

## Overview

The Mediasite Web-editor is a useful tool for editing videos you have uploaded to My Mediasite or videos you have created with the Mediasite Desktop recorder (MDR). The Mediasite Web-editor is a non-destructive linear editor which means any changes can be reverted but you cannot add more video/audio to an existing presentation.

This guide explains basic editing including 'top and tailing' a recording and adjusting fade-in and fade-out effects for your recordings. The guide also covers more advanced editing techniques including 'cutting' segments out of the video, slide editing and inserting chapters.

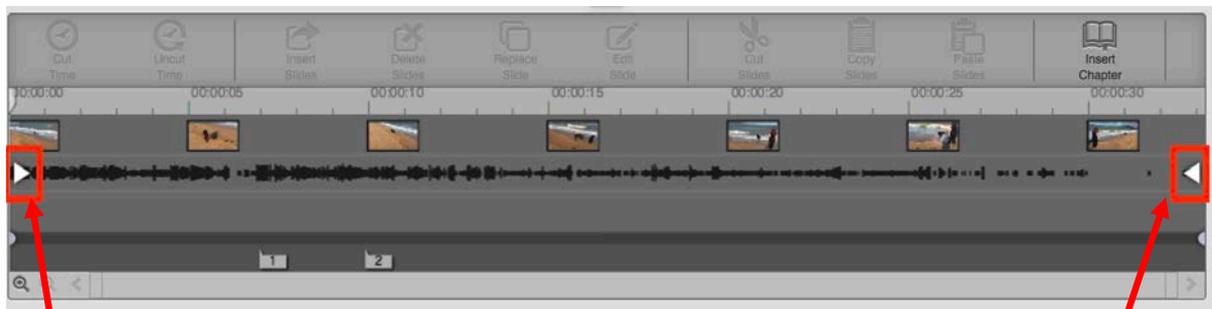


The Mediasite Web-editor requires a web browser that supports the [Silverlight plugin](#). We strongly recommend you use either Firefox or Chrome with the Silverlight plugin enabled. You can get Silverlight [here](#).

## Top and Tailing

Topping and tailing a video allows you to set a **start** and **end** point for your video.

Once in the web-editor, locate the white triangles on the left and right of your video timeline. These represent your current **start and end points**.

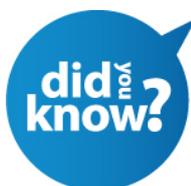


**Start point**

**End point**

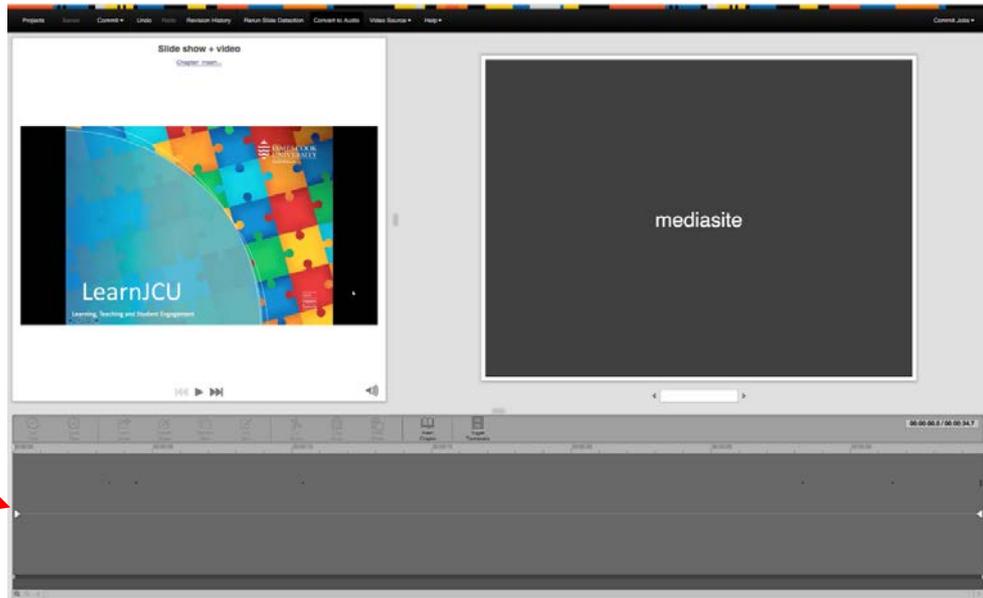
To edit the start point of your video click and drag the left triangle symbol in the timeline to where you would like your video to start.

This creates a 'cut' and video/slides/audio in the black area will now not be delivered to the viewer after the edits are committed.



You can find a short instructional video that shows this top and tail process on [jcu.edu.au/learn](http://jcu.edu.au/learn)

Click and drag the **Triangle** to where you want the video to start



The area behind the starting point is now **cut** and won't be shown



You can add a **fade** to your cut by clicking and dragging the **circle symbol** backwards into the cut area.

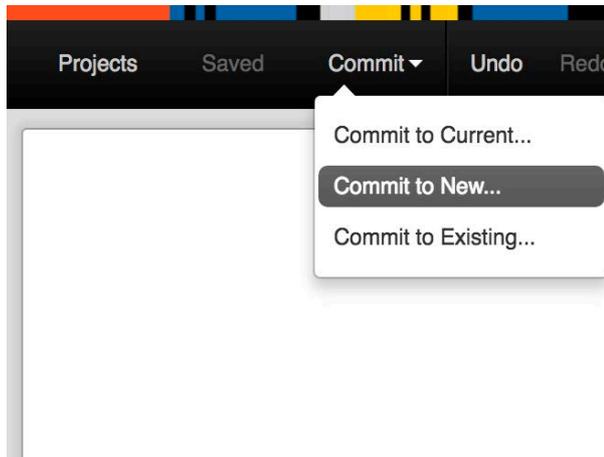
Click and drag the **Circle** back into the cut area to create a fade



To edit the **end point** of your video click and drag the **right triangle symbol** in the timeline to the **left** to indicate where you would like your video to end. Add a fade if you like.

Now that you have made your edits you need to **save** them, in Mediasite this is done by **Committing** your edits.

