


## Edit media in Canvas


Last Modified on 09/29/2024 10:01 am IDT


 This article is designated for all users.

### About

This guide covers how to edit and manage your media in your KAF application, offering options like metadata management, publishing settings, thumbnail customization, and more, so you can ensure your content is exactly how you want it.

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

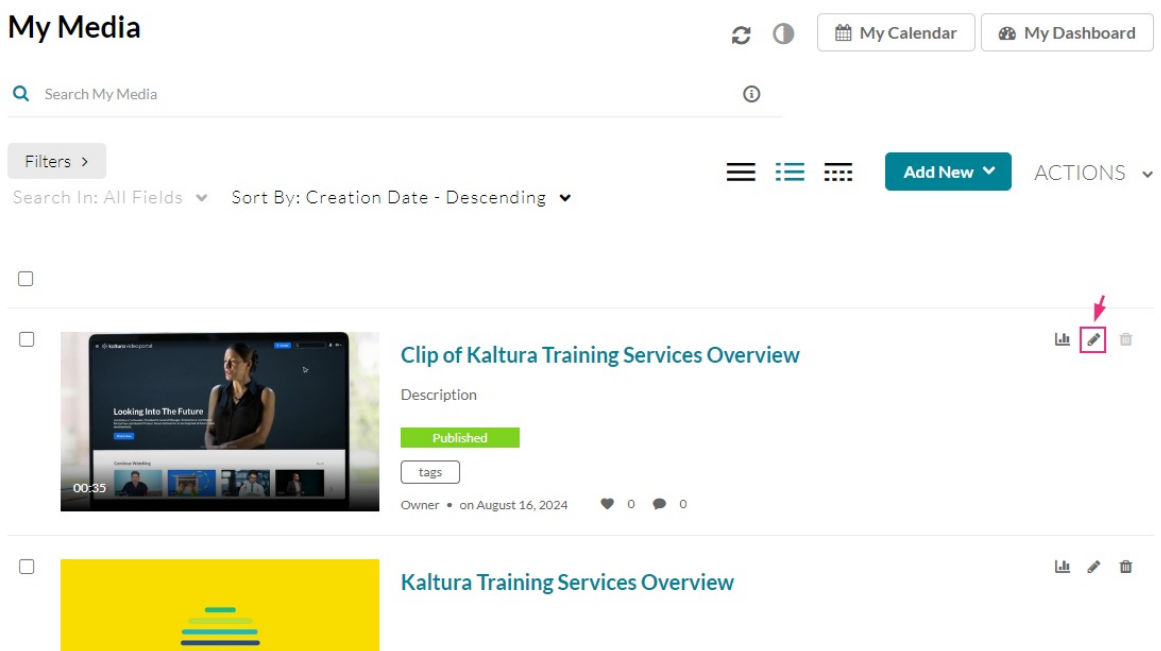
 If you cannot access your My Media page content/actions or display editing tabs, ask your administrator to give you the required permission.



 The instructions below are for non-Theming users. If you have [Theming](#) enabled, please refer to our article [Edit media - Theming](#).



