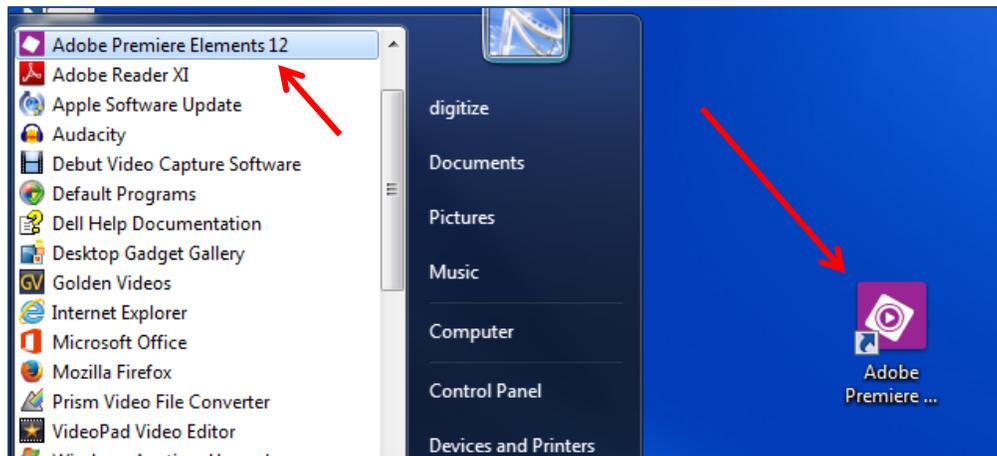
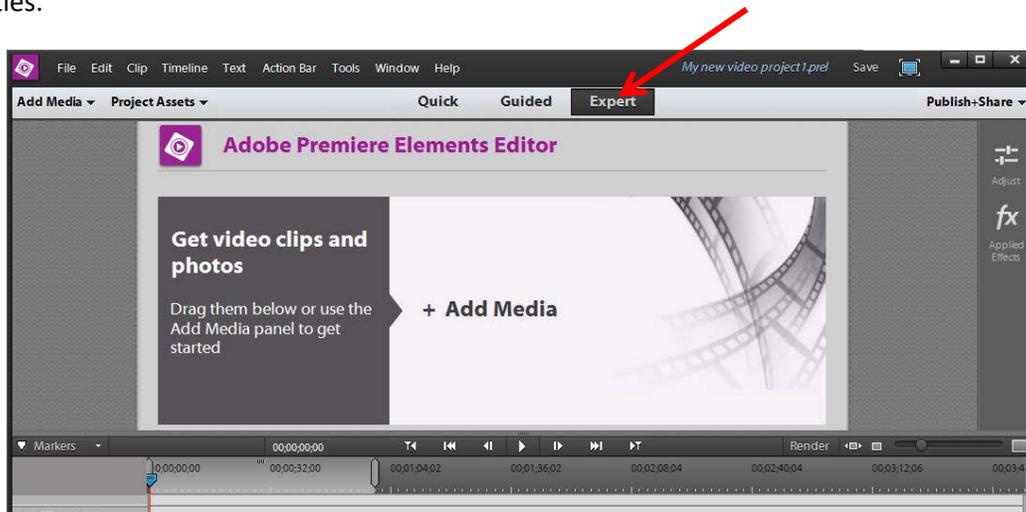


## Basic Editing in Adobe Premiere Elements 12

Open Adobe Premier, either from the desktop icon or from your Program Files menu.



Make sure that the project page is set to the Expert view. This will ensure that you will have full editing capabilities.



