Premiere Pro
CS6

Premiere Pro CS6

First Edition

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Master Project

Session 1 Fill-in-the-Blanks

Instructions: While watching Session 1, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Intellectual Property

1. A work does not have to be _____ to be copyrighted. [Basic Copyright Definition]

2. You must be able to prove that the use is for the _____ of society. [Fair Use Doctrine]

3. It is better to play on the safe side when it comes to _____ . [Fair Use Guidelines in Education]

4. These are considered derivative works, where you remix and you _____ the original work. [Derivative Works, Release Form]

5. The property rights have _____ or are inapplicable. [Public Domain]

Project Concept

6. The _____ is going to be where your idea is born. [Project Purpose]

7. Any time you have a client use your _____ methods, communicate with them frequently, get feedback as often as possible, show them the designs you are working on, and keep them part of the process. [What a Client Wants, Target Audience]

8. _____ is a classification of people. [Age, Occupation, Gender]

9. Project scrope is what we are trying to accomplish and how grand it is or how narrow our _____ may be. [Project Scope]

10. A _____ is nothing more than telling a story. [Project Genre, Concept]

Production Process

11. Anything that you _____ has a process. [Production Process Overview]

12. During the preproduction, production, and postproduction phases nothing helps better than keeping a _____ . [Preproduction, Production]

13. We will also be fixing the audio. You may be fixing dialogue, adding sound effects, or you may be adding _____ . [Postproduction Process]

Preproduction

14. The more time you spend in preproduction the less time you will spend in _____ and editing. [Treatment, Synopsis, Premise]

15. A script can also be a _____ for a movie. [Script]

16. In this three-act structure, we have our _____ which starts at the beginning, then we have our middle, then we have a conclusion. [Three-Act Structure]

Production

17. The _____ that you invest now will save you on the set. [Budget and Schedule, Conclusion]

18. So with the shot list, budget, and our _____ , really what we have developed is our production plan. [Production Plan]

19. This is where you get to make the _____ without making the movie. [Storyboarding]

20. All _____ in any type of design follows the rule of thirds. [Rule of Thirds]

21. Be careful when you're zooming. Use of too many zooms and too much _____ in any case could cause some problems. [Zoom]

22. Usually we call the _____ A-roll and enhance it with B-roll. [A-Roll and B-Roll]

Postproduction

23. We actually physically _____ in order to edit. [Postproduction Overview]

24. Natural sound is the _____ sound; it's the environmental sounds that we should hear. [Editing, Sound Elements]

25. _____ is moving the footage into postproduction, making it ready to edit. [Editing Terms]

26. It is good to give _____ where credit is due. [Editing, Sound Elements]

Intellectual Property

Description:

The first thing you need to understand about creating videos, is copyright. It is important you do not infringe upon copyright laws and get yourself into legal troubles. Always assume everything is copyrighted. Copyright laws were put into place to protect intellectual property, to protect things such as ideas, concepts, designs, and artwork. Do not forget to give credit where credit is due!

In this project, you will demonstrate basic knowledge of copyright.

Steps for Completion:

1. View the worksheet on the next page.
2. Answer the questions about copyright.

Reference:

LearnKey's Premiere Pro CS6, Session 1:
    Intellectual Property: Introduction; Basic Copyright Definition; Fair Use Doctrine; Fair Use Guidelines in Education; Derivative Works, Release Forms; Image Release; Public Domain

Project Files: N/A

Difficulty: Beginner ●

Required Materials: Premiere Pro CS6 [Pr]

Objectives:

1.0 Setting Project Requirements
    1.1 Identify the purpose, audience, and audience needs for preparing video.
        1.1a Identify information that determines purpose, audience, and audience needs for video production.
    1.2 Identify video content that is relevant to the project purpose and appropriate for the target audience.
        1.2a Identify criteria for determining whether content is relevant to the project purpose.
        1.2b Identify criteria for determining whether content is appropriate for the target audience.
    1.3 Demonstrate knowledge of standard copyright rules
        1.3a Use copyright terms correctly, such as "copyright", "fair use doctrine," "intellectual property," and "derivative works".
        1.3b Identify when permission must be obtained to use copyrighted material.
        1.3c Identify when permission must be obtained for using images of people and locations.

