

Editing your presentation using Mediasite Web Editor

1. From the My Mediasite portal navigate to the recording you want to edit and click on its title
2. Note the edit tab from this view allows you to edit the title, description, presenters, add links and visibility this tab does **not** let you edit the actual recording.
3. To edit your recording from the Summary tab click **edit video** this will launch the Web Editor in a new tab. Depending on the length of your recording will affect the load time.
4. Since most editing involves cutting from the beginning or end just **drag the right facing arrow** to that point in the presentation where you now want it to begin, notice the timing change as you move.
5. To edit the end it is the same process just drag the left pointing triangle
6. To edit from anywhere in the recording just click on the time bar then drag through to the amount to cut and select **Cut**
7. Upon completion of your editing select **Commit, Commit to Current (which will overwrite the current recording) or Commit to New** and type in a recognizable name etc and commit. Note that when you commit to current you will get a warning message, click OK as web editor will save all versions of editing in previous projects so you can always go back to the original.
8. Once committed it will go into the Commit Jobs queue and again depending on length of the recording and business of the server this can take a bit of time. Do not close the window until you get the message Completed. You can then close the tab. **DO NOT CLOSE UNTIL IT HAS COMPLETED**