

Chapter 2

Importing Media Files

Learning Objectives

After completing this chapter, you will be able to:

- *Import media files using the Import command*
- *Import media files using the Media Browser panel*
- *Import media files using Adobe Bridge*
- *Import multiple media files*
- *Import still images and layered Photoshop files*
- *Import the saved Premiere project into the opened project*

TUTORIAL DESCRIPTION

In this tutorial, you will learn to import various types of media files using different methods. You will also learn to import single layered and multi-layered Photoshop files. Moreover, you will learn to import a saved Premiere project into the open project.

Downloading Files

Before you start the tutorial, you need to download the *c02_premiere_cs5.5_tut.zip* from <http://www.cadcim.com>. The path of the file is as follows:

Textbooks > Animation and Visual Effects > Adobe Premiere Pro > Adobe Premiere Pro CS5.5: A Tutorial Approach

Next, extract the contents of the zipped file at *\Documents\Adobe Premiere Tutorials*.

Opening the Project File

1. First, start Premiere as discussed in Chapter 1; the **Welcome to Adobe Premiere Pro** dialog box is displayed along with the Premiere screen.
2. Choose the **Open Project** button in this dialog box; the **Open Project** dialog box is displayed, refer to Figure 2-1.

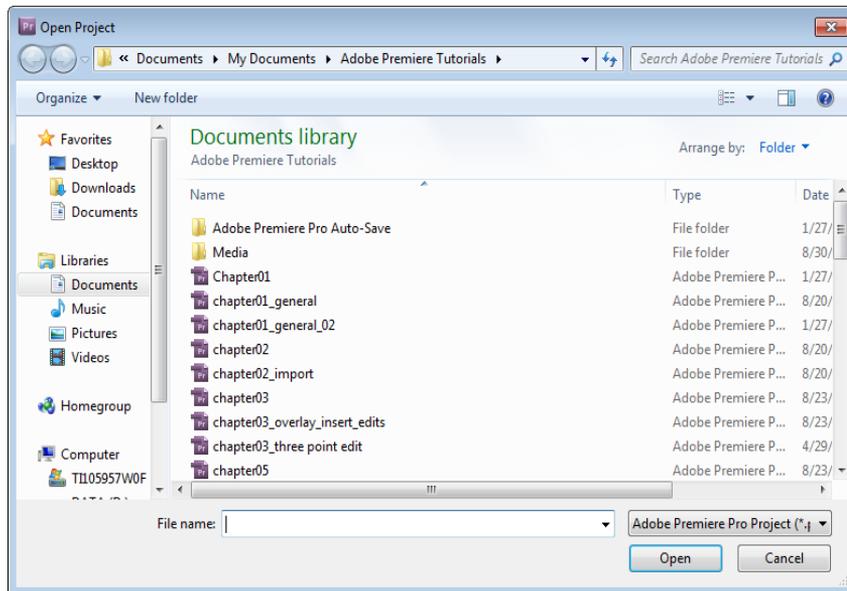


Figure 2-1 The Open Project dialog box

3. In this dialog box, browse to the location *\Documents\Adobe Premiere Tutorials*. Next, select the **chapter02.prproj** file and then choose the **Open** button in the **Open Project** dialog box; the *chapter02.prproj* file is opened.

4. Choose **File > Save As** from the menu bar; the **Save Project** dialog box is displayed, refer to Figure 2-2. Type the name **chapter02_02** in the **File name** text box and choose the **Save** button; the opened file is saved with the specified name.

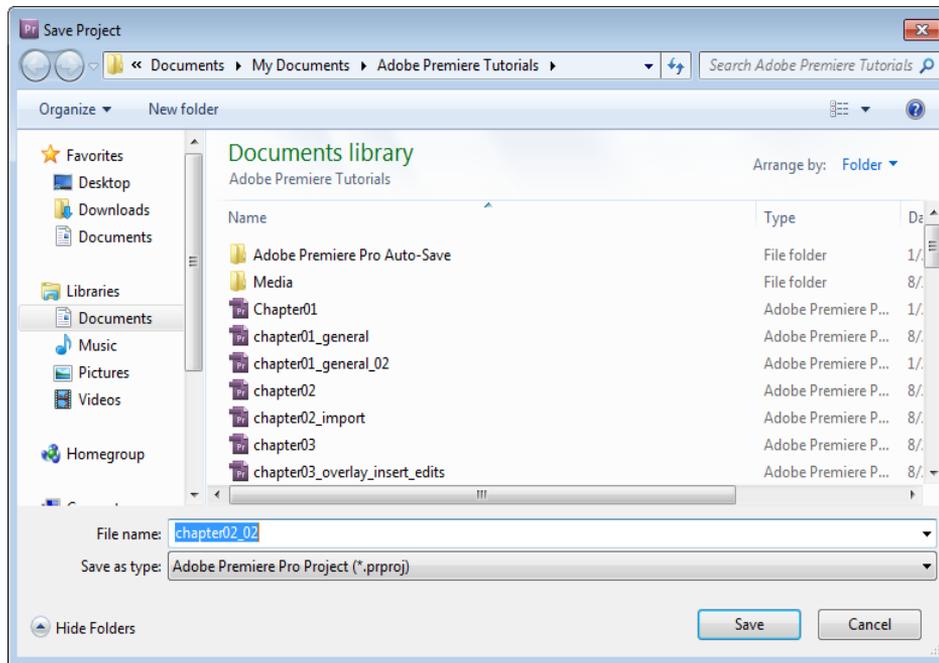


Figure 2-2 The Save Project dialog box

Importing Files

You can import various types of video, audio, still images, and Photoshop files to the Premiere project. In this process, you can import a single file, multiple files, or an entire folder. In the next section, you will learn to import various types of files.

