

Editing Metadata in Kaltura MediaSpace and KAF Applications

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To edit metadata

1. On your My Media widget, click on the pencil (Edit icon) next to the media you want to edit.
2. On the **Details** tab, fill in the various metadata fields:
3.
 - a. Name - mandatory
 - b. Description - Optional - You can use the button above the textbox to format the description text.
 - c. Tags - As you type there will be suggestions for tags from tags already used in this account for quick action and to encourage tag consistency.
4. Click **Save**.

The screenshot shows the 'Details' tab of a video editing interface. At the top, there is a navigation bar with tabs: Details (selected), Options, Collaboration, Attachments, Captions, Thumbnails, Downloads, Timeline, and Replace Video. Below the navigation bar, the video title 'Trim Video' is visible. The main editing area contains three fields: 'Name: (Required)' with a text input containing 'Globe'; 'Description:' with a rich text editor toolbar (including Bold, Italic, Underline, and other icons) and a text area containing 'Globe with the original thumbnail.'; and 'Tags:' with an empty text input field.

Depending on how your account is set up, there may be additional metadata fields to fill, some of which may be required for publishing.