# Part 5: BASIC EDITING FUNCTIONS

As described in Part 3: Workspace Overview, the basic *Editing* workspace layout consists of four main panels:

- **Project Panel:** Where your imported media files are stored and organized (video, audio, music, graphics/text, sequences, and other media).
- **Timeline Panel:** Where you build and edit all the different clips that make up your movie from start to finish; a timeline is also referred to as a "Sequence"
- **Program Panel:** Shows what you've edited in the timeline
- **Source Panel:** Allows you to preview raw video, audio, and other media clips before adding them to the timeline

If your workspace layout doesn't look right, refer to the troubleshooting tip in Part 4.
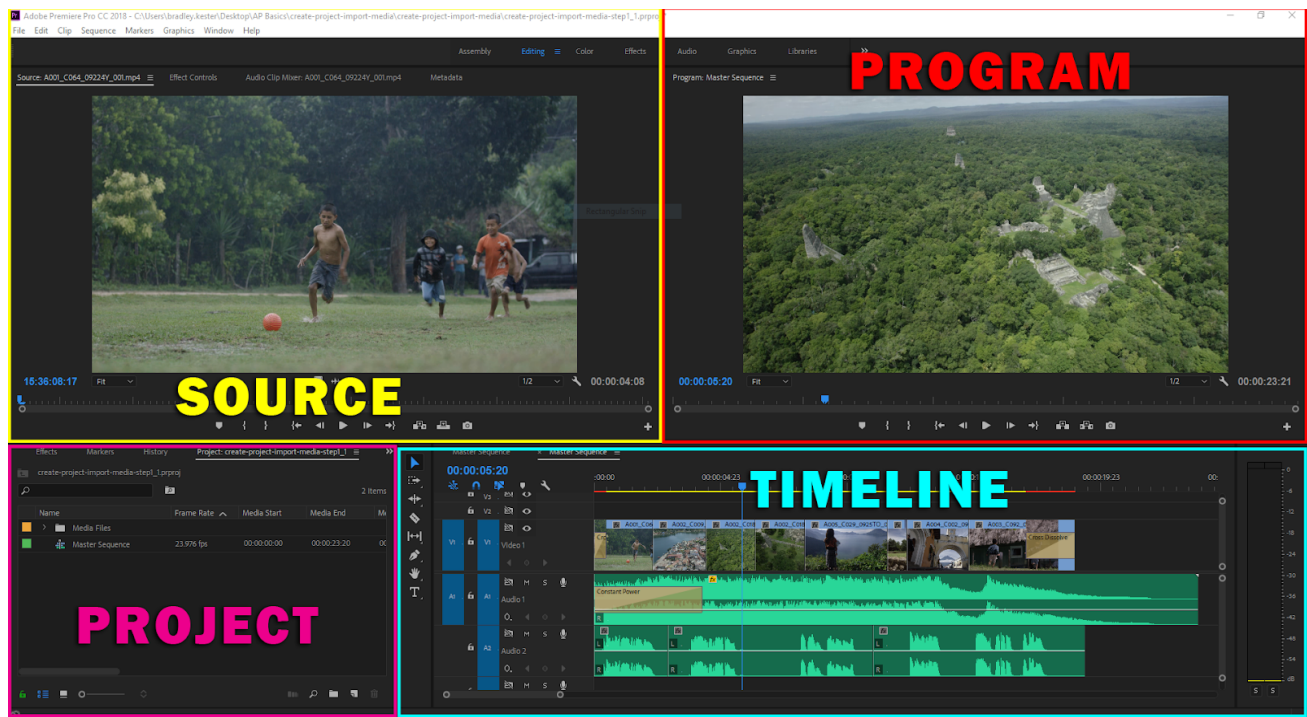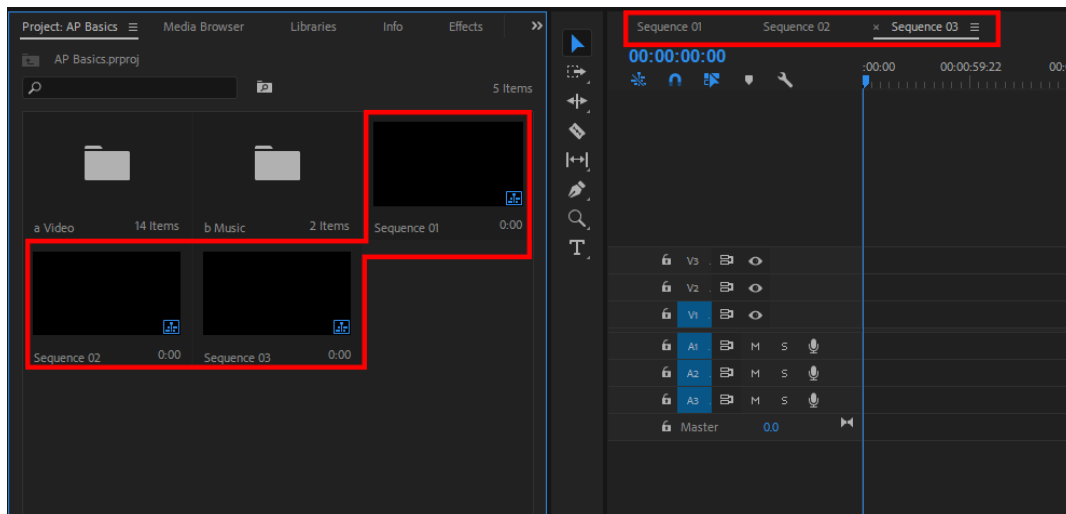

