



LWKS

Lightworks 2021.2

Quick Start Guide

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Installation

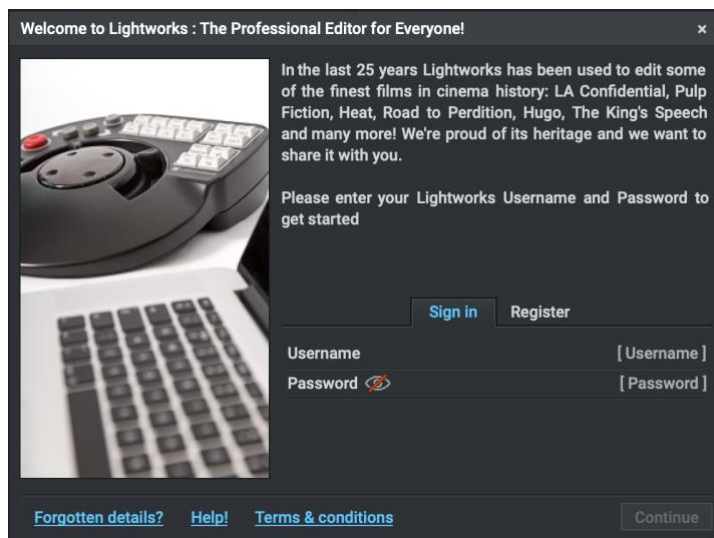


License activation requires a connection to the Internet.

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

STEPS

1. On Windows run the XXXX_setup.exe and follow the onscreen instructions. Please make sure all other applications are closed prior to installing Lightworks.
2. On macOS, run the XXXX.dmg and then drag the Lightworks.app icon over the 'Applications' folder to install Lightworks.
3. On Linux, please refer to the *Lightworks Installation and Activation Guide*
4. Start the application:
 - Windows: Double-click the Lightworks desktop icon.
 - Linux and Mac: Single left-click on the Lightworks desktop icon.
5. If this is the first time you have installed and run Lightworks an automatic Free license is issued without having to sign into the application. Once this Free license expires, it can be extended by simply registering an account with us, this can be done within the application or on our website: <http://www.lwks.com/register>
6. If you have used Lightworks before and your license has expired:
 - a) A login screen appears (the wording maybe slightly different)
 - b) Type your Lightworks user name and account password into the relevant fields and then click Continue. If you need to register an account click the 'Register' tab.

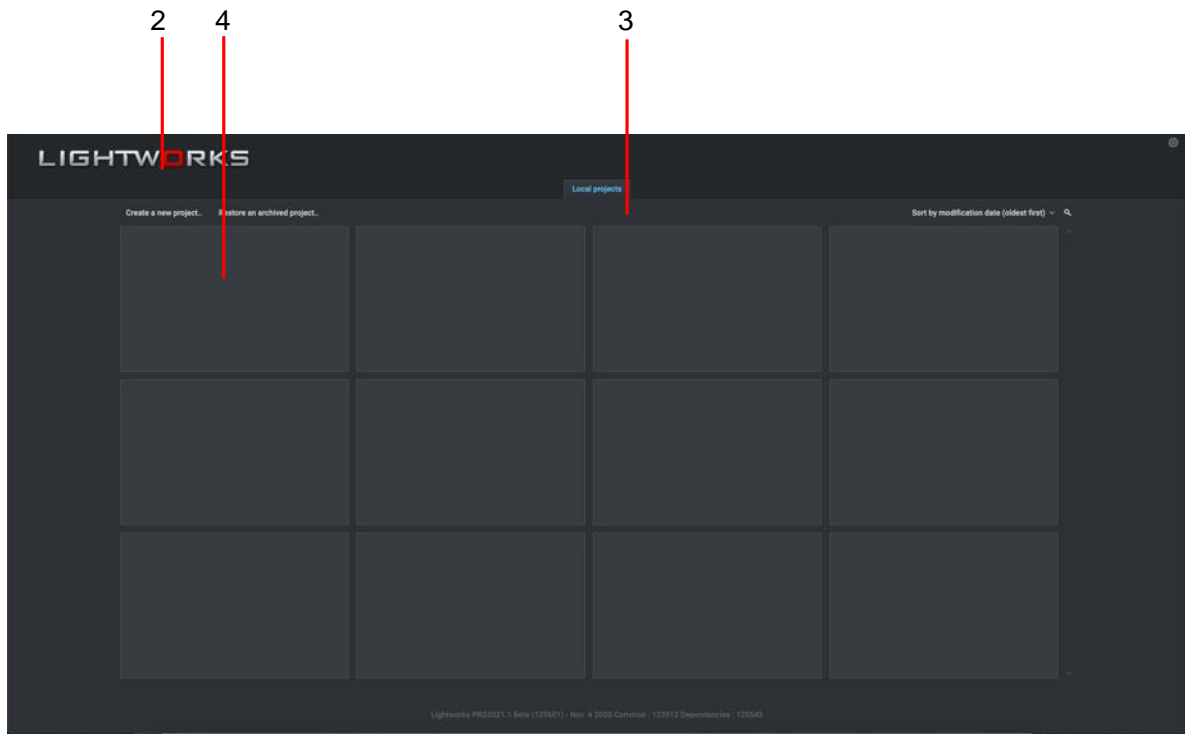


- c) If you experience an issue with "Invalid credentials" please click the 'eye' icon next to the Password field to reveal the text characters. Further help can be obtained by clicking the 'Help!' link.
7. The Lightworks application opens in the Project Browser view - see Steps 2 to 5 of "[Starting Lightworks on Page 7](#)".


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 Mac: 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.
-

Projects

A Lightworks project is used to organise all your media, it holds all the information about assets including clips, subclips and sequences. Once a project is created, it never needs saving, this is because Lightworks is saving your project every few seconds to make sure you never lose any of your work, for whatever reason. You will not find a 'Save' or 'Save as...' within Lightworks, because it is simply not required.

The Lightworks 'Projects' folder can be found in the default location below:

The Lightworks Project folder location can be changed with an active Lightworks Pro License.

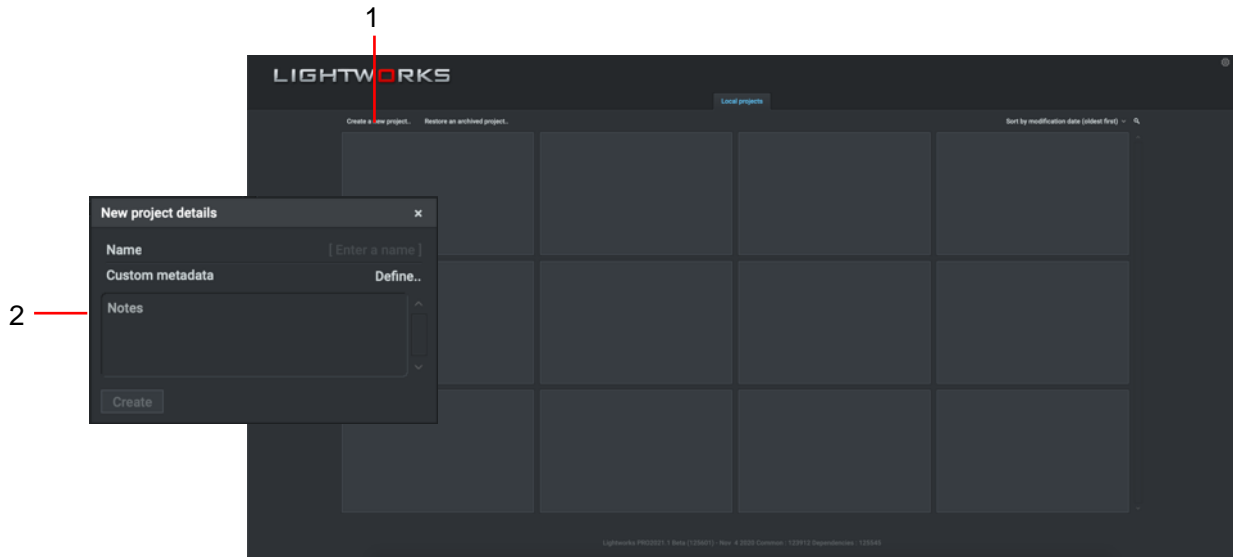
| | |
|----------|---------------------------------------|
| Windows: | C:\Users\Public\Documents\Lightworks\ |
| macOS: | /Users/USER ACCOUNT/Lightworks/ |
| Linux: | /Home/USER ACCOUNT/Lightworks/ |

Media is not stored in the project folder; video files are stored in the 'Material' folder and the audio files are stored in the 'Sound' folder. These folders can be found in the default location below:

| | |
|----------|--|
| Windows: | C:\Users\Public\Documents\Lightworks\Media |
| macOS: | /Users/USER ACCOUNT/Lightworks/Media |
| Linux: | /Home/USER ACCOUNT/Lightworks/Media |

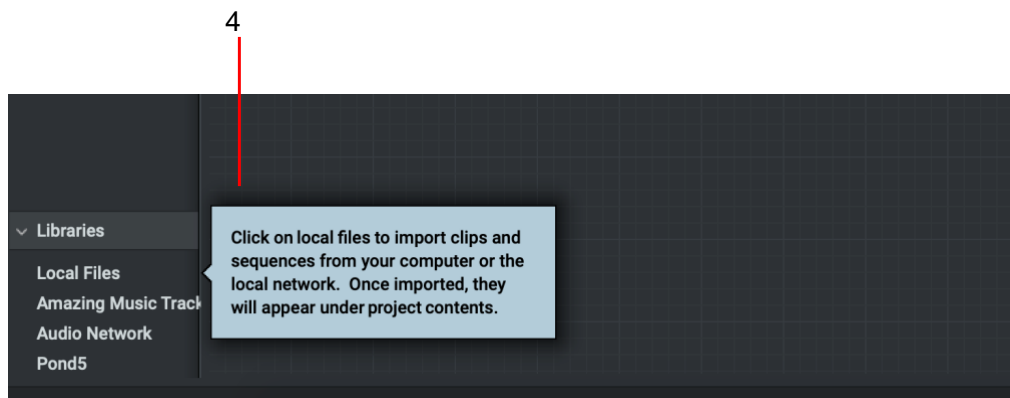
Additional media locations can be added on the Media tab of the Project Card. A project can contain tens of thousands of individual assets, all of which can be recalled very quickly when searching.

Creating a New Project



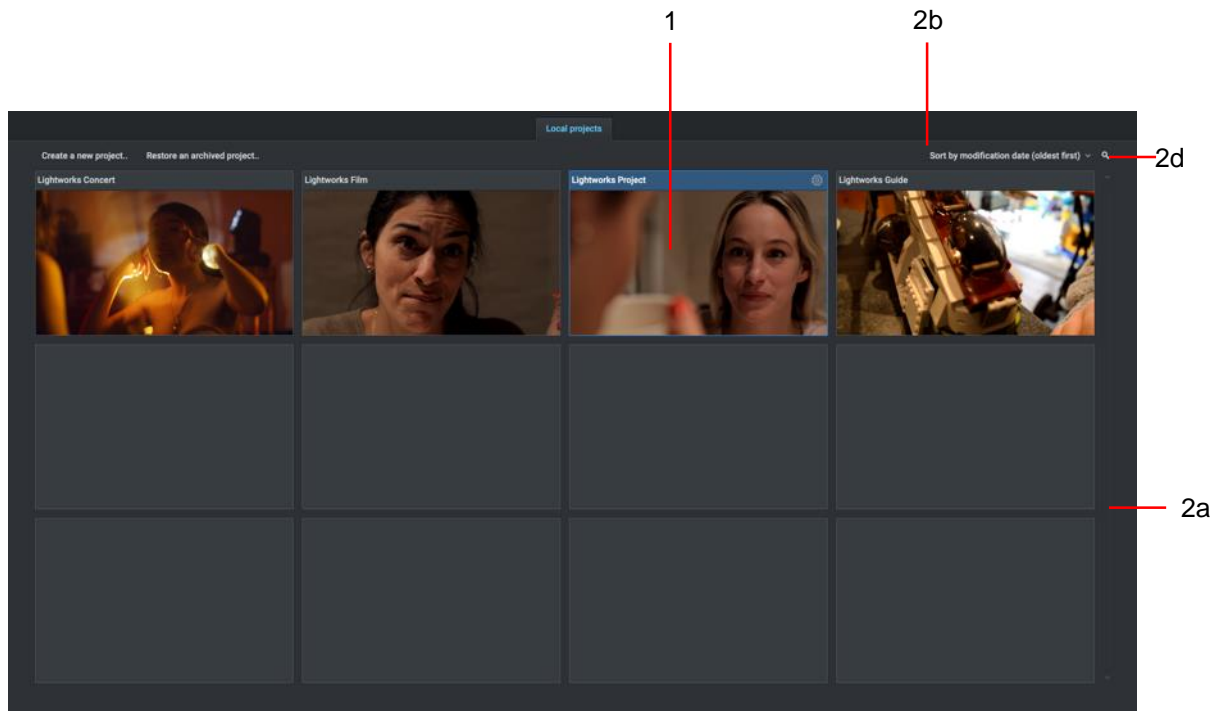
STEPS

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) Optional: Define custom Asset or Marker Metadata. *For detailed information about Custom Metadata, please refer to the Lightworks User Guide here: <http://www.lwks.com/downloads> under 'Documentation'*
 - 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.



