Adobe Premiere Pro CC Panels



The "Effects Control Panel"

This is where you control or adjust your effects. It is often nested under the Source monitor.

The "Program Monitor"

This is where you will watch your video on the timeline/sequence as you "scrub" the timeline or play it from start to finish.

The "Audio Meters"

This is used to visually monitor

the level of audio in your project.

The "Source Monitor" This is where you preview and trim your clips during the rough cut process.

The "Project Panel" This is where you import and organize all your media, titles and sequences.



The "Tools Panel" This is where you access the tools. The "Sequence Panel" This is where you will build your video sequences.

This is where you will find your effects and transitions. It is often nested under the Project Panel.

Program Monitor

This is a key panel in the Adobe Premiere Pro interface because it will show you the final video you are creating. You will also use it to control some of the editing function you do on the timeline.

Take some time to review the tools and functions for this panel.



Program Panel 01

A - Step back one frame: This button allows you to move back on frame.

B - Mark In : This button is used to set an In point on the timeline. Editors often use the In/Out buttons in conjunction with the Lift and Extract buttons to edit your video on the timeline.

C - **Button Editor:** This is used to customize the buttons in this panel. You can add or subtract buttons to fit your needs.

D - Lift: Once you set In/Out points you can use the Lift button to remove video from the timeline. The lift button will leave a gap in the timeline. It also copies the video to the clipboard so you can paste it in another location.

More on page two





Program02

- A Export Frame: This button will allow you to export a still image from anywhere on your timeline
- **B** Go to Out: This button will jump the current time indicator to the end of the timeline.
- C Play: This button will play the video (I usually use the spacebar instead)

D - **Mark out:** This button is used to set an Out point on the timeline. Editors often use the In/Out buttons in conjunction with the Lift and Extract buttons to edit your video on the timeline.



Program Panel 03

A - Settings: This button will allow you to control the settings for this panel.

B - **Extract:** Once you set In/Out points you can use the Lift button to remove video from the timeline. The lift button will leave a gap in the timeline. It also copies the video to the clipboard so you can paste it in another location.

- C Go to In: This button will jump the current time indicator to the beginning of the timeline.
- D Add Marker: This button will add a marker to the timeline

Source Monitor

This is a key panel in the Adobe Premiere Pro interface because it the place that most editors use to trim their during the rough cut stage.

Take some time to review the tools and functions for this panel.



Source Monitor 01

A - Drag Video Only: This button allows you to drag just the video from the source monitor onto the timeline. Editors usually use the mark In/Out buttons first to bring just part of a clip onto the timeline.

- B Add Marker: This button will add a marker to the clip.
- C Settings: This button will allow you to control the settings for this panel.

D - **Insert:** This button is used to add the clip from the source monitor onto the timeline at the current time indicator. The Insert button will add the video and move all other clips down on the timeline.





Source Monitor 02

A - Drag Audio Only: This button allows you to drag just the audio from the source monitor onto the timeline. Editors usually use the mark In/Out buttons first to bring just part of a clip onto the timeline.

B - **Overwrite:** This button is used to add the clip from the source monitor onto the timeline at the current time indicator. The Overwrite button will add the video and replace any video on the timeline.

C - Go to Out: This button will jump the current time indicator to the end of the timeline.

D - Mark Out: This button is used to set an Out point on the timeline. Editors often use the In/Out buttons in conjunction with the Insert and Overwrite buttons to add video from the source monitor to the timeline.



Source Monitor 03

A - Button Editor: This is used to customize the buttons in this panel. You can add or subtract buttons to fit your needs.

B - Export Frame: This button will allow you to export a still image from anywhere within your clip

C - Step one frame back: This button allows you to move back on frame.

D - Mark In: This button is used to set an In point on the timeline. Editors often use the In/Out buttons in conjunction with the Insert and Overwrite buttons to add video from the source monitor to the timeline.

Sequence/Timeline

An editor's canvas is the timeline so understanding the buttons and interface within this key panel is critical.

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Sequence

A - Toggle Track Output: This button hides and shows each video track just like layers in Photoshop.

B - **Mute:** This button will mute or turn off the sound on individual audio tracks.

C - Current Time Indicator (CTI): This shows an editor the current location on the timeline that is being played back on the timeline. You can scrub this back and forth. You can also click anywhere on the time ruler to have the CTI jump to that location.

