Adobe Premiere Pro Training Module

Learn All about the tools and features in Premiere Pro

By Kino Studios

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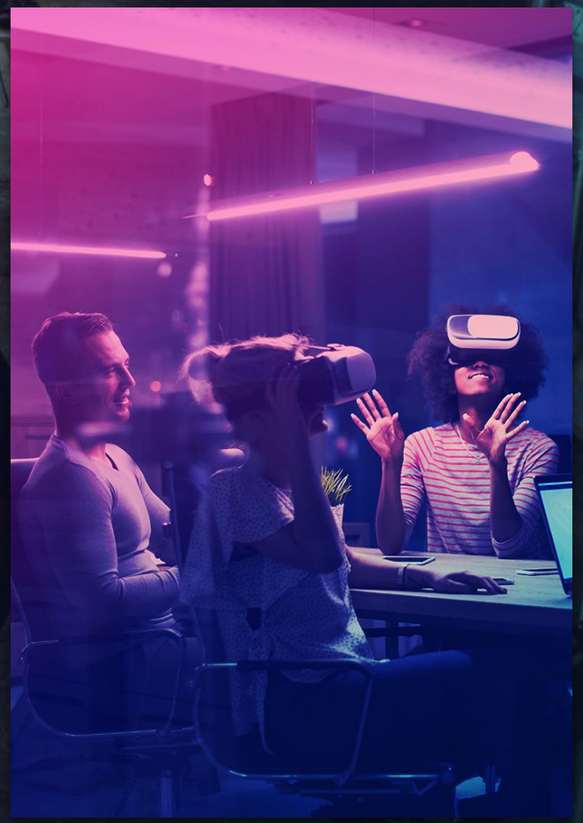

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LEARNING OUTCOME

Student will be able to:

- **Organize media assets** into structured folders and import them efficiently into Premiere Pro.
- **Set up and manage projects** by creating sequences, arranging timelines, and applying basic edits.
- **Enhance storytelling** with B-roll, music, sound effects, and titles to create engaging videos.
- **Improve quality** through basic audio mixing, EQ, and color correction using Lumetri tools.
- **Export final videos** with appropriate presets and formats optimized for sharing on different platforms.
- **Apply creative graphics and titles** using Essential Graphics and simple keyframe animations.
- **Develop professional editing habits** by using color labels, bins, and shortcuts to speed up the workflow.

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Step 1: Organize Your Footage

Create a main folder for your project.

Inside the main folder, create three subfolders: "a-roll" for talking head footage, "b-roll" for supplemental footage, and "project files" for your Premiere Pro project file and other assets.

Move your footage into the appropriate folders.

Step 1: Organize Your Footage

This initial step is crucial for a smooth editing process. You'll set up a clean, easy-to-navigate system on your computer before you even open Premiere Pro.

I can make that much clearer for you. Here is a more detailed, step-by-step breakdown of how to organize your footage, including where to click, to help your students get started with their first video editing project.

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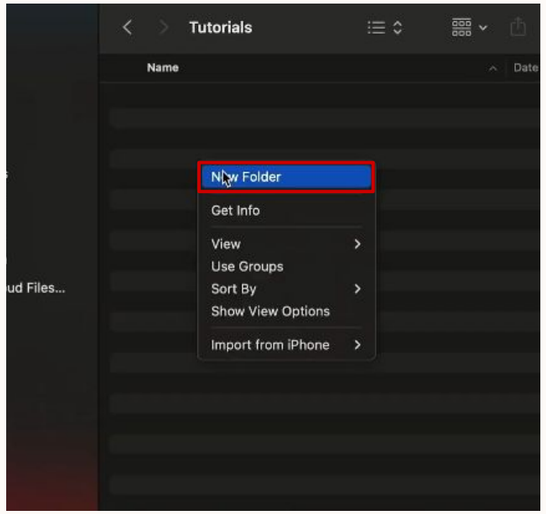
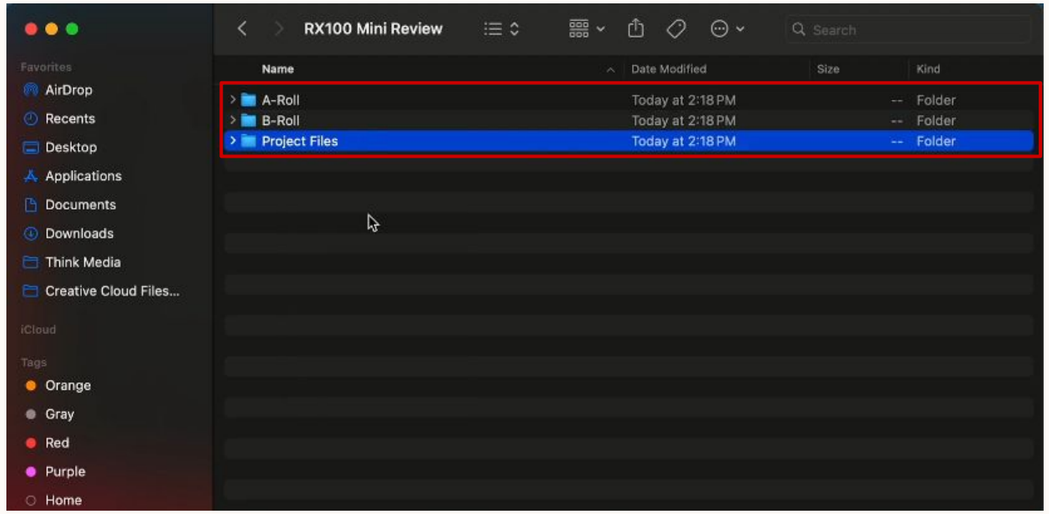


Create Your Main Project Folder

On your desktop or in a document folder, right-click and select **New** > **Folder**. Give it a clear, descriptive name, like "My First Video Project".



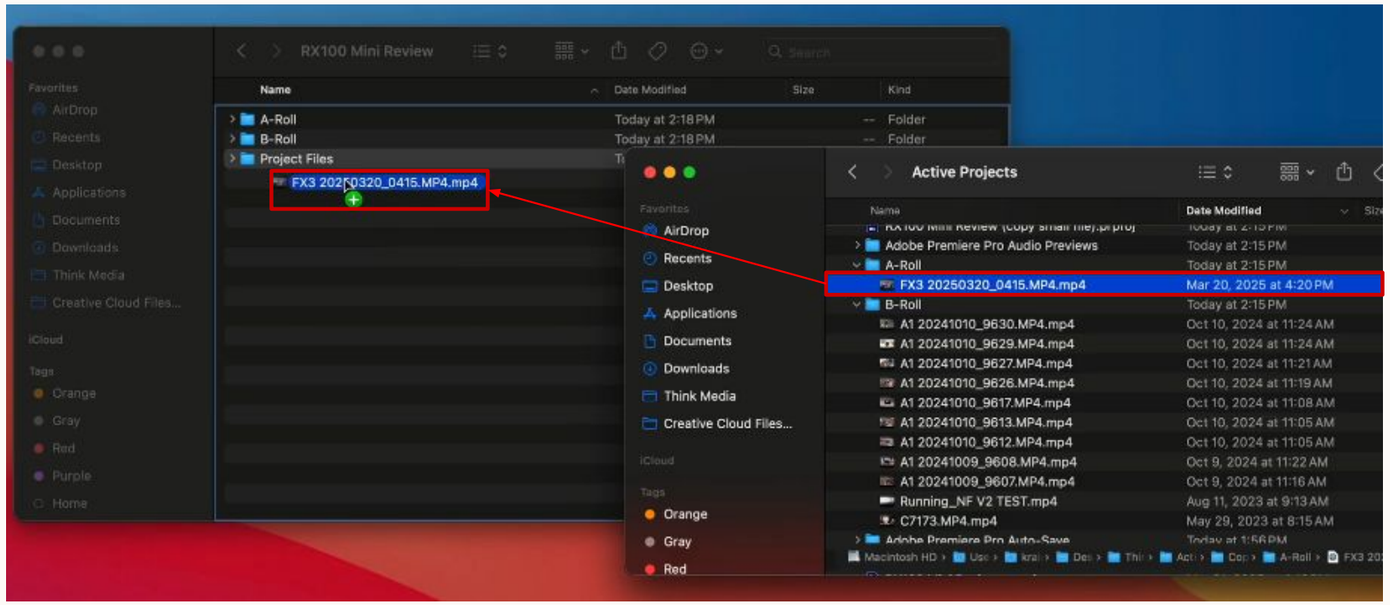
Create Your Subfolders

Open your main project folder. Inside, create three new subfolders: **01_A-roll** (primary footage), **02_B-roll** (supplemental footage), and **03_Project Files** (Premiere Pro file, music, graphics, etc.).

By organizing your files this way, you'll save a lot of time and avoid confusion once you start working inside Premiere Pro.

Step 1: Organize Your Footage

This initial step is crucial for a smooth editing process. You'll set up a clean, easy-to-navigate system on your computer before you even open Premiere Pro.



Move Your Footage

Locate all your video clips and other media files. **Drag and drop** them into the correct folders you just created. For example, talking head footage goes into 01_A-roll.

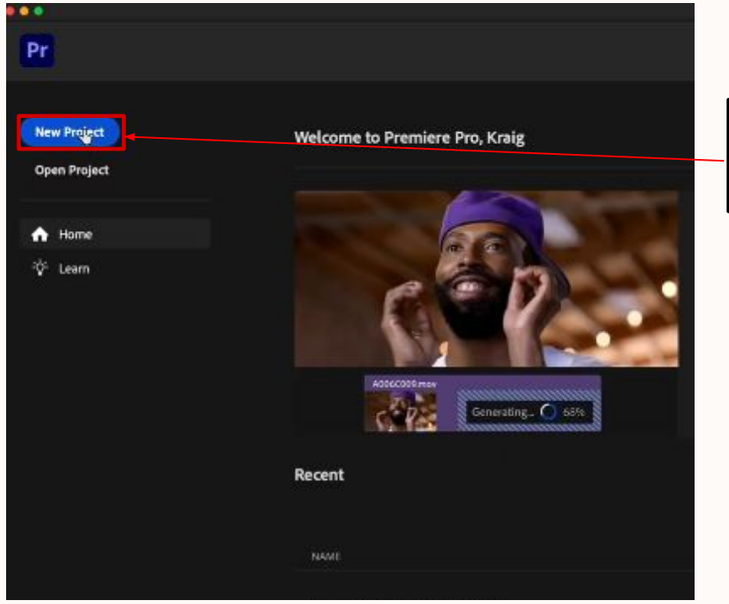
By organizing your files this way, you'll save a lot of time and avoid confusion once you start working inside Premiere Pro.

Step 2: Set Up Your Premiere Pro Project

1. Open Premiere Pro and create a new project.
2. Name your project and choose a location to save it (in the "project files" folder you created).
3. Import your footage by dragging the folders you created into the project window.
4. Organize your project window by creating bins for footage, assets, and sequences.

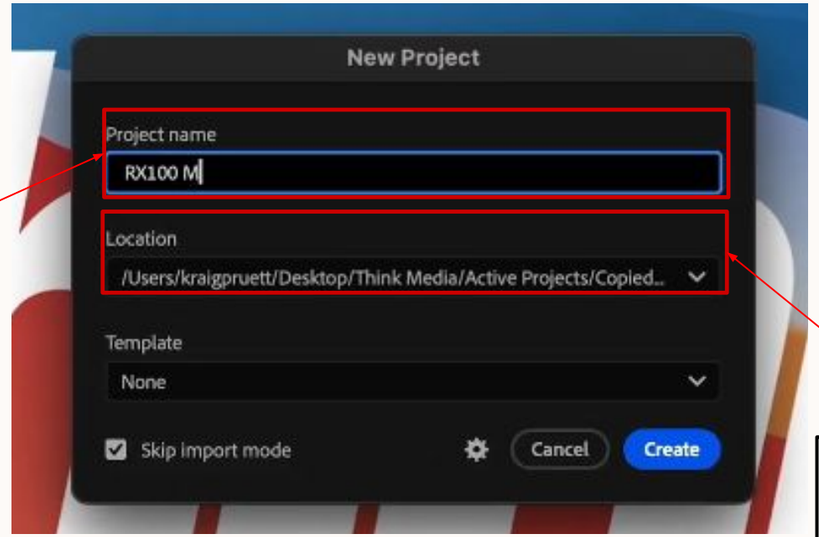
Step 2: Set Up Your Premiere Pro Project

Now that your files are organized, you're ready to open the software and start a new project.



Click On New Project

Name your Project



This is where you choose the folder where your project will be saved.

Create New Project

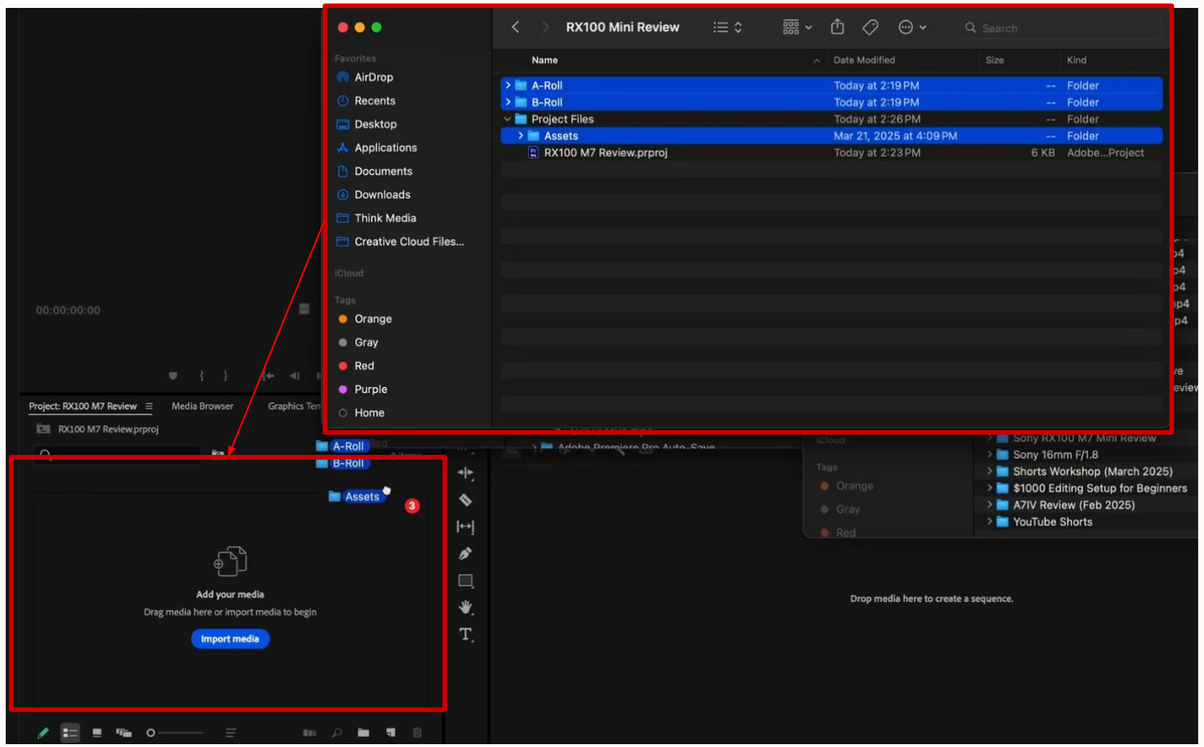
On the welcome screen, click **New Project**.

