


# Edit media in Canvas - Theming


Last Modified on 09/29/2024 10:01 am IDT

 This article is designated for all users.


## About

This guide covers how to edit and manage your media in your KAF application, 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.

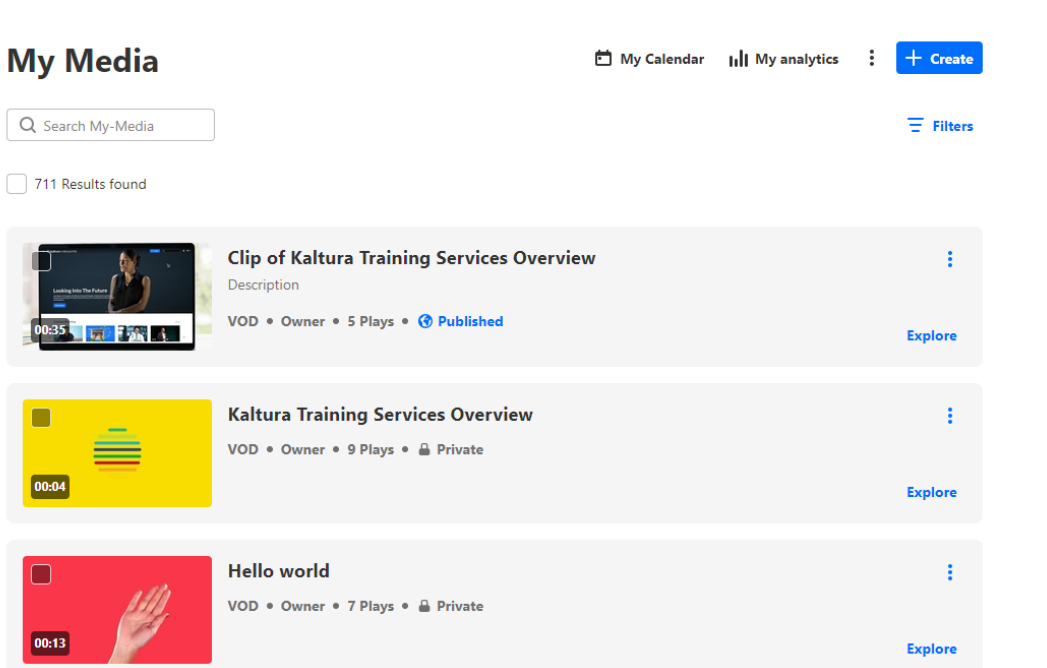
 The instructions below are for [Theming](#) users. If you don't have Theming enabled on your account, please refer to our article [Edit media](#).

## 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.

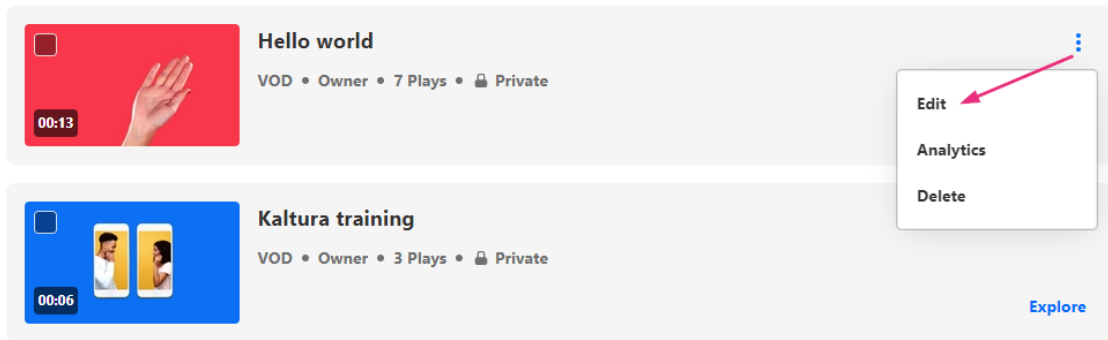


The screenshot shows the 'My Media' interface. At the top, there are navigation links for 'My Calendar', 'My analytics', and a '+ Create' button. Below these is a search bar labeled 'Search My-Media' and a 'Filters' button. A status indicator shows '711 Results found'. The main content area displays three media items:

- Clip of Kaltura Training Services Overview**: VOD • Owner • 5 Plays • Published. Includes an 'Explore' link and a three-dot menu.
- Kaltura Training Services Overview**: VOD • Owner • 9 Plays • Private. Includes an 'Explore' link and a three-dot menu.
- Hello world**: VOD • Owner • 7 Plays • Private. Includes an 'Explore' link and a three-dot menu.

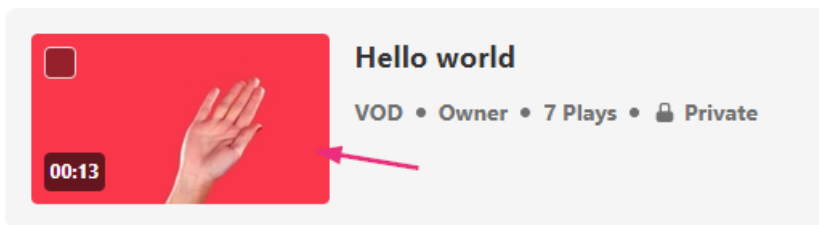
2. On the My Media page, click the **three dots** to the right of the desired media and

select **Edit**.



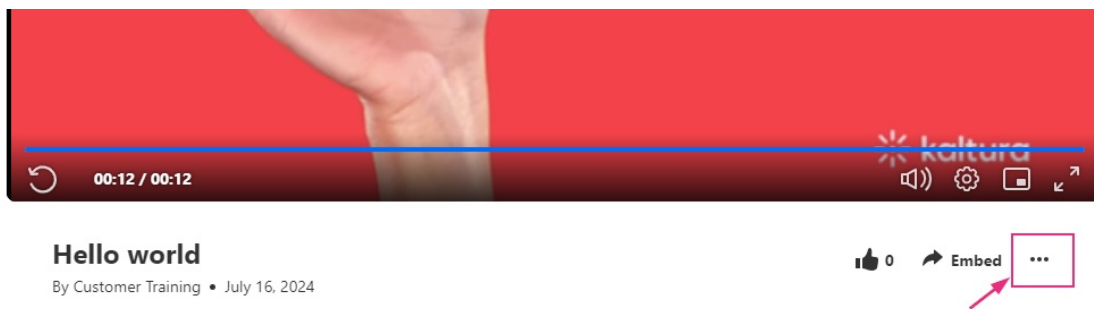
**OR**

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

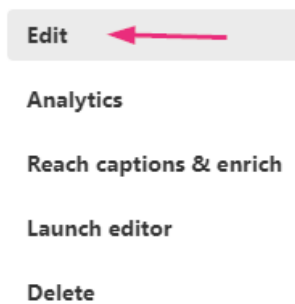


The media page displays.

2. Click the **three dots** to open the menu.

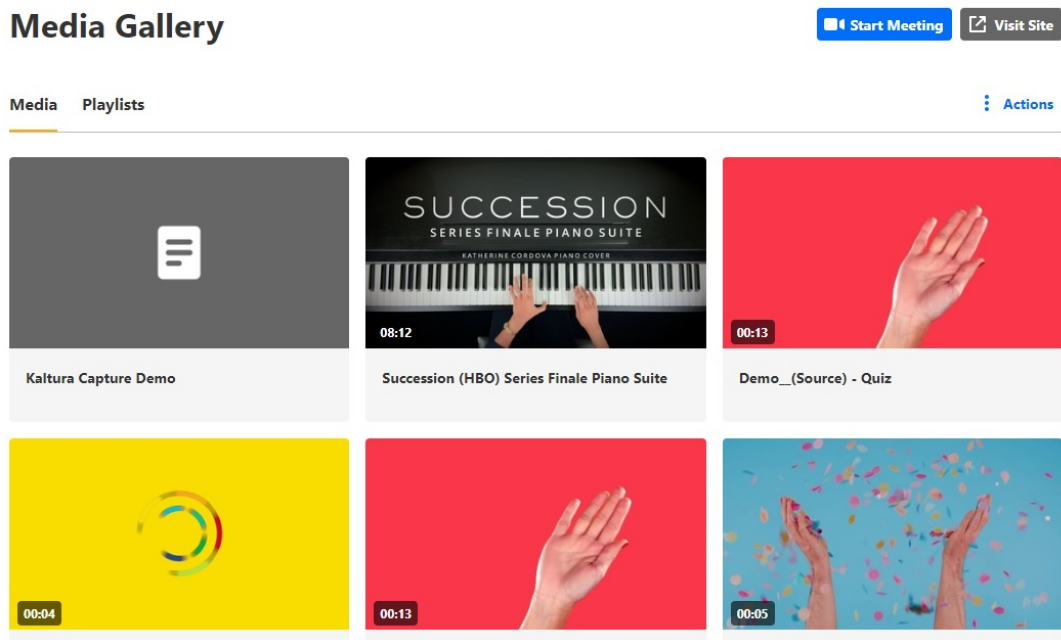


3. Select **Edit**.

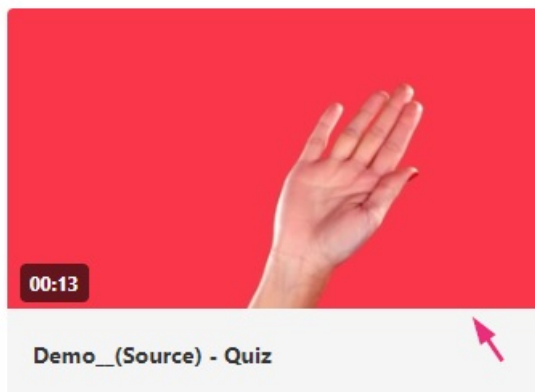


## From Media Gallery

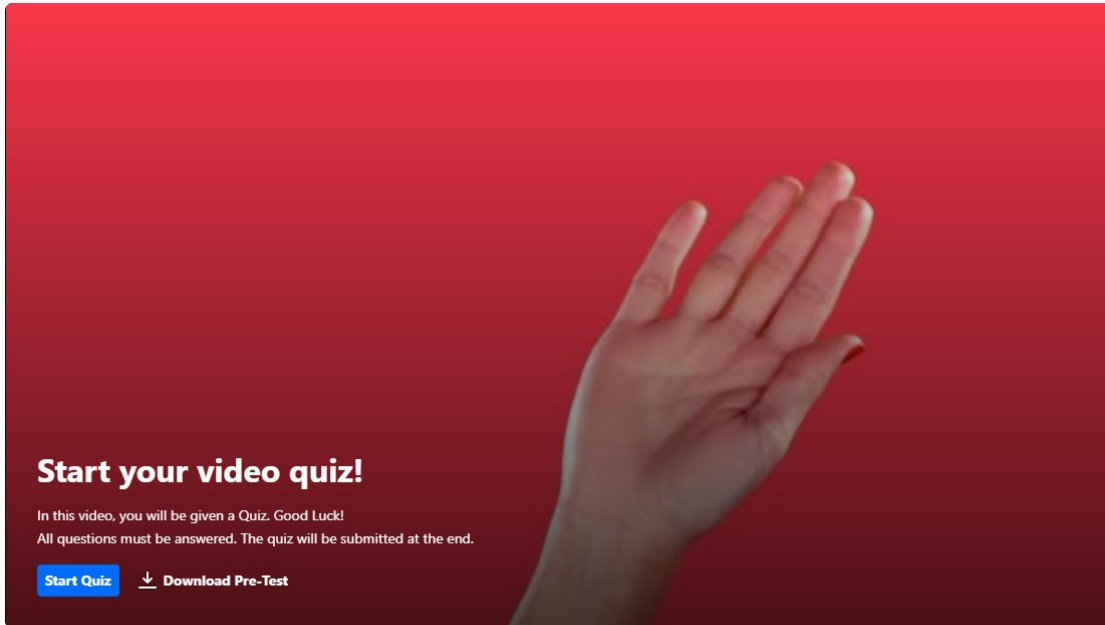
1. Access the [Media Gallery](#).



2. Under the **Media** tab, click on the thumbnail of the desired media.



The media page displays.



### Demo\_\_(Source) - Quiz

By Customer Training • July 11, 2024

👍 0 ↗ Embed ...

### Related Media



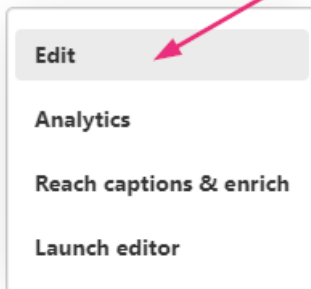
Kaltura Capture Demo

3. Click the **three dots** and select **Edit** from the menu.

### Demo\_\_(Source) - Quiz

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## What you can do on the edit media page

Registration [Chat](#)

Name: (Required)

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

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)

[Save](#)

[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](#)

[template("cat-subscribe")]