**15\_Basic Edit menu**

In edit menu you will find standard edit options common in many programs

For example;

Cut copy paste delete undo redo delete etc

But there's also some difference in ETABS

For example you cannot undo anything after running analysis or after saving your model file.

So be careful before running or saving file that you won't be able to undo or redo anything.

Then there is replicate option. By this option you can copy model elements in various ways.

For example if you want to copy this element to floor below you will select this element and click on edit menu and then replicate and then click on story tab and select all the stories you want this to be replicated.

In this case let's replicate it to floor below that is level 2.

If you want to retain the original element that we selected uncheck this box otherwise check this to delete the original and just keep the new one. Click ok and go to story below. This element is copied here with all of its properties and loads.

You can click on options button here to copy selected properties.

In the same way you can copy this beam twice at 2m offset by selecting this beam and then going to replicate option and then entering 2m in x direction box and putting 2 in number box and then click ok.