

# Edit a gallery in Video Portal - Theming

Last Modified on 11/06/2025 8:22 pm IST

28 This article is designated for all users.

## **About**

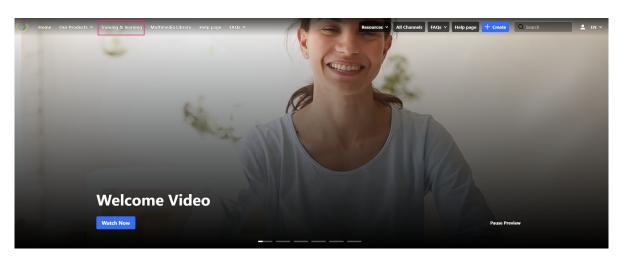
Gallery owners and managers can edit the gallery's details, theme, and user permissions. To learn more about how galleries work in Kaltura's Video Portal, visit Introduction to galleries in video portal.



If you can't access your gallery's edit page, contact your administrator to request the required permissions.

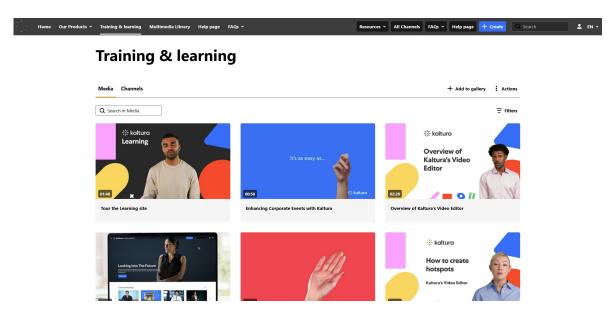
# Access the gallery edit page

1. In your Video Portal, select the gallery you want to manage from the navigation bar.



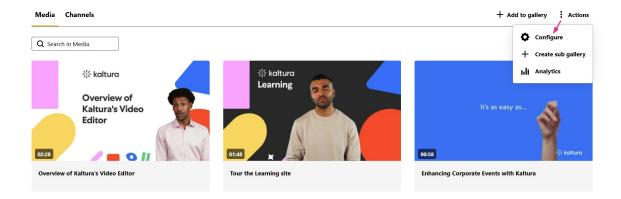
The gallery page displays.





2. On the gallery page, click the **Actions** menu at the far right and choose **Configure**.

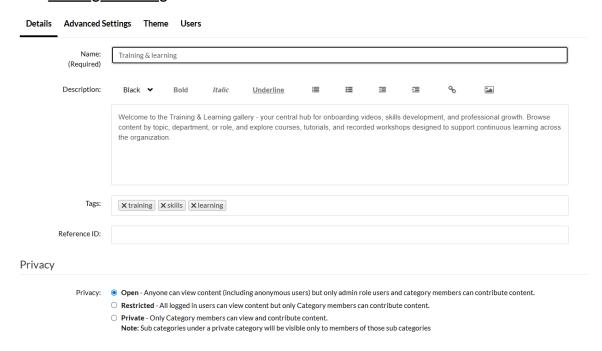
# **Training & learning**



The edit page opens on the **Details** tab by default.



### Edit Training & learning



You can configure your gallery using the following tabs:

### **Details tab**

- Name displays on the navigation bar and was created when the gallery was created. You can rename the gallery here.
- Description add a summary of the gallery content which will display on the gallery page
- Tags enter descriptive tags to help with search
- Reference ID (Optional) used for integrations with external systems

### Privacy

- **Open** anyone can view content (including anonymous users) but only administrators and gallery members can contribute
- Restricted all logged-in users can view content but only gallery members can contribute
- **Private** only gallery members can view and contribute content. (Sub-galleries under a private category will be visible only to members of those sub-galleries.)

### Options (optional)



Options:	☑ Enable comments in category
	☐ Keep comments private to category.
	☑ Enable Embed Grab
	☐ Moderate content (Media will not appear in category until approved by category manager)

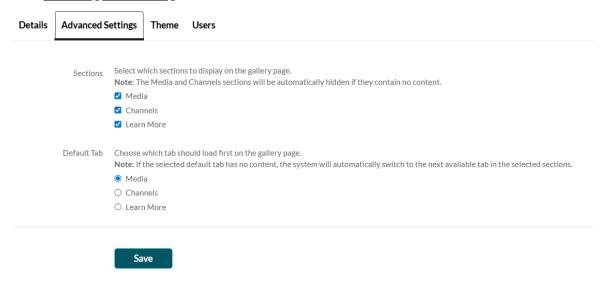
- Enable comments in gallery
- Keep comments private to gallery
- **Enable embed grab** allows users to grab an embed of an entry in the context of a gallery
- Moderate content media will not appear in gallery until approved by manager

Scroll down and click Save when done.

# **Advanced Settings tab**

In the Advanced Settings tab, you can control which tabs appear on the gallery page and choose which one loads first. These settings let you tailor the gallery layout to match your content and audience.

## Edit Training & learning



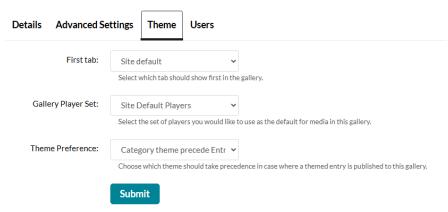
- Sections select the tabs to display on the gallery page: Media, Channels, and Learn More ('Media' and 'Channels' are hidden automatically if they don't contain content)
- **Default tab** choose which tab users see first when they open the gallery (if the selected tab is empty, the system automatically switches to the next available tab)



### Theme tab

Use the Theme tab to set how the gallery looks and behaves.

## Edit Training & learning



• **First tab** - Choose which tab should open first when users access the gallery. You can either select a specific tab or choose Site default, which follows the platformwide setting if one exists. If a default tab is also set in the 'Advanced Settings' tab, that will take precedence unless this is explicitly changed here.



The Channelcategories module must first be enabled by the administrator.



Learn how to add channels to your gallery in our article Add a channel to a category.

Gallery Player Set - This setting controls how media in the gallery is played back.
 A player set includes a list of players, each assigned to a different media type (video, audio, image, etc.). If a media type doesn't have a specific player assigned, the default is used.



The player sets must first be configured in the Categorytheme module by the administrator.

• **Theme Preference** - Choose which theme should take precedence when a themed entry is published in this gallery.



Click **Submit** to save your changes.

## Users tab

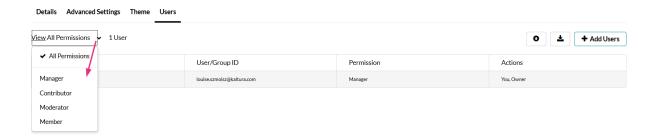
Manage who has access to the gallery and what they can do.





The user list is pulled from the KMC and managed by your administrator.

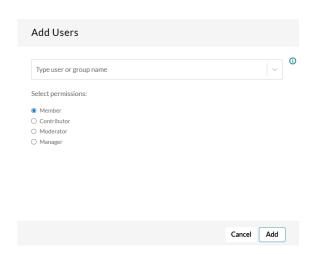
The total number of users is displayed. If you have a long list of users, you can use the **filter** to search for users by permission.



## Add users

1. Click the +Add Users button.

The 'Add Users' window displays.



2. Type in the user name.



- 3. Select permission from the following options:
  - Member
  - Contributor
  - Moderator
  - Manager
- 4. Click Add.

For guidance on permission types, see Understanding galleries roles and permissions.

## Edit a user's permission

- Click the pencil icon in the **Actions** column next to the user.
  A drop-down list appears in the **Permission** column.
- 2. Choose the permission type from the drop-down list.
- 3. Click the **save icon** to save your changes.



#### Delete a user

- 1. In the list, locate the user you want to delete.
- 2. In the same row, go to the **Actions** column and click the **remove icon** (X).



The user is removed.

#### Set a user as owner

- 1. Locate the user you want to assign ownership to on the list.
- 2. In the same row, go to the **Actions** column and click the **key icon**.





If there is already an owner assigned, a warning message will display: *Only one owner can be assigned. This change will make the selected user/group the new owner and you will be set as a manager for this category. Would you like to proceed?* 

3. Click **Yes** to proceed.

#### Download a list of users

Click the **download icon** to export the user list as a CSV file.

#### **Edit Outdoor Activities**

