


Edit media - Theming


Last Modified on 08/19/2024 9:37 am IDT

 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](#).

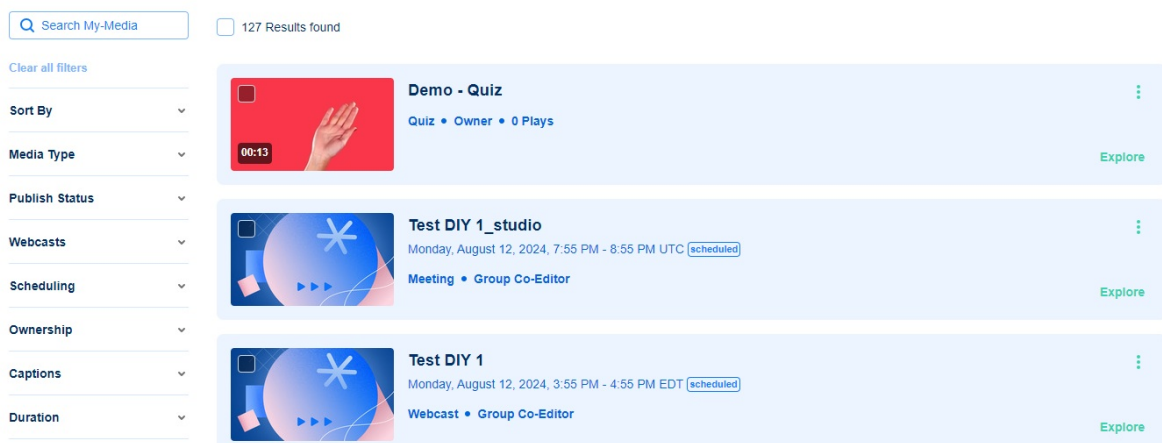
Access the edit media page

 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.

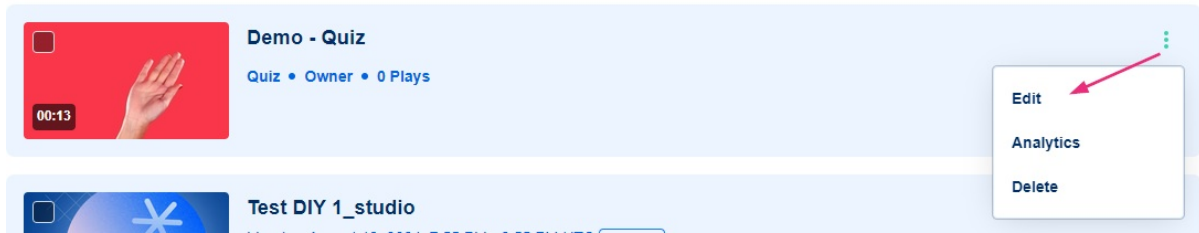
My Media



The screenshot shows the 'My Media' interface. At the top, there is a search bar labeled 'Search My-Media' and a status indicator '127 Results found'. Below the search bar are several filter menus: 'Clear all filters', 'Sort By', 'Media Type', 'Publish Status', 'Webcasts', 'Scheduling', 'Ownership', 'Captions', and 'Duration'. The main content area displays three media items:

- Demo - Quiz**: A red video thumbnail with a hand icon. Metadata includes 'Quiz • Owner • 0 Plays' and an 'Explore' button.
- Test DIY 1_studio**: A blue video thumbnail with a star icon. Metadata includes 'Monday, August 12, 2024, 7:55 PM - 8:55 PM UTC' (marked as 'scheduled'), 'Meeting • Group Co-Editor', and an 'Explore' button.
- Test DIY 1**: A blue video thumbnail with a star icon. Metadata includes 'Monday, August 12, 2024, 3:55 PM - 4:55 PM EDT' (marked as 'scheduled'), 'Webcast • Group Co-Editor', and an 'Explore' button.

