Create a playlist in Content Hubs

Content updated: 03/08/2023

This article is designated for all users.

About

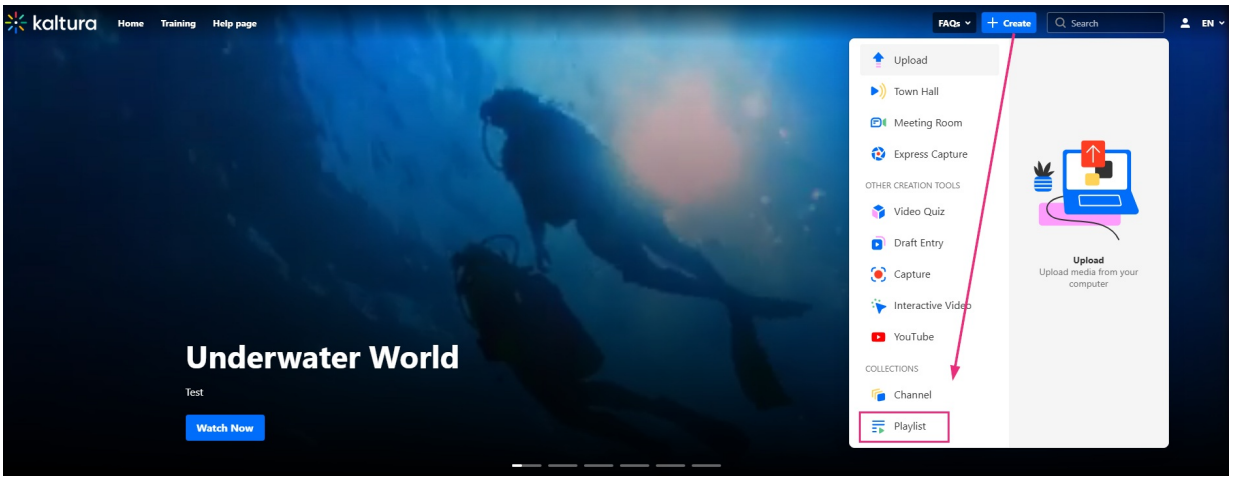
Playlists are a great tool for organizing your content, such as videos, audio files and even documents.

In Content Hubs, you can create them from My Playlists, My Media, the Channel Edit page, or the +Create menu (the quickest path).

- This feature requires the Theming module to be enabled, with the 'createplaylist' feature set to 'Yes'.
- If you can't create or add media to a playlist, ask your administrator to give you the required permission.

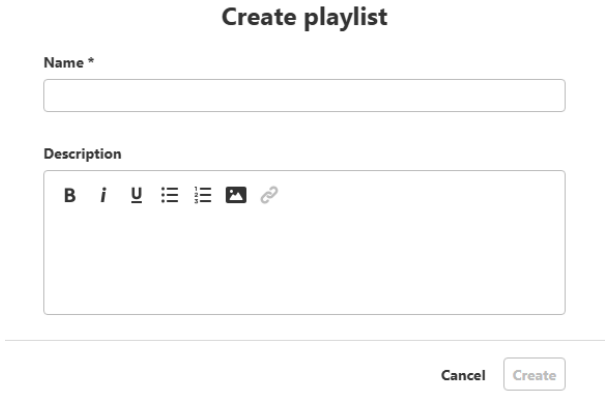
Create a new playlist

1. Select **Playlist** from the **+Create** menu.



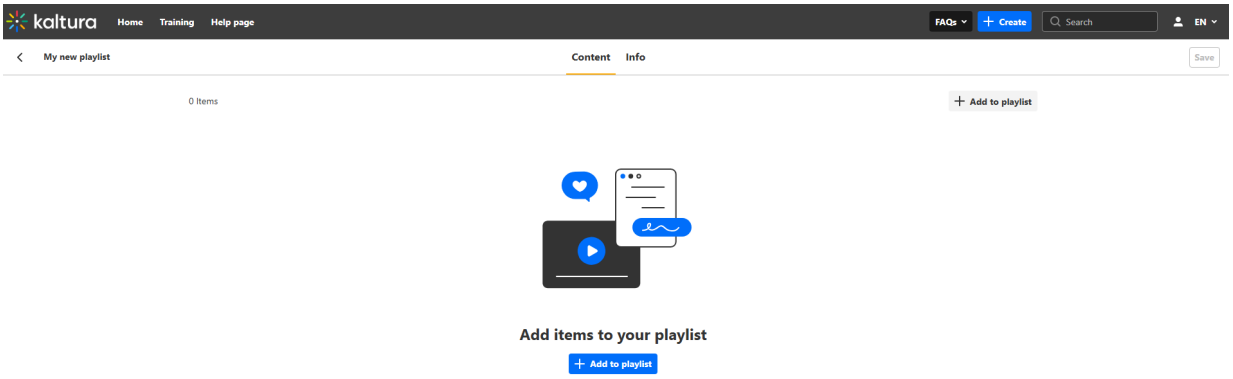
The 'Create playlist' window opens.

