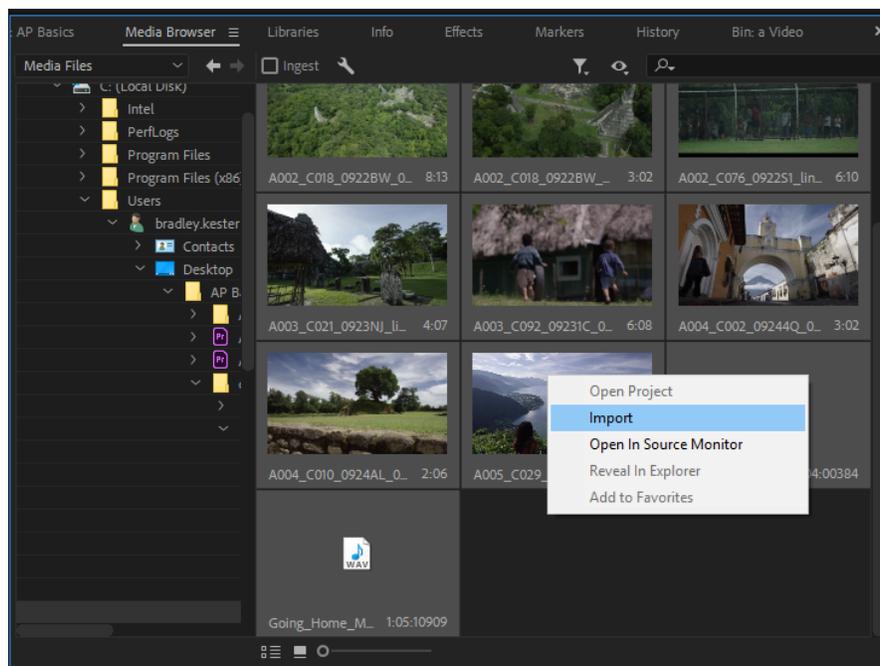
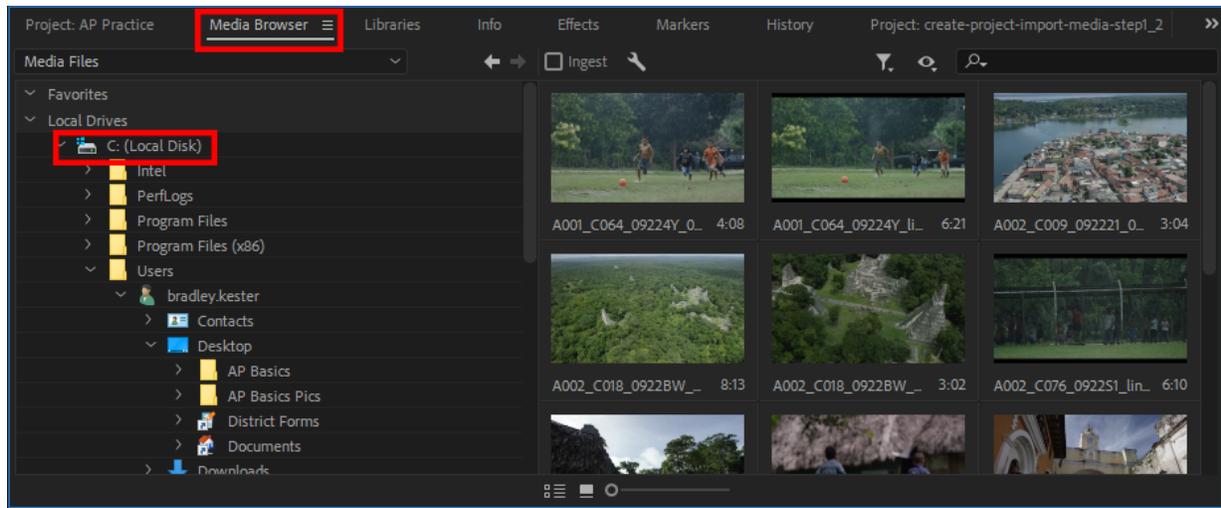


Part 4: IMPORTING MEDIA

Method 1: Media Browser

In the *Project* panel, select the *Media Browser* tab.

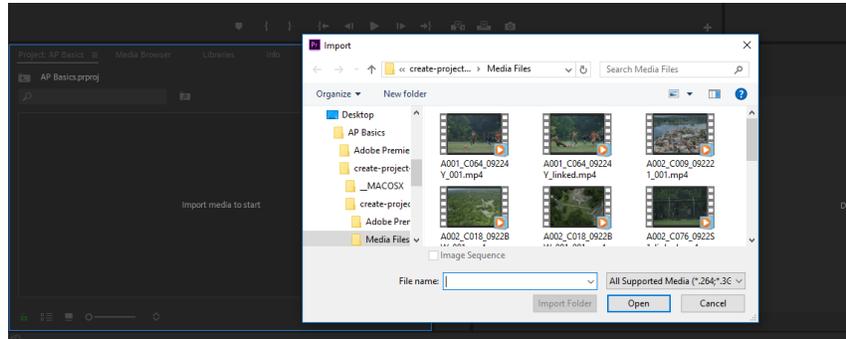
A column on the left side of the panel will allow you to navigate through the different hard drive disks connected to your computer. Locate the disk and folder(s) associated with your project. Next, highlight the clip(s) you want to import, then right-click and select *Import* from the popup box. A progress bar will appear, indicating that importing has begun.



