

# Final Cut Pro X: Workflow and Editing (v10.2)

## Detailed Outline for Video Training

### Chapter 1 - Overview

- 01.01 **NEW:** Welcome
  - This provides an overview of the entire series.
- 01.02 **NEW:** New Features in the 10.2 Release
  - New features and enhancements in the new release
- 01.03 **NEW:** Definitions: Libraries, Media, Events and Projects
  - Definitions of key concepts in the 10.2 release
- 01.04 **NEW:** Native, Optimized and Proxy Media — and Codecs
  - A brief overview of Codecs
  - How to pick the right codec for a project
- 01.05 **NEW:** Working with High-Resolution Media
  - Key points on working with high-resolution media
- 01.06 **NEW:** Upgrade from Earlier Versions of Final Cut Pro X
  - How to move and update events and projects manually

### Chapter 2 - A Quick Start to Editing

- 02.01 **NEW:** Chapter Overview: An Editing Workflow
  - An overview of the contents for this chapter
  - A detailed editing workflow that saves time and improves quality
  - A list of the movies in this chapter
- 02.02 **NEW:** Interface Overview
  - Add Final Cut Pro X to the dock
  - Start Final Cut
  - Overview of the interface
- 02.03 **NEW:** Create a Library
  - Create a new library
  - Open an existing library
  - Close an existing library
  - Find a library in the Finder
- 02.04 **NEW:** Import Media
  - Open the Media Import window
  - Navigate to where media is stored and create a shortcut
  - Open a folder of clips for review
  - Select a clip, or group of clips, to import
  - Select a range within a clip
  - Select appropriate import preferences
  - Import the selected clips

- 02.05 Organize Media: Events, Ratings and Keywords
  - Create, rename, and delete a new event
  - Add ratings to a clip, a clip range or group of clips
  - Display clips by rating
  - Add Keywords to a clip, a clip range or group of clips
  - Find clips using Keyword Collections
- 02.06 Review Media and Mark Clips
  - Turn skimming on and off
  - Preview a Library clip in the viewer
  - Select an entire clip, or group of clips
  - Mark the In and the Out of a clip using keyboard or mouse
  - Select multiple ranges in multiple clips
  - Deselect a clip, a clip range, or multiple clips
- 02.07 Create a Project and Start Editing
  - Create a new project and add it to an event
  - An overview of the Project Settings window
  - Rename and delete a project
  - Edit clips to the project using Append and Connect
  - Show how to play, stop, and move around the Timeline using both mouse and keyboard
- 02.08 Organize the Timeline
  - Select, deselect, disable and delete clips
  - Move clips in the Primary Storyline
  - Move connected clips
  - Display a clip full-screen
  - Set, name, delete and jump to markers
- 02.09 Trim Clips and Add Transitions
  - Toggle snapping off or on for trimming
  - Cut a clip with the Blade, and remove a through edit
  - Show how to select an edit point
  - Open the Precision Editor and trim two clips
  - Trim using the Selection (Arrow) and Trim tools
  - Add the default transition to a selected edit point
- 02.10 Audio
  - Display and adjust the audio meters
  - Display audio waveforms in the Timeline and Viewer
  - Explain reference waveforms
  - Adjust audio clip levels (also called “volume”)
  - Show how to separate audio from video
  - Add fades at the beginning, or end, of an audio clip
  - How to cross-fade between two audio clips

- 02.11 Share the Project
  - Access the Share menu
  - Review the Destination options
  - Share (export) a master file
  - Review export options
- 02.12 Keyboard Shortcuts
  - A collection of keyboard shortcuts used in this chapter

