Panopto Documentation

Editing
# Table of Contents

WEBPAGE EMBEDDING ................................................................................................................................. 4
  Viewing your changes ................................................................................................................................. 9

MAKING CHANGES TO A PANOPTO RECORDING USING AN EXTERNAL VIDEO EDITOR - WINDOWS VERSION ................................................................................................................................. 9
  Output Panopto Recordings to MP4 Files ................................................................................................. 9
  Making Changes to a Single-Stream Video .............................................................................................. 10
  Making Changes to a Video with Multiple Streams ............................................................................... 13

VIDEO SWITCHING IN THE PANOPTO EDITOR .......................................................................................... 17
  Edit Individual Streams in the Panopto Editor ....................................................................................... 17

MAKING CHANGES TO A PANOPTO RECORDING USING AN EXTERNAL VIDEO EDITOR - MAC VERSION ................................................................................................................................................. 21
  The first step will be to set your Panopto recorder app to record in Offline mode. .............................. 21
  Editing the movie in an editor of your choosing ................................................................................... 24
  Uploading the edited movie into your Panopto site .............................................................................. 25

ADVANCED EDITOR USAGE .................................................................................................................... 27
  How to navigate/seek in the recording ................................................................................................. 27
  How to Insert a new thumbnail ............................................................................................................. 28
  How to edit a thumbnail/event ............................................................................................................... 29
  Additional information about thumbnail generation ........................................................................... 30
  How to modify the start time of a stream ............................................................................................... 30
  Creating versions in the Panopto Editor (new in 4.5) .......................................................................... 32
  Insert / Edit Captions ............................................................................................................................ 34
  Everything Else ....................................................................................................................................... 35

BASIC EDITING ......................................................................................................................................... 36
  Save As .................................................................................................................................................. 39

SPLICING / REMIXING ............................................................................................................................. 40
  To add a recording to the beginning of another one: ......................................................................... 40
To add a recording to the end of another one: ................................................................. 44
To add a recording to the middle of another one: ............................................................... 48
WEBPAGE EMBEDDING

While viewing a presentation in the Panopto VCMS, you can add a URL to your presentation that will open in a new tab during session playback. When the URL displays the session will pause to ensure the viewer is aware that a web page has been opened.

This feature will only work if the viewer has an active internet connection while viewing a presentation. It will not load/display when viewing the podcast version of the session.

Step 1.) Locate the session you would like to embed a URL to, and click the "Edit" button. This will open the Panopto Editor.

Step 2.) Method 1

There are two ways to add a URL to your presentation. First, we'll cover how to edit an event that already exists in a stream such as Powerpoint slides and their transitions.

First, choose the event that occurs at the time you'd like your URL to display.

Click on an event on the timeline, or click the "Edit" button on a related event.
On the left side, if you hover your mouse over a slide event, click the "Edit" button. We can also do this on "Streams" tab...

Or we can do this on the "Slides" tab...
Conversely, on the right side of the screen, hover your mouse over the bottom highlighted timeline and click on "Click to Edit" where you would like to insert a URL.

Using either method will open the following screen:
Click in the field titled "URL" and enter the web address of the site you wish to embed in your presentation.

***It is very important that you add "https:" before the URL like the example above. If not, the link may not work while it is being viewed. The Panopto Cloud sites are enabled with Site-Wide SSL by default and therefore will not display a URL that also isn’t using SSL.***

Click "OK" when you are finished.

**Step 2.) Method 2**

Instead of editing an existing event, we can add a new event to connect to our URL.

On the bottom left, you can click on "Add a new event."
On the right-hand side, in the upper timeline, you could also right click on the area you would like to add your URL. This will open the following menu:

![Menu Options](image)

Click on Create event.

Both methods will open the following window:

![Event Window](image)

If you clicked the lower left "Add new event" button, you will need to modify the "Time" section to signal the URL to load.

***It is very important that you add "https://" before the URL like the example above. If not, the link may not work while it is being viewed. The Panopto Cloud sites are enabled with Site-Wide SSL by default and therefore will not display a URL that also isn’t using SSL.***

Click OK when you are done.

