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 (**Figure 1**) 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. You can work through this guide using your own project and assets, or download the completed project file and assets used in this tutorial here.
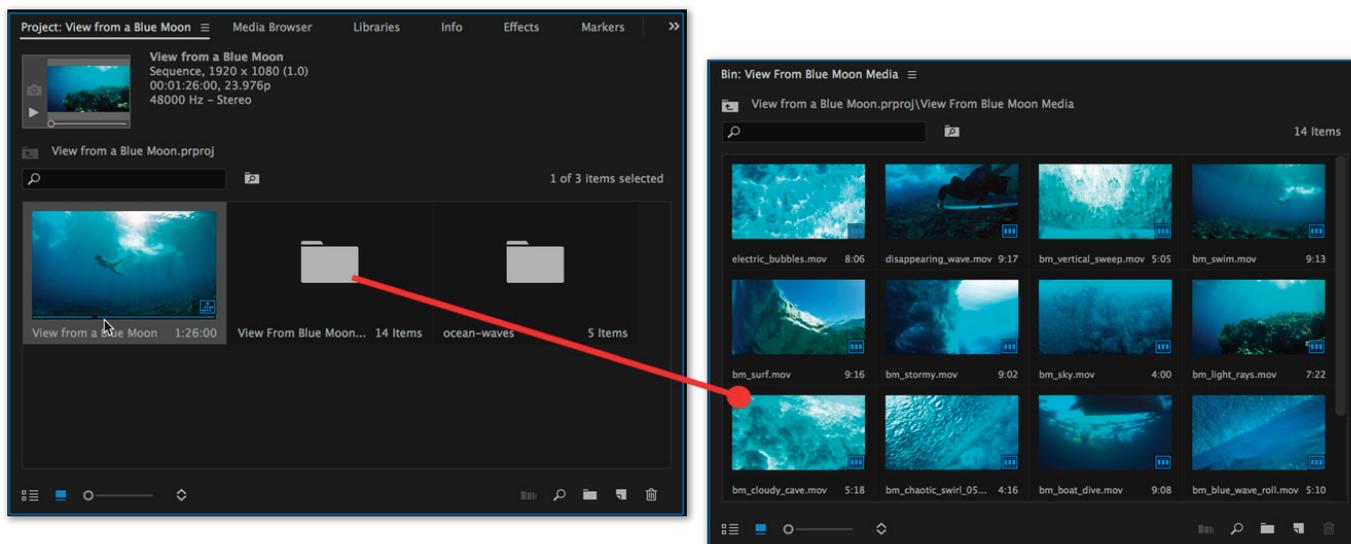

Figure 1 Double-click a folder in the Project panel (left) to open the Bin panel (right)

Managing media in the Project panel

The Project panel menu, list/icon view buttons, and zoom sliders help you view and organize your video project assets. You can also trim clips and quickly create storyboards using the automate to sequence feature from directly within the Project panel.

To view and organize clips in the Project panel:

1. Start Premiere Pro 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 a 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 file layers.

3. If it's not already selected, click the Icon View button in the lower-left corner of the **Project** panel (**Figure 2**).

4. To see thumbnail images of the video clips, make sure **Thumbnails** is selected in the **Project** panel menu (**Figure 3**).

5. Drag the Zoom slider to see more or fewer thumb-nails in the **Project** panel.

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 4**). 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.

