

# Production & Digital Media Services

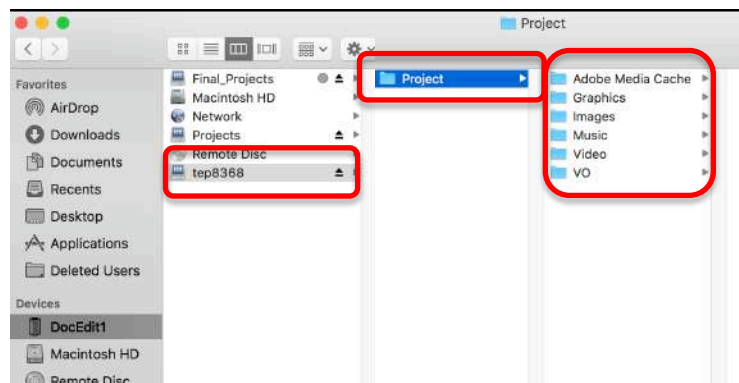
## Adobe Premiere Pro CC 2019 Workflow Guide

### 1. Log In with your Net ID and password

- On your desktop you will find folders created in Isilon (Student folder, Projects and Final Projects)
- The Isilon is a storage area network that allows you to store your files on a large server and access them from any computer that is connected to it. (Editing Suites, Computer Labs, Newsroom Edit Suite)



### 2. Open the folder named after your Net ID and create subfolders to manage your files and footages (see example below)



#### Reminder:

**PLEASE DO NOT SAVE ANY FILES ON THE DESKTOP.**

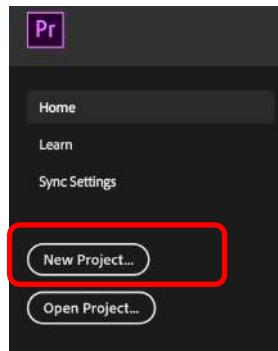
**PLEASE DO NOT SAVE ANY FILES ON THE DESKTOP.**  
All files must be saved to your user folder on the NU-Q Isilon.

Any files stored locally will be **DELETED** on a regular basis

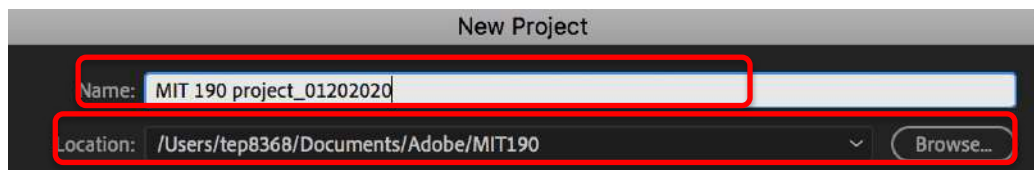


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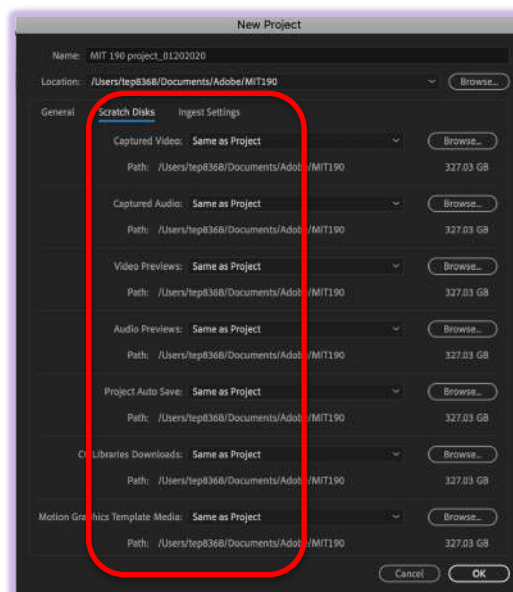
3. Open Adobe Premiere Pro CC 2019 Application.
4. Create a New Project; Name your project (Project Name\_Date );



- Click Browse to direct Premiere to save the project to your own folder in Isilon. (Navigate to the folder created earlier)



- Check and ensure that all items under Scratch Disks are **Same as Project**. Click OK