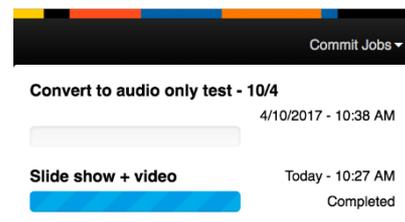
From the **Commit** pulldown at the top select **Commit to Current**. (Note you can always restore to the original version by selecting the **Revision History** tab, restore to original)



**Additional options include:**  
**Commit to New** - this option will save changes into a new presentation but retain the original presentation unedited.

**Commit to Existing** - this will ask you to choose another presentation to overwrite with your edits.

Once you choose **Commit**, your edits will begin processing. You can monitor the progress of your commits in the right hand side under the **Commit Jobs** tab

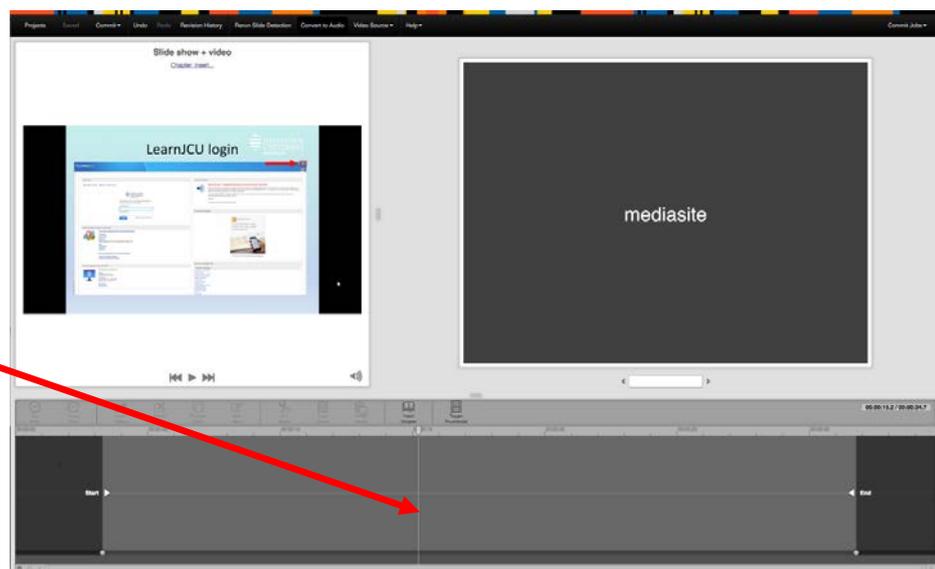


## Advanced editing – cutting segments from your video

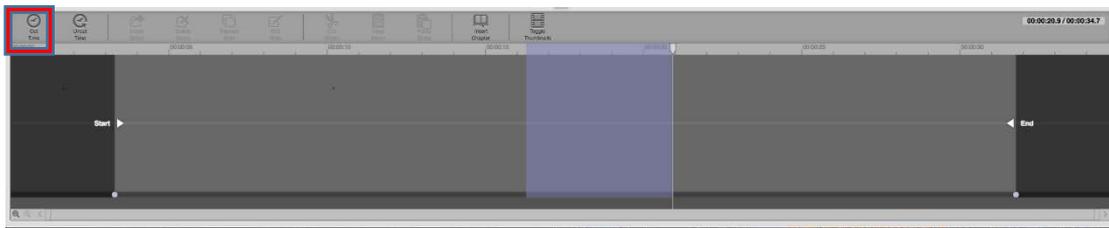
If you wish to also remove any unwanted sections from the middle of your video use the **Cut time** option in the web-editor.

1. Click in the timeline to move the **Play head** to where you want to **start** your cut.

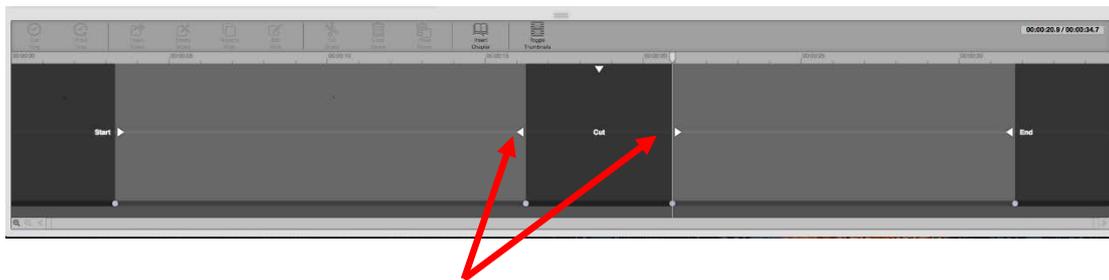
Click in the timeline to move the **Play head** to where you want to start your cut.



2. Click and drag to highlight the area you want to **Cut**.
3. Once highlighted click the **Cut Time** icon (circled)



Now you have created a cut. This can be adjusted by dragging the **Triangle Symbols** and fades can also be added.



Use Drag the triangle symbols to adjust the start and end point of your cut.

If you wish to remove any cuts that you have made, click and highlight the cut in the timeline. Then click the **Uncut time** icon to remove the cut.

4. From the **Commit** pulldown at the top select one of the **Commit** options. This time you may wish to **Commit to Current** to ensure all your edits are saved to the same file.

