# <u>ADDING A HOMEROOM FIELD TO STUDENT RECORDS</u>

1. Open Cataloging.


   M3
   Cataloging

2. Create a hitfile of the patrons in your group using Microsoft Word.

   a) Open a blank Word document.
   b) Scan (or type) in the barcodes of all the patrons in your group. (If you're typing in the barcodes, press Enter between each barcode to create a list.)
   c) When you've entered all the barcodes, go to the Edit menu and choose Replace.
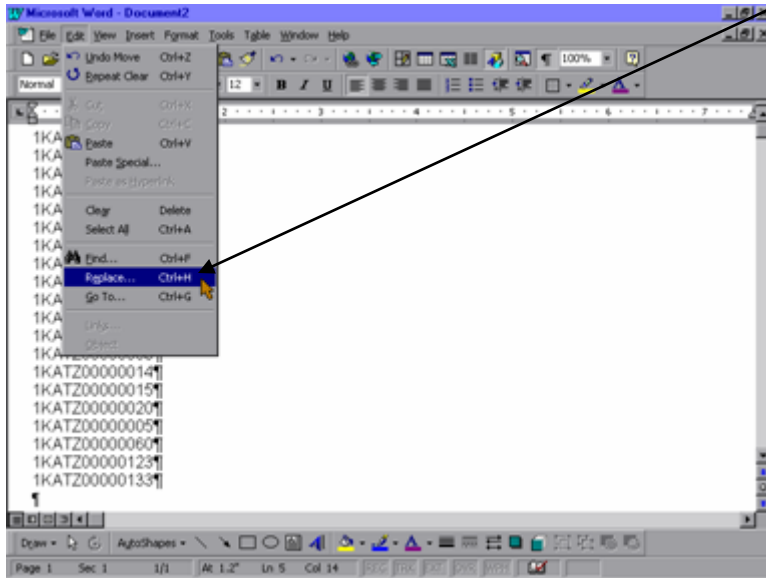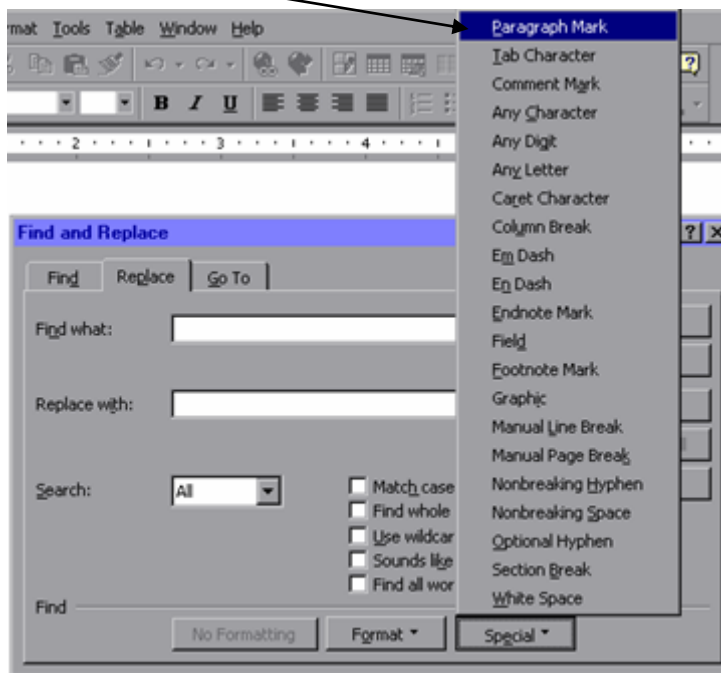

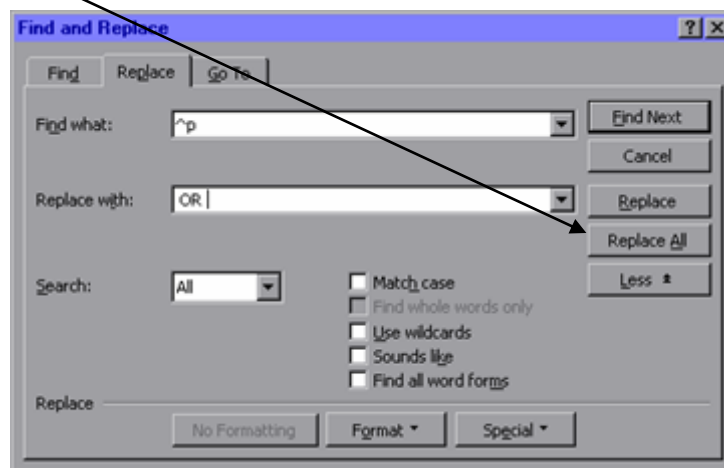   d) Click the "More" tab to get more choices.
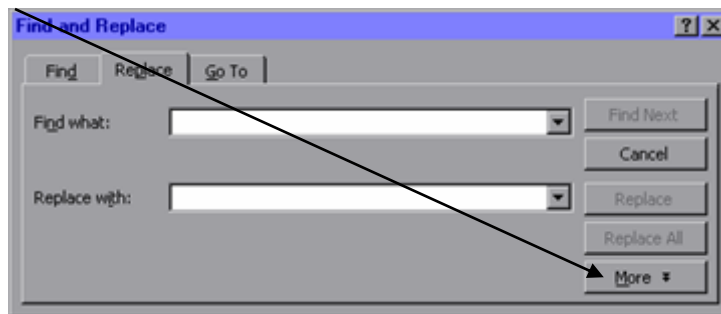
   e) Click the "Special" tab.
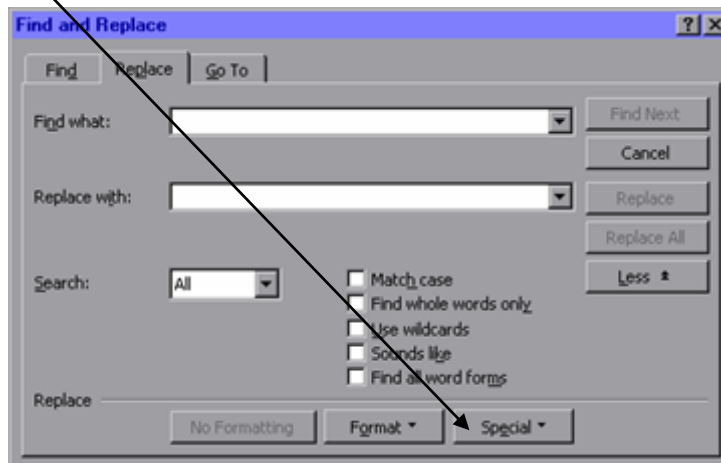
f) Click "Paragraph Mark".

g) 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.**

1KATZ00000125·OR·1KATZ00000004·OR·1KATZ00000006·OR·1KATZ00000135·OR·
1KATZ00000008·OR·1KATZ00000025·OR·1KATZ00000007·OR·1KATZ00000134·OR·
1KATZ00000029·OR·1KATZ00000039·OR·1KATZ00000124·OR·1KATZ00000046·OR·
1KATZ00000053·OR·1KATZ00000014·OR·1KATZ00000015·OR·1KATZ00000020·OR·
1KATZ00000005·OR·1KATZ00000060·OR·1KATZ00000123·OR·1KATZ00000133·OR·OR·¶

Delete these extra "ORs"¶

h) Press Ctrl+A or go to the Edit menu & choose Select All, then copy.
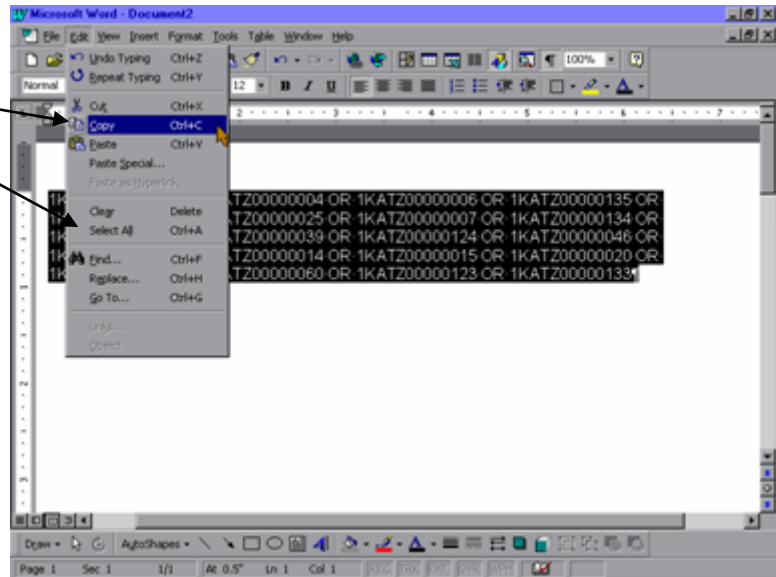
3. Go into M3 Cataloging & open a Search session. Choose your table to search (you will usually use Holdings for searching barcodes, unless they are Patron barcodes; then you will use Patrons). You can also use a Bibliographic search if you keep the barcode in the bib record, too.

