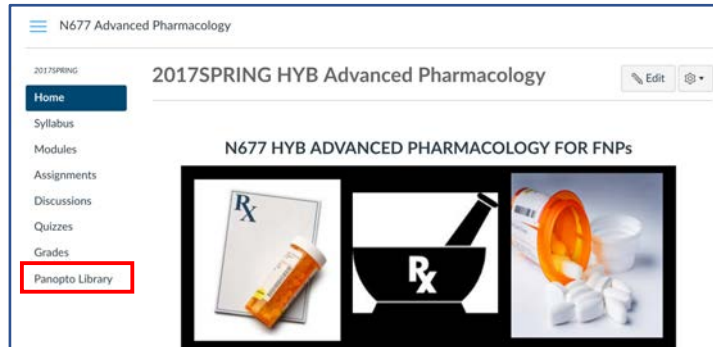
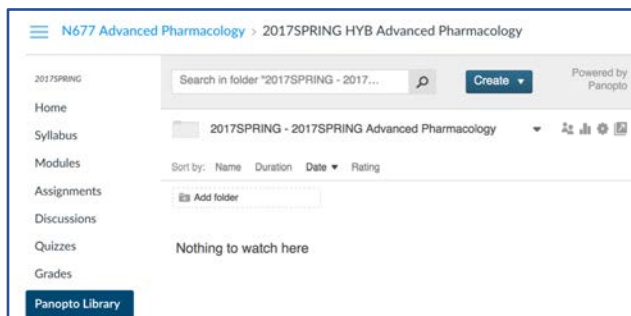


Find the Panopto video you'd like to edit.

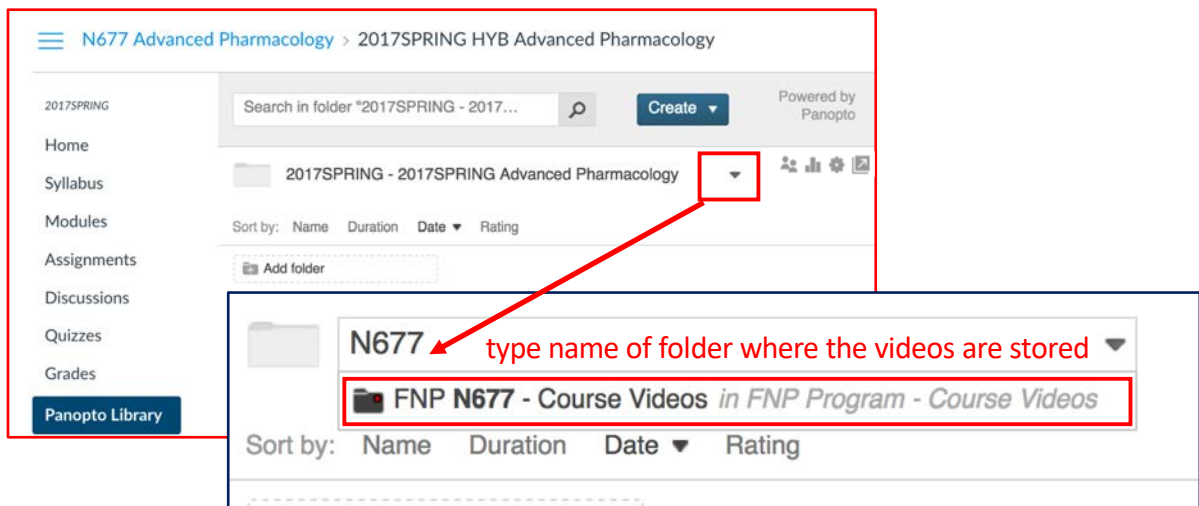
1. Login to Canvas.
2. Open your Canvas Course.
3. Click **Panopto Library**.



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.

