FCPX: 2.3 ORGANIZING SELECTED MEDIA

For big projects, it may get difficult finding the clips and audio you want, especially if they include a few seconds of a video or audio clip here and there. If you followed the 1.2 ORGANIZING YOUR FILES tutorial, you should have only imported media that are going to use, which means less to go through in FCPX. However, you should go through your video and audio again to narrow it further down to what clips, and what parts of clips, you will use in your final edit. In this tutorial, you will learn about different methods of organizing your selected media in your Library browser to make editing easier.

1. **In and Out Points**

   Most of the time, you will not use the very beginning and very end of your clip, or you just want a few seconds from a clip to use. In that case, you can select part of a media by creating In and Out points.

   To create In and Out points, first start by clicking on the clip once to select the whole clip. Hover your cursor over your clip to the very beginning of the clip, or to right before you want to cut the clip. Play the clip and click “I” on your keyboard to mark an In Point, and “O” on your keyboard to mark an out point. Pause the clip and use your arrows on your keyboard to choose a specific frame.

2. **Ratings**

   Once you select the clip that you want to use, whether it be the whole clip or part of it, you can mark it as a Favorite to find it later. To do so, with the clip selected, click on the green star in the toolbar. There will be a green bar across the clip, and a green star will appear under the clip in list view.

   To Reject clips, making a note that you will NOT be using it, select the clip or part of the clip, and click on the red X in the toolbar. There will be a red bar across the clip, and a red X will appear under the clip in list view.

   **Note:** Rejected clips will disappear if the Filter is set to Hide Rejected. You can change the filter by clicking on the Filter drop-down menu above the browser.

   Use the empty star to remove a rating.
3. **Keywords**

Another way of organizing your media in your Library browser is by using Keywords. You can add keywords to media and all media with the same keyword will appear in a folder of its own in the Library. Add, remove, or edit keywords by selecting the clip, and clicking on the Key icon in the toolbar.

A window will pop up allowing you to type the keyword(s). Use a comma to end a keyword and begin a new one. A clip can be in several Keyword folders at once. Click on the arrow next to Keyword Shortcuts to view previously used keywords.

Use the Filter drop-down menu at the top of the Library browser to view all clips, all clips without rejected ones, clips with no ratings or keywords, favorites, rejected clips, and unused clips.