

Premiere Pro CC 2018

Domain 2

Teacher Edition

Presented By
 **LearnKey**[®]

Fill-in-the-Blanks

Instructions: While watching Domain 2, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Lesson 1

1. The larger and faster disks should be used for scratch disks, as doing so will ensure work is done as quickly as possible. [Set Project Settings]
2. The first clip among a group of clips shot using multiple cameras and/or different frame rates determines sequence settings when using the group to start a sequence. [Create Sequences]

Lesson 2

3. The Edit menu allows one to make basic edits to pieces of files, projects, keyboard shortcuts, and preferences. [Interface Elements]
4. The Window menu allows one to access to any available panel and to control workspaces. [Interface Elements]
5. Premiere has one main toolbar and it is located, by default, in between the Project panel and the timeline. [Interface Elements]
6. The two monitors in a workspace are the Source and Program monitors. [Workspaces]
7. Essential Sounds is a new workspace in Premiere and is used to make quick adjustments on audio. [Workspaces]
8. The Memory page allows one to control how much RAM to allocate to Premiere. [Application Preferences]

Lesson 3

9. The backslash is a zoom out key, as it forces the timeline to zoom out to the entire length of a sequence. [Navigate a Project]
10. Markers indicate a potentially important point within a clip or sequence. [Timeline Markers]
11. A keyframe in Premiere indicates a change in audio, video, or an effect within a clip. [Timeline Markers]
12. A best practice is to make sure titles are inside the title-safe area and anything you want to show in a finished video is inside the action-safe area. [Guides]

Lesson 4

13. A proxy allows us to work with a high-quality file in lower quality. [Import Media]
14. Project Manager archives a project and its contents. [Manage Assets]

Set Project Settings

When creating a new project, it is important to know where to store it. Files should be saved to a solid-state drive whenever possible, as solid-state drives are much faster than magnetic hard drives. This makes a difference in the overall speed while working with a project. The scratch disk settings control where temporary audio and video files are stored while they are being worked on. The larger and faster disks you have should be used for scratch disks so that you can work as quickly as possible. You can establish a central location for which to save media graphics you may use across multiple Premiere projects if you have separate drives on which you can store this media.

To begin this project, you will set up a sequence, which is a timeline of clips. Many projects have multiple sequences and having a separate bin for these helps to keep you organized. When you create a sequence, there are many settings to choose from. Now is a good time for you to explore the settings in the New Sequence panel.

Purpose:

Upon completing this project, you will be able to create a new project, then apply scratch disk settings and create a new sequence for that project.

Steps for completion:

1. Open Adobe Premiere Pro and create a new project named **Outdoor Fun Project**
2. Set the location of the project to your Domain 2 Student folder.
3. Navigate to the Scratch Disks settings.
4. Ensure that the Motion Graphics Template Media is saved to your Domain 2 Student folder.
5. Create a new bin named **Sequences**
6. Create a new sequence named **Outdoor Fun First**, ensuring that the sequence is stored in the Sequences bin.
7. Save the project as **21b Outdoor Fun Project-Completed**

Project Details

Project file

None

Estimated completion time

5-10 minutes

Video reference

Domain 2

Topic: Video Project Settings

Subtopic: Set Project Settings;
Create Sequences

Objectives covered

2 Project Setup and Interface

2.1 Set appropriate project settings for video

2.1.a Set appropriate project settings for video

2.1.b Create a sequence that matches the project requirements

Notes for the teacher

The saved project is the 21b Outdoor Fun Project-Completed file. The project should have a Sequences bin containing an Outdoor Fun First sequence.

Create Sequences

There are many ways to create sequences. You can use the File menu, the New Item button in the Project panel, drag video clips to the timeline, and right-click on a video. What matters when creating a sequence is what you plan to do with it, and that you have the right information for the project. Sequence settings are set to match the first video you add to the sequence in the timeline, so ensure that those settings will be correct for the rest of your clips.

