Premiere Pro:
Reference Guide

An interactive guide to editing video projects using Premiere Pro

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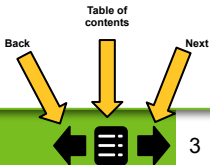
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Introduction

The following guide is meant to guide the IgnitED Labs' Educational Technology Champions in creating media that is both consistent in technique and quality. The guide includes shortcuts in addition to standards that can, and should, be utilized in each project the Labs publish.

Navigate through this guide using the "Next" button, or with the Table of Contents. Note that the "Premiere" logo in the top right of the page acts as a Home button. Use the buttons at the bottom of each page to navigate the document quickly.

Getting Started

Hotkeys

This guide is written from the perspective of Premiere Pro on a Mac. All functions and keystrokes are the same for non-mac users. Keep in mind that every instance using the Mac's "command" key can be translated to the "Control/Ctrl" key on a PC.

V	Selection Tool
A	Track Select (Forward)
Shift + A	Track Select Backwards
B	Ripple Edit
N	Rolling Edit
R	Rate Stretch
Y	Slip Tool
U	Slide Tool
C	Razor
P	Pen Tool
H	Hand Tool
Z	Zoom Tool

Getting Started

Pr

Hotkeys

Q	*Auto Ripple Delete*	Within a clip, when pressed, everything to the left of the playhead
CMD + D	*Quick Transition*	With a clip selected, this shortcut will auto place cross dissolves on either side of the video
Option + Delete	*Gap Delete*	With a clip selected, this shortcut will delete both the clip and close the gap between the surrounding clips
CMD + K	*Quick Cut*	Cuts where the playhead is positioned, without having to equip the razor tool

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Organization

Project File

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Maintaining organization within your project file builds a solid foundation for a seamless workflow. In the following sections, we will talk about some best practices to keep things tidy.

Utilizing Bins

Bins, which act as folders, allow you to keep the media within your project file panel nicely organized.

1. To begin creating bins, click the folder icon, located at the bottom right of the project file Panel. Then drag your files in.

2. You can also right click within the panel and select "**New Bin**" from the pop-up menu.

3. Additionally, if you have already imported all of your media, you can also select multiple video or audio clips, right click, and select "**New Bin From Selected**" from the pop-up menu.
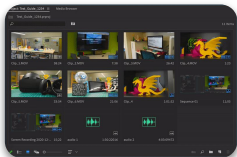
You can change the bin name as soon as you create it, or edit this later by right click the bin and selecting "**Rename**" from the pop-up menu.

Use bins to separate your media by type(audio, video, images, etc) and since bins can be nested, by sections of your video (intro, outro, etc.). When others view your project file, this makes it easier to understand.

Organization

Timeline

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There are several ways you can make your timeline visually cleaner and easier to understand. We will start with labels.

Utilizing Labels

Labels help color code the media in your timeline. When used with bins, the content in your timeline becomes easier to breakdown at a glance.

1. To begin, switch your project panel view to "**List View**" by clicking the located in the bottom left of the panel.
   a. It will be easier to see media and labels in this view.

2. Once in "**List View**", you will notice color swatches to the left of all bins and media names. You can change these by right clicking on the list item, hovering over the "**Label**" menu item, and clicking a color name from the pop-out menu.
   a. You change the label color of multiple list items at once by selecting several clips, right clicking, hovering over "**Label**" and selecting a color.

Now when you drag media into the timeline, the clip will be color coded.

3. You can also right click on clips in the timeline and locate the "**Label**" menu item to change their color after insertion.
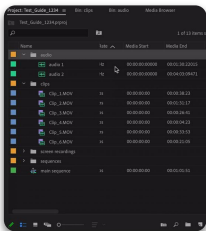
Organization

Pr

Timeline

You can customize the available label colors by going to the premiere pro tab from the menu bar, hovering over "Preferences", and clicking "Labels" from the pop-out menu.

Implementing Labels
Labels are most effective when they have meaning. A good method is to color your media as shades of the color of it's bin. For example, having a bin for your video files labeled with the color blue and all it's content to be colored as variations of blue.
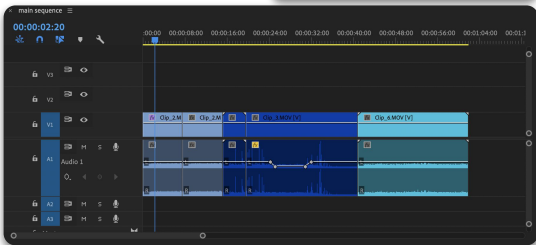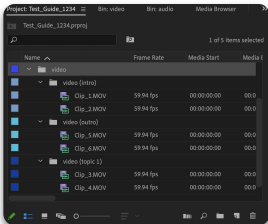
Panel Functions

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Toolbar

To begin, let's review the default functions in the toolbar. The following sections will elaborate on how to access each tool and how to utilize them in your workflow. Long click on the tools with the triangles to see additional tools.

