



Lightworks 2020.1

Quick Start Guide

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EditShare

3 Brook Street

Watertown, MA 02472

Tel: 617-782-0479

Fax: 617-782-1071

www.editshare.com

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Installation



License activation requires a connection to the Internet.

For detailed information about License Activation, refer to the Lightworks Installation and Activation Guide.

STEPS

1. Optional: Purchase a Lightworks Pro license (you can always upgrade later).
2. Install Lightworks and start the application:
 - Windows: Double-click the Lightworks desktop icon.
 - Linux and Macintosh: Single left-click on the Lightworks desktop icon.
3. New users are issued a seven day renewable license without having to sign in beforehand. If you have used Lightworks before:
 - a) A login screen opens.
 - b) Type your Lightworks user name and account password into the relevant fields and then click Continue.

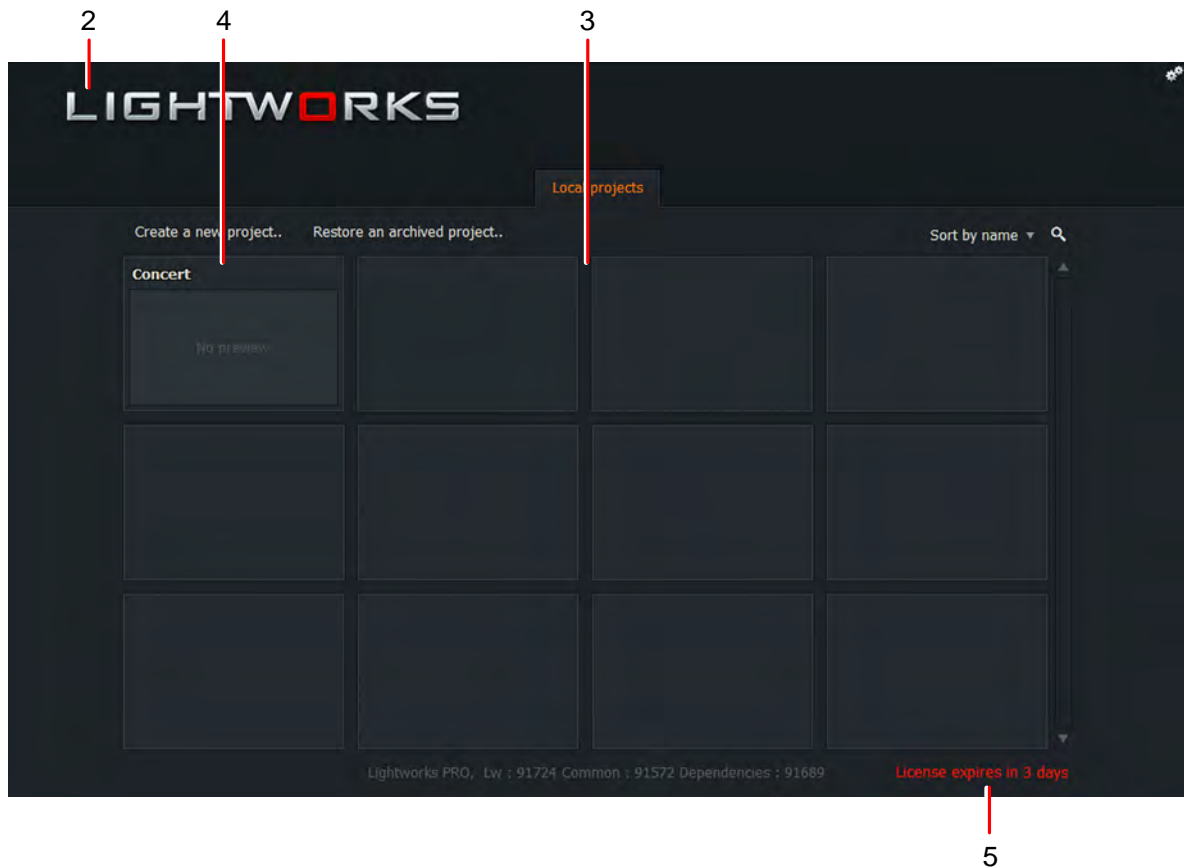


4. First time users only: a window displaying links to video tutorials and Lightworks forums opens. These links provide a wealth of information about using Lightworks.
 5. The Lightworks application opens in the Project Browser view - see Steps 2 to 5 of "[Starting Lightworks](#)" on page 6.
-

Upgrading to Lightworks Pro

Please refer to the *Lightworks Installation and Activation Guide* if you want to install a license for Lightworks Pro.

Starting Lightworks



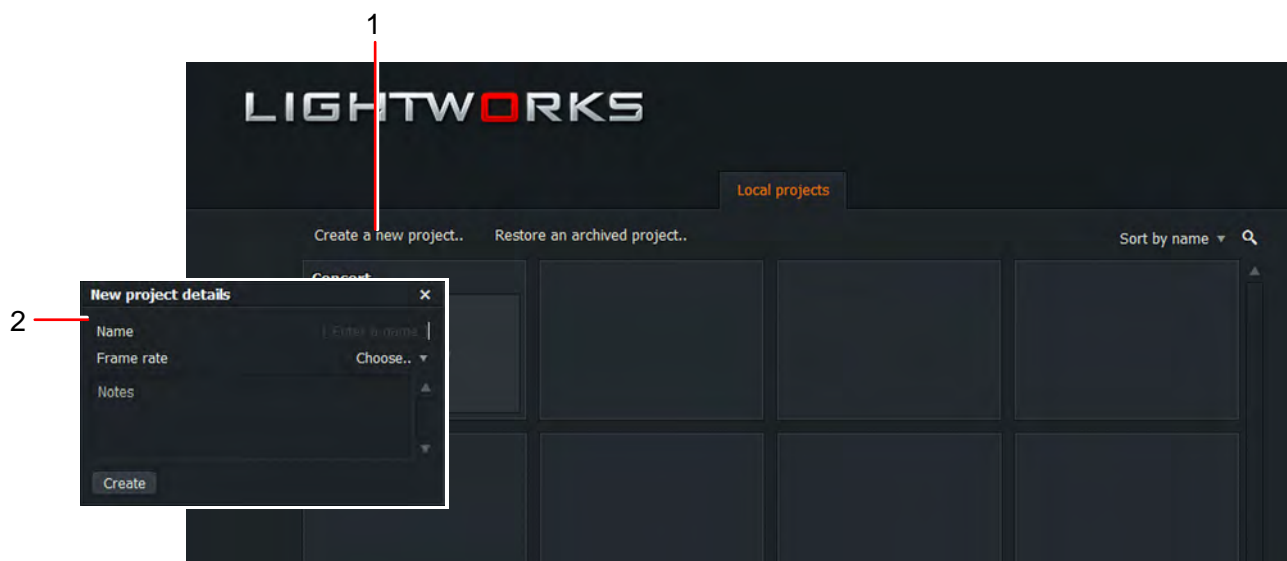
STEPS

1. Windows: Double-click the Lightworks desktop icon.
Linux and Macintosh: Single left-click on the Lightworks desktop icon.
2. The Lightworks application opens in the Project Browser view.
3. The first time you start Lightworks, the Project Browser displays a grid of blank tiles.
4. Existing Lightworks projects display as tiles with a title in the tile header and, optionally, a small preview or thumbnail of a media item from the project.
5. If you are using the free version of Lightworks, the time remaining before the license expires displays in the bottom right corner of the screen.



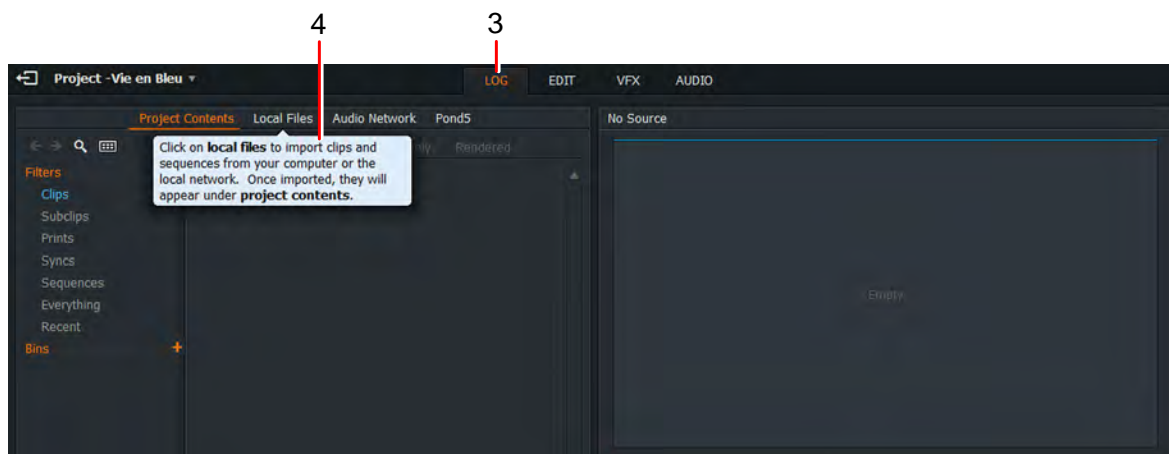
Projects

Creating a New Project



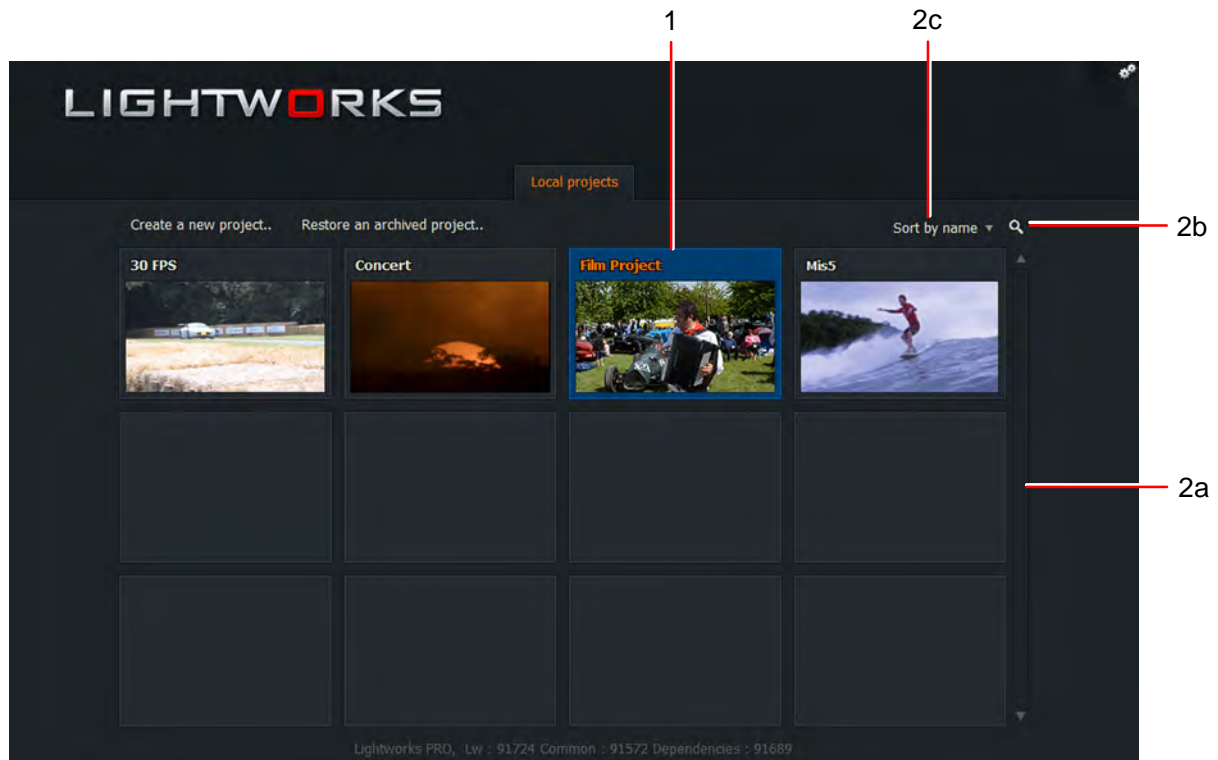
STEPS

1. Click on the 'Create a new project' link.
2. When the dialog box opens:
 - a) Type a name for your project in the Name text box.
 - b) Select the frame rate for the media in your project. If you want to use mixed frame rates, select 'Mixed rates'.
 - c) Optional: Add notes relevant to your project.
 - d) Click Create.
3. A new, empty project is created and opens with the Log tab selected.



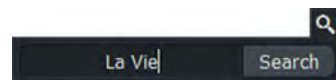
4. A tooltip displays, prompting you to import local files.
5. Add media, as required. See ["Importing Local Files into a Project" on page 9](#).