New Sequence

To begin editing your clips in the *Timeline* panel, you must first create a *"sequence"* which is essentially a workspace within the *Timeline* where you can move around clips to make an edited movie. To create a sequence, right click an empty space in the *Project* panel and choose *New Item > Sequence*.
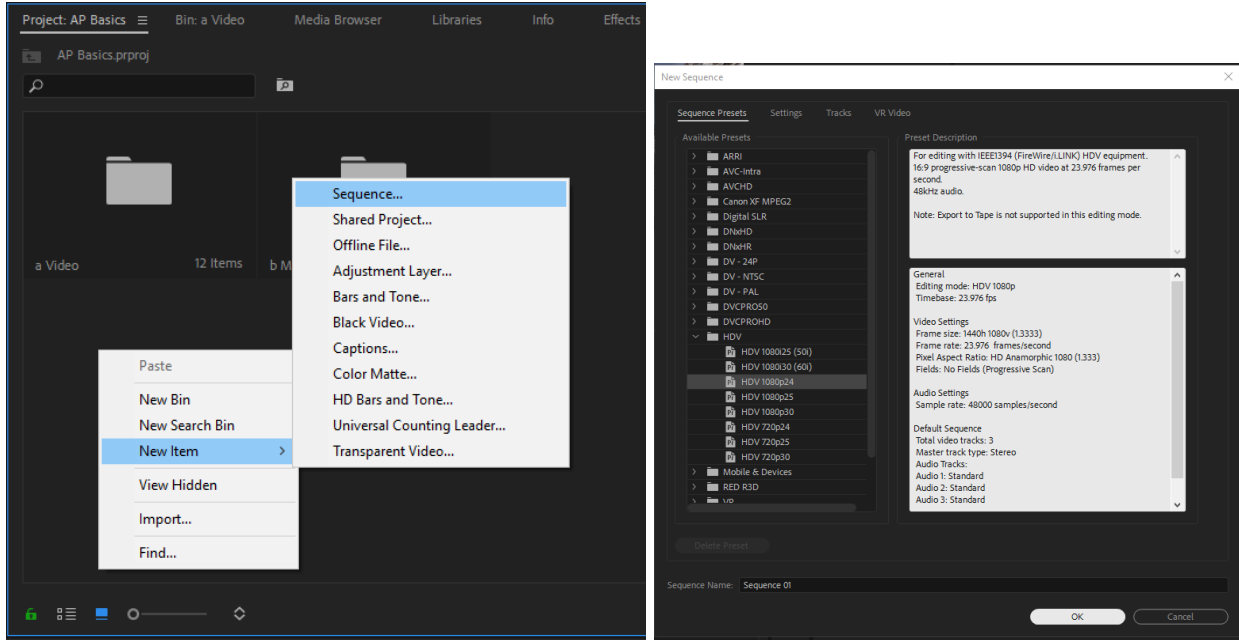
A new window will appear with many different sequence preset options to choose from. Premiere Pro will automatically match the correct settings for your video clips in a later step, so you don't need to worry about picking the right one at this stage. Just hit *OK*.

