

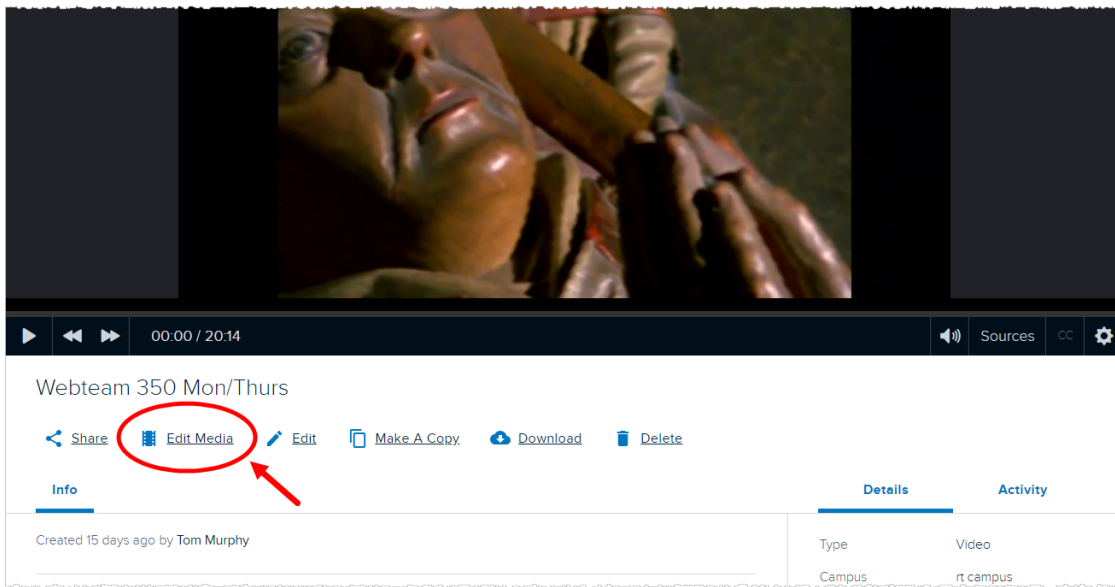
Editing Video in Echo360

Echo360 provides a basic video editing function, allowing you to make cuts and trims to video content as needed. In addition, you can make changes and save them to the original video, or you can make changes and Save As.

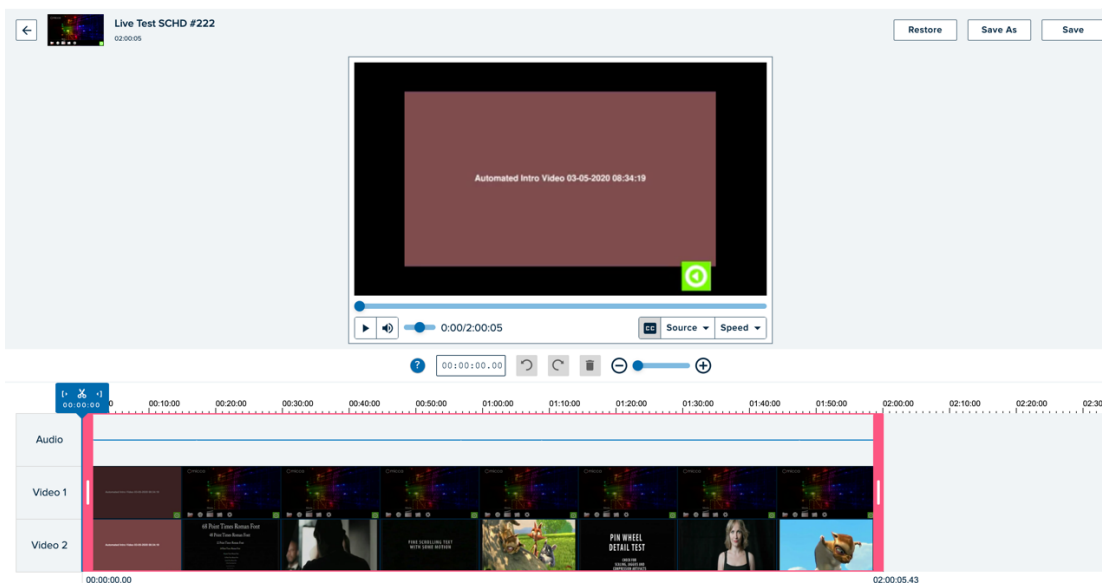
Save As creates a copy of the video with the changes you made. The user performing the Save As function also becomes the owner of the edited copy of the video.

