How to manage media in the Project panel

You organize and access your assets—video clips, audio files, still images, graphics, and sequences—in the Project panel. Each listed media asset is a link. The files themselves, the video clips and so on, remain in their original file folders. Importing and logically arranging your assets in the Project panel is straightforward: add a few bins (folders) and then do some dragging and dropping. After adding clips to the Project panel, you can preview them (by scrubbing), trim them (by setting In and Out points), and add them to a sequence in the Timeline.

Managing media in the Project panel

To view and organize clips in the Project panel:

1. Start Adobe Premiere Pro CS6 and start a new project.
2. Select File > Import and import a full range of asset types: video, audio, still images, and graphics, including a layered Photoshop PSD file.

   The assets you import appear in the Project panel (**Figure 1**). The size and location of the Project panel varies, depending on which workspace you have selected.

   Note: When you import the Photoshop file, the Import Layered File dialog box appears. In the Import As menu, select Sequence to add a sequence to the Project panel containing separate clips for each of the Photoshop file layers.
3. If it's not already selected, click the Icon View button in the lower-left corner of the Project panel (**Figure 1**).
4. To see thumbnail images of the video clips, make sure Thumbnails is selected in the Project panel menu (**Figure 2**).
5. Drag the Zoom slider (**Figure 1**) to see more or fewer thumbnails in the Project panel.

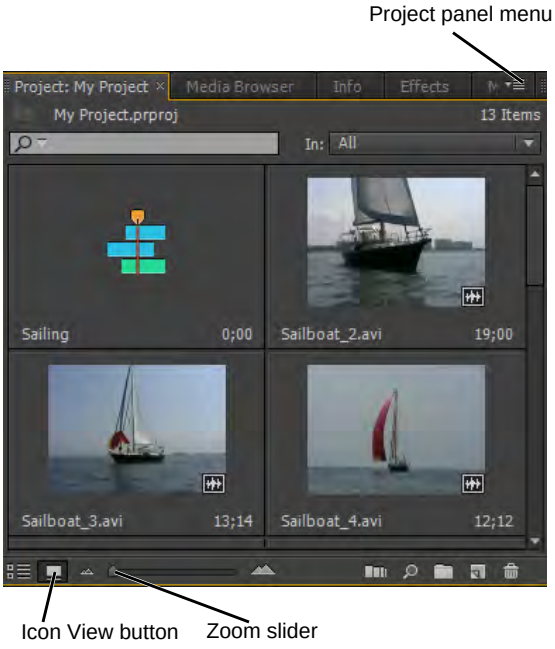

Figure 1 Project panel

Figure 2 Thumbnails option in the Project panel menu

6. In the Project panel, move the pointer over any video clip thumbnail from left to right to play the clip. Move the pointer over the thumbnail from right to left to play the clip in reverse.
7. Click any video clip in the Project panel to select it.

   A slider appears below the selected thumbnail (**Figure 3**). Dragging the slider offers greater playback control in the Project panel and lets you scrub back and forth in the clip.
8. Drag the slider a few seconds into the selected clip. Right-click (Windows) or Control-click (Mac OS) the thumbnail and choose Set Poster Frame to create a new thumbnail image for that clip.

   The new thumbnail image shows up immediately in the Project panel.
9. Hold down Ctrl (Windows) or Command (Mac OS) and double-click a Photoshop bin to open that bin and view its thumbnails—one for each layer plus an icon for its sequence (**Figure 4**).
10. Click the Parent Bin button (**Figure 4**) to return to the main Project panel view.
11. Click the New Bin button to create a new bin (**Figure 4**).

    The new bin appears in the Project panel with its default name (usually it's Bin 01).
12. Type Audio to replace the default bin name and press Enter (Windows) or Return (Mac OS).

