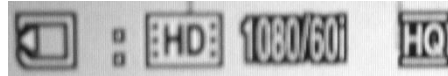


NCC NEWS ADOBE PREMIERE PRO CC QUICK GUIDE



a) Shoot video in HD

- a. Canon XF305: 50Mbps, 1920x1080, 60i
- b. Sony NX5: **HD 1080/601 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.proj**
- 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)**

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**

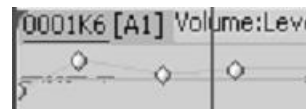
- c. Use **SHIFT+L** to playback clips 1 frame at a time for exact editing (or **SHIFT+J** for backwards, 1 frame at a time.)
- d. **SHIFT+I** and **SHIFT+O** go quickly to the IN or OUT point.
- e. Drag clip to Timeline; generally use tracks V1/A1/A2 (cgs to V2 or V3)
- f. To “fix” tiny-looking SD videos 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.

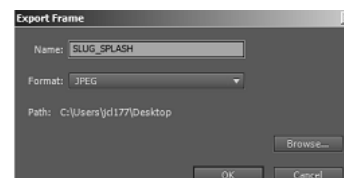
j) Fix Bad Video (White Balance, Brightness, etc.)

- 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, Click OK. (Example: 060516 City Budget SOT 4ps.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 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 .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**