

Chapter 2

Importing Media Files

Learning Objectives

After completing this chapter, you will be able to:

- *Import media files using the import option*
- *Import media files using the Media Browser panel*
- *Import multiple media files*
- *Import still images and layered Photoshop files*
- *Import a saved Premiere project into the opened project*

INTRODUCTION

In this chapter, you will learn to open the project file and 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 an opened project.

Before you start this chapter, you need to download the *c02_premiere_cc_tut.zip* from *www.cadcam.com*. The path of the file is as follows: *Textbooks > Animation and Visual Effects > Premiere Pro > Adobe Premiere Pro CC: A Tutorial Approach*

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

OPENING THE PROJECT FILE

In this section, you will open the project file.

1. 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.

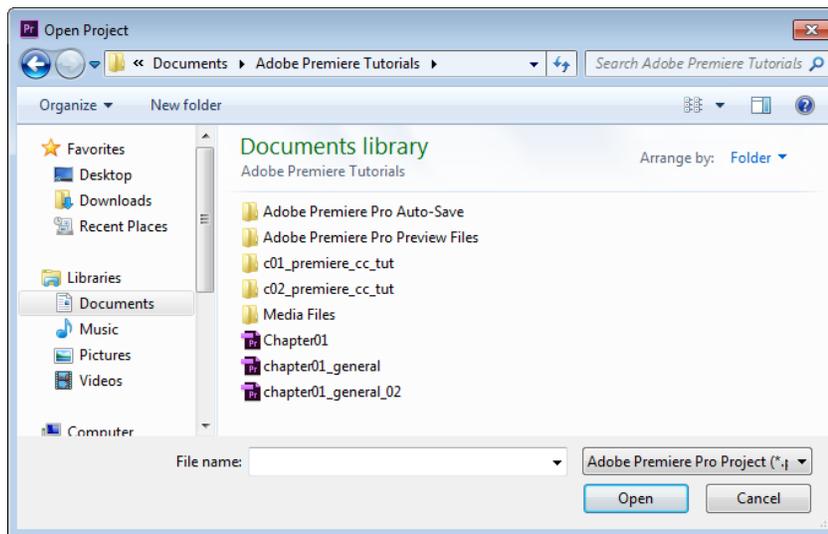


Figure 2-1 The *Open Project* dialog box

3. In this dialog box, browse to the location *\Documents\Adobe Premiere Tutorials\c02_premiere_cc_tut*. Next, select the **chapter02** file and then choose the **Open** button; the *chapter02* 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.

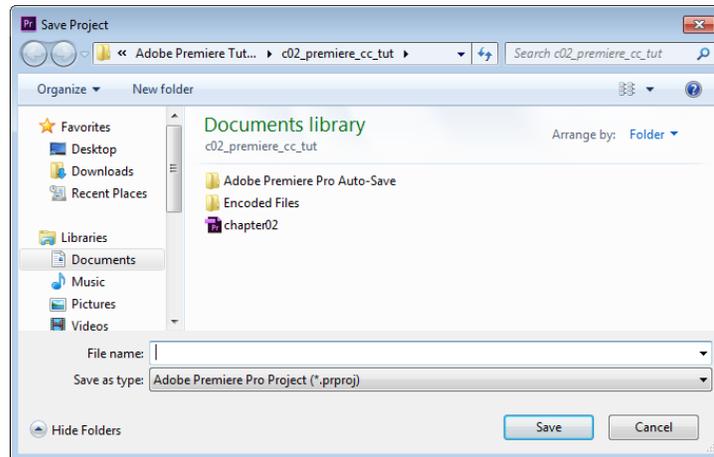


Figure 2-2 The Save Project dialog box

IMPORTING FILES

You can import 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. Next, you will learn to import various types of files.

Importing Files Using the Import Option

In this section, you will import files by using the **Import** option from the **File** menu.

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.

