## **Editing and Deleting Images in a Gallery-**

To edit an image already in your gallery, go to Settings > Galleries (or Groups Area > Edit Gallery), press the pencil icon net to the gallery you wish to edit.



- 2. If you wish to edit the name of the gallery, or whether the Image captions are displayed, you can change it from this page. Once changes have been made remember to press the 'Save Gallery' button.
- 3. If you wish to make changes to the images in the gallery, press the 'Gallery Images' button.

  Gallery Images
- 4. This will bring you to the **Gallery Image Admin** page.
- 5. To edit an image, press the **pencil icon** at the right, this will bring you to the pro forma, where you can edit the Image Title, and Image Caption. To delete the image from the gallery, press the **bin icon**.

