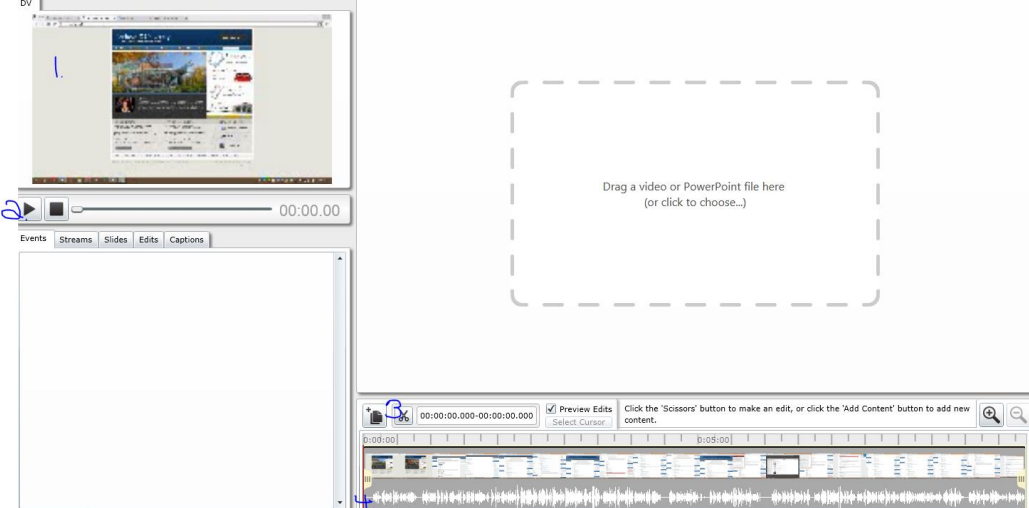


# Quick Reference Guide: Panopto Editing

|   |   |
|---|---|
| <p>□ <b>What is Panopto</b></p>   | <p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• Is a media recording and storage software</li> </ul>  |
| <p>□ <b>How do I open videos that were recorded in Panopto to edit them</b></p> | <p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://andrews.hosted.panopto.com">https://andrews.hosted.panopto.com</a></li> <li>2. Click on All Folders</li> <li>3. In the search all folders, put in the name of the folder/course</li> <li>4. Put the cursor over the video and the editing option will show</li> <li>5. Click on edit</li> <li>6. This will open the video in the editing mode</li> </ol>   |
| <p>□ <b>How do I edit the video</b></p>   | <div style="display: flex; justify-content: space-around; align-items: flex-start;">  <div style="border: 1px dashed gray; padding: 20px; text-align: center; width: 300px;"> <p>Drag a video or PowerPoint file here<br/>(or click to choose...)</p> </div> </div> <ol style="list-style-type: none"> <li>1. This is the preview of the recording</li> <li>2. Click the arrow to see and hear the recording</li> <li>3. Click on the scissors to edit out unneeded information in the recording – click on the scissors, click into the audio line where you want to delete and drag it to where you want it to end</li> <li>4. This is the audio link</li> <li>5. Click save when done</li> </ol> |

For questions and assistance, please contact [dlit@andrews.edu](mailto:dlit@andrews.edu) or 269-471-3960.