


Edit media - Theming


Last Modified on 12/19/2024 5:30 pm IST

 This article is designated for all users.


About

This guide covers how to edit and manage your media, offering options like metadata management, publishing settings, thumbnail customization, and more, so you can ensure your content is exactly how you want it.

 You may lose some functionality if your display screen is under a certain width or when in mobile view.

 These instructions are for [Theming](#) users. If you don't have Theming enabled on your account, please see our article [Edit media](#).

Access the edit media page

 If you cannot access your My Media Page content/actions or display editing tabs, ask your administrator to give you the required permission.

From My Media

1. Access the [My Media](#) page.



My Media

Search My-Media 127 Results found

Clear all filters

Sort By

Media Type

Publish Status

Webcasts

Scheduling

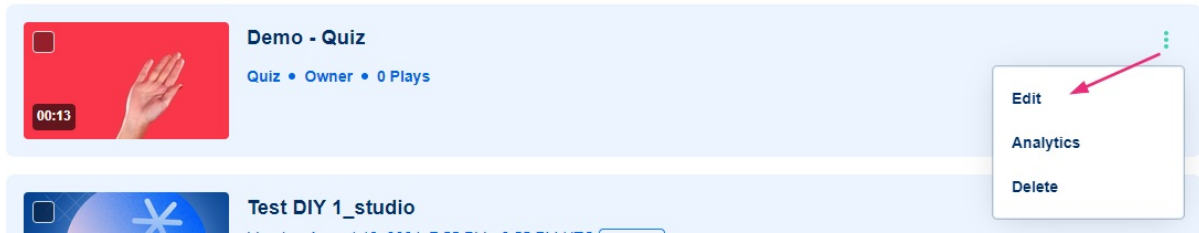
Ownership

Captions

Duration

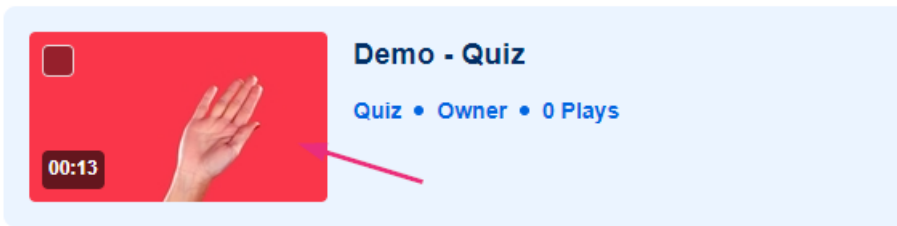
-  **Demo - Quiz**
Quiz • Owner • 0 Plays Explore
-  **Test DIY 1_studio**
Monday, August 12, 2024, 7:55 PM - 8:55 PM UTC scheduled Explore
-  **Test DIY 1**
Monday, August 12, 2024, 3:55 PM - 4:55 PM EDT scheduled Explore

