

Create and edit draft entries

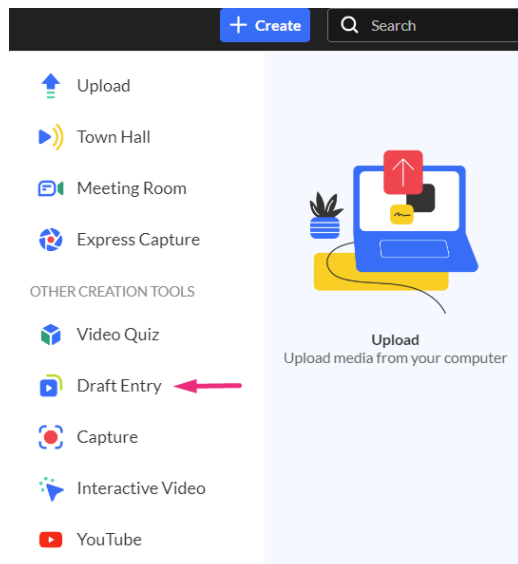
 This article is designated for all users.

Draft entries in MediaSpace offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images. During the creation process, users can specify the metadata of the entry, such as titles and descriptions. This is useful for creating entries in advance, or for collaborating with others on an entry.

 The accounts shown herein have the [theming](#) module and the [draftentry](#) module enabled.

Create a draft entry

1. Select **Draft Entry** from the **+Create** menu.



The **Add New Draft Entry** window displays.

Add New Draft Entry

Name:
(Required)

Description:

Tags:

Department Name:

Department Division:

Date Established:

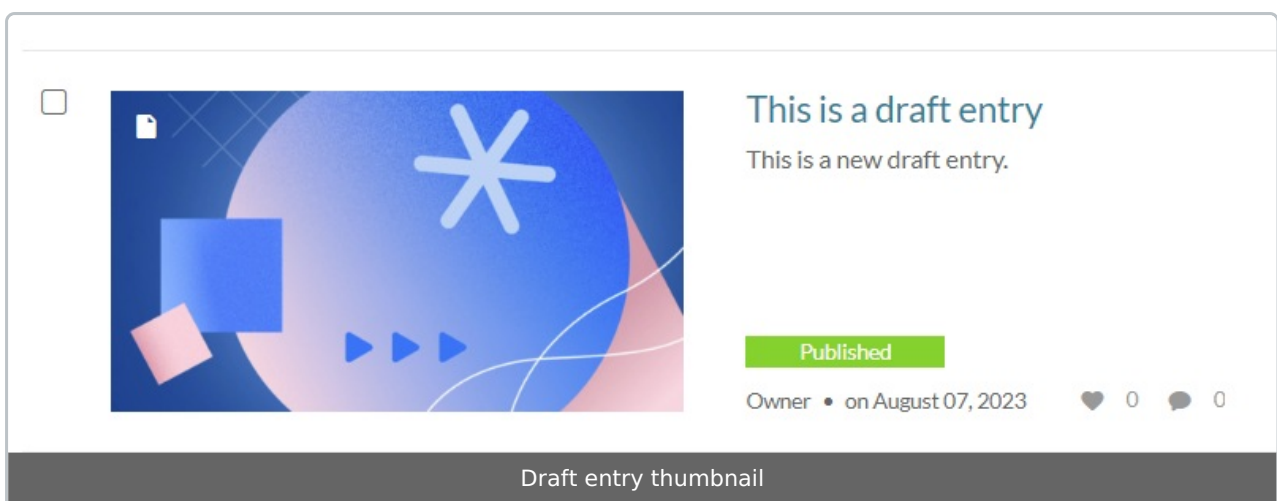
Publishing Schedule:
☒ Always ☐ Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status:
☒ **Private** - Media page will be visible to the content owner only.
☐ **Unlisted** - Media page will be visible to anyone with a link to the page.
☐ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

2. Enter a name for the new entry (required).
3. Type a description, tags, and any other custom metadata fields as configured for your instance.
4. Click **Save**.

