

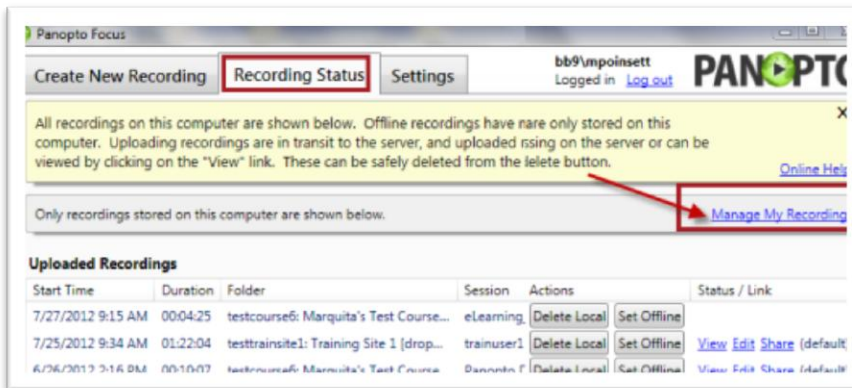
Edit Panopto Recordings

How Do I Edit a Panopto Recording?

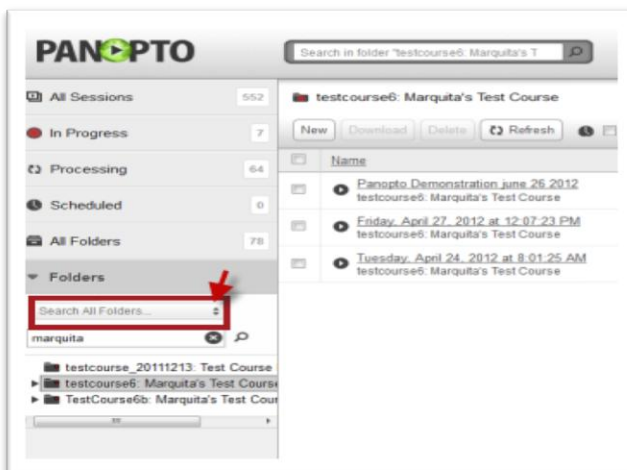
The latest version of Panopto allows users to edit recordings using Panopto Editor. Access and select the recording to be edited using the **Manage My Recordings** option. The recording editor will open in the browser.

Access Recording

1. Open the Panopto recorder on your desktop
2. Select the **Recording Status** tab and click the **Manage My Recordings** link



3. A browser window will open and a list of the videos that you have recorded will display. To search for a specific course or title, click the down arrow to the right of **"My Folders"** and select **"Search All Folders"**



Edit Panopto Recordings

4. Hover the cursor over the desired recording and available options will appear under the Actions column that allow you to: **Share**, run **Statistics**, change **Settings**, **Edit** and **Delete** recordings

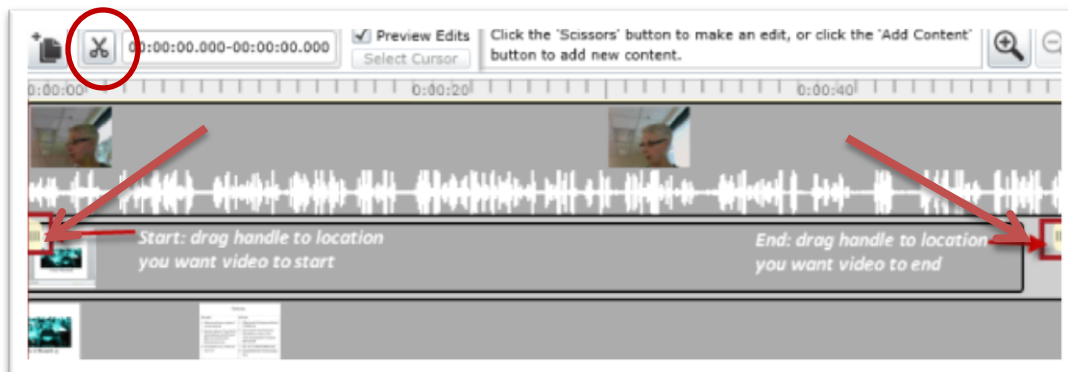


Edit a Recording

Select the **Edit** icon. The video will open in *Edit* mode (options are similar to other video editing applications).

Remove Beginning and Ending Sections

1. To remove sections of the video at the beginning or end of the recording, position cursor (*mouse*) over the handles on the timeline
2. Hold the cursor (*mouse*) button drag to the location you want the video to start or end. The area "greyed" out will not be shown when video plays.



Delete Segments in Video

Use the "**Scissors**" icon to delete a segment in the middle of the video.

1. Place the cursor (*mouse*) on the **end** timeline you want to *delete*, click cursor (*mouse*) once
2. Then place the cursor (*mouse*) at the **beginning** timeline you want to *delete* and click cursor (*mouse*) again.
3. If you don't want to save any of your edits, click the **Revert** icon and confirm. To save your edits, click **Save** to play the recording, click **Play**.

NOTE: Panopto never really "deletes" video. Instead, Panopto "marks" the areas of the video that students will not see.