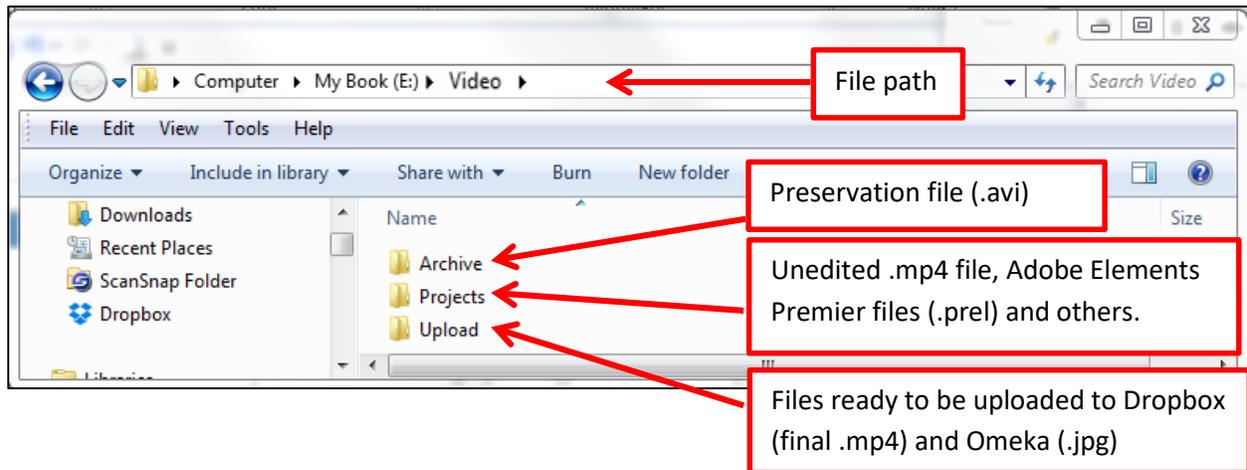
**Before you begin**, organize your file directory.

If they are not there already, create three folders entitled **Archive**, **Projects** and **Upload** in the **Video** folder on your external hard drive. This will help you stay organized as you edit your video files and prepare them for upload to Omeka.

- **Video > Archive** – This is a preservation and back-up copies of your video files. It will not be edited, and will remain exactly as it was when you converted it to a digital format. Usually this is an .avi file.

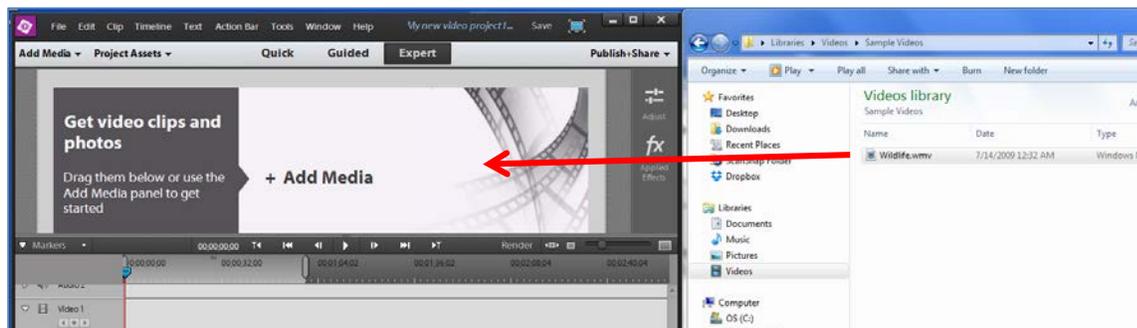


- **Video > Projects** – This will contain the mp4 file as converted from avi, plus the Adobe Premiere Elements files you will create when you are editing your video (.prel and others). These are “working files” – the ones you will be editing as you prepare them for upload.
  - **Create a separate folder for each of your video projects.** For example, if you have three oral histories interviews, you will create three sub-folders in your Projects folder, entitled “Jackson project”, “Harold and Wilma Wright project”, and the “Felicia Garcia project”. *You may consider putting a copy of your archival file in each of your Project folders.*
- **Video > Upload** – This will contain a version of your edited .mp4 file ready for upload to Vimeo, to be embedded in your Omeka item record, and a square thumbnail image (.jpg) to be uploaded directly into the Omeka item record.

