

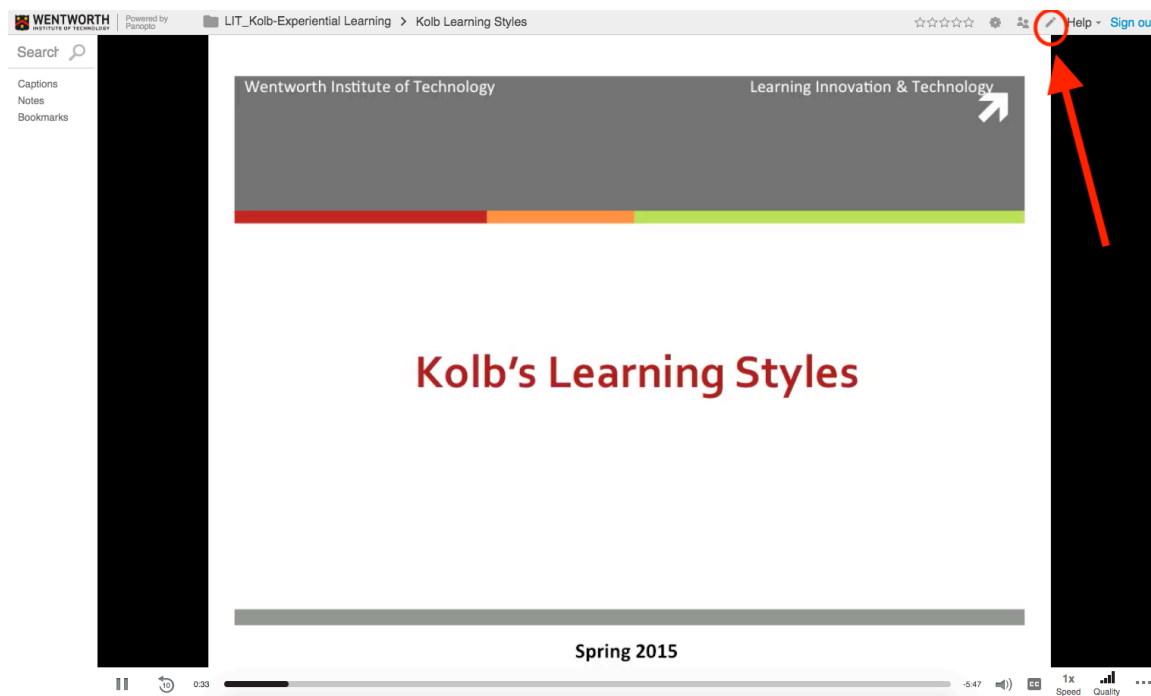
## Basic Editing in Panopto: Cuts

In this document, we will demonstrate the basic editing features in Panopto after you create a video, specifically how to cut a video.

### Basic Editing: Cuts

#### Step 1:

Access your video and click the edit button that looks like a pencil in the upper right-hand corner of the screen:

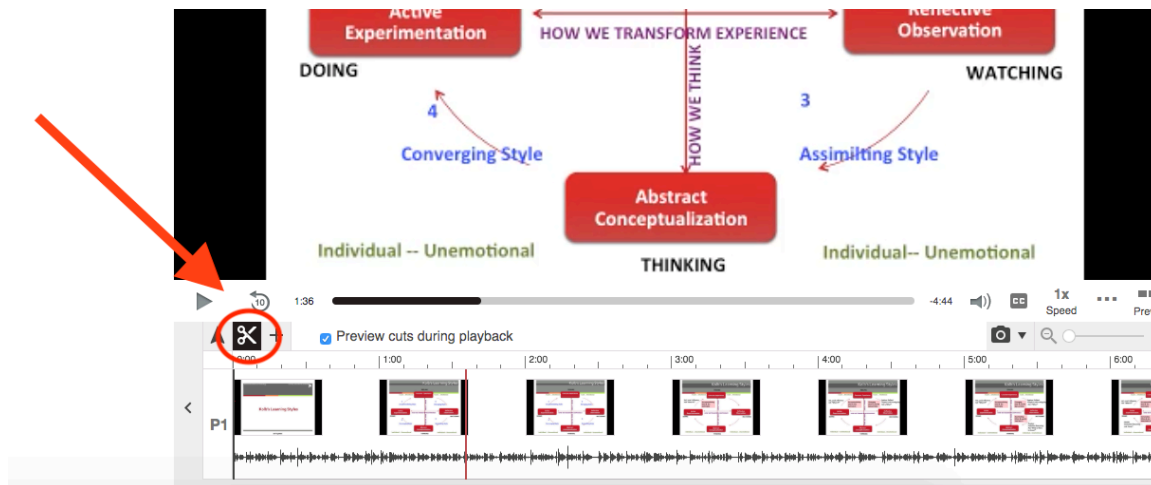


#### Step 2:

Once in Edit mode, you are able to use the features such as clipping, adding a clip, adding a quiz, etc.

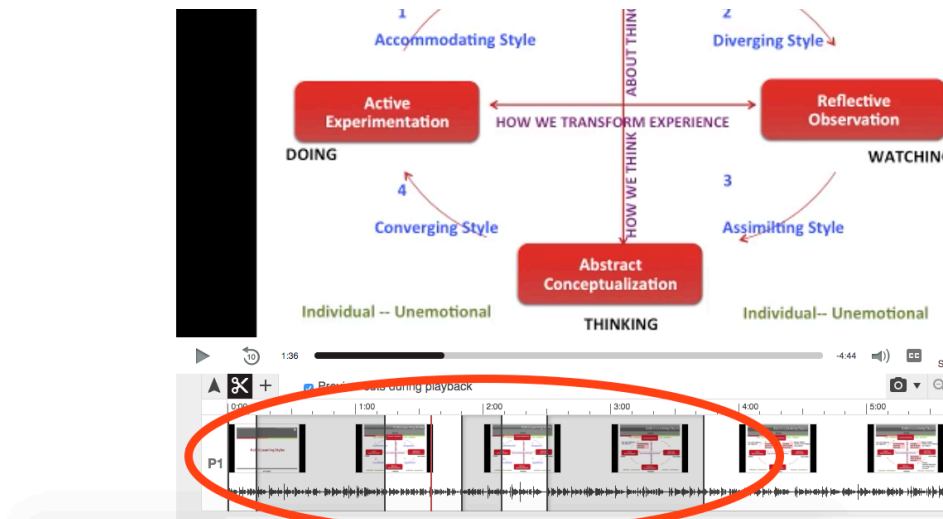
### Step 3:

To cut a video, click the scissors icon above the video timeline:



### Step 4:

Once these scissors are highlighted, you can move your cursor/red playhead line to any time in the timeline. Click and drag over the area you want to cut out of the video: (you can make multiple cuts)

