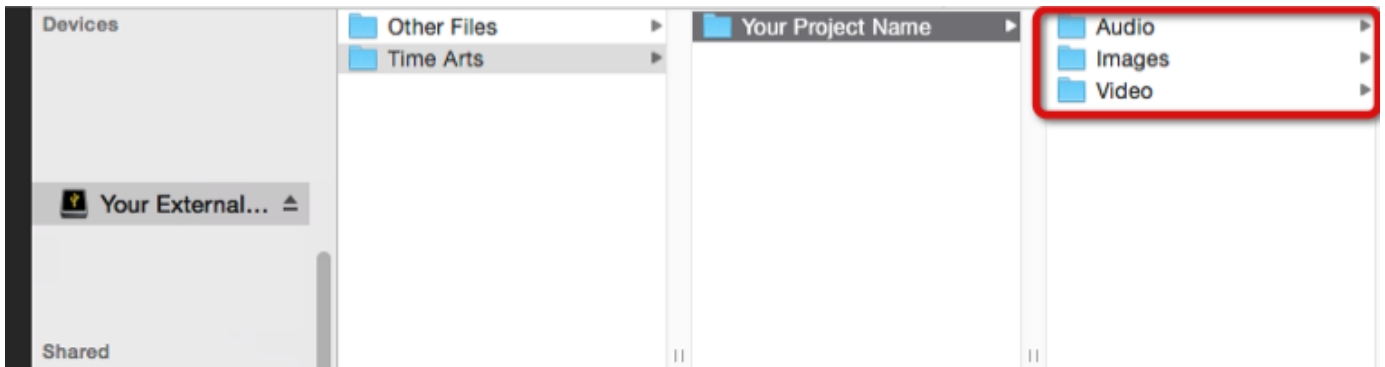# Premiere Pro Basics

- Setup your folder structure.
- Choose 'New Project...' from the startup window.
- Setup your project - make sure you read the notes below they are very important.
- From the 'File' menu choose 'Import...'.
- Navigate to the appropriate media folder, select the files you want and click 'Import'.
- Select the file you want and set the in and out points.
- Drag your media over to the Timeline to create a sequence.
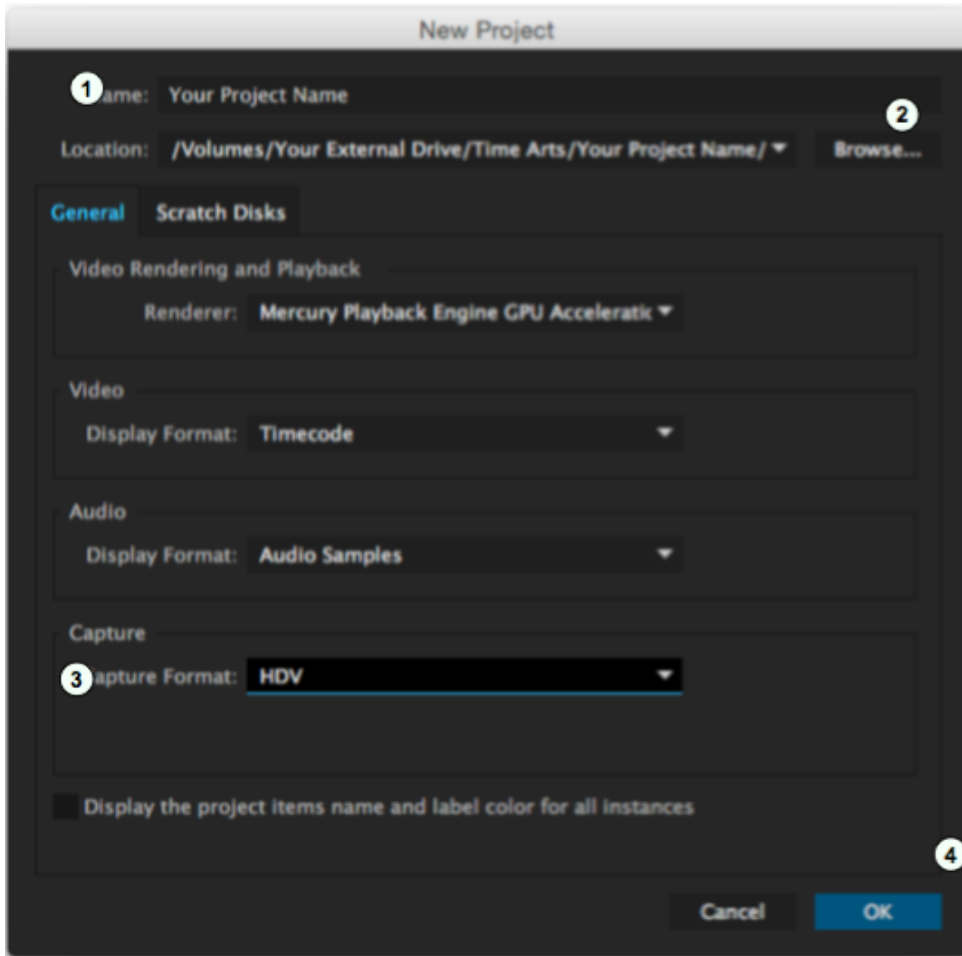
1. Setup your folder structure.

