

# ADOBE PREMIERE PRO FOR COMPLETE BEGINNERS



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## WEEK 3 SUMMARY

### Moving Clips by Dragging

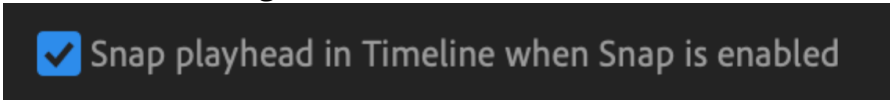
- You can drag clips around the Timeline. Just be careful because you will **overwrite** any clips in the way.
- So you may have to shuffle clips around to make space. This can be cumbersome in longer Timelines.

### Moving Clips with Cut and Paste

- **Cut** a clip using **Edit > Cut** from the top menu, or shortcuts **Cmd-X** (Mac) or **Ctrl-X** (Windows).
- Move to another point in the Timeline.
- **Paste** the clip with **Edit > Paste Insert** from the top menu. Shortcuts are **Cmd-Shift-V** (Mac) or **Ctrl-Shift-V** (Windows).
- When pasting, you will usually want to be at an edit point. An **edit point** (sometimes called an **edit**) is the exact point where two clips come together.
- You can jump from edit to edit in Timeline by using the **Up**  and **Down**  arrow keys on your keyboard.
- You can also **Shift-drag** the playhead in the Timeline to snap to an **edit point**.

### Useful Preference Setting

- From the top menu choose **Premiere Pro > Preferences > Timeline** (Mac) or **Edit > Preferences > Timeline** (Windows).
- Enable this setting:



Snap playhead in Timeline when Snap is enabled

- Now when you drag the Playhead in the Timeline it will **automatically** snap to edit points. No need to Shift-drag.

### Insert and Overwrite Buttons

- These are located at the bottom of the **Source Monitor**, where you preview media.



### Overwrite Edit

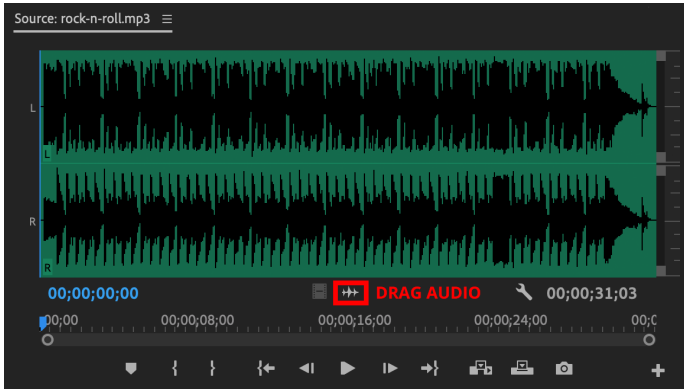
- With this button, you will add the clip to the Timeline and **overwrite** any media in the Timeline.
- You can also simply **drag** media into the Timeline to perform an overwrite edit.

### Insert Edit

- With this button, you will **insert** the clip into the Timeline. Normally you will want to be at an edit point.

### Adding Music:

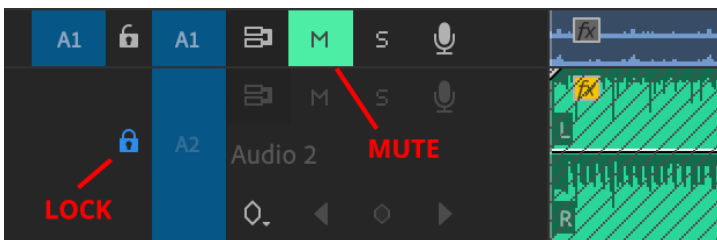
- **Double-click** a music clip in the Project Panel to open it. Mark In and Mark Out if necessary.
- **Drag** the music clip into the Timeline using the **Drag Audio** button. You can also drag directly from the Project Panel.



- Trim the music with the **Razor** tool if necessary.

### Mute and Lock

- Mute a track by clicking the **Mute** button at the beginning of the track.
- Lock a track by clicking the **Lock** button at the beginning of the track. This is especially useful when performing insert edits that may split the track accidentally.

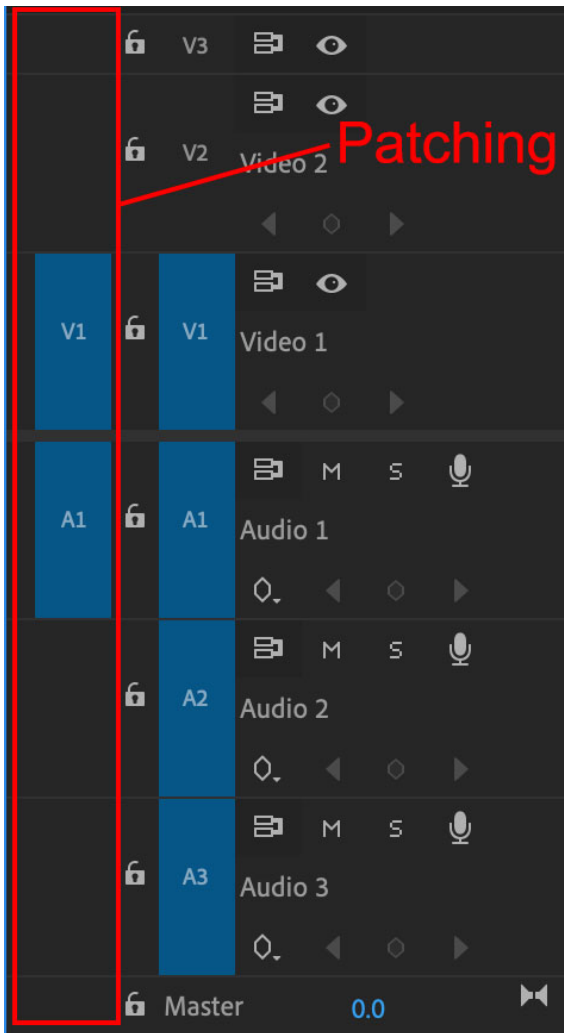


### Resetting Workspace

- If you accidentally close a panel or the workspace on your screen gets messed up, you can do the following:
- From the top menu choose **Window > Workspace > Editing**, or the workspace of your choice.
- Then choose **Window > Workspaces > Reset to Saved Layout** and the workspace should come back to normal.

### Patching Tracks

- On occasion you may drag a clip into the Timeline, but it doesn't get added properly. Either the audio, video or both are missing!
- If this happens make sure the correct tracks are **patched**. This is the first column of blue rectangles at the beginning of the Timeline:



- In the example above V1 and A1 are patched (highlighted in blue) and everything should work normally.
- If for some reason **no** video track is patched, or **no** audio track is patched then clips may not get inserted into the Timeline properly.
- To patch or unpatch simply **click** inside the patching column with your mouse.
- Only one video track can be patched at a time, and one audio track.