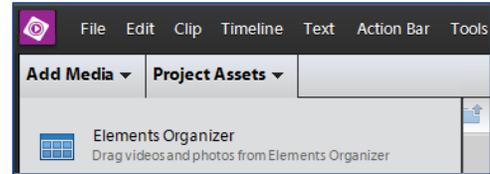


### Open file in Adobe Premiere Elements

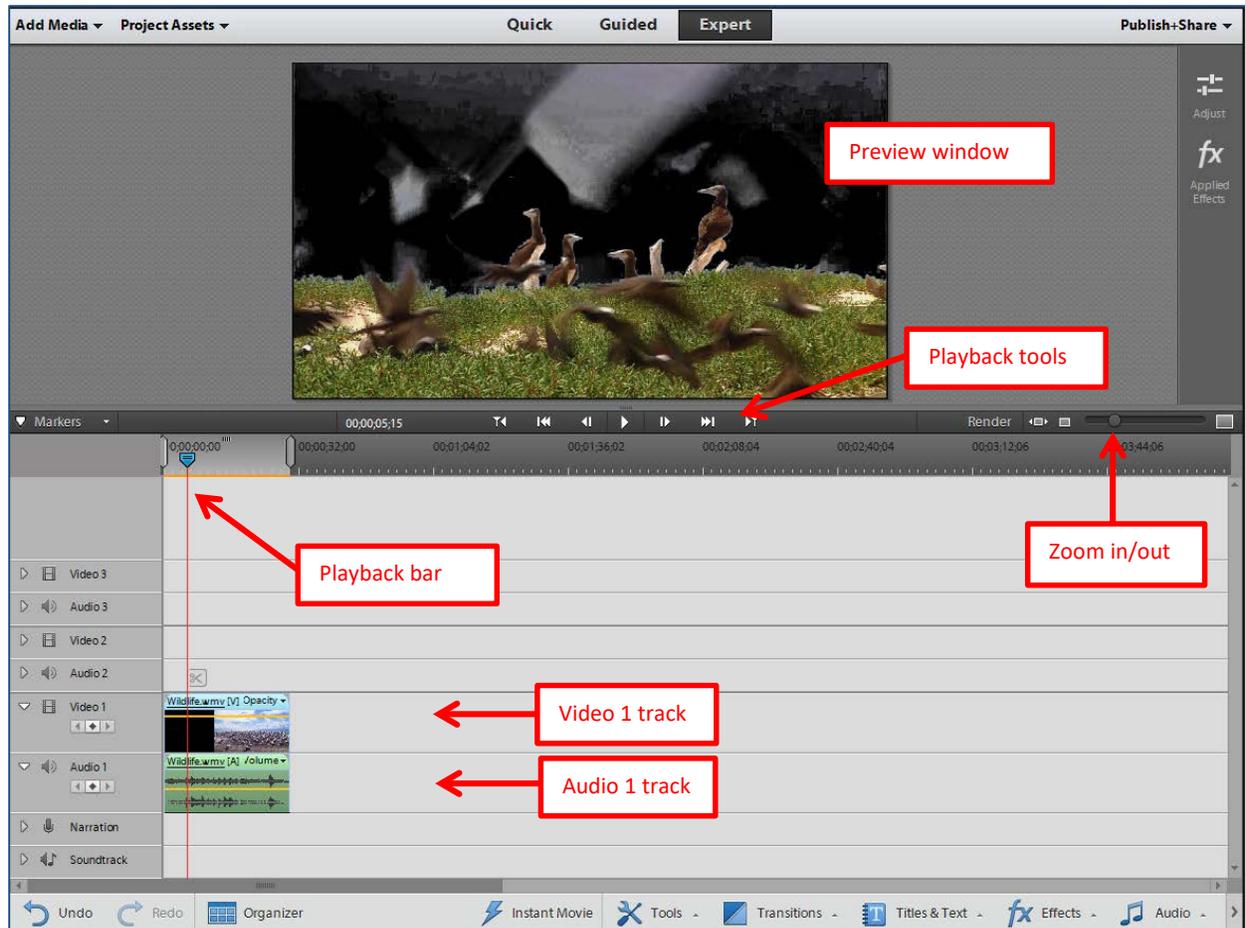
To open a file to edit in Adobe Premiere Elements, open the file directory with your file (usually the .mp4 file in your Projects folder) and drag it to the *+ Add Media* panel to open it in Adobe Premiere Elements.



Alternatively, you can click on *the + Add Media* panel or *Add Media* tab and select the location to select the file.



The video clip will automatically be placed on a video track, and if there is associated audio, it will be placed on the audio track immediately below the video track. You can drag and drop your clip to various tracks, but recommended practice is to place it to the Video 1 track.



The video and audio tracks are automatically linked and move as a single unit.

