


Remove media from a gallery

 This article is designated for all users.

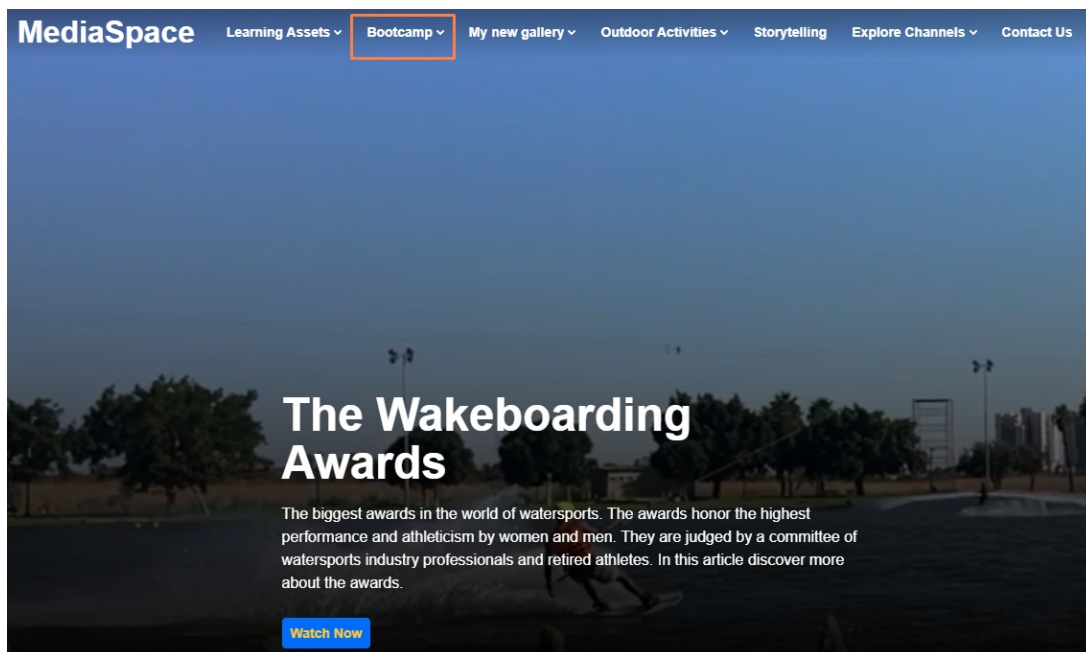
You will need to unpublish the media to remove media from a gallery. In this article we'll show you two ways to do this:

- via the Edit Media page
- via the Media Details page


 Only users with certain entitlements can remove media from a gallery. For information about user roles, check out [Galleries roles and permissions](#).

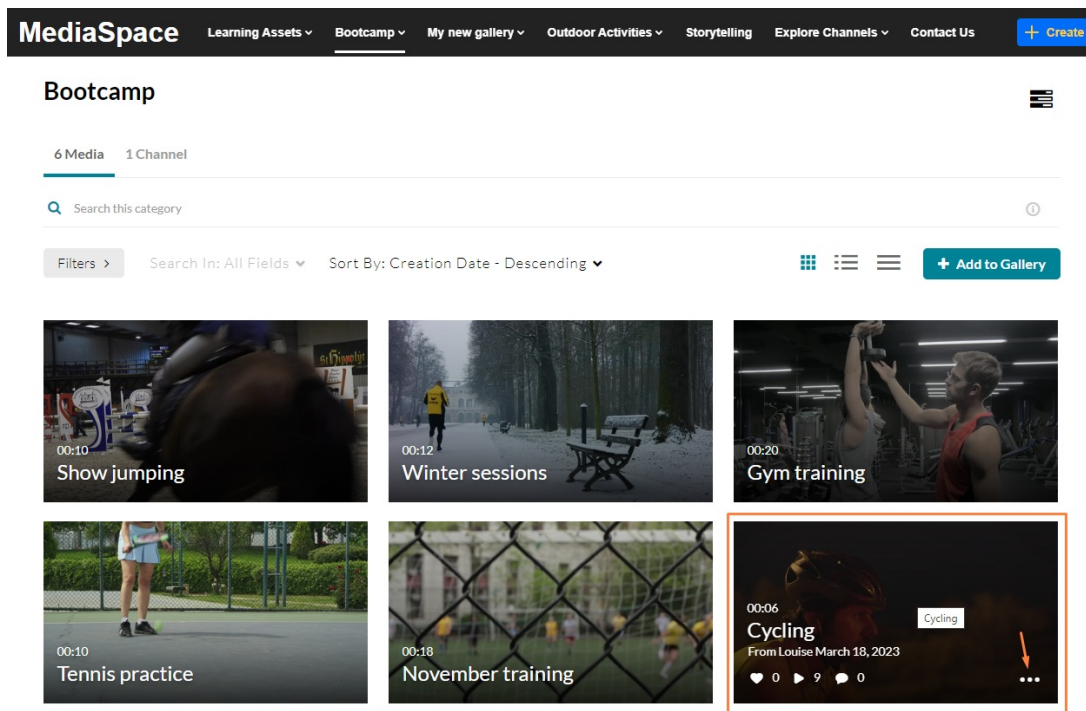
Unpublish media via the Edit Media page

1. Log into your Video Portal site (aka MediaSpace).
2. Find the gallery you want to remove media from on the navigation bar and click on it.

