Manage media, attachments, and downloads in Canvas

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This article is designated for all users.

About

The **Assets** tab in the edit media page lets you manage the files associated with your media entry. From here, you can replace the main media file, add downloadable attachments, and control which files viewers can download.

This helps you keep your content up to date, provide supporting materials, and control access to downloadable versions.

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

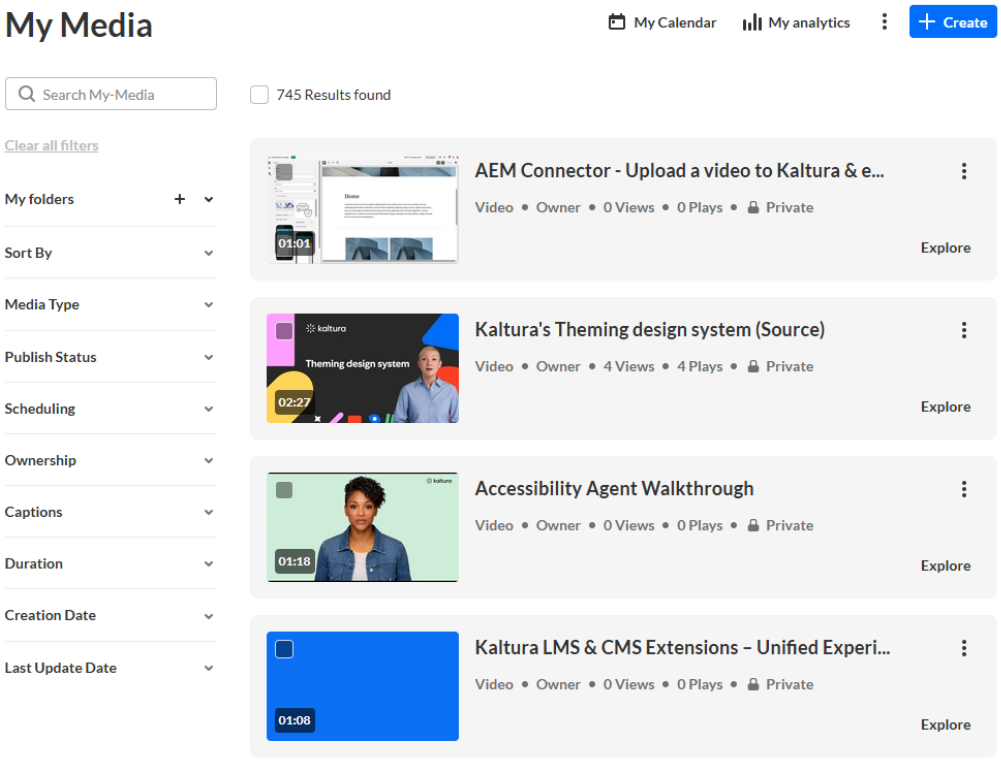
Who can use this

- Media owners
- Co-editors

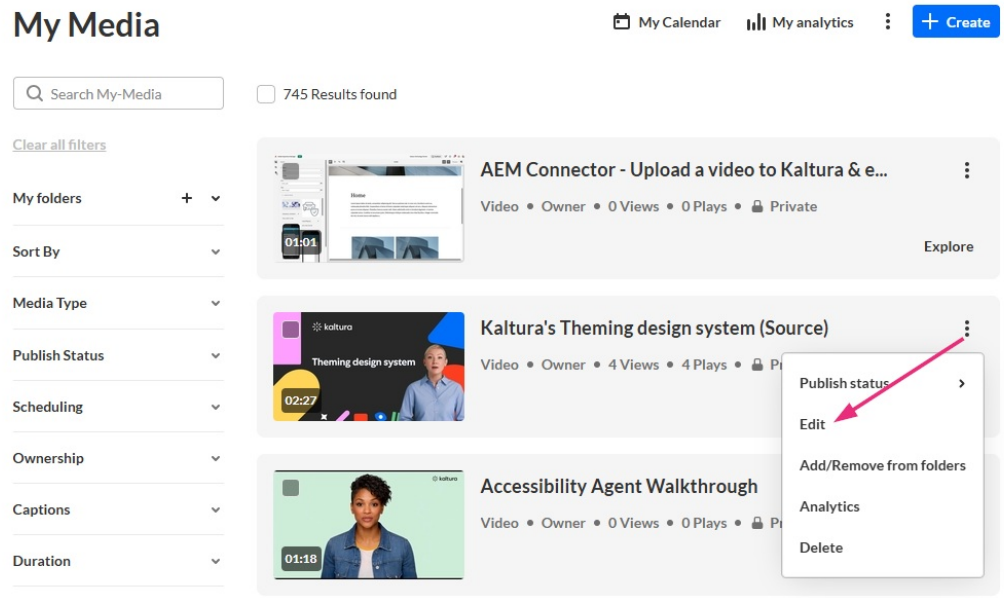
Access the Assets tab

1. Go to your **My Media**.

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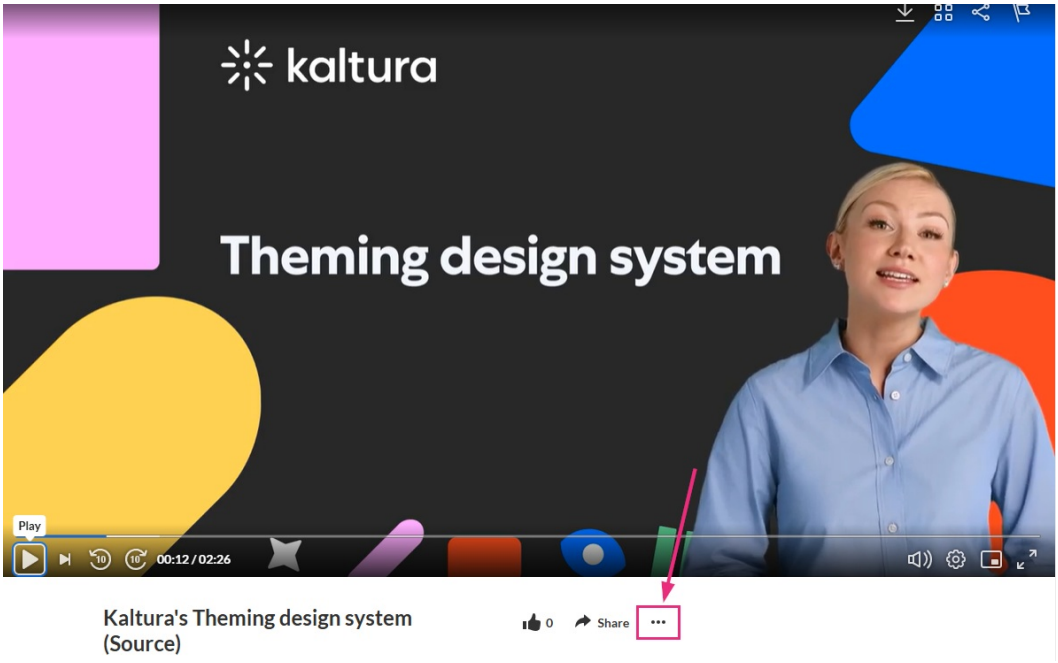


2. Click the **three dots** to the right of the desired media and select **Edit**.

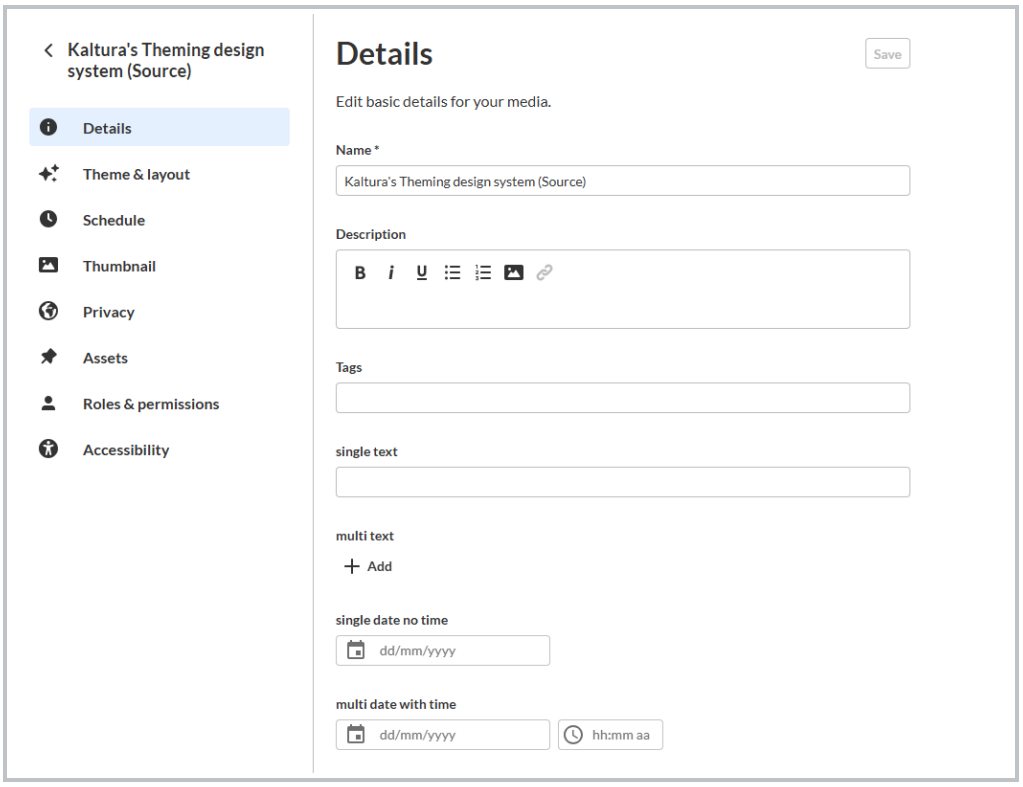


Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.

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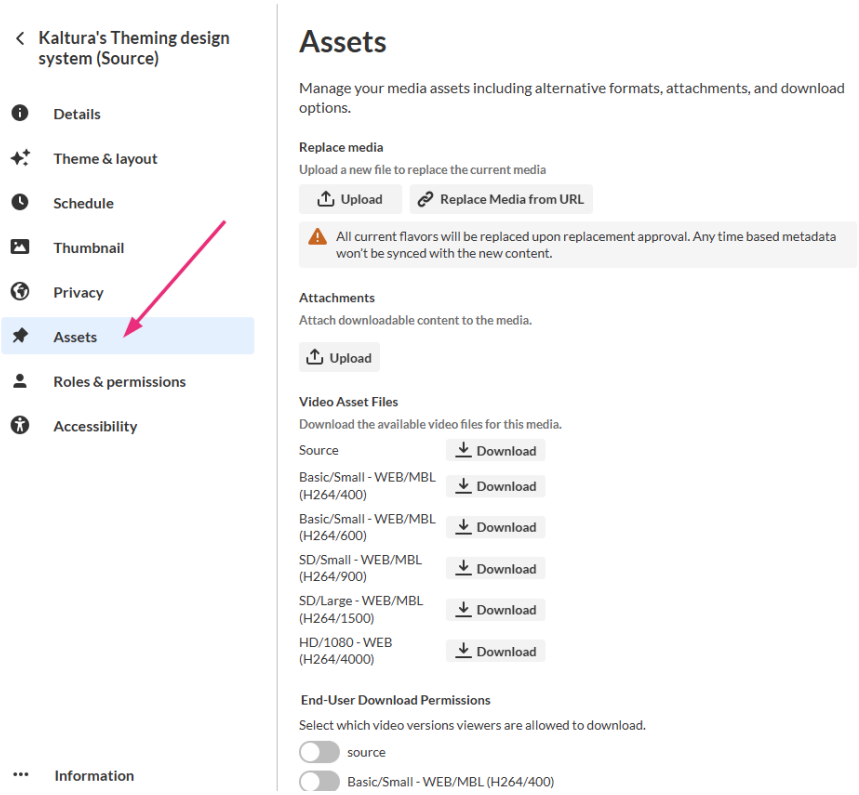


The edit media page opens on the **Details** tab by default, with a left-hand navigation.



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

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

The Assets tab appears only if the relevant modules are enabled for your account. Within the tab, options such as **Replace media**, **Attachments**, and **Downloads** appear only if their corresponding modules are enabled.

Replace the main media file

Use this section to upload a new version of your media while keeping the same entry, link, and analytics.

This feature requires the Replacemedia module to be enabled.

Manage attachments

Use attachments to add downloadable files (for example, PDFs, slides, or additional media) to your entry.

This feature requires the Attachments module to be enabled.

Attachments aren't supported for Interactive Video entries.

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View available media files

The **Video Asset Files** section lists all available versions of your media (for example, source, HD, or lower-resolution formats). The list reflects the versions generated during upload and processing.

Each file appears with a **Download** button, allowing media owners and co-editors to download files directly.

Control download options

The **End-User Download Permissions** section lets you control which media files viewers can download.

Use the toggle switches next to each format to allow or prevent viewer downloads.

This feature requires the Download module to be enabled.

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