

Getting to Know the Work Area



Premiere organizes editing functions into specialized windows. This gives you the flexibility to arrange a window layout that matches your editing style. Floating palettes give you information and quick access to any part of your video program. You can arrange windows and palettes to make the best use of your computer and television monitors.

In this introduction to the work area, you'll learn how to do the following:

- Start Adobe Premiere and open a project file.
- Work with Project, Library, and Bin windows.
- Work with the Timeline window.
- Work with the Monitor window.
- Navigate to a specific time in your video program.
- Work with palettes.
- Discover keyboard shortcuts.

Starting the Adobe Premiere program

Every Adobe Premiere movie starts as a project—a collection of video clips, still images, and audio that you organize along a timeline. In this lesson, you'll explore palettes and windows using a project that has already been constructed. Make sure you know the location of the files used in this lesson. For help, see “Using the Classroom in a Book files” on page 4.

To ensure that the Premiere preferences are set to the default values, exit Premiere, and then delete the preferences file as explained in “Restoring default preferences” on page 5.

1 Double-click 01Lesson.ppj in the 01Lesson folder to open it in Premiere.

***Note:** Premiere remembers the original location of each clip in a project. Because you are using the project file on a computer other than the one that created it, Premiere may prompt you to find a file when you open a lesson project. Locate and select the file in the appropriate project folder and click OK.*

2 If necessary, rearrange windows and palettes so they don't overlap one another.

A new project appears with the following windows open by default:

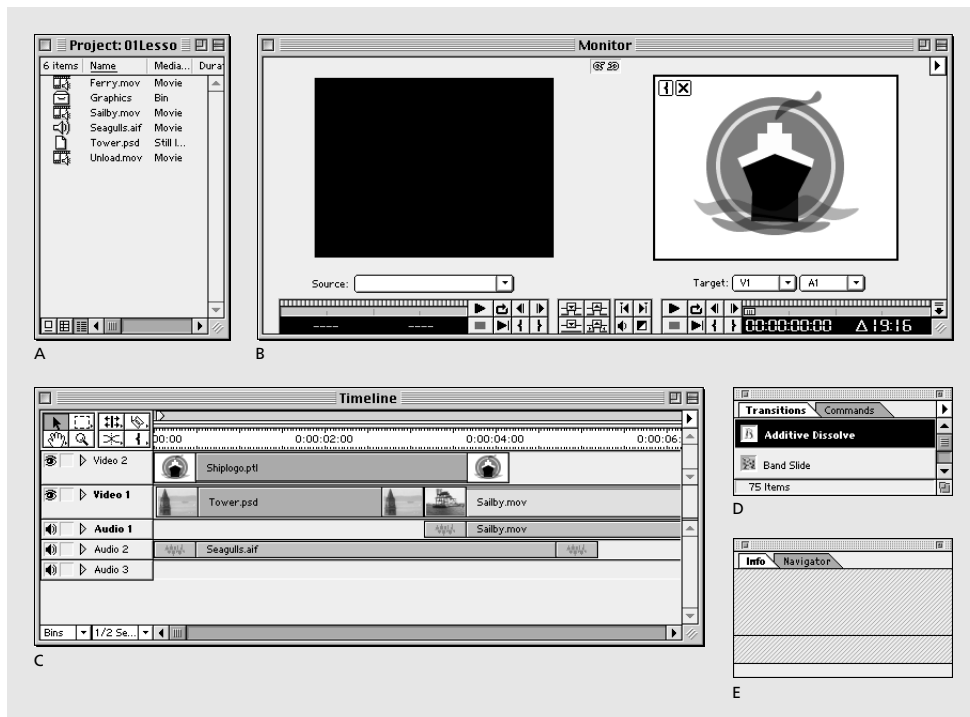
- The Project window, which lets you import, organize, and store references to clips. It lists all source clips you import into a project, though you don't have to use every clip you import.
- The Monitor window, which includes the Source and Program views. Use the Source view to see an individual video clip and the Program view to see the current state of the video program being edited in the Timeline.

- The Timeline window, which provides a schematic view of your program, including all video, audio, and superimposed video tracks. Changes you make appear in the Program view.

The following palettes also open by default, in two tabbed groups:

- The Navigator palette provides a convenient way to move around the Timeline.
- The Info palette provides information about the selected clip, transition, selected area in the Timeline, or operation you are performing.
- The Transitions palette lets you add transitions between clips in the Timeline.
- The Commands palette lets you create a button list of frequently used commands, and assign keyboard shortcuts to them.

