– THE – ULTIMATE

– PREMIERE PRO CHEATSHEET –

BRING YOUR OWN LAPTOP

Pr

VIEW SHORTCUTS

\ Snaps everything in the timeline into view.

~` Will make the window that your mouse is hovering over into a full screen window.

AND

Add **ctrl** (PC and MAC) to this on the program window to play in cinema mode (spacebar to play/stop, esc to close).

WINDOW SHORTCUTS

Use shift and the numbers to jump between windows:

★ **SHIFT 1**: PROJECT PANEL ★ **SHIFT 2**: SOURCE MONITOR ★ **SHIFT 3**: TIMELINE ★ **SHIFT 4**: PROGRAM MONITOR ★ **SHIFT 5**: EFFECTS CONTROLS ★ **SHIFT 6**: AUDIO MIXER ★ **SHIFT 7**: EFFECTS ★ **SHIFT 8**: MEDIA BROWSER ★ **(1,2,5,7 MOST USEFUL!)**

ULTIMATE SPEED!

TOPPING & TAILING

1. Select clip.
Q: Trim from front.
W: Trim from back.

TRIMS TO PLAYHEAD

MOUSE SCROLL-WHEEL + SHIFT SCRUBS TIMELINE

EDITING SHORTCUTS (IN THE TIMELINE WINDOW)

First select the clip:
ctrl K (PC) or **cmd K** (MAC) cuts the clip

alt backspace (PC) or **opt delete** (MAC) will ripple delete.

ULTIMATE TIMESAVER

If you have lots of gaps to delete try this:
1. Select all in timeline
2. Sequence > close gap

B: Ripple edit tool – drag over timeline to ripple delete.

E: Extend to playhead (Make sure you select the end of the clip with the selection tool first.)

INSERT CLIP
Hold down **ctrl** or **cmd** and drag from the source window to the timeline.

REPLACE CLIP
Drag up to program window and hover to see shortcut icons.

REORDER CLIPS
Drag while holding **ctrl alt** (PC) or **cmd opt** (MAC).
This moves the clip and ripple deletes the gap that is left.

PLAYBACK KEYS
• **Left** and **Right Arrows** move frame by frame.
• **Up** and **Down Arrows** move to next significant event.
◀ **J**: Play backward
■ **K**: Stop
▶ **L**: Play forward
▶▶ **LL**: Play double speed

AUDIO SHORTCUTS

To switch your bad audio with good and automatically match:
1. Make sure the good and bad audio are both on your timeline.
2. Select both in timeline.
3. Right click.
4. Choose 'Synchronize'.
5. Select the 'audio' radio button.

DIALOGUE TIP
1. Select Audio Clip.
2. Go to Window > Essential Sound.
3. Click on Dialogue > Loudness > AutoMatch.

ULTIMATE AUDIO