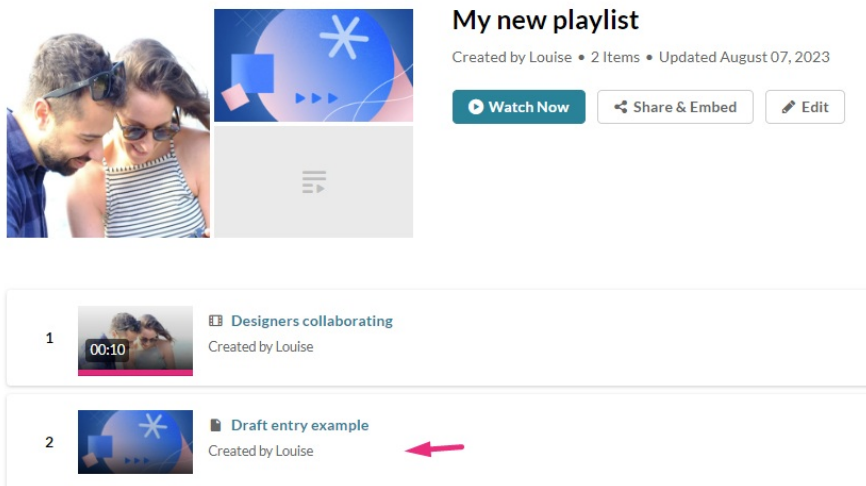


Upload content to draft entry

 This article is designated for all users.



Draft entries in MediaSpace allow users to create an entry without uploading content. This is useful for creating entries in advance, or for collaborating with others on an entry. Once the draft entry is created, the entry owner or co-editor can add content to it at a later time. This article will show you how to upload content to a draft entry in MediaSpace.

1. Navigate to the repository containing your draft entry/s (for example, your playlist page, channel, gallery or media page).



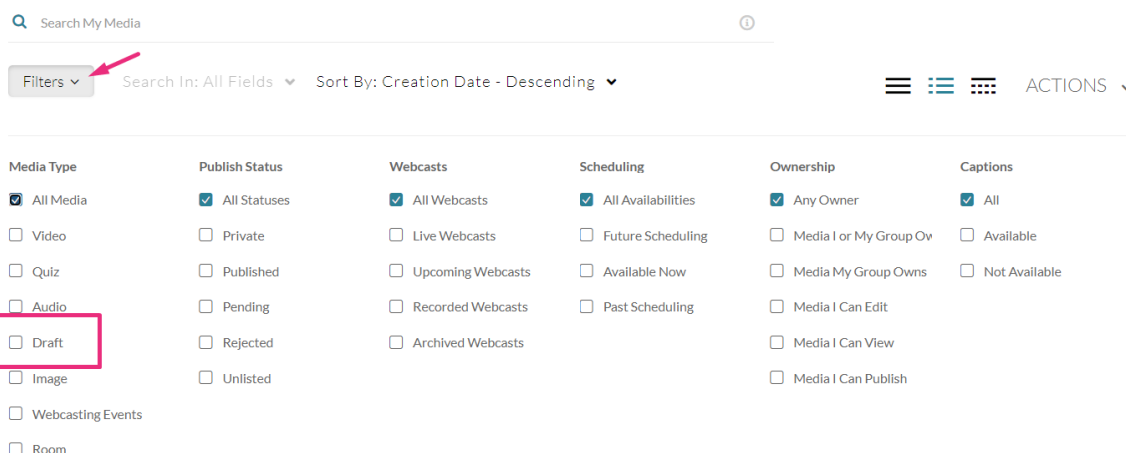
My new playlist
Created by Louise • 2 Items • Updated August 07, 2023

[Watch Now](#) [Share & Embed](#) [Edit](#)

- 1  **Designers collaborating**
Created by Louise
- 2  **Draft entry example**
Created by Louise

You can also search for all draft entries using the Draft filter on the My Media page.