You work with clips and assemble your program in windows. In contrast, palettes don't contain clips. Palettes always float above windows, and can be combined.

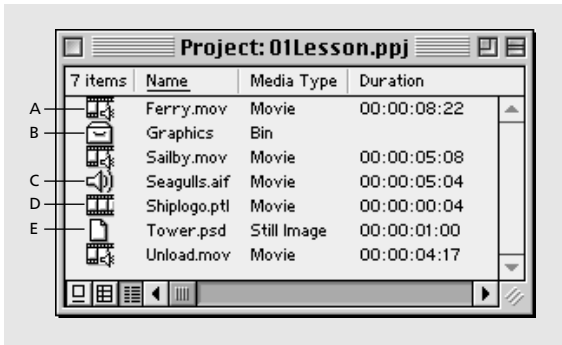


A. Project window B. Monitor window C. Timeline window D. Transitions and Commands palettes
E. Navigator and Info palettes

Premiere also provides specialized windows for tasks such as capturing video and creating titles; those windows are described with their tasks elsewhere in this book. As you develop a working style in Premiere, arrange the windows and palettes in a way that works best for you.

Working with Project, Library, and Bin windows

The filenames in the Project window identify the files imported into the project. Icons next to each filename indicate the file type. Video and audio files are large, so copying each one into a project would waste disk space. Instead, a Premiere project stores only references to the clips you import, not the clips themselves. This means a 5 MB source clip always occupies just 5 MB on your hard disk whether you use it in one project or ten. When you edit your video program, Premiere retrieves frames from the original files as needed.



A. Video with audio B. Bin C. Audio D. Title E. Still image

You can organize clips in a project or library using *bins*, just as you organize folders on your hard drive. Bins are useful for organizing a project or library that contains a large number of clips. At the end of this section you'll also use a library, which is similar to a bin but exists outside the project. A bin can exist inside a project or library, or inside another bin. Now you'll open a bin to see what's inside it.

1 Double-click the Graphics bin icon in the Project window. This bin contains a graphics file. You can organize all your graphics files in this bin.

***Note:** Be sure to position the pointer over the icon (not its name) when double-clicking or dragging.*

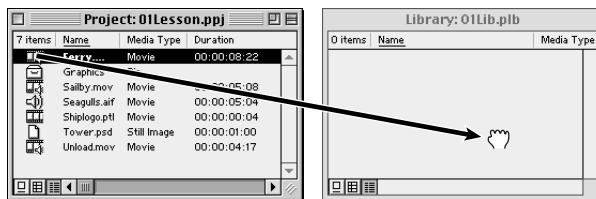
- 2 Move the Graphics Bin window so you can see both it and the Project window at once.
- 3 Drag Shiplogo.ptl from the Project window to the Graphics bin.
- 4 Close the Graphics bin.

Using libraries

A *library* is a storage window similar to a Project or Bin window. While a Project window contains a file list specific to one project, a library contains a file list independent of any project. A library is useful for storing a set of clips that you want to have available for several projects.

- 1 Choose File > New > Library. An untitled Library window appears.
- 2 Move the Library window so that you can also see the contents of the Project window.
- 3 Drag any clip from a Project or Bin window to the Library window you created.

Note: Remember that when working with icons in the Project window, you must position the pointer over the icon (not its name) before you begin dragging.



- 4 Make sure the Library window is active, and then choose File > Save As.
- 5 Save the library to your project folder with the name basiclib.plb, and click Save.

You can freely drag files among Project, Bin, and Library windows. The way you organize source files in these windows doesn't affect edits in the Timeline or the locations of the original files on disk. Note that dragging to or from a Library window makes a copy of the file reference in the destination window and doesn't remove the file from the original window. On the other hand, dragging between Project and Bin windows moves the clip from the original window. That's because a library is independent of a project, whereas a bin is part of the project.

Customizing Project, Bin, and Library windows

By default, Premiere displays the file list as the list of files with small icons that you see in the Project and Bin windows. You can customize the way a Project, Bin, or Library window displays the file list. The settings can be unique for each window.

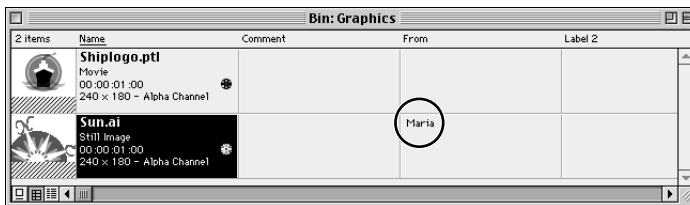
- 1 Double-click the Graphics bin icon in the Project window to open the Graphics Bin window.
- 2 Choose Window > Bin Window Options.
- 3 Choose Thumbnail View from the menu at the top of the Bin Window Options dialog box.