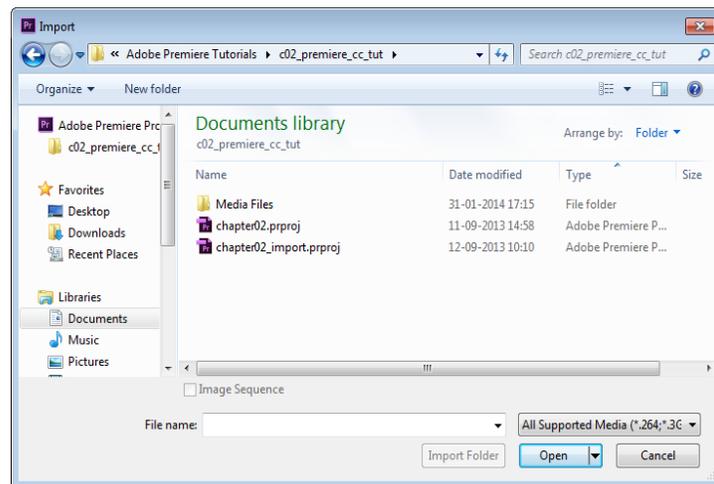


Figure 2-3 The Import dialog box

- In this dialog box, browse to `\Documents\Adobe Premiere Tutorials\02_premiere_cc_tut\Media Files\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.

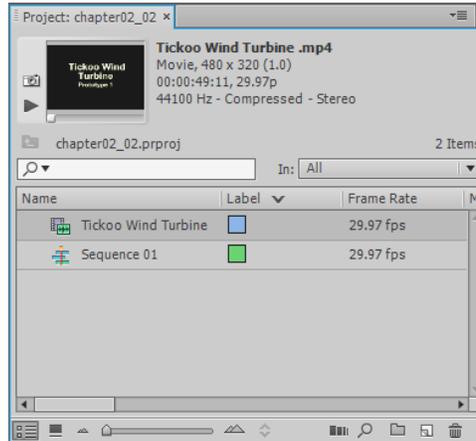


Figure 2-4 The Tickoo Wind Turbine file displayed in the Project panel after importing

Next, you will import multiple media files.

- Double-click on an empty area in the **Project** panel; the **Import** dialog box is displayed.
- In this dialog box, browse to `\Documents\Adobe Premiere Tutorials\c02_premiere_cc_tut\Media Files\Video`. Next, select all media files except the *Tickoo Wind Turbine.mp4*, *beach clips*, *Locked Backdrop*, and *Norway* folders.
- Choose the **Open** button; all the selected media files in the *Video* folder are imported and displayed in the **Project** panel, as shown in Figure 2-5.
- Select all the media files in the **Project** panel except *Tickoo Wind Turbine* and then press DELETE; the selected media files are deleted from the **Project** panel.

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

- Press CTRL+I; the **Import** dialog box is displayed.
- In this dialog box, browse to `\Documents\Adobe Premiere Tutorials\c02_premiere_cc_tut\Media Files\Video`. Now, select the **Beach clips** 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.
- In the **Project** panel, click on the arrow on the left of the folder label to view all the files inside the folder.

