# Managing Content

Once you have added content to your Planet eStream site there are several things that you can do to that piece of content to manage and modify it, including editing the details, creating chapters and adding comments and notes.

## Editing Details

You may want to edit the details of any piece of content that you have the rights to do this on. For example, you might want to rename a piece of content.

Clicking on **Edit Details** will allow you to apply, refine and change any modifiable data for that piece of content. Where applicable you can modify the Title, Description and additional metadata fields that are applied to your piece of content.

You can also select **Categories** to change the categories that the content is in.
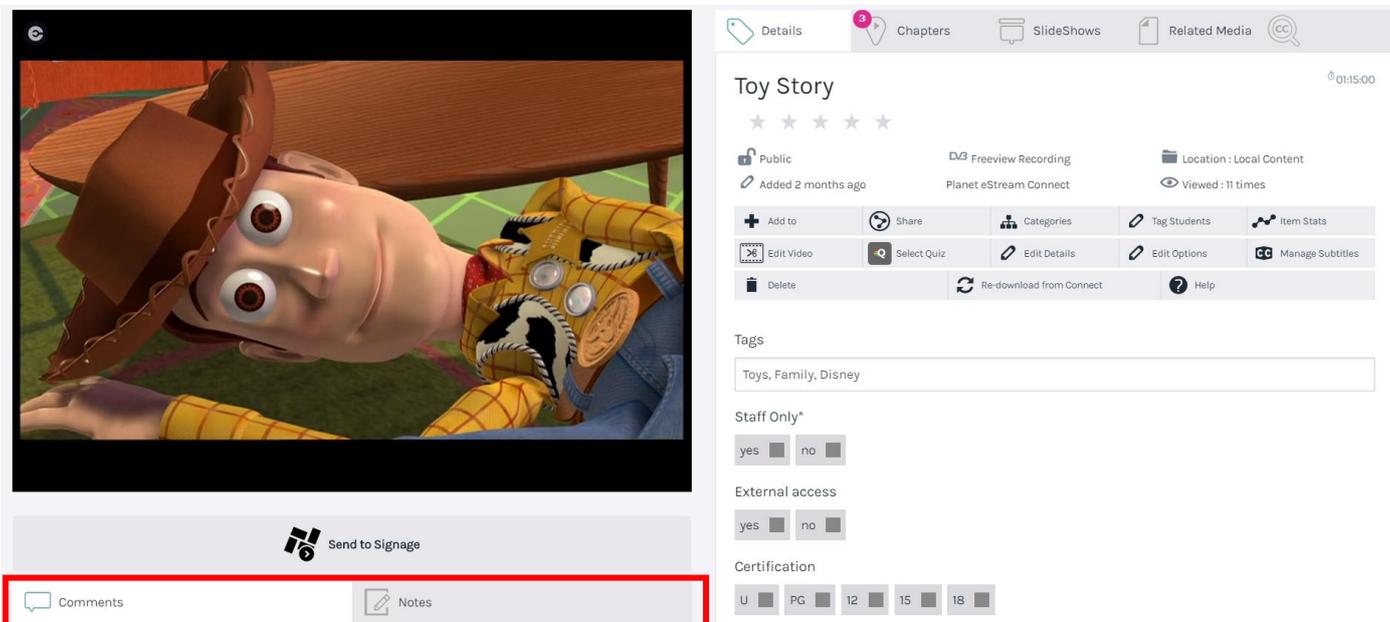
N.B. you are unable to modify the title or description on content added from the TV Scheduler or TV and Radio Archive.
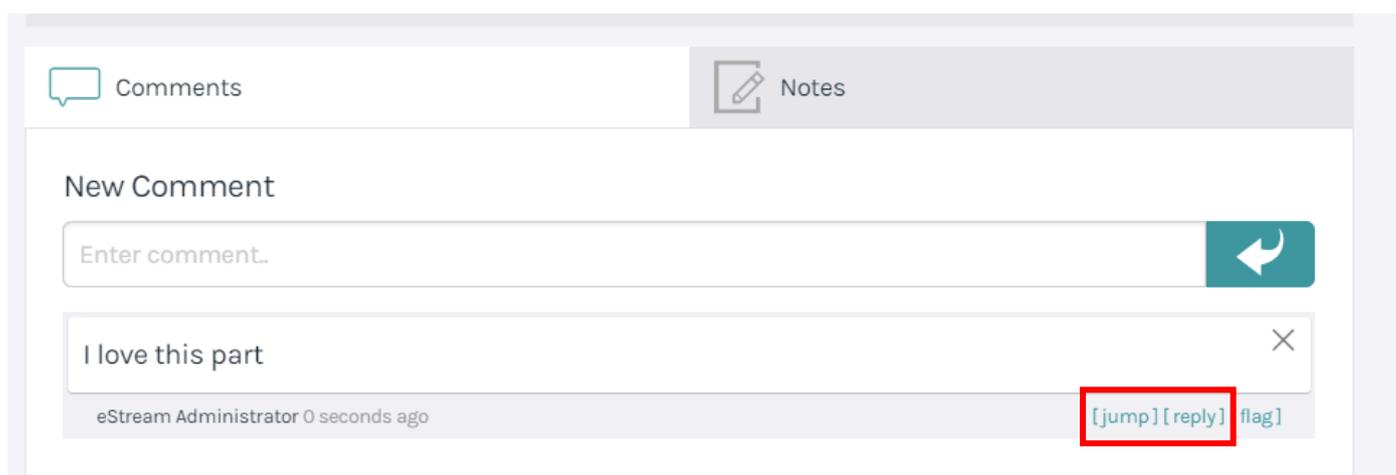
## Adding Comments and Notes

