

Quick Guide

Panopto Editing Basics

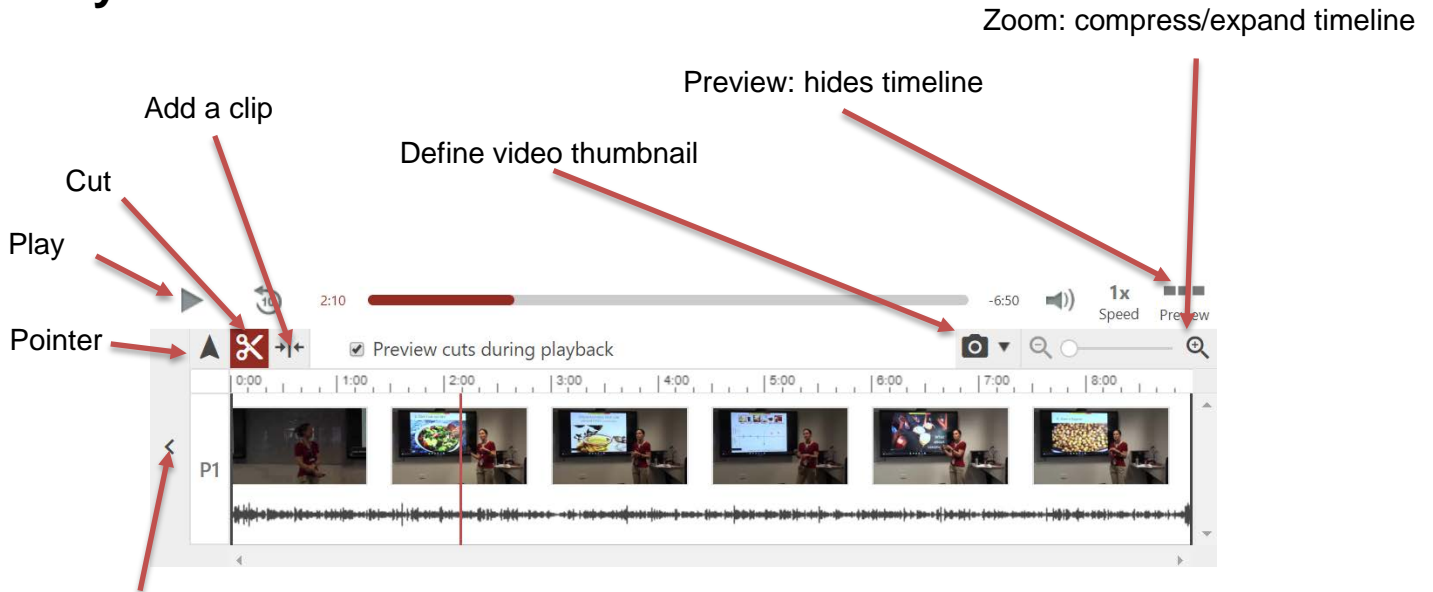
Access the Editor

- Click on the pencil icon on the upper right hand side of the viewer.
- Click on the pencil icon underneath a video listing in the library.
- Only Creators will be able to access the editor



A screenshot of a Panopto video player interface. On the left is a video thumbnail titled 'Vasculitis' with a 45:43 duration. The main area shows the video title 'Pathogenesis of Drug Induced Vasculitis - Dr. N. Khalid Grand Rounds' and a description: 'Drug-induced vasculitis is an inflammation of blood vessels caused by the use of various...'. Below the description is a list of video segments with timestamps and text. The 'Edit' button, represented by a pencil icon, is highlighted with a red box. Other controls like 'Settings', 'Share', 'Stats', and 'Delete' are also visible.

