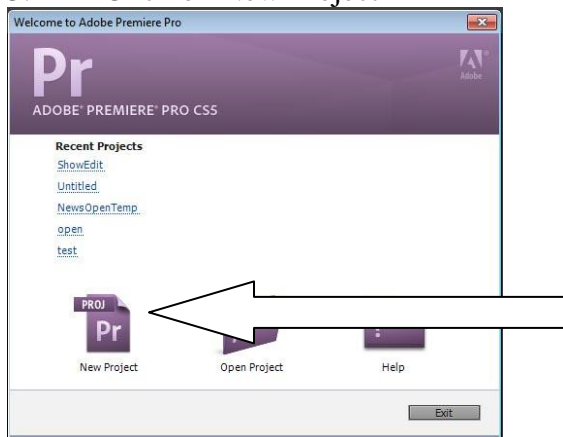


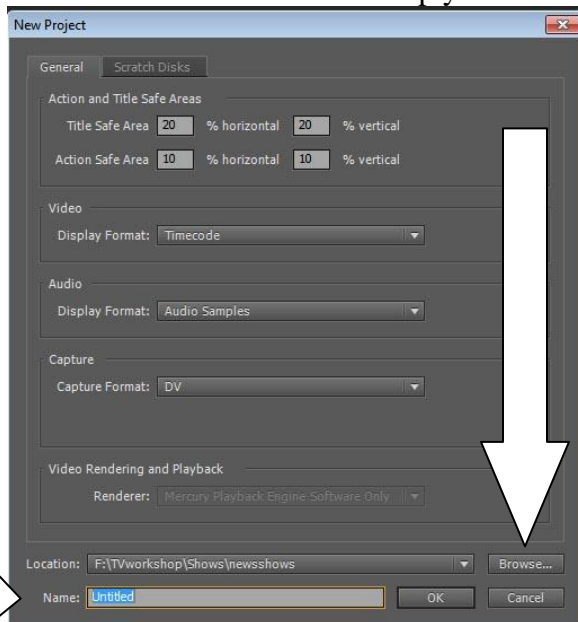
Premiere Setup, Editing and Fine Tuning Procedures

Setting up the Project

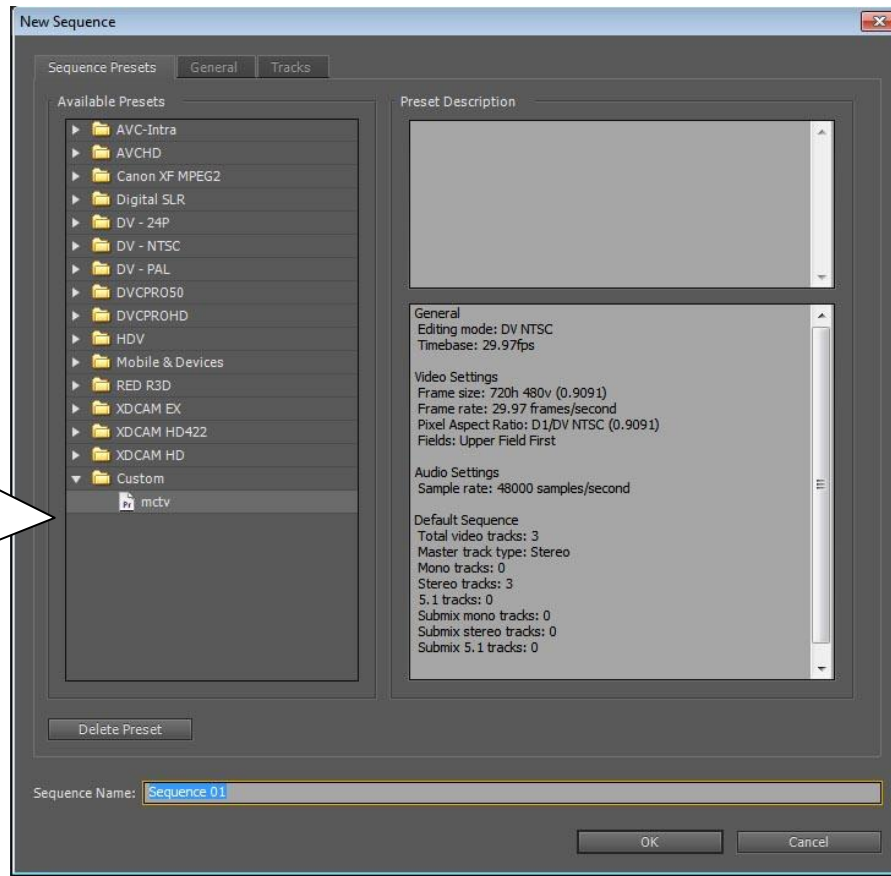
1. Log in as Administrator (Saturday if the password)
2. In the top right corner of the screen is a folder of Adobe Master Collection. Open that folder and click on Premiere
3. Click on New Project



