

# A Handy Guide to Premiere Pro

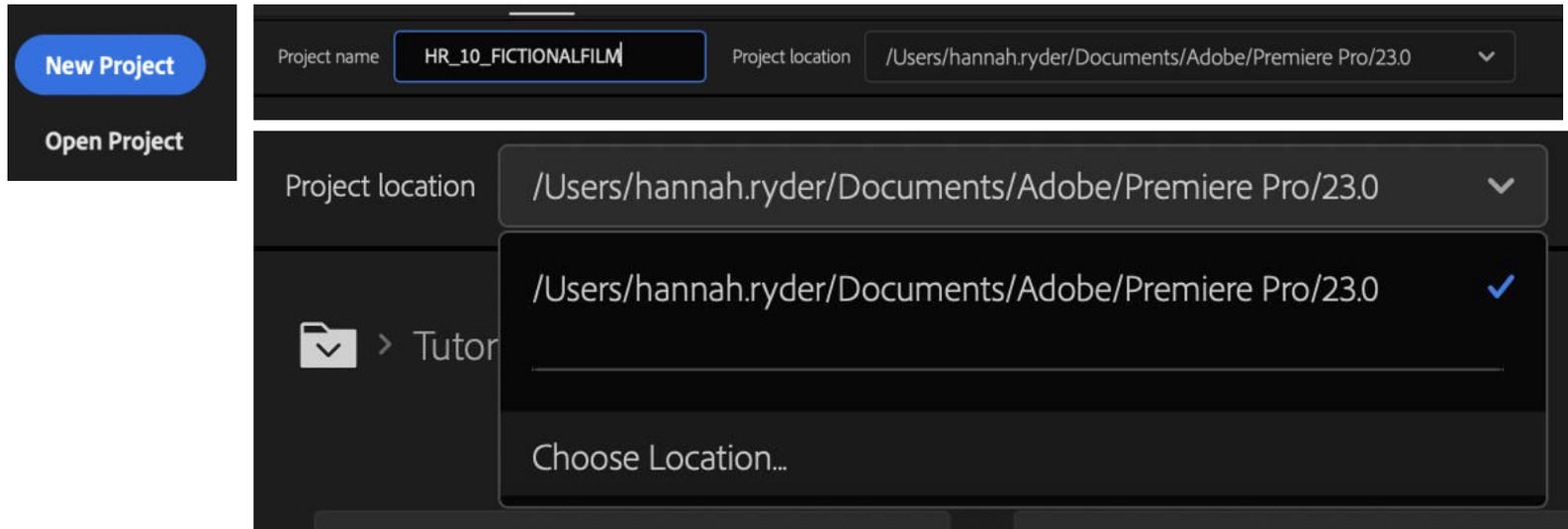
Please note that this was made using Premiere Pro 2023. Newer and older versions might be slightly different – please use your eyes, brain and *Google* to figure out the slight changes.

# 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.

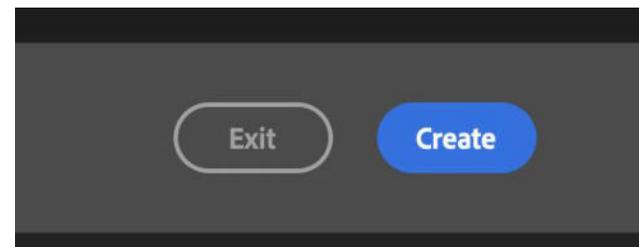
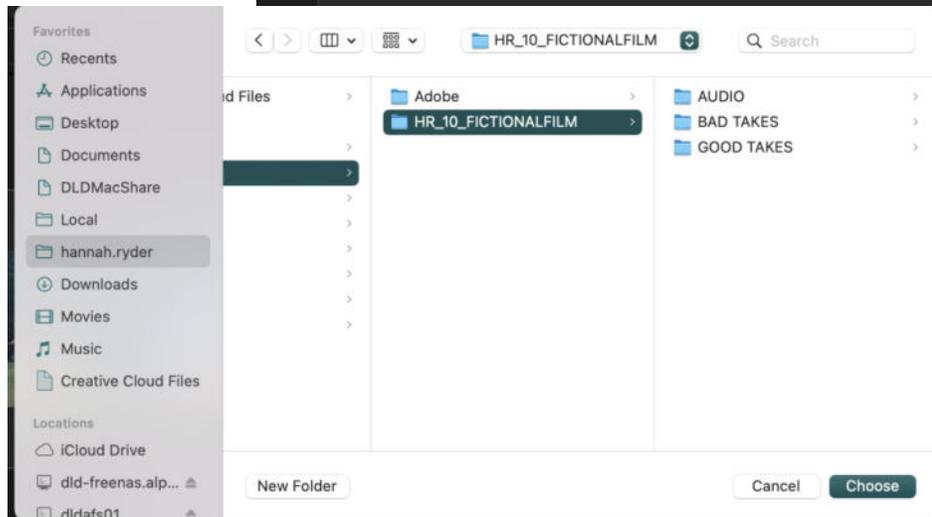
# Create your project



