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Audio and Video Editing

Adobe Premiere Pro, Work Environment

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Exercise Objective

- *In this step-by-step exercise, we will learn about the basic functions and the working environment in Adobe Premiere Pro, one of the most widely used tools for non-linear video editing. Through practical examples, we will learn the basic concepts of digital video, such as formats, resolutions, standards and types of compression, and apply them immediately.*
- *We will go through creating a project, setting up a sequence, choosing the video standard (PAL, NTSC, HD), the image format and the type of input video file. We will introduce the main program panels: Project, Timeline, Source Monitor and Program Monitor, and the logic of organizing materials within the workspace.*
- *Finally, participants will be able to independently import footage, organize it, perform basic editing and prepare the final export (render). Adobe Premiere Pro offers a flexible and scalable environment that supports all stages of the process, from import to final delivery.*

Exercise 1

- Open the Adobe Premiere Pro.
 - *When the application is opened, a window will appear offering the following options: Recent Project (if you are switching on the program for the first time, no projects will be offered), New Project, Open Project, Help and Exit.*



Exercise 1

1. Select New Project.

- *A New Project window has been opened with two submenus: General and Custom Settings.*
- *In the General submenu, in the sections Action and Title Safe Areas, Video, Audio and Capture, the current settings meet all the criteria of the first project.*

2. Stay in the General submenu, select Browse.

- *It is necessary to choose a location on the computer where Adobe Premiere will store the project file. It is recommended that the workspace is not stored on the system hard drive. The hands-on trainer will provide instructions for selecting the storage path.*

3. In the Name field, type: “first project”.

4. Select the Scratch Disks submenu.



Exercise 1

- *Before starting the work, it is necessary to choose where Adobe Premiere Pro will store the audio and video files created during the work process. It is recommended not to use the system drive. For easier organization and management, the working directory should be in the same location as the project file.*

5. In the Captured Video, Captured Audio, Video Previews, and Audio Previews sections, select Same as Project from the dropdown menu.

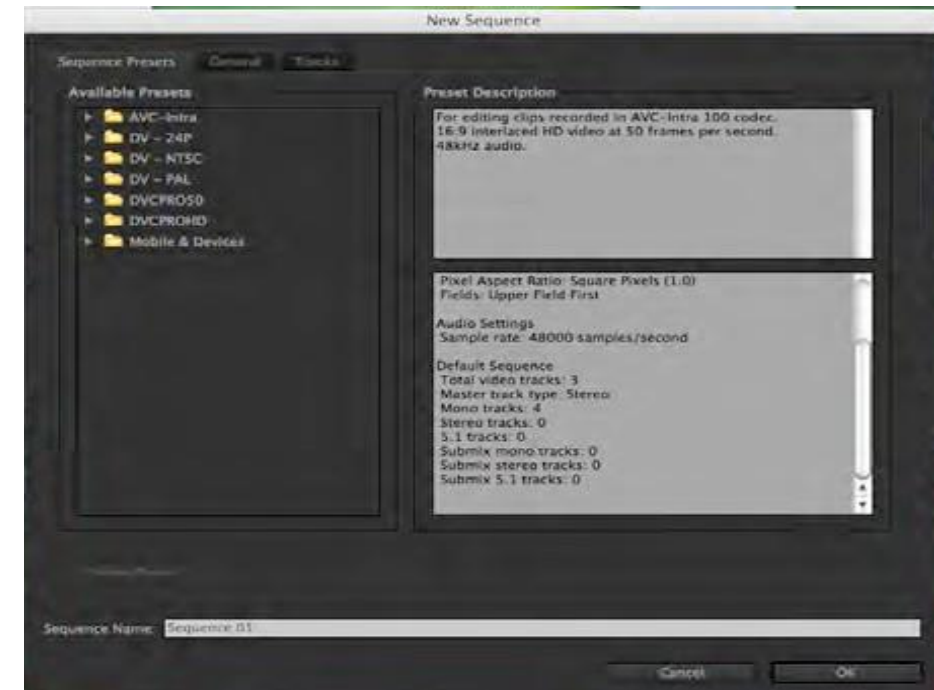
6. Confirm – “OK”.