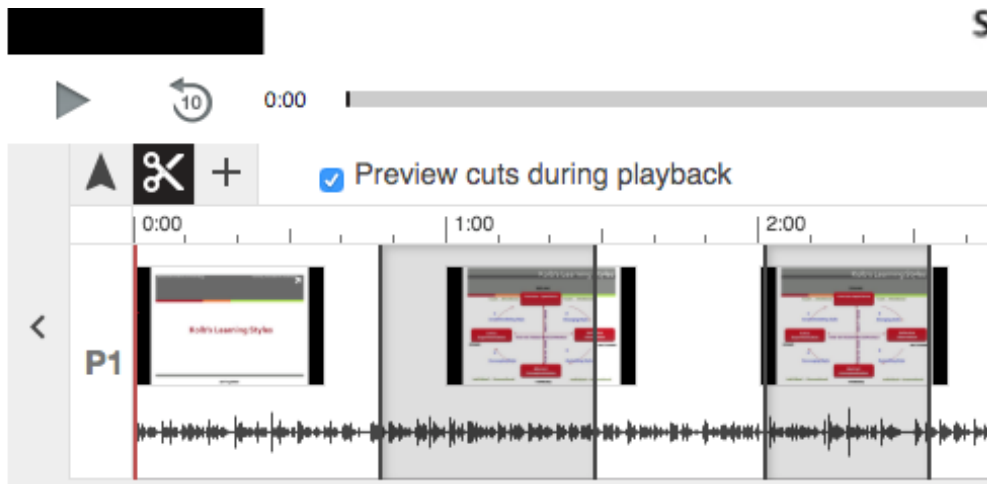
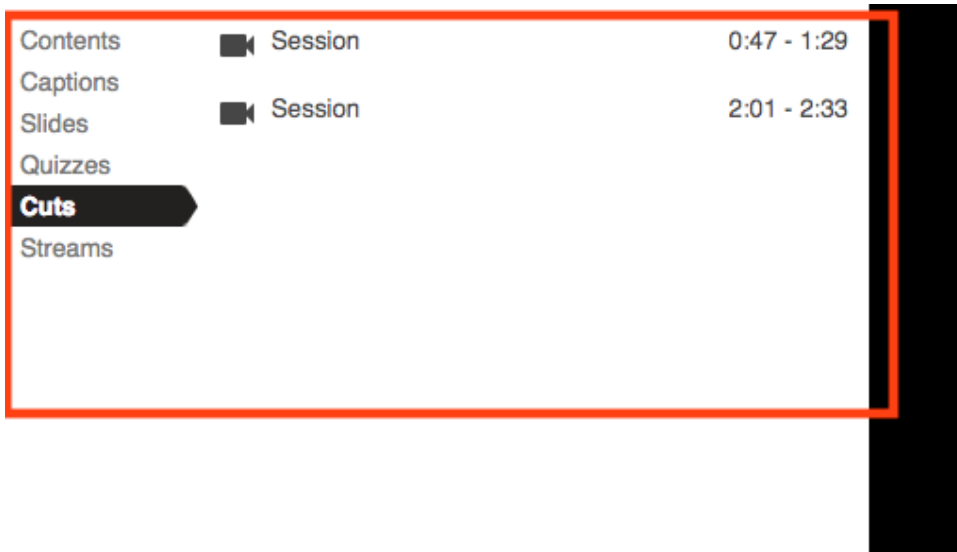


The areas in dark grey will no longer be a part of the video on playback. You can click the play button to preview these edits.

**Cuts are useful for mistakes, such as a phone ringing in the background, or for material you no longer want in the video. You can also trim the beginning and end.**

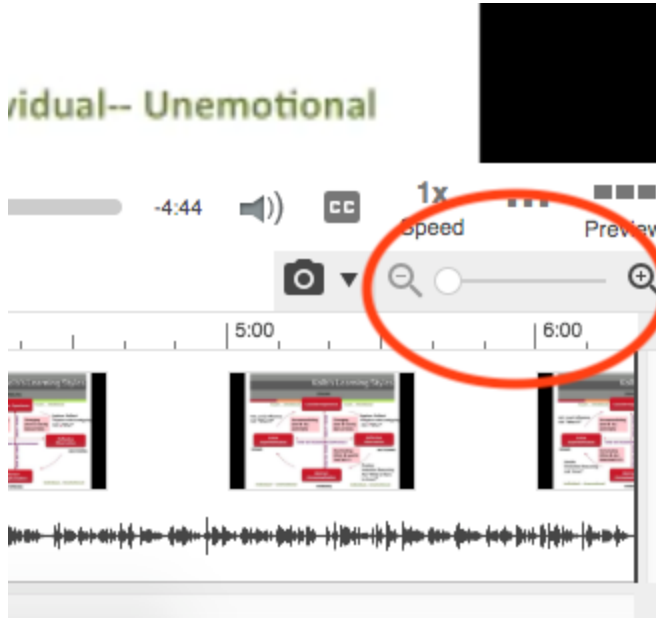
**Step 5:**

The cuts you make are automatically tagged in the “Cuts” tab on the left hand navigation bar with the timecode they appear in. You can name these cuts.



### Step 6:

Depending on your video length, you have the option to zoom in or out of the timeline, located above the timeline on the right:



### Step 7:

The “+” icon allows you to add other elements to the video, as covered in other tip sheets such as YouTube videos, other Panopto video clips you’ve created, quizzes, etc:



**Step 8:**

When finished with all of your edits, hit “Publish” to save all your work. Hit “Revert” to undo any changes you have made during the session:

