Replace media in Content Hubs

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This article is designated for all users.

About

Sometimes your media needs an update after you've shared it. **Replacing media** swaps the file while the media entry keeps its metadata, entry ID, URL, and analytics.

You can replace video, audio, image, and document entries, such as PDF, DOC, and DOCX files. The new file must be the **same media type** as the original. For example, you can't replace an image with a video.

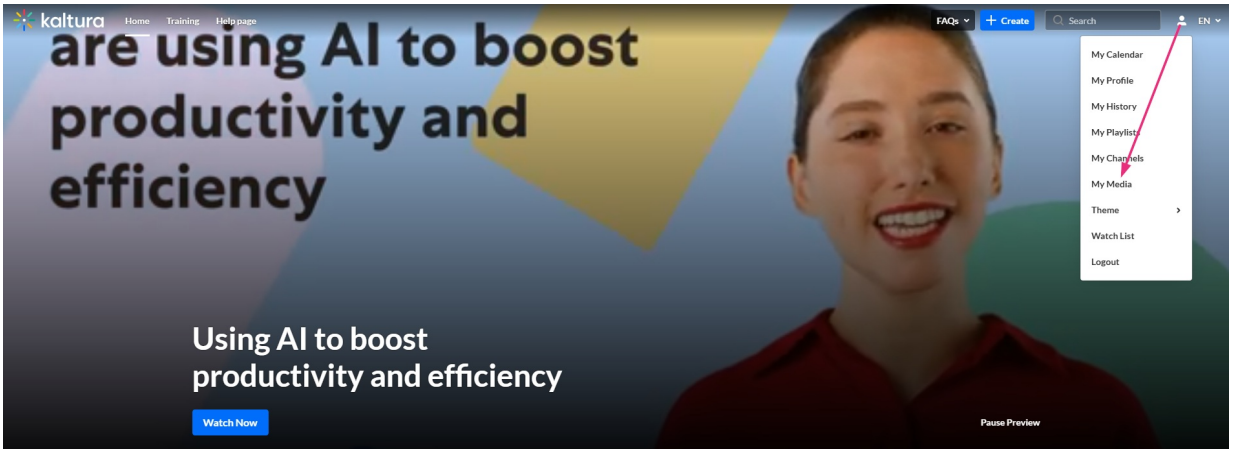
If the media entry is in a moderated channel or category, the updated media moves to pending moderation. In channels or categories without moderation, the updated media stays published.

- You can't replace Live, Kaltura Room, Quiz, or YouTube entries.
- This feature requires the Replacemedia module to be enabled.

Time-based metadata, such as captions or chapters, may no longer match the new file. You might need to update it manually.

Go to the Assets tab

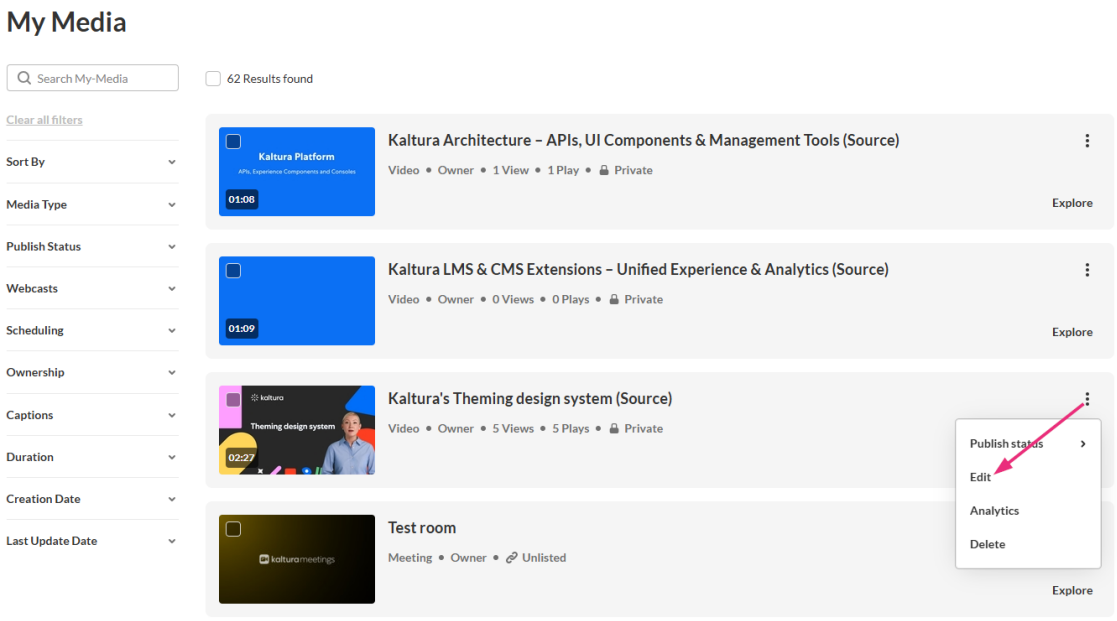
1. From the user menu, select My Media.



