

How to edit the metadata of existing media

- Navigate to your 'My Media' page. You will see your media arranged in a list.
- On the right side of the page, each entry will have an 'Edit' button. Select this to edit the media.
- You will also find an edit button on any of page where you can view media that you own. It will be below the video on the right, in the 'Actions' drop-down menu.
- Edit the metadata for your piece of media. There are the following fields:

Name

The name of the media being uploaded.

This is a required field and is by default the filename of the media being uploaded.

Description

This is displayed below the media or on the player info pane.

This is a required field for publishing.

Tags

These are used to help describe your media and are used as keywords when searching for media.

Multiple tags can be separated by commas or new lines.

- Select 'Save' to save any changes you have made.