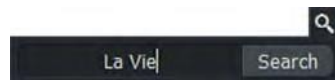
4. A tooltip displays, prompting you to import local files.
5. The next step is to get media into the project you want to edit together, by importing media from a device or hard drive. Please see "[Importing Local Files into a Project](#)" on page 11.

Opening an Existing Project



STEPS

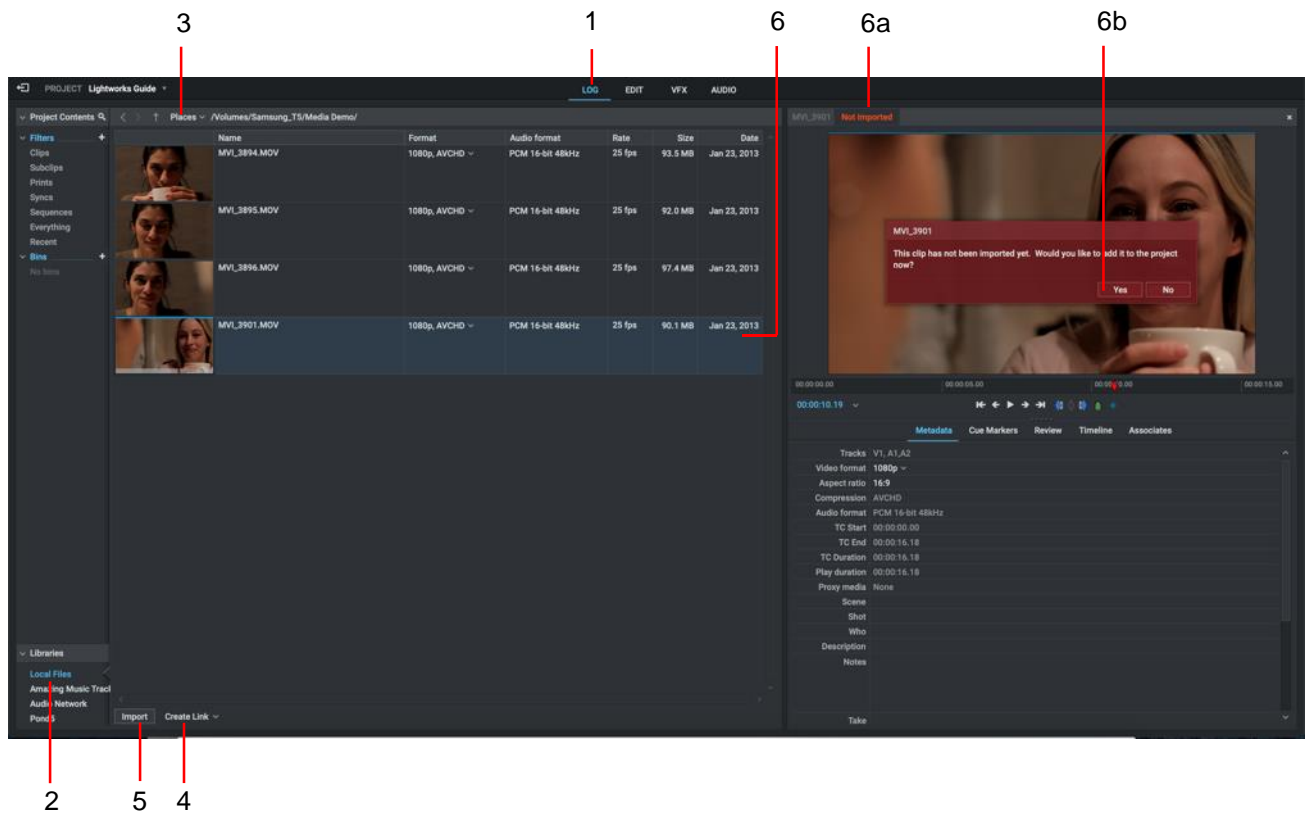
1. In the Project Browser, double-click on the tile representing the project you want to open.
2. If there are too many projects to display on screen at once:
 - a) Use the scroll bar at the right hand side to reveal projects hidden from view.
 - b) Use the Sort by dropdown option to sort by Name, Creation Date or Modification Date.
 - c) Hold down the CTRL or CMD key and scroll with the mouse wheel to change the size of the thumbnail images.
 - d) 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 Local Files option under 'Libraries'.
3. Click on the Places dropdown arrow to navigate to the drive and folder you require.
4. 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. This is useful if you have already copied the media to a local/network drive that is not going to be removed or disconnected.
 - Copy Local. Copies the file into the 'Material' and 'Sound' folder, without transcoding. This allows the drive containing the original media to be disconnected and reused, without affecting the project.
 - Transcode. Copies the file into the 'Material' and 'Sound' folder, transcoding it to the chosen Type/Compression this is useful for improving the speed/responsiveness during editing.
5. Click on a clip to select it for import to your project or hold down the Shift or Ctrl key (CMD key on macOS) to select multiple clips and click the 'Import' button.

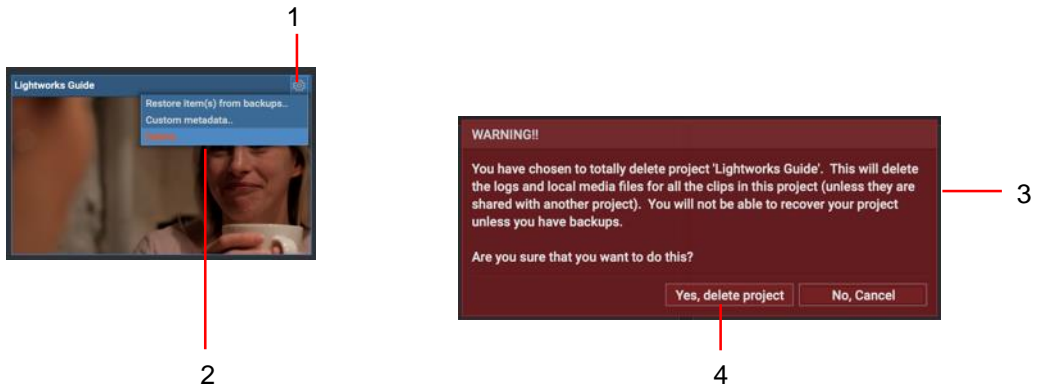
On importing the clips, the Content Manager auto switches to the Bin or Filter containing the clips you imported.
6. Double clicking a clip will load it into the source viewer. This has not imported the clip into the project, it simply allows you to play the clip in a larger viewer. A clip will need to be imported into a project in order to edit it together with other clips.
 - a) The clip can be imported by clicking the 'Not imported' text at the top of the viewer
 - b) Click 'Yes' on the panel that opens to import the clip into the project.

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.

Remember, a project does not need saving, all changes have already been saved automatically.

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.

When deleting a project any media that was imported using the 'Copy local' or 'Transcode' option will be deleted from the 'Material' and 'Sound' folders, unless the media has been copied to another project.

Any media that was imported using the 'Create link' option will not be deleted from its original location, only the small link file that resides in the 'Material' and 'Sound' folders will be deleted, leaving the original media unaffected by the project deletion.

Content Manager

The content manager is where you can find all the assets contained under the 'Project Contents' heading on the left-hand side. This is split into several sections: Filters, Bins and Libraries.

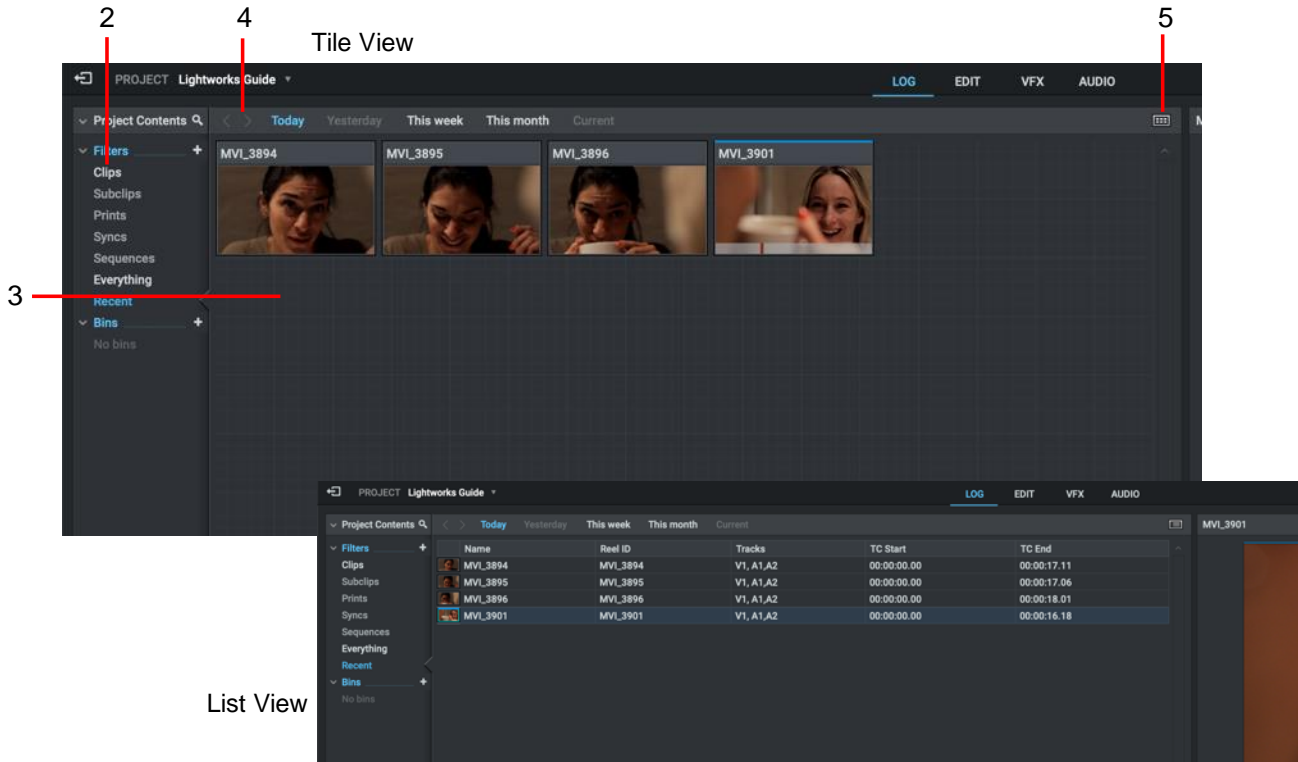
Filters: These are active filters that will always show you the content that matches the name of the Filter. They are updated automatically and remain active the entire time and are a quick way of finding content in smaller projects. These will all be empty and inactive in newly created projects.

Bins: These very useful for managing lots of assets in larger projects. They are manually created and named and only show content that was manually placed within them. Multiple Bins can be grouped together in a Group.

Libraries: This is where you bring content into a project. Content can be imported from local hard drives, network drives and third-party media stock providers such as Audio Network, Amazing Music Tracks and Pond5.

When selecting a Filter, Bin or Library, the contents within will show in the section on the right, this is where you will see assets (Clips, Audio, Images etc) the view can be changed to show just the thumbnail images as tiles (Tiles view) or it can be switched to show a thumbnail image and information about the assets (List view)

Browsing the Content Manager

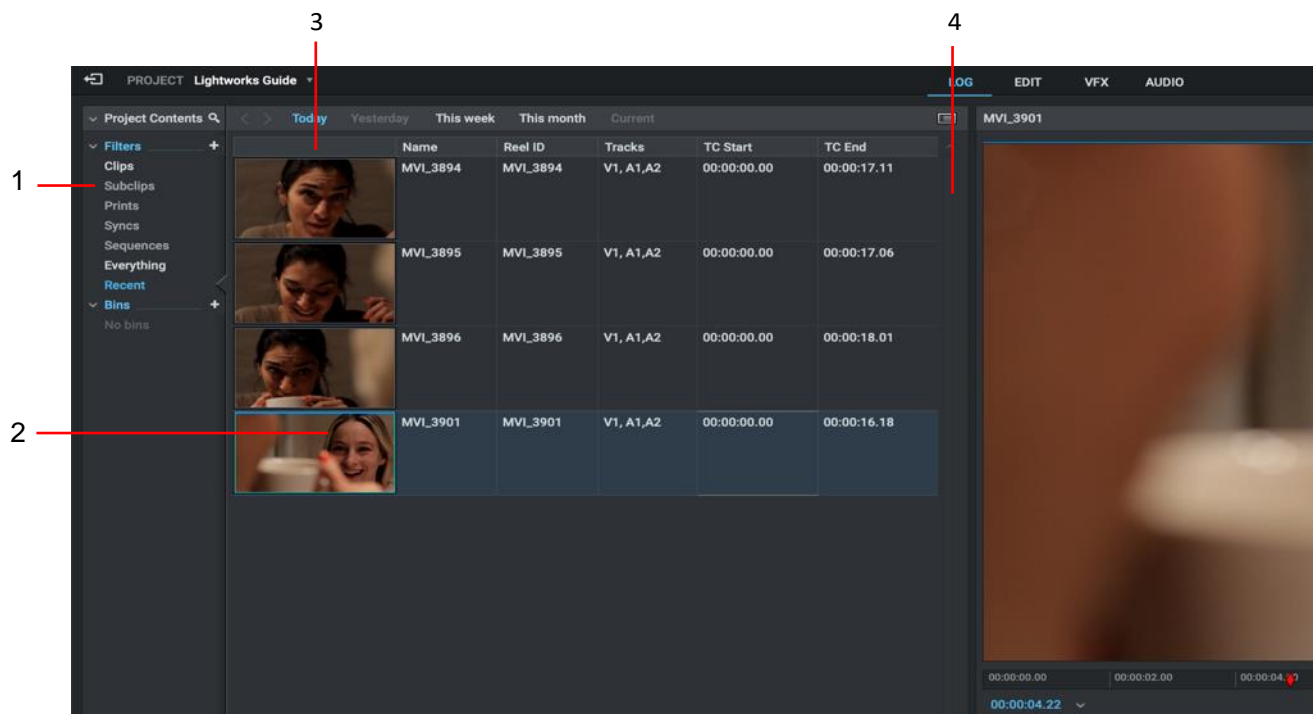


STEPS

1. Make sure the Log tab is selected.
2. Select the 'Clips' Filter displayed under Filters in the Content List panel.
3. Results display in the main window.
4. Step backwards and forwards through Content List items by clicking the Browse buttons.
5. 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 Filter Types

Filters are extremely useful for finding your content quickly and easily. They are active searches that always show the content that is available within them. They do not need to be refreshed, as they are always active within the project. The Filter names become active when there is content within them and inactive when they are empty.