Now you'll customize one of the four customizable fields. In this example you'll use the field to track the person responsible for providing the file.

- 4 In the Fields section, highlight the text **Label 1** in the second box and type **From** to replace the existing text.
- 5 Click OK.

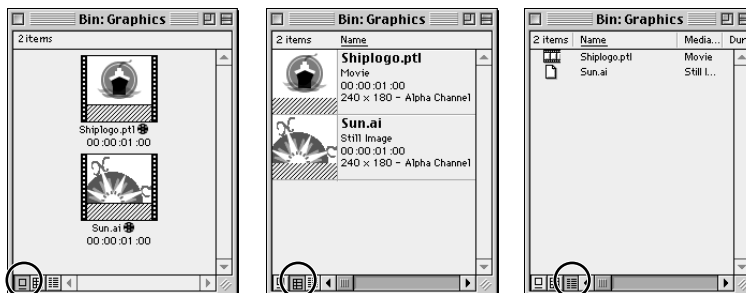
You have changed the Bin window to Thumbnail view, which lists files using large icons. You can change options for most windows in Premiere by choosing the first command under the Window menu, as you did here. You can now use the field you customized.

- 6 Drag the lower right corner of the Bin window to the right to reveal the From column next to the Comment column.
- 7 In the From box for the clip Sun.ai, type **Maria**.




Premiere can also display the list as loose icons, which you can arrange by dragging. This time you'll use a faster method to change the view.

8 Click the Icon View icon at the bottom of the Bin window.



Click the Icon View, Thumbnail View, or List View buttons at the bottom left of a Project, Bin, or Library window to change the view (the same Bin window is shown).

 If you can't see one or more icons in icon view, try choosing *Project > Clean Up*.

Comments don't appear in icon view, but you can quickly see them by changing back to the list view again. You can use a different view button to do this.

9 Click the List View button at the bottom of the Bin window.



In list view, you can change the sort order directly. You'll sort this list by name.

10 Click the Name heading just under the title bar.



11 The work area has become a little cluttered. To clean it up, close the Library and Bin windows. If you made any changes to your library, you'll be prompted whether to save the changes. Click Yes if you want to preserve the changes.

The techniques you’ve learned to change the Bin window options also apply to the Project and Library windows. Although you can use these windows to manage source clips, you don’t use them to edit the actual video program. In the following sections you’ll learn about the windows you use for editing.

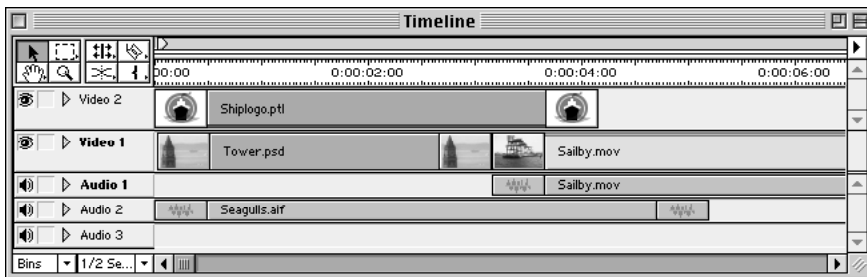
Saving and autosaving a project

Saving a project saves your editing decisions, references to source files, and the most recent arrangement of the program’s windows. Protect your work by saving often. If you prefer, you can choose File > Preferences > Auto Save/Undo to make Premiere save your project automatically at a specified interval. Premiere can either save the project to the same file each time or to a new file. For example, you can set Premiere to save a new archive of your project every 15 minutes, producing a series of files that represent the state of your project at each interval. In this way, automatic archiving can serve as an alternate form of the Undo command, depending on how much the project changed between each save. Because project files are quite small compared to source video files, archiving many iterations of a project consumes relatively little disk space. Archived files are saved in the Project-Archives folder inside the Adobe Premiere 5.0 folder.

