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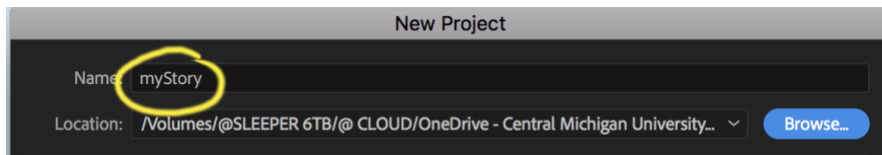
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1. Setting Up a Project in Premiere

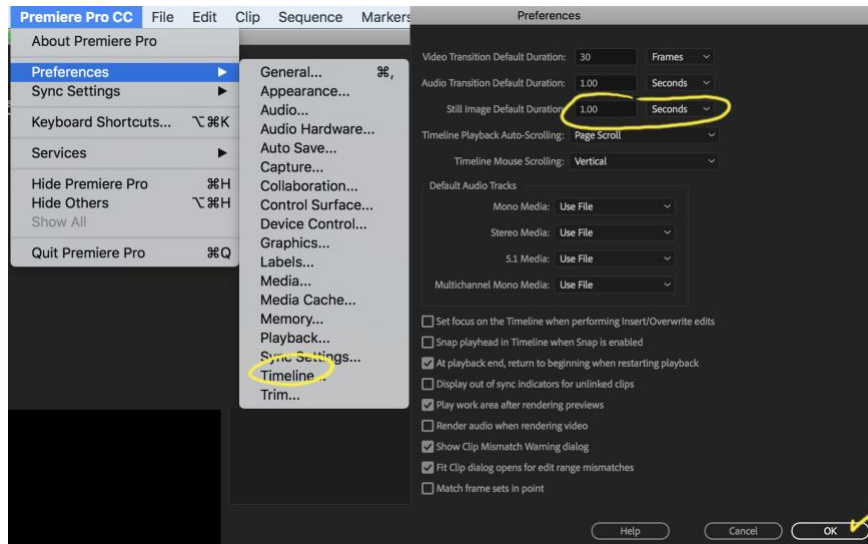
- a. Start with a Project folder; MY STORY
- b. Make sure all of your Story images (ie. Thumbnails) are placed in their own folder; PANELS
- c. Add PREMIERE folder to your current projects directory



- d. Open a new Premiere Project. Name your project and browse to the PREMIERE folder and save.

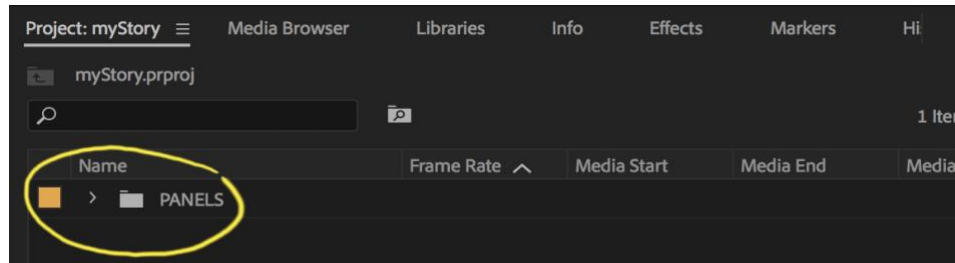


- e. In Premiere Preferences/General, change import Preferences for stills to 1 Second. Click OK.

