

# Storyboard for Webcast studio

Last Modified on 08/17/2025 1:23 pm IDT

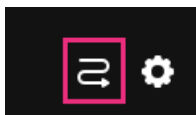
 This article is designated for moderators and hosts

## About

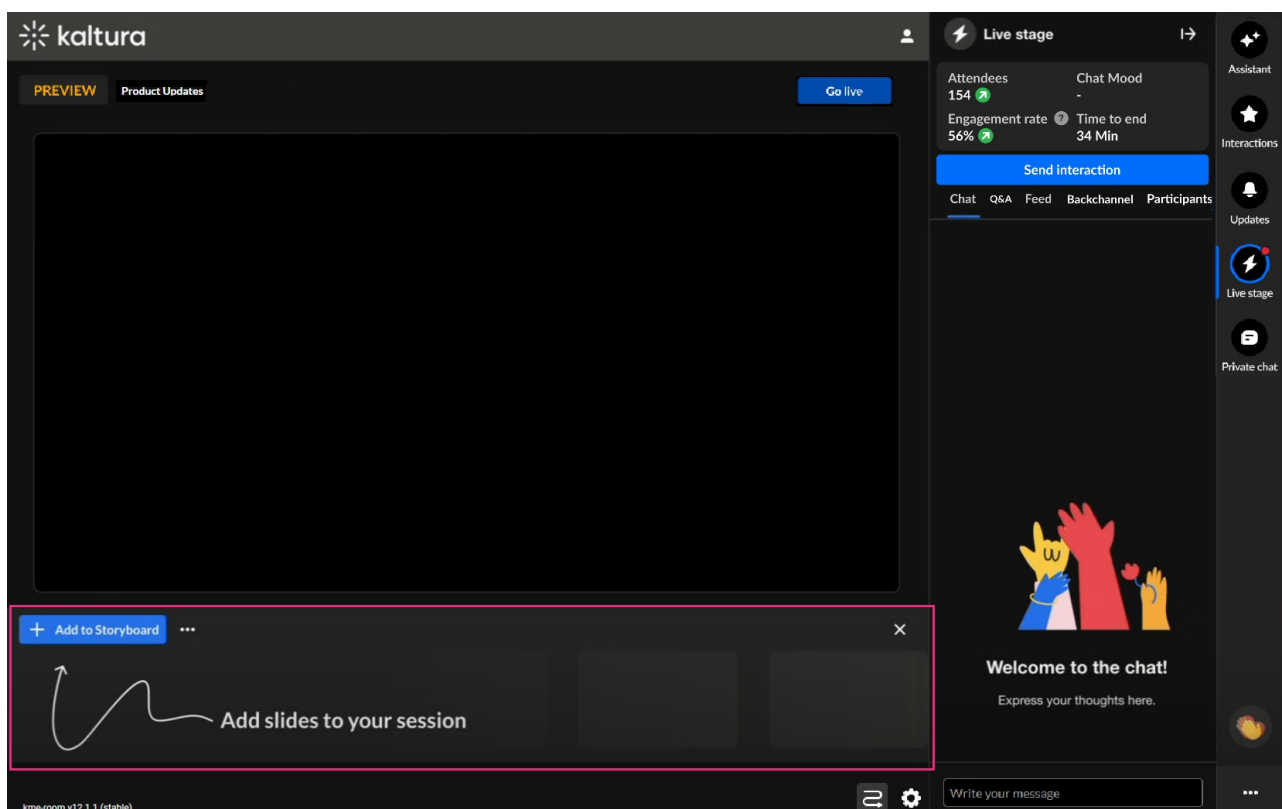
Prepare your presentations effortlessly with Kaltura's Storyboard. Upload files in advance to simplify session prep. Organize, take breaks, and return to find everything where you left it. The storyboard replaces our familiar playlist and 'timeline', making life easier for hosts and moderators.

## Access the storyboard

If your storyboard is not already opened, click the Storyboard icon on the bottom toolbar to display the storyboard.



