



University Information
Technology Services

Premiere Pro CC 2018 Essential Skills

Adobe Premiere Pro Creative Cloud 2018

University Information Technology Services

Learning Technologies, Training, Audiovisual, and Outreach

Copyright © 2018 KSU Division of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

Published by Kennesaw State University – UITs 2018

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

University Information Technology Services

Premiere Pro CC Essential Skills Adobe Premiere Pro Creative Cloud 2018

Table of Contents

Introduction	5
Learning Objectives.....	5
Preparing a New Project	6
Storing a Project on OneDrive	6
Project File Management.....	6
Interface Overview.....	6
The Start Screen.....	6
Create a New Project	7
The Workspace	8
Import and Organize Media.....	9
Importing Assets	10
Organizing Assets	11
The Source Monitor	12
Previewing Clips	12
Using the Timeline to Create a Sequence.....	14
The Timeline Panel.....	14
The Timecode Group	14
Track Options Group.....	15
Sequence Group.....	16
The Toolbar	16
Insert and Manipulate Media in the Timeline	17
Insert Clips to Create a Sequence	17
Make an Insert Edit.....	17
Make an Overwrite Edit	18
Copy and Paste Media Using Track Targeting	18

Delete Media from a Sequence	19
How to Delete Media from a Sequence.....	19
How to Apply a Ripple Delete to a Sequence	20
Editing a Sequence.....	20
Trim and Edit Clips	20
Make a Regular Edit	20
Make a Ripple Edit	21
Split a Clip.....	22
Configure Audio In a Sequence.....	22
Track Linking	22
Link Audio to a Video Clip	22
Unlink Audio from a Video Clip.....	23
Adjust Volume Using Effect Controls.....	23
Text and Shapes	24
Add Text	24
Create Shapes	25
Apply Animations.....	26
Add Transitions and Effects	27
Apply a Transition	28
Apply an Effect	29
Save a Project.....	30
Export a Sequence	30
Additional Help	32

Introduction

Adobe Premiere Pro CC is a powerful timeline-based video editing application. Using Premiere Pro, you can edit video and audio clips into sequences, apply effects and transitions, export your sequences for sharing with others, and more. Premiere Pro also works hand-in-hand with other Adobe Creative Cloud apps, such as Audition, After Effects, and Photoshop.

This booklet is the companion document to the Adobe Premiere Pro: Essential Skills workshop. The booklet demonstrates the basic skills needed to create, edit, and export a sequence in Premiere Pro.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Navigate the Premiere Pro interface
- Create a project
- Import and organize media
- Compose a sequence
- Apply edits to video and audio clips
- Add text and shapes to a sequence
- Add transitions and effects to a sequence
- Export a sequence for upload to the web

Preparing a New Project

A project in Premiere Pro encompasses all the files you will use to create your final product. This includes many different files, such as video, audio, graphics, music, and special effects. Before beginning a new project, it is important to create an organizational system for managing these assets. Maintaining this system streamlines the editing process, allows Premiere Pro to run smoothly, and prevents misplacement of files.

It is best practice to keep all your project assets in the same location, whether it be a local hard disk, external hard drive, USB drive, network drive, or cloud storage. Always maintain a backup of your data in a secure location, especially if you are using an external drive, which can be misplaced or suffer physical damage.

Note: Data transfer rates from network drives and cloud storage is dependent upon network connectivity and speed. This may affect performance when working with large files.

Storing a Project on OneDrive

If you plan to use OneDrive to house your project files, check that you have installed the desktop sync client. This client will allow you to access files as if they are stored locally on your computer.

Note: The OneDrive desktop sync client is not available in computer labs. If you are working in a computer lab, you may save your project locally and upload it to OneDrive through the o365 web portal at o365.kennesaw.edu.

Project File Management

It is up to you to decide how to organize your project files. Needs can vary between projects. Below is an example of a basic folder structure:

1. **Final Renders** – Contains rendered sequences from the project
2. **Graphics** – Contains images and stills
3. **Project Files** – Houses the .prproj file created when you create a new project in Premiere Pro
4. **Video** – Contains video clips
5. **Sound** – Contains sound effects or audio tracks separate from video clips
6. **Music** - Contains music tracks

Interface Overview

The Start Screen

When you launch Premiere Pro, the Start screen loads. From here, you can create a new project or open a previous one. The Start screen is as follows:

1. **Learn** – Access Premiere Pro tutorials and guides (See Figure 1).
2. **Search** – Search for previously opened projects (See Figure 1).
3. **Projects** – Create a new project or open an existing one (See Figure 1).
4. **Recently Opened** – Quickly access project files from previous sessions (See Figure 1).
5. **Sort and Filter** – Sort and filter recently opened projects (See Figure 1).

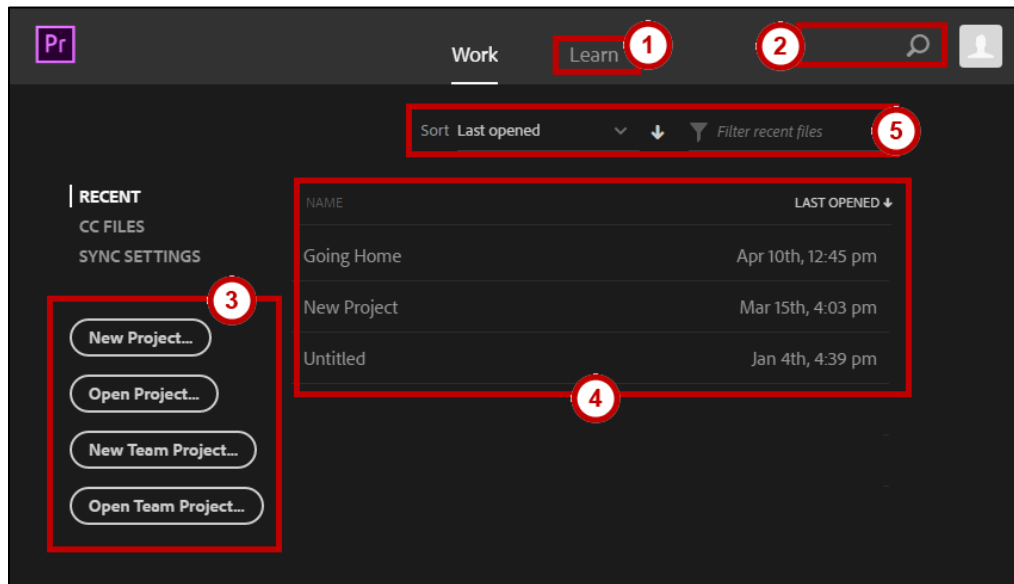


Figure 1 - The Start Screen

Create a New Project

The file you will create in Premiere Pro is called a project. Projects contain all the assets you will use to create and edit your videos, such as video clips, audio files, and graphics. The following steps describe how to create a new project:

1. From the Premiere Pro *Start* screen, click **New Project**.

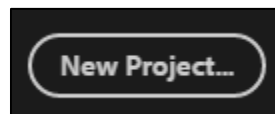


Figure 2 - New Project

2. The *New Project* dialogue box launches (See Figure 3).
 - a. **Name** – Set the name of your project file (See Figure 3).
 - b. **Location** – Determine where the project file will be stored (See Figure 3).

Note: If you followed the suggested folder template above, select the *Project Files* folder.

3. If needed, determine **advanced settings**, such as timecode, scratch disks, and ingesting. For the purpose of this guide, we will leave these settings set to default (See Figure 3).
4. Click **OK** to create your project (See Figure 3).

