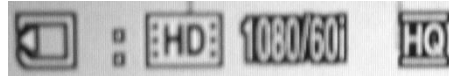


## **NCC NEWS ADOBE PREMIERE PRO CC** **QUICK GUIDE**



### **a) Shoot video in HD**

- a. Canon XF305: 50Mbps, 1920x1080, 60i
- b. Sony NX5: **HD 1080/60i HQ**



### **b) Open project:**

- a. *Navigate to Desktop>Class Files>Universal Templates>Premiere Project*
- b. *Then copy this folder to your portable drive. You can reuse this downloaded project in the future, on any computers.*
- c. *Open the file BDJ Class Preset CC 2015*
- d. *If you want to edit separate stories using the same bin, just COPY>PASTE your sequence icon in the bin and rename the new sequence (rt. click>RENAME)*
- e. **Preparing Premiere Timeline for Editing**
- f. *Select **Edit>preferences>media***
  - i. ***save media cache files...** – should be checked*
  - ii. *Do NOT save to anywhere on the C: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive!*
  - iii. *then: under **media cache database***
  - iv. *Do NOT save to anywhere on the C: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive!*
  - v. *When asked "**move the existing media cache database to new location or delete it?**" Choose **Move other settings the same**, select OK*
- g. *Select **file>project settings>scratch disks***
  - i. *Choose "**same as project**" on all, select ok*
- h. *save project again to maintain all you've just done*



### **c) Import or capture video:**

- a. **IMPORT VIDEO (for existing video files)**
  - i. ***File>Import, then navigate to clip(s)** (or double-click in Project Window)*
  - ii. *For CNN Newsource, use HD 1080i NTSC (or SD 16x9 NTSC) clips if possible*
  - iii. *It's OK to import SD files (like some CNN Newsource files; fix them later in the timeline in step 5)*

### **d) Choose your clip display**

- a. *In the Project window (lower-left), use the drop-down arrow in the upper right to select **ICON, THUMBNAILS AND HOVER SCRUB**. When you select a clip you can scrub through the clip in the bin **BY SIMPLY MOVING THE MOUSE LEFT/RIGHT OVER THE CLIP (NO CLICKING!)** You can even use the I and O keys to set in and outpoints while scrubbing!*

### **e) Open source/playback clip, and set IN and OUT points:**

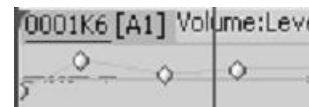
- a. *Set In Point icon  or the I key*
- b. *Set Out Point icon  or the O key*

- c. Use **SHIFT+L** to playback clips 1 frame at a time for exact editing (or **SHIFT+J** for backwards, 1 frame at a time.)
- d. **SHIFT+I** and **SHIFT+O** go quickly to the IN or OUT point.
- e. Drag clip to Timeline; generally use tracks V1/A1/A2 (cgs to V2 or V3)
- f. To “fix” tiny-looking SD videos in the Timeline: right-click on an SD timeline clip and select **SCALE TO FRAME SIZE** (ignore the black outline on left and right for now)
- g. If editing with SD video, but exporting to HD, fill the frame by blurring a copy of the video and stretching it to fill the frame:
  - i. Add the same SD videoclip to both V1 AND V2 in the timeline
  - ii. Scale to frame size if necessary
  - iii. In lower-left window, click on **EFFECTS** tab>**PRESETS**. Drag the SD-to-HD Top Layer to the upper video layer (V2), and drag the SD-to-HD Bottom Layer to the lower video layer (V1). Result should look like the above image. NOTE: If these presets don't exist, import them from the **PREMIERE PROJECT** folder on your hard drive>**PREMIERE GRAPHICS**, using the drop-down menu next to the word **EFFECTS** on the **EFFECTS** tab.



## f) Check audio level: **AUDIO MIXER** tab above **SOURCE** window:

- a. Good audio levels will peak between -12 and -6 on the meter and will be indicated by green bars. **NOTE: audio levels on VOs played back through the new studio should be set to about -35; this is IMPORTANT, or it will drown out the anc mic!**
- b. To adjust the volume of individual audio clips in the Timeline, click and drag the yellow line that runs through the audio clip up or down. The default volume is set to 0db.
- c. To make several volume adjustments on a single clip, click on the clip to make it active, then click on the Add-Remove Keyframe button on the specific track to add a keyframe at the current location of the playhead. Move the playhead and click the button again to add a second keyframe. Repeat this process until you have the desired number of keyframes. Click and drag each keyframe up or down to adjust the volume as desired. Use multiple keyframes to get the desired results.



## g) Set SD safe margins if exporting to the video server:

- a. Project Settings>General>Action safe area: 25% and 0%, Title safe area, 40% and 20%. Right-click in **PROGRAM MONITOR** then click **SAFE MARGINS** to view.

## h) Make edits in timeline:

- a. Overlay Edits  
To perform an overlay edit, you can drag your new clip onto an existing piece of material. Whatever was under the new material will be overwritten, or overlaid.

*You can also press the Overlay icon in the Source Window or the “.” key on your keyboard to overlay footage, starting from the current location of your playhead in the timeline.*

**b. Insert Edits**

*To perform an insert edit, hold down the Ctrl key on your keyboard as you drag your material to the timeline. Whatever is under the current material will move down the timeline, making space for the new material. You can also press the Insert icon in the Source Window or the “,” key on your keyboard to insert footage starting from the current location of your playhead.*

**c. Replacement Edits**

*To replace one piece of footage with another, hold down the Alt key and drag material to the timeline. The current piece of material will be replaced with a selection of new material the exact length, regardless of the In and Out points set in the new material.*

## **i) Add dissolves (transitions)**

- a.** *In the lower left-window, choose **Effects tab>Video Transitions>Dissolve***
- b.** *To apply a dissolve, click on the icon next to the **Cross Dissolve** transition and drag it from the Effects panel to the edit point between clips in the timeline.*

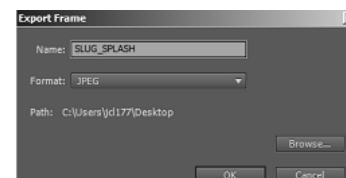
## **j) Fix Bad Video (White Balance, Brightness, etc.)**

- a.** ***Effects tab>Video Effects>Color Correction***
- b.** *With cursor in Timeline in “bad” video, drag the **FAST COLOR CORRECTOR** icon onto the “bad” clip in the timeline*