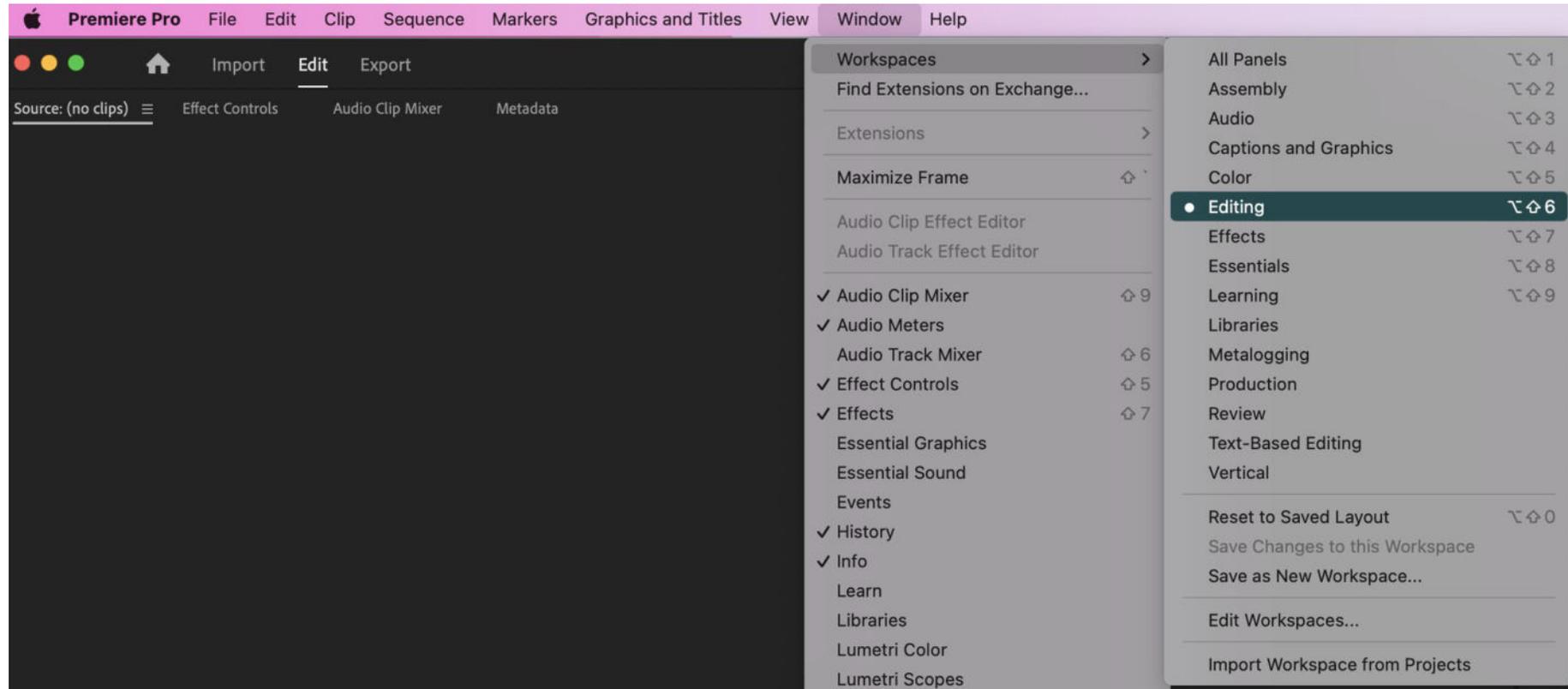
Create a new project with the **SAME NAME** as your folder.

Click **PROJECT LOCATION** and **CHOOSE LOCATION**.