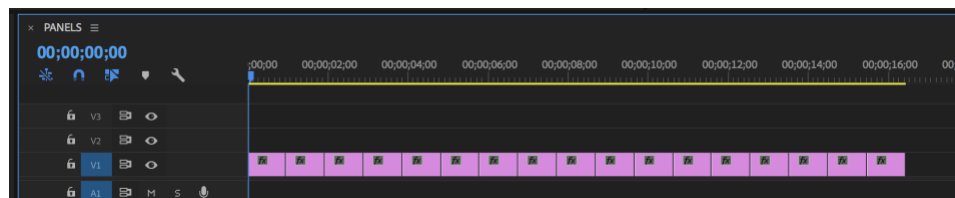


2. Assemble Rough Cut in the Timeline

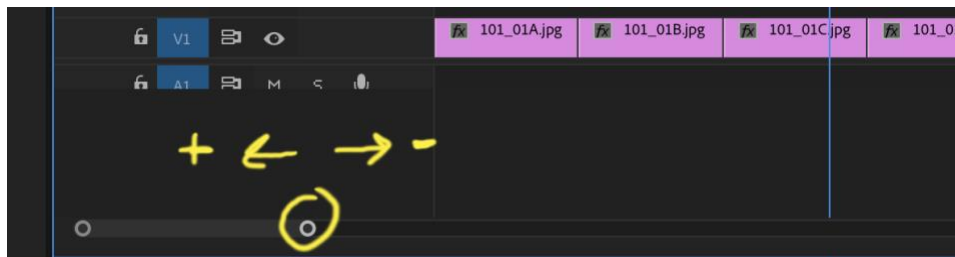
- a. Drag PANELS folder from your project into Premiere's Project window



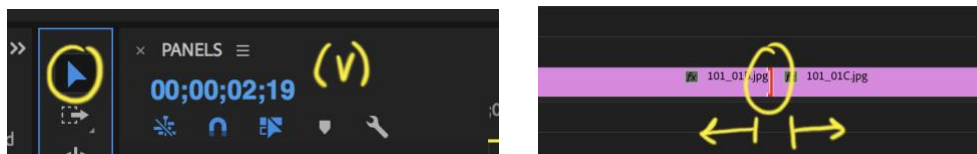
- b. Drag the PANELS folder from the Project window into the timeline. You can now scrub through (move the cursor in the Timeline) to see your panels play in succession.



- c. Play Back Rough-Cut by hitting the space bar. The panels will play back at 1 second per panel.
- d. You can zoom in and out of the timeline by adjusting the slider at the bottom left of the window. Or use cmd +/-



- e. You can now grab the selection tool (V) and use it to shorten or lengthen each panel to "best guess" timings.



- f. Two below is the Ripple Edit Tool (B) which Ripples everything down stream to the right of your selection point. Very handy!

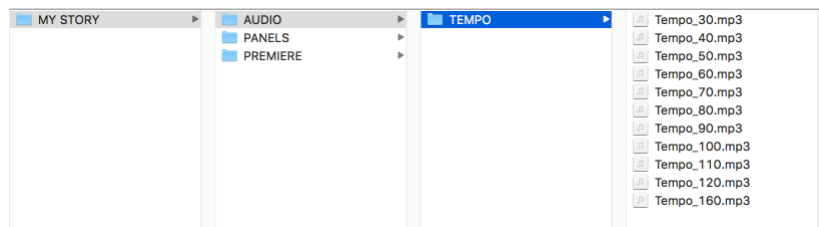
A "Best Guess" timing to your panels should give you a rough sense of how your panels will play out. This method will get you started but you really need a scratch audio score or click/Tempo track to help set the tempo of your edits.

Some Hot Keys to be aware of:

- (V) Select Tool:** Primary tool for selecting and editing in Timeline
- (C) Cutting Tool:** Click on Timeline where you would like to cut.
- (A) Track Select Forward Tool:** Select and drag all media to the right.
- (B) Ripple Edit Tool:** Expand/contract media and the rest of the media will follow.
- (S) Snap Toggle:** Clicking S toggles snap on and off in the timeline.

3. Refining Rough Cut to a Tempo Track

- a. Add an AUDIO folder to your Project in Finder and save temp score and/or click tracks and sound FX to this folder.



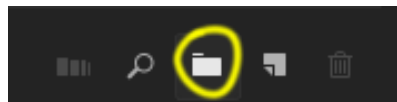
Download Tempo Tracks here:

<http://cmuleeper.com/@CLASSES/ART308%20STORYBOARDING/@ART308%20STORY%20RESOURCES/@AUDIO/TEMPO.zip>

- b. In Finder you can click on the Spacebar to play track. Audition Tempo Tracks to determine which tempo best suits the timing of your piece. Then import desired tracks into the **Premiere: Projects window**.

Note: For dramatic timing changes you can switch tempo tracks

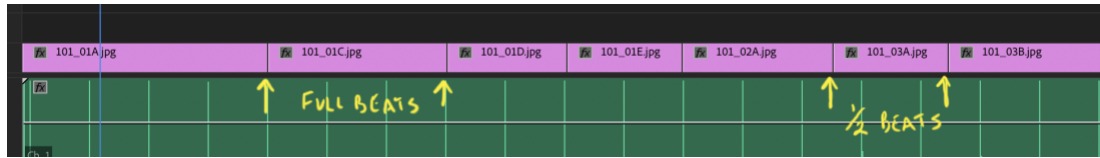
- c. Create a new “Bin” in your Premiere Project window by clicking on the folder icon in the bottom right of the window. Then import the Tempo.mp3 files into the new bin.