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 two options for sharing content:

- Presentation (documents)
- Image

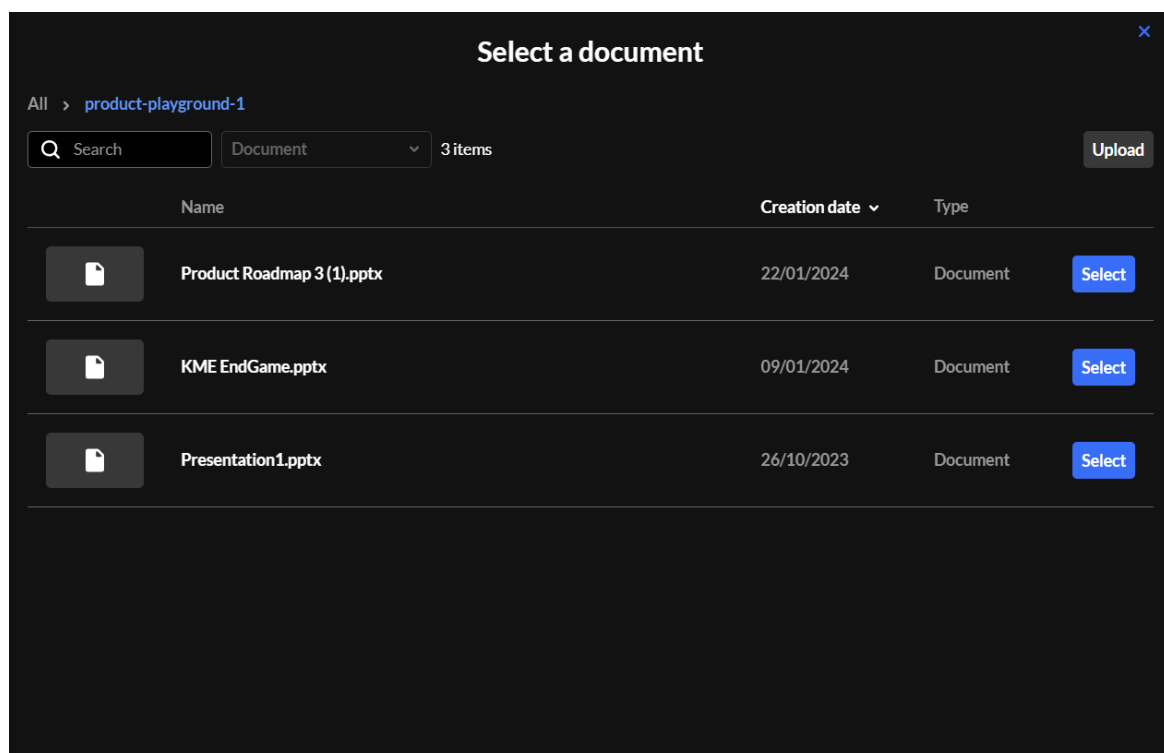


The following media types are supported: PPT, PDF, image.

### Presentation

1. Select **Presentation** from the menu.

The **Select a document** window displays.

