

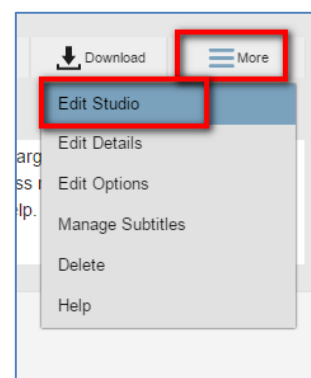
How to Edit a recording

eStream has simple editing tools which provide the ability to trim beginning and ends of videos and edit out unnecessary content.

1. Navigate to <https://videostream.swan.ac.uk/> and click **Log Out** in the top right hand corner
2. Enter your username and password then click **Log In**

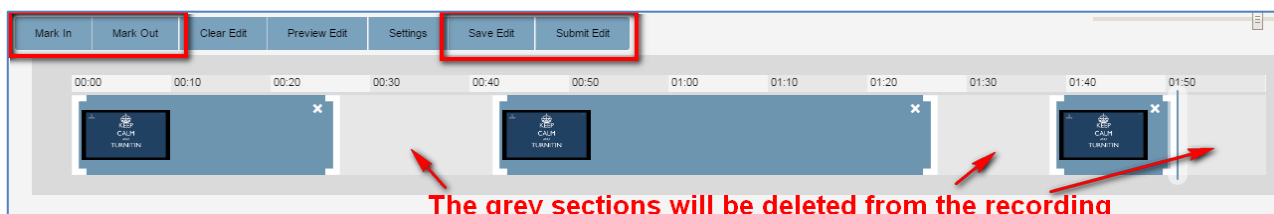
3. View the video you wish to add edit

4. Click on **More** and select **Edit Studio**



5. When the edit studio opens select **Edit Recording**

6. Use the slider on the timeline to choose positions of the edits. Use the **Mark In** and **Mark Out** buttons to select the sections to **keep**



7. When you are happy with the edit click **Save Edit**. Select **New Recording** if you do not wish to delete the original or **Replace Edit** to overwrite the original. Provide a title (if you are saving as a **New Recording**) and set any other relevant options. Click **Apply** when completed

8. Once the edit has been saved click **Submit Edit**. The editing is processed on the server and will be available to view once completed. Clicking on the **Edit List** button provides information on the process

