



Adding in additional slides

This guide assumes that you have opened the Panopto ReView editor with one of your recordings, as well as having at least a rudimentary understanding of the tools. Please look at the 'Accessing the editor & basic orientation' guide if this is not the case.

If, when you created your Panopto recording, you forgot to include a particular slide, you can add extra slides in post-production.

TIP: Generally, it is advisable to ensure all slides are present when recording. This is because there are limitations on slides added during post production, such as specifying exactly when they change.

When there are already slides present:

TIP: For this edit, you will need to use the advanced editor. The advanced editor does not work so well in Google Chrome, so please choose an alternative web browser such as Internet Explorer, Safari or Mozilla Firefox.

- 1) On the left hand side of the editor, underneath the 'Contents' tab, you'll notice a blue 'More...' link. Click this in order to see 'Open in advanced editor'.

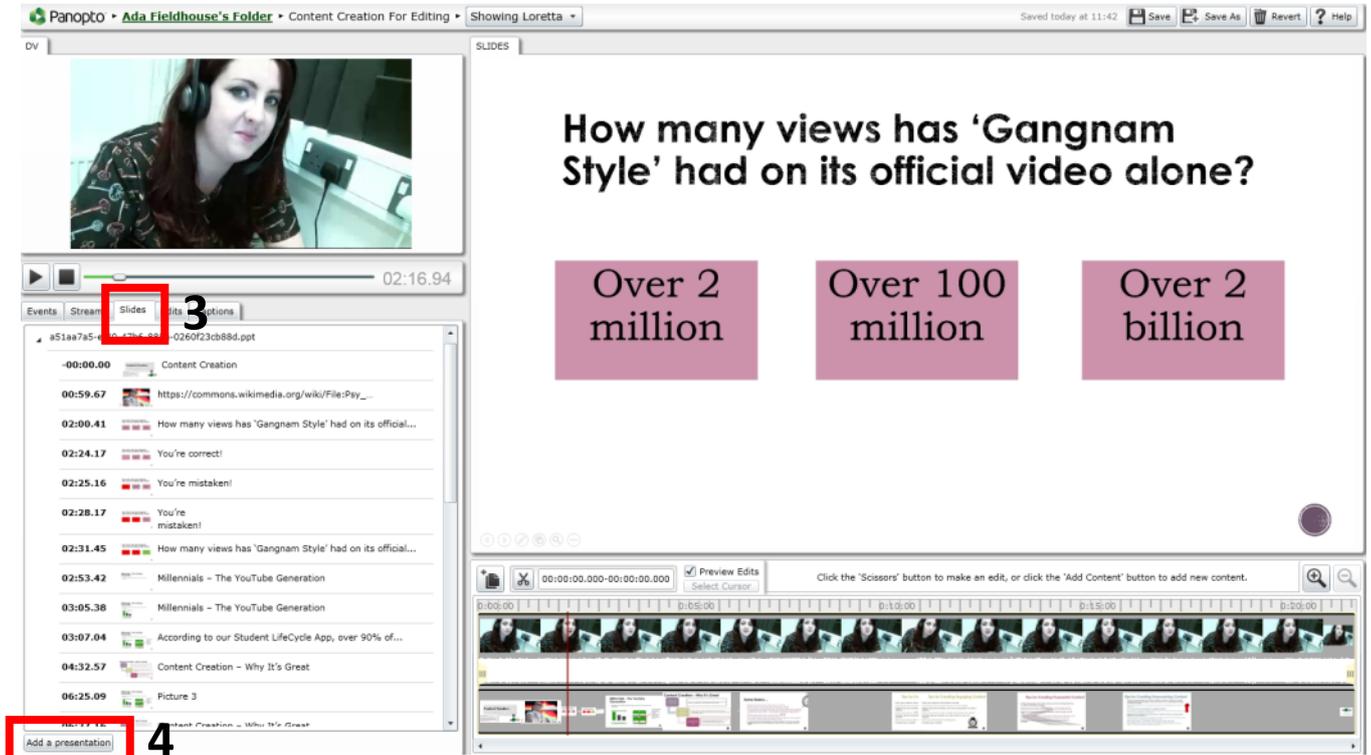
The screenshot shows the Panopto ReView editor interface. The main video player displays a woman speaking. The left sidebar has a 'Contents' tab selected, with a 'More...' link highlighted in a red box. A red arrow points from this link to a dropdown menu below the 'Contents' tab, where 'Open in advanced editor' is highlighted in a red box. The video player shows a slide titled 'Content Creation' with learning objectives.