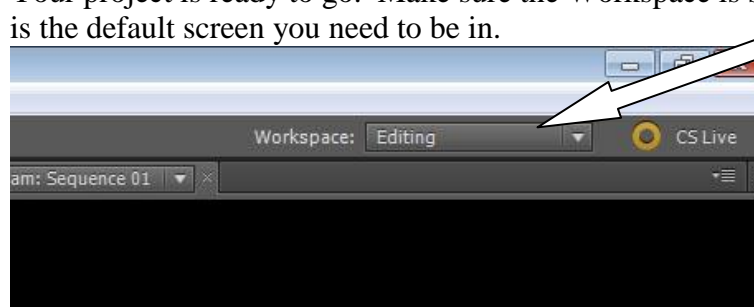
4. Click on Browse to set up your folder (lower right)



5. Navigate to My Computer and choose the Media Storage and open the appropriate folder (example: for MCTV open TVworkshop)
6. Click on New Folder... right click on the new folder and rename it (use your name or the name of the project) Click on that folder... Click OK in the browse window.
7. Type in a name for the project and click okay.

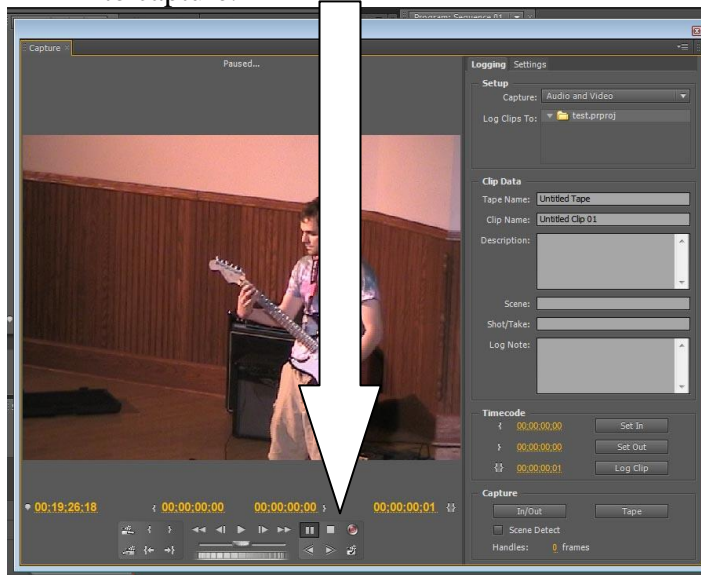


8. Click on the MCTV preset in the custom folder in the Sequence Preset Windows
9. Click okay.
10. Your project is ready to go. Make sure the Workspace is set to editing. (This is the default screen you need to be in.

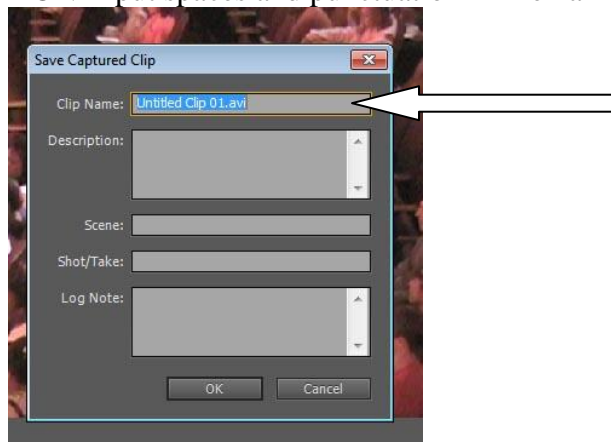


Capturing Video

1. *Hook up your camera to the Fire-wire cable to the computer.* The fire wire port is on the right side of the computer.
2. *To capture video into the computer.* Click on File>Capture. To simply record footage in, you hit the play button and then hit the red record button to capture.

