View and manage document entries in Content Hubs

Last Modified on 07/22/2026 3:49 pm IDT

This article is designated for all users.

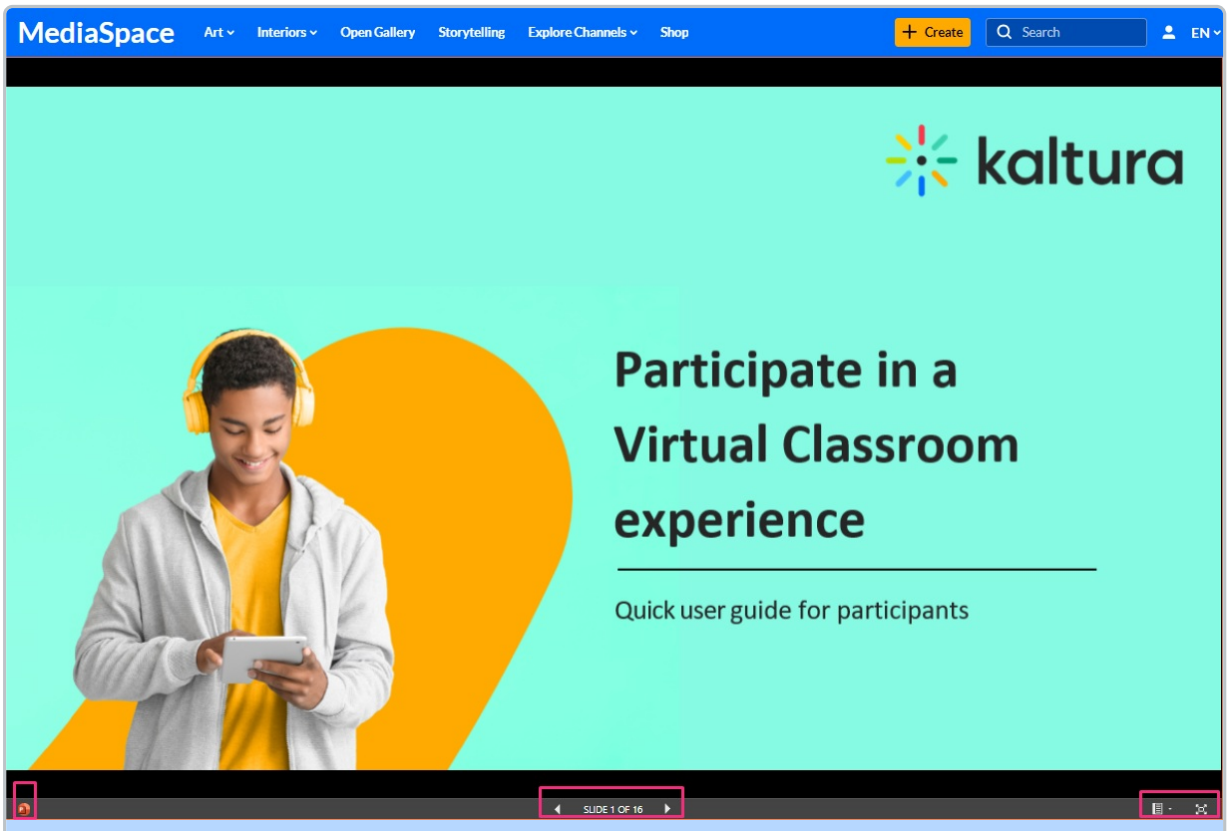
About

Document entries in Kaltura include different tools and features based on the file type you upload, such as PowerPoint presentations or PDF files.

These features help improve how users view, share, and manage documents.

Tools & features

Available tools vary depending on the document type. For example, PowerPoint files include viewing and navigation options specific to presentations.



PowerPoint file

Open in Microsoft Office Viewer

Click the full-screen icon to open the document in Microsoft Office Viewer.

