**Adobe Premiere Cheat Sheet – Canon XF300/305**

[nccnewslinks.syr.edu](http://nccnewslinks.syr.edu) - manuals next to home

Step 1

reboot computer

Setup on External Hard Drive

on external hard drive, create *adobe premiere* folder

inside that folder create *premiere settings* folder and *premiere stories* folder

into premiere settings folder, drag premiere project folder from g drive

find this folder in:

g drive

newh

course folders

bdj

universal templates

drag over contents

Media Management

inside premiere stories folder, create folder with name and date of this project

inside that folder create a folder called *video* and a folder called *other elements*

open sd/cf card, do not change file names

for sd card: copy contents to video folder

for cf card: copy contents to video folder

eject sd/cf card

do this every time you do a new story

notes: voice track and still photo files go into other elements folder. Only video goes into the video folder.

Do not rename the folders on the sd/cf cards. If you have two cards, create Card 1 and Card 2 folders inside the video folder. Copy the private (sd) or contents (cf) of each card into the corresponding Card 1/Card 2 folder.

Open project

double click on adobe premiere in windows start menu

if adobe doesn’t stay open, clear space on your desktop/personal account, ie empty trash. adobe needs about 100mb of space to run

if you see media cache not found, click ok

File

open project

navigate to BDJ Class Preset CC 2019 which is on your external hard drive in the premiere settings folder (purple icon)

double click BDJ Class Preset CC 2019

file

save as

name project with date

save in premiere stories folder on external hard drive inside the folder with the name/date of this project

(if don't do save as, you can later go back to BDJ Class Preset CC 2019 on g drive and copy that anew)

Previous Audio Device no longer available 🡪 Yes

Default output 🡪 Speakers/Headphones or Realtek ASIO 🡪 OK

Preparing Premiere Timeline for Editing

edit

preferences

media cache

browse

navigate to premiere project folder you’re working on

\*\*note: do this step every time you open your project

save .cfa and .pek media cache files – unchecked

then media cache database

browse

navigate to premiere project folder you’re working on

"move the existing media cache database to new location or delete it?" move

other settings the same

ok

file

project settings

scratch disks

same as project on all

ok

save project again to maintain all you’ve just done

Importing Video to Premiere

Click on media browser at top of project bin

Navigate to video in story folder on external hard drive

Video appears

select all video files - control A

right click and select import

save project again to maintain all you’ve just done

leave media browser and return to project tab

change view: bottom left of video bin, click on icon that looks like a computer 

on thumbnail

scroll cursor to scrub video

click to reveal blue line to drag tab to scrub

to import voice track or still photos or other elements, use media browser to navigate to the files in the other elements folder on external hard drive, highlight, right click, import

Required Audio Settings

highlight all bin contents (turns lighter grey)

clip

modify

audio channels

in preset select mono (this separates audio into two channels)

ok

(do this **before** putting anything into the time line)

Reviewing the Video You Shot

double click video file

appears in preview window

space bar to play

jkl for back and forward

i/o for in and out

right click on preview video to remove in and out points

Choosing channels to use in timeline

The boxes checked (blue) in the left-hand V1, A1, A2 column determine what channels will be imported when you drag video to the timeline.

The boxes checked (blue) in the right-hand V1, A1, A2 column determine where the video will go when you drag video to the timeline.

Drag Video only: Drag Video 1 and Audio 1,

but not Audio 2:

Drag Video 1, Audio 1

and Audio 2:



Editing

Click on video with in and outs in the preview window and drag it to the timeline

“clip mismatch warning” - keep existing settings

Notice how you can determine where the video and audio tracks go

For a-roll: video in video track 1, reporter track and sots in audio track 2, nat sound pops in audio track 1

To expand a channel, drag lower edge of channel

drag cursor while pressing shift to snap to beginning or end of adjacent clip

drag without shift to move without snap

=/- is zoom in and out on timeline

\ fits timeline to window

i/o for in and out

right click on timeline in running time bar to remove in and out points

space bar to play

jkl for back and forward

left and right arrows to advance frame by frame

To Shorten or Lengthen Video Clips in Timeline

hover over beginning or end of the clip and wait for the red arrow to appear in the direction you want to adjust the clip (shorter or longer) and then click and drag to right spot

To Insert a Clip in the Middle of an Existing Track

click control and then drag from the preview window to the timeline (notice how the white arrows appear)

release the mouse click before letting go of control

To Remove Part of the Middle of a Clip

Set in and out points on either end of the section you want to remove

It will be highlighted in lighter blue

Select the tracks you want the selection removed from (right -hand column of video 1 audio 1/2)

Then click Lift  to delete the selection and leave a gap behind.

Or click Extract  to delete the selection and collapse the timline.

To Insert a Clip that’s longer than your editing space

In the timeline, set in and out points to mark where you want the new clip to go

In the preview window, set an in point where you want the video to begin

To insert click  at the bottom of the preview window

To overwrite, click at the bottom of the preview window



Mute/Unmute audio tracks

Click on the M; green = muted

To Get Rid of One Audio Track

ALT+click on the track you want to delete, once highlighted click delete.

Create subclip

In the source monitor, set in and out points.

Right click on the source monitor

Select: make subclip

Fill in the name of the clip (eg. mayor: I quit)

Uncheck “restrict trims to subclip boundaries,” then ok

Subclip appears as new file in video bin

Resize Video/Photos in Timeline View Box

(You may need to do this with cell phone video or photographs)

right click on mis-sized video in the timeline and then select Scale to Frame Size

you must do this for every piece of video that's not the right size. otherwise it will show up in the wrong size in exported file

If Scale to Frame Size doesn’t make the image large enough then:

Add the same undersized photo/video to both V1 AND V2 in the timeline

Scale to frame size

In project window (lower-left), 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).

You should see a blurred image behind the sharp image

\*If you don’t see these presets, import them from the PREMIERE PROJECT folder on your hard drive, using the drop-down menu next to the word EFFECTS on the EFFECTS tab.

Reopening Windows

to reopen source (preview) window: window, source monitor

to reopen program (timeline) window: window, program monitor

to reopen project (video bin) window: window, project

to reopen timeline: go to timeline icon in project bin and double click

Fading Audio with Key Frames

select pen tool 

click on the beginning and end spots on the audio

track where you want the fade to begin and end

dots will appear where you click

adjust gray/blue dots up or down to raise or lower audio

to delete key frame, click on existing key frame (gray dot turns blue) and delete

Voice Tracks with No Video

double click audio file to see in preview screen

set in and out points

cannot drag to timeline from preview window

instead drag audio only using waveform icon underneath preview window 

Dissolves

hover over the spot where two pieces of video meet and the red arrow appears

right click

apply default transitions

right click on dissolve in the timeline to delete/clear

Render

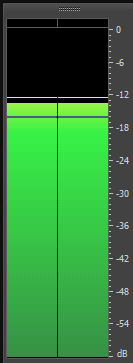
Set in and out points at beginning/end of timeline

Sequence

Render in to out

Audio Adjustments

to adjust audio within an entire clip, click on grey line in the *audio* track and raise or lower it

play the package

watch the audio meters to the right of the timeline as the package plays and adjust the grey line in each audio track up or down so the meters hit at approximately

-12 throughout the package

note: nat sound tracks will be lower than -12 so you can hear reporter voice track and sound bites clearly

note: nat sound pops should

not exceed -12

if it’s still not loud enough, highlight audio track you want to change (turns grey), right click, then audio gain, “adjust gain by” and enter a number up to 15. The higher the number, the louder the audio. Don’t waste too much time adjusting.

Supers (Lower Thirds, CGs), Full-Screen Graphics

copy existing lower third or graphic file in project bin

several times so you have a unique file for each

lower third and graphic

double click on ncc news lower third file

drag corners to expand entire window to make it easier to re-write the name

click and drag to highlight entire name and title and personalize

close window

find the personalized lower third in your project bin (if you can’t see it, drag the cursor at the bottom of the project bin to the right)

rename personalized lower third by clicking on file name

drag the file to the video track above the video you want to identify (must be V2 or higher). above, not on, your soundbite video track.

drag the lower third to make it longer or shorter

Reopening an Already Created Project

Open adobe premiere in windows start menu

Set media cache and database to project folder

Same as cheat sheet page1, top of column 2

Open project

Navigate to your project on your external hard drive

it may take a minute for adobe to find where all the video is.

let the program search for the video.

Export

render timeline to get rid of any red lines (see above)

set in and out points at beginning and end of story; drag cursor while pressing shift to snap to beginning and end of adjacent clip

in the right-hand V1, A1, A2 column, highlight all the tracks you want to export (don’t forget V2 and others)

unmute any audio tracks you want exported

file

export

media

**for web**:

in format dropdown menu choose H.264

in preset dropdown menu choose BDJ Class YouTube Preset.epr

If it’s not there, click folder icon with arrow: import preset

select BDJ Class YouTube Preset found in your premiere graphics folder on external hard drive

OK

Rename to BDJ Class YouTube Preset

save effects settings

save publish settings

ok

(after you’ve imported the settings once, you may be able to find BDJ Class YouTube Preset.epr in the Preset: dropdown menu; look there first before importing again)

**for server**:

in format dropdown menu choose MXF OP1a

in preset dropdown window, look for

BDJ newsroom export preset server.epr

If it’s not there, click folder icon with arrow: import preset

select BDJ newsroom export preset server.epr found in your premiere graphics folder on external hard drive

rename to BDJ newsroom export preset server.epr

save effects settings

save publish settings

ok

(after you’ve imported the settings once, you may be able to find BDJ HD server class preset in the Preset: dropdown menu; look there first before importing again)

**continue for both web and server:**

dexport video checked

export audio checked

rename project under output name with the name you

gave the project originally by clicking on the

blue project name given by the computer

save in today’s project folder

save

export

after exporting, play your mp4 file to make sure everything works

expect exporting to take 2 to 5 times as long as the package runs

Posting to Youtube

log in

upload

unlisted

select files to upload

title: your name story slug date

when upload is complete copy the full URL address that comes after:

*Upload complete! Your video will be live at:*

post that address to blackboard

you’re still not done: in order to double check that the link works, you must wait for YouTube to process the video. That can take five more minutes.

After processing is complete, play your link in blackboard to make sure both video and audio are there

youtube time stamp doesn't count. that tells when you started the upload. the blackboard time stamp is the one that counts.