

Editing Terminology Handout

1. Software GUI (Graphical User Interface)- the visual workspace from a software program as it appears on the screen. This is laid out for the human user to control the computer and create communication products.

2. Bin – the term used for the folder where all media data files for a single project should be stored.

3. Clip – a compatible media file that can be moved to the timeline to be manipulated. The media data actually remains in the bin, only a visual representation appears on the timeline.

4. Capture – the action where the computer accesses footage from playback or live media and converts it to a Clip and stores it in a Bin.

5. Import – the action where the computer transfers a digital file or media and stores it as a Clip.

6. Timeline – the visual workspace containing video tracks and audio tracks that holds the arrangement of Clips in the user's desired sequence, including transitions and titles. This is the workspace where editing takes place.

7. Playhead – the visual marker that indicates what part of the timeline or clip is being viewed. It is also used to indicate exactly where the user wants to edit.

8. Split - this action divides a clip so that a portion of it can be removed from the timeline. Using split edits on the timeline ensures that the original full clip remains available in the bin to repair any mistakes.

9. Transition - the way that one clip of video or audio ends and the next begins. (example: cut, fade, dissolve)

10. Fade Up / Fade Down - a transition where the video or audio increase from nothing (a black screen or silence) to full picture or sound over a specific time, or from full to nothing over a specific time. (example: Quick Fade Up from black screen to full picture in 15 frames (half a second) or Slow Fade Down from full picture to black screen in 3 seconds)

11. Dissolve - a transition between two clips where the first fades down as the second fades up. This creates a softer visual or sound and can also be used to show the passage of time.

12. Viewer - the monitor on screen where clips can be viewed or the editor can watch the sequence on the timeline using the playhead.
