Using Word & M3 to add the Internet Access Permission Field to Student Records
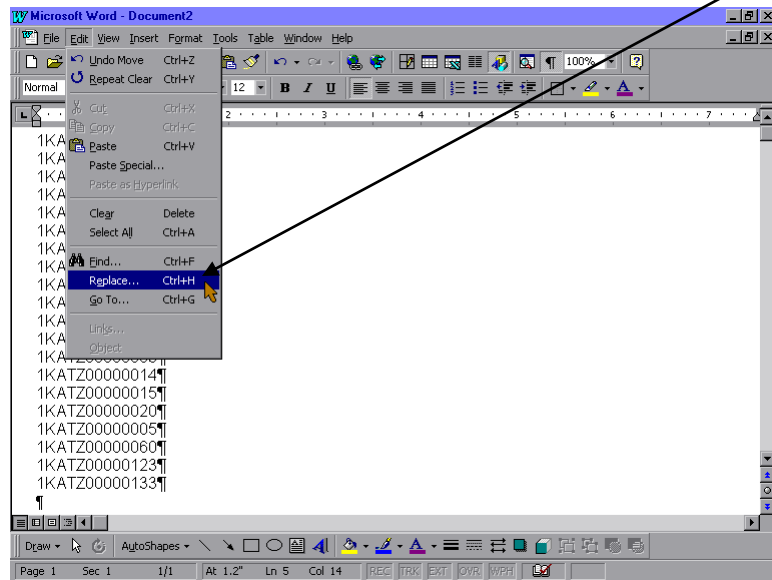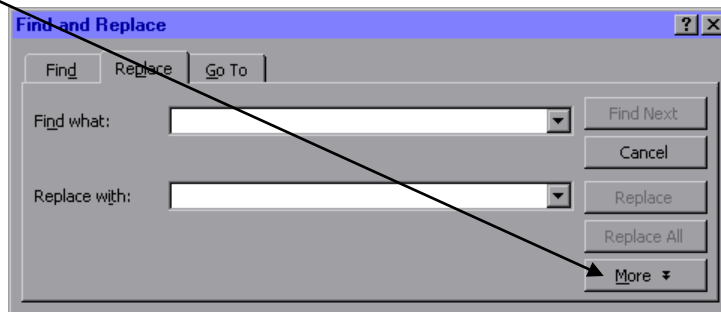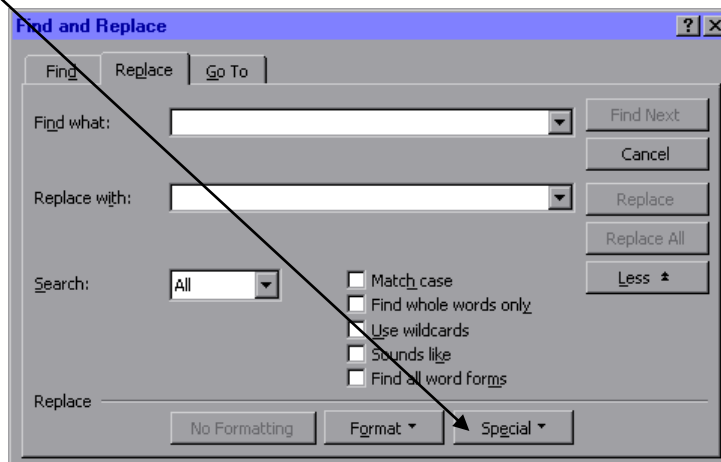
1) Open a blank Word document.
2) Scan (or type) in the barcodes of all the patrons you want to modify. (If you're typing in the barcodes, press Enter between each patron to create a list.)
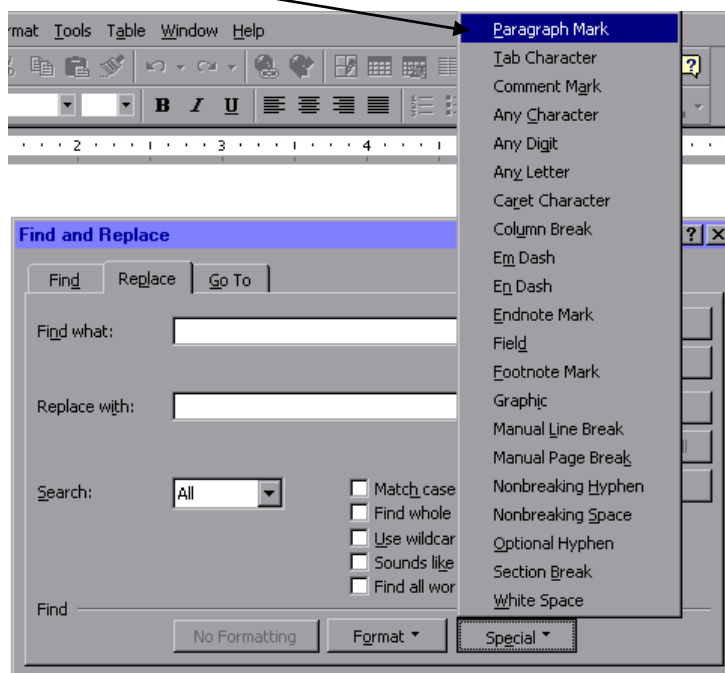3) When you've entered all the patrons, go to the Edit menu and choose Replace.
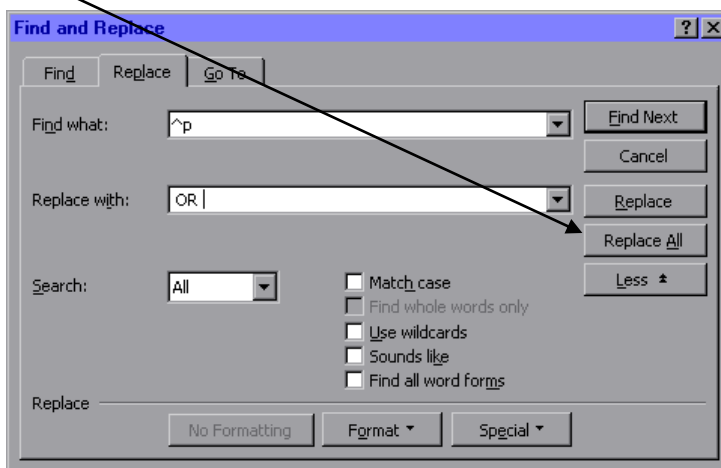

4) Click the "More" tab to get more choices.

5) Click the "Special" tab.

6) Click "Paragraph Mark".

7) A symbol for "Paragraph Mark" (^p) will appear in the top box. Click in the second box and type OR (make sure it is in capital letters and that there is a space before AND after the word.) Click Replace All. When it is finished, click Close to get rid of the "Replace" dialog.
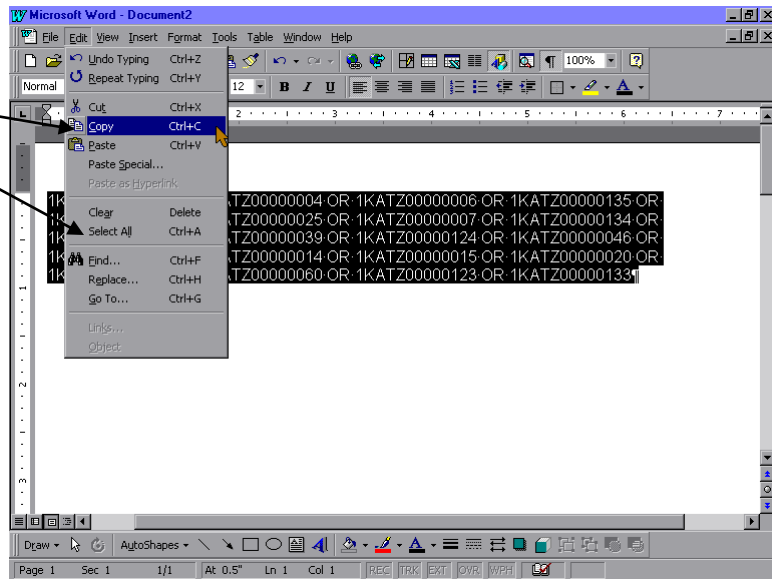

This replaces all the paragraph marks with the word OR for a Boolean search. You may get a couple extra "ORs" at the end of the list - just delete them. **It is IMPORTANT that the search string does not end or begin with OR; it will invalidate the entire search string.**

8) Press Ctrl+A or go to the Edit menu & choose Select All, then copy.

9) Go into M3 Cataloging & open a Search session. Choose to search Patrons.

10) Click in the first search box and type 852#p.
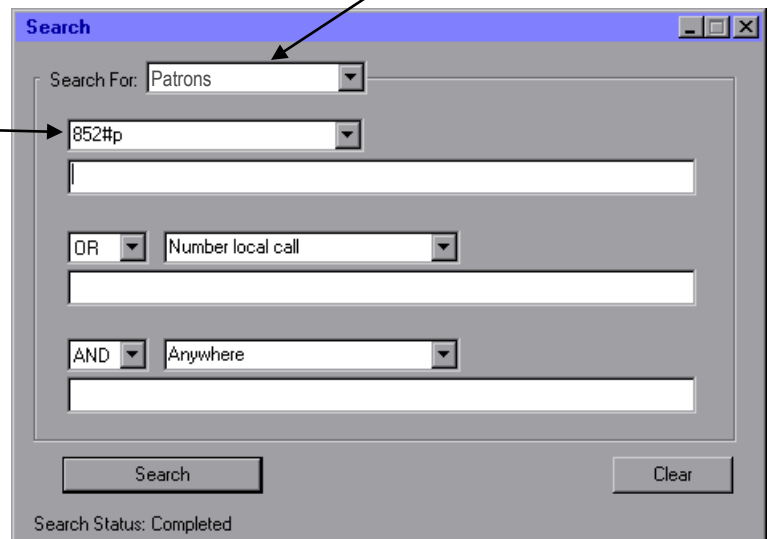
11) Place your cursor in the search criteria box underneath that, and either press Ctrl+V or right click and choose Paste. This pastes your long Boolean search string that you created in the Word document.

A.
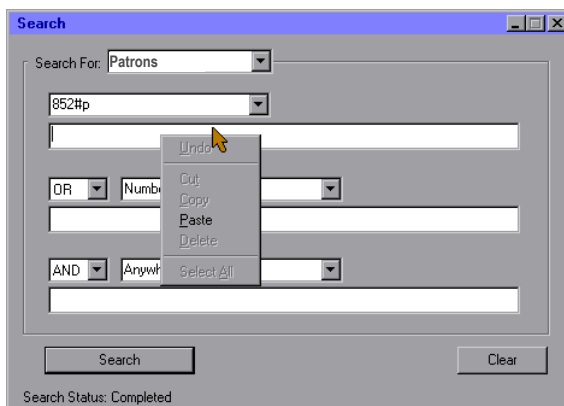
B.

12) Press Enter or click Search. It should bring up all the barcodes for which you are searching.

13) You should now have a list of student names to modify. Click your RIGHT mouse button and you will get a menu that includes "Select All" near the top. Click it. Right click **again** and choose "Find…"
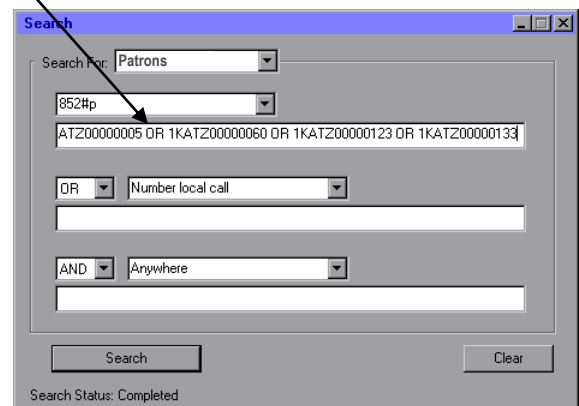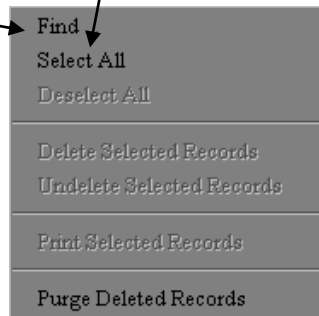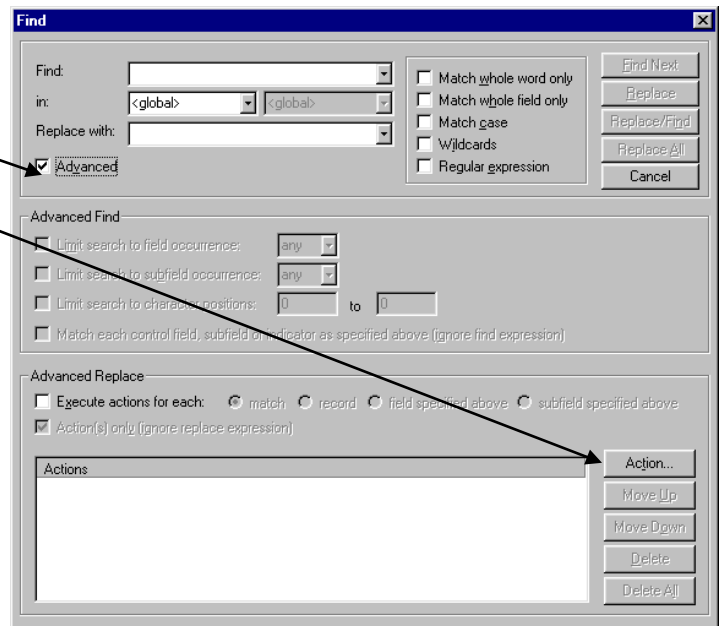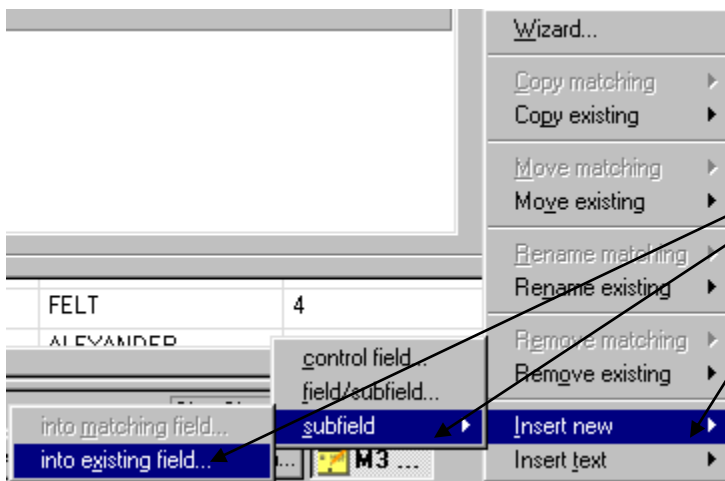
Find
Select All
Deselect All

Delete Selected Records
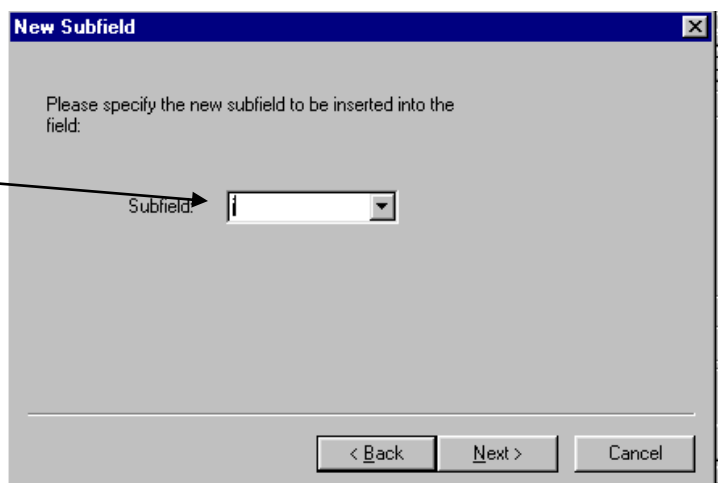Undelete Selected Records

Print Selected Records

Purge Deleted Records

14) Another dialog box will come up. Click the Advanced box to open additional options.

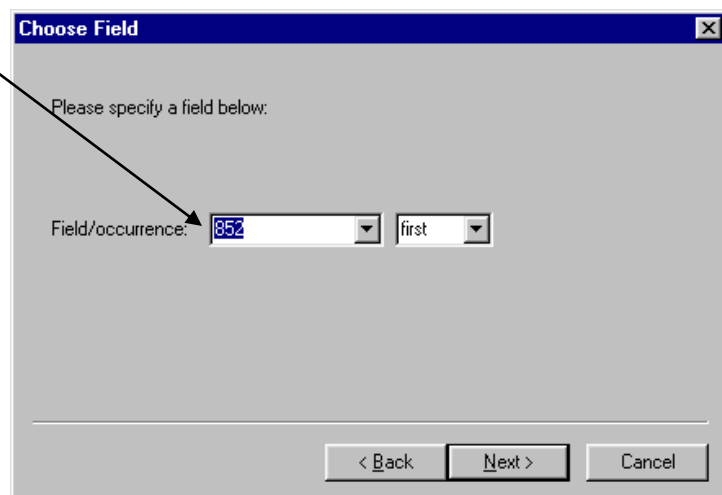15) Click the Action button. A menu of options will appear.

