INSERTING TEXT INTO A FIELD OR SUBFIELD

Use Cataloging.

M3 Cataloging

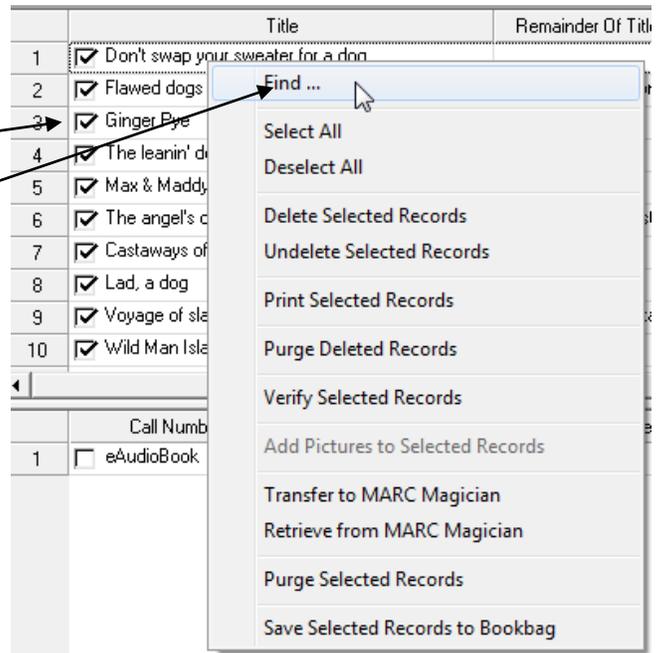File | Edit | View | Help

Undo Find/Replace ...

Search...   Ctrl+S

Duplicate...   Ctrl+D

Bibliographic   ▶

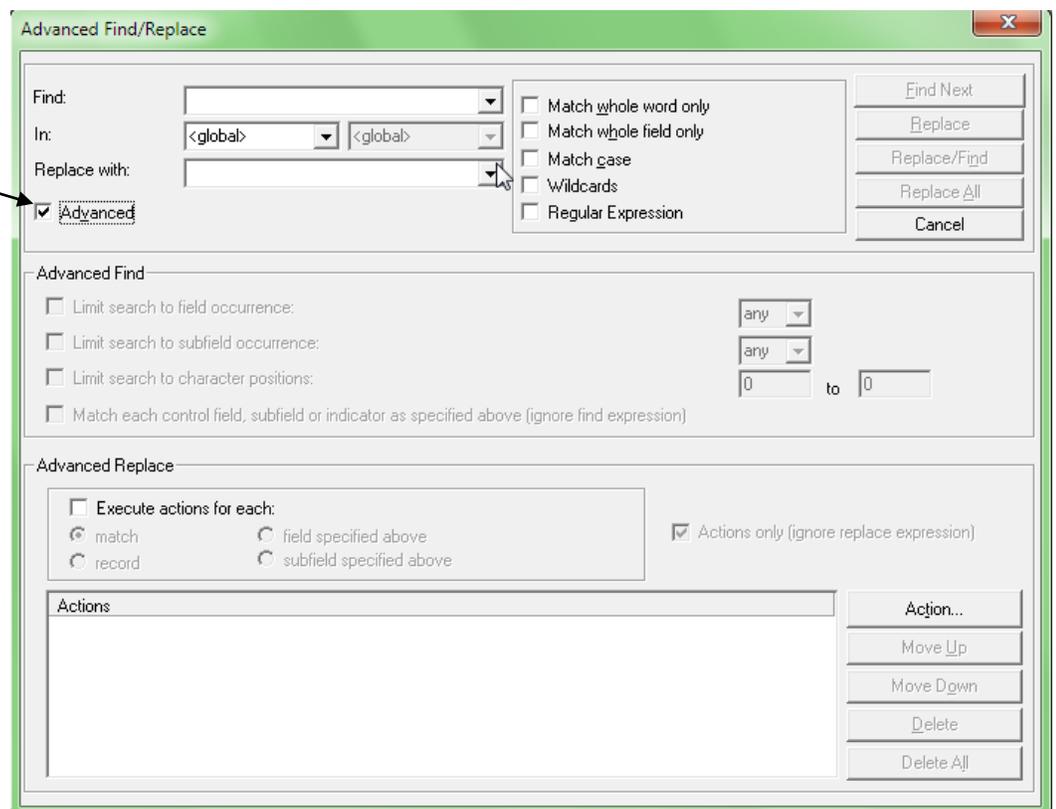1. Search for the items you wish to modify.
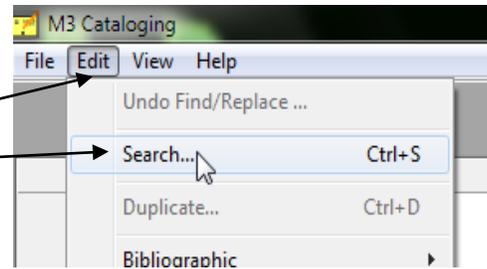
2. When you have retrieved your search items, click in the boxes next to the items you wish to modify (or click your right mouse button and choose "Select all."
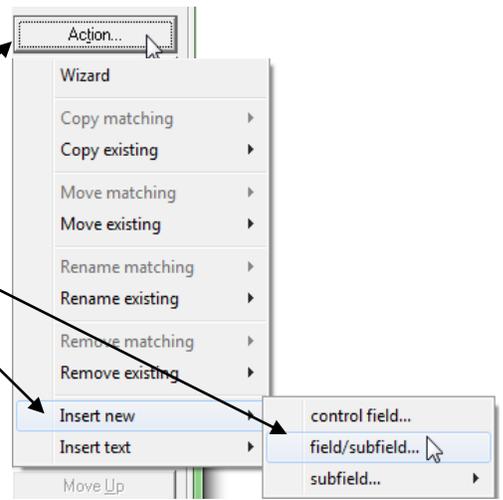
	Title	Remainder Of Title
1	☑ Don't swap your sweater for a dog	
2	☑ Flawed dogs	Find ...
3	☑ Ginger Pye	Select All
4	☑ The leanin' d	Deselect All
5	☑ Max & Maddy	
6	☑ The angel's c	Delete Selected Records
7	☑ Castaways of	Undelete Selected Records
8	☑ Lad, a dog	
9	☑ Voyage of sla	Print Selected Records
10	☑ Wild Man Isla	