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



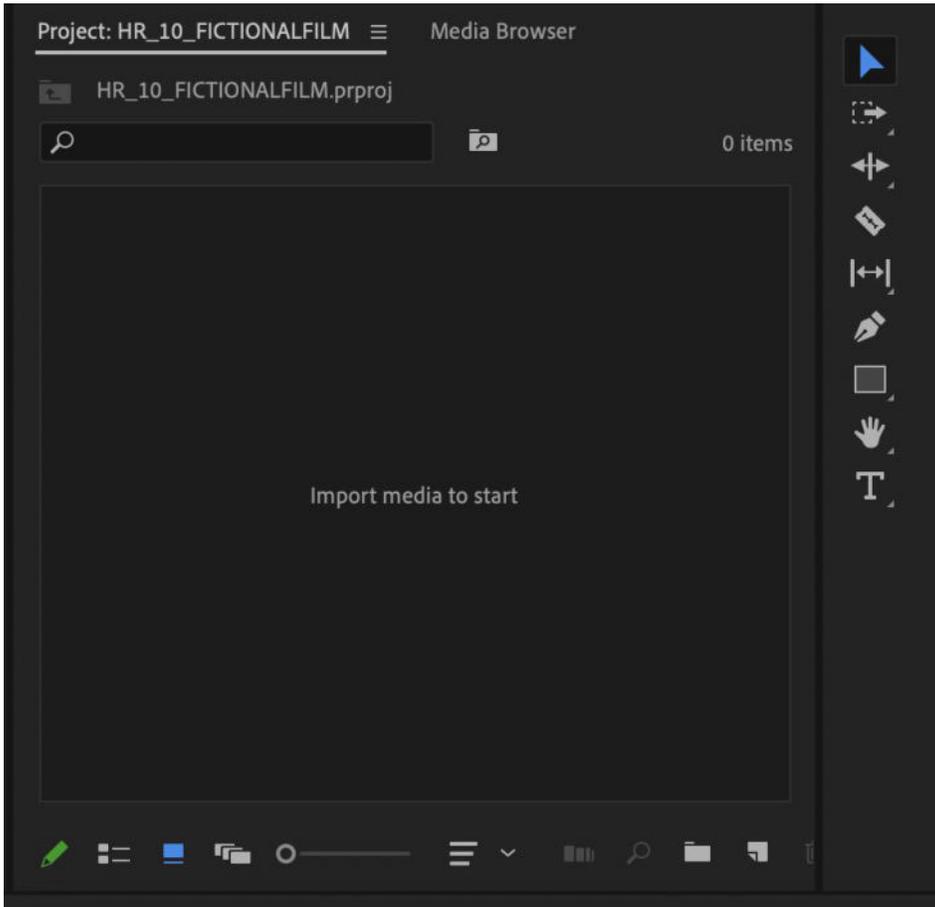
# Control your Workspace



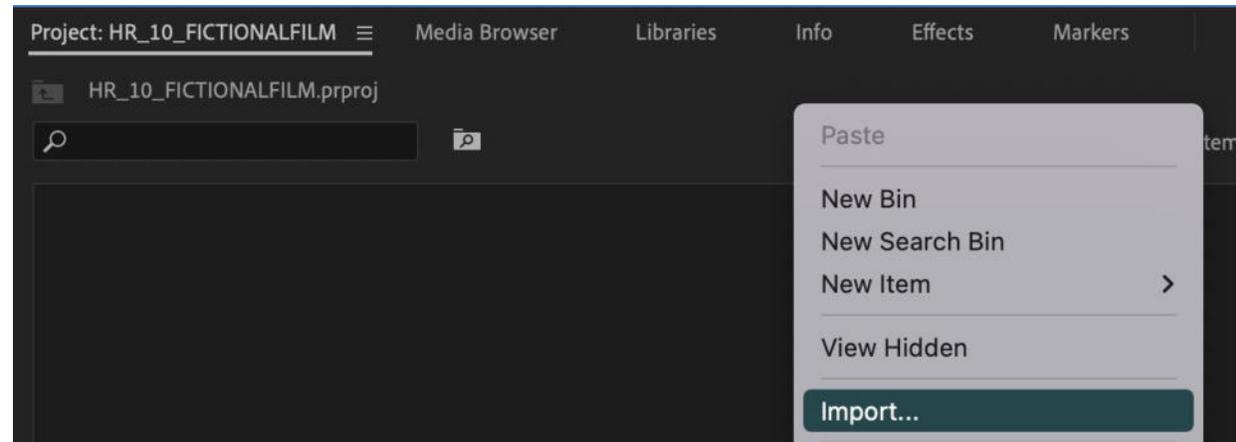
To start, you want to be in the **EDITING** workspace.

In the top panel click **WINDOW**, then **WORKSPACE** then **EDITING**

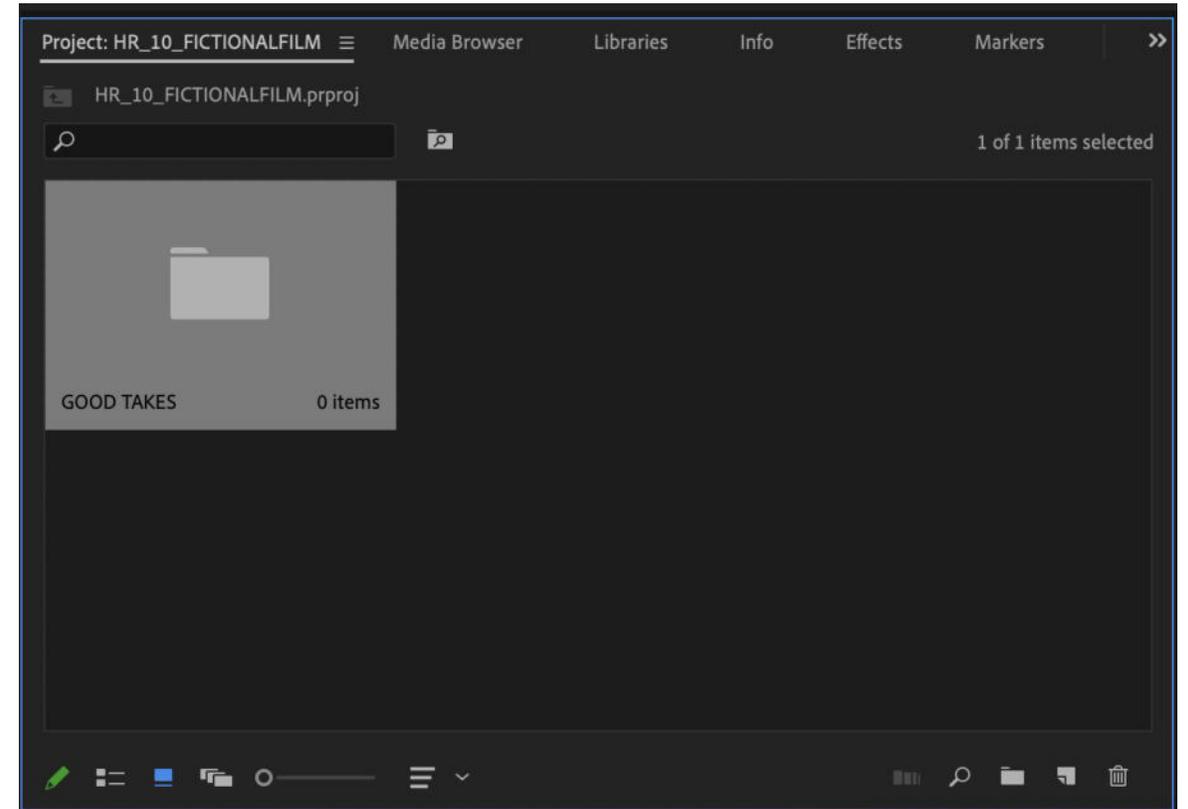
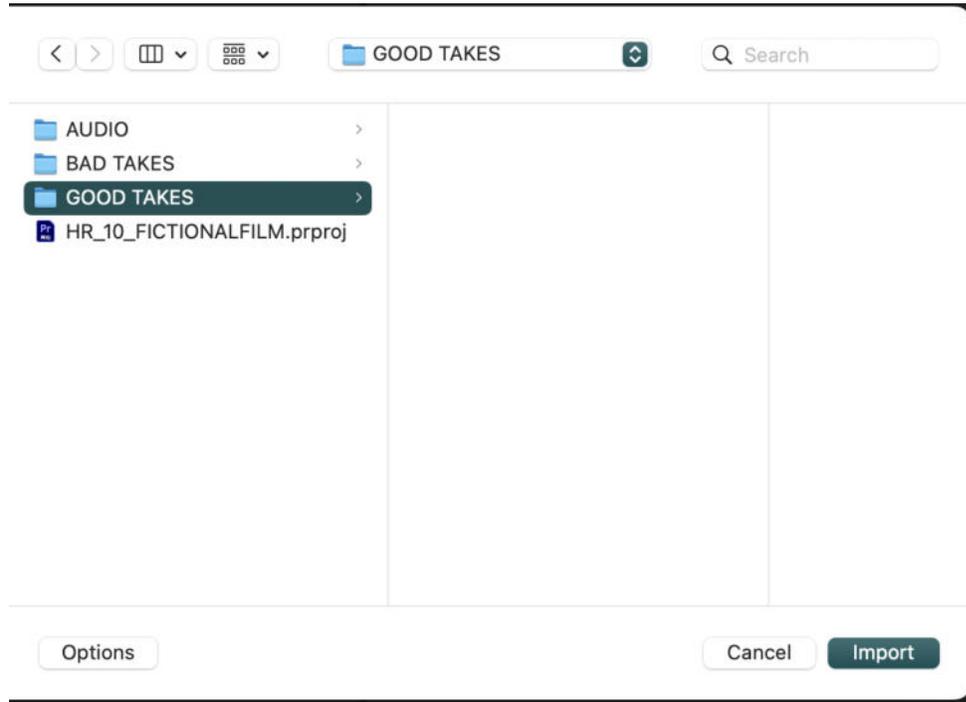
# Insert your footage into the Premiere Pro Bin



