



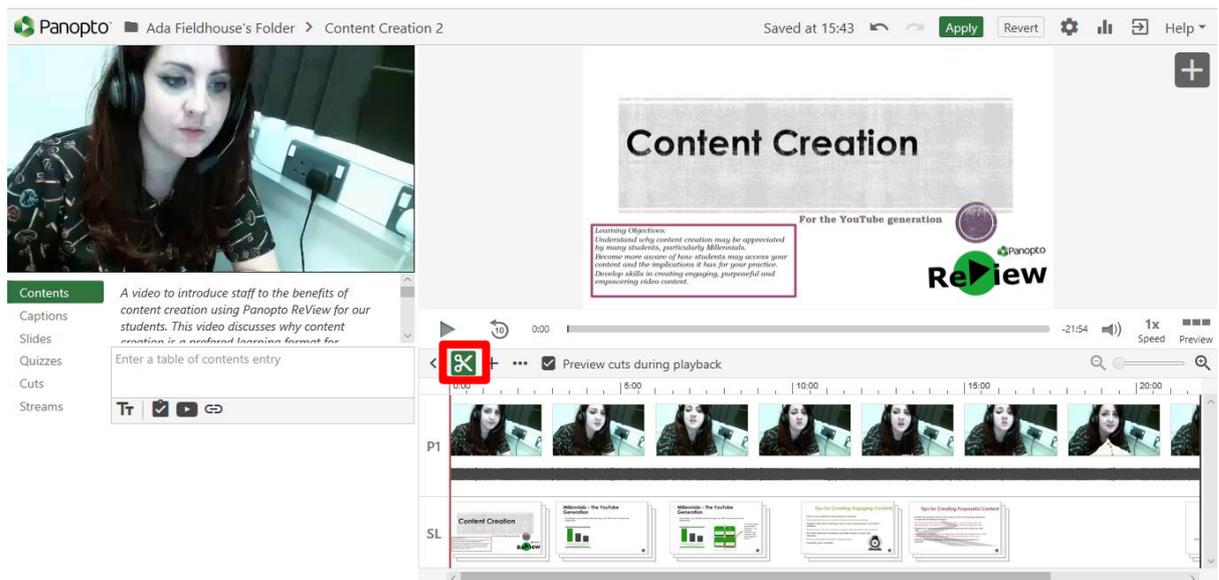
Basic edits – making cuts

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.

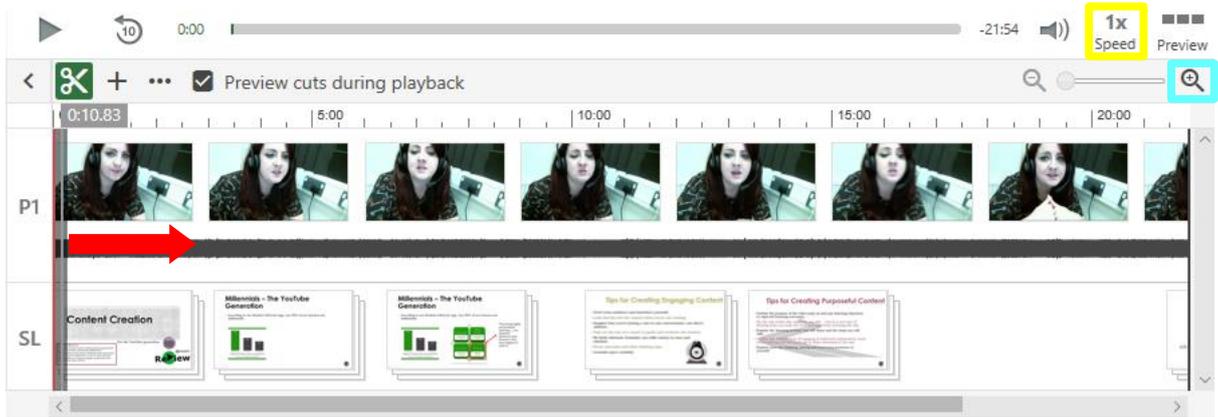
Topping and Tailing

This guide explains how to cut material from the beginning of a video (topping) and from the end of a video (tailing). 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, ensure the **scissors** tool is selected (the icon should be green – if not, left click it).