To edit a video

- Click on a Video tile in your Echo Library page to open the Content Details page.
- Click the Edit Media option located below the preview panel.



The video opens in the editor window.



Editing a video consists of the following basics (editing functionality is described in detail below):

- Use the **playback** controls to find specific locations to mark.
- **Zoom in/out** for a more precise view of the video.
- Use the **Top** and **Tail** buttons to trim the ends of the video.
- Use the **Cut** button to mark the location of the playhead.
- Select a segment between cut marks (or between one end of the video and a cut mark), and use the **Delete** button to make that cut to the video.
- Use the **Trim Handles** to edit segments of the video.
- **Undo/Redo** to revert or restore edits.

Use the buttons across the top to complete your editing and process the video with your changes. These buttons apply to the video as a whole and work as follows:

- **RESTORE** - Reverts all changes ever made to the video and restores the original video file. This option is only active if you open a video that had previous edits applied to it.
- **SAVE** - Applies the changes you've made to this video. These changes are reflected in the playback bar on the editing screen.
- **SAVE AS** - Creates a COPY of the video based on your edits. In addition, you are now the owner of the edited copy, regardless of whether you were the owner of the original video or not. You also have the option to save a course copy which allows you to select a publishing location for the new video.

Using the video editing tools

The video editor allows you to trim the ends and cut segments from the video. You can review the changes to the video, playing it with the cuts in place, prior to making your changes permanent.

While editing a video, at any time, you can zoom in/out on the timeline for a more precise view of a section of video.



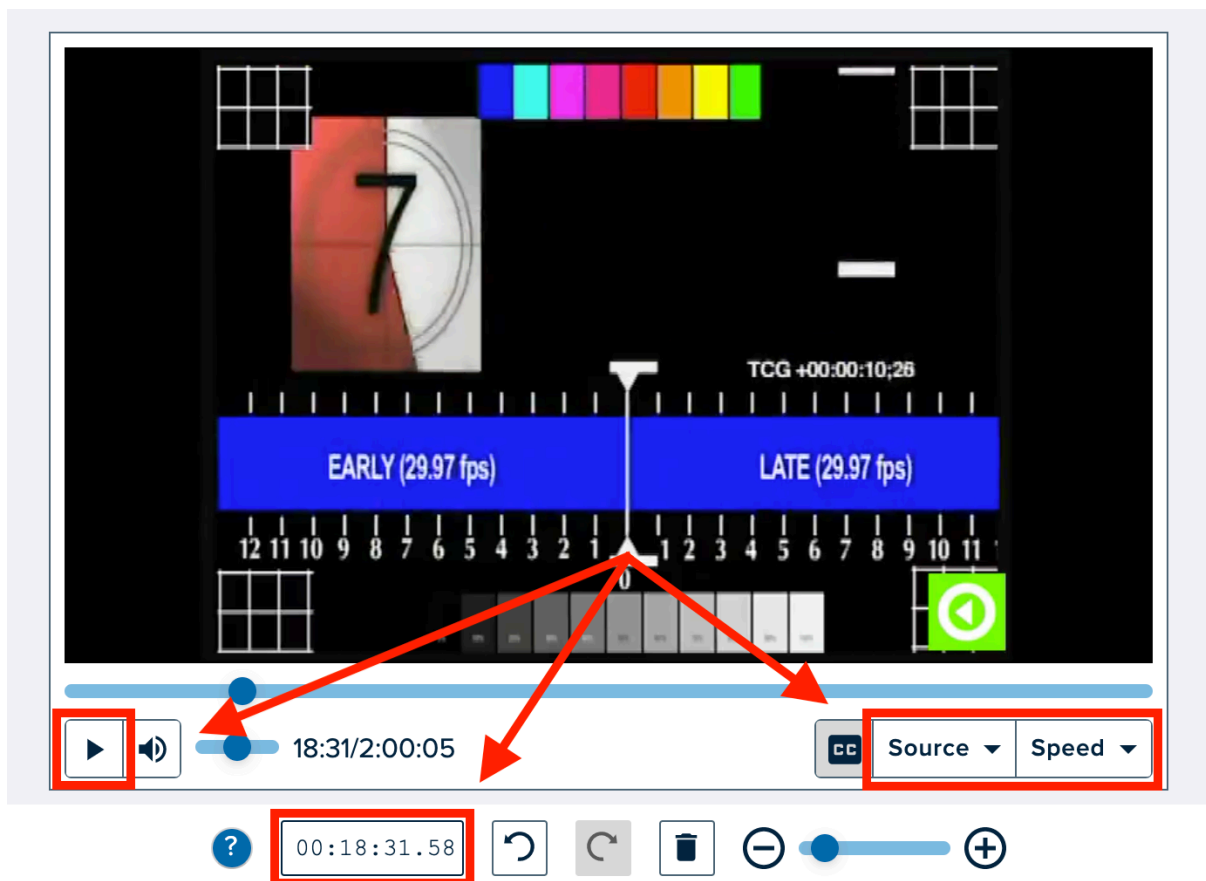
Use the Undo and Redo buttons to restore or revert changes made.