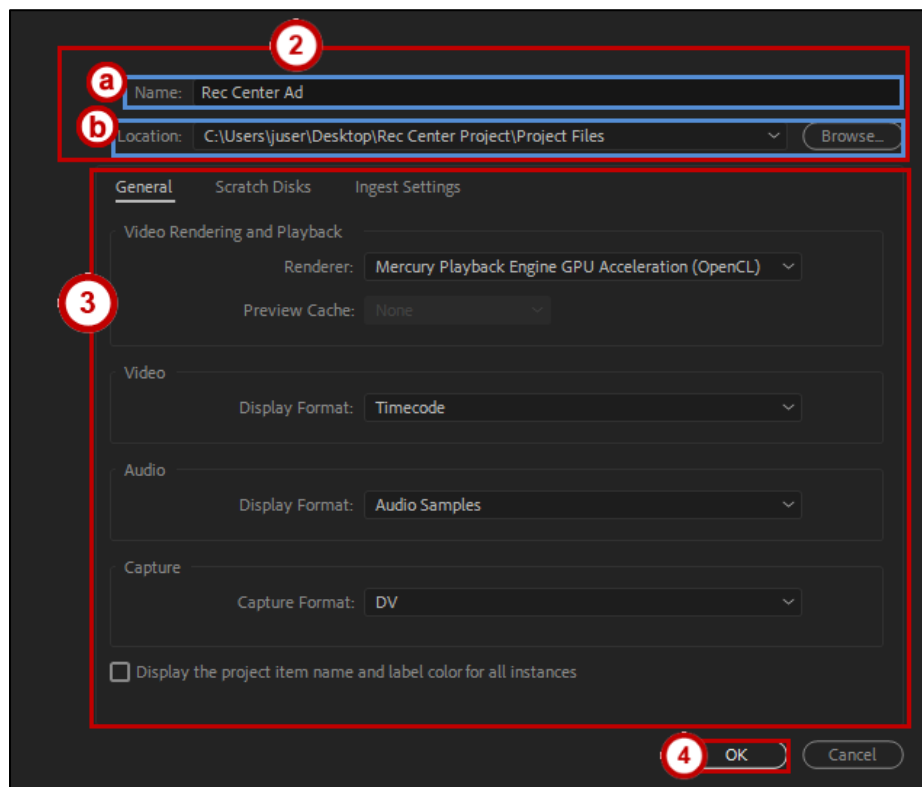


Figure 3 - New Project Window

The Workspace

The Premiere Pro interface is made up of *panels*. Each panel contains a tool or feature, such as the Timeline. Panels can be opened, closed, grouped, and rearranged within Premiere Pro to create *workspaces*.

There are seven default workspaces: Assembly, Editing, Color, Effects, Audio, Graphics and Libraries. These can be customized to your personal workflow. The workspaces are accessed from the *Workspace Control Bar*, located at the top of the Premiere Pro application window.

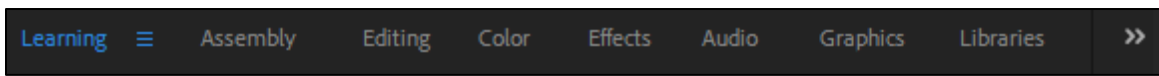


Figure 4 - Workspace Control Bar

In this *Essential Skills* guide, we will work in the *Assembly*, *Editing*, and *Graphics* workspace layouts. Note that some panels, such as the Timeline panel, are shared across workspaces.

Import and Organize Media

The *Assembly* workspace is optimized for importing, previewing, marking and subclipping media, as well as assembling rough cuts of sequences.

The *Assembly* workspace is as follows:

1. **Project Panel Group** – Import, access and annotate assets (See Figure 5).
2. **Source Monitoring Group** – Preview and prepare clips before inserting them into a sequence (See Figure 5).
3. **Timeline** – Arrange clips in a sequence that is played from left to right (See Figure 5).

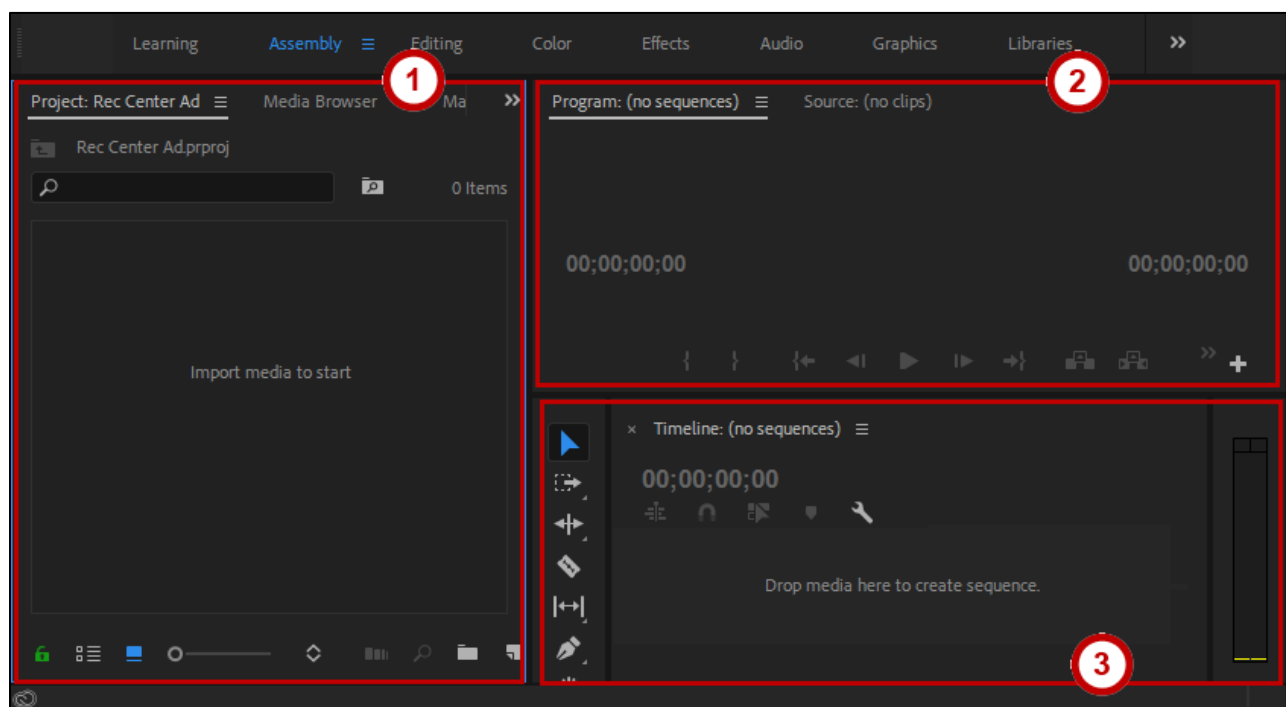


Figure 5 - Assembly Workspace

Importing Assets

Before you can begin editing your clips into a sequence, you must import them into your project. When you import a clip, the clip points to the source file. Trimming and editing the clip does not affect the source file. It is not recommended you move your source files after they have been imported into the project, as Premiere Pro will be unable to find them.

The following describes how to import assets into your project:

1. Navigate to the *Assembly* workspace. Select the **Project Panel** from within the *Project Panel Group*.

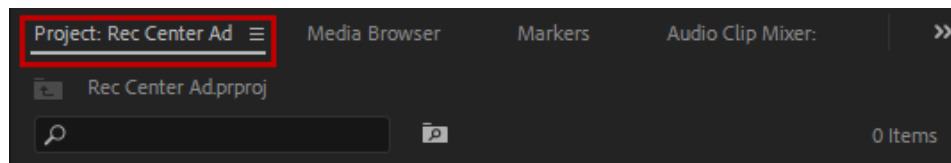


Figure 6 - Project Panel

Note: If you do not see the Project panel, click the drop-down arrow at the top right corner of the panel to access all panels within the panel group.

2. On the desktop, open the folder containing the assets you wish to import using the **File Explorer** (Windows) or **Finder** (MacOS).
3. Click and drag the **files or folders** you wish to import over **Import Media to Start** in the *Project Panel*.