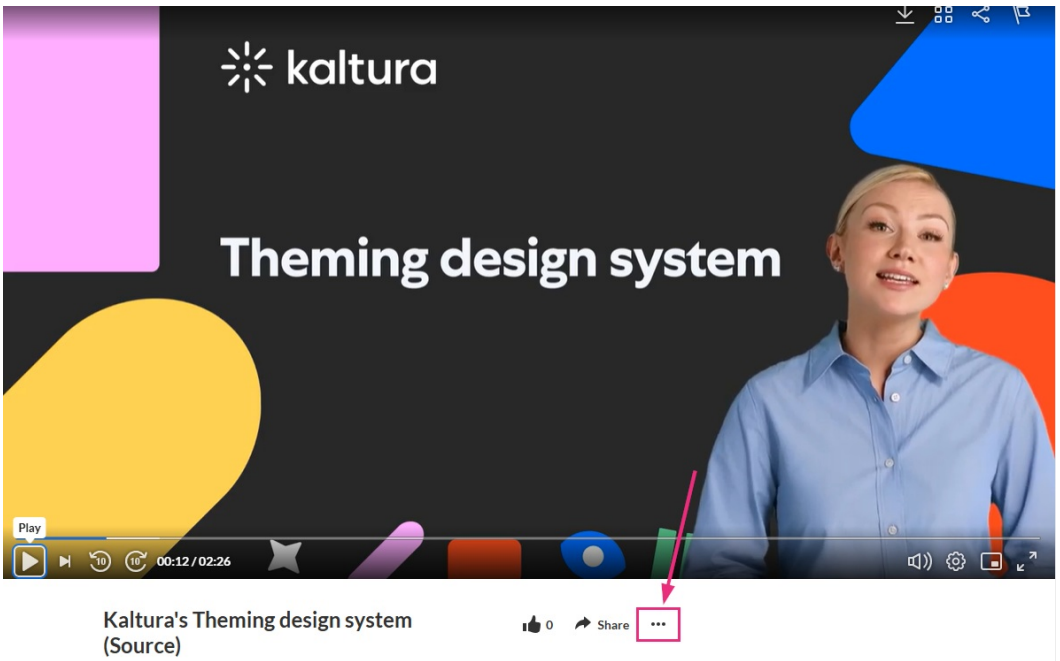
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The **My Media** page opens.

