Prepare Files for Your Meeting

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

About

Effortlessly prepare presentations using Kaltura's Storyboard and Media Manager. Upload files in advance to the storyboard and organize them so you can seamlessly navigate through media during your session.

Add files via the storyboard menu

Access the storyboard

Click the storyboard icon on the bottom toolbar to open 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 to the storyboard

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

Four options display for sharing media:

- **Video**
- **Presentation**
- **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.

   You can use the search field (**1**) to search for a specific video. To upload a video from your computer, click **Upload** (**2**). You can also sort videos according to **Name** or **Creation date** (**3**).

2. Once you have located the desired video, simply click **Select** (**4**).
   Your file is added to the storyboard (it will not start playing automatically), with the newest files to the right.

> If you access the media manager from your Video Portal (MediaSpace) or Events Platform, the **Select a media** 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.

   You can use the **search field** to search for a specific file. To upload a document from your computer, click **Upload**. You can also sort files according to **Name** or **Creation date**.

2. Once you have located the 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 the slides in the document.

3. After you have previewed and approved the slides, click **Add to Storyboard** (**5**).
   The file with the selected slides displays on the storyboard.

Images

1. Select **Image** from the menu.
   The **Select an image** window displays.

2. You can use the **search field** to search for a specific image. To upload an image from your computer, click **Upload**. You can also sort images according to **Name** or **Creation date**.

3. Once you have located the desired image, simply click **Select**.

Your file is added to the storyboard (it will not start playing automatically) with the newest files to the right.

Media and Files

1. Select **Media and Files** from the menu.
   The **Select a media** window displays.
2. To learn how to work with the media manager, see step 3 below.

Add files via the media manager

Kaltura's Media Manager is configured according to the Kaltura Management Console KMC protocols, which means each session room is represented as a category in the KMC, and each media item is treated as a Kaltura entry. See our articles Managing categories and The KMC entries tab for more information.

> By aligning with Kaltura's entitlement protocols and treating all media as entries or categories, the Media Manager prioritizes security and privacy to prevent any potential issues.

1. Click the **3 dots menu** on the bottom toolbar.
2. Click **Media and Files**.

3. The media manager window opens.

> The media manager supports following media types: Image, Video, Audio, PPT, PDF

4. 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:

   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**).
5. Once you have located the desired media, simply click **Select** (**5**) and it will be added to the storyboard (it will not start playing automatically).

> If you access the media manager from your Video Portal or Events platform, the **Select a media** 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).

Add files to breakout rooms

Uploading files can be done ahead of time when preparing for breakout sessions. To add files to a room, you must first create the breakout rooms and then launch each room to add files to its local storyboard.

1. If you need help creating and launching a breakout room, follow the steps in our article Create and Launch Breakout Rooms.
2. After launching a breakout room, the storyboard displays and you can add files to it either from the storyboard menu or the Media Manager as shown in the steps above.
3. Once you've finished preparing your files, exit the breakout room (click 'End Breakout'). The files will be placed in the **Shared** folder in the Media Manager, which can then be accessed at any time from any room.

Looking for your old files?

You will still be able to access files that you had previously uploaded to the file manager until **June 1, 2024**. You can access them by clicking **Find them here** at the bottom of the window, just above the tool bar.

The **Legacy media** window opens and you can see all your previously uploaded files.

The following functions are available:

- Use the search field (**1**) to search for media.
- Click the download icon (**2**) to download a selected media.
- Click the refresh icon (**3**) to refresh the list of files.
- Click Add to storyboard (**4**) to add the item to the storyboard.
- Click Play (**5**) to play the item immediately.

> For instructions on presenting files from the storyboard, visit our articleStoryboard.

[template("cat-subscribe")]