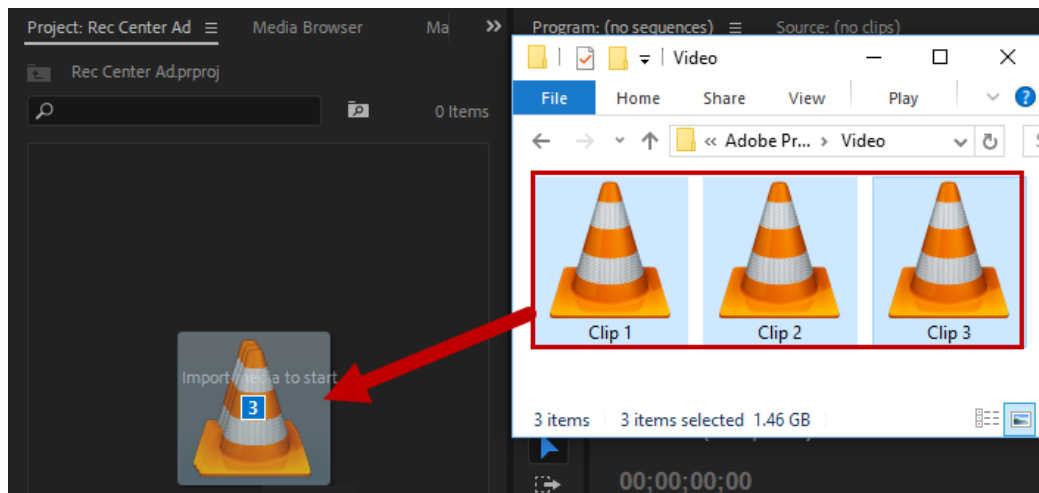


Figure 7 - Import Media

4. The assets are imported into the project. You may now access these assets in the *Project Panel*.

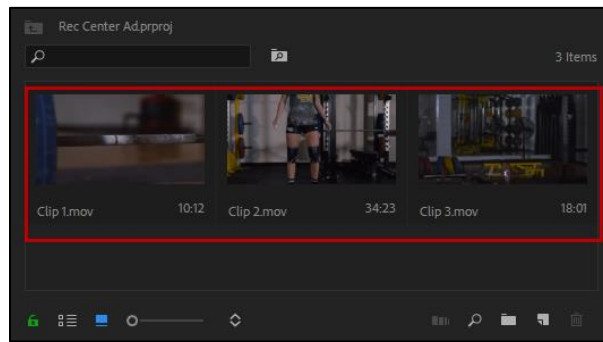


Figure 8 - Imported Clips

Organizing Assets

Assets can be organized into *bins*, which are useful for keeping projects organized. The following steps describe how to create a bin and move assets into it:

1. From the *Project panel*, click the **New Bin** icon.



Figure 9 - New Bin

2. Enter the **name** of your new bin.

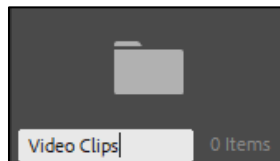


Figure 10 - Name Bin

3. Click and drag to select the **asset(s)** you would like to move into the bin (See Figure 11).
4. Drag the asset(s) over the bin you created. When you release the click, the assets will drop into the bin (See Figure 11).

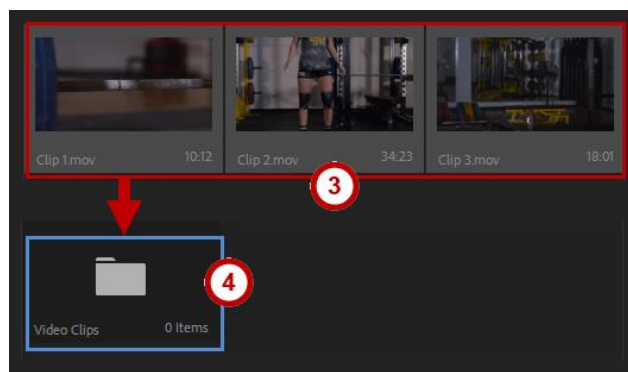


Figure 11 - Drag Assets

Note: **Shift + click** will allow you to select multiple clips at once.

The Source Monitor

You may preview assets in the *Source Monitor*. The Source Monitor is located within the *Source Monitoring Group*. The components of the Source Monitor are as follows:

1. **Source Monitor Panel** – Preview and mark clips before inserting them into a sequence (See Figure 12).
2. **Clip Preview** – Displays the active clip (See Figure 12).
3. **Playback Tools** – These tools allow you to navigate through and review a clip (See Figure 12).

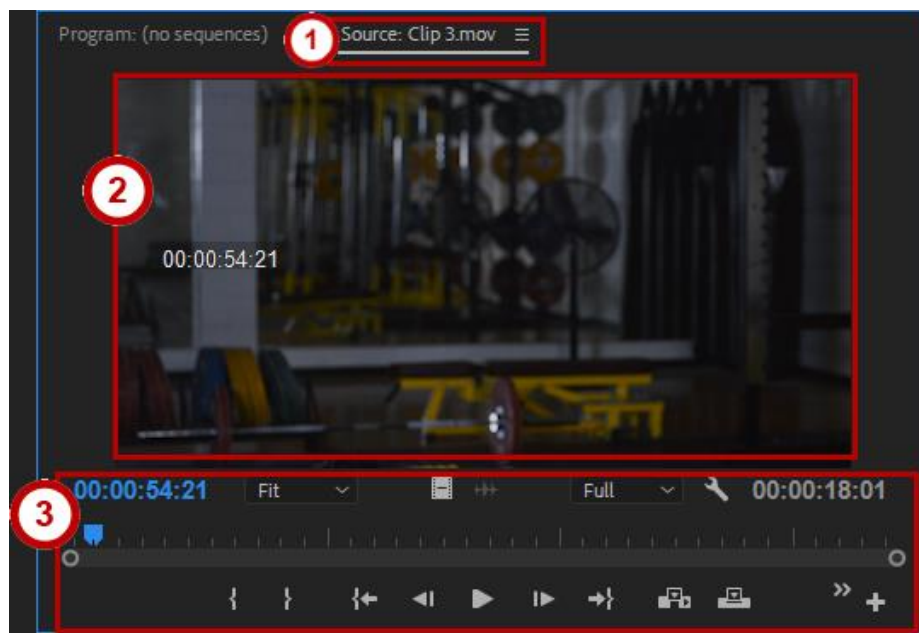


Figure 12 - Source Monitor Panel

Previewing Clips

The following steps describe how to preview clips:

1. Navigate to the *Project* panel and navigate to the assets you wish to preview.

Note: You may quickly preview video clips with hover scrubbing. To hover scrub, move your cursor over a clip preview thumbnail, then move the cursor from side to side. Hover scrubbing only applies to video clips.

2. Double click the **clip preview thumbnail**.

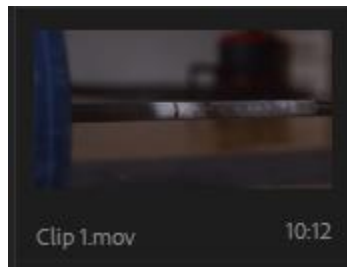


Figure 13 - Clip Preview Thumbnail

3. The clip opens in the *Source Monitor*. Using the **playback tools**, you can preview and mark your clip.
 - a. **TimeCode** – Uniquely identifies each frame using a time stamp. By default, Premiere Pro uses the SMPTE code: hours, minutes, seconds, and frames (See Figure 14).
 - b. **Playhead** – Shows the location of the current frame in the *time ruler* (See Figure 14).
 - c. **Time Ruler** – Displays the duration of a clip. Tick marks indicate units of time (See Figure 14).
 - d. **Marker** – Add comments or notes to a clip (See Figure 14).
 - e. **Mark In/Out** – Select a portion of the clip (See Figure 14).
 - f. **Go to In/Out** – Snaps the playhead to the clip's In/Out point (See Figure 14).
 - g. **Step Back/Forward One Frame** – Move between frames one at a time (See Figure 14).
 - h. **Play/Stop** – Starts and stops the clip at the playhead (See Figure 14).
 - i. **Insert/Overwrite** – Applies an insert or overwrite edit of the clip into the sequence (See Figure 14).
 - j. **Export Frame** – Saves the frame at the location of the playhead as an image (See Figure 14).
 - k. **Button Editor** – Customize the button layout (See Figure 14).

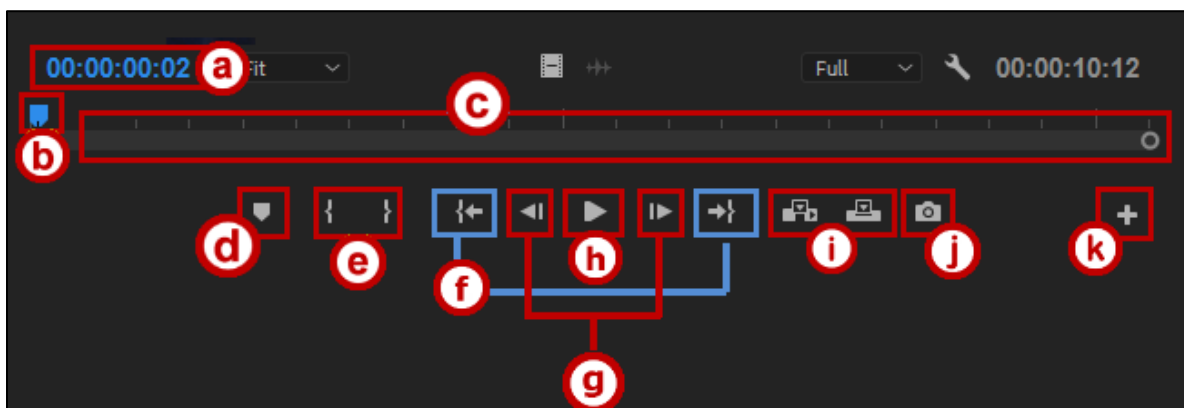


Figure 14 - Playback Tools

Using the Timeline to Create a Sequence

Once you have imported assets, you can begin arranging them into a *sequence*. Sequences are built and refined in the *Timeline* panel. The Timeline panel can be accessed through most workspaces. In the steps below, we will access the Timeline panel through the *Editing* workspace.

