***INTRO TO PREMIERE: LAB HANDOUT 1***

***Locations on Server:***

* Documents Folder
* Downloads
* Desktop

***Getting to local hard drive on each station***

* Users
* Shared
* Hard Drive
* Create a folder on the hard drive
* This is where you will place all of your files and save all of your projects

***Using external hard drives vs. jump drives***

* *If you are using an external hard drive that runs at 7200 rpms you can use to edit “off of”*

*That means you can create your folder on that hard drive, save your files onto that hard drive, and save your projects onto that hard drive. You will be able to edit on different stations and possibly work at home if your version of Premiere is compatible*

* *With a jump drive, you can bring in files and copy them into your folder. You can also move from station to station by copying your entire folder: (clips, and projects included) onto the hard drive and copying the entire folder back onto your jump drive to move the project*
* *You CAN’T edit off of a jump drive*
* *You CAN’T edit off of an SD card*
* In order to edit, files need to be copied from these storage devices onto the local hard drive or onto an external hard drive that runs at 7200 rpms or faster. Jump drives and SD cards do not have the capacity for editing.
* Note: it is very easy to insert an SD card and accidentally import clips from it directly into Premiere. When you do that, you are essentially editing “off” that card and not on your local hard drive.
* Not only will Premiere not work properly if you do this, but you can also damage your SD card rendering your files unusable (meaning you will likely have to reshoot your project)

***Preparing your footage for editing:***

* You need to get your clips off of your SD card and into your folder
* You will navigate to the directory where your video clips are on the SD card All cameras have different navigation (I’ll help you with this if needed)
* Shift click or select all
* Drag to the folder you have created (either on the users/shared space or on your external hard drive)

***Importing your files into Premiere***

* Open Premiere
* Name project
* Select your folder for the location of the project
* (Don’t worry about the sequence settings until you bring in your clips)
* Go to the premiere dropdown menu
* Select preferences
* Media
* Set Media Cache Files and Media Cache Database’s location to your folder that you created on the local hard drive or to your external hard drive (if you are using one—NOT A JUMP DRIVE OR AN SD CARD!!)
* You can either select file/import (and select your clips) and click import
* or you can drag and drop clips from your folder to the project window

***Creating a new sequence that has the same settings as your clips***

* In my opinion, choosing my sequence settings to match my clips is too complicated
* There is a trick that I like to use, to make sure that Premiere’s sequence settings are the same as my clips
* I control (or right) click on a clip in my Project Window and select “make new sequence from clip”
* What that does is create a sequence with all of the proper settings for that clip
* Click on that clip and hit delete (you likely won’t need the entire clip for your sequence)
* Then start editing

***Most efficient editing technique***

* Professional editors use the mouse as little as possible
* That slows the process down
* Usually they know all of the keyboard shortcuts and editing to them is almost like typing
* You won’t be required to be that proficient by the end of the semester, but I hope you will learn some more useful shortcuts
* You can start editing by dragging a clip into the Source Window
* Shuttle shortcuts JKL J=play backwards, K=stop and L=play forward
* You can press either J or L multiple times and that will fast-forward or rewind
* You can hold down K while playing forwards and backwards and that will play one frame at a time
* I and O= in and out
* , = Insert edit (moves clips on the Timeline out fo the way)
* . = Overwrite edit (does not move clips out of the way and overwrites them)