In your Time Arts Folder on your external drive create a new folder with the name of your video project. Create a new folder for the different type of media you will be using in your project, i.e. Audio, Images, Video etc. Proper organization of your files will save you a ton of time later on please trust me on this.

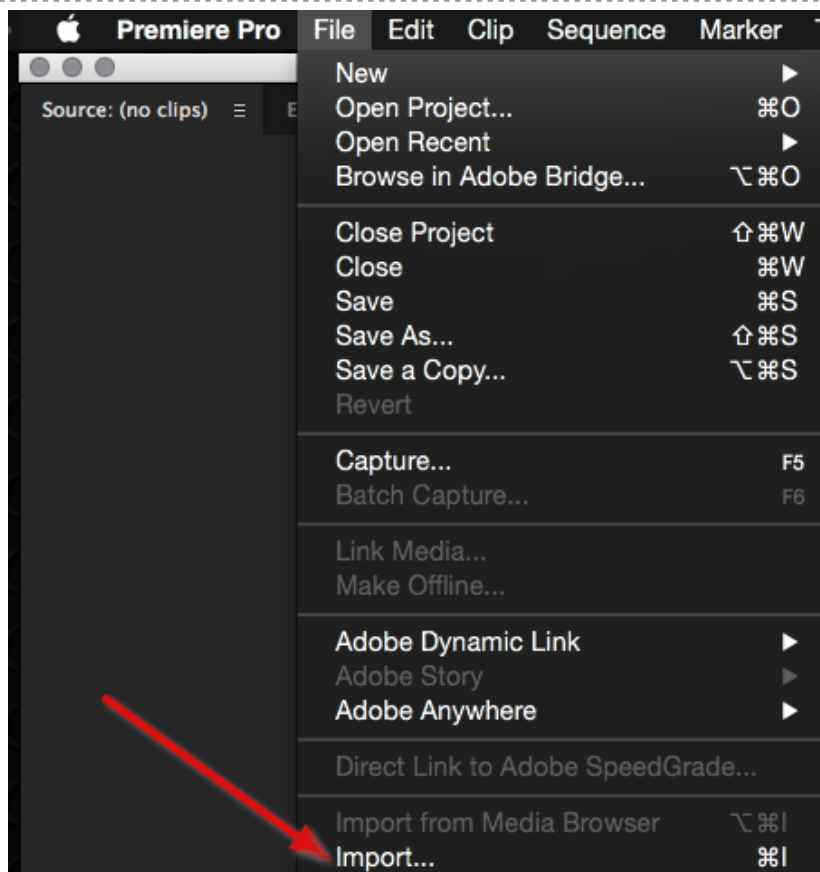## 2. Choose 'New Project...' from the startup window.