2. Select the **three dots** to the right of the media you want, and then select **Edit**.

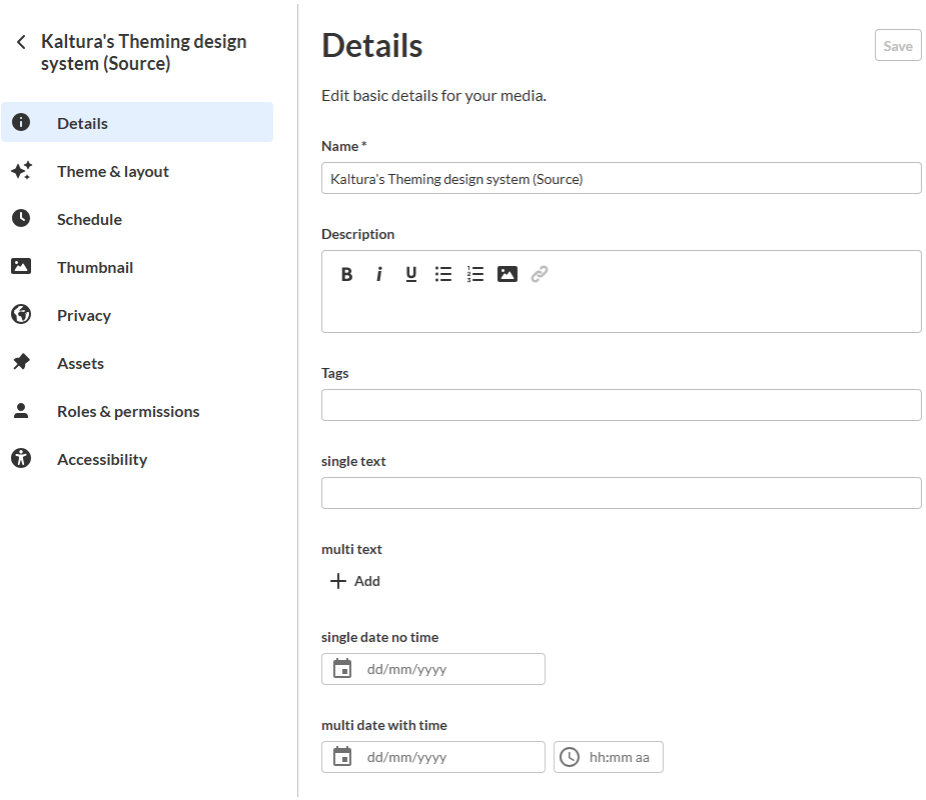


You can also open the edit media page from the media page. Select the **three-dot menu**, and then select **Edit**.

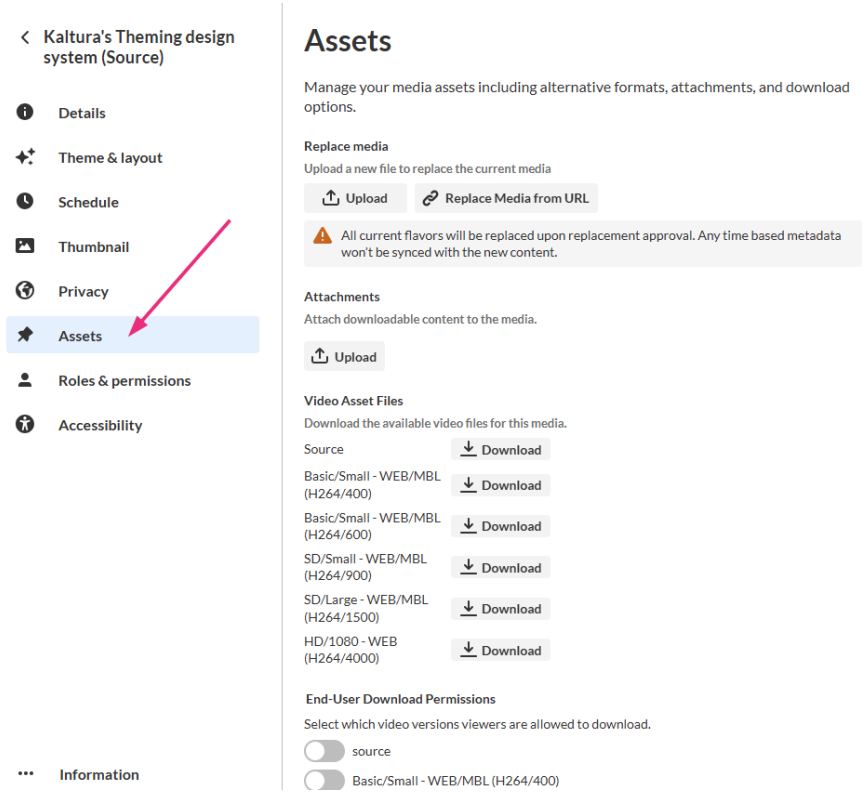


The edit media page opens on the **Details** tab, with a left panel.