## Advanced editing – Editing your slides

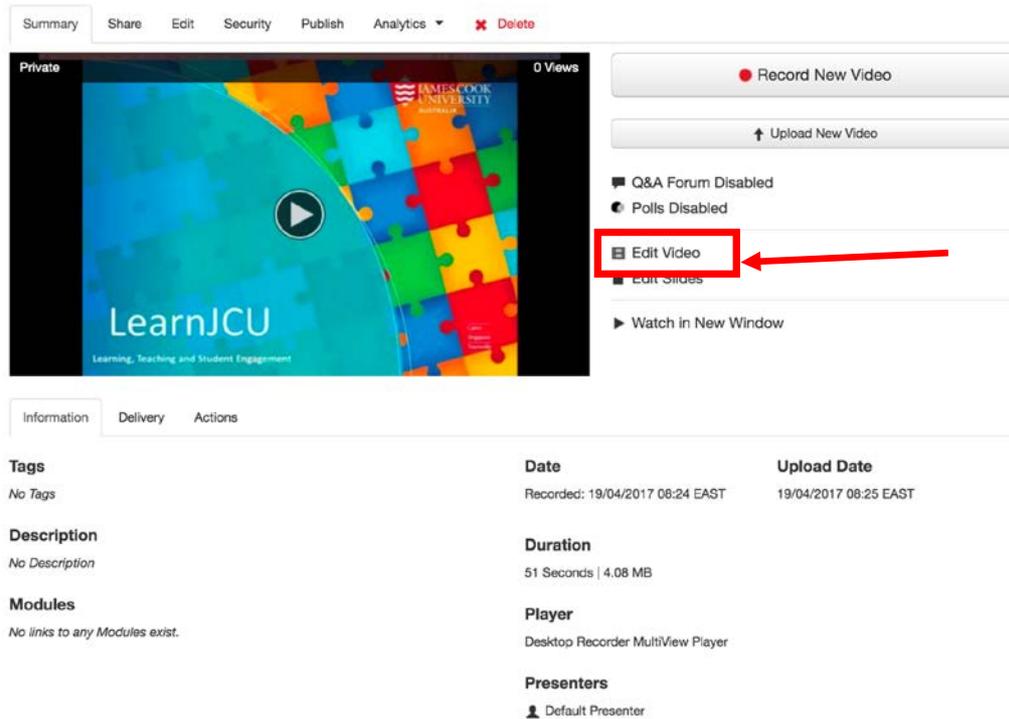
When recording a PowerPoint presentation with the Mediasite Desktop Recorder (MDR) you will usually choose the **Slide show + Audio** or **Slide show + Video** recording options. These recording options allow slides to be captured as high resolution images which can be managed post-recording using the Mediasite web-editor.

From the web-editor timeline, you can add, remove, or replace a presentation's slides as well as update the title and description. Slides can also be moved along the timeline to adjust their timing in the presentation.

To manage your slides:

1. In your **My Mediasite** dashboard, click on the name of the presentation you wish to edit. This will open the Presentation **Summary** page.
2. Click the **Edit Video** link on the right (circled). This will open the Mediasite Web-editor in a new tab.

## Slides + Audio



Summary Share Edit Security Publish Analytics Delete

Private 0 Views

Record New Video

Upload New Video

Q&A Forum Disabled

Polls Disabled

**Edit Video**

Edit Slides

Watch in New Window

Information Delivery Actions

**Tags**  
No Tags

**Date**  
Recorded: 19/04/2017 08:24 EAST  
Upload Date: 19/04/2017 08:25 EAST

**Description**  
No Description

**Modules**  
No links to any Modules exist.

**Duration**  
51 Seconds | 4.08 MB

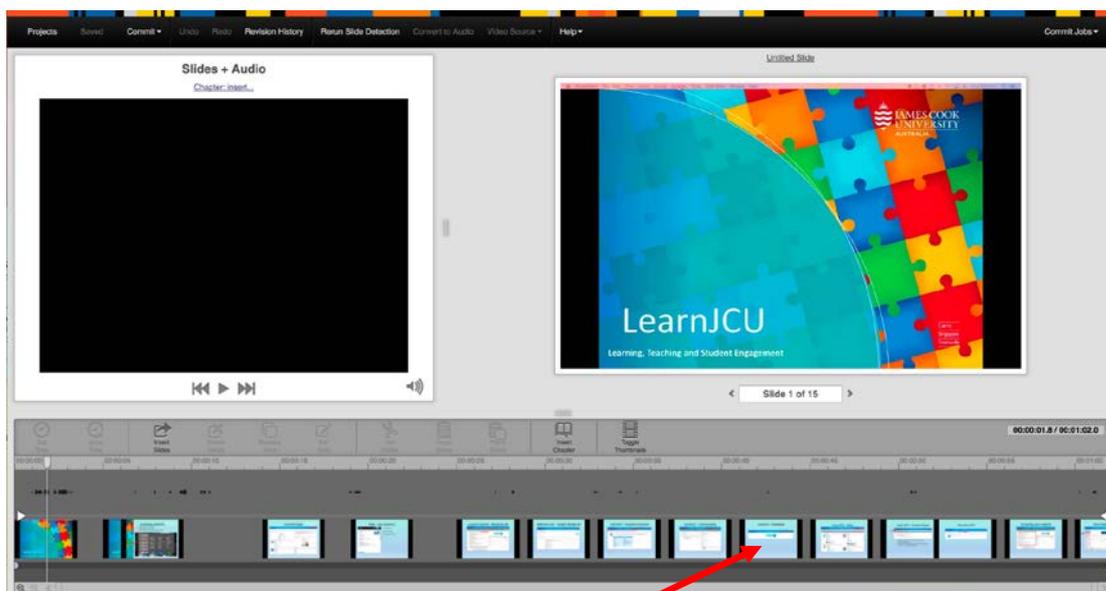
**Player**  
Desktop Recorder MultiView Player

**Presenters**  
Default Presenter



Recording using **Slide capture** can produce an excessive number of slides if your presentation contains embedded media or movement on screen. You can minimise this issue by removing animation and transition effects from your slides and linking to media rather than embedding it in your presentation. You also have the option to **re-run the slide detection** (see p.12)

Editable slides appear below the audio track. Slides that appear above the audio track are part of the video portion of the presentation and are not editable.