Purpose:

Upon completing this project, you will be able to create sequences through different methods.

Steps for completion:

1. Open the **21b-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
2. Add the **Fishing Long Shot.mp4** file from the Project bin into the timeline.
3. Rename the sequence, **Fishing B-Roll**
4. Use the Automate to Sequence feature to add **Fishing Medium shot.mp4** and **Fishing Wide shot.mp4** files to the current sequence.
5. Save the project as **21b-Outdoor Fun Project-Completed**

Project Details

Project file

21b-Outdoor Fun Project.prproj

Estimated completion time

5-10 minutes

Video reference

Domain 2

Topic: Video Project Settings

Subtopic: Create Sequences

Objectives covered

2 Project Setup and Interface

2.1 Set appropriate project settings for video

2.1.b Create a sequence that matches the project requirements

Notes for the teacher

The finished project is the 21b-Outdoor Fun Project-Completed file. The completed project should have one sequence with three fishing clips.

Navigate Interface Elements

When using Premiere, you will need to know the main use of each of the menus. The menus include File, Edit, Clip, Markers, Graphics, View, Window, and Help.

The Premiere workspace includes four main parts: the Source Monitor, the Program Monitor, the Project panel, and the timeline. When adding a video to the timeline, know where you need to place a clip. When placing a clip, know if the whole clip is needed or a portion of a clip, which can be indicated using in and out points. You may also need just the audio or just a video for a clip.

Purpose:

Upon completing this project, you will be able to alter the Premiere workspace as well as edit a video and add it to the timeline.

Steps for completion:

1. Open the **22a-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
2. Add the **Shot 1 Establishing.mp4 file** in the Project panel to the Source Monitor.
3. Scrub through the file and mark an in point at about 4 seconds in.
4. Scrub through the file and mark an out point at about 8 seconds in.
5. Use the edited clip to create a new sequence.
6. Use the Button Editor in the Source Monitor to add the Clear In and Clear Out buttons to the main row of buttons.
7. Save the project as **22a-outdoor-fun-project-Completed**
8. Fill in the blanks with the correct menu names.
 - a. The Clip menu allows users to edit, rename, and modify a clip.
 - b. The Sequence menu allows users to create a sequence, modify it, set in and out points, and apply transitions to it.
 - c. The Markers menu allows users to set markers on clips, such as in and out markers.
 - d. The Graphics menu allows users to add fonts and motion graphics templates.
 - e. The View menu allows users to control playback resolution of a video and allows users to control the Display mode, magnification, and the display of rulers and guides.
 - f. The Help menu allows users to see what version of Premiere is running, get to their Creative Cloud account, and view some Adobe-based tutorials.
9. Answer the following questions about navigating in the Timeline:
 - a. True or false? Expanding a video track can allow users to see a thumbnail of the track. True
 - b. Which keyboard shortcut takes users to the beginning of the Timeline? Home
 - c. Which keyboard shortcut takes users to the end of the Timeline? End

Project Details

Project file

22a-Outdoor Fun Project.prproj

Estimated completion time

15 minutes

Video reference

Domain 2

Topic: The Application Workspace

Subtopic: Interface Elements

Objectives covered

2 Project Setup and Interface

2.2 Navigate, organize, and customize the application workspace

2.2.a Identify and manipulate elements of the Premiere Pro interface

Notes for the teacher

The finished project is the 22a-outdoor-fun-project-Completed file. The finished project should have a four-second clip in a sequence.

Customize Workspaces

There are many default workspaces in Premiere. These include Learning, Assembly, Editing, Color, Effects, Audio, Graphics, and Libraries workspaces. These allow an editor to choose a set of panels to work with depending upon the tasks the editor is trying to accomplish. Panels can be added and deleted to customize a workspace and that customization can be saved as a custom workspace.

Purpose:

Upon completing this project, you will be able to create a new workspace.