- d. Drag the appropriate track into the Timeline and expand Tempo Audio Track by double clicking at the beginning of the track so you can see the clicks in the wave sign. Click on the (M) at the head of the track to mute the sound. We will be using the visual ticks to align our panel breaks.



- e. Use the Ripple Edit Tool (B) to drag panel breaks in the Timeline to align them with the beats in the Tempo Track.



Not every beat in the track will represent a panel change (this would be very hard to watch). When possible, cuts and panel breaks should align with beats and half beats to impose a rhythm to your edit. Much like a metronome imposes rhythm on a piano player.

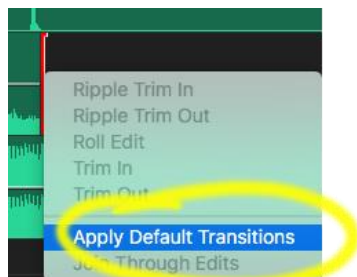
When you've completed a pass hit the playback (spacebar) to make sure you still like the pacing. Save, make adjustments and watch it again.

4. Adding Temp Score and Scratch Sound FX

We are using temporary audio to help set the mood and pace of our piece. You can take advantage of many free audio sites on the internet for sound FX and “borrow” music tracks for Temp Score. Once you move into final edit you will want to replace all your sounds with original or copy free music and/FX. Here are a couple of links to get you started.

- <https://freesound.org/>
- <http://freemusicarchive.org/>
- <https://www.bensound.com/>

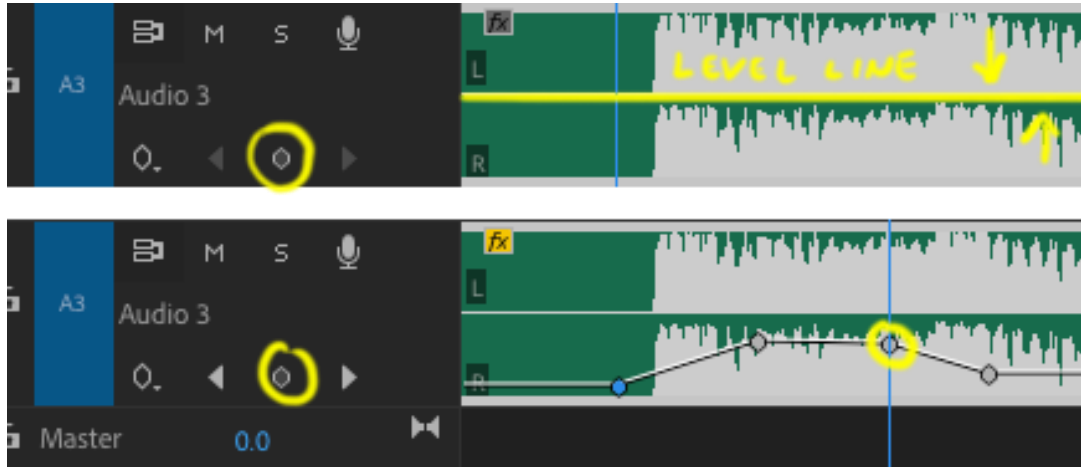
- a. Be sure to store all sound files in your Project AUDIO folder in Finder. From there you can import/drag them into the AUDIO Bin in the Premiere Project window.
- b. Drag FX files from the Project window to an Audio Track on your Timeline and place them accentuate actions indicated in your story panels. Do the same with Temp Score files on a different track.
- c. To Fade audio in or out right-click at the end of your audio selection in the Timeline and choose “Default Audio Transition”.



Notice the “Constant Power” fade bar that appears on the end of your sound file. Playback the file (spacebar) and you can hear the fade.

You can shorten or lengthen the fade by hovering over the inside edge of the bar with your Select Tool (V). Then drag the icon that appears.

- d. To adjust audio levels or add volume keys to your audio tracks double click on the section just in front of the track. This will expand the track vertically allowing you to see the wave file, a level indicator line and an Add/Remove Key button. You can drag the Level Line up or down to affect the volume of the entire track.



Click on the ADD/Remove Key button to add a key. Then drag the key to change volume on a specific part of the track.