Importing Files Using the Import Command

1. Choose **File > Import** from the menu bar; the **Import** dialog box is displayed, as shown in Figure 2-3. Alternatively, press CTRL+I to invoke the **Import** dialog box.
2. In this dialog box, browse to `\Documents\Adobe Premiere Tutorials\Media\Video` and then select **Tickoo Wind Turbine.mp4**. Next, choose the **Open** button; the selected file is imported and displayed in the **Project** panel, as shown in Figure 2-4.

Next, you will import multiple media files.

3. Double-click on an empty area in the **Project** panel; the **Import** dialog box is displayed.
4. In this dialog box, browse to `\Documents\Adobe Premiere Tutorials\Media\Video`. Next, press CTRL+A to select all media files except the *beach clips*, *Locked Backdrop*, and *Norway* folders.

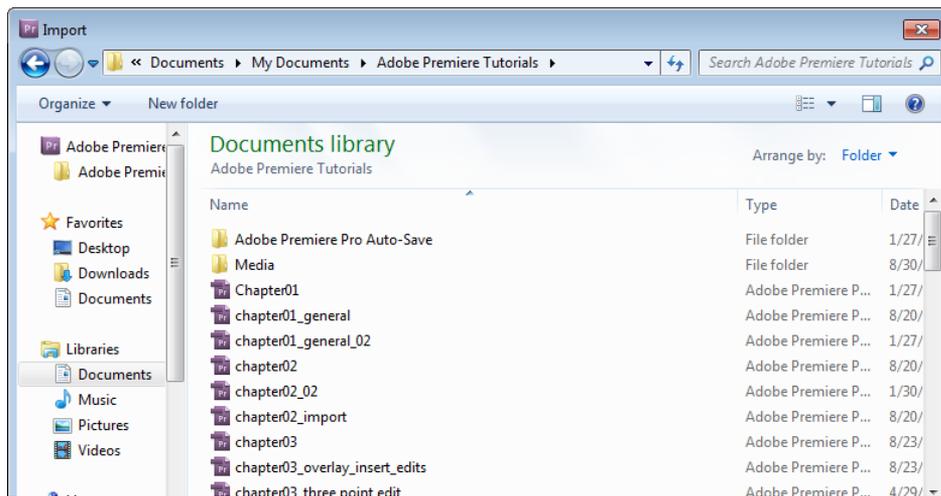


Figure 2-3 Partial view of the **Import** dialog box

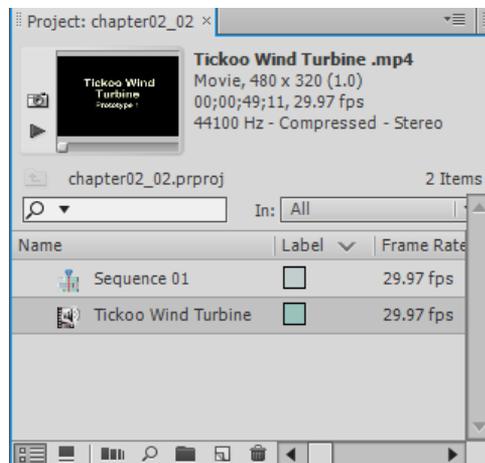


Figure 2-4 The file displayed in the **Project** panel after importing

5. Choose the **Open** button; all selected media files in the *Video* folder are imported and displayed in the **Project** panel, as shown in Figure 2-5.
6. Select all media files in the **Project** panel except *Tickoo Wind Turbine* and then press **DELETE**; selected media files are deleted from the **Project** panel.

Next, you will import a folder containing the media files.

7. Press **CTRL+I** keys on the keyboard; the **Import** dialog box is displayed.
8. In this dialog box, browse to `|Documents\Adobe Premiere Tutorials\Media`. Now, select the **Video** folder; the **Import Folder** button is activated. Choose this button; the entire folder is displayed in the **Project** panel, as shown in Figure 2-6.

