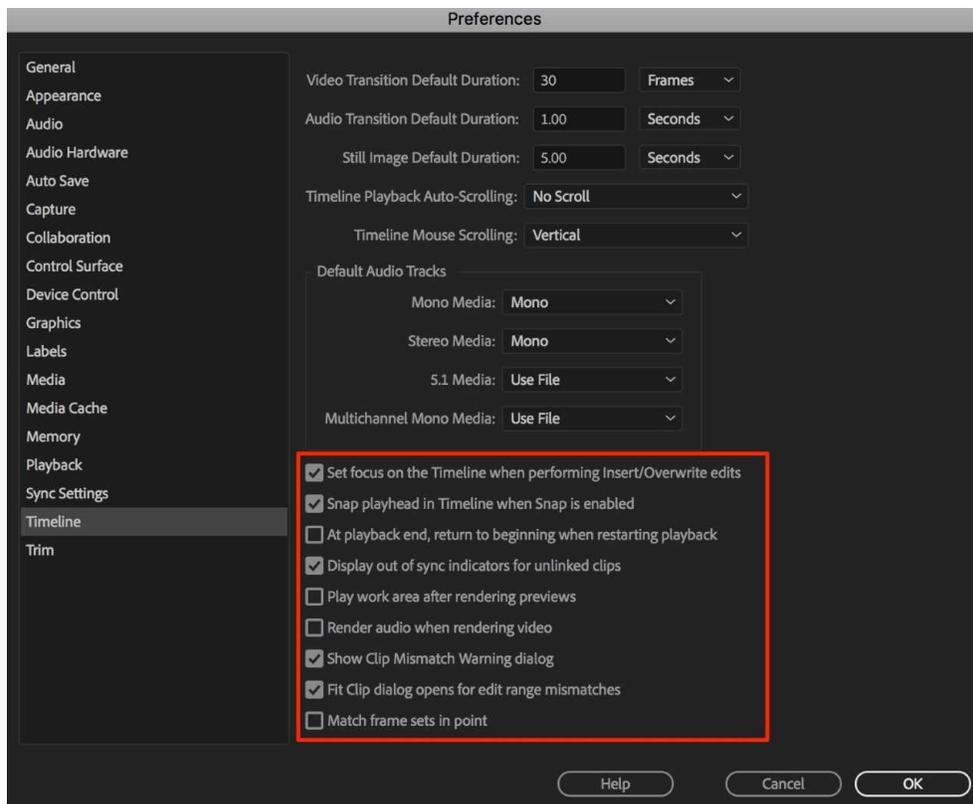
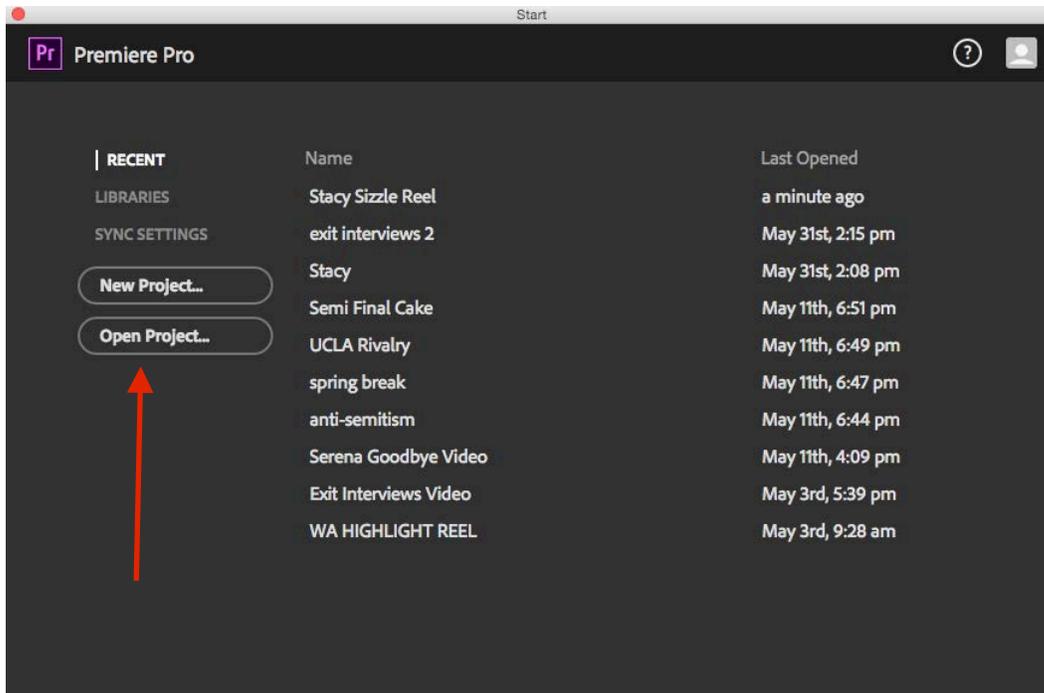


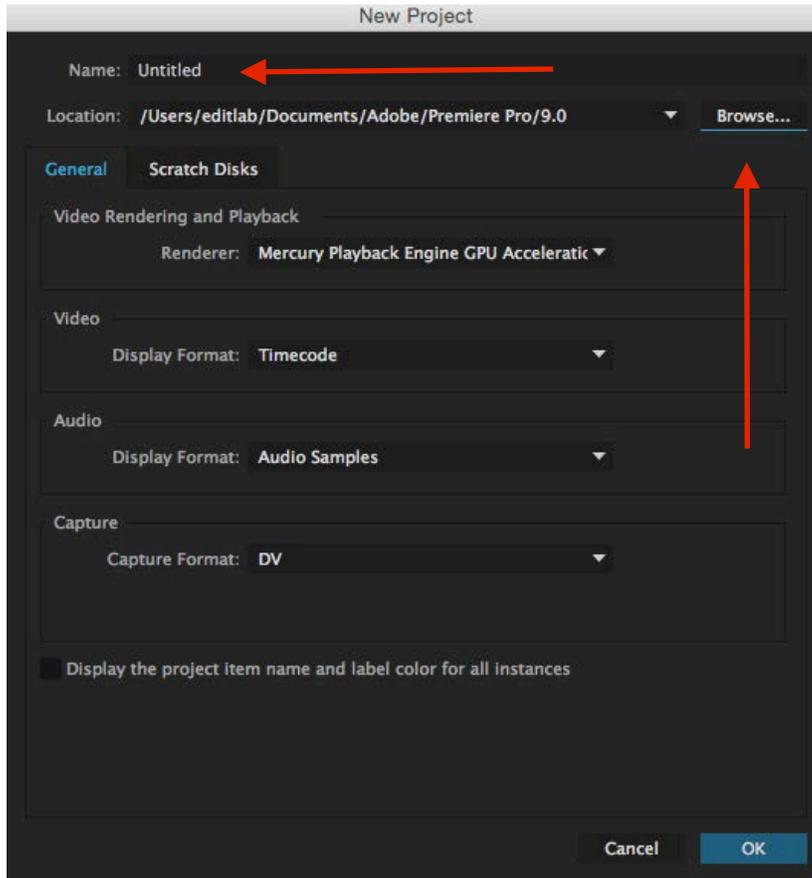
Contents:**CREATING A NEW PROJECT IN ADOBE PREMIERE PRO****IMPORTING FOOTAGE INTO PREMIERE PRO CC****IMPORTING FOOTAGE USING THE MEDIA BROWSER****NAMING CLIPS****CREATING A NEW SEQUENCE****INSERTING AUDIO TRACK****INSERTING B-ROLL CLIPS INTO THE TIMELINE****INSERTING A SOT CLIP INTO THE TIMELINE****INSERTING THE REMAINING B-ROLL INTO THE TIMELINE****MARKING THE END OF A CLIP FIRST****CREATING PAD WITH THE FINAL CLIP****SETTING AUDIO LEVELS IN ADOBE PREMIERE PRO CC****SETTING CLIP LEVELS USING AUDIO NORMALIZATION****Premiere Pro CC>Preferences>Timeline**

CREATING A NEW PROJECT IN ADOBE PREMIERE PRO

1. If you already have started a project click "**Open Project...**" or select your project under "Open a Recent Item" otherwise proceed to step 2.
2. Click on "**New Project**"

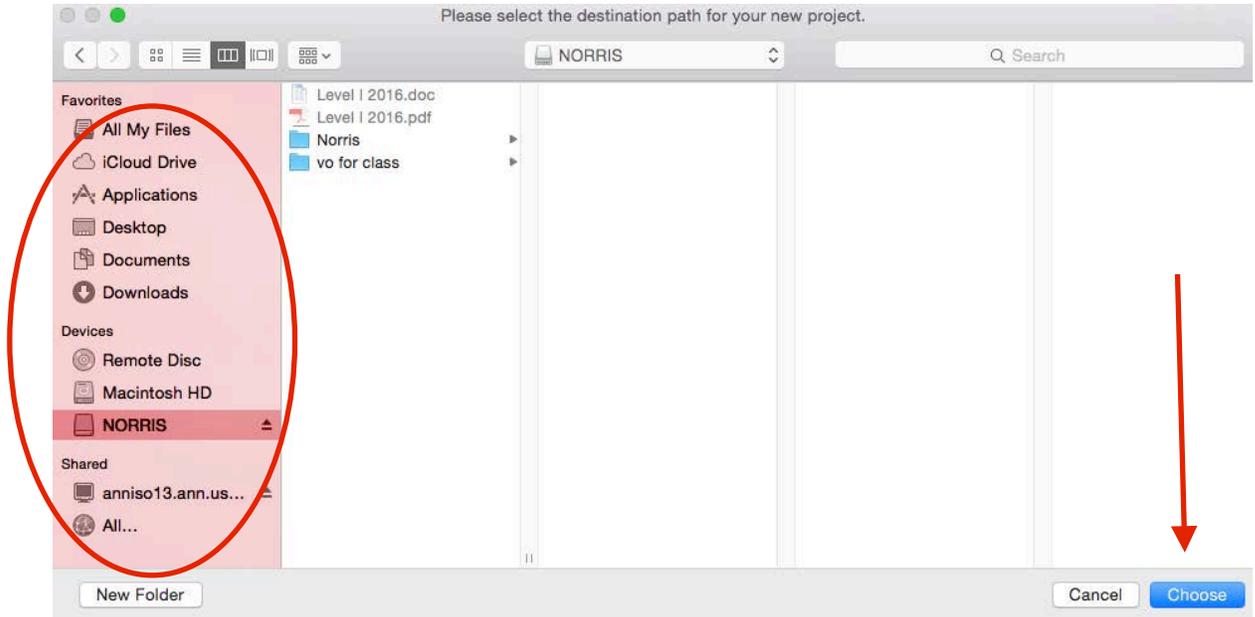


3. In the **New Project Window** rename “Untitled” to “**Hillside.**”

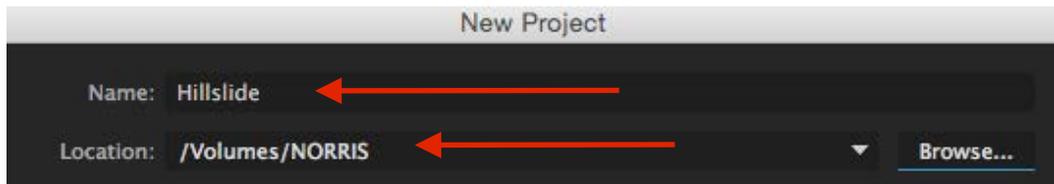


4. Click **Browse...** to set where to save “Location” of the project.

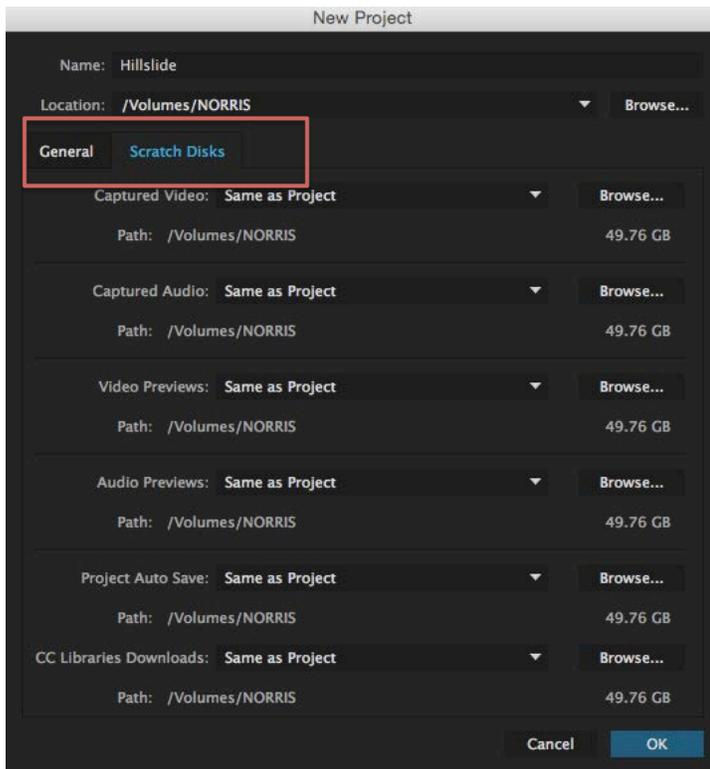
- In the "Please select the destination path for your new project" window, select your external drive or other location where you would like your project to go from the devices menu, and then click **Choose**.



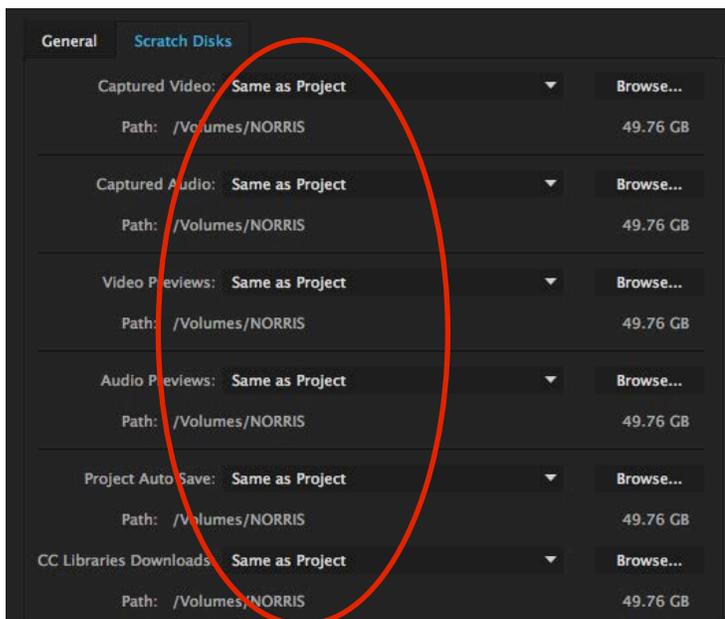
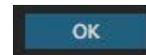
- Verify that your project is named correctly and is in the correct location.



7. Click on the **Scratch Disks Tab** next to the **General Tab**.



8. Verify all are set to **“Same as Project”** and click



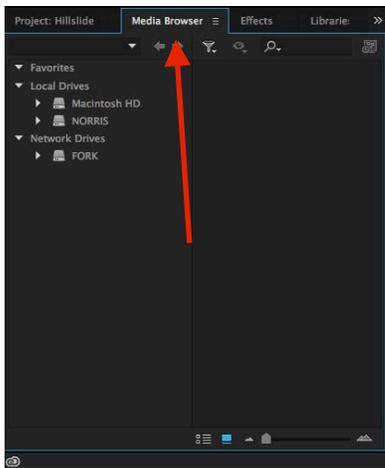
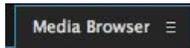
IMPORTING FOOTAGE INTO PREMIERE PRO CC

⚠ WARNING: DO NOT work with footage directly from a media card. First, copy the entire card to your hard drive (or you can use Disk Utility to create and save a new image), eject the card, and then work with the copy. If you do not follow this procedure, you will lose your footage.

