NONFILING CHARACTERS – DETECTION AND REPLACEMENT

1. Open Catalog

   M3 Cataloging

2. Search for all items in your catalog. Be sure to search for Bibliographic records, and change the search parameter to "Anywhere." Type an asterisk (*) in the search box to return all records in the catalog. Click Search (or press Enter.)
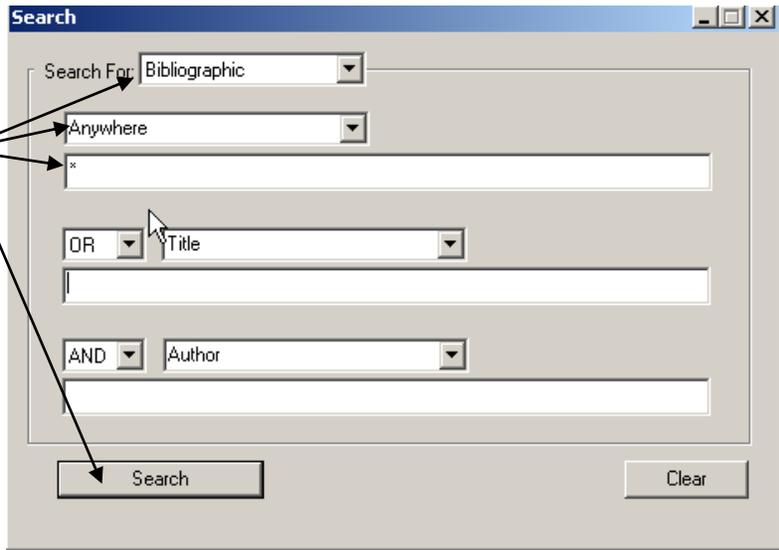
3. Click the "Title" bar to sort the list of results by title.

		Title	Remainder Of Title	Author
1	☐	Counterattack :	the West's battle against t	Dobson, Christopher.
2	☐	The truth about the Panama Canal /		Kitchel, Denison.
3	☐	The German-Soviet pact, August 23, 1	a nonaggression pact prep	Grant, Neil.
4	☐	School librarian's encyclopedic diction:		Marshall, Faye Dix,

4. Scroll through your list to find items that are not sorting correctly. Titles that may have incorrect nonfiling parameters include those beginning with "A," "An," or "The." In addition to these, however, you may also find titles that have an extra space in front of it, or some with quotation marks, dashes, or ellipses.

		Title	Remainder Of Title	Author	Publisher	olication D
1	☐	Ask the bones :	scary stories from around t		Viking,	1999.
2	☐	"Your father's not coming home any mo	teenagers tell how they su	Jackson, Michael,	Richard Marek Publishe	1981.
3	☐	--if you were there when they signed th		Levy, Elizabeth,	Scholastic,	1992.
4	☐	1, 2, 3 to the zoo /		Carle, Eric.	Philomel Books,	[1982], c'
5	☐	1,001 facts about rocks and minerals /		Fuller, Sue.	DK,	2003.