Selection Tool		
Track Select (F)		Track Select (B)
Ripple Edit		Rolling Edit
Razor		Rate Stretch
Slip Tool		Slide Tool
Pen Tool		
Hand Tool		
Text Tool		

Panel Functions

Toolbar (Selection/Razor)

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Selection Tool
Keyboard Shortcut: **V**

This allows you to select clips and edit points. This is an essential tool that will be useful in conjunction with the workflow of the other tools.
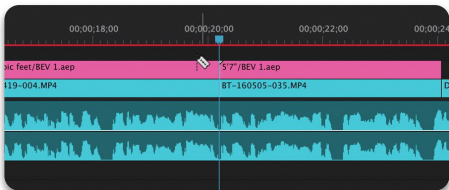
Razor
Keyboard Shortcut: **C**

This allows you to make cuts in your clips within the timeline. With this tool equipped, simply click where You would like your cuts

Holding **Shift** while cutting allows you to cut across all tracks.
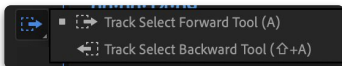
Panel Functions

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Toolbar (Track Select)
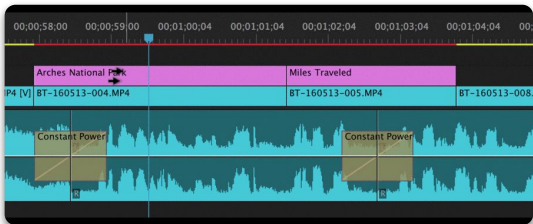
Track Select
Keyboard Shortcut
(Forward): **A**
(Backward): **Shift + A**

- ➡️ Track Select Forward Tool (A)
- ⬅️ Track Select Backward Tool (⇧+A)

This allows you to select all the clips in a sequence, either in front of or behind where you click. This is helpful when you need to move a lot of clips quickly.

Holding **Shift** while clicking allows you to only select a single track.
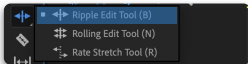
Ripple Edit
Keyboard Shortcut: **B**

Ripple Edit Tool (B)
Rolling Edit Tool (N)
Rate Stretch Tool (R)
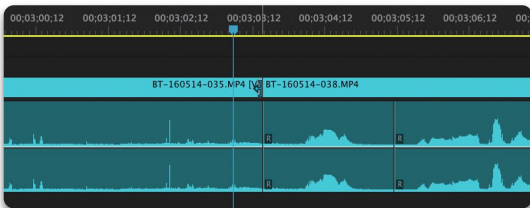
The ripple edit tool is another way to trim clips. It allows you to trim the ends of clips and shift the surrounding clips in your sequence. This is beneficial when simply shortening, since there is no need to worry about small gaps.

This tool can be a bit more advanced but very useful when streamlining your editing workflow.

Ensure that when using the ripple edit tool, that you are aware of any locked tracks. This can easily unsync things.
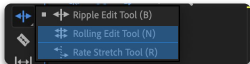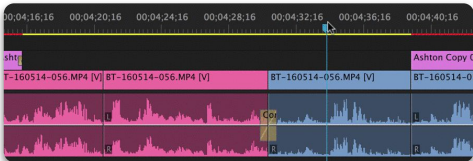
Panel Functions

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Toolbar (Rolling/Rate Stretch)
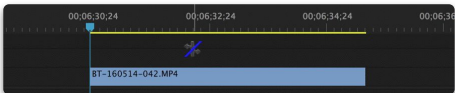
Rolling Edit
Keyboard Shortcut: **N**

The rolling edit tool is another way to trim clips. This is more for small adjustments. With the rolling edit tool equipped, you drag an edit point to move the outpoint of the left clip and the inpoint of the right clip.

Rate Stretch
Keyboard Shortcut: **R**

The rate stretch tool affects the speed and duration of a clip. This tool does not change the in and outpoints. By dragging the end of a clip backwards, the clip will speed up; Dragging it forward will slow the clip.
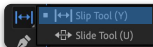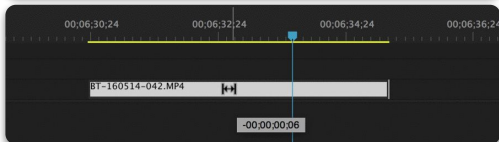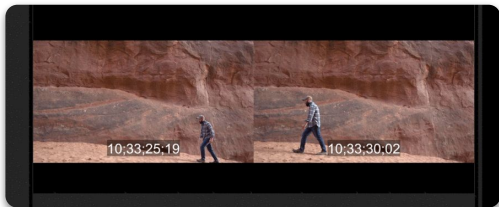
Slip Tool
Keyboard Shortcut: **Y**

The Slip tool allows you to change the in and outpoint of you clip without changing it's duration(clip length) or position on the timeline.

