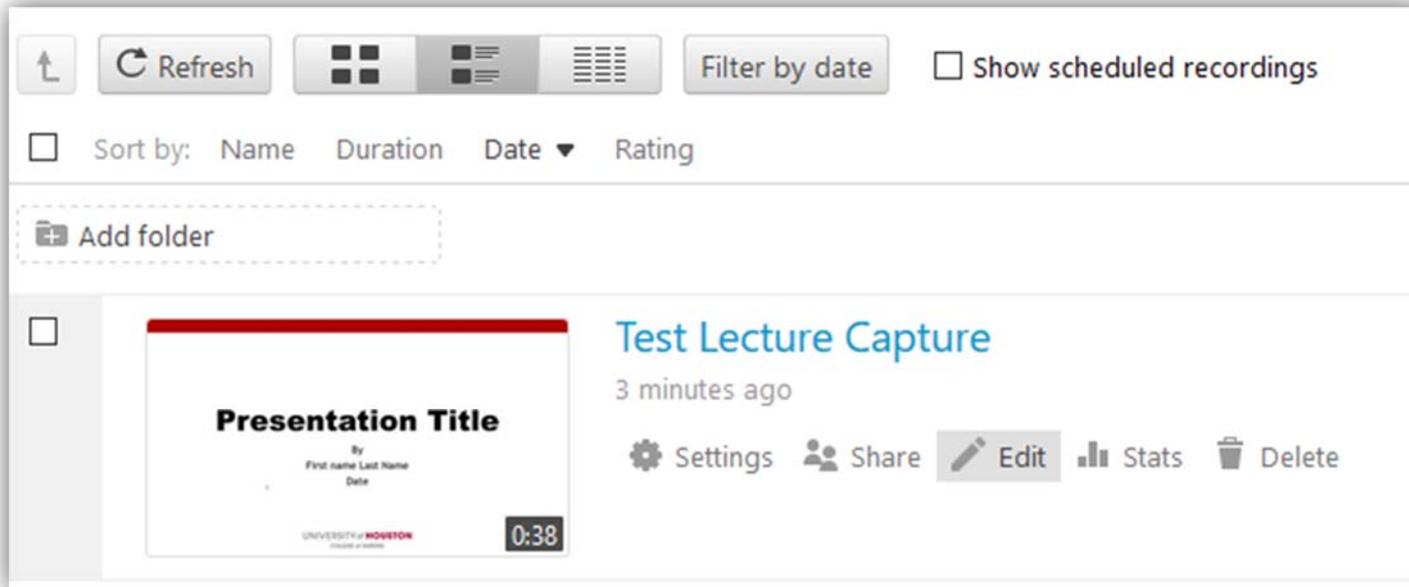


Editing a video in Panopto

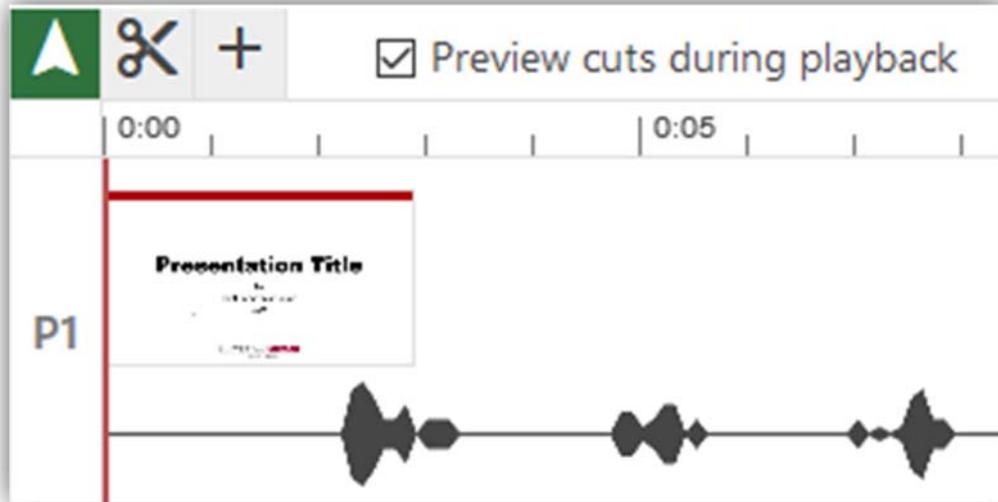
1. Log in to your Panopto hosted page and click on the **Edit** icon on the session you want to change. This will open up a new tab in your browser for the Panopto editor.