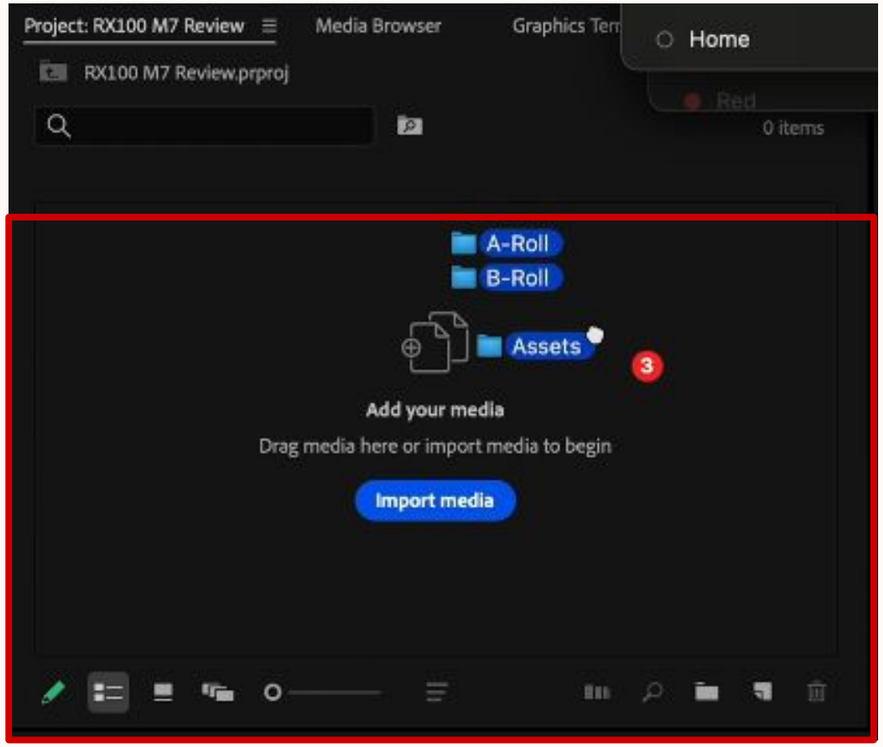
This will open the "New Project" dialog box.

Name & Save Project

In the "Project Name" field, type a name for your project (e.g., "My First Edit"). Click the **Browse** button next to "Location" to navigate to and select your **03_Project Files** subfolder, then click **Select Folder**. This ensures your project file is saved in the correct, organized location.

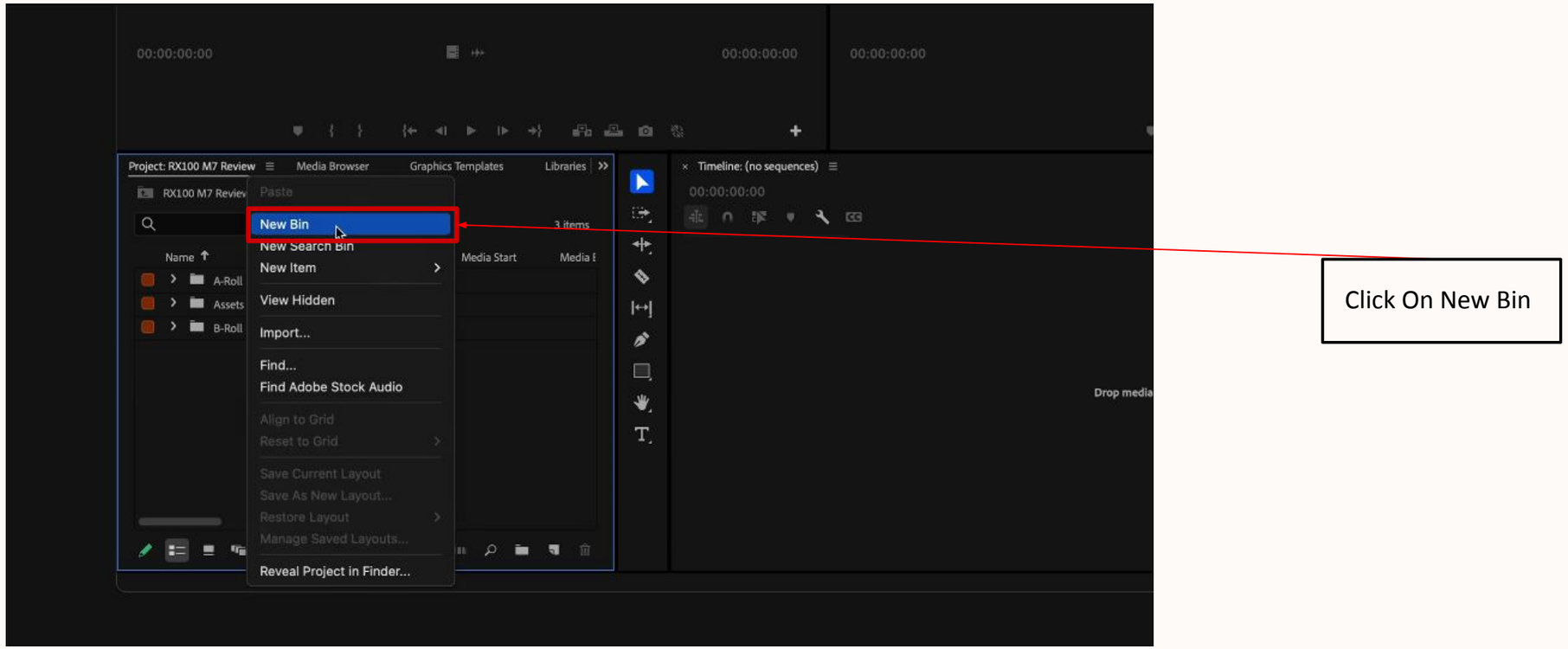
Step 2: Set Up Your Premiere Pro Project





After creating your project, locate the **Project window** in the bottom-left. Navigate to your project folders (A-roll, B-roll, Project Files) using your computer's file explorer. **Drag and drop** these folders directly into the Premiere Pro Project window. This imports your footage while preserving the organized structure.

Step 2: Set Up Your Premiere Pro Project



Click On New Bin

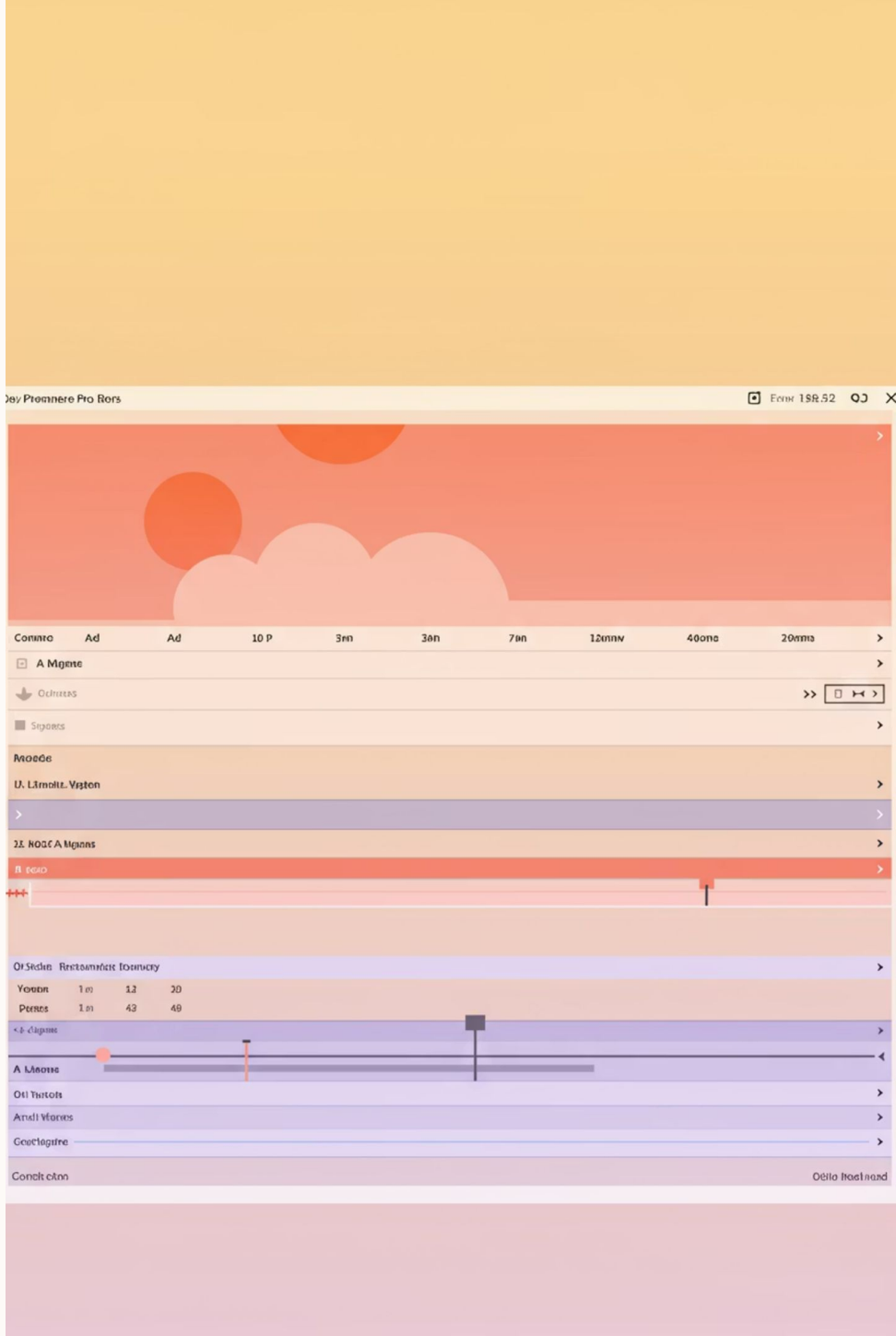
To further organize, create "bins" (folders) within the Project window. **Right-click** in the Project window and select **New Bin**. Name it "Sequences" or similar, to store your final video sequences and other categorized assets, keeping your project tidy.

Step 3: Create a Sequence and Edit Your A-Roll

Create a sequence by dragging your a-roll footage onto the timeline.

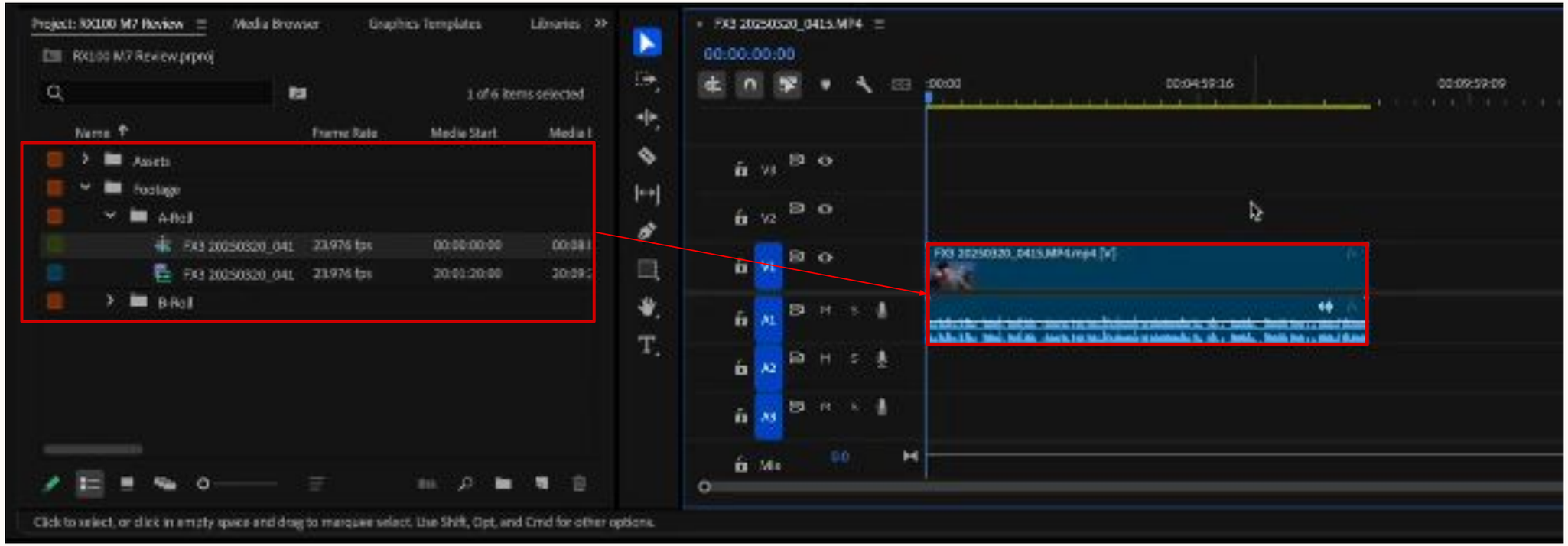
Cut out mistakes from your a-roll using the cut tool (C) and the ripple edit tool (Q and W).

Color-code your timeline to visually organize different sections of your video.



Step 3: Create a Sequence and Edit Your A-Roll

This is where the actual video editing begins. You will create a sequence—which is essentially your timeline—and start shaping your main story by editing your primary footage.



Create a New Sequence: Drag your main video clip from the **Project window** onto the **timeline panel**. This automatically creates a new sequence with the same settings as your video clip.

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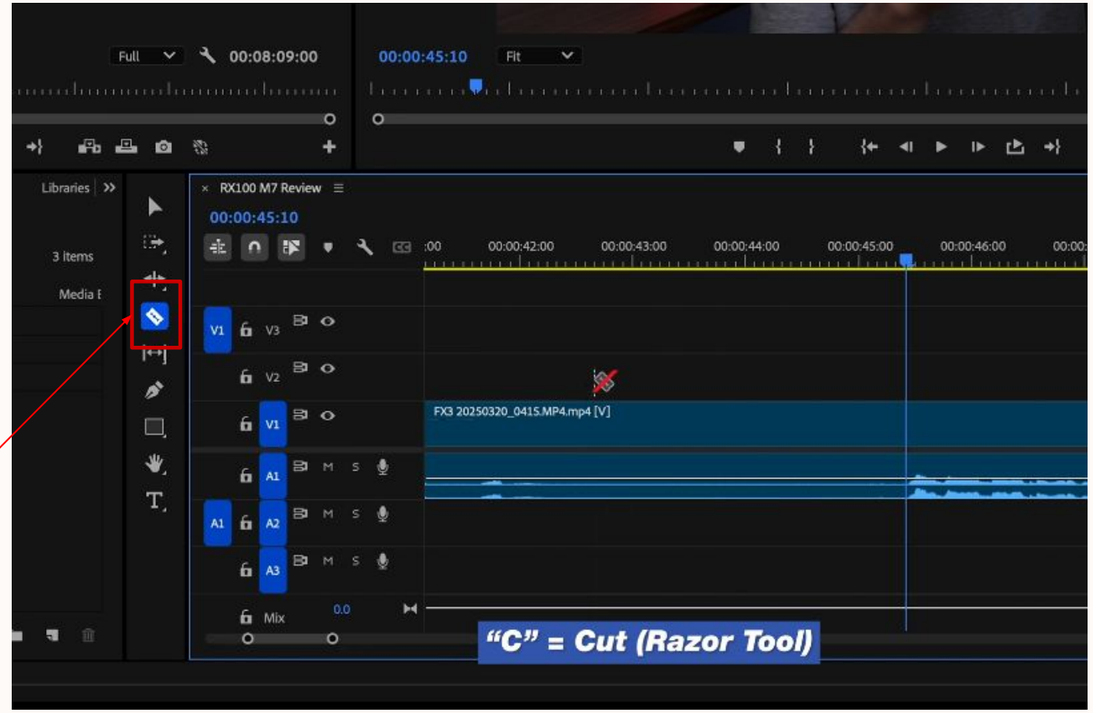
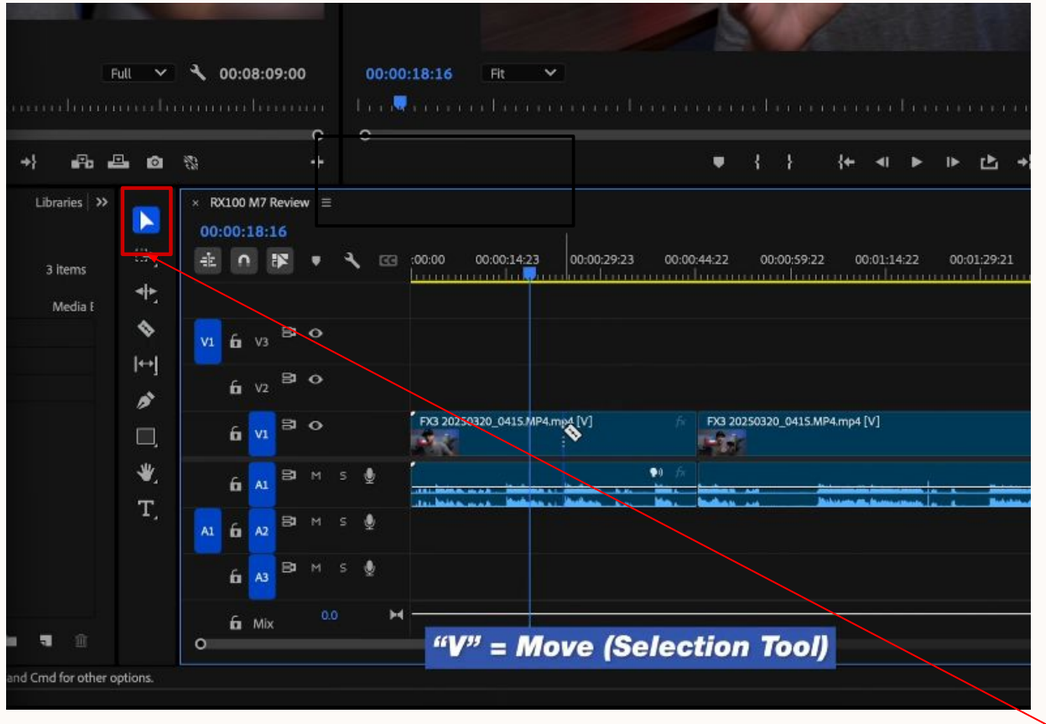