- 2) The advanced editor will open up. You'll notice it looks quite different to the regular editor. For instance, the play button is in the top left-hand corner. It is useful to listen to your recording to gain a rough idea of where you'd like your new slide to start.

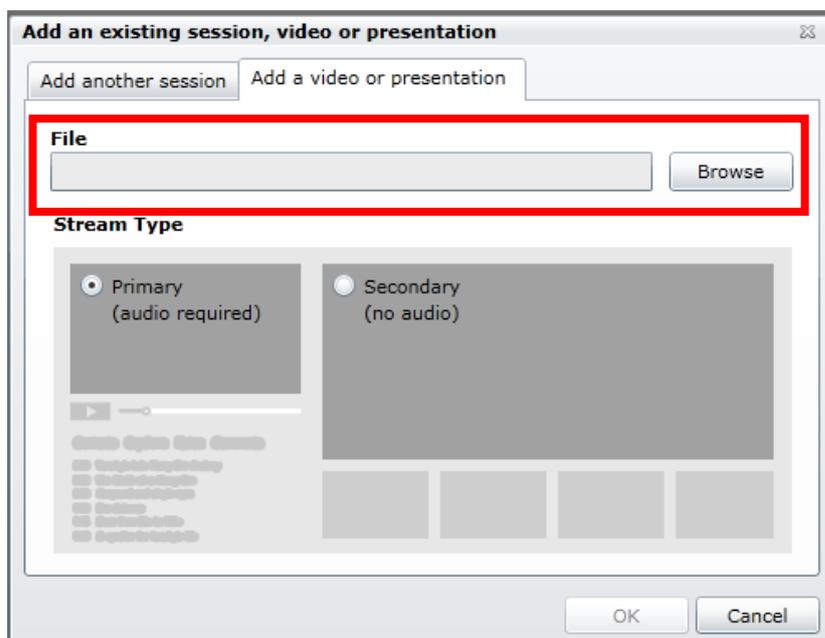
TIP: The red line will be helpful later to guide you when you want to place your slide.

- 3) Click the 'Slides' tab.

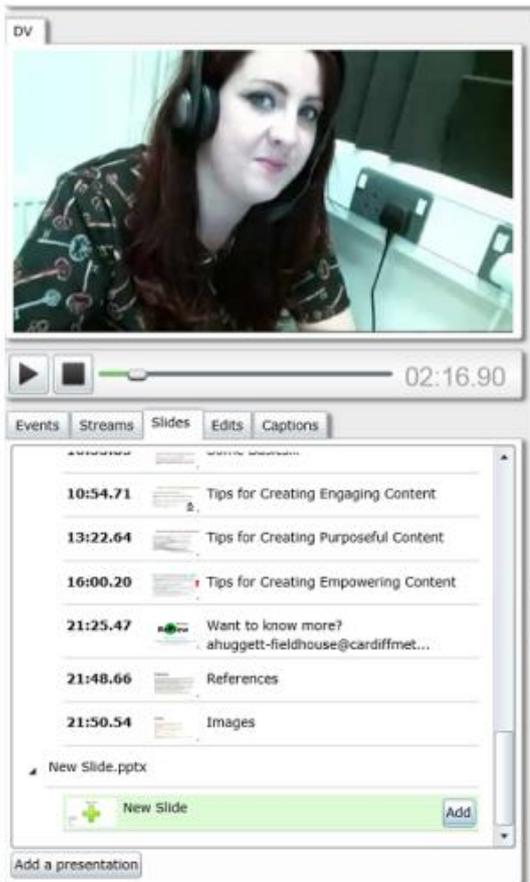
- 4) Click 'Add presentation'



- 5) Click 'Browse' to add a file. There is no need to change any settings below (Primary / Secondary) as the editor will automatically pick the best choice when you select the file.



