

# Manage Chapters and Slides

Last Modified on 02/01/2022 1:34 pm IST

This article describes how to manage chapters and slides in Kaltura MediaSpace and KAF applications.

Chapters are like bookmarks in the video and can be used to navigate through the video. You can use chapters to mark the beginning of a new topic, highlight important segments, or help navigate through the content of a long video. You can add, edit, and delete chapters and slides in the Timeline Tab. Contact your administrator to enable this feature.

A Slide is a synchronized visual element to the main media.

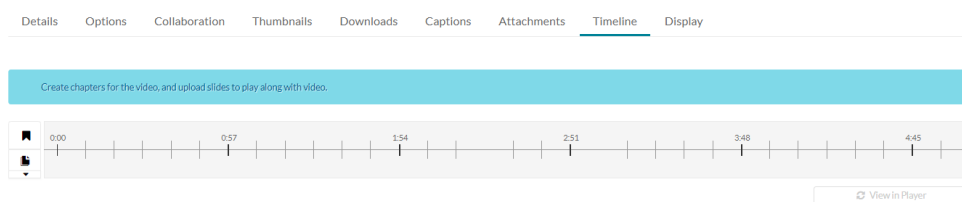
After chapters and slides are created, the player is displayed with a matching plugin that presents the chapters and slides view on it.

A viewer only sees the extended player and does not see the timeline for editing. A viewer can navigate between chapters and slides inside the player view, as well as search on its text. For more displaying options see [Viewing Rich Media in the Kaltura Player](https://knowledge.kaltura.com/help/viewing-rich-media-in-the-kaltura-player) (<https://knowledge.kaltura.com/help/viewing-rich-media-in-the-kaltura-player>).

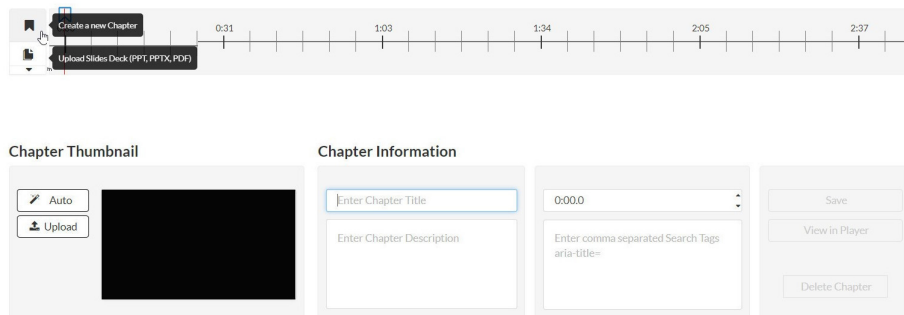
**NOTE:** In KMS and KAF instances that are set with remote storage configuration, slides on entries are stored and played from the remote storage.

## Creating and Editing Chapters

1. Access the [Edit Media Page](https://knowledge.kaltura.com/help/managing-media---editing-entries) (<https://knowledge.kaltura.com/help/managing-media---editing-entries>) and click on the Timeline tab.

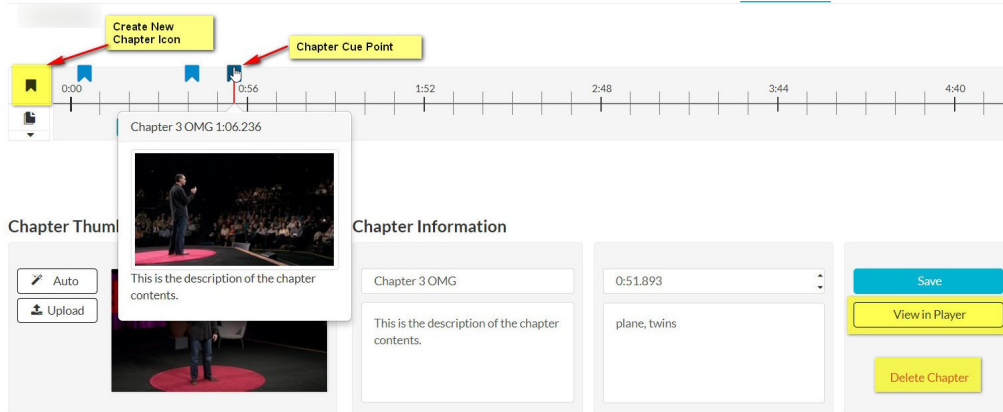


2. Place the cursor on the timeline and click the Create New Chapter icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.



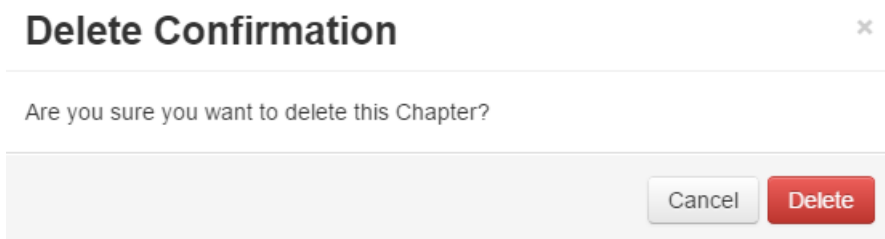
3. After you create a chapter, you can:

- Add or modify the Chapter Title.
- Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.
- Add or modify the Chapter Description (optional).
- Add Search Tags (optional).
- Click View in Player to see your changes.



