## NCC NEWS ADOBE PREMIERE PRO CC QUICK GUIDE

## Shoot video in HD

    a. **Canon XF305: 50Mbps, 1920x1080, 60i**

## Open project:

**a)** Navigate to Desktop>Class Files>Universal Templates>BDJ Sample Project Folder

**b)** Then copy this folder to your portable drive. You can reuse this downloaded project in the future, on any computer.

**c)** Open the file BDJ Class Preset CC 2024  (or whatever the most recent version is; prior projects can be found in the Backup folder.)

**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 (right click>RENAME)

**e)** Preparing Premiere Timeline for Editing

**f)** Select Edit>preferences>media

    *a.* save media cache files… – should be checked

        - **Do NOT save to anywhere on the C: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive!**

    *b.* then: under media cache database

        - **Do NOT save to anywhere on the C: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive!**

    *c.* 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

    *a.* Choose "same as project" on all, select ok

**h)** save project again to maintain all you've just done

## Import or capture video:

    **IMPORT VIDEO (for existing video files)**

    *a.* **File>Import, then navigate to clip(s)** (or double-click in Project Window)

    *b.* **For CNN Newsource, use HD 1080i NTSC (or SD 16x9 NTSC) clips if possible**

    *c.* **It's OK to import SD files (like some CNN Newsource files; fix them later in the timeline)**

## 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!**

## 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.  If there is empty black space around the video, right click on the clip and select SCALE TO FRAME SIZE. If there are still spaces on either the sides or the top and bottom, select the clip, go to the Effects tab of the leftmost monitor, and change the scale

g.  To create a blurred background for a picture or SD video:

- 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.

## 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 anchor mic!

b.  To adjust the volume of individual audio clips in the Timeline, click and drag the white line that runs through the audio clip up or down. The default volume is set to 0db. You can also keyframe from the Timeline, just press Control and click where you want to add the keyframe, or press the Add Keyframe button (shown left). Use this to make several volume adjustments on a single clip.

c.  Normalizing Audio - for packages. Only normalize one channel at a time, one for NAT sound and the other for your VO track

- Highlight the audio tracks you want to normalize
- right click, select Audio Gain from the dropdown
- Normalize All Peaks to -9, then click OK

d.  you still need to check that voices are hitting at -12dB
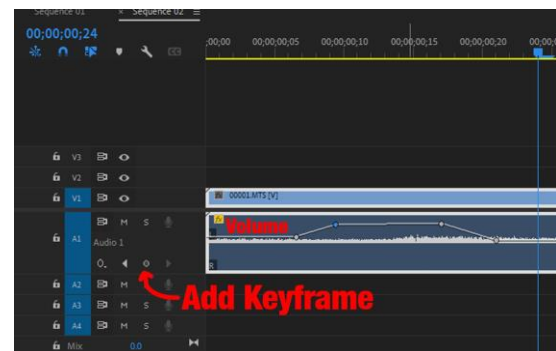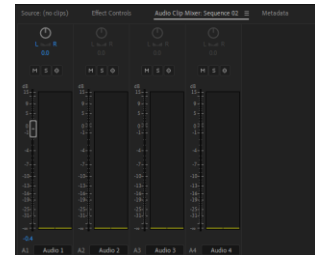
## Set SD safe margins if exporting to the video server:

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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.**

## Make edits in timeline:

a. <u>Overlay Edits</u>

**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. <u>Insert Edits</u>

**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. <u>Replacement Edits</u>

**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.**

## Add dissolves (transitions)

a. **In the lower left-window, choose Effects tab>Video Transitions>Dissolve**

b. <u>To apply a dissolve,</u> **click on the icon next to the Cross Dissolve transition and drag it from the Effects panel <u>to the edit point between clips in the timeline</u>.**
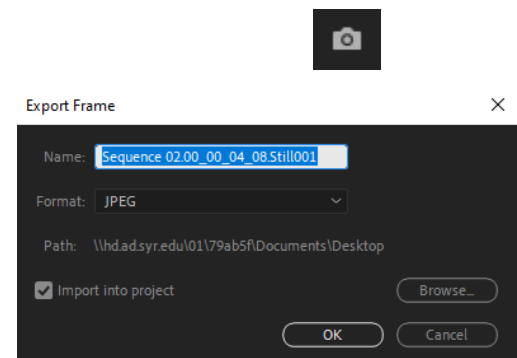
## Fix Bad Video (White Balance, Brightness, etc.)