Steps for completion:

1. Fill in the blanks with the correct workspaces.
 - a. The Learning workspace adds tutorials on the left side of the screen.
 - b. The Assembly workspace expands the Project panel so that it is easy to see a larger list of clips.
 - c. The Color workspace adds the Lumetri Color panel on the right, which is the starting point for many color corrections.
 - d. The Effects workspace brings up both the Effect Controls on the left and the Effects panel on the right.
 - e. The Audio workspace brings up the Audio Clip and Track Mixers and the Essential Sound panel.
 - f. The Graphics workspace brings up the Essential Graphics panel on the right, which allows users to easily add animated and other text to the timeline.
 - g. The Libraries panel allows users to set up and use CC libraries effectively.
2. Open the **22b-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
3. Navigate through each workspace to get a feel for what they look like. End with the Editing workspace.
4. Use the Window menu to open the Essential Sound panel. Ensure that it is docked to the right side of the screen, and that it doesn't take up too much space.
5. Close the Metadata panel and the History panel.
6. Use the Window menu to save the current layout as a new workspace named **My Essentials**
7. If this is being graded, take a screen shot of your current Premiere environment and send it to your teacher.
8. Reset the Editing workspace to the saved layout.
9. Through the Workspace Editor, do the following:
 - a. Move the Libraries workspace to the Do Not Show area.
 - b. Move the Audio workspace to the Overflow menu.
 - c. Move the My Essentials workspace so that it is directly after the Editing workspace.
10. Close the project. You do not need to save changes to the project.

Project Details

Project file

22b-Outdoor Fun Project.prproj

Estimated completion time

10-15 minutes

Video reference

Domain 2

Topic: The Application Workspace

Subtopic: Workspaces

Objectives covered

2 Project Setup and Interface

2.2 Navigate, organize, and customize the application workspace

2.2.b Organize and customize the workspace

Notes for the teacher

If time permits, have students experiment further with workspaces. There is no saved project file as no changes were made to this project. Thus, to grade this project, have the students send you a screen shot of their My Essentials workspace.

Application Preferences

Users can open the Preferences window through the Edit menu (Premiere Pro on a Mac), and the preferences can be adjusted for appearance, audio, saving, collaboration, graphics, labels, media, memory, timeline, and other settings.

Purpose:

Upon completing this project, you will be able to set application preferences.

Steps for completion:

1. Open the **22c-Outdoor Fun Project.prproj** file from the Domain 2 Student folder.
2. Open the Preferences window.
3. Set the Auto Save preference to automatically save every **5** minutes.
4. Change the maximum project versions to back up to **10**
5. If this project is being graded, take a screen shot of the Preferences window and send it to your teacher.
6. Close the project. You do not need to save changes.

Project Details

Project file

22c-Outdoor Fun Project.prproj

Estimated completion time

5 minutes

Video reference

Domain 2

Topic: The Application Workspace

Subtopic: Application Preferences

Objectives covered

2 Project Setup and Interface

2.2 Navigate, organize, and customize the application workspace

2.2.c Configure application preferences

Notes for the teacher

There is no finished version of the file used in this project. If time permits, have the students further explore preferences. To grade this project, have the students send you a screen shot of their Preferences window.

Navigate a Project

Many of those tools and actions in Premiere have keyboard shortcuts associated with them. It is important to get to know what they are, which ones are helpful to you, and change others to make them more convenient for your project.

Purpose:

Upon completing this project, you will be able to identify and use navigation shortcuts in a project.

Steps for completion:

1. Answer the following questions about keyboard shortcuts:
 - a. Which keyboard shortcut is used for the Hand tool? **H**
 - b. Which keyboard shortcut is used for the Zoom tool? **Z**
 - c. Which keyboard shortcuts are used to play and pause a video in the Timeline? **Spacebar, K, and L**
 - d. Which keyboard shortcut is used to reverse a sequence? **J**
 - e. Which keyboard shortcut is used to zoom out? ****
 - f. Which keyboard shortcut maximizes a panel? **~**
 - g. Under which menu can a user view and change keyboard shortcuts? **Edit**

Project Details

Project file

None

Estimated completion time

5-10 minutes

Video reference**Domain 2**

Topic: Nonvisible Design Tools

Subtopic: Navigate a Project

Objectives covered

2 Project Setup and Interface

2.3 Use non-visible design tools in the interface to aid in video workflow

2.3.a Navigate a project

Notes for the teacher

Have students open a file they have previously worked on and use the file to get some practice with keyboard shortcuts.