## Chapter 3 - Learn the Interface

- 03.01 **NEW:** Chapter Overview
  - An overview of the contents of this chapter
  - A list of the movies in this chapter
- 03.02 **NEW:** Library List and Browser
  - Create, rename, open, and close a library
  - Change how media is displayed and sorted in the Browser
  - Toggle skimming on and off
  - Hide the Library List and the Browser
  - Display and change metadata in the Browser
  - Move the Browser to a second monitor
  - How to reset the interface to a default layout
- 03.03 The Viewer
  - Change the size of the Viewer by dragging borders
  - Change the zoom ratio in the Viewer to see more, or less, of an image
  - Display and modify display settings hidden in the “Switch”
  - Hide the Browser to get more space
  - Move the Viewer to a second monitor
  - Reset the Viewer to a default layout
- 03.04 The Timeline
  - Move the Playhead
  - Skim in the Timeline
  - Access and use the skimming, solo and snapping buttons
  - Access and use the clip display switch
  - Open the Timeline Index
  - Use the Timeline History arrows
- 03.05 The Timeline Index
  - Open and close the Timeline Index
  - Use the Index to navigate, select, rename, and view clips; as well as search the Timeline
- 03.06 The Toolbar
  - The different elements in the Toolbar and where they are located
- 03.07 The Effects Browsers
  - The seven Toolbar Browsers

- 03.08 Background Tasks Window
  - Open and close the Background Tasks window
  - Display all currently running tasks
  - Pause or get info on a specific task
  - Cancel a task
- 03.09 The Inspector
  - Open the Inspector window - using its NEW icon
  - Explore the text buttons at the top
  - Get a sense of what's in it
- 03.10 **NEW:** Video Scopes
  - Display scopes for the Viewer and Event Viewer
  - Configure and display multiple scopes
  - Change the position of the scopes
  - Display the Waveform Monitor
  - Display the Vectorscope
  - Display the Histogram
  - Display the RGB parade
- 03.11 Keyboard Shortcuts and Gestures
  - Open the Keyboard Shortcuts window
  - Explore the interface and what the colors mean
  - Search for an existing shortcut
  - Create, or modify, a new shortcut
  - Create and delete a new command set
  - Export and import command sets
  - Switch between sets without opening the shortcuts window
- 03.12 Preference Settings
  - Where preference files are located
  - How to open the Preference window
  - What the preference settings mean
  - Which ones to choose
- 03.13 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 4 - Media Management

- 04.01 Chapter Overview
  - An overview of the contents of this chapter
  - Definitions of media used in Final Cut Pro X
  - A list of the movies in this chapter
- 04.02 Create and Modify Libraries
  - Create a library
  - Use the Finder to copy, move and delete a library
  - Open an existing library from the Finder or Final Cut
  - Rename a library
  - Close an existing library

- 04.03 **NEW:** Library Properties
  - Display Library Properties
  - View storage usage for the Library and its files
  - Change Library Settings
  - Consolidate Libraries
  - View where media is stored
- 04.04 Create and Modify Events
  - Create a new event that contains no media
  - Move events between libraries
  - Move clips into and between events
  - Create a new Library from an event that includes media
  - Rename and delete an event
  - Remove clips from an event
- 04.05 Consolidate Libraries, Events and Projects
  - Consolidate multiple libraries into a single location
  - Consolidate multiple events into a single library
  - Consolidate referenced (external) media into an event to convert it to managed media
  - Transfer media from a library into an external folder
- 04.06 Library Database Backup
  - Change Library backup preference settings
  - How to restore a library database from backup
  - How to archive a library, event or project
- 04.07 **NEW:** Generated Media
  - Use the Inspector to see what media is created for a clip
  - Delete generated media
  - Rebuild missing optimized or proxy media
- 04.08 Relink Missing Media
  - Relink missing media in the Timeline
  - Relink missing media in the Browser
- 04.09 **NEW:** Collaboration
  - Export an XML file
  - Create a Transfer Library
- 04.10 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 5 - Import Files

- 05.01 **NEW:** Chapter Overview
  - An overview of the contents of this chapter
  - Key definitions for this chapter
  - A list of the movies in this chapter

