

Start Project and create Sequence

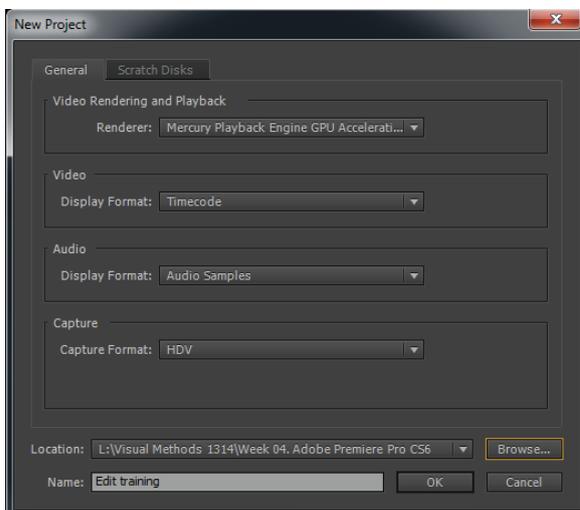
Creating a New Project

- Open program with the Desktop Shortcut
- Select New Project



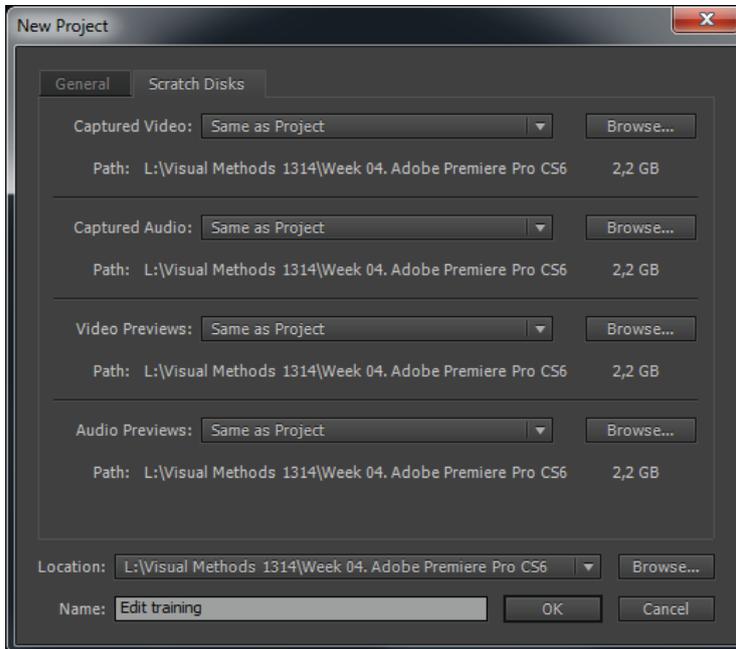
General project settings

- Select **Browse** to specify saving location
- Give name to project
- Select **OK**