- 6) The slide will need time to load. Scroll down to the bottom of the 'Slides' tab to see the progress of your slide. Hover over your slide with the cursor and click 'Add'.



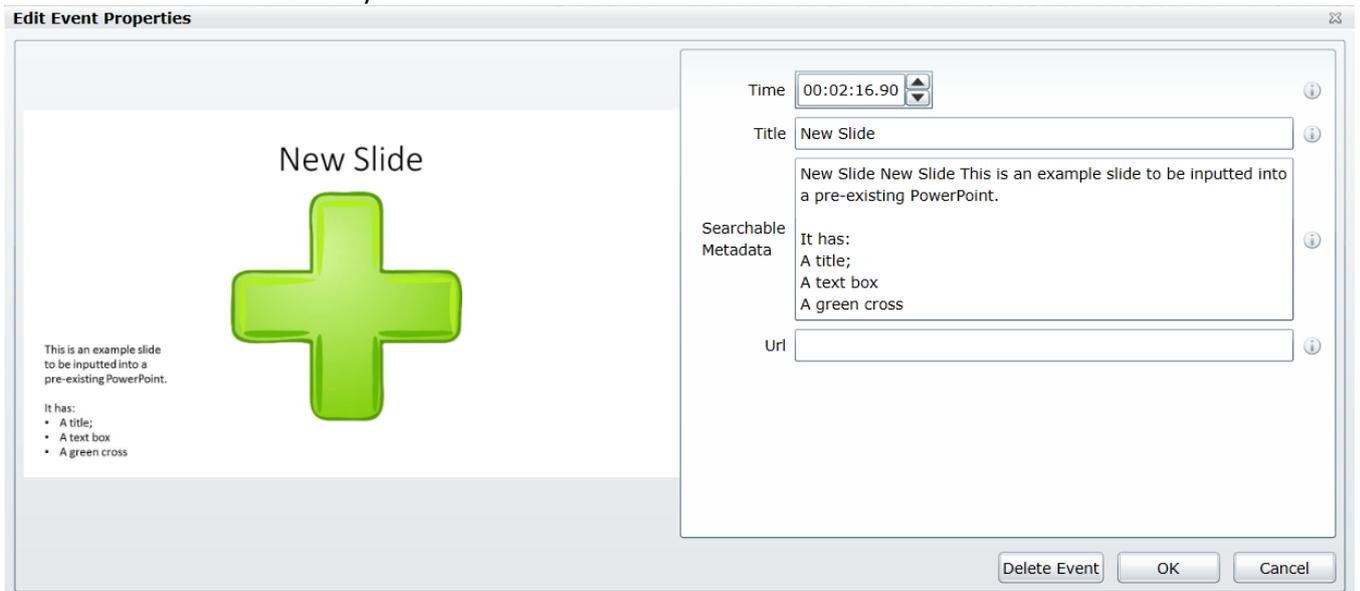
- 7) The editing panel will now turn green. Place your cursor (which will appear as a black line) where you want your slide to begin.