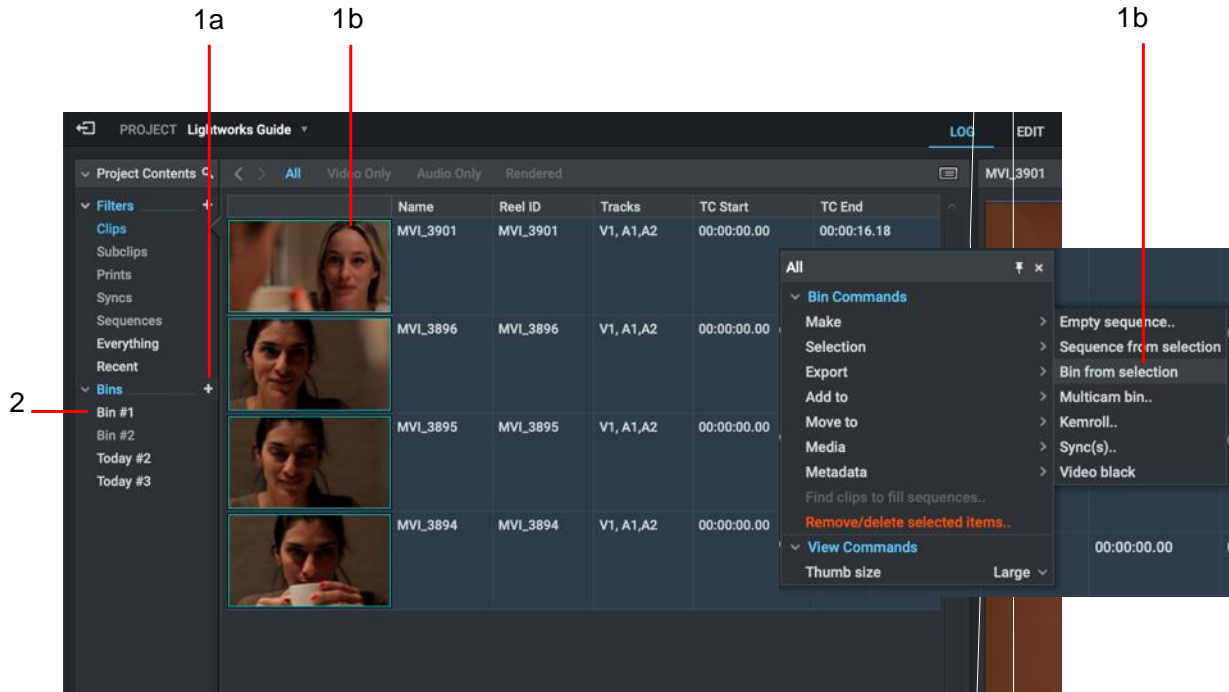
STEPS

1. In the Content List panel, click on one of the following Filters:
 - Clips – All actual media contained within the project
 - Subclips – All subclips that have been created from an actual media file
 - Sequences – All sequences that have been created
 - Everything – A mix of Clips, Subclips, Sequences etc
 - Recent – Anything that has been created or imported during the session
2. The main panel displays the contents of the Filter you selected.
3. 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.
4. There are horizontal and vertical scroll bars to help show columns or content positioned beyond the viewing frame border.

You can also review your searches through the Content Manager Search Filter. See ["Bins" on page 15](#).

Bins

Bins are containers within Lightworks that you can use to store your media and sequences. Although similar to Filters they do not dynamically update like they do, they just show the content you place in them. You can create as many bins as necessary and name them as you require, they can even be grouped together. Bins are useful to help arrange large projects or find clips quickly and easily.



Creating a Bin

STEPS

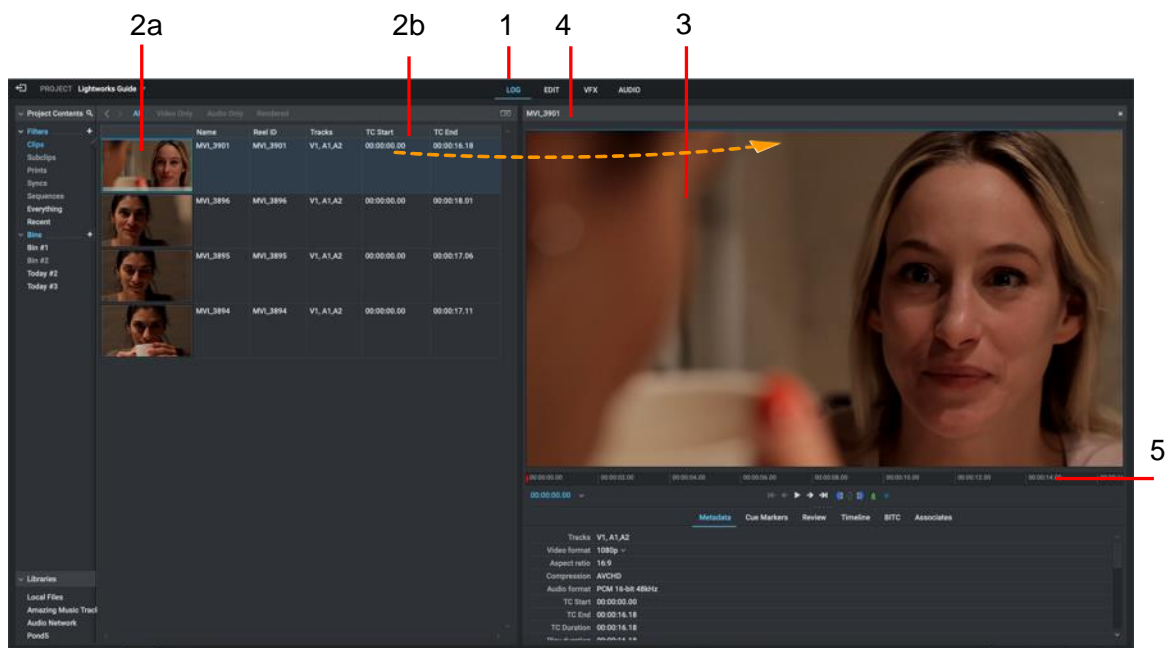
1. Do one of the following:
 - a) Click on the + icon next to Bins in the Content List panel.
 - b) Select two or more clips, right-click and, from the menu that opens, select Make> Bin from selection.
2. The new bin displays as an entry below 'Bins' under 'Project Contents'.
3. Type the name you want for your Bin directly into the text box and press Enter to confirm.
4. You can change the name of a Bin at any time, simply double click the Bin name.

Clips

These are the files that will make up your sequence which link to the original media files. Clips can be moving images or just music/sound. They appear in filters and bins and can be viewed, marked and used for editing.

Opening a Tile in a Viewer

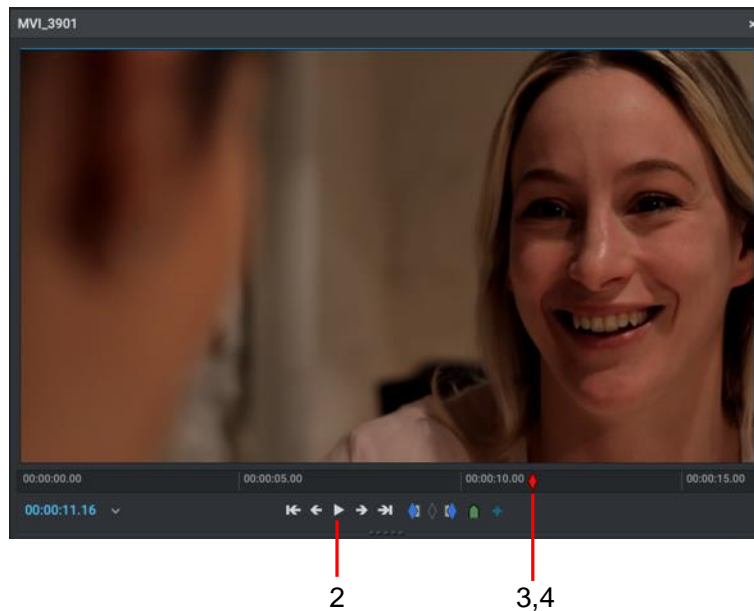
Although clips can be played directly from a Bin it is sometimes more helpful to view them at a bigger size. All clips can be opened in a viewer and played.



STEPS

1. Make sure the Log tab is selected.
2. To open a clip into the source viewer, do one of the following:
 - a) Double-click on the clip thumbnail image.
 - b) Click on the clip thumbnail image and drag it onto the source viewer.
3. The selected clip opens in the source viewer.
4. The name of the clip displays at the top of the viewer along with a blue line indicating it is the source.
5. The right and left ends of the timecode ruler represent the start and end of the clip.
6. To open another clip in the same Viewer, repeat step 2.

Playback in a Viewer



Default Shortcuts:

j = Reverse Play
 k = Stop
 l = Play
 Spacebar = Play/Stop

STEPS

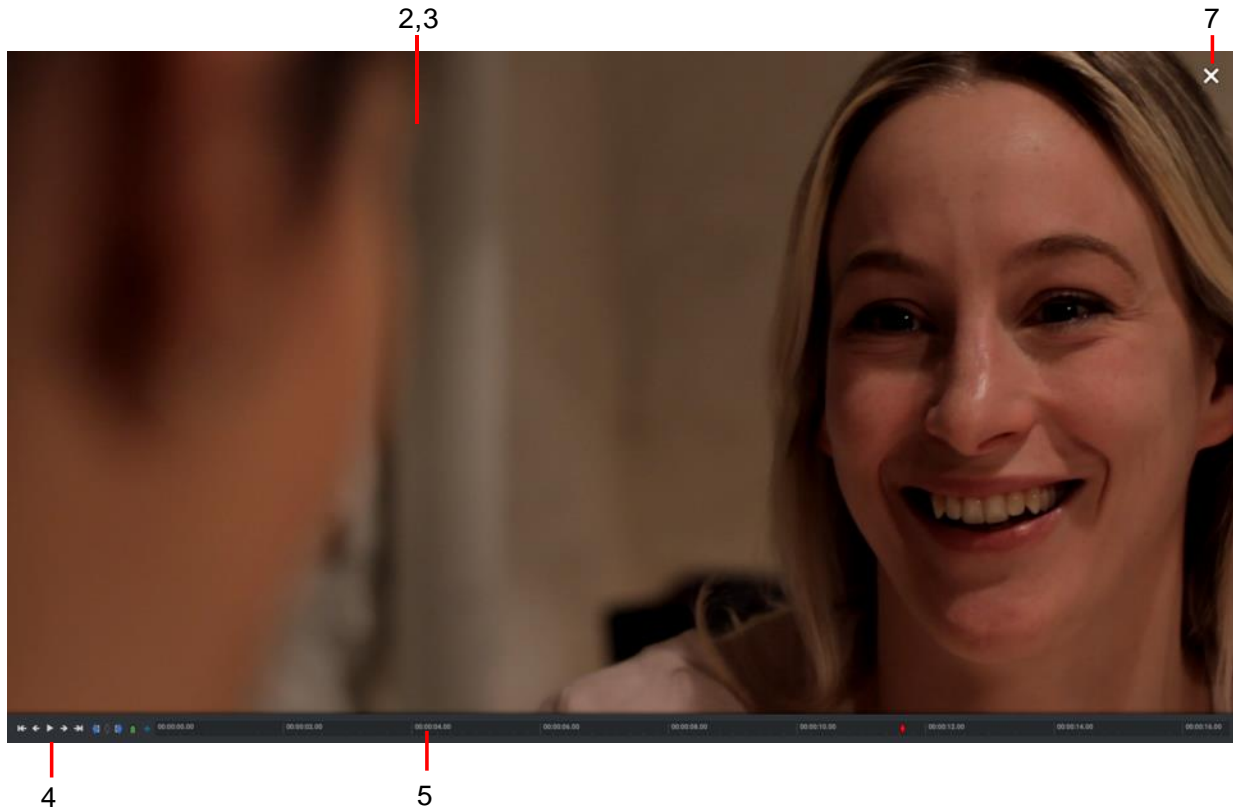
1. Open a clip in the viewer, as described in ["Opening a Tile in a Viewer" on page 16.](#)
2. Play the material by click the 'Play' icon on the viewer. This will turn to a 'Stop' icon during playback. Holding down the SHIFT key then pressing the Play button on the viewer will play in reverse.
3. To move through the material, click and drag the red timeline marker in the timecode ruler to where you want.
4. To jump to a new position, click the mouse in the timecode ruler at the position you want to jump to.

