

## Add and edit slides in Video Portal

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28 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.



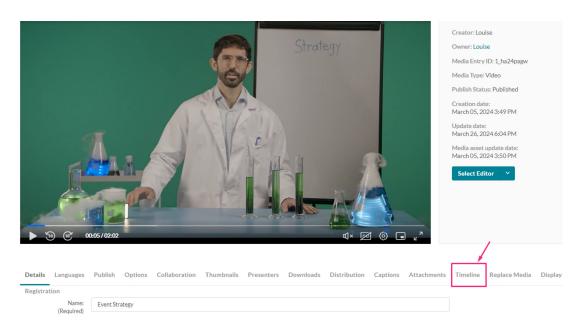
The Chapters module must be enabled before using this feature.

**a** 

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.

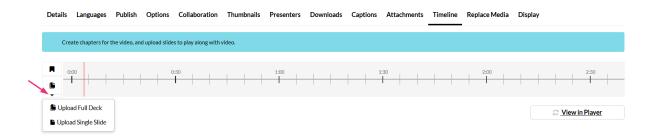


The media's timeline displays.





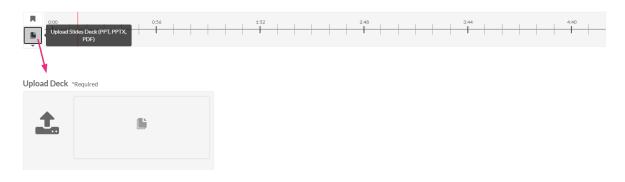
Click the arrow below the slides icon and select Upload Full Deck to add a series
of slides (the supported formats are PPT, PPTX, and PDF), or Upload Single Slide
to upload one slide (image file types only are supported).



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

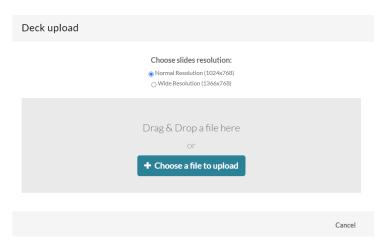
### Upload full deck

1. Click the slides icon then click the upload icon.

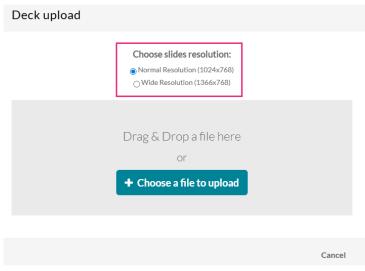


The deck upload window displays



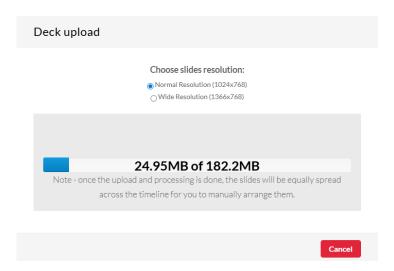


2. Choose the resolution (default is Normal).



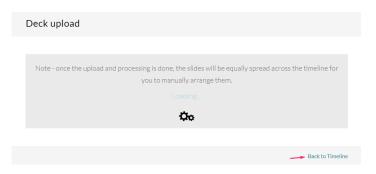
3. Drag and drop the desired file into the grey area or click **+Choose a file to upload**.

The upload process begins.



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



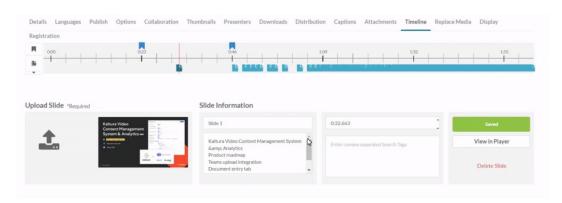


4. After the upload and processing have finished, the slides will be equally spread across the timeline and you can manually rearrange them.



# Arrange your slides

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

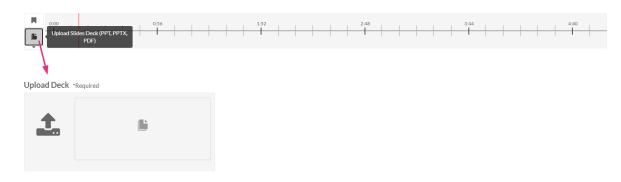


- 2. In the slide information section, enter a name, description and tags (optional) for the slide.
- Click **Save**.Repeat this process for each slide.

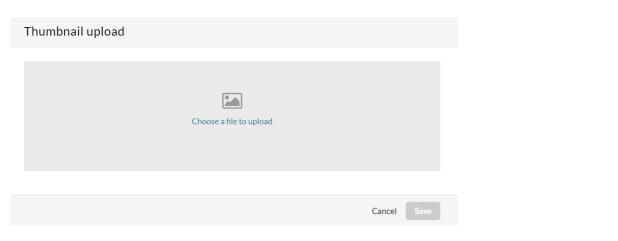
# Upload a single slide

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

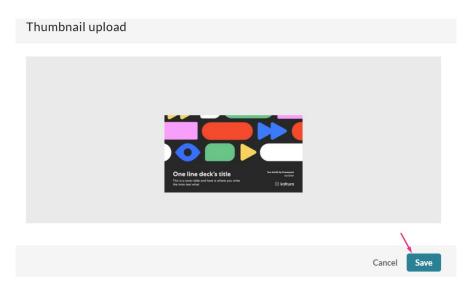




The upload window displays.



- 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.





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



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

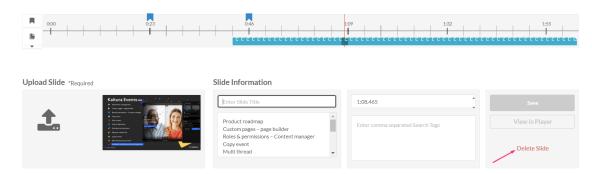


To learn more about viewing slides on the player, check out our article Dual Screen.

### **Delete slides**

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





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

3. Click **Delete** to confirm.

