

Manage Media - Edit Entries

Last Modified on 02/01/2022 1:31 pm IST

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

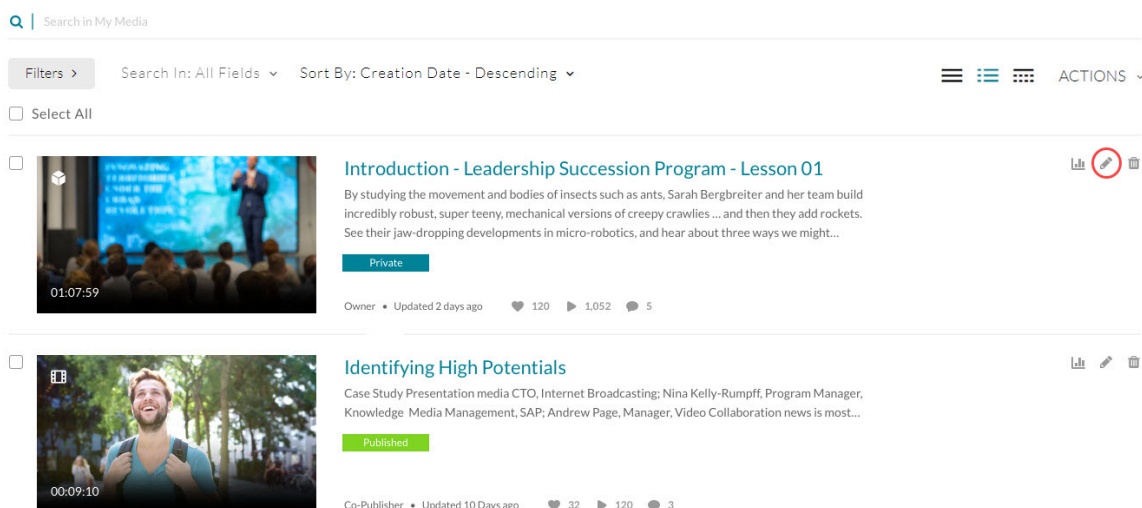
To access the Edit Media Page

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



Search in My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending ACTIONS

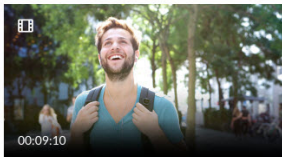


Select All

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Owner • Updated 2 days ago 120 1,052 5

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

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.

[← Back to Media Page](#)

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

Name: Astronomy Binoculars -Great Alternative

Description: Black ■ R I U ≡ ≡ ≡ ≡ Q

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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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