The new sequence will appear as a file in the *Project* panel and as a corresponding tab in the *Timeline* panel. If your sequence does not appear as a tab, double-click the sequence file in the *Project* panel. You can have unlimited tabs/sequences in a project.

Drag a video clip and drop it into a new sequence. A popup box will likely appear with a "Clip Mismatch Warning" message.
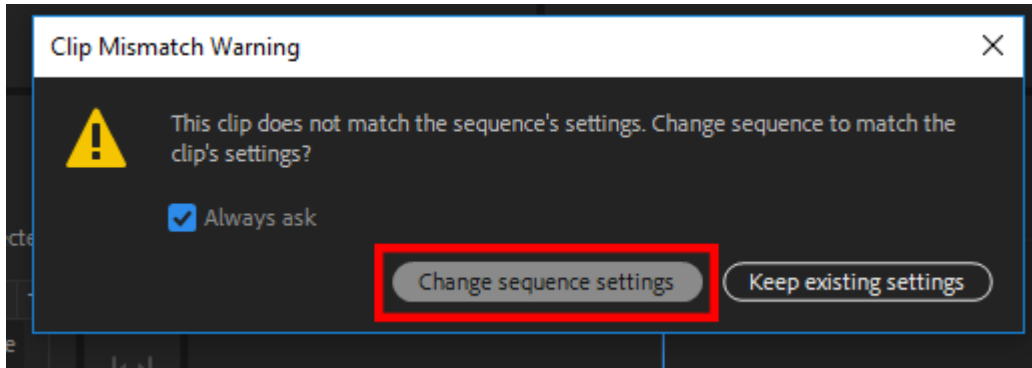
It's very important that your timeline settings, or "sequence" settings, match the settings of your video clip, otherwise you could experience a range of problems during the editing and exporting process. For proper setup, **always choose "Change sequence settings"**.

Note that this prompt only appears with the first video clip added to a timeline. If you do not set it up properly at the start of a project and continue working in a timeline with mismatched settings, you may have to redo some of your editing work later in a new timeline.

Also note that this prompt will not appear when adding an audio or music clip, even if it's the very first clip added. The prompt will only appear if you drop in a video clip first.

Working In The Timeline
Continue dragging clips from the *Project* panel to the *Timeline* panel to build your sequence. The *Program* panel displays the video clips you add and any edits you make.

