Edit gallery details - Theming

Last Modified on 02/06/2026 11:05 pm IST

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

About

You can update your gallery's basic information and visibility from the **Details** tab. This includes editing the gallery name and description, setting privacy options, and deleting the gallery if it's no longer needed.

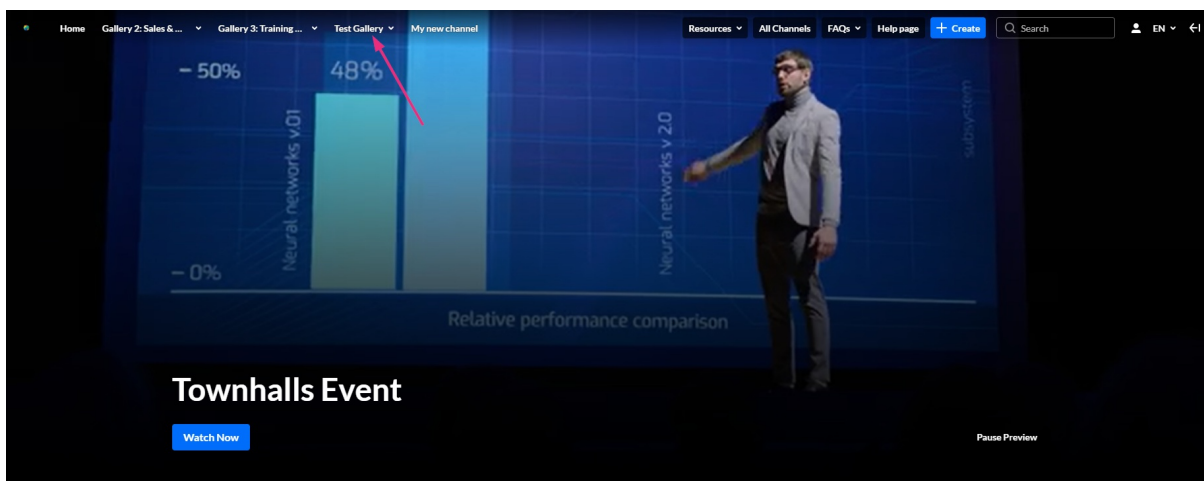The 'Details' tab appears only if it's enabled by your admin.

> ℹ️ The instructions below are for Theming users. If you don't have Theming enabled, please refer to our article Edit a gallery.
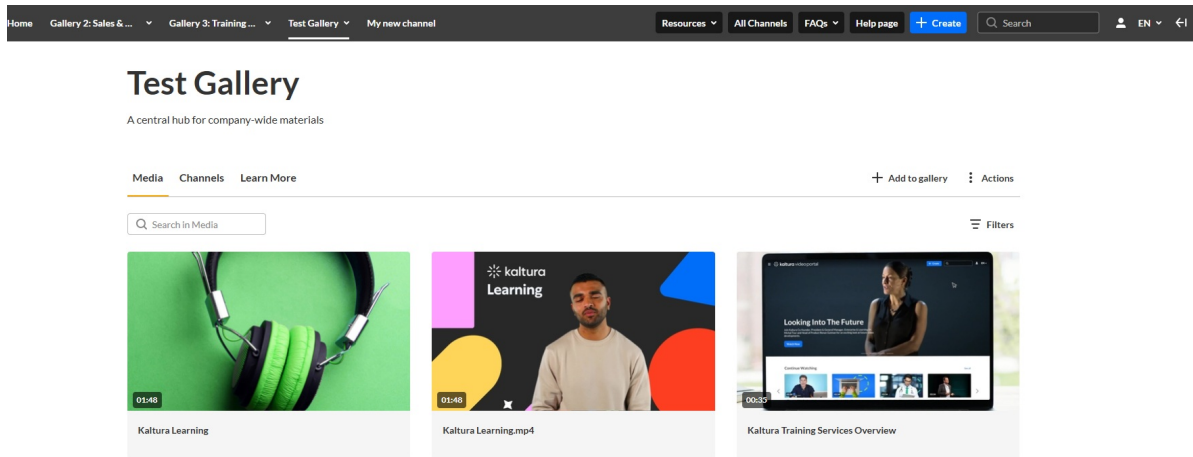
Who can use this