Planet eStream allows you to add Comments and Notes to videos in your library, which can be used to direct learners to specific parts of a video or to make a note of something you personally found useful. Comments are global and can be seen by any user with access to the video (not everyone can add comments automatically, it is a user right) whereas notes are private to the person that has left them.

To create a new Comment or Note select either Comments or Notes from the tabs below the video player, type in your Comment or Note and hit submit. Your new Comment or Note will be added to the point in the video that you left it at.



A useful feature that the comments & notes section has is the jump function. When a Comment or Note is created you can select jump and the video will jump to the part of the video where the Comment or Note was placed.
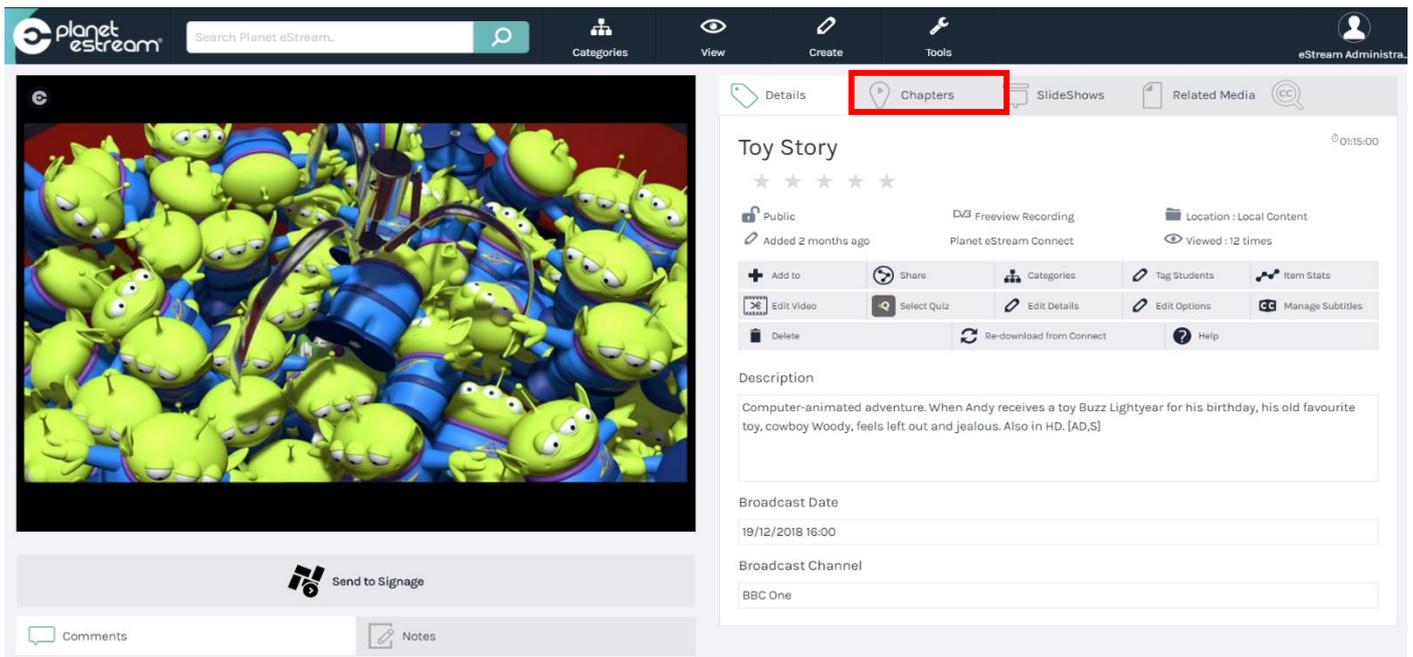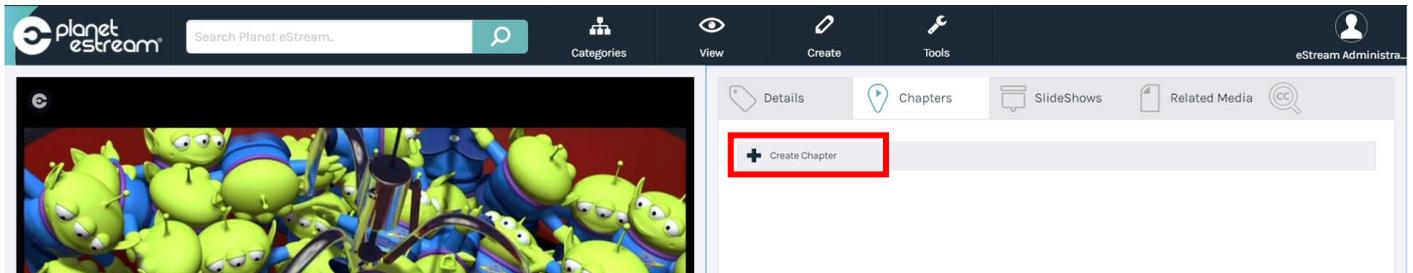