The footage can also be played through using the spacebar or J,K and L keyboard shortcut keys shown below:

5. To play forwards at normal speed press 'L'.
6. To play forwards faster, press 'L' and 'L' again.
7. To play forwards one frame at a time press and hold 'K' and tap the 'K' key.
8. To stop playback at any time press 'K'
9. To play backwards at normal speed press 'J'.
10. To play backwards faster, press 'J' and 'J' again.
11. To play backwards one frame at a time press and hold 'K' and tap the 'J' key.

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.



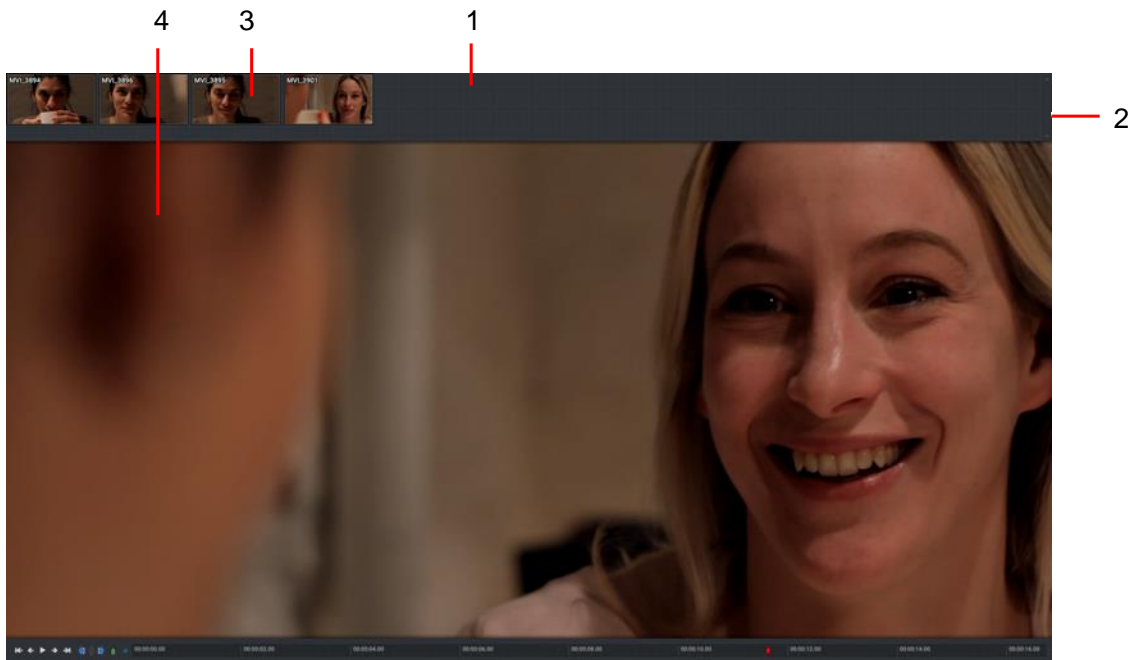
STEPS

1. Do one of the following:
 - Press the Toggle Full Screen shortcut key.
 - Double-click on the image in the source 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 timecode ruler to move backwards and forwards through the clip.
6. To close full screen mode, press the Toggle Full Screen shortcut key again or double click the image.
7. You can also close the full screen mode by clicking the Exit Full Screen 'X' icon in the top right hand corner.

Default Shortcut:
F12 = Toggle Full
Screen

Default Shortcut:
F12 = Toggle Full
Screen

Loading a Clip in Full Screen Mode



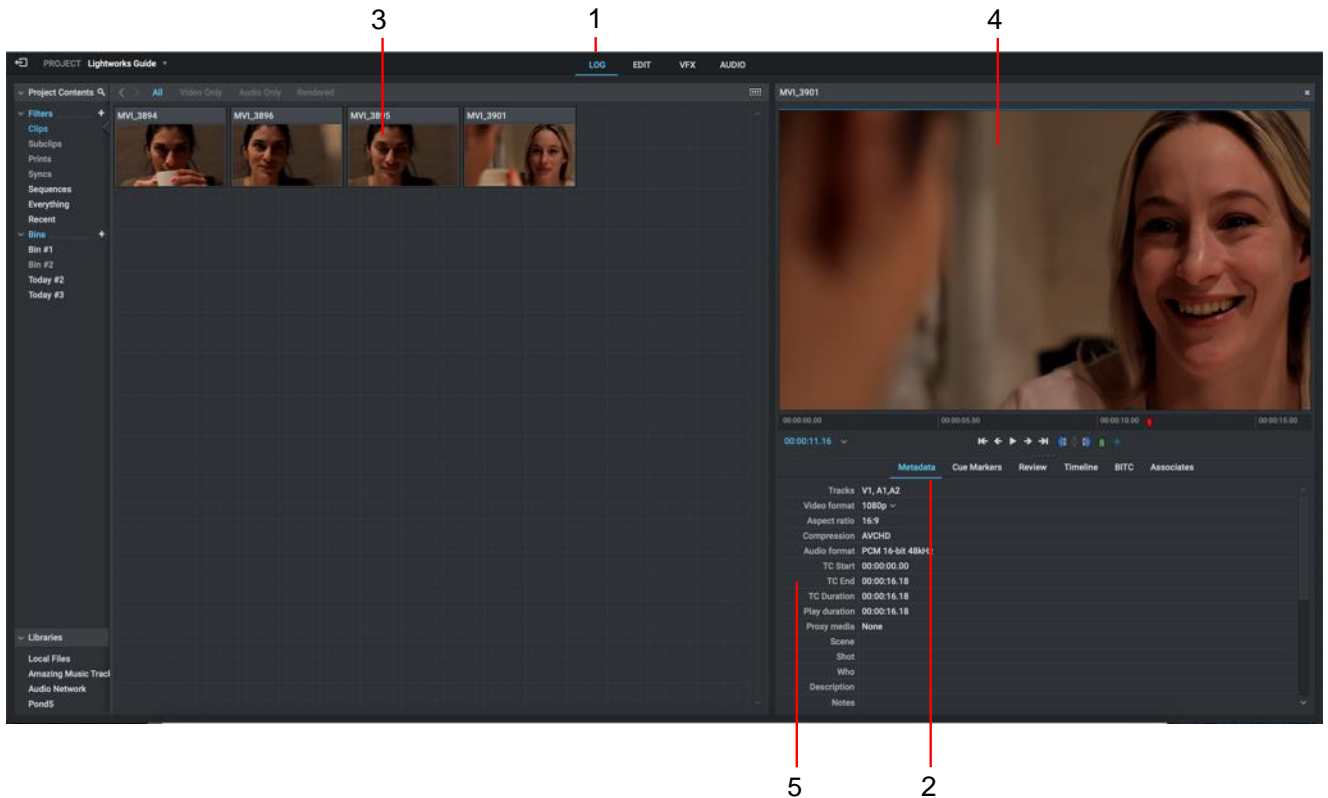
STEPS

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 Filter/Bin while in full screen mode.

Finding Information about Clips

Information about Clips (Timecode, Dates, Name etc) is called metadata. This information can be found on the Metadata tab underneath a clip that has been loaded into a source viewer. Custom fields can be created to appear here, more information on adding custom metadata fields can be found in the Lightworks User Guide.



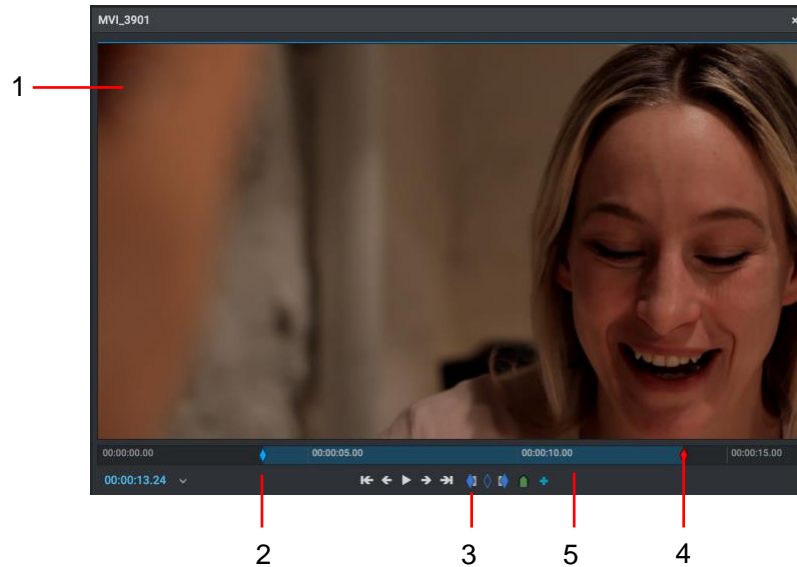
STEPS

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 on the thumbnail image of the clip you want to review.
 - Click on the clip thumbnail image and drag it onto the source viewer.
4. The clip loads into the source 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 13](#).

Mark and Park

This is a simple time-saving function within Lightworks that allows you to define the region of the clip that you want to use without you having to explicitly add an Out point. This is done by marking the In point (Mark) where you want the selection to start and stopping where you want the selection to end (Park) known within Lightworks as “Mark and Park”



STEPS

1. Load your clip into the source viewer.
2. Stop the media at the position in the timecode ruler where you want the In Point (the start of your selection).
3. Click the 'In' 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

A subclip is a smaller section of a Clip which is useful for breaking up very long Clips into shorter more defined sections. They can be used exactly the same as a Clip and can be assigned their own metadata. A subclip is just a reference file to the original clip with a different start and end point. No new media is generated when creating a subclip.

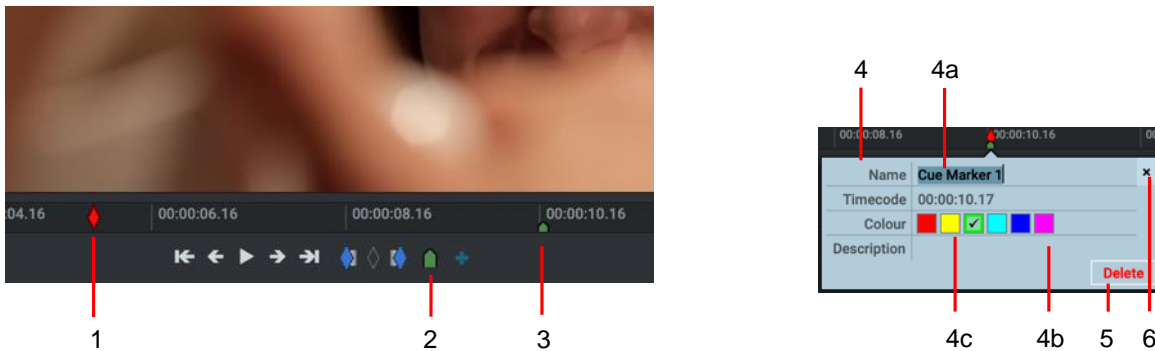
STEPS

1. Load a clip and mark the section you want to use for your subclip. See ["Mark and Park" on page 21.](#)
 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. 
-

Cue Markers

A Cue Marker is used to define an important point on a particular frame within an asset. Cue Markers are small triangular markers in the timecode ruler which identify areas of interest.

Adding Cue Markers



STEPS

1. Move the timeline marker to the position in the clip you want.
2. Click on the Cue Marker button below the viewer or press the Cue Marker shortcut key.
3. The Cue Marker displays as a small green triangle on the timecode ruler.
4. 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.
5. To delete a Cue Marker select it and click 'Delete'
6. To close the Cue Marker dialog box, click on the Close button (X), or click anywhere outside the dialog box

| |
|--------------------------------------|
| Default Shortcuts: m = Cue Marker |
|--------------------------------------|

Adding Ranged Cue Markers

A Ranged Cue Marker is used to define an important section within an asset. Ranged Cue Markers are small half triangular markers appearing as a colored line between your Start and End Points.



STEPS

1. Move the timeline marker to the position in the clip you want the Start point.
2. Click the 'In' 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 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.
6. To delete a Ranged Cue Marker select the In point of the Ranged Cue Marker it and click 'Delete'
7. To close the Marker dialog box, click on the Close button (X), or click anywhere outside the dialog box.

Default Shortcuts:

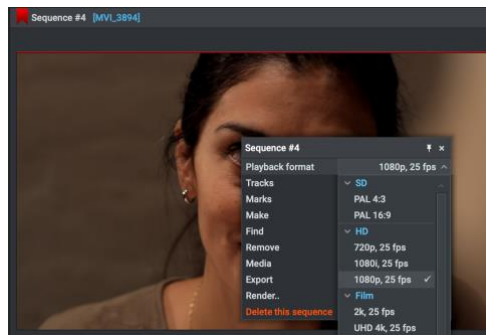
i = Mark / Mark In
m = Cue Marker

Sequences

A Sequence is made up of sections of clips, images, audio and subclips cut together on a single timeline. They contain at least one Video or Audio track. Sequences can have a maximum of 64 Video tracks, up to 32 Audio tracks with unlimited FX tracks. Multiple sequences can exist inside a Lightworks project and sequences can be used within another sequence, the same way a clip or subclip can.

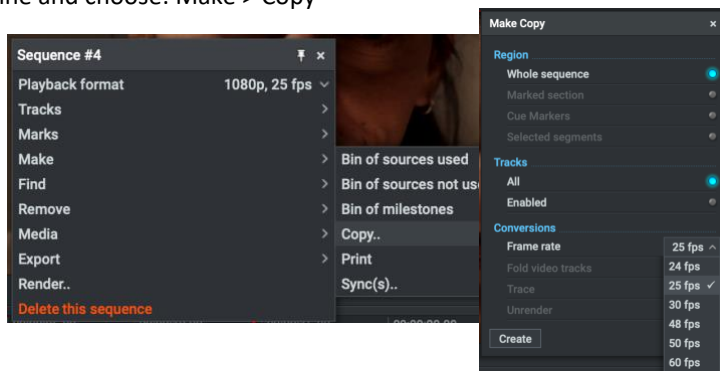
Sequences are identified by a red flag in the top left corner of tiles, thumbnails, and viewers. 

Each sequence has its own output format. This can be viewed/changed by right-clicking on a sequence and amending the 'Playback format'. The initial output format for a sequence is determined by the first clip inserted into it. If the first clip is inserted is 25fps then only 25fps output formats will be available.

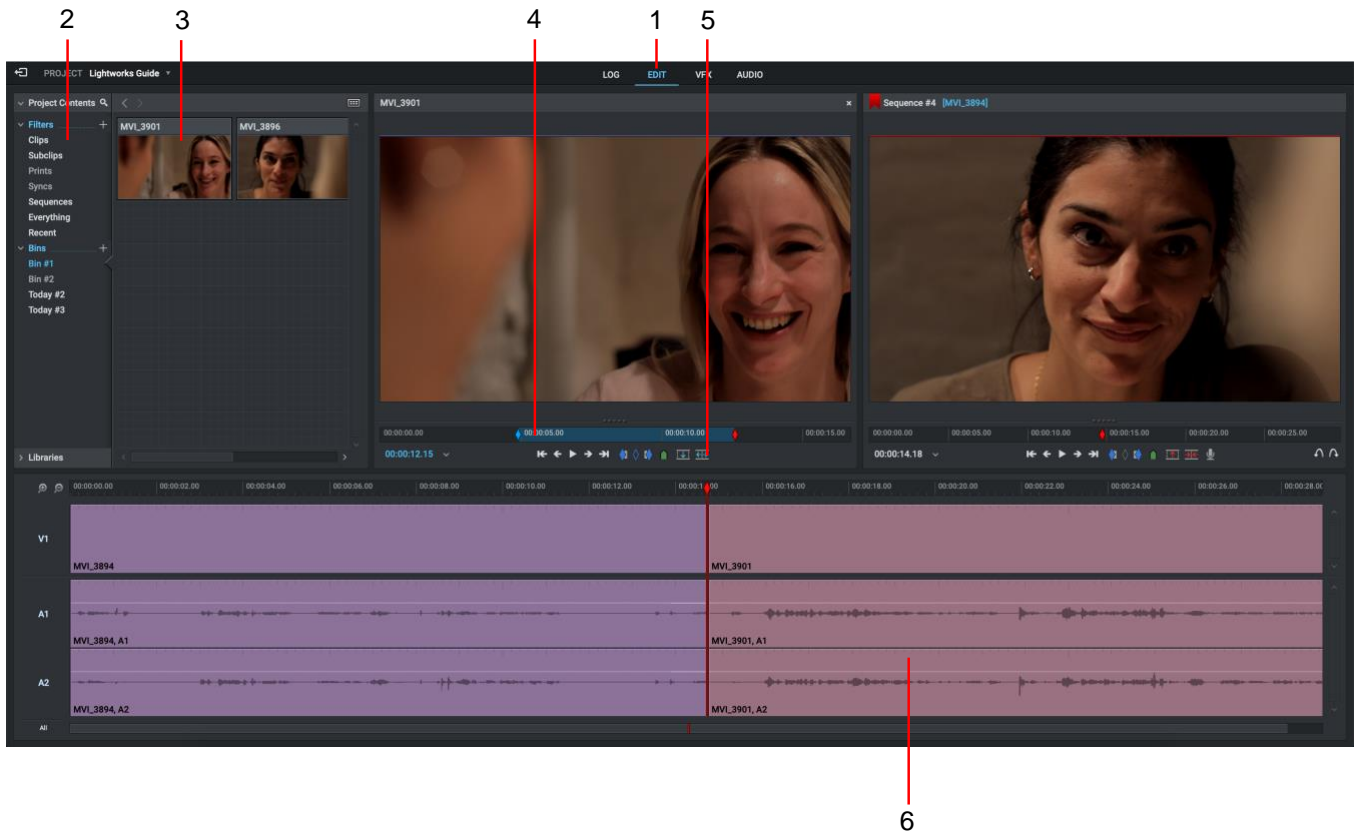


You can also specify that a new/empty sequence has an 'auto' frame-rate so that it adopts the frame-rate of the first clip that's inserted into it.

The sequence frame rate can be changed when making a copy of a sequence. Right click the sequence viewer or timeline and choose: Make > Copy



Creating a Sequence



STEPS

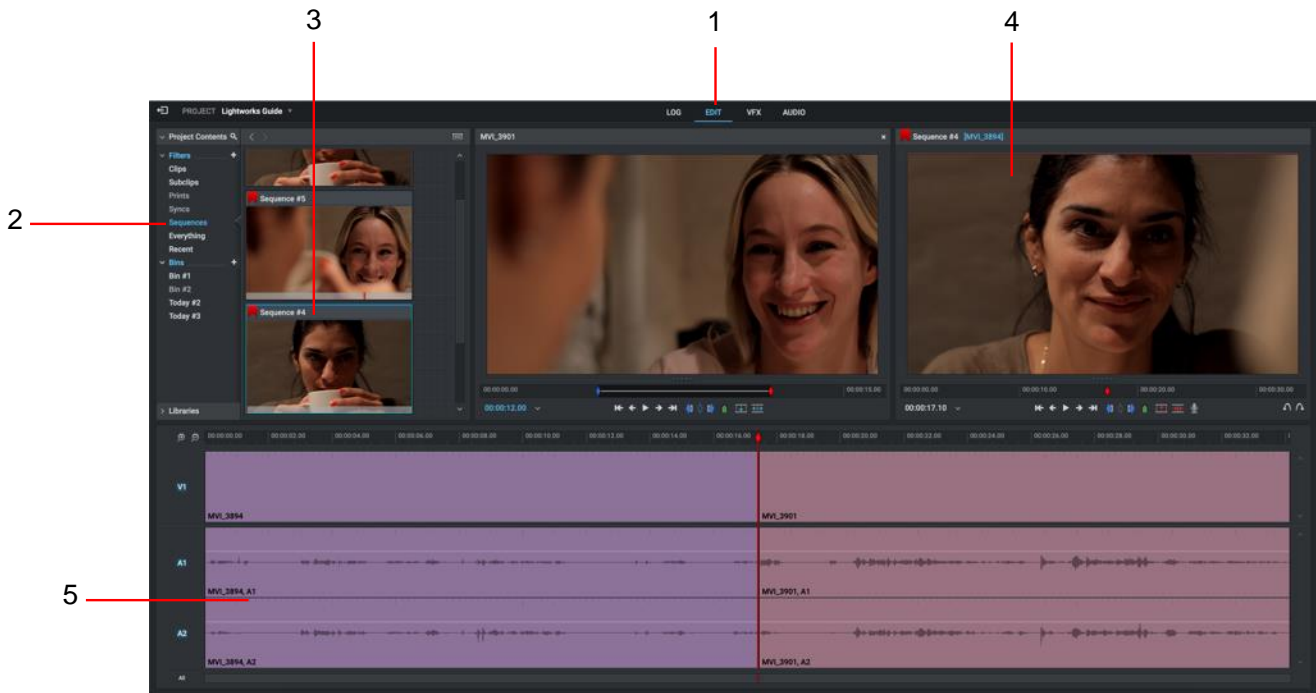
1. Click on the Edit tab. New projects always open with a blank sequence that is an 'Auto' sequence, which means that no frame rate is currently allocated to the sequence. New sequences can be created by right clicking an empty area of a bin and selecting either: Make -> Empty sequence or: Make -> Sequence from contents
2. Select a Filter or Bin within the Content Manager to display your media.
3. Select the first clip you want in your sequence and double click it to open it into a Source viewer.
4. Mark and Park the section of the clip you want in your sequence. *Please see the section on "Mark and Park" on page 21.*
4. Click the Insert icon on the sequence viewer to move the marked selection into the empty sequence
5. The timeline marker will move to the start of the inserted section. You can then decide where you want the next clip to be inserted by moving the position of the timeline marker:
 - Leave the timeline marker where it is to insert another clip before the previous clip.
 - Press the shortcut key to move the timeline marker (to the end of the clip) to insert another clip after the previous clip.
6. Select the next clip you want in your sequence and load it into the Source viewer.
7. Repeat steps 4 to 6 to add further clips as required.

Default Shortcuts:

a = move to previous cut
s = move to next cut

Opening an Existing Sequence

Sequences that exist within the project can be found within the 'Sequences' filter, they can also be manually added to bins within the project.



STEPS

1. Click on the Edit tab to reveal the Sequence view.
 2. Click on 'Sequences' Filter to display the sequences in your project.
 3. Double-click on the Sequence you want to open or drag and drop the tile into the sequence viewer.
 4. The Sequence displays in the sequence viewer.
 5. The video and audio tracks for each clip and subclip in your sequence display in the timeline.
-

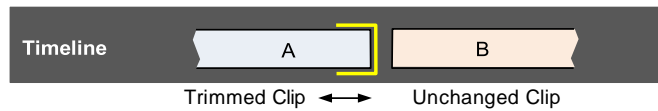
Trimming Cuts

Trimming within Lightworks is extremely powerful and flexible. This Guide touches on the basics of Trimming, which is the process of shortening/extending a clip within a sequence, slipping a clip or sliding a clip up/down the sequence timeline.

By default, the video and audio are linked together as a single clip when trimming, this is known as 'Auto track sync' This is useful for trimming video and audio at the same time to avoid losing sync and to speed up trimming. There will be times when trimming needs to happen on different tracks at different times, to disable 'Track sync' right click the sequence timeline and deselect 'Auto track sync'

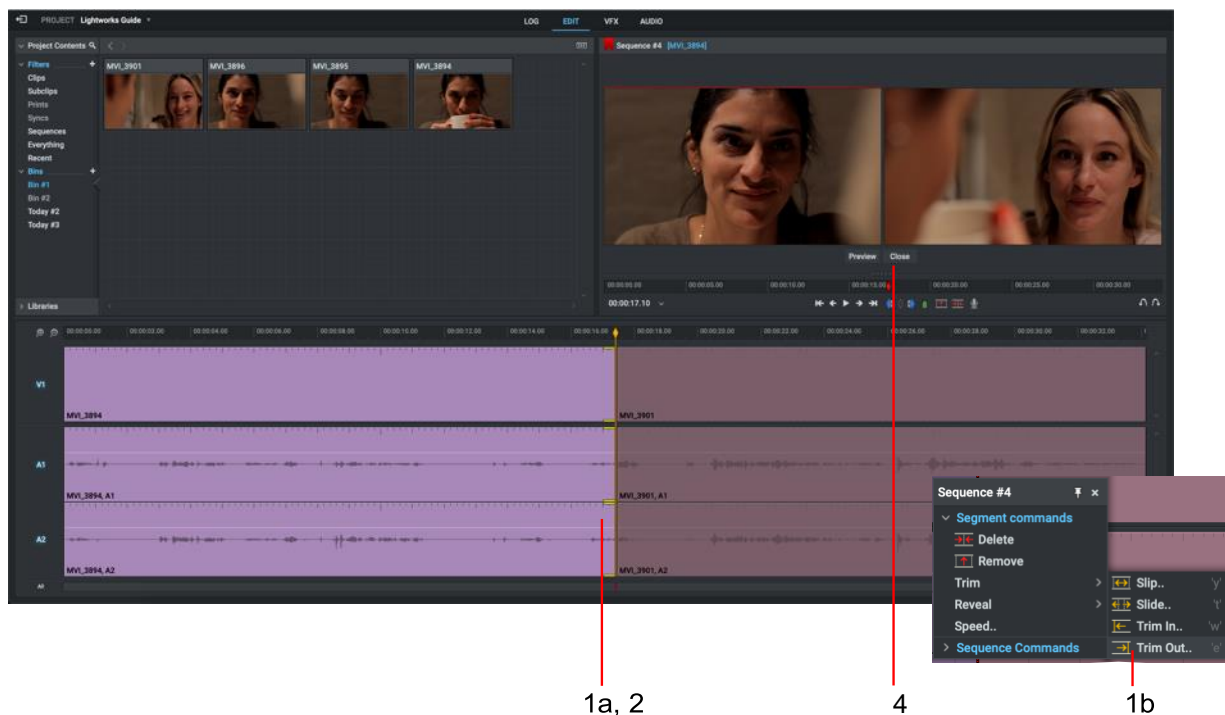
Trimming an Outgoing Clip

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 mouse button.
 - b) Right-click on the clip you want to trim, and from the menu that opens, Trim > Trim Out.
 - c) Park the timeline marker over the clip you want to trim and press the Trim Out shortcut key.



