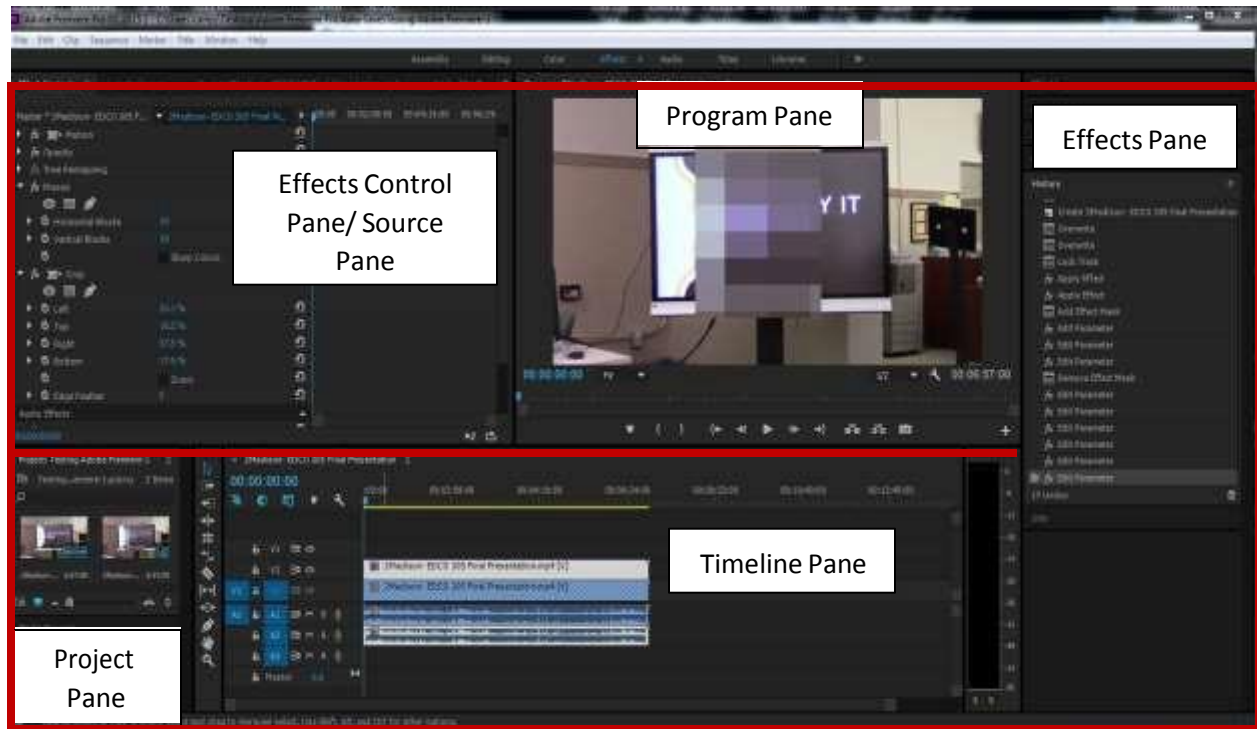


## Winthrop University edTPA - Clipping Your Video using Adobe Premiere

Winthrop University has added Adobe Premiere Pro to the computers in the labs in Withers and the ITC. Adobe Premiere will also be installed on laptops in the ITC. If you would like to use this program to clip your videos, here are the steps to take.