My Media

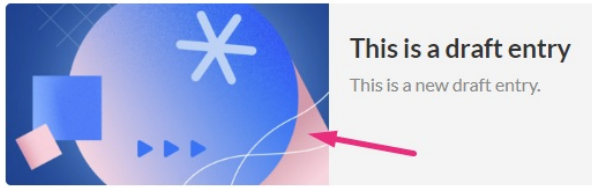


Search My Media

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

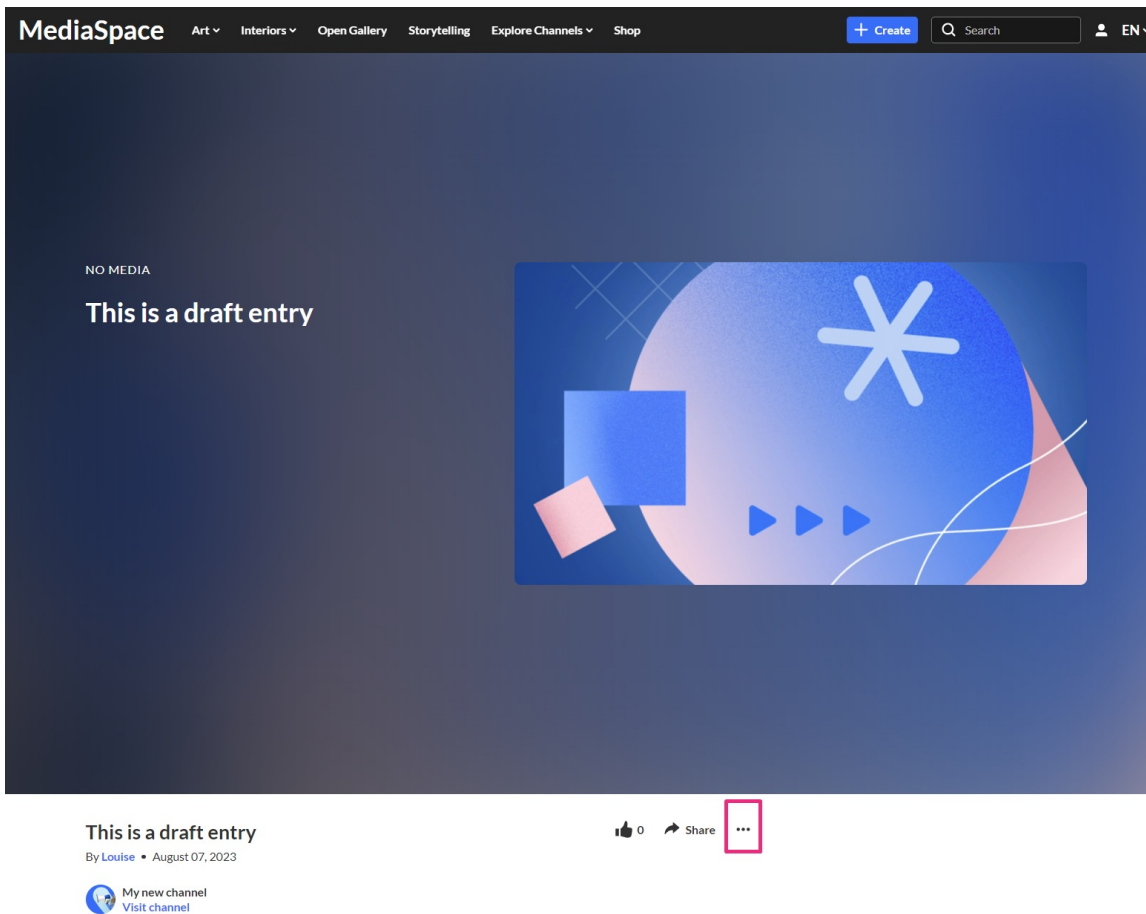
Media Type	Publish Status	Webcasts	Scheduling	Ownership	Captions
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Statuses	<input checked="" type="checkbox"/> All Webcasts	<input checked="" type="checkbox"/> All Availabilities	<input checked="" type="checkbox"/> Any Owner	<input checked="" type="checkbox"/> All
<input type="checkbox"/> Video	<input type="checkbox"/> Private	<input type="checkbox"/> Live Webcasts	<input type="checkbox"/> Future Scheduling	<input type="checkbox"/> Media I or My Group Owns	<input type="checkbox"/> Available
<input type="checkbox"/> Quiz	<input type="checkbox"/> Published	<input type="checkbox"/> Upcoming Webcasts	<input type="checkbox"/> Available Now	<input type="checkbox"/> Media My Group Owns	<input type="checkbox"/> Not Available
<input type="checkbox"/> Audio	<input type="checkbox"/> Pending	<input type="checkbox"/> Recorded Webcasts	<input type="checkbox"/> Past Scheduling	<input type="checkbox"/> Media I Can Edit	
<input type="checkbox"/> Draft	<input type="checkbox"/> Rejected	<input type="checkbox"/> Archived Webcasts		<input type="checkbox"/> Media I Can View	
<input type="checkbox"/> Image	<input type="checkbox"/> Unlisted			<input type="checkbox"/> Media I Can Publish	
<input type="checkbox"/> Webcasting Events					
<input type="checkbox"/> Room					

2. Click on the entry's thumbnail.



The draft entry page displays.

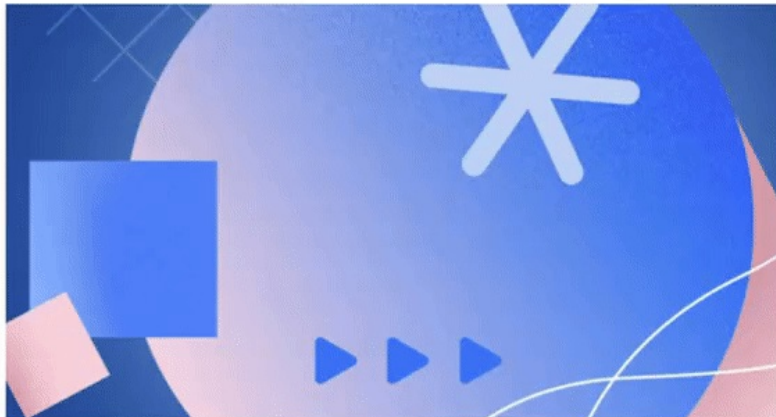
3. Click the three dots **...** to open the Actions menu.