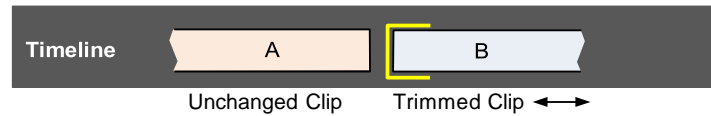
2. Brackets display in yellow on tracks, denoting that the clip has been unjoined from the cut.
3. Shorten or lengthen the outgoing clip by doing one of the following:
 - a) moving the mouse left or right while holding down the mouse button. Release the mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Holding down the SHIFT key then pressing the Play button on the viewer will play in reverse.
 - c) pressing the play or reverse playback shortcut keys.
4. When trimming is complete click the 'Close' button under the sequence viewer, or click the cut point, this will join the cut back up with the rest and close trimming mode.

Default Shortcuts:

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

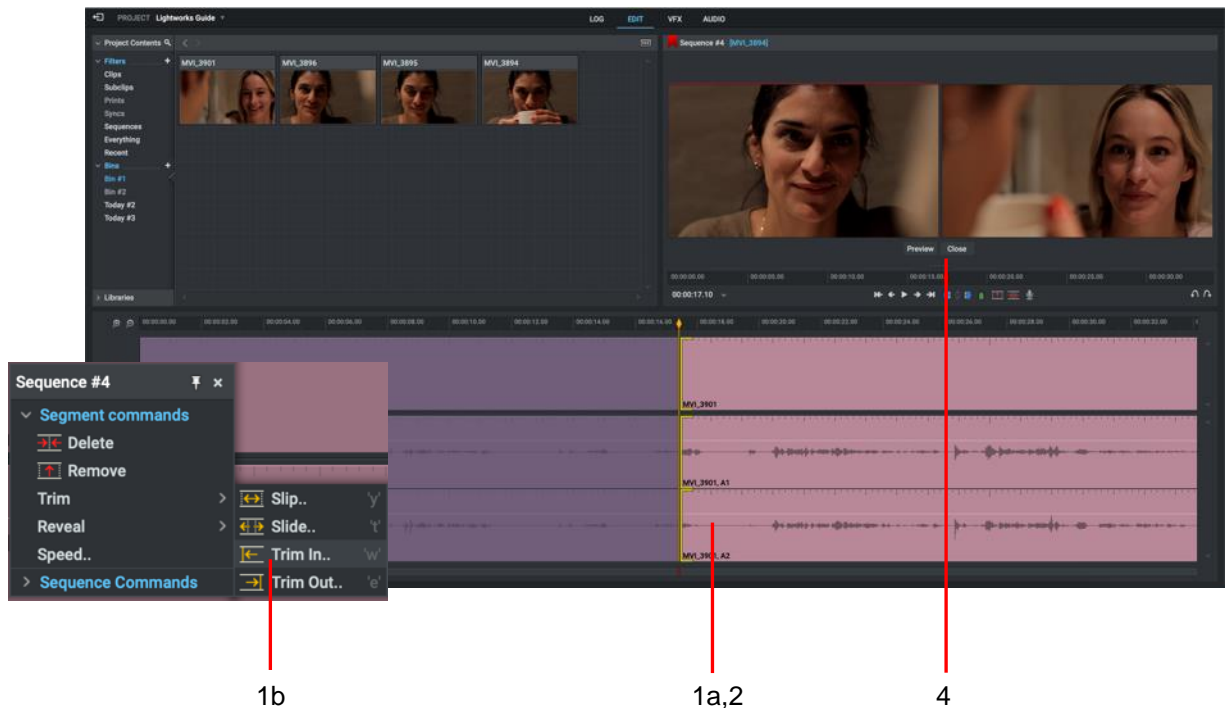
Trimming an Incoming Clip

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 mouse button.
 - b) Right-click on the clip you want to trim, and from the menu that opens, select Trim > Trim In.
 - c) Park the timeline marker over the clip you want to trim and press the Trim In shortcut key.



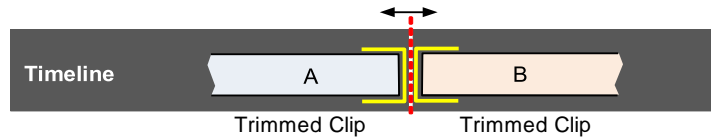
2. Brackets display in yellow on the clip, denoting that it has been unjoined from the cut.
3. Shorten or lengthen the incoming clip by doing one of the following:
 - a) moving the mouse left or right while holding down the mouse button. Release the mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Holding down the SHIFT key then pressing the Play button on the viewer will play in reverse.
 - c) pressing the play or reverse playback shortcut keys.
4. When trimming is complete click the 'Close' button under the sequence viewer, or click the cut point, this will join the cut back up with the rest and close trimming mode.

Default Shortcuts:

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

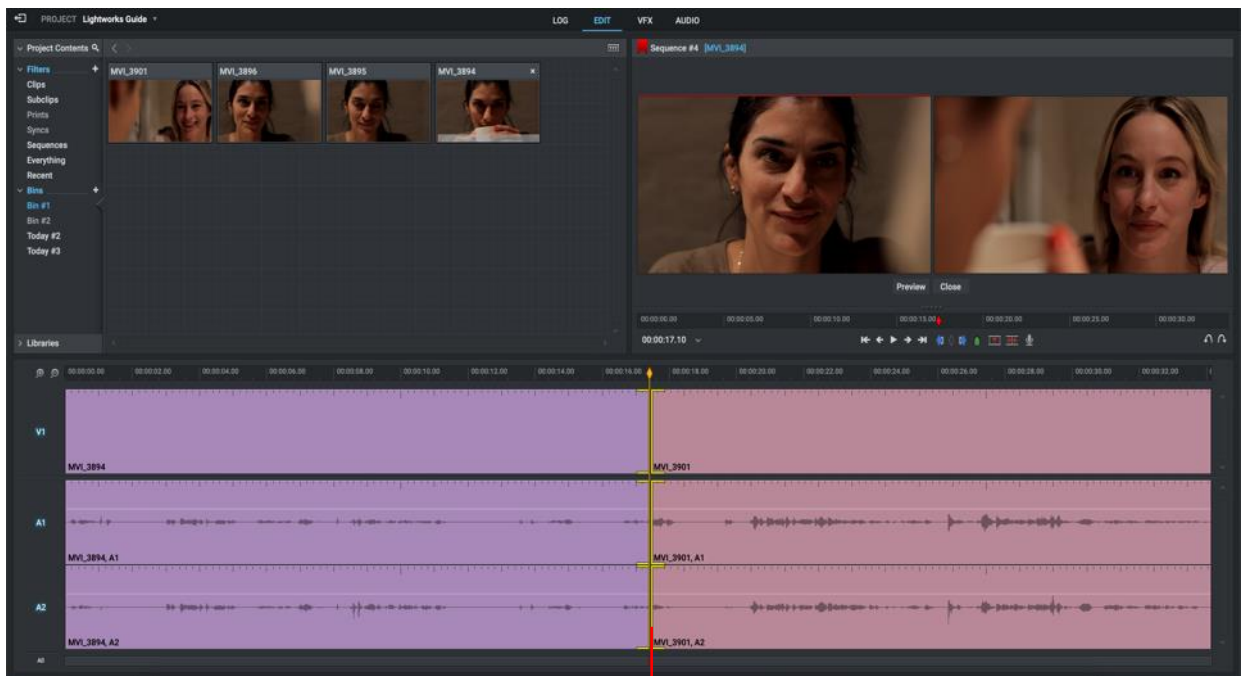
Moving a Cut

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



STEPS

1. Do one of the following:
 - a) Hover your mouse in the middle of 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

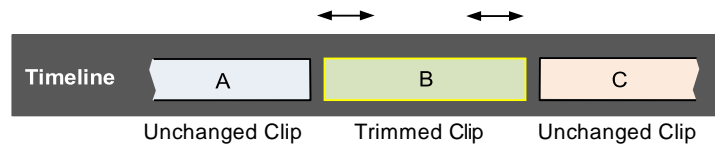
2. Brackets display in yellow on both sides of the cut showing both are unjoined.
3. Shorten or lengthen both sides of the cut by doing one of the following:
 - a) moving the mouse left or right while holding down the mouse button. Release the mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Holding down the SHIFT key then pressing the Play button on the viewer will play in reverse.
 - c) pressing the play or reverse playback shortcut keys.
4. When trimming is complete click the 'Close' button under the sequence viewer, or click the cut point between the yellow brackets, this will join the cut back up with the rest and close trimming mode.

Default Shortcuts:

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

Slipping a Cut

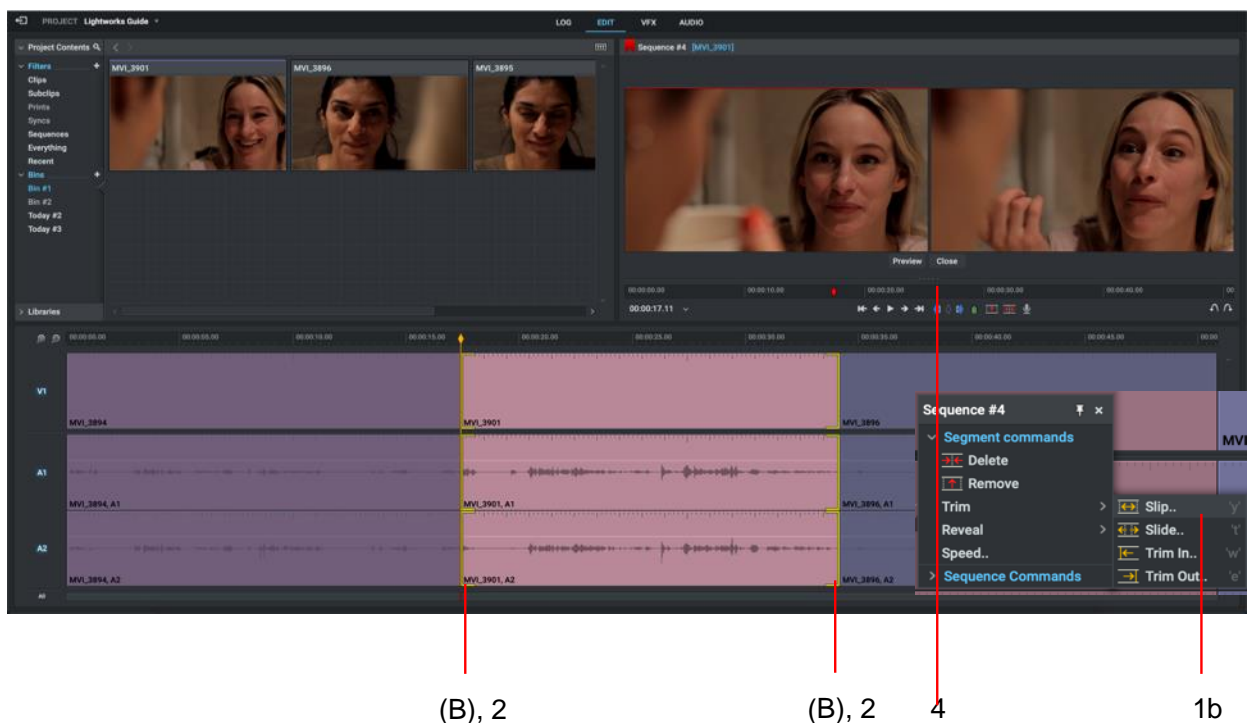
Slipping a clip is where you change the In and the Out points of a clip (B) at the same time.



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 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 Trim > Slip.
 - c) Press the Slip shortcut key.



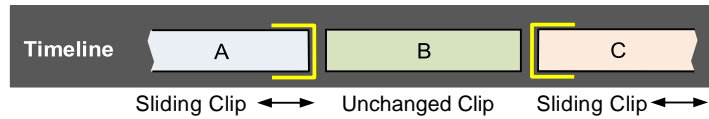
2. Brackets display in yellow at both ends of the clip showing both are unjoined.
3. Change the start and end frames of the clip by doing one of the following:
 - a) moving the mouse left or right while holding down the left mouse button. Release the left mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Holding down the SHIFT key then pressing the Play button on the viewer will play in reverse.
 - c) pressing the play or reverse playback shortcut keys.
4. When trimming is complete click the 'Close' button under the sequence viewer, or click each of the cut points, this will join the cuts back up with the rest and close trimming mode.

Default Shortcuts:

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

Sliding a Clip

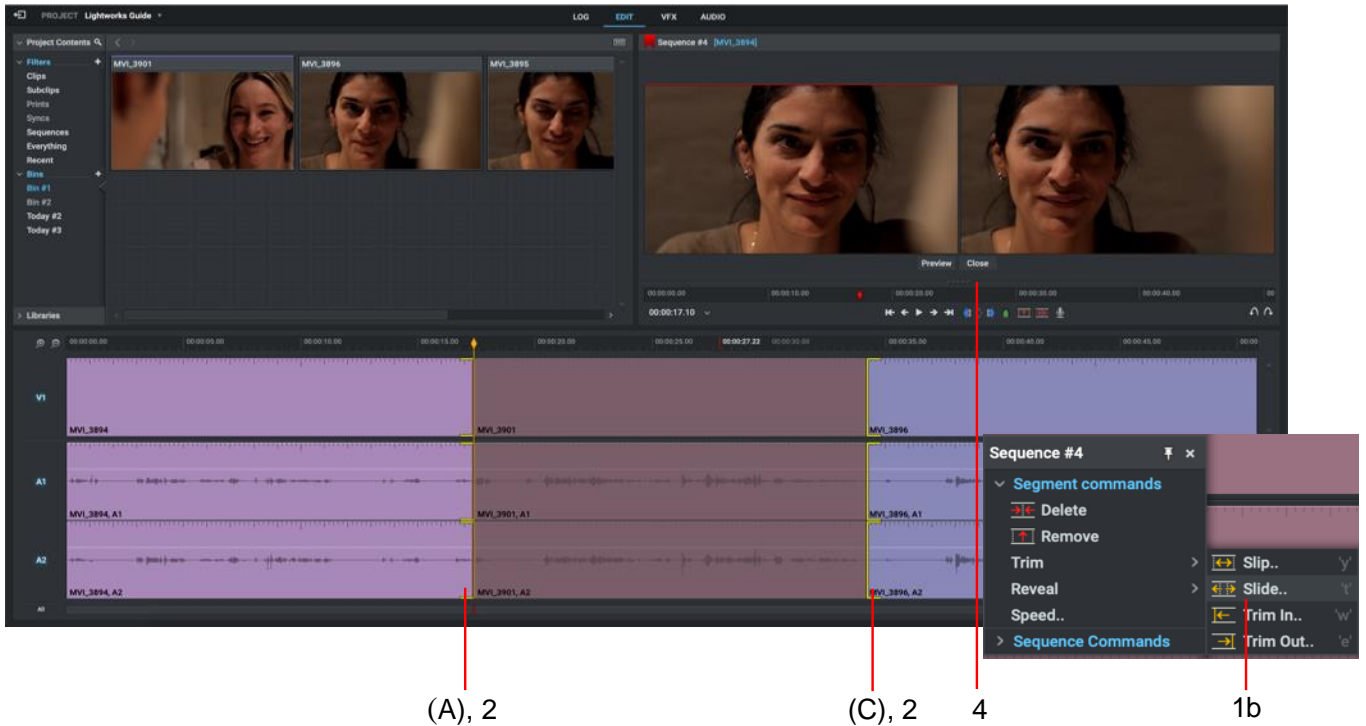
Sliding a clip is where you move the entire clip (B) up or down the sequence timeline.



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 mouse button. Repeat for the start of the last clip (B).
 - 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 showing the cuts are unjoined.
3. Shorten or lengthen the outgoing clip by doing one of the following:
 - a) moving the mouse left or right while holding down the mouse button. Release the mouse button to set the cut point.
 - b) pressing the Play button on the viewer. Holding down the SHIFT key then pressing the Play button on the viewer will play in reverse.
 - c) pressing the play or reverse playback shortcut keys.
4. When trimming is complete click the 'Close' button under the sequence viewer, or click each of the cut points, this will join the cuts back up with the rest and close trimming mode.

Default Shortcuts:

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

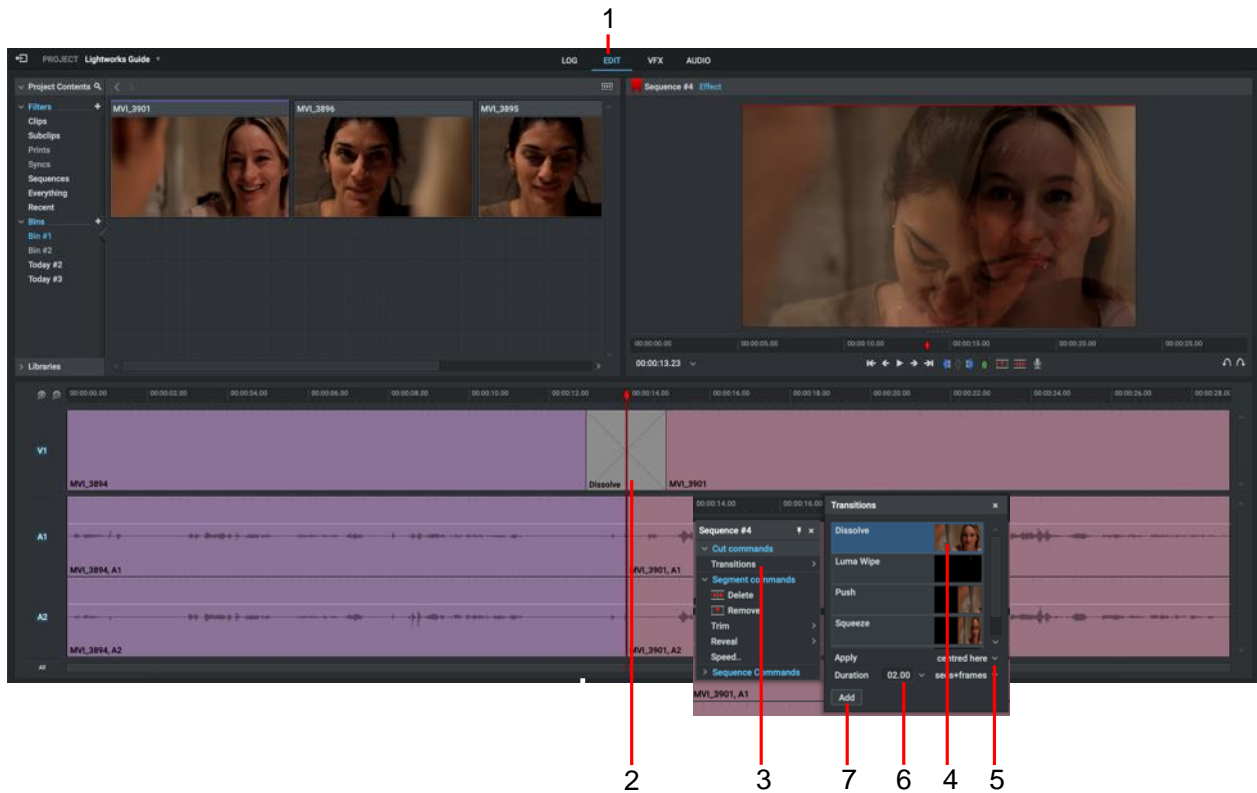
Simple Transitions

Transitions are a very simple and effect technique of smoothing the cut between two separate clips on the sequence timeline. Rather than switching directly from one clip directly to another, a transition can make for a smoother cut to convey a particular mood or time shift.

In order for a transition to work, there must be sufficient material available on both the outgoing and incoming clips on the sequence timeline for the effect to be applied. If insufficient media is available, a pop up appears to inform the user.

Note: The VFX tab is where you will add more advanced Video Effects. Once on this tab, click the '+' icon to add more advanced Effects such as: Colour Correction, 3D DVEs, Green Screen, Mattes, FX Plugins, Blur, Sharpen, Titles and many more.

Adding a Video Transition



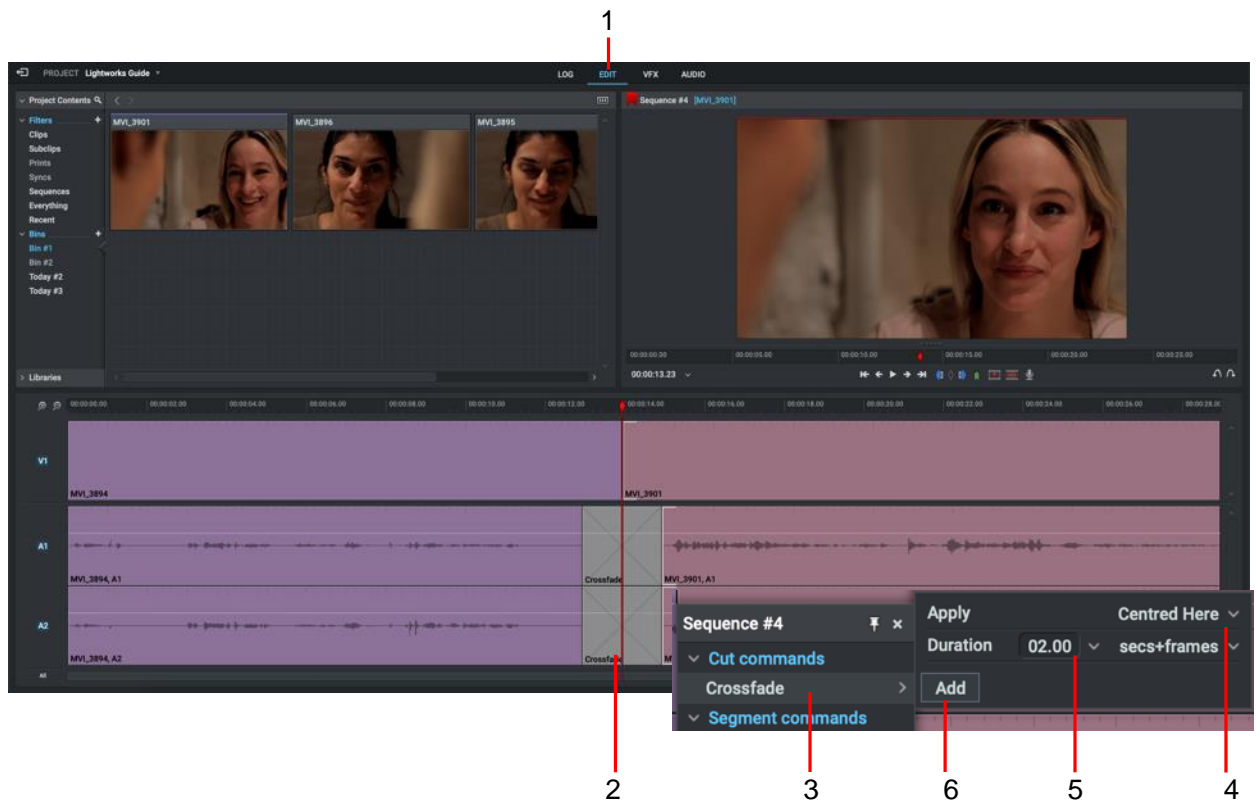
STEPS

1. Make sure the Edit or VFX tab is selected.
2. Right-click on the cut point where you want your transition.
3. From the menu that opens under 'Cut Commands' select Transitions
4. Select one of the following transitions: Squeeze, Dissolve, Wipe, Push or Luma Wipe.
5. 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.
6. Select the number of frames you want for your transition to take effect from the Length drop down list.
7. Click the 'Add' button to add the transition is applied to your sequence.

Adding an Audio Transition

An audio transition is analogous to a video transition. Rather than switching directly from one audio clip directly to another, a transition can make for a smoother cut to convey a particular mood or time shift.

In order for an audio transition to work, there must be sufficient material available on both the outgoing and incoming clips on the sequence timeline for the effect to be applied. If insufficient media is available, a pop up appears to inform the user.



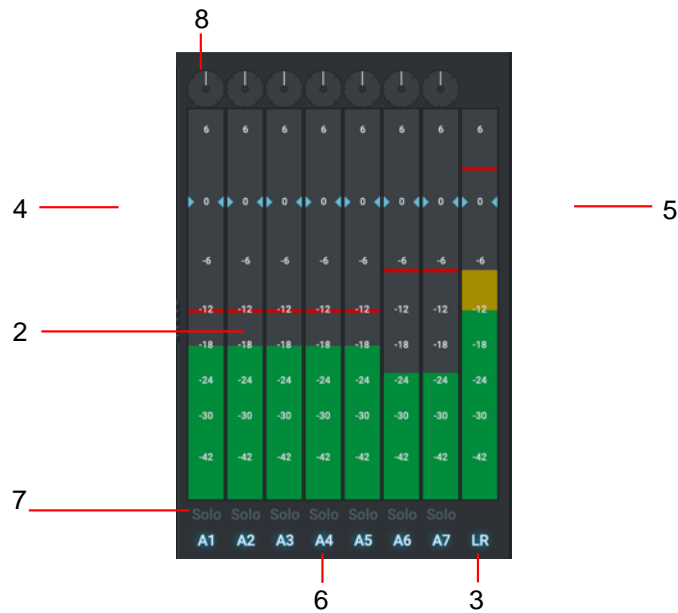
STEPS

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 under 'Cut Commands' select Crossfade.
4. 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.
5. Select the number of frames you want for your transition to take effect from the Length drop down list.
6. Click the 'Add' button. The selected transition is applied to the audio tracks.

Audio

All audio within Lightworks is routed through the audio mixer which can be found on the Audio tab. The sequences can have up to 32 individual audio tracks, these can all be disabled, solo'd, or routed to different outputs, including the spatial positioning.