Project panel menu

Icon view button   **Zoom slider**
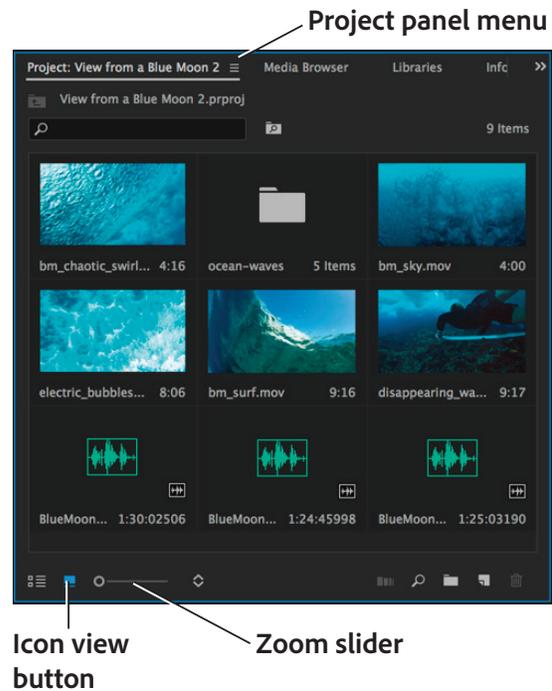
Figure 2 *Project panel*
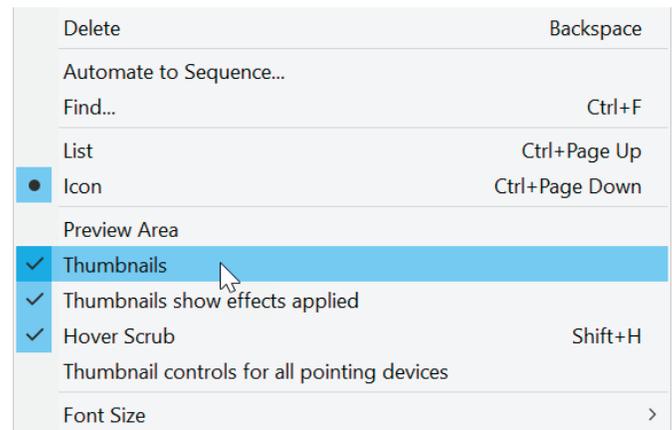
Figure 3 *Project panel menu view options*
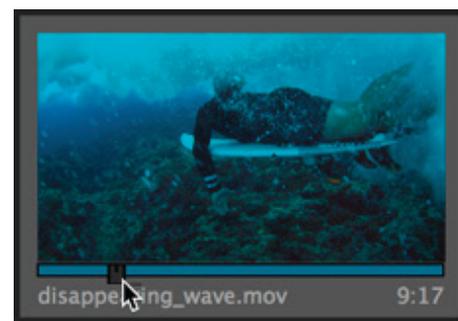
Figure 4 *Slider below a selected thumbnail*

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 5**).

10. Click the Parent Bin button to return to the main **Project** panel view.

11. Click the New Bin button to create a new bin.

    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).

13. Create two more bins and name them **Stills** and **Video** (**Figure 6**).

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 7**).

