

## Upload related files

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

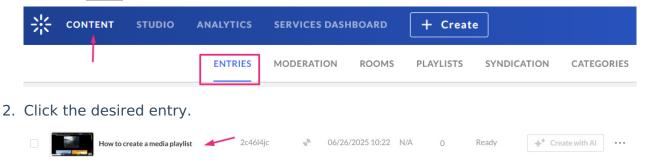
A This article is designated for administrators.

## 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.



The edit entry page displays.

3. Click Related Files in the left panel.

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	Name	The Role of Marine Protected Areas in Recreating the Past		
	Description	Dr. Pauly discusses how marine protected areas can help recreate historical marine ecosystems that people can no longer conceive.		
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Metadata	Tags			
Thumbnails	Categories			
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Captions	EP			
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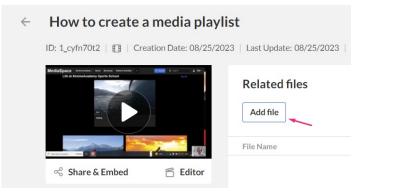
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The related files page displays. If your entry already has files associated with it, they'll be displayed here.

Related files				
File Name		File Type	File Size	Asset ID
	No Results			

## 4. Click Add File.



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

File name: Design	ers_collaborating_(Source)	$\sim$	All	Files		$\sim$
			•	Open	Cancel	

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**.



Add file			
File Name	File Type	File Size	Asset ID
Designers_collaborating_(Source).mp4	Media	6.04 MB	Ready For
image.png	Media 🔻	57.50 KB	Edit Download Delete
Kaltura_icons_02.docx	Document	69.85 KB	Ready For

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

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ID: 1_cyfn70t2   🚺   Creation Date: 08/25/202	23   Last Update: 08/25/2023   Owner: louise.szmoisz@kaltura.com	Duration: 03:41   Moderation: Auto A	oproved   Plays: 0
MediaSpace maximum and know towards - Dee G and 1 00- Life at Krenchadowy Sparts baland	Related files		
	Add file		
	File Name	File Type File Size	Asset ID
ං ීShare & Embed 🖺 Editor	Designers_collaborating_(Source).mp4	Media  6.04 MB	Ready For Save
Metadata	image.png	Media 🔻 57.50 KB	Ready For Save
Thumbnails Access Control	Kaltura_icons_02.docx	Document 🔻 69.85 KB	Ready For Save
Scheduling			
Flavors			
Distribution			
Captions			
Related Files			

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.



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	Edit Download Delete	
Kaltura_icons_02.docx	Document <b>v</b>	69.85 KB		•••