The Edit page displays.

[← Back to Media Page](#)

This is a draft entry



Basic Info

Creator: Louise
Owner: Louise
Media Entry ID: 1_wb5m81t2
Media Type: Draft
Publish Status: Published
Creation date:
August 07, 2023 3:04 PM Asia/Jerusalem
Update date:
August 07, 2023 3:07 PM Asia/Jerusalem

All common video formats in all resolutions are accepted.
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Upload Media File](#)

[Details](#) [Languages](#) [Publish](#) [Options](#) [Collaboration](#) [Thumbnails](#) [Presenters](#) [Captions](#) [Attachments](#) [Registration](#)

Name:

Description: [Black](#) [Bold](#) [Italic](#) [Underline](#) [List](#) [Table](#) [Link](#) [Image](#)

This is a new draft entry.

4. Click **+ Upload Media File**.

This is a draft entry



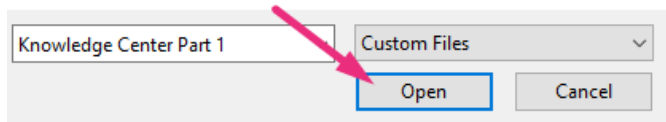
Basic Info


Creator: Louise
Owner: Louise
Media Entry ID: 1_wb5m81t2
Media Type: Draft
Publish Status: Published
Creation date:
August 07, 2023 3:04 PM Asia/Jerusalem
Update date:
August 07, 2023 3:48 PM Asia/Jerusalem

All common video formats in all resolutions are accepted.
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Upload Media File](#)

5. Locate the desired file and click **Open**.



 Depending on the module configuration, you will be allowed to pick either video files only or audio/image files as well. All common video file formats are supported.

A success message displays: 'Upload completed! Continue to add the media.'

6. Click **Keep Media** to continue or **Discard** to discard it.

Draft entry 3



Basic Info

Creator: Louise

Owner: Louise

Media Entry ID: 1_1fv772sl

Media Type: Draft

Publish Status: Private

Creation date:
August 07, 2023 4:38 PM
Asia/Jerusalem

Update date:
August 07, 2023 4:38 PM
Asia/Jerusalem

All common video formats in all resolutions are accepted.
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Knowledge Center Part 1.mp4

100% of 13.96MB

Upload Completed! Continue to add the media.

Discard

Keep Media

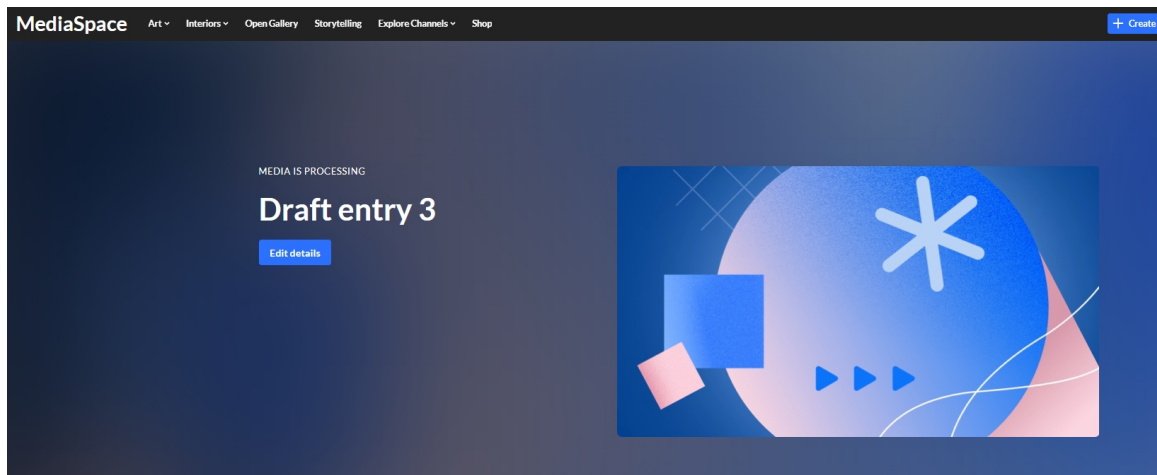
[Details](#)
[Languages](#)
[Publish](#)
[Options](#)
[Collaboration](#)
[Thumbnails](#)
[Presenters](#)
[Captions](#)
[Attachments](#)
[Registration](#)

7. Click **Save**.

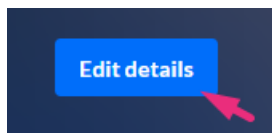
You can click **Go to Draft** to see the status of the media as it processes.



The image below shows the media in-process page.



If you want to make any changes to the entry's details, you can click Edit details and this will take you back to the Edit page.



After content is uploaded, the draft entry becomes a regular video entry in MediaSpace.

[template("cat-subscribe")]