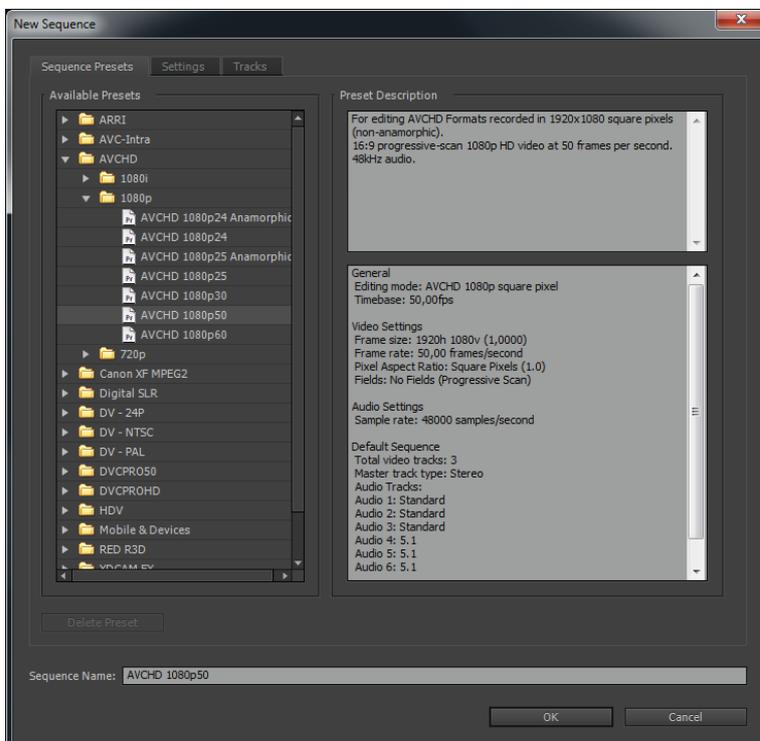
Scratch Disk Settings

- Make sure these settings are all set to Same as Project



Creating a Sequence

- Select AVCHD > 1080p > AVCHD 1080p50
- Give name to Sequence

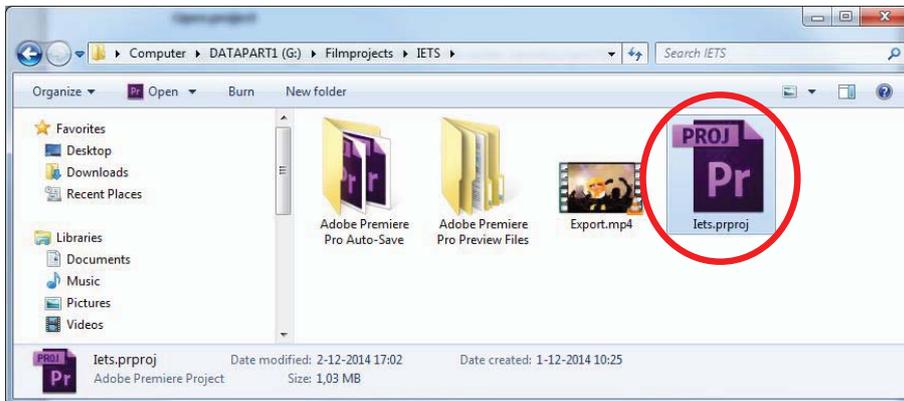


Saving a project

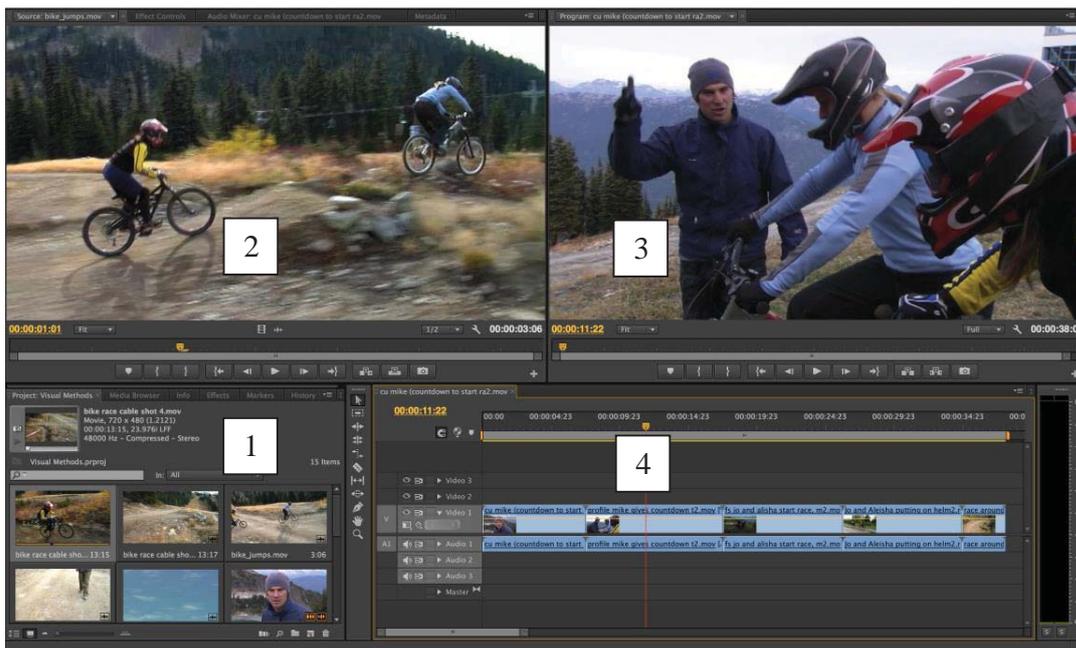
- Go to File > Save (or use keyboard shortcut **Ctrl+S**)

Opening a project

- To open an existing project go the save location and double click on the project file:



Workspace layout



1. Project Panel: lists all the media, Sequences, titles, bins, etc. in the project
2. Source Monitor: shows the media that is selected in the Project Panel
3. Program Monitor: shows what's on the Timeline
4. Timeline: where the video is assembled and edited

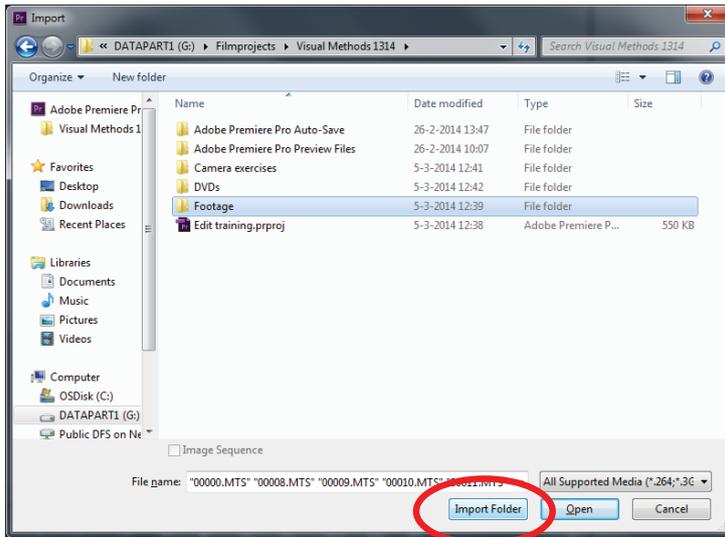
If your workspace does not look like the above, go in the top menu to **Workspace > Reset current workspace** and select Yes.

Import and organize media

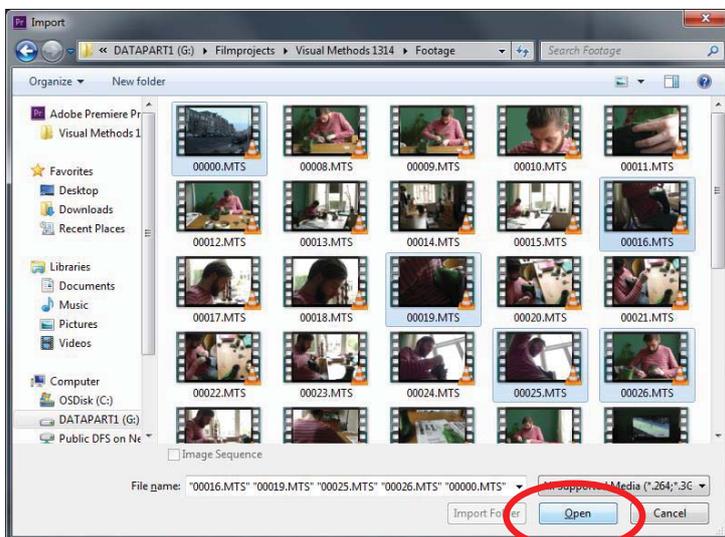
Importing media

- Go to File > Import (or use the keyboard shortcut **Ctrl+I**)
- You can import an entire folder or a selection of clips.