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

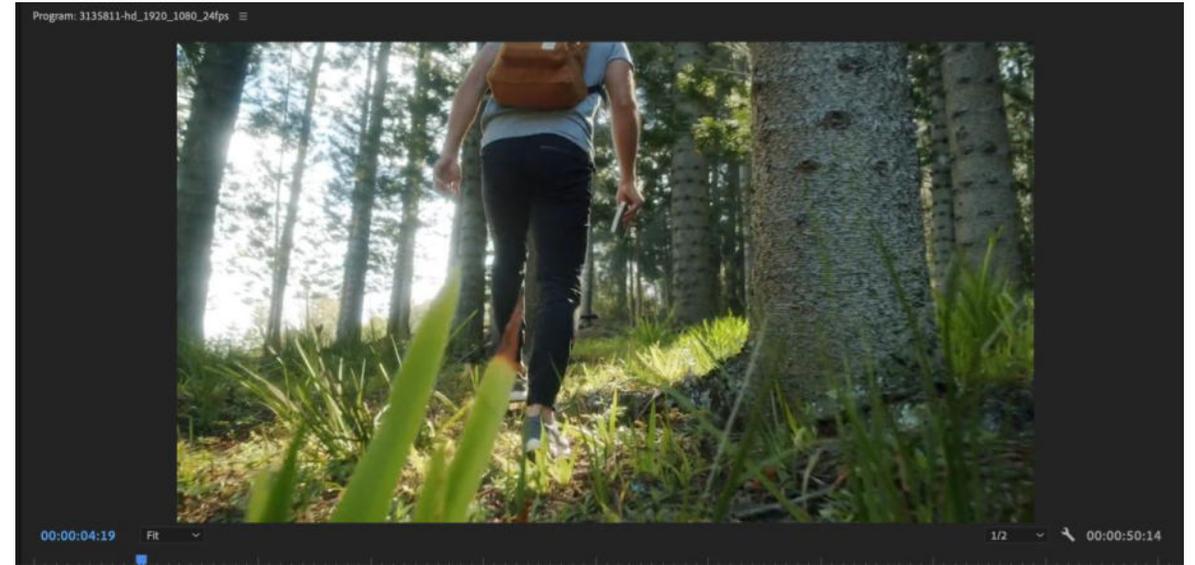
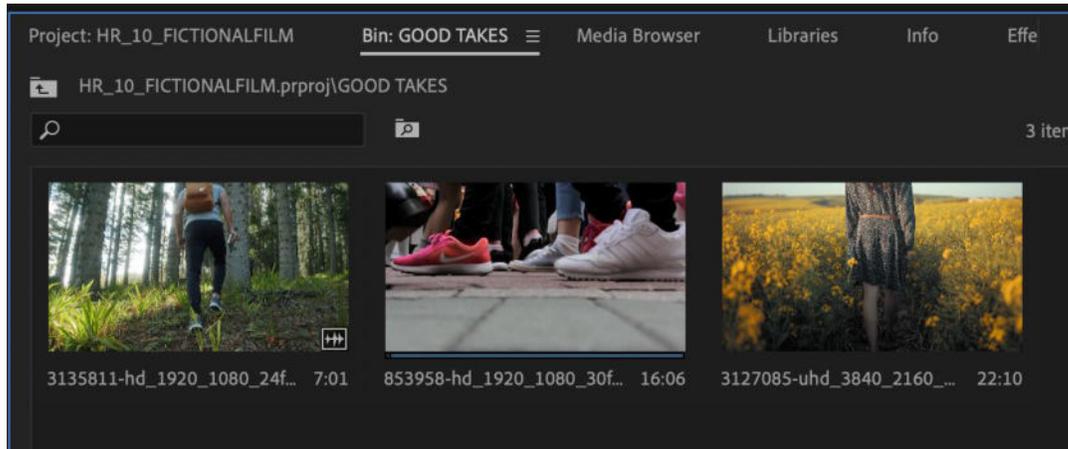


# Find and import your GOOD TAKES folder



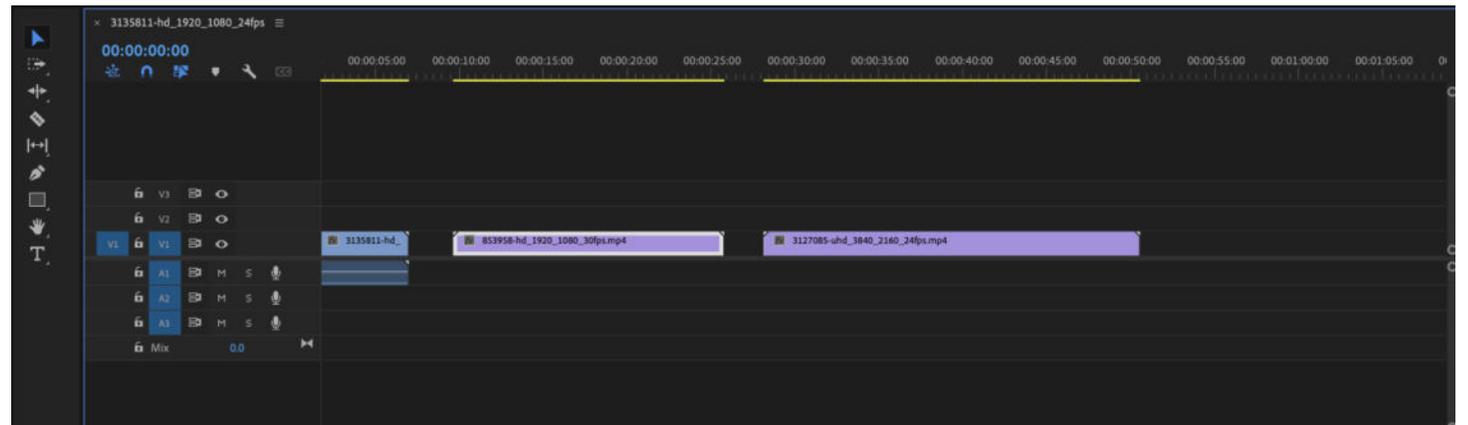
You now have a **GOOD TAKES BIN** inside your PROJECT bin, with your footage inside.  
Now do this again for any extra audio files.