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3. In the left panel, select the **Assets** tab.



The **Assets** page opens.

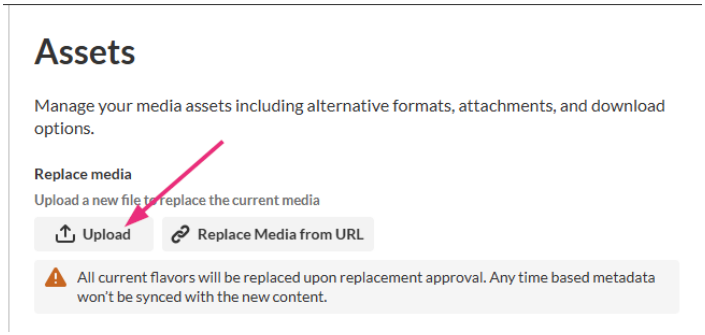
Replace media

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Upload a new file from your computer, or import it from a URL. Changes on the **Assets** page apply immediately, so there's no **Save** button.

Upload from your computer

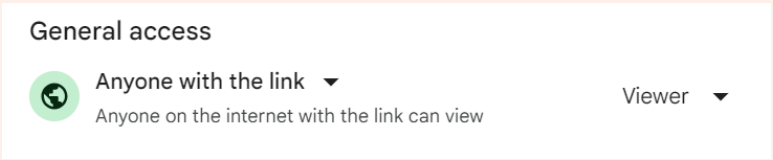
1. Select **Upload**.



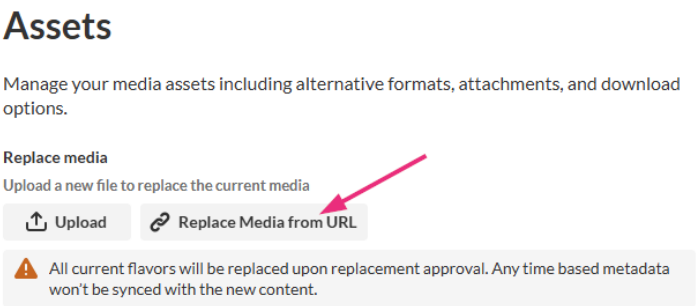
2. Select the file you want from your computer.
   The upload starts immediately. After the upload, the media is processed automatically, and the new media replaces the existing asset.
3. Open the media page and check that the media is updated.

Import from a URL

A Google Drive file must be publicly accessible. In Google Drive, select the **three dots** for the file, select **Share**, and then select **Anyone with the link**.



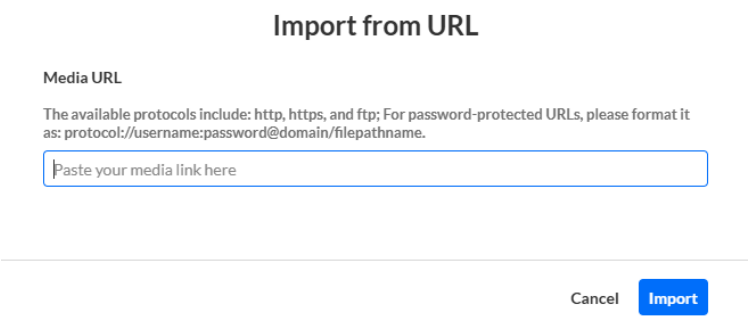
1. Select **Replace media from URL**.



   The **Import from URL** window opens.

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2. Enter a valid URL in the box. The URL can use HTTP, HTTPS, or FTP.



3. Select **Import**.

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