Manage Your YuJa Videos

This article describes actions you can take to help manage your YuJa Media Library.
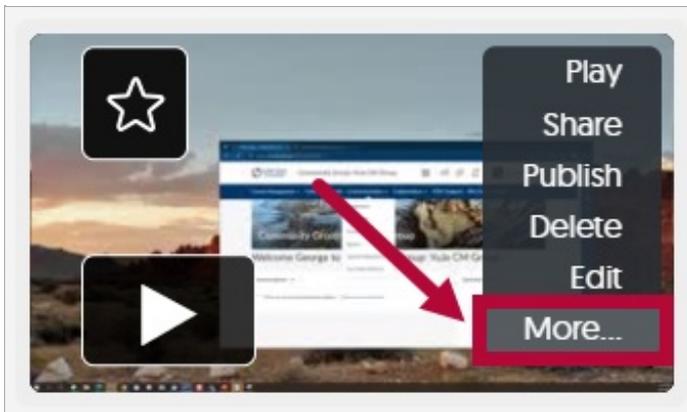
▶**Show Video Walkthrough**

Rename Videos

Whether you record videos using **YuJa Browser Capture** or **YuJa Software Capture**, you will always have the opportunity to name your videos before you start recording them. However, if you forget to give your video a proper name, or decide to rename it later, you may rename the video by doing the following.
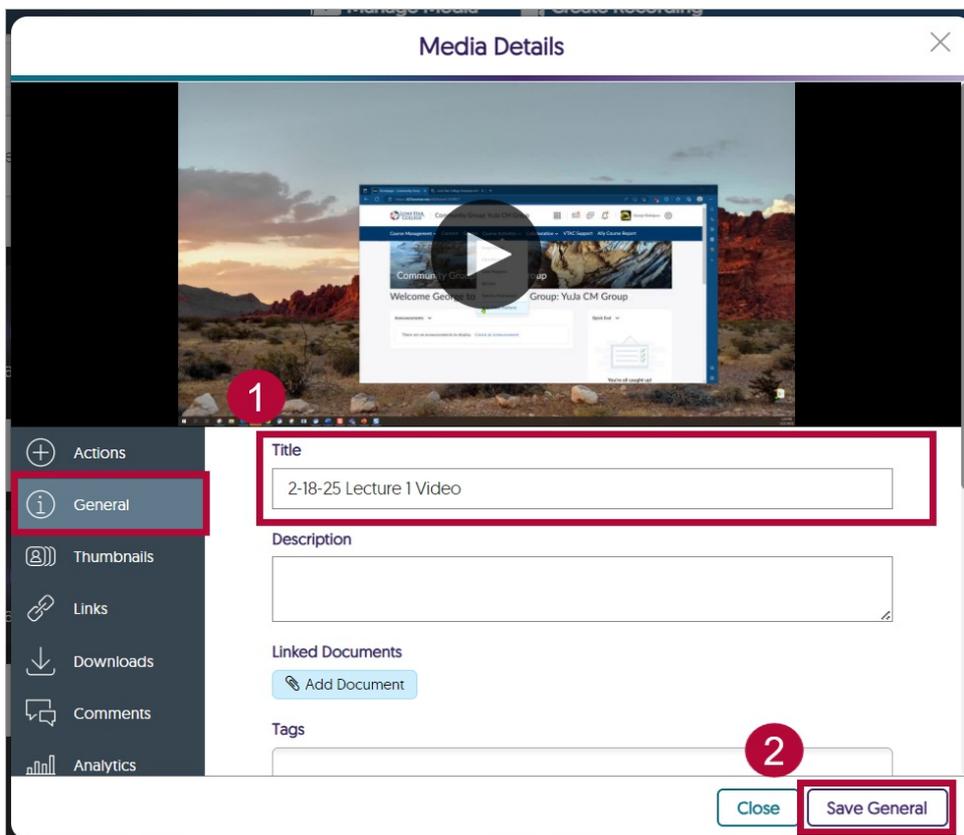
> **TIP:** As a best practice, consider meaningful naming conventions for your videos and include 6 digit dates.
> (Example: 06-13-22 for June 13th, 2022)

1. From your **YuJa Media Library**, hover the mouse over the video you want to rename and select **[More]**.
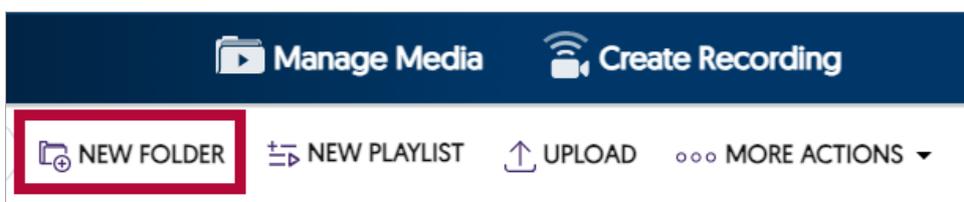

2. From the **General** tab, enter a new title for the video under **Title** and select **[Save General]**.
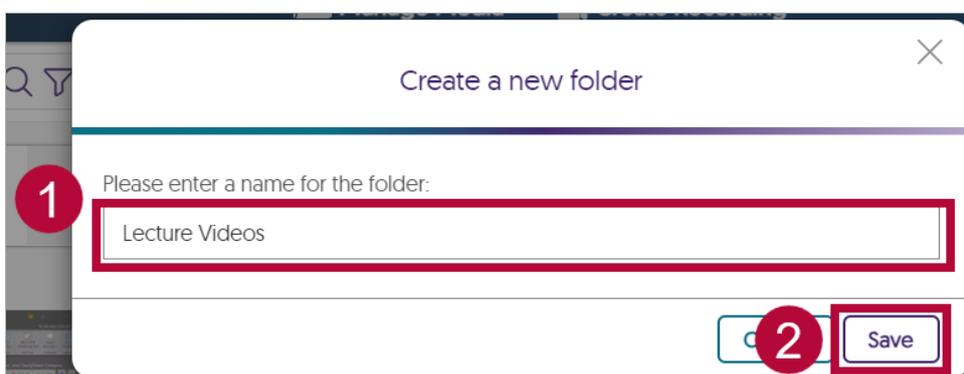
Organize Videos