### Reference Photo- Panes in Adobe Premiere

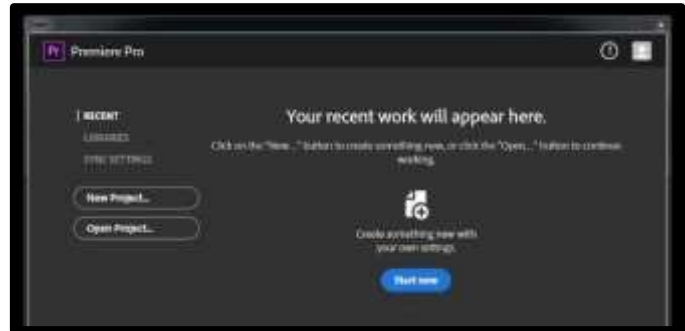


### Finding Adobe Premiere on the Computer

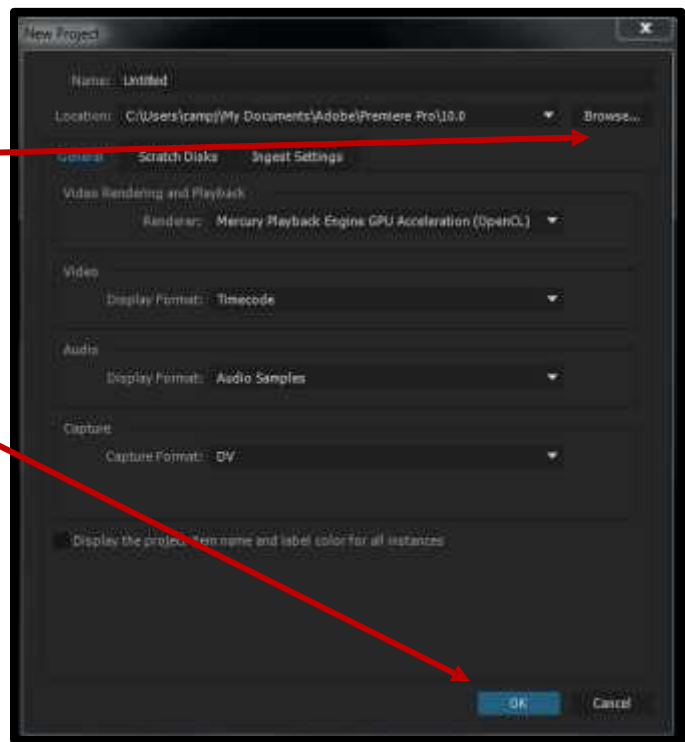
Click the **Start button** and type “**Adobe Premiere Pro**” in the search field. Click on Adobe Premiere Pro from the list to begin opening it. Please note that it takes 30-60 seconds to open. You may also have to accept the Adobe license agreement, so please agree to that if you need to.

## Create a New Project

- The window shown to the right will open when you open Adobe Premiere Pro
- Click the **New Project** button



- Give the project a name
- Click the **Browse** button to the right and slightly underneath the name of your project and choose the location where you want to save the file. Once you have found the location, click **Select Folder**.
- Click **OK** at the bottom of the window to save the file



(No other settings need to be changed at this point)

## Importing your Video

### You can import your video three ways.

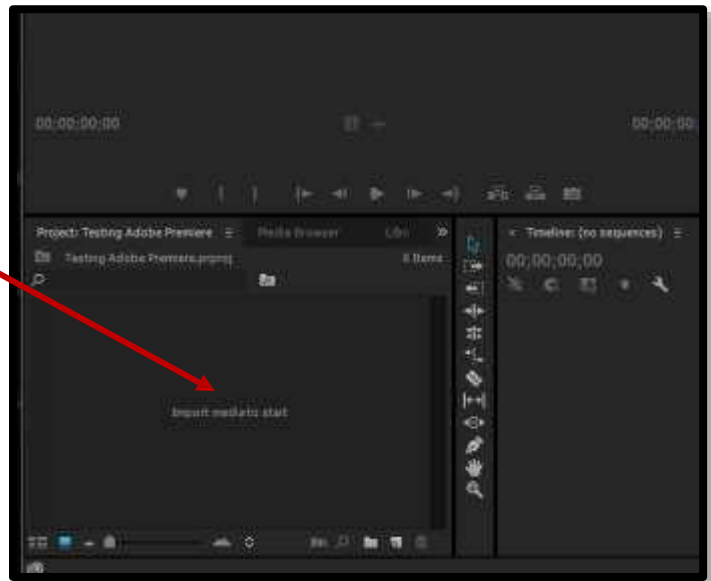
1. Go to **File > Import** and browse to your video. The video will be imported into the Project Pane at the bottom right of the screen.

OR

2. In the **Project Pane** (bottom window in the lower left corner of the screen) **double click** the area that says “**Import media to start**” and then **browse to your video** and click OK to open it in the Project Pane.

