

Editing Echo360 Videos

Editing Videos

Echo360 provides a basic video editing function, allowing you to make cuts and trims to video content as needed.

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. If necessary (and you are an Admin) you can [change the owner of the video copy](#) to an instructor.

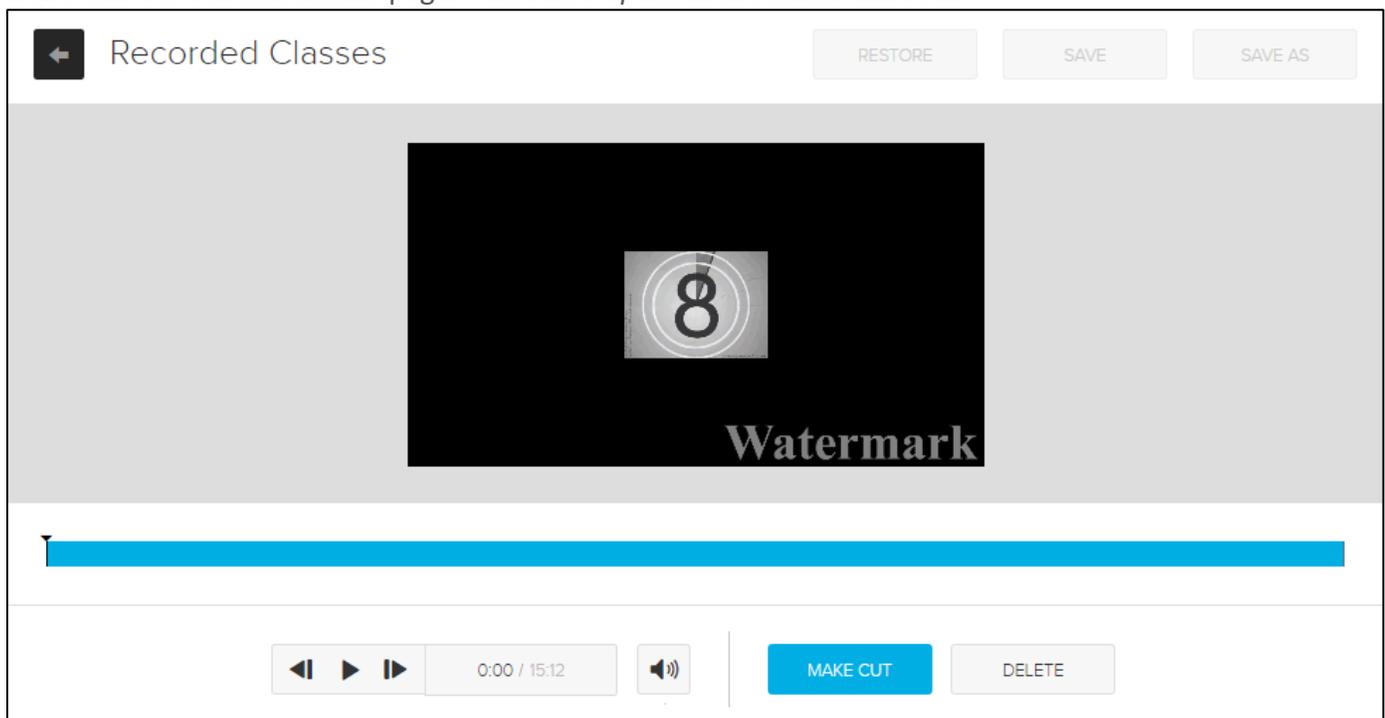
IMPORTANT! CHECK PUBLISHING INFO BEFORE SAVING CHANGES!!

Any changes you apply to a video will also appear in ALL published (or shared) versions of the video. Publishing (or sharing) simply provides links to the original content. When you edit that content, you change the content being delivered via those links. If desired, you can **Save As** after making edits. This creates a copy of the video that you now own, but which is not published anywhere.

If you are an **Instructor**, you can select to edit **videos** from your [Library page](#) or from the [Class List page](#). If you are viewing the [content details page](#) for the video, use the Edit video icon located in the top right corner.

To edit a video

1. Find the video you want to edit, and select **Edit video** from the chevron menu, or click the **Edit video icon** from the content details page. *The video opens in the editor window.*



2. **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.

- Use the **Make 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/Revert** (they change depending on status) buttons at the bottom of the editor to make that change to the video.
3. Repeat the above steps as needed to delete segments and/or revert deleted segments to active.
 4. 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; gray segments are deleted and blue segments are retained.

NOTE: After Save, the changes are applied to all published (and shared) versions of this video. Once processed, the edited version replaces the original version in all locations.

- **SAVE AS** - Creates a COPY of the video with 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.
5. To exit without making or saving any changes, click the **back arrow** in the top left corner of the video **editing** screen.

Processing Occurs Immediately: After selecting to Save, Save As, or Restore, the processing of your changes begins immediately, however processing may take some time to finish, depending on the video length and number of **edits**. This means two things:

- 1) Students or other users will not see the **edited** version until processing is complete.
- 2) You should not try to re-edit the video until the initial changes are processed.

