Basics of Adobe Premiere

Getting started:

The first thing you’ll see when you open Adobe Premiere is a window asking to open a project or start a new one. Let’s start a new one. (Images from CS6 version, other versions will have different looks but similar functions)

Press the “New Project” button, and you’ll see a setting dialog like this:
Let's not touch the setting in the main part. At the bottom, though, we’ll need to change “Location” to a place on your hardrive where you have saved all your media you’ll be using. I recommend having all your video, audio, photos, etc. in one folder so you know where all the pieces are. If you haven’t collected all your media into a folder yet, do so, and then use the “Browse” button here to direct Premiere to it. Next, enter the title of your project in the “Name” box.

Hit “OK.”

Next you’ll see a dialog with a bunch of video codec presets. If you happen to know what codec your camera shot with, feel free to dig around and find it. If you don’t, no worries. You need to know at least how large your videos are though, to start. This is, by most video camera standards either 720p or 1080p, those numbers meaning 720 pixels tall and 1280 pixels wide (720p), or 1080 pixels tall and 1920 pixels wide (1080p). This size you choose will set the “stage” for the project, meaning if you have media of varying sizes, the smaller videos or larger photos, etc., will have to be accommodated to match the rest of your video. You can find the
dimensions of a video or photo by right clicking on it in Windows explorer, and selecting “properties,” or on a Mac, using Command+Click, and selecting “Get Info...” The dimensions might be under another panel in the window that pops up.

Once you know the dimensions of the main video you’re working with, choose the “HDV” arrow to open the selections inside it. If your video was 720p, HDV 720p30 (meaning thirty frames per second) is a safe bet. Similarly goes for 1080p30.

You can leave the sequence name as Sequence 01. Press “OK.”

You’ll be taken to blank project screen.
If your program doesn’t resemble this setup (again, different versions of CS have different colors and sometimes icons), go to the “Window” menu bar, and choose “Workspace” and then “Editing.” This should be the basic result of that.

The upper left-most window is called the “bin.” Your bin is where you store all the media you will cut into pieces, modify, join, etc. It’s your raw materials. You can either load media into this window by using “File > Import...” or by dragging and dropping your media from that folder where you had it collected. If you get an error after importing media, it is most likely telling you the format is incorrect. Premiere can only accept video, audio, and photos. Other kinds of media will be rejected with an error message.

The next window to the right is the Source Window. This window allows you to preview the raw materials, choose a length or section, and drag only the good bits into your timeline.
You can get media from your bin to your source window by either dragging the clip from the bin to the source window, or by double clicking the media in the bin. Once it’s in the Source window, you can use the play, reverse, forward, etc. buttons to “scrub” through the media. Scrubbing in this context just means checking through the media for good (or bad!) parts. Pictures can have an infinitely long clip length, meaning you can just hold one image for as long as you like. Videos and audio clips have a finite length. They start at the beginning and play to the end, however long that may be. A photo can just be dragged on the timeline and adjust there, but a video will require you to choose an “in” (start) and “out” (end) point for the new clip.

The in and out point buttons look like { and }, respectively. You can also hit “I” and “O” on your keyboard for in and out points.
The above shows successfully defining the in and out points. Depending on your version, some amount of the Source Window’s timeline will be highlighted a different color. If you can’t seem to find out why you can’t see the highlight, you may have either A) no in/out points defined, or B) the in/out points span the entire clip, making the entire timeline one color.

Once you like the clip you’ve selected, grab the video image itself and pull it down onto the main timeline in the long window below the Source Window.
You’ll see the clip on the track you dropped it on (ideally Video 1, for clarity). The audio (if present) should have dropped onto the corresponding audio track. Here, that would be Audio 1. If it doesn’t, you can individually grab the audio or video clip and bring them to Audio 1 or Video 1. However, only video can be on a video track, and same for Audio.

If your program still has focus on the timeline (click on it to give it focus), you can now hit the spacebar to watch the timeline scroller play your clip and/or audio. If your scroller is moving very slowly, or your clip is very far away from it, you can either grab the yellow icon along the top of the timeline and “scrub” through the timeline, or you can zoom in on your timeline using the scrollbar at the bottom of the timeline.

The yellow scroller icon:

And at the bottom of the timeline:
On earlier versions of Premiere the ability to zoom in or out on the timeline is dictated by a little icon that looks like mountains that you can drag left or right. If you get lost on your timeline, try dragging the scrollbar bigger/smaller, or using the mountain icon and dragging left or right.

You can continue to use the bin and Source Window to make clips and drag them into the timeline, organizing them as you go. Be careful not to drag clips on top of each other! The clip you drag over another gets priority and will delete whatever it landed on. This could be part of a clip or an entire clip.

Continue to lay out your clips and watch them in the sequence window until you’re satisfied. When you have a continuous story (watch for gaps of black!) and things look and sound as they should, go to “File>Export…” and choose the correct present and file name to render the project to. When you’ve got that set, click “Export” and you’ll be ready to… wait. Unfortunately, you aren’t done yet. You’ll have to wait an amount of time (informed by the countdown on the export window that pops up) while the computer compresses all this information into one file. This number is increased by the quality of the clip and the length of your sequence.

But soon enough, you’ll have a brand new video file that you can share on an online video sharing platform, or play for someone directly off your hard drive!