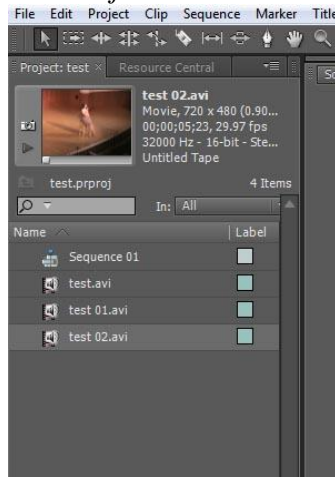



3. *To stop capturing and save the file.* Click on the stop button. A window will open asking for a file name. Give the file a name and hit okay. **DON'T** put spaces and punctuation in file names.



Basic Editing

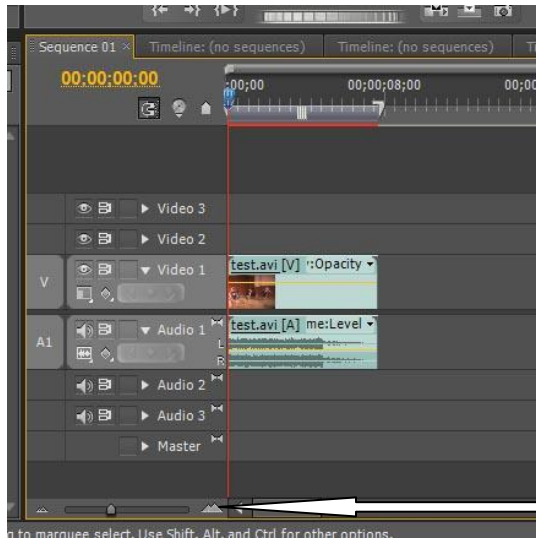
1. *The Project Window shows all of the clips you captured.*



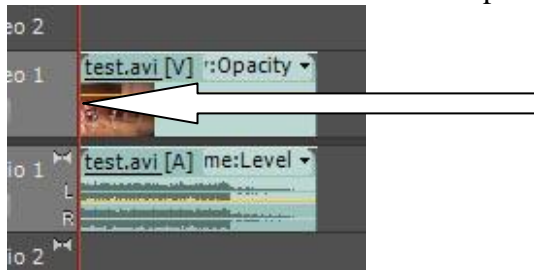
2. By double clicking on the symbol  by the individual clip it will appear in the left monitor in the monitor window.




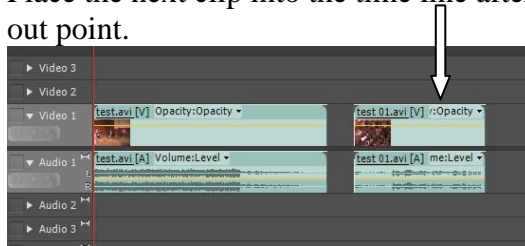
3. *Editing a clip in the timeline.* Click on the symbol by the clip and drag the clip and drop it into the timeline.



4. To zoom in so you can see to edit better (click on zoom bar)
5. Place the cursor on the start of the clip.

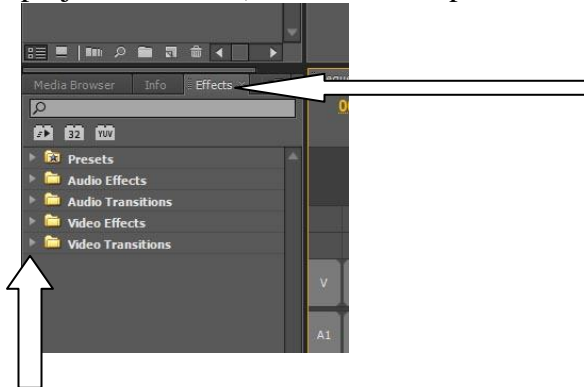


6. You should see a symbol that looks like this.  Click and hold. Move the mouse and stop at the point in the video you wish it to start. This is called the in point.
7. Repeat the process for the end of the clip, called the out point.
8. Place the next clip into the time line after the last clip and set the in and out point.

