

## Media Actions Menu

Last Modified on 04/12/2022 4:52 pm IDT

 This article is designated for all users.

### About

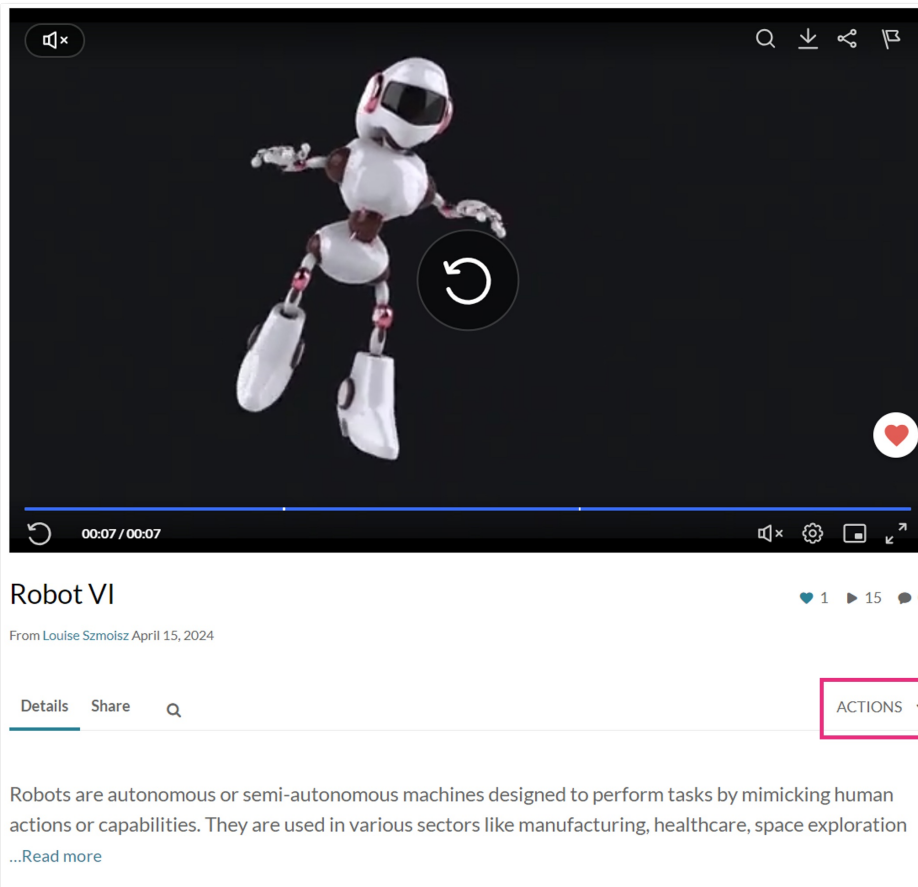
The Actions menu is a drop-down menu of options that you can choose from in order to quickly access the actions you need.

### Access the menu


1. Navigate to the desired entry (for example, in your [playlist page](#), [channel](#) or [media page](#)).
2. Click on the media's thumbnail or title.  
The media page displays.

### Non-Theming users

- Click **Actions** on the media page.

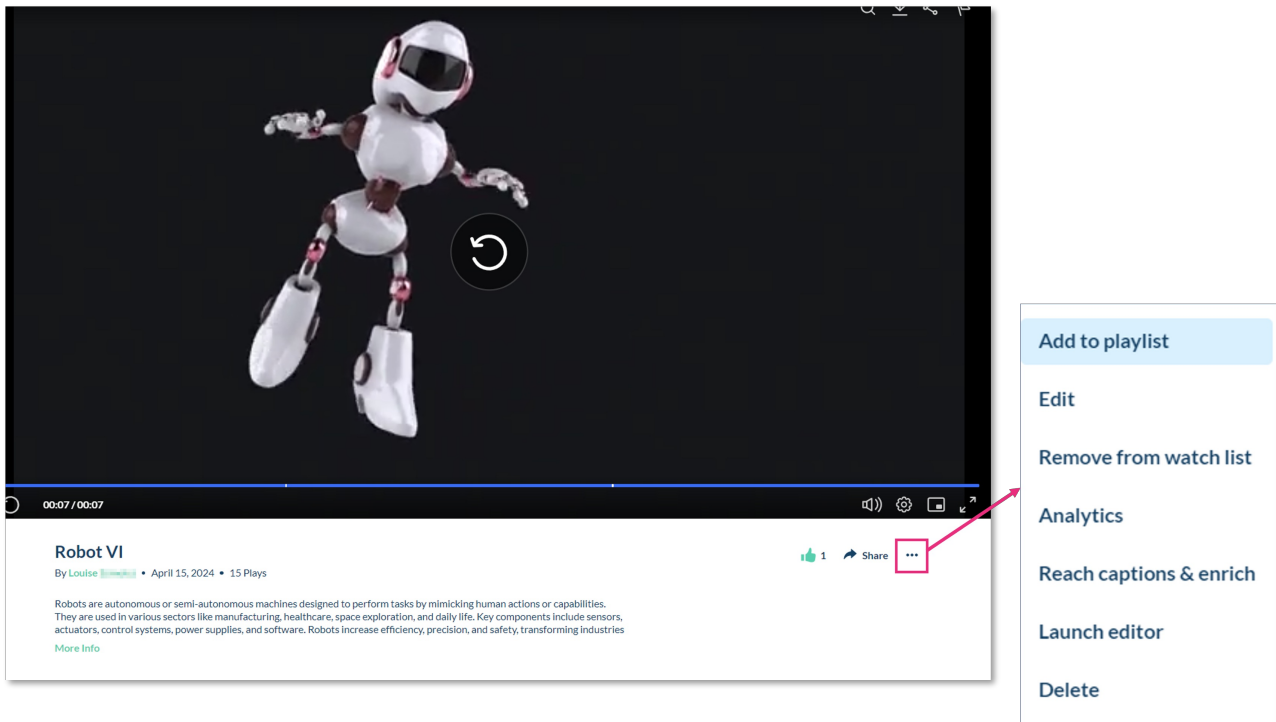


- Edit
- Publish
- Add to playlist
- Analytics
- Remove from Watch List
- + Caption & Enrich
- Import this video into Powtoon
- Launch Editor
- Delete


 See our articles [Theming](#) for more information about the Theming feature set, and [Media page](#) for information about the new media page.

## Theming users

- If your video portal has the [Theming module](#) and media page feature enabled, click the **three dots** on the media page.



## What's on the menu?

 The options displayed in the Actions menu depend on your video portal configuration.

The **Actions menu** can contain the following options or more:

**Edit** - See [Edit Media](#) for more information.

**Publish** - See [Publish Media](#) for more information. (The Publish option is not yet available in the Theming menu, but will be soon.)

**Add to Playlist** - See [Add Media to a Playlist](#).

**Add to / remove from watch list** - See [Access your watch list](#).

**Analytics** - See [Category Analytics](#) or [Playlist Analytics Dashboard](#).

**Reach captions & enrich** - See [Introduction to REACH](#).

**Launch Editor** - See [Kaltura Video Editing Tools](#).

**Delete** - This will delete the entry and move it to the recycle bin. For more information about the recycle bin, visit our articles [Recycle bin](#) and [Restore deleted items from the recycle bin](#).