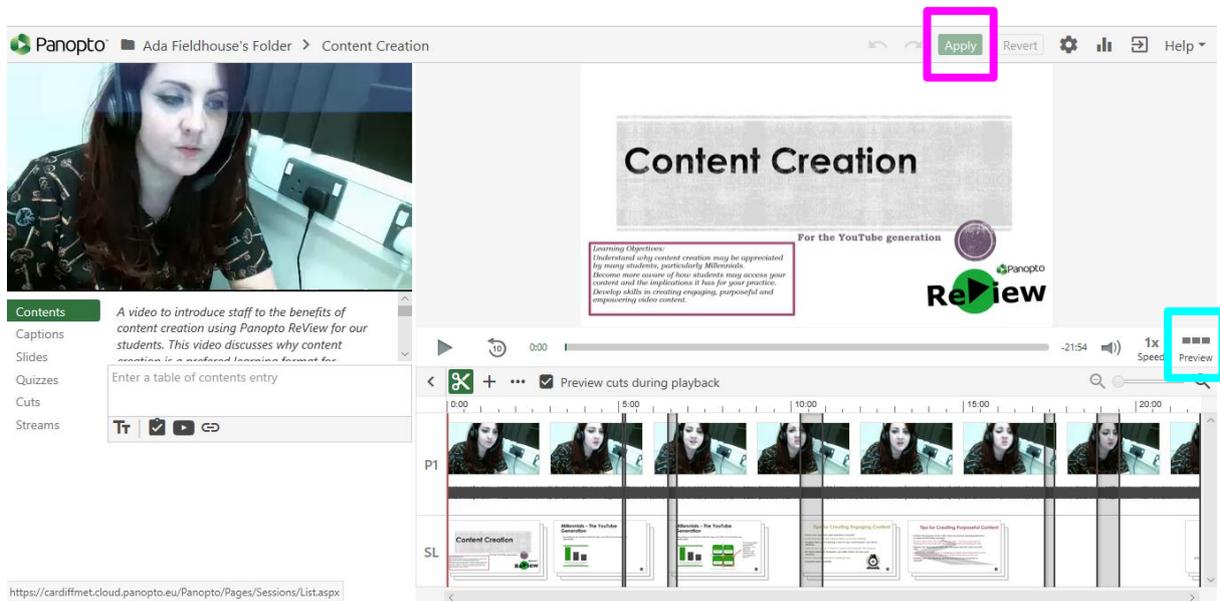
- 2) Re-watch your video to locate where you would like the new beginning and/or end to be (see images below for visual guidance).
- 3) **TOPPING:** Hover over the left-hand side of the bottom editing bar. A grey box will appear. Left click and drag this to the right in order to cut out as much footage as you wish. The shaded area is the part that will be cut out from the video. The Panopto recording will begin straight after the cut.



- 4) **TAILING:** Hover over the right-hand side of the bottom editing bar. A grey box will appear. Left click and drag this to the left to cut out as much as you wish. The shaded area is the part that will be cut out from the video. The Panopto recording will end before the cut.

TIP 1: There is no need to double click or re-click the scissors after you have pulled the grey box.

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.



- 5) 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 **'Apply'**. You can always click 'Revert' next to it as well, if you'd like to start afresh.

TIP: You must click 'Apply' for your changes to be saved.

