

Edit a gallery in Content Hubs

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 This article is designated for all users.

About

You can manage all aspects of your gallery from the **Configure** option on the gallery page.

Selecting 'Configure' opens the edit page, where you can manage content, appearance, layout, users, and moderation settings.



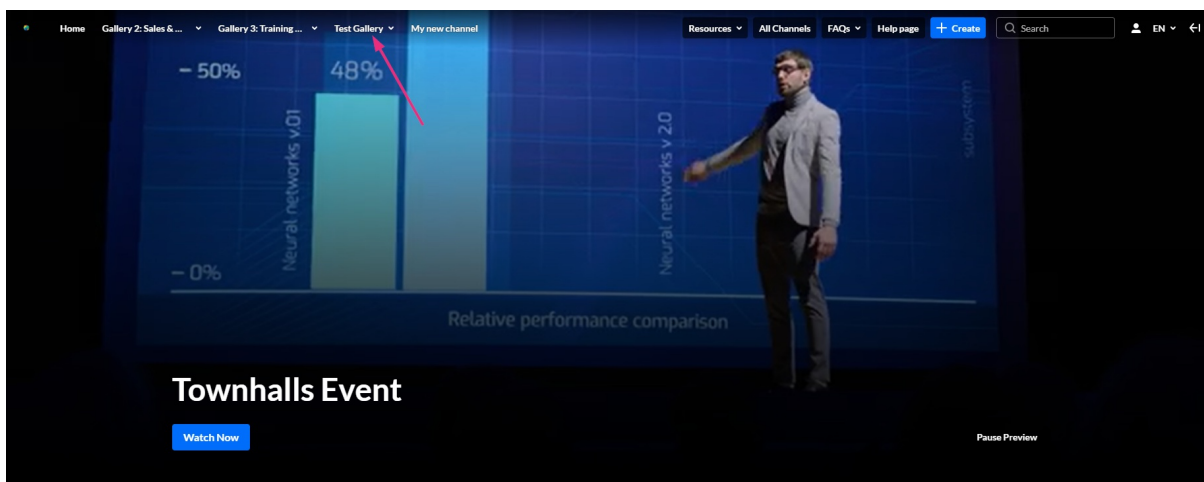
This feature requires the [Theming module](#) to be enabled, with the 'galleryedit' feature set to 'Yes'.