**Step 3.)** Save your changes

When you’ve finished making your edits and are ready to save, click the Save or Save As button in the top right corner.
Clicking Save will display the screen below.

![Save Screen]

Clicking Save As will prompt the save as window below.

![Save As Screen]

After you are finished saving, exit out of the editor.

**Viewing your changes**

If you open your session in the Panopto interface, you will see a new tab show in the bottom right of the viewer window which will be given the title of the event that you created. Your viewers may click the icon at any time during playback to open the URL in the viewer. The URL will also become active when the event occurs, and session playback will pause to ensure the viewer is aware that a web page has been opened.

**MAKING CHANGES TO A PANOPTO RECORDING USING AN EXTERNAL VIDEO EDITOR - WINDOWS VERSION**

**Output Panopto Recordings to MP4 Files**

As more and more AV professionals in businesses and universities use Panopto, we've received a growing number of requests for the ability to edit Panopto recordings using these and other external editors. So in the latest release of Panopto, we've included a feature that enables this capability. Below is an overview of how AV teams and videographers can use the feature to make more advanced edits to their Panopto recordings.
The first step to editing Panopto recordings in an external editor is to enable a setting in the Panopto Windows Recorder. This setting instructs Panopto to capture recordings as local MP4 files which can then be imported into a Video editing solution of your choice and uploaded into Panopto. To do this, navigate to the Settings tab in the Panopto Recorder, then to the Advanced Settings sub-tab. Check the Capture in MP4 format checkbox and click Save.

Once this is checked, click "Save" and thereafter, every stream recorded using Panopto will be output as an individual MP4 file, encoded using the H.264 video codec and the AAC audio codec.

Making Changes to a Single-Stream Video

To edit a Panopto recording that consists of a single video stream (typically a simple webcam video with audio, or a screen recording with audio):

1. Navigate to the folder on your hard drive where your Panopto recordings are stored. By default, Panopto uses C:\PanoptoRecorder. Within this directory, you’ll see a list of subdirectories. Each subdirectory contains a Panopto recording.
2. To find the subdirectory that includes the recording that you want to edit, compare the Date created column in Windows Explorer to the Start Time column in the Windows Recorder’s Recording Status tab:

3. Open the subdirectory and find the MP4 file. For a single-stream video, the filename will be: [GUID].DV.localview.mp4.
4. Open the MP4 file in your video editor and make any changes using the video editing software of your choosing. In this example screenshot, we are using CyberLink PowerDirector 13.

5. Produce your edited video as you normally would. You can save the video in any local or network directory and name the video as you see fit. Just be sure to save your video into one of the formats supported by Panopto.

6. At this point, you’re ready to upload your edited video to Panopto. From your Panopto website, click the Create button and select Upload Video.
7. Drag your video into the drop-area, and the file will begin uploading, as seen below:

8. Once your video is uploaded, Panopto will encode it for playback on any device, and will index the contents within your video for search. If you no longer need the original copy of your video, you can delete it or set it as unavailable using Panopto’s availability windows.

Making Changes to a Video with Multiple Streams

Most Panopto recordings contain at least two video streams— the recording of the presenter, and the recording of their on-screen content. When editing one of these streams, most of the steps listed above will still apply. However, uploading the edited video will typically be done within Panopto’s web-based video editor, and you need to consider how edits to video duration impact the overall video presentation.

1. Navigate to the directory of your Panopto recording by following Steps 1 and 2 above.

2. In this directory, you’ll now see more than one MP4 file. Each MP4 file is one of the recorded video streams. For a typical video presentation consisting of presenter video and on-screen content, you’ll see:

[GUID].DV.localview.mp4 ← This is your presenter video

[GUID].SCREEN.localview.mp4 ← This is your screen recording
3. Select the video stream that you want to edit, and make changes as described in Steps 4 and 5 above.

**IMPORTANT:** Your finalized and edited video file must remain the same duration as the original session if you are recording a multi-stream session (i.e. you are recording from a camera, powerpoint and/or screen capture at the same time). Failure to adhere to this will cause problems with a multi-stream session. Contact Panopto support if you have any questions about this.

