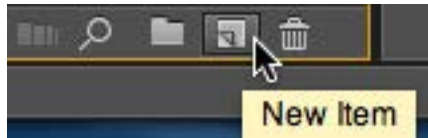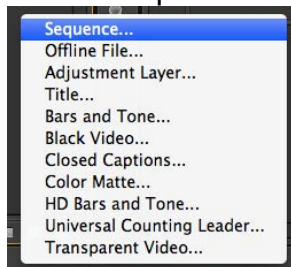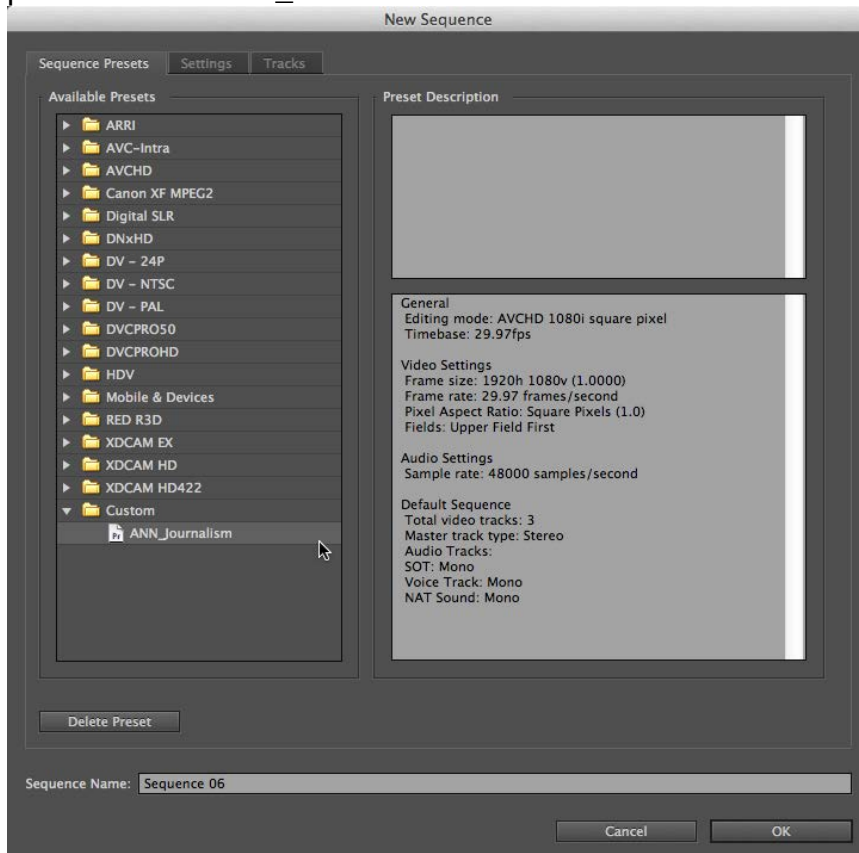## CREATING A NEW SEQUENCE

1. In the bottom right-hand corner of your Project Pane, click the New Item button.
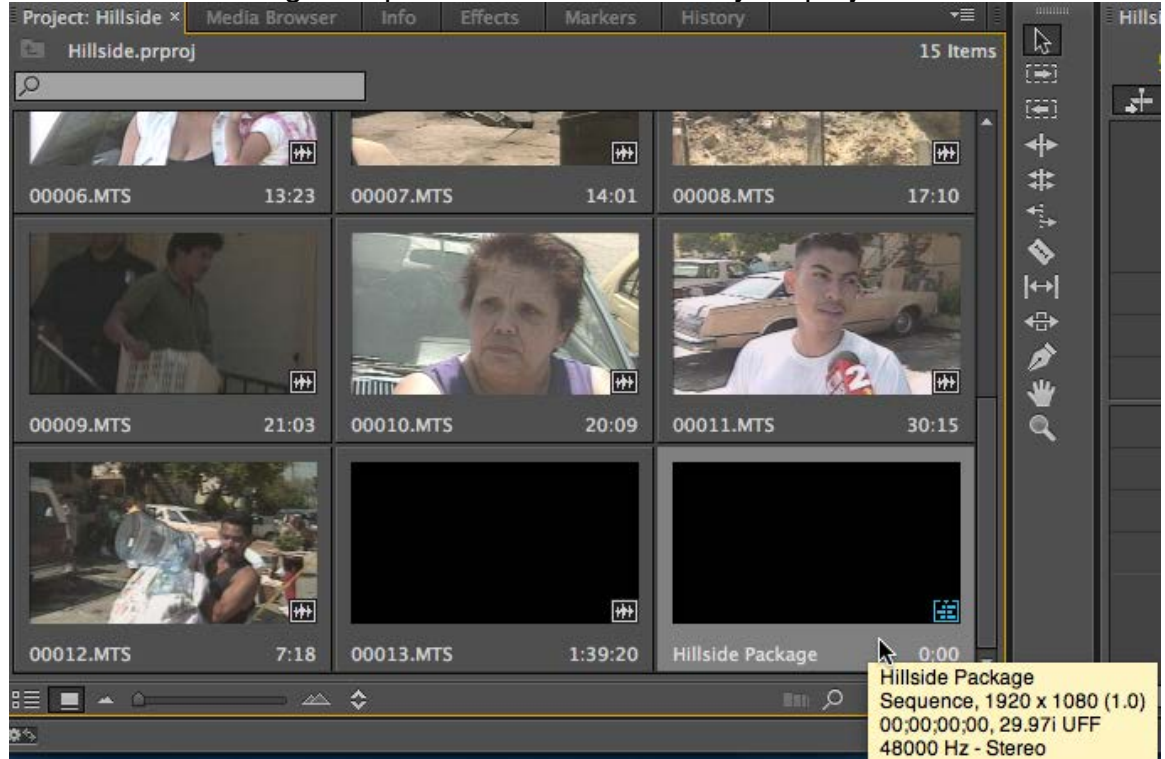
2. Select "Sequence."

3. In the "New Sequence" window, select a Preset. We've created a custom preset called "ANN_Journalism" with the most common settings.

4. In "Sequence Name:" name your sequence "Hillside Package" and then click "OK."
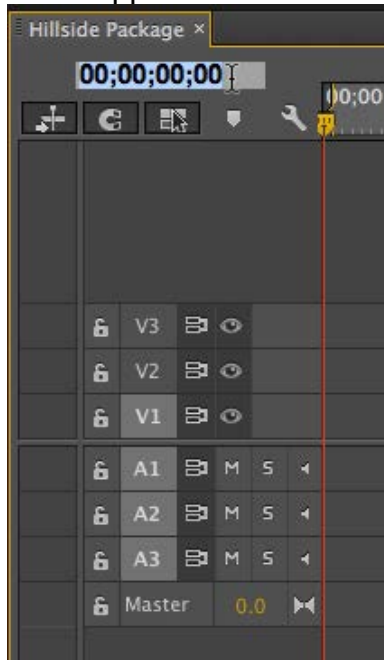

5. The "Hillside Package" sequence will be created in your project.

INSERTING ONE SECOND OF PAD AT THE TOP

1. Move the **playhead** one second ahead by clicking on the yellow numbers in the upper-left of the **Hillside Package Panel**
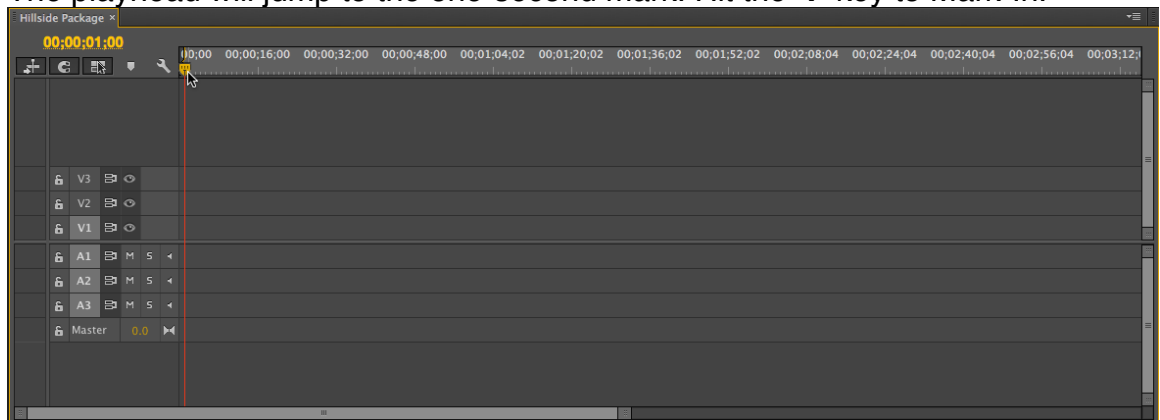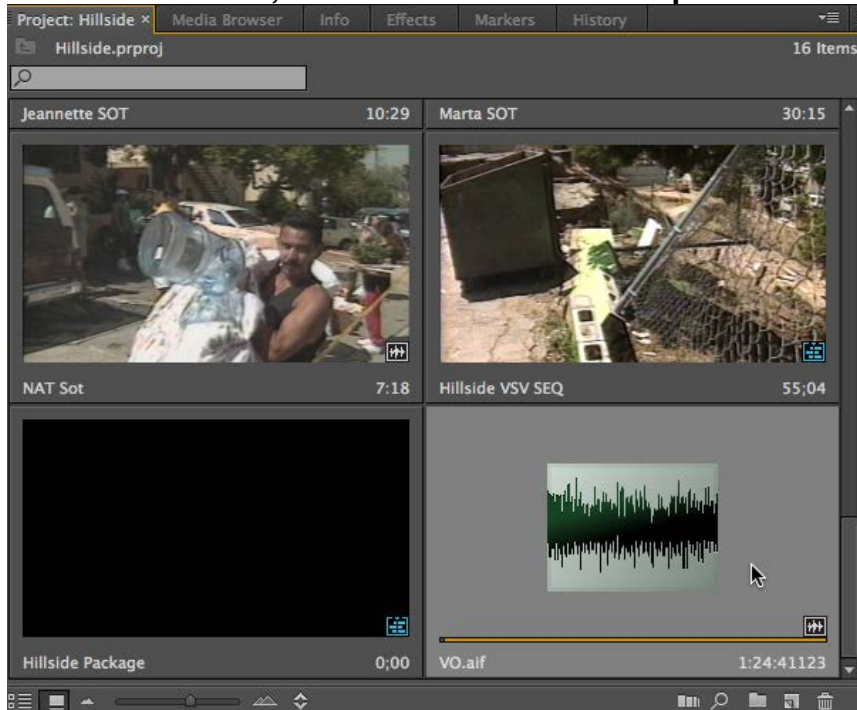
 and typing +100.

