CHANGING THE STATUS OF A UNICODE RECORD

Use Cataloging. M3 Cataloging 1. Search for the items you wish to	o modify.			File	Search	ng Help I/Replace Ct	rl+S rl+D	
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.")		Eile Eo	Cataloging dit <u>V</u> iew <u>H</u> elp I✓ Harry Potter and	T I the de	Fitle	1.	Remaind	er o
3. Click your right mouse button again and choose "Find" from the menu that appears.					Select All Deselect Select Undelete Select Undelete Select Print Selecte Purge Delete Verify Select	ted Records ected Records d Records ed Records ed Records		
4. Click the "Advanced" box to expand the window.	Advanced Find/Re Find: In: Replace with: Image: Advanced	eplace	 √global>		Match whole w Match whole fi Match case Wildcards Regular Expre:	vord only eld only ssion	Find Rep Repla Ca	INext place ce/Find ace All ncel
	Limit search to fi Limit search to s Limit search to c Match each con Match each con Execute acti match record	ield occurrer ubfield occu sharacter po introl field, su	nce: urrence: isitions: bfield or indicator as specifie n: isitifield specified above subfield specified above	ed above	(ignore find expres	any v any v 0 ssion)	to 0	ssion) on e Up Down lete te All



	Advanced Find/Replace								
8. Check the "Execute actions for each" box, then click "Replace all. The items will all be changed.	Find: Image: Match whole word only In: <global> Replace with: Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only Image: Match whole field only</global>	Find Next Replace Replace/Find Replace All Cancel							
	Advanced Find Limit search to field occurrence: Limit search to subfield occurrence: Limit search to character positions: Match each control field, subfield or indicator as specified above (ignore find expression) Advanced Baclace	0							
	Image: Constant of the consta	eplace expression)							
	Actions replace positions 9 to 9 of first occurrence of field 000 with ""	Action							
		Move Up							
		Move Down							
		Delete							
		Delete All							

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.