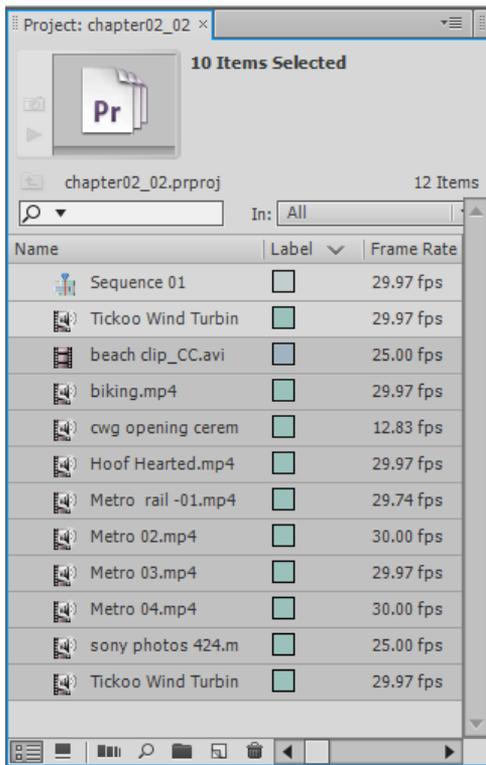


Figure 2-5 Multiple files imported in the Project panel

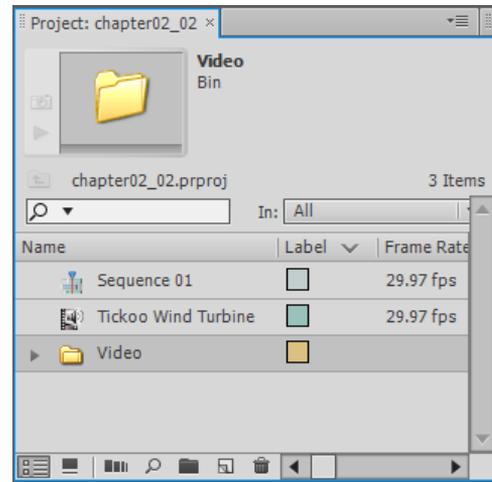


Figure 2-6 An entire folder imported in the Project panel

9. In the **Project** panel, click on the arrow on the left of the folder label to view all the files inside the folder.



Note

If you have deleted any recently imported file from the **Project** panel, you can easily reimport that file. To do so, choose **File > Import Recent File** from the menu bar; a cascading menu is displayed showing all the recently imported files. Now, you can choose the required file from the cascading menu, refer to Figure 2-7.

Importing Files Using the Media Browser Panel

1. Choose the **Media Browser** panel, if it is not already chosen; all drives are listed on the left of this panel, as shown in Figure 2-8.
2. Navigate to the `\Documents\Adobe Premiere Tutorials\Media` folder. Now, double-click on the **Video** folder in the right pane of the **Media Browser** panel; all files inside the *Video* folder are displayed on the right of the **Media Browser** panel, as shown in Figure 2-9.
3. Right-click on the file you need to import; a shortcut menu is displayed, as shown in Figure 2-10.

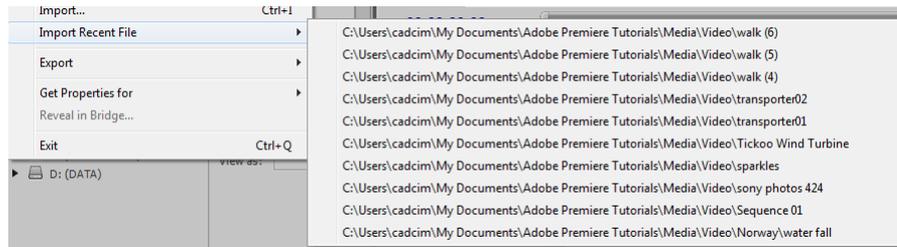


Figure 2-7 The recently imported files displayed in the cascading menu

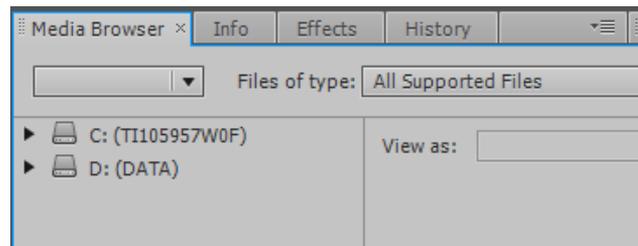


Figure 2-8 All drives of hard disk displayed in the Media Browser panel

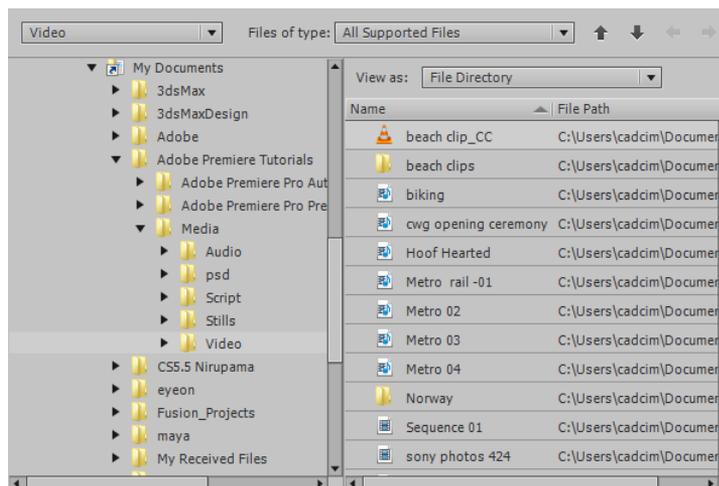


Figure 2-9 All files inside the selected folder displayed in the Media Browser panel

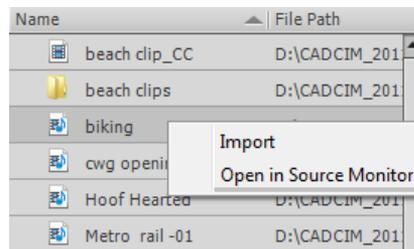


Figure 2-10 The shortcut menu displayed after right-clicking on a file

4. Choose the **Import** option from the shortcut menu; the selected media file is imported and displayed in the **Project** panel.