Clips in the *Timeline* will appear with the video and audio linked together— the video will be on an upper "track" (V1, V2, V3…) and the audio on a lower track (A1, A2, A3…). You can scrub through the clip by dragging the thin blue line, or "playhead", through the *Timeline*.
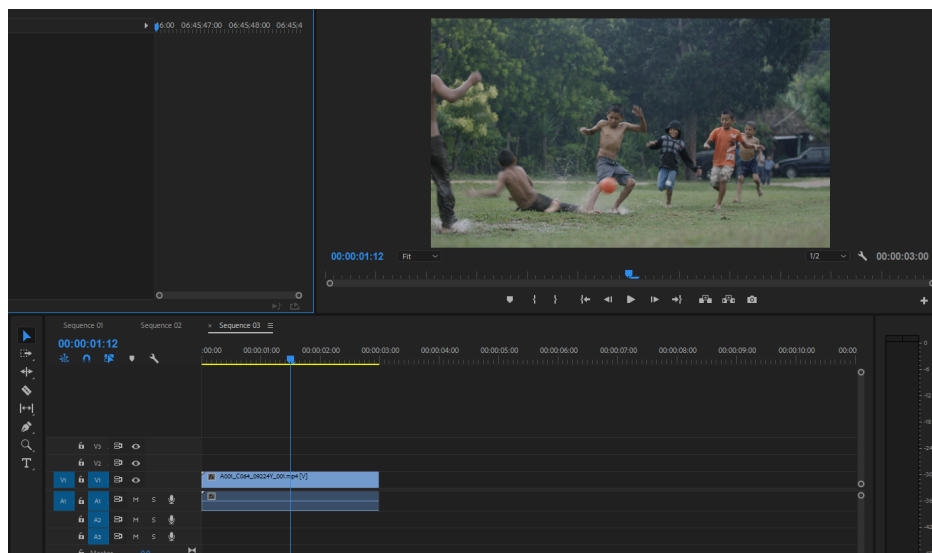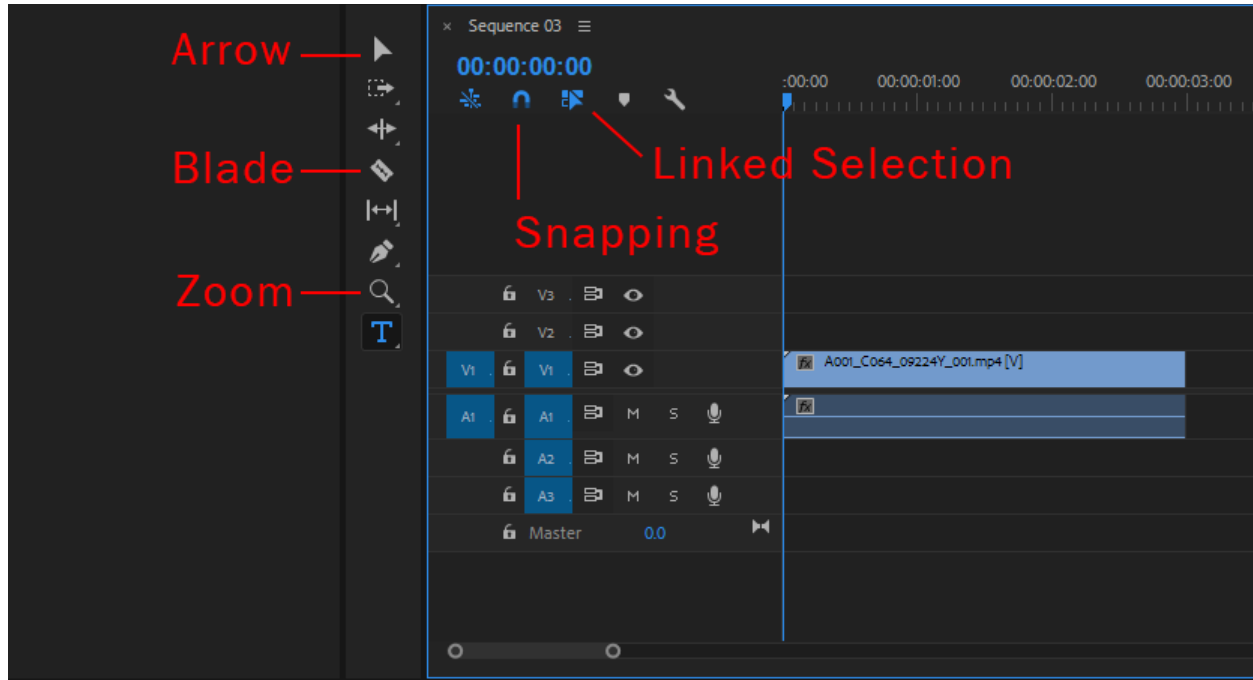
The **_Tool_ panel** on the left side of the _Timeline_ gives you an assortment of tools to manipulate your clips. Most tools have a corresponding keyboard command, or "shortcuts", that can really speed up the workflow when utilized.

