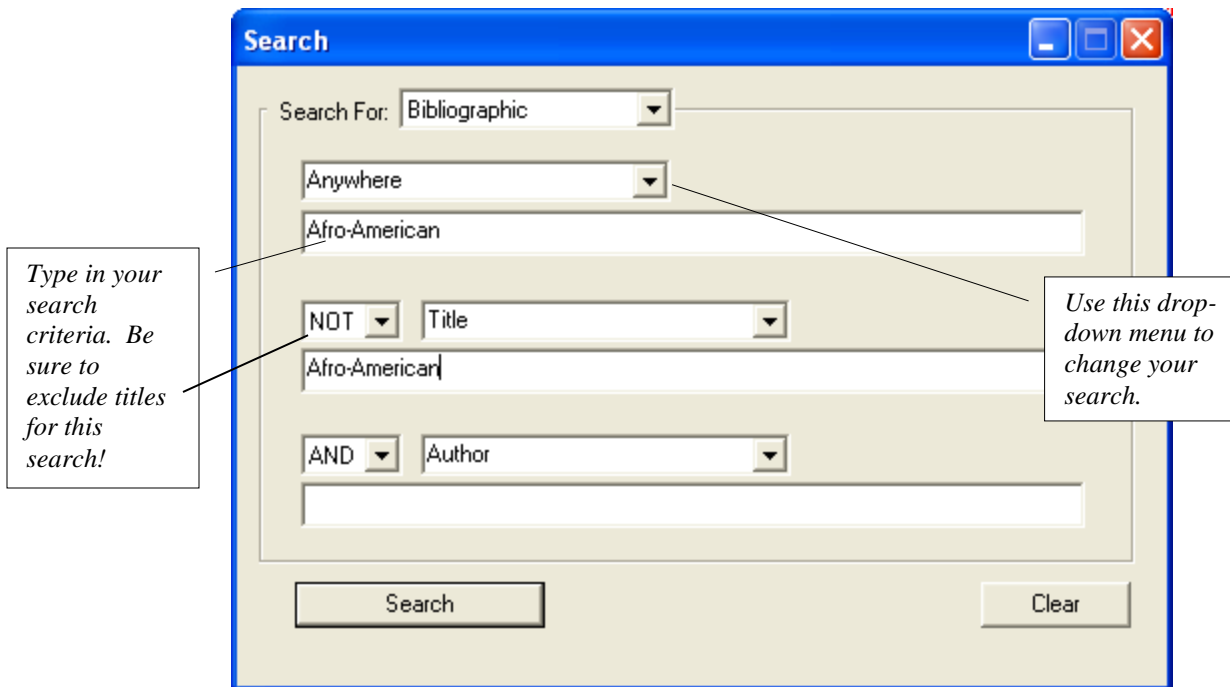
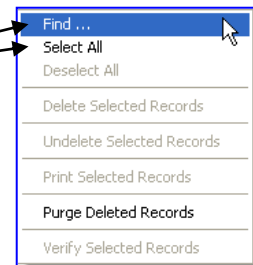


Using the Global Modify

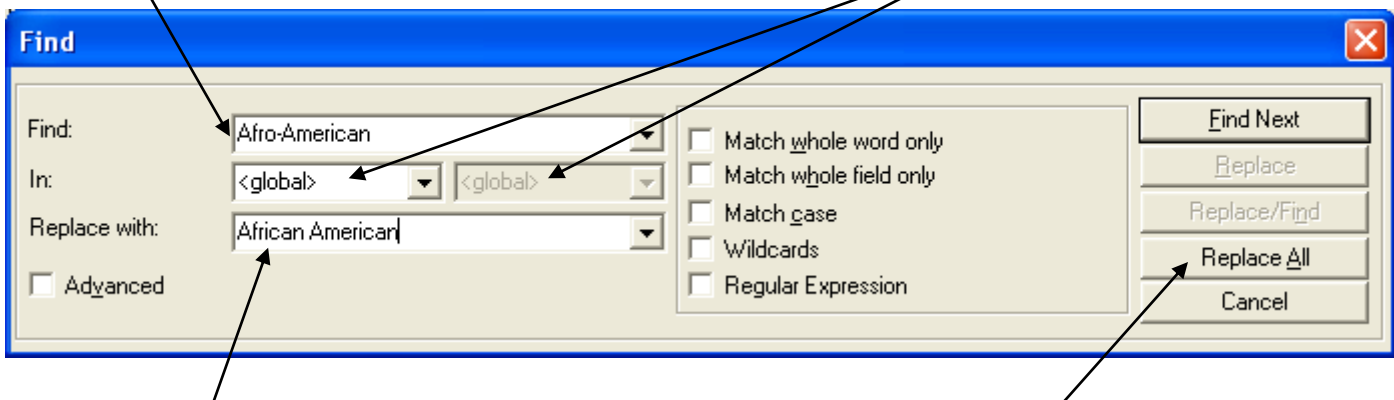
1. In Cataloging, search for the items you wish to modify. [If you wish to modify all items in the catalog, use an “Anywhere” search and type an asterisk (*) in the search criteria box.]



- 2) Click your right mouse button in the upper pane and choose Select All, then right click again and choose Find...



- 3) Type in the text you wish to replace in the “Find” box. You can also specify a field/subfield in which to look



- (3) Type in the text with which you wish to replace the old text. You can also specify that it should match the entire field, entire word, or case, depending on what your “find” is. Click Replace 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!