Parent Bin button

List view **New Bin button**
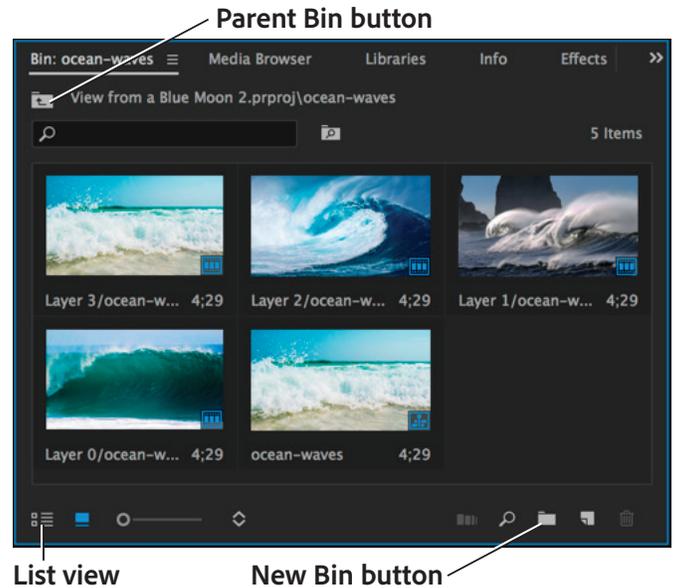
Figure 5 *Bin showing Photoshop file layers and sequence*
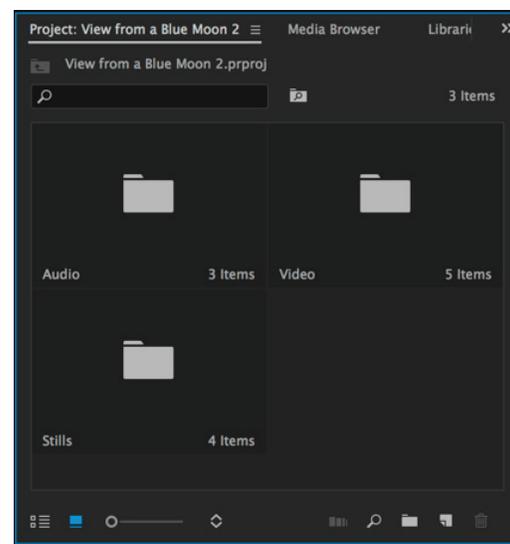
Figure 6 *Newly added bins*
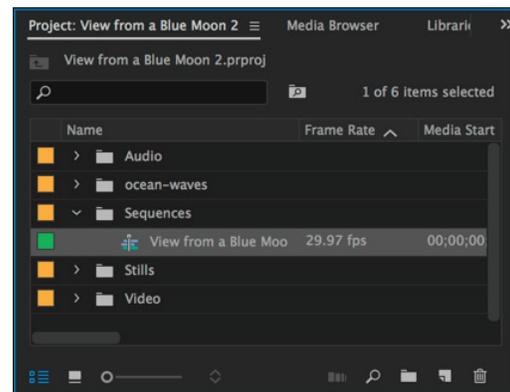
Figure 7 *Project panel organized into bins*

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 8**).

   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 9**).

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

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 10**).

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 11**). You have just trimmed a video clip in the **Project** panel.

8. Repeat steps 4 through 7 to trim other video clips.
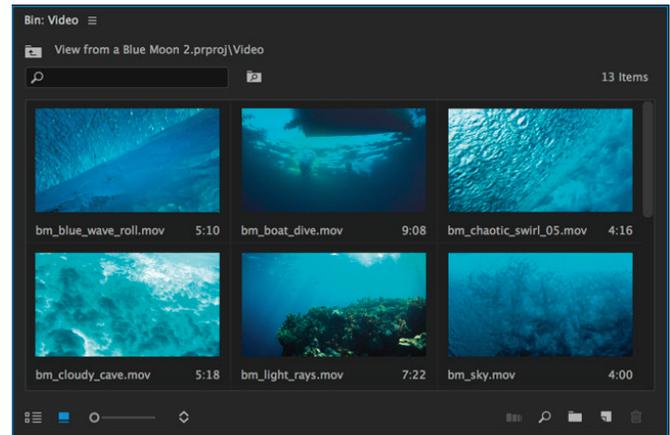
Figure 8 Video bin in the undocked Project panel
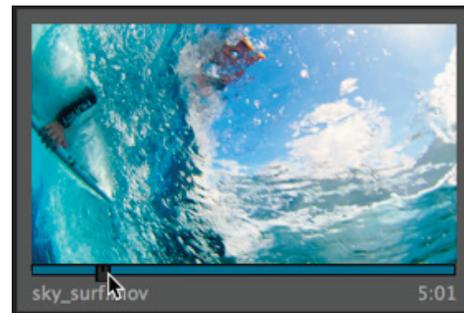
Figure 9 Selected video clip

Figure 10 Blue bar showing the new In point

Figure 11 Trimmed video clip

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 12**).

   Note: if the Timeline panel is empty and no CTI is visible, simply drag any media asset into the panel to activate it, then delete the asset. You will add new items in the next steps.