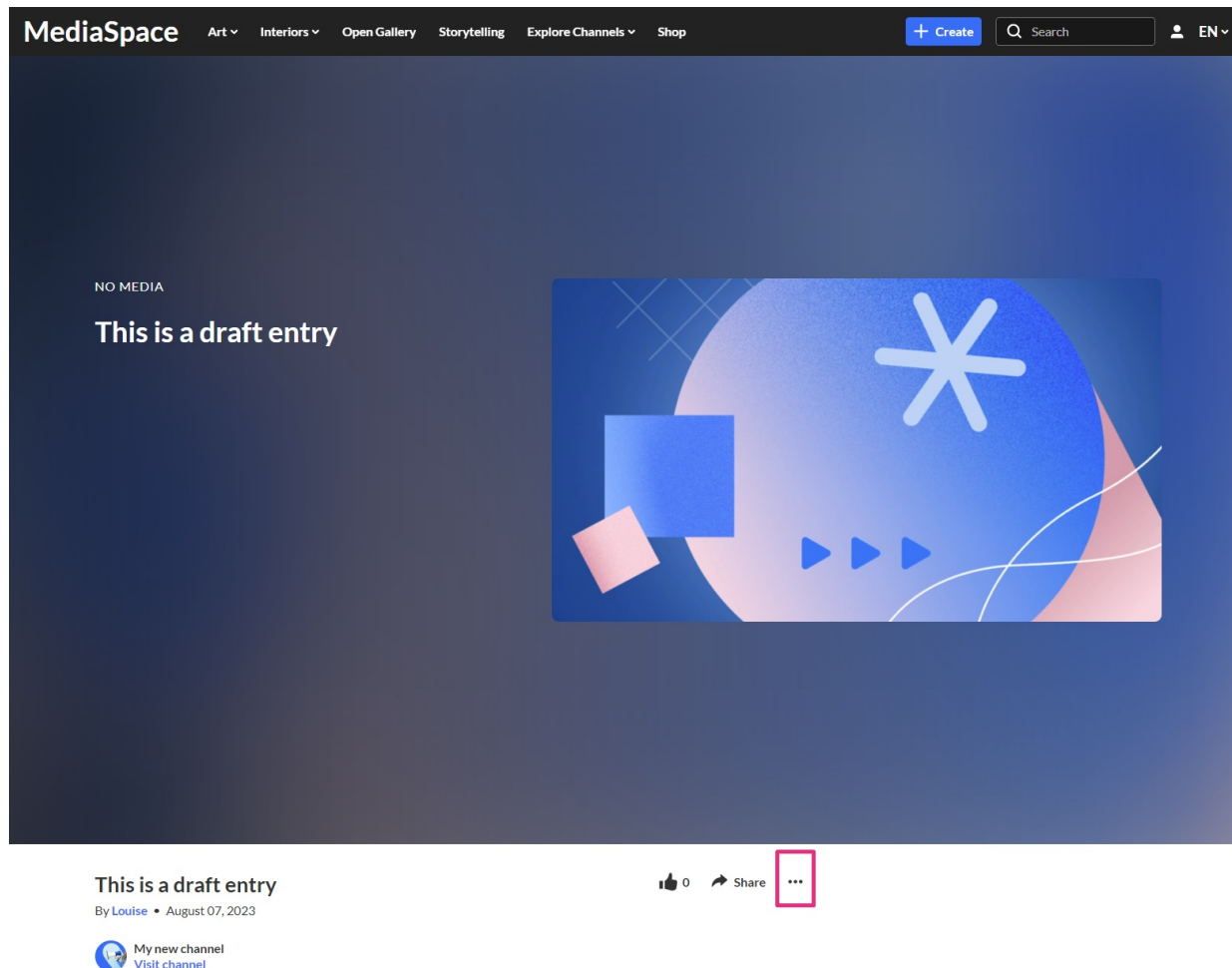
Until content is uploaded, the draft entry displays a generic thumbnail or banner.



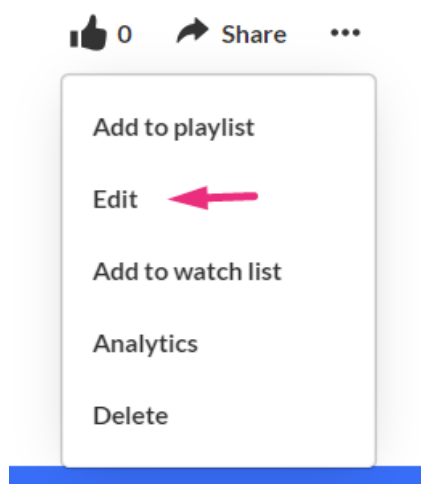
Edit a draft entry

You have many editing options for draft entries, just like with regular entries. This gives you plenty of ways to customize your draft before adding content.