Opening an Existing Project



STEPS

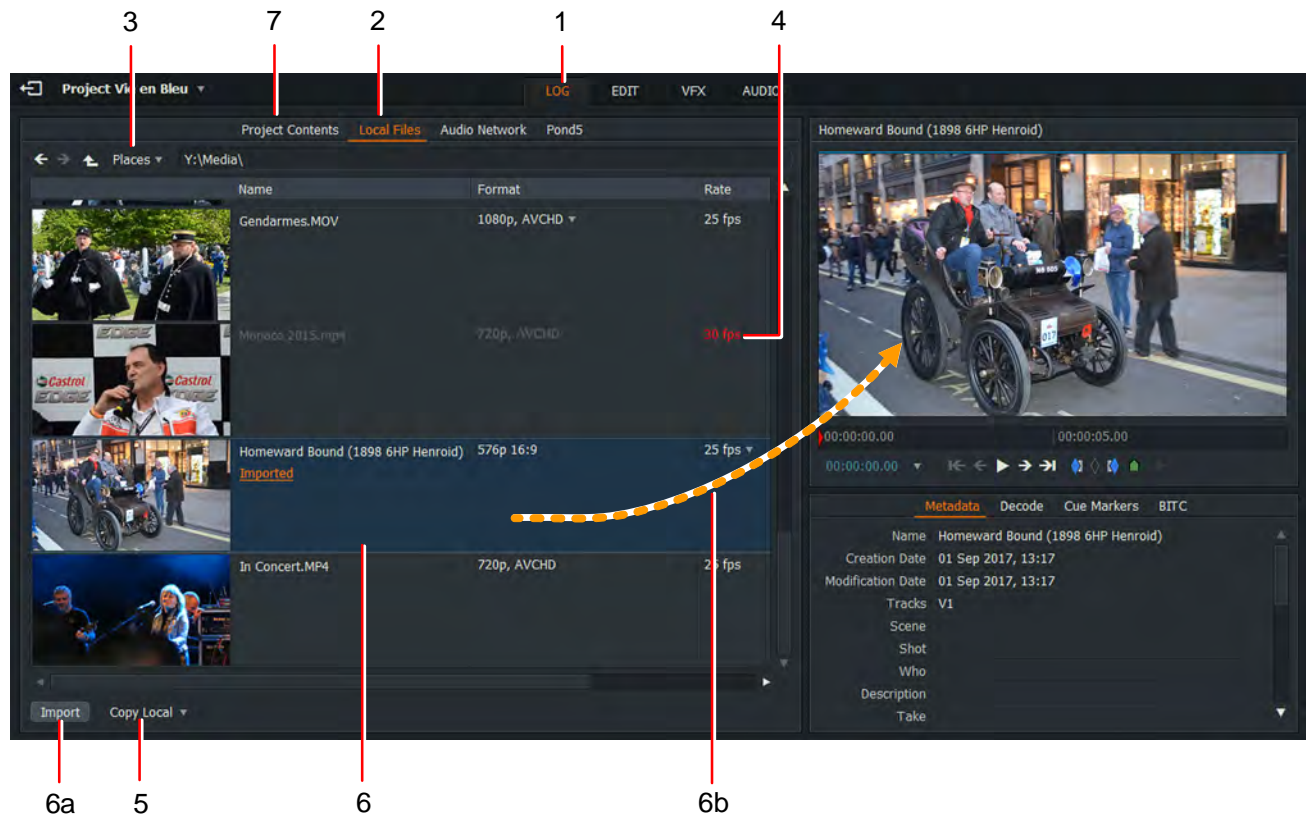
1. In the Project Browser, double-click on the tile representing the project you want to open.
2. If there are too many projects to display on screen at once:
 - a) Use the scroll bar at the right hand side to reveal projects hidden from view.
 - b) Use the Sort tool to sort by Name or sort by Date.
 - c) Click on the Search icon, type your search criteria in the text box that opens, and press Enter.



Only projects that match the text you typed are displayed. Double-click on the project you require.

3. Your project opens.

Importing Local Files into a Project

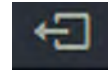


STEPS

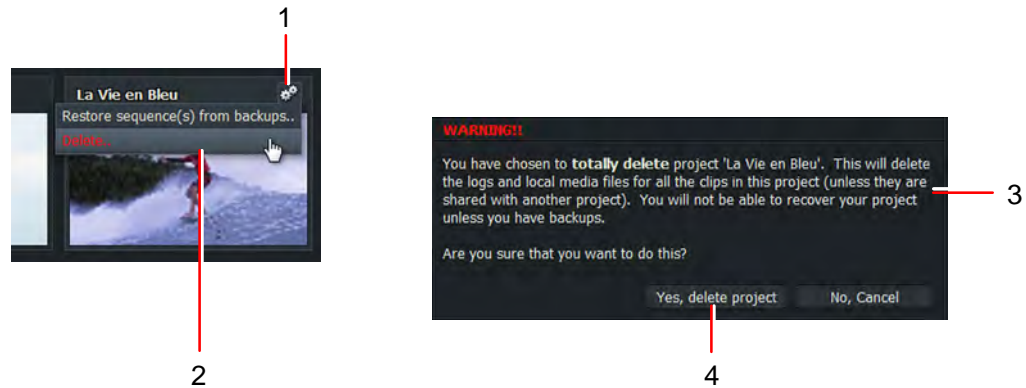
1. Make sure you have the Edit or Log tab selected.
2. Click on the Local Files tab.
3. Click on the Places tab to navigate to the drive and folder you require.
4. If the frame rate of a clip is not compatible with your project, it displays in red. You will not be able to import the clip into your project.
5. Select the import method from the drop down list. The options are:
 - Create Link. Keeps the imported file in its original location and format so you can work with the file natively.
 - Copy Local. Copies the file to the material drive without transcoding.
 - Transcode. Converts the file into the chosen file type and compression option.
6. Click on a clip to select it for import to your project, or hold down the Shift or Ctrl key (Cmd key on Mac OS X) to select multiple clips, and:
 - a) Click the Import button.
 - b) Drag a single clip on to the clip viewer.
7. On importing the clips, the Content Manager auto switches to the Bin or Filter containing the clips you imported.

Closing a Project

To close a project, and return to the Project Browser, click the Exit button at the top left of the Project window.



Deleting a Project



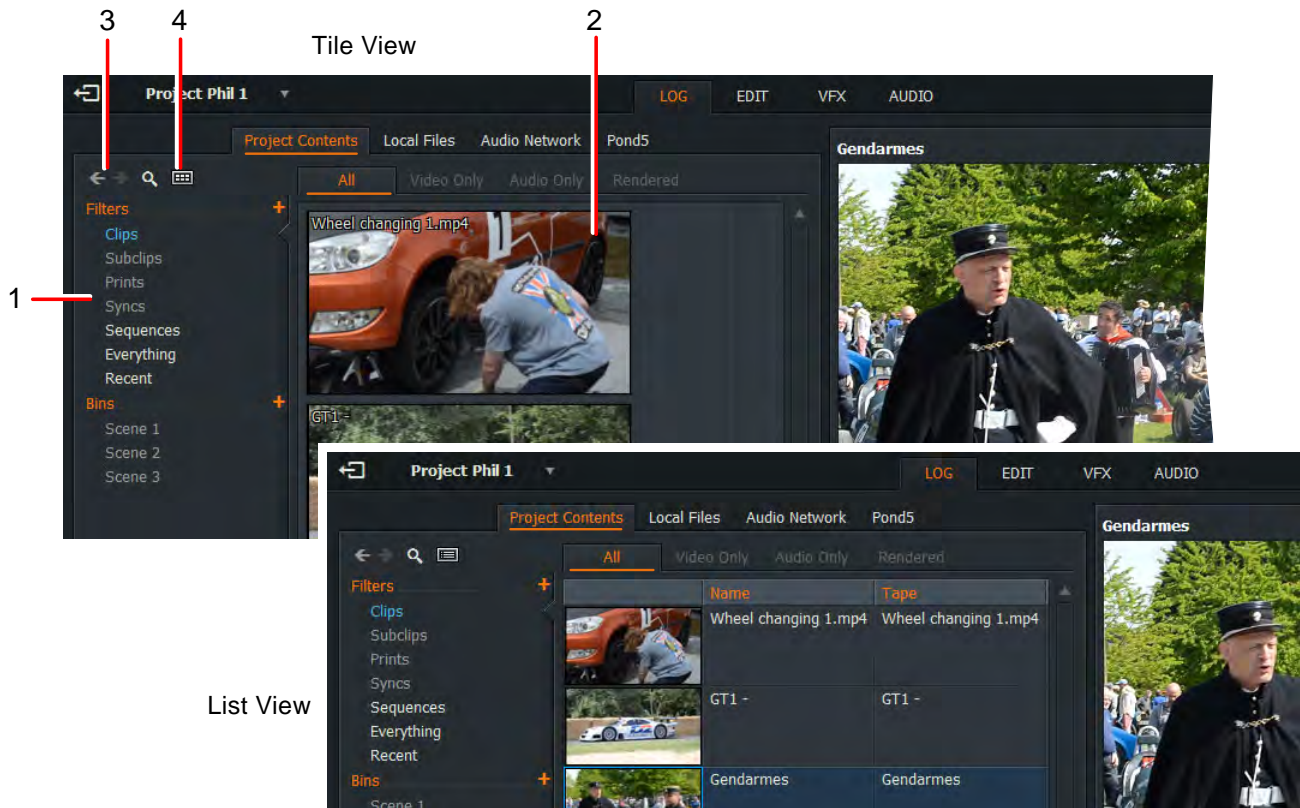
STEPS

1. In the Project Browser, click on the Cogs icon for the project you want to delete.
2. From the menu that opens, click Delete.
3. A message box opens, warning you that your project is about to be deleted and that you may lose data.
4. Click Yes to confirm the deletion, or No to cancel the operation.

Deleting projects does not delete media. If you have imported files from the Local files tab and you delete a project, that media is deleted only if it was imported as 'Transcode' or 'Copy Local'. If media was imported using 'Create Link', only the link is deleted, not the file.

Content Manager

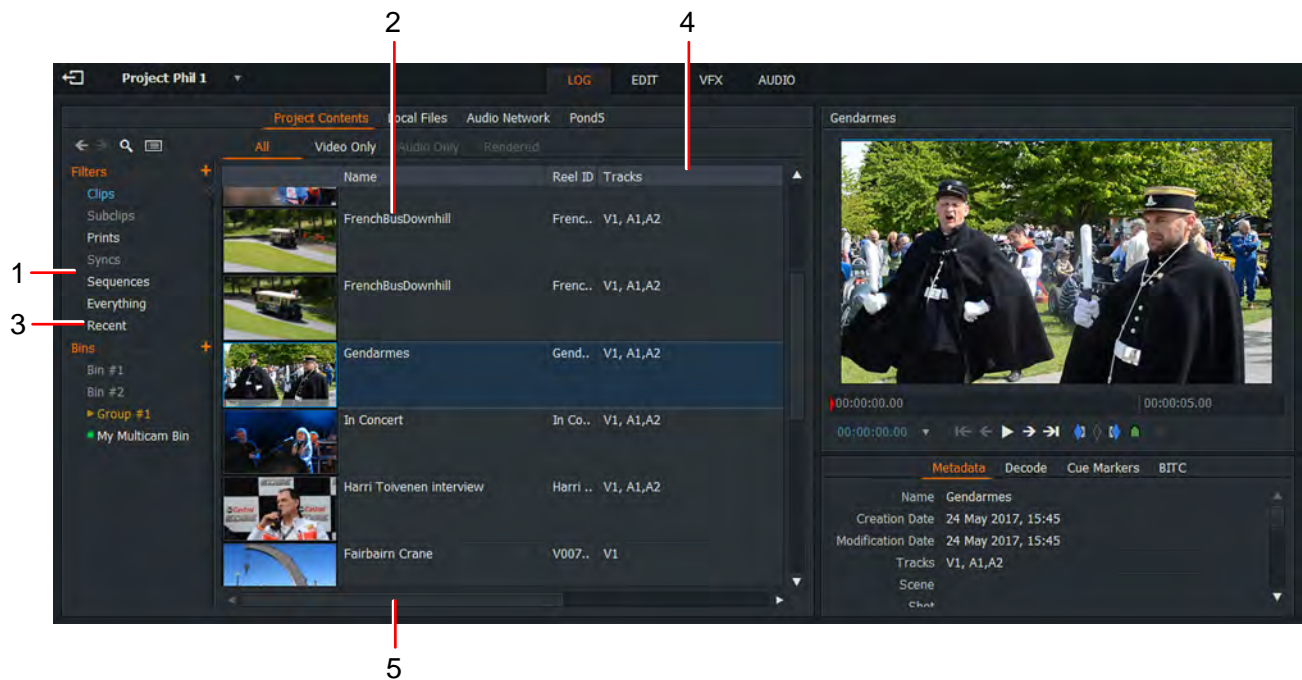
Browsing the Content Manager



STEPS

1. Select a view by clicking on any item displayed under Filter or Bins in the Content List panel.
2. Results display in the main window.
3. Step backwards and forwards through Content List items by clicking the Browse buttons.
4. Toggle between Tile and List views by clicking the View button. The Content Manager has two main display modes:
 - Tile View. Clips and Sequences display as thumbnails
 - List View. Clips and Sequences display in a list format with relevant metadata and a smaller thumbnail to aid identification

