

Timeline Basics Quick Reference

Essential timeline concepts every video editor needs to know

TIMELINE TRACKS

Track	Purpose	Default Layer
V1 (Video Track 1)	Main video footage / primary story	Bottom layer
V2 (Video Track 2)	B-roll, overlays, text, graphics	Middle layer
V3+ (Video Track 3)	Top-layer graphics, titles, effects	Top layer (frontmost)
A1 (Audio Track 1)	Primary audio — dialogue, VO	Bottom audio
A2 (Audio Track 2)	Music, ambient sound	Middle audio
A3+ (Audio Track 3)	SFX, additional audio layers	Top audio layer

TRIM TYPES

Trim Type	What It Does	Shortcut
Standard Trim	Changes the out-point of a clip	Drag clip edge
Ripple Trim	Trims clip and shifts all following clips	Q (start) / W (end)
Roll Edit	Moves the edit point between two clips	Ctrl+T / Ripple tool
Slip	Moves clip content without changing duration	Y
Slide	Moves clip position, adjusting neighbors	U
Extend Edit	Extends clip to playhead position	E (Premiere)

ESSENTIAL OPERATIONS

Operation	Description	Shortcut
Add Edit	Cut clip at playhead position	Ctrl+K / Ctrl+B
Ripple Delete	Delete clip and close the gap	Shift+Delete / Ctrl+X
Lift	Remove clip, leave gap	; (semicolon)
Extract	Remove clip, close gap	' (apostrophe)
Nest	Group clips into a sub-sequence	Right-click > Nest
Mark In/Out	Set range for operations	I / O
Match Frame	Find source frame in timeline	F

TIMELINE NAVIGATION

Action	Shortcut	Description
Zoom In	+ / Ctrl + +	Magnify timeline view
Zoom Out	" / Ctrl + "	Zoom out timeline view
Fit to Window	\ / Shift + Z	Fit entire timeline in view
Playhead to Start	Home	Jump to beginning
Playhead to End	End	Jump to end
Step Forward	Right Arrow	Move one frame forward
Step Back	Left Arrow	Move one frame backward

Front = Higher Track
Back = Lower Track
Audio Mixes
Opacity Stacking

LAYER ORDER RULE

V3 renders on top of V2, which renders on top of V1.
V1 is the bottom-most visible layer.
All audio tracks play simultaneously and mix together.
Semi-transparent layers blend with layers beneath them.

