**INSERTING A FIELD/SUBFIELD**

Use Cataloging

**A). Do a search for your items**

**B). Right click on any of the resulting records and choose “Select all.”**

**C). Right click again; this time choose Find…**

**D). The Global modify window will open. Click Advanced to expand it and follow the steps below:**

1. Click Action.
2. Insert new…
3. Field/subfield...
4. See next page:
5. Execute actions for each...
6. Replace All.

**See next page:**
Step 4

- Specify your field
- Specify subfield
- Click Next

(Step 4 continued)

- Sorted order is fine!

- No indicators are usually necessary.
- Click Next.
- In the Specify text box, type the text you wish to add to the field.
- Click Next.

Return to Step 5 on page 2. After completing steps 5 and 6, check your records to be sure they are correct. DO NOT MAKE ANY OTHER CATALOGING CHANGES AT THIS TIME - you will be able to undo your find/replace if you find the records are not displaying correctly.

At this point, you can insert other subfields into the field; however, in step three (page 2) you will NOT choose field/subfield. Instead, you will choose to insert a New Subfield…into existing field, since you previously inserted the field.