

## Upload related files

Last Modified on 05/17/2024 2:37 pm IDT

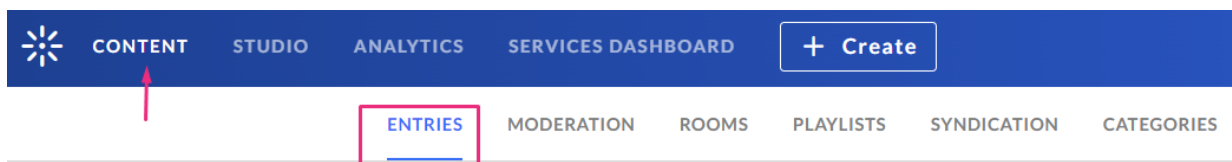
 This article is designated for administrators.

### About

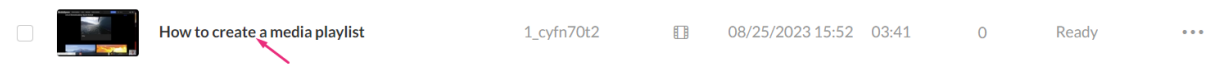
You can add related files such as documents, media, text, and JSON effortlessly to your entries. It's handy whether you're a university professor who wants to include PowerPoint slides in a lecture recording, or a media company looking to attach production notes. Since uploaded files are not stored with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