Intellectual Property Worksheet

Instructions: Use the information learned while watching Session 1 to complete the short answer questions:

1. Explain the difference between copyrights and patents:

2. Describe a way to obtain permission to use someone's intellectual property:

3. Discuss Fair Use Doctrine. List some of the guidelines associated:

4. Complete the table for Fair Use Guidelines in Education:

Material	Allowed Usage
Motion media (Movies, animations)	
Text material	
Lyrics, music, music videos	
Photographs and illustrations	

5. Explain the concept of derivative works:

Identify Video Purposes and Goals

Description:

Videos are one of the most powerful sources of information used today. With the increase in availability of videos on the Internet and in the media, videos have become a common element for education, entertainment, and broadcasting live events. Important factors should be considered when designing a video in order to reach the correct audience in the most effective way. Consider factors such as purpose, audience, and audience needs.

This project will allow you to define and lay out a Premiere Pro CS6 project. Choose a topic (try to find something that relates to another class or course you are taking) and define your purpose and your audience. Remember, when defining your audience, you will need to be specific about age, gender, occupation, education, culture, income, and computer literacy. Write a brief explanation of the copyright regarding your project. Explain any material that you will use that is under copyright and how you will give proper credit to those who hold the copyright. Define the goals that you wish to accomplish with this project. Then create a timeline for which your project will be completed, and include when each portion of your project will be completed. After this you will be ready to create a project using Premiere Pro.

Steps for Completion:

1. Use the worksheet on the next page.
2. Define your purpose and audience.
3. Explain how copyright will affect your project.
4. Define the goals of your project, such as deadlines, deliverables, and needs.

Reference:

LearnKey's Premiere Pro CS6, Session 1:
> Intellectual Property: Introduction; Basic Copyright Definition; Fair Use Doctrine; Fair Use Guidelines in Education; Derivative Works, Release Forms; Image Release; Public Domain
> Project Concept: Project Purpose; What a Client Wants, Target Audience; Age, Occupation, Gender; Education, Residence, Culture; Income, Computer Literacy; Project Scope; Deadlines, Deliverables, and Needs; Project Genre, Concept

Project Files: N/A

Difficulty: Intermediate

Required Materials: Premiere Pro CS6

Objectives:

1.0 Setting Project Requirements
　1.1 Identify the purpose, audience, and audience needs for preparing video.
　　1.1a Identify information that determines purpose, audience, and audience needs for video production.
　1.2 Identify video content that is relevant to the project purpose and appropriate for the target audience.
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　1.3 Demonstrate knowledge of standard copyright rules
　　1.3a Use copyright terms correctly, such as "copyright", "fair use doctrine," "intellectual property," and "derivative works".
　　1.3b Identify when permission must be obtained to use copyrighted material.
　　1.3c Identify when permission must be obtained for using images of people and locations.

Identify Video Purposes and Goals Worksheet

Instructions: Answer each section of the preproduction process.

1. Define your purpose:

2. Define your audience:
   a. age:
   b. gender:
   c. culture:
   d. income:
   e. education:
   f. occupation:
   g. computer literacy:

3. Write a brief explanation of the copyright regarding your project. Explain any materials you will use that are under copyright and how you will give proper credit to those who hold the copyright:

4. Consider the deadlines that may apply to your project. How will you budget your time and money?

5. What deliverables might apply to your project? These are quantifiable goods you will need along the way or at the end of your project, such as still images, rough cuts, or DVDs.

