

View and manage a document entry in Content Hubs

Last Modified on 04/13/2026 6:02 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.



Open in Microsoft Office Viewer

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



In the viewer, you can:

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



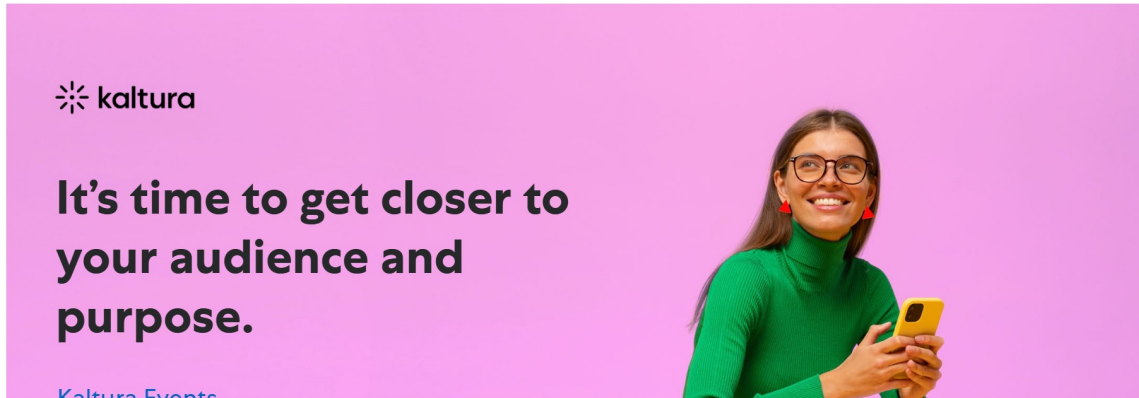
Microsoft Office Viewer is an external application. This means users can download the document from the viewer even if downloading is disabled in Kaltura.

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



Download

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



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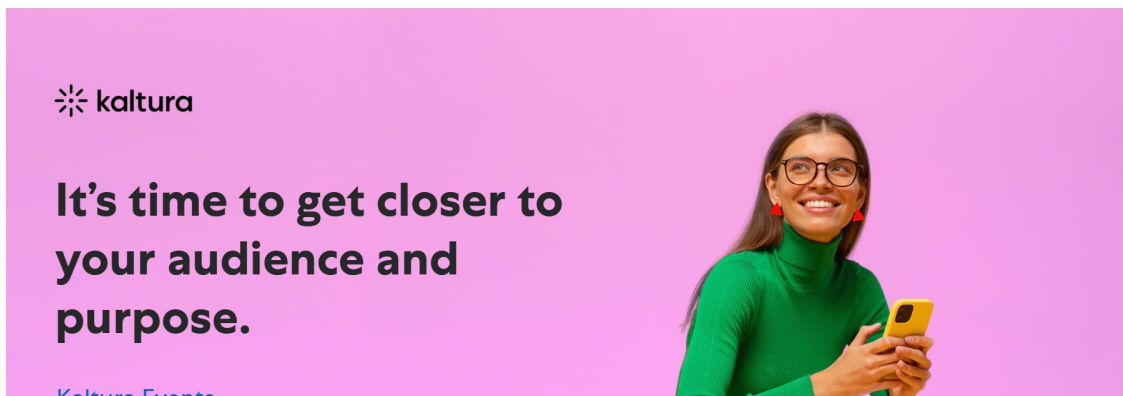
By default, downloading is enabled for all documents.

- 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.



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You can:

- Share to social networks
- Send via email

- Copy a direct link
- [Send a link to specific users](#)

