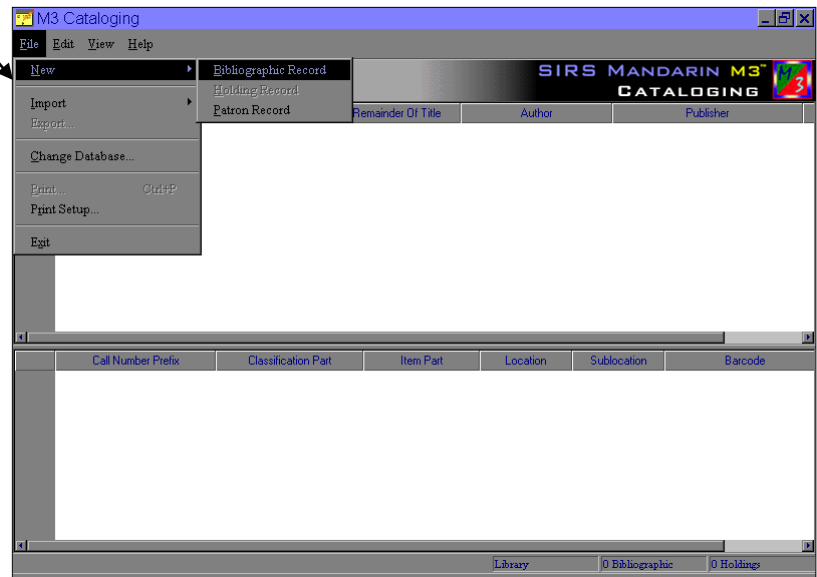
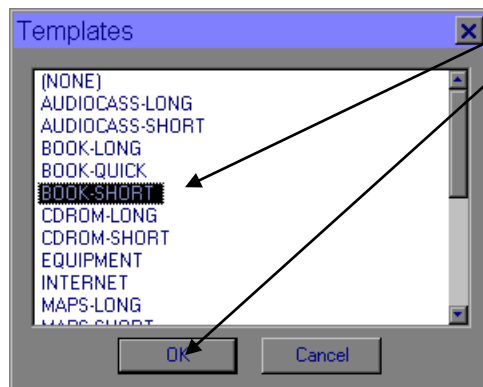


Creating a Template for a Bibliographic Record

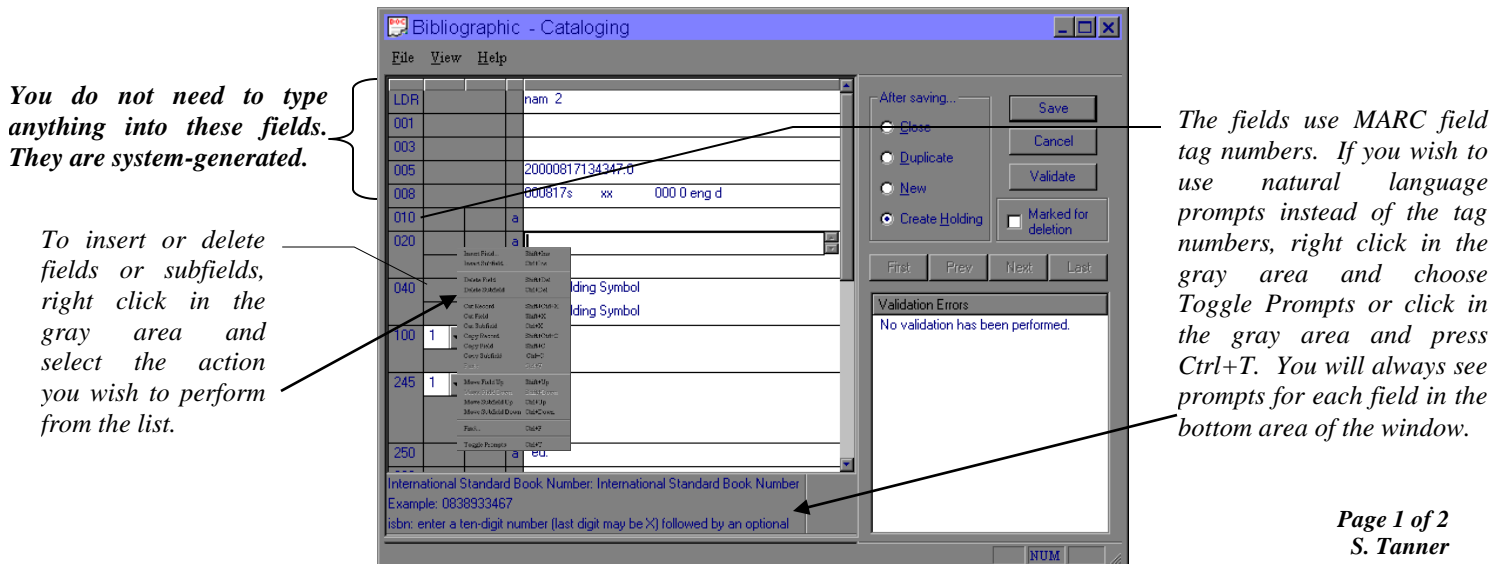
1. From the File Menu, choose New...Bibliographic Record.



