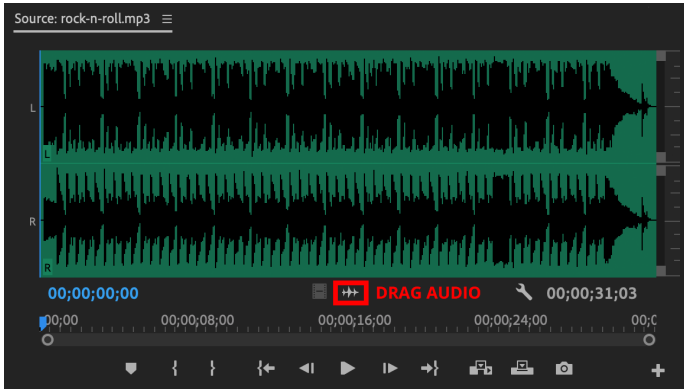
- With this button, you will add the clip to the Timeline and **overwrite** any media in the Timeline.
- You can also simply **drag** media into the Timeline to perform an overwrite edit.

### Insert Edit

- With this button, you will **insert** the clip into the Timeline. Normally you will want to be at an edit point.

### Adding Music:

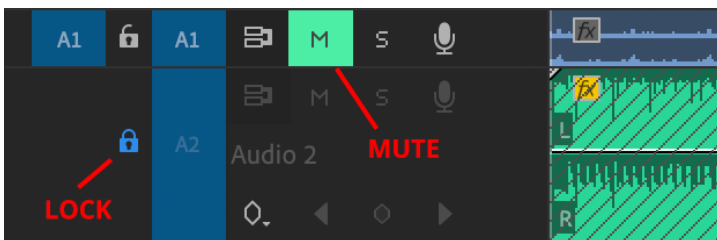
- **Double-click** a music clip in the Project Panel to open it. Mark In and Mark Out if necessary.
- **Drag** the music clip into the Timeline using the **Drag Audio** button. You can also drag directly from the Project Panel.



- Trim the music with the **Razor** tool if necessary.

### Mute and Lock

- Mute a track by clicking the **Mute** button at the beginning of the track.
- Lock a track by clicking the **Lock** button at the beginning of the track. This is especially useful when performing insert edits that may split the track accidentally.

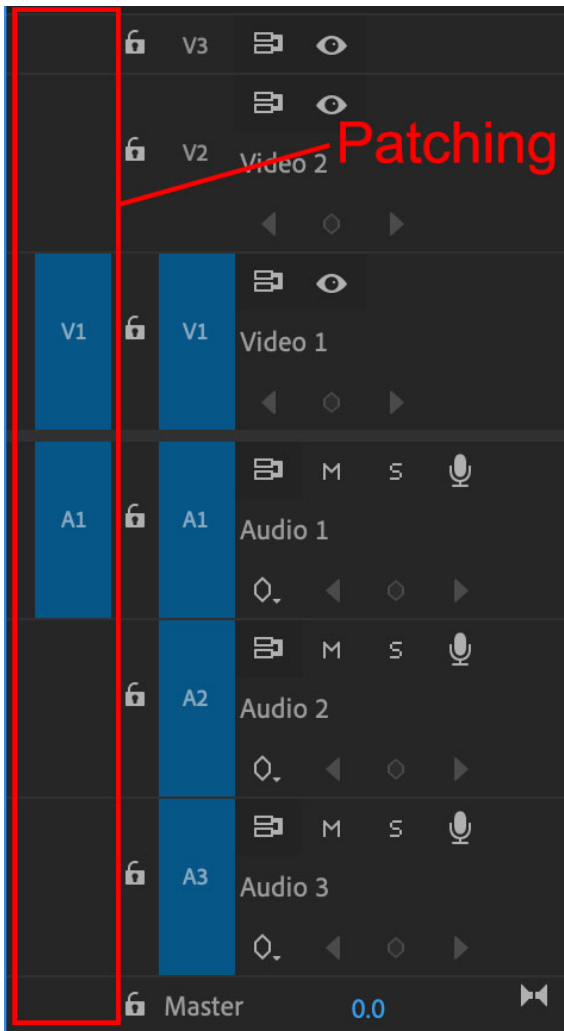


### Resetting Workspace

- If you accidentally close a panel or the workspace on your screen gets messed up, you can do the following:
- From the top menu choose **Window > Workspace > Editing**, or the workspace of your choice.
- Then choose **Window > Workspaces > Reset to Saved Layout** and the workspace should come back to normal.

### Patching Tracks

- On occasion you may drag a clip into the Timeline, but it doesn't get added properly. Either the audio, video or both are missing!
- If this happens make sure the correct tracks are **patched**. This is the first column of blue rectangles at the beginning of the Timeline:



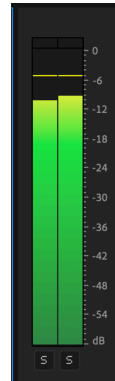
- In the example above V1 and A1 are patched (highlighted in blue) and everything should work normally.
- If for some reason **no** video track is patched, or **no** audio track is patched then clips may not get inserted into the Timeline properly.
- To patch or unpatch simply **click** inside the patching column with your mouse.
- Only one video track can be patched at a time, and one audio track.

## WEEK 4 SUMMARY

### AUDIO

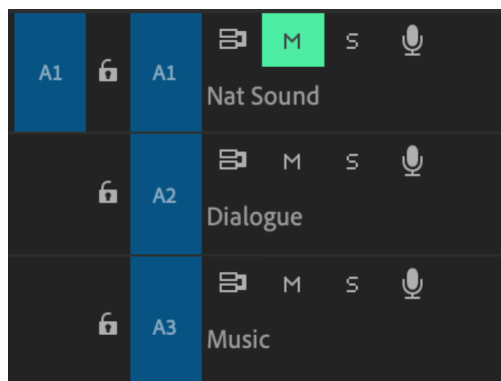
## Audio Meters

- Pay close attention to the **Audio Meters** next to the Timeline.
- Volume is measured in decibels (db).
- A simple rule to keep in mind is that the volume can get close to 0, but never go above 0.
- **Clipping** occurs when the volume goes above 0, and the lights at the top of the Audio Meters will flash red.



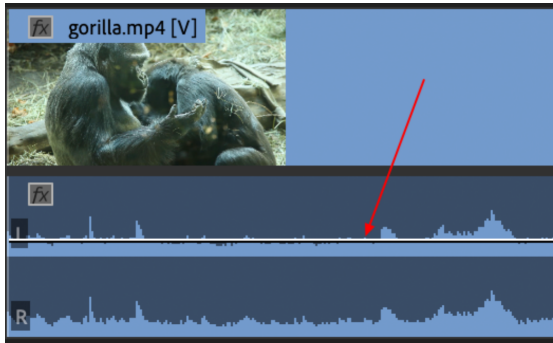
## Rename Tracks

- It is a best practice to assign a purpose to each audio track and to give it a meaningful name.
- To rename a track, simply **right-click** on its name (such as Audio 1) and choose a different name.
- If you can't see the track name, expand the track height until you can see it. You can do this by double clicking the empty space in the track header.
- We named our tracks as follows:
  - Nat Sound
  - Dialogue
  - Music
- Other common track names: Ambient, Interviews, SFX.



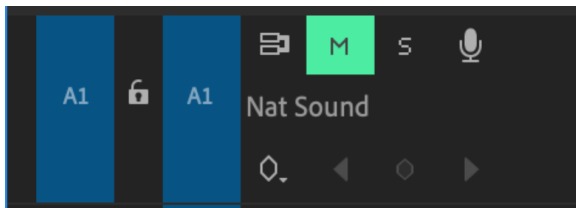
## Volume of a Clip

- To adjust the volume of a single clip locate the horizontal white line and drag it up or down.
- Dragging up increases the volume; dragging down decreases it.
- To mute the clip, drag the white line all the way down to the very bottom until it can go no further.



## Mute Track

- To mute a track, simply click on the M button at the beginning of the track.
- In some cases you may want to mute the entire Nat Sound track if it is random or distracting.
- This will **automatically** mute **all** of the clips inside the track, which can save a lot of time.



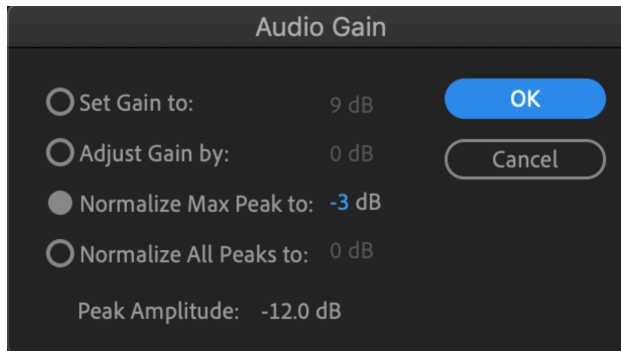
## Adjusting Gain

- **Gain** is another way to adjust the volume of a clip.
- Right-click a clip in the Timeline and choose **Audio Gain**.
- Choose **Adjust Gain** and enter a value such as 3. This will increase gain by 3db.
- You can also put in a negative number such as -3 or -6 to decrease the gain.
- As always, pay close attention to the audio meters to make sure you never clip the audio.

