
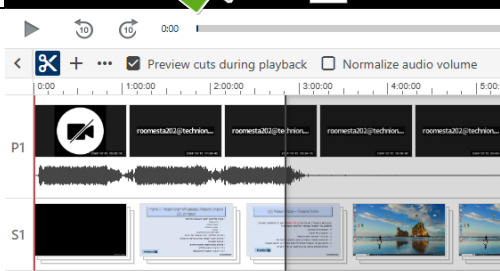
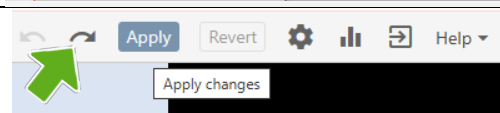
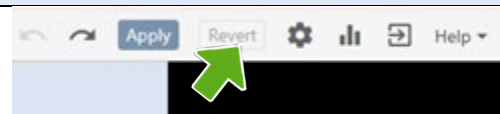
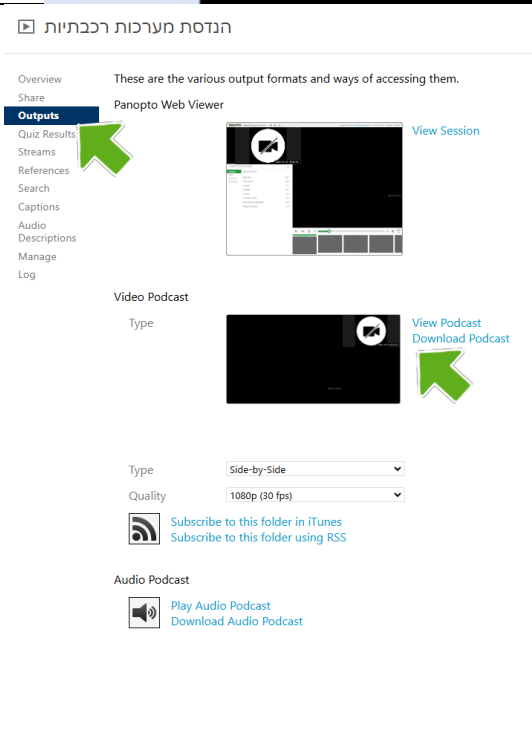


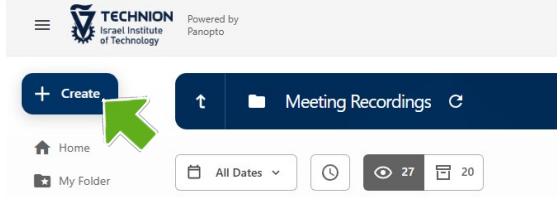
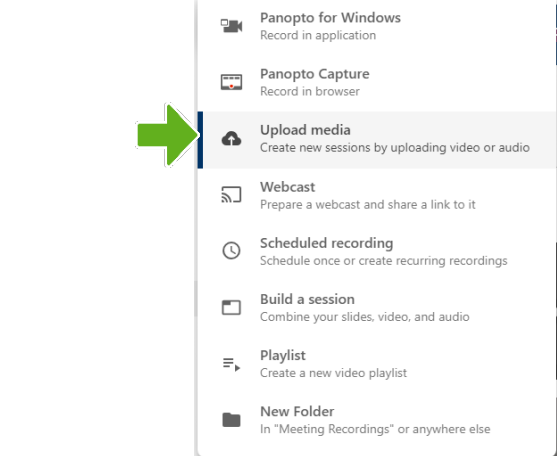
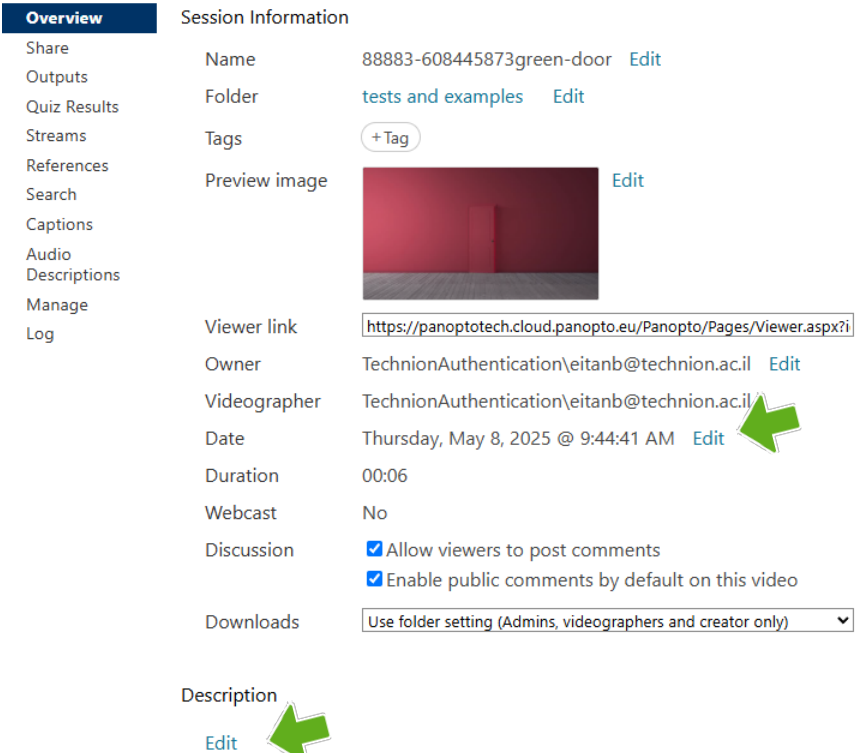


Shortening a recording in Panopto - Destructive Editing guide

	Editing a recording in Panopto defines which sections will be accessible to the viewer without deleting the hidden sections from the recording. The following guide shows how to replace the existing recording with a shortened version to reduce file size.	
1	Defining the desired section of the recording	
a	Click on the "Edit" button	
b	On the timeline, mark the section you want to omit. You can use the waveform to identify long sections without sound.	
c	Confirm with the "Apply" button at the top of the page.	
2	Download the recording to your computer	
a	Click the "Settings" button at the top of the page	
b	On the left menu, choose "Outputs"	
c	Click "Download Podcast" and choose a location on your computer to save the recording	
3	Uploading the shorten recording	



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a	Click the "Create" button	
b	Select the "Upload media" option	
c	<p>The uploading process takes time (depending on the length of the recording). You can edit parameters even while the recording is in the "processing" stage. For example, you can change the date to match the original recording date, and also copy and paste the details that appear in the "Description" section of the original recording. Click on the settings button at the top (gear wheel icon), click on "Edit" for each parameter you want to update.</p> 	



4	Deleting the old recording	
a	Check that the new recording has fully uploaded and is working properly	
b	Delete the old recording	