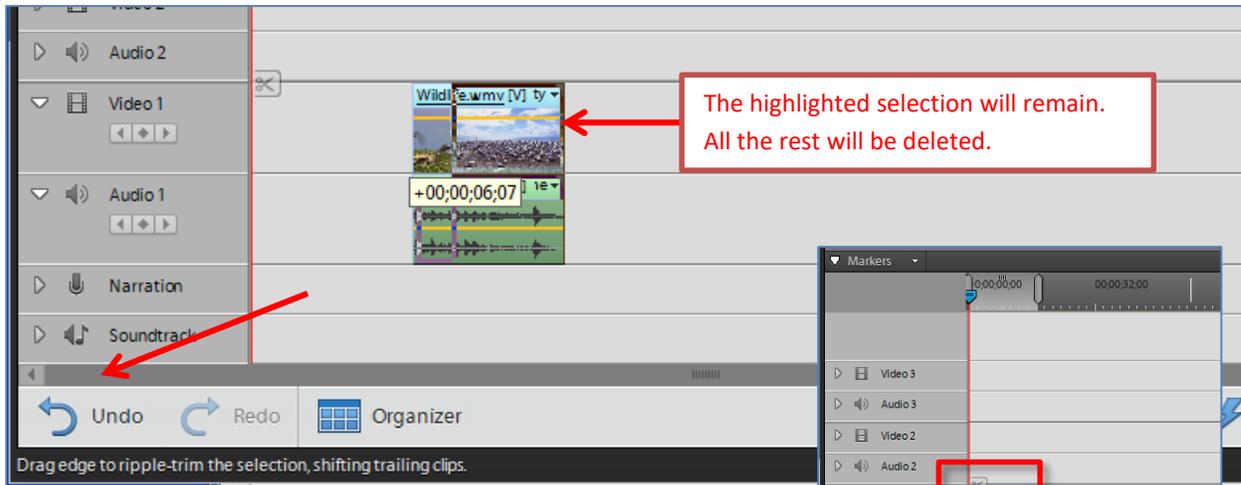
You may drag your clip anywhere on the track. For optimum playback functionality, it's recommended that you move your clip to the beginning of the track.

You may add multiple clips to your workspace. Multiple clips put together are called a sequence.



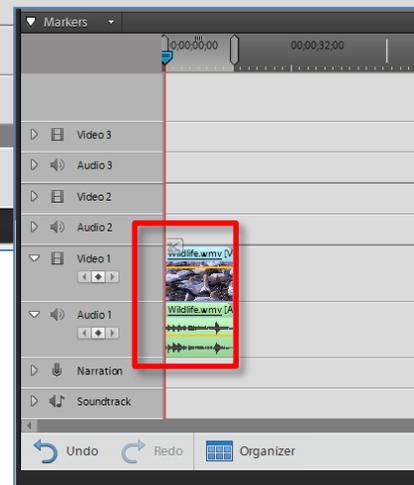
## Remove unwanted scenes from a video clip

Your video clip may have static or blank sections at the beginning or end, or may have other sections that you need to remove. Hover the cursor over the edge of the video clip until you see the clip icon (a black arrow with red bracket). Click and drag the clip icon to adjust the highlighted portion of the clip. When you release your mouse the unwanted portion of the clip will be deleted and the highlighted portion of the clip will remain. The preview window will show you the frame at the beginning or end of your clip.



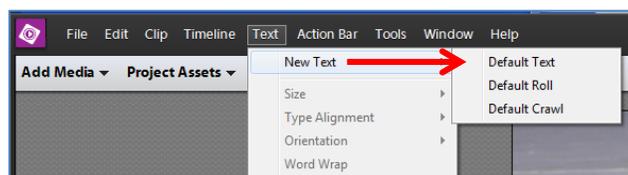
Use the *Undo* button at the bottom of the screen to undo any changes.

If necessary, select the clip and drag it to the beginning of the playback track.



## Add Text clips to a sequence

To create a title for your video, select Text, New Text and then Default Text from the menu.