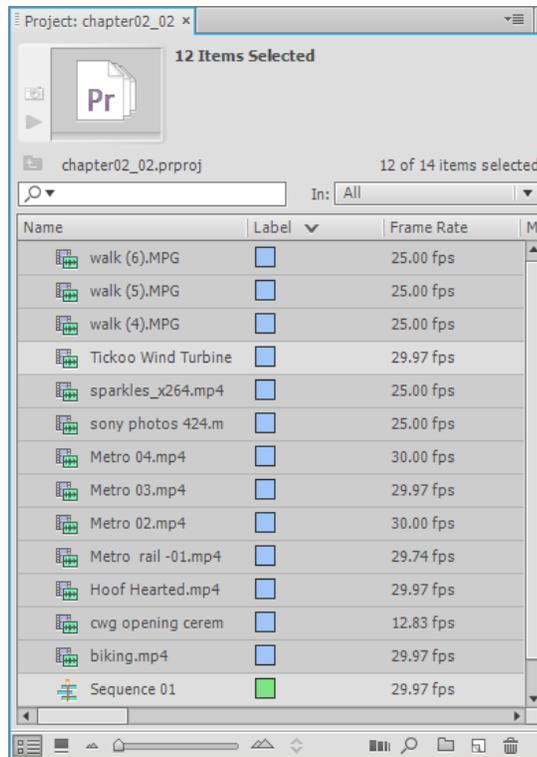


Figure 2-5 Multiple files imported in the Project panel

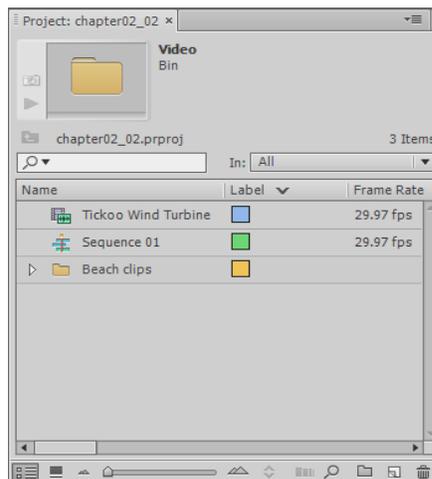


Figure 2-6 An entire folder imported in the Project panel

**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, refer to Figure 2-7. Now, you can choose the required file from the cascading menu.

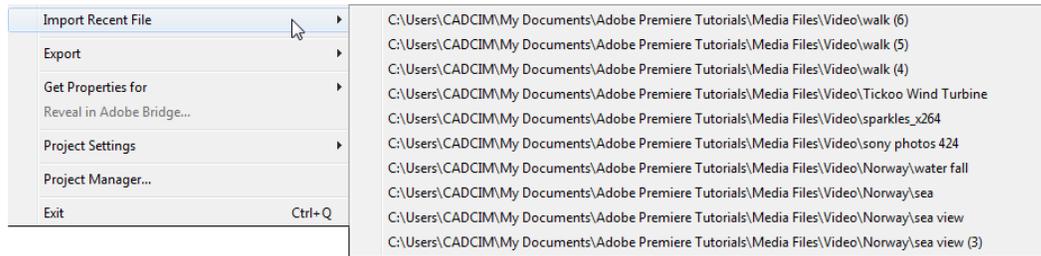


Figure 2-7 The recently imported files displayed in the cascading menu

Importing Files Using the Media Browser Panel

In this section, you will import the files using the **Media Browser** panel.

1. Choose the **Media Browser** panel, if it is not already chosen; all the drives are listed on the left of this panel, as shown in Figure 2-8.

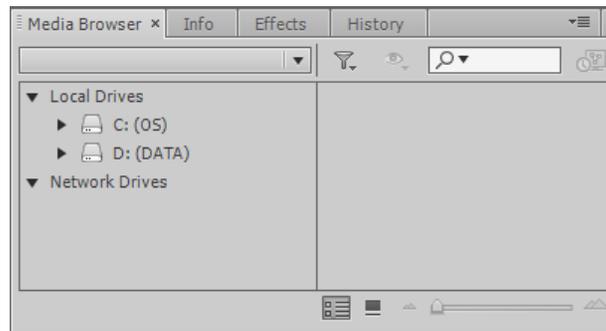


Figure 2-8 All drives in hard drive displayed in the Media Browser panel

2. In this panel, navigate to the `\Documents\Adobe Premiere Tutorials\c02_premiere_cc_tut\Media Files` folder. Now, double-click on the *Video* folder in the right pane of the **Media Browser** panel; all the 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 name that you want to import; a shortcut menu is displayed, refer to Figure 2-10.
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.

