Upload a document

This article is designated for all users.

About

A document entry can serve various purposes, such as providing event details, instructions, or supplementary materials to enrich the hosted media. You can upload and view documents in formats like pdf, doc, docx, ppt, pptx, xls, xlsx, csv, and txt, and you can also add them to playlists.

You must have the Theming module with the **mediapage** feature enabled, the UploadMedia module, and the documententry module enabled.

Upload a document

1. Click the **+ Create** button, and select **Upload**.

⚠ Depending on what is enabled in your environment, your **+ Create** menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it in your environment.

If your admin set a disclaimer on your site for users to accept before uploading content, the following screen displays.

2. Click the disclaimer button to accept.

The Upload Media page displays.

3. Click **Select Files** and choose one or multiple files, or drag and drop files inside the dotted area. Different types of files may be uploaded at the same time.

⚠ For MS Word and PowerPoint files, a maximum of 10MB is supported, and for Excel files, up to 5MB. Attempting to upload files larger than 10MB will trigger a 'file too large' error message after the view component loads for a while.

Kaltura MediaSpace supports uploading files in all major browsers - Chrome, Safari, Firefox and IE 10+.

The upload process begins. If multiple files were selected, one file starts the upload process, and the rest of the files are then added to the queue. The queue continues to upload content from bottom to top, skipping any canceled or errored-out media.

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The status of the upload is indicated on the right of each item as well as the top left of the Upload Media window:

Upload statuses

- **In Queue -** When uploading multiple files, only one is uploaded at a time. While waiting, the other files are In Queue. Items in this status may be canceled and are then moved to the cancelled status.
- **Uploading -** Files in Uploading status display the percentage completed next to the status. The thumbnail display changes according to the percentage passed. Items in this status can be canceled and are then moved to Cancelled status.
- **Processing -** This status indicates that the video is converting and, when ready, the thumbnail is displayed.
  The Cancel Upload button is no longer available and is replaced with a link to the media page.
- **Ready -** This status indicates that the file has completed uploading and displays the thumbnail. The Cancel Upload button is no longer available and is replaced with a link to the media page.
- **Failed -** This status indicates an upload failure which may occur for many reasons. You can't cancel or edit media in Failed status.
- **Cancelled -** Once this status is displayed, only the 'Remove' button is available to remove the media line from the list.

As long as there is at least one file that has the status "In Queue" or "Uploading", the blue moving circle is displayed.

⚠ Make sure not to close or navigate away from the browser tab. This cancels all items pending in the queue and any file currently in the Uploading status.

Bulk actions

The bulk actions (All Media) row is displayed at the top of the upload list.

- **Cancel All Uploads** displays as uploads are taking place. Clicking this button cancels any currently Uploading and In Queue entries. Entries that are Processing (converting) or Ready are not affected. After all uploads are moved out of the Uploading and In Queue statuses, the Cancel All Uploads button changes to the My Media link, which opens in a new tab.
- **Set Privacy to All** will be available in future releases.
- **Edit All** allows you to edit multiple media.

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When your document has finished uploading, the entry will say **Ready**.

Edit details

Single entry

1. Click **Edit**.

2. In the details window, you can edit the title, and add a description and tags for the uploaded file.

Multiple entries

1. Click **Edit All** to add tags for multiple documents at once.

2. Type a keyword and press enter after each entry to add several tags.

3. Click **Update All**.

If you want to skip adding details at this stage, just click **Media Page** to go to the entry. You can also access the new entry from **My Media** in the user menu .

Analytics are not currently available for document entries.

[template("cat-subscribe")]

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