Manage Media - Edit Entries

This article describes how to access the Edit Media page, edit, and manage your media.

> ⚠ You may lose some functionality if your display screen is under a certain width or when in mobile view.

To access the Edit Media Page

> ⚠ If you cannot access your My Media Page content/actions or display editing tabs, as your administrator to give you the required permission.

From My Media

1. Access My Media. Your My Media lists previously uploaded media.
2. Choose one of the following methods:
   - Click the pencil icon next to the desired media.
   - Click on the thumbnail or title of the desired media, then choose Edit from the ACTIONS drop down menu.

From Media Gallery

1. Access Media Gallery.
2. Click on the Media tab.
3. Click on a media thumbnail or title of the desired media, then choose Edit from the ACTIONS drop down menu.

In the Edit Media page

> ⚠ The editing tabs that are displayed depend on your KAF admin configuration.

The Edit Media page can contain the following options or more:

- Details: Edit media metadata
- Publish: Publish media in KAF
- Options: Disable comments and close discussion
- Collaboration: Change media owner and add collaborator
- Thumbnails: Set and manage thumbnails for your content
- Downloads: Download the media (only if the media owner has enabled this capability)
- Captions: Upload, set, delete, or download caption files for media that you own or have editing privileges to

- Attachments: Add attachments
- Timeline: Create chapters for the video and upload slides to play along with the video
- Replace media: Replace the current media with another

[template("cat-subscribe")]