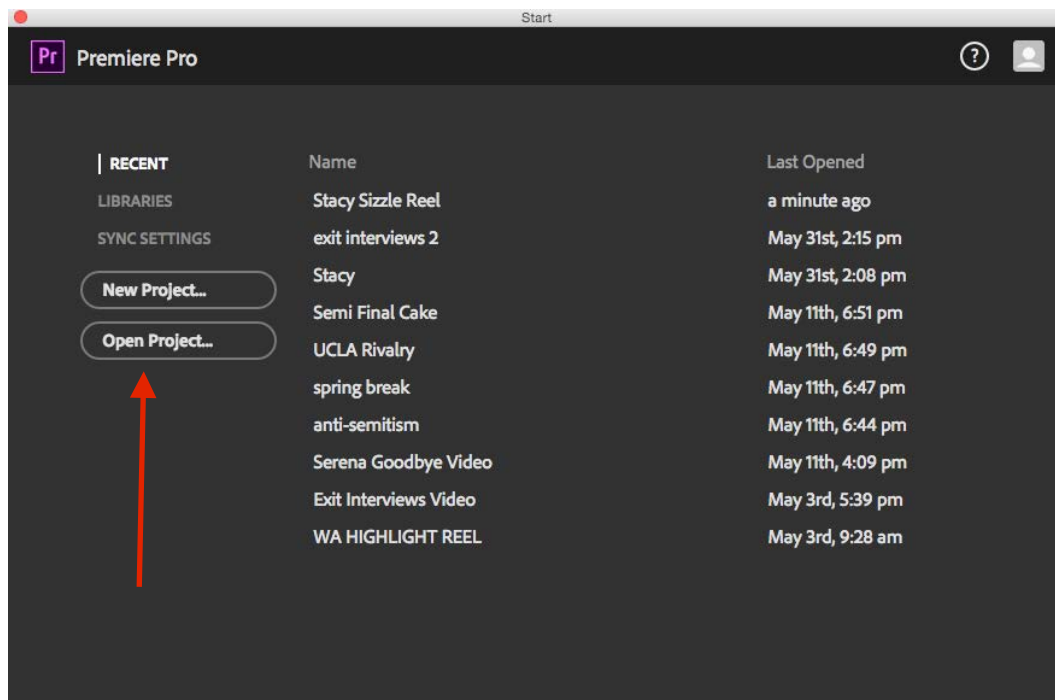


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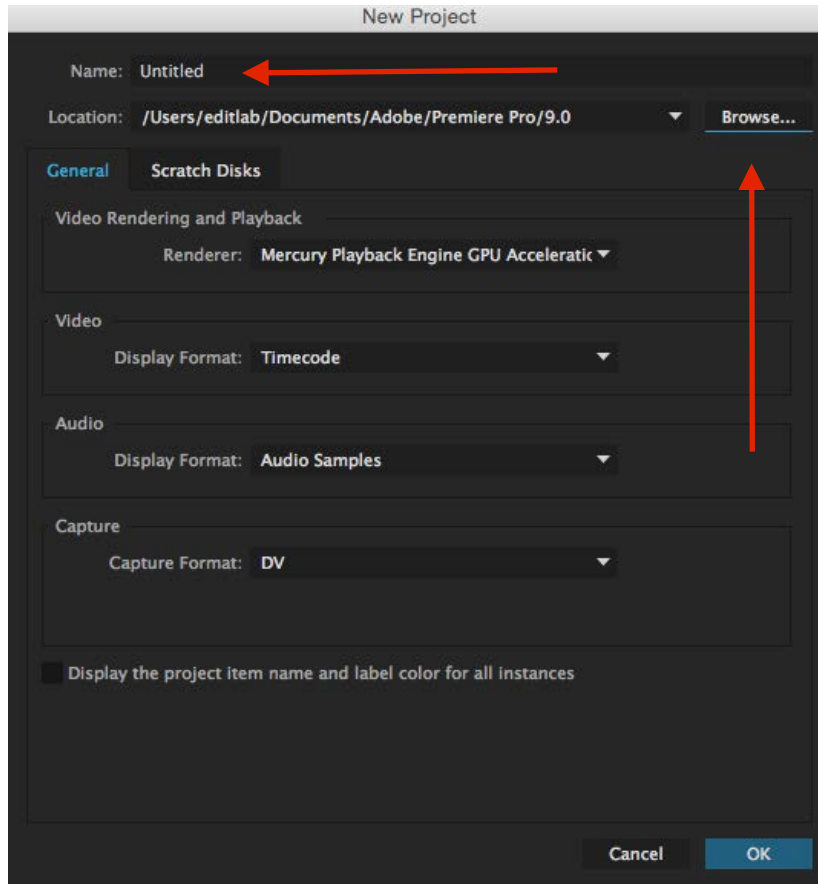
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CREATING A NEW PROJECT IN ADOBE PREMIERE PRO

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..." under "**Create New.**"

