Tech Training: Premiere Editing and Effects

Editing
Editing Tools

To manipulate objects on your timeline you can use various tools found on the vertical toolbar next to your timeline.

The primary tools you will use on most projects are the Selection and Razor tools.

↖	V	**Selection tool** The default tool, used to select clips in the timeline.
⸬⸬	M	**Track Select tool** Select all clips on a track from a given point, or select multiple tracks.
↔	B	**Ripple Edit tool** Adjust an edit point and move other clips in the timeline to compensate.
⫚⫚	N	**Rolling Edit tool** Adjust an edit point between two clips without affecting the rest of the timeline.
⤙	X	**Rate Stretch tool** Change the duration of a clip while simultaneously changing the speed to compensate.
◈	C	**Razor tool** Cut a clip (or multiple clips) into two clips.
⊢⊣	Y	**Slip tool** Move a clip's in and out points by the same amount simultaneously, so the rest of the timeline is not affected.
⬌	U	**Slide tool** Move a clip back and forth in the timeline, while simultaneously adjusting adjacent clips to compensate.
✎	P	**Pen tool** Create control (anchor) points.
✋	H	**Hand tool** Drag the timeline view left and right.
🔍	Z	**Zoom tool** Click in the timeline to magnify the view, or drag and select a rectangular area to zoom into.

- Selection Tool
  - shortcut = V
  - Click on, select, manipulate, and drag an object in the timeline
- Razor Tool
  - shortcut = C
  - Split an object on the timeline so one part of the object can be moved, deleted, or manipulated without affecting the rest of the object.
  - **NOTE: When using the razor tool, be sure to reselect the selection tool when finished.**

As you grow more confident with Premiere, you may find yourself using the other tools to speed up workflow.

Zoom In & Out on Timeline

Generally, when you place a media clip on the timeline it will show the clip in its entirety. While editing, you may need to find an exact point or frame of your clip to make an edit or cut, and seeing the clip as a whole can make it tough to select the correct area. Zooming in on the timeline can help you select the correct area in the audio/video.

- Locate the gray bar at the bottom of the timeline
- Click and drag left or right to zoom in or out on the timeline
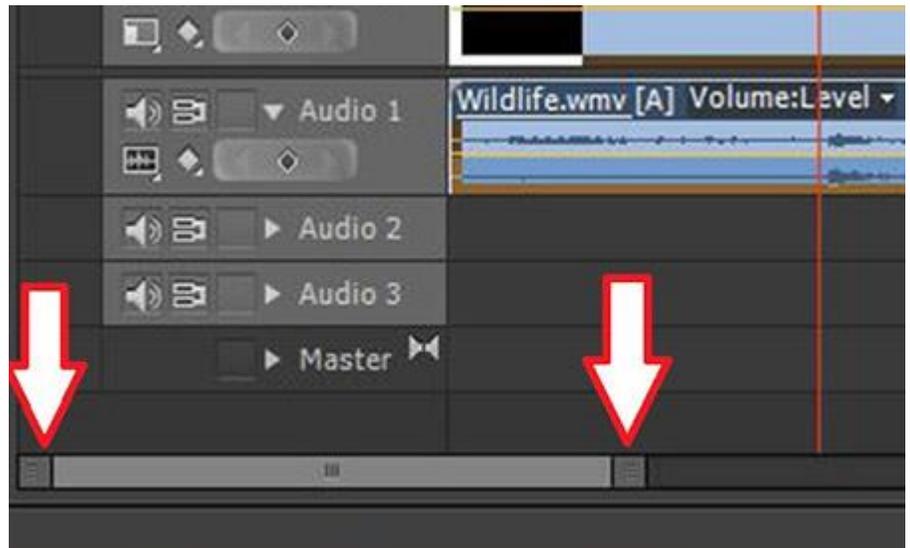
Tracks

Add a New Track

By default, premiere will start with 3 video tracks and 3 audio tracks to work with. If you find you need more space or timelines to work with, you can add more tracks.