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



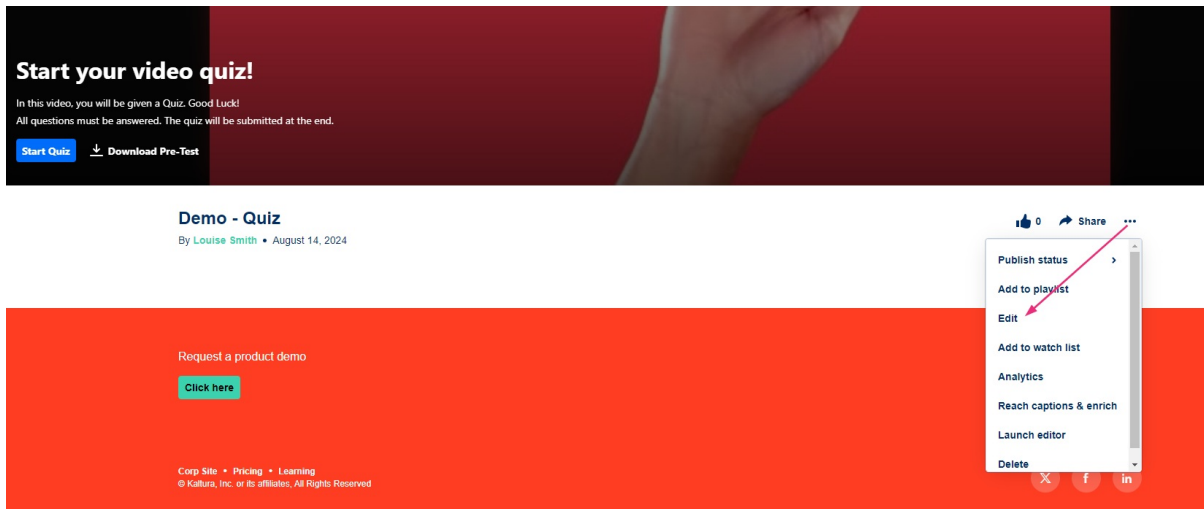
OR

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

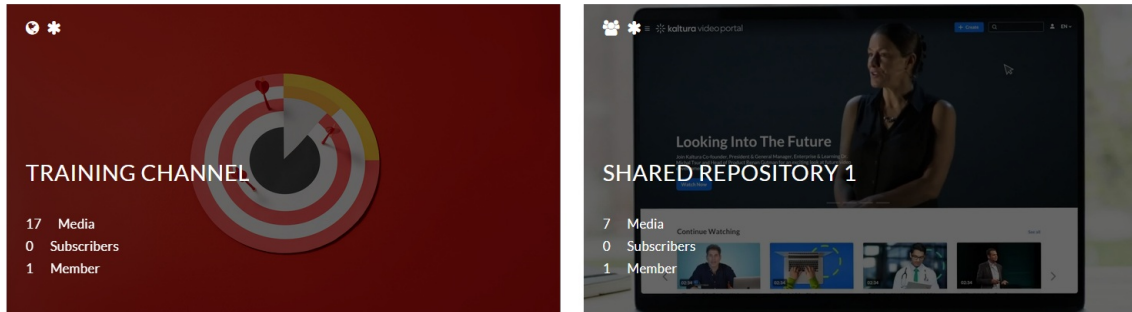
1. Access [My Channels](#).

My Channels

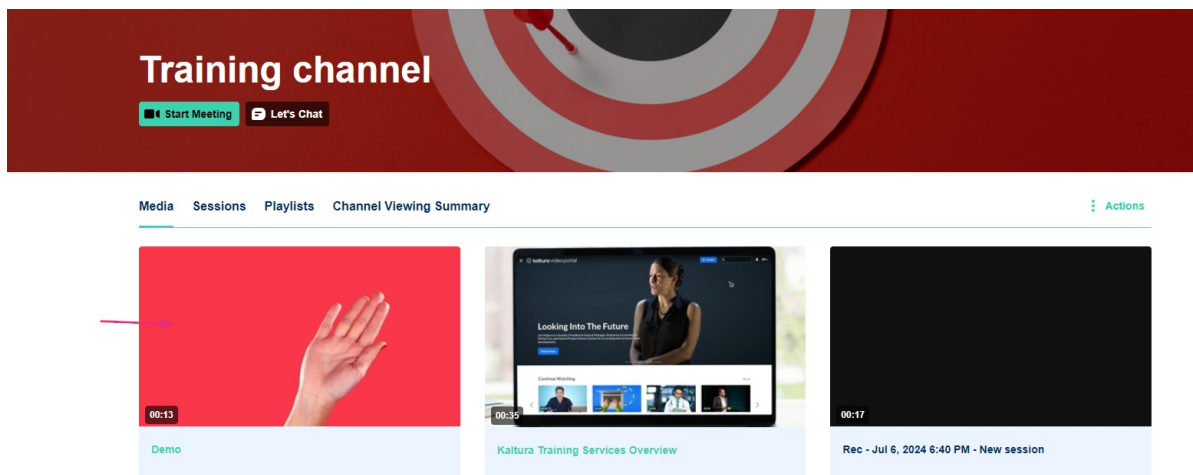
Search For Channels

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**

What you can do on the edit media page

[Details](#)
[Languages](#)
[Publish](#)
[Options](#)
[Collaboration](#)
[Thumbnails](#)
[Presenters](#)
[Downloads](#)
[Distribution](#)
[Captions](#)
[Attachments](#)
[Timeline](#)
[Replace Media](#)
[Display](#)

[Registration](#)
[Chat](#)

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Enter Description...

Tags:

Click to add required metadata for shared repository


Department Name:

Department Division:

Date Established:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

[Go To Media](#)
[Go To Channel](#)
[Delete Entry...](#)

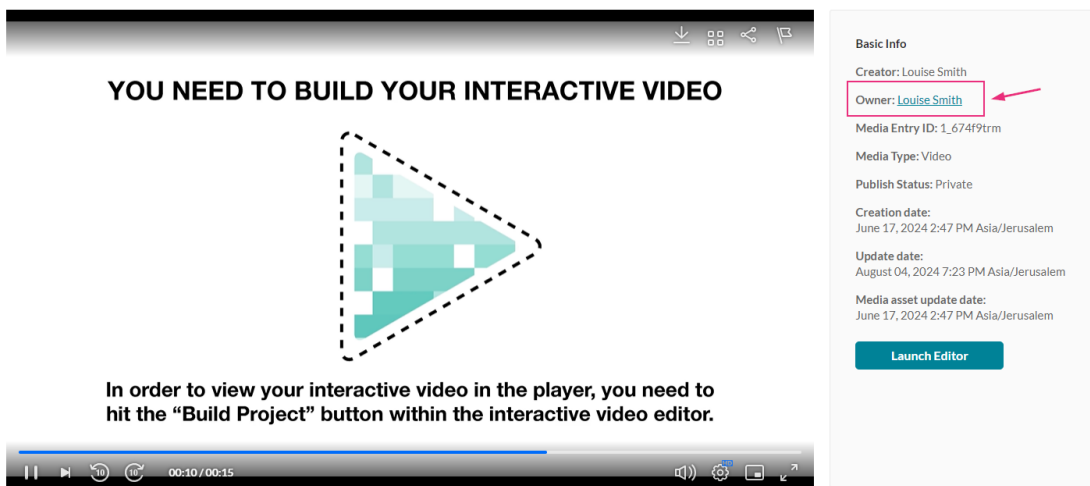
 The tabs that are displayed on the edit media page depend on your admin configuration.

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
- Enable media download
- Upload and manage captions
- Add attachments
- Manage chapters and slides
- Replace media
- Customize the entry display
- Delete the entry
- Launch the Editor
- Create a shareable URL - Click on the owner's name to open a list of the owner's media (see image below for example)

Streamlining Corporate Communication with Kaltura



[Details](#)
[Languages](#)
[Publish](#)
[Options](#)
[Collaboration](#)
[Thumbnails](#)
[Presenters](#)
[Downloads](#)
[Distribution](#)
[Captions](#)
[Attachments](#)
[Timeline](#)
[Replace Media](#)
[Display](#)

Registration Chat

Name: (Required)