

Trimming the Video Clip

Complete the following steps from the [Archives tab](#):

1. Select the archive folder containing the archive to be trimmed.
2. Select the archive and click **Edit**.
3. Click the **Trimming** subtab.
4. Click the **Play** button on the Video Player.
5. Click the **Play** button again to pause the video when the video is at the point you want to set as your start time.
6. Click the **Get from Player** button to add the time to the **Start Time** field.

Tip for Success! You can also find your start time by double-clicking on the **first timestamp** in the agenda and rewinding the video to a few seconds before the timestamp. Click the **Get from Player** button.

5. Repeat steps 2-4 for setting the stop time.

Tip for Success! You can also find your stop time by clicking on the last timestamp in the agenda and fast-forwarding the video to a few seconds after the timestamp. Click the **Get from Player** button.

6. Click **Trim File**.

Note: The trimming process takes noticeably longer on large files for customers using the H.264 solution, due to format and file size. Here are some estimates depending on the video length:

Archive Length	Trimming Time
3 hours	7-15 minutes
6 hours	20-25 minutes
12 hours	2 hours 30 mins

To help mitigate this issue, we recommend:

- Starting the meeting when it actually begins in the chambers so you don't need to trim the beginning of the file.
- If you need to trim, do it last. Start trimming before you leave for lunch or head home for the day. That way, you won't need to sit and watch the file the whole time it is trimming.

Some things to note about trimming:

- The destination archive's status during trimming is set to **Trimming**. If archive A is trimmed to archive B, then B temporarily has the Trimming status and A's status is not changed. If archive A is trimming back to itself, A has the Trimming status.
- A "Trim Processing" message informs you when the trimming process begins.
- You can't start trimming a file while it is being trimmed, but you can trim a different file at the same time.
- You can edit the minutes during a trim, but editing timestamps during a trim can potentially result in out-of-sync timestamps, so we do not recommend it.
- Copying the archive is not allowed during trimming.

7. Confirm the trimming process is complete.

The screenshot shows the Granicus web interface for Pleasantville. The main content area is titled "Trimming Pleasantville City Council". It features the following controls:

- Start Time: 00:00:05 (with "Get from Player" and "Get from Selection" buttons)
- Stop Time: 01:00:05 (with "Get from Player" and "Get from Selection" buttons)
- Trim to new file named: 9-19-2012 City Council
- A green "Trim File" button

On the right side, there is a video player showing a man in a suit speaking at a podium. The player controls show a progress bar at 00:00:16 / 00:20:00 and a "Go To: 00:00:00 (hh:mm:ss)" field.

At the bottom, there is a list of agenda items:

1. Call to Order. (Activated at 00:00:25)
2. Introductions.
3. Overview and Updates by Commission/Committees Chairs (3 to 5 minutes/each)
4. Other Issues from the City Council and Commission/Committee Chairs. (Activated at 00:18:08)
5. Public Comments.
6. Review and Future Action.

The Trimming Subtab

Note: Clicking Trim File, without naming the new file, will update the existing file; however, an auto-generated backup of the original file will be sent to the Recycle Bin.

You can create a clip between two timestamped agenda items by using the Get from Selection button. Select a **timestamped agenda item** > **Start Time: Get from Selection** > **timestamped agenda item** > **Stop Time: Get from Selection**.

Adding and Modifying Timestamps in MediaManager

Overview

How do I add or modify timestamps in MediaManager?

Versions

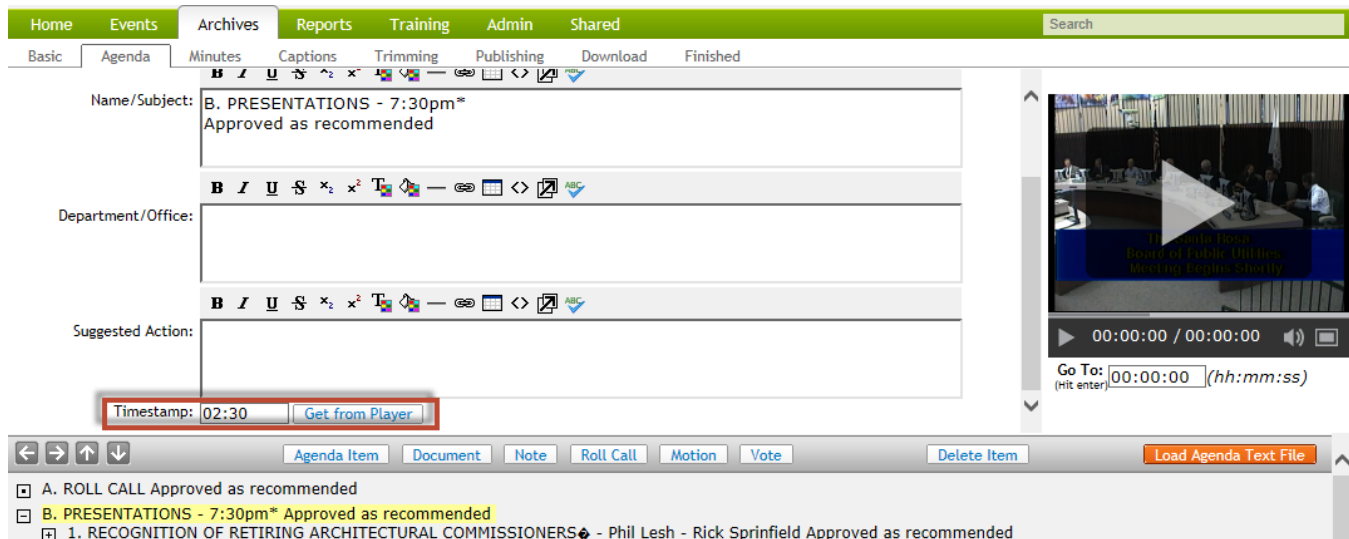
This article applies to the following versions: MediaManager 4 or newer

Resolution

Note: If you are using LiveManager, you can [add or modify timestamps](#) within that application.

To add a timestamp in MediaManager, complete the following steps after your meeting:

1. Navigate to the **Archives** tab.
2. Select the archive and click **Edit**.
3. Click the **Agenda** subtab. Ensure you've [uploaded an agenda](#).
4. Click an agenda item to open it for editing.
5. Find the spot in the meeting video where you need to add a timestamp.
6. Click the **Get from Player** button.
7. Click **Save Changes**.



Adding a New Timestamp

To modify a timestamp in MediaManager, complete the following steps from the Archives tab:

1. Select the archive and click **Edit**.
2. Navigate to the **Agenda** subtab.
3. Click the agenda item containing the timestamp you need to edit.
4. Move the **Slider** on the video to the point to which you wish to change the timestamp.
5. Click **Get from Player**.
6. Click **Save Changes**.

Tips & Tricks

To add a new timestamp faster, you can:

- manually enter the time into the **Timestamp** field if you know exactly when you want the timestamp to occur
- use the **Go To:** field under the video to get close to the time you want, and then click the **Get from Player** button
- use the scrub bar to find the time you want, and then click the **Get from Player** button

To modify an existing timestamp, power-users often double-click the item to jump to that point in the video and then manually subtract or add time to the existing timestamp depending on how far off target it is.