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**

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

## 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 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, uncheck Import into project, and press the OK button.**

Export Frame                                         ✕

Name:  Sequence 02.00_00_04_08.Still001

Format:  JPEG                          ∨

Path:  \\hd.ad.syr.edu\01\79ab5f\Documents\Desktop

☑ Import into project                        Browse...

OK          Cancel

## Exporting Video

## For Class Review or NCC News Online

- **Make sure the blue playhead 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, or, with the Timeline window highlighted, press Control + M, or click the Export tab at the top. You'll see in the preview window the video you're about to export.**
- **In the left-hand pane, select H.264 from the 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 three dots to the right of the Preset drop-down list and choose Import Preset.  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 text next to Location. 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) Do not use punctuation except for _ and do not leave a space after the name (i.e. FileName .mxf)** ❌
- **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 wherever you need to.**

## For the Nexio HD Video Server

- **Make sure the blue playhead 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, or, with the Timeline window highlighted, press Control + M, or click the Export tab at the top. You'll see in the preview window the video you're about to export.**
- **In the left-hand pane, select MXF OP1a from the 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 three dots to the right of the Preset drop-down list and choose Import Preset.  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 text next to Location.  In the Save As window that appears, navigate to where you want to save your video ad 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 file names may not have more than 32 characters total! Do not use any characters but letters and numbers in a filename! Do not use punctuation except for _ and do not leave a space after the name (i.e. FileName .mxf) ❌

- **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.

# Adobe Media Encoder

If you need to quickly re-export a file (not the correct codec) or you have multiple timelines to export, use Media Encoder

a. To re-export a file to the correct codec (keep in mind this will not fix major issues like missing audio/video and the final product should be checked for quality)
   i. Open Media Encoder
   ii. Either drag and drop the file from Windows Explorer or Mac Finder into the right pane or navigate in the left pane to find your file and drag it over to the right (you can also double click in the right pane)
   iii. Click on the blue text under either Format or Preset and set your format and preset as needed.
   iv. From that same window, you can rename the file and where you want to save it in the Output name field
   v. Make sure that both audio and video are checked and click OK
   vi. in the top right of Media Encoder is a green Play button, click this to start the process

b. To export multiple timelines from Premiere
   i. Go through the export process as usual but instead of clicking Export, click Send to Media Encoder
   ii. If Media Encoder is not already open, it will open automatically
   iii. once the top right pane is populated with your file, go back to Premiere and repeat the export process for another Timeline (as many times as necessary)
   iv. Once all of those are loaded in the Media Encoder, click the green Play button in the top right

# PART 1: OPENING THE PROJECT, IMPORTING/CAPTURING VIDEO
# PART 2: EDITING IN THE TIMELINE
# PART 3: EXTRA EFFECTS AND EXPORT

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# 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 computer.*
  - *Open the file BDJ Class Preset CC 2022.proj*

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**IMPORTANT: 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.**

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**Click on EDIT>PREFERENCE>MEDIA, and make sure all files are being saved to this same folder <u>on your portable drive.</u> 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"**
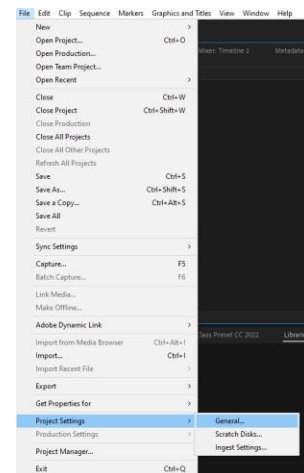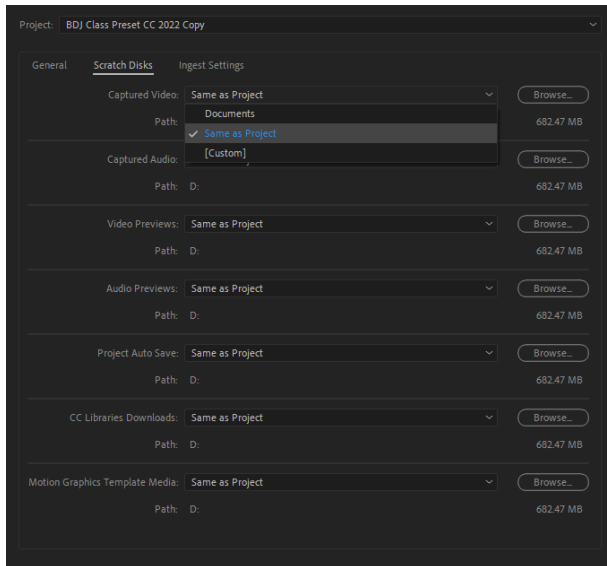
The most important thing about this window is where you put things.

