



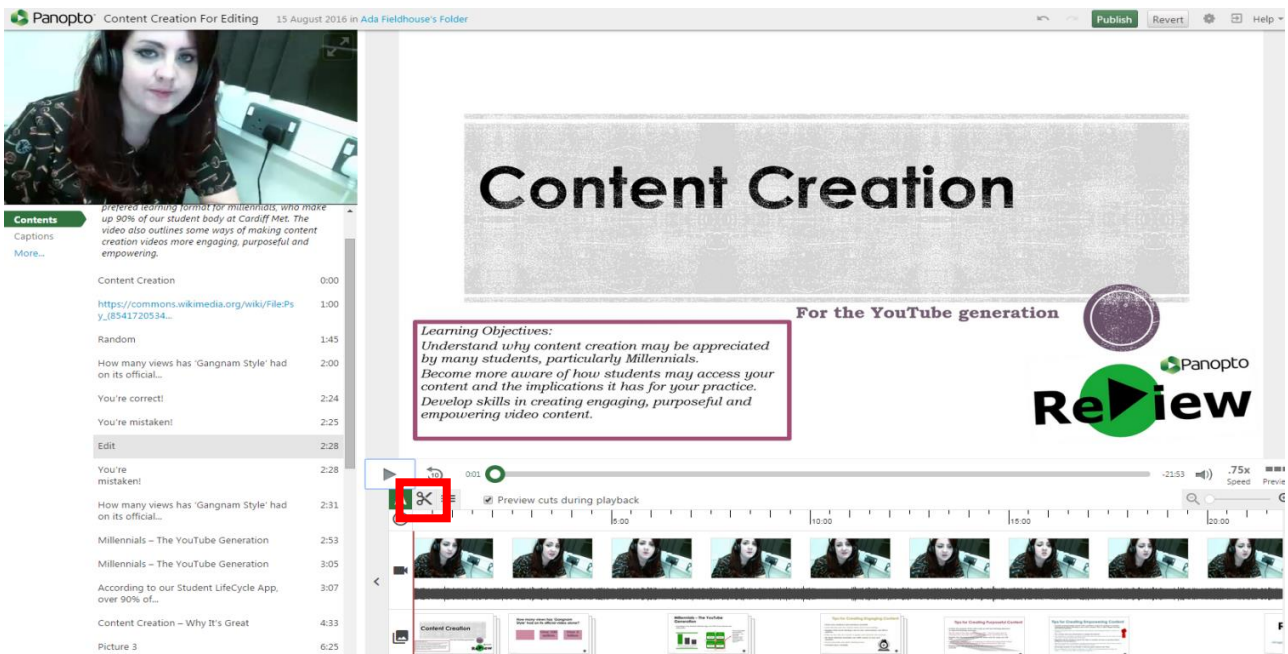
Basic edits – making cuts

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.

Topping and Tailing

This guide explains how to cut material from the beginning and end of a video. This might be useful if you were attempting to open a PowerPoint at the start of a recording, or forgot the recorder was still running at the end of a recording.

- 1) With the Panopto ReView editor open, select the **scissors** tool.



- 2) Listen/watch your video to locate where you would like the new beginning and/or end to be (see images below for visual guidance).
- 3) **TOPPING:** Simply drag the first green rectangle to where you'd like the video to begin. The shaded area is the part that will be cut out.
TAILING: Simply drag the last green rectangle to where you'd like the video to end. The shaded area is the part that will be cut out.

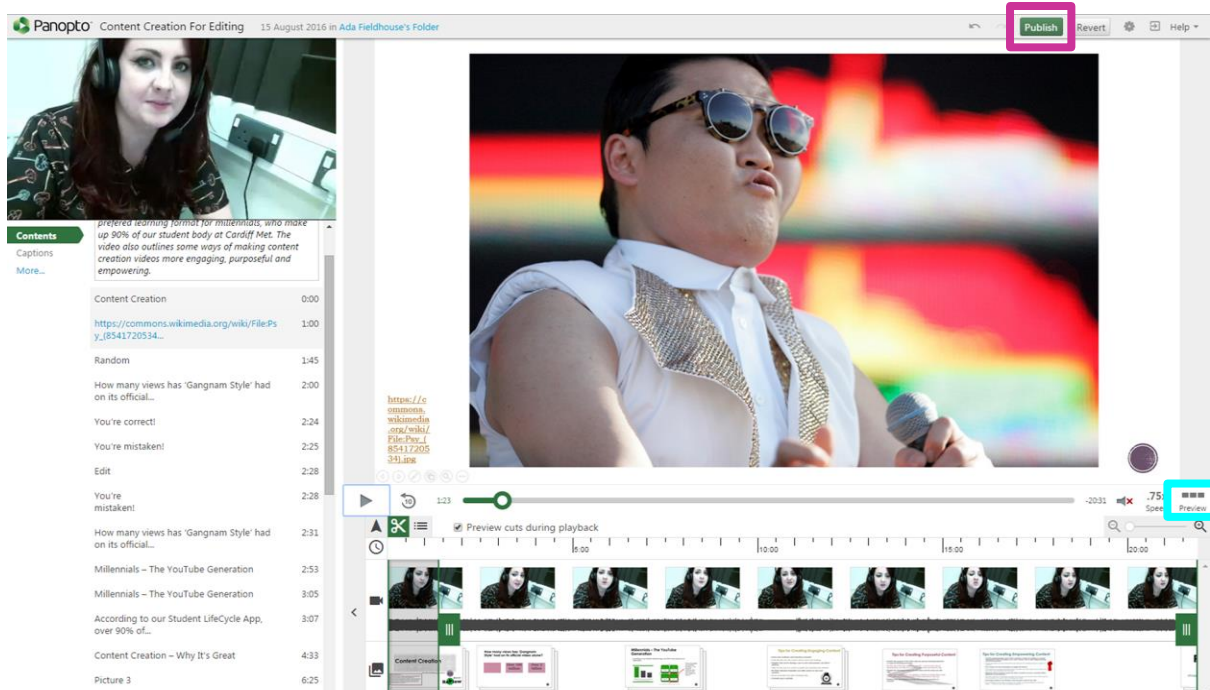
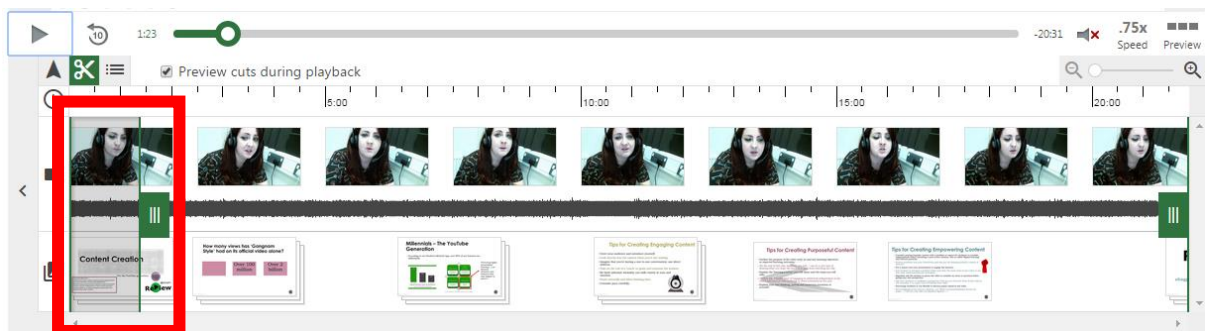
TIP 1: No need to double click or re-click the scissors after you have placed the green line in the right spot.

TIP 2: Struggling to find the right spot? Use editing aids to help you. Pause when you hear the right part to start/end your video. This will allow you to line up the green cutting line with the red tracking line. Back ten seconds can help you listen multiple times. Going down to .75x speed and zooming into the editing panel can help you to feel more in control.

Before editing, it will look like this:



After editing, it will look like this:



- 4) Press 'Preview' to see the video how your audience would. The button will change to 'Timeline' – click that to return to editing view. If you're happy with it, click 'Publish'.

TIP: You must click 'Publish' for your changes to be saved. Don't worry, clicking publish does not mean that your work is being shared somewhere: it is used to save over your previous work.

Cutting from the Middle

This guide will help you if you want to cut something from the middle of your video, such as a mistake, question, or interruption.

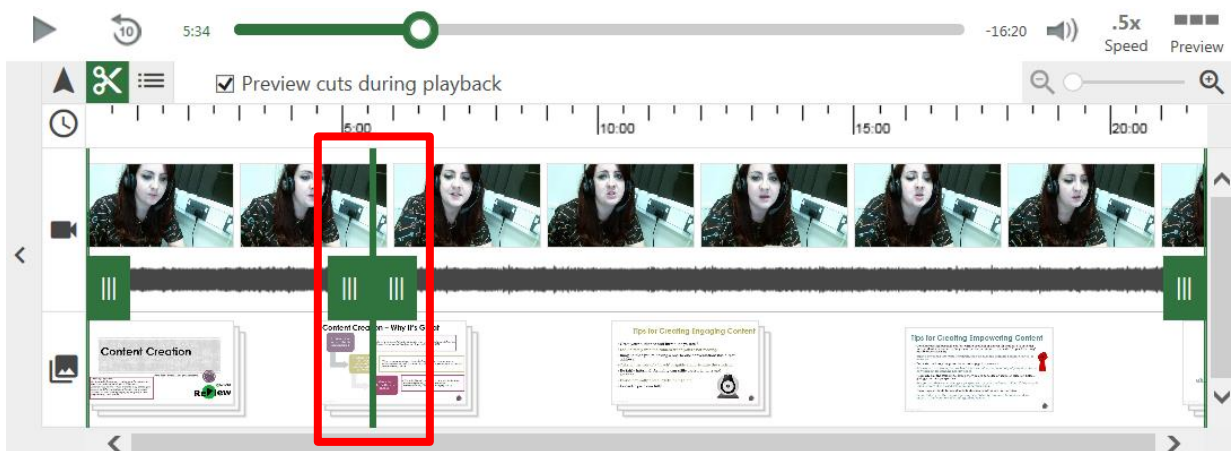
TIP: It is more convenient to press 'Pause' during your recording if you are planning on cutting out a question session than trying to edit it out in post-production.

1) Select the scissors tool (see Step one above).

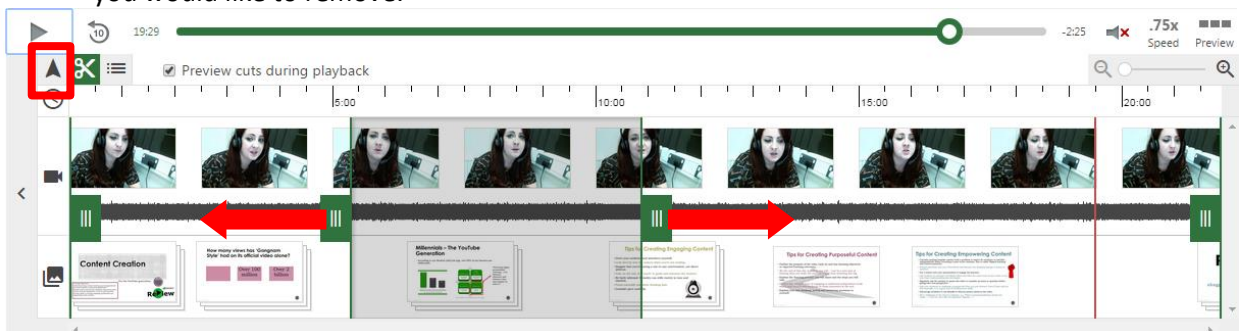
2) Using the play button, locate the general area that you would like to remove.

TIP: Playing at a slower speed and zooming into the editing panel can help you be more precise when looking for the section which you'd like to remove.

3) Click once in the area that you would like to remove.




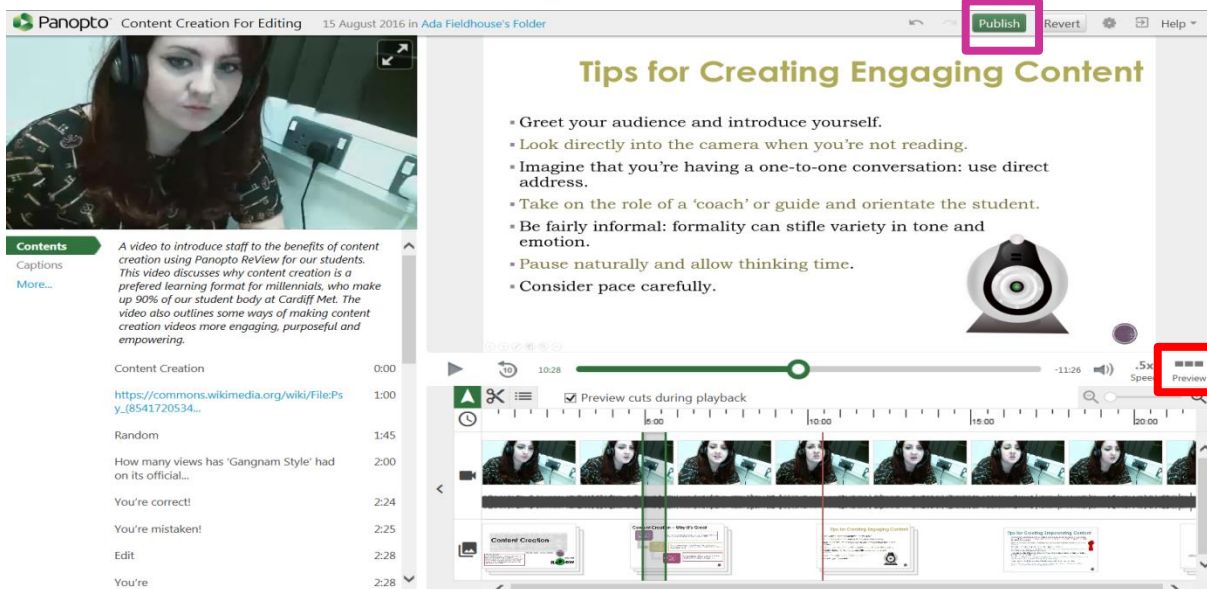
4) Drag each green rectangle so that you have stretched the grey box to cover the area that you would like to remove.



5) In order to see the video recording with the edits that your audience would see, firstly click the pointer tool, and then place the pointer a short distance away from the start of the cut.

6) Press 'Preview' to watch the video to determine if your cut needs further editing.

The 'Preview' button will turn into 'Timeline' . Click this in order to return to the editing screen.



7) If you are happy with your edits, click 'Publish'.

TIP: You must click 'Publish' for your changes to be saved. Don't worry, clicking publish does not mean that your work is being shared somewhere: it is used to save over your previous work.

TIP2: Panopto ReView edits are reversible! So if you change your mind later, you can always put the video back in.

8) If you want to continue to refine your edit, reselect the scissors tool and repeat the steps above. Remember to click 'Publish' when you have finished.

! If you've made an accidental cut:

- Select the scissors tool.
- Simply drag the green rectangles of the cut together and release.
- Remember to click 'Publish' in the top right-hand corner when you've finished editing.