⚠️*Note: It is very important to insert your padding as your first step, rather than trying to add it later.*

2. The playhead will jump to the one-second mark. Hit the "**I**" key to Mark-In.
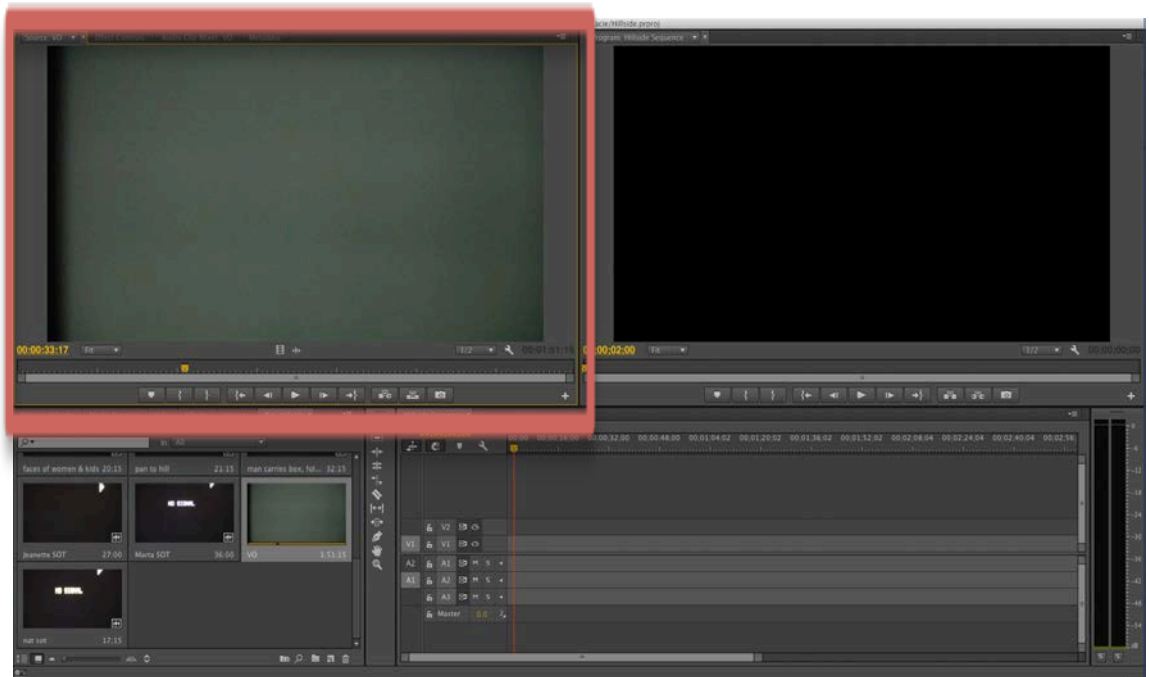
INSERT YOUR VOICE OVER TRACK

1. In the **Hillside Bin,** Double-Click on the **VO Clip**.

2. The **VO Clip** will then open in your **Source Monitor**.

3. In the **Source Monitor,** move the playhead ▨ to the beginning of the clip and then hit the spacebar to begin playing.

4. Using a combination of the mouse and the spacebar, place the playhead right before the section of VO that is referenced in the "Hillside Script" and begins *"The slide collapsed a parking lot …"*

5. Hit the "I" key on the keyboard to **Mark-In**.

6. Hit the spacebar and continue playing until after *"… so they ordered the evacuation.*

7. Hit the "O" key on the keyboard to **Mark-Out.** Notice how the marked section of the **VO Clip** is light gray.
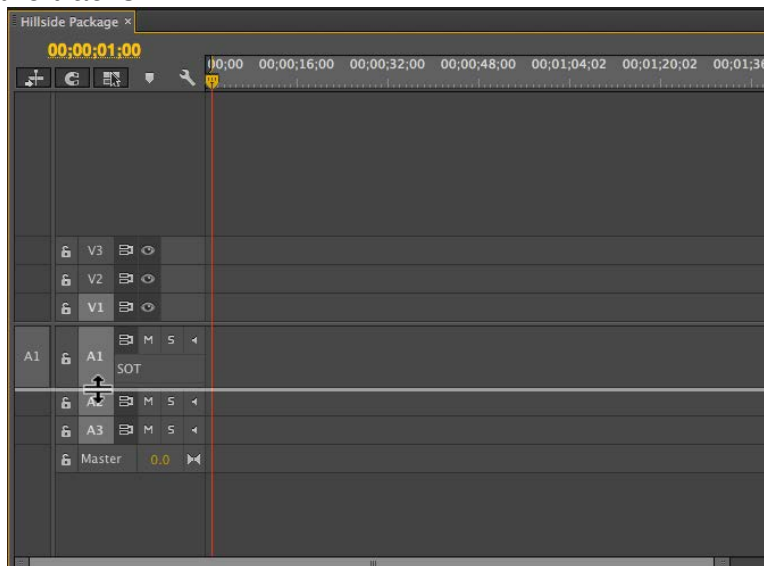
SETTING THE TRACK LAYOUT FOR VO

1. For packages at ASCJ, we will use **Three Audio Tracks** where:

> **A1 = SOT**
>
> **A2 = VO**
>
> **A3 = NATs**

2. Adjust the height of the Audio tracks until you can see their names ("SOT," "Voice Track," "NAT Sound.") by adjusting the arrow between them. The arrow will become visible as you put your cursor over the line separating the tracks.
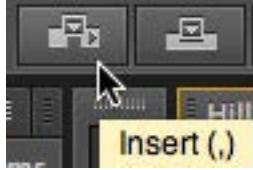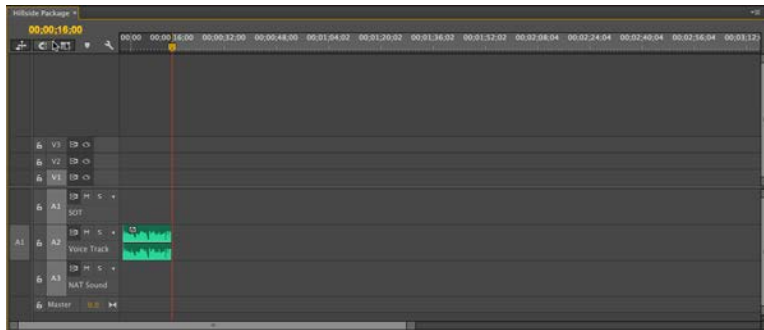
3. Drag A1 down to the Voice Track (A2).

INSERTING THE VO INTO THE TIMELINE

4. Click the **Insert Button** (or hit **","** on the keyboard) to lay down your first

VO.

5. Immediately hit the "I" key to mark-in at the end of the VO Clip you just inserted into the timeline.

6. Your timeline should now look like this.

7. Repeat this process for the second VO by clicking in the source monitor, then using the spacebar and arrow keys to find *"However, a short time later ..."* and hit "I" to **Mark-in**. Then stop after *"… ever be safe to return to their home"* and hit "O" to **Mark-Out**.
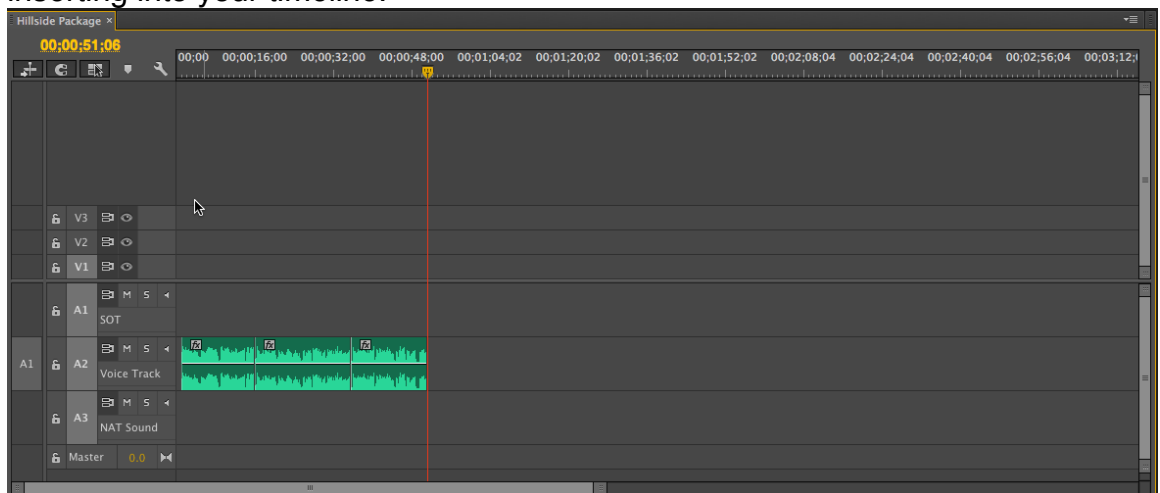
8. Click the **Insert Button** or **","** on the keyboard to lay the second VO into the timeline and then immediately hit the "I" key to mark-in at the end of

the VO clip just inserted into the timeline.
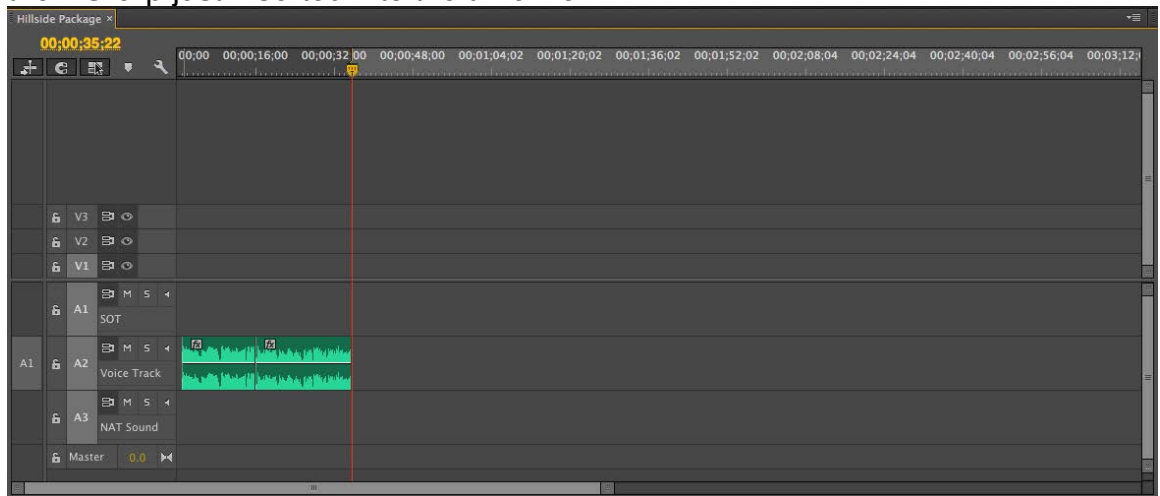
9. Repeat this process again for the third VO, marking-in at *"The cause of the slide is …"* and marking-out at *"…This is David Dow reporting,"* then inserting into your timeline.
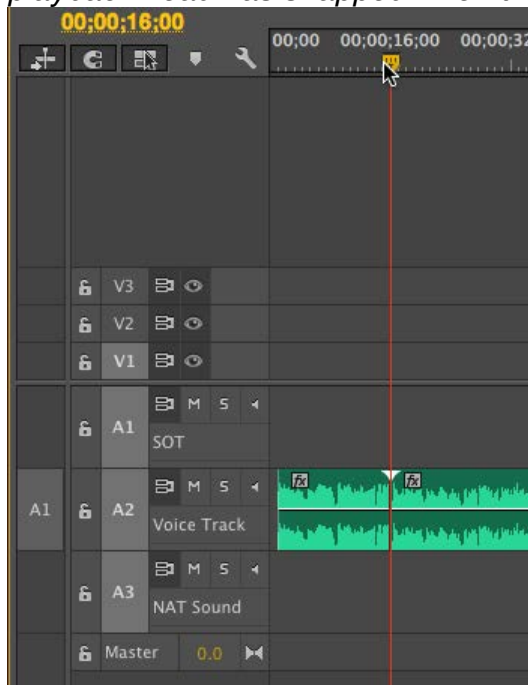
INSERTING SOTs IN-BETWEEN VO

1. Verify that **snapping** is turned on by making sure that the magnet in the timeline is dark gray.

2. Move the playhead so it "snaps" in-between the first and second VO clips, and hit the "I" key on the keyboard to Mark-In. *You will know that the playback head has snapped when there is a white triangle on the cut.*

