

## **Basic Video Production Workshop**





### Contents

Adobe Premiere Pro	4
Video Case Study Example	5
Camera Shot Types	5
Medium Close up Shot	5
Medium Shot	5
5 Tips and Tricks for Filming	6
Tripods	6
Acuvar Camera Tripod	6
LOHA Tripod	7
Gimbal Stabiliser Tripod	7
Royalty Free Video and Audio	7
Stock video footage	
Creative commons & stock music	
Downloading Adobe Premiere	8
Adobe Premiere Workspace Overview	9
Project Panel	9
Source Monitor	9
Timeline Panel	
Program Monitor	
Tools	
Audio Preview	
Missing Media	
Title and End Slides	
Download Template	
Create a Title and End Slide	
Import Files	
Mark In and Out Points	14
Ripple Delete – Remove Empty Space	
History – Undo a Few Steps Back	15
Layers on the Timeline	16
Audio Levels	16
Effects and Transitions	17
Titles in Premiere	18
Add the shape layer	18
Add the text layer	18
Exporting Video	19
Upload Video to Learn.UQ	21
Further Resources	21
Technical Support	21



eLearning Solutions Service	21
eLearning Resources	22
eLearning Newsletter	
Pedagogical Resources	
Student Resources	22
eLearning Workshops	22
ITaLI Workshops	
Custom Workshops	



### Adobe Premiere Pro

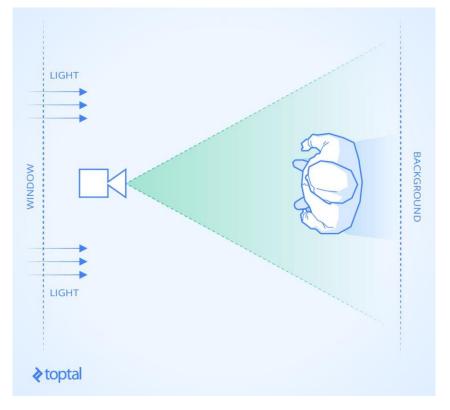
Adobe Premiere Pro is a video editing application which can be used for basic editing of footage. Some functionality includes editing footage in the timeline, audio editing, title creation, colour correction, innovative media and project management tools. Adobe Premiere Pro exports projects in multiple file formats, such as MP4, which makes it easy to upload your project using Kaltura media on your Learn.UQ website.

### Why use videos?

- Facilitates thinking and problem solving through the connection between visual cues, the memory process and the recall of knowledge.
- Assists the learning process by being able to view processes multiple times and active viewing.
- Inspires and engages students.
- Promotes the flipped classroom model.

### Video Recording Environment

Ensure the camera is facing the same direction as the light source (i.e. window) and the person being recording is looking directly at the light source, as opposed to standing behind it, to avoid a halo effect.





### Video Case Study Example

Watch the example video case study: https://youtu.be/7VtAurqu4Vs

### Camera Shot Types

### **Medium Close up Shot**



- Clearly shows facial expressions
- Usually recorded in middle of screen
- Useful for capturing reactions and emotions

#### **Medium Shot**

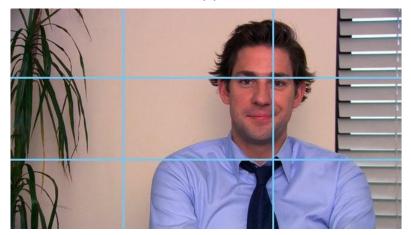


- Captures body language and gestures
- Usually recorded using rule of thirds
- Useful for delivering information



### 5 Tips and Tricks for Filming

- 1. Change the **camera angle** for each new question/ section.
- 2. Use the rule of thirds to vary your shots.



- 3. Record each question/ section twice.
- 4. Leave headroom!
- 5. Leave **3 seconds** at the beginning and end.

### Tripods

A tripods helps minimise the risk of any unwanted camera movements while filming. There are a range of different tripod types available to suit your smartphone, tablet or DSLR camera.

