

Create and edit chapters for your video in legacy Video Portal

Last Modified on 06/04/2026 9:15 am IDT

 This article is designated for all users.

About

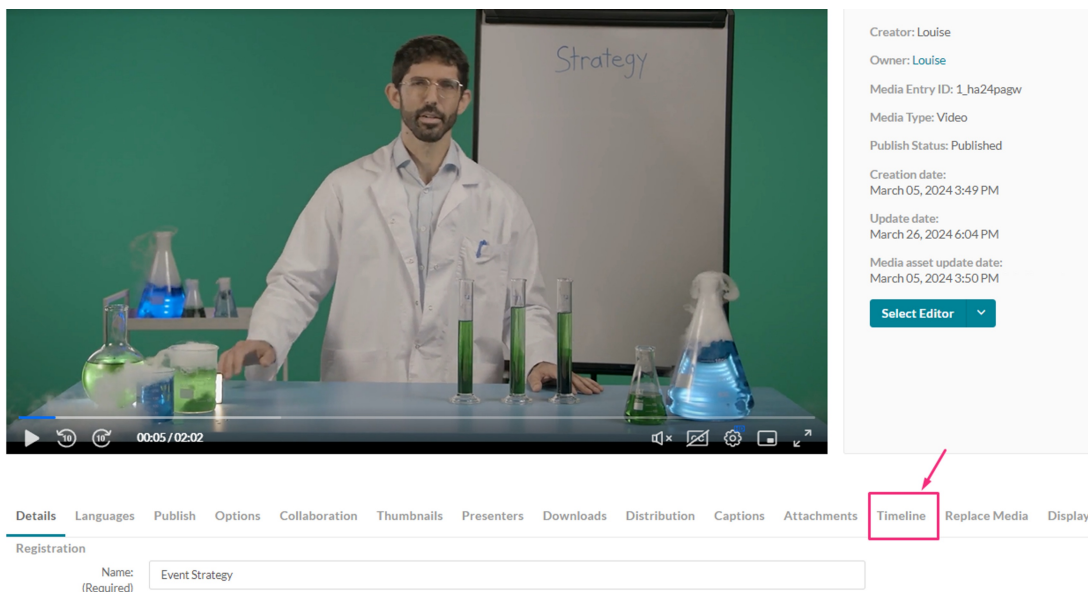
Chapters let viewers navigate through your video by jumping to specific points. They act as bookmarks and can include custom names, descriptions, tags, and thumbnails.

You can create chapters manually or edit ones generated automatically, for example, from PowerPoint presentations recorded with Kaltura Capture.

 This feature requires the [Chapters module](#) to be enabled.

Create and edit chapters

1. Access the [edit page](#) and click on the **Timeline** tab.



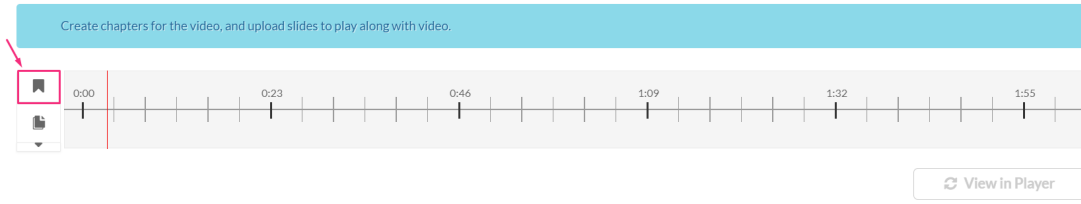
The screenshot displays a video player interface. The video shows a man in a white lab coat standing behind a table with various glassware containing colored liquids. A whiteboard in the background has the word "Strategy" written on it. The video player controls at the bottom show a progress bar at 00:05 / 02:02. To the right of the video player is a metadata panel with the following information:

- Creator: Louise
- Owner: Louise
- Media Entry ID: 1_ha24pagw
- Media Type: Video
- Publish Status: Published
- Creation date: March 05, 2024 3:49 PM
- Update date: March 26, 2024 6:04 PM
- Media asset update date: March 05, 2024 3:50 PM

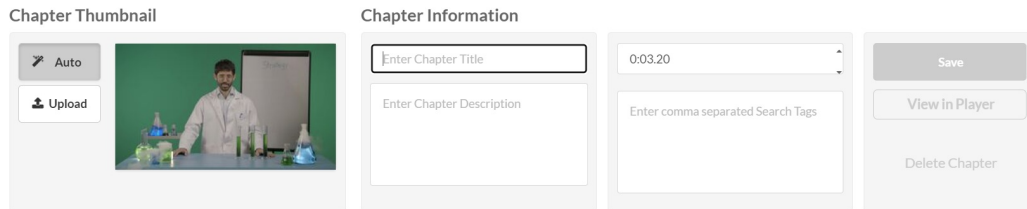
Below the metadata panel is a "Select Editor" dropdown menu. At the bottom of the interface is a navigation menu with tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Distribution, Captions, Attachments, **Timeline** (highlighted with a red box and a red arrow), Replace Media, and Display. Below the navigation menu is a "Registration" section with a "Name:" field containing "Event Strategy" and a "(Required)" label.

The media's timeline displays.

2. To create a new chapter, click the **Create New Chapter icon**.



The chapter settings display.



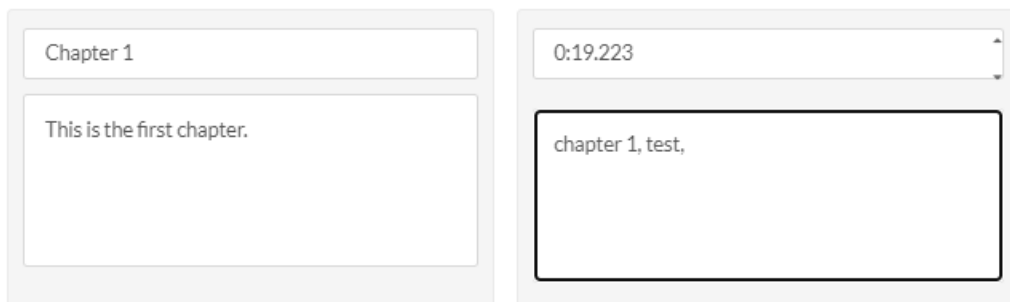
3. Move the cue point to the desired position of the first chapter, then fill in the chapter information.



Edit chapter information

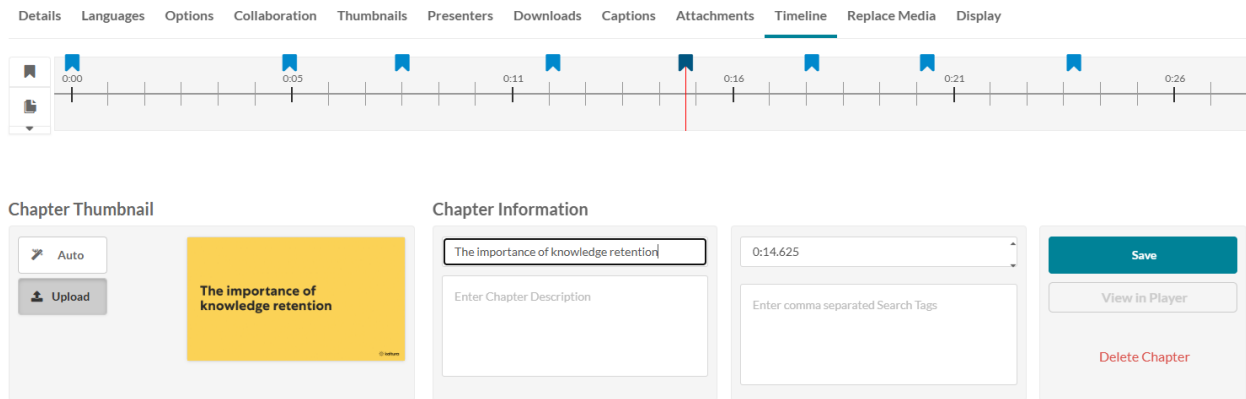
Enter name, description, and tags (optional). The exact time of the cue point is shown, and you can modify it if necessary.