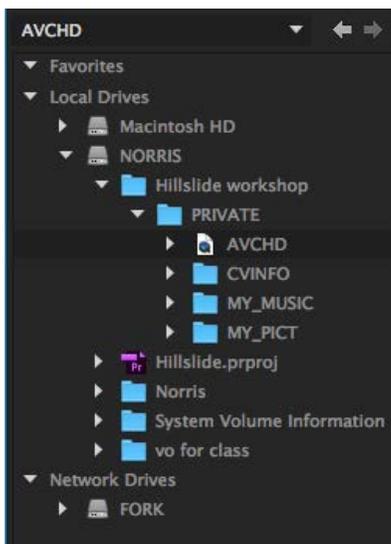
IMPORTING FOOTAGE USING THE MEDIA BROWSER

1. Create a new project.

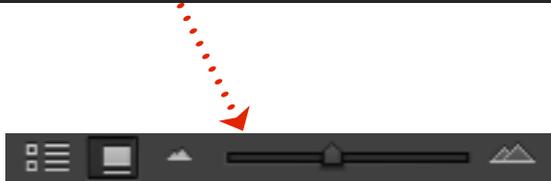
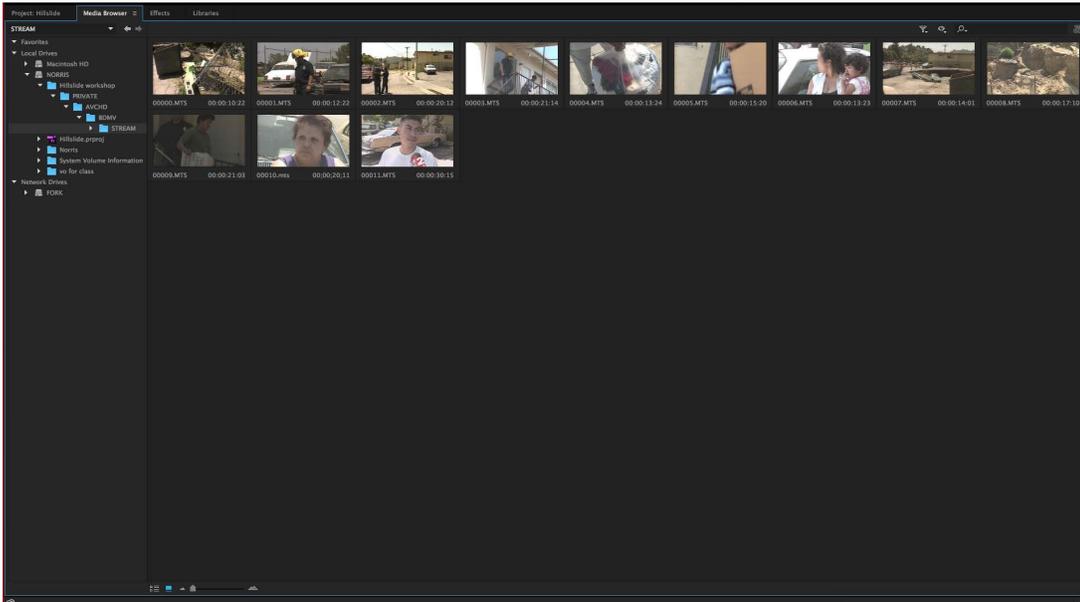
2. Select the Media Browser tab.



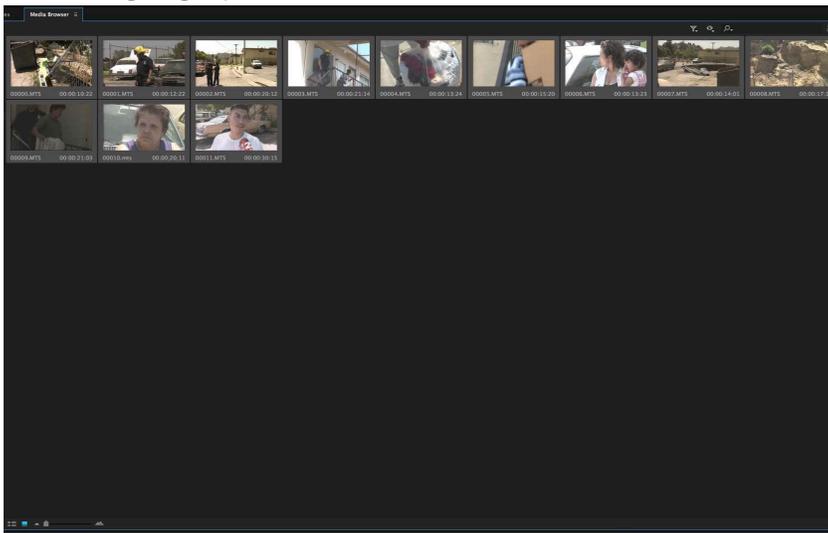
3. In the **Media Browser** pane, navigate to your card's media folder (usually under "Private"). Some media will be recognized simply by selecting your card's folder.



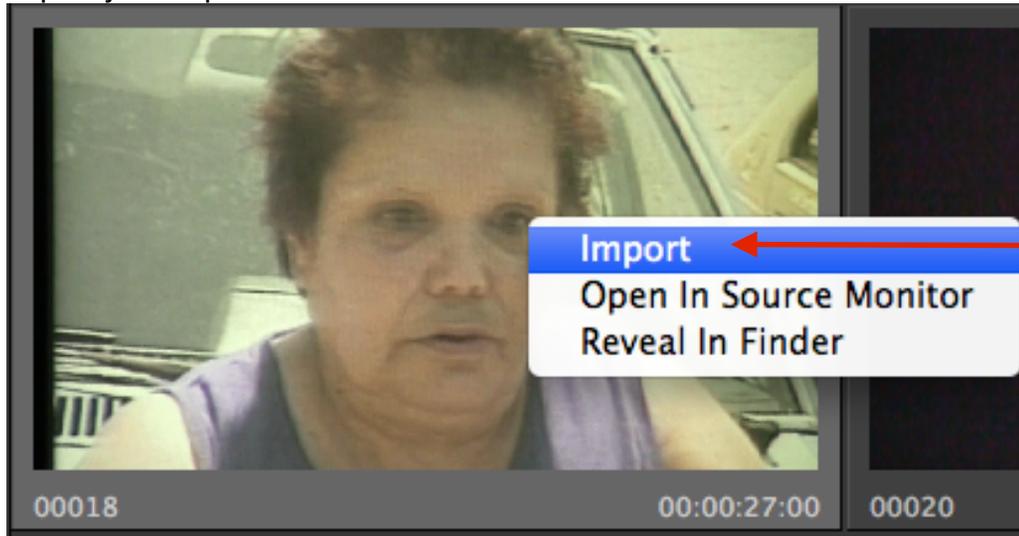
- After you have selected the media folder of your card, hit the tilde `⌘` key to bring the pane to full screen.



- Use the clip size slider, located in the bottom left-hand corner, to make your clips larger.
- Select multiple clips by holding down the command key on a mac (or the ctrl key on a PC). You can also hit cmd-A (ctrl-A) to select all clips. Clips turn light grey when selected.



7. Right-Click in any clip and select "import," or hit Cmd-Opt-I (Ctrl-Alt-I) to import your clips.

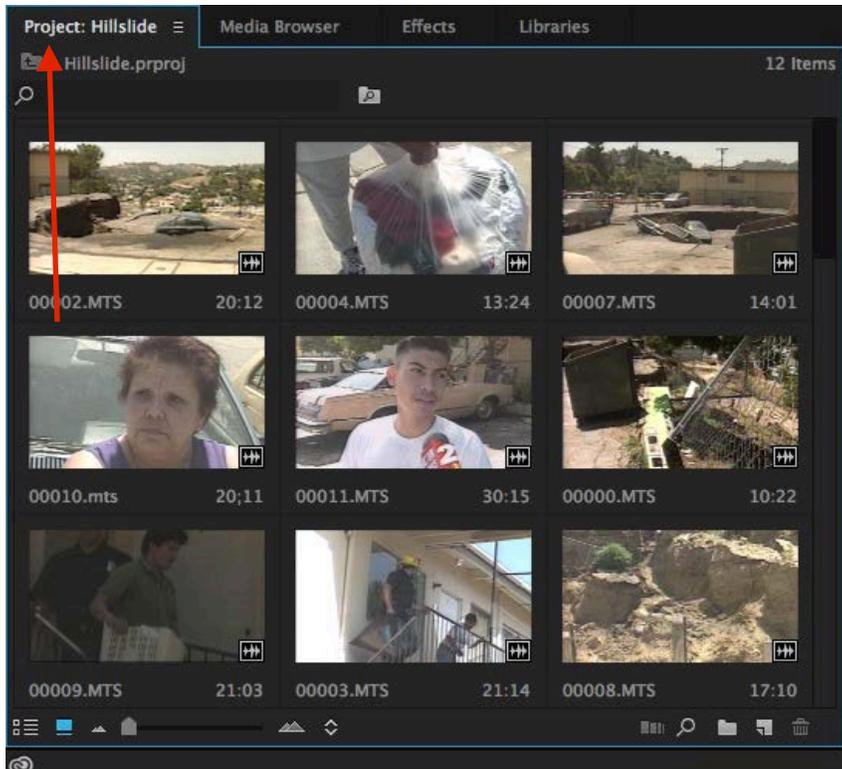


8. This will import the clips into your project. You can then rename your clips by Double-Clicking on their name and typing a new one.



NAMING CLIPS

1. Go to the Project panel to rename your clips.



2. Click on "00000.MTS" and rename it "cars & apartment." This is optional.



3. Continue renaming all of the ingested clips names:

00000.MTS = cars and apartment

00001.MTS = cu fireman

00002.MTS = pan from apts

00003.MTS = fireman carries birdcage

00004.MTS = boy picks up bag

00005.MTS = man carries box

00006.MTS = faces of women & kids

00007.MTS = pan to hill

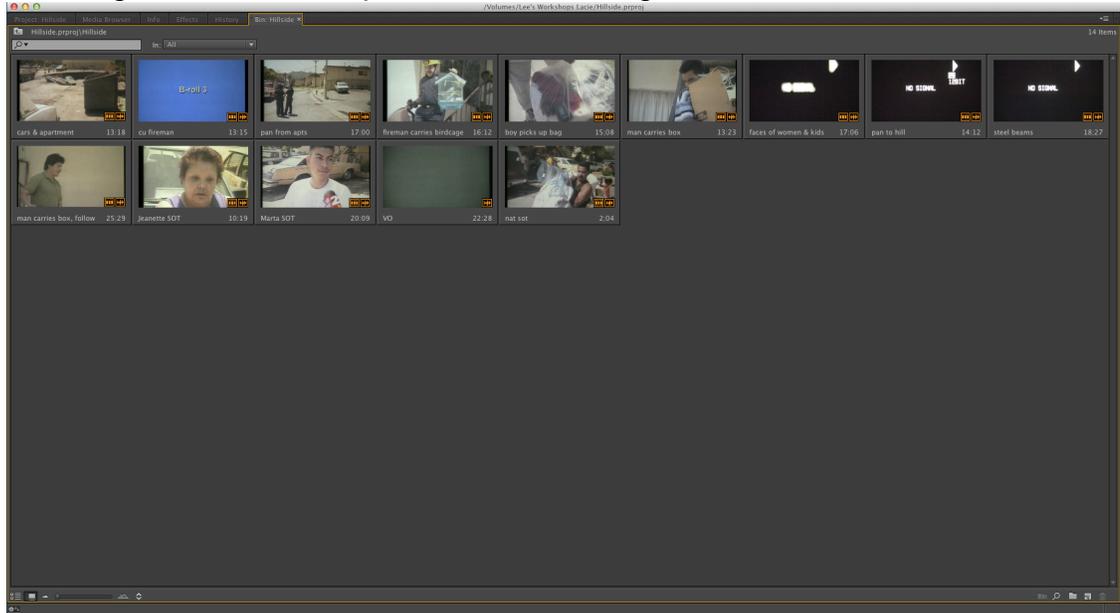
00008.MTS = steel beams

00009.MTS = leaving

00010.MTS = Jeanette SOT

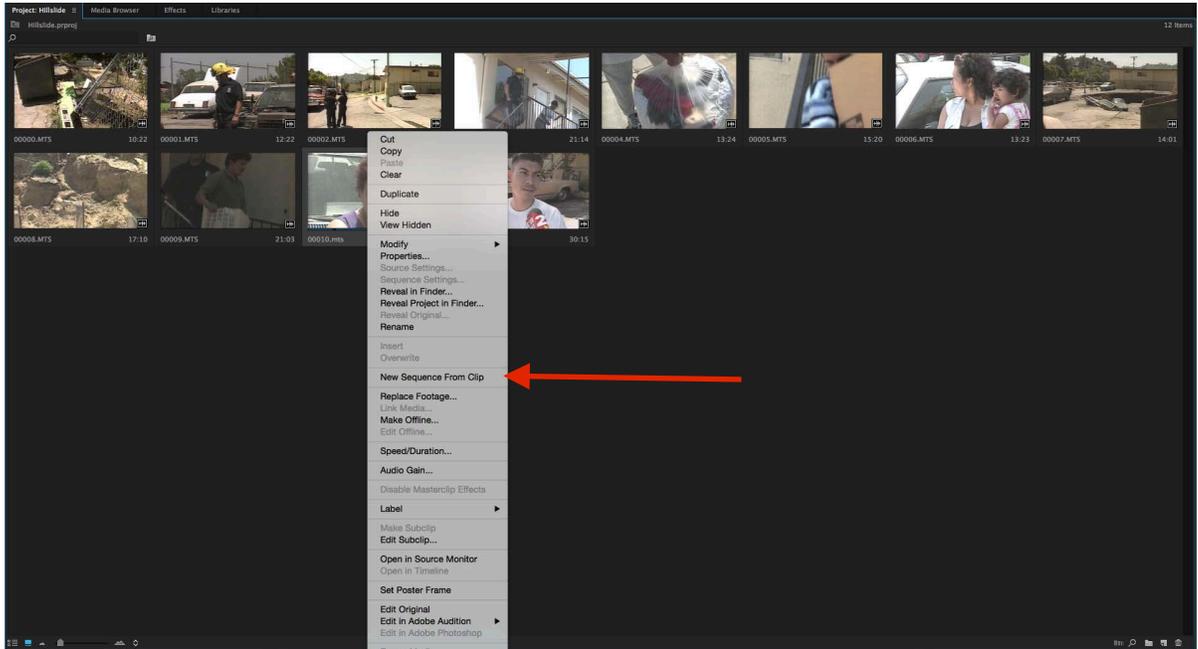
00011.MTS = Marta SOT

4. Hit the '~' key to make any panel full screen for easier viewing.
Hit '~' again to shrink the panel back to its original size.

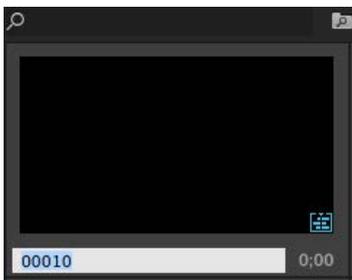
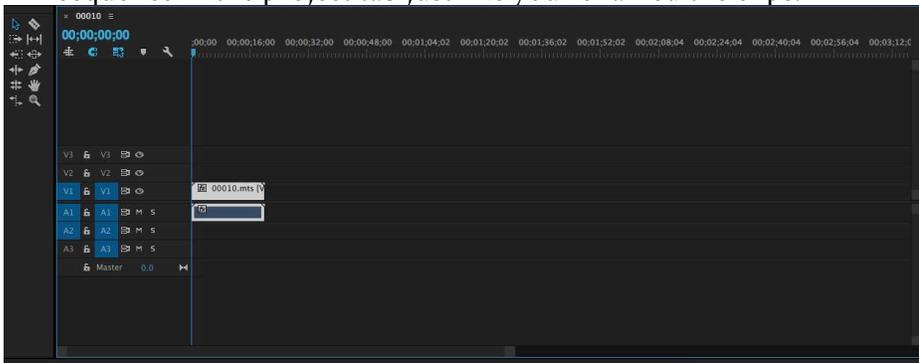


CREATING A NEW SEQUENCE

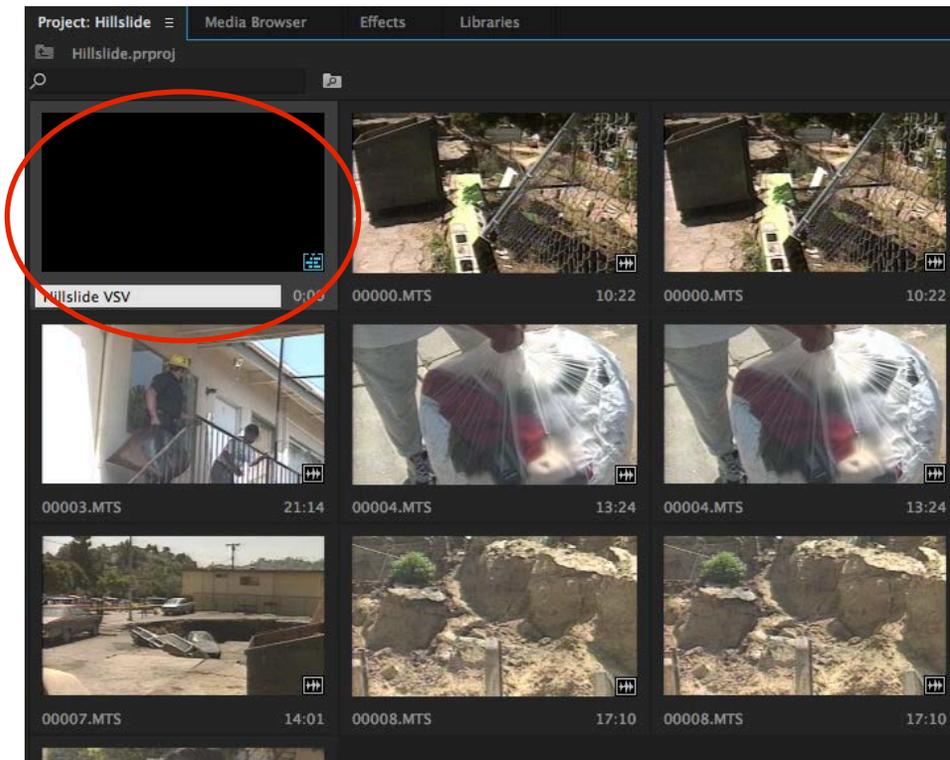
1. To create a sequence go to your project tab and right click on any clip to reveal a side menu. In this menu select **New Sequence From Clip**. This will create a Timeline with the same video settings as your clips.



