

## Edit a document entry

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 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.

### Prerequisites

You must have the [Theming module](#) with the **mediapage** feature enabled, the [UploadMedia module](#), and the [documententry module](#) enabled.

### Access the edit page


1. To edit the entry, click the **3 dots menu**.

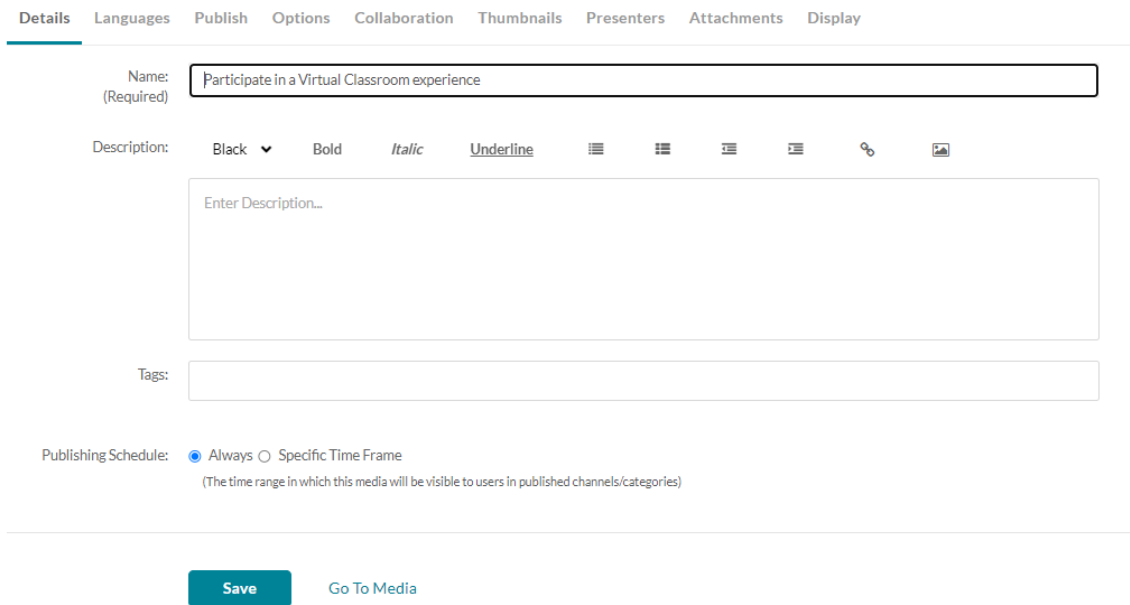


2. Choose **Edit**.

Edit ←  
Add to watch list  
Delete

### 3. The edit page displays.

 The editing tabs that are displayed depend on your Video Portal configuration.



The screenshot shows the 'Details' tab of the Kaltura edit page. At the top, there are navigation tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Attachments, and Display. The 'Details' tab is active. Below the tabs, there is a form with the following fields and options:

- Name: (Required)**: A text input field containing 'Participate in a Virtual Classroom experience'.
- Description:**: A rich text editor with a toolbar containing buttons for Black (dropdown), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, and Image. Below the toolbar is a text area with the placeholder 'Enter Description..'. The text area is currently empty.
- Tags:**: A text input field for entering tags.
- Publishing Schedule:**: Radio buttons for 'Always' (selected) and 'Specific Time Frame'. Below this is a small text note: '(The time range in which this media will be visible to users in published channels/categories)'.

At the bottom of the form, there are two buttons: 'Save' and 'Go To Media'.

## Editing options

### Details

Fill in or modify the metadata fields:

- Name - A name for your item (required).
- Description - A description for your item. Use the formatting buttons above the text box to format the text.
- Tags\* - Tags to identify your media item. For ease of use and to encourage tag consistency, as you type, suggestions are displayed based on tags already used in this account.

Click **Save**.

- ✓ \* Tags are useful for the following:
  - Searching - You can search by metadata (tags) in the global search to find specific content.

- Related media (works specifically with tags). Any media that has an identical tag to the current one viewed, is displayed in the related bar on the right.

## Languages

You can set up metadata in different languages for your item via the Languages tab. See our article [Media Localization](#) for more information.

## Publish

By default, media that you upload is private. If you want other Video Portal users to be able to view it, you need to publish it. See our article [Publish media](#) for more information.

## Options

Comments:  Disable comments for this media  
 Close discussion (do not allow new comments)

Download file:  Allow users to download the document file.

Save

[Go To Media](#)

- In the Options tab, you can disable comments and close discussion. For more information, see our article [Disable comments and close discussion](#).
- Each entry has the option to Download. You can disable this by unchecking the box: Allow users to download the document file.

## Collaboration

You can change the media ownership and add collaborators. See our article [Media owner & collaborators](#) for more information.

## Thumbnails

You can set the thumbnail for your entry by uploading an image. See [Set the media thumbnail](#) for more information.

## Presenters

You can choose presenters for this media page. See [Add presenters to media page](#) for more information.

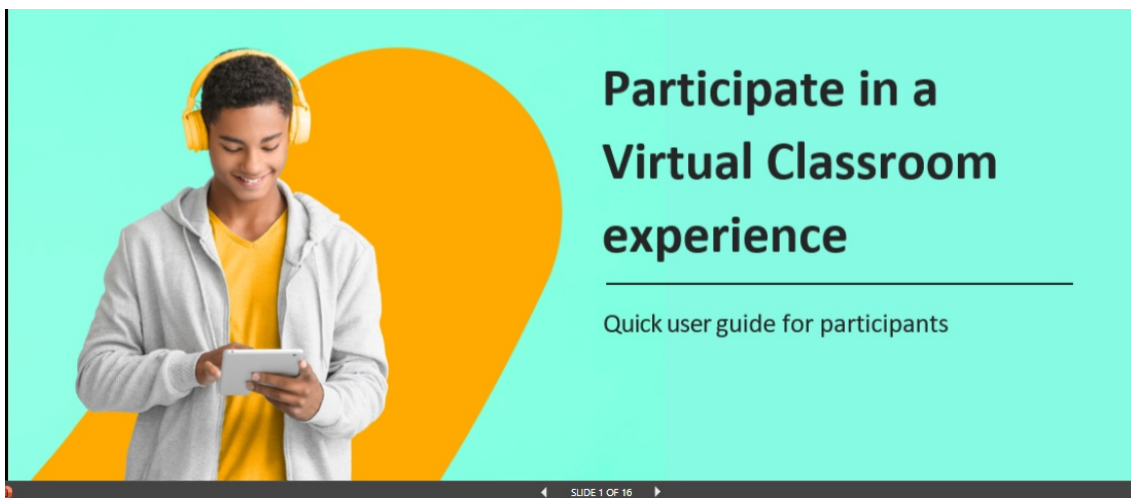
## Attachments

You can attach files to your document entry for viewers to download the file before, during, or after viewing the entry. See [Add attachments to media](#) for more information.

## Display

You can customize the design of the entry page. See [Custom media display](#) for more information.

The image below shows a document entry with a presenter and an attachment, and it has been published in the Marketing channel.



### Participate in a Virtual Classroom experience

👍 0    ⬇️ Download    ➦ Share    ⋮


By Louise Szmoisz • October 22, 2023


 Marketing  
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Appears in Marketing

 Louise Szmoisz  
Technical Writer, Kaltura

1 Attachment

 Explanation of slide ... [⬇️](#)

 Please note, there is no capability of editing the document itself.