- *Unlike earlier versions, Premiere Pro now allows you to work with different video files, standards, within the same project. You must select a sequence that matches the format in which the footage was recorded.*



Exercise 1

- The New Sequence window is open, divided into 3 submenus. Under the first, Sequence Presets, browse the contents of all folders in the Available Presets section. Selecting any preset displays its description and characteristics in the Preset Description window. Choosing the correct preset is essential—both for comfortable work and for final quality.*



Exercise 1

7. Select the DV -- PAL folder.

8. Select the Standard 48kHz preset.

- *This preset uses standard PAL video format, aspect ratio 4:3, interlaced and audio 48kHz (16 bit).*
- *Before naming the sequence in the Sequence Name field, we will review other options. In relation to the preset we have selected (Standard 48kHz), we can make some changes in the future sequence and adapt it to further work in the General submenu.*

9. Select the General submenu.

- *The General submenu is opened with four sections: Editing Mode, Video, Audio, Video Previews.*



Exercise 1

- *In the Editing Mode dropdown menu, selecting a different source media in this sequence will automatically change most settings in the other submenus. Browse all dropdown menus in the General submenu. Most settings have no alternative, without changing the basic sequence settings, but it is good to pay attention to the Fields option, which can play an important role when sending the final work to another medium and its reproduction (interlaced vs. progressive). We will return to Playback Settings in the next exercises.*
- *If you create custom settings, save them with the Save Preset command and assign a name to it. In the Sequence Presets submenu, they will appear in the Custom folder.*
- *Under the General submenu, reset all settings back to default!*

10. Select the Tracks submenu.



Exercise 1

- *In the Tracks submenu, it is possible to select the number of video and audio tracks and the type of audio tracks that the new sequence will contain. Later modifications are possible and it is not necessary to accurately predict the quantity of these tracks in advance.*
11. In the Sequence Name field, type: “overview”.
 12. Confirm.
 13. You now see the Premiere Pro workspace, please review it.
 - *In the Adobe Premiere Pro version comes in a default layout of 14 different panels. Each of them can be temporarily switched off by pressing the “x” on the right side of the panel name.*



Exercise 1



Exercise 1

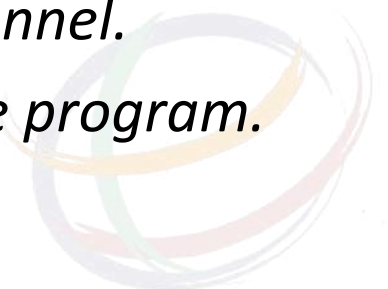
- The **Project** panel is used to manage all project items: sequences, video clips, audio files, images, graphic objects.
- The **Resource Central** panel provides access to Adobe's online learning base, where you can find video tutorials, PDF tutorials, and other learning resources.
- **Media Browser** is a novelty, and allows you to view a large number of different video, audio, graphic and other files without importing them into Premiere Pro. It is also optimized to display complicated file structures without knowing them, such as the contents of a P2 card or BluRay disc.
- The **Info** panel is to describe any video, audio file, image, graphic object, or sequence selected in the Project panel or in the Timeline panel. Gives a brief overview of the content of the selected sequence in terms of duration and source time code of the recording.

Exercise 1

- Panel **Effects** is used in the phase after rough cut, when it is necessary to refine, or improve the a/v(audio and video)clip. It is organized into five folders: **Presets**, **Audio Effects**, **Audio Transitions**, **Video Effects** and **Video Transitions**. Each of these folders contains a large number of effects of different purposes.
- The **History** panel, as with other Adobe programs, allows you to go back to one of the previous steps in the creation, in case of an error, or if you do not like the outcome of an operation.
- **(Monitor) Source** is used for viewing audio, or video clips and rough editing (Panel is empty if no clip is selected).
- The **Effect Controls** panel offers great creative possibilities in terms of applying a wide variety of effects (the panel is empty if no clips are selected).