3. Setup your project - make sure you read the notes below they are very important.
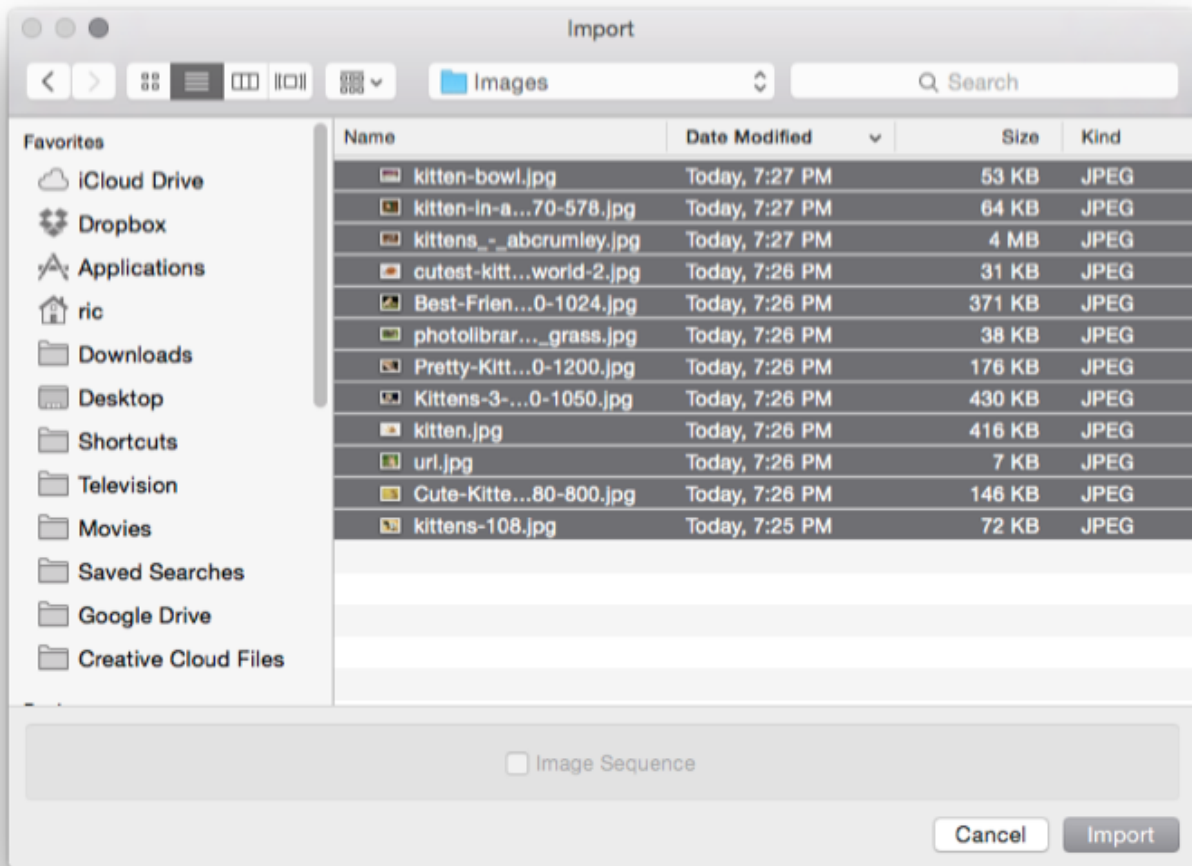

1. Make sure you name your project something better than 'Untitled Project' I recommend my time arts naming convention so you don't need to rename your project later - <project number>_<project title>_<term year><term>_<your first and last name> the naming convention for each of your projects will be listed on the assignment's web page. For instance: 02_Kuleshov_2015SP_Ric_Lanciotti.

2. Make sure the location is set to Your External Drive > Time Arts > Your Project Name and not to the default of your Documents folder on your current computer. If you don't do this you won't be able to work on another computer.

