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.
Layout of the Editor

Key Points:

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

Streams describes sources.

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P1 = ‘primary one’ stream. A stream is a source.
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.
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.
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.