# Drag and drop your footage into your sequence

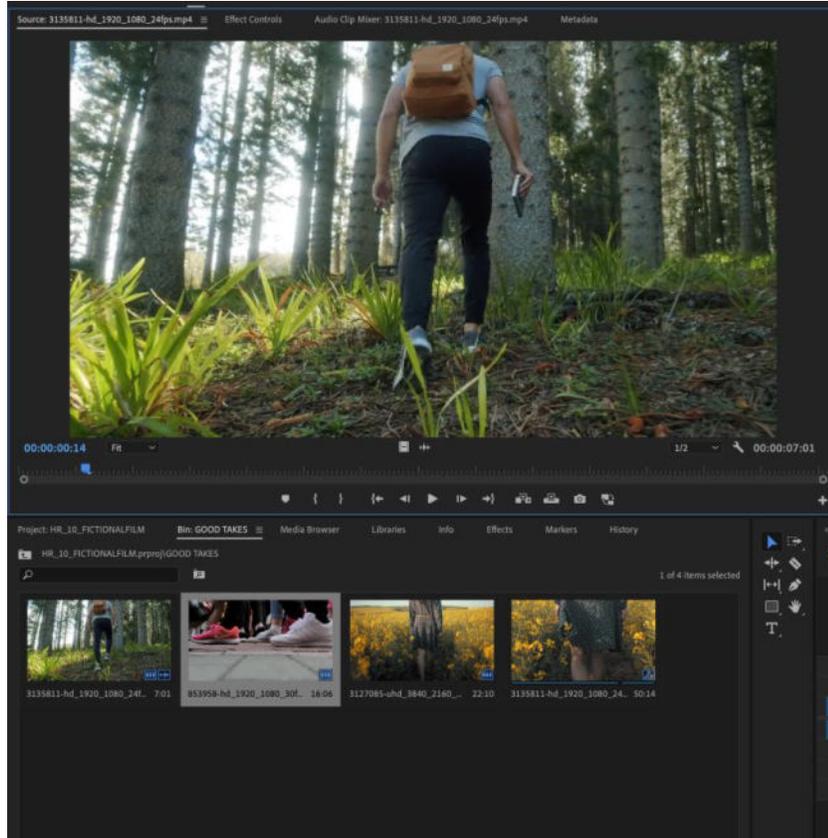


**Drag and Drop** your footage from the bin, into the sequence on the **RIGHT**.

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.

Click 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.

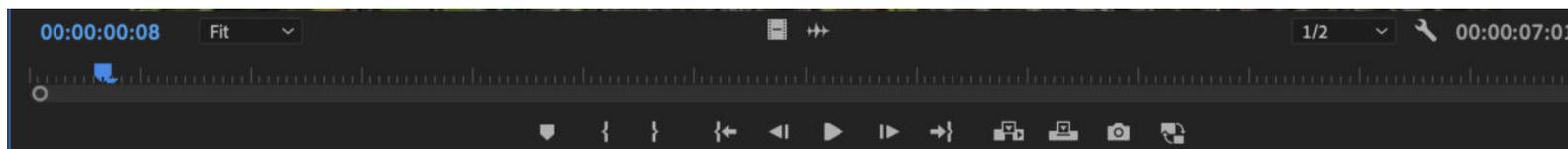
**PRESS I (for IN)** at the the moment you want the clip to start in your edit.

**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

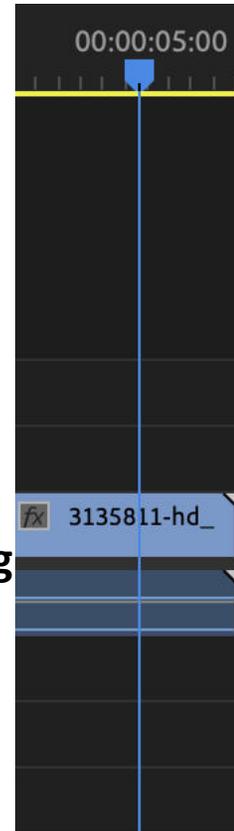


**Arrow** – selection tool

**Pen tool** – control sound by clicking

**T** – Text tool

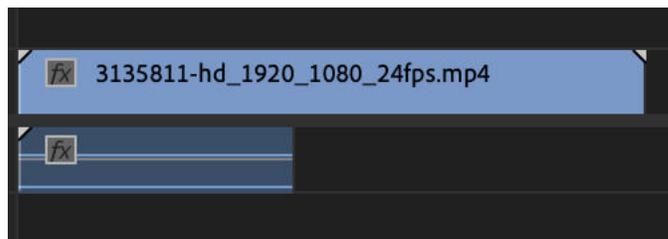
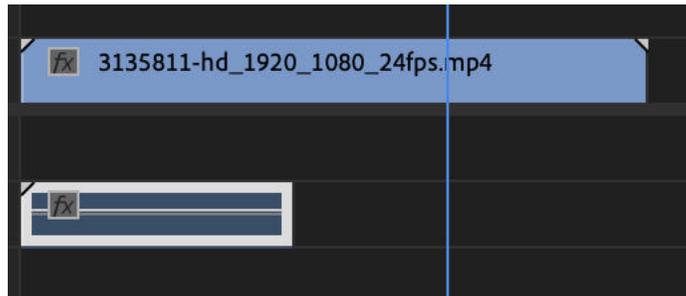
**Razor tool** – Use to cut your shot into pieces by clicking it then clicking on your shot where you want to cut it



