# Adobe Premiere Cheat Sheet – Canon XF705

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Things you do only once

Setup on External Hard Drive

On external hard drive, create *adobe premiere* folder

Into adobe premiere folder, drag the BDJ Sample Project Folder.zip from G drive

Find this folder in:

G drive 🡪 NEWH-Filer 🡪 Course Folders 🡪 BDJj 🡪 Universal Templates 🡪 BDJ Sample Project Folder.zip

Preparing to edit a new story

Media Management

Right click 🡪 right click 🡪extract all 🡪 browse to Adobe Premiere folder 🡪 select folder 🡪 extract (PC) or Double click (Mac) on the BDJ Sample Project Folder.zip that’s inside the Adobe Premiere folder on your external hard drive

This creates a copy you can edit.

Rename the new folder (not the zip folder) with today’s project name and date

Graphics fonts:

Folder with today’s project 🡪 Font 🡪 HELVETICANEUELT-BLACKCOND.TTF

-PC: double click 🡪 click install at top

-Mac: double click 🡪 install

-Close font window

Open sd card, copy contents folder to footage folder

do not change file names, eject sd card

Do not rename the folders on the sd cards. If you have two cards, create folders called Card 1 and Card 2 inside the footage folder. Copy the contents folder of each card into the corresponding Card 1/Card 2 folder.

If you have smartphone video, copy it to the smartphone video folder

Copy your audio only voice track file to the voice track folder

Copy still images from the web or your phone to the images folder

If you’re using Bluetooth headphones, connect them now before opening Premiere

Opening a new story

Open project

Double click on Adobe Premiere in windows start menu or in mac applications folder

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

Open Project (PC) or File (Mac) 🡪 open project 🡪 external hard drive 🡪 folder with today’s name and date 🡪 Premiere folder 🡪 double click BDJ Class Preset CC 2021

Do you want to open the Audio Hardware preference? yes

Setting audio hardware

Edit (PC) or Premiere Pro (Mac) 🡪 Preferences 🡪 Audio Hardware 🡪

-Default Input: pick system default

-Default Output: pick where you want to hear 🡪 OK

Setting scratch disks

(PC) File 🡪 project settings 🡪 scratch disks or

(Mac) Scratch Disk Settings then browse 🡪 external hard drive 🡪 folder with today’s name and date 🡪 Scratch Disk 🡪 Select Folder

Do this for all the folders 🡪 OK

Edit (PC) or Premiere Pro (Mac) 🡪 preferences 🡪 media cache 🡪 browse 🡪 today’s project folder 🡪 scratch disk 🡪 select folder

save .cfa and .pek media cache files – unchecked

Then media cache database 🡪 browse 🡪 today’s project folder 🡪 scratch disk 🡪 select folder

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

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

File 🡪 save as

Today’s project name and date

Save in same Premiere folder

Auto save frequency

Edit (PC) or Premiere Pro (Mac) 🡪 Preferences🡪 Auto Save 🡪 set to 3 mins

Setting up workspace

Window 🡪 Workspaces 🡪 Editing

You should see four windows:

Bottom left – project (stores story elements)

Top left – source, effect controls, audio mixer tabs (shows selected story elements, effect controls like scale, audio mixer)

Bottom right – timeline (where you assemble story)

Top right – program (shows assembled story)

(If that doesn’t work: Window 🡪 Workspaces 🡪 Reset to Saved Layout)

Importing Video

Click on media browser at top of project window

External hard drive 🡪 today’s project 🡪 footage 🡪

Contents 🡪 clips001 🡪 video appears

click on one file then control A to select all files

right click and select import

If you see file import failure 🡪 OK

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

Required Audio Settings

Highlight all project window Canon video files only (turns lighter grey), excluding the timeline file

then clip 🡪 modify 🡪 audio channels 🡪 preset 🡪 mono 🡪 OK this separates audio into two channels

\*\*do this **before** putting anything into the timeline

\*\*only apply these settings to Canon video files; not timeline, not voice track, not still images, not smartphone video

After importing video and setting the audio settings, then import import voice track or still photos/images, using media browser to navigate to the files in the voice track and images folders on external hard drive, highlight, right click, import

\*\*do not apply audio setting to these files

Reviewing the Video You Shot

Double click video file

Appears in source window

Space bar to play

J-K-L for back and forward

I/O for in and out

Right click on source video to remove in and out points

Note: at the bottom of the source and program windows, set the left dropdown menu to fit (fits video to screen)



Set the right dropdown menu to ¼ (lower quality for smoother playback)



Choosing channels to use in timeline

The boxes checked (blue) in the left-hand V1, A1, A3 column determine what channels will be imported when you drag video/audio to the timeline.

The boxes checked (blue) in the right-hand V1, A1, A3 column determine where the video/audio will go when you drag video to the timeline.