The source monitor will display a preview in real time, displaying on the left the before video and on the right, the after video.

Panel Functions

Toolbar (Slide)

Slide Tool
Keyboard Shortcut: **U**

The Slide tool allows you slide a clip in a sequence, maintaining the same in and outpoint. When dragging over another clip, it will replace that overlapped section. This tool is also handy because it automatically closed gaps.

The source monitor will display a preview in real time, displaying on the left the before video and on the right, the after video.

Panel Functions
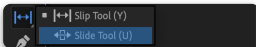
Toolbar (Pen)

Pen Tool
Keyboard Shortcut: **P**

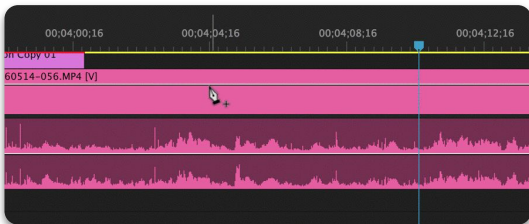|	
✎	Pen Tool (P)
🖐	Rectangle Tool
◯	Ellipse Tool
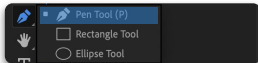
The pen tool allows you to add keyframes to a clip from the timeline.

This is most useful when adjusting background music audio. Using the pen tool, you can easily adjust where the audio fades lower during voiceover sections.

Hold **ALT** to create a curve between keyframes.

Panel Functions

Source Monitor

The source monitor is a useful preview tool that can help reduce clip trimming time. In this section, we'll discuss the different buttons within the panel, and later how to incorporate it into your workflow.

① **Playhead Position**
② **Drag Audio/Video Only**
③ **Preview Playback Resolution**
④ **In/Out Duration**
⑤ **Add Marker**
⑥ **Mark Inpoint/Outpoint**
⑦ **Clip Playback Controls**
⑧ **Insert & Overwrite**
⑨ **Export Frame**

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Panel Functions

Source Monitor

The source monitor can be use to trim the ends of clips/ separating a desired section of a clip before inserting into the timeline. This helps to reduce trimming time within the timeline.

Trimming Clips in the Source Monitor
1. To begin, ensure the source monitor panel is open.
    a. If it is not, simply go to the top of your screen and locate the "window" tab. From the drop down list, select "Source Monitor"
2. From the project bin, double click on your desired clip. It should appear in your source monitor panel.
    a. At this point, you can play and preview the whole clip using the buttons at the bottom of the panel
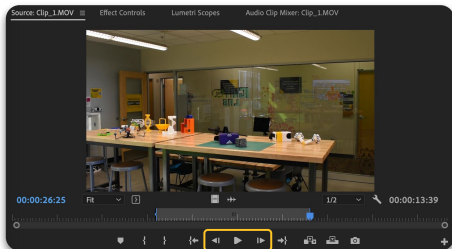
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Source Monitor

3. Position the blue playhead where you would like the clip to begin. You can do this by clicking and dragging, or for more precision, with the direction keys on your keyboard.
4. Once satisfied with your clip beginning or "Inpoint", press "I"
5. Next, position the blue playhead where your clip ends.
6. With the clip end or "Outpoint" defined, press "O"
   a. You will notice now that the section between your inpoint and outpoint is highlighted.
7. Your clip is now ready to be transferred into the timeline!
8. You can drag the trimmed clip into the timeline by simply clicking and dragging the preview to the timeline.
9. Additionally, if you would like to only insert just the clip's audio or just the clip's video, locate the two center buttons below the preview.
10. Simply click and and drag from the respective button to the timeline.
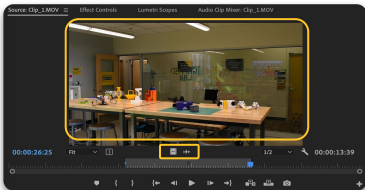
Click and drag from these areas, directly to the timeline
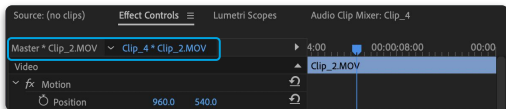
Panel Functions

Effect Controls

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The effects controls panel is useful for adjust certain aspects of your clip, managing and editing added effects, as well as keyframing. In the following pages, we will review the effect controls functions in sections.

