



Edit Media

This article describes how to access the Edit Media page, edit, and manage your media.

 You may lose some functionality if your display screen is under a certain width or when in mobile view.

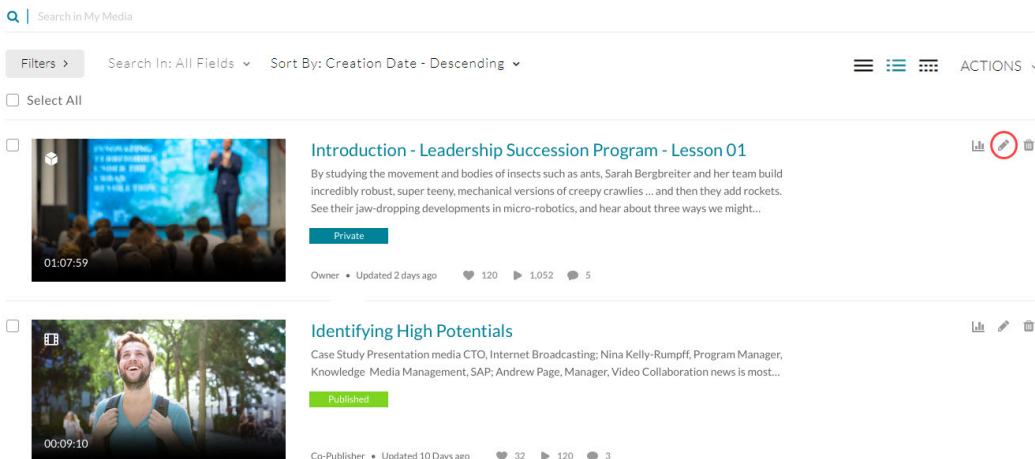
To access the Edit Media Page

 If you cannot access your My Media Page content/actions or display editing tabs, ask your administrator to give you the required permission.

From My Media Page

1. Access the [My Media Page](#). Your My Media Page lists previously uploaded media.
2. Choose one of the following methods:
 - Click the pencil icon next to the desired media.

My Media



Search in My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending ACTIONS

Select All

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Owner • Updated 2 days ago 120 1,052 5

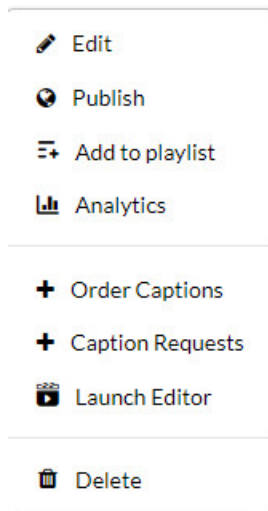
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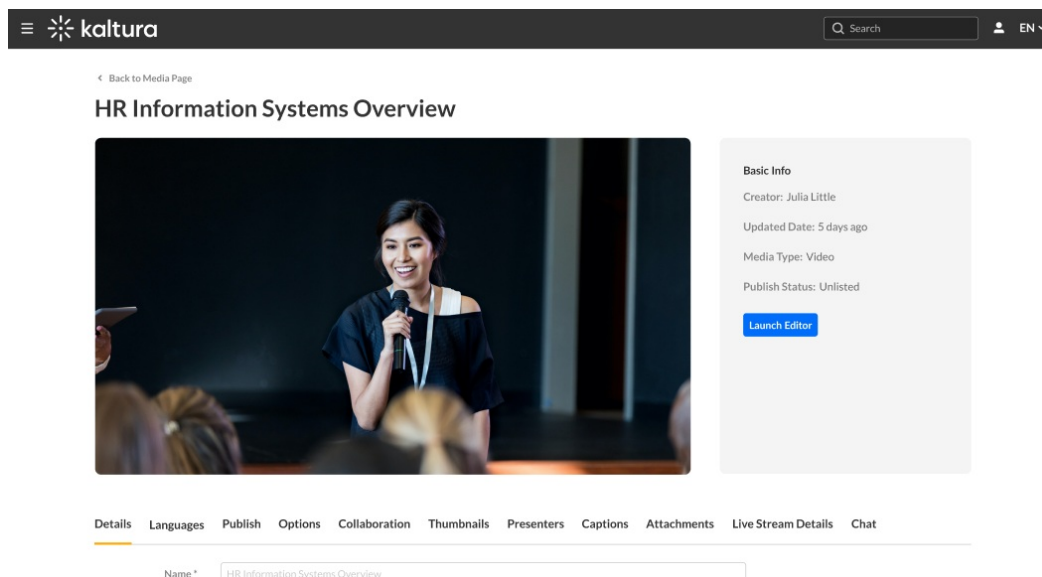
- Click on the thumbnail or title of the desired media, then choose Edit from the ACTIONS drop down menu.




From My Channels/Media Gallery Page

1. Access [My Channels/Media Gallery](#).
2. Click on a channel thumbnail to open a <channel/Media Gallery_name> page.
3. Click on the Media tab.
4. Click the three dots on the lower right side of a media item and click on the Edit (pencil) button.

The Edit Media Page displays. Following is a portion of an Edit Media Page.



 The editing tabs that are displayed depend on your MediaSpace/KAF admin configuration.

In the Edit Media page

Once you're in the Edit Media page, you can:

- [Edit media metadata](#)
- [Setup metadata in different languages for your media](#)
- [Publish media in MediaSpace or KAF](#)
- [Schedule media](#)
- [Enable clipping, disable comments, and close discussion](#)
- [Change media owner and add collaborator](#)
- [Set and modify thumbnails](#)
- [Download media](#)
- [Upload and manage captions](#)
- [Add attachments](#)
- [Manage chapters and slides via the Timeline tab](#)
- [Replace media](#)
- [Customize the entry display](#)
- [Delete the entry](#)
- [Launch the Editor](#)
- [Create a shareable URL](#) - Click on the owner's name to open a list of the owner's media.

[template("cat-subscribe")]
