

# AEM content creator's guide to uploading files in Rich Media CMS and embedding in the BSE

Last Modified on 05/19/2026 4:39 pm IDT

 This article is designated for AEM content creators.

## About

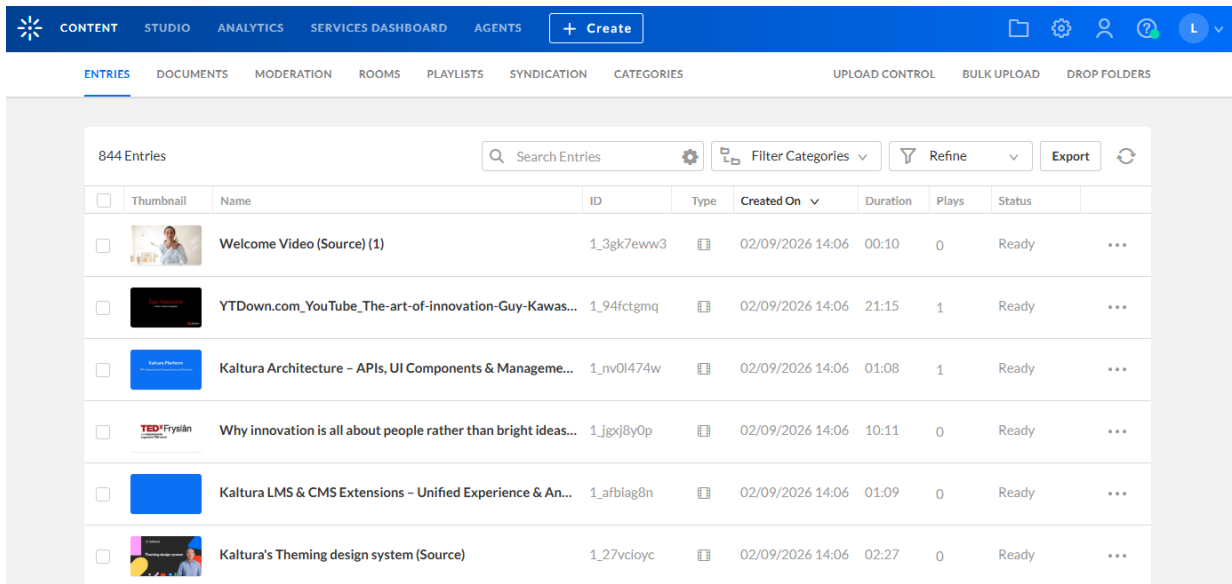
This article explains how AEM content creators can upload and prepare media in the Rich Media Content Management System (Rich Media CMS) and select and embed videos in the BSE via the Kaltura Video Component window.

## Upload and prepare media in Rich Media Content Management System (Rich Media CMS)













Content creators can upload and prepare media in the Rich Media Content Management System (Rich Media CMS) to make it available for the authoring team.

 Prerequisite - You must [enable Shared Repository on the AEM KAF configuration](#).

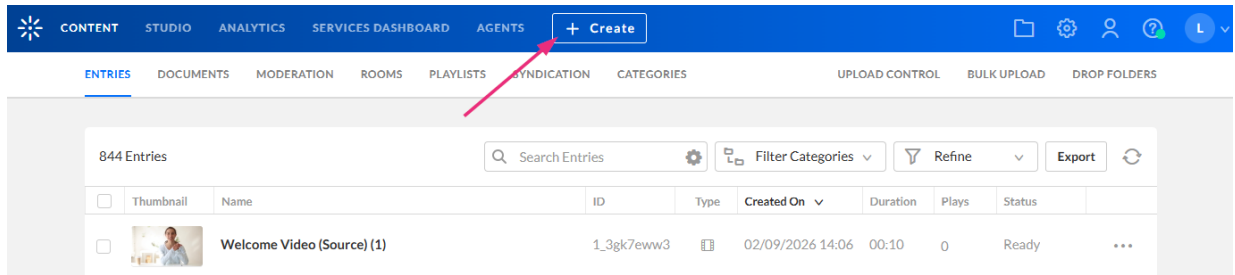
### 1. Log into your Rich Media CMS.



The screenshot displays the Kaltura Rich Media CMS interface. The top navigation bar is blue and contains the following items: a star icon, 'CONTENT', 'STUDIO', 'ANALYTICS', 'SERVICES DASHBOARD', 'AGENTS', a '+ Create' button, and user profile icons. Below the navigation bar, there are tabs for 'ENTRIES', 'DOCUMENTS', 'MODERATION', 'ROOMS', 'PLAYLISTS', 'SYNDICATION', 'CATEGORIES', 'UPLOAD CONTROL', 'BULK UPLOAD', and 'DROP FOLDERS'. The main content area shows a list of 844 entries. The list has a search bar and filters for 'Filter Categories', 'Refine', and 'Export'. The table below shows the first six entries:

