

The Iomega Buz EasyGuide for Adobe Premiere® 4.2 LE

The EasyGuide is a brief introduction to Adobe Premiere 4.2 LE (referred hereafter as "Adobe Premiere"). You will complete a project while learning how to:

- Start a new project
- Import and view video and audio clips
- Assemble and trim clips
- Edit audio clips
- Add transitions
- Create titles
- Create superimposed titles (add keys/mattes/overlays on video tracks)
- Create a preview (a quick way to view your project)
- Make a movie (combine all the clips, effects, transitions, titles, etc. into one QuickTime movie)

At the end of this EasyGuide you will find some helpful tips and important preparation details that will help you be more productive using Buz and Adobe Premiere. Consult your Installation Guide for important information on Optimizing Your System.

NOTE: This EasyGuide is an overview and not intended to cover all the features of Adobe Premiere. Work through the EasyGuide first, then explore on your own. Refer to the **Adobe Premiere 4.2 LE User's Guide** installed on your hard drive for more detailed information. To open it, go to the Finder, select *Find...* from the *File* Menu and type: *Premiere LE User Guide.pdf* and select the Find button. Double click on the filename in the "Items Found" dialog to open the electronic file.

CONFIGURE THE APPLE® POWER MACINTOSH® G3 FOR BUZ

Follow these important preparatory steps to ensure that Buz and Adobe Premiere function correctly on your system. The figures depicted in this EasyGuide are from Mac/OS 8.1. If your system appears different, please consult your Mac/OS User's Guide.

MONITOR AND SOUND SETTINGS

Monitor:

- 1) From the Apple icon, select *Control Panels*, then *Monitors & Sound*.
- 2) Select the *Monitor* icon to open the window. See **Figure 1**.
- 3) Set the Color Depth to Thousands (DO NOT select 256 colors).
- 4) Select a resolution greater than 800x600.



Figure 1



Figure 2

NOTE: For this practice you will not be recording, but if your system has the Personality card installed, you may want to connect your sound input through it. See the **Buz Installation Guide** or your **G3 User's Guide** for connections and *Sound Monitoring Source* settings for systems with the card.

- 4) Set the *Sound Output Quality* to 44.100 kHz.
- 5) Ensure that *Sound Output* is set to *Built-In*.
- 6) Close the Control Panel.

MEMORY SETTINGS

For optimal disk performance when capturing and playing back movie clips, configure the *Memory* control panel as follows:

From the Apple icon, select *Control Panels*, then select *Memory*. See **Figure 3**.

- 1) Set the *Disk Cache* size to 1024K.
- 2) Set *Virtual Memory* to OFF.
- 3) Ensure that *RAM Disk* is set to OFF.
- 4) Close the Control Panel.



Figure 3

ADOBE PREMIERE MEMORY SETTINGS

For optimal results, you must allocate an adequate memory partition to use Adobe Premiere with Buz:

- 1) Locate and open the *Adobe Premiere™ 4.2.1 LE f* folder on your hard drive.
- 2) Single-click the *Adobe Premiere™ 4.2.1 LE* icon to highlight.
- 3) From the Finder, select *File* from the menu bar, then select *Get Info* to open the *Adobe Premiere™ 4.2.1 LE Info* window. See **Figure 4**.
- 4) In the *Preferred Size*: box, type 25000.
- 5) In the *Minimum Size*: box, type 20000.
- 6) Close the window.



Figure 4

NOTE: The configuration process is now complete. To activate changes you have made to *Virtual Memory* or *RAM Disk* you must restart the computer.

TUTORIAL

Carefully follow these instructions. Use the numbered figures, red circled numbers and the graphic examples to guide you. Perform each task, matching your own desktop layout to **Figure 8**.

Double click the *Adobe Premiere™ 4.2.1 LE* icon to launch Adobe Premiere. The first time you open Adobe Premiere, you will be prompted to enter your name, company name (if applicable). Type in serial number: **MSM420B7147935-100-345**. Click **OK**.

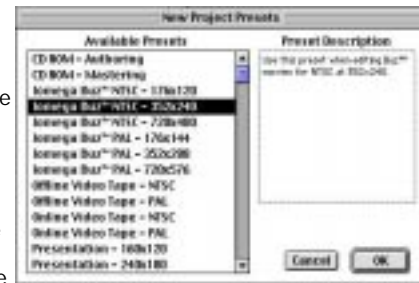


Figure 5

The *New Project Presets* window will appear each time Adobe Premiere is launched. See **Figure 5**.

