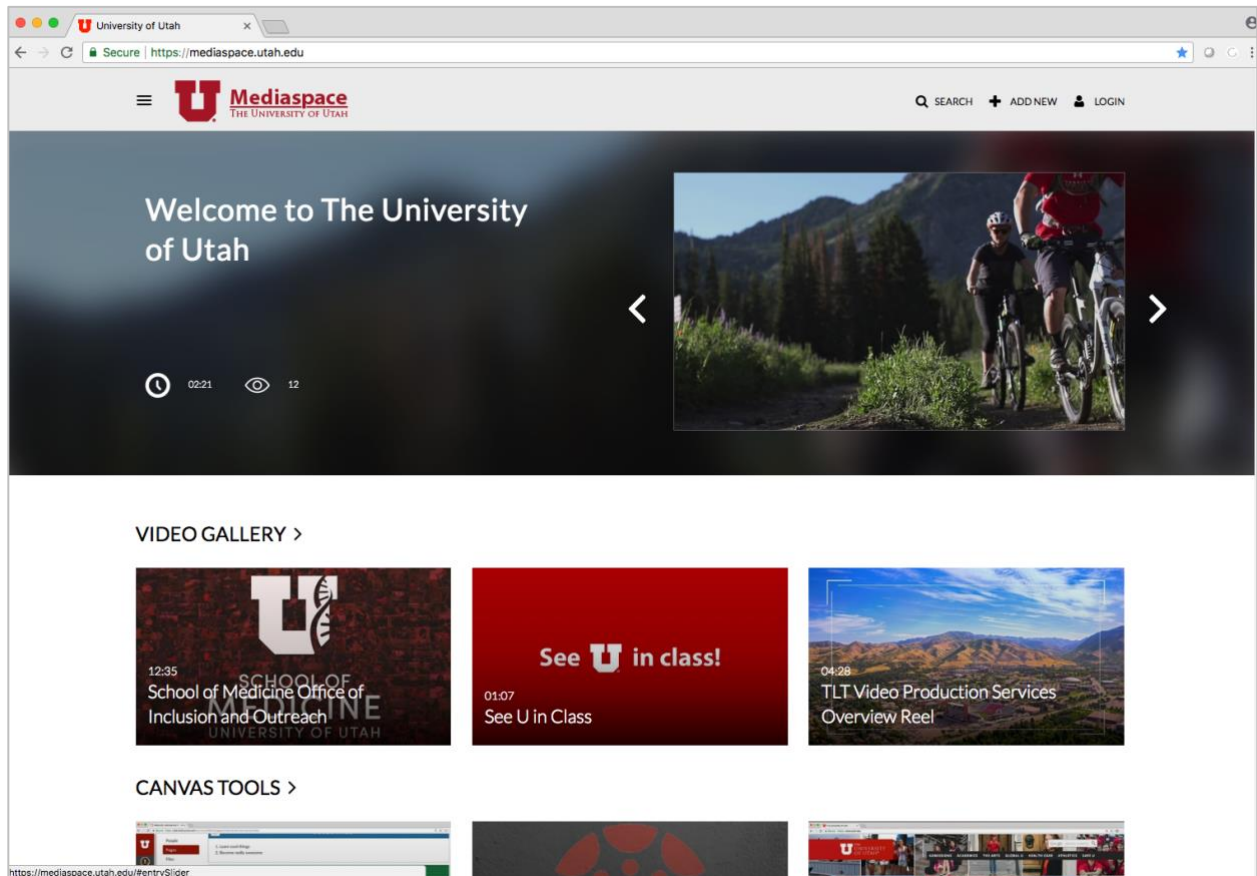
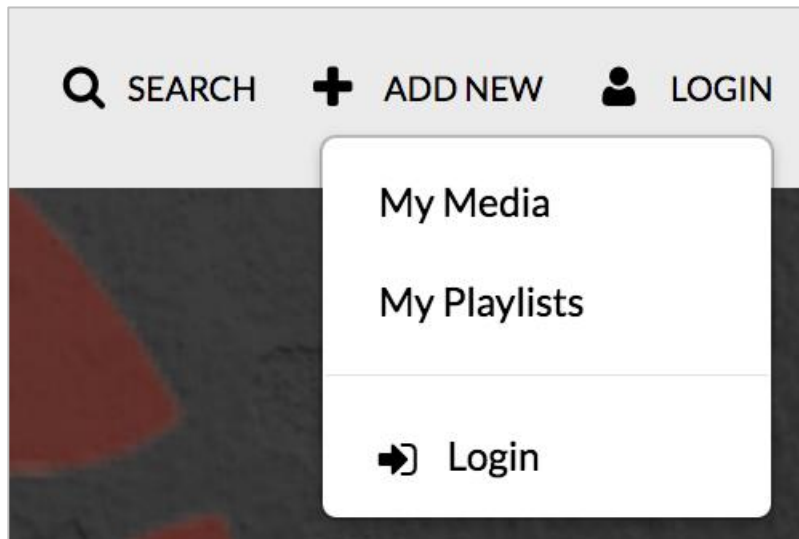