Below are some frequently used editing functions and their keyboard shortcuts:

- **Delete Clip (Backspace):** With a clip selected, hit _Backspace_ on your keyboard
- **Snapping (S):** "Magnetizes" clips together when one edge is dragged near another clip or playhead
- **Linked Selection (Alt + Click):** _Turn off_ to separate audio from video so you can move or delete them independently; _Turn on_ to relink them
- **Selection Tool (V):** (Default arrow) Makes selections, moves clips around
- **Trimming:** With the selection tool active, you can trim a clip by dragging the edges in to make the clip shorter, or dragging them back out to return to its full length
- **Blade Tool (C)**: Splits a clip into separate clips, makes cuts anywhere you select
- **Zoom Tool (Z or +/- keys):** Zooms in and out of the timeline
- **Play/Pause (Space Bar or K):** Plays clips in the _Timeline/Program_ panels, or the _Source_ panel if it's selected
- **Fast Forward (L):** Plays the clips faster and faster the more you press L key
- **Forward 1 Frame (Arrow Right):** Moves playhead forward 1 frame at a time
- **Reverse (J):** Plays the clip in reverse faster and faster the more you press J key
- **Reverse 1 Frame (Arrow Left):** Moves the playhead backward 1 frame at a time
- **Copy (Ctrl + C):** Copies a media clip, sequence, or bin
- **Paste (Ctrl + V):** Pastes a copied media clip, sequence, or bin
- **Save (Ctrl + S):** Updates saved project file (do this often!)

Source Panel

Double-click a clip to view it in the *Source* panel. This will display your raw media as you recorded it, allowing you to view a clip before adding it to your edit.

Use the *Mark In* and *Mark Out* buttons (or "I" and "O" on the keyboard) to select where you want the clip to start and end. With the "in point" and "out point" set, click and drag your clip from the *Source* panel to the *Timeline*. Only the portion of the clip you selected will be added to the sequence.
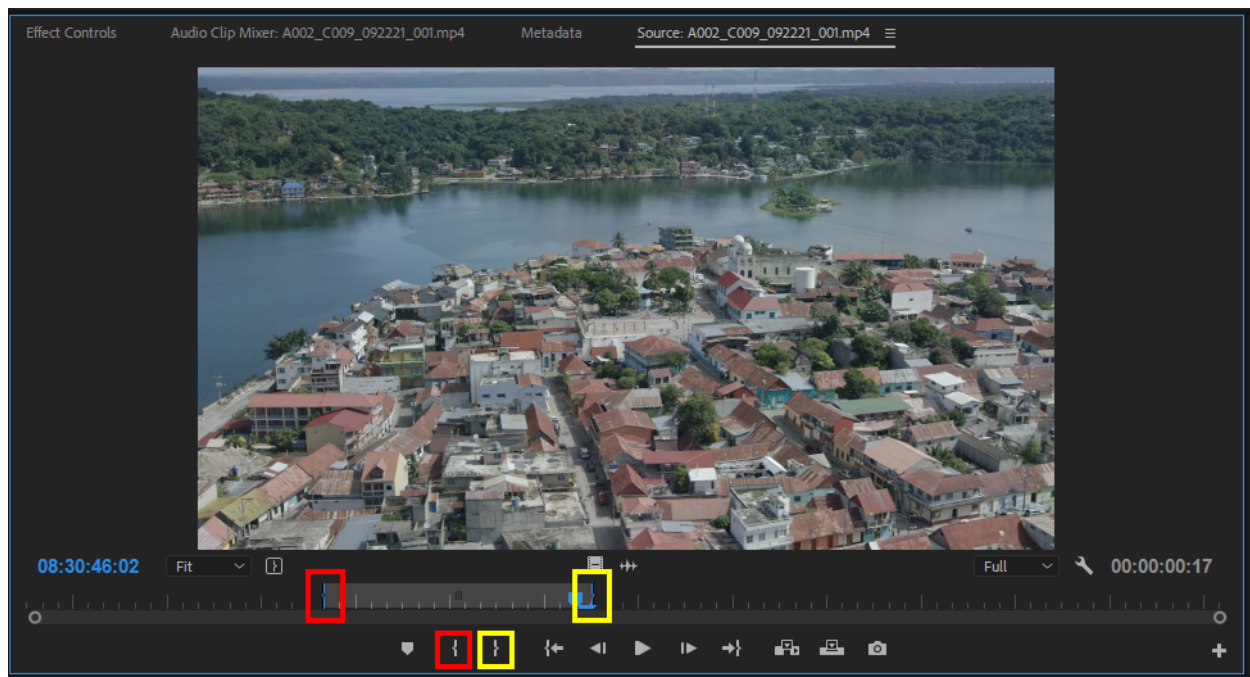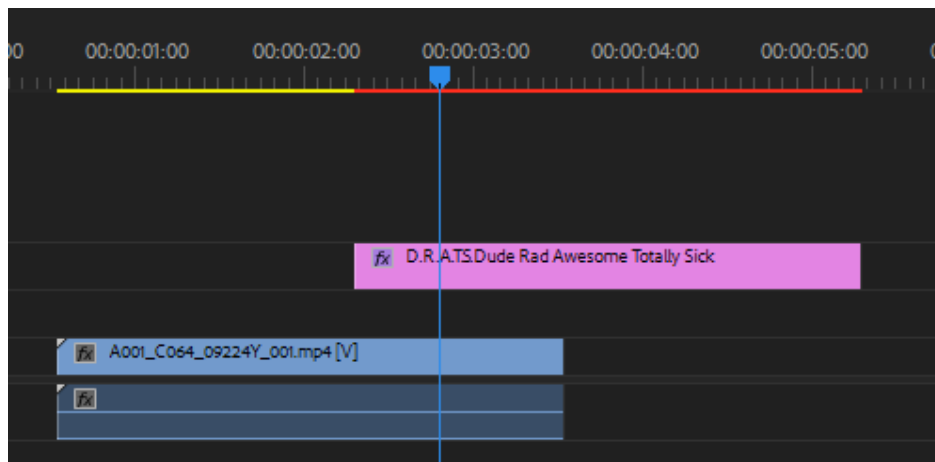