**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



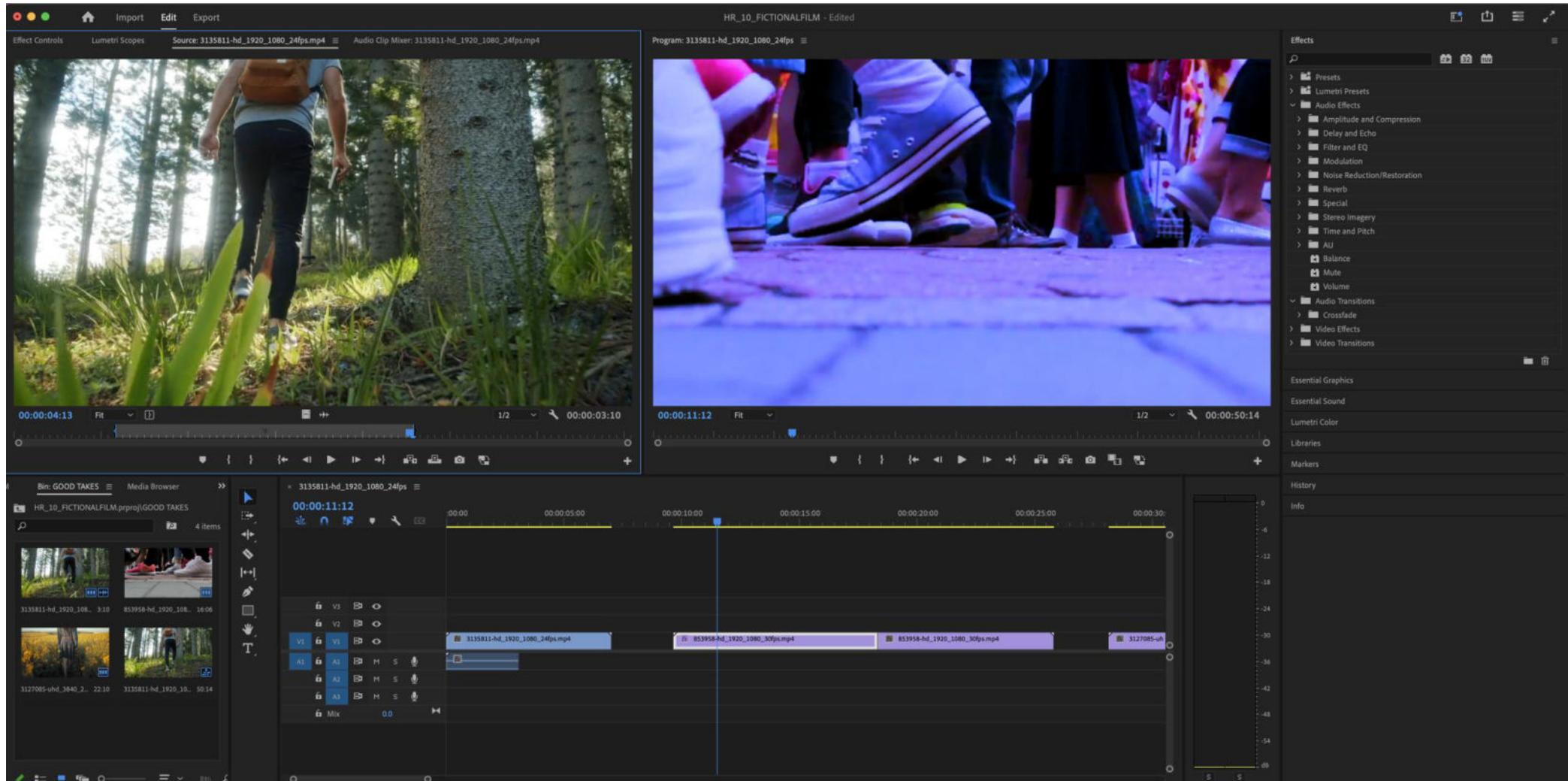
Most video files will come with audio attached.

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

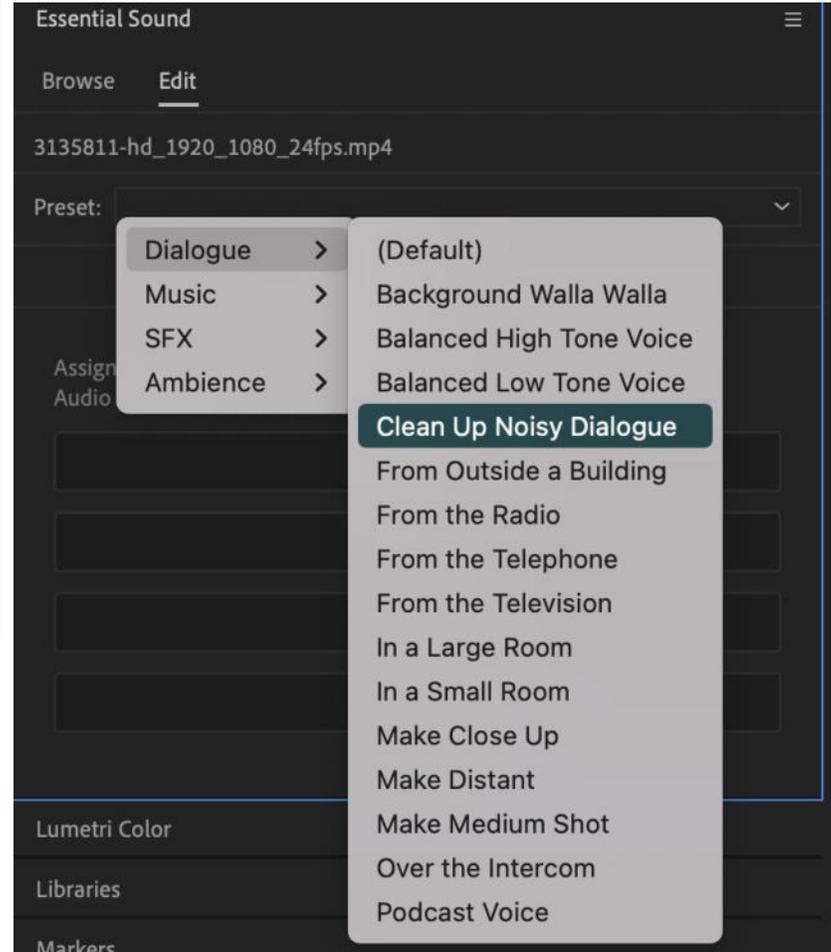
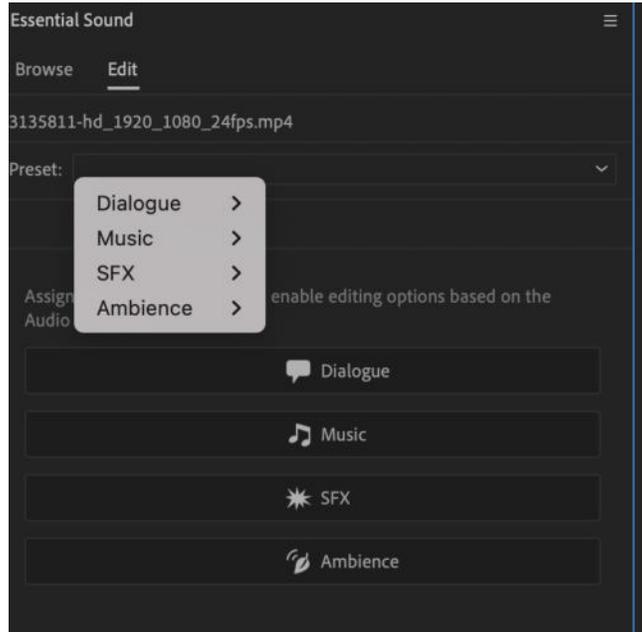
You can now move, delete or cut Audio OR visual without editing the other file.

