

NAME

DATE

Extract • In point • Insert • JKL • Lift • Out point • Overwrite • playhead

KEY	DOES
J / K / L	Play backward / pause / play forward. Tap L twice for double speed.
I / O	Set In point / Out point on a clip.

EDIT TYPE	EFFECT ON THE TIMELINE
Insert	Pushes everything after it later in time
Overwrite	Records over whatever's already there
Lift	Removes a clip, leaves a gap
Extract	Removes a clip, closes the gap

If your sequence has an unexpected gap, that's almost always a Lift, not an Extract.