

# The Avid Media Composer<sup>®</sup> "Cheat Sheet"

*Dear Avid user,*

*What follows is a re-creation of something that Avid used to give away with every Media Composer system in the late nineties. This little gem became affectionately known as the "cheat sheet" and was frequently stolen from facilities because it was so valuable to users who did not yet know all the keyboard shortcuts. While this document does not contain every single Media Composer shortcut, it definitely contains the ones you will use most frequently, as well as some other tasty offerings which you might find useful from time to time.*

*The shortcuts are current as of Media Composer Adrenaline v2.8 and was re-created for your professional edification and reading pleasure in April, 2008*

*May this document become a valuable aid to improving your Media Composer knowledge and help you along the way to becoming the "power user" you were destined to be.*

*Dave Forsyth  
Avid Certified Senior Instructor  
Amber Video and Audio Post  
11th April, 2008*

## Project Window

| Shortcut | Result                      |
|----------|-----------------------------|
| +A       | Selects all bins in project |
| +W       | Closes project              |

## Bins - General

| Shortcut | Result                                             |
|----------|----------------------------------------------------|
| +N       | Creates a new bin                                  |
| +A       | Selects all items in bin                           |
| +  +A    | Deselects all items in bin                         |
| +W       | Closes active bin                                  |
| +P       | Prints active bin                                  |
| +D       | Duplicates selected object/s                       |
| +  +G    | Groups selected objects                            |
| +I       | Opens bin info in Console                          |
| +        | Changes <i>Relink</i> to <i>Unlink</i> in Bin menu |
| + drag   | Copies selected object/s from one bin to another   |

## Bins - Frame and Script modes

| Shortcut | Result              |
|----------|---------------------|
| +L       | Enlarges frames     |
| +K       | Reduces frames      |
| +T       | Snap frames to grid |

## Bins - Text View

| Shortcut            | Result                                          |
|---------------------|-------------------------------------------------|
|                     | Moves cursor to next column                     |
| +                   | Moves cursor to previous column                 |
|                     | Moves cursor to next row                        |
| +                   | Moves cursor to previous row                    |
| +E                  | Sorts items by selected heading                 |
| +  +E               | Reverse sorts items by heading                  |
| + click bin heading | Allows editing of custom bin heading            |
| + click cell        | Produces menu of previous entries for that cell |

## Capturing

| Shortcut | Result          |
|----------|-----------------|
|          | Starts subclip  |
|          | Ends subclip    |
|          | Add locator     |
|          | Start capturing |



### Did you know...?

You can also use the J, K and L keys as well as the left and right arrow keys to control the deck while in capture mode.



## Avid Training.... its a hoot!!

*"I learned more with Dave in three days than I learned in three years teaching myself"*

G.J. (Avid MC101 student)

Check out our website for all our training offerings... <http://www.avap.com.au>

The owl has often been used as a symbol of wisdom and learning. So nothing epitomises the value of Avid Certified training better than our nocturnal feathered friend here. No matter how long you have been using the Avid system, there is ALWAYS something you can learn in an Avid training course that will help you work smarter; instead of harder.

## Tools

| Shortcut                                                                            | Result              |
|-------------------------------------------------------------------------------------|---------------------|
|  +1 | Audio Tool          |
|  +2 | Avid Calculator     |
|  +3 | Command Palette     |
|  +4 | Composer Window     |
|  +5 | Media Creation Tool |
|  +6 | Console Window      |
|  +7 | Capture Tool        |
|  +8 | Effect Palette      |
|  +9 | Project Window      |
|  +0 | Timeline Window     |

## Audio

| Shortcut                                                                                               | Result                              |
|--------------------------------------------------------------------------------------------------------|-------------------------------------|
|  +click pan slider   | Set pan to MID (centre pan)         |
|  +click gain slider  | Set gain to 0.0dB                   |
|  +click speaker icon | Solo selected timeline track        |
|  +drag keyframe      | Moves keyframe in time but not gain |

## J-K-L (Three-button) Play

| Shortcut                                                                                                                                                                    | Result                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|  x 1                                                                                       | Play normal speed                 |
|  x 2                                                                                       | Play 2x normal speed              |
|  x 3                                                                                       | Play 3x normal speed              |
|  x 4                                                                                       | Play 5x normal speed              |
|  x 5                                                                                       | Play 8x normal speed              |
|  x 1                                                                                       | Reverse play normal speed         |
|  x 2                                                                                       | Reverse play 2x normal speed      |
|  x 3                                                                                       | Reverse play 3x normal speed      |
|  x 4                                                                                       | Reverse play 5x normal speed      |
|  x 5                                                                                       | Reverse play 8x normal speed      |
|                                                                                           | Pause                             |
|  +    | Play 1/4 speed (6fps PAL)         |
|  +    | Reverse Play 1/4 speed (6fps PAL) |
|  tap  | Step back one frame               |
|  tap  | Step forward one frame            |

So, you've got one of these in the garage?

