

Edit media thumbnails in Content Hubs

Last Modified on 06/04/2026 2:33 pm IDT

 This article is designated for all users.

About

Manage how your media is visually represented by editing its thumbnails. You can upload new thumbnails, select a frame (for video), set the default thumbnail, preview, download, or remove thumbnails.

These settings are managed in the **Thumbnail** tab when editing a media entry.



Thumbnail editing isn't available for [YouTube](#) entries or [Interactive Video Path](#) entries.



This feature requires the following to be enabled:

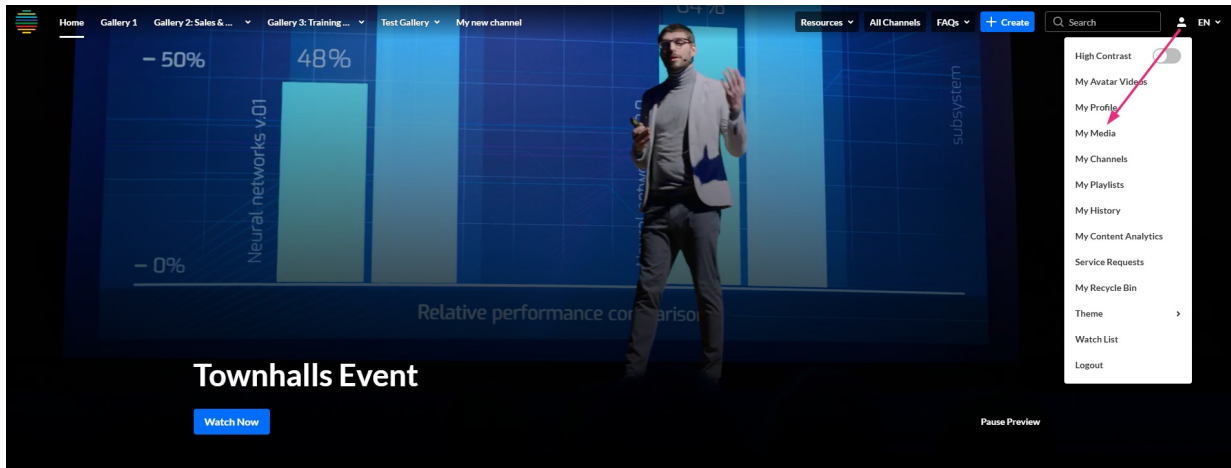
- [Thumbnails module](#)
- [Theming module](#) with the 'mediaedit' feature set to 'Yes'

Who can use this

- Media owners
- Co-editors

Access the Thumbnail 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**.

My Media

Search My-Media 86 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

Webcasts

Scheduling


Ownership

Captions

Duration

Creation Date

Last Update Date




Rick Astley - Never Gonna Give You Up (Official Video) (4K Remaster).

The official video for "Never Gonna Give You Up" by Rick Astley, Never: The Autobiography Follow this link to get your copy and listen to Rick's "Never" playlist: ❤️#RickAstleyNeverhttps://linktree.ee/rickastleynever"Never Gonna Give You Up" was a gl...

YouTube • Owner • 2 Views • 2 Plays • Published

[Explore](#)

⋮




Demo

Are you looking for videos of different resolution and sizes to test while designing or developing a mobile app? Sample-Videos.com is a 100% FREE service that allows programmers, testers, designers, developers to download sample videos for d...

YouTube • Owner • 7 Views • 6 Plays • Published

[Explore](#)

⋮



A fireside chat (Source)

Video • Owner • 8 Views • 8 Plays • Private


⋮

Publish status >

Edit

Analytics

Delete



Accessibility Agent Walkthrough

Video • Owner • 2 Views • 1 Play • Private

[Explore](#)

⋮

Alternatively, you can access the edit page from the [media page](#) by clicking the **three-dot menu** and selecting **Edit**.