Using the Media Types Filter

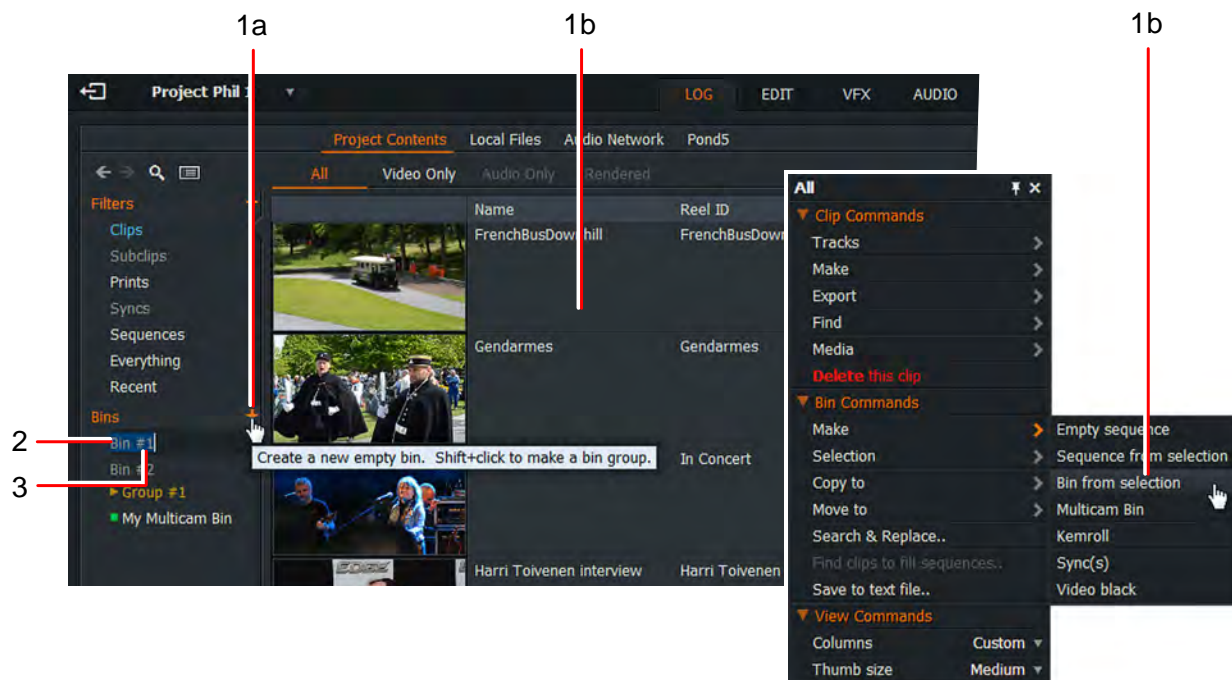


STEPS

1. In the Content List panel, click on one of the following media types:
 - Clips
 - Subclips
 - Sequences
 - Everything
 - Recent
2. The main panel displays the type of media you selected.
3. If you selected Recent, the media displays in chronological order.
4. To change the sort order of displayed items, click the column header you want to sort on. Clicking the same column header again reverses the displayed order.
5. Use the horizontal scroll bar to show columns positioned beyond the viewing frame border.

You can also review your searches through the Content Manager Search Filter. See ["Bins" on page 13](#).

Bins

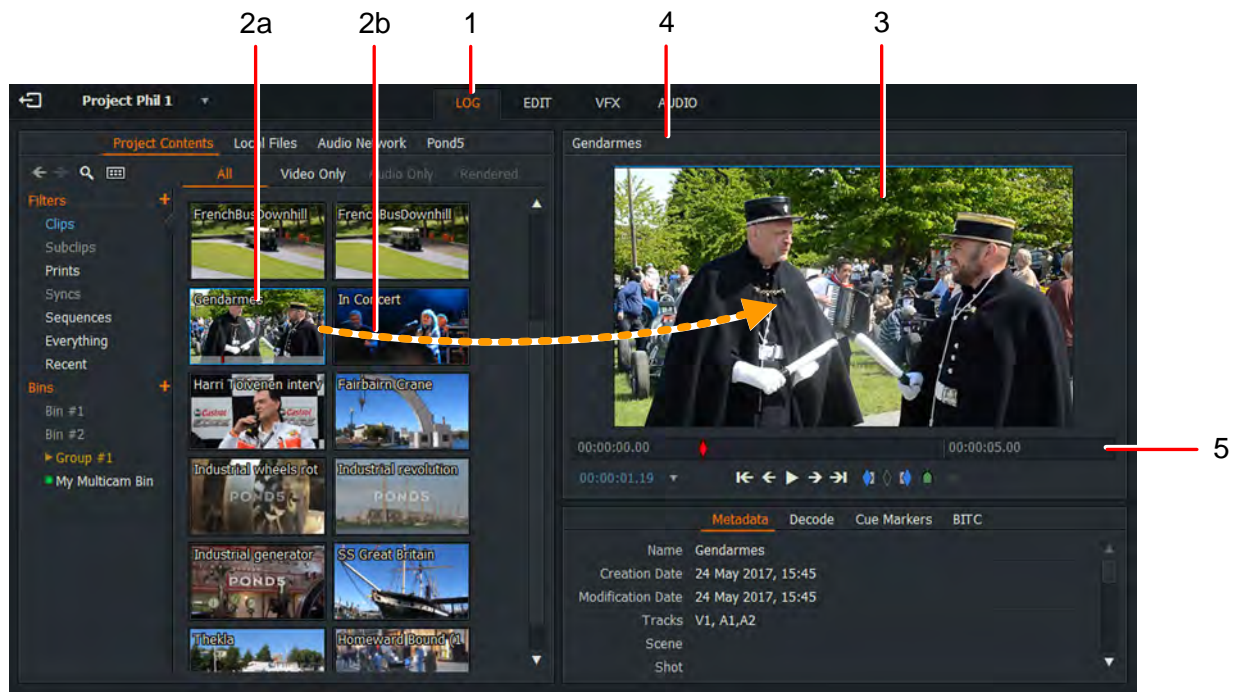


STEPS

- Do one of the following: Click on the Bins + icon in the Content List panel.
 - Click on the Bins + icon in the Content List panel.
 - Select one or more clips, right-click and, from the menu that opens, select Bin Commands > Bin from selection.
- The new bin displays as an entry below 'Bins' in the Content List panel.
- Type the name you want for your Bin directly in to the text box.

Clips

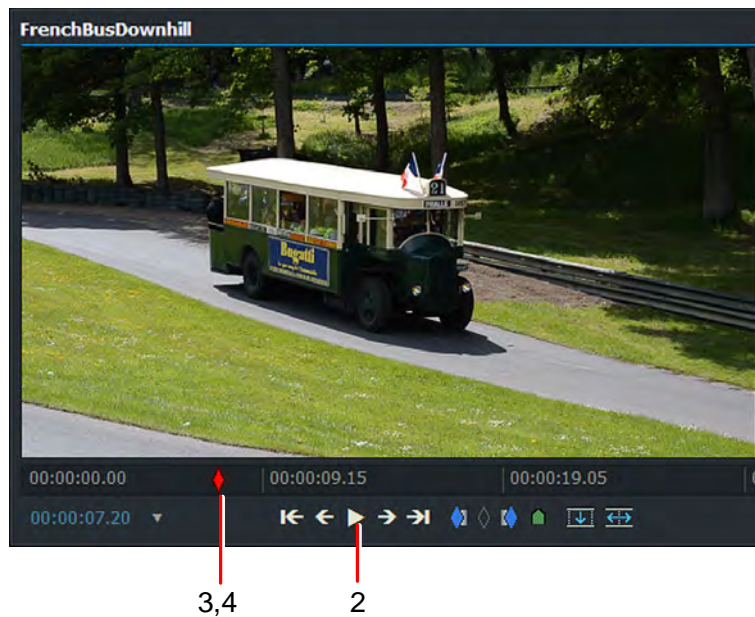
Opening a Tile in a Viewer



STEPS

1. Make sure the Log tab is selected.
2. Do one of the following:
 - a) Double-click on the tile or list item.
 - b) Drag the tile or list item onto the viewer.
3. The selected clip opens in the source viewer.
4. The name of the clip displays at the top of the viewer.
5. The right and left ends of the scrub bar represent the start and end of the clip.
6. To open another clip in the same Viewer, repeat step 2.

Playback in a Viewer



STEPS

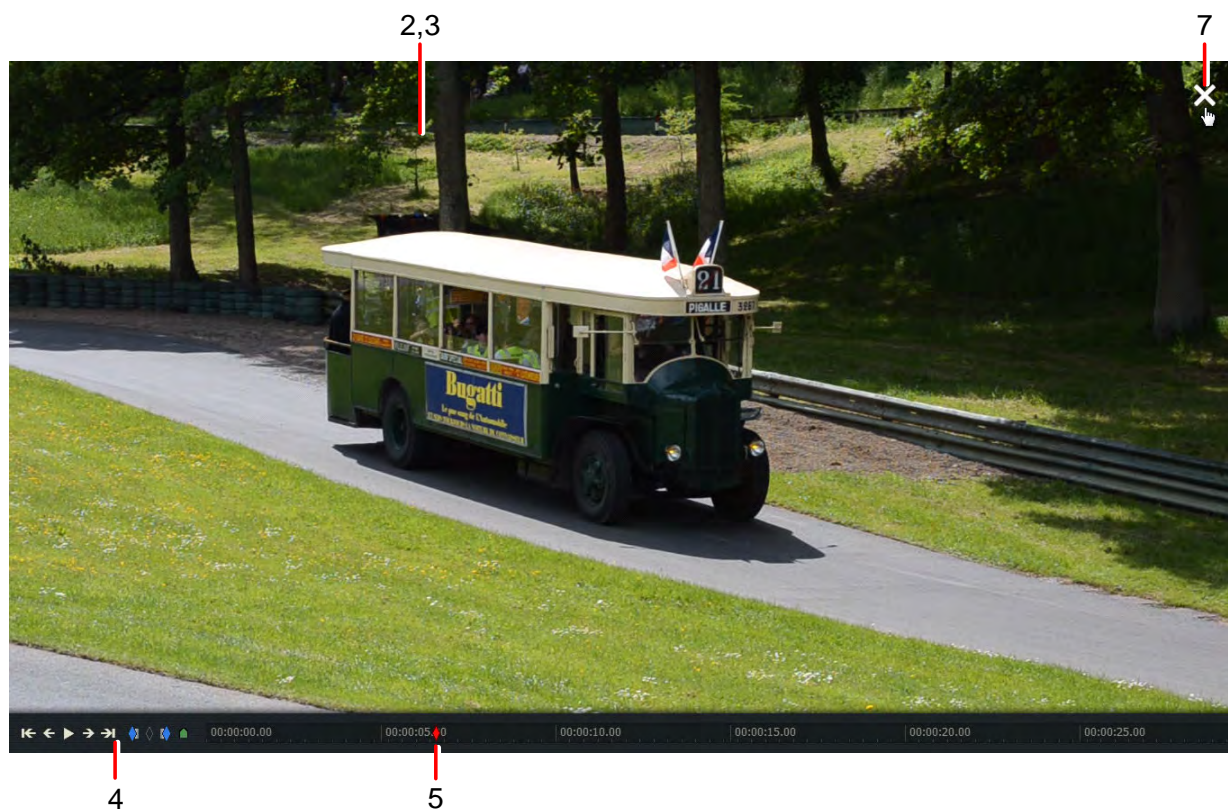
1. Open a clip in the viewer, as described in ["Opening a Tile in a Viewer" on page 14](#).
2. Play the material by doing one of the following:
 - Use the keyboard shortcuts for playback.
 - The playback controls on the viewer.
3. To move through the material, click the red frame marker in the Indicator strip and drag it where you want.
4. To jump to a new point, left-click the mouse in the Indicator strip at the timecode position you want to jump to.

Default Shortcuts:

j = Reverse Play
k = Pause
l = Play

Displaying Full Screen Video

We recommend using two or more monitors so that the full screen display does not obscure the user interface. If you have dual monitors, only the extended display is used for full screen display. It is recommended that both displays are of the same resolution.



STEPS

1. Do one of the following:
 - Press the Toggle Full Screen shortcut key.
 - Double-click on the image in the viewer.
2. The viewer / edit displays in full size on the monitor, complete with playback / marker controls and scrub bar.
3. Move your mouse onto the full screen image to reveal the playback and marker controls, and scrub bar.
4. Use the playback and marker controls to move through the clip and to add marks.
5. Use the scrub bar to move backwards and forwards through the clip.
6. To close full screen mode, press the Toggle Full Screen shortcut key again.
7. You can also close the full screen mode by moving your mouse onto the extended display and clicking the Exit Full Screen button.

Default Shortcut:
F12 = Toggle Full Screen

Default Shortcut:
F12 = Toggle Full Screen

Loading a Clip in Full Screen Mode

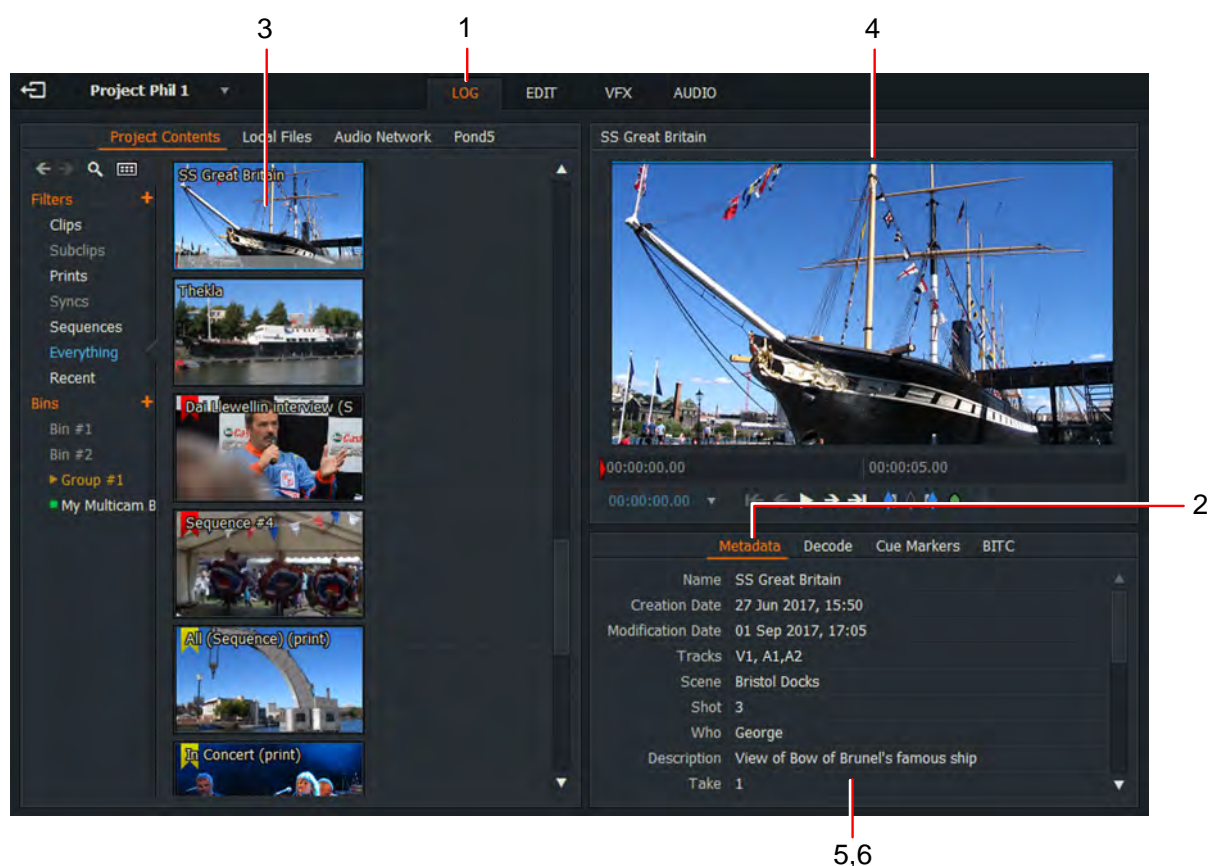


STEPS

1. While in full screen mode, move your mouse to the top of the screen until a bin drop down menu opens.
 2. Use the scroll bar top right to view more clips in the bin.
 3. Click on the clip you want to load.
 4. The selected clip displays in full screen mode.
-

There is no method for switching to a different bin while in full screen mode.

Finding Information about Clips

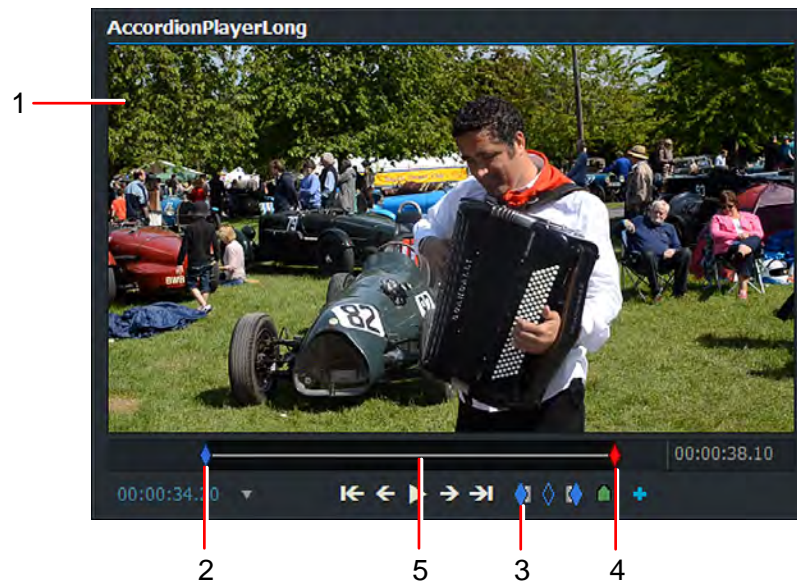


STEPS

1. Click on the Log tab to select it.
2. Click on the Metadata tab to select it.
3. Do one of the following:
 - Double-click the clip you want to review.
 - Drag and drop the clip you want onto the viewer.
4. The clip loads into the viewer.
5. The clip metadata displays below the viewer.
6. Some metadata fields are read only, while others such as Scene, Take, and Comments can be edited by typing directly into the metadata field.

Metadata can also be reviewed in the List View of Bins - see ["Browsing the Content Manager" on page 11](#).

Mark and Park



STEPS



1. Load your clip into the media viewer.
2. Stop the media at the position in the timeline where you want the In Point.
3. Click the In Point button. Alternatively, press the assigned shortcut key.
4. Move the current frame to where you want the section to end.
5. The section between the mark and the current frame is now selected.

Default Shortcuts:

i = Mark / Mark In
o = Mark Out

Subclips

STEPS

1. Load a clip and mark the section you want to use for your subclip. See ["Mark and Park" on page 19](#).
2. Do one of the following:
 - Right-click inside the viewer and, from the menu that opens, select Make > Subclip.
 - Click the Add Subclip  button on the viewer.
 - Create and use a keyboard shortcut for 'Making a Subclip'.
3. The subclip is added to the Content Manager. Subclips are identified by a blue flag in the top left corner of tiles, thumbnails, and viewers. 

Markers

Adding Cue Markers



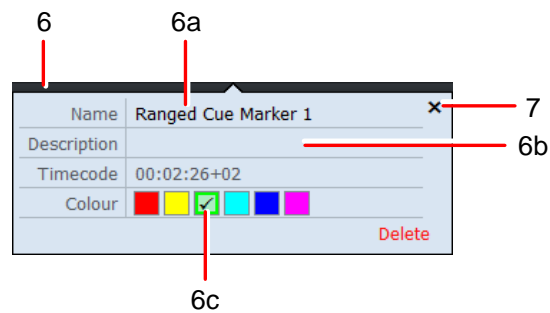
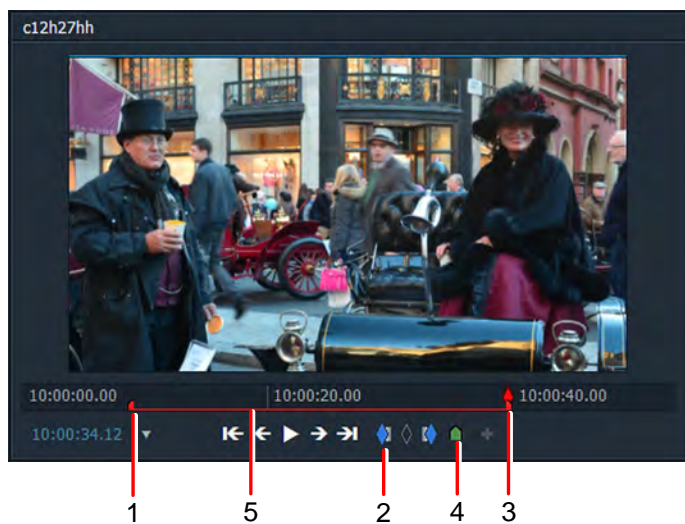
STEPS

1. Cue Markers are small triangular markers in the timeline which identify areas of interest in your clips.
2. Move the timeline marker to the position in the clip you want.
3. Click on the Cue Marker button below the viewer, or press the Cue Marker shortcut key.
4. The Cue Marker displays as a small green triangle on the timeline.
5. The Cue Marker dialog box opens below the viewer:
 - a) Optional: Type a name for your Cue Marker in the Name field.
 - b) Optional: Add a description for your Cue Marker in the Description field.
 - c) Optional: Click on a color to set the color for your Cue Marker.
6. To close the Cue Marker dialog box, click on the Close button (X), or click anywhere outside the dialog box.

Default Shortcuts:

' = Cue Marker
(apostrophe)

Adding Ranged Cue Markers



STEPS

1. Move the timeline marker to the position in the clip you want the Start point.
2. Click the In Point button or the press the Mark In shortcut key.
3. Move the timeline marker to the position in the clip you want the End point.
4. Click on the Cue Marker button below the viewer, or press the Cue Marker shortcut key.
5. The Ranged Cue Marker displays as a colored line between your Start and End Points.
6. The Marker dialog box opens below the viewer:
 - a) Optional: Type a name in the Name field.
 - b) Optional: Add a description for your Ranged Cue Marker in the Description field.
 - c) Optional: Click on a color to set the color for your Ranged Cue Marker.
7. To close the Marker dialog box, click on the Close button (X), or click anywhere outside the dialog box.

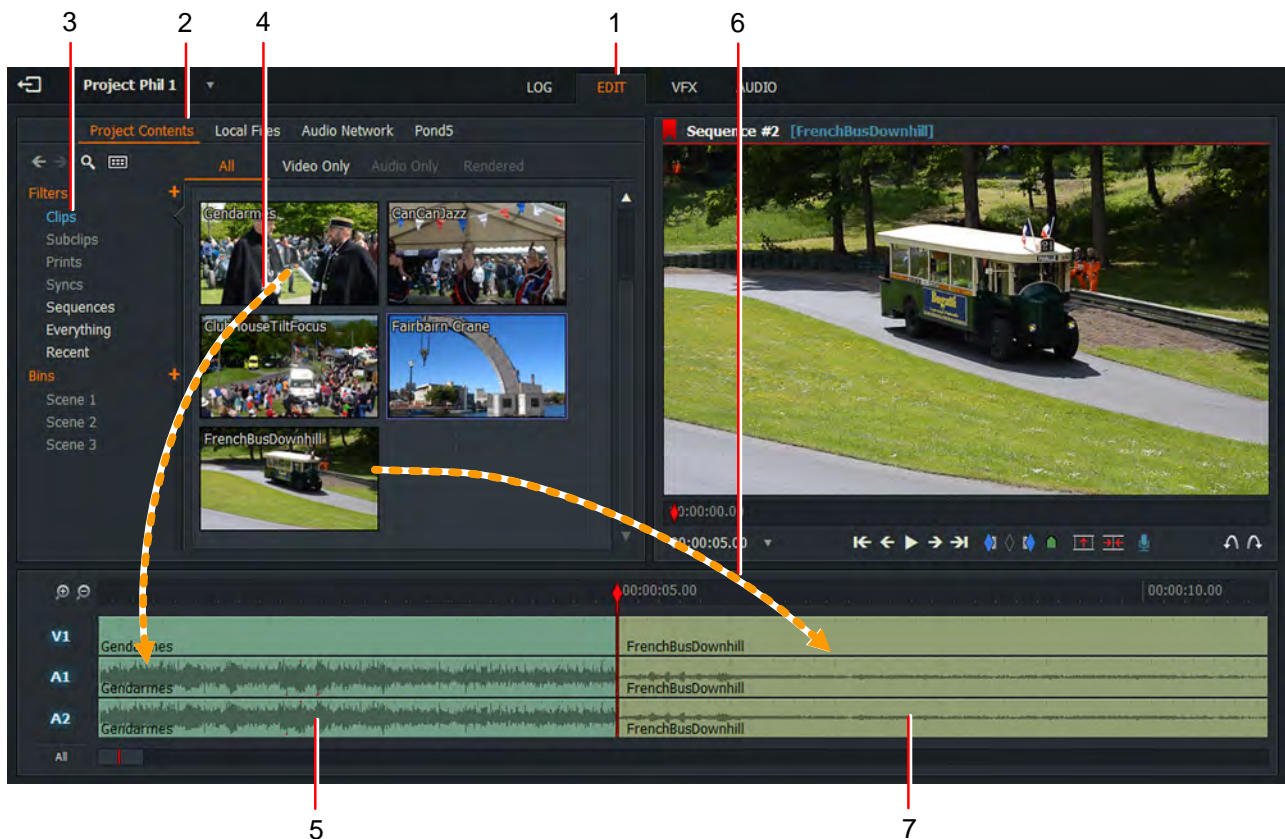
Default Shortcuts:

i = Mark / Mark In

' = Cue Marker (apostrophe)