3. Double-Click on **"Jeannette SOT"** in the Hillside Bin to load the clip into the **Source Monitor**.
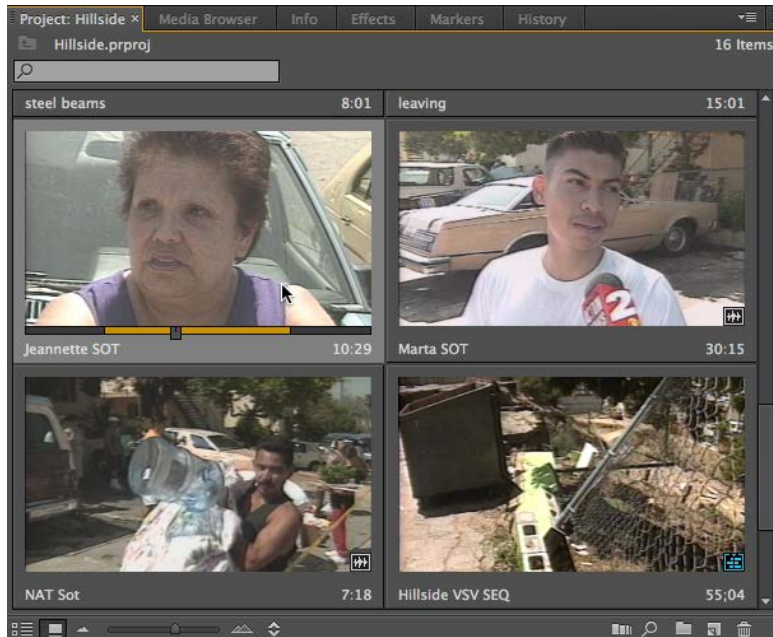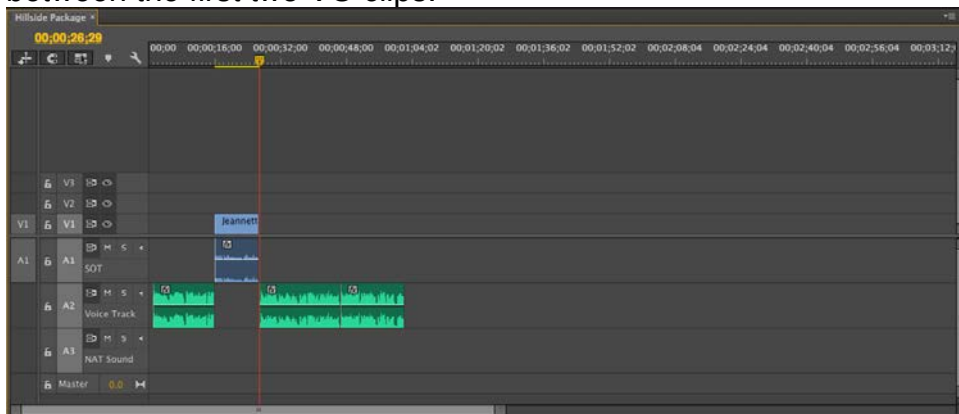

4. Using a combination of the spacebar, the mouse, and the arrow keys, Mark-In before Jeanette says, *"We just grabbed …"* and Mark-Out after *"… because we can't go in there."*
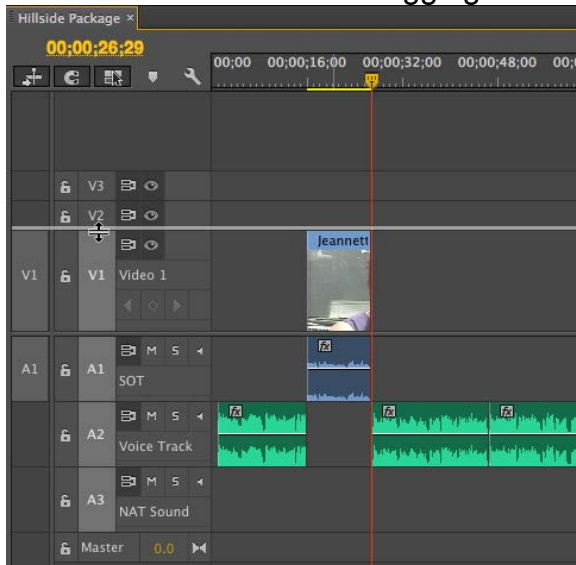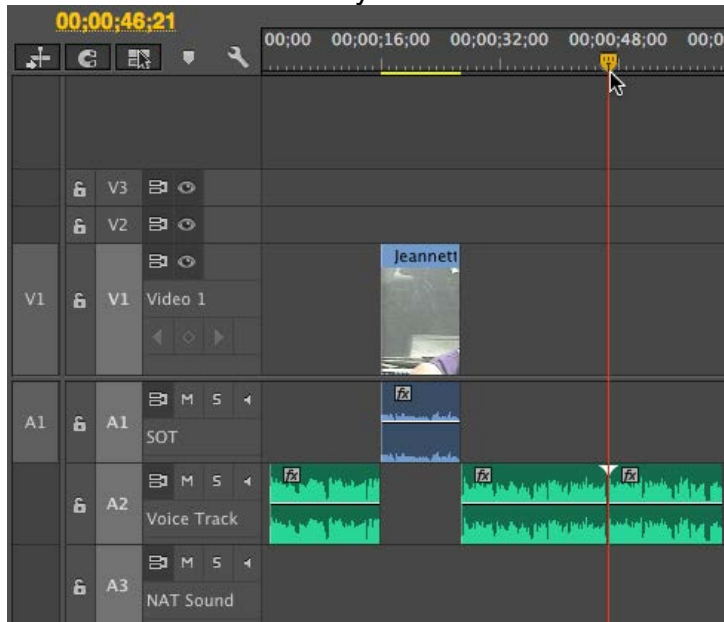
5. Set your audio tracks so that A1 points to SOT (A1).

6. Click the **Insert Button** [icon] or **","** on the keyboard to insert Jeanette between the first two VO clips.
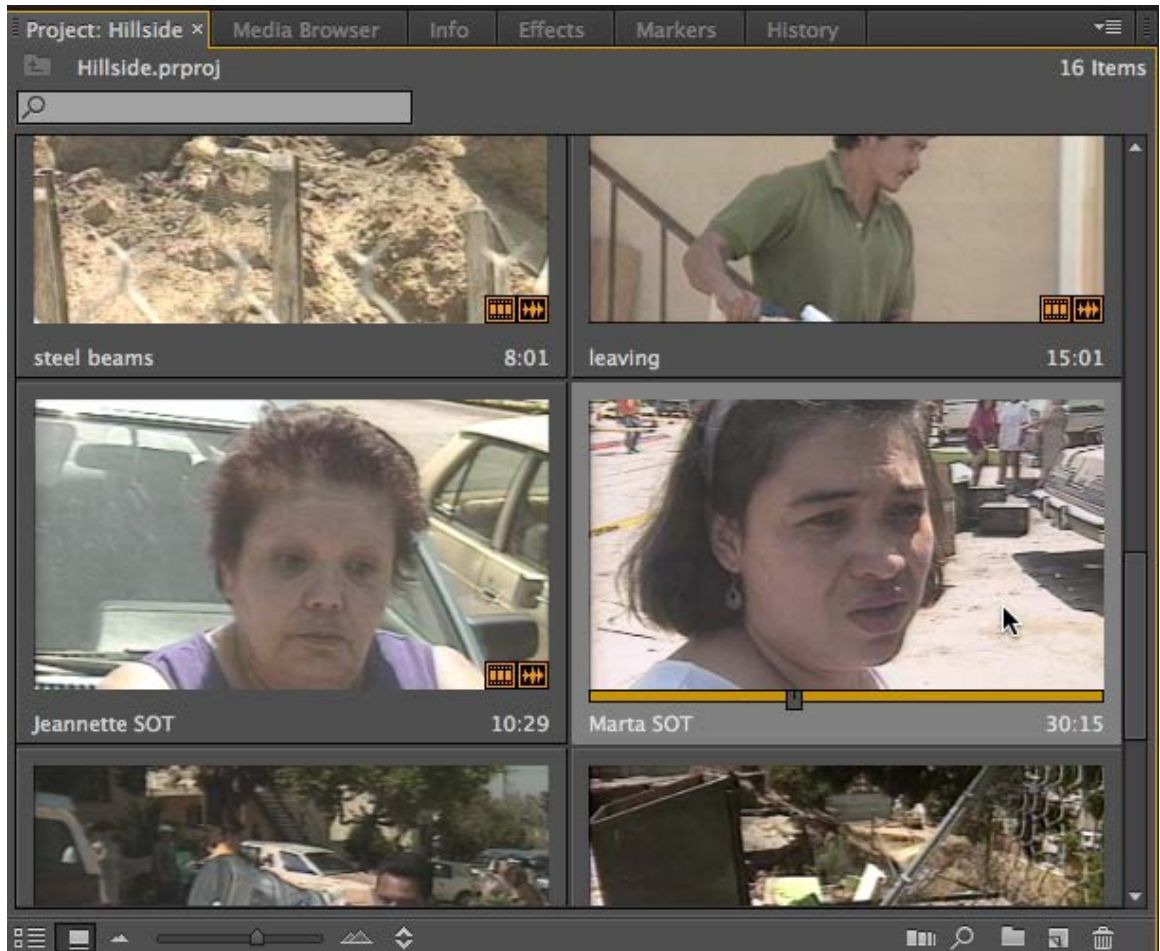

7. You can change the size of the Video Track (V1) by putting the cursor between V1 and V2 and dragging.

8. Move the playhead until it "snaps" between the second and third VO Clips, and then hit "I" on the keyboard to **Mark-In**.
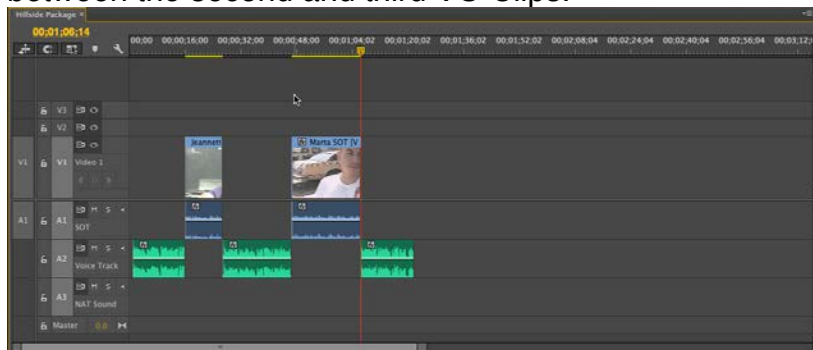
9. Double-Click on **"Marta SOT"** in the Hillside Bin to bring the clip into the **Source Monitor**.

10. Mark-In before the reporter says, *"Do you think you will …"* and Mark-Out after Marta says *"… because our thing is broken – everything."*

11. Click the **Insert Button** or **","** on the keyboard to insert Marta between the second and third VO Clips.
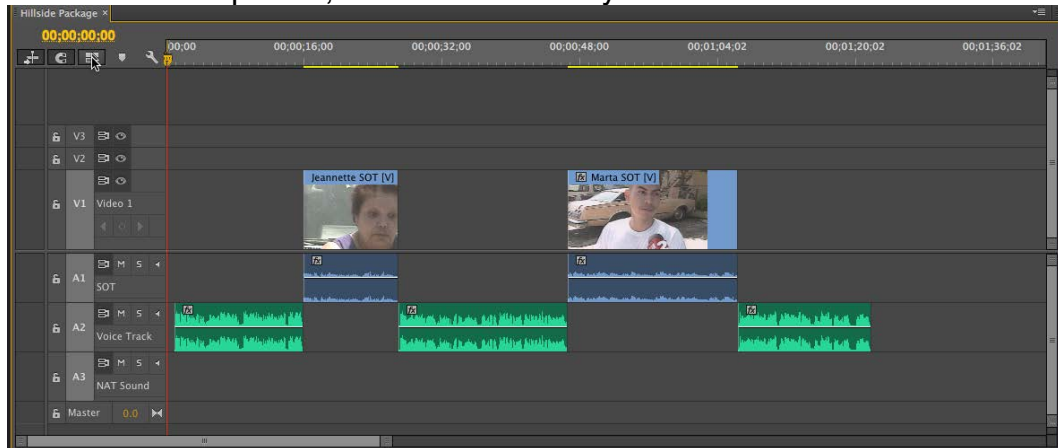

12. Make sure the Timeline Window is selected, and hit the **Backslash "\"** key to re-zoom your timeline.
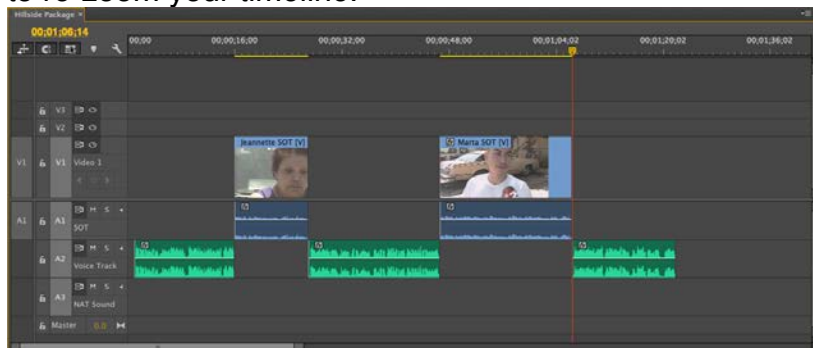
OVERWRITING B-ROLL ON TOP OF VO USING 3-POINT EDITING

1. Hit the **"home"** (fn-left-arrow on a laptop) key to go back to the very first frame of the sequence, then use the "I" key to **Mark-In**.