Purge Deleted Records

Verify Selected Records

Add Pictures to Selected Records

Transfer to MARC Magician

Retrieve from MARC Magician

Purge Selected Records

Save Selected Records to Bookbag

	Call Numb
1	☐ eAudioBook

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

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

Advanced Find/Replace

Find: [   ] ▾   ☐ Match whole word only

In: [<global>] ▾ [<global>] ▾   ☐ Match whole field only

Replace with: [   ] ▾   ☐ Match case

☑ Advanced   ☐ Wildcards

☐ Regular Expression

Find Next | Replace | Replace/Find | Replace All | Cancel

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

☐ Execute actions for each:
◉ match   ○ field specified above   ☑ Actions only (ignore replace expression)
○ record   ○ subfield specified above

Actions

Action...
Move Up
Move Down
Delete
Delete All

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...
                   subfield... ▶
Move Up

5. Click the "Action" button in the lower right portion of the window, then choose "Insert new…" and then "field/subfield."

Action Wizard

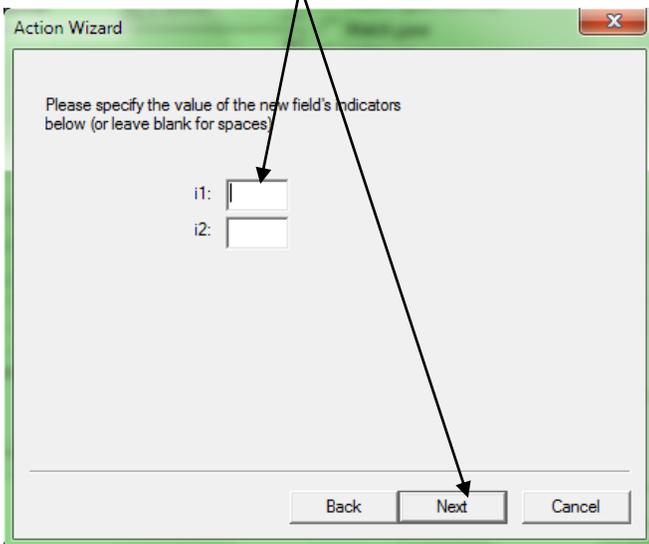6. Enter the field & subfield you wish to insert.
Click Next.

Please specify the new data field and subfield to be inserted into the record:

Field: 852
Subfield:

Back   Next   Cancel

Action Wizard
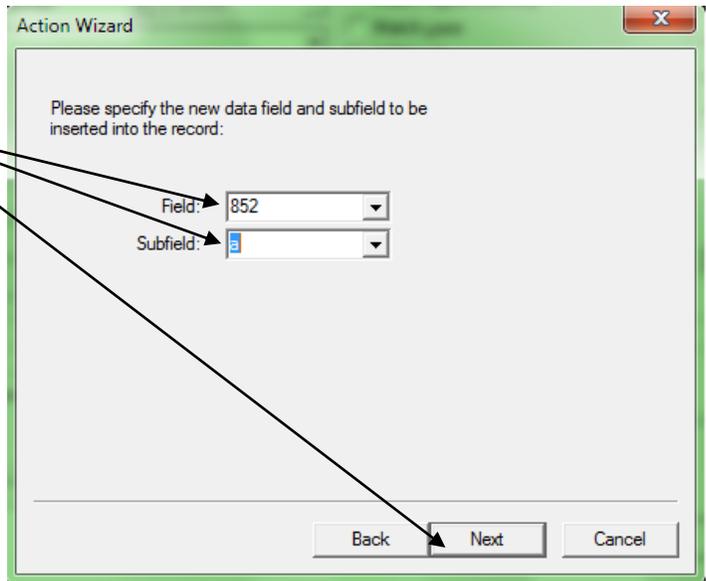
7. Leaving the insertion of the field in sorted order is fine.
Click Next.

