

# Upload and manage slides in the video portal

Last Modified on 07/22/2025 1:00 pm IDT

 This article is designated for all users.

## About

Slides add synchronized visual elements to your video. You can upload full slide decks or individual slide images to appear at specific points in your timeline. Slides are visible in the player and enhance the viewing experience alongside your content.



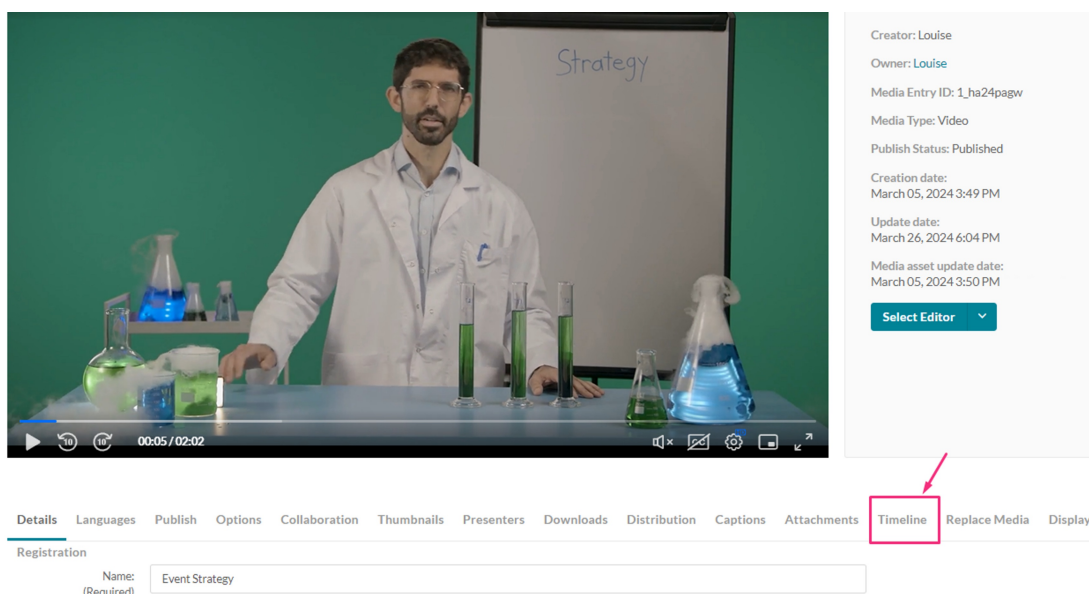
The [Chapters module](#) must be enabled before using this feature.



In KMS and LMS Video instances that are set with remote storage configuration, slides on entries are stored and played from the remote storage.

## Add slides

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

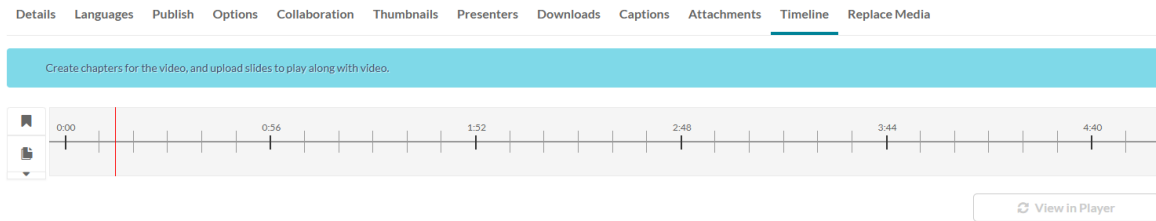


The screenshot shows the Kaltura media edit interface. On the left is a video player showing a man in a lab coat standing behind a table with various glassware. On the right is a sidebar with metadata:

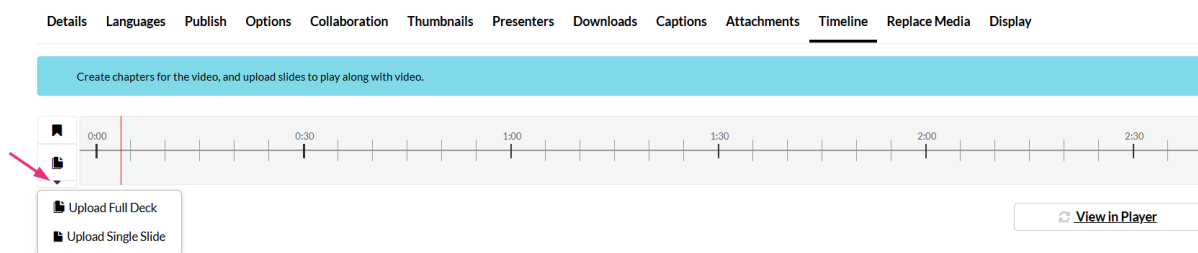
- Creator: Louise
- Owner: Louise
- Media Entry ID: 1\_ha24pagw
- Media Type: Video
- Publish Status: Published
- Creation date: March 05, 2024 3:49 PM
- Update date: March 26, 2024 6:04 PM
- Media asset update date: March 05, 2024 3:50 PM
- [Select Editor](#) (dropdown button)

At the bottom, there is a navigation bar with tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Distribution, Captions, Attachments, **Timeline** (highlighted with a red box and arrow), Replace Media, and Display. Below the navigation bar is a 'Registration' section with a 'Name: (Required)' field containing the text 'Event Strategy'.

The media's timeline displays.



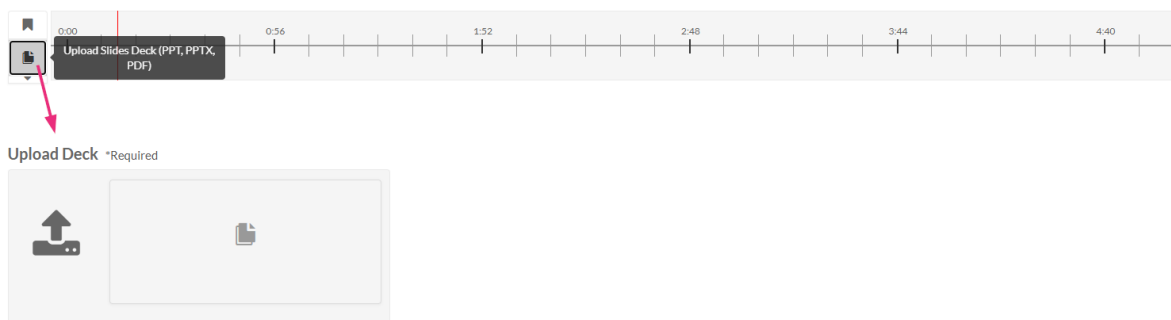
- Click the arrow below the **slides icon** and select **Upload Full Deck** to add a series of slides (the supported formats are PPT, PPTX, and PDF), or **Upload Single Slide** to upload one slide (image file types only are supported).



Can't see **Upload Full Deck**? Ask your admin to enable it in the [Chapters](#) module.

## Upload full deck

- Click the **slides icon** then click the **upload icon**.



The deck upload window displays

### Deck upload

Choose slides resolution:

- ☒ Normal Resolution (1024x768)  
☐ Wide Resolution (1366x768)

Drag & Drop a file here

or

**+ Choose a file to upload**

Cancel

## 2. Choose the resolution (default is Normal).

### Deck upload

Choose slides resolution:

- ☒ Normal Resolution (1024x768)  
☐ Wide Resolution (1366x768)

Drag & Drop a file here

or

**+ Choose a file to upload**

Cancel

## 3. Drag and drop the desired file into the grey area or click **+Choose a file to upload**.

The upload process begins.

### Deck upload

Choose slides resolution:

- ☒ Normal Resolution (1024x768)  
☐ Wide Resolution (1366x768)

**24.95MB of 182.2MB**

Note - once the upload and processing is done, the slides will be equally spread across the timeline for you to manually arrange them.