2. Play the timeline using the spacebar and Mark-Out by hitting "O" right after David Dow says *" … it created a sinkhole."*
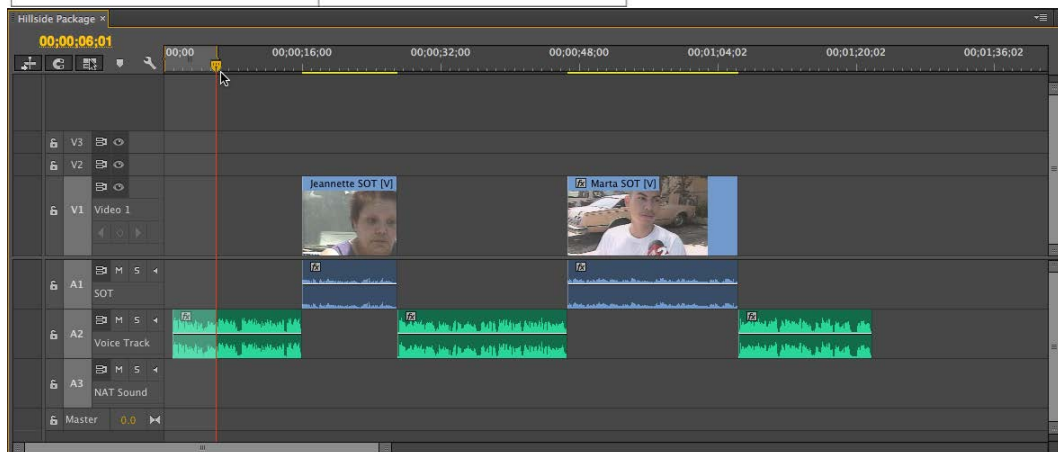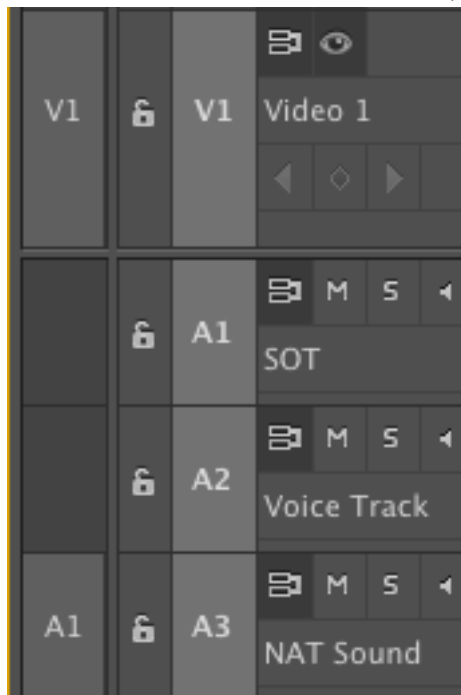
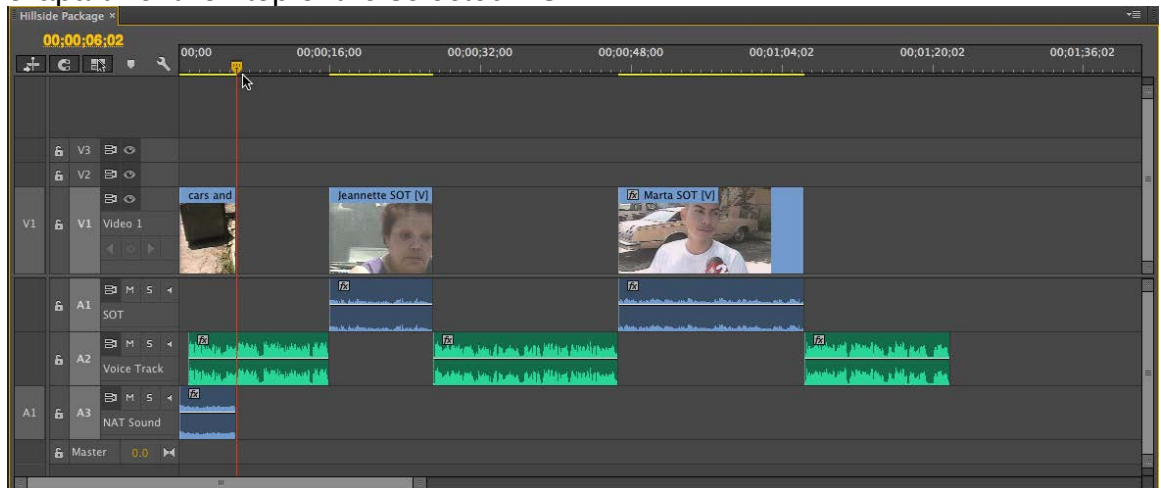3. Double-Click on **"cars & apartment"** in the **Hillside Bin**.

4. Verify your track selection: **V1 -> V1**

   A1 -> NAT (A3)

5. Scan through "cars & apartment." Mark-In right after the pan and before the zoom starts. Hit "I" on the keyboard to **"Mark-In."**

6. Hit the **Overwrite Button** [icon] or **"."** on the keyboard to overwrite "cars & apartment" on top of the selected VO.
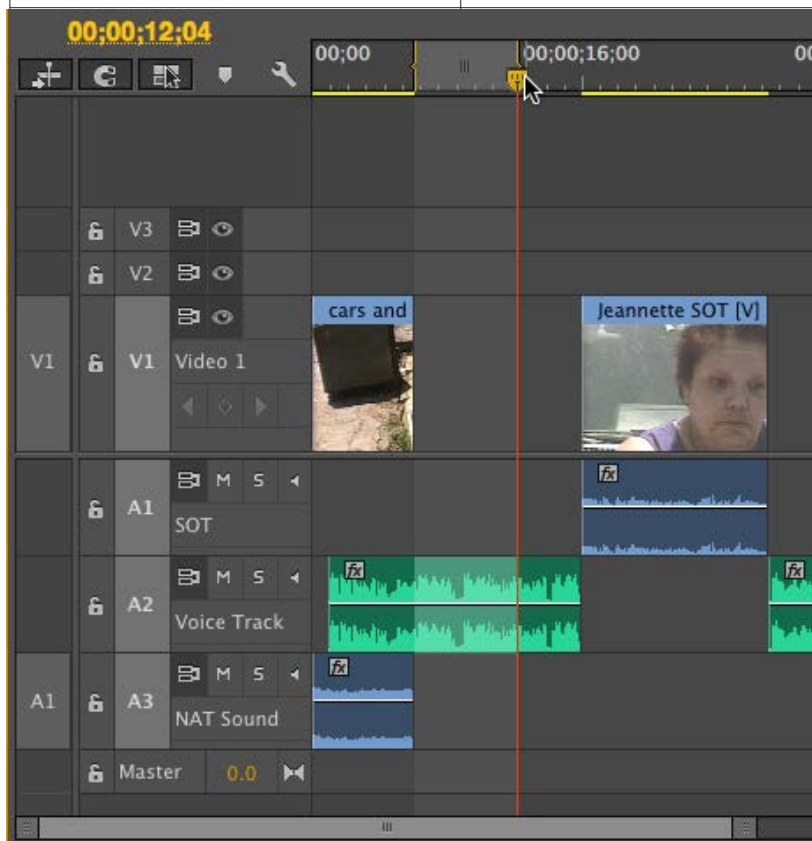
7. Make sure the timeline window is selected and immediately hit "I" to Mark-In at the end of "cars & apartment".
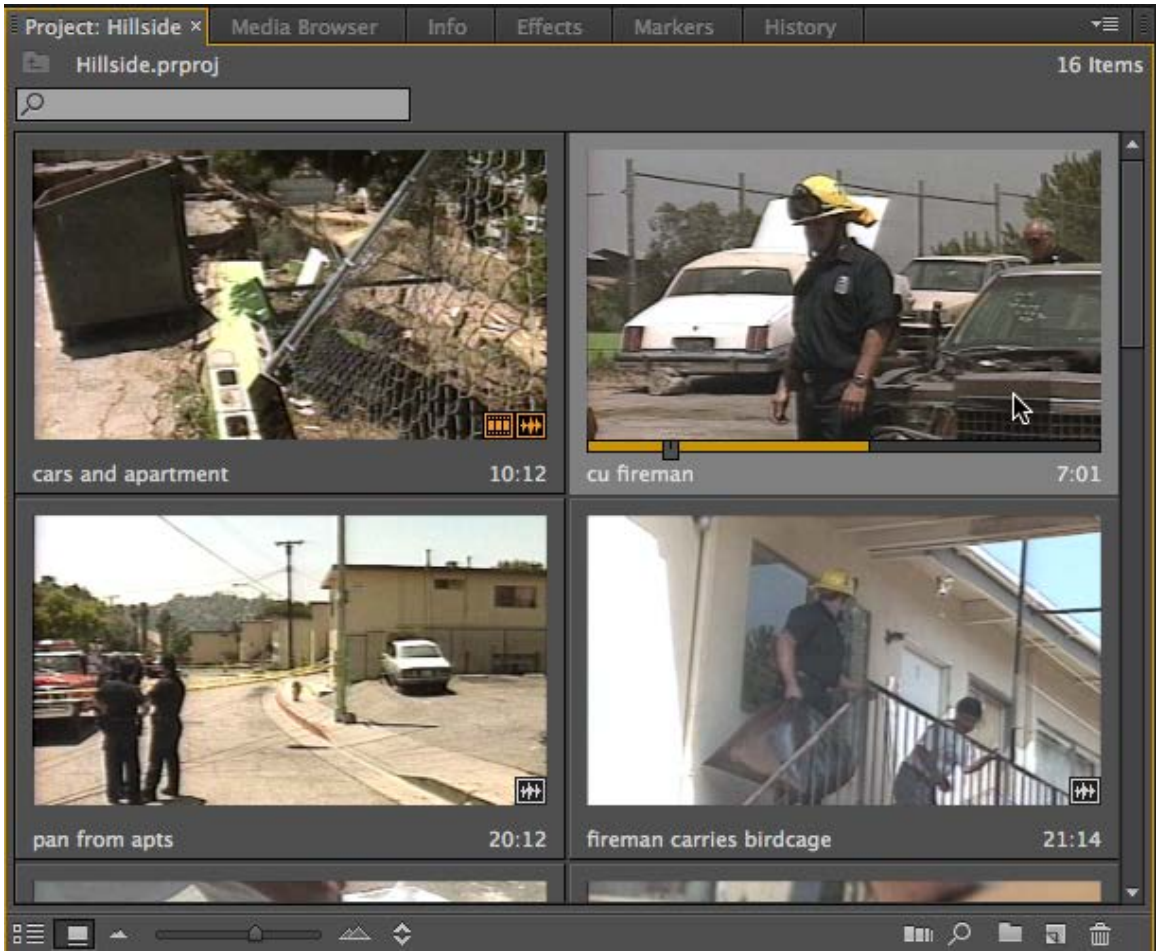

