**REMOVING A FIELD OR SUBFIELD**

1. Search for the records you wish to change.

2. When the list of items comes up, right click anywhere in the list and choose Find…

3. Remove Existing…

4. Field or subfield…

5. Fill in appropriate fields, then click Next.

6. Execute actions for each:

7. Replace All.

8. Click Action.

9. Action Wizard

10. Please specify a subfield below:

   - Field occurrence: 852
   - Subfield/occurrence: [ ]

11. Click Next.

12. Click Advanced.