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 (folders) and then do some dragging and dropping.

In this guide you use some of the Project panel options and rearrange a variety of clips.

1. Start Adobe Premiere Pro CS4 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.

   Note: When you import the 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 Photoshop file layers.
3. To switch from the default list view to a grid display, click the Icon View button in the lower-left corner of the Project panel (**Figure 1**).
4. To see thumbnail images of the video clips, make sure Thumbnails > Off is deselected in the Project panel menu **(Figure 2)**.

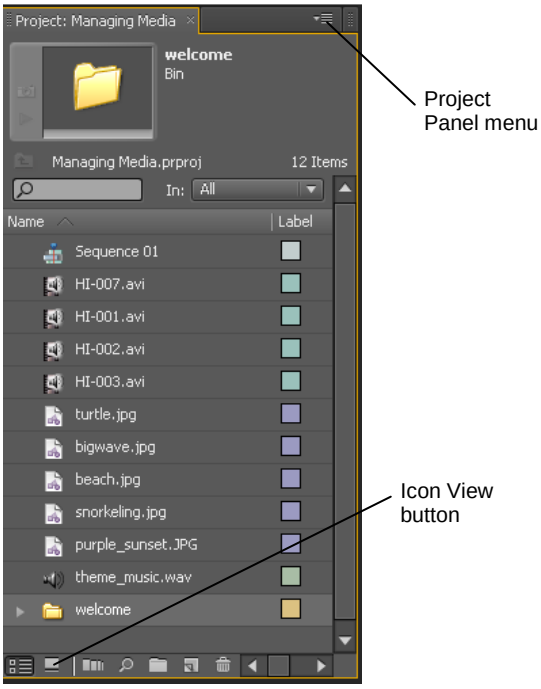

Figure 1 Project panel

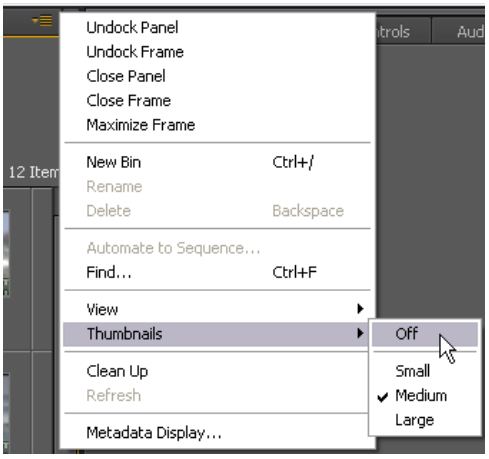

Figure 2 Project panel menu

5. In the Project panel menu, select Clean Up (**Figure 3**) to arrange the clips in rows.
6. Expand the Project panel by dragging its right edge to the right so you can see more of your assets.
7. In the Project panel, click any audio or video file thumbnail to select it and then click the Play button to play that clip (**Figure 4**).

   Note: The Play button is inactive (dimmed) for still images and graphics.
8. Click any video clip and drag the slider under the Project thumbnail viewer screen a few seconds into the clip.
9. Click the Poster Frame button to create a new thumbnail image for that clip (**Figure 4**).

   The new thumbnail image shows up immediately in the Project panel.
10. 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**).

    Note: If you see icons instead of the layer graphic thumbnails, deselect Thumbnails > Off in the Project panel menu.
11. Click the Parent Bin button (**Figure 5**) to return to the main Project panel view.
12. Click the New Bin button (**Figure 5**) to create a new bin.

    The new bin appears in the Project panel with its default name (usually it's Bin 01).
13. Type **Audio** to replace the default bin name and press Enter (Windows) or Return (Mac OS).

