

# Media Hopper Create

## Collaborating, sharing and changing media ownership

Media Hopper Create's Collaboration option allows you to add co-editors or co-publishers to your files, or transfer ownership of them to another user completely.

### Adding collaborators

Co-Editors can change details, metadata, trim, replace, edit captions, edit chapter and slides for media files. They cannot delete media, add new Co-Editors or add Co-Publishers.

Co-Publishers can publish media content to categories or channels, provided they have admin rights to do so.

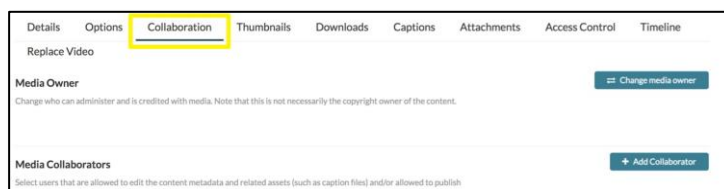
1. Click on your name and select **My Media** to display your media content.



2. Click on the **Edit** button next to the file you wish to add collaborative rights to.



3. Click on the **Collaboration** tab underneath your media file to display the **Collaboration** options.



4. Click on the **Add Collaborator** button to open the **Add a Collaborator** dialog.

- Type and select the name of the individual you wish to give rights to into the **Enter a Collaborator** box.
- Choose whether to give them **Co-Editor** and/or **Co-Publisher** rights and when ready, click on the **Add** button.

- The newly added collaborator will now be visible under the **Media Co-Editors and Co-Publishers** area or the **Collaboration** tab. You can edit their rights or remove them completely using the options in the last column.

Member	User ID	Permission	
		Co-Editor, Co-Publisher	

## Changing the media owner

You can also give ownership of your content to other Media Hopper Create users. Once you have changed ownership of a file, you will no longer be able to edit it and it will be removed from your My Media area.

- Click on the **Edit** button next to the video you wish to alter the ownership of and open the **Collaboration** tab, located below the video.
- Click on the **Change media owner** button.

- Search for and select the individual you wish to give ownership of your content to. Read the on-screen message and click on **Save**.

The file will no longer be visible in the My Media area of your Media Hopper Create account. You will also not be able to see who you gave the file to, so it's worth taking note of this if necessary.