### To delete a chapter

1. Click on the cue point of the chapter you want to delete from the timeline of the video.
2. Click Delete Chapter.
3. A confirmation box is displayed, click Delete to confirm.



4. Click View in Player to see your changes.

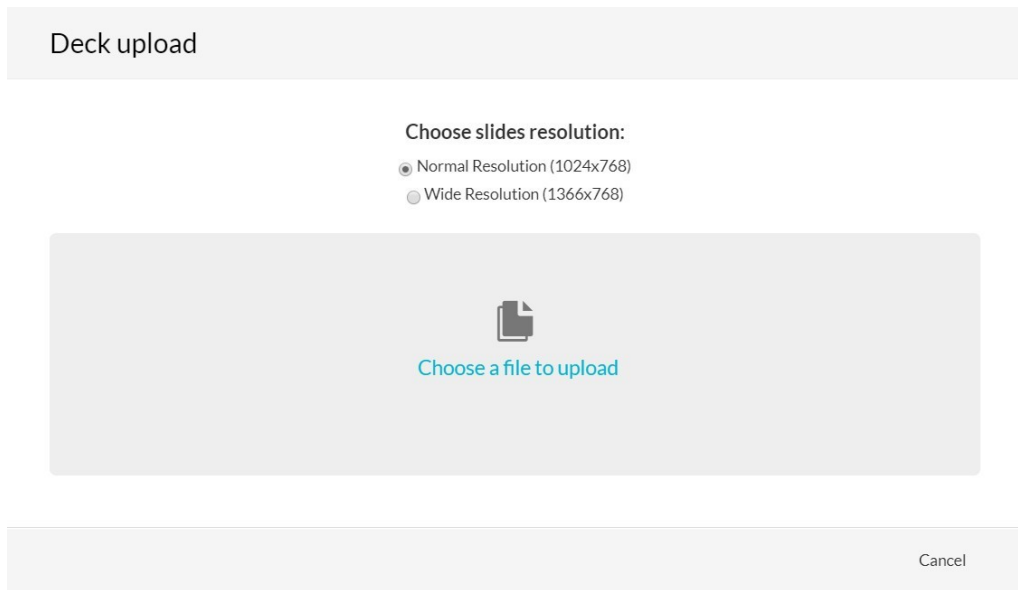
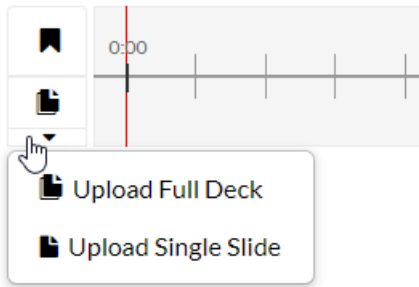
## Creating and Editing Slides

You can add slides to enhance a video experience. Slides are part of the video content, and viewers can view the slides in the player simultaneously with the media. Using the Navigation Panel, you can navigate the video using the slides.

### To add or edit slides

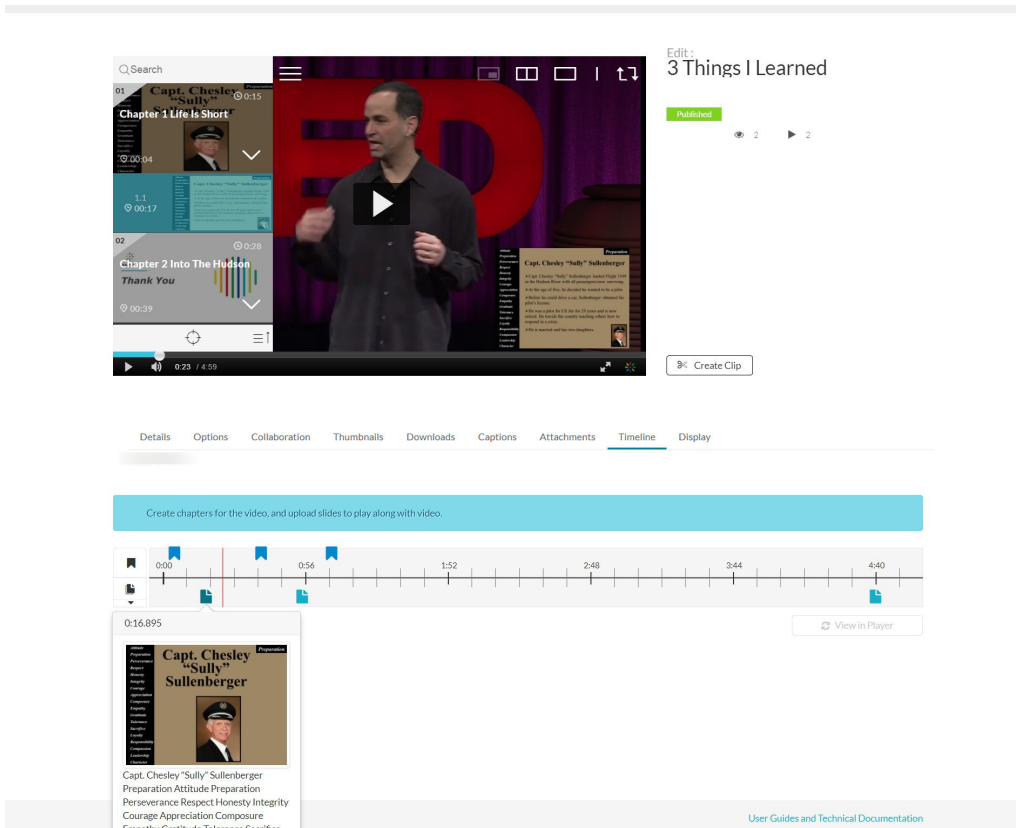
1. Place the cursor on the timeline and click Upload Slides Deck to add a slide or slide deck, or click on the cue point for the slide you want to edit to view its properties. The supported formats are PPT, PPTX, and PDF.

