1. Open Catalog

2. Search for all items in your catalog. Be sure to search for Bibliographic records, and change the search parameter to “Anywhere.” Type an asterisk (*) in the search box to return all records in the catalog. Click Search (or press Enter.)

3. Click the “Title” bar to sort the list of results by title.

4. Scroll through your list to find items that are not sorting correctly. Titles that may have incorrect nonfiling parameters include those beginning with “A,” “An,” or “The.” In addition to these, however, you may also find titles that have an extra space in front of it, or some with quotation marks, dashes, or ellipses.
5. When you find titles that are sorting incorrectly, select them in a sequence by clicking the first item, then holding down the shift key and clicking on the last item. The system will select all the others in between as well.

6. When your items are selected, right click on any of them and choose “Find.”

7.
7. Click in the “Advanced” box to expand the Find/Replace dialog.

8. Click the Action button, then choose “insert text…into existing subfield or indicator.”

9. The Field is 245 (first) and the Subfield is i2 (Indicator 2). Click Next.

10.
10. The value will always be one more than the number of letters in the nonfiling word, as you must also count the space following it. Therefore, the word “The” would have a value of 4, the word “A” would have a value of 2, and the word “An” would have the value of 3. When you have entered the value, click Next.

11. The action should now appear in the “Actions” box. Click the “Execute Actions for Each:” box and then click “Replace All.” The items should now sort correctly in cataloging and OPAC. Please note that this does NOT affect the sorting in Report Tool; Report Tool sorts strictly by text and does not recognize the nonfiling indicators.