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## Command Your Keyboard

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COMMAND YOUR KEYBOARD

A Capstone Experience/Thesis Project

Presented in Partial Fulfillment of the Requirements for

the Degree of Bachelor of Arts with

Honors College Graduate Distinction at Western Kentucky University

By

Michelle L. Gilstrap

\*\*\*\*\*

Western Kentucky University  
2013

CE/T Committee:

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Ms. Ami Carter

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School of Journalism & Broadcasting

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2013

## ABSTRACT

The goal of this project is to help people who are interested in learning the shortcuts available in the Adobe Premiere Pro video editing software. I will create a fun and interactive way for people to learn some of the fundamental shortcuts available by using the command symbol and another key located on the keyboard. Many people will have access to this tutorial program because I will make it available online through my Western Kentucky University web address. My project, Command Your Keyboard, will become a website using the software, Adobe Flash Professional. Along with the viewers of Command Your Keyboard, I will also learn a lot from completing this project. I will also have access to shortcut tutorials and by creating these videos and I will memorize other keyboard shortcuts. I will also gain more knowledge in Adobe Flash Professional by creating the website.

Keywords: postproduction, Adobe Premiere Pro, Adobe Flash Professional, video editing, video production, nonlinear editing

Dedicated to my friends and family.

## ACKNOWLEDGEMENTS

I would like to thank Jo-Anne Ryan, David Brinkley, Ami Carter for being the readers of my project. Very special thanks to Ronald DeMarse and his online video training tutorials. Lastly, none of this would have been possible without the resources and tools available through WKU's School of Journalism and Broadcasting and the WKU Honors College

VITA

May 24, 1991.....Born-Atlanta, Georgia  
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FIELDS OF STUDY

Major Field: Broadcasting: TV/ Film Production

Minor Field: Sales

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## CHAPTER ONE

### INTRODUCTION

After filming or recording video and audio files, these files are uploaded on a computer. These files are then placed in video editing software, which allows users to transform the sequence of video and audio played. Within the different editing software, lies different short cuts for a user to use, By using these short cuts, users of the software have another and an easier way to gain access to a function. Most of these video editing shortcuts are available to users by using certain keys on a keyboard.

As a hopeful video production editor, I have learned that a big part of the job is using the helpful shortcuts available to users of video editing software. One day during my summer internship with the Georgia Department of Economic Development, I was meticulously at work with my computer mouse editing video for that day's task. My boss saw me and said, you have got to learn these shortcuts. When I took my video editing classes, my professors always gave us helpful shortcuts associated with the software that we were learning. Lastly, as the Student Activities Director Kenneth Johnson was editing some video in his office I showed him a few shortcuts to help his time editing go faster.

Some people say using keyboard short cuts will cut time you use editing time in half. Knowing some keyboard shortcuts in software is great for trimming your editing work. I hope to learn all of these short cuts and I know others who are eager to learn them

as well. However, there are many people that do not know short cuts even exist. Everyone wishes for a more efficient way of doing things and I would like to provide just that.

Even though these shortcuts are available to everyone, I would like to make the journey of shortcut exploration a short trip for all interested in video production by showing how easy using the Premiere keyboard short cut are. I have searched for different keyboard shortcuts in Adobe Premiere Pro and created a helpful and interactive learning website. This teaching program allows people interested in video production to click on keys and learn the function of the key and the Command Key when pressed on the keyboard in Adobe Premiere Pro editing software.

In this website, I have created windows about the video editing shortcuts with video. These small videos that show the audience a keyboard shortcut's performance will teach others the significance of the shortcut. Each video will last about 10 seconds long and once the viewer clicks on a particular key on the keyboard picture, a window will be presented. It will show which keys were pressed in order to create an action and the action performed will follow.

## CHAPTER TWO

### PROCESS

For my class, I needed to pitch a project idea and for the Honors College, I needed an approved proposal. These two activities made me seriously create a good and realistic outline for my project. I also needed a schedule and by giving myself a lot of time to work on the website, I was also able to recover from later conflicts in my schedule. There were many weekends that I was gone from the campus and not able to work on my project. I barely created enough time to finish the project. I also worked on this project at every free opportunity I found.