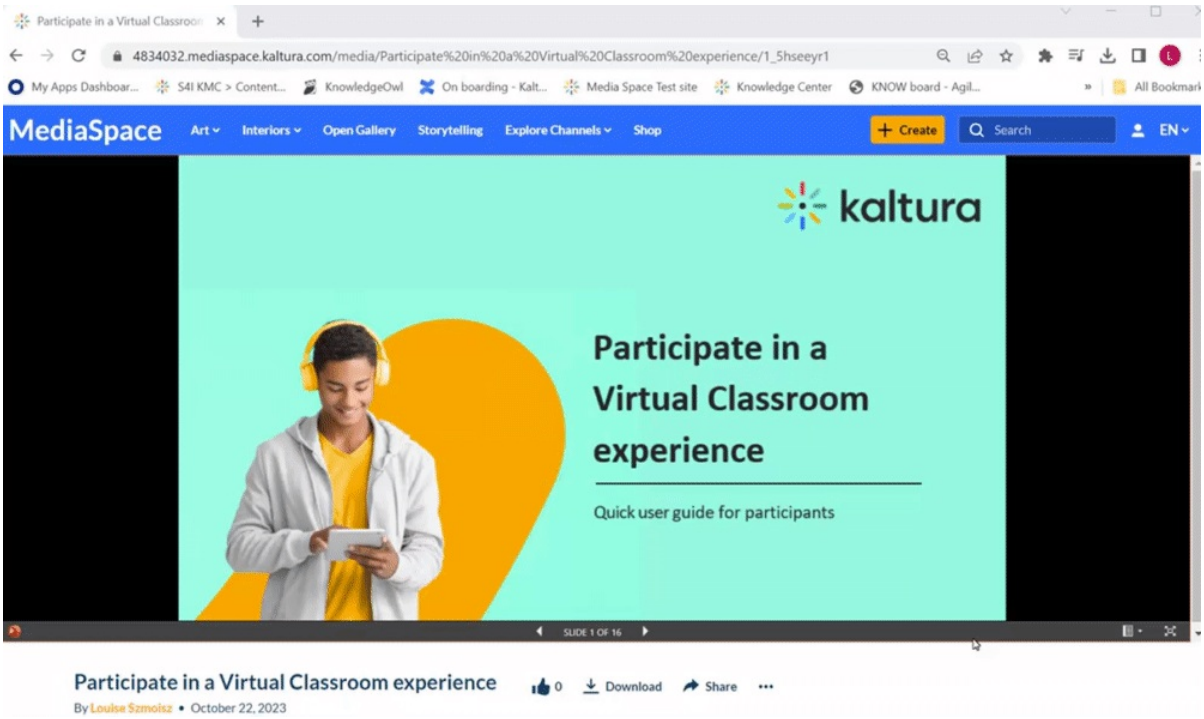
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In the viewer, you can:

- View the document in full screen
- Use Microsoft Office tools
- Download or print the file

Microsoft Office Viewer is an external application. This means users can download the document from the viewer even if downloading is disabled in Kaltura.

To exit the viewer, click the **X** on the browser tab.