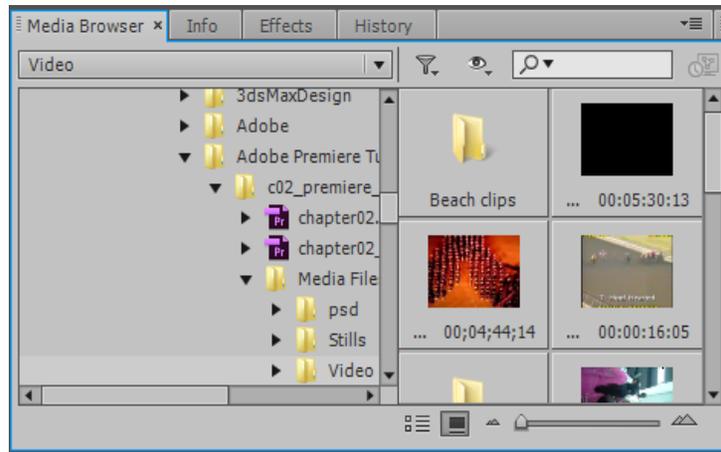


Figure 2-9 All files inside the *Video* folder displayed in the *Media Browser* panel

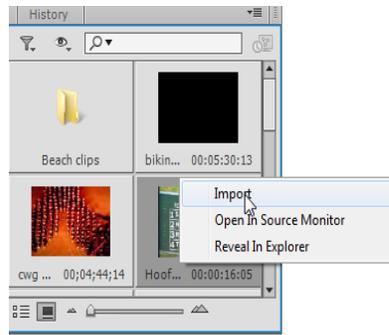


Figure 2-10 The shortcut menu displayed after right-clicking on a file

Importing Still Image in Adobe Premiere Pro CC

In this section, you will import the still image.

1. Double-click on empty area in the **Project** panel; the **Import** dialog box is displayed.
2. In this dialog box, browse to `|Documents\Adobe Premiere Tutorials\c02_premiere_cc_tut\Media Files\Stills` and then select **sea beach.JPG**. Next, choose the **Open** button; the selected image is imported and displayed in the **Project** panel. The thumbnail preview and description of the imported image is displayed at the top of the **Project** panel, as shown in Figure 2-11.

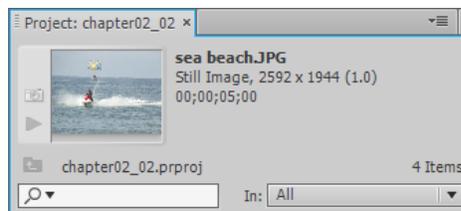


Figure 2-11 The thumbnail preview and description of the image displayed

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 this dialog box, enter **120** in the **Still Image Default Duration** edit box and then choose the **OK** button to close the dialog box.
5. Import another still image in the **Project** panel. Now, you will notice that the duration of the image is 4 seconds.