#### Acuvar Camera Tripod





### LOHA Tripod



### **Gimbal Stabiliser Tripod**

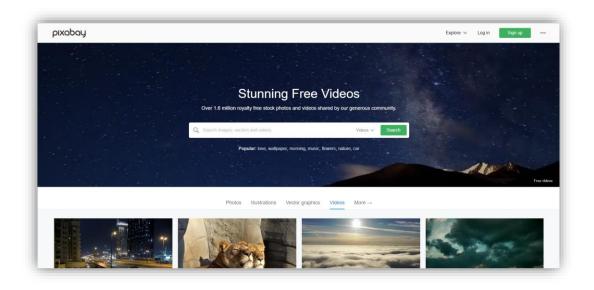


### Royalty Free Video and Audio

### Stock video footage

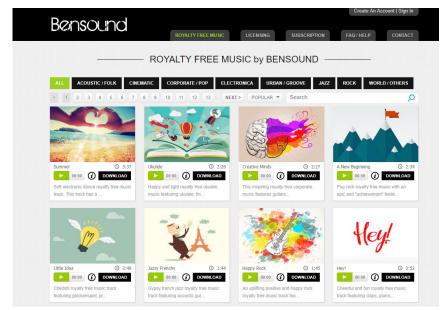
- Pexels
- Stock Footage for Free
- Pixabay





#### **Creative commons & stock music**

- Bensound
- YouTube Audio Library
- Free Stock Music



### **Downloading Adobe Premiere**

Refer to the ITS guide on downloading Adobe Premiere on your UQ or personal device: <u>https://my.uq.edu.au/information-and-services/information-technology/software-and-web-apps/software-uq/adobe-software</u>



### Create a Project in Adobe Premiere

- 1. Open Adobe Premiere on your computer.
- 2. Click on the **New Project** button.
- 3. Click on the **Browse** button and select a suitable folder.

**Note:** It is highly recommended you create a new folder on your computer to contain all the project files (i.e. audio, video, images) and not move files from this location to avoid missing media issues.

- 4. Rename the project to an appropriate title.
- 5. Click on the **OK** button.

### Adobe Premiere Workspace Overview

#### **Project Panel**

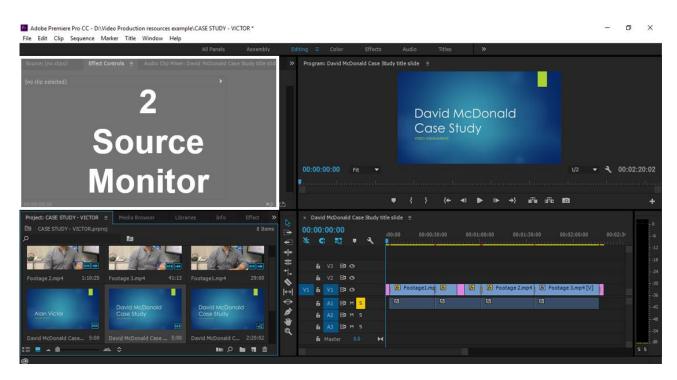
- Where all the media is stored, pictures, video, effects etc.
- Can organise project files in folders (called bins) here too.
- Can drag and drop files as necessary to keep everything organised.

Adobe Premiere Pro CC - D:\Video Production resources example\CASE STUDY - VICTOR ' ٥ File Edit Clip Sequence Marker Title Window Help David McDonald Case Study 00:02:20:02 a a Fa 10 × David McDonald Case Study title slide -# 80 .... BO ♦ 810 1