The Timeline Panel

The Timeline Panel contains many tools. To simplify this panel, we will break the panel down into three groups: the *Timecode Group*, the *Track Options Group*, and the *Sequence Group*. Each contains tools and options for creating a sequence.

The Timeline Panel

1. The Timeline Panel (See Figure 15).
 - a. **The Timecode Group** (See Figure 15).
 - b. **The Track Options Group** (See Figure 15).
 - c. **The Sequence Group** (See Figure 15).

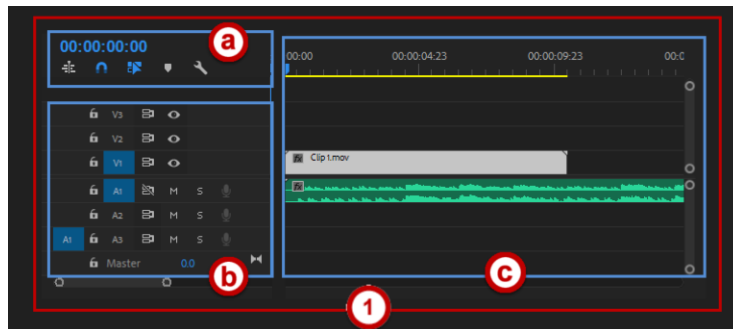


Figure 15 - The Timeline Panel

The Timecode Group

1. **Timecode** – Indicates the current position of the playhead within the sequence (See Figure 16).
2. **Insert Sequences** - Insert a sequence into the current one (See Figure 16).
3. **Snap** – Eliminates gaps between clips in the *Timeline* (See Figure 16).
4. **Link Selection** – When enabled, clicking a linked clip in the *Timeline* selects all linked tracks (See Figure 16).
5. **Marker** – Add a marker to the Timeline at the playhead (See Figure 16).
6. **Timeline Display Settings** – Adjust visible elements in the *Timeline* (See Figure 16).



Figure 16 – The Timecode Group

The Track Options Group

1. **Track Locking** – When enabled, disables all edits and adjustments to a track (See **Error! Reference source not found.**).
2. **Track Number** – Signifies the type of track and the track number. Video tracks (V) are located above the Timeline midpoint, and audio tracks (A) are located below the Timeline midpoint (See **Error! Reference source not found.**).
3. **Track Visibility** – Hide or view a video track (See **Error! Reference source not found.**).
4. **Source Indicators** –When enabled, insert and overwrite edits are placed in the selected tracks (See **Error! Reference source not found.**).
5. **Track Targeting** – Paste copied clips onto selected tracks (See **Error! Reference source not found.**).
6. **Sync Lock** – When enabled, locks tracks together so movement in the Timeline applies to each (See **Error! Reference source not found.**).
7. **Mute** – Silences an audio track (See **Error! Reference source not found.**).
8. **Solo Track** – Mutes all other audio tracks (See **Error! Reference source not found.**).
9. **Record** – Record audio directly into the Timeline (See **Error! Reference source not found.**).

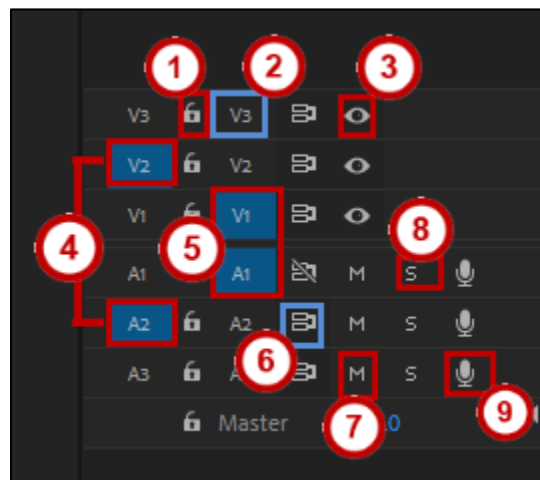


Figure 17 - Track Options Group

The Sequence Group

1. **Time Ruler** – Shows the portion of the sequence in the current view (See Figure 18).
2. **Sequence Playhead** – Use this playhead to navigate within a sequence (See Figure 18).
3. **Video Clips** – Video clips are arranged back to back on a track to create a sequence (See Figure 18).
4. **Audio Clips** – Audio clips show a waveform preview (See Figure 18).
5. **Scrollbars** – Navigate horizontally and vertically between tracks (See Figure 18).

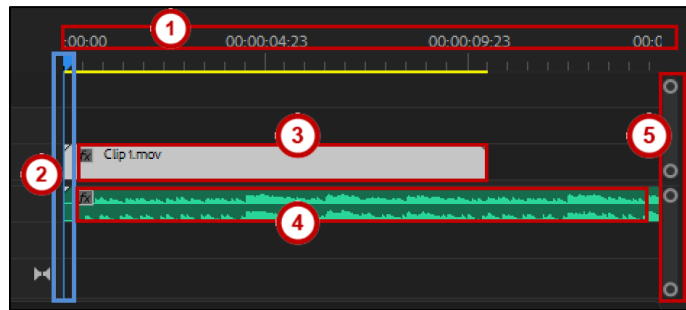


Figure 18 - Sequence Group

The Toolbar

Though not part of the Timeline panel, the *Toolbar* contains the tools you will use to add and manipulate content within the Timeline. In the Editing workspace, it is located next to the Timeline.

1. **Selection Tool** – Select clips within the *Timeline* and perform standard edits (See Figure 19).
2. **Track Select Forward Tool** – Selects a clip and all those following it in the *Timeline* (See Figure 19).
3. **Specialty Editing Tools** – Apply edits that adjust the In and Out points of multiple clips simultaneously (See Figure 19).
4. **Razor Tool** – Split a clip into two (See Figure 19).
5. **Slip and Slide Tools** – Adjust the timing of edits (See Figure 19).
6. **Pen and Shape Tools** – Create shapes directly on the Timeline (See Figure 19).
7. **Hand Tool** – Navigate horizontally through the Timeline (See Figure 19).
8. **Text Tool** – Add text to the Timeline (See Figure 19).

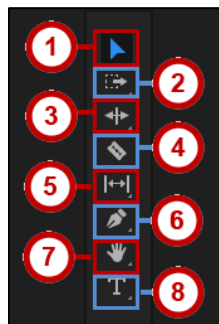


Figure 19 - The Toolbar

Insert and Manipulate Media in the Timeline

Insert Clips to Create a Sequence

You can add media to your sequence with *Insert* and *Overwrite* edits. Insert edits shift subsequent clips forward in the Timeline to accommodate the new clip. Overwrite edits replace another clip's frames in a sequence. The following explains how to make an insert and overwrite edit from the *Editing* workspace.

Make an Insert Edit

1. Open the clip you wish to insert in the *Source Monitor*.
2. In the *Timeline*, move the **playhead** where you wish to insert the clip (See Figure 20).
3. Click the **Track Targeting** button of the track you wish to insert the clip into (See Figure 20).

Note: By default, track targeting is enabled for tracks V1 and A1.

