# **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:

Action Wizard				×
Please specify the into the record:	new data field and s	subfield to be	inserted	
Fie	ld: 650	-		
Subfie	ıld: a	•		
	[	Back	Next	Cancel
Type:	Field = (	650		
Туре:	Field = ( Subfield	650 l = a	Click <b>N</b>	EXT
Type:	Field = ( Subfield	650 l = a	Click N	EXT
Type: Action Wizard	Field = ( Subfield	650 l = a eld's indicat	Click <b>N</b>	EXT
Type: Action Wizard Please specify th (or leave blank for	Field = ( Subfield	650 l = a eld's indicate	Click <b>N</b>	EXT
<b>Type:</b> Action Wizard Please specify th (or leave blank for	Field = ( Subfield	650 l = a eld's indicat	Click <b>N</b>	EXT
Type: Action Wizard Please specify the (or leave blank for	Field = 0 Subfield	650 I = a eld's indicat	Click N	EXT
Type: Action Wizard Please specify th (or leave blank for	Field = ( Subfield evalue of the new fi spaces) i1: i2:	650 l = a eld's indicat	Click <b>N</b>	EXT
Type: Action Wizard Please specify the (or leave blank for	Field = ( Subfield evalue of the new fi spaces) i1: i2:	650 I = a eld's indicat	Click <b>N</b>	EXT
Type: Action Wizard Please specify the (or leave blank for	Field = ( Subfield evalue of the new fi spaces) i1: [	650 I = a eld's indicat	Click <b>N</b>	EXT

 $Leave \; Blank-Click \; \textbf{NEXT}$ 

Back

Next

Cancel

tion Wizard	l appear in the	e resulting record	+	×
sorted order within 6XX     at beginning of 6XX     at end of 6XX     before     after     before     before     before		first	Y	
C aftermatching fiel <u>d</u>	Back	Next		Cancel

Leave at Default - Click NEXT

Action Wizard	×
Please specify text/contents below:	
Mystery	×
	<b>Y</b>
	Back Next Cancel

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

IAL STEPS	Advanced Find/Replace	×
Right click, Select Select All Right click, Select Find Click Advanced Box (left hand corner)	Find     Image: Constraint of the second only of the second onl	Eind Next Bisplace Replace/Find Replace &/ Cancel
Select: Insert new: field/subfield	Advanced Find     Commence:     Init search to subfield occurrence:     Init search to subfield occurrence:     Init search to subfield occurrence:     Init search to cheracter positions:     Init sear	to P
	- Advanced Replace	
	Actions	Wizard Copy metching Copy existing
		Maye matching  Maye existing  Benove matching  Benove matching
Follow with the Action Wizard, filling in th	e information:	Insert text



ease specily whe	re the field should :	appear in the	e resulting re	cord:	
Sorted order w	ithin 6XX				
🔿 at beginning o	f6XX				
C at end of 6XX					
C before	600		firet	-	
C after	000	Ľ	mar	Ľ	
${f C}$ before matchi					
m c after matching					

to existing field...

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

Leave at Default - Click NEXT

Action Wizard	×
Please specify the value of the new (or leave blank for spaces)	field's indicators below
i1:   i2:	-
	Back Next Cancel

Leave Blank - Click NEXT

Please specify text/contents bel	ow:	
Mystery	A	

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