

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

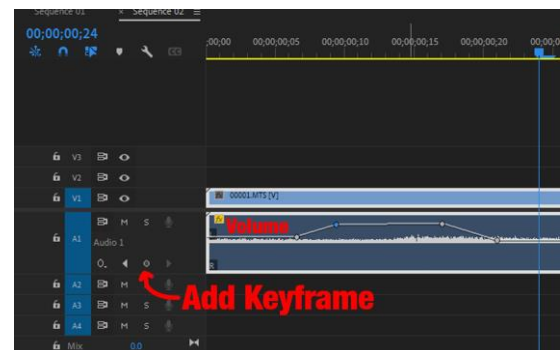
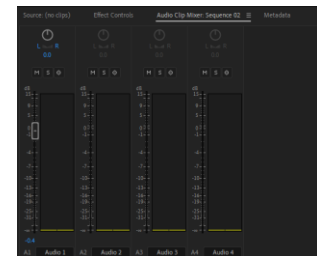
- b. Set Out Point icon  or the O key
- c. Use **SHIFT+L** to playback clips 1 frame at a time for exact editing (or **SHIFT+J** for backwards, 1 frame at a time.)
- d. **SHIFT+I** and **SHIFT+O** go quickly to the IN or OUT point.
- e. Drag clip to Timeline; generally use tracks V1/A1/A2 (cgs to V2 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:

- 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. 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.

Add dissolves (transitions)

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

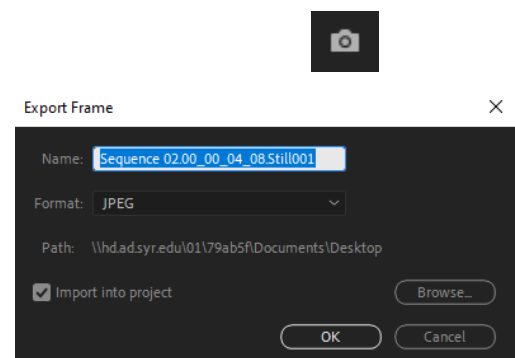
Fix Bad Video (White Balance, Brightness, etc.)

- Effects tab > Video Effects > Color Correction
- 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

- 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.



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 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 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