- Sequence > Add Tracks
  OR
- Right click at the front of the timeline > Add Tracks
- Specify how many tracks you need and where you want them placed
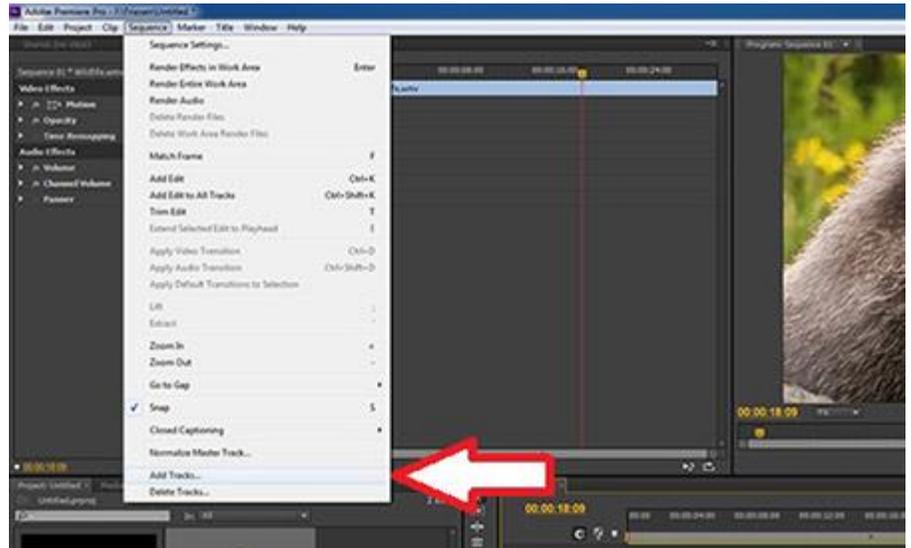
Lock a Track

With each track you have the ability to lock it so that no editing can change that track. This feature can be used to lock a video track and move or delete the audio or vice versa.

NOTE: Be aware that if you lock the video track it will not lock the audio portion of the clip automatically. If you want to lock both, do it separately.

- Locate the three boxes at the front of the track
- Click on the third box, empty by default
  - A small lock icon (padlock) should appear and the track should be grayed out. (This shows you can't make any changes to it.)
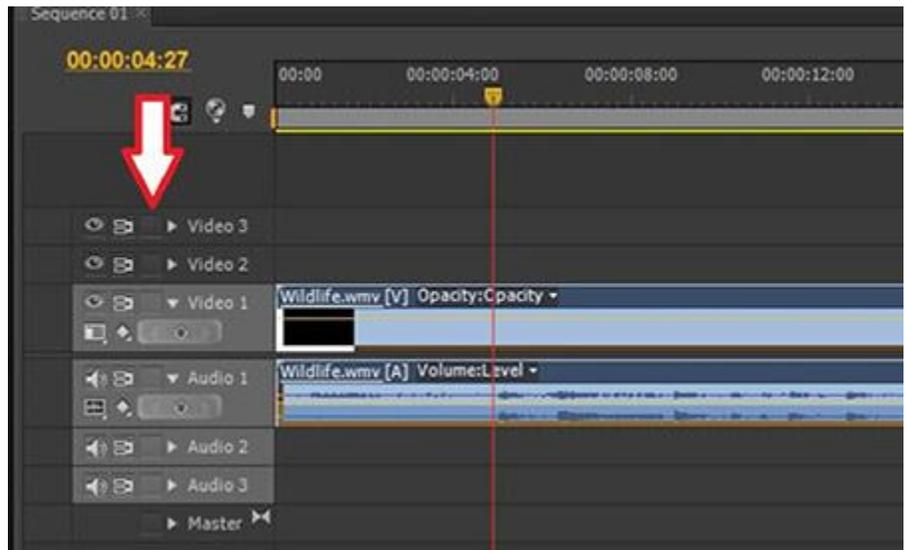
Hide a Track

When working with multiple tracks in editing, it can be handy having a few extra tracks. These allow you to place segments of media on one track while you edit others. By default, all video/audio tracks will be seen and heard in the final product unless the content is deleted or hidden.

