

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

image.png

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, you will not be able to select this option.
- **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 [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](#), a warning message will be displayed.

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