Select the *Iomega Buz NTSC 352x240* preset for this tutorial, then click **OK**.

NOTE: Any of the other *Iomega Buz* preset files can be used in future Projects. If you work with PAL (European), choose the PAL 352x240 preset.

CONFIGURE THE ADOBE PREMIERE DESKTOP

The first time Adobe Premiere is launched the following windows will appear on the desktop:

- The *Project* window ① holds all the clips for the Project.
- The *Construction* window ② is used to assemble all video and audio clips, transitions, and editing effects.
- The *Transitions* window ③ contains a variety of transition effects to place between clips.
- The *Preview* window ④ displays a preview of selected clips from the *Project* or *Construction Window*.
- The *Info* window it is not necessary for this tutorial. Close the Info window by clicking the small box in the upper left-hand corner of the window.
- The *Project Controller* window ⑤ is needed for this tutorial. To open the *Controller* window select *Windows* from the menu bar, and choose *Controller*. The *Project Controller* is used for fast, dynamic previewing of your project.

If any windows are missing, click on *Windows* on the Menu bar and select them.

NOTE: The same window configuration will appear the next time you launch Adobe Premiere.

SET UP THE ADOBE PREMIERE DESKTOP

Organize your Adobe Premiere desktop to closely match the layout shown in **Figure 8**.

- 1) Click the *Construction Window* title bar to activate it.
- 2) Select *Windows* from the menu bar and click *Construction Window Options*. See **Figure 6**.
- 3) Select the same appearance options as shown in **Figure 6**.



Figure 6

- 4) Adjust the *Time Unit Slider* ⑥ in the *Construction Window* so that about 1 minute (or 0:01:00:00) is displayed on the time scale ⑦ at the top of the *Construction Window*.

NOTE: Your *Construction Window* may appear different than **Figure 8** depending on the settings of your desktop monitor resolution and *Time Unit Slider* ⑥.

IMPORT, VIEW AND TRIM CLIPS

Put the Iomega Buz Installer CD in your CD-ROM drive.

- 1) From the menu bar, select *File*, then *Import*, then *Multiple...*
- 2) Find the *Adobe Premiere 4.2.1 LE f* folder located on your hard drive and select *Buz Tutorial Files*. See **Figure 7**.
- 3) Select movie clip named **'One'**, then click *Import* (or double click each file).
- 4) Repeat to import the clips **'Two'**, **'Three'**, and **'Four'**. Click *Done*.

The *Project*: window should now contain the imported clips you will use for this project. Notice the information associated with clip **'Three'** in the *Project*: window. See **Figure 8**. Listed under the name of the file is information about each clip: the type of clip (movie, title, etc.), the duration and resolution. The audio sample rate and bit resolution is specified in kilohertz (KHz) and bit depth (e.g. 16 Bit), in either stereo or mono.

NOTE: If a clip has also been placed in the *Construction Window*, there will be a small icon showing a film reel icon (and a wave form icon if audio has also been recorded with the clip). Study the *Construction Window* and identify the different tracks. There are two main parts of the *Construction Window*: Video and Audio.

The video section is the upper half of the Construction Window:

- The 'A' track holds video clips.
- The 'T' track holds transitions between clips on track 'A' and 'B'.
- The 'B' track holds video clips.
- The 'S1' Track holds Superimpositions that will appear as overlays (keys or mattes) over 'A' or 'B' tracks.

The Audio section is the bottom half of the Construction Window:

- The 'A' track holds audio or sound attached to the 'A' video track.
- The 'B' track holds audio files attached to the 'B' video track.
- The 'X1' track may hold a separate audio track to be mixed with other audio tracks (e.g. background music track).

Place the practice clips in the Construction Window:

- 1) Click the *Project* window, and position the pointer over the thumbnail of clip named **'One'** in the *Project* window. The pointer changes to a hand. Click and drag the **'One'** clip onto the top track (track 'A') in the *Construction window*. With the mouse still depressed, drag the clip to align its left edge with the left edge of the *Construction Window*.

