# Adding Chapters & Slides Using Timeline

Reviewed May 2025

The 'Timeline' tab of the Kaltura video editing menu allows you to label sections of a video with chapters, and also allows you to add slides from a slideshow to the video presentation. All images in this tutorial are screenshots of the preceding step(s).

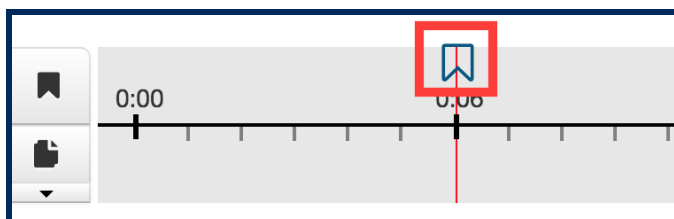## From the Timeline in Edit Menu: Chapters

Step 1: Find the Chapters Icon

Click the "**chapters**" icon to the left of the video timeline.
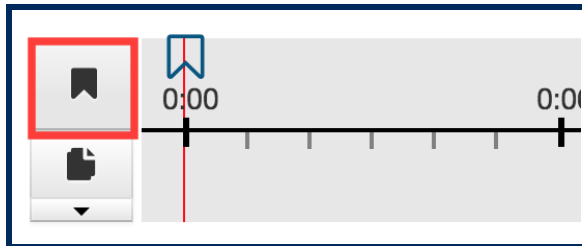
Step 2: Mark Chapter Location

Drag the blue chapter marker that appears to the desired point on the video timeline

Step 3: Enter Chapter Information

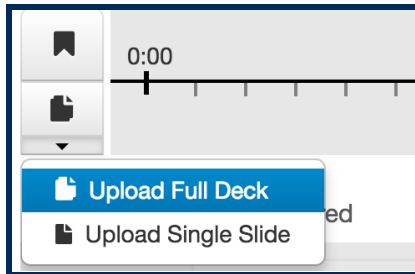**Enter chapter information** such as title and description.

Step 4: Saving Chapter

Save chapter.

From the Timeline in Edit Menu: Slides

Step 1: Find Slides Icon

Click the "**slides icon**" to the left of the video timeline.

Step 2: Insert Slides

Click "**Upload Full Deck**" to upload an entire slideshow or "**Upload Single Slide**" to upload a single image file.

Step 3: Upload Slides

Formats supported for full decks include .pptx and .pdf files. Formats supported for single slides include image files such as .jpeg and .png

Click the "**upload icon**" that appears below the video timeline

Step 4: Choose File to Upload

Choose a file to upload. The upload may take a few minutes.

Step 5: Enter Slide Information

Enter information such as title and description.