4. When your edited video is ready to upload, you’ll typically want to import it directly into your existing Panopto recording. To do this, open Panopto’s editor by locating your recording in Panopto’s video library and clicking Edit.

5. This opens the Panopto editor. Click on the *Streams* tab and, on the bottom left side, click *Add a video.*
6. Select the edited video stream by clicking *Browse* and locating the file. If you’ve edited the presenter video, select *Stream Type of Primary*. If you’ve edited the screen recording, select *Secondary*. In this case, I’ve edited the presenter (primary) video. Click *OK* to upload the edited stream.
7. Panopto will upload and process the edited video stream. When processing is complete, you’ll see the video stream listed under the Streams tab.

8. You’ll now have two versions of the stream you edited – the original, and your edited copy. The next step is to remove the original, so that only the edited version remains. To do this, hover over the original stream under the Streams tab and click Delete. You’ll be prompted to confirm the deletion. Click OK.

9. With your edits made, click Save in the Panopto editor. Panopto will re-encode your video presentation with the edited version of your stream.

Note: You should pay special attention if you change the duration of a video stream using an external editor, since the edited stream will no longer be in sync with the other stream from your recording. For example, if you use Adobe Premiere to trim out parts of your screen recording, the updated screen recording will have a shorter duration than the presenter video. In these cases, you’ll typically need to edit both streams in the external editor to ensure that they remain in sync.

Send Us Your feedback
Using an external editor with Panopto is an increasingly common workflow among our power users, and as we continue to develop future releases of our video platform, we’re looking for your feedback to better integrate the capability with your existing workflow. So send us your feedback. Let us know which video editor(s) you currently use and how you’d like to see the
capability evolve in the future. To provide feedback on this or other areas of the product, submit your ideas on the Panopto support site. Happy editing.

Congratulations! You now know how to embed URLs into your session!

**VIDEO SWITCHING IN THE PANOPTO EDITOR**

In Panopto 4.4 +, you can control which video streams the viewer sees by editing individual secondary streams in the Panopto Editor. Editing the primary video source will edit on all streams; editing a secondary source will only affect that stream. This documentation pertains to editing secondary streams.

*Please note, this documentation assumes familiarity with basic editing (You can see the basic editing documentation [here](#)).

**Edit Individual Streams in the Panopto Editor**

Login to your Panopto page.
Locate the session you would like to edit, and click the "edit" button to launch the Panopto Editor.

This will launch the Panopto Editor.
Click on the editing tool (scissors) and click on the video stream you wish you edit. This will be the start of the section that will be removed, which will show the viewer a different secondary stream. Click again on the same stream to finish the edit.

Note: This feature only applies to screen capture and secondary video sources (does not apply to the PowerPoint stream)

Drag the edit to the desired length.

A stream can also have multiple edits applied.
You can use this add multiple edits to your session.

After you complete your edits, click "Save" or "Save As" at the top right to save your changes.

Choosing "Save" will save the edit and you can continue working. A successfully saved edit will display the message below.

Choosing "Save As" will allow you to name your edit with a specific title.
After the session re-encodes the new edits will be viewable.

MAKING CHANGES TO A PANOPTO RECORDING USING AN EXTERNAL VIDEO EDITOR - MAC VERSION

As more and more AV professionals in businesses and universities use Panopto, we’ve received a growing number of requests for the ability to edit Panopto recordings using these and other external editors. So in the latest release of Panopto, we’ve included a feature that enables this capability. Below is an overview of how AV teams and videographers can use the feature to make more advanced edits to their Panopto recordings. To summarize, using the Panopto Macintosh recorder, you can record an offline session, grab the .MOV file from your Panopto directory, import the .MOV file into an editor of your choosing, make your desired edits and then upload the video into your Panopto site. This article will show you, step by step, how to accomplish this.

**Important note:** This demo will only cover recording a single-feed session, i.e. a single source of Video without any other sources being recorded, such as a screen capture. If you are editing a session that also has a screen capture, or Powerpoint, you should pay special attention if you change the duration of a video feed using an external editor, since the edited feed will no longer be in sync with the other feed from your recording. For example, if you use Adobe Premiere to trim out parts of your screen recording, the updated screen recording will have a shorter duration than the presenter video. In these cases, you’ll typically need to edit ALL feeds in the external editor to ensure that they remain in sync.

