

## The Main Tools in premiere Pro

Here we'll go over the basic tools you'll need to be familiar with in order to edit your film. Most of these tools can be accessed either via the toolbar in Premiere Pro, or by using keyboard shortcuts, which we've included in brackets.

It's good to note that using keyboard shortcuts will help to speed up your editing process. If at any point you forget which tools are assigned to a shortcut, click Adobe Premiere CC in the menu bar at the top and then click Keyboard Shortcuts.

The Razor tool (C) – Used to cut your clips.

The Mouse tool (V) – general purpose tool used for navigating your workspace and rearranging clips.

Play / Pause (Space Bar) – used to play or pause your clip.

The Ripple tool (B) – used to shift the selected track left and right on the timeline to fine-tune your edits.

The Hand Tool (H) – a way of moving around the timeline. Generally the hand tool is only useful for complicated, large scale productions.

The Zoom Tool (Z) – used to scale your timeline to view precise points, allowing you to fine tune edits. Pressing the Alt key with the zoom tool active will allow you to zoom out on the timeline.

Render (Return/ Enter key) – Renders the sequence in the timeline.

## **More Advanced Tools**

Fast Forward / Rewind (L / J) – Used to move the playhead forwards/backwards along the timeline. The longer the keys are held down, the faster the playhead will move.

Stop (K) – used to stop the playhead whilst fast forwarding or rewinding

Undo (Ctrl / Cmd Z) – as with most programmes, this undoes the last action you performed

Copy (Ctrl / Cmd C) – copies the selected clip

Paste (Ctrl / Cmd V) – pastes the selected clip

Reference : <https://pontoonproject.eu>