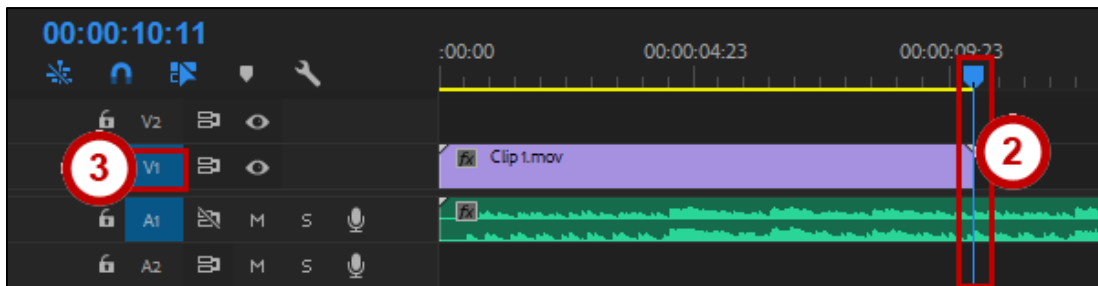


Figure 20 - Select Track and Position Playhead

4. In the *Source Monitor*, click the **Insert** button.



Figure 21 – Insert Button

5. The clip is inserted into the Timeline.

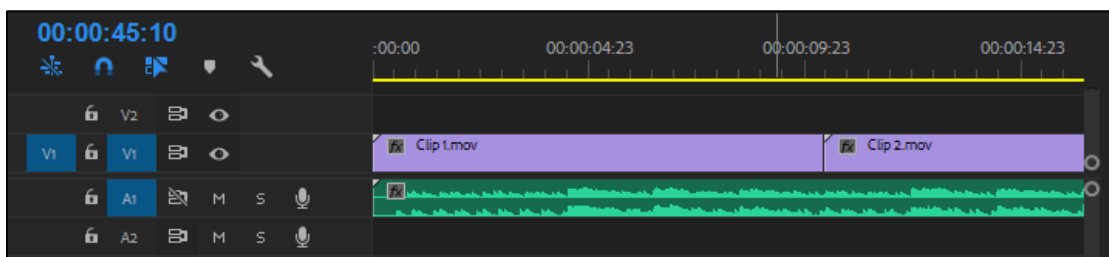


Figure 22 – Insert Edit

Make an Overwrite Edit

1. Open the clip you wish to insert in the *Source Monitor*.
2. In the *Timeline*, move the **playhead** where you wish to overwrite the clip (See Figure 23).
3. Locate the track you wish to insert the clip into. Click the **Track Targeting** button to select the track (See Figure 23).

Note: By default, track targeting is enabled for tracks V1 and A1.

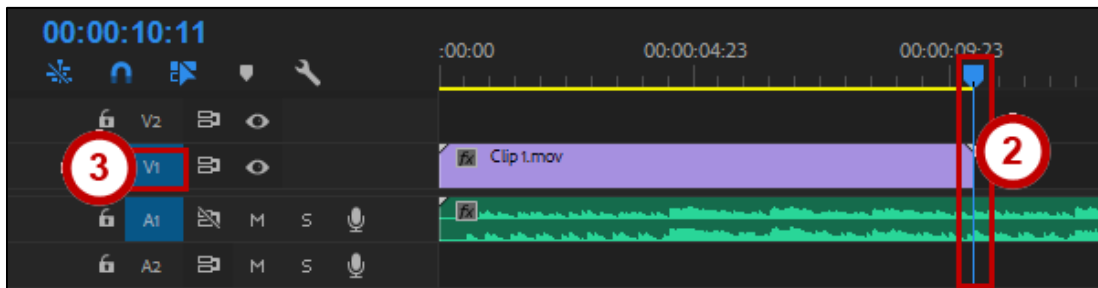


Figure 23 - Select Track and Position Playhead

4. In the *Source Monitor*, click the **Overwrite** button.



Figure 24 - Overwrite Button

5. The clip is inserted into the Timeline.

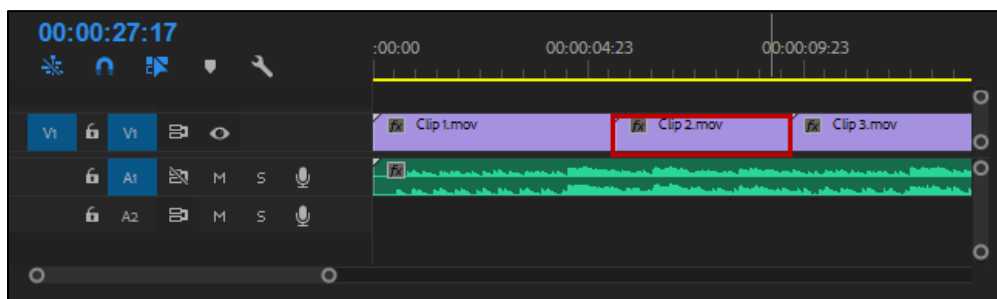


Figure 25 - Overwrite Edit

Copy and Paste Media Using Track Targeting

Media can easily be copied and pasted onto a different track using track targeting. The following explains how to copy and paste a clip with audio onto a new track:

1. In the *Timeline*, click the **track target button** for the track media will be moved to.

Note: If the clip has audio and video, enable track targeting for a video and audio track.

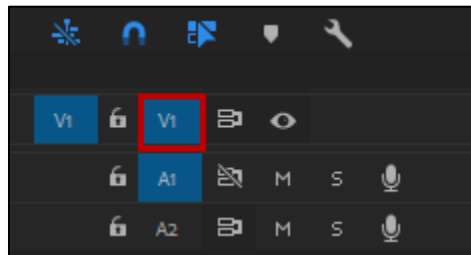


Figure 26- Enable Track Targeting

2. Position the **playhead** where you wish to insert the copied media.
3. Using the *selection tool*, select the clip and press **CTRL+C** (PC) or **CMD+C** (Mac) to copy it.
4. Press **CTRL+V** (PC) or **CMD+V** (Mac) to paste the clip onto the new track.

Delete Media from a Sequence

There are two methods to remove media from a sequence. *Deleting* media removes the media from the Timeline, but leaves a gap the size the media previously occupied. A *ripple delete* removes media and gaps from the Timeline, reducing the length of the sequence.

How to Delete Media from a Sequence

The following steps apply to any content in the Timeline, including clips, audio, titles and graphics.

1. In the *toolbar*, click the **selection tool**.
2. In the *Timeline*, click the media you wish to delete.



Figure 27 - Select Media

3. Press the **delete** key on your keyboard. Alternatively, you can right click the clip and select **Clear** from the drop-down menu that appears.
4. The media is deleted and replaced with a gap.



Figure 28 - Deleted Media

How to Apply a Ripple Delete to a Sequence

1. In the *toolbar*, click the **selection tool**.
2. In the *Timeline*, right click the media or gap you wish to apply the ripple delete to. Click **Ripple Delete**.

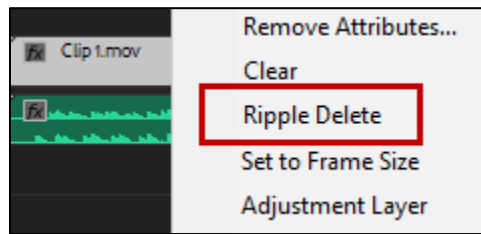


Figure 29 - Ripple Delete

3. The media or gap is deleted, and the length of the sequence is shortened.

Editing a Sequence

Trim and Edit Clips

Trimming is the process of adjusting a clip's In and Out points once it has been placed in the Timeline. To trim a clip, you must first select an edit point within the Timeline. An edit point is the intersection between a clip and the following element in a sequence.

There are many edit tools available within Premiere Pro. In this guide, we will focus on two: the Regular Edit tool and the Ripple Edit tool. With the Regular Edit tool, you can adjust the In or Out point of a single clip. Ripple edits can shorten or extend a clip, which in turn affects the overall length of the sequence.

Note: Edits are constrained by the overall duration of the source clip.

Make a Regular Edit

1. From the *Editing* workspace, navigate to the **Toolbar**.
2. Click the **selection tool**.



Figure 30 - Selection Tool

3. Hover the cursor at the **edit point**, located at either end of the clip you wish to trim. The *Regular Edit* cursor appears.

