

You can edit files inserted into media libraries. If you edit an image, the system opens its [built-in image editor](#) that allows you to perform operations such as cropping, resizing, rotating and so on. For other file types, you can [edit metadata](#) only, i.e. information about the attached file, such as **Title** and **Description**.

To edit files in media libraries

1. Open the **Media libraries** application.
2. **Edit** (🔧) the **Media library** that contains the files that you want to edit.
3. Click on the file that you want to edit.
4. **Edit** (🔧) a file. If you edited an image file, an [Edit image](#) dialog opens. Otherwise, an [Edit metadata](#) dialog opens.
5. Edit the file.
6. **Save & Close** the changes that you make.

The system saves the modified file.