- Locate the first box at the front of each track.
- Click to toggle the eye or sound icon on or off (If icon is present, track isn't hidden.)
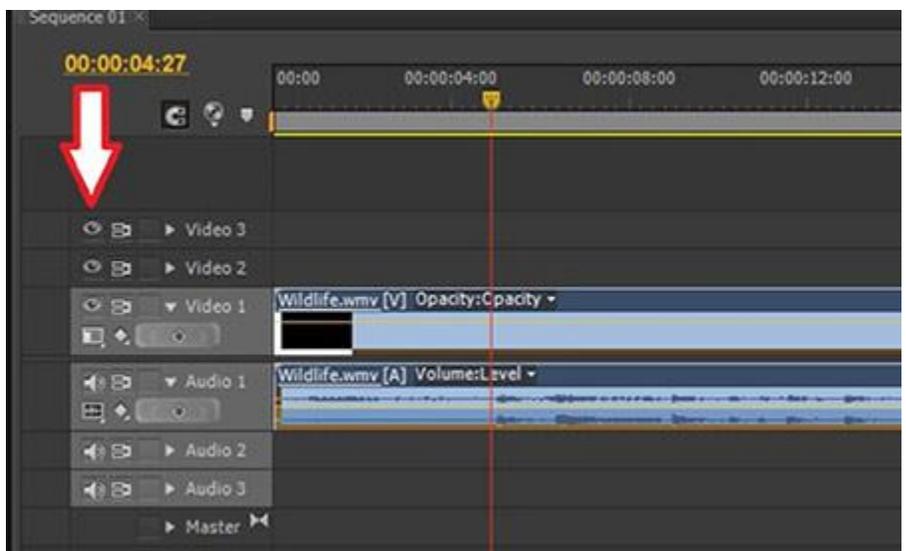
Effects

Controls

Select the media in the timeline track. Options under Effect Controls should appear for further manipulating the project.

These are the basic effect controls:

1. Key Frames
   a. The stopwatch icon symbolizes if key frames are active or not. When clicked to turn on, a key frame will appear on your clip at the spot where your timeline indicator is
   b. When multiple key frames are used, Premiere will automatically adjust the media from the settings at key frame 1 to key frame 2 and so on. These allow you to move, rotate, scale, and even fade media in and out as desired.
2. Dimensions & Position
   a. Allows manipulation of the size and/or position of selected media
3. Adding and Moving to Key Frames
   a. When using key frames, the center diamond icon allows you to add a new key frame where the timeline indicator is
   b. The arrows adjacent to the diamond allow you to cycle through key frames in the order they are placed. You can also click and drag a key frame to the position you want if it needs to be readjusted.

Adjust Audio

A common adjustment that is often needed is increasing or decreasing audio volume.