8. Using the spacebar to play the sequence, hit "O" to Mark-Out after David Dow says *"Fire officials are worried the apartment complex ..."*

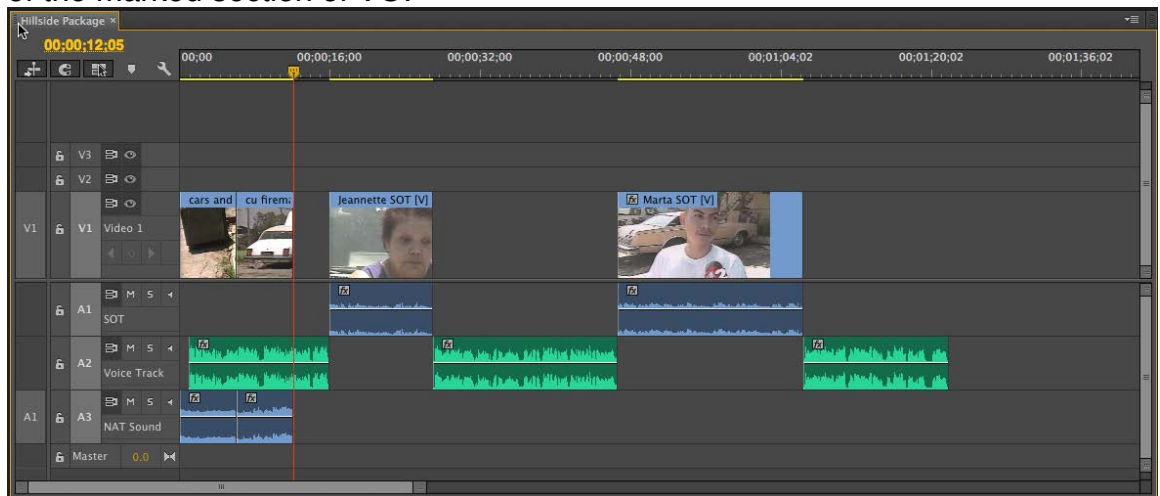| CU fireman, zoom out to carsɪ	that trapped several cars in the deep gorge. Fire officials are worried the apartment complex

9. Double-Click on **"cu fireman"** in the **Hillside Bin**.

10. Using the spacebar and arrow keys, Mark-In right when you see the fireman look up.

11. Click the **Overwrite Button** [icon] or **"."** to Overwrite "fireman cu" on top of the marked section of VO.

12. To quickly mark the rest of the first VO, select the remaining blank area between "cu fireman" and "Jeanette SOT." Then, hit the forward-slash **'/'** key (the one next to the right-shift key) to mark the area.
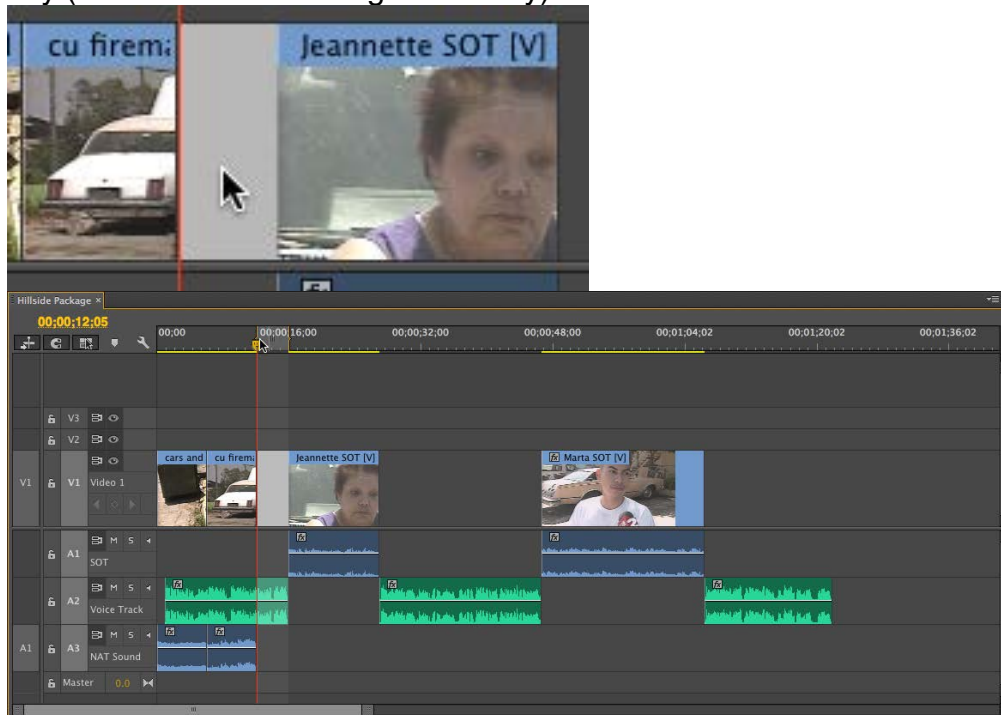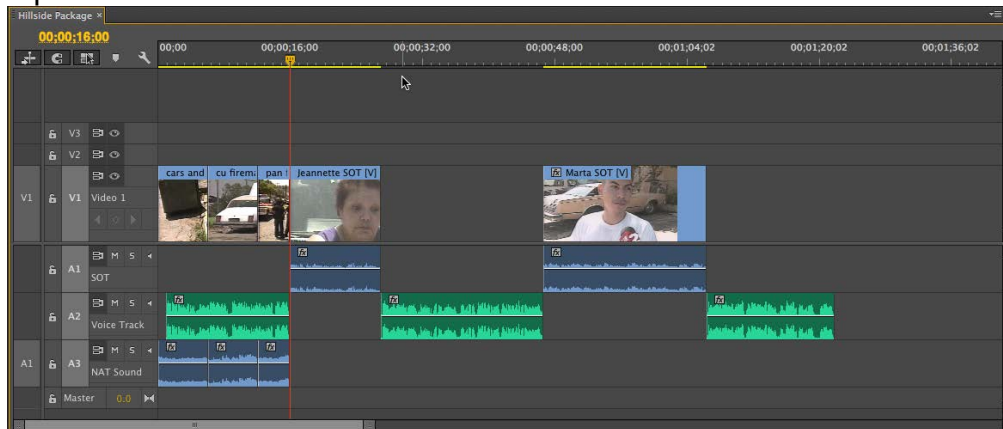

13. Double-Click on **"pan from apts"** in the **Hillside Bin** to load it into the source monitor.
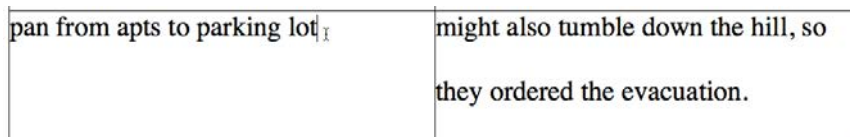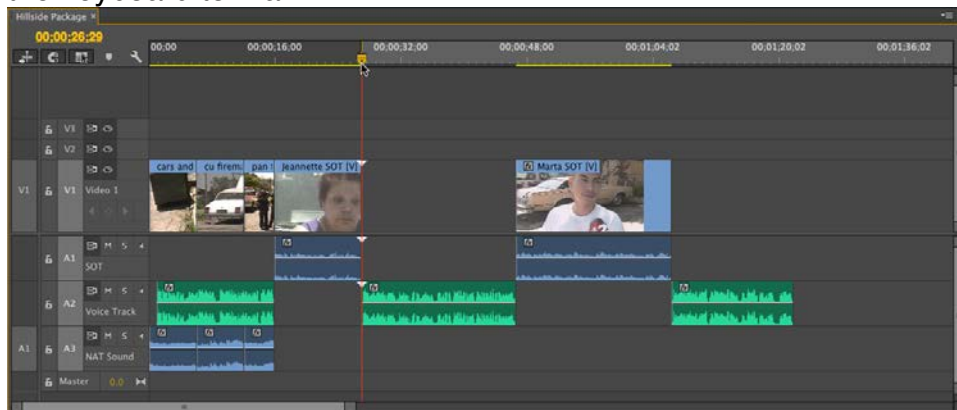
14. Mark-In right before the pan begins from the firemen to the slide.

15. Click the **Overwrite Button** 🔳 or **"."** to Overwrite "pan from apts" on top of the marked section of VO.


16. Move the playhead to snap immediately after "Jeanette sot" and hit "I" on the keyboard to Mark-in.

17. Play the sequence and Mark-Out after David Dow says, *"For some, it was a frantic job."*

fireman carries bird cage	However, a short time later, the evacuated residents WERE allowed back in – but just for 15 minutes to collect their valuables and anything else they could carry. For some, it was a frantic job.
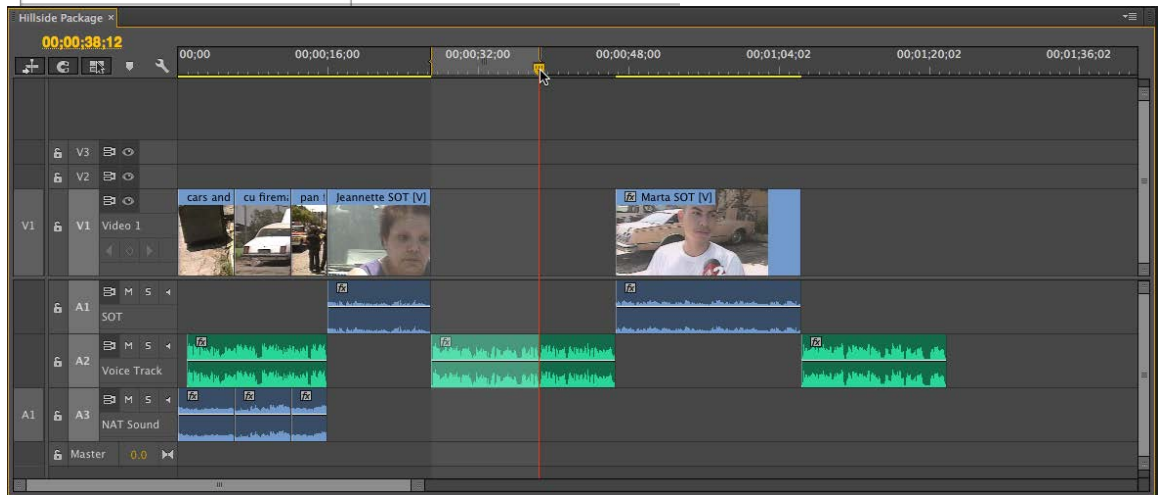
18. Double-Click on **"fireman carries birdcage"** in the **Hillside Bin** to load it into the **Source Monitor**.
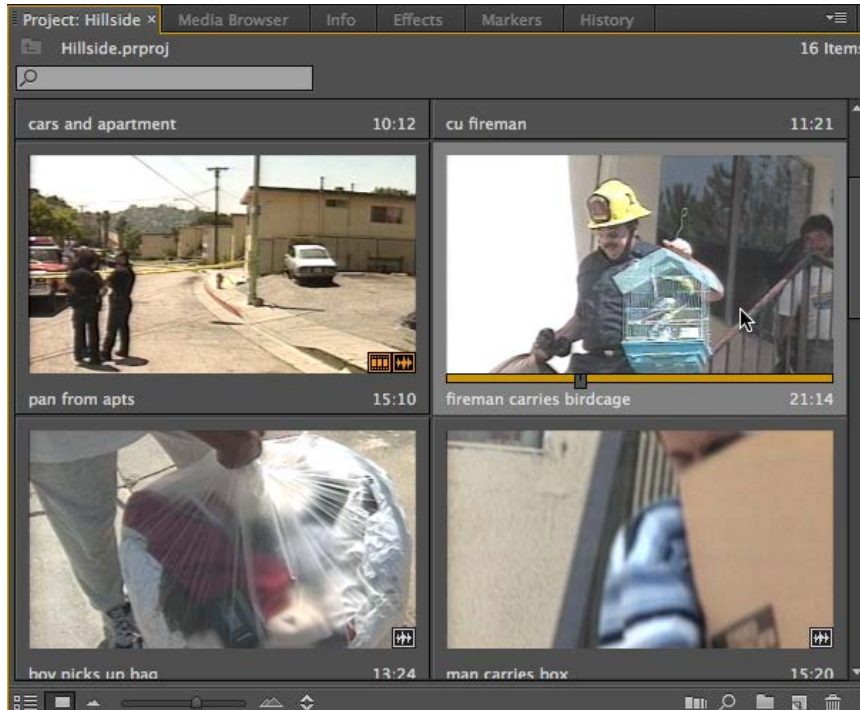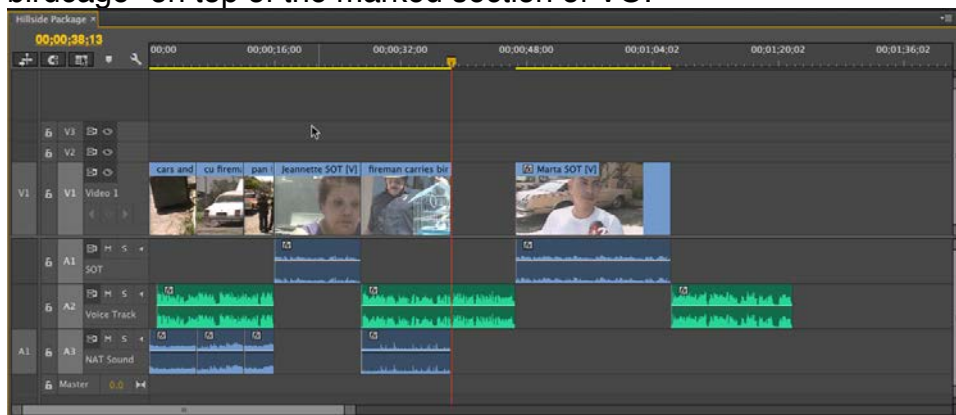
19. Mark-In after the fireman comes into focus.