- 05.02 **NEW:** Media Import Window and Preference Settings
  - The new Media Import window and import settings
  - How to decide what choices to select
  - How to transcode files during import
  - How to set defaults using Preference > Import settings
- 05.03 **NEW:** Manage Tapeless Media
  - Create a project code and folder naming convention for your media
  - One way to set up a source media folder system
  - Note on protecting camera files
  - Deciding when and if to optimize media
- 05.04 **NEW:** Import Tapeless Media
  - How to open and use the Media Import window
  - How to review clips before importing
  - How to import a clip, group of clips, a range or ranges within a single clip, or multiple ranges between clips
- 05.05 Import QuickTime Movie Files
  - Import a QuickTime movie into Final Cut Pro X
  - Switch between thumbnail and list views
  - Specify in which event to store the movie
- 05.06 Import from iOS Devices
  - Access an iOS device connected to the computer
  - Import a still image
  - Import a movie
- 05.07 **NEW:** Import and Adjust RED Files
  - To import RED (R3D) files
  - Open a RED files and apply a non-destructive color adjustment
  - Transcode the media *after* the color adjustment is applied
  - Switch between editing and viewing Proxy and RED original media
- 05.08 **NEW:** A Quick Note on RAW Files
  - Apply a standard color setting to a RAW file
- 05.09 Import Still Images and Photoshop Files
  - Import a single-layer image
  - Import a Photoshop (PSD) image
- 05.10 Import Media from Video Tape
  - Shuttle a video tape to find the shots you want
  - Capture media stored on tape into Final Cut
  - Create an Archive from a video tape
- 05.11 Custom File Names and Batch Renaming
  - Rename a single clip in the Browser
  - Open the Naming Presets window
  - Rename a batch of clips using a preset
  - Duplicate and modify an existing preset
  - Create a new preset
  - Remove a preset

- 05.12 **NEW:** Create and Access Camera Archives
  - Create an archive
  - Locate an archive on a hard disk and access its contents
  - Open an existing archive to import media
- 05.13 **NEW:** Transcode Media After Import
  - Transcode files into either Optimized or Proxy formats
  - Monitor transcoding using the Background Tasks window
  - Use Background Tasks to pause or cancel a job
  - How to switch between optimized and proxy media
- 05.14 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 6 - Ratings, Keywords and Metadata

- 06.01 **NEW:** Chapter Overview
  - An overview of the contents of this chapter
  - Key definitions for this chapter
  - A brief discussion about metadata
  - A brief discussion about Roles
  - A list of the movies in this chapter
- 06.02 Ratings and Favorites
  - How to rate a clip, range within a clip, or group of clips
  - How to view all Favorited clips
  - How to hide all Rejected clips
  - How to remove a rating
- 06.03 **NEW:** Keywords
  - How to automatically apply keywords during import
  - Apply a keyword to a clip, range within a clip, or group of clips using the Keyword Editor
  - Apply keywords using keyboard shortcuts
  - Display clips stored in a Keyword Collection
  - Remove an existing keyword from a clip or group of clips
  - Remove all keywords from a clip
- 06.04 **NEW:** Find Stuff
  - How to display Skimmer Info for Browser clips
  - How to search for clips using the Ratings Filter
  - Display all clips used, or not used, in a project
  - Search for clips using the Search text box
  - Search for clips using a Search Filter
- 06.05 **NEW:** Smart Collections
  - How to create a Smart Collection for an Event
  - How to use a Smart Collection to find clips
  - How Smart Collections change as keywords change
  - The default settings for Library Smart Collections
  - How to add Smart Collections to a Library

- 06.06 Analyze Clips
  - How to analyze clips *after* import
  - Select clips to analyze
  - Choose between the different analysis options
- 06.07 Metadata and Views
  - How to access metadata using the Inspector
  - How to enter, or modify, metadata
  - How to change metadata views
  - How to duplicate and modify a view
  - How to delete a view
- 06.08 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 7 - Projects and Editing