Exercise 1

- *The **Audio Mixer** panel represents the audio control for all audio tracks in the Timeline panel and for the master audio track.*
- *The **Metadata** panel allows you to add various types of metadata to video, audio, or graphic files using the XMP format.*
- *The **Program (Monitor)** is intended to review the work on the current project, i.e. the specific position in the sequence, determined by the position of the CTI (Current Time Indicator).*
- *The **Timeline** panel is intended for graphical representation of edited sequences.*
- *The **Audio** panel shows the output VU meters of the master audio channel.*
- *The **Tools** panel contains all the essential tools used for working in the program.*



Exercise 1

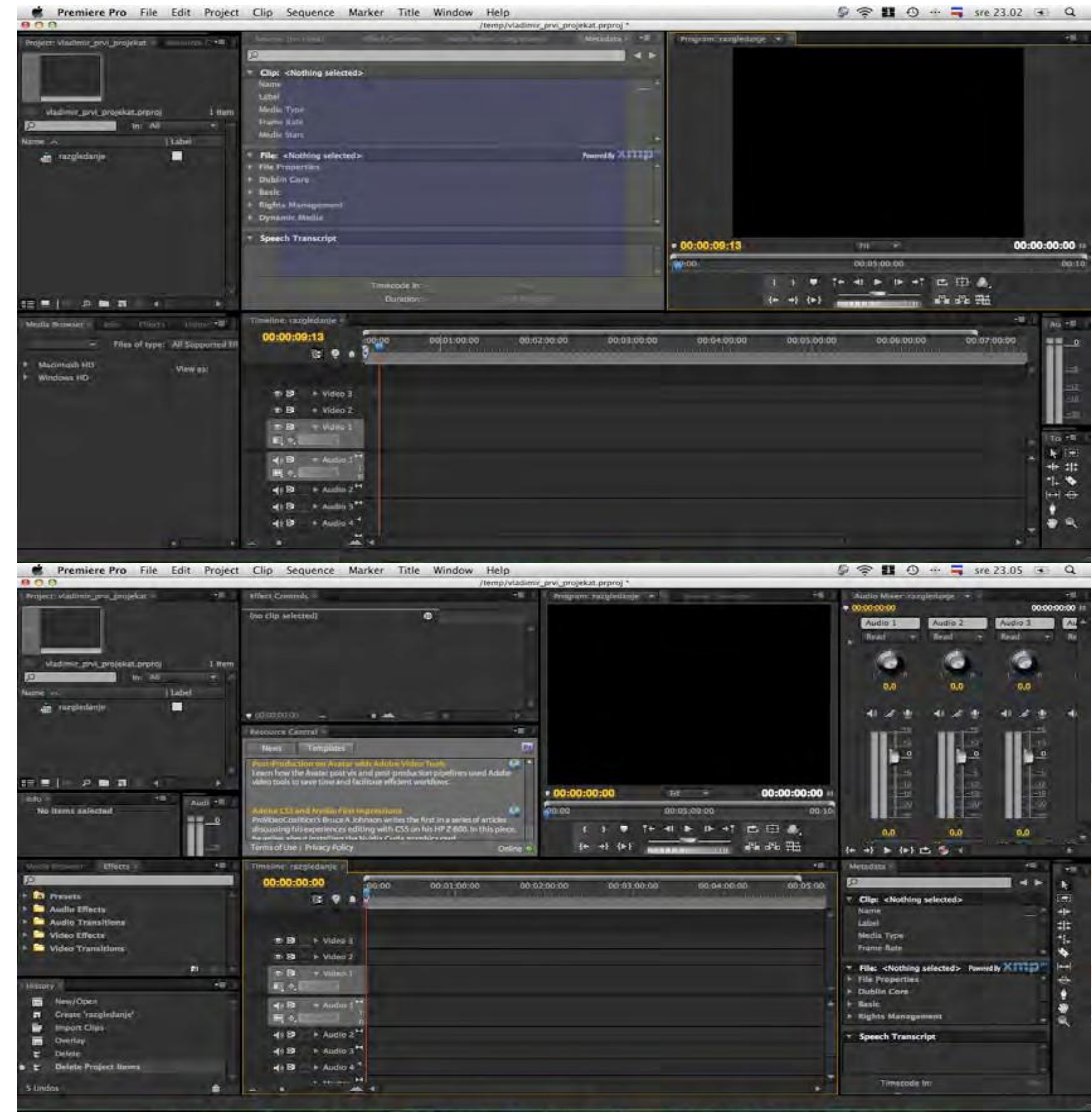
- *In the main menu of Adobe Premiere Pro on a PC there are: **File, Edit, Project, Clip, Sequence, Marker, Title, Window** and **Help** menus, while on a Mac there are: **Premiere Pro, File, Edit, Project, Clip, Sequence, Marker, Title, Window** and **Help** menus.*

14. You can customize the workspace by dragging one or more panels using the vertical dots on the left side of each tab. You can resize panels by placing the cursor between them and dragging, and you can switch between panels within a pane by using their tabs.