Cancel

You can return to the timeline while the upload is processing by clicking **Back to Timeline**.

## Deck upload

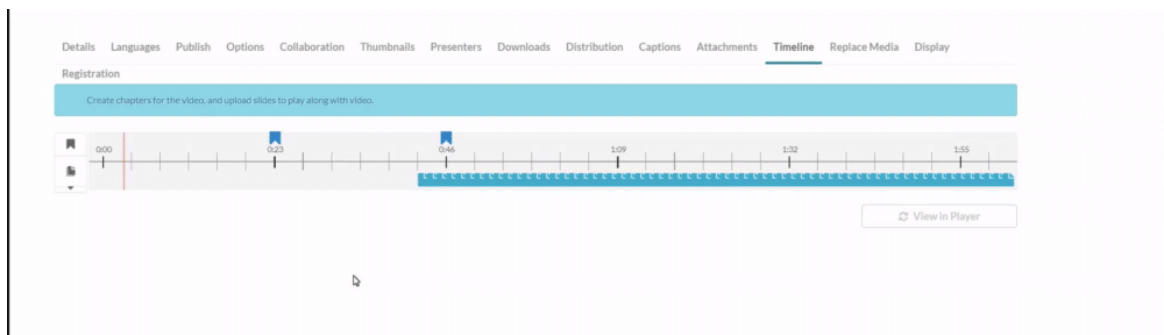
Note - once the upload and processing is done, the slides will be equally spread across the timeline for you to manually arrange them.

Loading...



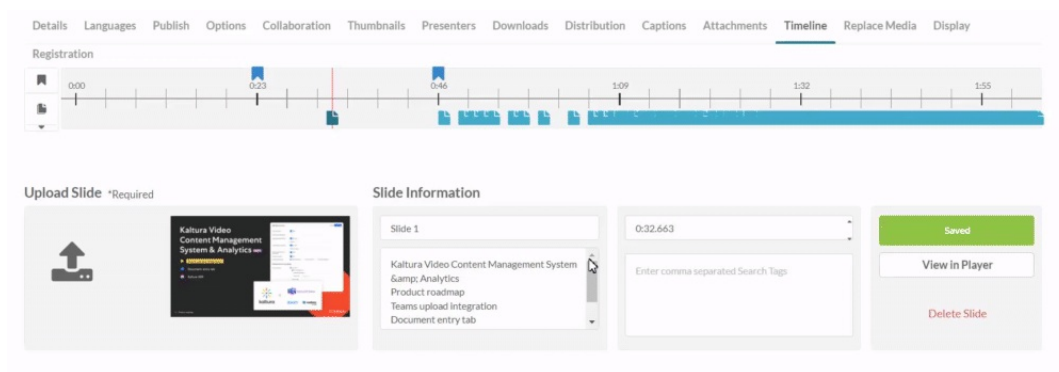
[Back to Timeline](#)

- After the upload and processing have finished, the slides will be equally spread across the timeline and you can manually rearrange them.



## Arrange your slides

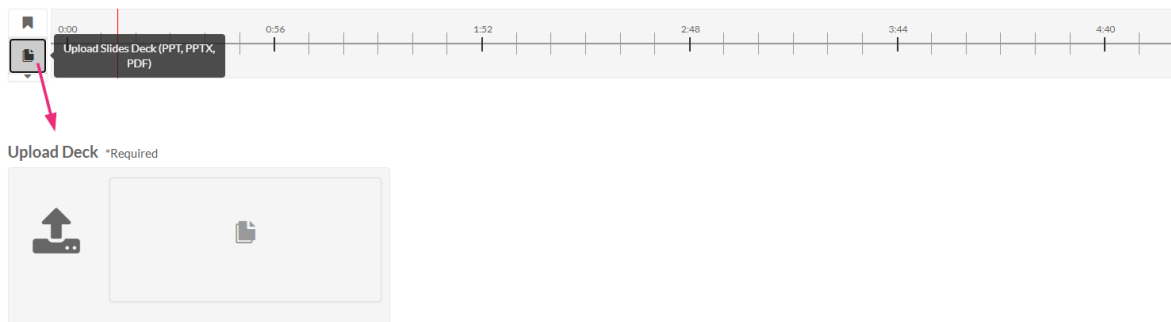
- Click and drag the slide to the desired position in the timeline.