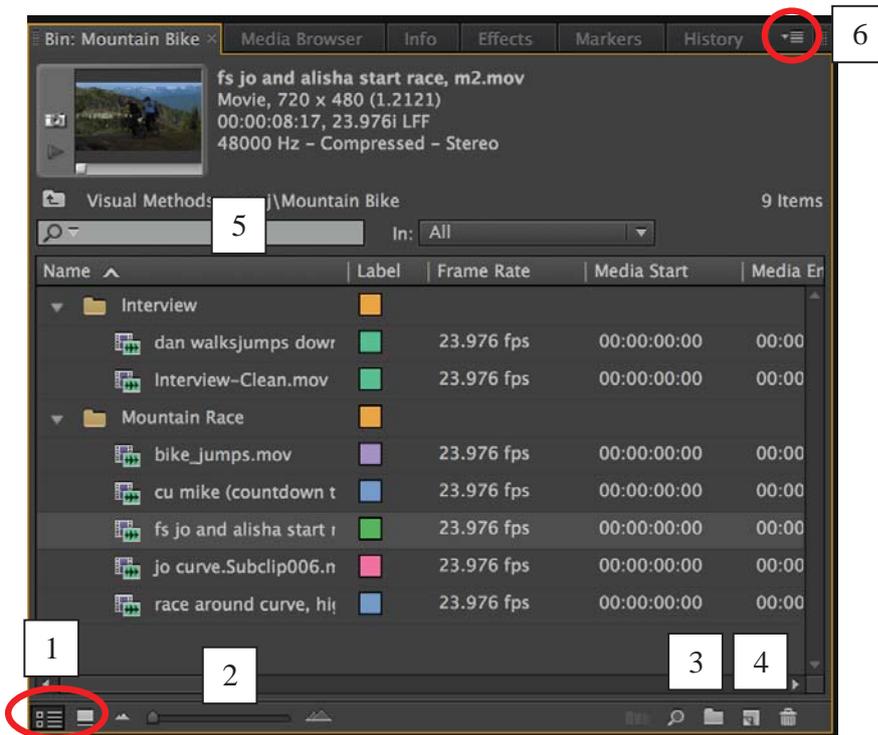
Select folder and click Import folder:



Make a selection of clips and click Open:



All the imported files will be added to the **Project Panel**



Project panel features

1. Switch from List to Icon view
2. Zoom in/out by dragging the bar
3. New Bin button: create folders to organize your media
4. New Item button: create new Titles under the New Item button
5. Search within the Project Panel with the Search bar
6. Go to the Project Panel menu to switch Preview area on/off

Deleting items

- Select item and press the Delete key on the keyboard

Hover scrubbing

- Switch to Icon View
- Hovering over media from left to right with your mouse

Renaming items

- Right click on an item in the Project Panel > Rename

Labeling items

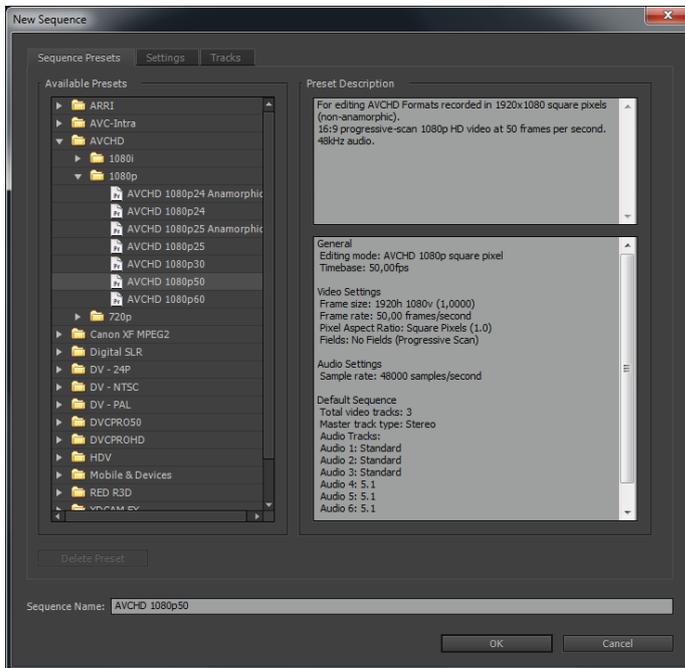
- Right click on an item in the Project Panel > Label > Select color

Organizing items

- Go to the New bin button (or **Ctrl+/**)
- Rename bin
- Drag items into bin

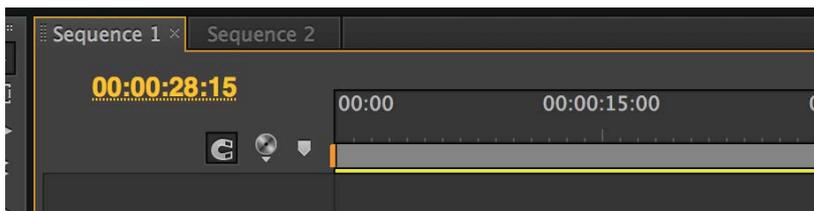
Creating a new Sequence

- Go to New Item Button > Sequence
- Select Preset: AVCHD 1080p50
- Name Sequence
- The Sequence will be opened in the Timeline Panel



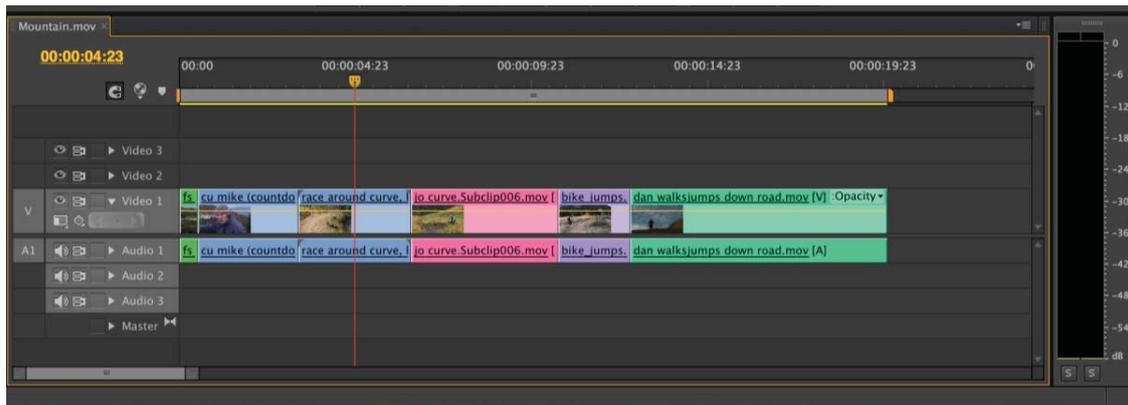
Opening a Sequence in the Timeline Panel

