1. Import footage

**Premiere Set up sheet**

2. Evaluate & select original footage as dictated by the scene/script message; Aka Edit the footage

follow your script and review the rubrics

Resources:

**Premiere cheat sheet**

[How to stay organized](http://www.videomaker.com/videonews/2014/02/5-tips-to-help-any-video-editor-stay-organized)

3. Import appropriate script music, sound effects Sound enhancement. Add music, audio effects, voice over

Resources:

[Adding and deleting audio tracks](http://www.peachpit.com/articles/article.aspx?p=2102372&seqNum=2)

4. Add titles and credits

 **Credits planning info sheet**

Resources:

 [How to add titles](http://www.mediacollege.com/adobe/premiere/pro/title/designer.html)

5. Final editing including audio effects and color correction – review final rubric

Resources:

[Audio Effects](http://www.mediacollege.com/adobe/premiere/pro/audio/)

[Color correction](http://helpx.adobe.com/premiere-pro/using/color-correction-adjustment.html)

6. Export and encode

**how to export help sheet**