3. Click the Automate To Sequence button in the **Project** panel (**Figure 13**).

   The **Automate To Sequence** dialog box appears (**Figure 14**). 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 15**).

Current Time Indicator (CTI)
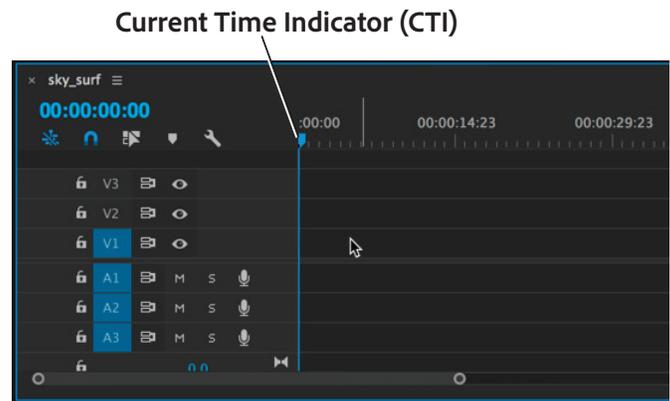
Figure 12 *CTI in the Timeline*

Automate To Sequence button
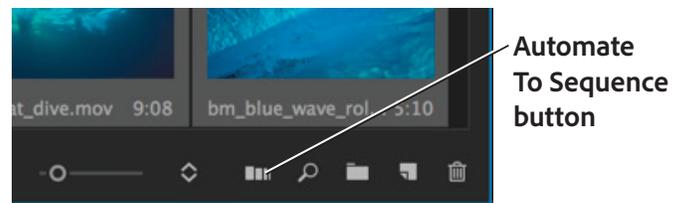
Figure 13 *Project panel*
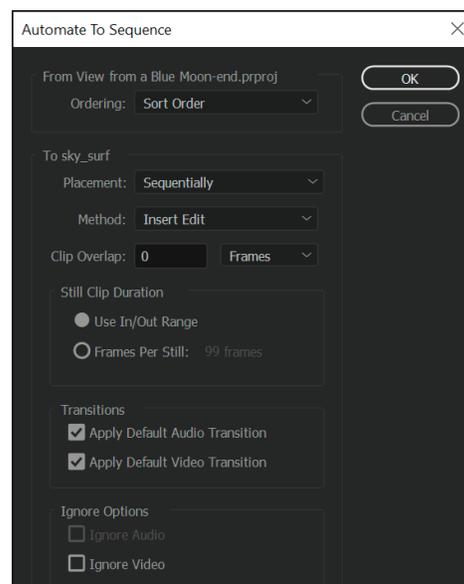
Figure 14 *Automate To Sequence dialog box*
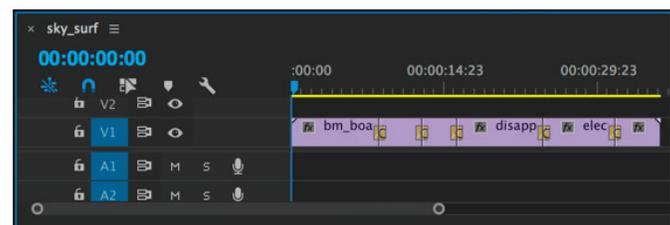
Figure 15 *Clips in the sequence Timeline*

Locating and linking missing or moved media

All source video, audio, pictures, and other media in your Premiere Pro projects are stored outside the project file and linked dynamically to the project. Anytime you move the project file or media files, you run the risk of breaking links. When a project cannot locate its media , the media is considered offline. The project maintains a placeholder for any missing clips until you repair the links or replace the missing files with new ones.

Premiere Pro makes relinking media easy by using the Link Media feature. When you open a project, Premiere looks for missing files. When it locates a missing file it updates the link automatically. If a file is not found, you can use the Media Browser to locate it and re-establish the link.