2. Click the **three dots** to the right of the desired media and select **Edit**.



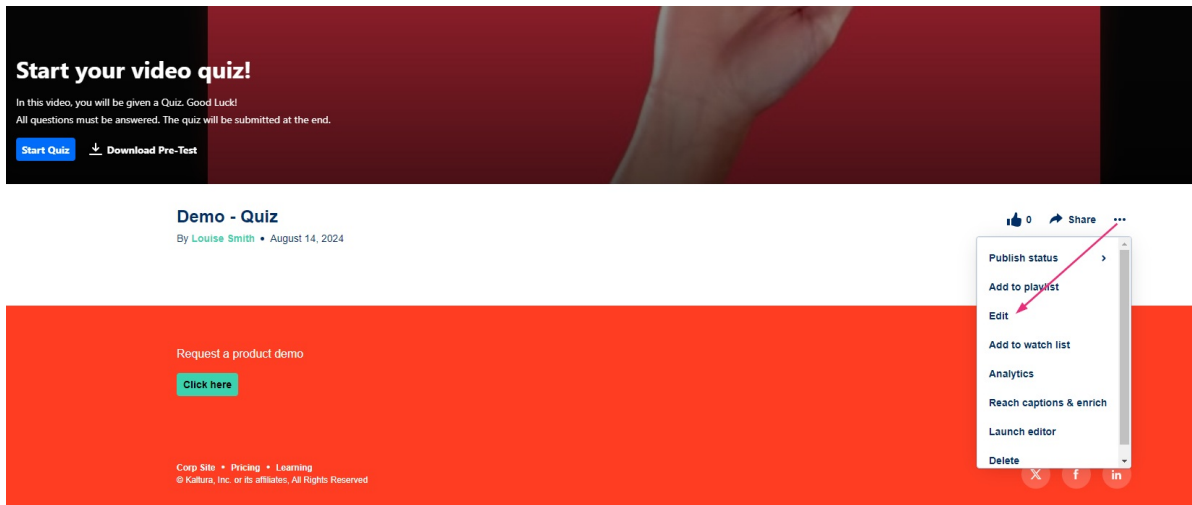
OR

1. On the My Media page, click on the thumbnail or title of the desired media.



The media page displays.

2. Click the **three dots** and select **Edit**.



From My Channels

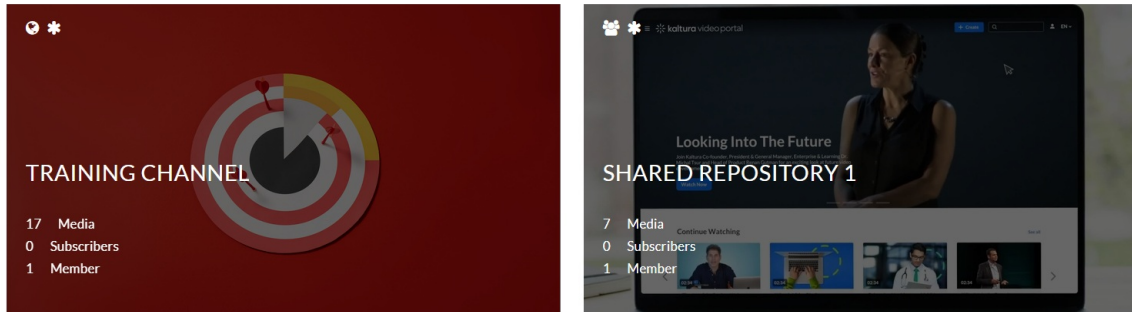
1. Access [My Channels](#).