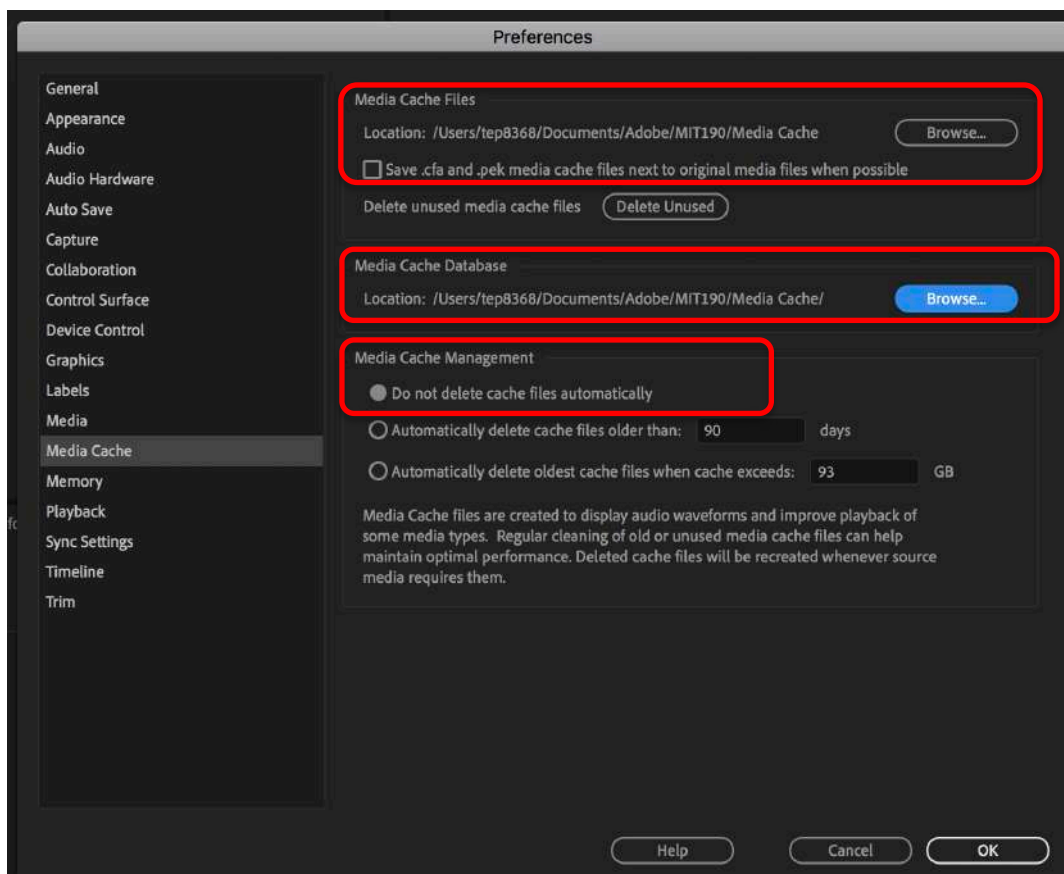
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5. Adjust settings in Adobe Premiere Pro to ensure that your editing workflow is as efficient as possible.

## Media Cache

### Navigate to Premiere Pro > Preferences > Media Cache

- Browse in your Adobe Media Cache folder and set location for Media Cache Files
- Check Save .cfa and .pek media cache files next to original media when possible
- Browse in your Adobe Media Cache folder and Set Media Cache Database location
- Set Media Cache Management to Do Not Delete cache files automatically

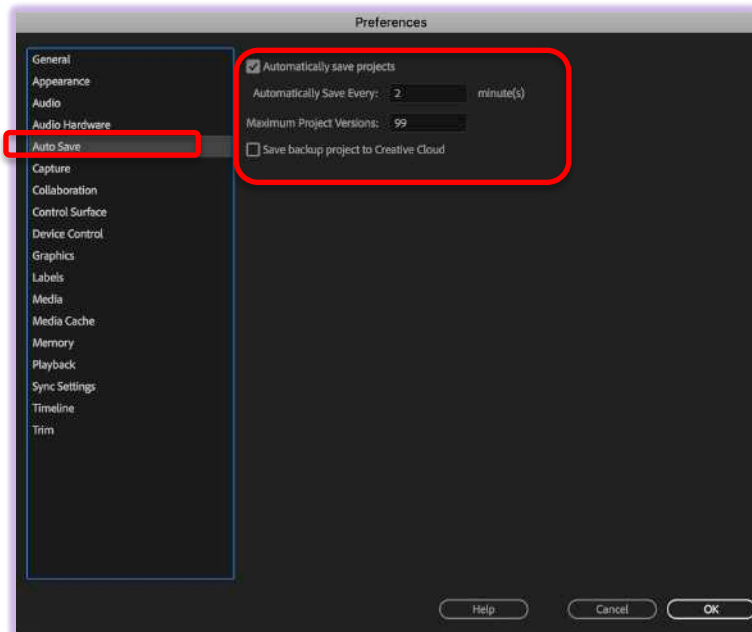


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## Auto Save

Navigate to > Auto Save

- Check Automatically save projects
- Set Automatically save every **2 minutes**
- Set Maximum Project Versions: **99**



## 6. Import Clips in Project

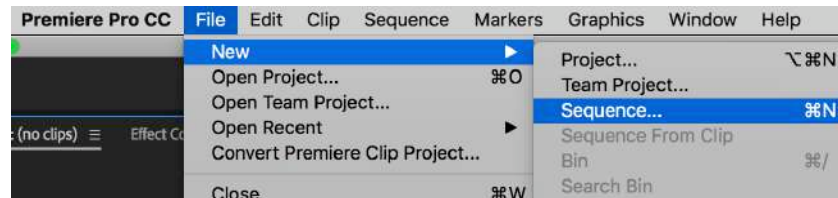
Navigate to **File > Import** and select clips or folder for importing

## 7. There are a few ways that you can start a sequence.

The first one, is to just drag and drop footage from the Bin into the Timeline. In this way, you can also rename the sequence. The sequence created will have the same setting as the first clip dragged to the timeline.

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Alternatively, Navigate to File > New > Sequence



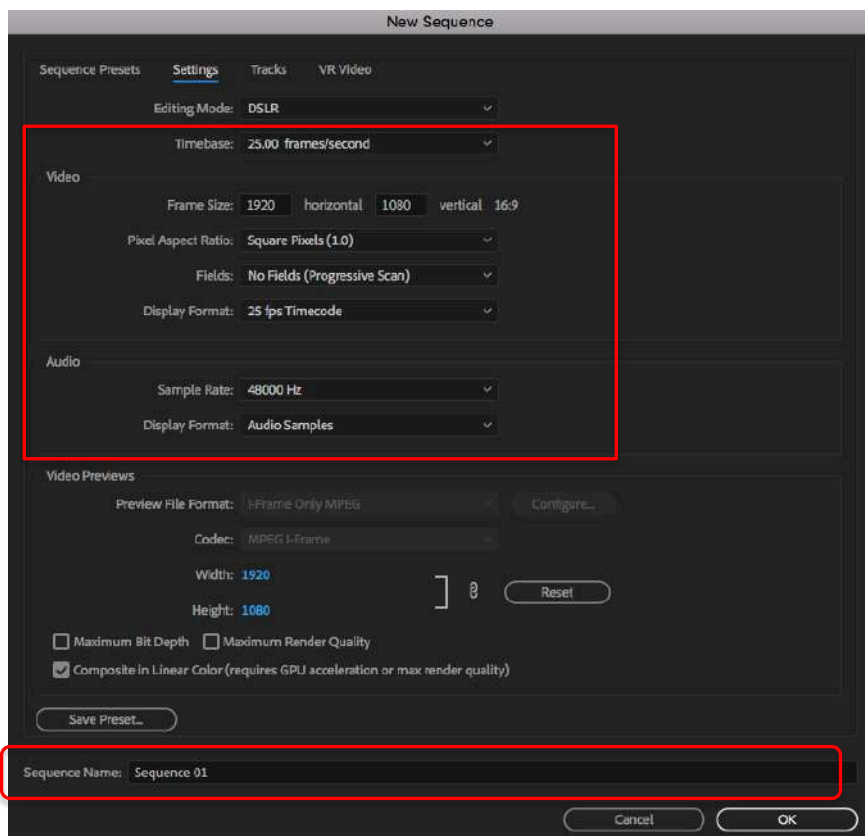
On the settings Tab, Set the following parameters:

## Video

- Timebase : 25.00 frames/second
- Frame Size : 1920 (horizontal) 1080 (vertical)
- Pixel Aspect Ratio : Square Pixels (1.0)
- Fields : Progressive Scan

## Audio

- Sample Rate : 48000Hz



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## EXPORTING

Go to File → Export → Media

## EXPORT SETTINGS

1. Set the Format  
Format : **H.264**
2. Set the Preset  
Preset : **Match Source - High bitrate**
3. Rename the output name and save it to the designated folder (EXPORT FOLDER)  
Output Name : **Project Name\_Date**
4. Hit “**Export**”

