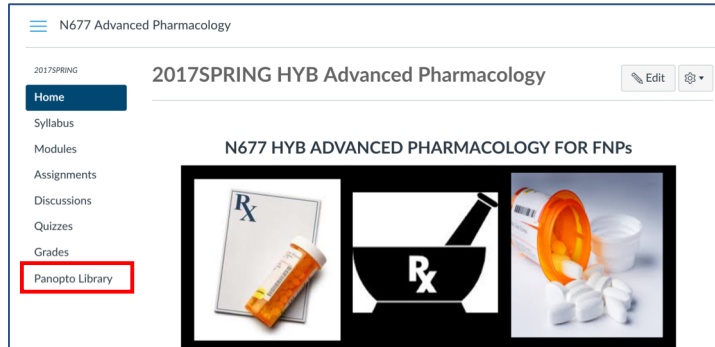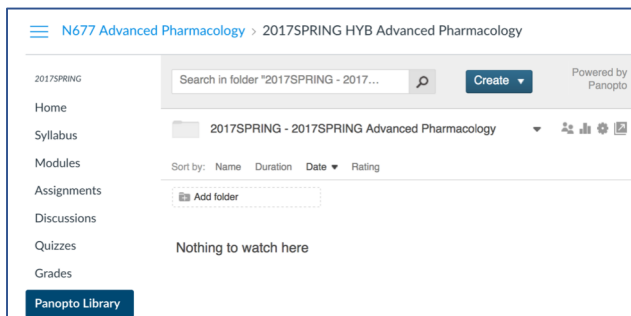# Find the Panopto video you'd like to edit.
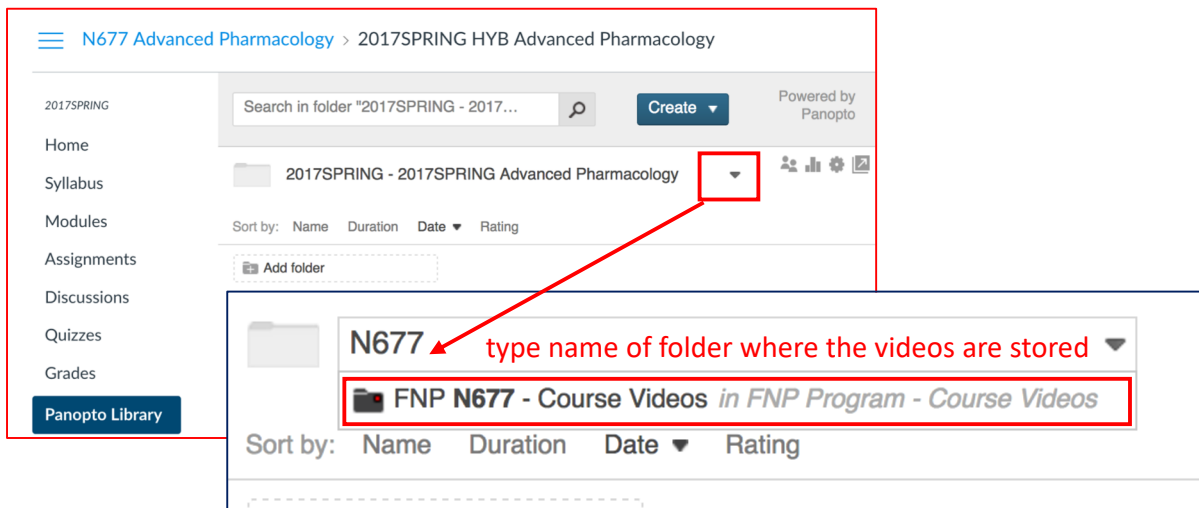
1. **Login** to **Canvas.**

2. **Open** your Canvas Course.

3. Click **Panopto Library**.

This will take you to the **Panopto folder for this Canvas course.**

If your **videos are stored in another Panopto folder**, scroll or type the folder name in the search field.

type name of folder where the videos are stored

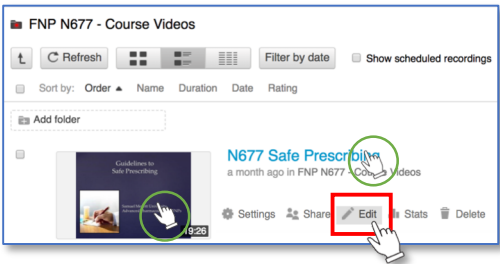FNP **N677** - Course Videos *in FNP Program - Course Videos*

When you find the folder, select it, and click to open the Panopto folder .

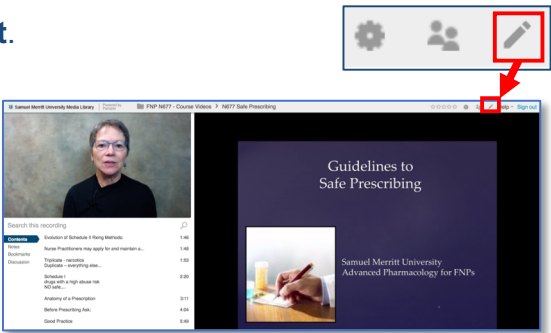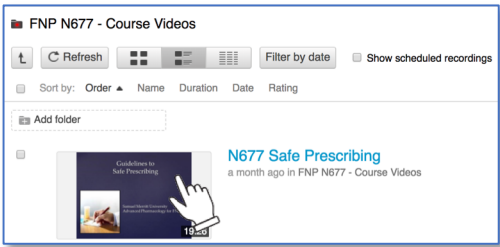# Open the Panopto video in the Panopto editor.

1. **Access** one of two options to edit video.

   a) **Hover** over the title or video, and click **Edit** when visible.

   ## OR

   b) Click on the video to **play**, and then click **Edit**.

The video opens in the Panopto Editor.

Table of contents (slide titles)

