


Manage content in your gallery in Content Hubs

Last Modified on 05/31/2026 6:13 pm IDT

 This article is designated for all users.

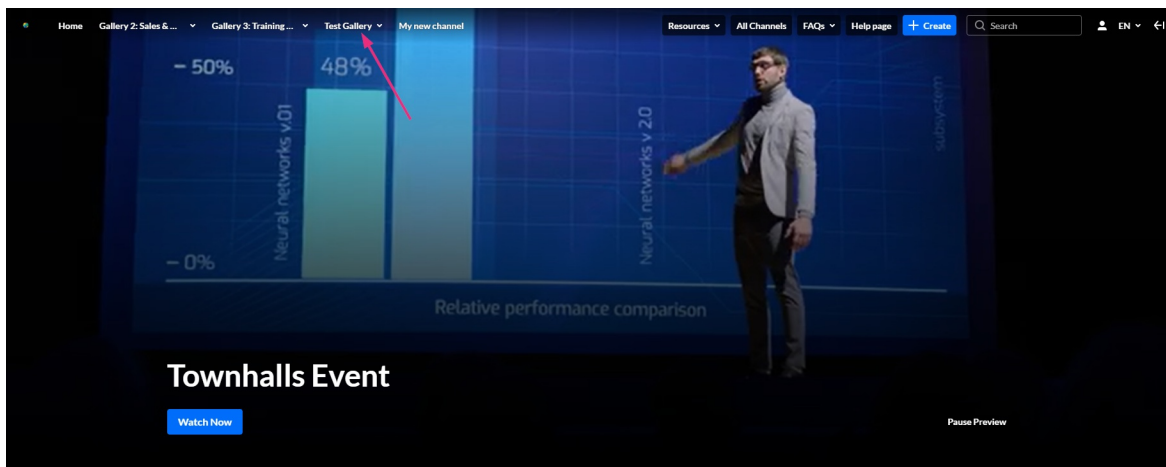
About

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.

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

Access the Manage Content page

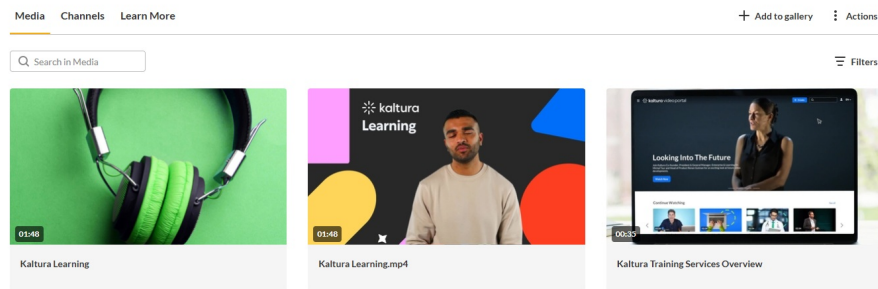
1. Select the gallery you want to manage from the navigation bar.



The gallery page displays.

Test Gallery

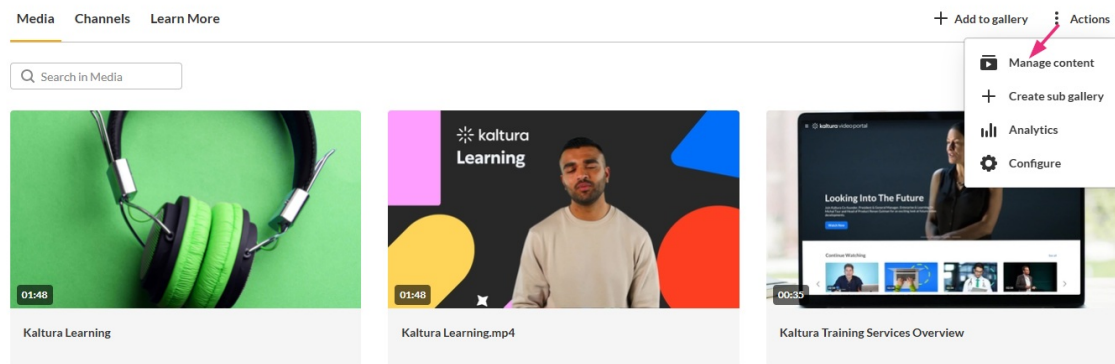
A central hub for company-wide materials



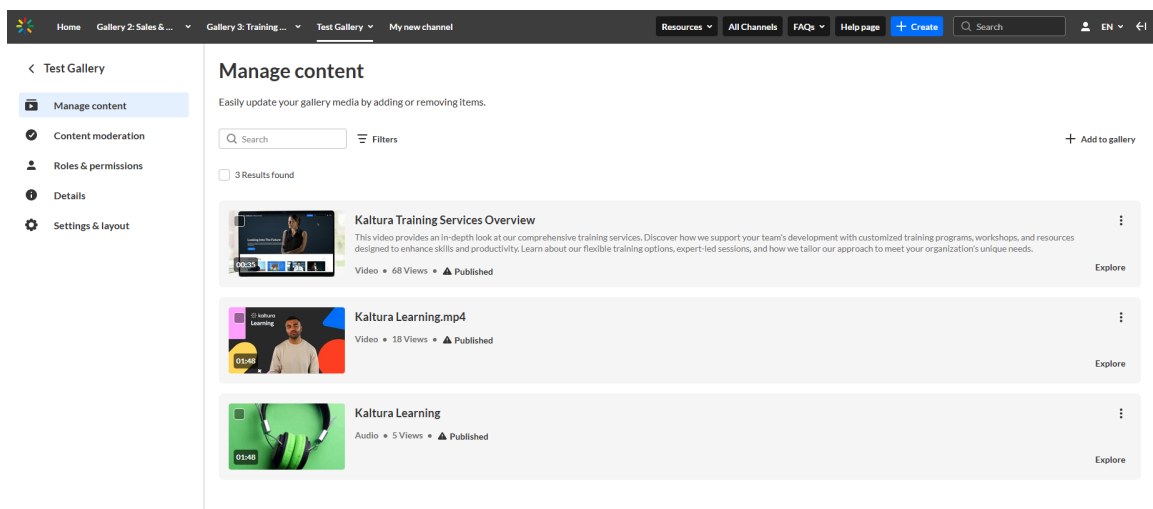
2. At the far right, click the **Actions** menu and select **Manage content**.

Test Gallery

A central hub for company-wide materials



The 'Manage content' page opens with all media currently associated with the gallery.

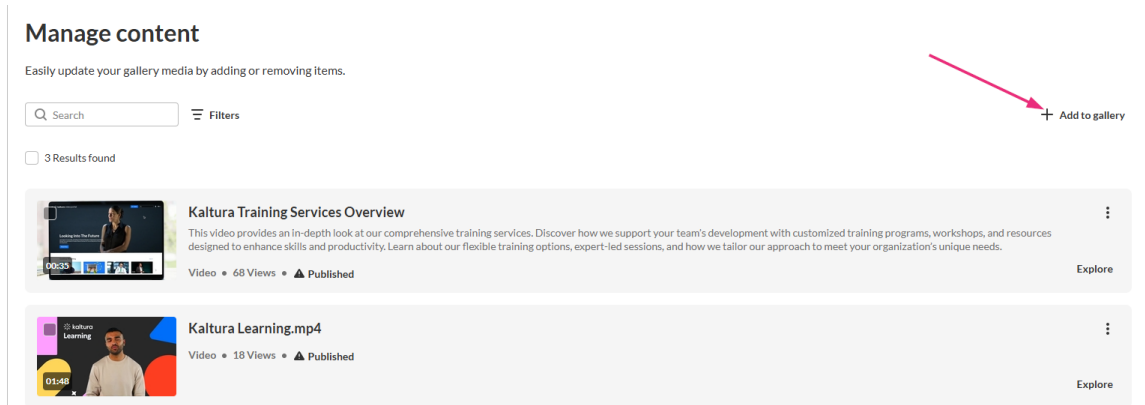


The number of entries displayed on the page is determined by the [Gallery module](#) configuration.

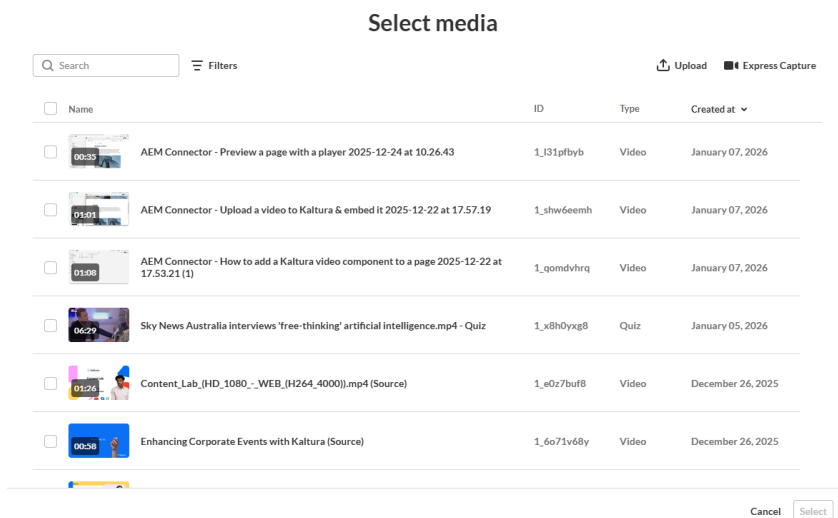
Add media to the gallery

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)

Select media







Filters

[Upload](#) Express Capture

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
<input type="checkbox"/>	 Virtually live!	1_eowff87f	Meeting	September 25, 2025

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

Select media

<input type="checkbox"/>	 Test by Tal	1_3una7bm6	Meeting	November 08, 2023
<input checked="" type="checkbox"/>	 Chemistry tutorial	1_kq03b4t8	Video	November 07, 2023
<input checked="" type="checkbox"/>	 How to create a media playlist.mp4	1_4w6x46tz	Video	November 07, 2023
<input type="checkbox"/>	 This is a test	1_xl02fdgt	Meeting	November 07, 2023
<input type="checkbox"/>	 My new event	1_vhew8hmc	Meeting	November 07, 2023
<input type="checkbox"/>	 test	1_slaf205s	Meeting	November 07, 2023

< 1 2 3 >

Cancel Select



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.

Select media

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Live webcast test a_studio	1_7qf3svba	Meeting	September 30, 2025
<input type="checkbox"/>	 Virtually live!	1_eowff67f	Meeting	September 25, 2025

 Upload  Express Capture

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](#).)

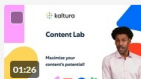
Manage content

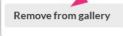

Easily update your gallery media by adding or removing items.

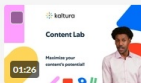
Q Search Filters + Add to gallery


5 Results found





Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz
Quiz • Owner, Group Co-Editor • 12 Views •  Published





Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source)
Video • Owner • 1 View •  Published





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Video • 68 Views •  Published 

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

2. Click **Remove** to continue.

Remove multiple items


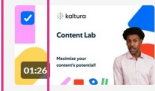

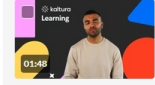
1. Check the boxes next to the desired items.
2. Click **Remove from gallery** at the top right of the page

Manage content

Easily update your gallery media by adding or removing items.

Q Search Filters + Add to gallery X Remove from gallery

5 Results found • 3 Selected

-  **Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz**
Quiz • Owner, Group Co-Editor • 12 Views • **Published**
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-  **Content_Lab_(HD_1080_-_WEB_(H264_4000)).mp4 (Source)**
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[Explore](#)

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.