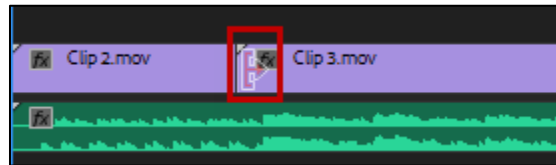


Figure 31- Regular Edit Cursor

4. Click and drag the cursor to the **new edit point**.
5. Release the mouse. The clip is trimmed to the new edit point.

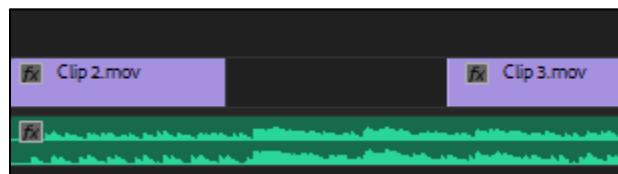


Figure 32 - Trimmed Clip

Make a Ripple Edit

1. From the *Editing* workspace, navigate to the **Toolbar**.
2. Click the **Ripple Edit Tool**.



Figure 33 - Ripple Edit Tool

3. Hover the cursor at the **edit point**, located at the intersection between the clip you wish to trim and the adjacent clip. The *Ripple Edit tool* cursor appears.



Figure 34 - Ripple Edit Tool Cursor

4. Click and drag the cursor to the **new edit point**.
5. Release the mouse. The new edit point is created. Note that your sequence is shortened or extended by the number of frames you adjusted.

Split a Clip

The Razor Tool is used to create a new edit point within a clip, splitting it into two. The following explains how to split a clip using this tool:

1. From the *Editing* workspace, navigate to the **Toolbar**.
2. Click the **Razor Tool**.



Figure 35 - Razor Tool

3. Hover the cursor over the location on the clip where you wish to insert the new edit point.
4. Click to create the **new edit point**.
5. The clip is split into two.

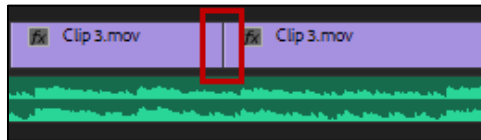


Figure 36 - New Edit Point

Configure Audio In a Sequence

You can insert audio into your sequence and apply edits to it just as you would a video clip. The following describes how to adjust unique audio settings in the *Timeline* and the *Effect Controls* panel.

Track Linking

If a video clip has audio, when it is imported the video and audio tracks are linked. When a video and audio track are linked, when one track is clicked, both are selected. The steps below describe how to manually link and unlink an audio clip to a video clip.

Link Audio to a Video Clip

1. With the *Selection Tool* selected, navigate to the *Timeline*. Press **shift** and click to select the video and audio track.

2. Right click one of the tracks and select **Link**.



Figure 37 - Link Tracks

3. The tracks are linked.

Unlink Audio from a Video Clip

1. In the *Timeline*, select the linked video or audio track.
2. Right click one of the tracks and select **Unlink**.
3. The tracks are unlinked and may be selected separately.

Adjust Volume Using Effect Controls

The *Effect Controls* panel allows you to adjust an audio track's volume.

Note: The following steps demonstrate accessing audio Effect Controls from the *Editing* workspace.

1. Using the *selection tool*, select the desired audio track.
2. Navigate to the *Effect Controls* panel (See Figure 38).
3. Increase the volume of the clip by adjusting the **Level** (See Figure 38).

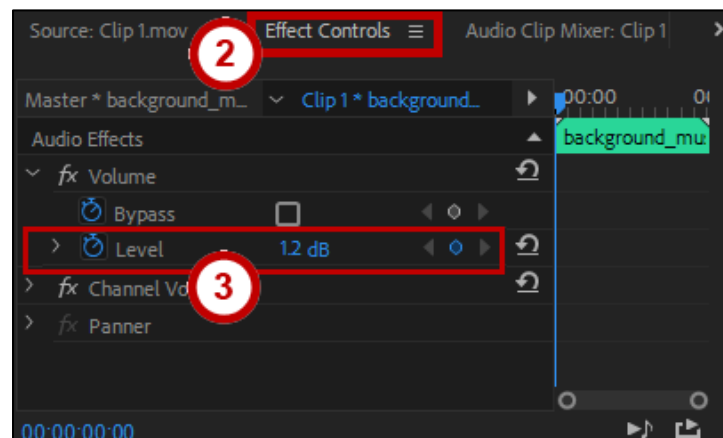


Figure 38 - Audio Effects

Text and Shapes

You can quickly add text and shapes to your sequences in Premiere Pro.

Add Text

The following explains how to add text to a sequence:

1. From the *Graphics* workspace, navigate to the **toolbar**.
2. Select the **text tool**, or hold-click the text tool to select the **Vertical Text Tool**.

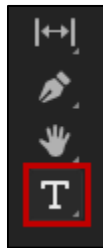


Figure 39 - Text Tool

3. Click the location on the *Program Monitor* where you want to add text. A single click creates a **text point**, whereas clicking and dragging creates a **text box**.
4. Begin typing to add your text.

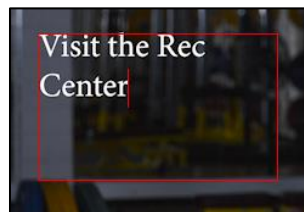


Figure 40 - Text Box

5. You may use the **selection tool** to reposition your text or resize the text box.
6. To change the appearance of your text, use the **Edit** tab within the *Essential Graphics* panel.

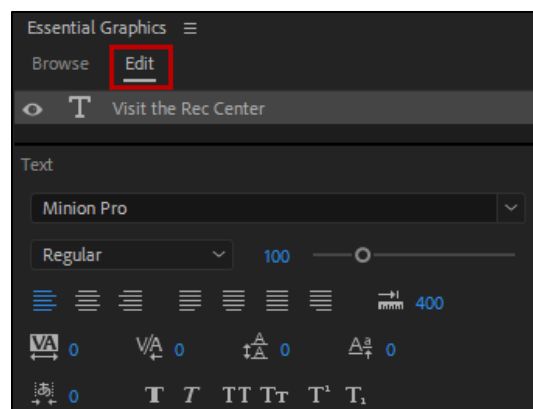


Figure 41 - Edit Tab

7. To continue editing your text, select the *text tool* and click the **text box**.

Create Shapes

The following explains how to add shapes to a sequence:

1. From the *Graphics* workspace, navigate to the **toolbar**.
2. Hold-click the **Pen Tool** to access the following options (See Figure 42):
 - a. **Rectangle Tool** – Click and drag to create a square or rectangle (See Figure 42).
 - b. **Ellipse Tool** – Click and drag to create a circle or ellipse (See Figure 42).

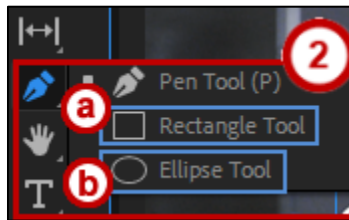


Figure 42 - Pen Tool Options

3. Click the location on the *Program Monitor* where you want to add your shape. In this example, we are using the **rectangle tool**. Click and drag to create your shape.
4. You may use the **selection tool** to reposition, rotate and resize your shape.



Figure 43 - Shape Behind Text

5. To change the appearance of your shape, use the **Edit tab** within the *Essential Graphics* panel.

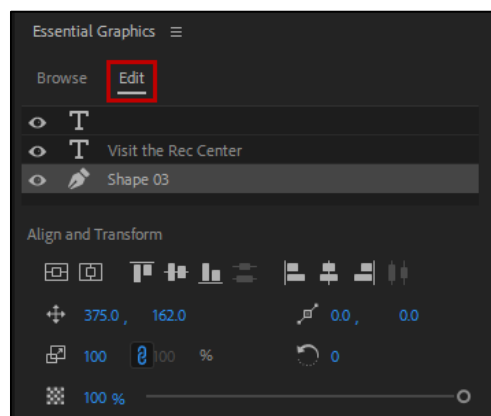


Figure 44 - Edit Shape

Apply Animations

You can apply animations to text and shapes such as rotation, scale, positioning, and opacity in the Effect Controls panel.

Text and shapes are animated using *keyframes*, which mark a specific parameter at a point in time. The following demonstrates how to apply a scaling animation to text, but the same steps apply to other animations, such as titles and shapes.

1. From the *Graphics* workspace, select the text you wish to animate.
2. Navigate to the **Effect Controls** panel, located within the *Source Program* panel group.

Note: If you do not see the Effect Controls panel, you may need to click the drop-down arrow and select it from the drop-down menu.