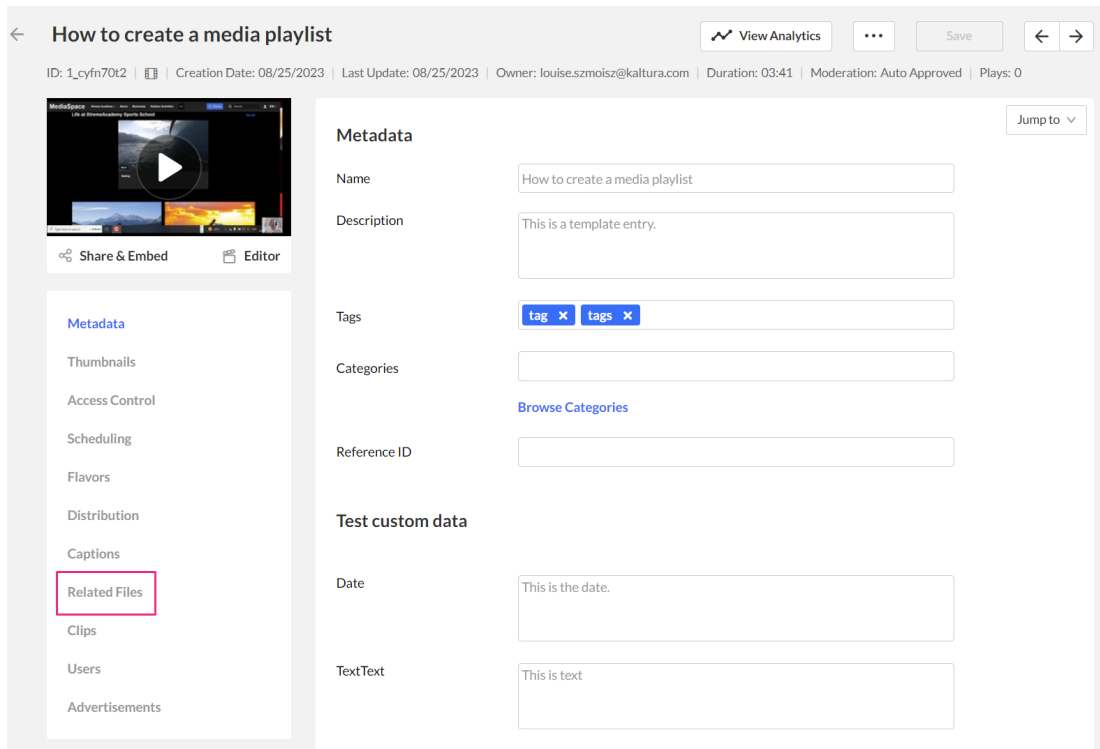


2. Click the desired entry.

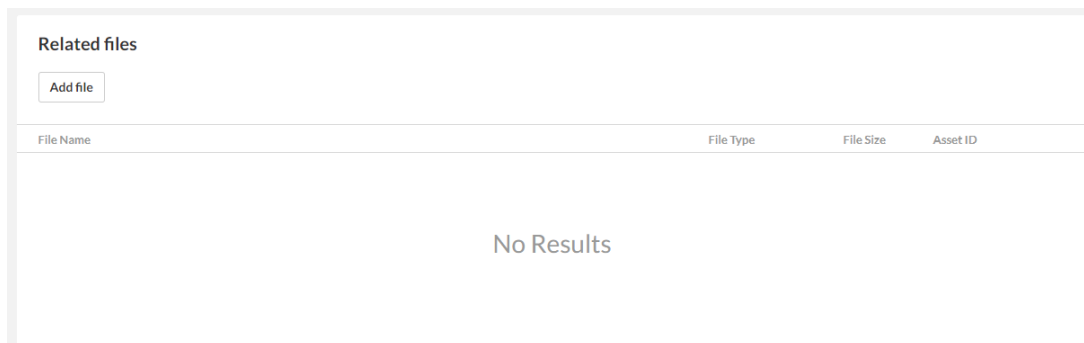


The edit entry page displays.

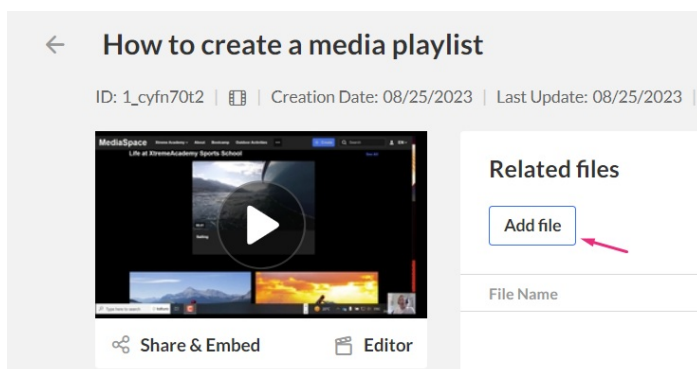
3. Click **Related Files** in the left panel.



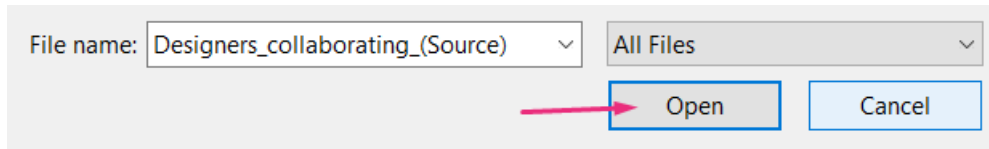
The related files page displays. If your entry already has files associated with it, they'll be displayed here.