- Double click on the Sequence in the Project Panel to open it in the Timeline Panel
- Opening a second Sequence will create a new Sequence tab in the Timeline Panel



Timeline Panel features

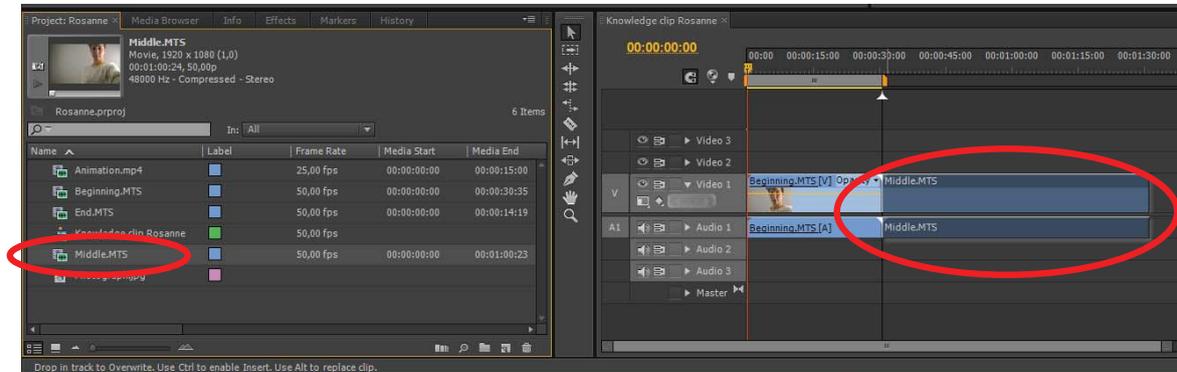
1. Time ruler
2. Video/audio tracks
3. Collapse/expand tracks
4. Lock tracks (audio or video)
5. Zoom in/out
6. Playhead
7. Work area bar
8. Snap tool



Assemble Sequence

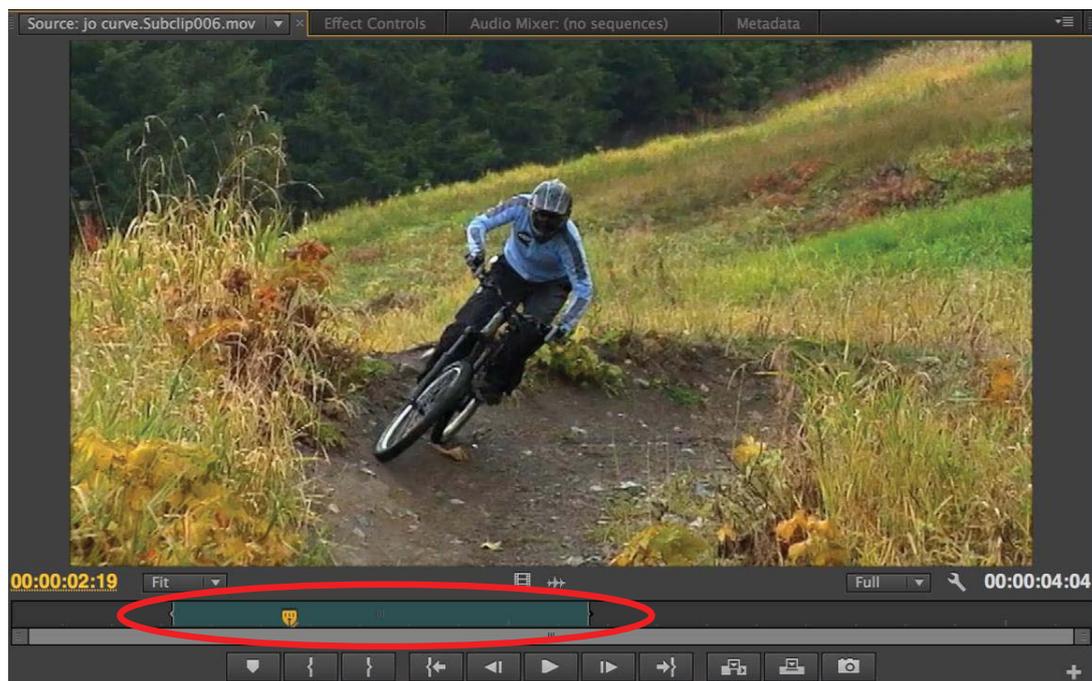
Placing media from Project Panel onto Sequence

- Select media in the Project Panel and drag and drop onto the Sequence



Placing selected parts of media from Source Monitor onto Sequence

- Double click on clip in Project panel to open it in the Source monitor
- Play through clip with Source Monitor controls/SPACEBAR/dragging the Playhead
- Set In and Out markers to select parts of the clips with SM controls/Keyboard shortcuts (I) & (O)
- Select and drag marked selection to Sequence