Nice one!



(But wouldn't it be a shame to drive it like one of these?)

Anyone can drive a VW Beetle to its maximum potential. And driving the Australian GP at 65km/h might get you to the finish (eventually) but where's the fun in that?

Imagine driving the F1 car instead.

Very exciting. But to even get on the track, the team boss has to be satisfied you can do the job. You have to be properly trained. It is the same with your Avid system. Knowing the basics is OK, but to get the best performance out of it, you have to be trained the right way. That's our job. Avid certified training conducted by Avid Certified Instructors is the *only* way to ensure you really know everything you need to know to take advantage of all the powerful features and productivity tools your Avid system has to offer.

Think about it and remember you can't win a F1 drivers' championship driving a Ferrari like a VW Beetle.

(Just ask Michael Schumacher)

Check out our full range of Avid training courses at <http://www.avap.com.au> or phone us on +61 2 89774800



## Playing and Marking Footage

| Shortcut | Result                  |
|----------|-------------------------|
| +        | Step 10 frames forward  |
| +        | Step 10 frames backward |
| +        | Step one field forward  |
| +        | Step one field backward |
| +        | Mark In                 |
| +        | Mark Out                |
| +        | Go to In                |
| +        | Go to Out               |
| +        | Loop play between marks |

## Trim Mode

| Shortcut                   | Result                                                         |
|----------------------------|----------------------------------------------------------------|
| +                          | Go to trim mode at previous edit regardless of track selection |
| +                          | Go to trim mode at next edit regardless of track selection     |
| + Trim forward or backward | In single-roller trim, Filler is inserted to maintain sync     |
| + double click a segment   | Segment is placed in Slide mode                                |
| + double click a segment   | Segment is placed in Slip mode                                 |
|                            | Exit Trim mode and return to Source/Record mode                |

## Did you know...?

Real-time dissolves were not part of the Media Composer feature set until about 1996 when v5.5 was released? Before then, dissolves had to be rendered and on a NuBus Macintosh with a 100MHz processor, a twenty-five frame dissolve took about one second per frame to render which meant you could not see your dissolve playing back in real-time for about half a minute! Then, if you wanted to change its length or position, you had to render the dissolve all over again! (What a pain)

Aren't you glad Avid kept (and keeps on) developing?

## Effect Mode

| Shortcut              | Result                                                             |
|-----------------------|--------------------------------------------------------------------|
|                       | Moves from one active slider to the next                           |
| +                     | Increase parameter value by ten units                              |
| +                     | Decrease parameter value by ten units                              |
| + drag wireframe      | Updates image while dragging                                       |
| + drag keyframe       | Repositions keyframe in time                                       |
| +  + click            | Selects all keyframes                                              |
|                       | Removes selected effect                                            |
| + double click effect | Autonests effect from palette-onto selected segment/s              |
| + click in monitor    | Turns cursor into eyedropper for Paint effect brush colour         |
| + click in monitor    | Changes cursor to magnifying glass                                 |
| +  + click            | Changes cursor to hand for moving zoomed image in monitor          |
| + click control point | Changes corner point to smooth point and vice versa                |
| + click Bezier handle | Toggles bar length and direction from linked to unlinked to linked |
| + drag Bezier handle  | Toggles bar length and direction from linked to unlinked to linked |
| + drag object handle  | Rescales object from its centre                                    |
| +  (click)            | Brings selected object to front                                    |
| +  (click)            | Sends selected object to back                                      |
| +                     | Renders to last drive used bypassing dialogue box                  |
|                       | While rendering Shows render timer                                 |
|                       | While rendering Shows render percentage complete                   |
|                       | Exit Effect mode and return to Source/Record mode                  |

## Ooops!!

If you make a mistake, you can undo it. You probably knew that already. But in the Undo/Redo list found in the Edit menu, you can undo up to thirty-two operations. If you undo too far, that list will also allow you to re-do up to thirty-two operations