3. If you are capturing from tape set the capture format to HDV
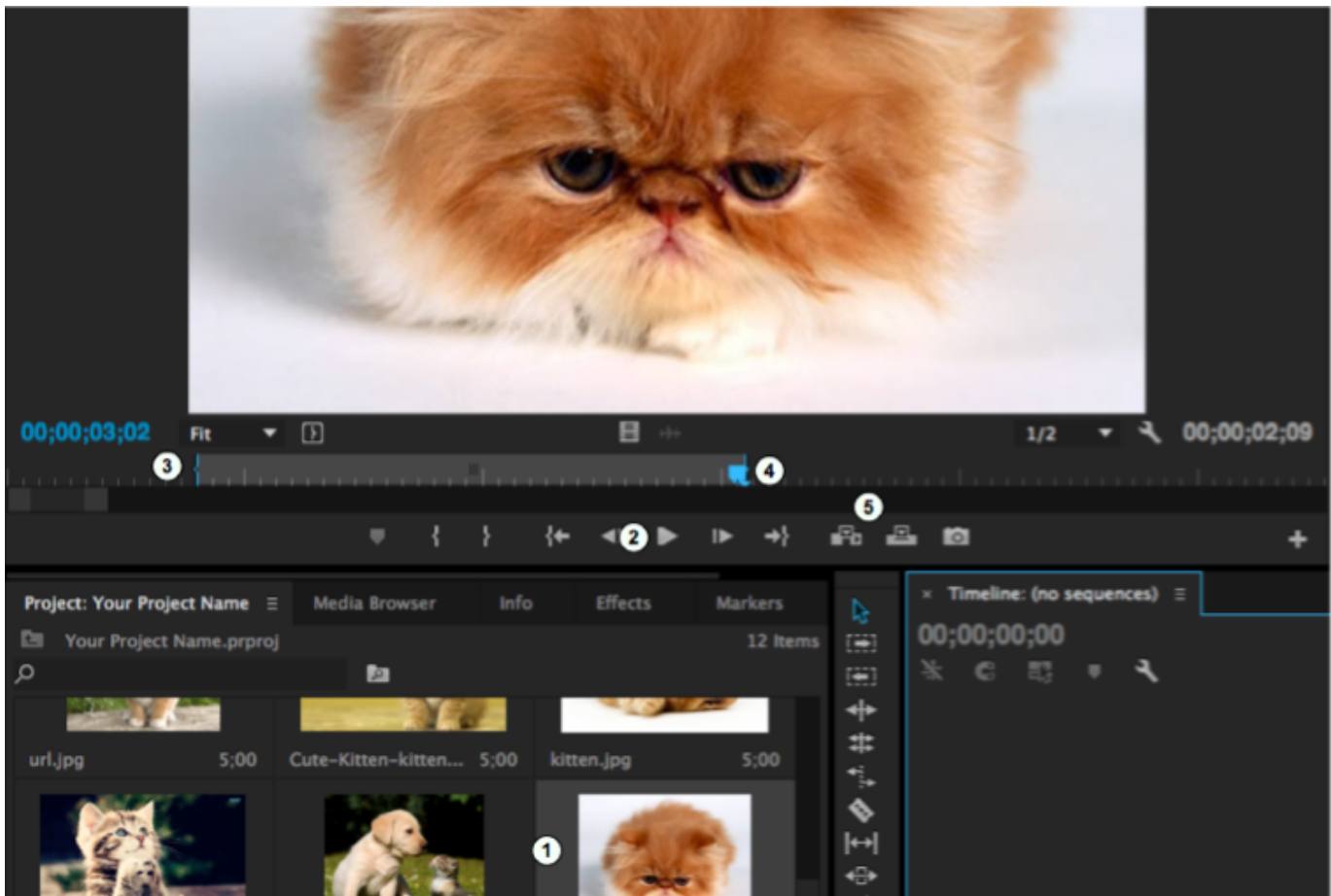
4. Click OK.

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4. From the 'File' menu choose 'Import...'.