20. Click the **Overwrite Button** or **"."** to Overwrite "fireman carries birdcage" on top of the marked section of VO.

21. Select the remaining gap and the hit the forward-slash **'/'** key (the one next to the right-shift key) to mark that area.

faces of women & kids	But even though most have a place to spend the night, no one could tell them when or if it would ever be safe to return to their home.

00;00;32;00   00;00;48;00

fireman carries bir   Marta SO
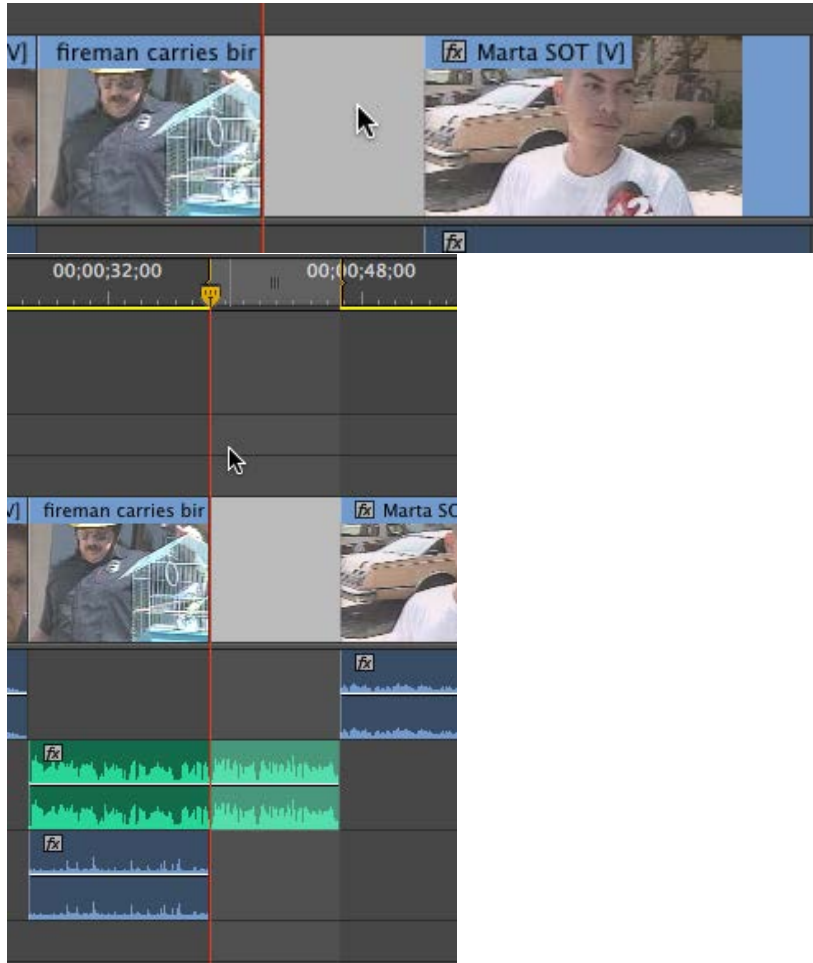
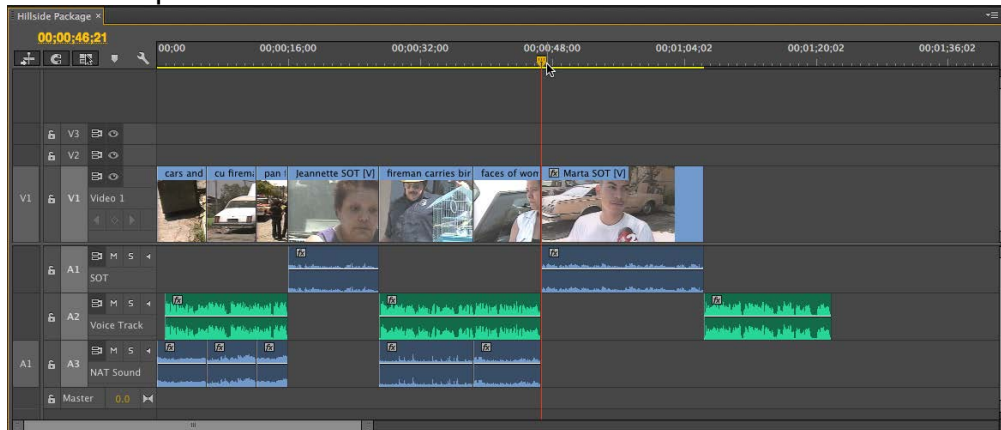# OVERWRITING B-ROLL ON VO USING AN OUT-POINT INSTEAD OF AN IN-POINT

22. Double-Click on **"faces of women & kids"** in the **Hillside Bin**.
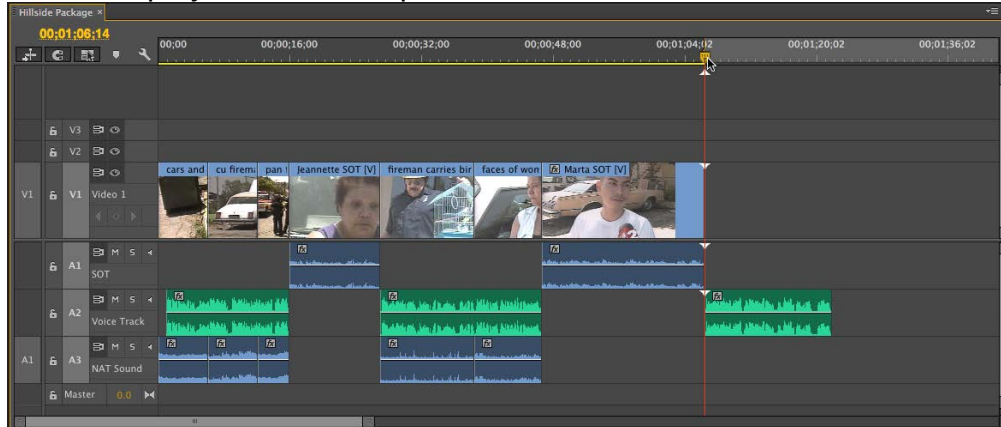

23. DO NOT MARK-IN, instead, find the frame right before the woman on the left looks at the camera using the arrow keys, and hit "O" to **Mark-Out**.

24. Click the **Overwrite Button** or **"."** to Overwrite "faces of women & kids" on top of the marked section of VO.

25. Move the playhead and snap after "Marta SOT." Hit "I" to Mark-In.

26. Repeat the 3-Point Editing process for **"pan to hill"** between David Dow saying *"The cause of the slide …"* and *"… at the bottom of the hill."* Make sure the pan completes in your selection. Do not cut in the middle of a pan.

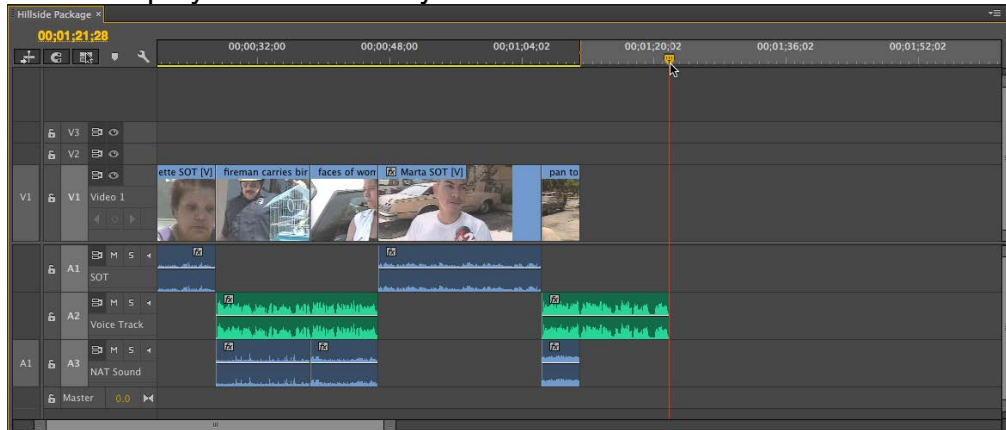| dissolve to apts – pan to hill	The cause of the slide is believed to be related to construction at the bottom of the hill.