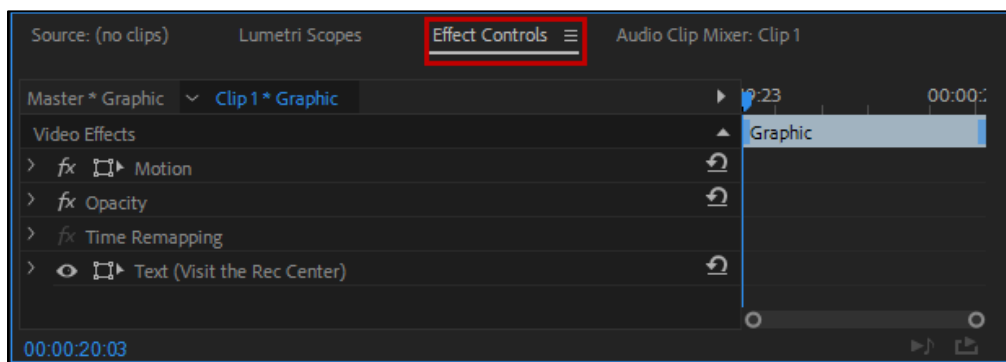


Figure 45 - Effect Controls Panel

3. Locate the text you wish to edit within the *layer list*. Click the **drop-down arrow** to access effect controls (See Figure 46).
4. Click the **transform drop-down arrow**. A list of available animations appears (See Figure 46).

Note: To access all options for *Scale*, *Rotation*, and *Opacity*, click the **drop-down arrow** next to them.

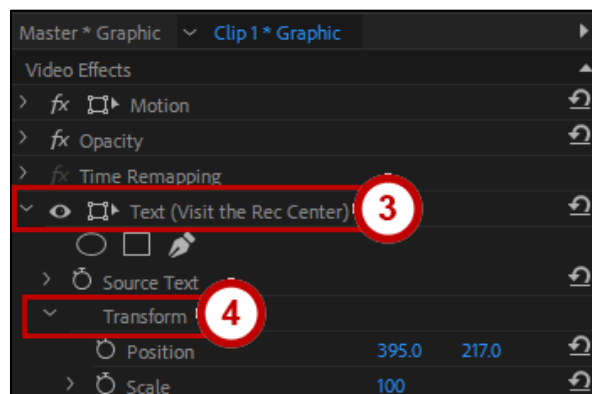


Figure 46 - Select Animation

5. Drag the **playhead** where the animation will start in the *Timeline panel*.
6. Click the **toggle animation** icon next to the animation you wish to apply. In this example, *Scale* is selected (See Figure 47).
7. The first **keyframe** in the animation is created. A keyframe is indicated by a diamond icon in the *Effect Controls Timeline* (See Figure 47).

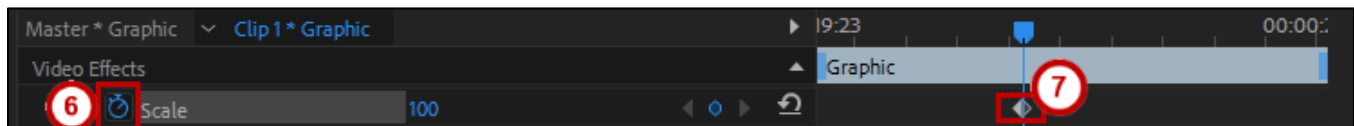


Figure 47 - Toggle Animation and Add Keyframe

8. Drag the **playhead** to the next point in your animation (See Figure 48).
9. Click the **Add/Remove keyframe** icon to create a new keyframe (See Figure 48).
10. Adjust the **settings** to reflect how the text should appear at the new keyframe. In this example, scale was decreased to 50% (See Figure 48).

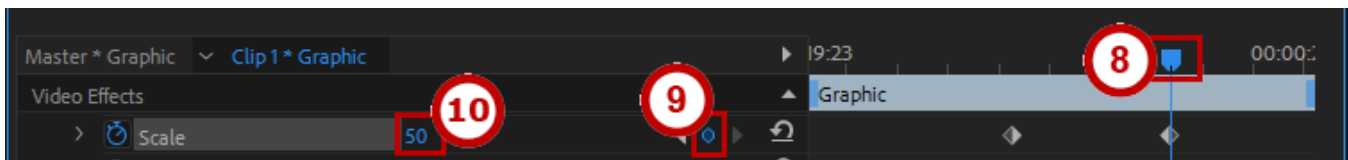


Figure 48 - Add Keyframes

11. Continue adding keyframes as needed.
12. To delete a keyframe, click its location on the *Effect Controls Timeline*. Press **Delete** on your keyboard.
13. To preview the animation, scrub the playhead within the *Effect Controls Timeline*.

Add Transitions and Effects

Effects and Transitions can be used to apply unique characteristics and preconfigured animations to your video and audio clips. *Effects* apply to the duration of a clip, whereas *transitions* apply only to the beginning or end. There are a number of transitions and effects that are packaged with Premiere Pro. The following describes how to apply these to your sequence.

Apply a Transition

Transitions can be applied to the beginning or end of a clip, or the beginning and end of two adjacent clips simultaneously. The following describes how to add a video transition to a clip.

1. From the *Effects* workspace, locate the **Effects panel** (See Figure 49).
2. Click the **drop-down arrow** next to *Video* or *Audio Transitions* to access available options. In this example, we select *Video Transitions* (See Figure 49).

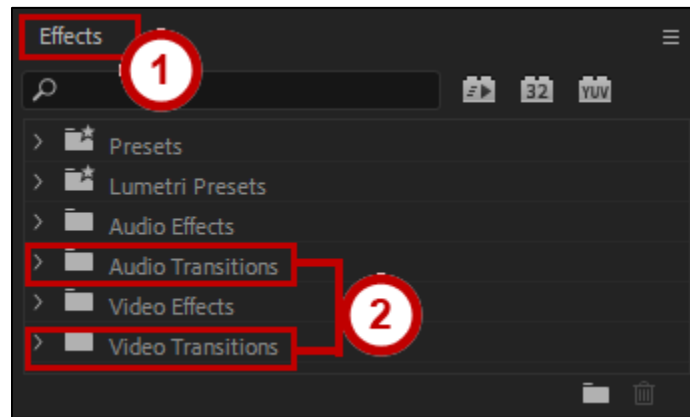


Figure 49 - Select Transition

3. Select the **transition** you would like to apply and drag it onto the edit point on the *Timeline* where you wish to apply it.

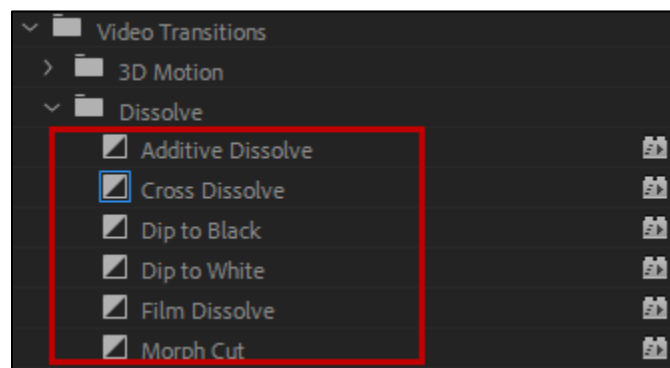


Figure 50- Select Transition

4. Before releasing the mouse, adjust your cursor to determine whether the transition rests on the end of a clip, the beginning of the next clip, or applies to the beginning and end of the adjacent clips. When satisfied, release the click.

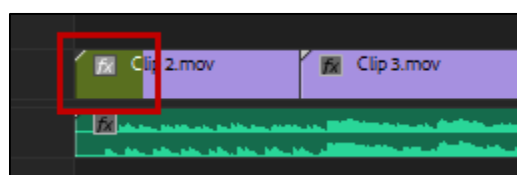


Figure 51 - Apply Transition

5. The transition is applied to the clip. Click and drag with the **selection tool** to adjust the length of the transition.

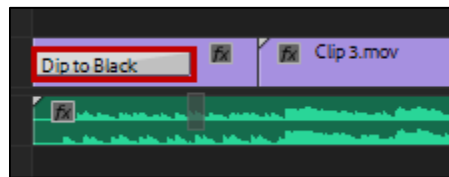


Figure 52 - Adjust Transition

6. If needed, make additional adjustments to the transition in the *Effect Controls* panel.

Apply an Effect

Effects can apply to the entirety of a clip. The following describes how to add an effect to an audio clip.

