

# Move or Copy items from collection to collection

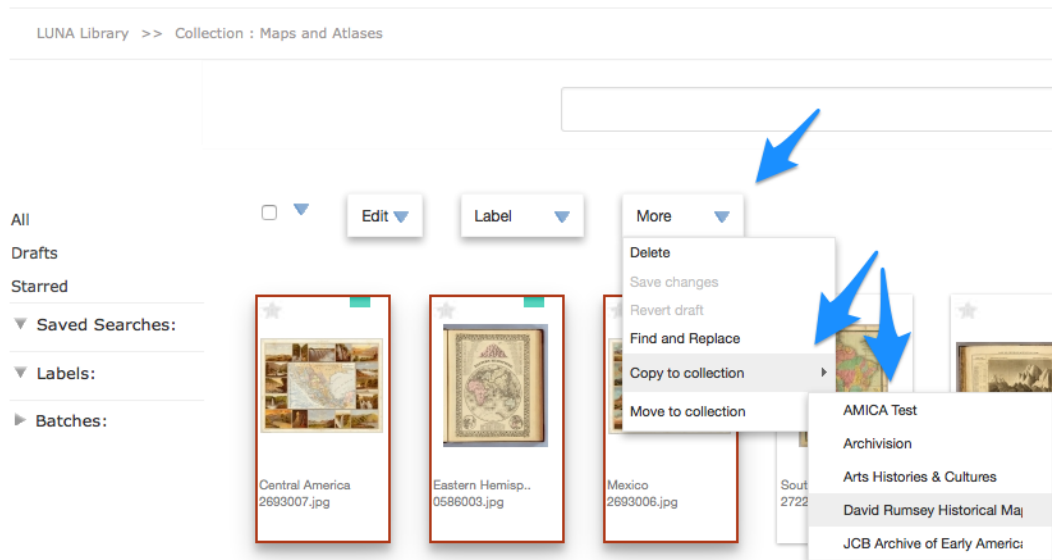
## In the Library

You can choose media items from any of your collections or from your independent media items. Choose the collection in the upper left corner (little triangle after LUNA Library)



Now you can select the media item(s) you want to copy to another collection. Highlight all the items you want to copy together. In the More menu select "Copy to collection". From the drop-down select the collection you would like to copy the media item(s) to.

## Maps and Atlases ▾



Now you can select the media item(s) you want to move. Highlight all the items you want to move together. In the More menu select "Move to collection". From the drop-down select the collection you would like to move the media item(s) to.

## Maps and Atlases ▾

LUNA Library >> Collection : Maps and Atlases

All  
Drafts  
Starred  
▼ Saved Searches:  
▼ Labels:  
► Batches:

Central America  
2693007.jpg

Eastern Hemisp..  
0586003.jpg

Mexico  
2693006.jpg

Sout  
2722

More ▾

Delete  
Save changes  
Revert draft  
Find and Replace  
Copy to collection  
Move to collection ▶

AMICA Test  
Archivision  
Arts Histories & Cultures  
David Rumsey Historical Ma  
JCB Archive of Early Americi

**i** Moving a media item to another collection moves the item from one collection to another. Copying a media item to another collection makes a **copy** of it there.

**!** When moving media items from one collection to another, [source & associated files](#) will also move with the media.

When copying media items from one collection to another, only copy references (Size 0-4,JP2K) will be included and not [source & associated files](#).

**See Also:** [How to delete a record or item](#)