

# 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
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+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 *Relink* to *Unlink* in Bin menu

+ drag Copies selected object/s from one bin to another

## Bins - Frame and Script modes

Shortcut	Result
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+L Enlarges frames

+K Reduces frames

+T Snaps frames to grid

## Bins - Text View

Shortcut	Result
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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
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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

## 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



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

*Dave Forsyth*



**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 *a*lways 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 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 In to Out		Video track #1		Video track #2		Video track #3		Video track #4		Audio track #1		Audio track #2		Audio track #3		Audio track #4		(you work it out)	
Play		Go to In mark		Go to Out mark		Mark In		Mark Out		Trim A-side		Trim both sides		Trim B-side		Trim		Quick Transition											
Go to prev edit		Go to next edit		Clear In mark		Clear Out mark		Clear both marks		Focus		Play reverse		Play forward		Mouse Shuttle (pre-Adrenaline only)		Add Keyframe											
Shift		Lift		Extract		Splice-in		Overwrite		Mouse Jog (pre-Adrenaline only)		Trim left one frame		Trim left 10 frames		Trim right one frame		Trim right 10 frames		Shift									