Collapse Tool

Cut Tool
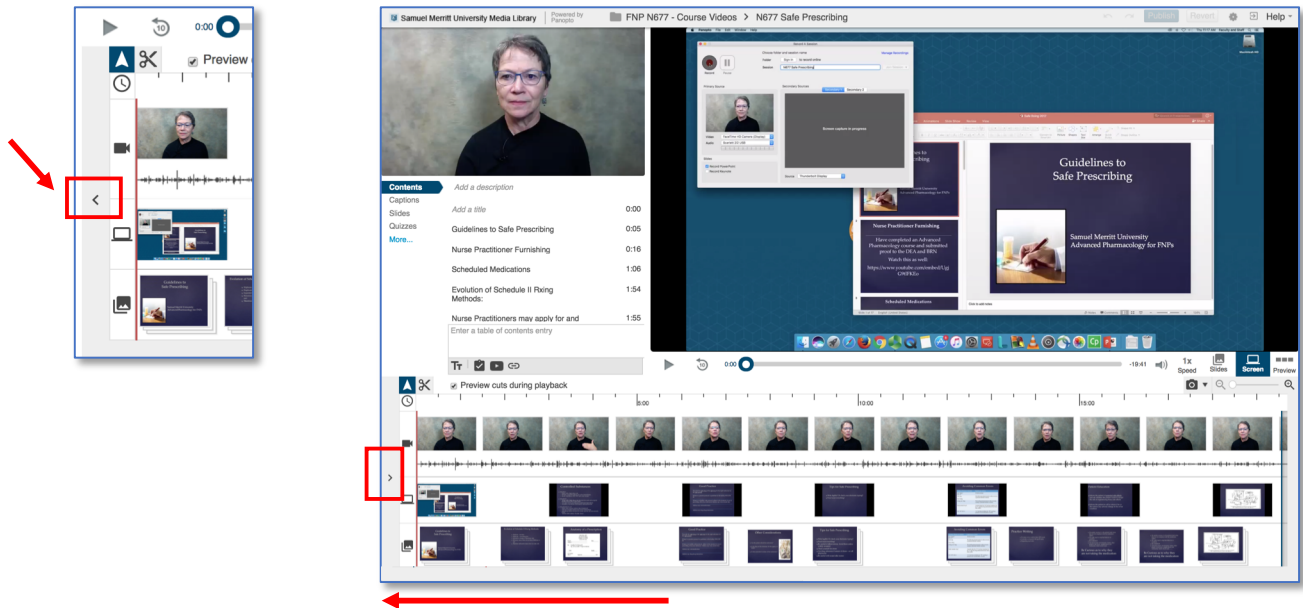
Play head tab

Timeline

Player Controls

Zoom Tool

A) Primary Video

B) Display Video (screen capture)
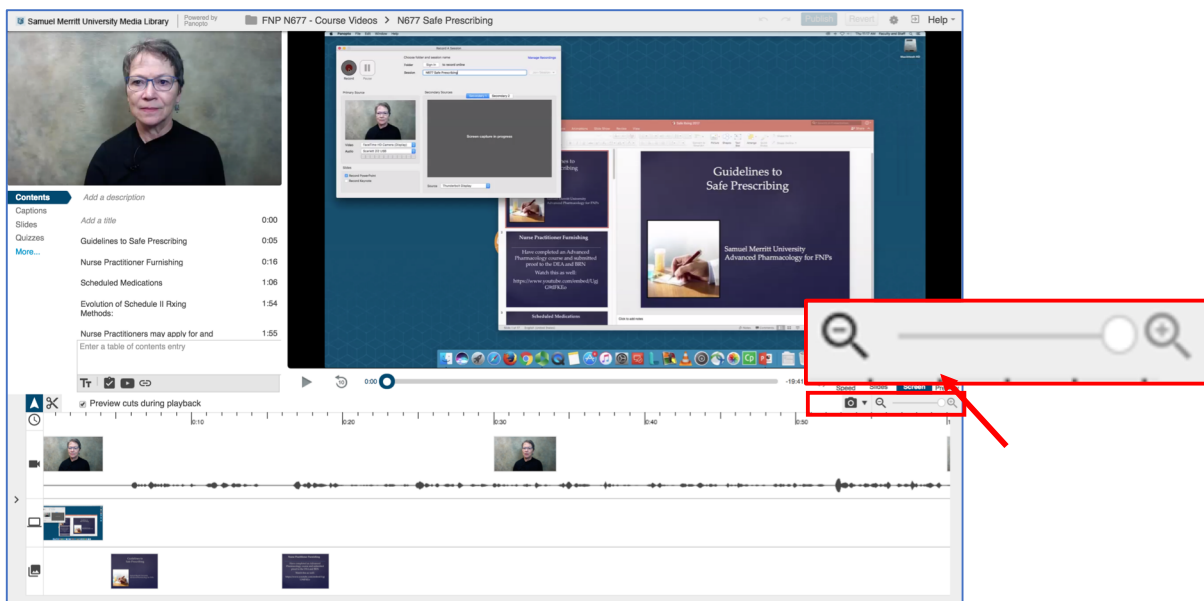
C) PPT Slides

Streams

Prepare your timeline for more precise cuts!

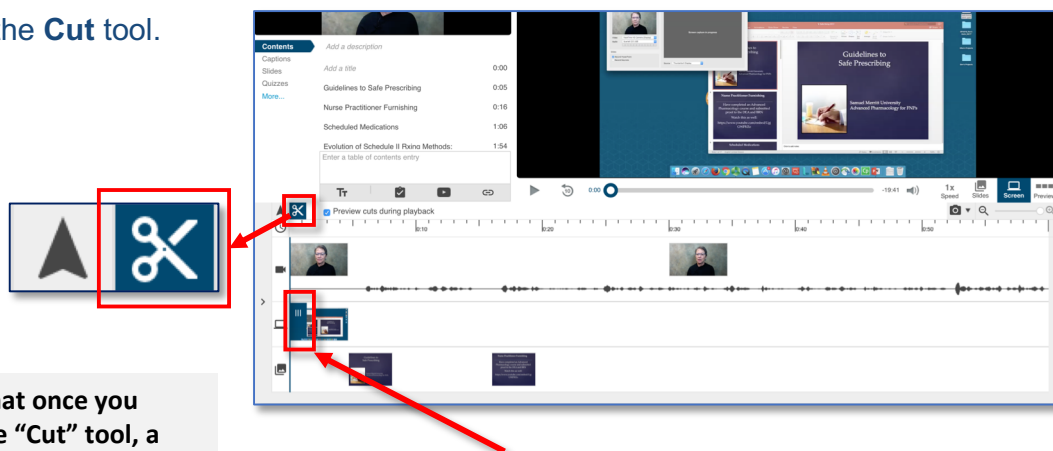1. Click the **Collapse** arrow to expand the timeline.