- Gallery owners
- Gallery managers

Access the gallery edit page

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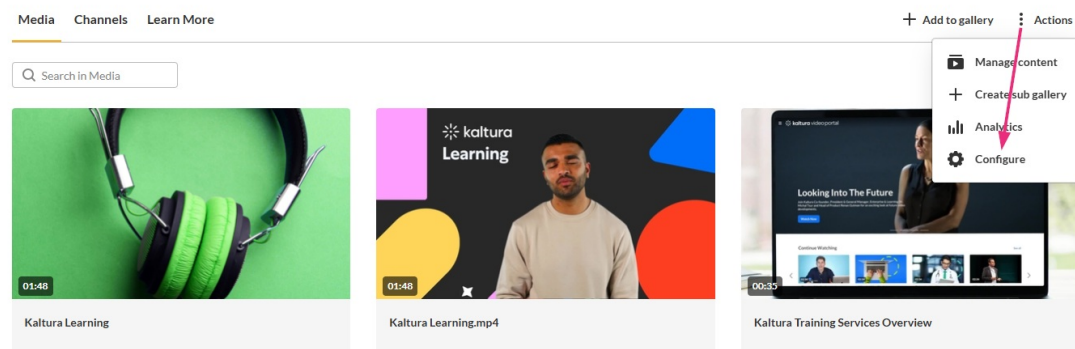

The gallery page opens.

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

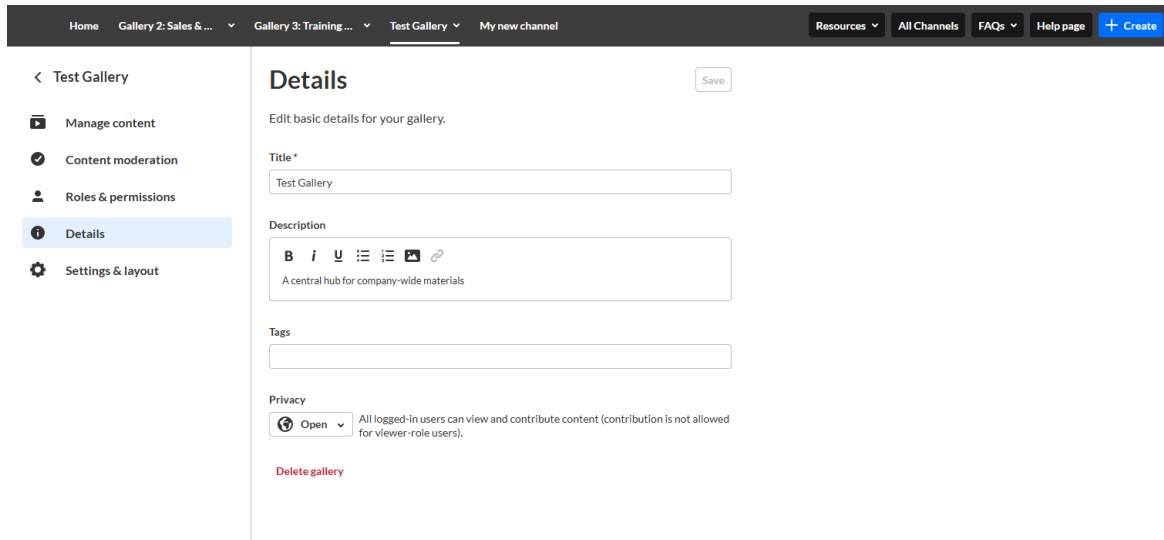> ℹ️ You must enable the Channel Theming UI module for 'Configure' to appear in the Actions menu.

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

> ℹ️ 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.

Edit gallery details

Update basic information

You can add or update the following:

- **Title** – the gallery name shown at the top of the page and in navigation
- **Description** – add or update the gallery description using the rich-text editor
- **Tags** – add tags to help users find the gallery through search

Set gallery privacy

Use the **Privacy** settings to control who can access the gallery and contribute content.

Click the **Privacy** drop-down menu and choose from the available options (the options depend on your site configuration):

- **Open** - all logged-in users can view and contribute content, but contribution is not allowed for viewer-role users
- **Restricted** - all logged-in users can view content, but only gallery members can contribute
- **Private** - only gallery members can view and contribute content

Delete a gallery

Click **Delete gallery** to permanently remove the gallery.

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> Good to know
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> - Media in the gallery isn't deleted and remains in My Media.
> - Deleting a gallery can't be undone.