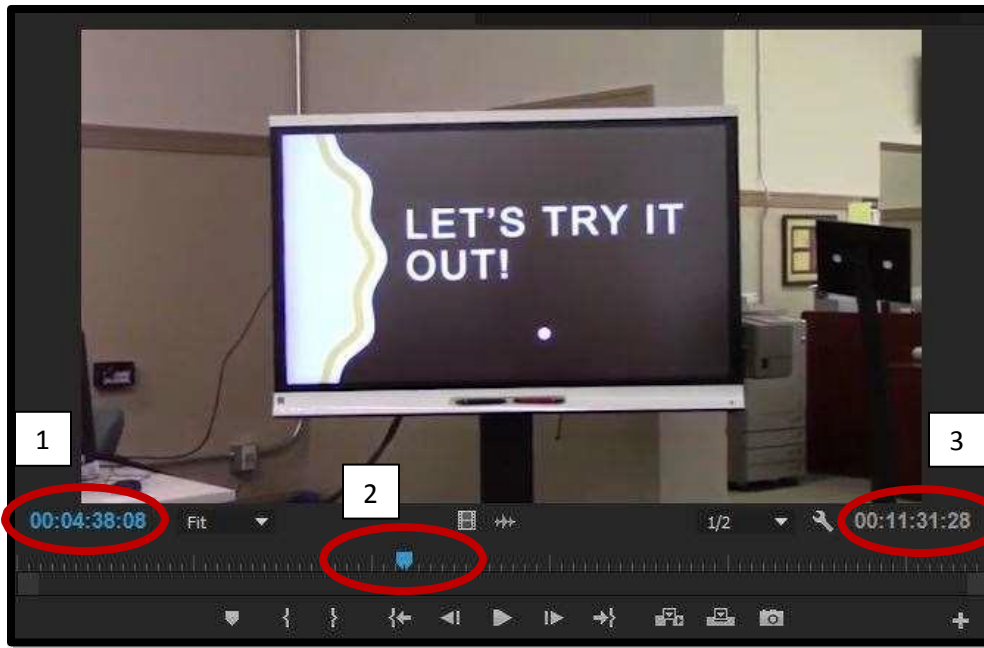
OR

3. In the **Project Pane** (bottom window in the lower left corner of the screen) **drag your video** into the area that says “**Import media to start**”.



### Trim a Video

Once your video has been added to the Project Pane, click and **drag it to the window above, which is the Source Pane**. This will display your video in a larger format and allow you to begin trimming it.

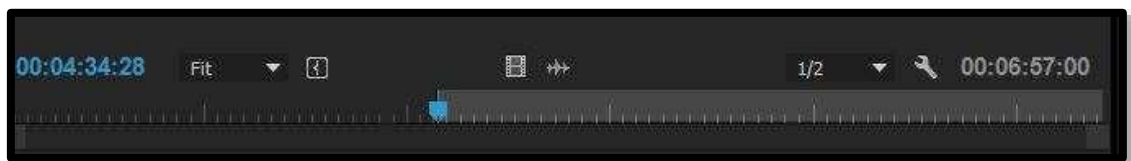


### Viewing the Timestamp

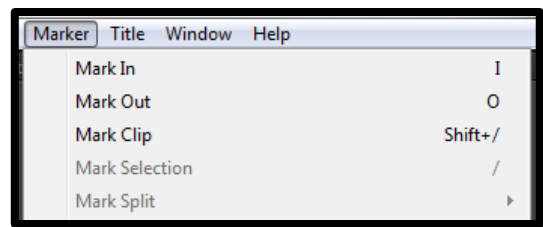
To see the time stamp of where you are in the video, look at the blue marker in the center of the timeline (2), which corresponds to the blue timestamp in the lower left corner of the window (1). To see the overall length of the video, look in the lower right corner at the gray timestamp (3).