Who can use this

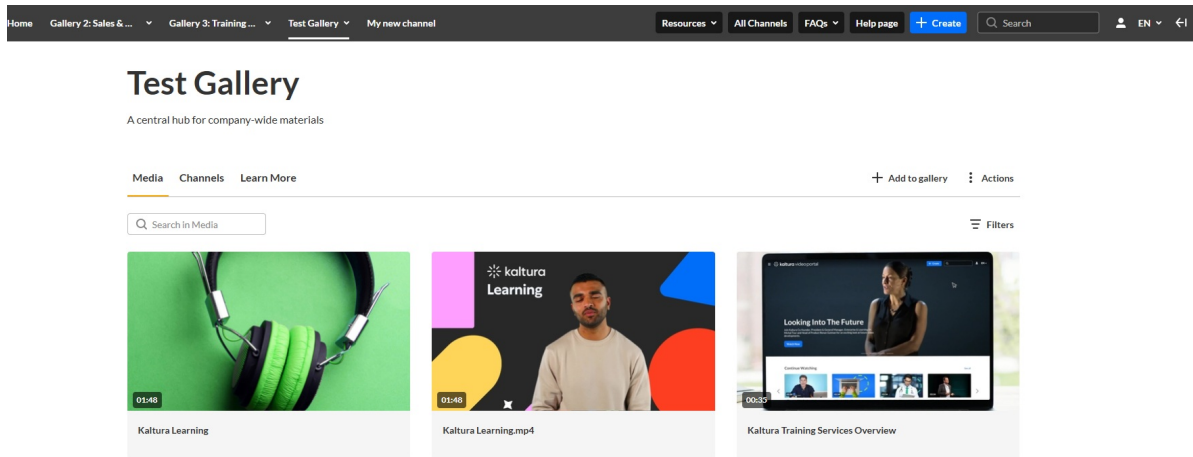
- Gallery owners
- Gallery managers

Access the gallery edit page

1. From the top navigation bar, select the gallery.



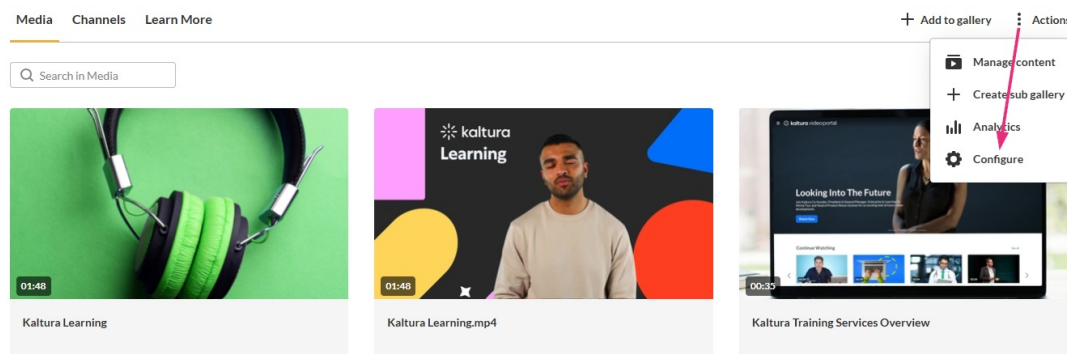
The gallery page opens.



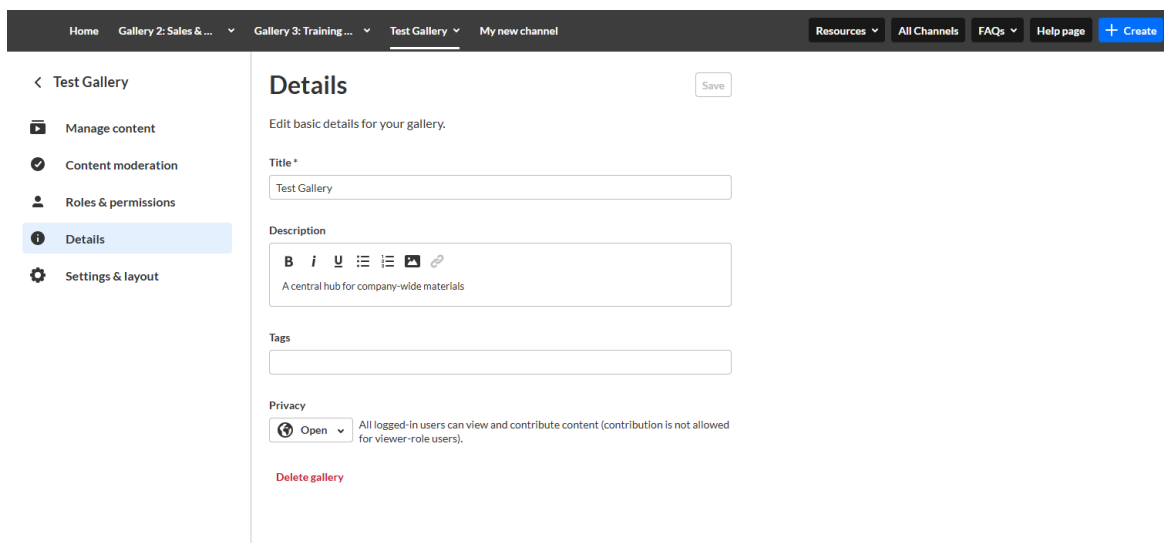
2. At the far right, click the **Actions** menu and select **Configure**.

