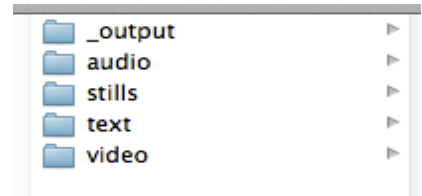


# Setting up Adobe Premiere

## Desktop Setup

On your desktop, create a project folder with a descriptive name. I like to create it on the desktop initially so I can find it easily. Eventually, you might move it to your documents folder or another place. For now – keep it on your desktop.

Create and name the following folders in this new folder:



Import your various assets to each of the folders.

## IMPORTANT

By creating this Project Folder on your desktop, this will be the folder you can use to transport the project from computer to computer. You'll put it on a flash drive -16GB or larger (32 GB preferred) and then copy it to the desktop of whatever computer you're using. Once you've dragged your Project Folder onto the desktop of the computer at the lab or in class, **dismount the flash drive** and start up from the folder on your desktop. Once you're done working in the class or lab, plug your flash drive back in and copy over the previous folder that is on the flashdrive. You will always be working on the current folder and files if you do this.

***Do not work off of your flash drive. Things will move r e a l l y - s l o w.***

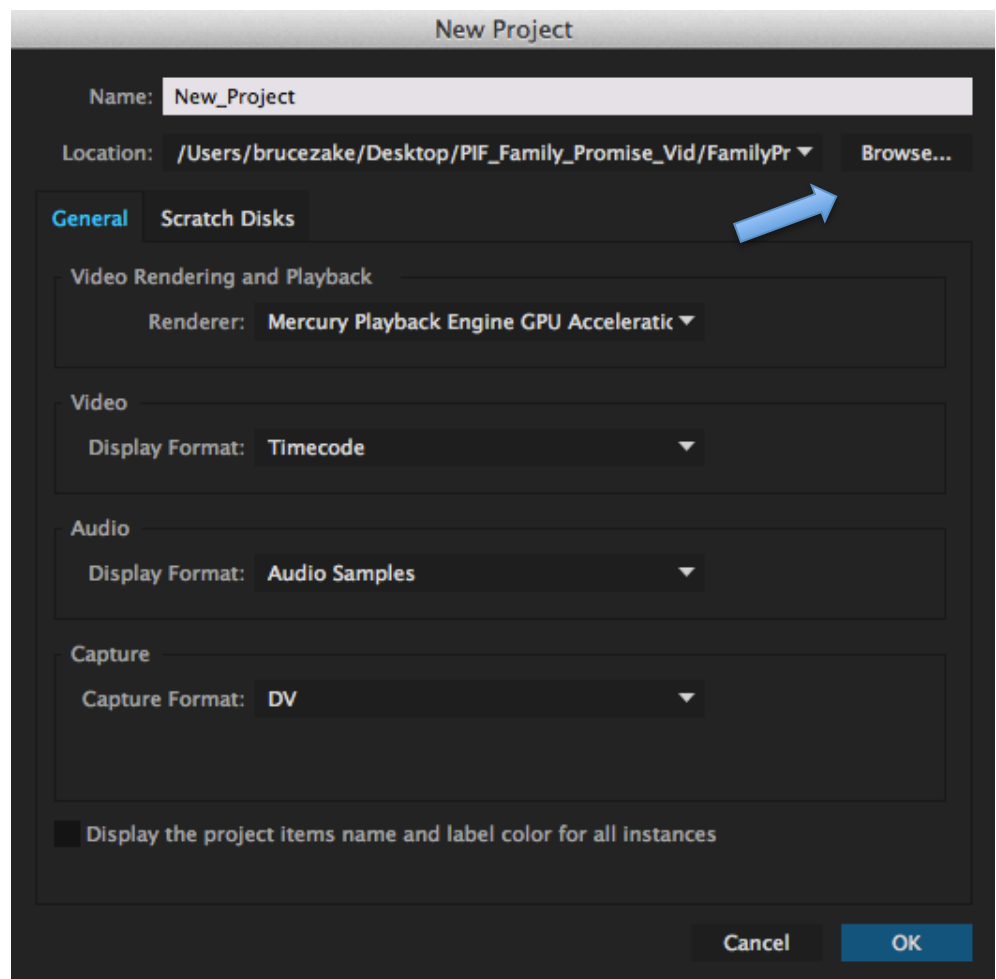
## Start Premiere

In the startup splash screen, you'll create a *New Project*.

Premiere will show this window.



Name your project and browse to the new project folder you created on your desktop. If you are importing from a disk that you recorded on your DSLR or your smartphone, you can leave all the settings as the default. Remember, where it says location, this is generally the last location Premiere saved to, so this is **really** important.



# Setting up Adobe Premiere

## Workspace Setup

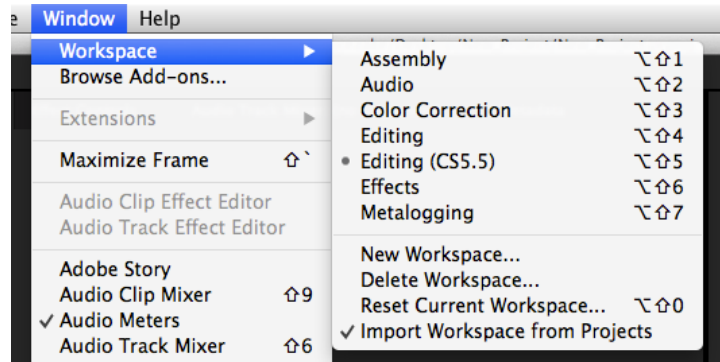
Set your Workspace to *Editing (5.5)*  
Window > Workspace > Editing (5.5)

Reset the current workspace

Keystroke - Opt-Shift-0

and make sure “Import Workspace from Projects” is checked off.