#### **Source Monitor**

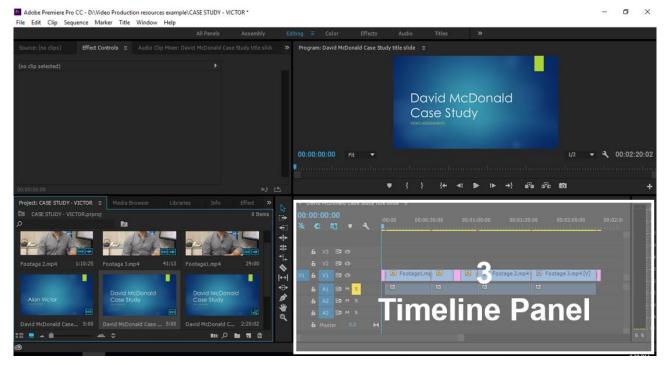
- Source monitor- shows in points and outpoints.
- Precise trimming of the clips (start and end points) precise editing.
- Easiest place to trim your clips before you add them to the timeline.
- Double clicking any media in the project panel will pre-load it into the source panel
- Play or scrub the media, stop where you want to mark in an In and Out point.





#### **Timeline Panel**

- Graphical view of video and audio from beginning to end.
- Has a working relationship with the program monitor so as you scrub along the timeline, you'll notice wherever the time marker is located, you'll get the resulting frame in the preview.



### **Program Monitor**

- What the audience will see, preview
- What you're going to be exporting when you see the final video.

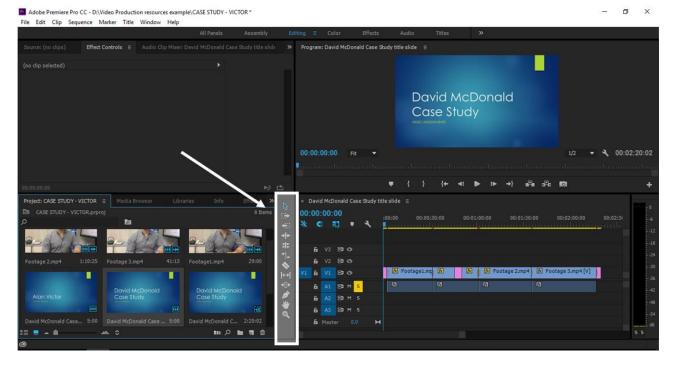


#### • Direct relationship with the timeline.

	o CC - D:\Video Productio		ole\CASE STUDY - VI	CTOR *									- 1	5 X
File Edit Clip Sec	quence Marker Title	Window Help	All Panels	Assembly	Editing	E Color	Effects	Audio	Titles	»				
Source: (no clips)	Effect Controls =	Audio Clip Mixer:	David McDonald Cas	e Study title slide	»	rogram: David McI	onald Case St	udy title slide ≣						
					I		<b>D</b>	Dc	ivid M	4 cDorg	1	1		
											loni			:02:20:02
					2			• { }	{← ◄	I 🕨 IÞ	->} ∎≣∎ s≣a	li0		+
Project: CASE STUDY		owser Libra	aries Info	Effect » 8 Items	© # * ₽ \$	David McDonald 0:00:00:00 5 G 🕄			0:30:00	00:01:00:00	00:01:30:00	00:02:60:00	00:02:3	-0 -6 -1
Footage 2.mp4	1:10:25 Footage 3.mp	p4 41:13	Footage1.mp4	29:00	# +↓ ◆	6 V3 B1 (								
	David Me Case Stu		David McDon Cose Study	Ē	≥ ⊇ ‡ ¢ <b>* *</b> €	6         V1         B1           6         A1         B1           6         A1         B1           6         A2         B1           6         A3         B1	1 5	Footage1.	mt 🙆	E Foot	nge 2.mp4 😿 Fo	otage 3.mp4 [V]		-4
David McDonald Cas			David McDonald C	CALL CONTRACTOR OF T		& Master	0.0 🛏							5 5
a a	<b>☆</b> ≎		<b>M</b>											3.5

#### **Tools**

• When you select a tool, the pointer changes shape according to the selection. For example, when you select the Razor tool and position the pointer over a clip in a Timeline panel, the icon changes to a razor. However, the Selection tool icon can change to reflect the task currently being performed.



