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training



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Training Centre



**ADOBE Premiere Elements
“ ESSENTIALS PRE COURSE
REQUIREMENTS ”**

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IMPORTANT PRE TRAINING INFO

At City Desktop, we know that when you come to a training course you want an expert trainer with industry experience, who can provide you with not just the basics but also lots of tips, tricks and helpful hints and who can also share with you best workflow practices.

We also know that at the end of training you want to feel confident that you can implement what you have learnt and to create documents in the most efficient manner possible.

Ensuring you meet the course pre-requisites and have read through the required reading material PRIOR to course commencement, helps us to deliver these outcomes and allows you and fellow course participants to get the maximum benefit from your training experience.

Please also be aware that while we endeavour to make sure all students meet the prerequisites, there sometimes are a few people faster and a few people slower than the majority in any computer course. We endeavour to pace the course at a 'medium' speed based on the thousands of public courses run to date. If you want training exactly at your own pace, then **organizing private training** might be a better option for you.

PRE-REQUISITES

To use Premiere Elements effectively, it is required to cover a fairly large area to ensure best practices. **Previous** experience is not required, however, you will require to know and be comfortable with the standard generic practices and shortcuts that are found throughout Adobe's Creative Suite.

This document has been created so you can arrive at your training confident in the basics and ready to tackle all Premiere Elements has to offer. Throughout this document you will find a variety of reading material and video tutorials that will ensure you are prepared to get the most from your upcoming training with us at City Desktop Training.

CONTACT & LOCATION DETAILS

Training Rooms:

SYDNEY: Level 5, 89 York Street

MELBOURNE: Cliftons, 440 Collins Street

BRISBANE: Cliftons, 288 Edwards Street

Classes begin at 9am, and students need only arrive 10 to 15 minutes prior.

Phone: 1300 441 8911

Email: info@cd.com.au



TASK PANEL

OVERVIEW

The Adobe Premiere Elements workspace is optimized for organizing media, editing and sharing movies, and creating menus for DVDs and Blu-ray Discs. You can customize the workspace to suit your needs. Adobe Premiere Elements combines everything you need to create a movie, including video, audio, effects, transitions, and titles, into a single file called a project file.

- The Adobe Premiere Elements workspace is optimized for the four major phases of a project: organizing footage (video, stills, and audio), editing a movie, creating menus for DVDs and Blu-ray Discs, and sharing movies.

- You can easily change from one task to the other by choosing different task-based buttons in the Tasks panel. As you change tasks, the workspace displays the appropriate panels and panel views.
- You can also customize the workspace to meet your specific needs by adding and arranging panels.
- Drop zones are areas in the workspace onto which you can drop or move panels. As you drag a panel, underlying drop zones become outlined. The highlighted drop zone shows where the panel will be inserted into the workspace. Dragging a panel to a drop zone at any of the edges of a panel results in docking.
- Note: To see the names of panels in the workspace, choose Window > Show Docking Headers.