## Normalizing Audio

- **Normalizing** is one of the most efficient ways to set the volume of a clip.
- **Right-click** on an audio clip and choose **Audio Gain** as we did before.
- Select **Normalize Max Peak** and change the value to anything below 0 such as -3.
- The entire audio waveform will be modified **so that** it peaks at the value you specified (such as -3db). This is a great time saver!

- Do **not** choose a value above 0 in this case or else the audio will clip.



## Keyframes

- A **keyframe** allows you to change the value of something over time. In this case, you will change the **volume** of the music over time.
- At times, you want the music to be loud. At other times, you want it to be quiet. Keyframes allow you to do this.

## Pen Tool

- Select the **Pen Tool** from the Tools panel. This tool creates keyframes in the Timeline.
- Then click directly on the white line in the music clip to add a keyframe.
- **Drag** the keyframe down or up to change the volume.
- Keep adding keyframes and adjusting them until you have the desired effect. Here is an example with 4 keyframes. The volume goes down, then later on comes back up.



## TRANSITIONS

### Default Transition

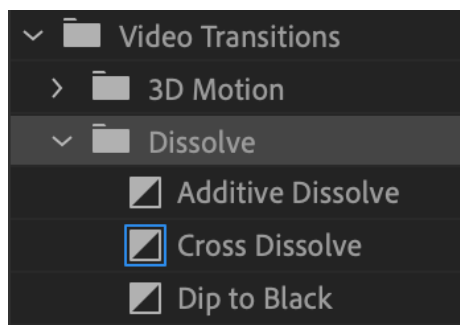
- In the Timeline, **right-click** an edit point and choose **Apply Default Transition**. The default transition is the **Cross Dissolve**.

## Transition Duration

- To change a transition's **duration**, double-click it and enter a value.
- The last number represents the number of **frames**, so 00:00:00:15 means 15 frames.
- If your footage was shot at 30 frames per second, then **half a second** would be **15 frames** (00:00:00:15).
- If your footage was shot at 24 frames per second, then **half a second** would be **12 frames** (00:00:00:12).

## Other Transitions

- Premiere Pro comes with many transitions that you can choose from.
- All of the transitions are in the **Effects panel**, which can be activated by choosing **Window > Effects** from the top menu.
- Open the **Video Transitions** folder and the **Dissolve** folder to see two common transitions: the **Cross Dissolve** and the **Dip to Black**.



- Open the other folders to see the other transitions.
- To add a transition, **drag and drop** it into the Timeline in between two clips.

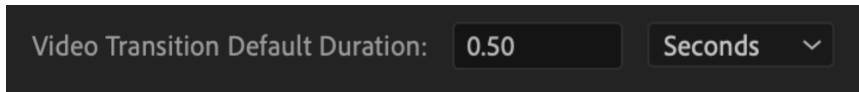
## TRANSITION WORKFLOW

Manually dragging transitions and changing their duration is laborious. Here are some handy techniques to speed up your workflow:

### Transition Duration

- Default transition duration is 1 second, which is often too long.

- To modify this, from the top menu choose **Premiere Pro > Preferences** (Mac) or **Edit > Preferences** (Windows) and then choose **Timeline**.
- Change the **Video Transition Default Duration** to another value.
- You can change the measurement to either **Frames** or **Seconds**. In this example, the duration is set to 0.5 Seconds:



- You could set it to 0.25 seconds, 15 frames, 10 frames or whatever you want.

### Apply Transitions Across Many Clips

- Select multiple clips in the Timeline. You can do this by Shift-clicking with your mouse or dragging across several clips with your mouse.
- From the top menu choose **Sequence > Apply Video Transition**. Keyboard shortcut for this is **Cmd-D** (Mac) or **Ctrl-D** (Windows).
- Now the **default** transition will be applied across **all** of the selected clips.

### Change Default Transition

- The default transition is the **Cross Dissolve**, but you can change this.
- Go to the **Effects** panel and inside the **Video Transitions** folder locate the transition you want (such as the Dip to Black, Wipe or any other one).
- **Right-click** the transition and choose **Set Selected as Default Transition**. Now it will be the default transition.

## WEEK 5 SUMMARY

### EFFECTS

Effects are powerful ways to add a professional touch to your video clips. There are over one hundred effects in Premiere Pro! And hundreds more available from third-party developers.

#### Effects Panel

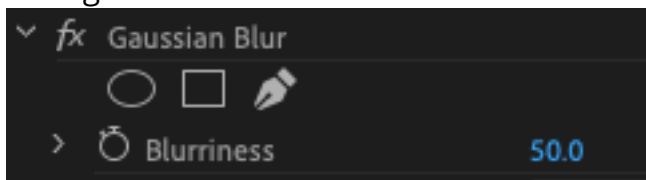
- The effects are located in the Effects panel.
- From the top menu choose **Window > Effects** to make this panel visible.
- In the Effects panel open the **Video Effects** folder to see all of the effects.

## Warp Stabilizer

- Instantly fix shaky footage!
- Inside the Effects panel go into the **Video Effects > Distort** folder and locate the **Warp Stabilizer** effect.
- You can also type in the word "warp" into the search box at the top of the Effects panel to locate it.
- To apply an effect onto a clip simply **drag** it from the Effects panel directly onto a clip in the Timeline.
- Wait a few seconds and the clip will automatically stabilize.

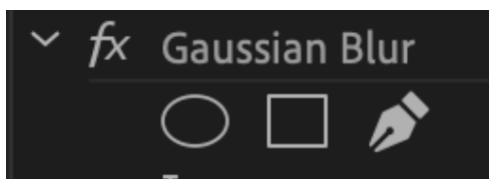
## Blur

- Inside the Effects panel go into the **Video Effects > Blur & Sharpen** folder and locate the **Gaussian Blur** effect.
- You can also type in the word "blur" into the search box at the top of the Effects panel to see all of the blur effects.
- **Drag** the Gaussian Blur effect onto a clip in the Timeline.
- Then in the **Effect Controls** panel (which is a completely different panel), next to Gaussian Blur, increase the **Blurriness** amount until the clip is blurry enough.

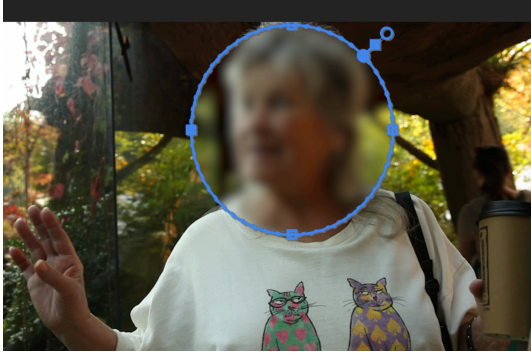


## Mask

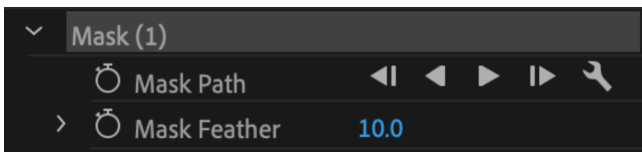
- By default the effect will apply to the entire clip.
- But what if you just want to apply the effect to a specific portion of the image? Such as just blurring someone's face? You can create a **Mask**.
- In the **Effect Controls** panel, immediately under the effect you will see 3 options for masking: Ellipse, Rectangle and Free Draw:



- Click on the mask of your choice and you will see it in the Program Monitor.



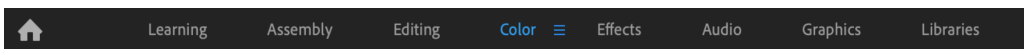
- From here, you can adjust the size of the mask by dragging the blue handles.
- Move it by dragging it around.
- In the Effect Controls panel you can also soften the edges by changing the **Mask Feather** amount.