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.

## Auto Save Settings
Edit > Preferences > Auto Save > Adjust the "Automatically Save Every" with how many minutes > click OK

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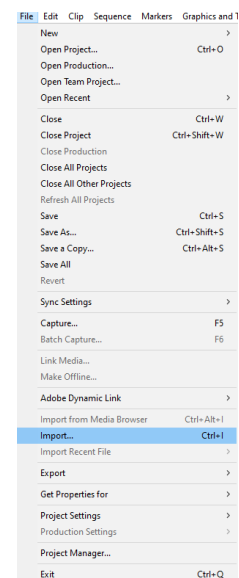
*Note: don't panic if after import you see a pop up that says some files are "unsupported", this is just the program's way of sorting out information associated with the clips that it does not need.*

## 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 handheld 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 <u>before you edit</u> – 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 <u>the new clips only</u>, 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:
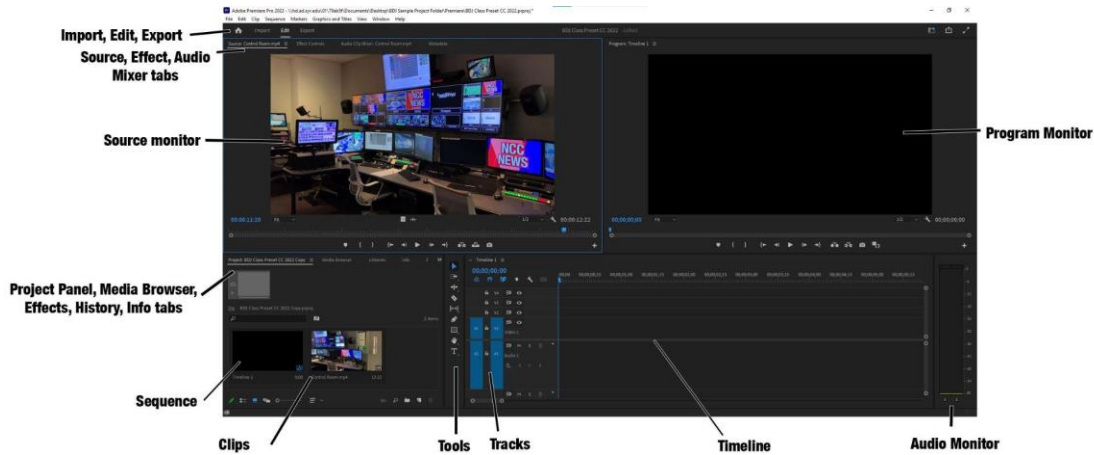
**If your Workspace does not look like this, check that you are in "Editing." (WINDOW>WORKSPACE>EDITING)**

**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.**

**The Record monitor has the same buttons, with a couple changes**



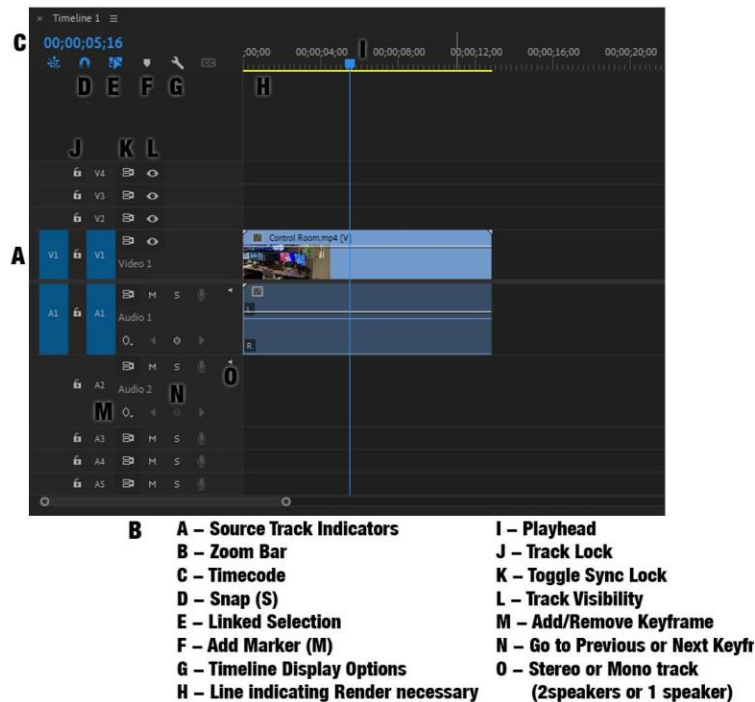**Basically, when you double click a clip in the bin it opens in the "Source" window.**