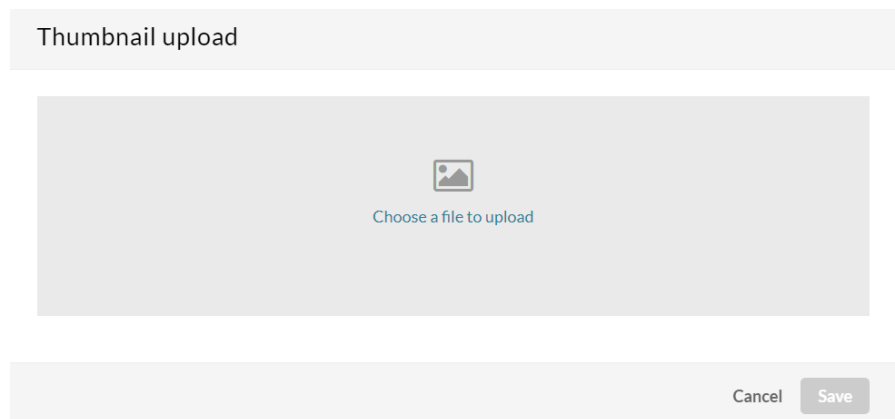
- In the slide information section, enter a name, description and tags (optional) for the slide.
  - Click **Save**.
- Repeat this process for each slide.

## Upload a single slide

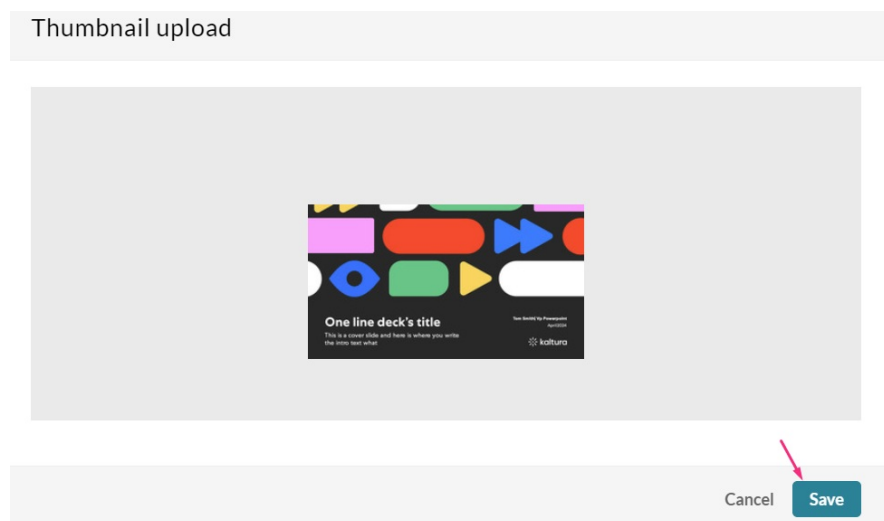
- Click the **slides icon** then click the **upload icon**.



The upload window displays.




2. Choose a file to upload (image file only).
3. Click **Save**.




4. Under **Slide Information**, enter a name, description, and tags (optional). The exact time of the cue point is shown, and you can modify it if necessary.

Upload Slide \*Required



**AUTHENTIC INSTITUTIONAL DATA ONLY**

Avoids hallucinations by relying on your trusted knowledge gathered over the years.



Slide Information


Save

[View in Player](#)

[Delete Slide](#)


Click **View in Player** at any time the far right to see your changes.

Upload Slide \*Required



**AUTHENTIC INSTITUTIONAL DATA ONLY**

Avoids hallucinations by relying on your trusted knowledge gathered over the years.