## COLOR GRADING & CORRECTION

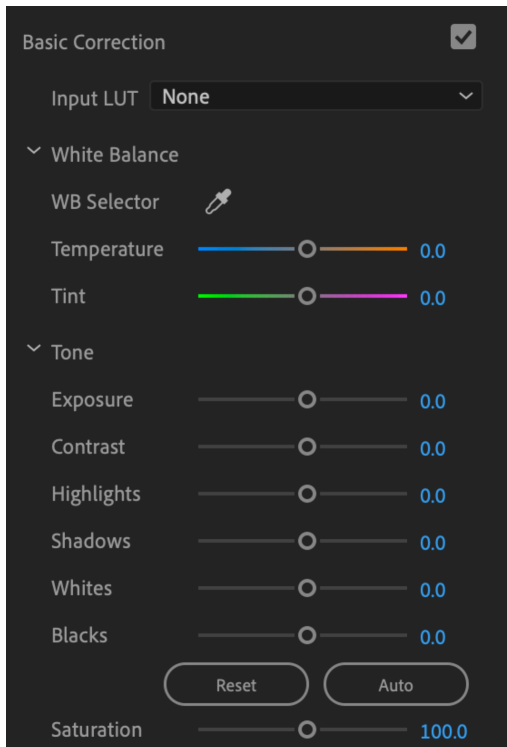
### Lumetri Color

- Lumetri Color is such an important effect, that it has its own panel!
- Activate this by choosing **Window > Lumetri Color** from the top menu.
- You can also switch to the color workspace by choosing **Window > Workspaces > Color** from the top menu. Or choosing **Color** from the Workspaces panel (near top of screen):



### Basic Correction

- Select a clip in the Timeline.
- Then in the Lumetri Color panel, click on the **Basic Correction** tab to see all the values there:

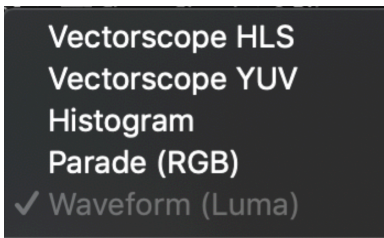


- **White Balance**, adjusts the color balance from blue to orange.
- **Tint**, adjusts the color balance from green to magenta.
- **Exposure** is like Brightness.
- **Contrast**, brights become brighter, darks become darker.
- **Highlights**, adjusts the brightest portions of image.
- **Shadows**, adjusts the darkest portions of image.
- **Saturation**, adjusts intensity of the colors.
- Using this panel properly will take some practice.

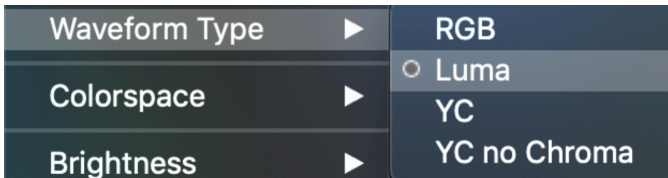
## BONUS

### Lumetri Scopes

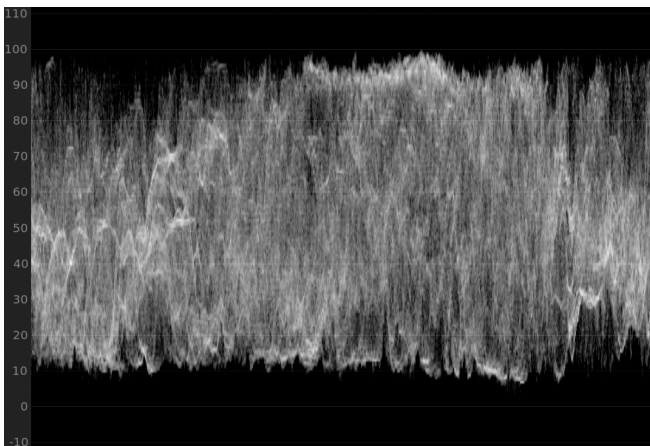
- How bright is too bright? How dark is too dark? A scope will tell you when your image is becoming **overexposed** or **underexposed**.
- We are going to use the **Waveform** scope.
- Open the Lumetri Scopes panel by choosing **Window > Lumetri Scopes** from the top menu.
- Several scopes may appear. We are going to focus on the **Waveform** scope.
- At the bottom of the Lumetri Scopes panel, click on the **Wrench** icon and **uncheck** all of the scopes **except** the Waveform.



- Click on the **Wrench** icon again and choose **Waveform Type > Luma**.



- This scope shows the (brightness) of the image. The left axis goes from 0 to 100.



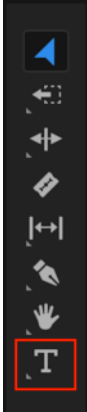
- If any part of the graph goes above 100 the image is overexposed.
- If any part of the graph goes below 0 the image is underexposed.
- Now you have some objective information to guide you during color grading.