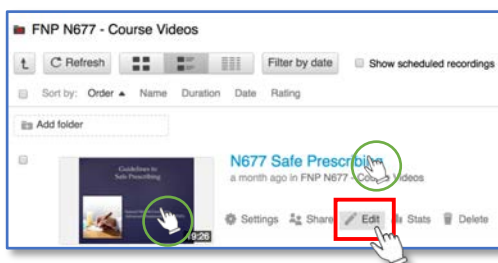


When you find the folder, select it, and click to open the Panopto folder .

Open the Panopto video in the Panopto editor.

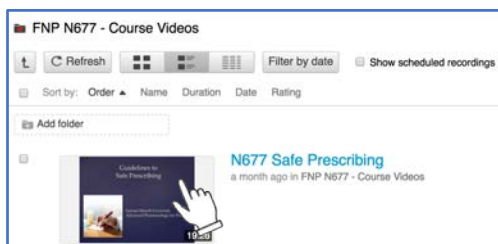
1. **Access** one of two options to edit video.

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



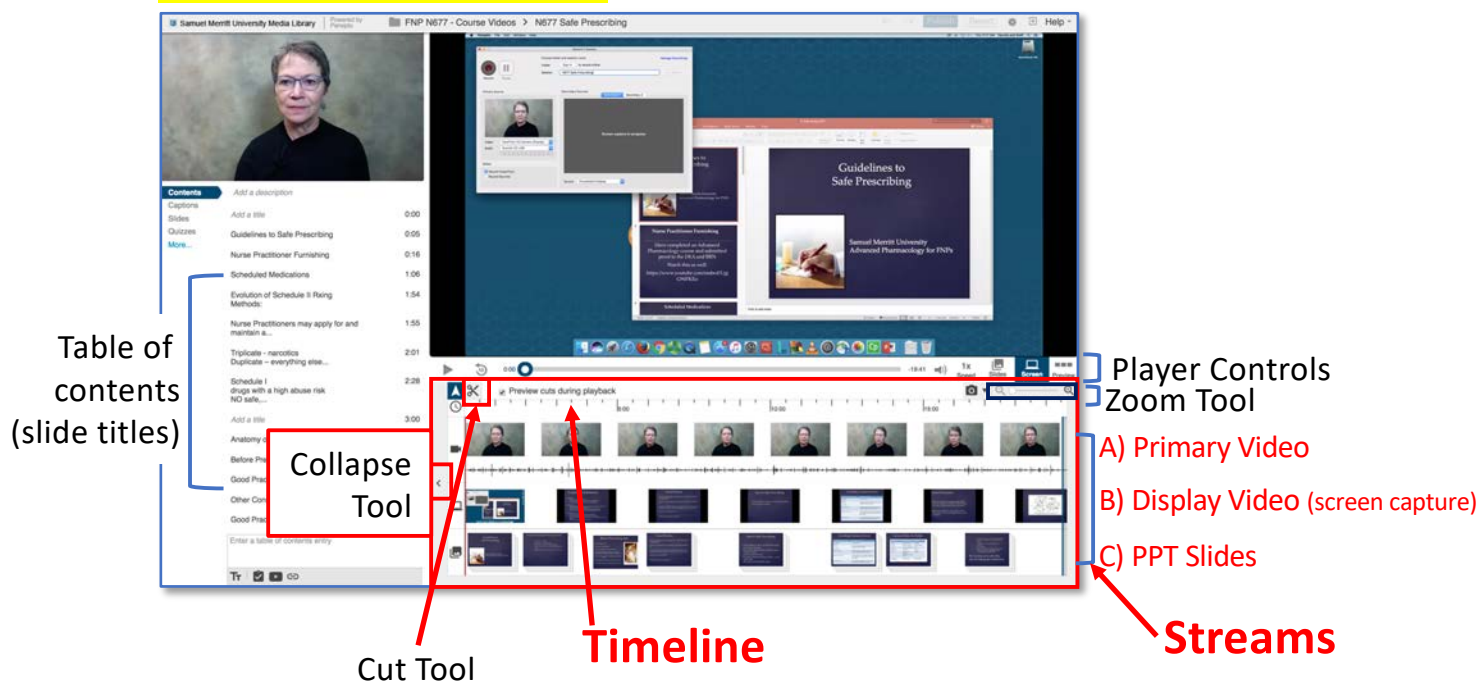
OR

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



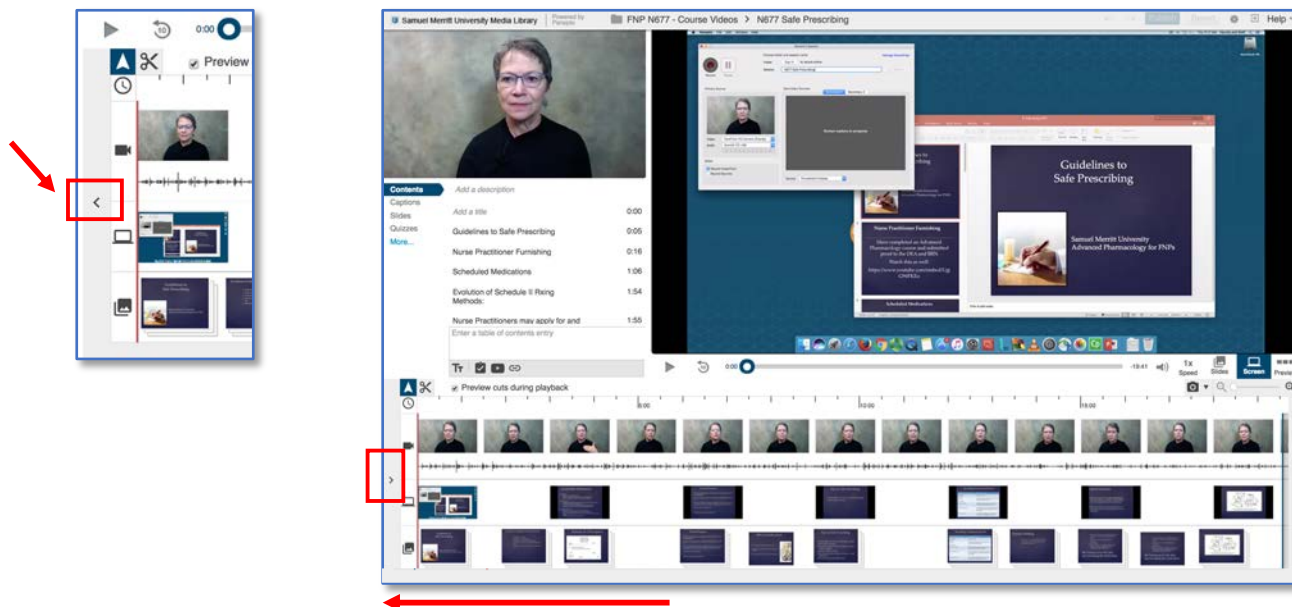
The video opens in the Panopto Editor.