#### **Audio Preview**

• Shows whether volume is peaking (too loud)



	Effect Controls =				Program: David McDo	onald Case Stud	ly title slide ≡			
								l McDonale Study	d	
							••••••••••••••••••••••••••••••••••••••		и + д. д. 10	2 + 4 00:02:20
1100100100		owser Libraries	Info Effect X		× David McDonald C	'aea Qudu titla i	elida =			
what CASE STUDY	VICTOP = Madia Br									
		unser Libioties	8 Items		00-00-00-00					
roject: CASE STUDY II CASE STUDY - VI		Unares)	8 Items		00:00:00:00 ** C 📰					00:00 00:02:31
			8 Items					00:01:00:00	00:01:30:00 00:02:0	00:00 00:02:3
			8 Items	1. ₹ ₹ ₩		• •		00:01:00:00	00:01:30:00 00:02:0	00:00 00:02:31
CASE STUDY - VI				± *+ + ↓ (1)	¥ C 🗊 I	, <b>1</b>		) 00:01:00:00	00:01:30:00 00:02:0	10:00 00:02:3i
CASE STUDY - VI	CTOR.prproj			1. ₹ ₹ ₩	¥ C II I	۹ ۹		annan i <mark>s</mark> aanna	undagan un an h	nunge aufe
CASE STUDY - VI	CTOR.prproj	p4 41:13 Footage	e1.mp4 29:00	·⊕ <u>∓</u> ◆+++∓	♣ € ➡ ■ ♣ v3 ₽ ○ ♣ v2 ₽ ○	· ·	0:00 00:00:30:00	🗴 👔 🕼 Foota	malagaaanaardi	nunge aufe
CASE STUDY - VI	CTOR.prpro)	pd 41:13 Footage	eLmp4 29:00 Id McDonald e Study	<ul> <li></li></ul>	<ul> <li>♣ V3 ₽00</li> <li>♣ V2 ₽00</li> <li>¥1 ₽00</li> </ul>	ع 	0:00 00:00:30:00	🗴 👔 🕼 Foota	ige 2.mp4	nunge aufe
CASE STUDY - VI	CTOR.prproj	pd 41:13 Footage	e1.mp4 29:00	·⊕ <u>∓</u> ◆+++∓		ع <u>ب</u>	0:00 00:00:30:00	🗴 👔 🕼 Foota	ige 2.mp4	nunge aufe

#### **Missing Media**

- The media are links to the files. So you need to store them in the same place while creating your video.
- If you move the folder with the recordings, you'll need to re-map the links. •
- It's advisable to store your video project in the same folder as the resources / assets. ٠

Pr Adobe Premiere Pro File Edit Clip Sequ				Hala												-	
The Edit Cip Sequ	lence Ma	iker fille	WINDOW	нар	All Panels	s Assembly	E	diting ≡	Color	Effects	Audio	Titles	»				
Source: (no clips)	Effect Co	ontrols ≡						Program	1: David McD	onald Case Stu	ıdy title slide						
Master * Footage 3.mp4 Video Effects ▶ fx Ⅲ► Motion ▶ fx Opacity ▶ fx Time Remapping Audio Effects ▶ fx Volume ▶ fx Panner					e * Foot ) 2 2 2						× Me Off 脱 Og Ol Me	디어 오프라임	e xión nediale non in linea	режиме			
								00:00:		Fit 🔻	••••						:02:20:02 •
00:00:01:05							_ <b>⊵</b>										·
Project: CASE STUDY - V CASE STUDY - VIC O Footage 2.mp4		Media E							:01:05	Case Study title		:00:30:00	00:01:00:00 00:	:01:30:00	00:02:00:00		- 0 6 12
~.			?		Stecha office 25/277222/2 Metta Jone Spee Strike Mades Repair Mades Repair Mades Repair Mades Repair Mades Repair Strike Status of the Strike Metals affilies	n Bala agas in these and the constant of the second	\$; † <u>∓</u> ♦ * <sub>¥</sub>	6	V3 B C V2 B C V1 B C	> >	😿 Footage:	1.mp 🖻		2.mp4 Dr Foot	age 3.mp4 [V]		-18 -24 -30
PERSEVERANCE FORESIGHT THE	LEDGE VIATION ELUCENT			. 5:00		ald C 2:20:02	<b>`</b> (*)	6 6	A2 B1 M A3 B1 M								-42 -48 -54 dB
:≣ <b>■</b> ▲ ● @																	55
	Pr	w												^	🖿 <i>ii</i> : d× Ę	ENG	2:36 PM 22/11/2016