Test Gallery

A central hub for company-wide materials

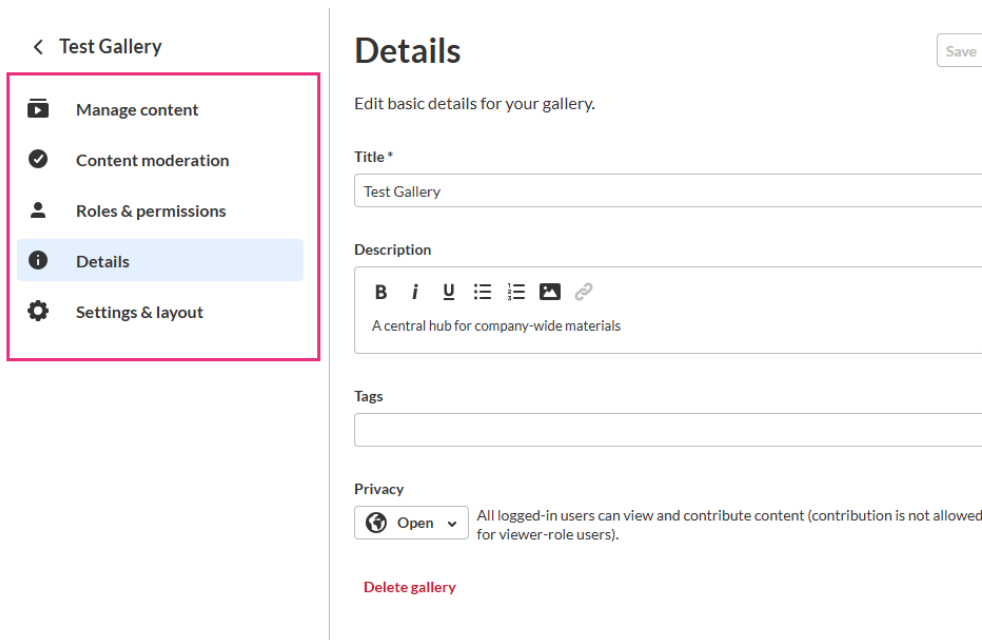


The configure page opens on the **Details** tab by default with a left-hand navigation.



Gallery management tabs

Use the tabs in the left-hand navigation to manage different areas of your gallery. The available tabs depend on your role and site configuration.



The screenshot shows the 'Test Gallery' management interface. On the left, a sidebar contains navigation tabs: 'Manage content', 'Content moderation', 'Roles & permissions', 'Details' (which is highlighted with a blue background), and 'Settings & layout'. The main area is titled 'Details' and includes a 'Save' button in the top right. Below the title, there is a description of the gallery. The 'Title' field contains 'Test Gallery'. The 'Description' field contains 'A central hub for company-wide materials' and includes rich text formatting options (bold, italic, underline, list, link, image). The 'Tags' field is empty. The 'Privacy' section shows a dropdown menu set to 'Open' and a note: 'All logged-in users can view and contribute content (contribution is not allowed for viewer-role users)'. At the bottom, there is a red link labeled 'Delete gallery'.

Manage content

Add, remove, and organize the media that appears in your gallery from a single, media-focused view.

For the full guide, see [Manage gallery content](#).

Content moderation

Review and approve or reject media before it becomes visible in the gallery when content moderation is enabled.

For the full guide, see [Moderate gallery content](#).

Roles & permissions

Manage who has access to the gallery and what they can do by adding users, assigning roles, updating permissions, transferring ownership, and removing access.

For the full guide, see [Manage gallery roles & permissions](#).

Details

Update the gallery title and description, set privacy, and manage other core gallery options.

For the full guide, see [Edit gallery details](#).

Settings & layout

Choose how the gallery is structured and displayed by selecting a layout, showing or hiding sections, setting the default section, and adjusting media display options.

For the full guide, see [Configure gallery setting & layout](#).



Available tabs and settings depend on your role and admin configuration.