**Adding Location Fields**

1. Search for all the records that don’t have anything in the 852#a field. (Red arrows indicate what you need to select or type.)

   ![Search Window](image)

2. When the list of items comes up, right click anywhere in the list and choose Select All, then right click again and choose Find…

3. Click Advanced

4. Click Action.

5. …into existing subfield…

6. See next page!

7. Execute actions for each…

8. Replace All.
Repeat steps 2-5 to add GSTE to the 852#b field. You can do this BEFORE you do steps 6 & 7 – that way it will add both fields at the same time.