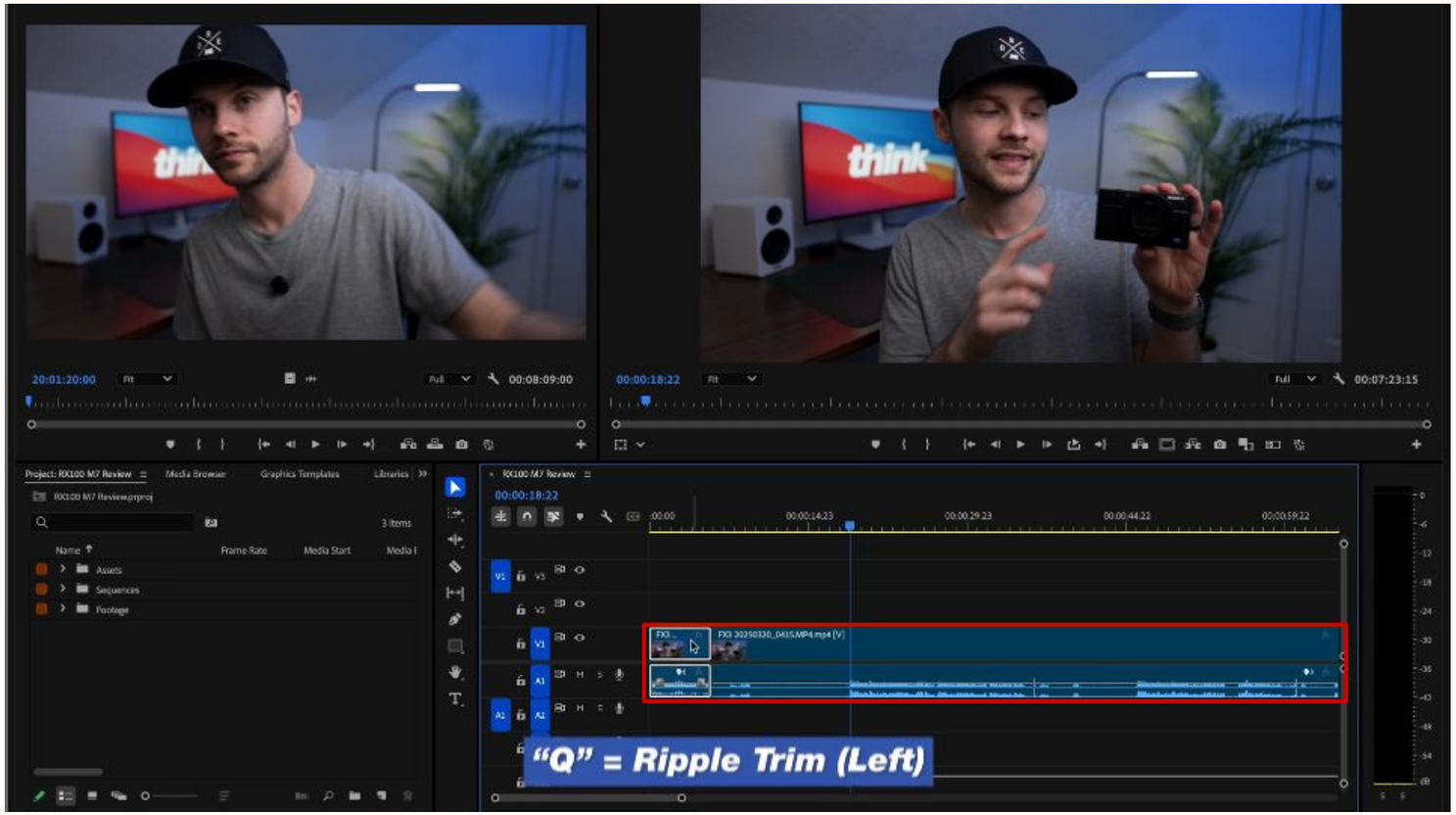


Razor Tool (C)

Selection Tool (V)

Cut Out Mistakes: Play your video and use the **Razor Tool (C)** to cut out unwanted sections. Switch back to the **Selection Tool (V)** on oyur keyboard, select the clip segment, and press **Delete** to remove it.

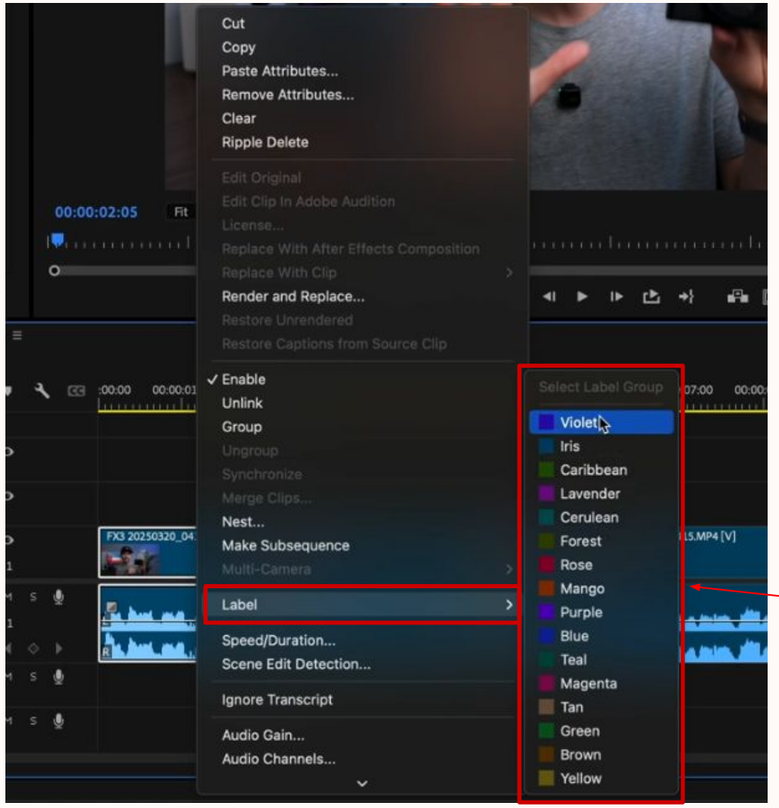
Step 3: Create a Sequence and Edit Your A-Roll



Use Ripple Delete to Close Gaps

To quickly remove empty spaces after your cuts, press **Q** to perform a "Ripple Delete." This automatically deletes the gap and shifts all subsequent clips to the left. You can also use **W** to ripple delete the section to the right of your cursor.

Step 3: Create a Sequence and Edit Your A-Roll

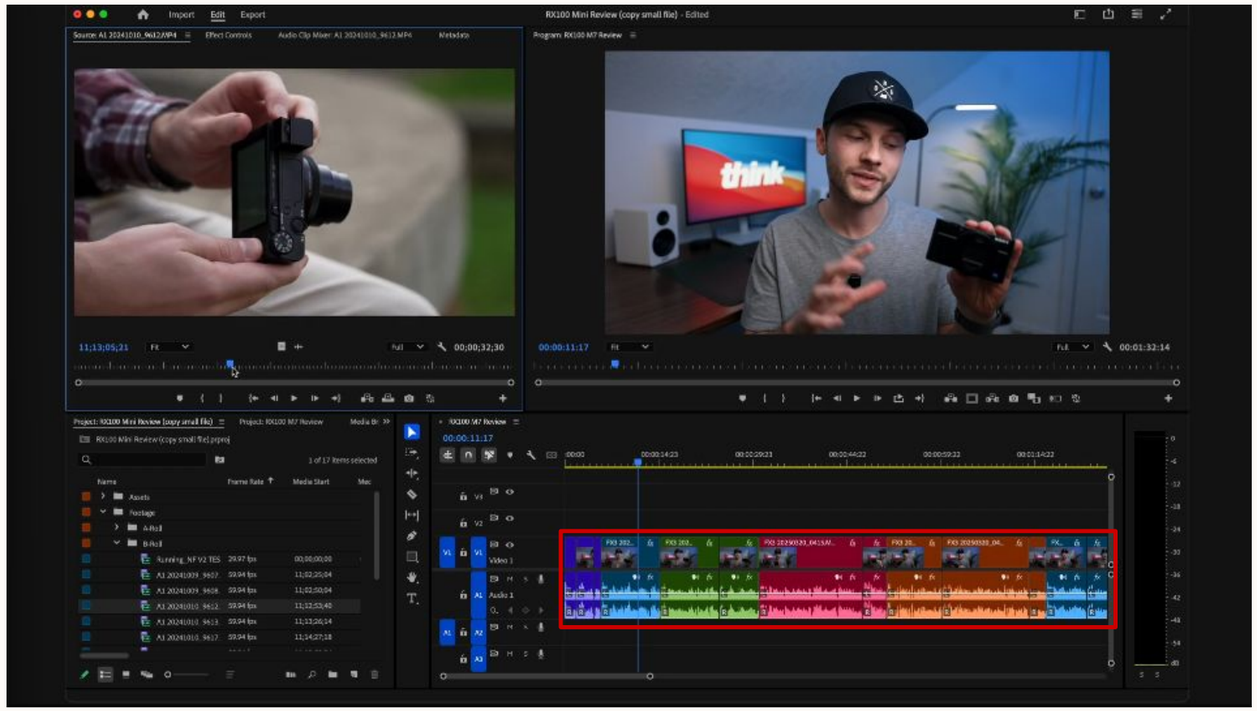


Click on Label and choose the color you want.

Color-Code Your Timeline

For enhanced organization, consider color-coding your timeline clips. **Right-click** on a video clip, hover over **Label**, and select a color (e.g., "Lavender"). This visual cue helps you quickly identify different sections and types of footage at a glance.

Step 3: Create a Sequence and Edit Your A-Roll



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Step 4: Add B-Roll

Add b-roll footage on top of your a-roll to make your video more visually interesting.

B-roll adds visual interest and helps illustrate what you're talking about in your main footage.

Slow down your b-roll footage for a cinematic effect.

Slowing down footage to 50-80% can create a more professional, cinematic look.

1

2

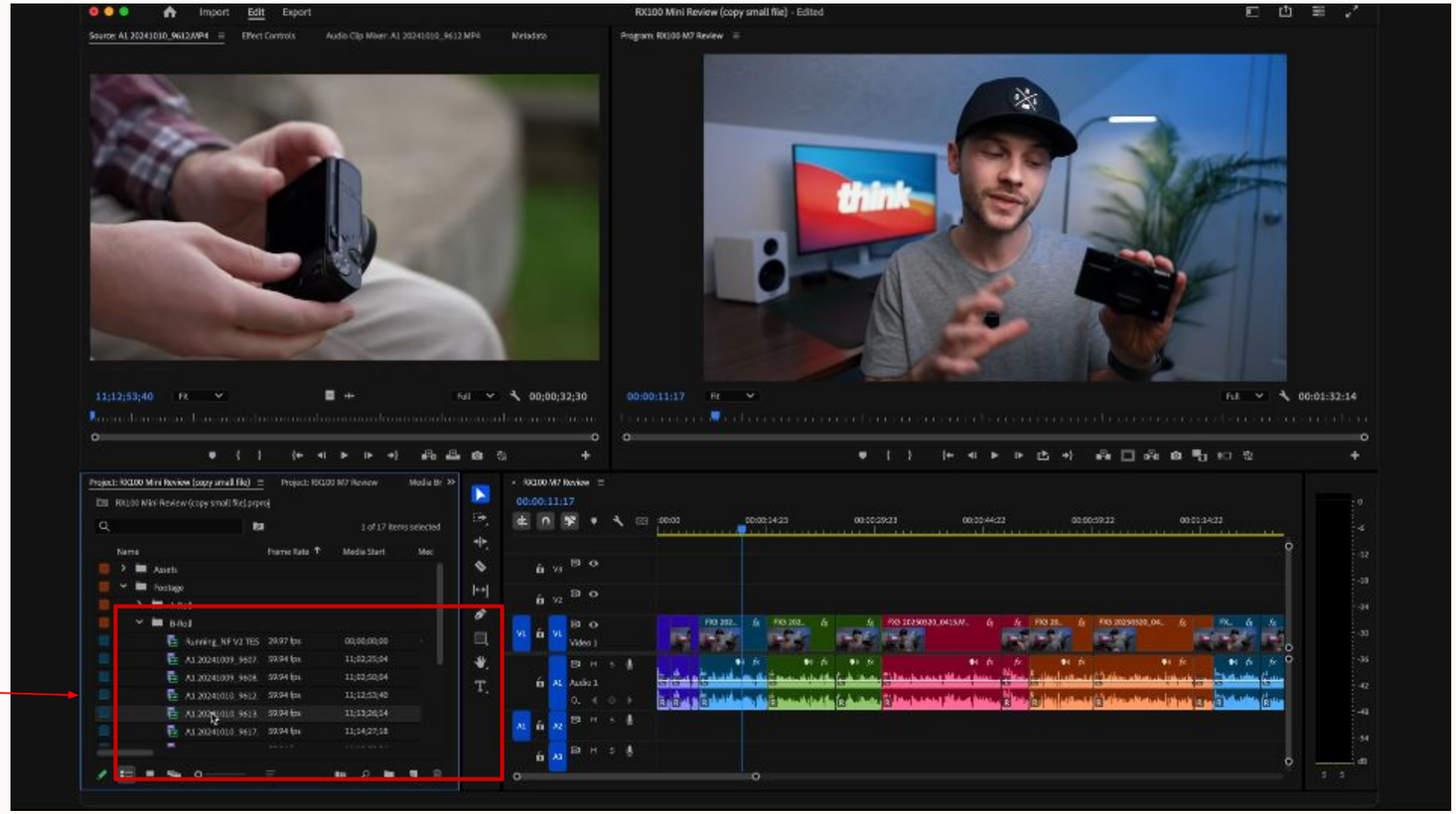
3

Use the in and out points (I and O) to select specific portions of your b-roll clips.

This allows you to use only the best parts of each clip without having to trim them later.

Step 4: Add B-Roll

Adding b-roll is essential for making your video more engaging and visually interesting. You'll add these supplemental clips on a separate video track above your primary a-roll.



Find Your B-Roll Clips

Navigate to the **Project window** in the bottom-left. Open your **02_B-roll bin** to access all supplemental footage.

Step 4: Add B-Roll

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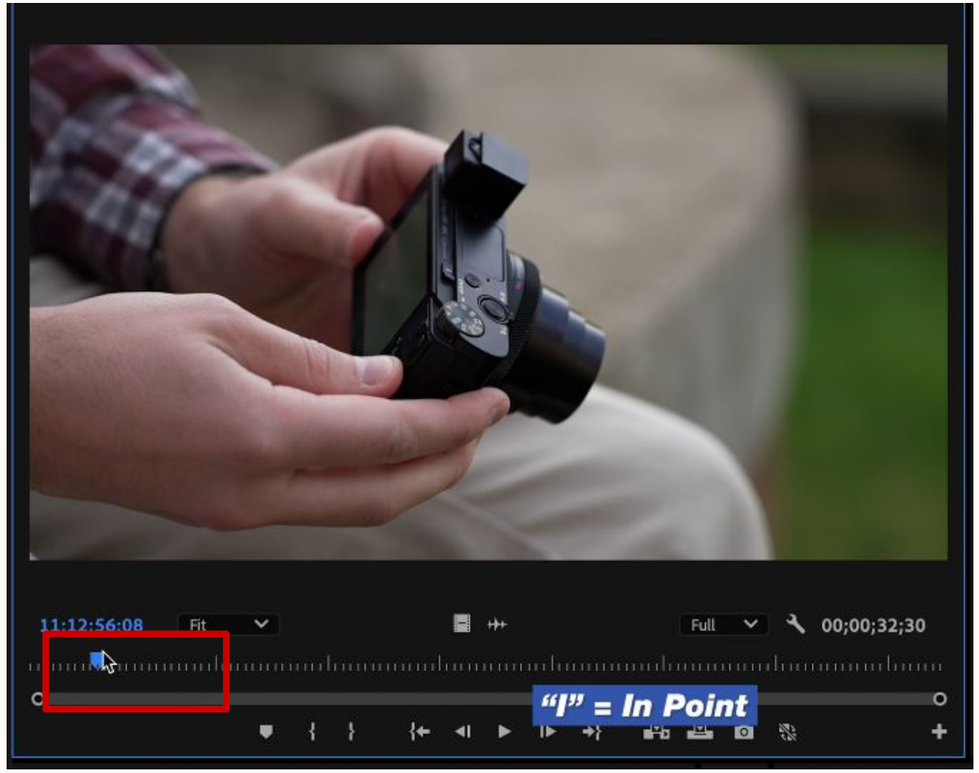
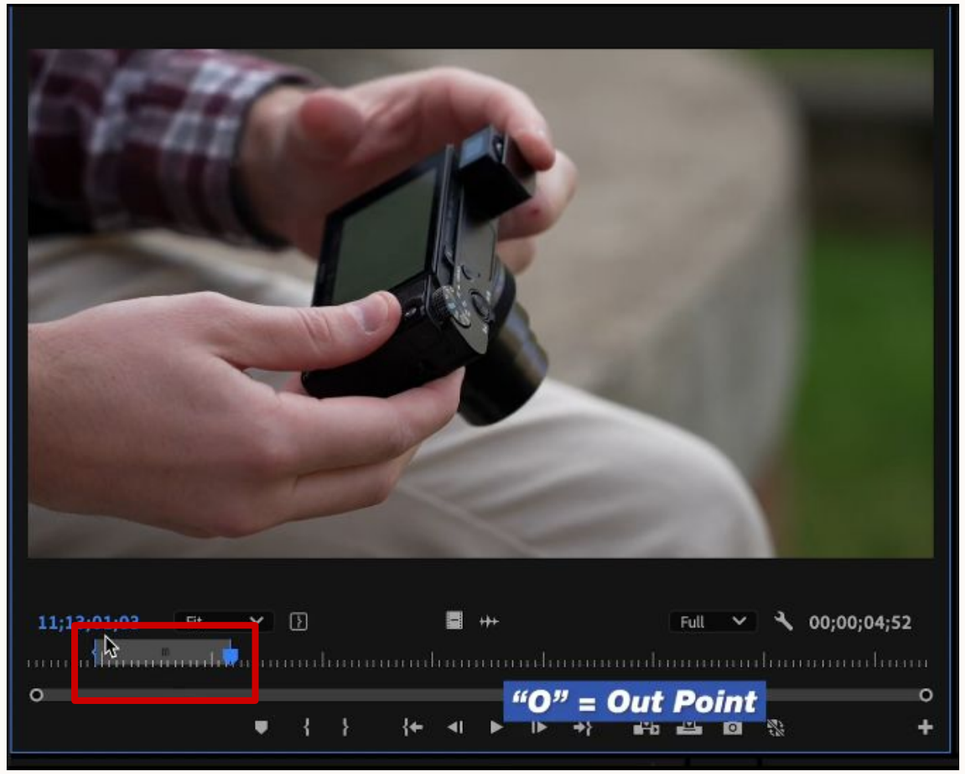


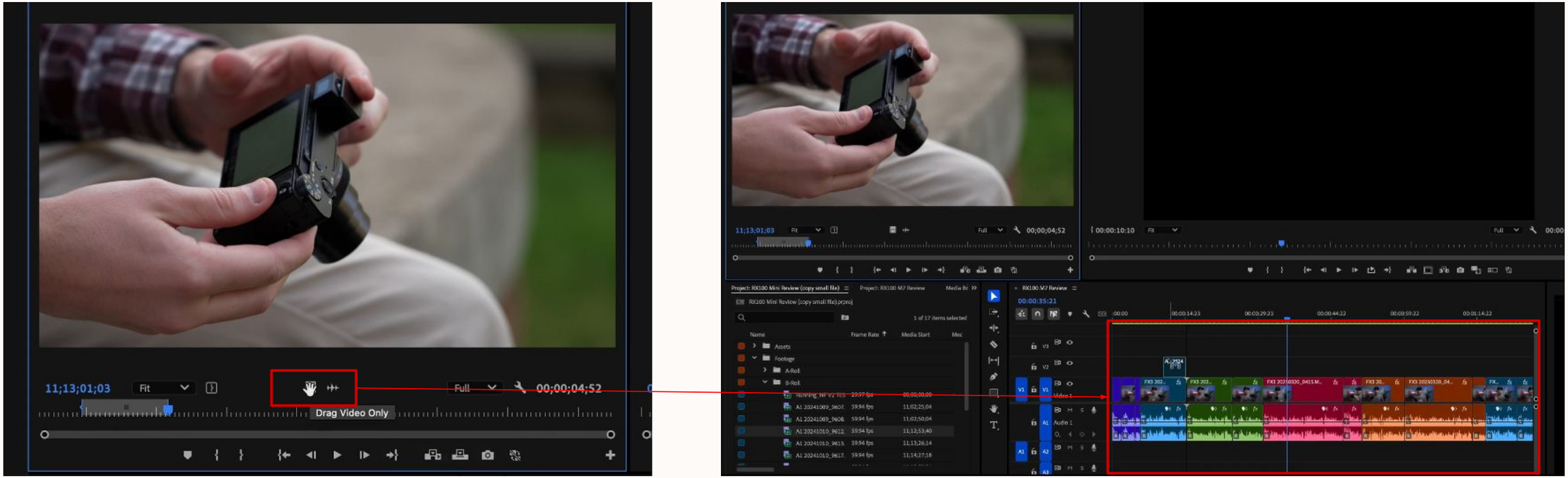


Select a Section of a B-Roll Clip

Double-click a b-roll clip in the Project window to open it in the **Source Monitor**. Use the playhead to find your desired start and end points, then press **I** for "In" and **O** for "Out" to mark a specific portion.

Step 4: Add B-Roll

Now that you've selected your b-roll footage, it's time to add it to your timeline and make final adjustments.



Place B-Roll on the Timeline

Drag and drop your selected b-roll clip from the Source Monitor onto your timeline. Place it on a video track above your a-roll footage (typically V2) so it plays over your primary audio, enhancing or obscuring the a-roll as needed.

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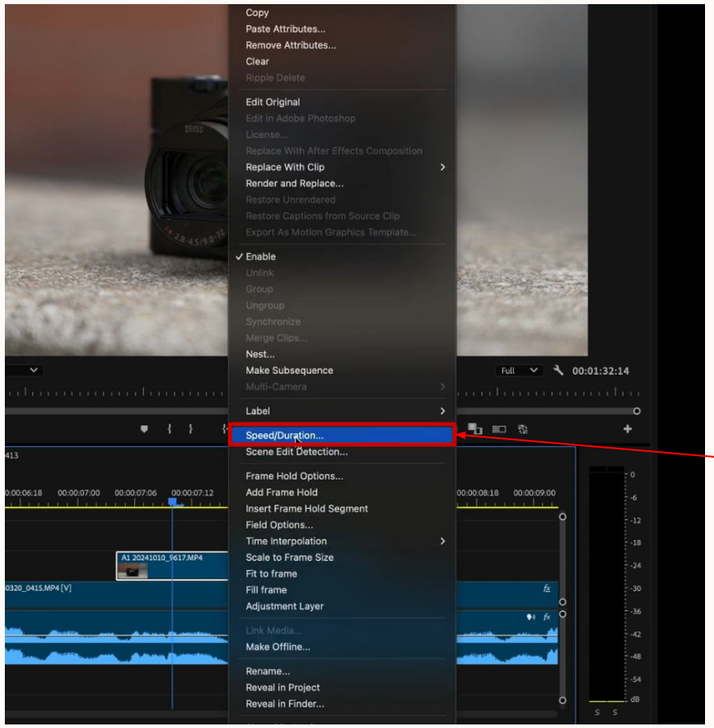
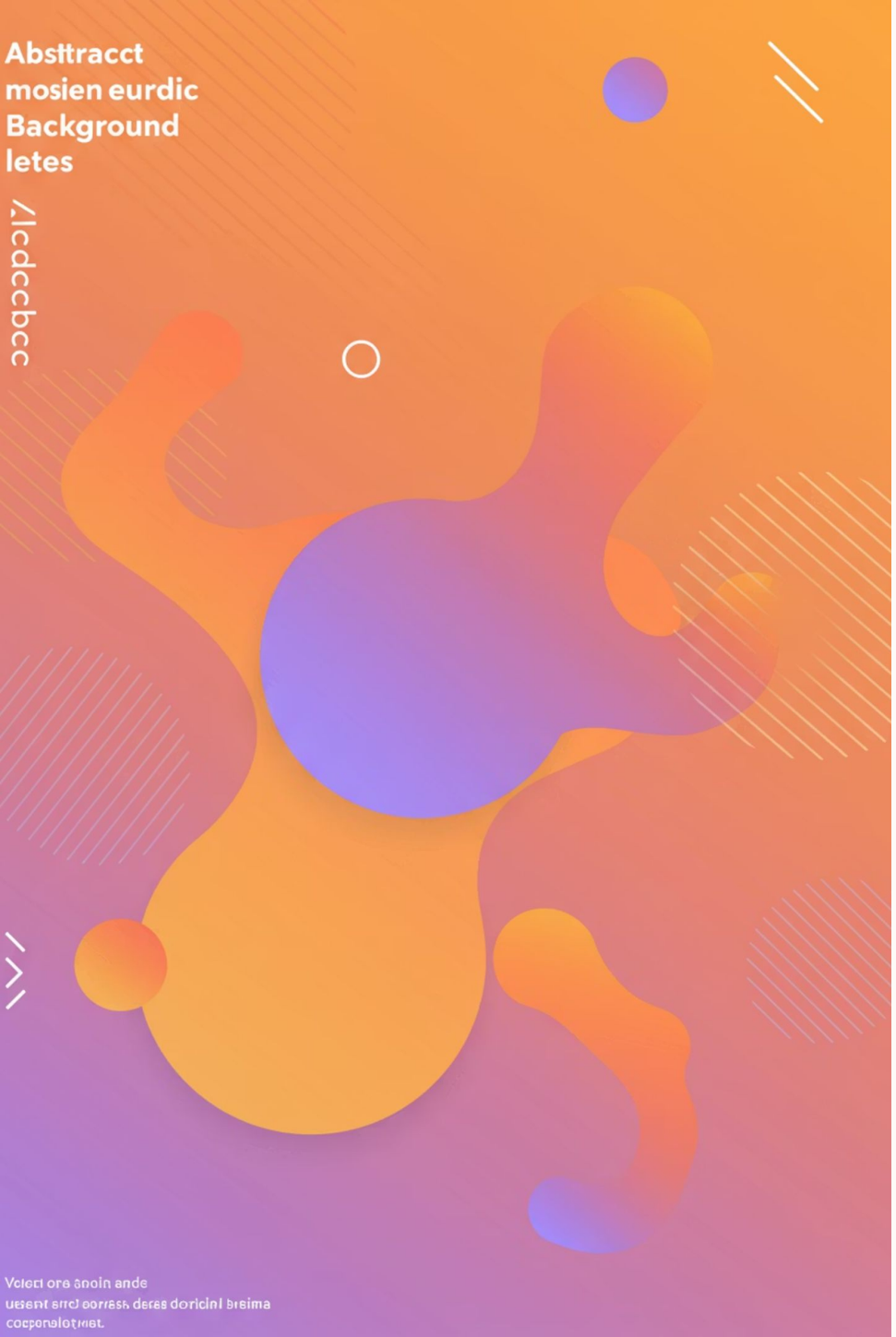


Click On Speed /Duration

Adjust Clip Speed (Optional)

For a cinematic or slow-motion effect, right-click the b-roll clip on your timeline and select "Speed/Duration..." In the pop-up window, adjust the percentage (e.g., 50%) to slow it down, then click OK.



Step 5: Add Music and Sound Effects

Add music and sound effects on separate audio tracks.

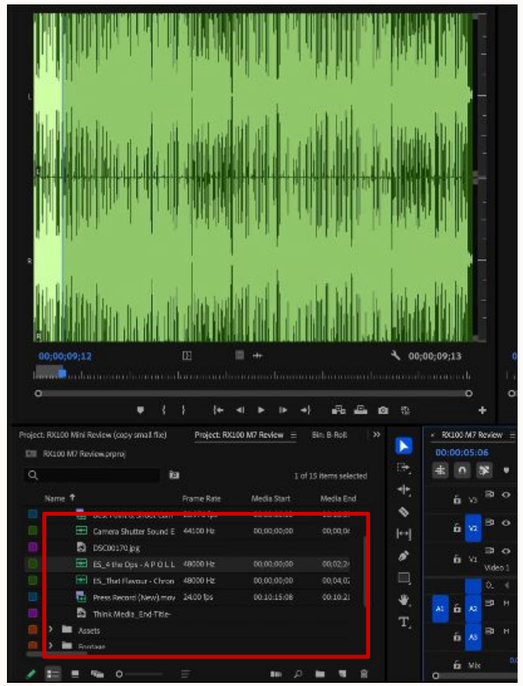
Using separate tracks gives you more control over each audio element and makes it easier to adjust levels independently.

Adjust the audio levels of your music and sound effects so they don't overpower your voice.

Your voice should always be the most prominent audio element in your video. Background music should enhance, not distract.

Step 5: Add Music and Sound Effects

Music and sound effects are crucial for setting the mood and professional polish of your video. You will add these to separate audio tracks on your timeline.

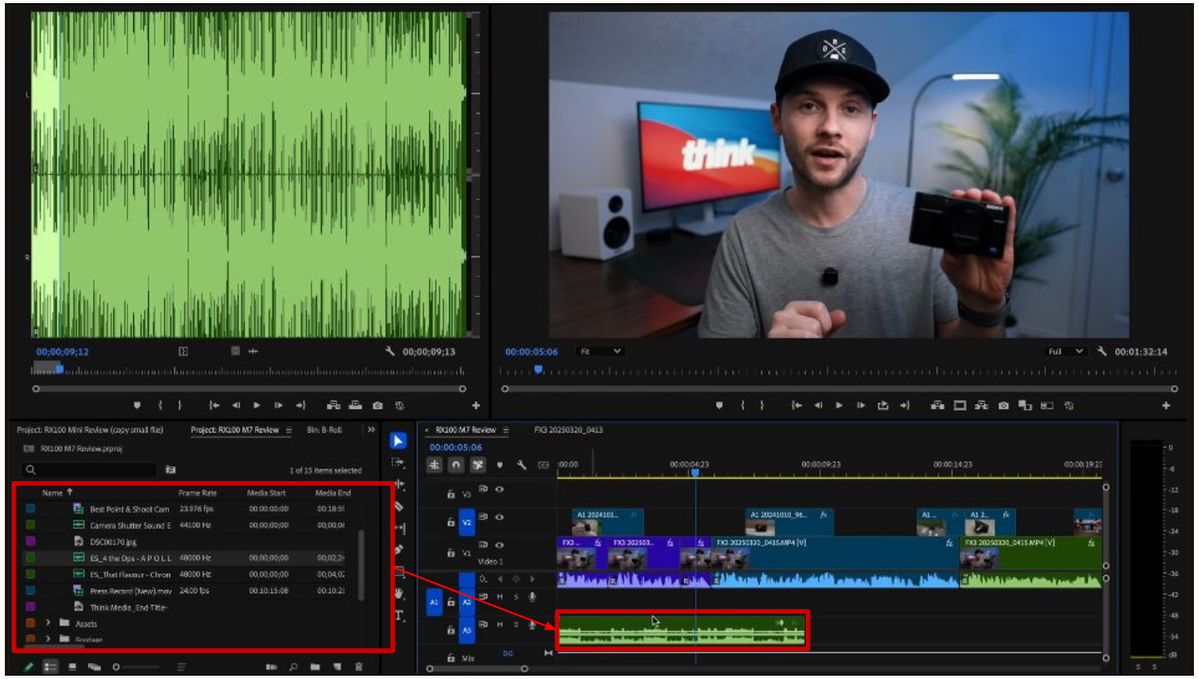


Import Your Music and Sound Effects

Navigate to the **Project window** in the bottom-left. Find your music and sound effect files on your computer and **drag and drop** them into the Project window, specifically into your 03_Project Files bin.

Step 5: Add Music and Sound Effects

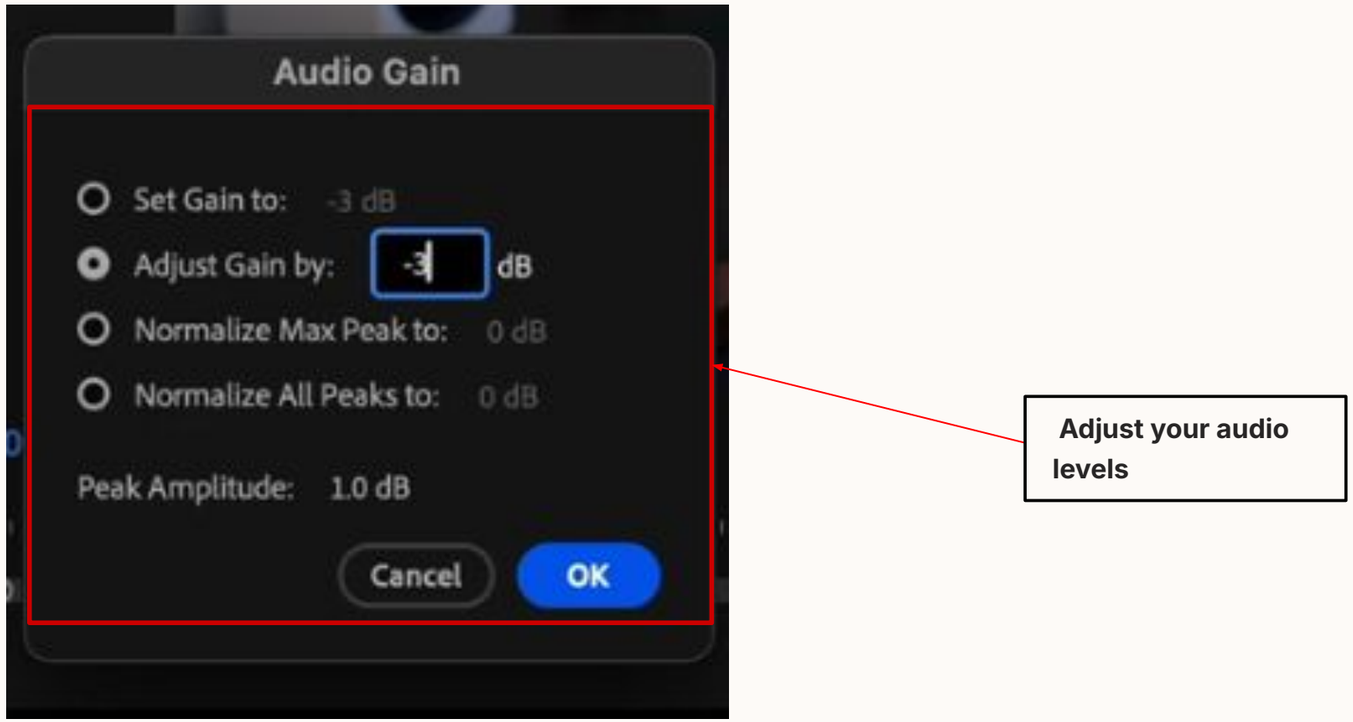
Music and sound effects are crucial for setting the mood and professional polish of your video. You will add these to separate audio tracks on your timeline.



Add Music to the Timeline

Drag and drop your chosen music track from the Project window onto an empty audio track on your timeline, typically A2 or A3. Play your video to see how the music fits and use the **Razor Tool (C)** to cut or trim the music clip as needed.

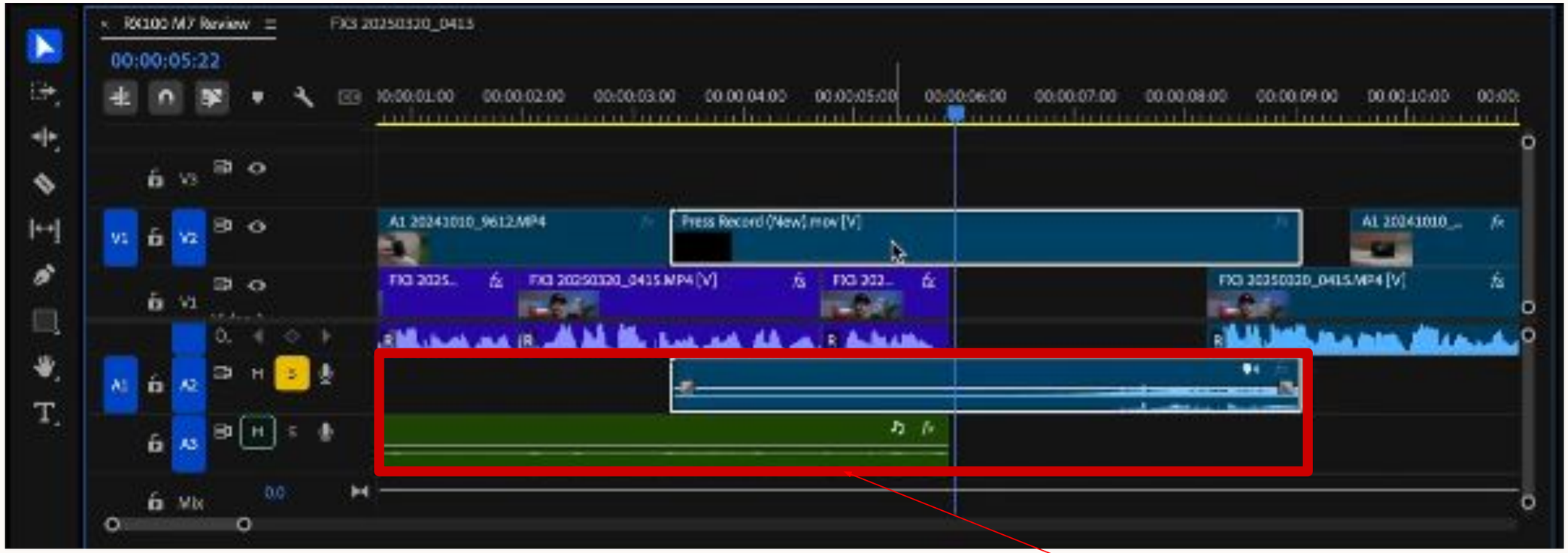
Step 5: Add Music and Sound Effects



Adjust Audio Levels

Ensure your background music doesn't overpower your main voiceover. **Click on the music track** on the timeline to select it, then **click and drag the thin horizontal volume line down**. A good range for background music is often between -20dB and -30dB. For more precise control, use the **Audio Mixer** panel (Window > Audio Mixer) to adjust track volumes with sliders.

Step 5: Add Music and Sound Effects



Add Sound Effects

Drag and drop sound effects (like a "whoosh" or "click") from your Project window onto an empty audio track. Place the sound effect clip on the timeline to sync it perfectly with the visual action on screen. Just like with music, you can then **adjust the volume** of the sound effect clip to ensure it blends well with your overall audio mix.

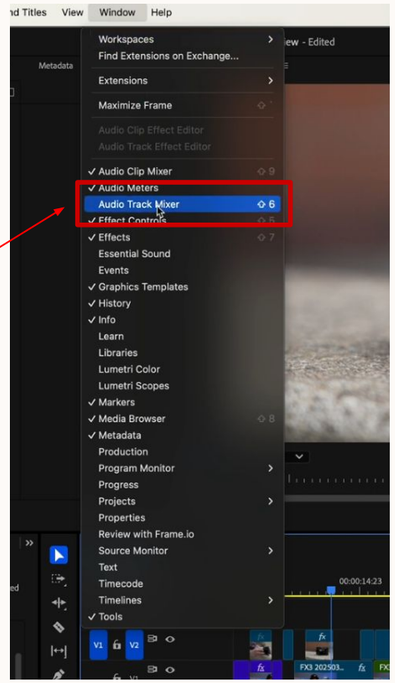
Drag and drop sound effects (like a "whoosh" or "click") from your Project window

Step 6: Correct and Enhance Your Audio

1. Use the audio track mixer to apply effects to your entire audio track.
2. Add a hard limiter to prevent your audio from peaking.
3. Add a compressor to even out your audio levels.
4. Use an EQ to make your voice sound richer and fuller.
5. Add a denoise filter to remove background noise.

Step 6: Correct and Enhance Your Audio

This step focuses on making your voice sound professional, clear, and consistent. You will use Premiere Pro's built-in audio effects to achieve this.



Open the Audio Track Mixer

From the top menu, go to **Window** > **Audio Track Mixer**. This panel gives you control over the entire audio track, not just individual clips.

- You will see faders for each audio track (e.g., A1 for your voice, A2 for music).

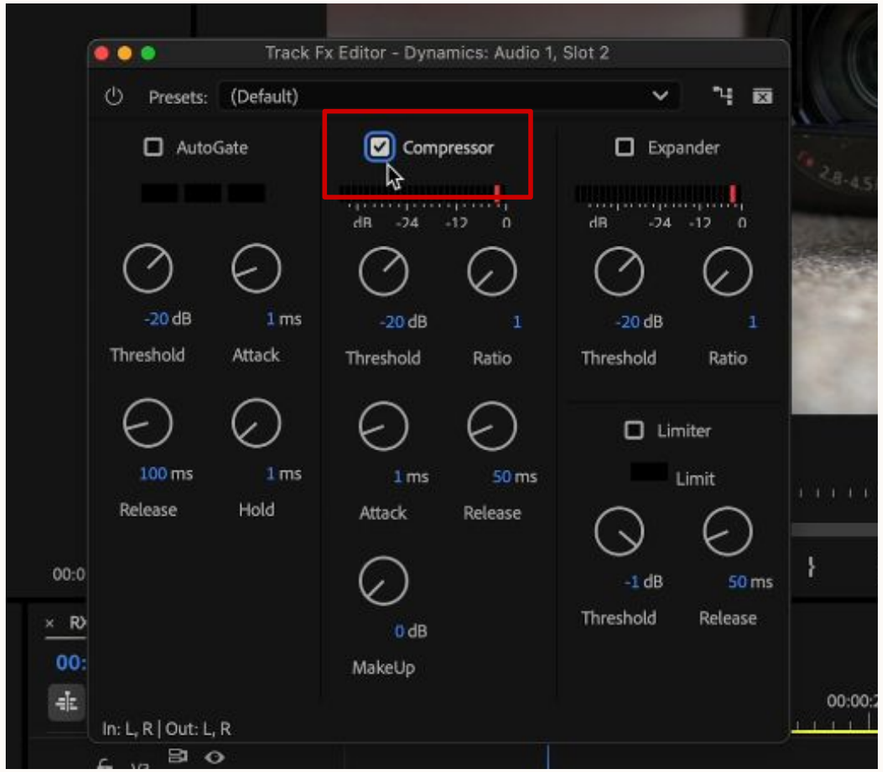
Add a Hard Limiter

- A limiter prevents your audio from getting too loud and "clipping," which causes distortion.
- On the A1 track (the one with your voiceover), look for the small triangle arrow at the top of the track. Click it to reveal the effects slots.

In one of the effects slots, click the dropdown menu and navigate to **Amplitude and Compression** > **Hard Limiter**.

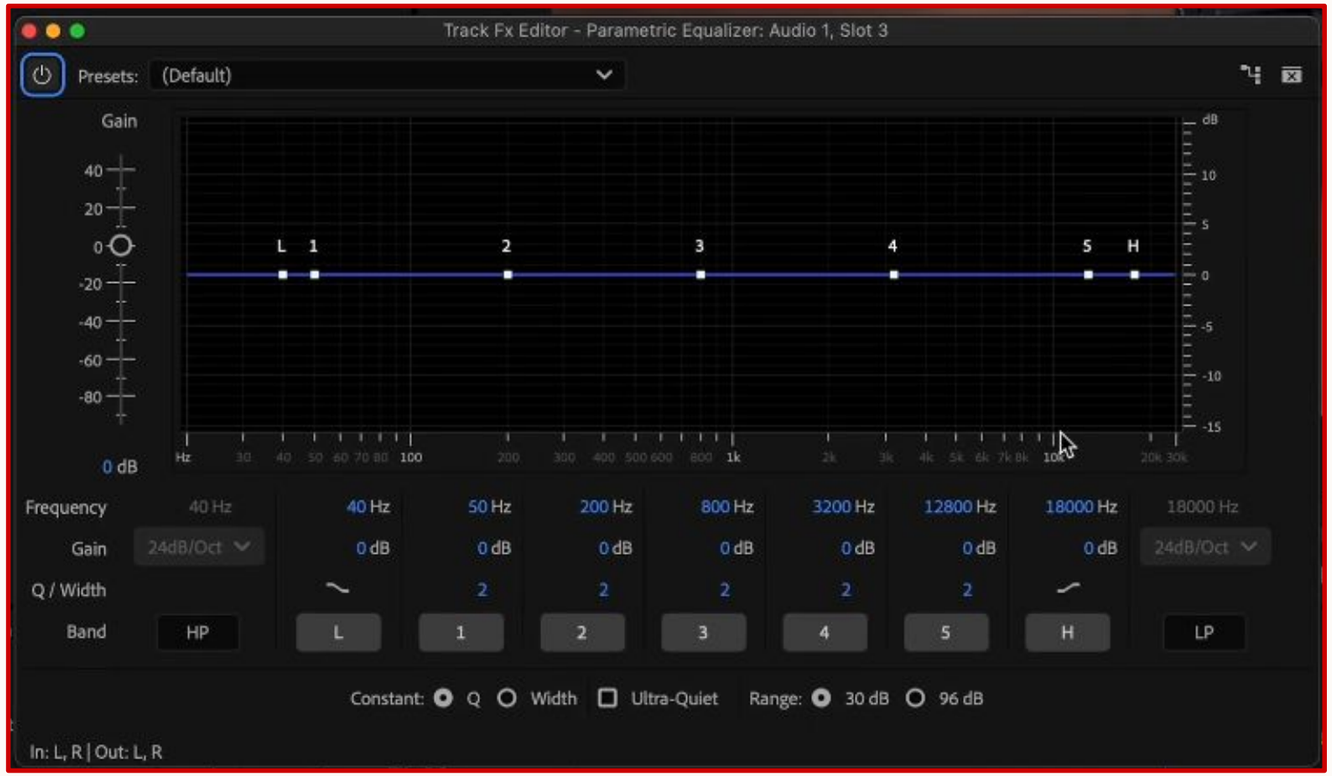
- A pop-up window will appear. Set the "Limit to" value to about -3.0 dB. This ensures your audio never goes above this level. Close the window.

Step 6: Correct and Enhance Your Audio



Add a Compressor

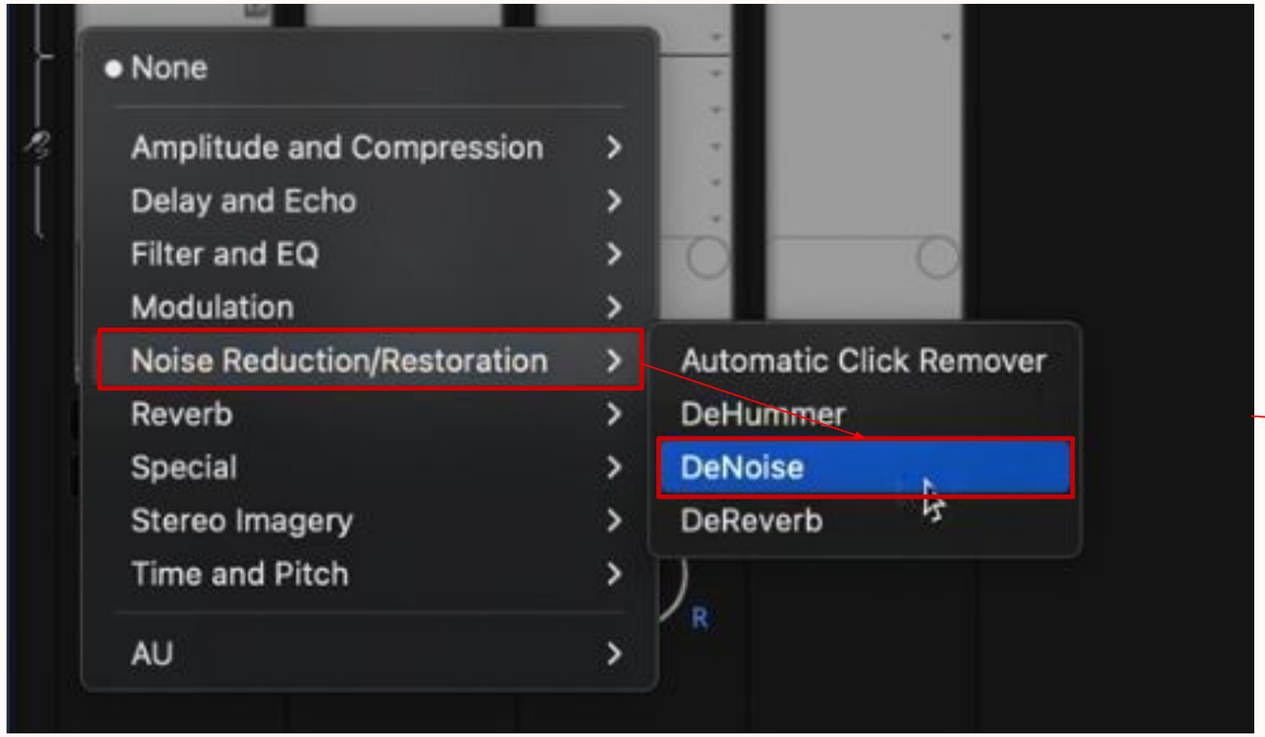
A compressor evens out your audio by making quiet parts louder and loud parts quieter, ensuring consistent volume. In an effects slot on the A1 track, click the dropdown and navigate to **Amplitude and Compression** > **Multiband Compressor**. In the pop-up window, select the preset **Broadcast** or **Voiceover** to make your voice sound full and clear.

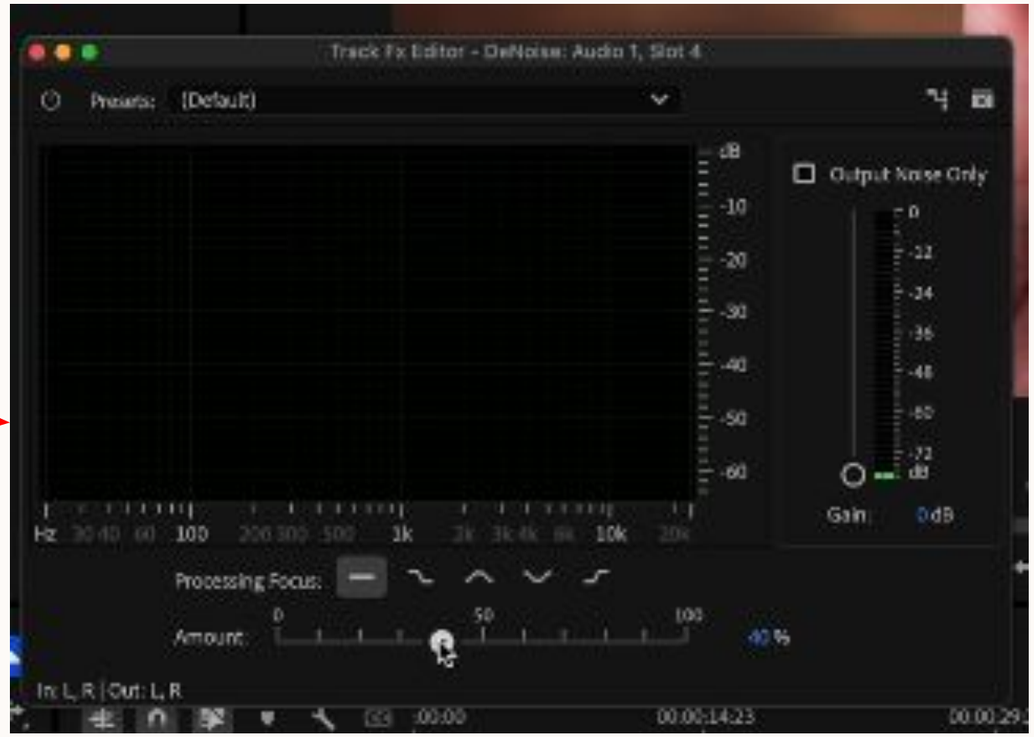


Use an EQ (Equalizer)

An equalizer allows you to boost or cut specific frequencies to improve voice quality. In an empty effects slot on the A1 track, go to **Filter and EQ** > **Parametric Equalizer**. Drag frequency points on the graph: boost in the **100-200 Hz range** for richness, and in the **2000-5000 Hz range** for clarity and crispness.

Step 6: Correct and Enhance Your Audio





Add Denoise Filter (Optional)

If your recording has background noise, a denoise filter can reduce it. In an empty effects slot on the A1 track, go to **Noise Reduction/Restoration** > **Denoise**. Use the **Amount** slider in the pop-up window to set the noise reduction level. Be careful not to set it too high, as it can make your voice sound unnatural.

Step 7: Add Titles and Graphics

Add titles to your video using the text tool (T).

Titles help identify speakers, highlight key points, and provide context for your viewers.

Customize your titles by changing the font, size, and color.

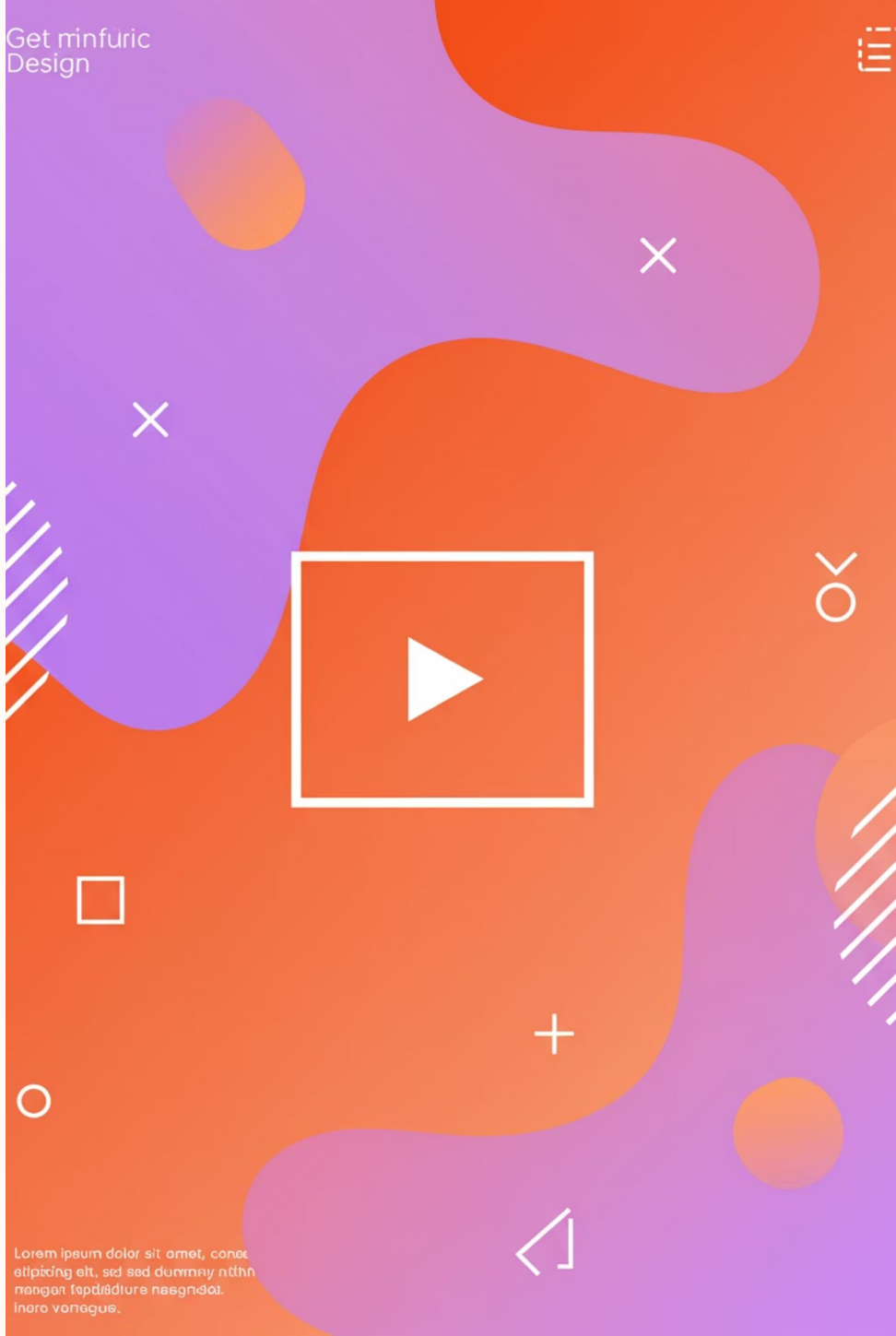
Make sure your text is readable and matches the style of your video.

Add movement to your titles using keyframes in the effects controls panel.

Animated titles look more professional and can help draw attention to important information.

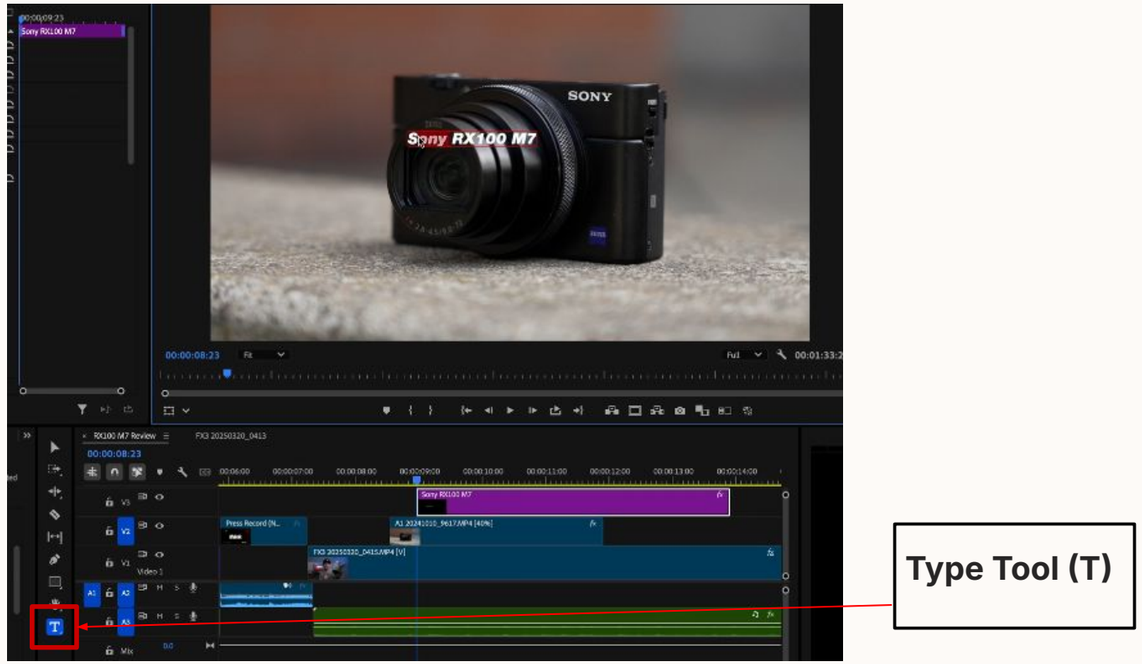
Use preset title animations from the captions and graphics workspace.

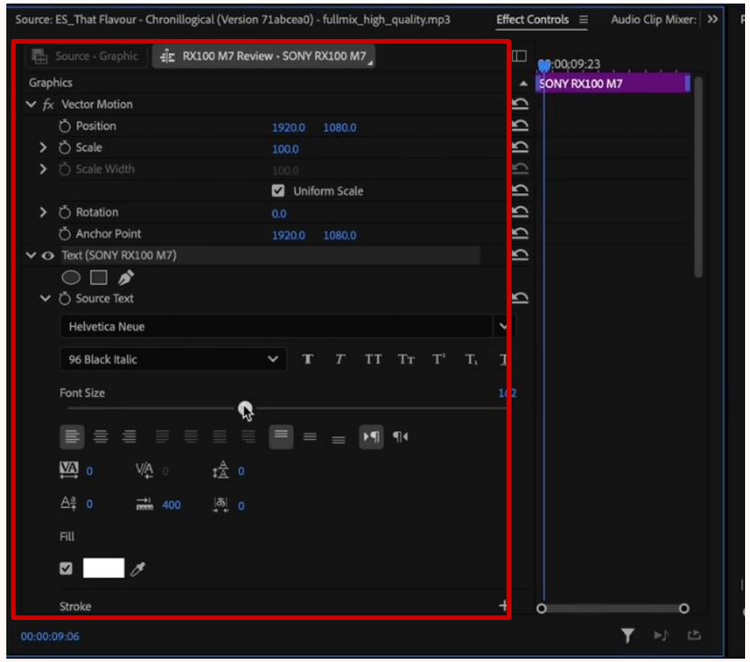
Save time by using professionally designed title templates that come with Premiere Pro.



Step 7: Add Titles and Graphics

Titles and graphics are essential for introducing your video, highlighting key points, and making the content more professional and visually appealing.





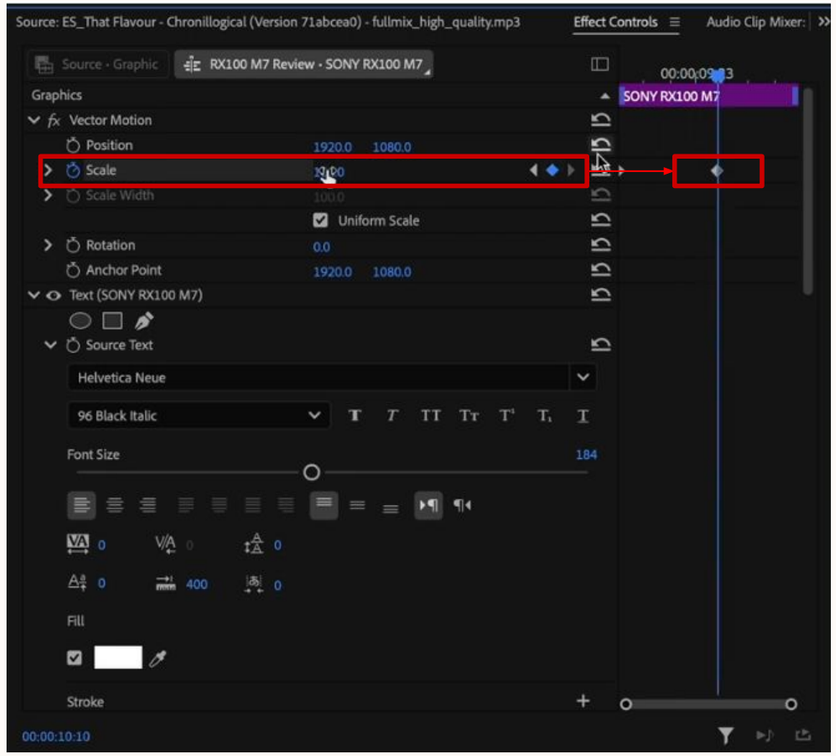
Add a Title to Your Video

To begin, select the **Type Tool (T)** from your tools panel. Click anywhere on the **Program Monitor** to create a text box, then type in the desired text for your title.

Customize Your Title

After adding your title, use the **Selection Tool (V)** and open the **Essential Graphics** panel (Window > Essential Graphics). Here, you can easily change the **font**, adjust the **size**, and select a new **color** to match your video's aesthetic.