Exercise 1

- When you start dragging a panel over another panel, before you release it (drag and drop), a characteristic blue highlight appears. Its shape changes depending on the position of the cursor. If the highlight appears in the center of the panel and has a rectangular shape, the panel will be placed inside the existing pane. If the highlight appears along one of the edges and takes on a trapezoid shape, it indicates the direction in which a new pane will be created for the panel you are moving.



Exercise 1

- *Sometimes you can save a new workspace, select Windows > Workspace > New Workspace. Name it and confirm (“OK”).*
- *Changes to the Adobe Premiere Pro workspace are not memorized and you cannot step back through them using the Undo command or the History panel.*

15. To return to the original workspace, select Windows > Workspace > Editing, i.e. Windows > Workspace > Reset Current Workspace... Confirm.

- *We will use the editing workspace in most exercises.*

Through the Trim window, the non-linear editing process begins. As mentioned earlier, the Project panel is used to import audio/video files and still images, while the Timeline panel handles playback and basic editing operations, such as trimming, moving, and merging clips. The Trim window is then used for precise trimming and fine-tuning of the material.

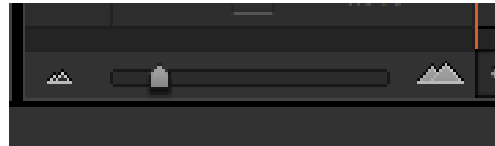
Exercise 1

- All working materials are available on the computer in the directory:
D:\Materijal_za_vezbe – Adobe Premiere.
16. Select File > Import or “Ctrl+I” (Windows) / “Command+I” (Mac), and import the files from the folder Banka 1 (Video_1, Video_2, Video_3, Video_4) located in the directory *D:\Materijal_za_vezbe – Adobe Premiere.*
 17. Confirm (press “open” button).
 - *The selected files will appear in the Project panel. By clicking the Name column header, you can sort the files alphabetically (ascending or descending).*
 18. Drag the selected files onto the Video 1 track in the Timeline panel.



Exercise 1

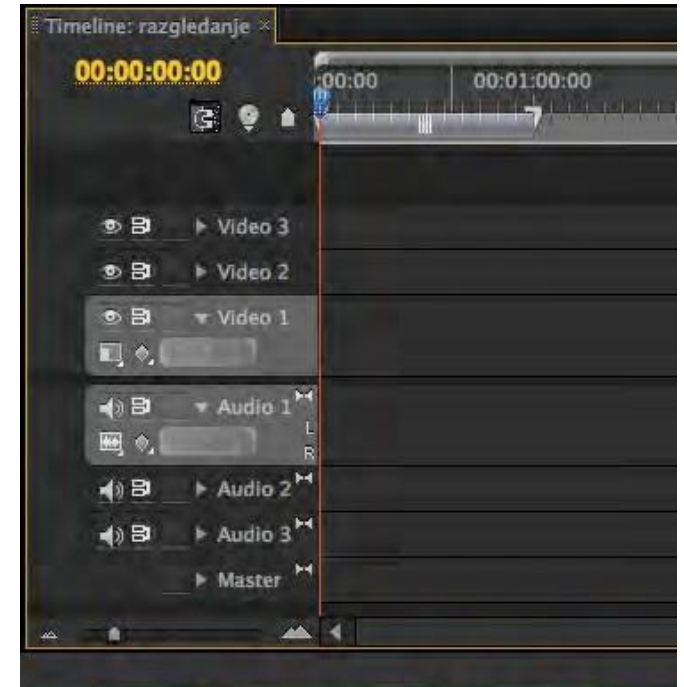
- If the Timeline panel is displayed in a way that makes it difficult to see the exact position of the CTI (Current Time Indicator), you can adjust the view. Pressing the Zoom Out button or the “–” shortcut key will decrease the zoom level, while pressing the Zoom In button or the “=” shortcut key will increase it.*



- Drag the files onto the Video 1 track. If the blue CTI (Current Time Indicator) was at the very beginning of the Timeline when you dragged the clips, they will be placed at the start of the sequence. If the CTI was not positioned at the beginning, you can drag it manually to the start or press the Home key (shortcut). You can now select the clips again in the Timeline panel and drag them toward the position of the CTI as needed.*