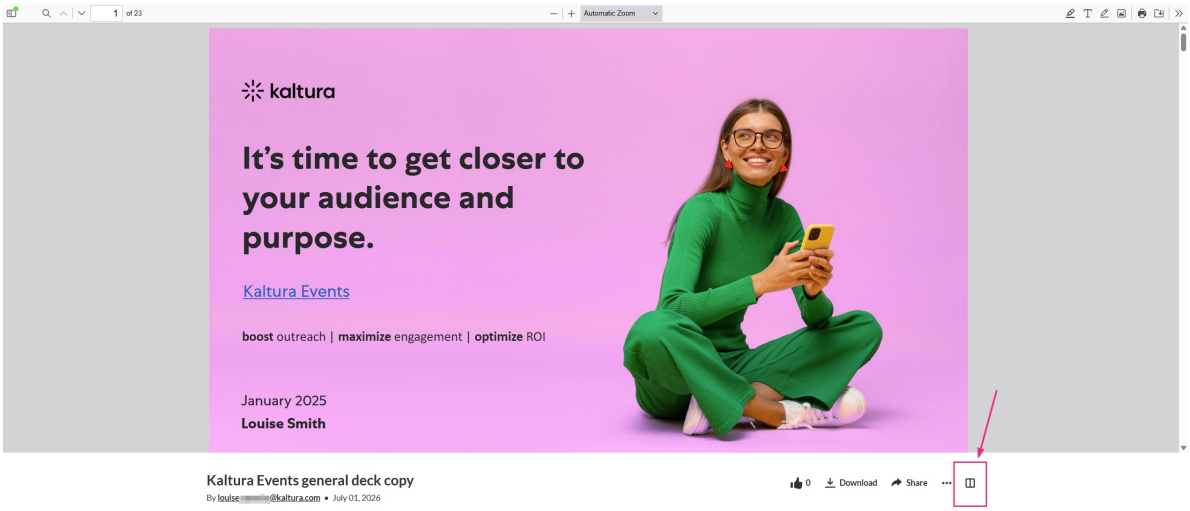


Vertical view

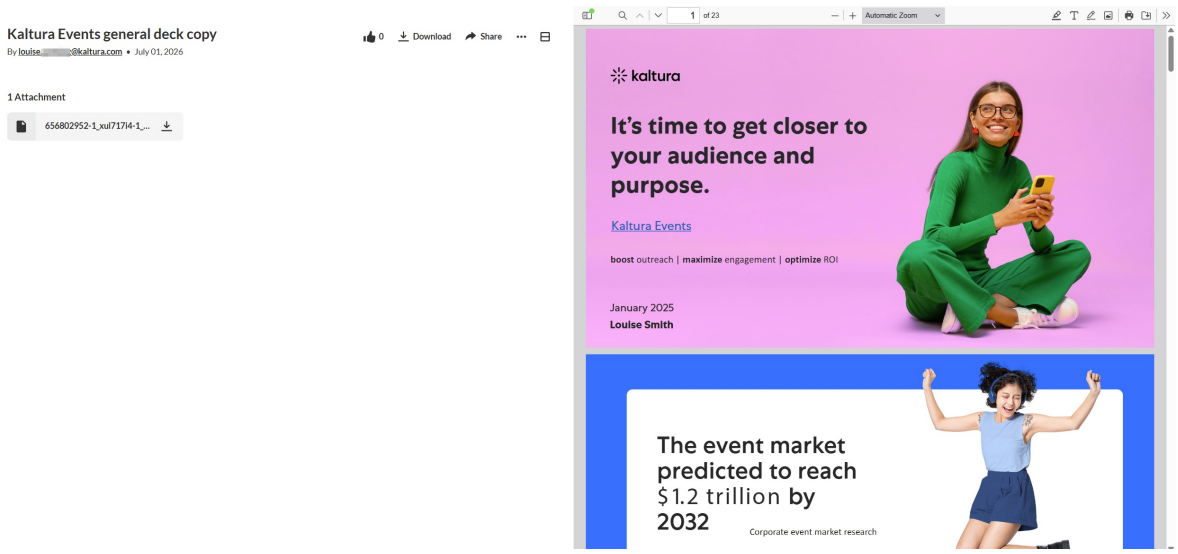
For supported document entries, you can switch between the default document view and a vertical view for easier reading.

Click the **Vertical view** toggle below the screen.

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The document opens in a viewer alongside the entry information. In Vertical view, the document is displayed as a continuous vertical page for easier reading.



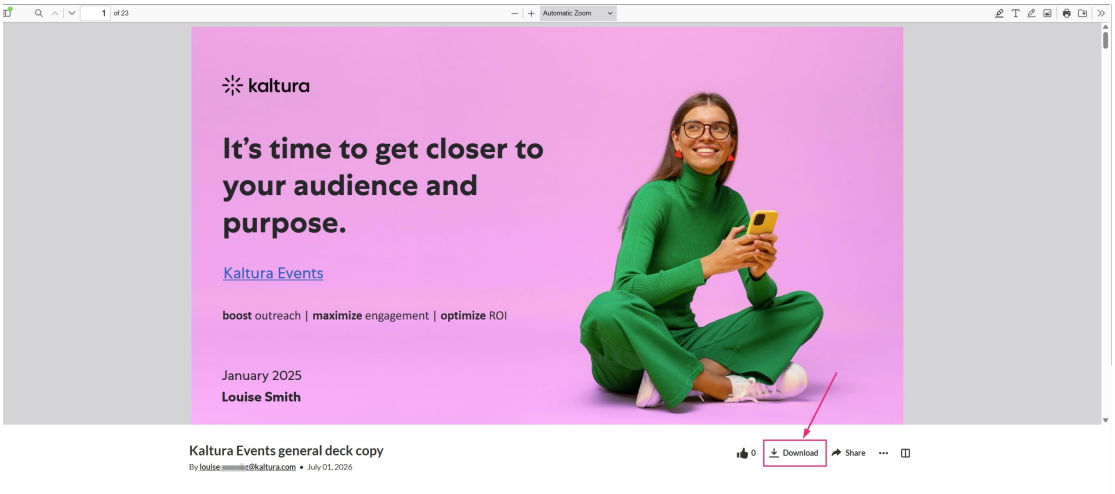
Click the toggle again to return to the default view.

> The **Vertical view** toggle is available on medium and larger screen sizes.

Download

Click the **Download** button below the document to save it locally.

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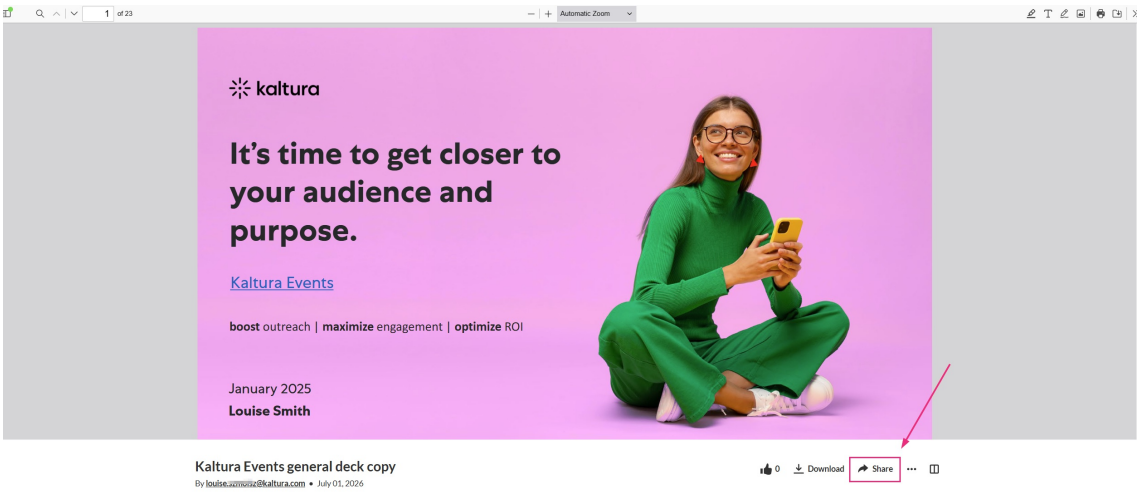
By default, downloading is enabled for all documents.

- Media owners can disable downloading for individual entries from the edit page.
- Admins can disable downloads globally using the Documententry module.

Even if the download option is removed in Kaltura, users can still download the file through external viewers like Microsoft Office Viewer, since this is outside of Kaltura's control.

Share

Click the **Share** button below the document to share it.



You can:

- Share to social networks
- Send via email
- Copy a direct link

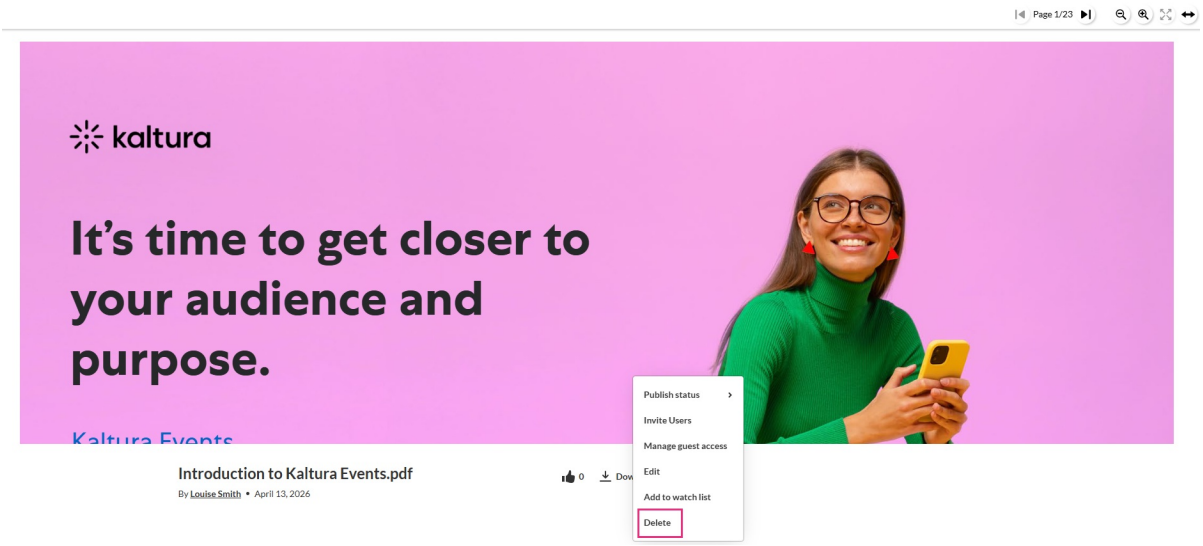
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- Send a link to specific users