1. From the *Effects* workspace, locate the **Effects panel** (See Figure 53).
2. Click the **drop-down arrow** next to *Video* or *Audio Effects* to access available options. In this example, we select *Audio Effects* (See Figure 53).



Figure 53 - Select Effects

3. Click the **drop-down arrow** next to *Video* or *Audio Effects* to access available options.

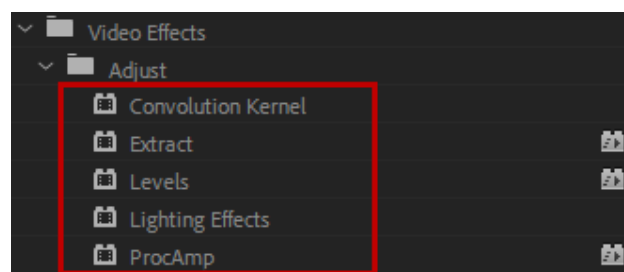


Figure 54 - Effect Options

4. Select the **effect** you would like to apply and drag it onto the clip on the *Timeline* where you wish to apply it.
5. Release the mouse to apply the effect to the clip.

6. If needed, make additional adjustments to the transition in the *Effect Controls* panel.

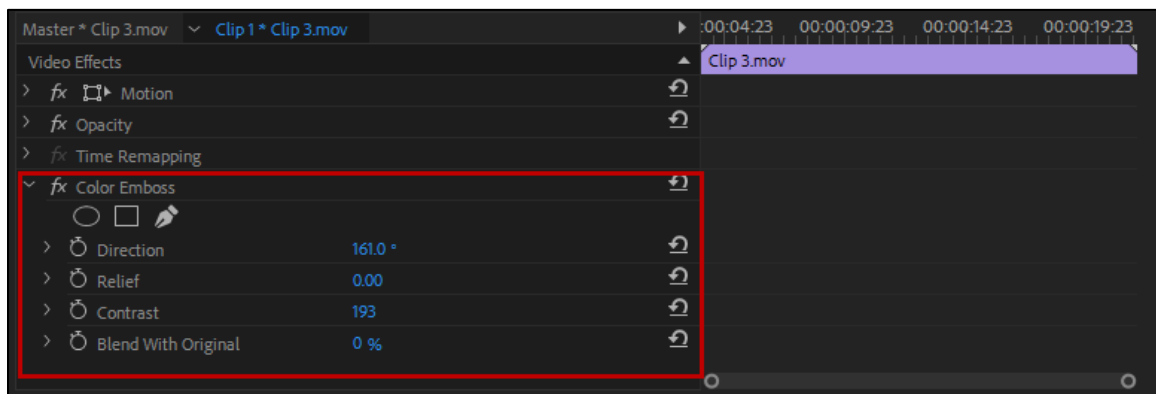


Figure 55 - Adjust Effect in the Effect Controls Panel

Save a Project

Although Premiere Pro has a built-in autosave feature, you can also save your progress manually. The following describes how to save a project:

1. Navigate to the **file** menu.
2. Select **Save**.
3. Changes to your project are saved.

Export a Sequence

Once you have completed your sequence, the final step is to export it. The export settings you choose will depend on how you wish to share your final product. In Premiere Pro, you can choose from various export presets, or you can adjust these settings yourself.

The following explains how to access Export Settings and export your project for the web:

1. Click the **Timeline panel** to activate it. The panel is active when it is outlined in blue, as seen below:

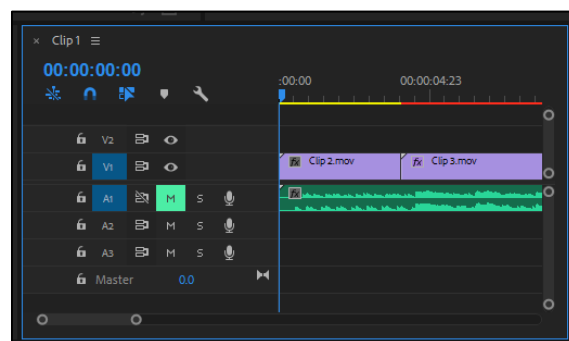


Figure 56 – Activated Timeline Panel

2. Navigate to the **file menu** (See Figure 57).
3. Select **Export > Media** (See Figure 57).

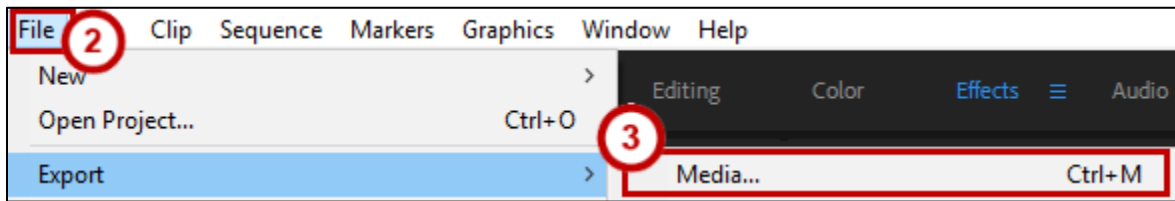


Figure 57 - Export Media

4. The *Export Settings* window appears. From this window, you select the settings Premiere Pro will use to render your sequence.
 - a. **Format** – Select H.264, the recommended format for uploading video to the web (See Figure 58).
 - b. **Preset** – If you have a specific destination in mind, select it. In this example, we are selecting *High Quality 1080p HD* (See Figure 58).
 - c. **Output Name** – Name the clip and select the export location (See Figure 58).
 - d. **Export Video** and **Export Audio** – Assure both are checked (See Figure 58).
 - e. **Use Maximum Render Quality** – Checking this setting produces a higher quality export, but takes longer to render (See Figure 58).
 - f. **Source Range** – Select the portion of the sequence to export (See Figure 58).
5. Click **Export** (See Figure 58).

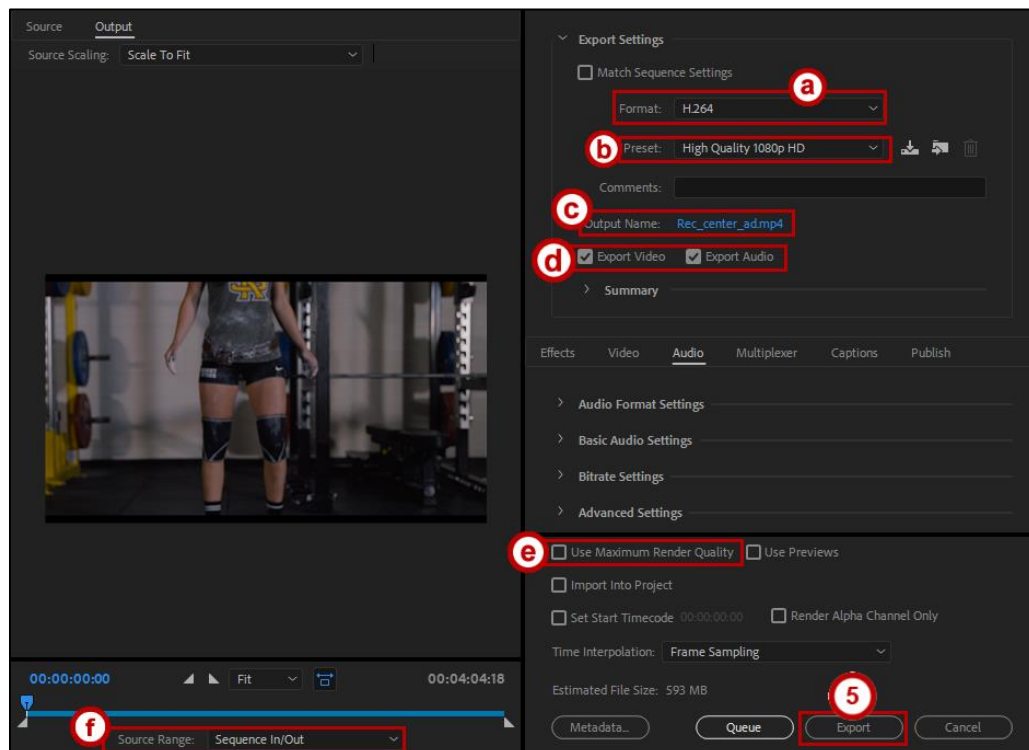


Figure 58 - Export Settings

6. Premiere Pro will begin rendering your sequence. When the export is complete, it is ready to be uploaded to the web.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>