Adobe Premiere CS 6 Help Sheet

Setting Up Files:

1. Open the "Documents" folder.
2. Make a new folder.
    a. Name it "X Period" (e.g. 8th Period).
3. Within the folder named above, create one new folder.
    a. Name it "Last Names_Project Name" (e.g. PSA Project)
4. Within the folder named above, create three new folders.
    a. Name them "Premiere," "Raw," and "Elements"
5. Connect your media (camera, card, or card reader) to the computer.
6. SD card > Private > the copy AVCHD.
7. Paste AVCHD into the "Raw" folder.

Making a New Project:

1. Open Premiere and click on "New Project" when prompted.
2. Once a new dialogue box appears:
    a. Choose HDV or DV, depending on whether you have HD video or not.
    b. Set the project to save to your "Premiere" folder.
3. Once the "Sequence Settings" dialogue box appears, just click, "OK."

Bringing Files Into Premiere:

1. Click "File" > "Import" > Choose your "Raw" folder. > Click "Import"
2. Once the videos populate the media pool, drag a video onto the timeline.
    a. A dialogue box will appear. Select, "Change Sequence Settings".

Export Your Video:

1. Click "File" > "Export" > "Media"
2. Click "Format" and select H.264.
3. Click "Preset" and select "Vimeo HD 1080p 29.97"
4. Change the yellow file name to "Project_Last Name_Last Name_Last Name" (e.g. PSA_Bloem_Page_Griggas)
5. Change its save location to be your "Premiere" folder.
6. Click "Save".
7. Click "Export" on the bottom of the dialogue box.