Upload related files

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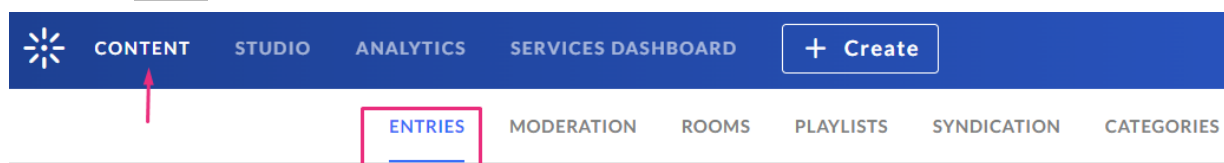

⊗ **This article is designated for administrators.**

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

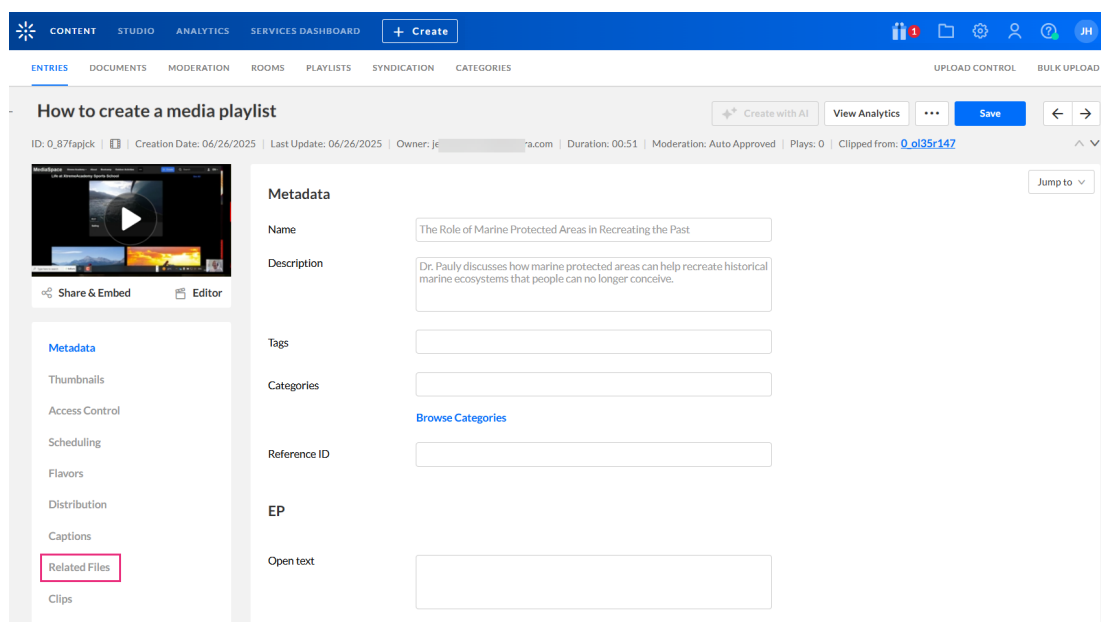1. Log into KMC and click the **Entries** tab in the Content menu.
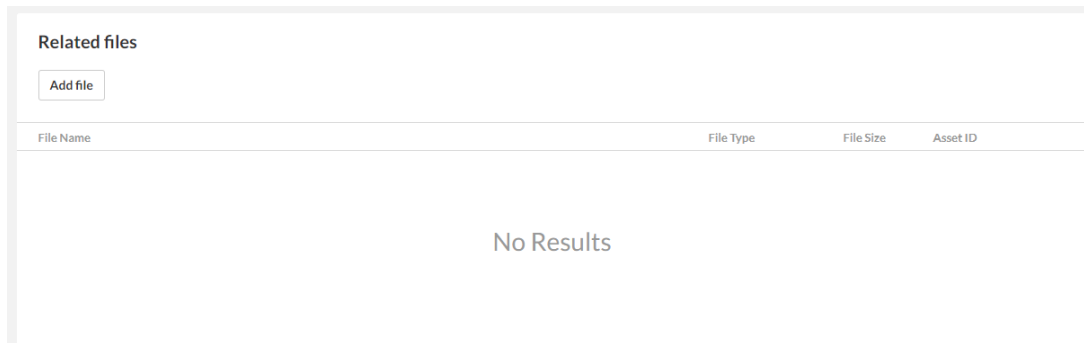