- Select media
- Locate Effect Controls and select Adjust Media
  OR
- Right click on selected media and click Audio Gain and adjust the settings from there
  NOTE: Adjusting volume and gain will also adjust background noise. Be aware that any other sound on the media will be manipulated along with the strain you want to manipulate. Other programs can adjust loud audio spikes.
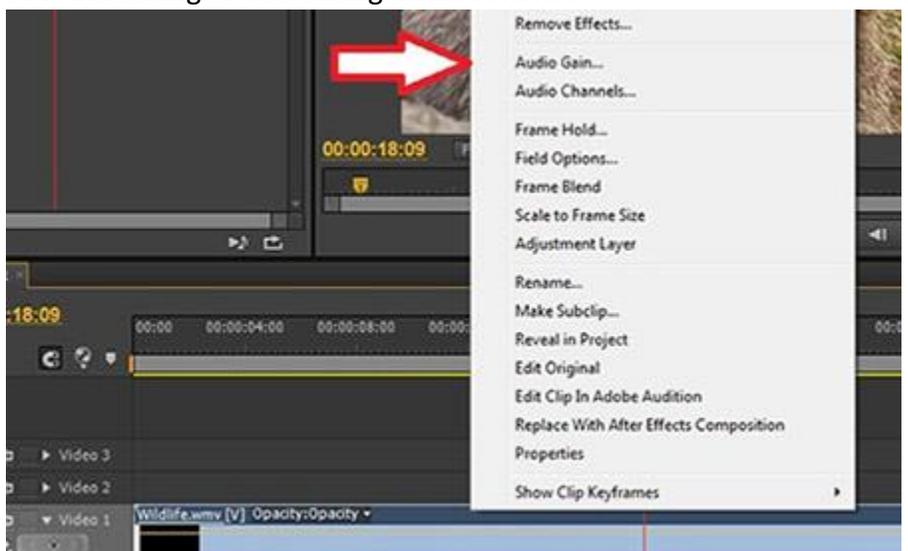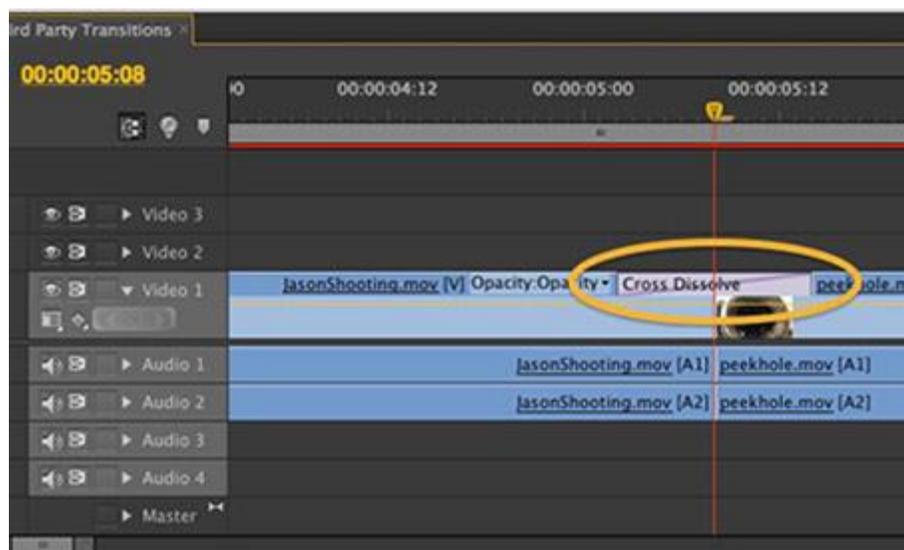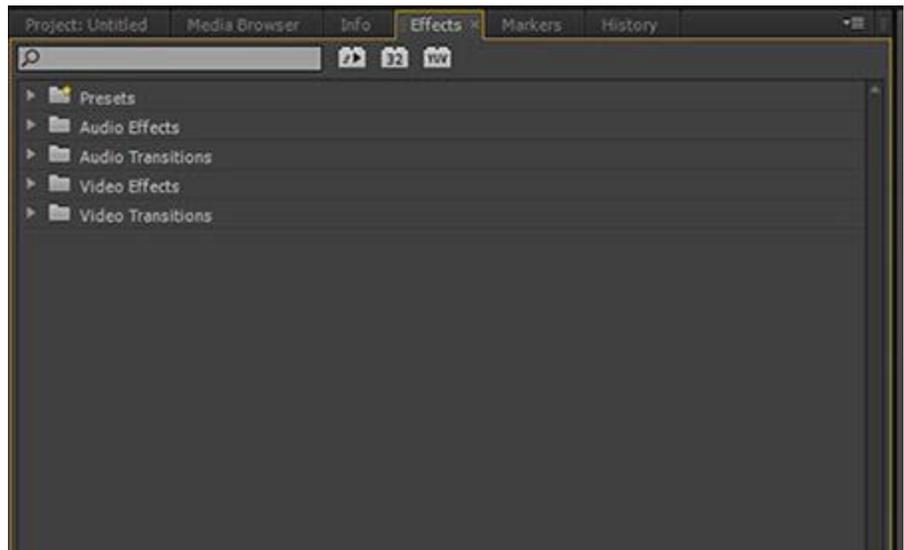
Add an Effect

In the lower left window of Premiere, one of the tabs is Effects. In this tab, there are tools for audio and video transitions, such as fading to black, cross dissolve, color correction, and more.

Find the effect you want; click and drag it onto the media you want to add it to.

- Audio & Video Transitions:
  - These are meant to transition from one clip to the next. They should be added onto the end of each clip on the timeline, or they will not work.
- Audio & Video Effects:
  - These allow you to color correct or adjust image, or tweak and fix audio.

  NOTE: Be sure to drag these effects onto the audio portion of the clip you have selected.

Adjust an Effect

Once an effect has been added to media, as long as the media is selected, the effect can be adjusted from the Effect Controls tab in the upper left corner of Premiere.

If the effect allows it, Key Frames can also be used to manipulate the added effect.