Adding Text

To add text, first click the *Effects* tab at the top of the screen to change to the *Effects* workspace.
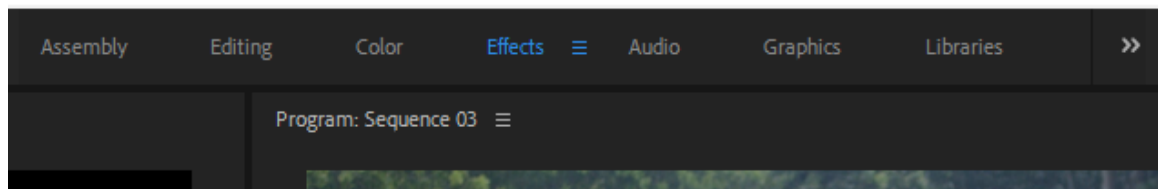
Next, select the *Type Tool* from the *Tool* panel. Then simply click in the *Program* panel where you'd like to add a title. A new text box will appear allowing you to type. Notice that a new text clip has been added in the sequence.

You can change the font, size, and other formatting in the *Effects* panel to the left (where the *Source* panel typically appears in the *Editing* workspace).
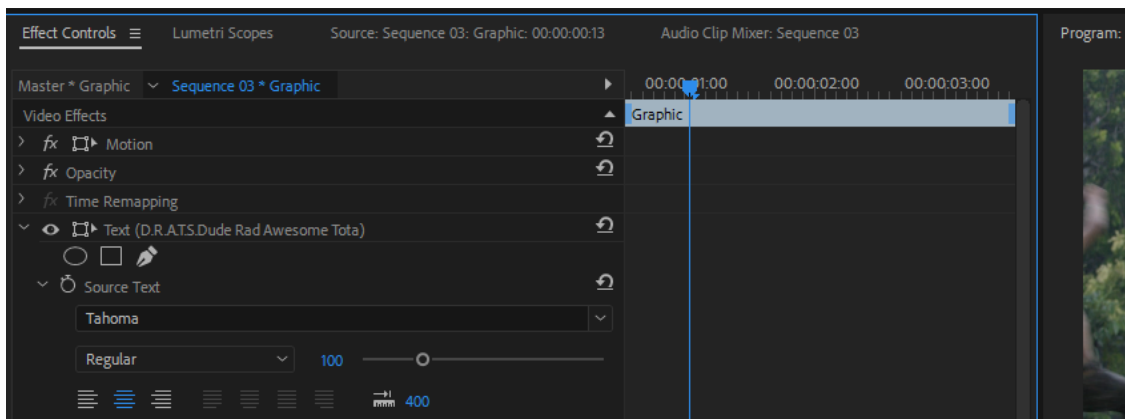
Adding Transitions

