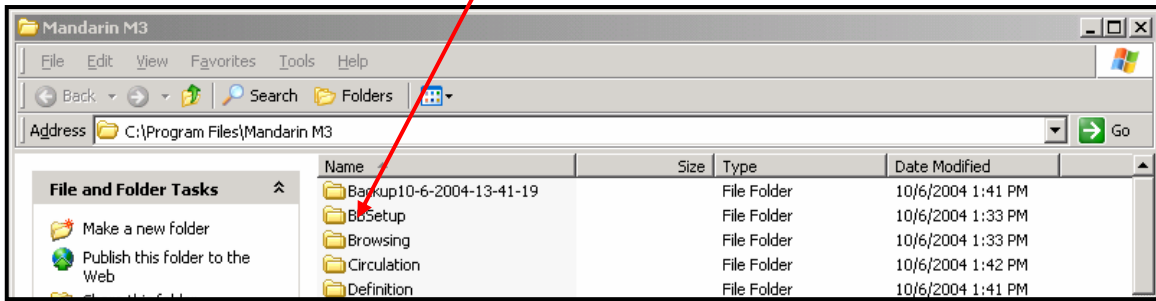


## MODIFYING WHICH FIELDS DISPLAY ON THE CATALOGING SCREEN

1. In your Mandarin M3 folder, find the “Browsing” folder and open it.



2. Choose the file you wish to edit. If you wish to edit the fields displayed for patrons, choose patrons.in; for holding records, choose holdings.in; for bib records, choose bibliographic.in, etc.

Name	Size	Type	Date Modified
authority.ini	1 KB	Configuration Settings	6/14/2002 11:33 AM
AuthorityField100.ini	1 KB	Configuration Settings	6/4/2002 9:49 AM
AuthorityField110.ini	1 KB	Configuration Settings	7/9/2002 12:47 PM
AuthorityField111.ini	1 KB	Configuration Settings	6/4/2002 9:49 AM
AuthorityField130.ini	1 KB	Configuration Settings	6/4/2002 9:49 AM
AuthorityField150.ini	1 KB	Configuration Settings	6/4/2002 9:49 AM
AuthorityField151.ini	1 KB	Configuration Settings	6/4/2002 9:49 AM
bibliographic.ini	1 KB	Configuration Settings	12/20/2002 8:39 AM
equip-holdings.ini	1 KB	Configuration Settings	12/20/2002 8:39 AM
equipment.ini	1 KB	Configuration Settings	10/6/2004 1:42 PM
holdings.ini	1 KB	Configuration Settings	12/20/2002 8:37 AM
patrons.ini	1 KB	Configuration Settings	12/20/2002 8:39 AM
picture.ini	1 KB	Configuration Settings	12/20/2002 8:40 AM

3. Double click the file you want to edit to open it. It will probably open in Notepad.

The “fields” line shows how many total fields will display. Note that this total is 5 even though the last browserfield number is 4 because it starts numbering with 0.

```
[browser]
fields=5

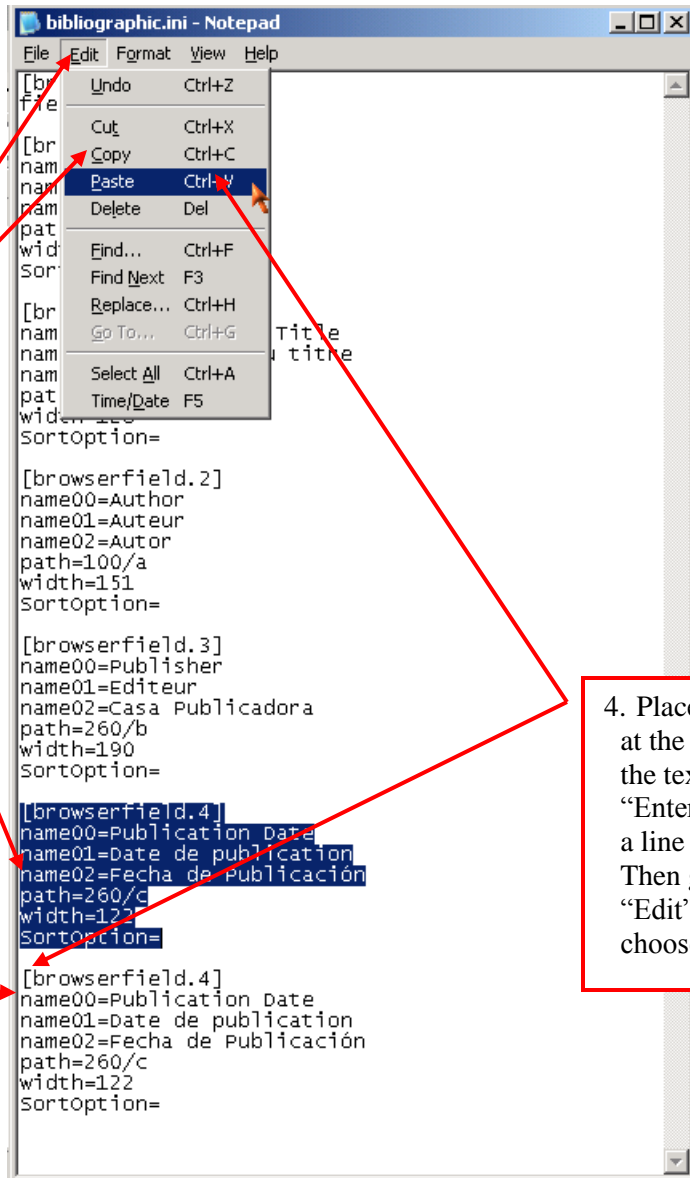
[browserfield.0]
name00=Titre
name01=Titre
name02=Titulo
path=245/a
width=276
Sortoption=-12

[browserfield.1]
name00=Remainder of title
name01=Complément du titre
name02=Subtitulo
path=245/b
width=128
Sortoption=

[browserfield.2]
name00=Author
name01=Auteur
name02=Autor
path=100/a
width=151
Sortoption=

[browserfield.3]
name00=Publisher
name01=Editeur
name02=Casa Publicadora
path=260/b
width=190
Sortoption=

[browserfield.4]
name00=Publication Date
name01=Date de publication
name02=Fecha de Publicación
path=260/c
width=122
Sortoption=
```



5. To add a field, copy the entire last “browserfield” statement by selecting from the first bracket to the last character (in this case an equal sign). Once selected, go to the “Edit” menu and choose “Copy.”

4. Place your cursor at the very end of the text and press “Enter” once to add a line at the end. Then go back to the “Edit” menu and choose “Paste.”

7. This will create another “browserfield” statement. Change the “browserfield” number to the next number in the sequence; in this case, 5.

6. Change the “name” statement in the language which you use to describe the field you are adding.

8. Change the “path” statement to the MARC field/subfield which corresponds with the field you are adding.

9. You may also change the width if you like.

```
[browserfield.5]
name00=Call Number
name01=Date de publication
name02=Fecha de Publicación
path=852/h
width=90
Sortoption=
```

10. Repeat to add any additional fields and save the file. The next time you open cataloging the changes should be reflected.

*Note: You may also merely change field names & paths in existing files; for example, in the patrons.ini file you can change the address, city, state, and zip fields to display teacher, grade, homeroom, and Internet access fields by changing the respective names and field/subfields as in steps 7-8 above.*