

**Editing Videos - Legacy**

**Overview**

The Panopto editor allows for easy web-based editing from any modern browser. You can perform quick, non-destructive edits to any video on the Panopto platform and deliver exactly the content you choose to viewers.

**Prerequisites**

- Creator access to Panopto

1. **Open the Editor**

1.1. Log in to your Panopto hosted page and click on the **Edit** icon on the session you want to change (See Figures 1 and 2). This will open up a new tab in your browser for the Panopto editor.

1.2. Timeline: To edit your video use the editing timeline visible in the bottom right-hand section of the screen (Fig. 3).
1.3. This timeline represents the entire length of your video showing each stream of content that makes up your session. The left side of the timeline is the start of your video, the right-hand side is the end of the video. You can use the pointer tool to navigate through the timeline (Fig. 4).

1.4. Expand the timeline by selecting the arrow to show more detail (Fig. 5). If you have multiple sources, you will see them lined up in this timeline and indications for Primary Sources (P1) and Secondary Sources (S1) and Slides (SL).

2. Trim the Video
2.1. To begin editing, select the ‘Cut’ tool (Fig. 6).

![Figure 6](image)

2.2. To edit out the start of the video, click and drag the edit handle from the left to the right. To edit out the end of the video, click and drag the edit handle from the right to the left (Fig. 7).

![Figure 7](image)

2.3. To cut a section from the middle of the video, position the cursor over the point you would like to start the edit, click and drag to the right and then let go at the point you want the cut to finish. This will remove the area highlighted from the video, and add a new handle at each edit point to allow you to finely trim your cut (Fig. 8).

![Figure 8](image)

2.4. The red squares highlight the areas that will not be shown to viewers. Editing in Panopto is non-destructive, so you can add this content back in later if you need to (Fig. 9).

![Figure 9](image)
2.5. Trim one secondary stream: If you have a primary and secondary stream and you only want to edit the secondary stream, click on the scissors tool then click into that secondary stream to click and drag the area you want to trim out (Fig. 10). This will only gray out (trim out) the secondary stream and not the primary stream that is occurring at the same time in the video.

3. Change the Video Name

3.1. At any point if you want to change the name of your video, go to the top bar of the editor and click on the video name to type in a new one (Fig. 11).

3.2. You can change the stream times if you want to shift the videos by clicking on the Streams tab (Fig. 12).

4. Change the Description

4.1. You edit the description field directly by clicking in the outlined box in the Contents section and adding a new description (Fig. 13).
5. Change the Preview Image

5.1. You can change the preview image of your video in the editor. Click on the camera icon in the editor and select to either **Set primary as preview image** or **Upload custom preview image** (Fig. 14).

5.2. If you click the **Upload custom preview image** you will be taken to the video **Overview** section. Go to the Preview Image area and click on **Edit** (Fig. 15).
5.3. Here you can click on **Choose File** to upload an image from your computer then click on **Save** to save the new preview image (Fig. 16).

6. **Table of Contents**

6.1. In the Viewer, the table of contents (TOC) provides an easy method to navigate the recording. The TOC is automatically generated if a session is recorded with a PowerPoint or Keynote, but can be added manually, or edited to provide the viewer with more information (Fig. 17).
6.2. To add a new TOC entry, click the **Contents** tab and select the pointer tool from the top left of the edit timeline (Fig. 18).

![Contents tab](image)

**Contents**

- Captions
- Slides
- Quizzing
- More...

_Add a description_

Enter a table of contents entry

Figure 18

6.3. You can use the pointer tool to find the exact spot you want to insert a TOC entry (Fig. 19).

![Pointer tool](image)

Figure 19
6.4. Start typing in the outlined box on the Contents tab to enter an event at that time. Click Enter to save the event (Fig. 20).

![Figure 20](image)

6.5. To edit or delete a pre-existing TOC entry, move the cursor over the entry you wish to change, click on the three dots next to it then click on Edit (Fig. 21).