2. To edit your video use the editing **timeline** visible in the bottom right-hand section of the screen.



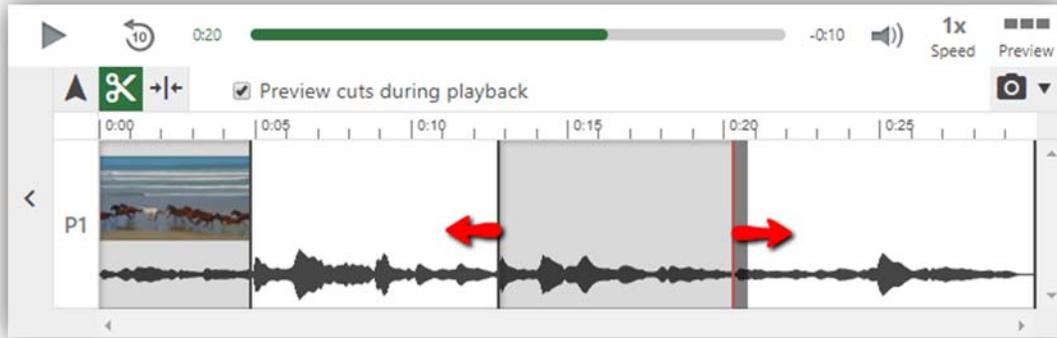
3. This timeline represents the entire length of your video showing each stream of content that makes up your session. The left side of the timeline is the start of your video, the right-hand side is the end of the video.



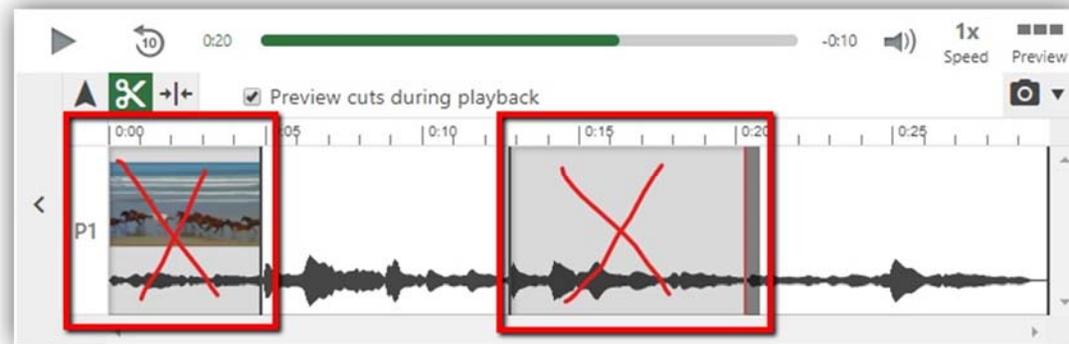
4. To begin editing, select the 'Cut' tool.



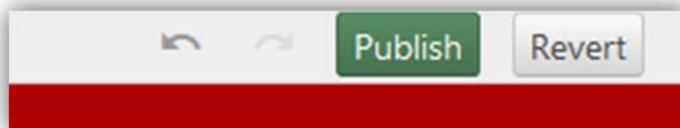
5. To edit out the start of the video, click and drag the **edit** handle from the left to the right.
6. To edit out the end of the video, click and drag the **edit** handle from the right to the left.



7. To cut a section from the middle of the video, position the cursor over the point you would like to start the **edit**, click and drag to the right and then let go at the point you want the cut to finish. This will remove the area highlighted from the video, and add a new handle at each edit point to allow you to finely trim your cut.



8. The red crosses highlight the areas that will not be shown to viewers. Editing in Panopto is non-destructive, so you can add this content back in later if you need to.



9. When you have completed your editing, select the **Publish** option in the top right of the screen.

10. The session will now re-process to include the changes you have made.