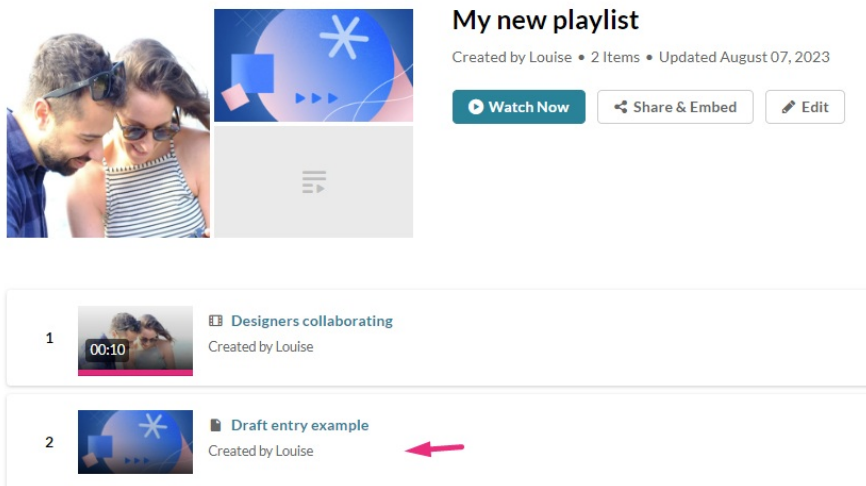![Kaltura logo]

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).
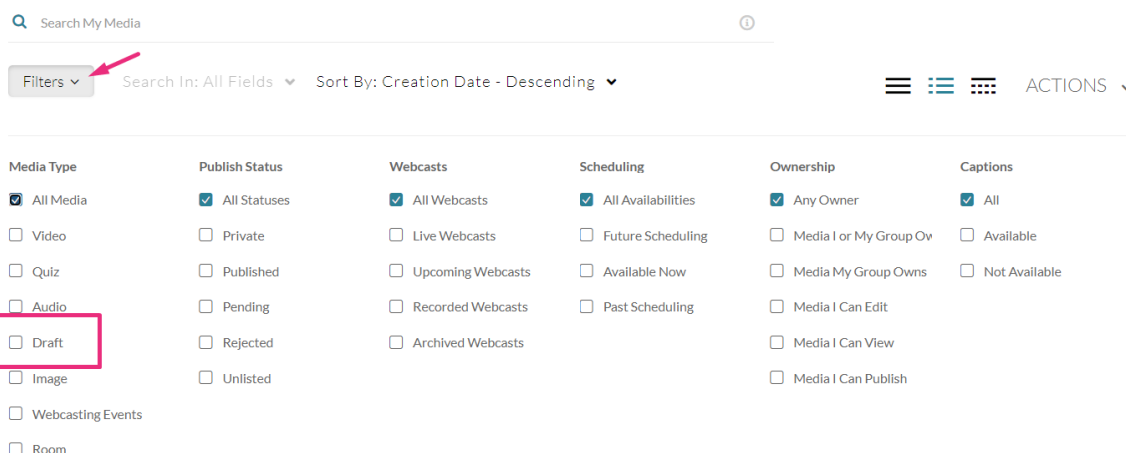

You can also search for all draft entries using the Draft filter on the My Media page.

2. Click on the entry's thumbnail.
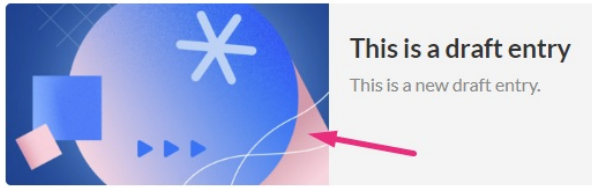
The draft entry page displays.

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

The Edit page displays.