Toggle back to the *Editing* workspace. Then, in the *Project* panel, select the *Effects* tab, twirl down the Video Transitions until you find the Cross Dissolve. Drag the Cross Dissolve to your sequence and drop it on the beginning or end of a clip. This will create a "fade-in" effect.
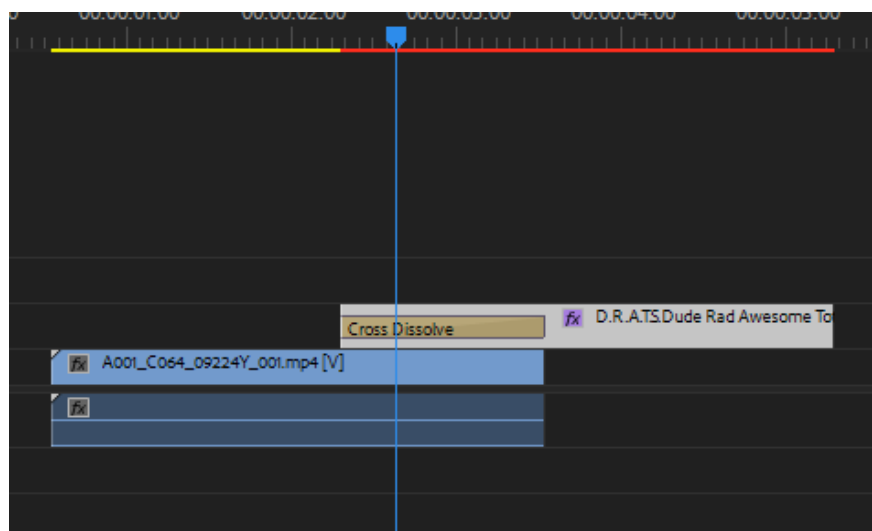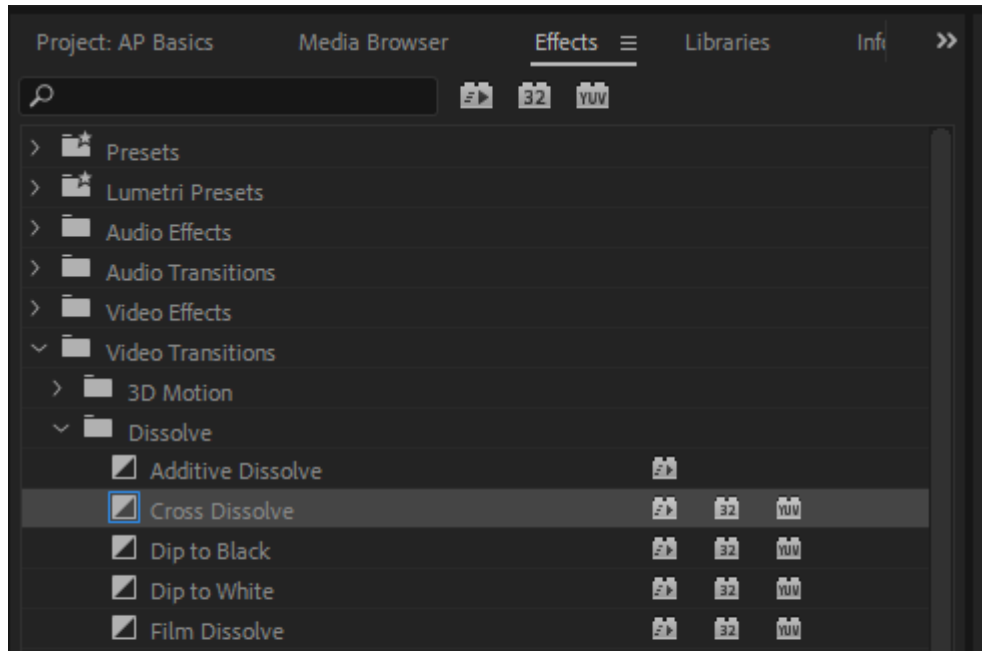
Try out other transitions but don't get carried away, they generally work best in moderation.