
Shortcut card for TRIMMING

Avid Media Composer

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Select the tracks you wish to trim. Park the blue bar near one of the cuts. Proceed as follows:

Entering Trim Mode:

- Click the TRIM button  in the composer window
- Press the keyboard trim  button (letter 'U')
- Lasso the cut in the timeline
- Use **A** or **S** to jump to the adjacent cut and enter Trim mode

Identifying TRIM Mode:

You are no longer looking at the Player and the Recorder. Both monitors are the recorder, the left one shows the tail of the shot ending at the cut. The right monitor shows the head of the shot starting at the cut. This is the 'splice' at the edit point.

- Purple rollers in Timeline
- Purple 'trim' indicators below source/record monitors
- Buttons under player are replaced with different interface

Deciding WHAT to Trim:

- Click on the LEFT (outgoing) image to trim the tail of the shot which is ending.
- Click on the RIGHT (Incoming) image to trim the head of the shot which is starting
- Click between the two monitors for a double-roller (sync) trim.
- Use keyboard keys    ([,] , \) to select one of these three trim sides.

Deciding HOW MUCH to trim:

- Click and drag on the purple roller in the timeline
- Key in a number with + and - to advance or back up the cut.
- Use the '<< < > >>' buttons on the keyboard (also on the composer interface) for fine tuning.
- Use three button play - **J K L** - to play to the desired trim point and pause

Reviewing the cut- Cycle Mode:

- PLAY LOOP  in the composer window, or press the PLAY (tilde) key on the keyboard. The transition under review cycles repeatedly, until we select PLAY LOOP again, or hit the space bar
- GO TO IN (**Q**) Cycles left side of transition (outgoing shot) when in cycle mode
- GO TO OUT (**W**) Cycles right side of transition (incoming shot) when in cycle mode

Other Trim Buttons:

- TRIM NEXT (**A**) advances to next transition for trimming
- TRIM PREVIOUS (**S**) goes back to previous transition for trimming

Leaving Trim Mode:

- Press on the TRIM button  “ U “ on the keyboard again
- Click on the TRIM button  on the composer window
- Press the keyboard ESC button to switch to the player, which puts you out of TRIM
- Click on the Timecode track in the timeline.
- Press 1 frame or 10 frame movement keys (top of keyboard, numbers '1','2','3','4')

Maintaining Sync:

If you change the length of one track, you must change the length of them all or you will go out of sync. When trimming, a single roller on a track changes track length, therefore:

- When trimming with a single roller, single rollers must be on ALL tracks
- ALT + ADD EDIT will place edits in the black at the blue bar to provide trim points on these tracks
- CLICK in the timeline beside any cut to RESET all the rollers
- Shift + CLICK in the timeline beside any cut to add a roller there.
- Shift + CLICK in the timeline on an existing roller to remove it

Fixing Sync

- Go to first occurrence of sync problem, select for trimming
- Select track on which you intend to apply correction
- Select side of trim you wish to apply correction
- Trim by required amount to lengthen or shorten track, as indicated by SYNC BREAKS numbers

Live Trimming

Performed during PLAY LOOP  cycling:

- Select side to trim using special trim sides keys    ([,] , \)
- Use MARK keys (any) to specify a point to trim to, on the fly
- Use keyboard '<< < > >>' to bump frames
- Use GO TO IN (Q)to view left side only
- Use Go TO OUT (W)to view right side only

SLIP Mode

- Enter SLIP mode:
Lasso around two cuts in the timeline, dragging from right to left
SHIFT/CLICK in TRIM mode to assign 2 rollers INSIDE a shot
Select a segment in the timeline, then enter TRIM mode
When already in TRIM mode, LASSO two or more cuts in the timeline
When in TRIM mode, double click on a segment
- Moving the shot being slipped:
Use motion control keys as listed earlier
Use live trimming functions as listed earlier

SLIDE Mode

- Enter SLIDE mode:
Lasso around two cuts in the timeline, holding SHIFT + ALT, dragging from right to left
SHIFT/CLICK in TRIM mode to assign 2 rollers OUTSIDE a shot
When already in TRIM mode, ALT + LASSO two or more cuts in the timeline
When in TRIM mode, alt + double click on a segment
- Moving the shot being slid::
Use motion control keys as listed earlier
Use live trimming functions as listed earlier