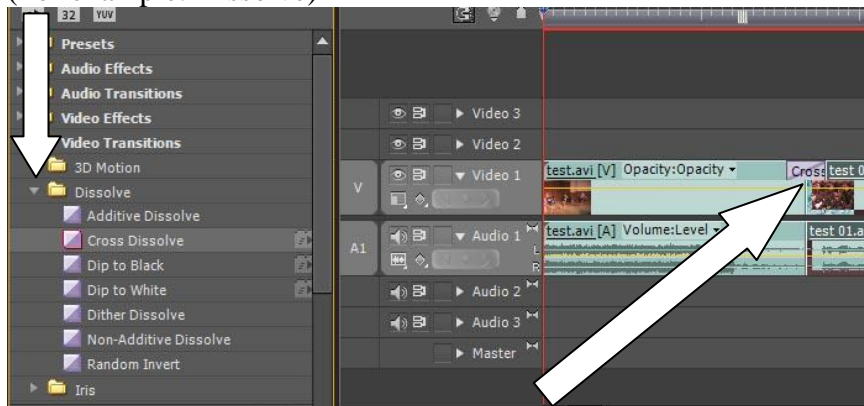


9. Mover the second clip so it touches the first clip. A large black line will appear when the clips are touching.

10. *Adding a video transition.* Go effects tab in the window below the project window. (this should be opened, if not click on its tab)



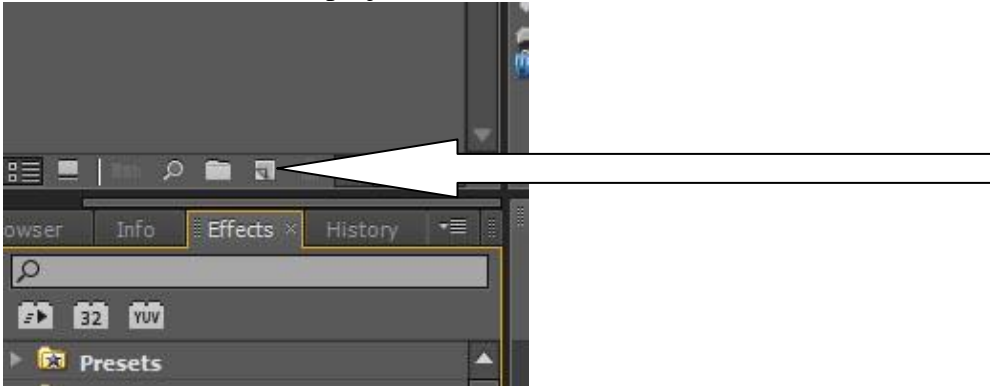
11. Click on the arrow and open the Video Transitions folder.
12. Click on the arrow and open the folder for the type of transition you want. (For example: Dissolve)



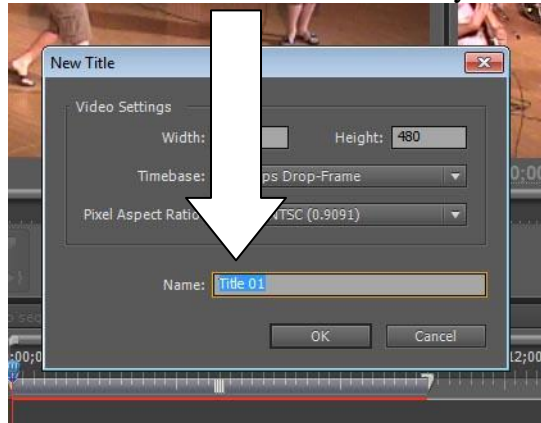
13. Click and drag the desired effect down and drop it between the two clips you want to transition.

Adding CG (Graphics)

1. To create a text graphic or CG (for example: a title page for your show). At the bottom of the project window, Click the New Item icon and select Title.



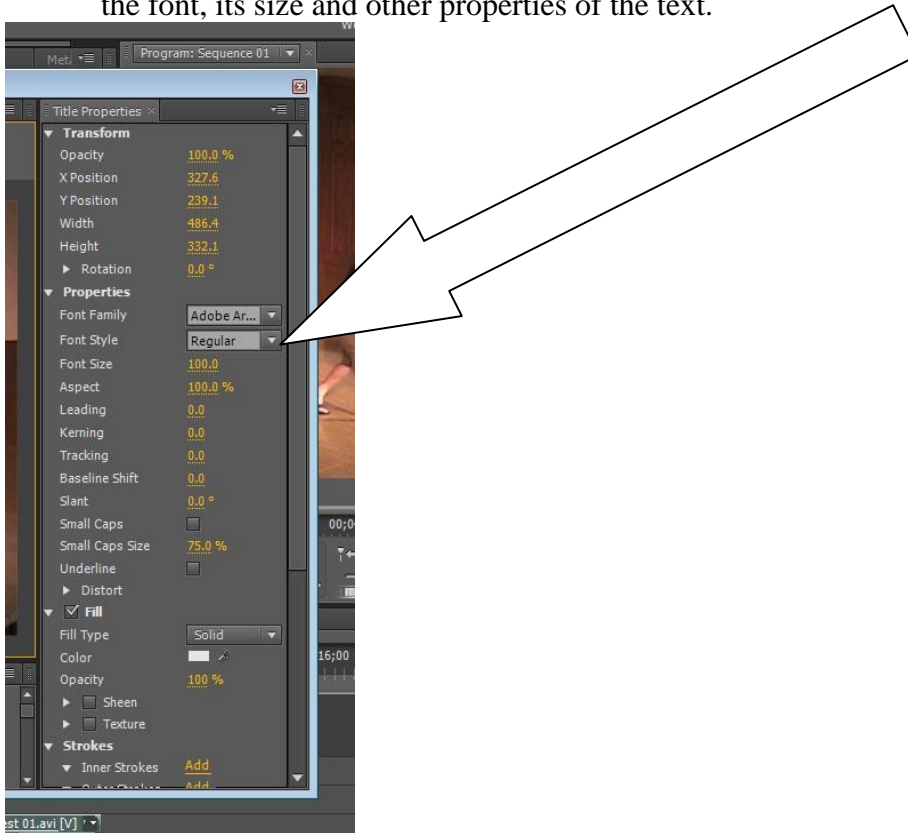
2. Give the title a name and click okay.



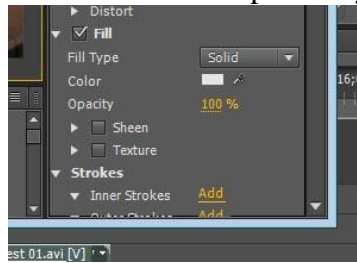
3. This opens the title creator. Click on the Text Tool and then Click on the screen and type your graphic.



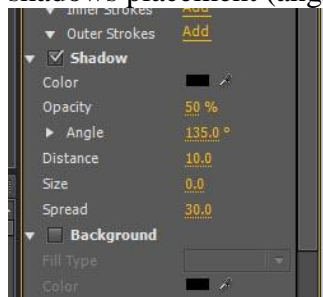
4. Highlight your text and look to the right of the window. Here you can change the font, its size and other properties of the text.



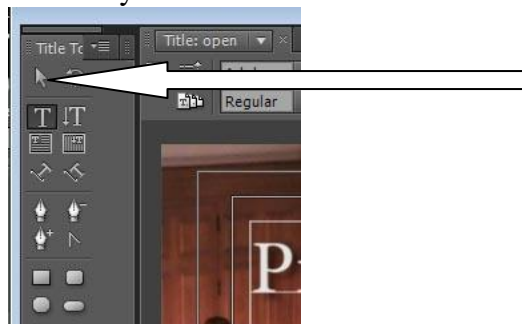
5. Click on the arrow by the word fill. Here you can change the color of the text by clicking on the square next to color or using the eyedropper. Also you can make the text transparent by tuning down the opacity percentage.



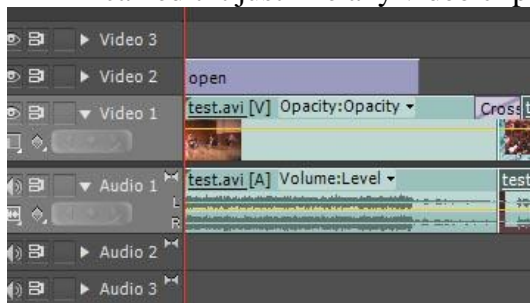
6. Click on the arrow next to Shadow and check the box. This will add a needed shadow to the text. The other controls will allow you to manipulate the shadows placement (angle & distance) its size and its transparency (opacity).



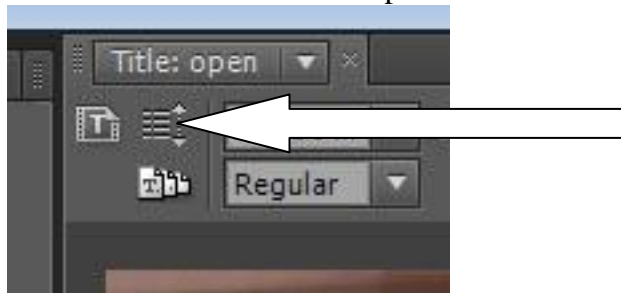
7. Click on the arrow in the toolbar. Click and move your text box to the location you would like.



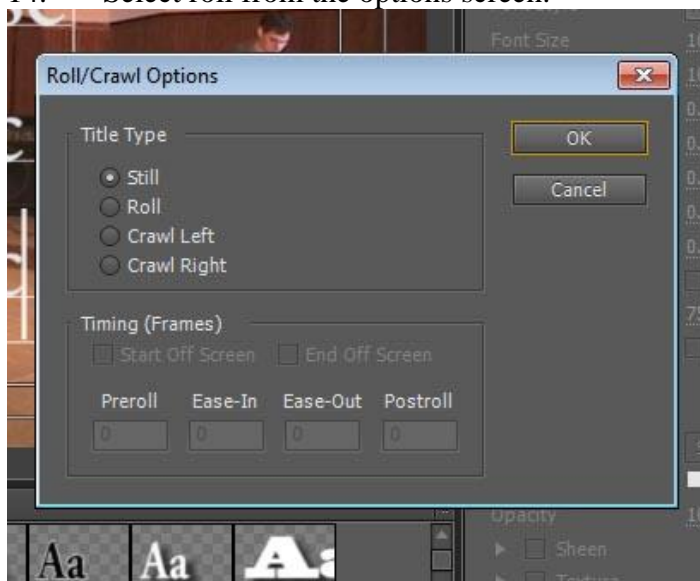
8. You can create multiple text boxes and place them as well.
9. If you are done, Click the red X on the title creator window.
10. The CG will now appear in the project window (as a .prtl file).
11. Then you can click and drag the file to the spot in the timeline you want the graphic to appear over the video. The title will default to 5 seconds long, you can edit it just like any video clip.



12. *To create a Roll Graphic* (for example: credits for your movie)- Follow the same above procedure and type the whole roll.
13. Click on the Roll Crawl options button.



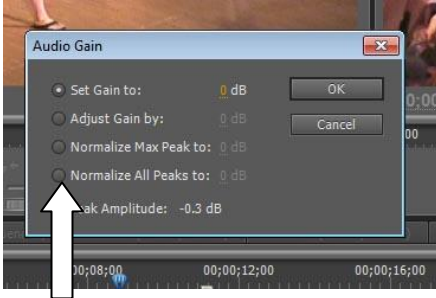
14. Select roll from the options screen.



15. Click on the Start Off Screen and End Off Screen buttons to set the roll.
16. Click Okay and save the file.
17. The length of the credit roll will be set by after placing the file in the time line, expand it to the length of time you wish the credit roll to be seen.
18. *To create a Crawl Graphic* (A scroll at the bottom of the screen like on the cable news channels). Use the same procedure as above, but select Crawl (either right or left) from the options window.

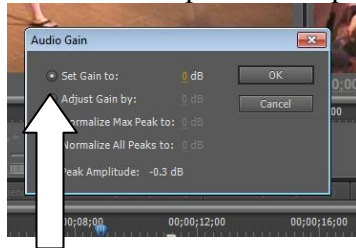
Fine Tuning Audio

1. *To level off the audio levels of your main audio sources* (for example: narration, interview bytes, dialogue). In the timeline, Right Click on the audio line of that clip....



In the pop up menu select Audio Gain. Click on Normalize All Peaks to: and Click Okay.

2. *Adjusting audio levels of broll* (for example: the natural sound from the footage you edit over your narration). In the timeline, Right Click on the audio line of that clip.... In the pop up menu select Audio Gain.



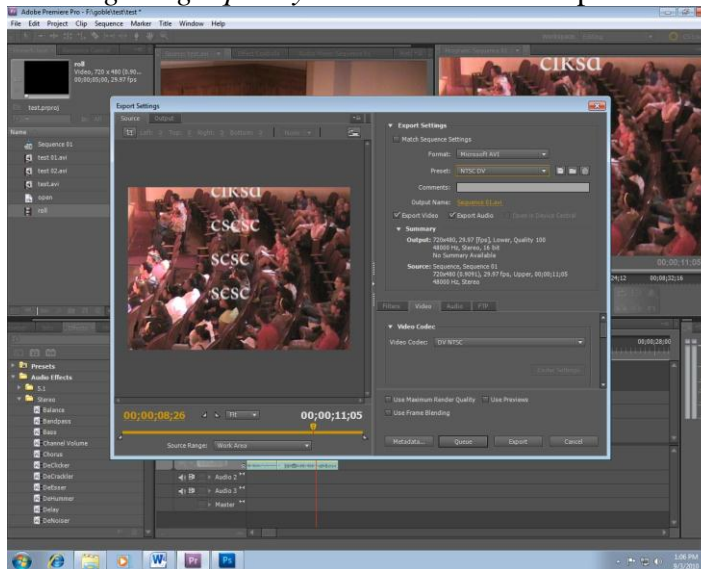
3. Set Gain To: should be selected. Put the cursor on the number and mover left to lower and right to increase volume..
4. *To equalize audio recorded on the external mic into the camera* (for example: interview bytes recorded using the shotgun or handheld mic). Go to the Effects tab. Click and open the Audio Effects Folder and then open the Stereo folder.



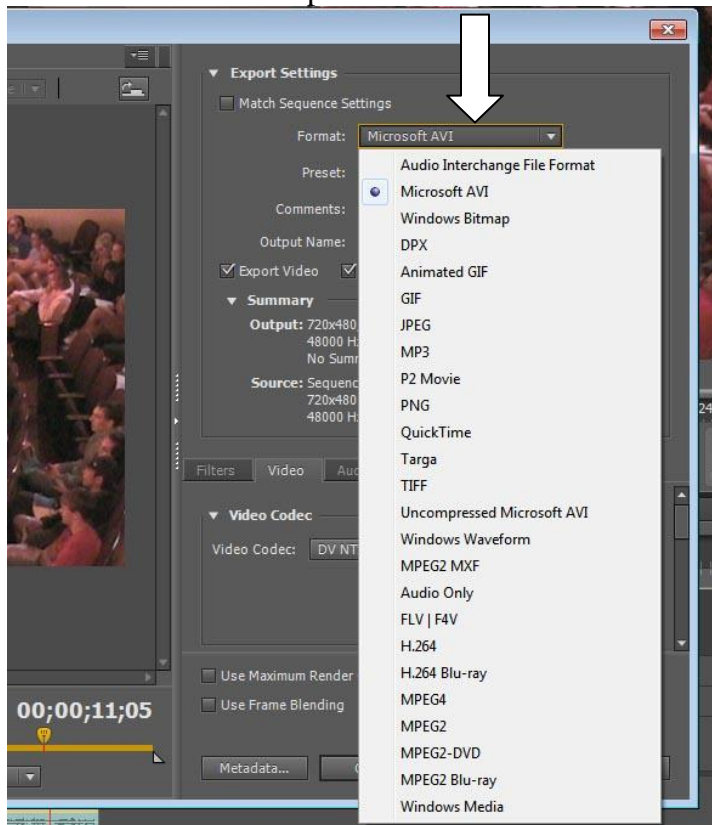
In that folder there is an icon called Fill Left. Click and Drag that down to the timeline and drop it on the audio clip. (what this does is take the mono recording from the mic and make it stereo)

Creating a Final Movie

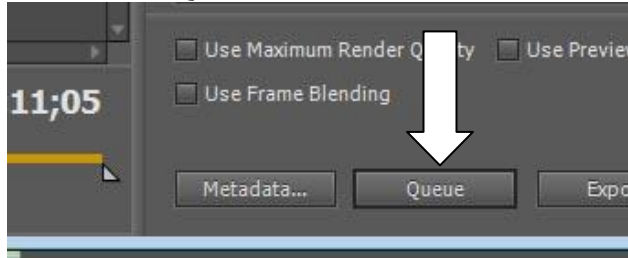
1. *Creating a high quality .AVI.* Click File>Export>Media.



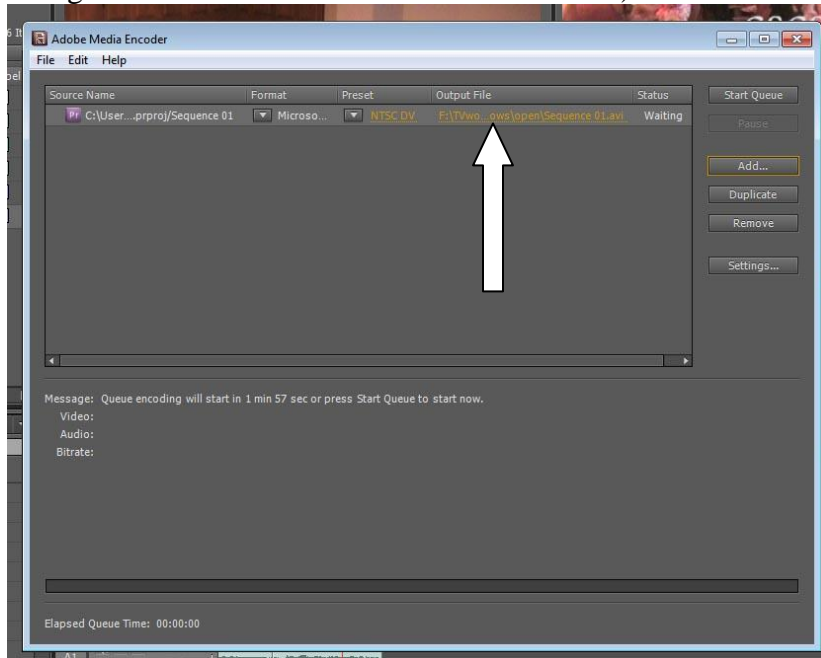
2. Click on the format drop down menu and select Microsoft AVI.



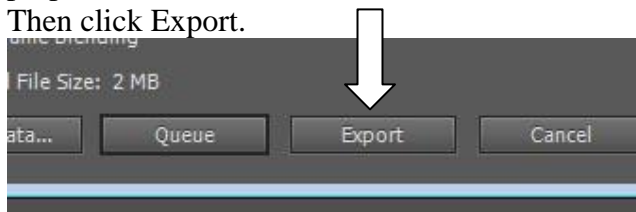
3. Click on the Queue button. The Media Encoder will then open up.



4. Then click on the OutPut File Name for your clip. (This allows you to change its name and send it to the correct folder).

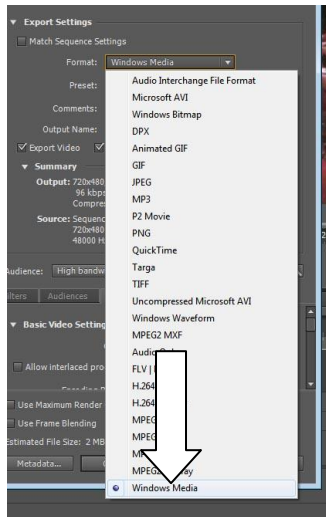


5. Change its name to a logical file name and make sure it is going to the proper folder. Click Save.
6. Then click Export.



7. *Creating a web quality .WMV.* Click File>Export>Media

8. Click on the format drop down and select Windows Media



9. Just like when creating an AVI, click the Queue button, change the filename and location, click save and then export.