Delete

To delete an entry, click the **three-dot menu** below the document and select **Delete**.



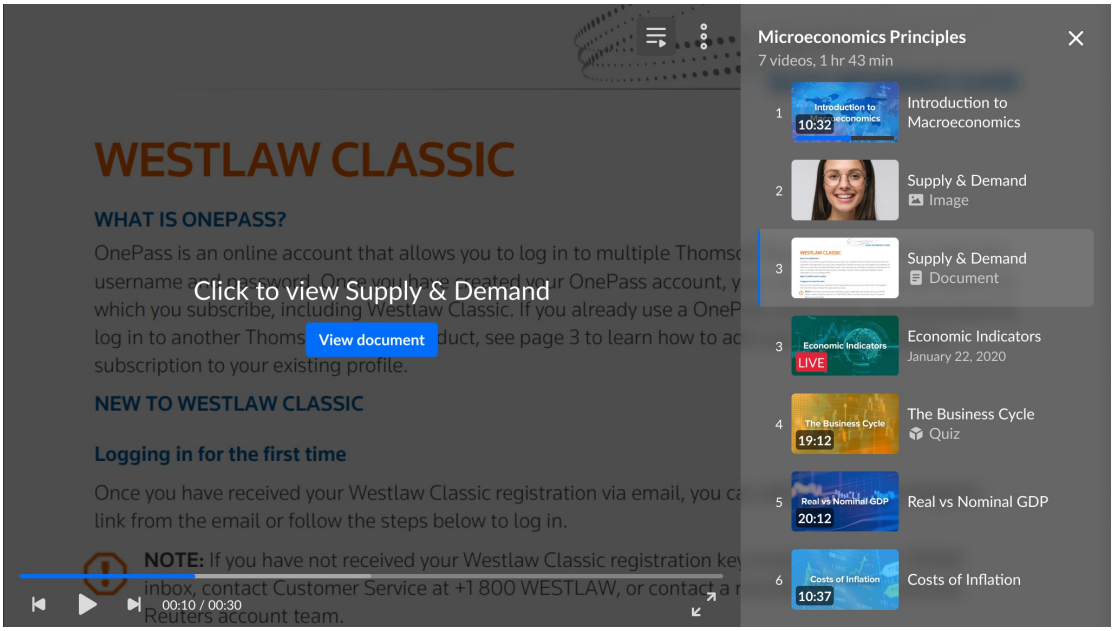
Analytics are not currently available for document entries.