### Marking the beginning and end of your video clip

1. Move the blue marker to the location where you want your clip to begin



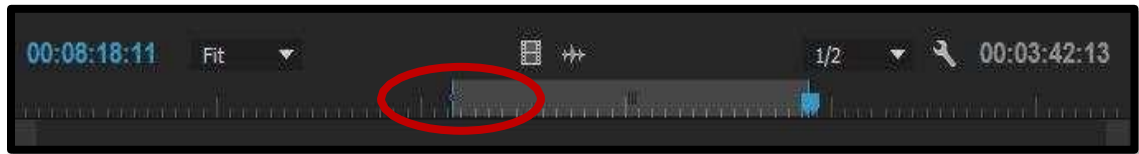
2. Go to the **Marker Menu** at the top of the screen, and choose **Mark In**. This sets the beginning point of the video.



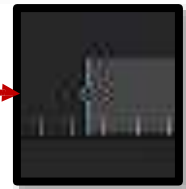
Note that the gray timestamp on the right side of the window has now changed to show how much time was clipped off the front of the video clip. This shows the new total length of the video.

3. Move the blue marker to the location where you want your clip to end
4. Go to the **Marker Menu** at the top of the screen, and choose **Mark Out**

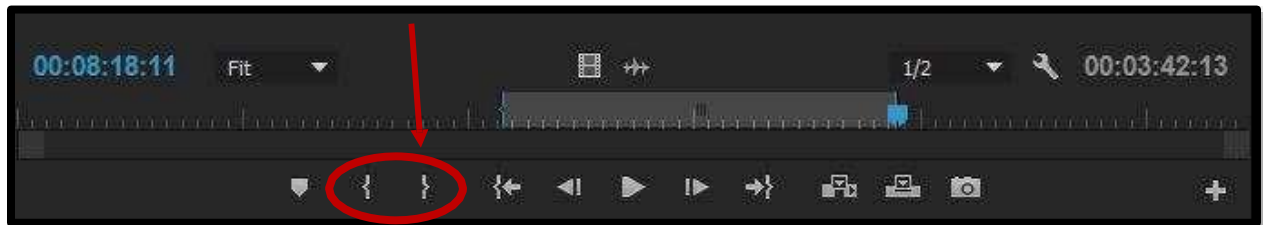
Note that once again the gray timestamp will show the new length of your video. In addition, there is a blue vertical line at the mark of the video in and video out.



5. From here, you can adjust the length of the clip to be longer or shorter by dragging the video in or video out, lines to the right or left.



Note that you can also use the timeline toolbar to add the In and Out markers instead of adding them from the Marker Menu. Move your blue marker to the In or Out, then choose the appropriate tool below to mark the beginning or end of the clip.



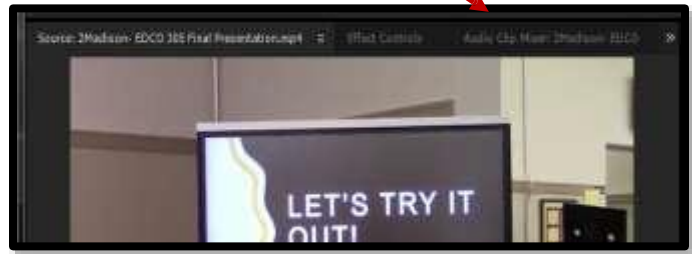
## Change the Audio Volume

The audio of the clip can be adjusted if you wish to make the clip louder. Please note that this makes the entire clip louder, so you may also pick up additional background noise. Be sure to listen to the clip in its entirety if you wish to make it louder.

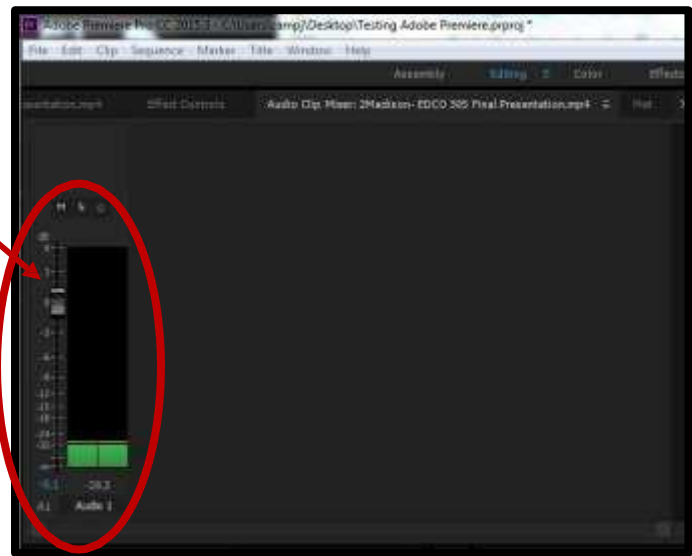
### To Increase the Audio

1. Click on the **Audio Clip Mixer** Tab which will open the audio settings in the upper right corner of the source pane.

