Manage Media - Edit Entries

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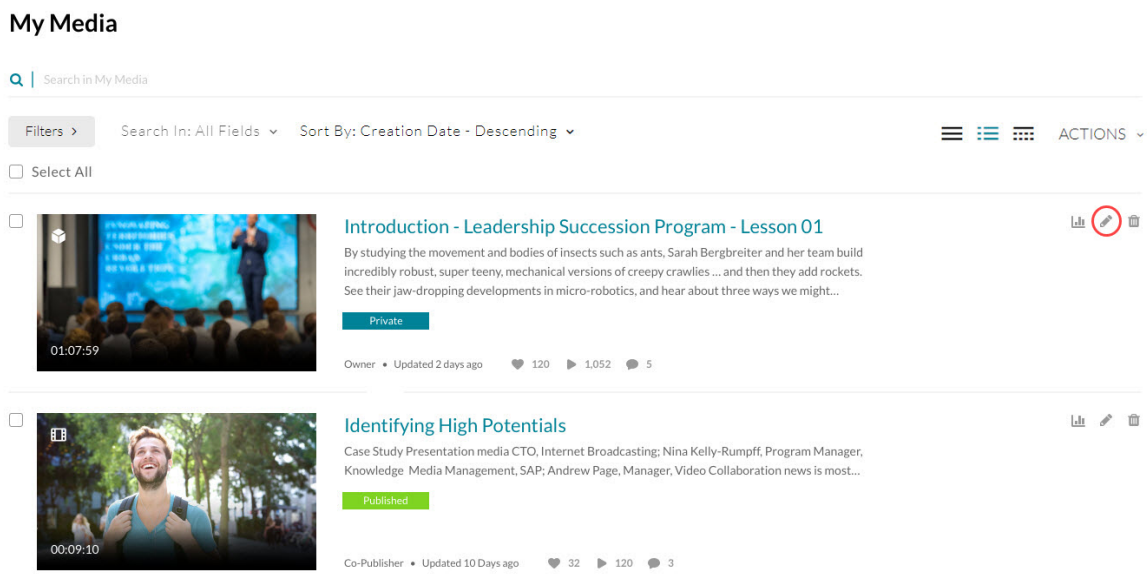
This article describes how to access the Edit Media page, edit, and manage your media.

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). 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.



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

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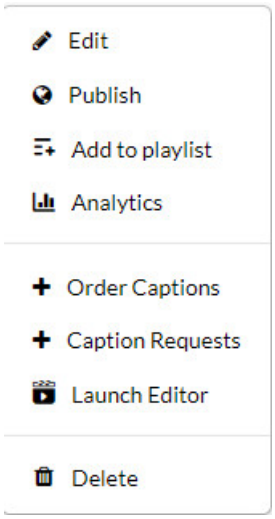
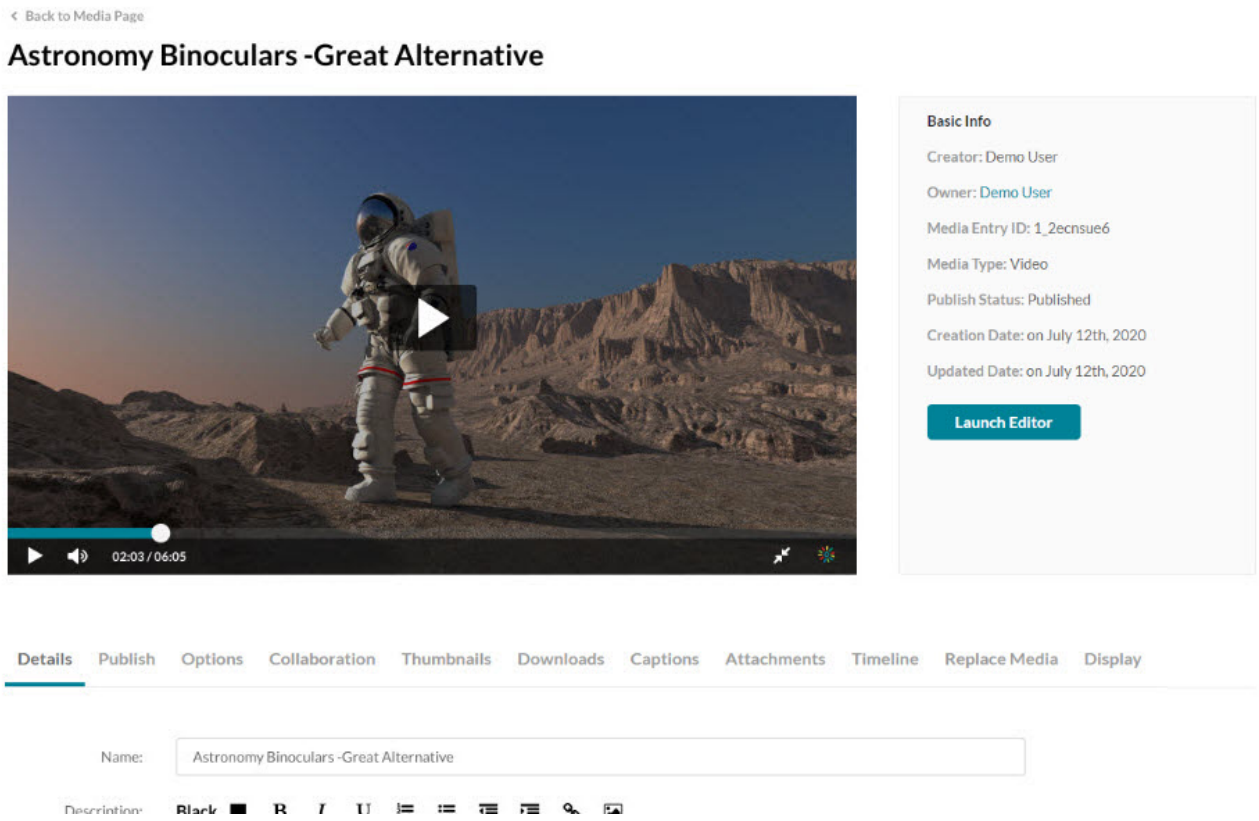


From My Channels/Media Gallery Page

1. Access 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.



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

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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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