This is how you make **L & J cuts**.

Now your footage is cut together, change your work space to **EFFECTS** – it should look like this.



# Fix any messy or bas sound

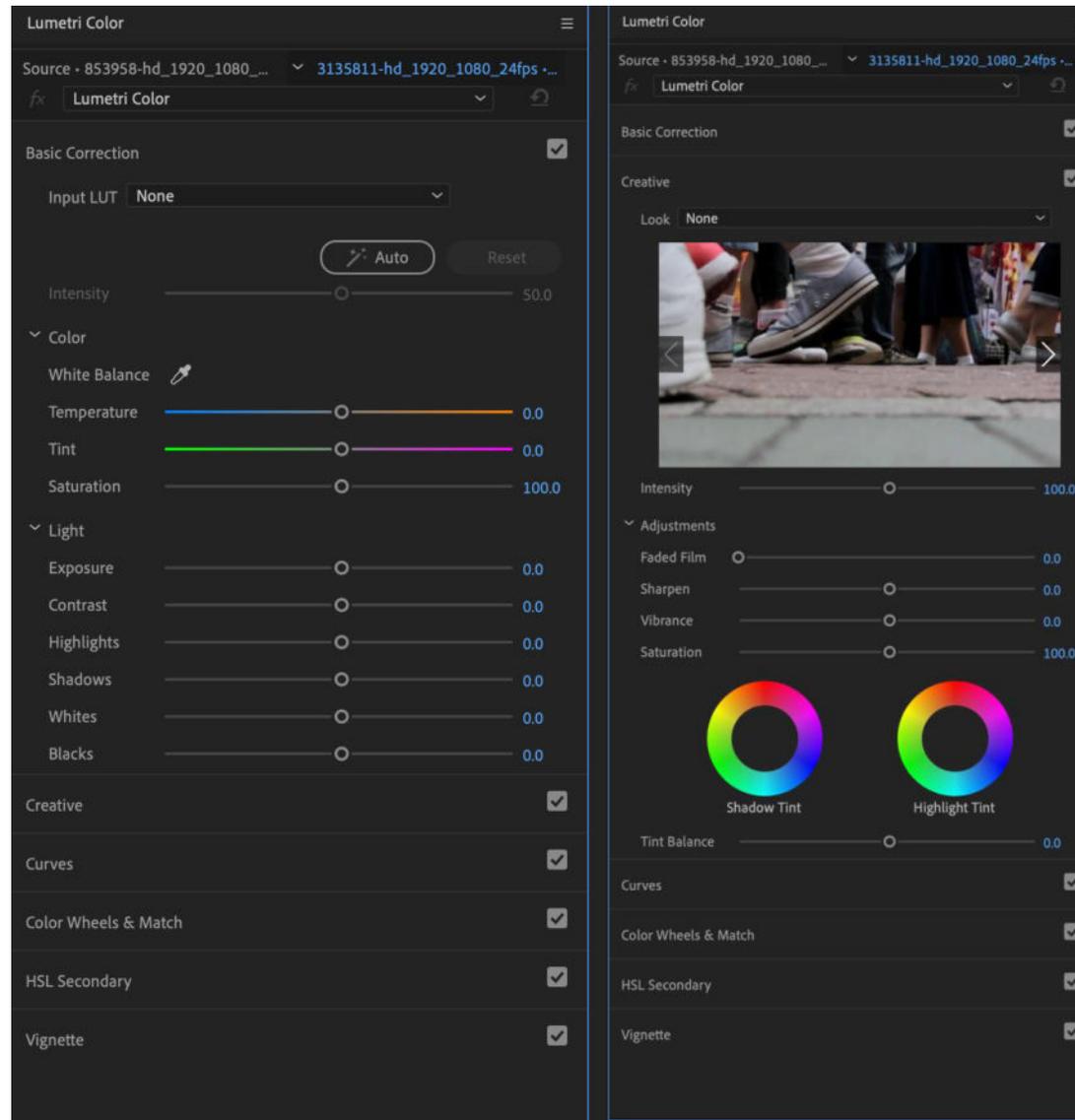


Select your **AUDIO FILE**.

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.

