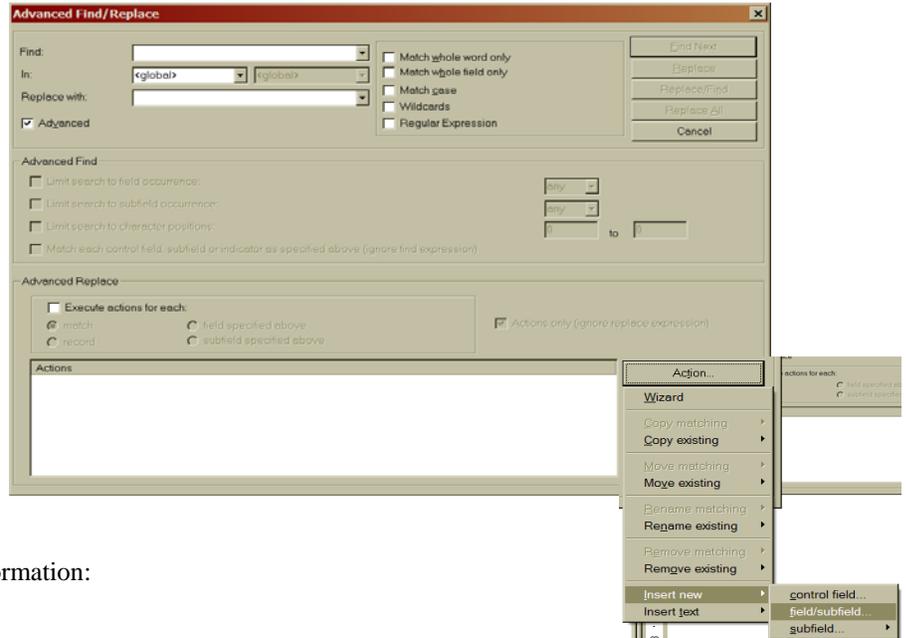


ADVANCED FIND & REPLACE

INSERTING A NEW FIELD AND SUBFIELD (here were using the 650#a as our example)

INITIAL STEPS

1. **Right click**, Select **Select All**
2. **Right click**, Select **Find**
3. Click **Advanced Box** (left hand corner)
4. Click the **ACTION BUTTON**
Dropdown box appears with a list of various options.
5. **Select: Insert new:** field/subfield



Follow with the Action Wizard, filling in the information:

Type: Field = 650
Subfield = a Click **NEXT**

Leave at Default – Click NEXT

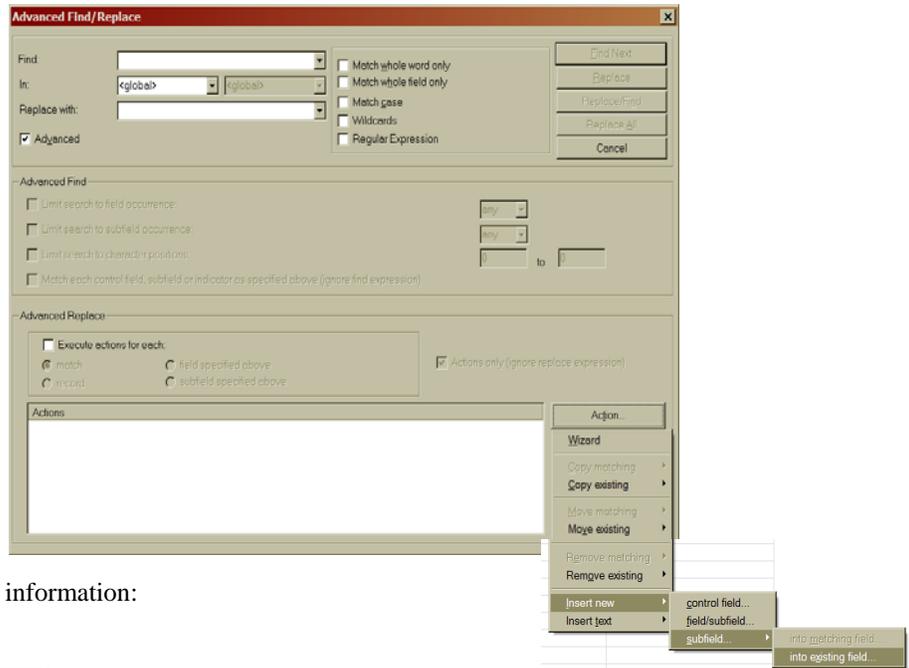
Leave Blank – Click NEXT

Type in your information (if every records the same otherwise leave blank) – Click NEXT

INSERTING A NEW SUBFIELD INTO AN EXISTING FIELD (here were using the 852#c as our example)

INITIAL STEPS

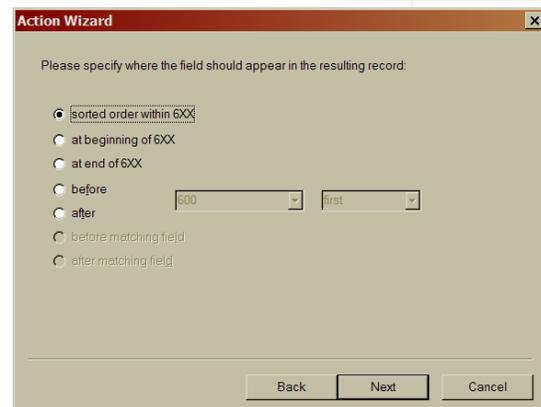
5. **Right click**, Select **Select All**
6. **Right click**, Select **Find**
7. Click **Advanced Box** (left hand corner)
8. Click the **ACTION BUTTON**
6. **Select: Insert new:** field/subfield



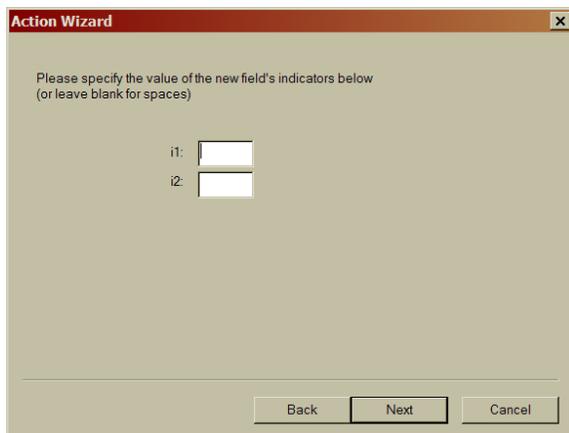
Follow with the Action Wizard, filling in the information:



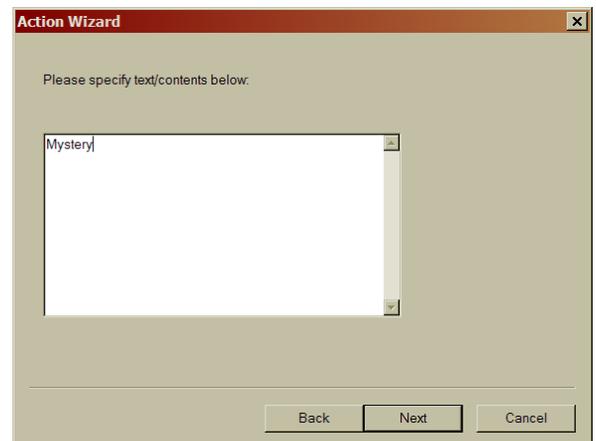
Type: **Subfield = c**
Click - **NEXT**



Leave at Default – Click **NEXT**



Leave Blank – Click **NEXT**



Type in your information (if every records the same otherwise leave blank) – Click **NEXT**