To locate and relink project media:

1. Open a project that contains some video.

    As long as the links are current, the project opens without incident.

2. Close the project.

3. Rename the folder that contains the source video clips.

    Note: Renaming the folder changes the path to the video clips and breaks the dynamic link.

4. Open the folder that contains the video clips and rename one of the clips.

    By renaming the folder and the video clip, Premiere will be forced to locate and relink the media.

5. Reopen the Premiere project file.

    Premiere automatically recognizes that your assets are stored in a new (or renamed) location or are missing. If Premiere can locate all media, the project file opens and updates your links automatically.

    If there are any missing files, Premiere opens the **Link Media** dialog box (**Figure 16**). Found files are identified by a check mark. If a file is listed without a check mark, it's missing and must be relinked or replaced manually.
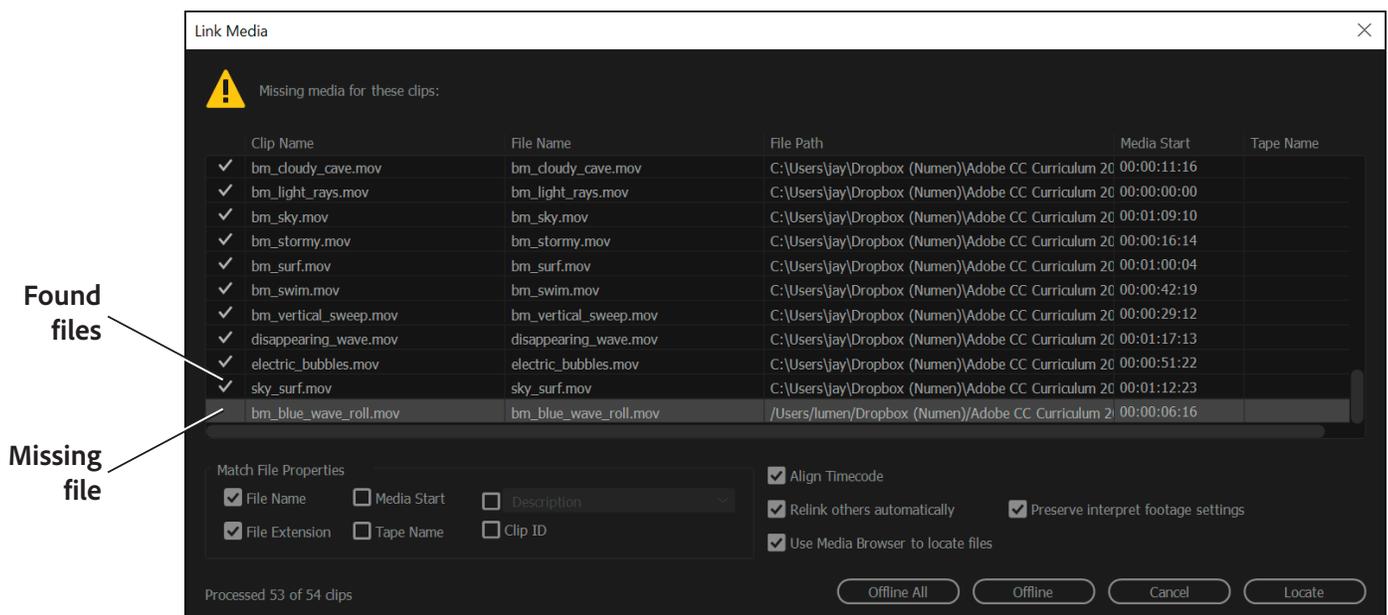
Figure 16 Link Media dialog box

6. Select the missing file (the one you renamed earlier).

7. In the **Link Media** dialog box make sure the following options are selected:

    *   **Relink Others Automatically**
    *   **Use Media Browser To Locate Files**

8. Click **Locate** in the **Link Media** dialog box.

    The **Locate File** dialog box appears.

