1) In cataloging, search for your patrons or items. When you have your list, right click and choose “Select All.”
2) Right click again and choose “Find.”

3) Another dialog box will come up. Click the Advanced box to open additional options.

4) Click the Action button. A menu of options will appear.

5) Choose Insert new…subfield…into existing field.

6) Type the subfield you wish to insert in the subfield box. Click Next.
7) Type the field tag number in the field box. Click Next.

8) It will ask you which order to use – using the default, sorted order, is fine. Click next.

9) Type Yes or Y or whatever you wish to use in the box provided. Click Next.

10) The desired actions are now listed in the bottom window. Click “Execute actions for each” and then Replace all.