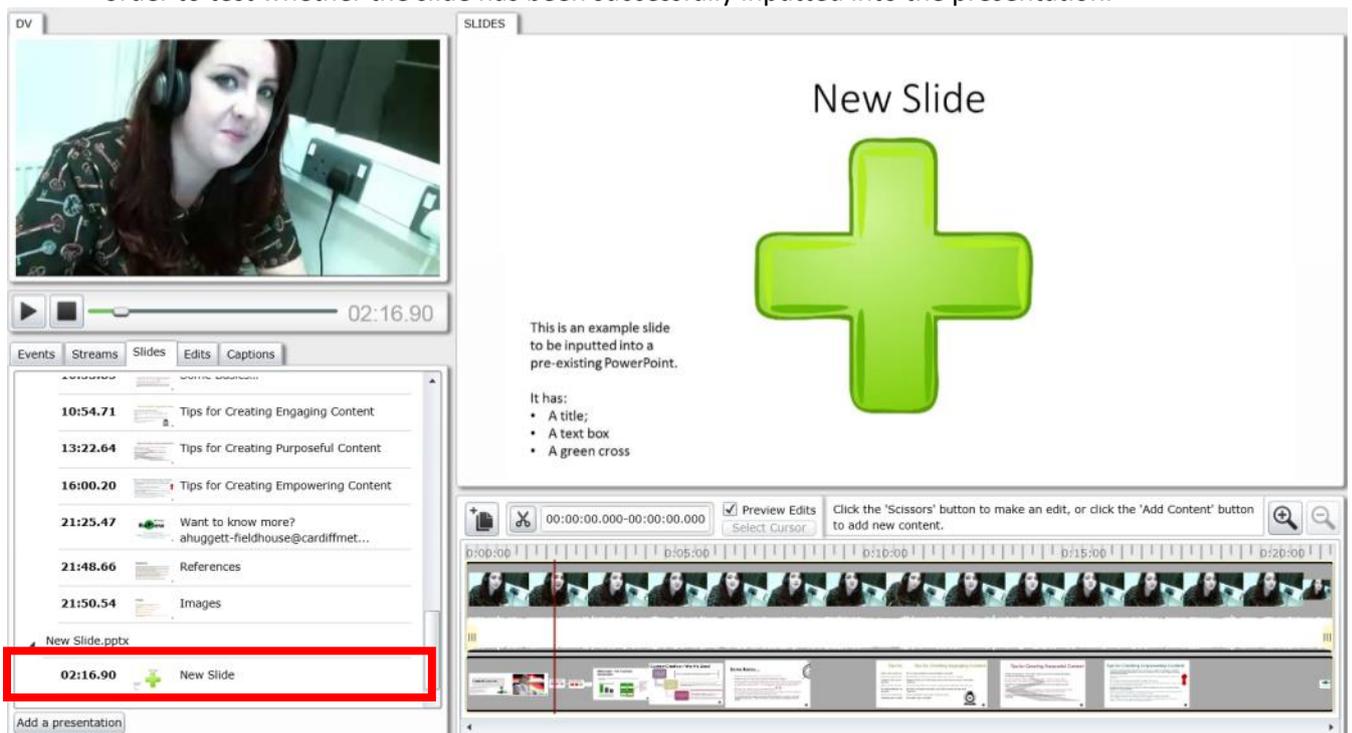
TIP: As previously advised, it helps if you have paused the recording where you would like the slide to begin. This will appear as a red line that you can use to place your black line onto.

TIP: The Panopto ReView editor will not allow you to define an end time. This means that your newly-inputted slide will either run until the time at which you changed to the next slide during the recording, or until the end of the entire recording, depending on which comes first.

- 8) A pop-up will allow you to edit the slide information. You can add searchable meta-data here. Click 'OK' when you are done.



- 9) Click on the panel with your new slide in (this will be down the bottom of the 'Slides' tab) in order to test whether the slide has been successfully inputted into the presentation.

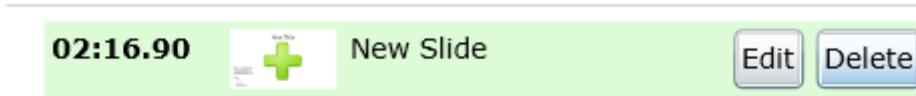


- 10) If you are happy with the changes you have made, ensure that you click 'Save' or 'Save As' at the top of the editor. If you do not do this then your changes will be lost.

If you need to delete the newly-added slide:

- 1) Hover over the bar in the 'Slides' tab which relates to your newly-inputted slide. This is often the bottom slide in the list.
- 2) Click 'Delete'

▲ New Slide.pptx



- 3) Remember to click 'Save' or 'Save As' in the top right-hand corner.



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