

Manage Media - Edit Entries

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This article describes how to access the Edit Media page, edit, and manage your media.

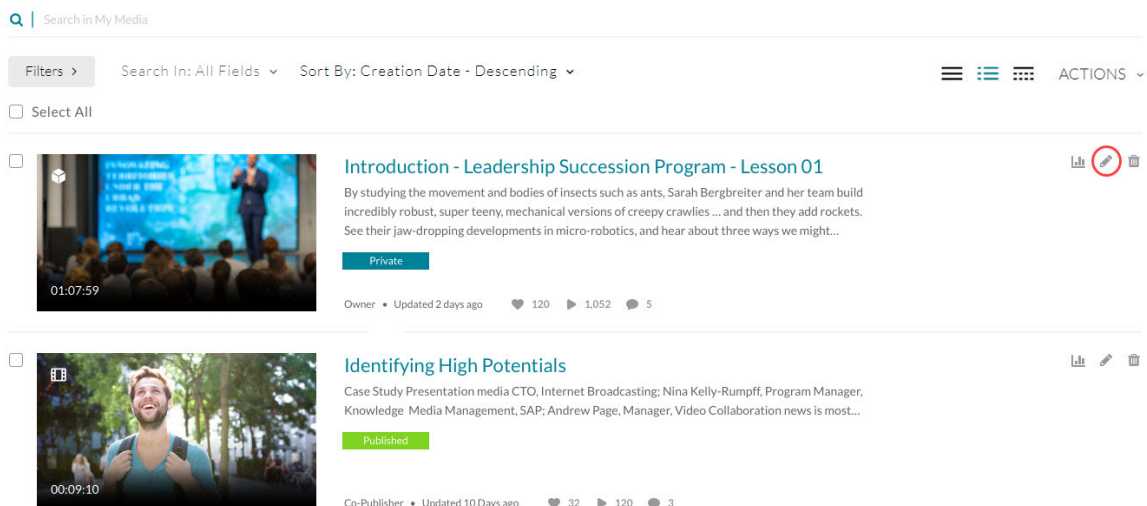
To access the Edit Media Page

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

From My Media Page

1. Access the [My Media Page](https://knowledge.kaltura.com/help/what-is-the-my-media-tab-in-mediaspace) (<https://knowledge.kaltura.com/help/what-is-the-my-media-tab-in-mediaspace>). Your My Media Page lists previously uploaded media.
2. Choose one of the following methods:
 - a. Click the pencil icon next to the desired media.





My Media







The screenshot shows the 'My Media' interface with a search bar and filters. Two media entries are visible:

- Introduction - Leadership Succession Program - Lesson 01**: A video thumbnail showing a speaker on stage. The title is 'Introduction - Leadership Succession Program - Lesson 01'. The description reads: 'By studying the movement and bodies of insects such as ants, Sarah Bergbreiter and her team build incredibly robust, super teeny, mechanical versions of creepy crawlies ... and then they add rockets. See their jaw-dropping developments in micro-robotics, and hear about three ways we might...'. The status is 'Private'. It was updated 2 days ago, has 120 likes, 1,052 views, and 5 comments.
- Identifying High Potentials**: A video thumbnail showing a man speaking. The title is 'Identifying High Potentials'. The description reads: 'Case Study Presentation media CTO, Internet Broadcasting; Nina Kelly-Rumpff, Program Manager, Knowledge Media Management, SAP; Andrew Page, Manager, Video Collaboration news is most...'. The status is 'Published'. It was updated 10 days ago, has 32 likes, 120 views, and 3 comments.

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

-  Edit
-  Publish
-  Add to playlist
-  Analytics

-  Order Captions
-  Caption Requests
-  Launch Editor

-  Delete


From My Channels/Media Gallery Page

1. Access [My Channels/Media Gallery](https://knowledge.kaltura.com/help/my-channels-media-gallery) (<https://knowledge.kaltura.com/help/my-channels-media-gallery>).
2. Click on a channel thumbnail to open a 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.

[← Back to Media Page](#)

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Basic Info

Creator: Demo User

Owner: [Demo User](#)

Media Entry ID: 1_2ecnsue6

Media Type: Video

Publish Status: Published

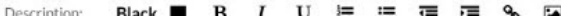
Creation Date: on July 12th, 2020

Updated Date: on July 12th, 2020

[Launch Editor](#)

[Details](#) | [Publish](#) | [Options](#) | [Collaboration](#) | [Thumbnails](#) | [Downloads](#) | [Captions](#) | [Attachments](#) | [Timeline](#) | [Replace Media](#) | [Display](#)

Name:

Description: 

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

In the Edit Media Page, you can:

- **Edit media metadata** (<https://knowledge.kaltura.com/help/edit-media-metadata>)
 - **Publish media in MediaSpace** (<https://knowledge.kaltura.com/help/publish-media-in-kms#editmediapage>) or **KAF** (<https://knowledge.kaltura.com/help/publishing-media#editmediapage>)
 - **Schedule media** (<https://knowledge.kaltura.com/help/schedule-media>)
 - **Enable clipping, disable comments, and close discussion** (<https://knowledge.kaltura.com/help/enable-clipping-disable-comments-and-close-discussion>)
 - **Change media owner and add collaborator** (<https://knowledge.kaltura.com/help/change-media-owner-and-add-collaborator>)
 - **Set and modify thumbnails** (<https://knowledge.kaltura.com/help/set-and-modify-thumbnails>)
 - **Download media** (<https://knowledge.kaltura.com/help/workflows-bd8d19d-download-media>)
 - **Upload and manage captions** (<https://knowledge.kaltura.com/help/upload-and-manage-captions>)
 - **Add attachments** (<https://knowledge.kaltura.com/help/adding-attachments-to-media-in-kaltura-mediaspace-and-kaf-applications>)
 - **Manage chapters and slides via the Timeline tab** (<https://knowledge.kaltura.com/help/manage-chapters-and-slides>)
 - **Replace media** (<https://knowledge.kaltura.com/help/replace-media>)
 - **Customize the entry display** (<https://knowledge.kaltura.com/help/customize-entry-display>)
 - **Delete the entry** (<https://knowledge.kaltura.com/help/delete-entry>)
 - **Launch the Editor** (<https://knowledge.kaltura.com/help/kaltura-video-editing-tools---user-guide>)
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