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

◉ sorted order within 8XX
○ at beginning of 8XX
○ at end of 8XX
○ before   800   first
○ after
○ before matching field
○ after matching field

Back   Next   Cancel
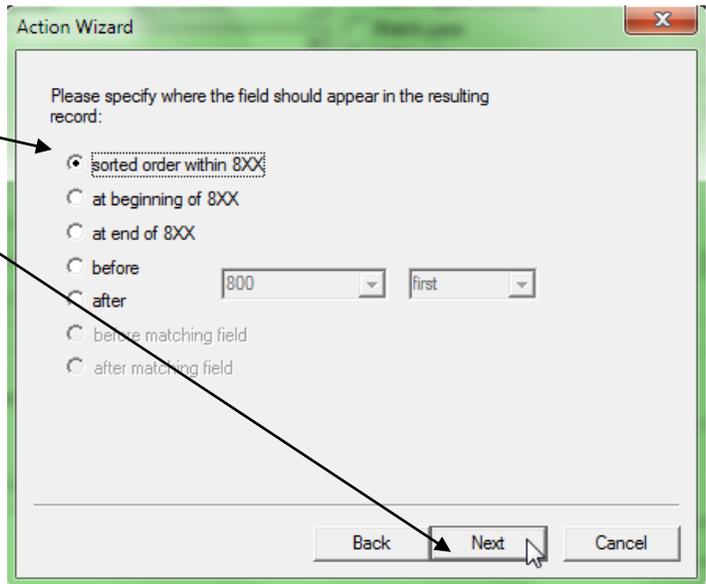
8. If you get a prompt about the indicators, leave the boxes blank and click Next.

Action Wizard

Please specify the value of the new field's indicators below (or leave blank for spaces)

i1:
i2:

Back   Next   Cancel

9. Insert text (that will be common to all records) if you wish. Click Next.

Action Wizard

Please specify text/contents below:

KATZ

Back　　Next　　Cancel
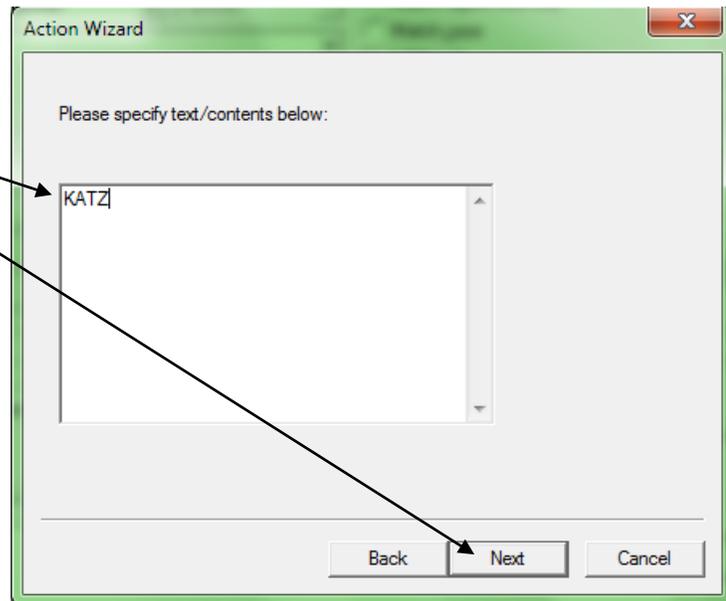
10. Check the "Execute actions for each" box, then click "Replace all." The items will all be changed.

Advanced Find/Replace

Find:

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

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

☑ Execute actions for each:
　○ match　　　○ field specified above
　◉ record　　　○ subfield specified above

☑ Actions only (ignore replace expression)

Actions
insert field 852/subfield a with i1="" and i2="", in sorted order within block, containing "KATZ"

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!

M3 Cataloging

File　Edit　View　Help

Undo Find/Replace ...

Search...　　Ctrl+S

Duplicate...　　Ctrl+D

Bibliographic　▶
Holdings　▶
Patrons　▶
Authority　▶
Pictures　▶
Undo Save

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