Note: When you drag a clip containing both video and audio components, it splits and is displayed in the video and audio tracks respectively.

- 2) Click on the *Play* ⑦ button in the *Construction Window* to play the clip. You should see (and hear) the clip play back in the desktop *Preview*



Figure 7

window (and on a video monitor if you have one connected to the Buz Box).

To trim a clip:

- 3) Double click on clip **'One'** in the *Construction Window*.
- 4) The *Clip* window will open. See **Figure 9**.

Video clips will often contain sections that you do not want in your production. The *Clip* window allows you to trim the clip to whatever length you like.

- 5) Click the *Play* ⑨ button in the *Clip* window to play the clip.

For quality results, do not move the mouse cursor during playback. Also

ensure that the *Clip* window does not overlap the *Controller*.

The top row of green numbers ⑩ is a specific frame identification in hours: minutes: seconds: frames (SMPTÉ timecode format). The bottom row of numbers is the duration of the clip in minutes: seconds: frames:.

- 6) Move the *Slider* ⑩ and *Frame Forward and Frame Back* button ⑫ and position the clip at 00:00:01:00 ⑪. Click *In* ⑪.



Figure 9

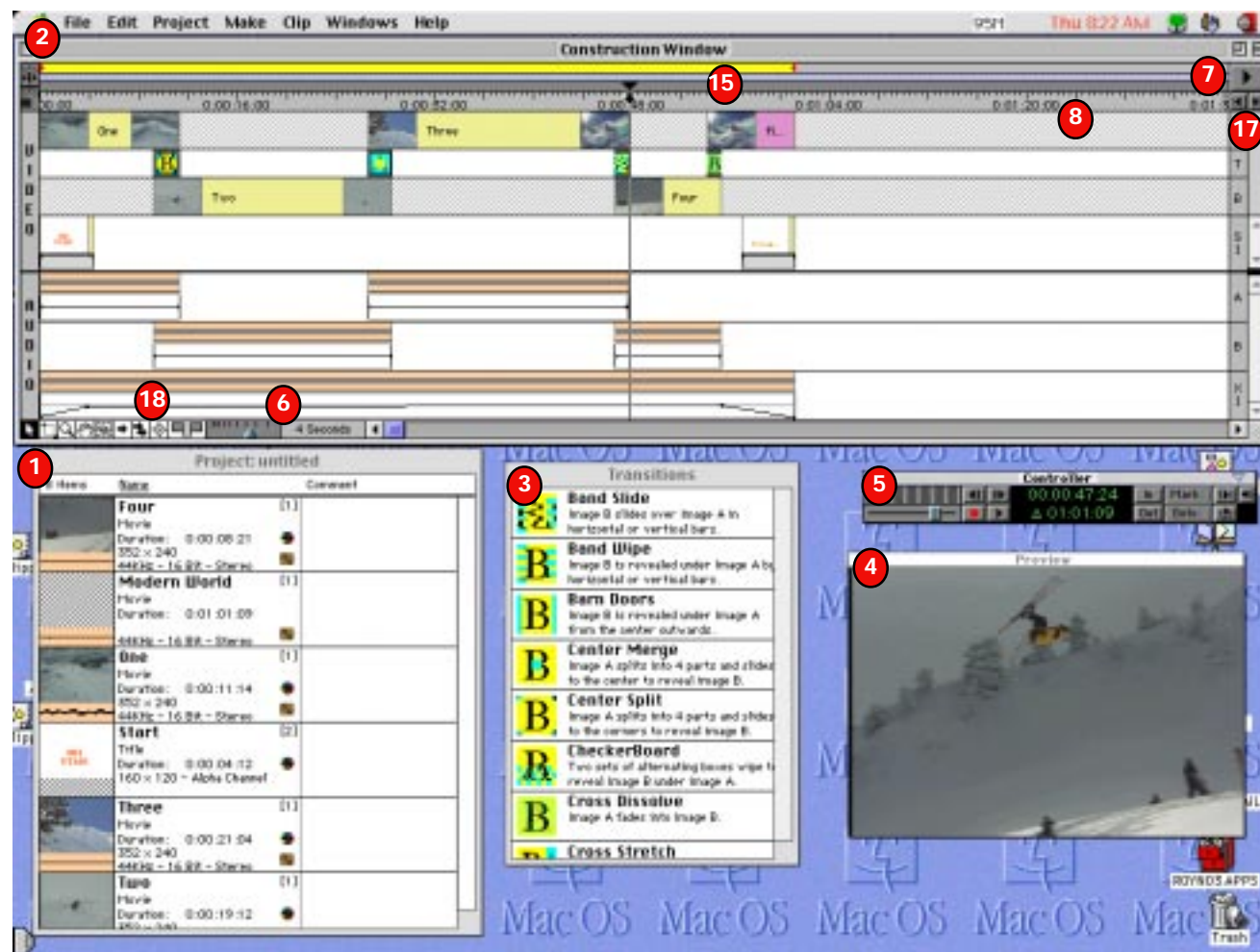


Figure 8

- 7) Move the slider to 00:00:05:14. Click *Out*. ⑬
- 8) To view the edited clip, click on the *Play In/Out* button ⑭ on the right of the word *'Mark'*:
- 9) Drag clip **'Two'** to the video 'B' track so that it overlaps the clip in track 'A' by about one second. See **Figure 8**. Adjust the *Time Unit Slider* ⑥ to better view the overlap.S
- 10) Drag clip **'Three'** to video track 'A' so that it overlaps clip **'Two'** in track 'B' by about 1 second.
- 11) Finally, drag clip **'Four'** to video track 'B' so that it overlaps clip **'Three'** in track 'A' by about 1 second.

TIP: Press the keyboard Backslash (\) key to automatically adjust the *Time Unit Slider* to make all the clips visible on your desktop.

SAVE THE PROJECT

A project file contains all the editing decisions and pointers to your clips, as well as the layout information of Adobe Premiere's desktop windows. It is good practice to frequently save your project to prevent loss of your editing work.

- 1) Select *Save As...* from the *File* menu.
- 2) Type **Ski Movie.project**, and save the file.

Create a still image from a video clip

To create a still image as the final scene in your project:

- 1) Double click clip **'Four'** from either the *Project* or *Construction Window*. The *Clip* window opens.
- 2) Use the *Slider* ⑩ and *Frame Forward and Frame Back* buttons ⑫ to select one of the last frames in clip **'Four'**.
- 3) Go to *File*, select *Export* and choose *Frame as PICT...* The save file window opens.
- 4) Type the name **'Final'** for the PICT file and select *Save*. A new window opens with the still image.
- 5) In the new window, click the *Duration* button and enter: 0:00:10:00 (10 seconds). Click **OK**.
- 6) Click in the middle of the image and drag it to track 'A' and overlap the end of clip **'Four'** on the 'B' track by about a second. See **Figure 8**.
- 7) Close the *Clip* window and the new still clip window.

CREATIVE NOTE: Scanned pictures, screen captures, etc., can also be used in your own video projects. Use *File/Import/File...* to load images into the *Project* window.

NOTE: We have shown you just a few of the *Clip* window features. Use the *Premiere LE User Guide.pdf* located in the *'Adobe Premiere™ 4.2.1 LE f'* folder for more detailed information.

ADD AND EDIT AUDIO CLIPS

Add a musical background to the practice project. If you haven't already done so, locate the folder called *Buz Tutorial clips* and select and import the tutorial audio clip named **'Modern World'** (composed by Gary Lamb).

- 1) Drag the Audio clip from the *Project* window to the 'X1' track in the bottom half of the *Construction Window*.
- 2) Select the *Next Edit* button ⑮ on the *Construction Window* until the pointer is located at the end of your project. Select the *Razor* tool ⑯ and slice the **'Modern World'** clip in Track 'X1' at the pointer line. Click on the part you trimmed off, and press the 'delete' on your keyboard.

Notice the audio clip icon has two sections. The top section is a waveform. The bottom section depicts volume. See **Figure 10**.

- 3) Pass the mouse pointer over the lower section until a pointing hand icon appears.
- 4) Click on the line with the hand icon. A dot will appear as an anchor point.
- 5) Pull down the beginning of the line to create a 'fade in'. See **Figure 10**.
- 6) Create a 'fade out' on the other end of the sound clip. Click and drag the dot to the left or right to lengthen or shorten the fade. You can also raise or lower the volume anywhere along the line.

NOTE: You can adjust the audio track attached to a video clip in the same way or even remove it altogether. To remove an audio clip: click on it to highlight, then press 'delete' on your keyboard.