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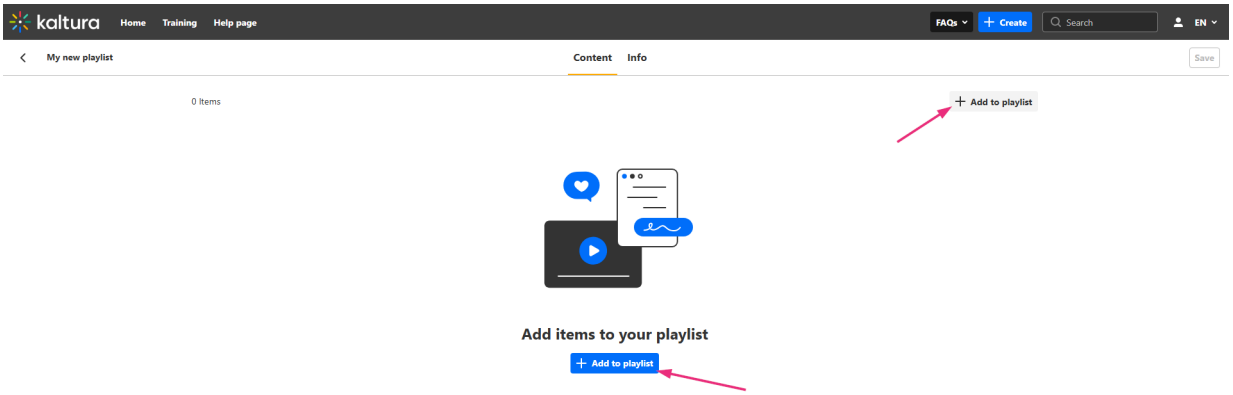
2. Add a name and description.
3. Click **Create** (bottom right).

   You'll be redirected to the edit playlist page to add media and organize your list.



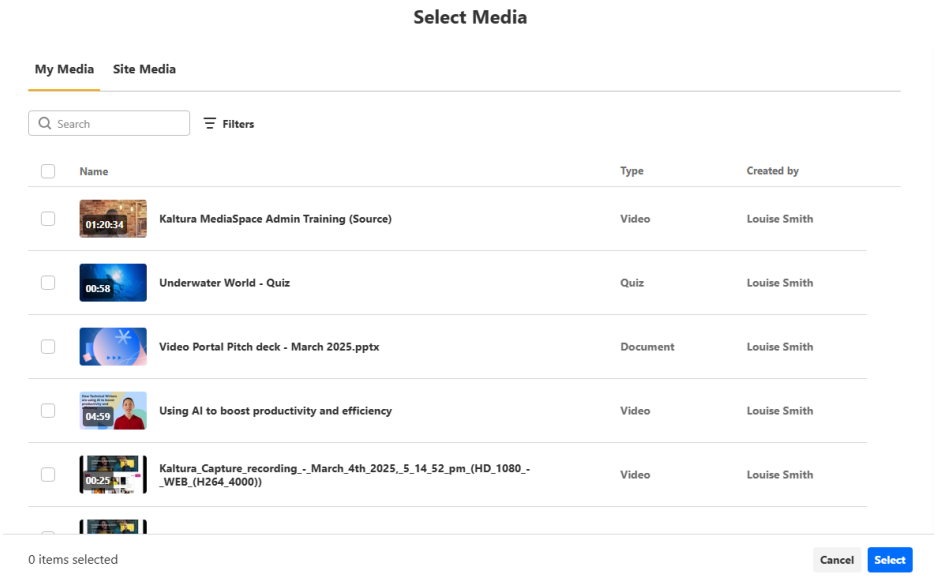
Add items to your playlist

1. Click **Add to playlist** (top right or center of the page).



   The 'Select media' window opens.

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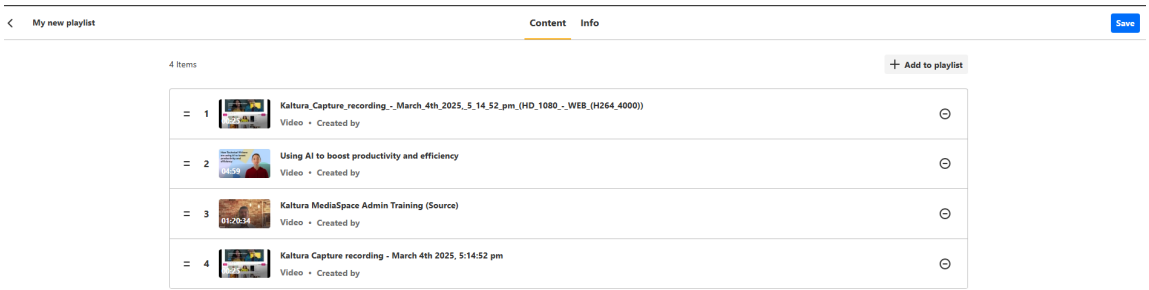
2. Check the boxes next to the items you want to add in the tabs:

- **My Media** - add media from My Media
- **Site media** - add items from the site-wide repository that you're entitled to use

You can use the search function to find the media.

3. Click **Select** (bottom right).

The playlist **Content** tab displays.



4. When you're happy with your playlist, click **Save** (top right).

Change order of items

- **Mouse**: Drag the handles (two lines) to the left to move the item.
- **Keyboard**: Tab to the handle → Space/Enter to pick up → ↑/↓ to move → Space/Enter to drop (Esc cancels).

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Remove items

Click the remove icon next to an item to take it out of the playlist.



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