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5. Navigate to the appropriate media folder, select the files you want and click 'Import'.
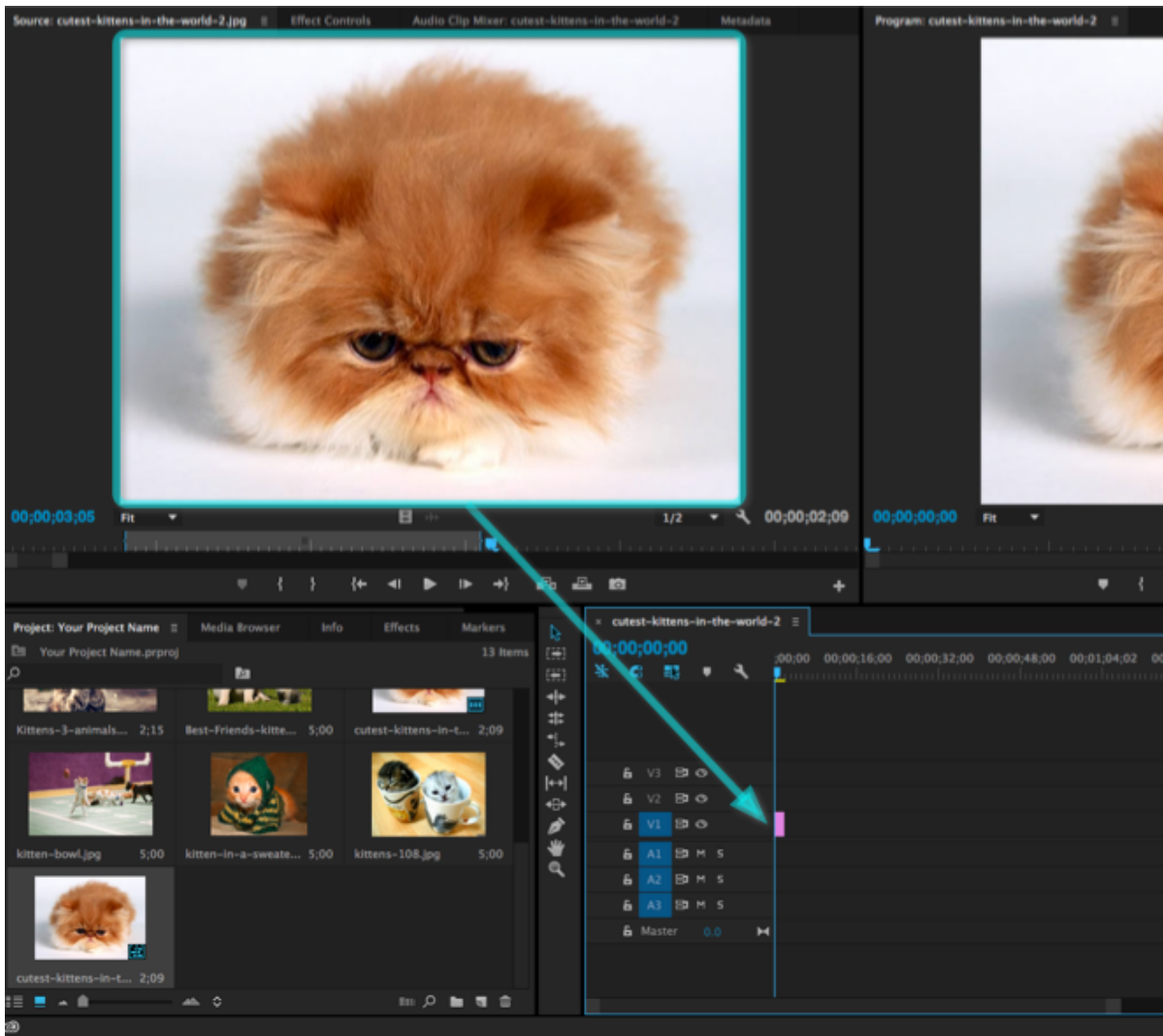
6. Select the file you want and set the in and out points.

1. Select your media by double clicking on it.

2. Press the SPACE BAR to start playing your media.

3. Press the I key to set the point where you want your media to start. This is called your in point.

4. Press the O key to set the point where you want your media to end. This is called your out point.

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7. Drag your media over to the Timeline to create a sequence.

Note you can also press the comma key ',' to insert the selected media or the period key '.' to overwrite a previous edit.