Extra space

Quotes

Dashes

5. When you find titles that are sorting incorrectly, select them in a sequence by clicking the first item, then holding down the shift key and clicking on the last item. The system will select all the others in between as well.
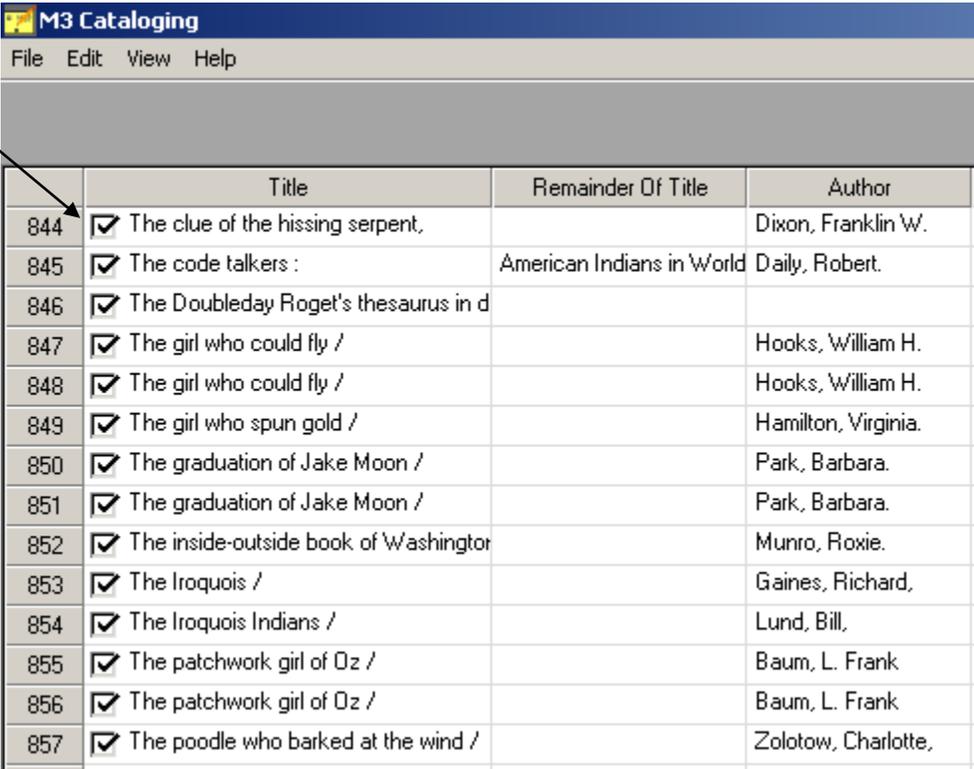
	Title	Remainder Of Title	Author
844	☑ The clue of the hissing serpent,		Dixon, Franklin W.
845	☑ The code talkers :	American Indians in World	Daily, Robert.
846	☑ The Doubleday Roget's thesaurus in d		
847	☑ The girl who could fly /		Hooks, William H.
848	☑ The girl who could fly /		Hooks, William H.
849	☑ The girl who spun gold /		Hamilton, Virginia.
850	☑ The graduation of Jake Moon /		Park, Barbara.
851	☑ The graduation of Jake Moon /		Park, Barbara.
852	☑ The inside-outside book of Washingtor		Munro, Roxie.
853	☑ The Iroquois /		Gaines, Richard,
854	☑ The Iroquois Indians /		Lund, Bill,
855	☑ The patchwork girl of Oz /		Baum, L. Frank
856	☑ The patchwork girl of Oz /		Baum, L. Frank
857	☑ The poodle who barked at the wind /		Zolotow, Charlotte,

6. When your items are selected, right click on any of them and choose "Find."
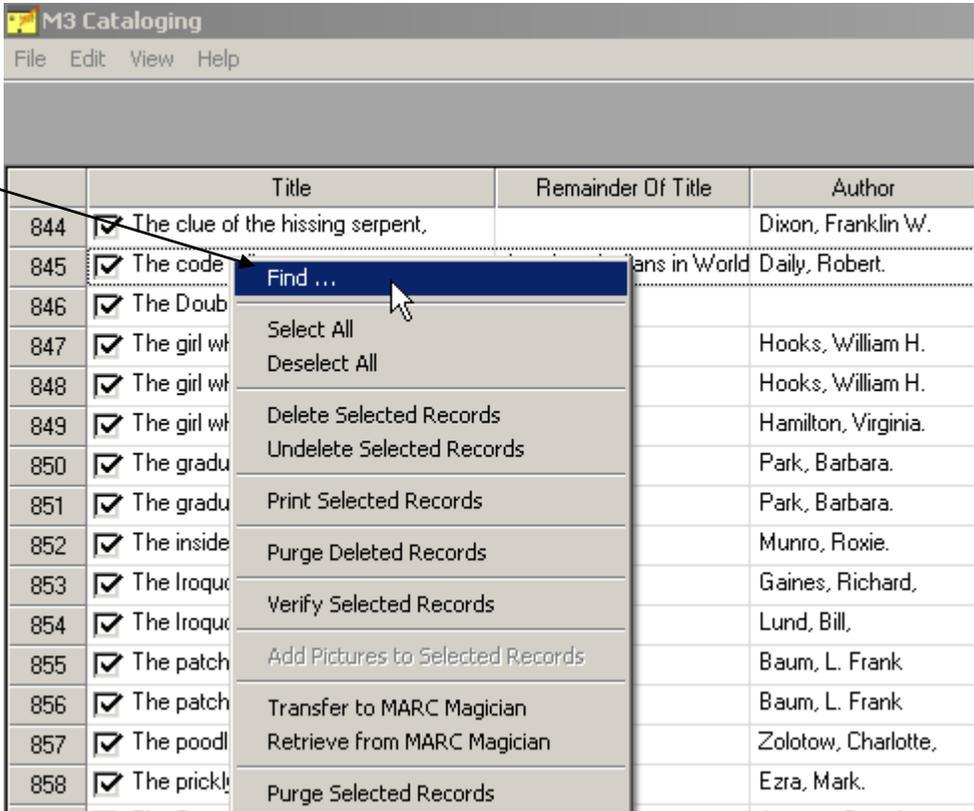
7.