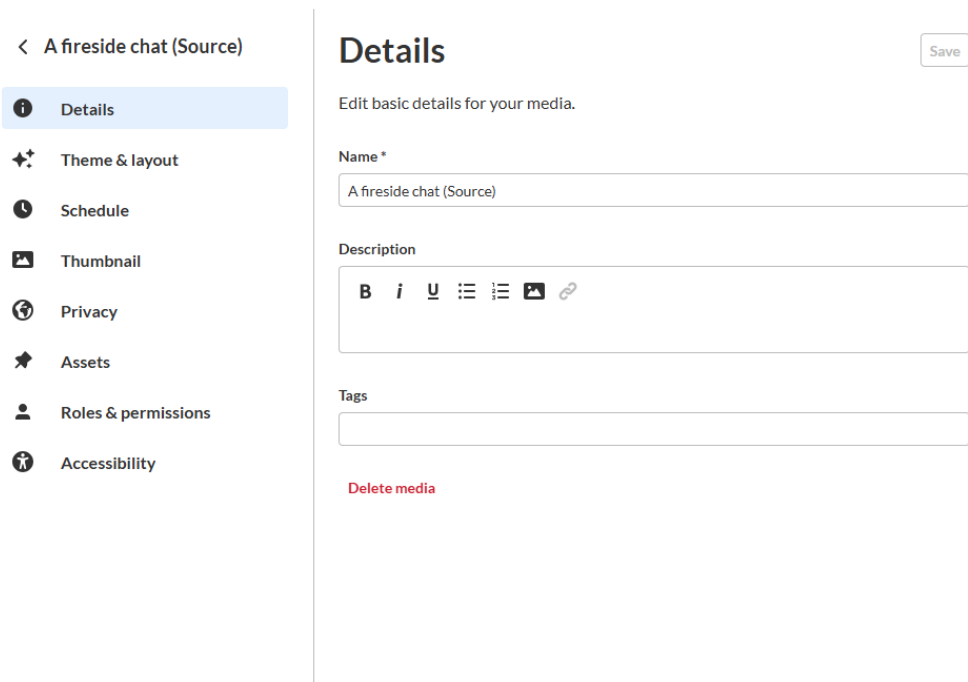


A fireside chat (Source)

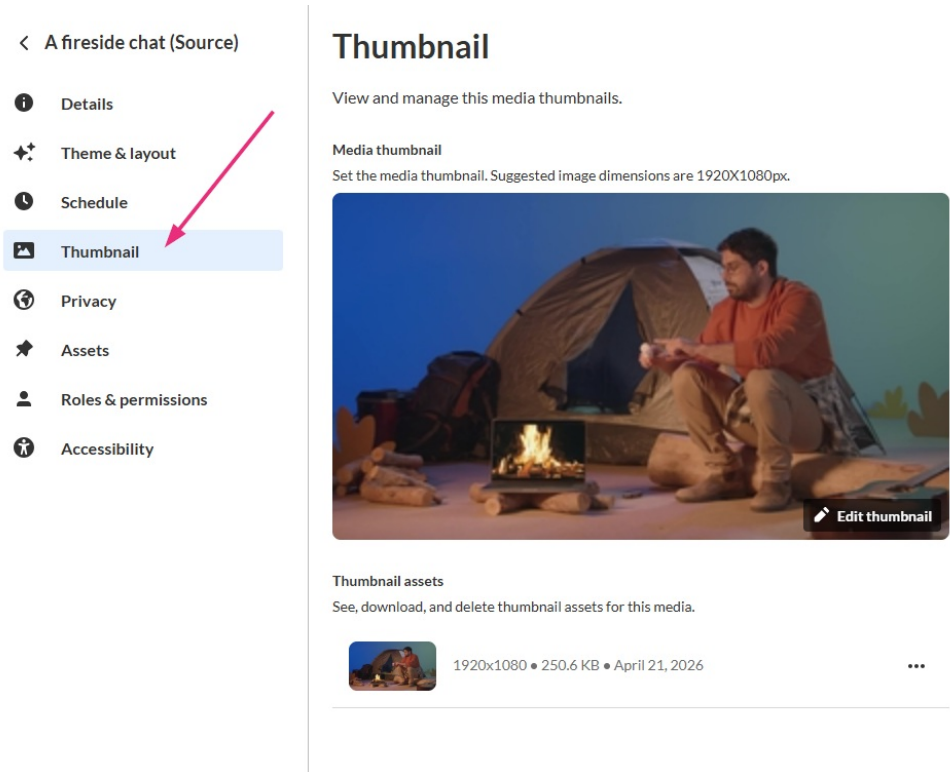
By Louise.Smith • April 21, 2026 • 8 Views • 8 Plays