![Figure 21](image)

6.6. You can also edit from the thumbnail directly. Click on the thumbnail you wish to edit and click on the Edit icon (Fig. 22).

![Figure 22](image)

6.7. If you can't see the thumbnails it's because you have limited desktop space. You can bring them up on smaller screens by choosing the Preview option to the right of the edit timeline (Fig. 23).
6.8. You can switch back to the main timeline view at any time (Fig. 24). *Note: Either of these options will open up the edit window.*

6.9. From the **Edit Table of Contents entry** window, which is accessed by the three dots next to the entry, you can edit the **Title**, the **Time** of the entry, the **Preview Image, Stream, Search keywords** and enter a web **Link** (Fig. 25).
7. Captions

7.1. Create your own captions: If you want to caption your video, go to the **Captions** tab on the side bar (Fig. 26).

![Panopto](image)

**Figure 26**
7.2. Click inside the box that says Enter a caption and you will be able to begin typing along with the video. As you type, the video will pause automatically, giving you a chance to catch up. When you hit Enter, your caption will appear at the time that you started writing it (Fig. 27).

7.3. Other captioning options: If you would like to order captions for your videos instead of typing them manually, check out this documentation on automatically generated captions: ASR captions. And this documentation on professional captions: Caption Services.

8. Slides

8.1. Find the Slides tab. Here you are able to add in a PowerPoint presentation by selecting Add a presentation (Fig. 28). Browse to your powerpoint file on your local machine and click OK.

8.2. Once your slides have been uploaded, use the pointer tool to navigate to the place in your video where you want to add your first slide. Click the Plus icon next to the slide to add it. You will see a new stream appear within your timeline. Repeat these steps to add in additional slides (Figs. 29 and 30).
8.3. To edit where a slide appears, click on the three dots next to the slide and click on **Edit**. This will bring you to the **Edit Table of Contents** entry page where you can manually type in the time you want the slide to appear (Fig. 31).
8.4. To remove a PowerPoint slide from the session, click on the three dots next to the slide then click on the Trash can icon for Delete (Fig. 32).

9. Quizzes

9.1. If you would like to add a quiz to your video, you can go to the Quizzes tab then click on Add a Quiz (Fig. 33).
9.2. A quiz window will appear in your secondary stream window where you can fill in the details for your quiz (Fig. 34).

9.3. For more information about adding a quiz, follow this documentation.

10. Cuts

10.1. Select the **scissors** tool, then click and drag along the timeline to gray out or make a cut to your video (Fig. 35).
10.2. You can use the magnifying glass on the right to zoom in on the timeline so you can see the audio or video file in more detail to make more accurate cuts (Fig. 36).

Figure 36

10.3. The cuts tab is also in the editor on the left. This area shows every cut that has been made and puts it into a list (Fig. 37).

![Cuts Tab and List](image)

Figure 37

10.4. You can edit the cuts here as well as on the timeline. If you click on the three dots next to a cut (Fig. 38), you can adjust the start and end time-based on minutes and seconds if you need to make a very fine edit (Fig. 39).

![Edit Cut](image)

Figure 39

11. Streams

11.1. To edit streams, go to the Streams tab (Fig. 40).
11.2. **Editing Start Time:** You can change the stream start time if you want to shift the videos. Click on the three dots next to a stream, then click on **Edit** (Fig. 41).

![Figure 41](image.png)

11.3. Enter a new **Start time** and click **Save** (Fig. 42).

![Edit Stream](image.png)

**Edit Stream**

- **Name:**
- **Stream type:** Camera
- **Display type:** Primary
- **Length:** 1:13.63
- **Start time:** 00:02

![Save and Cancel buttons](image.png)
11.4. Adding Streams: Click on Add Stream to add a primary or video stream (Fig. 43).

11.5. You can drag and drop video, audio, or powerpoint files into the Primary or Secondary video sections. Additional primary streams will include audio and will appear in the upper left side of the viewer. Only one primary stream can be shown in your video at a time, so you will need to use the focus tool to choose where in the video you want your additional primary stream to appear. Additional secondary streams will not include audio and will appear alongside your other secondary sources on the right side of the viewer (Fig. 44).