4. Click **+ 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.
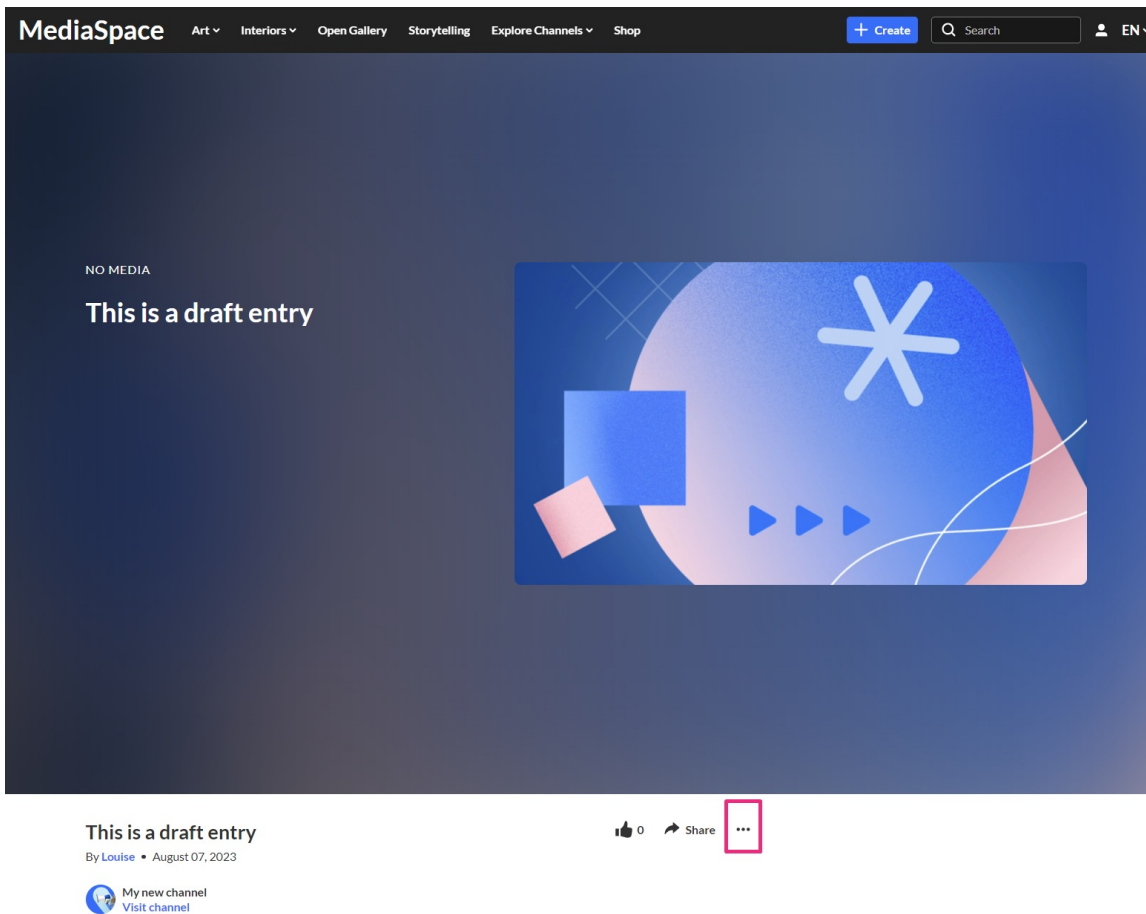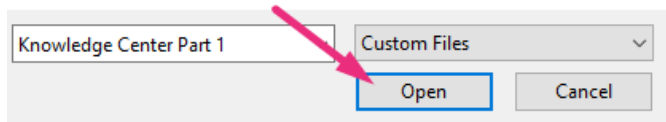
Draft entry 3
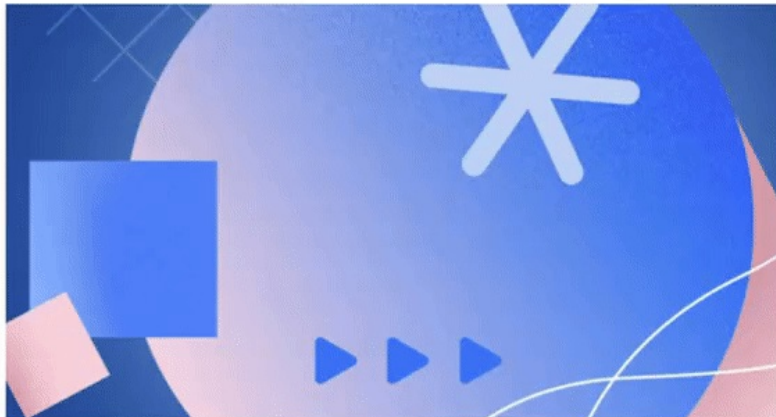
Basic Info

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

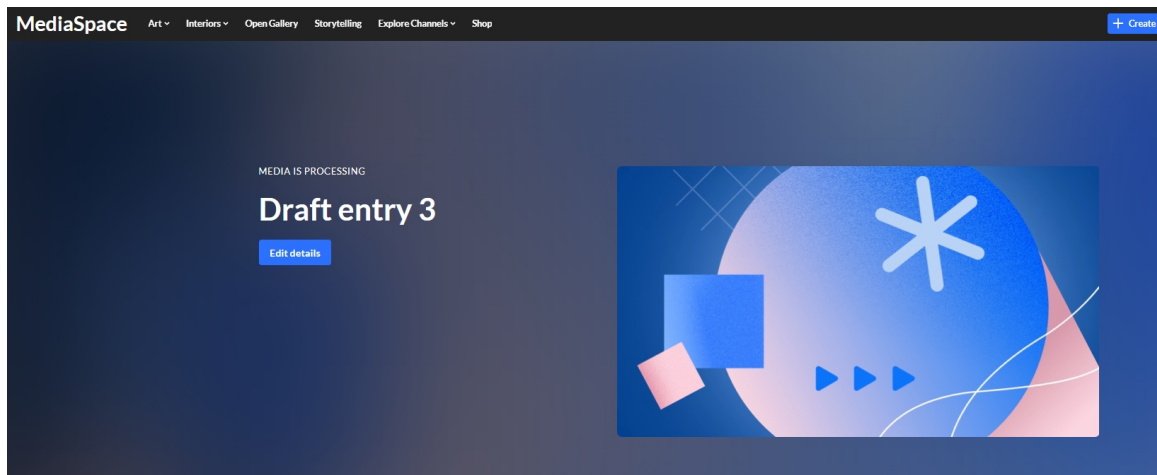Upload Completed! Continue to add the media.

Discard | Keep Media

Details | Languages | Publish | Options | Collaboration | Thumbnails | Presenters | Captions | Attachments | Registration
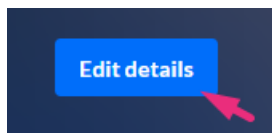
7. Click **Save**.

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")]