

Once you have some video and sound assets in your project, you'll begin looking through your footage and adding clips to a sequence. Before you do, it's well worth spending a little time organizing the assets you have. Doing so can save you from spending hours hunting for things later.

## Starting the lesson

When you have lots of clips in your project, imported from several different media types, it can be a challenge to stay on top of everything and always find that magic shot when you need it.

In this lesson, you'll learn how to organize your clips using the Project panel. You'll create special folders, called *bins*, to divide your clips into categories. You'll also learn about adding important metadata and labels to your clips.

You'll begin by getting to know the Project panel and organizing your clips.

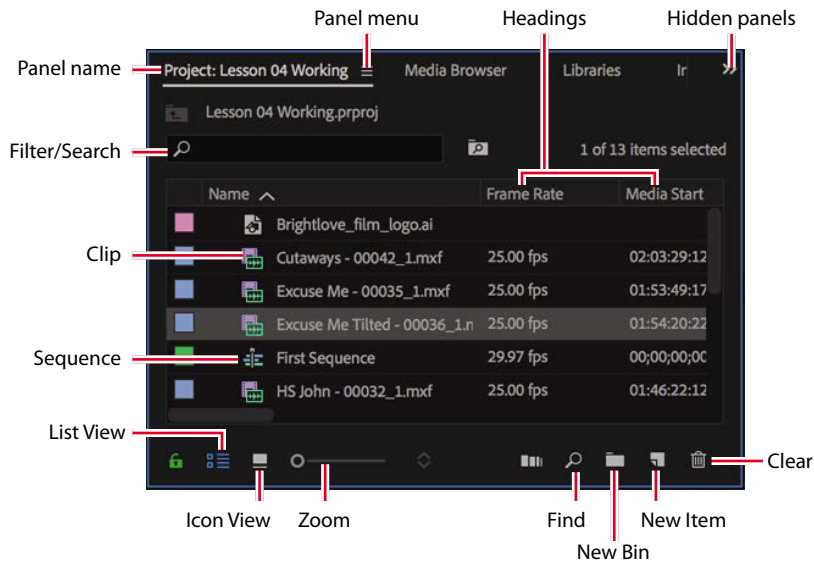
- 1 For this lesson, you'll use the project file you used in Lesson 3, "Importing Media." Continue to work with the project file from the previous lesson. Alternatively, open the project file **Lesson 04.prproj** from the Lessons/Lesson 04 folder.
- 2 To begin, reset the workspace to the default. In the Workspaces panel, click Editing. Then click the panel menu adjacent to the Editing option, and choose Reset To Saved Layout.
- 3 Choose File > Save As.
- 4 Rename the file to Lesson 04 Working.prproj.
- 5 Browse to the Lessons folder, and click Save to save the project in the Lessons > Lesson 04 folder.

## Using the Project panel

Everything you import into your Adobe Premiere Pro CC project will appear in the Project panel. As well as giving you excellent tools for browsing your clips and working with their metadata, the Project panel has folder-like *bins* that you can use to stay organized.

Anything that appears in a sequence must also be in the Project panel. If you delete a clip in the Project panel that is already used in a sequence, the clip will automatically be removed from the sequence. Premiere Pro will warn you if deleting a clip will affect an existing sequence.

In addition to acting as the repository for all your clips, the Project panel gives you important options for interpreting media. All your footage will have a frame rate (frames per second, or fps) and a pixel aspect ratio (pixel shape), for example. You may want to change these settings for creative reasons.



The Project panel in List view. To switch to this view, click the List View button at the bottom left of the panel.

You could, for example, interpret video recorded at 60fps video as 30fps to achieve a 50-percent slow-motion effect. You might receive a video file that has the wrong pixel aspect ratio setting and want to correct it.