**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:

    *a.*   *Set In Point icon ▮ or the I key*

    *b.*   *Set Out Point icon ▮ or the O key*

**A – Source Track Indicators**     **I – Playhead**
**B – Zoom Bar**                    **J – Track Lock**
**C – Timecode**                    **K – Toggle Sync Lock**
**D – Snap (S)**                    **L – Track Visibility**
**E – Linked Selection**            **M – Add/Remove Keyframe**
**F – Add Marker (M)**              **N – Go to Previous or Next Keyfr**
**G – Timeline Display Options**    **O – Stereo or Mono track**
**H – Line indicating Render necessary     (2speakers or 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 [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  [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:**
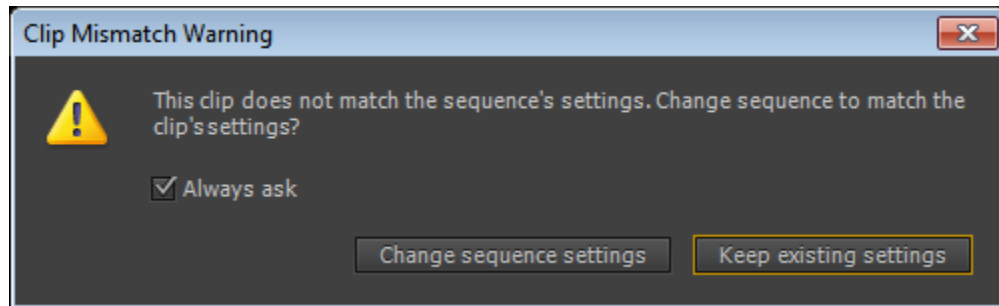


- **Do <u>NOT</u> change the sequence settings – click on KEEP EXISTING SETTINGS**
- **The video will appear very small in the timeline:**



- **Right-click the SD timeline clip and select SCALE TO FRAME SIZE – the video will expand to fill most of the window.**
- **To create a blurred background for a picture or SD video:**
  - **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 gray 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 of 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.
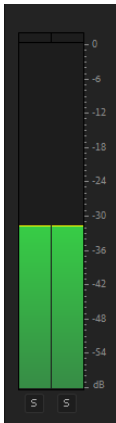
The audio monitor indicates the overall volume levels. Good audio levels will peak between -12 and -6 on the meter and will be indicated by green bars
(or bar if your master track is mono). Levels that peak above -6 will turn yellow.  These are still good levels if they are peaking just above -6.  If 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).
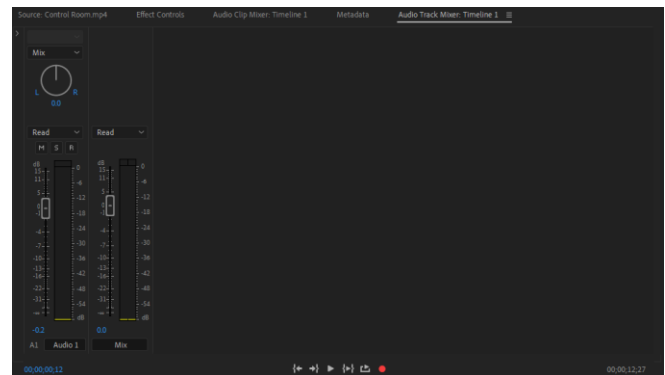
NOTE:  audio levels on VOs played back through the new studio should be set to about -35; this is IMPORTANT, or it will drown out the anc mic!

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 keyframes 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.
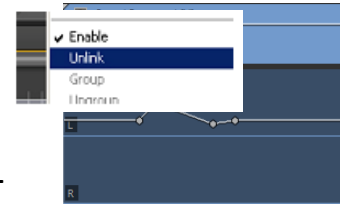
## Adjusting the Volume of an Entire Track or Sequence

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.

**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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**Selection Tool (V)**
**Track Select Forward (A)/Track Select Backward (Shift + A)**
**Ripple Edit (B)/Rolling Edit (N)/Rate Stretch (R)/Remix**
**Razor Tool (C)**
**Slip (Y)/Slide (U)**
**Pen (P)**
**Rectangle Tool/Eliipse Tool/Polygon Tool**
**Hand Tool (H)/Zoom Tool (Z)**
**Type Tool (T)/Vertical Type Tool**
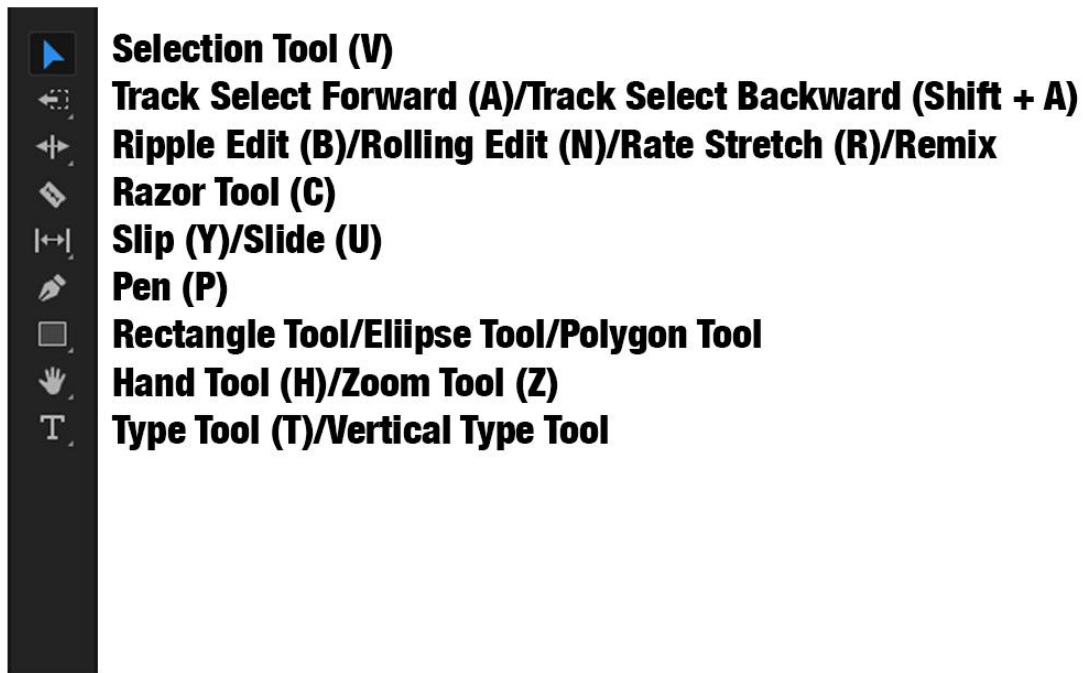
Selection Tool - select, move, lengthen and shorten elements
Track Select Forward/Backward Tool - select all the clips on the timeline from the left or right of the playhead
Ripple Edit Tool - lengthens or shortens a clip without changing the duration of surrounding clips
Rolling Edit Tool - move the point where one clip ends and the other begins
Rate Stretch Tool - increases or decreases the speed of clips, adjusting a clip to fit in the Timeline
Remix Tool - analyzes music clips to create a remix of the song, including cuts and crossfades
Razor Tool - place the playhead and use the Razor tool to make a cut in the segment
Slip Tool - change a clip's In and Out points within the timeline while maintaining the clip duration
Slide Tool - Move a clip back and forth in the timeline, while simultaneously adjusting adjacent clips to compensate
Pen Tool - create keyframes on the audio tracks to adjust volume, or keyframes on the video tracks to adjust opacity
Rectangle/Ellipse/Polygon Tool - create shape graphics
Hand Tool - Drag the timeline view left and right
Zoom Tool - zoom in and out of the timeline, also can hold down Alt + scroll wheel, to show an entire sequence in the timeline, press (\)
Type Tool - create a text box
Vertical Text Tool - create a vertical text box

## 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.

# 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.  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.

## 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 Rolling Edit Tool, also known informally as the Red Bracket Tool. If used on an edit point between clips, this changes the point at which the edit occurs, and does not change the duration of either clip. If you use the Red Bracket Tool on an edit point that is not touching another in the sequence, the gap between the clips is maintained.

Place your cursor over an edit point until it turns into a yellow bracket with a single arrow. This is the Ripple Edit tool, or Yellow Bracket Tool. This adjusts the edit point and moves all the other clips the same direction and duration as you move the edit.

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 palette lives underneath the Media Browser tab.  To apply an effect, choose it from the palette 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.
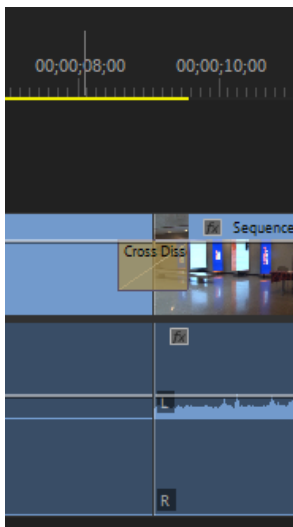


The effect may require rendering for it to play out smoothly.