By default, videos are saved in the **My Media** folder. However, If you have many videos in your library, you may consider creating folders as a useful way to organize them by course or topic. To create a new folder in YuJa, do the following:
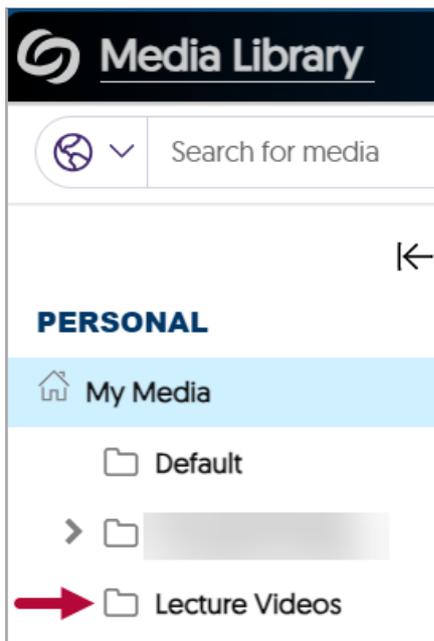
1. From your **YuJa Media Library**, select **[New Folder]** near the top.

2. Give the folder a name and select **[Save]**.
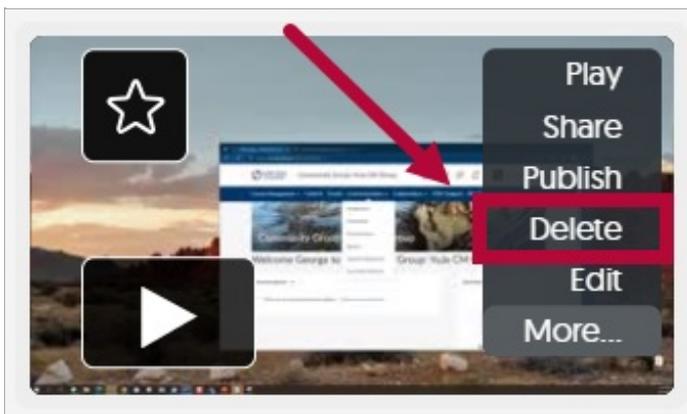
3. Your new folder will appear in the left panel.

4. You will now be able to move or upload videos to your new folder. Please refer to **Manual Upload or Download Video for YuJa** (https://vtac.lonestar.edu/help/yuja-upload-download) for more info.
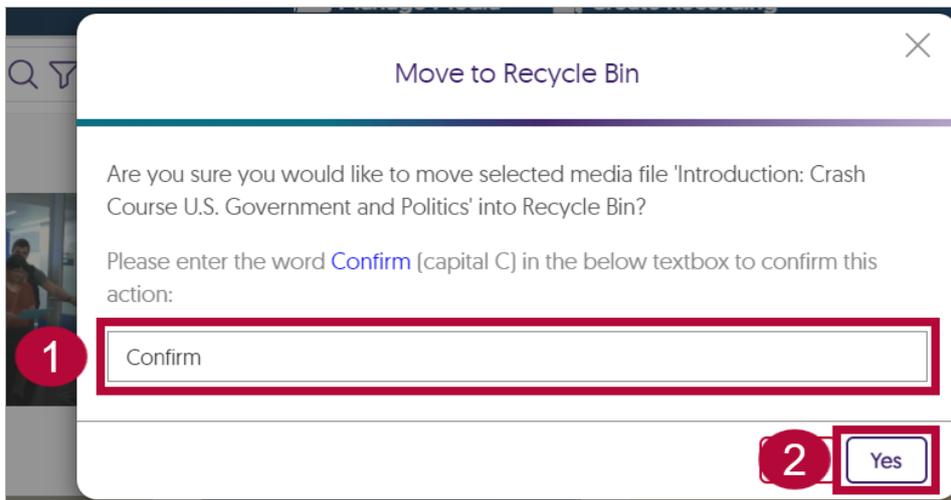
Delete Videos

Avoid building clutter in your YuJa library by deleting old or unused videos.

1. From your **YuJa Media Library**, hover the mouse over the video you want to delete and select **[Delete]**.

2. Type the word *Confirm* into the textbox, please note that this field is case sensitive, then select **[Yes]**.

> **NOTE:** Deleted videos will go the your Recycling Bin where they will stay for **60 days** before being permanently deleted.

Please visit the **YuJa Help Center** for additional info:

- Managing Media Overview (https://support.yuja.com/hc/en-us/articles/360046425034-Managing-Media-Overview)
- Managing Existing Media (https://support.yuja.com/hc/en-us/articles/360051856293-Managing-Existing-Media#managing-media-0-0)
- Video Editor Overview (https://support.yuja.com/hc/en-us/articles/360045477574-Video-Editor-Overview)
- Media Channel Overview (https://support.yuja.com/hc/en-us/articles/360046425534-Media-Channel-Overview)
- How to Create and Share Playlists (https://support.yuja.com/hc/en-us/articles/15303563490455-How-to-Create-and-Share-Playlists-#creating-a-playlist-0-1)