👍 1 Share ⋮

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



3. In the left navigation, click the **Thumbnail** tab to display the Thumbnail page.



The page displays the default thumbnail, which is created automatically when the media is uploaded. This is the thumbnail shown across the platform wherever the media appears.

All edit actions apply immediately. There is no **Save** button on this page.



The Thumbnail tab doesn't appear for image media. The image file is automatically used as the thumbnail.

Create a new thumbnail

In the lower right corner, click **Edit thumbnail** to open the **actions menu**.

Thumbnail

View and manage this media thumbnails.

Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Thumbnail assets

See, download, and delete thumbnail assets for this media.



1920x1080 • 250.6 KB • April 21, 2026

Upload new image

Select from frame

Import from URL

Choose how you want to create the thumbnail:

Upload new image

1. From the **actions menu**, select **Upload new image**.
2. Choose an image file from your computer.

After upload, the thumbnail is added to the list and automatically set as the default.

Thumbnail

View and manage this media thumbnails.



Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Thumbnail assets

See, download, and delete thumbnail assets for this media.

	4017x5016 • 4.7 MB • June 04, 2026 (default) ...
	1920x1080 • 250.6 KB • April 21, 2026 ...

Upload from URL

1. From the **actions menu**, select **Upload from URL**.
The 'Import from URL' window opens.
2. Enter the image URL and click **Import**.

Import from URL

Media URL

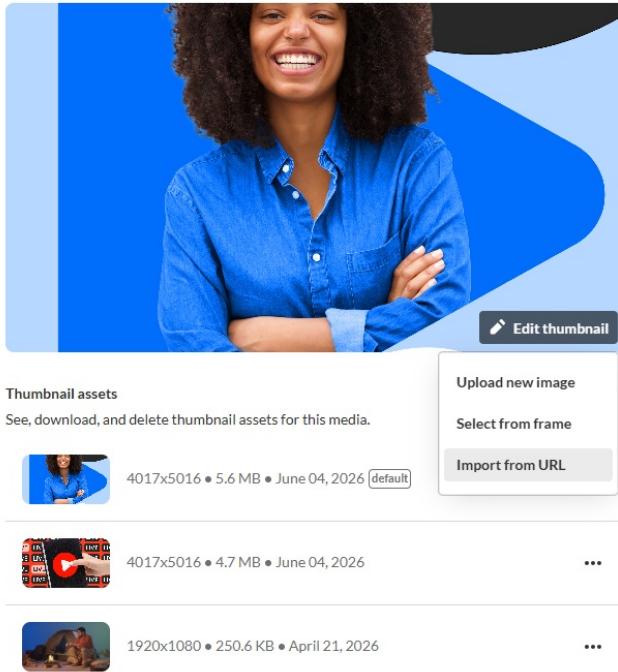
The available protocols include: http, https, and ftp; For password-protected URLs, please format it as: protocol://username:password@domain/filepathname.

Cancel **Import**

After upload, the thumbnail is added to the list and automatically set as the default thumbnail.

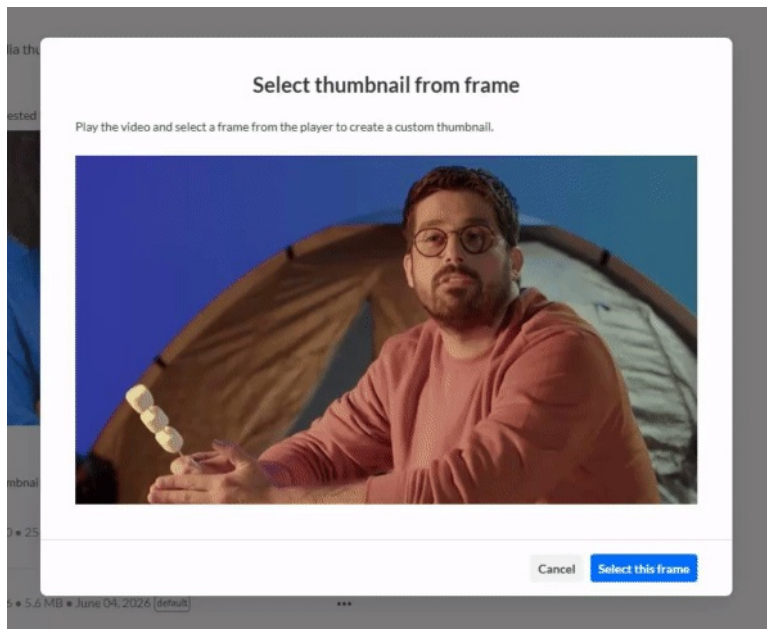
Media thumbnail

Set the media thumbnail. Suggested image dimensions are 1920X1080px.



Grab frame (video only)

1. Choose **Select from frame**.
2. In the player window, when you see the part of the video you want, click **Select this frame**.



The selected frame displays.

3. To save it, click **Use this frame**.
To discard it and choose another, click **Change selection** and repeat the process.

Select thumbnail from frame

Play the video and select a frame from the player to create a custom thumbnail.



Cancel Change selection **Use this frame**






The selected frame is added to the thumbnails list. To make it the default, select **Set as default** (see [Set as default](#) below).

Manage existing thumbnails

All thumbnails appear in a list below the main thumbnail.

Thumbnail assets

See, download, and delete thumbnail assets for this media.

	1920x1080 • 216.4 KB • June 04, 2026 default	...
	1920x1080 • 254.0 KB • June 04, 2026	...
	4017x5016 • 5.6 MB • June 04, 2026	...
	4017x5016 • 4.7 MB • June 04, 2026	...
	1920x1080 • 250.6 KB • April 21, 2026	...

Each thumbnail shows:

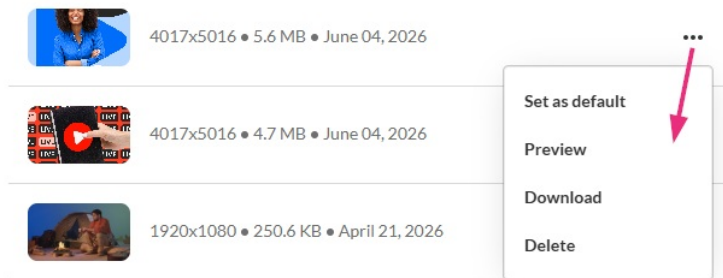
- Preview image

- Resolution
- File size
- Creation date

The default thumbnail is clearly indicated.



Open the **three-dot menu** to the right of a thumbnail to perform actions.



Set as default

Select **Set as default** to make that thumbnail the main thumbnail for the media. The change applies immediately.

Preview

Select **Preview** to view the thumbnail in full screen.

Download

Select **Download** to save the thumbnail file to your computer.

Delete

Select **Delete** to permanently remove the thumbnail.



- You can't delete the current default thumbnail. To remove it, first set another thumbnail as the default, then return and delete it.
- At least one thumbnail must always remain assigned to the media.