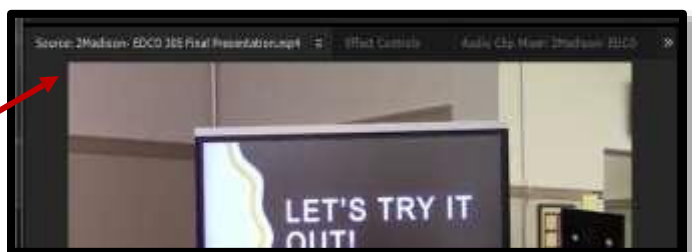
Note: Depending on your version of Adobe Premiere, you may see the word Audio instead of Audio Clip Mixer. If you see this in your version, complete the next two steps, then click Editing to return to the previous view to continue working



2. On the left side of the Audio Clip Mixer pane, you will see a **sliding toolbar**. Click and drag, to slide the button up towards 6 DBs in order to raise the volume of the clip.



3. Remember, when you are finished, to click back on the Source Pane Tab to continue working on your video clip.





## Save and Export your Video

Before exporting your video, we recommend that you save it one more time. Exporting the video is probably the most complicated series of steps, so be sure to follow directions carefully. If the export does not work correctly, look back to determine if you missed a step in the process.

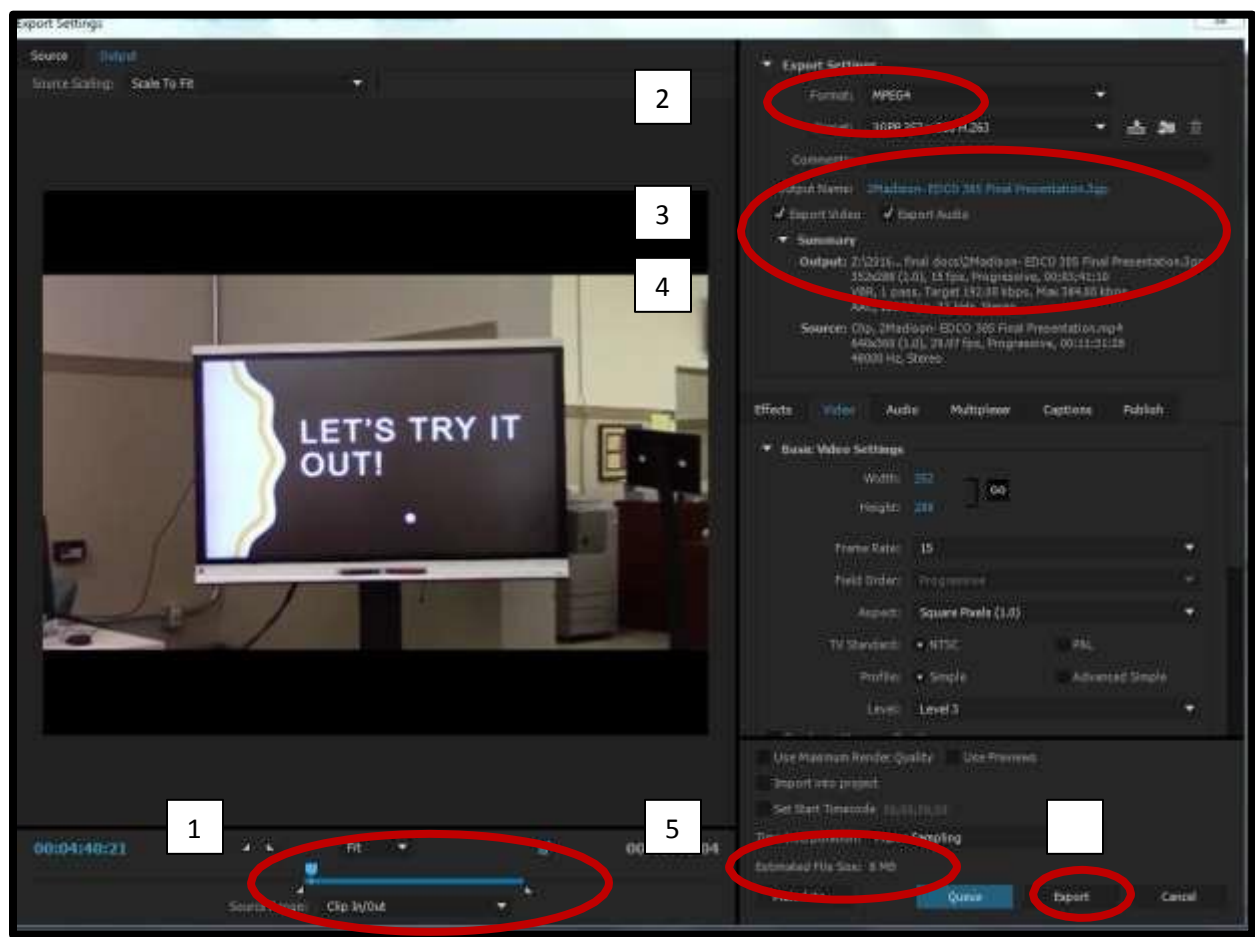
To Export your video, go to **File > Export > Media** from the menu bar.