Layout of the Editor



Expand/retract editor

P1 = 'primary one' stream. A stream is a source

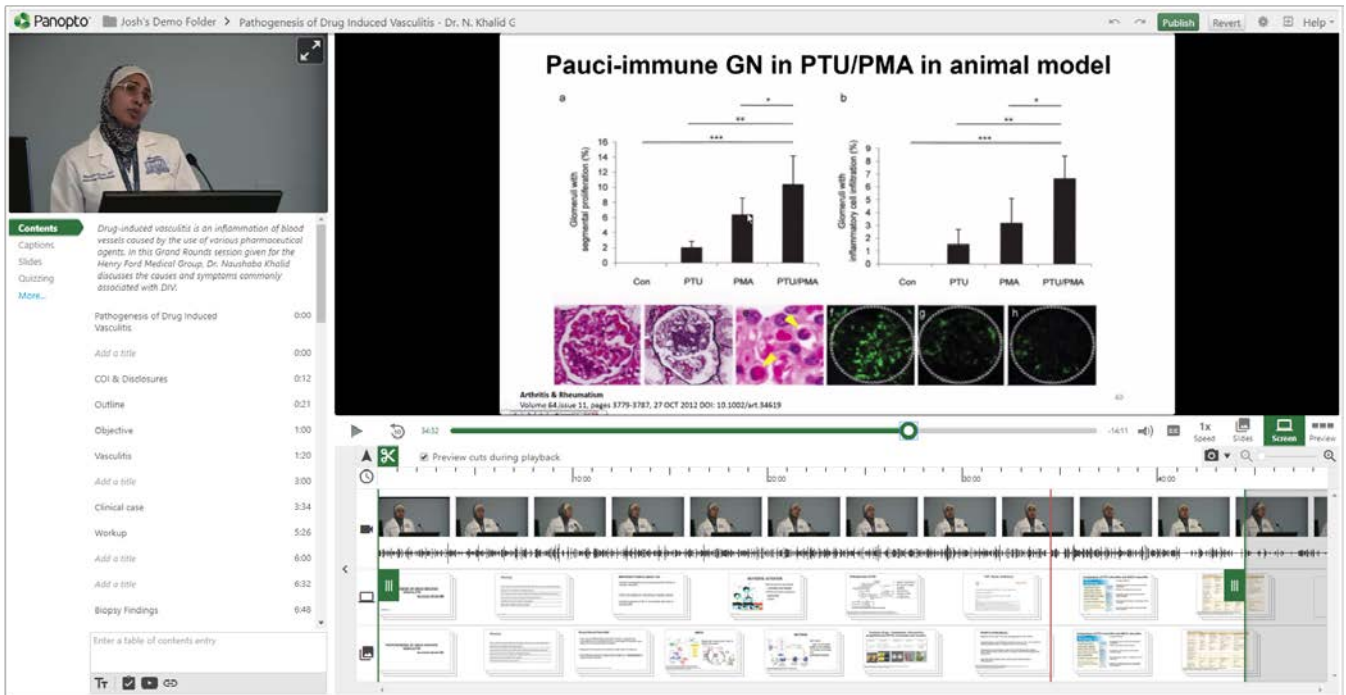
Key Points:

Editing is non-destructive meaning the all edits are like layers on the unchanged original video.

Streams describes sources.

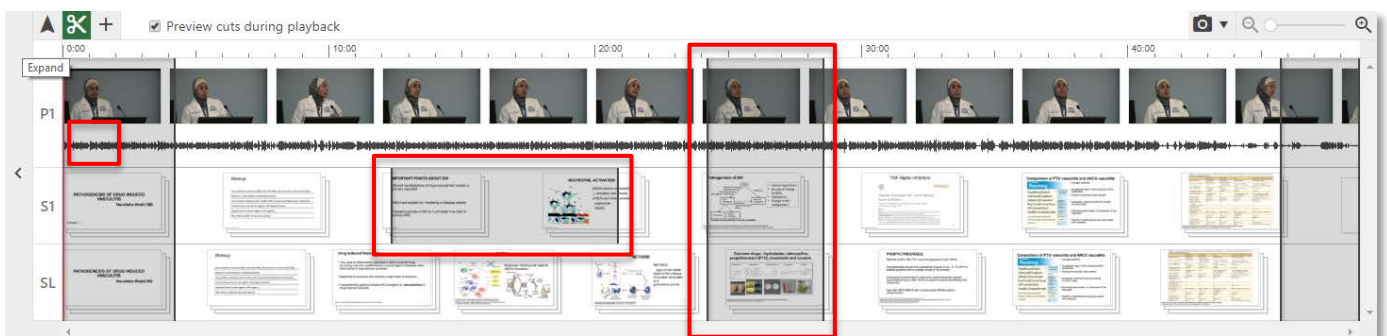
Contents	+ Add Stream	
Captions		
Slides		
Quizzes		
Cuts		
Streams		
	Primary	
	Camera	0:00 - 48:43
	Secondary	
	Screen	0:00 - 48:43

Layout of the Editor



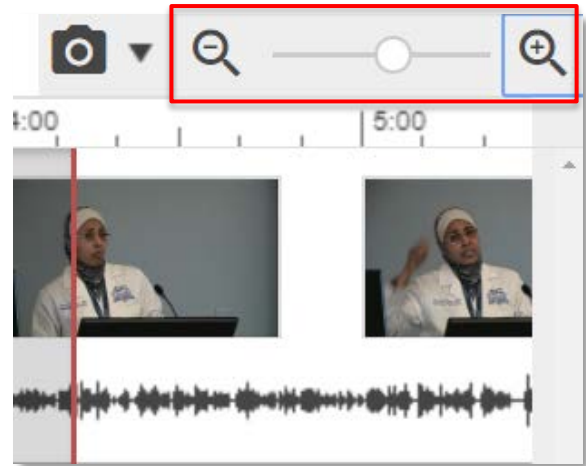
Cutting Sections

- Click on the scissors icon.
- Click and drag to cut a section in the timeline.
- Click and drag on a secondary video source to cut just that source.
- Note non-destructive editing (sections in grey).



Magnifying Glass

- Use the magnifying glass tool to zoom in on the timeline.
- This will allow you to make more precise cuts



Editing the Table of Contents

- Click Contents on the left side menu of the editor.
- Click on the 3 dots and then click **Edit**.
- You can change the title of the entry as well as the video time.

Contents

- Captions
- Slides
- Quizzes
- Cuts
- Streams

Drug-induced vasculitis is an inflammation of blood vessels caused by the use of various pharmaceutical agents. In this Grand Rounds session given for the Henry Ford Medical Group, Dr. Naushaba Khalid discusses the causes and symptoms commonly associated with DIV.

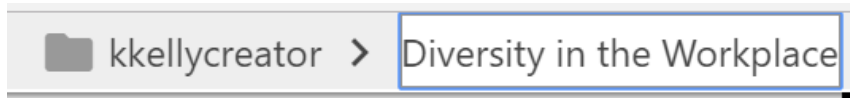
Pathogenesis of Drug Induced Vasculitis	0:00
Add a title	0:00
COI & Disclosures	0:12
Outline	0:21
Objective	1:00

Edit

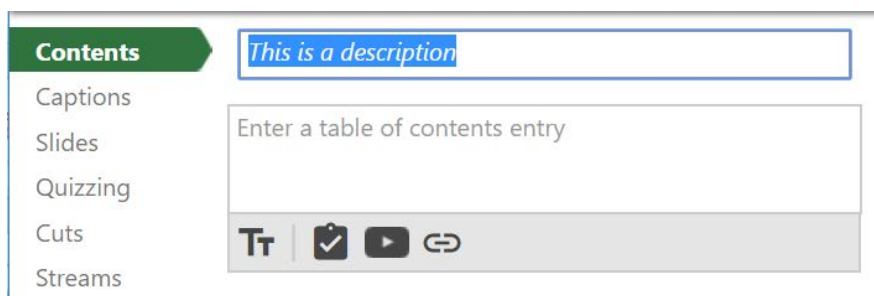
Delete

Change the Name, Description, and Thumbnail

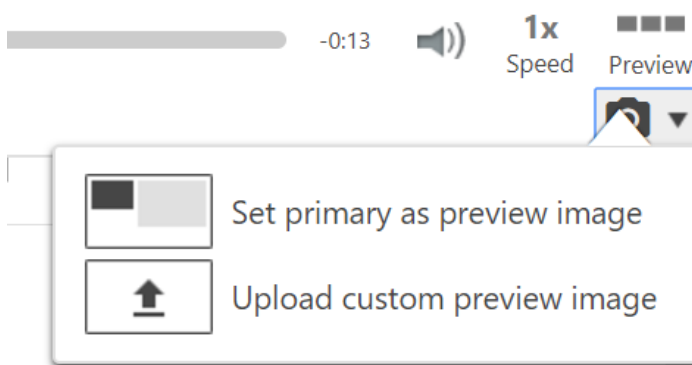
- To change the **name**:
 - Click on the name in the upper left corner



- To change the **description**:
 - Click on Contents on the left side of the page, then type a description at the top of the page.

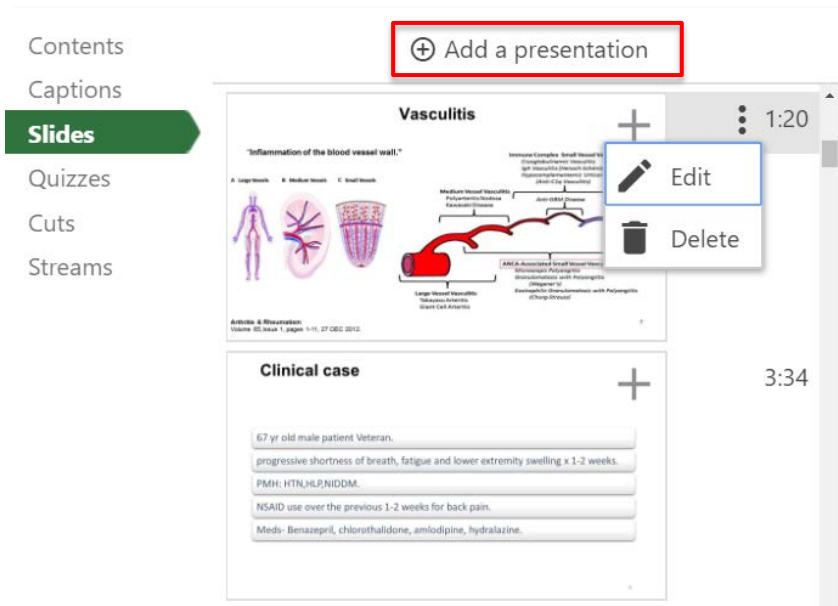


- To change the video thumbnail **image**:
 - Click on the camera icon on the lower right side. Then choose a new option.



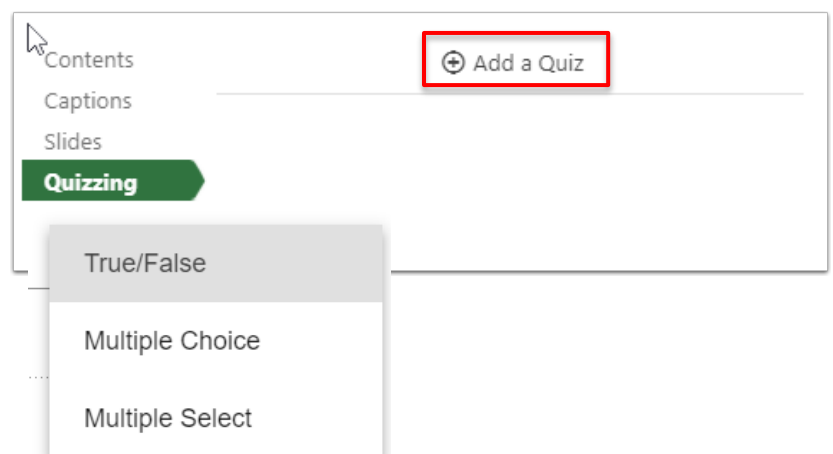
Make PowerPoint Changes

- Select slides on the left side menu.
- Click Add a Presentation to load additional slides.
- Click the plus sign to add a slide to the presentation.
- Hover over a slide and the 3 dots to edit the time the slide appears or remove the slide.