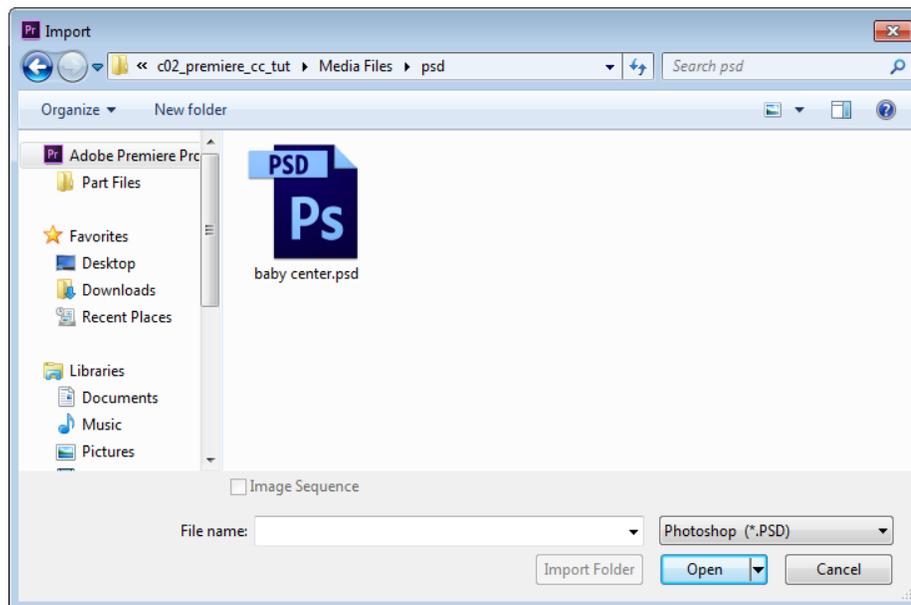
Note

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 empty area in the **Project** panel; the **Import** dialog box is displayed.
2. Browse to the `\Documents\Adobe Premiere Tutorials\c02_premiere_cc_tut\Media Files\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 2-12.



*Figure 2-12 The Photoshop files displayed in the **Import** dialog box*

3. Select the **baby center** file and then choose the **Open** button; the **Import Layered File: baby center** dialog box is displayed, as shown in Figure 2-13.

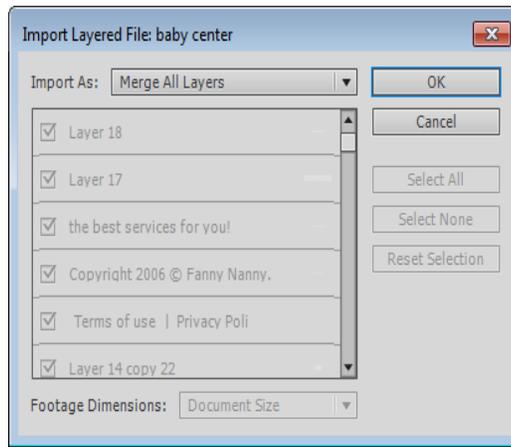


Figure 2-13 The *Import Layered File: baby center* dialog box

By default, the **Merge All Layers** option is selected in the **Import As** drop-down list in this dialog box. This option is used to import the entire *psd* file as a single flattened PSD clip. On selecting the **Individual Layers** option, only the selected layers will be imported. Next, you will import an individual layer from the PSD file.

4. Select the **Individual Layers** option from the **Import As** drop-down list and then choose the **Select None** button; all the layers are deselected.
5. 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 2-14.

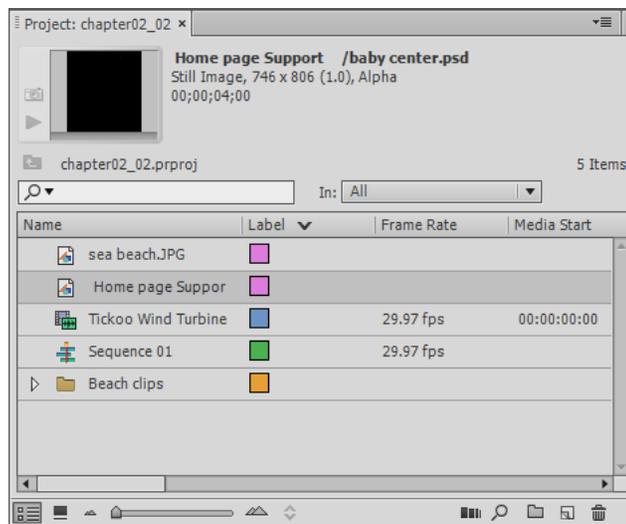


Figure 2-14 The individual layer imported and displayed in the **Project** panel

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

6. Repeat steps 1 to 4 discussed above.
7. Select the **Funny nanny** check box and make sure that the **Document Size** option is selected in the **Footage Dimensions** drop-down list. Now, choose the **OK** button; the selected layer is imported and displayed in the **Project** panel.
8. In the **Project** panel, double-click on the imported **Funny nanny** layer icon; it is displayed in the Source Monitor, as shown in Figure 2-15.

