

Upload related files

Last Modified on 06/27/2025 7:08 pm IDT

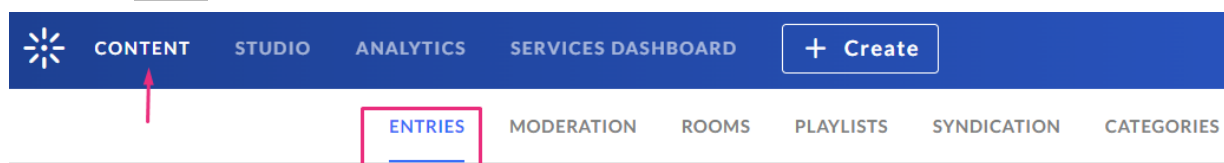
 This article is designated for administrators.

About

You can add related files such as documents, media, text, and JSON effortlessly to your entries. It's handy whether you're a university professor who wants to include PowerPoint slides in a lecture recording, or a media company looking to attach production notes. Since uploaded files are not stored with the entries themselves, they'll receive a unique Kaltura Asset ID for easy reference.

Upload files

1. Log into KMC and click the **Entries** tab in the Content menu.

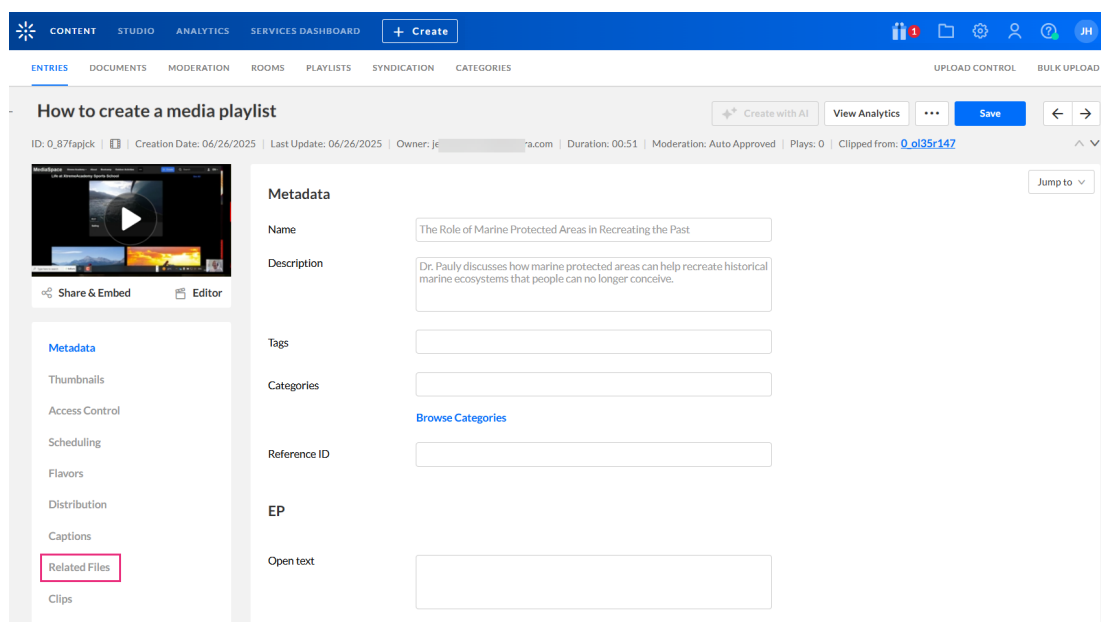


2. Click the desired entry.

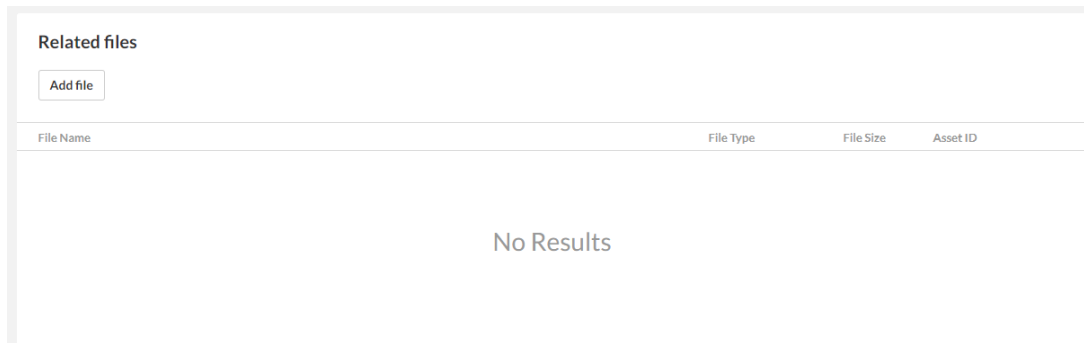


The edit entry page displays.