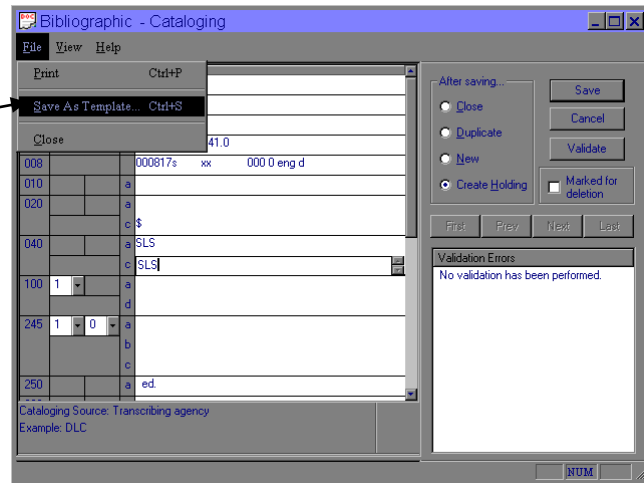
2. A list of templates will come up. Choose the template you wish to customize for the item you are cataloging. Double click the template name or select it and click OK.



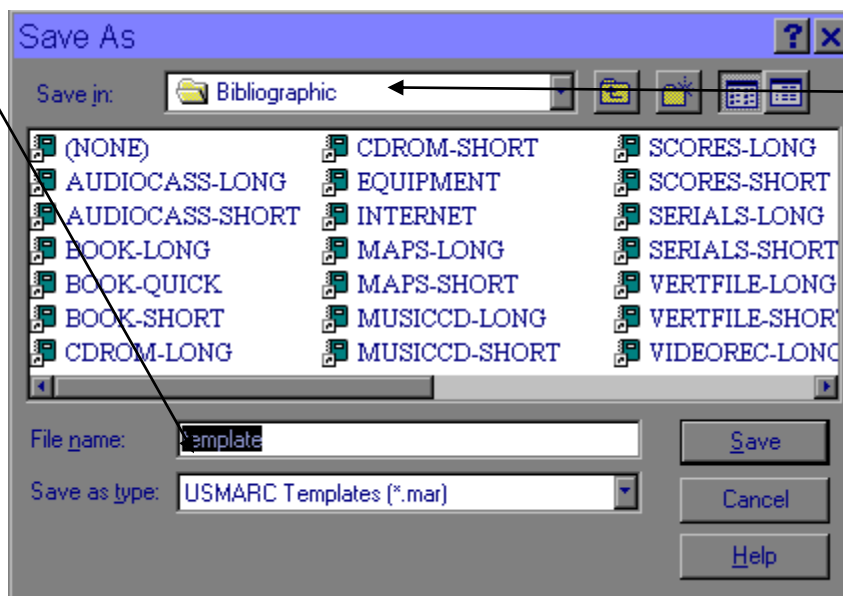
3. An empty bibliographic record will appear. Type information that will appear in ALL or most of your records (holding symbol, for example) in the appropriate fields in the WHITE section of the box. Leave the other fields blank.



4. When you have typed in the information and have added and/or deleted any fields or subfields you wish, click the File menu of the record itself (not the Application File Menu) and choose “Save As Template.”



5. It will prompt you for a name for your template – type in a name that describes what that template is for (or you can overwrite the existing template in the folder). Click Save.



NOTE: Do not change the directory in which you are saving this template, or you will not be able to use it!

6. At this point you can either close the bibliographic record that is still open, or use it to catalog an item. The template should be saved and ready for use.