Using the Mediasite Web Editor

Use the Mediasite Web Editor when you wish to make edits to your recording. Using the Web Editor, you can do the following and more:

- crop and cut unwanted sections of your presentation
- fade/dissolve sections to smoothly transition from one to another
- insert chapters to make your presentation easier to navigate

When you open your presentation in the web editor, it is automatically saved as a project. A project is essentially a separate version of your recording. Multiple projects (versions) can be associated with your presentation. Each change you make to a project is automatically saved and listed in the project’s revision history.

**Once you are finished editing, you can save your project by committing (i.e. saving) your changes.** You can commit your changes to the original presentation (overwriting what you had), to a new presentation, or to another existing presentation. The original recording is never overwritten since revisions are saved. If you click on the Revisions button you’ll see all the edits you made and you can restore the recording back to the original if needed.

**Tip:** Note that the Mediasite Web Editor does not allow you to merge various presentations together, edit audio + video separately, add mouse highlights or other details or speed up or slow down playback speed.

**ACCESSING THE WEB EDITOR**

1. Login to the MyMediasite Portal.
2. Choose the presentation you would like to edit. The Summary page opens.
3. Click **Edit Video**.
**CROP & CUT**

Use the Editor timeline to cut material from within a presentation or crop from the ends of a presentation. You can use the audio track in the timeline to identify and remove pauses in your presentation.

When you crop or cut your presentation, the area becomes a dark portion of your track; it is not removed from the Project until you commit your changes. However, when you play your presentation in the Web Editor, all portions you cropped or cut will be skipped over to give you a good indication of how your presentation will appear.

All audio, video and PowerPoint slides within the area you select to crop or cut will be taken out. Be sure to modify your slides and captions as needed.

There are five key sections of the timeline you want to pay particular attention to when cutting and cropping:

1. **Timeline cursor** - Use the timeline cursor to "scrub" (e.g., select) portions of the timeline.
2. **Cut area** - The cut area is the area selected. The darker gray area will be cut, while the light gray area (if "fade" or "dissolve" is the chosen cut) will be faded or dissolved.
3. **Fade handle** - Click and drag here to change the duration of the fade / dissolve.
4. **Selection handle** - Click the selection handle (e.g., the arrow at the top of the cut) to change the cut type or to click and drag the cut on the timeline.
5. **Cut handle** - Drag the left or right arrow to change the length of the cut.
CROP YOUR PRESENTATION
Cropping your presentation allows you to change the Start or End points.

1. Click and drag the left and right arrows for a new starting (or ending) point.

2. Adjust the fade-out position using the fade handles as needed.

3. Click **Undo** or **Redo** to undo changes as needed. Once you finish your edits, click **Commit**.
CUT YOUR PRESENTATION
When you cut portions of your presentations, you remove points in the middle of the presentation. When doing so, you might choose to fade, dissolve or simply cut from one section to the next.

1. In the timeline, select a portion to cut by clicking and dragging the timeline cursor.

2. Click **Cut Time**.
3. If necessary, click the top arrow (i.e., the selection handle). A drop-down menu appears. You can specify one of three types of cuts:

![Drop-down menu with cut, fade, and dissolve options]

a. **Cut** – By clicking cut, the presentation simply skips to the end of the cut and continues the presentation.

b. **Fade** – Fades gradually darken your video from black and mutes the audio level.

c. **Dissolve** – Dissolve smoothly fades the video out and back in from one end of the cut to the other.

4. If necessary, click and drag the fade handles (i.e., the small circles at the bottom of the track) to adjust the length of the fade / dissolve.

![Image showing dissolve effect]
5. Click and drag the selection handle to move the cut to a different section of the track or click the selection handle to display the drop-down menu and change your cut option.

6. If you decide you would to keep some of the section that is within a cut segment, use the timeline cursor to select the portion you want to retain and click **Uncut Time**.

7. Click **Undo** or **Redo** to undo changes as needed. Once you finish your edits, click **Commit**.
ADDIND CHAPERS
Chapters are markers within a presentation that allow your viewers to navigate to different points of a presentation. You can add new chapters, update existing chapters, and use the chapters to move around in the presentation while editing.

Chapters appear in the Player's slide area and include a title and the time the chapter appears in the presentation. To replace slides, you upload images (.jpg, .png, etc) files to your presentation.

Add a Chapter

1. Click the spot in the timeline that you would like to add the chapter.
2. Click **Insert Chapter**. The Insert chapter pop-up appears.
3. Enter the title.
4. Click **OK**.

Update a Chapter

1. Move the chapter to a different location by clicking and dragging it in the timeline.
2. Right-click the chapter icon on the timeline to rename or delete the chapter. Alternatively, click the chapter name above the video and rename the chapter there.