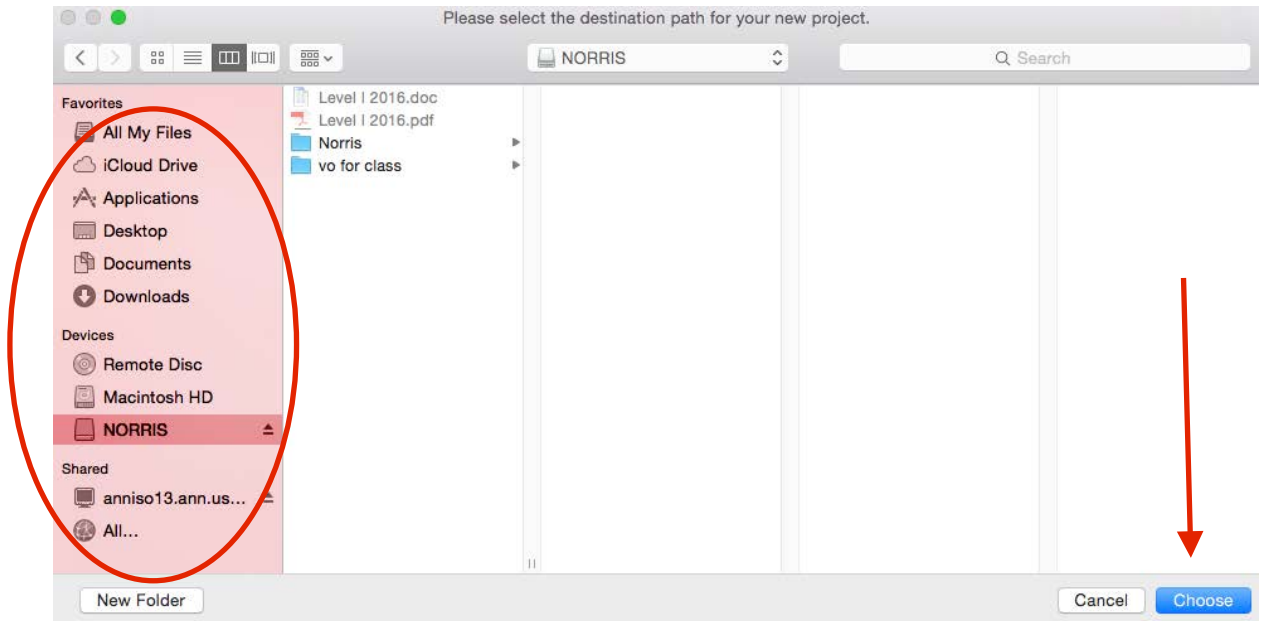


3. In the **New Project Window** rename “Untitled” to “Hillside.”

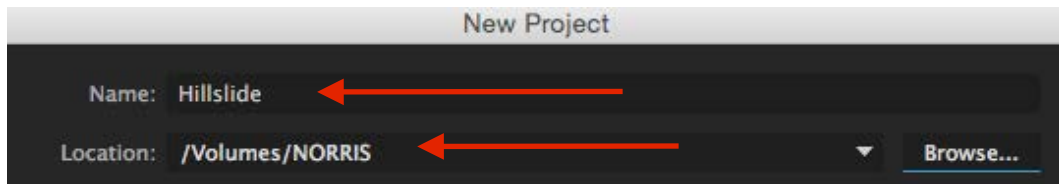


4. Click **Browse...** to set the “Location” of the project.

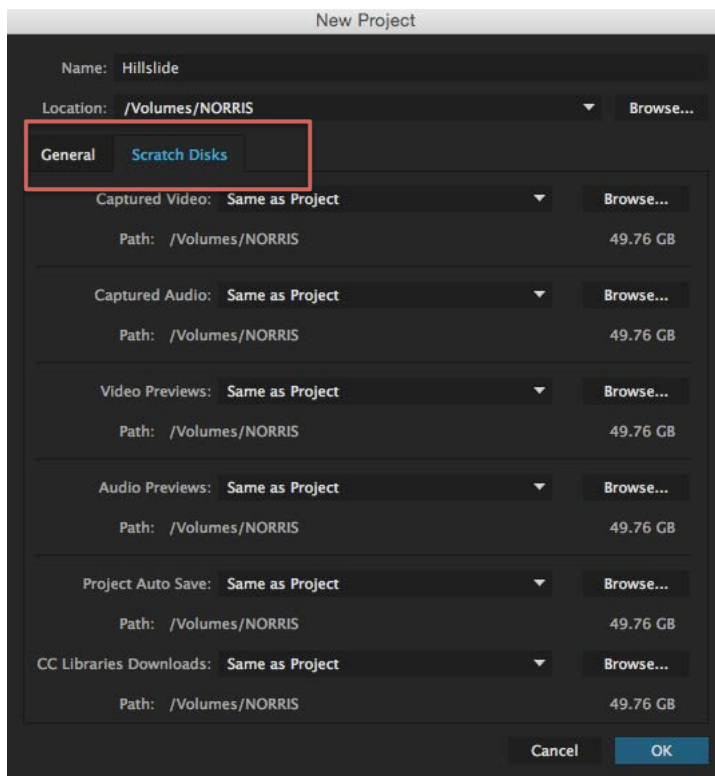
5. In the "Please select the destination path for your new project" window, select your external drive or other location where you would like your project to go from the devices menu, and then click **Choose**.



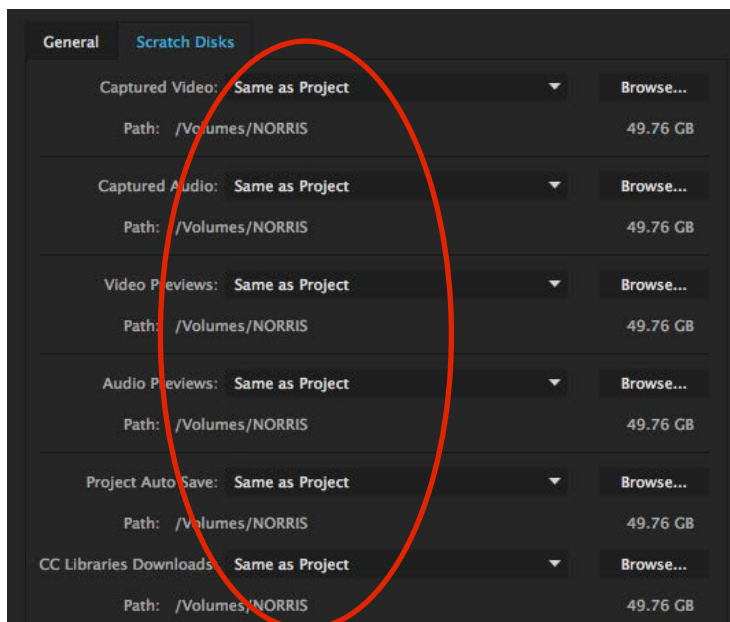
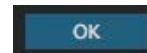
6. Verify that your project is named correctly and is in the correct location.



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



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

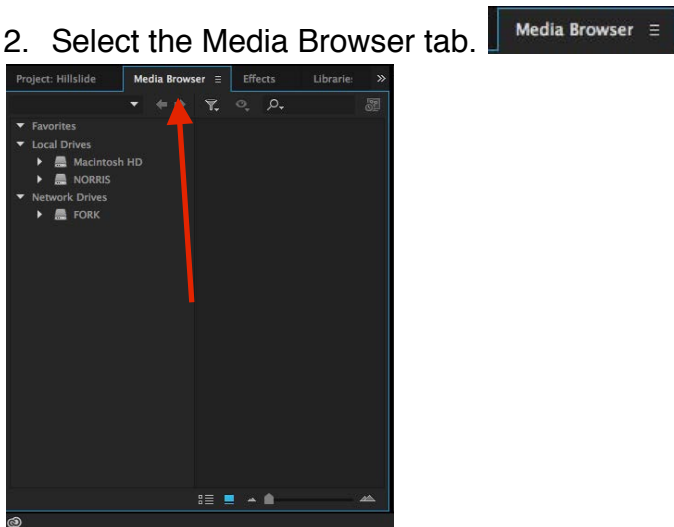


IMPORTING FOOTAGE INTO PREMIERE PRO CC

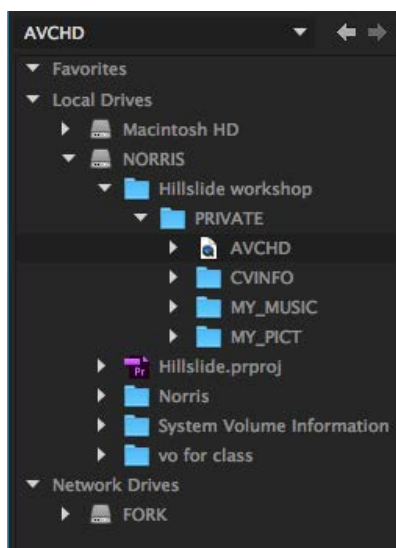
⚠ WARNING: DO NOT work with footage directly from a media card. First, copy the entire card to your hard drive (or you can use Disk Utility to create and save a new image), eject the card, and then work with the copy. If you do not follow this procedure, you will lose your footage.

IMPORTING FOOTAGE USING THE MEDIA BROWSER

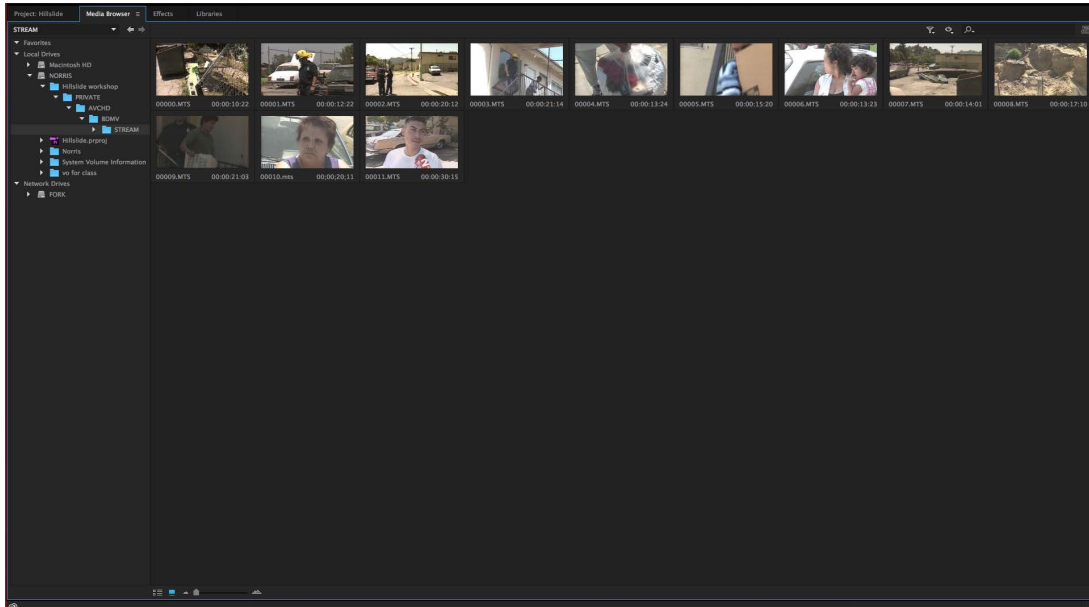
1. Create a new project.
2. Select the Media Browser tab.