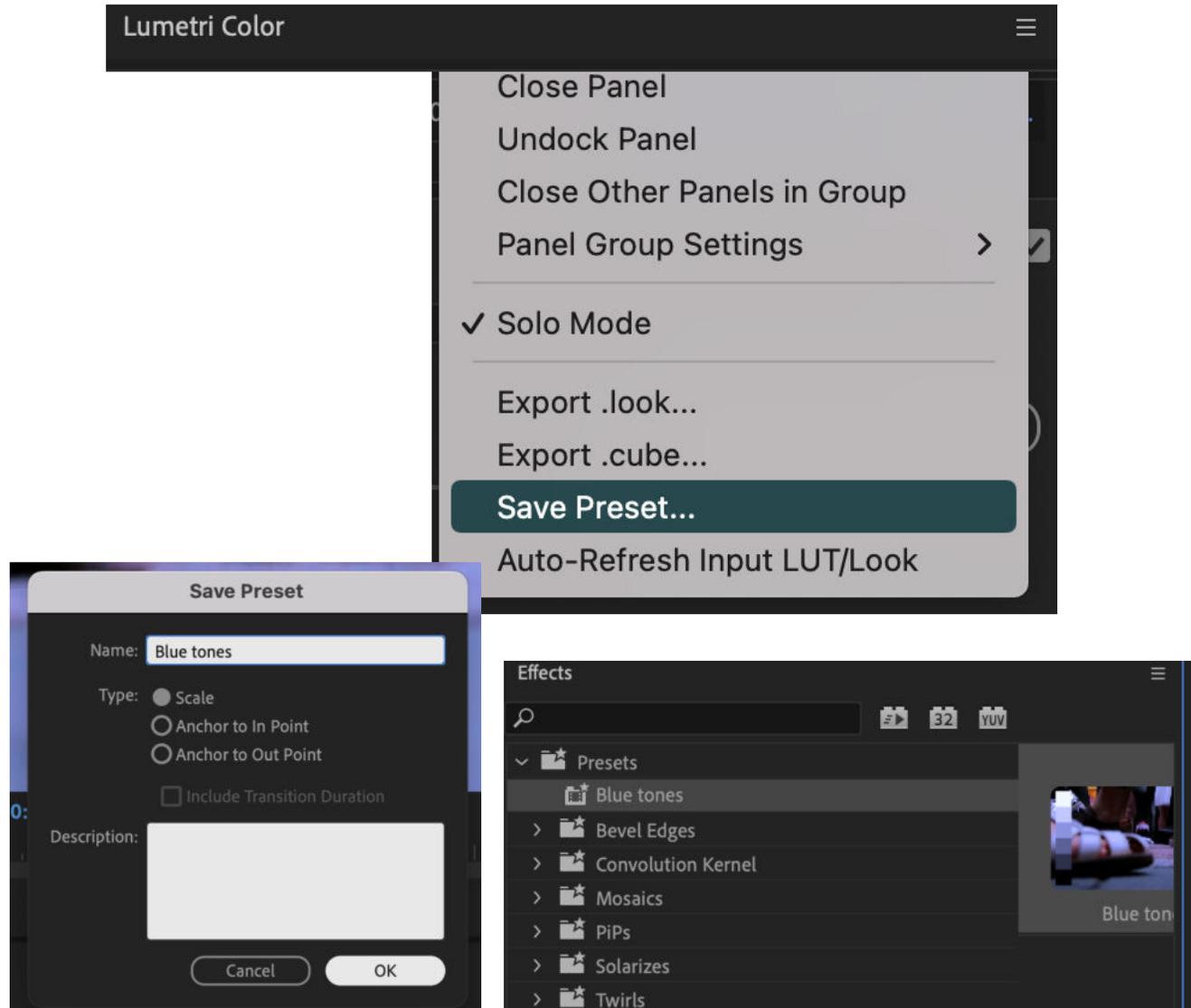
# Fix the colouring of your shots with Lumetri Colour



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



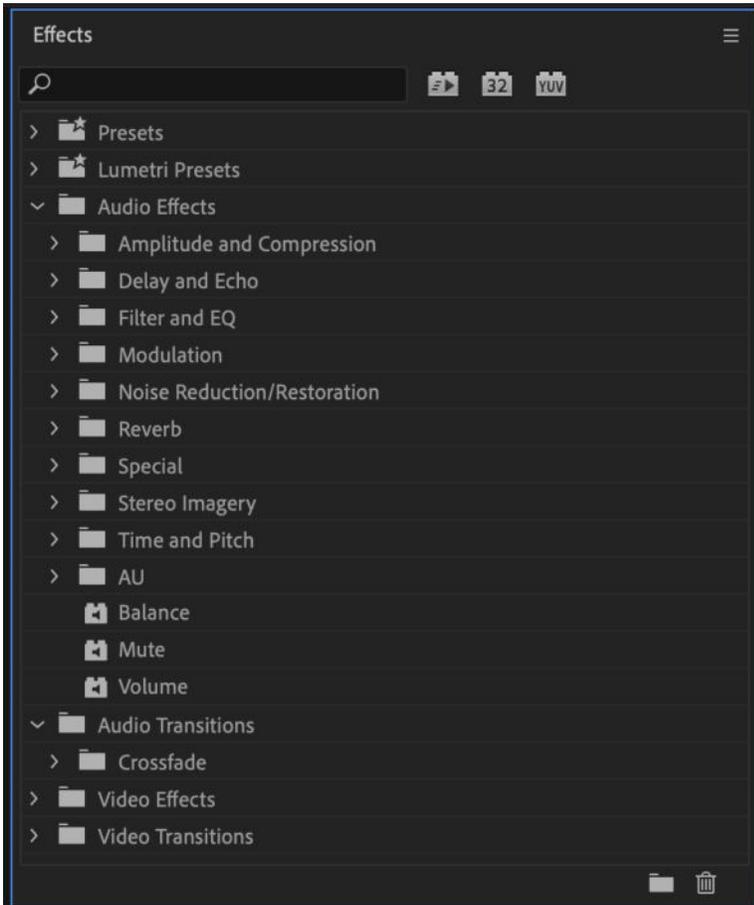
Want to colour multiple shots the same way?  
Make a **COLOUR PRESET**.

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.