11.6. **Changing Stream Names:** To change the names of streams as they appear to the end user to provide more context, click on the three dots next to the stream and click on Edit (Fig. 45).

11.7. This will open the **Edit Stream** page allowing you to change the default name of the stream (Fig. 46).
You can do this for each stream in the session. Click Save when you're done.

**Edit Stream**

<table>
<thead>
<tr>
<th>Name</th>
<th>Professor Xavier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stream type</td>
<td>Camera</td>
</tr>
<tr>
<td>Display type</td>
<td>Primary</td>
</tr>
<tr>
<td>Length</td>
<td>0:15.63</td>
</tr>
<tr>
<td>Start time</td>
<td>0:00:00.00</td>
</tr>
<tr>
<td>VR type</td>
<td>None</td>
</tr>
</tbody>
</table>

Save  
Cancel

**Figure 46**

**11.8. 360 Streams**: Panopto supports 180 degrees and 360 degrees videos. Hover over the stream to click on the three dots that appear next to the stream, then click Edit (Fig. 47).

**Figure 47**

**11.9.** Under **VR type**, you can choose **360 video** or **180 video**, depending on what you have recorded. Click Save (Fig. 48).
Now as you play your video, you should be able to click and drag the video to see the 360 degrees or 180 degrees.

12. Focus Tool

12.1. The focus tool allows you to focus between multiple primary or secondary streams. When you have two or more primary or two or more secondary streams, you will see the focus tool appear to the right of the scissors icon (Fig. 49).

12.2. Select the focus tool then click and drag over the area that you want to focus on. This will trim out the primary or secondary sources. The trimmed sections will be grayed out in the editor. For example, if you have two secondary streams, you can use the focus tool to go back and forth when editing the streams. The focus tool will highlight the stream that you are working on (Fig. 50).

13. Add Clips

13.1. You can splice multiple sessions into your recording. Click here to watch the video tutorial.

13.2. Click on the Plus icon to the right of the scissors then choose Add a clip (Fig. 51).
13.3. Select a session to insert into your video. Then click Save (Fig. 52).

Select a session to insert

<table>
<thead>
<tr>
<th>My Folder</th>
</tr>
</thead>
</table>

Figure 52

13.4. Under Contents you will see the new session. Click the three dots to Edit when the clip will appear in the session (Fig. 53).
13.5. In **Edit Session Reference**, you can choose a specific **Start time** in your recording to insert this session, or just choose **at the beginning** or **at the end**. You can also choose the **Order** if you have multiple sessions added at the same time in the video. You can change this order to decide which one will show first (Fig. 54).

**Figure 53**

![Edit Session Reference](image)

**Figure 54**

![Edit Session Reference](image)

13.6. You cannot add a clip of a session that already contains a clip. So if you are trying to add a session as a clip, and it already has a clip in it, it will not appear in the list of options in the Insert Clip window.

*Note: If you want to make edits to a clip, which is part of a spliced session, go to the original clip and make the edits there. After you publish the original video, the edits will be reflected by default in the spliced session.*

### 14. Undo, Publish, and Revert

14.1. **Publish**: When you have completed your editing, select the **Publish** option in the top right of the screen to make all changes visible to viewers (Fig. 55).
14.2. **Undo**: The Panopto editor will automatically save any changes you make to the session, displaying a notice in the top bar. You can also undo any changes you make by selecting the **Undo** button (Fig. 56).

14.3. **Revert**: After making some changes, if you decide you want to reset your video to what it was the previous time you published it, select the **Revert** button (Fig. 57).

14.4. If a session has unpublished changes made by another user and you try to edit the session, you will receive the following warning (Fig. 58).

```
This session has pending edits from Panopto Support which were saved at 14:30

Take over Panopto Support's edits
Discard Panopto Support's edits
```

14.5. You can choose to take over the edits already made by the other user, or discard those edits and start fresh. To ensure all edits are made visible to viewers, choose **Publish** when you are done.