Step 1: Go to mediaspace.utah.edu

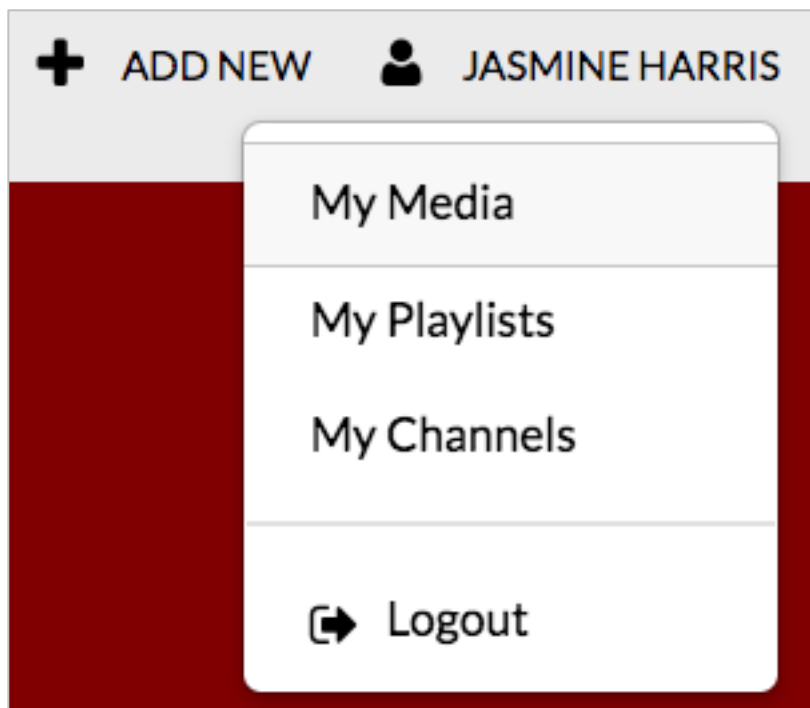


Step 2: Login



Select the **Login button** and use your UNID and CIS credentials.