Panopto Editor Overview



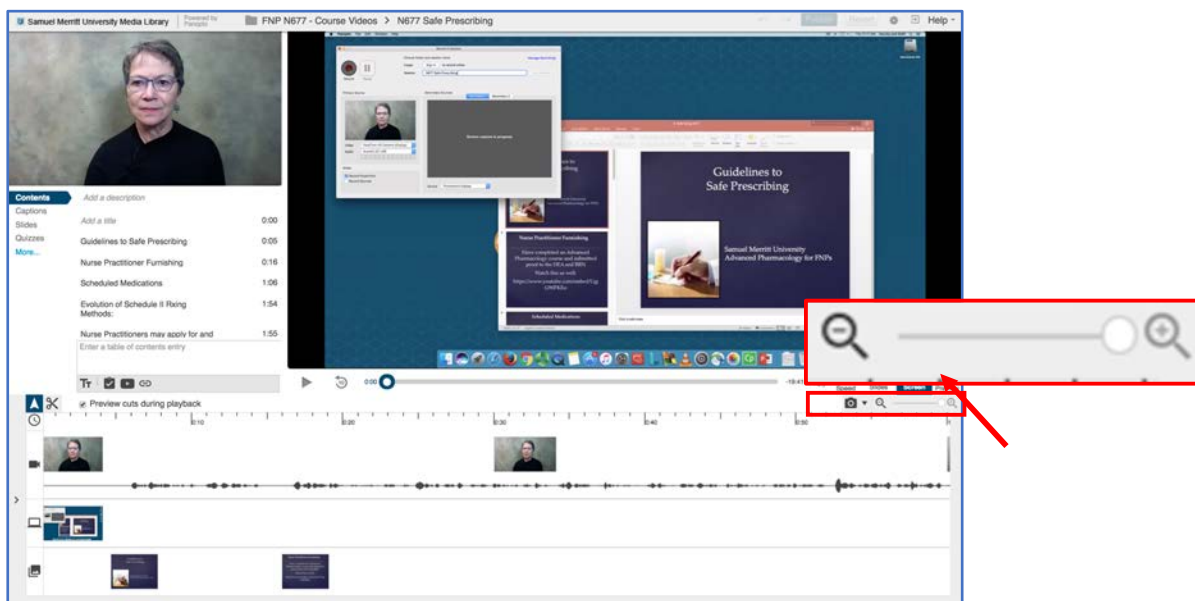
Prepare your timeline for more precise cuts!

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



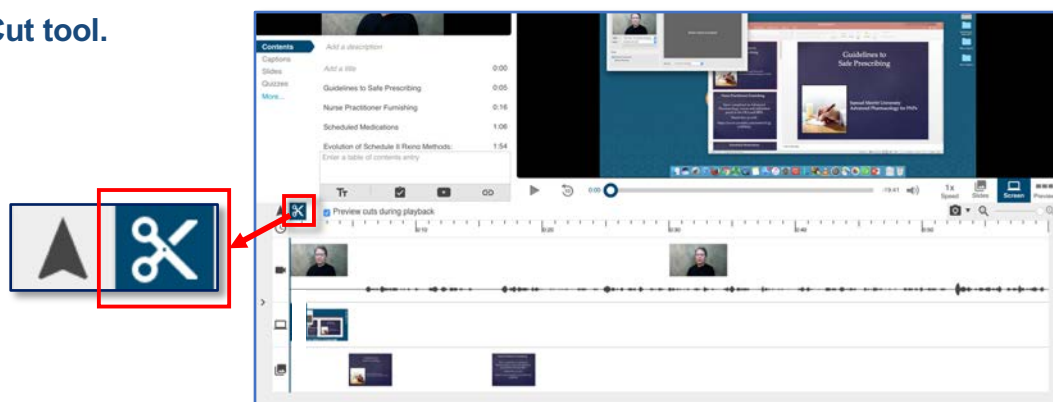
You now have more room to see the timeline

2. **Zoom** in the timeline 100% to select an edit point as precise as possible.



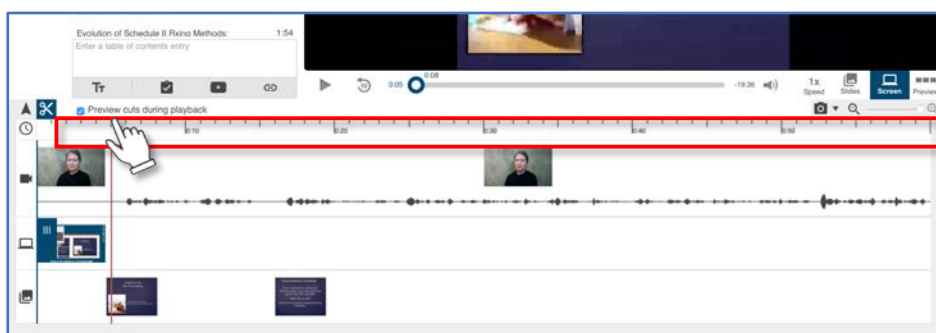
Now, you're ready to edit!

Select the Cut tool.



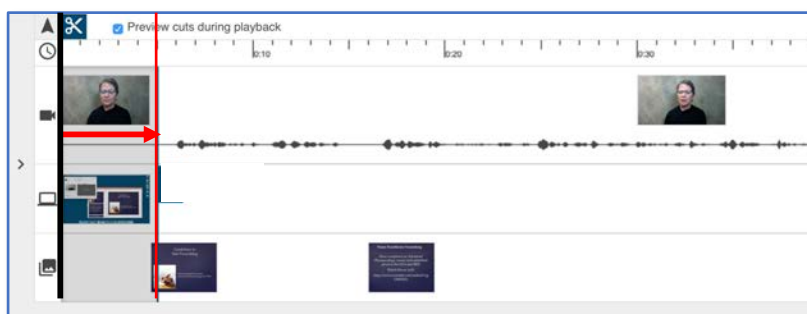
To trim the **beginning** of the video:

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



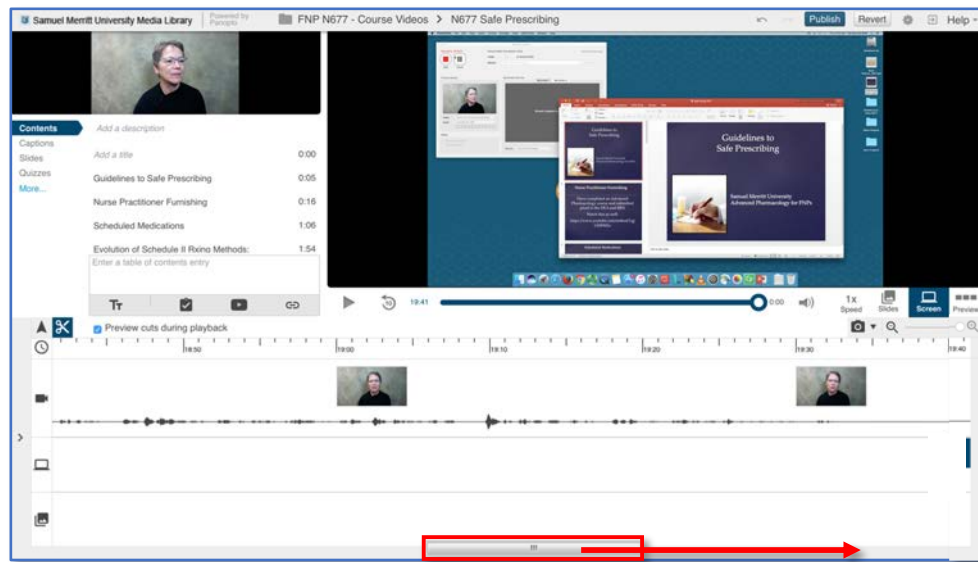
The vertical red line on the timeline displays the corresponding point on the video stream.

2. **Click and Drag** the line at the edge, from **left to right** and stop at the red line for a precise cut. The video will now begin where at the red line marker.

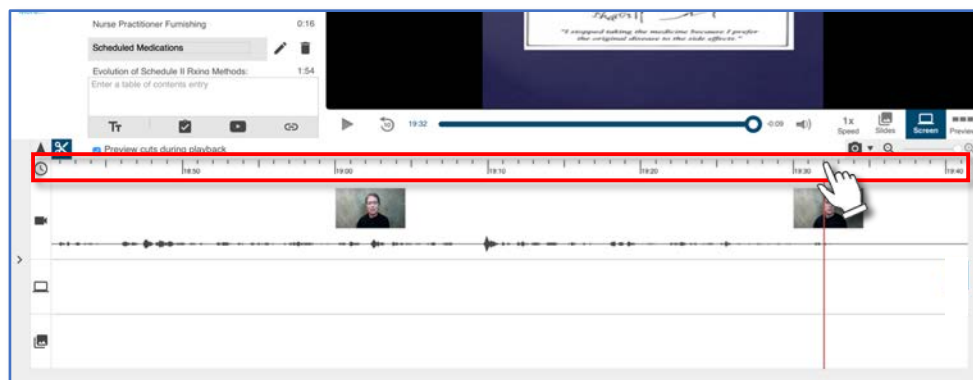


To trim the **end** of the video:

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

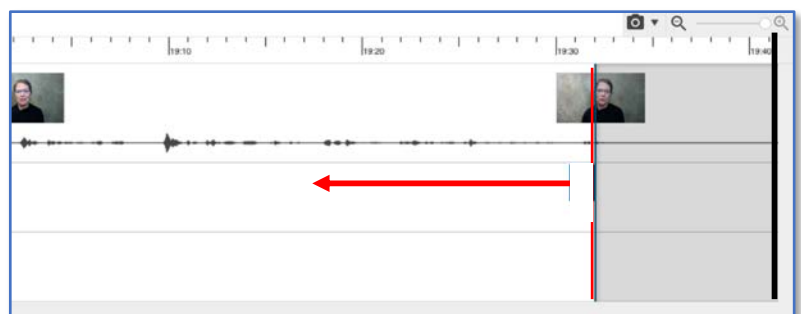


2. **Click** on the timeline at the point where you want to **begin** this cut.



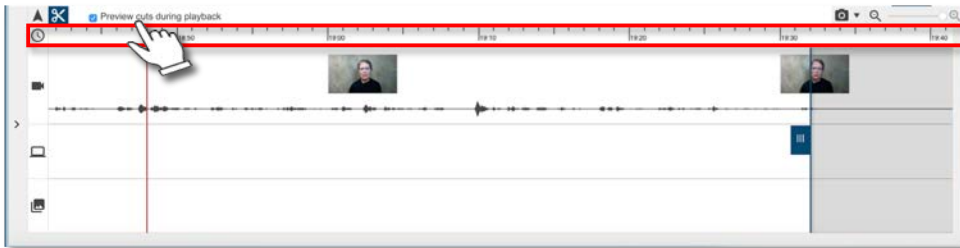
The vertical red line on the timeline displays the corresponding point on the video stream.

3. **Click and Drag** the line at the edge, from **right to left** and stop at the red line for a precise cut. The video will now end at the red line marker.



To trim **in-between** the video :

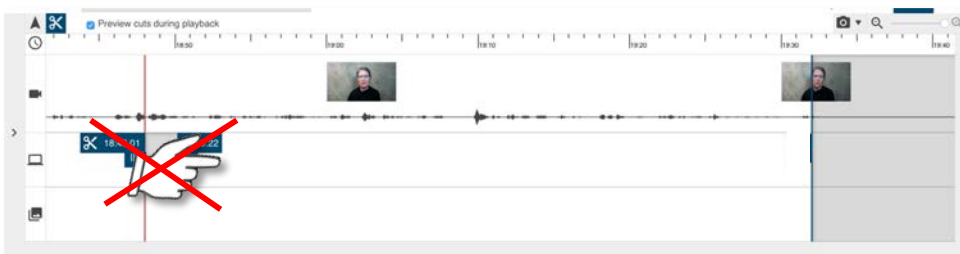
1. **Scroll** to the desired point, and **click** on the **timeline** at the point where you want to **begin** the cut.



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.



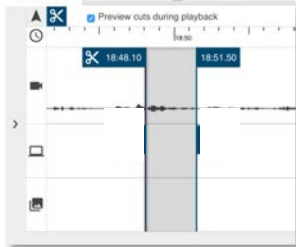
3. **From cursor position in #2 above, click & drag** the from **left** or **right** to add or subtract from the cut.



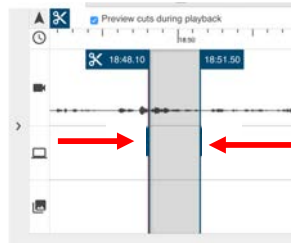
To **delete** an in-between edit:

1. **Drag** one of the edges inward so that the line meet until edit disappears..