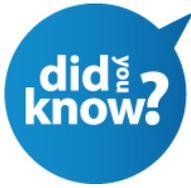
Projects Saved Control Undo Redo Revision History Plan Slide Detection Comment to Audio Video Source Help Control Jobs

Slides + Audio  
Unlinked Slide

Slide 1 of 15

00:00:01.8 / 00:01:02.0

Click on a slide within the timeline to select it



To select multiple slides at once, press the **Shift** key and click two slides successively to select a range of slides that includes the two slides selected and the ones in between. You can also press the **Ctrl** key and click individual slides successively to select multiple slides

The slide editing options can be found along the top of the timeline (Circled). These options become available when selecting a slide or clicking within the timeline

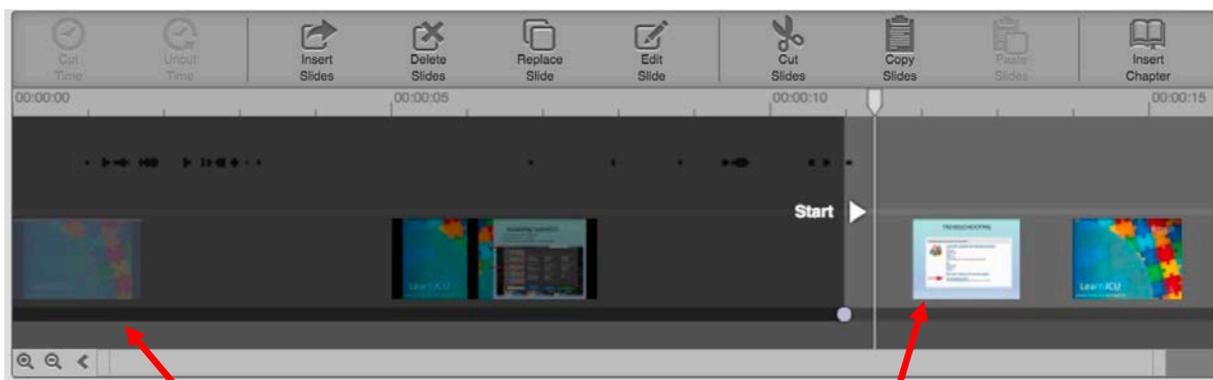


### Moving slides

Occasionally when cutting sections out of a presentation you may find that you need to move a slide out of the cut area so that it is visible in the presentation. This can be done by clicking and dragging the slide you wish to move along the timeline.

1. Select one or more slides.
2. Click and drag the selected slide(s) to a new position within your timeline

In this example the title slide has been dragged from the cut area (on the left) to the starting point of the presentation (on the right) so that it becomes visible.



A slide in the cut area is not displayed.

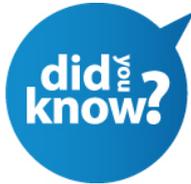
The slide now appears at the start of the presentation as the title slide.

3. Click **Undo** or **Redo** to undo changes if needed. Once you finish your edits, click **Commit**.

## Add new slides

You might add slides to introduce a new section of the presentation or you might want to add additional visuals to clarify a portion of the presentation.

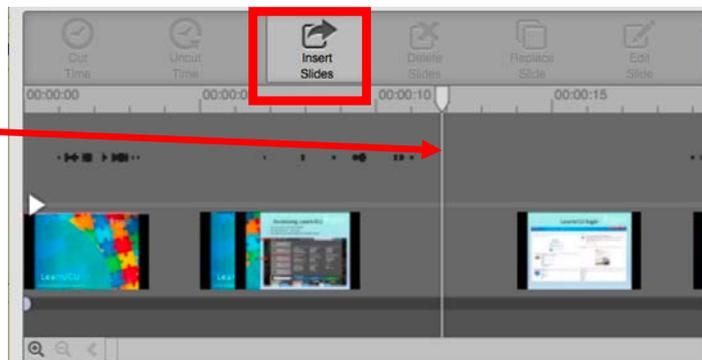
To add new slides, you upload image files (JPG or PNG) to your presentation.



An easy way to add an additional slide is to create the new slide in PowerPoint then use File > **Export** to save the individual slide as a JPG or PNG file. Once exported you can then **Insert the slides** into your presentation.

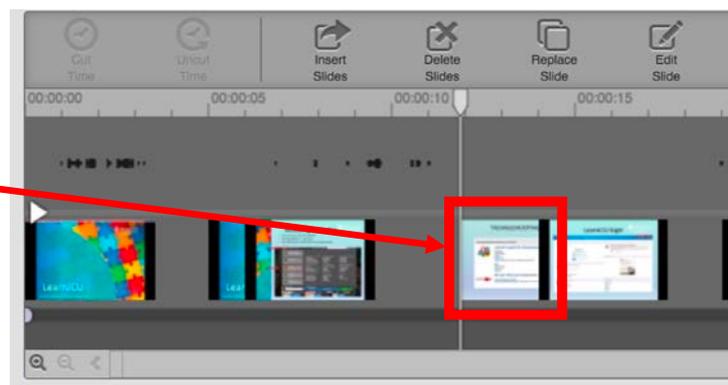
1. On the timeline, drag the play head to the point where you would like to insert the new slide then pause the video
2. Click the **Insert Slides** icon

Move the play head to the point where you want to insert your slide then click **Insert slides**



3. Navigate to your image file, select it, then click the **Open** button. The image that you have selected will be inserted in front of the play head on the timeline

The image will be inserted in front of the play head

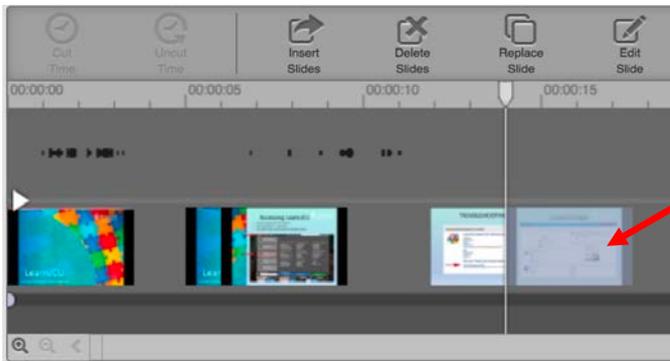


4. Click **Undo** or **Redo** to undo changes if needed. Once you finish your edits, click **Commit**.

## Replace slides

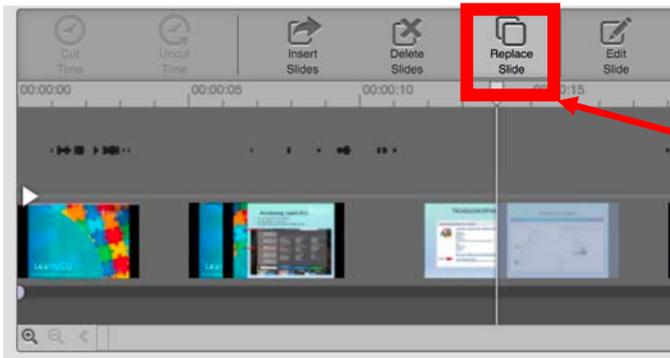
You might wish to replace slides if they contained an error or seemed confusing to your viewers. Your replacement slides must also be uploaded as image files (JPG or PNG)