D - FX Badge: This will change color when you apply an effect to a clip.

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Timeline

A - Playhead Position: This indicates the time location of the CTI. *I often will type a number here to go to a specific location on the timeline.*

B - In Point: This is an In point on the timeline. It is often used with the Lift/Extract buttons to remove part of a clip.

C - **Out Point:** This is an Out point on the timeline. It is often used with the Lift/Extract buttons to remove part of a clip.

D - Time Ruler: This indicates the time location of the CTI within the timeline.

Tools

Understanding each of the tools in Premiere Pro is essential to being a good editor. Luckily, Premiere has the least number of tools to learn than any of the other apps.



Tools 01

A - Slide: This tool is used to move a clip on the timeline without changing the clips In/Out points of the selected clip but changing the In/Out points of the clips on either side.

B - **Rate Stretch:** This tool is used to change the speed (slow down or speed up) of a clip. It is great for filling in gaps or shrinking clips to match music provided that the speed of a clip will look good.

C - **Selection:** This tool is used to select clips, move clips and trim the In/Out points of clips on the timeline.

D - **Razor:** This tool is used to split a clip.

Tools 02

A - Forward Selection: This tool is used to select and then move all the clips forward. Great if you need a gap in your timeline.

B - Rolling Edit: This tool is used to change the cut point between two clips. It allows you to adjust the In/Out points of two adjacent clips in one step.

C - **Slip**: This tool is used to move a clips In/Out points on the timeline without changing the clips the clips on either side.

D - **Zoom:** This tool is used to zoom in and out (hold alt) on the timeline. *I* usually use the + and - or backslash keys on the keyboard to do the same thing.



Tools 03

A - Ripple Edit: This tool is used to change the In or Out point of a clip on the timeline and then automatically rippling all the other clips on the timeline with one step.

B - **Backward Selection:** This tool is used to select and then move all the clips backward.

C - **Pen Tool:** This tool is used to create keyframes on the audio rubber band or other effects controls within clips on the timeline. *I often ctrl* + *click on the rubber band instead of using this tool.*

D - Hand: This tool is used to slide your view of the timeline.

*New **Type** and **Shape tools** are on their own study guide.



Type and Shape Tools

The new type and shape tools are a dramatic addition to the Premiere Pro toolbar!



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Type Tools

- **A Type Tool:** This tool is used to create horizontal type.
- **B** Ellipse Tool: This tool is used to create elliptical shapes.

C - **Pen Tool:** This tool is used to create organic shapes (when you are in type mode)

Essential Graphic Graphics Panel Red

A - Position: This tool is adjust the position of a graphic elements.

- B Scale: This tool is used to change the scale of an object.
- C Opacity: This tool is used to adjust the opacity of an object.

D - Font Drop Down: This drop down menu is used to select and filter type faces (fonts)..

Blue

A - Tracking: This control is used to uniformly adjust the horizontal space between a range of characters.

B - Kerning: This control is used to adjust the spacing between characters in a proportional font.

C - Leading: This control is used to uniformly adjust the vertical space between lines of text.

D - Fill: This control is used to change the fill color of an object.



Button Editor



- A Toggle Multi-camera View : This button will toggle the multi-camera view on/off.
- B Closed Caption Display: This button will display the closed captions
- C Safe Margins: This button will show the safe margins in the Program monitor.
- D Add Marker: This button will add a marker to the timeline

Color Workspace: Basic Correction

Basic Correction	
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∼ White Balance	
WB Selector	0
Temperature	— 0 — 0.0
Tint	—o— 0.0
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Exposure	— o — 0.0
Contrast	— o — 0.0
Highlights	— o — 0.0
Shadows	— o — 0.0
Whites	— o — 0.0
Blacks	— O — 0.0

A - White Balance : These controls allow you to adjust the temperature and tint of the white balance of an image.
B - Tone: These controls allow you to adjust the tone (lightness or darkness) of an image.



Color Workspace: Creative



A - Look : These options allow you to easily apply complex Lumetri looks like the "Matrix"!

B - Tone: These controls allow you to adjust other parameters like vibrance and saturation using intuitive sliders and controls.

Color Workspace: Match

A - Apply Match : This button will apply a color match between two shots.

Color Wheels & Match	
Color Match Comparison View)
Face Detection Apply Match	$\mathbf{)}$
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Export Dialog Box

When you finish editing your project you will need to export it. Understanding the options in this dialog box are important.



