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."	Find Select All Deselect All	C). Right click again; this time choose Find
	Delete Selected Records Undelete Selected Records	
	Print Selected Records	
	Purge Deleted Records	

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

	Advanced Find/Replace	
	Find: Image: Match whole word only Find Next In: Kglobab Kglobab Match whole field only Replace Replace with: Image: Match whole field only Match whole field only Replace/Find Image: Match whole word only Image: Match whole field only Replace/Find Image: Match whole word only Image: Match whole field only Replace // End Image: Match whole word only Image: Match whole field only Replace // End Image: Match whole word only Image: Match whole field only Replace // End Image: Match whole word only Image: Match whole field only Replace // End Image: Match whole word only Image: Match whole field only Replace // End Image: Match whole word only Image: Match whole field only Replace // End Image: Match whole word only Image: Match whole word only Replace // End Image: Match whole word only Image: Match whole word only Replace // End Image: Match whole word only Image: Match whole word only Replace // End Image: Match whole word only Image: Match whole word only Replace // End Image: Match word word word word word word word word	6. Replace All.
	Advanced Find Limit search to field occurrence: any Limit search to subfield occurrence: any Limit search to character positions: D to D Match each control field subfield or indicator as specified above formers and expression.	
5. Execute actions for each	Advanced Replace	1. Click Action
	Action: Vizard Copy Matching > Copy Esting > Move matching >	
	Move existing Rename matching Rename existing Benove matching Renave matching Renove existing	2. Insert new
4. See page:	next	control field field/subfield subfield



(Step 4 continued)

tep 4 continued)	Action Wizard
Sorted order is fine!	Please specify where the subfield should appear in the resulting field:
	Back Next Cancel
 No indicators are usually necessary. Click Next. 	Please specify the value of the new field's indicators below (or leave blank for spaces) i1: i2:
	Back Next Cancel

_	In the Case if the test have the test set of the test set of the	Action Wizard	<
•	In the Specify text box, type the text you wish to Click Next.	Please specify text/contents below:	
		Your text goes here.	
		2	
		Back Next Cancel	

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.