—From the Adobe Premiere User Guide, Chapter 2

Working with the Timeline window

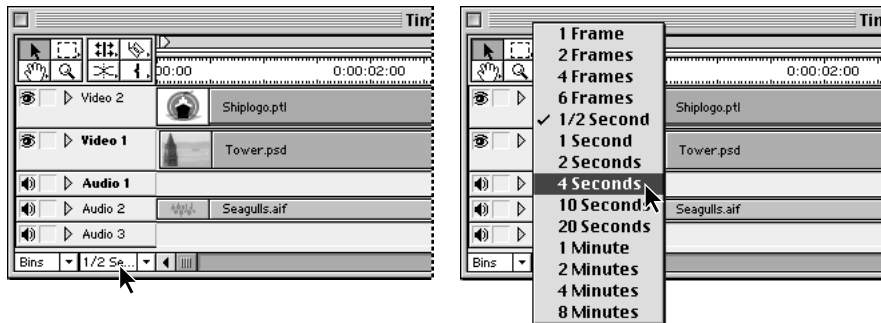
You can assemble and edit your video in the Timeline window, a time-based representation of your project. When you start a new project, the Timeline is empty. In this project, clips exist in the Timeline because we’ve already started the project for you. The Timeline also includes a toolbox containing editing tools. In this section you’ll learn how to locate controls for navigating time and editing.



The Timeline window represents time horizontally. Clips earlier in time appear to the left, and clips later in time appear to the right. Time is indicated by the time ruler near the top of the Timeline window.

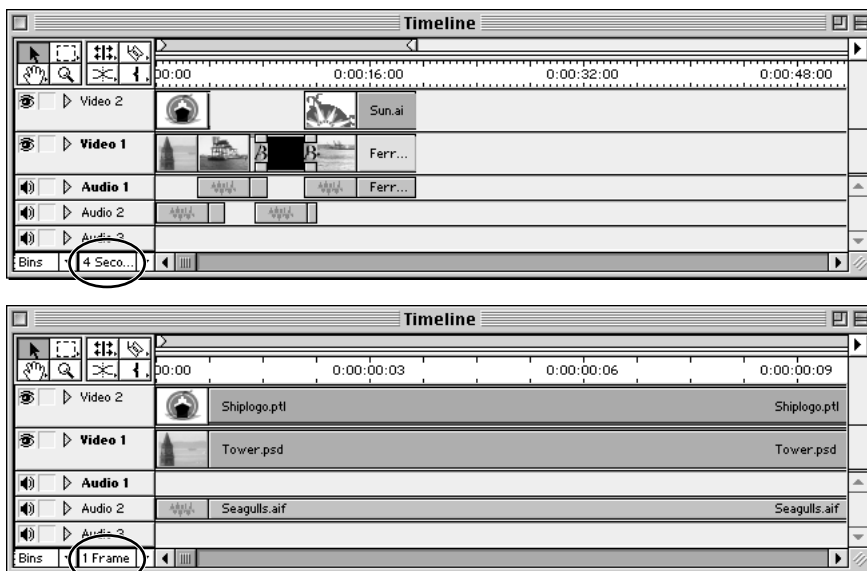
The Time Unit menu at the bottom of the Timeline indicates the time scale currently in use. You can change the time scale when you want to view time in more detail or see more of the video program.

- 1 Choose 4 Seconds from the Time Unit menu. The Timeline changes so that four seconds of video are shown for every major division in the time ruler.



- 2 Choose 1 Frame from the Time Unit menu.

The Timeline now displays one frame at every time ruler division. At the time scale of 1 Frame you can make very precise edits in the Timeline, but you can't see very much of the video program at once.



3 Click and hold the right scroll arrow at the bottom of the Timeline window to see parts of the video that are later in time. Because you're now using a highly magnified time scale, scrolling through the Timeline takes longer.

You can also use handy keyboard shortcuts to zoom in and out relative to the current time scale.

4 Press - (hyphen key) to zoom out one level.

The Time Unit menu now indicates a time scale of 2 Frames. Press the same key again to zoom out one more level. You can zoom out to a time scale of 8 minutes per time ruler division, which lets you view an entire 3-hour program at once.

5 Press = (equal sign key) to zoom in one level. The Time Unit menu changes to indicate the new time scale.

6 Press \ (backslash key) to fit the entire video within the visible area of the Timeline.

Working with tracks

The Timeline window includes tracks where you arrange clips. Tracks are stacked vertically. When one clip is above another, both clips play back simultaneously.