## Editing

| Shortcut             | Result                                                             |
|----------------------|--------------------------------------------------------------------|
| +Z                   | Undo previous action                                               |
| +R                   | Redo previous action                                               |
| +                    | Copies extracted material to the Clipboard                         |
| +                    | Copies lifted material to the Clipboard                            |
|                      | Copies marked material to the Clipboard                            |
| +                    | Places extracted material in Source Monitor                        |
| +                    | Places lifted material in Source Monitor                           |
| +                    | Places copied material in Source Monitor                           |
| +V                   | Pastes clipboard contents at marked position                       |
| +I                   | Shows Info window for object in selected monitor                   |
| +click in monitor    | Allows dragging of subclip from monitor to bin                     |
| +                    | Opens the <i>Select a Bin</i> dialogue box                         |
| +double click        | Opens selected clip or sequence in pop-up window                   |
| +drag to rec monitor | Splices clip dragged from bin into sequence                        |
| +drag to rec monitor | Overwrites clip dragged from bin into sequence                     |
| +D                   | Duplicates selected bin objects                                    |
| +L                   | Enlarges frame in Source or Record monitor                         |
| +K                   | Reduces frame in Source or Record monitor                          |
| +                    | Splices clip to timeline ignoring record-side marks                |
| +                    | Overwrites clip to timeline ignoring record-side marks             |
| +                    | Marks clip regardless of track selection                           |
| +                    | Marks between locators or entire sequence if there are no locators |
|                      | Toggles between Source and Record monitors                         |

*"Editing is about the only thing you can do in life where the ends truly justify the means."*

*Dave Forsyth*

## Timeline

| Shortcut                    | Result                                                              |
|-----------------------------|---------------------------------------------------------------------|
| +click in Timeline          | Snaps position indicator to nearest head-frame                      |
| +  +click in Timeline       | Snaps position indicator to nearest tail-frame                      |
| +click in Timeline          | Allows lassoing of edits and segments buried in timeline tracks     |
| +L                          | Enlarges selected track/s                                           |
| +K                          | Reduces selected track/s                                            |
| +]                          | Show more detail (zoom in)                                          |
| +[                          | Show less detail (zoom out)                                         |
| +F                          | Open <i>Find</i> dialogue to search clip, locator and Timeline text |
| +Y                          | Create new video track                                              |
| +U                          | Create new audio track                                              |
| +  +Y                       | Opens dialogue box to choose new video track number                 |
| +  +U                       | Opens dialogue box to choose new audio track number                 |
| +click track monitor icon/s | Solos the selected track/s                                          |
| +drag clip from bin         | Snaps clip to In/Out boundaries in Timeline                         |
| +                           | Restrict segment motion to vertical only                            |
| +A                          | Selects all tracks                                                  |
| +  +A                       | Deselects all tracks                                                |



**Guess who forgot to back up?**

Backing up your work at the end of every day is a most under-rated discipline. Make sure you *always* back-up;

Your Project  
Your User Profile  
Your project's Attic folder

And remember; "The day you don't back-up is going to be the day immediately before the day you wish you had!"

# Avid Media Composer Default Keyboard

|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
|-------------------|--|--|--|--|--------------------|--|--------------------|--|---------------------|--|---------------------|--|
| Toggle<br>Src/Rec |  |  |  |  | Multicam camera #1 |  | Multicam camera #2 |  | Multicam camera #3  |  | Multicam camera #4  |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Play              |  |  |  |  | Jog 10fr backward  |  | Jog 10fr forward   |  | Jog 1fr backward    |  | Jog 1fr forward     |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Play              |  |  |  |  | Go to In mark      |  | Go to Out mark     |  | Mark In             |  | Mark Out            |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to prev edit   |  |  |  |  | Clear In mark      |  | Clear Out mark     |  | Focus               |  | Play reverse        |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  | Add Keyframe        |  |
| Go to             |  |  |  |  | Extract            |  | Splice-in          |  | Trim left 10 frames |  | Trim left one frame |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Clear both marks   |  | Play forward       |  | Pause               |  | Play                |  |
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| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  | Trim both sides     |  | Trim A-side         |  |
|                   |  |  |  |  |                    |  |                    |  |                     |  |                     |  |
| Go to             |  |  |  |  | Trim A-side        |  | Trim B-side        |  |                     |  |                     |  |