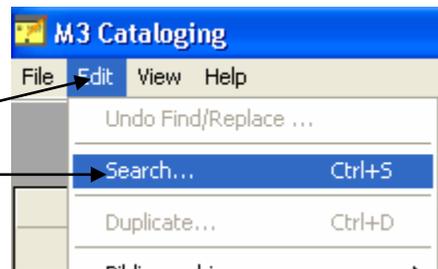


CHANGING THE STATUS OF A UNICODE RECORD

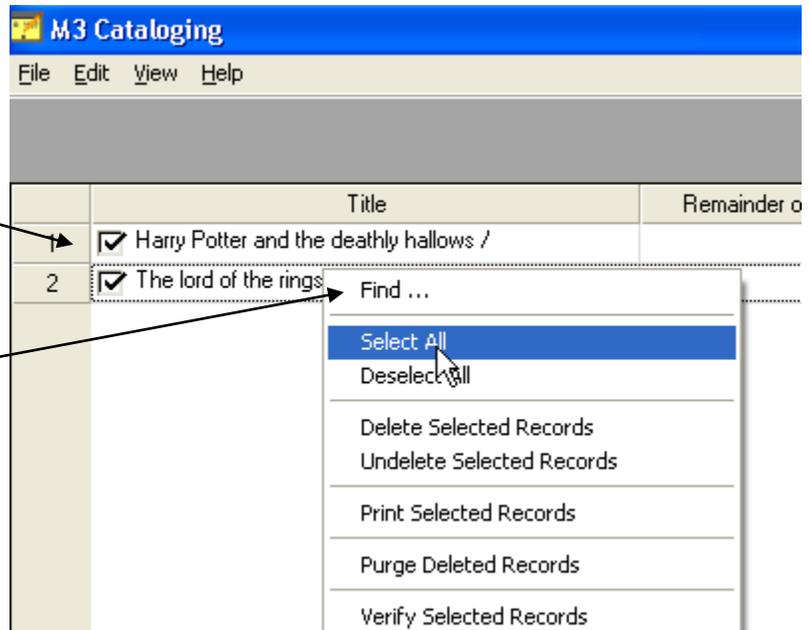
Use Cataloging.



1. Search for the items you wish to modify.

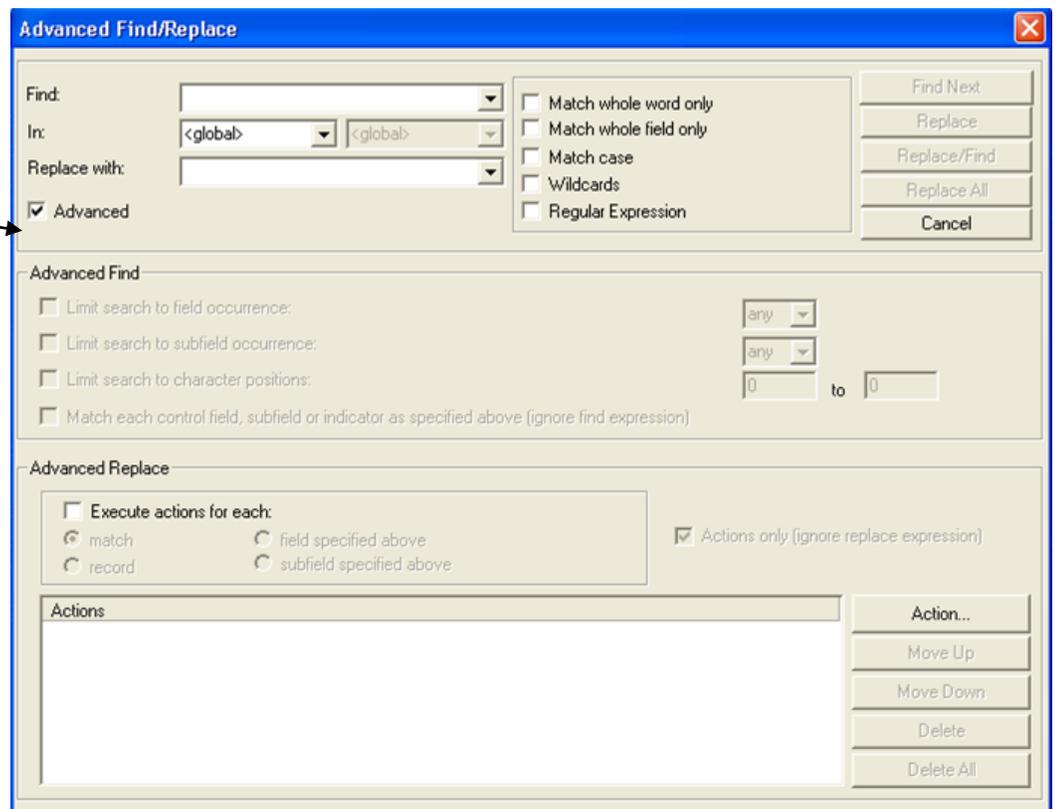


2. When you have retrieved your search items, click in the boxes next to the items you wish to modify (or click your right mouse button and choose "Select all.")

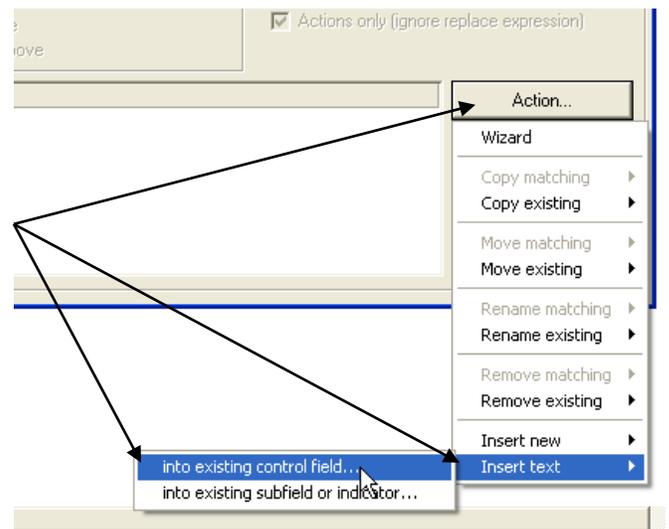


3. Click your right mouse button again and choose "Find" from the menu that appears.

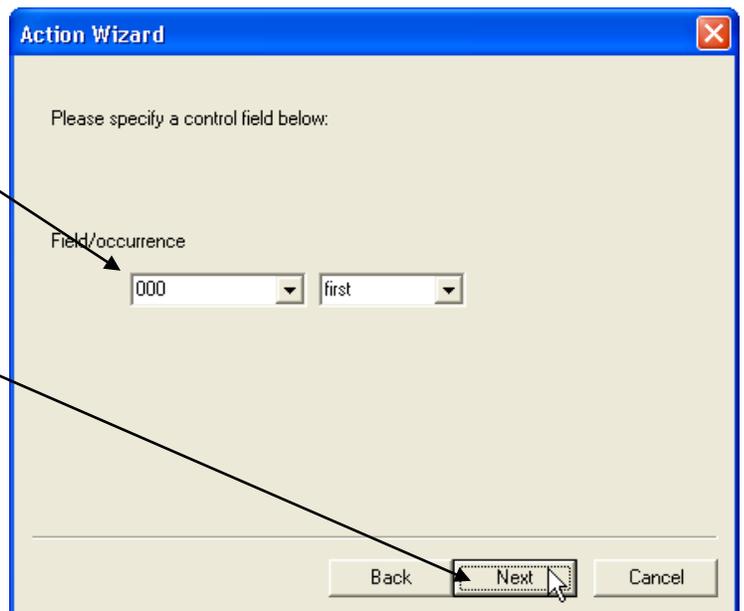
4. Click the "Advanced" box to expand the window.



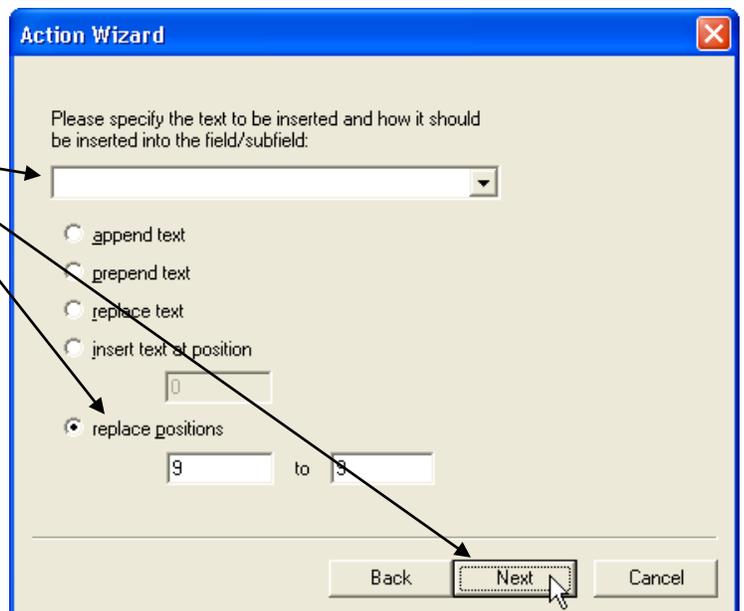
5. Click the “Action” button in the lower right portion of the window, then choose “Insert text...” and then “into existing control field.”