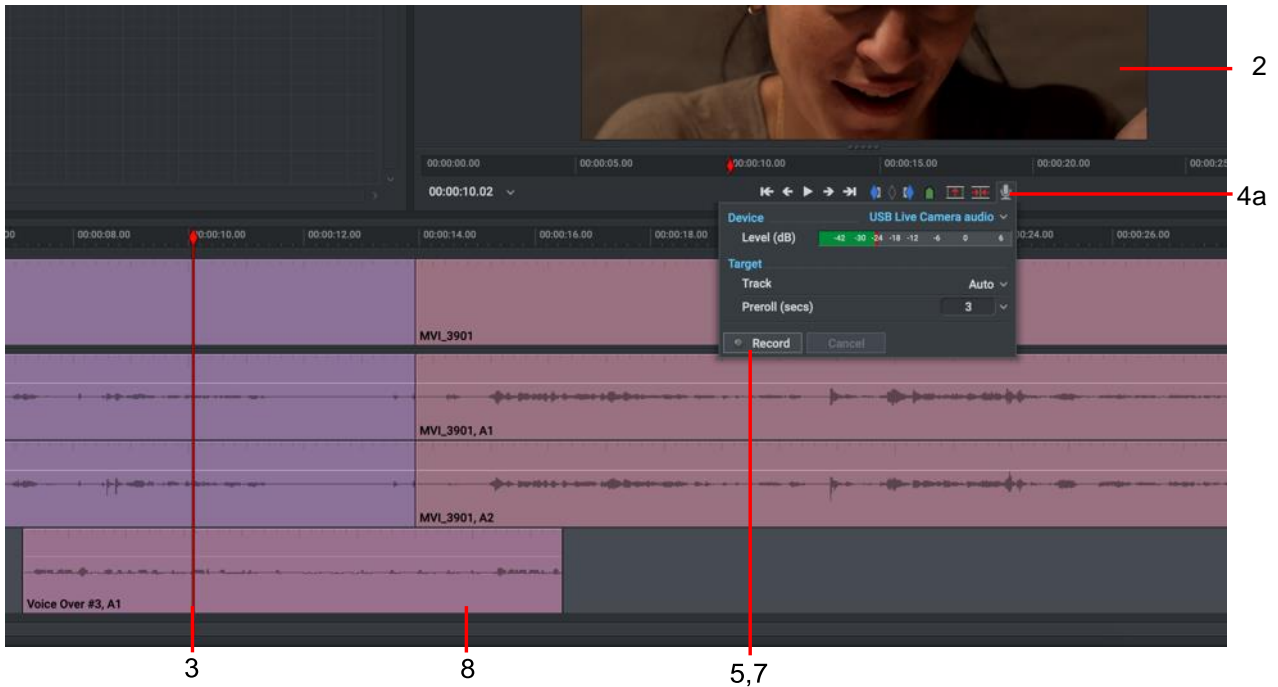
Using the Audio Mixer



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 labelled 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.

Adding a Voice Over



STEPS

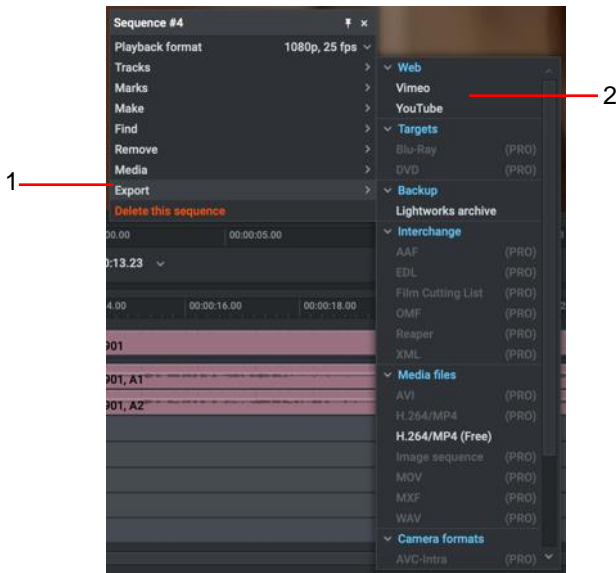
1. Make sure the Edit tab selected.
2. Load the sequence into the sequence viewer.
3. Move the timeline marker to where you want to start your voice over.
You may find it helpful to mute the sound on each of the audio tracks when making your recording, this can be done by clicking each track header (A1, A2, A3, A4 etc) on the sequence timeline to deselect the audio track.
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.
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 Endbutton.
8. Your Voice Over displays in the designated track.

Exporting

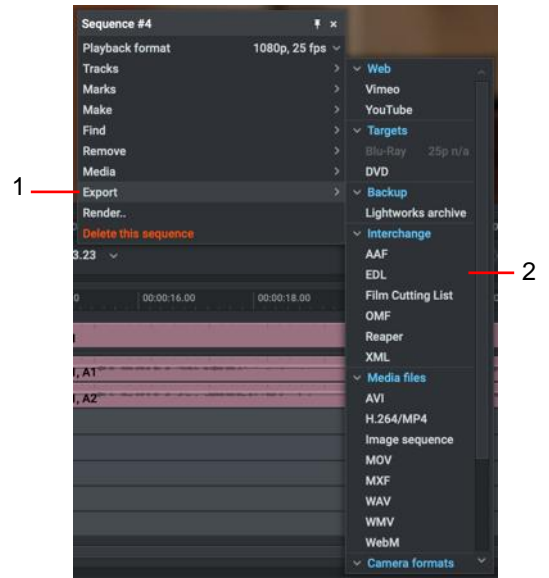
Once work is complete on a sequence it can be exported out of Lightworks as a single continuous file, an archive, or as a sequence that can be shared with other editing systems. *The range of export formats available to you varies according to the version of Lightworks (Free or Pro) that you have.*

Exporting a Clip, Subclip, or Sequence

Lightworks Free Export List

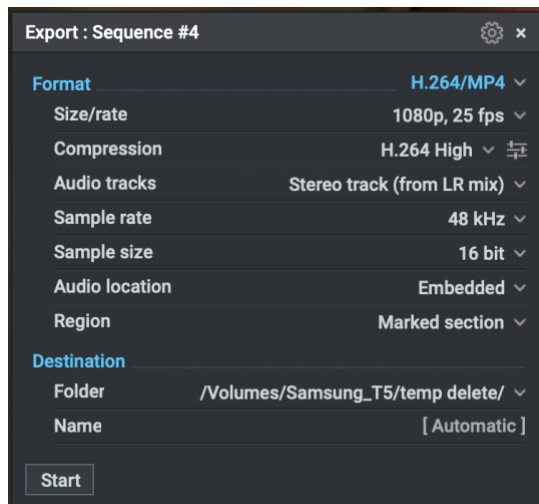


Lightworks Pro Export List



STEPS

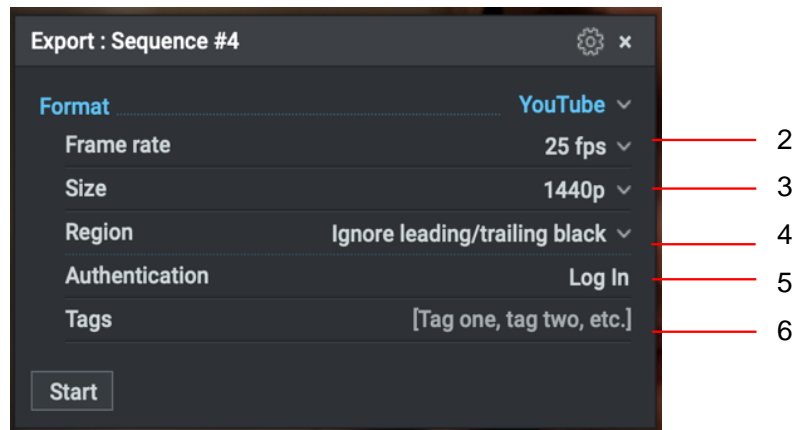
1. Right-click on a clip, subclip, sequence, sequence viewer or timeline and, from the menu that opens, select Export.
2. Select the export format you require from one of the sub-menu headings, User Presets, Targets, Backup, Interchange, Media files, or Camera formats.
3. The Export options dialog box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

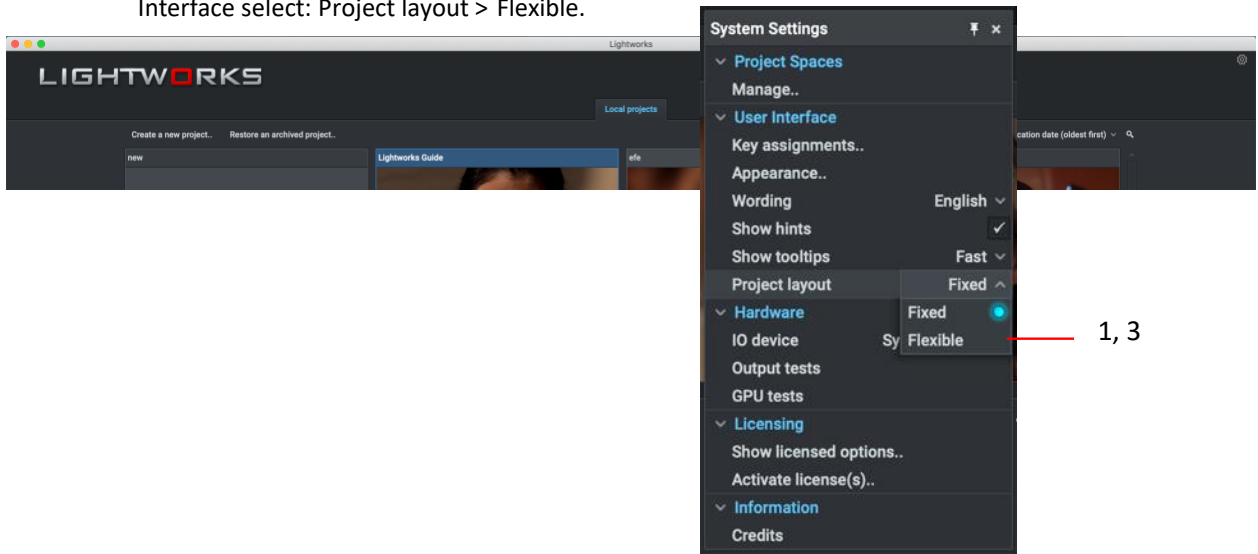
1. From the Format drop down list, select Vimeo or YouTube as required. Both are listed under 'Web'.
2. Select the frame rate you require from the Frame rate drop down list.
3. Select the definition you require from the Size drop down list. (*Lightworks Free allows a maximum resolution of 720p.*)
4. Select what you want to upload from the Region drop down list. Choose from Marked section, Whole sequence or Ignore leading/trailing black.
5. To upload your media directly to Vimeo.com/youtube.com:
 - a) Click the Log In button. Your web browser loads the Vimeo/YouTube log in page.
 - b) In your web browser, log into Vimeo/YouTube with your user name and password.
 - c) Once logged in, the button changes to 'Log out'
6. YouTube Optional: Type any tag words you want associated with your media.
7. 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

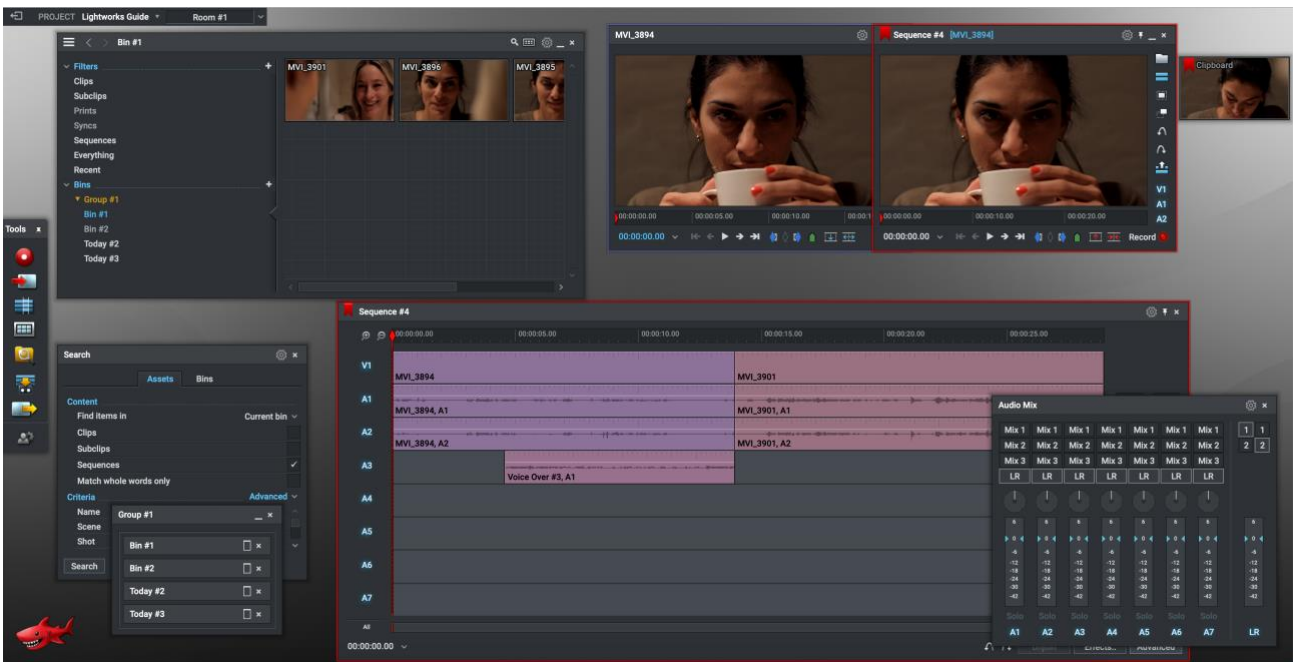
Experienced Lightworks users will find that the new layout is quite restrictive and not conducive for long form editing. The Flexible layout allows users to define exactly where they want tools, panels, viewers etc. This layout allows for items to be laid over the top of others and allows users to switch between rooms. The Shark is useful for quickly removing open panels/viewers and clearing the workspace.

STEPS

1. On the Project Browser, click on the Cogs icon located in the top right hand corner and, from the menu that opens, under User Interface select: 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 *Lightworks User Guide* which may be downloaded from <http://www.lwks.com>. There are also some video tutorials to assist you at <http://www.lwks.com/videtutorials>.

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:

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



LWKS