


## Manage Media - Edit Entries

Last Modified on 04/12/2022 5:28 pm IDT


 This article is designated for all users.

### About

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.

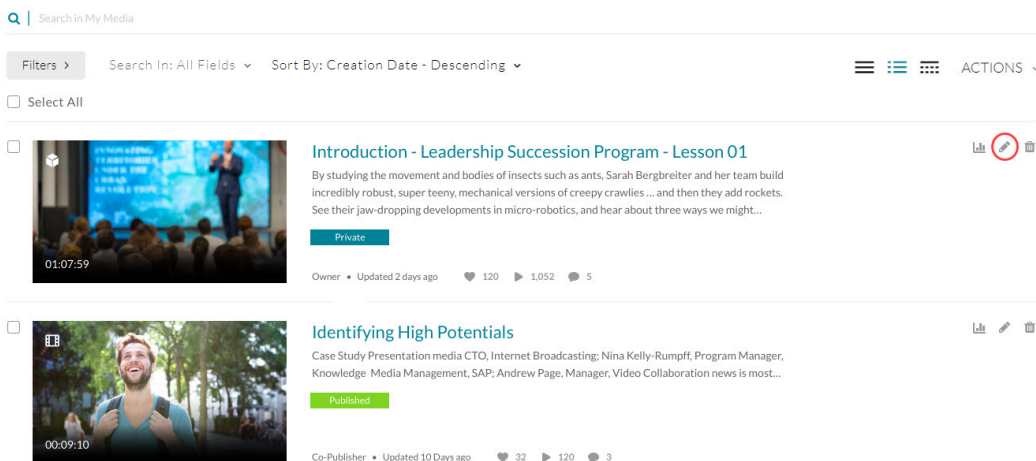
### Access the Edit Media page

 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 page

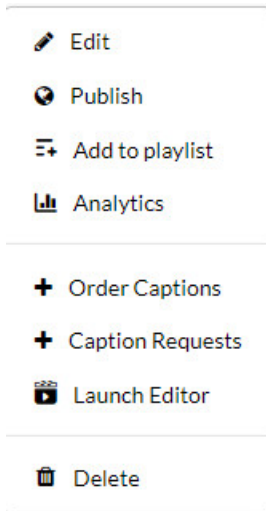
1. Access the [My Media page](#). Your My Media Page lists previously uploaded media.
2. Choose one of the following methods:
  - o Click the pencil icon next to the desired media.

#### My Media



The screenshot shows the 'My Media' interface. At the top, there is a search bar with the text 'Search in My Media'. Below the search bar, there are filters and sorting options: 'Filters >', 'Search In: All Fields', and 'Sort By: Creation Date - Descending'. To the right of these options is an 'ACTIONS' dropdown menu. Below the filters, there is a 'Select All' checkbox. The main content area displays two media entries. The first entry is titled 'Introduction - Leadership Succession Program - Lesson 01' and has a video thumbnail showing a person on a stage. The second entry is titled 'Identifying High Potentials' and has a video thumbnail showing a person outdoors. Each entry includes a status label (e.g., 'Private' or 'Published'), a timestamp, and engagement metrics like hearts, play counts, and comments.

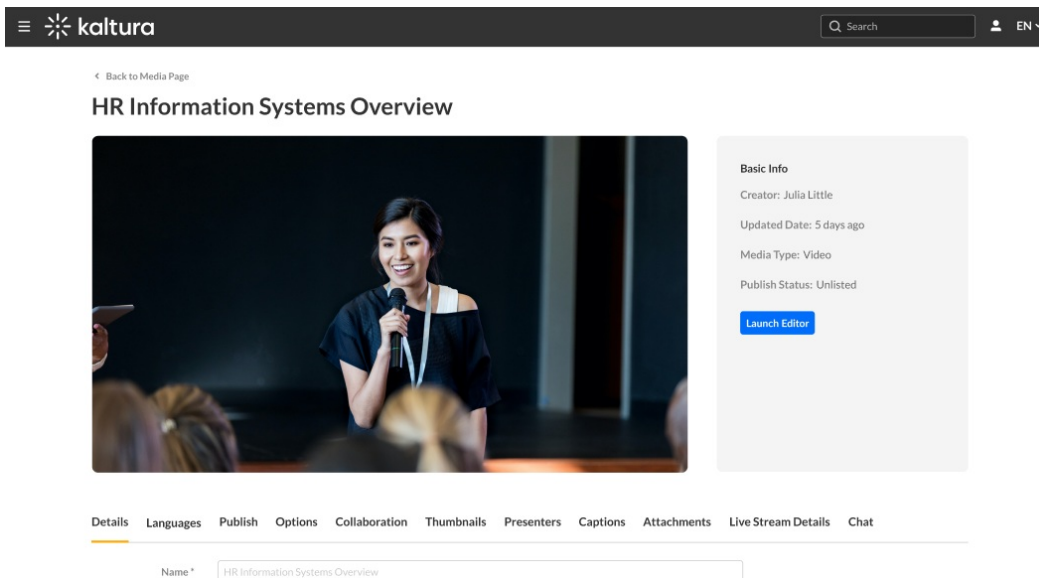
- o Click on the thumbnail or title of the desired media, then choose Edit from the ACTIONS drop down menu.




## From My Channels / Media Gallery page

1. Access [My Channels/Media Gallery](#).
2. Click on a channel thumbnail to open a <channel/Media Gallery\_name> page.
3. Click on the Media tab.
4. Click the three dots on the lower right side of a media item and click on the Edit (pencil) button.

The Edit Media Page displays. Following is a portion of an Edit Media Page.



 The editing tabs that are displayed depend on your MediaSpace/KAF admin configuration.

## Using the Edit Media page

Once you're in the Edit Media page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish media in MediaSpace or KAF](#)
- [Schedule media](#)
- [Enable clipping, disable comments, and close discussion](#)
- [Change media owner and add collaborator](#)
- [Set and modify thumbnails](#)
- [Download media](#)
- [Upload and manage captions](#)
- [Add attachments](#)
- [Manage chapters and slides via the Timeline tab](#)
- [Replace media](#)
- [Customize the entry display](#)
- [Delete the entry](#)
- [Launch the Editor](#)
- [Create a shareable URL - Click on the owner's name to open a list of the owner's media.](#)

[template("cat-subscribe")]

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