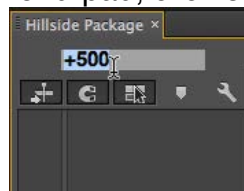27. Immediately Mark-In after adding "pan to hill."
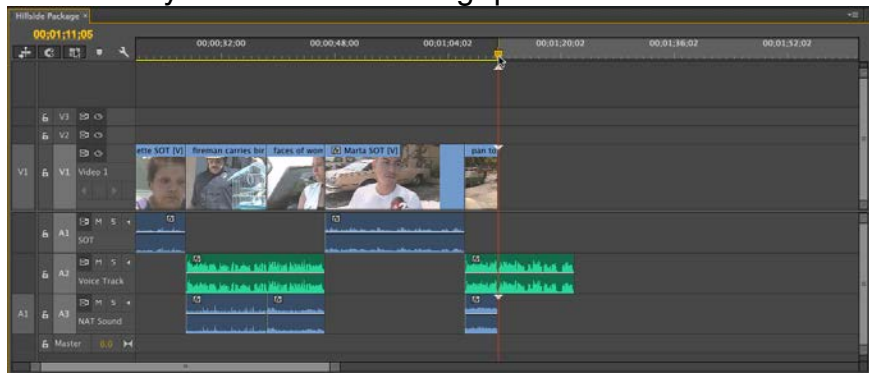
ADDING THE LAST SHOT WITH 5 SECONDS OF PAD

28. Hit the **"end"** key (function-right-arrow on a laptop) on the keyboard to move the playhead to the very end of the timeline.
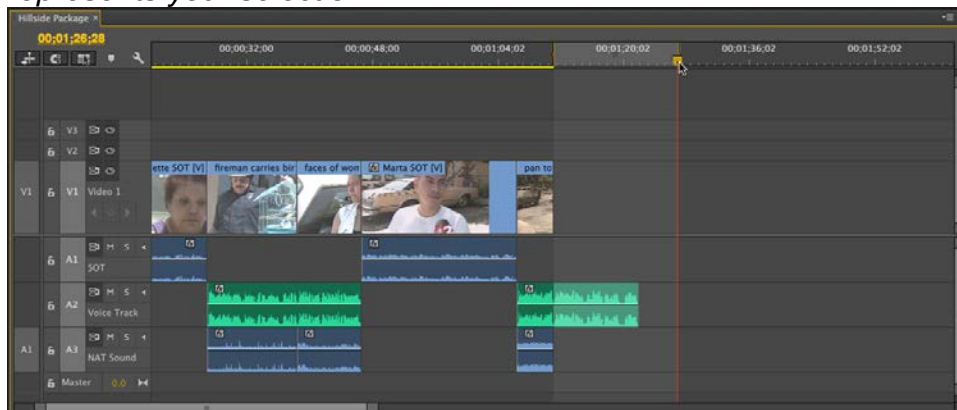

29. To add the 5 seconds of end-pad, click on the yellow time in the upper-left
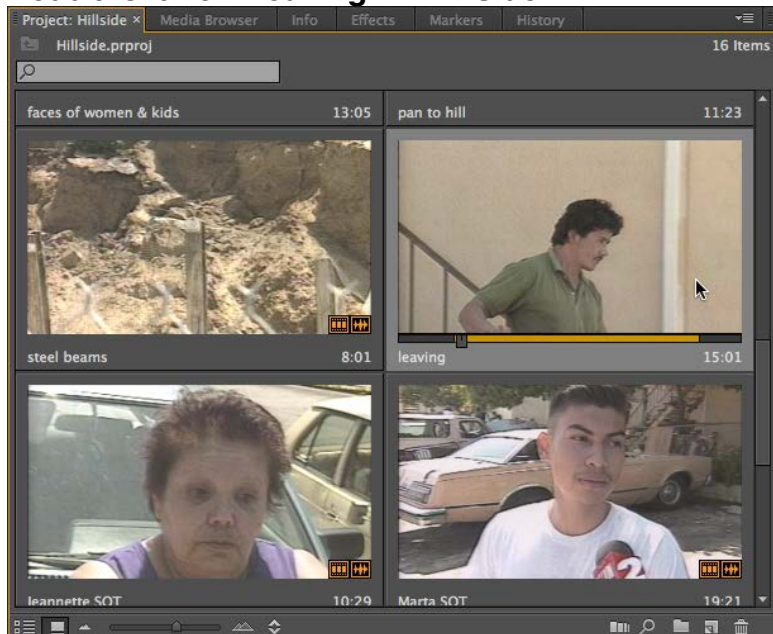

corner and type "+500"

30. Hit "O" on the keyboard to **Mark-Out**. *Notice the light gray area that represents your selection*.
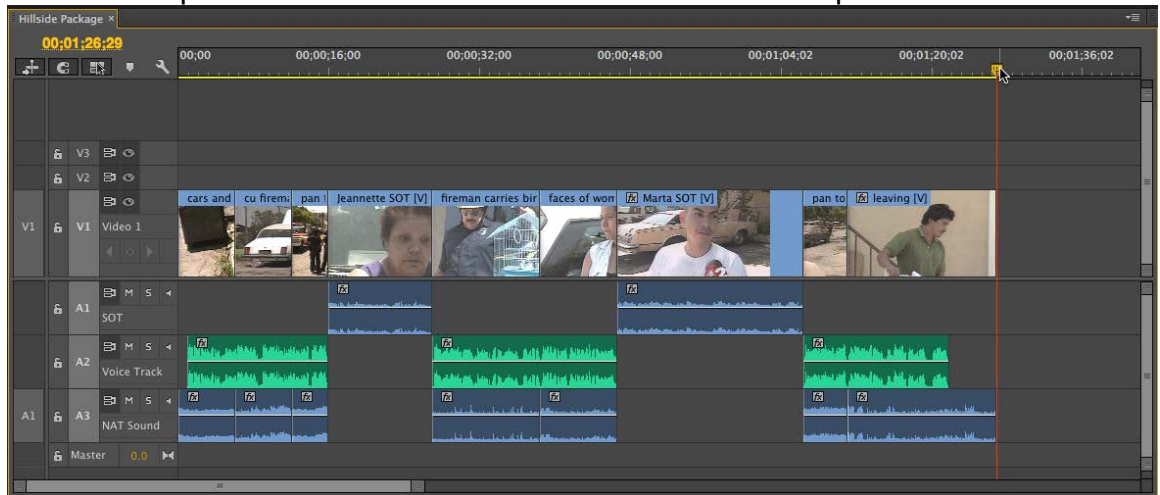
31. Double-Click on **"leaving"** in **Hillside Bin**.

32. Select a point after the man comes into focus, and Mark-In.

33. Click the **Overwrite Button** [icon] or **"."** to Overwrite "man carries box, follow" on top of the marked section of VO and the area of pad.
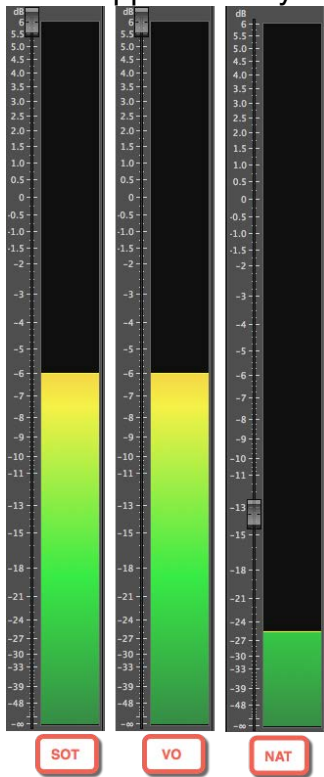
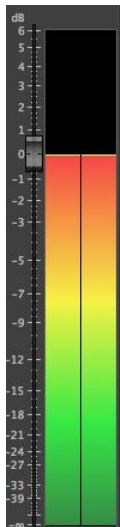# SETTING AUDIO LEVELS IN ADOBE PREMIERE PRO CC

APPROPRIATE LEVELS:

SOT, Voice Over: -6 (about where the yellow turns into orange)

NAT: Approximately -25, but should be adjusted by ear.

Never go into the Red. This means that your audio is clipping and will most likely sound distorted.
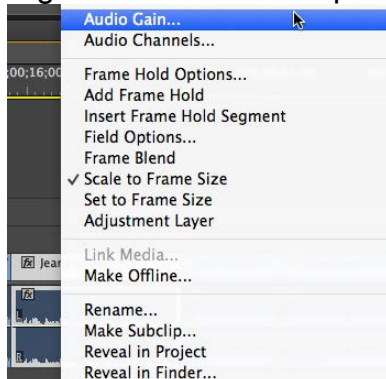
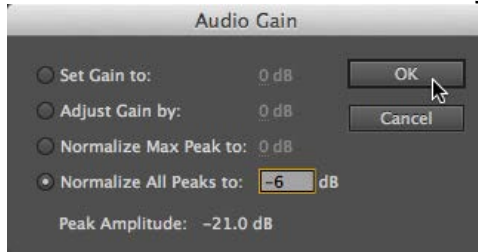# SETTING CLIP LEVELS USING AUDIO NORMALIZATION

1. Select all the SOTS (Jeannette and Marta) in the timeline by holding down the shift-key and clicking on them.
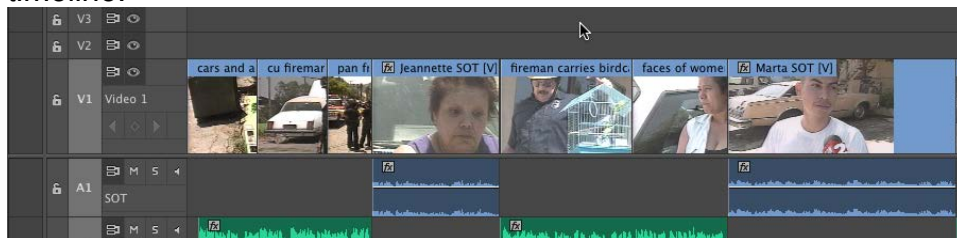

2. Right-Click on either clip and select "Audio Gain…"

3. Select "Normalize All Peaks to:" type in "-6" then click OK.
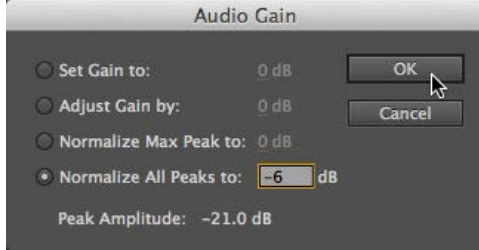

4. Deselect all clips within the timeline by clicking on a blank area of the timeline.
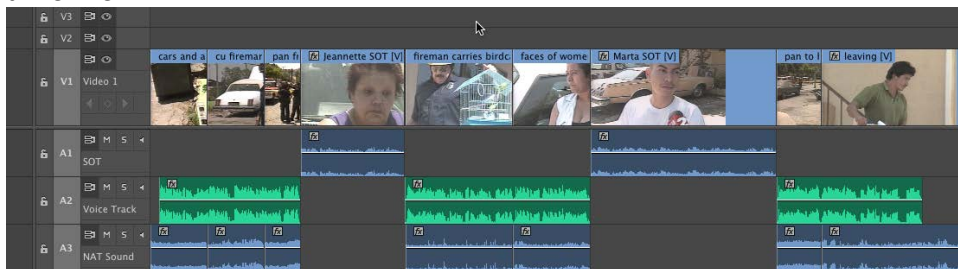
5. Select all of the Voice Over clips by holding down the shift key and clicking on each clip.

6. Select "Normalize All Peaks to:" type in "-6" then click OK.

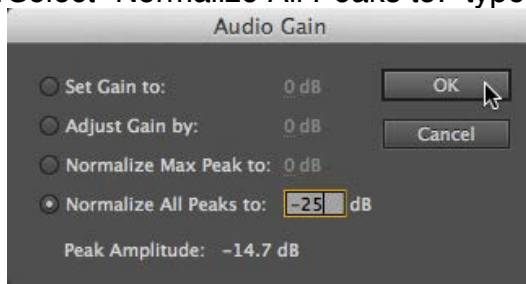7. Deselect all clips within the timeline by clicking on a blank area of the timeline.

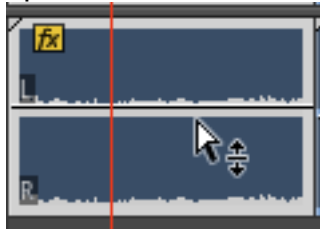8. Select all of the B-Roll clips by holding down the shift key and clicking on the clips.

