

INSERTING A FIELD/SUBFIELD

Use Cataloging



A). Do a search for your items

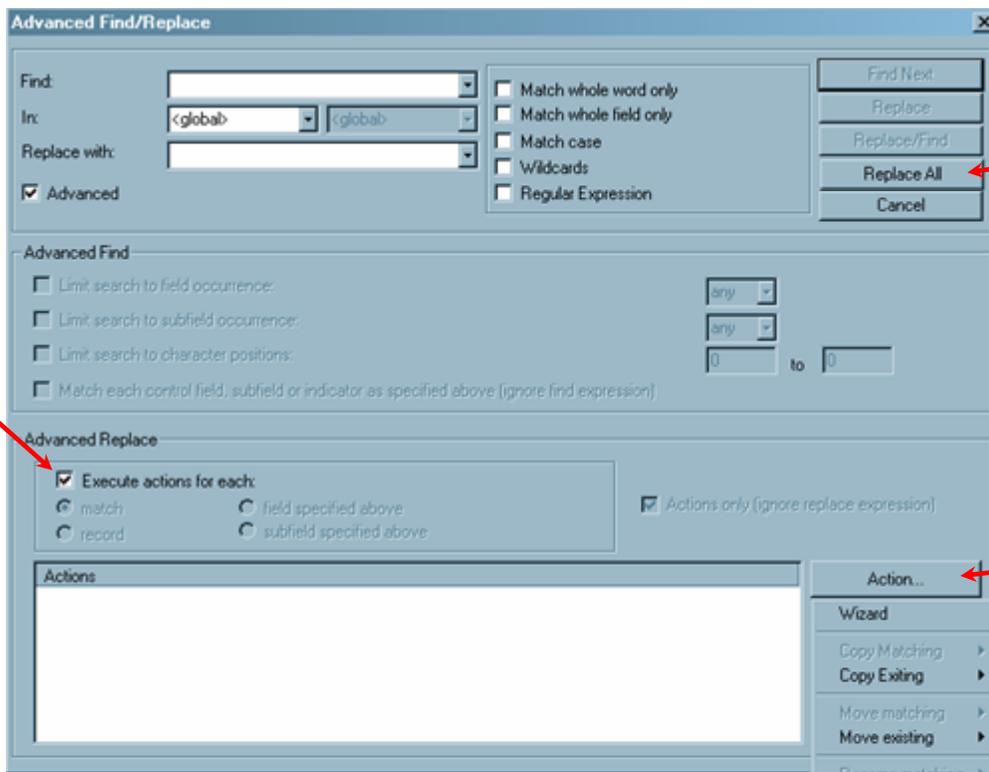
B). Right click on any of the resulting records and choose "Select all."



C). Right click again; this time choose Find...

D). The Global modify window will open. Click Advanced to expand it and follow the steps below:

5. Execute actions for each...



6. Replace All.



1. Click Action.



2. Insert new...

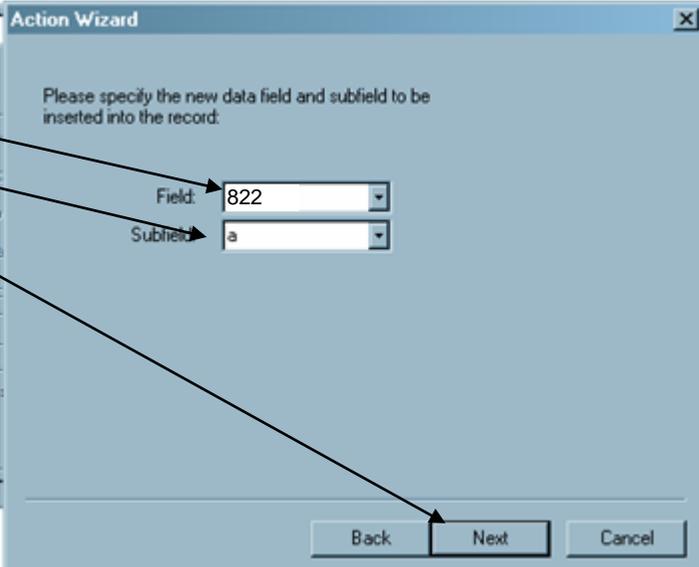
3. Field/subfield...