2. Doing this will create a sequence in the same settings that your camera recorded the footage. Click on the clip to highlight and then delete the clip in the timeline and rename the sequence in the project tab just like you renamed the clips.



3. Name your sequence "Hillside". At this point your sequence will have the blue symbol in the lower right corner.



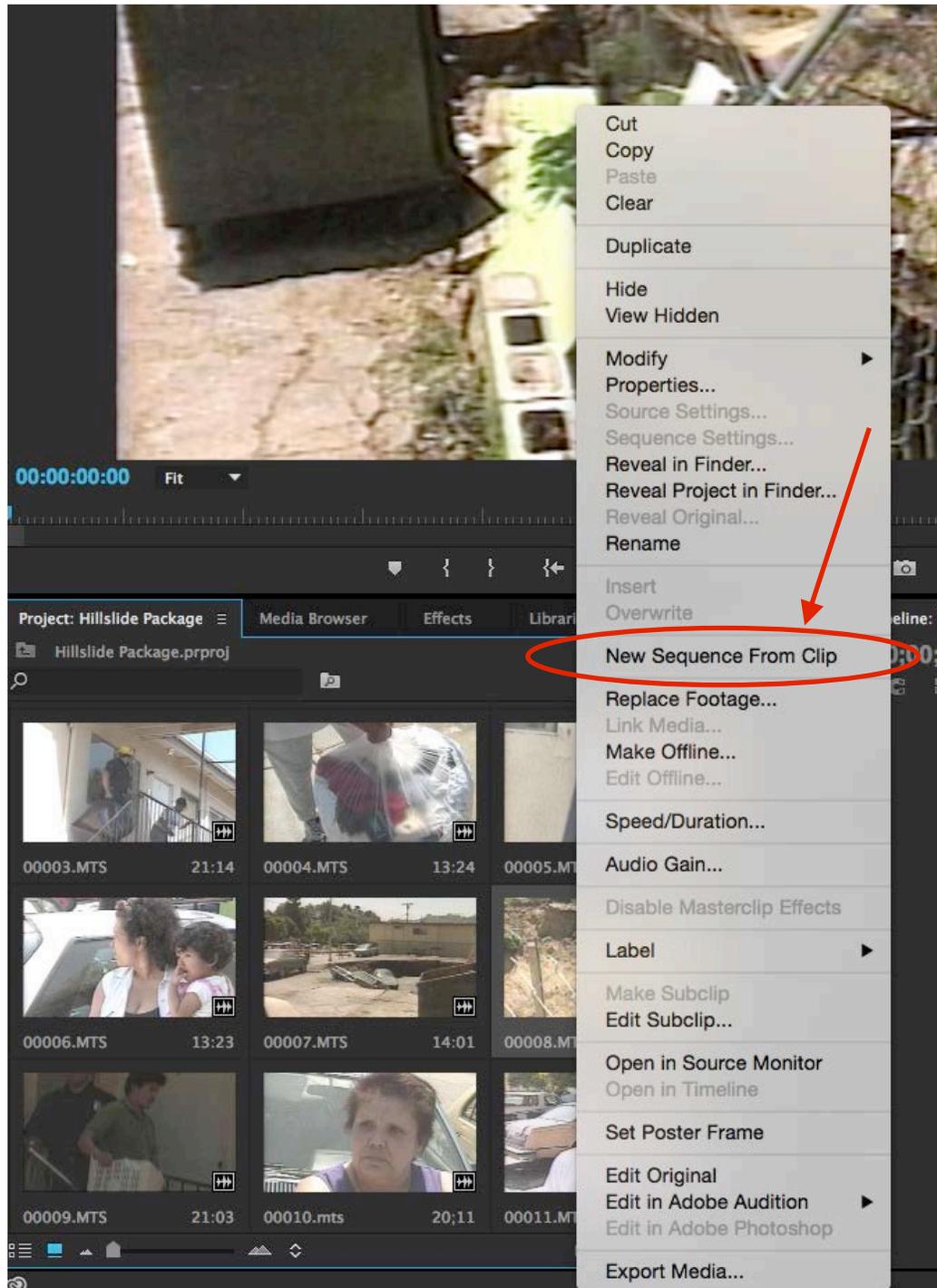
CREATING A NEW SEQUENCE

1. Create a **Project** and import your video clips and audio track using the **Media Browser**.



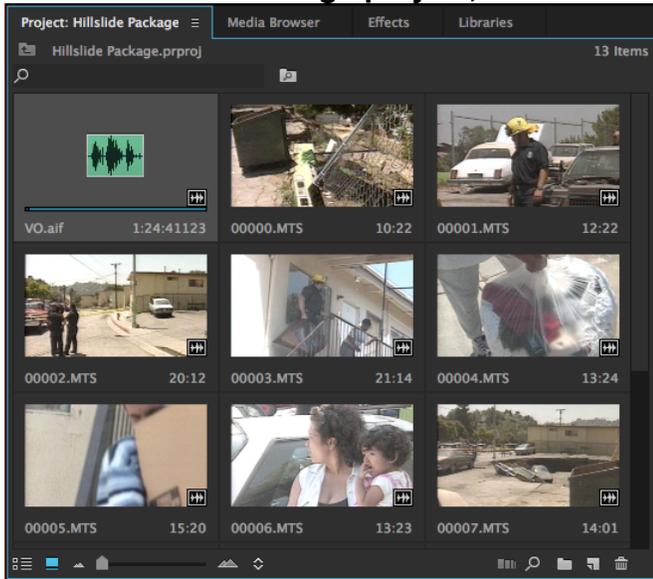
This page is a review on how to create a sequence.

Create a sequence by right clicking on any clip to reveal a side menu. In this menu select **New Sequence From Clip**. This will create a **Timeline** with the same video settings as your clips.

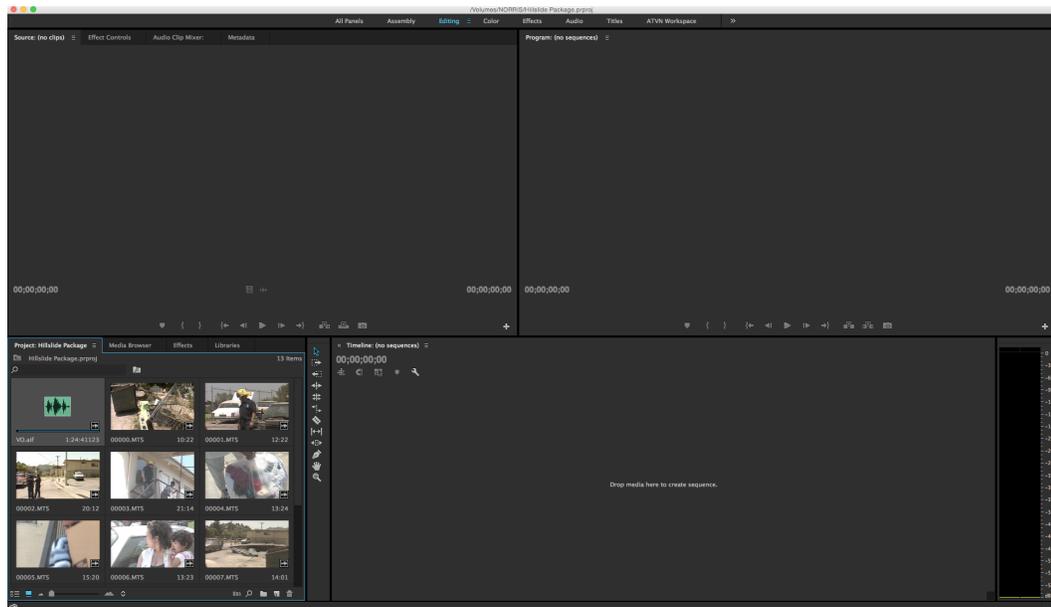


INSERT YOUR VOICE OVER TRACK

1. In the **Hillside Package** project, Double-Click on the **VO Clip**.



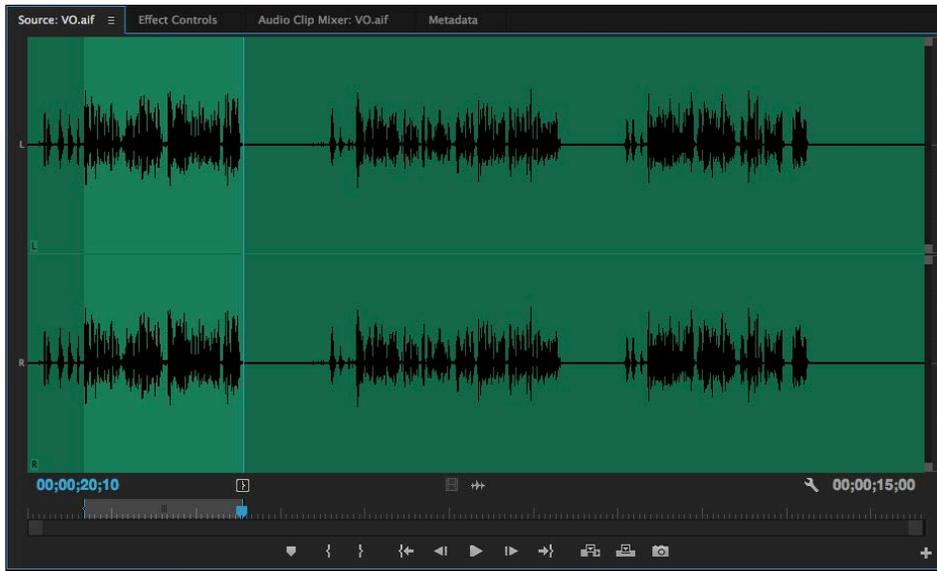
2. The **VO Clip** will then open in your **Source Monitor**.



3. In the **Source Monitor**, move the playhead  to the beginning of the clip and then hit the spacebar to begin playing.
4. Using a combination of the mouse and the spacebar, place the playhead right before the section of VO that is referenced in the "Hillside Script" and begins "*The slide collapsed a parking lot ...*"
5. Hit the "I" key on the keyboard to **Mark-In**.



6. Hit the spacebar and continue playing until after "*... so they ordered the evacuation.*"
7. Hit the "O" key on the keyboard to **Mark-Out**. Notice how the marked section of the **VO Clip** is light gray.



SETTING THE TRACK LAYOUT FOR VO

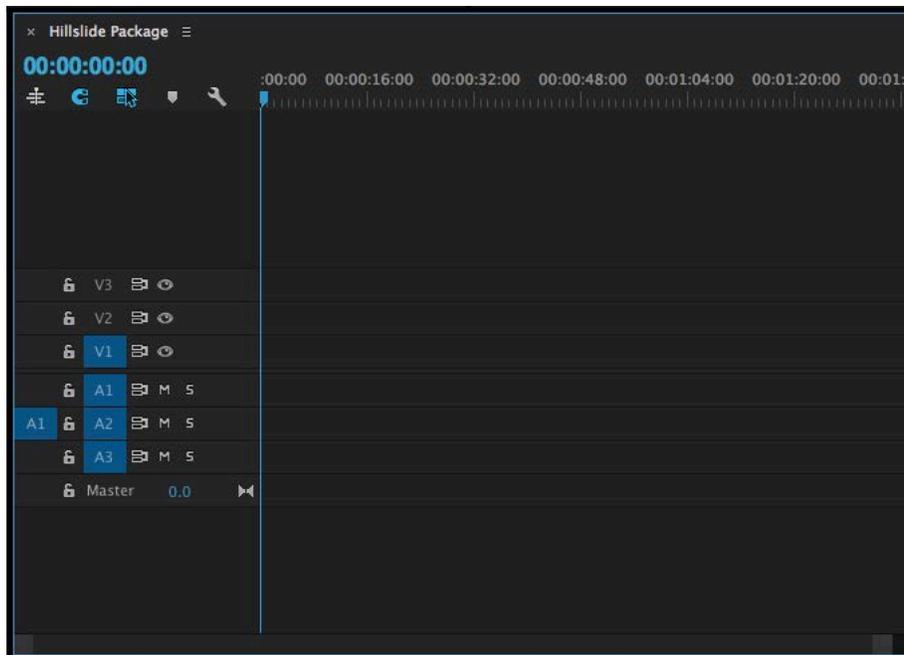
1. For packages will use **Three Audio Tracks**

A1 = SOT

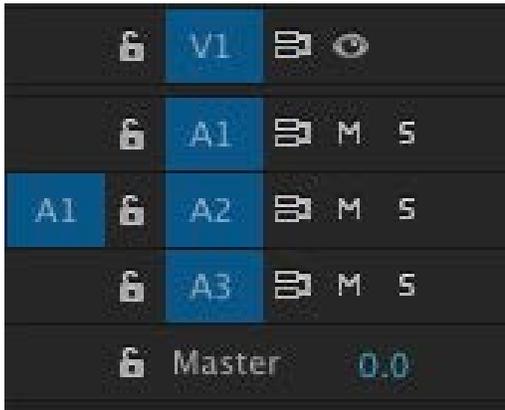
A2 = VO

A3 = NATs

2. Adjust the height of the Audio tracks until you can see their names ("SOT," "Voice Track," "NAT Sound.") by adjusting the arrow between them. The arrow will become visible as you put your cursor over the line separating the tracks.

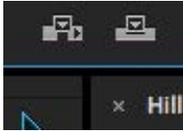


3. Drag A1 down to the Voice Track (A2).



INSERTING THE VO INTO THE TIMELINE

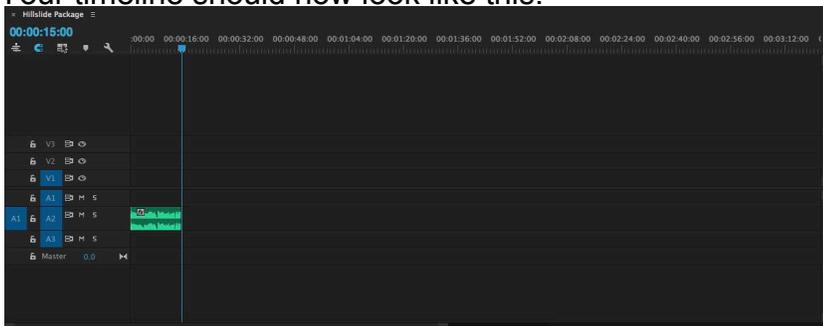
4. Click the **Insert Button** (or hit ",," on the keyboard) to lay down your first



VO.

5. Immediately hit the "I" key to mark-in at the end of the VO Clip you just inserted into the timeline.

6. Your timeline should now look like this.

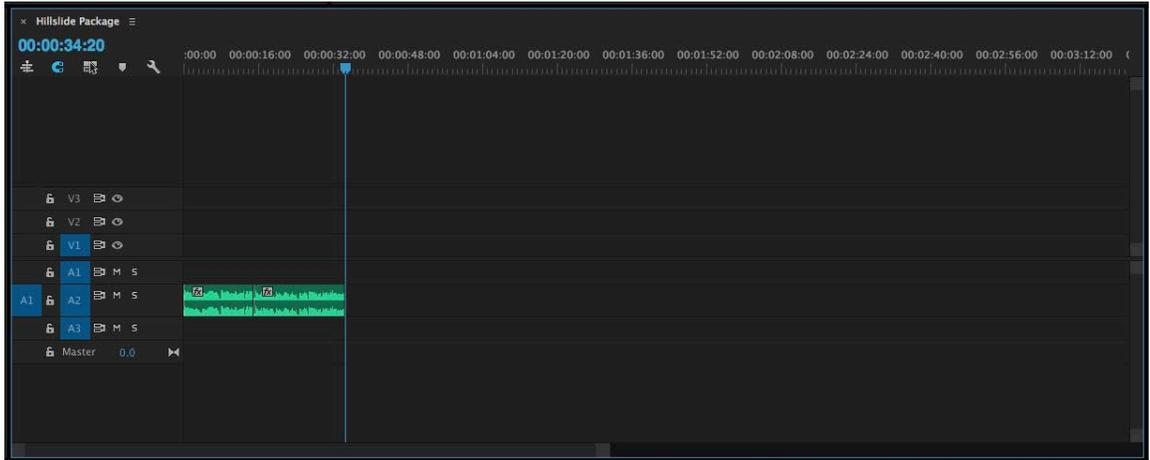


7. Repeat this process for the second VO by clicking in the source monitor, then using the spacebar and arrow keys to find *"However, a short time later ..."* and hit "I" to **Mark-in**. Then stop after *"... ever be safe to return to their home"* and hit "O" to **Mark-Out**.