You now have more room to see the timeline

2. **Zoom** in the timeline 100% to select an edit point as precise as possible.
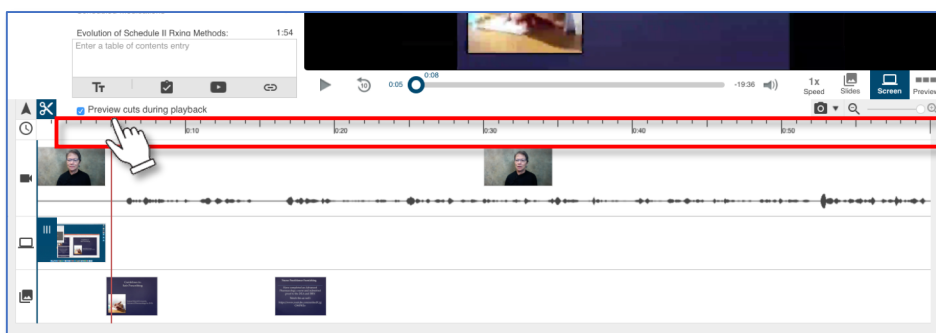
Now, you're ready to edit!

1. Select the **Cut** tool.

Notice that once you select the "Cut" tool, a "Play head tab" appears.

To trim the **beginning** of the video:

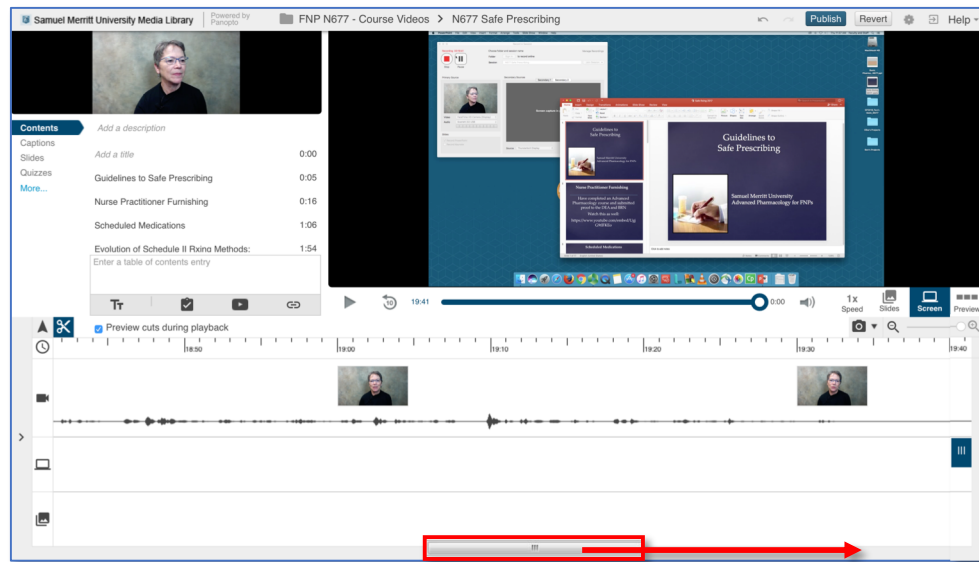1. **Click** on the **timeline** at the point where you want to **end** this cut.

The vertical red line on the timeline displays the corresponding point on the video stream.

2. **Drag** the play head tab from **left to right** and stop at the red line for a precise cut, where you'd like the video to begin.
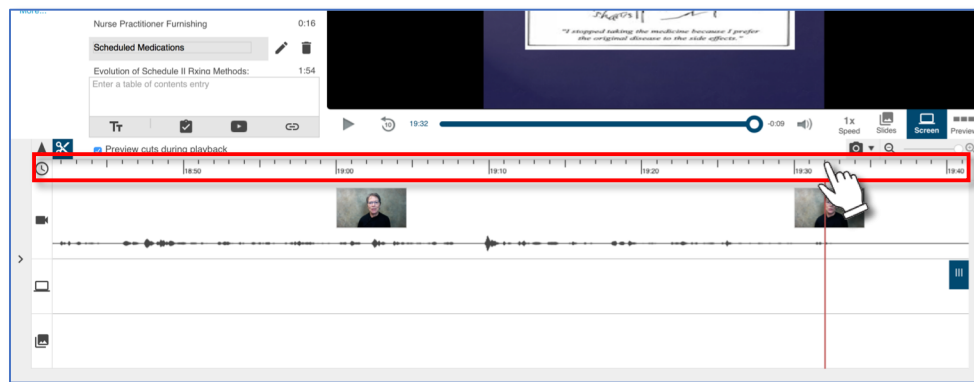
To trim the end of the video:

1. **Scroll** to the end of the video **click** on the **timeline** at the point where you want to **end** the first cut.
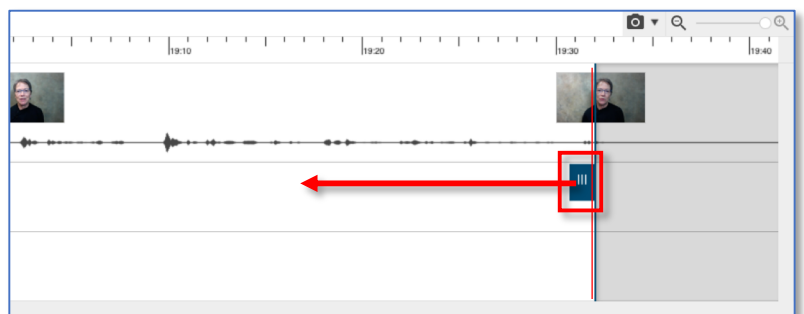

2. **Click** on the timeline at the point where you want to **begin** this cut.

The vertical red line on the timeline displays the corresponding point on the video stream.

3. **Drag** the play head tab from **right to left** and stop at the red line for a precise cut, where you'd like the video to end.
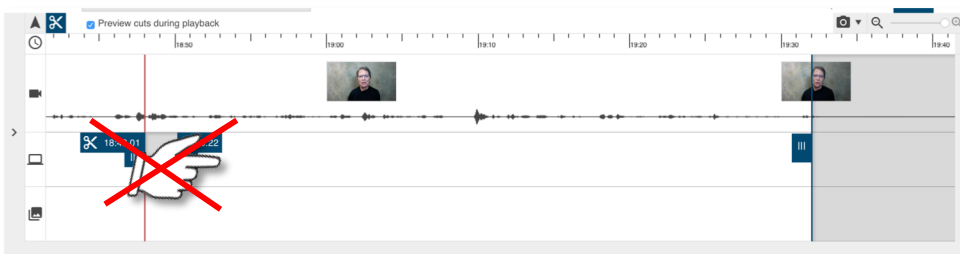
To trim **in-between** the video :

1. **Scroll** to the desired point, and **click** on the **timeline** at the point where you want to **begin** the cut.

2. **Drag** the red line **to the left or to right**. **(drag from the top stream as illustrated)**

Position cursor as shown instruction # 2 above, and not in the display stream.
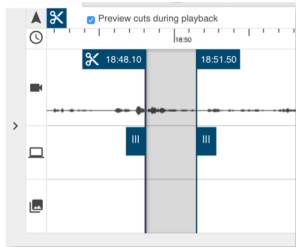

3. **From cursor position in #2 above, adjust** play head tab to the **left** or **right** to add or subtract from the cut.
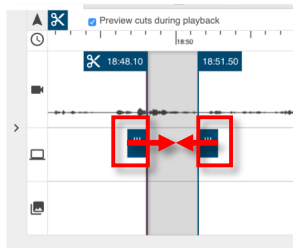
To **delete** an in-between edit:

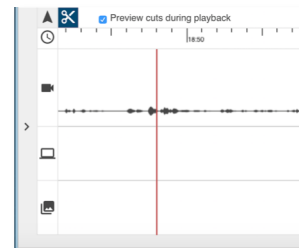1. **Drag** one of the playhead handle to meet the other.
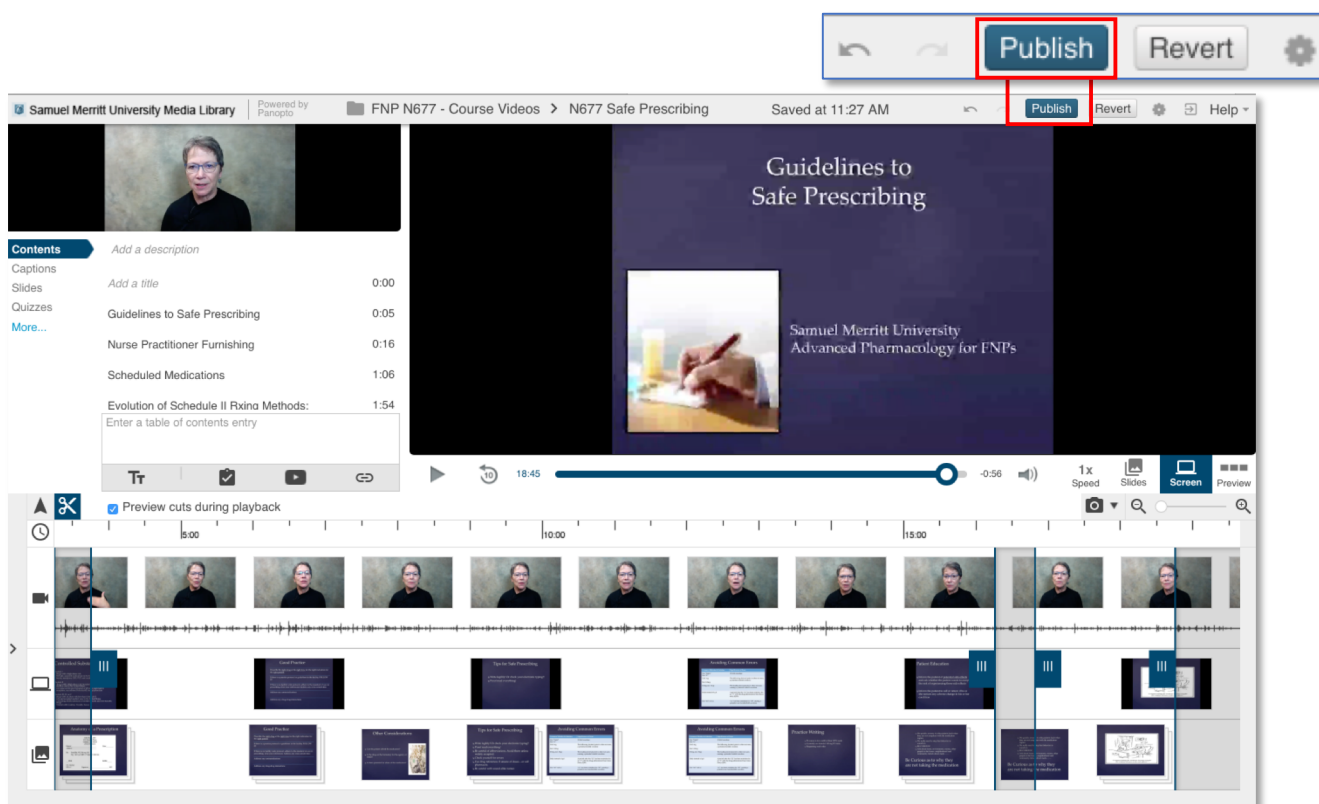
Original edit	Deleting the edit	Edit deleted

Publish the video to save your edits.

1. Click **Publish** to **save** edits. Or, click **Revert** to **cancel** edits.

> When you click "Publish", the video will be processed. Process time depends on the duration of the video.
> **No one is able to view videos during processing.**

If you change your mind about the edits, you can always return to the editor and adjust or delete cuts.

PanoptoResources
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See Our SMU Panopto Resources

https://www.samuelmerritt.edu/aii/faculty/apps/panopto

Visit the Panopto Site For Additional Resources

Basic Editing Overview (2.14min)

https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=634f3988-c035-412c-abf1-653c6628821d

Basic Editor (6.2 min)

https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=199b4743-9b10-4e32-9ce3-b45d90afe7a1

Panopto 1:1 Support and Tutorials

https://support.panopto.com/

855-726-6786, Option 1, 5:00am – 5:00pm PST