

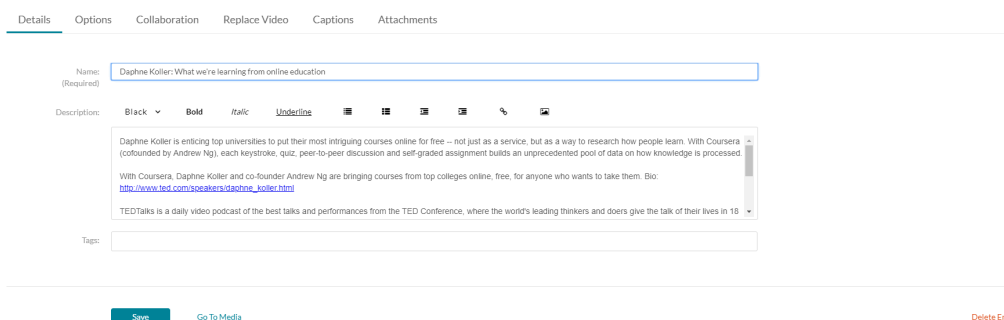
# Manage Media Metadata

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This article describes how to edit metadata in My Media.

## To edit metadata


































1. Access the [Edit Media Page](https://knowledge.kaltura.com/help/managing-media---editing-entries) (<https://knowledge.kaltura.com/help/managing-media---editing-entries>).
2. Click on the Details tab.
3. Fill in or modify the various metadata fields:



Details Options Collaboration Replace Video Captions Attachments

Name:

Description: 

Black Bold Italic Underline                                 

Tags:

[Save](#) [Go To Media](#) [Delete Entry](#)

- Name - A name for your media item (required).
  - Description - A description for your media item. Use the buttons above the text box to format the description text.
  - Tags - Tags to identify your media item. For ease of use and to encourage tag consistency, as you type, suggestions are displayed based on tags already used in this account.
4. Click Save.

**NOTE:** Depending on how your account is configured, there could be additional metadata fields, some of which may be required for publishing.