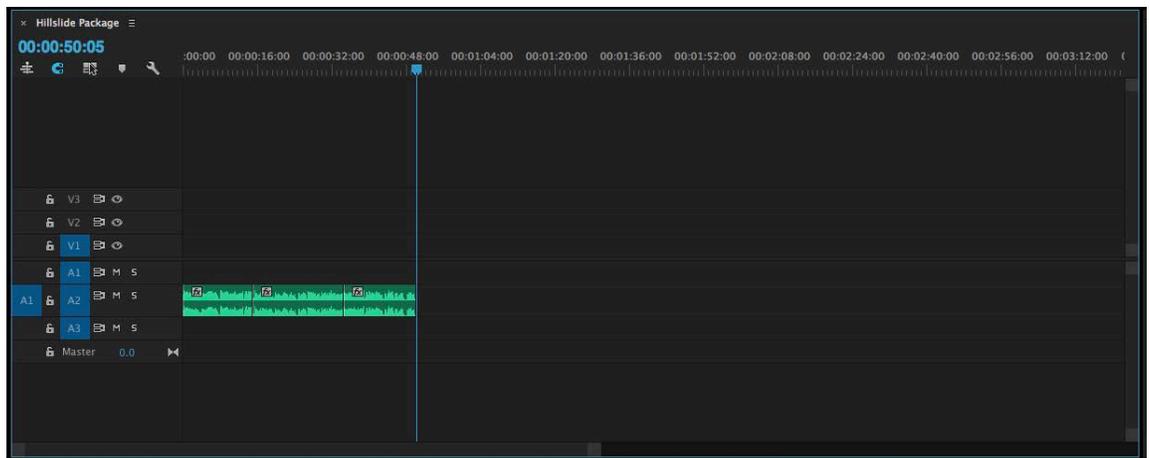


8. Click the **Insert Button** or ",," on the keyboard to lay the second VO into the timeline and then immediately hit the "I" key to mark-in at the end of

the VO clip just inserted into the timeline.



9. Repeat this process again for the third VO, marking-in at "*The cause of the slide is ...*" and marking-out at "*...This is David Dow reporting,*" then inserting into your timeline.



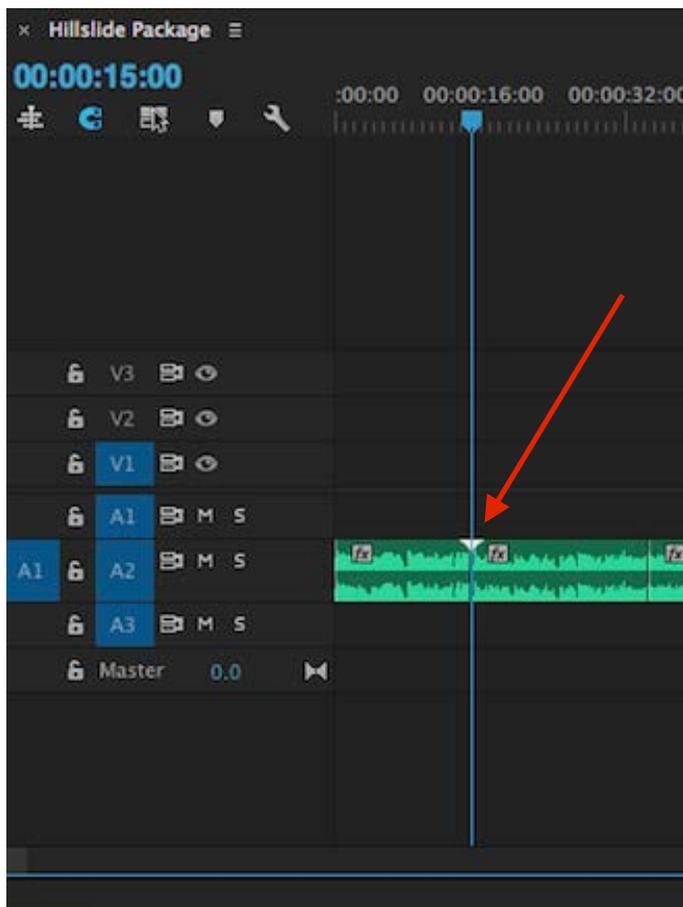
INSERTING SOTs IN-BETWEEN VO

1. Verify that **Snapping** is turned on by making sure that the magnet in the

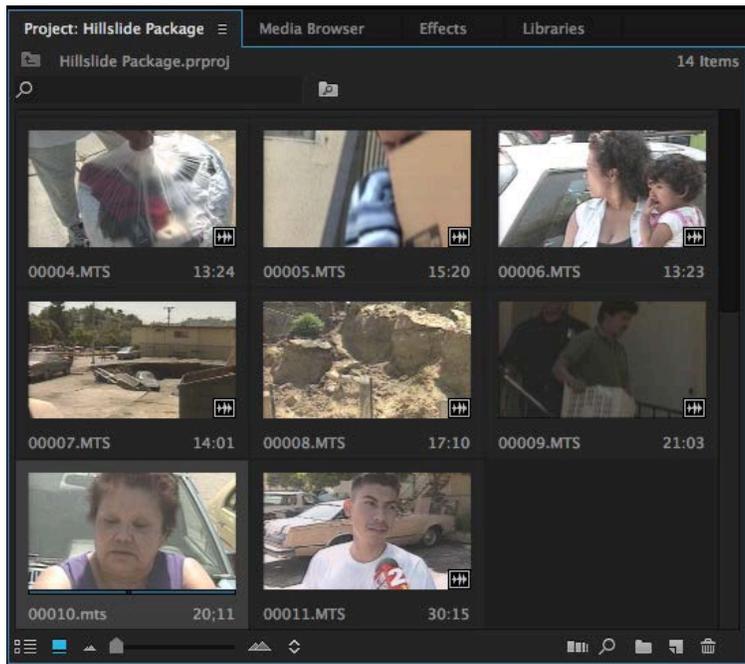
timeline is blue.



2. Move the playhead so it "snaps" in-between the first and second VO clips, and hit the "I" key on the keyboard to Mark-In. *You will know that the playback head has snapped when there is a white triangle on the cut.*



3. Double-Click on "**Jeannette SOT(00010.mts)**" in the Hillside Bin to load the clip into the **Source Monitor**.



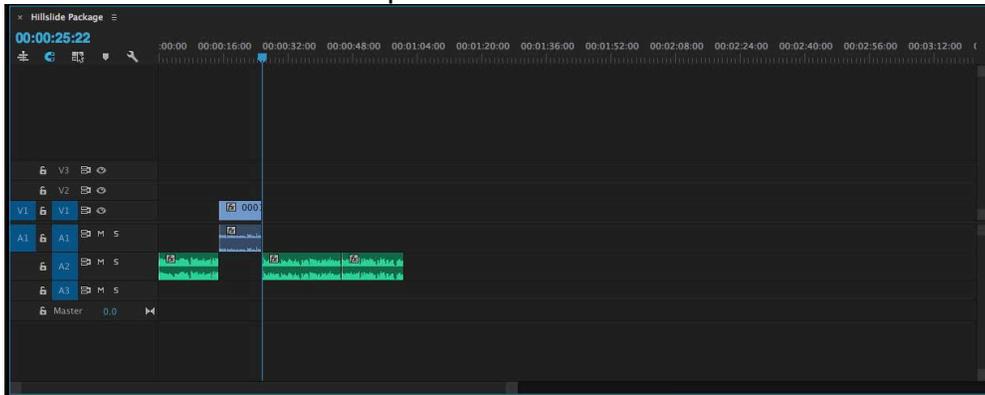
4. Using a combination of the spacebar, the mouse, and the arrow keys, Mark-In before Jeanette says, "*We just grabbed ...*" and Mark-Out after "*... because we can't go in there.*"



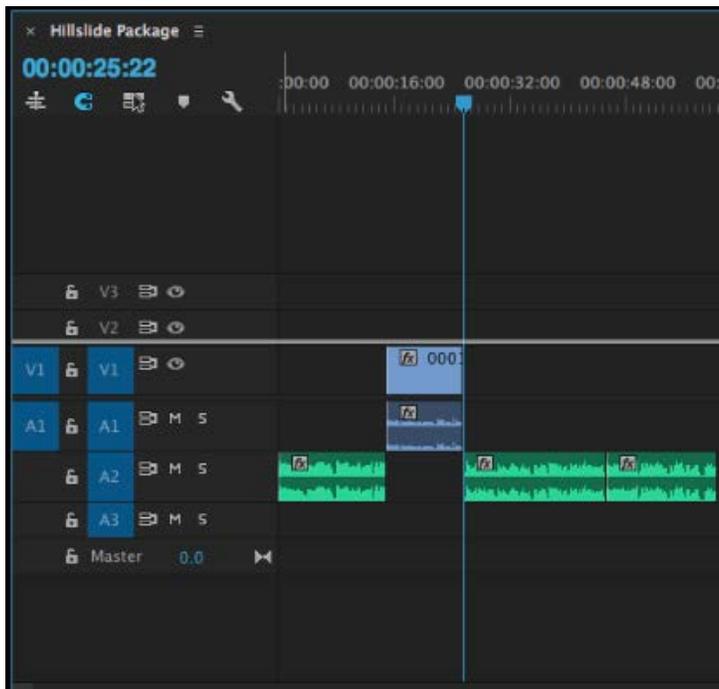
5. Set your audio tracks so that A1 points to A1.



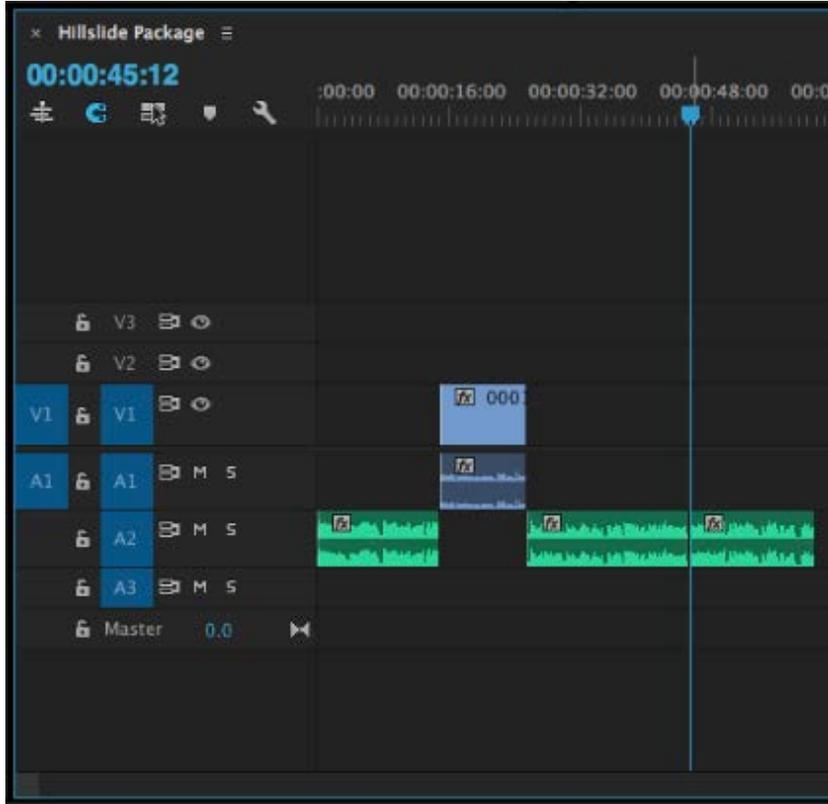
6. Click the **Insert Button**  or ";" on the keyboard to insert Jeanette between the first two VO clips.



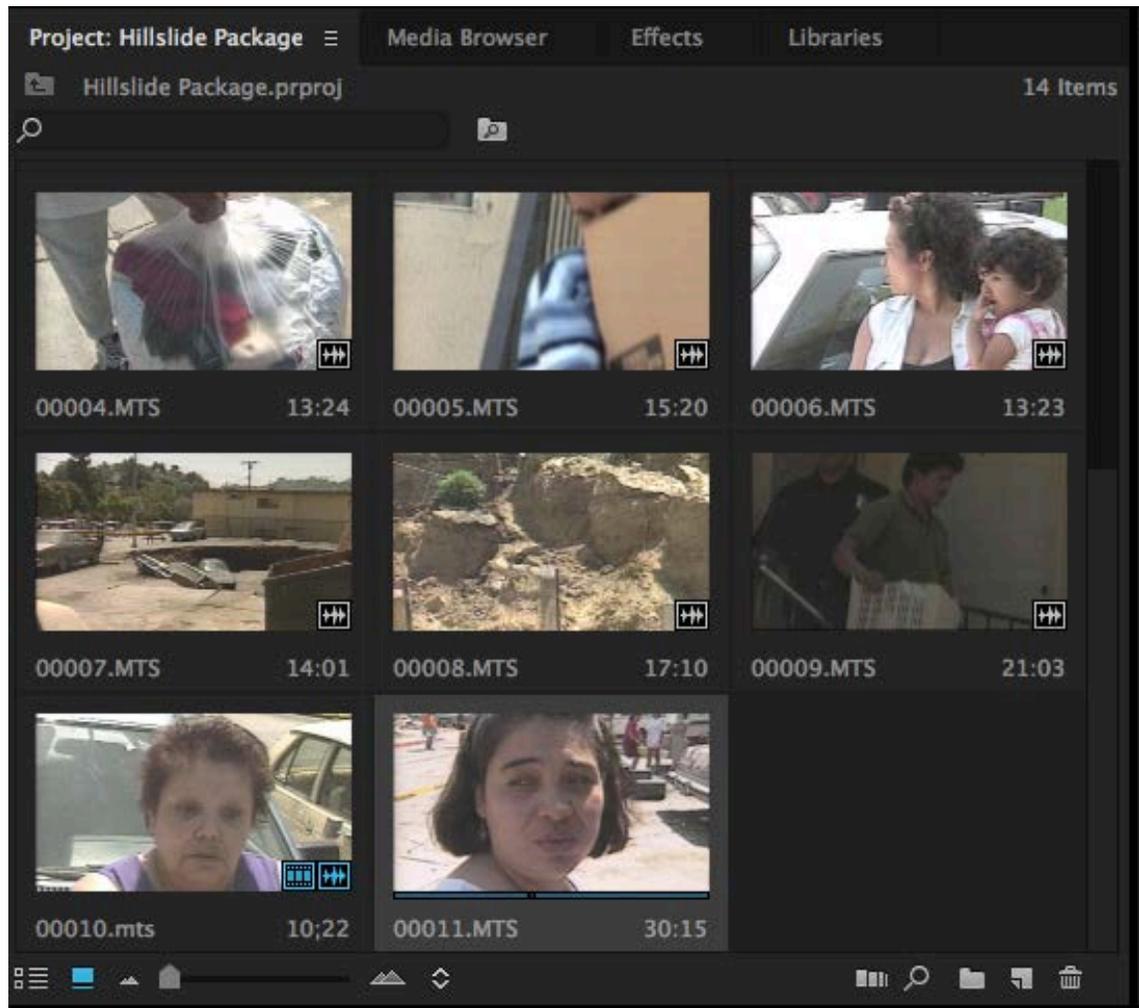
7. You can change the size of the Video Track (V1) by putting the cursor between V1 and V2 and dragging.



8. Move the playhead until it "snaps" between the second and third VO Clips, and then hit "I" on the keyboard to **Mark-In**.



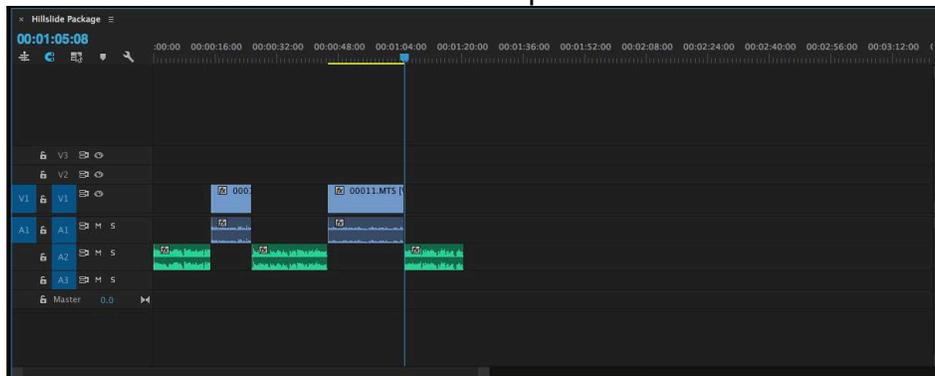
9. Double-Click on "**Marta SOT(00011.mts)**" in the Hillside Bin to bring the clip into the **Source Monitor**.



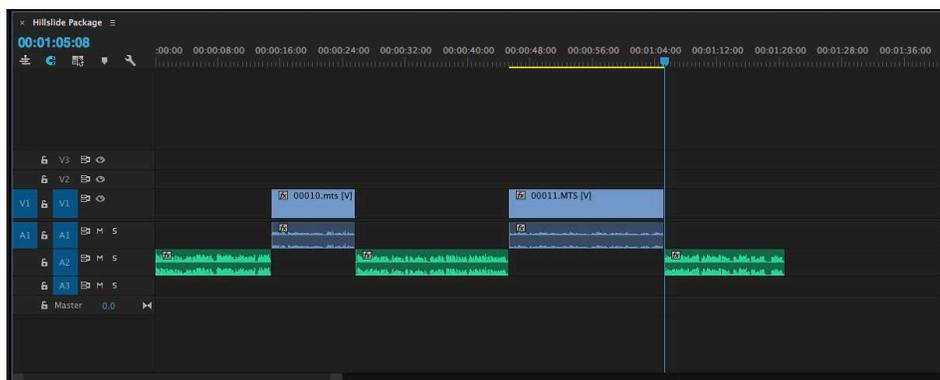
10. Mark-In before the reporter says, "Do you think you will ..." and Mark-Out after Marta says "... because our thing is broken – everything."