Sequences

Creating a Sequence



STEPS

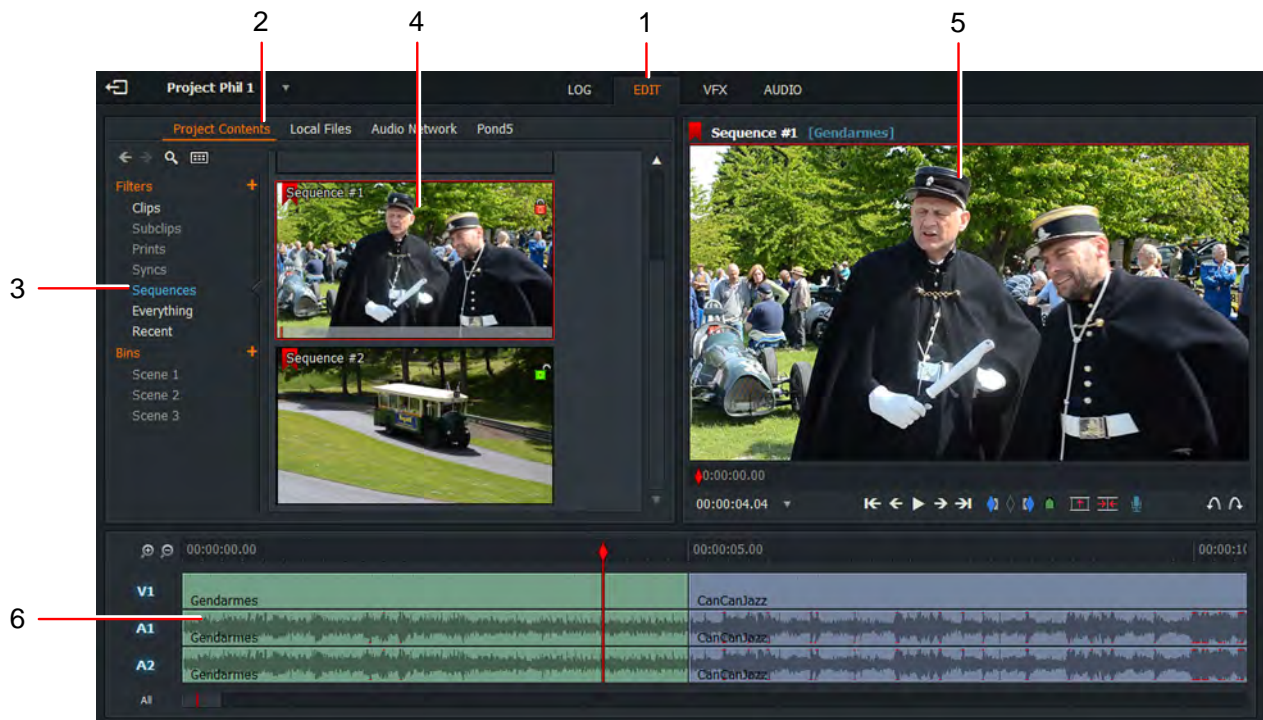
1. Click on the Edit tab to reveal the Sequence view. New projects always open with a blank sequence.
2. Click on the Project Contents tab.
3. Click Clips in the Content Manager to display the available clips.
4. Select the first clip you want in your sequence and drag it onto the timeline.
5. The clip's video and audio display as separate tracks in the timeline.
6. Move the timeline marker to where you want to add your next clip:
 - Press the Previous Cut shortcut key to move the marker left (to the end of the previous clip)
 - Press the Next Cut shortcut key to move the marker right (to the start of the next clip).
7. Select the next clip you want in your sequence and drag it onto the timeline.
8. The video and audio tracks of the clip display in the timeline.
9. Repeat steps 6 to 8 to add further clips as required.

Default Shortcuts:

a = Previous Cut
s = Next Cut



Opening an Existing Sequence



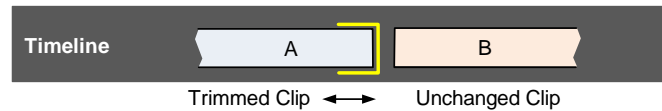
STEPS

1. Click on the Edit tab to reveal the Sequence view.
 2. Click on the Project Contents tab.
 3. Click on Sequences in the Content Manager to display the sequences in your project.
 4. Double-click on the Sequence you want to open.
 5. The Sequence displays in the sequence viewer.
 6. The video and audio tracks for each clip and subclip in your sequence display in the timeline.
-

Trimming Cuts

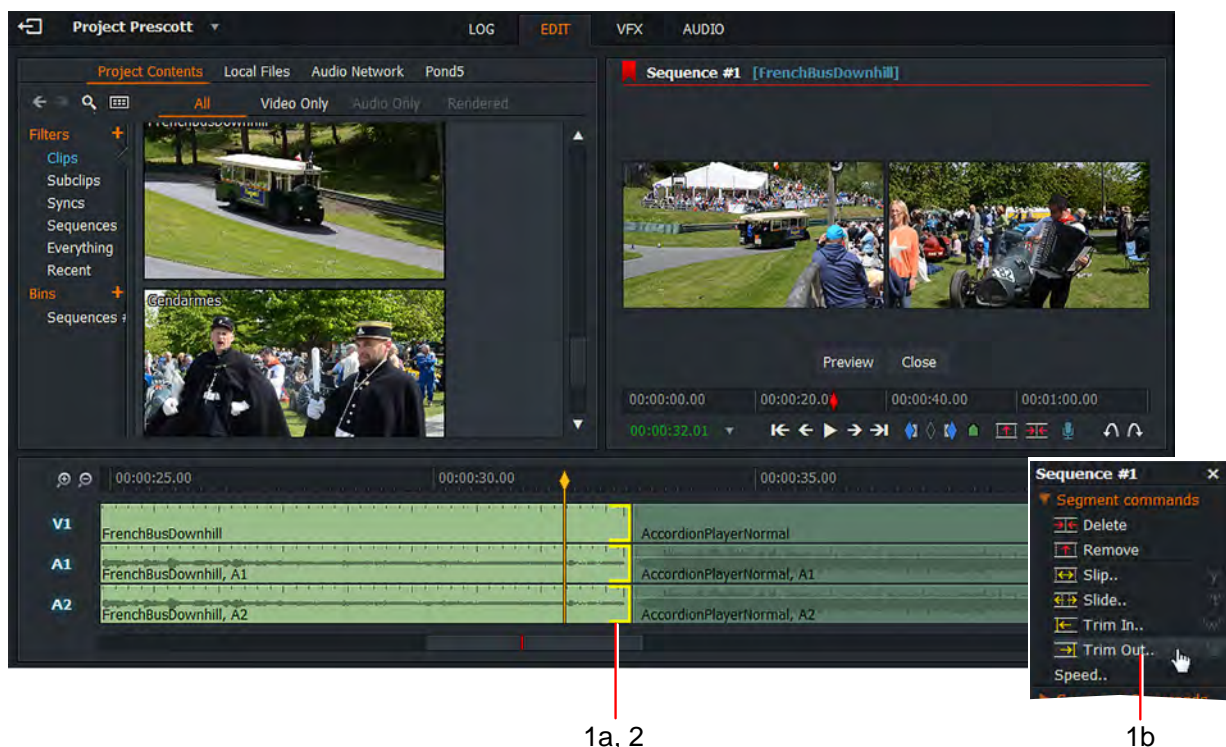
Trimming an Outgoing Clip

Trimming an outgoing clip changes the end point of the outgoing clip (A) while the start of the incoming clip remains unchanged (B).



STEPS

1. Do one of the following:
 - a) Hover your mouse close to the end of the clip you want to trim. When white brackets display, click the left mouse button.
 - b) Right-click on the clip you want to trim, and from the menu that opens, select Segment Commands > Trim Out.
 - c) Press the Trim Out shortcut key.



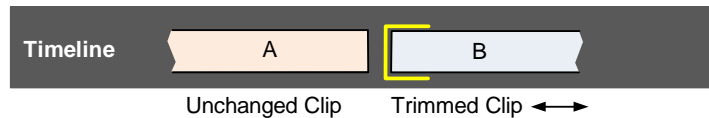
2. Brackets display in yellow on tracks, denoting that the clip has been disconnected from the cut.
3. Shorten or lengthen the outgoing clip by doing one of the following:
 - a) moving the mouse left or right while holding down the left mouse button. Release the left mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Press Shift+Play to play in reverse.
 - c) pressing the play or reverse playback shortcut keys.

Default Shortcuts:

e = Trim Out
j = Reverse Play
k = Pause
l = Play

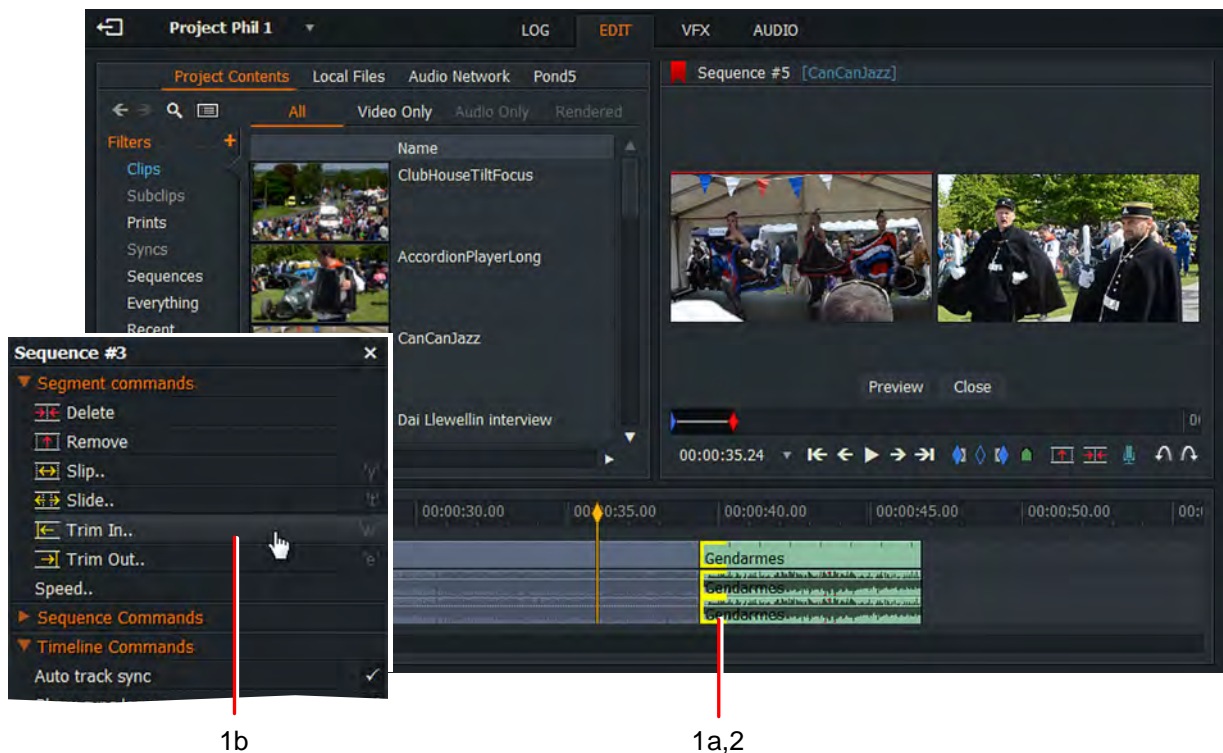
Trimming an Incoming Clip

Trimming an incoming clip changes the start point of the incoming clip (B) while the end of the outgoing clip (A) remains unchanged.



STEPS

1. Do one of the following:
 - a) Hover your mouse close to the start of the clip you want to trim. When white brackets display, click the left mouse button.
 - b) Right-click on the clip you want to trim, and from the menu that opens, select Segment Commands > Trim In.
 - c) Press the Trim In shortcut key.



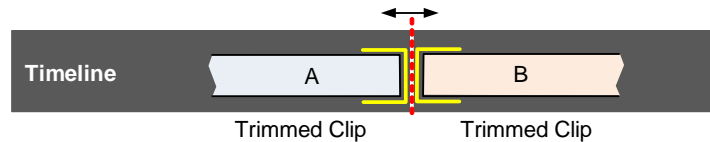
2. Brackets display in yellow on the clip, denoting that it has been disconnected from the cut.
3. Shorten or lengthen the incoming clip by doing one of the following:
 - a) moving the mouse left or right while holding down the left mouse button. Release the left mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Press Shift+Play to play in reverse.
 - c) pressing the play or reverse playback shortcut keys.