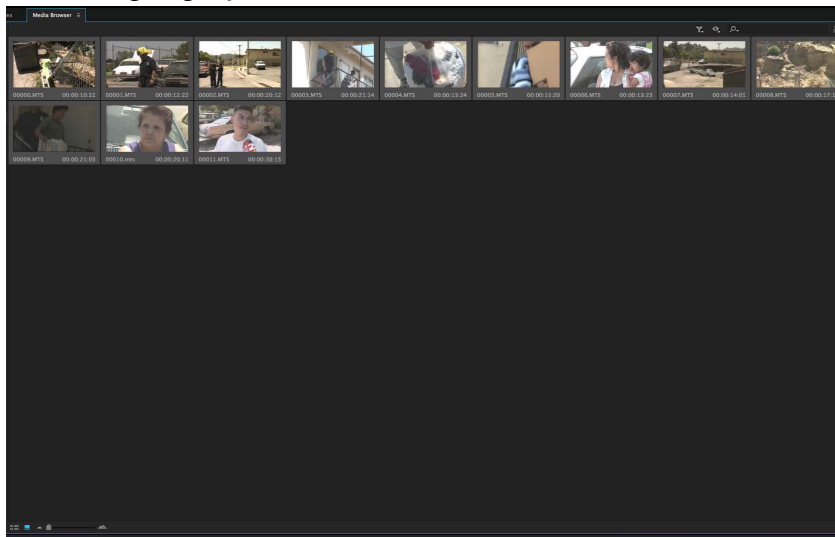
3. In the Media Browser Pane, navigate to your card's media folder (usually under "Private"). Some media will be recognized simply by selecting your card's folder.



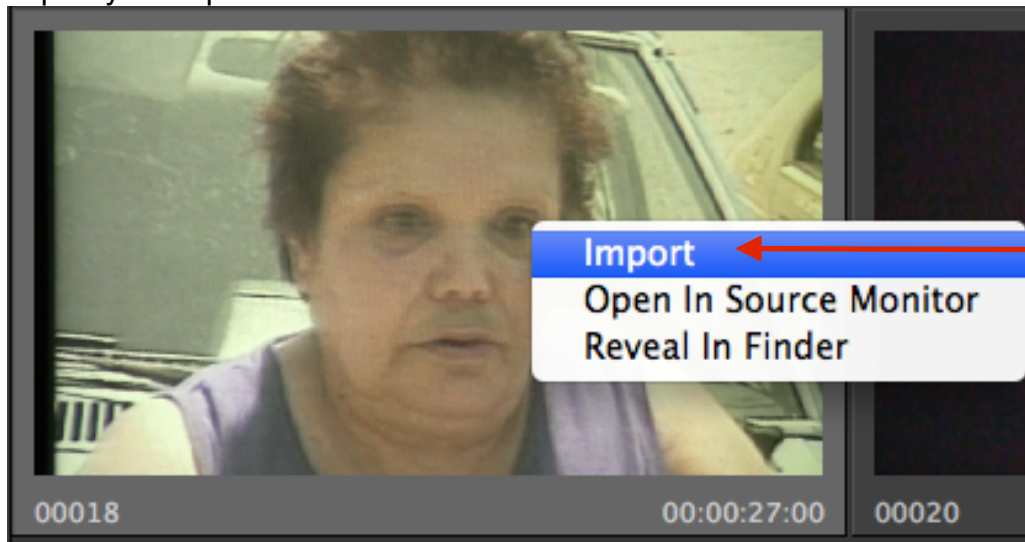
4. After you have selected the media folder of your card, hit the tilde '~' key to bring the pane to full screen.



5. Use the clip size slider, located in the bottom left-hand corner, to make your clips larger.
6. 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.

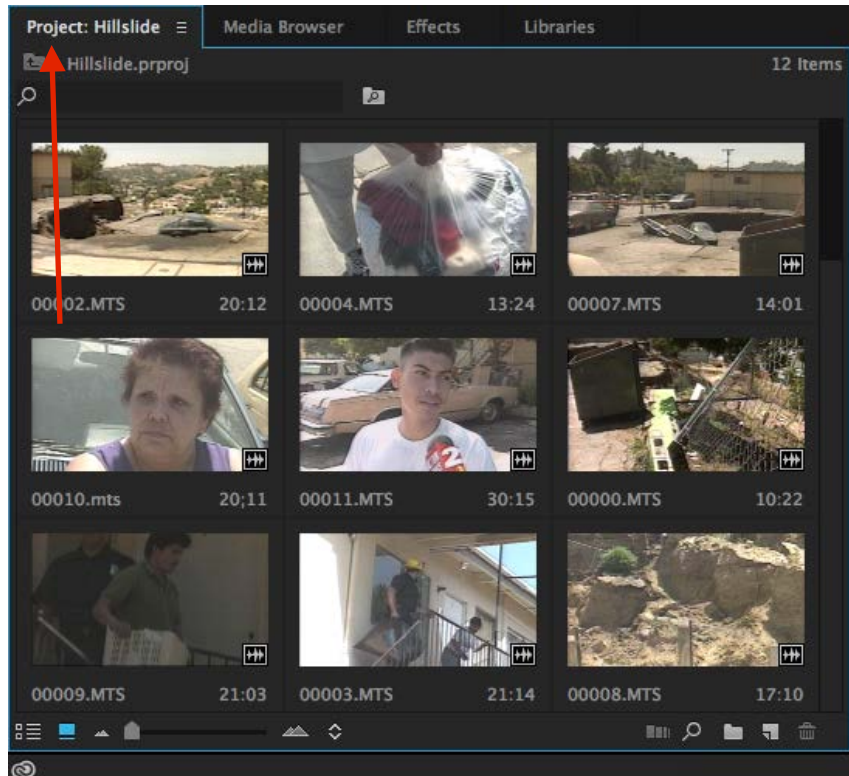


8. This will import the clips into your project. You can then rename your clips by Double-Clicking on their name and typing a new one.



NAMING CLIPS

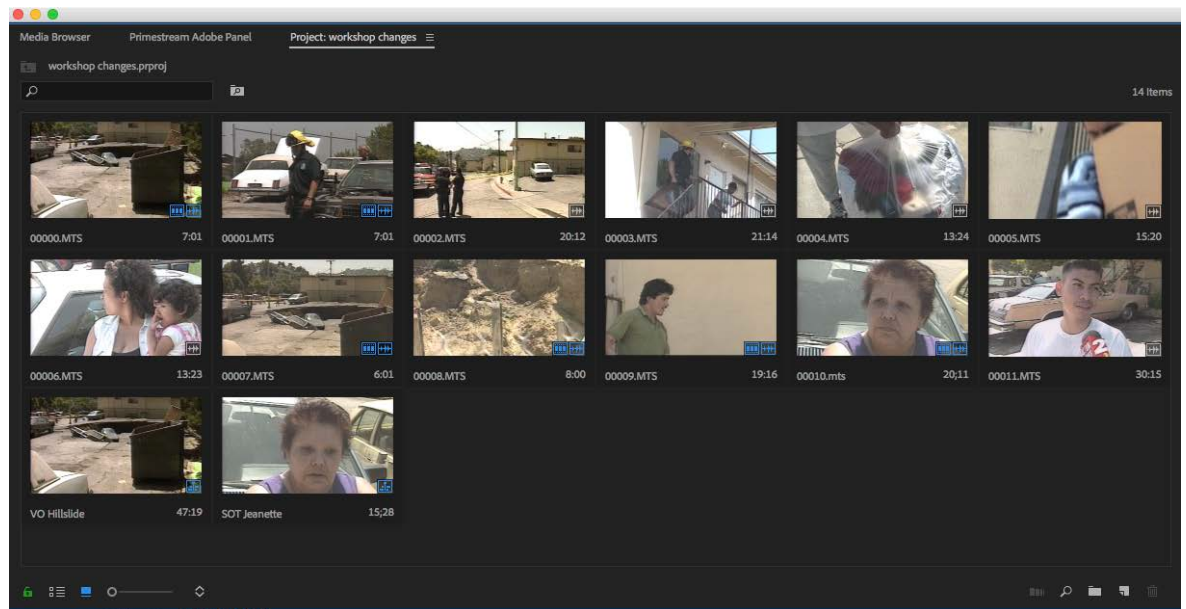
1. Go to the Project panel to rename your clips. (Optional)



