Overview

In this documentation, you will learn how to use the features in the advanced editor within Panopto.

Prerequisites

- Creator access to Panopto

1. Login

1.1. Login to Panopto using your credentials.

1.2. Hover over the video that you would like to edit and click the Edit icon (See Figure 1).

2. How to navigate/seek in the recording

2.1. Click anywhere in the timeline to seek the video to that point.

2.2. Click on any of the events to seek the video to where that event starts (Fig. 2).
3. How to Insert a new thumbnail

Note: Thumbnails can only be inserted into screencapture & secondary video streams.

3.1. Click Add new event.

3.2. Click in the area of the timeline where you want the thumbnail to be inserted (Fig. 3).

3.3. Type in the new caption name, enter any Searchable Metadata and then click OK (Fig. 4). The thumbnail image will be created after the session re-processes.
4. How to edit a thumbnail/event

4.1. Hover over the thumbnail you wish to modify and then click on **Click to edit** (Fig. 5).

4.2. You can modify the **Caption**, change **Searchable Metadata**, delete the entire event, and change the time the event is shown in the recording (Fig. 6).
5. Additional information about thumbnail generation

5.1. For slides (PowerPoint or Keynote) they are generated every time a slide advances.

5.2. For secondary video (screencapture, secondary camera) they are automatically generated every three minutes. You can add in events to supplement the three minute gap in secondary video.

6. How to modify the start time of a stream

6.1. Click the Streams tab.

6.2. Click Edit on the stream you wish to modify (Fig. 7).
6.3. Change the **Start Time** as desired and click **OK** (Fig. 8).
7. Creating versions in the Panopto Editor (new in 4.5)

7.1. The **Save As** feature lets you present the same session with different edits that can be distributed to viewers.

For example: If you had a seminar that was split into two halves (for instance, part 1 and part 2) you can use this feature to create a link with only the first part, and a separate link (version) to the second part. These will appear as individual links in the **Panopto Webui**.

*Note: To use this feature, you must create a new version first, then edit and save that version.*

7.2. In the editor, click **Save As** (Fig. 9).
7.3. Enter a **Version Name** for the new version of your session and click **OK** (Fig. 10).

![Create a new version](image)

**Figure 10**

7.4. The session will automatically change to the new version, in this case: **New Version** (Fig. 11).

![New Version](image)

**Figure 11**

7.5. Any changes that are made will be saved to the new version and not the default (Fig. 12).
8. Insert / Edit Captions

8.1. You can manually type in a caption stream for your recordings right from the editor. To do this, click on the **Captions** tab - start typing in the text box - press **ENTER** when you want to add your captions. After saving and committing the captions, these will now be visible in the captions tab in the viewer (Fig. 13).

*Note: this can also be used to edit captions from a 3rd party vendor.*
9. Other Features (Fig. 14).

1. **Stop** button: Clicking the stop button returns the video back to 00:00
2. **Preview Edits**: If checked, only the segments of video that are being kept will play
3. +/- controls: This allows you to zoom in/out of the recording
4. **Revert**: Clicking this will undo all editing that has been done
Figure 14

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