Timeline Markers

Time indicators show users where they are in a sequence. Markers indicate a potentially important point within a clip or sequence, and they can be edited and commented on. A keyframe in Premiere indicates a change in audio, video, or an effect within a clip. A rubber band, with keyframes, can be used to affect a portion of a video clip or audio clip as once the keyframes are added, the rubber band can be moved up or down and thus affect settings such as volume for audio.

Purpose:

Upon completing this project, you will be able to add markers to a sequence and alter those markers.

Steps for completion:

1. Answer the following questions about Timeline markers:
 - a. True or false? When a playhead Position is set at 00:00:07:14, that means it is 7 minutes in. False. It is 7 seconds in
 - b. In the previous question, what does the 14 indicate?
The frame number
 - c. Which are two ways to add a marker to a sequence?
Click the Marker button or press the M key
2. Open the **23b-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
3. Navigate to the Mtn Biking B-Roll sequence.
4. Add markers to the sequence at 16 seconds and 22 seconds.
5. Open the Markers panel.
6. Select the first marker in the panel and add the comment: **Needs warp stabilization**
7. Set the mark color to red.
8. Set the marker window to view only markers that have been marked red.
9. To the audio track in the clip, add a keyframe at the 22-second mark and another at the 24-second mark.
10. Use the keyframe you added and the existing keyframes as a rubber band to lower the volume of the audio between the 22 and 24-second marks.
11. Save the completed project as **23b-Outdoor Fun Project-Completed**

Project Details

Project file

23b-Outdoor Fun Project.prproj

Estimated completion time

10-15 minutes

Video reference

Domain 2

Topic: Nonvisible Design Tools

Subtopic: Timeline Markers

Objectives covered

2 Project Setup and Interface

2.3 Use non-visible design tools in the interface to aid in video workflow

2.3.b Use timeline markers

Notes for the teacher

Answers may vary slightly. The finished project is the 23b-Outdoor Fun Project-Completed file and should contain one labeled marker and reduced noise between the 22- and 24-second mark.

Safe Margins

Safe Margins is a non-visible design tool which includes title-safe areas and action-safe areas. These are mainly used for videos that are going to be on television. A best practice is to make sure titles are inside the title-safe area and anything you want to show in a finished video is inside the action safe area. The action-safe area is the outermost square in the Safe Margins tool while the title-safe area is the innermost square within the tool.

Purpose:

Upon completing this project, you will be able to add safe margins to a project.

Steps for completion:

1. Open the **23c-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
2. Add the Safe Margins button to the Program Monitor.
3. Turn on the safe margins.
4. If you are being graded on this project, take a screen shot of the Program Monitor and send it to your teacher.
5. Close the project. You do not need to save the changes to the project.

Project Details

Project file

23c-Outdoor Fun Project.prproj

Estimated completion time

5 minutes

Video reference

Domain 2

Topic: Nonvisible Design Tools

Subtopic: Guides

Objectives covered

2 Project Setup and Interface

2.3 Use non-visible design tools in the interface to aid in video workflow

2.3.c Use guides

Notes for the teacher

There is no finished file as no changes were made to the existing file, so if you wish to grade this project, have the students send you a screen shot of the Program Monitor.

