

## Create and edit draft entries

This article is designated for all users.

### About

Draft entries in Kaltura's Video Portal offer users the convenience of generating an entry without the immediate need to upload content such as videos, audios, or images. During the creation process, users can specify the metadata of the entry, such as titles and descriptions. This is useful for creating entries in advance, or for collaborating with others on an entry.

The accounts shown herein have the [theming](#) module and the [draftentry](#) module enabled.

### Create a draft entry

1. Select **Draft Entry** from the **+Create** menu.

The **Add New Draft Entry** window displays.

2. Enter a name for the new entry (required).
3. Type a description, tags, and any other custom metadata fields as configured for your instance.
4. Click **Save**.

Until content is uploaded, the draft entry displays a generic thumbnail or banner.

Draft entry thumbnail

### Edit a draft entry

You have many editing options for draft entries, just like with regular entries. This gives you plenty of ways to customize your draft before adding content.

1. To edit the draft entry, click to open the **three dots menu**.
2. In the drop-down menu, choose **Edit**.

The Edit page displays.

3. Once you're in the Edit page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish in MediaSpace](#)
- [Schedule media](#)
- [Enable clipping, disable comments, and close discussion](#)
- [Change media owner and add collaborator](#)
- [Set and modify thumbnails](#)
- [Add presenters](#)
- [Add attachments](#)
- [Delete the entry](#)
- Create a shareable URL - Click on the owner's name to open a list of the owner's media.

[template("cat-subscribe")]

---