


# Final Cut Quick Guide



## Importing Media

Either drag and drop files from a folder into the “**Browser**” window or go to **File > Import > Files**

## Selecting Clips



- 1) Double click on the file in the **Browser** or drag the file from the **Browser** to the **Viewer**
- 2) Press the  button on the **Viewer** or press [SPACEBAR] to begin playing the media.
- 3) Press [I] to create an “in-point” where you’d like the clip to begin. Press [O] to make an “out-point” where you’d like it to end.

TIP: Use the [LEFT] and [RIGHT] keys to move backwards or forwards one frame at a time for accurate in/out points.


## Adding Clips to the Timeline


Click and drag the desired clip from the **Viewer** to the **Timeline**, dropping it where desired.

TIP: There are two ways to add clips to the Timeline: “insert” and “overwrite”. If the pointer turns into a right arrow it will insert the clip where you drop it and split whatever clip in the **Timeline** it is being dropped on. If the pointer is a downward arrow it will simply overwrite the existing clip.


TIP: If “snapping” is on the edges of clips will “snap” to each other. It can be turned on/off by pressing [N] or the  button in the **Timeline**. Video and audio can be (un)linked by pressing  or pressing [COMMAND + L].

## Adjusting the Timeline





Track height can be adjusted by selecting one of the four sizes in the bottom left corner of the **Timeline** which look like this:  or by pressing [SHIFT + T].

Zoom can be changed either by pressing [OPTION + +/-] or by dragging the edge of the scrollbar .

## Adjusting Audio and Video

Turn on waveforms by clicking the “**Timeline Layout Menu**”  and selecting “Show Audio Waveforms”.

## Fading Volume or Video

- 1) Turn on the levels bar by pressing the  button on the bottom of the **Timeline**.
- 2) Select the Pen Tool  or [P].
- 3) Choose a point on the level where the fade will start and click creating a “keyframe”.
- 4) While holding the pen tool over a keyframe it will change to a cross; click and drag to raise or lower a keyframe.
- 5) Entire sections between keyframes can be raised or lowered by selecting the Arrow Tool  [A] and holding the cursor over the section until it turns to a . Click and drag to raise or lower levels.

## Video Transitions

- 1) Click on the line where two clips meet in the timeline. The area where the two meet will be highlighted.
- 2) Go to **Effects > Video Transitions** and select the transition you like.