In future projects you will want to record your own audio tracks. Use Iomega RecordIt™, which is bundled with Buz, to produce narrations or background music. Adobe Premiere also supports audio capture. The procedures for both methods of audio capture are included later in this guide.

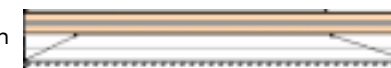


Figure 10

ADD TRANSITIONS

Transitions are used to create a smooth passage from one clip to another. Use transitions to add emphasis, change scenes, make a point, etc.

The 'T' track in the video section of the *Construction Window* is used to place the transitions between the clips on tracks 'A' and 'B'.

To add a transition:

- 1) See **Figure 8**. Clip **'One'** on the 'A' track should be overlapping clip **'Two'** on the 'B' track by about one second. Position your clips to look about the same.
- 2) In the *Transitions* window, scroll down to the transition called "Center Split", click and drag it to the 'T' track.
- 3) Adjust the transition to span the overlap (move it back and forth slowly until it adjusts to fit the overlap).
- 4) Click and drag three additional transitions to the 'T' track and adjust to fit. (Match the layout in **Figure 8**.)

NOTE: After completing this section, remember to save your project.

MAKE AN OPENING TITLE

Use the Adobe Premiere *Title* editor feature to overlay text (i.e. key) on your video clips.

- 1) From the menu bar, select *File*, then *New*, then *Title*.
- 2) When the *Title* window (**Figure 11**) opens, click the 'T' button and click in the white rectangle and type a title (for example "SKI IN UTAH!"). There are several options for altering how the text will look. You can choose a different Font, Style, Size, Justification and Orientation. The text options are located in *Title* and *Font* menus on the menu bar.
- 3) To change the color of your lettering: click once on the title.
- 4) Double click on the box below 'tools' and a 'color picker' will open.
- 5) Select a bright orange or yellow color for your text. Click *OK*.
- 6) Click within the title window and drag the title to the 'S1' track. A window opens prompting you to name and save your title.
- 7) Name it **'Start'**. Click *OK* to save.

NOTE: The **'Start'** title now appears in the Project window.

- 8) Select the title in the 'S1' track. Click and drag the right edge of the red double-arrow to extend the title's duration to about eight seconds.
- 9) Move the title to the left edge of the 'S1' track. (The beginning of your project.)

Superimpose The Opening Title

Superimposed elements can be overlaid (keyed, matted) on other video clips to create special effects.

- 1) Click the **'Start'** title in the 'S1' track, then select *Transparency....* from the *Clip* menu on the menu bar. The *Transparency Window* opens. See **Figure 12**.
- 2) Click on *Key Type:* and select *White Alpha Matte*. Select the *Peel* icon **16** and you should see the title keyed over the **'One'** clip.
- 3) Click *OK*.

MAKE A CLOSING TITLE

Duplicate the steps above to create a ten-second closing title. For example, enter the text: 'So Long...' and save the title as **'End'**.

Drag the **'End'** title from the Project window to the 'S1' track, and align its right edge with the right edge of the **'Final'** clip. (The end of your project.)

NOTE: Ensure your *Construction Window* matches the layout in **Figure 8**. Then save your project.

MAKE A PREVIEW

A preview is a process that allows you to see the transitions, text, special effects, etc. of your project, without actually making a QuickTime movie. You can make a preview of a portion or of the entire project. You can still edit clips after making a preview.

To make a preview of a portion of a project:

- 1) Locate the *Work Area* bar (yellow bar with red arrowheads) **15** at the top of the *Construction Window*. See **Figure 8**.
- 2) Drag the right arrow over to the end of clip **'Three'**.
- 3) Drag the left arrow over to the beginning of clip **'Two'**. The yellow bar stretches between the two arrows to select the area of your project that will be built into a preview.
- 4) Select *Preview* from *Project* on the menu bar (or press the Return key).

NOTE: You may be prompted to save your project, if so, name and save your project **'Ski Movie.project'**, and save the file to the Desktop or to a folder of your choice. Adobe Premiere will automatically build the preview and play it in the *Preview* window (and on the video monitor if you have one connected).

To make a quick preview of an entire project, hold down the *Option* key and click the cursor within the *Work Area* bar. It will expand across the entire Project. Press Return.