- 07.01 Overview
  - An overview of the contents of this chapter
  - Key definitions for this chapter
  - A discussion on workflow and editing a project in “passes”
  - A list of the movies in this chapter
- 07.02 Create a New Project
  - Create a new project using the default project settings
  - Rename and delete a project
  - Move a project between different events
  - Copy or move a project between libraries
  - Switch between different projects
- 07.03 Change Project Settings
  - Access and revise project settings manually
  - Understand what the project settings mean
- 07.04 Create a Project Snapshot
  - Duplicate a project
  - Create a Project Snapshot
- 07.05 Mark Clips and Append Edit
  - Select a clip for review
  - Review the clip using both the Viewer and the Event Viewer
  - Set an In using the skimmer, playhead or keyboard
  - Set an Out using the skimmer, playhead or keyboard
  - Edit the clip to the Timeline using the Append Edit
- 07.06 Connected Clips and Connected Storylines
  - Edit a connected clip to the Timeline
  - Create a connected storyline from Timeline clips
  - Merge two connected storylines
  - Move the connection point for a connected clip or storyline
  - Merge a connected clip into the Primary Storyline
  - Convert a Primary Storyline clip to a Connected Clip



- 07.07 Audio-only or Video-only Edits
  - Edit just the audio of a Browser clip to the Timeline
  - Edit just the video of a Browser clip to the Timeline
- 07.08 Clip Durations and Replace Edits
  - How to display and modify the duration of a clip
  - All the options for a replace edit
- 07.09 Insert and Overwrite Edits
  - Insert a clip, gap or placeholder into a storyline
  - Overwrite a clip, gap or placeholder into a storyline
  - Replace a placeholder with an actual clip
  - Determine where to insert a clip by selecting where you want it to go
- 07.10 3-point and Backtime Edits
  - Perform a 3-point edit
  - Perform a backtime edit
- 07.11 Consolidate Projects
  - Consolidate a project
- 07.12 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 8 - Multi-camera Editing

- 08.01 Overview
  - An overview of the contents of this chapter
  - Key definitions for this chapter
  - An explanation of why storage speed is so important
  - A multicam editing workflow
  - A list of the movies in this chapter
- 08.02 Create a Multicam Clip
  - How to select clips to include in a multicam clip
  - How to sync clips
  - How to recognize the multicam clip icon
  - How to view the multicam clip in the Event Viewer
  - How to modify the display of angles in the Event Viewer
- 08.03 The Multicam Angle Editor
  - Open a multicam clip in the Angle Editor
  - Modify the default “monitors” for audio and video
  - Adjust the sync between angles
  - Change the display order of angles in the Angle Viewer
  - Add still images
  - Add an effect to an angle before editing
- 08.04 Edit a Multicam Clip
  - Edit a multicam clip to the Timeline
  - Change shots in real-time, or pause by playback, using the mouse or keyboard
  - Show how to separate multichannel audio from video to allow more than one audio track to be heard at once

- 08.05 Trim a Multicam Clip
  - Replace a shot, using the mouse or keyboard
  - Roll trim a video edit
  - Roll trim an audio edit
  - Create a “J” or “L” cut
- 08.06 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 9 - Organize the Timeline

- 09.01 Overview
  - An overview of the contents of this chapter
  - A list of the movies in this chapter
- 09.02 Timeline Clip Tricks
  - Select, shuffle and delete clips using mouse and keyboard
  - Position the playhead, or a clip, using timecode
  - Separate elements to remove the video or the audio
  - Display and remove a through edit
  - Display which portion of a Browser clip is used in a project
  - Find the source clip in the Browser for a clip in a project
- 09.03 The Magnetic Timeline
  - Move clips in the Magnetic Timeline using the Position tool
  - Insert gaps and placeholders
  - Edit audio into the Primary Storyline, then edit video clips as connected clips that connect to the audio
- 09.04 Solo, Enable and Disable Clips
  - Solo a clip
  - Enable a clip
  - Disable a clip
- 09.05 Markers and To-Dos
  - Create a marker
  - Modify, reposition, and delete a marker
  - Create a To-do
  - Convert a To-do to a “To-done”
  - Change the chapter marker thumbnail (also called a “poster frame”) for a specific chapter marker
- 09.06 The Timeline Index
  - How to display and hide the Timeline Index
  - How to use the Index to view all Timeline elements, navigate and search the Timeline, select and rename clips, view notes and markers.
- 09.07 Compound Clips
  - Create and modify a Timeline compound clip
  - Create and rename a Browser compound clip
  - Make a compound clip independent of the parent clip

