Add attachments to media in Content Hubs

Last Modified on 07/12/2026 3:21 pm IDT

This article is designated for all users.

About

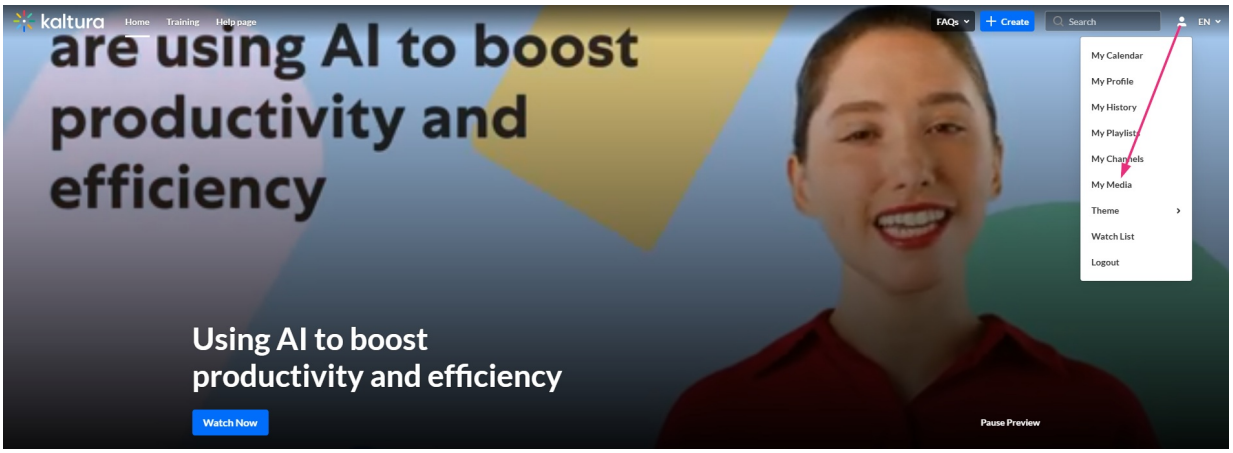
Enhance your media by adding downloadable attachments for viewers to access before, during, or after playback.

This feature requires the Attachments module to be enabled.

Attachments aren't supported for Interactive Video media.

Access the Assets tab

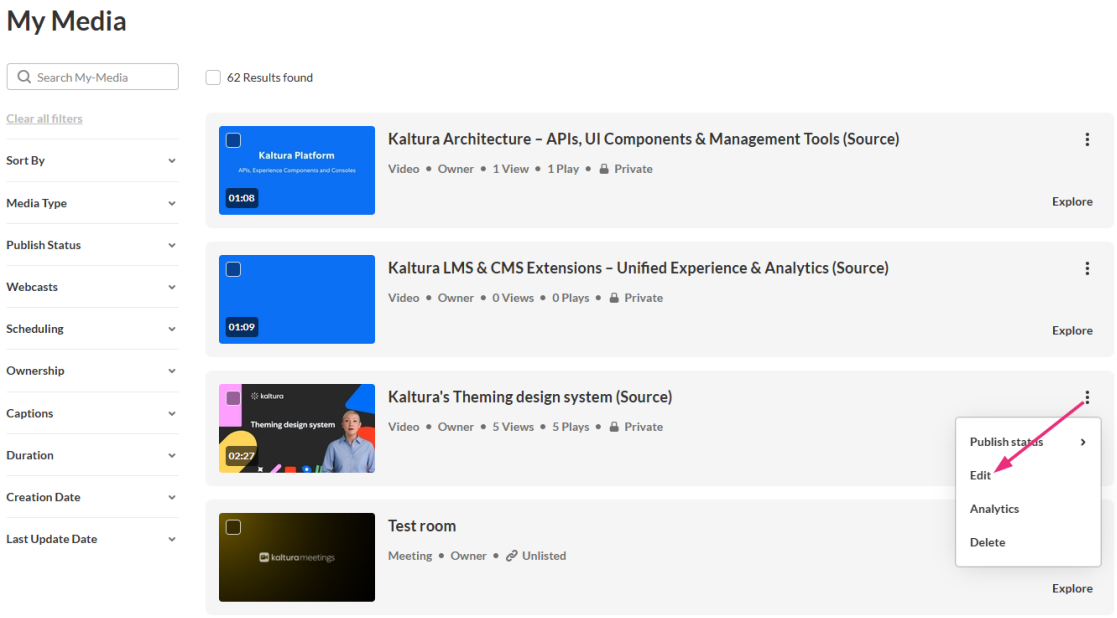
1. From the user menu, select My Media.