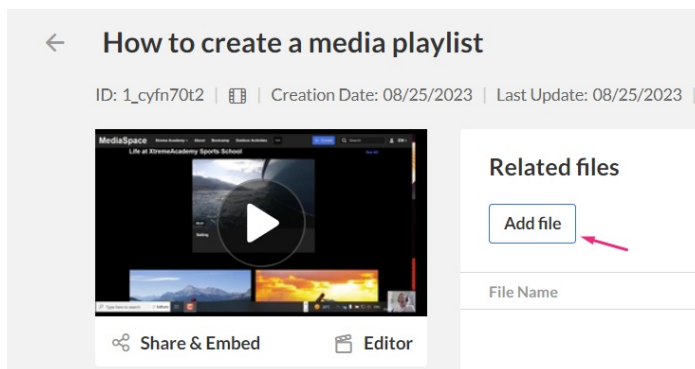
3. Click **Related Files** in the left panel.



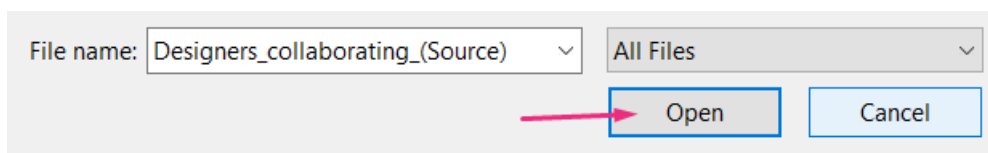
The related files page displays. If your entry already has files associated with it, they'll be displayed here.



4. Click **Add File**.



5. Locate your file and click **Open**.



The related file is immediately uploaded.

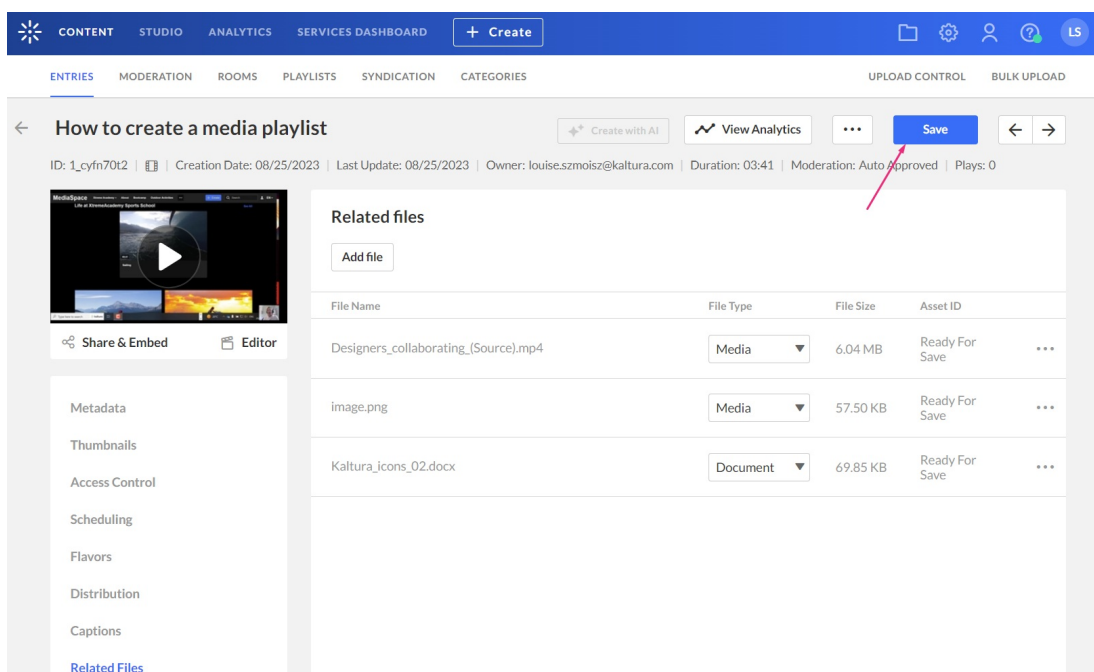
6. Continue to add files as relevant.

If you change your mind, you can delete the file by clicking the three dots menu to the right of the item and selecting **Delete**.

...


Related files			
<button>Add file</button>			
File Name	File Type	File Size	Asset ID
Designers_collaborating_(Source).mp4	Media	6.04 MB	Ready For Save
image.png	Media	57.50 KB	Ready For Save
Kaltura_icons_02.docx	Document	69.85 KB	Ready For Save

7. When you've finished adding your files, click **Save**.



The screenshot shows the Kaltura interface for creating a media playlist. The top navigation bar includes links for CONTENT, STUDIO, ANALYTICS, and SERVICES DASHBOARD, along with a '+ Create' button. The main content area is titled 'How to create a media playlist' and includes a video player, a 'Share & Embed' button, and an 'Editor' button. The 'Related files' table is visible, showing the files added to the playlist. The 'Save' button is highlighted with a red arrow.

File Name	File Type	File Size	Asset ID
Designers_collaborating_(Source).mp4	Media	6.04 MB	Ready For Save
image.png	Media	57.50 KB	Ready For Save
Kaltura_icons_02.docx	Document	69.85 KB	Ready For Save

8. After you have saved the files, you have the options to edit, download or delete them by click the three dots menu  to the right of the item and selecting the function you want.

Related files

Add file

File Name	File Type	File Size	Asset ID	
Designers_collaborating_(Source).mp4	Media ▼	6.04 MB	1_k6xb0tmb	⋮
image.png	Media ▼	57.50 KB		<div>Edit Download Delete</div>
Kaltura_icons_02.docx	Document ▼	69.85 KB	1_rps480s5	⋮