- 09.08 Auditions
  - Create an audition in the Browser
  - Create an audition in the Timeline as part of a replace edit
  - Use an audition to review and select clips
  - Finalize an audition so only the selected clip remains in the Timeline
- 09.09 Open in Timeline
  - Open a clip using Open in Timeline and make changes
  - Open a layered Photoshop graphic using “Open in Timeline”
  - Open a compound clip using Open in Timeline
- 09.10 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 10 - Trim Clips

- 10.01 Overview
  - An overview of the contents of this chapter
  - Define “trimming”
  - Provide trimming tips and how to access “Detailed Trimming Feedback”
  - A list of the movies in this chapter
- 10.02 The Precision Editor
  - How to determine if a clip has handles
  - How to open the Precision Editor
  - How to create a Ripple or Roll trim
  - How to trim a clip for timing
  - How to trim a clip for emotion
- 10.03 Trim tool: Blade
  - How to select the blade tool and view a clip
  - Cut an individual clip anywhere in the Timeline
  - Use keyboard shortcuts to cut multiple clips and connected storylines
  - Use the Range tool to select and delete a clip range
- 10.04 Trim tool: Ripple
  - How to do a Ripple trim in the Primary Storyline
  - How to do a Ripple trim in a connected storyline
- 10.05 Trim tool: Roll
  - How to do a Roll trim in the Primary Storyline
  - How to do a Roll trim in a connected storyline
- 10.06 Split Edits Between Audio and Video
  - How to expand the audio from a video clip without losing sync between the two
  - How to create a split edit
  - How to roll the video edit, or audio edit, independently
  - How to trim the audio without losing sync
  - How to reconnect audio with video without losing sync
  - How to clear a split edit

- 10.07 Trim tool: Slip
  - How to slip a clip
- 10.08 Trim tool: Slide
  - How to slide a clip
  - A better way to position a clip so you never need to use Slide again
- 10.09 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 11 - Audio Techniques

- 11.01 Overview
  - An overview of the contents of this chapter
  - Define “waveforms”
  - Define common audio terms
  - A list of the movies in this chapter
- 11.02 Audio Basics
  - Display and size the audio meters
  - Display audio waveforms in the Browser and Timeline
  - Adjust clip volume in the Timeline
  - Adjust clip pan in the Inspector
  - Mute, solo, or disable an audio clip
- 11.03 Audio Editing
  - Edit an audio-only clip to the Timeline
  - Expand a synced clip to reveal the audio
  - Trim and roll trim the audio of a storyline clip
  - Cross fade audio in a storyline clip
  - Change the audio fade shapes
  - Detach audio to delete the audio or video
- 11.04 Multi-Channel Audio
  - Explain the difference between dual-channel mono and stereo clips
  - Use the Inspector to enable multichannel display
  - Convert a stereo clip to dual-channel mono (and vice-versa)
  - Skim, rename, or mute channels
  - Use the Timeline to display, edit, trim, and adjust multi-channel audio clips
  - Add fades to separate channels in an audio clip
- 11.05 Roles
  - Display all Roles using the Timeline Index
  - Create a new Role and subrole
  - Change the Role assigned to a clip
  - Hide, solo, group, or select clips by Role
  - Display clips by Role in the Browser
  - Search for Roles in the Filter window