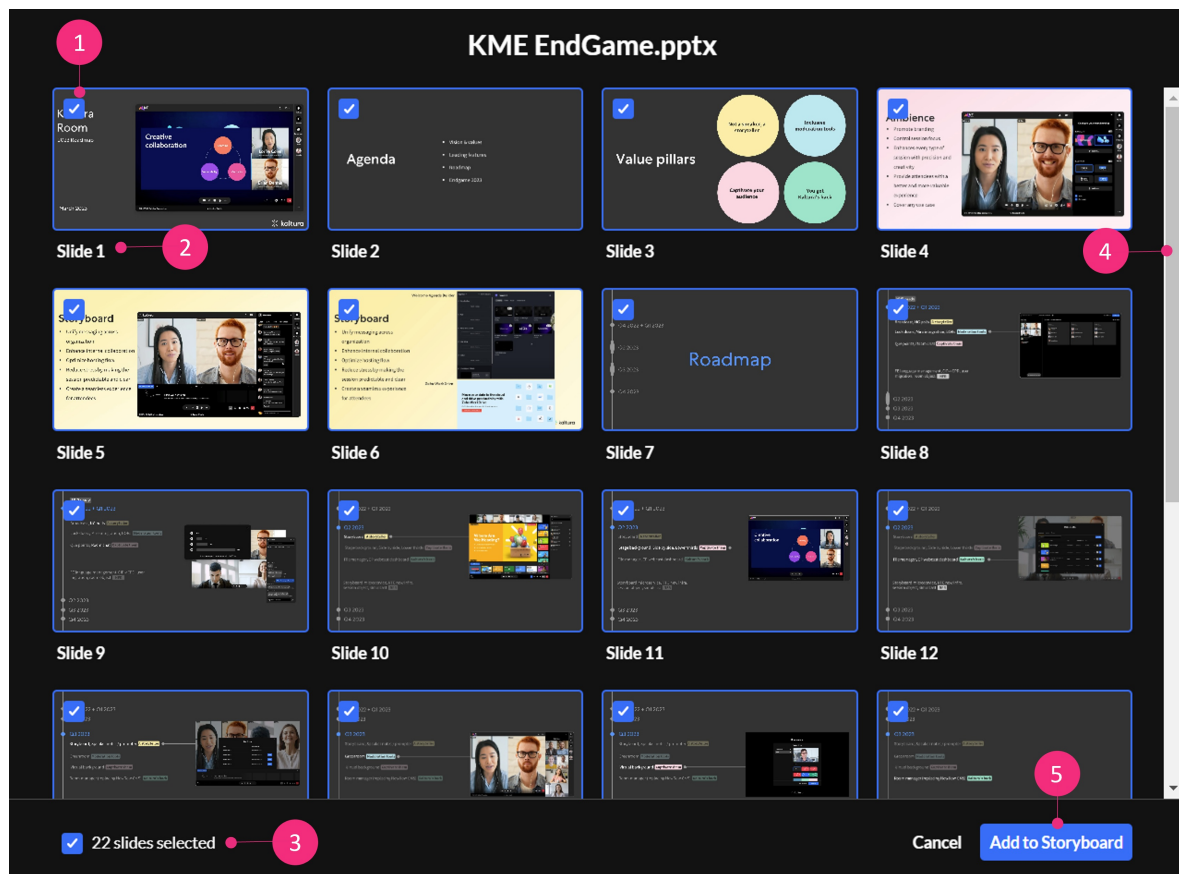


2. You can search for documents using the **Search** field or upload a document from

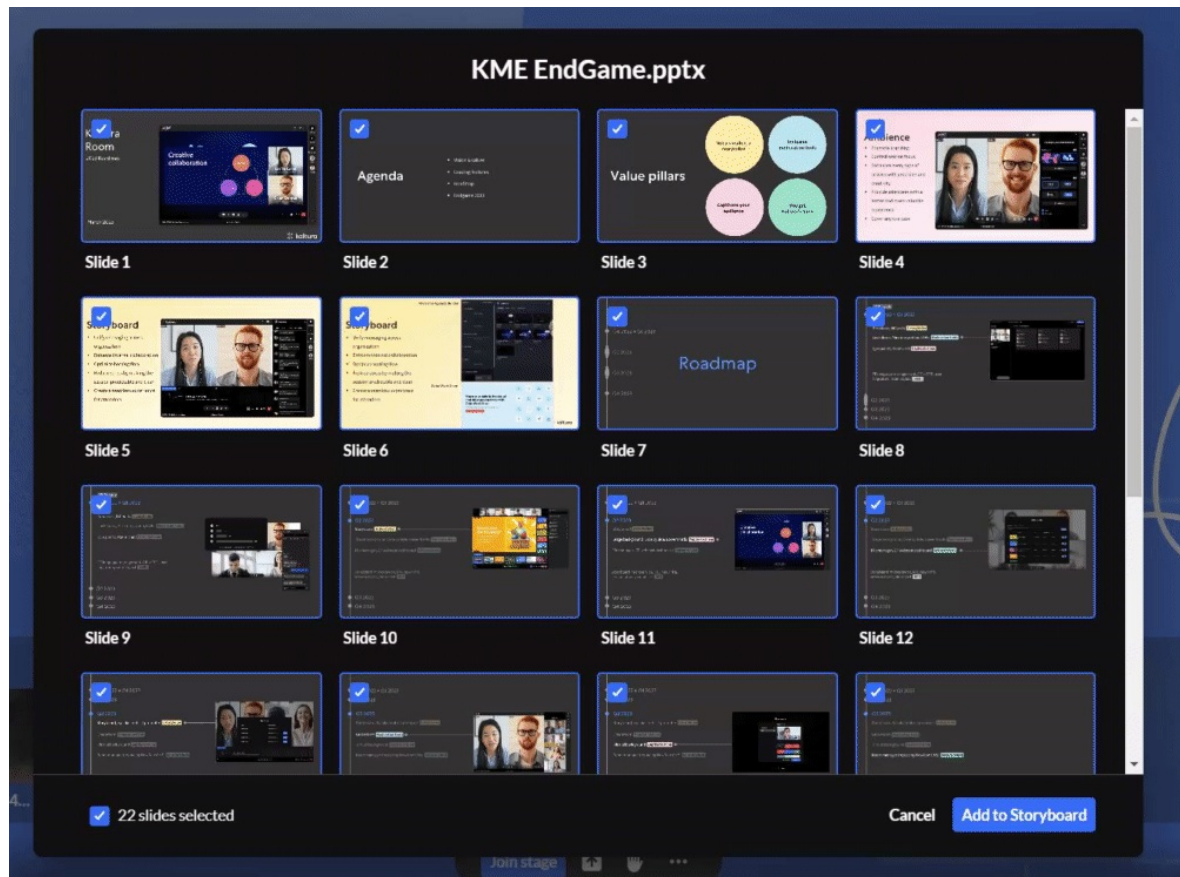
your computer by clicking **Upload**. Sort documents by **Name** or **Creation date**.