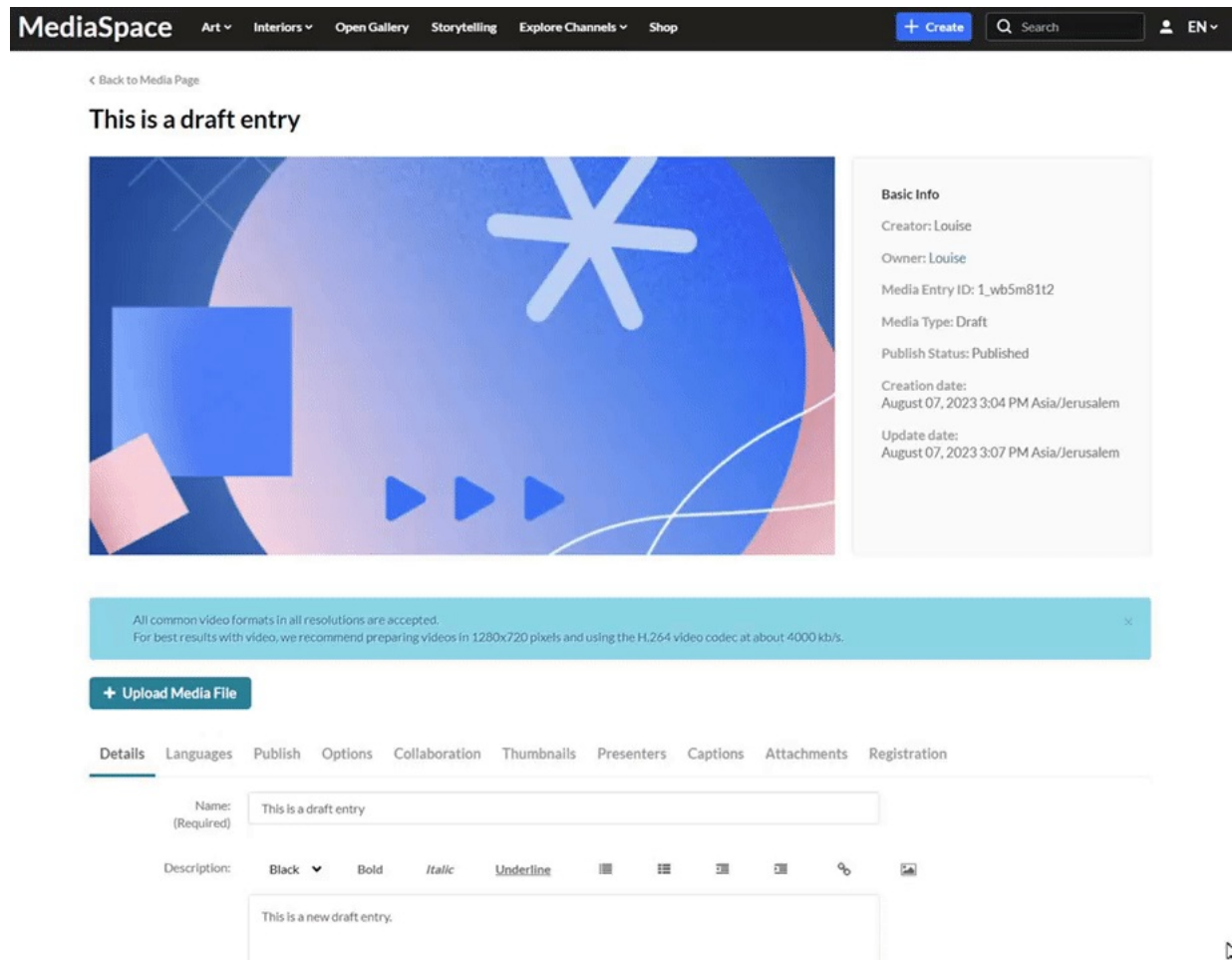
1. To edit the draft entry, click the three dots **...** to open the Actions menu.



2. In the drop-down menu, choose **Edit**.



The Edit page displays.



The screenshot shows the 'Edit' page for a draft media entry in MediaSpace. At the top is a navigation bar with 'MediaSpace' and various menu items like 'Art', 'Interiors', 'Open Gallery', 'Storytelling', 'Explore Channels', and 'Shop'. A '+ Create' button and a search bar are also present. Below the navigation bar, a link '< Back to Media Page' is visible. The main content area features a large video player with a blue and pink abstract background and a white star-like graphic. To the right of the player is a 'Basic Info' sidebar containing details: Creator: Louise, Owner: Louise, Media Entry ID: 1_wb5m81t2, Media Type: Draft, Publish Status: Published, Creation date: August 07, 2023 3:04 PM Asia/Jerusalem, and Update date: August 07, 2023 3:07 PM Asia/Jerusalem. Below the video player is a teal banner with video format recommendations. Underneath is a '+ Upload Media File' button. A horizontal tab bar includes 'Details', 'Languages', 'Publish', 'Options', 'Collaboration', 'Thumbnails', 'Presenters', 'Captions', 'Attachments', and 'Registration'. The 'Details' tab is active, showing a 'Name' field with the value 'This is a draft entry' and a 'Description' field with the value 'This is a new draft entry.' The description field has a rich text editor toolbar above it with options for text color, bold, italic, underline, bulleted list, numbered list, link, unlink, and image insertion.

3. Once you're in the Edit page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish in MediaSpace](#)
- [Schedule media](#)
- [Enable clipping, disable comments, and close discussion](#)
- [Change media owner and add collaborator](#)
- [Set and modify thumbnails](#)
- [Add presenters](#)
- [Add attachments](#)
- [Delete the entry](#)
- Create a shareable URL - Click on the owner's name to open a list of the owner's media.