### Title and End Slides

#### **Download Template**

- 1. Go to https://omc.uq.edu.au/uq-brand
- 2. Login with your UQ username and password
- 3. Download the PowerPoint template

PowerPoint template UQ Brand | Template

•

#### **Create a Title and End Slide**



- 1. Open the PowerPoint template file
- 2. Add Title: Your Name
- 3. Add Subtitle: Video Production Workshop
- 4. End Slide: Your Contact Details
- 5. File > Save As > PNG Portable Network Graphic
- 6. Select Just This One.



Micro	soft PowerPoint		×
(	Which slides d	o you want to export?	
	All Slides	Just This One	Cancel

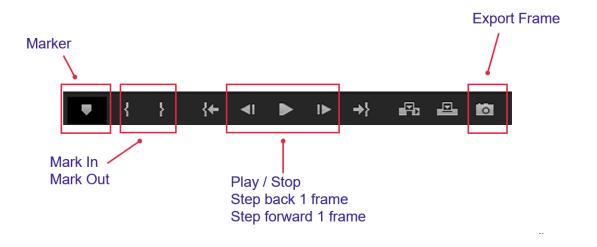
### Import Files

- 1. File > Import
- 2. Select the file(s) you want to import.
- 3. Click on the **Import** button to import the file(s).
- 4. Once the media has been imported, it will appear in the **Project Panel** window.

### Mark In and Out Points

By marking the in and out points of a video before dragging it onto the timeline, you allow for more precise editing of when the video should begin and end. This is particularly useful for interviews where there is often space left at the beginning and end of a video when recording, which needs to be removed in editing.

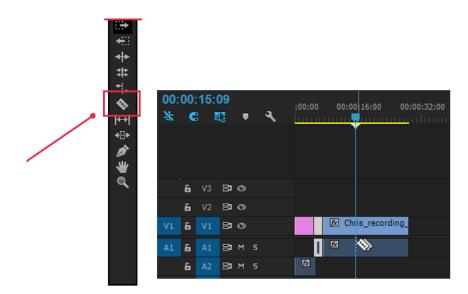
- 1. Click and drag a video file in the **Project Panel** window into the **Source Monitor** window.
- 2. Play the video until you find the exact moment you want the video to begin from, then click on the Mark In button.
- 3. Play the video until you find the exact moment you want the video to end, then click on the **Mark Out** button.
- 4. Once you have marked the in and out points, click and drag the video from the source monitor to the timeline.





### Razor Tool – Cut Out Sections

You can cut out sections of clips in the timeline using the razor tool. Simply select the **Razor tool** from the **Tools** panel and click to slice a video in the timeline. The razor tool is particularly useful for slicing a video clip twice to remove unwanted middle sections. You are then able to select the middle 'razored' section and click on the **delete** key to remove it.



### **Ripple Delete**

You can remove empty spaces on the timeline (often left behind from razored sections) by right clicking in the empty space and selecting **Ripple Delete**.

00:0	00:′	15:0	)9			:00:00	) 00:0	0:16:00 0	0:00:32:00	00:00:4	8:00 00:01	:04:00	00:01:20:	00 00:01:36:0	0 00:01:52:00	00:02:08:00
¥	C		3	•	<b>_</b>									mmmm		
	6	V3	810	>												
	6	V2	80	>												
V1	6	V1	810	>			∱⁄⁄⁄⁄⁄⁄⁄⁄ Ch	ris_recording	<u>ا ا</u>	Rippl	e Delete	] 02_פרי"		😥 Chris_record	🔂 Chris_reco	∱x
A1	6	A1	BIM				fx				124			fx.	fx.	fx.
	6	A2	BIM			fx										
	6		BIM													
	6	A4	BIM													
	<b>6</b> N	laste		0.0	ы											



### **History Tool**

You can undo more than one step by using the History tool, however use with care as if you go too far back, you may not be able to redo again.