NOTE: If the length of a preview exceeds three or four minutes, you may observe a loss of audio synchronization with the video. It may be necessary to make shorter preview sections. However, even if the preview is out of sync, when it is made into a final movie, it will be okay.

MAKE A MOVIE

Making a movie combines all the clips, transitions, titles, special effects, etc., to make a QuickTime movie file. You can choose to make a movie of an entire project or make a movie of a selected portion by setting the *Work Area* in the *Construction Window*, as you did to make a preview (see Make a Preview). For this tutorial, you will select the entire project.

To make a movie of the entire project:

- 1) To select the entire project, hold down the *Option* key and click on the *Work Area* bar. The yellow bar will extend across the entire project.
- 2) Select *Make* from the menu bar, then choose *Movie...* Type a file name (e.g. "My Ski Movie") and click *OK* to save. An Iomega Jaz® 1GB or 2GB drive is ideal for storing your projects and clips.

NOTE: Do not alter the movie *Output Options* or *Compression Options* on the *Make Movie* dialog box. These settings are configured when you select an *Iomega™ Buz NTSC Preset* when you begin a project.

- 3) A progress bar appears while the movie is constructed. If required, you can stop the process by holding down the *Command* key and the *period* key at the same time.
- 4) A Clip window appears on top of the *Construction Window*. (Notice that the name of the movie appears on the title of this clip window.)
- 5) Select *File* from the menu bar then *Export* and choose *Print to Video...* to reveal the *Print to Video* window. Select *OK* to watch the newly created Movie.

Congratulations! The movie plays back on your Mac desktop. You can view or record the movie to a video monitor or video tape recorder if these devices are connected to the video output of the Buz Box.

NOTE: If the length of a movie exceeds three or four minutes, you may observe a loss of audio synchronization with the video during playback. Try opening and playing back long format movies with Apple's MoviePlayer™ (included with QuickTime 2.5 and later).

INFORMATION FOR CAPTURING VIDEO AND AUDIO

This section includes important tips, details, and supplemental information that will help you prepare for video and audio capturing with Buz. This section assumes that you have properly installed Buz, disk drives (e.g. Iomega Jaz 1GB or 2GB), and all audio-video peripherals.

Setting the Scratch Disk Area

From Adobe Premiere's menu bar, select *File*, then select *Preferences* from the pull-down menu, then select *Scratch Disks...* See **Figure 13**. If you have a high-performance disk drive installed (e.g. Iomega Jaz 2GB), then choose it for your scratch disk - otherwise, choose the Power Macintosh G3 hard drive.

Set Movie Capture Recording settings:

Select *File*, *Capture*, then select *Movie Capture*. This adds the *Movie Capture* menu item to the menu bar. From the menu bar, select *Movie Capture*, then select *Recording Settings...* See **Figure 14**.

Disable the *Constrain* option and enter a capture resolution in the *Record at:* box.

NOTE: Set the video capture resolution to match the Buz Preset file chosen at the start of your project. (If you chose *Iomega Buz NTSC 352x240*, then enter 352x240 in the *Record at:* box.)

Buz supports these video capture resolutions:
NTSC: 720x480, 352x240 and 176x120, PAL: 720x526, 352x288 and 176x144

TIP: Keep the resolution small for practice projects, but use the highest resolution your system can support for the best productions.

Set the Audio Block Size to 1/2 second.

Put a check in *Report Dropped Frames*.

Click *OK* to save settings.

Set Sound Input Settings

Buz makes use of the built-in sound capabilities of your Power Macintosh G3, which supports audio digitizing and playback over a range of sampling and quality levels. Choose 44.1 kHz, 16-bit, stereo for CD-quality performance. Choose alternate settings to minimize resultant file sizes, but lower audio quality will result.

Locate *Movie Capture* on the menu bar, and select *Sound Input...* to open the Sound menu. Select the *Sample* (**Figure 15**) and *Source* (**Figure 16**) options from the pulldown menu and set as shown. You do not need to change the *Compression* (**Figure 17**) menu option.

Set Video Input and Motion-JPEG Compression Settings

Locate *Movie Capture* on the menu bar, and select *Video Input...* to open the Video window. Select the *Compression* (**Figure 18**), *Source* (**Figure 19**) and *Image* (**Figure 20**) options from the pulldown menu and set as shown. Click to save settings.

