

Organizing catalogs

Moving media in catalogs

To rearrange items in a catalog, click and drag them to where you want and drop them. You can drag single items or groups of items.



When dragging items to a new location, a black bar appears in the location where the files will be placed.

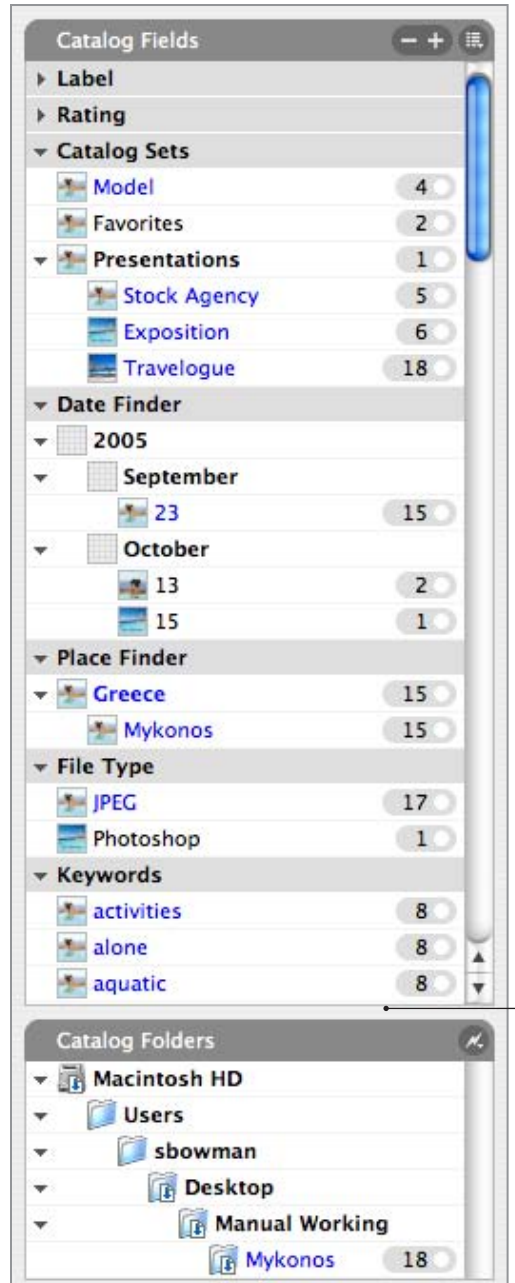
In previous versions of MediaPro, you could rearrange media files using the *Move Items* function in the toolbar. This feature has now been moved to the View menu. Moving functions are also accessible in the View sub-menus of the contextual menu.

This feature enables you to move media items to the top, or bottom of a catalog. You can also move an item or group of items to a specific location within the catalog.

When you choose the *Move to Location* function, the cursor will turn into a crosshair. At this point, use the scroll bars to go to any location in the catalog, then place the crosshairs at the desired location and click. Your media items will drop into the new location. This feature is particularly useful for moving files in catalog with a large number of files, most of which are not visible in the viewing area.

Move Again will repeat the last move made in the catalog, whether it be to the top, bottom, location or a manual drag-and-drop.

Move to New Catalog will take selected items and create a new MediaPro catalog with them. It does not remove selected items from the current catalog.



The **Organize Panel** has two windows: Catalog Fields and Catalog Folders. To show/hide this panel, click the interface Organize button. Drag the divider to adjust the size of the two windows.