

Replace media in Content Hubs

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 This article is designated for all users.

About

You can replace the main media asset of an entry while keeping its metadata, entry ID, URL, and analytics.

This applies to:

- Videos
- Audio files
- Images
- Documents (such as PDFs, DOCs, and DOCXs)

Replacing media updates the underlying file without changing the entry itself.

Time-based metadata (such as captions or chapters) may become misaligned with the new content and might require manual updates.

If the entry is in a moderated channel or category, the updated media is moved to pending moderation. In non-moderated locations, the updated media remains published.



This feature requires the [Replacemedia module](#) to be enabled.

Access the Assets 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 62 Results found

[Clear all filters](#)

Sort By

Media Type

Publish Status

Webcasts

Scheduling


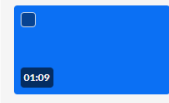
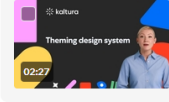

Ownership

Captions

Duration

Creation Date

Last Update Date

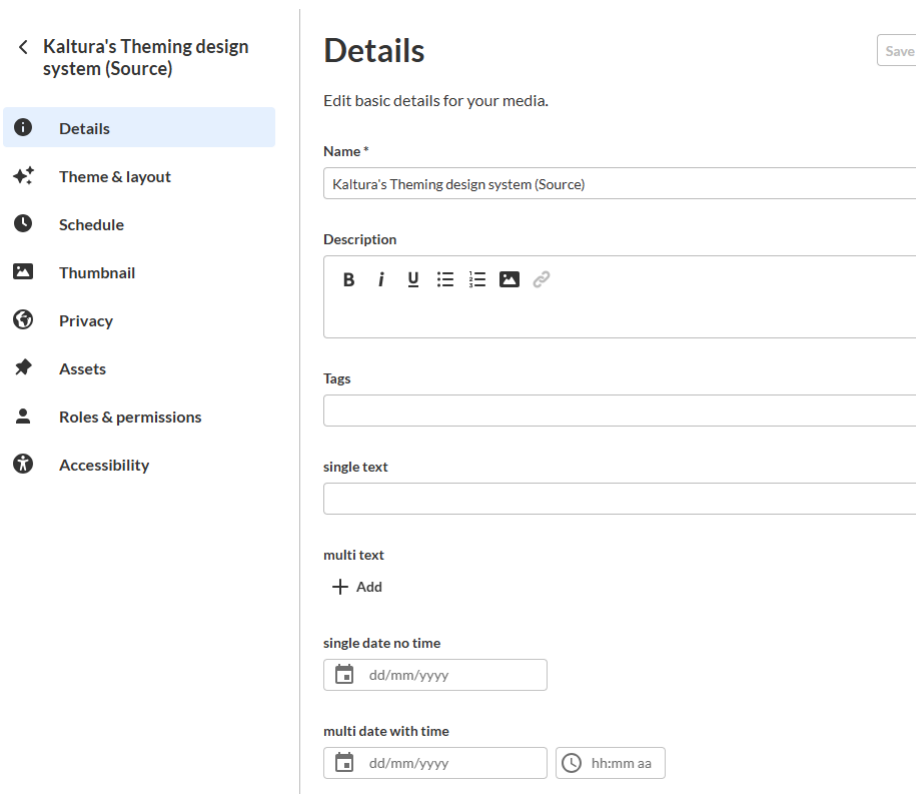
-  **Kaltura Architecture – APIs, UI Components & Management Tools (Source)**
Video • Owner • 1 View • 1 Play • Private Explore
-  **Kaltura LMS & CMS Extensions – Unified Experience & Analytics (Source)**
Video • Owner • 0 Views • 0 Plays • Private Explore
-  **Kaltura's Theming design system (Source)**
Video • Owner • 5 Views • 5 Plays • Private Explore
-  **Test room**
Meeting • Owner • Unlisted Explore

Edit (selected from menu)

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



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



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

< Kaltura's Theming design system (Source)

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets**
- Roles & permissions
- Accessibility

... Information


Assets

Manage your media assets including alternative formats, attachments, and download options.

Replace media

Upload a new file to replace the current media

 Upload  Replace Media from URL

 All current flavors will be replaced upon replacement approval. Any time based metadata won't be synced with the new content.

Attachments


Attach downloadable content to the media.


 Upload


Video Asset Files


Download the available video files for this media.


Source  Download

Basic/Small - WEB/MBL (H264/400)  Download

Basic/Small - WEB/MBL (H264/600)  Download

SD/Small - WEB/MBL (H264/900)  Download

SD/Large - WEB/MBL (H264/1500)  Download

HD/1080 - WEB (H264/4000)  Download

End-User Download Permissions

Select which video versions viewers are allowed to download.

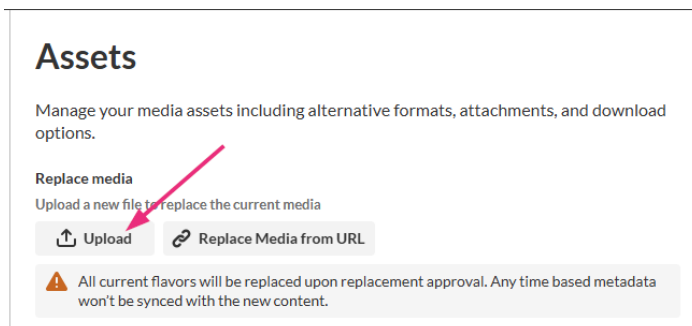
- source
- Basic/Small - WEB/MBL (H264/400)

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

Replace media

Upload from desktop

1. Click **Upload**.



2. Select the desired file from your computer.

The upload begins immediately.

After upload, the media is processed automatically and the new media replaces the existing asset. To verify the update, open the media entry page and review the media.

Replace from URL

1. Click **Replace media from URL**.

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 Replace Media from URL

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The Import from URL window opens.

2. Enter a valid URL in the field.

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.

Paste your media link here

Cancel **Import**



Supported protocols are http, https, and ftp.

3. Click **Import**.



For Google Drive links, the file must be publicly accessible. To allow access to file go to: **Google drive file > three dots icon > Share > Anyone with the link**

General access



Anyone with the link ▼

Anyone on the internet with the link can view

Viewer ▼