

# Manage content in your gallery - Theming

Last Modified on 02/02/2026 9:59 pm IST

 This article is designated for all users.

## About

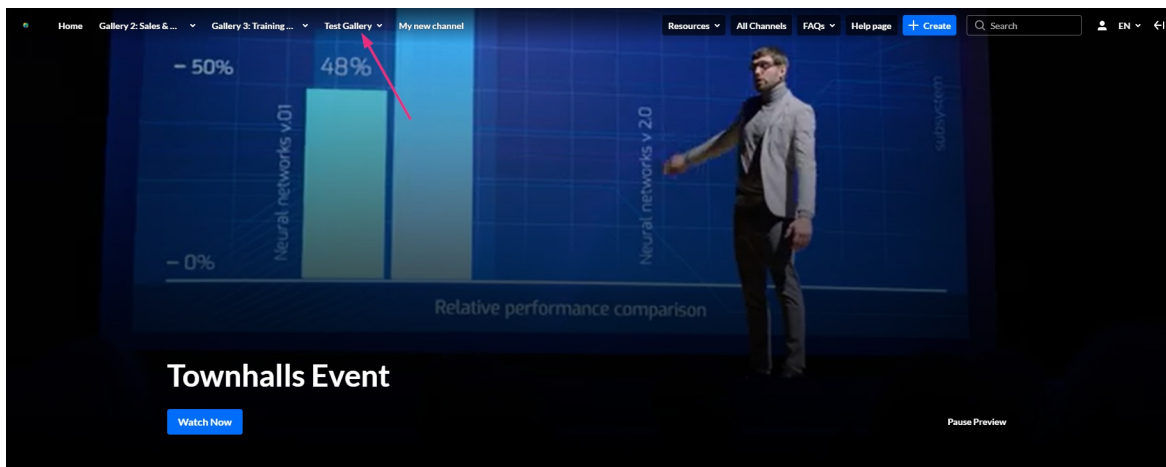
Use the **Manage content** function to control the media that appears in your gallery. From this page, you can add media, remove media, organize content, and perform bulk actions - all from a single, media-focused view.



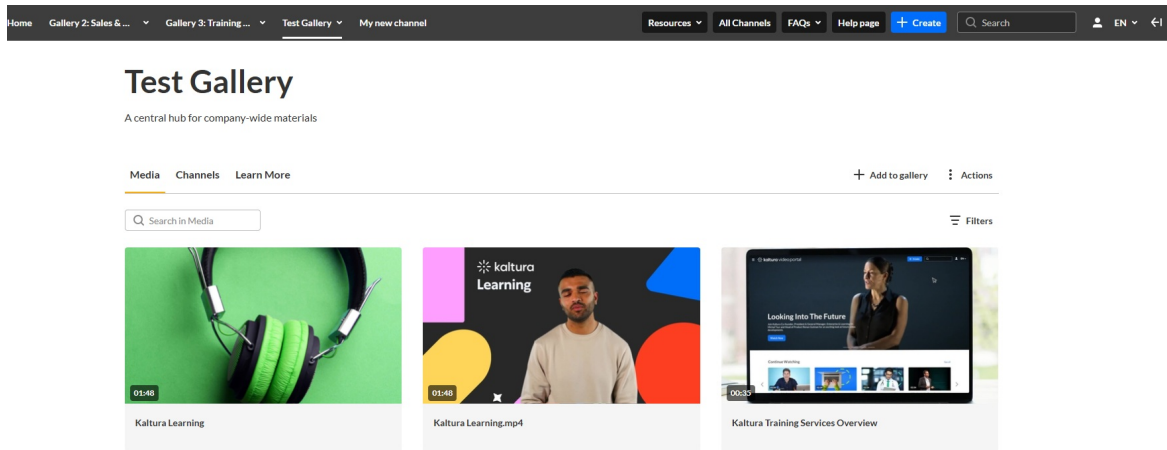
The instructions below are for [Theming](#) users. If you don't have Theming enabled, please refer to our article [Add media to a gallery](#).

## 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.



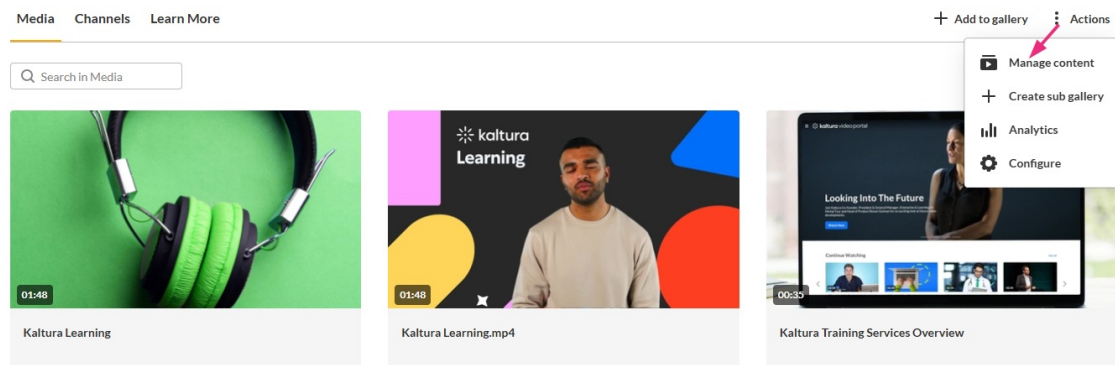
2. At the far right, click the **Actions** menu and select **Manage content**.

**i** In order for the 'Manage content' option to be visible in the gallery page Actions menu, please do the following:

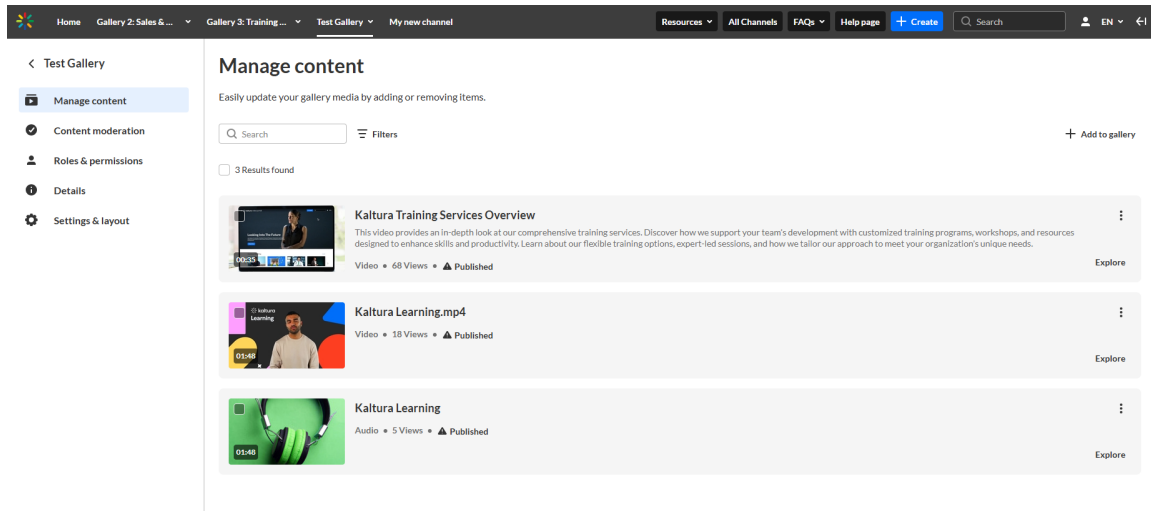
- Enable the [Channel Theming UI module](#)
- In the [Theming module](#), select **Yes** on the 'channeledit' item

## Test Gallery

A central hub for company-wide materials



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

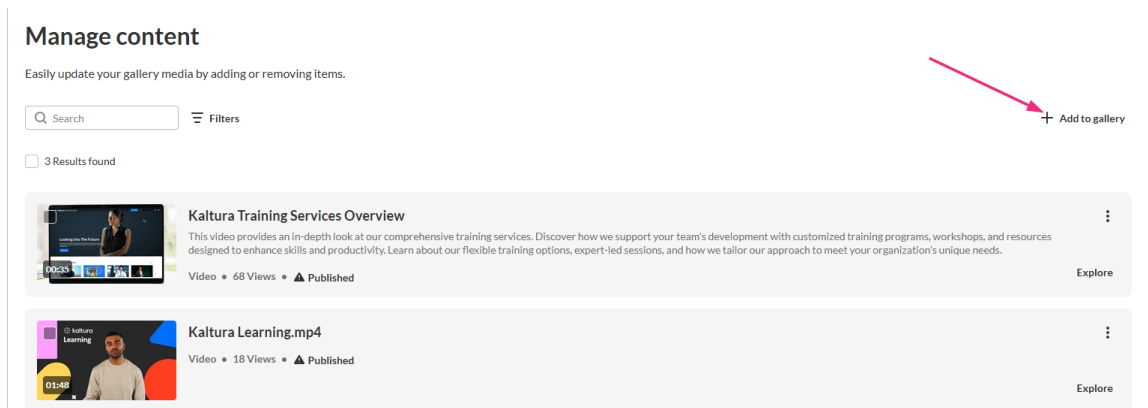


The number of entries displayed on the page is determined by the [Gallery module](#) configuration.

## Add media to the gallery

### Add existing media

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



The media selection window displays.

### Select media

Filters
Upload
Express Capture

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	AEM Connector - Preview a page with a player 2025-12-24 at 10:26:43	1_j31pfbyb	Video	January 07, 2026
<input type="checkbox"/>	AEM Connector - Upload a video to Kaltura & embed it 2025-12-22 at 17:57:19	1_shw6eemh	Video	January 07, 2026
<input type="checkbox"/>	AEM Connector - How to add a Kaltura video component to a page 2025-12-22 at 17:53:21 (1)	1_qomdvhrq	Video	January 07, 2026
<input type="checkbox"/>	Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz	1_x8h0yxg8	Quiz	January 05, 2026
<input type="checkbox"/>	Content_Lab_(fHD_1080_-_WEB_(H264_4000)).mp4 (Source)	1_e0z7buf8	Video	December 26, 2025
<input type="checkbox"/>	Enhancing Corporate Events with Kaltura (Source)	1_6o71v68y	Video	December 26, 2025

Cancel
Select

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

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

### 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.

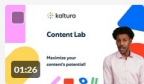
Q Search Filters + Add to gallery

5 Results found




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

**Remove from gallery**



Content\_Lab\_(HD\_1080\_-\_WEB\_(H264\_4000)).mp4 (Source)  
Video • Owner • 1 View • Published

Explore



Kaltura Training Services Overview  
This video provides an in-depth look at our comprehensive training services. Discover how we support your team's development with customized training programs, workshops, and resources designed to enhance skills and productivity. Learn about our flexible training options, expert-led sessions, and how we tailor our approach to meet your organization's unique nee...

Video • 68 Views • Published

Explore

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.

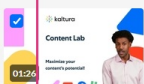
Q Search Filters + Add to gallery

5 Results found • 3 Selected Remove from gallery



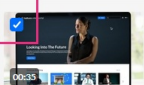
Sky News Australia interviews 'free-thinking' artificial intelligence.mp4 - Quiz  
Quiz • Owner, Group Co-Editor • 12 Views • Published

Explore



Content\_Lab\_(HD\_1080\_-\_WEB\_(H264\_4000)).mp4 (Source)  
Video • Owner • 1 View • Published

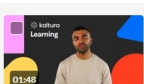
Explore



Kaltura Training Services Overview  
This video provides an in-depth look at our comprehensive training services. Discover how we support your team's development with customized training programs, workshops, and resources designed to enhance skills and productivity. Learn about our flexible training options, expert-led sessions, and how we tailor our approach to meet your organization's unique nee...

Video • 68 Views • Published

Explore



Kaltura Learning.mp4  
Video • 18 Views • Published

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.