Tip: Select CONTROL + Z on your keyboard to undo one step back.

Proj	ect: Welcome_Announcement =	Media Browser	Libraries	Info Effe	ects	× Raw_footage_ChrisCampbell
En i	Welcome_Announcement.prproj				5 Iter 🗸	Project: Welcome_Announcement
Q		P				Media Browser
	Name 🔥	Frame Rate	Media Start	Media End	Media Du	Libraries
	🏣 big_buck_bunny.mp4	23.976 fps	00:00:00:00	00:00:59:23	00:01:0(	Info
	🛓 Raw_footage_ChrisCampb	29.97 fps	00:00:00:00	00:02:13:03	00:02:13	Effects
	👪 Raw_footage_ChrisCampb	29.97 fps	00:00:00:00	00:01:42:10	00:01:42	Markers
	者 Slide1.PNG					History

### Layers on the Timeline

There are multiple video and audio layers on the timeline which are useful for adding overlays and layering content.

#### Example:

V2 Layer: Overlay footage

V1 Layer: Main interview video

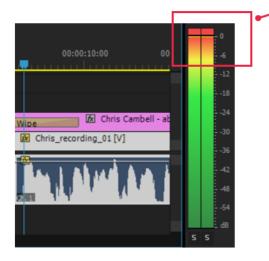
A1: Main interview audio

00:	00:	08::	27			:00:00	00:00:02:00	00:00:04:00	00:00:06:00	00:00:08:00	00:00:10:00	00
¥	C		8		ચ						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	6	V4	81	o								
	6		81	o					😥 Kaltura_VideoMessage			
	6	V2	81	o		😥 Slide1.PNG			🔝 Cinema Effect	Wic	e 🕢 😥 Chris Can	ıbell - ab
	6		81	o		🕅 Chris_Camp	bell_thumbnail.png	Cro	ss Dis 🕅 big_buck_bunny.	f 🔝 big_buck_ 🔝	Chris_recording_01 [V]	
	6		8 <b>1</b> Audi	M 5						Expone Ch.	<u>a j at ud a</u>	
				M S		Constant Power	E	en de la mais de la companie de la compañía de la c	s. all styles,			
	ء	۸۵										

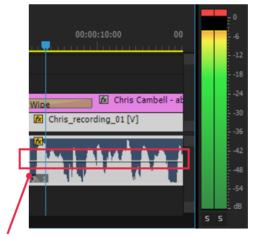
### Audio Levels

You can monitor audio levels and adjust accordingly if necessary by using the mouse tool to click and drag the horizontal bar on any audio track.





#### Audio reaching the red level – is too loud



#### Adjust audio level by dragging the middle bar

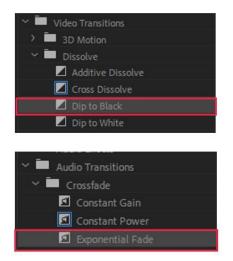
### Effects and Transitions

You can add a range of audio and video effects/ transitions. Click on the **Effects** tab within the **Project Panel** window and expand the appropriate folder to view all effect options. Then click and drag the effect onto the timeline to apply it to a particular video or audio track.

#### **Popular effects:**

- Audio Effects > Crossfade > Exponential Fade
- Video Transitions > Dissolve > Dip to Black
- Video Transitions > Dissolve > Dip to White
- Video Transitions > Dissolve > Cross Dissolve

Proje	ect: Untitled	Media	Browser	Libra	aries	Info	Effects ≡
ρ				32	YUV		
	Presets						
	Lumetri Presets						
> 🖿	Audio Effects						
> 🖿	Audio Transitions						
> 🖿	Video Effects						
> 🖻	Video Transitions						





### **Titles in Premiere**

You can add titles in Premiere to introduce who is speaking by adding graphics to a video layer which sits above the main video.