Name	Frame Rate	Media Start	Media End	Media Duration
Brightlove_film_logo.ai				
Cutaways - 00042_1.mxf	25.00 fps	02:03:29:12	02:04:34:11	00:01:05:00
Excuse Me - 00035_1.mxf	25.00 fps	01:53:49:17	01:54:20:21	00:00:31:05
Excuse Me Tilted - 00036_1.n	25.00 fps	01:54:20:22	01:56:02:19	00:01:41:23
First Sequence	29.97 fps	00:00:00:00	23:00:00:01	00:00:00:00
HS John - 00032_1.mxf	25.00 fps	01:46:22:12	01:50:13:08	00:03:50:22

Premiere Pro uses metadata associated with footage to know how to play it back. If you want to change the clip metadata, you can do so in the Project panel.

## Customizing the Project panel

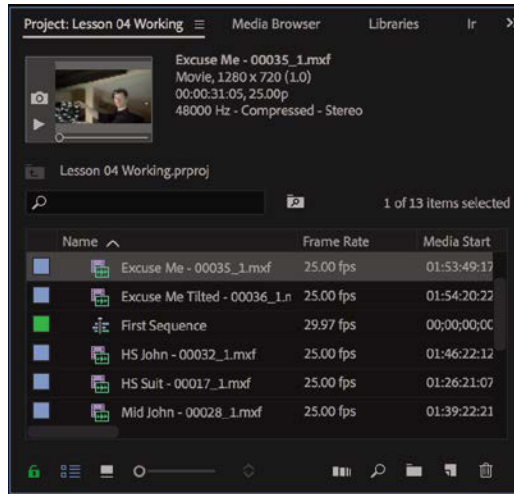
It's likely that you'll want to resize the Project panel from time to time. You'll alternate between looking at your clips as a list or as thumbnail icons. Sometimes it's quicker to resize the panel than to scroll to see more information.

The default Editing workspace is designed to keep the interface as clean as possible so you can focus on your creative work. Part of the Project panel that's hidden from view by default, called the Preview Area, gives additional information about your clips.

Let's take a look.

- 1 Open the Project panel menu.
- 2 Choose Preview Area.

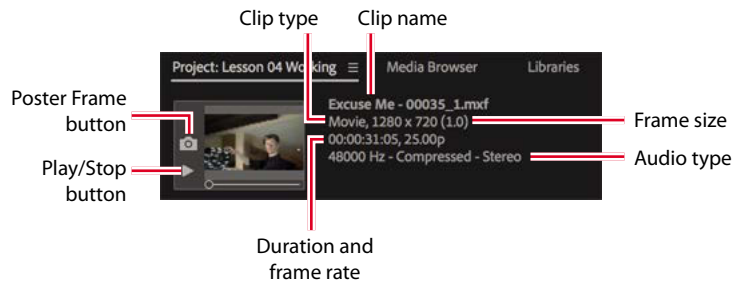
► **Tip:** You can access lots of clip information by scrolling the List view or by hovering the mouse cursor over a clip name.



The Preview Area shows useful information about clips when you select them.

The Preview Area shows you several kinds of useful information about a selected clip in the Project panel, including the frame size, pixel aspect ratio, and duration.

Click the Poster Frame button to set the clip thumbnail displayed in the Project panel.



► **Tip:** There's a quick way to toggle between seeing the Project panel in a frame and seeing it full-screen: Hover your mouse cursor over the panel, and press the ` (accent grave) key. You can do this with any panel. If your keyboard does not have a ` (accent grave) key, you can double-click the panel name.

If it's not already selected, click the List View button  at the bottom left of the Project panel. In this view, you'll find a lot of information about each clip in the Project panel, but you need to scroll horizontally to see it.

- 3 Choose Preview Area from the Project panel menu to hide it.

## Finding assets in the Project panel

Working with clips is a little like working with pieces of paper at your desk. If you have just one or two clips, it's easy. But when you have 100 to 200, you need an organizational system.

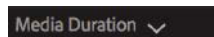
One way you can help make things smoother during the edit is to invest a little time in organizing your clips at the beginning. If you rename your clips after importing them, it will make it easier for you to locate content later (see “Changing names” in this chapter).