Default Shortcuts:

j = Reverse Play
 k = Pause
 l = Play
 w = Trim In

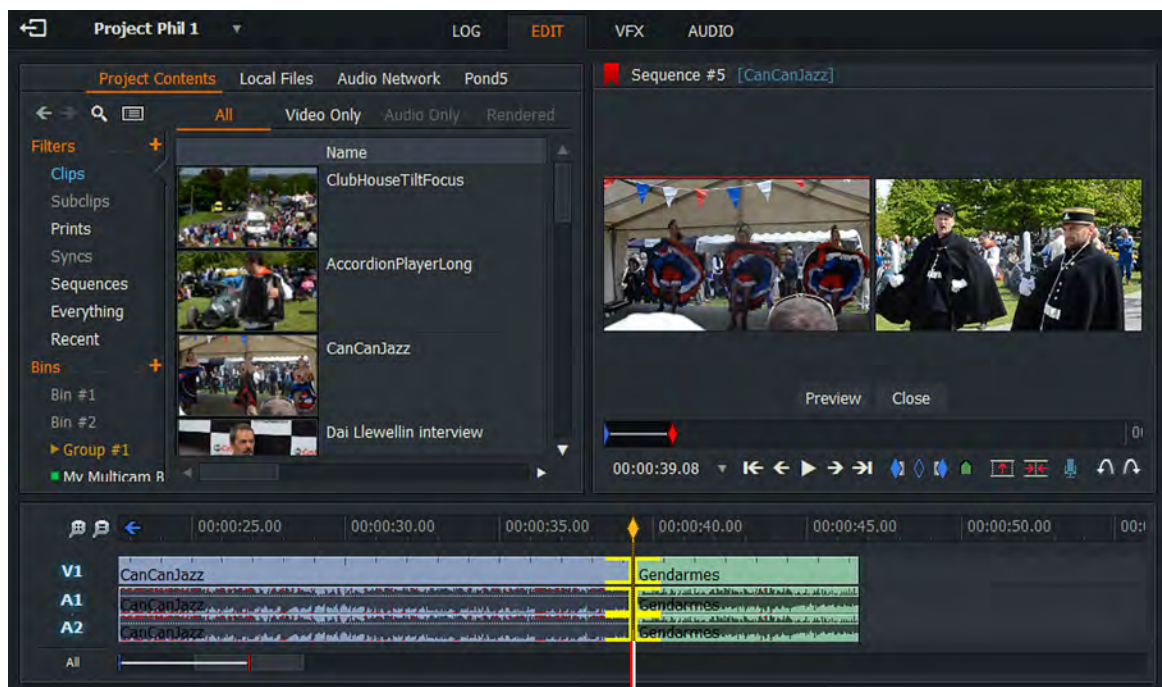
Moving a Cut

Moving a cut is where both the end of the incoming clip and the start of the outgoing clip move.



STEPS

1. Do one of the following:
 - a) Hover your mouse close to the cut you want to trim. When white brackets display on both sides of the cut, click the left mouse button.
 - b) Position the timeline marker over the cut you want to trim, and then press the 'Move Cut' shortcut key.



1a,2

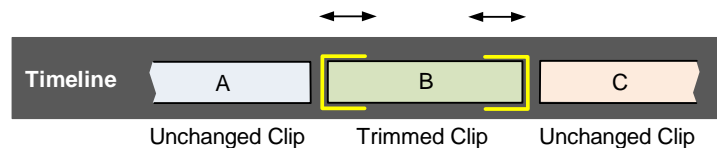
2. Brackets display in yellow on both sides of the cut.
3. Shorten or lengthen both sides of the cut by doing one of the following:
 - a) moving the mouse left or right while holding down the left mouse button. Release the left mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Press Shift+Play to play in reverse.
 - c) pressing the play or reverse playback shortcut keys.

Default Shortcuts:

j = Reverse Play
k = Pause
l = Play
u = Move Cut

Slipping a Cut

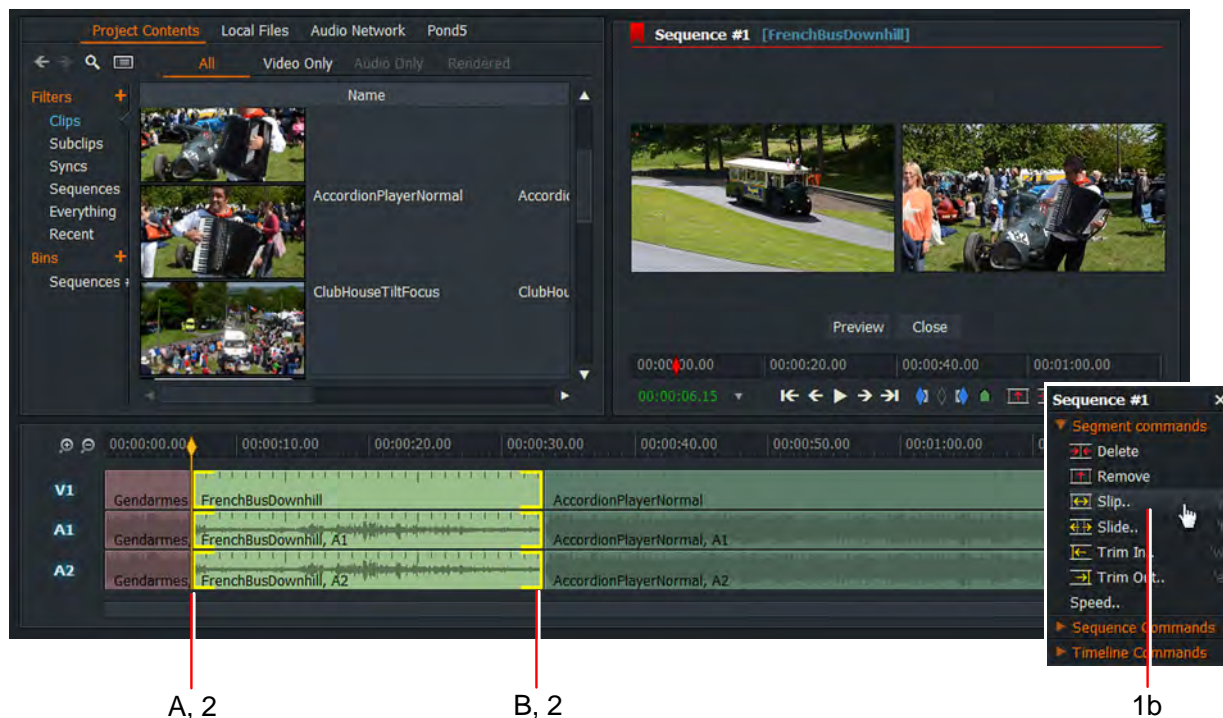
Slipping a clip is where you change the In and the Out points of a clip (B) at the same time.



To slip a clip:

STEPS

1. Do one of the following:
 - a) Hover your mouse over the start of the clip (B) you want to trim. When white brackets display, click the left mouse button. Repeat for the end of the clip (B).
 - b) Right-click on the clip you want to slip, and from the menu that opens, select Segment Commands > Slip.
 - c) Press the Slip shortcut key.



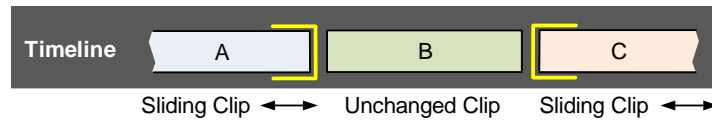
2. Brackets display in yellow at both ends of the clip.
3. Change the start and end frames of the clip by doing one of the following:
 - a) moving the mouse left or right while holding down the left mouse button. Release the left mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Press Shift+Play to play in reverse.
 - c) pressing the play or reverse playback shortcut keys.

Default Shortcuts:

j = Reverse Play
k = Pause
l = Play
y = Slip

Sliding a Clip

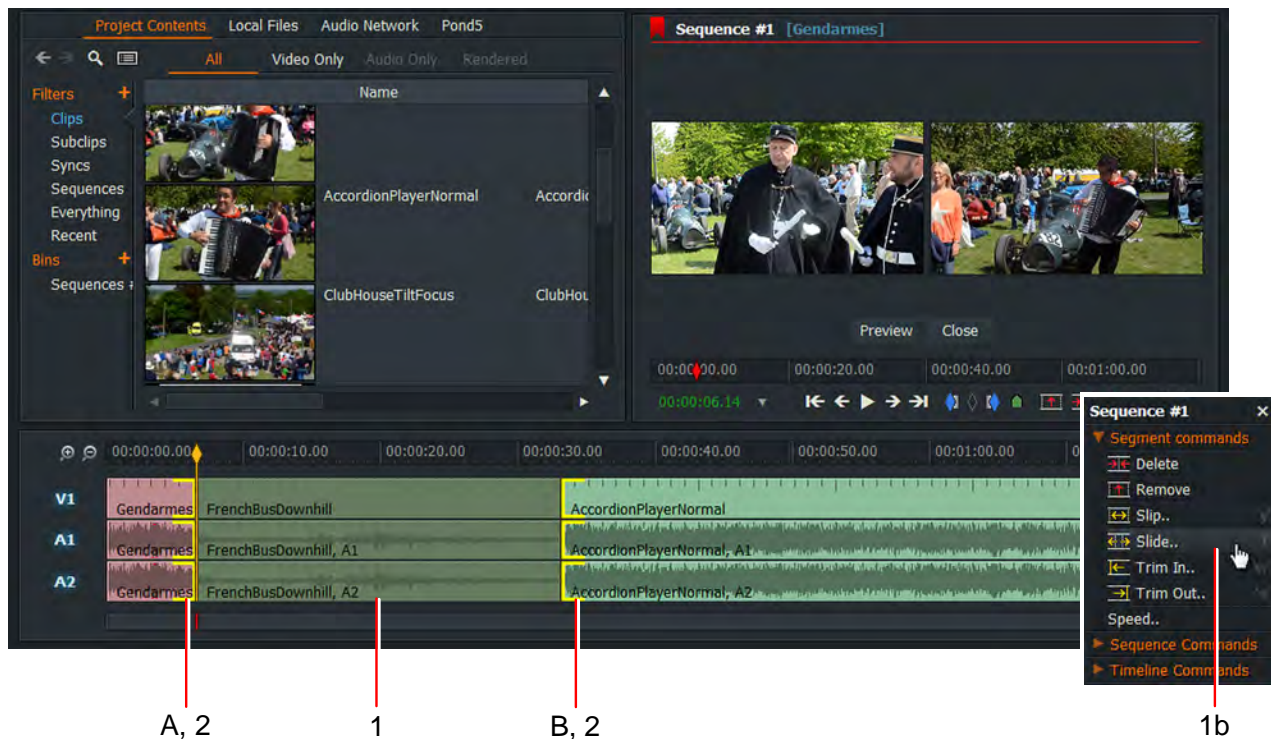
Sliding a clip is where you move the entire clip (B) up or down the sequence timeline.



To slide a clip:

STEPS

1. Do one of the following:
 - a) Hover your mouse over the end of the first clip (A) you want to trim. When white brackets display, click the left mouse button. Repeat for the start of the last clip (C).
 - b) Right-click on the clip you want to slide, and from the menu that opens, select Segment Commands > Slide.
 - c) Press the Slide shortcut key.



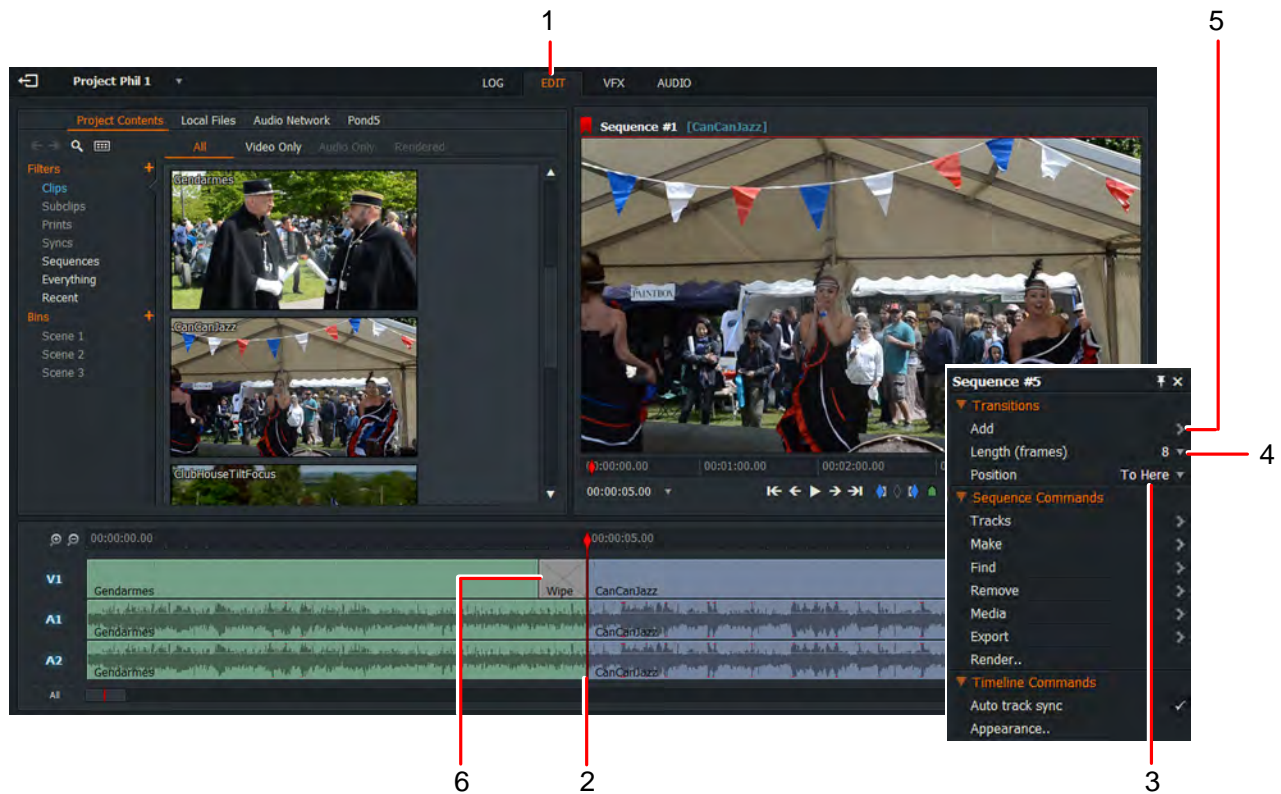
2. Brackets display in yellow at the end of the first clip and the beginning of the last clip.
3. Shorten or lengthen the outgoing clip by doing one of the following:
 - a) moving the mouse left or right while holding down the left mouse button. Release the left mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Press Shift+Play to play in reverse
 - c) pressing the play or reverse playback shortcut keys.

Default Shortcuts:

j = Reverse Play
k = Pause
l = Play
t = Slide

Simple Transitions

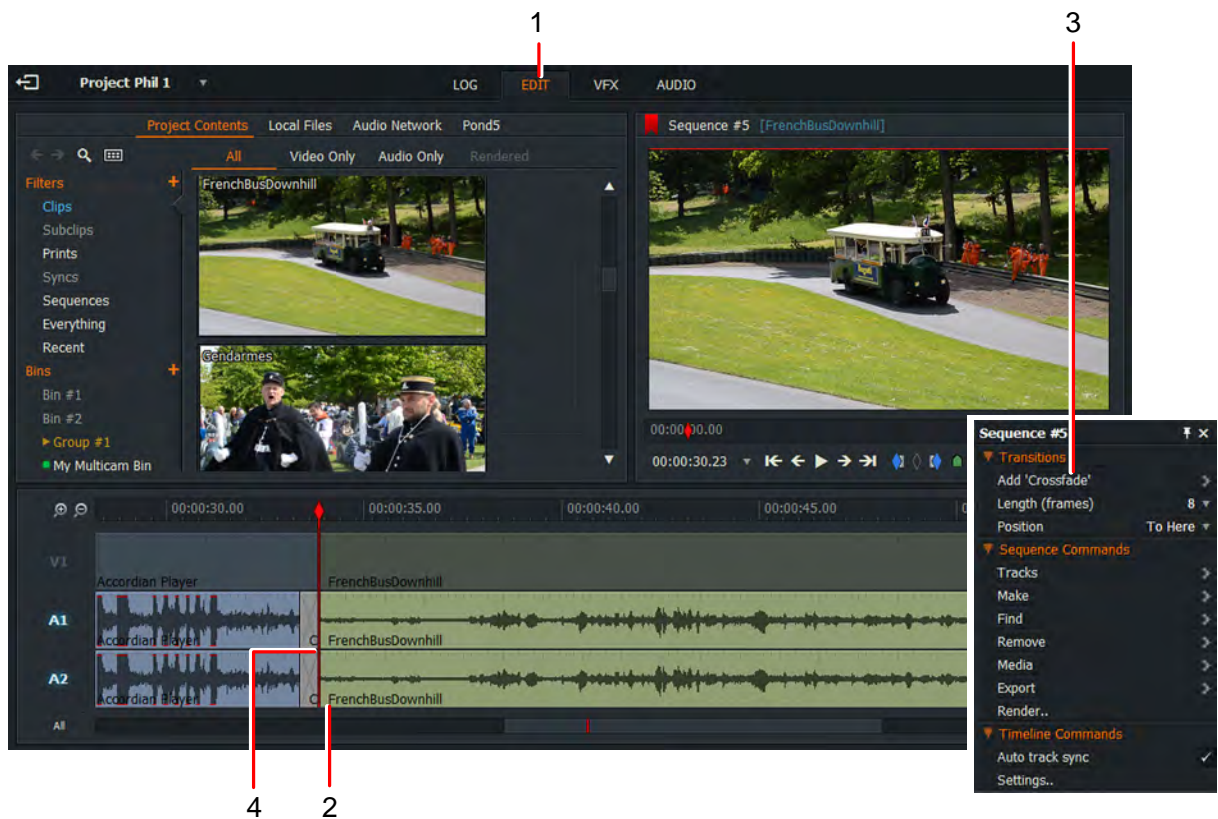
Adding a Video Transition



STEPS

1. Make sure the Edit or VFX tab is selected.
2. Right-click on the cut where you want your transition.
3. From the menu that opens, select Transitions > Position, and choose where you want the transition to start and finish from the drop down list. The options are:
 - Centered Here: Applies the effect centered at the park position.
 - From Here: Applies the effect forward from the park position.
 - To Here: Applies the effect backward from the park position.
4. Select the number of frames you want for your transition to take effect from the Length drop down list.
5. Click on Add, and select one of the following transitions: Squeeze, Dissolve, Wipe, Push or Luma Wipe.
6. The transition is applied to your sequence.

Adding an Audio Transition

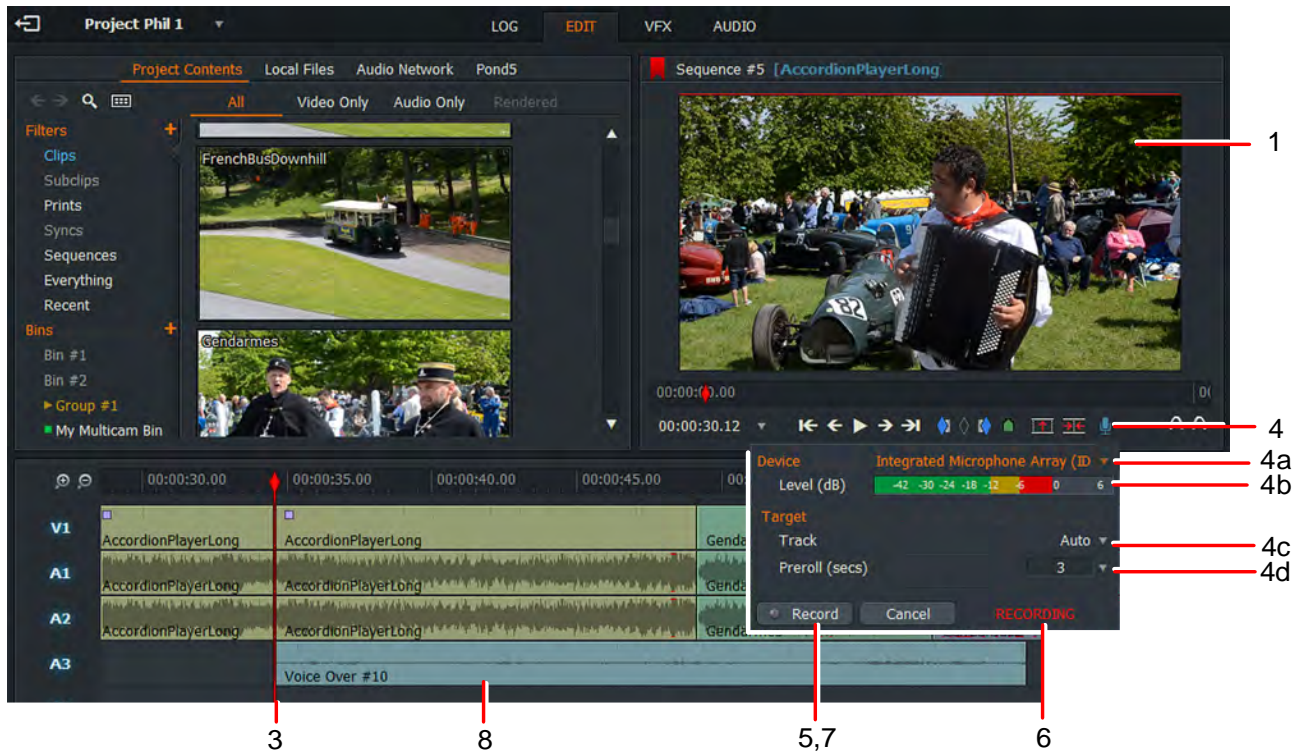


STEPS

1. Make sure the Edit or VFX tab is selected.
2. In the audio track, right-click on the cut where you want to add your transition.
3. From the menu that opens, select Transitions > Add 'Crossfade'.
4. The selected transition is applied to the audio tracks.

Audio

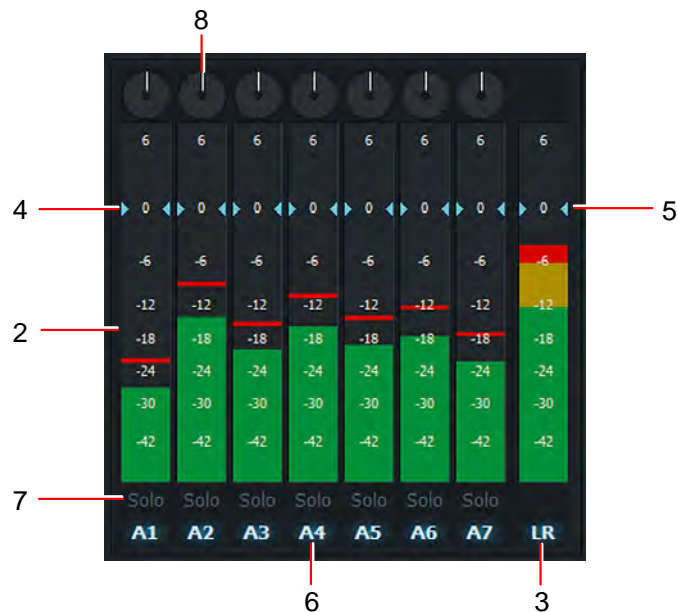
Adding a Voice Over



STEPS

1. Make sure the Edit tab selected.
2. Load the sequence into the viewer.
3. Move the timeline marker to where you want to start your voice over.
You may find it helpful to mute the sound on all of the audio tracks when making your recording.
4. Click on the Microphone icon below the viewer to open the Record dialog box. If you have not already done so, set the recording options described below:
 - a) Select the microphone you want to use from the Device drop down list. Select from Internal Microphone, External Microphone or another device displayed in the list.
Lightworks can only 'see' the microphone if it is enabled at the operating system level.
 - b) Sound levels display on a bar below the Device drop down list.
 - c) Select the track you want to record your voice over from the drop down list.
 - d) Select the pre-roll time for your voice over by selecting a value from the Preroll drop down list, or type a value of your own.
5. Click Record. The Record button changes to the End button.
6. When the status label changes to 'Recording', start speaking into the microphone.
7. To stop recording, click the End button.
8. Your Voice Over displays in the designated track.

Using the Audio Mixer

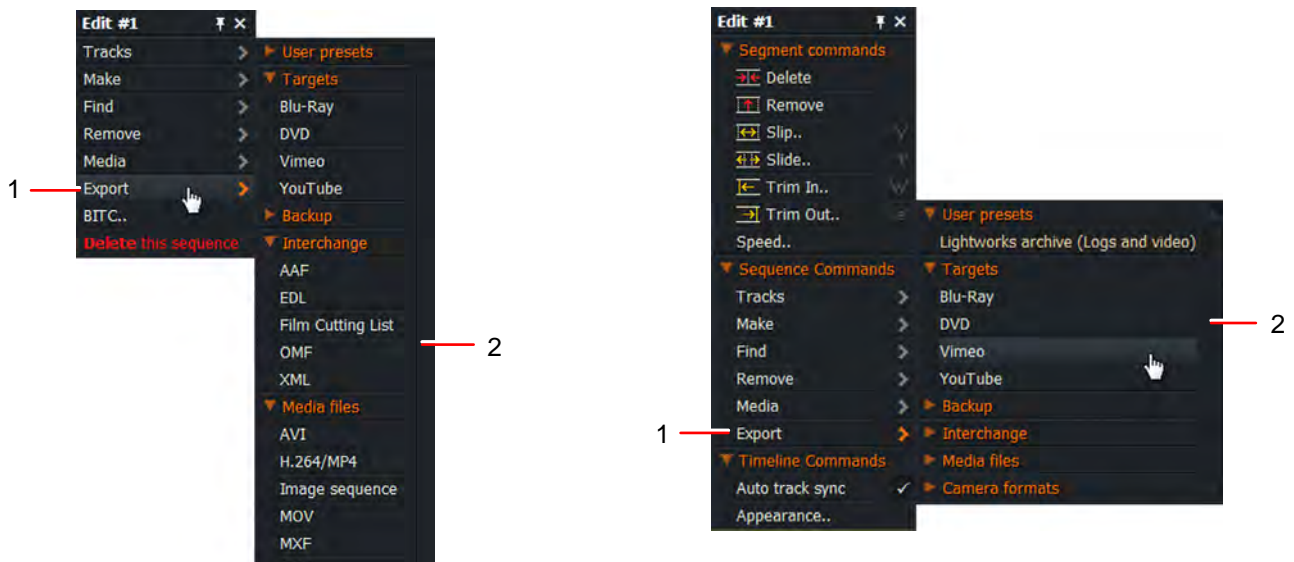


STEPS

1. Click on the Audio tab. The Audio Mixer displays in the top right area of the desktop.
2. The Audio Mixer displays all the available audio tracks, each with its own sound level indicator.
3. The track for the mixer output is labeled LR.
4. To adjust the sound level for each track, slide the adjacent (blue) volume control up or down. Left-click on the track to reset it to its default level.
5. To adjust the overall sound level, slide the LR volume control up or down. Left-click on the LR track to reset it to its default level.
6. Click the track indicator to alternatively enable or disable its output.
7. To monitor the output of one track and mute the other tracks, click on the Solo button for the track you want to hear. The Solo button illuminates to indicate that it is selected.
8. To change the spatial positioning of the track right or left, drag the balance control pointer clockwise or counter-clockwise.

