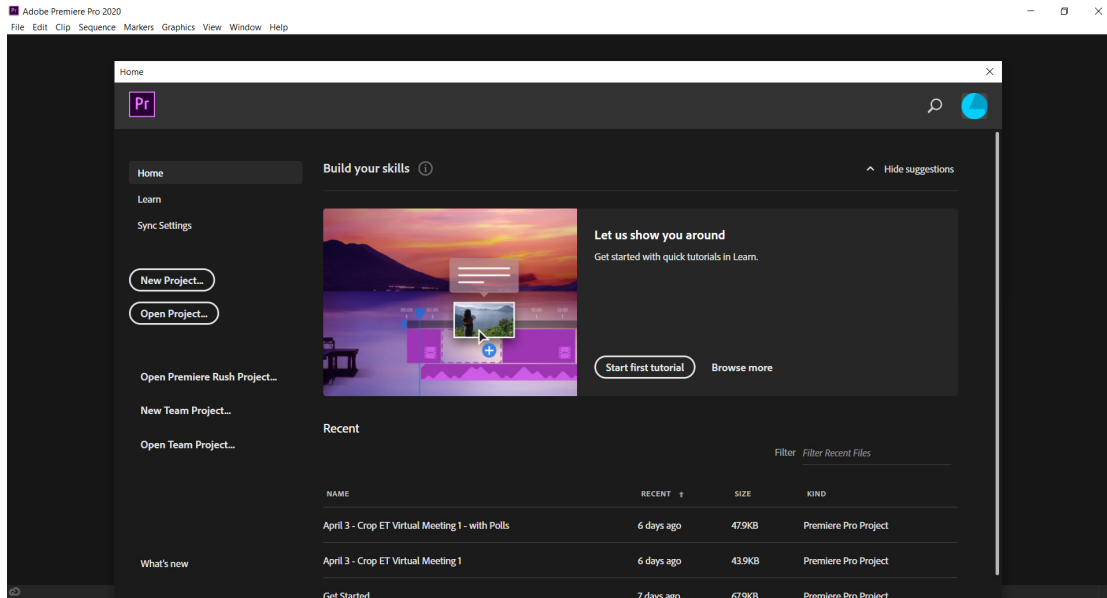
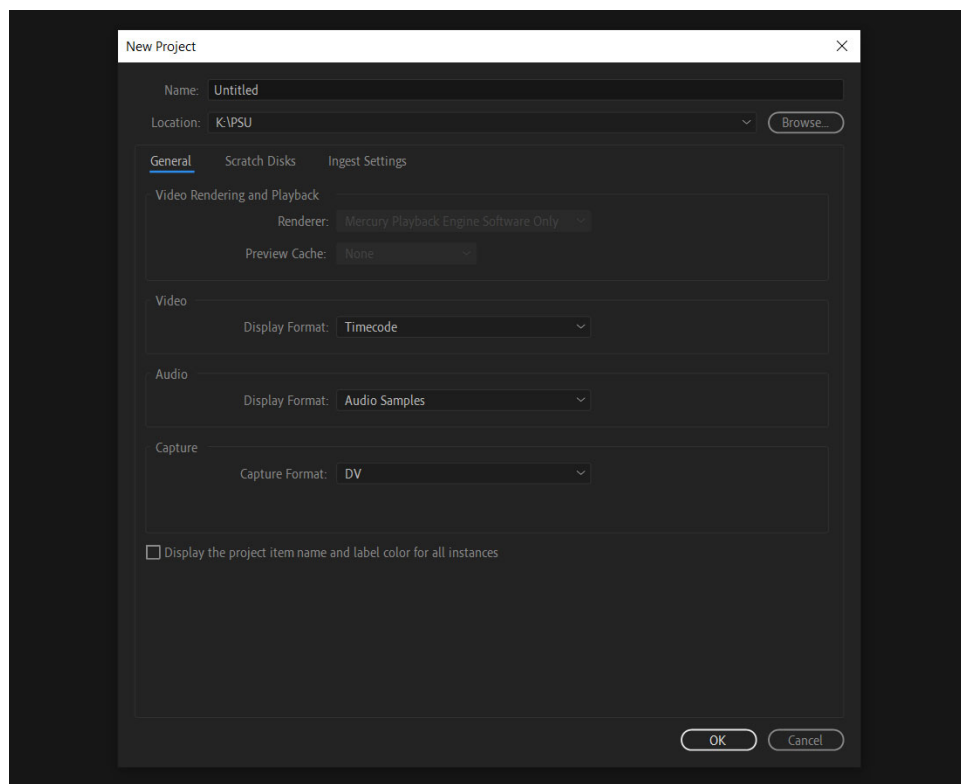