After planning a schedule and pitching my idea to my teacher, I was ready to start the project. In my opinion, the preproduction work was easy. I rented a Sony CX580 video camera and a tripod from the Technology Resources Center at Western Kentucky University. I recorded four of my friends pressing the keys on the Macintosh keyboard available in a lab on the third floor of Mass Media and Technology Hall. My friends, Ashton Raye, Anna Beth Gillon, Andrea Hardy and Ashley Tutt all volunteered to be hand models. To have a better view of their hands pressing the keys, I divided the keyboard into 2 sections. To show a close-up shot of the model's hands, I recorded each half of the keyboard. For an establishing shot, I recorded the entire keyboard with the hand pressing keys. Each shooting session took about thirty minutes to complete.

After shooting occurred, I learned how to record images from the computer screen. This showed the command of the keys pressed while working in Adobe Premiere Pro. Not wanting the files on screen to be shot using a standard camera, I sought out other options for recording the motion on screen. While talking to different people about my dilemma, I found that the Technology Resource Center (TRC) had a program called Camtasia Media Capture Software. This program had many features including a camera within the software to record action occurring onscreen. After a lesson from Josh Marble in the TRC at WKU, I was using the Camtasia Media Capture Software to capture my onscreen action shots. While recording on screen, I captured the actions of the keyboard shortcuts.

After uploading the video footage, and finally deciding to use the Command plus another key controls only, I realized that some of the shortcuts did not have a model's hand. To correct this error, I quickly formed a small box inside of Adobe Photoshop and uploaded it to my video project. I turned the opacity of the square down and placed the red square over three keys being used.

I received great advice from my advisors as well as others. Although, I was not trying to record hand models pressing the keys again, I did see that the use of a PC keyboard should be included in my project. Instead of trying to shoot again, I included only computer keys that could be used on both the Mac and the PC, which ruled a lot of my extra keys out. This made me decide not to include any keys that did not pair with the Command key. On each of the short cuts web pages, I added that using the Control Key on a PC computer is the same as using the Command Key on the Macintosh Keyboard.

They also helped me with my presentation for the REACH week student conference and with paperwork from the Honors College.

I thought that the rest of the project would also be a smooth process but, designing the website was where I found the most trouble. I wanted my videos to pop up so bad that I looked for information on pop-up windows in the Adobe Flash Professional Program for a long time. Once I decided not to create pop ups and go with what I know, I realized that I hardly knew anything. I had to relearn the Flash Professional Program and fast.

The problem is that speed and efficiency are never on my side. Every weekend, I had something already planned to do. I had meetings, assignment, conferences, presentations and other projects to complete. With any and every ounce of time not already taken, I tried to relearn the Flash Professional Program through the internet and work on the project. I also watched my Advanced Post Production professor, Ronald DeMarse's videos on using Adobe Flash Professional so many times to grasp this almost unknown concept again.

During my research and attempts at making the website work, I learned that the key to creating a successful Adobe Flash Professional website was embedding files within other files to make the separate pages work together. I worked tediously to create web pages for the videos and the main pages in Adobe Photoshop. After making my pages, I uploaded them into the Adobe Flash Professional program and looked for changes the Adobe Flash Professional Program might have made to my project. For example, if a style that I used for the font was not created in my flash document, then I had to recreate the style used. Next, I added each of my videos to their specific pages.

Afterwards, I embedded these web pages with video files into buttons created on a keyboard picture in the “Keys” web page. Later, I uploaded that file with the keyboard picture into my main web site layout.

The project was also about organization. In order for Adobe Flash Professional program to find the files it needed to create my website, all of my files needed to be in the same folder. There were so many files in my folder labeled “Website!” because I needed my video files in the folder, my Adobe Photoshop created pages in the folder and the other Flash movie files and SWF files in the Adobe Flash Professional project. The names of these files also needed not to have any spaces. My original video files did but this caused them not to upload in the website online. Once I changed their names, the videos worked in the website online and on other computers.

## CHAPTER THREE

### FINAL KEYS USED

For the shortcuts shown in my program, I incorporated 17 web page videos for viewing on the website. Once the second key is clicked, the video page will pop up to show the keyboard short cut.

1. Command and A
2. Command and C
3. Command and D
4. Command and F
5. Command and G
6. Command and I
7. Command and K
8. Command and N
9. Command and O
10. Command and R
11. Command and S
12. Command and T
13. Command and V
14. Command and W
15. Command and X

16. Command and Z

17. Command and /

## CHAPTER FOUR

### TRANSCRIPT OF THE WEB PAGE TEXT

#### Home Page Text

Welcome to a fun and interactive way to learn adobe premier keyboard shortcuts

- Press About to learn more about these videos
- Press Keys to start the learning
- Press Creator to learn more about Michelle Gilstrap's Project
- Press Comments to give feedback on the website

#### About Command Your Keyboard Text

The idea for this cool website came from a Western Kentucky University senior whose goal is to make video editing shortcuts more available to people interested in television production. With support from the WKU Honors College and WKU's School of Journalism and Broadcasting, she was able to create this new way of learning a few shortcuts using the command symbol and another key, both located on a Macintosh keyboard. The shortcuts shown are also available on the PC by pressing the Control key instead of the Command Key.