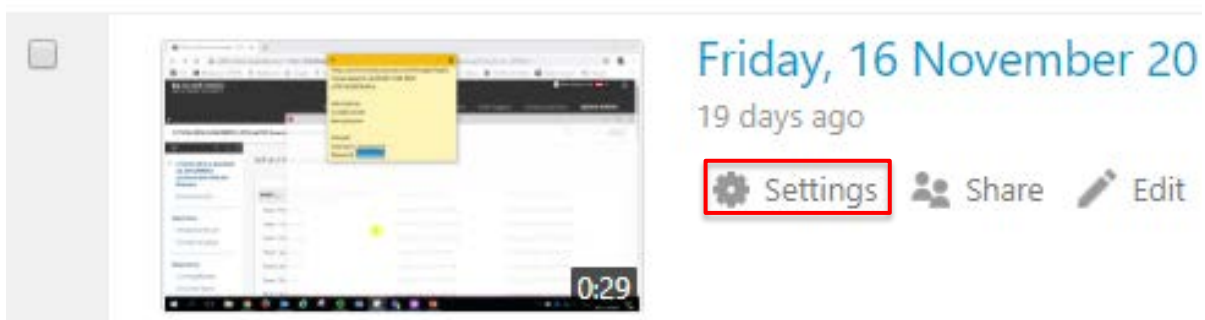
Add a Quiz

- Navigate to the time in the video where a quiz is needed.
- Click Quizzing then Add a Quiz.
- Enter the questions and correct answers.
- There are three question types:



Add a PDF

- Open **video Settings**
- Go to Streams
- Choose a file
- Upload PDF
- The PDF will now be available as a stream in the viewer.



Overview

Share

Outputs

Quiz Results

Streams

Clips

Search

Captions

Manage

Log

Streams

Id	Tag	Start	End	Duration	Creator
19099dea-51f7-4e7e-a520-a92701284621	DV	00:00	04:43	04:43	KKelly
8cd17e4b-f79e-4b19-b1cd-a92701284621	SCREEN	00:00	04:44	04:43	KKelly

Presentation Documents

No presentation documents.

PDF Documents

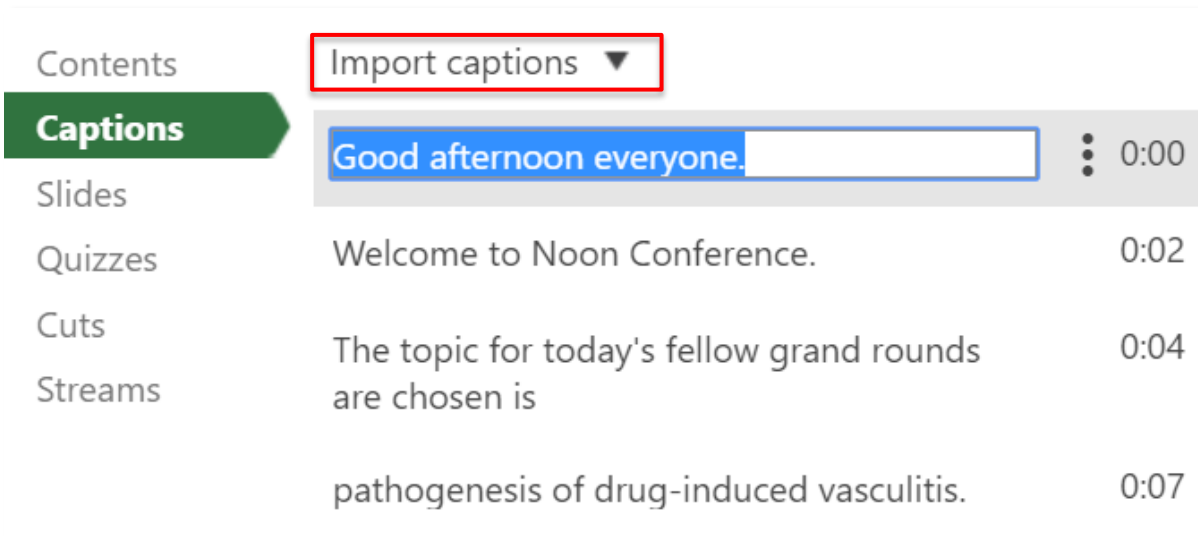
No PDF documents.

Choose File drive-cheat-sheet.pdf **Upload PDF**



Add Captions

- Select captions on the left side menu.
- At the top, select import captions and then import automatic captions.
- Click on any caption to edit it.



Add a Clip (Splicing)

- You can add one Panopto video into another Panopto video.
- Use the pointer to go to the place in the video where you want to add in another video.
- Click on the + button and then Add a Clip.
- Select the video that you want to use as a clip.
- It will now appear in the timeline as part of your current video.