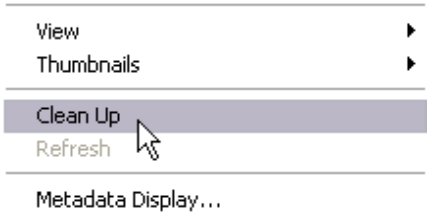

Figure 3 Project panel menu

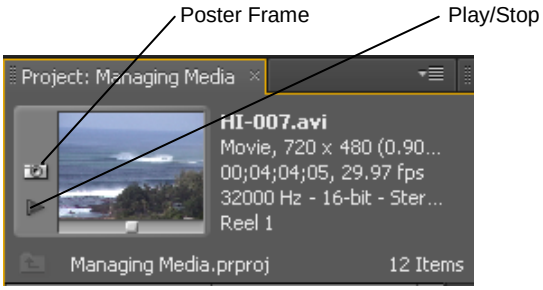

Figure 4 Play button and Poster Frame button

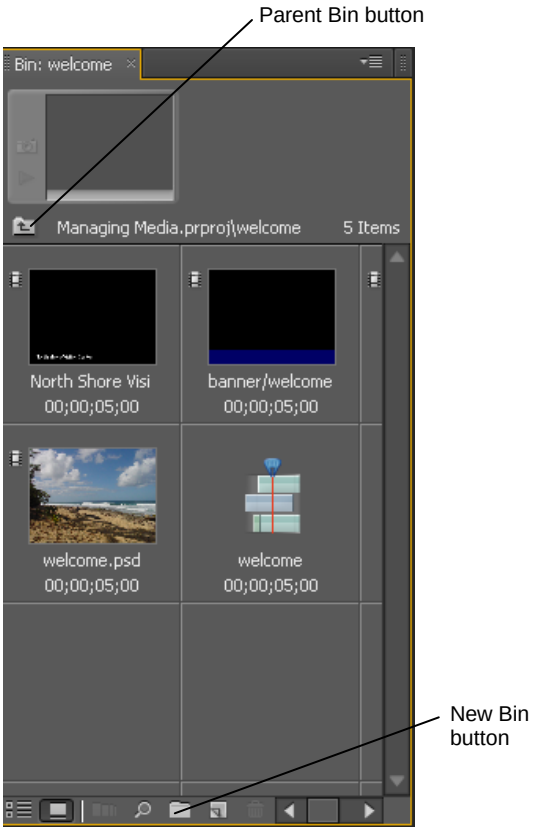

Figure 5 Project panel Icon view

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14. Create two more bins and name them Stills and Videos (**Figure 6**).
15. Drag any audio clips, still images, and video clips into their respective bins.
16. In the Icon View, as you move clips into bins, you leave blank placeholders. Do some housecleaning by selecting Clean Up in the Project panel menu.
17. Click the List View button (to the left of the Icon View button) to return to the List view.
18. 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.
19. Click the New Bin button to create a new bin and name it Sequences.
20. Open the Photoshop bin and drag its sequence into the Sequences bin.
21. Drag Sequence 01 to that bin as well.
22. 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 should look something like **Figure 7**.

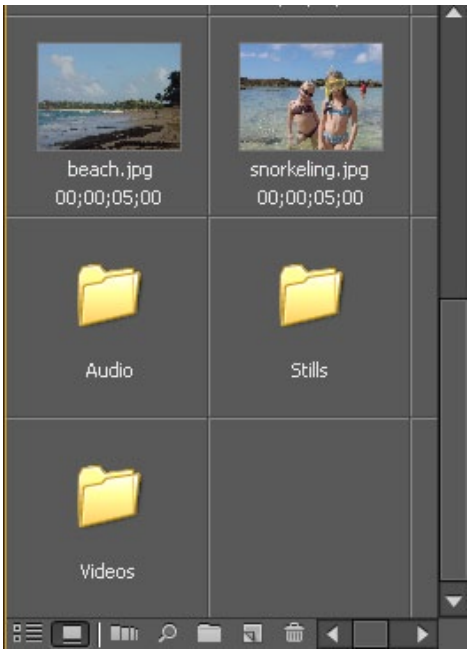

Figure 6 Newly added bins

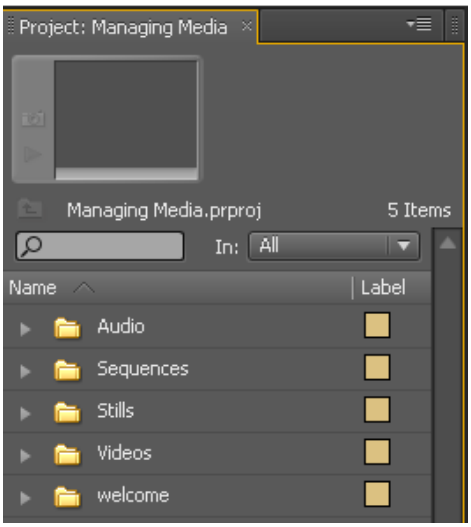

Figure 7 Project panel organized into bins