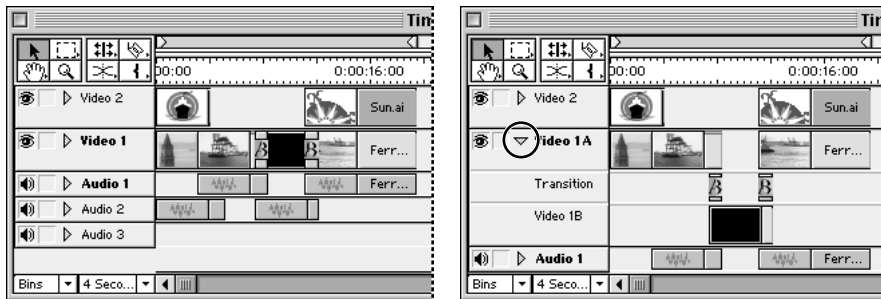
Tracks are divided into three sections:

- In the center of the window, the Video 1 track is the main video editing track.
- All tracks above Video 1 are for superimposing clips over the Video 1 track.
- All tracks below Video 1 are for audio.

You can *expand* the superimposition and audio tracks, revealing controls such as those for fading opacity or audio gain.

1 Click the triangle next to the Video 1 track name.

Premiere expands the Video 1 track into the Video 1A, Transition, and Video 1B tracks so that the relationship between clips and transitions is clearer. You'll work with transitions in Lesson 4, "Adding Transitions."



The Video 1 track collapsed (left) and expanded (right).

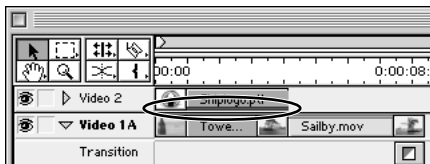
2 Click the triangle next to the Video 2 track name. Premiere expands the Video 2 track.

Two clips exist on the Video 2 track:

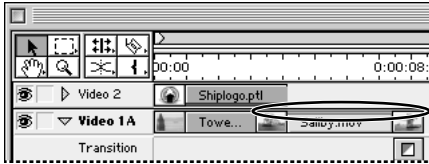
- Shiplogo.ptl is a still image with transparency settings applied to it so that another clip (Tower.psd on track Video 1A) is visible under the later end of the clip. You'll work with transparency in Lesson 9, "Superimposing."
- Sun.ai is a still image created in Adobe Illustrator with transparency settings to reveal another clip (Ferry.mov on track Video 1A) underneath. The red line sloping upward is the clip's opacity control, indicating that Sun.ai starts completely transparent and gradually becomes completely opaque.

3 Click the triangle next to the Video 2 track name to collapse the track.

Notice the red line along the bottom edge of the clip Shiplogo.ptl. This indicates that motion settings are applied to the clip. You'll work with motion settings in Lesson 10, "Adding Motion."

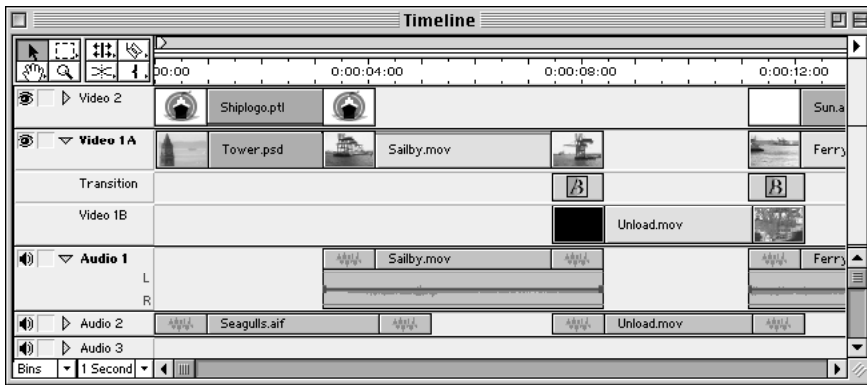


Similarly, a blue line appears along the top edge of the clip *Sailby.mov*. This indicates that a filter is applied to the clip. You'll work with filters in Lesson 11, "Applying Video and Audio Filters."



4 Click the triangle next to the Audio 1 track name.

Premiere expands the Audio 1 track and reveals the red fade and blue pan controls for the audio clips on that track. The red line in the audio track indicates the audio gain level at any point in time. You'll work with audio in Lesson 5, "Adding Audio."



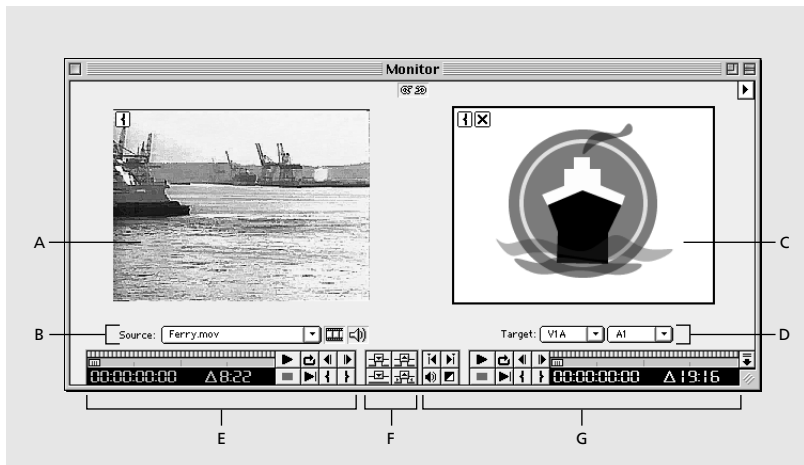
5 Click the triangle next to the Audio 1 track name to collapse the track.