- e. Keep score, click tracks and scratch FX on separate Premiere audio tracks for easy editing.

5. Adding Shot Beeps and On-Screen Time Code

Shot Beeps help to accentuate the difference between actual cuts and action beats between panels, while on-screen Time code helps to keep track of footage as the piece evolves through production.

- a. Download Shot Beep.mp3 and save in your Project AUDIO folder in Finder.

http://cmuleeper.com/ART308_03-FINAL%20PROJECT-ASSIGNMENTS/@%20OUT/@GENERAL%20RESOURCES/@AUDIO/TEMPO/BEEP.mp3

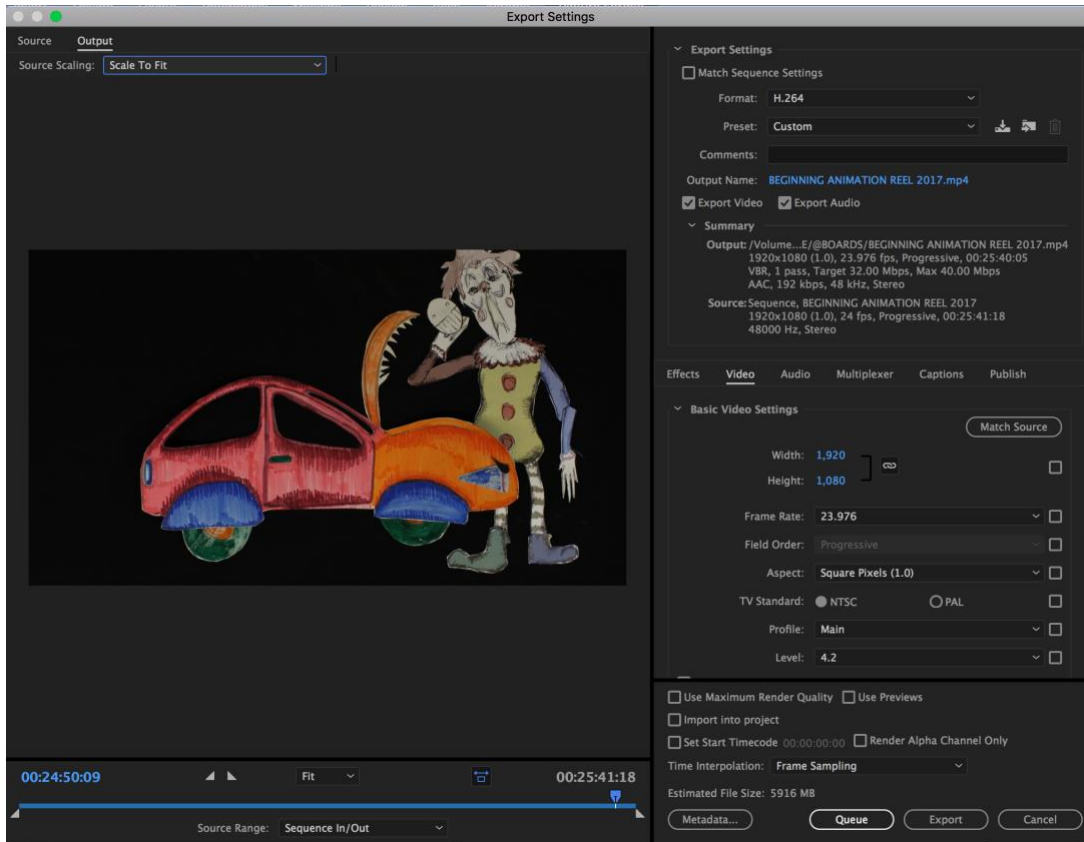
Then Import/drag file into the AUDIO Bin in the Premiere Project window and drag into a separate track in the Timeline. It will only take up a single frame so be sure to zoom in (=) to see it.

- b. Import Shot Beep to separate Premiere track
- c. Copy and paste beep for every hard cut
- d. Add Time Code 24 fps

6. Export Finished Movie at H.264 Compression

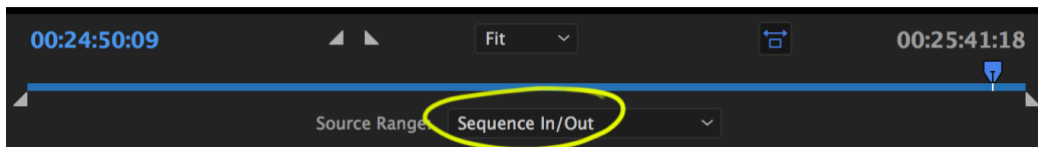
Open Export Settings Window: Once you are pleased with your edit mix it is time to export your movie. With the Timeline selected drop down from the File menu and choose Export/Media...

