M3 Cataloging Module

BASIC FIND & REPLACE

Holding &Patron records

Search	
Search For: Bibliographic	•
Anywhere	•
*	
OR Title	•

2. **Results** are displayed below.

a. Codes that are uppercase, mixed case and one is missing

1.

3. Select records you want to change

Tip: To select multiple records:

- a. **Click** box of the 1^{st} **record** you want.
- b. Scroll down to Last record you want.
- c. Hold down Shift Key.

d. **Click** box of that **last record** you want.

4. Right click and select Find



Match whole word only

Match whole field only

Regular Expression

Match gase

Wildcards

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Uses: Globally edit records to fix spelling errors, upper/lower case etc. – Bibliographic,

Example: Make sure all Bibliographic Records contain a Location/Collection

Code (852#a), and that it's all uppercase.

Search - all Bibliographic Records



- 6. Type **exact** text you want to locate in **Find box**
- 7. Select MARC field number in the 1^{st} In box
- 8. Select **subfield** in the $2^{nd} \ln box^{-1}$
- 9. Type the exact text w/correct case you want placed in your field in Replace with box

Find

Find:

In:

Replace with:

Advanced

- 10. Click the **Replace All** button
- 11. All records that you selected should now have the correct text/case in the field/subfield you specified.
- 12. To take care of the record with no code see "Advanced Find & Replace" Ex. 1

DEFINITIONS: Checkboxes on Right Hand Side:

- Match whole word only Locates exact text typed into the Find box, treating your text as a whole word. For example: If you type cat, only cat occurrences are found, and other words such as catalog and scatter are ignored. (Match whole word only and Match whole field only cannot be selected in the same operation.)
- Match whole field only Locates exact text typed in the Find box, but only when that text is the entire content of a field.

CHbe

852

CHBE

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- Match case Locates exact text typed in the Find box, but only if the case matches.
- Wildcards Allows you to apply the truncation asterisk (*) to the beginning and/or end of text typed in the Find box, and the wildcard question mark (?) within text in the Find box. Wildcard usage broadens your search.
- **Regular expression** Allows an advanced user to search using regular expression notation rather than plain text. Regular expressions allow you to use a character string that has special meaning when used in a pattern. For example, the string /eg*/ would find easy, egocentric, egg, and all other words that have zero or more occurrences of the character preceding the asterisk (in this example, g). This is only one example of a regular expression search; there are many characters that can be used.

	Coll	Prefix	Call#	Iter	
1	CHBE		FIC PAT		
2	CHBE		FIC	WHI	
3	CHBE		808.81 CAR		
4	CHBE		FIC ROW		
5	CHBE	Fict	FIC ROW		
6	CHBE		E SEU		
7	CHBE				
8	CHBE		FIC	WHI	
9	CHBE		811 SIL	SIL	
10			004 WHI		
11	CHBE		069 KAL		
	1				

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Find Next

Replace <u>A</u>ll

Cancel

ADVANCED FIND & REPLACE

INITIAL STEPS FOR ANY ADVANCED FIND/REPLACE

- 1. **Search** for the records you want
- 2. Select your records
- 3. Right click, Select Find
- 4. Click Advanced Box (left hand corner)
- 5. Click the **ACTION BUTTON**

Dropdown box appears with a list of various options, which are defined below.

Action – Displays a list of options that allows the user to create one or more replace actions. The replace actions are then listed in the Actions box. The options buttons are:

Wizard: Leads user through the creation of an action.

Copy matching: Copies the contents of a field or subfield that contains text matching the **Find** box into a user-specified field or subfield.

Copy existing: Copies the contents of an existing userspecified field or subfield into a different user-specified field or subfield.

Move matching: Moves (changes the position of) a field or subfield containing text that matches the **Find** box.

Move existing: Moves (changes the position of) an existing user-specified field or subfield.

Rename matching: Renames a matching field or subfield. **Rename existing:** Renames an existing user-specified field or subfield.

Remove matching: Removes a matching field or subfield. **Remove existing:** Removes an existing user-specified field or subfield.

Insert new: Inserts a new control field, field, or subfield.

Insert text: Inserts text into an existing control field, existing subfield, or indicator.

The most frequently used: Insert new & Insert text

DEFINITIONS: Buttons on Right Hand Side of ACTIONS WINDOW:

Move Up – Moves the currently-selected action in the Actions box up one position.

Move Down - Moves the currently-selected action in the Actions box down one position.

Delete – Removes the currently selected action in the Actions box.

Delete All – Removes all actions in the **Actions** box.

NOTES:

- To cancel the find and replace operation, click Cancel any time. However, changes made prior to clicking Cancel are saved.
- To "undo" the changes, click Undo Find/Replace on the Edit menu.

You CANNOT UNDO once you have:

a. opened a record

b. saved a record

- c. begun a standard keyword search
- d. begun another find operation e. imported or exported records f. exited Cataloging

Advanced Find/Replace x Find: • Match whole word only Match whole field only -In: <global> ▼ <globab</p> Match case Replace with: • Wildcards Advanced Regular Expression Cancel Advanced Find Limit search to field occurrence 📕 Limit search to subfield occurrence Limit search to character position to 🛛 Match each control field, subfield or indicator as specified above fignore find expression Advanced Replace Execute actions for each: C field specified above C subfield specified above C match Actions only (ignore replace expression C record Actions Action Wizard Copy existing Move existing Rename existing Remove existing Insert new Insert text

Example 1: Insert NEW Subfield "a" into EXISTING Field "852" and place text in New Subfield "CHBE".

Advanced Find/Replace

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- 1. Click the ACTION BUTTON
- 2. Action = Insert New \rightarrow Subfield \rightarrow Into Existing Field



Example 2: Prices in 852#9 field have "\$" instead of "p" and no "**usd**" after the dollar amount

(We'll combine 2 Find/Replace statements to fix this)

1. Click the ACTION BUTTON

/

- 2. Action = Insert Text \rightarrow Into Existing Field/Subfield
- 3. **Follow screens** for *entering Text* see below
- 4. **Double Check** your Action Statements.

	Action Wizard
Find: In: In:<	Please specify a subfield below:
Advanced Find Link teschic hild occurrence:	Field/occurrence 852 T first
Limit search to subtraid occurrence: any Arrow Copy existing Limit search to character positions: Move matching Move matching Move matching Move existing Move existing	Subfield/occurrence 9 First 💌
Advanced Replace Remain matching > Remain matching > Remain matching > Remove existing Actions only (growth Actions only (growth Remove existing > Into existing control field Into existing subfield or indicator Move Upon Delete All	Back Next Cancel
Action Wizard	Advanced Find/Replace
Please specify the text to be inserted and how it should be inserted into the field/subfield: gappend text greplace text insert text at position replace gositions to 0 Back Next Cancel	Find: Imach yelobe word only Betalow Product word only Imach yelobe field only Betalow Product word only Betalow Product word only Imach yelobe with: Imach yelobe field only Betalow Product word only Imach yelobe with: Imach yelobe field only Betalow Product word only Imach yelobe with: Imach yelobe field only Betalow Product word only Imach yelobe with: Imach yelobe field Betalow Product word only Imach yelobe with: Imach yelobe field Betalow Product word only Imach yelobe with: Imach yelobe field Betalow Product word only Imach yelobe with: Imach yelobe with: Imach yelobe with: Imach yelobe with: Imach yelobe with: Betalow Product word word word word word word word word
Advanced Ind/Replace Find. Image: Colorado Ind/Replace Find. Image: Colorado Ind/Replace Image: Colorado Ind/Replace Inc. Colorado Ind/Replace Image: Match whole field only Replace with: Image: Colorado Ind/Replace/Ind/Rep	Action Wizard Please specify the text to be inserted and how it should be inserted into the field/subfield: usd
Advanced Find Waard Is in a specifie of procumence: If we will be added occumence: Data specifie of both accumence: If we will be added occumence: Data specifie of both accumence: If we will be added occumence: Mote maching If we maching Advanced Replace Resource matching Execute actions for each Resource actions for each	grepend text prepend text replace text replace text replace text o
Click Action button, P Actions well (government) Description begin 2nd Find/Replace More Backet for Modes More Backet for Modes statement. More Backet for Modes More Backet for Modes	replace gositions to 0 Partice Destine Construction

COMMON USES FOR ADVANCE FIND & REPLACE:

Patron Records

TEACHER OR HOMEROOM: Insert Subfield (b or c) in 852 Field, type entry in text box for group of students

k

VIDEO PERMISSION: Insert Subfield (k) in 852 Field and type "NO" as default entry in text box

To "reset" this at the beginning of the year, you would:

- 1. Search For Patrons / 852#k / Type "Yes" in the Keyword Box
- 2. Right Click Select All
- Find: Yes 3. Right Click - Find In: 852
 - Replace With: No

Holding Records

PRICE FIELD: Insert Subfield (9) in 852 Field and type "p10.88usd" as default entry on books that have no price LOCATION CODE: Insert Subfield (a) in 852 Field and type SchoolCode as default entry in text box **PREFIX:** Insert Subfield (k) in 852 Field and type your Prefix as default entry in text box

Bibliographic Records

SUBJECT FIELD FOR A GROUP OF RECORDS: Insert Field (650) Subfield (a) in 852 Field LOCATION CODE: Insert Subfield (a) in 852 Field and type SchoolCode as default entry in text box MATERIAL TYPE CODE: Insert Text into existing control field:

Material Type	Field	Letter to Type	Position Boxes	
DVD	001	v	4	4
Kit	000	0	6	6
Mixed Material	000	р	6	6
Audio Book	000	i	6	6