# Edit

The Edit Menu can be accessed by right-clicking selected Volume(s) in the Volume List.

Operations

There are two operations available under the Edit Menu: **Copy** and **Paste**.

## Copy

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The Copy function will take one of four pieces of information and add it to the clipboard. In Windows, a clipboard is a selection of information that can be applied to a field using the Paste function.

Four types of information can be copied from selected volume(s).

- **Containers**: Selecting “Containers” will copy a Volume's Container information and add it to the clipboard. If the selected Volume(s) are not associated with a Container, this option will not be selectable.

Description: Selecting “Description” will copy the Description Attribute of the first selected Volume and add it to the clipboard. Unqualified Volumes: Selecting “Unqualified Volumes” will copy a Volume-ID without its Customer-ID or Media-ID. Volumes: Selecting “Volumes” will copy the selected Volume-IDs to the clipboard. This function will include the Customer-ID and Media-ID when using the paste function outside of the Volume List. Paste

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The paste function will use whatever information has been added to the clipboard using the copy function and added it to the selected field(s) or Volume(s).

There are three types of paste functions:

Description: Selecting “Description” will add a previously copied Description Attribute to the selected [[Volumes | Volume(s). Select in list: Selecting “Select in list” will select and locate all Volume-IDs that were copied to the clipboard using the Copy > Volumes function. Volumes: Selecting “Volumes” will add new Volume(s) with the same Volume-ID(s) as whatever was copied using the Copy > Volumes function. If the same Volume-ID already exists in that Customer, typically a warning message will be displayed.

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