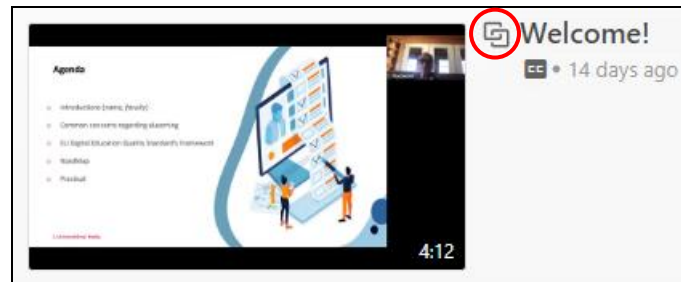


A. Introduction

Tutors can copy Panopto video recordings from one study-unit folder to another study-unit folder. By default, the copied recordings are reference copies of the original recordings and can be distinguished from the video reference copy icon on the left of the video title.



A reference copy is an indistinguishable copy of the original video that refers to the original video's streams, table of contents, captions and edits made in the video timeline.

Reference copies, facilitate the cascading of edits and the copying of Panopto recordings across study-unit folders. Furthermore, reference copies do not take up additional storage space resulting in efficient use of the Panopto's storage space.

In this guide you will learn how to:

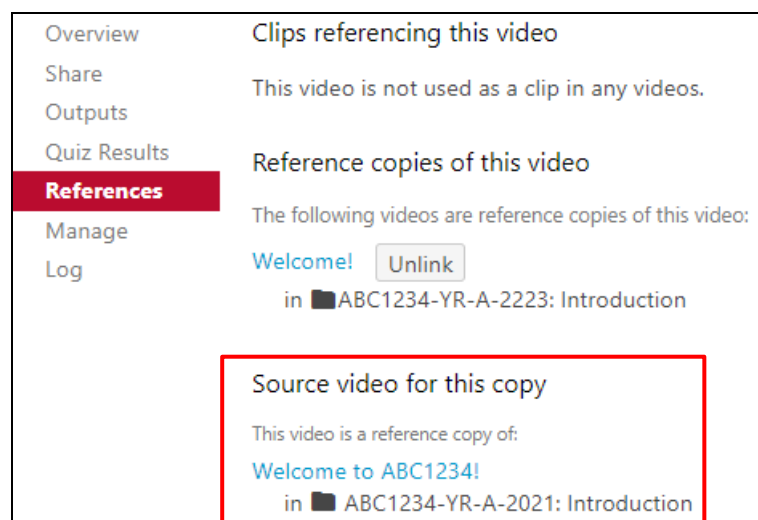
- [Identify the source video of a reference copy](#)
- [Edit the source video while preventing edits from being cascaded across reference copies](#)
- [Edit a reference copy while preventing changes from being applied to the source video](#)

B. Identifying the source video

You may identify the original video recording as follows:

1. Click the **Settings** button, adjacent to the video's thumbnail of a reference copy.
2. Select the **References** tab from the left menu.

The source video will be listed under **Source video for this copy**.



Similarly, the **Reference copies of this video** section lists instances of Panopto study-unit folders that contain a reference copy of the video recording.

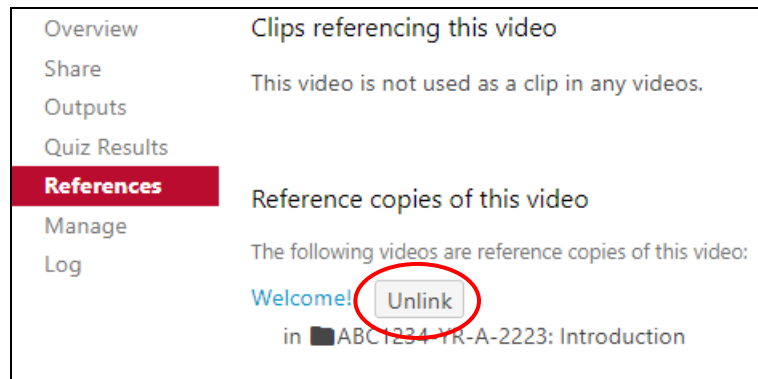
C. Editing the source video only

Note that, by default, any edits to the original video will be reflected in all reference copies. It is possible, however, to prevent edits from being cascaded across the reference copies, as follows:

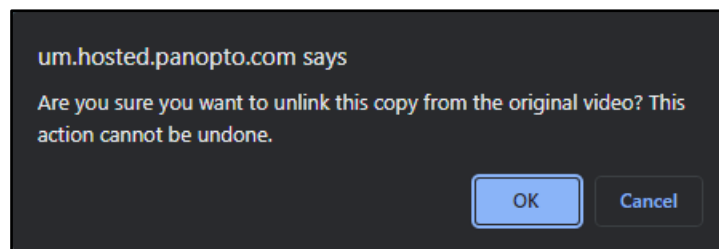
1. Click the **Settings** button, adjacent to the video's thumbnail.
2. Select the **References** tab from the left menu.

Any reference copies are listed under **Reference copies of this video**.

3. Click the **Unlink** button adjacent to a reference copy if you do not wish to cascade any of the edits you plan to carry out.



A confirmation message is displayed.

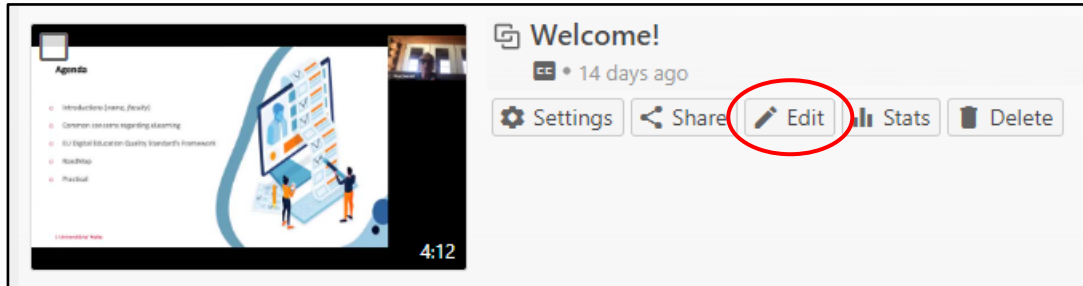


4. Click **OK** to proceed with unlinking the reference copy.
5. Carry out the necessary [edits](#) on the source video.

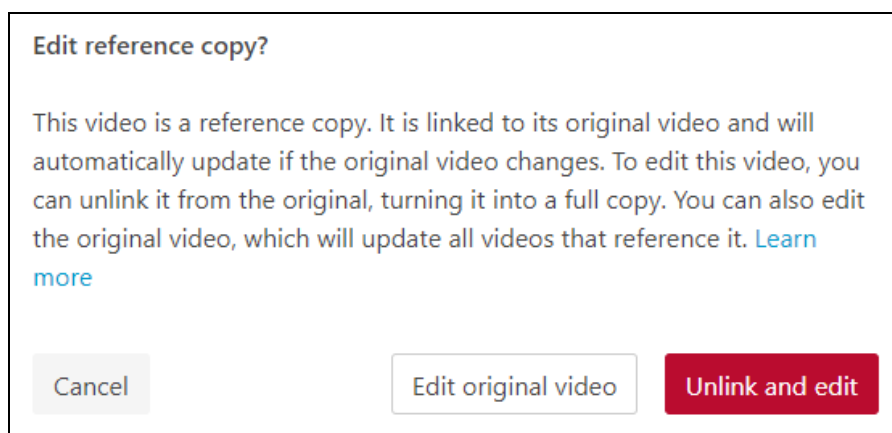
D. Editing a video reference copy only

Any edits to the reference copy can be reflected in the original copy and other reference copies. However, if it is imperative that the original video is left unchanged, you may carry out edits on the reference copies as follows:

1. Click the **Edit** button adjacent to a reference copy video.



The **Edit reference copy?** dialog box is displayed.



2. Click the **Unlink and edit** button.
3. Carry out the necessary [edits](#) on the copied video.