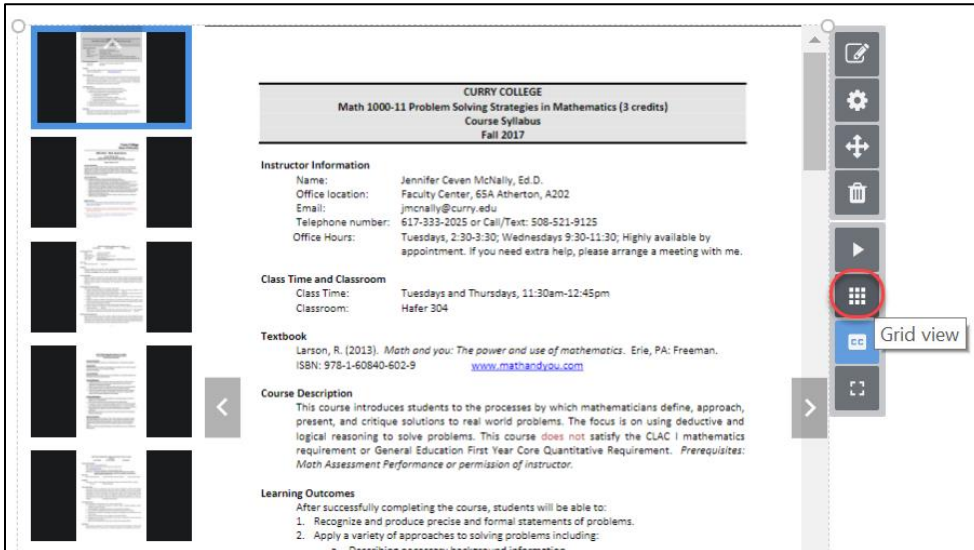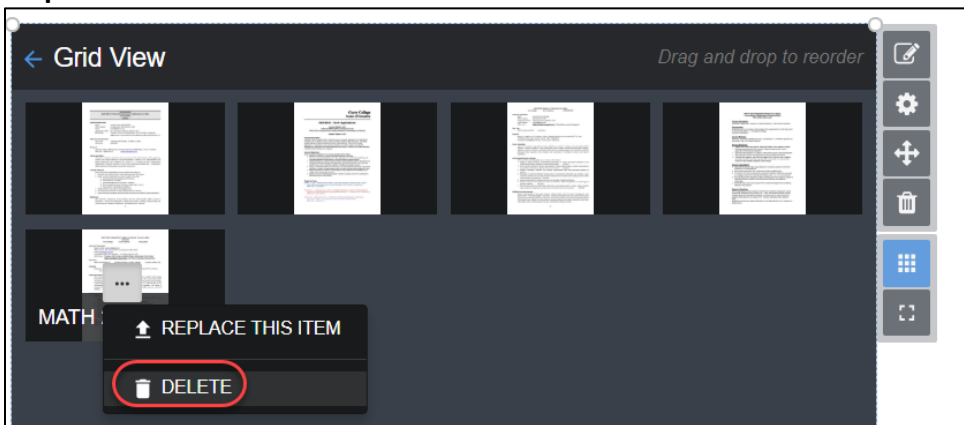**Deleting a Document from a Gallery**

Step 1: Hover over the gallery module **and click** on the Grid view icon

Step 2: Hover over the document to be deleted and **click delete**

Step 3: Click arrow next to Grid View to return to Gallery View

New Digication – Uploading a File