Exporting

Exporting a Clip, Subclip, or Sequence

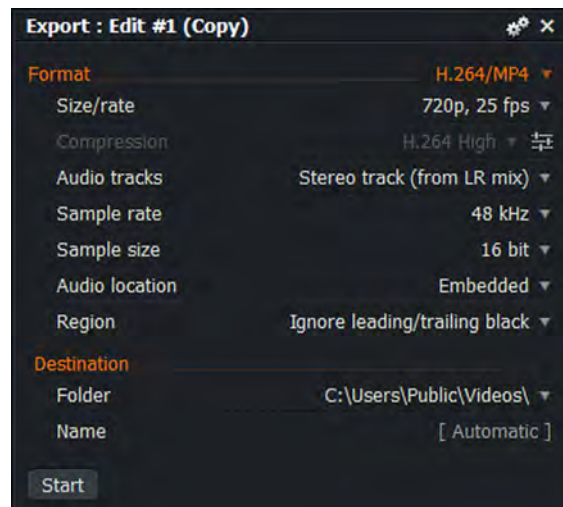


STEPS

1. Right-click on a clip, subclip, sequence, sequence viewer or timeline and, from the menu that opens, select Export.
2. Select the export format you require from one of the sub-menu headings, User Presets, Targets, Backup, Interchange, Media files, or Camera formats.

The range of export formats available to you varies according to the version of Lightworks (Free or Pro) that you have.

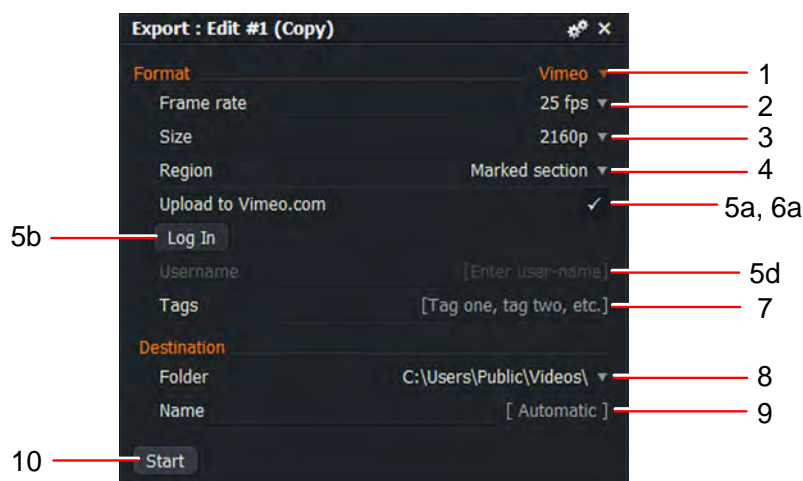
3. The Export options dialog box for the selected format opens.



4. Complete the settings you require and then click Start.

Uploading to Vimeo or YouTube

You must have a connection to the internet and a valid user account for the video streaming service you want to upload to.



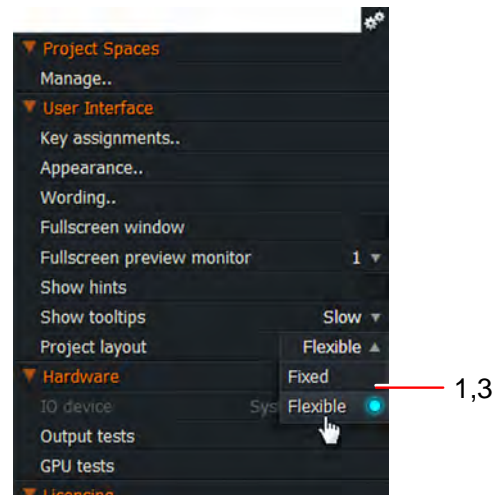
STEPS

1. From the Format drop down list, select Vimeo or YouTube as required. Both are listed under 'Targets'.
2. Select the frame rate you require from the Frame rate drop down list.
3. Select the definition you require from the Size drop down list. (*Lightworks Free allows a maximum resolution of 720p.*)
4. Select what you want to upload from the Region drop down list. Choose from Marked section, Whole sequence or Ignore leading/trailing black.
5. If you are uploading your media directly to Vimeo.com/youtube.com:
 - a) Enable the 'Upload to Vimeo.com/youtube.com' box.
 - b) Click the Log In button. Your web browser loads the Vimeo/YouTube log in page.
 - c) In your web browser, log into Vimeo/YouTube with your user name and password.
 - d) Once logged in, your Vimeo/YouTube user name displays in the Export panel.
6. Optional: Type any tag words you want associated with your media.
7. Optional: Select the destination drive and folder where local copies of the exported media are to be saved.
8. Optional: Type a name for the exported file.
9. Click Start.
 - a) The Project Card opens, displaying the progress of the export in the Tasks tab.
 - b) Click on the image thumbnail to view the export task in a larger window.
 - c) When the export has completed, a report displays in a Tasks Log window.

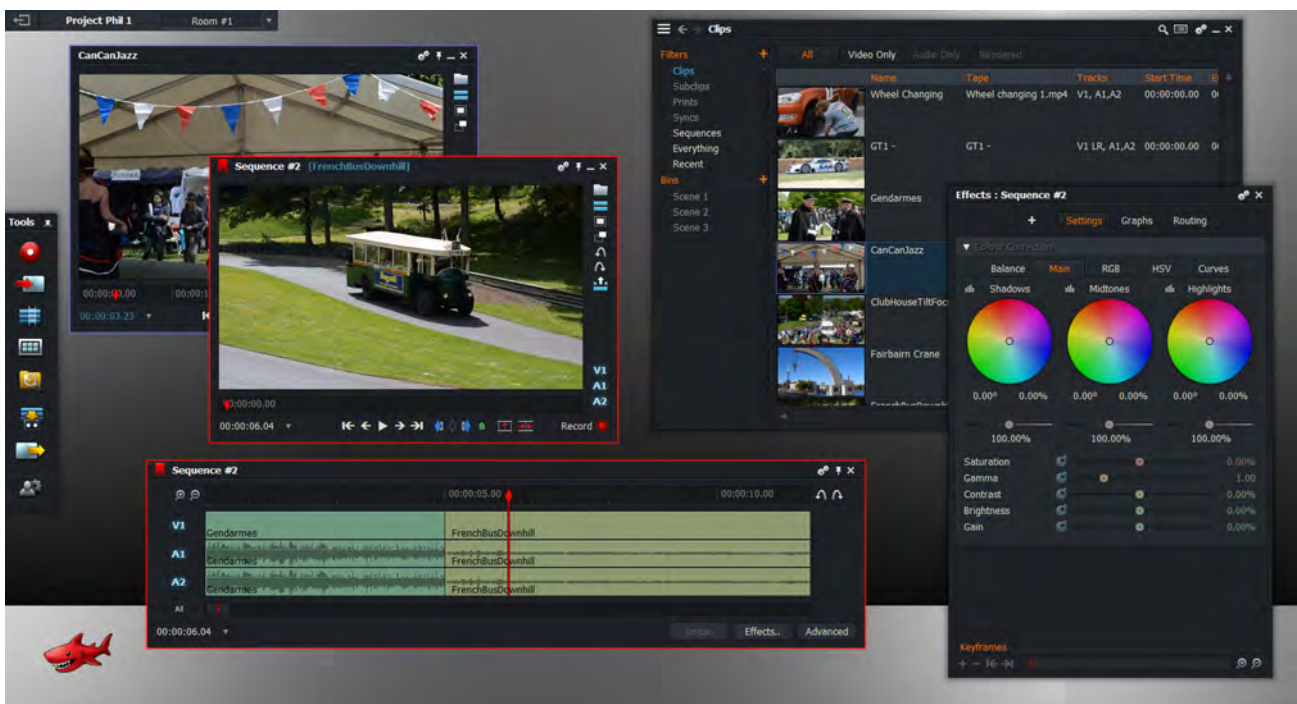
Lightworks Flexible Layout

STEPS

1. In the Project Browser, click on the Cogs icon and, from the menu that opens, select User Interface > Project layout > Flexible.



2. When you open a project, the desktop opens to the Flexible layout.



3. To return to standard view, click on the Cogs icon in the Project Browser and, from the menu that opens, select Project layout > Fixed.

Resources and Support

Further Reading

For detailed information on how to use Lightworks, please refer to the *EditShare Lightworks User Guide* which may be downloaded from www.lwks.com. There are also some video tutorials to assist you at www.lwks.com/videotutorials.

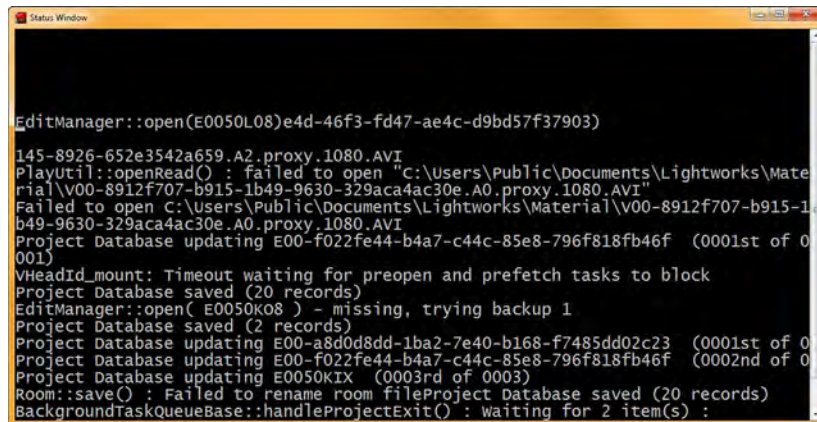
Troubleshooting

If you experience an issue with your Lightworks installation, or something isn't working as expected, visit our FAQ page at <http://www.lwks.com/faq> - where you can type in a question relating to the issue and view the search results. If you do not find an answer to your question, you can refer to the Lightworks forums at <http://www.lwks.com/forum>

The Status window provides useful information for troubleshooting issues with Lightworks. You may be asked to open this when contacting the forums or Technical Support:

STEPS

1. To reveal the Status window: With Lightworks running, press Ctrl+B (Windows) or Cmd+B (Macintosh). The window displays:



```

EditManager::open(E0050L08)e4d-46f3-fd47-ae4c-d9bd57f37903)
145-8926-652e3542a659.A2.proxy.1080.AVI
PlayUtil::openRead() : failed to open "c:\Users\public\documents\Lightworks\Material\
V00-8912f707-b915-1b49-9630-329aca4ac30e.A0.proxy.1080.AVI"
Failed to open c:\Users\Public\Documents\Lightworks\Material\V00-8912f707-b915-1
b49-9630-329aca4ac30e.A0.proxy.1080.AVI
Project Database updating E00-f022fe44-b4a7-c44c-85e8-796f818fb46f (0001st of 0
001)
VHeadId_mount: Timeout waiting for preopen and prefetch tasks to block
Project Database saved (20 records)
EditManager::open( E0050K08 ) - missing, trying backup 1
Project Database saved (2 records)
Project Database updating E00-a8d0d8dd-1ba2-7e40-b168-f7485dd02c23 (0001st of 0
Project Database updating E00-f022fe44-b4a7-c44c-85e8-796f818fb46f (0002nd of 0
Project Database updating E0050KIX (0003rd of 0003)
Room::save() : Failed to rename room fileProject Database saved (20 records)
BackgroundTaskQueueBase::handleProjectExit() : waiting for 2 item(s) :
  
```

2. To close the Status window: click inside the main Lightworks application and press Ctrl+B again (Windows) or Cmd+B (Macintosh).

Technical Support Contracts

For assistance beyond this document and that provided in your Lightworks documentation, you can purchase a Technical Support Contract for Lightworks from our online shop at <http://www.lwks.com/shop>. Technical Support is by Telephone and Email.