Exporting

A - Format: This drop down menu will let you select from a wide variety of audio and video formats. My current favorite is the H.264 format which makes an .mp4 file. Once you select a format you will want to choose from one of the many Presets or customize the settings from one of the tabs below.

B - **Output name:** This button allows you to select the name and location for the exported file. *I often will make a new folder in my project called export and then include the date and project title in the file name.*

C - Export Video/Audio Checkboxes: These checkboxes makes it quick and easy to export just one or the other.

D - Source Range: This drop down menu will allow you to select how much of the timeline you want to export.

- Entire Clip This will export everything on the timeline
- Clip In/Out This will export everything within the In/Out points marked on the timeline
- Custom This allows you to use the small triangles under the line above to fine tune what you want to export.



Video Production Terminology

This document is designed to help you and your students use the same terminology in class as you will find on the ACA exam. Please use the Quizlet tools to ensure that you have learned these key terms. **Quizlet Password:** 20acatestprep16 **Mobile Apps:** <u>https://quizlet.com/mobile</u>

Copyright

Intellectual Property are creations of the mind and includes things like copyright, trademarks, and patents for artistic works, music, symbols and designs.

Fair Use is the limited use of copyrighted material based on the purpose and character, nature of the copied work, amount and substantiality and the effect upon the work's value

Creative Commons is media that the copyright owner has put out for us to use, provided we follow their copyright requirements. These requirements will vary but can including giving the copyright holder credit

Work for Hire is when your employer owns the copyright for your intellectual copyrights because you create the material at work

Derivative is is an expressive creation that includes major copyright-protected elements of an original, previously created first work (the **underlying work**). The derivative work becomes a second, separate work independent in form from the first. The transformation, modification or adaptation of the work must be substantial and bear its author's personality to be original and thus protected by copyright. Translations, cinematic adaptations and musical arrangements are common types of derivative works.

Copyright Quizlet: https://quizlet.com/_2eatio

Audio

Ambient Sound (also known as "room tone" or "Natural Sound") - the natural sounds recorded on location. For example, the sound of a fan in a room or wind.

Foley Sound Effects - sound effects that are added during the editing to help tell the story. For example, the sound of footsteps when someone is seen walking on screen.

Dialog - the speaking parts between two or more characters on screen

Voice Over - the narrator or someone talking off screen

Lapel Mic - small body microphone often clips to the talents lapel, tie or collar.

Shotgun Mic - highly directional microphone often attached to a boom pole

Hand Held Mic - Microphone held by the talent (used in news and live performance)

Wireless - Pros: no need for wires, Cons: occasional interference and deal with batteries

Audio Terms and Tools Quizlet: https://quizlet.com/_2edyxy



Shot Types

Long Shot (establishing) - typically used to establish the subject in their environment

Medium Shot - typically shows part of the subject in more detail. This show simulates what we would see or at least pay attention to when we are talking with someone.

Close Up - placed at a distance that shows the subject entire face? This is for emotion.

Over the shoulder - shot in a dialog scene when one subject is photographed in medium close with some portion of another subject occupying some part of the foreground? Maintains the connection between the two characters.

POV - when the camera is setup to capture the subject's perspective to show the audience what he/she is looking at **Rule of thirds** the strategy of splitting your image into three sections vertically and horizontally so you have a clear foreground, middleground and background

Low Angle - makes your subject look larger and more powerful

High Angle - makes your subject look smaller and weaker

Worms eye - placing the camera very low (often on the ground)

Pan: Moving the camera side to side (often used to follow the subject)

Tilt: Moving the camera up and down (often used to reveal something)

Tracking: is any shot where the camera moves alongside the object(s) it is recording.

Cutaway - shot is the interruption of a continuously filmed action by inserting a view of something else. It is usually, although not always, followed by a cut back to the first shot, when the cutaway avoids a jump cut.

Coverage is the amount of footage shot and different camera angles used to capture a scene. When in the post-production process, the more camera coverage means that there is more footage for the film editor to work with in assembling the final cut.

Shot Types and Camera Moves Quizlet: https://quizlet.com/_2edz42

Lighting

Three Point Lighting - classic method of lighting a subject, typically in an interview setting.