The first step will be to set your Panopto recorder app to record in Offline mode.

1. As seen below in the screenshot, you will simply click the "Folder" drop-down, and select "None (Record Offline)". This will cause your Panopto recorder app to simply save your recording to your hard drive, rather than uploading it immediately to the server.
2. Record your session, and then Stop recording when you are finished in order to save the recording to your hard drive.

3. You will now see your recording listed in the Recorder app, with a status of "Offline Recording" as seen below. Single-click on the desired recording to highlight it, as seen below.
4. Now that you've single-clicked your recording to highlight it, you will click "Actions" (as seen above in red) and select "Show Files" which will open up the directory which contains the .MOV file for the recording, as seen below.
5. Once you click "Show Files" a window will open, containing the .MOV file for your recording, as seen below.

---

Editing the movie in an editor of your choosing

6. Now, simply import this .MOV file into a video editing suite of your choosing. In this example we are using VideoPad Editor Free.
Uploading the edited movie into your Panopto site

7. Once you have your .MOV file edited just the way you like it, export or save the video with the exact same name as the original .MOV file and place it in the exact same directory as the original .MOV file. This is crucial, your new video will not upload properly if this step is missed. The newly created .MOV file also needs to be the same duration as the original file in order for this to work. You will need to either delete or move the original file out of directory to make this possible. I will elaborate on this process below:

a. Original .MOV file for the example session above was named: "EFF9BA57-0D52-4222-9D2B-01D1EBAEEFE3.DV.mov" and was located in: Documents/Panopto Recordings/4B09C270-A731-4B9F-9260-6C59847AB55B/
b. Once imported into my Video editing suite, I made desired edits and alterations to the video, exported the video and named it "EFF9BA57-0D52-4222-9D2B-01D1EBAEEFE3.DV.mov"
c. I deleted the original .MOV file from: Documents/Panopto Recordings/4B09C270-A731-4B9F-9260-6C59847AB55B/
d. I then moved the newly created and edited .MOV file into: Documents/Panopto Recordings/4B09C270-A731-4B9F-9260-6C59847AB55B/

8. Once you have completed the previous steps, you will now open the Panopto recorder app, and login to your server. Once you are logged in, you will simply click on the session in the list to highlight it, and then click "Choose Folder and Upload" as per the screenshot below.

9. Once you click that, you will see a drop-down menu where you can choose the folder you wish to upload this new video into, as seen below. In this example, we chose "Unison Sessions" but your menu options will more than likely vary.
10. Once you've selected the folder you wish to upload to, simply click "Upload" as seen below.

11. Now the file should upload, and once uploaded, will display in the "status" tab that it's uploaded, the status should then change to processing media, and should eventually goto "completed" status, as seen in the screenshot below.

Congratulations! You've successfully recorded, edited, and uploaded your Panopto session!
Send Us Your Feedback

Using an external editor with Panopto is an increasingly common workflow among our power users, and as we continue to develop future releases of our video platform, we’re looking for your feedback to better integrate the capability with your existing workflow. So send us your feedback. Let us know which video editor(s) you currently use and how you’d like to see the capability evolve in the future. To provide feedback on this or other areas of the product, submit your ideas on the Panopto support site. Happy editing.

ADVANCED EDITOR USAGE

Log in and click the edit icon

![Panopto Editor Interface]

How to navigate/seek in the recording

1. Clicking anywhere in the timeline will seek the video to that point
2. Click on any of the events will seek the video to where that event starts
How to Insert a new thumbnail

**Thumbnails can only be inserted into screencapture & secondary video streams**
1. Click Add new event
2. Click where you want the thumbnail to be inserted
3. Type in the new caption name, enter any searchable metadata and click OK (the thumbnail image will be created after the session re-processes)
How to edit a thumbnail/event

Hover the mouse over the thumbnail you wish to modify and then click on "Click to edit"

You can modify the caption, change searchable metadata, delete the entire event and change the time the event is shown in the recording
Additional information about thumbnail generation
1. For slides (PowerPoint or Keynote): They are generated every time a slide advances

2. For secondary video (screencap, secondary camera): They are automatically generated every three minutes. You can add in events to supplement the three minute gap in secondary video.