Import Media

There are many ways to import media into Premiere. One way to import is to double-click inside the Project panel and navigate through the Import window to add files to the Project panel. Users can also use the Media Browser, which allows for browsing one's hard drives for files. Files can be dragged from a folder in Explorer (Finder on a Mac) into the Project panel. Files can also be imported from Photoshop and Illustrator. Be aware that if the original files from Photoshop and Illustrator are edited, the linked file in Premiere updates, too. This is called dynamic linking. It is important to understand the concept of proxy upon importing a file. A proxy allows users to work with a high-quality file in lower quality. This is often done on slower computers so that editors can work in Premiere efficiently.

Purpose:

Upon completing this project, you will be able to import media into a project.

Steps for completion:

1. Open the **24a-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
2. Maximize the Project panel and open the Media Browser.
3. Add the **Golfing B-Roll folder**, located in the Course Files folder, to the project.
4. Import the **Audio Splash Sound Effect** file from the Audio Files folder, located in the Course Files folder, to the project.
5. Return the Project panel to its normal size.
6. In the Project panel, create a new bin named **Graphics**
7. Open the Graphics bin.
8. Import the **End Logo.psd** file into the Graphics bin, merging all the layers as you do so.
9. Navigate to the Graphics folder and use the Import option on the File menu to navigate to the Student Folder.
10. Import that **Spock-Eye-sparkles.ai** file into the project.
11. Return to the main project folder.
12. Create a proxy on the Shot 4 Tracking in Front file, accepting the default settings for the proxy.
13. Save the completed project as **24a-Outdoor Fun Project-Completed**

Project Details

Project files

24a-Outdoor Fun Project.prproj
 Audio Splash Sound Effect.mp4
 End Logo.psd
 Spock-Eye-sparkles.ai

Estimated completion time

10-15 minutes

Video reference

Domain 2

Topic: Import Assets

Subtopic: Import Media

Objectives covered

2 Project Setup and Interface

2.4 Import assets into a project

2.4.a Import media from various sources

Notes for the teacher

The finished project is the 24a-Outdoor Fun Project-Completed file. Make sure students understand the different ways to add media to a project file.

Manage Assets

If a file gets moved or renamed somewhere outside of Premiere, that project file may need to be found or it will not work as intended. This can be done through the Link Media window. If the file is renamed, users can either keep the old name for the file or change the file name in their Premiere project. The name of a sequence can also be changed, if needed. When viewing assets in the Project panel, users can view and change metadata that is displayed. Metadata is data that describes an object. Organizing files can be done easily using the Project Manager. The Project Manager tool archives a project and its contents.

Purpose:

Upon completing this project, you will be able to locate and rename files and sequences, as well as organize assets.

Steps for completion:

1. Open the **24b-Outdoor Fun Project.prproj** file from your Domain 2 Student folder.
2. Notice that the Shot 7 Close up 1 with Track.mp4 file is showing as offline. Locate the file in the Project panel.
3. Display the Link Media dialog box for the file.
4. Navigate to the **Course Files** folder.
5. Choose the **Shot 7 Close up 1 NEEDS TRACK SYNCHED** file as the linked file.
6. In the Project panel, rename the Shot 7 Close up 1 with Track.mp4 file **Shot 7 Close up 1 NEEDS TRACK SYNCHED**
7. In the Project panel, rename the sequence Golf stuff, inside the Golfing B-Roll folder **Golfing B-Roll**
8. Maximize the Project panel and switch to Icon View.
9. Create two new bins in the main project folder.
10. Name the bins **Lake B-Roll** and **A-Roll**
11. Remove unused files.
12. Save the project as **24b-Outdoor Fun Project-Completed**
13. Close all open projects.

Project Details

Project file

24b-Outdoor Fun Project.prproj

Estimated completion time

10-15 minutes

Video reference

Domain 2

Topic: Import Assets

Subtopic: Manage Assets

Objectives covered

2 Project Setup and Interface

2.4 Import assets into a project

2.4.b Manage assets in a Premiere Pro project

Notes for the teacher

The finished project is the 24b-Outdoor Fun Project-Completed file. There should be no offline files and there should be two new bins named Lake B-Roll and A-Roll.