Key Light - Primary light that shines directly on subject

Fill Light - light that is used to "fill" in the shadows

Back/Hair Light - light that is behind subject used to create a rim light around the head. Helps to separate subject from background

Background Light - I like to throw another light onto the background and often throw the light through a cookie **Cookie** is a foam core board with holes cut out to create a splash of light and shadow on the background. **Lighting Terminology Quizlet:** <u>https://quizlet.com/_2edzeb</u>



Production Process

Pre-Production

- script writing- written description of the video that includes shot information, action elements, dialogue and transitional elements
- Storyboarding visual representation of the script using images and notes to help plan out shots
- location scouting
- casting

Production

- Setting up lights and composing shots
- recording videos
- recording audio

Post Production

- Editing
- Motion Graphics
- color correction
- Exporting
- distribution (online or theaters)

Production Process Quizlet: <u>https://quizlet.com/_2edziu</u>

Stages of Editing

- Ingest: The process of capturing or transfering your video files to your computer.
- **Logging:** Going through all your video clips to weed out the bad ones and rename/organize the good ones to make finding the right files easier during the editing process
- **First Assembly:** The process of assembling your video files into order using the storyboard (often including multiple takes of the same shot)
- **Rough Cut:** The process of cutting your video down to the essential shots and working on the timing so that you can share your video with the director
- Final Cut: When the cutting and timing of the footage is finalized.
- **Color Grading:** This is the process of altering and enhancing the color of a motion picture, video image, or still image. This is usually the final stage in the editing process.
- **Export:** This is the process of combining the video and audio elements on the timeline/sequence into a single file.

Stages of Editing Process Quizlet: https://quizlet.com/_2edzsp



File Formats

Imaging File formats

.jpg - best file format for photographs because it contains millions of colors

.png - best file format for images with transparency because it contains thousands of levels of transparency **.tiff** - uncompressed image file format, will make larger but higher quality images.

Video File Formats

.avi - older video/audio file format (1992) that used to be the standard

.mp4 (H.264) - newer video/audio format with better compression so it has higher quality in a smaller file size .wmv - Windows media video

Audio File Formats

.mp3 - this is a common file format for audio that uses compress to scale the file size
 .wav - this is a uncompressed file format for audio that is commonly used in video editing
 .wma - windows media audio
 File Formats Quizlet: https://guizlet.com/ 2ee00h

All Quizlet Study Guides

*File Formats Quizlet: <u>https://quizlet.com/_2ee00h</u>
* Stages of Editing Process Quizlet: <u>https://quizlet.com/_2edzsp</u>
*Production Process Quizlet: <u>https://quizlet.com/_2edzeb</u>
* Shot Types and Camera Moves Quizlet: <u>https://quizlet.com/_2edz42</u>
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*Copyright Quizlet: <u>https://quizlet.com/_2eatio</u>
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*Buttons Quizlet: <u>https://quizlet.com/_2ee97j</u>
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*Export Dialog Box Quizlet: <u>https://quizlet.com/_2eea2r</u>
*Title Quizlet: <u>https://quizlet.com/_2eeavt</u>
Quizlet Password: 20acatestprep16



Basic/Universal	Shortc	uts

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Ctrl + X	Cut			
Ctrl + V	Paste			
Ctrl + Z	Undo			
Ctrl + Shift + Z	Redo			
Ctrl + A	Select All			
Ctrl + Shift + A	Unselect All			
Playback and Navigatio	n			
Spacebar	Play/Stop			
Enter	Render			
J, K, L	Rev, Play, Fwd			
L/R Arrows	Move one frame -/+			
=	Zoom In			
-	Zoom Out			
Home	Move to Start			
End	Move to End			
Page Up	Move to Next Cut			
Page Down	Move to Prev. Cut			
Basic Editing Tools				
V	Select Clip(s)			
С	Razor Tool			
В	Ripple Edit Tool			
N	Roll Edit Tool			
Y	Slip Edit Tool			
U	Slide Edit Tool			
Х	Rate Stretch Tool			
Р	Pen Tool- keyframe			
Advanced Editing Tool	S			
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Shift + select	Add to selection			
Alt + drag	Unlink A/V			
Ctrl +drag	Insert and Ripple			
,	Insert Source			
	Overlay Source			
Ctrl-D	Add Default Trans.			
Windows and Workspaces				
F5	Capture			
F6	Batch Capture			
F9	Title Designer			
Shift + F9	Edit Workspace			
Shift + F10	Effects Workspace			
Shift + F11	Audio Workspace			
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