Step 7: Add Titles and Graphics



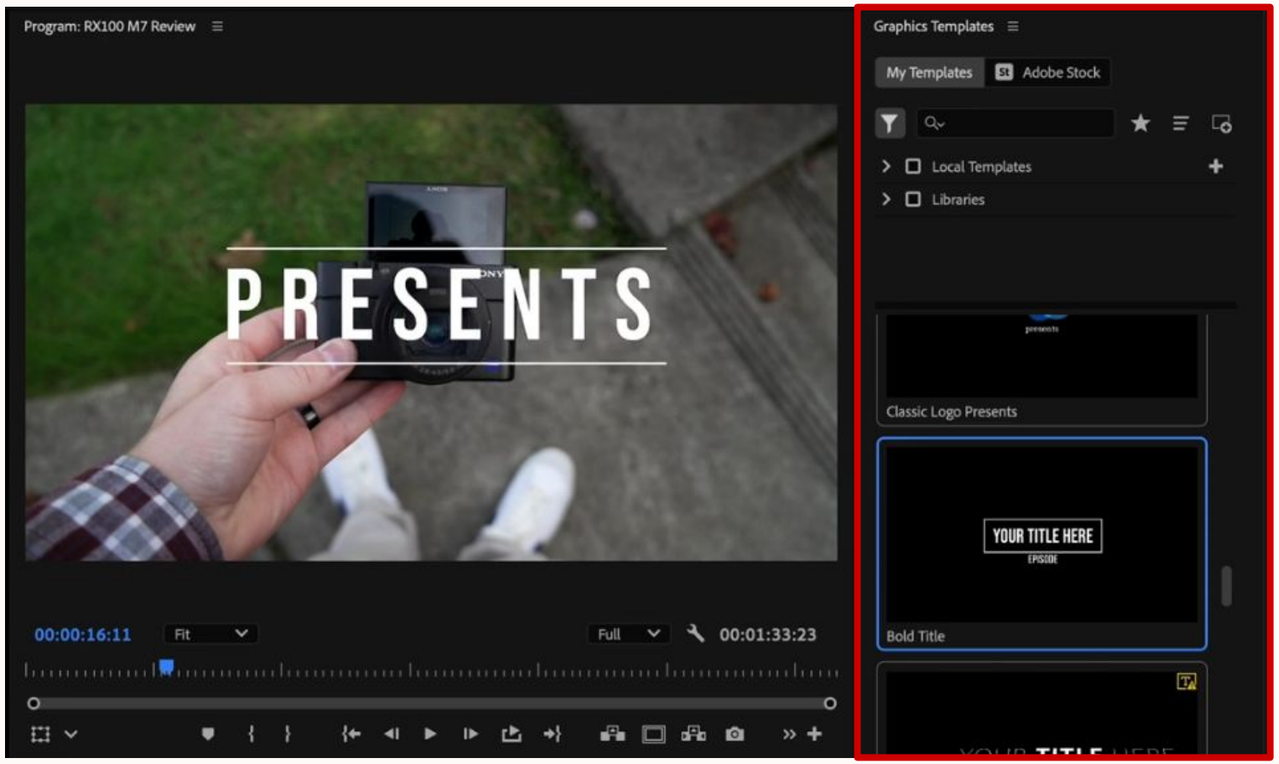
Add Movement with Keyframes (Optional)

To animate your title, go to the **Effects Controls** panel (usually in the top-left).

Under the "Vector Motion" or "Motion" section, you'll find properties like **Position** and **Scale**.

Click the **stopwatch icon** next to "Position" to create a keyframe.

- Move the playhead on your timeline forward a few seconds.
- Change the X and Y values for the "Position" to move your title to a new spot. Premiere Pro will automatically create a new keyframe, and your title will animate between the two points.



Use Preset Title Animations

Save time by using professionally designed title templates.

Go to the **Essential Graphics** panel.

Click the **Browse** tab at the top. Here you will find a library of pre-made templates and animations for titles, lower thirds, and other graphics.

Drag and drop a template from the "Browse" tab directly onto your timeline. You can then customize the text in the **Edit** tab of the Essential Graphics panel.

Step 8: Color Correct and Grade Your Footage

1. **Use the lumetri color panel to color correct and grade your footage.**

   The Lumetri Color panel provides powerful tools for adjusting the look of your video.

2. **Adjust the exposure, contrast, and highlights of your footage.**

   These basic adjustments help ensure your footage is properly exposed and has good contrast.

3. **Use Luts to apply creative color grades to your footage.**

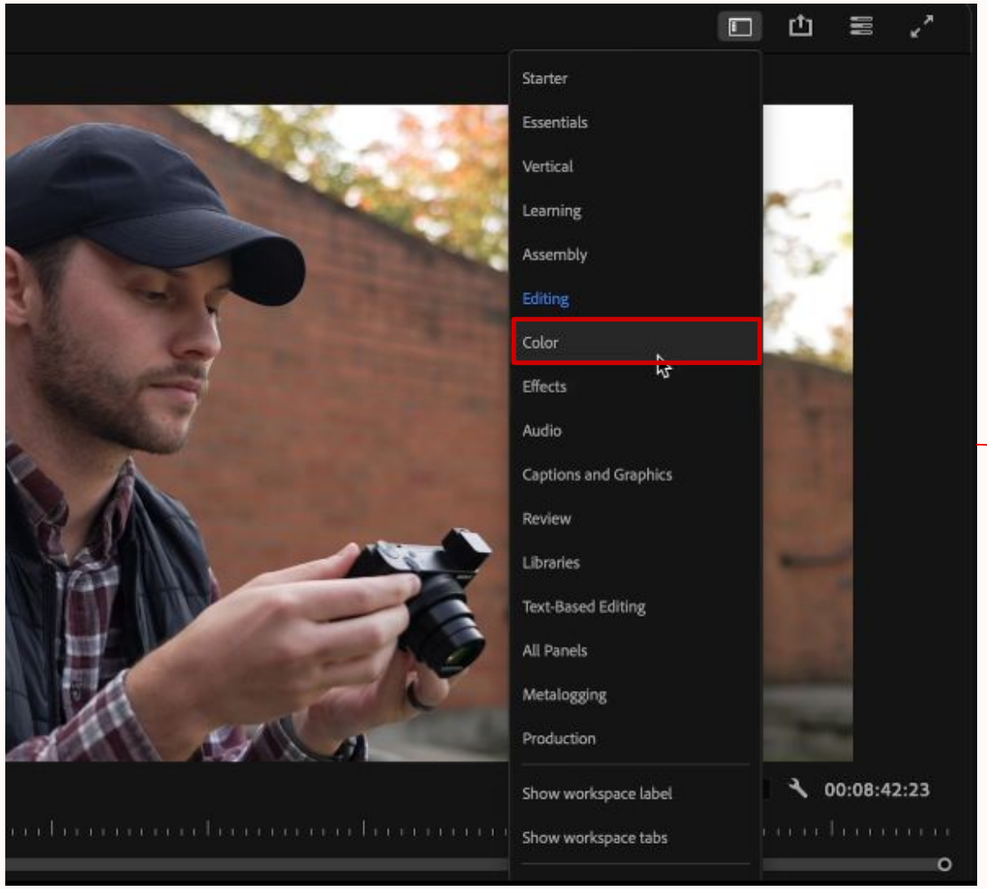
   LUTs (Look-Up Tables) are presets that can quickly give your footage a specific style or mood.

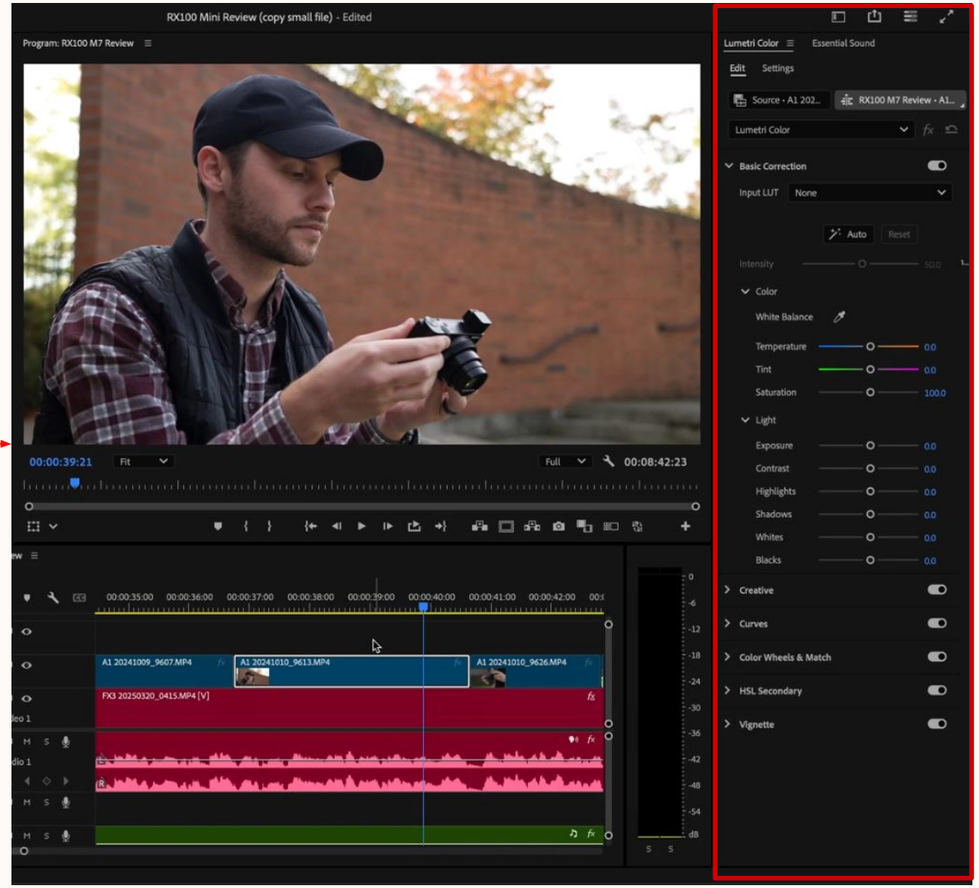
4. **Use the white balance tool to quickly and easily correct your white balance.**

   Proper white balance ensures the colors in your video look natural and accurate.

Step 8: Color Correct and Grade Your Footage

This step is about making your video look its best. **Color correction** is about fixing and balancing the colors, while **color grading** is about adding a creative style or mood.





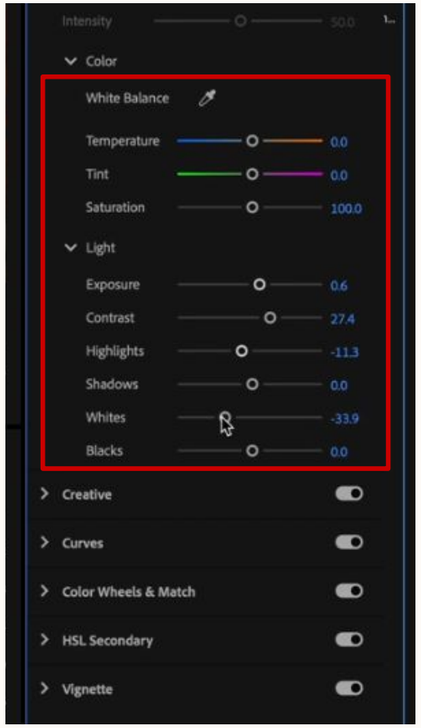
Open the Lumetri Color Panel

- Select a video clip on your timeline that you want to adjust.

Go to **Window** > **Lumetri Color**. This panel contains all the tools you need for color correction and grading.

Step 8: Color Correct and Grade Your Footage

This step is about making your video look its best. **Color correction** is about fixing and balancing the colors, while **color grading** is about adding a creative style or mood.



Color Correct Your Footage

In the Lumetri Color panel, go to the **Basic Correction** tab.

- Use the sliders to make your video look natural and properly exposed:

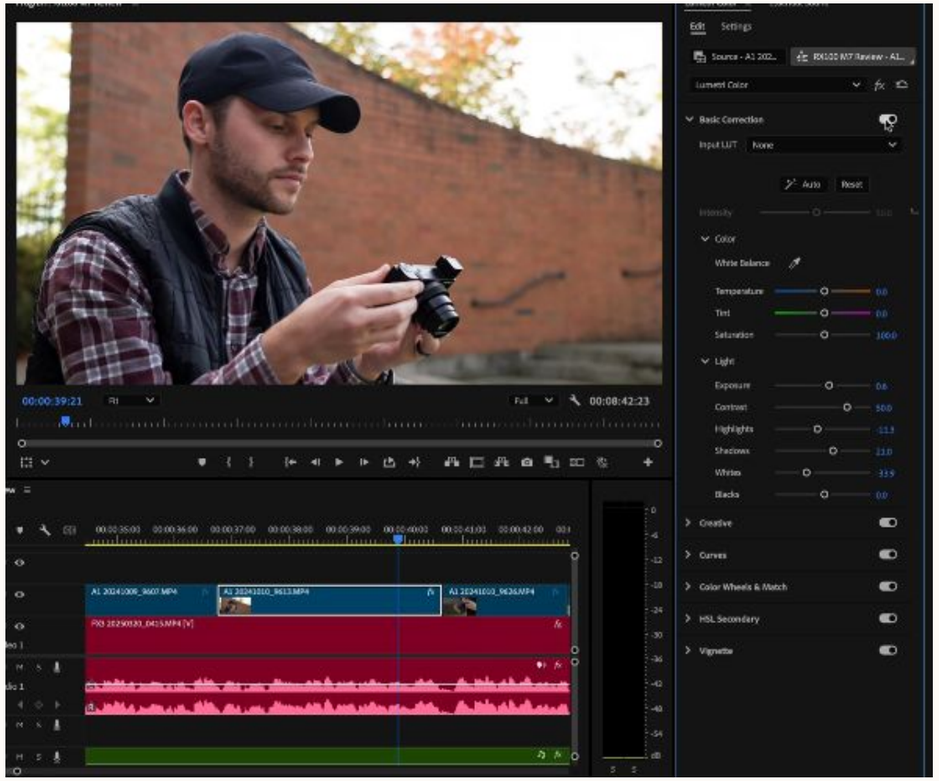
White Balance: Click the eyedropper tool next to "WB Selector" and click on something in your video that should be white or a neutral gray. This will instantly correct the white balance.

Exposure: Adjust this to make the video brighter or darker.

Contrast: Increase or decrease this to make the difference between the light and dark parts more or less pronounced.

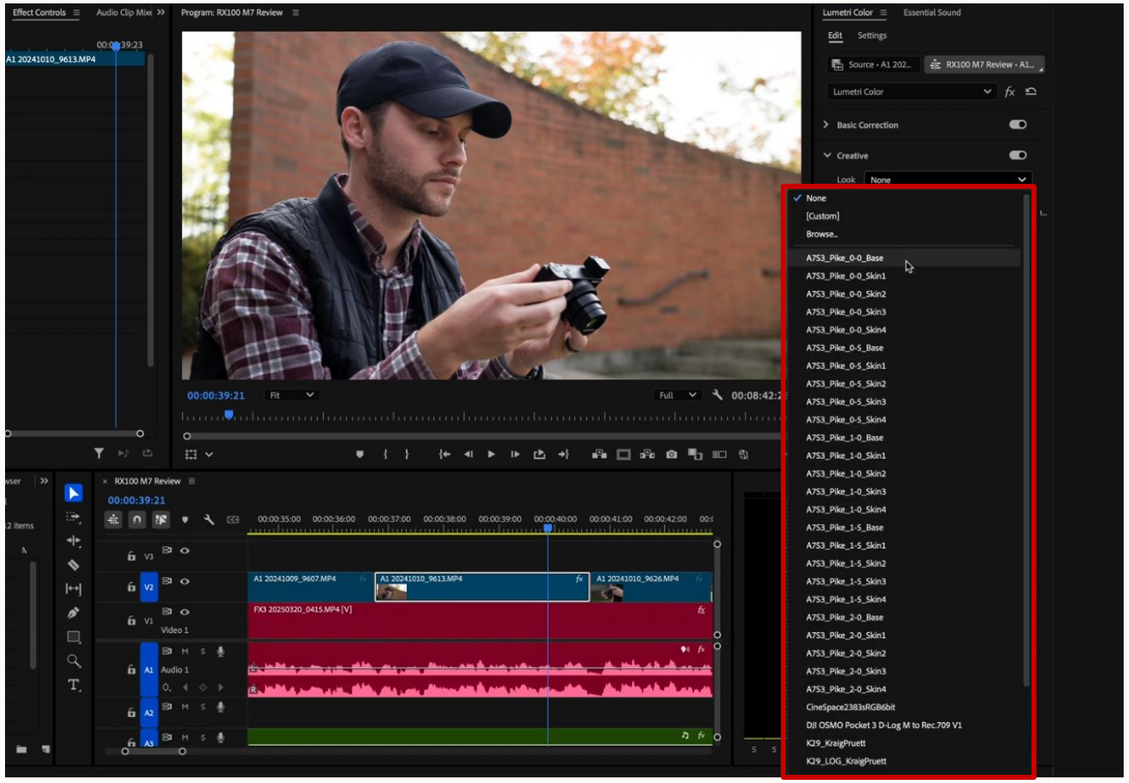
Highlights & Shadows: Use these to recover detail in the brightest and darkest parts of your image.

Step 8: Color Correct and Grade Your Footage



Adjust Whites and Blacks

Fine-tune the pure white and black points of your video to ensure optimal contrast and detail in both the brightest and darkest areas of your footage.



Color Grade with LUTs

After color correction, apply a creative look using LUTs (Look-Up Tables) from the **Creative** tab in the Lumetri Color panel. These presets can quickly give your footage a specific style or mood. Adjust the **Intensity** slider to control the strength of the effect.

Step 9: Export Your Video

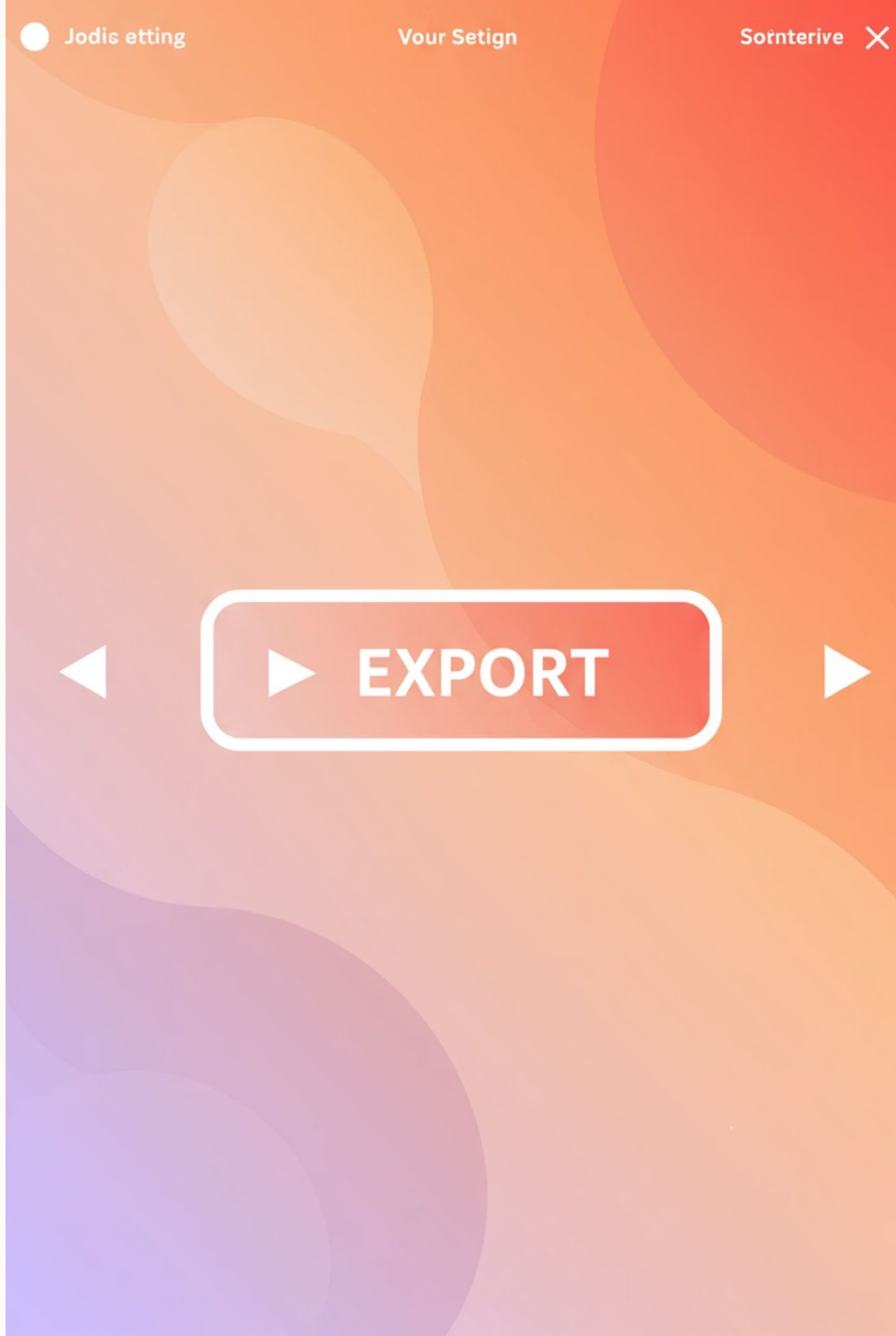
Set your in and out points to select the portion of your video you want to export.

Go to the export tab and choose your export settings.

Choose a file name and location for your exported video.

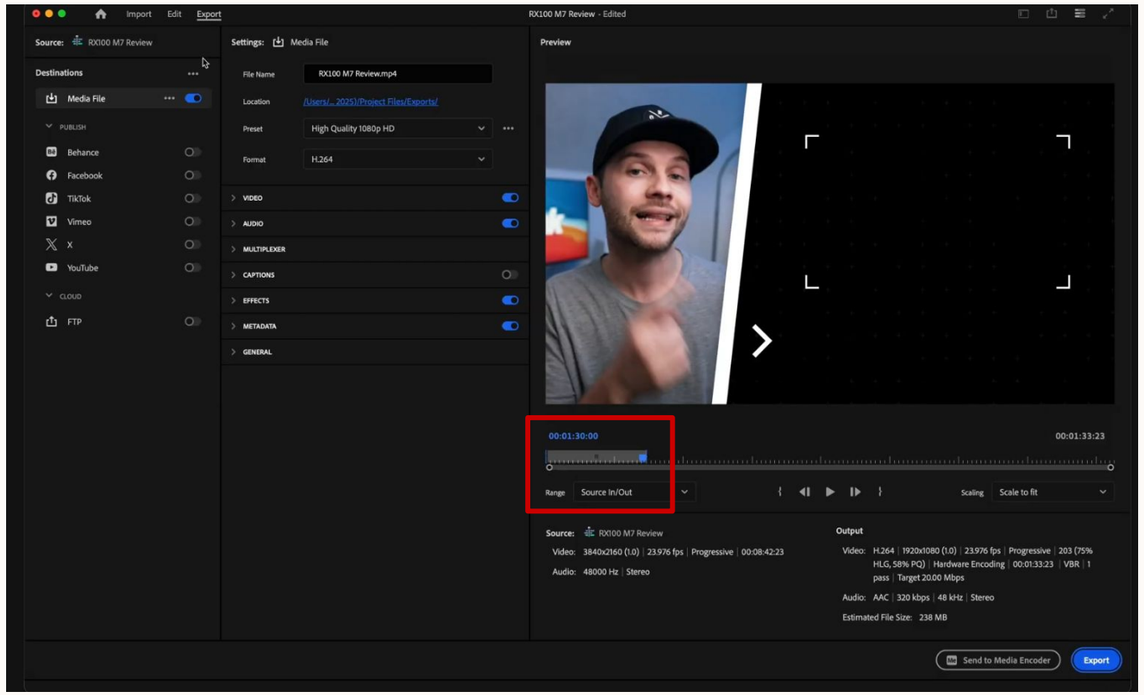
Select the H.264 codec for a compressed and user-friendly file format.

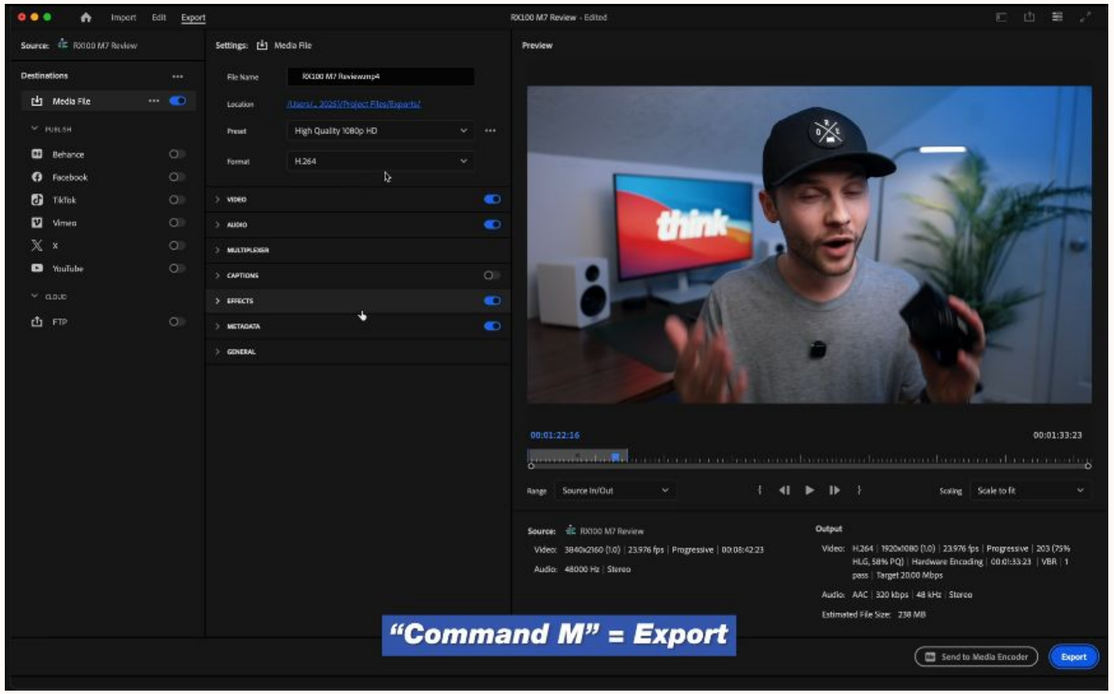
Click export to start exporting your video.



Step 9: Export Your Video

This is the final and most important step. You will render your project into a single video file that can be shared and uploaded.





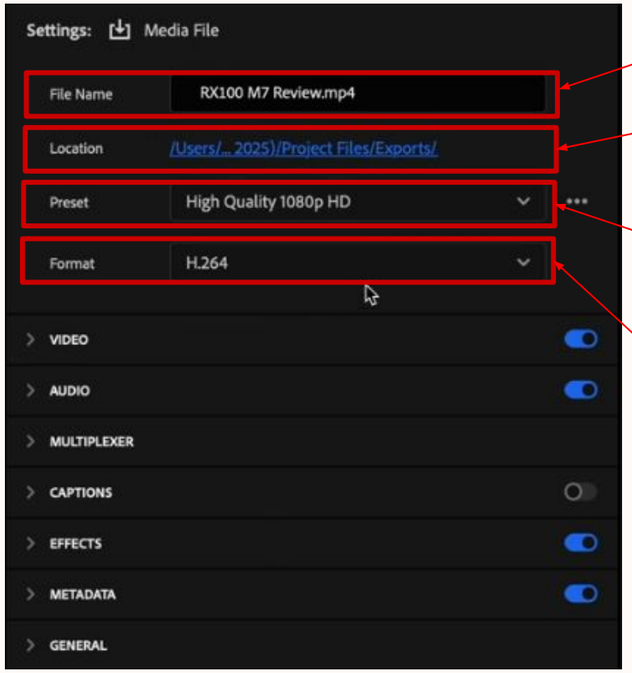
Set Your Export Range with In and Out Points

Define the specific portion of your timeline to export by moving the playhead to the desired start point and pressing **I** for 'In,' then to the end point and pressing **O** for 'Out.' This creates a shaded area for your export range.

Access Export Settings

Navigate to **File > Export > Media** in the top menu, or use the shortcut **Cmd + M** (Mac) / **Ctrl + M** (Windows) to open the export settings dialog.

Step 9: Export Your Video

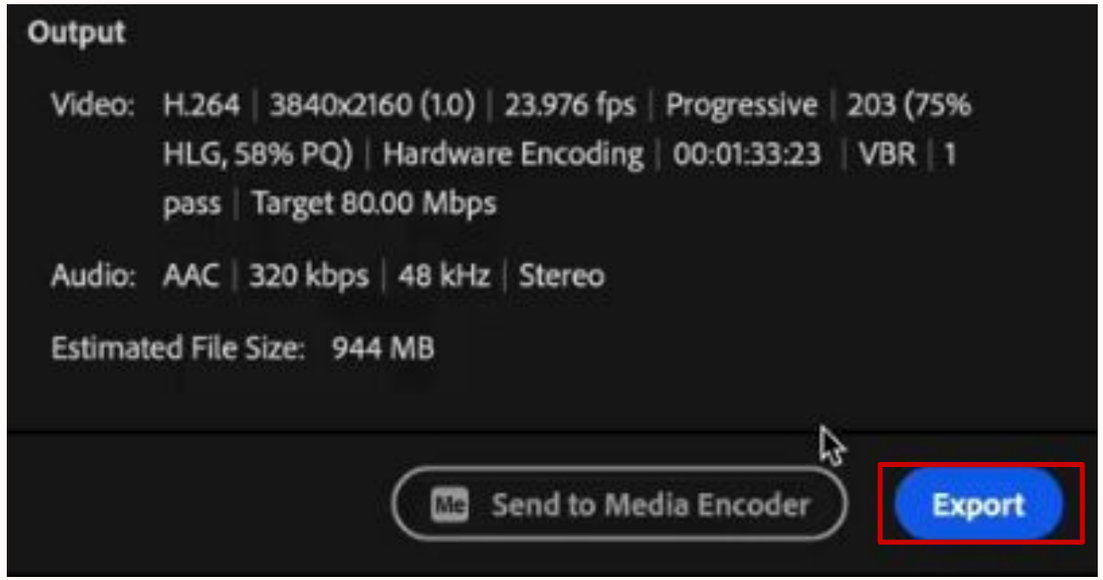


Type a clear name for your exported video

Click **Browse** and select the folder where you want to save the exported file

Choose a preset that matches your needs. For most projects, select **High Quality 1080p HD**.

Set the format to **H.264 (.mp4)** for a good balance of quality and file size



Configure Your Export Settings

In the "Export Settings" window, define your video's output. Set the **File Name & Location**, choose **H.264** as the format for wide compatibility, and select a **Preset** like "YouTube 1080p Full HD" for optimized results.

Export Your Final Video

Once your settings are confirmed, click the **Export** button. Premiere Pro will then render your timeline, creating the final video file. The duration of this process will vary based on your computer's performance and the complexity of your project.

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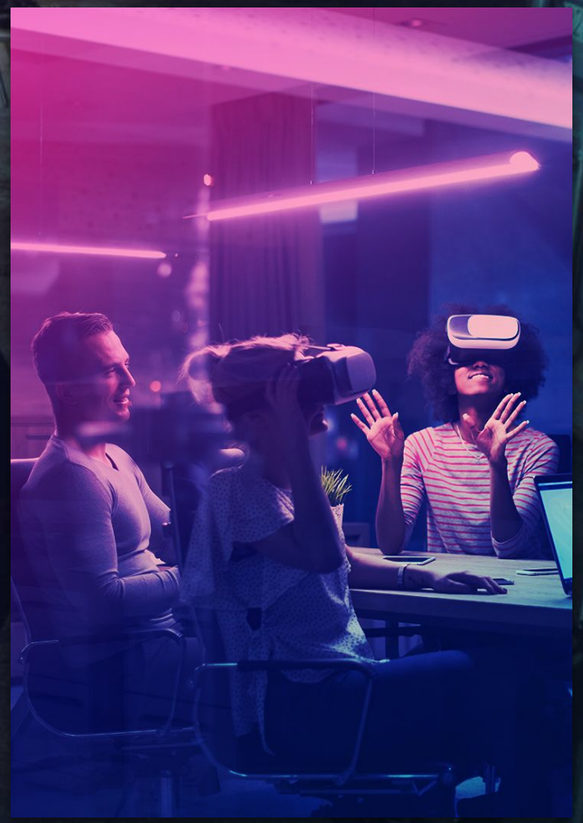
Creative Solutions



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