## **k) View Program Monitor Fullscreen:** *with cursor in Program Monitor, press ~*

## **l) Exporting an Image for NCC News Online**

- a.** *Place your playhead in the timeline at the frame of video you wish to use for your splash image. Press the Export Frame icon near the bottom of the Program window. When the Export Frame window appears, give your splash image a name, choose JPEG from the drop-down list next to Format, click the Browse button to choose where you would like to export your frame to, and press the OK button.*



## **m) Exporting Video**

### **a. For Class or NCC News Online**

- *Make sure the yellow marker is at the in point of the timeline, where you want to begin your video export, and that the **TIMELINE** is selected.*
- *Select **FILE>EXPORT>MEDIA**. You'll see in the preview window the video you're about to export. The little gray triangles represent the **START** and **END** points of your export.*
- *In the right-hand pane, select **H.264** from the **Export Settings>Format** drop-down list.*

- If you have previously used this BDJ export preset on this computer under your login credentials, it should be in the Preset drop-down list. Find **BDJ Class YouTube Preset** in the drop-down list and select it. If you have not used this BDJ preset before, press the Import Preset icon to the right of the Preset drop-down list. In the window that opens, navigate to the **PREMIERE PROJECT** folder you downloaded and select **BDJ Class YouTube Preset**. Do not rename it when prompted, but **DO CHECK** the SAVE FILTER SETTINGS and SAVE FTP SETTINGS.
- Click on the yellow text next to Output Name. In the **Save As** window that appears, navigate to where you want to save your video and name your video using the exact **STORY SLUG** and **SEGMENT** as indicated in ENPS (e.g., City Budget SOT,) and add the newscast and date to the filename, e.g. 4pmMay1 -- Click OK. (Example: City Budget SOT 4pmMay1.mxf)
- Make sure the boxes next to "Export Video" and "Export Audio" are checked.
- Click the **Export** button. After a few minutes, your .mxf video will be exported to the desired location on your computer, and then you can upload to the selected playback server.

### **b. For the Nexio HD Video Server**

- Make sure the yellow marker is at the in point of the timeline, where you want to begin your video export, and that the **TIMELINE** is selected.
- Select **FILE>EXPORT>MEDIA**. You'll see in the preview window the video you're about to export. The little gray triangles represent the **START** and **END** points of your export.
- In the right-hand pane, select **MXF OP1a** from the **Export Settings>Format** drop-down list.
- If you have previously used a BDJ export preset on this computer under your login credentials, it should be in the Preset drop-down list. Find **BDJ NEWSROOM EXPORT PRESET** in the drop-down list and select it. If you have not used this BDJ preset before, press the Import Preset icon to the right of the Preset drop-down list. In the window that opens, navigate to the **PREMIERE PROJECT** folder you downloaded and select **BDJ NEWSROOM EXPORT PRESET**. Do not rename it when prompted, but **DO CHECK** the SAVE FILTER SETTINGS and SAVE FTP SETTINGS.
- Click on the yellow text next to Output Name. In the **Save As** window that appears, navigate to where you want to save your video and name your video using the exact **STORY SLUG** and **SEGMENT** as indicated in ENPS (e.g., City Budget SOT,) and add the newscast and date to the filename, Click OK. (Example: 060516 City Budget SOT 4p.mxf) Video Server filenames may not have more than 32 characters total!
- Make sure the boxes next to "Export Video" and "Export Audio" are checked.
- Click the **Export** button. After a few minutes, your .mxf video will be exported to the desired location on your computer, and then you can upload to the video server.

### **c. For SD Video (going to the Video Server)**

- Same as above (b) except use the **BDJ SD to HD SERVER EXPORT PRESET**

## PART 1: OPENING THE PROJECT, IMPORTING/CAPTURING VIDEO

### PART 2: EDITING IN THE TIMELINE

### PART 3: EXTRA EFFECTS AND EXPORT

## PART 1: OPENING THE PROJECT, IMPORTING/CAPTURING VIDEO

### Setting Up Your Project

#### Project and Sequence Settings

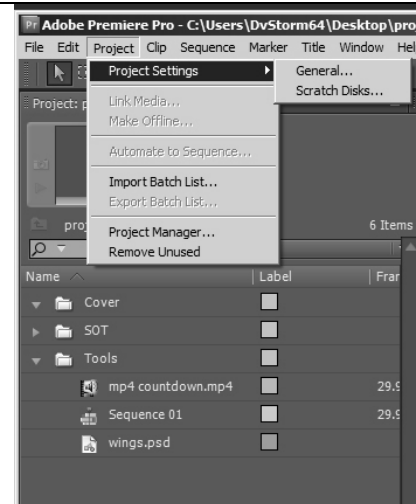
Always start by opening a BDJ generic project to ensure that your project meets requirements.

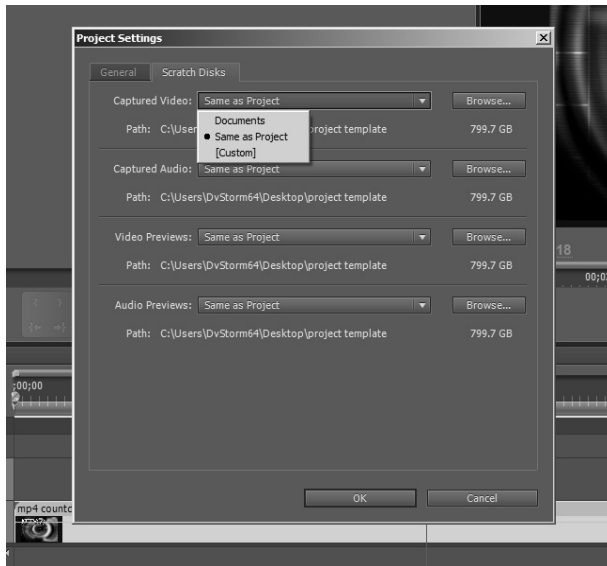
- *Navigate to Newhouse 2 lab>Desktop>Class Files>Universal Templates>Premiere Project*
- *Then copy this folder to your portable drive. You can reuse this downloaded project in the future, on any computers.*
- *Open the file BDJ Class Preset CC 2015.proj*

**IMPORTANT:** now, save this project to your portable drive: **FILE>SAVE AS**, navigate to your portable drive, click on Make New Folder and name this folder after your project (ENTER to accept the new name.) Make sure this new folder is selected, and click **SAVE** once or twice, if necessary.

Click on **EDIT>PREFERENCE>MEDIA**, and make sure all files are being saved to this same folder on your portable drive. Next to media cache files, browse to navigate to your portable drive, and select the folder you just made. Click OK and the Location path should now be to this folder. Name your project and click OK. Do the same for the **MEDIA CACHE DATABASE**; if it asks you if you want to move the existing database, click **MOVE**. Then click OK to close **PREFERENCES**.