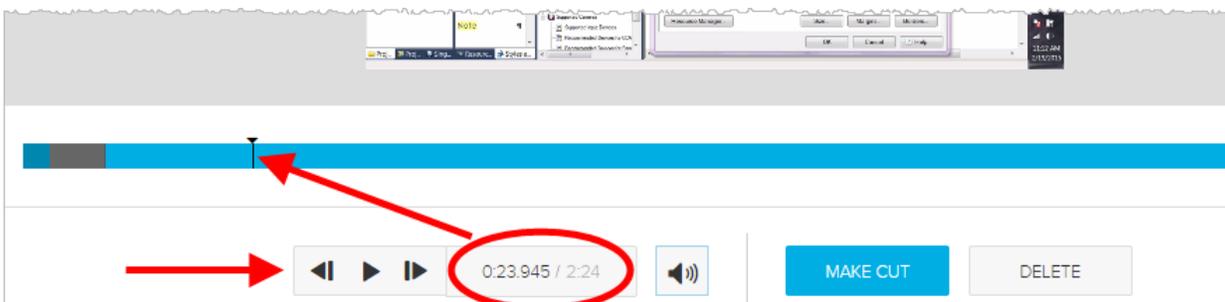
Using the video editing tools

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.

Review/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.



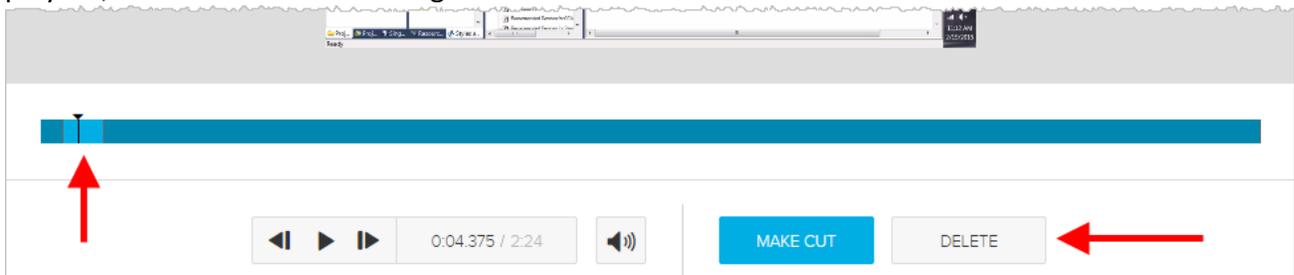
- Click **play** to show the video in the editing window.
- Click **pause** to pause the playback. This lets you place the playhead in a specific location for making a cut. See [Cutting segments from the video](#) section below.
- Use the **forward** and **rewind** buttons to move through the video as needed.
- Use your mouse to **click-and-drag the playhead** to various locations in the playbar.

Moving the playhead marker - There are three ways to place the playhead marker in a specific location:

- Play the video and pause it where you want to apply a cut
- Click and drag the playhead marker in the playbar to the location for the cut
- Hover the mouse over the playbar, then click in the playbar to the location for the cut

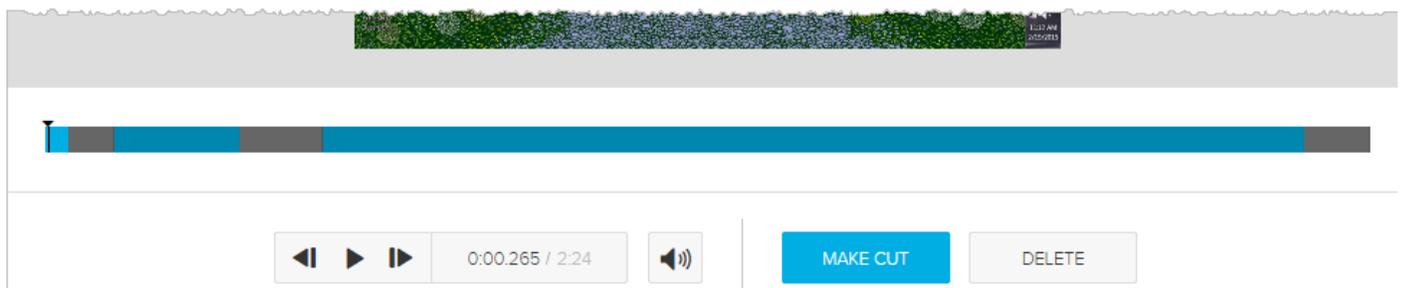
To cut a segment from the video

1. Put the playhead marker at the **beginning location of the segment** you want to cut.
2. Click **MAKE CUT**.
3. Move the playhead marker to the **end location of the segment** you want to cut.
4. Click **MAKE CUT**.
5. **Click into the area between the cuts** to select it (yes this also moves the playhead into that area; ignore it).
Notice that the selected area in between the two cuts changes to a lighter color than the rest of the playbar, as shown in the below figure.



6. Click **DELETE** to temporarily cut that segment from the video.
The cut segment turns gray, to indicate it is no longer part of the playback.

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 via Apply Edits.



To trim the ends of the recording

1. Put the playhead marker at location where you want the video to **start**.
2. Click **MAKE CUT**.

3. Click into the area preceding the cut (the current beginning section of the video) to select it. Notice that the selected area changes to a lighter color than the rest of the playbar.
4. Click **DELETE**. The opening segment turns gray to indicate it is no longer part of the playback.
5. Move the playhead marker to the location where you want the video to *end*.
6. Click **MAKE CUT**.
7. Click into the area immediately following the cut (the current end section of the video) to select it. Notice that the selected area changes to a lighter color than the rest of the playbar.
8. Click **DELETE**. The end segment turns gray to indicate it is no longer part of the playback. This is shown in the above figure.

To revert cut segments (undo cut deletion)

1. Click into a gray cut segment on the playbar. Notice that the DELETE button changes to REVERT.



2. Click **REVERT**. The segment returns to the same color as the rest of the playbar to indicate it is again part of the playback.