Alternatively, drag the required file from the **Media Browser** panel to the **Project** panel to import it. Before importing the files, you can view them in the Source Monitor, which helps to decide whether to import them or not.

Importing Files Using Adobe Bridge

Sometimes, you may need to search files on your computer hard disk. In such cases, you can use Adobe Bridge to import the files.

1. Choose **File > Browse in Bridge** from the menu bar; Adobe Bridge is launched, as shown in Figure 2-11. All the disks and drives are displayed in Adobe Bridge.

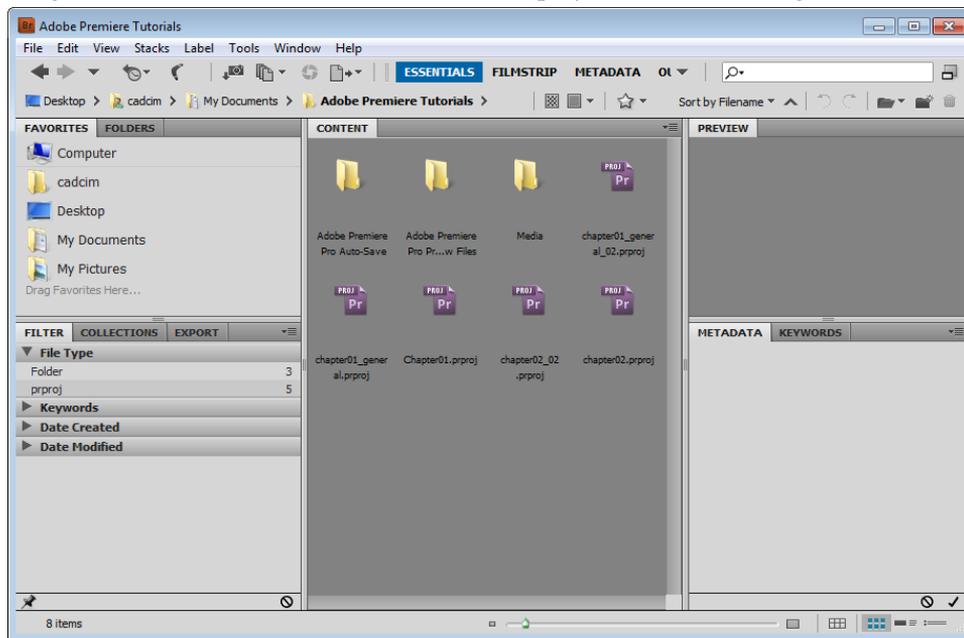


Figure 2-11 The Adobe Bridge launched

2. Navigate to the required file in Adobe Bridge and select it; a preview of the file is displayed in the **PREVIEW** panel on the right of the Adobe Bridge screen, as shown in Figure 2-12.
3. Next, double-click on the file; it is imported and displayed in the **Project** panel. Make sure that you import all the required media files and then choose the close button to close Adobe Bridge.

Importing Still Images

1. Double-click on an empty area in the **Project** panel; the **Import** dialog box is displayed.
2. In this dialog box, browse to `\Documents\Adobe Premiere Tutorials\Media\Stills` and then

select **sea beach.jpeg**. Next, choose the **Open** button; the selected image is imported and displayed in the **Project** panel. The preview and description of the imported image is displayed at the top of the **Project** panel, as shown in Figure 2-13.

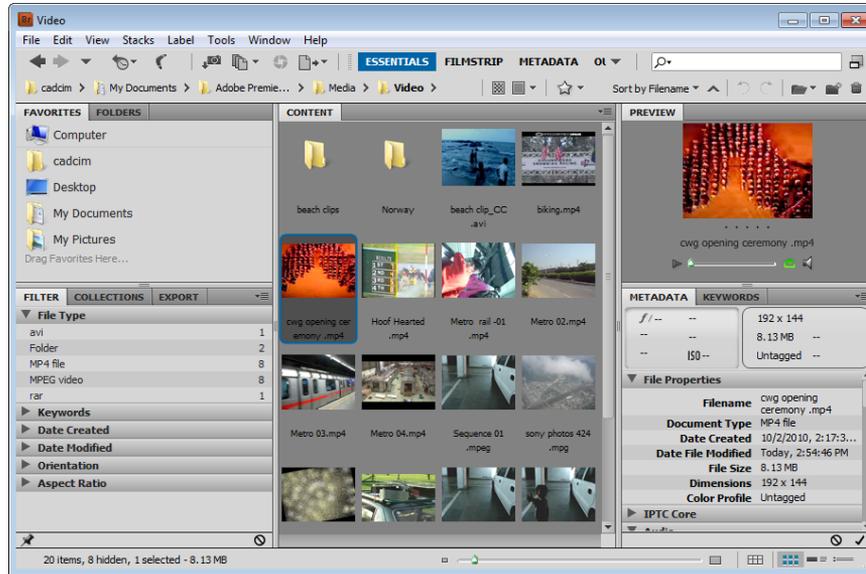


Figure 2-12 The preview of the selected file displayed in the **PREVIEW** panel in Adobe Bridge

