Tips & Techniques
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Sub-dividing a large collection

If a single collection grows to more than 300-400 lots, viewing can be cumbersome and require much scrolling. In these cases, it is often desirable to break a collection into smaller logical groupings. This is commonly encountered in world coin collections which can easily grow to several thousand lots. In these instances, a recommended approach is to subdivide a collection alphabetically by country. (For example World Coins A-D, World Coins E-L, etc.) Alternate approaches might be by coinage metal, century, etc.

The Collector's Assistant provides an easy way of subdividing a collection using the Move Items function on the menu. The first step is to create the new collection(s) into which the coins will be placed.

Once the new (empty) collections are created, the next step is to move the coins from the original (large) collection to each of the new ones. This can be done a few coins at a time, but the easiest way is to do one move operation for each collection that was created.

Under this approach you select the large collection and then use the Windows multiple select operations to select all of the coins to be moved. Once you have highlighted all coins to be moved, click on Items->Move To->destination collection. The operation may take a minute or two for a large transfer and at the end you should verify that the desired coins have been moved.

Notes:
- Due to the amount of data being manipulated, it is strongly recommended that you backup your data before restructuring your collections.
- There is no Undo function for the Move operation
- It is important to confirm that you moved the items you intended to move. One way to do this is to keep track of the lot counters on the source and destination collection. This will let you know how many items were moved. It is also important to inspect both the source and destination collections after the move to confirm the result is as intended.