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.**
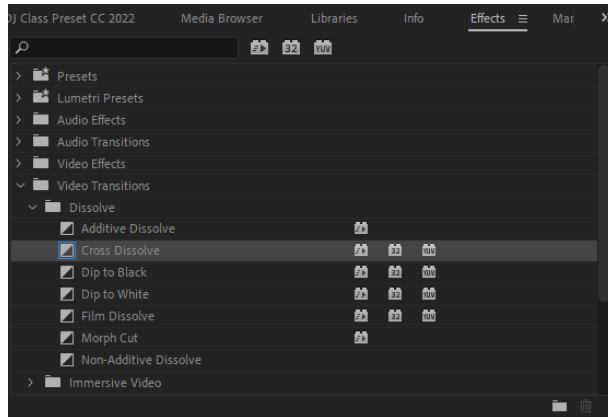


**You can also apply a transition by placing the playhead at the desired transition point in the timeline, then pressing Ctrl+D to apply your default defect (which is set to Cross Dissolve by default).**

**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.

Stopwatch
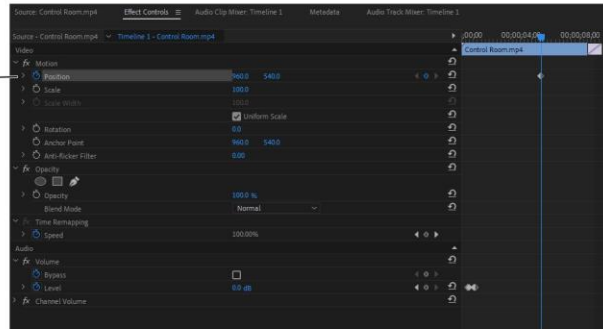
# The "Ken Burns"
# Effect - adding movement to video or still photos

Once the image is imported and on the Timeline, select it, then click on the Effect Controls tab

Put the playhead where you want the effect to begin

Make adjustments to the image, for example - if you want to move the image left to right, increase the size of the image and move the position to the left

Click the Stopwatch for Position (this creates a keyframe)

Move the playhead where you want the effect to end

Adjust the position value so that the image moves to the right. A keyframe is automatically added

You can do any combination of movement with keyframes, size the image up and down for a zoom, or change the position for a pan or tilt

## 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/Motion Graphics

You can create any text you need to with the Text Tool, but there are preset Motion Graphics Templates for all NCC News and MOTH lower thirds and full screens.

Copying Motion Graphic Template files
   1. Navigate to the CLASS FILES>UNIVERSAL TEMPLATES folder and go to
BDJ Sample Project Folder
SAVE THIS FOLDER TO YOUR PERSONAL DRIVE OR DESKTOP
Opening Premiere
   2. In the Premiere subfolder of the BDJ Sample Project Folder, open the BDJ
      Premiere Class Preset (e.g., …2021.proj)
Premiere Essential Graphics Panel
   7. In the top menu, go to Window > Workspaces > Essential Graphics
   8. At the bottom right of the panel, click the Install Motion Graphics Template
      icon.
   9. Navigate to the folder on your hard drive where you saved the
      BDJ_MotionGraphicsTemplates_2020 folder.
   10. Select a template file from the list, and click Open
Repeat steps 8 & 9 above until you've installed all the Motion Graphics Templates.
   11. After installing all the Motion Graphics Templates, In the search bar
      towards the top of the panel, type in NCC or MOTH and press enter.
   12. Highlight all of the files that you just installed.
   13. Right click on the files, and choose, Copy to Library > BDJ Graphics
      Templates
   14. The graphics templates will load into your libraries panel.
      Libraries Panel
   15. Automatically, the Libraries panel will open up a list all of the installed
      graphics templates in the BDJ Graphics Templates folder.
How to use BDJ Motion Graphics Templates
   1. Open your Libraries panel.
   2. Choose BDJ Graphics Templates from the library dropdown.
   3. This will load the BDJ graphics templates into the Libraries panel.
   4. Drag the template you want to use into the timeline.
   5. Switch to the Essential Graphics Edit tab.
   6. In the Essential Graphics panel, modify the available areas.  (Source Text)
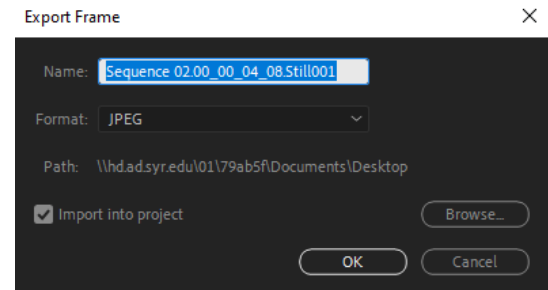   7. Click out of the panel to see the modification
Repeat for whenever adding new template graphics.
NOTE: The first time you add a motion graphics file to your Timeline, it will take a little while to load.