- 1 Click the Name heading at the top of the Project panel. The items in the Project panel are displayed in alphabetical order or reverse alphabetical order each time you click the Name heading. A direction indicator next to the heading shows the current sort order.



If you're searching for several clips with particular features—such as a duration or a frame size—it can be helpful to change the order in which the headings are displayed.

- 2 Scroll to the right until you can see the Media Duration heading in the Project panel. This shows the total duration of each clip's media file.
- 3 Click the Media Duration heading. Premiere Pro now displays the clips in order of media duration. Notice the direction arrow on the Media Duration heading. Each time you click the heading, the direction arrow toggles between showing clips in duration order and in reverse-duration order.



- 4 Drag the Media Duration heading to the left until you see a blue divider between the Frame Rate heading and the Name heading. When you release the mouse button, the Media Duration heading will be repositioned right next to the Name heading.

► **Tip:** The Project panel configuration is saved with workspaces, so if you want to always have access to a particular setup, save it as part of a custom workspace.

► **Tip:** You can scroll the Project panel view up and down using the scroll wheel on your mouse.

● **Note:** When you scroll to the right in the Project panel, Premiere Pro always maintains the clip names on the left so you know which clips you're seeing information about.

● **Note:** You may need to drag a heading divider to expand the width of a column before you can see its sort order indicator.

Name	Frame Rate	Media Start	Media End	Media Duration	Video In Point
HS John - 00032_1.mxf	25.00 fps	01:46:22:12	01:50:13:08	00:03:50:22	01:46:22:12
Mid Suit - 00008_1.mxf	25.00 fps	01:15:20:09	01:18:28:14	00:03:08:06	01:15:20:09

The blue divider shows where you will drop the heading.

## Filtering bin content

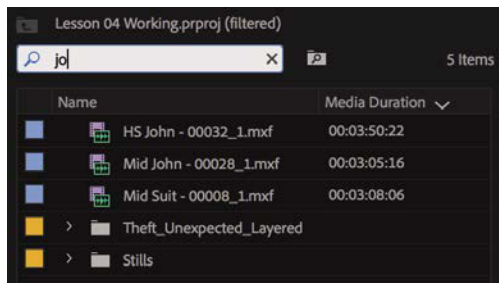
Premiere Pro has built-in search tools to help you find your media. Even if you're using nondescriptive original clip names assigned in-camera, you can search for clips based on a number of factors, such as frame size or file type.

● **Note:** Graphic and photo files such as Photoshop PSD, JPEG, and Illustrator AI files import with a default frame duration you set after choosing Preferences > Timeline > Still Image Default Duration.

At the top of the Project panel, you can type in the Filter Bin Content box to display only clips with names or metadata matching the text you enter. This is a quick way to locate a clip if you remember its name (or even part of its name). Clips that don't match the text you enter are hidden, and clips that do match are revealed, even if they are inside a closed bin.

Try this now.

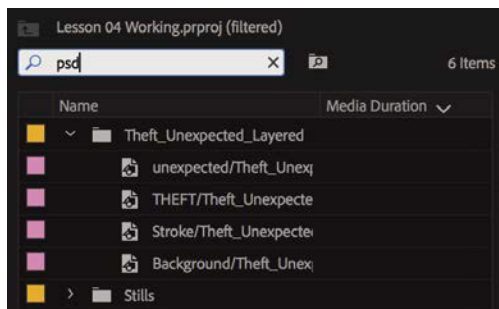
- 1 Click in the Filter Bin Content box, and type **jo**.



● **Note:** The name *bin* comes from film editing. The Project panel is also effectively a bin; it can contain clips and functions like any other bin.

Premiere Pro displays only the clips with the letters *jo* in the name or in the metadata. Notice that the name of the project is displayed above the text-entry box, along with “(filtered).”

- 2 Click the X on the right of the Find box to clear your search.
- 3 Type **psd** in the box.



