



CCMC TRAINING GUIDE

ADVANCED TIPS (EDITING)

- UNLINKING CLIPS
- SPEED CHANGE
- SCROLLING TEXT
- KEYFRAMES
- ADDING EFFECTS
- ADDING MORE VOLUME
- RIPPLE DELETE
- TRACK SELECT TOOL
- KEYBOARD SHORTCUTS

Advanced Tips

The following tips are advanced tips for editing.

Unlinking Clips

By default, the audio and video tracks to a clip are linked together. If you move one, the other one moves. This helps prevent people from having unsynced audio with their video. If for some reason you need to 'unlink' these two tracks to move them independently of each other, simply **right click** on the track (video or audio) and choose **unlink**. You can now move each track separately from one another. To relink the two, simply **select both of the tracks** (*A. left click* and draw a box around both, or *B. left click* on one track, and **Ctrl+left click** the other), **right click** on either one once both are selected, and select **link**.

Speed Change

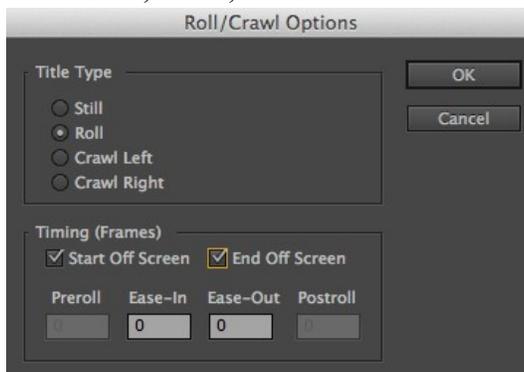
To change how fast or slow you want your video to be, **Right Click** on clip in sequence and select '**Speed/Duration**'. To slow your video down, lower the speed. To speed it up, increase the speed. If you notice the pitch or tone of the audio from your video has changed to an undesired sound, select the '**Maintain Pitch**' option in the **Speed/Duration** prompt window.

Scrolling Text

While editing your title in the **Title Window**, on the top left, click the icon that looks like text and arrows pointing up and down.



Select '**Still**', '**Roll**', or '**Crawl Left**'/'**Crawl Right**', and choose '**Start off screen**' and '**End off screen**'.



Click **OK**.

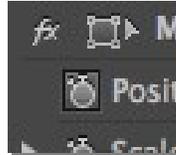
Roll will have your text go from the top of the screen to the bottom, and Crawl will have your text move from side to side on the computer screen.

Keyframes

Keyframes let you move and/or change attributes to different things in your project such as music, videos, pictures, audio, and titles. Some attributes for your video are, for example, the scale, position, or angle. Say you want to have a video half the size. You simply change the scale attribute to 50%. But say you want to actually show the video shrink down to 50%; that's where keyframes come in handy. What you'll do is tell the computer that at one keyframe (the first one) you want the video to be

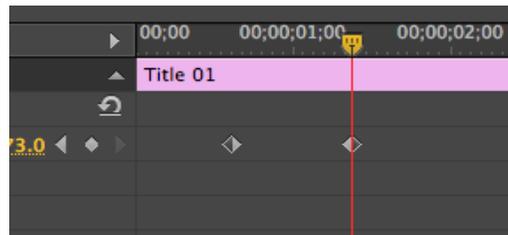
100% (filling up the whole screen). Then in about 3 seconds, you create a NEW keyframe, and tell it that you want that keyframe to be 50%. The computer then does the math itself, and has your video go from 100% scale at the first keyframe, down to 50% scale by the time it hits the second keyframe. Here's how we do this...

Double click your clip in the sequence (or single click if it's a 'title'). Go to the **Source Panel** (top middle panel). Scroll the scroll bar on the top of the window to **Effect Controls**. Move your **CTI** (the jewel that indicates where you are on the sequence) to where you want to create a keyframe, and press the **Stopwatch** looking icon to create first keyframe AND turn keyframes on for which ever attribute you desire to keyframe.



Pressing this stopwatch icon for a second time will disable keyframes for that attribute. For now on, we will be pressing the diamond shaped icon to the right of the stopwatch to create and delete keyframes.

Scroll the **CTI** to the desired place on the sequence you'd like your keyframing to stop.



Create a new keyframe (click the diamond shaped icon shown above on the left), and adjust the attribute you want to keyframe.

Use the **Arrow Buttons** that are on either side of the 'Create New Keyframe' button to navigate from keyframe to keyframe on the sequence (shown below).



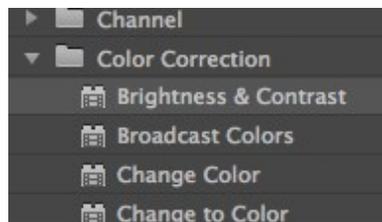
Adding Effects

If you need to add any kind of visual effect to your current video (adjust brightness, saturation, chroma-keying, blur, color adjustments, etc.), you will need to add an effect. The effects can be found in the **Effect Panel** in Premiere on the bottom left side of the screen.