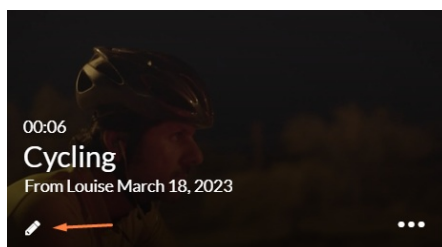


The gallery page displays.

3. Mouseover the thumbnail of the media you want to remove and click the 3 dots  that appear in the bottom right corner.



4. A pencil icon ✎ appears in the bottom left corner. Click the icon.

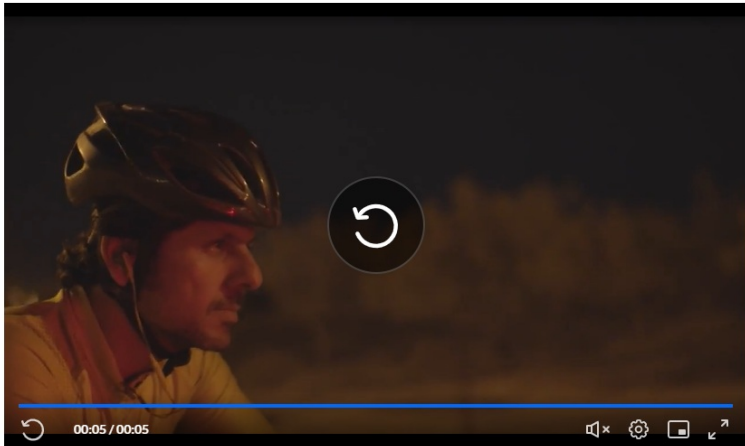


The Edit Media Page displays.

MediaSpace
Learning Assets ▾
Bootcamp ▾
My new gallery ▾
Outdoor Activities ▾
...
+ Create
Search
EN ▾

< Back to Media Page

Cycling



Basic Info
Creator: Louise
Owner: [Louise](#)
Media Entry ID: 1_pby1nxq9
Media Type: Video
Publish Status: Published
Creation date:
March 18, 2023 4:06 PM Asia/Jerusalem
Update date:
May 15, 2023 2:51 PM Asia/Jerusalem
Media asset update date:
March 18, 2023 4:06 PM Asia/Jerusalem
[Launch Editor](#)

Details
Publish
Options
Collaboration
Thumbnails
Presenters
Downloads
Captions
Attachments
Timeline
Replace Media
Display

Registration
Name: (Required)

5. Select the **Publish** tab.



Set the media to **Private**. This will unpublish the media from all categories/channels and all other applications.









Publishing Status:

- ☒ **Private** - Media page will be visible to the content owner only.
- ☐ **Unlisted** - Media page will be visible to anyone with a link to the page.
- ☐ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Note - in case you want to keep the media published under other categories/channels that you might have, leave the published status and only uncheck the desired gallery or sub-galleries to unpublish.

Publish in Category Publish in Channel

 Search Categories

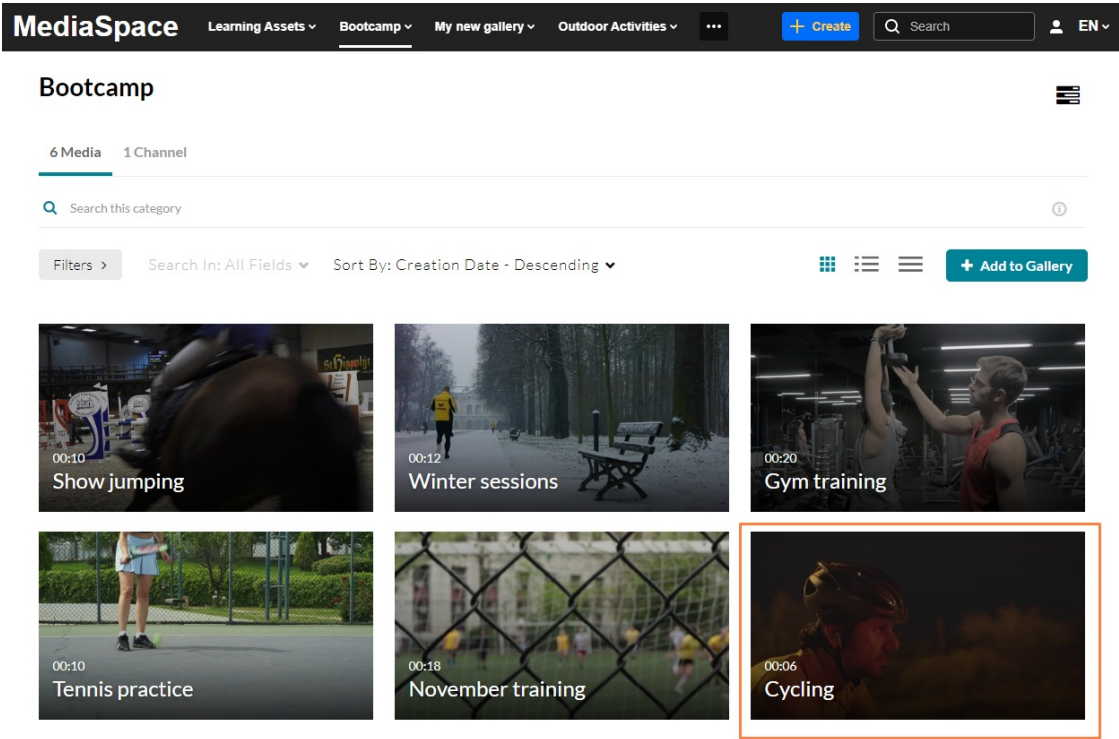
- ☒  Bootcamp
- ☐  My new gallery
 - ☐  My new sub-gallery
 - ☐  New Gallery - May 15_2023 10:33 GMT
 - ☐  New Gallery - May 15_2023 10:37 GMT
- ☐  Outdoor Activities
 - ☐  Adventure sports gallery
 - ☐  My Sub-Gallery