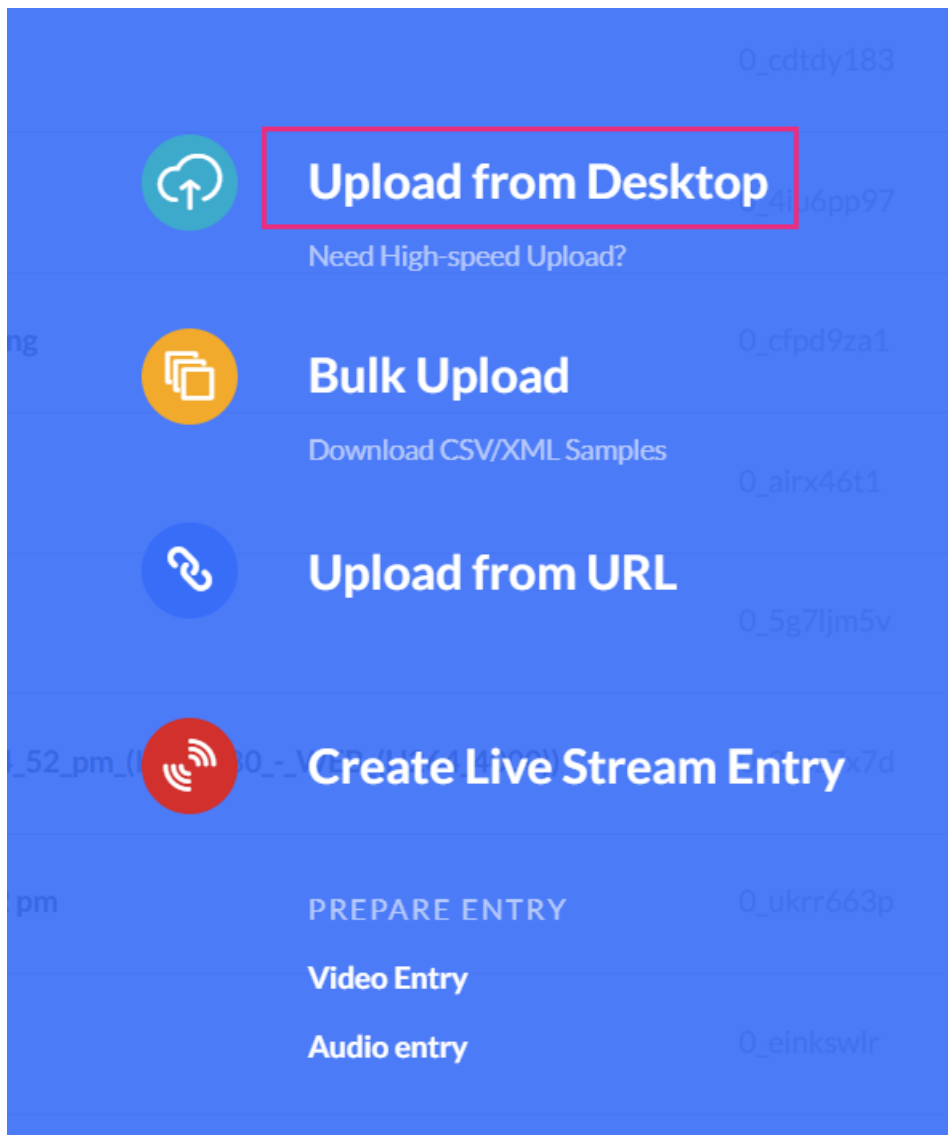
<input type="checkbox"/>	Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
<input type="checkbox"/>		Welcome Video (Source) (1)	1_3gk7eww3		02/09/2026 14:06	00:10	0	Ready	...
<input type="checkbox"/>		YTDown.com_YouTube_The-art-of-innovation-Guy-Kawas...	1_94fctgmq		02/09/2026 14:06	21:15	1	Ready	...
<input type="checkbox"/>		Kaltura Architecture – APIs, UI Components & Manageme...	1_nv0l474w		02/09/2026 14:06	01:08	1	Ready	...
<input type="checkbox"/>		Why innovation is all about people rather than bright ideas...	1_jgxj8y0p		02/09/2026 14:06	10:11	0	Ready	...
<input type="checkbox"/>		Kaltura LMS & CMS Extensions – Unified Experience & An...	1_afbiag8n		02/09/2026 14:06	01:09	0	Ready	...
<input type="checkbox"/>		Kaltura's Theming design system (Source)	1_27vcioyc		02/09/2026 14:06	02:27	0	Ready	...

### 2. Click the **+Create** button in the top navigation bar.



The upload window displays.

3. Click **Upload from Desktop**.



4. Browse your computer and select one or more media files (use the 'Ctrl' key to select multiple files).

The 'Upload Settings' window opens.

## Upload Settings

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Transcoding Profile

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File Name	Media Type	Size
Creating an AEM Content creator role	<input type="text" value="Video"/>	9.15 MB

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- (Optional) Modify your file name by clicking the **pencil icon**. You can also click the **trash can icon** to cancel the upload.

## Upload Settings

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Transcoding Profile

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File Name	Media Type	Size
Creating an AEM Content creator role 	<input type="text" value="Video"/>	9.15 MB 

---

- (Optional) The **media type** is automatically detected by the file extension, but you can modify it if needed by choosing an option from the drop-down menu.

## Upload Settings

Transcoding Profile Default + Add Files

File Name	Media Type	Size	
Creating an AEM Content creator role	<div style="border: 1px solid #ccc; padding: 2px;"><span>Video</span> ▲ <b>Video</b> ✓ Audio Image PDF Document</div>	9.15 MB	

Cancel Upload

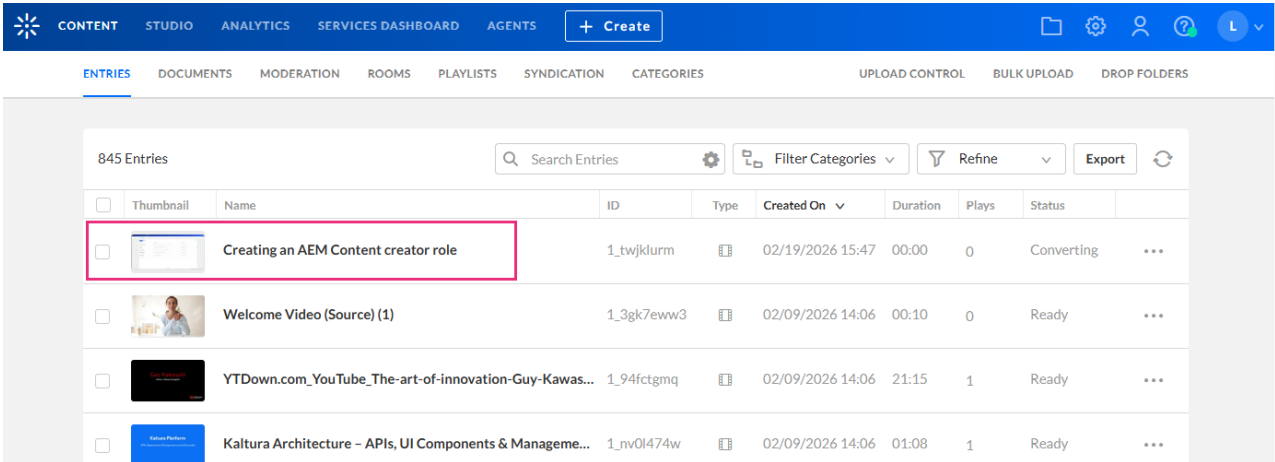
- (Optional) Click + **Add Files** at the top to add more files.
- Click **Upload**.





The files begin uploading in the background.



You can continue working in Rich Media CMS while uploads are in progress. If your connection fails, the upload can resume automatically when you reconnect.

The media appears in the list on the **Entries** page.



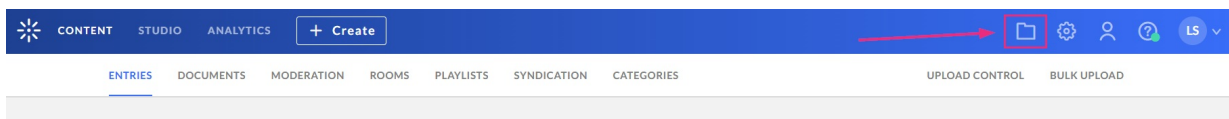
Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
	Creating an AEM Content creator role	1_twjklurm	📄	02/19/2026 15:47	00:00	0	Converting	...
	Welcome Video (Source) (1)	1_3gk7eww3	📄	02/09/2026 14:06	00:10	0	Ready	...
	YTDOWN.com YouTube_The-art-of-innovation-Guy-Kawas...	1_94fctgmq	📄	02/09/2026 14:06	21:15	1	Ready	...
	Kaltura Architecture - APIs, UI Components & Manageme...	1_nv0l474w	📄	02/09/2026 14:06	01:08	1	Ready	...



Document files appear under the **Documents** tab. See [Working with document files in Rich Media CMS](#) for more information.

To view the upload status or retry failed uploads:

1. Click the **folder icon** in the navigation bar.



2. Review progress or click **View Details** for more information.

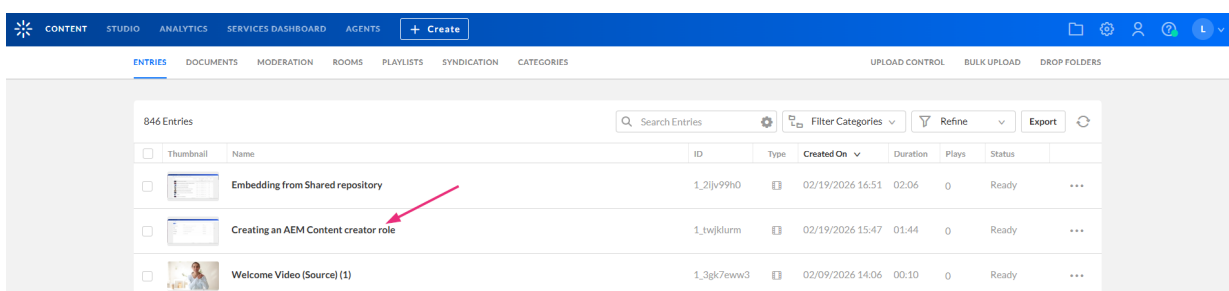
For detailed options, see [Monitor and manage uploads](#).

## Assign to the shared repository

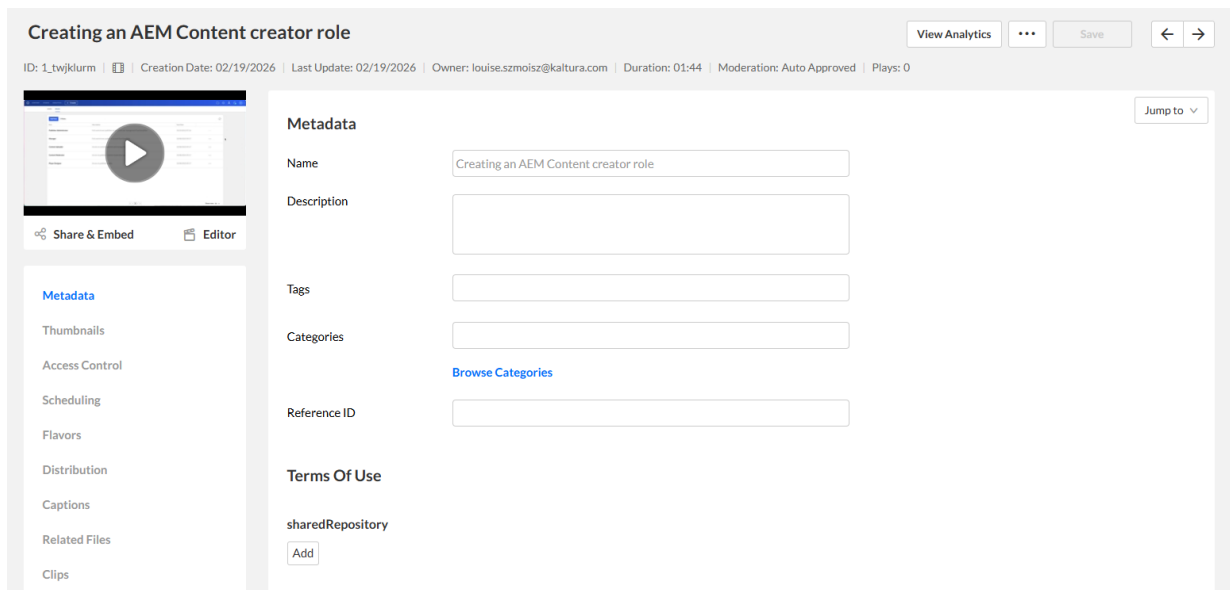
To make sure your authors can see and embed your videos, you must assign them to the **Shared Repository**. This makes your media visible within the AEM authoring environment.

## Watch a quick tutorial:

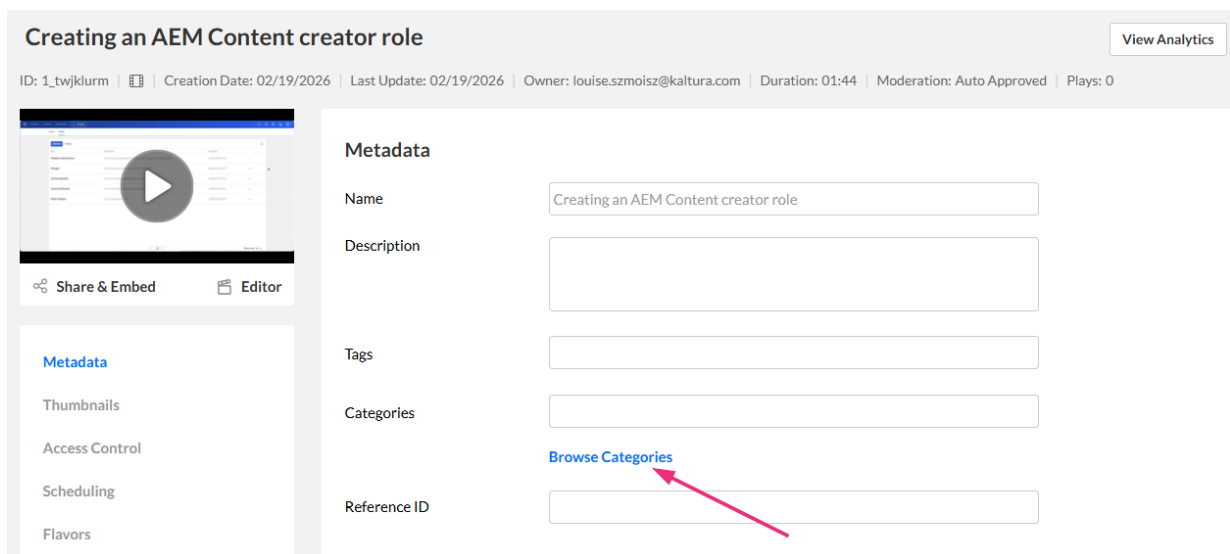
1. Click the media entry on the **Entries** page to open the details view.



The details page opens on the **Metadata** tab by default.



2. Click **Browse Categories**.



The 'Select Categories' window opens.

## Select Categories

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Select one or several categories.

- ▶  1198422EP2c399b2 4
- ▶  1198652EPa8ecaed 4
- ▶  1198662EPc858cc2 4
- ▶  1198752EP522565f 4
- ▶  1200652EP7b0a724 4
- ▶  1214832EPb05c38b 4

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[Change Categories](#)

In the 'Select Categories' window, navigate to the Shared Repository:

- a. Click the arrow next to your **account root category** to expand it.

### Select Categories

Select one or several categories.

- ▶ aem\_SDxUW 3
- ▶ kaftestme\_SrVzt 3
- ▶ kaftestme\_yayUH 4
- PathNodes
- playlists
- ▶ site 3

[Change Categories](#)

b. Scroll down and click the arrow next to the **sitecategory** to expand it.

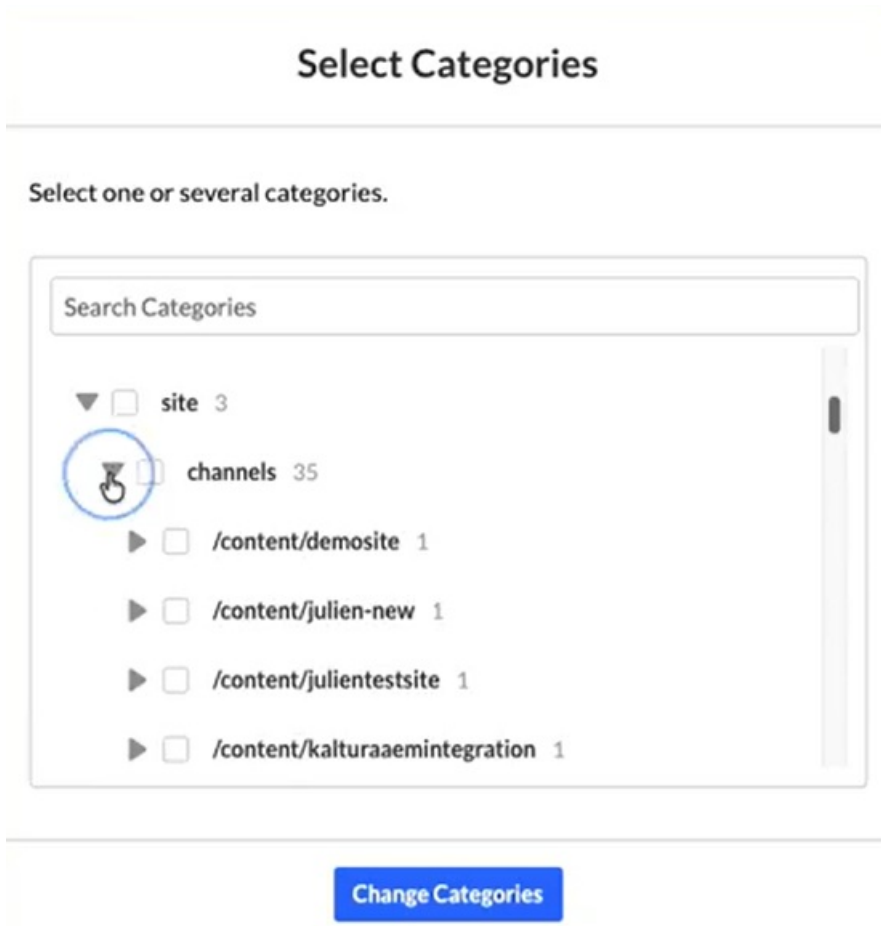
## Select Categories

Select one or several categories.

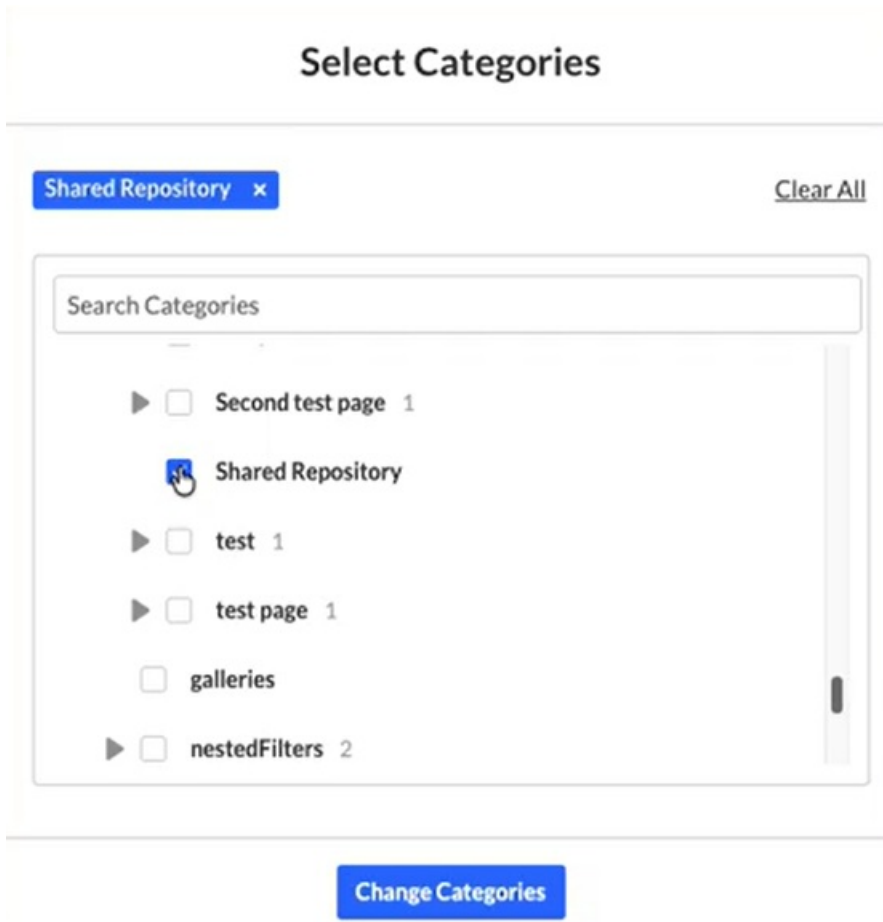
kaftestme\_yayUH 4  
     PathNodes  
     playlists  
     site 3  
    ▶  channels 35  
     galleries

[Change Categories](#)

- c. Click the arrow next to the **channels category** to expand it.



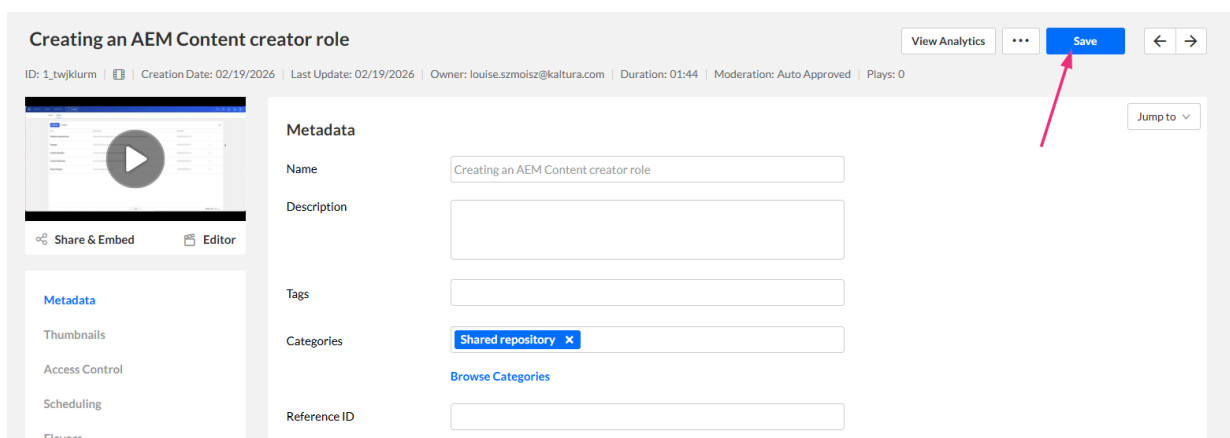
d. Scroll down and select the **Shared Repository** option.



