Manage content in your gallery in Content Hubs

Last Modified on 04/18/2026 5:49 pm IDT

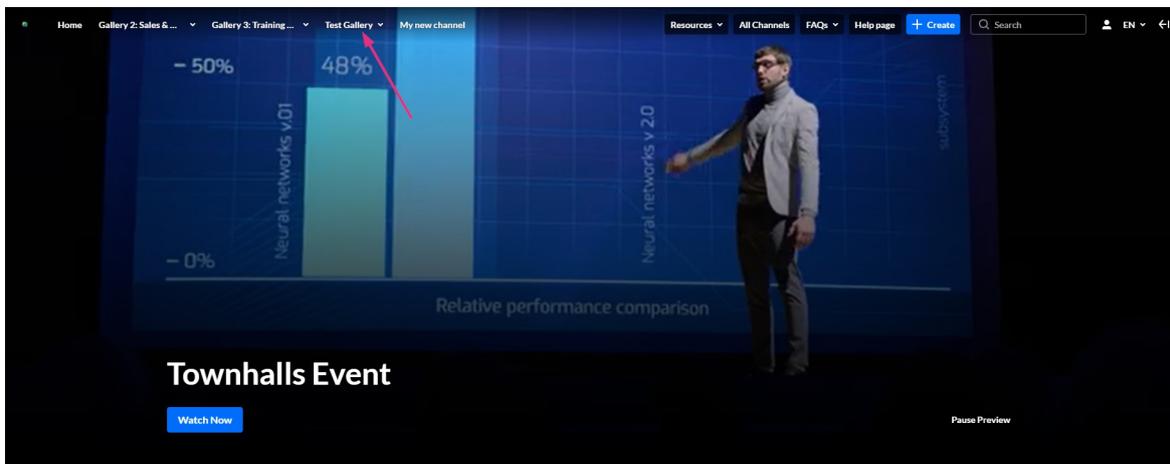👥 **This article is designated for all users.**

About

Use the **Manage content** function to control the media that appears in your gallery. From this page, you can add media, remove media, organize content, and perform bulk actions - all from a single, media-focused view.

ℹ️ This feature requires the Theming module to be enabled, with the 'galleryedit' feature set to 'Yes'.
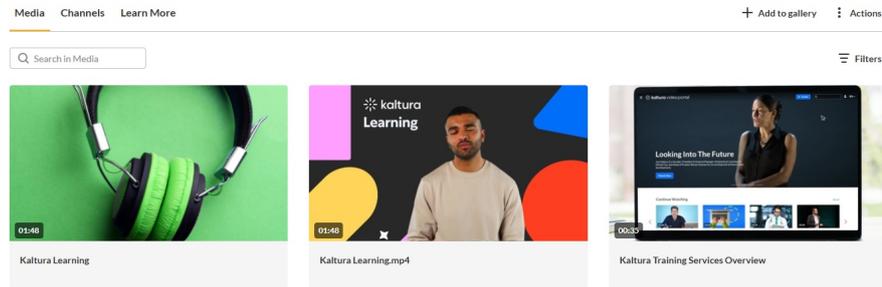
Access the Manage Content page

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

The gallery page displays.

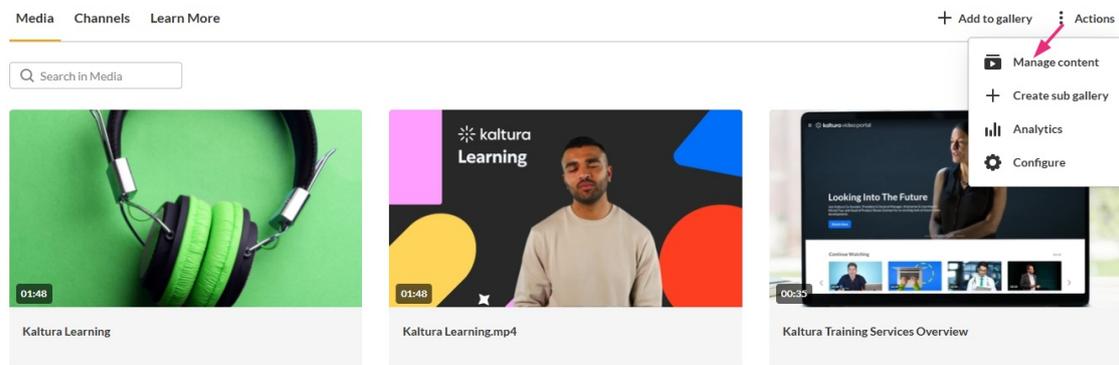![Kaltura logo]

Test Gallery
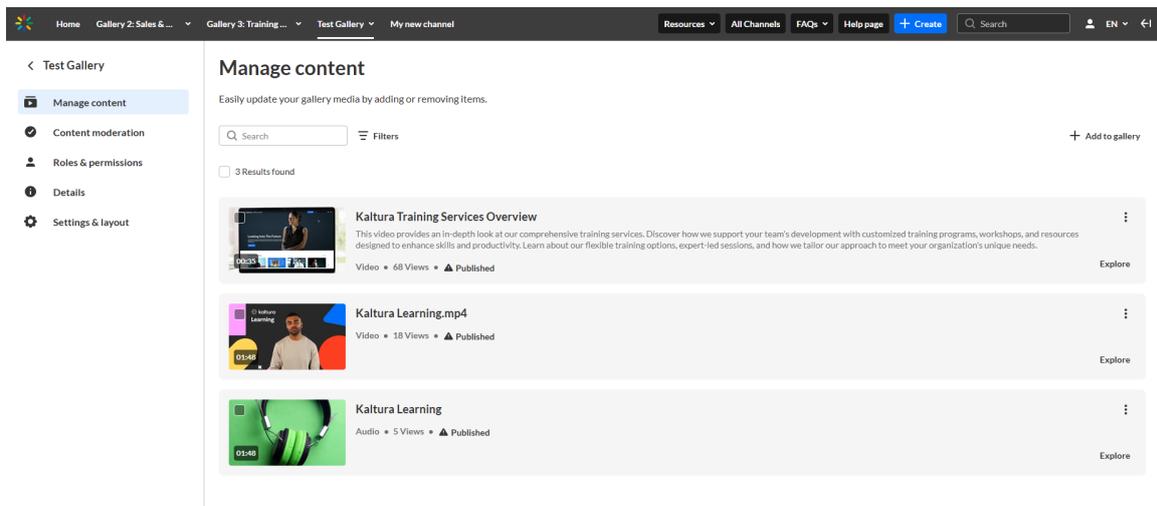
A central hub for company-wide materials

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

Test Gallery

A central hub for company-wide materials

The 'Manage content' page opens with all media currently associated with the gallery.
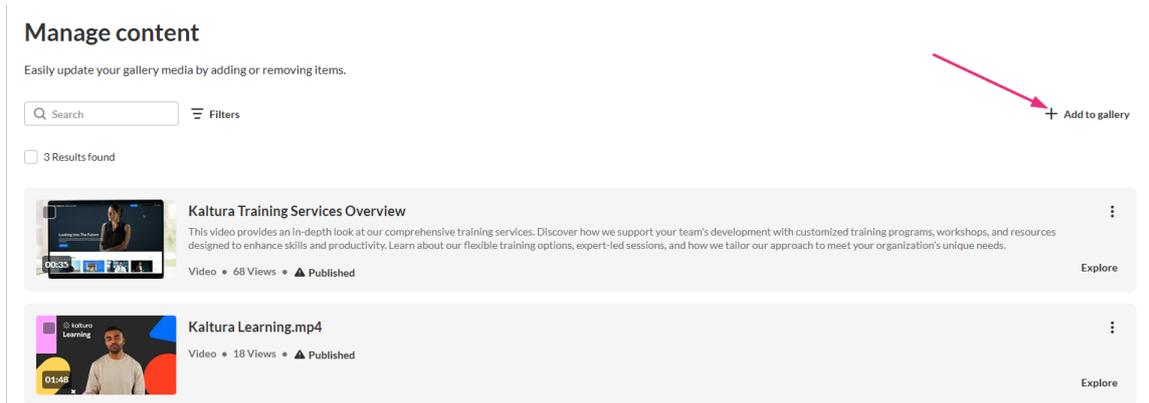
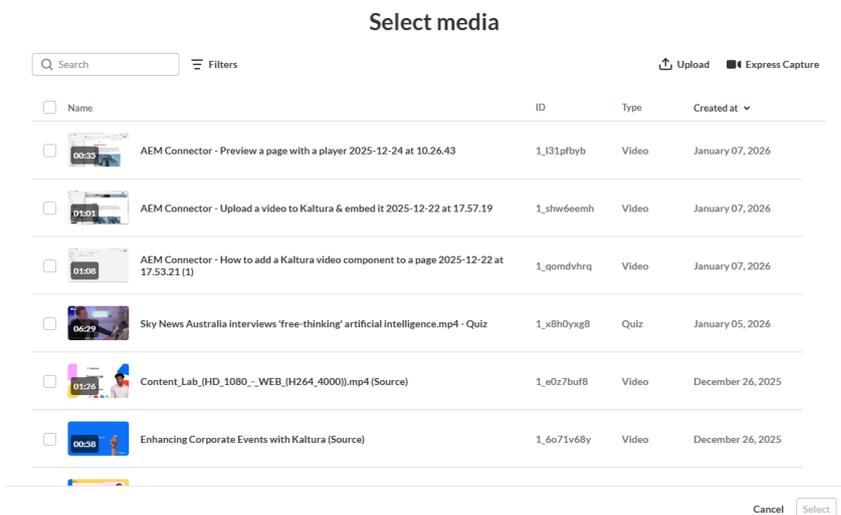> The number of entries displayed on the page is determined by the Gallery module configuration.

Add media to the gallery

Add existing media

1. Click **Add to gallery** at the far right.

The media selection window displays.

You can use the tools at the top of the 'Select media' page to manage large galleries:

- **Search** by media name
- **Filter** by media type (including sessions)

- 2. Check the boxes next to the items you want to add to the gallery.
- 3. Click **Select** at the bottom right.

The selected media is added to the gallery and appears in the list.

Add new media

Need to upload or record a new video? Use one of the options at the far right:

- **Upload** - Upload one or more files. Wait for uploads to finish before clicking **Save** and **Select**. Visit our article Upload media for guidance.
- **Express Capture** - Record directly from your webcam. Visit our article Create a recording with Express Capture for guidance.

Remove media from a gallery

Remove a single item

1. Click the **three-dot menu** to the right of the item you want to remove, and select **Remove from gallery**. (Removing media from the gallery doesn't delete it from My Media.)

   A confirmation message displays: *Are you sure you want to remove these items from your gallery?*

2. Click **Remove** to continue.

Remove multiple items

1. Check the boxes next to the desired items.
2. Click **Remove from gallery** at the top right of the page

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Manage content

Easily update your gallery media by adding or removing items.

A confirmation message displays: *Are you sure you want to remove these items from your gallery?*

3. Click **Remove** to continue.

> ✅ **Good to know**
> - Removing media from a gallery doesn't delete it from the system.
> - Available actions depend on your role and admin configuration.