## 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.

Export Frame

Name: Sequence 02.00_00_04_08.Still001

Format:  JPEG

Path:  \\hd.ad.syr.edu\01\79ab5f\Documents\Desktop

☑ Import into project          Browse...

OK          Cancel

**You can also use this feature to create freeze frames for your project. Make sure to click the Import into project checkbox so that the file is automatically brought into your project.**


# 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 entire sequence is selected. If you are using In and Out marks, make sure they encompass the whole thing. If you are not using marks, make sure there are none on the timeline.**

**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.  Press the \ key to show your entire filled timeline to double check that you haven't missed anything.**

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

**Make sure that you have your timeline or program window selected.**

**Go to File > Export > Media or press Control + M.  When the Export Settings window appears, double-check the timeline in the right pane. If you are using In and Out**

**marks, select that from the Range drop down menu. Leave the Range as Entire Source if the only thing on your timeline is what you are exporting.**

## Exporting For Class Review or NCC News Online

- Make sure the blue playhead 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, or, with the Timeline window highlighted, press Control + M, or click the Export tab at the top.** 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 left-hand pane, select **H.264** from the **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 three dots to the right of the Preset drop-down list and choose Import Preset.  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 text next to Location. 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) Do not use punctuation except for _ and do not leave a space after the name (i.e. FileName .mxf) ✖
- 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 wherever you need to.

## Exporting For the Nexio HD Video Server

- Make sure the blue playhead 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, or, with the Timeline window highlighted, press Control + M, or click the Export tab at the top.** 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 left-hand pane, select **MXF OP1a** from the **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 three dots to the right of the Preset drop-down list and choose Import Preset.
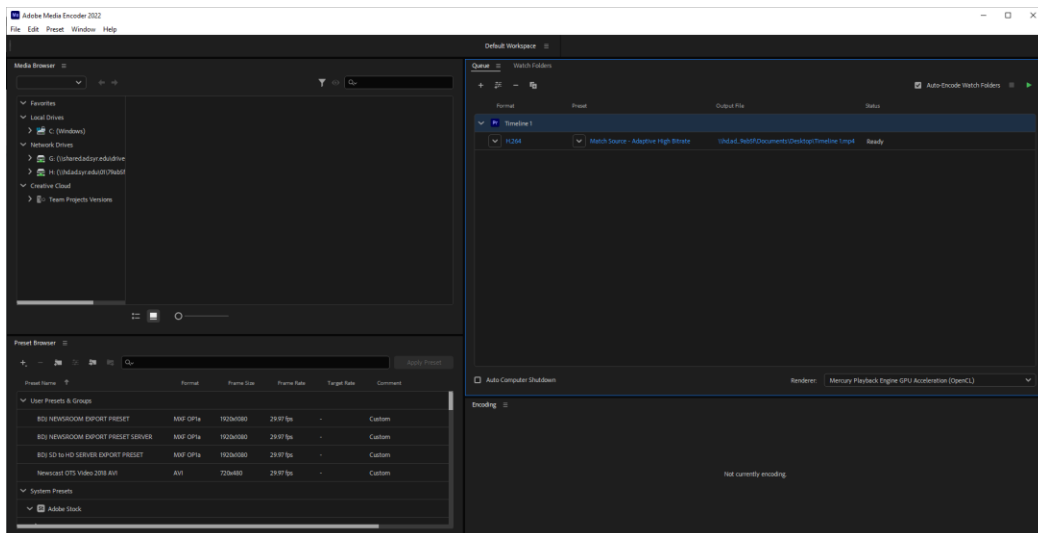
In the window that opens, navigate to the **PREMIERE PROJECT** folder you downloaded and select **BDJ NEWSROOM EXPORT PRESET**. Do not rename it when prompted, but **DO** CHECK the SAVE FILTER SETTINGS and SAVE FTP SETTINGS.