Step 3: Open My Media

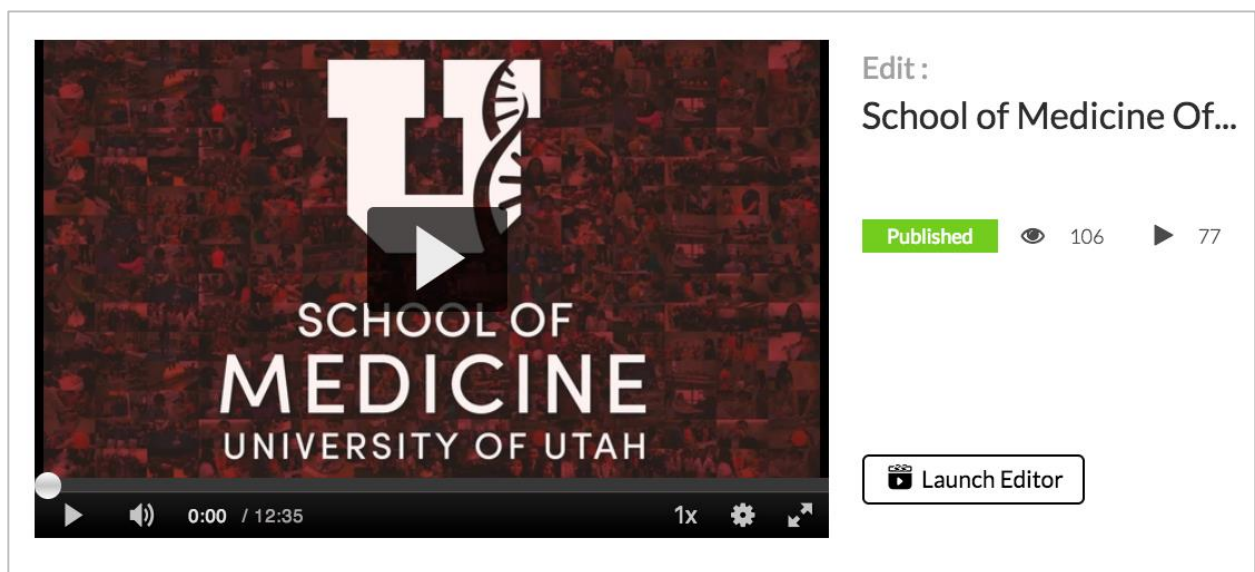


Step 4: Click the Gray Pencil Icon

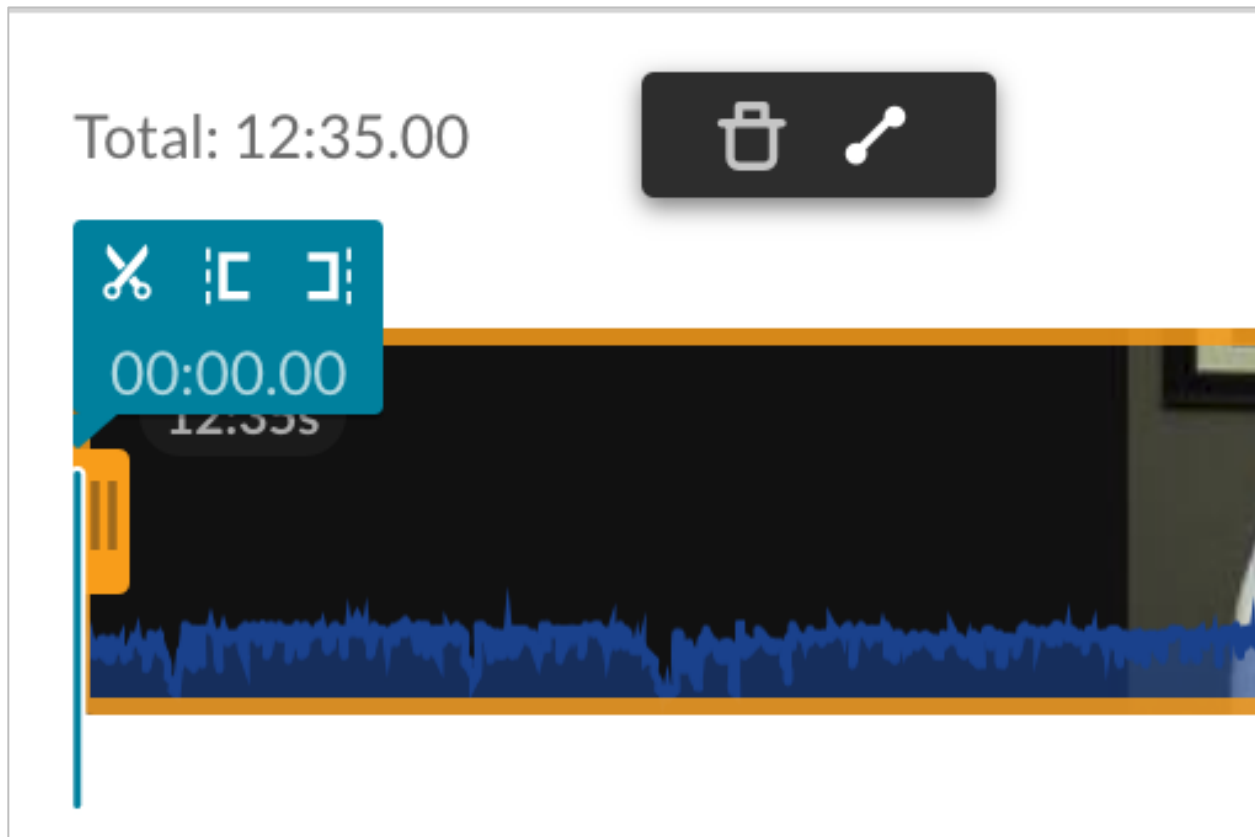


Click the **Gray Pencil icon** next to the video you would like to edit.

Step 5: Click the Launch Editor Button



Step 6: Trim, Chop, Fade



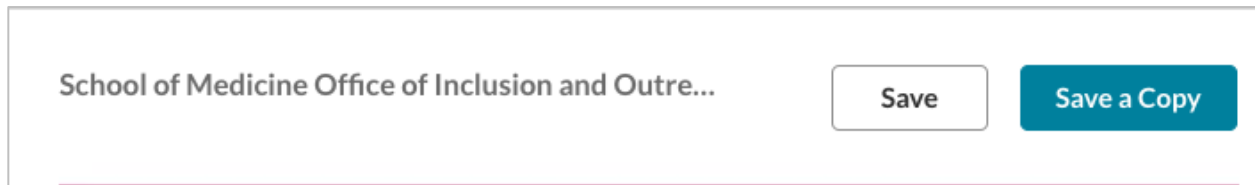
To Trim, **drag the play head** of the timeline until the point that you want to set as the new start point of the video. Click the **left bracket icon** in the blue play head box to set the “In” point. **Drag the play head** to your desired end point and **click the right bracket icon** to set the new “Out” point.

To Chop, **drag the play head** to the beginning of the section you would like to remove and click **the scissors icon** in the blue play head box. **Drag the play head** to the end of the section being removed. **Click the scissors icon** again and confirm that the middle section is highlighted. Click the **trashcan icon** to delete the middle section of the video.

Note: Do not snap the remaining sections together in the timeline, leave them as-is.

To Add Fades, **click the timeline** so that it is highlighted yellow. **Click the connected dots icon** located next to the trashcan icon about the timeline. **Enter the amount of seconds** you would like the fade to last in the In and Out fields that displayed.

Step 7: Select Save



You can save your edits by clicking the **Save** or **Save a Copy button**. The Save button will edit your original video and display the window below.

Teaching & Learning Technologies (TLT)

Contact: classhelp@utah.edu | 801-581-6112 | tlt.utah.edu

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM