1. Search for the items you wish to modify.

2. When you have retrieved your search items, click in the boxes next to the items you wish to modify (or click your right mouse button and choose “Select all.”)

3. Click your right mouse button and choose “Find” from the menu that appears.

4. Click the “Advanced” box to expand the window.
5. Click the “Action” button in the lower right portion of the window, then choose “Insert new…” and then “field/subfield.”

6. Enter the field & subfield you wish to insert. Click Next.

7. Leaving the insertion of the field in sorted order is fine. Click Next.

8. If you get a prompt about the indicators, leave the boxes blank and click Next.
9. Insert text (that will be common to all records) if you wish. Click Next.

10. Check the “Execute actions for each” box, then click “Replace all.” The items will all be changed.

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!