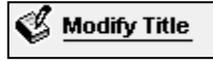


NOTE: Before you modify a record, please consult the *Follow the Guidelines for Enhancing Marc Records* tip sheet.

1. **Click** on Cataloging Wizard.



2. **Click** on the Modify Title Wizard.

3. **Locate** the title you want to modify. **Click** Modify.

4. **Make changes** to required fields on the Bibliographic Tab (as directed in the Guidelines for Enhancing Marc Records document).

5. **Make changes** to fields needed to match the record to your item. Use helpers or right-click menus to make appropriate changes.

6. Use helpers to add or delete fields.

7. **Click Save.**

8. **Click** on Call Number/Item Tab if modifications are needed to item or call number information.

8. **Save** your changes.

NOTE: *Do not make any changes on the Control Tab.*