The Timeline also includes editing tools, which are covered in more detail throughout this book. As you learn tools, you can use Tool Tips to identify them and their keyboard shortcuts; see "Learning keyboard shortcuts" on page 64.

Working with the Monitor window

In addition to the Timeline, you can assemble clips in the Monitor window, which includes the Source view and the Program view:

- The Source view displays a single clip. You use the Source view to prepare a clip for inclusion in the video program or to edit a clip you've opened from the video program.
- The Program view displays the current state of the video program you are building. When you play the video program in Premiere, it appears in the Program view. You can think of it as an alternate view of the Timeline—the Timeline displays a time-based view of your video program, and the Program view displays a frame-based view of your video program.



*A. Source view B. Source controls C. Program view D. Target controls E. Source controller
F. Controls for inserting a source clip into existing Timeline track G. Program controller*

The Monitor window includes controllers at the bottom of the window. The controls are grouped according to their function. Some controls work like the tape transport controls on a video deck.

It can be helpful to think of the Source view as a viewer for the Project window and the Program view as a viewer for the Timeline. When you open a project, by default the Source view is blank because you haven't worked with any source clips in the session yet, and the Program view displays the first frame in the Timeline if at least one clip is in the Timeline.

1 In the Project window, double-click the *Ferry.mov* icon.

The Source view displays the clip you double-clicked in the Project window. Double-clicking a clip in the Project window like this displays the uncut clip as it appears before any editing. However, if you double-click a clip in the Timeline, you see only those frames that are included in your video program. You'll try that now.

2 In the Timeline, double-click the file *Sailby.mov*.

Now the Source view displays a clip that was in the Timeline. You'll do this when you want to make changes to a clip that you previously added to the Timeline. You've viewed two clips in the Source view in this session, and Premiere remembers them in the Source view menu below the Source view in the Monitor window.

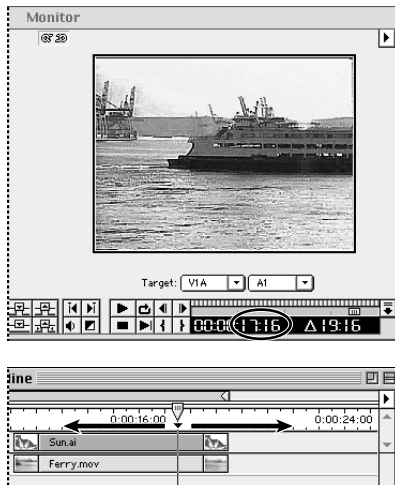
3 Position the pointer over the Source view menu and hold down the mouse button. The two clips you've viewed in this session are listed so that you can go back to them at any time. When you close this project, the Source view menu will be reset.

Because the Program view and the Timeline are different views of the same video program, you can edit video using either window. If you're learning how to edit video, you may find it easier to edit in the more graphical Timeline. Editors experienced in using high-end video-editing systems may be able to edit faster and more precisely using the Source and Program controllers instead.

Navigating to a specific time

The edit line in the Timeline window indicates the frame displayed in the Program view in the Monitor window and the point in time where the next edit will apply when using a command or a control in the Monitor window. Using the Program controller affects the Timeline, and editing the Timeline updates the Program view.

1 In the Timeline window, click in the ruler at the top of the window or drag in the ruler to move the edit line right or left (a technique called *scrubbing*). Both the Program view and the timecode display below the Program view change to represent the current frame.



You may have noticed that when the Program view changed, the only frames visible were those of the topmost clips in the Timeline. Simply dragging the edit line doesn't display opacity, transitions, or filter effects. You can view those effects using another method.


2 Hold down Alt (Windows) or Option (Mac OS) as you drag in the ruler. There may be a slight delay as effects are processed.

Note: You must press and Alt/Option key before you begin dragging in the ruler.

Now the Program view displays frames with opacity, transitions, and effects of filters you've applied to a clip.

Using palettes

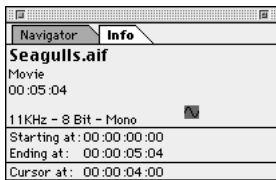
Adobe Premiere provides several palettes to display information and help you modify the Timeline. By default, all palettes are open. You can open, close, or group palettes as you work. The palettes work the same way as the palettes in Adobe Photoshop, Illustrator, and PageMaker.

 If you have more than one monitor connected to your system and your operating system supports a multiple-monitor desktop, you can drag palettes to any monitor.


Using the Info palette

The Info palette displays information about a selected clip or transition. The information displayed in the palette may vary depending on the media type and the current window. The Info palette can be helpful in identifying the many kinds of content you can include in your project and the attributes of those contents.

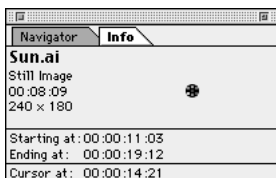
- 1 Make sure the Info palette is visible. If necessary, click the Info tab (if visible) or choose Window > Show Info.
- 2 Select the audio clip *Seagulls.aif* in the Timeline. The Info palette reports the clip's name, duration, and audio attributes, its location in the Timeline, and the position of the cursor.



- 3 Drag the audio clip *Seagulls.aif* to the right. As you drag, the Info palette continuously updates the clip's position so that you can move it precisely.
- 4 Choose Edit > Undo Move to return the clip you dragged to its original position.

 *If you dragged the clip multiple times, just choose the Undo command multiple times until it returns to its original position.*

- 5 Select the clip *Sun.ai* in the Timeline. This time the Info palette identifies the clip as a still image.



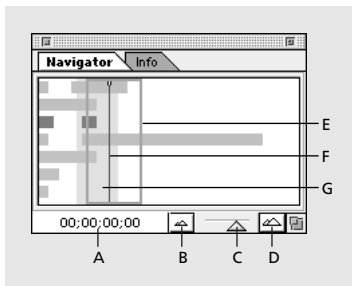
- 6 Select the gap between the first and second clips on the Video 2 track. The Info palette indicates the duration of the gap in the Timeline.

Using the Navigator palette

The Navigator palette is an interactive miniature view of the entire Timeline, providing convenient ways to quickly change your view of the Timeline. It's especially useful when you work with a long video program that extends far beyond the edges of the Timeline window.

1 Make sure both the Timeline and the Navigator palette are visible. If necessary, click the Navigator tab (if visible) or choose Window > Show Navigator.

The Navigator palette represents all tracks in your video program. The controls in the Navigator palette let you change the time scale at which the Timeline is displayed. The Navigator palette is color-coded to indicate various parts of the Timeline, as shown below.

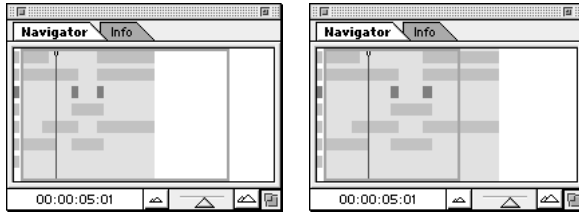


- A. Double-click, type a time to position the edit line, and press Enter or Return.
- B. Click to reduce the Timeline (zoom out).
- C. Drag left to reduce or right to magnify the Timeline.
- D. Click to magnify the Timeline (zoom in).
- E. Drag the green rectangle to see the hidden areas of the Timeline.
- F. Press Shift and drag to move the edit line, indicated in red.
- G. The blue area indicates the current work area, which will play back during a preview.

The Navigator palette also color-codes track types to help you identify them. Video tracks are yellow, transitions are blue, and audio tracks are green.

2 Click the zoom-in (bottom right) button in the Navigator palette.

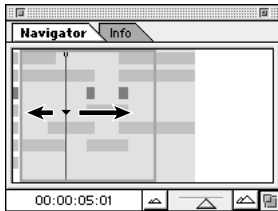
The Timeline zooms in to the next higher time scale. As you do this, the green rectangle becomes narrower, because you're now seeing less of the video program in the Timeline.



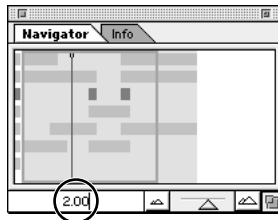
3 Drag the green rectangle. As you drag, the visible area in the Timeline changes accordingly.

4 Press and hold Shift as you drag the green rectangle.

This time, the visible area doesn't change, but as you drag, the Timeline edit line moves and the Program view in the Monitors window displays the frame at the edit line.