Premiere Pro displays only clips that have the letters *psd* in their name or metadata. In this case, it's the Theft\_Unexpected title you imported in the previous chapter as a layered image—this is a Photoshop PSD file. Using the Filter Bin Content box in this way, you can search for particular types of files.


Be sure to click the X on the right of the Filter Bin Content box to clear your filter when you have found the clips you want. Do this now.

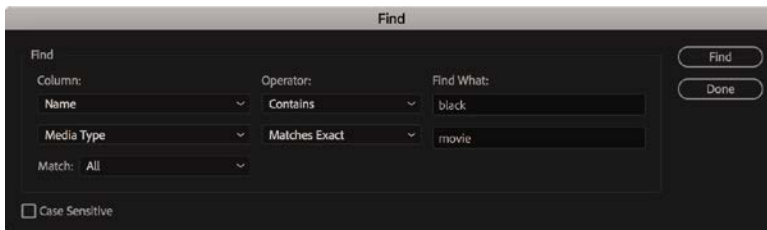
## Using advanced Find

Premiere Pro also has an advanced Find option. To learn about it, you can import a couple more clips.

Using any of the methods described in Lesson 3, “Importing Media,” import these items:

- Seattle\_Skyline.mov from the Assets/Video and Audio Files/General Views folder
- Under Basket.MOV from the Assets/Video and Audio Files/Basketball folder

At the bottom of the Project panel, click the Find button . Premiere Pro displays the Find panel, which has more advanced options for locating your clip.



You can perform two searches at once with the advanced Find panel. You can choose to display clips that match *all* search criteria or *any* search criteria. For example, depending on the setting you choose in the Match menu, you could do either of the following:

- Search for a clip with the words *dog* and *boat* in its name.
- Search for a clip with the word *dog* or *boat* in its name.

To do this, make selections from the following menus:

- **Column:** This option lets you select from the available headings in the Project panel. When you click Find, Premiere Pro will search using only the heading you select.
- **Operator:** This option gives you a set of standard search options. Use this menu to choose whether you want to find a clip that contains, matches exactly, begins with, or ends with whatever you search for.
- **Match:** Choose All to find a clip with both your first and your second search text. Choose Any to find a clip with either your first or your second search text.
- **Case Sensitive:** Selecting this option tells Premiere Pro whether you want your search to exactly match the uppercase and lowercase letters you enter.
- **Find What:** Type your search text here. You can add up to two sets of search text.

► **Tip:** You can find clips in sequences too. With a sequence open, choose Edit > Find.

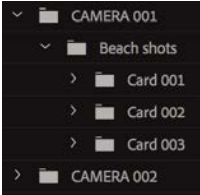
When you click Find, Premiere Pro highlights a clip that matches your search criteria. Click Find again, and Premiere Pro highlights the next clip that matches your search criteria. Click Done to exit the Find dialog box.

## Working with bins

Bins allow you to organize clips by dividing them into groups.


Just like folders on your hard drive, you can have multiple bins inside other bins, creating a folder structure as complex as your project requires.

There's an important difference between bins and the folders on your storage drive: Bins exist only in your Premiere Pro project file to help organize clips. You won't find individual folders representing project bins on your storage drive.



### Creating bins

Let's create a bin.

- 1 Click the New Bin button  at the bottom of the Project panel.  
Premiere Pro creates a new bin and automatically highlights the name, ready for you to rename it. It's a good habit to name bins as soon as you create them.
- 2 You have already imported some clips from a film, so let's give them a bin. Name the new bin **Theft Unexpected**.
- 3 You can also create a bin using the File menu. Let's do this now: Make sure the Project panel is active, and choose File > New > Bin.
- 4 Name the new bin **Graphics**.
- 5 You can also make a new bin by right-clicking a blank area in the Project panel and choosing New Bin. Try this now.
- 6 Name the new bin **Illustrator Files**.  
One of the quickest and easiest ways to create a new bin for clips you already have in your project is to drag and drop the clips onto the New Bin button at the bottom of the Project panel.
- 7 Drag and drop the clip *Seattle\_Skyline.mov* onto the New Bin button.
- 8 Name the newly created bin **City Views**.
- 9 Make sure the Project panel is active but no existing bins are selected. Press the keyboard shortcut Ctrl+B (Windows) or Command+B (macOS) to make another bin.