3. After finding your desired document, click **Select**.

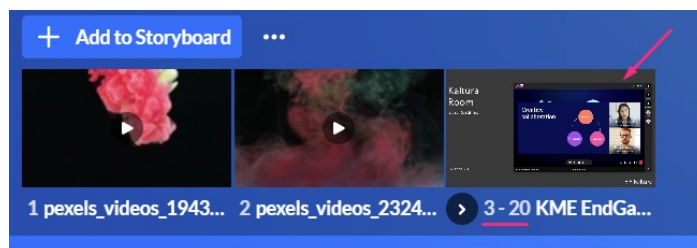
A preview window opens.



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.

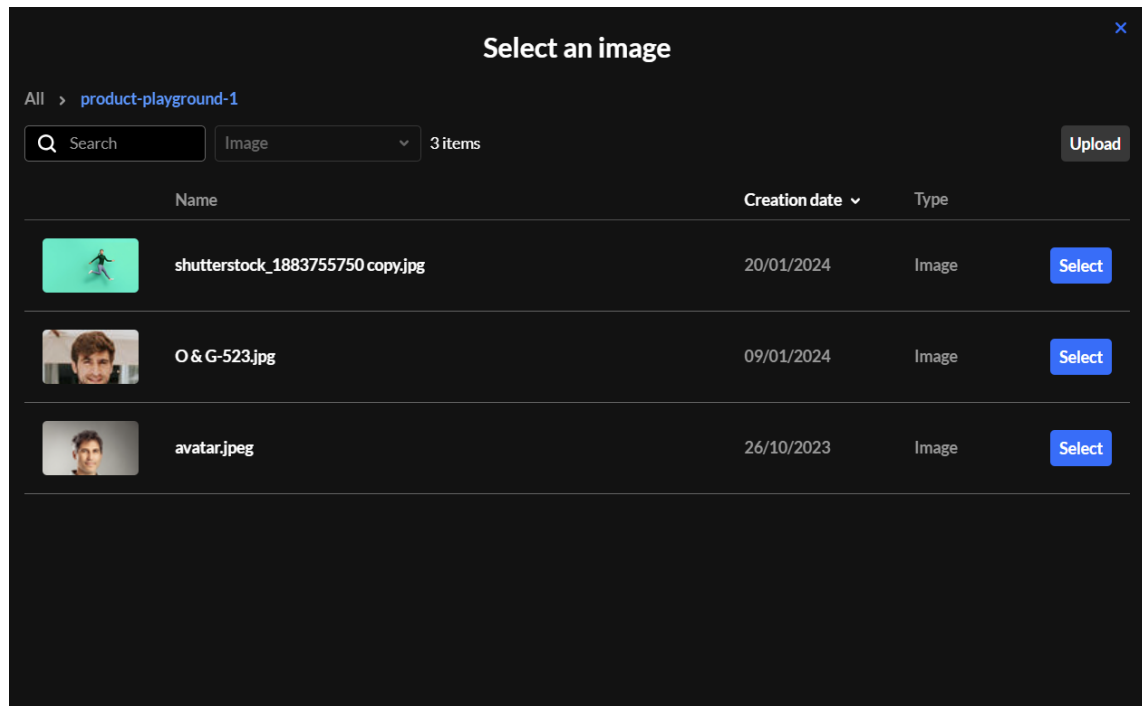


4. After you have previewed and approved the slides, click **Add to Storyboard (5)**. The file with the selected slides is added to the storyboard. The newest files display on the right.



