# Edit media details in Content Hubs

Last Modified on 07/27/2026 1:19 pm IDT

This article is designated for all users.

## About

The **Details** tab lets you view and update the basic information for a media entry. This includes the media title, description, tags, and additional metadata required for publishing.

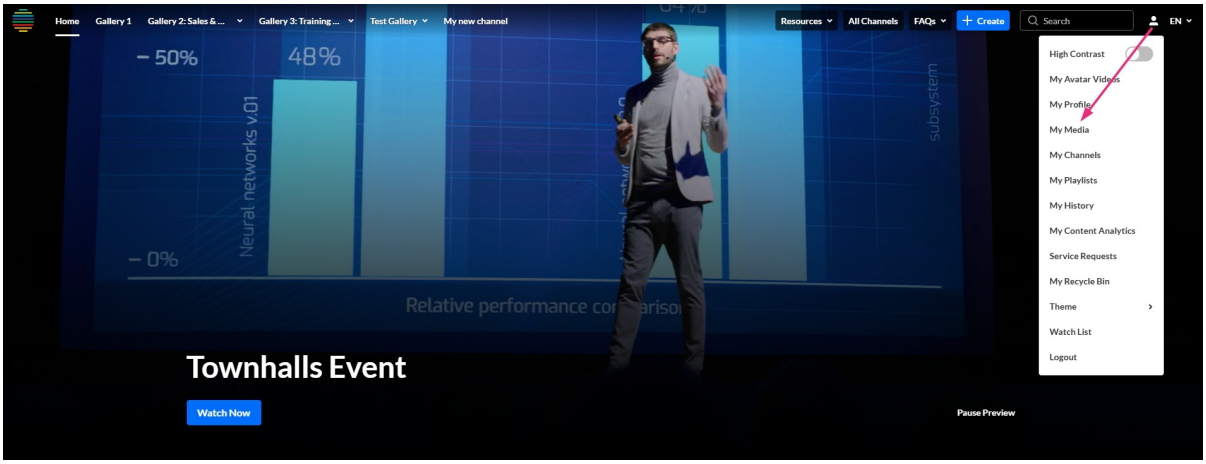
## Who can use this

- Media owners
- Co-editors

This feature requires the Theming module to be enabled with the 'mediaedit' feature set to 'yes'.

## Access the Details tab

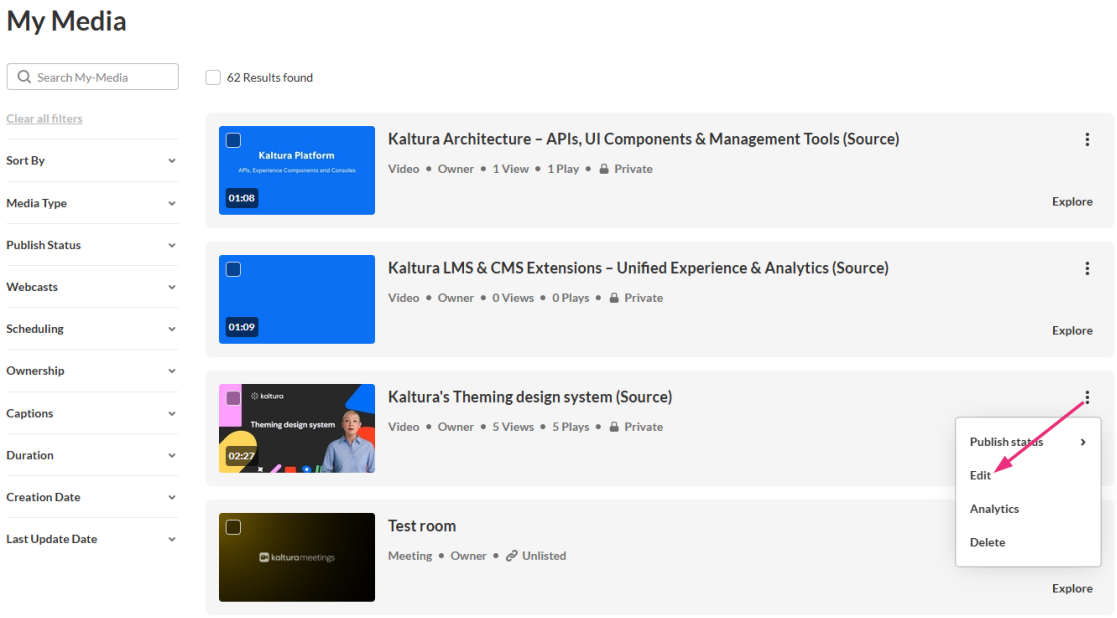
1. From the user menu, select My Media.



