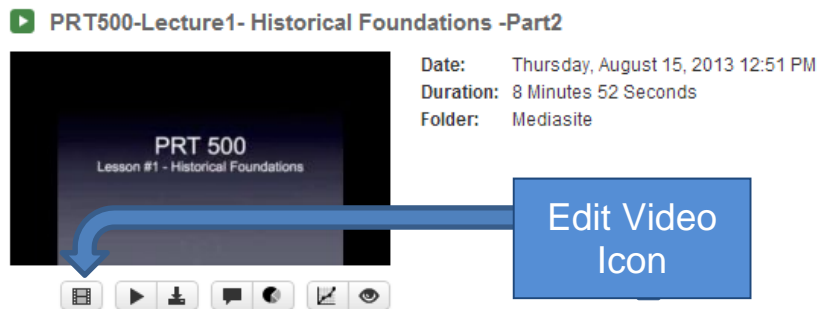


Editing Presentations with the Mediasite Web Editor: Quick-Start Guide for Users

Mediasite Editor allows you to quickly and easily update slides and remove unwanted sections in your presentation. As a nondestructive editor, you have the option of saving your edits as projects before committing your changes.

Open a presentation for editing


Once logged into MyMediasite, click on the **Edit Video** icon to open a presentation for editing. This will open the presentation in the Mediasite web editor.



Update Slides



Add new slides

1. Click on the project timeline where you want to insert a slide and click .
2. Browse to the image file you want to use and click **Open**. The selected slide's image is replaced with the one in the image file.

Note: To add images from Microsoft PowerPoint slides to your presentation, save the Power Point presentation as .jpg files.

Replace slides

1. Right-click on a slide in the project timeline and select **Replace**.
2. Browse to the image file you want to use and click **Open**. The selected slide's image is replaced with the one in the image file.

Move slides

1. Select one or more slides in the project timeline.
2. Drag the selected slide(s) to their new location in the timeline.

Note: To select multiple slides do one of the following: Press the Shift key and click two slides successively to select a range of slides that includes the two slides selected and the ones in between or press the Ctrl key and click individual slides successively to select multiple slides individually.

Cut and crop presentations


Mediasite Editor lets you easily cut unwanted material from within a presentation or crop the beginning or end of a presentation. When you cut or crop material from a presentation, you may need to adjust the timing for slides that fall within the removed segment. (See graphic on next page)

Crop (Trimming Beginning and Ends)

To crop the beginning or end of a presentation, select and drag the handles at the ends of the timeline. Adjust the fade lengths as needed.

Note: If you have slides in the beginning or end of a presentation, make sure to drag out of the cropping area.

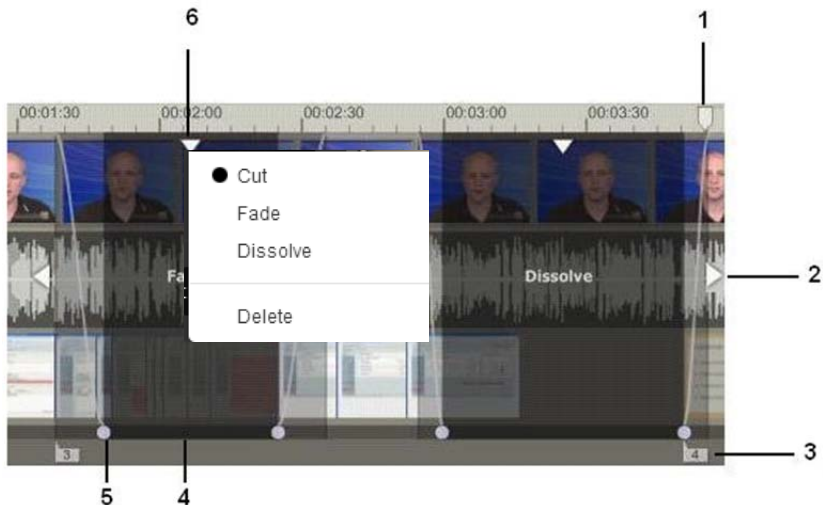
Cut

1. In the project timeline select a portion to cut by clicking and dragging the timeline cursor.
2. Click the  above the timeline or use one of the commands below to insert the cut.
 - **Press C to insert a cut.** At a cut, the presentation simply skips to the end of the cut and continues the presentation.
 - **Press F to insert a cut with fades.** Fades gradually darken video to black and mute the audio level.
 - **Press D to insert a cut with dissolve.** Dissolves smoothly fade in and out from one end of the cut to the other.

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- Adjust the lengths of the cut and fade/dissolve using the cut and fade handles, respectively. To remove the cut, click **Delete**.

Note: To add production values to your edit, use a fade or dissolve instead of a cut (shorter fades and dissolves are recommended). Only use dissolve when editing two different video images together, otherwise, fade works better. Also, slides in the dissolve, fade or cut areas will not be displayed and will need to be dragged out of these areas.



1	Timeline cursor
2	Cut handle. Drag to change the length of the cut.
3	Chapter marker. Chapters in the cut are not available in the final presentation.
4	Cut area. Video, slides, and chapters within the darkened area are not seen in the final presentation.
5	Fade handle. Click and drag to change the duration of the fade.
6	Context menu. Drag to move cut or click to choose type of cut to insert.

Save edited presentations

When you open a presentation for editing, it is saved as a project. Each change you make to a project is automatically saved and listed in the project's revision history. Once you are finished editing, you will need to commit your changes to a new presentation.

Save project

Click **Save Project** to save your changes to a project that you can return to at any time to continue editing and eventually commit changes.

Commit changes to new (recommended)

Click **Commit Changes to New** to save your edited presentation as a new presentation without overwriting the original. Enter a name for the new presentation and click OK.

Note: The new edited presentation will be in the same folder as the original presentation. You will need to change the status of one of the presentations to offline.


View commit job status

A job can have three possible states: completed, working, and failed. Click **Commit Jobs** in the upper right hand corner to see each job executed and its status.

Adding a Chapter

Chapters are markers within a presentation that allow your viewers to navigate to relevant or interesting points of a presentation. You can add new chapters, update existing chapters, and use the chapters to navigate around the presentation. Chapters appear in the Player's slide area and include a title and the time the chapter appears in the presentation.

Add a chapter

- Click a spot in the timeline and either click  above the timeline or select the **Chapter:insert** link above the video window.
- In the **Insert Chapter** dialog, enter a title for the chapter and click **OK**.

Update a chapter

Once you add a chapter, you can move it to a different location in the presentation by clicking and dragging it in the timeline.

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.

Best practices when using the Web Editor

- Make sure when a presentation is loading in the editor, the audio file has completely rendered before making any edits.
- Each project has media files associated with it. To conserve disk space, delete projects that are no longer in use since this allows the Mediasite system to clean up associated media files.
- You can drag and drop slides from Windows Explorer or the Mac Finder to the timeline to insert them into the presentation. This feature DOES NOT work in Internet Explorer.
- Select a region of the timeline before inserting multiple slides to spread them evenly through the selected period of time. This feature DOES NOT work in Internet Explorer.