My Channels

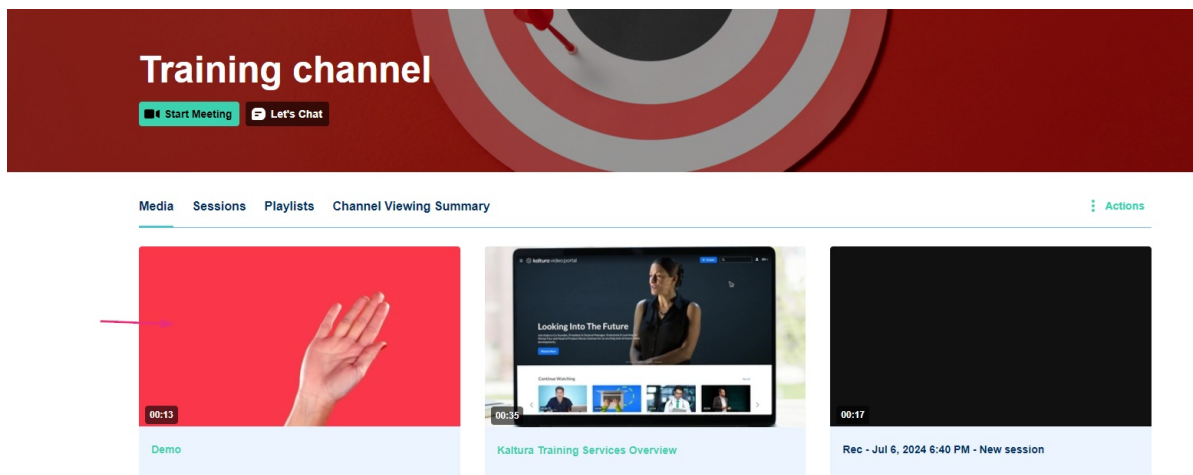
Search For Channels

Filters > Sort By: Media Count

+ Create Channel

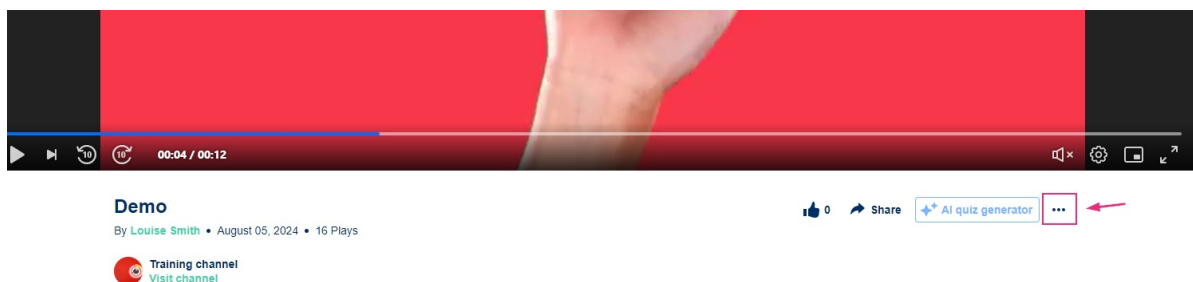


2. Under the **Media** tab, click on a channel thumbnail.



The media page displays.

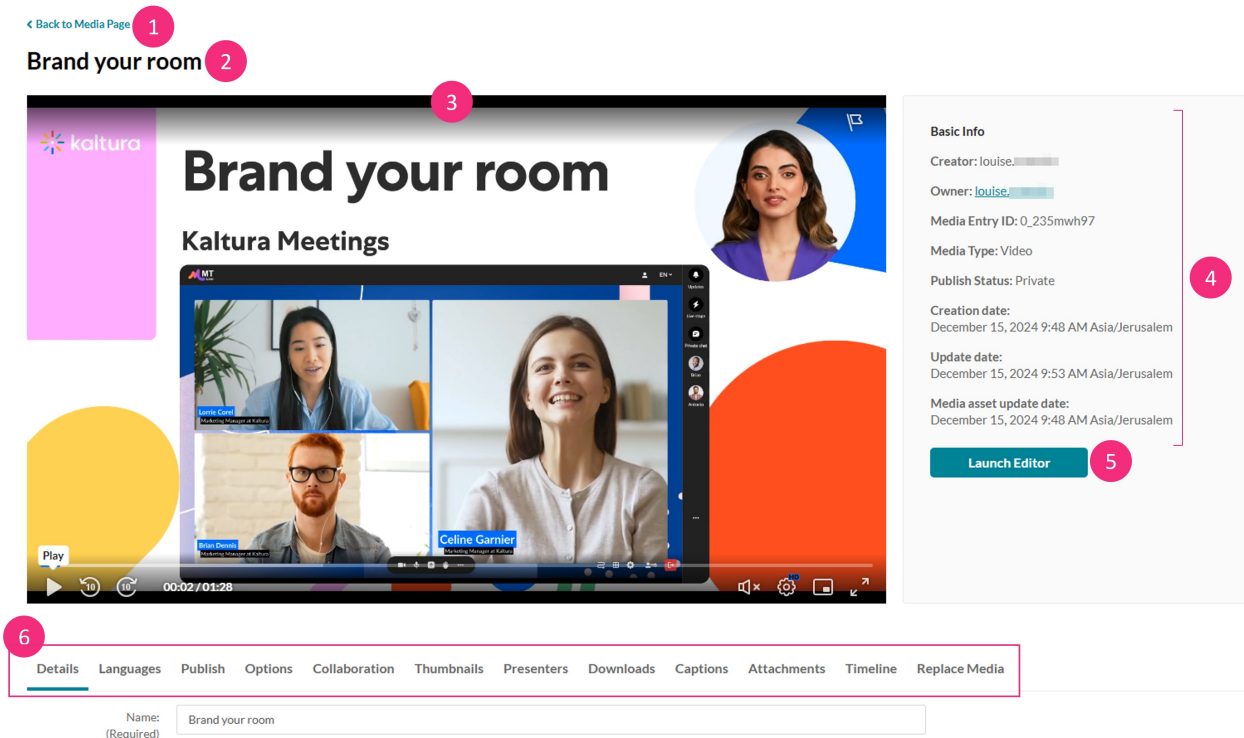
3. Click the **three dots** on the lower right side of a media item to open the menu.