Exercise 1

- If you want to move the CTI to the end of the sequence, you can press the "End" key. Using "PgUp" and "PgDn" keys you can move the CTI forward, or backward to the nearest edit point (the cut between two frames).*
- If using the keyboard shortcuts does not achieve any effect, the Timeline panel is not active (a yellow box appears around the active panel), and to activate the box, click anywhere on the panel surface.*



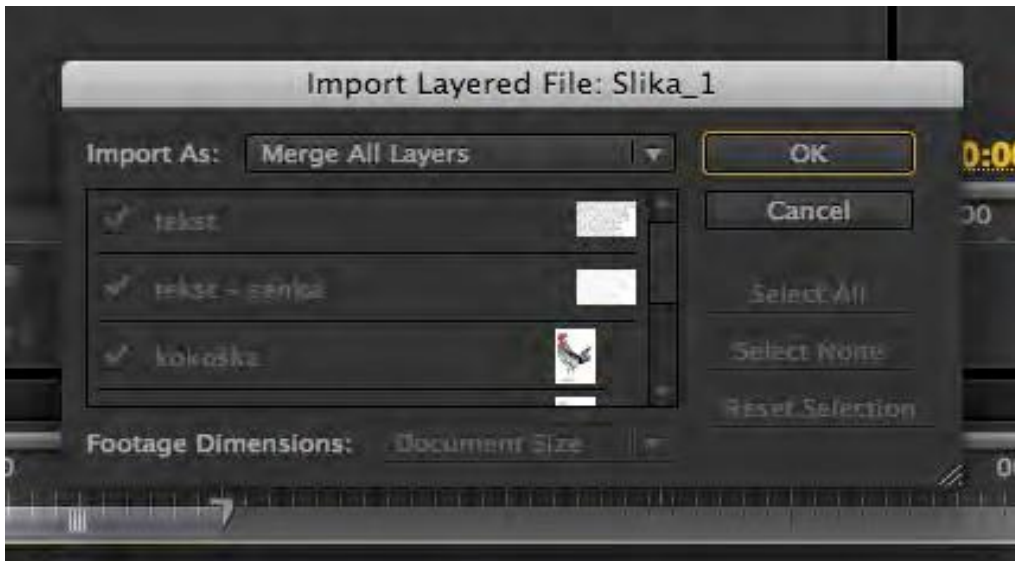
19. Using the Import command, from the Banka 1 folder, import the file Slika_1.



Exercise 1

- *After this command, Adobe Premiere Pro opens a new window, Import Layered File: Slika_1, because the image (created in Photoshop) that we want to import consists of multiple layers.*

20. *From the dropdown menu Import As, select Sequence. Confirm.*

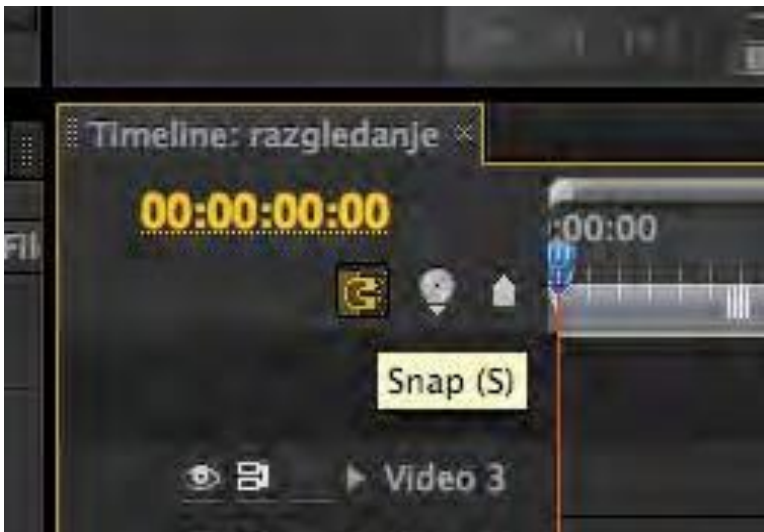


- *By choosing this option, the Photoshop file is imported both as separate layers and as a whole (one layer), and a new sequence is created from it. If you were to choose the option Import As: Merge All Layers, the image would be imported as a single item in the Project panel. Starting from this version of Adobe Premiere Pro, it is possible to import selected layers in the size of the sequence or at the original document size (option Footage Dimensions).*

Exercise 1

21. Place the CTI at the end of the last video clip in the Timeline panel. Select the folder Slika_1 in the Project panel and drag it onto the Video 1 track.