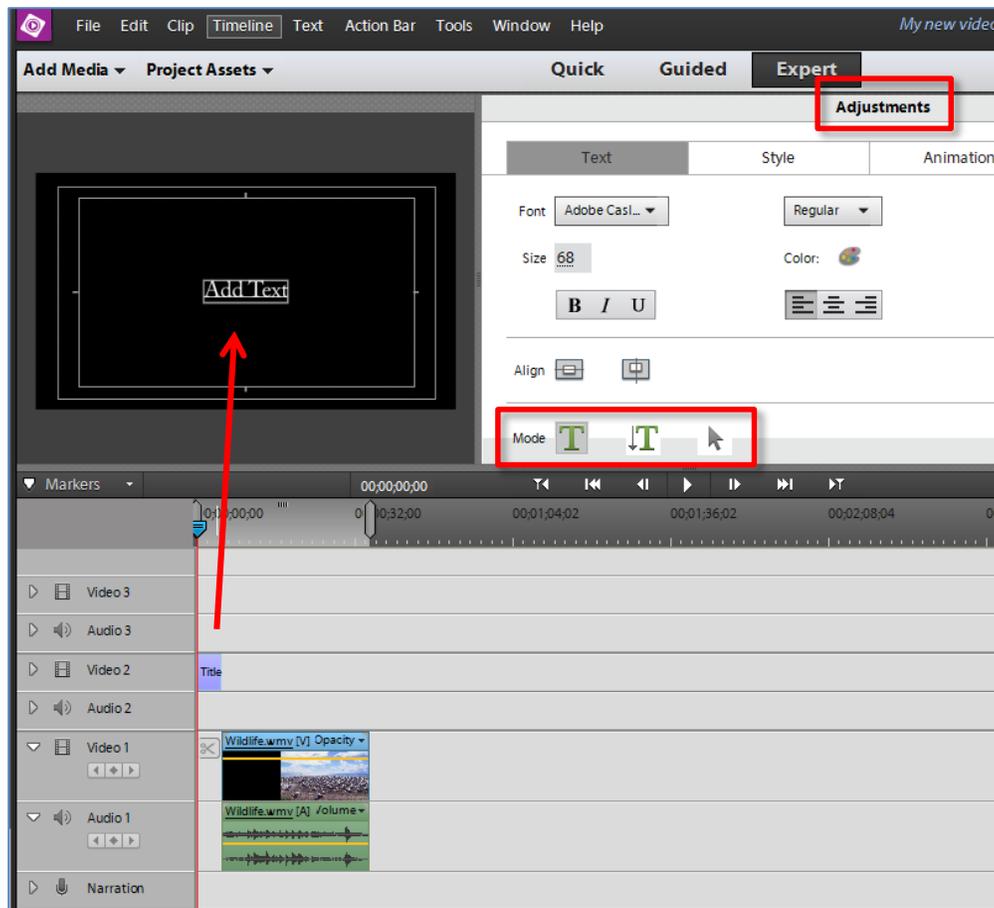


This will create a new clip called Title in the Video 2 track. Double click on the Title clip and you will have the opportunity to Add Text. The Adjustments window allows you to make changes to the color and text, add style elements, add animation, and add shapes to your title clip. See screenshot below.

In the Mode section at the Text tab, select the green **T** icon to edit text, including style, color and size. Drag the cursor to draw another text box.

Select the arrow button to move the text box(es) to the desired position in the frame.





Drag and drop your clips so that they lock side-by-side for smooth playback.

Note that if you move the Title clip on the track Video 2 so that it is on top of any portion of your other clip in track Video 1, the preview window will play back both tracks simultaneously – the text will display over the top of the moving image. If the Title clip precedes the other clip, it will display on a black screen unless you choose to add features to the Title clip itself.