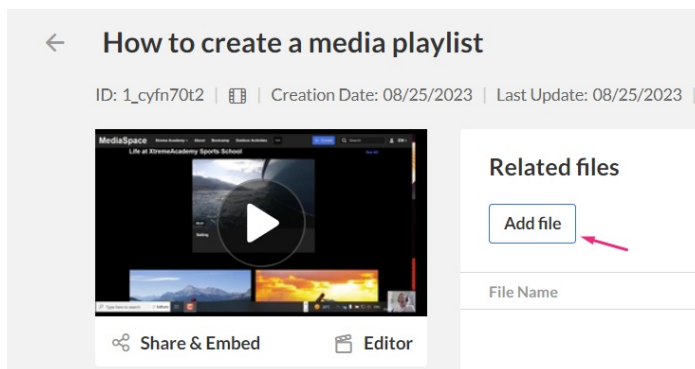2. Click the desired entry.

The edit entry page displays.

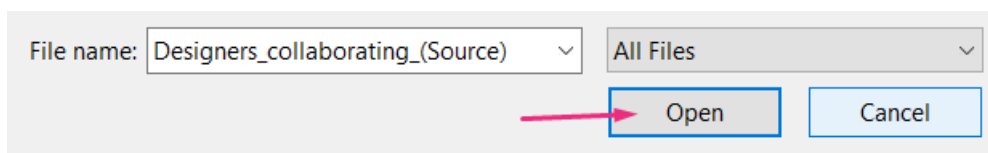3. Click **Related Files** in the left panel.

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**.
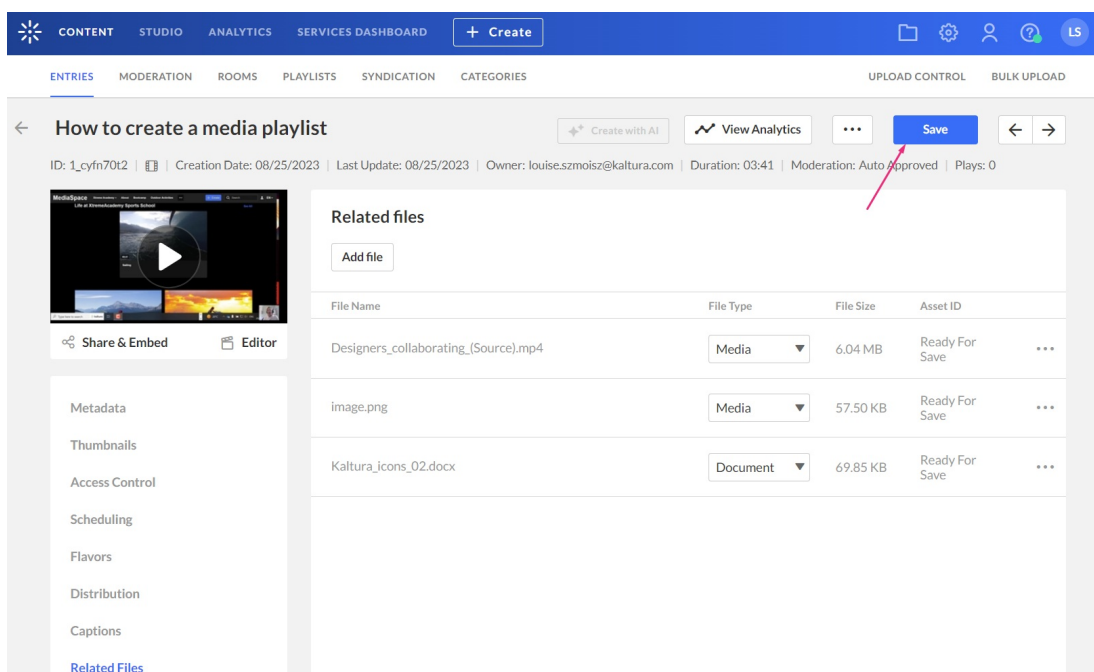

The related file is immediately uploaded.

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**.

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		
Kaltura_icons_02.docx	Document ▼	69.85 KB	1_rps480s5	•••

Edit
Download
Delete