- Carefully drag the folder behind the CTI. If the Snap option is enabled, all video clips and the sequence will be aligned in continuity. The Snap option can be activated in the Timeline panel on the Snap icon, by pressing the "S" key, or from the Sequence > Snap menu.*



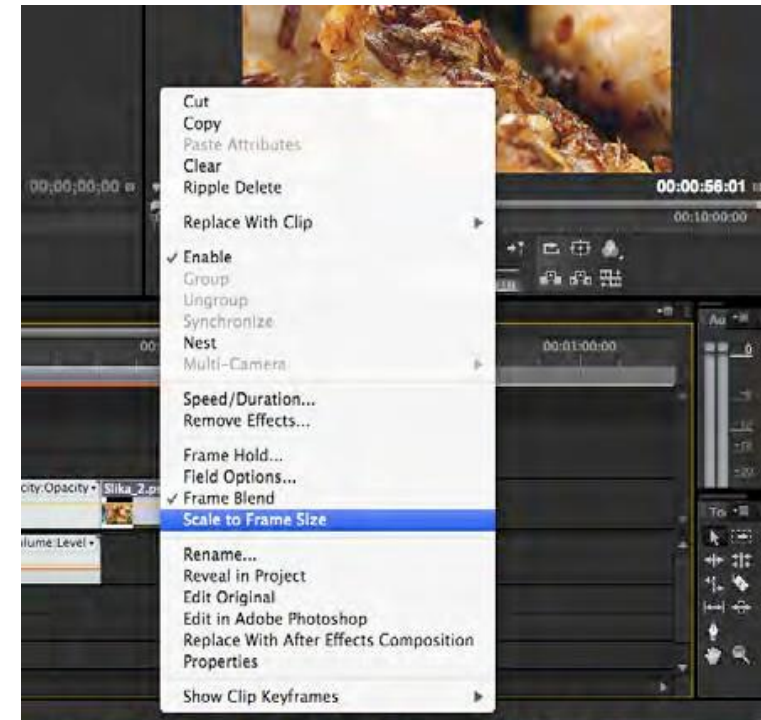
- When the Snap tool is active, the video clip you are dragging, or moving within the Timeline panel, will connect to the edge of the adjacent video clip, and make a seamless transition between the video clips.*
- When the Snap tool is not active, you must move the video clip very carefully, so as not to shorten the existing clip or make a gap.*

Exercise 1

22. Place the CTI at the end of the last video clip in the Timeline panel. Using the **Import** command, import the file Slika_2 from the folder Banka 1, Import As: Merge All Layers and drag it to the Video 1 track in the Timeline panel.

- *The imported image is larger than the project resolution (2048×1536 pixels). Such large images (up to 4096×4096 pixels) provide greater flexibility in editing because the image remains sharp enough on a television screen.*
- *We will deal with the manipulation of precise resizing of images as part of the next exercises.*

23. Select the file Slika_2 on the Timeline panel > RC (right click) on it > Scale to Frame Size.



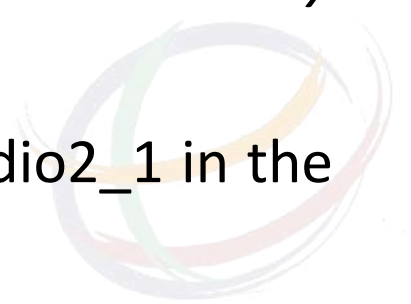
Exercise 1

- In this way, we fit the image into the project, because it has been scaled down to the appropriate size (720×576 pixels). If you still want to restore the image to its original resolution, simply repeat the steps above.*

24. With the Import command, import the file Audio2_1 from the folder Banka 2.

- If the file is 48,000 Hz and 32-bit, Adobe Premiere Pro will have no difficulties importing it. If the file is, for example, standard CD quality (44,100 Hz, 16-bit) or lower quality such as 32,000 Hz with 12 bits (another DV standard), the program will first need to convert it to a format suitable for editing. This operation may take some time.*

25. Place the CTI at the beginning of the Timeline panel. Select the file Audio2_1 in the Project panel and drag it to the Audio 1 track in the Timeline panel.



Exercise 1

- *Depending on whether the imported file is mono or stereo, Adobe Premiere Pro will allow it to be placed on predefined 3 stereo tracks, or it will create a new track. By adjusting specific audio channels when opening a new sequence, it is possible to set more mono, stereo, or 5.1 tracks by default.*

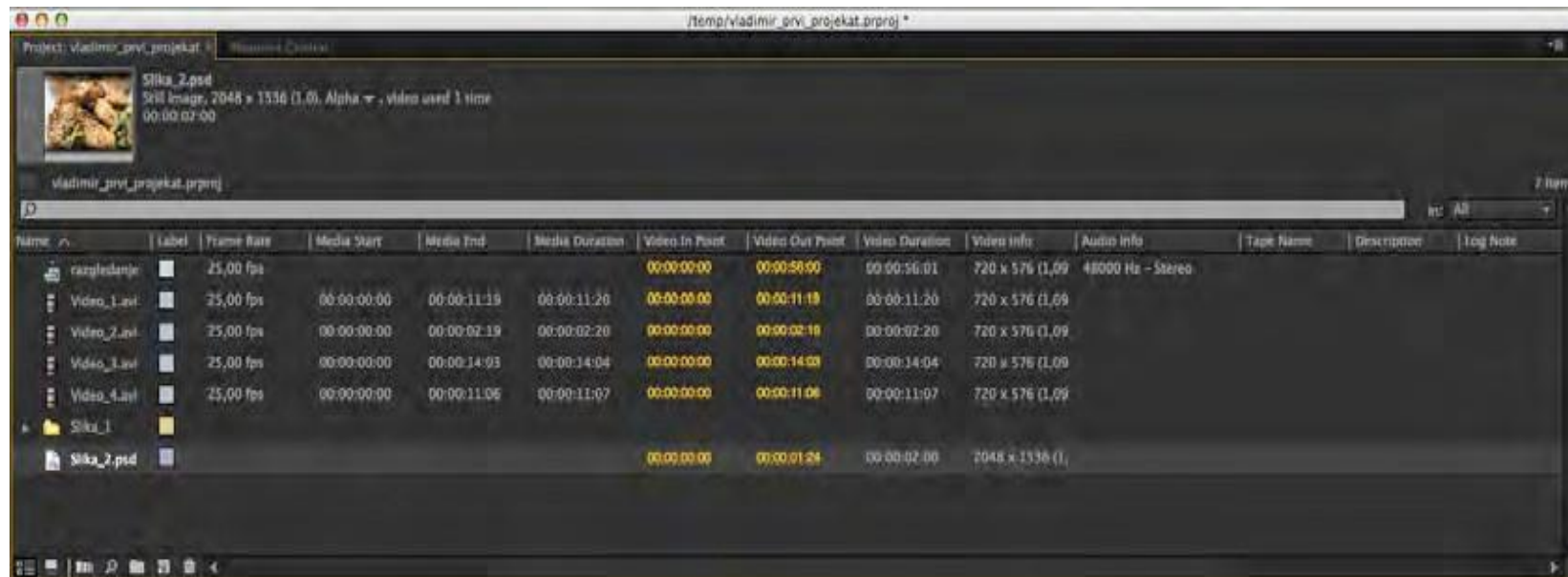
26. You can now play the audio and video content places in the Timeline panel, by pressing the “Play/Stop Toggle” button in the Program panel, or by pressing the “Space” button. You will stop the playback the same way you started it.

- *Try the "J", "K" and "L" keys move playback forward and backward. These keys usually work the same way in many non-linear editing applications.*
- *By pressing the left arrow and right arrow keys, you move one frame at a time.*



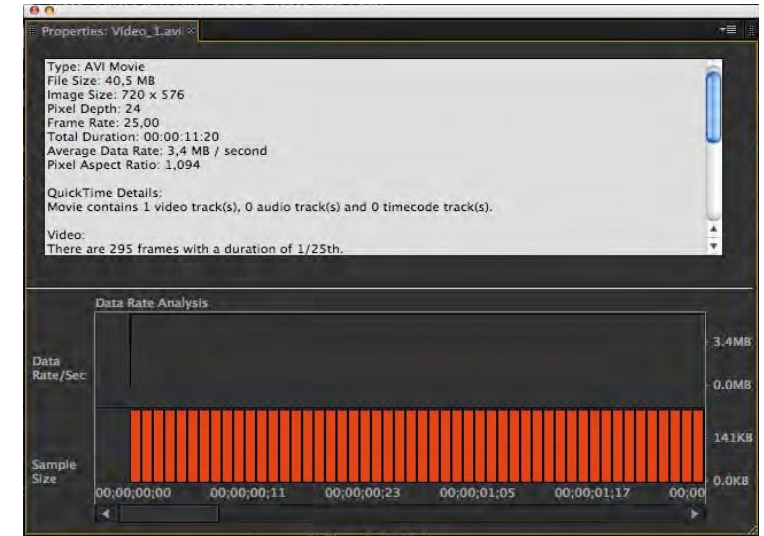
Exercise 1

27. Close the panels Program, Source, Effect Controls, Audio Mixer, Metadata. By doing this, we get an expanded Project panel where, besides file names, we can now see some of their characteristics. Examine them.



Exercise 1

28. Select any file in the Project panel, e.g. Video_1.avi. Right-click on it > Properties. This way you can see all the necessary information about the selected file.
29. Select Window > Workspace > Reset Current Workspace...
30. Select everything in the Timeline panel with the Edit > Select All command, or with the key combination "Ctrl + A" (Windows) or "Command + A" (Mac). Delete the selected items with the Edit > Clear command, or by pressing the "Delete" key (Windows and Mac).
31. Drag only the video clips and audio file into the Timeline panel. Play the sequence.
- You may notice that there is no complete continuity in the action. Now we will fix that.*



Exercise 1

32. Select the third video clip (Video_3), drag it to the position of the second video clip. Play the sequence.

- With this method, we were able to move the clip to the desired location, but at the same time we overwrote and destroyed the second video clip (Video_2).*

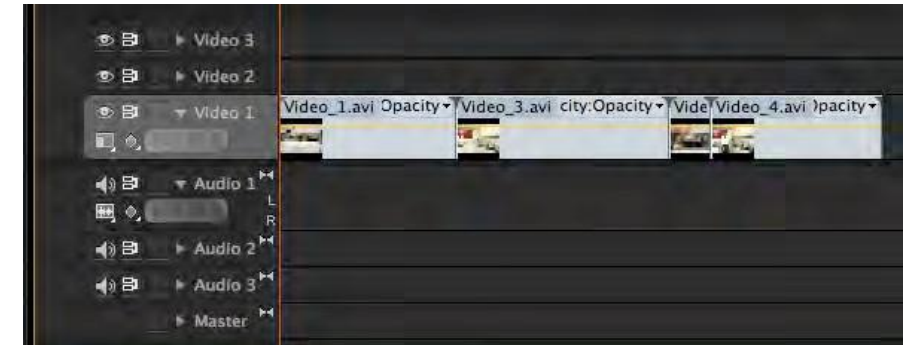
Let's... take a step back.

- In Adobe Premiere Pro, there are several ways to take a step back: through the Edit > Undo command, through the combination of the "Ctrl + Z" (Windows) and "Command + Z" (Mac) keys, or through the History panel, which lists all our previous steps since we started the project.*



Exercise 1

34. To successfully swap the positions of the clips, select the third video clip and, while dragging it to the location of the second clip, hold the key combination: "Alt + Ctrl" (Windows) or "Option + Command" (Mac) This operation is called Extract & Insert Selection.



35. Play the sequence.

- *One more editing mistake remains. It is necessary to shorten the second video clip (Video_3) in order the third clip (Video_2) follows it logically..*

36. Place the CTI between the second and third video clips. Select the "Trim" button within the Program panel, or press "T".



Exercise 1

- In the left monitor of the Trim window there is a second, and in the right monitor there is a third video clip.*

37. Click the left Trim monitor and drag the cursor to the left until the frame most closely resembles the frame in the right monitor. If necessary, make adjustments in the opposite direction using the right monitor.

38. To check what editing decision you have made, press the “Play Edit” button.



Exercise 1

39. If you are satisfied with the edit, close the window. If not, depending on the goal you want to achieve, adjust either the second or the third clip.
40. Play the sequence.
41. Save the project (File > Save As...) in the location and under the name given to you by the practical-training instructor.





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Questions & Answers

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