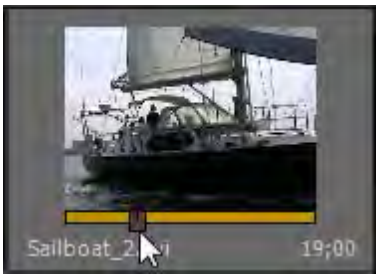

Figure 3 Slider below a selected thumbnail

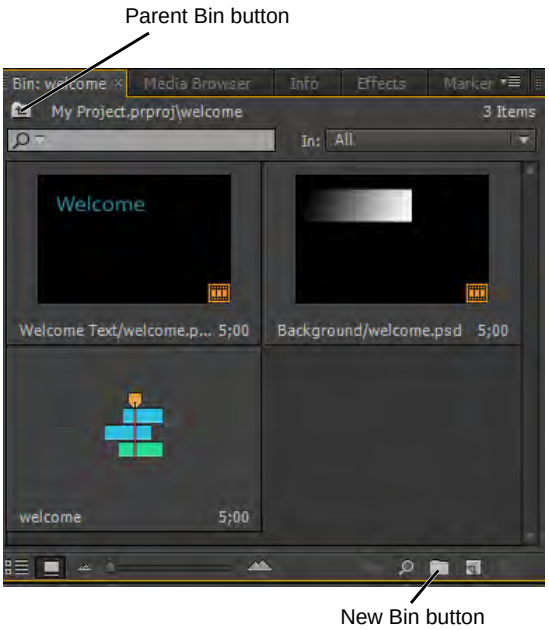

Figure 4 Bin showing Photoshop file layers and new sequence

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13. Create two more bins and name them Stills and Video (**Figure 5**).
14. Drag any audio clips, still images, and video clips into their respective bins.
15. Click the List View button (to the left of the Icon View button) to view your assets in a list.
16. Click in a blank space in the Project panel to deselect any bin that might be selected.

    Note: You need to do this so the bin you add in the next step won't be a sub-bin inside another bin. You can use sub-bins to help organize the Project panel.
17. Click the New Bin button to create a new bin and name it Sequences.
18. Drag your sequences to the new Sequences bin. By default, every project has at least one new sequence.
19. In the Project panel, click Name at the top of the bin list to put all the bins in alphabetical order. If the bins end up in descending order, click Name again to resort them.

    Your Project panel is organized into bins (**Figure 6**).

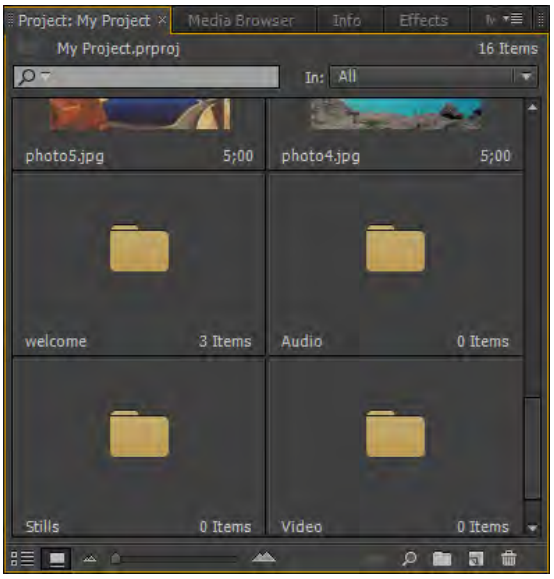

Figure 5 Newly added bins

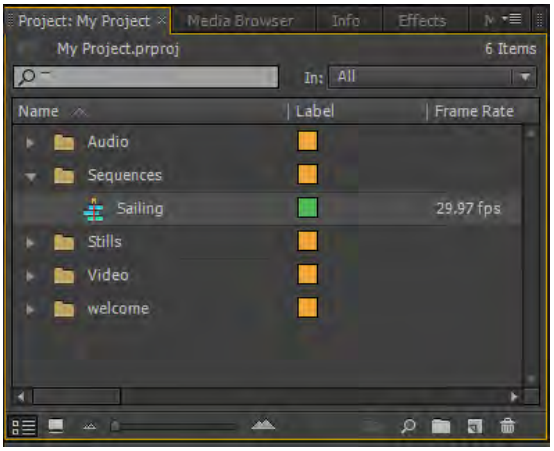

Figure 6 Project panel organized into bins

To trim clips in the Project panel:

1. Click the Icon View button in the Project panel.
2. In the Project panel, double-click the Video bin you created to store your video clips.

   The contents of the Video bin appears in a new floating window. This window is an undocked copy of the Project panel.
3. In the floating Project panel, make sure that Icon View is selected and thumbnails are showing for each video clip (**Figure 7**).

   Note: If you hold down Ctrl (Windows) or Command (Mac OS) while double-clicking, the bin opens in place in the Project panel.
4. Click to select a video clip and drag the slider (below the clip) to the location where you want the video to begin playing (**Figure 8**).

   The video clip plays from the beginning of the yellow bar (In point) to the end of the yellow bar (Out point). You can adjust the In and Out points here in the Project panel.

   Note: If you have set Brightness to be ligher (in the Appearance submenu of the Preferences dialog box), a blue bar replaces the default yellow bar.
5. Press I on the keyboard (or choose Marker > Mark In) to set the In point for the video clip.

