

Upload and manage slides in the video portal

Last Modified on 04/14/2025 6:35 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.



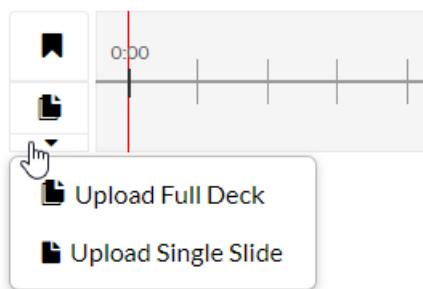
The [Chapters module](#) must be enabled before using this feature.



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

Add slides

1. Move the cue point to where you want to add the slide(s).
2. 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).

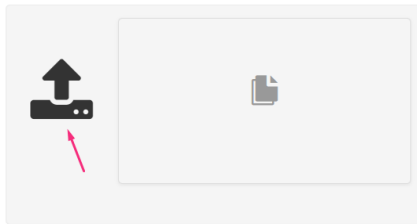


Can't see **Upload Full Deck**? Ask your admin to enable it in the [Chapters](#) module.

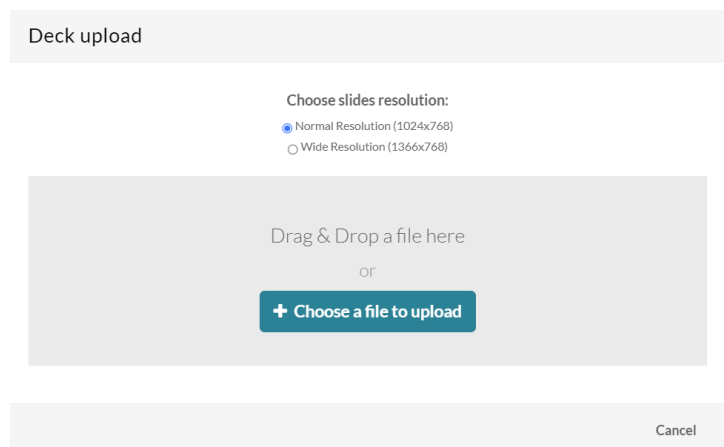
Upload full deck

1. Click the upload icon.

Upload Deck *Required

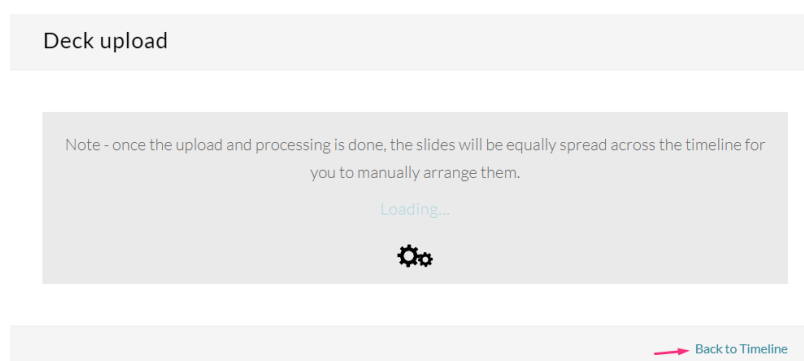


The Deck upload window displays

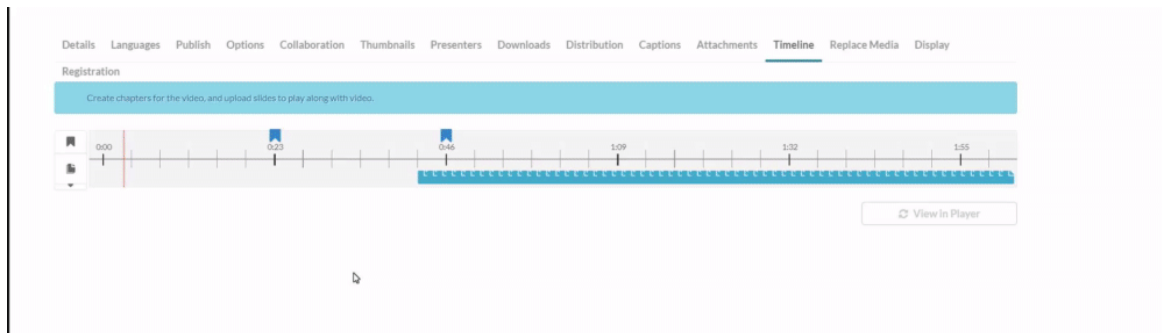


2. Choose the resolution (default is Normal), then drag and drop the desired file or click **+Choose a file to upload**.