6. Discuss the following needs of your project:
   a. People:

   b. Locations:

   c. Equipment:

   d. Information:

Premiere Pro CS6 Project Workbook

Production Planning and Management

Description:

There is a a process known as the production process, and this includes three phases: preproduction, production, and postproduction. Over time, this process has been developed as the best way to go about making a video. Remember to keep in mind your goals, target audience, deadlines, and needs at all times during all three phases.

This project will give you the opportunity to demonstrate basic knowledge of the preproduction, production, and postproduction phases. You will practice identifying parts of each phase.

Steps for Completion:

1. Use the worksheet on the next page.
2. Demonstrate basic knowledge of the preproduction, production, and postproduction phases.

Reference:

LearnKey's Premiere Pro CS6, Session 1:
Production Process: Production Process Overview; Preproduction, Production; Postproduction Process

Project Files: N/A

Difficulty: Beginner ⬤

Required Materials: Premiere Pro CS6 ▣

Objectives:

1.0 Setting Project Requirements
1.4 Demonstrate knowledge of the production planning and management process.
1.4a Demonstrate knowledge of the overall production process.
1.4b Identify items that might appear on a production plan.
1.4c Identify phases that might appear on a general production plan.

Production Planning and Management Worksheet

Instructions: Using knowledge from the training about the three phases of the production process, answer the questions.

1. Using the list of elements labeled a through o, write each element under the correct phase:

    a. Idea
    b. Gather necessary elements
    c. Locations (permits)
    d. Record video
    e. Advertising

    f. Script
    g. Distribution
    h. Shot list
    i. Props and costumes
    j. Schedule

    k. Record audio
    l. Production reports or logs
    m. Editing
    n. Budget
    o. Storyboard