M3 Cataloging

File   Edit   View   Help

	Title	Remainder Of Title	Author
844	☑ The clue of the hissing serpent,		Dixon, Franklin W.
845	☑ The code	Find ...	lans in World Daily, Robert.
846	☑ The Doub		
847	☑ The girl wh	Select All	Hooks, William H.
848	☑ The girl wh	Deselect All	Hooks, William H.
849	☑ The girl wh	Delete Selected Records	Hamilton, Virginia.
850	☑ The gradu	Undelete Selected Records	Park, Barbara.
851	☑ The gradu	Print Selected Records	Park, Barbara.
852	☑ The inside	Purge Deleted Records	Munro, Roxie.
853	☑ The Iroqu		Gaines, Richard,
854	☑ The Iroqu	Verify Selected Records	Lund, Bill,
855	☑ The patch	Add Pictures to Selected Records	Baum, L. Frank
856	☑ The patch	Transfer to MARC Magician	Baum, L. Frank
857	☑ The poodl	Retrieve from MARC Magician	Zolotow, Charlotte,
858	☑ The prickl	Purge Selected Records	Ezra, Mark.

7. Click in the "Advanced" box to expand the Find/Replace dialog.
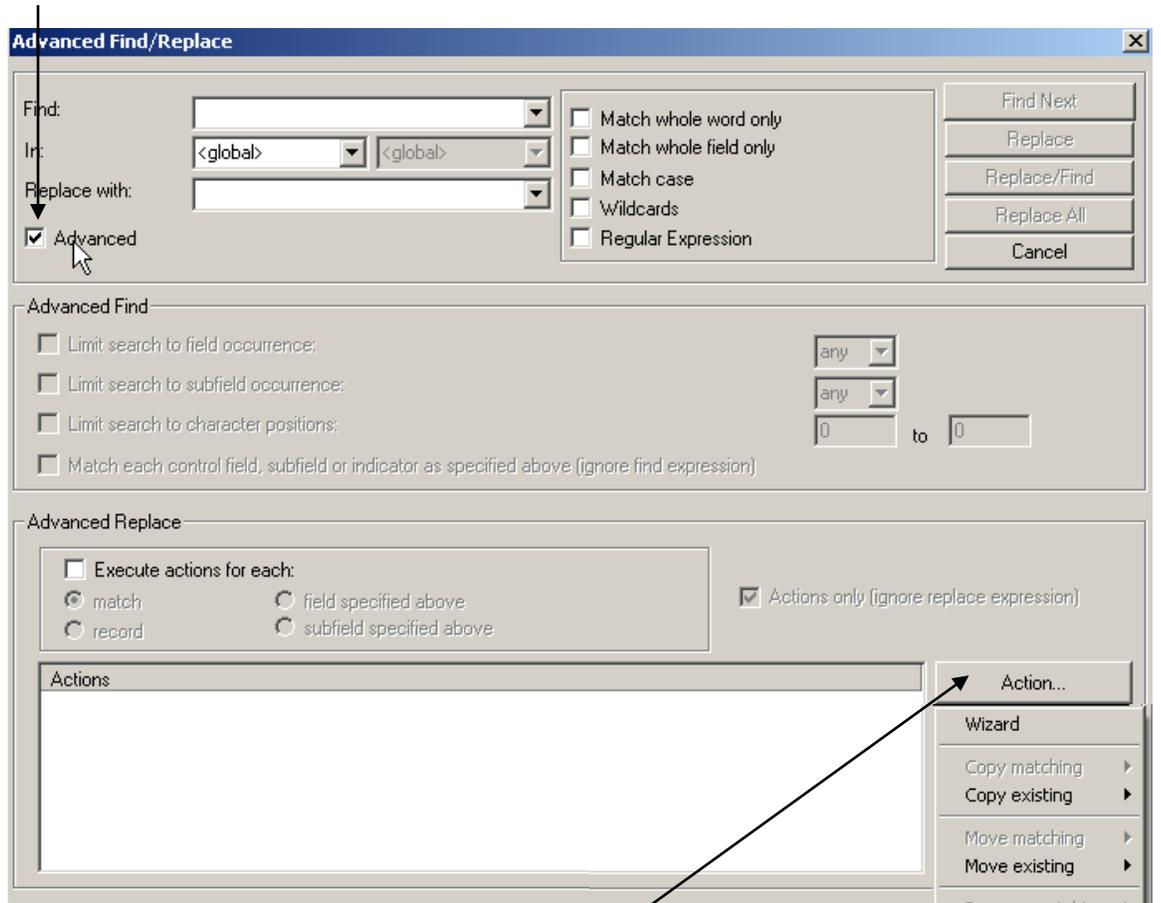
8. Click the Action button, then choose "insert text…into existing subfield or indicator."
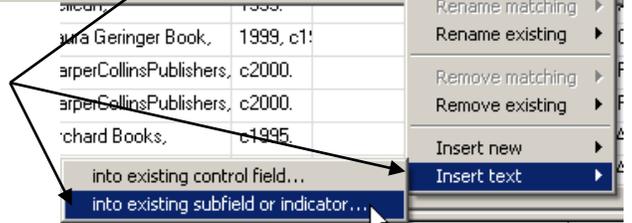
9. The Field is 245 (first) and the Subfield is i2 (Indicator 2). Click Next.
10.
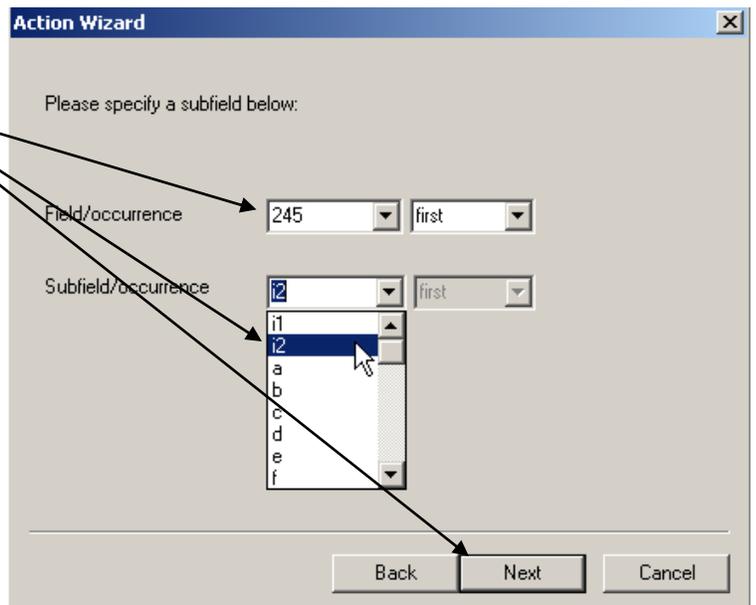
10. The value will always be one more than the number of letters in the nonfiling word, as you must also count the space following it. Therefore, the word "The" would have a value of 4, the word "A" would have a value of 2, and the word "An" would have the value of 3. When you have entered the value, click Next.