Find

Find:
in: <global> <global>
Replace with:
☑ Advanced

☐ Match whole word only
☐ Match whole field only
☐ Match case
☐ Wildcards
☐ Regular expression

Find Next
Replace
Replace/Find
Replace All
Cancel

Advanced Find
☐ Limit search to field occurrence: any
☐ Limit search to subfield occurrence: any
☐ Limit search to character positions: 0 to 0
☐ Match each control field, subfield or indicator as specified above (ignore find expression)

Advanced Replace
☐ Execute actions for each: ◉ match ○ record ○ field specified above ○ subfield specified above
☑ Action(s) only (ignore replace expression)

Action…

Actions
Move Up
Move Down
Delete
Delete All

Wizard…
Copy matching ▶
Copy existing ▶
Move matching ▶
Move existing ▶
Rename matching ▶
Rename existing ▶
Remove matching ▶
Remove existing ▶
Insert new ▶
Insert text ▶

control field…
field/subfield…
subfield ▶

into matching field…
into existing field…

FELT   4
ALEXANDER

M3 …

16) Choose Insert new…subfield…into existing field.

New Subfield

Please specify the new subfield to be inserted into the field:

Subfield: j

17) Type j in the subfield box. Click Next.

< Back   Next >   Cancel
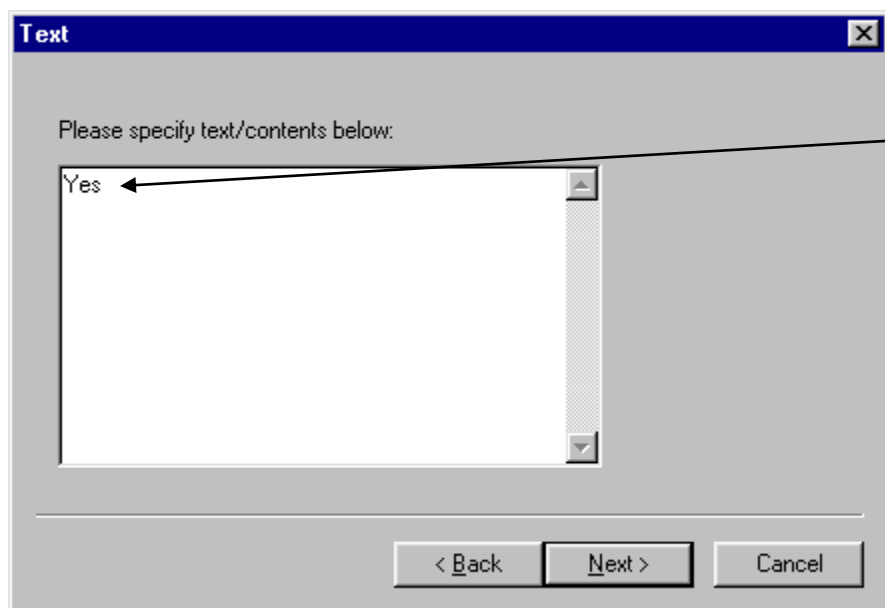
18) Type 852 in the field box. Click Next.

Choose Field

Please specify a field below:

Field/occurrence: [852] ▼ [first] ▼

< Back   Next >   Cancel

19) It will ask you which order to use – using the default, sorted order, is fine. Click next.

Text

Please specify text/contents below:

Yes

< Back   Next >   Cancel

20) Type Yes or Y or whatever you wish to use in the box provided. Click Next.

21) The desired actions are now listed in the bottom window. Click "Execute actions for each" and then Replace all.

Find

Find: [   ] ▼   ☐ Match whole word only   Find Next
in: [<global>] ▼ [<global>] ▼   ☐ Match whole field only   Replace
Replace with: [   ] ▼ ☐ Match case   Replace/Find
☑ Advanced   ☐ Wildcards   Replace All
                                  ☐ Regular expression   Cancel

Advanced Find
☐ Limit search to field occurrence: [any] ▼
☐ Limit search to subfield occurrence: [any] ▼
☐ Limit search to character positions: [0] to [0]
☐ Match each control field, subfield or indicator as specified above (ignore find expression)

Advanced Replace
☑ Execute actions for each: ○ match ● record ○ field specified above ○ subfield specified above
☑ Action(s) only (ignore replace expression)

Actions   Action...
insert subfield j containing "Yes" into first occurrence of field 852, in sorted order   Move Up
                                                                             Move Down
                                                                             Delete
                                                                             Delete All