

Video Editing in Premiere for Beginners

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Workshop Description (Long Version)

This 90-minute workshop introduces the basic features, interface, and workflow of using Adobe Premiere Pro to edit your video content. Whether you are editing a lecture, tutorial, training video, documentary, and more, Premiere offers you all the essential tools that you need to create professional content for your courses. A software demonstration will walk through the basics of installing the app, basic video assembly, captions, and delivery methods.

Workshop Description (Short Version)

Get started with Adobe Premiere Pro by exploring its interface and all the essential tools you need to create lectures, tutorials, documentaries, and more! Follow along with a live demo of covering installation, video assembly, captions, and exporting.

Modality

Hybrid – Fall and Spring
Virtual - Summer

Duration

90-minutes

Developers

Faith DeLorenzo

Important Links

- [Instructor Demo Assets](#)
- [Faculty Demo Assets](#) – This link is viewable for all UCF affiliated accounts.
- [Adobe Website](#)
- [Principles of Premiere webcourse module](#)
- [FMC Training & Resources webcourse](#)
- [Workshop Recordings](#)
- [Upcoming FMC Workshops and Events](#)
- [FMC's Feedback Survey](#)

Purpose

The workshop is intended to introduce faculty to Premiere's interface for basic importing, video assembly, audio assembly, captioning, and export. The demonstration should remain basic enough to get through a simple project from beginning to end.

Instructional Objectives

- Install Adobe Premiere on personal or UCF-issued device using UCF credentials in Service Now (Windows) and Self-Service (MAC).
- Use proper file naming and folder structure to organize media and output for Premiere projects.

- In the Premiere interface, switch between different workspaces.
- Given video, image, and audio assets, create a new project in Premiere Pro with the media selected and auto transcribed upon import.
- Using the Project Panel, import video, image, or audio media assets into a Premiere Pro project.
- Using the selection tool, drag and drop image or video assets onto a video track in the Timeline.
- Using the selection tool, drag and drop audio assets onto an audio track in the Timeline.
- Using the Razor tool, cut clips into two within the Timeline.
- Using the selection tool, trim the beginning or end of a clip within the Timeline.
- Using the eye (track output) icon, turn video tracks on and off in the Timeline.
- Using the M icon, turn audio track on and off in the Timeline.
- Using the Source Monitor, preview clips and set In/Out points prior to adding media to the Timeline.
- Using the Program Monitor, use the play button to preview the video and audio assembly within the Timeline.
- Using the Effects panel, add a transition between clips in the Timeline.
- Using the Captions & Graphics workspace, generate captions for the completed video assembly.
- Using the Text panel, revise and export auto-generated captions as a SRT file.
- Using the Export window, export the Premiere project using H.264 codec and YouTube 720p settings with a proper file naming structure to the appropriate folder location.

Instructor Preparation

- Refer to Asana projects

Outline

- **Welcome & Introduction**
 - Introduce yourself as the host and give a brief overview of the FMC
 - Faculty introduce themselves and describe their experience with video editing, Premiere, and what they hope to gain from this workshop
- **Installing Premiere**
 - Check if **Creative Cloud** is already installed on UCF-issued computers.
 - If not, use **Self-Service (macOS)** or **Service Center (PC)** to download.
 - Logging in to Creative Cloud NID@ucf.edu and NID password
 - Navigate to **Apps** in the left navigation menu
 - **Install Premiere** via Creative Cloud app
 - *May require IT assistance*

- *May take a while depending on computer's age and storage space*
- *Check for 2025 versions*

- **Demonstration**

1. **File Management**

- a. Review the sample folder structure for sample assets. Recommend using this structure for their own projects.
 - i. *Explain that **Output** is for exported content*
 - ii. *Explain that **Project Files** are for Adobe projects (e.g., Premiere, After Effects, Photoshop, etc.) that are related to this project*
- b. This is important because Adobe works on File Paths
 - i. *Explain file paths*

2. **Getting Started**

- a. Open the **Premiere Pro application**
- b. Take note of the **Recent Projects** list at the bottom of the screen
 - i. Can also open an existing project by double-clicking the project file on computer (similar to Word or PPT)
 - ii. File type for Premiere projects is **.prproj**
- c. Click **Create** on the top-left to open the new project window

3. **New Project Window**

- a. Rename the project file to something relevant
- b. Set the destination folder to the **Project Files folder** in the sample media
- c. Import Media
 - i. Demonstrate how to select individual media files or whole folders
 - ii. **Only import the Videos folder for now**
- d. Right sidebar
 - i. *Untoggle Create New Sequence*
 - ii. *Toggle on Auto Transcribe: Transcribe all imported media*
- e. Click Create

4. **Workspaces**

- a. What are workspaces?
 - i. Workspaces are the arrangement of windows/panels and tools in the Premiere Pro project. They can be completely customized, or you can use one of Adobe's templates.
 - ii. Demonstrate the different types of Workspace templates:

1. *These are designed to make each step of the post-production process more efficient.*
- iii. **First time users will probably be in the Learning workspace**
- iv. Open the Editing workspace for today's session/demo
- b. What are panels?
 - i. Panels are windows within the workspace, each with their own unique tools and functions
 - ii. Demonstrate the following:
 1. Change panel size
 2. Rearrange the panels
 3. Undock the panels and move them around
 4. Close a panel
 5. Reopen a panel by Window > Panel Name
 6. Reset to saved layout

5. Project Panel

- a. View the imported Video files
- b. What are bins? They're folders!
- c. Methods to creating a new bin
 - i. Bin icon on lower-right of panel
 - ii. Right-click > New Bin

6. Basic Video Assembly

- a. Click and drag Clip 1 into the Timeline
- b. The Timeline:
 - i. Timeline is where all of the editing will take place using various tracks, or layers, of audio and video media.
 - ii. By default, the sequence is named based on the first added clip to the Timeline.
 - iii. Sequences are the video/audio assembly for a specific scene or project. You can have multiple sequences within a single project and can embed them within one another.
 - iv. Rename the Sequence to *"Logging in to ThingLink"*
- c. Trim the beginning of the clip
- d. Use the Razor tool to cut the screen capture of the clip out
- e. Click and drag Clip 2 after Clip 1
- f. Trim and splice, as needed to make a clean edit.
- g. **Use the Source Monitor to add Clip 4:**
 - i. Double-Click Clip 4 in the Project Panel
 - ii. Explain the Source Monitor

1. Source Monitor lets you preview clips and trim them before adding them to the timeline
- iii. Set In and Out points
- iv. Add Clip 4 to the timeline above Clip 2 where Faith begins talking about Organization in ThingLink

7. Import Method 2

- a. Explain that working with images is like working with video regarding adding to the timeline and editing tools
- b. Right-click in the Project Panel and select Import
- c. Import the **Images** folder from the sample media
 - i. Let attendees know they can select a single file, but selecting a folder will maintain its folder structure upon import

8. Images

- a. Add image to the beginning of the video
 - i. *Explain that video tracks act like layers to a puppet show. Whatever is on top is what you will see.*
- b. Resize using the Effect Controls window to fit the ThingLink logo in the top-left or right corner of the frame
- c. Demonstrate how to hide a video track that the ThingLink logo is on
- d. Demonstrate how to lock a video track that the ThingLink logo is on

9. Text

- a. Use the Text tool to add text within the frame (“Logging in to ThingLink”)
- b. Place the text under the ThingLink logo
- c. Demonstrate modifying text in the **Properties** panel
 - i. Color, font, style, etc.
 - ii. Add a stroke to make the text more easily visible over any background

10. Basic Audio Assembly

- a. Import **audio** into the Project Panel using the Drag & Drop method
- b. Add the acoustic music clip into the timeline
- c. Apply same trimming and cutting principles to the clip
- d. Add sound fx for the screen capture “clicks” (only add a few due to time)
 - i. *Take note that all audio plays at the same time. It’s not like video.*

- e. Adjusting volume:
 - i. Briefly explain audio meter level
 - ii. Use Audio Track Mixer to adjust volume of an entire track
 - iii. If time permits, demonstrate Essential Sound Panel (otherwise it will be reviewed again in Intermediate Premiere workshops)
- f. Mute and Solo Tracks
- g. If time is running out, encourage faculty to attend the Clear Mix, Clear Message workshop to learn more about audio editing.

11. Accessibility

- a. Open the Text panel
- b. Revise the transcription to be accurate
- c. Open the Captions tab
- d. Generate captions
- e. Subtitle track will appear in the timeline
 - i. This is for Open Captions (can be inaccessible)
 - ii. Text in subtitle track can be modified like normal text
- f. You can either export the captions file here or you can export it while exporting the video

12. Export

- a. Open the Export window
- b. Select the output file (it defaults to the sequence name)
- c. Select the Output folder in the sample media as the exported content destination
- d. **H.264**
- e. Change video quality to 1080p
- f. In the Captions tab, select to **Hide Subtitle track** in the exported video
- g. Click **Export**
 - i. Export time varies based on quality, length of video, and the device

- **Q&A**

- **Conclusion**

- o Link to the FMC's Training & Resources webcourse
- o Promote upcoming workshops (eg. Intermediate Premiere and/or Audition)

Additional Notes

- Intermediate Video Editing in Premiere is a Part 2 to this workshop series that goes more in-depth with different editing tools and features (eg. Transitions, Effects, Keyframes, Color, and more Sound)

Previous Course Feedback

- May 2024 – class enjoyed it, some followed along with the same assets and needed some troubleshooting as we went. All in all, a success.
- July 2024 – Not as much faculty following along as previous workshop. Maybe send a link for faculty to install Premiere before the workshop next time.

Outlook Meeting Invites (Hybrid)

Workshop Description

Get started with Adobe Premiere Pro by exploring its interface and all the essential tools you need to create lectures, tutorials, documentaries, and more! Follow along with a live demo of covering installation, video assembly, captions, and exporting.

Attending this Session

- This **hybrid** session can be attended virtually via this Teams meeting link or in person at the FMC.
- The FMC is in CB1-Room 202. If attending in person, please plan to arrive 15 minutes before the session starts. The closest parking garage to CB1 is Garage H.
- If you can no longer attend, please contact fmc@ucf.edu.

What do I need?

- Install the Adobe Premiere Pro application to your UCF-issued laptop. The app can be downloaded from within the Adobe Creative Cloud application. Follow this [step-by-step guide](#) for more information.
- Download the [Premiere for Beginners assets folder](#) to follow along with our live demo.

Outlook Meeting Invites (Virtual-Only)

Workshop Description

Get started with Adobe Premiere Pro by exploring its interface and all the essential tools you need to create lectures, tutorials, documentaries, and more! Follow along with a live demo of covering installation, video assembly, captions, and exporting.

Attending this Session

- This **virtual-only session** will be attended via this Teams meeting link.
- The Teams meeting will open about 15 minutes prior to the session start time.
- If you can no longer attend, please contact fmc@ucf.edu.

What do I need?

- Install the Adobe Premiere Pro application to your UCF-issued laptop. The app can be downloaded from within the Adobe Creative Cloud application. Follow this [step-by-step guide](#) for more information.

- Download the [Premiere for Beginners assets folder](#) to follow along with our live demo.

In-Meeting Final Message

Thank you for joining us for today's session! Let us know how your experience was during today's session using the [FMC's Feedback Survey](#).

If you would like to watch today's recording, visit the [Workshop Recordings](#) page in the [FMC Training & Resources webcourse](#).

If you would like further assistance with video editing in Premiere, [schedule a post-production appointment](#) at the FMC for one-on-one assistance.

Follow-Up Email

Hi everyone,

Thank you for attending the **Video Editing in Premiere for Beginners** workshop at the Faculty Multimedia Center! We hope that our session was informative and helps get you started with creating immersive and interactive content for your courses. You can rewatch the [Workshop Recording](#) in the [FMC's Training & Resources webcourse](#).

Please let us know how your experience was using the [FMC's Feedback Survey](#). All feedback is welcome to ensure we meet your expectations with workshops and events at the FMC. If you wish to answer anonymously, please leave the Name and Email fields blank.

Additional FMC Resources:

- [Principles of Premiere webcourse module](#)
- [FMC's Training & Resources webcourse](#)
- [Schedule a Post-Production Suite appointment](#)
- [Upcoming FMC Workshops](#)

Thank you all again and we hope to see you back at the FMC soon!

Best,