ADDING CLIPS TO SEQUENCE

After renaming and organizing your media in your Project Panel, and creating a sequence with the correct sequence settings, you can begin selecting clips that you will use in your sequence.

1. **Locating Clips**

If you are working with a lot of media, make sure to organize your media efficiently. If you have renamed clips to distinguish them, the search bar located in the project panel can come in handy.

To open a Bin in your Project Panel without opening a new window, double click the Bin while holding Command on your keyboard (Control for PC).

2. **In and Out Points**

After selecting the clips that you wish to use, you may find that you only want a segment of a video to use in your sequence. To select a segment of your clip to use in the sequence, double-click the clip to video in the Source Panel on the top left side of the screen. Move your marker to the frame where you would like the clip to begin and click “I” on your keyboard. This will mark that frame as the “in-point” of the clip. Then, move your marker to the frame where you would like the clip to end and click “O” on your keyboard. This will mark that frame as the “out-point” of the clip.

If you would like to use several segments of a video clip: create the in and out points in the Source Panel. Right-click the clip in the Project Panel, and choose “**Make Subclip**”. A window will pop up where you can change the name for the subclip. This will create a new video in the Project Panel with only the selected part of the video. You can continue to do this as many times as you would like.

However, keep in mind that the subclip will not contain any footage before or after the in and out points, so when you drag it onto your timeline, you can not add footage that was not selected, as you can with in and points from the original video.
3. **Drag Media to Timeline**

After marking the in and out points in your video clip, drag the clip from the Project Panel or the Source Panel to the sequence in your Timeline, and you will find that only the selected part of the video will appear in the Timeline. The same applies to audio.

If you are only interested in dragging the video of a clip without it’s audio, or the audio without its video, double-click the clip so that it appears in the Source Panel, and you will find two icons underneath the video. Drag the left icon to the timeline to only drag video, and drag the left icon to the timeline to only drag audio. (If your clip does not have audio, as seen in the example to the right, the icon will be grayed out.)

Drag your clips in the order that you want them to appear in the sequence. Be careful of the position of the playhead, as the clip that you are dragging may be dropped at the playhead and override whatever the playhead is on.

To make sure that there are no subtle gaps or overlapping between clips, make sure the “Snap” icon, underneath the Playhead Position, is turned on.

Note that there are several tracks in the timeline for both video (V1, V2, V3, etc.) and audio (A1, A2, A3, etc.). Audio placed on top of each other in different tracks will be heard simultaneously, while only the top video track at a given moment will be seen in playback.

Another way to arrange the clips is by arranging them in the Project Pane, selecting them all, and dragging them all to the Timeline.

4. **Insert or Overwrite**

Another way to add clips to a timeline is by using the Insert or Overwrite tools in the Source Panel. After selecting a clip in your Project Panel, double click it so that it appears in your source panel. Under the clip, there will be two options shown in the screenshot to the right. The left one will allow you to Insert a clip to your timeline where your playhead is, scooting everything following it further in the timeline. The right button will allow you to Insert and Overwrite your clip to your timeline where your playhead is, pasting your clip on top of the timeline, overwriting anything that it may overlap with.

On default, Video will be placed on V1 track, and audio will be placed on A1 track. To change that, you can move the track icon that appears on the left side of the padlock in your Timeline.