Editing Videos in Adobe Premiere

When you launch Premiere, you will be greeted by this screen. It will offer an interactive tutorial that has you do basic editing on provided clips, with pop-up instructions and show you when you've done it correctly. If you have time, this is a good tutorial to get you started.

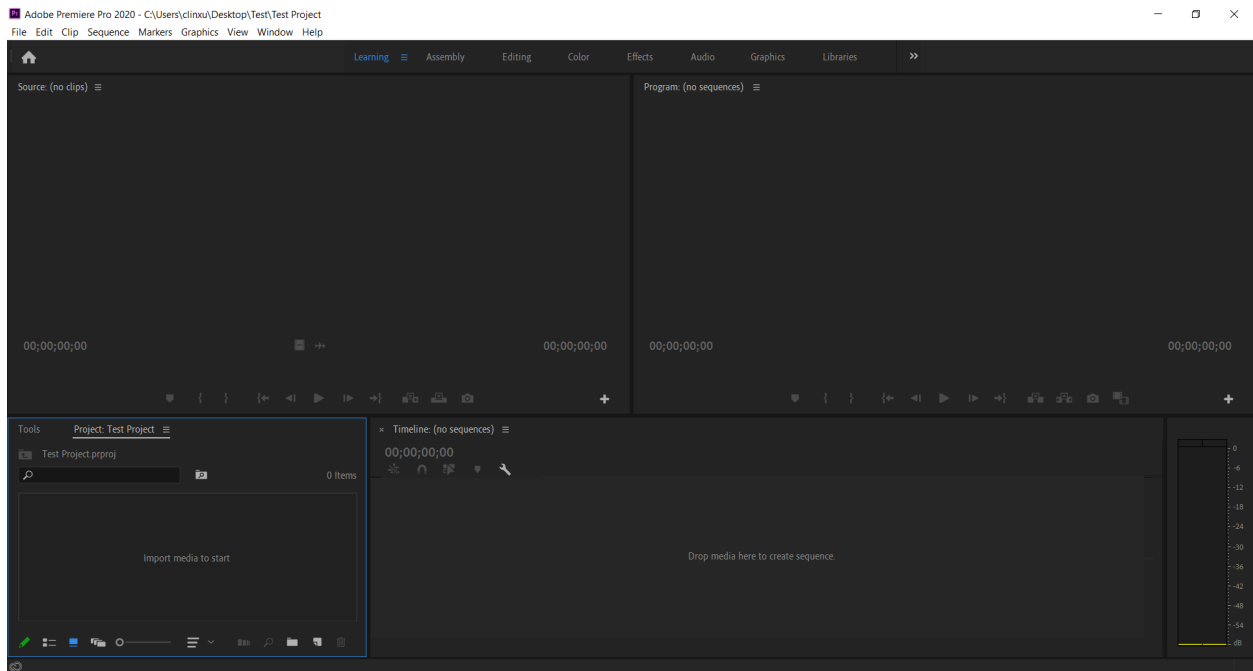


To start editing your own video, start a **New Project**, either from this greeting menu, or by going to the top: File > New > Project.