    __Preproduction__   __Production__   __Postproduction__

2. What do the following members of the crew do?
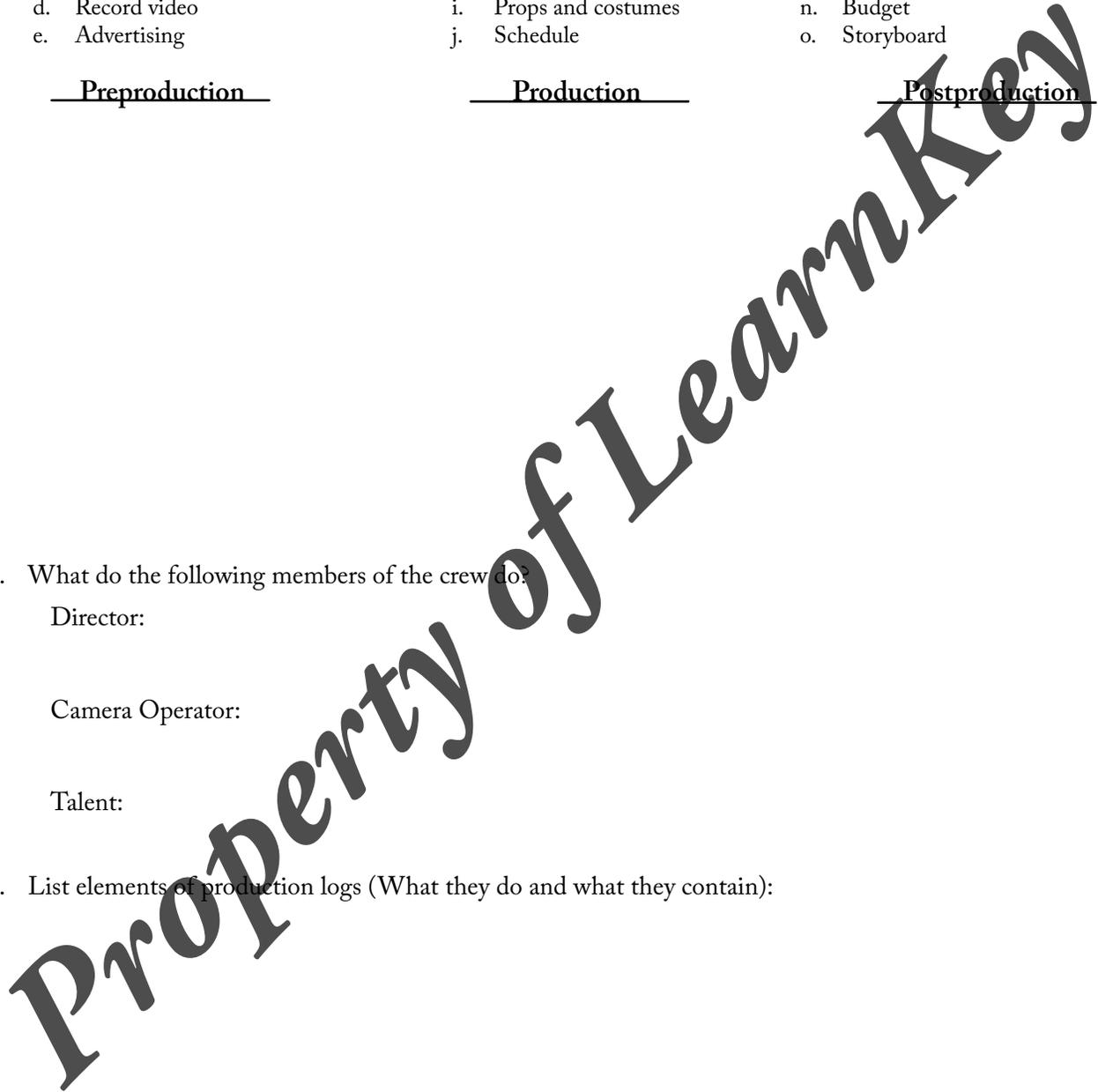
    Director:

    Camera Operator:

    Talent:

3. List elements of production logs (What they do and what they contain):

4. Discuss what goes into the editing process during the postproduction phase:

Script

Description:
Building off the goals you outlined in the first project, create a script. The worksheet will guide you through the three-act structure. The movie should be 5-10 minutes. Throughout your script pay attention to the characters and the development of these characters. Appropriately plan each scene as it corresponds to the script. While no money should be required to create this movie, you will still need to budget your time.

Steps for Completion:
1. View the worksheet on the next page.
2. Create a script in three acts.
3. Develop the characters.
4. Plan out the appropriate scenes corresponding to the script.
5. Keep in mind scenes with two different transitions, a motion animation, and a rolling credit at the end for the postproduction editing.

Reference:
LearnKey's Premiere Pro CS6, Session 1:
Preproduction: Script; Three-Act Structure; Character Development; Budget and Schedule; Conclusion

Project Files: N/A

Difficulty: Advanced 🔴

Required Materials: Premiere Pro CS6 ▣

Objectives:
2.0 Identifying Design Elements When Preparing Video
2.1 Demonstrate knowledge of how to organize and plan a video sequence.
2.1a Demonstrate knowledge of storyboard and script writing
2.2 Identify general principles for video shooting.
2.2a Identify general design principles for shooting video.
2.2b Identify types of shots.
2.2c Identify shooting techniques for interviews and news stories.

Script Worksheet

Instructions: Complete the sections below in order to create a script for your video. Plan for two different transitions, a motion animation, and a rolling credit at the end.

1. Introduction (characters, conflict, and settings):

2. Middle (character development and discovery):

3. Conclusion (climax, tide turns, and resolution):

Shooting Script and Checklist

Description:

After you have a written script, it is time to break it down. This includes making a shooting script. A shooting script is where you assign scene numbers to your script, and those numbers will then carry over to your storyboard (in the next project). This will help later on when you film your project so you can refer to actual scene numbers for clear communication. To continue breaking down the script, make a shot list for all the scenes that you need to capture. This will be your checklist of all major scenes, and you can refer to it during the filming process.