## Image

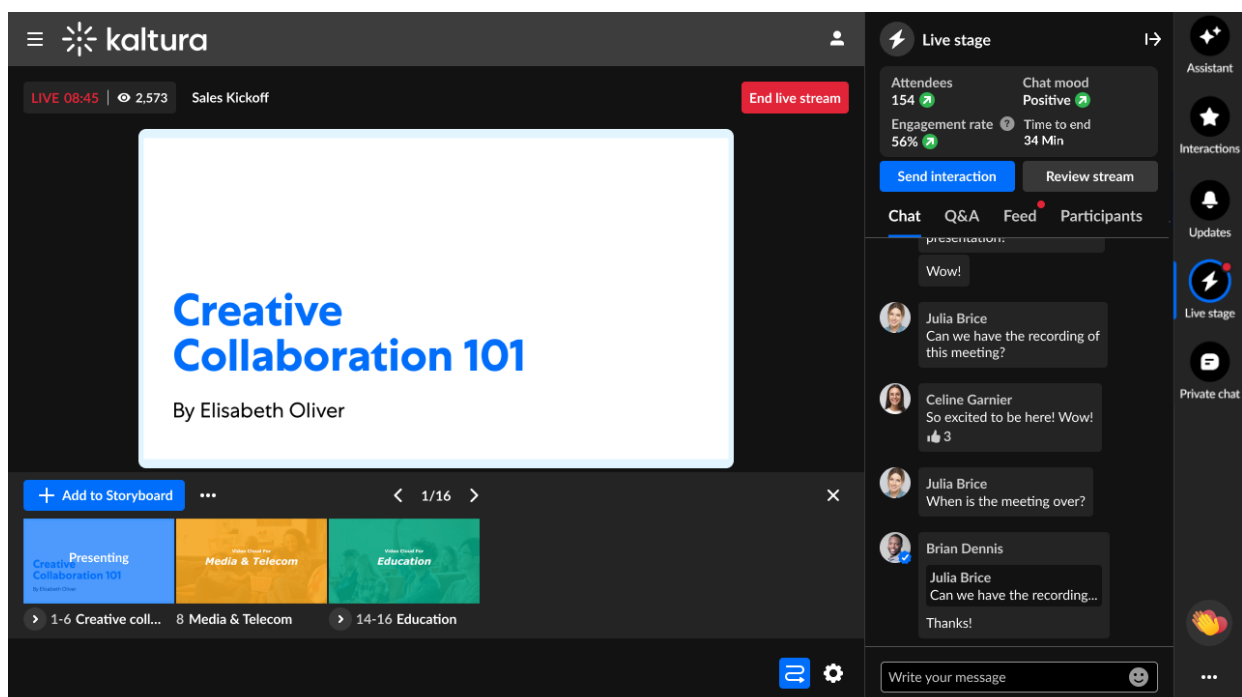
1. Select **Image** from the menu.  
The **Select an image** window displays.



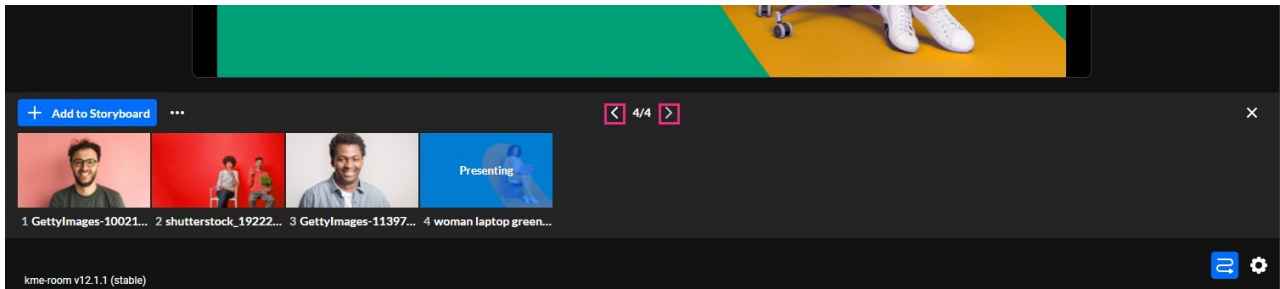
2. You can search for images using the **Search** field or upload images from your computer by clicking **Upload**. Sort images by **Name** or **Creation date**.
3. After finding your desired image, click **Select**. The file will be added to the storyboard. The newest files display on the right.