Chapter Information



If you recorded a PowerPoint presentation using Kaltura Capture, slide-based chapters are added automatically. You can edit them here just like manually created chapters -

update the name, description, tags, and thumbnail.

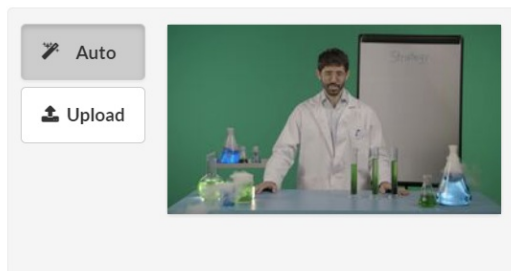


For more details, see [Record PowerPoint slides with Capture](#).

Thumbnail

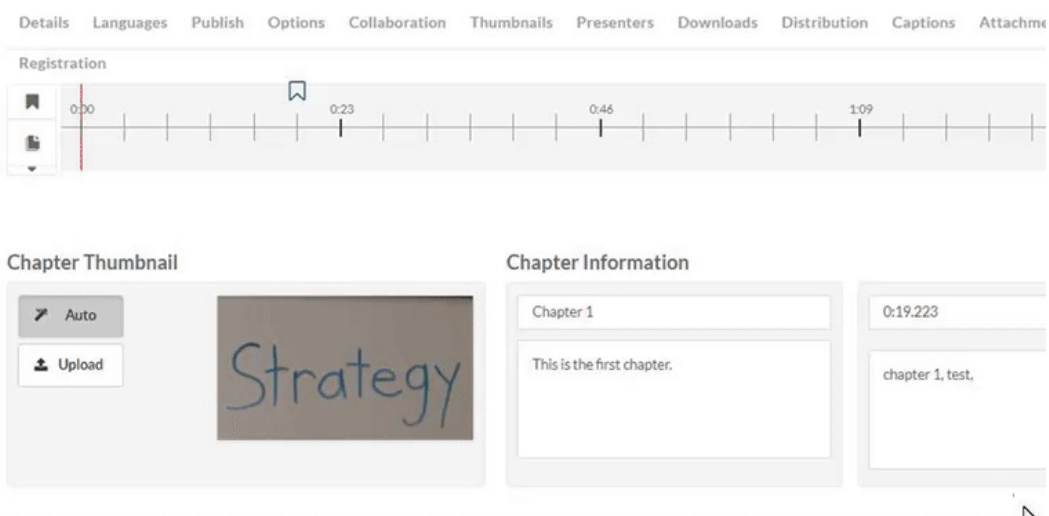
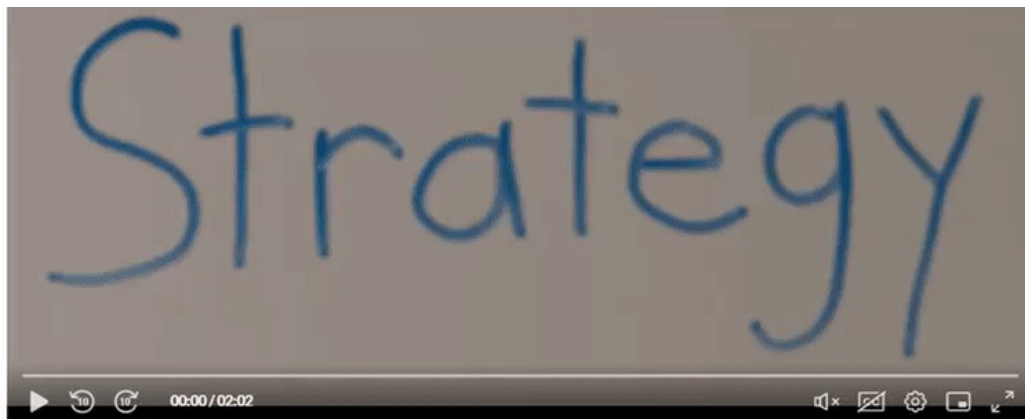
A default thumbnail is set for the chapter, but you can change it using **Auto** or **Upload**.