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

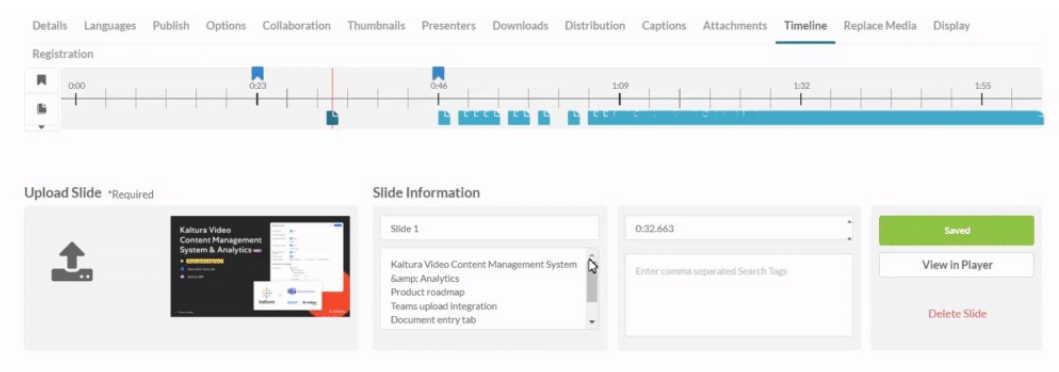


3. After the upload and processing have finished, the slides will be equally spread across the timeline and you can manually rearrange them.



Arrange your slides

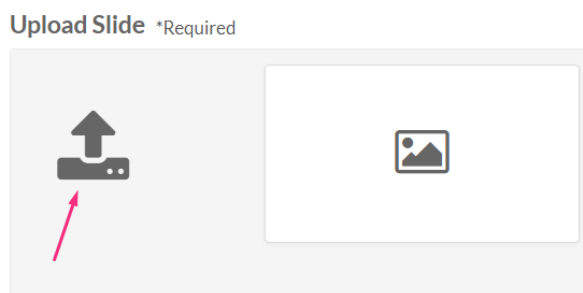
1. Click and drag the slide to the desired position in the timeline.



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

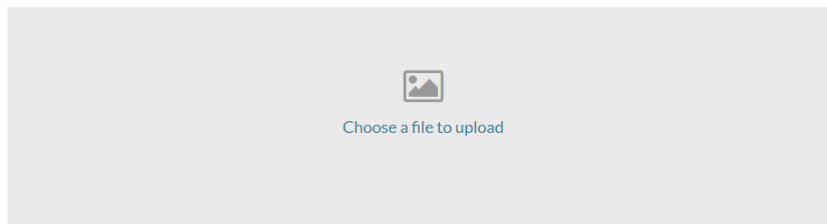
Upload single slide

1. Click the upload icon.



The upload window displays.

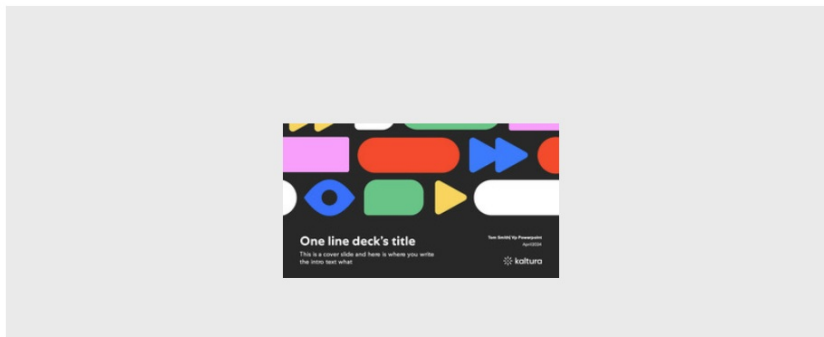
Thumbnail upload



Cancel Save

2. Choose a file to upload (image file only).


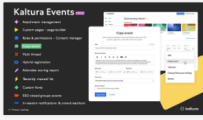
Thumbnail upload



Cancel Save

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

Upload Slide *Required

Slide Information

Enter Slide Title

Product roadmap
Custom pages - page builder
Roles & permissions - Content manager
Copy event
Multi thread

