Accessing the Editor and basic orientation

This guide assumes that you have recorded and successfully processed a Panopto ReView video.

1a) If you have the Panopto recorder software open, you should have been automatically taken to the 'Manage Recordings'. Click 'Edit' and your video will open up in the editor for you.

OR

1b) If you have instead logged onto the Panopto web browser, you will have to firstly locate your video. Click on 'Folders' and select 'My Folders' from the drop-down menu. Click on your folder below [Your Name's Folder].
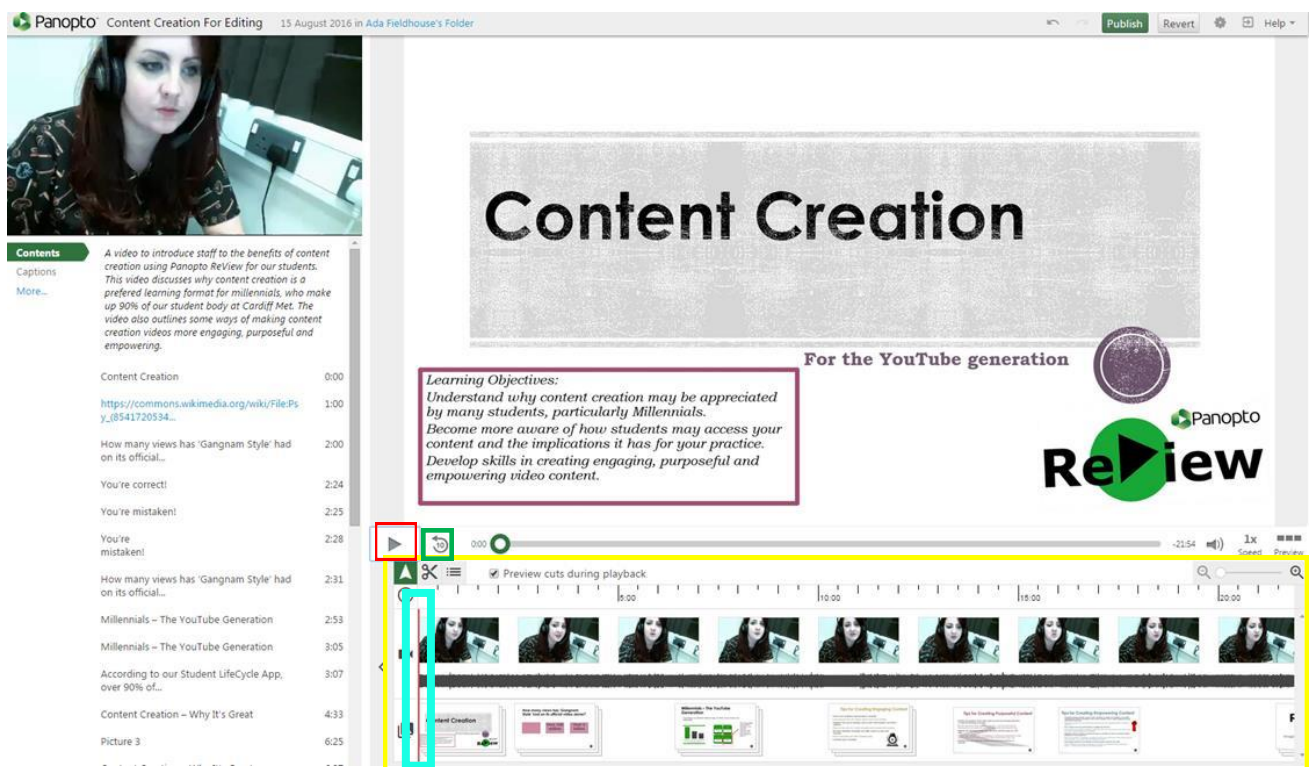
Once you have entered your folder, hover over the appropriate video. Some grey buttons will appear on the right of your chosen video. Select 'Edit'.
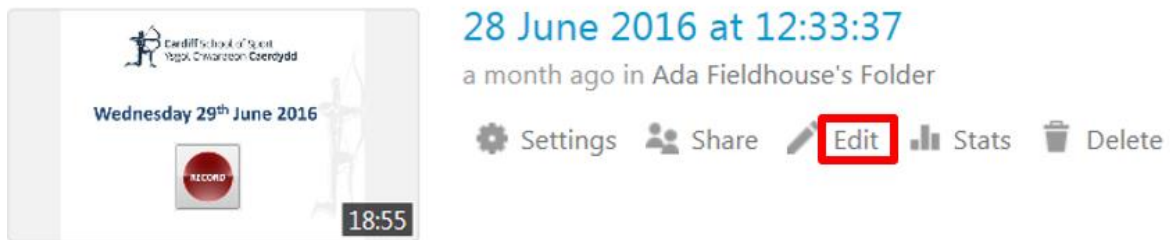
2) Whether you followed step **1a** or step **1b** above, you should now have been taken to the Panopto ReView editor, which looks like this:

Basic Orientation:

Play / Pause   To begin and to stop playback

Back ten seconds   Helpful for quickly navigating, and identifying which parts you wish to edit

Editing Panel This is where most of your editing activity will take place

Time tracker tool/cursor This allows you to see where you are when playing the video - in order to pause at a meaningful time, for instance

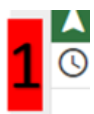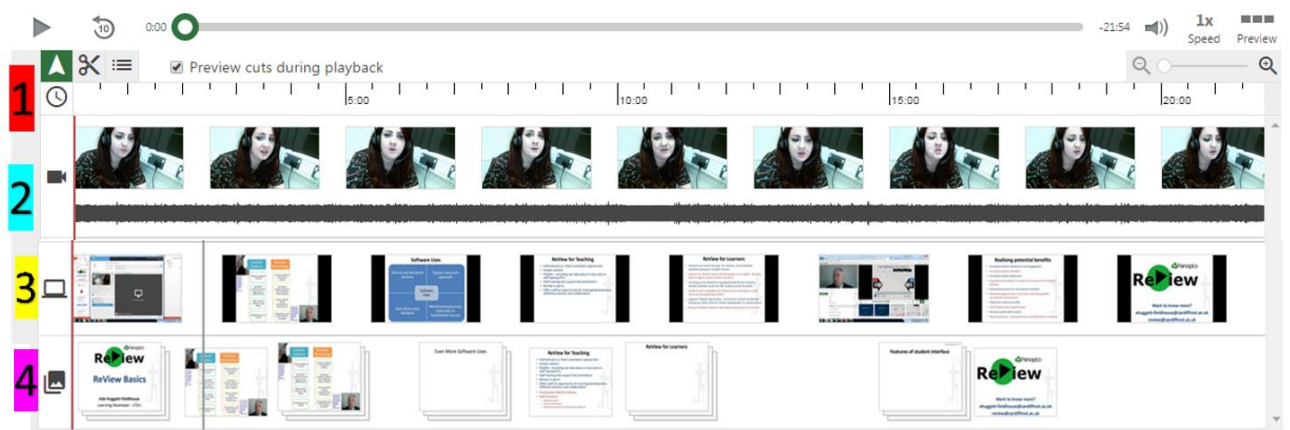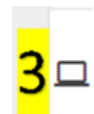**Close-Up of Editing Panel:**

 Timeline – this timing helps you locate where you are in your video

 Audio and Video track – Use the video stills to locate different parts of the video easily, and the audio waveform indicates the volume recorded

TIP: When recording, coughing loudly after an error can help you to quickly locate where to cut out in post-production!

 Screen Capture - this track contains what was on your main screen

HINT: The PowerPoint, if present, has precedence over the main screen. This means that it will continue to display unless you exit the PowerPoint during the presentation.

 PowerPoint Presentation track - see which PowerPoint slides you were on at different times.

TIP: When on the arrow tool (default), double click on any aspect of the editing panel to jump to that part of the recording.

Editing Aids:

 Volume - Controls the volume that your video plays back through **your device whilst editing**

Play speed - Controls the speed that your video plays on **your device whilst editing**

- **TIP 1**: Changing the play speed and volume control will not affect how the student experiences the video. These tools are present to help you edit more easily.
- **TIP 2**: Play speed control is helpful when trying to locate a part of your video to edit. Slow down to locate a precise moment or speed up to get the gist of a section of video.
- **TIP 3**: If you find that the volume is too quiet, ensure that you move the slider up on the Panopto ReView recorder on future recordings. Levels should peak into the yellow area for stresses in normal speech.

Preview: Clicking this button gives a preview of how students will see your video. This then turns into **Timeline**, which will then take you back to editing mode.

Editing Tools:

Pointer tool - This will allow you to jump to a point in the video. A red vertical line will show you how far into the video you are when playing. The pointer tool will allow you to hover over with a grey vertical line. Double-click to jump to a specific time.

Scissors tool - This tool allows you to cut parts of your video out. You can easily 'top and tail' or cut middle sections out from your video. For more, see 'How to make basic edits: topping and tailing' and 'How to make basic edits: cut out sections'.


Indexing tool - Lets you bookmark your presentation or add extra searchable terms.

TIP: Use the indexing tool to help your audience better orientate themselves around your recording. This can be helpful where your presentation is not based on a PowerPoint containing lots of text to harvest.

Preview cuts tickbox - Leave this ticked in order to play the video in the form it will appear when edited. Unticked, you will see the whole video, even with parts you wish to remove.
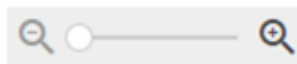
Zoom - Allows you to zoom into the editing panel in order to see edit points in more detail and make cutting easier.