

# Replace Media

Last Modified on 01/30/2020 5:39 pm IST

This article describes how to replace media entries.

You can replace media, and retain the entry's metadata, URL and analytics. The time-based metadata on the entry is kept in place, however it will likely be out of sync with the new media. The time-based metadata should be manually adjusted.

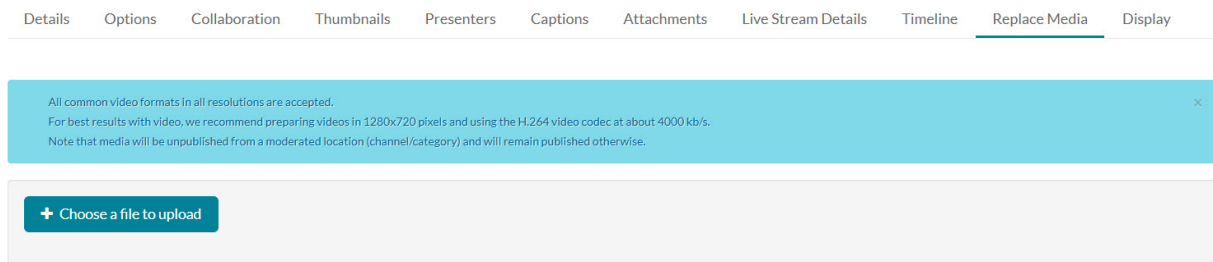
If the media is published in a moderated channel/category, media will be unpublished and moved to the pending moderation state. If the media is in an unmoderated channel/category, the media will still be published.

**NOTE:** Media will be unpublished from a moderated location (channel/gallery/category) and will remain published otherwise.

## To replace a media entry

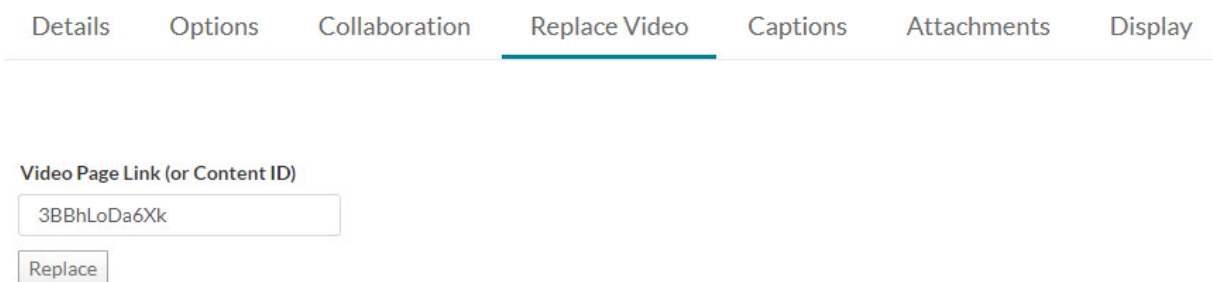
1. Access the [Edit Media Page](#).
2. Click on the Replace Media or Replace Video tab.

Replace Media screen displays.



The screenshot shows a navigation bar with tabs: Details, Options, Collaboration, Thumbnails, Presenters, Captions, Attachments, Live Stream Details, Timeline, **Replace Media**, and Display. Below the navigation bar is a light blue informational box with a close button (x) containing the text: "All common video formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. Note that media will be unpublished from a moderated location (channel/category) and will remain published otherwise." Below this box is a large grey area with a dark blue button that says "+ Choose a file to upload".

3. Click Choose a file to upload and follow the prompts. Replace Video screen displays.



The screenshot shows a navigation bar with tabs: Details, Options, Collaboration, **Replace Video**, Captions, Attachments, and Display. Below the navigation bar is a form with the label "Video Page Link (or Content ID)". The input field contains the text "3BBhLoDa6Xk". Below the input field is a button labeled "Replace".

4. Type link or Content ID and click Replace.
5. After the upload is complete, click Approve Replacement to approve, or Cancel Replacement to cancel.