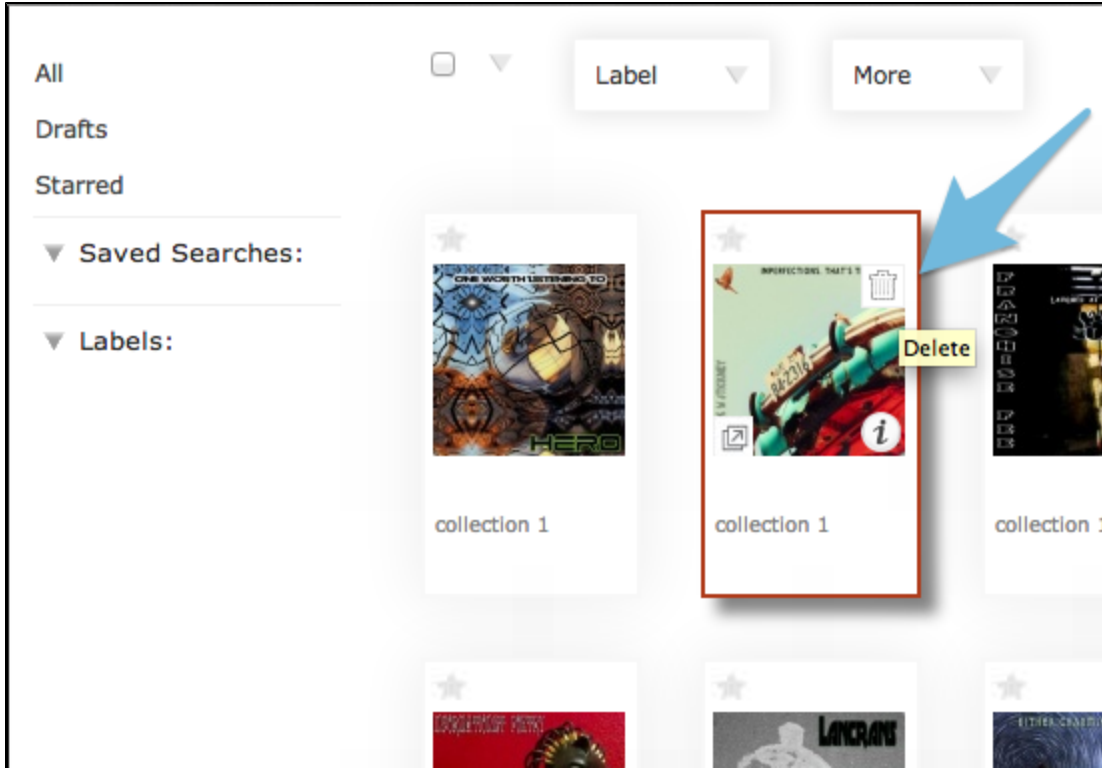


# How to delete a record or item

## In the Library

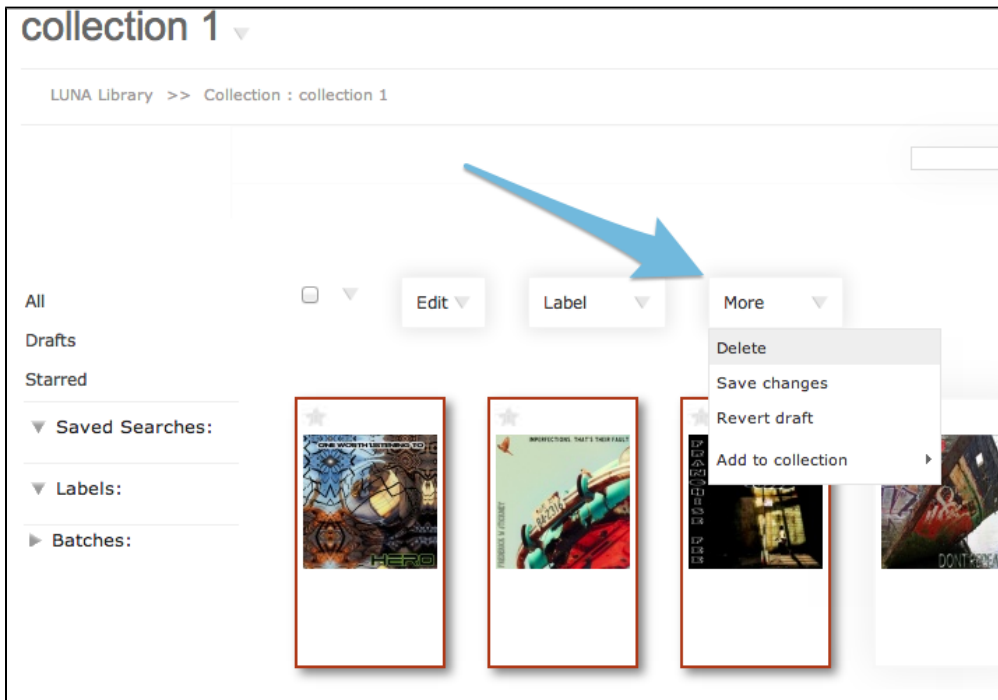
### Delete one item

If you are looking at all your collections together you can hover over any media item and delete it using the trash can icon that pops up on the item.

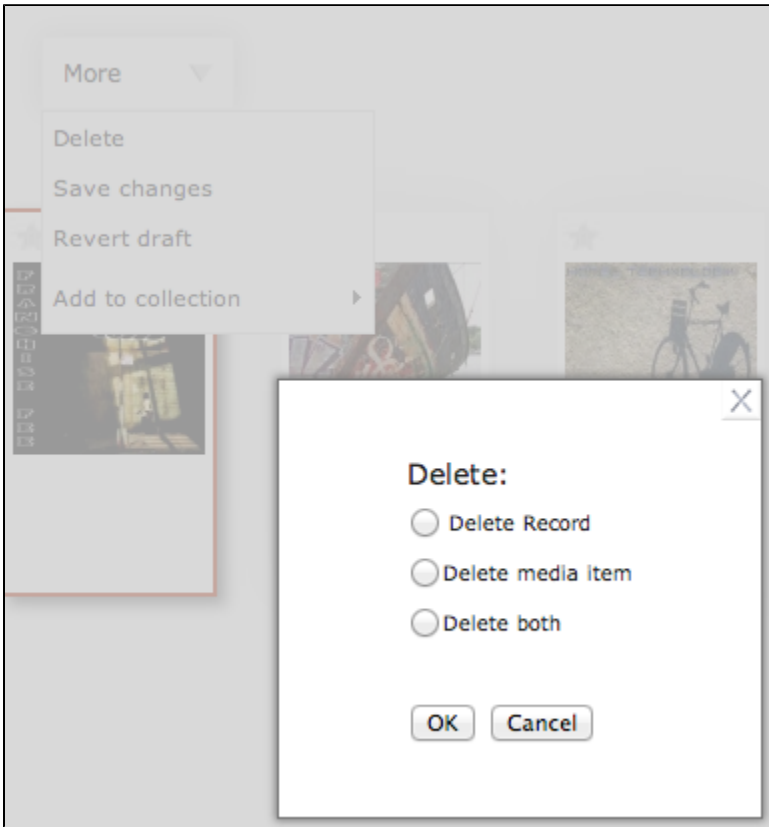


### Delete multiple items

If you choose a specific **collection** you can select one or more media items and use the "More" menu to delete them.



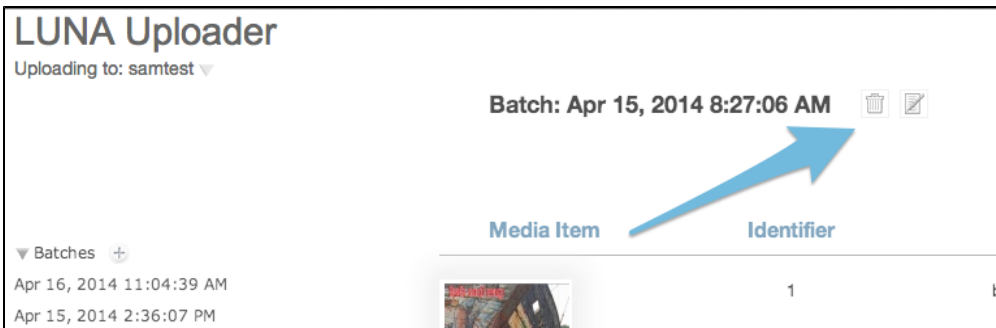
When you click **Delete** from the More menu it will pop-up a choice to delete the record, the media item, or both.




## In the Uploader

Choose the **collection** you want to work with.

You can delete a whole batch at once. Choose the batch on the left side then hover your cursor over the batch title/date and a trash can icon will appear.



 Be aware you are deleting all the contents of this batch permanently!

You can delete a **media item** or **record** from a batch.



Select the batch on the left.


Hover over the media item image to see the trash can icon pop up. You can use this to delete the media item.

Hover over the record info (in yellow below) and a trash can icon will appear on the far right. You can use this to delete the record.





LUNA Uploader Welcome admin | Tools | Settings | Help | Log Out

Uploading to: samtest

Batch: Apr 15, 2014 8:27:06 AM Start upload  Select files 

▼ Batches 

- Apr 16, 2014 11:04:39 AM
- Apr 15, 2014 2:36:07 PM
- Apr 15, 2014 2:29:00 PM
- Apr 15, 2014 8:27:06 AM**

Media Item	Identifier	Title	Creator	Subject
 bob-and-ray.jpg	1	bob and ray	sack studios	
 Franchise-Fee.jpg	2	franchise fee	sack studios	
 Fredrick	3	Fredrick	Sack Studios	

See also: [Unlinking a record or item](#)