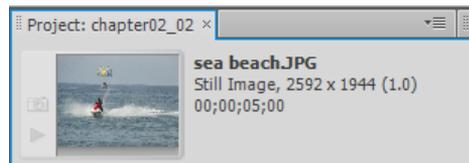


Figure 2-13 The preview and description of the image displayed

As per the description, the default duration of the imported image is 5 seconds. However, you can change the default duration of the still image as per your requirement. To change the default duration, follow the steps given next.

3. Choose **Edit > Preferences > General** from the menu bar; the **Preferences** dialog box is displayed.
4. In the **Still Image Default Duration** edit box, set the number of frames to **120**, and then choose the **OK** button.
5. Import another still image in the **Project** panel. Now, you will notice that the duration of the image is 4 seconds.



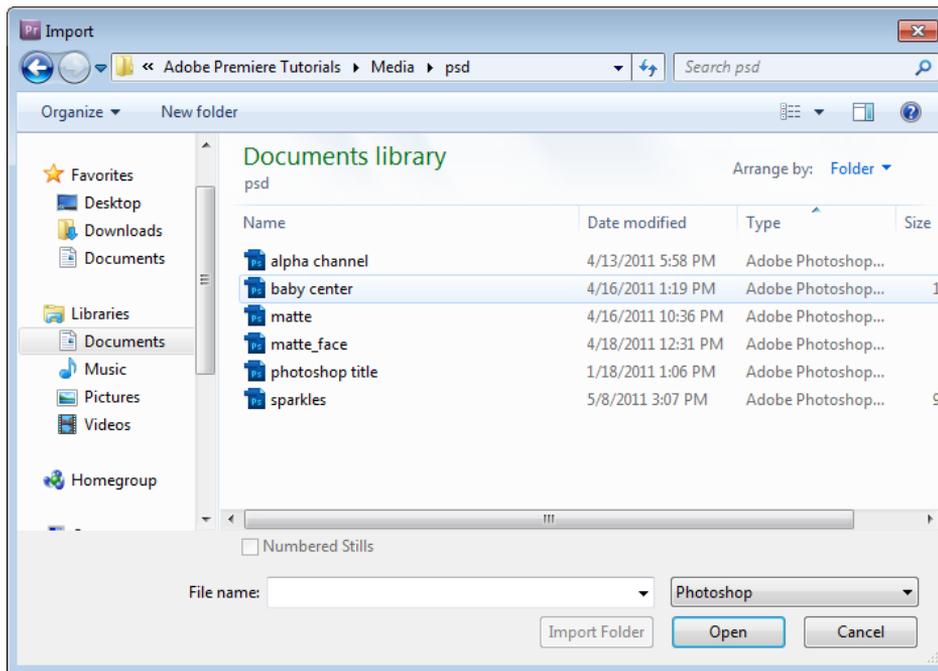
Note

It is recommended to change the default duration of the still images based on your requirement before importing them.

Importing Layered Photoshop Files

You can import the stills created in Photoshop using one of the methods discussed earlier in this tutorial. In this section, you will import a layered Photoshop file in Premiere Pro.

1. Double-click on an empty area in the **Project** panel; the **Import** dialog box is displayed.
2. Browse to the `\Documents\Adobe Premiere Tutorials\Media\psd` folder that you have downloaded from CADCIM website. Now, select the **Photoshop** option from the drop-down list located on the right of the **File name** text box; the Photoshop files are displayed in the **Import** dialog box, refer to Figure 2-14.



*Figure 2-14 The Photoshop files displayed in the **Import** dialog box*

3. Select the **baby center** file and choose the **Open** button; the **Import Layered File: baby center** dialog box is displayed, as shown in Figure 2-15.

By default, the **Merge All Layers** option is selected in the **Import As** drop-down list. This option imports the entire psd file as a single flattened PSD clip. The **Merged Layers** option in the **Import As** drop-down list will import all the layers selected as a single flattened PSD clip. The **Individual Layers** option in this drop-down list will import only the selected layers. Next, you will import an individual layer from the PSD file.

4. Select the **Individual Layers** option in the **Import As** drop-down list and then choose the **Select None** button; all layers are deselected.