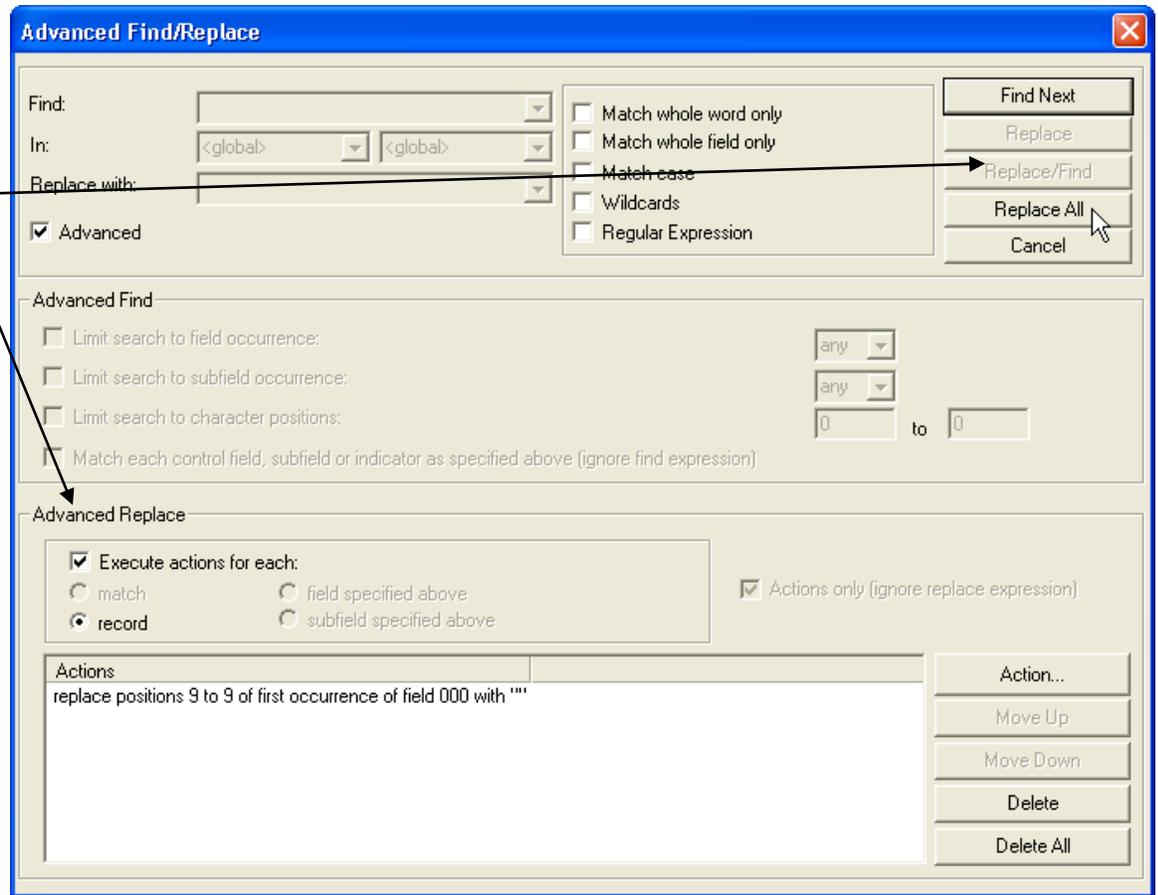
6. Enter 000 in the Field/occurrence box). Click Next.



7. Leave the top box blank (you are replacing the information in the record with nothing). Fill in the “REPLACE POSITIONS” boxes with the number nine in each (you are replacing position 9 of the leader). Click Next.



8. Check the “Execute actions for each” box, then click “Replace all. The items will all be changed.



Suggestion: As soon as you’ve completed the replace, open a record to see if it did what you want. Don’t do anything else until you’re sure it’s right! If it isn’t – click Undo Find/Replace on the Edit menu and try again!



You should now be able to edit your records.