## WEEK 6 SUMMARY

### Adding Text

- In the Timeline, move your Playhead to the point where you would like to add some text.

- Choose the **Type** tool from the Tools panel.



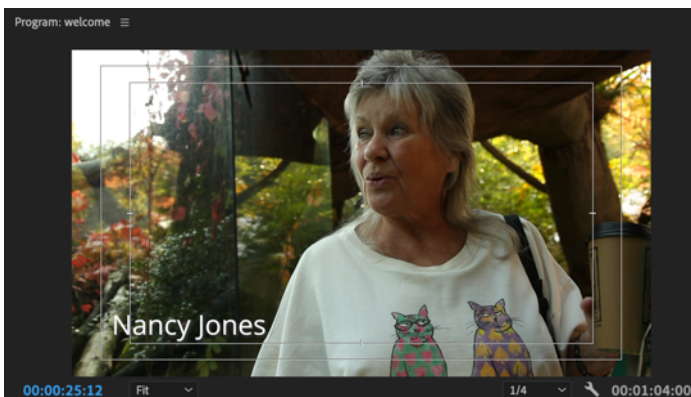
- **Single-click** anywhere inside the Program Monitor and start typing. The text will appear on-screen. For now, it will be the default size and color.

### Moving Text

- Choose the **Selection** tool from the Tools panel. It is the tool at the very top.
- Then click and **drag** the text in the Program Monitor wherever you want.
- A **Lower Third** is text that appears in the lower part of the screen and provides useful information such as the name of a person or location.

### Safe Margins

- This is a visual overlay that will help you place your text.
- **Right-click** inside the **Program Monitor** and choose **Safe Margins** to turn them on.
- Now two boxes will appear on-screen. The basic idea is that your text should be inside the boxes.
- If the text gets too close to the edge of the screen it might get cropped on some people's screens.

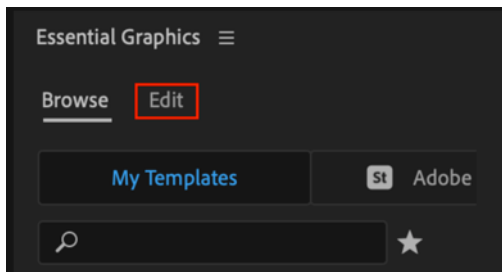


## Essential Graphics Panel

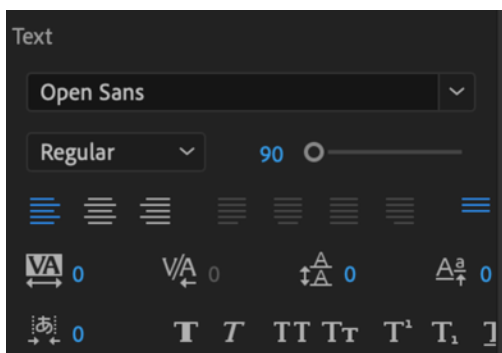
- You will most likely want to modify the text properties such as font, size and color. We will use the **Essential Graphics** panel for this.
- Switch to the Graphics workspace by choosing **Window > Workspaces > Graphics** from the top menu.
- The Essential Graphics panel should appear on the right of your screen. If not, then choose **Window > Essential Graphics** from the top menu and it will appear.

## Modifying Text

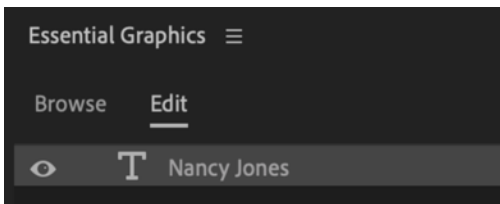
- Be sure the text clip is selected in the Timeline.
- At the top of the Essential Graphics panel click on the **Edit** tab



- This will bring up the text properties. Scroll down to see all the basic properties such as font, size, weight and several advanced ones too:



- If you want to change the color, then modify the **Fill** color.
- **NOTE:** If the Essential Graphics panel is blank then be sure to **select** the text clip inside the Timeline. And if necessary click on the text layer at the top of the Essential Graphics panel:



## Duplicating Text

- If you want to use the same text elsewhere in the Timeline, simply Opt-Drag (Mac) or Alt-Drag (Windows) the text clip and it will be **duplicated**.
- This is very useful if you are planning to use the same styled text throughout the Timeline.