### Add the shape layer

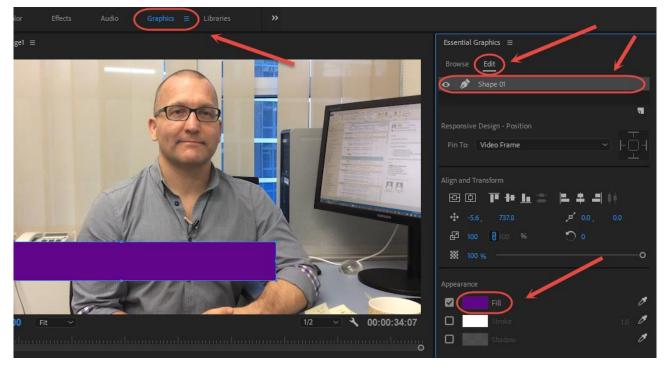
#### 1. Select the Graphics tab > New Layer > Rectangle

Graphics	Window Help			
	Fonts from Typekit Il Motion Graphics Template			Learning /
New	Layer	>	Text	Ctrl+T
Alig	n	>	Vertical Tex	
Sele	t Next Graphic	(	Rectangle	Ctrl+Alt+R
Sele	t Previous Graphic		Ellipse	Ctrl+Alt+E

- 2. Click on the **Edit** tab within the right side panel to view the options.
- 3. Select the Shape 01 layer.
- 4. Under the **Appearance** section, click on the **Fill** window to change the colour.

Tip: The UQ purple colour is # 51247A or R81 G36 B122

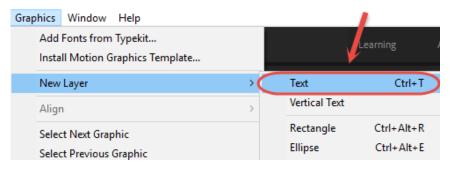
- 5. In the preview window, double click on the rectangle to resize.
- 6. In the preview window, click and drag to move the rectangle



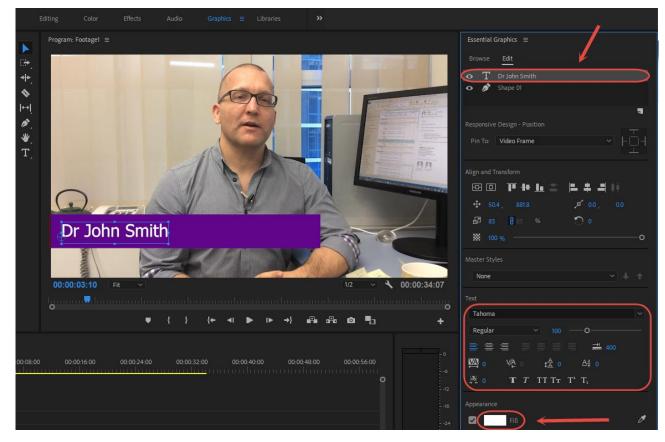
#### Add the text layer

1. Select the Graphics tab > New Layer > Text





- 2. Click on the Edit tab within the right side panel to view the options.
- 3. Select the **Text** layer.
- 4. Under the Text section, change the text formatting.
- 5. Under the Appearance section, change the text Fill colour.
- 6. In the preview window, double click on the text to change the title.
- 7. In the preview window, click and drag to move the text.



### **Exporting Video**

Once you have finished editing the video, you will need to export it.