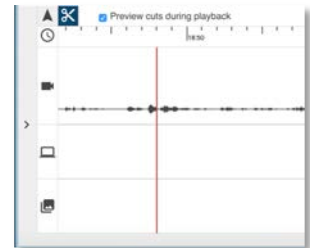
Original edit



Deleting the edit

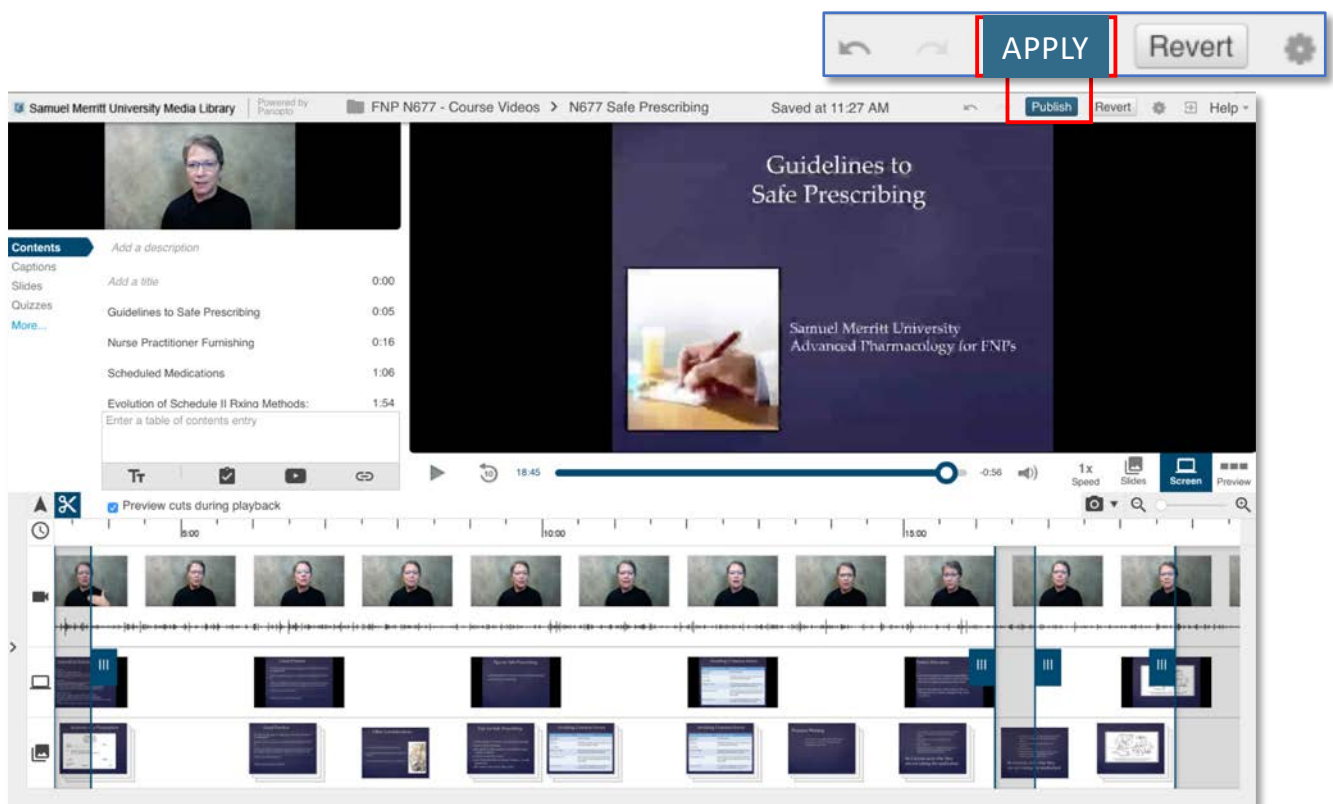


Edit deleted



APPLY the video to save your **edits**.

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



When you click “Apply”, the video will be re-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.