Panel Set-Up
1. To begin, ensure the effect controls panel is open.
   a. If the panel is not visible, locate the "window" tab in your menu bar. From the drop down list, select "Effect Controls"

You can use the effect controls panel to affect a clip in two ways. If you use different parts of a single video throughout your sequence, you may want to apply an effect to only one of the snippets or perhaps the entire master clip.

2. With your desired clip selected in your timeline, at the top of the effect controls panel you will see two tabs.
   a. To add or manipulate effects for the master video, select the tab with the "Master" prefix.
   b. When working only with your current selected clip, select the second tab that only contains the clip name.

Panel Functions

Effect Controls

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When adjusting effect values in the effect controls, there are two available methods.

Effect Values

1. Click on the value and drag up or down.
   a. With this method, you will be able to see, in real time, how the change in values impact the effect's influence within the preview monitor.
   b. This is beneficial when you need to test and see how prevalent you want an effect to be.
2. Alternatively, you can simply double click on the number to enable typed value and insert with keyboard.
   a. This is useful if you already know the specific values you need to input

Panel Functions

Essential Graphics

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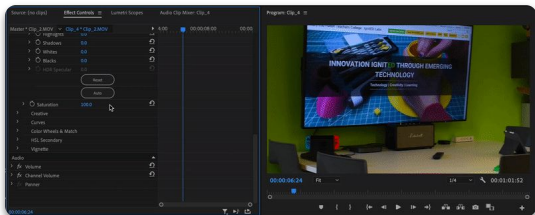
The essential graphics panel is useful when adding text or shapes over your video. Here you can edit certain attributes such as font, fill/border color, as well as alignment.

Panel Set-Up

1. To begin, ensure the essential graphics panel is open and select the "edit" tab.
   a. If the panel is not visible, locate the "window" tab in your menu bar. From the drop down list, select "Essential Graphics"
2. Select from your timeline the clip that holds your shape or text.
   a. These clips will typically be a bright pink/purple color.

If you have multiple textboxes and/or shapes, they will all be listed in the layers section.

3. From the layers section, you can click and drag the layers to change their visual order.
   a. This is useful if your layers overlap.
4. Additionally, to begin editing an shape or text element, click and select it within the layer list.
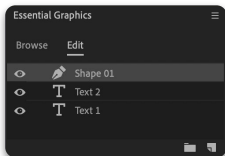
Panel Functions

Pr

Essential Graphics (Alignment)

Distribute Vertical
To use this, 3+ objects(text/shapes) must be selected. The two outermost objects remain static, while the inner shapes will be evenly spaced between

Distribute Horizontal
The same as Distribute Vertical, just on the horizontal axis

Vertical Center

Align Top

Align Bottom

Align Right

Horizontal Center

Align Vertical

Align Left

Align Horizontal

1004.5 , 739.0

746.5 , 132.0

100 ⓪ 100 %

↺ 0

100.0 %

Scale
Deselect the chain icon to independently scale vertically and horizontally

Opacity
This can also be changed in the effect controls panel

Rotation

Position
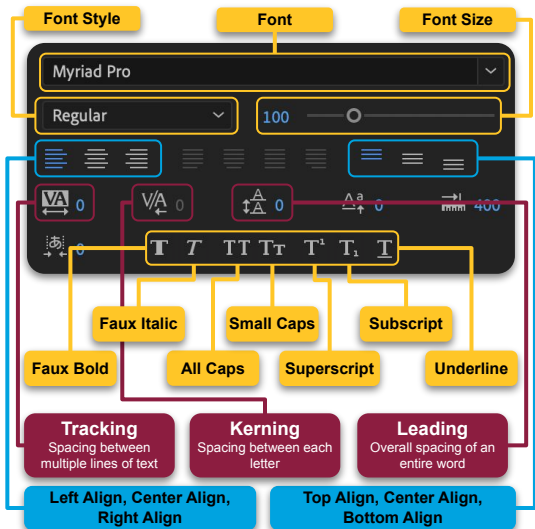Coordinated defined as X, Y

Anchor Point
It is recommended to edit anchor point locations in Effect Controls instead of Essential Graphics

Note: Any change in scale, opacity, position, etc will *not* be reflected in the effect controls panel

Panel Functions

Essential Graphics (Text)

Pr

- Font Style
- Font
- Font Size

Myriad Pro

Regular

100

- Faux Italic
- Small Caps
- Subscript
- Faux Bold
- All Caps
- Superscript
- Underline

Tracking
Spacing between multiple lines of text

Kerning
Spacing between each letter

Leading
Overall spacing of an entire word

Left Align, Center Align, Right Align

Top Align, Center Align, Bottom Align

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Know of another tip or trick?

This is a live document! Please reach out to Ashlee or Sabrina to implement additional information.

❖ @akbisho4

❖ @smcerva4

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