This will open the Export Settings Window



Output Settings: On the upper left of the window click on the “Output” tab and make sure the image is exactly what you want to export.

Also check at the bottom of the Output panel to make sure for Source Range “Sequence in/out” is chosen.

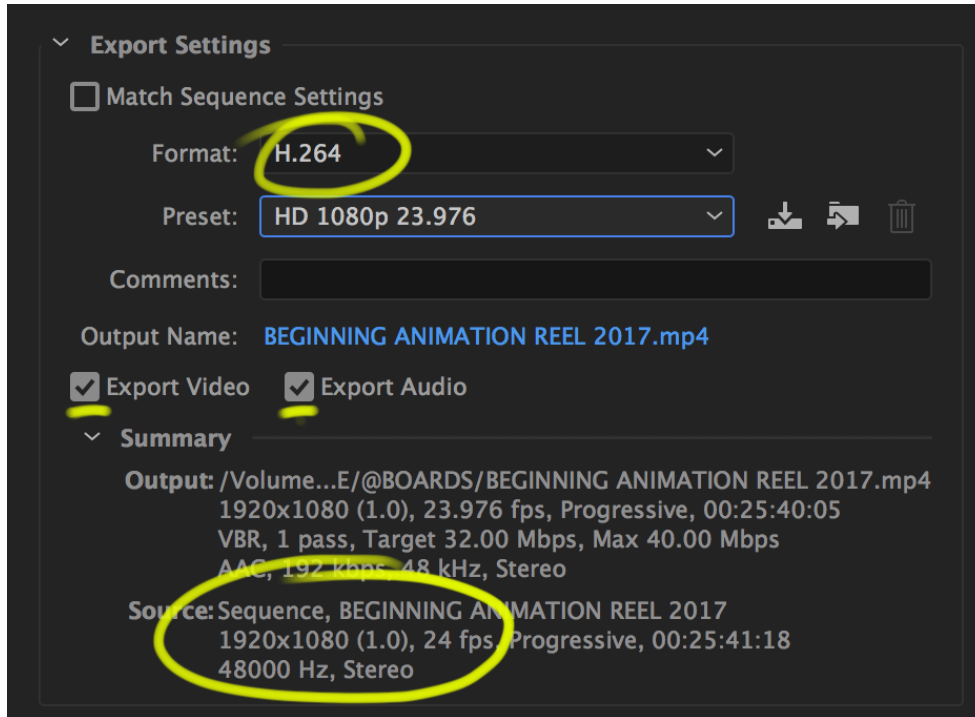


Adjust Export Settings: In the Export Settings Window make sure these settings are in place:

Format: H.264

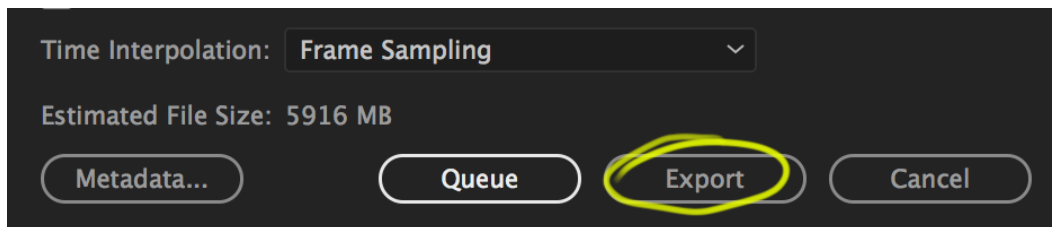
Preset: HD 1080p 23.976 (1920 x 1080)

Check Both: Export Audio/Export Video



Naming Output: The current name will reflect the name of the Timeline Sequence you are rendering. Click on the name and browse to the MOVIE folder you created in your Premiere Project. You can then change the file name if you need to.

Export Movie: Click on Export at the bottom of the window. Once rendered, open and play through the movie to check animation and audio before submitting.



Review Your Exported Movie: Go to your MOVIE folder, open and play through to check animation and audio before submitting.