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

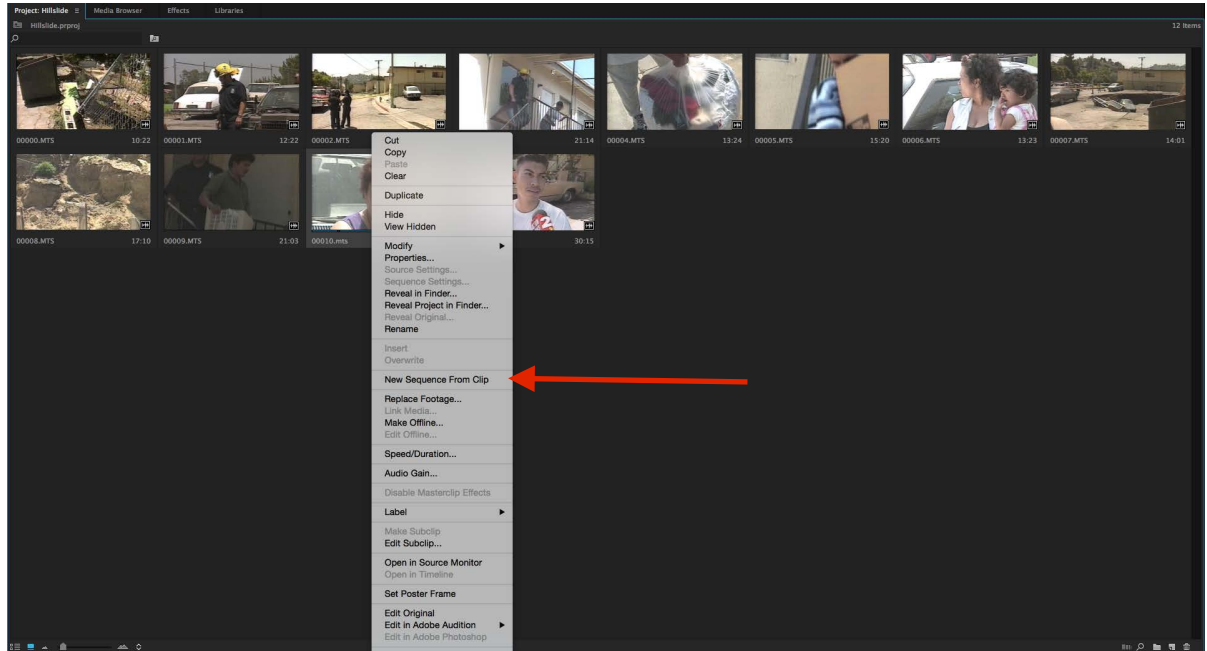


3. Continue renaming all of the ingested clips as follows:
00000.MTS = cars and apartment
00001.MTS = cu fireman
00002.MTS = pan from apts
00003.MTS = fireman carries birdcage
00004.MTS = boy picks up bag
00005.MTS = man carries box
00006.MTS = faces of women & kids
00007.MTS = pan to hill
00008.MTS = 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.

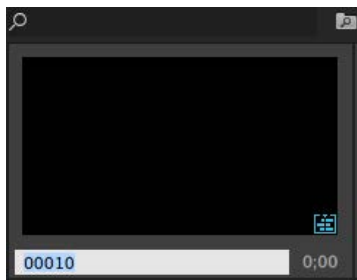
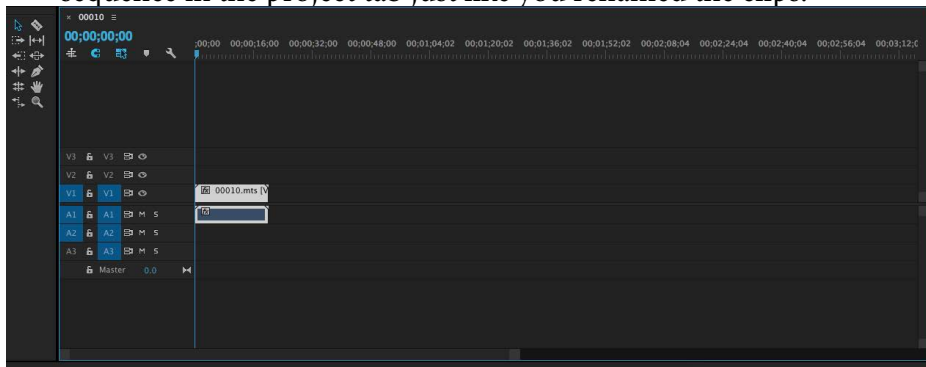


CREATING A NEW SEQUENCE

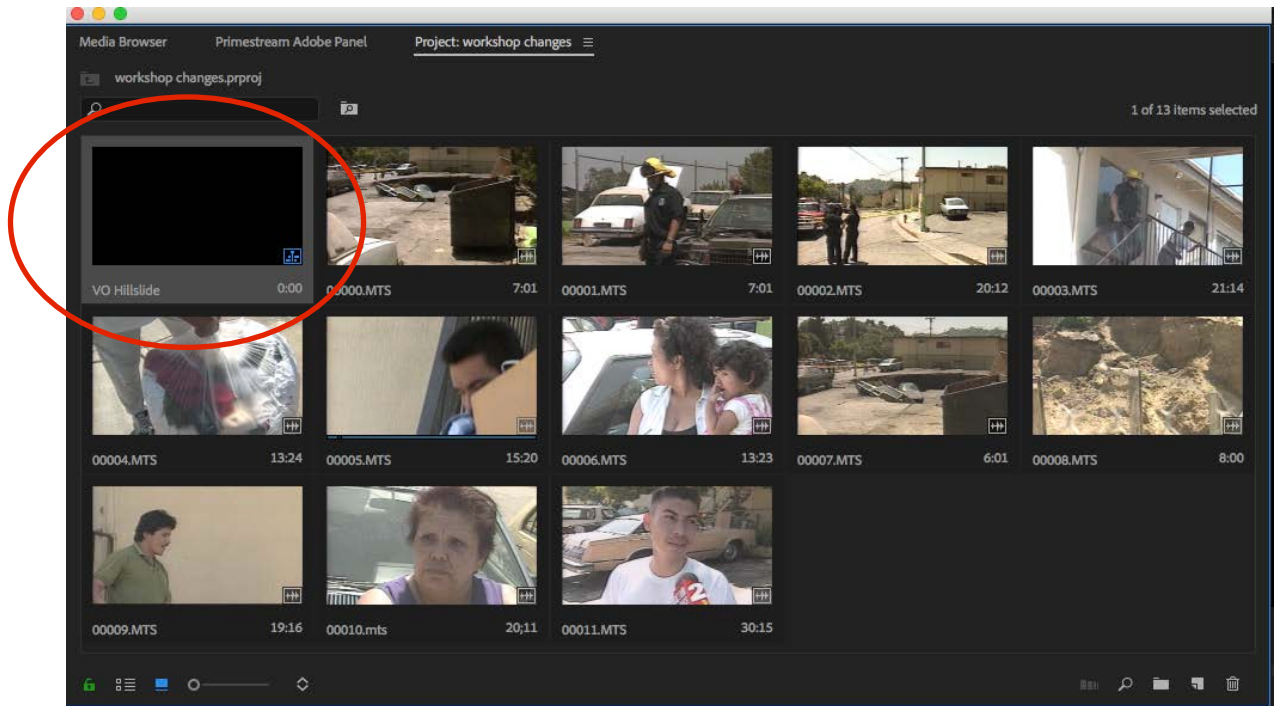
1. To create a sequence go to your project tab and right click on any clip to reveal a side menu. In this menu select **New Sequence From Clip**. This will create a Timeline with the same video settings as your clips.