11. Click the **Insert Button**  or ";" on the keyboard to insert Marta between the second and third VO Clips.

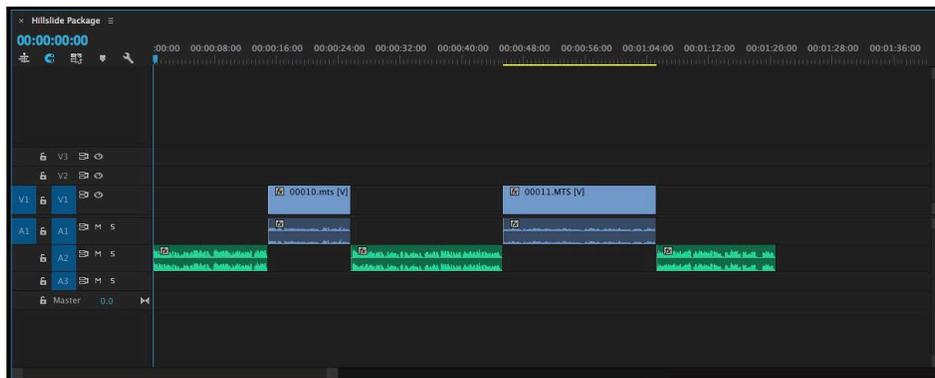


12. Make sure the Timeline Window is selected, and hit the **Backslash "\"** key to re-zoom your timeline.



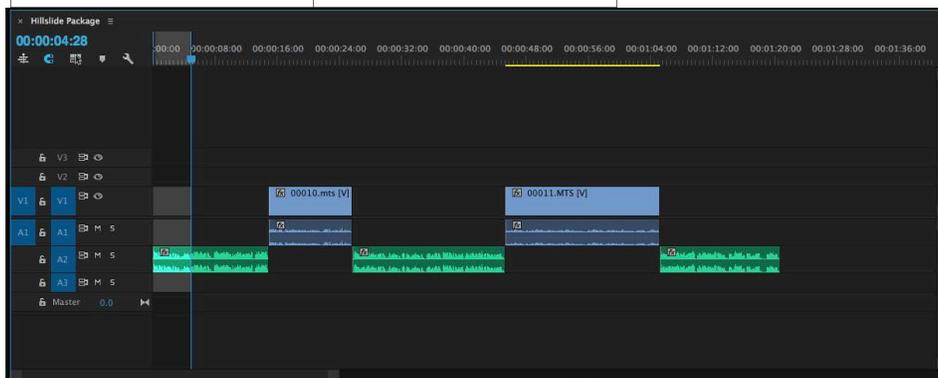
OVERWRITING B-ROLL ON TOP OF VO USING 3-POINT EDITING

1. Hit the **"home"** (fn-left-arrow on a laptop) key to go back to the very first frame of the sequence, then use the **"I"** key to **Mark-In**.

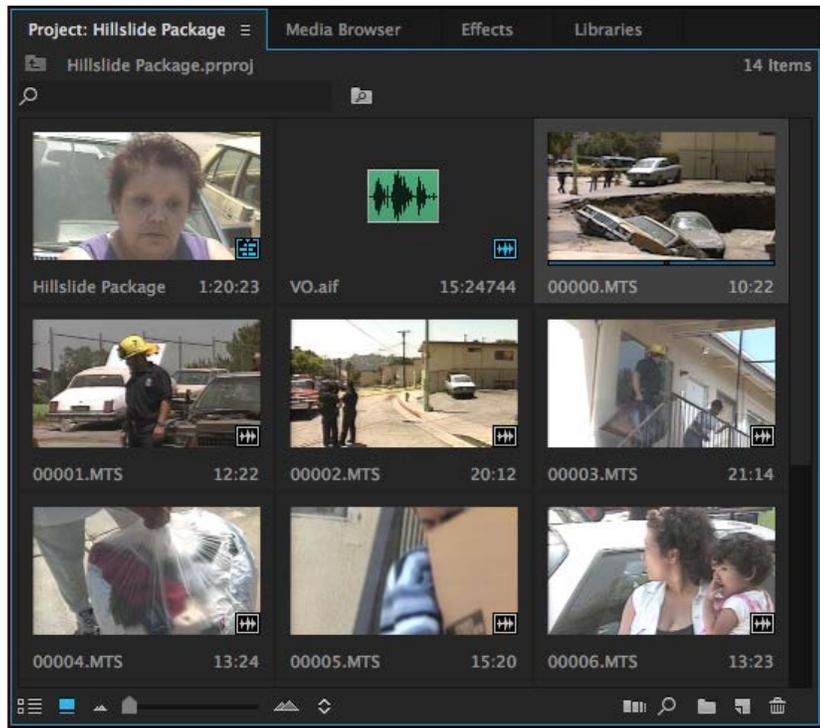


2. Play the timeline using the spacebar and Mark-Out by hitting **"O"** right after **David Dow says "... it created a sinkhole."**

MS cars & apartment	The slide collapsed a parking lot next
	to four apartment buildings.
	It created a sinkhole



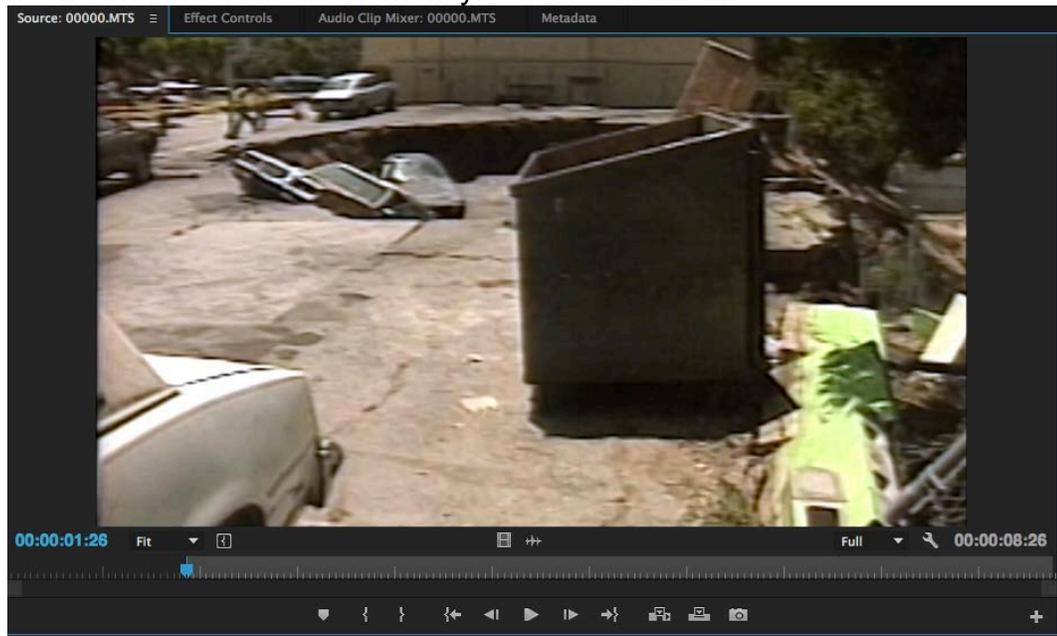
3. Double-Click on "cars & apartment(00000.mts)" in the Hillside Bin.



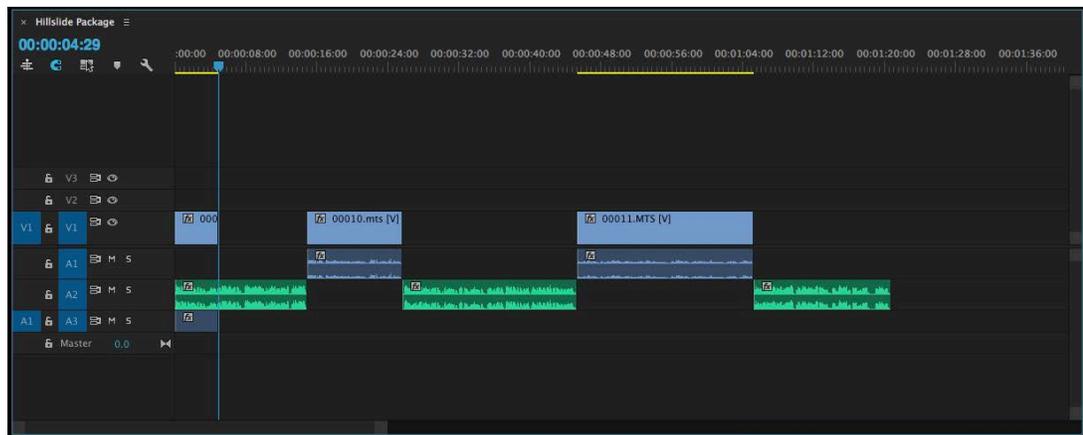
4. Verify your track selection: **V1 -> V1**
A1 -> NAT (A3)



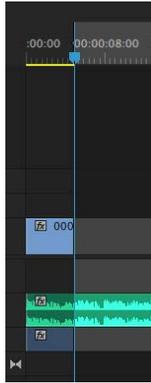
5. Scan through "cars & apartment." Mark-In right after the pan and before the zoom starts. Hit "I" on the keyboard to **"Mark-In."**



6. Hit the **Overwrite Button**  or "." on the keyboard to overwrite "cars & apartment" on top of the selected VO.

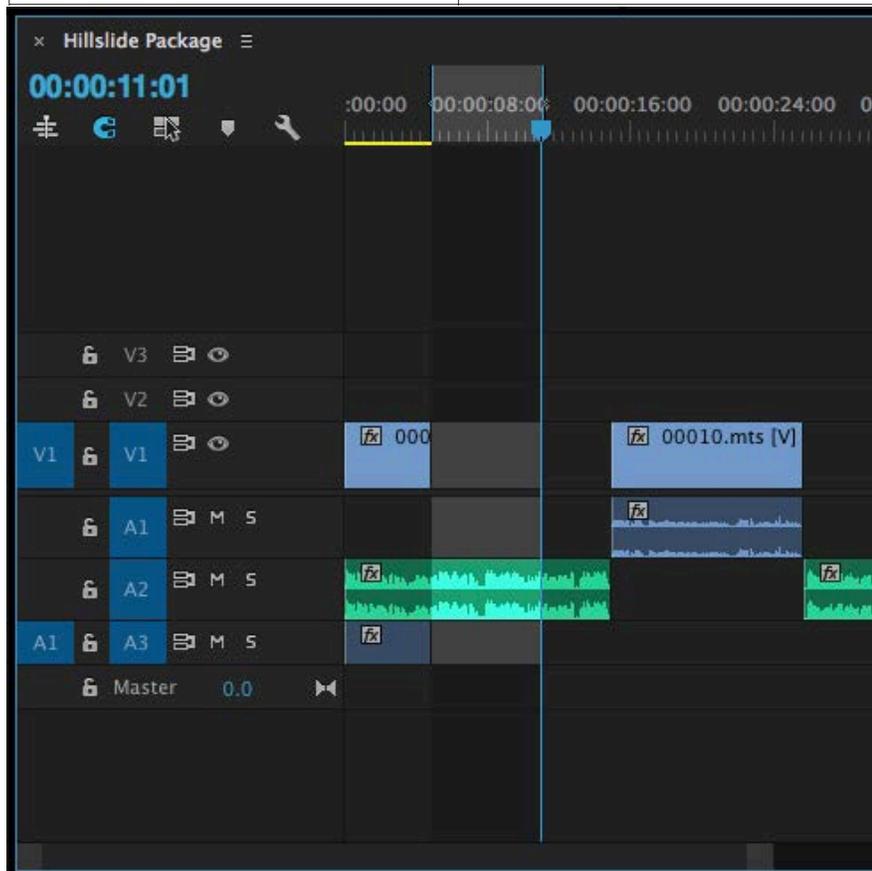


7. Make sure the timeline window is selected and immediately hit "I" to Mark-In at the end of "cars & apartment".

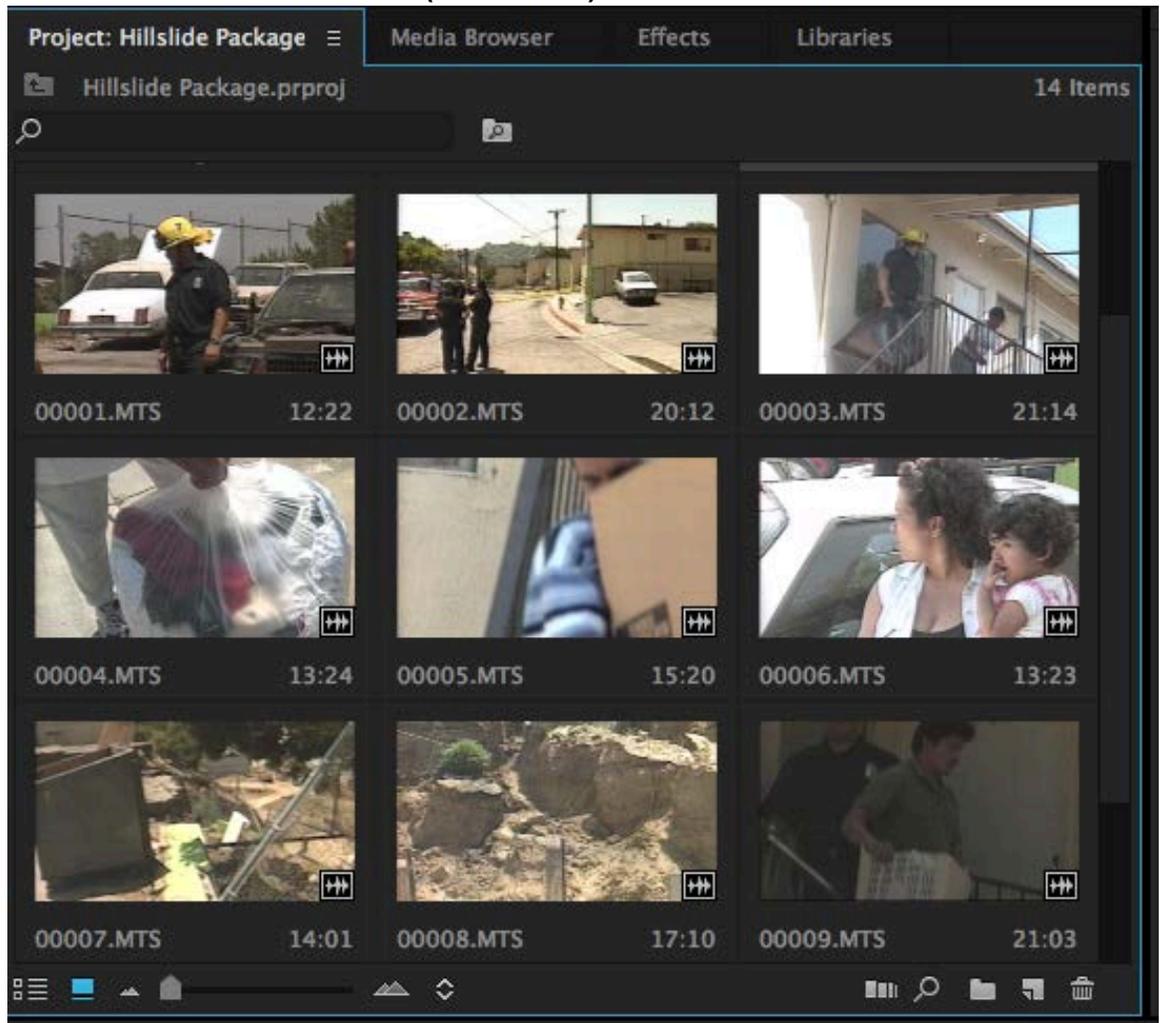


8. Using the spacebar to play the sequence, hit "O" to Mark-Out after David Dow says *"Fire officials are worried the apartment complex ..."*

CU fireman, zoom out to cars	that trapped several cars in the deep gorge. Fire officials are worried the apartment complex
------------------------------	---



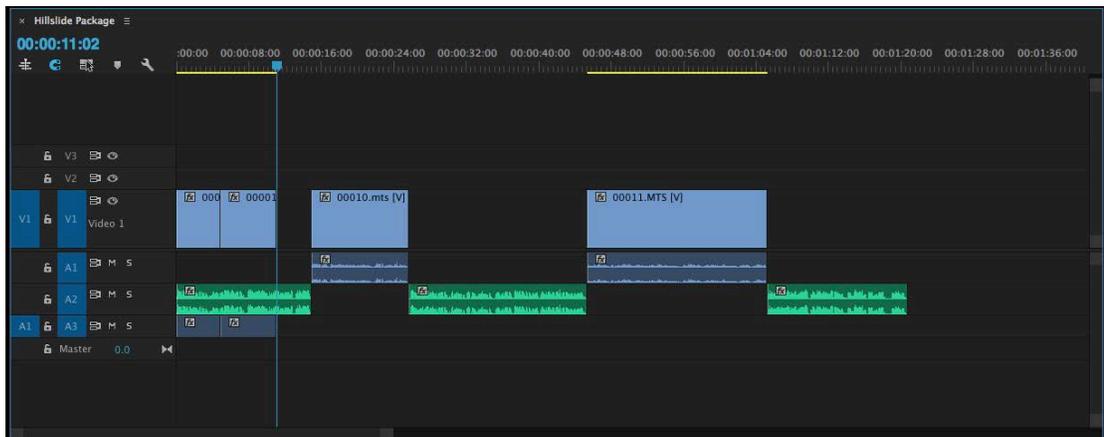
9. Double-Click on "cu fireman(00001.mts)" in the Hillside Bin.



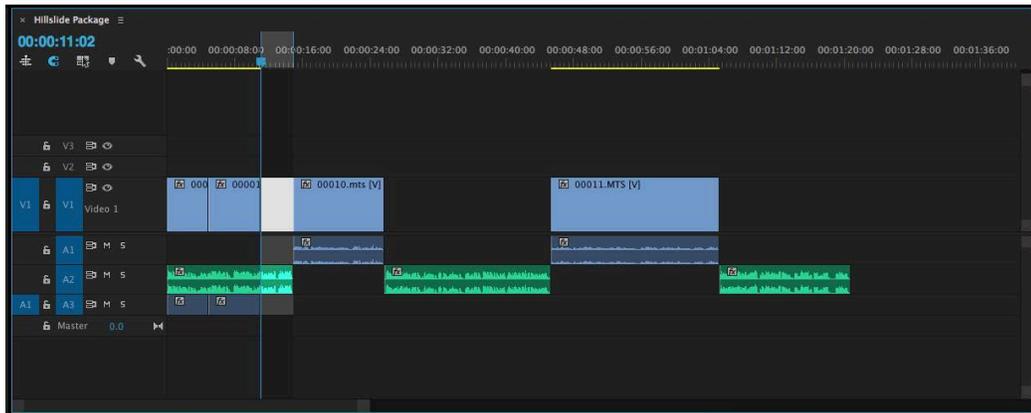
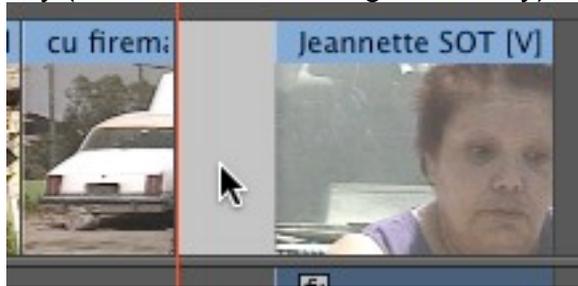
10. Using the spacebar and arrow keys, Mark-In right when you see the fireman look up.



11. Click the **Overwrite Button**  or "." to Overwrite "fireman cu" on top of the marked section of VO.

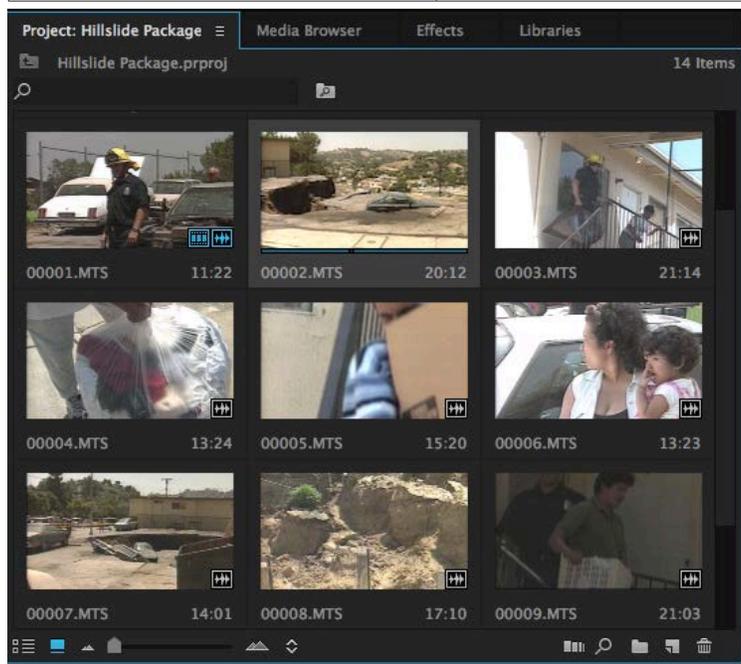


- To quickly mark the rest of the first VO, select the remaining blank area between "cu fireman" and "Jeanette SOT." Then, hit the forward-slash "/" key (the one next to the right-shift key) to mark the area.



- Double-Click on "**pan from apts(00002.mts)**" in the **Hillside Bin** to load it into the source monitor.

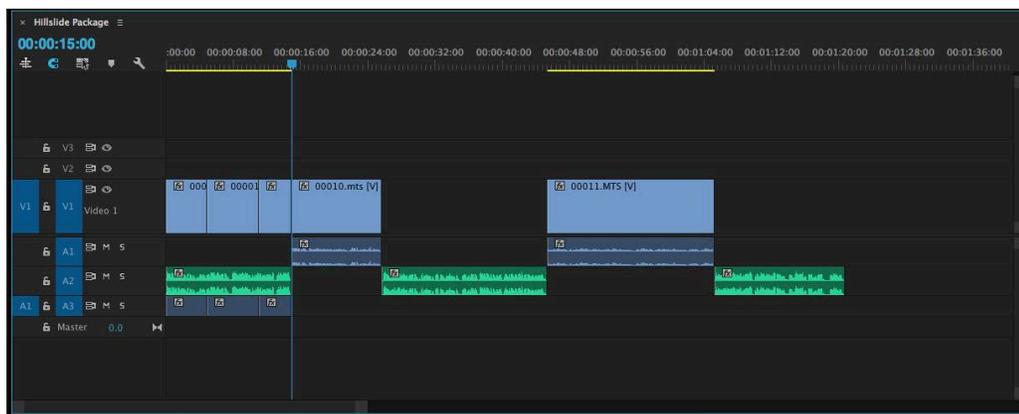
pan from apts to parking lot	might also tumble down the hill, so they ordered the evacuation.
------------------------------	--



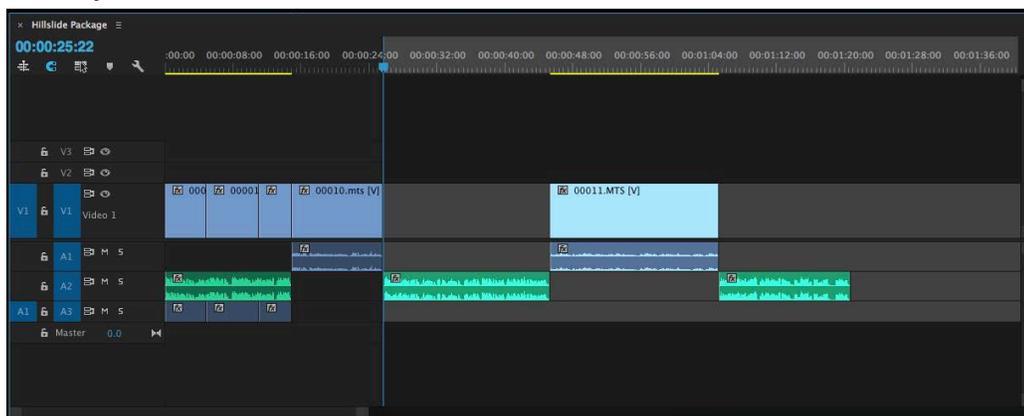
14. Mark-In right before the pan begins from the firemen to the slide.



15. Click the **Overwrite Button**  or "." to Overwrite "pan from apts" on top of the marked section of VO.

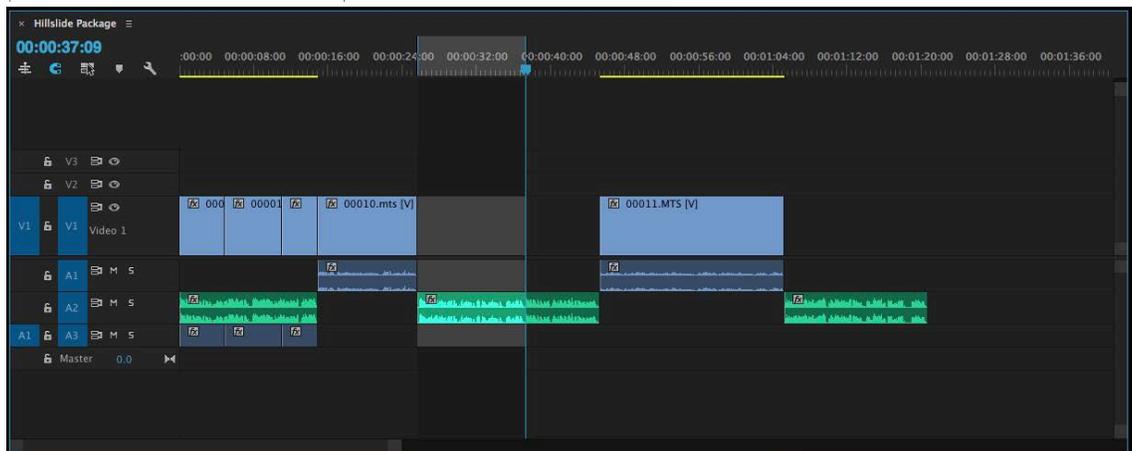


16. Move the playhead to snap immediately after "Jeanette sot" and hit "I" on the keyboard to Mark-in.

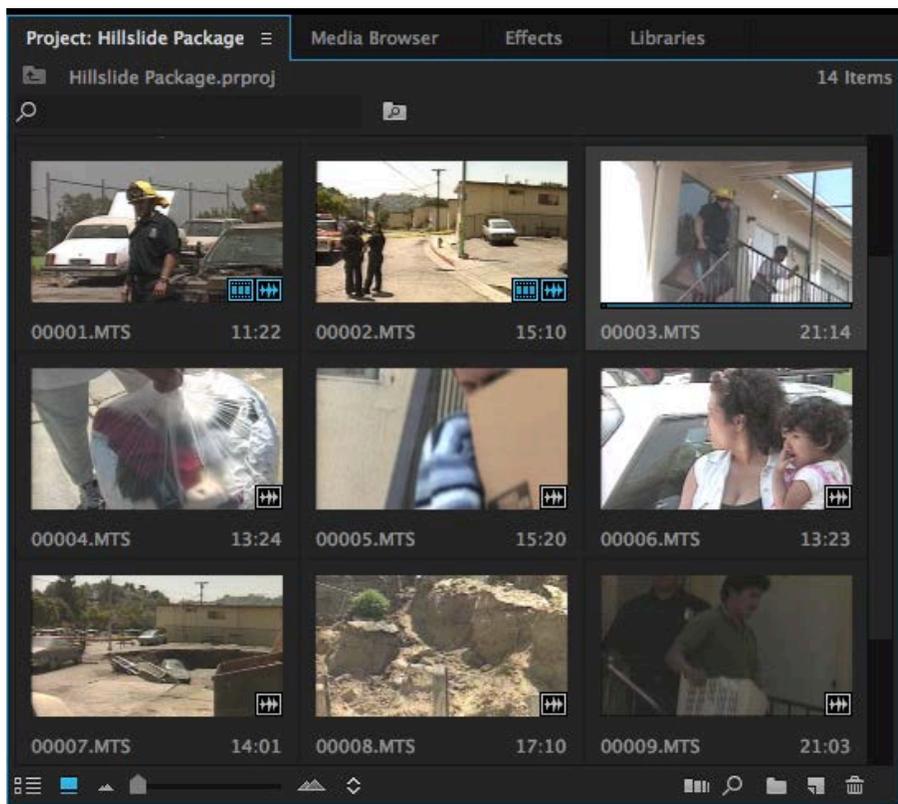


17. Play the sequence and Mark-Out after David Dow says, "For some, it was a frantic job."

<p>fireman carries bird cage</p>	<p>However, a short time later, the evacuated residents WERE allowed back in – but just for 15 minutes to collect their valuables and anything else they could carry. For some, it was a frantic job.</p>
----------------------------------	---



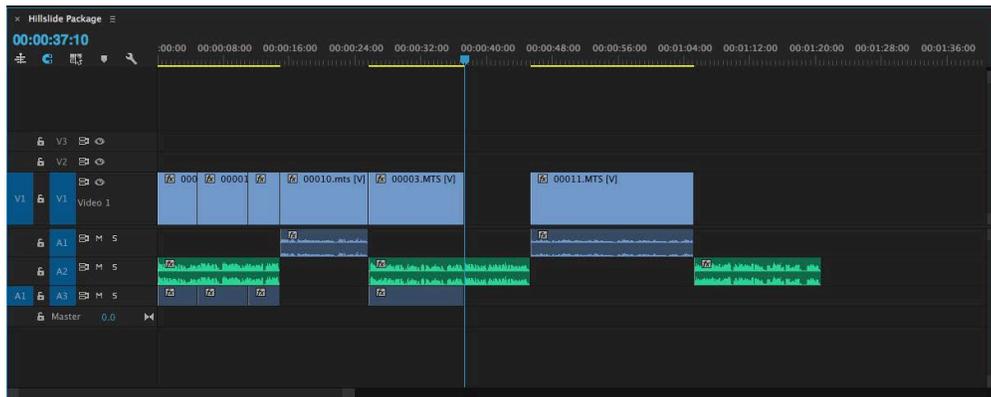
18. Double-Click on "fireman carries birdcage(00003.mts)" in the Hillside Bin to load it into the Source Monitor.



19. Mark-In after the fireman comes into focus.

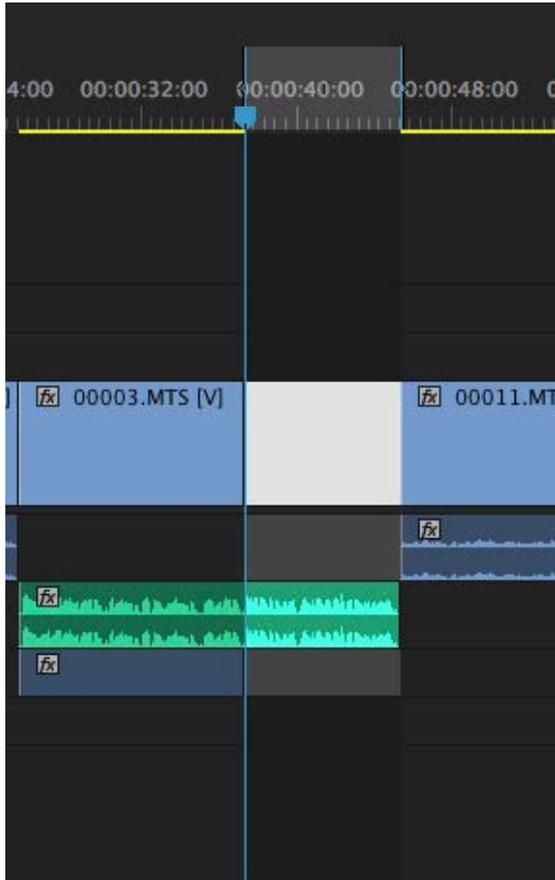


20. Click the **Overwrite Button**  or "." to Overwrite "fireman carries birdcage" on top of the marked section of VO.



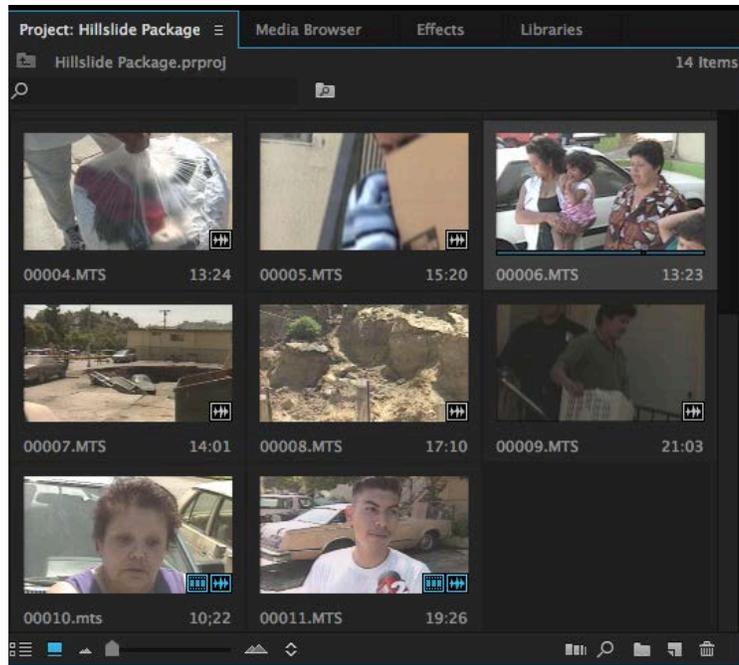
21. Select the remaining gap and the hit the forward-slash '/' key (the one next to the right-shift key) to mark that area.

faces of women & kids	But even though most have a place to
	spend the night, no one could tell
	them when or if it would ever be safe
	to return to their home.



OVERWRITING B-ROLL ON VO USING AN OUT-POINT INSTEAD OF AN IN-POINT

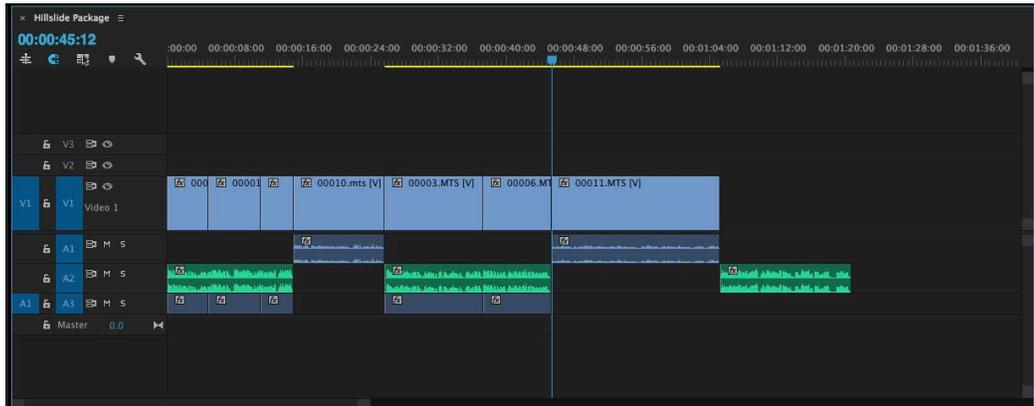
22. Double-Click on "faces of women & kids(000006.mts)" in the Hillside Bin.



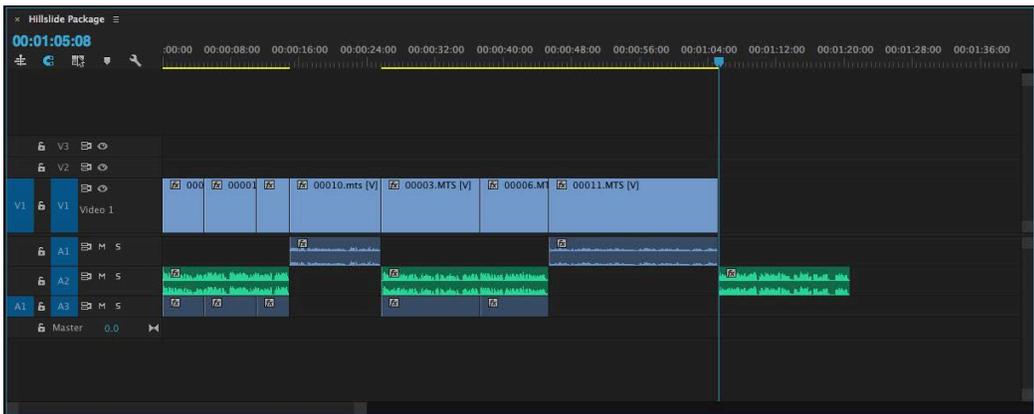
23. DO NOT MARK-IN, instead, find the frame right before the woman on the left looks at the camera using the arrow keys, and hit "O" to **Mark-Out**.



24. Click the **Overwrite Button**  or "." to Overwrite "faces of women & kids" on top of the marked section of VO.

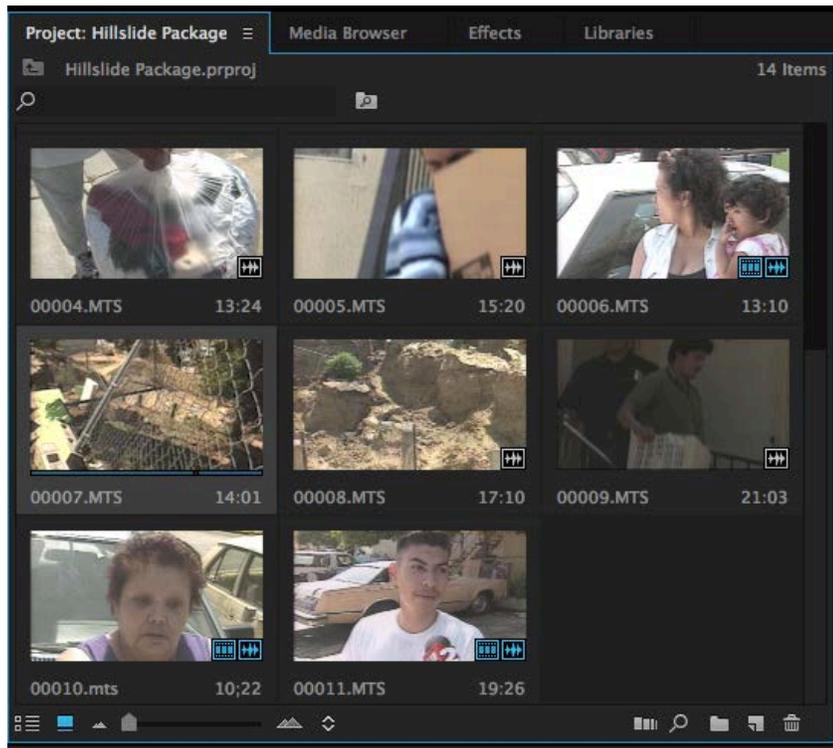


25. Move the playhead and snap after "Marta SOT." Hit "I" to Mark-In.

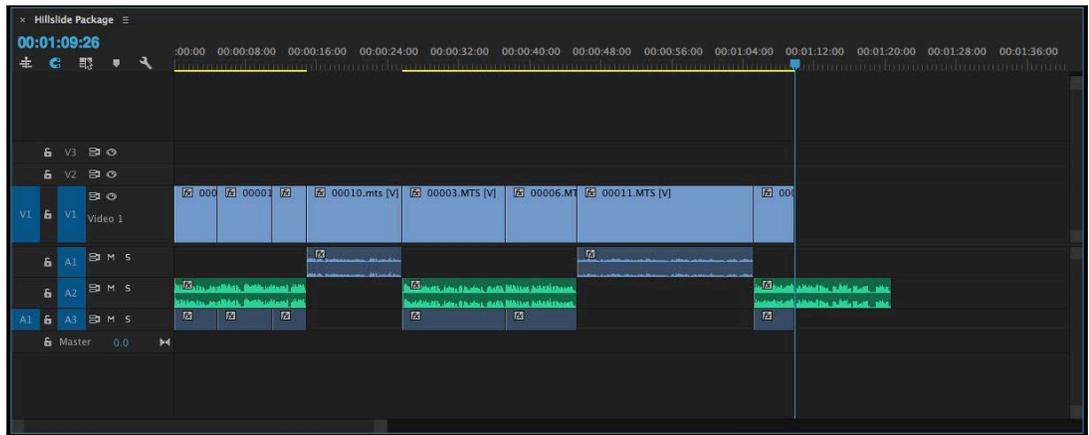


26. Repeat the 3-Point Editing process for **"pan to hill(00007.mts)"** between David Dow saying *"The cause of the slide ..."* and *"... at the bottom of the hill."* Make sure the pan completes in your selection. Do not cut in the middle of a pan.

dissolve to apts – pan to hill	The cause of the slide is believed to be related to construction at the bottom of the hill.
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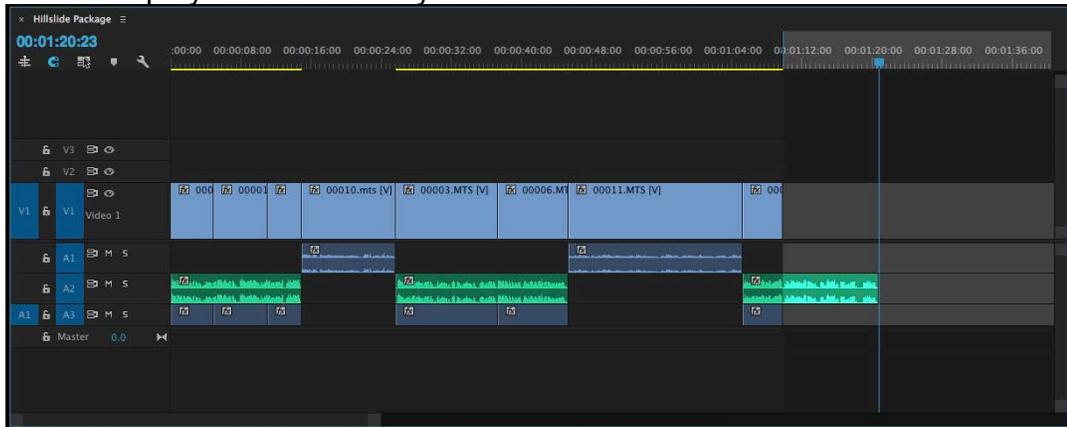


27. Immediately Mark-In after adding “pan to hill.”



ADDING THE LAST SHOT WITH 5 SECONDS OF PAD

28. Hit the "end" key (function-right-arrow on a laptop) on the keyboard to move the playhead to the very end of the timeline.

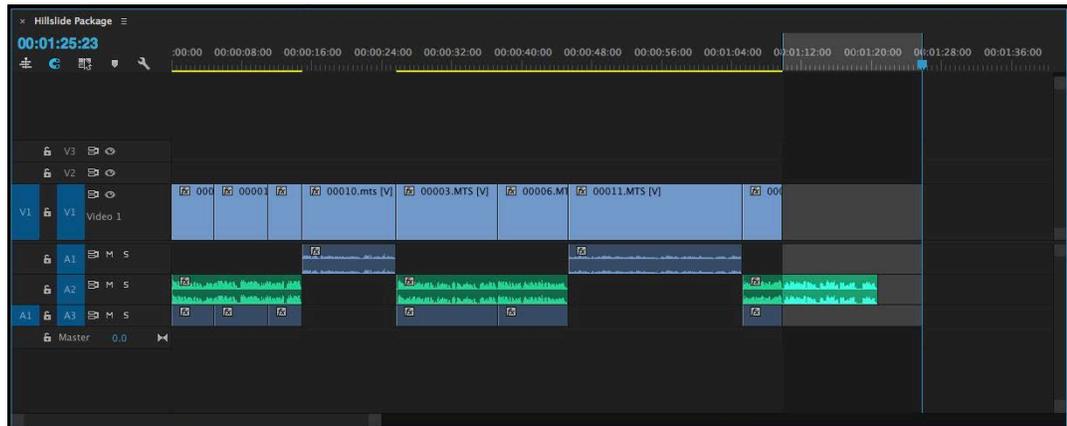


29. To add the 5 seconds of end-pad, click on the yellow time in the upper-left



corner and type "+500"

30. Hit "O" on the keyboard to **Mark-Out**. Notice the light gray area that represents your selection.



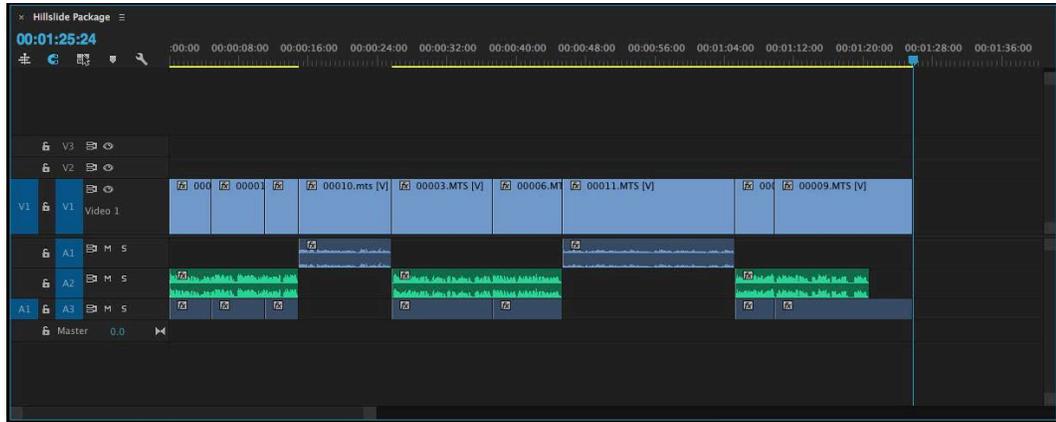
31. Double-Click on "leaving" in Hillside Bin.



32. Select a point after the man comes into focus, and Mark-In.



33. Click the **Overwrite Button**  or "." to Overwrite "man carries box, follow" on top of the marked section of VO and the area of pad.

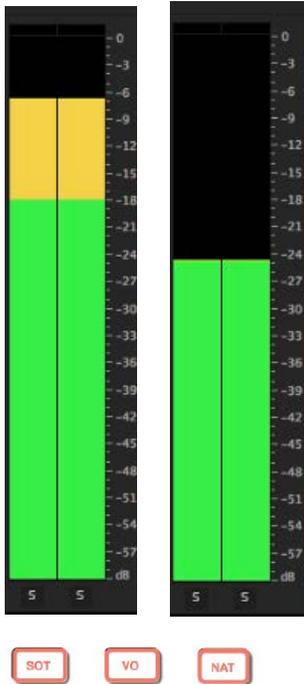


SETTING AUDIO LEVELS IN ADOBE PREMIERE PRO CC

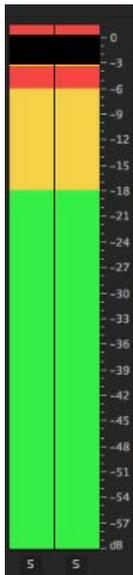
APPROPRIATE LEVELS:

SOT, Voice Over: -6 (about where the yellow turns into orange)

NAT: Approximately -25, but should be adjusted by ear.

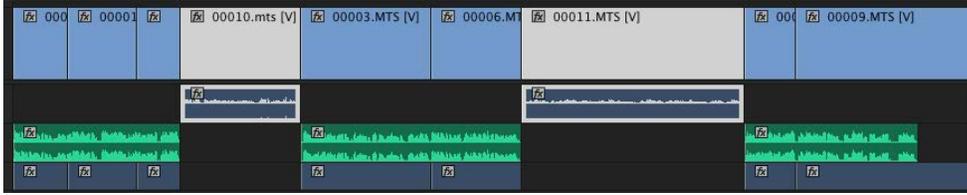


Never go into the Red. This means that your audio is clipping and will most likely sound distorted.

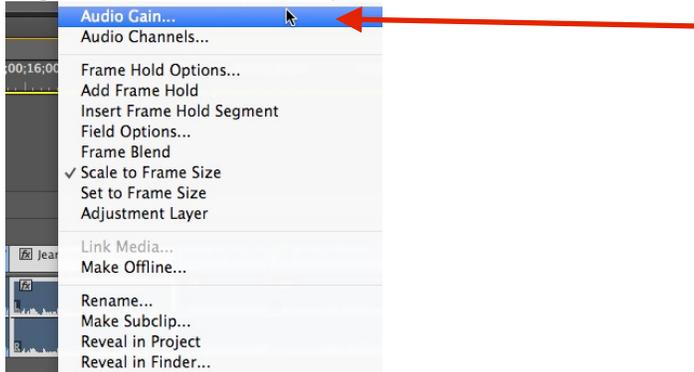


SETTING CLIP LEVELS USING AUDIO NORMALIZATION

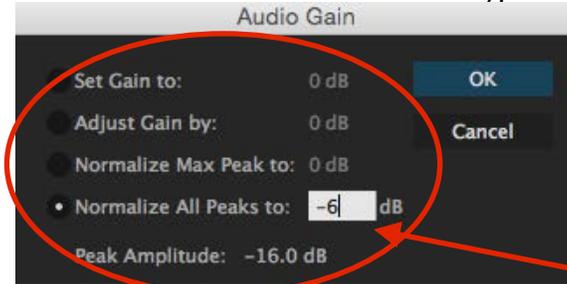
1. Select all the SOTS (Jeannette and Marta) in the timeline by holding down the shift-key and clicking on them.



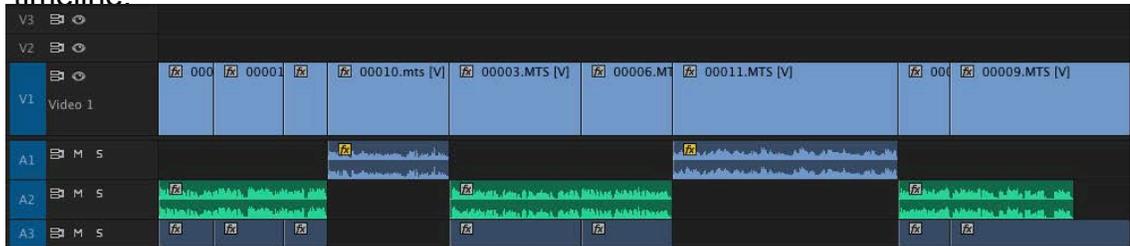
2. Right-Click on either clip and select “Audio Gain...”