Action Wizard

Please specify the new value for the indicator below:

```
4
```

Back   Next   Cancel
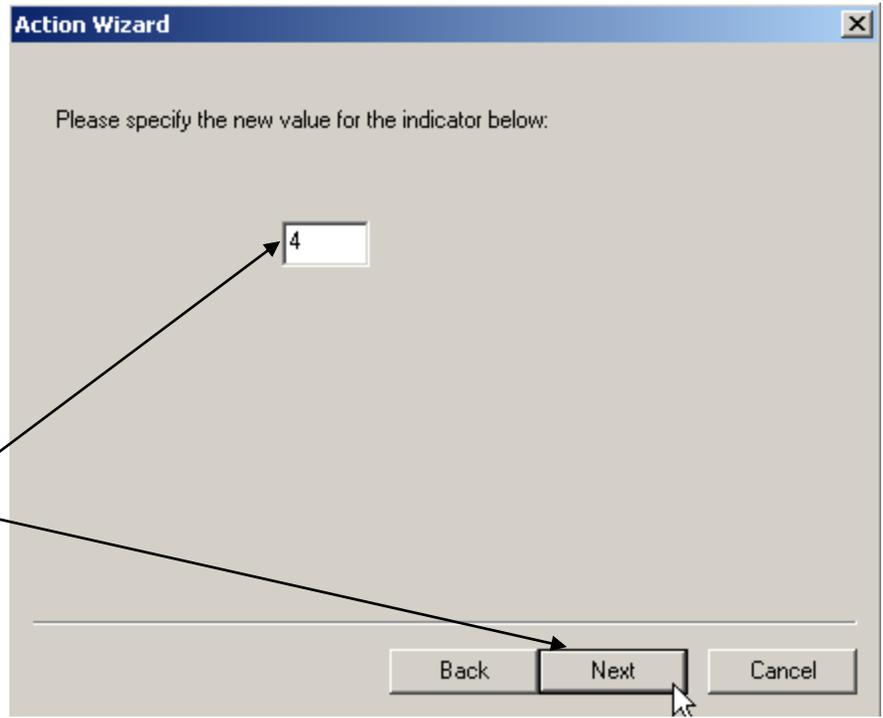
11. The action should now appear in the "Actions" box. Click the "Execute Actions for Each:" box and then click "Replace All."

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

set i2 in first occurrence of field 245 to "4"

Action...
Move Up
Move Down
Delete
Delete All

The items should now sort correctly in cataloging and OPAC. Please note that this does NOT affect the sorting in Report Tool; Report Tool sorts strictly by text and does not recognize the nonfiling indicators.