   The yellow bar below the clip adjusts to show the new In point (**Figure 9**).
6. Drag the slider (below the clip) to the location where you want the video to end playing.
7. Press the letter O on the keyboard (or choose Marker > Mark Out) to set the Out point for the video clip.

   The yellow bar below the clip adjusts to show the new Out point (**Figure 10**). You have just trimmed a video clip in the Project panel.
8. Repeat steps 4 through 7 to trim other video clips.

Figure 7 Video bin in the floating Project panel

Figure 8 Selected video clip

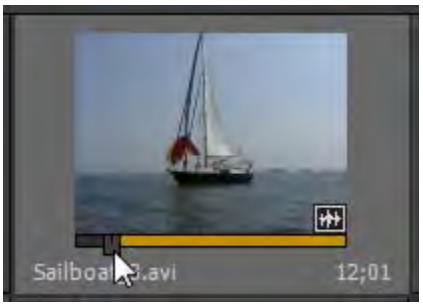

Figure 9 Yellow bar showing the new In point

Figure 10 Trimmed video clip

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To automate clips to a sequence:

1. Select one or more video clips in the Project panel.

   Note: To select more than one clip, hold down the Ctrl key (Windows) or Command key (Mac).

2. In the Timeline panel, make sure the sequence is open and the current-time indicator (CTI) is at zero (**Figure 11**).

3. Click the Automate To Sequence button in the Project panel (**Figure 12**).

   The Automate To Sequence dialog box appears (**Figure 13**). You can choose options that include the order and placement of clips, whether to place transitions between clips, and whether to exclude audio or video.

4. In the Automate To Sequence dialog box, select the following options:

   - Ordering: Sort Order
   - Placement: Sequentially
   - Method: Insert Edit

   Note: If you were adding these clips within a project that already had clips in the sequence, Overlay Edit would cover the clips in the sequence and Insert Edit would slide those clips over to the right to make room for the storyboard clips

   - Clip Overlap: 0 Frames
   - Transitions: Select both options
   - Ignore Options: Make sure both boxes are deselected

5. Click OK.

   The selected clips appear in the Timeline along with default transitions between clips (**Figure 14**).

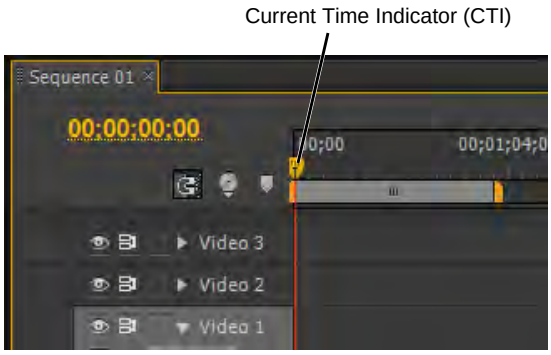

Figure 11 CTI in the Timeline

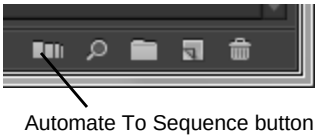

Figure 12 Project panel

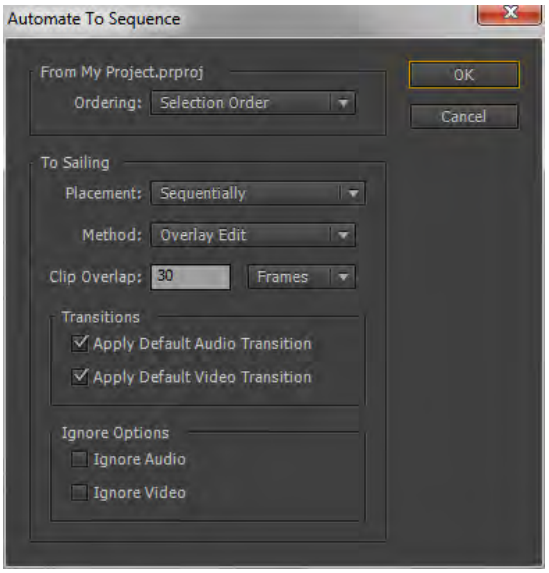

Figure 13 Automate To Sequence dialog box

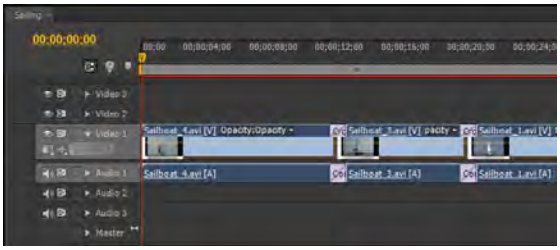

Figure 14 Clips in the sequence Timeline