Click on “**Project>Project Settings>General**”





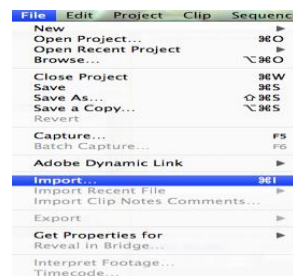
The most important thing about this window is where you put things.

In the SCRATCH DISK tab, Scratch Disks are set to Same as Project by default so these shouldn't need to be changed. Scratch disks are where assets and files that are created during the course of the project are kept. Check PROJECT>PROJECT SETTINGS>SCRATCH DISKS to make sure they all point to your new project folder.

## Importing Files Stored on Your Computer or an External Hard Drive

Once you've copied your material from your camera, audio recorder or memory card to your portable drive, you're ready to import it into Premiere using the following procedures.

You can either drag and drop files from your portable drive into the Project panel, or you can use File > Import to import material into your Project Window (from your SD card or portable drive – but you will need to leave the source plugged in, even after the import; Premiere still needs to see the original files...)



The bin will update with the new files when they come in.

For SONY NX5 camera video: navigate to your root folder that you transferred your SD card into and then navigate to the Private folder. Within the private folder will be your footage. Make sure that View as is set to AVCHD. Drag and drop the necessary clips into the Project Window.

*Note: don't panic if after import you see a pop up that says some files are "unsupported", this is just the program's way of sorting out information associated with the clips that it does not need.*

## Choose your clip display

In the bin window, use the drop-down arrow in the upper right to select ICON, THUMBNAILS AND HOVER SCRUB. When you select a clip you can scrub through the clip in the bin BY SIMPLY MOVING THE MOUSE LEFT/RIGHT OVER THE CLIP (NO CLICKING!) You can even use the I and O keys to set in and outpoints while scrubbing!

## SEPARATE AUDIO CHANNELS (MONO)

Your video files from our cameras normally include stereo audio (the hand held mic on one track and the shotgun mic on the other.) Your audio will be easier to edit on the timeline if you separate the audio of each clip into two separate (mono) channels before you edit – it's easy:

- Make sure none of the clips are in the timeline
- Highlight all clips in the bin (CTRL-A), or select one clip
- Go to Clip-->Modify-->Audio Channels
- Select "mono" instead of stereo, and save; this changes the clip setting to two mono channels. You only need to do this once before editing.

Note: if you add more clips to your bin later, you won't be able to use CTRL-A to change them to mono; the previously adjusted clips are no longer stereo, and Premiere won't let you change audio on mono and stereo clips at the same time. Instead, hold the CTRL key down and select the new clips only, by clicking on them, and then use Go to Clip-->Modify-->Audio Channels

## PART 2: EDITING IN THE TIMELINE

One warning here: there are ways to rename the clips. DO NOT DO THIS. For now we are going to use clip numbers and time code for logging. Repeating, DO NOT RENAME CLIPS. When you rename a clip in one place it will not rename in another and finding clips later could be difficult at best and impossible at worst. Use the number in the second column of the clip identifier when logging, ignore the rest.

Here is a quick description of the Premiere interface:



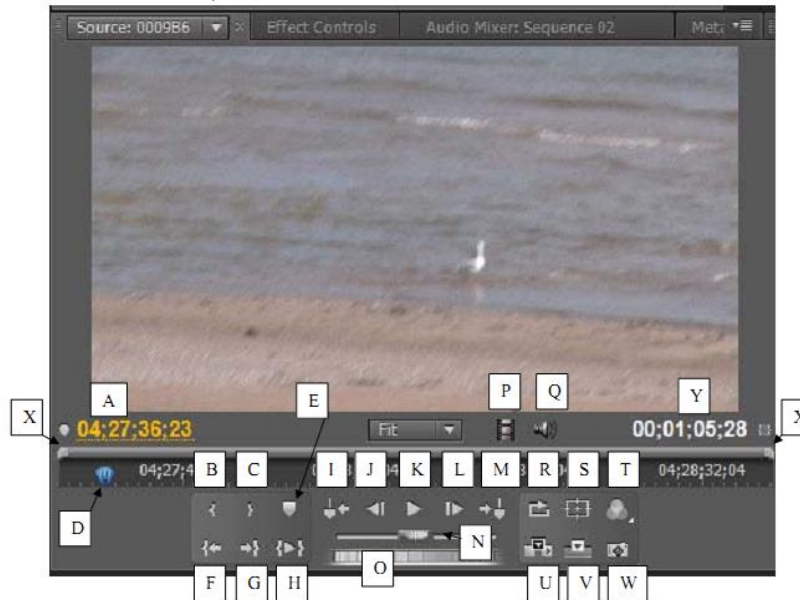
**If your Workspace does not look like this, check that you are in "Editing."  
(WINDOW>WORKSPACE>EDITING)**

**You can drag and drop any of the tabs anywhere you want (but the default layout is easy to work with.)**

**The Project Panel contains the bins, sequences and media that you are working with in your project.**

**The clips are now in the bin and ready to work with. You may look at the clips as a list or as thumbnails. You may trim the clips in the bin, or in the source window or in the timeline.**







- |  |                             |
|--|-----------------------------|
| A – Time code indicating playhead position | M – Go to Next Marker       |
| B – Set In Point (I)                       | N – Shuttle Control         |
| C – Set Out Point (O)                      | O – Jog Control             |
| D – Playhead                               | P – Drag Video Only         |
| E – Set Position Marker (Numberpad *)      | Q – Drag Audio Only         |
| F – Go to In Point (Q)                     | R – Play Loop (Entire Clip) |
| G – Go to Out Point (W)                    | S – Safe Areas              |
| H – Play Loop In to Out Point              | T – Output                  |
| I – Go to Previous Marker                  | U – Insert (,)              |
| J – Step Back (Left Arrow Key)             | V – Overlay (.)             |
| K – Play (Spacebar)                        | W – Export Frame            |
| L – Step Forward (Right Arrow Key)         | X – Timeline zoom controls  |
- Letters in parentheses indicate shortcut keys on your computer's keyboard.*



Y – Time code indicating clip duration

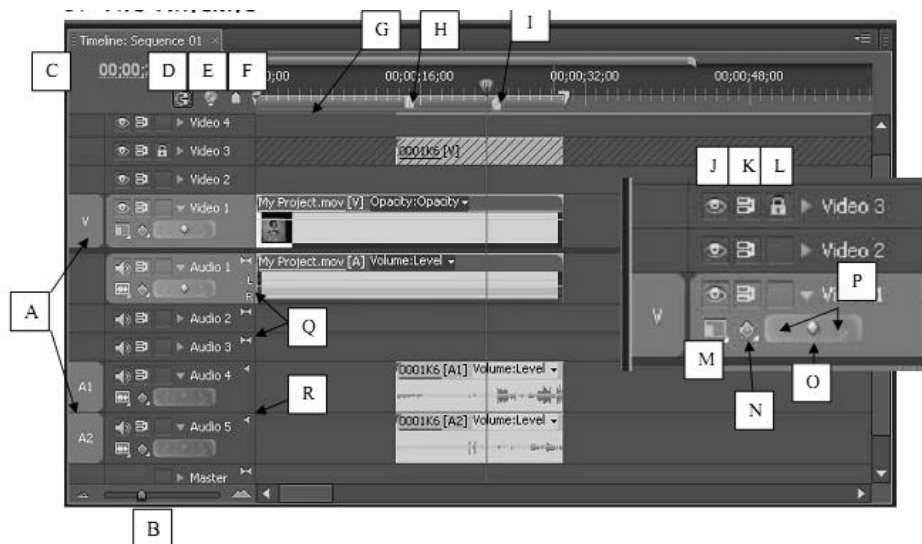
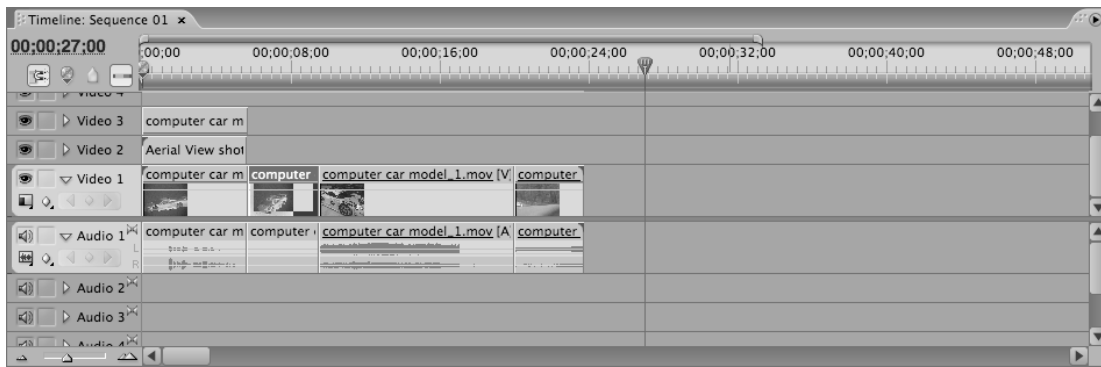
Basically, when you highlight a clip in the bin it opens in the “Source” window.

You mark the in and out points by either using the mouse and the IN icon  and the OUT icon  or the I and O keyboard shortcuts, and drag it down into the timeline.



**Recap: open source/playback clip, and set IN and OUT points:**

- Set In Point icon  or the I key
- Set Out Point icon  or the O key





- |   |   |
|---|---|
| A – Source Track Indicators                     | J – Toggle Track Output                       |
| B – Zoom Bar                                    | K – Toggle Sync Lock                          |
| C – Timecode Indicator (Correlates to Playhead) | L – Toggle Track Lock                         |
| D – Snap (Toggle on and off)                    | M – Set Display Style (of track)              |
| E – Set Encore Chapter Markers (For DVD)        | N – Show Keyframes or Volume menu             |
| F – Set Unnumbered Marker                       | O – Add/Remove Keyframe                       |
| G – Colored line indicates rendering needed     | P – Go to Previous or Next Keyframe           |
| H – Work area                                   | Q – Indicates Stereo tracks (2 Speakers + LR) |
| I – Marker                                      | R – Indicates Mono track (1 Speaker)          |

Use the jog control to quickly view files.

Double-click on a file or drag it from the Project Window to the Source Window. You will see your video in the Source Window. Play through your video to find the portion you want to use for your first clip.

Once you know what material you want to use, you'll need to set an In point and an Out point to tell Premiere what portion of your video you want to use for your first edited clip. Move the blue playhead to where you want the video to start and press

the Set In Point icon , or the I key on your keyboard. Move the playhead to where you want the video to end and press the Set Out Point icon , or the O key on your keyboard.

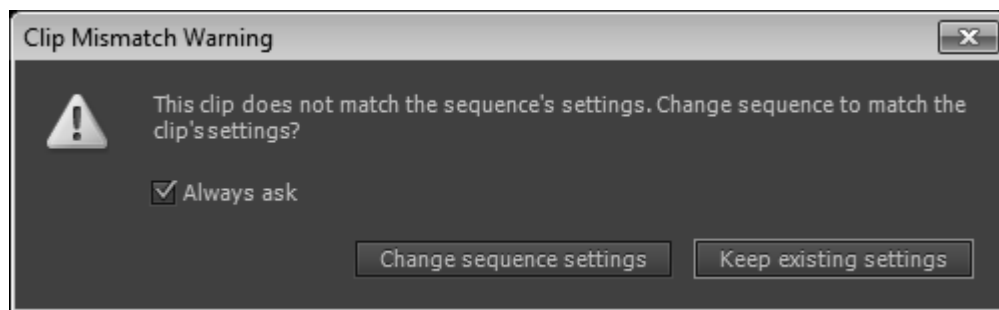
Once you set your In and Out points, click on the video in the Source Window, drag your edited clip to the Timeline and place it in the desired location.

To edit additional clips from the same piece of media, just set a new pair of in and out points in the Source Window and drag to the Timeline. To edit a clip from a different piece of media, select a new piece of media from the Project Window and move forward from there.

## “FIXING” SD VIDEO IN THE TIMELINE

If for some reason you are editing with SD video:

- Add SD video clip to timeline
- You'll see an error message like this:



- Do **NOT** change the sequence settings – click on **KEEP EXISTING SETTINGS**
- The video will appear very small in the timeline:



- Right-click the SD timeline clip and select **SCALE TO FRAME SIZE** – the video will expand to fill most of the window.
- If editing with SD video, but exporting to HD, fill the frame by blurring a copy of the video and stretching it to fill the frame:
- Add the same SD videoclip to both V1 AND V2 in the timeline
- Scale to frame size if necessary
- In lower-left window, click on **EFFECTS** tab>**PRESETS**. Drag the SD-to-HD Top Layer to the upper video layer (V2), and drag the SD-to-HD Bottom Layer to the lower video layer (V1). Result should look like the above image. NOTE: If these



*presets don't exist, import them from the PREMIERE PROJECT folder on your hard drive>PREMIERE GRAPHICS, using the drop-down menu next to the word EFFECTS on the EFFECTS tab.*

## EDITING AUDIO

When editing an audio clip (wav, mp3, etc.) in the Source Window, you'll see a waveform of your audio instead of an image. To drag your audio to the timeline, place your cursor over the light green area of the Source Window until it turns into a hand (or over the speaker icon to the left of the white timecode readout). Click and drag with the hand to one of the audio tracks in your timeline. Be careful as you do this; if you click on the grey handle that appears after setting your In and Out points, you may accidentally change the in and out points.

Note that the audio tracks are labeled, and generally two audio tracks come down with the clip. You can adjust audio for the tracks up and down either in the timeline itself or by using the audio mixer window.

There are designated tracks for narration and music effects as well.

Save the audio mixing for the final steps in editing.



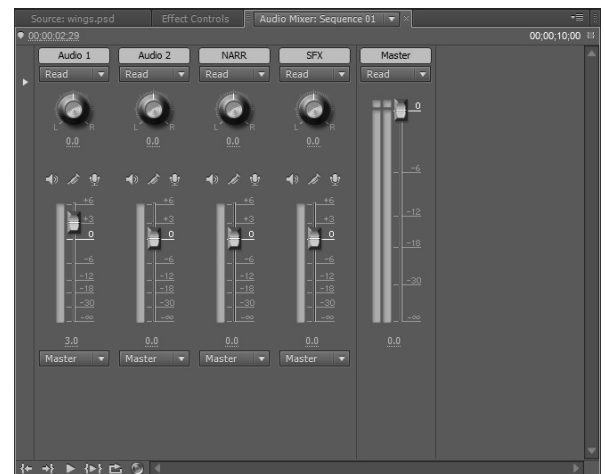
Good audio levels will fall in this range

The audio monitor indicates the overall volume levels. Good audio levels will peak between -12 and -6 on the meter and will be indicated by green bars

(or bar if your master track is mono). Levels that peak above -6 will turn yellow. These are still good levels if they are peaking just above -6. If they go well into the yellow portion of the meter, the audio will start to distort. If the levels go beyond 0 the audio will be far too loud, distorted and clipped (certain frequencies will not be played).

**NOTE:** audio levels on VOs played back through the new studio should be set to about -35; this is **IMPORTANT**, or it will drown out the anc mic!

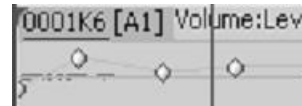
You can actually use the audio mixer window as the timeline is playing, moving your mouse up and down and the timeline will remember the changes. The mixer lives under the Source tab. Or you can use key frames in the timeline and mix that way.



## Adjusting Audio in Individual Clips

To adjust the volume of individual audio clips in the Timeline, click and drag the yellow line that runs through the audio clip up or down. The default volume is set to 0db.

To make several volume adjustments on a single clip, click on the clip to make it active, then click on the Add-Remove Keyframe button on the specific track to add a keyframe at the current location of the playhead. Move the playhead and click the button again to add a second keyframe. Repeat this process until you have the desired number of keyframes. Click and drag each keyframe up or down to adjust the volume as desired. Use multiple keyframes to get the desired results.



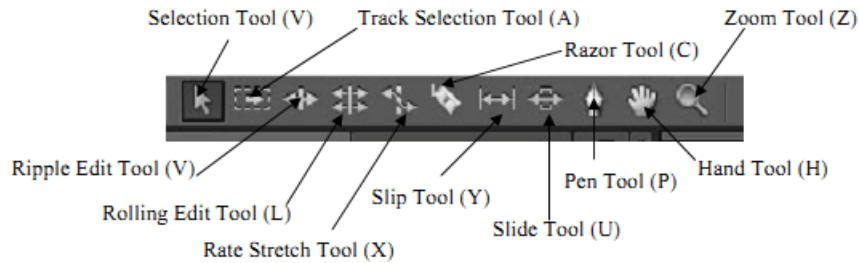
Sometimes you will want to move your video and audio tracks separately, or delete one or the other completely. To separate them in the Timeline, right-click the clip in the timeline and select Unlink from the popup menu. Your video track is now unlinked from your audio track. To link them, select both, right-click and select Link from the menu.



## Adjusting the Volume of an Entire Track or Sequence

When your editing is complete, you can normalize the audio for the entire sequence. Select Sequence > Normalize Master Track. A dialog box will pop up and you can set the peak volume level. This will set the loudest sound in your sequence to that setting. Your audio should fall between -6 and 0, so setting this to 0 will normalize your highest sounds to the appropriate level. Note: This does not mix all your audio; it only sets a peak for your audio. You must still make adjustments through the course of editing to get a good mix of your narration, interviews and natural sounds/pops.

Most news editors find that laying down the "A" roll (material based on audio chronology of the story) works best, then return and add "B" roll the story.



**Selection Tool** - The standard tool for selecting clips, menu items, and other objects in the user interface. It's generally a good practice to select the Selection Tool as soon as you are done using any of the other, more specialized tools.

**Track Selection Tool** - Select this tool to select all the clips to the right of the cursor in a sequence. To select a clip and all clips to the right in its own track, click the clip. To select a clip and all clips to its right in all tracks, Shift-click the clip. Pressing Shift changes the Track Selection Tool to the Multi-track Selection Tool.

**Ripple Edit Tool** - Select this tool to trim the In or Out point of a clip in the Timeline. The Ripple Edit Tool closes gaps caused by the edit and cascades clips to the right or left in the Timeline in order to preserve all edits to the left or right of the trimmed clip.

**Rolling Edit Tool** - Select this tool to roll the edit point between two clips in the Timeline, simultaneously trimming the In point of one and the Out point of the other, while leaving the combined duration of the two unchanged.

**Rate Stretch Tool** - Select this tool to shorten a clip in a Timeline by speeding up its playback, or to lengthen it by slowing it down. The Rate Stretch Tool changes speed and duration, but leaves the In and Out points of the clip unchanged.

**Razor Tool** - Select this tool to make one or more incisions in clips in a Timeline. Click a point in a clip to split it at that precise location. To split clips in all tracks at that location, Shift-click the spot in any of the clips.

**Slip Tool** - Select this tool to simultaneously change the In and Out points of a clip in a Timeline, while keeping the time span between them constant.

**Slide Tool** - Select this tool to move a clip to the left or right in the Timeline while simultaneously trimming the two clips that surround it. The combined duration of the three clips, and the location of the group in the Timeline, remain unchanged.

**Pen Tool** - Select this tool to set or select keyframes, or to adjust connector lines in the Timeline.

**Hand Tool** - Select this tool to move the viewing area of the Timeline to the right or left. Click and drag left or right anywhere in the viewing area.

**Zoom Tool** - Select this tool to zoom in or out in a Timeline viewing area. Click in the viewing area to zoom in by one increment. Alt-click (Windows) or Option-click (Mac OS) to zoom out by one increment.

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## Overlay Edits

To perform an overlay edit, you can drag your new clip onto an existing piece of material. Whatever was under the new material will be overwritten, or overlaid. You can also press the Overlay icon in the Source Window or the "." key on your keyboard to overlay footage, starting from the current location of your playhead in the timeline.

## Insert Edits

To perform an insert edit, hold down the Ctrl key on your keyboard as you drag your material to the timeline. Whatever is under the current material will move down the timeline, making space for the new material. You can also press the Insert icon in the Source Window or the "," key on your keyboard to insert footage starting from the current location of your playhead.

## **Replacement Edits**

To replace one piece of footage with another, hold down the Alt key and drag material to the timeline. The current piece of material will be replaced with a selection of new material the exact length, regardless of the In and Out points set in the new material.

## **Three-Point Editing**

Three-point editing consists of setting an In and an Out point in either the Source or Program/Timeline and either an In or an Out point in the other. For instance, if you know you need to edit a specific range of time in the Timeline, set your In and Out points in the Program Window and then the In Point in the Source Window. Then use either Insert or Overlay to edit the clip into your sequence.

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# **Editing in the Timeline**

## **Adding Additional Tracks to the Timeline**

On occasion, you might need additional or differently formatted space for your audio or video in the Timeline. To add additional tracks to the timeline, right-click on an un-highlighted area of the Timeline and choose Add Tracks; the window shown at the right will open. Select the appropriate settings (Mono) and click OK to add the track(s). You can also add more video tracks using this process.

## **Moving the Playhead in the Timeline**

You can drag the playhead to a desired location by clicking and dragging it. Hold down the Shift key while clicking and dragging to snap to heads and tails of clips in the timeline. You can also use the Go to Previous/Next Edit Point buttons to place the playhead at an edit point. The Home and End keys on your keyboard will move the Playhead to the first and last frames of the sequence.

## **Adding Material to or Removing Material from the Timeline**

To add material to the timeline, click and drag it from elsewhere in Premiere to the desired location in the timeline.

To remove material, click on the item and press the Delete key on your keyboard.

## Using Video 2 or Higher-numbered Tracks For Graphics or Cutaways

The reason Video 2, Video 3, etc. exist is for layering graphics and cutaways on top of your main video. For example, if you have a lower third or a locator graphic that should appear on top of your Video 1 video, covering part of the screen, you can put it in Video 2 and it will appear on top of Video 1.

You can add, remove, move or change material in your other video tracks the same way you work with video in Video 1.

Use one of these tracks to put “wings” around any SD video clips in your timeline:

- *If editing with SD video, but exporting to HD, fill the black spaces on the left and right of the timeline video by dragging the file called WINGS\_NCC\_HD.psd to the next highest available Video track (usually V2 or V3.) Copy and paste it as much as necessary:*



## Reordering Clips

Once clips are in the timeline, you can use the Selection Tool to click and drag them to a different position in time or to a different track. By default, this is an Overlay edit; if you move a clip forward in time it will write over the existing clip for the duration of the clip you are moving. You can use an Insert edit by holding down the Ctrl key. When you drag the clip to a different time, it will push other clips back to its tail end and not write over any part of the previous clip. Experiment to see the difference in moving clips with and without the Ctrl key modifier.

## Changing In and Out Points, Ripple Deleting



You can change the In point or the Out point of a clip in the timeline by using the Selection Tool. Place your cursor over either end of a clip until it changes into a red bracket with a double arrow through it. This is your Trim Tool (Trim-in or Trim-out , depending on whether you're at the beginning or end of a clip), also known informally as the Red Bracket Tool.

Click and drag in either direction to shorten or lengthen the clip. Right-click in the gap between clips and choose Ripple Delete to close any gaps made between clips. All clips to the right of the gap will move to the left.

### **Razor Tool**

As explained above, you can use this tool to make one or more incisions in clips in a timeline. Click a point in a clip to split it at that precise location. To split clips in all tracks at that location, hold down the Shift key while clicking the spot in any of the clips.

### **Changing the Scale of Material in your Timeline**

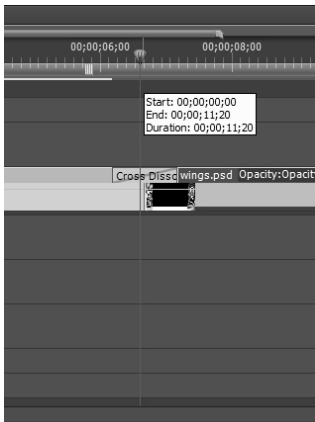
If you have photos or video that are zoomed in or zoomed out, right-click on the item in the timeline and select "Scale to Frame Size" so their scale matches the settings for your Timeline.

Please review the Tool Palette section above for more tools and processes.

## PART 3: EXTRA EFFECTS AND EXPORT

### EXTRA EFFECTS

The effects pallet lives underneath the Media Browser tab. To apply an effect, choose it from the pallet and simply drag and drop it onto the timeline where you want it. You can trim it in the timeline or the effects control window.



The effect may require rendering for it to play out smoothly.

Any red lines above clips in the timeline require rendering before playing out. Yellow will play under some circumstances and Green is all okay.

Whenever time allows, render the entire line to green at the end of editing. Save your project often, but particularly now!

### APPLYING TRANSITIONS

Choose Window > Effects to open the Effects Panel in the lower left of the interface. You can also click on the tab in that area if it is already present.

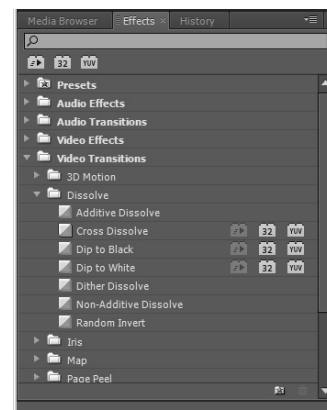
There are many transitions and effects within Premiere Pro. Rarely do news stories use anything more than a simple dissolve.