NOTES: The *Compression* window is used for Movie Capture and must be set to 29.97 frames per second (for NTSC) or 25 frames per second (for PAL).

The *Quality:* slider is used to directly control the Motion-JPEG chipset onboard Buz. At 720x480 NTSC), the slider can range from *Least* (~500KB per second) to *Best* (~6000 KB, or equivalently, 6MB per second) of compressed digital video streaming to your disk drive. You will need to experiment with the slider to generate the quality setting to meet your needs. Lower data rates may display JPEG artifacts (blockiness), while higher data rates improve quality, but rapidly fill up your available disk storage.



Figure 13



Figure 14



Figure 15



Figure 16



Figure 17

The *Limit data rate to:* setting overrides the *Quality* slider and can be used to ensure that your video captures remain below a threshold rate. If your system displays a **green or blue** color on both the Mac desktop display and the attached NTSC/PAL video monitor, then it is likely that you will need to limit the data rate during captures. Use this setting to keep the data rate below the threshold.

NOTE: On the *Image* window (**Figure 20**), simply move the sliders to make adjustments. (Sharpness, Black Level and White Level adjustments are not supported by Buz.)

In the *Source* window, configure *Input:* to match your video source. (The Filter setting is not supported by Buz.)

Save and Load Movie Capture Recording Settings

Create and save a variety of capture settings that can be used for different applications.

To create and save a Capture setting, select *File*, *Capture*, then *Movie Capture*. From the *Movie Capture* menu select *Save Settings...* Similarly, choose *Load Settings...* to load a previous capture setting file.

Capturing Video

The quality of your movies is dependent on the quality of your source. Use the highest quality source possible. Use S-video if your video equipment has this feature. You can purchase an S-video cable at an electronic or television dealer.

Ensure your video source is connected to the input of the Buz Box. If the Installation Guide does not cover connecting your particular equipment, refer to the manual that came with your equipment.

- 1) Select *File*, then *Capture*, then select *Movie Capture* to open the *Record* window.
- 2) Use remote or manual controls to position the tape to the start of a clip you wish to capture, then press Play on the source device.
- 3) Select the *Record* button with the mouse (or press the "G" key) to begin capturing. A Capture Window opens on your Mac desktop display (you may see a black box with a smaller video preview window inside it).
- 4) Click the mouse button to stop capturing. Stop your source. A clip window opens allowing you to edit your new clip.

NOTE: Extra video footage is sometimes useful at the beginning and end of the clip. You can always trim the clip in Adobe Premiere.

- 5) During capture, the clip is temporarily saved on your Scratch Disk. Click the box in the upper left corner to name and save the captured clip.

NOTE: Clips are captured and stored in standard QuickTime movie format that contains Motion-JPEG compressed data and can be transferred, imported and played by any other QuickTime-based application, with or without Buz. (Quicktime v2.5 and greater includes support for universal Motion-JPEG software codec, which enables you to play back Buz clips.)

Hardware factors that affect frame rate and image size are:

The speed of your capture board: Buz supports Motion JPEG compression (very fast).
The speed of your hard drive: It is important to have a dedicated space to store your files. A SCSI drive like Jaz 1GB or Jaz 2GB with a new or reformatted disk is ideal.
The speed of your CPU: A faster CPU speeds up movie-making.
Processing load on the CPU: To minimize, close all other applications, virtual memory, etc. For further information, see the Installation Guide: "Optimizing Your System", page 15.

Figure 18



Figure 19



Figure 20

Capturing Sound:

One way to add sound clips is to record them through Adobe Premiere.

- 1) Connect your device output connectors through In on the Buz Box.
- 2) Select *File*, then *Capture*, then *Audio Capture*. The Capture window will open.
- 3) Start your Tape Player, CD player, etc.
- 4) Click *Record*. When you want to quit recording, click the mouse.
- 5) Name and save the sound clip.

Adding Files using Iomega RecordIt Software:

In Movie Player 3.0 Pro software:

Open an audio file which has been captured in RecordIt. Select *Save As...* and specify *QuickTime Self Contained*.

The file will then be useable in Adobe Premiere. (If you upgrade to Adobe Premiere 5.0 this step is not necessary.)

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