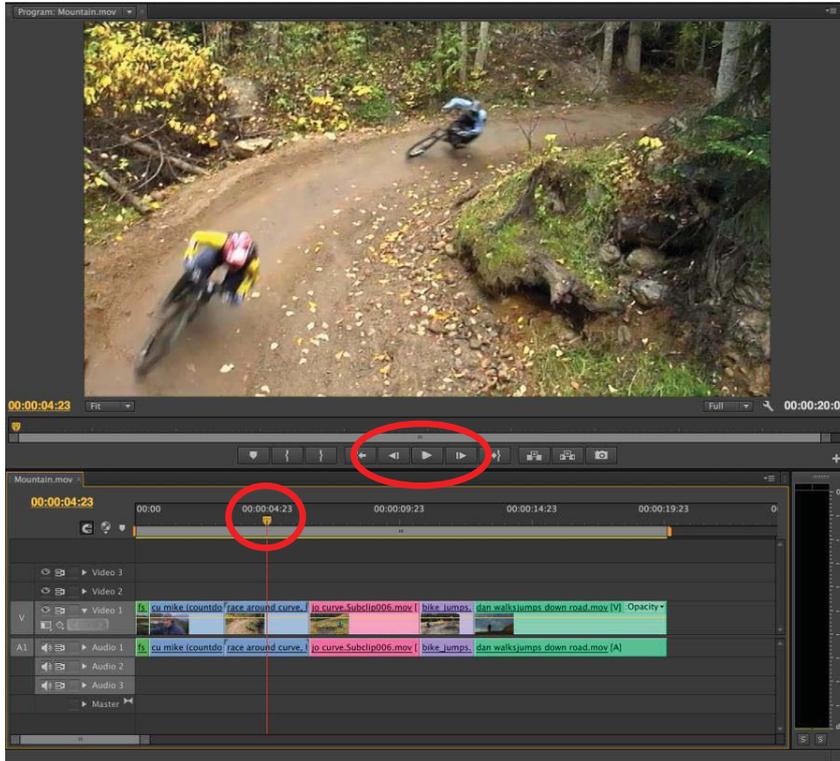


Overwriting/inserting

- Overwrite: Drag and drop
- Insert: Hold down **Ctrl** and drag and drop

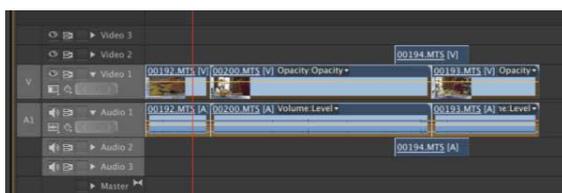
Viewing Sequence

- View assembled Sequence in the Program Monitor with the Program Monitor controls/SPACEBAR/dragging Playhead



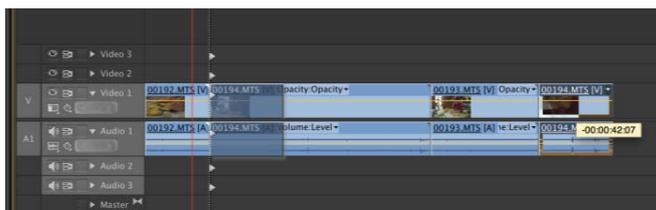
Selecting media in Sequence

- Use the Selection tool (**V**) > Click on individual clip or lasso multiple clips
- To select all the clips on one track use the Track Select Tool (**A**)
- To target all tracks use the Track Select Tool (**A**) and hold down **Shift**



Rearranging clips in Sequence

- Select clip(s) and drag and drop to other position in Sequence
- Hold down **Ctrl** to insert selection instead of overwriting clips

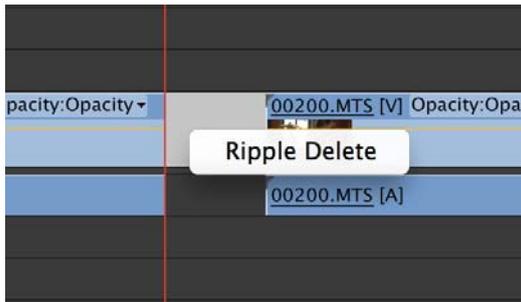


Deleting clip(s) from Sequence

- Delete whole clip: Select clip(s) in Sequence and press Delete
- Delete only audio of clip: lock video track, select audio on the timeline and press Delete
- Delete only video of clip: lock audio track, select video on the timeline and press Delete

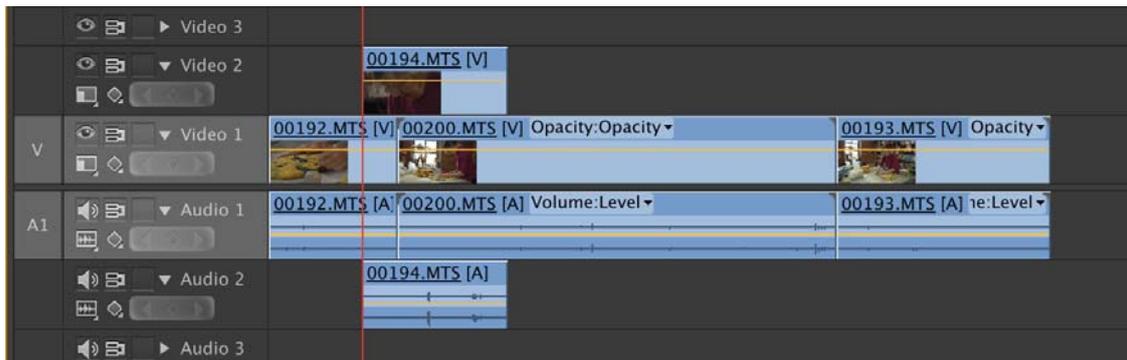
Closing a gap in Sequence

- Right mouse click on gap > Ripple Delete



Activating tracks

- Select Video/Audio Track in Timeline Panel to activate or deactivate
- Light grey = activated
- Dark grey = deactivated



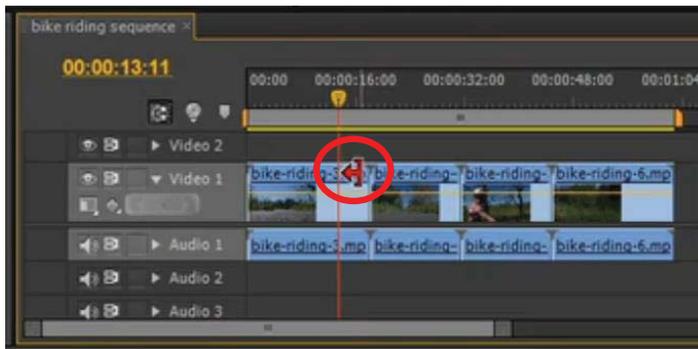
Skipping frame by frame, clip by clip

- Left and right arrows on keyboard to go frame by frame
- Up and down arrows on keyboard to go clip by clip

Edit Sequence

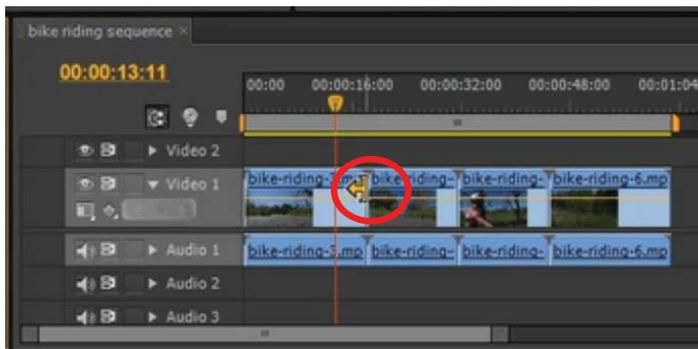
Trimming

- Go to begin or end of clip in timeline until the Trim Tool appears (red arrow)
- Drag left or right to adjust beginning or ending
 - Make sure trimming is not blocked by other clips



Ripple Trimming

- Hold down **Ctrl** to activate Ripple Trim Tool (yellow arrow)
- Drag left or right to adjust beginning or ending and automatically shifting adjacent clips

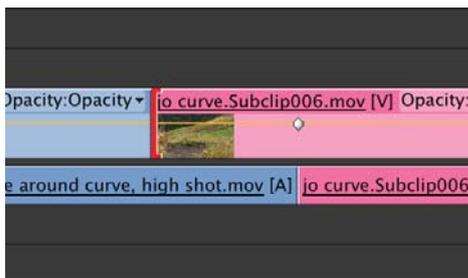


Cutting clip

- Make sure the video and audio track on which the clip is placed are activated.
- Place Playhead on position where you want to cut the clip, then press **Ctrl+K**

Creating L-cuts

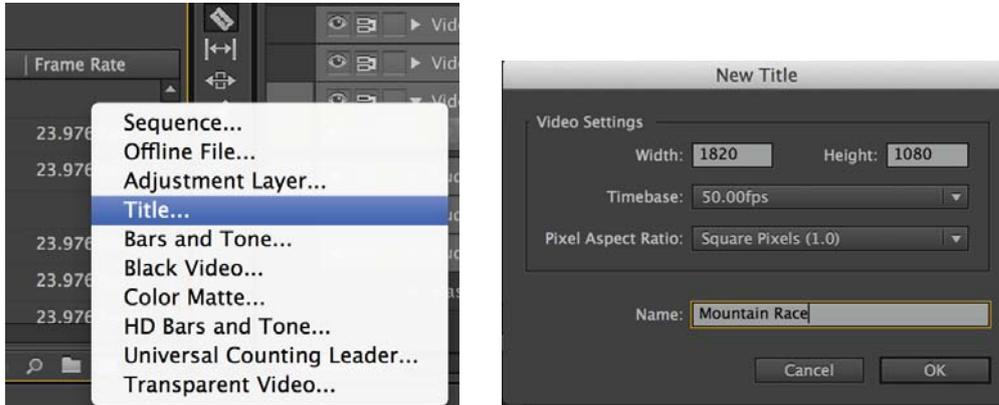
- Lock the Video Track and only adjust the length of the audio
- Lock the Audio Track and only adjust the length of the video



Add Titles

Creating new Titles

- In the Project Panel go to the New Item button > Title (or use keyboard shortcut **Ctrl+T**)
- Give Title a name and select OK



Title Panel

- Type and adjust font, size, placement, color, etc.
- Close Title Panel and the title is added to the Project Panel
- To create a New Title with same settings as the current Title select the New Title from Current Title button

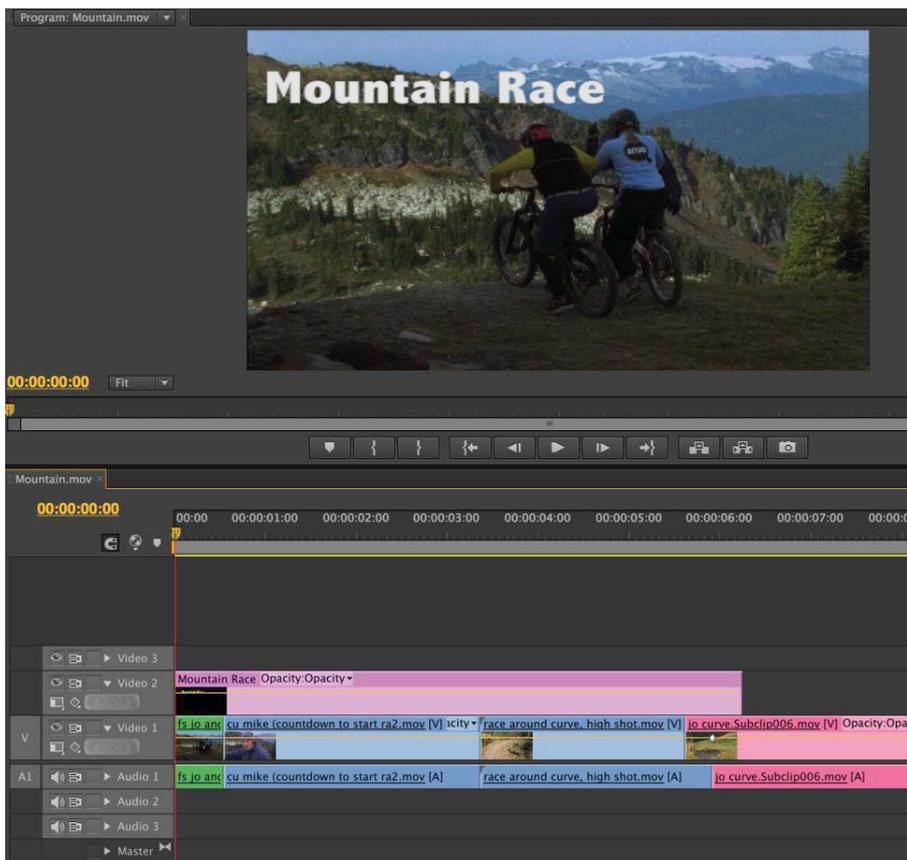


Organizing Titles in Project Panel

- Create a New Bin in the Project Panel
- Place Titles in bin

Placing Titles onto Sequence

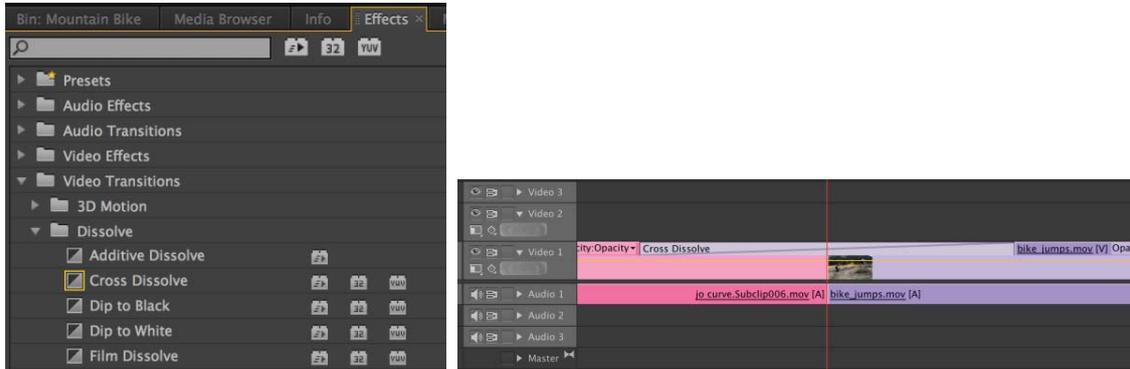
- Drag Title from Project Panel to Sequence
- Drop on the top Video Track to overlay the video below
- Trim ends to adjust length
- Select, drag and drop to reposition



Add Transitions and Effects

Applying a video Cross Dissolve

- Go to the Effects tab in your Project Panel > Video Transitions > **Cross Dissolve**
- Select the Cross Dissolve Effect and drag and drop onto cut between clips in Sequence

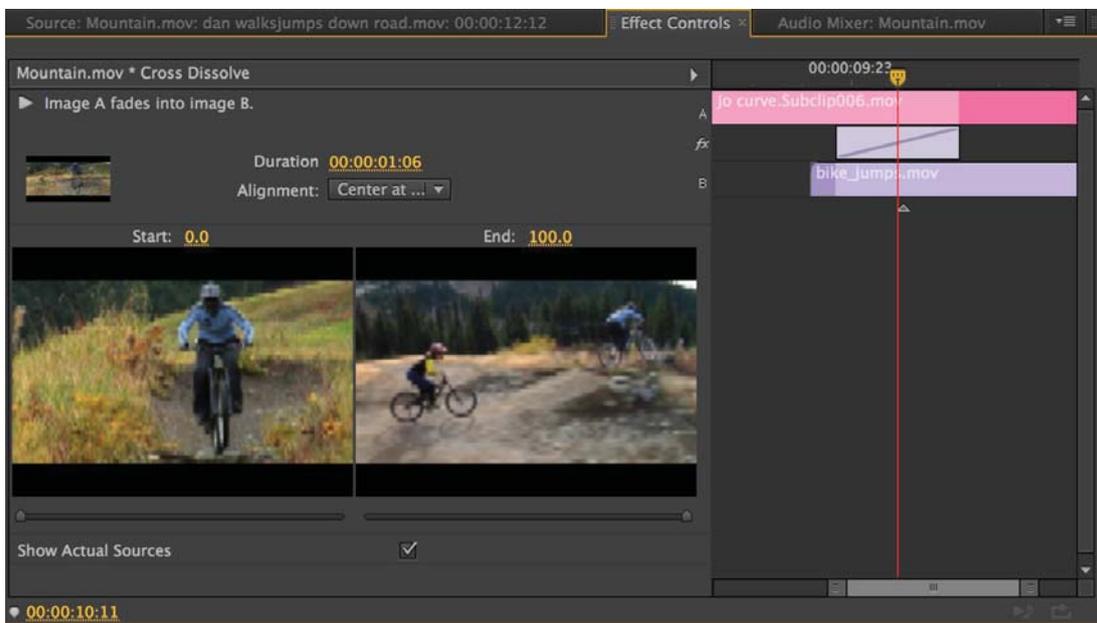


Applying an audio Crossfade

- Go to the Effects tab in your Project Panel > Audio Transitions > Crossfade > **Constant Power**
- Select Effect and drag and drop onto cut between clips in Sequence

Adjusting the Effect settings

- Select the effect in the Sequence
- Go to the Effect Controls tab next to the Source Monitor
- Adjust effect settings in Effect Controls Panel

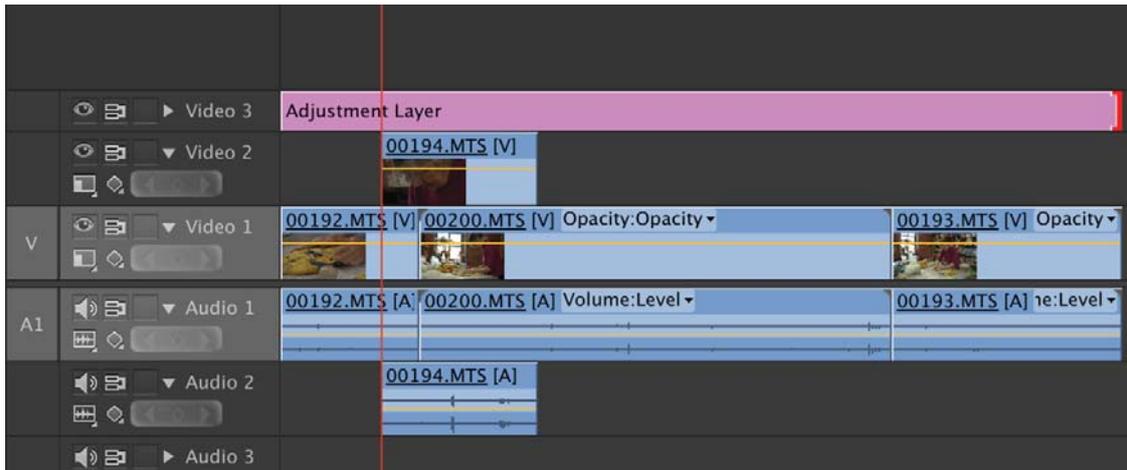


Removing effects

- Click on the effect in the Sequence and press Delete
- Or clear effects in the Effect Control Panel

Applying effects to multiple clips

- Go to New Item Button in the Project Panel > Adjustment Layer > OK
- Drag and drop Adjustment Layer from Project Panel on the top Video Track in Sequence
- Resize Adjustment Layer by trimming begin/end
- Drag and drop Effect from Effects Panel onto Adjustment Layer in Sequence
- Adjust Effect Settings in the Effects Panel tab
- All clips below Adjustment Layer will be affected by applied Effect



Mix Audio

On Audio

Gain = the amplification of audio level

dB = decibal, standard measurement of the amplitude (loudness) of audio

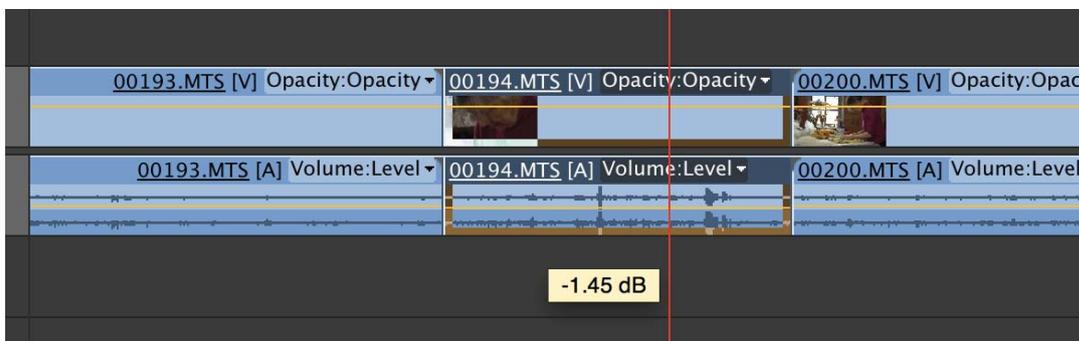
dB scale from max. volume camera can capture (0) to min. volume camera can capture (i.e. -60)

Audio track in Timeline Panel

- Expand Audio Track to see waveform (height of waveform shows volume)
- Yellow line on audio clip is a visual indication of the volume

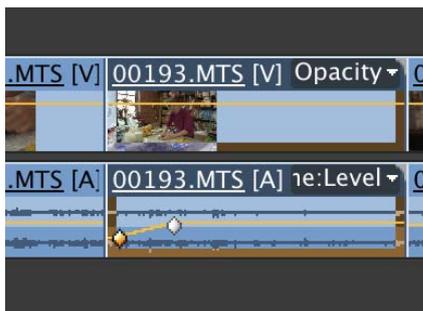
Adjusting volume with yellow line (per clip)

- Select the yellow line and drag up or down to adjust the volume



Adjusting volume of a part of a clip

- Use Keyframes to specify moments in time with particular settings
- To add keyframes use the Selection Tool (V) and hold down **CTRL** and
- Click on the yellow line to place keyframes
- The second keyframe will be the volume of the remaining of the clip
- Select the first keyframe and drag up or down to adjust the volume of that part of the clip



Adjusting volume with Audio Gain

- Select clip(s) in Sequence
- Right mouse click > Audio Gain
 - o Set Gain to ..
 - o Adjust Gain by ..
 - o Normalize max peak to: increases/decreases gain of loudest part to ..
 - o Normalize all peaks to: on average the loudest part will be ..



Adjust volume of entire Audio Track

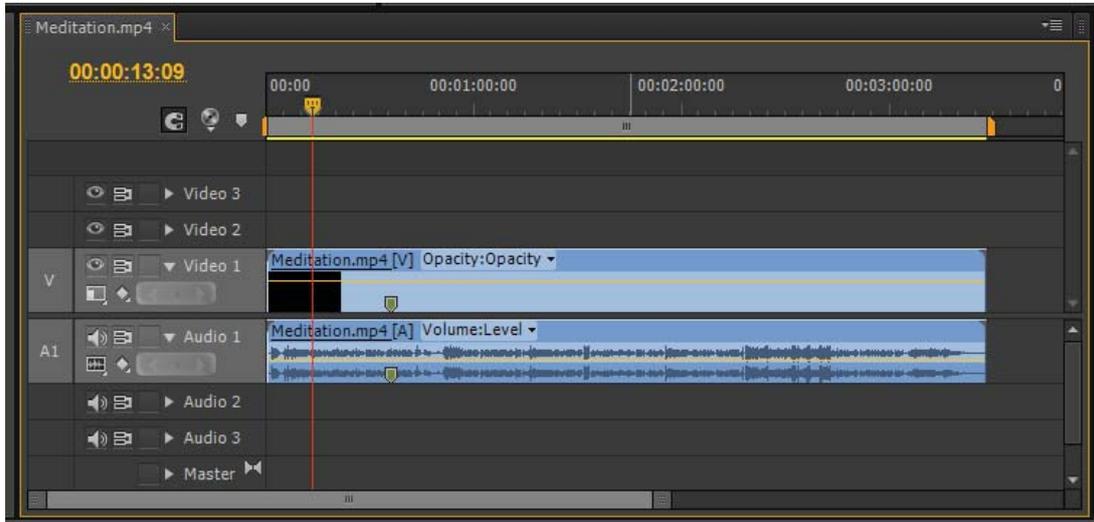
- Go to the Audio Mixer tab next to the Source Monitor
- Each audio mixer control represents each of the audio tracks



Export Sequence

Selecting for export

- Resize the work area bar so it covers everything in the Sequence that needs to be exported
- Keep the Sequence selected (it is selected when the yellow line is shown around it)



Exporting

- Go to File > Export > Media (or use keyboard shortcut **Ctrl+M**)
- Use the following settings in the Export Settings tab:
 - o Format: H.264
 - o Preset: YouTube HD 1080p 25
- Click on the Output Name to select an export location and change the file name
- Set Source Range to Work Area
- Select **Export** and the file will be exported to the given location