4. Select **Edit** from the menu.

- [Publish status](#) >
- [Add to playlist](#)
- [Download](#) >
- [Edit](#) ←
- [Add to watch list](#)
- [Analytics](#)
- [Reach captions & enrich](#)
- [Launch editor](#)

Features of the edit media page



The screenshot shows the edit media page for a video titled "Brand your room". The page is divided into several sections:

- 1**: A link labeled "< Back to Media Page" at the top left.
- 2**: The main title "Brand your room" displayed prominently.
- 3**: A video player showing a meeting with three participants: Louise Corel, Brian Dennis, and Celine Garnier.
- 4**: A "Basic Info" sidebar on the right containing details such as Creator (louise...), Owner (louise...), Media Entry ID (0_235mwh97), Media Type (Video), Publish Status (Private), Creation date (December 15, 2024 9:48 AM Asia/Jerusalem), Update date (December 15, 2024 9:53 AM Asia/Jerusalem), and Media asset update date (December 15, 2024 9:48 AM Asia/Jerusalem).
- 5**: A "Launch Editor" button located at the bottom of the Basic Info sidebar.
- 6**: A horizontal navigation bar at the bottom with tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Downloads, Captions, Attachments, Timeline, and Replace Media.

Below the navigation bar, there is a form field for the media name:

Name: (Required)

 The tabs that are displayed on the edit media page depend on your admin configuration.

'Back to Media Page' (1) - At the top of the page, you'll find the Back to Media Page link. Click this to exit the edit media page and return to the main media page.

Media name (2) - The title of your media entry is displayed prominently, making it easy to identify the content you're editing.

Media player (3) - Preview your media in the player. You can click to play, pause, and watch your content directly on this page.

Basic information (4) - To the right of the media player, you'll see a detailed list of the entry's basic information:

- **Creator:** The user who originally created the media.
- **Owner:** The owner of the media, with a [clickable link](#). Click the owner's name to view more media entries by them.
- **Media Entry ID:** A unique identifier generated by Kaltura servers for this entry.
- **Media Type:** Indicates the type of media (for example, video, image, document, or meeting).
- **Publish Status:** Shows the current status (for example, private, unlisted, or published).
- **Creation Date:** The date when the media was first created.
- **Update Date:** The last time any changes were made to the entry.
- **Media Asset Update Date:** If the media file was replaced, this reflects the replacement date.
 - For meeting entries only:
 - **Event Date & Time:** The scheduled date and time of the event.
 - **Add to Calendar:** A button to add the event to your calendar with a single click.

Launch Editor button (5) - Ready to make edits to your video? Click the Launch Editor button to open Kaltura's Video Editor and start customizing your content.

Editing tabs (6) - Under the player, you'll find a series of tabs for different editing functions (listed below). The tabs displayed here depend on your admin's configuration and may include options like metadata editing, publishing settings, analytics, and more.

What you can do on the edit media page

Once you're on the edit media page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish media](#)
- [Schedule media](#)
- [Enable clipping](#)
- [Disable comments and close discussion](#)
- [Change media ownership and add collaborators](#)
- [Set and modify thumbnails](#)



- [Add speakers / presenters](#)
 - [Enable media download](#)
 - [Upload and manage captions](#)
 - [Add attachments](#)
 - [Manage chapters and slides](#)
 - [Replace media](#)
 - [Customize the entry display](#)
 - [Delete the entry](#)
 - [Launch the video editor](#)
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