Review and Playback the video

Use the playback controls to play the recording. If you have made cuts in the recording, the playback will skip the cut areas, so you can see how the edits affect the final product.

The figure below shows the playback controls and has the current location of the playhead identified, both as the timed location, and within the playback bar itself.



- Click **play** to show the video in the editing window.
- Click **pause** to pause the playback. This lets you place the playhead in a specific location for making a cut. See Cutting segments from the video section below.
- Use the **manual entry field** to move through the video as needed.
- Use your mouse to **click** to various locations in the playbar.
- Use the **Source** and **Speed** controls to switch between video tracks and speed up/slow down playback.

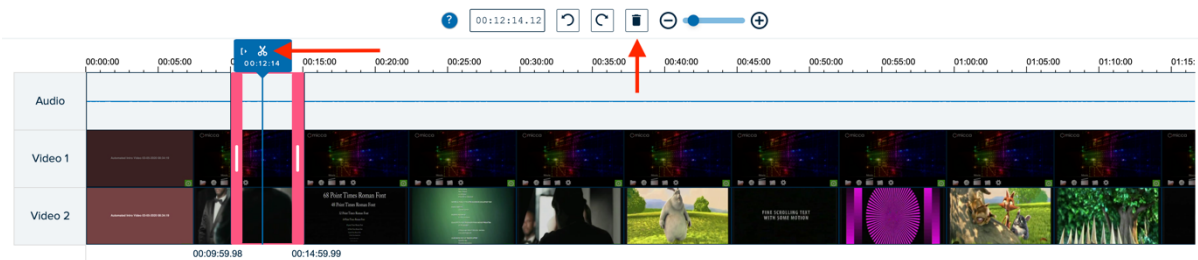
Cutting segments from the video

Cutting segments in the video editor involves identifying each end of the cut, then selecting to make the cut. All cuts are temporary until you choose to Apply your Edits by Saving.

Once the cuts are in place, you can review the edited video in the window. The playback head will skip over any cuts so you can see how the recording will look when it is published.