How to modify the start time of a stream
1. Click the Streams tab
2. Click Edit on the stream you wish to modify
Change the start time as desired and click OK
Creating versions in the Panopto Editor (new in 4.5)
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.

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

In the editor, click Save As
Enter a name for the new version of your session and click OK.

Create a new version

Version Name: New version

Every version of this session will be updated when you change:
- Events (like side titles and captions)
- Stream times (when streams start relative to other streams and events)

OK  Cancel

The session will automatically change to the new version, in this case: New Version.

Any changes that are made will be saved to the new version and not the default
Insert / Edit Captions

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.

*Note: this can also be used to edit captions from a 3rd party vendor*
Everything Else

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. Clicking revert will undo all editing that has been done
BASIC EDITING

How To Video: Click Here

The Panopto editor allows for web based editing from any Mac or Windows computer. Silverlight is required for editing. The Panopto Editor lets you create multiple versions, called "edits", of recorded sessions. The edit called default is created automatically, and contains the entire recording. You can modify default or create additional edits without affecting the original session content.

Log in and click the Edit icon

By default, the entire recording is an already selected segment. **A segment is the selected portion of video that you want to keep**
To remove the beginning and end of a recording, grab the handle on either end of the time line and drag it inward to the point at which you want the recording to begin or end.

As you can see here, the beginning and ending are amended, and eliminated portions are grayed out.

To delete middle portions of your presentation, click once on the scissors icon and then once on the section of the presentation you’d like to remove.
The first click sets the starts point. Moving the mouse to the right will preview what is going to be cut. Click again to set the end point. **TIP - Try holding the ctrl key + left mouse click to save some time**

When completed, the segment can be adjusted by dragging the handles in either direction (if needed).

The final result is two segments (numbers one and two below) that will be included after encode.
Click "Save" or "Save As".

Clicking "Save" will save your progress and allow you to continue working. A successfully saved edit session will display the message below.

Save As
Creating "Save As" versions allows you to make multiple versions of the same recording with unique web addresses (URLs). Example: You could split a single two hour recording with two presenters into Part 1 and Part 2, and was would have a unique web address.

Clicking "Save As" will allow you to give your edited session a different name.
Enter a new version name and click OK

For more documentation on the editor go here.

**SPlicING / REMIXING**

Remixing - Have you ever wished you could re-record part of a lecture? Introduce your video with a polished lead-in track? Show part of another video in your own presentation? Easily stitch several presentations together? Now you can, with Panopto’s new remixing capability. With the easy-to-use Panopto editor, you can make your presentations richer and more engaging than ever before.

**To add a recording to the beginning of another one:**

Find the session that you want to add content into and click edit
Click on the + sign (next to the scissors icon)

From the add another session tab, expand the Folder and click on the session that will be spliced in
Under New Session Position - select Start - then click OK
The session will be added to the start of the editor timeline (note: you will have to re-adjust the handles if you move the newly spliced in segment).
Click save then save and quit

To add a recording to the end of another one:

Find the session that you want to add content into and click edit

Click on the + sign (next to the scissors icon)
From the add another session tab, expand the Folder and click on the session that will be spliced in
Under New Session Position - select End- then click OK
The session will be added to the end of the editor timeline (note: you will have to re-adjust the handles if you move the newly spliced in segment).
Click save then save and quit

To add a recording to the middle of another one:

Find the session that you want to add content into and click edit
Click on the + sign (next to the scissors icon)
From the add another session tab, expand the Folder and click on the session that will be spliced in
Under New Session Position - select Click to position- then click OK
The editor timeline will be highlighted in green. Click to insert the video that was selected above.
To move the selected segment, click on the double arrow and move it left or right (note: you will have to re-adjust the handles if you move the newly spliced in segment)

Click save then save and quit