**Presentation Editing Checklist**

1. Open Template Adobe Premiere Project File
2. Save As… (New Version with unique filename)
3. Import Media – (File >Import)
4. Place Start + End Slide markers on Screen Capture Video
5. Place Start + End Slide markers on Lecturer Video
6. Place ‘Screen Capture Video’ and ‘Lecturer Video’ in Timeline
7. Adjust placement of Capture and Lecture videos to synchronize first slide
8. Use ‘Rate Stretch Tool’ to adjust playback speed of Capture Video to sync Last slide
9. Adjust Position + Scale of ‘Lecturer Video’ to x=480, y=540, scale = 50%
10. Adjust Position + Scale of ‘Screen Capture Video’ to x =1440, y=630, scale=93.75%
11. Cut (using ‘Razor Tool’) Excess portions of video clips in timeline at beginning and end.
12. ‘Ripple Delete’ (Right Click) to remove empty gap at beginning of timeline
13. ‘Add Default Transitions’ (Right Click) to beginning and end of clips for ‘Fade-Out’ Transition
14. Edit ‘Main Title’ Text
15. Export finished sequence (format = ‘h.264’, Preset = ‘Youtube 720p 25’