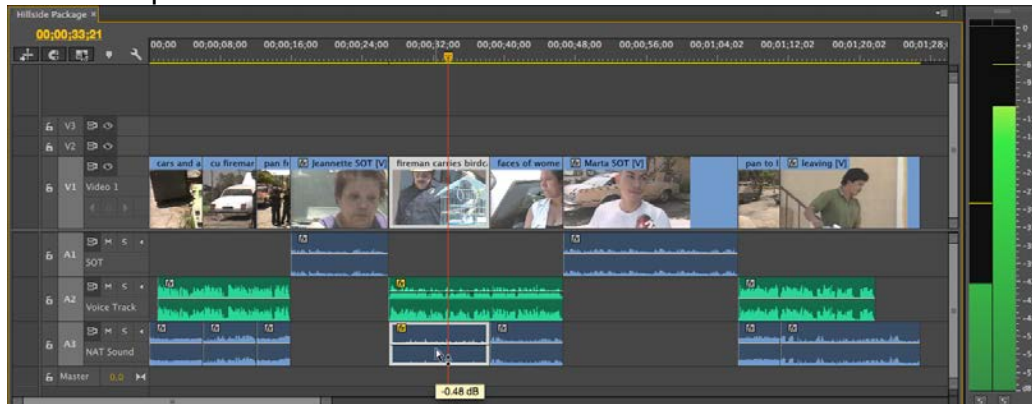9. Right-Click on any of the selected clips and select "Audio Gain…"

10. Select "Normalize All Peaks to:" type in "-25" then click OK.

11. Adjust the volume of an individual clip by dragging the black & white line in up and down.

12. Review the audio levels by playing the timeline and adjusting the volume of each clip as needed.
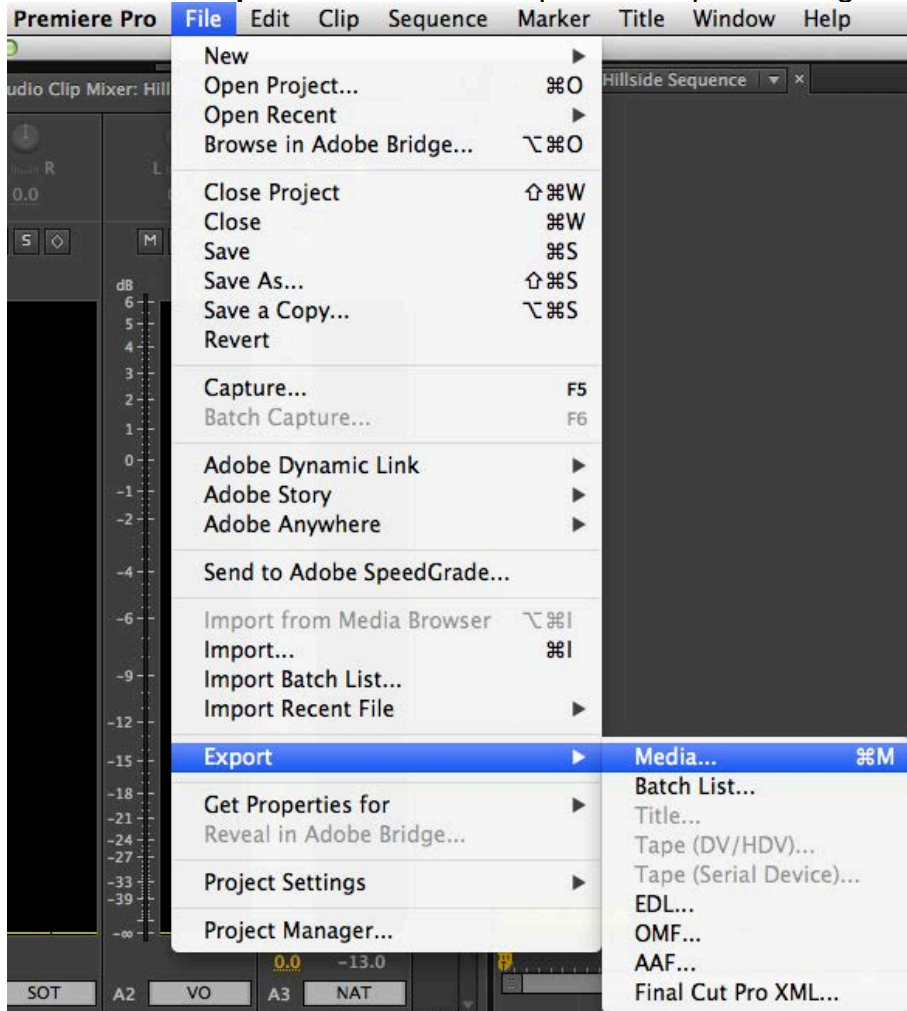

13. Double-check your audio levels by playing the timeline from the beginning.
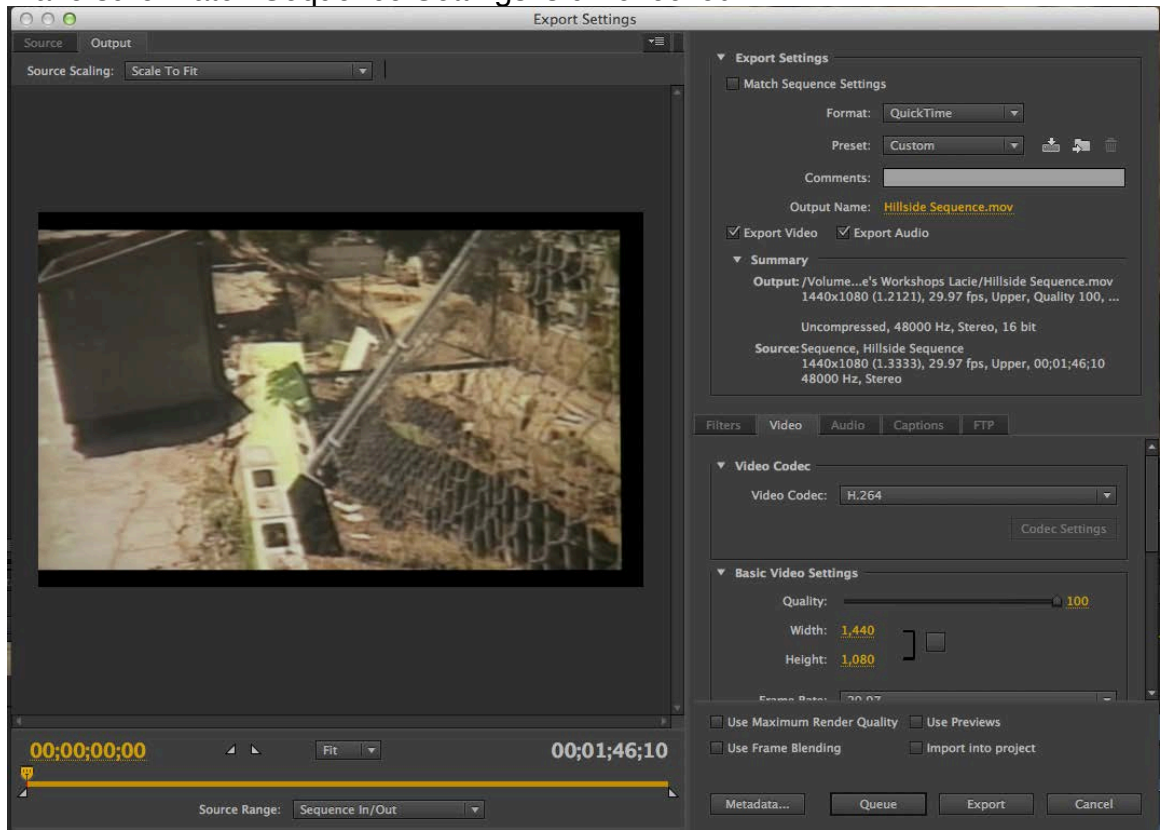
EXPORTING A SEQUENCE FOR YOUTUBE AND OTHER SITES

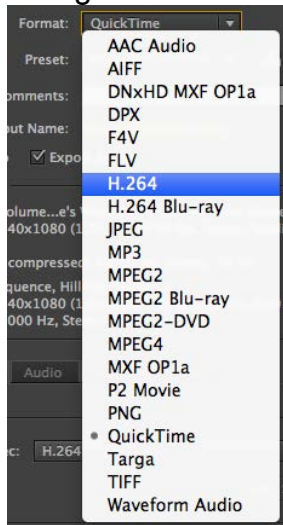1. Select your Sequence by clicking on it in the Project Pane.
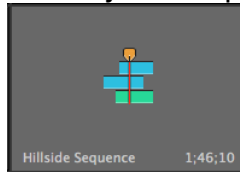
2. Go to **File -> Export -> Media** … to open the Export Settings Window.

3. Make sure Match Sequence Settings is un-checked.
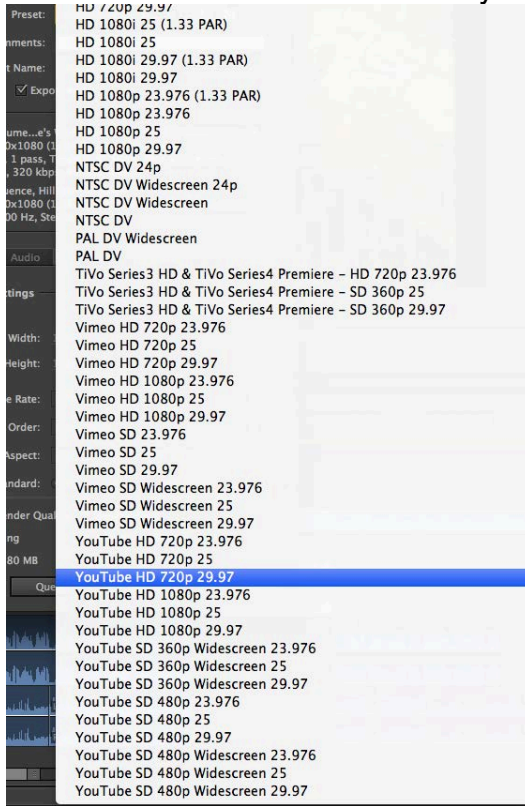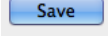

4. Change the "Format" to H.264.
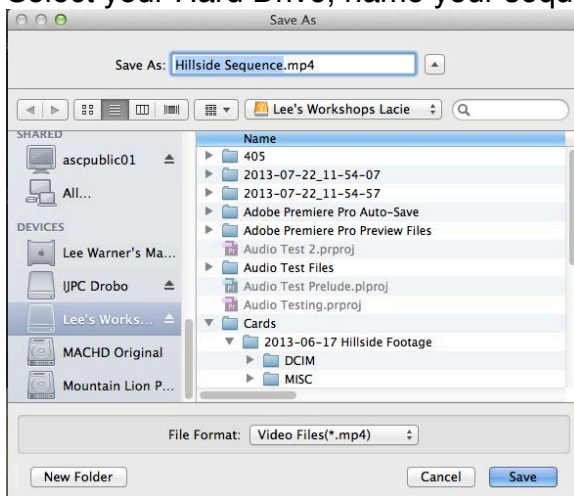
5. Change "Preset" to **YouTube HD 720p 29.97**.
⚠️BE CAREFUL: There are many YouTube settings.

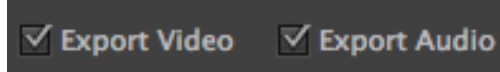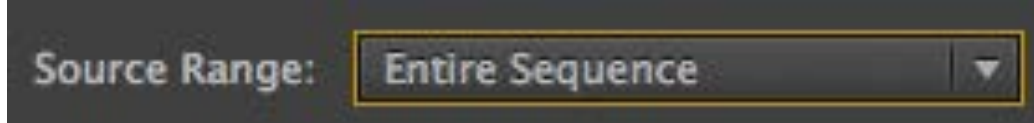6. Click on the Yellow Sequence Name in Output Name:

Output Name: Hillside Sequence.mp4

7. Select your Hard Drive, name your sequence and hit the [Save] button.
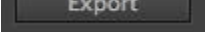
8. Make sure "Export Video" and "Export Audio" are both checked.
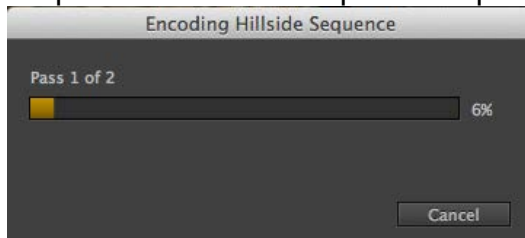
    ☑ Export Video   ☑ Export Audio

9. In the bottom-left of the window, set "Source Range" to "Entire Sequence."

    Source Range: Entire Sequence   ▼

10. Click the   Export   button.

11. Be patient while the sequence exports.

    Encoding Hillside Sequence

    Pass 1 of 2

    [▮   ] 6%

    Cancel

12. Using the Finder (or Windows Explorer), locate your sequence on your hard drive and double-check to make sure it looks and sounds okay.

13. Upload.