PANELS INTERFACE

This is how your screen should look. If you are not finding the same panels, or if they are in different locations, go to Window -> Workspace -> Editing. Once you are comfortable with the uses of all the panels, you can try out different workspaces to find which one works best for you.

Timeline:
The timeline is located on the bottom right side of the interface. This is where all the editing happens. Here, you can work on several sequences. You can cut, add audio, edit audio, add and remove clips, add effects, transitions, titles, and more. The Toolbox is on the right side of the timeline. To learn more about what each tool does, see the instructions titled “TOOLBOX”.

**Playhead Position:**
This tells you where in the sequence the cursor is. Right click it to choose how you would like to see this information.

**Video and Audio Tracks:**
V= Video, A= Audio. You can layer audio and clips. The layered audio with all be heard together, while only the top video clip will be seen in playback.

- **Expanding Tracks:** You can make a track wider or thinner by putting your cursor on a track, and scrolling your mouse up or down. If you hold down the shift key while your cursor is on a video track, all the video tracks will expand or collapse. The same happens for audio tracks.

- **Lock:** Lock a channel or line of video in place by clicking the padlock icon next to the channel you wish to lock. This is useful to separate video from audio. You can also right click clip, and select “Unlink” to separate audio from video.

- **Sync Lock:** This option next to the track icon (V1, V2, A1, etc) prevents you losing synchronization between clips that are separated. This means you don’t lose the relationship in time you have between the clips you have in your sequence.

- **Track Output:** This tool is represented with an eye icon which you can disable if you don’t want to see that video track in the output.

- **Mute or Solo:** You can mute an audio track by clicking “M”, or play the audio track alone by clicking “S”.
Navigating and Zooming
Dragging the bar itself left or right can move your timeline left or right, allowing you to see the left or right side of the timeline if it is longer than the screen can display.

To zoom in or out of your timeline, making the content of the timeline longer or shorter, you can drag the edge of the bar left or right. Another way of zooming in or out of your timeline is by selecting the timeline, making sure that there is a blue border surrounding it, then clicking “-” on your keyboard to zoom out, and “+” on your keyboard to zoom in.

Audio Level
On the very right of the Timeline, you will see the Audio Level Meter. This will tell you in decibels how loud your audio is. You should try to keep your audio levels hovering close to -12 db. Generally, if your audio level is Green, it is not distorted. If your audio level goes above -6, then it begins to get distorted. To learn how to adjust audio, see the “AUDIO” manual.

Project Panel:
The project panel is where you upload your videos and audio. Here you can organize and rename them.
• To upload files, either drag file into panel, or right click background of panel and choose “Import...”.
• To create a Bin to organize files, right click the background, and choose “New Bin.”
• Choose between List View or Icon View for viewing files, on the bottom right corner of the panel. You can also zoom in/out to make files smaller/bigger.

**Media Browser:**

Media Browser allows browsing your computer to find files. This is another way to import media.

**Effects:**

The Effects tab is where you can add effects to your audio and video. You can play around with the effects to get the hang of things, or see the “EFFECTS” manual for more info.
- To use an effect, drag the effect from the list to the video/audio clip that you want to make the change to.
**History:**

The History tab is where you will find a record of every change you made. This is good for when you made a change prior to your last change, and want to remove that change without Undo-ing everything you have changed after that adjustment.

**SOURCE**

The Source panel is where you can watch/listen to video and audio media. Double click a selected media in the Project Panel to view it in the Source Panel.
- To select part of a clip or audio to use in your sequence, go to the frame where you would like to begin, click “I” on your keyboard for In, and then select the frame where you would like to end, and click “O” on your keyboard for Out. Drag the clip from the Project Panel to your Timeline, and only the In-Out selected segment of your clip will be copied to the timeline.
**EFFECTS CONTROL**

The Effects Control panel is located in the tab next to the Source Panel. To adjust an effect, select the clip in the Timeline with the effect that you would like to adjust. The controls for that effect will appear under the Effects Control tab in the upper right corner of the screen.

**Program Panel:**

The Program Panel is located on the upper right corner of the screen. Here is where you can watch the playback of your timeline with your edits.