✕

Share




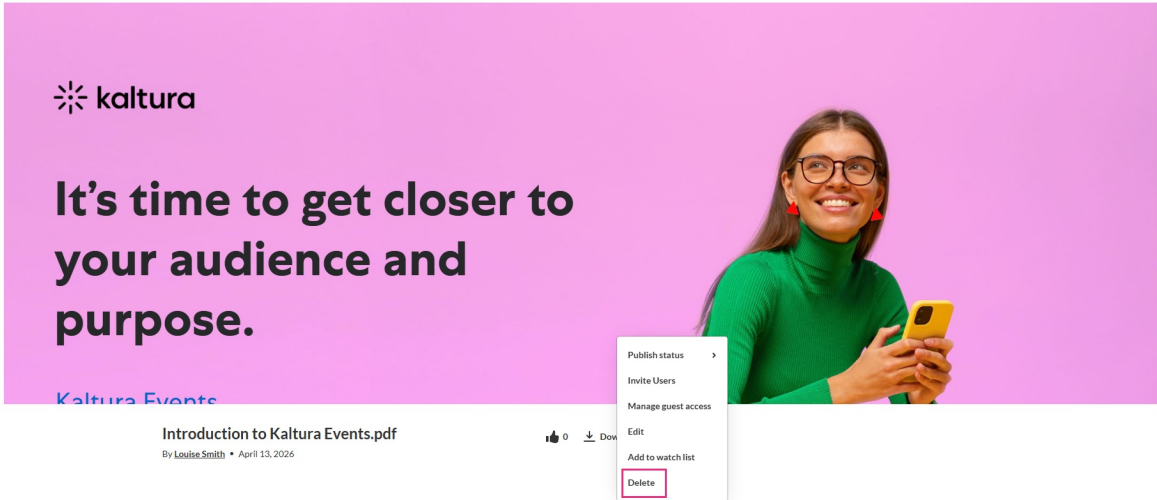
Link to media page

https://15932.nvq2.mediaspace.kaltura.com/media/Introduction+to+Kaltu  Copy

Delete


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





Introduction to Kaltura Events.pdf 👍 0 ⬇️ Dow

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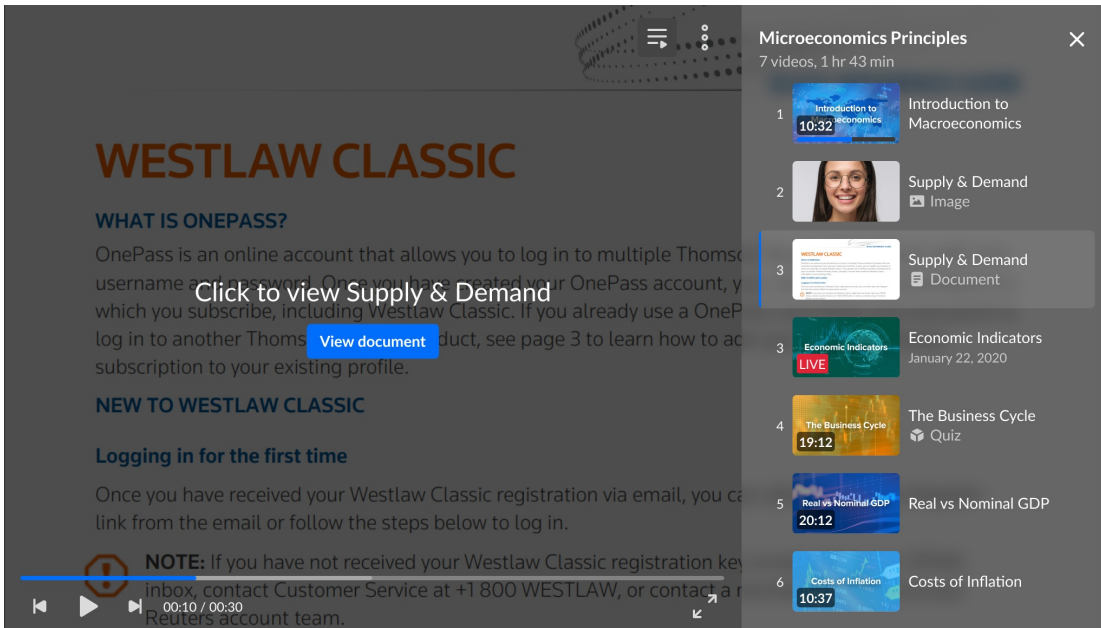
 Analytics are not currently available for document entries.

View in playlist

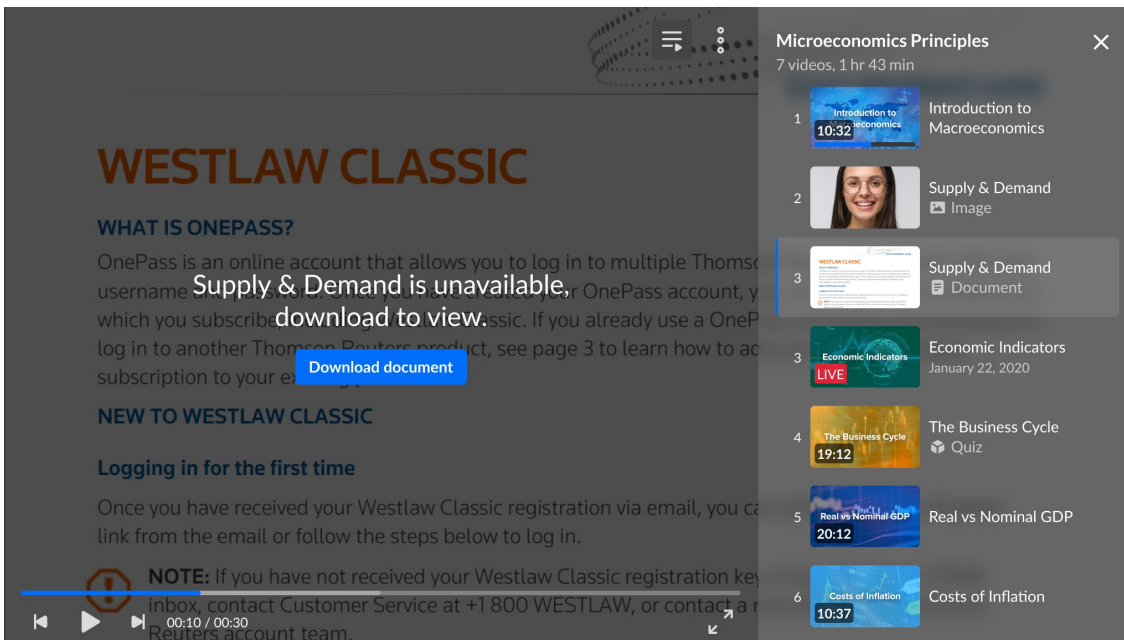
If enabled by your admin, document entries can appear in the playlist player.

- The player includes a link to the 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.



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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Microeconomics Principles
7 videos, 1 hr 43 min

- 1 Introduction to Macroeconomics
10:32
- 2 Supply & Demand
Image
- 3 Supply & Demand
Document
- 3 Economic Indicators
January 22, 2020
LIVE
- 4 The Business Cycle
19:12
Quiz
- 5 Real vs Nominal GDP
20:12
- 6 Costs of Inflation
10:37

For more information, see the [Documents in player.](#)