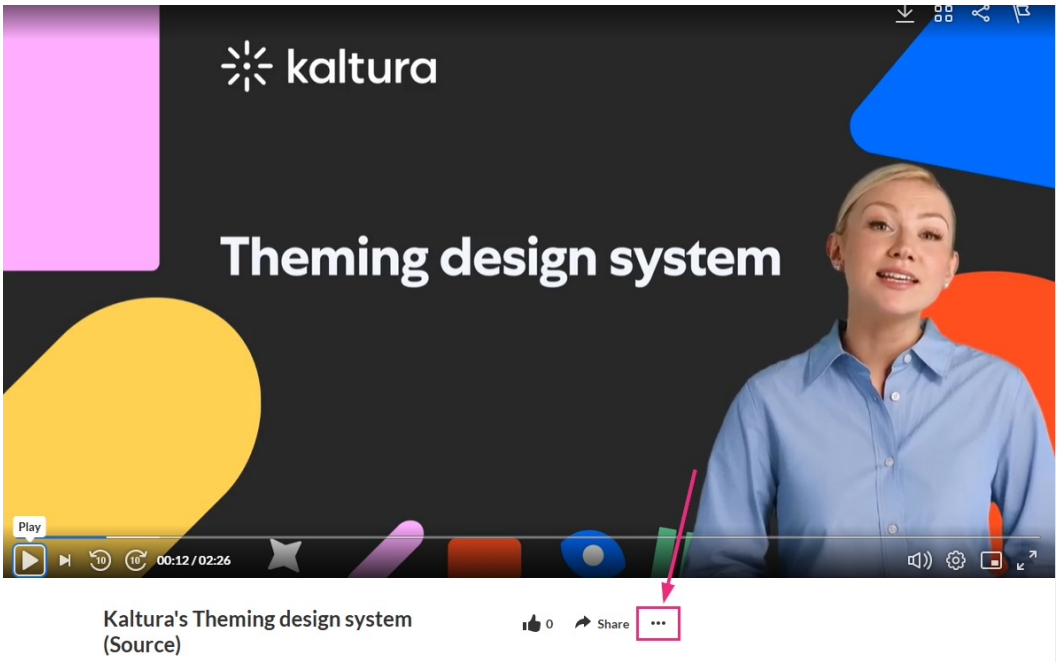
The 'My Media' page displays.