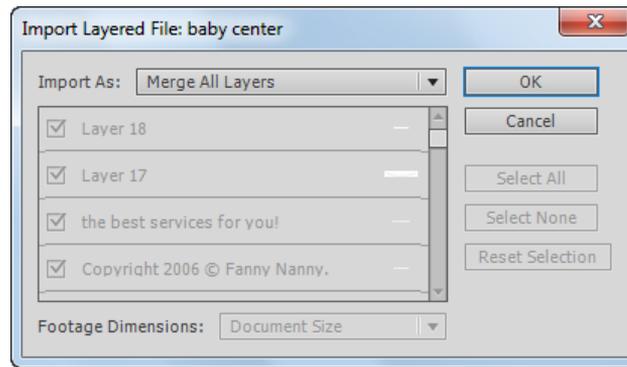


Figure 2-15 The Import Layered File: baby center dialog box

- Now, select the **Home Page Support** check box to select this layer and then choose the **OK** button; the selected individual layer is imported and displayed in the **Project** panel, as shown in Figure 2-16.

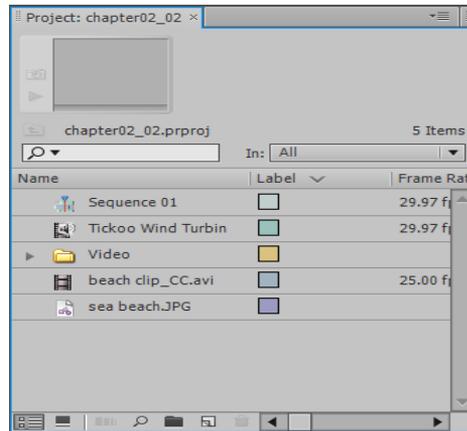


Figure 2-16 The individual layer imported and displayed in the Project panel

Next, you will import the individual layers according to the footage dimensions.

- Repeat steps 1 to 4 discussed above.
- Select the **Funny nanny** layer and make sure that in the **Footage Dimensions** drop-down list, the **Document Size** option is selected. Now, choose the **OK** button; the selected layer is imported and displayed with the document size dimensions in the **Project** panel.
- In the **Project** panel, double-click on the imported **Funny nanny** layer; it is displayed in the Source Monitor, as shown in Figure 2-17.

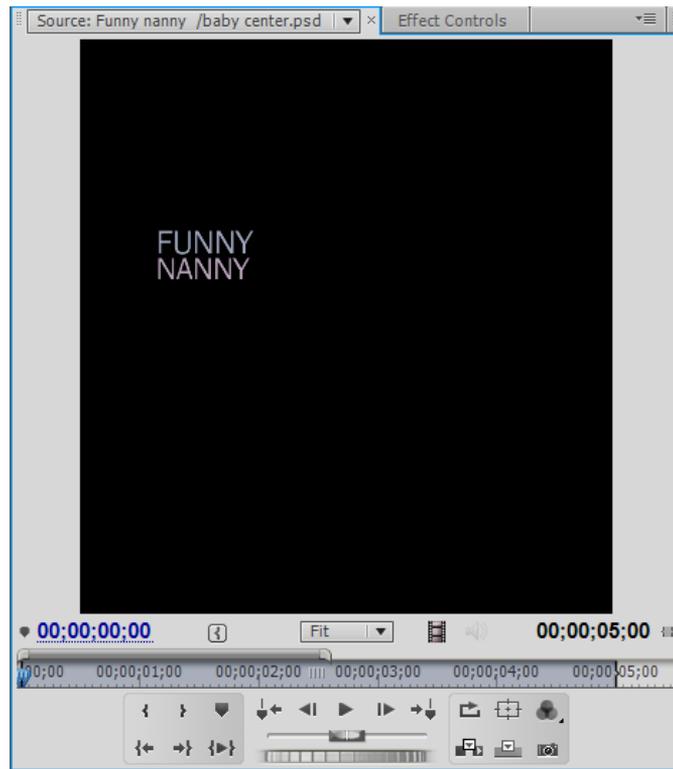


Figure 2-17 The *Funny nanny* layer displayed in the Source Monitor

9. Repeat steps 1 to 4 and select the **Funny nanny** layer.
10. In the **Footage Dimensions** drop-down list, select the **Layer Size** option and choose the **OK** button; the individual selected layer is imported with the size of layer.
11. In the **Project** panel, double-click on the imported **Funny nanny** layer; it is displayed in the Source Monitor, as shown in Figure 2-18.

Next, you will import the layered Photoshop file as a sequence.

12. Press the CTRL+ I keys on the keyboard; the **Import** dialog box is displayed.
13. Select the file *baby center* and choose the **Open** button; the **Import Layered File: baby center** dialog box is displayed.



Figure 2-18 The *Funny nanny* layer imported in the Source Monitor

14. Select the **Sequence** option from the **Import As** drop-down list and choose the **Open** button. The layered Photoshop file is imported in Premiere and displayed in the **Project** panel as a bin. Click on the arrow on the left of the bin to expand it; all layers and the sequence created are displayed, refer to Figure 2-19.
15. Drag the vertical slider in the **Project** panel to view the new sequence, **baby center** and then double-click on it; the sequence is displayed in the **Timeline** as well as in the Program Monitor, as shown in Figures 2-20 and 2-21. You need to press the backslash (\) key to properly view the layered files in the **Timeline** panel, refer to Figure 2-20. Also, drag the slider in the **Timeline** panel to view all video tracks.

