Top Things to Remember With Adobe Premiere Pro:

1) There are 4 Primary Windows in Adobe Premiere Pro while you're working in the "Editing" mode/workspace.
   a) Source Window
   b) Program Window
   c) Project Bin
   d) Timeline

Make sure that you are clicked on the correct window as you're trying to perform an action. The thin blue line that outlines a window indicates what window you are currently clicked on and is active. (Example: You can't seem to Import in your images and music for your project, more than likely this means you are not clicked on the Project Bin window.)

2) In "Editing" mode/workspace, the Tool Bar is located in between the Program Bin and Timeline Windows. Make sure that you are clicked on the ARROW, which is also known as your Selection Tool. If you seem to be zooming in or something else that's weird you probably clicked on one of the other tools.

3) If you click the "Wrench" icon that is located within the "Timeline" Window, you will see a dropdown menu that you can then choose "Expand All Tracks". This enlarges the height of all of your tracks.

4) If you need to zoom in or out to expand your track horizontally/lengthwise then you will need to click the Pluse (+) or Minus (-) key on your keyboard.

5) If you need to place a marker at a certain point in the "Timeline" Window you can place your "Playhead" (The Blue Line with a Blue Cap located inside your timeline) at that specific point in time and tap the "M" key on your keyboard. This will place a little green marker at that exact moment in time on your timeline. This can be useful when you're having to mark a specific time to place an image, video, or sound.

6) Remember that the tracks listed as V1, V2 , etc are VIDEO Tracks and that the tracks listed as A1, A2, etc are AUDIO Tracks. For most of the projects in Digital Media you probably will only utilize V1 and A1

7) If you need to "Import" (Bring in your source files to use to make a video), you can do one of three things. 1) Right Click in the "Project Bin" Window and choose Import from the dropdown

menu. –or- 2) Click (at the same time) Command and I on your keyboard. –or- 3) Go to the top menu and click on File > Import *If you have a ZIP filed, you will need to first (In your Finder, not Adobe Premiere) Double Click on that Zip file and Unzip the file.

8) The "Source" Window will show an image, movie, or sound file that you have double clicked on in your "Project" Window. This window allows you to "Edit" an individual source so that you don't have to do a lot of editing in the "Timeline" Window. You can use the In/Out method as demonstrated in the Jazz Video Tutorial so that you can tell a video when to begin and end without having to ever make a cut using the Razor Tool. While in the "Source" Window, when you place the "Playhead" at a specific time you can then click the "I" key on your keyboard. This will tell the Source Window when you would like the video to START. If you then move your playhead to the end of the clip at where you would like the clip to END, then you can click the "O" key on your keyboard. This will tell the Source window when you would like a video to END.