- 11.06 Sync Double-System Clips
  - Automatically sync audio with video using matching audio
  - Sync clips using markers
  - Adjust a synced clip using “Open in Timeline”
  - Slip audio against video for verification of sync
- 11.07 Audio Analysis and Enhancements
  - Where to set Import analysis options in Preferences.
  - How to analyze a Browser audio clip manually
  - Where the Enhancements menu is located in the Toolbar
  - Which enhancements Final Cut applied to a clip
  - How to modify or disable the recommended enhancements
  - How to match audio characteristics (EQ) between clips
- 11.08 Audio Animation (Keyframes)
  - Add or modify volume keyframes to a Timeline clip
  - Display the Audio Animation Editor
  - Add, modify, or delete keyframes using the Audio Animation Editor
  - Copy keyframes between clips
  - Add, modify or delete keyframes using the Inspector
  - Move between keyframes
- 11.09 Music and Sound Browser
  - Show how to download the Additional Content for FCP X
  - Open the Music and Sound Browser
  - Search for a sound file
  - Move a sound file from the Browser to the Timeline
- 11.10 Record Audio Voice-Overs
  - Display the Record Voiceover dialog
  - Determine the event in which to store the recorded clip
  - Configure audio input and monitoring
  - Start and stop recording
  - Preview results using Audition
  - Break apart the Audition and edit individual clips
- 11.11 Create a Surround Mix
  - How to change project properties to surround
  - How to add a surround clip to the Timeline
  - Assign a clip to a surround panner
  - Adjust the surround pan of a clip
  - Animate a surround pan
- 11.12 Absolute vs. Relative Audio Levels
  - How to make an absolute audio level adjustment
  - How to make a relative audio level adjustment
  - How Final Cut indicates which adjustment is selected
  - How to see the results of your changes using the Inspector
- 11.13 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 12 - Transitions

- 12.01 Overview
  - An overview of the contents of this chapter
  - Define key terms: “cuts,” “dissolves,” and “wipes”
  - Explain render files
  - A list of the movies in this chapter
- 12.02 Transition Basics
  - Apply the default transition
  - Adjust transition duration and render times in Preferences
  - Add a transition when there aren’t enough handles
  - Change the transition duration
  - Remove a transition
- 12.03 The Transition Browser
  - Open the Transition Browser and preview transitions
  - Find a transition in the Browser
  - Apply a transition from the Browser
  - Modify a transition using on-screen Viewer controls
  - Replace one transition with another
  - Change the default transition
  - Control-click a transition to open it in Motion for modification
- 12.04 Adjust Transitions in the Inspector
  - Open a transition in the Inspector
  - Modify a transition
- 12.05 Advanced Transition Techniques
  - Create an audio-only or, video-only, transition
  - Modify or delete an audio transition
  - Trim clips under a transition
  - Copy transitions
- 12.06 Keyboard Shortcuts for this Chapter
  - A collection of keyboard shortcuts used in this chapter

## Chapter 13 - Share and Export

- 13.01 **NEW:** Overview
  - An overview of the contents of this chapter
  - Define “share” vs. “export”
  - Provide a workaround for batch exporting
  - A list of the movies in this chapter

- 13.02 Share to a Master File
  - Select a project, clip or range to export
  - Export using the File > Share menu or on-screen Share button
  - Navigate the Export Information screen
  - Choose between export options in Export Settings
  - Show how to enable exporting chapter markers
  - Save a file and give it a location
  - Monitor the export using Background Tasks
- 13.03 Sharing Preferences and Inspector
  - Configure Destinations and export preferences
  - Change the default destination
  - Review the options in the Share Inspector
  - Modify Share Attributes using Edit Share Fields
  - Determine if and when a file was shared
- 13.04 Share Using Roles
  - Access Roles during export
  - Create a single QuickTime movie containing the final audio mix, and a specific language video role
  - Create separate audio stems for a single project
  - Create multiple versions of the same project
- 13.05 Share to a Service
  - Email a project
  - Share a project to YouTube
  - Share a project for Apple Devices
  - Share a project to DVD
  - Share a project to Blu-ray Disc.
- 13.06 Export a Still Frame
  - Export a still frame from Final Cut
  - Decide when to check or uncheck the scaling options
- 13.07 Export to Apple Compressor
  - Export a project to Compressor using a custom compression setting
  - Send a project to Compressor
- 13.08 **NEW:** Export XML With, or Without, Metadata
  - How to export an XML file
  - How to determine which XML format to use
  - How to select the metadata to include in the export
  - Take a quick look inside an XML file
  - How to review what's in a metadata view

## Chapter 14 - That's a Wrap!

- 14.01 **NEW:** That's a Wrap
  - Good-bye!