

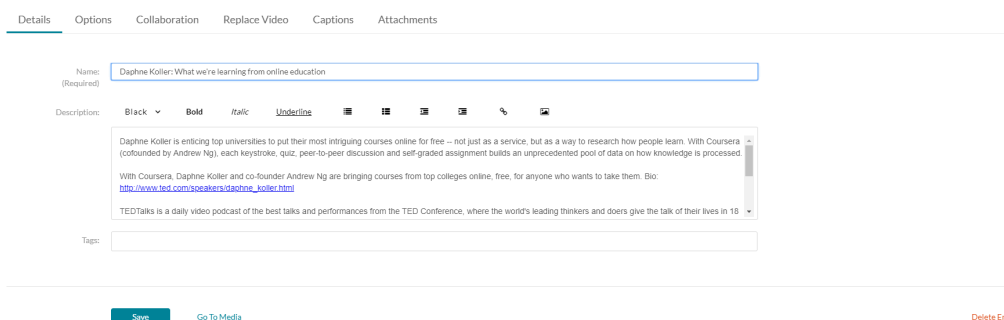
Manage Media Metadata

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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:



The screenshot shows the 'Details' tab of the Kaltura Edit Media Page. At the top, there are tabs for 'Details', 'Options', 'Collaboration', 'Replace Video', 'Captions', and 'Attachments'. The 'Details' tab is active. Below the tabs, there is a form with the following fields:

- Name (Required):** A text box containing 'Daphne Koller: What we're learning from online education'.
- Description:** A rich text editor with a toolbar showing 'Black', 'Bold', 'Italic', 'Underline', and other formatting options. The description text reads: 'Daphne Koller is enticing top universities to put their most intriguing courses online for free -- not just as a service, but as a way to research how people learn. With Coursera (cofounded by Andrew Ng), each keystroke, quiz, peer-to-peer discussion and self-graded assignment builds an unprecedented pool of data on how knowledge is processed. With Coursera, Daphne Koller and co-founder Andrew Ng are bringing courses from top colleges online, free, for anyone who wants to take them. Bio: http://www.ted.com/speakers/daphne_koller.html TEDTalks is a daily video podcast of the best talks and performances from the TED Conference, where the world's leading thinkers and doers give the talk of their lives in 18 minutes or less.' Below the text box is a 'Tags' field.
- Save:** A green button.
- Go To Media:** A link.
- Delete Entry:** A red link.

- 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.