- Click on the text next to Location.  In the **Save As** window that appears, navigate to where you want to save your video ad 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 file names may not have more than 32 characters total! Do not use any characters but letters and numbers in a filename! Do not use punctuation except for _ and do not leave a space after the name (i.e. FileName .mxf) ❌
- 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.

# Batch Export with Adobe Media Encoder

If you have multiple timelines to export or need to quickly re-export a file (not the correct codec), use Media Encoder

a. To re-export a file to the correct codec (keep in mind this will not fix major issues like missing audio/video and the final product should be checked for quality)
    i. Open Media Encoder
    ii. Either drag and drop the file from Windows Explorer or Mac Finder into the right pane or  navigate in the left pane to find your file and drag it over to the right (you can also double click in the right pane)
    iii. Click on the blue text under either Format or Preset and set your format and preset as  needed.
    iv. From that same window, you can rename the file and where you want to save it in the Output name field
    v. Make sure that both audio and video are checked and click OK
    vi. in the top right of Media Encoder is a green Play button, click this to start the process

b. To export multiple timelines from Premiere
    i. Go through the export process as usual but instead of clicking Export, click Send to Media Encoder
    ii. If Media Encoder is not already open, it will open automatically
    iii. once the top right pane is populated with your file, go back to Premiere and repeat the export process for another Timeline (as many times as necessary)
    iv. Once all of those are loaded in the Media Encoder, click the green Play button in the top right

## SOLVING ADOBE PREMIERE PRO PROBLEMS

**If Premiere crashes, one or more of these steps should solve it:**

1)      **Make sure you have enough SU disk space:**
        **On a BDJ lab computer, click the FILE EXPLORER icon along the taskbar, and choose THIS PC along the left. Check the available space on the DOCUMENTS H: drive and any other portable drive you may be using**
        **In the above screenshot, the DOCUMENTS (H:) drive bar is BLUE, indicating available space; if it is RED, this can make weird things happen, including preventing Premiere from even opening. Clean out all unnecessary files on that drive.**

2)      **Remove Documents>Adobe folder**
        **On the BDJ lab Windows PC you are using, open the File Explorer icon along bottom Taskbar, and delete this entire folder:  This PC\Documents\Adobe**
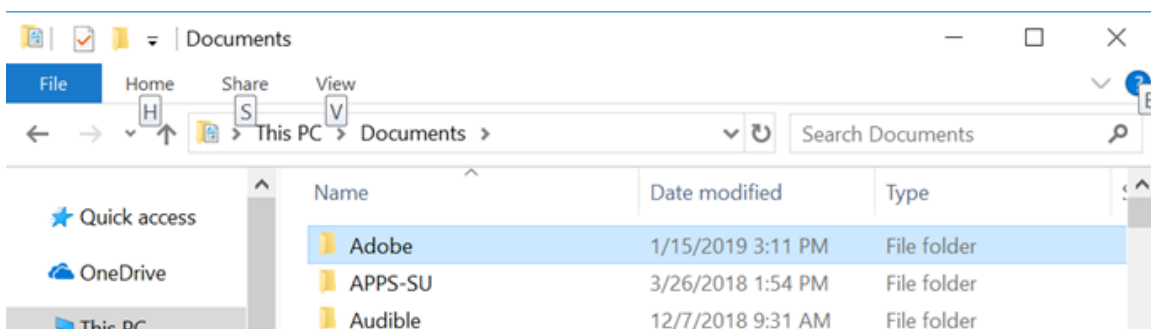


3)      **Change internal Premiere settings**

Make sure you are using BDJ's provided generic Premiere Pro project template (e.g., "BDJ Class Preset CC 2021.proj", available from Desktop>Class Files>Universal Templates>Premiere Project—DOWNLOAD ENTIRE FOLDER! Open this file for each story, then immediately SAVE PROJECT AS, with an appropriate filename. Starting projects from scratch can lead to crash problems.)

   a. Select Edit>Preferences>Media Cache
      i. Location: Do NOT save to anywhere on the C: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive, or ISIS Z: drive!
      ii. Then: under Media Cache Database
      iii. Location: Do NOT save to anywhere on the C: drive!! Browse/navigate to the Premiere project folder you're working on, on your portable drive, or ISIS Z: drive!
      iv. When asked "move the existing media cache database to new location or delete it?" Choose Move other settings the same, select OK
   b. Select File>Project Settings>Scratch Disks
      i. Choose "same as project" on all, select ok, then SAVE PROJECT. Even better, save your Generic project .proj file with these settings, so all future uses of it are already set correctly.

## 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 |