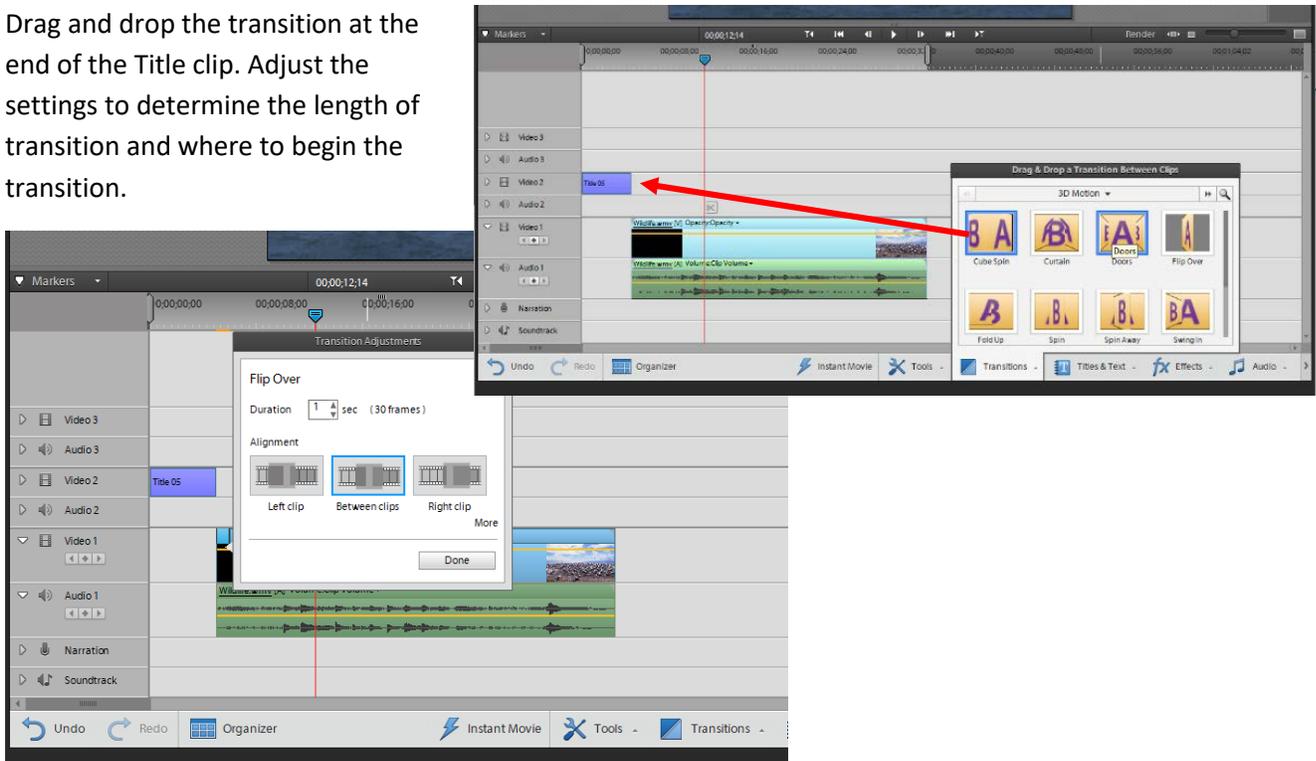
This text should include information that will help your user understand what they are watching or give additional context needed to interpret the contents of the video. Along with the title, you might include the date of creation and/or the creator of the video. Make sure your text is consistent with any metadata in your Omeka item record.

### Add transitions

To add a transition between clips, such as a fade, select the Transitions tab at the bottom of the window, and choose the transition you wish you implement.

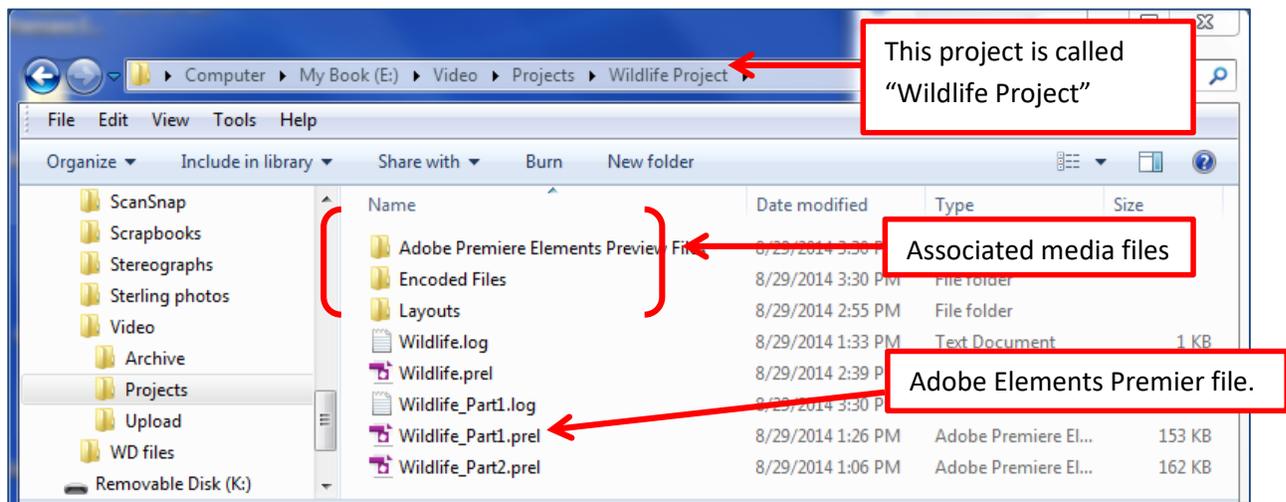


Drag and drop the transition at the end of the Title clip. Adjust the settings to determine the length of transition and where to begin the transition.