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 “VO Hillside”. At this point your sequence will have the blue symbol in the lower right corner.

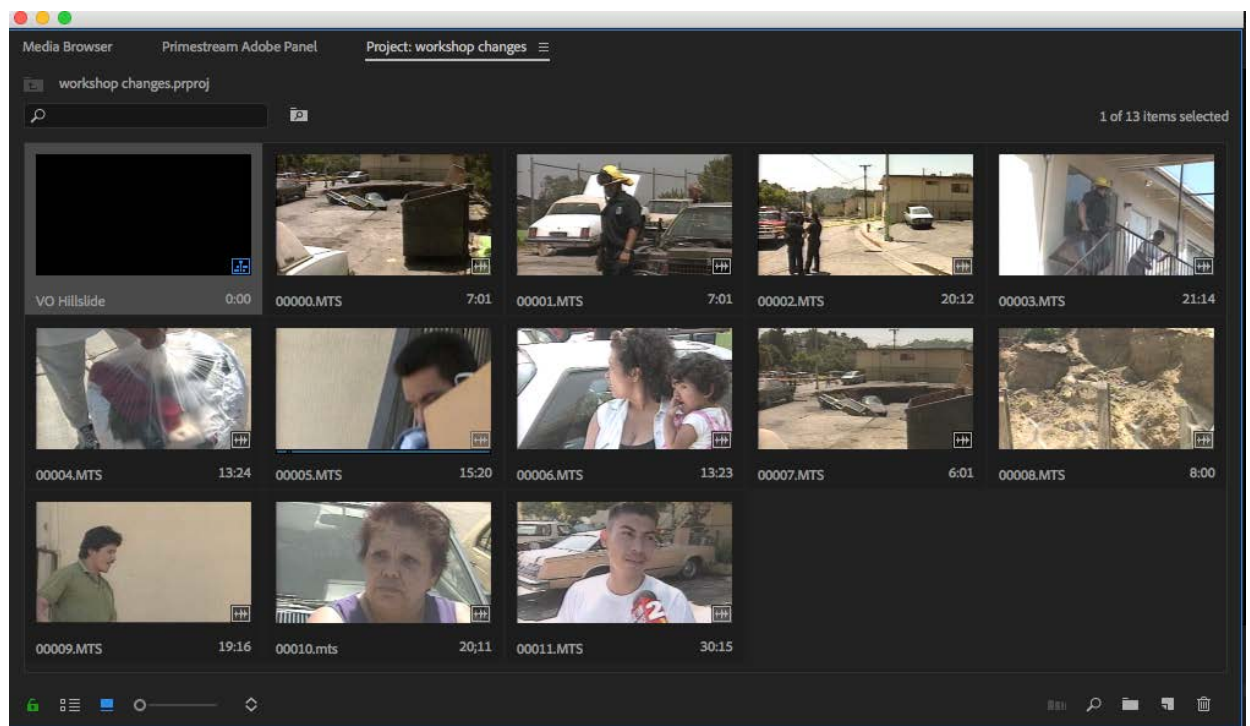


SELECTING THE FIRST CLIP

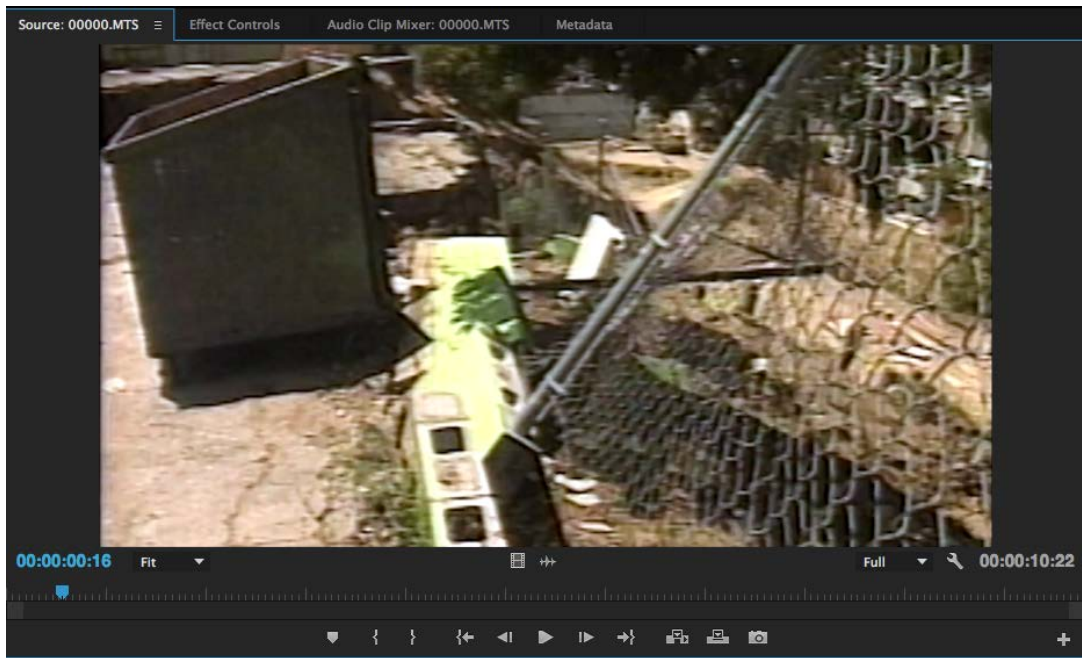
1. According to our script, our first shot is called "cars and apartment" and is 7 seconds long.

At: 00 MS cars and apartment	The slide collapsed a parking lot next to four apartment buildings. It created a sinkhole that trapped several cars in the deep gorge.
Dur 7:00 + 1:00	

2. In the **Hillside Bin** double-click on "cars and apartment", or clip (00000.MTS)



3. This will open "cars and apartment" in the **Source Monitor**.



4. Press the **spacebar** to begin playing the clip. Press the **spacebar** again to stop right before the pan begins to move, then hit the "I" key to **Mark-In**.
You can also drag the blue playhead to scan through the clip.



5. Click on the yellow numbers in the bottom left corner to highlight them.



6. Type in +800 and hit enter to jump the playhead forward 8 seconds.

7. Hit the "O" key on the keyboard to **Mark-Out**.



8. Take note of the highlighted gray area at the bottom of the **Source Window**. This is the 8 seconds you selected.



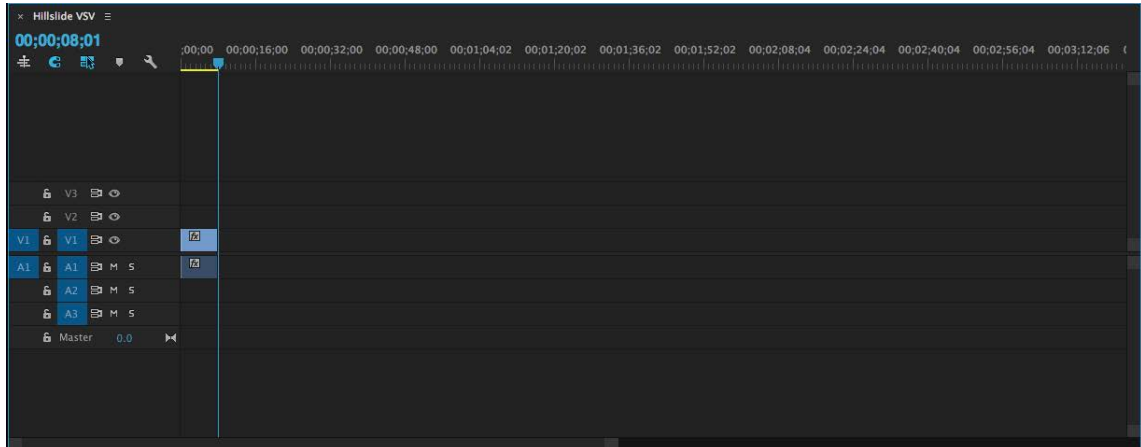
You can verify that you have selected eight seconds by looking at the number on the bottom right of the screen. (It will say you have selected 8 seconds and 1 frame but that's OK.)