1. On the timeline, click the slide you would like to replace.



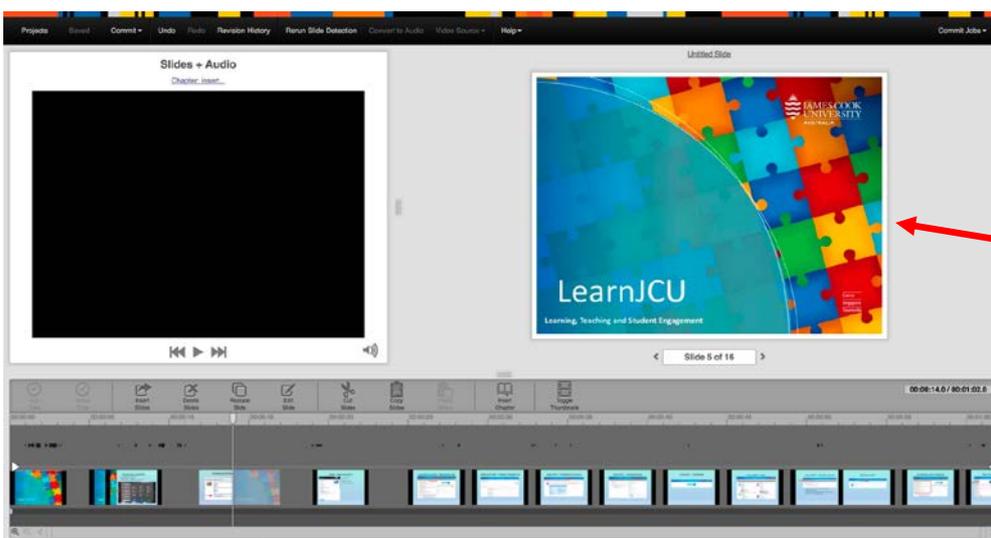
Click the slide you want to replace to highlight it.

2. Click the **Replace Slide** icon (circled). The Browse window opens.



Click the **Replace Slide** icon then browse for your image file

3. Find the image (JPG or PNG) you would like to use instead of your slide, select the file, and click **Open** to replace the selected slide in the timeline.



The replaced slide is now visible in the slide/video preview area

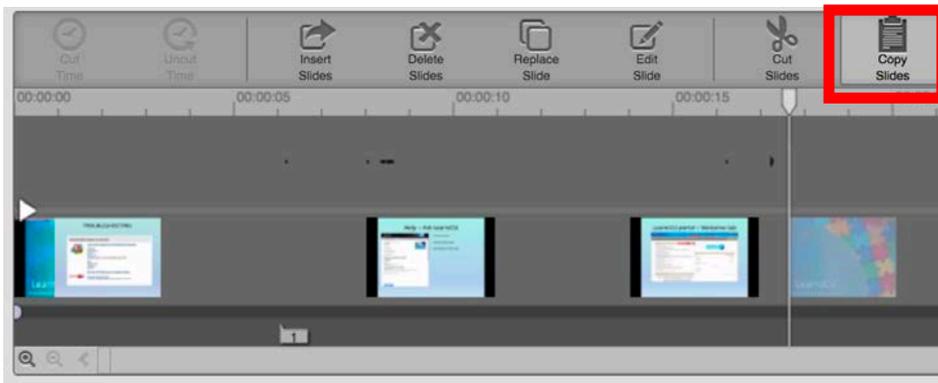
The slide has now been replaced in the timeline.

4. Click **Undo** or **Redo** to undo changes if needed. Once you finish your edits, click **Commit**.

## Copy and paste slides

You can rearrange and insert slides into your presentation by copying and pasting from the timeline.

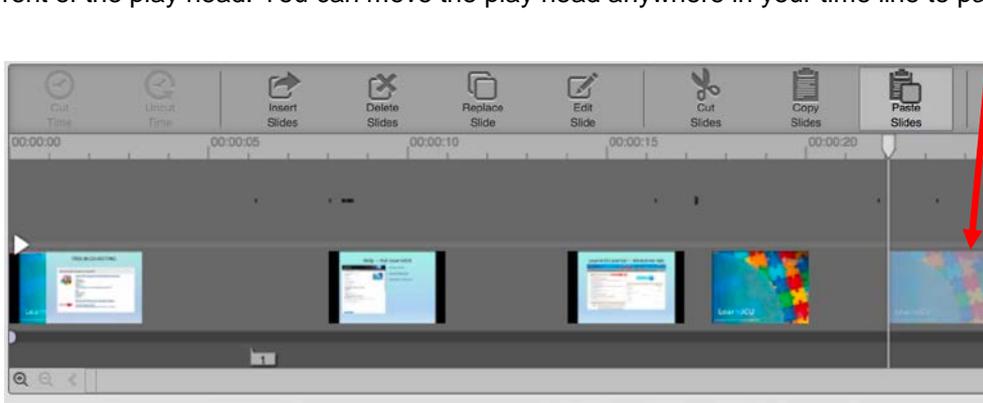
1. On the timeline, click the slide you would like to copy then click the **Copy Slides** icon



2. Move the play head to where you want to Paste your copied slide and then click the **Paste Slides** icon



Once you have selected **Paste Slides**, a copy of the original slide is now present in the timeline in front of the play head. You can move the play head anywhere in your time line to paste copied slides

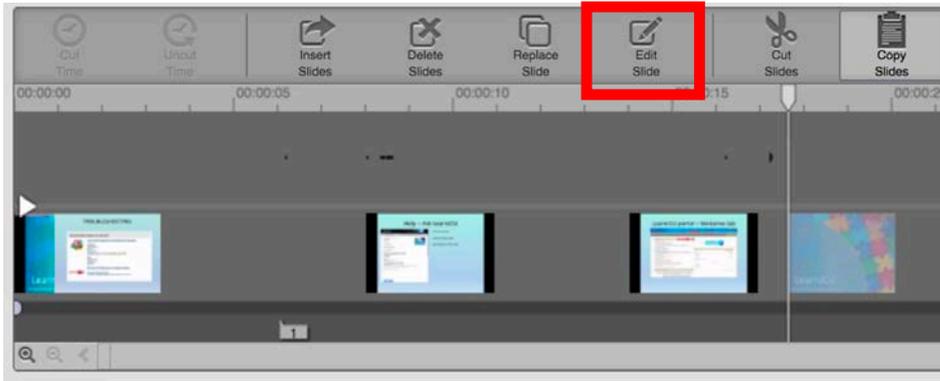


3. Click **Undo** or **Redo** to undo changes if needed. Once you finish your edits, click **Commit**.

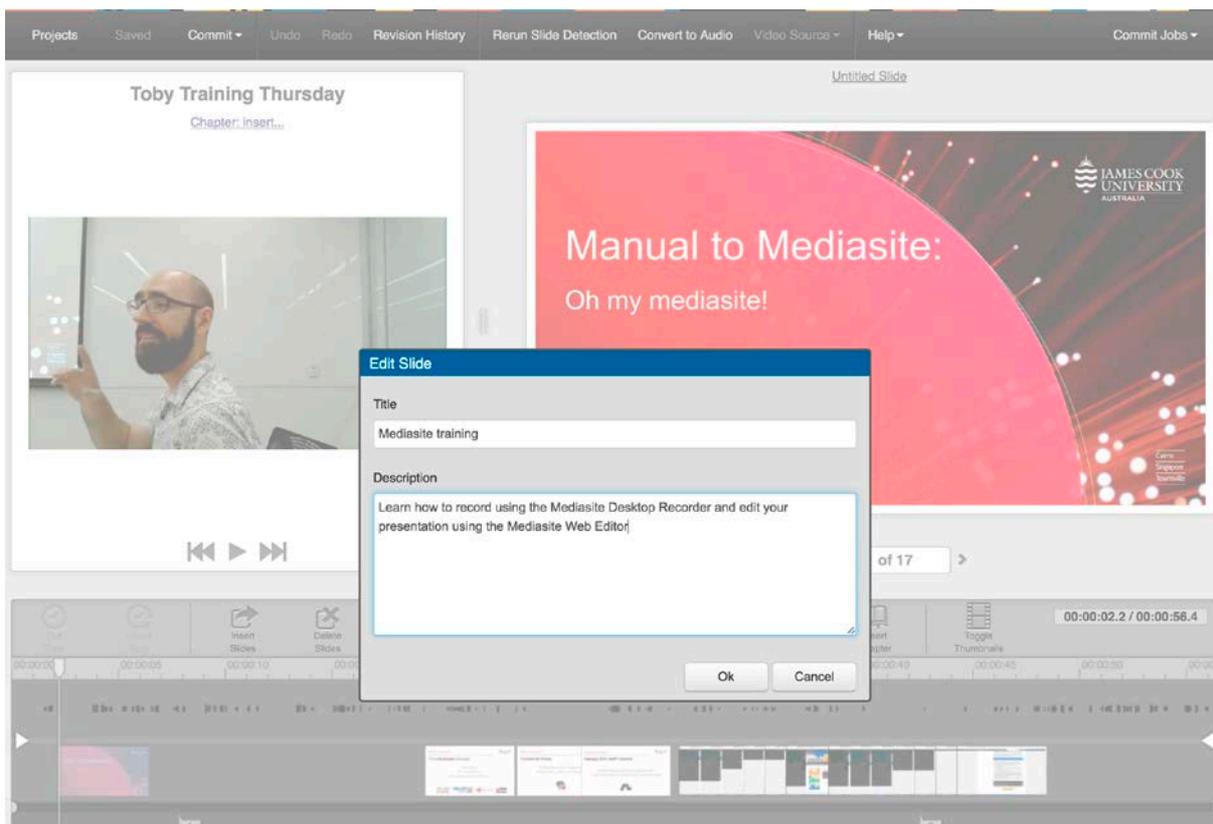
## Add slide titles and descriptions

The accessibility of slides can be improved adding titles and descriptions that can be read by screen readers.

1. On the timeline, click the slide you to which you would like to add a title and description then click the Edit Slide icon.



2. In the pop-up window, enter a **title** and **description** for your slide then click the **OK** button.



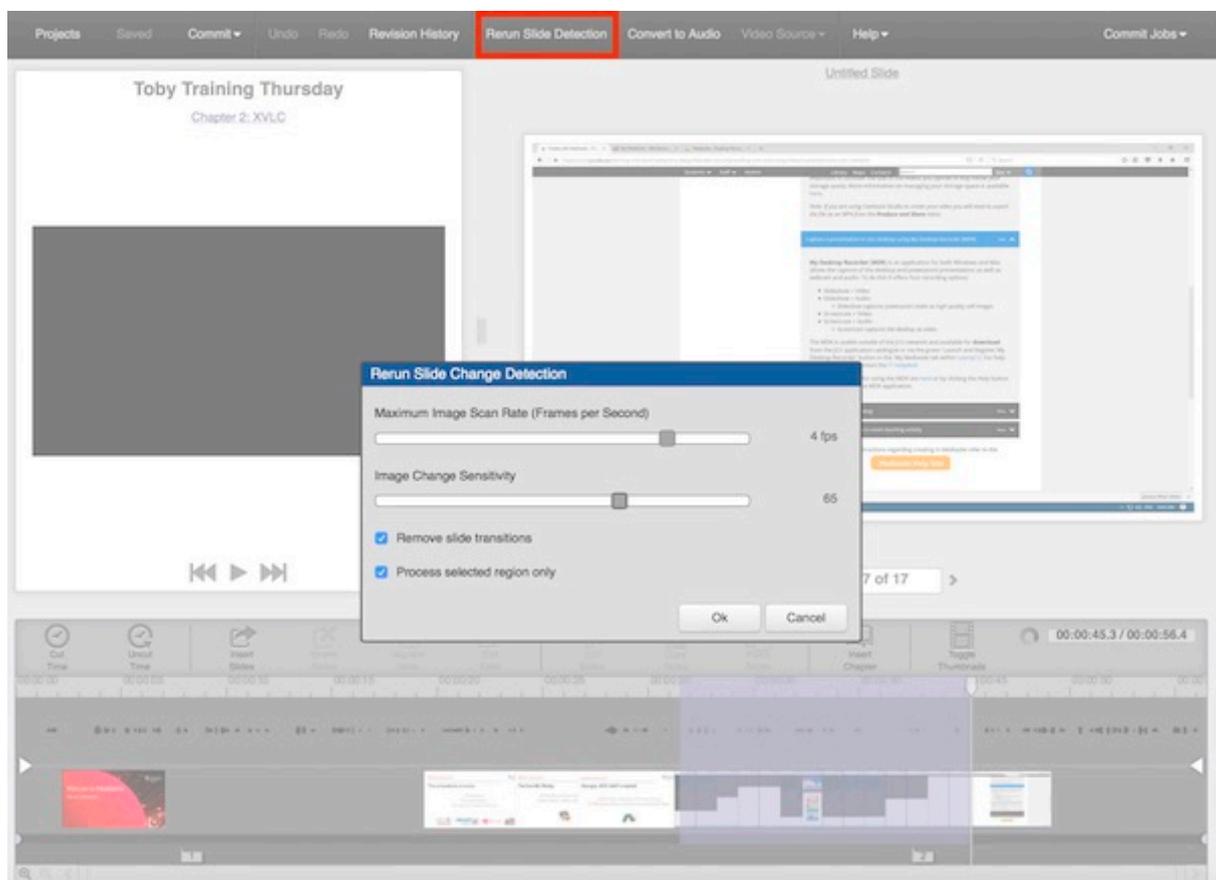
3. Click **Undo** or **Redo** to undo changes if needed. Once you finish your edits, click **Commit**.

## Advanced editing – Re-run slide detection

Recording using **Slide capture** can produce an excessive number of slides if your presentation contains embedded media or movement on screen. In some cases, thousands of slides may be produced if slide detection sensitivity is set too high. You alter the sensitivity threshold by **re-running slide detection** on your presentation.

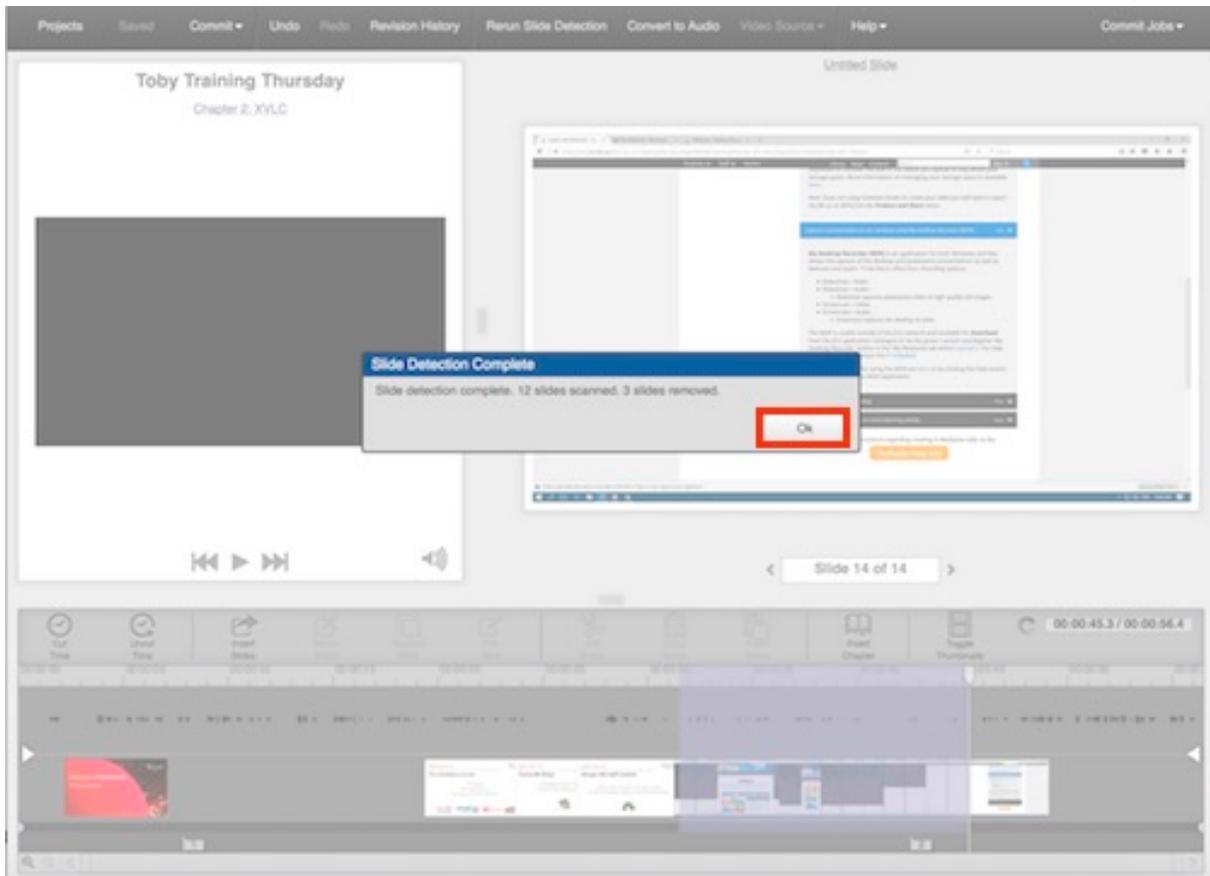
To re-run slide detection:

1. In your **My Mediasite** dashboard, click on the name of the presentation you wish to access. This will open the Presentation **Summary** page.
2. Click the **Edit Video** link on the right. This will open the Mediasite Web-editor in a new tab.
3. From the menu at the top of the Mediasite Editor, click **Re-run Slide Detection** (circled). A pop-up appears.



4. Using the sliders, adjust the scan rate and image sensitivity (Lower sensitivity will detect fewer changes so will reduce the number of slides).
5. Click the **Remove slide transitions** checkbox to further reduce the number of replicated slides.
6. To run the slide change detection for only a portion of the presentation, select the presentation area by clicking and dragging across the timeline, then click the **Process selected region only** checkbox.

- Click **OK** to run the process. A pop-up will display the results of how many slides have been removed
- Click the **OK** button on the pop-up to complete the process



- Once you finish your edits, click **Commit**.

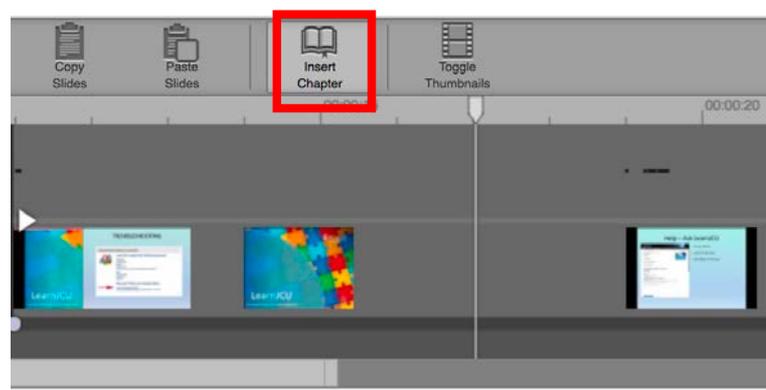
### Advanced editing – Inserting chapters

Chapters are markers within a presentation that allow viewers to quickly navigate to different points within a presentation. This option is useful for long presentations where there are different topics covered. Chapters appear in the Player's slide area and include a title and the time the chapter appears in the presentation.

#### To add a chapter:

- Click the spot in the timeline that you would like to add the chapter.
- Click the **Insert Chapter** icon on the editor toolbar (circled)

The Insert Chapter pop-up will be displayed



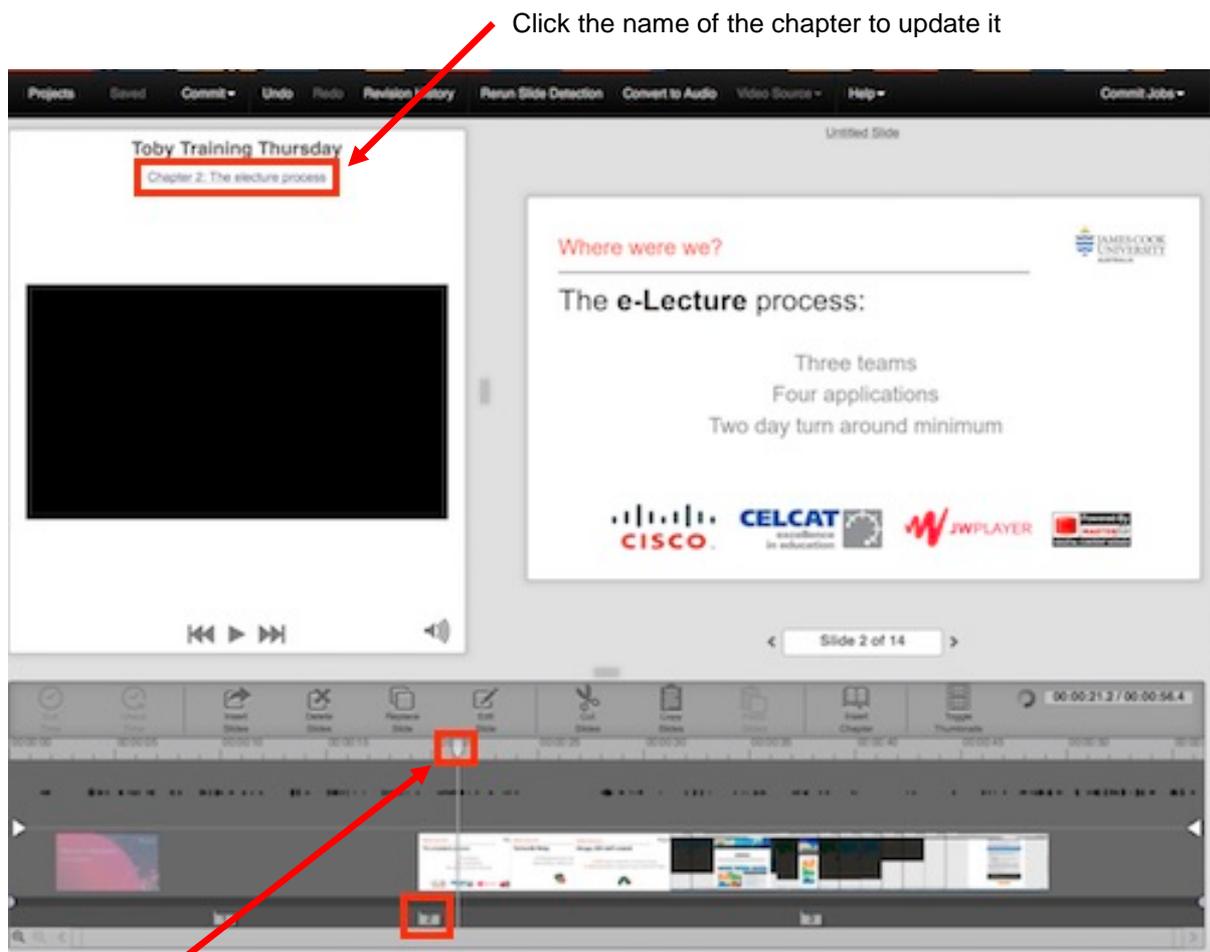
3. In the title field, type in a **name** for your Chapter marker then click the **OK** button



If you need to adjust a chapter marker you can update its location on the timeline

### To update a chapter:

1. Click and drag the chapter marker to a different location on the timeline
2. Click and drag the play head to a position just after the chapter marker
3. Click the name of the chapter above the video, type a new name and click OK.



Drag the play head to the right of the chapter marker

Drag the chapter marker to a new location