4. Click **Add File**.



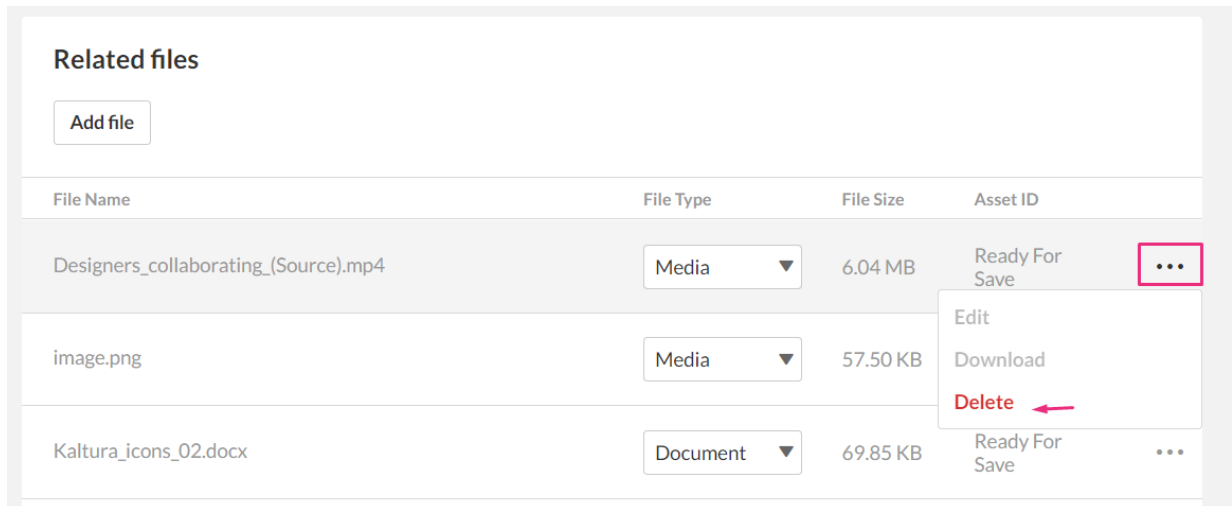
5. Locate your file and click **Open**.



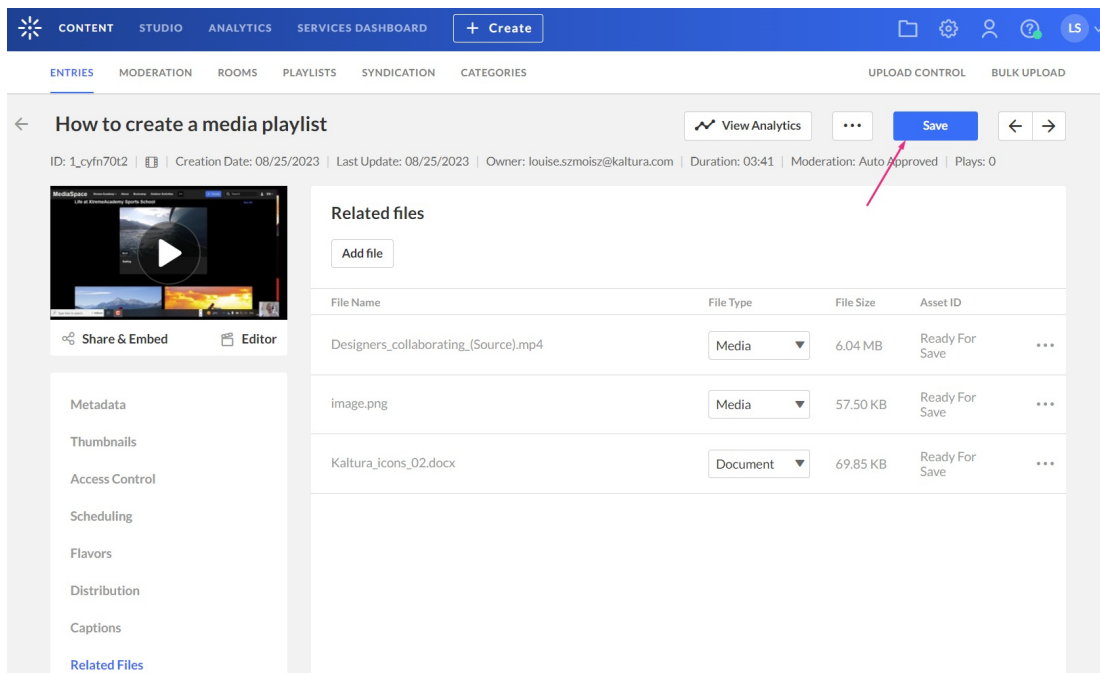
The related file is immediately uploaded.

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**.



7. When you've finished adding your files, click **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		<b>Edit</b> <b>Download</b> <b>Delete</b>
Kaltura_icons_02.docx	Document ▼	69.85 KB	1_rps480s5	⋮