## 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'.

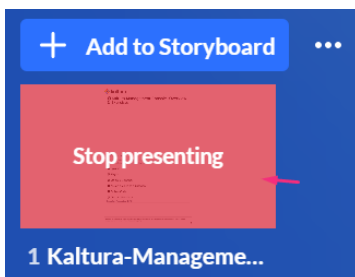


2. If you have more than one item, navigate through the items on stage using the arrows.



Webcams are shown above or beside the stage, adjusting responsively to screen size.

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



## 'Target Active Content' feature

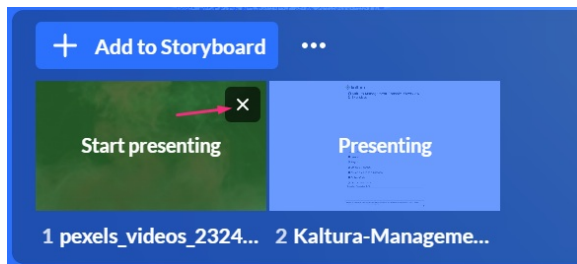
If you scroll through the storyboard and the currently presented content (such as a slide or video) is no longer visible on the storyboard, the **Target Active Content button** will appear at the far right of the storyboard.



Clicking this button will automatically scroll the storyboard back with the active content visible, allowing you to easily manage the item that's on stage.

## Remove files from storyboard

1. Hover over the file's thumbnail you want to remove.
2. Click the **X** in the top right corner.



The file is removed.

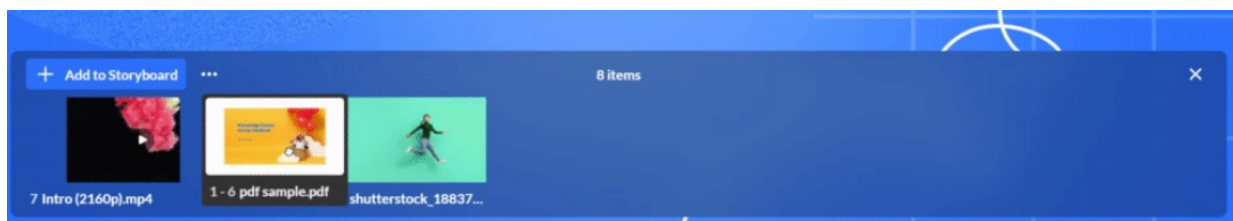


Removing a file from the storyboard does not delete it from the media manager.

## Rearrange files

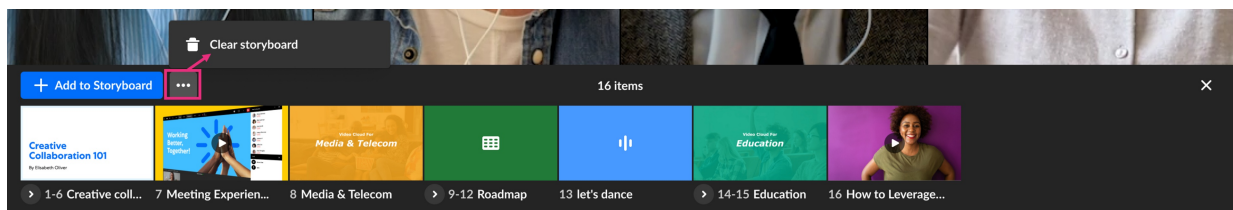
You can reorder files by dragging and dropping items within the storyboard.

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

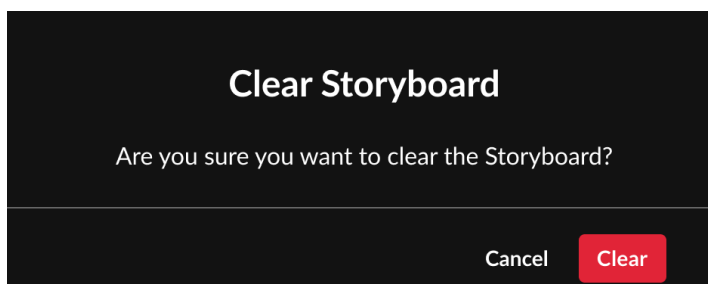


## Clear storyboard

1. On the storyboard, click the **three-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.

---