To apply a transition, click on the icon next to the transition you wish to apply and drag it from the Effects panel to the edit point between clips in the timeline.

You can also apply a transition by placing the playhead at the desired transition point in the timeline, then pressing Ctrl+D to apply your default defect (which is set to Cross Dissolve by default).

To apply an effect, drag the effect onto a clip.

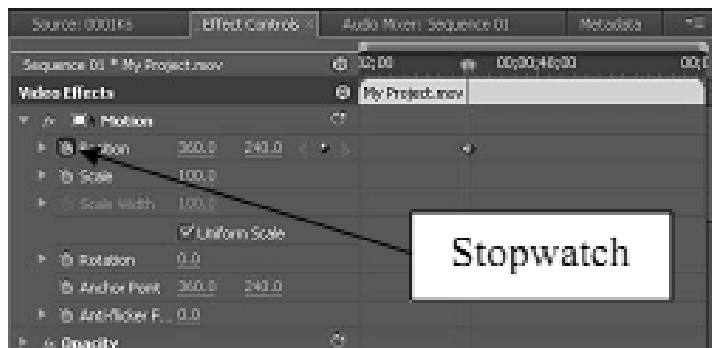
To modify a transition or effect, select the clip in the timeline, and choose Window > Effects Controls, or click on the Effects Controls tab which is located in the Source Window.



Change the values listed next to an effect in order to have this effect applied uniformly to the entire duration of the clip. This is how you would fine-tune a color or brightness-correction effect, for example.

If you want the effect to change during the duration of the clip, you'll have to create keyframes for that effect. Press the stopwatch next to the effect, then move the playhead in the Effect Controls window to where you want the change to begin. Click the keyframe button to set a keyframe, then set the value for the effect at that point in time. Once you're satisfied with the values, move the playhead, create another keyframe and set the values at this point in time. If you have multiple effects that you want to apply simultaneously, you have to set keyframes for each effect.

This is how you can animate position, scale and opacity over duration. Go slowly; it can take a while to get comfortable with the order of operations to make keyframes function properly.



## Applying the Same Effect Multiple Times

If you plan to apply the same effect in the same manner to multiple items in the Timeline, apply the effect to one of the items in the Timeline, then right-click on that item in the Timeline and select copy. Highlight all the other items in the Timeline you plan to apply the effect to and select "Paste Attributes." All the effects applied to your first item will be applied in the same manner to the selected items. Only do this after you're done with the effects that you plan to apply to multiple items but before you apply any effects that you don't want to carry over.

## Rendering Effects

In most cases, you do not need to render edits, effects or other changes you've made in your project before you can preview them, despite the presence of a red or yellow bar at the top of the timeline. If you find there's an effect or edit that does not preview, press Enter on your keyboard to render your effects and edits.

## Adding Titles

The default project came with a “master” copy of the NCC News lower third title, and a few copies in the Project bin, along with a fullscreen CG.

- Double-click on the filename of one of the copies, and give the title a name (like Mayor Miner) and click OK. Then double-click the title icon to launch the Title Interface.


Make sure the TYPE TOOL is selected in the upper-left. Click in the upper text box of the graphic, delete the generic text, and add your own. Same with the lower text box.

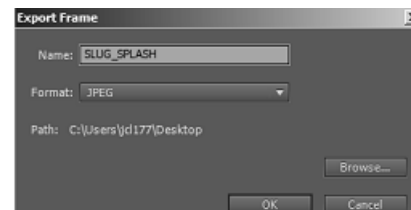


When you’re finished with the Title Tool, close it by clicking X in the upper-right corner, and you will see your title in the Project Window with your other media. You can now edit it into your sequence like any other piece of media; drag it into the timeline or edit it in the Source Window as you see fit. If the title is to be visible on top of another visual element, add it to Video 2 or another higher-numbered video track in order to superimpose it on this other visual element.

If you need to make more copies of the “master” title, right-click on one and choose DUPLICATE.

## Exporting an Image for NCC News Online

Place your playhead in the timeline at the frame of video you wish to use for your splash image. Press the Export Frame icon  near the bottom of the Program window. When the Export Frame window appears, give your splash image a name, choose JPEG from the drop-down list next to Format, click the Browse button to choose where you would like to export your frame to, and press the OK button.



## EXPORTING A TIMELINE

Once you finish editing your video or slideshow, you must export it as a video file from Adobe Premiere. This video file is what you will give to your instructors for grading or upload to the 360 video server for playback.

### Downloading the Custom NCC News Export Presets

BDJ has developed a set of custom export presets you should use for exporting your material from Adobe Premiere Pro for class purposes. These presets have the exact settings you need for your video to look good and function well on the BDJ broadcast playback servers and NCC News Online.

Before you export your file, make sure the gray bracket below the time readout in your timeline is at the end of your video.

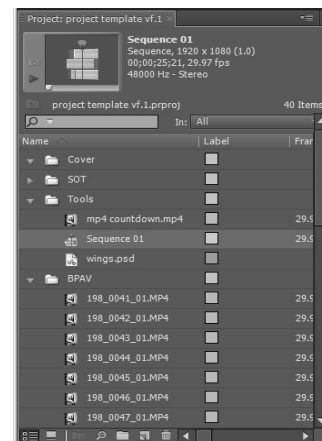
Sometimes, there may be extra, unused video clips or other material you did not delete during the editing process that makes Premiere think the sequence is longer than it really is. Click and drag the gray bracket until it snaps into place at the desired end of your video.



Press Save one more time to save your project as it currently exists.

Make sure that you have your timeline or program window selected. Note there is a player button next to the icon for the sequence at the top of the bin.

Go to File > Export > Media. When the Export Settings window appears, double-check the yellow timeline at the bottom of the left pane. Make sure the grey triangles below the yellow timeline are pulled all the way to the ends of the yellow bar; otherwise, your project may not be exported in its entirety.



### Exporting For Class or NCC News Online

- Make sure the yellow marker is at the in point of the timeline, where you want to begin your video export, and that the TIMELINE is selected.

- Select FILE>EXPORT>MEDIA. You'll see in the preview window the video you're about to export. The little gray triangles represent the START and END points of your export.
- In the right-hand pane, select QuickTime from the Export Settings>Format drop-down list.
- If you have previously used this BDJ export preset on this computer under your login credentials, it should be in the Preset drop-down list. Find BDJ CLASS EXPORT PRESET in the drop-down list and select it. If you have not used this BDJ preset before, press the Import Preset icon to the right of the Preset drop-down list. In the window that opens, navigate to the PREMIERE PROJECT folder you downloaded and select BDJ CLASS EXPORT PRESET CC. Do not rename it when prompted, but DO CHECK the SAVE FILTER SETTINGS and SAVE FTP SETTINGS.
- Click on the yellow text next to Output Name. In the Save As window that appears, navigate to where you want to save your video and name your video.
- Click OK.
- Make sure the boxes next to "Export Video" and "Export Audio" are checked.
- Click the Export button. After a few minutes, your .mov video will be exported to the desired location on your computer, and then you can upload to the selected playback server.

## Exporting For the Nexio HD Video Server

- Make sure the yellow marker is at the in point of the timeline, where you want to begin your video export, and that the TIMELINE is selected.
- Select FILE>EXPORT>MEDIA. You'll see in the preview window the video you're about to export. The little gray triangles represent the START and END points of your export.
- In the right-hand pane, select MXF OP1a from the Export Settings>Format drop-down list.
- If you have previously used a BDJ export preset on this computer under your login credentials, it should be in the Preset drop-down list. Find BDJ NEWSROOM EXPORT PRESET in the drop-down list and select it. If you have not used this BDJ preset before, press the Import Preset icon to the right of the Preset drop-down list. In the window that opens, navigate to the PREMIERE PROJECT folder you downloaded and select BDJ NEWSROOM EXPORT PRESET. Do not rename it when prompted, but DO CHECK the SAVE FILTER SETTINGS and SAVE FTP SETTINGS.
- Click on the yellow text next to Output Name. In the Save As window that appears, navigate to where you want to save your video and name your video using the exact date and STORY SLUG and SEGMENT as indicated in ENPS (e.g., 091215 City Budget SOT,) and add the newscast to the filename, 091215 City Budget SOT4p, then click OK. (Example: City Budget SOT 4pmMay1.mxf) Video Server filenames may not have more than 32 characters total!

- Make sure the boxes next to “Export Video” and “Export Audio” are checked.
- Click the Export button. After a few minutes, your .avi video will be exported to the desired location on your computer, and then you can upload to the selected playback server.

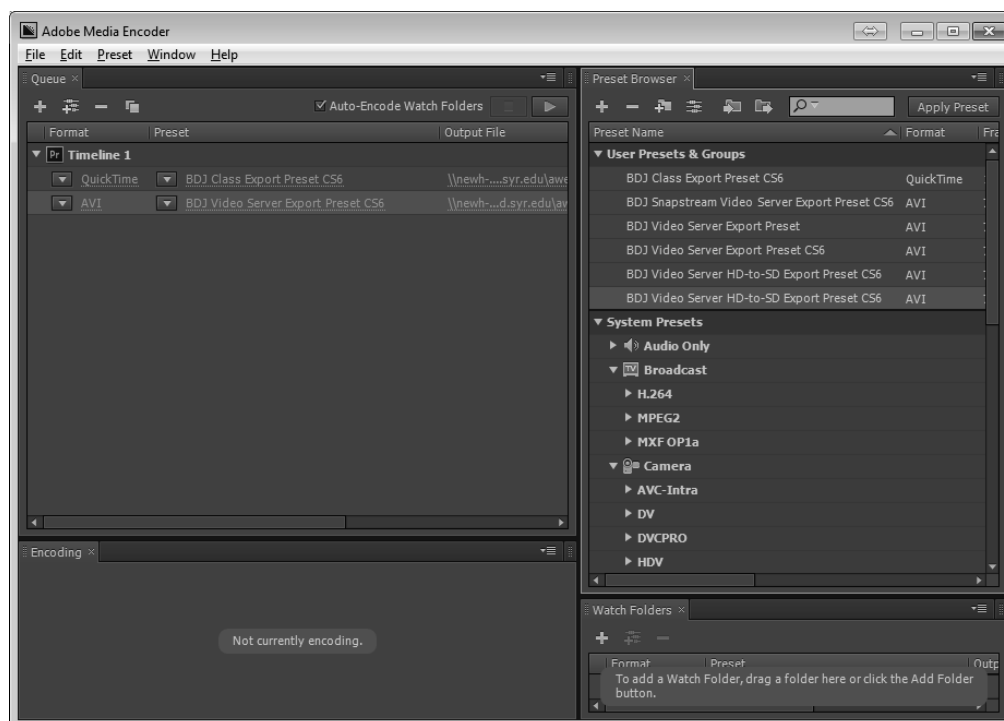
### c) *For SD Video (going to the Video Server)*

- Same as above (b) except use the *BDJ SD to HD SERVER EXPORT PRESET*

## Batch Export

If you have to export multiple versions of your file (one for class and one for the 360 video server, for example), you can perform a process known as a Batch Export.

Instead of pressing the Export button, press the Queue button. This will open Adobe Media Encoder and add your exported file to a queue for processing. You can then set the export settings for your exported versions by double-clicking on the desired export presets in the upper-right.



Once you're finished adding versions of the export to Media Encoder, you can press the green Start button in Media Encoder (upper-right side of the upper-left Queue window) to immediately begin the export process.

## **Keyboard Shortcuts**

*Shortcut keys will generally interact with the currently selected window (outlined in yellow in the Interface).*

KEY	SHORTCUT
ESC	STOP CAPTURE
~	TOGGLE FULL SCREEN
Q	GO TO IN POINT
W	GO TO OUT POINT
E	EJECT
R	REWIND
T	TRIM MONITOR
Y	SLIP
U	SLIDE
I	SET IN POINT
O	SET OUT POINT
P	PEN
A	TRACK SELECT
S	SNAP ON/OFF
D	CLEAR IN POINT
F	CLEAR OUT POINT
G	CLEAR IN AND OUT POINTS
H	HAND
J	SHUTTLE LEFT / PLAY BACKWARDS
K	SHUTTLE STOP
L	SHUTTLE RIGHT / PLAY FORWARDS
;	LIFT
"	EXTRACT
ENTER	BUILDING PREVIEW / RENDER
Z	ZOOM
X	RATE STRETCH
C	RAZOR
V	SELECTION
B	RIPPLE EDIT
N	ROLLING EDIT
M	MATCH FRAME
<	INSERT
>	OVERLAY
F1	HELP
F5	CAPTURE
F6	BATCH CAPTURE
PG UP	PREVIOUS EDIT
PG DOWN	NEXT EDIT
CTRL+M (or CMD+M)	EXPORT