Drag Video only: Drag Video 1 and Audio 1,

but not Audio 3:

 

Drag Video 1, Audio 1

and Audio 3:



If you have a clip loaded in the top left window (i.e. you double clicked it from the bin), use the video clip icon to drag video only onto the Timeline and the waveform icon to drag audio only onto the Timeline



Editing a new story

Click on video with in and outs in the source 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 V1, reporter track and sots in A1, nat sound pops in A3

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

J-K-L for rewind, stop and forward

Left and right arrows to advance frame by frame

Voice Tracks

Double click audio file to see in source screen

Set in and out points

If voice track recorded with video, select A1 A1 and drag to timeline.

If voice track recorded in audio booth without video, drag audio using waveform icon underneath source window 

To Shorten or Lengthen Video Clips in Timeline

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

Red tool, both clips are adjusted at the same time

Yellow tool, only one clip is affected

Cut off pieces of a clip

Use the razor tool to cut a clip and separate it from the adjacent clip.

To Insert a Clip in the Middle of an Existing Track

click control (PC)/command(Mac) and then drag from the source 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 1/3)

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

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

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 source window, set in and out points on the video you want to include

To insert click  at the bottom of the source window

Change clip speed (Fit to Fill) this makes the longer video go faster to fit the shorter space

To overwrite click at the bottom of the source window 🡪 Ignore Sequence Out Point



Mute/Unmute audio tracks

Click on the M; green = muted

If you mute or solo a track, make sure to uncheck it before exporting

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 project window

Or, set in and out points in the source monitor, click and drag the image from the source monitor to the Bin, and rename the clip

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 (adds a drop shadow) to the upper video layer (V2), and drag the SD-to-HD Bottom Layer (scales up and blurs) to the lower video layer (V1).

You should see a blurred image behind the sharp image

\*If you don’t see these presets: Effects tab, right click Presets folder 🡪 Import Presets 🡪 external hard drive 🡪 folder with today’s name and date 🡪 Presets

If you don’t see the effects tab, click on the double right arrows at the top of the source window.

Reopening Windows

To reopen project (story elements) window: window 🡪 project

To reopen source (preview) window: window 🡪 source monitor

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

To reopen program (shows timeline) window: window 🡪 program monitor

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

If you Control + Click on the volume line in the audio track in the Timeline

you can also click the Add Keyframe button

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

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

Audio Adjustments

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

If you can’t see the gray line, expand the audio track

Play the package

Watch the audio meters to the right of the timeline as the package plays and adjust the gray 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

Audio gain

If it’s still not loud enough, highlight audio track you want to change (turns gray), 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

Open the essential graphics window: Window 🡪 essential graphics

Go to your hard drive 🡪 folder with today’s name and date 🡪 BDJ\_MotionGraphicsTemplates\_2020 🡪 drag all the files into the essential graphics window

After importing the BDJ Motion Graphics Templates, open the Libraries Workspace: Window 🡪 Libraries

Click “Create New Library”

Enter BDJ Graphics and click Create

Go back to the Essential Graphics panel

In the search bar type BDJ

Select all (7) graphics templates, right click, copy to Library and choose BDJ Graphics.

You only have to do this once

To display graphics: Window 🡪 essential graphics 🡪 search for “BDJ”

Drag the graphic you want to the timeline where you want it above the video track - above, not on

drag the graphic left or right to make it longer or shorter

Once it’s in the timeline, click on the graphic 🡪 edit 🡪 fill in the appropriate text

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

If during render you get “error retrieving frame on export,” first make sure the Media Cache is set to the external hard drive (same as project)

If that doesn’t work then: In the timeline, set an in and out point at the beginning and end of the timeline

1. In the top menu, select Sequence 🡪 Delete render files in to out
2. After render files have been deleted, save the project.
3. In the top menu, select Sequence > Render files in to out
4. Once rendering is complete, look for any red lines.  If it is all green, then proceed to export.

Reopening an Already Created Project

Double click on adobe premiere in windows start menu or in mac applications folder

Edit (PC) or Premiere Pro (Mac) 🡪 preferences 🡪 media cache 🡪 browse 🡪 today’s project folder 🡪 scratch disk 🡪 choose

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

save .cfa and .pek media cache files – unchecked

Then media cache database 🡪 browse 🡪 today’s project folder 🡪 scratch disk 🡪 choose

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

Open project

Navigate to your project on your external hard drive

It may take a minute for adobe to find all the video

let the program search for the video.

Exporting

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, A3 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 import it by 

clicking on the folder with the right arrow 🡪 your hard drive 🡪 folder with today’s name and date 🡪 Presets 🡪 BDJ Class YouTube Preset.epr

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 import it by 

clicking on the folder with the right arrow 🡪 your hard drive 🡪 folder with today’s name and date 🡪 Presets 🡪 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:**

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 🡪 -Exported Files

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

Select files to upload

Title: your name story slug date

Yes, it’s made for kids

Next

Video elements 🡪 Next

Visibility 🡪 Save or publish 🡪 Unlisted

Video published 🡪 copy Video link

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.