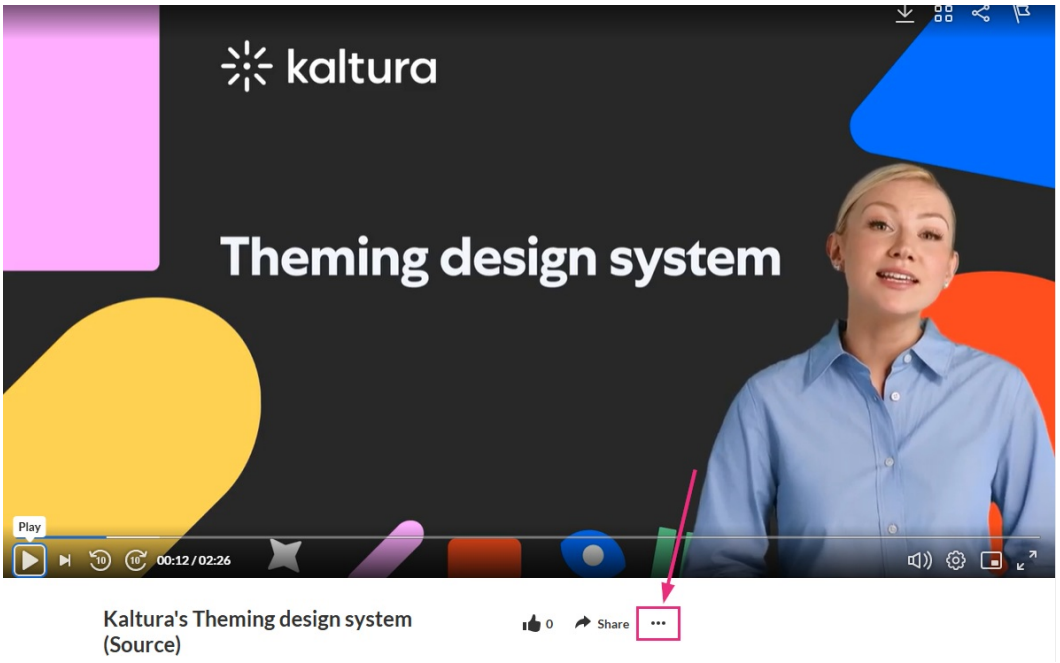

The 'My Media' page displays.

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

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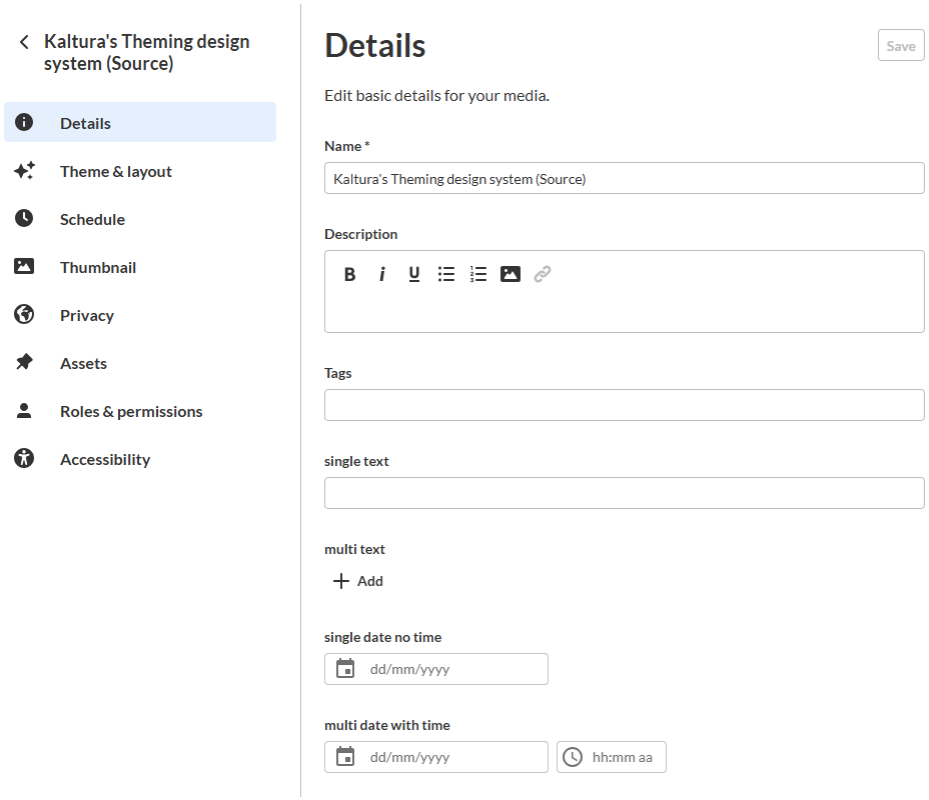



Alternatively, you can access the edit page from the media page by clicking the **three dots** below the player and selecting **Edit**.




The edit page opens on the **Details** tab by default, with a left-hand navigation.

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## Update media details

You can update the following fields and then click **Save** in the top-right corner to apply your changes:

- **Name** - Enter a name for the media (required).
- **Description** - Enter a description using the rich text editor. You can format text, add links, and include images.
- **Tags** - Add tags to help categorize and search for the media. Start typing to select existing tags or create new ones.

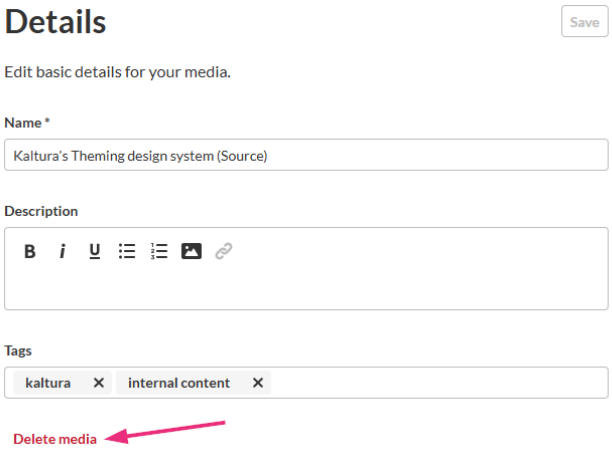
Additional fields may appear depending on your site configuration. These fields are defined by your administrator.

## Delete media

Only media owners and administrators can delete media. If you don't have permission, the **Delete media** option isn't shown.

1. Scroll to the bottom of the tab and click **Delete media**.

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A confirmation displays: *Are you sure you want to delete the media "[title]"?*

2. Click **Delete** to continue.

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