3. Click **Change Categories**.

The window closes, and the 'Shared repository' tag now appears in the **Categories** field on the entry details page.

4. Click **Save** at the top right of the page.



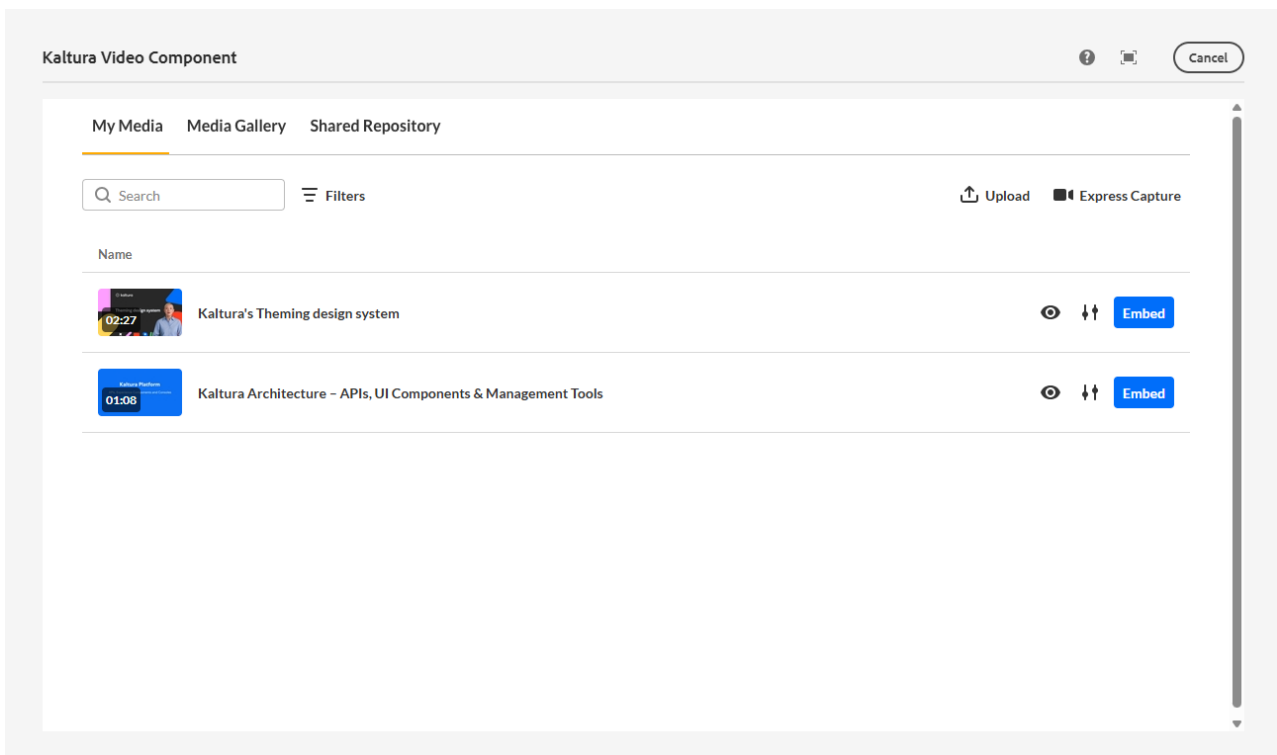
## Select and embed videos in the BSE via the Kaltura Video Component window

Navigate to the Kaltura Video Component window. In the window, you can search existing media across different repositories:

- **My Media** - Your personal uploaded videos.
- **Media Gallery** - Shared videos you have access to
- **Shared Repository** - Company-wide shared videos (if enabled by your administrator).

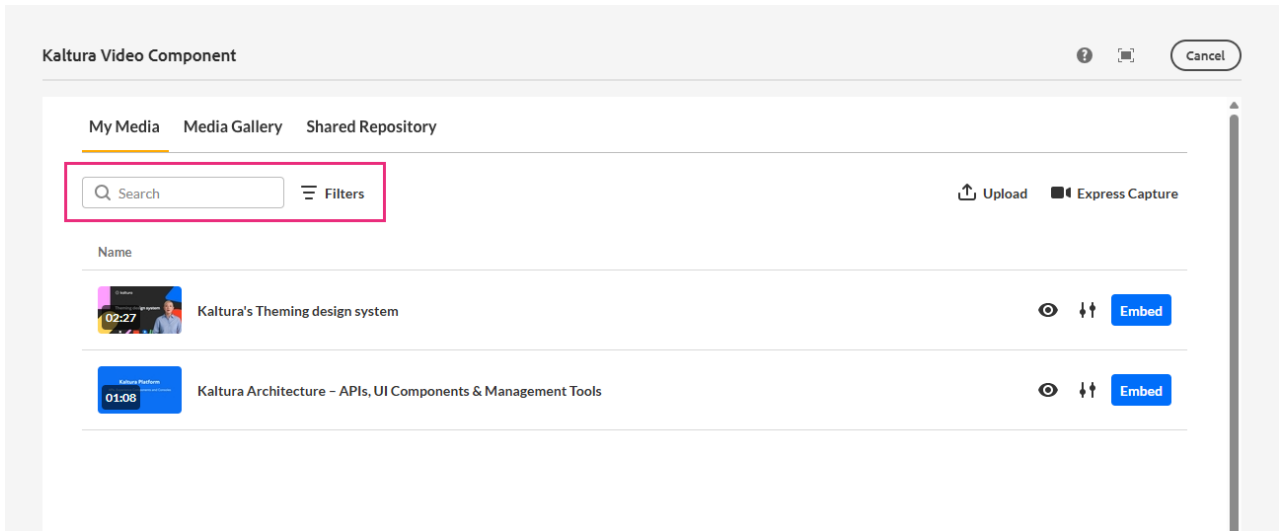
You can also upload or record new videos. See [Add new videos](#) below.

Please see the [Setup guide for Kaltura Connector for AEM \(Adobe Experience Manager\)](#) for configuration of these features in the KAF settings.

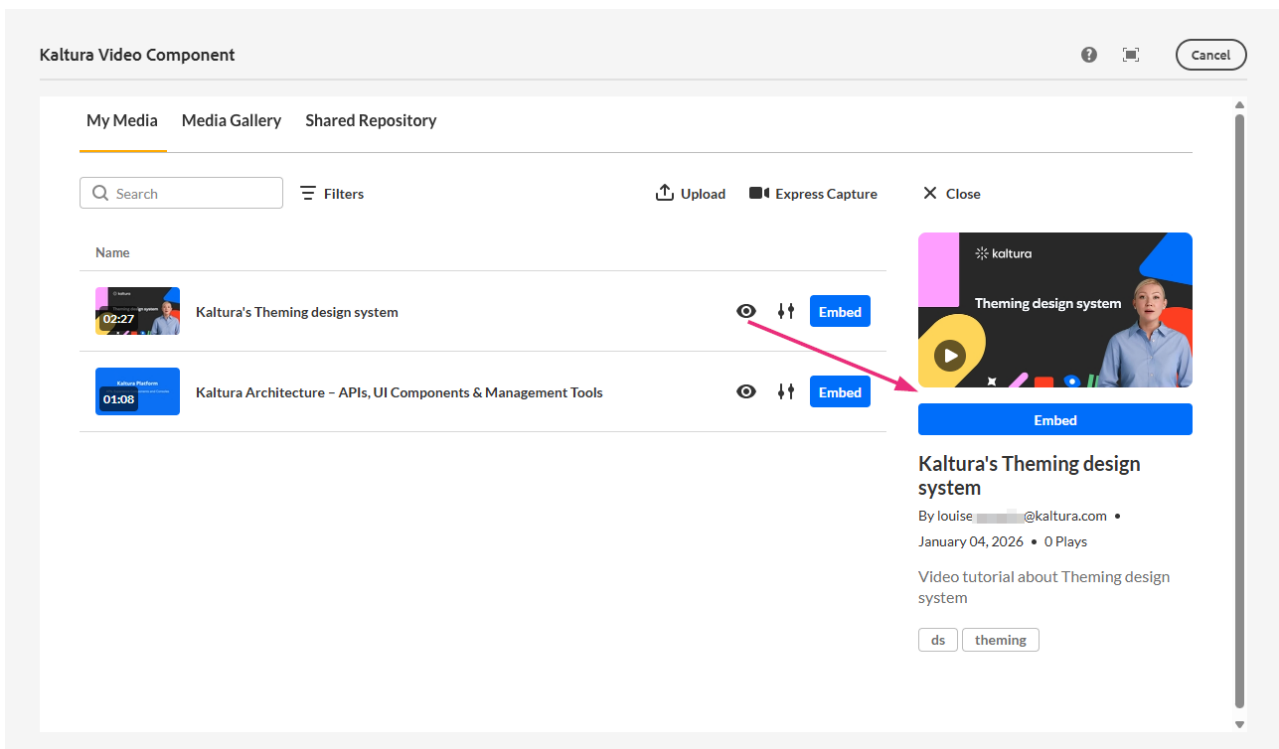


- Your embed window may look different depending on how many columns your admin has configured.
- You can embed **audio files** using Kaltura's [audio player](#). The player is available in the list of player options in the customize embed settings (see [below](#)).
- **Mandatory captions before embedding** - If your admin has enabled the 'Captions Required' setting, certain media types (like video, audio, or quizzes) must have [captions](#) in order to be embedded. Items without captions will have greyed-out buttons.

You can use the **search bar** and **filters** to locate content.



To preview more details, click the **eye icon** next to a media item. The sidebar opens with a playable preview (if available) and media details.

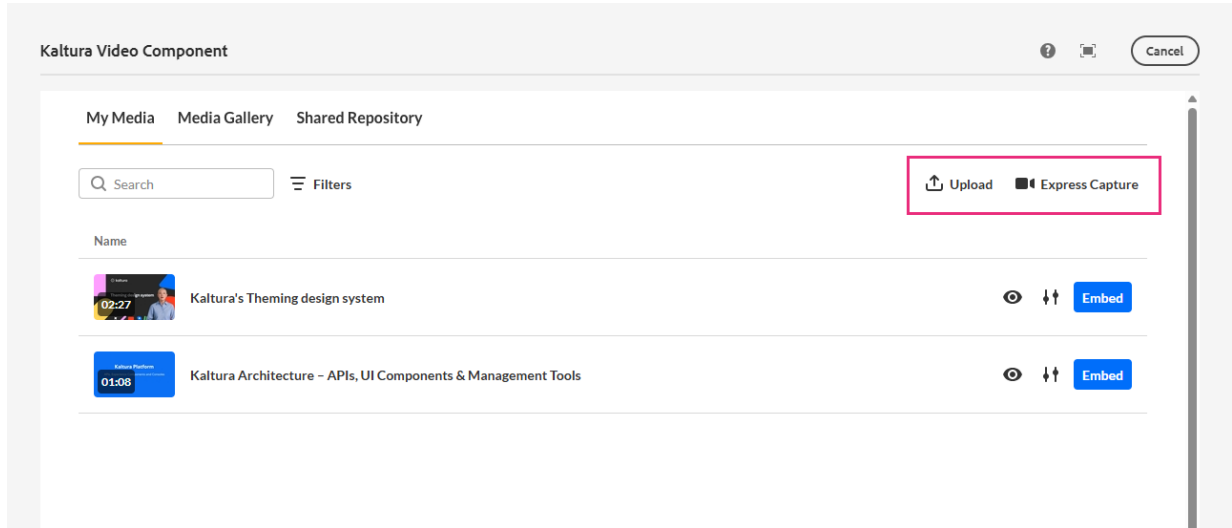


## Add new videos

 Prerequisite - You must [enable upload of content via the BSE on the AEM KAF configuration](#).

To upload or record new media, use one of the following options:

- **Upload** - Upload one or more files. Wait for uploads to finish before clicking **Save and Select**. Visit our article **Upload media** for guidance.
- **Express Capture** - Record directly from your webcam. Visit our article [Create a recording with Express Capture](#) for guidance.



Once the upload is complete, click the settings icon to adjust embed options (see [Customize embed settings](#)).



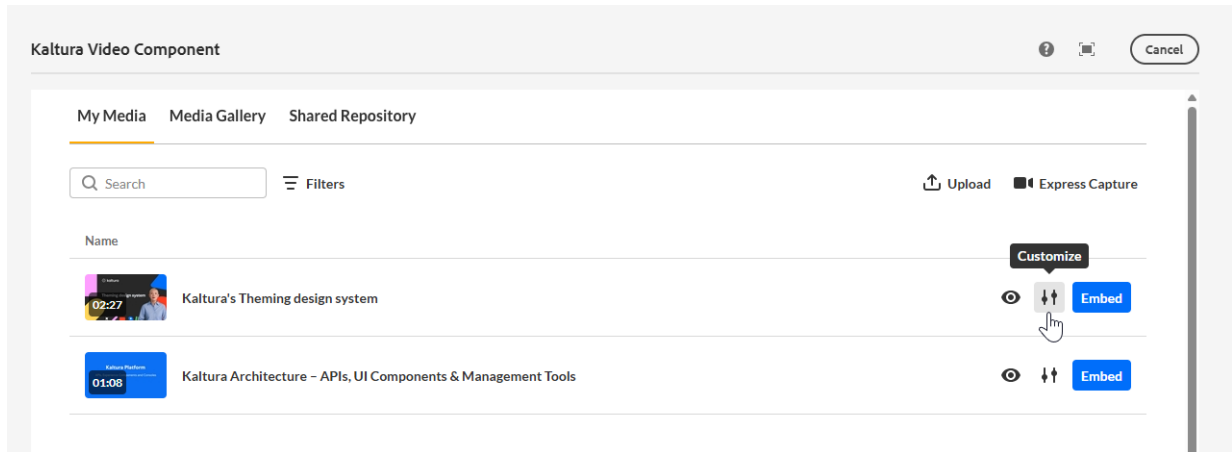
If your administrator has required metadata fields (such as tags or descriptions), you must complete them before embedding.

## Customize embed settings

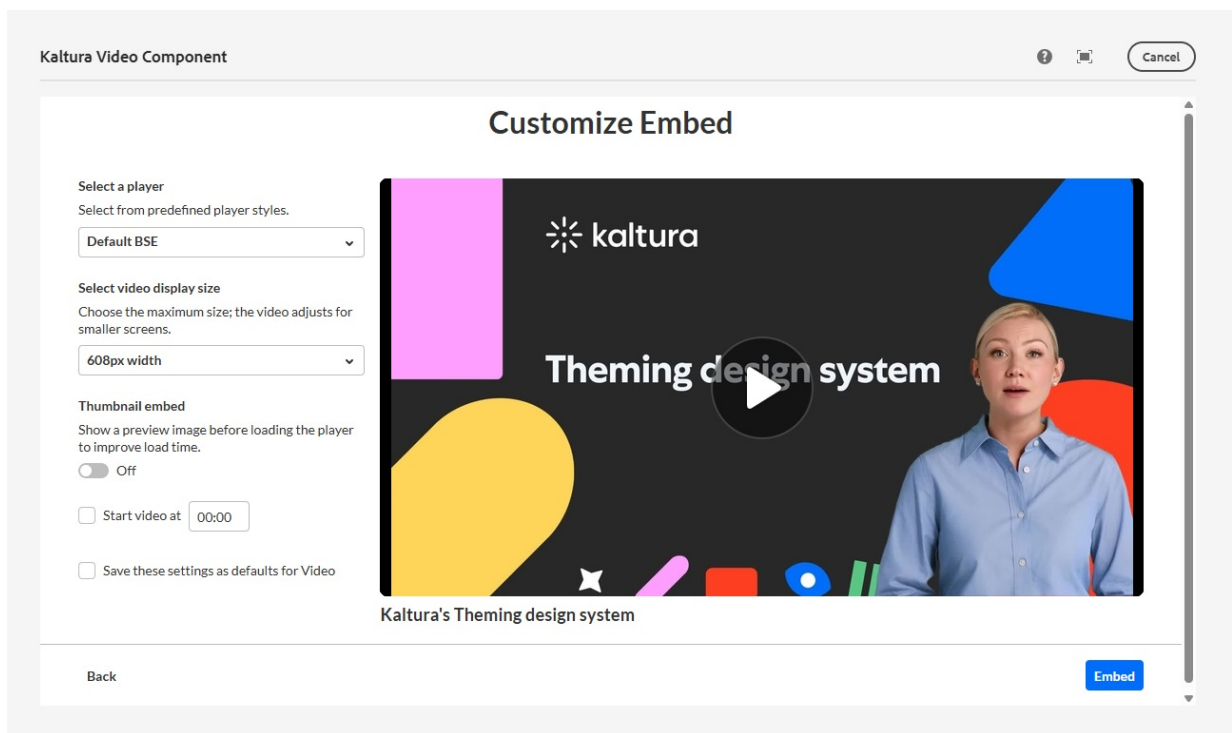
1. Click the **customize icon** next to the media you want to embed.



The **Customize Embed** option may not be available in all environments. This feature must be enabled by your administrator in the [Browseandembed module](#).

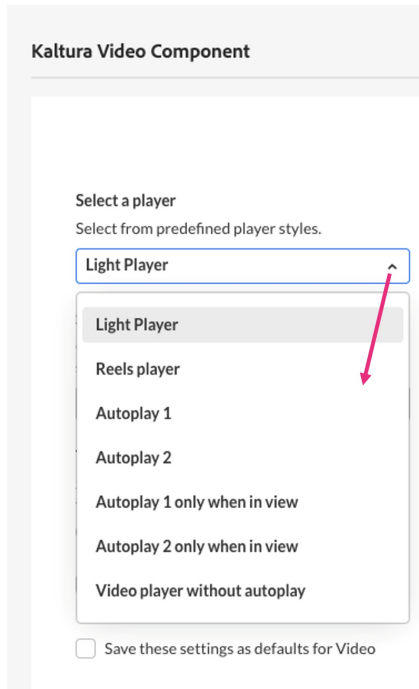


The 'Customize embed' window opens.



2. You can configure the following settings:

**Select a player** - Choose from pre-configured players set by your administrator.



When you change the selected player, the preview updates automatically to reflect your choice.

**Select video display size** - Set the maximum display size of the embedded media. Your administrator defines the available embed sizes.

**Thumbnail embed** - Toggle on to display a static preview image instead of loading the full video player immediately. This helps improve page load speed and gives users control over when to play the video.



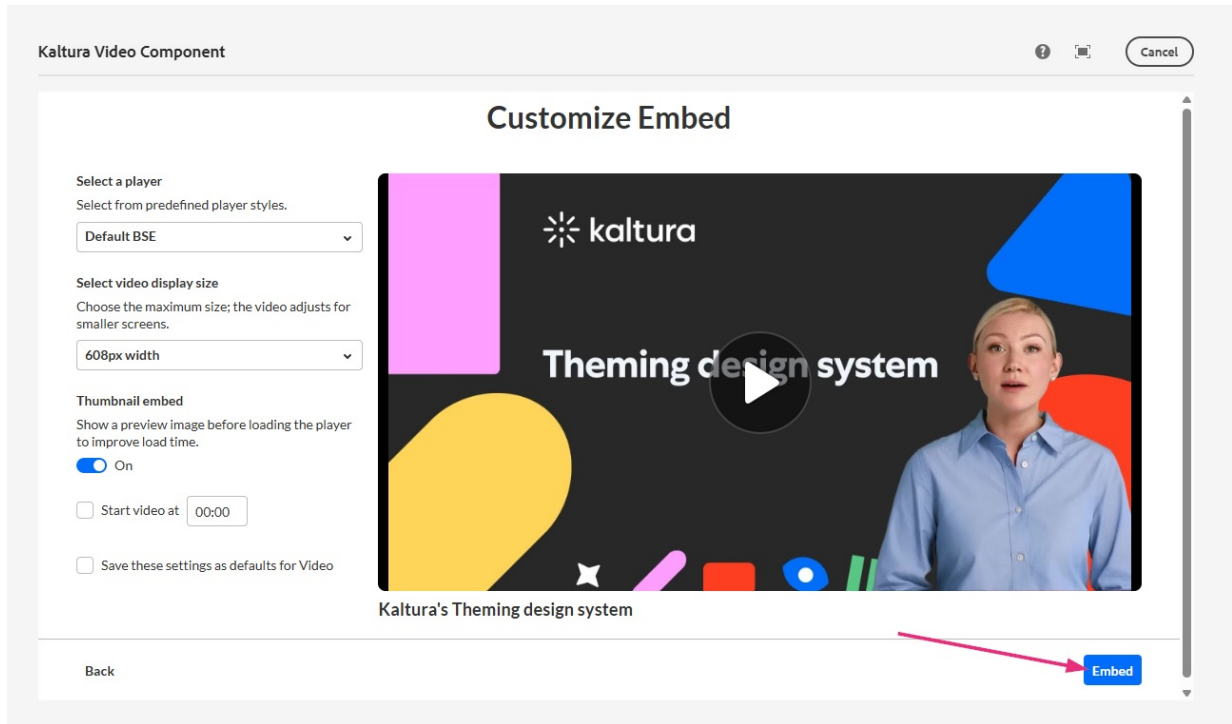
Enabling or disabling this option will also update the preview in real time.

You can share the video from a specific time. Choose **Start video at** and enter the time according to the format given (00.00). For example, if you want a video to start at 1 minute and 30 seconds into the video, enter 01.30

**Save these settings as defaults for videos** - Enable this option to apply the same settings automatically to future embeds of this media type.

When you change a setting, the preview updates automatically.

3. Once you're ready, click **Embed**.

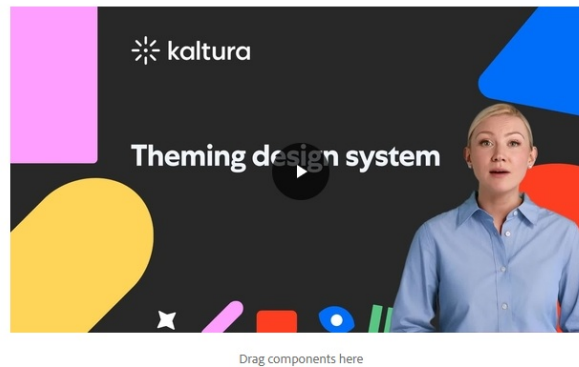


The content is embedded.

Kaltura test page

## Kaltura test page

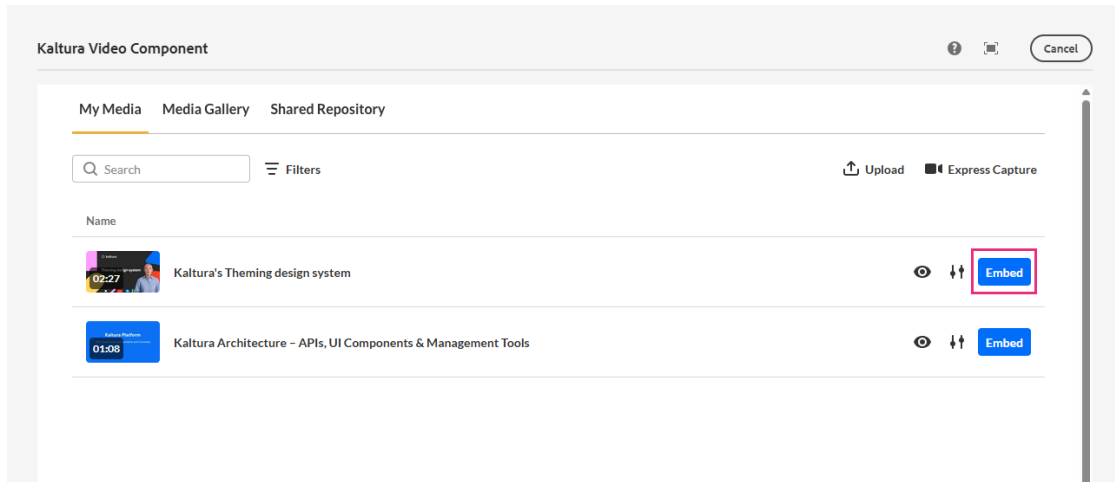
Please select a video to embed.



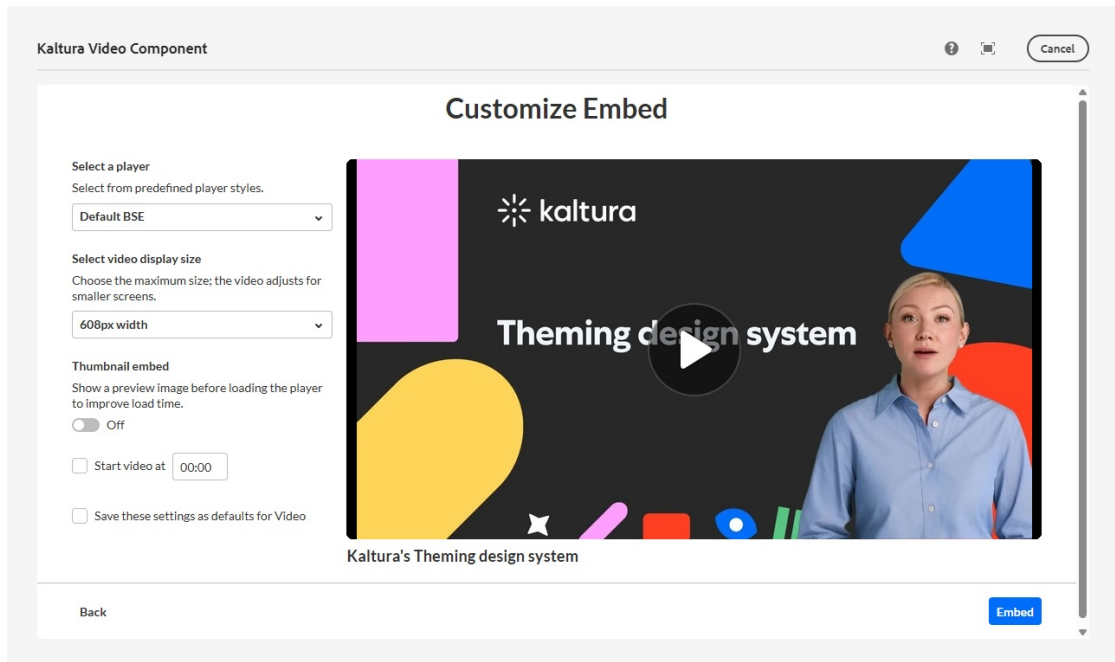
### Embed in the BSE

You can also simply embed with no additional customization.

1. Click the **Embed** button next to the media you want to embed.



The 'Customize embed' window opens.



2. Click **Embed**.

The content is embedded.

Kaltura test page

## Kaltura test page

Please select a video to embed.



Drag components here