View in playlist

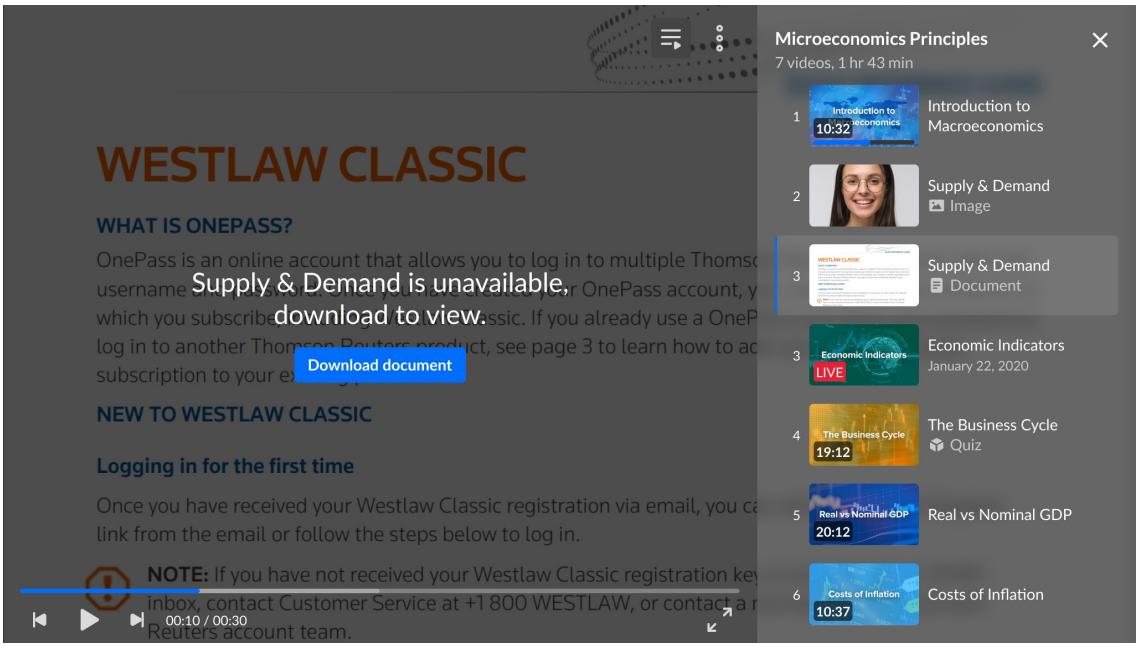
If enabled by your admin, document entries can appear in the playlist player.

- The player includes a link to the legacy Video Portal, where users can view the document outside the playlist.
- Click **View Document** to open the file in a new tab.
- A thumbnail preview may appear in the background of the player.

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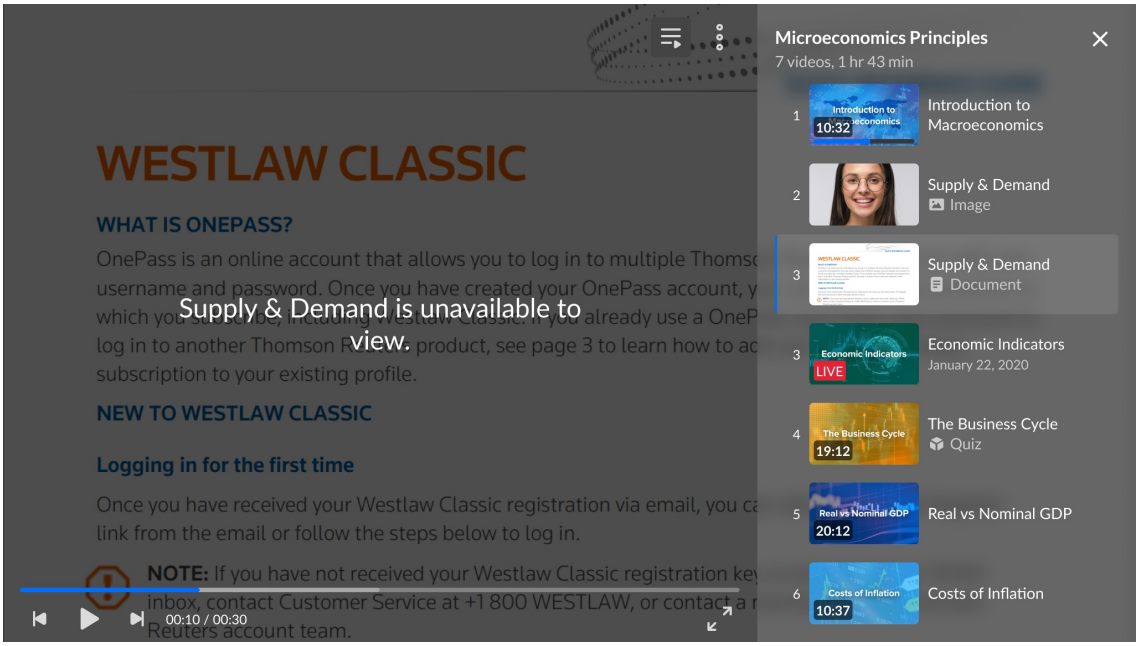


If the document can’t be viewed, users can download it using **Download document**, if this option is enabled in the player.



If downloading is disabled, the document won’t be available for viewing or download in the playlist.

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For more information, see the Documents in player.

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