You will notice that all Photoshop layers are displayed as a separate clip in a separate video track in the **Timeline** panel. You can add your own video to this layered file in the black portion of the video clip, refer to Figure 2-21.

Importing the Saved Premiere Projects

You can import the saved Premiere projects into the current project. This is the only way to transfer the complete sequence and clip information of a project into another project. In this section, you will learn how to import a saved Premiere project into the opened project.

1. Open the file *chapter02_import.prproj* that you have downloaded from the CAD/CIM website.

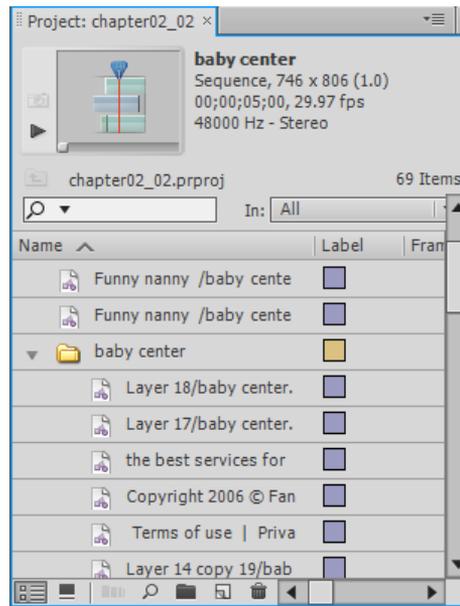


Figure 2-19 All layered Photoshop files displayed in a bin in the Project panel

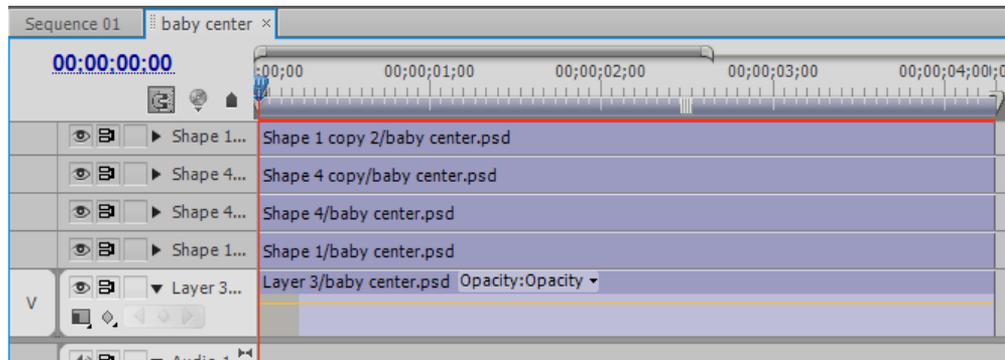


Figure 2-20 Partial view of the new sequence displayed in the Timeline

2. Choose **File > Save As** from the menu bar; the **Save Project** dialog box is displayed. Type the name **chapter02_import_02** in the **File name** text box and choose the **Save** button; opened file is saved with the specified name, refer to Figure 2-22.
3. Delete the beach clips from the **Project** panel by selecting them and then pressing **DELETE**.
4. Double-click on an empty area in the **Project** panel; the **Import** dialog box is displayed.
5. In the **Import** dialog box, select **Adobe Premiere Pro Projects** from the drop-down list located at the bottom right corner of the dialog box. Next, browse to the location

\\Documents\\Adobe Premiere Tutorials. Then, select the **chapter02_import** file and choose the **Open** button; the **Import Project: chapter02_import** dialog box is displayed, as shown in Figure 2-23.

In the **Import Project: chapter02_import** dialog box, the **Import Entire Project** radio button is selected by default. This radio button is used to import the entire project with all its sequences and media assets. The **Import Selected Sequences** radio button in this dialog box is used to import a selected sequence from the project.

