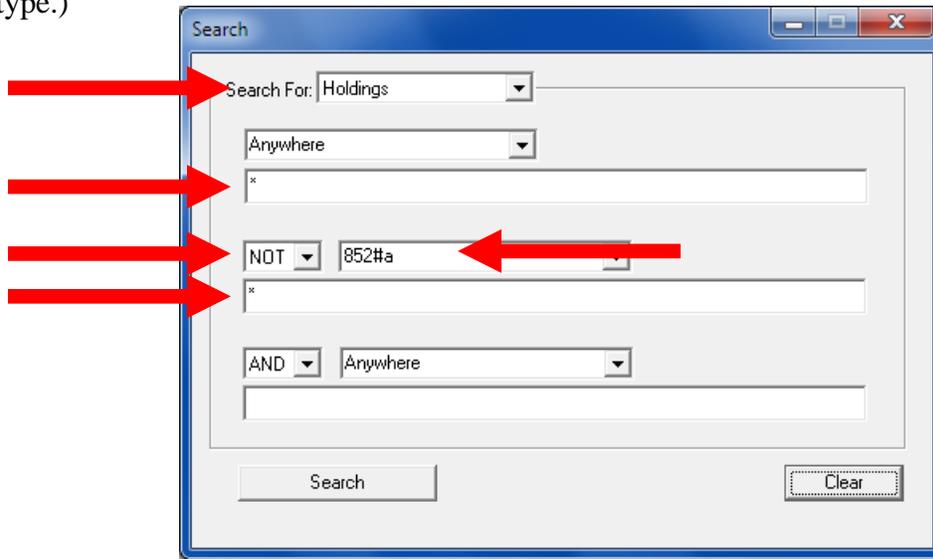


ADDING LOCATION FIELDS

1. Search for all the records that don't have anything in the 852#a field. (Red arrows indicate what you need to select or type.)



2. When the list of items comes up, right click anywhere in the list and choose **Select All**, then right click again and choose **Find...**

1. Click Advanced

7. Execute actions for each...

8. Replace All.

2. Click Action.

3. Insert new...

4. subfield...

5. ...into existing subfield...

6. See next page!

(Step 6)

Action Wizard

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

Subfield: a

Back Next Cancel

Action Wizard

Please specify a field below:

Field/occurrence: 852 first

Back Next Cancel

Action Wizard

Please specify where the subfield should appear in the resulting field:

sorted order

at beginning of field

at end of field

before

after

before matching subfield

after matching subfield

Back Next Cancel

Action Wizard

Please specify text/contents below:

KATZ

Back Next Cancel

Repeat steps 2-5 to add GSTE to the 852#b field. You can do this BEFORE you do steps 6 & 7 – that way it will add both fields at the same time.