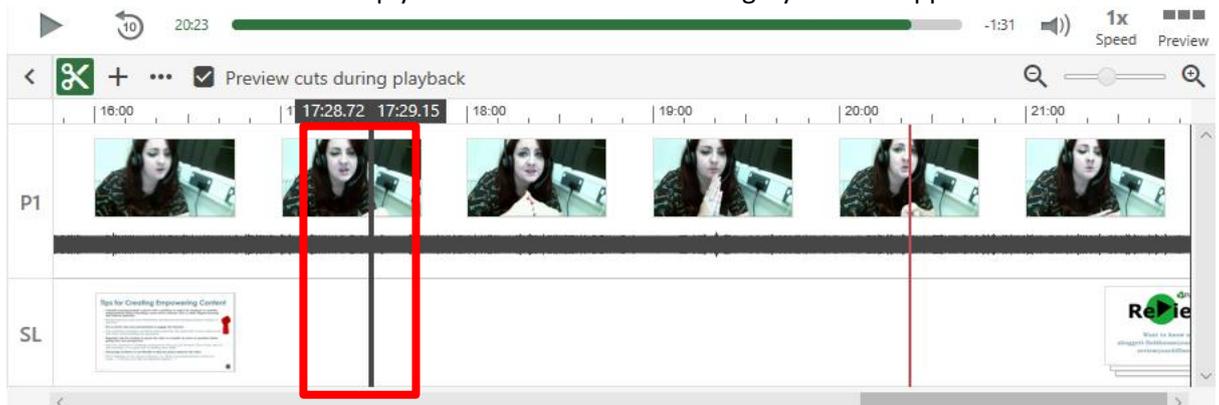
Cutting from the Middle

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

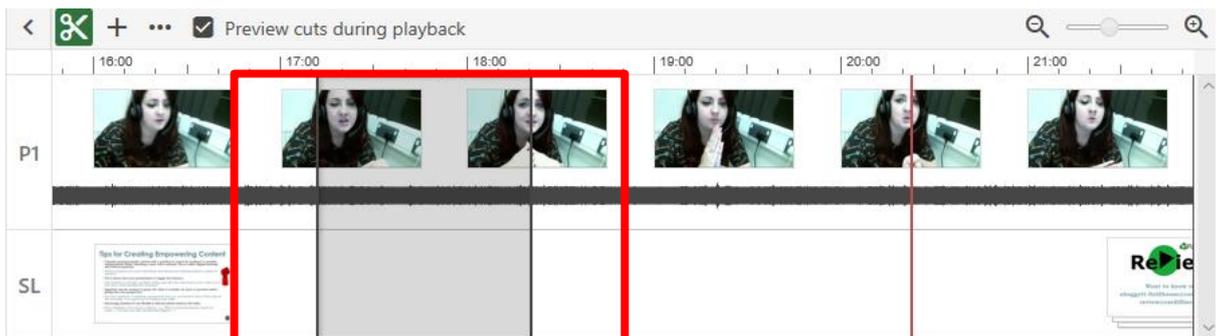
TIP: It is more convenient to press 'Pause' (hotkey F9) during your recording if you are planning on cutting out a question session than trying to edit it out in post-production.

- 1) Ensure the scissors tool is selected (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.

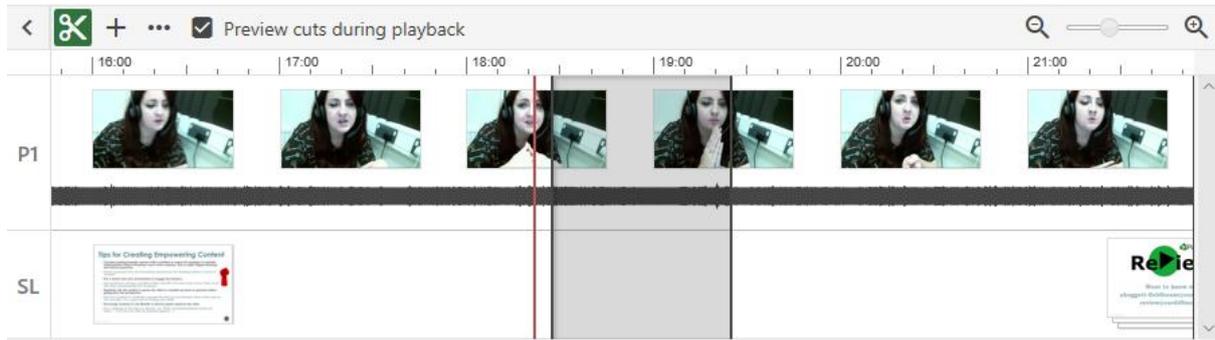
- 3) Click once at the start of the clip you'd like to remove. A dark grey line will appear.



- 4) Holding the mouse down, drag the grey box right 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, left click lightly, releasing just before the cut and a red line will appear. Then click play.



6) You can also click '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 'Apply'.

TIP: You must click 'Apply' 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, ensure that the scissors tool is selected and repeat the steps above. Remember to click 'Apply' when you have finished.

! If you've made an accidental cut:

- Ensure the scissors tool is selected.
- Simply one side of the grey rectangle across to the other side and then release.
- Remember to click 'Apply' in the top right-hand corner when you've finished editing.