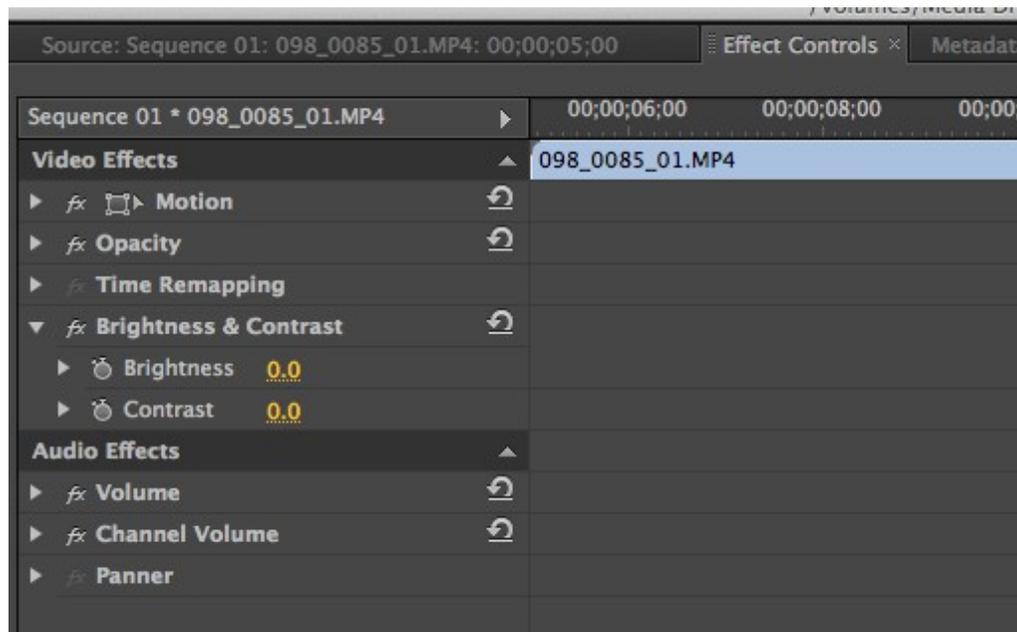


In the Effects Panel, you will find folders that can be expanded by pressing the arrow button to the left of the folder to expand and collapse the folder. You have **Audio Effects** (reverb, echo, EQ's, etc.), **Audio Transitions** (cross fades), **Video Effects** (color adjustment, saturation, etc.), and **Video Transitions** (cross fade, wipes, etc.).

In order to use an effect, **drag and drop** the desired effect onto the desired clip on the sequence.



Once the effect has been placed on the desired clip, **double click on the clip** to open it up in the Source Panel (the top center window). Then click on the **Effect Controls** tab on the top of the panel, and you will find your effect either under **Video or Audio Effects**. You can now adjust your effects accordingly.



You can even use keyframes for any of the attributes for that effect that have the stop watch icon next to it. You can also press the 'fx' button to the left of the effect to toggle the effect On and Off to see what has been adjusted.

Adding More Volume

If you need more volume added to your music/audio on your sequence after you've already raised the audio as high as it can go, you need to add a new '**Volume**' effect to your clip. Go to the **Effects Panel** on bottom left of screen. Go to **Audio Effects – Stereo – Volume**. Drag and drop this onto the audio clip in the sequence you want to add more volume to. Then **double click** the clip in the sequence to open it up in the **Source Panel** (top middle panel on the screen). Scroll the scroll bar on the top of the window to **Effects Controls**. Click the drop down arrow for **Audio Effects** to view the new '**Volume**' effect added and adjust accordingly. Add more Volume effects as desired.

Ripple Delete

Right Click in open area in sequence between two clips. If you click '**Ripple Delete**', everything to the right will move to the left until it runs into something else. Use this to close gaps when needed.

Track Select Tool

Sometimes you need to move stuff on your sequence to make room for something new. When you need to move just a few clips, the easiest thing to do is to **Left Click** and hold to draw a box around the clips you want to move, then click on the clips and drag them to a desired place on the sequence. When you have a LOT of clips you need to move, the **Track Select Tool** will come in handy.

Press '**A**' on the keyboard or select the **Track Select** tool in the **Tool Panel** . Move your mouse over the sequence. The mouse icon is now a thick arrow pointing to the right. **Left click** to select all the clips on the entire track that the mouse is hovering over at that time, or **Shift+left click** to select ALL clips on ALL tracks from that point on the sequence to the right (icon will now be a double arrow icon). While desired tracks are selected, go back to the **Selection Tool** by pressing '**V**' on the keyboard or by selecting from the **Tool**  **Panel**. **Left Click** any of the highlighted tracks you've selected and **drag them to move** as desired.

Keyboard Shortcuts

Selection Tool	V
Track Select Tool	A
Razor Tool	C
Zoom Tool	Z
Cut at current-time indicator	Ctrl-k
Clear In and Out Points	G
Go to In Point	Q
Go to Out Point	W
Go to next edit point	Page Down
Go to previous edit point	Page Up
Go to sequence end	End
Go to sequence start	Home
Toggle Play/Stop	Spacebar
Play forward at normal speed	L
Play forward at faster speed	Press L multiple times
Play in reverse at normal speed	J
Play in reverse at faster speed	Press J multiple times
Set In Point	I
Set Out Point	O
Step Forward one frame	Right Arrow
Step Back one frame	Left Arrow
Zoom in	“=” or “+”
Zoom out	“-” or “_”