

Edit gallery details in Content Hubs

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 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.



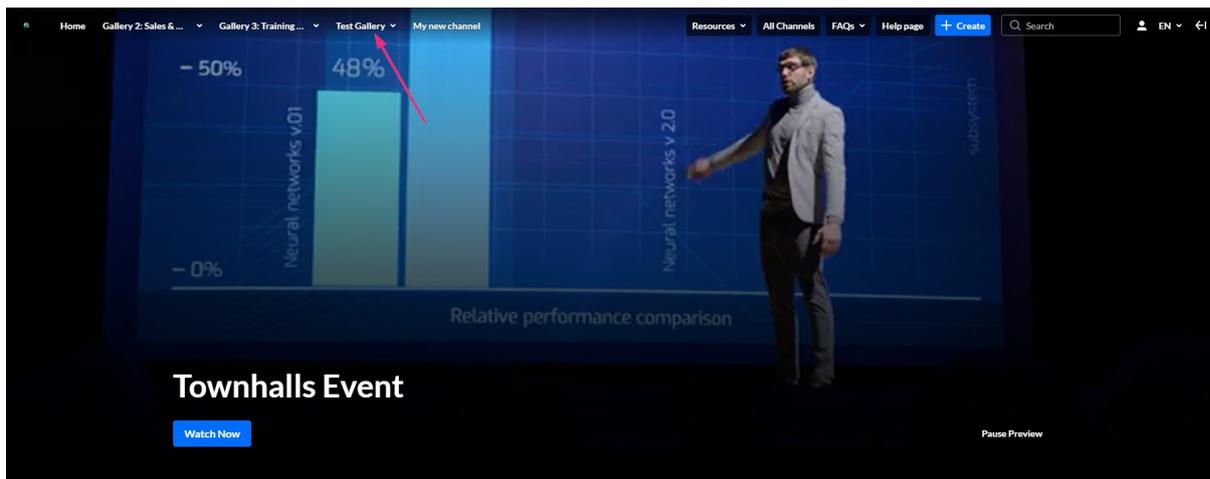
This feature requires the [Theming module](#) to be enabled, with the 'galleryedit' feature set to 'Yes'.

Who can use this

- Gallery owners
- Gallery managers

Access the gallery edit page

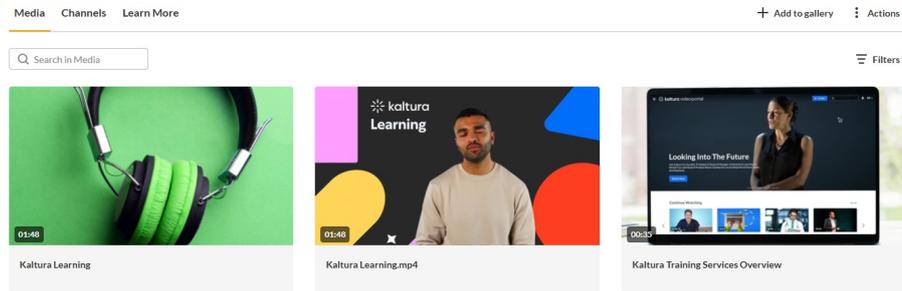
1. From the top navigation bar, select the gallery.



The gallery page opens.

Test Gallery

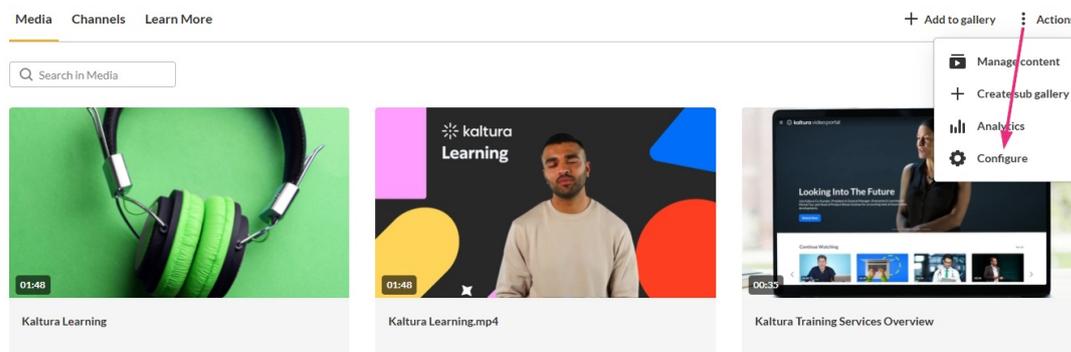
A central hub for company-wide materials



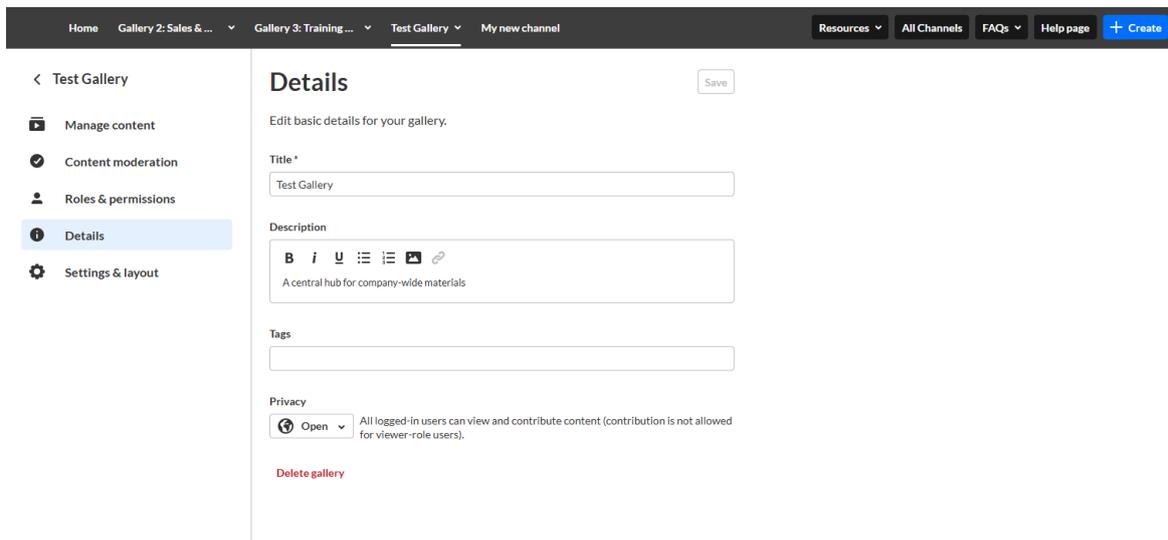
2. At the far right, click the **Actions** menu and select **Configure**.

Test Gallery

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



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.



Good to know

- Media in the gallery isn't deleted and remains in [My Media](#).
- Deleting a gallery can't be undone.