9. Locate and select the missing file and click **OK** (**Figure 18**).

   Premiere automatically relinks all missing or moved files and opens the project.
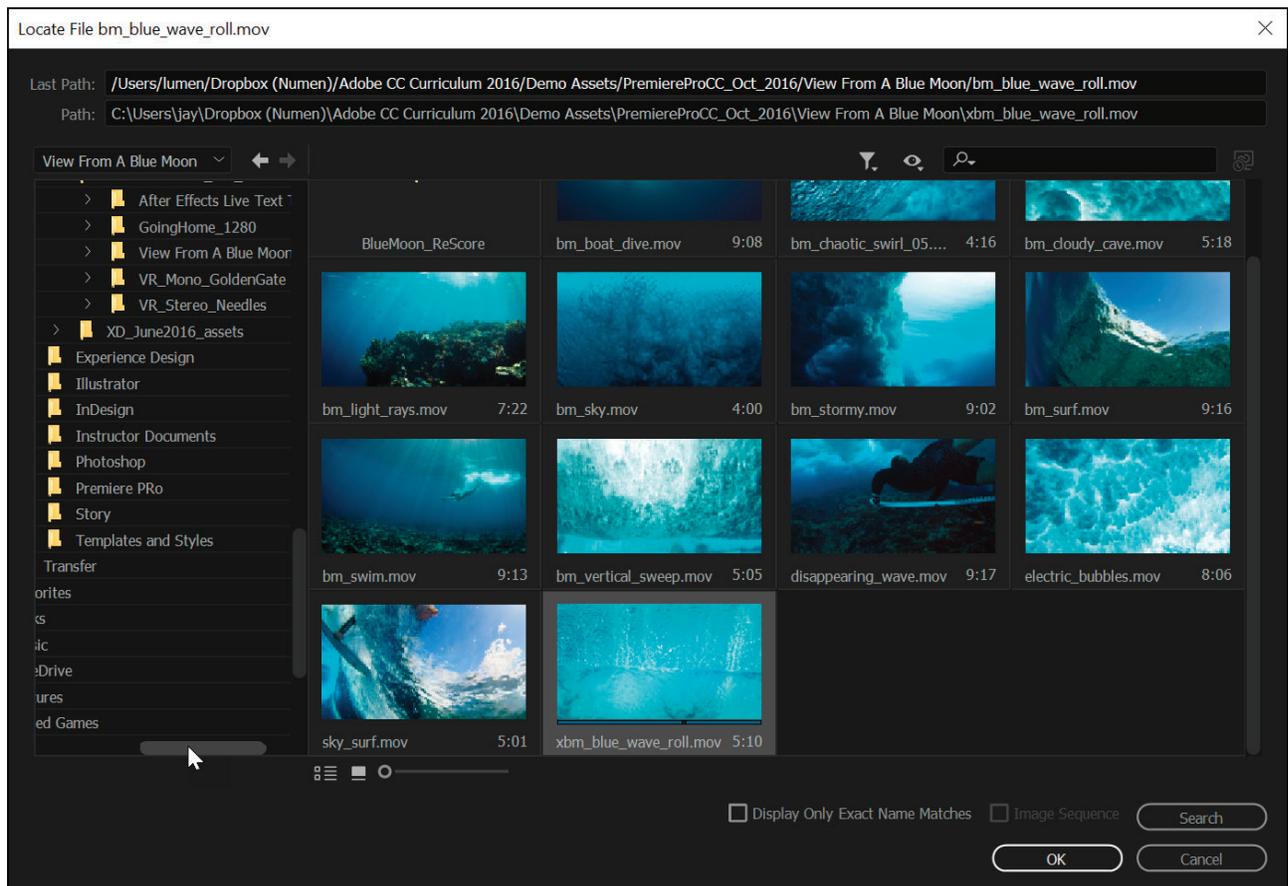
Figure 17 *Locate File dialog box*

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