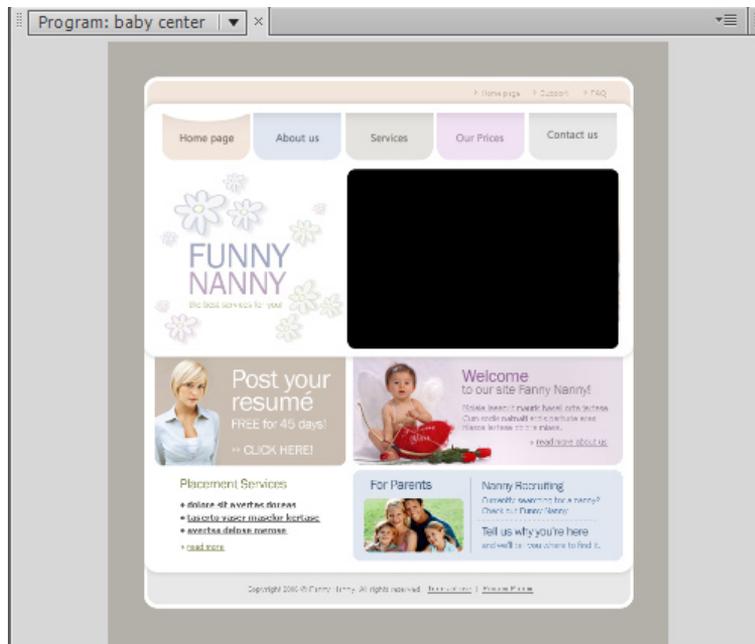


Figure 2-21 The new sequence displayed in the Program Monitor

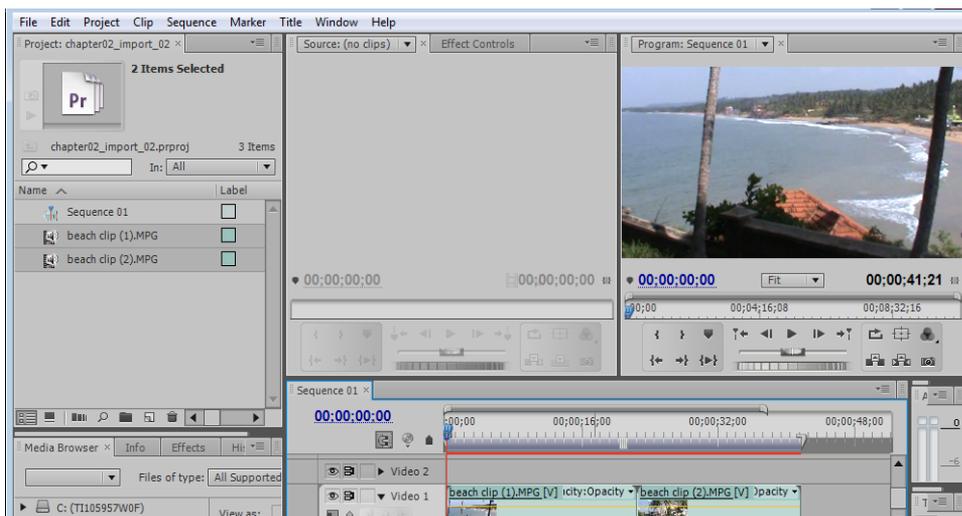


Figure 2-22 The chapter02_import_02 file opened

6. Make sure the **Import Entire Project** radio button is selected and choose the **OK** button; the **chapter02_import** file is imported and displayed in the **Project** panel as a folder. You can expand the bin to view its sequence and files, refer to Figure 2-24.

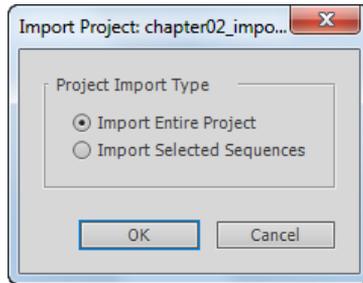


Figure 2-23 The *Import Project: chapter02_import* dialog box

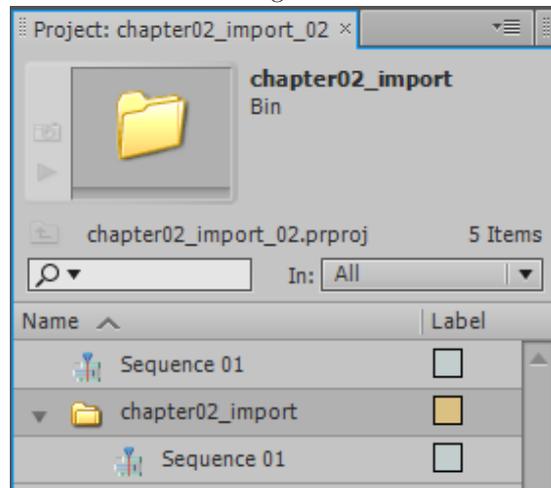


Figure 2-24 Partial view of the *chapter02_import* file and its assets in the *Project* panel

Self-Evaluation Test

Answer the following questions and then compare them to those given at the end of this chapter:

1. Which of the following keys are used to invoke the **Import** dialog box?

(a) CTRL+I	(b) ALT+CTRL+I
(c) ALT+I	(d) SHIFT+I
2. Which of the following panels is used to import the media files in Premiere project?

(a) Media Browser	(b) Info
(c) Effects Controls	(d) Effects
3. Sometimes, you may need to search files on your computer hard disk. In such cases, you can use _____ to import the files.
4. You cannot import an entire folder into Adobe Premiere Pro. (T/F)
5. You can import the saved Premiere Pro projects into your current project. (T/F)

Review Questions

Answer the following questions:

- Which of the following keys is used to select a range of multiple files to import them in Adobe Premiere Pro?
 - CTRL
 - SHIFT
 - CTRL+ALT
 - ALT
- Which of the following media files can be imported into Premiere project?
 - Video clips
 - Photoshop files
 - Audio clips
 - All of these
- By default, a still image has a multiple frame duration. (T/F)
- You can double-click on an empty area in the **Project** panel to invoke the **Import** dialog box. (T/F)
- Before importing the files, you can view them in the _____, which helps you to decide whether to import the file or not.

Exercise

Exercise 1

Create a new project in Premiere as per the specifications of your video clip. Try to import various types of files using different options in Premiere.

Answers to Self-Evaluation Test

1. a, 2. a, 3. Adobe Bridge, 4. F, 5. T