

Master Records

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Master Records allow you to choose a cataloged record to use for creating copies in other selected records. Setting and cataloging with a Master Record allows you to easily copy all field data from one record to one or more records that you choose. Master Records can be set or cleared from the asset panel, and set, cleared, pasted, or viewed from the Record tab. In the first column of the asset panel and the top right corner of the edit tab, the Master can be identified by a red flag. Pasting from a Master Record does not work across projects and there may be only one Master Record set at a time.

Set a Master Record

To set a record as Master:

From the asset panel, select the record you would like to establish as Master and copy the data from, then click the gear menu in the upper right and choose **Set as Master Record**.

OR you can set the Master while the record is open in the edit tab by clicking the flag above the media window.

OR you can set the Master while record is open in the edit tab by clicking the **Options** button and selecting **Mark as Master**.

If you are editing records in bulk and would like to set one as the Master, select the thumbnail from the list in the right and click the **Options** button and select **Mark as Master**. The Master Record can be identified by a red flag over the thumbnail.

Since only one Master Record can be set a time, setting a new Master will move the red flag to that record and disappear from the previous record.

Paste from a Master Record

To paste all field values from the Master Record, including links and list terms:

Whether cataloging single or multiple items in the edit tab, click the **Options** button and select **Paste from**

Master.

OR you can paste all field values from the Master Record to other records by placing your cursor into any field, then using the keyboard shortcut **control + E** (or **command + E** for Mac).

Note: When pasting all fields of a Master Record that has been linked to a Work, the other record(s) will also link to the same Work and receive all of the copied data.

To paste only select field values from the Master Record, including links and list terms:

Whether cataloging single or multiple items in the edit tab, place your cursor in the intended field and use the keyboard shortcut **control + D** (or **command + D** for Mac) to paste one field at a time.

Note: When pasting data into a list field, place your cursor in the empty space beside the book icon. The cursor will disappear, but the keyboard shortcut of control + D (command + D for Mac) will work.

View the Master Record

To view the master record:

Whether cataloging single or multiple records in the edit tab, if a record is set as Master, you can view that record in a new edit tab by clicking the **Options** button and selecting **View Master Record**.

The record will be indicated as Master by the red flag in the top right corner. If you would like to close the Master Record without making any changes, click the X in the corner of the tab.