0:59:587

Enter comma separated Search Tags

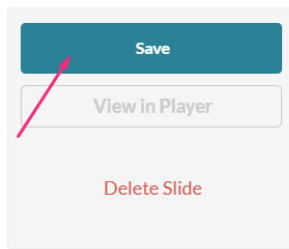
Save

View in Player

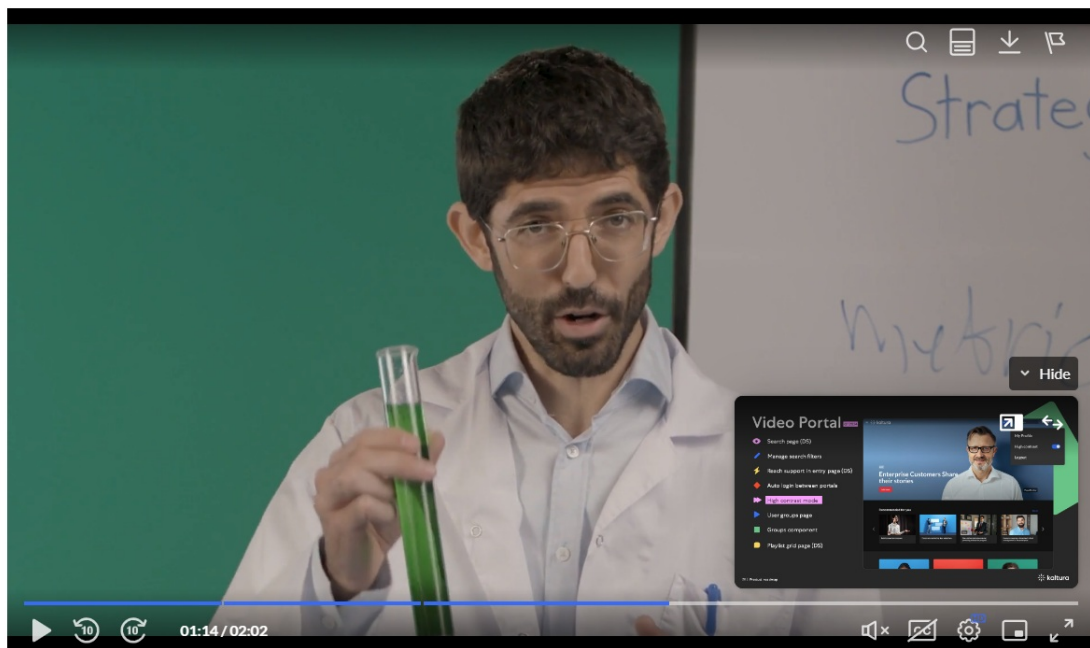
Delete Slide

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

5. When you are happy with all your configurations, click **Save**.

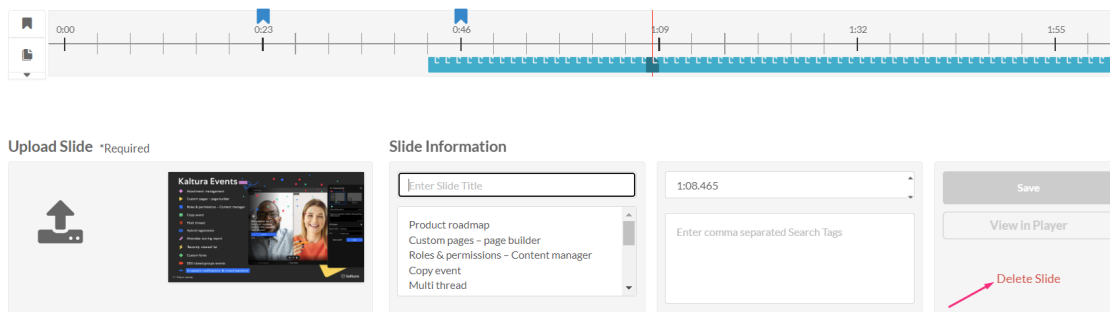


The slides appear on the player. To learn more about viewing slides on the player, check out our article [Dual Screen](#).



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.



You can only delete one slide at a time.