Note: If this is grayed out in the menu bar, be sure to click on the movie in the Source Pane and then try again.

### Choosing Export Settings

On the LEFT side of the export window at the very bottom:

1. In the **Source Range** drop down box, choose **Clip In/Out** as the source. This will ensure that your clipped file will export and not the entire file.



On the RIGHT side of the export window:

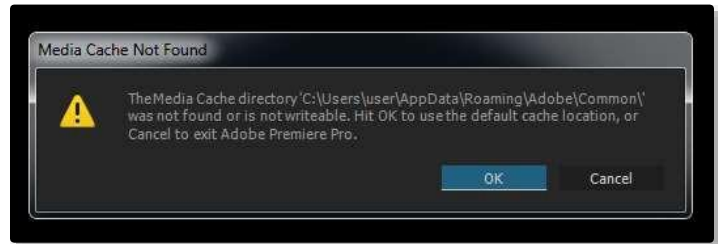
1. Change the **Format type to MPEG4**
2. If you want to name the file something different, then change the **Output Name** by clicking in the box where the name of the file is blue, and renaming the file. Click **Save** in the window that opens.
3. Make a note of where the file is exporting to by looking in the Summary section. It will export to the same place as it was imported from. To change the location of the exported file, click the name of the file in blue in the **Output Name** box, browse to a new location and click **Save** in the window that opens to save to that new location.
4. Make a note of the estimated file size to be sure it is under 100 MB. If it is larger than 100 MB, you will need to see the directions for compressing the video using Handbrake which can be found on the ITC website.
5. Click the Export button to begin the export process.
6. Play the video to make sure everything has exported the way you want it to.



## Troubleshooting

### Media Cache Not Available

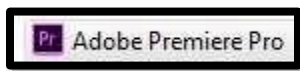
If you receive the message that the media cache is not available, click OK to have the program create one for you.



### Windows Can't Open This Filetype

Adobe Premiere files are saved as a PROPROJ file type. Your computer may not recognize this type of file. If that is the case, then:

1. **Right click** on the file that you created using Adobe Premiere
2. Choose **Open With**
3. Click **Browse**
4. In the **Program Files** folder, click **Adobe Premiere Pro**
5. Then click the Adobe Premiere Pro icon and click **Open**



Once you export your saved file, it should become an .mp4 file. Be sure you are using the correct file when trying to open the finished movie.

## References to Help you Learn How to use Adobe Premiere

Learn Premiere in 20 minutes- <https://www.youtube.com/watch?v=Hls3Tp7JS8E> This video will show you many things that you don't need to know for the purposes of classes in the College of Education, but you might want to learn more.