By now, you should have dragged or imported all of your assets to the various folders in your project folder, you’re ready to get things started in Premiere.



In the upper left hand box – the **Project Bin** - you can drag the various video, stills, audio.

**OPTIONAL:** You should consider listening and watching your audio and video before this and determine which files to drag into the bin so you don’t drag unnecessary clips. The files you see in the bin are reference files to where you are keeping the real video, audio, etc. If you move these assets, Premiere will ask to relink the files.


### OPTIONAL - File Names

I like to rename my files. I do this in Adobe Bridge so I know the date and time I’ve shot the work. I will rename them **001\_150315\_description\_slug.mov**. The first number is the clip, the second is the date YRMODY and then the story slug. That keeps thing straight for me while I’m editing.

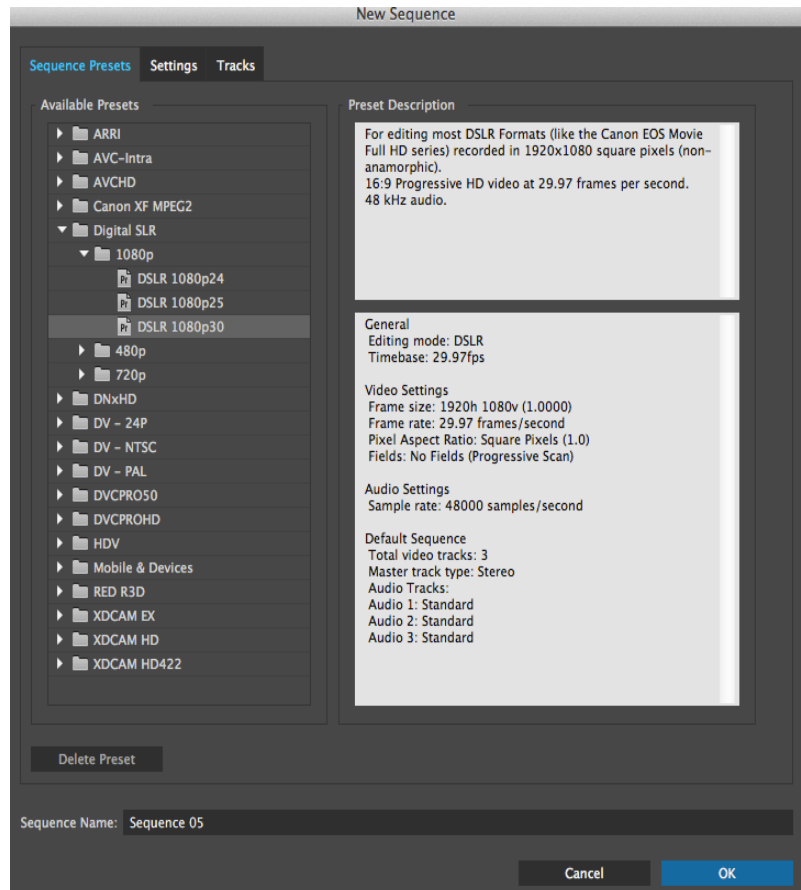
## Create the Sequence

If you simply drag your clips to the timeline, it creates and names the sequence the same as whatever that first clip you dragged into the timeline is named.

That’s ok, but for more control over your timeline, go to *File > New Sequence* (Mac - Command N).

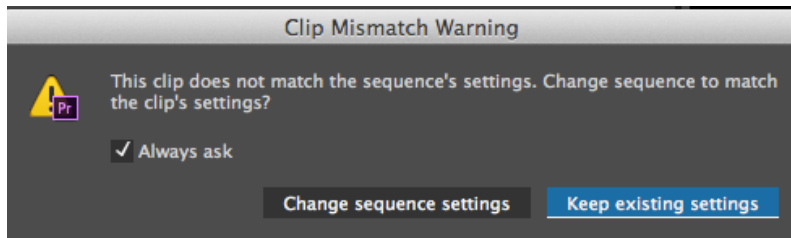
If you create a sequence instead of dragging a clip into the timeline, you’ll want to use the settings in the illustration. 

If you do drag a clip in and automatically create a sequence, the timeline sequence will default to whatever that clip is. IE: 1920 x 1080 29.97 frames/second.



## Setting up Adobe Premiere

Most of the time, these settings will work, since most of you will be shooting with DSLRs. Use the pulldown menus to make these settings. The settings will also work for recordings from your smartphones.



***NOTE – IF YOU DON'T CREATE A SEQUENCE, IT'S OK.***

When you drag your clips to the timeline after you've created a new sequence and if they do not have these settings, Premiere will

ask you if you want to make it like your Sequence settings. Choose whichever fits your project. Chances are the mismatch will be less of 1080 or 720p but more of a mismatch of frames per second.

To check your sequence settings, you can click in the timeline and then go to the pulldown menu *Sequence > Sequence Settings...* To check the settings for your clips. Click a clip, then right-click and select *Properties*.

Now you're ready to work. Start dragging your video, audio and stills into your timeline.

### **Your project, project folder and your flashdrive**

***Very important.*** If you are using a computer in class or in the lab, copy your folder from your flashdrive to the desktop, remove the flashdrive and open your project. When you're done, save your project and drag the folder back to your flashdrive to work on it elsewhere.