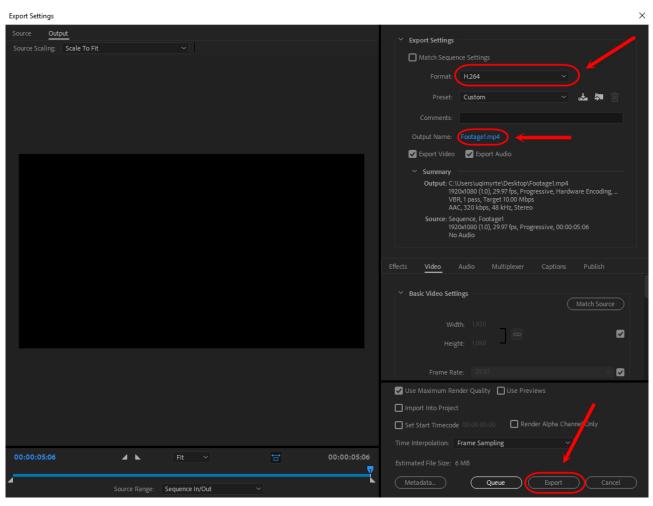
1. File > Export > Media



e	<u>E</u> dit	<u>C</u> lip	<u>S</u> equence	<u>M</u> arkers	<b>G</b> raphics	<u>W</u> indow	<u>H</u> elp				
	New		- •			>		 	_	 	
	Open	Projec	t		Ct	rl+O					
	Open	Team	Project			e	r: Footage 3	Metada			
	Open	Recen	t			>					
	Conve	ert Prei	miere Clip Pr	oject							
	Close				Ctr	l+W					
	Close	Projec	t		Ctrl+Shif	t+W					
	Close	All Pro	ojects								
	Refres	h All P	rojects								
	Save					trl+S					
	Save A	\s			Ctrl+Shi	ft+S					
		Сору			Ctrl+A	lt+S					
	Save A										
	Reven	t									
	Sync S	Setting	s			>					
	Captu	re				F5					
	Batch	Captu	re			F6					
	Link N	/ledia									
	Make	Offline	2								
	Adob	e Dyna	mic Link			>					
	Adob	e Story				>					
	Impor	t from	Media Brow	ser	Ctrl+/	Alt+I					
	Impor	t			C	trl+l					
	Impor	t Rece	nt File			>					
	Export					>	Media			Ctrl+	N

- 2. Select **H.264** from the **Format** dropdown.
- 3. Click on the **Output Name** and select where you would like the file to be saved (you can also rename the file).
- 4. Click on the **Export** button.





Note: This process may take a while depending on the file size and your computer.

### Upload Video to Learn.UQ

Once the video has been exported, refer to the <u>My Media</u> guide for information on how to upload a video to My Media. Then refer to the <u>Insert a Kaltura Video into a Content Area</u> guide for instructions on how to embed the video within Learn.UQ.

### **Further Resources**

#### **Technical Support**

- help@learn.uq.edu.au
- Phone 336 56000

#### eLearning Solutions Service

The eLearning Systems and Support team provide an <u>eLearning Solutions Service</u> to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.



#### eLearning Resources

A range of instructional resources are available on our <u>eLearning website</u>, including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

#### **eLearning Newsletter**

The <u>eLearning newsletter</u> is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

#### **Pedagogical Resources**

The <u>Institute for Teaching and Learning Innovation (ITaLI)</u> provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

#### **Student Resources**

Library Services provides <u>AskUS</u> a help and information service for students. They also offer face-to-face help, provide online <u>Learn.UQ student guides</u> and run <u>workshops</u> for students.

#### eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the <u>Teaching and Learning Technologies series</u> on the Staff Development website.

#### **ITaLI Workshops**

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the <u>Teaching, Learning and Assessment series</u> on the Staff Development website.

#### **Custom Workshops**

<u>Custom workshops</u> on implementing Technology Enhanced Learning using centrally supported eLearning tools are available on request for faculties / schools / courses. Workshops can be organised for teaching staff, tutors and professional staff. The eLearning team can provide laptops, iPads and a data projector.



CREATE CHANGE

### **Contact details**

# **eLearning Systems and Support** E elearningadvisors@uq.edu.au W elearning.uq.edu.au

CRICOS Provider Number 00025B