You can also reply to Comments, for instance if they were being added as a question by a learner.
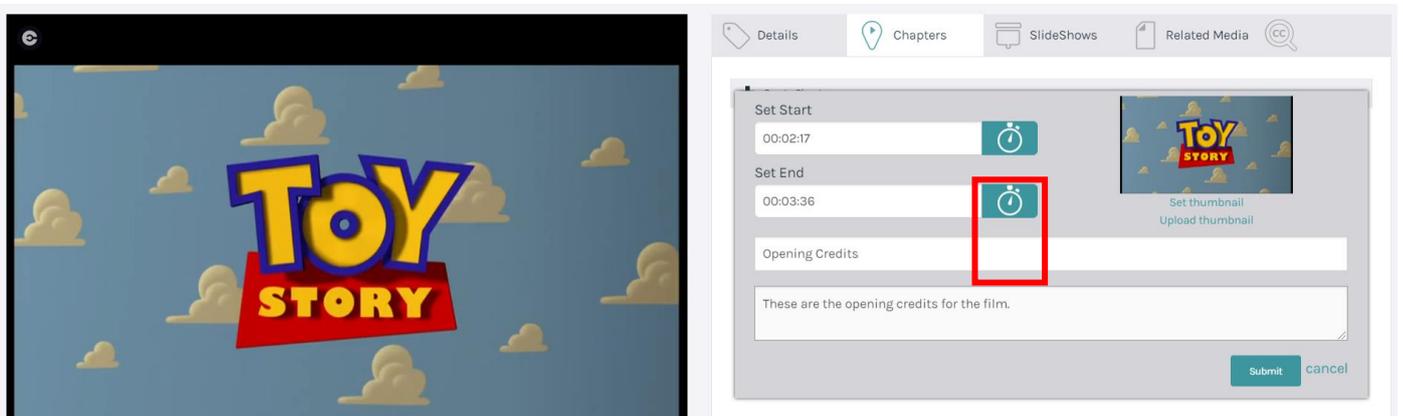
## Creating Chapters

Chapters allow you to create shorter sections of video that might be more pertinant to a specific lesson or piece of homework. These can be created easily and then shared independently or added to Playlists. To access chapters, click the **Chapters** tab.
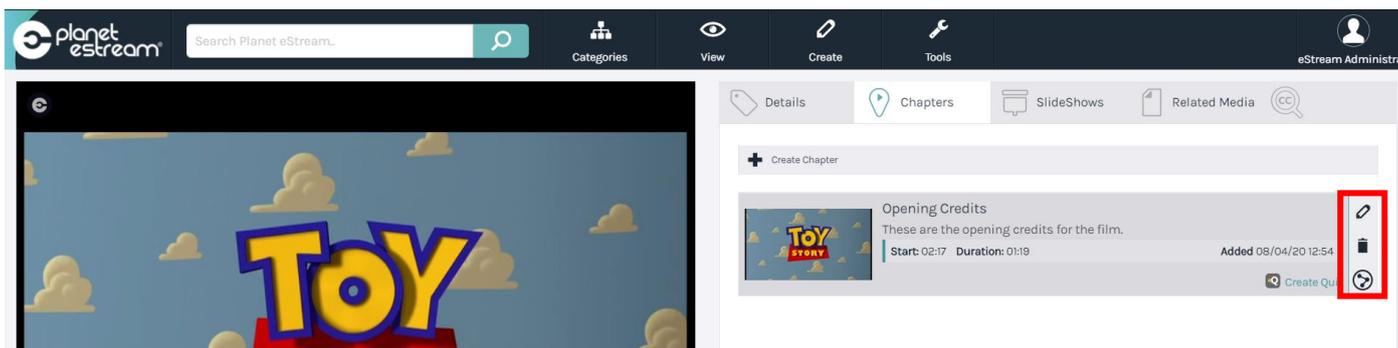


To begin creating chapters for the video, click on **Create Chapter**.



There are two ways that you can set the start/end times of your chapter. You can either manually enter in the timings, if you know them, or you can scroll through the timeline and click the stopwatch icons to set your desired start and end times:

Once you hit **submit**, you will see your created chapter; you can simply click on the thumbnail to play it. You can also modify the chapters' title, description or timings by electing the pencil icon, delete the chapter by selecting the bin icon and share the chapter by selecting the share icon. All of these can be found to the right-hand side of the chapter.



You also have the ability to create a quiz for the chapter by clicking **Create Quiz**: