Remove Sections of a Recording

**Trim Start and End Points**

1. To remove the beginning or end of a recording, select and drag the handle at the beginning or end of the timeline.
2. Then, move the handles inward to the appropriate start or stop location.
3. The removed portions will be greyed out.

*Note:* The section will be greyed out. The section in grey will not be included when users view the recording, but can be added back into the recording at a later time.

![Trim Start and End Points Diagram]

**Remove a Section in the Middle of a Recording**

1. Select the scissors icon above the timeline.
2. Click once on the timeline to set the start of the cut.
3. Move your mouse to the right and click again to select the end of the cut.

*Note:* The section will be greyed out. The section in grey will not be included when users view the recording, but can be added back into the recording at a later time.