Instructions on How to Ingest Footage and Start a

Project in Adobe Premiere 2023

1. Insert **SD Card** into the slot on the front of the PC.



- 2. Double click the "ThisPC" icon on the desktop. Double click the D:Data Drive.
- Inside of the D:Data drive locate the 2023-24 folder. Click on this and select whichever hour your class is. (1st Hour, 2nd Hour etc.). Then, click on your name.
- 4. Create a folder in your **"name folder"** with the name of your project. This is where you are going to store all your footage and Adobe Project.



- 5. You are now going to select all your clips on your **SD card** and load them into the folder with your name. Select a clip and then hit **Control A**, this selects all clips. Drag them into the folder.
- 6. Now, launch Adobe Premiere which should be on the desktop. A screen should appear that looks like this.



In the upper left-hand corner there's a box where you need to name your project.

A	Import	Edit	Export		
Project name				Project location	~
FAVORITES	s			🔽 > Tutorial > Going Home project > Footage 🛨	

Type the name of your project in the box and choose a location to where you will need to save your project. Save it to the same folder as to where you have your video clips stored.

7. On the same screen, you can also name your Sequence. This is located on the

right-hand side of screen.



8. Next, at the bottom of the screen. Select "Create".



9. Once you choose **"Create"**. Premiere will take you to the main editing page.



Down in the left-hand corner is the area where you will import your footage.

Project: Untitled ≡ Untitled.prproj	Media Browser	Libraries	Info	Effects	Marl »
					0 items
	Im	iport media to start			
/ = = =	o =	₹ ~		= م	₹

10. Right click in any area and a window will appear.



11. The next screen that will appear is: Double Click on 2023-24



12. After Double Clicking the 2023-24 folder. Double Click on which ever hour

your class is.

$\leftarrow \rightarrow \checkmark \uparrow$ $\square \rightarrow$ This PC \rightarrow DATA (D:) \rightarrow 2023-24 \rightarrow \checkmark \heartsuit					Search 2023-24			Q
rganize 🔻 🛛 New fold	ler							?
o Creative Cloud Fil	Name	Date modified	Туре	Size				
T. DC	🔄 1st Hour	9/12/2023 7:50 AM	File folder					
This PC	2nd Hour	9/12/2023 8:26 AM	File folder					
3D Objects	3rd hour	9/25/2023 11:06 AM	File folder					
🔜 Desktop	Exported Segments	9/27/2023 12:53 PM	File folder					
Documents								
Music								
E Pictures								
Videos								
🏪 Local Disk (C:)								
DATA (D:)								
🛆 Google Drive (G:								
Network								
	Image Sequence							
File n	ame:			~	All Support	ted Media		~
	<u>1</u>		/			-		

13. You will then see a screen with your name. Double Click on your name.

Pr Import						×
🗧 🕂 🔶 🔶 Thi	is PC > DATA (D:) > 2023-24 >	1st Hour »	~	Ğ	Search 1st Hour	م
Organize 👻 New folde	er					•
Creative Cloud Fil Creati	Name Sarah	Date modified 9/25/2023 7:54 AM	Type File folder	Size		
*	Image Sequence					
File na	ame:		Import F	~ Folder	All Supported Media	∼ Cancel

14. The next screen that will appear has the name of your project. In this case,

this project is called edit 1.

Pr Import							×
← → ~ ↑ 🔒 > Thi	s PC > DATA (D:) > 2023-24 >	1st Hour 🔹 Sarah 🔌	~	õ	Search Sarah		م
Organize 👻 New folde	r -					ĒΞΞ ▼ [
😸 Creative Cloud Fil ^	Name	Date modified	Туре	Size			
This PC	edit 1	9/27/2023 8:36 AM 9/27/2023 8:36 AM	File folder File folder				
🔜 Desktop 🔮 Documents							
Downloads Music							
Videos							
DATA (D:)							
Network							
	Image Sequence						
File na	ame:			~	All Supported	d Media	~
			Import	Folder	Open	Ca	ncel

15. After you double click on your project name folder, a screen will appear with all your clips.

Pr Import								×
$\leftarrow \rightarrow \checkmark \uparrow$ \square > This PC	> DATA (D:) > 2027	⇒ 1st Hou	r > Sarah > edit 1	>	ٽ ~	Search edit 1		Q
Organize 👻 New folder							•	?
 Documents Downloads Music Pictures 	15h	5	2020 - 2024 THS S YOUR "YEAR TO					Â
🔛 Videos 🏪 Local Disk (C:)	edit 1	00000	00001	00002	00003	00004	00005	
DATA (D:) \$7B985727A04E 2022-23		2 4					O	
2023-24	00006	00011	00012	00013	00015	00016	Lamp - Yume Utsutsu (Instrumental)	
3rd hour Exported Seg	C							~
∏ In File name:	nage Sequence					 All Supported 	Media	~
L					Import Fold	er Open	Cancel	

16. You need to only click once on the folder. You will then need to click on the box on the bottom of the screen that reads "Import folder".



17. The clips will then be located in your bin at the bottom left-hand corner.



18. Double Click The last step will be to drag a clip from the bin over into the timeline. This sets the timeline to the proper resolution for your project.

