

ADOBE PREMIERE PRO FOR COMPLETE BEGINNERS

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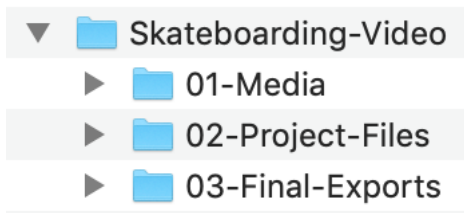
WEEK 1 SUMMARY

Download Media

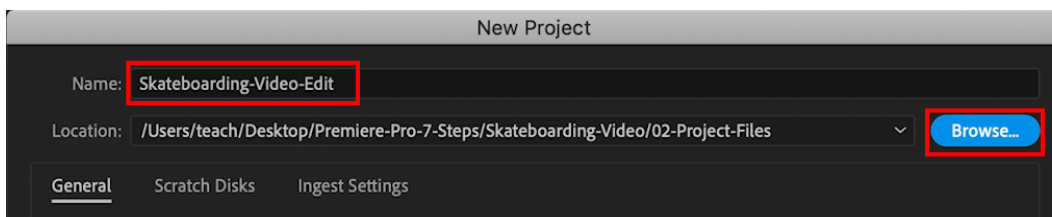
- Welcome to the course! Be sure to download the course media from the course page, which is contained in a ZIP file. You can access the course page by going to LearnPremiere.com and clicking on My Account.
- Then **unzip** the file and place the contents in an easy-to-find location on your computer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

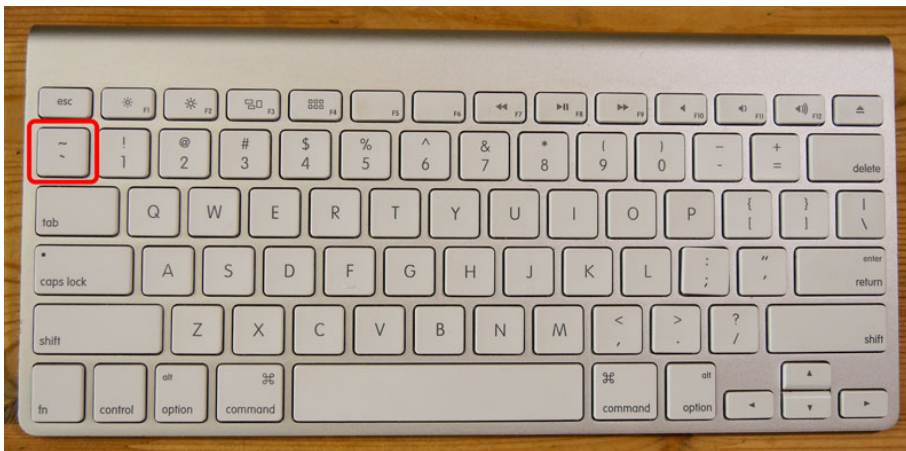


STEP 2: Import Media

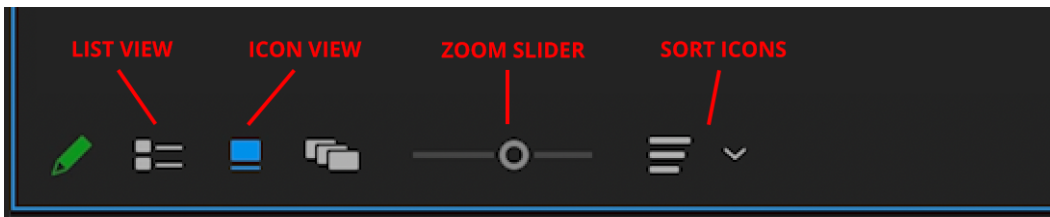
- Choose **File > Import > Media** and browse to the **01-Media** folder.
- Select all of the media files and import.
- To select a range of files, **click** on the first file then **Shift-click** on the last one.
- Each of the little windows inside Premiere Pro is called a **Panel**. And the arrangement 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:

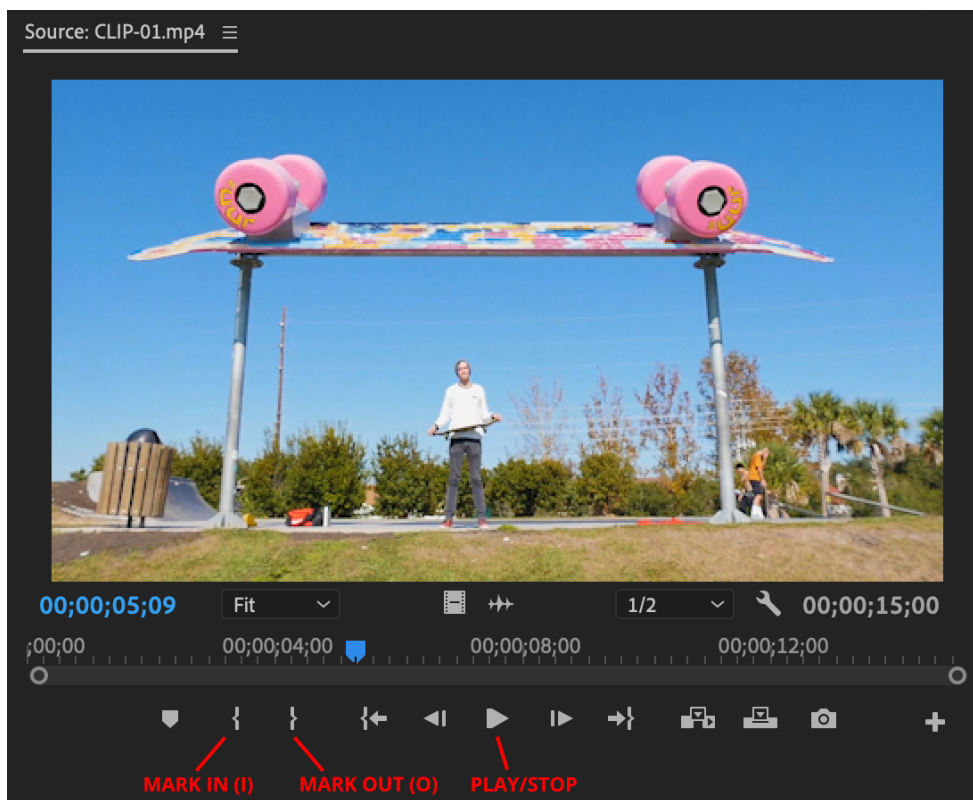



- Use the buttons at the **bottom** of the panel to switch between **List View** and **Icon View**.
- Drag the **Zoom Slider** to change the size of the icons.
- Use the **Sort Icons** button to change the sort order (only works in Icon view) and then choose **Name** to sort alphabetically by clip name.



- 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

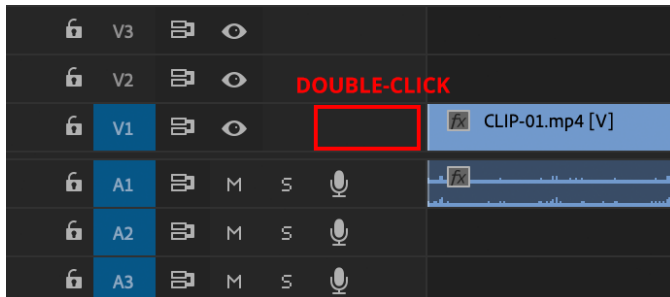


- Use the **Up** arrow key  on your keyboard to go to the beginning of the clip. The **Home** button will also work, if your keyboard has it.
- Use the **Spacebar** on your keyboard to play and stop the video. You can also use the **Play/Stop** button in the Source Monitor.

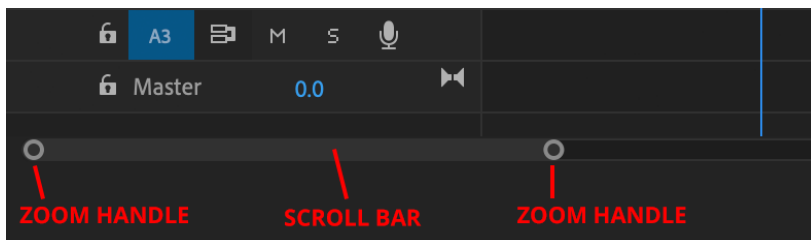
- Use the keyboard shortcut **I** or the **Mark In** button or to mark the beginning of your selection.
- Use keyboard shortcut **O** or the **Mark Out** button to mark the end of your selection.
- The times are in format hours:minutes:seconds:frames so 00:00:15:00 would be 15 seconds.

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:



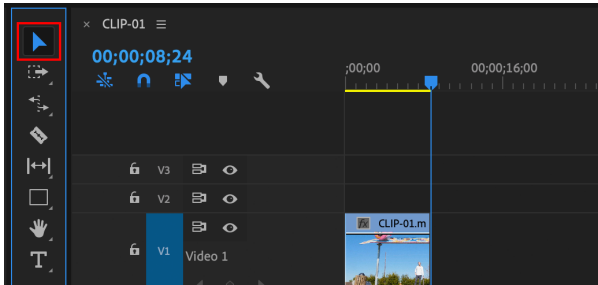
- The scroll bar at the bottom allows you to **move** and **zoom** in the Timeline.



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.