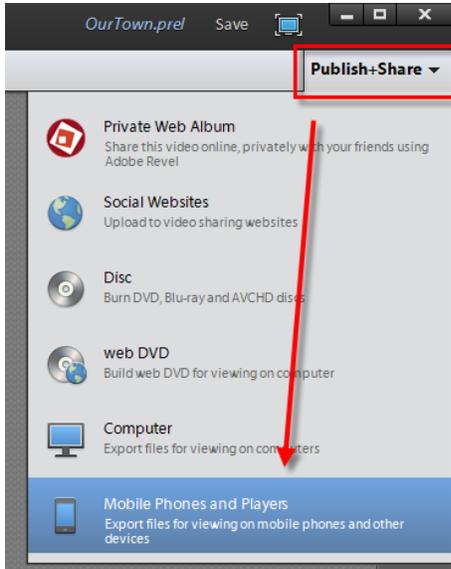
### Saving your files

Remember to save your work in the **Video > Projects** folder, in the subfolder you created for this project. When it saves, it will generate a series of other media files. To open your project for future editing, simply click on the .prel file.



## Prepare video file(s) for upload

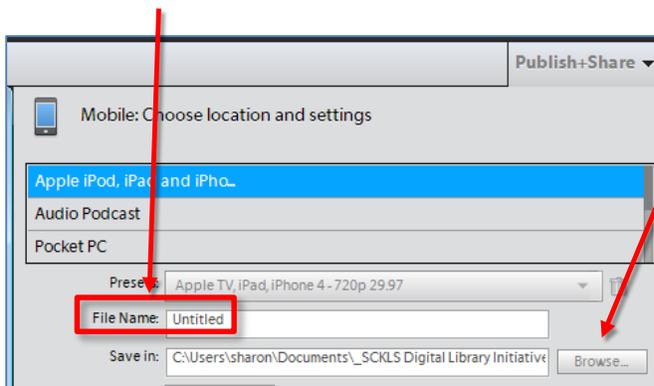
Your edited file needs to be saved as a new .mp4 file. Click on the *Publish+Share* drop-down in the upper right hand corner of your screen.



Select "Mobile Phones and Players". Be sure to change the *Presets* to the "Apple TV, iPad, iPhone 4 – 720p 29.97" type.



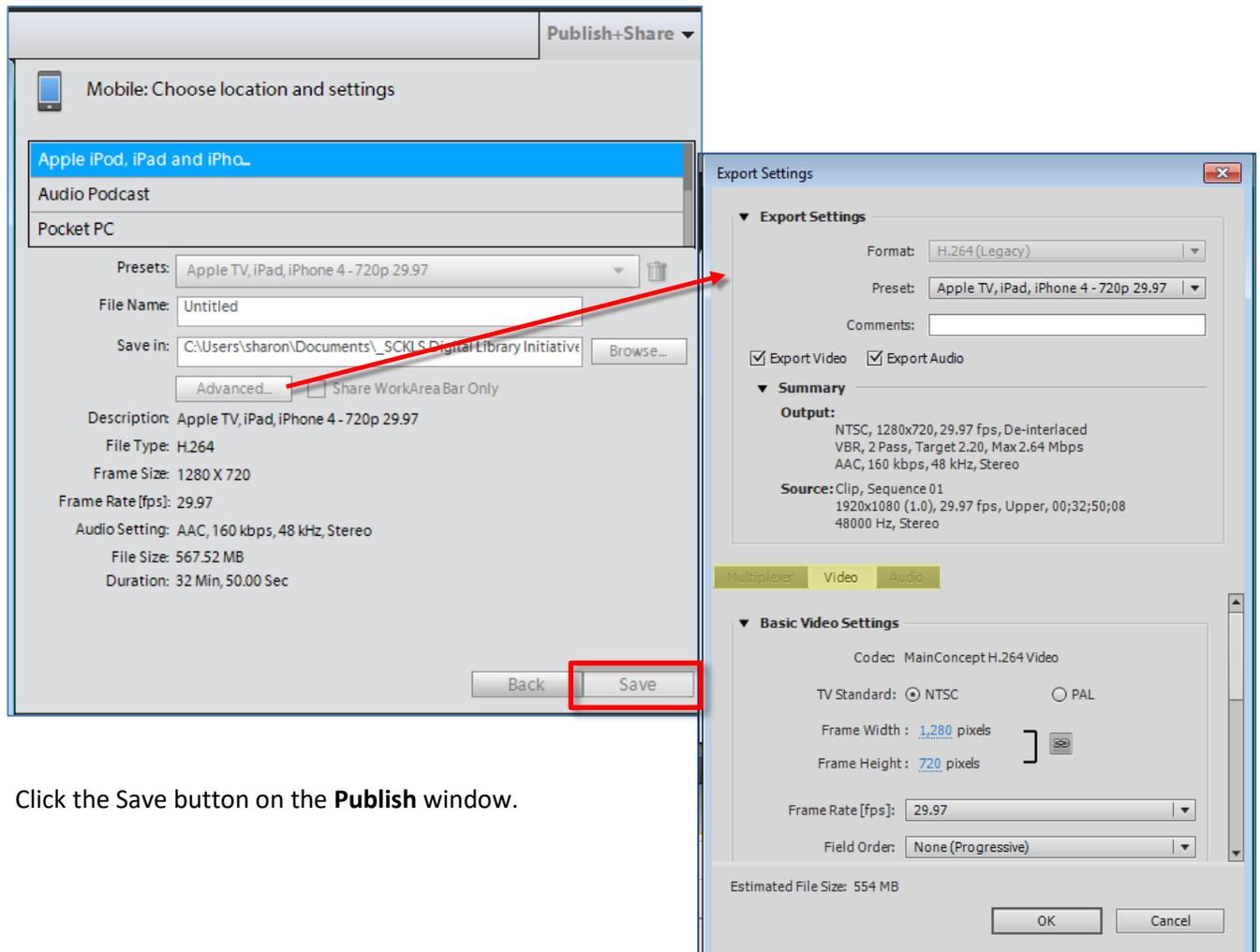
Specify a *File Name* (should be the same as your .prel file name).



Use the *Browse* button to select the **Video > Upload** folder on your external hard drive (or another location, depending on your file organization scheme) to save the finished video file.



The default **Advanced** (Export) settings should be fine; detailed settings information can be viewed in the tabs in the lower section of the Export Settings window. For example, the file extension is displayed in the **Multiplexer** tab.



Click the Save button on the **Publish** window.

**Be aware that processing may take as long as the video playing time. Do not close Premiere!**

You will see a notification when the video is finished and saved to the selected location.

Make sure you have saved the current version as a .prel file, then exit the program.



## Create a thumbnail image

Create an image file to be used as a thumbnail for your item in Omeka.

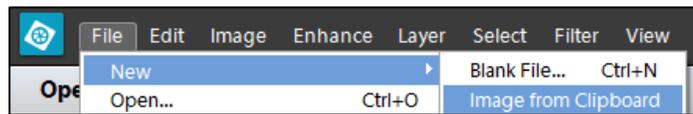
Play your video onscreen. (This can be done in Adobe Premiere Editions, but you may get a clearer image using your computer's default video player.) Pause at the point you want to capture.

Click the bar at the top of the player window, then press the **Alt + Print Screen** (PrtScn) keys at the same time. This will capture the active window on your clipboard.



OR, if you have a screen capture app such as **Jing** or **Windows Accessories > Snipping Tool**, draw the selection box around the image to capture and copy it.

Open Photoshop Elements and click File > New > Image from Clipboard.



Crop the image to a square, then save it as a jpg, naming it for the video.

Save this image file in the same folder as the finished mp4 video file.

After creating the item record in Omeka, go to the **Files** tab and upload the jpg image file to the record.



## **Publishing the finished video file**

Upload a copy of the final mp4 file into the *SCKLS Dropbox folder shared with your library*, NOT to your library's own Dropbox folder.

Email SCKLS staff to request that your video(s) be uploaded to Vimeo, and specify the title for each video (which can be different from the filename).

Default video settings in Vimeo are listed below. If you want to have any/all of these changed, include the change requests in your email. Settings can be different for individual videos.

### **Privacy**

- Default: Private; cannot be searched for or viewed on Vimeo.com
- Optional: Available for public to find and view at Vimeo.com

### **Embedding**

- Default: Embedding restricted to digitalsckls.info domain
- Optional: Can be embedded anywhere

### **Download**

- Default: Cannot be downloaded to a computer
- Optional: Can be downloaded

When the upload and processing are finished, SCKLS staff will add the embed code to your item record.