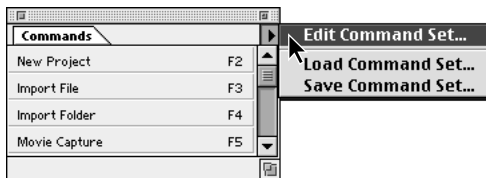
5 Highlight the time display at the bottom of the Navigator palette, type **200**, and press Enter (Windows) or Return (Mac OS). The edit line moves to frame 00:00:02:00 in the Timeline, the Navigator palette, and in the timecode display in the Program view.



Using the Commands palette

The Commands palette comes with a list of preset commands that you can modify to suit your needs. You can create a custom set of buttons for fast access to your favorite menu commands, and assign a function key to each button for instant keyboard access. In this section you'll add a button that performs the Select All command. In your own work, you'll want to add the commands you use most frequently.

- 1 Make sure the Commands palette is visible. If necessary, click the Commands tab (if visible) or choose Window > Show Commands.
- 2 Choose Edit Command Set from the Commands palette menu.



- 3 Click Add. A new, unassigned button labeled “None” (Windows) or “Undefined” (Mac OS) appears above the selected command.
- 4 With the new None or Undefined button selected, choose Edit > Select All from the menu bar. When you're in this dialog box, choosing a command adds the command to the palette.
- 5 For Key, choose any available keyboard shortcut, such as Shift + F7. The menu displays only keys that are not already assigned to other commands (Windows) or dims keys that are already assigned to other commands (Mac OS). Click OK.


Note: In Windows, the F1 key is reserved for online Help by the system.

You're ready to try your new button.

- 6 Click to activate a window that allows clip selection, such as the Project window or the Timeline.
- 7 In the Commands palette, click the Select All button you just created or press the keyboard shortcut you chose. All the clips in the window are selected.

You've added this command as an exercise for this lesson. It now exists in Premiere for any project you open. If you don't want to keep it, do the next two steps.

- 8 Choose Edit Command Set from the Commands palette menu.
- 9 Make sure Select All is selected, click Delete, and click OK.

 *If you don't like the default keyboard shortcut for a command, you can use the Commands palette to override it: A keyboard shortcut in the Commands palette takes precedence over a corresponding built-in shortcut.*


Learning keyboard shortcuts

Premiere provides keyboard shortcuts for most commands and buttons, so it is possible to edit a video program with minimal use of the mouse. As you develop a working style, you can speed up your work by learning the keyboard shortcuts for the commands and buttons you use the most. Some experienced video editors can edit faster using the keyboard than the mouse. In this section you'll learn how to find the keyboard shortcuts you need.

As in other software, if a menu command has a keyboard shortcut, you'll find it next to the command on its menu.

- 1 In the Timeline, click any clip.
- 2 Click the Clip menu to view the menu commands. Note the keyboard shortcuts to the right of most commands.

Premiere also contains many tools and buttons, and you can find their keyboard shortcuts just as easily. Now you'll find the shortcut for a button in the Monitors window.

- 3 Click the Monitors window to activate it.
- 4 Move the pointer over the Mark Out button () on the Source controller, and hold the pointer over the button until its Tool Tip appears. The keyboard shortcut appears in parentheses after the tool description. (If Tool Tips do not appear, choose File > Preferences > General / Still Image and make sure Show Tool Tips is selected.)



Now you'll find a keyboard shortcut in online Help.

- 5 Choose Help > Keyboard (Windows) or Help > Keyboard Shortcuts (Mac OS).
- 6 Use the controls to find the shortcut you want.

An equally complete listing of keyboard shortcuts appears on the *Quick Reference Card*, included in the Adobe Premiere package.

Review questions

- 1 What can you do with the Source view in the Monitors window?
- 2 What can you do with the Program view in the Monitors window?
- 3 What's the difference between a bin and a library?
- 4 What are two ways to see finer increments of time in the Timeline window?
- 5 How can you customize a keyboard shortcut for a command?

Answers

- 1 You can view a clip from a Project, Bin, or Library window, prepare a clip for inclusion in the Timeline, or edit a clip you opened from the Timeline.
- 2 You can edit clips already added to the Timeline.
- 3 A bin exists inside a specific project. A library exists independently of all projects.
- 4 Any of these are correct: You can choose a time scale from the Time Unit menu, press = (equal sign key), click the zoom-in button, or drag the magnification slider in the Navigator palette.
- 5 Add a command to the Commands palette and then assign a keyboard shortcut to the command.