### Creator Text

Michelle Gilstrap is a graduating senior from Atlanta, GA. She is graduating with a Bachelor of Arts degree in Television and Film production from Western Kentucky University. She hopes to find a career in video production after graduation.

### Keys Text

Press any highlighted Key to learn its function with the Command Key.

## CHAPTER FIVE

### TOOLS USED

Sony Camera CX580

Camtaisa Screen Capture Software

Adobe Premiere Pro

Adobe Flash Professional

Human hands for modeling

- Anna Beth Gillon
- Andrea Hardy
- Ashley Tutt
- Ashton Raye

Camera Tripod

Hard drive

## CHAPTER SIX

### SCREEN SHOTS OF WEBPAGES



Figure 6.1

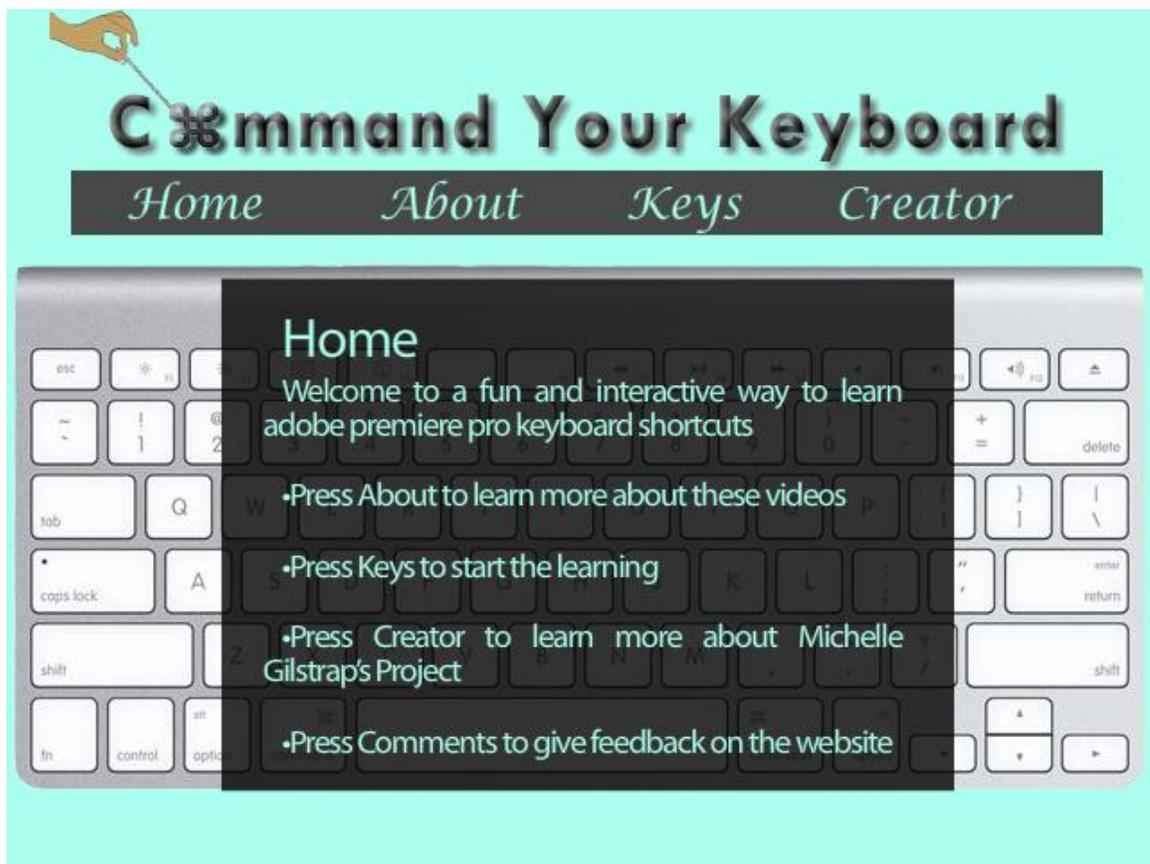


Figure 6.2



Figure 6.3

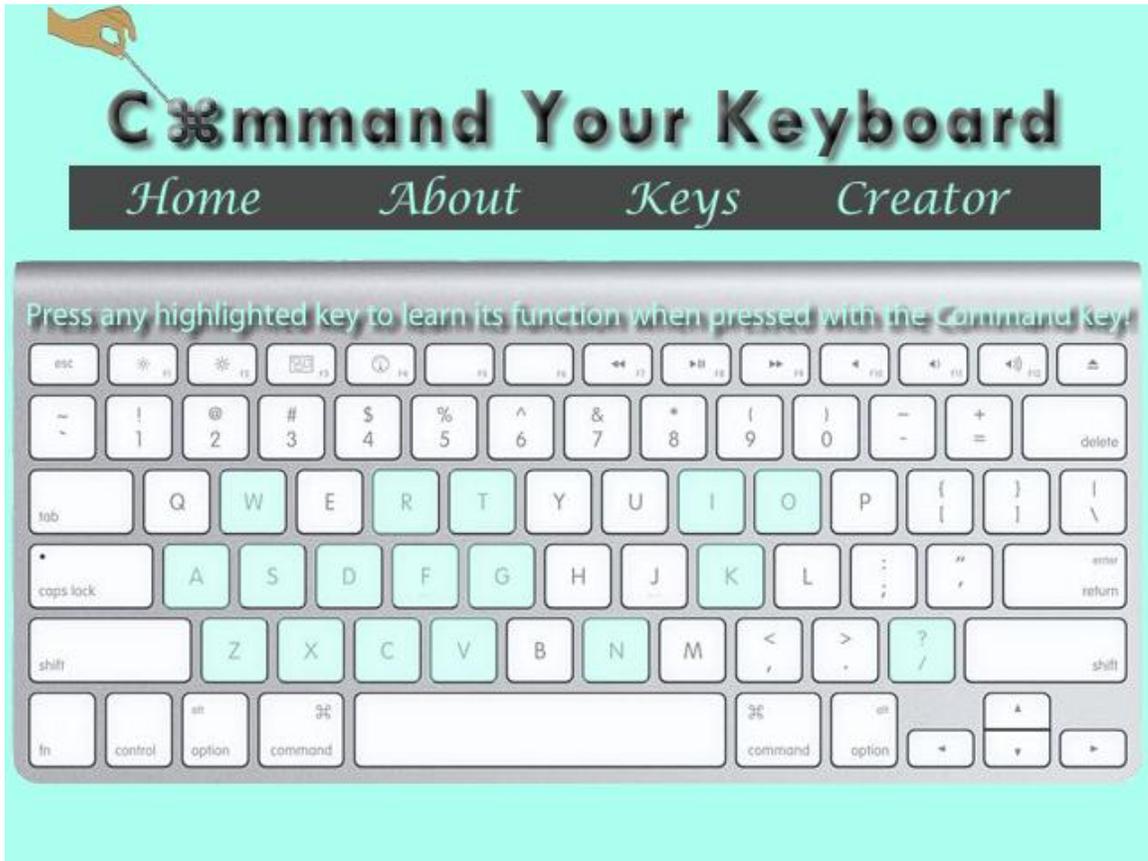


Figure 6.4

**Command Your Keyboard**

*Home About Keys Creator*

*By using Command and I, a person will be able to import files into their video project. This can also be performed on a PC computer by using the Control and I keys.*

*Command Key Shortcuts*

*Command and I is Import Materials*

**Figure 6.5**



Figure 6.6

## CHAPTER SEVEN

### CONCLUSION

I knew it would be challenging, but this project was much harder than I thought it would be to accomplish. The little Flash training I remembered didn't help me that much. I needed to learn how to use the program all over again. But, I am glad I knew nothing. By knowing nothing, I learned in a better way because I did remember some things that I had forgotten before and every concept that I know now is more solid than before. I felt like I was given the opportunity to retake Advanced Post Production.

I was not as focused in Advanced Post Production in the Spring of 2012 as I was watching these tutorials in the Spring of 2013. In my junior year of college, I had a lot on my plate. Now, I feel like I have been given a second chance to perform well on this project. I hope this project will help someone else as much as it has helped me. I also hope that it gives people a chance to learn outside of the classroom. Shortcuts are helpful skills to have along with knowledge of software. Now my students are not the only ones with a better command of their keyboard.. Now, I am not afraid to put Adobe Flash Professional on my resume. I have a better command of my keyboard with more knowledge about software and editing too.

Command Your Keyboard can now be found at the following address:

<http://people.wku.edu/michelle.gilstrap198/index.html>