4. See next page:



Step 4

- Specify your field
- Specify subfield
- Click Next



Action Wizard

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

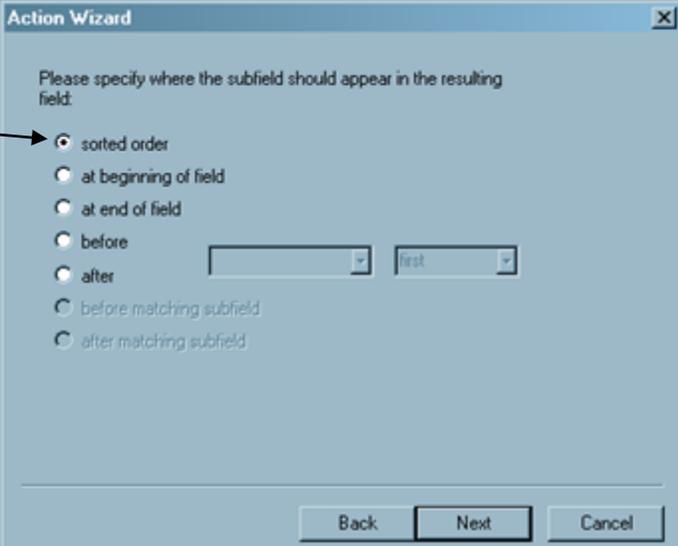
Field: 822

Subfield: a

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(Step 4 continued)

- Sorted order is fine!



Action Wizard

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

sorted order

at beginning of field

at end of field

before

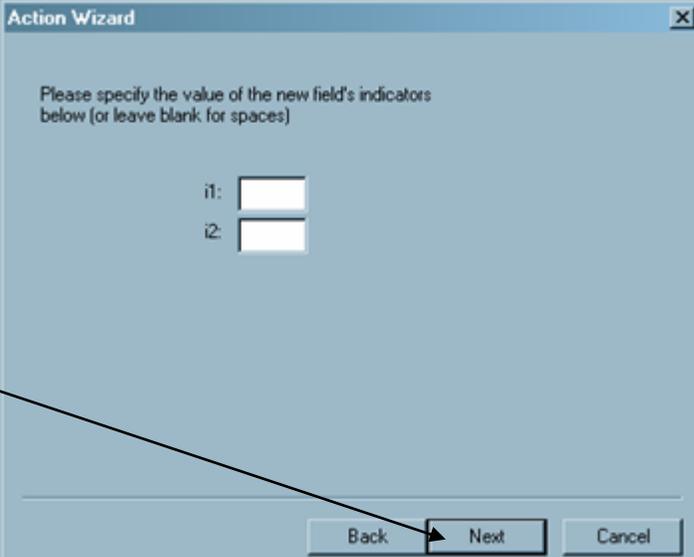
after

before matching subfield

after matching subfield

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- No indicators are usually necessary.
- Click Next.



Action Wizard

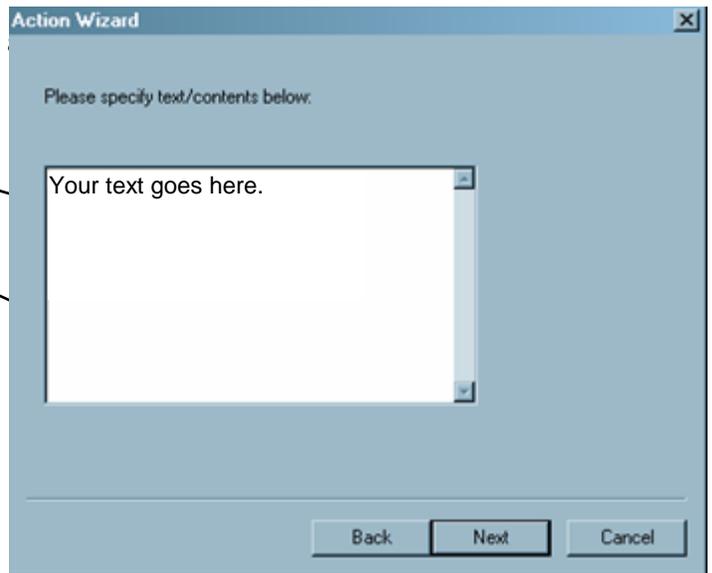
Please specify the value of the new field's indicators below (or leave blank for spaces)

i1:

i2:

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- In the Specify text box, type the text you wish to
- Click Next.



Return to Step 5 on page 2. After completing steps 5 and 6, check your records to be sure they are correct. DO NOT MAKE ANY OTHER CATALOGING CHANGES AT THIS TIME - you will be able to undo your find/replace if you find the records are not displaying correctly.

At this point, you can insert other subfields into the field; however, in step three (page 2) you will NOT choose field/ subfield. Instead, you will choose to insert a New Subfield...into existing field, since you previously inserted the field.