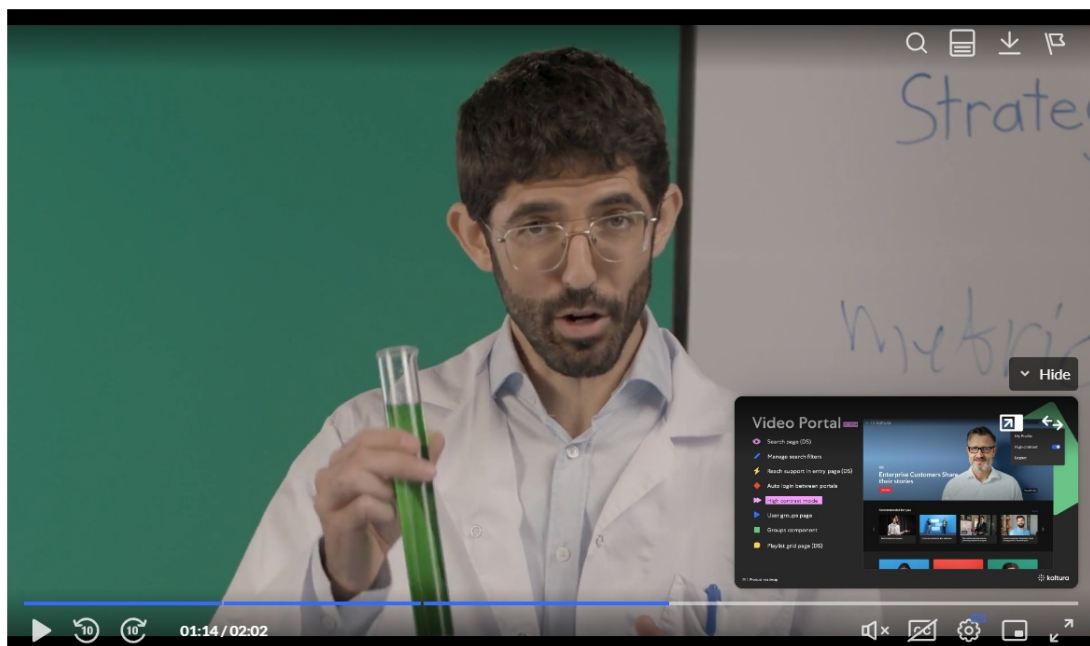
Slide Information

Save

[View in Player](#)

[Delete Slide](#)

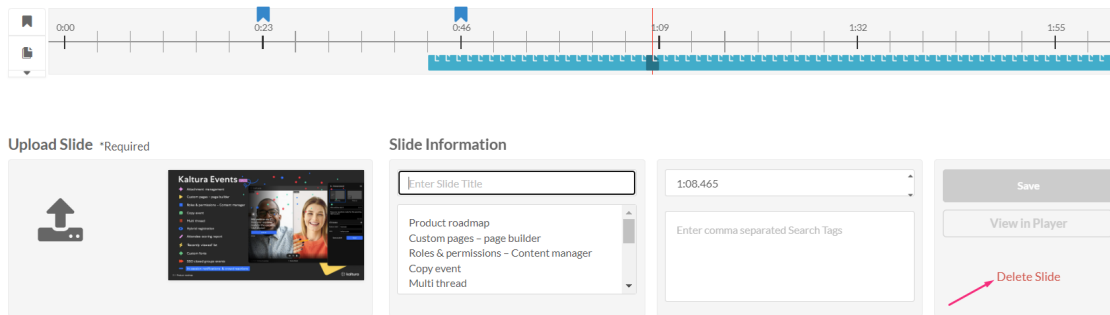
- When you are happy with all your configurations, click **Save** at the top right. The slides appear on the player.



To learn more about viewing slides on the player, check out our article [Dual Screen](#).

## Delete slides

- In the timeline, click on the slide you want to delete.
- Click **Delete Slide**.



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

3. Click **Delete** to confirm.



You can only delete one slide at a time.