Steps for Completion:

1. Using your script you wrote in the previous project, assign scene numbers.
2. Use the worksheet on the next page to create a shot list. Note: It may be easier to create the shot list after the next project where you will create a storyboard, but complete what you can, and then come back to it.

Reference:

LearnKey's Premiere Pro CS6, Session 1:
Preproduction: Script: Shooting Script, Shot List, Scheduling

Project Files: N/A

Difficulty: Intermediate 🟡

Required Materials: Premiere Pro CS6

Objectives:

1.0 Setting Project Requirements
    1.4 Demonstrate knowledge of the production planning and management process.
        1.4d Identify ways in which production plan phases vary, based on the type of video or film.
        1.4f Demonstrate knowledge of script-to-screen workflows.
        1.4g Identify typical elements in a shot list.
2.0 Identifying Design Elements When Preparing Video
    2.1 Demonstrate knowledge of how to organize and plan a video sequence.
        2.1a Demonstrate knowledge of storyboarding and script writing.
        2.1b Identify ways in which script writing varies, based on the video genre.
    2.2 Identify general principles for video shooting.
        2.2d Identify elements required for designing a film.

Shooting Script and Checklist Worksheet

Instructions: Use the tables to create a shot list for each scene.

Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

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Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

Scene _____

Shot #	Scene Description	Type of Shot	Location	Time of Day	Actors	Props

Premiere Pro CS6 Project Workbook

Filming and Production Log

Description:

With your script, shooting script, and storyboard complete you are well prepared to begin shooting your video. You will use your shooting script as you film and convert it to a production log. This is where you write down every shot you take and include comments and notes, such as whether it is a good or bad take and why. Remember that you are shooting to edit. Shoot every scene and shoot them over and over. This will make it easier to edit and cut the shots; you will have more match cuts instead of jump cuts. As you film, think back to the techniques you learned in the training for types of shots and angles and camera moves. Lastly, as you are filming be sure to obtain an A-roll and a B-roll, where the A-roll is your principal footage and the B-roll serves to enhance that principal footage. Think back to the example of shooting an interview where the actual interview is the A-roll and glimpses of other items (not the person talking) is the B-roll. You will need both an A-roll and a B-roll for projects in later sessions.

Steps for Completion:

1. Gather your script, shooting script, and storyboard along with materials to document a production log.
2. Using the camera and time provided by your instructor, film your video as planned by referring to the shooting script and storyboard.
3. Document times, notes, and details about every shot in your production log.
4. Use learned techniques such as the rule of thirds, depth of field, over the shoulder, point-of-view, zoom, etc.
5. Film both an A-roll and a B-roll.

Reference:

LearnKey's Premiere Pro CS6, Session 1:
Production: Rule of Thirds; Camera Shots; Extreme Shots; Depth of Field, Over the Shoulder, Cross; Point-of-View Shot; Angle of View; Camera Moves; Zoom; Closing Shot; Shooting Fundamentals, Production Log; Coverage, Continuity, Cuts, and Cutaways; A-Roll and B-Roll

Project Files: N/A

Difficulty: Intermediate 🟡

Required Materials: Premiere Pro CS6

Objectives:

1.0 Setting Project Requirements
    1.4 Demonstrate knowledge of the production planning and management process.
        1.4a Demonstrate knowledge of the overall production process.
        1.4b Identify items that might appear on a production plan.
        1.4c Identify phases that might appear on a general production plan.
        1.4d Identify ways in which production plan phases vary, based on the type of video or film.
        1.4e Identify deliverables that might be produced during the project.
        1.4f Demonstrate knowledge of script-to-screen workflows.
2.0 Identifying Design Elements When Preparing Video
    2.2 Identify general principles for video shooting.
        2.2a Identify general design principles for shooting video.
        2.2b Identify types of shots.
        2.2c Identify shooting techniques for interviews and news stories.
        2.2d Identify elements required for designing a film.