### Access the edit media page

#### From My Media

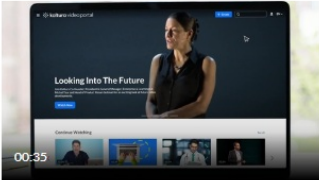







1. Access [My Media](#).
2. Click the pencil icon next to the desired media.



**My Media**   My Calendar My Dashboard

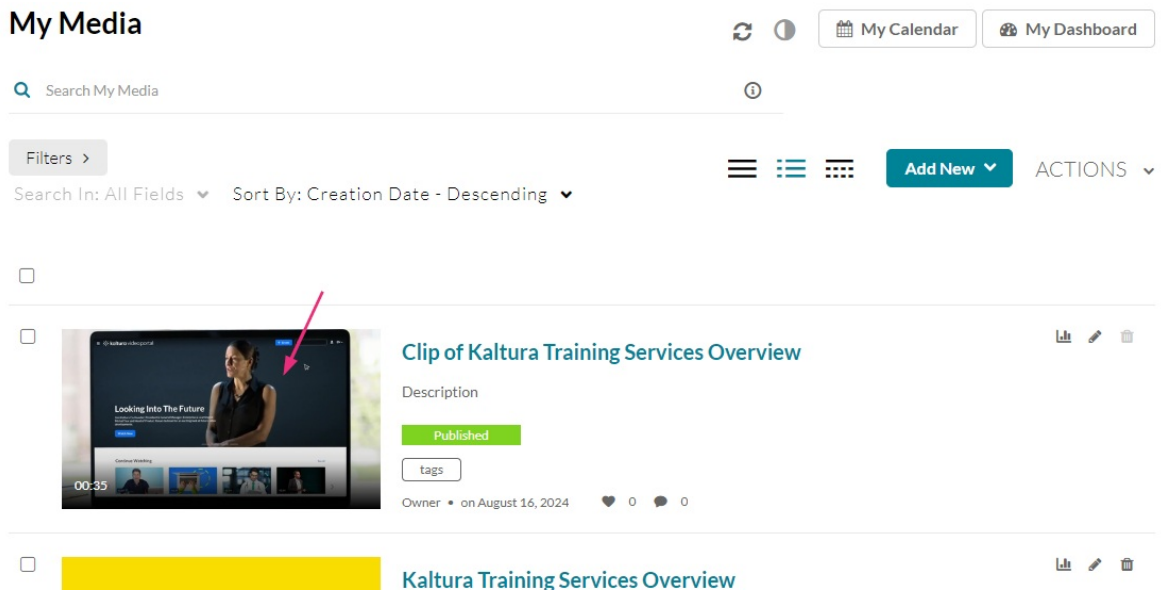
 Search My Media 

Filters > Search In: All Fields Sort By: Creation Date - Descending ≡ ≡ ≡ Add New ACTIONS

<input type="checkbox"/>			
<input type="checkbox"/>		<b>Clip of Kaltura Training Services Overview</b> Description <span>Published</span> tags Owner • on August 16, 2024	  
<input type="checkbox"/>		<b>Kaltura Training Services Overview</b>	  

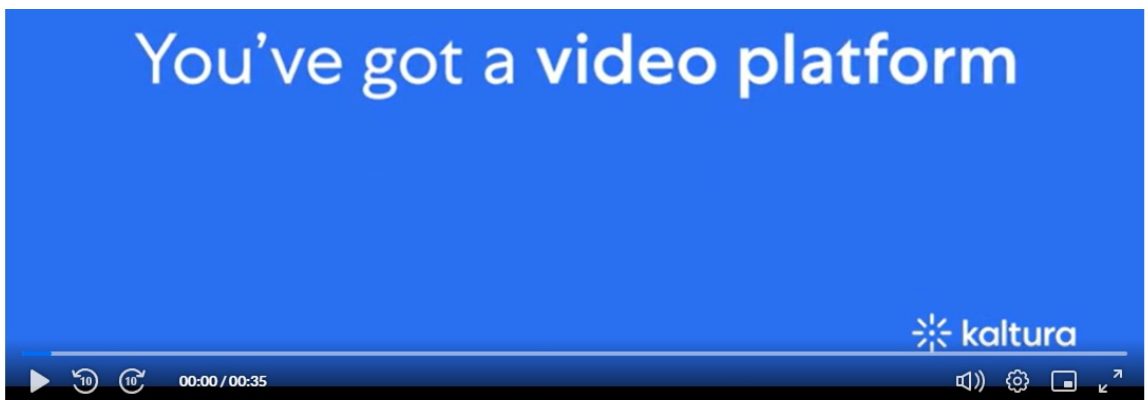
OR

1. Click on the media's thumbnail.



The media page displays.

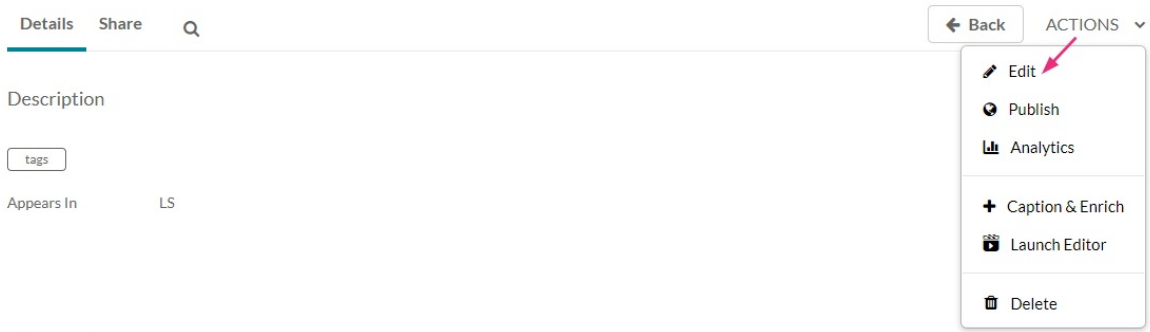
2. Select **Edit** from the ACTIONS drop-down menu.