**NOTE:** If the option to "Upload Full Deck" is not available, please contact your Kaltura administrator to have it enabled. For additional information see [The Chapters and Slides Module](https://knowledge.kaltura.com/help/the-chapters-and-slides-module) (<https://knowledge.kaltura.com/help/the-chapters-and-slides-module>).



2. After the upload and processing are done, the slides will be equally spread across the timeline for you to manually arrange them.





The screenshot shows the Kaltura video player interface. At the top, there is a search bar and a menu icon. The video player itself shows a man speaking, with a large red 'EP' logo in the background. To the left of the video, there is a list of chapters: 'Chapter 1 Life is Short', 'Chapter 2 Into The Hudson', and 'Thank You'. Below the video, there is a timeline with markers at 0:00, 0:56, 1:52, 2:48, 3:44, and 4:40. A slide titled 'Capt. Chesley 'Sully' Sullenberger' is currently selected, showing a photo of the captain and a list of values: Preparation, Perseverance, Respect, Honesty, Integrity, Courage, Appreciation, Composure, Emphasis, Gratitude, Tolerance, Sacrifice. The interface also includes tabs for Details, Options, Collaboration, Thumbnails, Downloads, Captions, Attachments, Timeline, and Display. A 'Create Clip' button is visible at the bottom right.

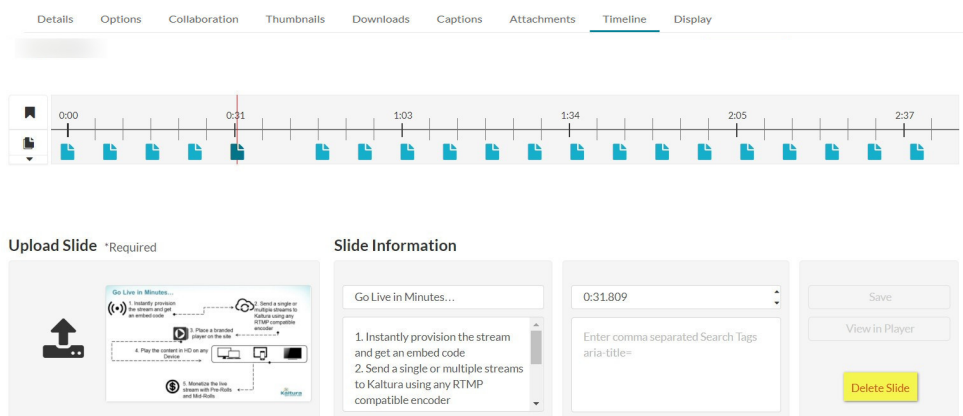
3. Move each slide to its desired point in the timeline and Save.

4. After you upload a slide deck, you can:

- Add or modify the slide image.
- Add or modify the slide title.
- Add or modify the slide description (optional).
- Add search tags. (optional)
- Click View in Player to see your changes.

## To delete a slide

1. Click on the cue point of the slide you want to delete from the timeline of the video.



The screenshot shows the Kaltura video player interface with the 'Timeline' tab selected. The timeline has markers at 0:00, 0:31, 1:03, 1:34, 2:05, and 2:37. Below the timeline, there are two panels: 'Upload Slide' and 'Slide Information'. The 'Upload Slide' panel shows a diagram of the upload process. The 'Slide Information' panel has a 'Go Live in Minutes...' field set to 0:31.809, a 'Save' button, a 'View in Player' button, and a 'Delete Slide' button. There is also a text area for 'Enter comma separated Search Tags'.

2. Click Delete Slide. A confirmation box is displayed, click Delete to confirm.

3. Click View in Player to see your changes.