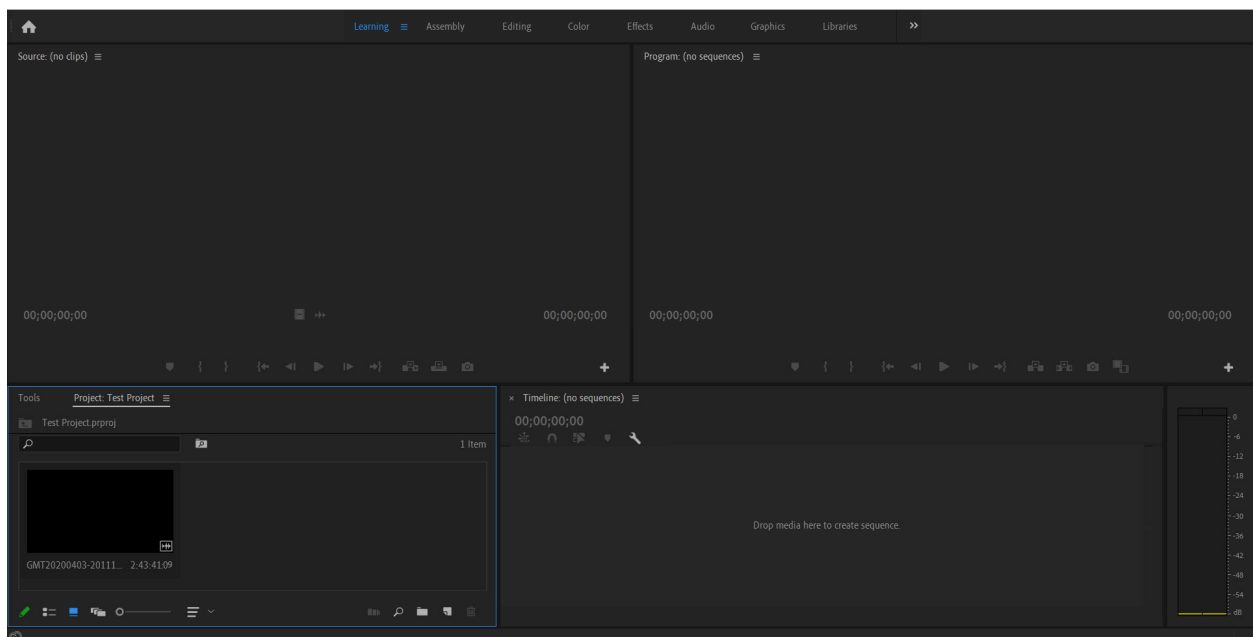
Name your new project. The other default settings on the New Project screen should be fine. Click **OK** to begin.

Now you will be in an editing view with multiple windows:

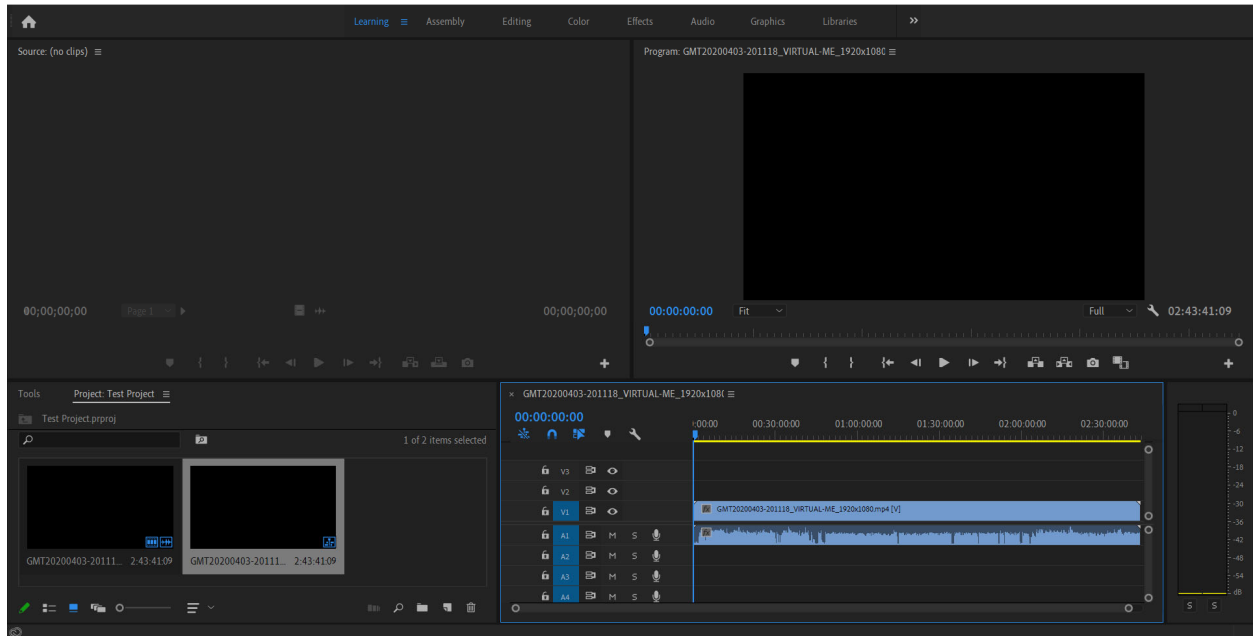


In the bottom left corner, you’ll see the Project window. Double-click on the window where it says “Import media to start” and browse for the video, audio, or photo, etc. files you want to use.

You will now see the file(s) in the Project window. To begin editing, drag the file from the Project window to the Timeline window on the right.



Your Timeline window should now look like this, with a video and audio track:



Now you will be able to edit the video and play it back to see how it looks. The top-right window will show the video of your edited version, while the top-left window can play the video from the source you imported (pre-edit) for comparison.

- To zoom in and out on the timeline, you can press + or – on your keyboard. Make sure the *timeline window* is the one active (it will have a blue border around it if it is the active window, as above).

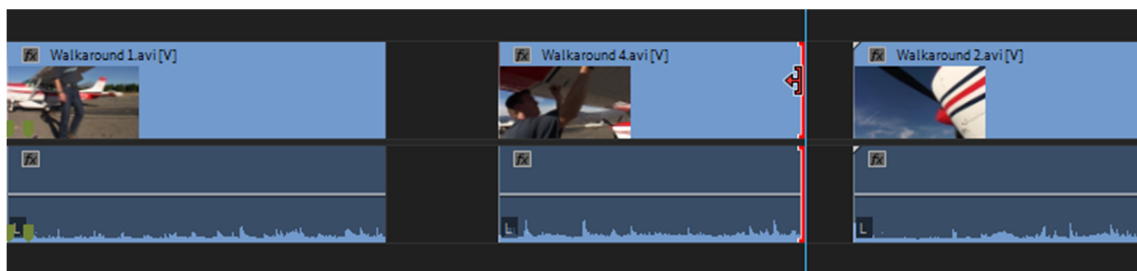
Editing Tools

To edit the video, there are 3 easy ways of cutting footage. For more detail, you can visit this link:

<https://www.premiumbeat.com/blog/cut-clips-premiere-pro-tools/>

1. Ripple/Trim Tool

To use this method, hover your mouse cursor to the beginning or end of a video clip on the Timeline. You will see the mouse cursor turn into a red arrow with a line:



Click and drag this red cursor to where you want to trim the video down. Now the start (or end, if you dragged from the end) of the video clip will be where you dragged to.

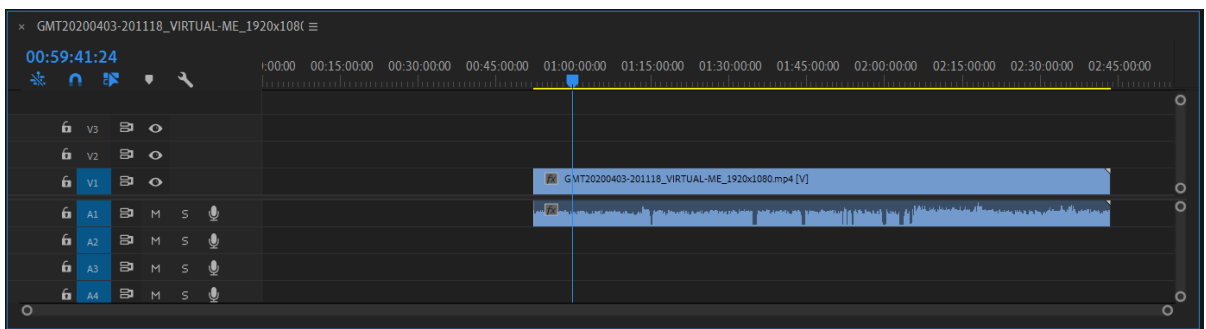
For something simple such as cutting out the preparations before a meeting, or the ending, this is probably the best tool to use as it is easy to trim the beginning and end.

2. Playhead Splitting

This method has more steps but may be more useful if you are doing more editing than just the beginning and end of a big clip.

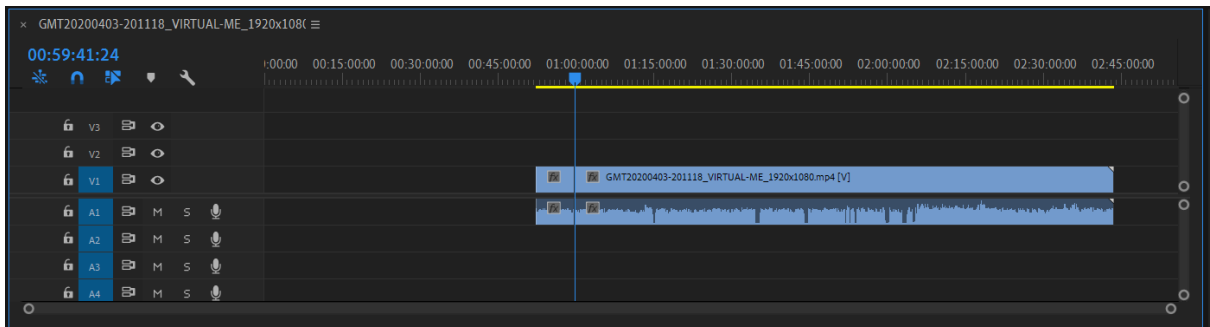
For reference, the blue line on the Timeline here is referred to as the **Playhead**. You will notice that if you click around on the timeline, the blue line will move to where you click.

- This is where video playback will start if you click somewhere on the video timeline and press the Play arrow.

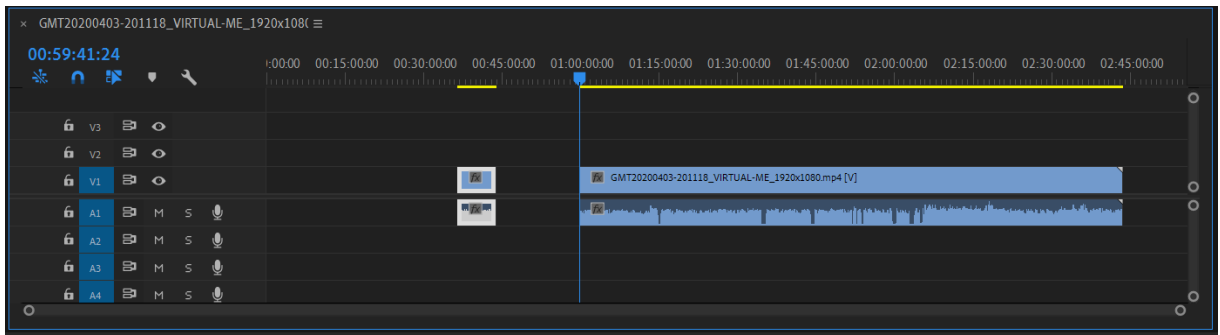


When you have the playhead where you want, use **Ctrl + K** to split the clip at that location. This will only *split* the video, not trim it. In the below image, the splitter has been used, and you can see that there are now 2 clips on timeline:

- The first ending where the playhead is, and the second starting where the playhead is.



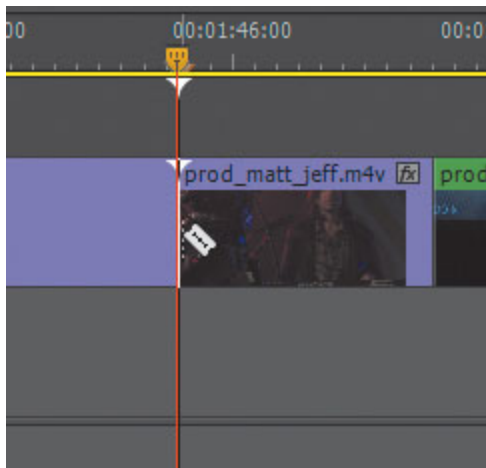
Now that you have split the video, you can move the separated clip as needed, or delete it.



3. Razor Tool

The Razor Tool is similar to the playhead splitter, except instead of relying on where the playhead is, it follows where your mouse cursor is. This allows you to do multiple cuts in quick succession.

To use it, you will change from your regular mouse pointer by pressing **C** on your keyboard. When you hover your mouse over the video timeline, you should now see your mouse cursor as a razorblade.



While the Razor Tool is active, anywhere you click on the timeline will be split.

To change back to your regular pointer, you can press **V** on your keyboard.