Clip of Kaltura Training Services Overview

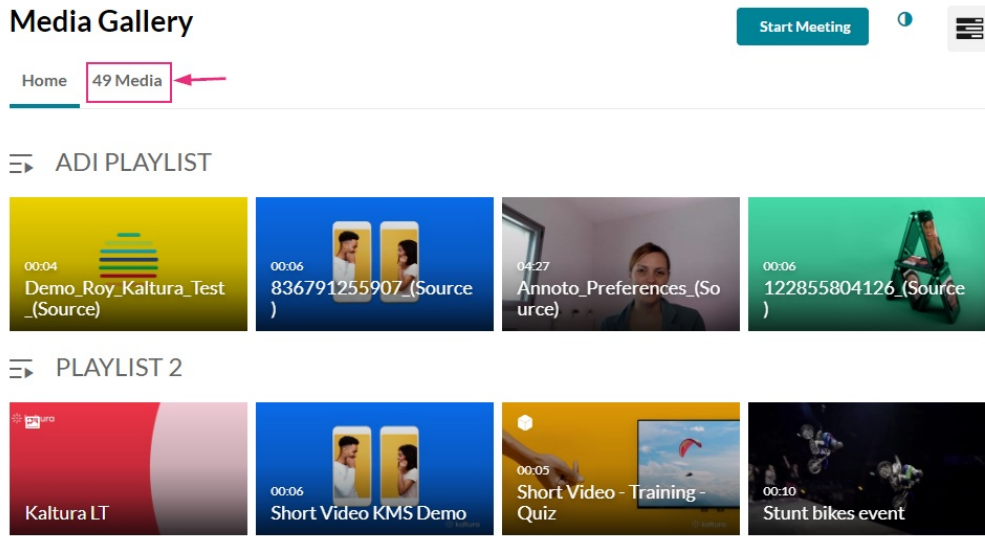
0 0

From Customer Training August 16, 2024

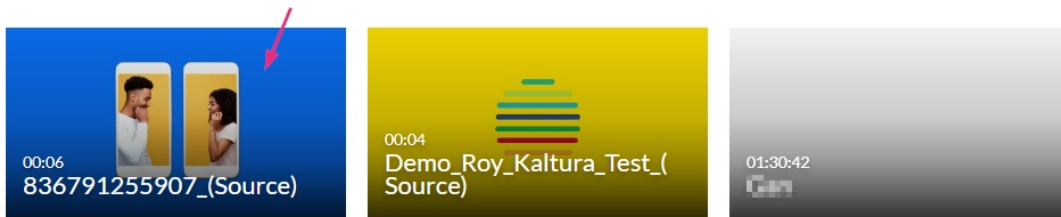


From the Media Gallery

1. Access the [Media Gallery](#) page.
2. Click on the **Media** tab.

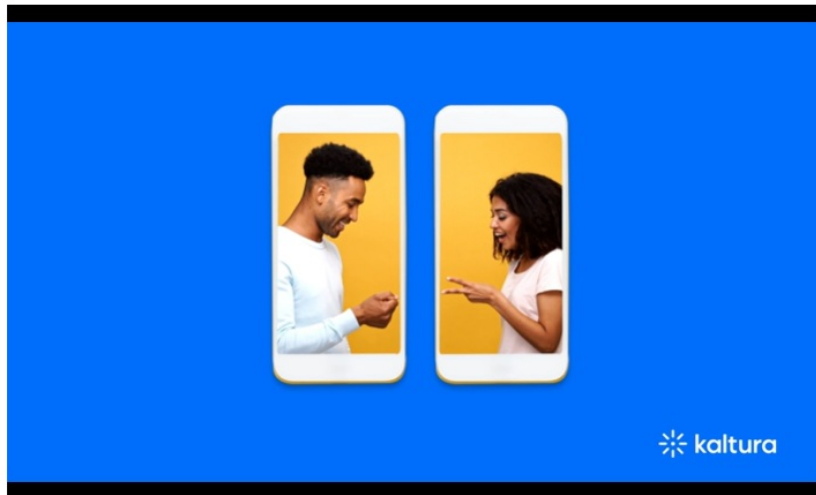


3. Click on the thumbnail of the desired media.



The media page displays.

4. Click the ACTIONS menu and select **Edit**.



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From Customer Training June 24, 2024

Details Share 🔍

← Back ACTIONS ▾

- ✎ Edit
- 📄 Publish
- 📊 Analytics
- + Caption & Enrich

No description provided

Appears In Kaltura Training Course

The edit media page displays.

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Name:

Description: **Black** ▼ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]


Enter Description...

Tags:

⊕ Click to add required metadata for shared repository

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

**Save** Go To Media Go To Media Gallery Delete Entry

 The tabs that are displayed on your edit media page depend on your KAF admin configuration.

Once you're on the edit media page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish media](#)
- [Schedule media](#)
- [Enable clipping](#)
- [Disable comments and close discussion](#)
- [Change media ownership and add collaborators](#)
- [Set and modify thumbnails](#)
- [Enable media download](#)
- [Upload and manage captions](#)
- [Add attachments](#)
- [Manage chapters and slides](#)
- [Replace media](#)
- [Customize the entry display](#)
- [Delete the entry](#)
- [Launch the Editor](#)