

Move or Copy items from collection to collection

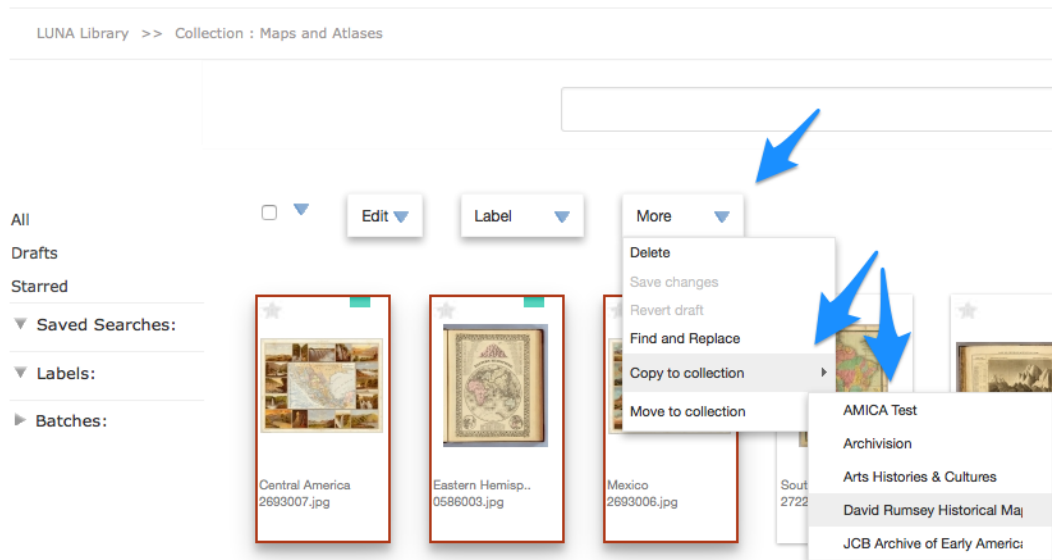
In the Library

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](#)