6. Scroll down and click **Save**.

Unpublish media via the Media Details page

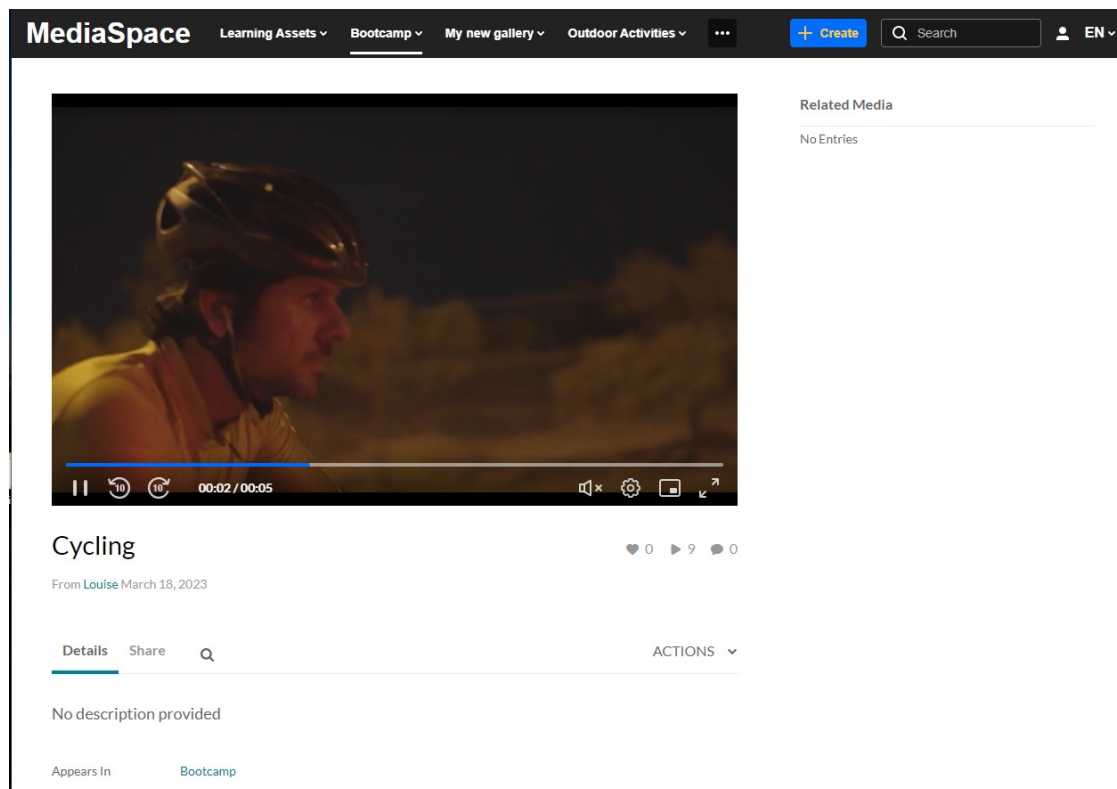
1. Log into your Video Portal site (aka MediaSpace).
2. Find the gallery you want to remove media from on the navigation bar and click on it.

The gallery page displays.

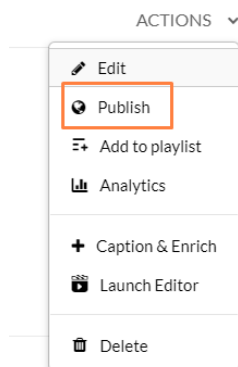


3. Click the thumbnail of the media you want to remove.


The Media Details page displays.



4. From the ACTIONS drop-down menu, select **Publish**.



5. Perform steps 7-9 above.

 Removing media from a galley will not delete it from your account. To learn more, see [delete media](#), and [Restore items from the Recycle bin](#).

[template("cat-subscribe")]