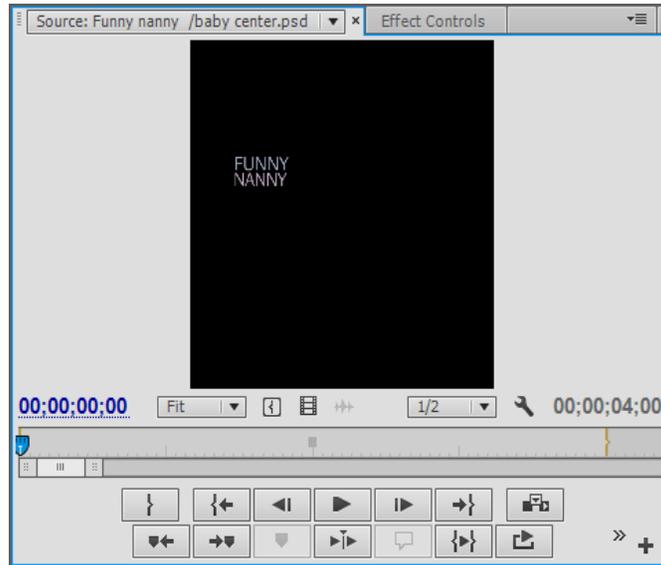


Figure 2-15 The **Funny nanny** layer displayed in the Source Monitor

9. Repeat steps 1 to 4 and select the **Funny nanny** check box.
10. In the **Footage Dimensions** drop-down list, select the **Layer Size** option and choose the **OK** button; the individual selected layer is imported.
11. In the **Project** panel, double-click on the imported **Funny nanny** layer icon; it is displayed in the Source Monitor, as shown in Figure 2-16.

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

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



Figure 2-16 The *Funny nanny* layer displayed in the Source Monitor

14. Select the **Sequence** option from the **Import As** drop-down list and choose the **OK** button; a new bin (folder) with the name **baby center** is created in the **Project** panel. Expand the **baby center** folder, if not already expanded. Notice all the layers and the sequence created are displayed in the **Project** panel, refer to Figure 2-17.

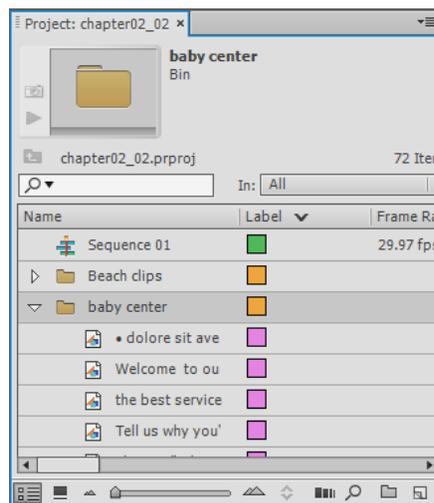


Figure 2-17 All Photoshop layers displayed in the *baby center* bin in the *Project* panel

15. Drag the vertical slider in the **Project** panel to view the new **baby center** sequence and then double-click on it; the sequence is displayed in the **Timeline** panel as well as in the Program Monitor, as shown in Figures 2-18 and 2-19. You need to press the backslash (\) key to properly view the Photoshop layers in the **Timeline** panel, refer to Figure 2-18. Also, drag the slider in the **Timeline** panel to view all the video tracks. Press CTRL+S to save the file.