You can import multiple clips at once by holding **SHIFT** while clicking to select a range of clips, or by holding **CTRL** while clicking to select/deselect individual clips.

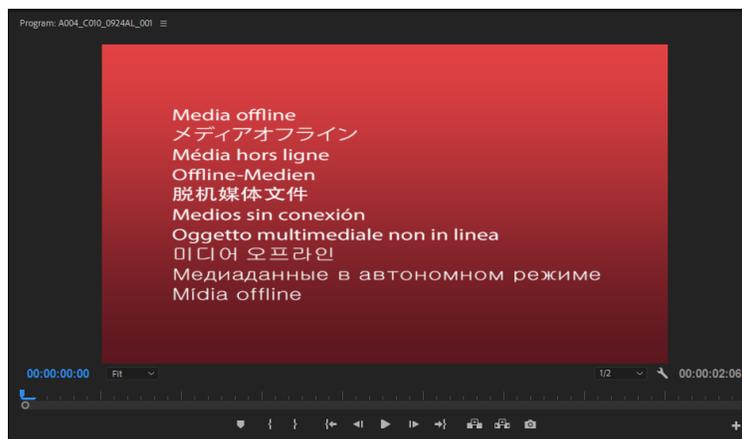
Method 2: Double Click

You can also import clips simply by double-clicking an empty area in the *Project* panel. A new Window will open allowing you to select and import the media files you want. This method is sometimes easier for importing a small number of files, like a music clip or a still image.



IMPORTANT: Avoiding Offline Media

Whichever importing method you choose, it's very important the files are imported from a destination folder that won't get moved or deleted during the editing process, otherwise your media will become disconnected or "offline". For example, if you were to import clips directly from an SD card (rather than copying them to the computer's hard drive as in Step 1), you will only be able to access those clips when the SD card is connected. When the SD card is removed from the computer, your clips would be replaced in Premiere by a red "Media Offline" screen. This is one reason why editing directly from an SD card is not recommended.

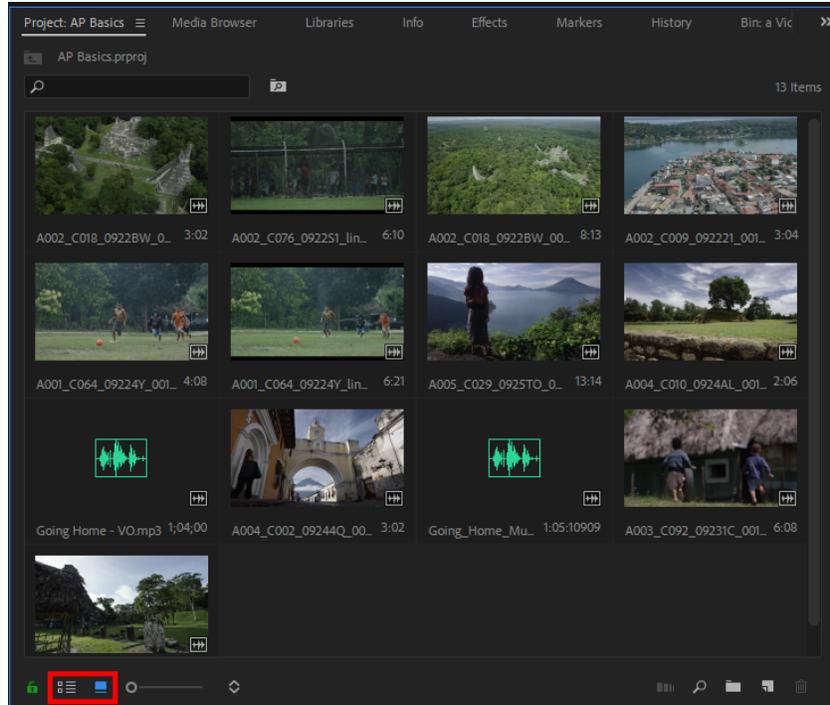


You should also avoid moving clips to different folders once they've been imported as that may also cause your media to go offline.

To find out how to reconnect clips that have gone offline, see Part 7: Relinking Offline Media.

Organizing

When importing is done, your clips can be found by navigating back to the *Project* tab where you can organize them and start editing. You can choose to display them in *List View* or *Thumbnail View* by toggling the buttons in the lower left corner of the panel (outlined in red below).



Use “bins” to keep your different media files as organized as possible. Create a new bin by right-clicking an empty space in the *Project* panel, then selecting *New Bin* in the popup box. You can also rename a clip, bin, or other item in the panel by selecting the file, then clicking once over the label.