Chapter Thumbnail



Auto

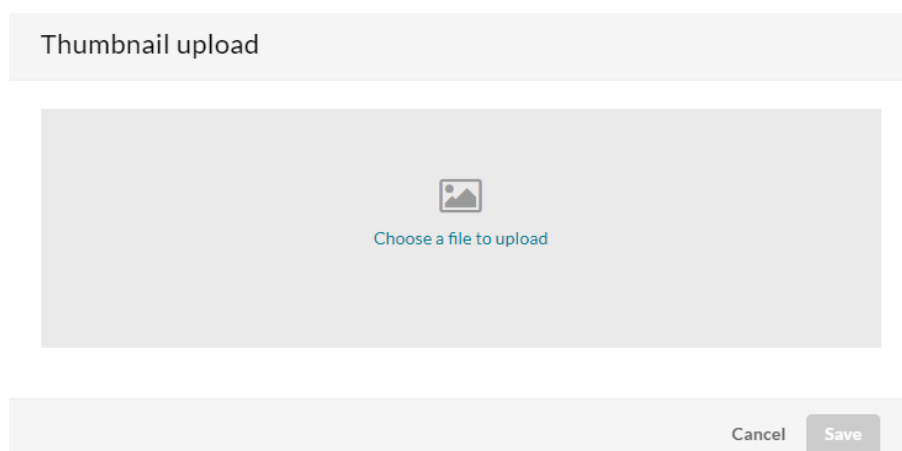
Pick a moment in the video for the thumbnail image and click **Auto** to create it automatically.



The thumbnail updates.

Upload

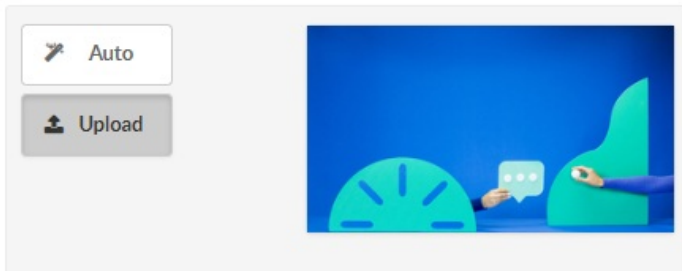
1. Click **Upload** (or click on the thumbnail).
The **Thumbnail upload** window displays.



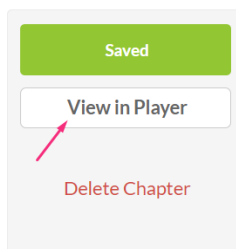
2. Choose a file to upload.
3. Click **Save**.

The image displays as your new thumbnail for that chapter.

Chapter Thumbnail



At any time, you can preview the chapters in the player by clicking **View in Player**.



4. When you have finished configuring your first chapter, click **Save**.

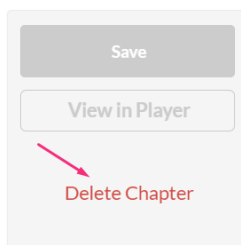
To create another chapter, click the **Create New Chapter icon** and repeat the steps above.

Delete chapters

1. Click on the cue point of the chapter you want to delete.



2. Click **Delete Chapter**.



A confirmation message displays: *'Are you sure you want to delete this chapter?'*

3. Click **Delete** to confirm.

Click **View in Player** any time to see your changes.