► **Tip:** If an existing bin is selected when you create a new bin, it will be created inside the selected bin. Deselect first to avoid this, or drag the new bin out of the selected bin once it appears.

● **Note:** It can be difficult to find a blank part of the Project panel to click when it is full of clips. Try clicking just to the left of the icons, inside the panel, or choosing Edit > Deselect All.



## 10 Name the bin **Sequences**.

If your Project panel is set to List view, bins are displayed in alphabetical order among the clips.

● **Note:** To rename a bin, right-click and choose Rename. Type the new name, and click away from the text to apply it.

## Managing media in bins

Now that you have some bins, let's put them to use. As you move clips into bins, use the disclosure triangles > to hide their contents and tidy up the view.

● **Note:** When you import a Photoshop file with multiple layers and choose to import it as a sequence, Premiere Pro automatically creates a bin for the layers and their sequence.

- 1 Drag the clip `Brightlove_film_logo.ai` into the **Illustrator Files** bin.
  - 2 Drag `Theft_Unexpected.png` into the **Graphics** bin.
  - 3 Drag the `Theft_Unexpected_Layered` bin (created automatically when you imported the layered PSD file as individual layers) into the **Graphics** bin.
  - 4 Drag the clip `Under Basket.MOV` into the **City Views** bin. You may need to resize the panel or switch it to full-screen to see both the clip and the bin.
- **Note:** Notice the clip `Under Basket.MOV` has a file extension all in caps. This makes no difference for your operating system or for Premiere Pro.
- 5 Drag the sequence called `First Sequence` into the **Sequences** bin.
  - 6 Drag all the remaining clips into the **Theft Unexpected** bin.

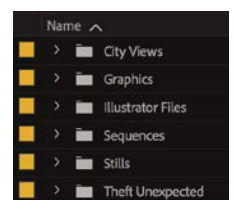
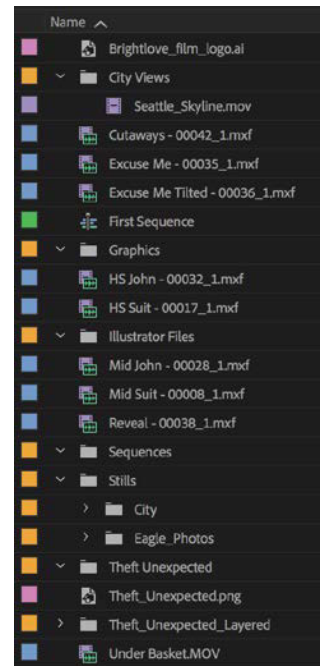
You should now have a nicely organized Project panel, with each kind of clip in its own bin.

You can also copy and paste clips to make extra copies if this helps you stay organized. In the **Graphics** bin, you have a PNG file that might be useful for the **Theft Unexpected** content. Let's make an extra copy.

- 7 Click the disclosure triangle for the **Graphics** bin to display the contents.
- 8 Right-click the `Theft_Unexpected.png` clip and choose **Copy**.
- 9 Click the disclosure triangle for the **Theft Unexpected** bin to display the contents.
- 10 Right-click the **Theft Unexpected** bin and choose **Paste**.

Premiere Pro places a copy of the clip in the **Theft Unexpected** bin.

● **Note:** When you make copies of clips, you are not making copies of the media files they are linked to. You can make as many copies as you like of a clip in your Premiere Pro project. Those copies will all link to the same original media file.



► **Tip:** You can make Shift-click and Ctrl-click (Windows) or Command-click (macOS) selections in the Project panel, just like you can with files on your hard drive.



## Finding your media files

If you're not sure where a media file is on your hard drive, right-click the clip in the Project panel and choose Reveal In Explorer (Windows) or Reveal In Finder (macOS).

Premiere Pro will open the folder in your storage drive that contains the media file and highlight it. This can be useful if you are working with media files stored on multiple hard drives or if you have renamed your clips in Premiere Pro.

## Changing bin views

Although there is a distinction between the Project panel and the bins inside it, they have the same controls and viewing options. For all intents and purposes, you can treat the Project panel as a bin; many Premiere Pro editors use the terms *bin* and *Project panel* interchangeably.

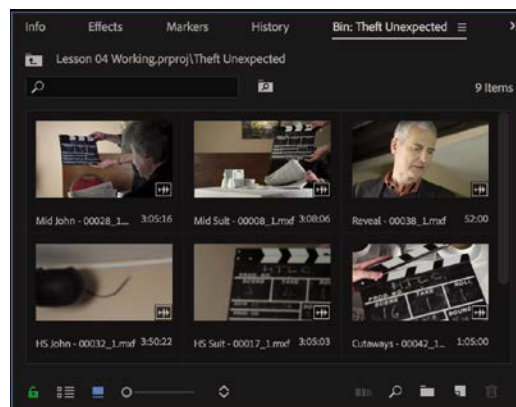
Bins have two views. You choose between them by clicking the List View button  or Icon View button  at the bottom left of the Project panel.

- **List view:** This view displays your clips and bins as a list, with a significant amount of metadata displayed. You can scroll through the metadata and use it to sort clips by clicking column headers.
- **Icon view:** This view displays your clips and bins as thumbnails you can rearrange and play back.



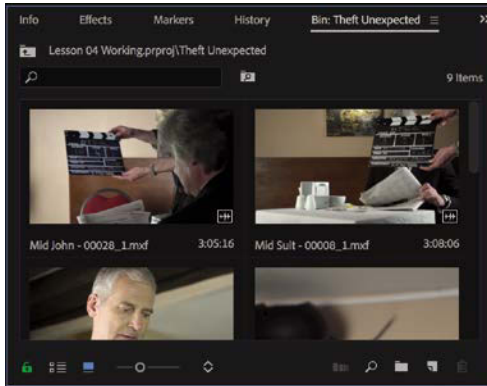
The Project panel has a zoom control, next to the List View and Icon View buttons, which changes the size of the clip icons or thumbnails.


- 1 Double-click the Theft Unexpected bin to open it in its own panel.
- 2 Click the Icon View button on the Theft Unexpected bin to display thumbnails for the clips.



### 3 Try adjusting the zoom control.

Premiere Pro can display large thumbnails to make browsing and selecting your clips easier.



You can also apply various kinds of sorting to clip thumbnails in Icon view by clicking the Sort Icons  menu.

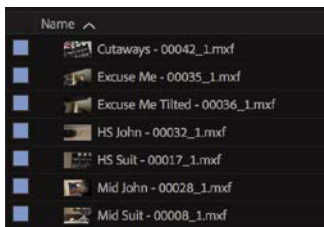
### 4 Switch to List view.

### 5 Try adjusting the Zoom control for the bin.

When you're in List view, it doesn't help that much to zoom, unless you turn on the display of thumbnails in this view.

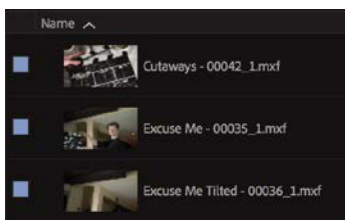
### 6 Open the panel menu, and choose Thumbnails.

Premiere Pro now displays thumbnails in List view, as well as in Icon view.



### 7 Try adjusting the Zoom control.

The clip thumbnails show the first frame of the media. In some clips, the first frame will not be particularly useful. Look at the clip HS Suit, for example. The thumbnail shows the clapperboard, but it would be useful to see the character.



**Note:** You can also change the font size in the Project panel by clicking the panel menu and choosing Font Size. This is particularly useful if you are working on a high-resolution screen.

● **Note:** In addition to hovering the mouse cursor over a clip thumbnail, you can click to select the clip, which will reveal a small timeline control under the thumbnail. You can use this timeline to view the contents of the clip.

**8** Switch to Icon view.

In this view, you can hover the mouse cursor over clip thumbnails to preview clips.

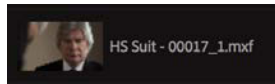
**9** Hover the mouse cursor over the HS Suit clip. Move the mouse until you find a frame that better represents the shot.

**10** While the frame you have chosen is displayed, press the I key.

I is the keyboard shortcut for Mark In, a command that sets the beginning of a selection when choosing part of a clip that you intend to add to a sequence. The same selection also sets the poster frame for a clip in a bin.

**11** Switch to List view.

Premiere Pro shows your newly selected frame as the thumbnail for this clip.




**12** Choose Thumbnails from the panel menu to turn off thumbnails in List view.

**13** Close the Theft Unexpected bin.

► **Tip:** When you've finished using the Filter Bin Content box, be sure to click the X on the right side to clear the filter.

## Creating Search bins

When using the Filter Bin Content box to display specific clips, you have the option to create a special kind of virtual bin, called a Search bin.

After typing in the Filter Bin Content box, click the Create New Search Bin from Query button .

Search bins appear in the Project panel automatically. They display the results of a search performed when using the Filter Bin Content box. You can rename search bins and place them in other bins.

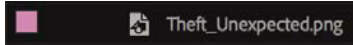
The contents of a Search bin will update dynamically, so if you add new clips to a project that meet the search criteria, they'll appear in the search bin automatically. This can be a fantastic time-saver when working with documentary material that changes over time as you obtain new footage.



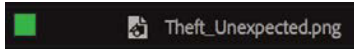
## Assigning labels

Every item in the Project panel has a label color. In List view, the Label column shows the label color for every clip. When you add clips to a sequence, they are displayed in the Timeline panel with this label color.

Let's change the label color for a title.



- 1 Right-click Theft\_Unexpected.png and choose Label > Forest.



You can change label colors for multiple clips in a single step by selecting them and then right-clicking the selected clips to choose another label color.

- 2 Press Ctrl+Z (Windows) or Command+Z (macOS) to change the Theft\_Unexpected.png label color back to Lavender.

When you add a clip to a sequence, Premiere Pro creates a new *instance*, or copy, of that clip. You'll have one copy in the Project panel and one copy in the sequence.

By default, when you change the label color for a clip in the Project panel or rename a clip, it won't update copies of the clip in sequences.

You can change this by choosing File > Project Settings > General and enabling the option to display the project item name and label color for all instances.

► **Tip:** Once your clips have the right label colors, you can right-click a clip at any time and choose Label > Select Label Group to select and highlight all visible items with the same label.

## Changing the available label colors

You can assign up to 16 colors as labels to items in your project. There are seven types of items that label colors can be assigned to automatically, which means there are nine spare label colors.

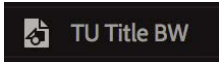
If you choose Edit > Preferences > Labels (Windows) or Premiere Pro CC > Preferences > Labels (macOS), you'll see the list of colors, each with a color swatch. You can click the color swatch to change the color, and you can click the name to rename it.

You can use the Label Defaults options to choose different default labels for each kind of item in your project.

## Changing names

Because clips in your project are separate from the media files they link to, you can rename items in Premiere Pro and the names of your original media files on the hard drive are left untouched. This makes it safe to rename clips—and it can be helpful when organizing a complex project.

- 1 Open the Graphics bin.
- 2 Right-click the clip Theft\_Unexpected.png and choose Rename.



► **Tip:** To rename an item in the Project panel, you can also click the item name, wait a moment, and click again, or you can select the item and press Enter.

- 3 Change the name to TU Title BW.
- 4 Right-click the newly renamed clip, TU Title BW, and choose Reveal In Explorer (Windows) or Reveal In Finder (macOS).



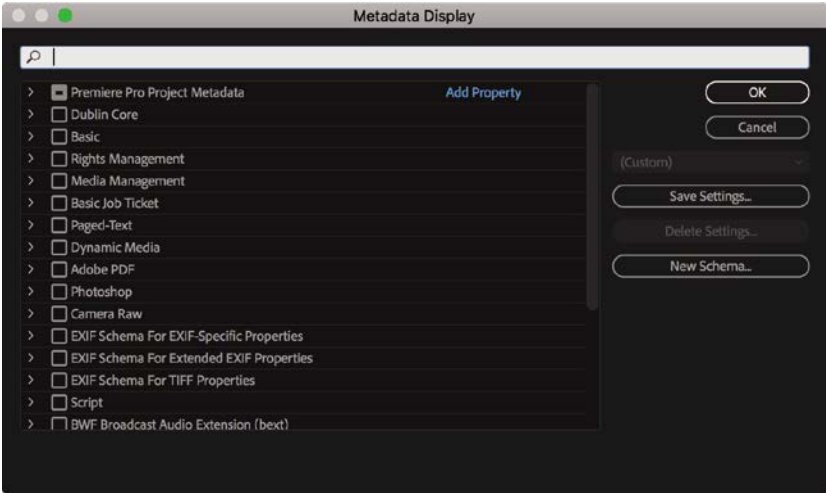
The media file is displayed. Notice that the original filename has not changed. It's helpful to be clear about the relationship between your original media files and the clips inside Premiere Pro because it explains much of the way the application works.

● **Note:** When you change the name of a clip in Premiere Pro, the new name is stored in the project file. Two project files can have different names representing the same clip. In fact, so could two copies of a clip in the same project.

## Customizing bins

When set to List view, the Project panel displays a number of columns of information about each clip heading. You can easily add or remove columns. Depending on the clips you have and the types of metadata you are working with, you might want to display or hide some columns.

- 1 Double-click to open the Theft Unexpected bin.
- 2 Open the panel menu, and choose Metadata Display.



The Metadata Display panel allows you to choose any kind of metadata to display in the List view of the Project panel (and any bins). All you have to do is select the check box for the kind of information you would like to be included.

- 3 Click the disclosure triangle for Premiere Pro Project Metadata to show those options.
- 4 Select the Media Type check box.
- 5 Click OK.



Media Type is now added as a heading for the Theft Unexpected bin only. You can apply the change to every bin in one step by using the panel menu in the Project panel, rather than in an individual bin.

Name ^	Media Duration	Media Type
Cutaways - 00042_1.mxf	00:01:05:00	Movie
Excuse Me - 00035_1.mxf	00:00:31:05	Movie
Excuse Me Tilted - 00036_1.mxf	00:01:41:23	Movie
HS John - 00032_1.mxf	00:03:50:22	Movie

## How Metadata display settings are stored

Metadata display settings for individual bins are saved in the project file, while Metadata display settings for the Project panel are saved with the workspace.

Any bins without modified Metadata display settings will inherit the settings from the project panel.

Some columns provide information only, while others can be edited directly in the bin. The Scene column, for example, allows you to add a scene number for each clip, while the Media Type column gives information about the media and cannot be edited directly.

If you add information and press the Enter (Windows) or Return (macOS) key, Premiere Pro activates the same box for the next clip down. This way, you can use the keyboard to quickly enter information about several clips, jumping from one box to the next without using your mouse.

## Having multiple bins open at once

Every bin panel behaves in the same way, with the same options, buttons, and settings. By default, when you double-click a bin, it opens in a new panel, in the same frame, with the end of the set of panels already open in the frame.

You can change this in Preferences.

**Note:** Several useful bin columns are displayed by default, including the Good check box. Select this box for clips you prefer and then click the column heading to sort selected shots from unwanted content.