

Storyboard

This article is intended for hosts and moderators of a meeting.

Prepare your presentations effortlessly with Kaltura's Storyboard! Upload files in advance to simplify session prep. Organize, take breaks, and return to find everything where you left it. The storyboard replaces our familiar playlist and 'timeline', making life easier for hosts and moderators.

Want to share a storyboard with your team? Make it global! To unlock the benefits of a **Global Storyboard**, simply reach out to your Kaltura representative and ask how to get started.

Access the storyboard

Click the **storyboard icon** on the bottom toolbar to display the storyboard.

You can also access the storyboard from the **3 dots menu** on the bottom toolbar.

The storyboard displays as a horizontal panel at the bottom.

Add files to the storyboard

With the storyboard open, click on **+Add to Storyboard**.

You have four options for sharing content:

- Video
- Presentation (documents)
- Image
- Media and Files

The following media types are supported: Image, Video, Audio, PPT, PDF.

Video

1. Select **Video** from the menu.

The **Select a video** window displays.

2. You can search for videos using the **Search** field (1) or upload a video from your computer by clicking **Upload** (2). Sort videos by **Name** or **Creation date** (3).

3. After finding your desired video, click **Select (4)**. The file will be added to the storyboard. The newest files display on the right.

If you access the media manager from your Video Portal (MediaSpace) or Events Platform, the window displays two extra tabs:

My Rooms - This displays the media for the rooms you have access to.

My Media - This displays all the media that you are the 'owner' of (same as **My Media** in Video Portal).

Presentation

1. Select **Presentation** from the menu.
The **Select a document** window displays.
2. You can search for documents using the **Search** field or upload a document from your computer by clicking **Upload**. Sort documents by **Name** or **Creation date**.
3. After finding your desired document, click **Select**.
A preview window opens.

By default, all slides (pages) in the document are selected (**1**), and the slide number displays underneath (**2**). The total number of selected slides is displayed at the bottom left (**3**). You can scroll (**4**) to see all slides in the document.

4. After you have previewed and approved the slides, click **Add to Storyboard (5)**.
The file with the selected slides is added to the storyboard. The newest files display on the right.

Image

1. Select **Image** from the menu.
The **Select an image** window displays.
2. You can search for images using the **Search** field or upload images from your computer by clicking **Upload**. Sort images by **Name** or **Creation date**.
3. After finding your desired image, click **Select**. The file will be added to the storyboard. The newest files display on the right.

Media and Files

1. Select **Media and Files** from the menu.

The **Select a media** window opens.

2. You can use the **search** field (1) to search for media. Use the **media** filter (2) to search for media by type from the drop-down options:
3. You can also sort media according to name or date they were created by clicking on **Name** or **Creation date** (3). To upload a video from your computer, click **Upload** (4).
4. Once you have located the desired media, simply click **Select** (5) and it will be added to the storyboard.

Remove files from a storyboard

1. Hover over the file you want to remove.
2. Click the **X**.

Removing a file from the storyboard does not delete it from the media manager.

Rearrange files

You can reorder files by dragging and dropping items within the storyboard.

1. Click and drag the file to the position you want.
2. Release the file.

Play or present files

1. Click on the file in the storyboard. The file displays on the stage, and the storyboard thumbnail changes to 'Presenting'.
2. Navigate through the items on stage using the arrows. Webcams are shown above or beside the stage, adjusting responsively to screen size.

For videos:

- Click the video in the storyboard, then click the play arrow in the center of the video on stage to play.
- Pause by clicking in the center of the player, scroll forward / back with the scrollbar, and hover over the volume icon to click to adjust the volume.

Regular participants in the room won't see the storyboard. They'll only see the content on stage without player settings (such as the progress bar and volume button) creating a seamless experience!

For documents:

- Hover on the stage to display a **pencil icon** (click to open an annotations bar), and **zoom buttons**.

3. To end the presentation on stage, click the **Stop Presenting** button on the stage, or click on the file in the storyboard.

To close the storyboard, click the storyboard icon again or the **X** on the far right of the panel.

Clear the storyboard

1. On the storyboard, click the **3 dots menu**.
2. Click **Clear Storyboard**.

A confirmation displays: *Are you sure you want to clear the storyboard?*

3. Click **Clear**.

The storyboard is cleared of all its contents.

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