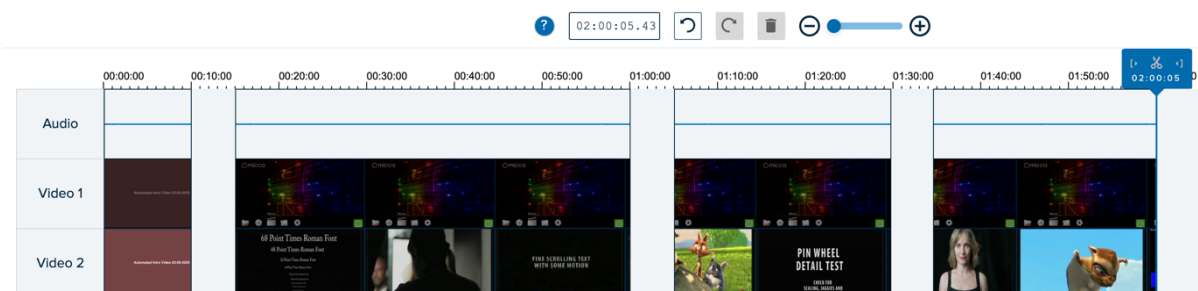
To cut a segment from the video

- Put the playhead marker at the beginning location of the segment you want to cut.
- Click MAKE CUT.
- Move the playhead marker to the end location of the segment you want to cut.
- Click MAKE CUT.
- Click into the area between the cuts to select it (yes this also moves the playhead into that area; ignore it).



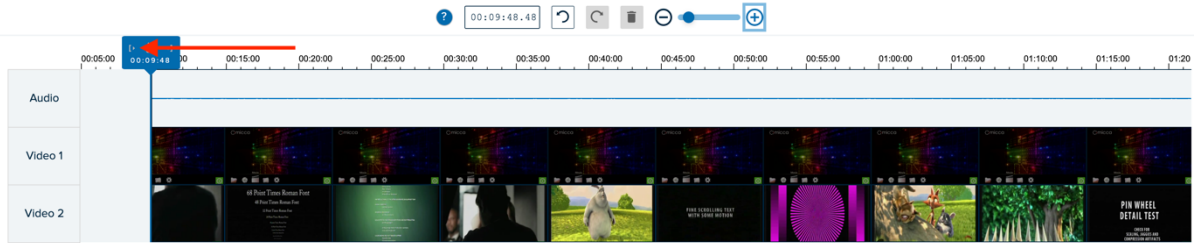
- Click DELETE to temporarily cut that segment from the video.

Repeat these steps for each segment you want to remove from the video. The below figure shows a video with multiple cut segments. Remember, these cuts are temporary until you save your changes.

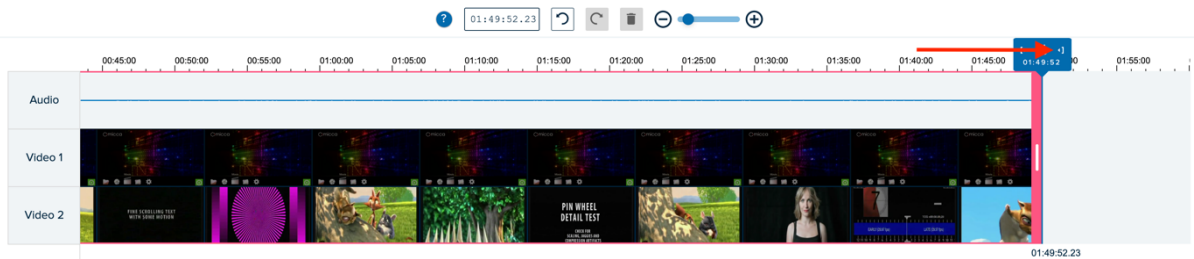


To trim the ends of the recording

- Put the playhead marker at location where you want the video to start.
- Click Top (Trim out).



- Move the playhead marker to the location where you want the video to end.
- Click Tail (Trim in).



To edit segments

- Click into a segment on the timeline.
- Click-and-Drag the trim handles on either side of the segment to change the duration.

