

Rearranging and deleting items from Library Lists

You can move items within sections as well as moving to different sections and lists

You can drag and drop items within a list

Click on the ellipsis on the left of the item and drag into the correct position

To move individual items to other sections and other lists

Click '...' to the right of the item and select move

Select the correct list and section

To move multiple items to other sections or lists

Select the items to move using the check boxes

Select 'more actions' from the top menu and then select move.

Indicate the correct section or list

You can sort items in sections by title or author.

Select '...' from the top menu and click 'sort items within sections'

To delete individual items, click on the '...' to the right of the item and select delete

To delete multiple items, select using the check boxes and then click 'delete' on the top menu