Cleaning Up the Timeline

After trimming the video with any of these methods, you will likely have to adjust the Timeline, as there are now empty sections (if you preview the video on the player, you would see a black screen for a duration during empty sections).

There are two ways to clear this empty space:

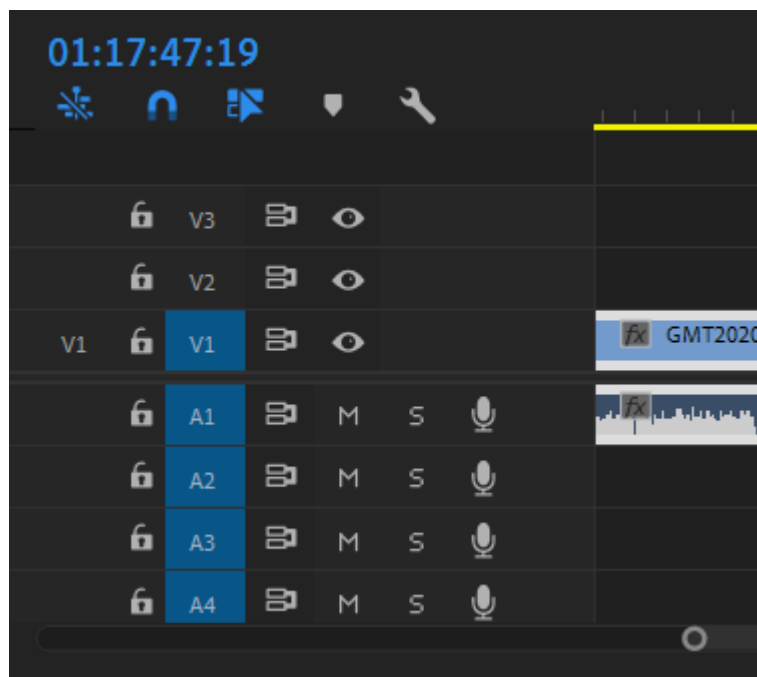
1. **Select the video clip** by clicking on it; it should become highlighted. Drag it all the way to the left until it reaches 00:00 on the timeline in order to bring it to the start.
2. **Select the empty space** by clicking on it, it will become highlighted. You can delete this and it will move the video clip to the closest end (ie. if it is close to the beginning of the timeline it will be moved there, if there is another video clip it will be moved next to that).

If you preview on the video player after this, the video should now begin where you have your first clip.

Overlaying Images

If you want to add images (or additional video or audio tracks) on top of the video, you will first need to import the media. Follow the same steps from the beginning when you imported your source video, importing your picture to the Project window.

Before you can edit with these images, check if your tracks are locked by looking at the lock icons on the left side of the timeline:

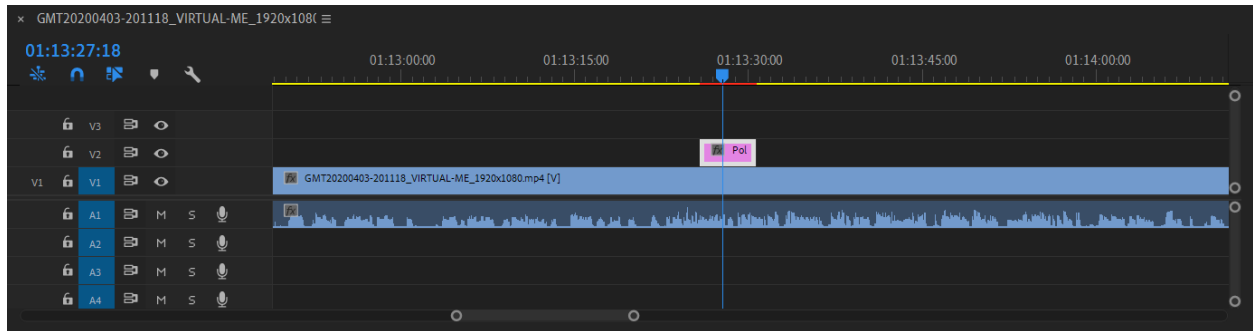


If there is a locked track, you can click on the lock icon to unlock it, and vice versa.

Once you are ready, you can then drag the image you want to use from the Project window to the V2, V3, etc track.

You **do not** want to drag it to the V1 track, as this is the same track as your existing video. If you want your image to overlay on top of the video, it has to go to a higher video track.

As a still image is very small, you may not initially see it appear on your timeline where you dragged. You may have to zoom in to check that it is there. As mentioned before, you can use the + or – keys on your keyboard to zoom in or out.



Now, you can drag the ends of the image using the Ripple/Trim Tool to expand it to last as long on the video as you need. You may have to use the video playback to view how much you'll have to extend it to.

You can drag the image on the timeline to the left or right to make sure it starts and ends at the right locations.

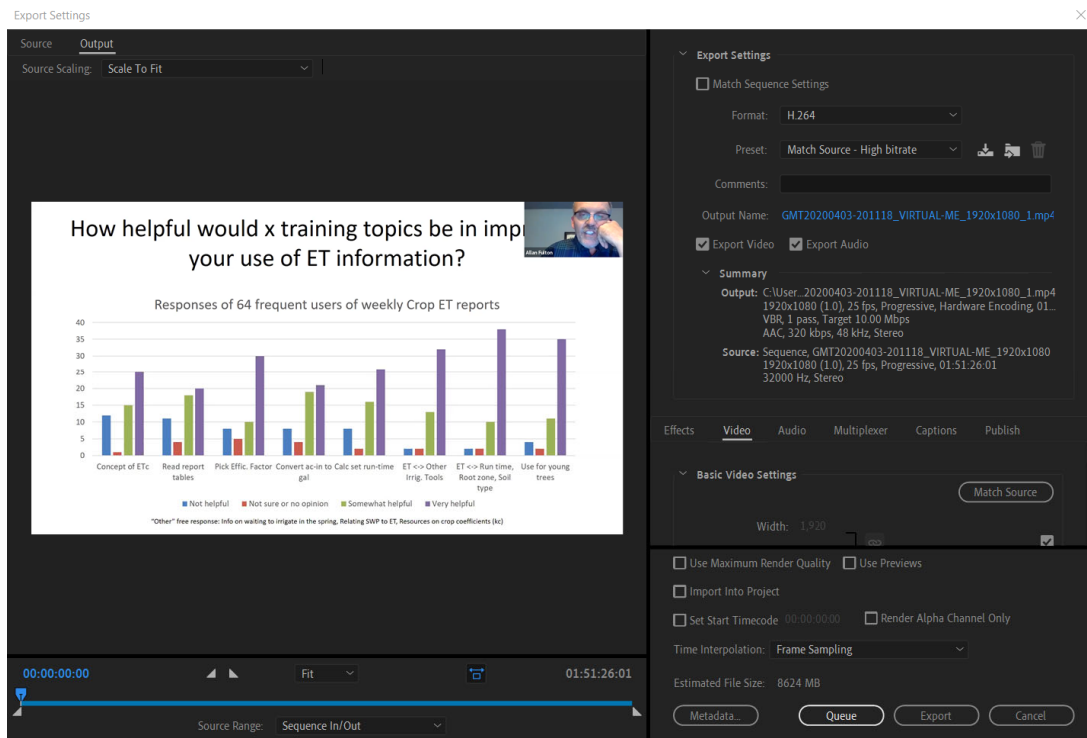
If your image appears too small, you may need to enlarge it. If you right-click on the image on the timeline and select **Scale to Frame Size**, this will enlarge the image to fit the video.

Exporting Your Finished Video

To begin exporting your edited video to an actual file that can be distributed or uploaded to YouTube, press **Ctrl + M** or go to **File > Export > Media**. A window should pop up called Export Settings.

- Under the Format drop-down, select **H.264**. This will produce a high-quality MP4 video file.
- Then, under the Preset drop-down, select **Match Source – High bitrate** or **Match – Source – Medium bitrate**. Medium is **probably best for PSU**—similar quality to high but exports nearly twice as fast and half size of the video.

The high bitrate option will be of higher quality but result in a larger video file. The medium might be better for you depending on how high a quality you require, as its smaller size will export faster.



To change the final video name and where it will be saved to, click on **Output Name**.

All other default settings should be okay.

Once you are done with these settings, click Export to begin the exporting process. This generally takes at least 30 minutes to possibly a few hours depending on the video length.

Now you have a finished MP4 file ready for uploading.