4. Click in the first search box (It should say "Anywhere" in a Holdings search; "Last Name" in a Patrons search) and type 852#p (or use an "Anywhere" search).
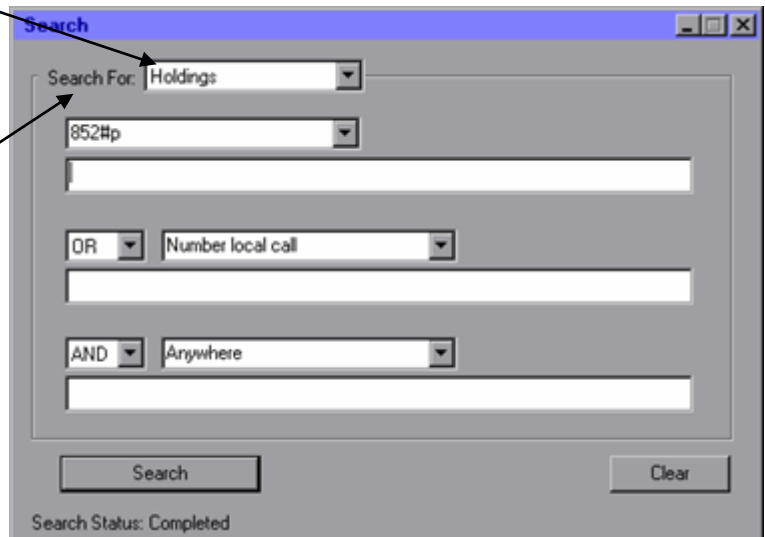
5. Place your cursor in the search criteria box underneath that, and either press Ctrl+V or right click and choose Paste. This pastes your long Boolean search string that you created in the Word document.
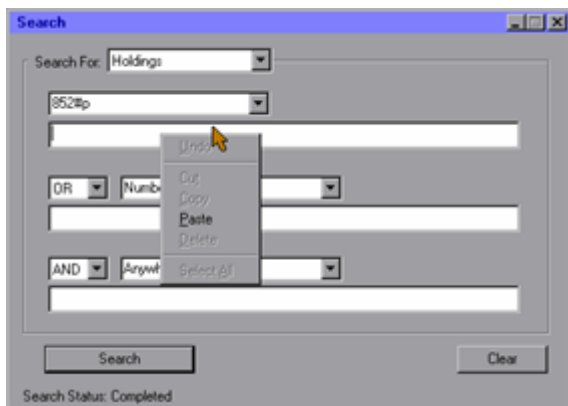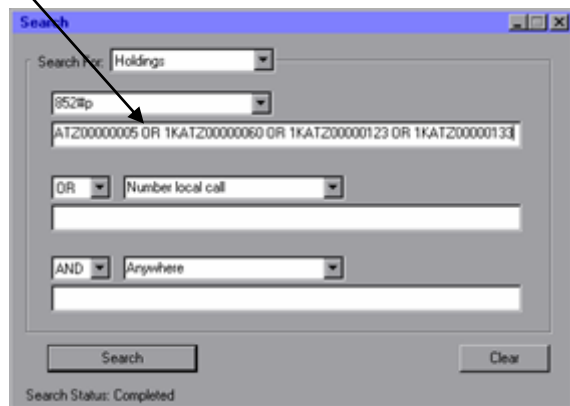
6. Press Enter or click Search. It should bring up all the barcodes for which you are searching.

7. You should now have a list of student names from that homeroom. 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

Find

Find:

a. Click Advanced

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

7. Replace All.

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

g. Execute actions for each...

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

b. Click Action.

Actions
replace text of first occurrence of subfield a in first occurrence of field 852 with "ESHS"

Action…
Wizard
Copy Matching
Copy Existing
Move matching
Move existing
Rename matching
Rename existing
Remove matching
Remove existing
Insert new   control field…
Insert text   field/subfield …
into matching field…   subfield…
into existing field…

c. Insert new. . .

f. See next page!

e. …into existing field…

d…subfield…

(Step f)

| 1. | 2. |

Action Wizard

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

Subfield: b

Back   Next   Cancel

Action Wizard

Please specify a field below:

Field/occurrence

352   first

Back   Next   Cancel

| 3 | 4 |

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   first
○ before matching subfield
○ after matching subfield

Back   Next   Cancel

Action Wizard

Please specify text/contents below:

Homeroom Number

Back   Next   Cancel

NOTE: If the replace doesn't work the way you wanted it to or you change your mind about adding the field for some reason, you can choose Undo Find/Replace from the Edit menu. *However, you MUST choose it before you do another Find/Replace or before you close the program.*

M3 Cataloging

File   Edit   View   Help

Undo Find/Replace

Search...   Ctrl+S

1   Duplicate...   Ctrl+D
2
3   Bibliographic   ▶
4   Holdings   ▶
5   Patrons   ▶