00;00;08;01

INSERTING B-ROLL CLIPS INTO THE TIMELINE

1. Hit the **Insert Button**  in the **Source Window** or the "," key to **Insert** the selected portion of your clip into the timeline.

Your timeline should look like below.



2. Continuing to use the script, our next shot is 7 seconds of "cu fireman."

At:09 cu fireman

Dur 7:00

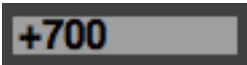
Fire officials are worried the apartment complex might also tumble down the hill, so they ordered the evacuation.

3. Double-Click on "cu fireman" in the **Hillside Bin**. (00001.MTS)



4. Play the clip using the **spacebar** or drag the blue playhead to the point where you see the fireman then hit "I" on the keyboard to **Mark-In**.



5. Click on the blue numbers in the lower left corner to highlight them then type "+700"  and hit enter to move the playhead forward 7 seconds.

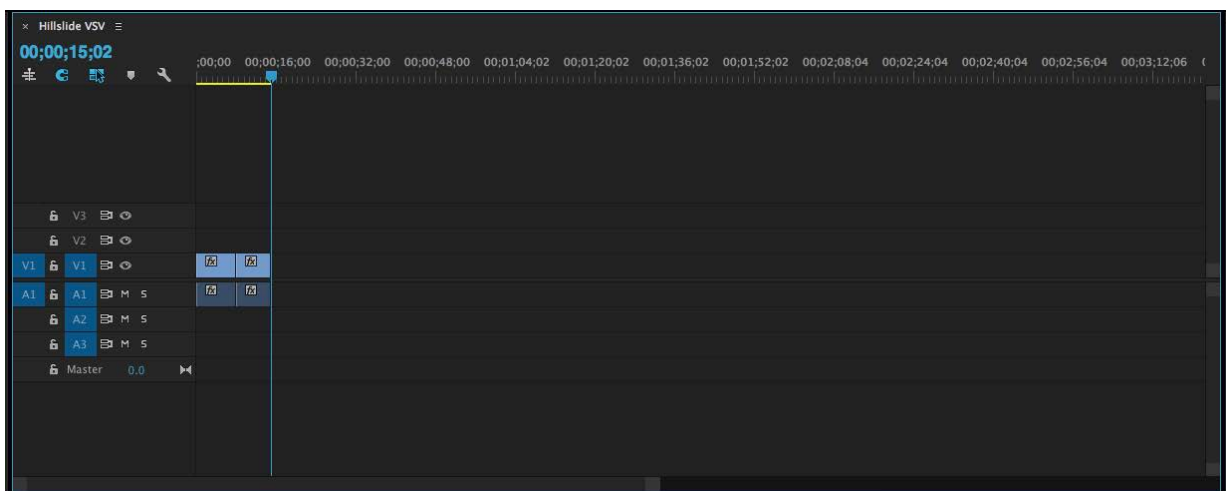
6. Hit the "O" key to **Mark-Out**.



7. Verify your selected time is 7 seconds. **00:00:07:01** As before your duration will be 1 frame over 7 seconds.

8. Make sure your playhead is at the end of "cars and apartment."

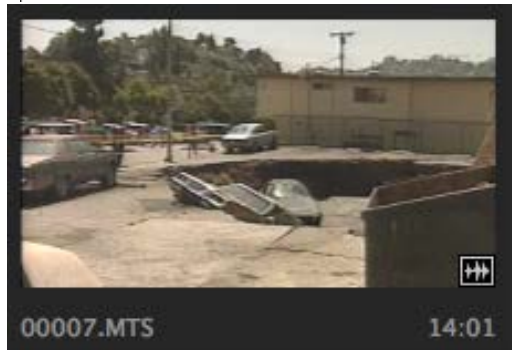
9. Hit the **Insert Button**  or the "," key to **insert** the "fireman cu" clip into the timeline.



INSERTING THE REMAINING B-ROLL INTO THE TIMELINE

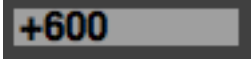
1. Double-Click on "pan to hill" (00007.MTS) to open it in the **Source Window**.

At :27:04 pan to hill	The cause of the slide is believed to be related to construction at the bottom of the hill.
Dur 6:00	



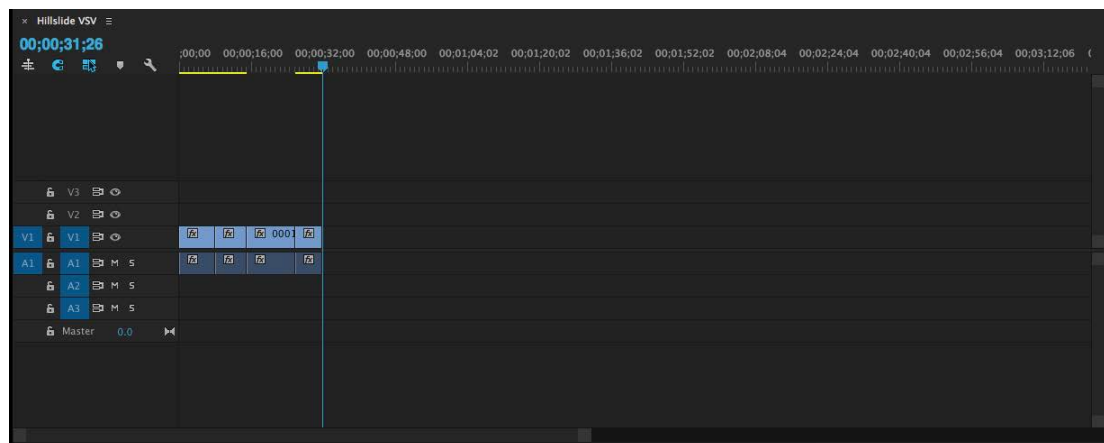
2. Find the location a bit before the camera pans from the cars to the hill, then hit "I" on the keyboard to **Mark-In**.



3. Move the playhead forward 6 seconds  and then hit "O" to **Mark-Out**.



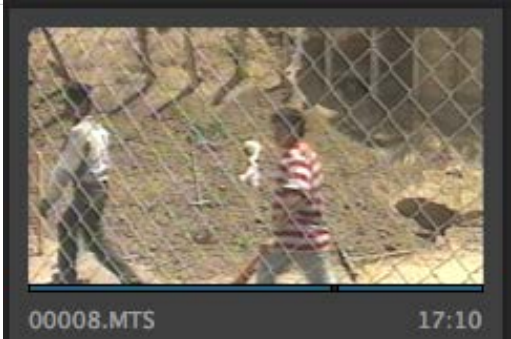
4. Click the **Insert Button**  or "," to **insert** the clip into the timeline.