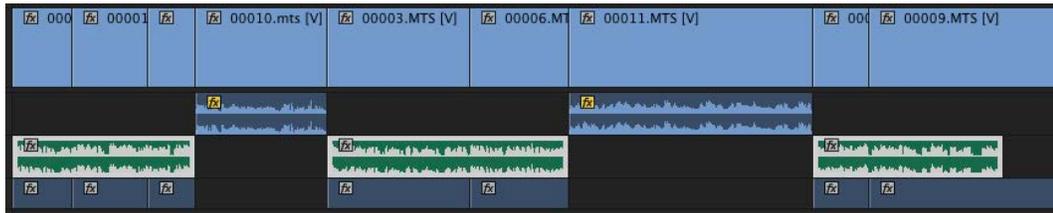
3. Select “Normalize All Peaks to:” type in “-6” then click OK.



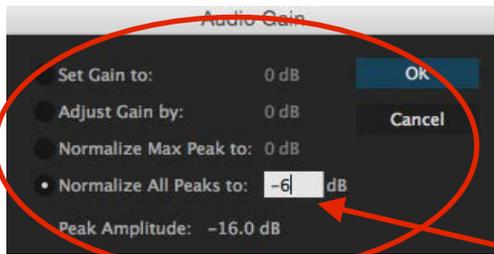
4. Deselect all clips within the timeline by clicking on a blank area of the timeline.



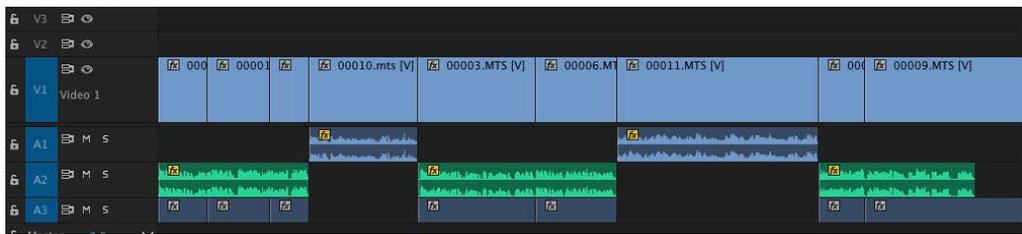
5. Select all of the Voice Over clips by holding down the shift key and clicking on each clip.



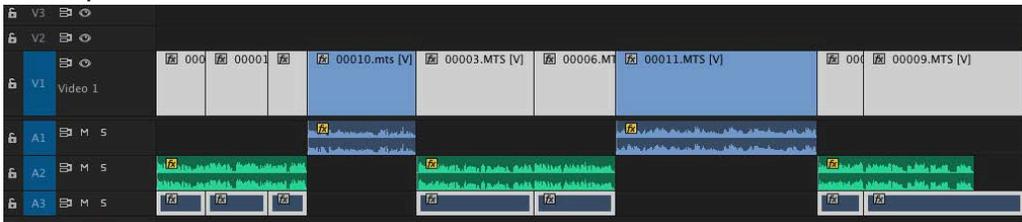
6. Select “Normalize All Peaks to:” type in “-6” then click OK.



7. Deselect all clips within the timeline by clicking on a blank area of the timeline.



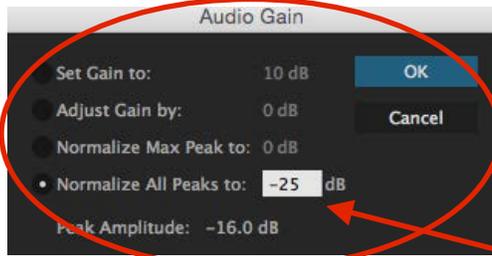
8. Select all of the B-Roll clips by holding down the shift key and clicking on the clips.



9. Right-Click on any of the selected clips and select “Audio Gain...”



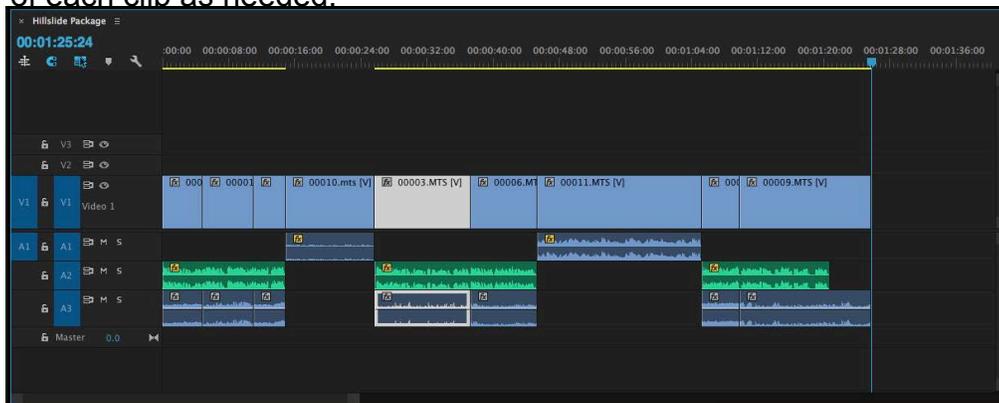
10. Select “Normalize All Peaks to:” type in “-25” then click OK.



11. Adjust the volume of an individual clip by dragging the black & white line in up and down.



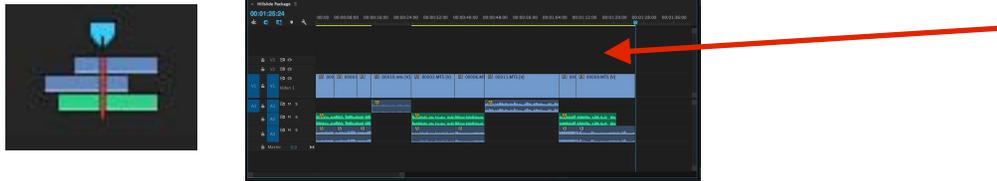
12. Review the audio levels by playing the timeline and adjusting the volume of each clip as needed.



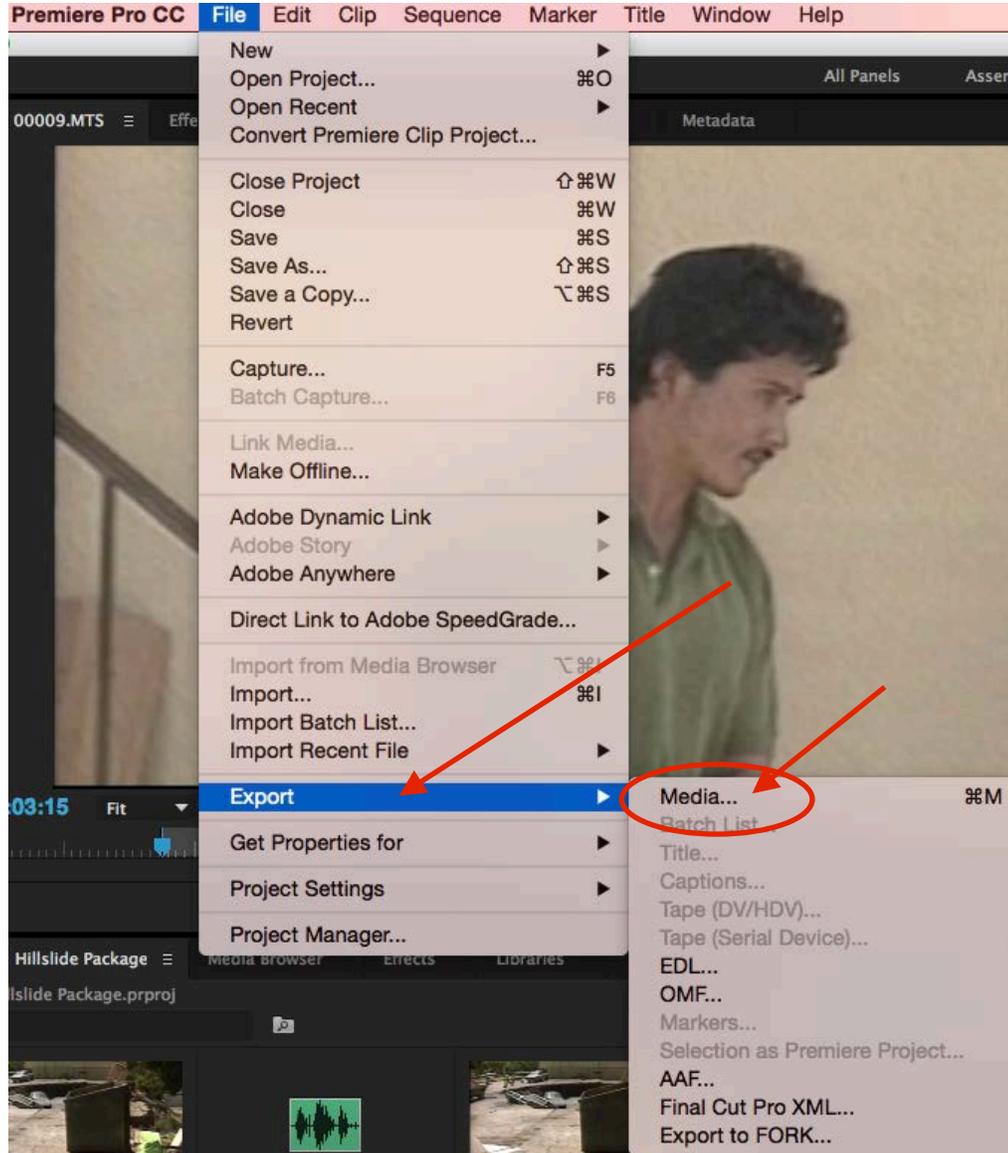
13. Double-check your audio levels by playing the timeline from the beginning.

EXPORTING A SEQUENCE FOR YOUTUBE AND OTHER SITES

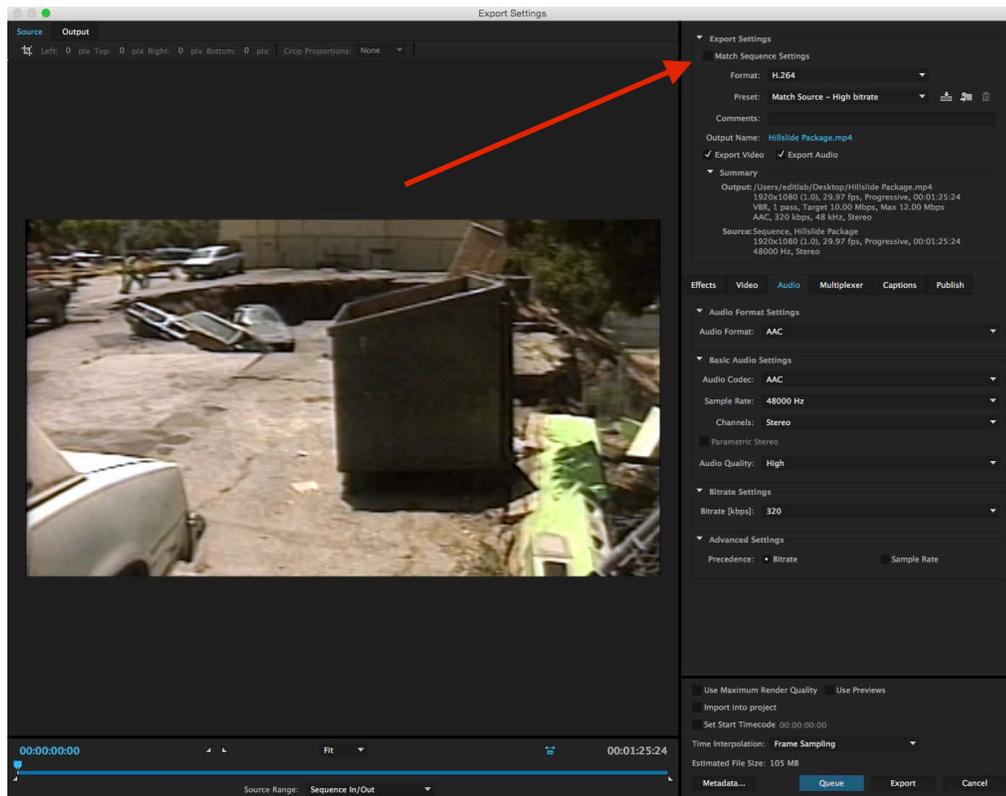
1. Select your Sequence by clicking on it.



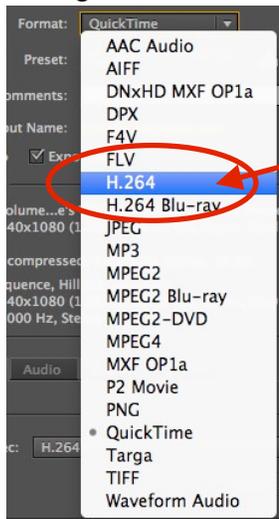
2. Go to **File -> Export -> Media ...** to open the Export Settings Window.



3. Make sure Match Sequence Settings is un-checked.

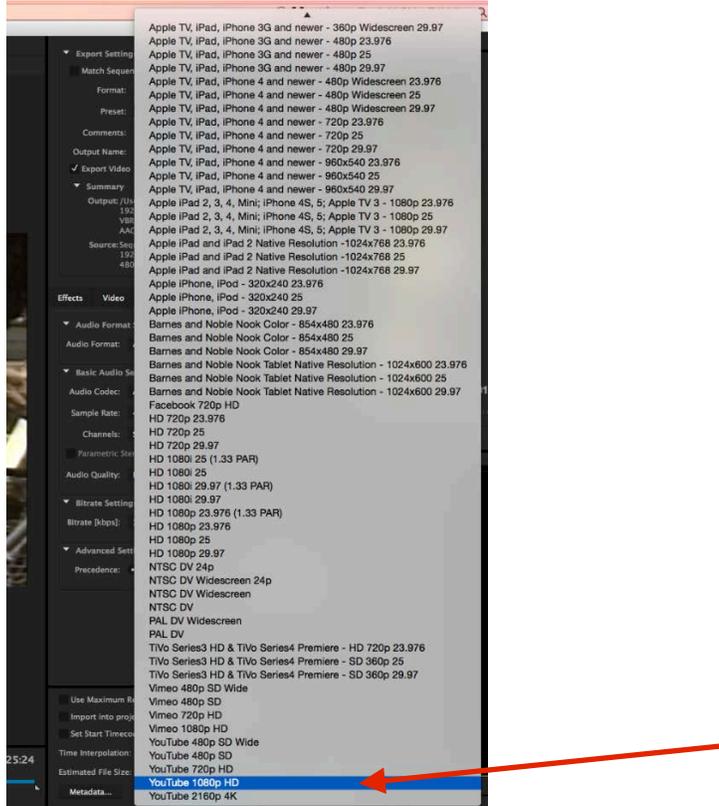


4. Change the "Format" to H.264.



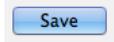
5. Change "Preset" to **YouTube 1080 HD**.

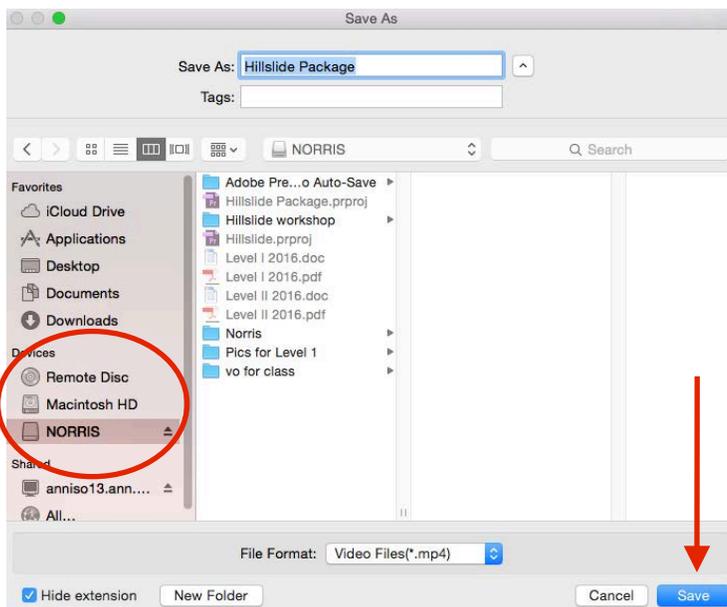
⚠️ BE CAREFUL: There are many YouTube settings.



6. Click on the Blue Sequence Name in Output Name:



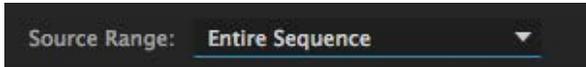
7. Select your Hard Drive, name your sequence and hit the  button.



8. Make sure "Export Video" and "Export Audio" are both checked.

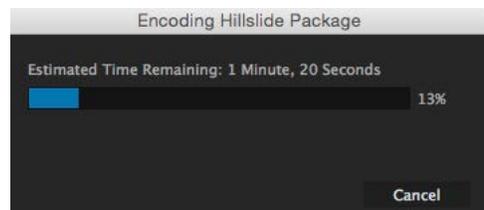


9. In the bottom-left of the window, set "Source Range" to "Entire Sequence."



10. Click the  button.

11. Be patient while the sequence exports.



12. Using the Finder (or Windows Explorer), locate your sequence on your hard drive and double-check to make sure it looks and sounds okay.

13. Upload.