

## Edit a gallery in Video Portal - Theming

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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.



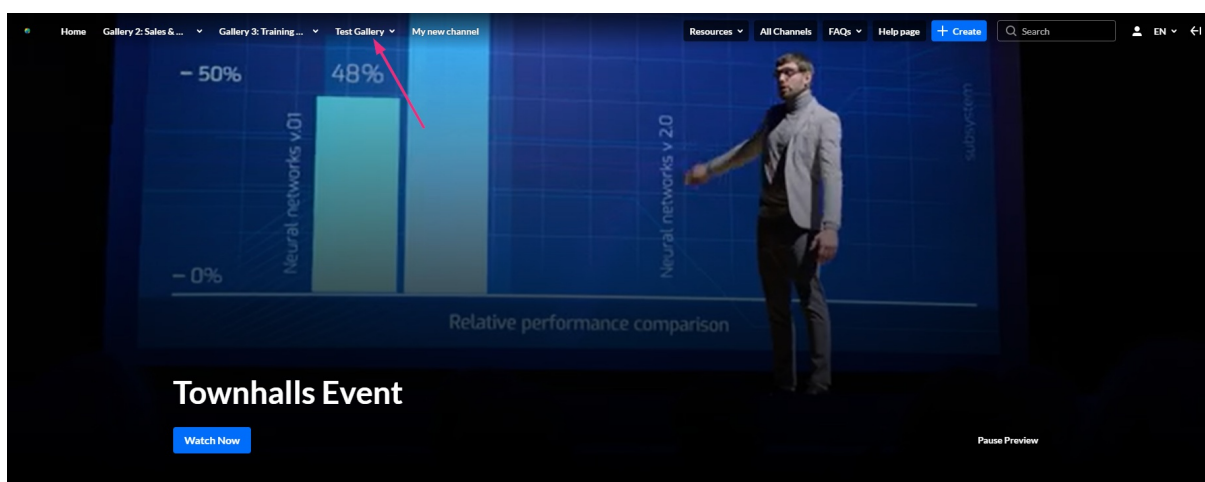
The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Edit a gallery](#).

### Who can use this

- Gallery owners
- Gallery managers

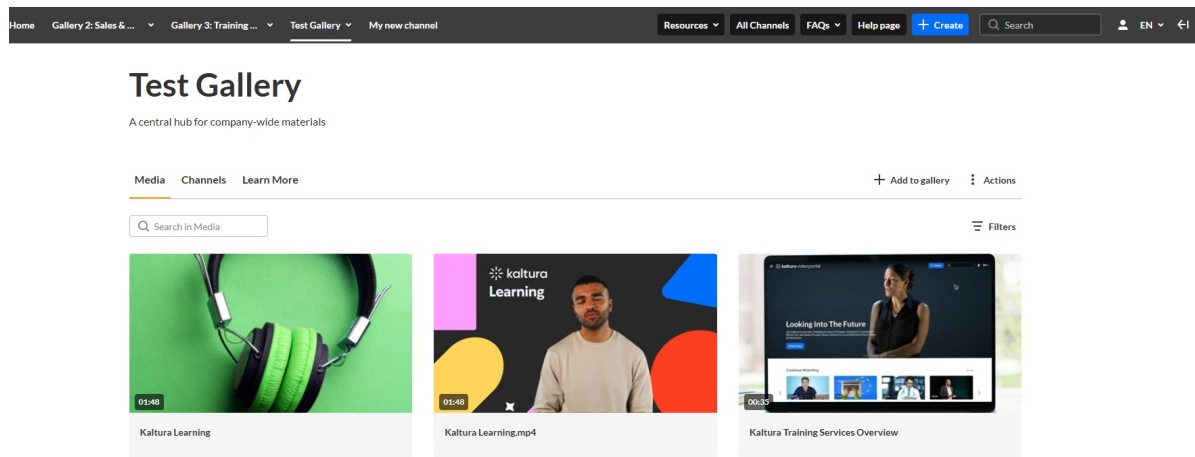
### Access the gallery edit page

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



The gallery page opens.





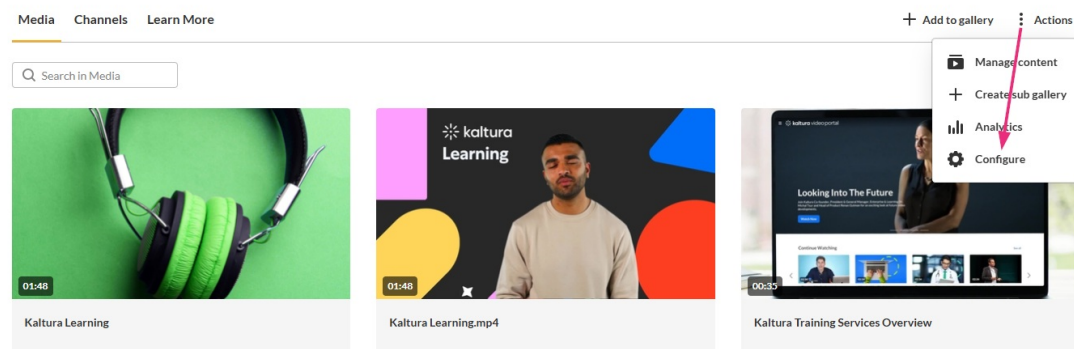
2. At the far right, click the **Actions** menu and select **Configure**.



You must enable the Channel Theming UI module for 'Configure' to appear in the Actions menu.

## Test Gallery

A central hub for company-wide materials



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



The screenshot below shows an example of the configure page. If 'channeledit' is set to 'Yes' in the Theming module, the page will appear as shown. If it is set to 'No', the page will look different.



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< Test Gallery

Manage content
Content moderation
Roles & permissions
Details
Settings & layout





## Details

Save

Edit basic details for your gallery.

Title \*
Test Gallery

Description

**B** *i* U    

A central hub for company-wide materials

Tags

Privacy
Open
All logged-in users can view and contribute content (contribution is not allowed for viewer-role users).

Delete gallery

## 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.

< Test Gallery

Manage content
Content moderation
Roles & permissions
Details
Settings & layout





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## 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 users and 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.