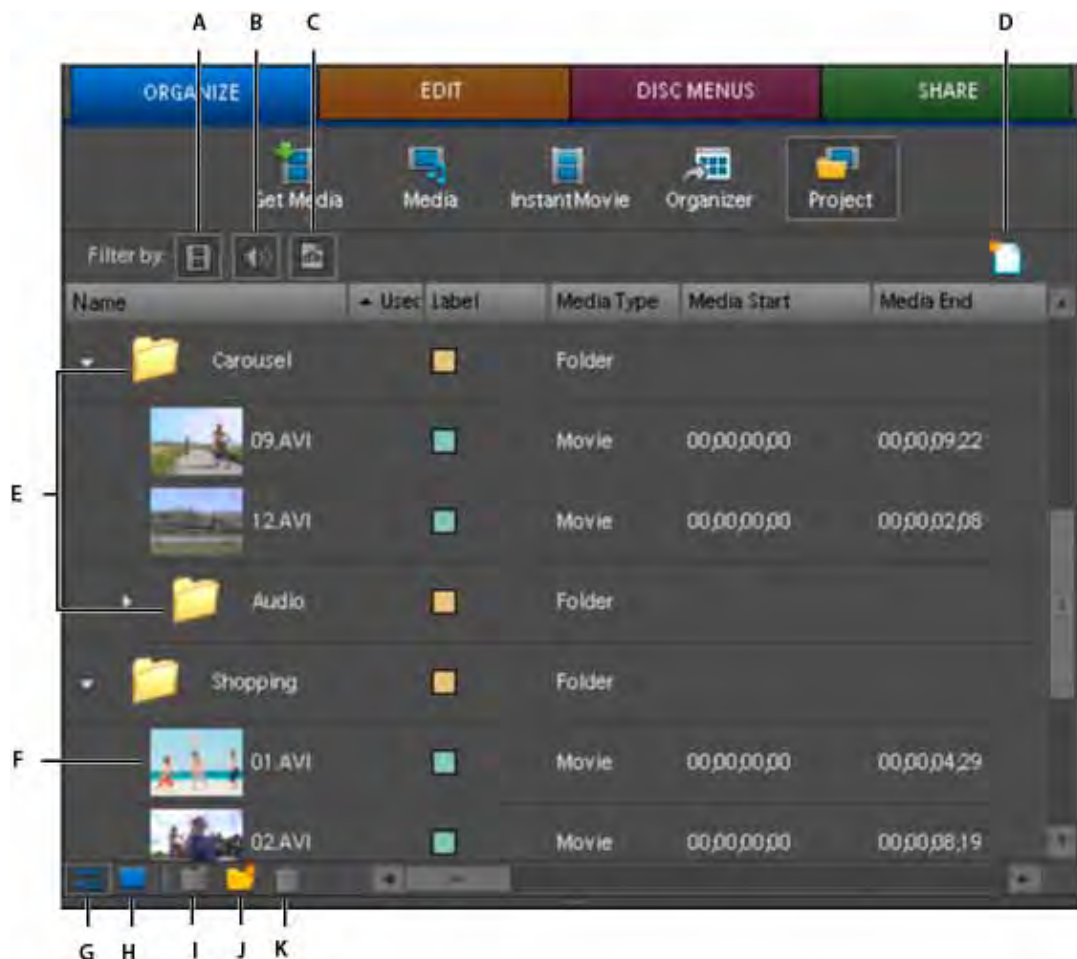


Edit workspace displaying Effect Properties view

PROJECT VIEW OVERVIEW

- The Project view lets you preview source material for your projects. To access the Project view, select Window > Available Media or Organize > Projects.
- In Project view, you can display items in either List view or Icon view. List view lets you view more items simultaneously and sort items by properties such as media type and duration. Icon view displays thumbnails that let you visually organize project contents.
- To change the view, click the List View button or the Icon View button at the bottom of the panel. Alternatively, right-click in the Tasks panel, and choose View > List or View > Icon.

- To arrange items in Icon view, drag an item to any square. As you drag, a vertical bar indicates where the item is going. If you drag an item to a folder, the item goes inside the folder.
- To sort items in List view, click the column heading by which you want to sort the items. (For example, click Media Type to sort items by type.) If folders are expanded, items sort from the top level and down the Project view hierarchy. To reverse the sort order, click the column heading again.
- To see more of the column headings in List view, drag the right side of the Tasks panel to the right to resize it. Or drag the scroll bar at the bottom of the panel to the right.



Work space: Project view

- A.** Show video **B.** Show audio **C.** Show still images **D.** New item **E.** Folders **F.** Clip thumbnail **G.** List view **H.** Icon view **I.** Move up a level **J.** New Folder **K.** Clear

WORKSPACES: Organize

The Organize workspace displays thumbnails of all the media (videos, still images, and audio) that you've imported into Adobe Photoshop® Elements® or Adobe Premiere Elements. You can access and share all the files in the Organizer seamlessly between the two applications. From the Organize workspace in the Tasks panel, you can access the following:

Get Media

Lets you add files from various sources including video cameras, webcams, digital still cameras, WDM devices, mobile phones, and folders on

your hard disk.

Media

Displays the thumbnails of all media files.

Instant Movie

Automatically and quickly steps you through the selection and editing portion of movie creation, adding theme-based effects, titles, transitions, and audio. You can change settings as desired.

Organizer

Launches the Elements Organizer window where you can import, view, find, organize, and manage media files.

Project

Displays the details of all media files.



Organize Workspace

WORKSPACES:

Edit

When you're ready to arrange or edit your media, click Edit in the Tasks panel. The Edit workspace lets you add movie themes and templates to your movies, apply effects and transitions, and create and add titles. In addition, the Properties view appears within the Tasks panel when you choose Window > Properties or when you edit effects or transitions.

From the Edit workspace, you can access the following:

Effects

- Shows effects and presets you can use in your movie. You can search for an effect by typing its name into the search field. To see only specific types of effects, choose an option from the first menu: Video Effects, Audio Effects, Presets, My Presets, or Favorites. You can also view specific categories by choosing a category, such as Adjust or Channel, from the second menu (Show All is the default). To edit an effect before applying it, select it and click Edit Effects to open Properties view.

Transitions

- Shows transitions you can use in your movie. You can search for a transition by typing its name into the search field. To see only specific types of transitions, choose an option from the first menu: Video Transitions, Audio Transitions, or Favorites. You can also view specific categories by choosing a category, such as 3D Motion or Slide, from the second menu (Show All is the default). To edit a transition before applying it, select it and click Edit Transitions to open Properties view.

Titles

- Shows pre-formatted titles you can use in your movie. To see only specific types of titles:
- Choose an option from the first menu, Entertainment, General, Happy Birthday, and so on. If you want to narrow the choices more, choose a specific theme, such as Blue Notes or Ladybug Picnic, from the second menu.

Themes

- Enables you to view Themes. Displays InstantMovie themes that instantly and dramatically enhance your movies. Themes make it easy to create professional-looking movie. They automatically edit your clips and apply effects, transitions, overlays, title and closing-credit sequences, videos, sound effects, and more. You can apply all the options in a theme, or choose the options you want.

ClipArt

- Displays clip arts that can be used in your video files.

WORKSPACES: Enhance & Share.

ENHANCE/Disc Menus workspace

When you're ready to add menus to your movie for DVD or Blu-ray Disc, click Disc Menus in the Tasks panel. From this workspace, you can access your media and the menu templates.

Note: When you click Disc Menus in the Tasks panel, the Monitor panel switches to the Disc Layout view. Use Disc Layout view to drag-and-drop templates and media to personalize your menus.

From the Disc menus workspace, you can preview and choose preformatted templates you can use for menus. To see only specific types of templates, choose an option from the first menu: Entertainment, General, Happy Birthday, and so on. If you want to narrow the choices, choose a specific theme.

SHARE WORKSPACE

When you're ready to burn a disc, or save your movie for viewing online or on a mobile phone, PC, videotape, or other device, click Share in the Tasks panel. This workspace provides all the tools necessary to save your file for sharing with others.

Use Quick share to create and reuse preset sharing options, making sharing quick and easy. For example, if you frequently share projects by burning them to DVD, set up your optimal settings for burning a DVD, and save those settings as a Quick share. The next time you want to burn a project to DVD, use the Quick share preset you created instead of setting all the DVD options again.

About projects

Adobe Premiere Elements creates a project file for every new project you start. By default, a project preset is used for the television standard (NTSC or PAL) you selected when you installed the program.

A project file stores only title files and references to the source files that you capture or import, so project files remain fairly small. Because only references to the source files are stored, avoid moving, renaming, or deleting your source files so that Adobe Premiere Elements can continue to locate them.

You can create a project on your own by adding, arranging, and editing your media, and then adding transitions, effects, and titles; or you can create an InstantMovie project. InstantMovies step you through the process of adding your media from the Organize workspace, choosing a theme for your movie, and customizing any of the theme options, such as title and credits text, and background audio. Adobe Premiere Elements then analyzes and arranges your footage in the Timeline, adds transitions, titles, and audio, and then lays it out on the Sceneline so you can preview it and save it in the format of your choice.

Start a new project

When you start a new project or an InstantMovie project, you can review the default preset and its settings by clicking the Change Settings button. Make sure that you are using a preset that uses the same specifications of your source media.

Important: Some settings, such as frame rate, size and aspect ratio, can't be changed after a project is created—verify all project settings before starting a project. Using the wrong project settings can adversely affect performance as you work on your project.

By default, the folder for a saved project also stores rendered previews, conformed audio files, and captured audio and video. These files are very large, so save them to your largest, fastest hard drive. To store these files separately from projects, choose Edit > Preferences > Scratch Disks.

1. Do one of the following:

From the Welcome screen, click New Project.

If Adobe Premiere Elements is open, choose File > New > Project.

2. (Optional) To change the settings used, click Change Settings, select a different preset and click OK.

3. In the New Project dialog box, specify a name and location for the project, and click OK.

Open a project

You can open only one project at a time. To ensure that Adobe Premiere Elements can open an existing project, make sure that both the project file (.prel) and the source files used in it are accessible on your computer.

Do one of the following:

From the Welcome screen, click Open Project, and then click the project name. (If the project isn't listed, click Open, select the project file, and click Open.)

If Adobe Premiere Elements is open, choose File > Open Project or Open Recent Project; then select the project file, and click Open.

In Windows®, double-click the project file.

Note: Adobe Premiere Elements can open projects made in earlier versions of the program, but earlier versions of the program cannot open projects made in later versions. If you have two or more versions of Adobe Premiere Elements installed, you may need to open a project from within the software, or by right-clicking the file and choosing the application, rather than by double-clicking the project file.



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