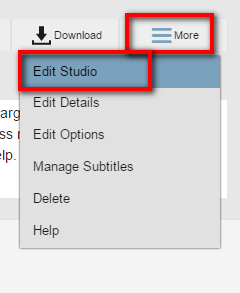
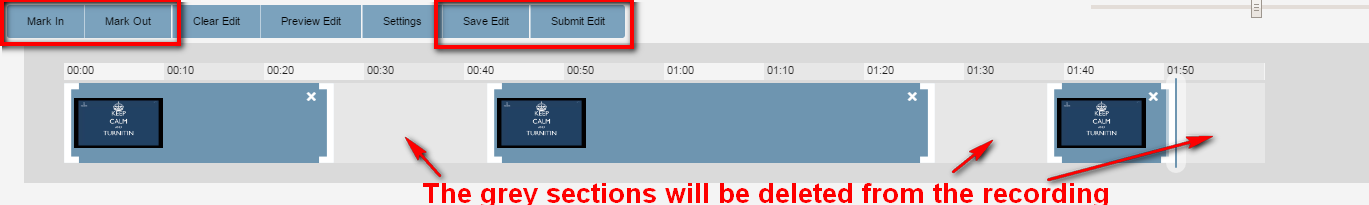
# How to Edit a recording

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

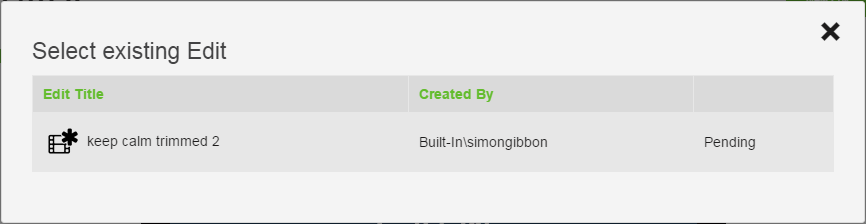
1. Navigate to <https://videostream.swan.ac.uk/> and click **Log Out** in the top right hand corner
2. Enter your username and password then click **Log In**



1. View the video you wish to add edit
2. Click on **More** and select **Edit Studio**
3. When the edit studio opens select **Edit Recording**
4. 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**
5. 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



1. 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

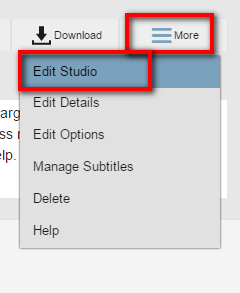


# Sut i olygu recordiad

Mae gan eStream offer golygu syml sy'n cynnig y gallu i dacluso dechrau a diwedd fideo a dileu cynnwys diangen.

1. Ewch i <https://videostream.swan.ac.uk/> a chliciwch **Log Out** yn y gornel dde uchaf

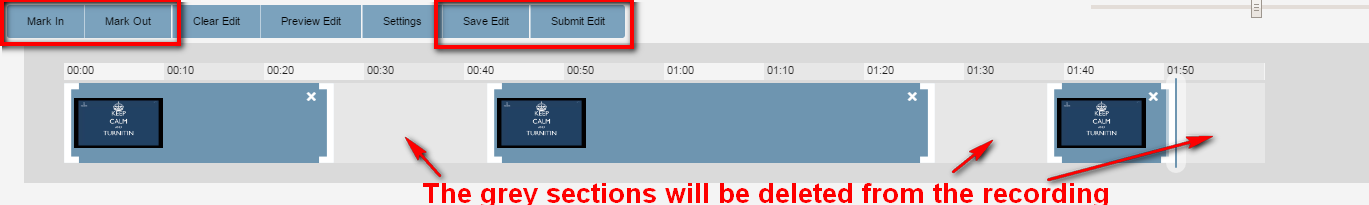
2. Teipiwch eich enw a'ch cyfrinair a chliciwch **Log In**



3. Agorwch y fideo yr hoffech ei olygu

4. Cliciwch **More** a dewiswch **Edit Studio**

5. Pan fydd yr **Edit Studio** yn agor, dewiswch **Edit Recording**

6. Defnyddiwch y llithrydd ar y llinell amser i ddewis y rhannau rydych am eu golygu. Defnyddiwch y botymau **Mark In** a **Mark Out** i ddewis y rhannau i'w **cadw**

7. Pan fyddwch yn fodlon ar y fersiwn olygedig, cliciwch **Save Edit.** Dewiswch **New Recording** os nad ydych am ddileu'r fersiwn wreiddiol, neu **Replace Edit** i ddisodli'r fersiwn wreiddiol. Darparwch deitl (os ydych yn cadw'r fideo fel **New Recording**) a dewiswch unrhyw opsiynau perthnasol eraill. Cliciwch **Apply** pan fyddwch wedi gorffen

8. Pan fydd y fersiwn olygedig wedi'i chadw, cliciwch **Submit Edit.** Caiff y fersiwn olygedig ei phrosesu ar y gweinydd a bydd ar gael i'w gwylio pan fydd wedi'i chwblhau. Mae clicio ar y botwm **Edit List** yn darparu gwybodaeth am y broses