## Adding Graphics

- At the end of the video we are going to create a layered graphic that includes 3 layers: a colored background, logo and text.
- You can layer clips one on top of the other inside the Timeline to do this.

## Color Matte

- This will be the colored background. Choose **File > New > Color Matte** from the top menu.
- For the Video Settings simply click on Ok.
- Then choose any color you want or enter a color code if you have one.
- Choose a name for the matte, or just accept the default name, Color Matte.
- The Color Matte will now appear in the **Project** panel. Drag it into the Timeline.

## Adding Logo

- From the Project panel, simply drag the logo into the Timeline immediately **above** the colored background (on Track 2):

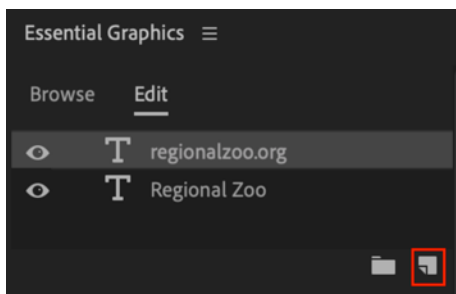


- If necessary you may have to import your logo first.

- For the best results, the logo should be on a **transparent background**. PNG files support transparency but JPG files do **not**.

## Adding Text

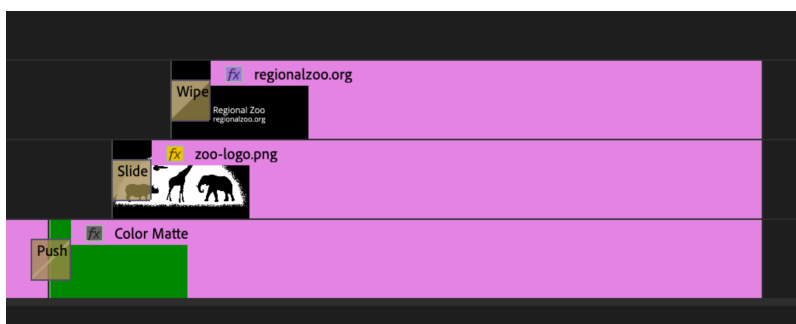
- As we did previously, select the Type tool and single-click in the Program Monitor and start typing. Then modify its properties in the Essential Graphics panel.
- Another text clip will appear inside the Timeline.
- To add another text layer, click on the **New Layer** button near the top of the Essential Graphics panel and choose **Text**.



- Now another text layer will appear that you can move and modify.

## Transitions

- Now you should have 3 clips layered on top of each other in the Timeline.
- Modify their durations, positions and add transitions to make it look more professional. You can be creative here.



## Replace Edit

- Currently we have a Color Matte inside the Timeline. What if we wanted to replace it with another clip?
- The slow way is to delete the Color Matte and then add another clip, but then you will have adjust the timing of the new clip and re-do all the transitions.

- Far quicker is a **Replace Edit**.
- In the project panel, locate another clip and then **Opt-Drag** (Mac) or **Alt-Drag** (Windows) the clip over top of the Color Matte in the Timeline.
- Release your mouse button and **then** release the Opt or Alt key. Now the color matte will be replaced with the new clip, and keep all the transitions!

### Fade Out Music

- The fastest way to do this is with a transition.
- Right-click the edge of the music clip and choose **Apply Default Transitions**. Now a crossfade transition will appear on the clip.
- Double click the transition and change the duration to 00:00:02:00, which is 2 seconds. Make it longer or shorter if you want.
- Often a longer transition like 3 seconds will sound more smooth and professional.

### Export

- To export a video, click anywhere inside the Timeline and choose **File > Export > Media** from the top menu. Then choose these settings:
- From the **Format** menu choose **H.264**, which is a popular form of compression.
- From the **Preset** menu choose **Match Source - Adaptive High Bitrate**
- Click on the **Output Name** and browse to the **03-Final-Exports** folder inside the project folder, or the location of your choice. Give the file a descriptive name.
- After exporting you will end up with an **MP4** file on your computer that you can share with the world!

### Congratulations!

- You are well on your way to doing **amazing** things with Premiere Pro.
- Gather some of your own footage and practice the skills you've learned here. Don't wait! Remember: "Use it or Lose it."
- I'm looking forward to seeing your creations. Stay in touch! I would be happy to hear from you 😊



All the best,

Navin Kulshreshtha  
Lead Instructor at Learn Premiere