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

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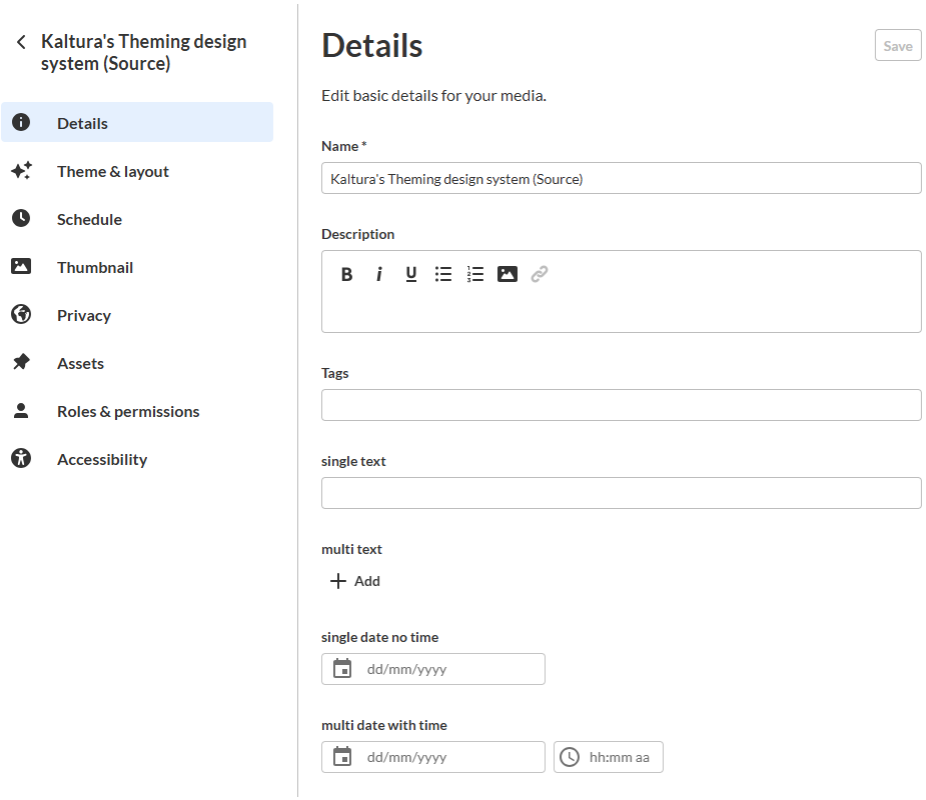


Alternatively, you can access the edit page from the media page by clicking the **three-dot menu** and selecting **Edit**.

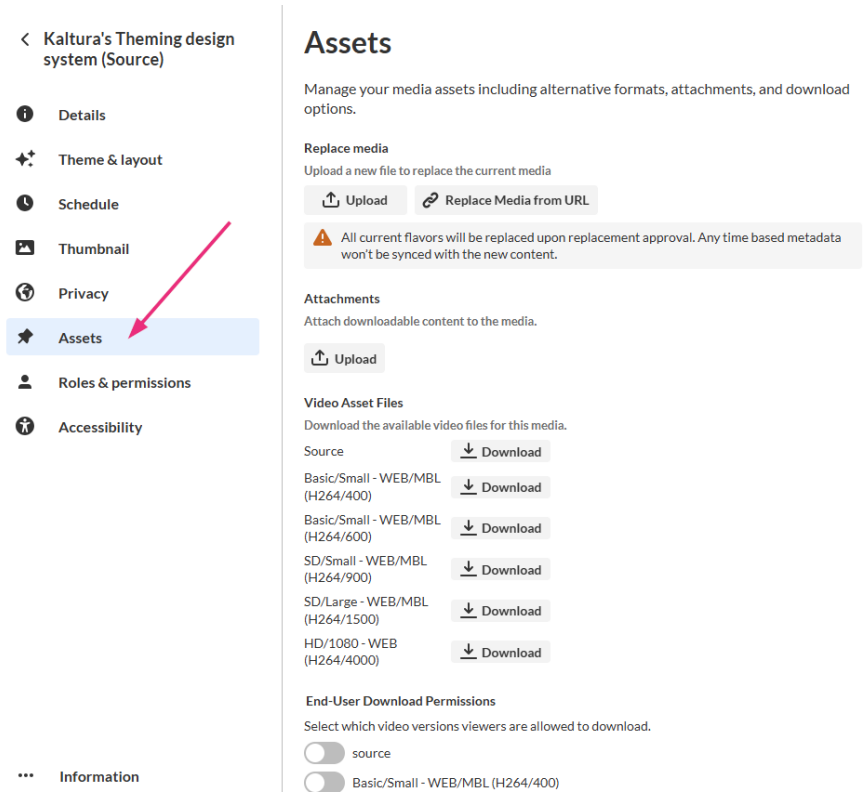


The edit page opens on the **Details** tab by default, with a left-hand navigation.

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



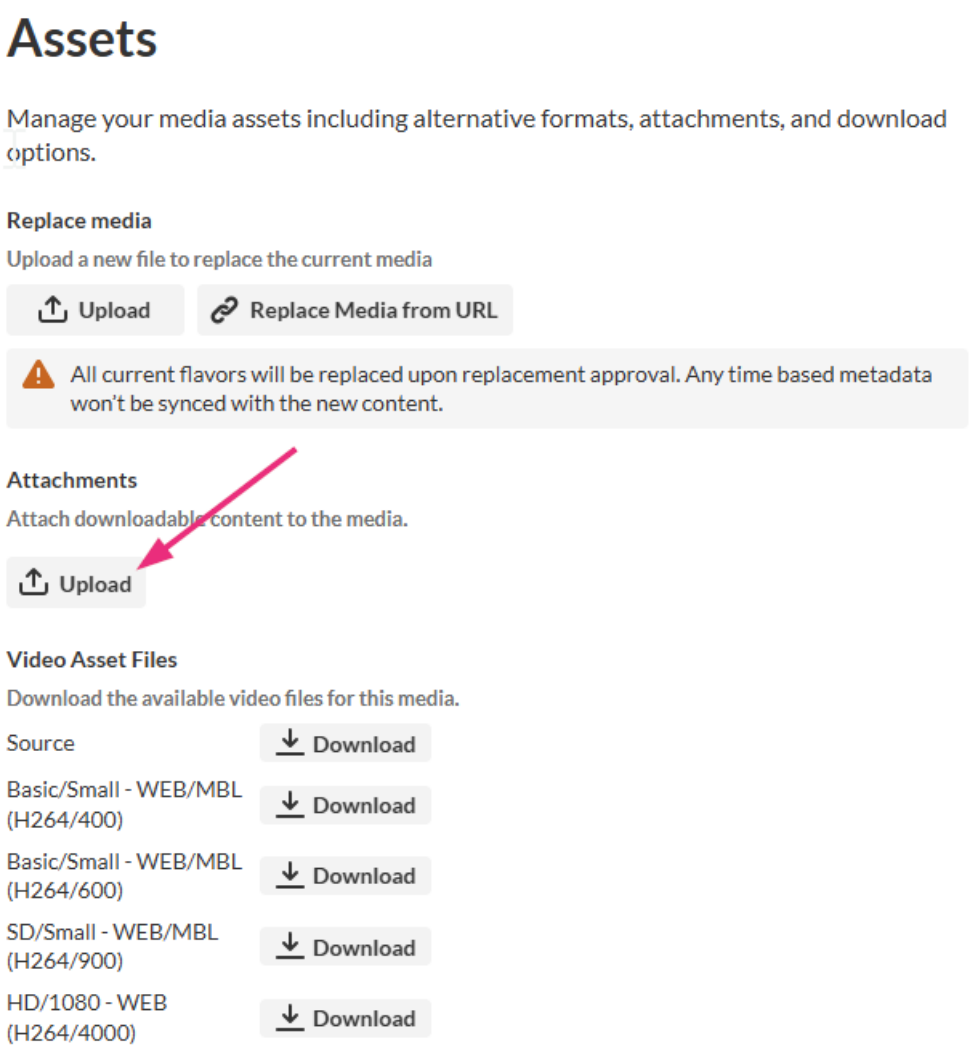
All edit actions apply immediately. There is no **Save** button on this page.

Upload attachments

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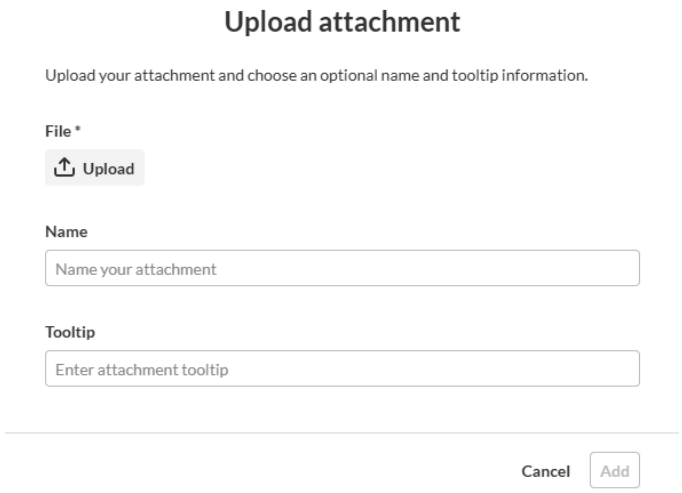
Interactive Video entries don't support attachments.

1. Click **Upload**.

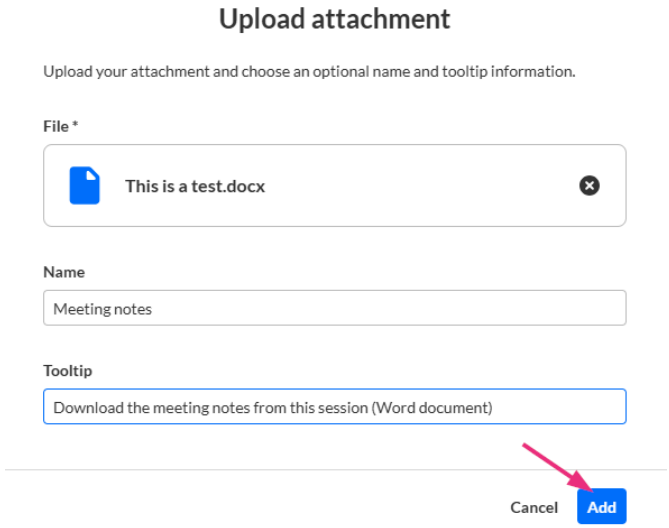


The **Upload Attachment** window opens.

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2. Click **Upload** and select a file from your computer.
3. (Optional) Enter a name and a tooltip description for the attachment.
4. Click **Add**.



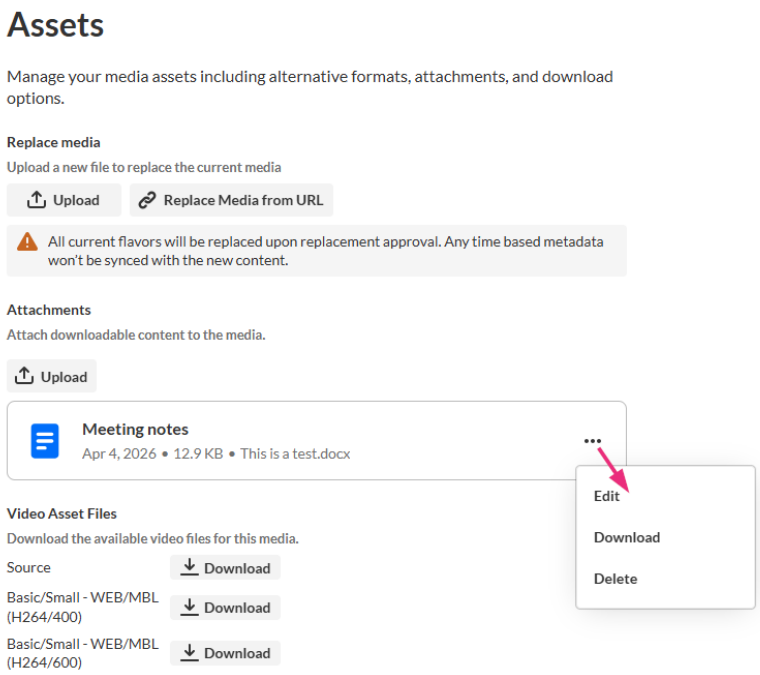
The file is added as an attachment to the media entry.

To upload another attachment, repeat these steps.

Manage attachments

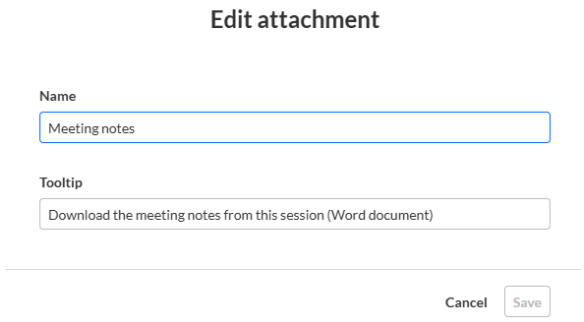
You can use the options in the **three-dot menu** to the right of the attachment to perform various actions.

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Edit attachment details

1. Click the **three dots** next to the attachment and select **Edit**.
   The 'Edit attachment' window opens.



2. Modify the title and description as needed.
3. Click **Save**.

Download the attachment

Click the **three dots** and select **Download**.

The file downloads to your computer.

Delete the attachment

1. Click the **three dots** and select **Delete**.
   A confirmation message displays.

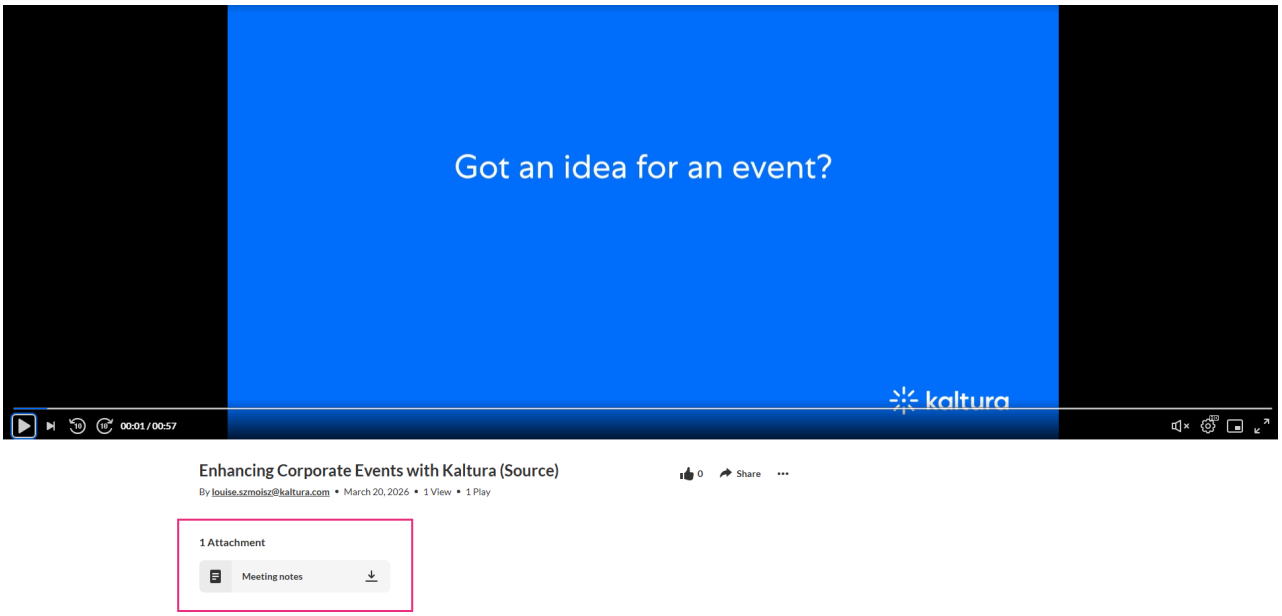
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2. Click **Delete** to confirm.

   The attachment is removed.

User experience

Attachments appear below the media details with a download icon, allowing viewers to easily access them.



Supported file types

Attachments can include documents, spreadsheets, presentations, audio/video files, and images:

Media files – *.mts, *.mov, *.mpeg, *.avi, *.mp4, *.vob, *.flv, *.f4v, *.asf, *.wmv, *.m4v, *.3gp, *.mkv, *.arf, *.webm, *.mxf

Document files – *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.pdf, and OpenDocument formats

Image files – *.jpg, *.jpeg, *.bmp, *.png, *.gif, *.tif, *.tiff

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