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. No indicators are necessary. Click Next.

9. Enter the text (if any) you wish to insert in this subfield. The “a” subfield in the 591 field is the purchase date; you can be as specific or general as you wish. Click Next.

10. Your insertion command should now be listed under the “Actions” portion of the Global Modify Window.

11. To insert additional subfields into this same 591 field, click the Action button again. This time, however, choose “Insert new…subfield…into existing field.”
12. Type in the subfield you wish to insert. Click Next.

13. Type in the field you wish to insert. Click Next.

14. Leaving the insertion of the field in sorted order is fine. Click Next.
15. Enter the text (if any) you wish to insert in this subfield. The “b” subfield in the 591 field is the Fund of Account which provided the monies for the purchase; you can be as specific or general as you wish. Click Next.

16. Both insertion commands should now be listed under the “Actions” portion of the Global Modify Window. Note that the insertion of the subfield MUST be below the insertion of the field. If it is not, use the Move Up or Move Down buttons to arrange them in the correct order.

17. Select “Execute actions for each” and then click “Replace All.” This will insert the 591 field with the a & b subfields and any text you have specified.

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!