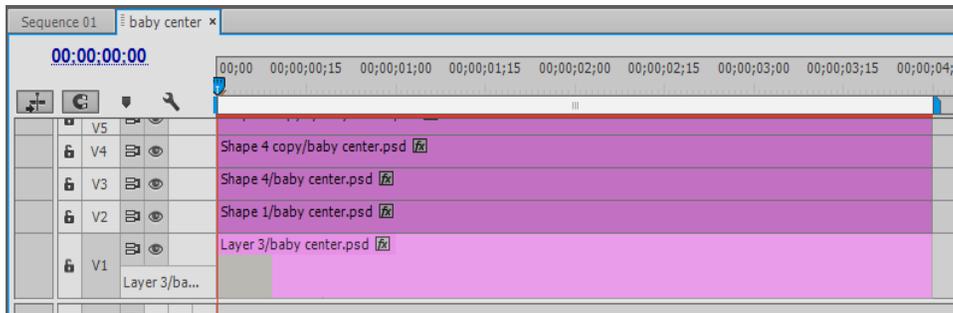


Figure 2-18 The *baby center* sequence displayed in the *Timeline* panel

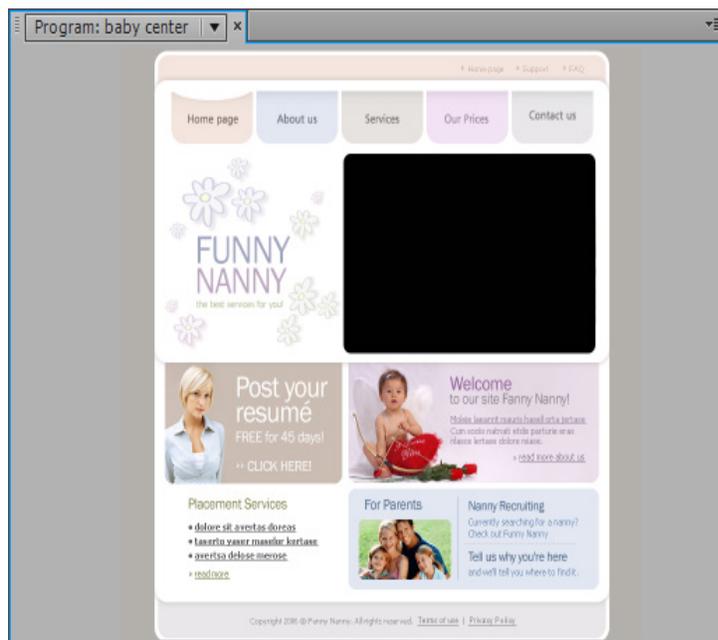


Figure 2-19 The new sequence displayed in the *Program Monitor*

Importing the Saved Premiere Projects

You can import the saved Premiere projects into the opened Premiere 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 to import a saved Premiere project into the opened project.

1. Open the file *chapter02_import.prproj* that you have downloaded from the CADCIM website.
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; the opened file is saved with the specified name, refer to Figure 2-20.

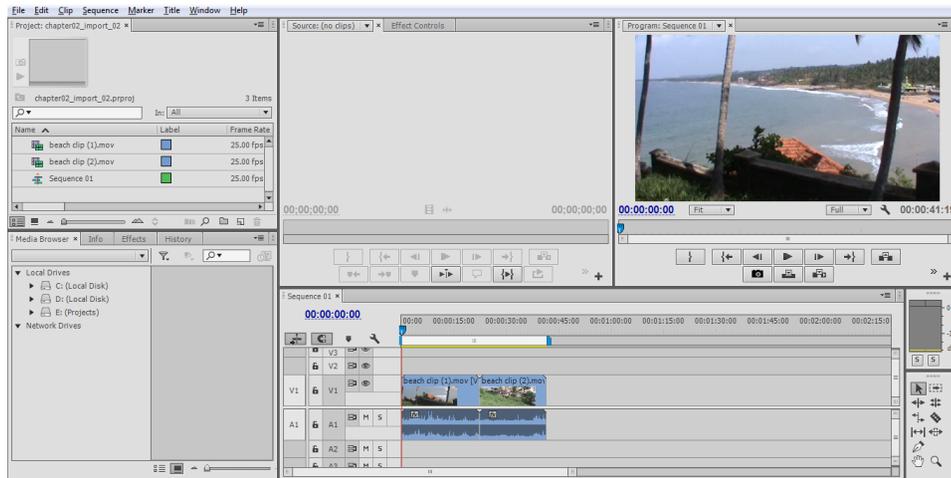


Figure 2-20 The chapter02_import_02 file displayed

3. Delete the beach clips from the **Project** panel by selecting them and then pressing DELETE. On pressing DELETE; the **Adobe Premiere Pro** message box is displayed, as shown in Figure 2-21. Choose the **Yes** button from the message box.

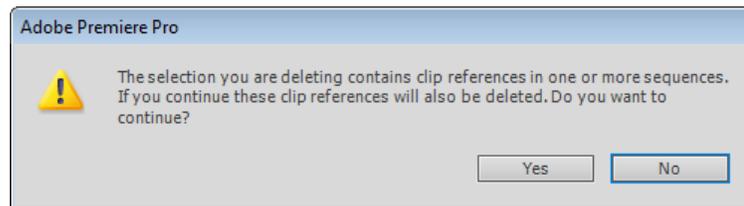


Figure 2-21 The Adobe Premiere Pro message box

4. Double-click on 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\c02_premiere_cc_tut`. Then, select the **chapter02_import** file and choose the **Open** button; the **Import Project: chapter02_import** dialog box is displayed, as shown in Figure 2-22.

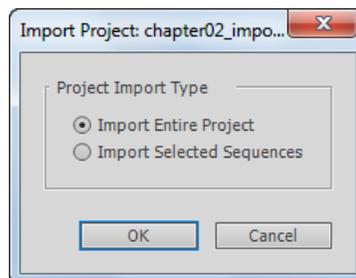
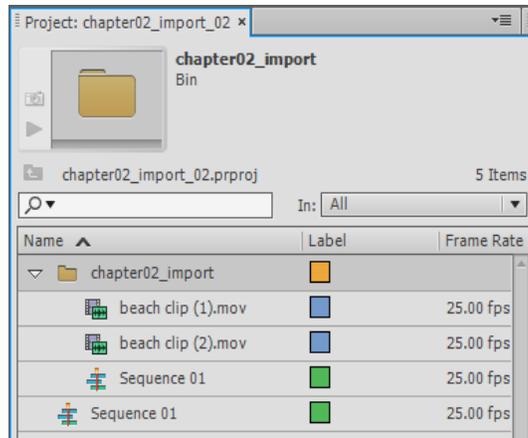


Figure 2-22 The **Import Project: chapter02_import** dialog box

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 the selected sequences from the project.

6. Make sure the **Import Entire Project** radio button is selected in the **Import Project: chapter02_import** dialog box and then 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 2-23.



*Figure 2-23 Partial view of the **chapter02_import** folder 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 shortcut keys is 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. To search files on your computer hard drive, you can use the _____ panel.
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 opened project. (T/F)

Review Questions

Answer the following questions:

1. Which of the following shortcut keys is used to select a range of files to import them in Adobe Premiere Pro?
 - (a) CTRL
 - (b) SHIFT
 - (c) CTRL+ALT
 - (d) ALT
2. Which of the following media files can be imported into the Premiere project?
 - (a) Video clips
 - (b) Photoshop files
 - (c) Audio clips
 - (d) All of these
3. Before importing a file, you can preview in the _____ to decide whether to import or not.
4. You can double-click on empty area in the **Project** panel to invoke the **Import** dialog box. (T/F)

EXERCISE

Exercise 1

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

Evaluation Copy. Do not reproduce. For information visit www.cadcim.com

Answers to Self-Evaluation Test

1. a, 2. a, 3. Media Browser, 4. F, 5. T