A Handy Guide to Premiere Pro

Please note that this was made using Premiere Pro 2023. Newer and older versions might be slightly different – please use your eyes, brain and *Google* to figure out the slight changes.

Create a project file



In files, create a folder with your initials, unit number and project name.

This folder should include ALL your good takes, your bad takes and any extra audio/sound FX you want to use.

Create your project



Create a new project with the **SAME NAME** as your folder.

Click **PROJECT LOCATION and CHOOSE LOCATION.**

Ensure the Premiere file is saving to the named folder *before* pressing create.

Control your Workspace

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To start, you want to be in the **EDITING** workspace. In the top panel click **WINDOW**, then **WORKSPACE** then **EDITING**

Insert your footage into the Premiere Pro Bin



In the **BOTTOM LEFT** you have a **PROJECT BIN.** Import your footage here by **right clicking** *inside* **the bin** and then clicking IMPORT

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Find and import your GOOD TAKES folder

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GOOD TAKES	>	
HR_10_FICTIONALFILM.p	rproj	
Options		Cancel Import

You now have a **GOOD TAKES BIN** inside your PROJECT bin, with your footage inside. Now do this again for any extra audio files.

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Drag and drop your footage into your sequence





Drag and Drop your footage from the bin, into the sequence on the **RIGHT**.

You'll be able to see it in the **PLAY BOX** above the sequence bar.

Don't want the whole clip? Cut it down before entering it into the sequence.



If you used a clapper board, make sure to cut this footage out before inserting the clip.

Clip on the clip in the **BIN.** It will appear in the **PLAY BOX** *above the bin.*

Drag the **BLUE PLAYBACK ARROW** to the start of the clip and press play.

PRESS I (for IN) at the the moment you want the clip to start in your edit.

PRESS O (for OUT) at the the moment you want the clip to end in your edit.

It will create a *grey highlight* in the playback bar.

Now click the video in the PLAY BOX and **DRAG it into the sequence.** It will only take the section you have selected via IN and OUT.



Basic Controls



it

Arrow – selection tool Pen tool – control sound by clicking T – Text tool

Razor tool – Use to cut your shot into pieces by clicking it then clicking on your shot where you want to cut





BLUE PLAY HEAD – drag this

along your sequence to change what you view in your PLAY BOX.

Click along the top line to move the PLAY HEAD without dragging it.

Unlink sound and audio

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Most video files will come with audio attached.

UNLINK them (so you can edit sound and visual separately) by **RIGHT CLICKING** on the audio and selecting **UNLINK** from the pop up menu.

You can now move, delete or cut Audio OR visual without editing the other file. This is how you make **L & J cuts.**

Now your footage is cut together, change your work space to <u>EFFECTS</u> – it should look like this.



Fix any messy or bas sound

Essential	Sound		
Browse	Edit		
3135811-	hd_1920_1080_	24fps.mp4	
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	Dialogue	>	
	Music	>	
	SFX	>	
Assign Audio	Ambience	enable editing options based on the	
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Select your AUDIO FILE.

In the LEFT HAND effects tab, click ESSENTIAL SOUND.

You can now select what type of audio the sound is, to make it more precise or give it an effect.

Fix the colouring of your shots with Lumetri Colour

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Select your VIDEO FILE and click LUMETRI COLOUR in the RIGHT HAND effects panel.

You can now change the look of your footage. Use both the **BASIC CORRECTION** and **CREATIVE tabs** for full control.

Make a colour preset



Want to colour multiple shots the same way? Make a **COLOUR PRESET.**

Once you are happy with your colouring of one shot, click the **HAMBURGER MENU** next to the Lumetri Color tab.

Select **SAVE PRESET** and name the **PRESET**. Go on **EFFECTS** on the **RIGHT HAND TAB** and click presets, where your colour settings are saved.

DRAG this effect onto all footage you want to colour code.

Add audio and video effects/transitions



Now your footage looks pretty, make the transitions between your cuts smoother using **AUDIO and VIDEO Effects and Transitions.**

Find them in **EFFECTS TAB** on the **RIGHT HAND PANEL**.

Drag and drop them onto the audio/visual you want to edit.