MARKING THE END OF A CLIP FIRST

1. Double-Click on "steel beams" (00008.MTS) to load the clip in the **Source Window**.

At :33:04 steel beams	Workers had driven steel beams to support the hill for a new condominium complex. But the effort didn't work.
Dur 8:00	



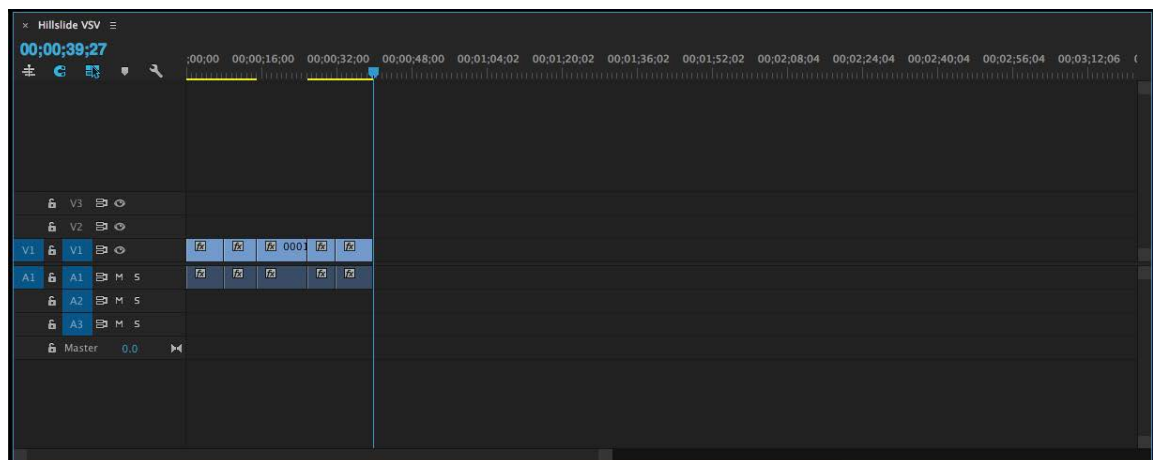
2. Using the **spacebar**, find a point in "steel beams" a bit after the camera pulls out then hit "**O**" to **Mark-Out**.



3. In the location box type -800  then hit "I" to **Mark-In**.



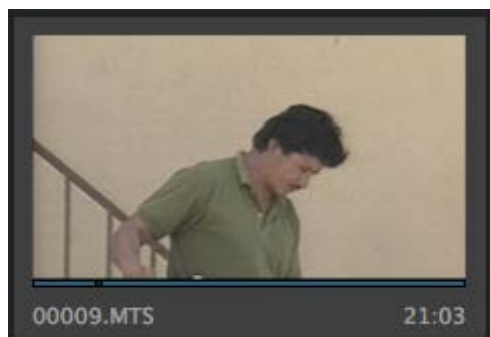
4. Hit the **Insert Button**  or "," to **insert** "steel beams" into the timeline.



INSERTING 5 SECONDS OF PAD WITH THE FINAL CLIP

5. Double-Click on "leaving" to load it in the **Source Window**.

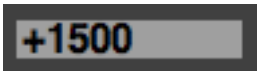
At :41:04 leaving Dur 10:00 + 5:00 T.R.T. 56:04	And now many residents say they aren't sure they EVER want to return, even if the hill and their apartments are eventually declared safe.
---	---



6. Find a point in the clip immediately after the man carrying the box comes into focus and hit "I" to **Mark-In**.

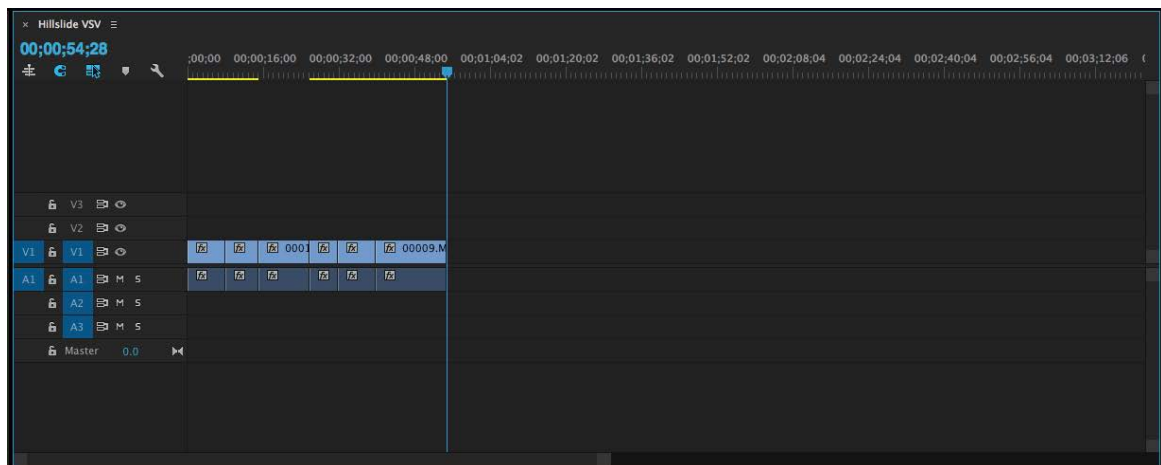


7. Based on the script the shot needs to be 10 seconds long plus we need 5 seconds of pad making the shot a total of 15 seconds. Move the playhead

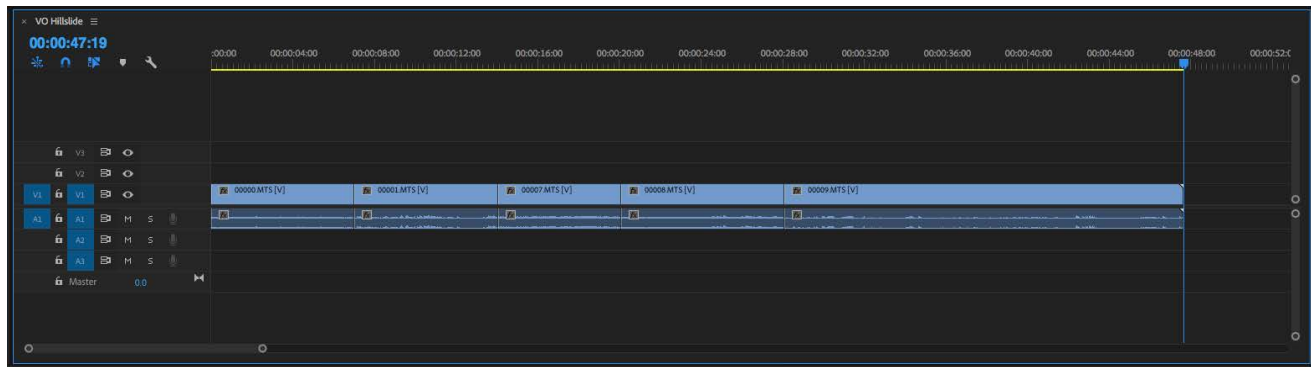
forward 15 seconds  then hit "O" to **Mark-Out**.



8. Click the **Insert Button**  or "," to **insert** the final clip with pad into the timeline.



9. Hit the "\" (backslash) key to show the whole timeline in the Timeline Pane.

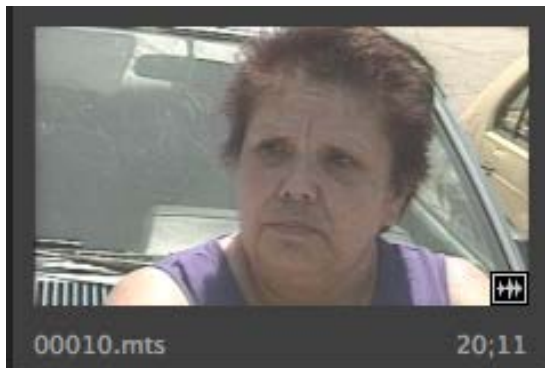


CREATING A SOT SEQUENCE IN THE TIMELINE

1. Our SOT starts with Jeanette saying, "We just grabbed..." and ends with her saying "because we can't go in there."

AT :16 SOT full	
SUPER; Jeanette Carinio/Resident	SOUND UP: "We just grabbed... SOUND OUT: because we can't go in there."

2. Double-Click on "Jeanette SOT" to open the clip in the **Source Window**.



3. Using the **spacebar** to play/stop and the **arrow keys** to fine tune, find *exactly* where Jeanette begins to say "We just grabbed..." then hit the "I" key to **Mark-In**. Use the left/right arrow keys to move one frame at a time.

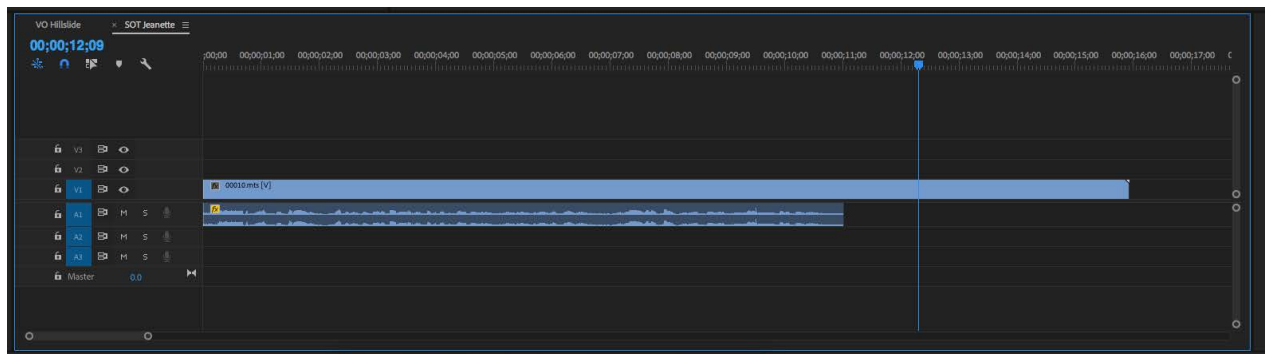


- Using the **spacebar**, play "Jeanette SOT" and stop immediately after she says "...because we can't go in there." Then hit "**O**" to **Mark-Out**.



The clip duration should be between 10 and 11 seconds long.

- Hit the **Insert Button**  or "," to insert "Jeanette SOT" into the timeline. **DRAG OUT ONLY V1 (VIDEO) FOR PAD.**

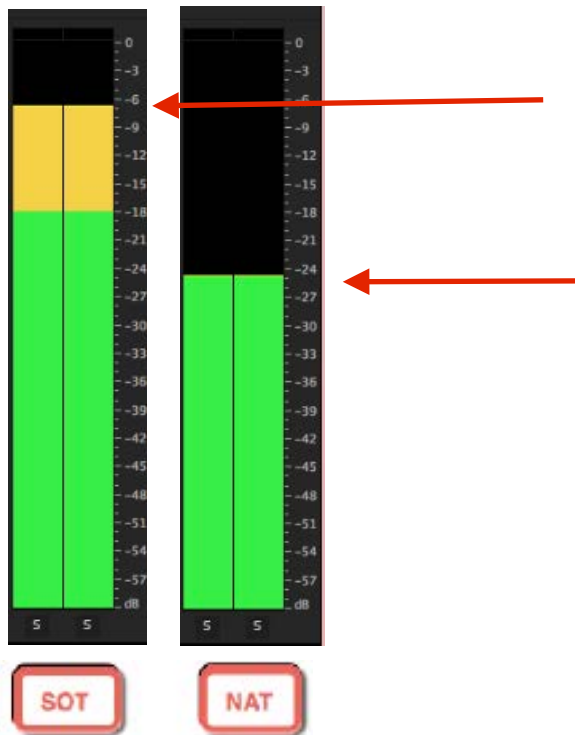


SETTING AUDIO LEVELS IN ADOBE PREMIERE PRO CC

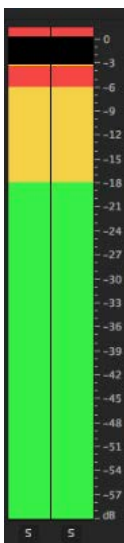
APPROPRIATE LEVELS:

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

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

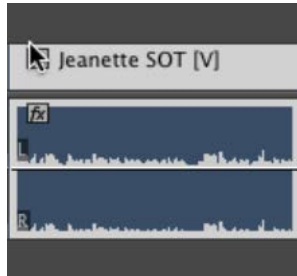


Never go into the Red. This means that your audio is clipping and will most likely sound distorted.

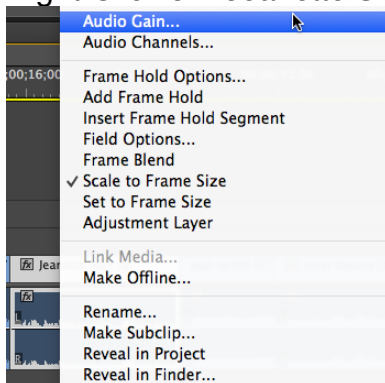


SETTING CLIP LEVELS USING AUDIO NORMALIZATION

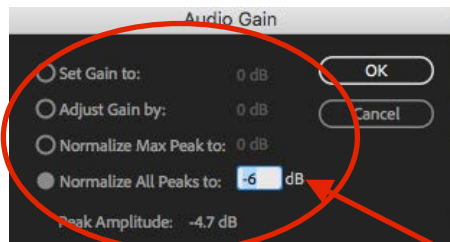
1. Select “Jeanette SOT” in the timeline.



2. Right-Click on “Jeanette SOT” and select “Audio Gain...”



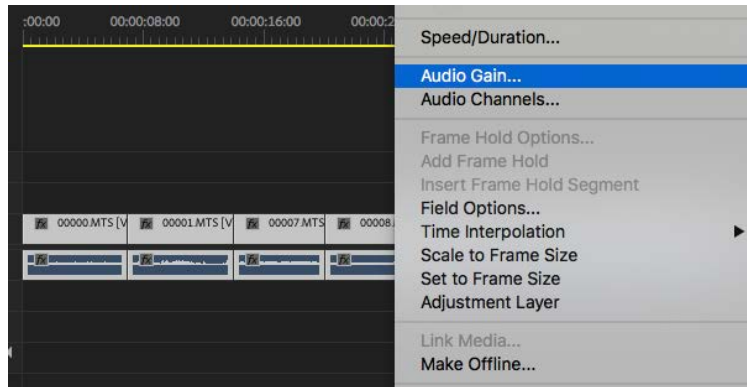
3. Select “Normalize All Peaks to:” type in “-6” then click OK.



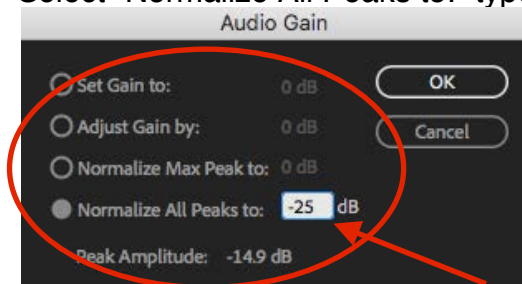
4. Select all of the B-Roll clips by holding down the “shift” key and clicking on each clip, or cmd-A (ctrl-A) to select all.



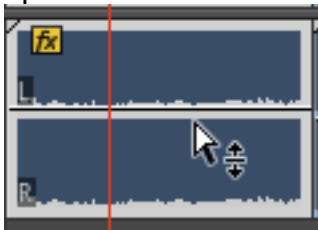
5. Right-Click on any of the selected clips and select “Audio Gain...”



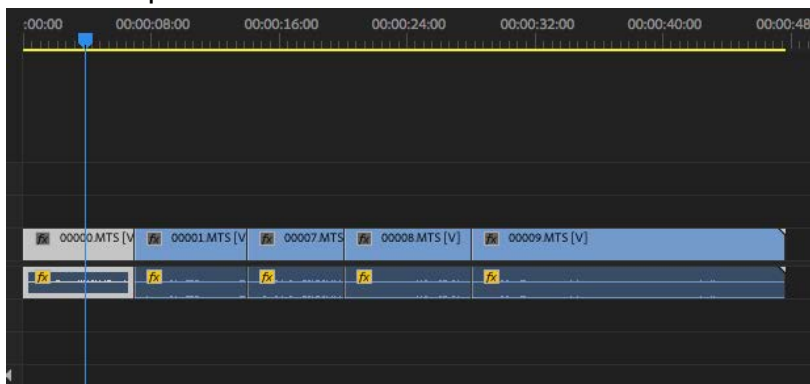
6. Select “Normalize All Peaks to:” type in “-25” then click OK.



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



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



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